




City of Florence
Fiscal Biennium 2023-25
Proposed Budget
July 1, 2023 – June 30, 2025

BUDGET COMMITTEE

MAY 2023


FLORENCE CITY HALL & VIRTUAL

Fiscal Biennium
Biennial Budget
 2023-2025
 CITY OF FLORENCE, OREGON
 Proposed Budget

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Airport Fund

Public Works Director
 Mike Miller



➤ Total Budget: \$2,541,600

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Airport: 2021-23 Accomplishments

- Completed the installation of the Automated Weather Observation System (AWOS) and closed out the FAA grant for the \$500,000 project.
- Completed crack sealing of the runway, taxiway and apron, including new markings. This project was funded and managed by the Oregon Department of Aviation under their pavement management program.



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Airport

2023-25 HIGHLIGHTS

- Completion of the Florence Airport Pavement Rehabilitation project -- includes slurry seal coating, asphalt patching, crack sealing and pavement markings for the runway, taxiway, taxi lanes and apron.
- Development of Lingcod Court which is located on airport property off of Kingwood Street. This project is dependent upon grants and development.
 - The proceeds from property sales in this business park will go back into the airport for future expansion and capital projects.
- Airport will be receiving an additional \$36,320 in land leases for the fueling site property on Kingwood starting in FY25



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Airport: Capital Outlay

CAPITAL PROJECTS & EXPECTED TIMELINES

Description	2023 - 2024				2024 - 2025			
	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR
Airport Pavement Rehab Project		X		X				
Lingcod Development			Apply for grants		Accept grant	Land use	Begin const.	

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Street Fund

Public Works Director
Mike Miller



- Total Budget: \$8,561,00
- 1 FTE

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Streets: 2021-23 Accomplishments

- Completion of the 9th Street Roadway and Water Improvements project between Rhododendron Drive and Kingwood Street.
- Completed \$253,963 in hot oil chip/fog seals during the biennium.
- Purchased and received new CAT 420 backhoe.

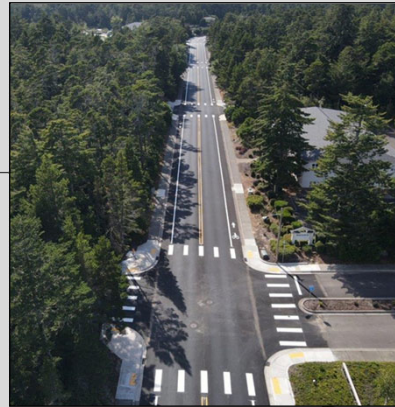


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Streets

2023-25 HIGHLIGHTS

- Revenues to support Street Division
- Completion of Rhododendron Drive roadway realignment project between Wildwinds and 35th Street
- Safe Routes to School – 35th Street from Hwy 101 to Rolling Dunes Park



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Streets: Capital Outlay

CAPITAL PROJECTS & EXPECTED TIMELINES

Description	2023 - 2025				2024 - 2025			
	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR
Replace Street Service Truck	X							
Tilt deck platform trailer replacement				X				
Chip/fog seal	X				X			
Summer 2024 street preservation				Eng	Const	Const		
Dump Truck purchase					X			
Rhododendron Drive (Wildwinds – 35th)		Const	Const	Const	Const	Const	Const	Const
Siuslaw Estuary Trail, Phase 1		Const	Const					
Safe Routes to Schools (35th Street from Hwy 101 to Rolling Dunes Park)		Eng	Apply for grant				Const	Const
Quince Street (Harbor to 8th Street) Design						X		

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Questions?

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American Rescue Plan Act Fund

Administrative Services Director
Anne Baker



- Total Budget: \$570,900
- Remaining balance designated for Old Town capital investment
- All funds must be expended by December 31, 2026

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Building Fund

Community Development Director
Wendy FarleyCampbell

Moved from the General Fund
Community Development Division
to the new Building Fund.



