

The Budget Committee for the City of Junction City, met at 6:30 p.m. on Thursday, May 14, 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, Jason Knope; Finance Director, Mike Crocker; Police Chief, Mark Chase; Acting Public Works Director, Gary Kaping; and City Recorder, Kitty Vodrup.

1. Call to Order

Chair DiMarco called the meeting to order at 6:31 p.m.

2. Public Comment

None.

3. Approval of Minutes from May 7, 2015

MOTION: Committee Member Huntley made a motion to approve the May 7, 2015 Budget Committee minutes. The motion was seconded by Committee Member Sumner and passed by unanimous vote of the Committee.

4. Follow-up from May 7, 2015 Meeting

Administrator Knope reported that staff checked on whether freezing the 11th officer would impact the COPS grant and found out that the City could freeze the position as part of an overall reduction plan without losing the grant funding. Freezing the 11th position would not impact the School Resource Officer position.

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

Chair DiMarco reviewed that at the last meeting, the Committee reviewed possible General Fund reductions in the proposed FY 15-16 Budget. The proposed budget began with expenditures/transfers being \$483,000 more than revenue in the General Fund, and the Budget Committee had reduced that number to \$104,000.

Chair DiMarco noted that some members had asked about how they could track and prioritize some of the reductions and how funds could be restored if money became available. Administrator Knope presented a worksheet that the Committee could use to prioritize and specify dollar or percentage amounts for restoring funds.

General Fund (GF) Reductions from Previous Meetings:

- Court Assistant = \$13,815
- Road Crew Coordinator = \$7,178
- Records Project Temp = \$9,742
- 2% Reduction in Materials and Services in GF = \$16,000
- Transfer Reductions
 - 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
- Instead of filling vacant Police Officer position (11th officer) at senior level, fill at entry level = \$37,980
- Hire Police Officer October 1, 2015 (3 month delay) = \$20,000
- Hire HR Specialist December 1, 2015 (6 month delay) = \$27,943
- Hire Dispatch Supervisor March 1, 2016 (9 month delay) = \$59,945
- Savings from Dispatcher Resigning from Road Crew Management = \$1200

Net total Reductions = \$379,000. Total of expenditures/transfers being higher than revenue = \$104,000.

Additional General Fund Reductions made at this Meeting:

- City Administrator Salary = \$7,000 (Proposed budget included top of pay scale and the recently approved contract negotiated a lower salary).
- Transfer \$20,000 (10 K to Senior Center and 10 K to Community Services) from State Revenue Sharing rather than from General Fund
- Add \$25,000 in GF Revenue. (Estimates were budgeted conservatively)
- Freeze Dispatch Supervisor for 12 months = \$20,000.
- Add additional \$20,000 in GF Revenue.
- Cut another \$12,000 in GF Materials and Services

Net total Reductions = \$483,000. Total of expenditures/transfers being higher than revenue = \$0.00

MOTION: Committee Member Rowe made a motion that the Budget Committee accept the proposal to have a balanced budget where expenses match revenues, leaving a zero balance. The motion was seconded by Mayor Cahill and passed by a vote of 13 to 1, with Cahill, K. Leach, DiMarco, J. Leach, Nelson, Hitchcock, Rowe, Smith, Huntley, Sumner, Thiesfeld, McDaniel, and Wells voting in favor and Christensen voting against.

Committee Member McDaniel left the meeting for a pre-planned appointment.

It was noted that the Budget Committee could convene in September or October to review the budget status and discuss the possibility of restoring funds if needed and/or if extra revenue is received.

MOTION: Councilor K. Leach made a motion that the Budget Committee meet on Thursday, October 8, 2015 at 6:30 p.m. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Committee.

MOTION: Committee Member Rowe made a motion to approve the Fiscal Year 2015-16 budget and the total expenditures as modified. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

MOTION: Committee Member Wells made a motion to approve the property tax rate of \$6.0445 per \$1,000 of taxable value. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Committee.

MOTION: Committee Member Thiesfeld made a motion to allocate all property tax money that the City receives in Fiscal Year 2015-16 to the General Fund. The motion was seconded by Committee Member Sumner and passed by unanimous vote of the Committee.

6. Other Business

Committee Member Thiesfeld thanked Administrator Knope for presenting the most concise and accurate budget he had seen since serving on the Budget Committee. Administrator Knope credited Director Crocker with much of the work.

Councilor Nelson thanked Chair DiMarco for doing an excellent job of facilitating the meeting and thanked all the Budget Committee members. Council members expressed their agreement.

7. Adjournment

MOTION: Committee Member Rowe made a motion to adjourn the meeting. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Committee.

The meeting was adjourned at 8:17 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Bill DiMarco, Chair