

1. Agenda

Documents:

[5.5.25 CITY BUDGET COMMITTEE MEETING AGENDA.PDF](#)

1.1. Meeting Materials

Documents:

[5.5.25 BUDGET COMMITTEE MEETING- ITEMS DISTRIBUTED.PDF](#)



**City of Florence
Budget Committee**

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

- Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting, and can be found of the City of Florence website at www.ci.florence.or.us.
- 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 as soon as practicable after the meeting.
- To be notified of Budget Committee meetings via email, please visit the City's website at <http://www.ci.florence.or.us/newsletter/subscriptions>.

May 5, 2025

AGENDA

5:30 p.m.

<i>City Budget Committee:</i>	Rob Ward, Mayor	Robert Carp, Council President
	Jo Beaudreau, Council Vice-President	Sally Wantz, Councilor
	Mike Webb, Councilor	
Leonard Larson, Member	Debra Kelley, Member	Wayne Sharpe, Member
	Raymond Plumery, Member	AJ Edman, Member

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 will be available after the meeting on the City's Vimeo Site.

The City of Florence Budget Committee 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 <https://attendee.gotowebinar.com/register/3912669748762839902>
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. For more information, please see the end of this agenda or visit the City of Florence website at <https://www.ci.florence.or.us/bc-bc/request-address-budget-committee-speakers-card>.

For more information about the Budget approval process, including access to the City of Florence Budget Document, please visit [2025 - 2027 Budget Information | City of Florence Oregon](#)

CALL TO ORDER – ROLL CALL

- | | |
|--|-------------------------------|
| 1. Delivery of Budget Message and Presentation of Proposed Budget | Erin Reynolds
City Manager |
|--|-------------------------------|

CITY & FURA BUDGET COMMITTEE CALENDARS

All meetings are held in person with a virtual option unless otherwise indicated

Date	Time	Description
May 12, 2025	5:30 p.m.	City Budget Committee Meeting Florence Events Center
May 14, 2025	Approx. 6:30 p.m.	City Budget Committee Meeting Florence Events Center
May 15, 2025	5:30 p.m.	City Budget Committee Meeting (if needed) Florence Events Center

PUBLIC COMMENT WILL BE TAKEN AT THE MAY 12TH AND 14TH MEETINGS OF THE BUDGET COMMITTEE

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

1. Written Testimony: Citizens wishing to express their views to the Budget Committee are encouraged to submit written testimony in one of the following ways:
 - a. Submit written comments via email to cityrecorder@ci.florence.or.us
 - b. Mail written comments to Florence City Hall, Attn: Budget Committee, 250 Hwy 101, Florence, OR 97439
 - c. Drop off written comments to the City of Florence drop box located at Florence City Hall (250 Hwy 101) during regular business hours (Monday through Friday 8 a.m. – Noon and 1:00 p.m. – 4:00 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 (May 5, 2025 at 3:30 p.m.) will be distributed to the Budget Committee, posted to the City of Florence website, and made part of the record.

2. Verbal Testimony: Verbal testimony will be taken at May 12th and May 14th Budget Committee meetings. Citizens wishing to express their views to the Budget Committee may participate in the meeting in person or via GotoWebinar. To do so, please complete a speaker's card online at <https://www.ci.florence.or.us/bc-bc/request-address-budget-committee-speakers-card> at least 1 hour prior to the meeting. City staff will then contact the speaker to let them know the process to participate in the meeting. Verbal comments will be allowed during the public hearing items after staff has given their report and have allowed time for initial Budget Committee questions. Comments are limited to five minutes per person with no limit on the number of speakers.



City of Florence Fiscal Biennium 2025-2027 Budget July 1, 2025 – June 30, 2027

BUDGET COMMITTEE

MAY 5, 2025

Fiscal
Biennium
2025-2027

Biennial Budget

CITY OF FLORENCE, OREGON

Proposed Budget



2025-2027 Proposed Biennial Budget Presentation

Budget Message

Erin Reynolds, Florence City Manager and City of Florence Budget Officer

Budget at a Glance

PROPOSED 2025-2027

City-Wide Total \$ 77.1 million

General Fund \$ 22.0 million

PRIOR 2023-2025

City-Wide Total \$ 76.4 million

General Fund \$ 19.1 million

BUDGET HIGHLIGHTS

Total Current Resources \$63.1 million
> *Increase of 8% from prior biennium*

Total Current Expenditures \$67.2 million
> *Decrease of 3.3% from prior biennium*

Assumes implementation of a Public Safety Fee.

