



City of Florence
A City in Motion

**City of Florence Council
 Regular Session**

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/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 as soon as practicable after the meeting.
- To be notified of City Council meetings via email, please contact City Recorder Kelli Weese at kelli.weese@ci.florence.or.us.

November 21, 2016

AGENDA

6:00 p.m.

Councilors:

Joe Henry, Mayor

Joshua Greene, Council President
 Susy Lacer, Councilor

Ron Preisler, Council Vice-President
 George Lyddon, Councilor

With 48 hour prior notice, an interpreter and/or TDY: 541-997-3437, can be provided for the hearing impaired.
 Meeting is wheelchair accessible.

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

6:00 p.m.

INTRODUCTIONS

- Brandon Ott – Sergeant
- Jesse Dolin – Economic Development Catalyst

PRESENTATIONS

- Commander Pitcher Patriotic Employer Award
- Veterans Day Parade Video
- Departmental Website Updates

1. APPROVAL OF AGENDA

Joe Henry
 Mayor

2. PUBLIC COMMENTS

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

Joe Henry
 Mayor

CONSENT AGENDA

3. APPROVAL OF MINUTES

Consider approval of the Council regular session meeting minutes of November 7, 2016.

Kelli Weese
 City Recorder

4. AMERICAN MARKET LIQUOR LICENSE

Consider approval of the new outlet liquor license for American Market to be located at 2515 Hwy 101.

Kelli Weese
 City Recorder

ACTION ITEMS

The Mayor will provide opportunity for the public to offer comments on action items after staff has given their report and if there is an applicant, after they have had an opportunity to speak.

5. ENGINEERING CONTRACT FOR HWY 126

Consider accepting the proposal with RH2 Engineering, Inc and authorizing the City Manager to proceed with the contract in the amount of \$87,422 for engineering and design services for Hwy 126 water and wastewater improvements.

Mike Miller
 Public Works Dir.

6. **PUBLIC WORKS FACILITY LOT CLEARANCE**
 Consider awarding the contract to Ray Wells Inc. in the amount of \$39,000 to complete the clearing of the lot for the new Public Works Facility. Mike Miller
Public Works Dir.
7. **CITY COMMITTEE VACANCIES**
 Review and consider the recruitment process for the 2017 City Committee vacancies. Kelli Weese
City Recorder
- REPORT ITEMS**
8. **FLORENCE HOLIDAY FESTIVAL AND BANNERS**
 Report on the upcoming Florence Holiday festival and placement of holiday banners in Old Town. Mike Miller
Public Works Dir.
9. **QUARTERLY FINANCIAL REPORT**
 Report on the City of Florence financial statements for FY 16/17 Andy Parks
Int. Finance Dir.
10. **BOARD AND COMMITTEES REPORT**
 Report on the workings of the City's boards and committees for the month of October 2016. Staff
Various
11. **CITY MANAGER REPORT** Erin Reynolds
City Manager
12. **CITY COUNCIL REPORTS** Joe Henry
Mayor

COUNCIL CALENDAR

All meetings are held at City Hall (250 Hwy 101, Florence Oregon) unless otherwise indicated

Date	Time	Description
November 23, 2016	---	City Council Work Session <i>Canceled</i>
November 24 & 25, 2016	---	Thanksgiving Day Holiday <i>City Offices Closed</i>
December 5, 2016	6:00 p.m.	City Council Regular Session
December 7, 2016	10:00 a.m.	City Council Work Session <i>Tentative</i>
December 14, 2016	9:00 a.m.	City Council Year End Retreat <i>Driftwood Shores Resort 88416 1st Ave., Florence, OR</i>
December 19, 2016	6:00 p.m.	City Council Regular Session
December 21, 2016	---	City Council Work Session <i>Canceled</i>

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1
Meeting Date: November 21, 2016
Department: Mayor & Council

ITEM TITLE: APPROVAL OF AGENDA

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2
Meeting Date: November 21, 2016
Department: Mayor & Council

ITEM TITLE: PUBLIC COMMENTS

DISCUSSION/ISSUE:

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 3
Meeting Date: November 21, 2016
Department: City Recorder

ITEM TITLE: Approval of Minutes

DISCUSSION/ISSUE:

Consider approval of the Council regular session meeting minutes of November 7, 2016.

Materials distributed during City Council meetings can be found on the City of Florence's website at www.ci.florence.or.us under the calendar date for each particular meeting. In addition, all items pertaining to the meeting including the meeting agenda, materials and items distributed, as well as electronic audio/video recordings of the meeting, are referenced at the top of each set of approved minutes, and can be referenced either on the City's website or upon request of the City Recorder.

FISCAL IMPACT:

Minutes incur staff time for compilation / retention and have no other fiscal impacts.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost effective city services.

ALTERNATIVES:

1. Approve the minutes as presented
2. Review and approve the minutes with modifications

RECOMMENDATION:

Approve the minutes as presented

AIS PREPARED BY: Kelli Weese, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments:

ER Reynolds

ITEM'S ATTACHED:

- Draft November 7, 2016 Council Meeting Minutes

This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.

**City of Florence
City Council Meeting
250 Hwy 101, Florence, Oregon
Final Action Minutes
November 7, 2016**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 6:00 p.m.

Councilors Present: Mayor Joe Henry, Councilors Ron Preisler, George Lyddon and Susy Lacer.

Councilors Absent: Councilor Joshua Greene

Staff Present: City Manager Erin Reynolds, Public Works Director Mike Miller, Chief of Police Tom Turner, Planning Director Wendy FarleyCampbell, City Recorder / Economic Development Coordinator Kelli Weese, Project Manager Megan Messmer, Interim Finance Director Andy Parks and Florence Events Center Director Kevin Rhodes.

PRESENTATION

- Siuslaw Youth Soccer Association

Start Time: 6:00 p.m.

Action: Representatives from the Siuslaw Youth Soccer Association thanked the City of Florence for their support and offered a gift to the City.

PROCLAMATIONS

- Military Family Appreciation Month
- National Rural Health Day

Start Time: 6:07 p.m.

Action: Mayor Henry read the proclamations.

PRESENTATIONS

- Florence Police Fleet Addition
- Siuslaw Region 2025 Vision

Start Time: 6:10 p.m.

Action: The Council heard a presentation from Chief Turner and the representatives of the Siuslaw Region Vision effort including Siuslaw Public Library Director Meg Spencer, Lane Community College Director Russ Pierson, and local business owner Jo Beaudreau.

1. APPROVAL OF AGENDA

Start Time: 6:20 p.m.

Action: Approve agenda as presented.

Vote: Unanimous

2. PUBLIC COMMENT

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

Start Time: 6:42 p.m.

Commenter 1: Nancy Rickard – 3105 Munsel Lake Road

- Safety concerns about the stop sign and slope issues along Munsel Lake Road

Response: PWD Miller, Councilor Preisler, CM Reynolds

CONSENT AGENDA

3. APPROVAL OF MINUTES

Consider approval of the Council regular session meeting minutes of October 3, 2016, Council work session meeting minutes of October 5, 2016, and Council regular session meeting minutes of October 17, 2016.

Start Time: 6:49 p.m.

Action: Approve consent agenda items as shown in the meeting materials.

Motion: Councilor Lacer

Second: Councilor Lyddon

Vote: Unanimous – Councilor Greene was absent

ACTION ITEMS

The Mayor will provide opportunity for the public to offer comments on action items after staff has given their report and if there is an applicant, after they have had an opportunity to speak.

4. LONG TERM DEBT FINANCING

Consider approval of **Resolution No. 24, Series 2016**, a resolution authorizing the execution of a financing agreement for the purpose of financing and refinancing in the amount of \$9.8 million in order to finance Florence Urban renewal Agency and City of Florence projects.

Start Time: 6:49 p.m.

Discussion: None

Action: Approve Resolution No. 24, Series 2016

Motion: Councilor Preisler

Second: Councilor Lacer

Vote: Unanimous – Councilor Greene was absent

5. PORTLAND STATE UNIVERSITY PUBLIC SERVICE PROGRAM

Consider authorizing the City Manager to enter into an intergovernmental agreement with the Portland State University Public Service Fellows Program for participation in the Mark O. Hatfield School of Government fellowship program.

Start Time: 6:54 p.m.

Discussion: The City Council discussed...

- Employer for the intern and how salary would be handled

Comments: Councilor Lacer

Action: Authorize the City Manager to enter into the intergovernmental agreement.

Motion: Councilor Lyddon

Second: Councilor Lacer

Vote: Unanimous – Councilor Greene was absent

REPORT ITEMS

6. SCHOOL RESOURCE OFFICER GRANT

Report on the next steps regarding the U.S. Department of Justice Office of Community Oriented Policing Services (COPS) School Resource Officer grant including grant overview and completion timeline.

Start Time: 7:01 p.m.

Discussion: The City Council discussed...

- Chain of command for officer
- Summer activities for officer

Comments: Councilor Preisler and Lacer

7. CITY SERVICES BILLING

Report on the update to the City's billing procedures.

Start Time: 7:01 p.m.

Discussion: The City Council discussed...

- Positive fiscal direction
- Potential for implementation in the spring

Comments: Councilor Lacer and Preisler

8. WASTEWATER INDUSTRIAL USERS SURVEY

Report on the purpose, process and preliminary results of survey.

Start Time: 7:17 p.m.

Discussion: The City Council discussed...

- Target Response Rate
- Target date for submittal of final report

Comments: Councilor Lacer

9. PUBLIC WORKS FACILITY

Report on the progress toward the new public works facility.

Start Time: 7:27 p.m.

Discussion: The City Council discussed...

- Length of Construction

Comments: Councilor Lacer

10. CITY MANAGER REPORT

Start Time: 8:37 p.m.

Discussion: The City Council discussed...

- Rhody Drive Improvements
- 1st Street improvements
- Cancellation of 11.9.16 Council work session
- December 1, 2016 Florence Urban Renewal Agency Meeting
- December 14, 2016 City Council Retreat

13. CITY COUNCIL REPORTS

Start Time: 7:41 p.m.

Discussion: The City Council discussed...

- City Councilor Activities
- Siuslaw Vision project upriver open house
- Rural Housing Rehab Program meeting
- Airport Advisory Committee hangar leases and move to quarterly meetings
- Florence Holiday Festival work and updates
- Florence Events Center Activities
- Election process

Comments: All Councilors present

Commenter 1: Meg Spencer – Siuslaw Public Library Executive Director

- Appreciation for City's assistance with the library

Meeting adjourned at 7:44 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4
Meeting Date: November 21, 2016
Department: City Recorder

ITEM TITLE: American Market #4 Liquor License

DISCUSSION/ISSUE:

This is a request for a recommendation of a new outlet liquor license approval to the Oregon Liquor Control Commission (OLCC) for American Market. OLCC allows the City Council the opportunity to review the liquor license before making a recommendation of approval.

The owners/management of the business have been checked and approved by the Florence Police Department for noise and/or altercations.

FISCAL IMPACT:

The fee for a new outlet liquor license is \$100. This fee includes the cost of staff time to review the application and place a recommendation before the City Council.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost effective city services.

- ALTERNATIVES:**
1. Recommend approval to OLCC for the liquor license
 2. Recommend denial to OLCC for the liquor license
 3. Request staff research further and bring back additional information to a future Council meeting
-

RECOMMENDATION:

Recommend approval to OLCC for the liquor license

AIS PREPARED BY: Kelli Weese, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments:

ERReynolds

ITEM'S ATTACHED: Attachment 1 – Liquor License Evaluation
Attachment 2 – Liquor License Application

CITY OF FLORENCE

250 Highway 101, Florence, OR 97439 Ph: 997-3437

LIQUOR LICENSE EVALUATION

Business Name: American Market #4

Name of Owners: Manpreet Singh & Amritpal Sarang,

Name of Managers: Same

Location: 2515 Hwy 101

Liquor License Type: Limited On-Premises Sales and Off Premises Sales

Updated: _____ Renewal: _____ Change of Ownership: _____

New Outlet: Additional Privilege: _____ Change Location: _____

PLANNING DEPARTMENT

Compliance with conditions of approval and zoning requirements?

