



# City of Florence Fiscal Biennium 2021-23 Proposed Budget July 1, 2021 – June 30, 2023

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BUDGET COMMITTEE

MAY 2021

Fiscal  
Biennium

2021-2023

## Biennial Budget

CITY OF FLORENCE, OREGON

Proposed Budget



# Budget Presentations and Discussions

## ➤ Budget Overview

- City-Wide Totals
- Resources
- Requirements
- Personnel
- Debt & Debt Service
- Capital Outlay

## ➤ Departmental Budget Presentations

- General Fund
  - Public Safety
  - Parks
  - Community Development
  - Administration
  - Administrative Services
  - Municipal Court
  - Non-Departmental
- 9-1-1 Services Fund
- Debt Service Funds
- Transient Room Tax Fund
- Airport Fund
- Street Fund
- American Recovery Plan Act
- Florence Events Center Fund
- Water Fund
- Wastewater Fund
- Stormwater Fund
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- Public Works Admin Fund

Fiscal  
Biennium

2021-2023

## Biennial Budget

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# What about questions?

Due to the virtual nature, we have incorporated slides like this for times to ask questions.

# Relation to City Work Plan

**Vision:** Oregon's Premier Coastal Community!

**Mission:** The mission of the City of Florence is to meet community expectations for municipal services, provide a vision for civic improvements, maintain a quality environment and position Florence to have an economically viable and sustainable future.

**Motto:** A City in Motion

**City Council Goals.** Providing a foundation for the City's Work Plan are five goals that City Council reaffirmed in early 2021. These goals build off the successful work of the past and address the pressing issues currently facing our city.

- **City Service Delivery.** Sustain and improve the delivery of cost effective and efficient services, including public safety to the citizens of Florence and our visitors.
- **Livability and Quality of Life.** Sustain and improve the City's livability and quality of life for Florence residents and visitors.
- **Economic Development.** Sustain and improve the City's economic development program and efforts towards enhancing the Florence economy, including housing, business development, and increasing living wage jobs.
- **Communication and Trust.** Sustain and improve the City's communication program and strengthen citizen trust.
- **Financial & Organizational Sustainability.** Sustain and improve the City's financial position, city-wide policies, and the infrastructure networks to support City needs.

# Budget Summary

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## PROPOSED 2021-2023 BIENNIUM

City-Wide Total	\$71.9 million
Beginning Fund Balance	\$ 6.7 million
Ending Fund Balance	\$ 9.3 million

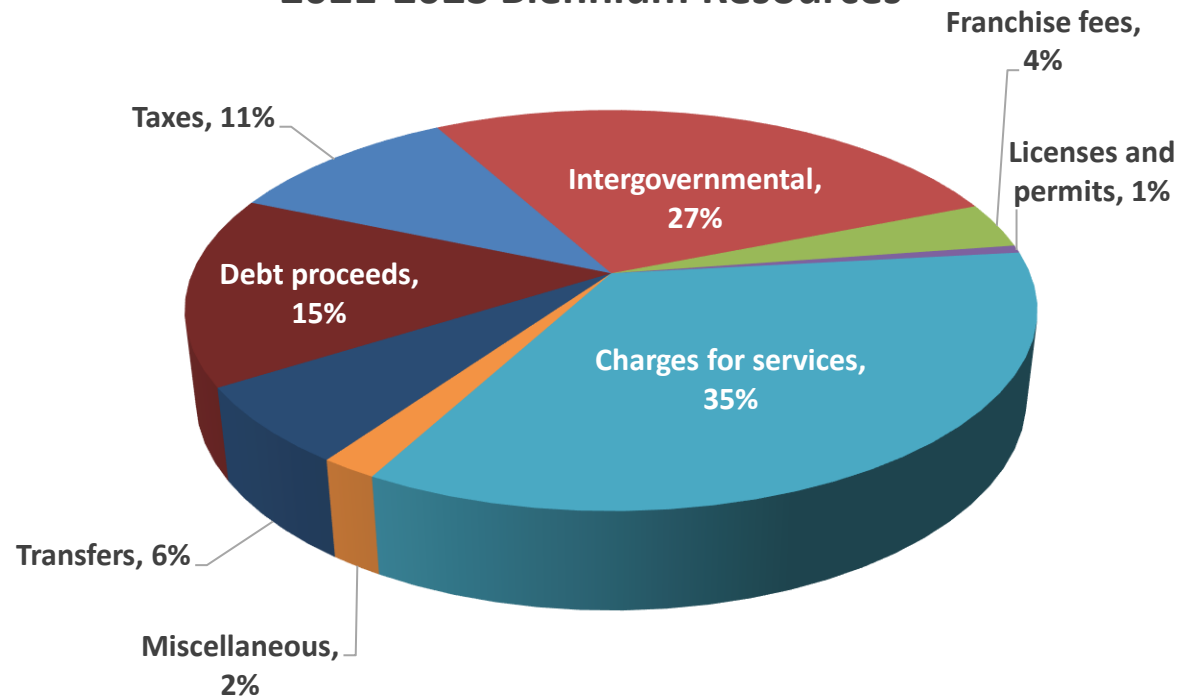
## BIENNIUM BREAKDOWN

	Resources (millions)	Expenditures (millions)
Beginning Fund Balance	6.7	-
Year 1 - Current \$	36.6	32.6
Year 2 - Current \$	28.6	30.0
Ending Fund Balance	-	9.3
Total Available Resources/Uses	71.9	71.9

# Resources (Revenues)

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2021-2023 Biennium Resources



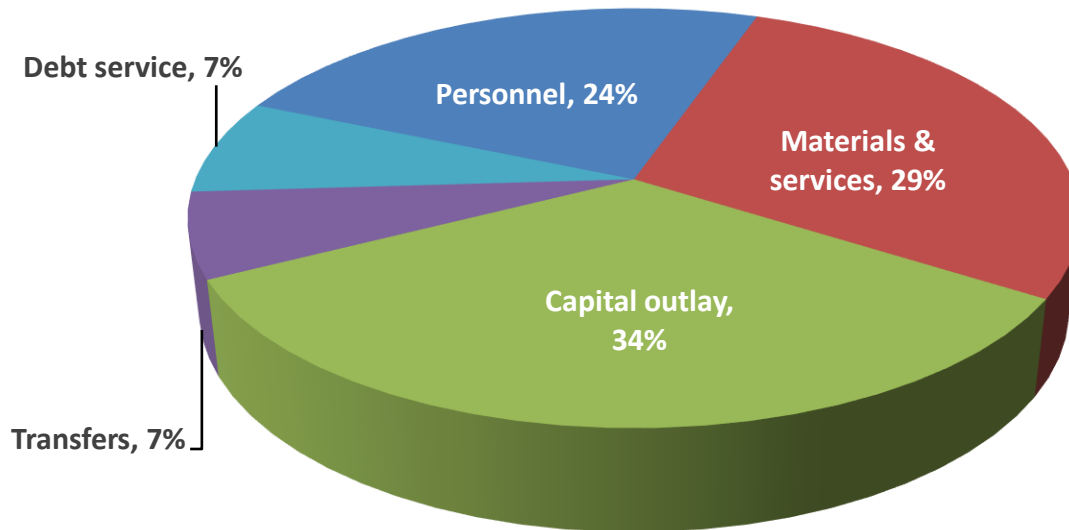
Current Resources:	\$65.2 million
<u>Beginning Fund Balance:</u>	<u>6.7 million</u>
<b>Total Resources:</b>	<b>\$71.9 million</b>

- Current Resources: \$65.2 million
  - \$4.1 million in transfers
  - \$10.0 million in debt proceeds
  - \$51.1 million in all other revenue
- Permanent Tax Rate: \$2.861
- 3% increase in total assessed property value each fiscal year
- Utility & Street Fees Increase 5% in YR 1, 2% YR 2
- All other fees increase per policy: CPI of 1.9% YR 1, and estimated at 2% for YR2

# Requirements (Expenditures)

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## 2021-2023 Biennium Requirements



Current Expenditures: \$62.6 million

Contingency: 9.3 million

**Total Requirements: \$71.9 million**

## Changes from Previous Biennium

- Personnel services increased 13.6% (\$1.8 million)
- Material and services increased 14.7% (\$2.3 million)
- Capital outlay increased 14.7% (\$2.7 million)
- Transfers decreased 36% (\$2.3 million)
- Debt service decreased 22% (\$1.3 million)



# Budget Summary – Personnel

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## Budget Assumptions

- Cost of Living Adjustment (COLA) implemented per policy
  - FY2021-22 - 1.9% (U.S., All Cities CPI-W for March to February)
  - FY2022-23 – Estimated, Actual CPI will be implemented when published, based on policy
- Health Insurance: YR 1 – 0% increase; YR 2 – 6% anticipated increase
- PERS rates rise overall
  - Tier I/II – decrease 2.03%
  - OPSRP – General increase 3.04%
  - OPSRP – Police increase 2.77%
- Step increases for represented staff
- Merit increases for non-represented staff
- Currently, 8.5% of existing positions are vacant and in process of recruitment. (63 employees, 6 vacancies)



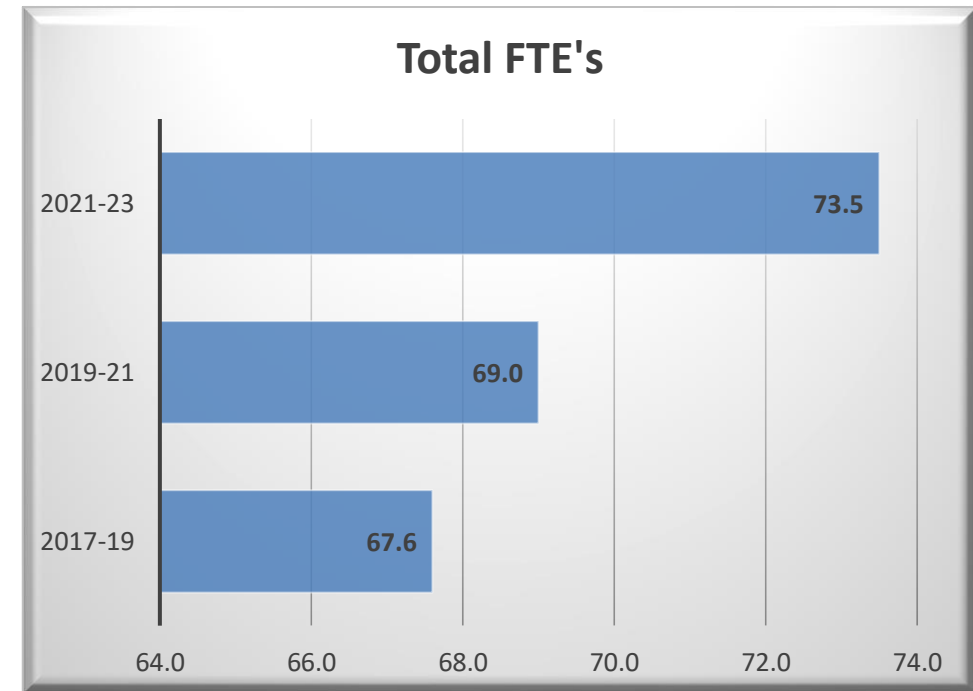
# Budget Amendments

- Total FTE: 73.5
  - 0.5 FTE – Part-time IT is a new position proposal as outlined in the program highlights on page 93. Previously budgeted as contract labor, never filled.
  - It was not included in the ASD total in the personnel summary on page 25.
    - Corrected – ASD: 7.5 FTE; Total FTEs: 82.1; Net FTEs Citywide: 73.5