All funds meet their target financial reserves,
except:
> *Streets, Building, FEC, & Airport*

Relation to City Work Plan

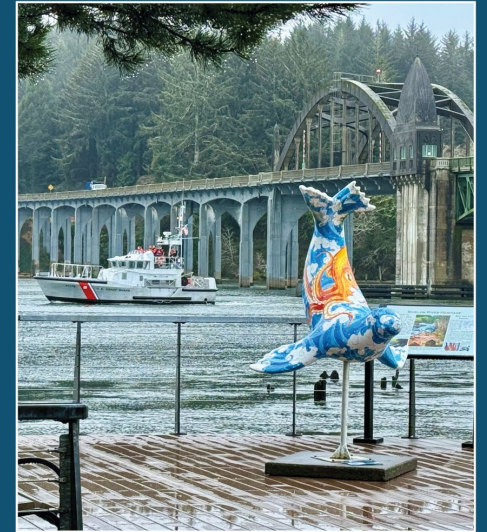
Vision: Oregon's Premier Coastal Community!

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

Motto: A City in Motion

City Council Goals. Providing a foundation for the City's Work Plan are five goals that City Council reaffirmed in early 2025. These goals build off the successful work of the past and address the pressing issues currently facing our city.

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



Work Plan
CITY OF FLORENCE
2025-2027



What's in the Proposed Biennial Budget Document?

- Overall City Budget Information
- Fund Details & Summaries
- Program Narratives, Priorities, Highlights, and Changes
- Staffing & Capital Project Details
- Fund Balance Targets & Debt Service Metrics
- What's New?
 - ARPA Fund will close this biennium.
 - Gap in General Fund revenue is addressed.