Yes No*

*Nature of Non-compliance:

POLICE DEPARTMENT

Is Applicant Qualified? Yes No*

*Reason for Non-qualification (per OAR Chapter 845, Division 5):

Other reasons for denial (per OAR Chapter 845, Division 5): _____

RECOMENDATION OF CITY STAFF

Date: November 7, 2016

Approval/Place on Council Agenda Denial/Notice sent to Applicant and Public
via: Posting at City Hall Posting at Business
 Publication Other

OFFICE USE ONLY:

Police Dept. City Recorder Plan/Bldg Dept

(This evaluation shall be made a part of the City record of the Applicant)

(4/08)

20. Trade Name AMERICAN MARKET #4 21. City FLORENCE

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.
AMERICAN MARKET , HUBBARD AND OREGON MARCH 2017

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Mangreet Singh Date: October 17, 2016



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name AMERICAN MARKET #4 2. City FLORENCE

3. Name SARANG AMRITPAL SINGH
 (Last) (First) (Middle)

4. Other names used (maiden, other) N/A

5. *SSN _____ 6. Place of Birth _____ 7. DOB _____ 8. Sex M F
 (State or Country) (mm) (dd) (yyyy)

*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a). If you consent to these uses, please sign here:

Applicant Signature: _____

9. Driver License or State ID # _____ 10. State _____

11. Residence Address _____
 (number and street) (city) (state) (zip code)

12. Mailing Address (if different) _____
 (number and street) (city) (state) (zip code)

13. Contact Phone _____ 14. E-Mail address (optional) _____

15. Do you have a spouse or domestic partner? Yes No
 If yes, list his/her full name: MANPREET KAUR SARANG

16. If yes to #15, will this person work at or be involved in the operation or management of the business?
 Yes No

17. List all states, other than Oregon, where you have lived during the past ten years:
CALIFORNIA AND NEVADA

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?
 Yes No Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.
 If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony ? Yes No Unsure
 If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name AMERICAN MARKET #4

21. City FLORENCE

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Amritpal S. Garg

Date: 10/17/16



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: SARANG ENTERPRISES INC Phone: 702-499-6692

Trade Name (dba): AMERICAN MARKET #4

Business Location Address: 2515 HWY 101

City: FLORENCE ZIP Code: 97349

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 5AM to 12AM
 Monday 5AM to 12AM
 Tuesday 5AM to 12AM
 Wednesday 5AM to 12AM
 Thursday 5AM to 12AM
 Friday 5AM to 12AM
 Saturday 5AM to 12AM

Outdoor Area Hours:

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

The outdoor area is used for:

- Food service Hours: _____ to _____
 Alcohol service Hours: _____ to _____
 Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music Karaoke
 Recorded Music Coin-operated Games
 DJ Music Video Lottery Machines
 Dancing Social Gaming
 Nude Entertainers Pool Tables
 Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: _____
 Lounge: _____ Other (explain): _____
 Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)
 Investigator Initials: _____
 Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 10/17/16

1-800-452-OLCC (6522)

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5
Meeting Date: November 21, 2016
Department: Public Works

ITEM TITLE: Accept fee proposal from RH2 Engineering of \$87,422 for engineering design services for Hwy 126 water and wastewater improvements.

DISCUSSION/ISSUE:

During September 2013, the City solicited proposals from experienced and qualified civil engineering firms, licensed in the State of Oregon, to perform civil and environmental engineering for our capital improvement projects. The City received six proposals, which were then scored and ranked according to the criteria contained in the Request for Qualifications/Proposals. RH2 Engineering, Inc. is one of two firms that were selected through that process. In addition, RH2 Engineering, Inc. provided the engineering services for the 31st Street Water Booster Station; 2nd Street Sanitary Sewer; Well #13 and #3A; and the Rhododendron Drive Gravity Sewer (35th to Eden Lane) project.

The Highway 126 Water and Sewer Extension project will extend water and sewer improvements to newly annexed or soon to be annexed properties that are either underserved or have septic and/or private well issues. Specifically, the project will extend the existing water system within Highway 126, with a new 12-inch water main along the south side of the roadway from the west side of the undeveloped Upas Street right-of-way east to Vine Street. The water main would then cross Highway 126 to the north side of the roadway and extend east to Xylo Street. At Xylo Street, the water main would be reduced to 8-inch and extended from the Highway right-of-way north to Coastal Highlands. The project would also include a small extension of 8-inch water main on the south side of Highway 126 from Vine Street east 160 feet to provide service to the newly annexed 'Pier 126' property.

The project will also include sanitary sewer improvements along the north side of Highway 126 from Vine Street to Xylo Street. At Xylo and Highway 126, the sewer line would be extended north within the Xylo Street right-of-way to Coastal Highlands. In addition, an 8-inch sewer line would be extended along the south side of Highway 126 from Vine Street east approximately 340 feet to provide service to the newly annexed 'Pier 126' property.

Staff has reviewed the proposed scope of services, including the work tasks and fees, and finds the proposal to be adequate and within reason for a project of this scope. The estimated total cost for this project (design, survey, engineering and construction) is \$670,000.

FISCAL IMPACT:

The engineering fee proposal from RH2 Engineering, Inc. is not to exceed \$87,422. Funding is available to complete the engineering and design work. Some of these costs will be allocated to property owners that wish to participate in a reimbursement district in order to receive City water and wastewater service.

The total preliminary estimated construction costs (based on recent work and unit prices) for this project is \$670,000. The engineering service fee represents 13-percent of the overall project budget and is less than the industry average of 20-percent.

RELEVANCE TO ADOPTED COUNCIL GOALS:

- City Service Delivery – providing economies of scale by the delivery of cost effective and efficient services.
- Livability & Quality of Life – by providing water and sanitary sewer service to an underserved area of the community. City sanitary sewer service protects the groundwater and surface waters in the area by the elimination of septic systems.
- Economic Development – participating in the extension of water and sewer facilities enhances the development potential of this area.
- Communication & Trust – strengthening citizen trust by cooperatively working residents for the common good.
- Financial & Organizational Sustainability – leveraging funding in order to provide orderly extension of the public wastewater system.

ALTERNATIVES:

1. Accept the engineering service proposal from RH2 Engineering, Inc.
2. Reject the proposal from RH2 Engineering, Inc. and request a proposal from another qualified firm.
3. Reject proposal and do not proceed with project.

RECOMMENDATION:

Staff recommends that the City Council accept the engineering services proposal from RH2 Engineering, Inc. and authorize the City Manager to proceed with a professional services contract.

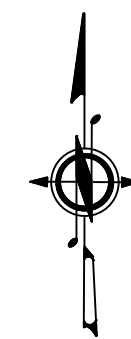
AIS PREPARED BY: Mike Miller, Public Works Director

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other
Comments: *ERReynolds*

ITEMS ATTACHED: Map of proposed improvements



PLAN VIEW
1" = 100'



CITY OF FLORENCE
HWY 126 IMPROVEMENTS



PRELIMINARY LAYOUT

ENGINEER: ###	DATE: Sep 22, 2016	CLIENT: ###	JOB NO.: ###
REVIEWED: ###	PLOT DATE: Sep 22, 2016	FILENAME: HWY 126 ESTIMATE.DWG	
NO.	DATE	DESCRIPTION	BY
			REVIEW

SCALE: ###	
DRAWING IS FULL SCALE WHEN BAR MEASURES 2"	
DWG NO.: ###	SHEET NO.: ###

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6
Meeting Date: November 21, 2016
Department: Public Works

ITEM TITLE: Award clearing and grubbing contract to Ray Wells, Inc. for new Public Works Facility.

