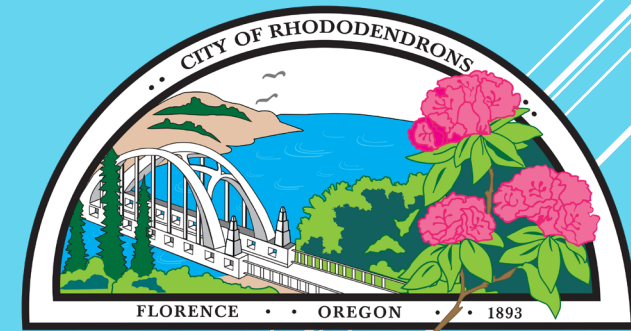


WELCOME TO THE VIDEOCONFERENCE WORK SESSION OF THE FLORENCE CITY COUNCIL



City of Florence
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Given recent COVID-19 guidance from the Governor, the Florence City Council meetings shall be held via videoconference using the GoToWebinar platform and shown live on Cable Channel 191 and online at www.ci.Florence.or.us/citymanager/public-meetings-live.

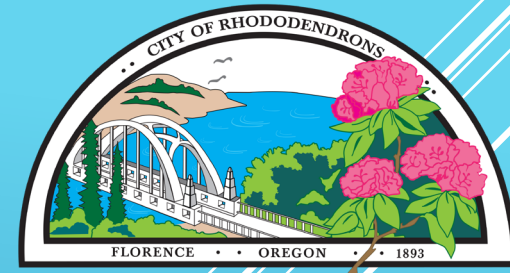
Work Session do not allow time for public comments. Public comment periods are provided at City Council regular sessions which are generally held on the 1st and 3rd Mondays of each month beginning at 5:30 p.m.

For the latest City Council meeting calendar, visit the City of Florence website at www.ci.florence.or.us/calendar.



City Council Work Session | January 24, 2022

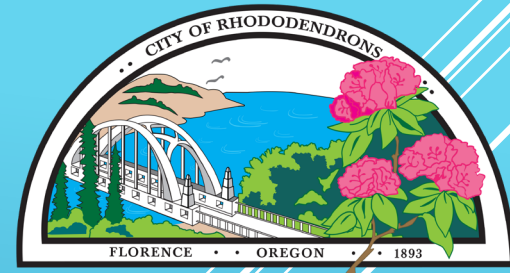
DISCUSSION TOPICS



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- **RHODODENDRON DRIVE CONSTRUCTION PROJECT UPDATE: STAFF WILL PROVIDE AN UPDATE ON THE RHODODENDRON DRIVE CONSTRUCTION PROJECT FROM WILDWINDS ST. TO 35TH ST.**
- **COUNCIL FILLING VACANCY PROCESS: REVIEW AND DISCUSS PROCEDURES FOR FILLING THE VACANT CITY COUNCIL POSITION.**

DISCUSSION TOPIC #1

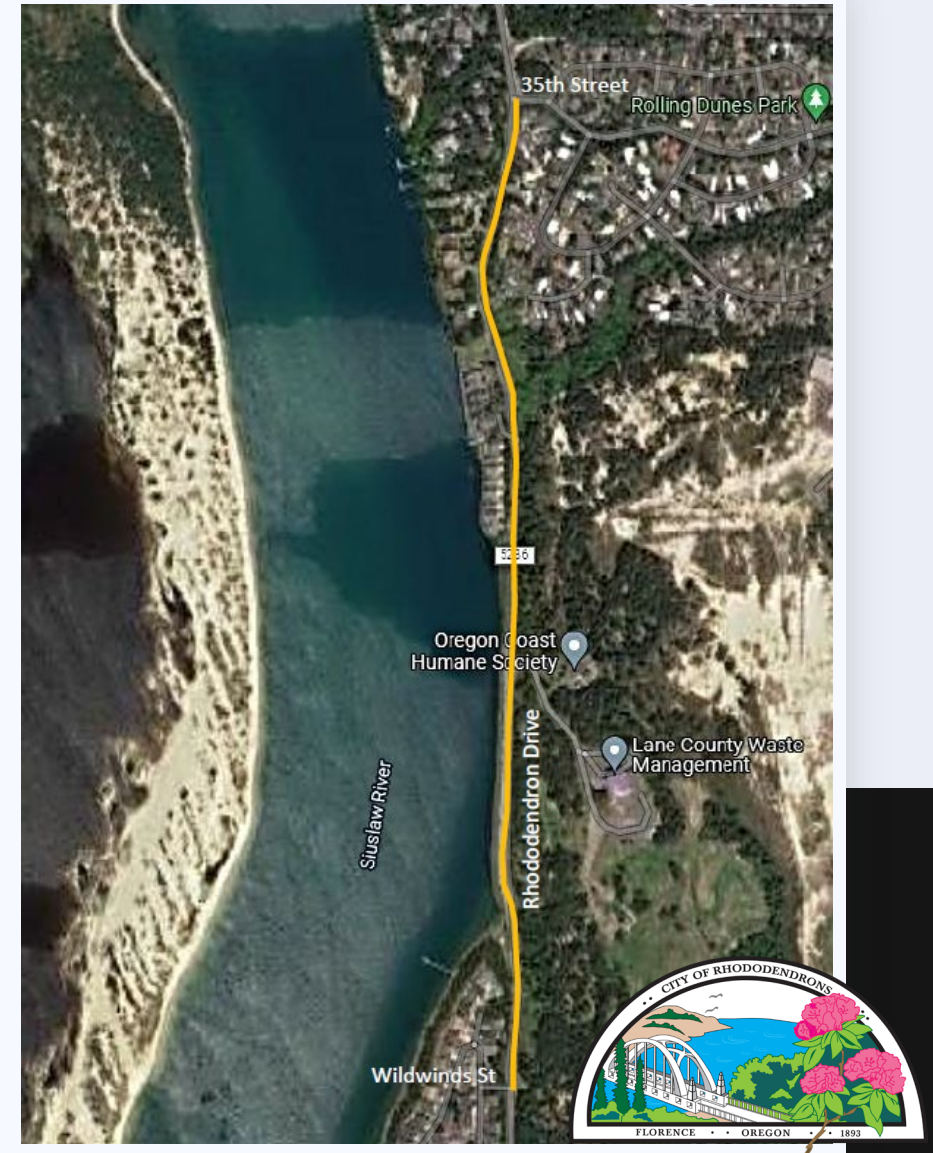


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RHODODENDRON DRIVE CONSTRUCTION PROJECT UPDATE

RHODODENDRON DRIVE ROADWAY IMPROVEMENTS, PHASE 3

CITY OF FLORENCE PUBLIC WORKS
MIKE MILLER, DIRECTOR



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PROJECT BACKGROUND

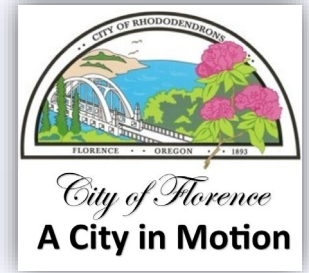
Originally Coast Guard Road

Renamed to Rhododendron Drive in 1967

Roadway section consists of two 11 foot travel lanes, 2-3 foot shoulders, and pullout along the Siuslaw River