# Budget Summary – Personnel

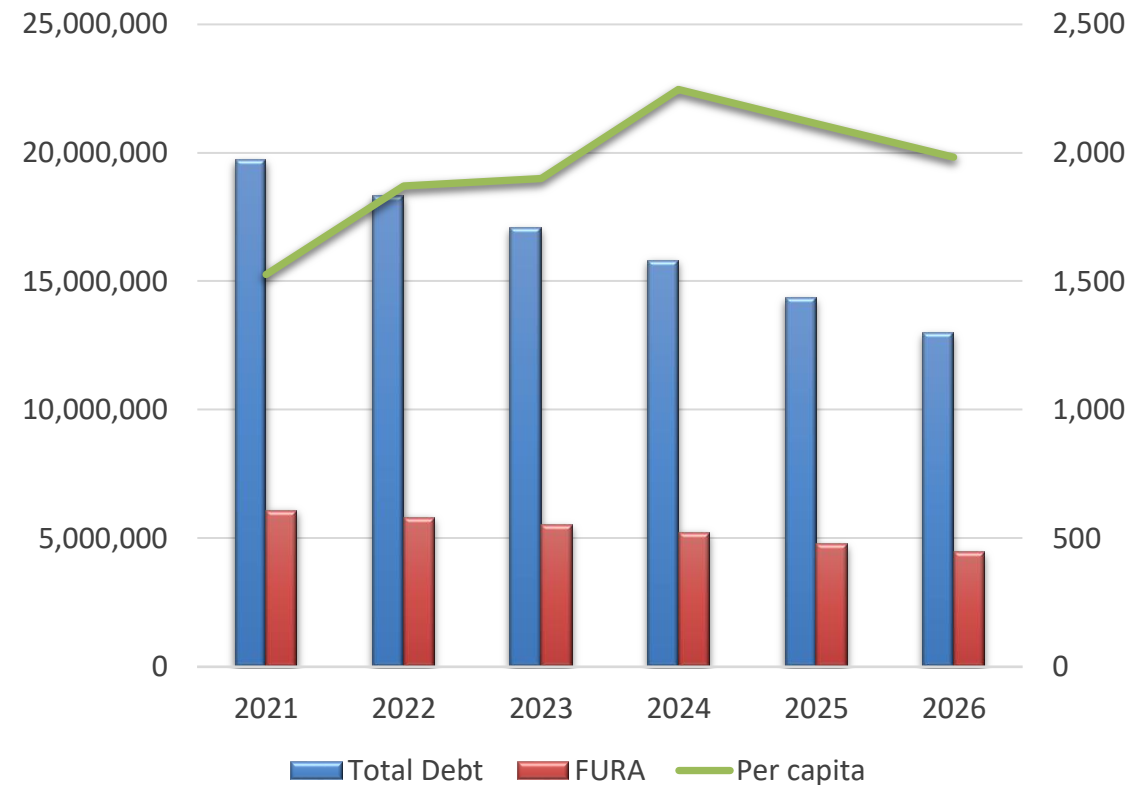
TOTAL FTE – CITYWIDE:	82.1
<u>LESS CONTRACTED FTE:</u>	<u>8.6</u>
<b>NET FTE – CITYWIDE:</b>	<b>73.5</b>

- 4.5 Additional FTE (non-contract)
  - 0.5 FTE Administrative Assistant I - City Manager's Office
  - 0.5 FTE Administrative Assistant I - Public Works Administration
  - 0.5 FTE Information Technology Technician
  - 1.0 FTE Economic Development Catalyst
  - 1.0 FTE Stormwater Utility Worker
  - 1.0 Facilities Maintenance Worker



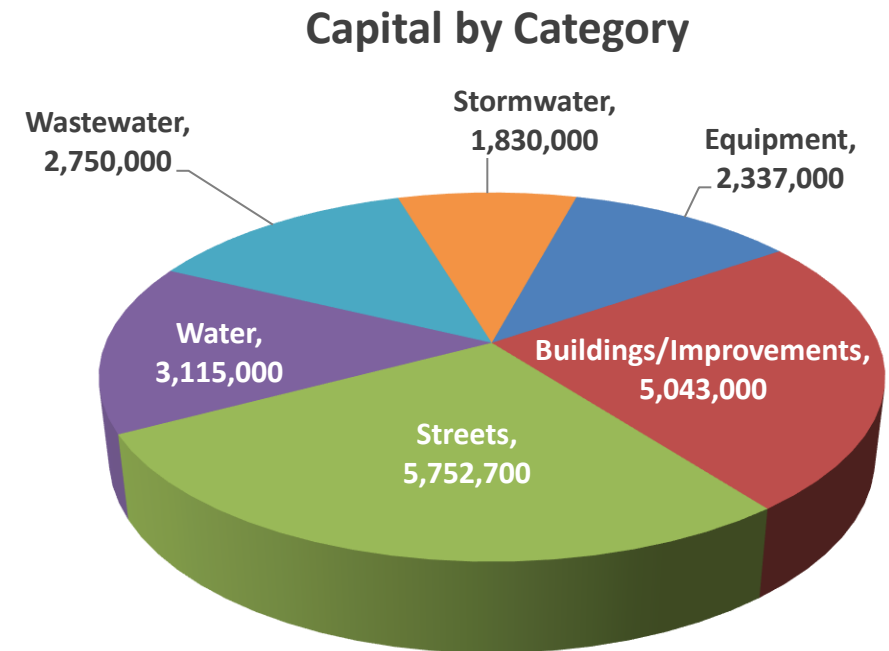
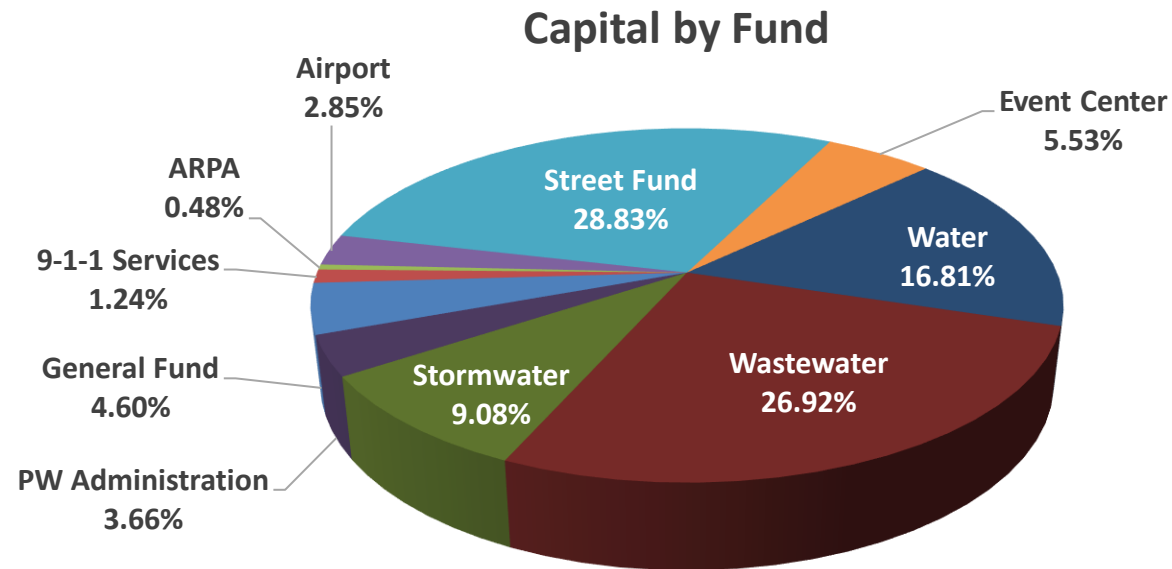
# Budget Summary – Debt

- Proposed Debt Proceeds: \$10,055,000
  - Previous Biennium Delayed: \$8.5 million
- Total Biennium Debt Cost: \$4,583,300 or 7% of total expenditures
- Debt Outstanding at Biennium End: \$27.1 million



# Budget Summary – Capital Expenditures

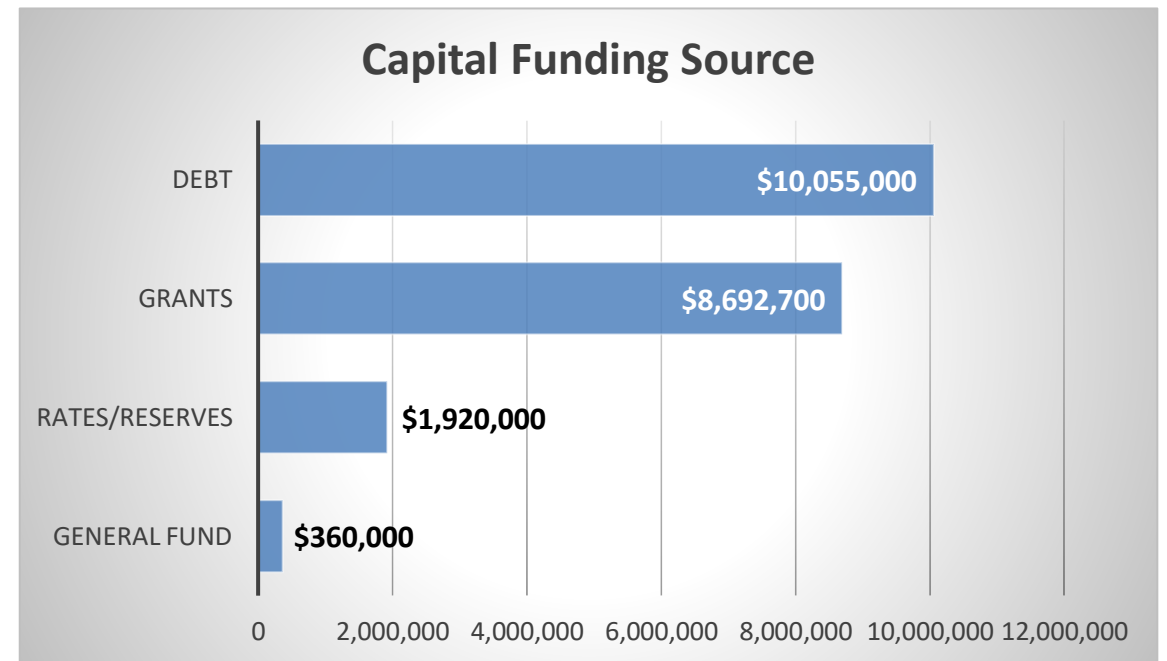
➤ Total Capital Expenditures: \$21,027,700





# Budget Summary – Capital Expenditures

City-Wide Capital Outlay Summary	
Fund	Amount
General Fund	968,000
9-1-1 Services Fund	260,000
American Rescue Plan Act	100,000
Airport Fund	600,000
Street Fund	6,062,700
Florence Events Center Fund	1,162,000
Water Fund	3,535,000
Wastewater Fund	5,660,000
Stormwater Fund	1,910,000
Public Works Administration Fund	770,000
<b>Total City- Wide Capital</b>	<b>21,027,700</b>





Questions?





