



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>.

October 17, 2022

AGENDA

5:30 p.m.

Councilors:

Joe Henry, Mayor
Woody Woodbury, Council President Sally Wantz, Council Vice-President
Bill Meyer, Councilor Rob Ward, 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/764560130395882508>

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 at www.ci.florence.or.us/council/request-address-city-council-speakers-card.

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

PRESENTATIONS & ANNOUNCEMENTS

- Support Your Local Chamber of Commerce Day Proclamation
- Employee Recognitions
 - Employee Introductions
 - Years of Service Recognitions
 - Retirements

Lindsey White
City Recorder

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.*

ACTION ITEMS

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

2. INTERNAL CONTROL POLICY

Consider approval of Resolution No. 32, Series 2022, a Resolution adopting the City of Florence's Internal Control Policy.

Anne Baker
Administrative
Serv. Director

3. ALLOWABLE COSTS POLICY

Consider approval of Resolution No. 33, Series 2022, a Resolution adopting the City of Florence's Allowable Costs Policy.

Anne Baker
Administrative
Serv. Director

4. ROLLING DUNES PARK IMPROVEMENTS PROJECT GRANT ACCEPTANCE

Consider approval of Resolution No. 34, Series 2022, a Resolution authorizing the City of Florence, Oregon to accept a land and water conservation grant in the amount of \$156,500 from the Oregon Parks and Recreation Department for the Rolling Dunes Park Improvements Project.

Mike Miller
Public Works
Director

CONSENT AGENDA

5. ANNUAL CITY MANAGER EVALUATION PROCESS AND TIMELINE

Consider approval of the annual evaluation process and timeline for City Manager Erin Reynolds.

Alex Ferguson
*Human Resource
Manager*

6. THE GREEN ROOM AND THE PLAYHOUSE LIQUOR LICENSE

Consider recommendation of approval to the Oregon Liquor Control Commission (OLCC) for a liquor license for Sapp's Express, LLC doing business as The Green Room and The Playhouse located at 308 Laurel Street.

Lezlea Purcell
Finance Manager

7. CITY COUNCIL MEETING MINUTES

Consider approval of the meeting minutes for the September 12, 2022 Regular Session and October 3, 2022 Regular Session.

Lindsey White
City Recorder

REPORT & DISCUSSION ITEMS

8. QUARTERLY FINANCIAL STATEMENTS

Report on the City of Florence financials for the period ending September 30th, 2022.

Anne Baker
*Administrative
Serv. Director*

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

- September Committee, Commission & Volunteer Reports

10. DEPARTMENT DIRECTOR UPDATES

Management
Team

11. CITY MANAGER REPORT & DISCUSSION ITEM

Erin Reynolds
City Manager

12. 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
November 7, 2022	4:00 p.m.	City Council Executive Session
	5:30 p.m.	City Council Meeting
November 21, 2022	10:30 a.m.	City Council Work Session
	5:30 p.m.	City Council Meeting
December 12, 2022	4:00 p.m.	City Council Executive Session
	5:30 p.m.	City Council Meeting

UPDATED PUBLIC MEETINGS PROCEDURES

The October 17, 2022 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 (October 17, 2022 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 the Florence Events Center 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 (October 17, 2022 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>.