



City of Florence
A City in Motion

City of Florence Council Regular Session

In Person & Videoconference
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 on 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 after the meeting.
- To be notified of City Council meetings via email, please visit the City's website at <http://www.ci.florence.or.us/newsletter/subscriptions>.

September 25, 2023

AGENDA

5:30 p.m.

Councilors:

Rob Ward, Mayor

Sally Wantz, Council President
Jo Beaudreau, Councilor

Bill Meyer, Council Vice-President
Robert Carp, Councilor

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

Proceedings will be shown live and for rebroadcast on Cable Channel 191 and online at www.ci.florence.or.us/citymanager/public-meetings-live and will be available after the meeting on the City's Vimeo Site.

The Florence City Council meeting will be held in person at Florence City Hall.

In addition, members of the public can listen and view the meeting through the 'GoToWebinar' platform at the following link: <https://attendee.gotowebinar.com/register/7894268521417633372>

Meetings are also shown live on Cable Channel 191 and online at <https://www.ci.florence.or.us/citymanager/public-meetings-live>.

Citizens wishing to express their views may submit comments in writing or verbally. For more information, please see the end of this agenda or visit the [City of Florence website](http://www.ci.florence.or.us).

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

PRESENTATIONS & ANNOUNCEMENTS

- Lieutenant Promotion Announcement
- Domestic Violence Proclamation

Mayor Ward

1. PUBLIC COMMENTS

This is an opportunity for members of the public to bring to the Council's attention any item not otherwise listed on the agenda. *Please see the end of this agenda for methods to provide comments on items that are not on the agenda.*

PUBLIC HEARING ITEMS

Please see the end of this agenda for methods to provide comments on public hearing items.

2. TRANSPORTATION SYSTEM PLAN (TSP) UPDATE AND IMPLEMENTATION

Consider adopting the updated TSP document, making amendments to the Florence City Code, and making amendments to the Florence Comprehensive Plan

A. PUBLIC HEARING FOR ORDINANCE NO. 7, SERIES 2023

- Staff presentation
- Public testimony: Hear and consider written and oral testimony regarding the proposed Transportation Systems Plan (TSP) Update
- Council question and discussion
- Consideration of closing the public hearing and the possibility of keeping the written record open for a certain amount of time

Wendy
Farley-
Campbell
Comm. Dev.
Director

B. TRANSPORTATION SYSTEM PLAN ADOPTION AND IMPLEMENTATION

Consider approval or setting a date certain for adoption of **Ordinance No. 7, Series 2023**, an ordinance adopting legislative amendments to the Florence Realization 2020 Comprehensive Plan, Florence City Code Title 10, and adopting and implementing the City of Florence 2023 Transportation System Plan.

CONSENT AGENDA

3. APPROVAL OF MINUTES

Consider approval of the August 3, 2023 City Council Work Session, August 7, 2023 City Council Regular Session, August 14, 2023 City Council Special Work Session, August 28, 2023 City Council Special Meeting, and September 11, 2023 City Council Regular Session meeting minutes.

Lindsey
White
City Recorder

REPORT & DISCUSSION ITEMS

4. QUARTERLY FINANCIAL STATEMENTS

Report on the City of Florence financials for the period ending June 30, 2023.

Anne Baker
Administrative
Serv. Director

5. GENERAL REPORTS– Council Question & Answer Only – No Presentations

- August Committee, Commission & Volunteer Reports

6. DEPARTMENT DIRECTOR UPDATES

Management
Team

7. CITY MANAGER REPORT & DISCUSSION ITEM

- 2023 Calendar Update

Erin
Reynolds
City Manager

8. CITY COUNCIL REPORTS & DISCUSSION ITEMS

City Council

COUNCIL CALENDAR		
<i>All meetings are held in person with a virtual option unless otherwise indicated</i>		
Date	Time	Description
September 28, 2023	8:30 a.m.	City Council Work Session
October 16, 2023	5:30 p.m.	City Council Meeting
October 19, 2023	8:30 a.m.	City Council Work Session
November 6, 2023	5:30 p.m.	City Council Meeting
November 9, 2023	8:30 a.m.	City Council Work Session

PUBLIC MEETINGS PROCEDURES

The September 25, 2023 City Council meeting will be held in person, with the option to view / listen to the meeting virtually through the GotoWebinar platform.

Expressing Views to the City Council: Citizens wishing to express their views to the City Council may do so in both written and verbal formats.

1. Written Testimony: Citizens wishing to express their views to the City Council are encouraged to submit written testimony in one of the following ways:
 - a. Submit written comments via email to City Recorder at cityrecorder@ci.florence.or.us;
 - b. Mail written comments to Florence City Hall, Attn: City Council, 250 Hwy 101, Florence, OR 97439
 - c. Drop off written comments at Florence City Hall (250 Hwy 101) during regular office hours (Monday

through Friday 8 a.m. – Noon and 1:00 p.m. – 4 p.m.) or at the City of Florence drop box located at Florence City Hall to the right of the main entrance.

**** Note:** Written comments received at least 2 hours prior to the meeting (September 25, 2023 at 3:30 p.m.) will be distributed to the City Council, posted to the City of Florence website, and made part of the record.

2. **Verbal Testimony:** Citizens wishing to express their views to the City Council may participate in the meeting at Florence City Hall or via GoToWebinar. To do so, please complete a speaker's card online at www.ci.florence.or.us/council/request-address-city-council-speakers-card at least 1 hour prior to the meeting (September 25, 2023 at 4:30 p.m.). City staff will then contact the speaker to let them know the process to participate in the meeting.
 - a. **Public Comments on items not on the agenda:** General public comments (on items not on the City Council agenda) will be allowed at each City Council meeting during the public comment agenda item. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all items. In practicality, this means no more than five individuals will be allowed to comment verbally. There is no limit on written public comments.
 - b. **Public Hearing Testimony:** Testimony on public hearing items will be allowed when a public hearing is held. Verbal comments will be allowed on public hearing items after staff has given their report and have allowed time for initial Council questions. In general (with some exceptions for Land Use hearings), comments are limited to five minutes per person with no limit on the number of speakers.
 - c. **Public Comments on Action Items:** Public Comments will be allowed on each action item on the City Council agenda. Verbal comments will be allowed on action items after staff has given their report and have allowed time for initial Council questions. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all comments on each action item. In practicality, this means no more than five (5) individuals will be allowed to comment verbally. There is no limit on written public comments.

For more information on the City of Florence's Public Meeting Policies, visit the City of Florence website at <https://www.ci.florence.or.us/council/rules-procedure>.

PROCLAMATION



Office of the Mayor, City of Florence
**NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH
OCTOBER 2023**

WHEREAS, in the year 2023, the month of October is declared National Domestic Violence Awareness Month, and

WHEREAS, the Oregon Coalition Against Domestic and Sexual Violence reports that nationally, 1 in 4 women and 1 in 7 men will experience physical assault in their lifetime as a result of domestic violence; and

WHEREAS, 1 in 15 children witness domestic violence in their home; and

WHEREAS, in Florence, Siuslaw Outreach Services continues to provide advocacy services to women (and men) who have been victims of domestic violence, and series on average, over 250 persons per year;

NOW, THEREFORE, I, Rob Ward, Mayor of the City of Florence, do hereby proclaim October as "Domestic Violence Awareness Month" in the City of Florence and urge all citizens to increase their awareness of this very serious problem for our society as a whole, and especially for the children in the families involved, and to express their support for ending domestic violence.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Florence on this 25th day of September 2023.



Rob Ward, Mayor

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1

Meeting Date: September 25, 2023

Department: Mayor & Council

ITEM TITLE: Public Comments – *Items Not on the Agenda*

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. *Please see end of the agenda for methods to provide comments on items not on the City Council agenda.*

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2

Meeting Date: Sept. 25, 2023

Department: Comm. Dev. Dept.

ITEM TITLE: Transportation System Plan Update -- Adopting Legislative Amendments to the Florence Realization Comprehensive Plan and Florence City Code Title 10

DISCUSSION/ISSUE:

Proposal: The proposal includes adopting the draft Transportation System Plan document, making Legislative Amendments to the Florence Realization 2020 Comprehensive Plan, and amending Florence City Code Title 10 Chapters 1, 2, 3, 35, and 36 to incorporate state legislation related to transportation systems, parking, and perform general housekeeping items.

Background: Upon receiving a grant to partially fund work in 2022 the City of Florence entered into an agreement with the Oregon Department of Transportation (ODOT) to update the Florence Transportation System Plan (TSP) with Kittleson & Associates selected as consultants. The agreement was initially expected to end before June 30, 2023, but an extension was granted April 2023 through September 30, 2023 after it was determined additional time was required to complete this project than initially anticipated. ODOT requested one more extension to see this project through adoption which, with a contract end date of November 30, 2023.

For the course of this project a TSP Stakeholder Transportation Advisory Committee (STAC) was formed and held 4 meetings where they reviewed the 6 technical memos prepared by Kittleson & Associates, heard overviews of the tech memos, and held discussions. The first 3 TSP STAC meetings were followed by a public open house where community members were invited to ask questions, learn more about this project, and provide comments. Following the final TSP STAC meeting on June 29, 2023 the City Council and Planning Commission met in a joint work session on July 11, 2023 to review the draft TSP document and TSP STAC recommendations. Newsletter and Open House flyers were available in both English and Spanish with Spanish Interpreters available at each of the three open houses in an effort to ensure inclusivity throughout this project.

Process: Land use code updates consist of a three-step review and approval process—Initiation, 1st-Evidentiary Hearing, and 2nd-Final Hearing. The Florence Planning Commission initiated these legislative changes on August 8, 2023 via Resolution PC 23 15 TA 03. Notice was then filed on August 8, 2023 with the Department of Land Conservation and Development 35 days prior to the first scheduled evidentiary public hearing held on September 12, 2023. Planning Commission held their hearing to consider the proposal and deliberated to a recommendation under Resolution PC 23 17 TA 04 & PC 23 18 CPA 02. Now the Florence City Council will hold the final public hearing and make a decision about whether to adopt the amendments via Ordinance No. 7, Series 2023 following two readings of the ordinance. Any changes become effective 30 days after Council approval.

Packet Overview: The Ordinance includes several exhibits which are briefly explained below.

Exhibit A Findings of Fact demonstrate that the TSP plan and resulting comprehensive plan and code edits comply with state and city laws and rules (criteria). The attachments to the implementing ordinances in Volume 2 of Exhibit C contain additional explanation and are adopted in support of these findings.

Exhibit B Comprehensive Plan Updates replace the current Chapter 12 goals with those from the proposed TSP. Also, the existing policies that are enumerated with either numbers or bullets have been changed to consecutive numbering only. Additionally, two narrative edits have been made to reference the correct Transportation Planning Rule statute and the year of the new TSP (which should be 2023 instead of the stated 2022).

Exhibit C Comprehensive Plan Update and TSP Adoption includes two volumes. Volume 1 includes the TSP Plan and project (prospectus) plans. Volume 2 consists of background information that include the six tech memos, implementing ordinances, public involvement and communication summary (replacing the current PIC Plan), and methodology paper. Volume 2 documents have been previously reviewed by the TSP STAC and during the two joint work sessions between Planning Commission and City Council. Exhibit C will replace the current 2012 TSP in the Comprehensive Plan Appendix 12.

Exhibit D Title 10 Code Updates were identified by the consultant through a code audit and found to be needed to meet state laws and to implement the TSP. These are also included in Volume 2 of Exhibit C as a recommendation of the TSP. Additionally, Exhibit D includes a staff proposed amendment to the parking and driveway criteria for covered parking and attached single unit dwellings. The changes address both the need for clear and objective criteria and create the opportunity for more housing choices by permitting single unit attached dwellings to have more than one covered parking space on wider lots.

FISCAL IMPACT:

Amendment costs include staff time: preparing public notices, reviewing findings of fact, and meeting minutes; attending public hearings and answering inquiries from the public and direct costs: publishing public notices in the newspaper, and preparing findings of fact and meeting packets.

RELEVANCE TO ADOPTED CITY WORK PLAN:

2021-2023 Work Plan: Infrastructure and Capital Improvements- Prepare updates to the Transportation Systems Plan

2023-2025 Work Plan: Infrastructure and Capital Improvements-Continue the update process for the City's Transportation Systems Plan

ALTERNATIVES:

1. Adopt Ordinance No. 7, Series 2023, as presented.
 2. Adopt Ordinance No. 7, Series 2023, as amended by Council.
 3. Do not adopt Ordinance No. 7, Series 2023 and provide direction to staff.
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4. Continue the public hearing to a date certain or close the hearing and leave the written record open.
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RECOMMENDATION:

Staff recommends number 1 adopting Ordinance No. 7, Series 2023, as presented and recommended by PC or number 4 if Council wishes for more time to review the materials or to receive additional written comments from the public.

