



City of Florence
A City in Motion

City of Florence Council Regular Session

Florence City Hall
250 Hwy 101
Florence, OR 97439
541-997-3437
www.ci.florence.or.us

- Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting, and can be found of the City of Florence website at www.ci.florence.or.us/council.
- Items distributed during the meeting, meeting minutes, and a link to the meeting video are posted to the City's website at www.ci.florence.or.us/council as soon as practicable after the meeting.
- To be notified of City Council meetings via email, please contact City Recorder Kelli Weese at kelli.weese@ci.florence.or.us.

October 3, 2016

AGENDA

4:30 p.m.

Councilors:

Joe Henry, Mayor

Joshua Greene, Council President
Susy Lacer, Councilor

Ron Preisler, Council Vice-President
George Lyddon, Councilor

With 48 hour prior notice, an interpreter and/or TDY: 541-997-3437, can be provided for the hearing impaired.
Meeting is wheelchair accessible.

4:30 p.m.

Executive Session per ORS 192.660(2)(e)
Review of potential land sale and land purchase

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

6:00 p.m.

PROCLAMATION & PRESENTATION

- National Arts and Humanities Month – Florence Public Art Committee

PRESENTATION

- Florence Economic Development Committee

1. APPROVAL OF AGENDA

Joe Henry
Mayor

2. PUBLIC COMMENTS

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

Joe Henry
Mayor

CONSENT AGENDA

3. APPROVAL OF MINUTES

Consider approval of the Council work session minutes of August 24, 2016 and Council regular session minutes of September 19, 2016.

Kelli Weese
City Recorder

PUBLIC HEARING & ACTION ITEM

4. SALE OF PROPERTY WITHIN THE PACIFIC VIEW BUSINESS PARK

A. PUBLIC HEARING

Florence City Council will hear and consider written or oral testimony regarding the proposed sale of Lot 30 within the Florence Pacific View Business Park.

Erin Reynolds
City Manager

B. PROPERTY SALE

Florence City Council will consider the sale of Lot 30 within the Pacific View Business Park.

ACTION ITEMS

The Mayor will provide opportunity for the public to offer comments on action items after staff has given their report and if there is an applicant, after they have had an opportunity to speak.

5. RIVERSIDE PARK GRANT OVERVIEW

Consider approval of **Resolution No. 20, Series 2016**, a resolution authorizing the City Manager to enter into the Oregon Parks and Recreation grant offer in the amount of \$45,000 for the development of a riverfront park to be located south of Rhododendron Drive along the Siuslaw River.

Mike Miller
Public Works Dir.

6. CITY OF FLORENCE 2016-17 BUDGET TRANSFERS

Consider approval of **Resolution No. 21, Series 2016**, a resolution transferring and adjusting appropriations for the fiscal year 2016-17 budget in order to purchase property.

Andy Parks
Int. Finance Dir.

7. CITY OF FLORENCE PROPERTY PURCHASE

Consider the purchase of property as discussed during executive session.

Erin Reynolds
City Manager

8. MUNICIPAL COURT JUDGE SERVICES CONTRACT

Consider amending the contract for Judge Richard Brissenden for Municipal Court Judge Services.

Joe Henry
Mayor

9. 2016 / 2017 CITY COUNCIL MEETING CALENDAR

Review and consider approval of the 2016 - 17 City Council meeting calendar.

Kelli Weese
City Recorder

REPORT ITEMS

10. NEW CITY OF FLORENCE WEBSITE

City Staff will provide an update of the new City of Florence website

Staff
Various

11. YEAR END (PRE-AUDIT) QUARTERLY FINANCIAL UPDATE

Report on the City of Florence financial statements for FY 15/16.

Andy Parks
Int. Finance Dir.

12. CITY MANAGER REPORT

Erin Reynolds
City Manager

13. CITY COUNCIL REPORTS

Joe Henry
Mayor

COUNCIL CALENDAR

All meetings are held at City Hall (250 Hwy 101, Florence Oregon) unless otherwise indicated

Date	Time	Description
October 5, 2016	10:00 a.m.	City Council Work Session
October 17, 2016	6:00 p.m.	City Council Meeting
October 19, 2016	10:00 a.m.	City Council Work Session <i>Tentative</i>

PROCLAMATION

Office of the Mayor, City of Florence



Experience Florence
Where Everyday is a Celebration of the Arts

NATIONAL ARTS AND HUMANITIES MONTH OCTOBER 2016

WHEREAS, the month of October has been recognized as National Arts and Humanities Month by thousands of arts and cultural organizations, communities, and states across the country, as well as by the White House and Congress for over 30 years; and

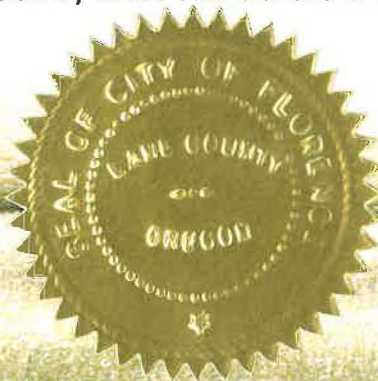
WHEREAS, the arts and humanities embody much of the accumulated wisdom, intellect, and imagination of humankind; and

WHEREAS, the arts and humanities play a unique role in the lives of our families, our communities, and our country; and

WHEREAS, the City of Florence recognizes the economic impact of the arts in our 'City in Motion' and has developed a Public Art Program and Committee to help assist this grassroots effort in creating economic vitality through the arts; and

WHEREAS, the City of Florence Public Art Committee's mission is to integrate art into the daily life of our community and inspire extraordinary creative expression that will enrich public awareness, enhancing the vitality, economy and diversity of Florence through the arts.

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor of the City of Florence, I do hereby proclaim October as National Arts and Humanities month in the City of Florence and call upon our citizens to celebrate and promote the arts and culture in our nation and specifically encourage the greater participation by those said citizens in taking action for the arts and humanities in their communities.



Joe Henry, Mayor



PUBLIC ART COMMITTEE UPDATE

October 3, 2016

Following budget approval (through FURA) for the 2016 and 2017 fiscal years, the Public Art Committee has three major tasks planned for the next year:

1. Begin Implementing Public Art Programs
2. Amend the Mural code
3. Continue ongoing Public Outreach Efforts

1. Implementation of the program

- a. **Evaluating potential donations**
- b. **Beautification of bus stops, trash cans, fire hydrants**
- c. **High impact mural locations**
 - i. Back of the PUD Building
- d. **Gallery rental program in Old town “Art Exposed – Dynamic Public Art”**
 - i. Sculptures placed at key locations and rotated every 1-2 years
 - ii. Keeps the “look” of Public Art fresh
- e. **Siuslaw Bridge steps**
 - i. Working with ODOT on submitting a design for review
- f. **Bike Racks in Old Town**
 - i. Partnering with the DRT on design, locations and funding
- g. **Developed overall guidelines for Artist submissions, evaluation process and donation procedures.**

2. Mural Code

- a. **City staff and PAC members met with City attorney to discuss. City to take next steps to amend or remove mural code as advised by city attorney**

3. Public Outreach

- a. **Worked closely with FEC on Sea Lion project**
- b. **PAC members have presented to City Club and local radio**
- c. **Rotary presentation scheduled for October 25**

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO:
Meeting Date: October 3, 2016
Department: Mayor & Council

ITEM TITLE: Economic Development Committee Presentation

The Economic Development Committee will provide a presentation on their work and next steps for the committee, including an overview of...

- Overview of Committee work (Chairperson Mike Rose)
- Business Retention & Expansion (Member Meg Spencer)
- The New Economic Development Website (Member Robbie Wright)
- Review of Economic Development Organization Alternatives (Member David Wiegand)
- Conclusion (Chairperson Mike Rose)

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1

Meeting Date: October 3, 2016

Department: Mayor & Council

ITEM TITLE: APPROVAL OF AGENDA

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2

Meeting Date: October 3, 2016

Department: Mayor & Council

ITEM TITLE: PUBLIC COMMENTS

DISCUSSION/ISSUE:

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 3

Meeting Date: October 3, 2016

Department: City Recorder

ITEM TITLE: Approval of Minutes

DISCUSSION/ISSUE:

Consider approval of the Council work session minutes of August 24, 2016 and Council regular session minutes of September 19, 2016.

Materials distributed during City Council meetings can be found on the City of Florence's website at www.ci.florence.or.us under the calendar date for each particular meeting. In addition, all items pertaining to the meeting including the meeting agenda, materials and items distributed, as well as electronic audio/video recordings of the meeting, are referenced at the top of each set of approved minutes, and can be referenced either on the City's website or upon request of the City Recorder.

FISCAL IMPACT:

Minutes incur staff time for compilation / retention and have no other fiscal impacts.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost effective city services.

ALTERNATIVES:

1. Approve the minutes as presented
 2. Review and approve the minutes with modifications
-

RECOMMENDATION:

Approve the minutes as presented

AIS PREPARED BY: Kelli Weese, City Recorder

**CITY MANAGER'S
RECOMMENDATION:**



Approve

☐ Disapprove

☐ Other

Comments:

ITEM'S ATTACHED:

- Draft August 24, 2016 Council Work Session Minutes
 - Draft September 19, 2016 Council Meeting Minutes
-

**City of Florence
City Council Special Work Session
Florence City Hall
250 Hwy 101, Florence, Oregon
Final Action Minutes
August 24, 2016**

CALL TO ORDER - ROLL CALL

Meeting called to order at 10:03 a.m.

Councilors Present: Councilors Ron Preisler, Susy Lacer George Lyddon and Mayor Joe Henry. Councilor Greene arrived at 10:22 a.m.

Councilors Absent: None

Staff Present: Chief of Police Tom Turner. City Manager Erin Reynolds, Planning Director Wendy FarleyCampbell. Public Works Director Mike Miller and Interim Finance Director Andy Parks arrived at 10:18 a.m.

Guests Present: David Weigan, Siuslaw Outreach Services, Bob Teter, housing assistance manager of Siuslaw Outreach Services arrived at 10:15 a.m.

1. WORK SESSION DISCUSSION TOPICS

- Recreational Marijuana Tax: Discussions on communication strategies regarding the recreational marijuana tax approved via Resolution No. 16, Series 2016 on July 11, 2016.
- Local Housing Options: Discussions on local housing need in the area particularly regarding multi-family and market rate housing.
- Review of Upcoming Agenda Items

Start Time: 10:03 a.m.

Topic: Recreational Marijuana Tax

Discussion: The City Council discussed...

- How to promote marijuana tax on the ballot
- Potential informational updates to various community groups
- Draft fact sheet availability

- Potential guest editorial and/or article in the Siuslaw News
 - Potential our town and/or Monday morning news release on KCST
 - Potential expected revenue for the tax and different sales outlets in the community
 - Potential considerations for black market sales vs. legal sales
 - Local perceptions on tax
 - Outreach to local homeowners associations
- Comments: All Councilors present

Start Time: 10:24 a.m.

Topic: Local Housing Options

Discussion: The City Council discussed...

- Discussions with potential developers
- Oregon Coastal Caucus
- Siuslaw Outreach Services trends on rental properties
- Seasonal employment trends in Florence
- Rental housing options in Florence
- Upcoming housing developments within the Planning Department
- History and overview of housing zoning in Florence
- Definition of a multi-family development
- Housing study timeline and process
- Spruce Street Local Improvement District Status
- Potential incentives for developers
- System Development Charge methodology and potential changes

Comments: All Councilors present

Meeting adjourned at 12:03 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese
City Recorder

This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.

**City of Florence
City Council Meeting
250 Hwy 101, Florence, Oregon
Final Action Minutes
September 19, 2016**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 6:00 p.m.