Rhododendron Drive classified as minor arterial

- Provides parallel route to Hwy 101
- Population in corridor is >6,000



PROJECT BACKGROUND CONTINUED

1995 Transportation System Plan

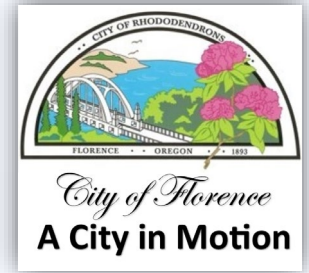
- Identifies need for 5-foot bicycle lanes
- Scenic route for coast highway bicyclists

1997 Florence Trails Plan

Florence Realization 2020 Comprehensive Plan

2002 Transportation System Plan

- Develops desirable street characteristics based on street classification



2002 TRANSPORTATION SYSTEM PLAN

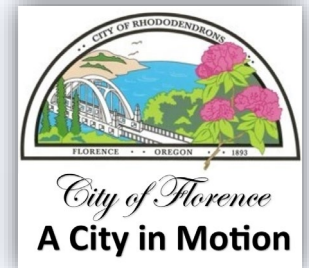
Typical street cross section for minor arterials

- 2- 12-foot travel lanes and 14-foot center turn lanes
- 2 – 6-foot bicycle lanes
- 2 – 5-foot sidewalks

Scenic Drive designation

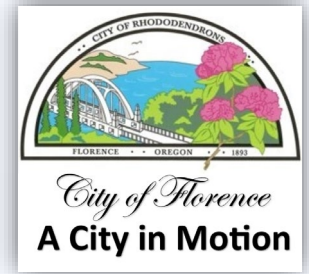
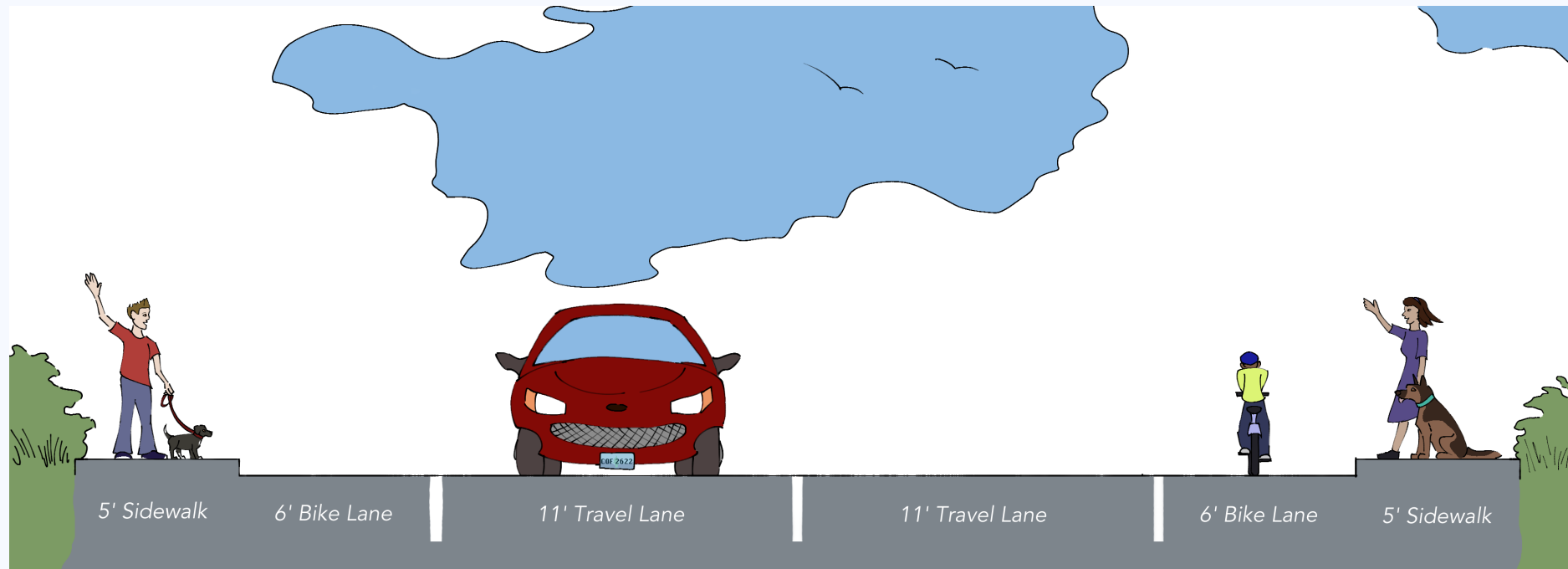
Narrow street section

No sidewalks and no center turn lane



COMMUNITY REQUESTS SIDEWALKS

After 2002 Transportation System Plan is adopted, area residents request that sidewalks be included.



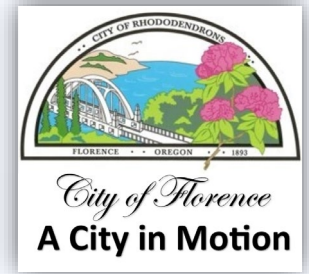
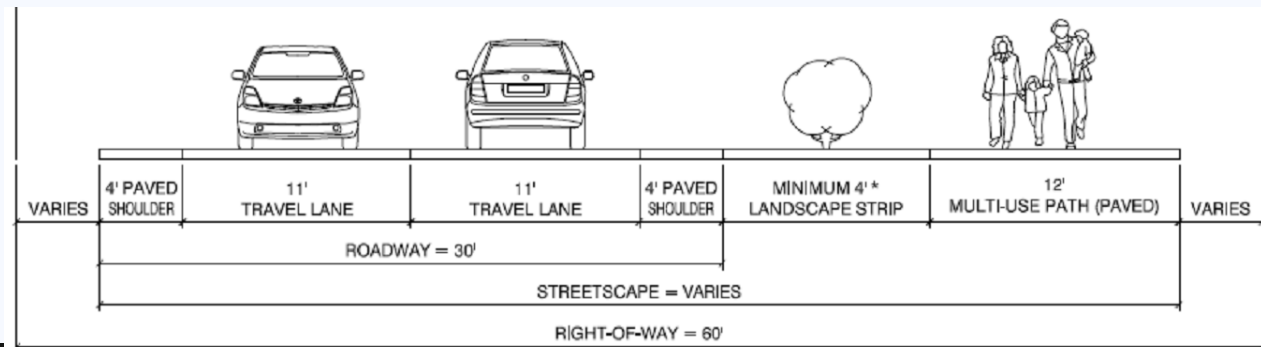
2007 RHODODENDRON DRIVE INTEGRATED TRANSPORTATION PLAN (RITP)

New planned development along Rhody Drive

Desire for sidewalks along with bike lanes

What is the community vision for Rhody Drive?