AIS PREPARED BY: Wendy FarleyCampbell, Community Development Director

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments:

ER Reynolds

ITEMS ATTACHED:

Attachment 1: Adopting and Implementing Documents Ordinance No. 7, Series 2023:

- Exhibit A – Findings of Fact
- Exhibit B – Comprehensive Plan Chapter 12 modifications
- Exhibit C – Comprehensive Plan Appendix 12 modifications
 - Volume 1 TSP 2023, and Attachment 1 Prospectus Plans
 - Volume 2 Technical Background
- Exhibit D Florence City Code Title 10 modifications

Attachment 2: Public Involvement and Communication (PIC) Summary (add to Exhibit C Volume 2 above and remove the PIC Plan)

Attachment 3: Resolution PC 23 17 TA 04 & PC 23 18 CPA 02

Items Available for Reference:

- TSP Project Webpage:
 - <https://www.projectcomment.com/florencetsp>
 - Planning Commission recommendation documents
 - Resolution PC 23 17 TA 04 & PC 23 18 CPA 02
<https://www.ci.florence.or.us/bc-pc/planning-commission-meeting-public-hearings>
 - City of Florence Transportation Systems Project Webpage
 - <https://www.ci.florence.or.us/planning/florence-transportation-system-plan-tsp-update-project>
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Due to the size of items, all supporting documents for Agenda Item #2 can be found on the City's Website:

<https://www.ci.florence.or.us/council/city-council-meeting-250>

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 3
Meeting Date: September 25, 2023
Department: City Council

ITEM TITLE: City Council Meeting Minutes

DISCUSSION/ISSUE:

Consider approval of the draft minutes listed below.
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: Lindsey White, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments:

ER Reynolds

ITEM'S ATTACHED:

- Attachment 1** – Draft August 3, 2023 City Council Work Session
- Attachment 2** – Draft August 7, 2023 City Council Regular Session
- Attachment 3** – Draft August 14, 2023 City Council Special Session
- Attachment 4** – Draft August 28, 2023 City Council Special Meeting
- Attachment 5** – Draft September 11, 2023 City Council Regular Session

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 Work Session
Florence City Hall
250 Highway 101, Florence, Oregon
Final Action Minutes
August 3, 2023**

Councilors Present: Mayor Rob Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, Assistant City Manager Megan Messmer, City Recorder Lindsey White, Public Works Director Mike Miller, Community Development Director Wendy Farley Campbell, and Police Chief John Pitcher

Guests Present: Florence Emergency Cold Weather Shelter Committee (FECWSC) Treasurer Kate McClellan and The Nancy Devereux Center Executive Director Tara Johnson.

Handout: 8.3.23 City Council Meeting Base Presentation

CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE

Meeting called to order at 8:30 a.m.

1. WORK SESSION TOPICS

- **Potential Emergency Shelter:** The City Council will meet with the Florence Emergency Cold Weather Shelter (FECWS) group to discuss a new site location and model for an emergency shelter that would include management by the Devereux Center and receive financial support from the State of Oregon's ALL IN funding.

Start Time: 8:30 a.m.

Topic: The City Council participated in the introductions and agenda overview and held no additional discussions.

Start Time: 8:36 a.m.

Topic: Potential Emergency Shelter
Discussion: FECWSC Treasurer Kate McClellan and Devereux Center Executive Director presented and discussed a new site location and model for an emergency shelter.

Handouts: Potential Emergency Shelter Presentation

Discussion: The City Council discussed...

- Defining emergency shelter and transitional housing.
- Addressing keeping cold weather shelter for winter months.

Comments: All Councilors present.

Council took a break from 9:38 a.m. to 9:43 a.m.

Start Time: 9:43 a.m.

Discussion: The City Council continued to discuss...

- Enabling problem to continue.
- Understanding City liability and cost of providing property.
- Establishing and developing screening procedures for selecting residents.
- Accessing treatment and services in Florence.
- Planning for future budgets when state funding ends and obtaining grant funds.
- Lessons learned from the Coos Bay Coalbank Village project.
- Involving local businesses and chambers with communications about positive/negative experiences.

Comments: All Councilors present.

Start Time: 10:40 a.m.

Discussion: The City Council continued to discuss...

- Scheduling Special Meeting to continue discussion and allowing public comments on potential emergency shelter.

Comments: All Councilors present.

Meeting adjourned at 11:03 a.m.

ATTEST:

Rob Ward, Mayor

Lindsey White, City Recorder

DRAFT

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 Regular Session
Florence City Hall
250 Hwy 101, Florence, Oregon
Final Action Minutes
August 7, 2023**

Councilors Present: Mayor Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.

Councilors Absent: Councilor Meyer arrived at 5:36 p.m.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer, Finance Manager Lezlea Purcell, Public Works Director Mike Miller, Police Chief John Pitcher, Planning Director Wendy FarleyCampbell, Human Resources Director Alex Ferguson, and Management Analyst Peighton Allen.

Guests Present: St. Vincent DePaul (SVdP) of Lane County Grant Manager Andy Hill.

Handout: 8.7.23 City Council Meeting Base Presentation

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:32 p.m.

PRESENTATIONS & ANNOUNCEMENTS

Start Time: 5:33 p.m.

- New Employee Recognition

Discussion: HR Director Ferguson introduced new employees Thomas “Matt” Gogas (Wastewater), Jenny Cocciolo (Facilities), Aaron Couture (Police Officer), and Isaiah Wilson (Police Officer).

- Employee Promotion

Discussion: Police Chief Pitcher announced promotion of Josh Turner to Chief Communications Officer.

1. **PUBLIC COMMENTS**

This is an opportunity for members of the public to bring to the Council's attention any item not otherwise listed on the agenda.

Start Time: 5:39 p.m.

Commenter 1: Mr. Michael Allen – Florence, OR

Handout: Speaker's Card and Written Comments

Discussion: Mr. Allen discussed...

- Giving EMAC authority to invite expertise from the community to join them on their subcommittees.
- Opportunity to learn about ways to work with Lane County on climate change.

PUBLIC HEARING & ACTION ITEMS

2. **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FINAL PUBLIC HEARING**

Hold the second and final Public Hearing in order to make the final draw and close out the grant and review the results of the owner-occupied Housing Rehabilitation Project funded with Community Development Block Grant funds from Business Oregon.

Start Time: 5:46 p.m.

Process Reading: CR White read the Public Hearing Script and officiated the procedures.

Handouts: Public Hearing Script

Public Testimony: No public comments were received.

Public Hearing: Opened at 5:45 p.m.

Discussion: CM Reynolds presented the staff presentation.

Handouts: Presentation

Discussion: SVdP Grant Manager Hill discussed...

- 13 households or 23 people benefitting from rehab projects.
- Almost all households required new roofs.
- Average home age was 44 years old.
- Common repairs were dry rot including siding, kitchens, and bathrooms.

Discussion: The City Council discussed...

- Backlog of additional needs.
- Appreciating work and partnership with St. Vincent DePaul.

Comments: Mayor Ward and Councilor Wantz.

Public Hearing: Closed 6:08 p.m.

3. RODS N RHODIES STREET CLOSURE

A. PUBLIC HEARING

Hear and consider written and oral testimony regarding the proposed closure of Bay Street from the Siuslaw River Bridge to the intersection of 1st Street and Nopal Street, Laurel Street from Old Town Way to Bay Street, and Maple Street from 1st Street to Bay Street.

Start Time: 6:08 p.m.

Process Reading: CR White read the Public Hearing Script and officiated the procedures.

Handouts: Public Hearing Script

Public Testimony: No public comments were received.

Public Hearing: Opened at 6:09 p.m.

B. STREET CLOSURE REQUEST

Consider approval of the street closure application for the closure of Bay Street on Saturday, September 9, 2023, from 5:00 a.m. to 7:00 p.m. for the Rods N Rhodies event as applied for by Gary Cargill.

Start Time: 6:09 p.m.

Discussion: FM Purcell presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Parking vehicles on streets.
- Earning fees.
- Association with Rhody Cruisers.

Comments: Councilors Wantz and Meyer.

Public Hearing: Closed 6:14 p.m.

Action: Approve Street closure application as applied for by Gary Cargill.

Motion: Councilor Meyer

Second: Councilor Beaudreau

Roll Call Vote: Councilor Carp, 'Aye'
Councilor Wantz, 'Aye'
Councilor Meyer, 'Aye'
Councilor Beaudreau, 'Aye'

Mayor Ward, 'Aye'
Motion passes 'Unanimously'

CONSENT AGENDA

4. RHODODENDRON DRIVE PROJECT CONTRACT AMENDMENT

Consider accepting a contract amendment from RH2 Engineering, Inc. of \$203,863 for engineering, survey, geotechnical and right-of-way acquisition services for the Rhododendron Drive Realignment Project.

5. APPROVAL OF MINUTES

Consider approval of the June 5, 2023 City Council Regular Session, June 19, 2023 Regular Session, July 6, 2023 Special Session, June 11, 2023 City Council and Planning Commission Joint Work Session, July 17, 2023 City Council Regular Session, and July 26, 2023 City Council Work Session meeting minutes.

Start Time: 6:16 p.m.

Discussion: The City Council discussed...

- No discussion.

Action: Approve the consent agenda as presented.

Motion: Councilor Wantz

Second: Councilor Meyer

Roll Call: Councilor Carp, 'Aye'
Councilor Wantz, 'Aye'
Councilor Meyer, 'Aye'
Councilor Beaudreau, 'Aye'
Mayor Ward, 'Aye'
Motion passes 'unanimously'

REPORT & DISCUSSION ITEMS

6. DEPARTMENT DIRECTOR UPDATES

Start Time: 6:17 p.m.

Discussion: The Department Directors discussed...

- Update on 'Paid Leave Oregon' program effective date.
- Recruitment updates.
- Upcoming Planning Commission, EMAC, and Transportation Committee meetings.
- Upcoming Black and White recycling event.

- Upcoming audit dates.
 - Upcoming business registry changes and training.
 - Update on July precipitation and upcoming weather warning (heat impact).
 - High humidity impacting street striping operations.
 - Miller Park having a lot of activity since reopening.
 - Selling out of FloGro.
 - Closing airport for pavement rehabilitation beginning August 21st through August 28th.
 - Thanking City Council for their help with ‘National Night Out.’
 - Fundraiser selling pieces of Fort Miller for community sponsored bench at Miller Park.
 - Upcoming events at the Florence Events Center.
- Comments: HRD Ferguson, CDD FarleyCampbell, FM Purcell, PWD Miller, Police Chief Pitcher, and ACM Messmer.

7. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 6:43 p.m.

Discussion: The City Council discussed...

- Upcoming City Meetings and Events.
- Sharing information about Shore Pines Apartments on Highway 101.
- City Council accepting unlimited public comment on Emergency Shelter for upcoming City Council meeting.
- Knowing current fire restrictions.
- Appreciating City Council and staff for their help with ‘National Night Out.’

Comments: All Councilors present

8. CITY COUNCIL REPORT & DISCUSSION ITEMS

Start Time: 6:54 p.m.

Discussion: The City Council discussed...

- Recruiting for Siuslaw Watershed Executive Director.
- Siuslaw River restoration project.
- Upcoming Oregon Arts Commission meeting.
- Participating with Siuslaw Vision.
- Clarifying being a member of a committee sub-committee.
- Meeting with Lane County regarding available funding for infrastructure and partnering with Lane County.

- Upcoming visit to Coos Bay to tour Coalbank Village and learn about their facility.
 - Upcoming Oregon Mayors' Conference in Hood River.
- Comments: All Councilors present

Meeting adjourned at 7:07 p.m.

ATTEST:

Rob Ward, Mayor

Lindsey White, City Recorder

DRAFT

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 Special Work Session
Florence Events Center
715 Quince Street, Florence, Oregon
Final Action Minutes
August 14, 2023**

Councilors Present: Mayor Rob Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.
(In person)

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer, Community Development Director Wendy FarleyCampbell, Public Works Director Mike Miller, Administrative Services Director Anne Baker, Code Enforcement Officer Dan Frazier, Sargeant Len Larson, Police Chief John Pitcher, Assistant Planner Clare Kurth, Economic Development and Communications Analyst Chantelle Meyer, and Management Analyst Peighton Allen.
(In person)

Guests Present: Siuslaw Outreach Services (SOS) Executive Director Bob Teter and City Attorney Ross Williamson.
(In person and video-conference)

Handout: 8.14.23 City Council Special Meeting Agenda Outline Presentation

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:31 p.m.

DISCUSSION ITEMS

EMERGENCY SHELTER PROPOSAL DISCUSSION

The City Council will continue their discussion of the Florence Emergency Cold Weather Shelter (FECWS) Group's proposal for an Emergency Shelter on the city Owned property at 5150 Highway 101.

1. STAFF PRESENTATION

The City Council will hear a presentation from staff providing a brief summary of the Florence Emergency Cold Weather Shelter (FECWS) Group's August 3rd proposal for an Emergency Shelter, as well as response to questions received to date.

Start Time: 5:33 p.m.
Discussion: CM Reynolds presented the staff presentation.
Handout: Staff Presentation
Discussion: The City Council discussed...

- No discussion.

Start Time: 5:53 p.m.
Discussion: SOS Executive Director Teter discussed...

- Disparity in income and housing costs.
- Understanding and implementing Governor Kotek's 'Emergency Declaration Due to Homelessness' that took place on January 10, 2023.
- Challenges to employment while being unhoused.

Discussion: The City Council discussed...

- No discussion.

Start Time: 6:07 p.m.
Discussion: City Attorney Ross Williamson discussed...

- Understanding new regulations and legislation.
- City not required to provide shelter beds.
- Allowing shelter beds allows city to reduce public available property for sleeping/camping.

Discussion: The City Council discussed...

- No discussion.

2. TIME FOR PUBLIC INPUT

The City Council will provide an opportunity to hear public input on the FECWS proposal for an emergency shelter. Public speakers will be limited to three minutes per speaker in alternating order of proponent, opponent, and neutral parties with no limit on number of speakers

Start Time: 6:14 p.m.
Proponent 1: Mr. Ron Preisler – Florence, OR
Handout: Speaker's Card and Written Comments
Discussion: Mr. Preisler discussed...