Councilors Present: Mayor Joe Henry, Councilors Ron Preisler, George Lyddon and Susy Lacer.

Councilors Absent: Councilor Joshua Greene

Staff Present: City Manager Erin Reynolds, Public Works Director Mike Miller, Chief of Police Tom Turner, Planning Director Wendy FarleyCampbell, City Recorder / Economic Development Coordinator Kelli Weese, Project Manager Megan Messmer and Florence Events Center Director Kevin Rhodes.

PROCLAMATIONS

- Daughters of the American Revolution – Constitution Week
- Siuslaw Outreach Services – Domestic Violence Awareness Month

Start Time: 6:00 p.m.

Action: Mayor Henry read the proclamations.

PRESENTATIONS

- South Coast Development Council Japan Trade Mission – Connie Stopher
- Habitat for Humanity – Ken Gaylord

Start Time: 6:05 p.m.

Action: The Council heard presentations from Connie Stopher and Ken Gaylord.

1. APPROVAL OF AGENDA

Start Time: 6:30 p.m.
Action: Approve agenda as shown.
Vote: Unanimous

2. PUBLIC COMMENT

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

Start Time: 6:30 p.m.
Comments: None

CONSENT AGENDA

3. APPROVAL OF MINUTES

Consider approval of the Council regular session minutes of August 15, 2016.

4. LIQUOR LICENSE FOR FRESH HARVEST

Consider ratification of staff's decision to approve the new outlet liquor license for Fresh Harvest Café located at 3056 Hwy 101.

5. MILLER PARK PROJECT GRAND SLAM GRANT APPLICATION

Consider ratification of the grant application submission to the Lowe's Charitable and Educational Foundation for Project Grand Slam at Miller Park.

6. OUTSOURCING OF BILL PRINTING & MAILING SERVICES

Consider awarding the contract to Bend Mailing Services for outsourcing of City of Florence Bill Printing & Mailing Services.

Start Time: 6:31 p.m.
Action: Approve consent agenda items as shown in the meeting materials
Motion: Councilor Lacer
Second: Councilor Preisler
Vote: Unanimous – Councilor Greene was absent

ACTION ITEMS

The Mayor will provide opportunity for the public to offer comments on action items after staff has given their report and if there is an applicant, after they have had an opportunity to speak.

7. RHODY DRIVE 9TH TO HIGHWAY 101 STREET IMPROVEMENTS

Consider awarding the contract to Carter & Company, Inc. in the amount of \$2,654,848 for the Phase II Water and Roadway Improvement project for Rhododendron Drive from 9th Street to Highway 101.

Start Time: 6:33 p.m.

Discussion: The City Council discussed...

- Potential savings for not putting in sidewalks
- Information on Carter and Company, Inc.

Comments: Councilor Preisler and Mayor Henry

Action: Accept the proposal from Carter & Company, Inc. and authorize the City Manager to proceed with a construction contract.

Motion: Councilor Preisler

Second: Councilor Lyddon

Vote: Unanimous – Councilor Greene was absent

6. WATER PURCHASE & SALE AGREEMENT WITH CONFEDERATED TRIBES

Consider authorizing the City Manager to enter into a surplus water purchase and sale agreement with the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians (Tribes).

Start Time: 6:57 p.m.

Discussion: The City Council discussed...

- Maximum usage of the agreement for water sales
- Overview of termination clause

Comments: Mayor Henry

Action: Approve the amended Water Purchase and Sale Agreement between the City and the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians and authorize the City Manager to sign the agreement

Motion: Councilor Lacer

Second: Councilor Lyddon

Vote: Unanimous – Councilor Greene

REPORT ITEMS

9. REVISION FLORENCE UPDATE

Overview on the Revision Florence project, the Highway 101 and 126 Streetscape Project.

Start Time: 7:02 p.m.

Discussion: The City Council discussed...

- Business responses to the project
- Overviews between the different types of Area Commission's on Transportation (ACT)

Comments: Councilor Lacer, Preisler and Mayor Henry

9. BOARD AND COMMITTEE REPORTS

Report on the workings of the City's board and committees for the month of August 2016.

Start Time: 7:16 p.m.

Discussion: The City Council discussed...

- Council participation with City and other committees

Comments: Councilor Lacer, Preisler and Mayor Henry

10. CITY MANAGER REPORT

- Tsunami & Storm Ready Renewal
- Airbnb Agreement
- RAIN State of the Startup – October 5th

Start Time: 7:18 p.m.

Discussion: The City Council discussed...

- Recreational Marijuana Tax Frequently Asked Questions Sheet
- Upcoming and recent community events
- Tsunami & Storm Ready Renewal
- Airbnb Agreement for transient room tax
- South Rhododendron Beach and River Park access grant and State Parks System Grant
- Rhododendron Drive Shoulder Extension Project Update

11. CITY COUNCIL REPORTS

Start Time: 7:31 p.m.

Discussion: The City Council discussed...

- City Councilor Activities
- Food Waste Documentary at Port of Siuslaw
- Lane County Waste Management Division Open House
- Marijuana tax outreach
- Coast Guard Appreciation Dinner fundraising
- Siuslaw Soccer Association
- Jack Davis, new City Beat

Comments: All Councilors

Commenter 1: Nancy Rickard – Port of Siuslaw Commission

- Windfest Concerts

Comments: Mayor Henry

Meeting adjourned at 7:44 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4

Meeting Date: October 3, 2016
Department: City Manager

ITEM TITLE: Sale of Property within the Pacific View Business Park

DISCUSSION/ISSUE:

Before the City Council this evening, is the consideration on the sale of Lot 30 within the Pacific View Business Park. Oregon State Law requires jurisdictions to hear from constituents in a public hearing prior to the sale of public property to private parties.

The City Council will hold a public hearing considering the sale of the property, and will deliberate on such testimony received and information obtained during executive session to consider the sale of the property.

FISCAL IMPACT:

The City Council will determine potential sale price of the property during executive session. All proceeds of potential sale shall be utilized within the City of Florence Municipal Airport Fund.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: City Service Delivery
Goal 3: Economic Development

ALTERNATIVES:

1. Authorize the City Manager to execute a sales agreement for an amount set by City Council
2. Do not authorize the City Manager to execute a sales agreement
3. Postpone deliberation to allow for additional information

RECOMMENDATION:

Authorize the City Manager to execute a sales agreement for an amount set by City Council

AIS PREPARED BY: Erin Reynolds, City Manager

**CITY MANAGER'S
RECOMMENDATION:**



Approve

☐ Disapprove

☐ Other

Comments:

ITEM'S ATTACHED: Evidence of property value to be distributed at City Council meeting

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5

Meeting Date: October 3, 2016
Department: Public Works

ITEM TITLE: Acceptance of 2016 Local Government Grant Program Grant and Approval of Resolution No. 20, Series 2016.

DISCUSSION/ISSUE:

The City received official word from Oregon Parks and Recreation Department (OPRD) on September 15, 2016 that our application for the 2016 Local Government Grant Program (LGGP) grant was approved. The grant provides up to \$45,000 in grant funding towards the South Rhododendron Beach/River Park project.

In April 2016, City Council authorized staff to submit a grant application to purchase 3.1 acres of land along the Siuslaw River; to develop a parking area; construct access trails to the river; develop nature trails on the newly acquired property; and construct a picnic pavilion within the existing Bay Street right-of-way including picnic tables. The parking area will be designed to accommodate six (6) vehicles, with one designated handicapped parking and one van accessible space. In addition, there will be facilities to accommodate 11 bicycles.

The South Rhododendron Beach/River Park, once completed, will be a new park located west of the Wastewater Treatment Plant between Rhododendron Drive and the Siuslaw River. The grant provides \$45,000 with a required match of \$30,000 for a total of \$75,000. The grant funds are awarded by the State and paid on a reimbursement basis. The match can be in the form of funds or equivalent amount in labor, materials or services.

Additionally, although it is not official (we still need documentation from National Parks Service), we have been awarded a Land Water Conservation Fund (LWCF) grant. The grant provides \$43,745 with a required match of \$43,780 for a total of \$87,525. We will be using the LGGP funds towards the match requirement of the LWCF grant, thus lowering our total local match for the project to just \$30,000.

FISCAL IMPACT:

The LGGP grant award for the South Rhododendron Beach/River Park project is \$75,000. The grant award and maximum reimbursement is 60% of the project or \$45,000. The 40% match of \$30,000 can be accomplished through a combination of City labor and equipment, federal revenue sharing, other eligible grants, donated funds, donated equipment, donated materials and City funds. It is our intent to purchase the property, picnic tables, picnic pavilion, trash receptacles, and interpretive signage with the grant proceeds and construct the parking lot, sidewalks, trails, and stormwater swales utilizing City staff and equipment, thus minimizing the expenditure of general fund dollars.

RELEVANCE TO ADOPTED COUNCIL GOALS:

The OPRD LGGP grant meets the 2016 Council Goals of:

- City Service Delivery – improving the delivery of cost effective and efficient services by utilizing volunteer labor to leverage grant proceeds.
- Livability & Quality of Life – by being responsive to our community's needs and improving the City's park development while improving the parks curb appeal.
- Economic Development – by developing a new riverside park that will attract additional uses from the region which may increase tourism and dollars spent within the community.
- Financial & Organizational Sustainability – leveraging locally raised funds, volunteer labor and utilization of existing City specialized equipment with grant proceeds to develop a new riverside park.

ALTERNATIVES:

1. Accept OPRD LGGP grant for the purchase of property and development of the new South Rhododendron Beach/River Park.
2. Reject the OPRD LGGP grant offer.

RECOMMENDATION:

Staff recommends that the City Council accept the grant, approve Resolution 20, Series 2016, and authorize the City Manager to enter into the OPRD grant offer LG16-019.

AIS PREPARED BY: Mike Miller, Public Works Director

**CITY MANAGER'S
RECOMMENDATION:**

Approve

☐ Disapprove

☐ Other

Comments:

ITEMS ATTACHED: Attachment 1: Resolution 20, Series 2016

**CITY OF FLORENCE
RESOLUTION NO. 20, SERIES 2016**

A Resolution Authorizing the City of Florence, Oregon to Accept a Local Government Grant from the Oregon Parks and Recreation Department for Land Acquisition and Development to Create South Rhododendron Beach/River Park.

RECITALS:

1. The Oregon Parks and Recreation Department is awarding the City of Florence a Local Government Grant Program grant.
2. The City of Florence desires to accept this grant in order to provide needed park and recreation improvements and enhancements to the Florence community.
3. City Council, Staff, and Community members have identified Open Space and Non-Motorized Trails as high priority need in the Florence Parks and Recreation Master Plan of 2011.
4. Acquisition of lands as necessary to support the goals and objectives of the master plan, and specifically, waterfront and estuary access is a recommended priority in the Florence Parks and Recreation Master Plan of 2011.
5. The City of Florence has available local matching funds to fulfill its share of obligation related to this grant award.
6. The City of Florence will provide adequate funding for on-going operations and maintenance of this park and recreation facility.

Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. Authorizes the City Manager to accept the Local Government Grant Program grant from Oregon Park and Recreation Department for land acquisition and development of the South Rhododendron Beach/River Park.
2. This Resolution takes effect immediately upon adoption.

ADOPTION:

This Resolution is passed and adopted on the 3rd day of October, 2016.

Joe Henry, Mayor

Attest:

Kelli Weese, City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6

Meeting Date: October 3, 2016

Department: Finance

ITEM TITLE: Fiscal Year 2016-17 Budget Appropriation Transfer.

DISCUSSION/ISSUE:

An unforeseen, and therefore unbudgeted, property acquisition opportunity has emerged. Prior to the expenditure of funds for the property acquisition, the City's 2016-17 budget requires an amendment.

