

The City Council for the City of Junction City, met for a work session at 6:30 p.m. on Tuesday, September 17, 2013, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, David Brunscheon; Councilors Karen Leach, Bill DiMarco, Jim Leach, Steven Hitchcock, and Herb Christensen; (Excused Absence: Councilor Randy Nelson); City Administrator, Melissa Bowers; Police Chief, Mark Chase; Public Works Director, Jason Knope; and Finance Director, Mike Crocker.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Brunscheon called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

II. LONG TERM FINANCIAL PLANNING

Weaknesses in the Budget Process

Administrator Bowers provided a summary of the July 16th Council Work Session. Per Council direction, the Executive Team had done the following on the Weaknesses in the Budget Process list:

- Added the two additional items from the Council, for a total of 17 items
- Changed the title of #11 from “Revenue Generating Options” to “Fee Review”
- Developed a process of solutions for each item and assigned the number of quarters it would take to accomplish the solution tasks
- Prioritized the 17 items into short, medium, and long categories, taking into consideration current workloads:
 - Short – Take a minimum of 5 quarters
 - Medium – Take a minimum of 9 quarters
 - Long – Take a minimum of 13 quarters
- Determined which items were predecessors to other items (needed to be accomplished first)
- Determined which Committee needed to review specific items

The Executive Team reviewed each of the Weaknesses worksheets.

Creating the Long Term Financial Plan

Administrator Bowers reviewed the GFOA (Government Finance Officers Association) best practice flow chart on long term financial planning and recommendations on develop a long term financial plan:

- Mobilization Phase – Addressing weaknesses through policy development and defining service priorities.
- Analysis Phase – Long term financial forecasting and financial plan. Can use examples from Woodburn and West Linn and customize a financial forecasting plan for Junction City.
- Decision Phase – Financial strategy development.
- Execution Phase – Budget and financing and regular monitoring.

Administrator Bowers noted that as policies are developed to address the weaknesses, those policies will flow into the annual budget process and become part of the long term financial plan. It will take multiple years to develop this long term financial plan and once it is developed, it can be updated every five years or as needed. Various components of that plan, such as the master fee schedule, may be reviewed on a more frequent basis.

Next Steps

The Council consensus was for Executive Team to do the following and bring back to the Council Work Session on November 26th.

- Develop a Weaknesses Project Schedule and a master chart that maps out the project tasks and timelines.
- Develop a draft template of the financial forecasting and a breakdown/timeframe of the tasks necessary to develop the long term financial plan.

III. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:18 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor