

City of Junction City Municipal Budget



Fiscal Year 2014 / 15



Table of Contents

Section I

Table of Contents

Section 1 - Table of Contents

Section 2 - Introduction

Budget Committee	1
Calendar.....	2
Budget Process.....	4
Citizen Involvement.....	6
City Overview	7

Section 3 - Budget Message 1

Section 4 - Budget Worksheets

Summary of All Funds.....	2
---------------------------	---

General Fund

Comparative Reports	4
Tables & Graphs	8
Resources	14
Finance	16
Municipal Court	19
Non-Departmental.....	22
Administration	23
Building & Planning	26
Senior Services (See Viking Sal Senior Fund)	29
Community Services (See Community Center Fund).....	30
Swimming Pool	31
Parks Maintenance	34
Library	37
Police	40
Transfers and Fund Balance.....	46

Table of Contents - Continued

Special Revenue Funds

Street Fund	48
Viking Sal Senior Fund.....	52
Community Center Fund	56
Community Development Revolving Loan Fund.....	60
State Revenue Sharing	63
Special Police Programs Fund.....	65
Health Insurance Fund.....	68

Enterprise Funds

Water Fund	72
Water Equipment Reserve Fund.....	76
Water System Improvement Fund	78
Water System Development Fund	80
Sewer Fund.....	82
Sewer Ratepayer Assistance Fund.....	87
Sewer Equipment Reserve Fund	89
Sewer System Improvement Fund.....	91
Sewer System Development Fund.....	93
Sanitation Fund	95
Sanitation Equipment Reserve Fund	99
Sanitation System Improvement Fund.....	101

Capital Projects Funds

Administrative Vehicle & Equipment Fund.....	104
Bike Path Reserve Fund	106
Building Replacement Reserve Fund	108
Building Reserve Fund.....	110
Computer Equipment Reserve Fund	112
Library Equipment Reserve Fund	114
Park & Pool Equipment Reserve Fund	116
Park System Development Fund	118

Table of Contents - Continued

Police Vehicle & Equipment Fund.....	120
Prairie Road Street Improvement Fund	122
PW Building/Yard Reserve Fund	124
Street Equipment Reserve Fund.....	126
Street System Development Fund	128
DOC IGA Infrastructure Fund.....	130
<u>Internal Services Funds</u>	
Internal Services Fund	134
<u>Closed Funds</u>	
Cumulative Law Enforcement Fund.....	138
Police Defibrillator Trust Fund.....	139
Viking Sal Capital Reserve Fund	140
<u>Totals – All Funds</u>	141
Section 5 - Capital Improvement Plan	1
Section 6 – Personnel Services	
Personnel Organization Chart.....	1
FTE by Department.....	3
Personnel Services Summary by Department	4
Position Wages & Benefits by Fund and Department...	6
Position Wages by Fund and Department	8
Personnel Services Allocations.....	10
Volunteer Hours by Department	12
Section 7 – Fiscal Policies	
Junction City Fiscal Policies.....	1
Section 8	
Glossary	1

CITY OF JUNCTION CITY
LANE COUNTY, OREGON

BUDGET COMMITTEE MEMBERS
For Fiscal Year 2014-15

Mayor

David S. Brunscheon

Councilors

Herb Christensen
Bill DiMarco
Steven Hitchcock
Jim Leach
Karen Leach
Randy Nelson

Citizens

Shirley Smith
Kara McDaniel
Susan Huntley
Dale Rowe
Kenneth Wells
Jason Thiesfeld
Jack Sumner

City Administrator/Budget Officer

Melissa Bowers

City of Junction City
Budget Calendar
FY2014/15

December	Capital Projects & Improvements budget update begins
December - January	Finance Department Budget Preparations
December 10th	Budget Officer appointed by Council
January 14th	Budget Committee appointments by Council
January - February	Department Budget Preparations
February - March	Council Committees Budget Review
March 27th	Submit Budget Committee Meeting Notices to Newspaper
April 2nd	Publish Notice of Budget Committee Meeting (5 - 30 days before meeting)
April 3rd	Submit Public Hearing Notice on Uses of State Shared Revenue to Newspaper (Budget Committee)
April 9th	Publish Notice of Public Hearing on Use of State Revenue for Budget Committee (5 to 30 days before the hearing)
April 17th	Submit Notice of Public Hearing on Use of State Revenue (Council) to Newspaper
April 17th	Budget Committee Meeting (1st) Distribute Budget Packet to Committee Members Presentation of Budget Message and Overview Public Comment and Questions
April 23rd	Publish Notice of Public Hearing - Use of State Shared Revenue in Newspaper (Council) (5 to 30 days before the hearing)

City of Junction City
Budget Calendar
FY2014/15

April 24th	Budget Committee Meeting (2nd) <u>Public Hearing</u> on Use of State Revenue Sharing
May 1st	Budget Committee Meeting (3rd)
May 8th	Budget Committee Meeting (4th)
May 13th	City Council Meeting <u>Public Hearing</u> on proposed uses of state shared revenue
May 15th	Submit Budget Hearing Notice and Budget Summary to Newspaper
May 21st	Publish Notice of Budget Hearing (5 to 30 days before the hearing)
June 10th	Council Meeting <u>Public Hearing</u> on approved budget Adoption of Resolutions: > Verification of Services Provided > Election to Receive State Revenue Sharing > Fiscal Year 2014/15 Budget
July 7th	Submit LB50 (Impose Taxes) to Assessor
July 21st	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, Junction City Municipal Code, and State Budget Laws and typically begins in January or February. The initial tasks include filling any citizen vacancies on the budget committee, setting the date for the first budget committee meeting, and distribution of a budget preparation packet to department heads.

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

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

The Council is required to adopt the budget for the fiscal year that begins July 1st no later than the preceding June 30th. This annual budget serves as the foundation for the City's financial planning and control. Annual budgets are adopted, on a cash basis, for all funds, except the agency funds. The budget is prepared by fund, department and object class. The legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is at the fund and object class (i.e. personnel services, materials and services, capital outlay, debt service, Interfund transfers, and contingency) level.

After the City Council has considered relevant public testimony on the budget, they may adjust resources, reduce or eliminate expenditures and/or increase expenditures. Increases of expenditures over the amounts approved by the budget committee are limited to not more than \$5,000 or 10 percent; whichever is greater. Expenditure increases above those limits require a republishing of the budget and a second hearing. In no case, however, may the City Council increase the taxes over the amount approved by the budget committee. The City Council then votes on a resolution that formally adopts the budget, makes appropriations, and levies and categorizes the taxes, no later than June 30.

The Council may change the budget throughout the year by transferring appropriations between levels of control and by adopting supplemental budgets as allowed by Oregon Revised Statutes. A supplemental budget is most often required when new appropriations authority is needed, such as when unexpected revenue is received.

CITY OF JUNCTION CITY

CITIZEN INVOLVEMENT OPPORTUNITIES

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

Public comment or testimony may be provided by:

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

CITY OF JUNCTION CITY

Lane County, Oregon

City Overview:

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

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

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

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

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

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

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

Location:

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

Recreation:

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

History:

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

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

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

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

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

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

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

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

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

Today there is not a dominant industry and, despite the recent reductions, there are a few large businesses that provide many employment opportunities. They include the Guaranty group of enterprises, Lochmead Dairy, 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 was submitted to the State for review and approved in August 2013. The State Mental Health Hospital is under construction and is expected to be completed in December 2014. The hospital has already begun the recruiting and training process to staff the hospital and is expected to initially employ 441 by 2015.



April 9, 2014

Honorable Mayor Brunscheon
City Councilors
Budget Committee
Citizens of Junction City

Mayor, City Councilors and Budget Committee Members, I respectfully submit the budget for Fiscal Year 14/15 (FY14/15). The budget was developed with thorough input and analysis by department heads and lead staff and with the underlying principles that the City:

- 1) maintain the same quality and level of services
- 2) consider and evaluate the necessary reserves for providing the same standard of services and striving to meet resident's expectations in the future
- 3) evaluate the services we provide and seek sustainable and manageable efficiencies at all levels through process improvements, integration of department function, and by optimizing the utilization of technology
- 4) close budgetary gaps with fiscally responsible measures that have a minimal long term negative impact on City services
- 5) build a financially resilient organization through long-term financial planning
- 6) work to maintain and preserve reserves backed by sound long term fund balance practice

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.

Last year in the budget message, I called 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.

This last year, staff and Council spent an intensive amount of time working on long range budgeting to identify weaknesses in the budget and to develop a plan for a five year forecast. Staff and Council developed a list of agreed upon weaknesses in the City's budgeting that became the Fiscal Environment Analysis in the Long Range Financial Plan. Staff and Council spent a significant amount of time developing and approving a process and steps to create solutions for each of the weaknesses and to produce a five year financial forecast. In the approved Long Range Financial Plan, the work of producing a five year financial

forecast has begun and is planned to be fully developed in FY14/15. The work on solutions to the Fiscal Environment Analysis (weaknesses list) has begun with staff, Council, and the Committee process and will cross multiple budget years. This Long Range Financial plan work and its outcomes will be reflected in the budget throughout future years as staff and Council works through the plan.

Staff and the Council remain committed to working through the steps and process in the Long Range Financial Plan, with a commitment to long term solutions and priorities that develop a sustainable budget. Staff and Council also remain committed to developing the budget in the long and short term in a means that best meets current adopted fiscal policies and future fiscal policies.

This last year, the Finance and Judiciary Committee and Council expanded the fiscal policies that were developed in the previous fiscal year. The policies are again included this year in the budget document in Section 7 with the primary change being supplemental policy related to Budget Policy #1.

The budget document layout is similar to the prior years, with additions to better assist in tracking of information. Operating revenues, operating expenses, other transfers, and transfers to reserves remain summarized at the close of funds. The layout of the Capital Improvement Plan has been enhanced to provide better readability and summary information. Where historic information related to the adopted budget and actual budget for the last ten years was provided in the past as a handout, it has now been included in Section IV with the addition of a two year comparative for the proposed budget.

Last year staff presented to the Budget Committee a list of possible additions as “expansion options” and possible reductions as “reduction options” for the General Fund. Staff again intends to present a similar list where changes are proposed for the budget by staff or Committee. This year, the list has been renamed as “Budget Considerations” and includes information about funding source, additions and/or reductions, proposals for both General Fund and the Enterprise Funds, and proposals from both staff and/or Committee. In the Budget Considerations list that staff will present to Budget Committee, additional positions are listed but have not been included in the proposed budget document.

Personnel Services includes a 2% increase for wages, based on collective bargaining agreements. The budget includes the Council approved addition of a .5 FTE (Full Time Equivalent) City Planner and a corresponding reduction in Contracted Planning Services. The budget also includes a Council approved restructuring of the Community Services Department with a decrease in the Community Services Director compensation and duties and an equivalent increase in the Administrative Aide position for the Community Services Department. The portion of the General Fund contribution for the Community Services Department remains at the same level. Personnel Services for Community Services and Senior Services have been eliminated from within the General Fund and replaced with a transfer from the General Fund. This change consolidates activity for the Senior Center and Community Center into the Community Center Fund and Viking Sal Senior Fund.

The budget is balanced to meet Oregon budget law. The proposed budget demonstrates improvement in the difference between operating revenue and operating expenditures for the proposed year. In FY 13/14 the proposed difference between operating revenue and operating expenditures in the General Fund was - \$152,600. In FY 14/15 the proposed difference between operating revenue and operating expenditures in the General Fund is \$45,500. The difference in both years is calculated including operating transfers. The calculation does not include reserve transfers. The General Fund remains a primary cause for concern with a trend that continues to reflect a long term challenge of maintaining operations and adequately contributing to reserves for capital facilities and infrastructure.

The proposed budget provides a means for preserving services for the next year's operations. Much work still remains in the long term to address the weaknesses, compile useful forecasting information, and develop budget sustainability.

I am proud of the progress staff and Council has made in the last year toward the bigger goal of fiscal sustainability. I believe this budget is conservative and continues to move the City to the sustainable financial operation that the City Council, Budget Committee, and staff hold as a vital goal.

I thank the Mayor, City Councilors, and each member of the Budget Committee for their dedication and service to the community.

Respectfully,

Melissa Bowers, Budget Officer

Section 4 - Budget Worksheets

Summary of All Funds	2
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General Fund

Comparative Reports	4
Tables & Graphs	8
Resources	14
Finance	16
Municipal Court	19
Non-Departmental.....	22
Administration	23
Building & Planning	26
Senior Services (See Viking Sal Senior Fund)	29
Community Services (See Community Center Fund).....	30
Swimming Pool	31
Parks Maintenance	34
Library	37
Police	40
Transfers and Fund Balance.....	46

Special Revenue Funds

Street Fund	48
Viking Sal Senior Fund.....	52
Community Center Fund.....	56
Community Development Revolving Loan Fund.....	60
State Revenue Sharing.....	63
Special Police Programs Fund.....	65
Health Insurance Fund.....	68

Enterprise Funds

Water Fund	72
Water Equipment Reserve Fund.....	76
Water System Improvement Fund	78
Water System Development Fund	80

Table of Contents - Continued

Sewer Fund.....	82
Sewer Ratepayer Assistance Fund.....	87
Sewer Equipment Reserve Fund	89
Sewer System Improvement Fund.....	91
Sewer System Development Fund.....	93
Sanitation Fund	95
Sanitation Equipment Reserve Fund	99
Sanitation System Improvement Fund.....	101

Capital Projects Funds

Administrative Vehicle & Equipment Fund.....	104
Bike Path Reserve Fund	106
Building Replacement Reserve Fund	108
Building Reserve Fund.....	110
Computer Equipment Reserve Fund	112
Library Equipment Reserve Fund	114
Park & Pool Equipment Reserve Fund	116
Park System Development Fund	118
Police Vehicle & Equipment Fund.....	120
Prairie Road Street Improvement Fund	122
PW Building/Yard Reserve Fund	124
Street Equipment Reserve Fund.....	126
Street System Development Fund	128
DOC IGA Infrastructure Fund.....	130

Internal Services Funds

Internal Services Fund	134
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Closed Funds

Cumulative Law Enforcement Fund.....	138
Police Defibrillator Trust Fund.....	139
Viking Sal Capital Reserve Fund	140

<u>Totals – All Funds</u>	141
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City of Junction City
 Summary of All Funds
 Fiscal Year 2014/15

Fund	Name of Fund	Estimated Beginning Fund Balance	Anticipated New Revenue	Transfers In	Personnel Services	Materials & Services	Capital Outlay
001	General	2,042,600	3,440,200	96,000	2,409,300	873,700	-
002	Water	111,200	928,200	-	481,900	194,700	600
003	Sewer	367,000	1,397,300	-	526,100	187,300	600
004	Sanitation	331,500	784,500	-	374,900	266,700	200
005	Streets	310,900	517,800	-	89,500	130,300	235,000
008	VS Senior Center	6,500	57,900	86,300	104,000	36,400	-
010	Health Insurance	49,600	300	-	-	-	-
012	Community Services	5,300	48,600	40,500	60,700	31,600	-
016	Sewer Ratepayer Assistance	10,900	100	30,000	-	30,000	-
050	Internal Services Fund	20,100	206,800	193,500	185,000	206,600	-
250	State Revenue Sharing	45,600	49,300	-	-	10,000	40,000
255	Sewer System Improvement	128,600	102,500	480,000	-	305,000	3,000
264	Water System Improvement	243,700	8,100	93,000	-	25,000	219,000
266	Sanitation System Improvement	14,900	200	20,000	-	1,000	19,000
301	Police Vehicle&Equip Res	22,100	200	18,500	-	-	13,000
318	Building Reserve	158,600	800	-	-	25,000	108,500
318	Building Replacement Reserve	-	-	70,000	-	-	-
322	Library Equip&Bldg Impr Res	4,200	100	8,000	-	-	6,500
328	Admin Equip&Vehicle Res	7,100	3,100	-	-	-	2,000
333	Park & Pool Equip Res	41,500	1,200	25,000	-	1,000	17,000
334	Bike Path Reserve	34,800	3,400	-	-	100	10,000
335	Park System Development	213,700	40,900	-	-	5,000	160,000
339	Special Police Programs	13,200	67,000	22,500	76,700	24,900	-
345	Computer Equipment Res	9,600	100	108,300	-	19,000	79,000
346	Water Equipment Reserve	28,100	16,100	12,000	-	16,000	15,500
347	Sewer Equipment Reserve	42,000	200	25,000	-	-	42,000
348	Sanitation Equipment Res	85,700	300	82,000	-	-	6,000
349	Street Equipment Reserve	41,900	200	17,000	-	-	16,000
350	Prairie Rd Street Impr. Res	244,100	1,100	-	-	-	218,000
354	PW Bldg/Yard Reserve	31,200	100	15,500	-	-	10,000
401	Community Dev Revolving Loan	1,103,200	59,100	-	-	866,800	-
405	Water System Development	92,900	18,400	-	-	-	107,000
406	Sewer System Development	2,106,000	149,100	-	-	-	1,750,000
407	Street System Development	845,800	23,700	-	-	-	5,000
410	DOC-IGA Infrastructure Cap.	60,500	96,000	18,200	-	-	78,700
Totals By Type		8,874,600	8,022,900	1,461,300	4,308,100	3,256,100	3,161,600

City of Junction City
 Summary of All Funds
 Fiscal Year 2014/15

Fund	Name of Fund	Debt Service	Transfers Out	Operating Contingency	Total Appropriated	Fund Balance	Total By Fund
001	General	-	377,300	65,800	3,726,100	1,852,700	5,578,800
002	Water	-	195,100	15,000	887,300	152,100	1,039,400
003	Sewer	-	632,200	27,500	1,373,700	390,600	1,764,300
004	Sanitation	-	114,500	15,000	771,300	344,700	1,116,000
005	Streets	-	36,200	120,000	611,000	217,700	828,700
008	VS Senior Center	-	-	1,000	141,400	9,300	150,700
010	Health Insurance	-	-	-	-	49,900	49,900
012	Community Services	-	-	-	92,300	2,100	94,400
016	Sewer Ratepayer Assistance	-	-	-	30,000	11,000	41,000
050	Internal Services Fund	-	-	10,000	401,600	18,800	420,400
250	State Revenue Sharing	-	10,000	-	60,000	34,900	94,900
255	Sewer System Improvement	-	-	-	308,000	403,100	711,100
264	Water System Improvement	90,000	-	-	334,000	10,800	344,800
266	Sanitation System Improvement	-	-	-	20,000	15,100	35,100
301	Police Vehicle&Equip Res	-	-	-	13,000	27,800	40,800
318	Building Reserve	-	-	-	133,500	25,900	159,400
318	Building Replacement Reserve	-	-	-	-	70,000	70,000
322	Library Equip&Bldg Impr Res	-	-	-	6,500	5,800	12,300
328	Admin Equip&Vehicle Res	-	-	-	2,000	8,200	10,200
333	Park & Pool Equip Res	-	-	-	18,000	49,700	67,700
334	Bike Path Reserve	-	-	-	10,100	28,100	38,200
335	Park System Development	-	-	-	165,000	89,600	254,600
339	Special Police Programs	-	-	-	101,600	1,100	102,700
345	Computer Equipment Res	-	-	-	98,000	20,000	118,000
346	Water Equipment Reserve	-	-	-	31,500	24,700	56,200
347	Sewer Equipment Reserve	-	-	-	42,000	25,200	67,200
348	Sanitation Equipment Res	-	-	-	6,000	162,000	168,000
349	Street Equipment Reserve	-	-	-	16,000	43,100	59,100
350	Prairie Rd Street Impr. Res	-	-	-	218,000	27,200	245,200
354	PW Bldg/Yard Reserve	-	-	-	10,000	36,800	46,800
401	Community Dev Revolving Loan	-	-	-	866,800	295,500	1,162,300
405	Water System Development	-	-	-	107,000	4,300	111,300
406	Sewer System Development	-	-	-	1,750,000	505,100	2,255,100
407	Street System Development	-	-	-	5,000	864,500	869,500
410	DOC-IGA Infrastructure Cap.	-	96,000	-	174,700	-	174,700
Totals By Type		90,000	1,461,300	254,300	12,531,400	5,827,400	18,358,800
Total Appropriations, All Funds							12,531,400
Total Unappropriated, All Funds							5,827,400
Total							18,358,800

General Fund Comparative Report - Adopted Budgets

	Adopted Budgets				
	FY04/05	FY05/06	FY06/07	FY07/08	FY08/09
Beg. Fund Balance	1,025,000	1,105,340	700,000	1,417,532	1,789,875
Revenue					
Property Taxes	1,022,215	1,500	1,491,861	1,566,536	1,646,370
Interest Income	14,500	12,000	20,746	36,163	61,100
Franchises	206,300	217,800	229,914	265,277	309,605
Licenses and Permits	46,210	107,350	105,104	218,231	156,744
Intergovernmental	133,310	63,350	141,651	145,560	501,439
Charges for Service	7,100	18,000	44,732	37,700	42,971
Court/Law Enf Fines	221,250	190,000	203,922	214,700	190,239
All Other	3,630	2,350	13,582	22,350	21,975
Transfers - in	-	-	391,229	-	-
Total Revenue	1,654,515	612,350	2,642,741	2,506,517	2,930,444
Expenditures					
Personal Services	1,273,380	400,183	1,819,003	1,909,754	2,237,820
Materials & Services	512,180	358,820	606,236	722,371	933,822
Capital Outlay	6,045	-	15,000	1,050	100
Contingency	116,830	41,338	60,000	60,000	60,000
Transfers - Operating	58,080	309,495	-	-	-
Transfers - Reserve & Loans	38,000	11,000	6,500	30,500	25,000
Total Expenditures	2,004,515	1,120,836	2,506,739	2,723,675	3,256,742
Ending Fund Balance	675,000	596,854	836,001	1,200,374	1,463,577
Revenue Less Expenses					
Excluding Reserve Transfers	(312,000)	(497,486)	142,501	(186,658)	(301,298)
	-	-	-	-	-

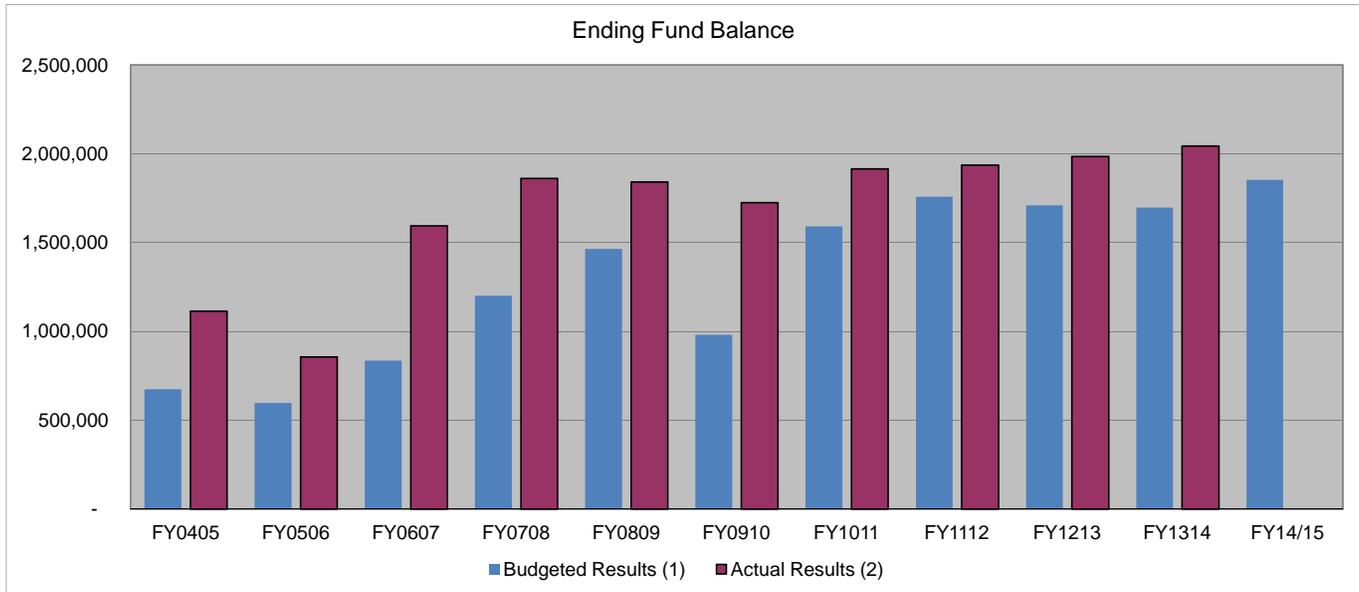
						Proposed
FY09/10	FY10/11	FY11/12	FY12/13	FY13/14	FY14/15	FY14/15
1,514,156	1,693,847	1,836,983	1,880,000	1,979,300	2,042,600	2,042,600
1,765,902	1,884,866	1,920,142	2,033,400	2,102,900	2,196,500	2,196,500
28,000	50,000	25,667	24,300	15,700	12,400	12,400
331,500	362,781	361,500	330,800	356,900	372,400	372,400
114,684	173,328	191,625	131,400	273,800	315,000	315,000
649,426	572,356	247,078	186,100	207,500	191,200	191,200
27,225	29,300	43,250	49,100	57,100	59,600	59,600
182,900	233,600	289,000	238,000	233,500	255,000	255,000
27,905	27,905	52,861	48,100	41,800	134,100	134,100
-	107,500	16,552	41,800	6,800	-	-
3,127,542	3,441,636	3,147,675	3,083,000	3,296,000	3,536,200	3,536,200
2,259,516	2,346,435	2,382,990	2,348,300	2,530,600	2,409,300	2,421,200
1,181,950	1,100,070	757,100	739,150	834,700	873,700	868,700
100	100	-	-	-	-	-
50,000	50,000	50,000	50,000	82,600	65,800	65,800
120,000	10,550	-	-	-	227,500	135,000
50,000	37,000	37,000	117,000	130,500	149,800	159,800
3,661,566	3,544,155	3,227,090	3,254,450	3,578,400	3,726,100	3,650,500
980,132	1,591,328	1,757,568	1,708,550	1,696,900	1,852,700	1,928,300
(484,024)	(65,519)	(42,415)	(54,450)	(151,900)	(40,100)	45,500
-	-	-	-	-	-	-

General Fund Comparative Report - Actual Results

	FY0304	FY0405	FY0506 (1)	FY0607 (2)	FY0708
Beg. Fund Balance	1,130,354	1,114,609	1,113,633	856,780	1,593,031
Revenue					
Property Taxes	1,015,513	1,069,577	-	1,457,874	1,521,392
Interest Income	15,306	26,616	30,138	81,006	79,071
Franchises	201,019	229,368	259,321	292,132	389,550
Licenses and Permits	59,843	95,114	171,454	255,478	305,369
Intergovernmental	179,205	134,663	64,213	136,967	143,533
Charges for Service	-	-	-	98,431	43,104
Court/Law Enf Fines	234,312	198,354	175,907	167,143	177,532
All Other	27,949	24,957	33,347	14,758	74,588
Transfers - in	-	-	-	547,300	-
Total Revenue	1,733,147	1,778,649	734,380	3,051,089	2,734,139
Expenditures					
Personal Services	1,097,114	1,179,252	340,249	1,676,004	1,719,051
Materials & Services	508,267	499,845	330,489	617,334	704,604
Capital Outlay	73,941	4,535	-	15,000	12,610
Transfers-Operating	47,070	56,493	309,495	-	-
Transfers-Resvs/Loans	22,500	39,500	11,000	6,500	30,500
Total Expenditures	1,748,892	1,779,625	991,233	2,314,838	2,466,765
Ending Fund Balance	1,114,609	1,113,633	856,780	1,593,031	1,860,405
Total Rev Less Exp	(15,745)	(976)	(256,853)	736,251	267,374
Reserve Transfers	22,500	39,500	11,000	(540,800)	30,500
Rev less Exp Excluding Reserve Transfers	6,755	38,524	(245,853)	195,451	297,874
Notes					
(1) In FY05/06 property taxes were allocated to the Law Enforcement Fund					
In addition, wages, benefits and materials and services were also allocated					
to the Law Enforcement Fund for the Police Department.					
(2) In FY06/07, transfers included the FY05/06 ending fund balances for the Law					
Enforcement Fund and the Community Recreation Fund. These are not included in the					
calculation for operating revenue less operating expenditures.					

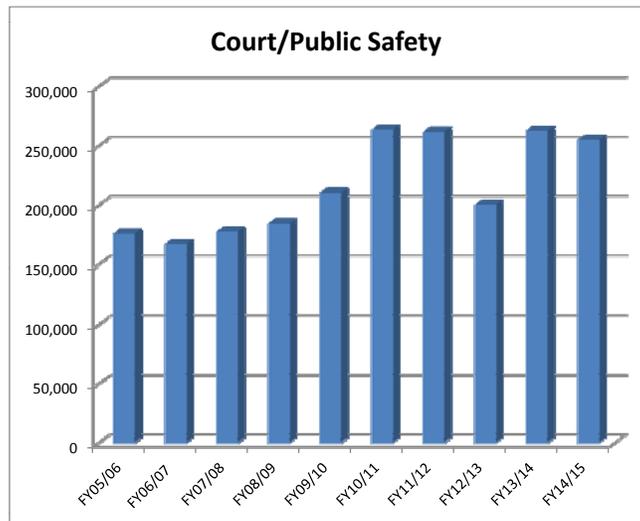
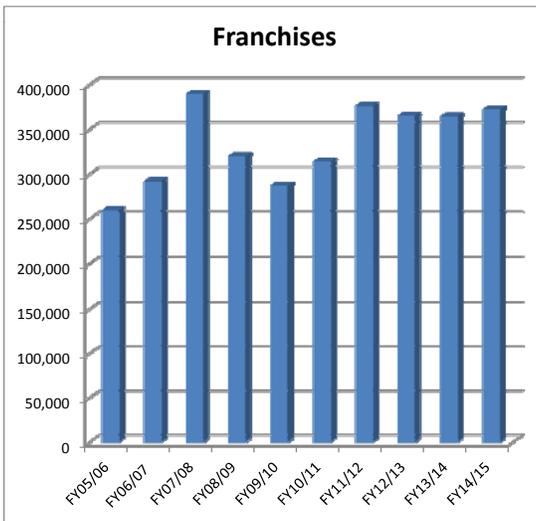
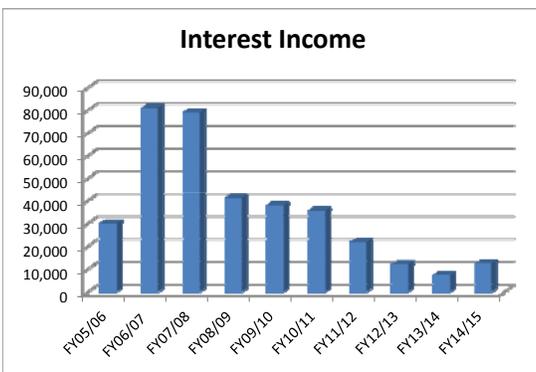
					Est Actual
FY0809	FY0910	FY1011	FY1112	FY1213	FY1314
1,860,405	1,840,470	1,723,910	1,914,203	1,935,108	1,984,015
1,736,164	1,830,605	1,900,093	1,955,937	2,032,701	2,119,517
41,168	37,942	35,542	22,012	12,148	7,347
320,242	287,395	314,161	376,285	365,198	364,644
134,661	279,328	113,875	126,742	288,698	421,193
188,210	220,066	544,434	208,873	186,469	184,867
85,004	42,150	48,850	51,389	57,357	58,550
184,405	210,405	263,521	261,588	200,125	262,702
126,184	523,336	43,941	53,281	42,343	38,745
-	-	107,500	6,552	6,800	6,800
2,816,038	3,431,228	3,371,916	3,062,659	3,191,839	3,464,365
1,885,790	2,083,948	2,267,044	2,297,102	2,192,963	2,249,225
879,537	1,293,840	862,352	707,653	786,969	916,039
-	-	-	-	-	-
-	120,000	15,227	-	46,000	-
70,645	50,000	37,000	37,000	117,000	240,500
2,835,973	3,547,788	3,181,623	3,041,755	3,142,932	3,405,764
1,840,470	1,723,910	1,914,203	1,935,108	1,984,015	2,042,615
(19,935)	(116,560)	190,293	20,904	48,907	58,601
70,645	50,000	37,000	37,000	117,000	240,500
50,710	(66,560)	227,293	57,904	165,907	299,101

**General Fund
Actual & Budgeted Ending Fund Balance⁽³⁾**

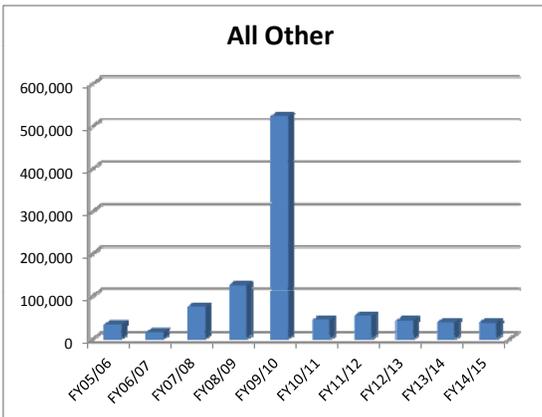
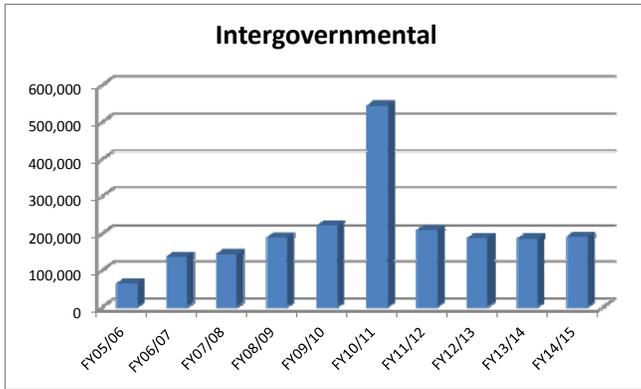
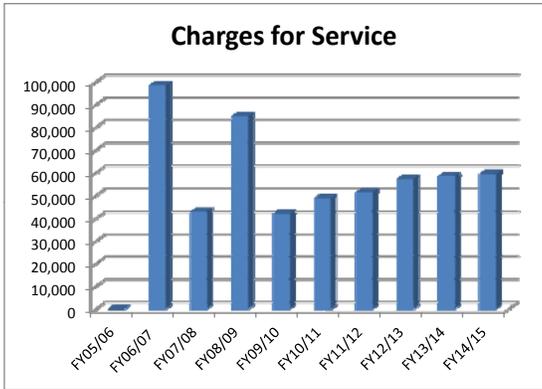


- 1 - FY14/15 are budget amounts
- 2 - FY13/14 are estimated actuals
- 2 - All budget amounts are based on the adopted budgets

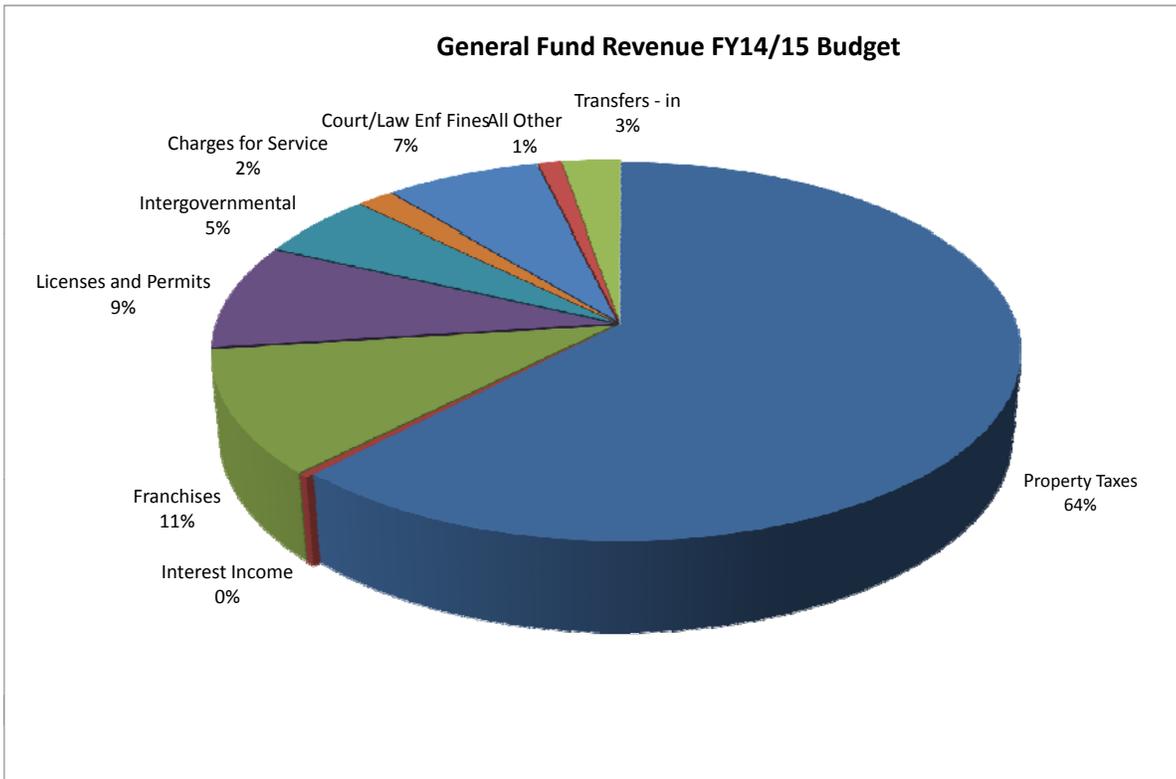
**General Fund Revenue
Actual with FY14/15 Budgeted**