FISCAL IMPACT:

The property purchase amount is anticipated to not exceed \$180,000. Funding for this purchase will come from the City's general fund in fiscal year 2017. The City may borrow up to this amount for acquisition. In any event, the City's plan will be for the FEC Fund to either pay the debt service or otherwise reimburse the general fund. This will occur in the Fiscal Year 2018 budget.

RELEVANCE TO ADOPTED CITY WORK PLAN:

The acquisition of this property is relevant to the Council's adopted work plan in that it provides land adjacent to the Event Center for future expansion.

ALTERNATIVES:

1. Determine appropriate property acquisition cost and approve the proposed resolution with amendments
2. Defer action.

RECOMMENDATION:

Determine appropriate property acquisition cost and approve the proposed resolution with amendments

AIS PREPARED BY: Andy Parks, Finance Director

CITY MANAGER'S RECOMMENDATION: ☒ Approve ☐ Disapprove ☐ Other
Comments:

ITEM'S ATTACHED: Attachment – Draft Resolution No. 21, Series 2016, adjusting general fund appropriations for land acquisition.

**CITY OF FLORENCE
RESOLUTION NO. 21, SERIES 2016**

A Resolution Amending the 2016-17 Budget

RECITALS:

1. An opportunity to acquire real property has arisen that was not anticipated when the budget was adopted, which requires an adjustment to the fiscal year 2016-17 budget.

Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. The City Council of the City of Florence, hereby approves the following transfers of appropriations for fiscal year 2016-17.

General Fund	Original Appropriation	Adjustment	Adjusted Appropriation
Capital outlay	\$1,042,500*	\$180,000*	\$1,222,500*
Contingency	\$645,000*	(\$180,000)*	\$465,000*

2. This Resolution takes effect immediately upon adoption.

ADOPTION:

This Resolution is passed and adopted on the 3rd day of October, 2016.

Joe Henry, Mayor

Attest:

Kelli Weese, City Recorder

*** Final amount to be determined at 10-3-16 City Council Meeting**

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7

Meeting Date: October 3, 2016
Department: City Manager

ITEM TITLE: Property Purchase

DISCUSSION/ISSUE:

Before the City Council this evening, is the consideration on the purchase of a one acre parcel of property located north of the Florence Events Center and owned by Aspen Flo LLC. The City Council will consider the purchase of the property utilizing information obtained during executive session.

FISCAL IMPACT:

The City Council will determine potential purchase price of the property during executive session.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: City Service Delivery

- ALTERNATIVES:**
1. Authorize the City Manager to execute a purchase agreement for an amount set by Council
 2. Do not authorize the City Manager to execute a purchase and sale agreement
 3. Postpone deliberation to allow for additional information
-

RECOMMENDATION:

Authorize the City Manager to execute a purchase agreement for an amount set by Council

AIS PREPARED BY: Erin Reynolds, City Manager

CITY MANAGER'S RECOMMENDATION: ☒ Approve ☐ Disapprove ☐ Other
Comments:

ITEM'S ATTACHED: Evidence of property value to be distributed at City Council meeting

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8

Meeting Date: October 3, 2016

Department: City Council

ITEM TITLE: Municipal Court Judge Annual Performance and Contract Review

DISCUSSION/ISSUE:

On September 19, 2016, Mayor Joe Henry and Councilor Susy Lacer met with Municipal Court Judge Richard Brissenden to review his contract. Based on Mayor Henry and Councilor Lacer's performance review, the proposed changes to Judge Brissenden's contract include a Consumer Price Index (CPI) increase of 1.0% to the monthly base rate for Judge Brissenden's services.

During the agenda item portion of the regular Council meeting, Mayor Henry will provide a synopsis of the meeting with Judge Brissenden along with any comments that Councilor Lacer may have. The City Council will then consider the compensation amendment of the Personal Services Contract for Municipal Court Judge.

Comments from Mayor Henry:

Councilor Lacer and I met with Judge Brissenden at the Municipal Court office on Monday September 19th to conduct the annual review of the contract for services between the Judge and the City of Florence.

Councilor Lacer and I agree that it is very difficult to evaluate the performance of the Judge and the Court from the standpoint of administration and implementation of the law. It has, however, been our observation that Judge Brissenden performs the services outlined in his contract in an exemplary manner and we are both impressed with the following characteristics.

1. Fairness and patience in dealing with offenders, especially those that frequent the system
2. Firmness in administering the law and its penalties
3. Innovation and efficiencies in the operation such as the outsourcing of probation
4. Empathy for the less fortunate that in some cases may be in the system for reasons to completely within their control

In meeting with Judge Brissenden, he was satisfied with the structure of the current contract and was satisfied with an increase in compensation that was equivalent to the CPI increase administered to the City's compensation system.

FISCAL IMPACT:

It is our recommendation that the City Council approve an amendment to the Municipal Judge contract to implement an increase to the base pay of 1.0% for the 2016-17 fiscal year, effective July 1, 2016. The 2015-16 increase in the base contract was the CPI rate of 1.5%.

The Judge stated that he is adequately compensated for out of pocket expenses so no change is recommended in that area.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: City Services Delivery

ALTERNATIVES:

1. Approve Amendment 2 to the Municipal Court Judge Contract
2. Direct Mayor Henry and Councilor Lacer to renegotiate Amendment 2 to the Municipal Court Judge Contract
3. Do not approve amendment 2 to the Municipal Court Judge Contract

RECOMMENDATION:

Approve Amendment 2 to the Municipal Court Judge Contract, which includes 1.0% increase to the base compensation for the Judge's services.

AIS PREPARED BY: Megan Messmer, Project Manager for the City Council

CITY MANAGER'S RECOMMENDATION:  Approve ☐ Disapprove ☐ Other
Comments:

ITEM'S ATTACHED:

- Proposed Amendment 2 (2016)
- Municipal Court Judge Contract, including Amendment 1 (2015)

AMENDMENT TO PERSONAL SERVICES CONTRACT

Amendment No. 2 Municipal Court Judge

This **Amendment No. 2 to the Personal Services Contract for Municipal Court Judge** is entered into effective July 1, 2016 between the City of Florence, a municipal corporation, acting by and through its duly authorized City Council ("City") and Richard B. Brissenden ("Brissenden") and amends the Personal Services Contract between City and Brissenden effective July 1, 2014 for Municipal Court Judge services ("Contract").

The City and Brissenden previously entered into the Personal Services Contract for Municipal Court Judge services for the Florence Municipal Court as outlined in the Contract.

The parties wish to amend the compensation due under the Contract to implement a one-time Consumer Price Index (CPI) rate adjustment of 1.0%, effective July 1, 2016. This will amend the monthly compensation from \$5,356 per month to \$5,410 per month. The increase will not affect Brissenden's cell phone or travel allowances.

Amendment 2

The Contract is revised as follows:

The first sentence of Section 4, Compensation, is replaced with the following:

The City shall pay Brissenden a monthly retainer of \$5,410 effective July 1, 2016.

In all other respects, the Contract shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, each party to this agreement has caused it to be executed in the County of Lane, State of Oregon, on the date indicated below.

By: _____ Date: _____
Richard B. Brissenden

CITY OF FLORENCE

By: _____ Date: _____
Joe Henry, Mayor

AMENDMENT TO PERSONAL SERVICES CONTRACT

Amendment No. 1 Municipal Court Judge

This **Amendment No. 1 to the Personal Services Contract for Municipal Court Judge** is entered into effective July 1, 2015 between the City of Florence, a municipal corporation, acting by and through its duly authorized City Council ("City") and Richard B. Brissenden ("Brissenden") and amends the Personal Services Contract between City and Brissenden effective July 1, 2014 for Municipal Court Judge services ("Contract").

The City and Brissenden previously entered into the Personal Services Contract for Municipal Court Judge services for the Florence Municipal Court as outlined in the Contract.

The parties wish to amend the compensation due under the Contract to implement a one-time Consumer Price Index (CPI) rate adjustment of 1.5%, effective July 1, 2015. This will amend the monthly compensation from \$5,277 per month to \$5,356 per month. The increase will not affect Brissenden's cell phone or travel allowances.

Amendment

The Contract is revised as follows:

The first sentence of Section 4, Compensation, is replaced with the following:

The City shall pay Brissenden a monthly retainer of \$5,356 effective July 1, 2015.

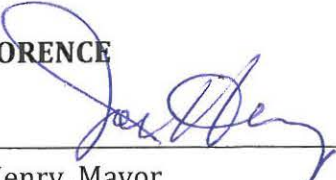
In all other respects, the Contract shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, each party to this agreement has caused it to be executed in the County of Lane, State of Oregon, on the date indicated below.

By: 
Richard B. Brissenden

Date: 7-14-15

CITY OF FLORENCE

By: 
Joe Henry, Mayor

Date: 7-6-2015

PERSONAL SERVICES CONTRACT

MUNICIPAL COURT JUDGE

Agreement made effective July 1, 2014 by and between the City of Florence, a municipal corporation, acting by and through its duly authorized City Council and located in the County of Lane, State of Oregon, referred to as "City" and Richard B. Brissenden, of the City of Eugene, County of Lane, State of Oregon, referred to as "Brissenden."

The parties agree as follows:

1. **Purpose of Services.** City appoints Brissenden as the Municipal Judge for the City of Florence, to preside over and perform those duties as described in the position classification for Municipal Judge as adopted by the City and as specified by the City Code.
2. **Acceptance of Service.** Brissenden accepts the appointment and promises and will render to the best of his ability the role of Judge of the Municipal Court of the City of Florence as described above in Section 1 during the continuance of this agreement.
3. **Time Requirements.** Court will be held at a time designated by Brissenden on Monday and Tuesday of each week. In the case of a month having five weeks, Brissenden will designate in which week Court will not be held. In addition to the four Mondays and four Tuesdays per month up on which Court is held, Court will also be held on an additional Monday a year if needed; unless Brissenden designates otherwise. Court will not be held on legal holidays, during the week before Christmas or the week before New Year's day. On Court days Brissenden will devote such time as is necessary to perform the work of the Court as well as any administrative duties. Outside Court days, Brissenden will be responsible for all judicial responsibilities of the Court and will be in contact by telephone as necessary, but may delegate to the Court Administrator within the scope of the Administrator's job description, such responsibilities as he deems appropriate.
4. **Compensation.** The City shall pay Brissenden a monthly retainer of \$5,277 effective July 1, 2014. The City will also pay Brissenden \$80.00/month as a cell phone allowance for 24/7 contact availability, and \$200/month travel allowance for commuting and personal expenses related to the function and position of Florence Municipal Judge. Payment of the retainer, cell phone and travel allowance will be made on the last day of each month. City shall not withhold from the compensation paid Brissenden for state or federal income tax.
5. **Independent Contractor.** Brissenden is an independent contractor to the City as defined in ORS 670.600. As set forth in this Agreement, Brissenden is in control over the means and manner of providing the judicial services and is responsible for obtaining and maintaining a license to practice law in Oregon. The parties acknowledge that part-time judicial position contemplated by this Agreement is one that is customarily engaged in by an independently established business. In support of that proposition, the parties acknowledge that Brissenden maintains a separate office apart from City offices, maintains his own insurance, provides judicial services to more than one municipality, and has the authority as set out in this Agreement to designate pro tem replacements.

6. **Worker's Compensation.** As an independent contractor, Brissenden is a non-subject worker and the City is not required to obtain worker's compensation insurance coverage for Brissenden pursuant to ORS Chapter 656. To the extent Brissenden employs any subject workers to perform work under this Agreement, Brissenden is solely responsible for obtaining worker's compensation insurance and Brissenden shall fully comply with ORS Chapter 656. Brissenden is responsible for maintaining his own worker's compensation insurance at his own expense, if he so desires.

