



Florence City Hall
 250 Highway 101
 Florence, OR 97439
www.ci.florence.or.us

Finance Department
 541-997-3436

Planning Department
 541-997-8237

Building Department
 541-997-2141

Inspection Request
 541-997-2141 ext. 3

City Recorder
 541-997-3437

City Manager's Office
 541-902-2182

Public Works
 541-997-4106

Police Department
 541-997-3515

Florence Events Center
 541-997-1994

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Focus on Florence



March 2014

Suslaw Bridge photo courtesy of Joshua Greene, © 2011 All Rights Reserved

City Volunteers Recognized & 2014 Volunteer of the Year Announced



Bonnie MacDuffee accepted the award for Volunteer of the Year with City Recorder Kelli Weese and Mayor Nola Xavier.

The City of Florence honored its volunteers during the annual Volunteer Appreciation event at the Florence Events Center on February 25th.

Over 14 volunteer groups ranging from the Transit Advisory Committee (TAC) to the Senior Center came together over lunch to meet and greet one another and for a little bit of fun.

The event culminated with the announcement of Bonnie MacDuffee as the 2014 Volunteer of the Year. Bonnie has been invaluable to the City of Florence as a member of not one, but three groups over the course of her tenure, not to mention many other activities throughout the community.

As a founding member of the Florence Environmental Management Advisory Committee (EMAC) in 2003, she has been instrumental in the organizing the annual Black and White Event, helping the community to dispose of the hardest trash to get rid of.

As the current president of the Florence Events Center Advisory Committee, she has helped to review the practices of the Florence Events Center, as well as being instrumental in day to day operation by working as a receptionist and operations crew member.

Not only this, but Bonnie also served on the Florence Planning Commission during a very busy period of development for the City, all while holding other posts in the community. Bonnie was honored through a perpetual plaque on display at Florence City Hall.

For more information on volunteering at the City of Florence, or on any of the City Committees, contact City Recorder Kelli Weese at 541-997-3437, or via email at kelli.weese@ci.florence.or.us.

Employee Spotlight

Utility Worker Steve Hatler

Steve Hatler began working for the City in March of 2003 and has lived in Florence since that time. In his free time, Steve enjoys working around his house. He also enjoys outdoor recreational activities and harvesting the bounty of nature's playground. "I enjoy going hunting and fishing. Clams are good, crab might be better, and maybe finding a glass float now and then!"



What are your job functions?

"My main task as a utility worker is the maintenance of the City's sewage collection system. I clean sewer lines with a high velocity hydraulic jetter (combination vacuum truck). I also inspect the lines with a remote controlled camera, schedule and help make spot repairs, and provide data for future line replacements."

What is the strangest incident you've had working for the City?

"I found a man's gold wedding ring in the bottom of a man hole. I think someone got dumped (no pun intended)."

What do you like most about your job?

"I like that I do not only work on the sewer system. Due to a small staff, I am able to help with other tasks, such as the maintenance of our water distribution system, help with crack sealing of the streets, or with the eradication of noxious weeds. Those are just a few of the many hats that we wear."

What is the most rewarding aspect of working with the City?

"It is rewarding when we get an 'attaboy' from the public for completing jobs quickly and efficiently. Also, hearing a tourist say 'what a clean and neat little town you have' is nice since we have been known for picking up trash too."

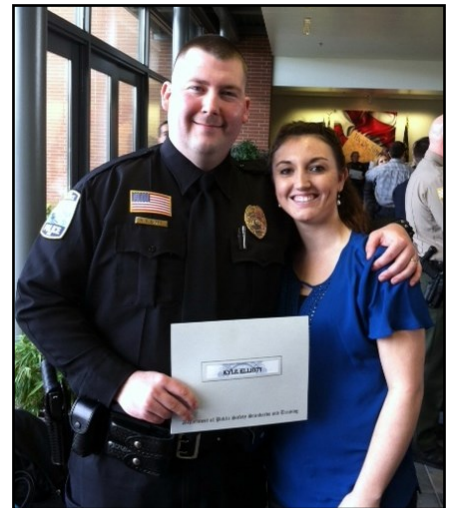
Is there anything else you would like to add?

"Knowing that we have a great Public Works crew, that City Hall staff is keeping things on the up and up, and that the Police Department is keeping all the riff raff in check makes Florence an awesome place to be!"

Officer Kyle Elliott Graduates from the DPSST Police Academy

Florence Police Officer Elliott graduated from Basic Police Academy at the Oregon Department of Public Safety Standards and Training (DPSST) in Salem on February 21, 2014. The Basic Police Academy is a 16 week intensive program training officers in survival skills, firearms, emergency vehicle operations, ethics, cultural diversity, problem solving, elder abuse, drug recognition, and many other subjects.