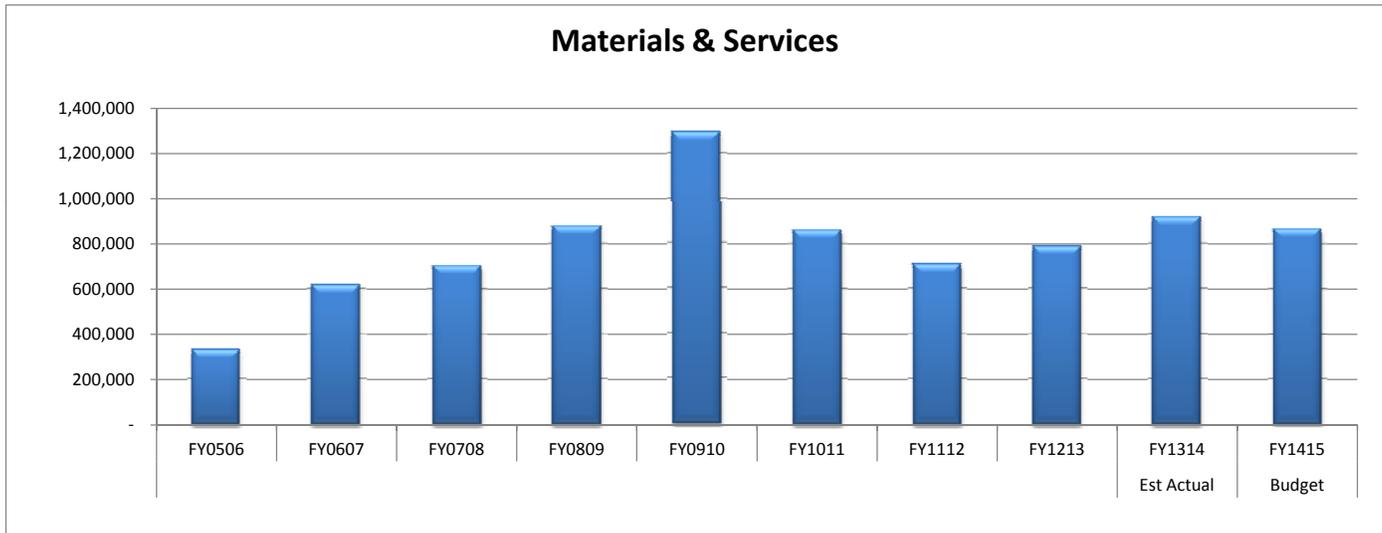
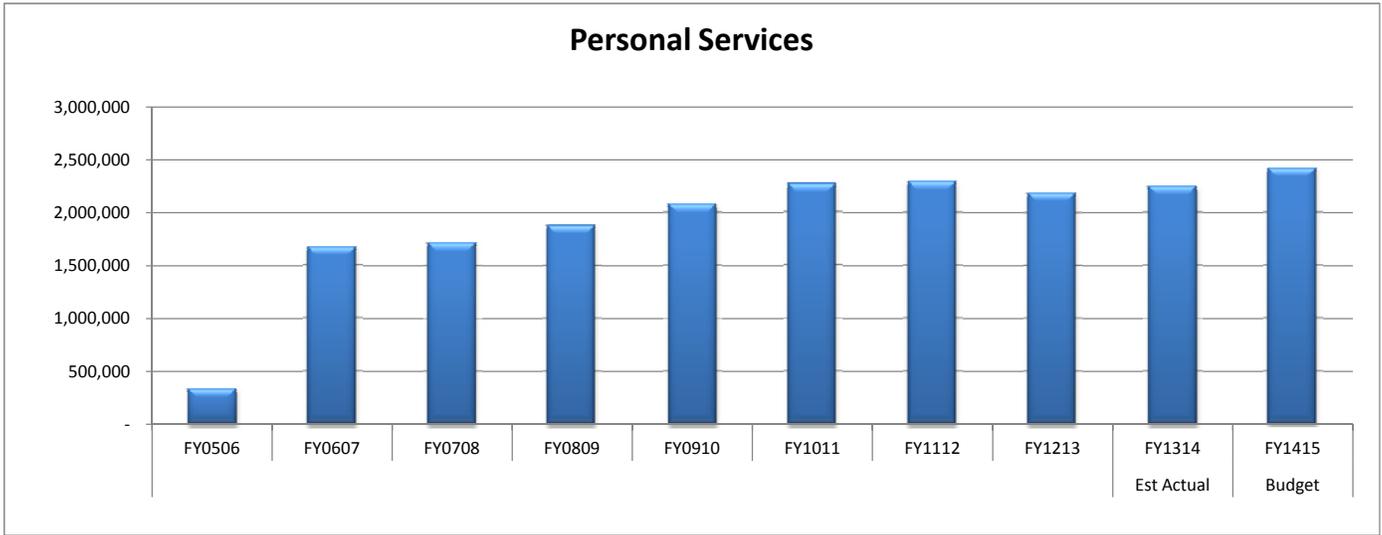
- Notes:
- (1) FY13/14 data is estimated actuals and FY14/15 are budgeted amounts
 - (2) In FY05/06, property taxes were allocated to the Law Enforcement Fund



Notes:
 (3) In FY05/06, charges for services were in the Community Rec Fund



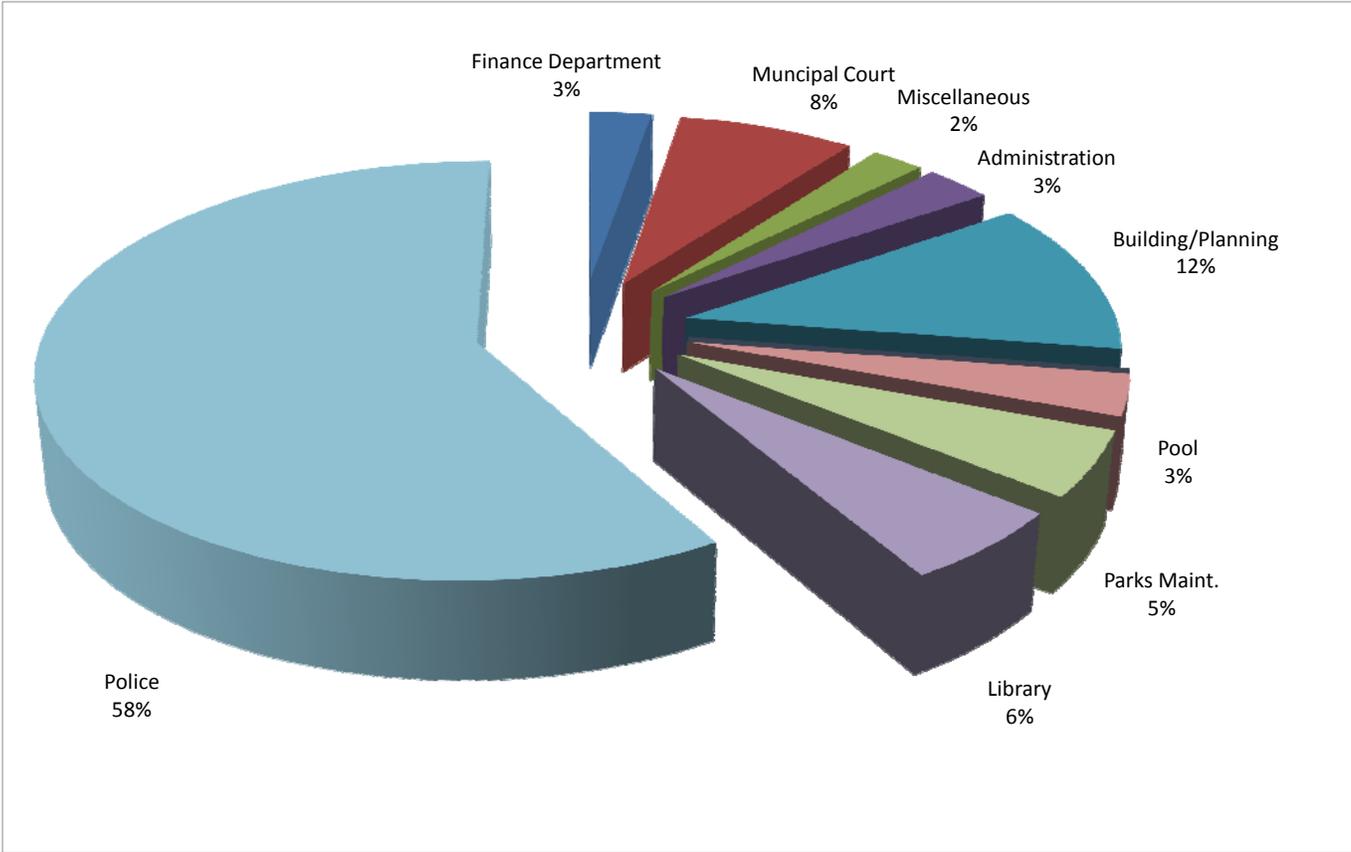
Expenditures - General Fund



Notes:

(1) In FY05/06 The Law Enforcement Fund and the Community Rec Fund were allocated personnel services and M&S costs.

General Fund All Dept Expenses
FY2014/15 Budget



GENERAL FUND

Resources

Finance

Municipal Court

Non-Departmental

Administration

Building & Planning

Senior Services

Community Services

Swimming Pool

Parks & Maintenance

Library

Police

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
General Fund							
1	1,914,202	1,935,108	1,979,300	400100 Beginning Fund Balance	2,042,600	2,042,600	2,042,600
2							
3				001-000 Resources - Taxes			
4	1,913,361	1,971,481	2,039,700	400200 Current Year Taxes	2,124,000	2,124,000	2,124,000
5	3,136	3,104	3,200	400220 Low Rent Housing, In Lieu of Tax	2,500	2,500	2,500
6	39,440	58,116	60,000	400300 Previously Levied Taxes	70,000	70,000	70,000
7	6,550	7,594	10,000	408000 Transient Room Tax	10,200	10,200	10,200
8	1,962,487	2,040,295	2,112,900	Total Taxes	2,206,700	2,206,700	2,206,700
9							
10				001-000 Resources - Licenses & Fees			
11	15,878	8,378	8,400	401200 Verizon Franchise	8,400	8,400	8,400
12	52,151	47,610	51,500	401300 Natural Gas Franchise	51,500	51,500	51,500
13	17,966	15,760	21,500	401400 Telephone Franchise	21,500	21,500	21,500
14	50,420	51,710	50,000	401500 Comcast Cable Franchise	54,000	54,000	54,000
15	43,979	46,088	45,500	401600 EPUD Franchise	47,000	47,000	47,000
16	195,889	195,652	175,000	401700 Pacific Power Franchise	185,000	185,000	185,000
17	-	-	5,000	401710 Other Franchise Fees	5,000	5,000	5,000
18	584	1,088	1,000	401800 Licenses, Fees, & Permits	1,000	1,000	1,000
19	6,679	10,075	9,000	408100 Lien Search Fees	9,000	9,000	9,000
20	383,546	376,361	366,900	Total Licenses & Fees	382,400	382,400	382,400
21							
22				001-000 Resources - Court & Public Safety			
23	213,519	179,113	200,000	403002 Muni Court Fines	225,000	225,000	225,000
24	1,596	222	1,500	403004 Parking Fines	-	-	-
25	3,300	2,700	5,000	403005 Towed Vehicle Fines	3,000	3,000	3,000
26	3,306	-	-	403008 Probation Supervision Fee	-	-	-
27	450	300	500	403009 Road Crew Fee	1,000	1,000	1,000
28	2,625	2,100	2,500	403111 Jail Booking Fees	3,000	3,000	3,000
29	21,179	2,971	2,000	403114 Muni Court - Surcharge Fees	1,000	1,000	1,000
30	13,743	10,986	15,000	403125 Assessments for Training	15,000	15,000	15,000
31	35,000	37,500	40,000	402650 JCRFPD Dispatching Contract	42,300	42,300	42,300
32	33,616	44,796	45,000	402740 Coburg Dispatching Contract	47,100	47,100	47,100
33	-	-	6,000	402742 Other Dispatch Contracts	1,200	1,200	1,200
34	7,367	19,949	25,000	402780 Grant: Local Law Enforcement	2,500	2,500	2,500
35	-	-	5,000	405200 School Reimbursements	5,000	5,000	5,000
36	335,701	300,637	347,500	Total - Court & Public Safety	346,100	346,100	346,100
37							
38				001-000 Resources - Building & Planning			
39	37,944	99,701	92,800	402100 Building Permits	145,900	145,900	145,900
40	6,292	12,529	10,300	402110 Mechanical Permit Fees	14,100	14,100	14,100
41	12,931	25,628	17,300	402120 Electrical Permit Fee	21,800	21,800	21,800
42	15,220	45,538	32,300	402130 Plumbing Permit Fees	45,700	45,700	45,700
43	30,711	55,017	63,800	402150 Plans Review Fees	68,000	68,000	68,000
44	3,175	2,662	3,000	402155 Clair Co. Surplus Charges	2,000	2,000	2,000
45	994	3,251	4,000	402175 Bldg Permit Admin Fees - City	1,000	1,000	1,000
46	4,707	13,355	4,000	402180 Land Use Applications	7,000	7,000	7,000
47	13,969	29,479	44,800	402185 Admin on SDC Fees	8,000	8,000	8,000
48	215	450	500	402199 Bldg/Plng - Misc Receipts	500	500	500
49	49,300	-	-	404420 Grant: Dept of Land Cons.	-	-	-
50	175,458	287,610	272,800	Total - Building & Planning	314,000	314,000	314,000

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
51							
52				001-000 Resources - Pool			
53	8,224	8,918	9,500	400500 Pool Daily Admission	9,500	9,500	9,500
54	1,350	1,395	1,300	400501 School Swim Pool Rental	1,400	1,400	1,400
55	7,683	6,862	8,500	400505 Swim Pass Sales	8,500	8,500	8,500
56	1,570	1,025	1,600	406600 Swim Team	1,500	1,500	1,500
57	13,062	16,912	15,000	406650 Swim Lessons	17,000	17,000	17,000
58	3,225	4,228	3,200	400550 Pool Income - Other	4,000	4,000	4,000
59	2,880	1,790	2,500	407200 Private Pool Rentals	2,500	2,500	2,500
60	<u>37,994</u>	<u>41,130</u>	<u>41,600</u>	Total - Pool	<u>44,400</u>	<u>44,400</u>	<u>44,400</u>
61							
62				001-000 Resources - Library			
63	6,718	6,152	6,500	403200 Library Receipts	6,200	6,200	6,200
64	-	500	500	403215 Grant: Education Together Fund	500	500	500
65	-	400	300	403225 Grant: Soroptimists	300	300	300
66	1,000	1,000	1,000	403250 Grant: OR State Library RTR	1,000	1,000	1,000
67	<u>7,718</u>	<u>8,052</u>	<u>8,300</u>	Total - Library	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
68							
69				001-000 Resources - Intergovernmental			
70	67,430	66,990	72,500	402200 State Liquor Tax	79,100	79,100	79,100
71	8,611	7,740	7,200	402300 Cigarette Tax	7,000	7,000	7,000
72	<u>76,041</u>	<u>74,730</u>	<u>79,700</u>	Total - Intergovernmental	<u>86,100</u>	<u>86,100</u>	<u>86,100</u>
73							
74				001-000 Resources - Misc			
75	23,221	22,293	22,000	409000 Other Receipts	17,000	17,000	17,000
76	(96)	-	100	409100 Over/Under Receipts	100	100	100
77	-	-	-	408325 E Birch Settlement Principal	200	200	200
78	500	500	300	408330 E Birch Settlement Interest	100	100	100
79	22,012	12,148	15,700	400400 Investment Interest	12,400	12,400	12,400
80	538	-	500	407300 Raintree Park - Land Rental	500	500	500
81	5,093	5,150	4,200	407250 Building Rentals	5,500	5,500	5,500
82	13,874	14,290	14,500	401750 Cell Tower Lease	14,500	14,500	14,500
83	150	110	200	402860 Donations	200	200	200
84	1,870	1,733	2,000	402775 Animal Regulation Fees	2,000	2,000	2,000
85	<u>67,162</u>	<u>56,224</u>	<u>59,500</u>	Total - Misc	<u>52,500</u>	<u>52,500</u>	<u>52,500</u>
86							
87				001-000 Resources - Transfers In			
88	6,552	6,800	6,800	400526 Transfer from Senior Center Fund	-	-	-
89	10,000	-	-	400556 Transfer from Admin Veh & Equip	-	-	-
90	-	-	-	408352 Interfund Loan Repayment	96,000	96,000	96,000
91	<u>16,552</u>	<u>6,800</u>	<u>6,800</u>	Total - Transfers In	<u>96,000</u>	<u>96,000</u>	<u>96,000</u>
92							
93	<u>3,062,659</u>	<u>3,191,839</u>	<u>3,296,000</u>	Total New Resources	<u>3,536,200</u>	<u>3,536,200</u>	<u>3,536,200</u>

Notes

- 4 The City's permanent tax rate is \$6.0445 per \$1,000 of assessed value, and was established by measure 50.
- 11 During FY11/12 city received fees for FY10/11 and FY11/12.
- 29 Court surcharge fee expired 12/31/2011 per state legislation, will be reduced in future
- 39 Building permit fees reflect current level of activity.
- 71 Based on state rate multiplied by population of the City
- 72 Based on state rate multiplied by population, rate decreased from \$1.33 in FY13/14 to \$1.25 in FY14/15.

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

Staffing

The following staff positions are partially funded in this department.

Position	% Funded
Finance Director	34%
Accountant	25%
Reception	10%

Position	% Funded
City Administrator	5%
City Recorder	1%
Permit Technician	2%

Volunteer Hours Contributed to Department

Calendar Year 2013: **319**

Funding

The Finance Department is funded through property taxes received by the General Fund and allocations of personnel service costs to departments utilizing services.

FY 2013-14 Accomplishments

- **Annual Financial Report:** Issued the fiscal year 2012/13 Annual Financial Report, which received an unqualified (clean) financial audit opinion from the City’s independent auditors.
- **Application submitted to the Governmental Finance Officers Association Certificate of Conformance Program for Small Government Annual Financial Reports.** Improvements were made to the financial reports and application was made to GFOA for the certificate of conformance award for fiscal year 12/13.

- **Council Goal #6:** Assisted the Council and Finance & Judiciary Committee with this Council goal which was to “Establish budget policies that the Finance Committee recommends to Council by 12-31-13”. The updated budget policy was adopted by Council on November 26, 2013.
- **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 2014/15.
- **Internal Services Fund:** Worked with Public Works to establish the Internal Services Fund and implemented the process and procedures to incorporate the internal services fund into the accounting and accounts payable process.
- **Collections Contract for Utility Billing** was approved by Council and signed during the year.

FY 2014-15 Goals, Projects & Products

- **Five Year Financial Forecast:** Facilitate and compile the City’s five year forecast. Will include document design, compiling the document, assumptions, Council review and adoption.
- **Auditor Management Advisory Items:** Implement auditor’s advisory suggestions or discuss with Council.
- **Budget:** Develop and implement the budget for FY2015/16.
- **Financial Audit:** Manage the annual audit process efficiently with the goal of an unqualified opinion and submit report for the GFOA’s Certificate of Conformance Program.
- **Precise Budgeting:** Developing the concept, research and Council consideration. (Long Range Financial Plan, item #14)
- **Purchasing Manual:** Completion of the City’s purchasing manual to document purchasing procedures and processes. This project is currently in progress.
- **Master Fee Schedule:** Compile City fee schedules into one master fee schedule. (Long Range Financial Plan, item #12)

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
95	Finance						
96	001-310 Personnel Services						
97	36,679	33,355	34,000	503780 Direct Wages	38,000	36,200	36,200
98	8,685	5,317	5,700	503783 In-Direct Wages	5,800	7,800	7,800
99	-	-	1,900	503790 Overtime	1,900	1,900	1,900
100	3,302	2,931	3,200	513344 FICA	3,500	3,600	3,600
101	7,800	6,916	9,400	539094 Pension - PERS	8,500	8,500	8,500
102	89	99	100	542344 Workers' Compensation Ins	200	200	200
103	12,897	11,109	12,400	546833 Insurance Benefits	13,200	13,900	13,900
104	-	-	900	548877 Unemployment Insurance	1,000	1,000	1,000
105	<u>69,452</u>	<u>59,727</u>	<u>67,600</u>	Total Personnel Services	<u>72,100</u>	<u>73,100</u>	<u>73,100</u>
106							
107	001-310 Materials & Services						
108	300	300	300	602015 Audit Filing Fee	700	700	700
109	65	146	200	603200 Bank Fees	200	200	200
110	59	288	700	622171 Insurance	900	900	900
111	684	730	900	632677 Office Equipment Leases	800	800	800
112	93	37	500	632678 Computer/Office Equip Maint	300	300	300
113	-	262	500	632680 Office Equipment/Furnishings	300	300	300
114	826	982	1,000	636921 Office Supplies	1,700	1,700	1,700
115	59	37	300	640457 Postage	200	200	200
116	1,007	380	1,000	640733 Printing and Advertising	700	700	700
117	1,726	1,908	2,400	647030 Travel and Training	2,700	2,700	2,700
118	956	1,102	1,100	649843 Telephone	1,100	1,100	1,100
119	360	530	600	649989 Dues	600	600	600
120	639	557	1,100	652080 Internet Services	500	500	500
121	5,220	4,234	4,400	702013 Audit	4,200	4,200	4,200
122	387	2,212	1,500	706076 Legal Counsel	1,500	1,500	1,500
123	<u>12,381</u>	<u>13,705</u>	<u>16,500</u>	Total Materials & Services	<u>16,400</u>	<u>16,400</u>	<u>16,400</u>
124							
125	<u>81,833</u>	<u>73,432</u>	<u>84,100</u>	Total Finance	<u>88,500</u>	<u>89,500</u>	<u>89,500</u>
126							
127							

Notes

121 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.

Staffing

There are currently two staff members that are funded fully by the Municipal Court Department and five other staff members who are partially funded by the Municipal Court Department.

Position	% Funded
Municipal Court Admin	100%
Probation Officer	100%
City Administrator	1%
City Recorder	1%

Position	% Funded
Finance Director	5%
Accountant	2%
Reception	20%

Funding

The Municipal Court generates its fund from various Municipal Court fees that it charges.

FY 2013-14 Accomplishments

- **Road Crew:** The Court has continued to work with the Police Department to monitor the Road Crew more efficiently.
- **Court Records:** The Court Clerk, Karen Leach, Johnny Mager, and Chris Schmidt completed the records clean-up work of old case records dating back to 1988 for collection, closure and destruction.
- **Legislative Changes:** The Court has updated legislative changes as laws are being updated
- **Collections:** The Court Clerk focused her efforts on the collections and processing of cases with funds owed to the City. In FY12/13 the Court brought in

\$238,658.00 in fines and fees in addition approximately \$161,127.00 was turned over for collections.

- **Certifications:** The Court Clerk has completed the MSU (Michigan State University) required course studies for the Judicial Administration Program and will be graduating this Spring with a noncredit certificate after completing a Capstone Experience.
- **Warrant Forms:** The Court has completed updating the warrant forms which has saved Court Staff and Police Department time during the book in process and arraignments.

FY 2014-15 Goals, Projects & Products

- **Projects:** The Court Clerk and Judge will be working on establishing an updated fee schedule for the Court.
- **Updates:** The Municipal Court will continue to work on updates that will enhance the court efficiency as well as the community service provided.
- **Community Service:** The Municipal Court will be working with the Community Center on setting up a program for court ordered community service to benefit our community. This will also give the willing Defendant a sense of self worth upon completion of their service.
- **Certifications:** The Court Clerk will be completing a Michigan State University Judicial Assistant Program upon completion of a Capstone report on court security, as well as the Oregon Association of Court Administration Program. These certificates will be completed this Spring.
- **Court Security:** The Court will work to obtain and put into place a safety procedure and implements to guarantee safety of Court personnel and visitors.
- **Probation Officer:** The Court is currently working with Mike Crocker the Finance Director to reinstate a Probation Officer.

The Court will continue to work with the Police Department, City Prosecutor, local government, and citizens to provide a safe community for the residents of Junction City.

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
128	Court						
129	001-315 Personnel Services						
130	36,972	40,153	72,500	503780 Direct Wages	73,000	66,900	66,900
131	13,413	5,492	5,700	503783 In-Direct Wages	9,400	9,800	9,800
132	-	-	2,100	503790 Wages - Overtime	2,200	2,200	2,200
133	3,799	3,489	6,200	513344 FICA	6,500	6,100	6,100
134	9,590	8,789	20,500	539094 Pension - PERS	16,500	15,600	15,600
135	145	127	1,400	542344 Workers' Compensation Ins	1,400	1,200	1,200
136	23,058	20,879	22,700	546833 Insurance Benefits	35,000	26,200	26,200
137	-	-	2,700	548877 Unemployment Insurance	2,900	2,700	2,700
138	<u>86,977</u>	<u>78,929</u>	<u>133,800</u>	Total Personnel Services	<u>146,900</u>	<u>130,700</u>	<u>130,700</u>
139							
140	001-315 Materials & Services						
141	36,990	37,080	39,300	602125 Prosecuting Attorney Fees	40,500	40,500	40,500
142	734	358	1,000	602130 Interpreter Fees	1,000	1,000	1,000
143	83	395	1,100	602171 Insurance	1,500	1,500	1,500
144	166	384	400	602225 Jury Trial Expense	400	400	400
145	9,150	7,073	9,000	602250 Court Appointed Attorney Fee	14,000	14,000	14,000
146	-	-	2,500	603050 Probation Activities	2,000	2,000	2,000
147	145	144	200	603200 Bank Fees	200	200	200
148	-	1,844	1,500	608925 Computer Software Support	1,500	1,500	1,500
149	684	791	900	632677 Office Equipment Leases	900	900	900
150	197	18	200	632678 Computer/Office Equipment Main	200	200	200
151	2,937	2,736	2,500	636921 Office Supplies	2,500	2,500	2,500
152	-	-	800	637917 Office Equipment/Furnishings	800	800	800
153	854	679	1,000	640457 Postage	1,000	1,000	1,000
154	1,775	1,685	1,300	647030 Travel and Training	1,700	1,700	1,700
155	1,106	1,084	1,200	649843 Telephone	1,200	1,200	1,200
156	130	50	200	649989 Dues	200	200	200
157	1,924	324	1,000	652080 Internet Services	500	500	500
158	12,180	2,883	2,500	701202 Application Support-AIRS	-	-	-
159	1,310	1,698	1,700	702013 Audit	1,400	1,400	1,400
160	30,600	30,600	31,200	702020 Judge Contract Services	32,200	32,200	32,200
161	1,496	317	300	706076 Legal Counsel	300	300	300
162	<u>102,461</u>	<u>90,143</u>	<u>99,800</u>	Total Materials & Services	<u>104,000</u>	<u>104,000</u>	<u>104,000</u>
163							
164	<u>189,438</u>	<u>169,072</u>	<u>233,600</u>	Total Municipal Court	<u>250,900</u>	<u>234,700</u>	<u>234,700</u>
165							
166							

Notes

- 136 Additional health insurance for Probation Officer position
- 141 Includes 3% increase per contract
- 154 Includes two conferences and travel costs
- 158 AIRS Cost eliminated due to Court Software upgrade, current cost is Caselle at \$125/month

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
167	Non-Departmental						
168	001-320 Materials & Services						
169	176	188	200	603200 Bank Fees	300	300	300
170	5,000	-	-	610211 Grant: Microbusiness Enterprise	-	-	-
171	2,699	2,659	2,900	611519 Electricity & Natural Gas	2,900	2,900	2,900
172	-	6,586	2,000	611770 IT Service Charges	2,000	2,000	2,000
173	1,091	7,184	5,100	611771 Professional Services	5,100	5,100	5,100
174	-	32	500	611780 Lien Reporting Services	500	500	500
175	-	-	500	612080 City Hall Vehicle Maint & Repair	-	-	-
176	1,706	5,320	1,100	622171 Insurance	1,200	1,200	1,200
177	666	1,043	1,200	628651 Lane Council of Gov Dues	1,300	1,300	1,300
178	817	1,994	2,200	629001 League of Oregon Cities Dues	2,300	2,300	2,300
179	93	467	2,000	632678 Computer/Office Equip Maint	2,000	2,000	2,000
180	1,161	1,385	800	641134 Council Projects/Programs	800	800	800
181	-	-	7,000	644650 Building Maintenance Charges	7,000	7,000	7,000
182	4,482	6,492	-	644660 Repair & Care City Property	-	-	-
183	1,239	1,842	2,000	644670 General Supplies	1,500	1,500	1,500
184	36	628	1,000	647030 Council Travel and Training	1,000	1,000	1,000
185	846	952	1,000	647050 Public Relations	1,100	1,100	1,100
186	206	2,643	900	648800 Employee Recognition	1,100	1,100	1,100
187	233	92	100	649843 Telephone	100	100	100
188	(19)	-	1,000	652080 Internet Services	-	-	-
189	-	2,000	2,000	702000 Grant to Historical Museum	2,000	2,000	2,000
190	46,193	29,711	27,600	706076 Legal Counsel	28,000	28,000	28,000
191	-	-	-	706100 Labor Negotiations	2,000	2,000	2,000
192	1,628	1,704	1,800	723450 Janitorial & Cleaning	6,300	6,300	6,300
193	4,000	4,000	4,000	723455 Tourism Promotions	4,000	4,000	4,000
194	733	-	2,000	723530 Recruiting	2,000	2,000	2,000
195	<u>72,986</u>	<u>76,922</u>	<u>68,900</u>	Total Materials & Services	<u>74,500</u>	<u>74,500</u>	<u>74,500</u>
196							
197	<u>72,986</u>	<u>76,922</u>	<u>68,900</u>	Total Non-Departmental	<u>74,500</u>	<u>74,500</u>	<u>74,500</u>
198							
199							

Notes

- 167 Section previously labeled as "Miscellaneous".
- 173 Includes \$2,050 for Code Publishing
- 181 Internal Services Fund charges
- 182 Moved to the Internal Services Fund
- 189 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.

Staffing

The following staff positions are partially funded in this department.

Position	% Funded
City Administrator	8%
City Recorder	60%
Finance Director	5%

Position	% Funded
Accountant	5%
Adm Aide-Reception	10%
Adm Aide-Building & Planning	10%

Volunteer Hours Contributed to Department

Calendar Year 2013: **424**

FY 13/14 Projects and Accomplishments

- Submitted revised Comprehensive Plan documents to DLCD.
- Completed City Hall Refurbishment.
- Worked with the Council to schedule joint goal sessions with the School District and Tri-County Chamber of Commerce.
- Worked with the Council to plan for a five year financial forecast.
- Completed digital records archiving project.
- Worked with Council to adopt a long range financial plan for the City.
- Completed 1st year of work with Facilities Task Force
- Updated job descriptions for Community Services Director and City Planner
- Revised and implemented the Agenda Item Summary Template.
- Created an Employee Recognition Policy, which included recognition events and years of service pin awards. Created a Staff Directory

FY 14/15 Goals and Projects

- Complete projects listed in Long Range Financial Plan for FY 2015.
- Complete 2nd year of work with Facilities Task Force
- Complete entry of items into Agility Recovery Program.
- Assign duties and tasks for Risk Management Coordinator.
- Refine tasks and processes for Human Resources.

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
200	Administrative						
201	001-325 Personnel Services						
202	40,801	45,780	48,500	503780 Direct Wages	38,600	40,500	40,500
203	7,189	9,746	9,800	503783 In-Direct Wages	12,100	10,400	10,400
204	-	-	400	503790 Wages - Overtime	400	400	400
205	3,409	4,240	4,500	513344 FICA	3,900	3,900	3,900
206	8,940	11,133	14,700	539094 Pension - PERS	10,800	10,800	10,800
207	77	356	500	542344 Workers' Compensation Ins	200	200	200
208	10,970	14,212	16,500	546833 Insurance Benefits	10,700	11,300	11,300
209	-	-	1,400	548877 Unemployment Insurance	1,300	1,300	1,300
210	<u>71,386</u>	<u>85,467</u>	<u>96,300</u>	Total Personnel Services	<u>78,000</u>	<u>78,800</u>	<u>78,800</u>
211							
212	001-325 Materials & Services						
213	130	1,211	1,300	602171 Insurance	1,500	1,500	1,500
214	37	51	100	603200 Bank Fees	100	100	100
215	-	-	-	611771 Professional Services	-	5,000	5,000
216	583	659	500	612080 Administrator's Vehicle Expense	-	-	-
217	-	-	500	615100 Vehicle & Equip Maint Charges	500	500	500
218	684	791	900	632677 Office Equipment Leases	900	900	900
219	93	151	100	632680 Office Equipment/Furnishings	400	400	400
220	2,069	3,288	2,500	636921 Office Supplies	2,500	2,500	2,500
221	67	37	500	637917 Office Equipment Maintenance	500	500	500
222	131	90	500	640457 Postage	500	500	500
223	-	42	500	640733 Printing and Advertising	500	500	500
224	875	-	-	644609 Recorder Bond	-	-	-
225	1,771	1,734	3,500	647030 Travel and Training	3,500	3,500	3,500
226	1,848	2,508	2,600	649843 Telephone	2,300	2,300	2,300
227	981	980	1,000	649989 Dues	1,000	1,000	1,000
228	661	577	900	652080 Internet Services	900	900	900
229	228	148	200	702013 Audit	200	200	200
230	-	-	2,000	706076 Legal Counsel	2,000	2,000	2,000
231	<u>10,158</u>	<u>12,267</u>	<u>17,600</u>	Total Materials & Services	<u>17,300</u>	<u>22,300</u>	<u>22,300</u>
232							
233	<u>81,544</u>	<u>97,734</u>	<u>113,900</u>	Total Administration	<u>95,300</u>	<u>101,100</u>	<u>101,100</u>
234							
235							

Notes

- 202 Decrease due to Community Services director allocated to this line in FY13/14
- 215 For salary survey, added by Budget Committee
- 217 Costs from Internal Services Fund
- 224 All employee liability insurance is covered by City County Insurance under general insurance costs.

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.

The following staff positions are partially funded in this department:

Position	% Funded
Planner	84%
Bldg & Planning Adm Aide	80%
City Administrator	10%
City Recorder	1%

Position	% Funded
Finance Director	1%
Accountant	7%
Adm Aide-Reception	10%

Volunteer Hours Contributed to Department

Calendar Year 2013: **223**

FY 13/14 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 continued to be pick up over the levels in the last two years.

- The City completed 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.
- Continued planning work to complete the Transportation System Plan.
- Continued to coordinate with property owners and extraterritorial applications for services outside City Limits.

- Continued to provide current planning activities include services to the public for development relative to zoning, subdividing, and floodplain management.
- Completed a transition plan for servicing the City's planning needs inclusive of a .5 FTE City Planner.

<u>Calendar Year</u>	<u>Total Building Permits Reviewed</u>
2013	208
2012	230
2011	136
2010	185
2009	66
2008	48

FY 14/15 Goals and Projects

Now that the Customized Periodic Review process is complete, 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.

- Complete the Transportation System Plan.
- Continue to address Planning Commission recommended legislative planning work activities, as staffing levels permit.
- 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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
236	Building and Planning						
237	001-330 Personnel Services						
238	70,783	33,949	33,800	503780 Direct Wages	57,800	57,800	57,800
239	11,344	13,316	13,000	503783 In-Direct Wages	15,400	15,600	15,600
240	-	-	-	503790 Wages - Overtime	-	-	-
241	5,586	3,585	3,600	513344 FICA	5,600	5,700	5,700
242	15,143	9,441	11,700	539094 Pension - PERS	15,700	15,800	15,800
243	163	160	200	542344 Workers' Compensation Ins	200	200	200
244	19,563	17,892	20,000	546833 Insurance Benefits	29,300	30,000	30,000
245	130	-	1,300	548877 Unemployment Insurance	2,300	2,300	2,300
246	<u>122,712</u>	<u>78,343</u>	<u>83,600</u>	Total Personnel Services	<u>126,300</u>	<u>127,400</u>	<u>127,400</u>
247							
248	001-330 Materials & Services						
249	682	1,170	-	603200 Bank Fees	800	800	800
250	183	870	900	622171 Insurance	1,000	1,000	1,000
251	684	740	800	632677 Office Equipment Leases	900	900	900
252	106	37	100	632678 Computer/Office Equipment Main	100	100	100
253	-	98	300	632680 Office Equipment/Furnishings	300	300	300
254	1,623	3,515	4,000	636921 Office Supplies	4,000	4,000	4,000
255	563	1,445	1,500	640457 Postage	1,500	1,500	1,500
256	1,060	756	2,000	640733 Printing and Advertising	2,000	2,000	2,000
257	-	12,900	12,900	641134 Program Costs - Planning	2,000	2,000	2,000
258	451	25	300	647030 Travel and Training	300	300	300
259	20	25	200	647050 Public Relations	200	200	200
260	956	1,084	2,000	649843 Telephone	1,500	1,500	1,500
261	-	-	400	649989 Dues	400	400	400
262	622	499	900	652080 Internet Services	900	900	900
263	2,993	2,044	2,000	702013 Audit	3,600	3,600	3,600
264	83	-	400	704410 Periodic Review Publications	400	400	400
265	46,300	17	-	704420 Grant: Customized Periodic Rev	-	-	-
266	15,060	34,678	15,000	706076 Legal Counsel	15,000	15,000	15,000
267	64,093	138,044	162,400	723440 Building Official Contract	221,600	221,600	221,600
268	74,811	78,500	40,000	723445 Planning Services Contracted	10,000	10,000	10,000
269	<u>210,290</u>	<u>276,447</u>	<u>246,100</u>	Total Materials & Services	<u>266,500</u>	<u>266,500</u>	<u>266,500</u>
270							
271	<u>333,002</u>	<u>354,790</u>	<u>329,700</u>	Total Building/Planning	<u>392,800</u>	<u>393,900</u>	<u>393,900</u>
272							
273							

Notes

- 246 Personnel Services for FY14/15 include a .5 FTE Planner
- 257 FY13/14 included cost of Lane County application fee.
- 267 Building official contract with Claire Company for building inspection services.
Cost is 75% of revenue for building, mechanical, electrical, and plumbing permits, and plan review fees.
- 268 FY13/14 Included cost of LCOG planning services & 10,000 for other services
- 268 For FY14/15, cost is reduced and redirected to the personnel for a .5 FTE Planner position.