Planning is funded through a Transportation Growth Management grant in 2006



2012 TRANSPORTATION SYSTEM PLAN

Identifies 61 projects

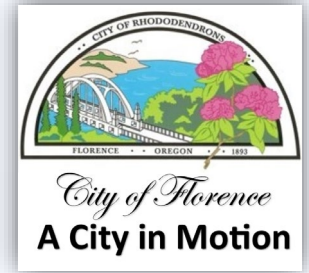
\$35.2 million (2012 dollars) in improvements

16 projects prioritized and ranked by City Council

Rhododendron Drive Multi-use Path selected as #1 priority
(9th to Wildwinds)

#2 priority Wildwinds to 35th Street

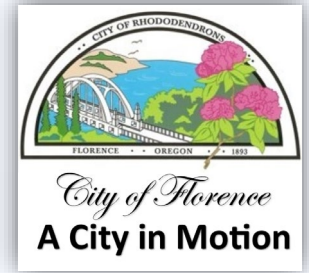
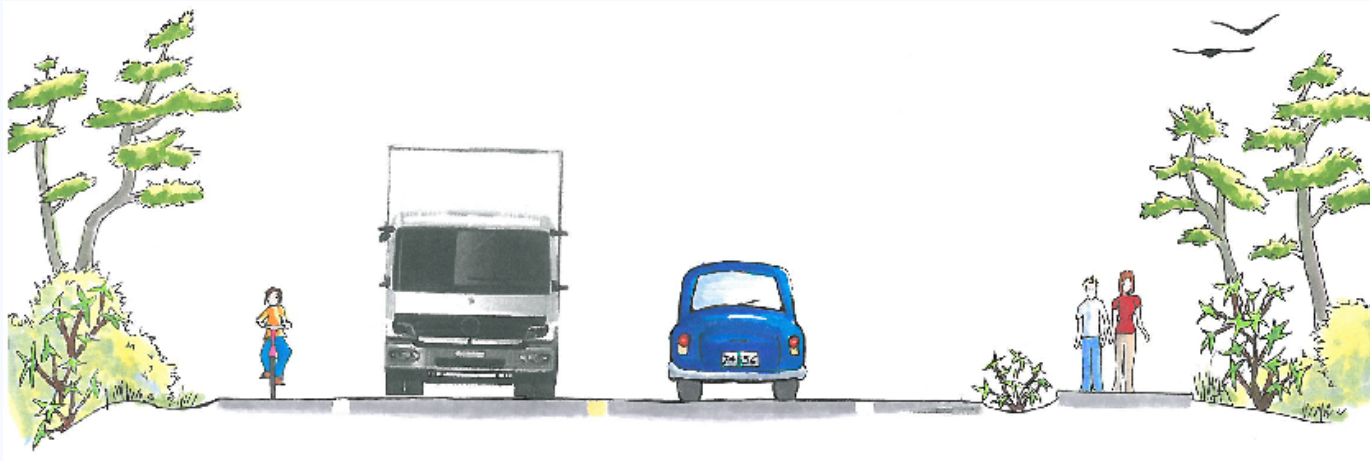
City awarded 2012 Transportation Enhancement Grant



2014 RHODODENDRON DRIVE 9TH - WILDWINDS

August 2014 City Council receives community input regarding the original proposal of a separated 10-foot multi-use path

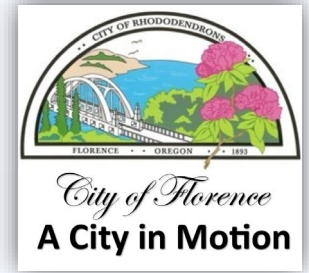
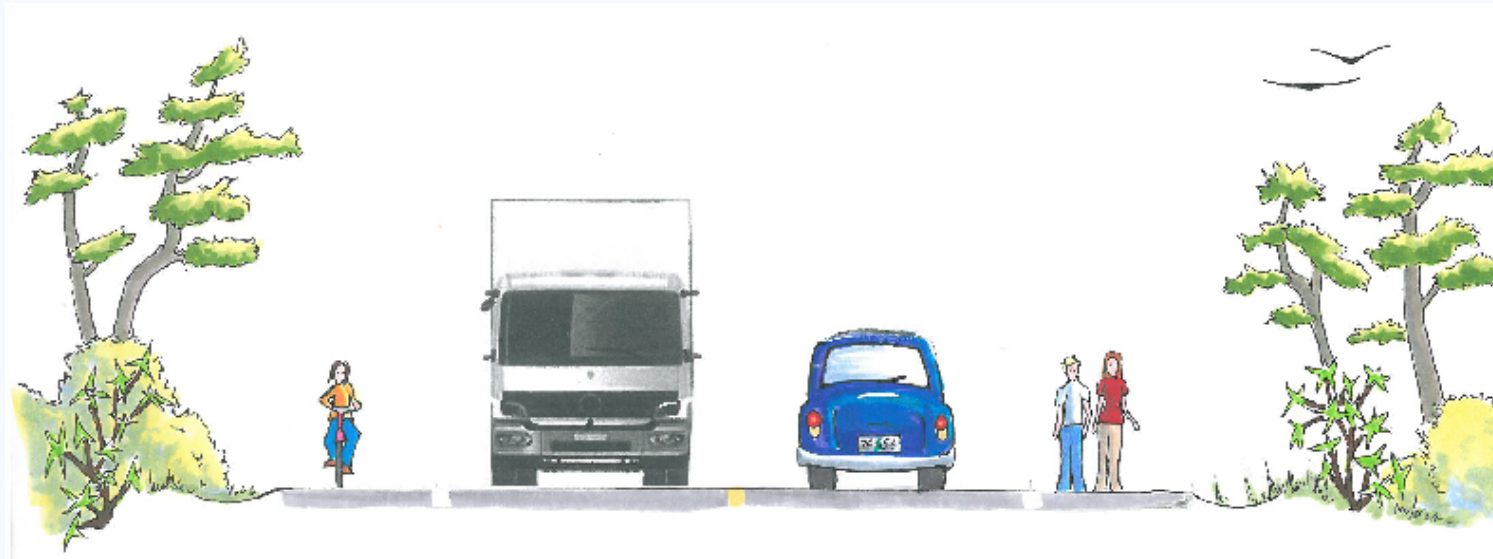
City conducts additional project open houses



2014 RHODODENDRON DRIVE 9TH - WILDWINDS

Option 2 is selected for construction

Construction completed in 2016

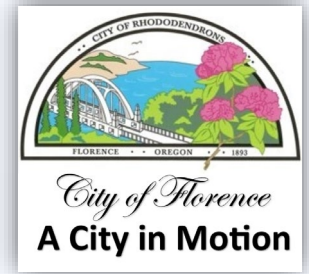
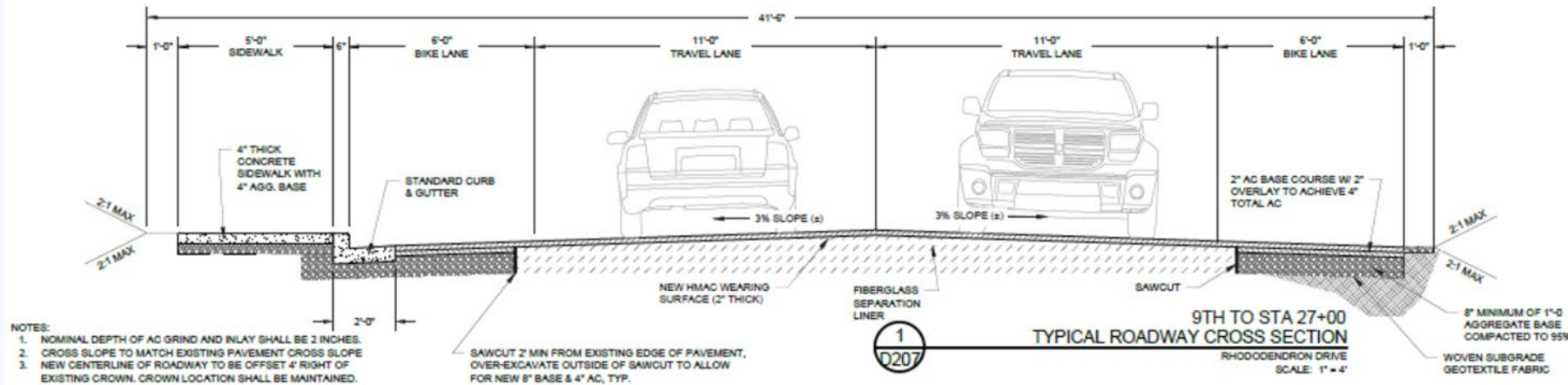


