

The Budget Committee for the City of Junction City, met at 6:30 p.m. on Thursday, February 22, 2024, at City Hall, 680 Greenwood Street and in a virtual meeting format, via internet and phone.

PRESENT: Council Members: Chair, Mayor Kenneth Wells; Councilors Sandie Thomas, Andrea Sidney Washburne, Andrea Ceniga, John Gambee, and Ken Hancock; Excused Absence: Councilor Karen Leach; **Citizen Members:** James Hukill, Kara McDaniel, Darin Olson, and Jackie Pendergrass; Excused Absence: Travis Ducker; **Staff:** City Administrator, Jason Knope; Finance Director, Mike Crocker; Police Chief, Mark Waddell, Public Works Director, Gary Kaping; Public Works Superintendent, Jeremy Tracer; and City Recorder, Kitty Vodrup.

1. Call to Order

Chair Wells called the meeting to order at 6:30 p.m. He welcomed new citizen member Jackie Pendergrass.

2. Changes to the Agenda. None.

3. Approval of Minutes – May 11, 2023

MOTION: Committee Member Hukill made a motion to approve the May 11, 2023 Budget Committee minutes. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Committee.

4. Public Comment for Items not Listed on the Agenda. None.

5. Year to Date Financial Overview

Director Crocker provided a year-to-date financial overview:

Monthly Finance Report – January 2024

- Were seven months into the budget year or 58%.
- Page 1 General Fund Summary
 - Beginning Fund Balance budgeted amount was \$3,552,000, and the year-to-date actual amount was \$3,725,152.
 - Interest hit 5% and earned \$199,000 last month. A couple of years ago were at .5%.
 - Ending Fund Balance budgeted estimate was \$3,434,400 and right now it was at \$5,239,916. That total included a lot of property taxes that were just collected and would be used in the next few months before June 30th.
- Page 2 Key Indicators
 - Showed that generally the budgeted Ending Fund Balances were lower than actual.
 - Property Taxes were 97% collected and came in pretty positive. He expected they would receive more than what was budgeted.
 - Water and Sewer fees were 4% ahead of what was budgeted.
- Page 3 Ending Fund Balances. All funds = \$25,378,003 year to date through January.
- Page 4 Reserve Summary = \$18,839,471.

6. Property Taxes and General Revenue Allocations

Director Crocker reviewed:

- Initial estimates were that the City would receive \$3,541,200 by June 30, 2024, at a percentage of 8.89%. Budgeted amount was 5%.
- The assessed property values continued to go up, which was helpful.

- In the current budget, property tax allocations were: Police = 72%, Community Services = 20%, Court = 4%, and Planning = 4%.
- General Revenue Sources = \$717,800. Same allocation percentages as property taxes. were used here. 50% went to the street fund.
- Financial trends showed revenue higher than budgeted, because of conservative budgeting.

In response to questions, staff provided the following:

- Viking Sal had 0% property tax allocation, as their Beginning Fund Balance was around \$137,000 and expenditures were \$20,000, so they allocated zero to work through some other issues in Community Services.
- Hunter Communications would be paying the City fees for the installation/use of fiber optic cable under the Communications Franchises, similar to Verizon and AT and T.
- The property taxes were thought to have been received for County Crossroads, but Director Crocker would need to confirm that.
- The gap between what was budgeted, and actual amounts received in revenue continued to grow. This was a result of conservative and planned budgeting and to save for large projects and put money into reserve funds such as Budget Stabilization and Building Reserve Funds, as well as abide by minimum fund balance fiscal policies. In addition, sometimes budgeted projects were not realized and were carried over into the following fiscal year.

7. Department Updates

Police – Chief Waddell reviewed:

- Chief provided a general overview of the PD budget, which included they had savings in personnel funds as a result of vacancies, and Materials and Services (M and S) were around 62%, with some increases to electricity, insurance, and a few other line items.
- Training remained an important focus of the department.
- Hoped to get back to a 24/7 dispatch center sometime in the next fiscal year.
- Fleet was getting older, with the newest vehicles in 2017. Still working on the new building refurbishment.
- Professional services were high, as they were contracting to have someone do the Uniform Crime Reporting. Once on board, the new PD Admin Assistant would take over this task, which would save \$2,000 a month.

Public Works – Director Kaping reviewed:

- Water, Sewer, Streets, Sanitation, Public Works (PW) Administration and Building/Planning budgets were right where they should be for this time of year, and there would be some really big money items coming in water and sewer capital projects.
- The state issued an unfunded mandate that each city identify each service line, as part of a lead and copper rule. That work would begin this spring.
- Well Rehab Updates – 13th and Elm completed and currently working on 11th and Elm. 13th and Elm Well went from 170 gallons per minute to 650 gallons per minute.
- Would be drilling a new well at Bailey Park and then redoing the park layout.
- Working on pre-design for the Sewer Treatment Plant upgrade and looking at water infrastructure improvements. Staff were looking at funding packages for these projects.

- Looking into purchasing a demo Sanitation truck. Like PD, the PW fleet was getting older.
- Had two slurry seal projects on the books this year and would do 2 or 3 crack sealing projects.

Administration – Administrator Knope reviewed:

- Recorder Vodrup and Admin Aide Andrews were very busy with the records management/archiving project work. Would soon be digitally managing records in the ORMS Electronic Records Management System.
- Continued work on the new City Hall and hoped to have that project completed before festival.

Community Services – Superintendent Tracer reviewed:

- Pool and parks were right where they needed to be for this time of the year.
- Parks Projects:
 - Finished the path at Alderdale Park and hoped to plant some trees. Waiting on cultural studies work to be completed.
 - Updated equipment at Raintree Park.
 - Installed clay chips at parks and would be doing crack sealing at Skatepark.
- Would be taking sketches of a new park design for Bailey Park to Community Services and Development Committee.
- Pool was busier than ever this last year.
- Administrator Knope reviewed:
 - Community Center – The City received a \$500,000 grant from the state to refurbish the Community Center, which would include removal of the two bay doors, asbestos removal, additional bathroom, roofing reinforcements, and partition for the bay area. Hoped to have this completed before festival.
 - Summer Camp – Community Center Coordinator Shelli Jenkins was looking at alternative locations for the camp.
 - Viking Sal – Since COVID, programming remained at a lower level of activity.
 - Library – Continued to adjust to the digital world, which was becoming a larger expense. Were putting data together to evaluate the best use of money going forward.

8. Next Meeting Date

Thursday, April 11, 2024 at 6:30 p.m.

9. Other Business

Mayor Wells noted that there were still two Budget Committee citizen member vacancies.

10. Adjournment

As there was no further business, the meeting was adjourned at 7:38 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kenneth Wells, Chair