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
274	Senior Services						
275	001-605 Personnel Services						
276	30,887	42,637	43,500	503780 Direct Wages	-	-	-
277	7,913	1,759	-	503783 In-Direct Wages	-	-	-
278	-	-	-	503790 Overtime	-	-	-
279	2,945	3,395	3,400	513344 FICA	-	-	-
280	6,593	7,685	9,600	539094 Pension - PERS	-	-	-
281	933	1,086	1,300	542344 Workers' Compensation Ins.	-	-	-
282	-	-	-	542346 Volunteer Workers Comp	-	-	-
283	15,350	16,324	17,900	546833 Insurance Benefits	-	-	-
284	-	-	1,500	548877 Unemployment Insurance	-	-	-
285	<u>64,621</u>	<u>72,886</u>	<u>77,200</u>	Total Personnel Services	<u>-</u>	<u>-</u>	<u>-</u>
286							
287	<u>64,621</u>	<u>72,886</u>	<u>77,200</u>	Total Senior Services	<u>-</u>	<u>-</u>	<u>-</u>
288							
289							

Notes

275 Costs moved to the Viking Sal Senior Center Fund in FY14/15

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
290	Community Services						
291	001-610 Personnel Services						
292	44,373	10,205	10,900	503780 Direct Wages	-	-	-
293	3,254	2,888	3,700	503783 In-Direct Wages	-	-	-
294	3,602	986	1,100	513344 FICA	-	-	-
295	9,755	2,569	3,700	539094 Pension - PERS	-	-	-
296	1,356	263	400	542344 Workers' Compensation Ins	-	-	-
297	11,618	2,686	3,700	546833 Insurance Benefits	-	-	-
298	-	-	300	548877 Unemployment Insurance	-	-	-
299	<u>73,958</u>	<u>19,597</u>	<u>23,800</u>	Total Personnel Services	<u>-</u>	<u>-</u>	<u>-</u>
300							
301							
302	<u>73,958</u>	<u>19,597</u>	<u>23,800</u>	Total Community Services	<u>-</u>	<u>-</u>	<u>-</u>
303							
304							

Notes

291 Costs moved to the Community Center Fund in FY14/15.

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

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. In addition, 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
Pool Manager (1 Position at 40 hours/week)	100%
Specialized Supervisors (3 Positions at 40 hours/week)	100%

Position	% Funded
Finance Director	1%
Accountant	2%

Lifeguard II (6 Positions at 30 hours/week)	100%
Lifeguard I (4 Positions at 15 hours/week)	100%
City Administrator	1%

Community Services Director	12%
Community Services Admin Aide	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 25% contribution to seasonal pool staff wages and benefits. The remainder of staffing is funded by the General Fund.

FY 2013-2014 Accomplishments:

- Maintained American Red Cross certification of staff members to provide in-house training of guards.
- Continued movie nights sponsored by Trillium and enhanced teen swim offering.
- Continued 2013 Season increase in swim lesson revenue, swim passes sold, and daily admissions.
- Expanded fitness class offerings.
- Revised and updated Standard Operating Procedures and Emergency Action Plan.

FY 2014-2015 Goals:

- Continue to save funds for a boiler/heater replacement.
- Continue to train guards in-house utilizing Red Cross Program.
- Update training materials and plan.

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
305	Swimming Pool						
306	001-620 Personnel Services						
307	59,280	58,114	53,700	503780 Direct Wages	56,800	56,800	56,800
308	5,608	2,233	2,500	503783 In-Direct Wages	2,600	2,600	2,600
309	-	-	800	503790 Overtime	800	800	800
310	4,941	4,629	4,400	513344 FICA	4,600	4,600	4,600
311	1,359	1,631	3,700	539094 Pension - PERS	2,400	2,400	2,400
312	1,902	2,017	2,200	542344 Workers' Compensation Ins	2,300	2,300	2,300
313	1,778	1,745	2,300	546833 Insurance Benefits	3,800	3,800	3,800
314	-	-	2,000	548877 Unemployment Insurance	2,200	2,200	2,200
315	<u>74,868</u>	<u>70,369</u>	<u>71,600</u>	Total Personnel Services	<u>75,500</u>	<u>75,500</u>	<u>75,500</u>
316							
317	001-620 Materials & Services						
318	450	995	500	601124 Swim Team	500	500	500
319	199	950	1,000	602171 Insurance	1,100	1,100	1,100
320	54	89	100	603200 Bank Fees	100	100	100
321	4,036	3,274	4,000	605917 Chemicals	4,000	4,000	4,000
322	-	-	150	608925 Computer Software Support	-	-	-
323	6,576	6,151	6,750	611519 Electricity	6,500	6,500	6,500
324	1,033	555	1,000	612080 Pool Equip Repair and Renewal	1,500	1,500	1,500
325	1,240	476	1,200	623425 Preventative Medical/OSHA	1,200	1,200	1,200
326	-	-	650	623426 First Aid Supplies	600	600	600
327	-	-	500	623427 Instructional Supplies	500	500	500
328	662	249	300	632677 Office Equipment Leases	300	300	300
329	4,119	3,121	4,500	633850 Natural Gas	4,000	4,000	4,000
330	1,719	1,485	500	636921 Office Supplies	1,200	1,200	1,200
331	17	-	100	640457 Postage	100	100	100
332	-	-	2,000	644410 Janitorial Supplies	1,500	1,500	1,500
333	-	-	1,500	644650 Building Maintenance Charges	1,000	1,000	1,000
334	1,632	655	-	644660 Building / Property Maint.	-	-	-
335	1,315	1,508	2,000	647030 Travel and Training	2,000	2,000	2,000
336	5,596	6,995	1,500	648860 Pool Supplies	2,700	2,700	2,700
337	1,066	931	900	649843 Telephone	800	800	800
338	413	305	300	650250 Pool License	300	300	300
339	226	293	450	652080 Internet Services	300	300	300
340	303	530	500	702013 Audit	400	400	400
341	<u>30,656</u>	<u>28,562</u>	<u>30,400</u>	Total Materials & Services	<u>30,600</u>	<u>30,600</u>	<u>30,600</u>
342							
343	<u>105,524</u>	<u>98,931</u>	<u>102,000</u>	Total Swimming Pool	<u>106,100</u>	<u>106,100</u>	<u>106,100</u>
344							
345							

334 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
- 14) Prairie Meadows undeveloped, Prairie Meadows Ave and Prairie Road
- 15) Junction City Skatepark, 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 and one seasonal temp that is funded from the Parks Maintenance Section of the General Fund and eight 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
Parks Lead	100%
City Administrator	1%
City Recorder	1%
Finance Director	1%
Accountant	2%

Position	% Funded
Planner	5%
Adm Aide-Bldg&Planning	2%
Community Services Director	22%
Adm Aide-CS Dept	10%

Volunteer Hours Contributed to Department

Calendar Year 2013: **35**

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 2013-2014 Accomplishments:

- Maintenance of existing Park sites with a continued reduction in Parks Maintenance dedicated staffing.
- Completed a new neighborhood park, Yellowwood Park with assistance of JC Public Works Department.
- Completed bench and picnic upgrades at Lyle Day.
- Completed Adopt-A-Park Materials.
- Completed surface and picnic upgrades at Tequendama
- Completed walking path at Toftdahl

FY 2014-2015 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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
346	Parks Maintenance						
347	001-630 Personnel Services						
348	50,295	59,747	67,200	503780 Direct Wages	70,700	70,700	70,700
349	5,943	3,581	3,800	503783 In-Direct Wages	5,400	5,400	5,400
350	1,623	1,254	1,600	503790 Overtime	1,700	1,700	1,700
351	4,403	4,939	5,600	513344 FICA	6,000	6,000	6,000
352	11,953	13,360	17,300	539094 Pension - PERS	15,400	15,400	15,400
353	1,968	2,004	2,800	542344 Workers' Compensation Ins	2,800	2,800	2,800
354	19,735	22,554	24,600	546833 Insurance Benefits	27,800	27,800	27,800
355	-	-	2,500	548877 Unemployment Insurance	2,100	2,100	2,100
356	<u>95,920</u>	<u>107,439</u>	<u>125,400</u>	Total Personnel Services	<u>131,900</u>	<u>131,900</u>	<u>131,900</u>
357							
358	001-630 Materials & Services						
359	545	2,597	2,600	602171 Insurance	2,800	2,800	2,800
360	51	79	100	603200 Bank Fees	100	100	100
361	-	-	-	608925 Computer Software Support	-	-	-
362	4,367	4,022	4,500	611519 Electricity	4,000	4,000	4,000
363	2,699	934	1,800	612080 Park Equipment Repair	1,500	1,500	1,500
364	3,000	2,461	3,000	615018 Fuel, Oil and Tires	2,500	2,500	2,500
365	-	-	-	615100 Vehicle & Equip Maint Charges	2,000	2,000	2,000
366	773	-	800	623425 Preventative Medical/OSHA	800	800	800
367	1,181	1,234	1,200	628680 Laundry and Cleaning	1,200	1,200	1,200
368	1,332	1,032	1,100	632677 Office Equipment Leases	600	600	600
369	20	-	-	632678 Computer/Office Equipment Main	-	-	-
370	346	2,800	2,000	632700 Parks Tree Maintenance	2,500	2,500	2,500
371	1,048	1,245	900	636921 Office Supplies	800	800	800
372	1,319	576	1,000	637917 Operating Materials & Supplies	1,000	1,000	1,000
373	512	757	700	637920 Tools and Equipment	700	700	700
374	87	-	100	640457 Postage	100	100	100
375	-	-	1,000	644650 Building Maintenance Charges	1,000	1,000	1,000
376	357	3,174	-	644660 Building / Property Maint.	-	-	-
377	173	354	500	647030 Travel and Training	350	350	350
378	-	-	-	648000 License Certification Fee	-	-	-
379	4,666	493	1,000	648800 Parks Maintenance	1,000	1,000	1,000
380	291	1,209	1,500	648860 Parks Supplies	1,500	1,500	1,500
381	-	2,219	2,500	648861 Surfacing	3,500	3,500	3,500
382	-	1,408	1,700	648862 Fertilizer and Treatment	1,700	1,700	1,700
383	1,759	1,986	2,000	649843 Telephone	1,500	1,500	1,500
384	260	215	400	652080 Internet Services	250	250	250
385	1,155	671	1,500	654650 Vandalism and Other	1,500	1,500	1,500
386	353	960	1,000	654675 Parks Landscaping Supplies	1,000	1,000	1,000
387	2,000	-	-	702000 Grant to Historical Museum	-	-	-
388	588	645	600	702013 Audit	500	500	500
389	1,865	1,109	1,000	706076 Legal Counsel	1,000	1,000	1,000
390	<u>30,747</u>	<u>32,180</u>	<u>34,500</u>	Total Materials & Services	<u>35,400</u>	<u>35,400</u>	<u>35,400</u>
391							
392	<u>126,667</u>	<u>139,619</u>	<u>159,900</u>	Total Parks Maintenance	<u>167,300</u>	<u>167,300</u>	<u>167,300</u>
393							

Notes

- 376 Moved to Internal Services Fund
- 375 Internal Services Fund charges
- 387 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.

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. The Library Division also pays for worker's compensation insurance for its volunteers.

Position	% Funded
Library Director	100%
Admin Aide	100%
City Administrator	1%

Position	% Funded
Finance Director	1%
Accountant	4%
Community Services Director	22%

Volunteer Hours Contributed to Department

Calendar Year 2013: **408**

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 2013-2014 Accomplishments:

- Completion of the Summer Reading Program through grant funding from Soroptimists, Education Together Foundation and Ready to Read.
- Completed reconfiguration of the public access stations
- Continued reserve of funds in the Library Equipment Reserve Fund for energy efficiency upgrades.
- Continued reserve of funds over multiple years in the Building Replacement Reserve Fund for the expansion of the Children’s Reading area space.
- Completed volunteer Job Descriptions and Customer Service Plan written for Library.
- Experienced an increase to 100 plus attendees at summer reading program workshops.

FY 2014-2015 Goals:

- Re-evaluation of the inter-library loan program.
- 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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
394	Library						
395	001-674 Personnel Services						
396	70,649	81,109	83,800	503780 Direct Wages	86,800	88,000	88,000
397	6,063	3,180	3,400	503783 In-Direct Wages	3,600	3,600	3,600
398	-	-	1,000	503790 Overtime	1,100	1,100	1,100
399	5,743	6,344	6,800	513344 FICA	7,000	7,100	7,100
400	15,870	17,531	22,800	539094 Pension - PERS	19,700	19,700	19,700
401	229	379	600	542344 Workers' Compensation Ins	600	600	600
402	24,876	24,313	26,400	546833 Insurance Benefits	28,500	28,500	28,500
403	-	-	2,600	548877 Unemployment Tax	2,700	2,800	2,800
404	<u>123,430</u>	<u>132,856</u>	<u>147,400</u>	Total Personnel Services	<u>150,000</u>	<u>151,400</u>	<u>151,400</u>
405							
406	001-674 Materials & Services						
407	215	1,024	1,500	602171 Insurance	1,700	1,700	1,700
408	49	93	100	603200 Bank Fees	100	100	100
409	9,555	9,924	11,000	604056 Books	12,000	12,000	12,000
410	631	708	750	604080 Digital Audio Books	700	700	700
411	73	1,043	1,000	605000 Grant: OR State (RTR)	1,000	1,000	1,000
412	-	-	300	605100 Grant: Soroptimists	300	300	300
413	196	220	100	606633 Computer/Office Equipment Main	100	100	100
414	3,897	4,497	4,050	606640 Computer Catalog	5,000	5,000	5,000
415	-	380	200	606650 GALE Catalog	200	200	200
416	-	413	1,200	608925 Computer Software Support	1,500	1,500	1,500
417	3,604	3,319	3,200	618602 Electricity/Natural Gas	3,200	3,200	3,200
418	1,679	1,667	1,500	632677 Office Equipment Leases	1,700	1,700	1,700
419	-	1,044	100	632680 Office Equipment/Furnishings	100	100	100
420	1,628	1,147	1,200	636921 Office Supplies	1,200	1,200	1,200
421	780	508	1,000	640457 Postage	1,000	1,000	1,000
422	-	-	-	642200 Grant: Summer Reading Program	-	-	-
423	1,000	1,108	1,000	642300 Summer Reading Program	1,000	1,000	1,000
424	273	-	500	642301 ETF Grant	500	500	500
425	-	-	500	644650 Building Maintenance Charges	500	500	500
426	1,854	1,982	1,800	644660 Repair & Care of Library	1,800	1,800	1,800
427	277	190	500	647030 Travel and Training	500	500	500
428	317	1,207	500	648861 Supplies and Book Repair	500	500	500
429	769	857	900	649843 Telephone	800	800	800
430	1,595	2,033	1,800	652080 Internet Services	1,700	1,700	1,700
431	501	567	600	702013 Audit	500	500	500
432	<u>28,893</u>	<u>33,931</u>	<u>35,300</u>	Total Materials & Services	<u>37,600</u>	<u>37,600</u>	<u>37,600</u>
433							
434	<u>152,323</u>	<u>166,787</u>	<u>182,700</u>	Total Library	<u>187,600</u>	<u>189,000</u>	<u>189,000</u>

Notes

- 425 Internal Services Fund charges
- 426 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 **C**rime **P**revention **T**hrough **E**nvironmental **D**esign (**CPTED**) principles, support neighborhood watch activities, address nuisance issues, traffic issues, apprehend criminals, and communicate to residents, trends in criminal 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 2013 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.

Staffing

The Police Department has sixteen staff members that are completely funded by the police department. Additionally there are four staff members who are partially funded.

Position	% Funded
Police Chief	100%
Police Sergeant	100%
Police Officer	100%
School Res. Officer	100%

Position	% Funded
Dispatch Supervisor	100%
Communications Officer	100%
City Administrator	5%
City Recorder	1%
Finance Director	5%
Accountant	20%

Volunteer Hours Contributed to Department

Calendar Year 2013: 2,535

Funding

The Police Department is funded through property taxes received by the General Fund and allocations of personnel service costs to departments utilizing services.

Accomplishments:

- Accreditation: The Police Department was re-accredited by the Oregon Accreditation Alliance in 2014. The department worked diligently in 2013 to maintain compliance with the required standards. This is the second re-accreditation award the department has received. Accreditation awards occur every three years.
- Neighborhood/District Policing: The department reverted back to meeting twice a year with the neighborhoods. The twice annual meetings allow the citizens and officers to have a better opportunity to share current crime trends and provide timely and relevant concerns.
- 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.
- Educational Classes: The department provides support to the community Chamber, businesses and the School District upon request for educational classes in the prevention of crime and personal safety.

- CPTED reviews: The Police Department continues to conduct **C**rime **P**revention **T**hrough **E**nvironmental **D**esign reviews that bring the concept of crime prevention to a higher level.
- Reserve Officer Program: The reserve unit volunteered a total of 2,514 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.
- Truancy: The department entered into an agreement with the School District to support and enforce chronic attendance issues under the compulsory attendance law. Reserve officers work with the school counselors or building principals to make home visits, deliver attendance notifications and issue attendance if warranted.
- Code Abatement: The Reserve Unit has been actively supporting the officers in addressing City Code violations in the neighborhoods. The department works diligently with the property owners in violation to come into compliance before enforcement is taken.
- Vehicle replacement: The Police Department was able to purchase two used Dodge Chargers for \$8500. The vehicles came with a lighting package and controllers. We purchased mobile videos for each car and now each officer has their own assigned car, with less than 100k miles.
- 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 additional chargers was applied for again this year and results are expected to be released in 2014.

Future Goals:

- Facility improvement: Continue to 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: We received a Federal COPS Hiring Grant that provides funds directly to law enforcement agencies to hire new and/or rehire law enforcement

officers, and to increase their community policing capacity and crime prevention efforts. The grant will provide up to 75% of the approved entry-level salaries and fringe benefits of a full-time officer for the 36 month grant period, with a minimum 25% local cash match requirement and a maximum federal share of \$125,000 per officer position.

If added, the Police Officer position would be a School Resource Officer. The Junction City School District has committed to contributing \$20,000 each year for the next four years for this position.

The City of Junction City has previously accepted and used this grant for funding.

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.
- Open House: Hold a Police Department Open House.
- School Safety: Work closer with the School District to enhance school safety, by reviewing consistency in all the school's emergency response plans, policies and procedures.
- Threat Assessment Team: Work this year with other agencies and the school district to implement a Threat Assessment Model/Team.
- Employee Recognition: Enhance recognition for the great work employees perform for our community with an awards program.

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
437	Police						
438	001-710 Personnel Services						
439	885,400	894,660	973,700	503780 Direct Wages	966,800	966,800	966,800
440	45,207	17,100	17,300	503783 In-Direct Wages	18,600	18,600	18,600
441	38,987	51,082	44,300	503790 Wages OT Police Officers	46,000	46,000	46,000
442	14,749	16,441	16,500	503795 Wages OT CO's	17,300	17,300	17,300
443	75,332	74,178	80,500	513344 FICA	80,300	80,300	80,300
444	185,378	186,064	262,900	539094 Pension - PERS	216,200	216,200	216,200
445	19,916	21,005	37,400	542344 Workers' Compensation Ins	35,700	35,700	35,700
446	232,790	220,423	248,700	546833 Insurance Benefits	236,200	236,200	236,200
447	6,159	6,123	7,600	546835 Life/LTD Insurance	7,800	7,800	7,800
448	9,860	274	1,000	548877 Unemployment Insurance	15,600	15,600	15,600
449	1,513,778	1,487,350	1,689,900	Total Personnel Services	1,640,500	1,640,500	1,640,500
450							
451	001-710 Materials & Services						
452	4,061	19,333	24,900	602171 Insurance	27,300	27,300	27,300
453	-	-	2,000	603100 JC Work Crew Supplies	2,000	2,000	2,000
454	410	638	600	603200 Bank Fees	600	600	600
455	2,512	-	2,500	606085 Crime Prevention	2,500	2,500	2,500
456	1,519	6,225	-	608925 Computer Software Support	-	-	-
457	606	908	500	611519 Electricity	2,400	2,400	2,400
458	-	-	20,000	611770 IT Service Charges	20,000	20,000	20,000
459	2,564	906	3,000	611771 Professional Services	3,000	3,000	3,000
460	21,836	19,557	22,500	612080 Patrol Equipment & Supplies	22,500	22,500	22,500
461	7,367	8,774	-	615010 Vehicle Maintenance & Repairs	-	-	-
462	31,438	26,445	35,000	615018 Fuel and Tires	35,000	35,000	35,000
463	-	-	8,000	615100 Vehicle & Equip Maint Charges	8,000	8,000	8,000
464	-	-	500	622060 Animal Regulation Expenses	500	500	500
465	22,731	23,246	25,000	623423 Jail Costs	25,000	25,000	25,000
466	248	125	1,000	623425 Preventative Medical/OSHA	1,000	1,000	1,000
467	1,399	2,162	3,500	624624 Investigations	3,500	3,500	3,500
468	1,549	1,390	1,300	632677 Copier Lease/Maint Agreement	1,300	1,300	1,300
469	10,365	4,842	7,000	632679 Maint Agreement - Radios	7,000	7,000	7,000
470	5,978	5,910	6,500	636921 Office Supplies	6,500	6,500	6,500
471	711	432	1,000	640457 Postage	1,000	1,000	1,000
472	-	59	1,000	640733 Printing and Advertising	1,000	1,000	1,000
473	-	-	1,300	644650 Building Maintenance Charges	1,300	1,300	1,300
474	3,598	3,192	1,800	644660 Repair & Care of City Property	3,100	3,100	3,100
475	11,481	13,819	14,000	647030 Travel and Training	14,000	14,000	14,000
476	1,344	1,098	1,000	647050 Public Relations	1,000	1,000	1,000
477	7,768	15,125	21,900	649843 Telephone	21,900	21,900	21,900
478	320	720	500	649989 Dues	500	500	500
479	12,051	3,123	-	652080 Internet Services	2,900	2,900	2,900
480	5,619	7,323	6,000	653333 Uniforms	6,000	6,000	6,000
481	5,741	5,165	8,000	654324 Ammo & Shooting Supplies	8,000	8,000	8,000
482	25,594	26,125	27,200	701202 Application Support	27,200	27,200	27,200
483	2,606	3,775	3,700	702013 Audit	3,400	3,400	3,400
484	4,000	4,000	3,000	706050 Policy Manual	3,000	3,000	3,000
485	12,715	10,895	12,000	706076 Legal Counsel	12,000	12,000	12,000
486	42	-	-	706100 Labor Attorney	6,000	6,000	6,000
487	906	7,499	6,000	706150 Hiring Process	6,000	6,000	6,000

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
488	209,079	222,811	272,200	Total Materials & Services	286,400	286,400	286,400
489							
490	1,722,857	1,710,161	1,962,100	Total Police	1,926,900	1,926,900	1,926,900
491							

Notes

- 456 Moved to Internal Services Fund, see IT Services Charges account (611770)
- 458 Internal Service Fund charges
- 461 Moved to internal services Fund
- 482 CMI Maintenance and Cop Link

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
491				001-900 Transfers			
492	-	27,000	17,500	900003 Transfer to Computer Eq Reserve	98,300	98,300	98,300
493	-	-	-	900009 Transfer to Admin Vehicle/Equip	-	-	-
494	37,000	75,000	89,000	900010 Transfer to Police Equip Fund	18,500	18,500	18,500
495	-	1,000	2,000	900012 Transfer to Library Equip Reserve	8,000	8,000	8,000
496	-	14,000	36,000	900015 Transfer to Park & Pool Equipment	25,000	25,000	25,000
497	-	-	-	900018 Transfer To Building Reserve	10,000	-	-
498	-	-	-	900020 Transfer to Comm Services Fund	30,500	30,500	30,500
499	-	-	-	900023 Transfer to Senior Center Fund	86,300	86,300	86,300
500	-	46,000	-	900037 Transfer to DOC Fund	18,200	18,200	18,200
501	-	-	96,000	900038 Interfund Loan to DOC Fund	-	-	-
502	-	-	-	900039 Transfer to Special Police Program	-	22,500	22,500
503	-	-	-	900040 Transfer to Bldg Rep Reserve	-	70,000	70,000
504	37,000	163,000	240,500	Total Transfers	294,800	377,300	377,300
505							
506				001-920 Fund Balance & Contingency			
507	-	-	82,600	900900 GF Operating Contingency	65,800	65,800	65,800
508	1,935,108	1,984,015	1,614,300	999000 Unapp Ending Fund Balance	1,928,300	1,852,700	1,852,700
509	1,935,108	1,984,015	1,696,900	Total	1,994,100	1,918,500	1,918,500
510							
511				Fund Totals			
512				Resources:			
513	1,914,202	1,935,108	1,979,300	Beginning Fund Balance	2,042,600	2,042,600	2,042,600
514	3,062,659	3,191,839	3,296,000	Operating Revenue	3,536,200	3,536,200	3,536,200
515	4,976,861	5,126,946	5,275,300		5,578,800	5,578,800	5,578,800
516							
517				Appropriations:			
518	3,004,753	2,979,931	3,420,500	Operating Expenditures	3,355,700	3,348,800	3,348,800
519				Transfers			
520	37,000	117,000	144,500	To Reserves	159,800	219,800	219,800
521	-	46,000	96,000	Other Transfers	135,000	157,500	157,500
522	3,041,753	3,142,931	3,661,000		3,650,500	3,726,100	3,726,100
523	1,935,108	1,984,015	1,614,300	Unappropriated Fund Balance	1,928,300	1,852,700	1,852,700
524	4,976,861	5,126,946	5,275,300		5,578,800	5,578,800	5,578,800
525	-	-	-		-	-	-

Notes

507 City Fiscal Policy requires a contingency of 2% of expenditures.

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
Public Works Director	5%
Public Works Superintendent	5%
Public Works Technician	5%
Utility Worker Lead	2%

Position	% Funded
Utility Worker 1	10%
Utility Worker 1	10%
Utility Worker 1	10%
Utility Worker 2	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
City Administrator	5%
City Recorder	5%
Finance Director	9%
Reception	2%

Position	% Funded
Utility Billing Clerk	1%
Accountant	2%
Planner	5%

Volunteer Hours Contributed to all Public Works Departments

Calendar Year 2013: **614**

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 2013-14 Accomplishments

- Completed all service requests and locates
- Completed various sidewalk improvements per Council direction

FY 2014-15 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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Street Fund							
005-000 Resources							
1	407,765	269,775	335,600	400100 Beginning Fund Balance	310,900	310,900	310,900
2	1,399	1,567	1,700	400400 Investment Interest	1,100	1,100	1,100
3	293,160	294,432	305,900	400500 State Tax Street Revenue	314,500	314,500	314,500
4	2,644	2,565	2,200	400625 Sidewalk Permits	1,000	1,000	1,000
5	-	-	280,000	403000 State 5,000 Population Distrib	200,000	200,000	200,000
6	1,534	1,627	-	409000 Other Receipts	1,200	1,200	1,200
7	<u>706,502</u>	<u>569,966</u>	<u>925,400</u>	Total Resources	<u>828,700</u>	<u>828,700</u>	<u>828,700</u>
8							
9	005-576 Personnel Services						
10	33,669	32,879	28,000	503780 Direct Wages	28,700	36,200	36,200
11	19,698	13,111	14,400	503783 In-Direct Wages	16,000	16,100	16,100
12	2,522	2,958	4,200	503790 Wages - Overtime	4,400	4,400	4,400
13	4,060	3,782	3,600	513344 FICA	3,800	4,400	4,400
14	9,677	8,700	10,300	539094 Pension - PERS	9,000	9,100	9,100
15	1,011	1,107	1,400	542344 Workers' Compensation Ins	1,300	1,600	1,600
16	15,732	16,377	15,900	546833 Insurance Benefits	16,000	16,300	16,300
17	-	-	1,100	548877 Unemployment Insurance	1,100	1,400	1,400
18	<u>86,369</u>	<u>78,914</u>	<u>78,900</u>	Total Personnel Services	<u>80,300</u>	<u>89,500</u>	<u>89,500</u>
19							
20	005-576 Materials & Services						
21	1,071	5,096	9,500	602171 Insurance	10,300	10,300	10,300
22	-	1,864	1,000	603100 JC Work Crew Supplies	500	500	500
23	122	253	200	603200 Bank Fees	200	200	200
24	56	1,888	3,000	608925 Computer Software Support	2,000	2,000	2,000
25	64,920	62,113	68,000	611519 Electricity	55,000	55,000	55,000
26	-	-	1,000	611770 IT Service Charges	1,000	1,000	1,000
27	1,349	7,906	7,000	611771 Professional Services	1,500	1,500	1,500
28	6,126	16,309	-	612080 Equipment Maint & Repair	-	-	-
29	5,046	7,062	-	615018 Fuel, Oil and Tires	-	-	-
30	-	-	27,000	615100 Vehicle & Equip Maint Charges	15,000	15,000	15,000
31	4,942	2,864	2,000	623425 Preventative Medical/OSHA	2,000	2,000	2,000
32	-	154	200	628651 Lane Council of Gov Dues	200	200	200
33	1,287	1,437	1,300	628680 Laundry and Cleaning	1,500	1,500	1,500
34	-	294	400	629001 League of Oregon Cities Dues	400	400	400
35	2,558	3,355	2,800	632677 Office Equipment Leases	2,700	2,700	2,700
36	67	-	300	632678 Computer/Office Equip Maint	500	500	500
37	-	-	2,500	632680 Office Equipment/Furnishings	500	500	500
38	1,868	1,186	600	633850 Natural Gas	750	750	750
39	3,443	3,330	3,500	636921 Office Supplies	4,500	4,500	4,500
40	13,521	14,075	9,000	637917 Op Materials & Supplies	10,000	10,000	10,000
41	1,936	-	2,000	638000 Street Signs	2,500	2,500	2,500
42	6,445	908	10,000	638500 Street Maintenance	7,500	7,500	7,500
43	-	606	1,500	638510 Storm Drain Maintenance	1,000	1,000	1,000
44	-	-	1,000	640457 Postage	500	500	500
45	-	-	1,500	644650 Building Maintenance Charges	1,500	1,500	1,500
46	2,333	1,122	-	644660 Building / Property Maint.	-	-	-
47	346	1,010	1,000	647030 Travel and Training	500	500	500
48	66	48	100	648000 License Certification Fee	100	100	100
49	-	152	-	648800 Employee Recognition	250	250	250
50	1,490	2,496	4,000	649843 Telephone	4,000	4,000	4,000

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
51	260	215	300	652080 Internet	300	300	300
52	1,635	2,019	2,000	702013 Audit	2,100	2,100	2,100
53	9,296	647	1,500	706076 Legal Counsel	1,500	1,500	1,500
54	<u>130,183</u>	<u>138,409</u>	<u>164,200</u>	Total Materials & Services	<u>130,300</u>	<u>130,300</u>	<u>130,300</u>
55							
56				005-576 Capital Outlay			
57	3,525	52,070	20,000	800704 Sidewalk Improvement Program	20,000	20,000	20,000
58	4,738	-	-	800750 Street Construction	-	-	-
59	100,000	300	250,000	800751 Street Refurbishment/Improvement	200,000	200,000	200,000
60	19,272	4,436	20,000	800800 Street Maintenance Program	15,000	15,000	15,000
61	85,140	-	-	800806 Storm System Oversize Repayment	-	-	-
62	<u>212,675</u>	<u>56,806</u>	<u>290,000</u>	Total Capital Outlay	<u>235,000</u>	<u>235,000</u>	<u>235,000</u>
63							
64				005-576 Transfers			
65	5,000	10,000	15,000	900001 Transfer to Street Equip. Reserve	17,000	17,000	17,000
66	2,500	1,000	5,000	900004 Transfer to PW Building/Yard Res	2,500	2,500	2,500
67	-	-	14,200	900034 Transfer to Internal Services Fund	14,200	14,200	14,200
68	-	-	-	900039 Transfer to Computer Eq Res Fund	2,500	2,500	2,500
69	<u>7,500</u>	<u>11,000</u>	<u>34,200</u>	Total Transfers	<u>36,200</u>	<u>36,200</u>	<u>36,200</u>
70							
71				005-576 Fund Balance & Contingency			
72	-	-	22,500	900900 Operating Contingency	20,000	120,000	120,000
73	269,775	284,837	335,600	999000 Unapp Ending Fund Balance	326,900	217,700	217,700
74	<u>269,775</u>	<u>284,837</u>	<u>358,100</u>	Total	<u>346,900</u>	<u>337,700</u>	<u>337,700</u>
75							
76				Fund Totals			
77				Resources:			
78	407,765	269,775	335,600	Beginning Fund Balance	310,900	310,900	310,900
79	298,737	300,191	589,800	Operating Revenue	517,800	517,800	517,800
80	<u>706,502</u>	<u>569,966</u>	<u>925,400</u>		<u>828,700</u>	<u>828,700</u>	<u>828,700</u>
81							
82				Appropriations:			
83	429,227	274,129	555,600	Operating Expenditures	465,600	574,800	574,800
84				Transfers			
85	7,500	11,000	20,000	To Reserves	22,000	22,000	22,000
86	-	-	14,200	Other Transfers	14,200	14,200	14,200
87	436,727	285,129	589,800		501,800	611,000	611,000
88	269,775	284,837	335,600	Unappropriated Fund Balance	326,900	217,700	217,700
89	<u>706,502</u>	<u>569,966</u>	<u>925,400</u>		<u>828,700</u>	<u>828,700</u>	<u>828,700</u>
90	-	-	-		-	-	-

Notes

- 6 One time distribution of Federal funds
- 27 Decreased due to project completion
- 30 Decreased to reflect actual costs
- 37 Decreased due to project completion
- 49 Increased to reflect Streets portion of program
- 65 Increased to reflect anticipated future needs
- 68 Added to reflect Streets contribution

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 1,200 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 activities are budgeted and expended in the Viking Sal Senior Fund, a special revenue Fund

Staffing:

Currently there is one Admin Aide 1.0 FTE (Full Time Equivalent) direct service staff member in the Viking Sal Senior Fund. Additionally the Worker's Compensation cost for Viking Sal volunteers are in the Viking Sal Senior Fund.

There are five other employees within the City associated with this Division, where a portion of the costs are budgeted and expended from the Viking Sal Senior Fund. This is based on the activities that these positions perform that are related to the Viking Sal Senior Fund activities.

Position	% Funded
Senior Center Admin Aide	100%
Community Services Director	22%
Community Services Admin Aide	40%

Position	% Funded
City Administrator	1%
Finance Director	1%
Accountant	1%

Volunteer Hours Contributed to Department

Calendar Year 2013: **14,349**

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. In addition the fund will receive support in the form of a transfer from the General Fund. In FY14/15, Senior Center related personnel service costs that have been budgeted and paid through the General Fund in past years, have been moved to this fund. The program operates from a building owned by the Scandinavian Festival Association.

FY 2013-2014 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 1,200 visits for activities and services a month.
- Published and distributed a quarterly Program Guide of all activities and services.

FY 2014-2015 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 Senior Fund.

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted	
Viking Sal Senior Fund								
008-000 Resources								
1	15,109	13,915	11,200	400100 Beginning Fund Balance	6,500	6,500	6,500	
2	95	98	100	400400 Investment Interest	100	100	100	
3	-	-	-	400540 Transfer from General Fund	86,300	86,300	86,300	
4	-	2,646	-	400548 Transfer from Viking Sal Capital	-	-	-	
5	8,096	1,000	1,000	400600 Grant: Thrivent	1,000	1,000	1,000	
6	-	500	500	400625 Grant: Education Together Fund	500	500	500	
7	-	1,000	1,000	400650 Grant: Other Sources	1,000	1,000	1,000	
8	204	15	-	400675 Fundraising: Leisure Services	-	-	-	
9	714	881	700	400700 Operations Fees	1,000	1,000	1,000	
10	551	404	600	400705 Pepsi Sales	400	400	400	
11	504	1,400	1,500	400725 Special Meal Sponsorships	-	-	-	
12	408	344	400	400730 Bingo	400	400	400	
13	11,024	12,275	11,000	400735 Nutrition Program	11,000	11,000	11,000	
14	13,100	15,150	13,100	400741 IGA LCOG	13,000	13,000	13,000	
15	-	800	-	400800 Senior Fundraising	-	-	-	
16	8,345	5,188	7,000	400810 Senior Trip Fees	2,500	2,500	2,500	
17	4,148	3,072	3,000	400840 Patron Donations	3,000	3,000	3,000	
18	1,748	1,506	1,500	400850 Viking Sal Rentals	1,500	1,500	1,500	
19	1,029	1,230	1,000	400860 Newsletter Subscriptions	1,000	1,000	1,000	
20	15,800	16,159	21,000	400870 Fundraising Events	20,000	20,000	20,000	
21	11	-	-	400880 Senior Craft Sales	-	-	-	
22	6	-	-	400890 Instructor Fees	-	-	-	
23	7,955	3,542	1,500	409000 Other Receipts	1,500	1,500	1,500	
24	88,847	81,125	76,100	Total Resources	150,700	150,700	150,700	
25								
26	008-678 Personnel Services							
27	12,444	13,933	12,800	503780 Wages	56,300	56,300	56,300	
28	-	-	2,200	503783 In-Direct Wages	2,200	2,200	2,200	
29	-	-	400	503790 Wages - Overtime	400	400	400	
30	952	1,158	1,200	513344 FICA	4,500	4,500	4,500	
31	1,456	2,211	3,300	539094 Pension - PERS	10,400	10,400	10,400	
32	402	415	4,700	542344 Workers' Compensation Ins	5,300	5,300	5,300	
33	62	45	600	546833 Insurance Benefits	22,800	22,800	22,800	
34	-	-	600	548877 Unemployment Insurance	2,100	2,100	2,100	
35	15,316	17,762	25,800	Total Personnel Services	104,000	104,000	104,000	
36								
37	008-678 Materials & Services							
38	214	1,017	1,100	602171 Insurance	1,200	1,200	1,200	
39	45	77	100	603200 Bank Fees	100	100	100	
40	350	542	400	603322 Bathroom Supplies	350	350	350	
41	-	1,283	200	608925 Computer Software Support	-	-	-	
42	3,151	3,114	3,200	611519 Electricity	3,200	3,200	3,200	
43	2,246	2,418	2,500	615051 Fundraising Expense	2,500	2,500	2,500	
44	-	-	-	615100 Building Maintenance Charges	1,500	1,500	1,500	
45	74	-	100	629033 Leisure Supplies	100	100	100	
46	7,975	8,252	5,000	632677 Office Equipment Leases	5,200	5,200	5,200	
47	202	30	500	632678 Computer/Office Equipment Main	500	500	500	
48	40	20	100	632690 Office Equipment/Furnishings	100	100	100	
49	783	757	800	633850 Natural Gas	800	800	800	
50	780	661	600	636921 Office Supplies	500	500	500	

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
51	1,291	1,495	1,600	640457 Postage	1,200	1,200	1,200
52	944	715	1,000	640733 Publications	750	750	750
53	2,287	2,757	2,500	643300 Kitchen Supplies	1,200	1,200	1,200
54	94	428	500	644400 Janitorial/Landscape Maint	500	500	500
55	1,602	2,529	4,000	644660 Building / Property Maint.	2,500	2,500	2,500
56	305	194	300	644670 Training	300	300	300
57	8,699	3,775	6,000	648317 Trips	2,500	2,500	2,500
58	492	406	500	648420 Special Events	250	250	250
59	128	-	-	648625 Class Scholarships	-	-	-
60	7,685	7,225	6,500	648635 Nutrition Program	7,500	7,500	7,500
61	450	523	500	648860 Supplies	250	250	250
62	598	510	500	648870 Pepsi Supplies	200	200	200
63	841	1,008	1,000	649843 Telephone	800	800	800
64	7,096	-	-	649850 Grant: Thrivent	-	-	-
65	401	98	500	649860 Volunteer Expenses	500	500	500
66	32	-	100	650100 Instructor Fees	100	100	100
67	714	658	700	652080 Internet	600	600	600
68	-	-	100	660000 Volunteer Coordinator Expenses	100	100	100
69	-	-	100	660050 Facilities Coordinator Expense	100	100	100
70	30	-	100	660100 Assistance Coordinator	100	100	100
71	116	51	100	660150 Recreation Coordinator	100	100	100
72	-	-	100	660200 Nutrition Coordinator Expenses	100	100	100
73	-	-	100	660250 Education Coordinator Expenses	100	100	100
74	899	745	700	702013 Audit	600	600	600
75	<u>50,564</u>	<u>41,288</u>	<u>42,100</u>	Total Materials & Services	<u>36,400</u>	<u>36,400</u>	<u>36,400</u>
76							
77				008-678 Transfers			
78	2,500	-	-	900003 Transfer To Vik Sal Capital Reserve	-	-	-
79	6,552	6,800	6,800	900004 Transfer To General Fund	-	-	-
80	<u>9,052</u>	<u>6,800</u>	<u>6,800</u>	Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>
81							
82				008-678 Fund Balance & Contingency			
83	-	-	-	900900 Operating Contingency	1,000	1,000	1,000
84	13,915	15,275	1,400	999000 Unapp Ending Fund Balance	9,300	9,300	9,300
85	<u>13,915</u>	<u>15,275</u>	<u>1,400</u>	Total	<u>10,300</u>	<u>10,300</u>	<u>10,300</u>
86							
87				Fund Totals			
88				Resources:			
89	15,109	13,915	11,200	Beginning Fund Balance	6,500	6,500	6,500
90	73,738	67,210	64,900	Operating Revenue	144,200	144,200	144,200
91	<u>88,847</u>	<u>81,125</u>	<u>76,100</u>		<u>150,700</u>	<u>150,700</u>	<u>150,700</u>
92							
93				Appropriations:			
94	65,880	59,050	67,900	Operating Expenditures	141,400	141,400	141,400
95				Transfers			
96	2,500	-	-	To Reserves	-	-	-
97	6,552	6,800	6,800	Other Transfers	-	-	-
98	<u>74,932</u>	<u>65,850</u>	<u>74,700</u>		<u>141,400</u>	<u>141,400</u>	<u>141,400</u>
99	13,915	15,275	1,400	Unappropriated Fund Balance	9,300	9,300	9,300
100	<u>88,847</u>	<u>81,125</u>	<u>76,100</u>		<u>150,700</u>	<u>150,700</u>	<u>150,700</u>
101	-	-	-		-	-	-

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 contained in the Community Center Fund (A special revenue fund).