- Working with the Florence Cold Weather Emergency Shelter in the beginning.
- Getting to know unhoused individuals' circumstances.

Start Time: 6:20 p.m.
Opponent 1: Ms. Sherry Harvey – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Ms. Harvey discussed...

- Risking increased crime, lost tourism revenue, and potential high costs to Florence citizens worth housing few individuals and remaining unhoused receiving fewer services as resources are focused on shelter.

Start Time: 6:24 p.m.
Neutral 1: Ms. Margie Shrum – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Ms. Shrum discussed...

- Understanding grant funding.
- Source of funds after June 30, 2025?

Start Time: 6:26 p.m.
Proponent 2: Mr. Dan Means – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Means discussed...

- Currently waiting for housing over two years.
- Services not located close to proposed shelter.

Start Time: 6:30 p.m.
Opponent 2: Mr. Ron Duzy – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Duzy discussed...

- Shortage of available social services.
- Future funding.
- Replacing existing winter housing with proposed year-round housing?

Start Time: 6:33 p.m.
Neutral 2: Ms. Leonora Kent – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Ms. Kent discussed...

- Understanding providing shelter does not increase homelessness.

Start Time: 6:35 p.m.
Opponent 3: Ms. Jill Rizk – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Ms. Rizk discussed...

- Shortage of medical care for existing residents.
- Concerned about ability to find quality staff.

Start Time: 6:36 p.m.
 Proponent 4: Ms. Pat Burke – Westlake, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Ms. Burke discussed...

- Continuing to complain about our homeless neighbors or finding ways to fix problem.

Start Time: 6:37 p.m.
 Opponent 4: Ms. Debra Fisher – Florence, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Ms. Fisher discussed...

- Providing mental health care to homeless individuals.
- Urging Governor to redirect these funds to provide mental and substance abuse facilities.

Start Time: 6:41 p.m.
 Proponent 2: Ms. Maggie Bagon – Florence, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Ms. Bagon discussed...

- Overlooking that there will be hired staff for proposed shelter.
- Having paid staff to help people get organized and move forward in their success will help reduce homelessness.

Start Time: 6:42 p.m.
 Opponent 5: Mr. Richard Williams – Florence, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Mr. Williams discussed...

- No discussion – did not appear.

Start Time: 6:43 p.m.
 Proponent 6: Mr. Richard Earnest – Florence, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Mr. Earnest discussed...

- Helping solve the homeless problem for Veterans.
- Creating an Advisory Group of Citizens to provide suggestions for programs that can yield short term success and longer-term stability for Veterans.

Start Time: 6:46 p.m.
 Opponent 6: Mr. David Gletne – Florence, OR

Handout: Speaker's Card and Written Comments
Discussion: Mr. Gletne discussed...

- No discussion – did not appear.

Start Time: 6:47 p.m.
Proponent 7: Rev. Dr. Jennifer Yocum – Florence, OR
Handout: Speaker's Card and Written Comments
Discussion: Rev. Dr. Yocum discussed...

- Homelessness is a moral catastrophe.
- All ready paying for homelessness, just in the most expensive and least effective ways possible.

Start Time: 6:50 p.m.
Opponent 7: Mr. Steve Swenson – Florence, OR
Handout: Speaker's Card and Written Comments
Discussion: Mr. Swenson discussed...

- Florence is being offered a fragment solution in the form of a small-scale temporary shelter without supporting services.
- Lane County has a history of neglect to the coastal area or not following up and sustaining many great ideas and partnerships.

Start Time: 6:53 p.m.
Proponent 8: Mr. Joshua Greene – Florence, OR
Handout: Speaker's Card and Written Comments
Discussion: Mr. Greene discussed...

- Main concern is that this be successful.
- Recommending City hire a professional grant writer to see what other funds are available.
- Using this opportunity to build from it.

Start Time: 6:54 p.m.
Opponent 8: Mr. James LaCroix – Florence, OR
(Via Videoconference)
Handout: Speaker's Card and Written Comments
Discussion: Mr. Mr. LaCroix discussed...

- Homeless not wanting to become part of society.

Council took a break from 7:00 p.m. to 7:11 p.m.

Start Time: 7:11 p.m.
Proponent 9: Ms. Natashe Kupras – Florence, OR
Handout: Speaker's Card and Written Comments

Discussion: Ms. Kupras discussed...

- Past experience working with homeless in other communities creating well designed and well managed by people who lived in communities.

Start Time: 7:14 p.m.
Opponent 9: Mr. Terry Tomeny – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Tomeny discussed...

- Integrity is doing what’s right when nobody is watching.
- Watching documentary ‘Dying in Seattle’ to see what works and what is needed.
- Attracting more homeless with more free stuff or makes the problem worse.

Start Time: 7:18 p.m.
Proponent 10: Pastor Greg Wood – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Pastor Wood discussed...

- Proposal isn’t a cure all but a valuable tool to help.

Start Time: 7:21 p.m.
Opponent 10: Mr. Bruce Jarvis – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Jarvis discussed...

- Agreeing that we need to deal with homeless problem, but the shelter isn’t necessarily the answer.

Start Time: 7:23 p.m.
Proponent 11: Mr. Mark Kirchefer – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Kirchefer discussed...

- Requesting help for the homeless.
- Taking the first step to help.

Start Time: 7:27 p.m.
Opponent 11: Mr. Duane Sansome – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Sansome discussed...

- Lack of assistance from federal government.
- Experiencing shortage of affordable housing and homelessness.
- Moving ‘guests’.

Start Time: 7:30 p.m.
Proponent 12: Mr. Douglas Kopcha – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Kopcha discussed...

- Thanking all advocates and “I’m all in.”

Start Time: 7:32 p.m.
Opponent 12: Mr. Ken Shumaker – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Shumaker discussed...

- Proposal is not good for our city.
- Needing to address drug situation.

Start Time: 7:34 p.m.
Proponent 13: Ms. Lynda Colter-Bergh – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Ms. Colter-Bergh discussed...

- Giving hope and stability.

Start Time: 7:37 p.m.
Opponent 13: Mr. Keith Lonien – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Lonien discussed...

- No discussion – did not appear.

Start Time: 7:38 p.m.
Opponent 14: Mr. Wally Shoults – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Shoults discussed...

- Identifying the root causation of homelessness and growing humanitarian crisis.

Start Time: 7:41 p.m.
Opponent 15: Mr. Richard Lewis – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Lewis discussed...

- Taking steps to do proposal right by helping people.
- Proposing sending the vote to the people.

Start Time: 7:44 p.m.
Opponent 16: Ms. Nikki Saunders – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Ms. Saunders discussed...

- Being a former resident of Grants Pass and experiences living with the homeless situation there.

Start Time: 7:47 p.m.
 Opponent 17: Mr. Scott Waiss – Florence, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Mr. Waiss discussed...

- Viewpoint of a Florence business owner.

Start Time: 7:51 p.m.
 Opponent 18: Ms. Ronelle Kuert – Florence, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Ms. Kuert discussed...

- Shortage of primary care physicians.
- Ability to control drug and alcohol usage within shelter.

Start Time: 7:54 p.m.
 Opponent 19: Mr. Reid Ransom – Florence, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Mr. Ransom discussed...

- Lack of available mental health resources.
- Increasing demand on police, fire and EMTs at what cost.

Start Time: 7:58 p.m.
 Opponent 20: Mr. Devin Smith – Florence, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Mr. Smith discussed...

- Losing property values when located close to homeless shelter.
- Inviting crime into community.

Start Time: 8:01 p.m.
 Opponent 21: Ms. Marilyn Datzman – Florence, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Ms. Datzman discussed...

- Wanting to help the homeless, not sure this is the right way.
- Needing to go back to basic issues.
- Speaking as a physician, there is a shortage of mental health support and drug treatment options.
- People moving to Oregon to take advantage of available free benefits.

- Supportive of wisely supporting the homeless.

Start Time: 8:04 p.m.
 Opponent 22: Mr. Tyler Smith – Florence, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Mr. Smith discussed...

- Being confronted by homeless late at night working at business property.
- Children being subjected to homeless, finding needles and broken bottles.

Start Time: 8:08 p.m.
 Opponent 23: Mr. Jared Baggin – Florence, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Mr. Baggin discussed...

- No discussion – did not appear.

Start Time: 8:08 p.m.
 Opponent 24: Mr. Steve Baggin – Florence, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Mr. Baggin discussed...

- Reading on behalf of son Jared Baggin.
- Acknowledging negative impact that homelessness has had on our community.
- Creating a financial strain on business owners by having to clear vegetation, spend money to prevent camping, and dealing with the aftermath of garbage and property damage caused by homeless individuals.
- Current system isn’t working, needing to focus on treatment centers and not on shelters.
- Urging City Council to vote against proposal.

Start Time: 8:11 p.m.
 Opponent 25: Mr. John Dublin – Florence, OR
 Handout: Speaker’s Card and Written Comments
 Discussion: Mr. Dublin discussed...

- Portraying opponents as lacking in compassion.
- Making it comfortable for the wandering folks, more will move in without knowing how many more are coming.
- Meeting should be about rescinding services, not offering more.

3. COUNCIL DISCUSSION

At the conclusion of the public input time, the City Council may discuss the proposal, ask additional questions of the FECWS and staff, provide staff direction, and determine next steps for the process.

Start Time: 8:14p.m.

Discussion: Mayor Ward discussed...

- Attending the Oregon Mayor's Conference in Hood River with 130-140 mayors.
- Discussing a proposal with Representative Boomer Wright to have a group of mayors to have an audience with the Governor for the need of funding for mental health services.
- Thanking all the community members for attending and sharing comments.

Discussion: The City Council discussed...

- Scheduling upcoming City Council meetings.
- Upcoming agenda items.
- Presenting to voters to vote.
- Having time to review materials and ask questions before voting.
- Having round table discussion with fellow Council members at Special meeting.
- Submitting questions to staff about proposal.
- Public noticing for upcoming meeting.

Comments: All Councilors present.

Meeting adjourned at 8:46 p.m.

ATTEST:

Rob Ward, Mayor

Lindsey White, 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 Special Meeting
Florence Events Center
715 Quince Street, Florence, Oregon
Final Action Minutes
August 28, 2023**

Councilors Present: Mayor Rob Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer, and Police Chief John Pitcher.

Guests Present: City Attorney Ross Williamson.

Handout: 8.28.23 City Council Special Meeting Agenda Outline Presentation

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 p.m.

ACTION ITEM

EMERGENCY SHELTER PROPOSAL DISCUSSION

The action item is a continuation of the two meetings held on August 3, 2023 and August 14, 2023 regarding the use of City owned property, located at 5150 Highway 101, for an emergency shelter as proposed by the Florence Emergency Cold Weather Shelter (FECWS) Group.

1. STAFF PRESENTATION

Presentation by staff regarding responses to the questions asked in advance by members of the City Council.

Start Time: 5:33 p.m.

Discussion: CM Reynolds presented the staff presentation.
Handout: Staff Presentation

Start Time: 5:40 p.m.
Discussion: Police Chief Picher discussed his conversations with Coos Bay Chief of Police Chris Chapanar and North Bend Chief of Police Cal Mitts regarding the impact of Coalbank Village (Coos Bay shelter) on their communities.

Discussion: The City Council discussed...

- No discussion.

Start Time: 5:42 p.m.
Discussion: CM Reynolds continued presenting the staff presentation.
Discussion: The City Council discussed...

- No discussion.

Start Time: 5:49 p.m.
Discussion: City Attorney Ross Williamson presented the city attorney presentation.
Discussion: The City Council discussed...

- How does Super Siting criteria work in regards to private-owned properties?

Comments: Mayor Ward

Discussion: Staff discussed...

- Private owner would team up with a non-profit to run the site and meet those five criteria.

Comments: City Attorney Williamson

2. **DELIBERATION**

City Council deliberation regarding the proposal from FECWS and consideration of a decision.

Start Time: 6:11 p.m.
Discussion: The City Council discussed...

- If the question was placed on Ballot, who would vote on the question (western Lane County or only Florence residents).

Comments: Councilor Wantz

Discussion: Staff discussed...

- It would only go before city electors.

Comments: City Attorney Williamson

Discussion:

The City Council discussed...

- Site on Highway 101 meets all criteria, will be fully staffed. This is an investment in our community.
- Understanding frustrations in community with people who may have behavioral issues.
- Serving as inspiration for other communities by allowing this property to be used as emergency shelter.
- Thanking community for participating in this important issue.
- Having worked with the homeless issue for 35 years with 15 years as fire fighter and 22 years as a police officer, this problem has been going on for decades.
- Solution to the problem is mental health and drug treatment.
- Having personally cleaned out three encampments in my neighborhood including one in my backyard.
- Governor started this process by declaring a homeless crisis. She should have also declared a mental health crisis and substance abuse crisis in light of the damage caused by Measure 110.
- State of Oregon is pushing heavy lifting to the cities on homelessness without any funding stream.
- Thanking community for their passionate input for this proposal, colleagues for their attention to details, and city staff and attorney for their expertise and valuable information.
- Council who are all volunteers will act in this community's best interests. After hearing all sides, was shocked and disappointed in hearing threats against our mayor from people who voted for him that they will not forget.
- Secure shelter will help meet basis needs, working with qualified caseworkers, they can work on other needs and challenges.
- Proposed shelter is meant to be a stepping stone and not a permanent solution.
- Putting our collective minds together and making Florence a community where everyone has the opportunity to succeed.
- Being frustrated with the State of Oregon for ignoring mental health.
- Mental health is missing from the discussion and not being addressed.