# Fiscal Biennium 2021-23 Proposed Budget

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## General Fund

Fiscal  
Biennium

2021-2023

## Biennial Budget

CITY OF FLORENCE, OREGON

Proposed Budget

# General Fund: Public Safety

Chief  
Tom Turner

- Patrol
- Corrections
- Communications (9-1-1 Fund)



- Total Budget: \$5,380,600
- 18 FTEs



# Public Safety: 2019-21 Accomplishments

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- Remodel of patrol room and hallways.
- Continuation of School Resource Officer Program with Siuslaw School District.
- Body Worn Camera program.
- Purchased and trained internal instructors for the WRAP System.
- Purchased the City's first hybrid, full-service patrol vehicle.
- Development, participation, and support of the MCR Program.



# Public Safety: Patrol

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## STAFFING

- Chief
- Commander
- 3 Sergeants
- 10 Officers
- School Resource Officer
- Administrative Assistant



## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Updates to Patrol Officer Equipment
- Implement Unmanned Aerial System
- Association Contract Negotiations
- Replacement of Two Patrol Vehicles
- Facility Maintenance Updates
- Permanent SRO Funding Plan
- Continued Support of Mobile Crisis Response Team

# Public Safety: Corrections

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## STAFFING

- Corrections Officer



## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Improvement of policies and procedures for Jail, including implementation and training.



# General Fund: Parks

Public Works Director  
Mike Miller



- Total Budget: \$1,224,500
- 1 FTE; 2.5 FTE Seasonal Contract Labor
  - Budget request includes an increase in the total hours of seasonal labor.



# Parks: 2019-21 Accomplishments

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- Completion of the Miller Park concessions/restroom facility.
- Maintained public restroom facilities to a higher standard related to COVID-19.

# Parks

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Master Plan for the conversion of Old Public Works into the Gallagher's Park expansion.
- Improve parks, trails, and walkability.
- Complete Park Master Plan Update.
- Completion of Disc Golf Course in Munsel Greenway Park.
- Replace deck at Maple Street Plaza and update the restrooms.
- Construction of new restroom facility at west end of Bay Street.
- Park updates, including play structure equipment replacement and court expansions.

- Replacement of the 1984 Ford tractor and the Kubota 3080 mower.



# Parks: Capital Outlay

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## CAPITAL PROJECTS & EXPECTED TIMELINES

	2021 - 2022				2022 - 2023			
Description	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR
1984 Ford Tractor replacement		X						
Miller Park play structure replacement			Apply for grant			Rec grant		X
Maple Street Plaza deck replacement and restroom update			X					
Singing Pines Dog Park improvements		X				X		
Kubota mower replacement						X		
Rolling Dunes Tennis/Pickleball courts expansion			Apply for grant			Rec grant		X
Munsel Road Park play structure replacement			Apply for grant			Rec grant		X
Bay Street property purchase for restrooms							X	
Gallagher Park Phase 1 Expansion							X	X



# General Fund: Community Development

Planning Director  
Wendy FarleyCampbell

- Planning
- Building
- Code Enforcement



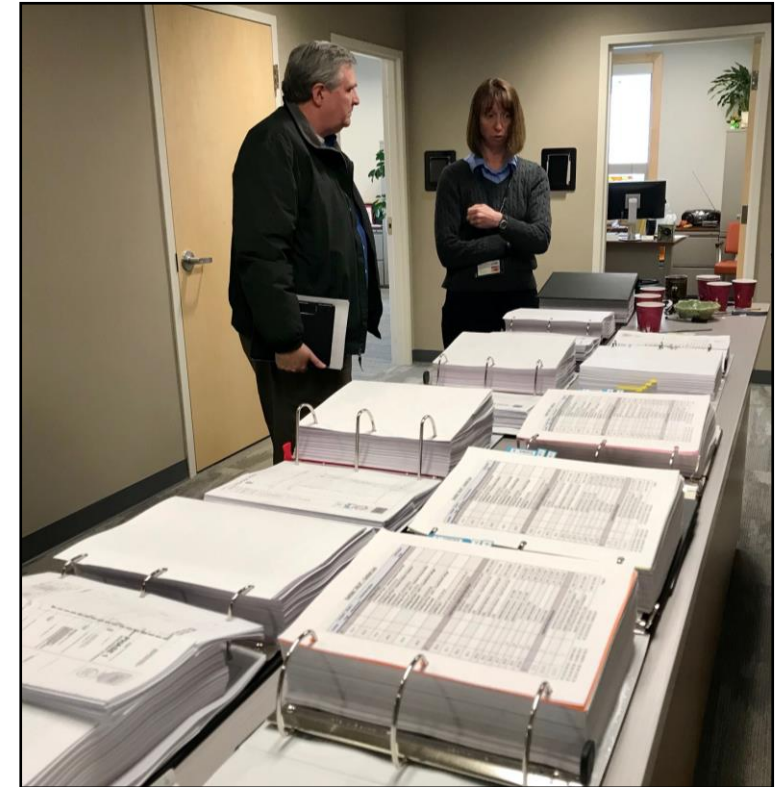
- Total Budget: \$2,003,400
- 6 FTE; 1.6 Contract FTE – Building Official & Inspectors



# Planning: 2019-21 Accomplishments

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- Completed Phase 1 of Residential Housing Code Updates.
- Processed six annexation requests and seven zone change applications.
- Updated the Comprehensive Plan to adopt new flood insurance rate maps and studies.
- Awarded the Transportation Growth Management funding to update the Transportation Systems Plan.
- Awarded DLCD technical support funding to perform an Old Town parking analysis.



# Planning

- TOTAL BUDGET: \$1,150,500
  - 4 FTE
- 

## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Review and update planning and land use fees to improve cost of service recovery.
  - Previously done in 2007 and 2001.
- Update Comprehensive Plan and Zoning Maps in support of 2018 housing and economic opportunities analysis.
  - Update Comprehensive Plan related to Goal 5 Wildlife Resources.
- Update Transportation Systems Plan
- Implement GIS software to expedite mapping.
- Residential Code Updates, Phase 2



# Building: 2019-21 Accomplishments

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- Provided Building Inspections and Plan Reviews with no interruption of service during COVID-19 pandemic.
- Coordinated with the State of Oregon and the League of Oregon Cities on Building Official and Inspection rule changes.
  - Participated on the Rulemaking Advisory Committee with other stakeholders.



# Building

- TOTAL BUDGET: \$655,600
  - 2.6 FTE; 1.6 CONTRACT FTE – BUILDING OFFICIAL & INSPECTORS
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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Review and update building fees to improve cost of service recovery.
  - Previous analyses completed in 2007 and 2011.
- Update Building Inspection Service program to implement new state rules for contracted services.
- Review Sign Code.
- Build Emergency Building Inspections Go-Kits.



# Code Enforcement: 2019-21 Accomplishments

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- Code Enforcement provided Covid-19 education and compliance support in coordination with Lane County Public Health.
- Implemented Code Enforcement tracking software and database.





# Code Enforcement

- TOTAL BUDGET: \$197,300
- 1 FTE

## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Update City's nuisance codes.
- Create code enforcement operations.
- Upgrade sound and light meters to measure emissions from new technology in sound and light devices.
- Development of program to support volunteer assistance for code enforcement and education.



# General Fund: Administration

City Manager  
Erin Reynolds

- City Council
- City Manager's Office
  - City Recorder
  - Community Outreach & Communications
  - Economic Development
  - Project Management
  - Urban Renewal Support

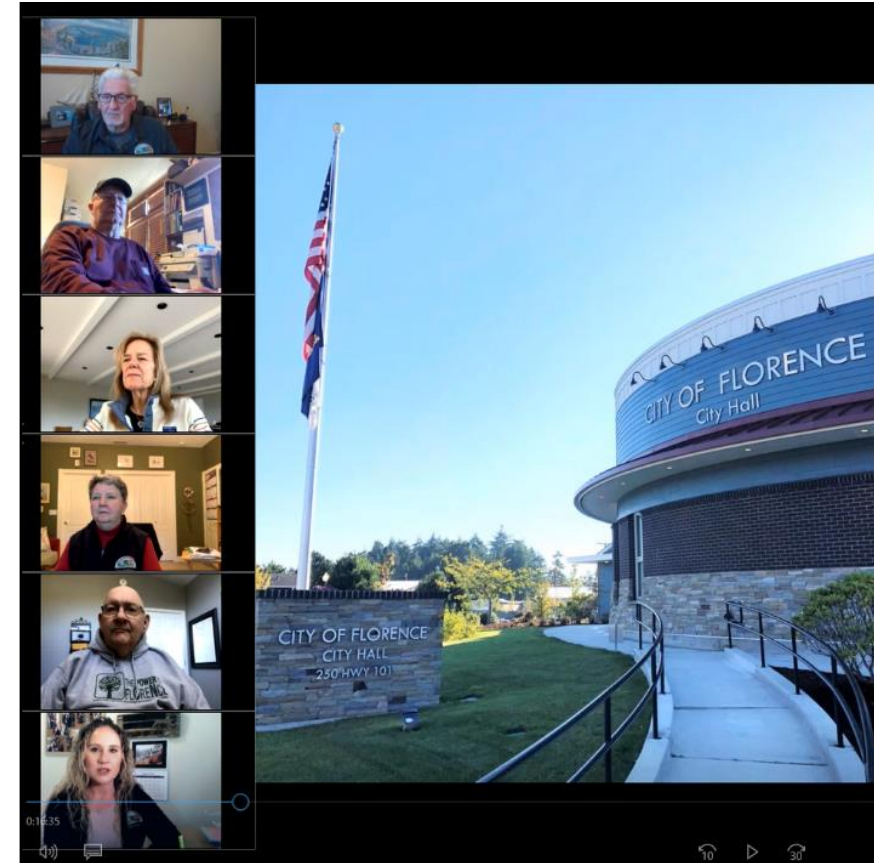


- Total Budget: \$2,560,900
  - City Council: \$ 168,700
  - City Manager's Office: \$2,382,200
- City Manager's Office – 5.5 FTE
  - Budget request includes the addition of 1.0 FTE for economic development and business recovery support.
  - Budget request includes the addition of 0.5 FTE for records support.