Staffing:

There are four 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.

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
Summer Program Lead	100%
Afterschool Program Lead	100%
Community Services Director	22%
Admin Aide – Community Services	40%

Position	% Funded
City Administrator	2%
Finance Director	1%
Accountant	2%

Volunteer Hours Contributed to the Community Center

Calendar Year 2013: **3,603**

Funding:

The Community Center Fund generates its revenue from user fees, donations, small grants, a transfer from the State Revenue Sharing Fund for a capped amount for Summer Program Scholarships and a transfer from the General Fund. The transfer from the General Fund was included this year to cover the costs of the personnel service costs that have previously been budgeted and paid within the General Fund. For FY14/15 these costs for the Community Center's share of the Community Services Director have been moved to this fund to consolidate all the costs in one fund. 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 2013-2014 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, parenting and family nutrition classes, 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 2014-2015 Goals:

- 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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Community Center Fund							
012-000 Resources							
1	21,692	26,314	17,700	400100 Beginning Fund Balance	5,300	5,300	5,300
2	136	95	100	400400 Investment Interest	100	100	100
3	16,258	10,000	10,000	400525 Transfer from State Rev Sharing	10,000	10,000	10,000
4	-	-	-	400540 Transfer from General Fund	30,500	30,500	30,500
5	-	-	-	400600 Grant: Thrivent	1,000	1,000	1,000
6	500	500	500	400625 Grant: Education Together	500	500	500
7	205	410	1,500	400650 Grant: Other	2,000	2,000	2,000
8	293	341	500	400700 Operations Fees	500	500	500
9	150	883	2,500	400725 Event Sponsorships	3,500	3,500	3,500
10	9,375	7,641	12,000	400730 Summer Program	11,000	11,000	11,000
11	-	1,148	-	400740 Scholarship Donations	500	500	500
12	800	1,050	1,100	400800 Youth Fundraising	1,000	1,000	1,000
13	4,014	4,470	8,000	400810 Afterschool Release Program	4,500	4,500	4,500
14	606	1,006	800	400840 Donations	1,500	1,500	1,500
15	4,820	2,493	2,500	400850 Rentals	2,500	2,500	2,500
16	1,423	456	1,500	400870 Fundraising Events	5,000	5,000	5,000
17	16,500	12,147	13,000	400890 Instructor Fees	13,000	13,000	13,000
18	1,232	900	1,000	400891 Sharing Tree Program	1,000	1,000	1,000
19	1,776	1,739	500	409000 Other Revenue	1,000	1,000	1,000
20	<u>79,780</u>	<u>71,593</u>	<u>73,200</u>	Total Resources	<u>94,400</u>	<u>94,400</u>	<u>94,400</u>
21							
22	012-100 Personnel Services						
23	13,440	19,371	27,900	503780 Direct Wages	37,700	37,700	37,700
24	-	-	-	503783 In-Direct Wages	3,500	3,500	3,500
25	-	-	-	503790 Wages - Overtime	400	400	400
26	1,028	1,390	2,200	513344 FICA	3,200	3,200	3,200
27	1,015	1,358	3,000	539094 Pension - PERS	4,900	4,900	4,900
28	418	659	1,600	542344 Workers' Compensation Ins	1,800	1,800	1,800
29	124	153	-	546833 Insurance Benefits	7,800	7,800	7,800
30	-	1,574	1,100	548877 Unemployment Insurance	1,400	1,400	1,400
31	<u>16,025</u>	<u>24,505</u>	<u>35,800</u>	Total Personnel Services	<u>60,700</u>	<u>60,700</u>	<u>60,700</u>
32							
33	012-100 Materials & Services						
34	59	268	700	602171 Insurance	800	800	800
35	45	102	100	603200 Bank Fees	100	100	100
36	433	652	400	603322 Bathroom Supplies	200	200	200
37	55	-	300	608925 Computer Software Support	200	200	200
38	3,793	4,150	3,300	611519 Electricity	4,000	4,000	4,000
39	52	21	100	615051 Fundraising Expenses	100	100	100
40	1,197	-	500	629033 Leisure Supplies	-	-	-
41	909	438	200	632677 Office Equipment Leases	300	300	300
42	140	55	100	632678 Computer/Office Equip. Maint	100	100	100
43	78	168	200	632680 Office Equipment/Furnishings	100	100	100
44	2,447	2,092	1,500	633850 Natural Gas	1,500	1,500	1,500
45	941	1,750	700	636921 Office Supplies	500	500	500
46	180	95	100	640457 Postage	200	200	200
47	1,414	1,545	1,500	640733 Printing and Advertising	1,200	1,200	1,200
48	4,997	5,267	5,000	641134 Program Costs	2,300	2,300	2,300
49	1,024	371	500	641135 Sharing Tree Program	500	500	500
50	2,286	3,227	2,100	644400 Janitorial/Landscape Maint	1,500	1,500	1,500

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12	2012-13	2013-14		2014-15	2014-15	2014-15
	Actual	Actual	Adopted	Description	Proposed	Approved	Adopted
51	-	-	-	644650 Building Maintenance Charges	1,500	1,500	1,500
52	243	364	300	647030 Travel and Training	200	200	200
53	28	87	100	648420 Special Events	100	100	100
54	1,809	998	1,000	648860 Supplies	300	300	300
55	218	217	200	649843 Telephone	200	200	200
56	453	50	500	649860 Volunteer Expenses	300	300	300
57	155	131	200	649989 Dues	200	200	200
58	-	-	5,200	650000 Park District Impact Study	5,200	5,200	5,200
59	13,656	11,415	11,000	650100 Instructor Fees	9,000	9,000	9,000
60	464	561	600	652080 Internet Services	500	500	500
61	365	521	500	702013 Audit	500	500	500
62	<u>37,441</u>	<u>34,545</u>	<u>36,900</u>	Total Materials & Services	<u>31,600</u>	<u>31,600</u>	<u>31,600</u>
63							
64				012-100 Fund Balance & Contingency			
65	-	-	-	900900 Operating Contingency	-	-	-
66	26,314	12,543	500	999000 Unappropriated Fund Balance	2,100	2,100	2,100
67	<u>26,314</u>	<u>12,543</u>	<u>500</u>	Total	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>
68							
69							
70				Fund Totals			
71				Resources:			
72	21,692	26,314	17,700	Beginning Fund Balance	5,300	5,300	5,300
73	58,088	45,279	55,500	Operating Revenue	89,100	89,100	89,100
74	<u>79,780</u>	<u>71,593</u>	<u>73,200</u>		<u>94,400</u>	<u>94,400</u>	<u>94,400</u>
75							
76				Appropriations:			
77	53,466	59,050	72,700	Operating Expenditures	92,300	92,300	92,300
78				Transfers			
79	-	-	-	To Reserves	-	-	-
80	-	-	-	Other Transfers	-	-	-
81	<u>53,466</u>	<u>59,050</u>	<u>72,700</u>		<u>92,300</u>	<u>92,300</u>	<u>92,300</u>
82	26,314	12,543	500	Unappropriated Fund Balance	2,100	2,100	2,100
83	<u>79,780</u>	<u>71,593</u>	<u>73,200</u>		<u>94,400</u>	<u>94,400</u>	<u>94,400</u>
84	-	-	-		-	-	-

Notes

3 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:

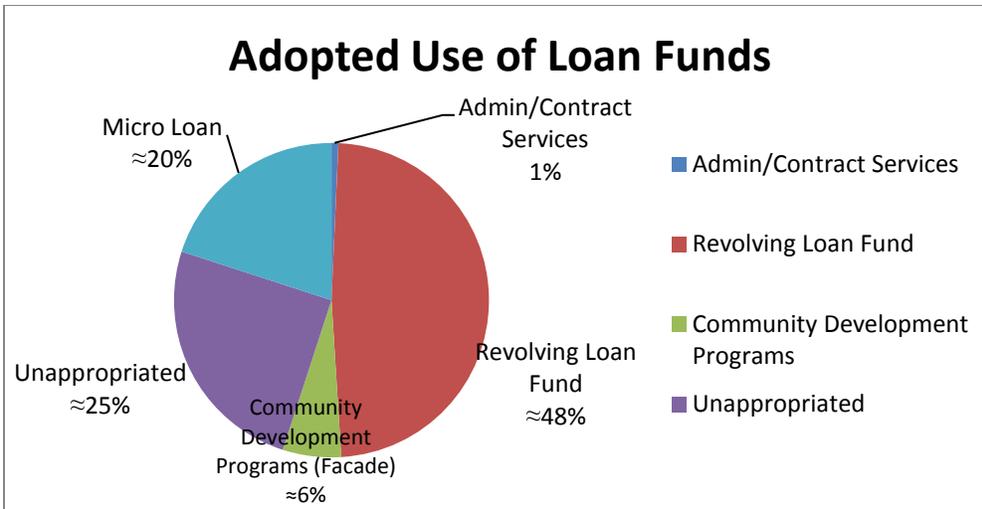
- Rural Tourism Marketing Program (RTMP) Funds, Grants, and Projects
- Microloan Program
- Revolving Loan Fund Program
- Façade Loan Program

Staffing:

Currently there are no city staff members that are funded from the Community Development Revolving Loan Fund. The Division is managed by the Administration Department 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 2013-2014 Accomplishments:

- Completion of RTMP grant application for calendar year 2013 and acceptance of funds.
- Continued completion of Design Subcommittee priorities for downtown beatification projects and a long range plan.
- Completed first phase of updates to the special event process.

FY 2014-2015 Goals:

- Completion of RTMP grant application for calendar year 2014 and acceptance of funds.
- Continue 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.
- Continue special event process refinement.

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Community Development Revolving Loan Fund							
401-000 Resources							
1	978,931	1,019,141	1,070,100	400100 Beginning Fund Balance	1,103,200	1,103,200	1,103,200
2	5,263	5,375	6,100	400400 Investment Interest	4,700	4,700	4,700
3	20,302	17,909	20,600	400505 Country Coach Principal	21,800	21,800	21,800
4	7,259	5,462	4,800	400510 Country Coach Interest	3,800	3,800	3,800
5	100	-	400	400800 Loan/Application Fees	-	-	-
6	6,322	7,311	7,700	400960 Nelson Depot Loan Principal	8,100	8,100	8,100
7	1,466	1,185	900	400970 Nelson Depot Loan Interest	600	600	600
8	3,852	4,079	4,300	401260 Moto Gear Principal	4,500	4,500	4,500
9	1,239	1,012	800	401270 Moto Gear Interest	600	600	600
10	3,316	394	-	401281 Double HH LLC Principal	5,500	5,500	5,500
11	1,328	156	-	401282 Double HH LLC Interest	700	700	700
12	8,349	8,696	8,600	407400 Grant: Rural Tourism Marketing	8,800	8,800	8,800
13	51	-	-	409000 Other Receipts	-	-	-
14	<u>1,037,778</u>	<u>1,070,720</u>	<u>1,124,300</u>	Total Resources	<u>1,162,300</u>	<u>1,162,300</u>	<u>1,162,300</u>
15							
16							
17				Loan Program			
18				401-100 Materials & Services			
19	299	-	2,300	606313 Contract Services	2,300	2,300	2,300
20	-	-	526,300	606326 Business Dev Loans	530,700	488,600	488,600
21	-	-	219,300	606331 Business Dev Microloans	219,200	205,200	205,200
22	-	-	65,800	606335 Facade Enhancement Loan	63,500	49,500	49,500
23	-	20	400	608925 Computer Software Support	400	400	400
24	79	241	500	636921 Office Expenses	500	500	500
25	65	121	100	702013 Audit	100	100	100
26	3,690	1,115	1,000	706076 Legal Counsel	7,000	7,000	7,000
27	<u>4,133</u>	<u>1,497</u>	<u>815,700</u>	Total Materials & Services	<u>823,700</u>	<u>753,600</u>	<u>753,600</u>
28							
29							
30				Economic Development Programs			
31				401-200 Materials & Services			
32	11,400	203	15,000	606330 Economic Development Programs	15,000	85,100	85,100
33	3,000	3,926	30,000	632700 Grant: Rural Tourism Marketing	27,900	27,900	27,900
34	104	183	100	636921 Office Supplies	100	100	100
35	-	-	100	702013 Audit	100	100	100
36	<u>14,504</u>	<u>4,312</u>	<u>45,200</u>	Total Materials & Services	<u>43,100</u>	<u>113,200</u>	<u>113,200</u>
37							
38				401-900 Fund Balance			
39	<u>1,019,141</u>	<u>1,064,911</u>	<u>263,400</u>	999000 Unappropriated Fund Balance	<u>295,500</u>	<u>295,500</u>	<u>295,500</u>
40							
41				Fund Totals			
42	1,037,778	1,070,720	1,124,300	Resources	1,162,300	1,162,300	1,162,300
43							
44	18,637	5,809	860,900	Appropriations	866,800	866,800	866,800
45	<u>1,019,141</u>	<u>1,064,911</u>	<u>263,400</u>	Unappropriated Fund Balance	<u>295,500</u>	<u>295,500</u>	<u>295,500</u>
46	<u>1,037,778</u>	<u>1,070,720</u>	<u>1,124,300</u>		<u>1,162,300</u>	<u>1,162,300</u>	<u>1,162,300</u>
47	-	-	-		-	-	-

Notes

26 Increase in FY14/15 to reflect current activity

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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
State Revenue Sharing Fund							
250-000 Resources							
1	55,234	56,412	48,800	400100 Beginning Fund Balance	45,600	45,600	45,600
2	243	229	200	400400 Investment Interest	300	300	300
3	44,268	48,012	45,000	400500 Receipts	49,000	49,000	49,000
4	<u>99,745</u>	<u>104,653</u>	<u>94,000</u>	Total Resources	<u>94,900</u>	<u>94,900</u>	<u>94,900</u>
5							
6	250-920 Materials & Services						
7	1,000	-	10,000	635290 Projects TBD	10,000	10,000	10,000
8	6,075	-	-	636100 Ordinance Codification	-	-	-
9	<u>7,075</u>	<u>-</u>	<u>10,000</u>	Total Materials & Services	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
10							
11	250-920 Capital Outlay						
12	-	-	45,000	800822 Police Projects	10,000	10,000	10,000
13	-	-	10,000	800824 Parks Projects	10,000	10,000	10,000
14	-	-	10,000	800826 Web Site Upgrade	20,000	20,000	20,000
15	<u>-</u>	<u>-</u>	<u>65,000</u>	Total Capital Outlay	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
16							
17	250-920 Transfers						
18	10,000	5,000	-	900004 Transfer to Computer Equip Reserv	-	-	-
19	10,000	10,000	-	900010 Transfer to Police Equip Fund	-	-	-
20	-	30,000	-	900015 Transfer to Park & Pool Equip.	-	-	-
21	<u>16,258</u>	<u>10,000</u>	<u>10,000</u>	900020 Transfer to Community Serv Fund	10,000	10,000	10,000
23	<u>36,258</u>	<u>55,000</u>	<u>10,000</u>	Total Transfers	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
24							
25	250-920 Fund Balance						
26	56,412	49,653	9,000	999000 Unapp Ending Fund Balance	34,900	34,900	34,900
27							
28							
29	Fund Totals						
30	99,745	104,653	94,000	Resources	94,900	94,900	94,900
31							
32	43,333	55,000	85,000	Appropriations	60,000	60,000	60,000
33	<u>56,412</u>	<u>49,653</u>	<u>9,000</u>	Unappropriated Fund Balance	<u>34,900</u>	<u>34,900</u>	<u>34,900</u>
34	99,745	104,653	94,000		94,900	94,900	94,900
35	-	-	-		-	-	-

Notes

- 12 Police CIP project, See Police section in Capital Improvement Plan
- 13 See Parks CIP section
- 14 City Website upgrade project
- 21 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.

For the FY14/15 budget, the Police School Resource Officer was added to this fund to account for the funding for this position and the full personnel, and materials and services costs.

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Special Police Programs Fund							
339-000 Resources							
1	5,604	7,454	7,700	400100 Beginning Fund Balance	13,200	13,200	13,200
2	35	47	100	400400 Investment Interest	100	100	100
3	1,050	-	5,000	400512 Donations - Shop w/Cop	1,200	1,200	1,200
4	-	-	500	400660 Fundraising - Shop w/Cop	-	-	-
5	2,032	1,550	500	400514 Donations - K9 Program	2,000	2,000	2,000
6	-	500	-	400520 Donations - Reserves	-	-	-
7	-	-	-	400540 Transfer from General Fund	-	22,500	22,500
8	-	1,610	3,000	400662 Fundraising - Reserves	2,000	2,000	2,000
9	-	-	-	402730 School Resource Officer Grant	-	41,700	41,700
10	-	-	-	405200 School Resource Officer Reimb.	-	20,000	20,000
11	<u>8,721</u>	<u>11,161</u>	<u>16,800</u>	Total Resources	<u>18,500</u>	<u>102,700</u>	<u>102,700</u>
12							
13	Shop With a Cop Program						
14	339-100 Materials & Services						
15	-	-	-	637917 Program Funds	400	400	400
16	1,224	1,218	2,000	642200 Gift Purchases	1,000	1,000	1,000
17	43	-	-	644610 Participants' Meals Expense	200	200	200
18							
17	K-9 Program						
18	339-400 Materials & Services						
19	-	-	-	637917 Program Funds	4,600	4,600	4,600
20	-	287	1,000	644670 Supplies	-	-	-
21	-	-	500	647030 Travel & Training	-	-	-
22							
23	Reserve Officers						
24	339-450 Materials & Services						
25	-	-	-	637917 Program Funds	8,200	8,200	8,200
26	-	-	2,000	644670 Supplies	2,000	2,000	2,000
27	-	-	1,000	647030 Travel & Training	1,000	1,000	1,000
28	<u>1,267</u>	<u>1,505</u>	<u>6,500</u>	Total Materials & Services	<u>17,400</u>	<u>17,400</u>	<u>17,400</u>
29							
30	School Resource Officer						
31	339-500 Personnel Services						
32	-	-	-	503780 Direct Wages	-	41,700	41,700
33	-	-	-	513344 FICA	-	3,200	3,200
34	-	-	-	539094 Pension - PERS	-	8,000	8,000
35	-	-	-	542344 Worker's Compensation Ins	-	1,500	1,500
36	-	-	-	546833 Insurance Benefits	-	20,900	20,900
37	-	-	-	548877 Unemployment Insurance	-	1,400	1,400
38	<u>-</u>	<u>-</u>	<u>-</u>	Total Personnel Services	<u>-</u>	<u>76,700</u>	<u>76,700</u>
39							
40	339-500 Materials & Services						
41	-	-	-	612080 Patrol Equipment & Supplies	-	5,300	5,300
42	-	-	-	615018 Fuel & Tires	-	1,000	1,000
43	-	-	-	636921 Office Supplies	-	200	200
44	-	-	-	652080 Internet Services	-	500	500
45	<u>-</u>	<u>-</u>	<u>-</u>	653333 Uniforms	<u>-</u>	<u>500</u>	<u>500</u>
46	<u>-</u>	<u>-</u>	<u>-</u>	Total Materials & Services	<u>-</u>	<u>7,500</u>	<u>7,500</u>

City of Junction City
Fiscal Year 2014-15 Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
47							
48	-	-	-	Total School Res. Officer	-	84,200	84,200
49							
50				339-900 Fund Balance			
51	7,454	9,656	10,300	999000 Unappropriated Fund Balance	1,100	1,100	1,100
52							
53							
54				Fund Totals			
55	8,721	11,161	16,800	Resources	18,500	102,700	102,700
56							
57	1,267	1,505	6,500	Appropriations	17,400	101,600	101,600
58	7,454	9,656	10,300	Unappropriated Fund Balance	1,100	1,100	1,100
59	8,721	11,161	16,800		18,500	102,700	102,700
60	-	-	-		-	-	-

Notes

- 15 FY14/15 line budget amount is the prior year estimated actual program balance
- 19 FY14/15 line budget amount is the prior year estimated actual program balance
- 25 FY14/15 line budget amount is the prior year estimated actual program balance

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 2014-15 Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Health Insurance Fund							
	010-000 Resources						
1	89,421	49,071	49,400	400100 Beginning Fund Balance	49,600	49,600	49,600
2	304	274	300	400400 Investment Interest	300	300	300
3	<u>89,725</u>	<u>49,345</u>	<u>49,700</u>	Total Resources	<u>49,900</u>	<u>49,900</u>	<u>49,900</u>
4							
5	010-100 Personnel Services						
6	40,654	-	-	546833 Medical/Vision Insurance	-	-	-
7							
8	010-100 Fund Balance						
9	<u>49,071</u>	<u>49,345</u>	<u>49,700</u>	999000 Unapp Ending Fund Balance	<u>49,900</u>	<u>49,900</u>	<u>49,900</u>
10							
11							
12	Fund Totals						
13	89,725	49,345	49,700	Resources	49,900	49,900	49,900
14							
15	40,654	-	-	Appropriations	-	-	-
16	<u>49,071</u>	<u>49,345</u>	<u>49,700</u>	Unappropriated Fund Balance	<u>49,900</u>	<u>49,900</u>	<u>49,900</u>
17	89,725	49,345	49,700		49,900	49,900	49,900
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
Public Works Director	45%
Public Works Super.	45%
Special Programs Coord.	47.5%
Public Works Technician	45%
Utility Worker 1	45%

Position	% Funded
Utility Worker 1	41%
Utility Worker 1	46%
Utility Worker 2	44%
Utility Lead	49%

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
City Administrator	20%
City Recorder	10%
Finance Director	13%
Planner	3%

Position	% Funded
Utility Billing Clerk	37%
Accountant	10%
Permit Technician	2%
Reception	9%

Volunteer Hours Contributed to all Public Works Departments

Calendar Year 2013: **614**

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 2013-14 Accomplishments

- Completed sanitary survey of the water system
- Completed Consumer Confidence Report (CCR)
- Completed the Raw Water/2" Galvanized Pipe Replacement Project – Schedule C
- Completed the Water Treatment Plant Project
- Continued work on changing out the water meters to maintain accuracy of the billing system

FY 2014-15 Goals

- Continue to maintain compliance with all State and Federal Regulations
- Complete the Consumer Confidence Report (CCR) by July 1st.
- Continue investigational work on two new drinking water wells
- Continue work on changing out the water meters to maintain accuracy of the billing system

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Water Fund							
002-000 Resources							
1	367,304	64,360	88,700	400100 Beginning Fund Balance	111,200	111,200	111,200
2	1,679	549	500	400400 Investment Interest	700	700	700
3	683,451	805,396	884,600	400500 Water Revenue (User Fees)	924,000	924,000	924,000
4	18,075	37,500	21,000	400800 Tap Charges	-	-	-
5	3,044	33,353	3,500	409000 Other Receipts	3,500	3,500	3,500
6	<u>1,073,553</u>	<u>941,158</u>	<u>998,300</u>	Total Resources	<u>1,039,400</u>	<u>1,039,400</u>	<u>1,039,400</u>
7							
8	002-276 Personnel Services						
9	209,726	267,246	214,700	503780 Direct Wages	219,900	233,000	233,000
10	45,110	35,388	48,700	503783 In-Direct Wages	48,500	40,400	40,400
11	11,194	13,044	14,400	503790 Wages - Overtime	15,000	15,000	15,000
12	19,770	24,198	21,300	513344 FICA	21,700	22,100	22,100
13	47,559	59,037	64,700	539094 Pension - PERS	54,500	55,400	55,400
14	5,332	6,745	7,800	542344 Workers' Compensation Ins	7,300	7,300	7,300
15	81,053	109,765	100,400	546833 Insurance Benefits	98,900	101,900	101,900
16	(65)	-	6,500	548877 Unemployment Insurance	6,600	6,800	6,800
17	<u>419,679</u>	<u>515,423</u>	<u>478,500</u>	Total Personnel Services	<u>472,400</u>	<u>481,900</u>	<u>481,900</u>
18							
19	002-276 Materials & Services						
20	5,348	7,894	10,000	602171 Insurance	11,000	11,000	11,000
21	2,522	3,591	2,000	603200 Bank Fees	600	600	600
22	-	-	-	603210 Merchant Fees	5,400	5,400	5,400
23	21,717	13,188	12,000	605917 Treatment Chemicals	12,000	12,000	12,000
24	-	-	3,000	608921 Software	2,000	2,000	2,000
25	2,585	988	3,000	608925 Computer Software Support	2,000	2,000	2,000
26	75,803	84,775	80,000	611519 Electricity	80,000	80,000	80,000
27	-	-	3,000	611770 IT Service Charges	500	500	500
28	400	8,250	2,000	611771 Professional Services	2,000	2,000	2,000
29	1,432	2,056	1,500	611780 Lien Reporting Services	2,000	2,000	2,000
30	6,921	6,670	-	612080 Equipment Repair	-	-	-
31	4,624	10,103	-	615018 Fuel, Oil & Tires	-	-	-
32	-	-	18,000	615100 Vehicle & Equip Maint Charges	13,000	13,000	13,000
33	5,401	3,590	3,000	623425 Preventative Medical/OSHA	2,000	2,000	2,000
34	667	243	300	628651 Lane Council of Gov Dues	400	400	400
35	1,666	1,488	1,800	628680 Laundry and Cleaning	1,500	1,500	1,500
36	1,070	464	600	629001 League of Oregon Cities Dues	600	600	600
37	2,341	3,160	2,500	632677 Office Equipment Leases	2,500	2,500	2,500
38	82	6	500	632678 Computer Equip Maint	500	500	500
39	-	-	-	632680 Office Equipment/Furnishings	-	-	-
40	1,868	1,186	1,000	633850 Natural Gas	800	800	800
41	7,112	6,221	4,000	636921 Office Supplies	9,500	5,800	5,800
42	22,405	31,988	13,500	637917 Op Materials & Supplies	14,000	14,000	14,000
43	20,834	15,972	13,500	638500 Water System Repair & Maint	9,000	9,000	9,000
44	12,669	9,433	6,000	638900 Laboratory Analysis	6,000	6,000	6,000
45	7,350	6,971	5,000	640457 Postage	10,500	7,000	7,000
46	-	-	2,500	644650 Building Maintenance Charges	2,000	2,000	2,000
47	2,149	2,811	-	644660 Building / Property Maint.	-	-	-
48	18	170	300	644670 Cleaning/General Supplies	300	300	300
49	7,486	1,620	6,500	647030 Travel and Training	200	200	200
50	1,253	1,416	1,500	648000 License Certification Fee	200	200	200

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
51	249	446	500	648800 Employee Recognition	400	400	400
52	5,217	6,321	4,000	649843 Telephone	4,500	4,500	4,500
53	1,255	1,280	1,500	652080 Internet	800	800	800
54	3,946	4,610	4,500	702013 Audit	3,700	3,700	3,700
55	466	2,221	1,500	706076 Legal Counsel	2,000	2,000	2,000
56	-	5,649	-	710100 Leak Detection/Audit Program	-	-	-
57	53,495	-	-	723500 Water Meter Lease	-	-	-
58	<u>280,351</u>	<u>244,781</u>	<u>209,000</u>	Total Materials & Services	<u>201,900</u>	<u>194,700</u>	<u>194,700</u>
59							
60				002-276 Capital Outlay			
61	450	30	300	800700 Equipment Refurbishment	300	300	300
62	213	-	300	800750 System Refurbishment/Replacem	300	300	300
63	<u>663</u>	<u>30</u>	<u>600</u>	Total Capital Outlay	<u>600</u>	<u>600</u>	<u>600</u>
64							
65				002-276 Transfers			
66	5,000	15,000	10,000	900001 Transfer to Water Equip Reserve	12,000	12,000	12,000
67	1,000	1,000	1,000	900002 Transfer to Computer Equip Res	2,500	2,500	2,500
68	2,500	1,500	5,000	900004 Transfer to PW Building/Yard Res	2,500	2,500	2,500
69	300,000	80,000	90,000	900005 Transfer to Water System Imp	93,000	93,000	93,000
70	-	-	85,100	900034 Transfer to Internal Services Fund	85,100	85,100	85,100
71	<u>308,500</u>	<u>97,500</u>	<u>191,100</u>	Total Transfers	<u>195,100</u>	<u>195,100</u>	<u>195,100</u>
72							
73				002-276 Fund Balance & Contingency			
74	-	-	17,500	900900 Operating Contingency	15,000	15,000	15,000
75	<u>64,360</u>	<u>83,424</u>	<u>101,600</u>	999000 Unapp Ending Fund Balance	<u>154,400</u>	<u>152,100</u>	<u>152,100</u>
76	<u><u>64,360</u></u>	<u><u>83,424</u></u>	<u><u>119,100</u></u>	Total	<u><u>169,400</u></u>	<u><u>167,100</u></u>	<u><u>167,100</u></u>
77							
78							
79				Fund Totals			
80				Resources:			
81	367,304	64,360	88,700	Beginning Fund Balance	111,200	111,200	111,200
82	706,249	876,798	909,600	Operating Revenue	928,200	928,200	928,200
83	<u><u>1,073,553</u></u>	<u><u>941,158</u></u>	<u><u>998,300</u></u>		<u><u>1,039,400</u></u>	<u><u>1,039,400</u></u>	<u><u>1,039,400</u></u>
84							
85				Appropriations:			
86	700,693	760,234	705,600	Operating Expenditures	689,900	692,200	692,200
87				Transfers			
88	308,500	97,500	106,000	To Reserves	110,000	110,000	110,000
89	-	-	85,100	Other Transfers	85,100	85,100	85,100
90	<u>1,009,193</u>	<u>857,734</u>	<u>896,700</u>		<u>885,000</u>	<u>887,300</u>	<u>887,300</u>
91	<u>64,360</u>	<u>83,424</u>	<u>101,600</u>	Unappropriated Fund Balance	<u>154,400</u>	<u>152,100</u>	<u>152,100</u>
92	<u><u>1,073,553</u></u>	<u><u>941,158</u></u>	<u><u>998,300</u></u>		<u><u>1,039,400</u></u>	<u><u>1,039,400</u></u>	<u><u>1,039,400</u></u>
93	-	-	-		-	-	-

Notes

- 41 Increase due to having Utility Bills printed Out of House
- 45 Increase due to having Utility Bills printed Out of House
- 49 Decrease due to two year training cycle

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 2014-15 Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Water Equipment Reserve Fund							
346-000 Resources							
1	59,120	1,424	600	400100 Beginning Fund Balance	28,100	28,100	28,100
2	136	26	100	400400 Investment Interest	100	100	100
3	5,000	15,000	10,000	400500 Transfer From Water Fund	12,000	12,000	12,000
4	-	-	15,000	400800 Tap Charges	16,000	16,000	16,000
5	-	18,347	-	409000 Other Income	-	-	-
6	<u>64,256</u>	<u>34,797</u>	<u>25,700</u>	Total Resources	<u>56,200</u>	<u>56,200</u>	<u>56,200</u>
7							
8	346-100 Materials & Services						
9	14,637	5,418	7,500	637917 Meter Replacements	8,000	8,000	8,000
10	5,723	-	7,500	638500 Meter Repairs	8,000	8,000	8,000
11	<u>20,360</u>	<u>5,418</u>	<u>15,000</u>	Total Materials & Services	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
12							
13	346-100 Capital Outlay						
14	29,264	8,316	5,000	800600 Equipment Acquisitions	14,500	14,500	14,500
15	4,878	521	500	800700 Equipment Refurbishment	500	500	500
16	-	-	500	800725 Equipment Improvements	500	500	500
17	8,330	-	-	800814 Software Upgrades	-	-	-
18	<u>42,472</u>	<u>8,837</u>	<u>6,000</u>	Total Capital Outlay	<u>15,500</u>	<u>15,500</u>	<u>15,500</u>
19							
20	346-100 Fund Balance						
21	-	-	4,200	902000 Reserved for Future Expenditures	24,200	24,200	24,200
22	1,424	20,542	500	999000 Unapp Ending Fund Balance	500	500	500
23	<u>1,424</u>	<u>20,542</u>	<u>4,700</u>		<u>24,700</u>	<u>24,700</u>	<u>24,700</u>
24							
25							
26	Fund Totals						
27	64,256	34,797	25,700	Resources	56,200	56,200	56,200
28							
29	62,832	14,255	21,000	Appropriations	31,500	31,500	31,500
30	<u>1,424</u>	<u>20,542</u>	<u>4,700</u>	Fund Balance	<u>24,700</u>	<u>24,700</u>	<u>24,700</u>
31	64,256	34,797	25,700		56,200	56,200	56,200
32	-	-	-		-	-	-

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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Water System Improvement Fund							
264-000 Resources							
1	507,212	7,673	16,500	400100 Beginning Fund Balance	36,700	243,700	243,700
2	920	70	100	400400 Investment Interest	100	100	100
3	107	-	-	400500 Water Surcharge	-	-	-
4	7,655	7,110	7,500	400550 Fire Sprinkler User Fees	8,000	8,000	8,000
5	300,000	80,000	90,000	400575 Transfer from Water Fund	93,000	93,000	93,000
6	-	50,000	-	400601 DOC Reimb IGA Amd 8	-	-	-
7	-	223,000	677,000	408352 Interfund Loan from Sewer Sys	-	-	-
8	<u>815,894</u>	<u>367,853</u>	<u>791,100</u>	Total Resources	<u>137,800</u>	<u>344,800</u>	<u>344,800</u>
9							
264-100 Materials & Services							
11	51,435	35,036	1,000	611771 Professional Services	20,000	20,000	20,000
12	6,915	-	40,000	638500 Operating System Repair/Maint	5,000	5,000	5,000
13	<u>58,350</u>	<u>35,036</u>	<u>41,000</u>	Total Materials & Services	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
14							
264-100 Capital Outlay							
16	86,173	241,702	300,000	800100 System Improvements	10,000	217,000	217,000
17	32,808	38,682	377,000	800600 Equipment Acquisition	1,000	1,000	1,000
18	58,863	20,442	5,000	800750 System Refurbishment	1,000	1,000	1,000
19	<u>177,844</u>	<u>300,826</u>	<u>682,000</u>	Total Capital Outlay	<u>12,000</u>	<u>219,000</u>	<u>219,000</u>
20							
264-100 Debt Service							
22	22,027	22,027	22,100	750500 SPWF Debt Repayment	-	-	-
23	550,000	-	-	900031 Interfund Loan pmt DOC Fund	-	-	-
24	-	-	22,300	900035 Interfund Loan pmt Sew Sys Fund	70,000	90,000	90,000
25	<u>572,027</u>	<u>22,027</u>	<u>44,400</u>		<u>70,000</u>	<u>90,000</u>	<u>90,000</u>
26							
264-100 Fund Balance							
28	-	-	23,200	902000 Reserved for Future Expenditures	30,300	10,300	10,300
29	7,673	9,964	500	999000 Unapp Ending Fund Balance	500	500	500
30	<u>7,673</u>	<u>9,964</u>	<u>23,700</u>		<u>30,800</u>	<u>10,800</u>	<u>10,800</u>
31							
32							
Fund Totals							
34	815,894	367,853	791,100	Resources	137,800	344,800	344,800
35							
36	808,221	357,889	767,400	Appropriations	107,000	334,000	334,000
37	<u>7,673</u>	<u>9,964</u>	<u>23,700</u>	Fund Balance	<u>30,800</u>	<u>10,800</u>	<u>10,800</u>
38	815,894	367,853	791,100		137,800	344,800	344,800
39	-	-	-		-	-	-

Notes

- 11 Water portion of Rate Study
- 24 Increased in amount due to completion of the Project. Estimated minimum payment of \$70,000

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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Water System Development Fund							
405-000 Resources							
1	213,731	49,846	54,700	400100 Beginning Fund Balance	92,900	92,900	92,900
2	410	1,631	500	400400 Investment Interest	400	400	400
3	31,236	48,085	52,800	400500 System Development Fees	18,000	18,000	18,000
4	<u>245,377</u>	<u>99,562</u>	<u>108,000</u>	Total Resources	<u>111,300</u>	<u>111,300</u>	<u>111,300</u>
5							
6	405-100 Capital Outlay						
7	195,531	25,000	25,000	800650 Water System Expansion	5,000	107,000	107,000
8							
9	405-100 Fund Balance						
10	<u>49,846</u>	<u>74,562</u>	<u>83,000</u>	999000 Unapp Ending Fund Balance	<u>106,300</u>	<u>4,300</u>	<u>4,300</u>
11							
12							
13	Fund Totals						
14	245,377	99,562	108,000	Resources	111,300	111,300	111,300
15							
16	195,531	25,000	25,000	Appropriations	5,000	107,000	107,000
17	<u>49,846</u>	<u>74,562</u>	<u>83,000</u>	Unappropriated Fund Balance	<u>106,300</u>	<u>4,300</u>	<u>4,300</u>
18	245,377	99,562	108,000		111,300	111,300	111,300
19	-	-	-		-	-	-

Notes

- 3 Reflects new building starts
- 7 Anticipated water projects

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
Public Works Director	45%
Public Works Super.	45%
Maintenance Coordinator	47.5%
Special Prog. Coordinator	47.5%
Public Works Technician	45%

Position	% Funded
Utility Worker Lead	49%
Utility Worker 1	49%
Utility Worker 1	45%
Utility Worker 1	44%
Utility Worker 2	46%

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

Position	% Funded
City Administrator	35%
City Recorder	10%
Finance Director	13%
Planner	3%

Position	% Funded
Utility Billing Clerk	47%
Accountant	10%
Permit Technician	2%
Receptionist	37%

Volunteer Hours Contributed to all Public Works Departments

Calendar Year 2013: **614**

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 2013-14 Accomplishments

- Completed all state and federal monitoring requirements for sewage discharge
- Completed the SCADA installations for the sewer system.
- Completed the first phase of sewer mainline replacement as part of the sewer Inflow and Infiltration (I&I) reduction program
- Rebuilt the pumps at the 14th & Elm Sewer Pump Station

FY 2014-15 Goals

- Complete all state and federal monitoring requirements for sewage discharge
- Complete the Sewer Interim Improvement Project
- 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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Sewer Fund							
003-000 Resources							
1	348,864	189,632	310,100	400100 Beginning Fund Balance	367,000	367,000	367,000
2	2,454	1,766	1,500	400400 Investment Interest	1,800	1,800	1,800
3	1,278,471	1,326,590	1,351,300	400500 Sewer Use Charges	1,392,000	1,392,000	1,392,000
4	1,845	3,675	3,600	400800 Sewer Tap Inspections	1,500	1,500	1,500
5	11,002	3,196	1,000	409000 Other Receipts	2,000	2,000	2,000
6	<u>1,642,636</u>	<u>1,524,859</u>	<u>1,667,500</u>	Total Resources	<u>1,764,300</u>	<u>1,764,300</u>	<u>1,764,300</u>
7							
8	003-376 Personnel Services						
9	223,363	273,511	218,000	503780 Direct Wages	223,500	240,100	240,100
10	45,110	47,297	64,100	503783 In-Direct Wages	64,200	59,200	59,200
11	10,971	13,569	14,800	503790 Wages - Overtime	15,400	15,400	15,400
12	20,751	25,631	22,700	513344 FICA	23,200	24,100	24,100
13	50,185	62,060	68,600	539094 Pension - PERS	58,500	60,300	60,300
14	5,569	6,984	8,000	542344 Workers' Compensation Ins	7,500	7,500	7,500
15	86,493	113,802	106,400	546833 Insurance Benefits	104,200	112,100	112,100
16	(75)	-	6,900	548877 Unemployment Insurance	7,000	7,400	7,400
17	<u>442,367</u>	<u>542,854</u>	<u>509,500</u>	Total Personnel Services	<u>503,500</u>	<u>526,100</u>	<u>526,100</u>
18							
19	003-376 Materials & Services						
20	3,643	17,343	20,600	602171 Insurance	22,300	22,300	22,300
21	4,307	5,572	3,000	603200 Bank Fees	400	400	400
22	-	-	-	603210 Merchant Fees	6,100	6,100	6,100
23	8,123	14,366	8,500	605917 Treatment Chemicals	24,000	24,000	24,000
24	-	1,213	3,000	608921 Software	2,000	2,000	2,000
25	222	-	1,100	608925 Computer Software Support	1,000	1,000	1,000
26	50,757	45,458	40,000	611519 Electricity	28,000	28,000	28,000
27	-	-	3,000	611770 IT Service Charges	1,000	1,000	1,000
28	450	2,270	1,500	611771 Professional Services	1,000	1,000	1,000
29	1,464	2,056	1,300	611780 Lien Reporting Services	1,500	1,500	1,500
30	6,690	7,013	-	612080 Equipment Repair	-	-	-
31	4,286	10,300	-	615018 Fuel, Oil & Tires	-	-	-
32	-	-	34,000	615100 Vehicle & Equip Maint Charges	24,000	24,000	24,000
33	5,501	3,189	2,000	623425 Preventative Medical/OSHA	2,000	2,000	2,000
34	666	544	300	628651 Lane Council of Gov Dues	400	400	400
35	1,269	1,336	1,500	628680 Laundry and Cleaning	1,500	1,500	1,500
36	1,070	1,041	600	629001 League of Oregon Cities Dues	600	600	600
37	2,659	3,471	2,900	632677 Office Equip Leases	2,800	2,800	2,800
38	82	6	100	632678 Computer/Office Equip Maint	100	100	100
39	-	-	-	632680 Office Equipment/Furnishings	-	-	-
40	1,868	1,186	1,000	633850 Natural Gas	1,000	1,000	1,000
41	120	500	1,000	635280 DEQ Permit Fee	1,000	1,000	1,000
42	5,439	5,736	3,500	636921 Office Supplies	8,500	6,900	6,900
43	18,925	15,292	21,000	637917 Op Materials & Supplies	20,000	20,000	20,000
44	4,638	535	2,500	638500 Sewer Line Maint/Repair	2,000	2,000	2,000
45	2,827	1,588	2,000	638600 Pump Station Maint/Repair	2,000	2,000	2,000
46	708	2,429	1,500	638900 Laboratory Analysis	2,500	2,500	2,500
47	3,596	3,311	7,000	638925 Lab Supplies	7,000	7,000	7,000
48	4,562	4,313	4,000	640457 Postage	6,000	5,000	5,000
49	-	-	2,000	644650 Building Maintenance Charges	1,500	1,500	1,500
50	2,838	1,376	-	644660 Building / Property Maint.	-	-	-

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
51	415	170	300	644670 Cleaning/General Supplies	300	300	300
52	7,313	1,097	6,500	647030 Travel and Training	1,000	1,000	1,000
53	2,091	1,061	1,500	648000 License Certification Fee	500	500	500
54	249	309	300	648800 Employee Recognition	400	400	400
55	13,510	9,521	10,000	649843 Telephone	7,900	7,900	7,900
56	1,255	1,293	1,300	652080 Internet	1,000	1,000	1,000
57	-	-	500	653000 I & I Abatement Supplies	500	500	500
58	-	-	500	653050 Pretreatment Program Supplies	2,500	2,500	2,500
59	2,878	3,022	3,000	702013 Audit	2,600	2,600	2,600
60	716	3,027	3,000	706076 Legal Counsel	3,000	3,000	3,000
61	<u>165,137</u>	<u>170,944</u>	<u>195,800</u>	Total Materials & Services	<u>189,900</u>	<u>187,300</u>	<u>187,300</u>
62							
63				003-376 Capital Outlay			
64	-	30	300	800700 Equipment Refurbishment	300	300	300
65	-	-	300	800750 System Refurbishment/Replacem	300	300	300
66	<u>-</u>	<u>30</u>	<u>600</u>	Total Capital Outlay	<u>600</u>	<u>600</u>	<u>600</u>
67							
68				003-376 Transfers			
69	10,000	9,000	15,000	900001 Transfer to Equipment Reserve	25,000	25,000	25,000
70	1,000	1,000	1,000	900002 Transfer to Computer Equipment	2,500	2,500	2,500
71	2,500	1,000	10,000	900004 Transfer to PW Building/Yard Res	7,500	7,500	7,500
72	820,000	480,000	480,000	900005 Transfer to Sewer System Imp	480,000	480,000	480,000
73	12,000	30,000	30,000	900032 Transfer to Ratepayer Assistance	30,000	30,000	30,000
74	-	-	87,200	900034 Transfer to Internal Services Fund	87,200	87,200	87,200
75	<u>845,500</u>	<u>521,000</u>	<u>623,200</u>	Total Transfers	<u>632,200</u>	<u>632,200</u>	<u>632,200</u>
76							
77				003-376 Fund Balance & Contingency			
78	-	-	27,500	900900 Operating Contingency	27,500	27,500	27,500
79	189,632	290,031	310,900	999000 Unapp Ending Fund Balance	410,600	390,600	390,600
80	<u>189,632</u>	<u>290,031</u>	<u>338,400</u>	Total	<u>438,100</u>	<u>418,100</u>	<u>418,100</u>
81							
82				Fund Totals			
83				Resources:			
84	348,864	189,632	310,100	Beginning Fund Balance	367,000	367,000	367,000
85	1,293,772	1,335,227	1,357,400	Operating Revenue	1,397,300	1,397,300	1,397,300
86	<u>1,642,636</u>	<u>1,524,859</u>	<u>1,667,500</u>		<u>1,764,300</u>	<u>1,764,300</u>	<u>1,764,300</u>
87							
88				Appropriations:			
89	607,504	713,828	733,400	Operating Expenditures	721,500	741,500	741,500
90				Transfers			
91	833,500	491,000	506,000	To Reserves	515,000	515,000	515,000
92	12,000	30,000	117,200	Other Transfers	117,200	117,200	117,200
93	<u>1,453,004</u>	<u>1,234,828</u>	<u>1,356,600</u>		<u>1,353,700</u>	<u>1,373,700</u>	<u>1,373,700</u>
94	189,632	290,031	310,900	Unappropriated Fund Balance	410,600	390,600	390,600
95	<u>1,642,636</u>	<u>1,524,859</u>	<u>1,667,500</u>		<u>1,764,300</u>	<u>1,764,300</u>	<u>1,764,300</u>
96	-	-	-		-	-	-

Notes

- 3 Revenue is based off this year's figures plus anticipated new connections
- 23 Increased to due to DEQ mandated dechlorination process
- 26 Decreased to reflect actual charges
- 32 Decreased to reflect actual charges
- 42 Increase due to having Utility Bills printed Out of House

**City of Junction City
Fiscal Year 2014-15 Budget**

2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
48			Increase due to having Utility Bills printed Out of House			
50			Moved to Internal Services Fund			
52			Every two year in-house training program			
58			One time amount for program start up			
69			Increased to reflect anticipated future needs			
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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Sewer Ratepayer Assistance Fund							
	016-000 Resources						
1	9,059	258	5,300	400100 Beginning Fund Balance	10,900	10,900	10,900
2	61	79	200	400400 Investment Interest	100	100	100
3	12,000	30,000	30,000	400522 Transfer from Sewer Fund	30,000	30,000	30,000
4	<u>21,120</u>	<u>30,337</u>	<u>35,500</u>	Total Resources	<u>41,000</u>	<u>41,000</u>	<u>41,000</u>
5							
6	016-100 Materials & Services						
7	20,862	19,510	30,000	644622 Assistance Payments	30,000	30,000	30,000
8	<u>20,862</u>	<u>19,510</u>	<u>30,000</u>	Total Materials & Services	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
9							
10	016-100 Fund Balance						
11	<u>258</u>	<u>10,827</u>	<u>5,500</u>	999000 Unapp Ending Fund Balance	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
12							
13							
14	Fund Totals						
15	21,120	30,337	35,500	Resources	41,000	41,000	41,000
16							
17	20,862	19,510	30,000	Appropriations	30,000	30,000	30,000
18	<u>258</u>	<u>10,827</u>	<u>5,500</u>	Unappropriated Fund Balance	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
19	<u>21,120</u>	<u>30,337</u>	<u>35,500</u>		<u>41,000</u>	<u>41,000</u>	<u>41,000</u>
20	-	-	-		-	-	-

Notes

7 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 2014-15 Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Sewer Equipment Reserve Fund							
347-000 Resources							
1	60,599	31,311	31,600	400100 Beginning Fund Balance	42,000	42,000	42,000
2	243	166	200	400400 Investment Interest	200	200	200
3	10,000	9,000	15,000	400500 Transfer From Sewer Fund	25,000	25,000	25,000
4	<u>70,842</u>	<u>40,477</u>	<u>46,800</u>	Total Resources	<u>67,200</u>	<u>67,200</u>	<u>67,200</u>
5							
6	347-100 Capital Outlay						
7	22,797	8,316	12,500	800600 Equipment Acquisitions	30,500	30,500	30,500
8	8,404	522	1,500	800700 Equipment Refurbishment	11,000	11,000	11,000
9	-	-	300	800725 Equipment Improvements	500	500	500
10	8,330	-	-	800814 Software Upgrades	-	-	-
11	<u>39,531</u>	<u>8,838</u>	<u>14,300</u>	Total Capital Outlay	<u>42,000</u>	<u>42,000</u>	<u>42,000</u>
12							
13	347-100 Fund Balance						
14	-	-	32,000	902000 Reserved for Future Expenditures	24,700	24,700	24,700
15	31,311	31,639	500	999000 Unapp Ending Fund Balance	500	500	500
16	<u>31,311</u>	<u>31,639</u>	<u>32,500</u>		<u>25,200</u>	<u>25,200</u>	<u>25,200</u>
17	Fund Totals						
18	70,842	40,477	46,800	Resources	67,200	67,200	67,200
19							
20	39,531	8,838	14,300	Appropriations	42,000	42,000	42,000
21	<u>31,311</u>	<u>31,639</u>	<u>32,500</u>	Fund Balance	<u>25,200</u>	<u>25,200</u>	<u>25,200</u>
22	70,842	40,477	46,800		67,200	67,200	67,200
23	-	-	-		-	-	-

Notes

- 3 Increase to build reserves for future needs
- 7 Decreased to reflect current needs, includes Capital Improvement Plan items, see Fleet section of CIP
- 8 Increase to reflect current needs, includes Capital Improvement Plan items, see Equipment 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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Sewer System Improvement Fund							
255-000 Resources							
1	2,251,679	4,375,373	3,635,400	400100 Beginning Fund Balance	128,600	128,600	128,600
2	14,912	22,254	24,400	400400 Investment Interest	500	500	500
3	25	-	-	400500 Sewer Surcharges	-	-	-
4	2,500,000	-	-	400557 Transfer from DOC Fund	-	-	-
5	-	-	22,300	400559 Interfund Loan Repayment	70,000	100,000	100,000
6	-	300,000	-	400601 DOC Reimb IGA Amd 8	-	-	-
7	820,000	480,000	480,000	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>5,588,631</u>	<u>5,179,642</u>	<u>4,164,100</u>	Total Resources	<u>681,100</u>	<u>711,100</u>	<u>711,100</u>
10							
255-100 Materials & Services							
11							
12	19,423	20,711	25,000	611771 Professional Services	300,000	300,000	300,000
13	40,955	19,849	5,000	638500 System Maintenance Projects	5,000	5,000	5,000
14	<u>60,378</u>	<u>40,560</u>	<u>30,000</u>	Total Materials & Services	<u>305,000</u>	<u>305,000</u>	<u>305,000</u>
15							
255-100 Capital Outlay							
16							
17	383,239	389,891	1,400,000	800100 System Improvements	1,000	1,000	1,000
18	39,559	144,816	300	800600 Equipment Acquisitions	1,000	1,000	1,000
19	730,082	860,600	2,000,000	800650 System Construction/Expansion	1,000	1,000	1,000
20	<u>1,152,880</u>	<u>1,395,307</u>	<u>3,400,300</u>	Total Capital Outlay	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
21							
255-100 Transfers							
22							
23	-	223,000	677,000	900036 Interfund Loan to Water Sys Imp	-	-	-
24							
255-100 Fund Balance							
25							
26	-	-	56,300	902000 Reserved for Future Expenditures	372,600	372,600	372,600
27	4,375,373	3,520,775	500	999000 Unapp Ending Fund Balance	500	30,500	30,500
28	<u>4,375,373</u>	<u>3,520,775</u>	<u>56,800</u>		<u>373,100</u>	<u>403,100</u>	<u>403,100</u>
29							
Fund Totals							
30							
31							
32	5,588,631	5,179,642	4,164,100	Resources	681,100	711,100	711,100
33							
34	1,213,258	1,658,867	4,107,300	Appropriations	308,000	308,000	308,000
35	<u>4,375,373</u>	<u>3,520,775</u>	<u>56,800</u>	Fund Balance	<u>373,100</u>	<u>403,100</u>	<u>403,100</u>
36	5,588,631	5,179,642	4,164,100		681,100	711,100	711,100
37	-	-	-		-	-	-

Notes

- 5 Interfund Loan, approved 3/12/13 for 223,000. Payment #1
- 12 Funding for Sewer Portion of Rate Study. Funding for Sewer Plant Project work.
- 23 Interfund loan 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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted	
Sewer System Development Fund								
406-000 Resources								
1	1,885,914	2,067,075	2,305,800	400100 Beginning Fund Balance	2,106,000	2,106,000	2,106,000	
2	10,354	13,339	13,500	400400 Investment Interest	11,100	11,100	11,100	
3	170,807	376,586	368,000	400500 System Development Fees	138,000	138,000	138,000	
4	<u>2,067,075</u>	<u>2,457,000</u>	<u>2,687,300</u>	Total Resources	<u>2,255,100</u>	<u>2,255,100</u>	<u>2,255,100</u>	
5								
6	406-100 Capital Outlay							
7	-	-	2,000,000	800650 Sewer System Expansion	1,750,000	1,750,000	1,750,000	
8								
9	406-100 Fund Balance							
10	<u>2,067,075</u>	<u>2,457,000</u>	<u>687,300</u>	999000 Unapp Ending Fund Balance	<u>505,100</u>	<u>505,100</u>	<u>505,100</u>	
11								
12								
13	Fund Totals							
14	2,067,075	2,457,000	2,687,300	Resources	2,255,100	2,255,100	2,255,100	
15								
16	-	-	2,000,000	Appropriations	1,750,000	1,750,000	1,750,000	
17	<u>2,067,075</u>	<u>2,457,000</u>	<u>687,300</u>	Unappropriated Fund Balance	<u>505,100</u>	<u>505,100</u>	<u>505,100</u>	
18	2,067,075	2,457,000	2,687,300		2,255,100	2,255,100	2,255,100	
19	-	-	-		-	-	-	

Notes

7 Funding for interim 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 four 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
Public Works Director	5%
Public Works Superintendent	5%
Special Programs Coordinator	5%
Public Works Technician	5%

Position	% Funded
Sanitation Lead	100%
Sanitation Laborer	100%
Sanitation Laborer	100%
Sanitation Laborer	100%

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
City Administrator	5%
City Recorder	10%
Finance Director	10%
Accountant	8%

Position	% Funded
Utility Billing Clerk	15%
Admin Aide IV	2%
Receptionist	2%

Volunteer Hours Contributed to all Public Works Departments

Calendar Year 2013: **614**

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 2013-14 Accomplishments

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

FY 2014-15 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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Sanitation Fund							
004-000 Resources							
1	240,924	226,467	261,100	400100 Beginning Fund Balance	331,500	331,500	331,500
2	1,299	1,293	1,000	400400 Investment Interest	1,300	1,300	1,300
3	692,824	726,989	730,200	400500 Garbage Collection Revenue	758,100	758,100	758,100
4	802	961	900	400600 Festival Labor Reimbursement	1,100	1,100	1,100
5	3,360	3,120	1,500	400625 Collection Licenses	2,000	2,000	2,000
6	23,360	15,356	25,000	400650 Recycling Revenue	20,000	20,000	20,000
7	830	1,016	2,000	409000 Other Receipts	2,000	2,000	2,000
8	<u>963,399</u>	<u>975,202</u>	<u>1,021,700</u>	Total Resources	<u>1,116,000</u>	<u>1,116,000</u>	<u>1,116,000</u>
9							
004-476 Personnel Services							
11	176,077	190,792	177,000	503780 Direct Wages	184,400	189,700	189,700
12	25,759	19,942	27,200	503783 In-Direct Wages	25,400	21,900	21,900
13	2,951	1,941	4,600	503790 Wages - Overtime	4,800	4,800	4,800
14	15,446	14,787	16,000	513344 FICA	16,400	16,600	16,600
15	39,433	28,505	47,100	539094 Pension - PERS	39,200	39,500	39,500
16	7,707	7,992	10,100	542344 Workers' Compensation Ins	11,300	11,300	11,300
17	70,026	75,841	85,000	546833 Insurance Benefits	83,800	84,800	84,800
18	(18)	-	6,200	548877 Unemployment Insurance	6,200	6,300	6,300
19	<u>337,381</u>	<u>339,800</u>	<u>373,200</u>	Total Personnel Services	<u>371,500</u>	<u>374,900</u>	<u>374,900</u>
20							
004-476 Materials & Services							
22	1,908	5,043	9,400	602171 Insurance	10,300	10,300	10,300
23	2,466	3,335	2,000	603200 Bank Fees	400	400	400
24	-	-	-	603210 Merchant Fees	3,400	3,400	3,400
25	661	(347)	3,000	608925 Computer Software Support	100	100	100
26	7,122	8,191	6,500	611519 Electricity	5,100	5,100	5,100
27	-	-	1,000	611770 IT Service Charges	800	800	800
28	1,150	1,969	1,000	611771 Professional Services	1,000	1,000	1,000
29	61,583	53,307	-	615018 Fuel, Oil & Tires	-	-	-
30	-	-	87,000	615100 Vehicle & Equip Maint Charges	90,000	90,000	90,000
31	4,128	5,335	2,800	623425 Preventative Medical/OSHA	1,800	1,800	1,800
32	666	152	300	628651 Lane Council of Gov Dues	400	400	400
33	1,287	1,437	1,500	628680 Laundry and Cleaning	1,500	1,500	1,500
34	1,070	290	500	629001 League of Oregon Cities Dues	500	500	500
35	2,659	3,167	2,800	632677 Office Equip Leases	3,000	3,000	3,000
36	16	6	300	632678 Computer/Office Equip Maint	300	300	300
37	-	-	300	632680 Office Equipment/Furnishings	300	300	300
38	1,868	1,186	800	633850 Natural Gas	700	700	700
39	4,521	5,594	3,000	636921 Office Supplies	9,500	6,500	6,500
40	4,205	7,135	5,000	637917 Op Materials & Supplies	5,000	5,000	5,000
41	5,369	4,639	5,000	640457 Postage	5,500	5,500	5,500
42	1,800	1,000	1,000	640733 Printing and Advertising	500	500	500
43	-	-	800	644650 Building Maintenance Charges	800	800	800
44	2,963	1,286	-	644660 Building / Property Maint.	-	-	-
45	13,843	21,542	-	644661 Truck Repair	-	-	-
46	190	140	800	647030 Travel and Training	500	500	500
47	101,057	107,788	105,000	647788 Solid Waste Disposal	115,000	115,000	115,000
48	249	960	800	648800 Employee Recognition	800	800	800
49	-	190	800	648866 Recycling Expense	800	800	800
50	6,510	7,460	4,000	649843 Telephone	6,500	6,500	6,500

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
51	605	687	500	652080 Internet	1,000	1,000	1,000
52	2,862	3,721	3,600	702013 Audit	3,700	3,700	3,700
53	293	1,210	1,000	706076 Legal Counsel	500	500	500
54	<u>231,051</u>	<u>246,423</u>	<u>250,500</u>	Total Materials & Services	<u>269,700</u>	<u>266,700</u>	<u>266,700</u>
55							
56				004-476 Capital Outlay			
57	-	-	100	800600 Equipment Acquisition	100	100	100
58	-	-	100	800700 Equipment Refurbishment	100	100	100
59	-	-	<u>200</u>	Total Capital Outlay	<u>200</u>	<u>200</u>	<u>200</u>
60							
61				004-476 Transfers			
62	105,000	50,000	86,000	900001 Transfer to Equip Reserve	82,000	82,000	82,000
63	1,000	800	800	900002 Transfer to Computer Equip Res	2,500	2,500	2,500
64	60,000	40,000	20,000	900003 Transfer to Sanitation Sys Improv	20,000	20,000	20,000
65	2,500	500	5,000	900004 Transfer to PW Building/Yard Res	3,000	3,000	3,000
66	-	-	7,000	900034 Transfer to Internal Services Fund	7,000	7,000	7,000
67	<u>168,500</u>	<u>91,300</u>	<u>118,800</u>	Total Transfers	<u>114,500</u>	<u>114,500</u>	<u>114,500</u>
68							
69				004-476 Fund Balance & Contingency			
70	-	-	17,500	900900 Operating Contingency	15,000	15,000	15,000
71	226,467	297,679	261,500	999000 Unapp Ending Fund Balance	345,100	344,700	344,700
72	<u>226,467</u>	<u>297,679</u>	<u>279,000</u>	Total	<u>360,100</u>	<u>359,700</u>	<u>359,700</u>
73							
74				Fund Totals			
75				Resources:			
76	240,924	226,467	261,100	Beginning Fund Balance	331,500	331,500	331,500
77	722,475	748,735	760,600	Operating Revenue	784,500	784,500	784,500
78	<u>963,399</u>	<u>975,202</u>	<u>1,021,700</u>		<u>1,116,000</u>	<u>1,116,000</u>	<u>1,116,000</u>
79							
80				Appropriations:			
81	568,432	586,223	641,400	Operating Expenditures	656,400	656,800	656,800
82				Transfers			
83	168,500	91,300	111,800	To Reserves	107,500	107,500	107,500
84	-	-	7,000	Other Transfers	7,000	7,000	7,000
85	<u>736,932</u>	<u>677,523</u>	<u>760,200</u>		<u>770,900</u>	<u>771,300</u>	<u>771,300</u>
86	226,467	297,679	261,500	Unappropriated Fund Balance	345,100	344,700	344,700
87	<u>963,399</u>	<u>975,202</u>	<u>1,021,700</u>		<u>1,116,000</u>	<u>1,116,000</u>	<u>1,116,000</u>
88	-	-	-		-	-	-

Notes

- 39 Increase due to having Utility Bills printed Out of House
- 43 Internal Services Fund charges
- 44 Moved to the Internal Services Fund
- 45 Moved to the Internal Services Fund
- 62 Increased to save for future needs
- 63 Increased due to IT needs
- 66 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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted	
Sanitation Equipment Reserve Fund								
348-000 Resources								
1	83,369	100,086	4,800	400100 Beginning Fund Balance	85,700	85,700	85,700	
2	442	111	100	400400 Investment Interest	300	300	300	
3	105,000	50,000	86,000	400500 Transfer From Sanitation Fund	82,000	82,000	82,000	
4	<u>188,811</u>	<u>150,197</u>	<u>90,900</u>	Total Resources	<u>168,000</u>	<u>168,000</u>	<u>168,000</u>	
5								
6	348-100 Capital Outlay							
7	71,789	147,763	2,500	800600 Equipment Acquisition	1,000	1,000	1,000	
8	16,936	2,357	15,000	800700 Equipment Refurbishment	5,000	5,000	5,000	
9	<u>88,725</u>	<u>150,120</u>	<u>17,500</u>	Total Capital Outlay	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	
10								
11	348-900 Fund Balance							
12	-	-	72,900	902000 Reserved for Future Expenditures	161,500	161,500	161,500	
13	100,086	77	500	999000 Unapp Ending Fund Balance	500	500	500	
14	<u>100,086</u>	<u>77</u>	<u>73,400</u>		<u>162,000</u>	<u>162,000</u>	<u>162,000</u>	
15								
16	Fund Totals							
17	188,811	150,197	90,900	Resources	168,000	168,000	168,000	
18								
19	88,725	150,120	17,500	Appropriations	6,000	6,000	6,000	
20	<u>100,086</u>	<u>77</u>	<u>73,400</u>	Fund Balance	<u>162,000</u>	<u>162,000</u>	<u>162,000</u>	
21	188,811	150,197	90,900		168,000	168,000	168,000	
22	-	-	-		-	-	-	

Notes

- 3 Increased to reflect savings for future needs
- 7 Decreased 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 2014-15 Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Sanitation System Improvement Fund							
266-000 Resources							
1	60,609	57,624	43,700	400100 Beginning Fund Balance	14,900	14,900	14,900
2	284	149	200	400400 Investment Interest	200	200	200
3	60,000	40,000	20,000	400500 Transfer From Sanitation Fund	20,000	20,000	20,000
4	<u>120,893</u>	<u>97,773</u>	<u>63,900</u>	Total Resources	<u>35,100</u>	<u>35,100</u>	<u>35,100</u>
5							
6	266-100 Materials & Services						
7	-	-	1,000	608927 Container Repairs	1,000	1,000	1,000
8							
9	266-100 Capital Outlay						
10	-	31,878	9,500	800100 System Improvements	9,500	9,500	9,500
11	36,089	54,082	9,500	800600 Equipment Acquisition	9,500	9,500	9,500
12	<u>36,089</u>	<u>85,960</u>	<u>19,000</u>		<u>19,000</u>	<u>19,000</u>	<u>19,000</u>
13							
14	266-100 Debt Service						
15	27,180	-	-	725100 Lease Payment for Containers	-	-	-
16							
17	266-100 Fund Balance						
18	-	-	43,400	902000 Reserved for Future Expenditures	14,600	14,600	14,600
19	57,624	11,813	500	999000 Unapp Ending Fund Balance	500	500	500
20	<u>57,624</u>	<u>11,813</u>	<u>43,900</u>		<u>15,100</u>	<u>15,100</u>	<u>15,100</u>
21							
22							
23	Fund Totals						
24	120,893	97,773	63,900	Resources	35,100	35,100	35,100
25							
26	63,269	85,960	20,000	Appropriations	20,000	20,000	20,000
27	<u>57,624</u>	<u>11,813</u>	<u>43,900</u>	Fund Balance	<u>15,100</u>	<u>15,100</u>	<u>15,100</u>
28	120,893	97,773	63,900		35,100	35,100	35,100
29	-	-	-		-	-	-

CAPITAL PROJECT FUNDS

Administration Vehicle & Equipment Reserve Fund

Bike Path Reserve Fund

Building Replacement Reserve Fund

Building 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 VEHICLE AND EQUIPMENT 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 2014-15 Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted	
Administration Vehicle & Equipment Reserve Fund								
328-000 Resources								
1	16,984	7,042	7,100	400100 Beginning Fund Balance	7,100	7,100	7,100	
2				402770 Surplus Property Sales	3,000	3,000	3,000	
3	58	39	100	400400 Investment Interest	100	100	100	
4	<u>17,042</u>	<u>7,081</u>	<u>7,200</u>	Total Resources	<u>10,200</u>	<u>10,200</u>	<u>10,200</u>	
5								
6	328-100 Capital Outlay							
7	-	-	-	800600 Equip/Furniture Acquisitions	2,000	2,000	2,000	
8	-	-	-	Total Capital Outlay	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	
9								
10	328-900 Transfers							
11	10,000	-	-	900002 Transfer to General Fund	-	-	-	
12	<u>10,000</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	
13								
14	328-100 Fund Balance							
15	-	-	6,700	902000 Reserved for Future Expenditures	-	-	-	
16	7,042	7,081	500	999000 Unapp Ending Fund Balance	8,200	8,200	8,200	
17	<u>7,042</u>	<u>7,081</u>	<u>7,200</u>		<u>8,200</u>	<u>8,200</u>	<u>8,200</u>	
18								
19								
20	Fund Totals							
21	17,042	7,081	7,200	Resources	10,200	10,200	10,200	
22								
23	10,000	-	-	Appropriations	2,000	2,000	2,000	
24	<u>7,042</u>	<u>7,081</u>	<u>7,200</u>	Fund Balance	<u>8,200</u>	<u>8,200</u>	<u>8,200</u>	
25	17,042	7,081	7,200		10,200	10,200	10,200	
26	-	-	-		-	-	-	

Notes

7 FY14/15 budget for anticipated expenditures

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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Bike Path Reserve Fund							
	334-000 Resources						
1	25,190	28,293	31,600	400100 Beginning Fund Balance	34,800	34,800	34,800
2	142	167	200	400400 Investment Interest	200	200	200
3	2,961	2,974	3,100	400450 State Hwy Tax (Bike Portion)	3,200	3,200	3,200
4	<u>28,293</u>	<u>31,434</u>	<u>34,900</u>	Total Resources	<u>38,200</u>	<u>38,200</u>	<u>38,200</u>
5							
6	334-100 Materials & Services						
7	-	-	100	611771 Professional Services	100	100	100
8	-	-	100	Total Materials & Services	100	100	100
9							
10	334-100 Capital Outlay						
11	-	-	5,000	800100 System Improvements	5,000	5,000	5,000
12	-	-	5,000	800650 System Expansion	5,000	5,000	5,000
13	-	-	10,000	Total Capital Outlay	10,000	10,000	10,000
14							
15	334-100 Fund Balance						
16	-	-	-	902000 Reserved for Future Expenditures	-	-	-
17	28,293	31,434	24,800	999000 Unapp Ending Fund Balance	28,100	28,100	28,100
18	<u>28,293</u>	<u>31,434</u>	<u>24,800</u>		<u>28,100</u>	<u>28,100</u>	<u>28,100</u>
19							
20							
21	Fund Totals						
22	28,293	31,434	34,900	Resources	38,200	38,200	38,200
23							
24	-	-	10,100	Appropriations	10,100	10,100	10,100
25	<u>28,293</u>	<u>31,434</u>	<u>24,800</u>	Fund Balance	<u>28,100</u>	<u>28,100</u>	<u>28,100</u>
26	28,293	31,434	34,900		38,200	38,200	38,200
27	-	-	-		-	-	-

BUILDING REPLACEMENT RESERVE FUND

Description

The fund was establish in the FY14/15 budget process and adopted by Council on June 24, 2014. The purpose of the fund is to accumulate funds for building replacements among the City Hall, Community Center, Library and Police Department buildings.