Fiscal
Biennium

2025-2027

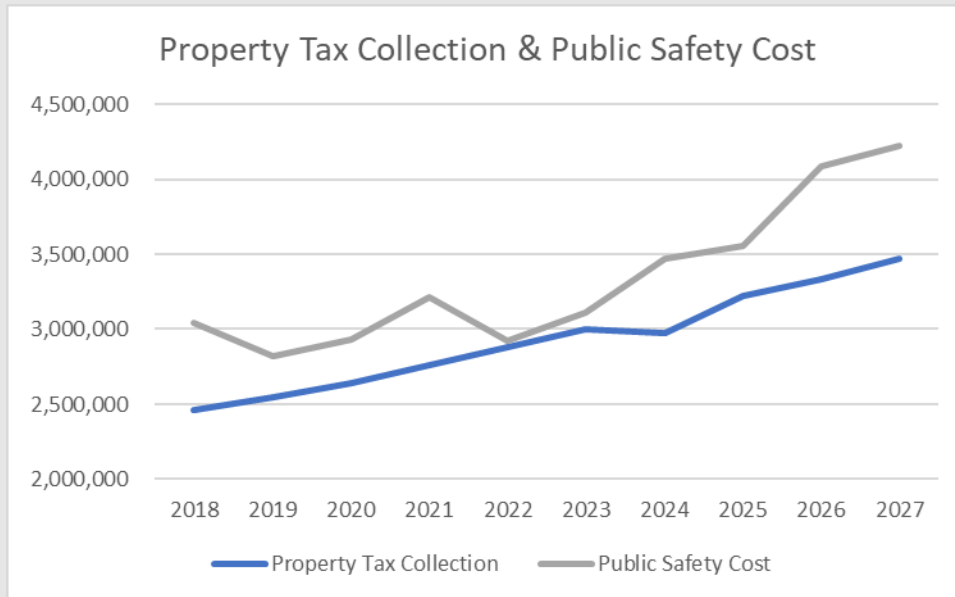
Biennial Budget

CITY OF FLORENCE, OREGON

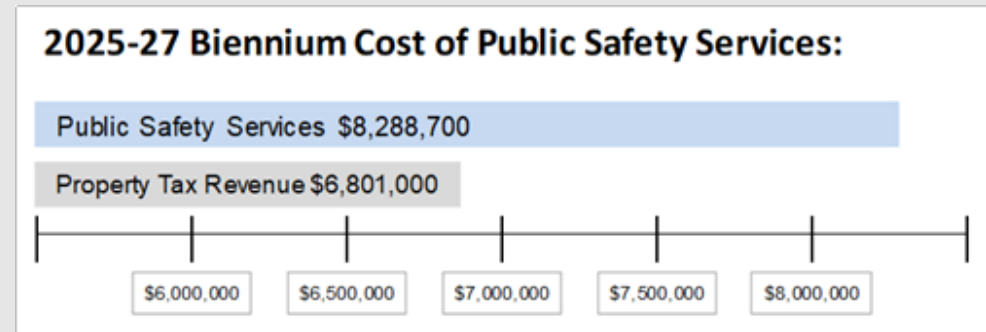
Proposed Budget

Addressing General Fund Revenue Gap

ANNUAL PROPERTY TAX COLLECTION COMPARED TO PUBLIC SAFETY COSTS



2025-27 BIENNIUM PROPERTY TAX COLLECTIONS COMPARED TO PUBLIC SAFETY COSTS



Proposed Public Safety Fee

Public Safety Fee – 2025-27 Biennium Impacts

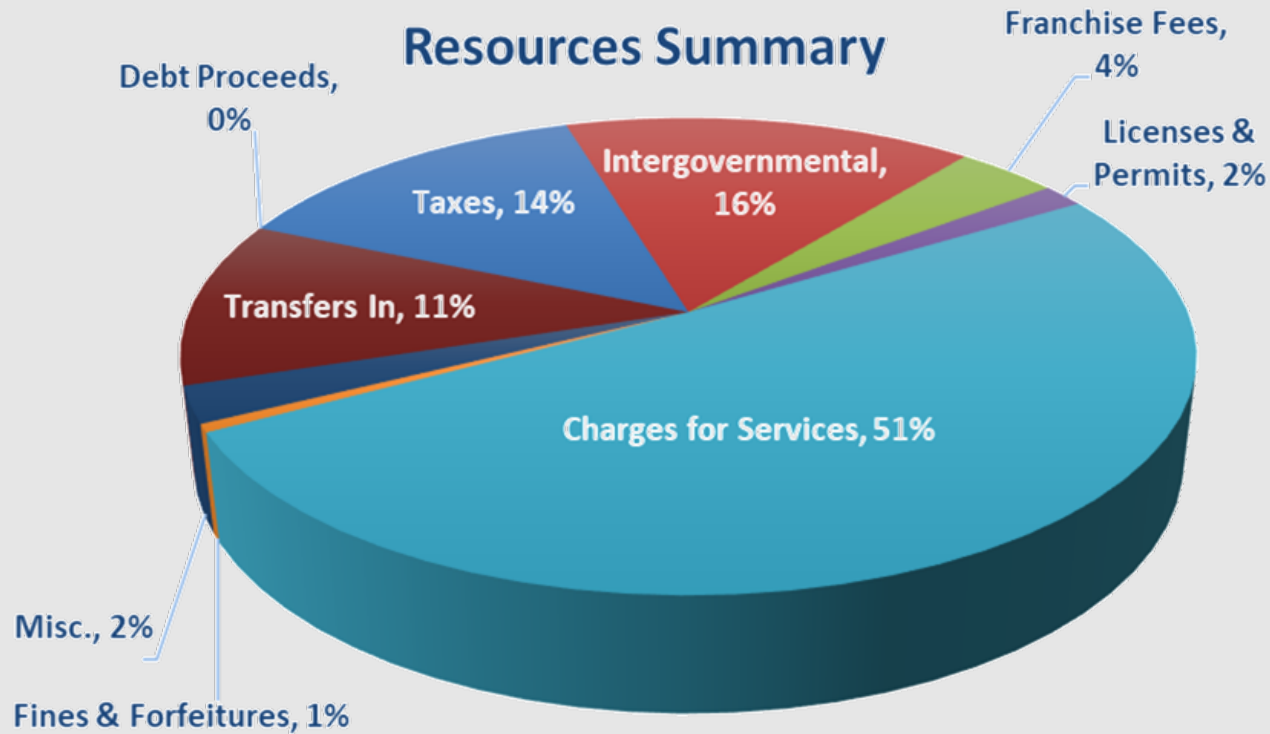
\$5 per unit beginning July 1 for Year 1, \$15 per unit beginning January 1, \$18 per unit beginning July 1 in Year 2