# City Council: 2019-21 Accomplishments

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- Adoption of 2021-2023 City Work Plan.
- Completion of the Residential Housing Code Update.
- Sale of Airport Road property to DevNW.
- Approval of the Temporary State of Emergency due to COVID-19.
- Extension of SDC waiver and deferral process.
- Approval of Commercial, Industrial and Mixed-use Code Updates.
- Support for Community Development Block Grant application with St. Vincent de Paul.
- Recruitment for vacant City Council position.
- Orientation and Training for three new City Council members.
- Approval of FEMA Flood Plain Amendments.
- Completion of two annexations to the City of Florence.
- Approval of the one-year 'roll-over' of the current Collective Bargaining Agreement with the Florence Police Association.
- Participation in Tour of Florence Maker's Space, the 2020 State of the City and City Expo, among many other activities.



# City Council

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Evaluate impacts of 2020 Census on City service levels, long-term plans, and other population dependent items.
- Update City Committee & Commission Policy Manual.
- Continued participation and development of community activities.
- Evaluate COVID-19 Temporary Meeting policies as the City moves back towards in-person and/or hybrid public meetings.



**Mayor  
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**Council Vice President  
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**Councilor  
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**Councilor  
Maggie Wisniewski**  
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# City Recorder: 2019-21 Accomplishments

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- Supported City Council meetings and activities.
- Coordination of Committee & Commission Work Plans.
- Digitizing City records from all departments.
- Public Records Request processing.
- Virtual meetings for all City public meetings.
- Temporary COVID-19 Public Meeting Procedures.
- Provided support for multiple annexation application processes through City Council approval.
- City Council vacancy recruitment.



## WELCOME TO THE VIDEOCONFERENCE MEETING OF THE FLORENCE CITY COUNCIL

Due to federal and state restrictions on public gatherings, the Florence City Council meetings shall be held via videoconference using the gotowebinar platform and shown live on Cable Channel 191 and online at [www.ci.Florence.or.us/citymanager/public-meetings-live](http://www.ci.Florence.or.us/citymanager/public-meetings-live).

Citizens wishing to express their views may provide verbal or v  
For more information, visit the City of Florence web  
[www.ci.Florence.or.us/council/request-address-city-council](http://www.ci.Florence.or.us/council/request-address-city-council)

# City Recorder

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Implement updated City Committee & Commission Policy Manual.
- Ensure Committee and Commission effectiveness in supporting Council Goals & Work Plan.
- Improve City's records management and retention program.
- Update Public Records Request Policies.
- Evaluate COVID-19 Temporary Public Meeting policies.



# Economic Development: 2019-21 Accomplishments

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- Property Sale for DevNW Project.
- Supported Residential Housing Code Update.
- Supported the Regional Accelerator & Innovation Network (RAIN) entrepreneurship programs.
- Completion of the Rural Development Initiatives Business Retention & Expansion Program.
- Job Shadow Day in February 2020.
- Request for Expressions of Interest (RFEI) for Quince Street property.
- Travel Oregon Destination Ready Program
- COVID-19 Response & Business Support:
  - Established Florence Area Economic Development Taskforce.
  - Support of COVID-19 Business Assistance funding in conjunction with Lane County and Community Lending Works.
  - Establishment of outdoor seating program in response to COVID-19 indoor restrictions.
  - Personal Protective Equipment (PPE) distribution program.
  - CBDG funding for the Emergency COVID-19 Response Assistance Program with LCC for the Environmental Services Aide program.
- Supported the efforts of the Public Art Committee and their projects.



# Economic Development

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Family Wage Jobs & Workforce Development
  - Business retention & expansion program.
  - Continue business communication and outreach.
  - Work with area partners to improve business financial and technological literacy.
  - Continue to support COVID-19 recovery.
  - Evaluate tourism marketing efforts and contract.
  - Support community driven efforts toward beautification, recreation, and culture.
  - Expand marketing for the Pacific View Business.
  - Renew City's Enterprise Zone program.
- Housing Efforts & Initiatives
  - Support community partners related to housing.
  - Evaluate the City's role in workforce housing projects.
  - Coordinate with major local employers related to housing.
  - Promote SDC program and ADU program.
  - Florence Rental Housing Market Study.
  - Evaluate options and long-term financial sustainability for financial incentives.
- Implementation of Community Development Block Grants – including partnership with St. Vincent de Paul



# Community Outreach & Communications: 2019-21 Accomplishments

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- Developed City Services Expo & 2019 State of the City Address.
- Increased the City's presence on social media.
- Coordinated press releases, newsletter, and other communications for the City.
- Initiated the City's communication plan and style guide project, including brand refresh.
- Participated in Siuslaw School District Library Services virtual field trips.
- Coordinated:
  - City's 2019 Block Party
  - 2020 Virtual Rhody Days Parade
  - 2020 Holiday Festival activities



# Community Outreach & Communications:

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Development of Citizen's Academy.
- Continuation of community events and activities.
- Community attitudes survey.
- Provide support for community programs.
- Renewal of community designations of Coast Guard City and Tree City USA.
- Develop City Communications Policy and a City-wide communications and style guide.
- Development of City's video library.
- Continued distribution of news items to media, through the newsletter, and on social media.
- City's website updates.



# Project Mgmt. & Urban Renewal Support: 2019-21 Accomplishments

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- Managed the construction of the ReVision Florence Streetscape Project.
- Provided program support to the Florence Urban Renewal Agency.
  - Quince Street RFEI





# Project Mgmt. & Urban Renewal Support:

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Staffing and administrative support for the Florence Urban Renewal Agency and projects.
  - Continued support to develop the Quince Street property.
- Evaluate current and potential updates to operating models of the Florence Senior Center.





# General Fund: Administrative Services

Administrative Services Director  
Anne Baker

- Finance
- Human Resources
- Information Technology
- Municipal Court



- Total Budget: \$3,405,400
- Total FTE: 7.5
  - Budget request includes the addition of 0.5 FTE for the Information Technology program to provide technician support.
- Administrative Services revenues are funds received from departments that benefit from its services.
  - Municipal Court is not included in this charge to other departments.

# Finance:

## 2019-21 Accomplishments

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- New system implementation:
  - Electronic timesheet system.
  - Electronic purchase request system.
- Maintained service continuity to our customers during the Pandemic by providing virtual service.
- Provided many opportunities via internal, state, and federal resources to help keep our customers' service connected.
- Annual Financial Audit
  - Unmodified Opinion
- City Budget
  - GFOA Distinguished Budget Presentation Award
- By the Numbers
  - Service 3,906 utility customers
  - Collected \$6.923 million in revenue
  - Payroll for over 60 City employees



# Finance

- TOTAL BUDGET: \$1,179,900
  - 5 FTE
- 

## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Continue to cross train staff.
- Monitor departmental controls to improve transparency in the City's financial processes.
- Continue to monitor expenses related to the COVID-19 response.
- Comprehensive Annual Financial Report.
- Prepare biennial budget consistent with adopted City work plan.
- Provide excellent customer service in person and over the phone to all customers.
- Review and update long-range financial forecasts annually for all funds.
- Ensure timely financial reporting.
- Assist in the financial analysis and evaluation of items throughout the City work plan.
- Evaluate current budget software with future City needs.
- Develop strategies to transition to paperless environment.



# Human Resources: 2019-21 Accomplishments

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- Drafted updated personnel handbook and policies for review and future implementation.
- Updated Safety Manual.
- Implemented new recruitment tools.
- Completed Equal Pay Analysis.
- Commenced Classification and Compensation Study.
- Drafted and implemented employee policies related to the COVID-19 pandemic response, including incorporation of updated OSHA rules and State guidelines.
- Facilitated staffing changes and needs due to the COVID-19 pandemic.
- Added ADA Coordinator role to the duties of HR Manager.





# Human Resources

- TOTAL BUDGET: \$299,400
  - 1 FTE
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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Update Personnel Handbook, personnel policies based on best practices.
- Updated Safety Manual implementation.
- Continual improvements to employee training, communication, and tracking.
- Recruit for key positions and maximize staffing across all departments.
- Florence Police Association negotiations.
- Compensation market analysis/implementation.
- Review and update to employee benefits program provided through City County Insurance Services.
- Fully implement and integrate HR software solutions.
- Develop and implement ADA Title II compliance program.



# Information Technology: 2019-21 Accomplishments

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- Navigated transition to remote working for employees due to Covid-19 pandemic.
- Completed secondary (isolated) fiber backbone for disaster recovery projects.
- Expanded WiFi mesh network to include the Airport.
- Completed LiveScan implementation for Jail.
- Implemented threat monitoring services.
- Replaced about 1/3 of End-of-life workstations.
- Technology Upgrades:
  - All workstations to Windows 10.
  - All printers for all buildings in the city.
  - Firewall to current utility recommendations.
  - All servers to Server2016 or newer.
  - Cisco Call Manager to replace end of life management software.
  - Visual monitoring system at the Justice Center.

# Information Technology

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- TOTAL BUDGET: \$1,252,300
- 1.5 FTE

## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Update IT services support and help desk procedures.
- Assist various departments in the technology and software solutions.
- Digital systems security (Cybersecurity)
- Replace Police Department repeater on Herman Peak.
- Complete fiber communications extension to the Water and Wastewater plants.
- Implement a secondary disaster recovery site at Public Works for digital infrastructure.
- Reconfigure the 911 EOC at Siuslaw Valley Fire & Rescue Station 1 to accommodate changes in networks.
- Plan for City workers to resume on-site work.



# Municipal Court: 2019-21 Accomplishments

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- Addressed COVID-19 in the court by holding proceedings virtually.
- Moved jury trials to the Florence Events Center to address physical distancing issues mandated by the State.
- Hired a full-time new court clerk to replace the two part-time court clerk positions that were vacant.
  - Operating fully staffed.