7. **Termination.** This agreement is perpetual; however Brissenden serves at the pleasure of the Florence City Council and may be terminated at any time on five months prior written notice by either party to the other that Brissenden's position under and pursuant to this agreement is to be so terminated.

8. **Entire Agreement.** This agreement constitutes the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this agreement shall not be binding on either party except to the extent incorporated in this agreement.

9. **Assignment of Right.** As provided by the City Code, Brissenden shall annually seek and designate qualified judges pro tem to be approved by the City Council and this designation will be submitted July of each year or more often if required. Whenever he is unable to perform the duties of Municipal Judge, Brissenden shall arrange and pay for a judge pro-tem from the approved list. The City Council has approved the appointment of Dawn M. Reynolds as a pro tem Judge for FY 2013-2014 (July 1, 2013 through June 30, 2014).

10. **Headings.** The titles to the paragraphs of this agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provision of this agreement.

This contract supersedes all previous contracts and addenda.

IN WITNESS WHEREOF, each party to this agreement has caused it to be executed in the County of Lane, State of Oregon, on the date indicated below.

By: _____

Richard B. Brissenden

Date: _____

5-12-14

City of Florence

By: _____

Nola Xavier, Mayor

Date: _____

5-6-14

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 9

Meeting Date: October 3, 2016

Department: Mayor & Council

ITEM TITLE: 2016 / 2017 Council Meeting Calendar

DISCUSSION/ISSUE:

The following is staff's proposal concerning the City Council calendar for the remainder of 2016 and the 2017 calendar year. City Council is asked to please bring your calendars including any proposed vacations and/or times away, to the October 3rd City Council meeting, in order to review the calendar as a group to determine best dates for the upcoming months. Proposed changes are encouraged during the Council meeting.

Historically, in the fall of each year the City Council reviews the upcoming City Council meeting calendar for the next year in order to ascertain the best dates for upcoming City Council meetings. As indicated in the City Council rules and procedure manual, City Council meetings shall be held on the 1st and 3rd Mondays of each month. However, a change of any regular meeting date may be made by consensus.

In 2017 there are five holidays that affect City Council meeting dates:

- New Years Day – Monday January 2nd
 - (Taken on the 3rd due to New Year's Day landing on a Sunday)
- Martin Luther King Jr. Day – Monday, January 16th
- Presidents Day – Monday, February 20th
- Independence Day – Tuesday, July 4th
- Labor Day – Monday, September 4th

The proposed schedule will allow for standard Council meeting dates to be moved to a different week, to generally allow for one standard Council meeting (generally mid-month) with another tentative Council meeting scheduled for later in the month.

During the summer months, the City Council has historically taken one month 'off' by canceling one Council meeting of the month (allowing for only one for the month). Due to vacation and budget timelines, this month is proposed for June for 2017.

FISCAL IMPACT:

City Council meetings incur staff time for preparation, attendance as well as Ordinance / Resolution / Staff Report and Minutes compilation / retention.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: Deliver efficient and cost effective city services.

ALTERNATIVES:

- 1. Approve the proposed 2016 / 2017 Council Meeting Calendars as proposed
- 2. Review and recommend changes to the proposed 2016 / 2017 Council meeting calendars and approve as amended

RECOMMENDATION:

Approve 2016 / 2017 Council Meeting Calendars as proposed.

AIS PREPARED BY: Kelli Weese, City Recorder

CITY MANAGER'S RECOMMENDATION:

☒ Approve

☐ Disapprove

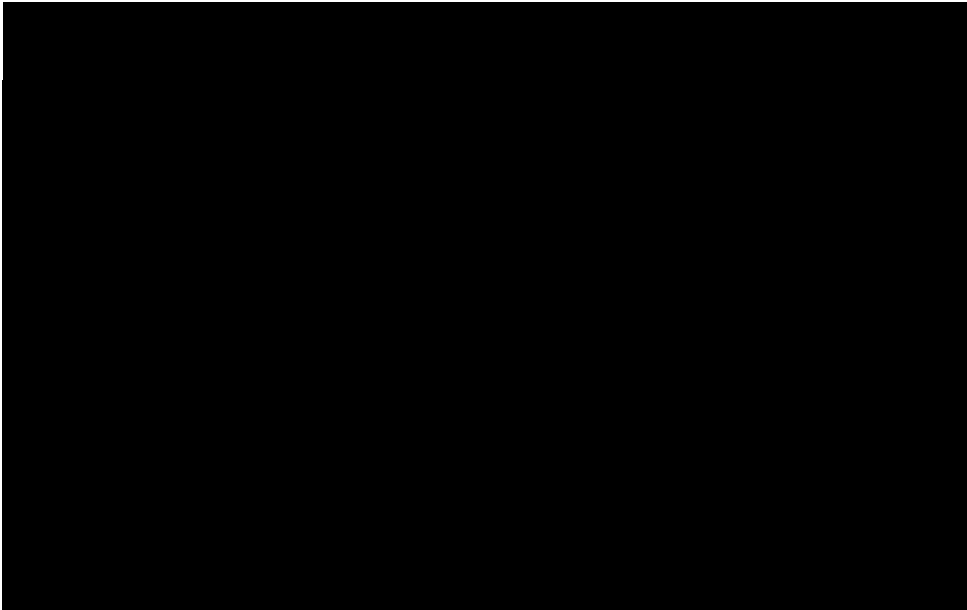
☐ Other

Comments:

ITEM'S ATTACHED:

- Attachment 1 – 2016 Council Meeting Calendar
- Attachment 2 – 2017 Council Meeting Calendar

Florence City Council Calendar - 2016



October

M	Tu	W	Th	F	Sa/Su
					1 & 2
3 - City Coun. Mtg	4	5 - City Coun. Wrk Sn	6	7	8 & 9
10	11	12	13	14	15 & 16
17 - City Coun. Mtg	18	19 - City Coun. Wrk Sn - Tentative	20	21	22 & 23
24	25	26	27	28	29 & 30

November

M	Tu	W	Th	F	Sa/Su
31	1	2	3	4	5 & 6
7 - City Coun. Mtg	8	9 - City Coun. Wrk Sn - Tentative	10	11 Vet. Day	12 & 13
14	15	16	17	18	19 & 20
21 - City Coun. Mtg	22	23 - City Coun. Wrk Sn - Canceled	24 Thanksgiving	25	26 & 27
28	29	30			

December

M	Tu	W	Th	F	Sa/Su
			1	2	3 & 4
5 - City Coun. Mtg	6	7 - City Coun. Wrk Sn - Tentative	8	9	10 & 11
12	13	14 - City Coun. Wrk Sn - Tentative	15	16	17 & 18
19 - City Coun. Mtg - Tentative	20	21 - City Coun. Wrk Sn - Canceled	22	23	24 & 25
26 Christ. Obser.	27	28	29	30	31

Florence City Council Calendar - 2017

January

M	Tu	W	Th	F	Sa/Su
2 New Years Observed Council Meeting Rescheduled	3	4 Council Work Session Rescheduled	5	6	7 & 8
9 Council Meeting	10	11 Council Work Session - <i>Tentative</i>	12	13	14 & 15
16 Martin L. King Jr. Day Holiday Council Meeting Rescheduled	17	18 Council Work Session Rescheduled	19	20	21 & 22
23 City Council Meeting	24	25 Council Work Session - <i>Tentative</i>	26	27	28 & 29
30 State of the City	31				

February

M	Tu	W	Th	F	Sa/Su
		1	2	3	4 & 5
6 Council Meeting	7	8 Council Work Session - <i>Tentative</i>	9	10	11 & 12
13	14	15	16	17	18 & 19
20 Presidents Day Holiday Council Meeting Rescheduled	21	22 Council Work Session Canceled	23	24	25 & 26
27 Council Meeting - <i>Tentative</i>	28				

March

M	Tu	W	Th	F	Sa/Su
		1	2	3	4 & 5
6 Council Meeting	7	8 Council Work Session - <i>Tentative</i>	9	10	11 & 12
13	14	15	16	17	18 & 19
20 Council Meeting	21	22 Council Work Session - <i>Tentative</i>	23	24	25 & 26
27	28	29	30	31	

April

M	Tu	W	Th	F	Sa/Su
					1 & 2
3 Council Meeting	4	5 Council Work Session - Canceled	6	7	8 & 9
10	Northwest Regional Manager's Conference				15 & 16
17 Council Meeting	18	19 Council Work Session - <i>Tentative</i>	20	21	22 & 23
24	25	26	27	28	29 & 30

Florence City Council Calendar - 2017

May

M	Tu	W	Th	F	Sa/Su
1 Council Meeting	2	3 Council Work Session - Tentative	4	5	6 & 7
8	9	10	11	12	13 & 14
15 Council Meeting	16	17 Council Work Session - Tentative	18	19	20 & 21
22	23	24	25	26	27 & 28
29 Memorial Day Holiday	30	31			

June

M	Tu	W	Th	F	Sa/Su
			1	2	3 & 4
5 Council Meeting Rescheduled	6	7 Council Work Session - Canceled	8	9	10 & 11
12 Council Meeting	13	14	15	16	17 & 18
19 Council Meeting Canceled	20	21 Council Work Session - Canceled	22	23	24 & 25
26	27	28	29	30	1 & 2

July

M	Tu	W	Th	F	Sa/Su
3 Council Meeting Rescheduled	4 Independence Day Holiday	5 Council Work Session Rescheduled	6	7	8 & 9
10 Council Meeting	Oregon City Manager's Association Conference				15 & 16
12 Council Work Session Canceled					
17 Council Meeting Rescheduled	18	19 Council Work Session - Canceled	20	21	22 & 23
24 Council Meeting	25	26 Council Work Session - Tentative	OR Mayor's Conference		
31					

August

M	Tu	W	Th	F	Sa/Su
	1	2	3	4	5 & 6
7 Council Meeting	8	9 Council Work Session - Tentative	10	11	12 & 13
14	15	16	17	18	19 & 20
21 Council Meeting	22	23 Council Work Session - Tentative	24	25	26 & 27
28	29	30	31		

Florence City Council Calendar - 2017

September

M	Tu	W	Th	F	Sa/Su
				1	2 & 3
4 Labor Day Holiday Council Meeting Canceled	5	6 Council Work Session - Canceled	7	8	9 & 10
11	12	13	14	15	16 & 17
18 Council Meeting	19	20 Council Work Session - Tentative	21	22	23 & 24
25	26	27	28 League of Oregon Cities Conf.		