- Needing to send message to the governor that we are doing it wrong and that is why I am not supporting this proposal.
- State legislation is allowing this facility to be sited and operated and we have to allow it due to HB 3395

Start Time: 6:40 p.m.

Action: Authorize the City Manager to proceed with the proposed emergency shelter project by documenting the City’s permission for FECWS to make use of the City property under such terms and conditions that the City Manager sees fit; and confirm the City Manager’s authority to rule on any super siting applications submitted to the City for emergency shelters as provided in HB 3395.

Motion: Councilor Meyer

Second: Councilor Beaudreau

Discussion: The City Council discussed...

- Opportunity for the City to provide input on regulations for the property; if on private property, we have no say.
- If not approved, it will be more difficult to make regulations and policies on parking camping.
- Clarifying money will be given to someone else if not approved.
- Being in favor of sending letter to Governor supporting mental health treatment.
- Discussing referring Measure 110 back to the people to vote on again due to disastrous results.
- Addressing funding of non-profits and future funding.

Comments: Councilors Beaudreau, Wantz, and Meyer

Roll Call Vote: Councilor Carp, ‘No’
 Councilor Wantz, ‘Yes’
 Councilor Meyer, ‘No’
 Councilor Beaudreau, ‘Yes’
 Mayor Ward, ‘No’
 Motion fails 3-2

Start Time: 6:49 p.m.

Action: Move to direct the City Manager to deny the request to FECWS to use city property for the proposed emergency shelter.

Motion: Councilor Meyer
Second: Councilor Beaudreau

Roll Call Vote: Councilor Carp, Yes
Councilor Wantz, 'No'
Councilor Meyer, 'Yes'
Councilor Beaudreau, 'No'
Mayor Ward, 'Yes'
Motion passes 3-2

Start Time: 6:50 p.m.

Discussion: The Mayor discussed...

- Thanking everyone for attending.
- Revisiting matter in the future.
- Not being able to deny people from camping on city owned property unless we have a place for them to stay.
- Thanking Council for their time and thoughts on this proposal.
- Wanting all citizens to be successful.
- Working with agencies to work together.

Comments: Mayor Ward.

Discussion: The City Council discussed...

- Forming a task force to deal with mental health and substance abuse issues and requesting citizens to participate.

Comments: Councilor Wantz.

Meeting adjourned at 6:57 p.m.

ATTEST:

Rob Ward, Mayor

Lindsey White, 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 Regular Session
Florence City Hall
250 Hwy 101, Florence, Oregon
Final Action Minutes
September 11, 2023**

Councilors Present: Mayor Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.
(In person and via videoconference)
Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer, Human Resources Director Alex Ferguson, Finance Manager Lezlea Purcell, Public Works Director Mike Miller, Police Chief John Pitcher, Planning Director Wendy FarleyCampbell, Economic Development and Communications Analyst Chantelle Meyer, and Management Analyst Peighton Allen.
(In person)

Guests Present: COASTBUSTERS Walk for Breast Cancer representative Jeannette Campagna, Oregon Dunes Chapter Daughters of the American Revolution representative Jacquie Beveridge, Florence Elks #1858 Exalted Ruler Donna Smith, and City Attorney Ross Williamson.
In person and via videoconference)

Handout: 9.11.23 City Council Meeting Base Presentation

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 p.m.

Mayor Ward called for a moment of silence in remembrance of the events of September 11, 2001.

PRESENTATIONS & ANNOUNCEMENTS

- Employee Recognition
- COASTBUSTERS Proclamation
- Constitution Week Proclamation

- Patriotism Week 2023 Proclamation

Start Time: 5:31 p.m.

Discussion: HR Director Ferguson introduced new employees Florence Events Center Administrative Assistant II Kristina Scaparo and Corrections Officer Ryan McGough.

Start Time: 5:34 p.m.

Discussion: Police Chief Pitcher recognized Sargeant Denton Tipler for 10 years of service.

Start Time: 5:35 p.m.

Discussion: Mayor Ward recognized George Melvin Miller who is represented in the carving displayed in Council Chambers. Miller Park is named in memory of George Melvin Miller.

Start Time: 5:36 p.m.

Discussion: Mayor Ward presented...

- COASTBUSTERS Proclamation
- Constitution Week Proclamation
- Patriotism Week 2023 Proclamation

1. PUBLIC COMMENTS

This is an opportunity for members of the public to bring to the Council’s attention any item not otherwise listed on the agenda.

Start Time: 5:46 p.m.

Commenter 1: Ms. Elizabeth Kirsch – Florence, OR

Handout: Speaker’s Card and Written Comments

Discussion: Ms. Kirsch discussed...

- Concerns about the food and yard debris waste situation in Florence.
- Opportunity to work with Lane County Waste Management reducing green waste in our garbage.

Start Time: 5:50 p.m.

Commenter 1: Ms. Ivy Medow – Florence, OR

Handout: Speaker’s Card and Written Comments

Discussion: Ms. Medow discussed...

- Personal observations about living in Florence.

Start Time: 5:53 p.m.

Commenter 1: Mr. John Raleigh – Florence, OR

Handout: Speaker’s Card and Written Comments

Discussion: Mr. Raleigh discussed...

- Issues related to street and day camping in the Old Town area.
- Accessible bathrooms in Lotus parking lot attracting overnight camping.

PUBLIC HEARING ITEMS

2. PARKING CODE UPDATE

A. PUBLIC HEARING

Hear and consider written and oral testimony regarding the proposed amendment to Florence City Code Chapter 7-1 regarding parking on City streets and impounding vehicles parked in violation of the code.

Start Time: 5:57 p.m.

Process Reading: CR White read the Public Hearing Script and officiated the procedures.

Handouts: Public Hearing Script

Public Testimony: No public comments were received.

Public Hearing: Opened at 5:57 p.m.

B. ORDINANCE NO. 8, SERIES 2023

Consider approval of **Ordinance No. 8, Series 2023**, an ordinance amending Florence City Code Chapter 7-1 regarding parking on City streets and impounding vehicles parked in violation of the code.

Start Time: 5:58 p.m.

Discussion: City Attorney Williamson presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Exceeding parking time limit with a car versus parking time limit with an RV.
- Time limits in Port of Siuslaw parking lots located in Old Town.
- No overnight parking and no trailers in Port parking lot.
- Potentially harming businesses in Old Town with time limits.
- Clarifying time limit on parking within residential neighborhoods.
- Understanding process when ‘pink’ stickers are applied to vehicles.
- Vehicle owner is allowed to appeal ‘pink’ sticker.
- Clarifying impoundment process.
- Clarifying trash receptacles placed in the street.

Comments: Councilors Wantz, Meyer, Carp and Beaudreau, and Mayor Ward.

Discussion: Staff discussed...

- All vehicles will be treated the same – cars and RVs will be treated equally.
- Code is a complaint driven code.
- Code is intended to address parking on the street for extended periods of time.
- ‘Pink’ sticker addresses time limit to move vehicle; if not moved, vehicle can be towed.
- Intent of code is to move vehicles out of neighborhood where currently parked with 600’ distance requirement.

Comments: City Attorney Williamson, CM Reynolds, and Police Chief Pitcher.

Public Hearing: Closed 6:33 p.m.

Action: Approve first reading of Ordinance No. 8, Series 2023
Motion: Councilor Meyer
Second: Councilor Carp
Motion passes ‘Unanimously’

Action: Adopt Ordinance No. 8, Series 2023
Motion: Mayor Ward
Second: Councilor Wantz

Roll Call Vote: Councilor Carp, ‘Aye’
Councilor Wantz, ‘Aye’
Councilor Beaudreau, ‘Aye’
Councilor Meyer, ‘Aye’
Mayor Ward, ‘Aye’
Motion passes ‘Unanimously’

ACTION ITEMS

3. PAID LEAVE OREGON (PLO) POLICY

Consider adopting the proposed Paid Leave Oregon Policy, an administrative employment policy governing the policies and procedures for employee utilization of Paid Leave Oregon.

Start Time: 6:41 p.m.

Discussion: HR Director Ferguson presented the staff presentation.
Handouts: Staff Presentation
Discussion: The City Council discussed...

- Clarifying leave accruals verbiage.

Comments: Councilor Wantz.

Action: Adopt Paid Leave Oregon (PLO) policy as presented.
Motion: Councilor Wantz
Second: Councilor Beaudreau
Roll Call: Councilor Meyer, 'Aye'
Councilor Beaudreau, 'Aye'
Councilor Wantz, 'Aye'
Councilor Carp, 'Aye'
Mayor Ward, 'Aye'
Motion passes 'unanimously'

Council took a break from 6:50 p.m. to 6:56 p.m.

CONSENT AGENDA

4. CAPT'N MEIER LIQUOR LICENSE

Consider ratification of staff decision to approve the addition of an off-premise license for Capt'n Meier's Liquor Store located at 1730 Highway 126.

5. CENTRIFUGE CONTROLLER PURCHASE

Consider approving the purchase and installation of a new controller for the Centrifuge at the Wastewater Treatment Plant in the amount of \$100,684.00.

6. AXON FLEET 3 IN-CAR CAMERA SYSTEM CONTRACT

Consider authorizing the City Manager to enter into contract agreement with Axon Enterprises for purchase of their 3 In-Car Camera System in the amount of \$83,674.00.

Start Time: 6:56 p.m.
Discussion: The City Council discussed...

- No discussion.

Action: Approve the consent agenda as presented.
Motion: Councilor Wantz
Second: Councilor Meyer
Roll Call: Councilor Carp, 'Aye'
Councilor Wantz, 'Aye'
Councilor Meyer, 'Aye'
Councilor Beaudreau, 'Aye'
Mayor Ward, 'Aye'
Motion passes 'unanimously'

REPORT & DISCUSSION ITEMS

7. DEPARTMENT DIRECTOR UPDATES

Start Time: 6:57 p.m.

Discussion: The Department Directors discussed...

- Upcoming Oregon Association of Water Utilities (OAWU) Conference at the Florence Events Center.
- Upcoming events at the Florence Events Center.
- Drug take back program netted 400 pounds of prescription drugs turned into Florence Police Department.
- Officers Couture and Wilson have completed required in-house training that allows them to be in uniform and train with an officer before attending the Academy.
- Welcoming Corrections Officer McGough who will be attending the Academy this month in September.
- Update on August precipitation.
- Completing airport pavement project one day early.
- Upcoming meeting with airport hangar owners.
- Update on FloGro product.
- Providing tour of Water Treatment Plant, Wastewater Treatment Plant, and FloGro operation to OAWU attendees.
- Update on Rhododendron Drive project.
- Moving to online process for business license registration. Upcoming business license training on September 25th at the Florence Events Center.
- Update on recruitments and job vacancies.
- Addressing concerns about camping code: Transitional Housing sub-committee of Housing Stakeholder Advisory team is pursuing this topic and will be part of the discussion.
- Upcoming Planning Commission meeting holding first evidentiary meeting for legislative amendments for the Transportation System Plan document.
- Moving to online applications for planning, permitting, and public works right-of-way permitting with State Building Codes Division.
- Update on Fire Camp: in process of decreasing personnel.

Comments: ACM Messmer, Police Chief Pitcher, PWD Miller, FM Purcell, HRD Ferguson, and CDD FarleyCampbell.

8. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 7:18 p.m.

Discussion: The City Council discussed...

- Update on Old Town Parking restrictions.
- Proposing expanding vehicle height restriction to 7 feet tall or less on the west end of Bay Street.
- Old Town Parking Refinement Plan.
- Addressing port-a-potty located at the Lotus parking lot. Port-a-potty use is strictly day use.
- Upcoming City Meetings and Events.

Comments: All Councilors present.

Discussion: Mr. John Raleigh discussed....

- Agreeing that having the restrooms is great for the people using our restaurants and businesses.
- Problem with Lotus parking lot is the day campers arriving at 7:00 a.m. and spending the entire day there, using the facilities, then leaving their trash behind.

9. CITY COUNCIL REPORT & DISCUSSION ITEMS

Start Time: 7:42 p.m.

Discussion: The City Council discussed...

- Update on Siuslaw Watershed wetland restoration project at Cushman.
- Correction on comment made regarding Mr. Bob Teter on August 28th: commented that he is working with 24 agencies on different social issues and correct amount is 12 groups.
- Update on Public Arts Committee.
- Upcoming Americans for the Arts Economic Prosperity report on November 8th.
- Writing Governor requesting mental health services for our community.
- Understanding negative reactions and anger from audience members opposed to Emergency Homeless Shelter is rooted in fear.
- Challenging audience to form a task force to address common denominator, to put forth effort finding solutions to mental health and substance abuse support.

- Duty of mayor is to the articulate issues before the community.
 - Many mayors have the same concerns for the need of additional mental health support to local communities.
- Comments: All Councilors present.

Meeting adjourned at 7:56 p.m.

ATTEST:

Rob Ward, Mayor

Lindsey White, City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4
Meeting Date: September 25, 2023
Department: Administrative Svcs

ITEM TITLE: Financial Report for the Quarter Ending June 30, 2023

DISCUSSION/ISSUE:

In an effort to improve financial and management reporting to the City Council, citizens and other interested individuals we have prepared the attached quarterly report.

FISCAL IMPACT:

Staff time to prepare.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Improves financial and management reporting to inform decisions.