Officer Elliott will now complete a 16 week Field Training Program where he will ride with a Field Training Officer (FTO) in Florence. This time is spent to support and enhance the training he received at the Academy, to learn department policies and procedures, and to make sure he can put all of this into practical use while on patrol.



Officer Kyle Elliott with his wife Deidre.

Citizens' Police Academy

The Florence Citizens' Police Academy concluded on February 4, 2014, after 14-weeks of informational classes. Participants met the men and women who serve in support of the local justice system, and saw what they do on a day-to-day basis. Speakers included officers of the Florence Police Department, members from the Municipal Court and Justice Court, Lane County Parole and Probation, Lane County Sheriff's Office, Western Lane Ambulance, Siuslaw Valley Fire and Rescue, and Siuslaw Outreach Services.



Participants (left to right): Sergeant Harry Johnson, Darren Crowe, Russ Connelley, Bea Vanderpool, Pat Rongey, Leonard Larson, Ann Steward, Megan Messmer, Jodi McAdoo, Judy Ulrich, & Susie Barba. Not Pictured: Colin Grist & Ryan Harkema.

Why Should I Get a Building Permit? Permitting FAQs



I am planning a remodel of my home. Why should I get a building permit?

This is a great question many people ask themselves when planning alterations to their home. A decision not to get a permit could be very costly. Some homeowners are finding when they try to sell or refinance their home, prospective buyers or lending institutions want proof that alterations are in compliance with local codes. Without a permit and inspection on record, there is no proof. The homeowner must then apply for a permit with no guarantee that the remodel will meet the codes, and they face the possibility that the remodel must be redone or removed. This is costly and frustrating and could cause delays in refinancing or a lost sale of their home.

Do I need a permit for everything I do to my home?

Not all projects require permits. The following is a list of the most popular items that do not require a permit.

1. Non-habitable one-story detached storage or playhouse structures provided the floor area does not exceed 200 square feet or a height of 10 feet measured from the finished floor to the mid-way point of the roof.
2. Patio covers supported by an exterior wall not over 200 square feet in area.
3. Porches and decks, where the floor or deck is not more than 30 inches above grade and where the edge of the porch, deck or floor does not come closer than 3 feet to property lines.
4. Re-roofing, except in wildfire hazard zones as provided in Section R328 or where replacement or repair of roofing does not exceed 30 percent of the required live load design capacity and is not required to be fire resistant. Siding, unless the siding is also the sheathing.
5. Door and window replacements (where no structural member is changed).
6. Nonbearing partitions, except when such partitions create habitable rooms.
7. Cabinets, flooring, painting, plugin appliances, storm windows & doors, gutters & downspouts.

Even though a permit may not be required, the project must still comply with all applicable construction and zoning codes. The best way to stay in compliance is to call the Building Department to find out what those regulations are.

BUILDING PERMITS, Page 3

Why should I use a licensed contractor?

For one thing, any contracted person doing work who is not currently registered with the State Construction Contractors Board is doing so illegally. Would you want this type of person working on your home? Another reason is the registration provides some protection to the homeowner from being charged for work and materials not provided or paying twice for them (material suppliers and subcontractors can place a lien on your home if they do not receive payment from your contractor). There are also trade licenses for those persons doing plumbing and electrical work to provide some assurance that they have adequate knowledge and training in those fields. Contractors can also schedule the inspections that will fit your timeline.



Can I work on my own home?

Homeowners may do their work if you feel capable; given that you live in your home and it you don't plan to sell your home within two years. The Building Department staff is there to help you with your project every step of the way.

How long does it take to get a permit?

Simple residential projects not involving a plan review, can be done over the counter, where new homes and additions typically only take ten working days. The owner or anyone they choose may draw the plans as long as they are clear and detailed enough to indicate what and how the project will be built. In some cases, the complexity of the project may require the skills of a professional. Inspections are required at various stages of the project to see that the work is following the approved plans and codes. There is no additional charge for the inspections, they have been paid for with the permit fees.

How do I get an inspection?

To get an inspection, you can call the City of Florence Inspection Line at 541-997-2141 ext. 3, or on line at:

www.buildingpermits.oregon.gov

Please leave the following information:

- Name
- Contact phone number
- Permit number
- Job site address
- Type of inspection you are requesting
- Any special instructions you may need

Permits help you and your neighbor, so please help build a safer community by getting your permits when you need them.

We are here for you.