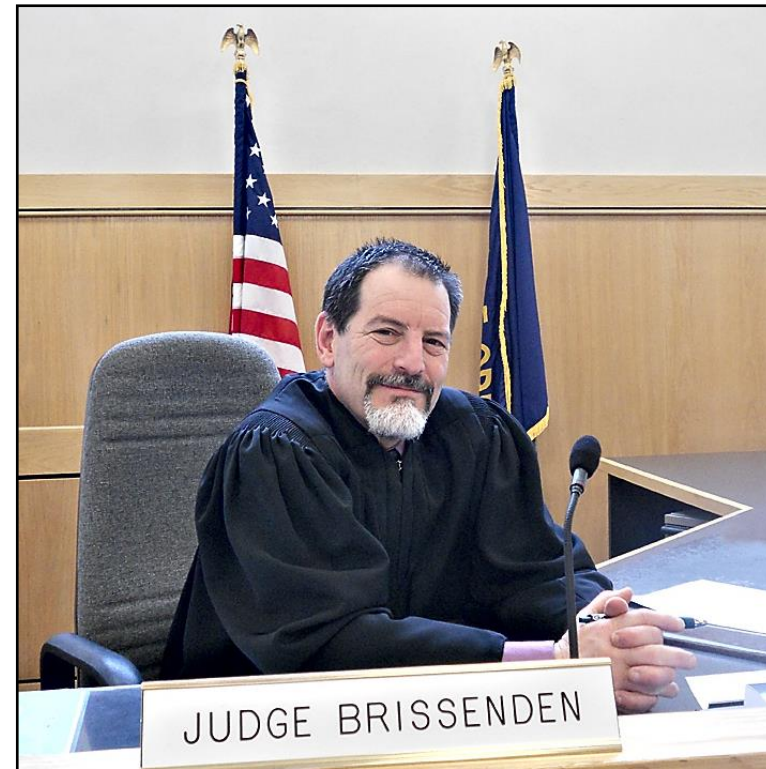


# Municipal Court

- TOTAL BUDGET: \$673,800
  - 2 FTE; 0.4 CONTRACT JUDGE
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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Work with Department of Revenue to collect fines and fees.
- Implement E-Convictions with DMV.
- Continue to hold court safely and within State guidelines during COVID, including virtual methods.
- Training of the newly hired full-time Court Clerk to cover court and handle day to day processes of the court.



# General Fund: Non- Departmental

City Manger  
Erin Reynolds



- Total Budget \$1,711,900
  - \$121,100 in General Fund debt
  - \$1,094,000 transfer to 9-1-1 Fund

# Non-Departmental

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Facilities maintenance materials and supplies for City Hall (labor costs are in Public Works Admin Fund).
- Continued support of Siuslaw Outreach Services for the health and human services they provide to Florence as a partner of the Police Department.
- Funding for the Rhody Express, which is operated by River Cities Taxi, is included.
- City Hall staircase and retaining wall completion.
- Continue coordination of Emergency Management function within the City.
- Develop welcoming community gateway signage (N,S,E).

# Emergency Management: 2019-21 Accomplishments

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- West Lane Emergency Operations Group (WLEOG) Participation
- Coordinated West Lane County emergency response to COVID-19 pandemic, served as incident command, and coordinated with Lane County Public Health.
- Coordinated six COVID-19 mass vaccination events with Lane County.
  - Approximately 6,000 doses administered.
- Initiated updates to the West Lane Emergency Operations Plan.
- Participated in County-wide coordination on resiliency planning.





# 9-1-1 Services Fund

Chief  
Tom Turner

- Communications



- Total Budget: \$2,349,500
- 7 FTE

# 9-1-1 Services: 2019-21 Accomplishments

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- Completed the Communications Center remodel.
- Assisted the Mobile Crisis Response (MCR) Team in integrating calls for service with stakeholder agencies including FPD, LCSO, OSP, Tribal PD, Hospital, and Parole & Probation.

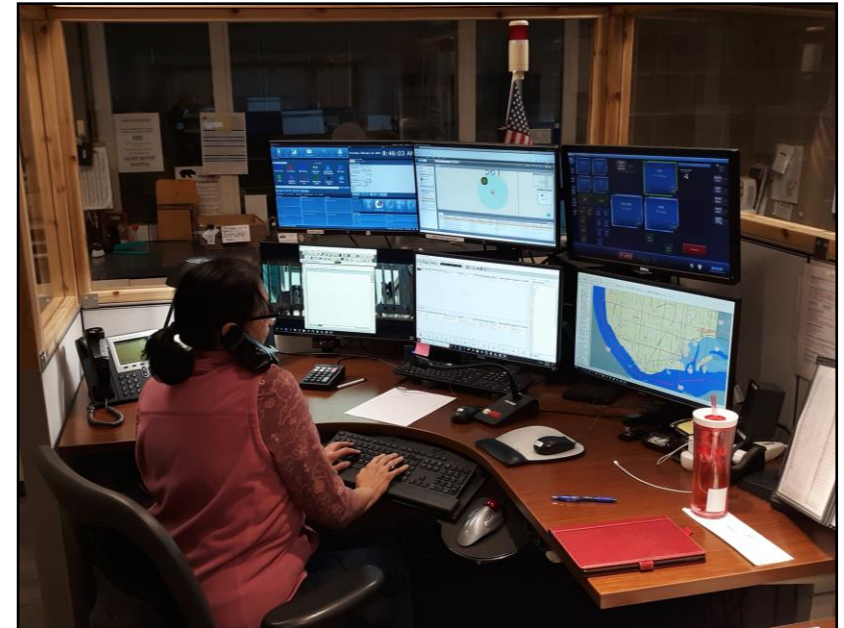


# 9-1-1 Services

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Maintain Compliance with Criminal Justice Information Services (CJIS) and Federal Crime Reporting.
- Continued contributions from our partner agencies of the West Lane 911 PSAP.
- The Communications Center has reached full staffing and will continue to train operators per best practices.
- Installation of the updated repeater system for West Lane County.







Questions?



# Debt Service

Administrative Services Director  
Anne Baker



- Total Budget: \$3,312,000
- Debt Payments: \$2,829,000
- \$481,300 in reserves for the Local Improvement District (LID)

# General Obligation Debt Service

Administrative Services Director  
Anne Baker



- Total Budget: \$180,800
- Total levy for the fiscal biennium 2019-21 is \$118,000
- \$69,900 estimated beginning fund balance
- \$167,600 in debt payments
- Approved by the City's voters to fund the water treatment improvements in 2002.
- Final levy will be in fiscal year 2021-22

# Transient Room Tax Fund

Administrative Services Director  
Anne Baker

- Total Budget: \$983,900
- \$915,000 in estimated tax collections
  - \$544,600 transfer to Florence Events Center
  - \$363,000 estimated payment to the Chamber of Commerce
- \$76,300 reserved for qualifying City projects





# Airport Fund

Public Works Director  
Mike Miller



- Total Budget: \$1,144,600
- Staffing and management provided by Public Works
- Airport Volunteer Group provides:
  - Office assistance
  - Answer phones in airport office
  - Greeting pilots



# Airport: 2019-21 Accomplishments

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- Closed out the FAA and the COAR grants for the \$1.12 million lighting improvement project.
- Applied for a Veterans and War Memorial Grant from Oregon Parks and Recreation Department.



# Airport

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Fuel purchases budgeted in the amount of \$120,000 represents thirty-six percent (36%) of the biennium budget for Maintenance and Services.
- Transfer to PW Admin (\$83,200) and General Fund Admin (\$39,200) to recognize staff costs.
- Miscellaneous revenues reflect expected lot sales and ongoing land lease revenues in the Pacific View Business and Industrial Park.
- Completion of the Automated Weather Observation System replacement.
- Begin engineering for the taxiway, taxi lane, and apron seal project.
- Development of the Airport Veteran's Memorial Gateway entrance to the airport – grant dependent.

# Airport: Capital Outlay

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## CAPITAL PROJECTS & EXPECTED TIMELINES

	2021 - 2022				2022 - 2023			
<b>Description</b>	<b>1<sup>st</sup> QTR</b>	<b>2<sup>nd</sup> QTR</b>	<b>3<sup>rd</sup> QTR</b>	<b>4<sup>th</sup> QTR</b>	<b>1<sup>st</sup> QTR</b>	<b>2<sup>nd</sup> QTR</b>	<b>3<sup>rd</sup> QTR</b>	<b>4<sup>th</sup> QTR</b>
AWOS replacement	X	X						
Airport Gateway Project			Apply for grants			Accept grant	Land use	Begin const.
Taxi lane paving/taxiway and apron sealing (engineering only)						Eng	Eng	Eng

# Street Fund

Public Works Director  
Mike Miller



- Total Budget: \$9,112,600
- 1 FTE; 0.7 FTE Seasonal Contract Labor
- Revenue forecasts assume a 5% increase in FY 2022 and 2% in FY 2023.
  - Revenues to support the Streets Division primarily come from street utility fees and state highway apportionment (State gas tax).
  - The City of Florence does not have a local fuel tax.



# Streets: 2019-21 Accomplishments

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- Completed \$510,000 in sidewalk infill, pedestrian/bicycle paths, and midblock pedestrian crossings.
  - Safe Routes to School grant provided \$346,400 of the funding.
- Design and engineering for the Siuslaw Estuary Trail, Phase 1.
- Design and engineering for the Rhododendron Drive realignment, separated multi-use path, and enhanced riverside parking area project.
- \$263,800 in hot oil/fog seals during the biennium.
- \$498,965 in street preservation and rehabilitation projects.



# Streets

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Complete second Safe Routes to School project (Oak Street from 21st to 34th).
- Annual Chip/Fog seal program.
- Street preservation program.
- Reconstruct Rhododendron Drive – Wildwinds to 35<sup>th</sup> Street
- Rhododendron Drive Multi-Use Path:
  - 35th to North Jetty Road
  - North Jetty Road to Heceta Beach Road.
- Develop approach and funding to address deferred street maintenance and preservation.
- Update Transportation Systems Plan.
- Enhance pedestrian and ADA crossing opportunity on Nopal and Bay Streets.
- Reconstruct 20th Street – Oak to Kingwood.