City of Junction City
Fiscal Year 2014-15 Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Building Replacement Reserve Fund							
	319-000 Resources						
1	-	-	-	400100 Beginning Fund Balance	-	-	-
2	-	-	-	400400 Investment Interest	-	-	-
3	-	-	-	400540 Transfer from General Fund	-	70,000	70,000
4	-	-	-	Total Resources	-	70,000	70,000
5							
6							
7	319-100 Fund Balance						
8	-	-	-	902000 Reserved for Bldg Replacement	-	70,000	70,000
9	-	-	-	999000 Unapp Ending Fund Balance	-	-	-
10	-	-	-		-	70,000	70,000
11							
12							
13	Fund Totals						
14	-	-	-	Resources	-	70,000	70,000
15							
16	-	-	-	Appropriations	-	-	-
17	-	-	-	Fund Balance	-	70,000	70,000
18	-	-	-		-	70,000	70,000
19	-	-	-		-	-	-
20							
21	Notes						
22	Fund created during FY14/15 budget process to accumulate funds designated						
23	for building replacement.						
24							
25							
26	Reserves for Future Expenditures						
27	Building Replacement		70,000				

BUILDING RESERVE FUND

Description

Established in 1993, the Building Reserve Fund is used to reserve funds for building projects and improvements. The Fund was renamed as the Building Reserve Fund for the FY14/15 budget year and was formerly known as the Building Reserve Replacement Fund. 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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Building Reserve Fund							
318-000 Resources							
1	379,937	352,617	184,500	400100 Beginning Fund Balance	158,600	158,600	158,600
2	1,921	1,417	1,600	400400 Investment Interest	800	800	800
3	-	-	-	400520 Transfer from General Fund	10,000	-	-
4	700	-	-	409000 Other Receipts	-	-	-
5	<u>382,558</u>	<u>354,034</u>	<u>186,100</u>	Total Resources	<u>169,400</u>	<u>159,400</u>	<u>159,400</u>
6							
7	318-100 Materials & Services						
8	-	-	-	611771 Professional Services	-	20,000	20,000
9	17,080	22,185	20,000	644660 Building Repairs/Maintenance	5,000	5,000	5,000
10	<u>17,080</u>	<u>22,185</u>	<u>20,000</u>	Total Materials & Services	<u>5,000</u>	<u>25,000</u>	<u>25,000</u>
11							
12	318-100 Capital Outlay						
13	9,860	160,033	83,500	800760 Building Refurbishment	35,500	35,500	35,500
14	3,001	1,987	33,000	800780 Building Improvements	43,000	73,000	73,000
15	<u>12,861</u>	<u>162,020</u>	<u>116,500</u>		<u>78,500</u>	<u>108,500</u>	<u>108,500</u>
16							
17	318-100 Fund Balance						
18	-	-	15,000	902000 Reserved for Future Expenditures	25,000	15,000	15,000
19	352,617	169,829	34,600	999000 Unapp Ending Fund Balance	60,900	10,900	10,900
20	<u>352,617</u>	<u>169,829</u>	<u>49,600</u>		<u>85,900</u>	<u>25,900</u>	<u>25,900</u>
21							
22							
23	Fund Totals						
24	382,558	354,034	186,100	Resources	169,400	159,400	159,400
25							
26	29,941	184,205	136,500	Appropriations	83,500	133,500	133,500
27	<u>352,617</u>	<u>169,829</u>	<u>49,600</u>	Fund Balance	<u>85,900</u>	<u>25,900</u>	<u>25,900</u>
28	382,558	354,034	186,100		169,400	159,400	159,400
29	-	-	-		-	-	-

Notes

- 8 Added by budget committee, for Building Assessment
- 9 \$2,000 from Admin & Finance CIP
- 13 \$35,500 from Building Maintenance CIP
- 14 \$3,000 from Admin & Finance CIP and 30,000 added for Community Center bathrooms

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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Computer Equipment Reserve Fund							
345-000 Resources							
1	35,181	8,066	10,600	400100 Beginning Fund Balance	9,600	9,600	9,600
2	102	20	100	400400 Investment Interest	100	100	100
3	-	27,000	17,500	400520 Transfer From General Fund	98,300	98,300	98,300
4	1,000	1,000	1,000	400521 Transfer From Water Fund	2,500	2,500	2,500
5	1,000	1,000	1,000	400522 Transfer From Sewer Fund	2,500	2,500	2,500
6	1,000	800	800	400523 Transfer From Sanitation Fund	2,500	2,500	2,500
7	10,000	5,000	-	400525 Transfer From State Revenue	-	-	-
8	-	-	-	400527 Transfer From Street Fund	2,500	2,500	2,500
9	<u>48,283</u>	<u>42,886</u>	<u>31,000</u>	Total Resources	<u>118,000</u>	<u>118,000</u>	<u>118,000</u>
10							
345-100 Materials & Services							
12	18,075	18,160	10,500	608925 Software Upgrades	5,000	5,000	5,000
13	12,433	13,055	13,100	608926 Computer Software Support	14,000	14,000	14,000
14	-	143	-	637917 Operating Equipment	-	-	-
15	<u>30,508</u>	<u>31,358</u>	<u>23,600</u>	Total Materials & Services	<u>19,000</u>	<u>19,000</u>	<u>19,000</u>
16							
345-100 Capital Outlay							
18	3,346	2,776	-	800100 System Improvement/Expansion	30,000	30,000	30,000
19	6,363	495	2,000	800600 Equipment Acquisitions	49,000	49,000	49,000
20	<u>9,709</u>	<u>3,271</u>	<u>2,000</u>	Total Capital Outlay	<u>79,000</u>	<u>79,000</u>	<u>79,000</u>
21							
345-100 Fund Balance							
23	-	-	4,000	902000 Reserved for Future Expenditures	19,000	19,000	19,000
24	8,066	8,257	1,400	999000 Unapp Ending Fund Balance	1,000	1,000	1,000
25	<u>8,066</u>	<u>8,257</u>	<u>5,400</u>		<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
26							
27							
Fund Totals							
29	48,283	42,886	31,000	Resources	118,000	118,000	118,000
30							
31	40,217	34,629	25,600	Appropriations	98,000	98,000	98,000
32	<u>8,066</u>	<u>8,257</u>	<u>5,400</u>	Fund Balance	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
33	48,283	42,886	31,000		118,000	118,000	118,000
34	-	-	-		-	-	-

Notes

- 13 Includes Springbrook annual maintenance costs
- 18 General Fund & Police Department portion of the IT14 and IT15 Projects in the CIP
- 19 General Fund & Police Department portion of the IT14 and IT15 Projects in the CIP

LIBRARY EQUIPMENT RESERVE FUND

Description

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

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Library Equipment Reserve Fund							
322-000 Resources							
1	6,120	3,643	3,500	400100 Beginning Fund Balance	4,200	4,200	4,200
2	29	24	100	400400 Investment Interest	100	100	100
3	-	1,000	2,000	400520 Transfer From General Fund	8,000	8,000	8,000
4	<u>6,149</u>	<u>4,667</u>	<u>5,600</u>	Total Resources	<u>12,300</u>	<u>12,300</u>	<u>12,300</u>
5							
6	322-100 Materials & Services						
7	581	-	-	637917 Operating Equipment	-	-	-
8	540	217	500	637925 Building Maintenance	-	-	-
9	<u>1,121</u>	<u>217</u>	<u>500</u>	Total Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
10							
11	322-100 Capital Outlay						
12	-	-	-	800575 Furniture Acquisition	500	500	500
13	1,385	1,000	1,500	800600 Equipment Acquisition	6,000	6,000	6,000
14	<u>1,385</u>	<u>1,000</u>	<u>1,500</u>	Total Capital Outlay	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
15							
16	322-100 Fund Balance						
17	-	-	3,000	902000 Reserved for Future Expenditures	4,500	4,500	4,500
18	3,643	3,450	600	999000 Unapp Ending Fund Balance	1,300	1,300	1,300
19	<u>3,643</u>	<u>3,450</u>	<u>3,600</u>		<u>5,800</u>	<u>5,800</u>	<u>5,800</u>
20							
21							
22	Fund Totals						
23	6,149	4,667	5,600	Resources	12,300	12,300	12,300
24							
25	2,506	1,217	2,000	Appropriations	6,500	6,500	6,500
26	<u>3,643</u>	<u>3,450</u>	<u>3,600</u>	Fund Balance	<u>5,800</u>	<u>5,800</u>	<u>5,800</u>
27	6,149	4,667	5,600		12,300	12,300	12,300
28	-	-	-		-	-	-

Notes

- 8 Includes Capital Improvement Plan Items, see Library section of CIP
- 13 Includes Capital Improvement Plan Items, see Library section of CIP
- 19 A Min. of \$4,500 is required as reserve for future projects see CIP Reserves (Library Section of CIP)

Reserves for Future Expenditures

Library Improvements 4,500

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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Park & Pool Equipment Reserve Fund							
333-000 Resources							
1	25,691	13,958	6,600	400100 Beginning Fund Balance	41,500	41,500	41,500
2	117	84	100	400400 Investment Interest	200	200	200
3	1,060	-	-	400510 Skate Park Fundraising	-	-	-
4	-	30,000	-	400525 Transfer from State Rev Sharing	-	-	-
5	-	14,000	36,000	400540 Transfer from General Fund	25,000	25,000	25,000
6	-	33,200	-	404100 Grant: Oregon Parks & Recr	-	-	-
7	5,650	680	3,000	409000 Other Income	1,000	1,000	1,000
8	<u>32,518</u>	<u>91,922</u>	<u>45,700</u>	Total Resources	<u>67,700</u>	<u>67,700</u>	<u>67,700</u>
9							
333-100 Materials & Services							
11	2,495	-	-	615051 Fundraising Expense	-	-	-
12	-	-	3,000	637917 Operating Equipment	1,000	1,000	1,000
13	<u>2,495</u>	<u>-</u>	<u>3,000</u>	Total Materials & Services	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
14							
333-100 Capital Outlay							
16	107	739	5,000	800100 Park System Improvements	5,000	5,000	5,000
17	33	32,000	-	800150 Skate park Development	-	-	-
18	-	741	6,500	800600 Equipment Acquisitions	3,000	3,000	3,000
19	658	33,200	-	800650 Grant: Skate Park Development	-	-	-
20	2,070	2,886	7,000	800700 Equipment Refurbishment	1,000	1,000	1,000
21	13,197	4,920	-	800725 Equipment Improvements	8,000	8,000	8,000
22	<u>16,065</u>	<u>74,486</u>	<u>18,500</u>	Total Capital Outlay	<u>17,000</u>	<u>17,000</u>	<u>17,000</u>
23							
333-100 Fund Balance							
25			24,000	902000 Reserved for Future Expenditures	47,700	47,700	47,700
26	13,958	17,436	200	999000 Unapp Ending Fund Balance	2,000	2,000	2,000
27	<u>13,958</u>	<u>17,436</u>	<u>24,200</u>		<u>49,700</u>	<u>49,700</u>	<u>49,700</u>
28							
29							
Fund Totals							
31	32,518	91,922	45,700	Resources	67,700	67,700	67,700
32							
33	18,560	74,486	21,500	Appropriations	18,000	18,000	18,000
34	<u>13,958</u>	<u>17,436</u>	<u>24,200</u>	Fund Balance	<u>49,700</u>	<u>49,700</u>	<u>49,700</u>
35	32,518	91,922	45,700		67,700	67,700	67,700
36	-	-	-		-	-	-

Notes

- 16 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
- 27 as reserve for future projects
see CIP Reserves (Pool and

Reserves for Future Expenditures

Pool Equipment & Improvements (Pool CIP)	20,200
Parks Equipment & Improvements (Parks CIP)	<u>30,000</u>
	50,200

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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted	
Park System Development Fund								
335-000 Resources								
1	329,248	219,359	135,900	400100 Beginning Fund Balance	213,700	213,700	213,700	
2	1,527	1,227	1,200	400400 Investment Interest	900	900	900	
3	47,012	102,200	98,100	400500 System Development Fees	40,000	40,000	40,000	
4	<u>377,787</u>	<u>322,786</u>	<u>235,200</u>	Total Resources	<u>254,600</u>	<u>254,600</u>	<u>254,600</u>	
5								
6	335-100 Materials & Services							
7	4,900	-	-	611771 Professional Services	5,000	5,000	5,000	
8								
9	335-100 Capital Outlay							
10	53,468	35,631	-	800150 Skateboard Park Development	-	-	-	
11	10,789	26,857	30,000	800600 Playgrnd Equipment Acquisition	30,000	30,000	30,000	
12	89,271	77,214	100,000	800650 Park System Expansion	120,000	120,000	120,000	
13	-	4,275	5,000	800750 Park Development	10,000	10,000	10,000	
14	<u>153,528</u>	<u>143,977</u>	<u>135,000</u>	Total Capital Outlay	<u>160,000</u>	<u>160,000</u>	<u>160,000</u>	
15								
16	335-100 Fund Balance							
17	<u>219,359</u>	<u>178,809</u>	<u>100,200</u>	999000 Unapp Ending Fund Balance	<u>89,600</u>	<u>89,600</u>	<u>89,600</u>	
18								
19								
20	Fund Totals							
21	377,787	322,786	235,200	Resources	254,600	254,600	254,600	
22								
23	158,428	143,977	135,000	Appropriations	165,000	165,000	165,000	
24	<u>219,359</u>	<u>178,809</u>	<u>100,200</u>	Unappropriated Fund Balance	<u>89,600</u>	<u>89,600</u>	<u>89,600</u>	
25	377,787	322,786	235,200		254,600	254,600	254,600	
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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Police Vehicle & Equipment Reserve							
301-000 Resources							
1	27,663	5,260	16,700	400100 Beginning Fund Balance	22,100	22,100	22,100
2	196	44	100	400400 Investment Interest	200	200	200
3	42	2,027	-	400500 Sale of Surplus Vehicles/Equipmen	-	-	-
4	10,000	10,000	-	400530 Transfer From State Revenue Shari	-	-	-
5	-	1,686	-	400537 Transfer from Cumm Law Enforcen	-	-	-
6	37,000	75,000	89,000	400540 Transfer from General Fund	18,500	18,500	18,500
7	-	603	-	400558 Transfer from Police Def Fund	-	-	-
8	-	7,856	-	409000 Other Receipts	-	-	-
9	<u>74,901</u>	<u>102,476</u>	<u>105,800</u>		<u>40,800</u>	<u>40,800</u>	<u>40,800</u>
10							
301-100 Capital Outlay							
12	-	17,891	-	800600 Equipment Acquisition	-	-	-
13	29,513	28,644	28,700	800610 Software purchases	-	-	-
14	<u>40,128</u>	<u>40,128</u>	<u>54,200</u>	800710 Purchase of Vehicles	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>
15	<u>69,641</u>	<u>86,663</u>	<u>82,900</u>		<u>13,000</u>	<u>13,000</u>	<u>13,000</u>
16							
301-100 Fund Balance							
18	-	-	13,000	902000 Reserved for Future Expenditures	26,000	26,000	26,000
19	<u>5,260</u>	<u>15,813</u>	<u>9,900</u>	999000 Unapp Ending Fund Balance	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
20	<u>5,260</u>	<u>15,813</u>	<u>22,900</u>		<u>27,800</u>	<u>27,800</u>	<u>27,800</u>
21							
22							
Fund Totals							
24	74,901	102,476	105,800	Resources	40,800	40,800	40,800
25							
26	69,641	86,663	82,900	Appropriations	13,000	13,000	13,000
27	<u>5,260</u>	<u>15,813</u>	<u>22,900</u>	Fund Balance	<u>27,800</u>	<u>27,800</u>	<u>27,800</u>
28	74,901	102,476	105,800		40,800	40,800	40,800
29	-	-	-		-	-	-

Notes

- 14 Purchases from CIP
- 18 See Police CIP for reserve detail.

Reserves

Police Vehicles 26,000

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 2014-15 Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Prairie Road Street Improvement Fund							
	350-000 Resources						
1	240,412	241,677	243,100	400100 Beginning Fund Balance	244,100	244,100	244,100
2	1,265	1,351	1,400	400400 Investment Interest	1,100	1,100	1,100
3	<u>241,677</u>	<u>243,028</u>	<u>244,500</u>	Total Resources	<u>245,200</u>	<u>245,200</u>	<u>245,200</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>241,677</u>	<u>243,028</u>	<u>26,500</u>	999000 Unappropriated Fund Balance	<u>27,200</u>	<u>27,200</u>	<u>27,200</u>
10							
11							
12	Fund Totals						
13	241,677	243,028	244,500	Resources	245,200	245,200	245,200
14							
15	-	-	218,000	Appropriations	218,000	218,000	218,000
16	<u>241,677</u>	<u>243,028</u>	<u>26,500</u>	Unappropriated Fund Balance	<u>27,200</u>	<u>27,200</u>	<u>27,200</u>
17	241,677	243,028	244,500		245,200	245,200	245,200
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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
PW Building/Yard Reserve Fund							
354-000 Resources							
1	23,515	33,670	32,400	400100 Beginning Fund Balance	31,200	31,200	31,200
2	155	632	200	400400 Investment Interest	100	100	100
3	2,500	1,000	10,000	400501 Transfer from Sewer Fund	7,500	7,500	7,500
4	2,500	500	5,000	400502 Transfer from Sanitation Fund	3,000	3,000	3,000
5	2,500	1,000	5,000	400523 Transfer from Street Fund	2,500	2,500	2,500
6	2,500	1,500	5,000	400575 Transfer from Water Fund	2,500	2,500	2,500
7	<u>33,670</u>	<u>38,302</u>	<u>57,600</u>	Total Resources	<u>46,800</u>	<u>46,800</u>	<u>46,800</u>
8							
9				354-100 Capital Outlay			
10	-	6,544	20,000	800760 Building Refurbishment	5,000	5,000	5,000
11	-	3,120	37,000	800780 Building Improvements	5,000	5,000	5,000
12	<u>-</u>	<u>9,664</u>	<u>57,000</u>	Total Capital Outlay	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
13							
14				354-100 Fund Balance			
15	-	-	-	902000 Reserved for Future Expenditures	30,000	30,000	30,000
16	33,670	28,638	600	999000 Unapp Ending Fund Balance	6,800	6,800	6,800
17	<u>33,670</u>	<u>28,638</u>	<u>600</u>		<u>36,800</u>	<u>36,800</u>	<u>36,800</u>
18							
19							
20				Fund Totals			
21	33,670	38,302	57,600	Resources	46,800	46,800	46,800
22							
23	-	9,664	57,000	Appropriations	10,000	10,000	10,000
24	<u>33,670</u>	<u>28,638</u>	<u>600</u>	Fund Balance	<u>36,800</u>	<u>36,800</u>	<u>36,800</u>
25	33,670	38,302	57,600		46,800	46,800	46,800
26	-	-	-		-	-	-

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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Street Equipment Reserve Fund							
349-000 Resources							
1	61,854	27,221	29,800	400100 Beginning Fund Balance	41,900	41,900	41,900
2	242	148	200	400400 Investment Interest	200	200	200
3	5,000	10,000	15,000	400500 Transfer From Street Fund	17,000	17,000	17,000
4	<u>67,096</u>	<u>37,369</u>	<u>45,000</u>	Total Resources	<u>59,100</u>	<u>59,100</u>	<u>59,100</u>
5							
6	349-100 Capital Outlay						
7	29,900	7,566	7,500	800600 Equipment Acquisition	11,000	11,000	11,000
8	9,975	21	7,500	800700 Equipment Refurbishment	5,000	5,000	5,000
9	<u>39,875</u>	<u>7,587</u>	<u>15,000</u>	Total Capital Outlay	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
10							
11	349-100 Fund Balance						
12	-	-	29,500	902000 Reserved for Future Expenditures	42,600	42,600	42,600
13	27,221	29,782	500	999000 Unapp Ending Fund Balance	500	500	500
14	<u>27,221</u>	<u>29,782</u>	<u>30,000</u>		<u>43,100</u>	<u>43,100</u>	<u>43,100</u>
15							
16							
17	Fund Totals						
18	67,096	37,369	45,000	Resources	59,100	59,100	59,100
19							
20	39,875	7,587	15,000	Appropriations	16,000	16,000	16,000
21	<u>27,221</u>	<u>29,782</u>	<u>30,000</u>	Fund Balance	<u>43,100</u>	<u>43,100</u>	<u>43,100</u>
22	67,096	37,369	45,000		59,100	59,100	59,100
23	-	-	-		-	-	-

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 2014-15 Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted	
Street System Development Fund								
407-000 Resources								
1	578,222	609,043	646,600	400100 Beginning Fund Balance	845,800	845,800	845,800	
2	3,109	3,827	3,800	400400 Investment Interest	3,700	3,700	3,700	
3	27,712	209,138	53,600	400500 System Development Fees	20,000	20,000	20,000	
4	<u>609,043</u>	<u>822,008</u>	<u>704,000</u>	Total Resources	<u>869,500</u>	<u>869,500</u>	<u>869,500</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>609,043</u>	<u>822,008</u>	<u>699,000</u>	999000 Unapp Ending Fund Balance	<u>864,500</u>	<u>864,500</u>	<u>864,500</u>	
11								
12								
13	Fund Totals							
14	609,043	822,008	704,000	Resources	869,500	869,500	869,500	
15								
16	-	-	5,000	Appropriations	5,000	5,000	5,000	
17	<u>609,043</u>	<u>822,008</u>	<u>699,000</u>	Unappropriated Fund Balance	<u>864,500</u>	<u>864,500</u>	<u>864,500</u>	
18	609,043	822,008	704,000		869,500	869,500	869,500	
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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
DOC IGA Infrastructure Fund							
410-000 Resources							
1	5,226,732	179,234	22,000	400100 Beginning Fund Balance	60,500	60,500	60,500
2	-	46,000	-	400540 Transfer from General Fund	18,200	18,200	18,200
3	550,000	-	-	400555 Interfund Loan Repayment Water S	-	-	-
4	-	-	200,000	400600 DOC Reimbursements	96,000	96,000	96,000
5	1,000,000	36,457	-	400601 DOC Reimbursements IGA8	-	-	-
6	-	-	96,000	408352 Interfund Loan from Gen Fund	-	-	-
7	<u>6,776,732</u>	<u>261,691</u>	<u>318,000</u>	Total Resources	<u>174,700</u>	<u>174,700</u>	<u>174,700</u>
8							
9							
10				410-100 Capital Outlay			
11	2,683,267	-	-	800201 South Industrial - SS & Water Ext	-	-	-
12	113,507	-	-	800202 West Side Trans Mains SS FM	-	-	-
13	379,305	-	-	800203 Elevated Tanks DOC & City Shops	-	-	-
14	191,561	72,816	-	800204 3rd & Maple SSPS & Water PS	-	-	-
15	64,498	-	-	800205 SCADA System	-	-	-
16	247,490	-	-	800206 Ground Storage at City Shops	-	-	-
17	308,053	50,850	-	800207 Construction Admin/Inspection	78,200	78,200	78,200
18	-	138	-	800210 Construction Contingency	-	-	-
19	-	12,000	-	800217 W/L from Spine Road to Tank	-	-	-
20	9,813	24,649	-	800218 Rechlorination Station	-	-	-
21	-	9,800	-	800219 IGA8 Contingency	-	-	-
22	-	-	303,000	800221 Future Water & Sewer Projects	-	-	-
23	<u>3,997,494</u>	<u>170,253</u>	<u>303,000</u>		<u>78,200</u>	<u>78,200</u>	<u>78,200</u>
24							
25				410-150 Capital Outlay			
26	15,000	45,000	-	800212 Wastewater Facilities Plan	-	-	-
27	6,000	12,956	-	800213 Water Rights Consulting	-	-	-
28	55,722	26,177	-	800214 Engineering IGA Negotiations	-	-	-
29	13,060	6,403	15,000	800215 Legal & Administrative Costs	500	500	500
30	10,222	-	-	800216 IGA Contingency & Legal	-	-	-
31	<u>100,004</u>	<u>90,536</u>	<u>15,000</u>		<u>500</u>	<u>500</u>	<u>500</u>
32							
33				410-900 Transfers			
34	-	-	-	900031 Interfund Loan Pmt to Gen Fund	96,000	96,000	96,000
35	2,500,000	-	-	900005 Transfer to Sewer System Imp	-	-	-
36	<u>2,500,000</u>	<u>-</u>	<u>-</u>		<u>96,000</u>	<u>96,000</u>	<u>96,000</u>
37							
38				410-900 Fund Balance			
39	<u>179,234</u>	<u>902</u>	<u>-</u>	999000 Unappr Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
40							
41							
42				Fund Totals			
43	6,776,732	261,691	318,000	Resources	174,700	174,700	174,700
44							
45	6,597,498	260,789	318,000	Appropriations	174,700	174,700	174,700
46	179,234	902	-	Unappropriated Fund Balance	-	-	-
47	<u>6,776,732</u>	<u>261,691</u>	<u>318,000</u>		<u>174,700</u>	<u>174,700</u>	<u>174,700</u>
48	-	-	-		-	-	-

Notes

2 Remaining unpaid periodic review costs.



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 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
1	Internal Services Fund						
2	050-000 Resources						
3	-	-	-	400100 Beginning Fund Balance	20,100	20,100	20,100
4	-	-	-	400400 Investment Interest	200	200	200
5	-	-	174,500	405300 Charges for Services-Vehicle	152,500	152,500	152,500
6	-	-	18,100	405310 Charges for Services-Building	18,100	18,100	18,100
7	-	-	36,000	405320 Charges for Services-IT Services	36,000	36,000	36,000
8	-	-	85,100	400575 Transfer from Water	85,100	85,100	85,100
9	-	-	87,200	400600 Transfer from Sewer	87,200	87,200	87,200
10	-	-	7,000	400502 Transfer from Sanitation	7,000	7,000	7,000
11	-	-	14,200	400523 Transfer from Streets	14,200	14,200	14,200
12	-	-	422,100	Total Resources	420,400	420,400	420,400
13							
14	050-100 Personnel Services						
15	-	-	102,200	503780 Direct Wages	106,700	106,700	106,700
16	-	-	1,000	503790 Wages - Overtime	1,100	1,100	1,100
17	-	-	7,900	513344 FICA	8,300	8,300	8,300
18	-	-	24,300	539094 Pension - PERS	20,600	20,600	20,600
19	-	-	4,300	542344 Worker's Compensation Ins	3,800	3,800	3,800
20	-	-	41,200	546833 Insurance Benefits	41,800	41,800	41,800
21	-	-	2,600	548877 Unemployment Insurance	2,700	2,700	2,700
22	-	-	183,500	Total Personnel Services	185,000	185,000	185,000
23							
24							
25							
26	Vehicle Maintenance						
27	050-200 Materials & Services						
28	-	-	8,000	615110 Police-Vehicle & Equip. Maint.	8,000	8,000	8,000
29	-	-	500	615120 City Hall-Vehicle & Equip. Maint.	500	500	500
30	-	-	-	615124 Parks-Vehicle & Equip.Maint.	2,000	2,000	2,000
31	-	-	18,000	615130 Water-Vehicle & Equip. Maint.	13,000	13,000	13,000
32	-	-	34,000	615140 Sewer-Vehicle & Equip. Maint.	24,000	24,000	24,000
33	-	-	87,000	615150 Sanitation-Vehicle & Equip. Maint.	90,000	90,000	90,000
34	-	-	27,000	615160 Streets-Vehicle & Equip. Maint.	15,000	15,000	15,000
35	-	-	174,500	Total Materials & Services	152,500	152,500	152,500
36							
37							
38	Building Maintenance						
39	050-300 Materials & Services						
40	-	-	1,300	645100 Police Building Maintenance	1,300	1,300	1,300
41	-	-	7,000	645110 City Hall Building Maintenance	7,000	7,000	7,000
42	-	-	500	645120 Library Building Maintenance	500	500	500
43	-	-	1,500	645130 Pool Building Maintenance	1,500	1,500	1,500
44	-	-	1,000	645140 Parks Building Maintenance	1,000	1,000	1,000
45	-	-	2,500	645150 Water Building Maintenance	2,500	2,500	2,500
46	-	-	2,000	645160 Sewer Building Maintenance	2,000	2,000	2,000
47	-	-	800	645170 Sanitation Building Maintenance	800	800	800
48	-	-	1,500	645180 Streets Building Maintenance	1,500	1,500	1,500
49	-	-	18,100	Total Materials & Services	18,100	18,100	18,100
50							
51							

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
52	IT Services						
53	050-400 Materials & Services						
54	-	-	8,000	611750 IT Services - City Hall	8,000	8,000	8,000
55	-	-	20,000	611752 IT Services - Police	20,000	20,000	20,000
56	-	-	8,000	611754 IT Services - Public Works	8,000	8,000	8,000
57	-	-	36,000	Total Materials & Services	36,000	36,000	36,000
58							
59	050-920 Fund Balance & Contingency						
60	-	-	10,000	900900 Operating Contingency	10,000	10,000	10,000
61	-	-	-	999000 Unapp Ending Fund Balance	18,800	18,800	18,800
62	-	-	10,000		28,800	28,800	28,800
63							
64							
65	Fund Totals						
66	-	-	422,100	Resources	420,400	420,400	420,400
67							
68	-	-	422,100	Appropriations	401,600	401,600	401,600
69	-	-	-	Unappropriated Fund Balance	18,800	18,800	18,800
70	-	-	422,100		420,400	420,400	420,400
71	-	-	-		-	-	-

CLOSED FUNDS

Cumulative Law Enforcement

Police Defibrillator Trust Fund

Viking Sal Capital Reserve Fund

City of Junction City
Fiscal Year 2014-15 Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Cumulative Law Enforcement Fund							
				303-000 Resources			
1	1,685	1,686	-	400100 Beginning Fund Balance	-	-	-
2	1	-	-	400400 Investment Interest	-	-	-
3	<u>1,686</u>	<u>1,686</u>	-	Total Resources	-	-	-
4							
5				303-100 Transfers			
6	-	1,686	-	900015 Transfer to Police Equip Reserve	-	-	-
7							
8				303-100 Fund Balance			
9	<u>1,686</u>	-	-	999000 Unapp Ending Fund Balance	-	-	-
10							
11							
12				Fund Totals			
13	1,686	1,686	-	Resources	-	-	-
14							
15	-	1,686	-	Appropriations	-	-	-
16	<u>1,686</u>	-	-	Unappropriated Fund Balance	-	-	-
17	1,686	1,686	-		-	-	-
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 2014-15 Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Police Defibrillator Trust Fund							
				341-000 Resources			
1	600	603	-	400100 Beginning Fund Balance	-	-	-
2	3	-	-	400400 Investment Interest	-	-	-
3	<u>603</u>	<u>603</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
4							
5				341-100 Transfers			
6	-	603	-	900013 Transfer to Police Equipment Res	-	-	-
7							
8				341-100 Fund Balance			
9	<u>603</u>	<u>-</u>	<u>-</u>	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
10							
11							
12				Fund Totals			
13	603	603	-	Resources	-	-	-
14							
15	-	603	-	Appropriations	-	-	-
16	<u>603</u>	<u>-</u>	<u>-</u>	Unappropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
17	603	603	-		-	-	-
18	-	-	-		-	-	-

Notes

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

City of Junction City
Fiscal Year 2014-15 Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Viking Sal Capital Reserve Fund							
				352-000 Resources			
1	1,842	2,646	-	400100 Beginning Fund Balance	-	-	-
2	4	-	-	400400 Investment Interest	-	-	-
3	2,500	-	-	400500 Transfer From Viking Sal Senior Fur	-	-	-
4	<u>4,346</u>	<u>2,646</u>	-	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
5							
6				352-100 Materials & Services			
7	<u>1,200</u>	-	-	632677 Equipment/Software Leases	<u>-</u>	<u>-</u>	<u>-</u>
8							
9				352-100 Capital Outlay			
10	<u>500</u>	-	-	800600 Equipment Acquisition	<u>-</u>	<u>-</u>	<u>-</u>
11							
12				352-100 Transfers			
13	<u>-</u>	<u>2,646</u>	-	900023 Transfer to Viking Sal Senior F	<u>-</u>	<u>-</u>	<u>-</u>
14							
15				352-100 Fund Balance			
16	<u>2,646</u>	-	-	999000 Unapp Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
17							
18				Fund Totals			
19	4,346	2,646	-	Resources	-	-	-
20							
21	1,700	2,646	-	Appropriations	-	-	-
22	<u>2,646</u>	<u>-</u>	<u>-</u>	Unappropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
23	4,346	2,646	-		-	-	-
24	-	-	-		-	-	-

Notes

13 Transfer to close fund, FY12/13

**City of Junction City
Fiscal Year 2014-15 Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	Description	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
1				Totals - All Funds			
2	28,652,830	21,348,985	21,778,300	Resources	17,977,600	18,358,800	18,358,800
3							
4	16,370,493	9,513,950	16,815,300	Appropriations	11,860,700	12,531,400	12,531,400
5	<u>12,282,337</u>	<u>11,835,035</u>	<u>4,963,000</u>	Unappropriated Fund Balance	<u>6,116,900</u>	<u>5,827,400</u>	<u>5,827,400</u>
6	28,652,830	21,348,985	21,778,300		17,977,600	18,358,800	18,358,800
7	-	-	-		-	-	-



Capital Improvement Plan

Section V



City of Junction City

Capital Improvement Plan



**Proposed Projects and Capital Improvements
FY2014/15**

City of Junction City Capital Improvement Plan

Table of Contents

Overview.....	1
Administration & Finance Projects.....	4
Building Maintenance	8
Fleet	12
IT Projects & Equipment	16
Library Projects.....	28
Parks Projects.....	32
Police Projects.....	42
Pool Projects	48
Public Works Equipment	54
Sanitation Projects	62
Sewer Projects	66
Streets Projects.....	70
Water Projects	74

City of Junction City Capital Improvement Plan

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 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.
- 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 Services 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
 FY2014/15

No.	Admin & Finance	Project Type	Source Fund	Location
AD02	Building Reserve	Reserve	General Fund: Transfers (900018)	Admin
AD06	Springbrook - additional updates	Project	Computer Equipment Reserve Fund: Software Upgrades (608925)	Admin
AD07	Court/Council Chambers Security Upgrades	Project	Building Reserve Fund 3,000 Cap projects, 2,000 M&S (800780) (644660)	Court/Admin
AD08	Web Site Upgrade Project	Project	State Revenue Sharing (800826)	Admin

Totals

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18/19	Future
10,000	10,000	10,000	10,000	10,000	10,000	10,000
	3,000					
5,000	5,000	5,000	5,000			
10,000	20,000	10,000				
25,000	38,000	25,000	15,000	10,000	10,000	10,000

Funding Summary - FY2014/15

		<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>
Computer Equip Reserve	345-100-608925	3,000	3,000	-
State Revenue Sharing	250-920-800826	20,000	20,000	-
Building Reserve	318-100-800780	3,000	3,000	-
Building Reserve	318-100-644660	2,000	2,000	-
		28,000	28,000	-
Reserves Contributions	001-900-900018		10,000	
			38,000	

Building Reserve for future purchases:

Future Projects	10,000
	10,000

Administration & Finance Projects

AD02 – Building Reserve Contribution

Scope: Contribution to building reserve
Fiscal Year 2014/15 to 2015/16
Cost: \$10,000
Source: General Fund: Transfers (900018)

AD06 –Springbrook – Additional updates

Scope: Minor updates to the finance software to continue an up to date maintenance program.
Fiscal Year 2014/15
Cost: \$3,000
Source: Computer Reserve (608925)

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 2014/15 to 2016/17
Cost: \$5,000
Source: Building Reserve Fund (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
 FY2014/15

No.	Building Maintenance	Project Type	Source Fund	Location
BL01	14th & Elm Roof	Maintenance	PW Building/Yard Reserve Fund (800780)	Public Works
BL03	1395 Elm Flooring	Maintenance	PW Building/Yard Reserve Fund (800780)	Public Works
BL04	City Hall Roof	Maintenance	Building Reserve (800760)	City Hall
BL05	Community Center Building	Maintenance	Building Reserve (800760)	Community Center
BL06	City Hall	Maintenance	Building Reserve (800760)	City Hall
BL07	Library	Maintenance	Building Reserve (800760)	Library
BL10	17th & Ivy Pump Station	Maintenance	PW Building/Yard Reserve Fund (800780)	Public Works
BL17	Community Center Bay Door Repairs	Maintenance	Building Reserve (800760)	Community Center
BL18	Roof Repairs	Maintenance	Building Reserve (800760)	Community Center
BL19	1395 Elm Remodel	Reserve	PW Building/Yard Reserve Fund (800780)	Public Works
BL20	1171 Elm Remodel	Reserve	PW Building/Yard Reserve Fund (800760)	Public Works
BL21	Community Center Additional Bathrooms	Construction	Building Reserve (800780)	Community Center

Totals

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future
						15,000
			15,000			
	4,500					
	2,500					
	3,500					
						2,000
	5,000	5,000				
	20,000					
	4,000	4,000	4,000	4,000	4,000	
	8,000	8,000	8,000	8,000	8,000	
	30,000					
-	77,500	17,000	27,000	12,000	12,000	17,000

Funding Summary - FY2014/15

		<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>
Building Reserve	318-100-800760	35,500	35,500	-
Building Reserve	318-100-800780	30,000	30,000	
		65,500	65,500	-
Reserves Contributions	354-100-902000		12,000	
			77,500	

Building Maintenance Reserve for future purchases:

PW Building/Yard Reserve		
1395 Elm remodel		4,000
1171 Elm remodel		8,000
		12,000

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 Fund (800760)

BL05 – Community Center

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

Fiscal Year 2014/15
Cost: \$4,500
Source: Building Reserve Fund (800760)

BL06 – City Hall

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

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

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 Fund (800760)

BL17 - Community Center Bay Door Repairs

Scope: Refurbishment of the roll up doors on the north and south ends of the building (6 in total) to prevent water from leaking under the doors and causing damage to the interior of the building.
Fiscal Year 2014/15
Cost: \$5,000
Source: Building Reserve Fund (800760)

BL18 - Roof Repairs

Scope: To repair the roof over the office area of the Community Center.
Fiscal Year 2014/15
Cost: \$20,000
Source: Building Reserve Fund (800760)

Capital Improvement Plan
 FY2014/15

No.	Fleet	Project Type	Source Fund	Location
FL01	Garbage Truck Replacement	Reserve	Sanitation Equipment Reserve Fund (800600)	Sanitation
FL02	Utility Truck	Reserve	Water /Sewer /Streets Equipment Reserve Funds (800600)	Utility
FL03	Heavy Duty Truck	Reserve	Water /Sewer /Streets Equipment Reserve Funds (800600)	Utility
FL04	Dump Truck Replacement	Purchase	Water /Sewer /Streets Equipment Reserve Funds (800600)	Utility
FL05	Sewer CCTV & Vac Truck	Reserve	Sewer Equipment Reserve Fund (800600)	Sewer

Totals

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future
50,000	50,000	50,000	50,000	50,000	50,000	50,000
6,000	6,000	6,000	6,000	6,000	6,000	6,000
9,000	9,000	9,000	9,000	9,000	9,000	9,000
	15,000					
	20,000	20,000	20,000	20,000	20,000	20,000
65,000	100,000	85,000	85,000	85,000	85,000	85,000

Funding Summary - FY2014/15

	<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>
Water Equipment Reserve 346-100-800600	14,500	5,000	-
Sewer Equipment Reserve 347-100-800600	30,500	5,000	-
Streets Equipment Reserve 349-100-800600	11,000	5,000	-
	<u>56,000</u>	<u>15,000</u>	<u>-</u>

Reserve Contributions

Sanitation Equipment 348-100-902000	50,000
Water Equipment Reserve 346-100-902000	5,000
Sewer Equipment Reserve 347-100-902000	5,000
Streets Equipment Reserve 349-100-902000	25,000
Total Contributions	<u>85,000</u>
	100,000

Reserves to date:

Garbage truck replacement	100,000
Utility truck	12,000
Heavy Duty Truck	18,000
Sewer CCTV & Vac Truck	20,000
	<u>150,000</u>

Fleet Projects

FL01 – 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)

FL02 – Utility Truck Replacement

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

Fiscal Year 2014/15 through 2018/19
Cost: \$6,000
Source: Water, Sewer, Streets Equipment Reserve Funds (800600)

FL03 – Heavy Duty Truck Replacement

Scope: This is to save for future heavy duty truck replacements.

Fiscal Year 2014/15 through 2018/19
Cost: \$9,000
Source: Water, Sewer, Streets Equipment Reserve Funds (800600)

FL04 – Dump Truck Replacement

Scope: This is to replace one of the City owned 5 yard dump trucks with a 10 yard truck.

Fiscal Year 2014/15
Cost: \$15,000
Source: Water, Sewer, Streets Equipment Reserve Funds (800600)

FL05 – Sewer CCTV and Vac Truck Replacement

Scope: This is to save to replace the City's CCTV Truck and Vac Truck.