	Year 1	Year 2	Biennium
Flat Rate Total	656,160	1,181,088	1,837,248



Resources

2025-2027 Biennium Resources Summary



Current Resources: \$ 63.14 million

Beginning Fund Balance: 13.98 million

Total Resources: \$ 77.12 million

Resources – By Category

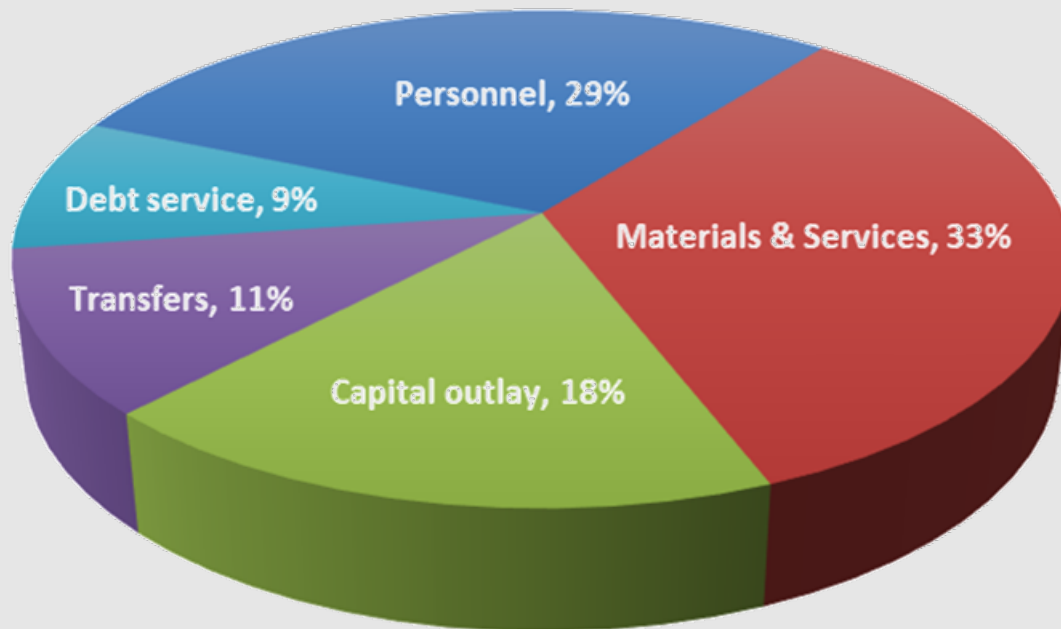
Resources by Category in Millions	2023-2025 Adj Budget	Current Biennium 2025-2027	Percentage Change
Taxes	\$ 7.70	8.81	14.41%
Intergovernmental	9.62	9.84	2.24%
Franchise Fees	2.42	2.43	0.21%
Licenses & Permits	0.92	1.01	9.89%
Charges for Services	25.52	32.04	25.52%
Fines & Forfeitures	0.30	0.35	16.33%
Miscellaneous	0.67	1.56	133.88%
Transfers In	4.96	7.11	43.17%
Debt Proceeds	6.36	-	-100.00%
Total Current Resources	\$ 58.47	63.14	7.98%
Beginning Fund Balance	18.38	13.98	-23.92%
Total Resources	\$ 76.85	77.12	0.35%

Resources – Assumptions

- Property tax revenues assumed 1% growth and an increase of 3% in taxable assessed value.
- Implementation of Public Safety Fee.
- General assumption across biennium of 3% CPI.
- Street Maintenance Fee increases in both years of the biennium.
- Water, Wastewater, & Stormwater 3% increase in Year 2.
- Charges for service include internal service fees for general and public works administration.
- Building Fund fees are evaluated annually, with 5% increase proposed each year of the biennium and two additional fees.
- All other fees assumed to be increases as detailed in fiscal policies.
- Proposed discontinuation of SDC discount program, after 8 years.
- The Parks program continues to be the second most demanded City service, after Public Safety, and yet it does not have a dedicated funding source.
 - Therefore, City staff continues to seek grant funding to improve or create parks and trails throughout Florence.