RHODODENDRON DRIVE, PHASE 2 PROJECT

Project area is 9th to Hwy 101

Improvements consistent with 2012 TSP

Construction 2016-2017

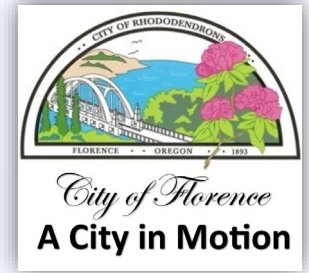


RHODODENDRON DRIVE ROADWAY IMPROVEMENTS, PHASE 3

RH2 Engineering hired in August 2019 to complete preliminary engineering

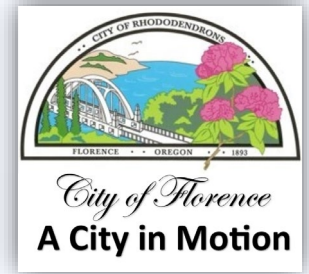
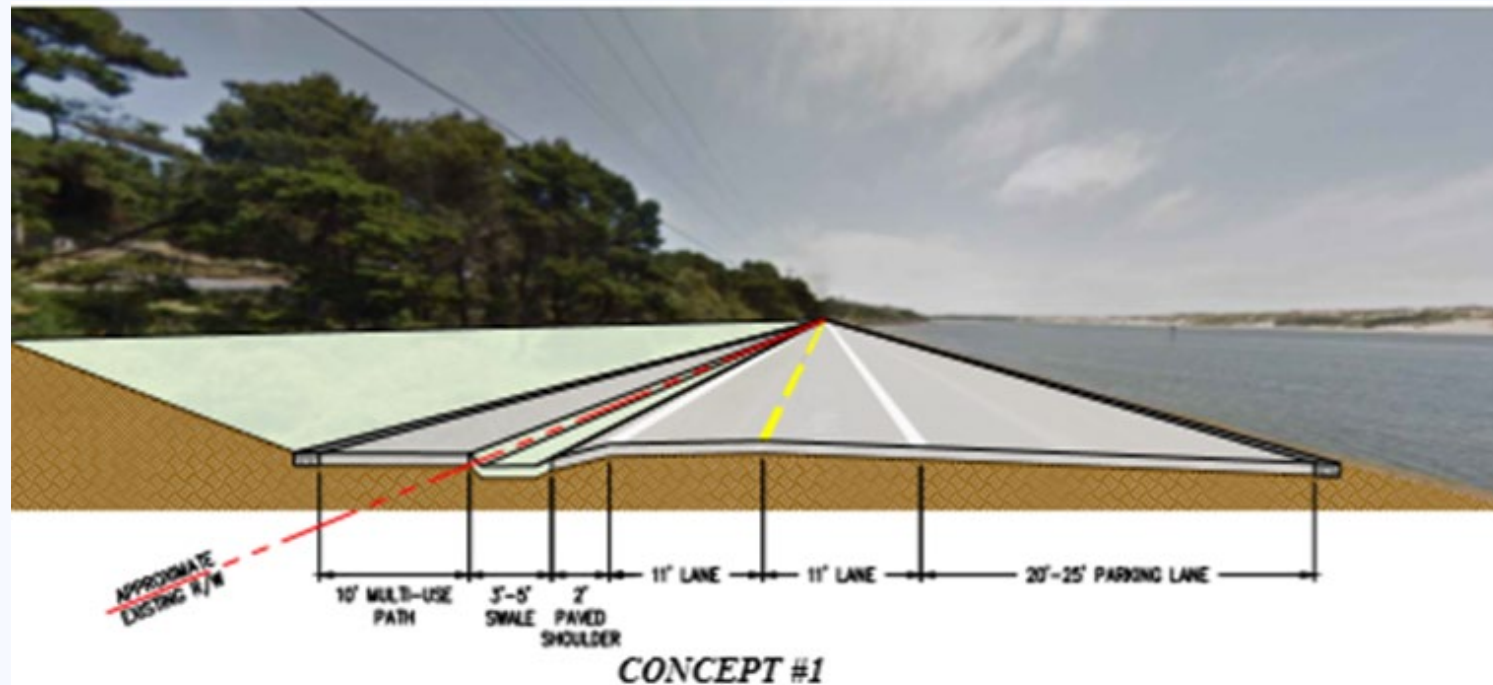
- Preliminary design concepts:

- ✓ Shift the roadway section to the east with a separated 10-foot multi-use path on the east side of roadway.
- ✓ Place the multi-use path along the west side of the existing roadway, incorporating a 10-foot multi-use path along the rivers edge separated from the parking area by a vegetated swale.
- ✓ Shift the roadway section to the east with curb/gutter and raised multi-use path which will require additional engineering to manage stormwater run-off from the pavement section.



RHODODENDRON DRIVE ROADWAY IMPROVEMENTS, PHASE 3

Preferred Design – shift roadway to east with separated 10-foot multi-use path

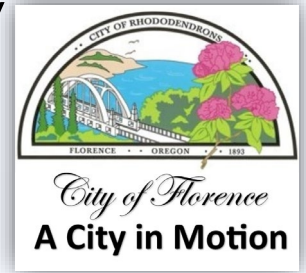


PROJECT OVERVIEW

May 2020 – Engineering Service Contract with RH2 for \$288,929

Realignment of Rhododendron Drive near the river

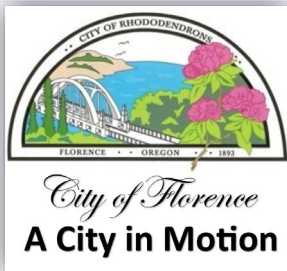
- Settlement issues along riverbank
- Improve parking area along river
- Improve sight vision clearances where possible
- Requires Right-of-Way acquisition – primarily from Lane County