Fiscal Year 2014/15 through 2018/19
Cost: \$20,000
Source: Sewer Equipment Reserve Fund (800600)



Capital Improvement Plan
FY2014/15

No.	IT Services	Project Type	Source Fund	Location
IT01	PW Server Replacement	Purchase	Water, Sewer, Streets Funds Equipment Reserve Funds (800600)	Public Works
IT02	CH File Server Replacement	Purchase	Computer Equipment Reserve Fund (800600)	City Hall
IT03	Springbrook Server Repl.	Purchase	Computer Equipment Reserve Fund (800600)	City Hall
IT04	Terminal Server Replacement	Purchase	Computer Equipment Reserve Fund (800600)	Police
IT05	RMS Server Replacement	Purchase	Computer Equipment Reserve Fund (800600)	Police
IT06	SCADA Server #1 Replacement	Purchase	Water and Sewer Funds Equipment Reserve Funds (800600)	Public Works
IT07	SCADA Server #2 Replacement	Purchase	Water and Sewer Funds Equipment Reserve Funds (800600)	Public Works
IT08	CH Workstation Replacement	Purchase	Computer Equipment Reserve Fund (800600)	City Hall
IT09	PW Workstation Replacement	Purchase	Water, Sewer, Streets Funds Equipment Reserve Funds (800600)	Public Works
IT10	PD Workstation Replacement	Purchase	Computer Equipment Reserve Fund (800600)	Police
IT11	SCADA Station Replacement	Purchase	Water and Sewer Funds Equipment Reserve Funds (800600)	Public Works
IT12	CH Laptop Replacement	Purchase	Computer Equipment Reserve Fund (800600)	City Hall
IT13	PW Laptop Replacement	Purchase	Water, Sewer, Streets Funds Equipment Reserve Funds (800600)	Public Works
IT14	CH Operating System Upgrade	Purchase	Computer Equipment Reserve Fund (800600)	City Hall
IT15	PD Operating System Upgrade	Purchase	Computer Equipment Reserve Fund (800600)	Police
IT16	PW Operating System Upgrade	Purchase	Water, Sewer, Streets Funds Equipment Reserve Funds (800600)	Public Works
IT17	PD Workstation Replacement	Reserve	Computer Equipment Reserve Fund (800600)	Police
IT18	CH Workstation Replacement	Reserve	Computer Equipment Reserve Fund (800600)	City Hall
IT19	CH Networking Replacement	Reserve	Computer Equipment Reserve Fund (800600)	City Hall
IT20	PD Networking Replacement	Reserve	Computer Equipment Reserve Fund (800600)	Police
IT21	PW Networking Replacement	Reserve	Water, Sewer, Streets Funds Equipment Reserve Funds (800600)	Public Works

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future
	5,000					5,000
	5,000					5,000
					8,000	8,000
					5,000	5,000
					5,000	5,000
	2,000					2,000
	2,000					2,000
2,000	2,000	2,000	2,000	2,000	2,000	2,000
2,000	2,000	2,000	2,000	2,000	2,000	2,000
	1,000	1,000	1,000	1,000	1,000	1,000
	2,000					2,000
	1,000	1,000	1,000	1,000	1,000	1,000
	1,000	1,000	1,000	1,000	1,000	1,000
	20,000					20,000
	20,000					20,000
	10,000					10,000
2,000	1,000	1,000	1,000	1,000	1,000	1,000
	2,000	2,000	2,000	2,000	2,000	2,000
2,000	1,000	1,000	1,000	1,000	1,000	1,000
	1,000	1,000	1,000	1,000	1,000	1,000
	1,000	1,000	1,000	1,000	1,000	1,000

No.	IT Services	Project Type	Source Fund	Location
IT22	SCADA Network Replacement	Reserve	Water and Sewer Funds Equipment Reserve Funds (800600)	Public Works
IT23	PW Workstation Replacement	Reserve	Water, Sewer, Streets Funds Equipment Reserve Funds (800600)	Public Works
IT24	SCADA Station Replacement	Reserve	Water and Sewer Funds Equipment Reserve Funds (800600)	Public Works
IT25	PW Server Replacement	Reserve	Water, Sewer, Streets Funds Equipment Reserve Funds (800600)	Public Works
IT26	CH File Server Replacement	Reserve	Computer Equipment Reserve Fund (800600)	City Hall
IT27	Springbrook Server Repl.	Reserve	Computer Equipment Reserve Fund (800600)	City Hall
IT28	Terminal Server Replacement	Reserve	Computer Equipment Reserve Fund (800600)	Police
IT29	RMS Server Replacement	Reserve	Computer Equipment Reserve Fund (800600)	Police
IT30	SCADA Server #1 Replacement	Reserve	Water and Sewer Funds Equipment Reserve Funds (800600)	Public Works
IT31	SCADA Server #2 Replacement	Reserve	Water and Sewer Funds Equipment Reserve Funds (800600)	Public Works
IT32	CH Laptop Replacement	Reserve	Computer Equipment Reserve Fund (800600)	City Hall
IT33	PW Laptop Replacement	Reserve	Water, Sewer, Streets Funds Equipment Reserve Funds (800600)	Public Works
IT34	CH Software Upgrades	Reserve	Computer Equipment Reserve Fund (800600)	City Hall
IT35	PD Software Upgrades	Reserve	Computer Equipment Reserve Fund (800600)	Police
IT36	PW Software Upgrades	Reserve	Water, Sewer, Streets Funds Equipment Reserve Funds (800600)	Public Works

Totals

FY14/15 Reserve Contributions

Water Equipment Reserve	346-100-902000	4,333
Sewer Equipment Reserve	347-100-902000	4,333
Streets Equipment Reserve	349-100-902000	2,334
Computer Equipment Reserve	345-100-902000	<u>15,000</u>
		26,000

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future
	1,000	1,000	1,000	1,000	1,000	1,000
	2,000	2,000	2,000	2,000	2,000	2,000
	2,000	2,000	2,000	2,000	2,000	2,000
	1,000	1,000	1,000	1,000	1,000	1,000
	1,000	1,000	1,000	1,000	1,000	1,000
	2,000	2,000	2,000	2,000	2,000	2,000
	1,000	1,000	1,000	1,000	1,000	1,000
	1,000	1,000	1,000	1,000	1,000	1,000
	500	500	500	500	500	500
	500	500	500	500	500	500
	1,000	1,000	1,000	1,000	1,000	1,000
	1,000	1,000	1,000	1,000	1,000	1,000
	2,000	2,000	2,000	2,000	2,000	2,000
	2,000	2,000	2,000	2,000	2,000	2,000
	2,000	2,000	2,000	2,000	2,000	2,000
8,000	99,000	33,000	33,000	33,000	51,000	117,000

Funding Summary - FY2014/15

		<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>
Computer Equip Reserve	345-100-800600	49,000	49,000	-
Water Equip. Reserve	346-100-800600	14,500	9,000	-
Sewer Equip. Reserve	347-100-800600	30,500	9,000	-
Streets Equip Reserve	349-100-800600	11,000	6,000	-
Reserves		-	26,000	-
	TOTALS	105,000	99,000	-

IT Services Reserve for Future Purchases to date:

Computer Equipment Reserve Fund	19,000
Water	4,333
Sewer	4,333
Streets	2,334
	<u>30,000</u>

IT Projects & Equipment

IT01 – 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 2014/15
Cost: \$5,000
Source: Water, Sewer, Streets Equipment Reserve Fund (800600)

IT02 – City Hall File Server Replacement

Scope: This is to replace and upgrade the file server computer used by City Hall. The replacement cycle is every 5 years.

Fiscal Year 2014/15
Cost: \$5,000
Source: Computer Equipment Reserve Fund (800600)

IT03 – Springbrook Server Replacement

Scope: This is to replace and upgrade the server used by the Springbrook Software System. The replacement cycle is every 5 years.

Fiscal Year 2018/19
Cost: \$8,000
Source: Computer Equipment Reserve Fund (800600)

IT04 – Police Department Terminal Server Replacement

Scope: This is to replace and upgrade the Police Department server used by the remote access system. The replacement cycle is every 5 years.

Fiscal Year 2018/19
Cost: \$5,000
Source: Computer Equipment Reserve Fund (800600)

IT05 – Police Department RMS Server Replacement

Scope: This is to replace and upgrade the Police Department server used by the Records Management System (RMS) software. The replacement cycle is every 5 years.

Fiscal Year 2018/19
Cost: \$5,000
Source: Computer Equipment Reserve Fund (800600)

IT Projects & Equipment

IT06 – SCADA Server #1 Replacement

Scope: This is to replace and upgrade the server used by the SCADA System. The replacement cycle is every 5 years.

Fiscal Year 2014/15
Cost: \$2,000
Source: Water, Sewer Equipment Reserve Fund (800600)

IT07 – SCADA Server #2 Replacement

Scope: This is to replace and upgrade the server used by the SCADA System. The replacement cycle is every 5 years.

Fiscal Year 2014/15
Cost: \$2,000
Source: Water, Sewer Equipment Reserve Fund (800600)

IT08 – City Hall Workstation Replacement

Scope: This is to replace and upgrade the workstations used by City Hall. The replacement cycle is every 5 years.

Fiscal Year 2014/15 through 2018/19
Cost: \$2,000
Source: Computer Equipment Reserve Fund (800600)

IT09 – Public Works Workstation Replacement

Scope: This is to replace and upgrade the workstations used by Public Works. The replacement cycle is every 5 years.

Fiscal Year 2014/15 through 2018/19
Cost: \$2,000
Source: Water, Sewer, Streets Equipment Reserve Fund (800600)

IT10 – Police Department Workstation Replacement

Scope: This is to replace and upgrade the workstations used by the Police Department. The replacement cycle is every 5 years.

Fiscal Year 2014/15 through 2018/19
Cost: \$1,000
Source: Computer Equipment Reserve Fund (800600)

IT Projects & Equipment

IT11 – SCADA Station Replacement

Scope: This is to replace and upgrade the SCADA workstations. The replacement cycle is every 5 years.

Fiscal Year 2014/15
Cost: \$2,000
Source: Water, Sewer Equipment Reserve Fund (800600)

IT12 – City Hall Laptop Replacement

Scope: This is to replace and upgrade the various laptops used by City Hall. The replacement cycle is every 5 years.

Fiscal Year 2014/15 through 2018/19
Cost: \$1,000
Source: Computer Equipment Reserve Fund (800600)

IT13 – Public Works Laptop Replacement

Scope: This is to replace and upgrade the various laptops used by Public Works. The replacement cycle is every 5 years.

Fiscal Year 2014/15 through 2018/19
Cost: \$1,000
Source: Water, Sewer, Streets Equipment Reserve Fund (800600)

IT14 – City Hall Operating System Upgrade

Scope: This project is to migrate the computers used by City Hall from Microsoft Windows XP to a newer operating system. Project includes any software and hardware upgrades necessary due to compatibility issues.

Fiscal Year 2014/15
Cost: \$20,000
Source: Computer Equipment Reserve Fund (800600)

IT Projects & Equipment

IT15 – Police Department Operating System Upgrade

Scope: This project is to migrate the computers used by the Police Department from Microsoft Windows XP to a newer operating system. Project includes any software and hardware upgrades necessary due to compatibility issues.

Fiscal Year 2014/15
Cost: \$20,000
Source: Computer Equipment Reserve Fund (800600)

IT16 – Public Works Operating System Upgrade

Scope: This project is to migrate the computers used by Public Works from Microsoft Windows XP to a newer operating system. Project includes any software and hardware upgrades necessary due to compatibility issues.

Fiscal Year 2014/15
Cost: \$10,000
Source: Water, Sewer, Streets Equipment Reserve Fund (800600)

IT17 – Police Department Workstation Replacement

Scope: This is a reserve to replace and upgrade the workstations used by the Police Department.

Fiscal Year 2014/15 through 2018/19
Cost: \$1,000
Source: Computer Equipment Reserve Fund (800600)

IT18 – City Hall Workstation Replacement

Scope: This is a reserve to replace and upgrade the workstations used by City Hall.

Fiscal Year 2014/15 through 2018/19
Cost: \$2,000
Source: Computer Equipment Reserve Fund (800600)

IT Projects & Equipment

IT19 – City Hall Networking Replacement

Scope: This is a reserve to replace and upgrade the networking equipment used by City Hall.

Fiscal Year 2014/15 through 2018/19
Cost: \$2,000
Source: Computer Equipment Reserve Fund (800600)

IT20 – Police Department Networking Replacement

Scope: This is a reserve to replace and upgrade the networking equipment used by the Police Department.

Fiscal Year 2014/15 through 2018/19
Cost: \$1,000
Source: Computer Equipment Reserve Fund (800600)

IT21 – Public Works Networking Replacement

Scope: This is a reserve to replace and upgrade the networking equipment used by the Public Works Department.

Fiscal Year 2014/15 through 2018/19
Cost: \$1,000
Source: Water, Sewer, Streets Equipment Reserve Fund (800600)

IT22– SCADA Networking Replacement

Scope: This is a reserve to replace and upgrade the networking equipment used in the SCADA System.

Fiscal Year 2014/15 through 2018/19
Cost: \$1,000
Source: Water, Sewer, Equipment Reserve Fund (800600)

IT23 – Public Works Workstation Replacement

Scope: This is a reserve to replace and upgrade the workstation computers used by Public Works.

Fiscal Year 2014/15 through 2018/19
Cost: \$2,000
Source: Water, Sewer, Streets Equipment Reserve Fund (800600)

IT Projects & Equipment

IT24 – SCADA Station Replacement

Scope: This is a reserve to replace and upgrade the workstations used for the SCADA system.

Fiscal Year 2014/15 through 2018/19
Cost: \$2,000
Source: Water, Sewer, Equipment Reserve Fund (800600)

IT25 – Public Works Server Replacement

Scope: This is a reserve to replace and upgrade the server computer for Public Works.

Fiscal Year 2014/15 through 2018/19
Cost: \$1,000
Source: Water, Sewer, Streets Equipment Reserve Fund (800600)

IT26 – City Hall File Server Replacement

Scope: This is a reserve to replace and upgrade the file server used by City Hall.

Fiscal Year 2014/15 through 2018/19
Cost: \$1,000
Source: Computer Equipment Reserve Fund (800600)

IT27 – Springbrook Server Replacement

Scope: This is a reserve to replace and upgrade the server computer used for the Springbrook Software System.

Fiscal Year 2014/15 through 2018/19
Cost: \$2,000
Source: Computer Equipment Reserve Fund (800600)

IT Projects & Equipment

IT28- Police Department Terminal Server Replacement

Scope: This is a reserve to replace and upgrade the server computer for the Police remote access system.

Fiscal Year 2014/15 through 2018/19
Cost: \$1,000
Source: Computer Equipment Reserve Fund (800600)

IT29 - Police Department RMS Server Replacement

Scope: This is a reserve to replace and upgrade the server computer for the Police Records Management System (RMS).

Fiscal Year 2014/15 through 2018/19
Cost: \$1,000
Source: Computer Equipment Reserve Fund (800600)

IT30 - SCADA Server #1 Replacement

Scope: This is a reserve to replace and upgrade the server computer for SCADA.

Fiscal Year 2014/15 through 2018/19
Cost: \$500
Source: Water, Sewer Equipment Reserve Fund (800600)

IT31 - SCADA Server #2 Replacement

Scope: This is a reserve to replace and upgrade the server computer for SCADA.

Fiscal Year 2014/15 through 2018/19
Cost: \$500
Source: Water, Sewer Equipment Reserve Fund (800600)

IT32 - City Hall Laptop Replacement

Scope: This is a reserve to replace and upgrade the various laptops used by City Hall.

Fiscal Year 2014/15 through 2018/19
Cost: \$1,000
Source: Computer Equipment Reserve Fund (800600)

IT33 – Public Works Laptop Replacement

Scope: This is a reserve to replace and upgrade the various laptops used by Public Works.

Fiscal Year 2014/15 through 2018/19
Cost: \$1,000
Source: Water, Sewer, Streets Equipment Reserve Fund (800600)

IT34 – City Hall Software Upgrades

Scope: This is a reserve to replace various software.

Fiscal Year 2014/15 through 2018/19
Cost: \$2,000
Source: Computer Equipment Reserve Fund (800600)

IT35 – Police Department Software Upgrades

Scope: This is a reserve to replace various software.

Fiscal Year 2014/15 through 2018/19
Cost: \$2,000
Source: Computer Equipment Reserve Fund (800600)

IT36 – Public Works Software Upgrades

Scope: This is a reserve to replace various software.

Fiscal Year 2014/15 through 2018/19
Cost: \$2,000
Source: Water, Sewer, Streets Equipment Reserve Fund (800600)

Capital Improvement Plan
 FY2014/15

No.	Library	Project Type	Source Fund	Location
LI01	Replace Public Stations	Purchase	Library Equipment Reserve Fund (800600)	Public Library
LI03	Flooring Treatment	Purchase	Building Repair & Maint Fund (800780)	Public Library
LI05	Energy Efficiency	Reserve	Library Equipment Reserve Fund (637925)	Public Library
LI06	Furniture Acquisition	Purchase	Library Equipment Reserve Fund (800575)	Public Library
LI07	Building Repairs/Maintenance	Maintenance	Library Equipment Reserve Fund (800600)	Public Library
LI08	Children's Reading Area	Reserve	Building Repair & Maint Fund (800780)	Public Library

Totals

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future
	5,000	4,000				5,000
5,000	5,000					
1,500	1,500	1,500	1,500	2,500		
1,500	500	1,000	1,500	500	1,000	
500	1,000	500	1,000	500	1,000	
5,000	5,000	5,000	5,000	5,000	5,000	20,000
13,500	18,000	12,000	9,000	8,500	7,000	25,000

Funding Summary - FY2014/15

		<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>
Library Equipment	322-100-800600	6,000	6,000	-
Library Equipment	322-100-800575	500	500	-
Building Reserve	318-100-800780	43,000	5,000	-
		<u>49,500</u>	11,500	-

Reserve Contributions

Building Reserve	318-100-902000	5,000
Library Equipment Reserve	322-100-902000	1,500
		<u>6,500</u>
		18,000

Reserve for future purchases to date:

Building Reserve Fund	10,000
Library Equipment Reserve	4,500
	<u>14,500</u>

Library Projects

LI01 – Replace Public Stations

Scope: Replace the seven public computers.
Fiscal Year 2014/15, 2015/16
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 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: Library Equipment & Bldg Reserve Fund: Capital Outlay (637925)

LI06 – Furniture Acquisition

Scope: Furniture for public spaces (lab, shelving, etc.)
Fiscal Year 2013/14-Future
Cost: \$6,000
Source: Library Equipment & Bldg Reserve Fund (800575)

Library Projects

LI07 – Building Repairs/Maintenance

Scope: General maintenance as needed.

Fiscal Year 2013/14-2018/19

Cost: \$4,500

Source: Library Equipment & Bldg Reserve Fund: Capital Outlay (800600)

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 2013/14-Future

Cost: \$50,000

Source: Building Reserve Fund: Capital Outlay (800780)

Capital Improvement Plan
FY2014/15

No.	Parks	Project Type	Source Fund	Location
PK02	Play Structure Fall Protection	Maintenance	State Revenue Sharing Fund (800824)	Bailey Park
PK03	Tennis Court Resurface	Reserve	Park & Pool Equipment Reserve Fund: Equipment Imp (800725)	Lyle Day Park
PK04	Tennis Court Resurface	Reserve	Park & Pool Equipment Reserve Fund: Equipment Imp (800725)	Bailey Park
PK05	Landscaping Improvements	Maintenance	Park & Pool Equipment Reserve Fund: Park System Imp (800100)	Various
PK07	Playground Equipment Acquisition	Maintenance	Park System Development Fund (800600)	Parks
PK08	Park System Expansion	Construction	Park System Development Fund (800650)	Parks
PK 09	Drainage/Paving Repair Laurel (2)	Maintenance	State Revenue Sharing Fund (800824)	Laurel
PK 10	Mower replacement (replaced every 5 years, 8 years old)	Reserve	Park & Pool Equipment Reserve Fund: Equipment Imp (800725)	Parks
PK 11	Lyle Day Park-Community Park conversion with rentable features	Construction	Park & Pool Equipment Reserve Fund: Equipment Imp (800725)	Lyle Day
PK 15	Playground Equipment Supports and Platforms	Maintenance	Park & Pool Equipment Reserve Fund: Equipment Imp (800725)	Tequendama
PK 16	Playground Equipment Supports and Platforms	Maintenance	Park & Pool Equipment Reserve Fund: Equipment Imp (800725)	Bailey
PK 17	Play Structure Fall Protection Refill	Maintenance	Park & Pool Equipment Reserve Fund: Equipment Imp (800725)	Parks (exc. Teq., Bailey, Berg)
PK 18	Laurel Gazebo Roof	Maintenance	Building Reserve (800760)	

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future
	8,000					
5,000	5,000	5,000	5,000	5,000	500	
5,000	5,000	5,000	5,000	5,000	500	
5,000	5,000	5,000	5,000	5,000		5,000
30,000	30,000					
100,000	120,000	30,000	30,000			30,000
	2,000					
5,000	5,000	5,000	3,000	3,000	3,000	3,000
		2,000				
	5,000	5,000				
		10,000				
	3,000	3,000	3,000	3,000	3,000	3,000
			6,000			

No.	Parks	Project Type	Source Fund	Location
PK 20	Parks Amenity Replacement	Maintenance	Park & Pool Equipment Reserve Fund: Equipment Imp (800725)	Parks: Garbage cans and benches
PK 21	Founder's Park	Maintenance	Building Reserve (800760)	Founder's Park
PK 22	Dutch's Field	Maintenance	Building Reserve (800760)	Dutch's Field
PK 23	Laurel Park	Maintenance	Building Reserve (800760)	Laurel

Totals

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future
		6,000				
			2,000			
		10,000				
		8,000				
150,000	188,000	94,000	59,000	21,000	7,000	41,000

Funding Summary - FY2014/15

		<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>
Parks & Pool Equipment	333-100-800100	5,000	5,000	-
Park & Pool Equipment	333-100-800725	8,000	8,000	-
Park System Development	335-100-800600	30,000	30,000	-
Park System Development	335-100-800650	120,000	120,000	-
State Revenue Sharing	250-920-800824	10,000	10,000	-
		<u>173,000</u>	<u>173,000</u>	-

Contributions

Park & Pool Equip Reserve	902-100-902000		<u>15,000</u>	
			188,000	

Reserves to date:

Tennis Court Resurface PK3		10,000
Tennis Court Resurface PK4		10,000
Mower replacement		<u>10,000</u>
		30,000

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 2014/15
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//14 to 2018/19
Cost: \$25,500
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 2013/14 to 2018/19
Cost: \$25,500
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 2017/18, Future
Cost: \$5,000/year
Source: Park and Pool Equipment Reserve, Park System Improvement (800100)

Park Projects

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 and 2014/15
Cost: \$30,000/year
Source: Park System Development Fund (800600)

PK08 – Park System Expansion

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

Fiscal Year 2013/14 through 2016/17, Future
Cost: \$280,000
Source: Park System Development Fund (800650)

PK09 – Drainage/Paving Repair Laurel

Scope: Repair drainage that is not connected and repair uneven paving in pathways.

Fiscal Year 2014/15
Cost: \$2,000
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.

Park Projects

Fiscal Year 2013/14-2018/19 and Future
Cost: \$27,000
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 2015/16
Cost: \$2,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

PK15- Playground Equipment Supports and Platforms at Tequendama

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

Fiscal Year 2014/15 through 2015/16
Cost: \$10,000

Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

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)

Park Projects

PK17- Play Structure Fall Protection Refill

Scope: Refill of Play safe chips to maintain required levels.

Fiscal Year 2014/15 through 2018/19 and Future
Cost: \$18,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

PK18- Laurel Gazebo roof

Scope: Remove and replace existing roof.

Fiscal Year 2016/17
Cost: \$6,000
Source: Building Reserve Fund (800760)

PK20- Parks Amenity Replacement

Scope: Replace existing deteriorated garbage cans and benches system wide.

Fiscal Year 2015/16
Cost: \$6,000
Source: Park & Pool Equipment Reserve Fund: Equipment Imp (800725)

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 2016/17
Cost: \$2,000
Source: Building Reserve Fund (800760)

Park Projects

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 Fund (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 Fund (800760)



Capital Improvement Plan
 FY 2014/15

No.	Police	Project Type	Source Fund	Location
PD02	Replace Crown Victoria Unit #301	Reserve	Police Vehicle & Equipemnt Reserve Fund (800710)	JCPD
PD03	Replace Ford Escape Unit #701	Reserve	Police Vehicle & Equipemnt Reserve Fund (800710)	JCPD
PD04	Replace Crown Victoria Unit #601 (1)	Reserve	Police Vehicle & Equipemnt Reserve Fund (800710)	JCPD
PD05	Upgrade Police Radio	Purchase	State Revenue Sharing Fund (800822)	JCPD
PD07	Records Management	Purchase	Police Vehicle & Equipemnt Reserve Fund (800610)	JCPD
PD08	Radio / CAD	Purchase	Police Vehicle & Equipemnt Reserve Fund (800600)	JCPD
PD09	Fingerprints	Purchase	State Revenue Sharing Fund (800822)	JCPD
PD10	Shotguns	Purchase	State Revenue Sharing Fund (800822)	JCPD
PD11	Police Vehicle Replacement	Reserve	Police Vehicle & Equipemnt Reserve Fund (800710)	JCPD
PD12	Police Vehicle Replacement	Purchase	Police Vehicle & Equipemnt Reserve Fund (800710)	JCPD
PD13	Jail Kitchen Remodel & Holding Cell	Purchase	Building Reserve Fund (800780)	JCPD

Totals

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY 17-18	FY 18-19	Future
13,000	-	-	-	-	-	-
	-	-	-	-	-	-
				13,000	13,000	13,000
25,000						
28,700						
			6,000			
20,000						
	10,000					
	13,000	13,000	13,000	13,000	13,000	13,000
	13,000	13,000	13,000	13,000	13,000	13,000
	25,000					
86,700	61,000	26,000	32,000	39,000	39,000	39,000

Notes

- (1) PD04, Crown Victoria Unit #601, patrol car will have an estimated mileage of 100,000
- (2) Reserve items moved to item PD11 and PD12

Funding Summary - FY2014/15

		<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>
State Revenue Sharing	250-920-800822	10,000	10,000	-
Building Reserve Fund	318-100-800780	33,000	25,000	-
Police Vehicle & Equip Res	301-100-800710	13,000	13,000	-
		<u>56,000</u>	<u>48,000</u>	-
Reserves Contributions	301-100-902000		<u>13,000</u>	
			61,000	

Police Reserve for future purchases to date:

Vehicle Purchase (PD02)	13,000
Vehicle Purchase (PD03)	<u>13,000</u>
	26,000

Police Projects

PD04 – Replace Patrol Unit 601, Ford Crown Victoria

Scope: Patrol Car # 601 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)

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)

Police Projects

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)

PD10 – Replace worn shotguns with new Remington 870's

Scope: The Police shotguns are recommended to be replaced due to wear. The shotguns have not been replaced since 1998. It is unknown due to records when they were purchased prior to 1998. It is recommended to purchase ten new shotguns.

Fiscal Year 2014/15
Cost: \$10,000
Source: State Revenue Sharing (800822)

Police Projects

PD11 (Was 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)

PD12 (was PD03) – Replace Ford Escape Unit 701 Patrol Car

Scope: Patrol Vehicle # 701 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)

PD13 – Jail Kitchen Remodel and Holding cell

Scope: Inspections of the jail continue to recommend the need for a sink for staff to wash before preparing meals for jail custodies. Currently staff only has the staff bathroom or jail bathroom available to wash hands. Officers have also recommended the need for a holding cell to temporarily place custodies to allow for quicker response to emergencies and a place to hold custodies during processing.

Fiscal Year 2014/15
Cost: \$25,000
Source: Building Reserve Fund (800780)



Capital Improvement Plan
 FY2014/15

No.	Pool	Project Type	Source Fund	Location
PP01	Flooring Office	Reserve	Park & Pool Equipment Reserve Fund (800600)	Pool
PP02	Locker Room Flooring	Reserve	Park & Pool Equipment Reserve Fund (800600)	Pool
PP04	Security Wallet Lockers	Purchase	Park & Pool Equipment Reserve Fund (800600)	Pool
PP05	Energy Efficiency	Repair	Park & Pool Equipment Reserve Fund (800725)	Pool
PP06	Building Repairs/Maintenance	Maintenance	Park & Pool Equipment Reserve Fund (800700)	Pool
PP07	Heater Replacement	Reserve	Park & Pool Equipment Reserve Fund (800700)	Pool
PP08	Pool Blanket Replacement	Reserve	Park & Pool Equipment Reserve Fund (800600)	Pool
PP09	Equipment Reels	Reserve	Park & Pool Equipment Reserve Fund (800700)	Pool
PP10	Accessible Showers	Repair	Park & Pool Equipment Reserve Fund (800700)	Pool
PP 11	Pool Painting	Repair	Building Reserve Fund (800760)	Pool
PP 12	Shell Repair	Reserve	Park & Pool Equipment Reserve Fund (800700)	Pool
PP 13	Pool Blanket Replacement	Purchase	Park & Pool Equipment Reserve Fund (800600)	Pool

Totals

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future
3,500	500	500	500	500	500	1,500
	5,000	5,000	5,000			5,000
						2,000
		2,500				
1,000	1,000	1,000	1,000	1,000	1,000	
3,000	3,000	2,000	2,000	2,000	2,000	11,000
1,500	-	500	500	500	500	500
	200	200	200	200	200	200
		2,500				
6,000						
3,000	3,000	3,000	3,000	3,000		
	3,000					
18,000	15,700	17,200	12,200	7,200	4,200	20,200

Funding Summary - FY2014/15

		<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>
Parks & Pool Equipment	333-100-800700	1,000	1,000	-
Parks & Pool Equipment	333-100-800600	3,000	3,000	-
		<u>4,000</u>	<u>4,000</u>	-

Reserve contributions

Parks & Pool Equipment	333-100-902000		<u>11,700</u>	
			15,700	

Pool Reserves for future projects & purchases to date:

Heater Replacement	6,000
Shell Repair	6,000
Equipment Reels	200
Locker Room Flooring	5,000
Flooring Office	<u>500</u>
	17,700

Pool Projects

PP 01- Flooring Office

Scope: Replacement of carpeting and reserve for future replacement.

Fiscal Year 2013/14, 2014/15-2020/22
Cost: \$4,000
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 Future
Cost: \$2,000
Source: Park & Pool Equipment Reserve Fund (800600)

PP 05 - Pool Energy Efficiency

Scope: Convert lighting for energy savings.

Fiscal Year 2015/16
Cost: \$2,500
Source: Park & Pool Equipment Reserve Fund (800725)

Pool Projects

PP 06 – General Repair/Maintenance of Pool Building

Scope: Funds for unanticipated repair issues.

Fiscal Year 2013/14-2018/19
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 2013/14-Future
Cost: \$25,000
Source: Park & Pool Equipment Reserve Fund
(800700)

PP 08– Pool Blanket Replacement

Scope: Funds to replace pool blanket

Fiscal Year 2015/16-Future
Cost: \$2,500 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 2014/15-Future
Cost: \$2,000 each reel
Source: Park & Pool Equipment Reserve Fund
(800700)

Pool Projects

PP 10- Pool Accessible Showers

Scope: Bench installation and barrier removal.
Fiscal Year 2015/16
Cost: \$2,500
Source: Park & Pool Equipment Reserve (800700)

PP 11 (formerly BL16) - Pool Painting

Scope: This is to repaint the Max Strauss Pool building exterior.
Fiscal Year 2013/14
Cost: \$6,000
Source: Building Reserve Fund (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)

PP 13- Pool Blanket Replacement

Scope: Funds to replace pool blanket
Fiscal Year 2014/15
Cost: \$3,000
Source: Park & Pool Equipment Reserve Fund (800600)



Capital Improvement Plan
 FY2014/15

No.	Public Works Equipment	Project Type	Source Fund	Location
EQ04	Lab Equipment Replacement	Purchase	Sewer Equipment Reserve Fund (800600)	Sewer
EQ05	Saw Replacement	Purchase	Water Equipment Reserve Fund (800600)	Water
EQ06	Saw Replacement	Purchase	Streets Equipment Reserve Fund (800600)	Streets
EQ07	Dewatering Pump Replacement	Purchase	Sewer Equipment Reserve Fund (800600)	Sewer
EQ08	17th & Ivy Rebuild	Maintenance	Sewer Equipment Reserve Fund (800600)	Sewer
EQ09	1st & Monaco Rebuild	Maintenance	Sewer Equipment Reserve Fund (800600)	Sewer
EQ10	10th & Rose Rebuild	Maintenance	Sewer Equipment Reserve Fund (800600)	Sewer
EQ11	Rosewood Rebuild	Maintenance	Sewer Equipment Reserve Fund (800600)	Sewer
EQ12	Chapel Creek Rebuild	Maintenance	Sewer Equipment Reserve Fund (800600)	Sewer
EQ14	14th & Elm Rebuild	Maintenance	Sewer System Improvement Fund (800600)	Sewer
EQ15	9th & Ivy Rebuild	Maintenance	Sewer Equipment Reserve Fund (800600)	Sewer
EQ16	Oaklea Meadows Rebuild	Maintenance	Sewer Equipment Reserve Fund (800600)	Sewer
EQ17	3rd & Maple Rebuild	Maintenance	Sewer Equipment Reserve Fund (800600)	Sewer
EQ19	8th & Deal Well Inspection	Maintenance	Water System Improvement Fund (638500)	Water
EQ20	5th & Maple Inspection	Maintenance	Water System Improvement Fund (638500)	Water
EQ21	13th & Elm Inspection	Maintenance	Water System Improvement Fund (638500)	Water
EQ22	Pump Station Equipment Replacement	Reserve	Sewer Equipment Reserve Fund (800600)	Sewer
EQ23	Well Equipment Replacement	Reserve	Water Equipment Reserve Fund (800600)	Water
EQ24	General Equipment Replacement	Reserve	Water, Sewer, Streets Equipment Reserve Funds (800600)	Various

Totals

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future
	5,000	5,000				5,000
	500					
500			500			
	1,500					
						10,000
						10,000
						10,000
						10,000
						10,000
10,000						
	10,000					
		10,000				
5,000						
	5,000					
		5,000				
	20,000	20,000	20,000	20,000	20,000	20,000
	2,500	2,500	2,500	2,500	2,500	2,500
	7,500	7,500	7,500	7,500	7,500	7,500
15,500	52,000	50,000	30,500	30,000	30,000	85,000

Funding Summary - FY2014/15

		<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>
Sewer Equipment Reserve Fund	347-100-800600	30,500	16,500	-
Water Equipment Reserve	346-100-800600	14,500	500	-
Water System Imp Fund	264-100-638500	<u>5,000</u>	<u>5,000</u>	-
	TOTALS	50,000	22,000	-

Reserve Contributions:

Sewer Equipment Reserve	347-100-902000		22,500	
Water Equipment Reserve	346-100-902000		5,000	
Streets Equipment Reserve	349-100-902000		<u>2,500</u>	
			<u>30,000</u>	
			52,000	

Public Works Equipment

EQ04 – Lab Equipment Replacement

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

Fiscal Year 2014/15 & 2015/16
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)

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)

Public Works Equipment

EQ09 – 1st & Monaco Rebuild

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

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

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)

Public Works Equipment

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)

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)

Public Works Equipment

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)

EQ22 – Pump Station Equipment Replacement

Scope: This is a reserve to save for future equipment replacements at the City owned Sewer Pump Stations as the equipment reaches the end of its useful life.

Fiscal Year 2014/15 through 2018/19
Cost: \$20,000
Source: Sewer Equipment Reserve Fund (800600)

EQ23 – Well Equipment Replacement

Scope: This is a reserve to save for future equipment replacements at the City owned wells.

Fiscal Year 2014/15
Cost: \$2,500
Source: Water Equipment Reserve Fund (800600)

EQ24 – General Equipment Replacement

Scope: This is a reserve to save for future equipment replacements used by Public Works.

Fiscal Year 2014/15
Cost: \$7,500
Source: Sewer, Water, and Streets Equipment Reserve Funds (800600)



Capital Improvement Plan
 FY2014/15

No.	Sanitation	Project Type	Source Fund	Location
GA01	Dumpster Replacement	Maintenance	Sanitation System Improvement Fund (800600)	Various
GA02	Container Additions	Purchase	Sanitation System Improvement Fund (800100)	Various
GA03	Recycle Containers	Purchase	Sanitation System Improvement Fund (800600)	Various
GA04	Recycle Depot	Construction	Sanitation System Improvement Fund (800600)	1395 Elm Street

Totals

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future
9,500	9,500	9,500	9,500	9,500	-	9,500
9,500	9,500	9,500	9,500	9,500	-	9,500
						25,000
						25,000
19,000	19,000	19,000	19,000	19,000	-	69,000

Funding Summary - FY2014/15

		<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>
Sanitation Sys Imp Fund	266-100-800100	9,500	9,500	-
Sanitation Sys Imp Fund	266-100-800600	9,500	9,500	-
	TOTALS	19,000	19,000	-

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
 FY2014/15

No.	Sewer	Project Type	Source Fund	Location
SW01	I & I Abatement Program	Maintenance	Sewer System Imp Fund (800650)	Various
SW03	Sewer Forcemain Replacement	Construction	Sewer System Imp Fund (800650)	Various

Totals

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future
200,000	200,000	200,000	200,000	200,000	-	200,000
					-	2,500,000
200,000	200,000	200,000	200,000	200,000	-	2,700,000

Funding Summary - FY2014/15

Sewer System Imp Fund	255-100-800650	<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>
		1,000	-	-
	TOTALS	1,000	-	-
Unfunded			<u>200,000</u>	
			200,000	

Sewer Projects

SW01 – I & I Abatement Program

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

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

SW02 – SCADA System Improvements

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

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

SW03 – Sewer Forcemain Replacement

Scope: This is the replacement of the North Common Forcemain from the 14th & Elm Pump Station to the Lagoons.