October

M	Tu	W	Th	F	Sa/Su
2	3	4	5	6	7 & 8
9 Council Meeting	10	11 Council Work Session - Tentative	12	13	14 & 15
16	17	18	19	20	21 & 22 ICMA Conf.
23 Council Meeting - Rescheduled	24	25 Council Work Session - Canceled	26	27	28 & 29
International City Man. Asso. Conf.					
30 Council Meeting - Tentative	31				

November

M	Tu	W	Th	F	Sa/Su
		1	2	3	4 & 5
6 Council Meeting	7	8 Council Work Session - Tentative	9	10 Veteran's Day Holiday Observed	11 & 12
13	14	15	16	17	18 & 19
20 Council Meeting - Tentative	21	22 Council Work Session Canceled	23 Thanksgiving		25 & 26
27	28	29	30		

December

M	Tu	W	Th	F	Sa/Su
				1	2 & 3
4 Council Meeting	5	6 Council Work Session - Tentative	7	8	9 & 10
11	12	13	14	15	16 & 17
18 Council Meeting - Tentative	19	20 Council Work Session - Tentative	21	22	23 & 24
25 Christmas Holiday	26	27	28	29	30 & 31

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO:

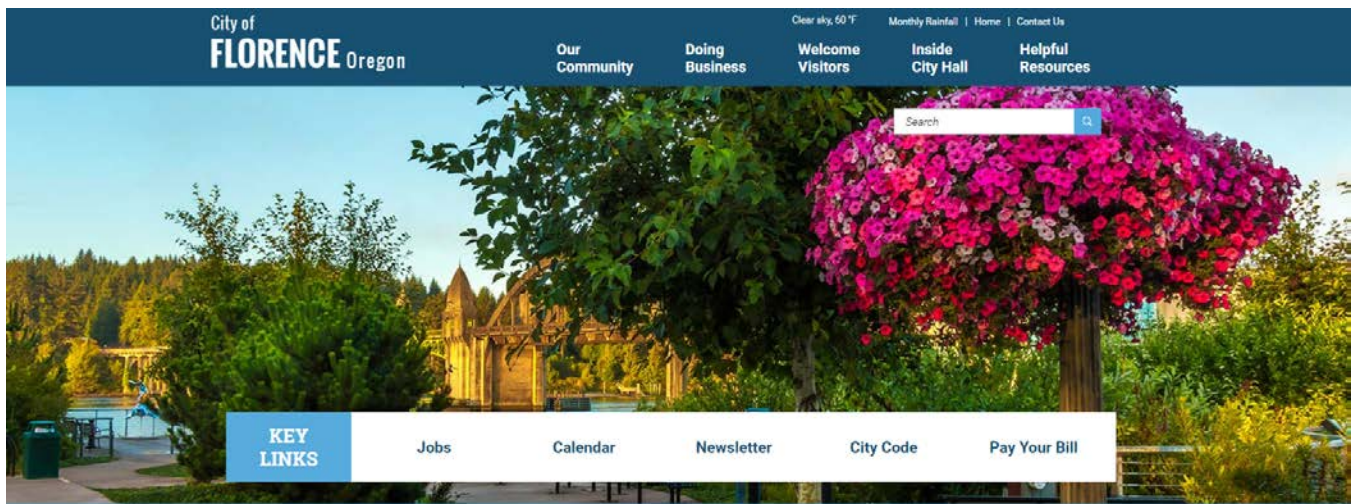
Meeting Date: October 3, 2016

Department: All

ITEM TITLE: New City of Florence Website Report

DISCUSSION/ISSUE:

City Staff will present the City of Florence website (www.ci.florence.or.us) update including where to find information within it and frequently asked questions.



AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 11

Meeting Date: October 3, 2016

Department: Finance

ITEM TITLE: Fourth Quarter Fiscal Year 2015-16 Financial Report

DISCUSSION/ISSUE:

FISCAL IMPACT:

None

RELEVANCE TO ADOPTED CITY WORK PLAN:

Communicates 4th quarter and full year financial results of operations.

ALTERNATIVES: NA

RECOMMENDATION:

NA

AIS PREPARED BY: Andy Parks, Finance Director

**CITY MANAGER'S
RECOMMENDATION:**



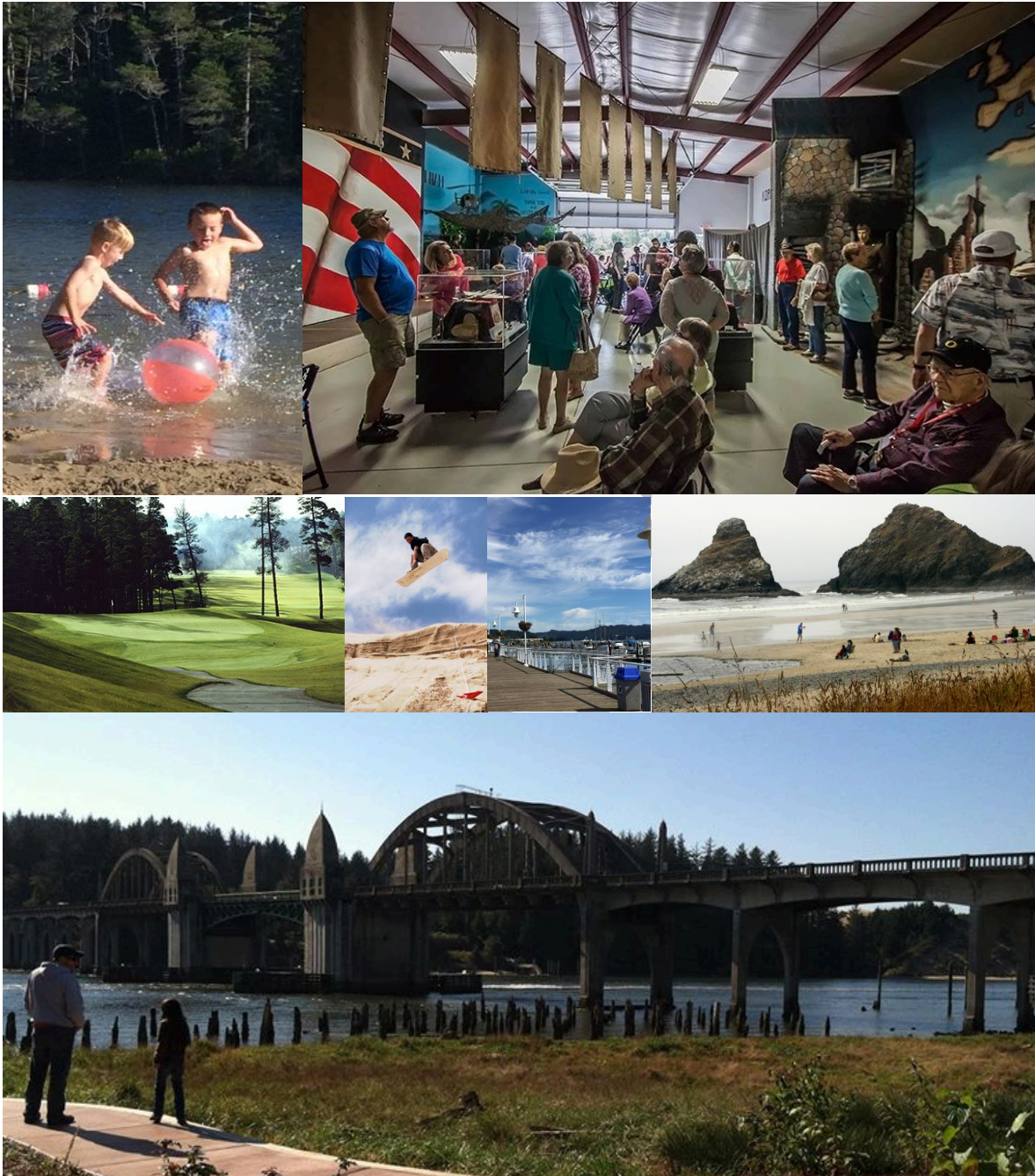
Approve

☐ Disapprove

☐ Other

Comments:

ITEM'S ATTACHED: Report



City of Florence, Oregon

Quarterly Report

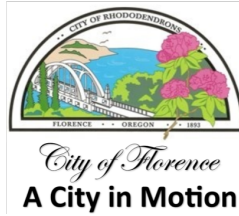
Quarter and Fiscal Year Ended June 30, 2016

City of Florence, Oregon

Quarterly Report
Unaudited

June 30, 2016





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September 26, 2016

Dear Mayor Henry, City Councilors, Citizens of Florence and other interested individuals;

We are excited to report to you on the activities and progress we have made on Council's goals on behalf of the City of Florence for the quarter and fiscal year ended June 30, 2016. The report includes comparisons of actual to budgeted amounts, a City-wide summary of beginning fund balance, current period resources and expenditures, and ending fund balance for all funds, and narrative explaining results and highlights for the quarter for the operating funds. The financial information presented is unaudited.

Budgeted amounts presented generally have been allocated proportionately, i.e., twenty-five percent (25%) for the quarter. However, revenue such as property taxes and transient room taxes, transfers from other funds, debt proceeds and expenditures such as capital outlay, transfers to other funds for debt service or capital projects and debt service reflect allocations that are based on past experience or the actual need or requirement. Explanations are provided as necessary with each fund. Additionally, the full fiscal year budget and the updated estimated amounts for the full fiscal year are provided. When full fiscal year estimated amounts vary considerably from the full-fiscal year budgeted amounts, an explanation is provided.

City Council adopted seven goals in early 2015, which were consolidated to five goals in 2016.

- City Service Delivery
- Livability and Quality of Life
- Economic Development
- Communication and Trust, and
- Financial and Organizational Sustainability

Following are highlights for the fourth quarter related to these goals:

- General Fund ended the quarter and fiscal year with a fund balance of \$1.9 million, \$121,443 greater than estimated.
- \$900,000 was drawn on the \$7.8 million credit line during the quarter, for a total of \$2.5 million for the fiscal year.
- Capital expenditures for the quarter were \$1.6 million, with several projects initiated in the fourth quarter.
- Fund balances in the various funds, excluding the airport fund and the 9-1-1 fund, meet or exceed the minimum financial requirements for sustainable operations.
- City transient room tax collections were \$367,729, an increase of 15.2% over the



previous fiscal year and \$52,729 above budget.

- Total City-wide ending fund is \$8.9 million, \$590,000 greater than estimated.

Operations

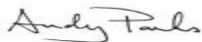
- Administration
 - Economic development related activity
 - Economic Development Committee meetings
 - Completed urban renewal studies
 - Findings and strategies to achieve desired development
 - ReVision Florence concept approved
 - Oregon RAIN events – an entrepreneurial program via the Governor’s office
 - Council approved Public Arts Committee recommendations
 - Completed and adopted fiscal year 2016-17 budgets for City and FURA
- Human Resources
 - Timely recruitment of vacant positions in police and public works
- Communications:
 - Redesign of website continued
 - Continued increase in social media activity
- Planning
 - Building permit and planning activity greater than budgeted
 - Solid waste franchise fee and rate adjustments approved
- Florence Events Center
 - Increased event activity and revenue greater than budgeted
- Public Works
 - Initiated Rhododendron infrastructure improvements
 - Initiated streetscaping design for Highways 101 and 126 for FURA
 - Accelerated design of expanded public work facilities
- Police
 - Recruited and filled key positions

If you have any questions, please let Erin or I know.

Sincerely,



Erin Reynolds, CPA
City Manager



Andy Parks, CPA
Finance Director

All Funds

Overall, the beginning fund balance April 1, 2016 of \$10.3 million is approximately \$3.7 million (56%) greater than budgeted and the ending fund balance June 30, 2016 is \$8.9 million, approximately \$590,000, 7.1% greater than estimated. The positive variances are primarily the result of timing related to completing budgeted capital investment, positively impacting utility and system development charge funds, greater than budgeted revenue for utilities, transient room tax, and system development charges and controlled operating spending. Borrowing for capital projects has been deferred as well. As capital costs are incurred during fiscal year 2016-17, approved borrowing will offset much of the planned investment, retaining adequate fund balances for continuing operations.

Revenue and operating expenditures for the fourth quarter were generally as anticipated with revenue from transient room taxes greater than budgeted, continuing the strong trend which began in 2012. The City's general property tax levy was approximately 1.1% (\$25,000) below the amount budgeted with full year collections approximately \$54,000 less than budgeted. Revenue from water and wastewater utilities was slightly greater than budgeted, with stormwater and street fees consistent with budgeted amounts. These issues are explained later in the report.

The City entered into a \$7.8 million financing in August, drawing \$1.6 million at that time, with the majority of the proceeds going to the Florence Urban Renewal Agency (FURA) to refinance existing debt. An additional \$900,000 was drawn in the fourth quarter, for a total draw of \$2.5 million, leaving a balance of \$5.3 million available for future draws. The City saved approximately \$172,000 in interest expense during the fiscal year by using the line-of-credit funding alternative compared to a fully funded financing.