PROJECT OVERVIEW

Utility Improvements and Replacements

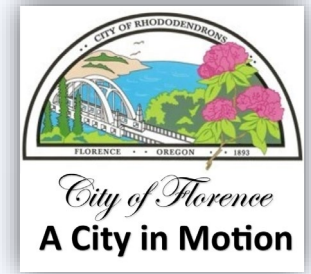
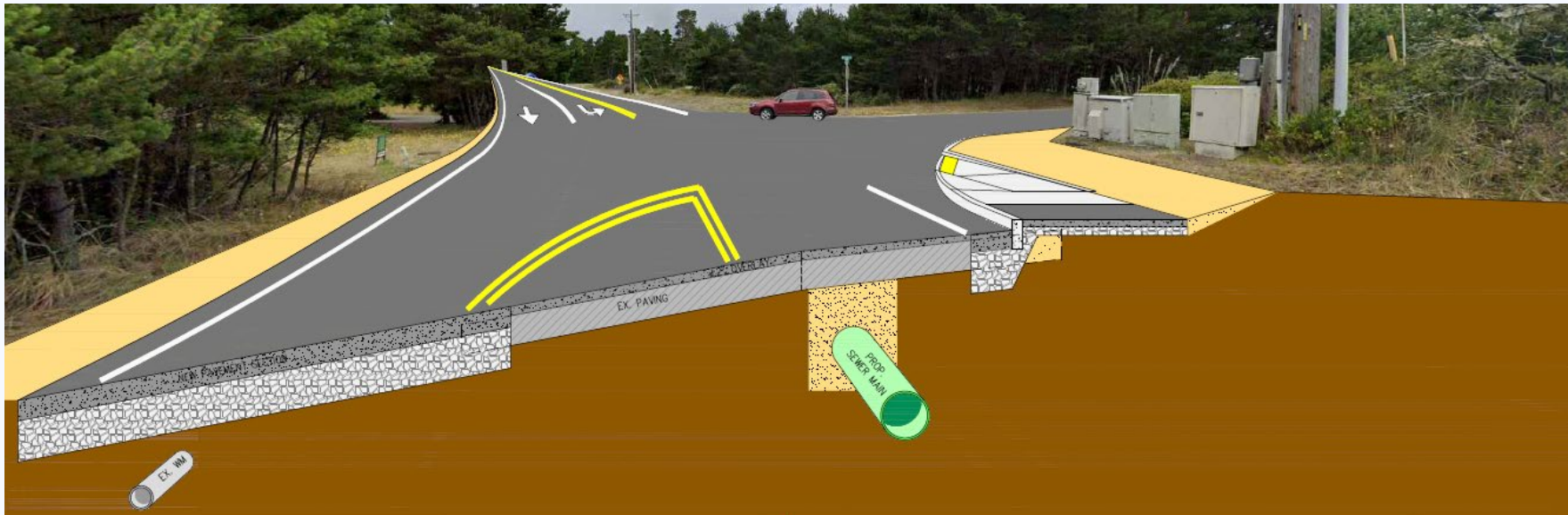
- Continue previous Rhododendron Drive Sewer improvements
- Replace existing Asbestos Cement water main with new C900 from Marine Manor to Wildwinds

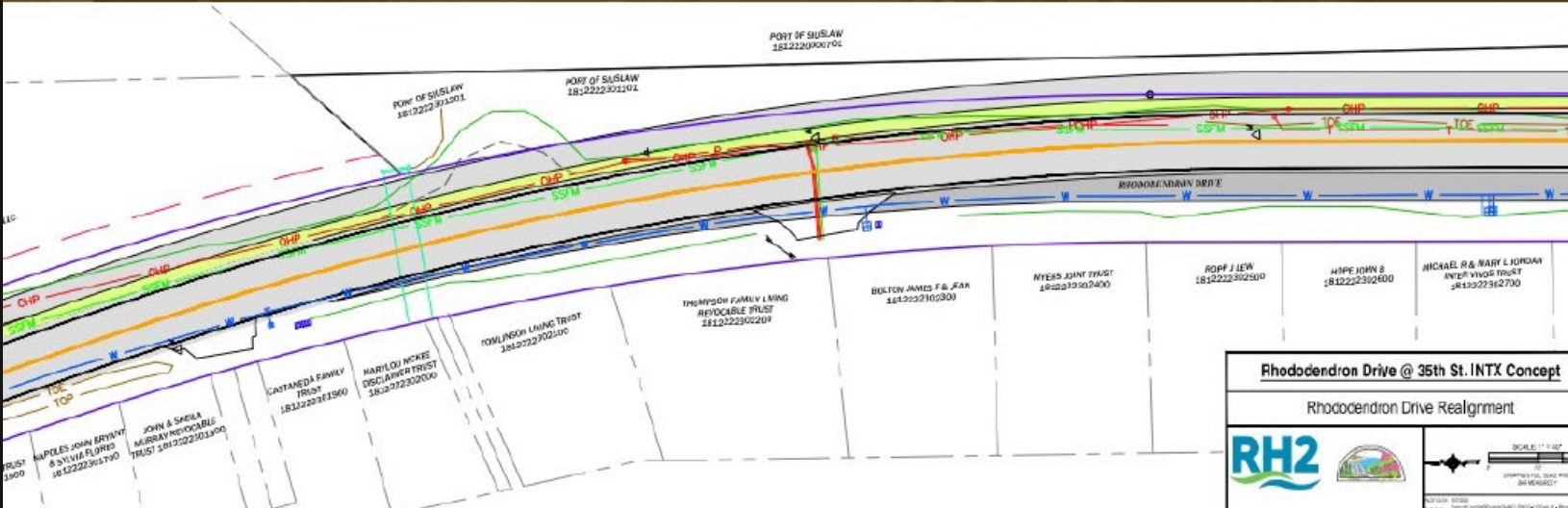


CONCEPTS

Upgrade 35th & Rhododendron Intersection

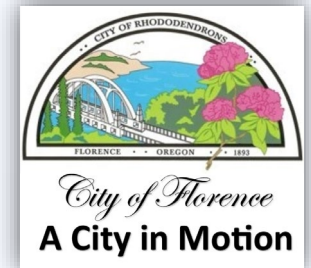
- In conjunction with Rhododendron Arbor
- Work in progress

