

The Budget Committee for the City of Junction City, met at 6:30 p.m. on Thursday, April 25, 2024, at City Hall, 680 Greenwood Street and in a virtual meeting format, via internet and phone.

PRESENT: Council Members: Vice Chair, Committee Member McDaniel; Mayor, Kenneth Wells; Councilors Sandie Thomas, Sidney Washburne, John Gambee (arrived at 6:32 p.m.), Karen Leach, Ken Hancock (remote); *Excused Absence: Andrea Ceniga*; **Citizen Members:** James Hukill (joined at 6:35 p.m.), Travis Ducker, Darin Olson, Jackie Pendergrass, and Julie Nowacki; **Staff:** City Administrator, Jason Knope; Finance Director, Mike Crocker; Public Works Superintendent, Jeremy Tracer; 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 11 and 18, 2024

Councilor Washburne made a motion to approve the April 11 and 18, 2024 Budget Committee minutes. The motion was seconded by Mayor Wells and passed by unanimous vote of the Committee members present: McDaniel, Wells, Thomas, Washburne, Leach, Hancock, Ducker, Olson, Pendergrass, and Nowacki.

3. Public Comment. None.

4. Follow-up from Previous Meeting

Director Crocker distributed the following:

- Police Department Additional Funding Request and budget worksheets showing changes.

(Councilor Gambee arrived at the meeting at 6:32 p.m.)

- Updated page 156 for Parks Capital Projects
- Updated Financial Trends pages 27 – 32 with FY 24-25 information.

(Committee Member Hukill joined the meeting at 6:35 p.m.)

5. Review and Discussion of Proposed FY 24/25 Budget

Finance. Director Crocker reviewed:

- Administrative Charges were just enough to cover the expenditures of the department.
- Biggest change was in personnel, as various costs were going up and to cover vacation payout and cross training with a planned retirement.
- Materials and Services (M and S) increased \$4,000.
- Ending Fund Balance (EFB) \$173,800.

Court. Director Crocker reviewed:

- M and S increased \$3,000.
- Personnel decreased, due to reducing the Court Clerk from a 1 FTE to .5 FTE.
- Positive EFB.
- The court was being restructured and those numbers were reflected in the budget.

Community Center. Administrator Knope reviewed:

- Would see personnel services increases in all General Fund, non-police, departments, as in the middle of negotiations with the AFSCME union.
- M and S reduced \$2,000.
- Contingency increased from \$5,000 to \$24,000, in case items were needed with the Community Center redesign.
- Capital Projects
 - \$500,000 grant was received for the Center redesign, and \$300,000 would be used in this current fiscal year and \$200,000 in FY 24/25. Deadline to complete project was December 31, 2024.
 - \$25,000 allocated in Building Projects, in case something was needed with the redesign.
 - EFB = \$110,200.

Viking Sal Senior Center. Administrator Knope reviewed:

- Putting some property taxes and general revenue dollars back into this fund, to keep their fund balance healthy.
- Programming had not come back from the pre-COVID days.
- Volunteers were doing a great job and weekly lunch dropped from 5 days to 3 days per week. Total volunteer hours in 2023 = 2,111. Coordinator Jenkins spent a few hours at the Senior Center each week.
- It was noted that the number of participants listed for Café 60 of 202 for FY 23-24 performance measures might not be accurate; FY 22-23 listed 2,220.
- Capital Projects included \$50,000 for building maintenance issues.

Pool. Superintendent Tracer reviewed:

- M and S decreased a bit.
- Capital Projects
 - New roof and replace pump and motor.
 - Pool Expansion - \$150,000. Community Services and Development Committee were working on options to expand the pool to the north for a splash pad/kiddie pool.
 - Transferring larger than normal from Pool Fund into Pool Capital projects, as the EFB was much higher than the required 15%.
 - Would be using remainder of State Revenue Sharing, Pool Projects (\$20,000) which had been on the books for a few years.
- It was noted that staff had talked a number of times with Superintendent Stoops on the Swim Team using the pool year-round, but nothing had been finalized.

Library. Administrator Knope reviewed:

- Eliminating the 10 hour per week Library Aide and reimplementing the Summer Reading Program help.
- M and S increased, due to digital lending programs and IT services.
- Capital Projects - \$25,000 for internal painting. \$7,500 for shelving and furniture.

Parks. Superintendent Tracer reviewed:

- Larger transfer from Parks EFB to Parks Capital.
- Capital Projects – Paint gazebo and Laurel bathrooms.

- Documents were handed out on Parks Department Additional Funding Request – One Time Expense Items and parks assessment and evaluation. Staff was asked to do a parks assessment and evaluation, and the top priority items for deferred maintenance, safety issues, and usage/usability were:
 1. Tequendama Park Refurbishment. \$73,500. Funding: GF Non-Departmental.
 2. Founder’s Park Refurbishment. (Included concrete work, due to current concrete being a trip hazard) \$68,000. Funding: GF Non-Departmental.
 3. Lyle Day Park Lighting Repair. \$6,000. Funding: GF Non-Departmental.
 4. Skate Park Fencing Refurbishment. \$20,000. Funding: GF Non-Departmental.
 5. Dutch’s Field Improvements. (Lights, netting, scoreboard) \$24,000. Funding GF Non-Departmental.
 6. Bergstrom Park Safety Improvements. \$17,000. GF Non-Departmental.
- Total of above with contingency = \$233,500. There was \$94,000 in Parks Capital, so would be one time transfer from GF Non-Departmental of \$139,500.