ALTERNATIVES: N/A

RECOMMENDATION:

N/A

AIS PREPARED BY: Anne Baker, Administrative Services Director

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments:

ER Reynolds

ITEM'S ATTACHED: **Attachment 1-** Quarterly Report for the period ending June 30, 2023

Attachment 1



City of Florence, Oregon Financial Report Quarter Ended June 30, 2023

September 25, 2023

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

We are pleased to report on activities and progress we have made on Council goals on behalf of the City of Florence for the last quarter of the biennium ending June 30, 2023. The report includes comparisons of actual to budgeted amounts, a City-wide summary of beginning fund balances, current period resources and expenditures, and the ending fund balance for all funds and narrative explaining results and highlights for the quarter. The financial information presented is unaudited and any significant adjustments are noted.

The City began its 2023 fiscal audit in May with a visit from the SingerLewak audit team. Fieldwork will continue in September with the financial statements being issued prior to the 2023 calendar year end. It is anticipated the City will receive an unmodified opinion on its financial statements for the year ending June 30, 2023. The statements in this report are unaudited and the final numbers for the year ending June 30, 2023 may change as the City progresses through its annual audit.

The City closed on a \$13.6 million financing with Banner Bank and began moving its banking to Banner per the contract. \$10.1 million was received at the end of April and the additional \$3.5 million will be drawn in the spring of 2024 for the completion of the Rhododendron Drive project.

Please note that the budgeted amounts presented reflect the City's budget for the July 1, 2021 – June 30, 2023 biennium. Additionally, we have included reporting on the City's debt such as outstanding amounts, debt coverage ratios, maturities, and interest rates.

Budgeted amounts presented generally have been allocated proportionately, i.e., twelve and a half percent (12.5%) of the biennial amount for the quarter.

City Council continues to embrace five goals which assist in the building of the City Workplan. The current Workplan for the 2021-23 biennium can be found at <https://www.ci.florence.or.us/council/city-council-goals-work-plan>

These goals are:

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



Operations

- City Council
 - Hosted the May LOC Small Cities meeting
 - Participated in the FACC volunteer appreciation event
 - Attended the LOC Spring Conference

- City Recorder
 - Issued proclamations for:
 - Pride Month
 - Arbor Day
 - Month of the Military Child
 - Honor Flight Day
 - Rhododendron Festival Month
 - Building Safety Month
 - Economic Development Week
 - Safe Boating Week
 - National Public Works Week
 - National Drinking Water Week
 - National Police Week
 - Annual Power of Florence Day
 - Coordinate 2023 City committee, commission, and board recruitment processes for:
 - Planning Commission
 - Florence Urban Renewal Agency
 - Public Art Committee
 - Environmental Management Advisory Committee
 - Transportation Committee
 - Provided ethics and committee training
 - Responded to five public records requests

- Administrative Services
 - Council Adopted the 2023-25 \$76.4 million biennial budget
 - Completed the \$13.6 million financing with Banner Bank
 - Began the 2022-23 annual audit with SingerLewak

- Community Development
 - Coordinated two TSP Stakeholder Committee meetings and held the final three open houses
 - Processed the annual solid waste rate increases for CPI and Lane County tipping fees
 - Held seven public hearings to include initial plans for 70 new housing units

- Public Works
 - Awarded the \$947,903 Airport Pavement Rehabilitation project to CR Contracting, LLC. The project is slated for construction August 21st-28th, 2023.
 - Awarded the \$170,971 annual chip and fog seal project, including the sealing of the parking lot at the Justice Center, to Sierra Santa Fe Corporation. The chip/fog seal project will be completed in July 2023.
 -

- Public Works (continued)
 - Awarded the \$1,704,000 UV System Improvement project to Strider Construction Company, Inc.
 - Council approved the extension of the System Development Charge exemption and deferral program to June 30, 2024
 - Awarded the purchase of a new 2023 Cat compact track steer with land management attachment which is scheduled for delivery in late July 2023
 - Welcomed Matt Gogas as our newest Wastewater Treatment Plant Operator and Jenny Cociolo as our new Facilities Worker
 - Held our first annual Arbor Day sale of FloGro
 - Installed the outdoor Café barricades along Bay Street for those restaurants participating in the parking area café program
 - Unloaded and placed over 150 flower baskets in Old Town and along ReVision Florence
 - The developer for Human Bean installed a new catch basin on the south side of 5th Street; removed and replaced the curb and gutter; removed the existing asphalt and base material and placed 8-inches of crushed rock with fabric and repaved the roadway
 - Released the 2022 Water Quality Report <http://www.bit.ly/2022WQR>
 - Held a ‘sand’ breaking ceremony at Miller Park for the new playground equipment and removed ‘Fort Miller’ and over 470 cubic yards of sand in preparation of the Miller Park Playground rehabilitation project

- Public Safety
 - During this quarter
 - ✓ 134 public records requests were made to Public Safety
 - ✓ 1,695 911 calls were made to Dispatch
 - ✓ 97 inmates were processed through the jail
 - ✓ 25 DUII arrests made
 - On 05/01/2023 FPD investigated an armed robbery at American Market. Investigation revealed the suspects were three juveniles out of California in a stolen vehicle armed with an automatic shotgun. The suspects attempted another robbery in Washington where a clerk was killed. FPD assisted that investigating agency in identifying the suspects who were located in Washington and taken in to custody.

- Florence Events Center
 - Worked through the transitioning of tasks and began the recruitment process after the departure of the Administrative Assistant
 - Review and selection of a new Point of Sale system for implementation in the new fiscal year
 - Served customers for annual events including CROW’s spring performance, Early Rhody Show, PTA Talent Show, Rhododendron Festival Coronation, Rhody Show, Rhody Run, FRAA Art Fest, SHS Scholarship Night, SHS Evening of Excellence, CROW’s spring dance show, SHS Spring Choir and Band Concerts, and Coastal Fitness Spring Gymnastics Show
 - Hosted the Junebugs Concert and dinner before the show.
 - Provided off-site catering for City meetings, individual community member requests, and Lane Community College grand reopening.
 - Continued to provide space and catering for various events, including ongoing Rotary and Peace Health Volunteer luncheons.
 - Continued to provide off-site equipment rentals.

- Florence Events Center (continued)
 - Continued progress towards HVAC repair and replacement due to storm damage and end of life issues.
 - Completed several items required from the Fire Marshal inspection.
 - Engaged in maintenance agreements for several large pieces of equipment in the kitchen.

- City Manager's Office
 - Attended the LOC Spring Conference with City Council members
 - Coordinated participation in the Rhododendron Festival activities and parade
 - Participation in the City budget process, including development and publication of the budget document through adoption
 - Attended Travel Lane County Board meetings
 - Review and interviews for the RARE participant placement
 - Continued support for the Transportation System Plan update and the Housing Code update projects
 - Met with Yukiko Toyoshima from the Consular Office of Japan in Portland regarding the Friendship City relationship with Yamagata City
 - Continued community outreach and education through social media, newsletter, website, radio, and newspaper
 - Economic Development
 - ✓ Coordination with the Eugene Emeralds for Exploding Whale promotions, including co-hosting the Business After Hours.
 - ✓ Continued staff support for the Public Arts Committee.
 - ✓ Tour of housing projects with Oregon Housing & Community Services staff.
 - ✓ Re-established coordination with the Central Oregon Coast Board of Realtors.
 - ✓ Continued coordination with RAIN, Lane County Economic Development, Florence Area Chamber of Commerce, and other regional partners organizations.

- Emergency Management
 - Updated and submitted the City of Florence Annex to the Lane County Natural Hazard Mitigation Plan update
 - Coordination of west Lane County partners for the Natural Hazard Mitigation Plan update with Lane County for regional meetings
 - Continued leadership of the West Lane Emergency Operations Group, including development of the 2023-24 budget and coordination for fixing the tsunami sirens
 - Development and planning for the Emergency Preparedness Expo in November

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

Sincerely,



Erin Reynolds
City Manager



Anne Baker, CPFO, MAcc
Administrative Services Director

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City-wide - All Funds

The City began the quarter with a combined \$10.1 million fund balance. During the quarter the City received \$5.3 million in revenue, had operating expenditures of \$5.7 million and invested \$0.6 million in capital. The City closed a financing with Banner bank in the amount of \$13.6 million in April. The first draw of \$10.1 million was received at the end of April with the second draw of \$3.5 million to be received in the spring of 2024.

Revenue was short of covering operating expenses by \$412,609. All funds ended the quarter with a positive ending fund balance with the influx of the debt proceeds.

The City's ending combined fund balance totals \$19.3 million, an increase of \$9.2 million. The increase can mostly be attributed to the financing proceeds received in April. As financed projects are completed, the total fund balance for the City will be more in line with prior years' balance averages.

Quarter Ended June 30, 2023

Information for the quarter ending June 30, 2023 only

Fund	Beginning Fund Balance	Revenue	Debt Proceeds	Total Resources	Expenses	Capital Outlay	Debt Service	Total Expenditures	Ending Fund Balance
General	4,111,733	1,381,800	-	5,493,533	2,045,010	179,506	-	2,224,516	3,269,017
Street	(110,386)	388,184	640,700	918,498	416,718	40,551	-	457,269	461,229
9-1-1	504,002	262,383	-	766,385	181,398	-	-	181,398	584,987
Transient Lodging Tax	23,342	175,848	-	199,190	175,093	-	-	175,093	24,097
ARPA Funds Events	568,195	4,622	-	572,817	-	-	-	-	572,817
Center Water	691,842	238,331	-	930,173	268,692	29,218	-	297,910	632,263
Wastewater	186,651	691,335	3,375,000	4,252,986	529,028	49,946	105,218	684,192	3,568,794
Stormwater Airport	1,080,768	1,045,777	5,119,900	7,246,445	617,779	161,556	163,891	943,226	6,303,219
Public Works Admin	676,619	189,120	600,000	1,465,739	137,718	16,057	5,781	159,556	1,306,183
Street SDC	213,056	36,913	-	249,969	37,386	36,997	-	74,383	175,586
Water SDC	500,017	379,620	398,400	1,278,037	390,635	43,591	-	434,226	843,811
Wastewater SDC	127,925	2,030	-	129,955	22,526	-	-	22,526	107,429
Stormwater SDC Debt	275,626	11,067	-	286,693	50,026	-	-	50,026	236,667
Service Totals	510,846	11,961	-	522,807	50,057	-	-	50,057	472,750
	171,013	3,919	-	174,932	25,026	-	-	25,026	149,906
	593,080	471,606	-	1,064,686	450	-	484,693	485,143	579,543
	10,124,329	5,294,516	10,134,000	25,552,845	4,947,542	557,422	759,583	6,264,547	19,288,298

The Florence Urban Renewal Agency (FURA) funds are not included in the above schedule as FURA is a separate entity from the City.

General Fund

The City's general fund accounts for all the City's governmental operations, excluding transportation and emergency dispatch. During the quarter revenue was above budget for the quarter. Revenue such as property tax and franchise fees are cyclical, meaning we receive them at certain times during the year. The City receives its major portion of property taxes in November.

Transfers were made as budgeted for the quarter. Revenues were below budgeted estimates for the quarter as debt proceeds were not utilized and due to revenues being more cyclical than monthly. Property taxes continue to be remitted, but at a lower amount than the November turnover. Property taxes appear to be extremely under budget for the quarter, but this is not unexpected. Debt proceeds are also under budget for the quarter and will remain so as debt expected for the fund when the budget was developed was not issued during the biennium. Franchise fees, charges for services, and earnings and contributions are over budgeted amounts for the quarter, but under for the biennium. Payments are still owed for the 2022-23 fiscal year and will be accrued back to the proper period once received, helping bring under budget categories more in line with estimates.

During the quarter, overall expenditures were above budget. All departments except Public Safety and Non-Departmental (those expenditures which cannot be attributed to any specific department) were over budget for the quarter. This was anticipated and a supplemental budget was approved by council at their June 19, 2023 meeting. At June 30th, all departments are under budget for the biennium.

Overall, the General Fund realized a decrease in fund balance of \$842,716 during the quarter. The General Fund's balance is expected to decrease each quarter of the fiscal year after December 31st as one of its main revenue sources, property taxes, is received almost in total before that date and is used for the fund's operations during the remainder of the fiscal year.

It is anticipated the fund will begin the next biennium with a balance of \$3.3 million, which is on target for the estimates made during the 2023-25 biennial budget process.

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Taxes	735,200	88,132	(647,068)	5,881,500	5,986,776	105,276
Franchise Fees	268,300	306,411	38,111	2,146,300	2,016,086	(130,214)
Intergovernmental	292,400	224,307	(68,093)	2,339,300	2,052,914	(286,386)
Charges for Services	564,400	695,832	131,432	4,515,400	4,844,169	328,769
Earnings & Contributions	56,700	67,118	10,418	453,800	441,473	(12,327)
Debt proceeds	88,100	-	(88,100)	705,000	-	(705,000)
Total current resources	2,005,100	1,381,800	(623,300)	16,041,300	15,341,418	(699,882)
Expenditures						
Public Safety	672,600	641,784	(30,816)	5,380,600	4,906,609	(473,991)
Community Development	250,400	266,772	16,372	2,003,400	1,910,430	(92,970)
Parks	153,100	273,544	120,444	1,224,500	882,392	(342,108)
Municipal Court	74,900	96,416	21,516	598,800	562,306	(36,494)
Administration	320,000	378,542	58,542	2,560,900	2,069,159	(491,741)
Administrative Services	350,800	378,499	27,699	2,806,600	2,800,217	(6,383)
Non-Departmental	140,600	35,922	(104,678)	1,124,500	280,473	(844,027)
Total expenditures	1,962,400	2,071,479	109,079	15,699,300	13,411,586	(2,287,714)
Transfers	151,900	153,037	1,137	1,215,100	1,208,931	(6,169)
Other requirements						
Contingency	250,300	-	(250,300)	2,002,700	-	(2,002,700)
Total other requirements	250,300	-	(250,300)	2,002,700	-	(2,002,700)
Total expenditures and other requirements	2,364,600	2,224,516	(140,084)	18,917,100	14,620,517	(4,296,583)
Beginning balance	359,500	4,111,733	3,752,233	2,875,800	2,548,116	(327,684)
Ending Balance	\$ -	\$ 3,269,017	\$ 3,269,017	\$ -	\$ 3,269,017	\$ 3,269,017

Street Fund

This fund accounts for the City's street-related activities. During the quarter, revenues received were below budget expectations. All revenue was above expectations for the quarter except intergovernmental revenues. This is due to grant revenue timing.