City of Florence Building Permit Application
 250 Highway 101 N. Florence, Or. 97439
 Building Inspection 541-997-2141
 Fax Number: 541-902-2189

TYPE OF PERMIT	
<input type="checkbox"/> 1 & 2 Family dwelling or accessory	<input type="checkbox"/> Commercial/Industrial
<input type="checkbox"/> Addition/alteration/replacement	<input type="checkbox"/> Tenant improvement
<input type="checkbox"/> Multi-family	<input type="checkbox"/> New construction
<input type="checkbox"/> Fire/sprinkler/detector	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other
<input type="checkbox"/> Manufactured Home	
JOB SITE INFORMATION	
Job address: _____	Impervious Surface %: _____ All Enclosed Building %: _____
Map number: _____	Tax Lot: _____ Subdivision: _____
Description of work: _____	Construction Bid or Valuation amount \$ _____
Cont. _____	Commercial/Mechanical Bid or Valuation Amount \$ _____
OWNER	STAFF-Planning Department
Name: _____	<i>Office Use</i>
Mailing address: _____	Subdivision _____
City: _____ State: _____ Zip: _____	Lot# _____ Tax Lot # _____
Ph: _____ Fax: _____ Cell: _____	Map # _____ Zone _____
APPLICANT	Lot Size In square feet _____
Name: _____	Use Permitted In this Zone Yes ___ No ___
Mailing Address: _____	Historic Review Required Yes ___ No ___
City: _____ State: _____ Zip: _____	Flood Plain Yes ___ No ___
Ph: _____ Fax: _____ Cell: _____	Set Backs—Front ___ Back ___ Side ___
CONTRACTOR / Installer	Side Of Corner Lot _____
Business name: _____	Airport Zone YES ___ No ___
Address: _____	State Highway Involvement Yes ___ No ___
City: _____ State: _____ Zip: _____	Special Site or Parking Requirements:
Ph: _____ Fax: _____ Cell: _____	Yes ___ No ___ IF YES ATTACH
CCB number: _____ Florence City Lic. # _____	COPY TO PLANS
ARCHITECT / DESIGNER	
Name: _____	Notice: All contractors and subcontractors SHALL be licensed with the Oregon Construction Contractors Board under provisions of ORS 701 and Licensed with the CITY OF FLORENCE
Address: _____	
City: _____ State: _____ Zip: _____	
Ph: _____ Fax: _____	
ENGINEER	PLUMBING CONTRACTOR
Name: _____	Business name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Ph: _____ Fax: _____ Cell: _____	Ph: _____ Fax: _____ Cell: _____
CCB number: _____ Florence City Lic. # _____	CCB number: _____ Florence City Lic. # _____
MECHANICAL CONTRACTOR	
E-mail: _____	Business name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Ph: _____ Fax: _____ Cell: _____	Ph: _____ Fax: _____ Cell: _____
CCB number: _____ Florence City Lic. # _____	CCB number: _____ Florence City Lic. # _____
<i>Notice:</i> This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.	
I hereby certify I have read and examined this application and the attached checklist. All provisions of laws and ordinances governing this work will be complied with, whether specified herein or not. Authorized signature: _____ Print name _____ Date: _____	

Florence Streets to See Major Maintenance

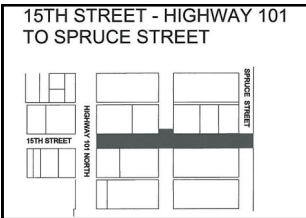
**Preserving
Our
Streets...**



**Your Street Maintenance
Fees at Work!**

For Project Information: 541-997-4106

The City has a \$5 per month per equivalent residential unit Street Maintenance Fee (SMF) used for the resurfacing of City streets, including slurry seals and chip seals, street reconstruction, and payment of the City “public” street light electrical costs. At the time, the Street Fund had seen decreasing revenues from the loss of County timber funds as well as steadily decreasing State highway revenue sharing funds which negatively impacted the City’s ability to perform much needed street maintenance. With 87.98 lane miles (37.97 center lane miles) of streets, the City’s street infrastructure represents the largest investment by Florence citizens (over \$68.6 million), and the overall pavement condition represents the health of this network.

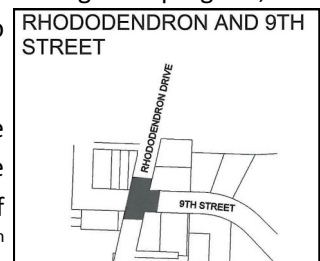
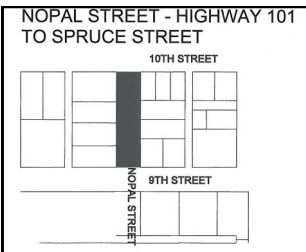


The main concern addressed by the SMF is to raise revenue to fund the maintenance and repair costs of local streets. Additionally, cities intend to protect the health, safety, and welfare of the city's local inhabitants by properly maintaining local streets. These concerns are addressed by charging the monthly fee to the city's occupants so that users of the road system share the costs of the street construction and maintenance. By having funds to maintain streets, the City of Florence is better able to provide safe roads on which people may travel.