- Total Budget: \$893,800
- 2.6 FTE; 1.6 Contract FTE – Building Official & Inspectors
- Revenue assumes no fee increase necessitating a subsidy transfer of \$88,000 from the General Fund

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Building: 2021-23 Accomplishments

- Building Permit Fees increased January 2023, for the first time since 2005 —18 years.
- Purchased radio for emergency building inspection go-kit.
- Updated Building Inspection Service program to implement new state rules for contracted services.
- Recruited for and trained new Building Permit Technician in anticipation of long-time staff member retirement.



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Building

2023-25 HIGHLIGHTS

- Building moved from the General Fund to its own special revenue fund.
- Update Florence City Code Title 4, Chapter 5 – Abatement of Dangerous Buildings.
- Establish Short Term Rental pre-inspection program and fee.
- Review and update sign code
- Design and implement community education and outreach program on building safety and permitting.



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Questions?

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Florence Events Center Fund

Assistant City Manager
Megan Messmer

- Administration
- Food & Beverage
- Events Management
- Operations



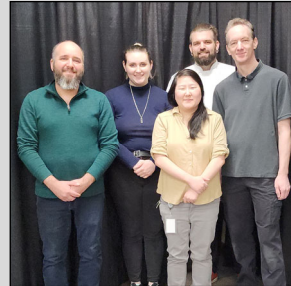
- Total Budget: \$3,580,700
- 4 FTE; 5 FTE Admin, Event, and Kitchen Contract Labor

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FEC – Administration:

Budget - \$ 1,668,100
FTE – 2.0

Accounts for the overall management of the FEC - general marketing and advertising, volunteer management, contract management, utilities, capital planning, and general oversight of all FEC activities



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FEC – Administration:

2021-23 ACCOMPLISHMENTS

- The FEC hired new staff members to become fully staffed, including an FEC Manager to oversee day to day operations of the facility.
- Implemented an updated fee schedule.



- Hosted the FEC Volunteer luncheon for the first time since 2019.

2023-25 HIGHLIGHTS

- Architectural and engineering services to begin for the future FEC expansion.
- FEC staff have established an updated system for donations received from Florence, Arts, Culture, and Entertainment (FACE).
- Continued work towards process and policy modernization and updates.
- The FEC budget includes charges from the City General Fund to account for administrative services provided by the City.

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FEC – Food & Beverage:

Budget - \$ 700,300
FTE – 1.0

Provides in-house catering services for both on-site events and off-site events.



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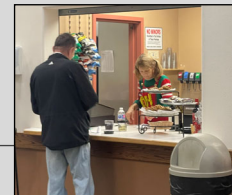
FEC – Food & Beverage:

2021-23 ACCOMPLISHMENTS

- Restarted food and beverage.
- Hired a full-time Food and Beverage Manager/Chef for the FEC, a new position for the FEC.
- Rehired part-time staff to support the food and beverage needs of FEC customers.
- Hosted the Italian Athletics Team
- Evaluation of point of sale software and hardware to be implemented prior to the end of the biennium.

2023-25 HIGHLIGHTS

- Working towards sustainable long-term business model for the food and beverage division, incorporating both on-site and off-site catering.
- Continued training and development of the part-time staff to support the food and beverage needs of the FEC customers.
- Development and promotion of off-site catering services.



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FEC – Events Management:

Budget - \$ 421,500



Accounts for the expenditures related to event management, both when hosted by the FEC and by an outside event organizer – ticket sales, event hosting and logistics costs, theater maintenance expenses, the copyright licensing for the facility, and any event related expenses.



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FEC – Events Management:

2021-23 ACCOMPLISHMENTS

- Continued improvements to the new ticketing system to improve user experience and administrative efficiency.
- Deployment of the live-streaming.
- Continued improvements to the FEC booking software.
- Upgraded the theatrical cyclorama and scrim.
- Re-establishment of the FEC volunteer crews to assist with set-up and tear-down of events.

2023-25 HIGHLIGHTS

- Development and promotion of FEC hosted events to fill dark days and off season.
- Recruitment and bidding of additional conferences and events.
- Continued promotion and support of the events held at the FEC.
- Development of information packet for event organizers to provide information on what the FEC offers for marketing of events, and tips on how the event organizers can effectively promote their events.