The negative fund balance in the airport fund will be resolved with adjustments to transfers during the preparation of final adjustments for the audit.

Additional discussion and financial information is provided for the City's operating funds.

City-wide All Funds

Quarter Ended June 30, 2016

(amounts in thousands)

Fund	Beginning Fund Balance	Revenue	Debt Proceeds	Total Resources	Expenses	Capital Outlay	Debt Service	Total Expenditures	Ending Fund Balance
General	2,517	738	-	3,256	1,307	30	10	1,348	1,908
Street	61	209	800	1,070	222	380	55	657	413
9-1-1	-13	61	-	48	48	-	-	48	-
Transient Room Tax	104	77	-	181	98	-	-	98	82
Events Center	386	219	-	605	192	38	-	231	374
County TRT	1	-	-	1	1	-	-	1	-
Water	915	900	100	1,915	313	257	25	595	1,321
Wastewater	2,156	837	-	2,992	1,295	745	159	2,199	793
Stormwater	928	131	-	1,059	58	55	-	113	945
Airport	-29	46	-	17	17	-	1	18	-1
Public Works Admin	163	135	-	298	154	54	-	208	90
Street SDC	939	94	-	1,032	-	-	-	-	1,032
Water SDC	608	49	-	657	-	-	-	-	657
Wastewater SDC	579	30	-	609	40	-	-	40	568
Stormwater SDC	86	17	-	103	-	-	-	-	103
GO Debt	341	9	-	349	-	-	176	176	173
LID Debt	519	1	-	520	-	-	92	92	428
FFCO 2010B	3	73	-	76	-	-	76	76	-
City/FURA Debt	-	25	-	25	-	-	25	25	-
LOCAP 2011 Debt	1	71	-	72	-	72	-	72	-
Totals	10,265	3,722	900	14,885	3,745	1,631	619	5,997	8,886

General Fund

Resources for the quarter were less than budgeted due to budgeted grants that did not materialize. Reduced capital spending in parks offsets the reduced revenue. Other revenue is less than budgeted, with property taxes \$57,010 and miscellaneous \$59,464 under annual budgeted amounts. These shortfalls were offset by greater than budgeted franchise fees and building permit revenue as well as reduced spending.

For the year operating expenditures were approximately \$210,000 under budget, spread across all departments, excluding municipal court and city hall. As noted above capital outlay for various grant funded park projects did not occur with their timing uncertain pending identification of funding.

The ending fund balance of \$1.9 million is \$222,000 greater than budgeted, and \$121,000 greater than the year-end estimated amount. The balance is sufficient to meet the fiscal policies adopted by the City Council.

	4th Quarter			Year Ended June 30, 2016			Actual	
	Budget	Actual	Variance Over/(Under)	Budget	Actual	Variance Over/(Under)	Full Year Estimate	Over/(Under) Estimate
Beginning fund balance	2,180,251	2,517,394	337,143	2,082,865	2,085,371	2,506	2,085,371	-
Current year resources								
Property taxes	120,200	83,656	(36,544)	2,406,000	2,348,990	(57,010)	2,382,000	(33,010)
Intergovernmental	261,300	72,895	(188,405)	445,200	253,561	(191,639)	243,700	9,861
Franchise fees	189,250	205,801	16,551	757,000	788,989	31,989	779,800	9,189
Licenses and permits	68,250	66,037	(2,213)	273,000	325,320	52,320	317,600	7,720
Charges for services	64,250	50,914	(13,336)	257,000	242,460	(14,540)	253,200	(10,740)
Miscellaneous	81,750	65,168	(16,582)	327,000	267,536	(59,464)	276,700	(9,164)
Transfers	203,151	193,884	(9,267)	812,607	803,339	(9,268)	811,400	(8,061)
Total current year resources	988,151	738,355	(249,796)	5,277,807	5,030,195	(247,612)	5,064,400	(34,205)
Total resources	3,168,402	3,255,749	87,347	7,360,672	7,115,566	(245,106)	7,149,771	(34,205)
Expenditures								
Police	633,100	647,040	13,940	2,582,300	2,496,824	(85,476)	2,547,200	(50,376)
Community Development	148,150	143,085	(5,065)	592,600	579,572	(13,028)	594,100	(14,528)
Parks	36,315	44,989	8,674	145,260	120,874	(24,386)	125,800	(4,926)
Municipal Court	79,850	95,132	15,282	319,400	325,814	6,414	329,100	(3,286)
Administration	275,100	293,875	18,775	1,100,400	1,050,624	(49,776)	1,046,900	3,724
City Hall	32,000	58,107	26,107	78,100	106,512	28,412	106,400	112
Non-departmental	45,375	25,220	(20,155)	181,500	110,645	(70,855)	129,500	(18,855)
Operating expenditures	1,249,890	1,307,448	57,558	4,999,560	4,790,865	(208,695)	4,879,000	(88,135)
Capital outlay	197,500	30,229	(167,271)	500,000	256,554	(243,446)	324,000	(67,446)
Debt service	9,892	9,893	1	27,478	27,454	(24)	27,478	(24)
Transfers	25,000	-	(25,000)	147,514	132,514	(15,000)	132,557	(43)
Total expenditures	1,482,282	1,347,570	(134,712)	5,674,552	5,207,387	(467,165)	5,363,035	(155,648)
Resources over (under) expenditures	(494,131)	(609,215)	(115,084)	(396,745)	(177,192)	219,553	(298,635)	121,443
Beginning fund balance	2,180,251	2,517,394	337,143	2,082,865	2,085,371	2,506	2,085,371	-
Ending fund balance	1,686,120	1,908,179	222,059	1,686,120	1,908,179	222,059	1,786,736	121,443

Street Fund

During the quarter, an \$800,000 draw was made from the \$1.3 million credit line to fund major capital infrastructure projects. A full year debt payment was anticipated in fiscal year 2015-16, however, the borrowing allows for draw down of funds as needed, with funds to be drawn within one year, which reduced debt service for the current year. The remaining balance of the \$1.3 million authorized borrowing will occur in fiscal year 2016-17.

Street Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Beginning fund balance	(152,148)	60,763	212,911	247,935	220,649	(27,286)	220,649	-
Current year resources								
Intergovernmental	920,875	127,884	(792,991)	1,564,100	509,406	(1,054,694)	600,000	(90,594)
Charges for services	79,550	80,753	1,203	318,200	322,508	4,308	322,000	508
Miscellaneous	1,250	307	(943)	5,000	11,195	6,195	12,100	(905)
Transfers	375,000	216,820	(158,180)	500,000	216,820	(283,180)	101,000	115,820
Debt proceeds	1,290,000	800,000	(490,000)	1,300,000	808,042	(491,958)	800,000	8,042
Total current year resources	2,666,675	1,225,764	(1,440,911)	3,687,300	1,867,971	(1,819,329)	1,835,100	32,871
Expenditures								
Personnel services	16,050	16,195	145	64,200	63,143	(1,057)	47,000	16,143
Materials and services	48,800	55,592	6,792	252,000	253,987	1,987	263,900	(9,913)
Capital outlay	1,130,000	380,391	(749,609)	2,100,000	792,254	(1,307,746)	990,800	(198,546)
Transfers	95,856	150,327	54,471	220,977	220,977	-	220,977	-
Debt service	115,049	54,643	(60,406)	189,286	128,880	(60,406)	113,286	15,594
Total expenditures	1,405,755	657,148	(748,607)	2,826,463	1,459,241	(1,367,222)	1,635,963	(176,722)
Resources over (under) expenditures	1,260,920	568,616	(692,304)	860,837	408,730	(452,107)	199,137	209,593
Beginning fund balance	(152,148)	60,763	212,911	247,935	220,649	(27,286)	220,649	-
Ending fund balance	1,108,772	629,379	(479,393)	1,108,772	629,379	(479,393)	419,786	209,593

Capital outlay

- Rhododendron multi-use path project bid awarded and work initiated
- Highway 101 Streetscaping design work was initiated
- \$100,000 in overlay work completed
- Mower for right-of-way acquired
- Bike lane and ADA sidewalk improvements completed

9-1-1 Fund

This fund accounts for charges to non-city users of emergency dispatch services and dedicated tax revenue for 911. Funds are transferred to the City's general fund for 911 emergency communications related funding. Resources during the quarter exceeded requirements in an amount sufficient to bring the fund balance to zero. A transfer of approximately \$125,000 from PSAP funds held by the Lane Council of Governments (LCOG) was received in early fiscal year 2016-17 to provide adequate fund balance.

9-1-1 Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Beginning fund balance	1,214	(13,015)	(14,229)	4,850	-	(4,850)	-	-
Current year resources								
Intergovernmental	14,531	34,095	19,564	58,127	56,969	(1,158)	58,300	(1,331)
Charges for services	37,982	26,533	(11,449)	151,930	145,867	(6,063)	151,930	(6,063)
Miscellaneous	-	45	45	-	108	108	-	108
Total current year resources	52,513	60,673	8,160	210,057	202,944	(7,113)	210,230	(7,286)
Expenditures								
Transfers	53,727	47,658	(6,069)	214,907	202,944	(11,963)	210,230	(7,286)
Total expenditures	53,727	47,658	(6,069)	214,907	202,944	(11,963)	210,230	(7,286)
Resources over (under) expenditures	(1,214)	13,015	14,229	(4,850)	-	4,850	-	-
Beginning fund balance	1,214	(13,015)	(14,229)	4,850	-	(4,850)	-	-
Ending fund balance	-	-	-	-	-	-	-	-

Transient Room Tax Fund

Tourism has rebounded strongly during the past two year. Room taxes received in fiscal year 2014-15 exceeded the year-end estimate by approximately \$20,000. Fourth quarter and full fiscal year 2015-16 TRT exceeds the prior year revenue by more than 15%. Per discussions with lodging establishments occupancy remained strong into the first quarter with a stronger local economy, low gas prices, good fishing and nice weather cited as contributing factors.

Transient room taxes are allocated 40% tourism promotion via contract with the Chamber of Commerce and 60% to the Florence Events Center. The current year transfer to the FEC is increased due to limitations on the prior year transfer resulting from constraints imposed by local budget law. The increase in fund balance and significant increase in revenue provides the Council an opportunity to consider retaining a portion of funds as a fund balance to provide sustainable funding during years when tourism activity declines or does not meet forecasts.

Transient Room Tax Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Beginning fund balance	36,586	103,765	67,179	45,886	60,073	14,187	60,073	-
Current year resources								
Taxes	78,800	77,020	(1,780)	314,900	367,629	52,729	363,000	4,629
Total current year resources	78,800	77,020	(1,780)	314,900	367,629	52,729	363,000	4,629
Expenditures								
Materials and services	31,500	42,083	10,583	126,000	138,100	12,100	145,200	(7,100)
Transfers	50,300	56,300	6,000	201,200	207,200	6,000	207,200	-
Total expenditures	81,800	98,383	16,583	327,200	345,300	18,100	352,400	(7,100)
Resources over (under) expenditures	(3,000)	(21,363)	(18,363)	(12,300)	22,329	34,629	10,600	11,729
Beginning fund balance	36,586	103,765	67,179	45,886	60,073	14,187	60,073	-
Ending fund balance	33,586	82,402	48,816	33,586	82,402	48,816	70,673	11,729

Florence Events Center Fund

Activity for the fourth quarter was greater than budgeted. Revenue is greater for the quarter (\$48,700, 29%). Operating expenditures for the quarter are greater than budgeted (\$38,691, 25%), consistent with the increased operating activity. Capital improvements were acquired as planned during the fourth quarter. The year-end fund balance is projected to be \$7,923 less than estimated, approximately 2%, due to a transfer from the endowment fund being less than estimated.

