

The Budget Committee for the City of Junction City, met at 6:30 p.m. on Thursday, April 16, 2015, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Council Members: Chair, Bill DiMarco; Mayor Michael Cahill; Councilors Karen Leach, Jim Leach, Randy Nelson, and Steven Hitchcock; (Excused Absence: Councilor Herb Christensen). **Citizen Members:** Ms. Shirley Smith, Mr. Jack Sumner, Ms. Sue Huntley, Mr. Jason Thiesfeld, Ms. Kara McDaniel, and Mr. Kenneth Wells. (Excused Absence: Dr. Dale Rowe). **Staff:** City Administrator Pro Tem, Jason Knope; Finance Director, Mike Crocker; Police Chief, Mark Chase; Acting Public Works Director, Gary Kaping; Community Services Director, Tom Boldon; and City Recorder, Kitty Vodrup,

1. Call to Order and Pledge of Allegiance

Mayor Cahill called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance. Citizen members on the Budget Committee introduced themselves.

2. Nominate Chair

NOMINATION: Committee Member Thiesfeld nominated Councilor Bill DiMarco as Chair of the Budget Committee. The nomination was seconded by Councilor K. Leach and passed by unanimous vote of the Committee.

3. Public Comment

None.

4. Presentation of Budget Message

Administrator Pro Tem Knope referred to the Budget Message in Section 3 of the Budget Manual and noted that he would be happy to answer any questions.

5. Overview Presentation

Two Notebooks

Administrator Pro Tem Knope shared that this year there were two separate notebooks: one was a Budget Reference Materials notebook and the other was the proposed Fiscal year 2015-16 Budget. The goal this year was to make things simpler, cleaner, and easier to follow.

Allocation Changes

Director Crocker distributed two allocation documents: Administrative Services and Finance Charges and Internal Services Fund – Base/Overhead Allocations.

Administrator Pro Tem Knope reviewed that this year was the first year that a change in the allocations for administration, finance, and internal services were being made. The auditor had reviewed and approved, and Administrator Pro Tem Knope reviewed the allocation changes:

- Administration
 - City Administrator, City Recorder, and Reception and Admin overhead.
 - Instead of wage allocations being spread across various departments for these positions, 100% will be allocated to the Administration and administrative overhead will be allocated to various departments in a Materials and Services line item.
 - Allocation Methodology = Percentage split for department charges based on full time equivalents (FTE) citywide.
- Finance
 - Finance Director and Accountant and Finance overhead.
 - Instead of wage allocations being spread across various departments for these positions, 100% will be allocated to Finance and finance overhead will be allocated to various departments in a Materials and Services line item.
 - Allocation Methodology = Percentage split for department charges based on the average of full time equivalents, accounts payable, and cash receipts.
- Internal Services
 - I.T./Maintenance Coordinator and Mechanic and Internal Services overhead.
 - Instead of the Enterprise Funds subsidizing these positions and overhead, allocations will be made per the services being provided to each department.

- Allocation Methodology = Percentage split based on number of computer workstations, building space (not to include storage), and vehicles per department. Police Department and Court computers are not included, as they have more advanced networking and are serviced by Feynman Group.

6. Overview of Proposed Budget Document and Assumptions

Director Crocker reviewed the following:

- Budget Reference Materials
 - Year to Date Financial Report
 - Five Year Forecast – Anticipated adoption by the Council at an upcoming meeting
 - Long Range Financial Plan
 - Capital Expenditure Plan
 - Local Budgeting in Oregon
- Proposed Budget Document for Fiscal year 2015-2016
 - Introduction
 - Budget Message
 - Budget Worksheets
 - Capital Budget

Director Crocker will finish review of the Budget Document and Assumptions at the next meeting.

7. Future Meeting Dates

Director Crocker reviewed the Budget Calendar in Section 2 of the Budget Document with future dates of April 23rd and 30th and May 7th. Budget Committee members were fine with these dates and noted that adjustments could be made, if needed.

8. Other Business

Budget Committee members complimented staff on the proposed budget changes. Chair DiMarco noted that members were welcome to contact him or staff with any questions.

9. Recess

Chair DiMarco recessed the meeting at 7:39 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Bill DiMarco, Chair