With respect to expenditures, all categories except materials and services are under budget. \$640,700 in debt proceeds were received at the end of April to fund equipment purchases and projects. Another \$3.5 million will be drawn in the spring of 2024 to fund the second half of the Rhododendron Drive Realignment Project.

Revenues for the quarter just exceeded expenditures leaving a fund balance of \$461,229 for the quarter and biennium. The fund is expected to begin the 2023-25 biennium with approximately \$292,100 more in beginning fund balance than was estimated. This is due to the timing of payments on projects being financed with the debt proceeds received in April.

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Franchise Fees	\$ 23,475	\$ 39,049	\$ 15,574	\$ 188,000	\$ 243,693	\$ 55,693
Intergovernmental	660,000	190,409	(469,591)	5,280,100	2,567,184	(2,712,916)
Charges for Services	122,000	124,822	2,822	976,100	962,962	(13,138)
Earnings & Contributions	575	11,404	10,829	4,800	92,864	88,064
Transfers in	22,500	22,500	-	180,000	180,000	-
Debt proceeds	312,500	640,700	328,200	2,500,000	640,700	(1,859,300)
Total current resources	\$ 1,141,050	\$ 1,028,884	\$ (112,166)	\$ 9,129,000	\$ 4,687,403	\$ (4,441,597)
Expenditures						
Personnel Services	17,400	16,135	(1,265)	139,400	84,664	(54,736)
Materials & Services	192,000	184,442	(7,558)	1,535,900	1,397,400	(138,500)
Capital Purchases	757,800	40,551	(717,249)	6,013,700	1,840,526	(4,173,174)
Transfers	96,700	216,141	119,441	822,900	822,984	84
Total expenditures	1,063,900	457,269	(606,631)	8,511,900	4,145,574	(4,366,326)
Other requirements						
Contingency	93,300	-	(93,300)	746,300	-	(746,300)
Total other requirements	93,300	-	(93,300)	746,300	-	(746,300)
Total expenditures and other requirements	1,157,200	457,269	(699,931)	9,258,200	4,145,574	(5,112,626)
Total resources over (under) requirements						
Beginning balance	16,150	(110,386)	(126,536)	129,200	(80,600)	(209,800)
Ending Balance	\$ -	\$ 461,229	\$ 461,229	\$ -	\$ 461,229	\$ 461,229

9-1-1 Fund

This fund accounts for the area's 9-1-1 emergency dispatch operations, managed by the City. The City charges users, including the City police department, of emergency dispatch services and receives dedicated tax revenue for 9-1-1 operations. The police department charge for services is included in transfers from the general fund.

Revenue from 9-1-1 user taxes and charges for services anticipated for the quarter are on target with estimates. Receipt of payments lag from the quarter earned; Services provided for the quarter being reported are expected to be received shortly after the fiscal year end. Interest received on the fund balance is slightly higher than the conservative estimate used during the budget process.

Total expenditures for the biennium are below budget in all areas at June 30th.

Overall, 9-1-1 Fund expenditures exceeded revenue by \$80,985 for the quarter leaving an ending fund balance of \$584,987.

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Taxes	\$ 68,000	\$ 47,636	\$ (20,364)	\$ 543,700	\$ 375,246	\$ (168,454)
Intergovernmental	6,000	70,764	64,764	47,600	71,034	23,434
Charges for Services	55,500	2,627	(52,873)	443,400	301,594	(141,806)
Earnings & Contributions	200	4,606	4,406	2,000	16,050	14,050
Transfers in	136,700	136,750	50	1,094,000	1,094,000	-
Total current resources	\$ 266,400	\$ 262,383	\$ (4,017)	\$ 2,130,700	\$ 1,857,924	\$ (272,776)
Expenditures						
Personnel Services	166,100	138,197	(27,903)	1,328,200	1,222,751	(105,449)
Materials & Services	55,200	43,201	(11,999)	441,800	403,609	(38,191)
Capital Purchases	62,800	-	(62,800)	502,100	131,944	(370,156)
Total expenditures	284,100	181,398	(102,702)	2,272,100	1,758,304	(513,796)
Other requirements						
Contingency	39,900	-	(39,900)	319,500	-	(319,500)
Total other requirements	39,900	-	(39,900)	319,500	-	(319,500)
Total expenditures and other requirements	324,000	181,398	(142,602)	2,591,600	1,758,304	(833,296)
Total resources over (under) requirements						
Beginning balance	57,600	504,002	446,402	460,900	485,367	24,467
Ending Balance	\$ -	\$ 584,987	\$ 584,987	\$ -	\$ 584,987	\$ 584,987

Transient Lodging Tax Fund

This fund accounts for the City's share of the tourism promotion tax (4%). Tourism activity continues to grow. The City entered into an MOU with the State Department of Revenue to collect its taxes as of October 2022. The State remits the City's taxes on a quarterly basis. The first remittance from the State arrived early in April 2023, which is why there is no activity for this quarter. The last payment received from the City of Eugene was in November of 2022 for returns filed for September 2022 taxes.

Transient room taxes are allocated forty percent (40%) to tourism promotion via contract with the Chamber of Commerce and sixty percent (60%) to the Florence Events Center. Quarterly payments to the Chamber and transfers to the FEC are made as revenue is received.

Revenue received for the biennium is 107.9% of the budgeted amount for the 2021-23 biennium including a supplemental budget in June which increased revenue \$45,300 from the adopted budget estimates. Because revenue received was more than budgeted estimates, expenditures (materials and services and transfers) will be over budget at June 30th as the additional revenue is paid and transferred according to policy.

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Taxes	\$ 114,400	\$ 175,848	\$ 61,448	\$ 960,300	\$ 1,036,541	\$ 76,241
Total current resources	123,000	175,848	52,848	1,029,100	1,036,541	7,441
Expenditures						
Materials & Services	45,400	70,415	25,015	405,500	416,201	10,701
Transfers	68,100	104,678	36,578	599,700	615,905	16,205
Total expenditures	113,500	175,093	61,593	1,005,200	1,032,106	26,906
Other requirements						
Reserves	9,500	-	(9,500)	24,000	-	(24,000)
Total other requirements	9,500	-	(9,500)	24,000	-	(24,000)
Total expenditures and other requirements	123,000	175,093	52,093	1,029,200	1,032,106	2,906
Total resources over (under) requirements						
Beginning balance	-	23,342	23,342	100	19,662	19,562
Ending Balance	\$ -	\$ 24,097	\$ 24,097	\$ -	\$ 24,097	\$ 24,097

American Rescue Act Plan (ARPA) Fund

The American Rescue Plan Act (ARPA), also called the Covid-19 Stimulus Package or American Rescue Plan, is a \$1.9 trillion economic stimulus bill passed by the 117th United States Congress and signed into law by the President on March 11, 2021. The City of Florence will receive \$2,032,574 in funds through the State of Oregon as a Non-Entitlement Unit (NEU). The funding arrived in two tranches, one received in August 2021 and one in August 2022.

In May 2022, the City Council approved the use of funds with the adoption of Resolution No. 17, Series 2022. This resolution adopted a supplemental budget appropriating the ARPA funding, which was budgeted in contingency during the 2021-23 biennial budget process.

ARPA funding is required to be obligated by December 31, 2024 and expended by December 31, 2026. The City is required to report on its use of the funding annually in April until all funds have been expended.

The revenue for the quarter represents interest earnings on the fund balance. The balance of \$572,817 is earmarked for projects in Old Town.

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Intergovernmental	\$ 254,000	\$ -	\$ (254,000)	\$ 2,031,500	\$ 2,032,574	\$ 1,074
Earnings & Contributions	300	4,622	4,322	2,500	18,643	16,143
Total current resources	254,300	4,622	(249,678)	2,034,000	2,051,217	17,217
Expenditures						
Materials & Services	184,800	-	(184,800)	1,478,400	1,478,400	-
Capital Purchases	69,500	-	(69,500)	555,600	-	(555,600)
Total expenditures	254,300	-	(254,300)	2,034,000	1,478,400	(555,600)
Total expenditures and other requirements	254,300	-	(254,300)	2,034,000	1,478,400	(555,600)
Total resources over (under) requirements						
Beginning balance	-	568,195	568,195	-	-	-
Ending Balance	\$ -	\$ 572,817	\$ 572,817	\$ -	\$ 572,817	\$ 572,817

Florence Events Center Fund

This fund accounts for the activities of the City's events center.

Revenue is under budget for the quarter due to intergovernmental revenue having already been received for the year. Intergovernmental revenue is also above budget estimates for the biennium as the amount received for the RTMP grant was more than expected. Charges for services is above budgeted estimates and interest earned is declining slightly as the fund balance decreases.

Overall expenses are under budget for the quarter, but personnel services and materials and services are increasing as full staffing and events resume. Both are expected to remain within budget for the biennium.

Overall, the FEC Fund's revenues were \$59,579 below the expenses for the quarter leaving a fund balance of \$632,263.

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Intergovernmental	\$ 58,500	\$ -	\$ (58,500)	\$ 467,700	\$ 479,079	\$ 11,379
Charges for Services	72,600	126,413	53,813	581,200	741,008	159,808
Earnings & Contributions	8,000	9,392	1,392	64,000	59,142	(4,858)
Transfers in	68,100	104,678	36,578	544,600	615,905	71,305
Debt proceeds	150,000	-	(150,000)	1,200,000	-	(1,200,000)
Total current resources	357,200	240,483	(116,717)	2,857,500	1,895,134	(962,366)
Expenditures						
Personnel Services	66,500	90,018	23,518	532,000	434,664	(97,336)
Materials & Services	156,200	178,890	22,690	1,249,500	1,219,796	(29,704)
Capital Purchases	145,250	29,218	(116,032)	1,162,000	52,597	(1,109,403)
Debt service	11,850	-	(11,850)	95,000	-	(95,000)
Total expenditures	379,800	298,126	(81,674)	3,038,500	1,707,057	(1,331,443)
Other requirements						
Contingency	27,200	-	(27,200)	217,600	-	(217,600)
Total other requirements	27,200	-	(27,200)	217,600	-	(217,600)
Total expenditures and other requirements	407,000	298,126	(108,874)	3,256,100	1,707,057	(1,549,043)
Total resources over (under) requirements						
Beginning balance	49,800	691,841	642,041	398,600	446,121	47,521
Ending Balance	\$ -	\$ 634,198	\$ 634,198	\$ -	\$ 634,198	\$ 634,198

Water Fund

This fund accounts for the City's water utility activities. Revenue during the quarter was over the quarterly budgeted amounts due to receiving \$3.4 million in debt proceeds. Transfers from the SDC fund were made as budgeted.

Expenditures except for capital were over budget for the quarter, but all are under budget for the biennium. Capital purchases are under budget as expenses are not made equally throughout the year. Debt payments were made as they became due during the quarter.

Intergovernmental revenue is under budget for both the quarter and the biennium due to not utilizing the Opportunity/Stimulus grant in the first year of the biennium. Projects undertaken during the biennium did not qualify for this funding. Debt proceeds received are over budget estimates to fill the funding gaps of the grant funds not received.

During the quarter revenues exceeded expenses by \$3,382,143 leaving a fund balance of \$3,568,794, an increase of \$3.4 million since July 1, 2021.

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Intergovernmental	\$ 269,000	\$ -	\$ (269,000)	\$ 2,152,000	\$ 232,478	\$ (1,919,522)
Charges for Services	589,700	610,015	20,315	4,717,400	4,690,480	(26,920)
Earnings & Contributions	1,200	31,320	30,120	10,000	65,523	55,523
Transfers in	62,500	50,000	(12,500)	500,000	519,157	19,157
Debt proceeds	210,000	3,375,000	3,165,000	1,680,000	3,375,000	1,695,000
Total current resources	1,132,400	4,066,335	2,933,935	9,059,400	8,882,638	(176,762)
Expenditures						
Personnel Services	103,100	109,305	6,205	844,800	820,018	(24,782)
Materials & Services	413,000	419,723	6,723	3,304,200	3,014,057	(290,143)
Capital Purchases	441,900	49,946	(391,954)	3,515,000	1,223,054	(2,291,946)
Debt service	59,700	105,218	45,518	477,300	308,061	(169,239)
Total expenditures	1,017,700	684,192	(333,508)	8,141,300	5,365,190	(2,776,110)
Other requirements						
Contingency	149,000	-	(149,000)	1,192,100	-	(1,192,100)
Total other requirements	149,000	-	(149,000)	1,192,100	-	(1,192,100)
Total expenditures and other requirements	1,166,700	684,192	(482,508)	9,333,400	5,365,190	(3,968,210)
Total resources over (under) requirements						
Beginning balance	34,300	186,651	152,351	274,000	51,346	(222,654)
Ending Balance	\$ -	\$ 3,568,794	\$ 3,568,794	\$ -	\$ 3,568,794	\$ 3,568,794

Wastewater Fund

This fund accounts for the City's wastewater operations. Charges for services are at normal levels for the quarter. Capital expenditures are less than budgeted pending final agreement for the various projects.

