

The Budget Committee for the City of Junction City, met at 6:30 p.m. on Thursday, April 20, 2023, at City Hall, 680 Greenwood Street and in a virtual meeting format, via internet and phone.

PRESENT: Council Members: Council President, Karen Leach; Councilors Sandie Thomas, Sidney Washburne, Andrea Ceniga, John Gambee, and Ken Hancock; Excused Absence: Mayor Ken Wells; **Citizen Members:** Vice Chair, Kara McDaniel, Jack Sumner, Sue Huntley, James Hukill, Darin Olson, and Joshua Guth; **Staff:** City Administrator, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

1. Call to Order

Vice Chair McDaniel called the meeting to order at 6:30 p.m.

2. Approval of Minutes – April 13, 2023

MOTION: Committee Member Hukill made a motion to approve the April 13, 2023 Budget Committee minutes. The motion was seconded by Councilor Leach and passed by unanimous vote of the Committee.

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

4. Public Hearing on the Possible Uses of State Revenue Sharing

Vice Chair McDaniel opened the public hearing.

Staff Report

Director Crocker stated that this was the required hearing for the Budget Committee for State Shared Revenue, and there would be also be a public hearing at Council on May 9, 2023. Notice was published in the Register Guard on April 6, 2023. Section 4 of the Budget Reference Materials included a State Revenue Sharing report from the League of Oregon Cities. The general shared revenue was budgeted for \$92,000 (page 237 in the budget document). The gas, liquor, and cigarette taxes were allocated by the state based on the City's population. Gas taxes in the Street Fund were \$557,500; liquor taxes were \$136,000; cigarette taxes were \$6,000 for a total of \$792,000. That total was \$723,000 in the Fiscal Year 22-23 budget.

Public Testimony. None.

Questions or Comments from the Budget Committee. None. Vice Chair McDaniel closed the public hearing.

5. Follow Up from Previous Meeting. None.

6. Review and Discussion of Proposed FY 23/24 Budget - Police

Administrator Knope presented the Police Department budget:

Police Department Staffing – Section 6, Page 269

- Dispatch: Proposed budget included going from 7 FTEs (Full Time Equivalent) to 5 FTEs, as they needed to make some changes with the loss of the University of Oregon dispatch contract; however, Administrator Knope requested to add 1 FTE to this proposed budget, based on the contract negotiations occurring for Junction City to provide dispatching

services for the City of Oakridge. Consequently, the number of dispatchers in the proposed budget would be 6.

- Police Officers: Going from 9 officers to 10 officers. With funding of the 10 officers, the new Chief would have flexibility in determining how they would work with the School District on providing School Resource Officer duties. An 11th officer would not be added for a School Resource Officer position, even with the School District providing \$66,000, as the City did not have the additional resources to cover an 11th officer.
- Police Admin Assistant: Eliminating this position at the end of this fiscal year.
- The City was currently recruiting for a Police Chief and the intent was to have that position filled by the end of this fiscal year.

Police Department Budget – Section 4, Pages 102 – 117

- Administrator Knope would be asking the department to update their strategic plan that would include the number of officers needed, per capita. Even with an updated plan, funding would always be a consideration.

Police: Patrol

- Line 7 School Reimbursement: Would be adding \$66,000 to this line. That would bring the total resources in Line 9 to \$106,000.
- Line 13 Overtime: Increased a bit.
- Line 25 Building Rent: For evidence trailer. Long-term intent was to get rid of the trailer.
- Line 30 Fuel: Increased from \$23,000 to \$30,000. This was for the 8 positions in patrol. Chief and Deputy Chief fuel was in Police Administration.

Police: Dispatch

- Line 57 Other Dispatch Contracts: \$100,000 for City of Oakridge.
- Line 59 U of O Police Dispatch Contract: Included \$36,000 (one month). U of O's transition to using Central Lane was taking longer than anticipated, so they would be using Junction City dispatch a little longer.
- Line 63 Wages: Wages decreased from 7 FTE to 5 FTE, but that would increase a bit after Director Crocker added in the additional dispatch position for a total of 6 FTEs.

Police: Jail

- Line 101 Contracted Jail Space: Increased a bit; contract with the City of Springfield.

Police: Administration

- Lines 116 General Revenue/Line 117 Property Taxes: 72% that the department received.
- Line 137 Fuel: Increased from \$3,000 to \$5,000 for Chief and Deputy Chief.
- Line 149 Telephone: Increased \$6,300 to \$13,000, as the Police Department was not able to convert to the new phone system due to the requirements for operating dispatch and 911. Were looking at different vendors to reduce costs and get something more modern.
- Administrator Knope requested to add two line items to Administration under Materials and Services:
 - Operational Materials and Supplies: \$5,000, to cover miscellaneous expenses such as toilet paper, etc.
 - Volunteer and Reserve Program Expenses: \$30,000 to fund Reserve, SCOP, and volunteer expenses.

- Administrator Knope said he wanted to make sure that the City was fully committed to funding the volunteer programs up front instead of putting the burden on the programs to fundraise for themselves, whether it was the Reserve or SCOP programs. That would allow these programs to focus on the mission of helping the community and the department.
- Line 157 Transfer to Court Fund: \$175,000. One-time transfer to bring the Court Fund out of a negative balance. Even with this transfer, the Police Department would be comfortably above the minimum fund balance requirement set by Council.

Special Police Programs Fund – Page 116

- Line 5 Donations Shop with a Cop: Added more for the donation goal.
- Line 20 K-9 Program: Continued to hold this money that was donated.
- Line 29 Reserve Officers Total Resources: \$12,100. The City would need to find out legally what could be done with this fund, since it was funded through fundraising, donations, etc. It was noted that currently the City had two reserve officers who were in the Reserve Academy.
- Line 45 Donations: Duane Edmondson donation set up for emergency assistance.

Administrator Knope noted that a Police Capital Projects Fund page was distributed at the meeting, as in was inadvertently left out of the printed documents.

Police Capital Projects Fund

- Line 3 Transfer from Police Operations: \$5,000.
- This fund covered a wide variety of needs for the Police Department, whether it was working on the building, funding the Capital Expenditure Program, etc.
- Line 10 CEP Projects: \$205,000. No specific projects but would give the new Chief the maximum flexibility when working with the Council and Committee.
- Line 11 Capital Outlay Projects: \$25,000. This was the remainder of the \$320,000 ARPA Grant from Senator Manning.
- Line 12 Equipment Acquisition: \$10,000. Allocated to cover any equipment that needed to be replaced.
- Administrator Knope noted that one of the tasks this year for the Police Department would be to update their Capital Expenditure Plan, including a Vehicle Replacement Plan.
- There was a significant Ending Fund Balance to save for future expenses.

7. Other Business. None.

8. Recess. As there was no further business, the meeting was recessed at 7:35 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kara McDaniel, Vice Chair