Florence Events Center Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance Over/(Under)	Budget	Actual	Variance Over/(Under)		
Current year resources								
Intergovernmental	22,000	-	(22,000)	132,000	92,350	(39,650)	92,400	(50)
Charges for services	42,625	65,039	22,414	170,500	225,368	54,868	226,800	(1,432)
Miscellaneous	33,000	33,087	87	132,000	118,089	(13,911)	141,100	(23,011)
Transfers	72,900	121,099	48,199	291,400	343,029	51,629	350,600	(7,571)
Current year resources	170,525	219,225	48,700	725,900	778,836	52,936	810,900	(32,064)
Expenditures								
Personnel services	77,550	76,825	(725)	310,200	257,965	(52,235)	265,300	(7,335)
Materials and services	76,200	115,616	39,416	304,800	412,111	107,311	409,900	2,211
Capital outlay	18,750	38,483	19,733	37,500	38,483	983	57,500	(19,017)
Total expenditures	172,500	230,924	58,424	652,500	708,559	56,059	732,700	(24,141)
Resources over (under)	(1,975)	(11,699)	(9,724)	73,400	70,277	(3,123)	78,200	(7,923)
Beginning balance	403,452	385,694	(17,758)	328,077	303,718	(24,359)	303,718	-
Ending balance	401,477	373,995	(27,482)	401,477	373,995	(27,482)	381,918	(7,923)

Water Fund

Water sales during the fourth quarter exceeded budget by nearly \$74,000, 16%, and for the fiscal year by nearly \$92,000, or 4.4%. Operating costs were below budget for the quarter by nearly \$13,000, or 3.8%, and the fiscal year by \$27,000, or 2.1%.

Debt funding of \$1.5 million was secured in August to fund major capital infrastructure projects. Due to delays in construction, actual debt drawn on the line-of-credit was limited to \$109,000. The balance of debt will be issued in fiscal year 2016-17. Additionally, transfers from the Water SDC Fund were less than budgeted pending completion of projects, anticipated in fiscal year 2016-17.

The ending fund balance of \$1.3 million, is \$223,463 greater than estimated. This is primarily the result of delayed timing of capital investment.

Water Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance Over/(Under)	Budget	Actual	Variance Over/(Under)		
Current year resources								
Charges for services	473,850	547,618	73,768	2,098,000	2,189,611	91,611	2,162,300	27,311
Miscellaneous	4,250	2,487	(1,763)	17,000	18,140	1,140	18,100	40
Transfers	550,000	350,000	(200,000)	550,000	350,000	(200,000)	350,000	-
Debt proceeds	1,490,000	100,000	(1,390,000)	1,500,000	109,279	(1,390,721)	100,000	9,279
Total current year resources	2,518,100	1,000,105	(1,517,995)	4,165,000	2,667,030	(1,497,970)	2,630,400	36,630
Expenditures								
Personnel services	86,950	73,542	(13,408)	347,800	307,198	(40,602)	309,700	(2,502)
Materials and services	96,895	97,757	862	387,587	400,062	12,476	396,300	3,762
Capital outlay	633,750	257,331	(376,419)	1,210,000	563,372	(646,628)	748,000	(184,628)
Debt service	137,952	24,510	(113,442)	171,274	57,694	(113,580)	59,960	(2,266)
Transfers	141,275	141,445	170	611,413	612,314	901	613,513	(1,199)
Total expenditures	1,096,822	594,585	(502,237)	2,728,074	1,940,640	(787,434)	2,127,473	(186,833)
Resources over (under) expenditures								
	1,421,278	405,520	(1,015,758)	1,436,926	726,390	(710,536)	502,927	223,463
Beginning fund balance	481,415	915,295	433,880	465,766	594,425	128,659	594,425	-
Ending fund balance	1,902,692	1,320,815	(581,877)	1,902,692	1,320,815	(581,877)	1,097,352	223,463

Wastewater Fund

Wastewater charges for services during the fourth quarter were greater than budgeted by \$116,719, or 17.5%, and \$83,209, or 2.7% for the full fiscal year. A portion of the increase is due to a rate increase of 1.7% implemented July 1, with 1.0% due to customer growth. Intergovernmental revenue and transfers from other funds are less than budgeted due to the timing of projects yet completed. The projects will be completed in fiscal year 2016-17 with funding from these sources received at that time as well.

On the expenditure side, operating costs for the fourth quarter were \$57,720, or 26%, greater than budgeted. For the year, operating costs were \$22,761, or 2.5% greater than budgeted. The increase in materials and services during the fourth quarter is due to significant treatment plant repair costs that were not anticipated. These costs are not anticipated to recur on an annual basis and with changes to operating protocols, costs are anticipated to be estimated more reliably in the future. Capital spending for the quarter was as expected and approximately \$250,000 less for the fiscal year. The capital spending is a timing related issue, with projects budgeted and uncompleted in fiscal year 2015-16 to be finished in fiscal year 2016-17.

The ending fund balance of \$793,348 is within one percent of the year-end estimated amount.

Wastewater Fund	4th Quarter			Year Ended June 30, 2016			Actual	
			Variance			Variance	Full Year	Over/(Under)
	Budget	Actual	Over/(Under)	Budget	Actual	Over/(Under)	Estimate	Estimate
Current year resources								
Intergovernmental	200,000	-	(200,000)	200,000	-	(200,000)	50,000	(50,000)
Charges for services	668,375	785,094	116,719	3,037,100	3,120,309	83,209	3,075,400	44,909
Miscellaneous	6,850	11,471	4,621	27,400	41,445	14,045	32,200	9,245
Transfers	140,000	40,000	(100,000)	140,000	40,000	(100,000)	55,000	(15,000)
Total current year resources	1,015,225	836,565	(178,660)	3,404,500	3,201,754	(202,746)	3,212,600	(10,846)
Expenditures								
Personnel services	109,375	84,986	(24,389)	437,500	398,035	(39,465)	390,500	7,535
Materials and services	114,625	196,734	82,109	458,500	520,726	62,226	545,800	(25,074)
Capital outlay	753,750	745,183	(8,567)	1,180,000	903,158	(276,842)	895,000	8,158
Debt service	164,580	158,555	(6,025)	356,277	349,975	(6,302)	354,902	(4,927)
Transfers	587,939	1,013,691	425,753	1,494,478	1,494,300	(178)	1,498,178	(3,878)
Total expenditures	1,730,269	2,199,149	468,881	3,926,755	3,666,194	(260,561)	3,684,380	(18,186)
Resources over								
(under) expenditures	(715,044)	(1,362,584)	(647,541)	(522,255)	(464,440)	57,815	(471,780)	7,340
Beginning fund balance								
	1,410,024	2,155,932	745,909	1,217,235	1,257,788	40,553	1,257,788	-
Ending fund balance								
	694,980	793,348	98,368	694,980	793,348	98,368	786,008	7,340

Stormwater Fund

Revenue and operating expenditures for the quarter and fiscal year were consistent with the budgeted amounts. Capital outlay expenditures were less than anticipated for the quarter and fiscal year. The projects budgeted will be completed in fiscal year 2016-17.

Ending fund balance is \$40,801, or 4.5%, greater than estimated.

Stormwater Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual over/(Under) Estimate
	Budget	Actual	Variance over/(Under)	Budget	Actual	Variance over/(Under)		
Current year resources								
Charges for services	130,500	130,708	208	522,000	522,140	140	522,100	40
Miscellaneous	375	-	(375)	1,500	-	(1,500)	2,200	(2,200)
Transfers	-	-	-	-	-	-	-	-
Total current resources	130,875	130,708	(167)	523,500	522,140	(1,360)	524,300	(2,160)
Expenditures								
Personnel services	16,225	16,639	414	64,900	64,107	(793)	63,500	607
Materials and services	15,650	18,139	2,489	62,600	54,845	(7,755)	61,200	(6,355)
Capital outlay	130,000	55,131	(74,869)	317,500	274,787	(42,713)	312,000	(37,213)
Transfers	23,400	23,400	-	110,550	110,550	-	110,550	-
Total expenditures	185,275	113,309	(71,966)	555,550	504,289	(51,261)	547,250	(42,961)
Resources over (under)	(54,400)	17,399	71,799	(32,050)	17,851	49,901	(22,950)	40,801
Beginning fund balance	891,153	928,010	36,857	868,803	927,558	58,755	927,558	-
Ending fund balance	836,753	945,409	108,656	836,753	945,409	108,656	904,608	40,801

Airport Fund

Revenue for the quarter was greater than budgeted due to the timing of several ground lease payments. However, revenue for the fiscal year was \$13,721, or 12.3%, less than budgeted due to low fuel prices. The transfer from the General Fund was increased from \$10,000 to \$25,000 in the third quarter to provide adequate funding for repairs and maintenance.

Operating costs for the fourth quarter were less than budgeted (-\$2,798), however were greater for the full fiscal year than originally budgeted, (\$6,861, 8.7%). This was due to costly to automated weather observation system (AWOS) repairs.

The negative ending fund balance of \$1,433 will be adjusted to eliminate the deficit during the year-end audit process, with an increase in the transfer amount from the General Fund.

Airport Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
			Variance			Variance		
	Budget	Actual	ver(Under)	Budget	Actual	ver(Under)		
Current year resources								
Charges for services	27,800	43,257	15,457	111,200	97,479	(13,721)	100,500	(3,021)
Miscellaneous	300	2,755	2,455	1,200	4,646	3,446	2,000	2,646
Transfers	2,500	-	(2,500)	10,000	25,000	15,000	25,000	-
Total current year resources	30,600	46,012	15,412	122,400	127,125	4,725	127,500	(375)
Expenditures								
Materials and services	19,650	16,852	(2,798)	78,600	85,461	6,861	80,600	4,861
Debt service	-	1,486	1,486	53,338	54,824	1,486	53,338	1,486
Transfers	1,050	-	(1,050)	4,200	-	(4,200)	-	-
Total expenditures	20,700	18,338	(2,362)	136,138	140,285	4,147	133,938	6,347
Resources over (under) expenditures	9,900	27,674	17,774	(13,738)	(13,160)	578	(6,438)	(6,722)
Beginning fund balance	(7,315)	(29,107)	(21,792)	16,323	11,727	(4,596)	11,727	-
Ending fund balance	2,585	(1,433)	(4,018)	2,585	(1,433)	(4,018)	5,289	(6,722)

Public Works Administration and Support Services Fund

Fourth quarter activity reflects changes in public works staffing, most notably moving a treatment plant supervisor position from Wastewater to Public Works Administration. The reorganization resulted in greater personnel costs in this fund, and lesser costs in the Wastewater Fund.

In the fourth quarter, the City Council approved an amendment to the professional services contract to expand the design of the public works facility to include an administration building. The total project cost is projected at \$3.5 million, with the project scheduled for fiscal year 2016-17. Debt financing for design and construction was deferred to fiscal year 2016-17. Funds to pay for issuance related costs were drawn in the first quarter.