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FEC – Operations:

Budget - \$ 519,100

FTE – 1.0



Accounts for the maintenance and general building operations of the facility – building maintenance, janitorial, small capital and building repair, internal equipment maintenance, and grounds maintenance.

In addition to facilities related items, the FEC Operations also manages the equipment and furniture used for events, in addition to the off-site rentals logistics.

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FEC – Operations:

2021-23 ACCOMPLISHMENTS

- Replaced the three HVAC wall units on the east side of the facility.
- Repair and replacement of HVAC units and other facility repairs due to storm damage and HVAC failure.
- Establishment of list of updates to be made to improve safety of employees and customers related to fire code.
- Acquisition of an van to facilitate the delivery of off-site equipment rentals and off-site catering. The van is anticipated to arrive by the end of fiscal year 2023.



2023-25 HIGHLIGHTS

- Improvements to the work spaces for FEC employees for increased efficiency and safety.
- Continued facility improvements and maintenance items.
- The FEC Operations budget includes charges from the Public Works Administration Fund for building and grounds maintenance performed by the City's facilities team.

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Florence Events Center: Capital Outlay

CAPITAL PROJECTS & EXPECTED TIMELINES

Description	2023 - 2024				2024 - 2025				Cost Est
	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR	
Events Center expansion (A/E)			RFQ	Eng	Eng	Eng	Eng		Cost Est
Refrigeration and Freezer System Upgrade					Bid	X			
Theater Lighting Upgrade						Bid	X		

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Questions?

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Water Fund

Public Works Director
Mike Miller



- Total Budget: \$7,788,600
- 5 FTE; 0.4 FTE Seasonal Contract Labor in Year 2

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Water: 2021-23 Accomplishments

- Completion of 16-inch water main on 9th Street between Rhododendron and Kingwood.
- Completion of the gravity block retaining wall at 31st Street water reservoir site.
- Recognized as an Outstanding Performer by Oregon Health Authority, Drinking Water Services.

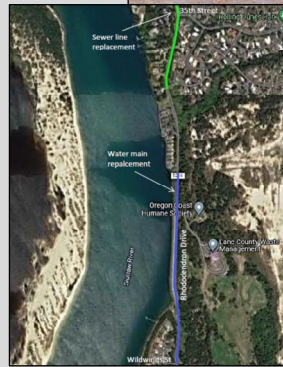


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Water

2023-25 HIGHLIGHTS

- Completion of Well 14
- Architectural and engineering services for the Water Treatment Plant office space and lab.
- Water line replacement on Rhododendron Drive as part of the Rhododendron Drive roadway realignment project.
- Chemical costs have significantly increased from supplier. We have price increases in excess of 56% from prior year and have adjusted our budget request accordingly.



Water: Capital Outlay

CAPITAL PROJECTS & EXPECTED TIMELINES

Description	2023 - 2024				2024 - 2025			
	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR
Replace UTV at WTP	X							
Design services for WTP office expansion including onsite cl2 generation					X			
Well Rehab program		X					X	
Rhody Drive Realignment Project - water main relocation			X	X	X	X	X	
Greentrees West Master Water Meter Replacement	Eng	Eng	Ready to bid			Const	X	
Reservoir asset management program	X	X	X	X	X	X	X	X
Well 14 development	Permitting		Drill	Develop	X			
ATS for generator at 31st Street Water Site with generator shelter and pad				X	X			
16-inch water line from WTP to Spruce Street and Spruce to Hwy 126				Eng	Eng	Eng	Eng	Ready to bid

Wastewater Fund

Public Works Director
Mike Miller



- Total Budget: \$15,028,200
- 5.5 FTE
 - 0.6 Seasonal Contract Labor in Year 1
 - 0.6 Seasonal Contract Labor in Year 2 – Internship

Wastewater: 2021-23 Accomplishments

- Purchased and accepted delivery of a new combination sewer cleaner.
- Completed Lillie Circle sewer pump station rehabilitation project.
- Completed the radiator replacement on the 750 Kw emergency power generator at the Wastewater Treatment Plant.



