

The Budget Committee for the City of Junction City, met at 6:30 p.m. on Thursday, April 30, 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, Steven Hitchcock, and Herb Christensen; **Citizen Members:** Ms. Shirley Smith; Mr. Jack Sumner, Ms. Sue Huntley, Dr. Dale Rowe, Mr. Jason Thiesfeld, Ms. Kara McDaniel, and Mr. Kenneth Wells; **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

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

2. Public Comment

None.

3. Follow-up from April 23, 2015 Meeting

Chair DiMarco asked staff to share how much the Council could change the Budget Committee's approved budget, when considering adoption of the budget.

Administrator Knope referred to the blue budget reference manual Section 5, page 3, number 8, "Estimated expenditures in a fund may not be increased by more than \$5,000 or 10 percent, whichever is greater." Director Crocker added that in the proposed budget, 10% of expenditures in the General Fund would equal \$428,000 and in State Revenue Sharing it would be \$6,500.

4. Review and Discussion of Proposed FY 15-16 Budget

The Committee reviewed and discussed the list of possible General Fund reductions. The Committee consensus was to remove the following from the proposed budget:

- Court Assistant = \$13,815
 - This was for a person to cover the Court Clerk on vacations/time off. Can be accomplished in house with cross training. If court revenues and court work increase in future, can take another look at if this is needed.
- Road Crew Coordinator = \$7,178
 - This was to expand the program and have a reserve coordinate on evenings/weekends. Program is slow and Public Works will continue to operate.
 - Chief Chase added that another potential savings could be \$2,500 in M and S in Section 4, page 4, line 473 Road Crew Supplies in the Police Fund.
- Records Project Temp = \$9,742
 - This can be accomplished in house.
- 2% Reduction in Materials and Services in GF = \$16,000
 - Would not be a 2% across all GF departments, but a selection of various line items in GF that total 16 K.

- Transfer Reductions
 - These do not impact current projects and any savings at the end of the year could go back into reserves.
 - Discussion on where those savings should go could be discussed at this time next year.
 - Transfer to Police Equipment Reserve = Reduce by \$50,000 and not purchase new vehicle this year.
 - Transfer to Park and Pool Equipment = Reduce by \$65,000
 - Transfer to Building Replacement Reserve = Reduce by \$55,000
 - Transfer to Building Reserve = Reduce by \$5,000

The Committee consensus was not to eliminate the transfers of \$10,000 to The Senior Center and \$10,000 to the Community Center. Director Crocker added that the Council made a short term loan of \$10,000 to the Community Center Fund, as they struggle each year with cash, because of the timing of seasonal revenue; the loan will be paid back in a few months. He added that a supplemental budget would be going before the Council in May, per the recommendation of the Finance and Judiciary Committee to make a one time \$10,000 transfer from State Shared Revenue to the Community Center Fund so they will always have an established ending fund balance and not have to do a loan each year; the \$10,000 Ending Fund Balance will remain in the fund and not be spent.

Total reductions so far = \$250,000

The Committee consensus was to have staff review the following items, per operational planning needs and bring back recommendations to the Committee. It was noted that staff could delay hiring from 3 to 9 months or have positions be at half time.

- Patrol Officer = \$117,980
 - Committee consensus was to hire at entry level (\$79,500).
 - If the position was eliminated or frozen, Chief Chase would have to check with the COPS grant to see if that would impact the grant for the School Resource Officer.
- Dispatch Supervisor = \$84,100
 - Committee consensus was not to freeze a dispatch position for the whole year.
 - Chief Chase recommended hiring at an entry level for dispatch (\$76,929) and having a Sergeant supervise dispatch.
- HR Position = \$55,886
 - 55 K is the GF portion and 36 K is funded by Enterprise Funds.
 - City County Insurance will be doing an HR assessment of the City in August and that will form a basis of what is needed for HR in the City.
 - An integral part of the HR component is training for management staff and funds have been included in the proposed budget.

Chair DiMarco noted that the Committee had only looked at open positions and unfunded projects, and there were many things during the year that could produce additional savings, such as new revenue, reorganization, etc. He stated that Public Works had done a great job of saving money and doing projects without having to go out for bonds, and he felt that was a positive example for the City to follow for needed street repair and growth going forward.

He asked how the Committee would like to proceed at the next meeting.

The Committee consensus was to have staff review the remainder of the budget and then come back to the General Fund discussion, with staff sharing their recommendations on the three positions.

Chair DiMarco shared that homework for the Committee would be to look at the Street Fund, State Revenue Sharing, Enterprise Funds, and Community Services Funds.

5. Other Business

Director

6. Recess

Chair DiMarco recessed the meeting at 8:34 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Bill DiMarco, Chair