Charges for sewer services are above estimates for the quarter and are exceeding estimates for the year. Overall, revenues are just over budgeted amounts for the biennium. Intergovernmental is under budget as the Opportunity/Stimulus grant budgeted in the first year of the biennium was not utilized. Projects undertaken during the biennium did not qualify for this funding. Debt proceeds received are over budget estimates to fill the funding gaps of the grant funds not received.

On the expenditure side, operating costs for the quarter are below budget for the quarter. Materials and services and debt service exceeded budget expectations for the quarter. For reporting purposes, the budget is divided equally between quarters, which isn't how actual expenses are incurred. Costs continue to be within budget for the biennium.

Revenue exceeded expenses \$5.2 million for the quarter leaving a fund balance of \$6.3 million.

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Intergovernmental	\$ 383,900	\$ -	\$ (383,900)	\$ 3,070,900	\$ 281	\$ (3,070,619)
Charges for Services	843,800	947,680	103,880	6,750,400	7,177,980	427,580
Earnings & Contributions	1,400	48,097	46,697	11,100	171,259	160,159
Transfers in	24,900	50,000	25,100	200,000	200,000	-
Debt proceeds	326,300	5,119,900	4,793,600	2,610,000	5,119,900	2,509,900
Total current resources	1,580,300	6,165,677	4,585,377	12,642,400	12,669,420	27,020
Expenditures						
Personnel Services	121,100	106,416	(14,684)	969,100	950,502	(18,598)
Materials & Services	476,500	511,363	34,863	3,841,400	3,829,270	(12,130)
Capital Purchases	707,500	161,556	(545,944)	5,630,000	1,238,522	(4,391,478)
Debt service	109,300	163,891	54,591	874,100	667,637	(206,463)
Total expenditures	1,414,400	943,226	(471,174)	11,314,600	6,685,931	(4,628,669)
Other requirements						
Contingency	190,900	-	(190,900)	1,527,400	-	(1,527,400)
Total other requirements	190,900	-	(190,900)	1,527,400	-	(1,527,400)
Total expenditures and other requirements	1,605,300	943,226	(662,074)	12,842,000	6,685,931	(6,156,069)
Total resources over (under) requirements						
Beginning balance	25,000	1,080,768	1,055,768	199,600	319,730	120,130
Ending Balance	\$ -	\$ 6,303,219	\$ 6,303,219	\$ -	\$ 6,303,219	\$ 6,303,219

Stormwater Fund

This fund accounts for the City's stormwater activities.

Revenue is above the budgeted amounts for the quarter following the trends in the Water and Wastewater funds. Revenue for the year is below estimates due to not utilizing the budgeted financing fully. The fund received \$600,000 of the Banner Bank financing, which contributed to the increase in fund balance.

Personnel services and materials and services for the quarter are above budget. Capital projects are still below budget as projects included in the budget have yet to begin.

Revenues for the quarter exceeded the expenses. The ending fund balance for the quarter of \$1.3 million increased \$635,345 from the prior quarter.

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Charges for Services	\$ 147,300	\$ 154,041	\$ 6,741	\$ 1,177,900	\$ 1,177,365	\$ (535)
Earnings & Contributions	100	10,079	9,979	1,000	25,676	24,676
Transfers in	25,000	25,000	-	200,000	200,000	-
Debt proceeds	105,000	600,000	495,000	840,000	600,000	(240,000)
Total current resources	397,400	789,120	391,720	3,178,900	2,003,059	(1,175,841)
Expenditures						
Personnel Services	59,100	61,241	2,141	472,400	456,855	(15,545)
Materials & Services	73,000	76,477	3,477	643,700	611,111	(32,589)
Capital Purchases	238,700	16,057	(222,643)	1,850,000	175,826	(1,674,174)
Debt service	17,500	5,781	(11,719)	140,300	50,470	(89,830)
Total expenditures	388,300	159,556	(228,744)	3,106,400	1,294,262	(1,812,138)
Other requirements						
Contingency	74,400	-	(74,400)	594,900	-	(594,900)
Total other requirements	74,400	-	(74,400)	594,900	-	(594,900)
Total expenditures and other requirements	462,700	159,556	(303,144)	3,701,300	1,294,262	(2,407,038)
Total resources over (under) requirements						
Beginning balance	65,300	676,619	611,319	522,400	597,386	74,986
Ending Balance	\$ -	\$ 1,306,183	\$ 1,306,183	\$ -	\$ 1,306,183	\$ 1,306,183

Airport Fund

This fund accounts for the activities of the City's municipal airport.

Revenues received for the quarter were less than budgeted as grants are not cyclical in nature. Revenues lagged expenses by \$37,470.

Expenses will remain under budgeted amounts for the biennium.

Ending fund balance, and the estimated beginning balance for the 2023-25 biennium is expected to be \$175,586, \$27,814 less than estimated at the time the budget was created.

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Intergovernmental	\$ 88,700	\$ -	\$ (88,700)	\$ 709,500	\$ 661,731	\$ (47,769)
Charges for Services	30,000	34,084	4,084	240,200	276,095	35,895
Earnings & Contributions	34,500	2,829	(31,671)	275,400	242,421	(32,979)
Total current resources	153,200	36,913	(116,287)	1,225,100	1,180,247	(44,853)
Expenditures						
Materials & Services	58,200	37,386	(20,814)	465,600	390,967	(74,633)
Capital Purchases	75,000	36,997	(38,003)	600,000	526,998	(73,002)
Total expenditures	133,200	74,383	(58,817)	1,065,600	917,965	(147,635)
Other requirements						
Contingency	21,900	-	(21,900)	175,000	-	(175,000)
Total other requirements	21,900	-	(21,900)	175,000	-	(175,000)
Total expenditures and other requirements	155,100	74,383	(80,717)	1,240,600	917,965	(322,635)
Total resources over (under) requirements						
Beginning balance	1,900	213,056	211,156	15,500	(86,696)	(102,196)
Ending Balance	\$ -	\$ 175,586	\$ 175,586	\$ -	\$ 175,586	\$ 175,586

Public Works Administration and Support Services Fund

This fund accounts for the activities of Public Works administration and staffing that serves several public works functions. Revenue is received through internal charges for services from benefitting funds.

Revenue for the quarter exceeded budget expectations due to receipt of the Banner Bank debt proceeds. The major project receiving debt funding is the emergency refueling station. Charges for services provided exceeded budget.

Expenses were under appropriations for the quarter and are expected to be under for the biennium as well. Transfers for debt payments were made as expected.

Ending fund balance for the quarter of \$843,811 contains a \$250,000 grant for the emergency refueling station. At the time the 2023-25 biennial budget was created, it was estimated the fund would start the biennium with \$741,500.

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Intergovernmental	\$ 33,200	\$ -	\$ (33,200)	\$ 265,400	\$ 257,378	\$ (8,022)
Charges for Services	371,100	371,800	700	2,968,500	2,984,921	16,421
Debt proceeds	65,000	398,400	333,400	520,000	398,400	(121,600)
Total current resources	469,300	778,020	308,720	3,753,900	3,685,471	(68,429)
Expenditures						
Personnel Services	223,000	191,499	(31,501)	1,784,500	1,509,648	(274,852)
Materials & Services	95,900	87,629	(8,271)	766,800	693,413	(73,387)
Capital Purchases	96,300	43,591	(52,709)	770,000	301,941	(468,059)
Transfers	59,600	111,507	51,907	477,000	440,922	(36,078)
Total expenditures	474,800	434,226	(40,574)	3,798,300	2,946,767	(851,533)
Other requirements						
Contingency	8,200	-	(8,200)	65,500	-	(65,500)
Total other requirements	8,200	-	(8,200)	65,500	-	(65,500)
Total expenditures and other requirements	483,000	434,226	(48,774)	3,863,800	2,946,767	(917,033)
Total resources over (under) requirements						
Beginning balance	13,700	500,017	486,317	109,900	105,107	(4,793)
Ending Balance	\$ -	\$ 843,811	\$ 843,811	\$ -	\$ 843,811	\$ 843,811

System Development Funds

The City maintains four separate funds to account for system development charge revenue; street, water, wastewater and stormwater. Revenue is accumulated and transferred to the various operational funds to pay for qualified improvements costs.

Revenue from all SDC's were below allocated budget in the quarter and the year. Transfers from SDC funds to the operating funds were made consistent with qualified project expenditures and the budget.

STREET SDC FUND	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Earnings & Contributions	\$ 10,200	\$ 2,030	\$ (8,170)	\$ 81,500	\$ 98,415	\$ 16,915
Total current resources	10,200	2,030	(8,170)	81,500	98,415	16,915
Expenditures						
Materials & Services	100	26	(74)	1,000	401	(599)
Transfers	22,500	22,500	-	180,000	180,000	-
Total expenditures	22,600	22,526	(74)	181,000	180,401	(599)
Other requirements						
Reserves	1,700	-	(1,700)	13,700	-	(13,700)
Total other requirements	1,700	-	(1,700)	13,700	-	(13,700)
Total expenditures and other requirements	24,300	22,526	(1,774)	194,700	180,401	(14,299)
Total resources over (under) requirements						
Beginning balance	14,100	127,925	113,825	113,200	189,415	76,215
Ending Balance	\$ -	\$ 107,429	\$ 107,429	\$ -	\$ 107,429	\$ 107,429

WATER SDC FUND

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Earnings & Contributions	\$ 31,200	\$ 11,067	(20,133)	\$ 250,000	\$ 316,073	66,073
Total current resources	31,200	11,067	(20,133)	250,000	316,073	66,073
Expenditures						
Materials & Services	-	26	26	-	26	26
Transfers	62,500	50,000	(12,500)	500,000	500,000	-
Total expenditures	62,500	50,026	(12,474)	500,000	500,026	26
Other requirements						
Reserves	17,500	-	(17,500)	140,200	-	(140,200)
Total other requirements	17,500	-	(17,500)	140,200	-	(140,200)
Total expenditures and other requirements	80,000	50,026	(29,974)	640,200	500,026	(140,174)
Total resources over (under) requirements						
Beginning balance	48,800	275,626	226,826	390,200	420,620	30,420
Ending Balance	\$ -	\$ 236,667	\$ 236,667	\$ -	\$ 236,667	\$ 236,667

WASTEWATER SDC FUND

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Earnings & Contributions	\$ 45,500	\$ 11,961	(33,539)	\$ 364,000	\$ 445,480	81,480
Total current resources	45,500	11,961	(33,539)	364,000	445,480	81,480
Expenditures						
Materials & Services	300	57	(243)	2,200	1,160	(1,040)
Transfers	25,000	50,000	25,000	200,000	200,000	-
Total expenditures	25,300	50,057	24,757	202,200	201,160	(1,040)
Other requirements						
Contingency	44,900	-	(44,900)	359,300	-	(359,300)
Total other requirements	44,900	-	(44,900)	359,300	-	(359,300)
Total expenditures and other requirements	70,200	50,057	(20,143)	561,500	201,160	(360,340)
Total resources over (under) requirements						
Beginning balance	24,700	510,846	486,146	197,500	228,430	30,930
Ending Balance	\$ -	\$ 472,750	\$ 472,750	\$ -	\$ 472,750	\$ 472,750



STORMWATER SDC FUND

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Earnings & Contributions	\$ 19,100	\$ 3,919	(15,181)	\$ 153,000	\$ 138,883	(14,117)
Total current resources	19,100	3,919	(15,181)	153,000	138,883	(14,117)
Expenditures						
Materials & Services	100	26	(74)	1,000	858	(142)
Transfers	25,000	25,000	-	200,000	200,000	-
Total expenditures	25,100	25,026	(74)	201,000	200,858	(142)
Other requirements						
Contingency	42,600	-	(42,600)	341,000	-	(341,000)
Total other requirements	42,600	-	(42,600)	341,000	-	(341,000)
Total expenditures and other requirements	67,700	25,026	(42,674)	542,000	200,858	(341,142)
Total resources over (under) requirements						
Beginning balance	48,600	171,013	122,413	389,000	211,881	(177,119)
Ending Balance	\$ -	\$ 149,906	\$ 149,906	\$ -	\$ 149,906	\$ 149,906



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Debt Service Funds

Debt Service Fund

This fund accounts for several debt service obligations incurred by the City, one of which is debt incurred to complete local improvements which are paid for by property owners via assessments against their properties (LID). The accumulated reserve balance for this debt is sufficient to pay approximately the next five years LID debt service payments without receiving any additional assessment payments from property owners.

Other revenue for the fund is received as payment from the Florence Urban Renewal Agency (FURA) for debt the City holds on its behalf and also as transfers from other funds for their portion of debt issues. The fund earns modest interest on the reserve balance, which is applied to the LID payments.

In the Spring of 2024, FURA will be satisfying its obligation on the FFCO borrowing from Banner Bank in the amount of \$150,000.

The fund balance of \$579,543 is reserved for future LID loan payments.