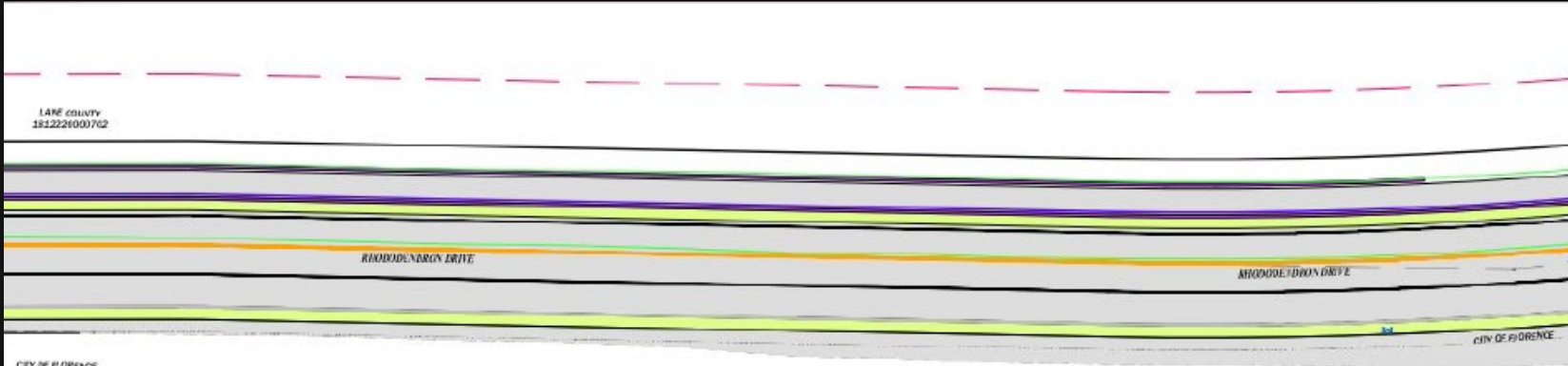




CONCEPTS

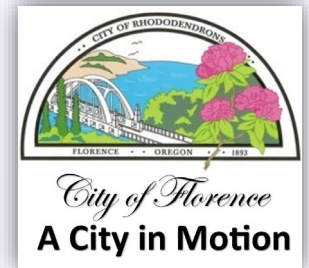
Rhododendron at Marine Manor

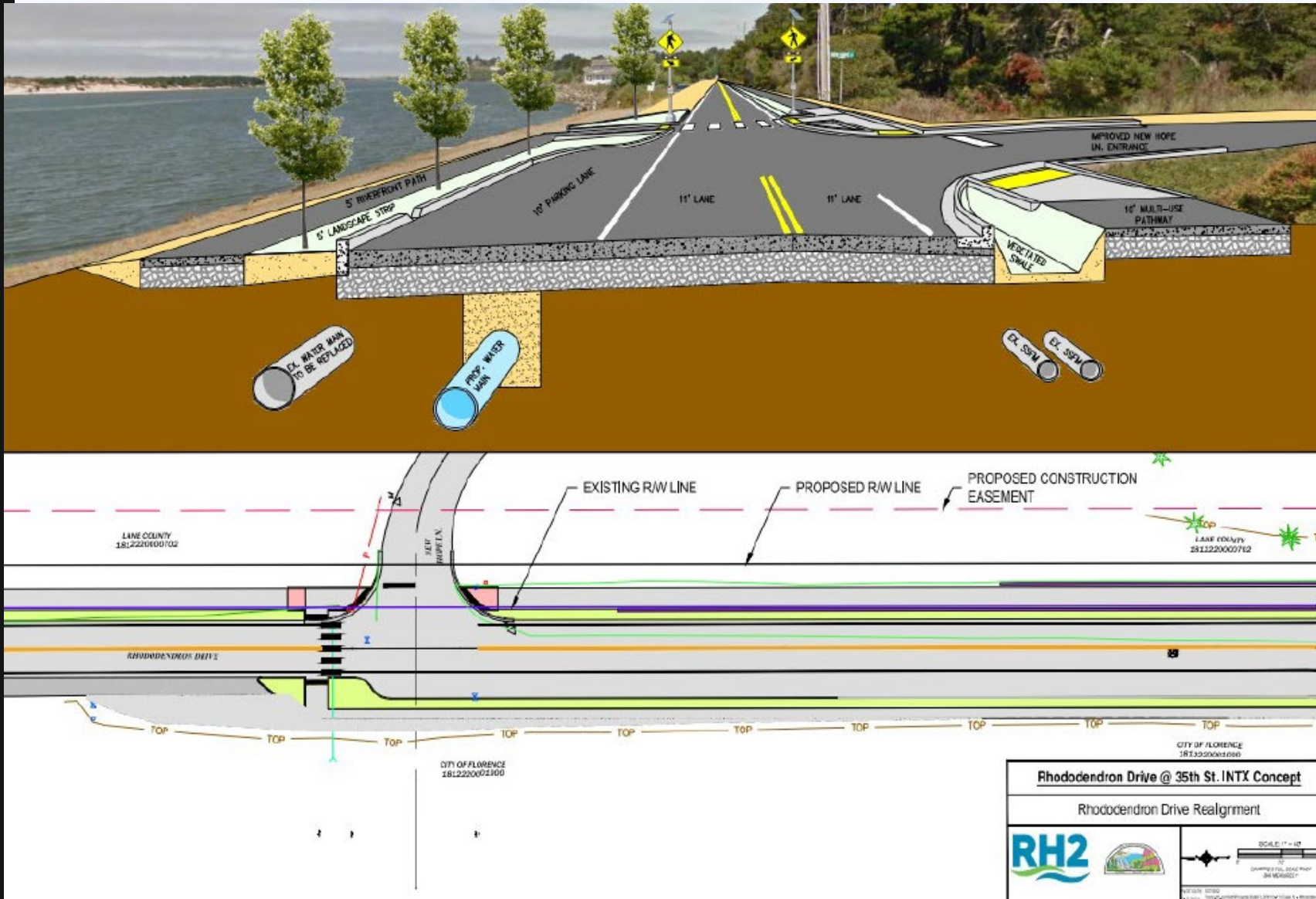




CONCEPTS

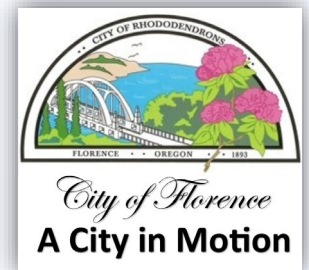
Rhododendron Retaining Wall

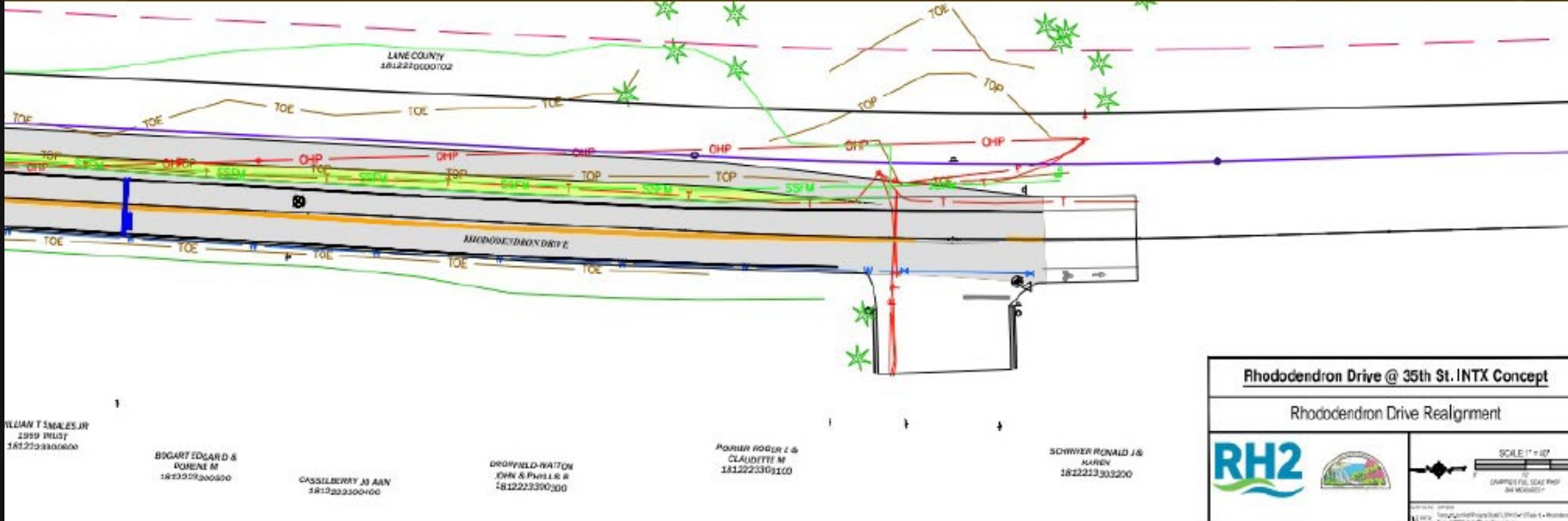




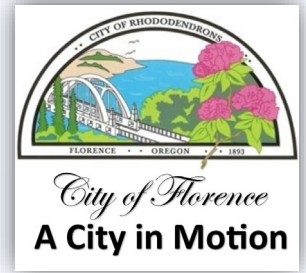
CONCEPTS

Rhododendron at New Hope





Rhododendron at Wildwinds



PROJECT COST ESTIMATE AND SCHEDULE



Cost Estimate

Approximately \$6.5 million

Right-of-way

- Spring 2022

Utility Relocation

- Spring '22 to Summer '22

Project bid/award

- Early summer 2022

Construction

- Late Summer '22 – Spring '24

FISCAL IMPACT



Currently in the budget:

Streets \$3.85 million (includes funds for extension of multi-use path

Wastewater \$500,000

Water \$400,000

Total available \$4,750,000

Our engineers and City staff believe that the project can qualify for \$3 – 3.5 million in grants

RELEVANCE TO ADOPTED CITY WORK PLAN



City Service Delivery

Improve
Maintain
Enhance

Infrastructure

Livability & Quality of Life

Efficient
Effective
Sustainable

Service Delivery

Economic Development

Capital
Investment into
Water & Streets
System

Community
Needs,
Development &
Investment

Communication & Trust

Strengthen
Trust
Cooperation

Citizens

Financial & Organizational Sustainability

Support
Current Needs
Future Needs

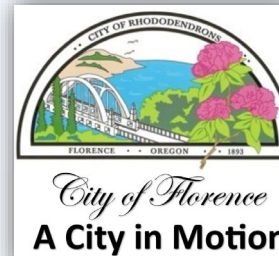
Construction
Infrastructure

thank you!

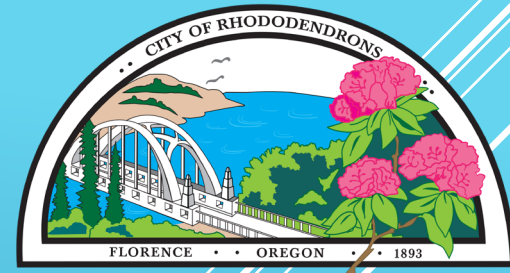


Rhododendron Drive Roadway Improvements, Phase 3

Mike Miller | City of Florence Public Works



DISCUSSION TOPIC #2



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COUNCIL VACANCY FILLING PROCESS

CITY COUNCIL VACANCY FILLING PROCESS

Review and consider the application and appointment process and related timeline for filling the vacant City Councilor position

February 7, 2022
City Council Work Session