The Pavement Management Program (PMP) is a direct result of the Street Maintenance Fees. The PMP is a yearly program of corrective and preventative maintenance on City of Florence streets funded by the fee. The program helps to extend the life of the pavement structure by various means such as slurry sealing, pavement overlays, and, only where necessary, removing and replacing portions of failed pavement. Through this program, the City is able to perform timely maintenance on City streets to keep them in fair to good condition and avoid costly reconstruction.



The 2014 PMP is scheduled to address four street segments and one intersection that are in need of corrective maintenance. In this round of maintenance, the City will be concentrating it’s limited resources on repairing/reconstruction of the intersection of Rhododendron Drive and 9th Street; reconstruction of Nopal Street between 9th and 10th streets; reconstruction of 15th Street between Hwy 101 and Spruce Street; reconstruction of 25th between Hwy 101 and Spruce Street; and a hot oil chip seal treatment on Oak Street from 20th to 35th streets. The estimated total construction costs, including engineering are \$301,785. Construction is tentatively scheduled to begin this May, weather dependent. Chip sealing of Oak, from 20th to 35th Streets will start after school ends in June.



For more information on the Pavement Maintenance Project or Street Maintenance Fees, please contact Public Works at 541-997-4106.

Considerations:

- The Average American car owner incurs an additional \$413 per year in operating costs because of rough road conditions.
- Roads represent one of the largest city-owned investments.
- If we don’t maintain our streets now, the cost to repair them can be up to FIVE times the cost of maintenance.
- In 2014, the annual cost per residence will be equivalent to one or two tanks of gas (approximately \$60).

HOT OIL CHIP SEAL TREATMENT - OAK STREET, 20TH STREET TO 35TH STREET



Budgeting Basics: Budget Season Announced

The City of Florence's Management Staff is busy preparing for the 2014 - 15 Budget Season. The City's adopted budget is a financial plan prepared for one fiscal year and is arguably one of the most important and informative documents city officials will use. The City is required to adhere to the state's local budget law which is a group of statutes that requires the City to prepare and adopt an annual budget that follows a very specific process. As such, the City's adopted budget is a legal document that establishes the authorization to receive and spend money. It presents the estimated costs of expenditures and anticipated revenues that will be available to pay for those expenditures.

Budgeting is actually a cycle, which takes 12 months to complete. The budgeting process is composed of four phases in which the budget is: prepared, approved, adopted, and executed. Preparation of the budget is the first phase of the cycle. Preparing a budget allows a city to look at its needs in light of the funds available to meet those needs. As an Oregon municipality, the City must plan for a balanced budget, meaning that resources and requirements are equal. As designated by the City's Charter the Budget Officer is the City Manager. The Budget Officer along with the Finance Director and other Department Directors develop the proposed balanced budget.



The next phase of the budget cycle is the approval phase, which is performed in the public eye. Oregon Budget Law requires each government to have a budget citizen advisory committee. The City's Budget Committee is tasked with reviewing the budget as proposed by the Budget Officer and to monitor the process to ensure adherence to State Law. The Budget Committee will hold public meetings in April and May where the members have the opportunity to listen to comments and questions from interested citizens. Ultimately the five Budget Committee Members who serve alongside our City Council will approve the City's budget for the fiscal year ending June 30, 2015. When approving the budget, the budget committee must also approve the property tax rate and amounts.

After the Budget Committee has approved the budget, the City Council is scheduled to adopt the budget at a budget hearing to be held prior to the end of the fiscal year (June 30th). The City Council holds a budget hearing to adopt the budget by resolution. At this hearing it is another opportunity for citizen comment and involvement. Lastly, the execution phase is left to the City management to operate City services for the next fiscal year within the financial parameters of the legally adopted budget.

We encourage citizen participation in the budget-making process. Therefore, keep an eye out for meeting notices that will be published in The Siuslaw News and posted on the City's website. The City's 2014-15 Budget Process meeting dates are listed below.