Discussion followed:

- May relocate Toftdahl playground equipment to Laurel, with pool expansion to north.
- Parks personnel decreased, as no longer had the Parks and Open Spaces supervisor position, as those responsibilities were now under the PW Foreman position.
- Public Works staff would do some of the smaller playground installs and concrete removal for the parks projects. Costs for the parks projects included installment costs.
- The \$94,000 would come out of Capital Outlay Projects, page 147, Line 66 for \$220,000. The Bailey Park refurbishment would be funded out of this same line item for \$178,000 and from Parks SDCs \$50,000.
- The one-time funding transfer above was a similar type request as the Police Department had made for a total of \$580,000 being transferred between the two requests.
- It was noted that the parks in town were highly used, and it was important to provide updated and safe equipment.
- It was noted that Laurel and the Skatepark were the only parks that had cameras currently.
- It was noted that the one-time funding requests were being presented separate from the budget, as staff wanted to give the Committee the opportunity to talk about these things and decide what it wanted to fund. The intent was to do these one-time funding transfers to take care of deferred maintenance items and put projects in the CEP and save for those going forward.
- Liability concerns were expressed with not addressing safety issues like uneven concrete, equipment decaying, etc. If the City continued to put these off, the costs would continue to increase, as well as the liability risks.

Parks System Development Fund. Superintendent Tracer reviewed:

- \$1,000,000 allocated in Park System Expansion for the Parks Master Plan and in case funding was needed for the pool expansion. \$50,000 would come out of this for the Bailey Park project. Could be used for the trail and tree planting at Alderdale.

Vice Chair McDaniel noted that they could take a poll on the parks one time funding, similar to what they did with the police items and staff would bring back those changes in the budget

worksheets. Administrator Knope added that even with approval of moving forward with the parks items, the Committee could further talk and debate about what they wanted to add to the budget.

Vice Chair McDaniel asked for a vote of all in favor of moving forward with having the one-time parks transfers in the budget. The consensus was in favor.

Administration. Administrator Knope reviewed:

- Moving HR Assistant from under Finance to under Administration, which changed personnel services.
- M and S decreased a bit.
- \$40,000 transfer into capital fund. Administration billed all the departments and funded the IT Capital Expenditure process for computers, etc. for all departments.

Internal Services. Administrator Knope reviewed:

- The City's Maintenance Coordinator retired, and the City did not fill that position. After staff discussion, it was determined that the greatest need would be to hire a second FTE IT position to address the large amount of IT needs for the City. Each department would handle their own fleet and building maintenance.

Mayor Wells asked if a Hunter Communication Franchise would be added. Administrator Knope responded that he anticipated a franchise agreement in this calendar year and those franchise fees would go directly into the Streets Fund.

Community Development RLF. Administrator Knope reviewed:

- Council approved a \$350,000 interfund loan to water capital to fund some well work. The yearly payment for that loan and another current interfund loan could be seen on page 234, Line 6 in the amount of \$56,500.
- Appropriations were available to provide RLF loans, if needed.
- Half of the interest earnings funded Economic Development Programs = \$17,000.
- Currently \$711,000 in the fund and if you added the total of the loans the total would be around 1.1 million. If everything was spent in appropriations, the EFB would be \$383,000.
- Director Crocker noted that he would add a footnote to show the balance of the loans.

State Revenue Sharing. Director Crocker reviewed:

- He would be updating Line 3 Receipts to read Oregon State Shared Revenue (Page 232).
- This fund collected the quarterly distribution from the state for liquor fees and was not the same distribution received in the General Fund for liquor taxes. Funds distributed based on City's population.
- \$100,000 in Projects to be Determined; \$15,000 transfer to Community Center for scholarships; and \$20,000 for pool projects.
- Ending Fund Balance of \$32,700, if all appropriations were spent.
- \$31,102 had been spent year through March in Projects to be Determined for FY 23-24.

6. Budget Committee Comments

Councilor Gambée asked who would use the score board at Dutch's. Superintendent Tracer responded Babe Ruth and groups who rented Dutch's Field.

Councilor Gambee stated that he was glad they were advancing these different ideas, and they could make a final decision after looking at the entire budget. He was glad they were at the point where money had been saved internally in many different places and could be used for deferred maintenance. He added that he respected that approach from the current administration year in and year out and that they had used what was given and did not raise taxes.

7. Other Business

A citizen named Scott that lives at 93950 Highway 99S, Junction City, stated that he lived outside of the City limits but was interested in the workings of the City. He suggested considering rebuilding of engines as an alternative to purchasing new police cars. Administrator Knope responded that the City did practice what Scott suggested and always tried to get as much life as they could out of a vehicle. He clarified that there were 9 vehicles in the fleet and 2 were totaled. The 2 new vehicles would replace the 2 oldest vehicles in the fleet, so there would still be a total of 7.

Councilor Hancock stated that he agreed with Councilor Gambee that they should not hold onto money in line items when there were needs. He was thankful that Administrator Knope was comfortable drawing down GF EFB to take care of the police department needs with money they already had and in a fund that would regenerate the following year. He noted that it was comfortable to hold onto money, but everything got more expensive with time and staff was doing a good job of looking ahead and proposing actions to mitigate those problems. He appreciated all of the comments he heard tonight. He thanked Director Crocker for changing the Receipt line in State Shared Revenue to be more descriptive.

8. Recess

As there was no further business, the meeting was adjourned at 8:16 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kara McDaniel, Vice Chair