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COUNCIL DECISION POINTS FOR THE VACANT POSITION

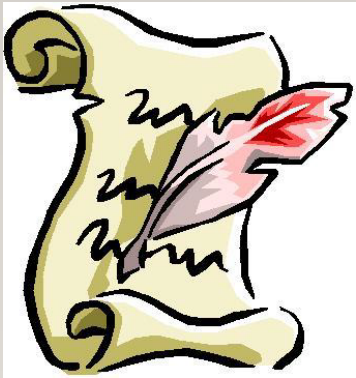
- Application Process & Timeline
- Selection Process & Timeline
- Interview Questions and Structure
- Review Staff Recommendation: Created in coordination with other municipalities and our legal counsel:
 - Many steps not legally mandatory per City Charter - recommended to the City and Council in making a good, credible, and defensible decision
 - Any and all of the recommendations are up for discussion and potential changes



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CITY CHARTER

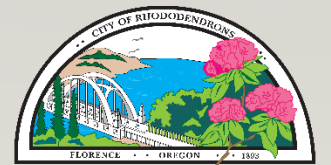
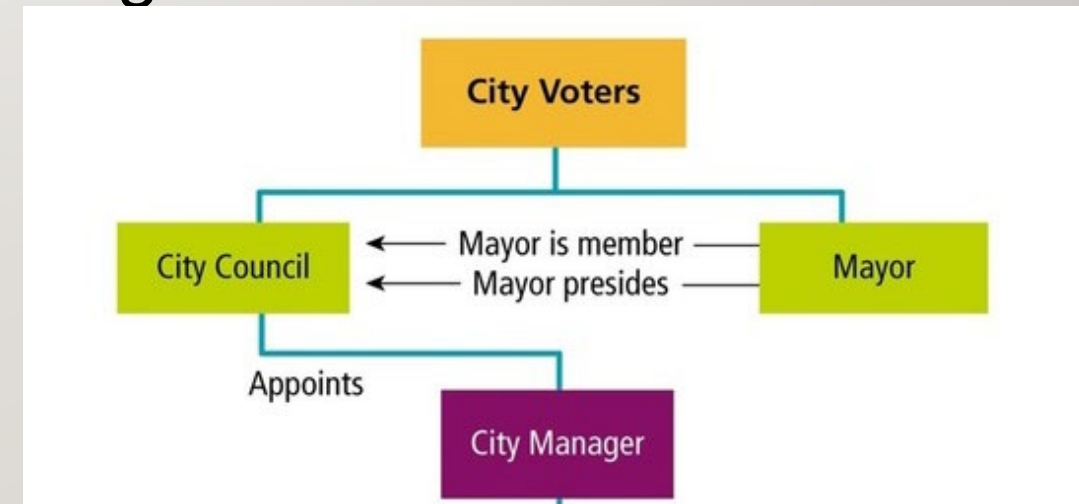
- Section 28 of Florence City Charter....
 - Vacancies on the Council are filled by appointment of the remaining Council members (Majority Vote)
 - In this case – the new appointee would fulfill the remainder of the vacated term December 31, 2022
 - This position is up for election this year in the General Election – November 8, 2022
 - Two qualifications:
 - Be a qualified elector
 - Lived in the City Limits for at least one year before the General Election date



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WHAT TO KNOW BEFORE APPLYING

- Florence operates under a Council – Manager form of government
- Required time commitment
 - Two regular City Council Meeting (1st & 3rd Mon.)
 - Two Work Sessions each month
 - Executive Sessions as needed



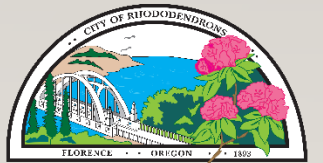
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WHAT TO KNOW BEFORE APPLYING



City Council Job Description: The Governing Body of the City

- Responsible for passing of...
 - laws,
 - fees,
 - policies,
 - budget
- ▶ Establishes Overall Vision for Organization
- ▶ Responsible for the appointment & supervision of the City Manager and Municipal Court Judge Positions