Expenditures

2025-2027 Biennium Expenditure Summary



Current Expenditures: \$ 67.22 million
Contingency: 9.90 million
Total Requirements: \$ 77.12 million

Expenditures – Personnel

BIENNIUM TOTAL PERSONNEL COSTS:
\$19.63 MILLION

TOTAL CITY FTE – CITYWIDE:	74.0
<u>ADDITIONAL CONTRACTED FTE:</u>	<u>15.3</u>
NET FTE – CITYWIDE:	89.3

- Personnel equals 29% of all expenditures.
- Increase 17.6% (\$2.95 million) over previous biennium.
- Currently, 5% (4 positions) of existing positions are currently vacant.

City Changes from Prior	Net Impact
➤ No Added FTE	0.0
➤ Removing 2.0 FTE	- 2.0
➤ <u>Fund Changes 1.5 FTE</u>	<u>0.0</u>
Net Change in City FTE Positions	- 2.0

Expenditures – Materials & Services

BIENNIUM TOTAL

MATERIALS & SERVICES COSTS:

\$22.51 MILLION

- Materials and Services equals 33% of all expenditures.
- Increased 13.1% over previous biennium.
- Administrative Charges are included in Materials & Services Charges.

NOTABLE ITEMS:

- Economic Development Activities
- Building Official and Inspection Program
- Seasonal workers for the utility funds
- Legal services
- Engineering & GIS Services
- Municipal Court Judge

Expenditures – Capital Outlay

BIENNIUM TOTAL CAPITAL OUTLAY:

\$12.11 MILLION

- Capital Outlay equals 18% of all expenditures.
- Significant decrease from previous biennium.
- No additional debt proposed during the biennium.

NOTABLE PROJECTS:

- NW 9th Street Infrastructure Construction
- Safe Routes to School Sidewalk Project
- Coast Guard Road Siuslaw River Slope Stabilization
- Police Department Patrol Vehicle Replacement
- Cardlock Fuel Station Construction
- Airport Beacon and Wind Cone Project
- Planning for Future FEC Expansion
- Significant 911 Equipment Replacement
- Florence Senior & Activities Center Expansion

Expenditures – By Category

Expenditures by Category in Millions	2023-2025 Adj Budget	Current Biennium 2025-2027	Percentage Change
Personnel	\$ 16.68	\$ 19.63	17.64%
Materials & Services	19.90	22.51	13.14%
Capital outlay	22.05	12.11	-45.08%
Transfers	4.96	7.11	43.17%
Debt service	5.92	5.86	-0.92%
Total expenditures	\$ 69.52	67.22	-3.30%
Ending Fund Balance/ Contingency	7.33	9.90	34.99%
Total Requirements	\$ 76.85	77.12	0.35%