# Streets: Capital Outlay

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## CAPITAL PROJECTS & EXPECTED TIMELINES

	2021 - 2022				2022 - 2023			
Description	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR
Backhoe replacement		X	X					
10/12 yd dump truck& low boy trailer replacement						X	X	
Chip/fog seal	X				X			
Summer 2022 street preservation				Eng	Const	Const		
Sidewalk/ADA program		X		X				
9 <sup>th</sup> Street preservation project	X	X	X					
Rhododendron Drive (Wildwinds – 35 <sup>th</sup> )		Const	Const	Const				
Safe Routes to Schools (Oak St street ramps & crosswalks)	X	X						
Siuslaw Estuary Trail, Phase 1		Receive grant	Const	Const				
Rhododendron Multi-Use Path (35 <sup>th</sup> – N Jetty)							Eng	Eng
Bike rest stop (Siuslaw River Bridge & Hwy 101)						X	X	X

# American Rescue Plan Act Fund

Administrative Services Director  
Anne Baker



- Total Budget: \$1,802,500
- Anticipated projects
  - Revenue enhancements for COVID-related lost revenue
  - Facility retrofit related to COVID-19
    - \$100,000 budgeted for capital
  - Assistance to local businesses
  - Assistance for childcare





Questions?

# Florence Events Center Fund

Assistant City Manager  
Megan Messmer



- Total Budget: \$3,256,100
- 3 FTE; 2 FTE Event and Kitchen Contract Labor
- The FEC budget includes charges from the City General Fund to account for administrative services.



# Florence Events Center: 2019-21 Accomplishments

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- The FEC continues to provide rental fee discounts for local school functions, non-profit organizations, and multi-day conferences.
- Storage mezzanine expansion backstage.
- New in-house catering services.
- Touch-less restroom fixtures installed.
- Implemented new ticketing system.
- Live-streaming technologies for virtual option.
- Upgraded the FEC fire system panel and sensors.
- Implemented new booking software.



# Florence Events Center

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Development of plan for facility expansion and update, including the north lot.
- Continue to develop substantiable funding opportunities for the FEC including.
- Continued marketing effort improvements.
- Increased volunteer recruitment.
- Plan for the 25th anniversary celebration.
- Improve FEC facility and operations, including related to COVID-19.
- Evaluating and defining staffing levels and roles as the needs of the facility evolve.



# Florence Events Center: Capital Outlay

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## CAPITAL PROJECTS & EXPECTED TIMELINES

	2021 - 2022				2022 - 2023			
Description	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR
Events Center expansion (A/E)		RFQ	Eng	Eng	Eng	Cost Est		
Seal south lot	X							
HVAC replacement (exterior office)				X				
Develop north parking lot					Eng	Bid	Const	Const
Flat floor & lobby replacement					Bid	X		
Orchestra pit cover replacement							X	

# Water Fund

Public Works Director  
Mike Miller



- Total Budget: \$9,103,200
- 4 FTE; 0.8 FTE Seasonal Contract Labor
- Revenue forecasts assume a 5% rate increase in Fiscal 2022 and 2% in Fiscal 2023.

# Water: 2019-21 Accomplishments

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- Successful well rehabilitation of Wells 2, 4, 5, 6, 7, and 10 resulting in restoring 0.85 million gallons per day (MGD) of well production capacity.
- Completion of wellfield access improvements – approximately 1,600 feet of semi-improved roadway utilizing natural yard debris mulch for an environmentally sensitive roadway.



# Water

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Replace water mains on Laurel and Maple Streets in Old Town.
- Continue service contract to repair and recoat the water reservoirs.
- Completion of AWIA 2018 Risk & Resilience Assessment and Emergency Response Plan.
- Supervisory Control and Data Acquisition (SCADA) computer replacement and upgrade.
- Green sand filter rehabilitation program.
- Development of Well #14.
- Water Treatment Plant expansion to include office construction and laboratory upgrade.
- Completion of the 16-inch water main on 9th Street from Rhododendron to Kingwood.
- Old line replacement program.
- Construction of 31st Street reservoir retaining wall (project already designed).
- Continuation of \$7,500 in funding to Siuslaw Outreach Services for assistance to financially distressed customers.



# Water: Capital Outlay

## CAPITAL PROJECTS & EXPECTED TIMELINES

Description	2021 - 2022				2022 - 2023			
	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR
Portable flow meter	X							
SCADA computer replacement		X						
Water Plant office expansion			Design	Land Use	Const	Const	Const	
Well rehab: Wells 1,3a, & 9			X				X	
31 <sup>st</sup> Street reservoir site retaining wall		X						
Reservoir asset management program	X	X	X	X	X	X	X	X
9 <sup>th</sup> Street water main replacement	X	X	X					
Greentrees master meter replacement		X	X					
Well 14 development			Water rights	Permits		Drill	Develop	
9 <sup>th</sup> Street water main install (inc. capacity)	X	X	X					
Manlift purchase						X		
Old line replacement (12-inch wellfield & Old Town)					Wellfield project		Eng Old Town	Eng Old Town
16-inch water line from WTP to Spruce Street						Eng	Eng	Ready to bid

# Wastewater Fund

Public Works Director  
Mike Miller



- Total Budget: \$12,842,000
- 4 FTE; 0.8 FTE Seasonal Contract Labor
- Revenue forecasts assume a 5% increase in Fiscal 2022 and 2% in Fiscal 2023.

# Wastewater: 2019-21 Accomplishments

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- Sewer line extensions:
  - West side of Hwy 101 from Munsel Lake Road to current City limits.
  - East side of Hwy 101 from 52nd Street pump station to just south of Heceta junction.
  - Rhododendron Drive between South Harbor Vista Drive and Treewood Court.
  - Phase 1 of the Hwy 126 sewer line extension project.
- Installation of two Odor Reduction Towers at the Wastewater Treatment Plant.
- Acquisition of a trommel screen for FloGro compost production.
- Installation of a new aeration blower at the WWTP.



# Wastewater

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Develop facilities plan for the Wastewater Treatment Plant.
- New DEQ NPDES permit to be issued in 2022. The new permit will dictate how the WWTP processes will run for the next 5 years.
- Wastewater Treatment Plan Updates and Equipment Replacements
- Pump station rehabilitation.
- Old line replacement program.
- Complete utility infrastructure expansion projects along transportation corridors to promote development opportunities.
- Develop plan for providing sewer service to the North Urban Growth Boundary area.
- Replacement of combination sewer cleaner.
- Expansion of biosolids composting facility.
- Projected funding for sewer service in the north urban growth boundary (UGB) area.
- Gravity sewer line replacement on Rhododendron Drive between 35th and Siuslaw Village pump station.
- Continuation of \$7,500 funding to Siuslaw Outreach Service for financial assistance to financially distressed customers.



# Wastewater: Capital Outlay

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## CAPITAL PROJECTS & EXPECTED TIMELINES

	2021 - 2022				2022 - 2023			
Description	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR
Air handling units		X				X		
WWTP fencing				X				
WWTP lab fume hood				X				
Headworks concrete restoration			X	X				
Equipment storage building						X		
Install screw press						Eng	Eng	Bid
Combination sewer cleaner replacement		X						
15kW generator replacement		X						
Collections service truck replacement		X						
Trommel screen replacement	X							
Pump station rehab			Fawn View	Eng for Siuslaw Village	Const	Const		Eng for Ivy Street

# Wastewater: Capital Outlay

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## CAPITAL PROJECTS & EXPECTED TIMELINES

	2021 - 2022				2022 - 2023			
<b>Description</b>	<b>1<sup>st</sup> QTR</b>	<b>2<sup>nd</sup> QTR</b>	<b>3<sup>rd</sup> QTR</b>	<b>4<sup>th</sup> QTR</b>	<b>1<sup>st</sup> QTR</b>	<b>2<sup>nd</sup> QTR</b>	<b>3<sup>rd</sup> QTR</b>	<b>4<sup>th</sup> QTR</b>
Gravity sewer replacement (35 <sup>th</sup> – Siuslaw Village PS)				X				
North UGB expansion		X	X	X	X	X	X	X
UV system replacement & upgrade	Eng		Bid	Award	Const	X	X	X
Plant CMU wall sealing							X	
Blower replacement, phase 2					Eng	Purchase	Install	
Track Steer replacement						X		
Kuhn mixer						X		
Old line replacement (engineering only)							Eng	Eng

# Stormwater Fund

Public Works Director  
Mike Miller



- Total Budget: \$3,701,300
- 3 FTE
  - Budget request includes the addition of 1 FTE.
- Revenue forecasts assume a 5% increase in Fiscal 2022 and 2% in Fiscal 2023.

# Stormwater: 2019-21 Accomplishments

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- Completion of the Coastal Highlands stormwater improvement project.
- Replaced the ground penetrating radar unit that is used to located our underground utilities.





# Stormwater

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Construction of the 2nd Street stormwater project –  
2nd Street from Kingwood to Ivy and Ivy from 2nd to 1st Street.
- Construction of the 6th Street stormwater project –  
6th Street from Juniper to Hemlock and Hemlock from 6th to 1st Street.
- Spruce Street Culvert repair: Slip line of culvert under Spruce Street at 12th Street.
- Construction of decant facility for street sweeper debris.
- Replace stormwater system on Nopal between 1st and 2nd Streets.

# Stormwater: Capital Outlay

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## CAPITAL PROJECTS & EXPECTED TIMELINES

	2021 - 2022				2022 - 2023			
<b>Description</b>	<b>1<sup>st</sup> QTR</b>	<b>2<sup>nd</sup> QTR</b>	<b>3<sup>rd</sup> QTR</b>	<b>4<sup>th</sup> QTR</b>	<b>1<sup>st</sup> QTR</b>	<b>2<sup>nd</sup> QTR</b>	<b>3<sup>rd</sup> QTR</b>	<b>4<sup>th</sup> QTR</b>
Sweeper Decant station			Design	Const	Const			
2 <sup>nd</sup> Street (Kingwood – Ivy)	Bid	Const	Const	Const				
Culvert repair (slip lining on Spruce at 12 <sup>th</sup> )		Const						
Nopal (1 <sup>st</sup> – 2 <sup>nd</sup> Street)				Eng			Const	Const
Ditching west side of Spruce (Munsel Lake Road – 52 <sup>nd</sup> Street)				Const				
6 <sup>th</sup> Street (Juniper – Hemlock Streets)					Const	Const	Const	

# Street SDC Fund

Public Works Director  
Mike Miller



- Transfer \$180,000 to Street Fund for capacity increasing projects.
  - Rhododendron Drive Wildwinds to 35th Street project.
- Projecting \$80,000 in Street SDC Revenue during biennium.

# Water SDC Fund

Public Works Director  
Mike Miller



- Transfer \$500,000 to Water Fund for capacity increasing projects.
  - 9th Street water main replacement project between Rhododendron and Kingwood Street.
  - Development of Well #14.
- Projecting \$240,000 in Water SDC Revenue during biennium.