DISCUSSION/ISSUE:

Currently, the bid package for the new Public Works Facility is being advertised with a bid opening of December 6, 2016 and potential contract award December 19, 2016. Our desire is to begin construction of the maintenance and office buildings January 3, 2017.

In an effort to stream line the various aspects of the project and in order to capitalize on either City staff or local contractors, we feel it is in the best interest of the City to move forward with clearing and grubbing of the vegetation from the site, including the removal to the root mat, now instead of January 2017. By doing so reduces the mobilization of specialty equipment (heavy off-road trucks and horizontal grinder) by a general contractor thus reducing City costs. It allows us to get a jump start on the construction and possibly rough grading the site well before a general contractor is ready to start actual construction activities. We solicited three quotes and only had the one proposal from Ray Wells, Inc. for \$39,050.

Ray Wells, Inc. has the heavy machinery to not only clear and remove the vegetation, but also the horizontal grinder to mulch the vegetation. In addition, they have large off-road dump trucks that can quickly and efficiently move material from the proposed Public Works site and deposit the root mat material and mulched vegetation at the airport.

FISCAL IMPACT:

The proposal from Ray Wells, Inc. is \$39,050 to clear, grub and grind the vegetation material suitable for our biosolids composting operation. In addition, they propose to remove and haul off the root mat material from the site and deposit it at the airport.

Funding for this project is available from the Public Works Capital fund, specifically the facility upgrade program.

RELEVANCE TO ADOPTED COUNCIL GOALS:

- City Service Delivery – improving, maintaining and enhancing our infrastructure (including buildings) as feasible.
 - Livability & Quality of Life – being responsive to our community's needs with efficient, effective and sustainable service delivery.
 - Financial & Organizational Sustainability – constructing infrastructure that supports current and future needs.
-

ALTERNATIVES:

1. Approve contract.
2. Do not approve.
3. Direct staff to include vegetation clearing and removal in the bid packet for the new facility.

RECOMMENDATION:

Staff recommends that the City Council accept the proposal from Ray Wells, Inc. for \$39,050 and authorize the City Manager to enter into a contract for vegetation clearing, grubbing, material grinding, and removal of the root mat material.

AIS PREPARED BY: Mike Miller, Public Works Director

**CITY MANAGER'S
RECOMMENDATION:**

Approve Disapprove Other

Comments:

ER Reynolds

ITEMS ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7
Meeting Date: November 21, 2016
Department: City Recorder

ITEM TITLE: City Committee Recruitment Process for 2017 Vacancies

DISCUSSION/ISSUE:

FCC 2-1-2 indicates that a notice will be provided to the Public and the City Council of the positions to be filled as well as the time and manner in which applications may be submitted. Below is the information on the open positions on the City of Florence committees for 2017.

List of Open City Committee Positions for 2017

(There are a total of 24 open positions)

Airport Advisory Committee	2 open positions
	<u>Appointment Term</u> – 2 terms expire January 2020 (3 years)
Audit Committee	1 open position
	<u>Appointment Term</u> – 1 term expires January 2020 (3 years)
Budget Committee	2 open positions
	<u>Appointment Term</u> –
	1 term expires January 2018 (1 year) 1 term expires January 2020 (3 years)
City Tree Board	Not Active
Economic Development Committee (EDC)	3 open positions
	<u>Appointment Term</u> –
	2 terms expires January 2020 (3 years) 1 term expire January 2018 (1 year)
Environmental Management Advisory Committee (EMAC)	4 open positions
	<u>Appointment Term</u> –
	3 terms expire January 2020 (3 years) 1 term expires January 2018 (1 year)

Florence Urban Renewal Agency	4 open positions
	<u>Appointment Term</u> – 3 terms expire January 2020 (3 years) 1 term expires January 2018 (1 year)
	<u>Representation</u> <ul style="list-style-type: none"> • 1 City Councilor position • 1 Port of Siuslaw Representative • 1 Siuslaw Valley Fire & Rescue Representative • 1 Citizen at large
Florence Urban Renewal Agency Budget Committee	2 open positions
	<u>Appointment Term</u> – 1 term expires January 2020 (3 years) 1 term expires January 2019 (2 years)
Housing Advisory Committee	Not Active
Parks and Recreation Committee	Not Active
Planning Commission	3 open positions
	<u>Appointment Term</u> – 2 terms expire January 2020 (3 years) 1 term expires January 2018 (1 year)
Public Art Committee (PAC)	2 open position s
	<u>Appointment Term</u> – 2 terms expires January 2020 (3 years)
Transit Advisory Committee (TAC)	1 open position (high school student)
	<u>Appointment Term</u> – 1 term expires January 2020 (3 year)

Proposed Recruitment Timeline

November 21, 2016	Announcement of City Committee Vacancies
November 22, 2016	<u>Recruitment Begins</u>
	Letters and applications sent to committee members whose terms are expiring
	Public Service Announcements are sent to the media Articles posted online and in the December City of Florence newsletter
December 31, 2016	Application Deadline
January 23, 2017 City Council Meeting	Announcement of Committee Appointments (TBD)

The City Council will be reviewing the City Committee processes including overall committee structures, by-laws, and recruitment process at an upcoming City Council work session.

FISCAL IMPACT:

The fiscal impact of committees varies by their scope of work. City Committee recruitment costs consist of the staff time to advertise, compile applications, answer citizen questions, and schedule interviews.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost effective city services

Goal 4: Communication & Trust

ALTERNATIVES:

1. Begin recruitment process for vacancies as listed above
2. Discuss and propose amendments to the recruitment process
3. Do not recruit for City Committee vacancies

RECOMMENDATION:

Begin recruitment process for vacancies listed above.