Wastewater

2023-25 HIGHLIGHTS

- UV disinfection equipment replacement and upgrades
- Sewer line replacement along Rhododendron Drive as part of the Rhododendron Drive Roadway realignment project.
- Develop a wastewater facility plan to help prioritize capital replacement and expansion at the Wastewater Treatment Plant along with master planning for our wastewater collection system. This will also include separate technical memorandums on FOG and expansion of biosolids



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Wastewater: Capital Outlay

CAPITAL PROJECTS & EXPECTED TIMELINES

Description	2023 - 2024				2024 - 2025			
	1st QTR	2nd QTR	3rd QTR	4th QTR	1st QTR	2nd QTR	3rd QTR	4th QTR
Replacement of Utility Service Vehicle	X							
Headworks concrete repair				X				
FOG/Co-gen study			X	X				
FloGro (biosolids) expansion study			X	X				
WW Facilities and Master Plan		X	X	X	X	X	X	X
Blower Replacement - purchase equip			X					
Track loader with land management (mulcher) attachment	Order						X	
UV system improvements	Const	Const	Const	Const	Const	Const		
Centrifuge controller		X						
Fawn View PS wetwell rehabilitation			X					
Rhody Drive Realignment - sewer relocation/upgrade		Const	Const	Const	Const	Const		
North UGB expansion			X	X	X	X	X	X
Digested sludge storage bldg roof rehab and odor control					X	X		
Engineering for centrifuge replacement							X	X
Replace rotating screen w/ autobar					Eng	Purchase	Install	
Scoping/Engineering for Ivy Street PS						X	X	X
Scoping/Engineering for Siuslaw Village PS						X	X	X

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Stormwater Fund

Public Works Director
Mike Miller



- Total Budget: \$3,908,800
- 3 FTE

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Stormwater: 2021-23 Accomplishments

- Hired a new Utility Worker for the stormwater program.
- Completed 31st Street stormwater culvert improvement project.



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Stormwater

2023-25 HIGHLIGHTS

- Replacement of 2007 Elgin Crosswind street sweeper.
- Complete Siuslaw River Slope Stabilization project – installation of a secant retaining wall system.
- Stormwater improvements along Rhododendron Drive as part of the Rhododendron Drive roadway realignment project.



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Stormwater: Capital Outlay

CAPITAL PROJECTS & EXPECTED TIMELINES

Description	2023 - 2024				2024 - 2025			
	1st QTR	2nd QTR	3rd QTR	4th QTR	1st QTR	2nd QTR	3rd QTR	4th QTR
Replace Street Sweeper	Order				X			
Siuslaw River Slope Stabilization Project	Eng	Bid	Const	Const				
Munsel Creek Slip lining (Spruce at 12th)		X						
Rhody Drive Realignment Project - stormwater portion						X	X	X

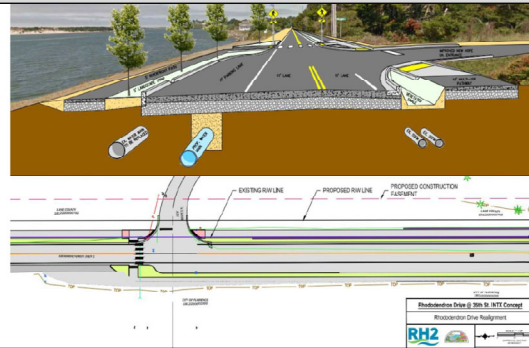
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Street SDC Fund

Public Works Director
Mike Miller

Concepts

Rhododendron
at New Hope



- Transfer \$100,000 to Street Fund for capacity increasing projects:
 - Rhododendron Drive Wildwinds to 35th Street multi-use path portion of the project.
- Projecting \$40,000 in Street SDC Revenue during biennium.