RECOMMENDED PROCESS STEPS WITH TIMELINE



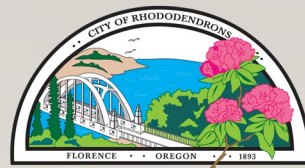
1. Open Application Period – February 10th
 - Application will be available online, at City Hall, and media notices sent
2. Review Candidates & Perform Interviews:
 - Application Deadline (February 23rd)
 - Council reviews submitted applications (February 25th – 28th)
 - Interviews the applicants at special meetings (Invite week of March 1st with interviews to be held March 7th)
3. Deliberation, Vote & Appointment:
 - Council deliberation, vote and action at a Council meeting (March 21st or at Special Meeting)
 - Choose date for special meeting(s) (to be scheduled)
4. New Councilor's First Meeting & Oath of Office:
 - Oath of Office at a Council Meeting (April 4th)
 - New Councilor receives orientation & begins at future Council meeting



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STEP ONE: APPLICATION PERIOD

- Application Period Open (Recommended approximately 2 weeks)
 - Ensure distribution of information through local media channels
 - Allows applicants time to make a decision whether or not to apply and to submit application
- Public Communication
 - Public Service Announcements to local media
 - City Website
 - Social Media



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STEP ONE: APPLICATION PERIOD

- Applications submitted to City Recorder
 - Will coordinate with applicant to determine interview time (if applicable)
 - Will compile applications received and submit to Council after completion of recruitment period
- Finalize Application – for discussion at work session
 - Information for potential applicants,
 - Requirements for the position,
 - Application with basic information, and
 - Proposed supplemental questions



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STEP TWO: REVIEW CANDIDATES & PERFORM INTERVIEWS

- Applicants apply and submit application to the City Recorder
- City Staff will submit applications to Council for their review (for discussion)
 - If three or less eligible candidates, interview all
 - If four or more eligible candidates, hold special meeting for City Council to discuss and determine who to interview
- Council Reviews Applications & Performs Interviews (for discussion)
 - Direct Staff to schedule interviews – these interviews are a public meeting
 - Determine questions to be asked
 - Potential Interview Process
 - 6 questions – 4 to 5 minutes per question. Approximate interview time 30 minutes.
 - More / Less time can be allocated based on Council's determination.
 - How much time does the Council wish to talk with applicants prior to decision?
 - Determine who asks what questions (see recommended questions on next slide)



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STEP TWO: REVIEW CANDIDATES & PERFORM INTERVIEWS

- **Draft Interview Questions** (for discussion)
 1. What unique skills, experience or qualifications could you bring to the City Council position?
 2. What do you perceive to be the most positive issue and the most negative issue for Florence?
 3. Please tell us about your involvement in community or civic activities.
 4. What do you believe to be the top concerns of the business community and what role does local government participate in that?
 5. What are your ideas for improving the livability for the citizens of Florence?
 6. Do you have any comments you would like to mention or do you have any questions of us?

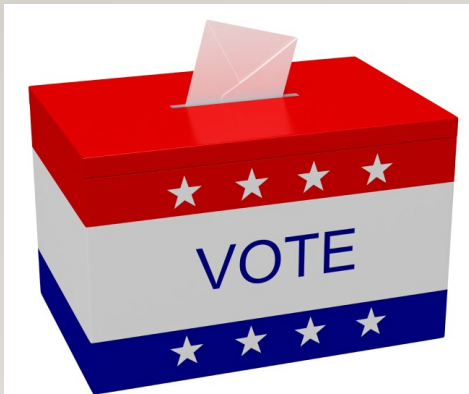


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STEP THREE: DELIBERATION, VOTE & APPOINTMENT

After Review of Applicants and Interviews:

- During a City Council meeting, Council would deliberate & vote on appointment:
 - Paper ballots – allow Council opportunity to vote in fair & impartial manner
 - Votes made on paper ballot by Council and are then read by City Recorder
 - Tie Votes: Council may...
 - Continue to deliberate & vote again via paper ballot
 - Elect to perform follow up interviews with candidates



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STEP FOUR: NEW COUNCILORS FIRST MEETING & OATH OF OFFICE

After Vote on Appointment:

- New Councilor Orientation by Staff & Mayor
- Oath of Office & First Meeting



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POTENTIAL TIMELINE

	Recommended
Determine Application, Interview & Appointment Process	February 7 th City Council Meeting
Applications Open and Public Communication Begins	February 10 th
Review Applications (Suggested deadline to apply February 23 rd)	February 25 th to 28 th If necessary hold Special Meeting February 28 th to determine who will be interviewed
Perform Interviews	Special Meeting - to be determined (TBD) Suggested date: March 7 th
Deliberation, Vote & Appointment	City Council Meeting March 21 st (or TBD)
New Councilor's First Meeting	City Council Meeting April 4 th (or TBD)



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COUNCIL DECISION POINTS:

Discuss, make changes & approve application process and timeline, including:

1. Application Process & Timeline
2. Interview Questions & Content
3. Set dates

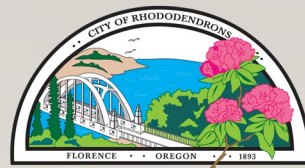


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COUNCIL POTENTIAL DISCUSSION POINTS:

POTENTIAL DISCUSSION ITEMS (NOT LIMITED TO):

- Interviews:
 - Should the Council perform interviews on all, some or none of applicants?
(Recommended perform interviews on at least some)
 - How many interviews would the Council like to perform?
 - Interview Questions, time estimates, etc.
- Voting Procedure: Paper Ballots
- Schedule:



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Florence City Council Calendar - 2022

February

M	Tu	W	Th	F	Sa/Su
	1	2	3	4	5 & 6
7 Council Work Session - <i>Tentative</i> Council Meeting	8	9	10 Open Application & Public Comm.	11	12 & 13
14	15	16	17	18	19 & 20
21 President's Day Holiday Council Work Session - Cancelled Council Meeting - Cancelled	22	23 Application Deadline	24	25 Compile and send to City Council for review	26 & 27
28 IF needed... Special Meeting to review applications					

March

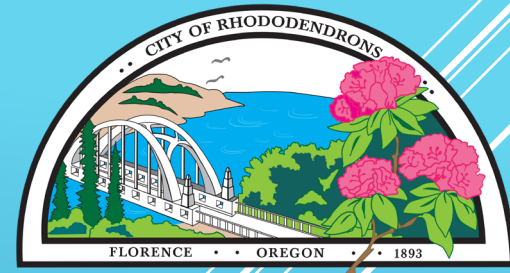
M	Tu	W	Th	F	Sa/Su
	1	2	3	4	5 & 6
7 Interviews Council Meeting	8	9	10	11	12 & 13
14	15	16 City Management Spring Conference	17	18	19 & 20
21 Discuss, Deliberate, Appoint new Councilor Council Meeting	22	23	24	25	26 & 27
28	29	30	31		

April

M	Tu	W	Th	F	Sa/Su
4 New Councilor's First meeting - Oath of Office Council Meeting	5	6	7	8	9 & 10

DISCUSSION TOPICS

REVIEW OF UPCOMING AGENDA ITEMS



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5 MINUTE BREAK – COUNT DOWN TIMER

2 Minutes Left

1 Minute Left

30 Seconds Left

Time is Complete

10 MINUTE BREAK – COUNT DOWN TIMER

2 Minutes Left

1 Minute Left

30 Seconds Left

Time is Complete