AIS PREPARED BY: Kelli Weese, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments: *ERReynolds*

ITEMS ATTACHED: Attachment 1 – Bards and Commissions Terms and Vacancies

Airport Advisory Committee

Open Positions	2 positions – both 3 year terms
Total Membership	5-7 Members
Residency Requirements	Majority of Members shall meet at least one of the following criteria: 1. Permanent residence in City limits 2. Partial ownership in business within City limits 3. Partial ownership in airport hangar
Committee Information	The Airport Advisory Committee serves to implement the City's current airport master plan by: <ul style="list-style-type: none"> • Actively seeking volunteers to do maintenance and other work at the airport • Seeking grants to fund improvements & repair • Volunteering to be part of work groups during maintenance and other work at the airport

Airport Advisory Committee Membership - 2016

Name	Term Expiration
Sam Spayd	January 2019
Carl Middleton	January 2019
Larry Farnsworth	January 2019
Richard Holcombe	January 2018
Craig Sanders	January 2018
Andreas Blech	January 2017
Vacant	January 2017

Audit Committee

Open Positions	1 position – 1 year term
Total Membership	3 Members
Residency Requirements	None
Committee Information	<p>The Audit Committee is responsible for reviewing Florence's annual financial audit including working with independent auditors, reviewing the overall audit plan and financial statements, and creating an audit summary and conclusion.</p> <p>The Audit Committee consists of the Mayor, a member of the City's budget committee, and a citizen with interest/experience in audits and municipal accounting.</p>

Audit Committee Membership - 2016

Name	Term Expiration
Mayor Joe Henry	January 2017
Budget Committee Chairperson	January 2017
Citizen at Large Jimmie Hart	January 2017

Budget Committee

Open Positions	2 positions – one 1 year term and one 3 year term
Total Membership	5 Citizen Members
Residency Requirements	Residency within City Limits
Committee Information	The Budget Committee serves as the fiscal planning board for the City of Florence. The Committee reviews the proposed budget rendered by City Staff. The committee may approve the proposed budget intact, or change part or all of it prior to final approval. After review and eventual decision by the Budget Committee the budget is forwarded to the Council for formal adoption prior to June 30th of each year.

Budget Committee Membership - 2016

Name	Term Expiration
Leonard Larson	January 2018
Hugh Guinn	January 2019
Vacant	January 2018
Joel Marks	January 2017
Sally Wantz	January 2019

Economic Development Committee (EDC)

Open Positions	3 positions – two 3 year terms and one 1 year term
Total Membership	9 Members
Residency Requirements	Majority of Members shall meet at least one of the following criteria: <ol style="list-style-type: none"> 1. Permanent residence in City limits 2. Partial ownership in business within City limits
Committee Information	The City of Florence Economic Development Committee was established in May 2015 in order to: <ul style="list-style-type: none"> • Review economic trends • Develop and maintain a: <ul style="list-style-type: none"> ▪ Business Retention & Expansion Program ▪ Marketing & Recruitment Program • Research & Review alternatives for the organizational structure of economic development

Economic Development Committee Membership - 2016

Name	Term Expiration
Robbie Wright	January 2019
Mike Rose	January 2019
Meg Spencer	January 2019
Vacant	January 2018
Andy Johnson	January 2018
Rick Yecny	January 2018
Joe Crenshaw	January 2017
Steve Earnshaw	January 2017
Russ Pierson	January 2020

Environmental Management Advisory Committee (EMAC)

Open Positions	4 positions – thee 3 year terms and one 1 year term
Total Membership	9 Members
Residency Requirements	Majority of Members shall reside in City limits.
Committee Information	The Environmental Management Advisory Committee (EMAC) serves to inform the public and the City Council on issues concerning solid waste management, fees, and service provider licensing. EMAC also strives to improve public knowledge on conserving energy and material resources, promoting resource recovery (i.e. yard debris), and protecting the health of the environment through public disposal events and programs, including biosolids.

Environmental Management Advisory Committee (EMAC) Membership - 2016

Name	Term Expiration
Sandra Davidson	January 2019
Dina McClure	January 2019
Bonnie MacDuffie	January 2017
Sharon McLeod	January 2017
Erika Bessey	January 2019
Josh Haring	January 2017
Vacant	January 2018
Joan Delano	January 2018
David Lloyd	January 2018

Florence Urban Renewal Agency (FURA)

Open Positions	4 positions – thee 3 year terms and one 1 year term
Total Membership	9 Members
Residency Requirements	<p>Shall meet the following criteria:</p> <ul style="list-style-type: none"> • 1 mayor of Florence • 2 City Councilors of Florence • 6 citizens at large with consideration given to: <ul style="list-style-type: none"> ○ Western Lane Ambulance District ○ Port of Siuslaw ○ Siuslaw Valley Fire & Rescue ○ Siuslaw Library District
Committee Information	FURA exists to implement the Florence Downtown Preservation and Renewal Plan. Urban renewal projects under the plan are financed by private and public funding sources as well as tax increment funds.

Florence Urban Renewal Agency (FURA) Membership - 2016

Name	Term Expiration
Joe Henry	Mayor
Ron Preisler City Councilor	January 2017
Joshua Greene City Councilor	January 2018
Ron Caputo	January 2017
Dave Braley	January 2019
Patricia Riley	January 2017
Mike Webb	January 2019
Woody Woodbury	January 2017
John Scott	January 2017

Florence Urban Renewal Agency Budget Committee

Open Positions	2 positions – one 3 year term and one 2 year term
Total Membership	9 Citizen Members * 5 City of Florence Budget Committee Members * 2 City Council members (not already serving) * 4 additional citizen members
Committee Information	The FURA Budget Committee serves as the fiscal planning board for the Florence Urban Renewal Agency. The Committee reviews the proposed budget rendered by City Staff. The committee may approve the proposed budget intact, or change part or all of it prior to final approval. After review and eventual decision by the FURA Budget Committee the budget is forwarded to the Florence Urban Renewal Agency for formal adoption prior to June 30th of each year.

Florence Urban Renewal Agency Budget Committee Membership - 2016

Name	Term Expiration
Vacant	January 2019
Vacant	January 2018

Planning Commission

Open Positions	3 positions – two 3 year terms and one 1 year term
Total Membership	7 Members
Residency Requirements	5 members shall reside in Florence City limits – 2 members may reside in Florence Urban Renewal Agency
Committee Information	The Florence Planning Commission serves to advise the Mayor, Council, and Planning Director in all matters concerning planning and land use. The Commission reviews and makes recommendations on the Comprehensive Plan, subdivision and zoning ordinances, and other planning rules and regulations. The Planning Commission also serves as the Design Review Board acting to determine whether proposed developments uphold the zoning and subdivision ordinances of the City of Florence, and in doing so holds public hearings on these and other actions.