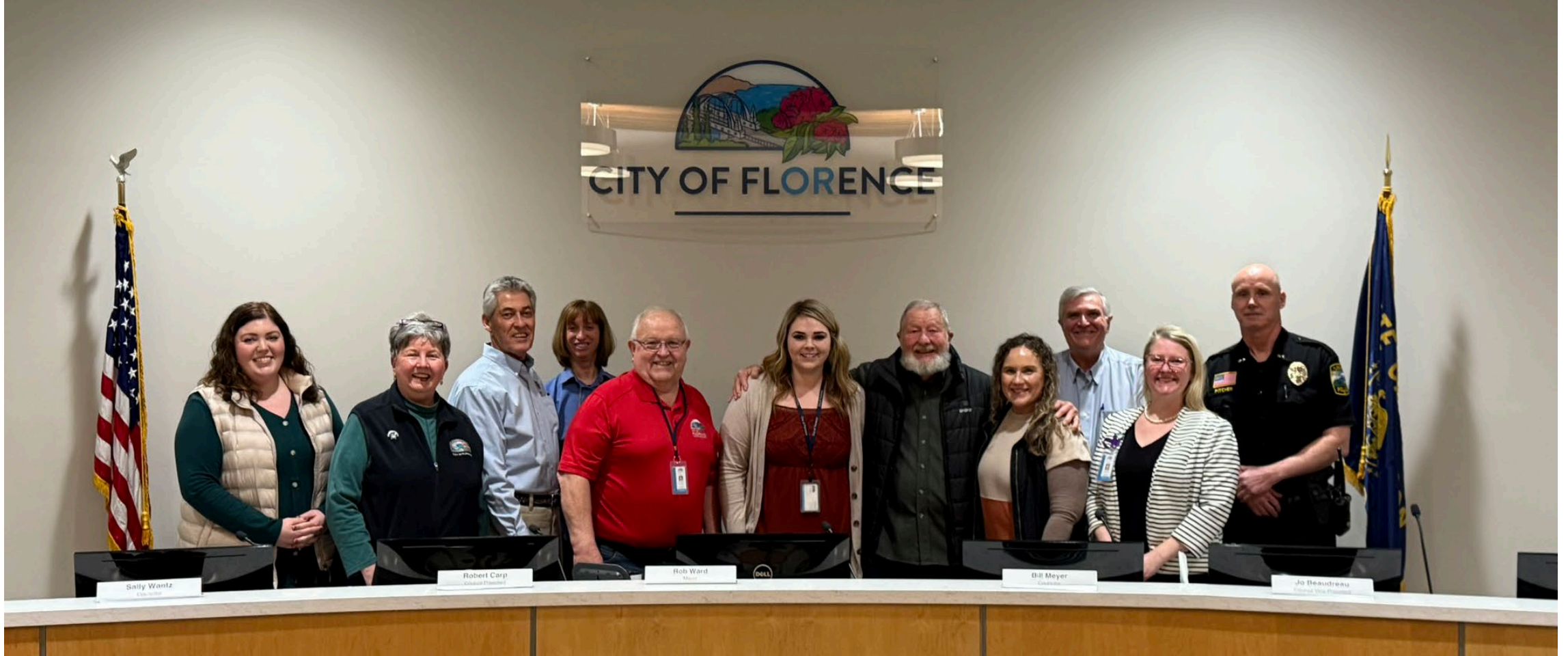
Debt & Ending Fund Balance

DEBT

- No New Proposed New Debt
- Debt Outstanding at Biennium End:
\$23.01 million
- Budgeted Debt Service Expenditures:
\$5.86 million or 9% of total expenditures

ENDING FUND BALANCE

- Fund Balance Reserve Policies:
 - All funds meet policy, except the Street, Building, FEC, & Airport Funds.
- As part of the Work Plan Financial Resource Analysis, the City will be having significant policy discussions about how to fund transportation projects in the future.
- Ending Fund Balance Expectations:
\$9.90 million



2025-2027 Proposed Biennial Budget Message Presentation

THANK YOU!

2025 - 2027 Budget Calendar

City Council Work Plan related meetings will be held in person on the dates indicated below in orange.

Internal staff meetings and deadlines indicated below in green.

Budget Committee & City Council meetings will be held in person beginning at 5:30 pm on the dates indicated below in blue.

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

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

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

JAN Work Plan Development

- 1/10 - City Council Work Plan Session
- 1/23 - City Council Work Plan Session

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

APR Proposed Budget Finalization

- 4/1 - City & FURA Budget Committee Training, 5:30 pm
- 4/18 - Send Budget Committee Notices to Newspapers
- 4/30 - Print Proposed Budget Document
- 4/30 - Publish Proposed Budget Document to Website

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

FEB Work Plan Development

- 2/18 - Work Plan Final Draft to City Council
- 2/20 - City Council Work Plan Work Session
- 2/24 - City Council Work Plan Adoption
- 2/28 - Personnel & Administrative Charges Due
- Staff will develop the proposed budget throughout the months of February and March.

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

MAY Budget Committee Meetings

- 5/5 - City Budget Committee Budget Message, 5:30 pm
- 5/12 - City Budget Committee Meeting, 5:30 pm
- 5/14 - FURA Budget Committee Meeting, 5:30 pm
- 5/14 - City Budget Committee Meeting, after FURA meeting
- 5/15 - City Budget Committee Meeting (if needed), 5:30 pm
- 5/16 - Send Public Hearing Notices to Newspapers

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

MAR Year End & Budget Preparation

- 3/4 - City Director Budget Meetings
- 3/5 - City Director Budget Meetings
- 3/6 - City Director Budget Meetings
- 3/28 - Department Budgets Due to Finance
- Staff will develop the proposed budget throughout the months of February and March.

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

JUN Budget Finalization & Adoption

- 6/2 - City Council Budget Public Hearing, 5:30 pm
- 6/25 - FURA Budget Public Hearing, 5:30 pm

Adoption of FY 2025-27 Budgets by June 30, 2025.



Thank you!