

The Budget Committee for the City of Junction City, met at 6:30 p.m. on Thursday, May 3, 2018, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT: Council Members:** Chair, Bill DiMarco; Vice Chair, Dale Rowe; Mayor, Mark Crenshaw; Councilors Kara McDaniel, Rob Stott, and Jack Sumner; Absent: Councilor John Gambee. **Citizen Members:** Ms. Sue Huntley; Mr. James Hukill; Mr. Ken Wells; Ms. Cindy Montgomery; Ms. Bev Ficek; and Ms. Katy Brady. Absent: Mr. Austin Lee; **Staff:** City Administrator, Jason Knope; Finance Director, Mike Crocker; Police Chief, Bob Morris; 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. Review and Discussion of Proposed FY 18/19 Budget**

Chief Morris reviewed the following. Transparency was increased by dividing the Police Department expenses into four divisions of Patrol, Dispatch, Administration, and Jail. (Pages 65 to 67)

**Police: All Divisions (Pages 68)**

- The department was over in a number of areas in the 17/18 budget, as they had been presented with a number of unexpected changes related to personnel, hiring, and attorney costs. Savings were realized in other areas, so current fiscal year budget was balanced.
- Line 153 Dispatch Contracts: \$263,400. Contracts had not been realized in the current budget year, due to not having the necessary dispatch staff. Agencies were ready and waiting to contract with the City and staff believed these would be realized this year.
- Jail Booking Fees: Increased, with anticipation of additional booking.
- Line 155 Training Assessment: Increased. Anticipated that the volume of citations would increase; consequently, the proportionate amount in training assessment fees of court fines required by Oregon Revised Statutes would increase.
- Local Law Enforcement Grants: Include ODOT DUII, Seatbelt, and Cell Phone Enforcement Grants.
- School Resource Officer: An agreement was reached with the School District that they increase their budgeted amount for the SRO from \$20,000 to \$40,000.
- Radio System Upgrade: One of the Dispatch Contract agencies has agreed to reimburse the City \$50,000 for the upgrade of the radio system that was done at the first part of this fiscal year.
- Overtime: Reduced, based on reasonable expectations with full staffing. If a major emergency/event happened, could pull from contingency.
- Some reductions were taken in M and S line items to achieve a balanced budget.
- Line 184 Computer Software Support: This shows an increase, as other line items were moved into this line. Included software licensing, computer aided dispatch, records management system, and various software licensing items such as the policy manual.

- Fuel Costs: Decreased in anticipation of having new vehicles that would get better gas mileage.
- Line 193 Contracted Jail Space: New line to split out costs to use City of Springfield jail beds. JC jail facility/staff not equipped to handle violent offenders or people with mental conditions.
- Post Office: Increased, as need to use certified mail.
- Building Rent: Included rent for evidence trailer and building where the patrol room would be located.
- There were currently 4 full time officers, 1 in academy, and 1 moving from dispatch to patrol, for a total of 6. One officer recently retired. The budget included 10 officers.

Concerns were expressed that the overtime and other areas in the proposed Police budget might not be sufficient, given the trend of this current year.

**Administration (Page 51)**

Administrator Knope reviewed:

- Administration was an internal services fund and charges were billed out across all departments. Department charges that are not used are credited back to the departments at the end of the year.
- There was a transfer from State Shared Revenue to fund the Resource Development Coordinator position for this year.
- Personnel Services increased: Addition of Resource Development Coordinator position.
- M and S was static, with some increases due to the new position.
- Line 43 Legal Counsel: Increased, due to activity.
- Line 39 Employee Wellness Program: New program. Received a \$500 grant from City County Insurance (CIS).
- Line 40 Employee Safety Program: New program to focus more on safety.
- Transfer to Capital Projects: In 2<sup>nd</sup> year of making transfers to save for things like a phone system, IT infrastructure, etc.

**Internal Services (Page 156)**

- Largest internal services department, created to allocate building and vehicle maintenance costs to the departments that are receiving the work; this included costs for the Maintenance Coordinator and Mechanic positions. Previously funded through Enterprise Funds.
- Like Finance and Administration, department allocation costs that were not used would be credited back to the departments.

Break was held.

Chair DiMarco opened the floor for deliberation on the proposed budget. Deliberation included:

- A suggestion was made to use potential savings from other departments to fund Street work. It was noted that it would not be beneficial to take saved money from other department buckets and there were transfer limitations across certain funds.

- Concerns were expressed on not having enough potential Police or Community Services resources, in the event they were needed.
- Funds in Contingency would need to go through before the Council for approval before they could be appropriated and spent.

**MOTION:** Committee Member Hukill made a motion to approve the Fiscal Year 2018-19 budget, as proposed. The motion was seconded by Committee Member Ficek and failed by a vote of 4 to 8, with McDaniel, Hukill, Ficek, and Wells voting in favor and Stott, Sumner, Crenshaw, Rowe, Huntley, DiMarco, Montgomery, and Brady voting against.

- Further concerns were expressed about the Police Department budget, and it was noted that additional funds could be placed in contingency and drawn upon with Council approval, if needed.
- It was noted that there would be a gain in the General Fund Ending Fund Balance of \$44,400. (Page 37 - Beginning Fund Balance \$2,106,500 and Ending Fund Balance \$2,150,900).
- If \$100,000 was taken out of the General Fund Unappropriated Ending Fund Balance and moved into Non-Departmental General Fund Contingency, that would leave a deficit of around \$55,000 (Taking into account the \$44,400 noted above).
- Staff noted that they were in the midst of the Community Services reorganization plan and were optimistic that the budget, as planned, would be successful.

**MOTION:** Vice Chair Rowe made a motion to take \$100,000 out of the General Fund Unappropriated Ending Fund Balance and move to General Fund Non-Departmental Contingency for a total Contingency of \$153,000. The motion passed by a vote of 9 to 2 (1 abstention) with Stott, Sumner, Crenshaw, Hukill, Huntley, Ficek, DiMarco, Wells, and Montgomery voting in favor, McDaniel and Rowe voting against, and Brady abstaining.

- The Budget Committee strongly encouraged the Council to find additional revenue for streets, so the street maintenance issues could be addressed.
- The Budget Committee consensus was to meet quarterly to assess how things were going, with the next meeting to be held in September or October.

**MOTION:** Committee Member Hukill made a motion to approve the proposed Fiscal Year 2018-19 budget, with the modification of adding \$100,000 to the Non-Departmental General Fund Contingency. The motion was seconded by Councilor Sumner and passed by a vote of 9 to 3, with Stott, Sumner, Crenshaw, Hukill, Huntley, DiMarco, Ficek, Wells, and Montgomery and McDaniel, Rowe, and Brady voting against.

**MOTION:** Committee Member Wells made a motion to approve the property tax rate of \$6.0445 per \$1000 of taxable value. The motion was seconded by Committee Member Ficek and passed by unanimous vote of the Committee.

**MOTION:** Committee Member Ficek made a motion to allocate all of the property tax money that the City receives in Fiscal Year 2018-19 to the General Fund. The motion was seconded by Councilor Stott and passed by unanimous vote of the Committee.

**4. Other Business**

Chair DiMarco thanked everyone for their service.

**5. Adjournment**

The meeting was adjourned at 8:55 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Bill DiMarco, Chair