Planning Commission Membership - 2016

Name	Term Expiration
Curt Muilenburg	January 2017
John Murphey	January 2019
Robert (Bob) Bare	January 2018
Michael Titmus	January 2019
Vacant	January 2018
Clarence Lysdale	January 2018
Ron Miller	January 2017

Public Art Committee (PAC)

Open Positions	2 positions – 2 three year terms
Total Membership	7 Members
Residency Requirements	None
Committee Information	<p>The City of Florence Public Arts Committee (PAC) was established in July 2015 in order to serve as the City's primary committee tasked with actively developing a Public Art Program and Policy for the City of Florence. The Committee's duties include:</p> <ul style="list-style-type: none"> • Draft a City of Florence Public Art Plan and Policy and present to City Council for approval • Establish and maintain a city art collection • Develop a map / list of desired sites for future accessions • Prepare for and secure funding for additional art works • Consider projects by private developers and citizens that would result in public art

Public Art Committee (PAC) Membership - 2016

Name	Term Expiration
Harlen Springer	January 2018
Susan Tive	January 2019
SK Lindsey	January 2019
Jo Beaudreau	January 2019
Ron Hildenbrand	January 2018
Jennifer French	January 2017
Jayne Smoley	January 2017

Transit Advisory Committee

Open Positions	1 position – 1 three year term (high school student)
Total Membership	6 Members
Residency Requirements	3 residents of city 2 may be residents of Urban Service Area 1 shall be a high school student
Committee Information	The City of Florence Transit Advisory Committee (TAC) meets monthly at city hall to discuss methods of making our local transit system more viable for its citizens. This may include making possible route adjustments recommendations, distribution of educational materials, and promotional events.

Transit Advisory Committee (TAC) Membership - 2016

Name	Term Expiration
Sandi Young	January 2018
William (Bill) Craig	January 2019
Jane Ashley	January 2019
Stan Easter	January 2018
Donald Patton	January 2019
Vacant (High School Student)	January 2017

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: November 21, 2016
Department: Public Works

ITEM TITLE: Florence Holiday Festival and Banners.

DISCUSSION/ISSUE:

With the holiday season fast upon us, staff would like to update City Council on various activities in preparation of the tree lighting ceremony and building upon our very successful holiday lighting event from last year. Staff will provide a behind the scenes look into what it takes to install the lights and the new additions to the annual holiday festival.

In addition, we are already planning to make additions and improvements to the holiday lighting program for next year that continues to build upon what has been started.

FISCAL IMPACT:

This is a presentation to Council on our on-going efforts to bring holiday cheer to Old Town which would not be successful without the tremendous efforts of the Florence Chamber of Commerce and community volunteers. It is estimated that we attracted 2,500 individuals to Old Town last year. Expanding the holiday light program, we are building a tradition that will attract both residents and visitors to our community.

RELEVANCE TO ADOPTED COUNCIL GOALS:

- City Service Delivery – delivery of cost effective and efficient services.
 - Livability & Quality of Life – by bringing good cheer to the community through an annual tree lighting ceremony, holiday lights and holiday banners.
 - Economic Development – providing an attractive Old Town for visitors and residents alike.
 - Communication & Trust – having a presence to facilitate communications between the business community and the City.
 - Financial & Organizational Sustainability – capitalizing on volunteers to enhance the appearance of the City during the holiday season.
-

RECOMMENDATION:

Receive the report and presentation.

AIS PREPARED BY: Mike Miller, Public Works Director

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments:

ER Reynolds

ITEMS ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 9
Meeting Date: November 21, 2016
Department: City Manager/
Finance

ITEM TITLE: First Quarter Financial Report Fiscal Year 2016-17

DISCUSSION/ISSUE:

In an effort to improve financial and management reporting to the City Council, citizens and other interested individuals we have prepared the attached quarterly report.

FISCAL IMPACT:

Staff time to prepare.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Improves financial and management reporting to inform decisions.

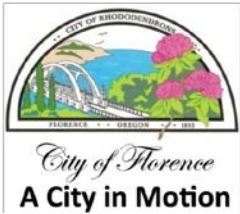
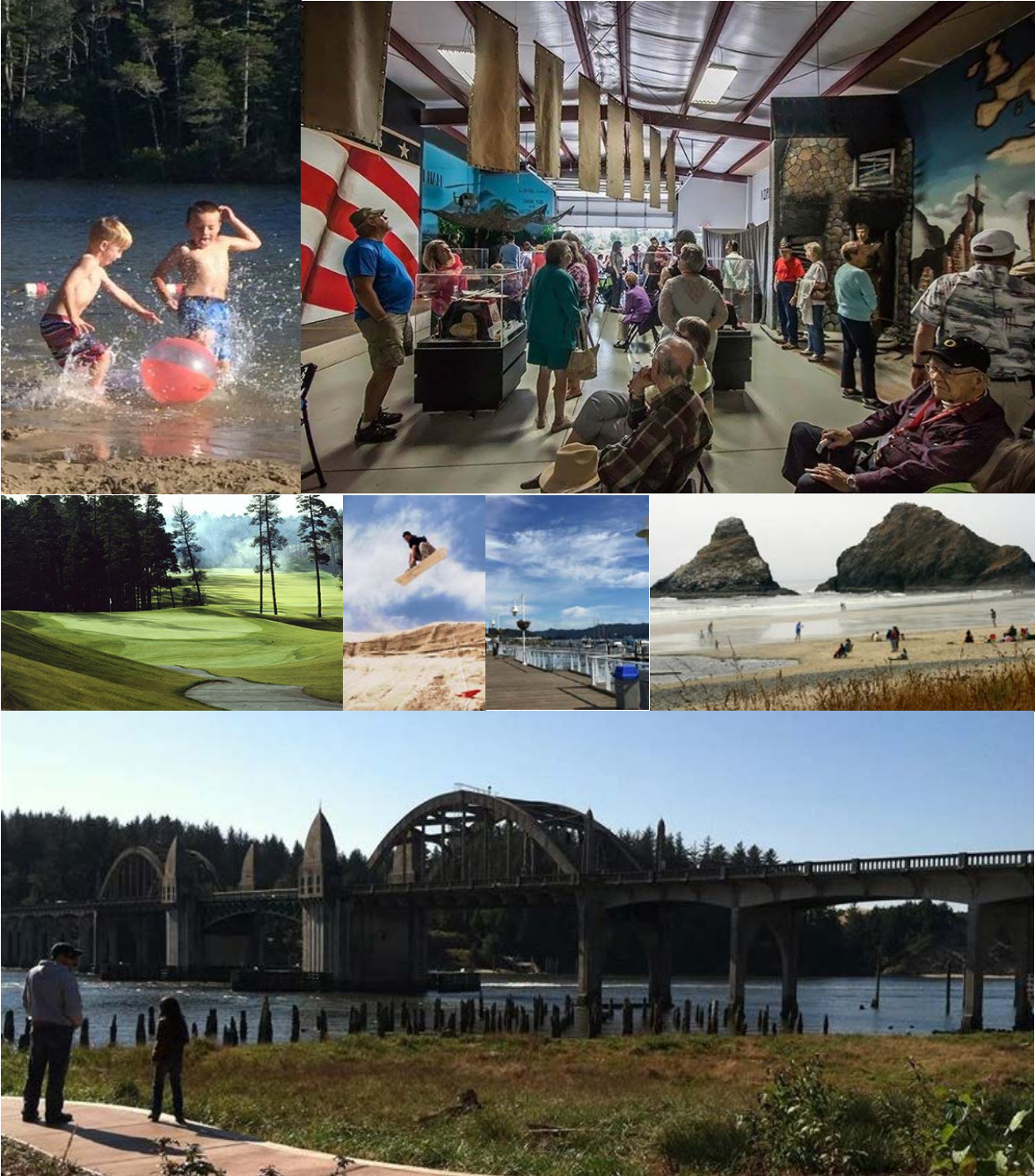
ALTERNATIVES: None