# Wastewater SDC Fund

Public Works Director  
Mike Miller



- Transfer \$200,000 to Wastewater Fund for capacity increasing projects.
  - North urban growth boundary (UGB) sewer expansion area.
- Projecting \$360,000 in Wastewater SDC Revenue during biennium.

# Stormwater SDC Fund

Public Works Director  
Mike Miller



- Transfer \$200,000 to Stormwater Fund for capacity increasing projects.
  - 6th Street - Juniper to Hemlock and Hemlock to 1st Street project.
- Projecting \$150,000 in Stormwater SDC Revenue during biennium.

# Public Works Administration Fund

Public Works Director  
Mike Miller

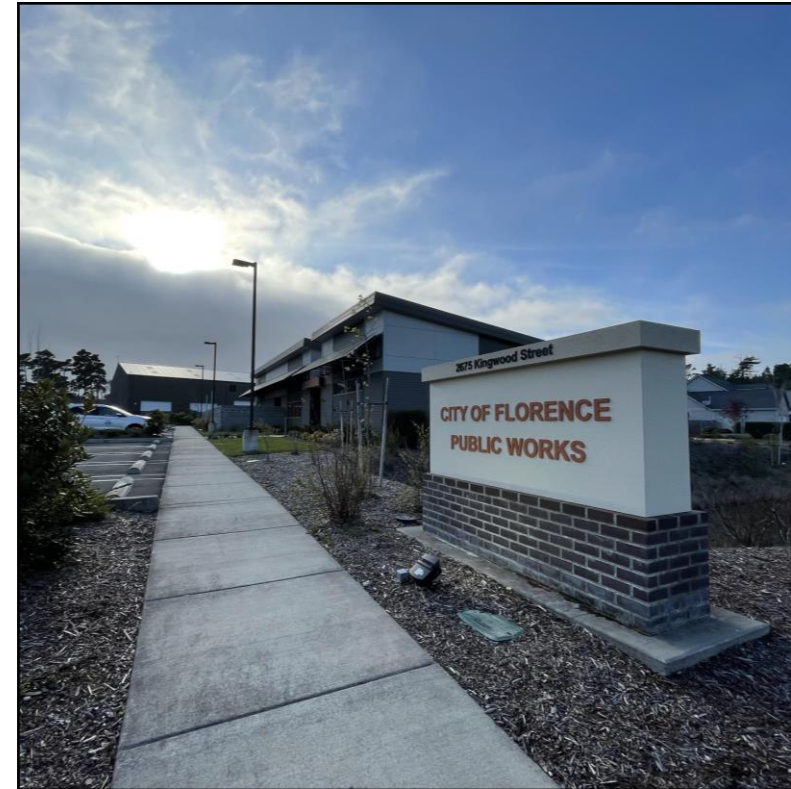


- Total Budget: \$3,863,800
- 9.5 FTE; 0.2 FTE Seasonal Contract Labor
  - Budget request includes the addition of 1 FTE for Facilities Maintenance.
  - Budget request includes the addition of 0.5 FTE for administrative support.
  - Reclassification of the Water/Wastewater Treatment Superintendent to Public Works Superintendent.

# Public Works Administration : 2019-21 Accomplishments

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- Continued development of the Public Works Operations Center.
- Develop the Public Works Operations Center as the City's main emergency operations center (EOC).
- Successfully awarded five grants:
  - EOC -- State Homeland Security Grant
  - Florence Municipal Airport
    - FAA Grant
    - COAR Grant
    - CARES Act Grant
- Safe Routes to School Grant
- Purchase of new brush chipper.
- Purchase of quality used trommel screen.





# Public Works Administration

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## 2021-23 HIGHLIGHTS & WORK PLAN ITEMS

- Deconstruction of Old Public Works site and conversion to Gallagher's Park.
- Continue Construction of Public Works Operations Center Phases 2 and 3.
- Maintain fleet vehicles at prescribed maintenance and replacement schedules.
- Develop plan to market and sell FloGro not used for City projects.
- Development of a fuel farm at the Public Works Operations Center.
- Pursue opportunities to support and install public electric vehicle (EV) charging options.
- Review and update system development charges (SDCs) fee structure, including evaluate potential for parks SDC.

# Public Works Administration: Capital Outlay

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## CAPITAL PROJECTS & EXPECTED TIMELINES

	2021 - 2022				2022 - 2023			
Description	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR
2 <sup>nd</sup> equipment building & office expansion	X	X	X	X				
Deconstruction of buildings at old PW site				X	X	X	X	
Electric vehicle charging station		X			X			
Portable message/reader board	X							
Fuel farm development			Accept grant	begin planning	Land use	Const	Const	Const



Questions?





# City of Florence Fiscal Biennium 2021-23 Proposed Budget July 1, 2021 – June 30, 2023

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## STATE SHARED REVENUES

Fiscal  
Biennium

2021-2023

## Biennial Budget

CITY OF FLORENCE, OREGON

Proposed Budget



# State Shared Revenues

## Eligibility to receive shared revenue

### ➤ ORS 221.760

- Section 1: The officer responsible for disbursing funds to cities under ORS 323.455, 366.280 to 366.785, and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:
  - I. Police protection
  - II. Fire protection
  - III. Street construction, maintenance, and lighting
  - IV. Sanitary sewer
  - V. Storm sewers
  - VI. Planning, zoning, and subdivision control
  - VII. One or more utility services

# State Shared Revenue

---

Anticipated shared revenue for the 2021-23 biennium:

Revenue	Fund	Amount	Percentage of Total City Budget	Intended Use
Liquor Tax	General	\$340,500	0.47%	General
Cigarette Tax	General	\$13,400	0.02%	General
State Shared Revenue	General	\$230,000	0.32%	General
Marijuana Tax	General	\$22,800	0.03%	General
State Highway Apportionment	Street	\$1,382,400	1.92%	Street Maintenance
<b>Total</b>		<b>\$1,989,100</b>	<b>2.77%</b>	

# What's Next?

---

- Approve eligibility to receive State Shared Revenues.
- Approve the City's election to receive State Shared Revenues.
- Approval of the 2021-23 biennial budget in the amount of \$71,880,100 as proposed.
- Approval to levy the City's permanent tax rate of \$2.8610 per \$1,000 of total assessed value for both years of the biennium.
- Approval to levy \$118,000 in fiscal year 2021-22 for the general obligation debt, which is exempt from property tax limitation (estimated rate of \$0.11326 per \$1,000 of total assessed value).

# Action Items

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- Approve eligibility to receive State Shared Revenues
  - Move to approve the City's declaration of its eligibility to receive State Shared Revenue.
- Approve the City's election to receive State Shared Revenues
  - Move to approve the City's declaration of its election to receive State Shared Revenue.



# Action Items

---

- Approval of the 2021-23 biennial budget in the amount of \$71,880,100 as proposed.
- Approval to levy the City's permanent tax rate of \$2.8610 per \$1,000 of total assessed value for both years of the biennium.
- Approval to levy \$118,000 in fiscal year 2021-22 for the general obligation debt, which is exempt from property tax limitation (estimated rate of \$0.11326 per \$1,000 of total assessed value).
  - Move to approve the budget for the 2021-2023 biennium as presented (or modified) in the amount of \$71,880,100. For the fiscal year 2021-2022, impose \$2.8610 per \$1,000 of assessed value and levy \$118,000 for debt service on general obligation bonds, and for fiscal year 2022-2023 impose \$2.8610 per \$1,000 of assessed value.

# Thank you!

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## BUDGET COMMITTEE

### Council Members

Mayor Joe Henry  
Council President  
Woody Woodbury  
Council Vice President  
Sally Wantz  
Councilor Bill Meyer  
Councilor Maggie Wisniewski

### Citizen Members

	<u>Term Expires</u>
Jeff Archambeau	January 2023
Ron Hildenbrand	January 2025
Brittany Hornung	January 2022
Leonard Larson	January 2025
Joel Marks	January 2024

## MANAGEMENT TEAM

Erin Reynolds, City Manager  
Megan Messmer, Assistant City Manager  
Anne Baker, Administrative Services Director  
Kelli Weese, City Recorder/Economic Development Coordinator  
Mike Miller, Public Works Director  
Tom Turner, Police Chief  
Wendy FarleyCampbell, Planning Director

[www.ci.florence.or.us/administrative-services/2021-2023-budget-information](http://www.ci.florence.or.us/administrative-services/2021-2023-budget-information)

# 2021 - 2023 Budget Calendar

Budget Committee meetings will be held via Zoom beginning at 5:30 pm on the dates indicated below in blue.

**City Budget Committee:** City Council (5) & City Budget Committee Members (5).

**FURA Budget Committee:** FURA Board Members (9), Additional City Councilors (2), City Budget Committee Members (5), & FURA Budget Committee Members (2).

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JAN Work Plan Development

1/14 - City Council Advance/Goal Setting

1/23 - City Council Work Plan Work Session


Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## FEB Work Plan Development

2/4 - City Council Work Plan Work Session

2/10 - City Council Work Plan Work Session

2/18 - City Council Work Plan Work Session

*Staff will develop the proposed budget throughout the months of February, March, and April.*

## MAR Year End & Budget Preparation

3/4 - City Council Work Plan Work Session

3/4 - FURA Board Meeting Work Plan Discussion


Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## APR Proposed Budget Finalization

4/12 - City Council Work Plan Work Session

4/19 - City Council Work Plan Adoption

4/26 - City & FURA Budget Committee Training, 5:30 pm


Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## MAY Budget Committee Meetings

5/5 - City Budget Committee Meeting, 5:30 pm

5/10 - City Budget Committee Meeting, 5:30 pm

5/12 - City Budget Committee Meeting, 5:30 pm

5/12 - FURA Budget Committee Meeting, 5:30 pm

5/13 - City Budget Committee Meeting, 6:30 pm

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Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## JUN Budget Finalization & Adoption

