

The Budget Committee for the City of Junction City, met at 6:30 p.m. on Thursday, May 5, 2022, at City Hall, 680 Greenwood Street and in a virtual meeting format, via internet and phone.

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

1. **Call to Order**

Chair Wells called the meeting to order at 6:30 p.m. Councilor Ceniga declared a potential conflict of interest, as her brother-in-law works for Public Works. Mayor Ficek declared a potential conflict of interest, as her daughter works for the City.

Director Crocker noted that the Pool budget would be discussed tonight.

2. **Approval of Minutes**

Councilor Thomas made a motion to approve the April 21, 2022 minutes. The motion was seconded by Committee Member Sumner and passed by unanimous vote of the Committee.

Councilor Gambia joined the meeting at 6:35 p.m.

3. **Public Comment.** None.

4. **Follow Up from Previous Meeting.**

Director Crocker distributed updated Police Department budget documents, to be able to have funds in the budget for a School Resource Officer in case the School District and City Council decided they wanted to have that position.

5. **Review and Discussion of Proposed FY 22/23 Budget**

Administrator Knope reviewed the following:

Community Center, Page 129-130

- Line 1 Beginning Fund Balance was healthy at \$86,200; built up revenue during COVID closure.
- Line 27 Personnel: Increase \$20,000 to make Community Center Coordinator full time.
- Line 61 Transfer to Capital Projects: \$5,000.
- Line 77 Ending Fund Balance: \$89,100

It was noted that Line 47 Janitorial/Landscape Maintenance was listed in this fund and the Viking Sal Fund, but that was a carry over and no landscaping was done at either facility. Janitorial covered supplies, such as bathroom supplies, etc.

Community Center Capital Projects, Page 131

- Line 10 Oregon Pandemic Grant Projects: \$500,000 for Community Center work.
- Line 11 Building Projects: \$25,000 for tables, chairs, etc.

Viking Sal Senior Fund, Pages 136 - 137

- Line 1 Beginning Fund Balance was healthy at \$100,300; built up revenue during COVID closure.
- Line 26 Personnel Services: Decreased, as hired a new Senior Center Aide; $\frac{3}{4}$ FTE at 30 hours per week.
- Line 57 Materials and Services: This year \$49,000 and last year \$52,200.
- Line 60 Transfer to Community Services Capital Fund: \$2,000.
- Line 65 Unappropriated Ending Fund Balance: \$103,000.

Viking Sal Capital Projects Fund, Page 138

- Line 1 Beginning Fund Balance: \$62,600
- Line 23 Transfer from Viking Sal: \$2,000
- Line 27 CEP Projects: \$20,000 for any needed equipment replacement, etc.

Pool, Pages 144 - 145

- Line 1 Beginning Fund Balance: \$139,400.
- Line 25 Personnel Services: Increase reflected \$1.25 increase for all pool positions to remain competitive with local restaurants. Had received 10 lifeguard applications to date.
- Staff was in discussions with district on School Swim Team maybe using the pool in the winter.
- Line 56 Transfer to Community Services Capital Project Fund: \$7,500.
- Line 75 Unappropriated Ending Fund Balance: \$151,800.

Pool - Capital Projects Fund, Page 146

- Lines 45 Equipment Purchases (\$30,000) and Line 47 Building Projects (\$41,800): To finish up projects at the pool.
- Line 52 Unappropriated Ending Fund Balance: \$70,000

Library, Pages 153 - 154

- Adding a 10 hour per week Library Assistant Position.
- Line 55 Materials and Services: Slight increase.
- Line 58 Transfer to Community Services Capital Fund: \$2,500. For things like paint, carpet furniture.
- Line 79 Unappropriated Ending Fund Balance: \$79,800, which was still above minimum required.

Library Capital Projects, Page 155

- Line 85 Building Projects: \$10,000. For interior painting.

Finance, Pages 74 – 75. Director Crocker reviewed:

- Line 2 Admin Charges – Finance: Amount charged to operating departments.
- Line 16 Personnel Services: \$362,000.
- Line 40 Materials and Services: Slight increase, as HR Assistant moved from Administration to Finance and included supplies, training, etc.