RECOMMENDATION: None

AIS PREPARED BY: Andy Parks, Finance Director

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other
Comments: *ER Reynolds*

ITEM'S ATTACHED: Quarterly Report – September 30, 2016



City of Florence, Oregon

Quarterly Report

Quarter Ended September 30, 2016



November 16, 2016

Dear Mayor Henry, City Councilors, Citizens of Florence and other interested individuals;

We are excited to report to you on the activities and progress we have made on Council's goals on behalf of the City of Florence for the quarter ended September 30, 2016. The report includes comparisons of actual to budgeted amounts, a City-wide summary of beginning fund balance, current period resources and expenditures, and the ending fund balance for all funds with narrative explaining results and highlights for the quarter. The financial information presented is unaudited and any significant adjustments will be noted.

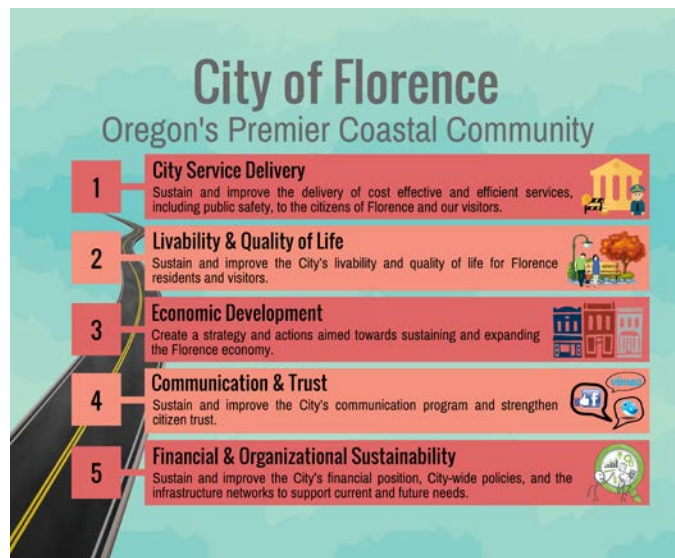
Budgeted amounts presented generally have been allocated proportionately, i.e., twenty-five percent (25%) for the quarter. However, revenue such as property taxes and transient room taxes, transfers from other funds, debt proceeds and expenditures such as capital outlay, transfers to other funds for capital projects and debt service reflect allocations that are based on past experience or the actual need or requirement. Explanations are provided as necessary with each fund. Additionally, the full fiscal year budget and the estimated amounts for the full fiscal year are provided. When full fiscal year estimated amounts vary considerably from the full-fiscal year budgeted amounts, an explanation is provided.

City Council adopted seven goals in early 2015, which were consolidated to five goals in 2016.

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

Following are highlights for the first quarter related to these goals:

- General Fund ended the quarter and fiscal year with a fund balance of \$1.4 million, \$363,907 greater than estimated.
- There were no draws on the \$7.8 million credit line during the quarter. The balance drawn is \$2.5 million.
- Capital expenditures for the quarter were \$303,135, with several projects initiated in the quarter.
- Fund balances in all funds meet or exceed the minimum fund balance requirement for sustainable operations.
- Revenue during the quarter and projected for the balance of fiscal year 2016-17 is sufficient to meet approved spending authorized with the original adopted budget, with



one exception in the general fund for park improvements funded by a grant.

Operations

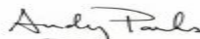
- Administration
 - Significant economic development related activity
 - Economic Development Committee coordination
 - Responsiveness to several potential developments
 - Oregon RAIN events – an entrepreneurial program via the Governor’s office
 - Public Arts Committee coordination
- Human Resources
 - Vacancy in Human Resource Manager position
 - Active recruitment of vacant positions in police and public works
- Communications:
 - Redesign of website finalized
- Planning
 - Increase in planning and building related activity
- Events Center
 - Event planning for twenty year anniversary celebration
 - Sea Lion public art auction
 - Implementation of sound system and other technology improvements
- Public Works
 - Completed street overlay and chip seal maintenance projects
 - Significant progress on multi-mode transportation project
 - Timely progress on public facility architectural design
 - Land use submittal for public works facility
- Police
 - Peaceful summer holidays – Independence Day and Labor Day

We are reevaluating our administrative systems so that we may include comparisons with prior year, use of graphics, images and other tools to help communicate the City’s activities and its financial results. If you have any questions or have particular information you would like included in subsequent reports, please let Erin or I know.

Sincerely,



Erin Reynolds, CPA
City Manager



Andy Parks, CPA
Finance Director



All Funds

Overall, the beginning fund balance July 1, 2016 of \$8.75 million is approximately \$557,000 (6%) greater than budgeted. This is primarily the result of budgeted capital investment lagging budgeted expectations, and thus is a timing difference. Revenue and reduced operating expenditures accounted for a portion of the savings.

Revenue and expenditures for the quarter were generally as anticipated with revenue from transient room taxes continuing the strong trend established beginning in 2012. The City's general property tax levy is approximately 2.2% (\$55,000) below the amount budgeted.

The City entered into a \$7.8 million financing in August 2015, drawing down \$2.5 million through June 30, 2016, with the majority of the proceeds going to the Florence Urban Renewal Agency to refinance existing debt. There were no draws in the first quarter. Given the decline in interest rates, we renegotiated the loan terms and increased the borrowing by \$2.0 million to fund the public works facility. The Council approved the revised terms and amount in October 2016, with the loan to close in mid-December with all funds drawn at that time.