	Quarter Ended June 30, 2023			Biennium-To-Date		
	Budget	Actual	Over(Under)	Budget	Actual	Over(Under)
Current resources						
Intergovernmental	\$ 154,900	\$ 123,115	\$ (31,785)	\$ 1,239,000	\$ 936,908	\$ (302,092)
Earnings & Contributions	21,300	4,555	(16,745)	170,000	416,457	246,457
Transfers in	171,500	343,936	172,436	1,372,000	1,378,838	6,838
Total current resources	347,700	471,606	123,906	2,781,000	2,732,203	(48,797)
Expenditures						
Materials & Services	200	450	250	1,700	1,250	(450)
Debt service	353,700	484,693	130,993	2,829,000	2,533,958	(295,042)
Total expenditures	353,900	485,143	131,243	2,830,700	2,535,208	(295,492)
Other requirements						
Reserves	60,200	-	(60,200)	481,300	-	(481,300)
Total other requirements	60,200	-	(60,200)	481,300	-	(481,300)
Total expenditures and other requirements	414,100	485,143	71,043	3,312,000	2,535,208	(776,792)
Total resources over (under) requirements						
Beginning balance	66,400	593,080	526,680	531,000	382,548	(148,452)
Ending Balance	\$ -	\$ 579,543	\$ 579,543	\$ -	\$ 579,543	\$ 579,543

Debt Summary

The following schedule provides information related to the City's outstanding debt during the 2021-2023 biennium through fiscal year 2028. The schedule includes:

- Debt issue
- Fund(s) that the debt is repaid/budgeted
- Original amount of the loan
- The annual payment in fiscal year 2022
- Interest rate
- Maturity of the obligation
- Outstanding principal balance as of June 30, by fiscal year through 2027
- Estimated debt per capita for each fiscal year (Total City Debt)

The City's total debt per capita as of June 30, 2023 increased to \$2,777 from \$1,844 with the \$13.6 million Banner Bank financing, which closed at the end of April 2023. During the subsequent five fiscal years, the debt per capita is projected to decline to \$1,788 by June 30, 2028. Total debt outstanding at June 30, 2023 is \$26.7 million.

At June 30, 2023, the City's total debt, net of debt relating to the Florence Urban Renewal Agency is \$21.1 million.

Description	Fund(s)	Original Amount	Annual		Maturity	Outstanding balance fiscal year ending June 30,					
			Payment FY 2023	Interest Rate		2023	2024	2025	2026	2027	2028
Existing Obligations											
LOCAP 2011	GF/Street/W/WW	1,245,000	65,000	3.0-4.6%	2030	610,000	545,000	475,000	405,000	330,000	255,000
LID 2010 (Spruce)	LID	1,478,000	75,000	1.9-4.5%	2030	825,000	745,000	660,000	570,000	470,000	365,000
FFCO 2010B	GF/WW/SW	8,750,000	70,000	2.5-4.0%	2030	665,000	590,000	515,000	440,000	360,000	275,000
OBDD SPW	WW	657,057	18,199	2.0-4.0%	2034	295,107	271,580	247,877	223,988	199,905	175,618
CWSRF	WW	4,923,260	241,756	0.50%	2032	2,417,552	2,175,796	1,934,040	1,692,284	1,450,528	1,208,772
FFCO 2017 - Banner	Street	3,395,000	138,061	2.92%	2026	2,656,825	2,514,073	2,365,959	2,212,542	2,053,633	1,889,226
FFCO 2016 - FURA	Street/PW/W/FURA	8,500,000	372,148	2.92%	2036	6,256,219	5,873,463	5,478,799	5,072,365	4,653,809	4,223,130
FFCO 2019 - Banner Bank Tax Exempt	FURA	3,150,000	123,848	3.50%	2040	2,647,065	2,519,096	2,386,870	2,250,245	2,109,073	1,963,204
FFCO 2019 - Banner Bank Taxable	FURA	150,000	-	5.30%	2024	150,000	-	-	-	-	-
FFCO 2023 - Banner Non-Taxable (7 YR)	Street/WW/PW	806,600	-	4.45%	2030	806,600	706,014	600,903	491,062	376,278	256,330
FFCO 2023 - Banner Taxable (7 YR)	Street/WW/PW	652,400	-	5.70%	2030	652,400	574,156	491,389	403,837	311,223	213,255
FFCO 2023 - Banner Series B Tax-Exempt (20 YR)	W/WW/SW/PW	6,475,000	-	4.55%	2043	6,475,000	6,270,792	6,057,187	5,833,752	5,600,036	5,355,564
FFCO 2023 - Banner Series D Taxable (20 YR)	Street/W/WW/SW	2,200,000	-	5.70%	2043	2,200,000	2,138,773	2,074,007	2,005,497	1,933,025	1,856,364
FFCO 2023 - Banner 2nd Draw Non-Taxable (19 YR)	Street	3,500,000	-	4.55%	2043	-	3,500,000				
Total City Debt		45,882,317	1,104,012			26,656,768	28,423,743	23,287,031	21,600,572	19,847,510	18,036,463
Population	assumes 1% annual increase					9,600	9,696	9,793	9,891	9,990	10,090
Debt per capita						2,777	2,931	2,378	2,184	1,987	1,788



The City of Florence Finance Staff

Anne Baker, Administrative Services Director
Lezlea Purcell, Finance Manager
Vicki Soran, Accounting Specialist III
Phae Latta, Accounting Specialist I
Marissa Davis, Administrative Assistant I



AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5
Meeting Date: September 25, 2023
Department: All

ITEM TITLE: Commission, Committee & Volunteers Report – August 2023

DISCUSSION/ISSUE:

Airport Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
<ul style="list-style-type: none">8 volunteers provided a total of 73 hours of labor greeting visiting pilots and their passengers at the airport; answering phone calls; and providing general information and directions to local attractions; checking all entrance/exit gates; visually check taxiways to ensure they are free and clear of debris; cleaned and disinfected the loaner car and collected fees from loaner car users; clean and disinfect the restrooms and office space at the airport office. A noticeable reduction of hours due to the closure of the airport between August 21-27 for the pavement rehabilitation project.	

Audit Ad-Hoc Committee	
<u>Department:</u> Finance	<u>Staff:</u> TBD
No report.	

Budget Committee	
<u>Department:</u> Finance	<u>Chairperson:</u> TBD
No report.	

Community & Economic Development Committee	
<u>Department:</u> Administration	<u>Chairperson:</u> Jeff Ashmead
On temporary hiatus. No report.	

Environmental Management Advisory Committee (EMAC)	
<u>Department:</u> Planning	<u>Chairperson:</u> Lisa Walter Sedlacek
Wednesday, August 9, 2023, the Environmental Management Advisory Committee (EMAC) met for its regularly scheduled meeting to finalize plans for its annual Black and White Recycling Event on Saturday, August 19. Additionally, EMAC discussed its subcommittees and selected individuals best suited to the tasks approved by Council in the workplan. EMAC also received the resignation of its vice-chair, Erick Oshel, who moved out of Florence to pursue a career opportunity in southern Oregon.	

Florence Housing Implementation Plan Advisory Committee (HIP SAT)	
<u>Department:</u> Planning	<u>Chairperson:</u> Russ Pierson
No report.	

Florence Transportation Systems Plan Update Advisory Committee (STAC)	
<u>Department:</u> Planning	<u>Chairperson:</u> Andrew Miller
<p>On Thursday, April 20, 2023 the TSP Stakeholder Transportation Advisory Committee (STAC) met at the Florence Events Center for their third meeting, and third and final Open House. The STAC heard from the TSP project management team, consisting of consultants and City staff, on preferred transportation alternatives, and TSP priorities. Members of the STAC were encouraged to give input on the direction of the project, and accepted public comment into the record. The virtual component to the Open House was opened to the public for comment, and will close on Wednesday, May 10th. Members of the public who wish to comment on the TSP will be permitted to speak during the Public Comment portion of their next meeting, and are welcome to submit written comment at any time via the project website.</p>	

Florence Urban Renewal Agency	
<u>Department:</u> Administrative	<u>Staff:</u> NA
<p>The Florence Urban Renewal Agency met in a regular session on August 23rd at Florence City Hall. At the meeting, Developer Matt Braun presented an update on the Quince Street Development and Administrative Services Director Anne Baker gave an overview of the Agency's quarterly financials. Chairperson Mike Webb activated two subcommittees, one to work on Code Review and the other to work on the additional development of the Quince Street property.</p> <p>The Agency's next meeting is scheduled for September 27th at 5:30pm.</p>	

Florence Urban Renewal Agency Budget Committee	
<u>Department:</u> Finance	<u>Staff:</u> TBD
No report.	

Parks Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
<p>Adopt-a-Park</p> <ul style="list-style-type: none"> • Hurd Memorial Park: 1 volunteer provided a total of 0.5 hours removing invasive plants and picking up trash. • Old Town Park (Gazebo Park): 2 volunteers provided a total of 21 hours with general clean up and tree trimming. • Veterans Memorial Park: 2 volunteers provided a total of 6 hours trimming all bushes on the east side of the park (next to River House Inn), trash pickup, and general cleanup of the park. <p>Adopt-a-Street</p> <ul style="list-style-type: none"> • 35th (Rhododendron-Hwy 101): 1 volunteer provided a total of 2 hours picking up litter along 35th. 	

- Kingwood (9th-35th) EMAC: 2 volunteers provided a total of 2 hours picking up litter along Kingwood.
- Rhododendron (35th-Sebastian): 2 volunteers provided 13 hours picking up litter and trash along the roadway. Volunteers recovered 18 pounds of trash consisting of redeemable bottles and cans; paper and fast-food wrappers; road line markers (also known as 'sticky stomps' – these are the temporary markings from the chip seal); metal items including a paint bucket, car parts and a metal strip; tar paper; an Abby's pizza box – including left overs; a Burger King jacket; and a syringe.
- Rhododendron (9th-35th) 1 volunteer provided 1 hour picking up litter along the roadway.

Planning Commission

<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
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In August the Florence Planning Commission met twice for its regularly scheduled meetings. On Tuesday, August 8th the Commissioners launched Initiation proceedings on legislative amendments to the Florence Realization 2020 Comprehensive Plan and Florence City Code Title 10 to adopt and implement the 2023 Florence Transportation System Plan. On Tuesday, August 22nd City Recorder Lindsey White presented Oregon Ethics Law and Fraud policy and Code of Conduct training to the Commissioners. The scheduled public hearing was canceled due to applicant withdrawing their application. Commissions discussed thorough the meaning of attached/detached housing.

Police Auxiliary

<u>Department:</u> Police	<u>Director:</u> Mike Nielson
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The Florence Police Auxiliary volunteered for 58 hours the month of August. Duties consisted of Mail transfer from/to City Hall, vacation checks, school traffic watch, purchasing of supplies for the Police Department, jail checks and meals, patrol, and filing.

Police Reserve Officers

<u>Department:</u> Police	<u>Staff:</u> John Pitcher – Police Chief
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Program not active

Public Arts Committee

<u>Department:</u> Administration	<u>Chairperson:</u> Maggie Bagon and <u>Vice-Chairperson</u> Serena Appel
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The Public Arts Committee meeting was held on August 21 at 10:30 a.m. Meeting materials and information can be found at www.ci.florence.or.us/bc-pac/public-arts-committee-meeting-12.



All members were present for the meeting, which included a remembrance for Kathleen Wenzel, a Florence artist and former PAC member who passed away.

For the Continuing Education presentation, City Councilor Jo Beaudreau, council ex-officio, spoke about the Elements of Art Studio Tour. This studio tour will be two weekends in September and is a chance to see artists in their element and creating their works. Learn more at www.elementsofartstudiotour.com. The committee also assigned the Continuing Education segment for the rest of the year.

During the meeting, the Public Arts Committee decided to split into three subcommittees: Art Inventory & Maintenance, Outreach & Marketing, and Art Exposed. These groups will begin meeting to create plans and action timelines.

The Public Arts Committee meets next on September 18 and October 23. All meetings of the Florence Public Arts Committee are open to the public. People can learn more at www.ci.florence.or.us/bc-pac.

Transportation Committee (TC)

Department: Planning

Chairperson:

The Florence Transportation Committee met on Tuesday, August 15 to vote on a request for the Rhody Express to serve the community during the Circles in the Sand event at Driftwood Shores. In cooperation with Economic Development Analyst Chantelle Meyer, the committee discussed what the partnership would look like, and what staff time and volunteer time would be needed. The committee agreed to the request and decided to ask EMAC for assistance with staffing at its next meeting.

The Transportation Committee also reviewed and discussed the Transit Ridership Survey draft. The draft survey template was provided by Link Lane and revised based on Committee input from discussion at the July 18, 2023 Transportation Committee meeting.

FISCAL IMPACT:

The fiscal impact of the committees and volunteer groups varies depending on their scope of work. Staff time is allocated to support the committees, and ensure committees comply with Oregon public meetings laws by preparing and posting agendas and minutes and/or digital recordings for meetings.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: Deliver efficient and cost-effective city services.

AI5 PREPARED BY: Report written by Committee members and/or City of Florence staff and compiled by Lindsey White, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments: *ER Reynolds*

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6
Meeting Date: September 25, 2023
Department: City Manager

ITEM TITLE: Department Director Updates

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7
Meeting Date: September 25, 2023
Department: City Manager

ITEM TITLE: City Manager Report & Discussion Items

- 2023 Calendar Update

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: September 25, 2023
Department: City Council

ITEM TITLE: City Council Reports & Discussion Items