Finance Capital Fund, Page 76

- Line 13 Unappropriated Ending Fund balance: \$400.

Court, Pages 81 - 83

- Would take 10 years for Court to move to a healthy Ending Fund Balance.
- Line 21 Personnel Services: \$18,000 decrease, mainly from moving .2 FTE of Court Clerk's salary to Administration.

Administrator Knope reviewed:

Positions and Salary Ranges, Page 280

- Administration included City Administrator and City Recorder. What this worksheet did not show was that the Planning Technician was partially funded 62% in planning and 38% as an Admin Aide, and the Court Clerk was also funded partly out of Administration.

Administration, Pages 92 -93

- Line 2 Admin Services Fee that was came in from charging various departments.
- Line 33 Special Projects: \$30,000. Placeholder, if the City wanted to look at wages/benefits.
- Line 48 Transfer to Capital Projects Fund: \$145,000.

General Fund – Non-Departmental, Pages 94 - 95

- Property taxes and General Revenues received went into this fund.
- Line 53 Transfer to Water Capital Projects: \$691,800. Part of 1.4 million COVID money received from state.
- Line 54 Transfer to Building Replacement Fund: \$25,000, to build up funds.
- Line 57 Transfer to Budget Stabilization Fund: \$100,000.
- Line 60 Contingency: \$68,400, which could be used by any General Fund department.
- Line 77 Unappropriated Ending Fund Balance: \$1,684,200. Lower than Beginning Fund Balance because of transfers to the Budget Stabilization Fund.

Internal Services Fund, Pages 233 -234

- Internal Services had two employees and took care of building and vehicle maintenance and computers/IT.
- Line 86 Transfer to IS Capital Projects: \$22,500. For maintenance of building at 1395 Elm and for purchase of an Internal Services vehicle.
- Line 90 Unappropriated Ending Fund Balance: \$152,100.

Internal Services Capital Project Fund, Page 235

- Line 7 CEP Projects: Mechanic Vehicle Replacement.

State Revenue Sharing Fund, Pages 238-239

- Line 7 Projects To Be Determined by council: \$125,000.
- Line 11 Pool Projects: \$75,000. Remainder of funds that had been allocated to pool for catch up maintenance.
- Line 12 Software Purchase: \$24,000 for Tyler Software.
- Line 16 Transfer to Community Center Fund: \$15,000: For summer camp scholarships.
- Line 27: Unappropriated Ending Fund Balance: \$18,500

Health Insurance Fund, Page 239

- Set up many years ago mainly by employees who are now in the AFSCME Union, for health insurance costs.

Community Development Revolving Loan Fund, Page 240

- Line 1 Beginning Fund Balance: \$876,000.
- Line 5 Interfund Loan Water Capital Projects: \$25,000 for loan repayment.
- Line 21 Economic Development Programs: ½ interest earned went into this line item.
- Line 22 Grant- Rural Tourism Marketing: \$90,800. Grant received from county and needed to make sure that the City was following processes on using these funds. Director Kaping was working with the Community Development Committee on this. Example, digital reader board had been one of the approved projects from this funding.

It was noted that Line 21 Economic Development Programs had \$389,268 in 2020-2021. Administrator Knope responded that this was the line item that was used to fund the City's Pandemic Support Program grants.

Building Replacement Reserve Fund, Page 241

- Line 7 Capital Outlay Projects: For new City Hall

Budget Stabilization Fund (Rainy Day Fund), Page 242. Director Crocker reviewed:

- Fund approved by Council and was in fiscal policies.

6. Other Business.

Chair Wells noted that it was 8:15 p.m. and asked the Committee if they would like to continue discussions or meet again on Thursday, May 12, 2022. The Committee consensus was to meet on May 12th. Director Crocker distributed next week's agenda/packet.

7. Recess

As there was no further business, the meeting was recessed at 8:17 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Ken Wells, Chair