City of Florence 2014-15 Budget Process Meeting Calendar



- March 31: Budget Committee Orientation Meeting
- April 28: Budget Committee Meeting
Budget Message and Proposed Budget Document Presented
- May 12: Budget Committee Meeting
Public Hearing for State Shared Revenues
Opportunity for Citizen Comment
- June 2: Tentative—City Council Public Hearing and Adoption of the 2014-15 Budget



EARTH DAY 2014



GREENER FLORENCE AWARD

Are you or do you know a Florence Area business or service organization that is mindful of its impact on the environment?

**Nominate yourself or another for the
2014 Greener Florence Award!**

The City of Florence wants to support and recognize those businesses and organizations giving that little extra effort to Reduce, Reuse, Recycle or Compost.

The winning nominee will be announced in April 2014
& will RECEIVE:

- *Certificate* signed & presented by the Florence Mayor
 - *Media* promotion & recognition
- *Plaque Inscription* on view in the City Hall lobby

Nomination forms are available under the Business Tab at www.ci.florence.or.us or by contacting Wendy Farley at 541- 997-8237 or wendy.farleycampbell@ci.florence.or.us. The completed nominations must be submitted to Wendy Farley or the Planning Department by April 14, 2014.



Rhododendron Multi-Use Path Project Progressing

MULTI-USE PATH ↔

Almost two years after the Florence City Council approved a resolution (No. 25, Series 2012) accepting a Transportation Enhancement (TE) Grant from the Oregon Department of Transportation (ODOT) for a multi-use path, the project is coming closer to reality. The multi-use path project, which will be located along the east side of Rhododendron Drive from 9th to Wildwinds, was one of 15 ODOT had approved for TE funds during fiscal years 2011-2014 and was added to the Statewide Transportation Improvement Program (STIP) with funds available upon completing the required project scoping and programming steps.

The TE program provides federal highway funds for projects that strengthen the cultural, aesthetic or environmental value of a transportation system, with ODOT administering the funding. ODOT will pay about 90 percent of the path's total cost with the City's share coming from our local street preservation funds.

A project kick-off meeting with representatives from ODOT, City of Florence, OBEC Consulting Engineers and Branch Engineering was held in September, 2013. Since this time, the engineering team has gathered survey data and developed drawings indicating where property lines, right-of-ways and utilities (underground and overhead) are located within the project limits.

In January, the City received the first preliminary layout drawings which shows the location of the multi-use path in relation to the existing street, stormwater treatment options and retaining wall locations. Preliminary construction cost estimates were also provided. City and ODOT staff met with the engineering team, and after thorough review of the retaining walls and their associated costs, recommended the elimination of the majority of the walls. In addition, City staff requested that the engineering team provide several different scenarios for the project including the use of alternate materials for the path itself. Cost estimates before the elimination of the retaining walls were more than \$2 million. With the elimination of the majority of retaining walls and the use of hot mix asphalt concrete for the multi-use path, the estimated project costs were brought down to \$927,700, allowing us to construct the project from 9th to Wildwinds along Rhododendron Drive.

The project will address stormwater quality and quantity through the use of a stormwater swale that will run parallel

with Rhododendron Drive and will be situated between the road and the multi-use path, but will provide a buffer between the street and the multi-use path. For more information on the Rhododendron Drive Multi-Use Path Project, contact Public Works at 541-997-4106.



Image is representative of the project, but not an actual depiction. Photo courtesy of <http://news.stanford.edu/>.



From left to right: Councilor Joe Henry, Councilor Brian Jagoe, Mayor Nola Xavier, Councilor Suzanne Roberts, Councilor Joshua Greene

Visit the City of Florence online at www.ci.florence.or.us

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Megan Messmer
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MISSION STATEMENT

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.

City Calendar

For more information about meetings (days marked in yellow), contact City Hall at 541-997-3437. For information on events & concerts (days marked in blue), contact the Florence Events Center at 541-997-1994.

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Home & Garden Show FEC 11am-3 pm
2 Home & Garden Show FEC 11am-3 pm	3 City Council Meeting 7 pm	4	5	6	7 Chamber Orchestra Kremlin FEC 7 pm	8
9	10	11 Planning Commission City Hall 7 pm	12	13 PTA Talent Show FEC 7 pm	14 PTA Talent Show FEC 7 pm	15 Yard Debris Disposal Day 27th St 9 am - 2 pm
16	17 City Council Meeting 7 pm	18	19	20 EMAC Mtg. 2 pm Siuslaw School Dist. Choirs FEC at 7 pm	21	22
23	24	25 Planning Commission City Hall 7 pm	26 TAC Mtg. 1:30 pm ... FURA 6:30 pm	27	28	29 Glenn Miller Orchestra FEC 7 pm
30	31 Budget Committee Orientation 6 pm					