Fiscal Year Future
Cost: \$2,500,000
Source: Sewer System Imp Fund (800650)



Capital Improvement Plan
 FY2014/15

No.	Streets	Project Type	Source Fund	Location
ST01	Street Preservation Program	Maintenance	Streets Fund (800800)	Various
ST04	Holly Street Reconstruction	Maintenance	Streets Fund (800751)	12th to 1st
ST05	Sidewalk Repair/Installation	Construction	Streets Fund (800704)	Various
ST06	Bike Path Expansion/Repair	Maintenance	Bike Path Reserve Fund (800100 / 800650)	Various
ST07	Laurel Street	Maintenance	Streets Fund (800751)	6th St to 12th St
ST08	6th Avenue	Maintenance	Streets Fund (800751)	6th Avenue

Totals

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future
20,000	15,000	20,000	20,000	20,000		
-	-	-	-	-		500,000
20,000	20,000	20,000	20,000	20,000		-
10,000	10,000	10,000	10,000	10,000		-
250,000	-	-	-	-		-
	20,000	20,000	20,000			
300,000	65,000	70,000	70,000	50,000	-	500,000

Funding Summary - FY2014/15

		<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>
Streets Fund	005-576-800800	15,000	15,000	-
Streets Fund	005-576-800751	200,000	20,000	-
Streets Fund	005-576-800704	20,000	20,000	-
		<u>235,000</u>	<u>55,000</u>	-
Bike Path Reserve Fund	334-100-800100	5,000	5,000	-
Bike Path Reserve Fund	334-100-800650	5,000	5,000	-
		<u>245,000</u>	<u>10,000</u>	-
			65,000	

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)

Street Projects

ST07 – Laurel Street Reconstruction

Scope: This is for the reconstruction of Laurel Street from 6th Avenue to 12th Avenue.

Fiscal Year 2013/14
Cost: \$250,000
Source: Streets Fund (800751)

ST08 – 6th Avenue ADA Ramps

Scope: This is for the reconstruction of various ADA Ramps along 6th Avenue from Ivy Street to Maple Street.

Fiscal Year 2014/15 through 2016/17
Cost: \$20,000
Source: Streets Fund (800751)

Capital Improvement Plan
 FY2014/15

No.	Water	Project Type	Source Fund	Location
WA01	Hydrant Maintenance Program	Maintenance	Water System Imp Fund (800100)	Various
WA02	Valve Maintenance Program	Maintenance	Water System Imp Fund (800100)	Various
WA03	2" Galvanized Line Replacement	Maintenance	Water Sys Imp Fund (800750/800100)	Various
WA04	Water Line Replacement Program	Maintenance	Water Sys Imp Fund (800750/800100)	Various
WA05	Auxiliary Power	Construction	Water Sys Imp Fund (800750/800100)	Various
WA06	New Well Development	Construction	Water System Imp Fund (638500)	Bergstrom Park
WA07	3rd & Cedar Rehabilitation	Construction	Water System Imp Fund (638500)	3rd & Cedar Well
WA08	11th & Elm Well Development	Construction	Water System Imp Fund (638500)	11th & Elm
WA09	WTP Pilot Program	Purchase	Water System Imp Fund (611771/800100)	1171 Elm Street
WA11	Water Treatment Plant	Construction	Water System Imp Fund (800100) \$300,000 / (800600) \$377,000	1171 Elm Street

Totals

Fiscal Year						
FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future
5,000	5,000	5,000	5,000	5,000		5,000
5,000	5,000	5,000	5,000	5,000		5,000
						250,000
						100,000
						150,000
						100,000
		50,000				
677,000						
687,000	10,000	60,000	10,000	10,000	-	610,000

Funding Summary - FY2014/15

Water System Imp Fund 264-100-800100

<u>Budget</u>	<u>Total Items</u>	<u>Difference</u>
10,000	10,000	-
-	-	-
<u>10,000</u>	<u>10,000</u>	<u>-</u>

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)

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: \$150,000
Source: Water System Imp Fund (638500)

WA07 – 3rd & Cedar Well Rehabilitation

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

Fiscal Year Future
Cost: \$100,000
Source: Water System Imp Fund (638500)

WA08 – 11th & Elm Well Development

Scope: This project is to complete and place into production the 11th & Elm well.

Fiscal Year 2015/16
Cost: \$100,000
Source: Water System Imp Fund (638500)

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

**City of Junction City
Personnel Organization Chart
FY2014/15**

**Mayor
City Council**

**Municipal
Judge**

**City
Administrator**

- City Hall Receptionist

Police

- Police Chief
- Sergeant
 - Police Officers (9)
 - Dispatch (7)
 - Reserve Officers

Finance

- Finance Director
- City Accountant
 - Court Clerk
 - Probation Officer

**City
Recorder**

Planning

- City Planner
- Admin Aide

**Community
Services**

- Community Services Director
- Parks
 - Parks Lead
 - Library
 - Librarian
 - Library Aide
 - Pool
 - Pool Manager
 - Pool Supervisors
 - Lifeguards
 - Community Center
 - Admin Aide
 - Afterschool Program
 - Summer Program
 - Senior Center
 - Admin Aide

Public Works

- Public Works Director
- Maintenance Coordinator
 - Special Program Coord.
 - PW Technician
 - Utility Billing Clerk
 - Utilities
 - PW Superintendent
 - Utility Lead
 - Utility Worker I (3)
 - Utility Worker II
 - Sanitation Lead
 - Sanitation Worker (3)
 - Mechanic

City of Junction City
 FTE By Department
 FY2014/15

Departments	Council Adopted FTE FY2013/14	Budgeted FTE FY2013/14	Adopted FY2014/15	Change
Finance	3.000	3.000	2.000	(1.000)
Court	1.500	1.500	1.375	(0.125)
Admin	2.000	2.000	2.750	0.750
Planning (1)	1.000	1.000	1.500	0.500
Community Services	1.000	1.000	1.750	0.750
Parks	1.000	1.000	1.000	-
Library	1.680	1.680	1.680	-
Police	16.000	16.000	17.000	1.000
Water	4.980	4.980	4.445	(0.535)
Sewer	5.080	5.080	4.625	(0.455)
Sanitation	4.245	4.245	4.350	0.105
Streets	0.695	0.695	0.580	(0.115)
Internal Services	0.000	0.000	2.000	2.000
Senior Center	1.325	1.325	1.000	(0.325)
Total	43.505	43.505	46.055	2.550

Key to Proposed Changes

Senior Center Admin Aide II increased from .95 to 1.0 FTE.

Senior Center Admin Aide II (previously a .38 FTE Position)

Moved to Community Services and increased to .75 FTE per Council motion 11/12/13.

Planner - budgeted for .5 FTE per Council motion 11/12/13.

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 - 1 seasonal position (May - Sept) 20 hours/week
After-school program	1 Employees working part time for 42 weeks.
Summer camp programs	3 employees working approximately 40 hours per week for 10.5 weeks.

(1) The planning director position was unfunded in FY2013/14

City of Junction City
 Allocated Personnel Services by Department and Fund
 FY2014/15 - Adopted Budget

	Finance	Court	Admin	Planning	Library	Water	Sewer	Sanitation	Streets
Fund/Dept #:	001/310	001/315	001/325	001/330	001/674	002/276	003/376	004/476	005/576
Wages & Benefits									
Direct Wages	36,200	66,900	40,500	57,800	88,000	233,000	240,100	189,700	36,200
In-Direct Wages	7,800	9,800	10,400	15,600	3,600	40,400	59,200	21,900	16,100
Wages - Overtime	1,900	2,200	400	-	1,100	15,000	15,400	4,800	4,400
FICA	3,600	6,100	3,900	5,700	7,100	22,100	24,100	16,600	4,400
Pension - PERS	8,500	15,600	10,800	15,800	19,700	55,400	60,300	39,500	9,100
Workers' Compensation	200	1,200	200	200	600	7,300	7,500	11,300	1,600
Insurance Benefits	13,900	26,200	11,300	30,000	28,500	101,900	112,100	84,800	16,300
Unemployment Taxes	1,000	2,700	1,300	2,300	2,800	6,800	7,400	6,300	1,400
Total Wages & Benefits	73,100	130,700	78,800	127,400	151,400	481,900	526,100	374,900	89,500

	Senior Center	Pool	Parks	Community Center	Police	Internal Services	Police Programs	TOTAL
Fund/Dept #:	008/678	001/620	001/630	012/100	001/710	050/100	339/500	
Wages & Benefits								
Direct Wages	56,300	56,800	70,700	37,700	966,800	106,700	41,700	2,325,100
In-Direct Wages	2,200	2,600	5,400	3,500	18,600	-	-	217,100
Wages - Overtime	400	800	1,700	400	63,300	1,100	-	112,900
FICA	4,500	4,600	6,000	3,200	80,300	8,300	3,200	203,700
Pension - PERS	10,400	2,400	15,400	4,900	216,200	20,600	8,000	512,600
Workers' Compensation	5,300	2,300	2,800	1,800	35,700	3,800	1,500	83,300
Insurance Benefits	22,800	3,800	27,800	7,800	244,000	41,800	20,900	793,900
Unemployment Taxes	2,100	2,200	2,100	1,400	15,600	2,700	1,400	59,500
Total Wages & Benefits	104,000	75,500	131,900	60,700	1,640,500	185,000	76,700	4,308,100

City of Junction City										
All Wages and Benefits										
FY2014/15										
POSITION	FTE	Annual Salary & Benefits	Finance	Court	Admin	Planning	Library	Water	Sewer	
ADMINISTRATION:										
City Administrator	1.00	131,133	6,557	1,311	10,491	13,113	1,311	26,227	45,897	
City Recorder	1.00	76,632	766	766	45,979	766	-	7,663	7,663	
Receptionist - Admin Aide I	0.75	40,863	4,086	8,173	4,086	4,086	-	3,678	15,119	
Budgeted Regular FTEs	2.75									
FINANCE:										
Finance Director	1.00	108,211	36,792	5,411	5,411	1,082	1,082	14,067	14,067	
Accountant	1.00	77,170	19,293	1,543	3,859	5,402	3,087	7,717	7,717	
Budgeted Regular FTEs	2.00									
MUNICIPAL COURT:										
Admin Aide IV - Court	1.00	74,522	-	74,522	-	-	-	-	-	
Probation Officer	0.38	24,306	-	24,306	-	-	-	-	-	
Budgeted Regular FTEs	1.38									
PLANNING:										
Planner	0.50	47,509	-	-	-	39,908	-	1,425	1,425	
Admin Aide IV-Building & Planning	1.00	77,936	1,559	-	7,794	62,348	-	1,559	1,559	
Budgeted Regular FTEs	1.50									
PUBLIC WORKS:										
Public Works Director	1.00	126,439	-	-	-	-	-	56,898	56,898	
Public Works Superintendent	1.00	113,974	-	-	-	-	-	51,288	51,288	
Maintenance Coordinator	1.00	92,620	-	-	-	-	-	-	-	
Special Program Coordinator	1.00	89,980	-	-	-	-	-	42,741	42,741	
Utility Worker I	1.00	77,650	-	-	-	-	-	34,942	34,942	
Sanitation Laborer	1.00	72,714	-	-	-	-	-	-	-	
Sanitation Laborer	1.00	70,902	-	-	-	-	-	-	-	
Sanitation Lead	1.00	85,669	-	-	-	-	-	-	-	
Utility Worker II	1.00	81,577	-	-	-	-	-	35,894	37,526	
Utility Worker Lead	1.00	103,856	-	-	-	-	-	50,889	50,889	
Mechanic	1.00	90,632	-	-	-	-	-	-	-	
Utility Worker I	1.00	77,302	-	-	-	-	-	35,559	34,013	
Public Works Technician	1.00	74,173	-	-	-	-	-	33,378	33,378	
Utility Worker I	1.00	77,363	-	-	-	-	-	31,719	37,908	
Sanitation Laborer	1.00	75,269	-	-	-	-	-	-	-	
Summer Temporary Help - Street (2)	--	8,352	-	-	-	-	-	-	-	
Admin Aide II - UB Clerk	1.00	62,926	-	-	-	-	-	23,283	29,575	
Budgeted Regular FTEs	16.00									
COMMUNITY SERVICES										
Community Services Director	1.00	85,890	-	-	-	-	18,896	-	-	
Admin Aide II - Comm Services Dept.	0.75	39,869	-	-	-	-	-	-	-	
Summer Prog Lead (3)	-	14,056	-	-	-	-	-	-	-	
Afterschool Program Lead	-	5,022	-	-	-	-	-	-	-	
Budgeted Regular FTEs	1.75									
LIBRARY:										
Library Director	1.00	72,309	-	-	-	-	72,309	-	-	
Admin Aide III - Library	0.68	51,386	-	-	-	-	51,386	-	-	
Summer Reading Program Temp Help	--	1,366	-	-	-	-	1,366	-	-	
Budgeted Regular FTEs	1.68									
SENIOR CENTER										
Admin Aide II-Senior Cntr	1.00	61,383	-	-	-	-	-	-	-	
Budgeted Regular FTEs	1.00									
POOL										
Pool Manager		7,854	-	-	-	-	-	-	-	
Pool- 3 Specialized Supervisors		17,710	-	-	-	-	-	-	-	
Pool - 6 Lifeguard II		22,829	-	-	-	-	-	-	-	
Pool - 4 Lifeguard I		7,410	-	-	-	-	-	-	-	
Budgeted Regular FTEs	0.00									
PARKS										
Parks Lead	1.00	90,008	-	-	-	-	-	-	-	
Parks Seasonal (1)	-	6,398	-	-	-	-	-	-	-	
POLICE										
Police Chief	1.00	143,663	-	-	-	-	-	-	-	
Police Sergeant	1.00	113,482	-	-	-	-	-	-	-	
Police Officer	1.00	66,900	-	-	-	-	-	-	-	
Police Officer	1.00	99,116	-	-	-	-	-	-	-	
Police Officer	1.00	96,048	-	-	-	-	-	-	-	
Police Officer	1.00	110,905	-	-	-	-	-	-	-	
Police Sergeant (filled as PO)	1.00	108,022	-	-	-	-	-	-	-	
Police Officer	1.00	103,053	-	-	-	-	-	-	-	
Police Officer	1.00	106,950	-	-	-	-	-	-	-	
Police Officer	1.00	105,383	-	-	-	-	-	-	-	
Police Officer/School Resource Officer	1.00	76,384	-	-	-	-	-	-	-	
Dispatch Supervisor (filled as CO VI)	1.00	91,649	-	-	-	-	-	-	-	
Communications Officer	1.00	76,321	-	-	-	-	-	-	-	
Communications Officer	1.00	89,196	-	-	-	-	-	-	-	
Communications Officer	1.00	70,033	-	-	-	-	-	-	-	
Communications Officer	0.50	33,749	-	-	-	-	-	-	-	
Communications Officer	0.50	23,665	-	-	-	-	-	-	-	
Communications Officer	1.00	50,106	-	-	-	-	-	-	-	
Paid Reserve - Court (2 reserves)	-	11,284	-	11,284	-	-	-	-	-	
Paid Reserve	-	32,772	-	-	-	-	-	-	-	
Budgeted Regular FTEs	17.00									
	46.06	4,131,850	69,052	127,316	77,619	126,706	149,437	458,927	502,605	

City of Junction City									
All Wages and Benefits									
FY2014/15									
POSITION	Sanitation	Streets	Pool	Parks	Senior Center	Comm. Center	Police	Internal Services	Police Programs
ADMINISTRATION:									
City Administrator	6,557	6,557	1,311	1,311	1,311	2,623	6,557	-	-
City Recorder	7,663	3,832	-	766	-	-	766	-	-
Receptionist - Admin Aide I	817	817	-	-	-	-	-	-	-
Budgeted Regular FTEs									
FINANCE:									
Finance Director	10,821	9,739	1,082	1,082	1,082	1,082	5,411	-	-
Accountant	6,174	1,543	1,543	1,543	772	1,543	15,434	-	-
Budgeted Regular FTEs									
MUNICIPAL COURT:									
Admin Aide IV - Court	-	-	-	-	-	-	-	-	-
Probation Officer	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
PLANNING:									
Planner	-	2,375	-	2,375	-	-	-	-	-
Admin Aide IV-Building & Planning	1,559	-	-	1,559	-	-	-	-	-
Budgeted Regular FTEs									
PUBLIC WORKS:									
Public Works Director	6,322	6,322	-	-	-	-	-	-	-
Public Works Superintendent	5,699	5,699	-	-	-	-	-	-	-
Maintenance Coordinator	-	-	-	-	-	-	-	92,620	-
Special Program Coordinator	4,499	-	-	-	-	-	-	-	-
Utility Worker I	-	7,765	-	-	-	-	-	-	-
Sanitation Laborer	72,714	-	-	-	-	-	-	-	-
Sanitation Laborer	70,902	-	-	-	-	-	-	-	-
Sanitation Lead	85,669	-	-	-	-	-	-	-	-
Utility Worker II	-	8,158	-	-	-	-	-	-	-
Utility Worker Lead	-	2,077	-	-	-	-	-	-	-
Mechanic	-	-	-	-	-	-	-	90,632	-
Utility Worker I	-	7,730	-	-	-	-	-	-	-
Public Works Technician	3,709	3,709	-	-	-	-	-	-	-
Utility Worker I	-	7,736	-	-	-	-	-	-	-
Sanitation Laborer	75,269	-	-	-	-	-	-	-	-
Summer Temporary Help - Street (2)	-	8,352	-	-	-	-	-	-	-
Admin Aide II - UB Clerk	9,439	629	-	-	-	-	-	-	-
Budgeted Regular FTEs									
COMMUNITY SERVICES									
Community Services Director	-	-	10,307	18,896	18,896	18,896	-	-	-
Admin Aide II - Comm Services Dept.	-	-	3,987	3,987	15,948	15,948	-	-	-
Summer Prog Lead (3)	-	-	-	-	-	14,056	-	-	-
Afterschool Program Lead	-	-	-	-	-	5,022	-	-	-
Budgeted Regular FTEs									
LIBRARY:									
Library Director	-	-	-	-	-	-	-	-	-
Admin Aide III - Library	-	-	-	-	-	-	-	-	-
Summer Reading Program Temp Help	-	-	-	-	-	-	-	-	-
Budgeted Regular FTEs									
SENIOR CENTER									
Admin Aide II-Senior Cntr	-	-	-	-	61,383	-	-	-	-
Budgeted Regular FTEs									
POOL									
Pool Manager	-	-	7,854	-	-	-	-	-	-
Pool- 3 Specialized Supervisors	-	-	17,710	-	-	-	-	-	-
Pool - 6 Lifeguard II	-	-	22,829	-	-	-	-	-	-
Pool - 4 Lifeguard I	-	-	7,410	-	-	-	-	-	-
Budgeted Regular FTEs									
PARKS									
Parks Lead	-	-	-	90,008	-	-	-	-	-
Parks Seasonal (1)	-	-	-	6,398	-	-	-	-	-
POLICE									
Police Chief	-	-	-	-	-	-	143,663	-	-
Police Sergeant	-	-	-	-	-	-	113,482	-	-
Police Officer	-	-	-	-	-	-	66,900	-	-
Police Officer	-	-	-	-	-	-	99,116	-	-
Police Officer	-	-	-	-	-	-	96,048	-	-
Police Officer	-	-	-	-	-	-	110,905	-	-
Police Sergeant (filled as PO)	-	-	-	-	-	-	108,022	-	-
Police Officer	-	-	-	-	-	-	103,053	-	-
Police Officer	-	-	-	-	-	-	106,950	-	-
Police Officer	-	-	-	-	-	-	105,383	-	-
Police Officer/School Resource Officer	-	-	-	-	-	-	-	-	76,384
Dispatch Supervisor (filled as CO VI)	-	-	-	-	-	-	91,649	-	-
Communications Officer	-	-	-	-	-	-	76,321	-	-
Communications Officer	-	-	-	-	-	-	89,196	-	-
Communications Officer	-	-	-	-	-	-	70,033	-	-
Communications Officer	-	-	-	-	-	-	33,749	-	-
Communications Officer	-	-	-	-	-	-	23,665	-	-
Communications Officer	-	-	-	-	-	-	50,106	-	-
Paid Reserve - Court (2 reserves)	-	-	-	-	-	-	-	-	-
Paid Reserve	-	-	-	-	-	-	32,772	-	-
Budgeted Regular FTEs									
	367,811	83,040	74,033	127,926	99,391	59,170	1,549,181	183,252	76,384

City of Junction City										
All Wages										
FY2014/15										
POSITION	FTE	Annual Salary	Finance	Court	Admin	Planning	Library	Water	Sewer	
ADMINISTRATION:										
City Administrator	1.00	88,193	4,410	882	7,055	8,819	882	17,639	30,868	
City Recorder	1.00	52,240	522	522	31,344	522	-	5,224	5,224	
Receptionist - Admin Aide I	0.75	19,719	1,972	3,944	1,972	1,972	-	1,775	7,296	
Budgeted Regular FTEs	2.75									
FINANCE:										
Finance Director	1.00	69,107	23,496	3,455	3,455	691	691	8,984	8,984	
Accountant	1.00	46,678	11,670	934	2,334	3,267	1,867	4,668	4,668	
Budgeted Regular FTEs	2.00									
MUNICIPAL COURT:										
Admin Aide IV - Court	1.00	40,441	-	40,441	-	-	-	-	-	
Probation Officer	0.38	18,179	-	18,179	-	-	-	-	-	
Budgeted Regular FTEs	1.38									
PLANNING:										
Planner	0.50	27,785	-	-	-	23,339	-	834	834	
Admin Aide IV-Building & Planning	1.00	43,067	861	-	4,307	34,454	-	861	861	
Budgeted Regular FTEs	1.50									
PUBLIC WORKS:										
Public Works Director	1.00	79,499	-	-	-	-	-	35,774	35,774	
Public Works Superintendent	1.00	69,107	-	-	-	-	-	31,098	31,098	
Maintenance Coordinator	1.00	54,364	-	-	-	-	-	-	-	
Special Program Coordinator	1.00	52,333	-	-	-	-	-	24,858	24,858	
Utility Worker I	1.00	43,293	-	-	-	-	-	19,482	19,482	
Sanitation Laborer	1.00	38,792	-	-	-	-	-	-	-	
Sanitation Laborer	1.00	41,579	-	-	-	-	-	-	-	
Sanitation Lead	1.00	50,855	-	-	-	-	-	-	-	
Utility Worker II	1.00	46,585	-	-	-	-	-	20,498	21,429	
Utility Worker Lead	1.00	60,045	-	-	-	-	-	29,422	29,422	
Mechanic	1.00	52,333	-	-	-	-	-	-	-	
Utility Worker I	1.00	43,293	-	-	-	-	-	19,915	19,049	
Public Works Technician	1.00	41,836	-	-	-	-	-	18,826	18,826	
Utility Worker I	1.00	43,293	-	-	-	-	-	17,750	21,214	
Sanitation Laborer	1.00	40,744	-	-	-	-	-	-	-	
Summer Temporary Help - Street (2)	-	7,200	-	-	-	-	-	-	-	
Admin Aide II - UB Clerk	1.00	35,288	-	-	-	-	-	13,057	16,585	
Budgeted Regular FTEs	16.00									
COMMUNITY SERVICES										
Community Services Director	1.00	48,299	-	-	-	-	10,626	-	-	
Admin Aide II - Comm Services Dept.	0.75	25,952	-	-	-	-	-	-	-	
Summer Prog Lead (3)	-	12,209	-	-	-	-	-	-	-	
Afterschool Program Lead	-	4,341	-	-	-	-	-	-	-	
Budgeted Regular FTEs	1.75									
LIBRARY:										
Library Director	1.00	48,915	-	-	-	-	48,915	-	-	
Admin Aide III - Library	0.68	27,083	-	-	-	-	27,083	-	-	
Summer Reading Program Temp Help	-	1,200	-	-	-	-	1,200	-	-	
Budgeted Regular FTEs	1.68									
SENIOR CENTER										
Admin Aide II-Senior Cntr	1.00	35,288	-	-	-	-	-	-	-	
Budgeted Regular FTEs	1.00									
POOL										
Pool Manager		6,780	-	-	-	-	-	-	-	
Pool - 3 Specialized Supervisors		15,331	-	-	-	-	-	-	-	
Pool - 6 Lifeguard II		19,772	-	-	-	-	-	-	-	
Pool - 4 Lifeguard I		6,395	-	-	-	-	-	-	-	
Budgeted Regular FTEs	0.00									
PARKS										
Parks Lead	1.00	50,855	-	-	-	-	-	-	-	
Parks Seasonal (1)	-	5,508	-	-	-	-	-	-	-	
POLICE										
Police Chief	1.00	91,396	-	-	-	-	-	-	-	
Police Sergeant	1.00	69,107	-	-	-	-	-	-	-	
Police Officer	1.00	44,060	-	-	-	-	-	-	-	
Police Officer	1.00	62,419	-	-	-	-	-	-	-	
Police Officer	1.00	65,948	-	-	-	-	-	-	-	
Police Officer	1.00	67,172	-	-	-	-	-	-	-	
Police Sergeant (filled as PO)	1.00	69,107	-	-	-	-	-	-	-	
Police Officer	1.00	62,419	-	-	-	-	-	-	-	
Police Officer	1.00	64,202	-	-	-	-	-	-	-	
Police Officer	1.00	64,202	-	-	-	-	-	-	-	
Police Officer/School Resource Officer	1.00	41,665	-	-	-	-	-	-	-	
Dispatch Supervisor (filled as CO VI)	1.00	54,841	-	-	-	-	-	-	-	
Communications Officer	1.00	51,135	-	-	-	-	-	-	-	
Communications Officer	1.00	50,869	-	-	-	-	-	-	-	
Communications Officer	1.00	50,029	-	-	-	-	-	-	-	
Communications Officer	0.50	24,823	-	-	-	-	-	-	-	
Communications Officer	0.50	14,719	-	-	-	-	-	-	-	
Communications Officer	1.00	31,748	-	-	-	-	-	-	-	
Paid Reserve - Court (2 reserves)	0.00	8,262	-	8,262	-	-	-	-	-	
Paid Reserve	0.00	24,235	-	-	-	-	-	-	-	
Budgeted Regular FTEs	17.00									
	46.06	2,526,137	42,931	76,619	50,467	73,065	91,264	270,664	296,472	

City of Junction City										
All Wages										
FY2014/15										
POSITION	Sanitation	Streets	Pool	Parks	Senior Center	Comm. Center	Police	Internal Services	Police Programs	
ADMINISTRATION:										
City Administrator	4,410	4,410	882	882	882	1,764	4,410	-	-	
City Recorder	5,224	2,612	-	522	-	-	522	-	-	
Receptionist - Admin Aide I	394	394	-	-	-	-	-	-	-	
Budgeted Regular FTEs										
FINANCE:										
Finance Director	6,911	6,220	691	691	691	691	3,455	-	-	
Accountant	3,734	934	934	934	467	934	9,336	-	-	
Budgeted Regular FTEs										
MUNICIPAL COURT:										
Admin Aide IV - Court	-	-	-	-	-	-	-	-	-	
Probation Officer	-	-	-	-	-	-	-	-	-	
Budgeted Regular FTEs										
PLANNING:										
Planner	-	1,389	-	1,389	-	-	-	-	-	
Admin Aide IV-Building & Planning	861	-	-	861	-	-	-	-	-	
Budgeted Regular FTEs										
PUBLIC WORKS:										
Public Works Director	3,975	3,975	-	-	-	-	-	-	-	
Public Works Superintendent	3,455	3,455	-	-	-	-	-	-	-	
Maintenance Coordinator	-	-	-	-	-	-	-	54,364	-	
Special Program Coordinator	2,617	-	-	-	-	-	-	-	-	
Utility Worker I	-	4,329	-	-	-	-	-	-	-	
Sanitation Laborer	38,792	-	-	-	-	-	-	-	-	
Sanitation Laborer	41,579	-	-	-	-	-	-	-	-	
Sanitation Lead	50,855	-	-	-	-	-	-	-	-	
Utility Worker II	-	4,659	-	-	-	-	-	-	-	
Utility Worker Lead	-	1,201	-	-	-	-	-	-	-	
Mechanic	-	-	-	-	-	-	-	52,333	-	
Utility Worker I	-	4,329	-	-	-	-	-	-	-	
Public Works Technician	2,092	2,092	-	-	-	-	-	-	-	
Utility Worker I	-	4,329	-	-	-	-	-	-	-	
Sanitation Laborer	40,744	-	-	-	-	-	-	-	-	
Summer Temporary Help - Street (2)	-	7,200	-	-	-	-	-	-	-	
Admin Aide II - UB Clerk	5,293	353	-	-	-	-	-	-	-	
Budgeted Regular FTEs										
COMMUNITY SERVICES										
Community Services Director	-	-	5,796	10,626	10,626	10,626	-	-	-	
Admin Aide II - Comm Services Dept.	-	-	2,595	2,595	10,381	10,381	-	-	-	
Summer Prog Lead (3)	-	-	-	-	-	12,209	-	-	-	
Afterschool Program Lead	-	-	-	-	-	4,341	-	-	-	
Budgeted Regular FTEs										
LIBRARY:										
Library Director	-	-	-	-	-	-	-	-	-	
Admin Aide III - Library	-	-	-	-	-	-	-	-	-	
Summer Reading Program Temp Help	-	-	-	-	-	-	-	-	-	
Budgeted Regular FTEs										
SENIOR CENTER										
Admin Aide II-Senior Cntr	-	-	-	-	35,288	-	-	-	-	
Budgeted Regular FTEs										
POOL										
Pool Manager	-	-	6,780	-	-	-	-	-	-	
Pool- 3 Specialized Supervisors	-	-	15,331	-	-	-	-	-	-	
Pool - 6 Lifeguard II	-	-	19,772	-	-	-	-	-	-	
Pool - 4 Lifeguard I	-	-	6,395	-	-	-	-	-	-	
Budgeted Regular FTEs										
PARKS										
Parks Lead	-	-	-	50,855	-	-	-	-	-	
Parks Seasonal (1)	-	-	-	5,508	-	-	-	-	-	
POLICE										
Police Chief	-	-	-	-	-	-	91,396	-	-	
Police Sergeant	-	-	-	-	-	-	69,107	-	-	
Police Officer	-	-	-	-	-	-	44,060	-	-	
Police Officer	-	-	-	-	-	-	62,419	-	-	
Police Officer	-	-	-	-	-	-	65,948	-	-	
Police Officer	-	-	-	-	-	-	67,172	-	-	
Police Sergeant (filled as PO)	-	-	-	-	-	-	69,107	-	-	
Police Officer	-	-	-	-	-	-	62,419	-	-	
Police Officer	-	-	-	-	-	-	64,202	-	-	
Police Officer	-	-	-	-	-	-	64,202	-	-	
Police Officer/School Resource Officer	-	-	-	-	-	-	-	-	41,665	
Dispatch Supervisor (filled as CO VI)	-	-	-	-	-	-	54,841	-	-	
Communications Officer	-	-	-	-	-	-	51,135	-	-	
Communications Officer	-	-	-	-	-	-	50,869	-	-	
Communications Officer	-	-	-	-	-	-	50,029	-	-	
Communications Officer	-	-	-	-	-	-	24,823	-	-	
Communications Officer	-	-	-	-	-	-	14,719	-	-	
Communications Officer	-	-	-	-	-	-	31,748	-	-	
Paid Reserve - Court (2 reserves)	-	-	-	-	-	-	-	-	-	
Paid Reserve	-	-	-	-	-	-	24,235	-	-	
Budgeted Regular FTEs										
	210,937	51,881	59,176	74,864	58,334	40,946	980,154	106,697	41,665	

City of Junction City									
FY14/15 Personnel Services - Adopted Budget									
Allocation Percentages									
POSITIONS	FTEs	Finance	Court	Admin	Planning	Library	Water	Sewer	Sanitation
Administration									
City Administrator	1.00	5.0%	1.0%	8%	10.0%	1.0%	20.0%	35.0%	5.0%
City Recorder	1.00	1.0%	1.0%	60%	1.0%		10.0%	10.0%	10.0%
Receptionist - Admin Aide I	0.75	10.0%	20.0%	10%	10.0%		9.0%	37.0%	2.0%
	2.75								
Finance									
Finance Director	1.00	34.0%	5.0%	5.0%	1.0%	1.0%	13.0%	13.0%	10.0%
Accountant	1.00	25.0%	2.0%	5.0%	7.0%	4.0%	10.0%	10.0%	8.0%
	2.00								
Municipal Court									
Admin Aide IV - Court	1.00		100.0%						
Probation Officer	0.38		100.0%						
	1.38								
Planning									
Planner	0.50				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%
	1.50								
Public Works									
Public Works Director	1.00						45.0%	45.0%	5.0%
Public Works Superintendent	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						46.0%	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%
Summer Temporary Help - Street (2)	-								
Admin Aide II - UB Cerk	1.00						37.0%	47.0%	15.00%
	16.00								
Community Services									
Community Services Director	1.00					22.0%			
Admin Aide II - Comm Services Dept.	0.75								
Summer Prog Lead (3)									
Afterschool Program Lead									
Library									
Library Director	1.00					100.0%			
Admin Aide III - Library	0.68					100.0%			
Summer Reading Program Temp Help	-					100.0%			
Senior Center									
Admin Aide II-Senior Cntr	1.00								
Pool									
Pool Manager									
Pool- 3 Specialized Supervisors									
Pool - 6 Lifeguard II									
Pool - 4 Lifeguard I									
Parks									
Parks Lead	1.00								
Parks Seasonal (1)	-								
	5.43								
Police									
Police Chief	1.00								
Police Sergeant	1.00								
Police Officer	1.00								
Police Officer	1.00								
Police Officer	1.00								
Police Officer	1.00								
Police Sergeant (filled as PO)	1.00								
Police Officer	1.00								
Police Officer	1.00								
Police Officer	1.00								
Police Officer/School Resource Officer	1.00								
Dispatch Supervisor (filled as CO VI)	1.00								
Communications Officer	1.00								
Communications Officer	1.00								
Communications Officer	1.00								
Communications Officer	0.50								
Communications Officer	0.50								
Communications Officer	1.00								
Paid Reserve - Court (2 reserves)	-		100.0%						
Paid Reserve	-								
	17.00								
	46.06								

City of Junction City									
FY14/15 Personnel Services									
Allocation Percentages									
POSITIONS	Streets	Pool	Parks	Senior Center	Comm Center	Police	Internal Services	Police Programs	Total
Administration									
City Administrator	5.0%	1.0%	1.0%	1.00%	2.00%	5.0%			100.0%
City Recorder	5.0%		1.0%			1.0%			100.0%
Receptionist - Admin Aide I	2.0%								100.0%
Finance									
Finance Director	9.0%	1.0%	1.0%	1.0%	1.0%	5.0%			100.0%
Accountant	2.0%	2.0%	2.0%	1.0%	2.0%	20.0%			100.0%
Municipal Court									
Admin Aide IV - Court									100.0%
Probation Officer									100.0%
Planning									
Planner	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 Superintendent	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%
Summer Temporary Help - Street (2)	100.0%								100.0%
Admin Aide II - UB Clerk	1.00%								100.0%
Community Services									
Community Services Director		12.0%	22.0%	22.0%	22.0%				100.0%
Admin Aide II - Comm Services Dept.		10.0%	10.0%	40.0%	40.0%				100.0%
Summer Prog Lead (3)					100.0%				100.0%
Afterschool Program Lead					100.0%				100.0%
Library									
Library Director									100.0%
Admin Aide III - Library									100.0%
Summer Reading Program Temp Help									100.0%
Senior Center									
Admin Aide II-Senior Cntr				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						100.0%			100.0%
Police Officer						100.0%			100.0%
Police Officer						100.0%			100.0%
Police Officer						100.0%			100.0%
Police Sergeant (filled as PO)						100.0%			100.0%
Police Officer						100.0%			100.0%
Police Officer						100.0%			100.0%
Police Officer/School Resource Officer								100.0%	100.0%
Dispatch Supervisor (filled as CO VI)						100.0%			100.0%
Communications Officer						100.0%			100.0%
Communications Officer						100.0%			100.0%
Communications Officer						100.0%			100.0%
Communications Officer						100.0%			100.0%
Communications Officer						100.0%			100.0%
Communications Officer						100.0%			100.0%
Paid Reserve - Court (2 reserves)						0.0%			100.0%
Paid Reserve						100.0%			100.0%

City of Junction City
 Volunteer Hours by Department
 Calendar Year 2013

In addition to paid staff members, the City receives a significant amount of assistance from volunteers in all parts of the City. The City receives volunteer services through committee participation, direct assistance to departments, court assigned community service and program participation. The City reported the following volunteer hours for calendar year 2013.

Department:	2013
Administration/City Hall	424
Finance	319
Planning	223
Community Center	3,603
Parks	35
Library	408
Police	2,535
Public Works	614
Senior Center	14,349
Total Volunteer Hours	22,510
Total FTE Equivalent	11

Fiscal Policies

Section VII

CITY OF JUNCTION CITY

FISCAL POLICIES

1. Budget Policy^(a)

- a. All budgetary procedures will conform to existing state and local regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state: 1) the budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund, and, 2) the total of all resources of the municipality must equal the total of all expenditures and all requirements for the municipality.
- b. The City's budget process will seek to provide useful information about the City's finances, further the users understanding of the City's budget, and promote transparency and full disclosure about the City's finances.
- c. The Budget Committee will be appointed in conformance with state statutes. The Budget Committee's chief purpose is to review the City Administrator's proposed budget and approve a budget and maximum tax levy for City Council consideration.
- d. The City will finance all current expenditures with current revenues. The City will avoid budgetary practices that balance current expenditures through the obligation of future resources.
- e. The City budget will support City Council goals and priorities and the long-range needs of the community.
- f. To maintain fund integrity, the City will manage each fund as an independent entity in accordance with applicable statutes and with generally accepted accounting principles.
- g. The City shall adopt the budget at the fund and object level (i.e. personnel services, materials and services, capital outlay, debt service, inter-fund transfers, and contingency).
- h. Monthly reports comparing actual to budgeted expenditures will be prepared by the Finance Department and distributed to the Council, City Administrator, and Department Directors.
- i. While the City budget is a one-year document, a multi-year approach will be used in its development to insure the future implications of current fiscal decisions can be considered.

- j. Revenues will be estimated realistically and prudently using best practices as defined by the Government Finance Officers Association. Revenues shall be forecasted conservatively.

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)

(a) Adopted: November 26, 2013

(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.
Operating Fund:	An operating fund is one from which operating expenses are paid. An operating fund may have an amount for contingency budgeted, where as a non-operating fund does not. The expenditures in non-operating funds can usually be accurately estimated and are not subject to unexpected variations arising from operations. (OAR 150-294.388{7})
Ordinance:	A formal legislative enactment by the governing board of a municipality.

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.