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Water SDC Fund

Public Works Director
Mike Miller



- Transfer \$350,000 to Water Fund for capacity increasing projects.
 - Well #14 Development and construction
- Projecting \$200,000 in Water SDC Revenue during biennium.

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Wastewater SDC Fund

Public Works Director
Mike Miller



- Transfer \$400,000 to Wastewater Fund for capacity increasing projects.
 - Rhododendron Drive sewer line enlargement/replacement project
- Projecting \$200,000 in Wastewater SDC Revenue during biennium.

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Stormwater SDC Fund

Public Works Director
Mike Miller



- Transfer \$100,000 to Stormwater Fund for capacity increasing projects.
 - Rhododendron Drive vegetated swales between 35th and Wildwinds
- Projecting \$100,000 in Stormwater SDC Revenue during biennium.

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Public Works Administration Fund

Public Works Director
Mike Miller



- Total Budget: \$4,362,800
- 8.5 FTE
 - 0.5 FTE - Contract services for GIS
 - 8.5 FTE includes the Operations Supervisor, split between Public Works Admin and Wastewater

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Public Works Administration : 2021-23 Accomplishments

- Purchase of three new gas electric hybrid vehicles and one fully electric van.
- Successfully awarded grants:
 - FAA Grant for engineering and design for the Runway, Taxiway, Apron and Taxi Lane pavement rehabilitation project at the airport.
 - RTP grant for the Siuslaw Estuary Trail
 - LGGP grant for Miller Park Playground rehabilitation
 - LWCF grant for expansion of pickleball at Rolling Dunes Park
 - House Bill 5202 for design and construction of emergency fuel station



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Public Works Administration

2023-25 HIGHLIGHTS

- \$550,000 towards construction of regional fueling facility (includes \$250,000 from State of Oregon)
- \$40,000 towards installation of public EV charging stations
- Work towards deconstruction/decommissioning the old Public Works facility on Spruce Street



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Public Works Administration: Capital Outlay

CAPITAL PROJECTS & EXPECTED TIMELINES

Description	2023 - 2024				2024 - 2025			
	1st QTR	2nd QTR	3rd QTR	4th QTR	1st QTR	2nd QTR	3rd QTR	4th QTR
Fueling Facility	Land use	Permitting	Const	X	X			
Pole Building			X	X				
Electric vehicle charging station		X				X		
Replace PWA Vehicle	Order					X		

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Budget Committee Decision Points

- Approve eligibility to receive State Shared Revenues.
- Approve the City's election to receive State Shared Revenues.
- Approval of the 2023-25 biennial budget in the amount of \$76,367,000 as proposed.
- Approval to levy the City's permanent tax rate of \$2.8610 per \$1,000 of total assessed value for both years of the biennium.

Action Items

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

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Action Items

- Approval of the 2023-25 biennial budget in the amount of \$76,367,000 as proposed.
- Approval to levy the City's permanent tax rate of \$2.8610 per \$1,000 of total assessed value for both years of the biennium.
 - Move to approve the budget for the 2023-2025 biennium as presented (or modified) in the amount of \$76,367,000. For the fiscal year 2023-2024, impose \$2.8610 per \$1,000 of assessed, and for fiscal year 2024-2025 impose \$2.8610 per \$1,000 of assessed value.

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Thank you!

BUDGET COMMITTEE

Council Members

Mayor Rob Ward
Council President
Sally Wantz
Council Vice President
Bill Meyer
Councilor Jo Beaudreau
Councilor Robert Carp

Citizen Members

Jeff Archambeau
Joel Marks
Vacant
Leonard Larson
Sheila Evans

Term Expires

May 2023
May 2024
May 2025
May 2025
May 2026

MANAGEMENT TEAM

Erin Reynolds, City Manager
Megan Messmer, Assistant City Manager
Anne Baker, Administrative Services Director
Lindsey White, City Recorder
Mike Miller, Public Works Director
John Pitcher, Police Chief
Wendy FarleyCampbell, Community Development Director

<https://www.ci.florence.or.us/administrative-services/2023-2025-budget-information>