6/7 - City Council Budget Public Hearing, 5:30 pm

6/23 - FURA Board Budget Public Hearing, 5:30 pm


*Adoption of FY 2021-23 Budgets due by June 30, 2021.*



*Thank you!*



# Capital Outlay

<b>General Fund</b>				
<b>City Manager's Office</b>				
<b>Description</b>	<b>Funding Source</b>	<b>Year 1 Amount</b>	<b>Year 2 Amount</b>	<b>Impact on Operating Costs</b>
Art Bases	Reserves	10,000	-	Limited
<b>City Manager's Office Total</b>		<b>10,000</b>	<b>-</b>	
<b>Information Technology</b>				
<b>Description</b>	<b>Funding Source</b>	<b>Year 1 Amount</b>	<b>Year 2 Amount</b>	<b>Impact on Operating Costs</b>
Cat5 Install at Justice Center for Cameras	Reserves	10,000	-	Increased Maintenance
VmWare Enterprise for Disaster Recovery	Reserves	10,000	-	Sustain
Disaster Recovery Fail-over Servers	Reserves	20,000	-	Sustain
<b>Information Technology Total</b>		<b>40,000</b>	<b>-</b>	
<b>Public Safety</b>				
<b>Description</b>	<b>Funding Source</b>	<b>Year 1 Amount</b>	<b>Year 2 Amount</b>	<b>Impact on Operating Costs</b>
Vehicles	Reserves	70,000	70,000	New - Increased Maintenance Costs
<b>Public Safety Total</b>		<b>70,000</b>	<b>70,000</b>	
<b>Parks</b>				
<b>Description</b>	<b>Funding Source</b>	<b>Year 1 Amount</b>	<b>Year 2 Amount</b>	<b>Impact on Operating Costs</b>
Replace 1984 Ford Tractor with compact John Deere	Reserves	40,000	-	Replacement - Limited
Replace Play Structure at Miller Park	Grant	100,000	-	Increased Maintenance
Replace Deck at Maple St Plaza and Update Restrooms	Reserves	30,000	-	Replacement - Limited
Singing Pines Dog Park Improvements	Donation	4,000	4,000	Limited
Replace Kubota 3080 Mower	Reserves	-	50,000	Replacement - Limited
Expand Rolling Dunes Tennis/Pickleball Courts	Grant	-	30,000	Increased Maintenance
Munsel Road Park Play Structure Replacement	Grant	-	40,000	Replacement - Limited
Purchase Property on Bay Street for Restrooms	Debt	-	130,000	~ \$10,300 per year in debt
Gallagher Park Phase 1 Expansion (incl Sidewalks on Spruce)	Debt	-	100,000	~ \$7,900 per year in debt
<b>Parks Total</b>		<b>174,000</b>	<b>354,000</b>	
<b>Non-Departmental</b>				
<b>Description</b>	<b>Funding Source</b>	<b>Year 1 Amount</b>	<b>Year 2 Amount</b>	<b>Impact on Operating Costs</b>
Property Acquisition	Debt	200,000	-	~ \$15,800 per year in debt
City Hall Staircase & Retaining Wall	Reserves	30,000	-	Sustain
Smart Boards for City Hall	Reserves	20,000	-	Increased Maintenance
<b>Non-Departmental Total</b>		<b>250,000</b>	<b>-</b>	
<b>General Fund Total</b>		<b>544,000</b>	<b>424,000</b>	

# Capital Outlay

American Rescue Plan Act Fund				
Description	Funding Source	Year 1 Amount	Year 2 Amount	Impact on Operating Costs
Facilities Retrofitting for COVID	Grant	100,000	-	Replacement - Nominal
American Rescue Plan Act Fund Total		100,000	-	

9-1-1 Fund				
Description	Funding Source	Year 1 Amount	Year 2 Amount	Impact on Operating Costs
Repeater for PSAP - replacement	Reserves/Grant	260,000	-	Replacement - Nominal
9-1-1 Fund Total		260,000	-	

Events Center Fund				
Description	Funding Source	Year 1 Amount	Year 2 Amount	Impact on Operating Costs
Events Center Expansion A/E	Debt	600,000	-	~ \$47,500 per year in debt
South Lot Sealing	Reserves	15,000	-	Sustain
Exterior Office HVAC Unit Replacement	Reserves	15,000		Replacement - Reduced Maintenance Costs
North Parking Lot Development	Debt	-	450,000	~ \$35,600 per year in debt
Flat Floor and Lobby Replacement	Debt	-	50,000	~ \$4,000 per year in debt
Orchestra Pit Cover Replacement	Debt	-	32,000	~ \$2,500 per year in debt
Events Center Fund Total		630,000	532,000	

# Capital Outlay

Street Fund				
Description	Funding Source	Year 1 Amount	Year 2 Amount	Impact on Operating Costs
Replace Backhoe	Debt	100,000	-	~ \$7,900 per year in debt
Chip/fog Seal	Rates	100,000	100,000	Sustain
Sidewalk/ADA Program	Rates	50,000	-	Sustain
9th Street Preservation Project	Debt	350,000	-	~ \$27,700 per year in debt
Rhododendron Drive - Wildwinds to 35th	Debt	3,500,000	-	~ \$277,000 per year in debt
Safe Routes to Schools - Oak Street Ramps & Crosswalks	Grant/Rates	550,000	-	Sustain
Siuslaw Estuary Trail, Phase 1	Debt	250,000	-	~ \$19,800 per year in debt
10/12 Yard Dump Truck Replacement and Low Boy Trailer	Debt	-	210,000	~ \$16,600 per year in debt
Summer 2022 Street Preservation	Debt	-	500,000	~ \$39,600 per year in debt
Rhododendron Drive Multi-use Path - 35th to North Jetty Rd	Debt	-	250,000	~ \$19,800 per year in debt
Bike Rest Stop Area - NW Corner Siuslaw River Bridge/US 101	Debt	-	102,700	~ \$8,100 per year in debt
<b>Street Fund Total</b>		<b>4,900,000</b>	<b>1,162,700</b>	

Water Fund				
Description	Funding Source	Year 1 Amount	Year 2 Amount	Impact on Operating Costs
Portable Flow Meter for Calibrating Large Meters	Rates	15,000	-	New - Increased Maintenance Costs
SCADA Computer Replacement	Rates	15,000	-	Replacement - Limited
Water Plant Office Expansion	Rates/Debt	50,000	300,000	~ \$27,700 per year in debt
Well Rehab - Wells 1, 3a and 9	Rates	75,000	75,000	Sustain
31st Street Reservoir Site Retaining Wall Install	Rates	40,000	-	Sustain
Reservoir Asset Management Program	Rates	250,000	250,000	New - Limited
9th Street Water Main Replacement	Debt	400,000	-	~ \$31,700 per year in debt
Greentrees Master Meter Replacement	Rates	150,000	-	Sustain
Well 14 Development	Debt	125,000	250,000	~ \$29,700 per year in debt
9th Street Water Main Installation (Increase Capacity)	Debt	1,100,000	-	~ \$87,100 per year in debt
Manlift Purchase	Rates	-	40,000	New - Increased Maintenance Costs
Old Line Replacement (12-inch Wellfield and Old Town)	Debt	-	300,000	~ \$23,800 per year in debt
16-inch Water Line from WTP to Spruce Street	Debt	-	100,000	~ \$7,900 per year in debt
<b>Water Fund Total</b>		<b>2,220,000</b>	<b>1,315,000</b>	

# Capital Outlay

Wastewater Fund				
Description	Funding Source	Year 1 Amount	Year 2 Amount	Impact on Operating Costs
Air Handling Units for Various WWTP Buildings	Rates	30,000	15,000	Upgrade - Reduced
Fencing at WWTP	Rates	15,000	-	New - Limited
Fumehood Replacement in WWTP Lab	Rates	20,000	-	Replacement - Reduced
Headworks Concrete Restoration	Rates	75,000	-	Sustain
Equipment Storage Building	Debt	100,000	-	~ \$7,900 per year in debt
Install Screw Press	Debt	-	200,000	~ \$15,800 per year in debt
Replace Combination Sewer Cleaner	Debt	500,000	-	~ \$39,600 per year in debt
Replace 15 kW Generator	Rates	20,000	-	Replacement - Reduced
Collections Service Truck Replacement	Rates	65,000	-	Replacement - Limited
Trommel Screen - Screen Replacement	Rates	10,000	-	Replacement - Limited
Pump Station Rehab	Rates/Debt	100,000	800,000	~ \$71,300 per year in debt
Replace Gravity Sewer - 35th to Siuslaw Village PS	Debt	500,000	-	~ \$39,600 per year in debt
North UGB Sewer Expansion	Debt	500,000	750,000	~ \$99,000 per year in debt
UV System Replacement/Upgrade	Debt	250,000	1,050,000	~ \$103,000 per year in debt
Plant CMU Wall Sealing Project	Rates	-	60,000	Sustain
Blower Replacement Phase 2	Debt	-	350,000	~ \$27,700 per year in debt
Track Steer Replacement	Rates	-	75,000	Replacement - Reduced
Kuhn Mixer	Rates	-	75,000	New - Increased Maintenance Costs
Old Line Replacement (Engineering Only)	Rates	-	100,000	Sustain
<b>Wastewater Fund Total</b>		<b>2,185,000</b>	<b>3,475,000</b>	



# Capital Outlay

Stormwater Fund				
Description	Funding Source	Year 1 Amount	Year 2 Amount	Impact on Operating Costs
Sweeper Decant Station	Rates	40,000	40,000	New - Increased Maintenance Costs
2nd Street - Kingwood to Ivy	Debt	400,000	-	~ \$31,700 per year in debt
Culvert Repair - Slip Lining of Culvert on Spruce at 12th	Debt	145,000	-	~ \$11,500 per year in debt
Nopal - 1st Street to 2nd Street	Debt	45,000	200,000	~ \$19,400 per year in debt
Ditching Westside of Spruce from Munsel Lake Rd to 52nd St	Rates	40,000	-	Sustain
6th Street - Juniper to Hemlock to 1st	Debt	-	1,000,000	~ \$79,200 per year in debt
<b>Stormwater Fund Total</b>		<b>670,000</b>	<b>1,240,000</b>	

Airport Fund				
Description	Funding Source	Year 1 Amount	Year 2 Amount	Impact on Operating Costs
AWOS Replacement	Grant	390,000	-	Sustain
Airport Gateway Memorial Project	Grant	25,000	50,000	Sustain
Engineering - Paving of Taxi Lanes, Sealing Taxiway and Apron	Debt	-	135,000	~ \$10,700 per year in debt
<b>Airport Fund Total</b>		<b>415,000</b>	<b>185,000</b>	

Public Works Admin Fund				
Description	Funding Source	Year 1 Amount	Year 2 Amount	Impact on Operating Costs
2nd Equipment Building and Office Expansion	Debt	300,000	-	~ \$23,800 per year in debt
Begin Deconstruction of Buildings at Old PW on Spruce	Debt	50,000	50,000	~ \$7,900 per year in debt
Electric Vehicle Charging Station	Reserves	25,000	25,000	New - Increased Maintenance Costs
Portable Message/Reader Board	Reserves	20,000	-	New - Increased Maintenance Costs
Fuel Farm Development	Grant/Debt	-	300,000	~ \$4,000 per year in debt
<b>Pubic Works Admin Fund Total</b>		<b>395,000</b>	<b>375,000</b>	

<b>Total City-Wide Capital</b>		<b>\$ 12,319,000</b>	<b>\$ 8,708,700</b>	
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