Public Works Administration and	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Charges for services	3,000	3,000	-	12,000	12,000	-	12,000	-
Miscellaneous	-	-	-	-	1,127	1,127	1,100	27
Transfers	134,650	131,650	(3,000)	538,600	535,600	(3,000)	538,600	(3,000)
Debt proceeds	1,291,000	-	(1,291,000)	1,300,000	8,042	(1,291,958)	1,300,000	(1,291,958)
Total current year resources	1,428,650	134,650	(1,294,000)	1,850,600	556,769	(1,293,831)	1,851,700	(1,294,931)
Expenditures								
Personnel services	103,850	112,467	8,617	415,400	422,544	7,144	425,300	(2,756)
Materials and services	15,600	41,487	25,887	62,400	102,208	39,808	104,900	(2,692)
Capital outlay	350,000	53,718	(296,282)	1,050,000	78,915	(971,085)	900,000	(821,085)
Debt service	-	-	-	-	-	-	-	-
Total expenditures	469,450	207,672	(261,778)	1,527,800	603,667	(924,133)	1,430,200	(826,533)
Resources over (under) expenditures								
	959,200	(73,022)	(1,032,222)	322,800	(46,898)	(369,698)	421,500	(468,398)
Beginning fund balance	(494,902)	163,011	657,913	141,498	136,887	(4,611)	136,887	-
Ending fund balance	464,298	89,989	(374,309)	464,298	89,989	(374,309)	558,387	(468,398)

System Development Charge Funds

Wastewater SDC Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance Over/(Under)	Budget	Actual	Variance Over/(Under)		
Current year resources								
Charges for services	16,250	28,756	12,506	65,000	126,752	61,752	65,000	61,752
Miscellaneous	500	915	415	2,000	2,802	802	2,000	802
Total current year resources	16,750	29,671	12,921	67,000	129,554	62,554	67,000	62,554
Expenditures								
Materials and services	4,000	331	(3,669)	16,000	1,407	(14,593)	16,000	(14,593)
Transfers	35,000	40,000	5,000	140,000	40,000	(100,000)	140,000	(100,000)
Total expenditures	39,000	40,331	1,331	156,000	41,407	(114,593)	156,000	(114,593)
Resources over (under) expenditures	(22,250)	(10,660)	11,590	(89,000)	88,147	177,147	(89,000)	177,147
Beginning fund balance	409,649	578,979	169,330	476,399	480,172	3,773	480,172	-
Ending fund balance	387,399	568,319	180,920	387,399	568,319	180,920	391,172	177,147

Street SDC's	4th Quarter			Year Ended June 30, 2016			Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance Over/(Under)	Budget	Actual	Variance Over/(Under)		
Current year resources								
Charges for services	7,950	10,923	2,973	31,800	42,501	10,701	40,000	2,501
Miscellaneous	1,625	2,583	958	6,500	9,056	2,556	7,500	1,556
Transfers	20,000	80,000	60,000	80,000	80,000	-	80,000	-
Total current year resources	29,575	93,506	63,931	118,300	131,557	13,257	127,500	4,057
Expenditures								
Materials and services	3,875	165	(3,710)	15,500	703	(14,797)	15,800	(15,097)
Transfers	125,000	216,820	91,820	500,000	216,820	(283,180)	101,000	115,820
Total expenditures	128,875	216,985	88,110	515,500	217,523	(297,977)	116,800	100,723
Resources over (under) expenditures	(99,300)	(123,479)	(24,179)	(397,200)	(85,966)	311,234	10,700	(96,666)
Beginning fund balance	595,898	938,754	342,856	893,798	901,241	7,443	901,241	-
Ending fund balance	496,598	815,275	318,677	496,598	815,275	318,677	911,941	(96,666)

Water SDC Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance Over/(Under)	Budget	Actual	Variance Over/(Under)		
Current year resources								
Charges for services	18,750	23,107	4,357	75,000	100,706	25,706	97,500	3,206
Miscellaneous	1,000	1,961	961	4,000	6,254	2,254	5,500	754
Transfers	6,000	24,000	18,000	24,000	24,000	-	24,000	-
Total current year resources	25,750	49,068	23,318	103,000	130,960	27,960	127,000	3,960
Expenditures								
Materials and services	4,000	331	(3,669)	16,000	1,407	(14,593)	16,800	(15,393)
Transfers	137,500	-	(137,500)	550,000	350,000	(200,000)	350,000	-
Total expenditures	141,500	331	(141,169)	566,000	351,407	(214,593)	366,800	(15,393)
Resources over (under) expenditures	(115,750)	48,737	164,487	(463,000)	(220,447)	242,553	(239,800)	19,353
Beginning fund balance	182,500	607,973	425,473	529,750	527,157	(2,593)	527,157	-
Ending fund balance	66,750	656,710	589,960	66,750	306,710	239,960	287,357	19,353

Stormwater SDC Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance Over/(Under)	Budget	Actual	Variance Over/(Under)		
Current year resources								
Charges for services	11,250	16,562	5,312	45,000	64,058	19,058	62,000	2,058
Miscellaneous	625	346	(279)	2,500	1,438	(1,062)	2,500	(1,062)
Total current year resources	11,875	16,908	5,033	47,500	65,496	17,996	64,500	996
Expenditures								
Materials and services	15,250	331	(14,919)	61,000	1,407	(59,593)	9,300	(7,893)
Total expenditures	15,250	331	(14,919)	61,000	1,407	(59,593)	9,300	(7,893)
Resources over (under) expenditures	(3,375)	16,577	19,952	(13,500)	64,089	77,589	55,200	8,889
Beginning fund balance	35,035	86,039	51,004	45,160	38,527	(6,633)	38,527	-
Ending fund balance	31,660	102,616	70,956	31,660	102,616	70,956	93,727	8,889

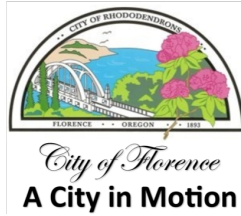
Debt Service Funds

GO Debt Service Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance	Budget	Actual	Variance		
			Over/(Under)			Over/(Under)		
Current year resources								
Property taxes	37,000	8,035	(28,965)	148,000	146,990	(1,010)	148,000	(1,010)
Miscellaneous	125	539	414	500	1,925	1,425	500	1,425
Total current year resources	37,125	8,574	(28,551)	148,500	148,915	415	148,500	415
Expenditures								
Debt services - principal	41,024	164,094	123,070	164,095	164,094	(1)	164,095	(1)
Debt service - interest	6,059	12,118	6,059	24,236	24,198	(38)	24,236	(38)
Debt service	47,083	176,212	129,129	188,331	188,292	(39)	188,331	(39)
Total expenditures	47,083	176,212	129,129	188,331	188,292	(39)	188,331	(39)
Resources over (under) expenditures	(9,958)	(167,638)	(157,680)	(39,831)	(39,377)	454	(39,831)	454
Beginning fund balance	182,100	340,646	158,546	211,973	212,385	412	212,385	-
Ending fund balance	172,142	173,008	866	172,142	173,008	866	172,554	454
LID Debt Service Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance	Budget	Actual	Variance		
			Over/(Under)			Over/(Under)		
Current year resources								
Miscellaneous	8,750	1,255	(7,495)	35,000	4,645	(30,355)	4,600	45
Total current year resources	8,750	1,255	(7,495)	35,000	4,645	(30,355)	4,600	45
Expenditures								
Materials and services	100	-	(100)	400	400	-	400	-
Spruce Street LID - Principal	11,250	45,000	33,750	45,000	45,000	-	45,000	-
Spruce Street LID - Interest	11,786	47,145	35,359	47,145	47,145	-	47,145	-
Debt service	23,036	92,145	69,109	92,145	92,145	-	92,145	-
Total expenditures	23,136	92,145	69,009	92,545	92,545	-	92,545	-
Resources over (under) expenditures	(14,386)	(90,890)	(76,504)	(57,545)	(87,900)	(30,355)	(87,945)	45
Beginning fund balance	438,688	518,832	80,144	481,847	515,842	33,995	515,842	-
Ending fund balance	424,302	427,942	3,640	424,302	427,942	3,640	427,897	45
2010B Debt Service Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance	Budget	Actual	Variance		
			Over/(Under)			Over/(Under)		
Current year resources								
Transfers	76,163	73,332	(2,831)	898,350	895,519	(2,831)	895,519	-
Total current year resources	76,163	73,332	(2,831)	898,350	895,519	(2,831)	895,519	-
Expenditures								
FFCO 2010B - Principal	-	-	-	735,000	735,000	-	735,000	-
FFCO 2010B - Interest	76,164	76,161	(3)	163,351	163,348	(3)	163,348	-
Debt service	76,164	76,161	(3)	898,351	898,348	(3)	898,348	-
Total expenditures	76,164	76,161	(3)	898,351	898,348	(3)	898,348	-
Resources over (under) expenditures	(1)	(2,829)	(2,828)	(1)	(2,829)	(2,828)	(2,829)	-
Beginning fund balance	2,824	2,829	5	2,824	2,829	5	2,829	-
Ending fund balance	2,823	-	(2,823)	2,823	-	(2,823)	-	-

LOCAP 2011 Debt Service Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance Over/(Under)	Budget	Actual	Variance Over/(Under)		
Current year resources								
Transfers	70,979	70,979	-	92,482	92,482	-	92,482	-
Total current year resources	70,979	70,979	-	92,482	92,482	-	92,482	-
Expenditures								
Materials and services	-	-	-	450	450	-	450	-
LOCAP 2011C - Principal	50,000	50,000	-	50,000	50,000	-	50,000	-
LOCAP 2011C - Interest	21,503	21,503	-	43,006	43,006	-	43,006	-
Debt service	71,503	71,503	-	93,006	93,006	-	93,006	-
Total expenditures	71,503	71,503	-	93,456	93,456	-	93,456	-
Resources over (under) expenditures	(524)	(524)	-	(974)	(974)	-	(974)	-
Beginning fund balance	524	524	-	974	974	-	974	-
Ending fund balance	-	-	-	-	-	-	-	-

City/FURA Debt Service Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance Over/(Under)	Budget	Actual	Variance Over/(Under)		
Current year resources								
Intergovernmental	136,150	25,000	(111,150)	136,150	25,000	(111,150)	25,000	-
Debt proceeds	2,100,000	-	(2,100,000)	3,700,000	1,574,637	(2,125,363)	1,600,000	(25,363)
Total current year resources	2,236,150	25,000	(2,211,150)	3,836,150	1,599,637	(2,236,513)	1,625,000	(25,363)
Expenditures								
Materials and services	2,100,000	-	(2,100,000)	3,700,000	1,574,637	(2,125,363)	1,600,000	(25,363)
FFCO 2015 - Interest	136,150	25,000	(111,150)	136,150	25,000	(111,150)	25,000	-
Debt service	136,150	25,000	(111,150)	136,150	25,000	(111,150)	25,000	-
Total expenditures	2,236,150	25,000	(2,211,150)	3,836,150	1,599,637	(2,236,513)	1,625,000	(25,363)
Resources over (under) expenditures	-	-	-	-	-	-	-	-
Beginning fund balance	-	-	-	-	-	-	-	-
Ending fund balance	-	-	-	-	-	-	-	-

FEC Debt Service Fund	4th Quarter			Year Ended June 30, 2016			Full Year Estimate	Actual Over/(Under) Estimate
	Budget	Actual	Variance Over/(Under)	Budget	Actual	Variance Over/(Under)		
Current year resources								
Intergovernmental	-	-	-	95,060	96,000	940	96,000	-
Total current year resources	-	-	-	95,060	96,000	940	96,000	-
Expenditures								
DEBT PRINCIPAL PAYMENT	-	-	-	150,000	150,000	-	150,000	-
DEBT INTEREST PAYMENT	-	-	-	3,281	3,281	-	3,281	-
DEBT SERVICE FEES	-	-	-	650	634	(16)	634	-
Debt service	-	-	-	153,931	153,915	(16)	153,915	-
Transfers	-	956	-	-	956	-	956	-
Total expenditures	-	956	-	153,931	154,871	(16)	154,871	-
Resources over (under) expenditures	-	(956)	-	(58,871)	(58,871)	956	(58,871)	-
Beginning fund balance	-	956	956	58,871	58,871	-	58,871	-
Ending fund balance	-	-	956	-	-	956	-	-



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AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 12

Meeting Date: October 3, 2016

Department: City Manager

ITEM TITLE: CITY MANAGER REPORT

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 13

Meeting Date: October 3, 2016

Department: City Council

ITEM TITLE: CITY COUNCIL REPORTS