City-wide All Funds

Fund	Beginning Fund Balance	Revenue	Debt Proceeds	Operating Expenditures and Transfers	Capital Outlay	Debt Service	Ending Fund Balance
General	1,908,179	636,036	-	1,136,314	6,142	-	1,401,759
Street	629,379	219,440	-	128,631	108,283	-	611,905
9-1-1	-	268,457	-	173,675	-	-	94,782
Transient Room Tax	82,402	165,473	-	91,100	-	-	156,775
Events Center	373,995	169,337	-	134,881	-	-	408,451
Water	1,320,815	658,798	-	314,181	73,918	-	1,591,514
Wastewater	793,348	861,471	-	369,735	59,630	-	1,225,454
Stormwater	945,409	132,534	-	53,710	9,980	-	1,014,253
Airport	(1,433)	47,287	-	32,736	-	-	13,118
SDC Funds							
Wastewater	568,319	29,533	-	-	-	-	597,852
Street	815,275	43,216	-	28	-	-	858,463
Water	306,710	27,199	-	-	-	-	333,909
Stormwater	102,616	18,931	-	-	-	-	121,547
PW Administration	89,989	206,650	-	134,259	235	-	162,145
GO Debt	173,008	1,526	-	-	-	-	174,534
LID Debt	427,942	-	-	400	-	-	427,542
City/FURA Debt	-	31,697	-	-	-	31,697	-
FURA General	127,757	-	-	45,525	44,947	-	37,285
FURA Debt	86,636	1,773	-	-	-	31,697	56,712
Total	8,750,346	3,519,358	-	2,615,175	303,135	63,394	9,288,000

General Fund

The City's general fund includes all the City's governmental operations, excluding transportation. Following is a summary of key performance and activity measures for the various operations and capital outlay acquired during the quarter.

Activity during the quarter was as anticipated. There is a timing difference for franchise fee revenue, which will be corrected in a future quarter. Borrowing is not anticipated in this fiscal year due to a grant that budgeted for a major park project was not awarded. The reduced capital spending projected for year-end reflects the adjustments associated with this project.

	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Property taxes	12,750	15,680	2,930	2,477,600	2,404,000
Intergovernmental	62,100	78,659	16,559	818,100	251,700
Franchise fees	192,900	115,115	(77,785)	771,600	772,800
Licenses and permits	79,725	85,225	5,500	318,900	331,000
Charges for services	81,050	51,856	(29,194)	324,200	324,800
Miscellaneous	63,300	67,276	3,976	253,200	253,000
Transfers	222,225	222,225	-	888,900	888,900
Debt proceeds	-	-	-	400,000	-
Total current year resources	714,050	636,036	(78,014)	6,252,500	5,226,200
Expenditures					
Police	546,100	440,106	(105,994)	2,195,400	2,021,900
Community Development	168,125	104,123	(64,002)	672,500	663,000
Parks	31,675	43,038	11,363	126,700	125,000
Municipal Court	69,875	55,996	(16,998)	279,500	273,000
Administration	287,700	277,399	(10,301)	1,150,800	1,140,000
City Hall	24,425	21,269	(3,156)	97,700	91,800
Non-departmental	32,375	22,883	(9,492)	129,500	129,500
Operating expenditures	1,160,275	964,814	(198,580)	4,652,100	4,444,200
Capital outlay	23,750	6,142	(17,608)	1,042,000	368,000
Debt service	-	-	-	67,600	67,600
Transfers	171,500	171,500	-	686,000	686,000
Total non-operating expenditures	195,250	177,642	(17,608)	1,795,600	1,121,600
Total expenditures	1,355,525	1,142,456	(216,188)	6,447,700	5,565,800
Resources over (under) expendi	(641,475)	(506,420)	138,174	(195,200)	(339,600)
Beginning fund balance	1,682,446	1,908,179	225,733	1,682,446	1,908,179
Ending fund balance	1,040,971	1,401,759	363,907	1,487,246	1,568,579

Street Fund

The Street Fund accounts for street operations, including maintenance and capital projects. Borrowing and transfers were not needed during the quarter but are anticipated prior to year-end. There are minor adjustments to year-end estimated amounts relative to budget as of September 30, 2016.

Street Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Intergovernmental	124,275	127,557	3,282	1,529,100	1,530,100
Franchise fees	13,500	4,301	(9,199)	54,000	52,000
Charges for services	87,800	81,122	(6,678)	351,200	338,500
Miscellaneous	500	6,460	5,960	2,000	2,000
Transfers	-	-	-	550,000	500,000
Debt proceeds	-	-	-	500,000	500,000
Total current year resources	226,075	219,440	(6,635)	2,986,300	2,922,600
Expenditures					
Personnel services	16,925	16,207	(718)	67,700	67,700
Materials and services	58,325	45,474	(12,851)	263,200	259,200
Capital outlay	20,000	108,283	88,283	2,382,800	2,382,800
Transfers	66,950	66,950	-	267,800	267,800
Debt service	19,318	-	(19,318)	176,800	185,400
Total expenditures	181,518	236,914	55,396	3,158,300	3,162,900
Resources over (under)					
expenditures	44,557	(17,474)	(62,031)	(172,000)	(240,300)
Beginning fund balance	512,048	629,379	117,331	512,048	629,379
Ending fund balance	556,605	611,905	55,300	340,048	389,079

Capital outlay

- Rhododendron multi-use path work continued

9-1-1 Fund

This fund accounts for charges to non-city users of emergency dispatch services and dedicated tax revenue for 911. Funds are transferred to the City's general fund for 911 emergency communications related funding.

A payment from Western Lane Council of Governments was received in the first quarter. This was an amount that had been accumulating over a period of years. Through collaborative efforts with the 9-1-1 partner agencies these funds were transferred to the City.

9-1-1 Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Intergovernmental	53,750	138,482	84,732	215,000	217,000
Charges for services	39,450	-	(39,450)	157,800	157,800
Miscellaneous	-	-	-	-	-
Transfers	129,975	129,975	-	519,900	519,900
Total current year resources	223,175	268,457	45,282	892,700	894,700
Expenditures					
Personnel services	132,775	132,870	95	531,100	531,100
Materials and services	16,600	9,080	(7,520)	80,900	80,900
Capital outlay	-	-	-	16,800	16,800
Transfers	31,725	31,725	-	126,900	126,900
Total expenditures	181,100	173,675	(7,425)	755,700	755,700
Resources over (under) expenditures	42,075	94,782	52,707	137,000	139,000
Beginning fund balance	-	-	-	-	-
Ending fund balance	42,075	94,782	52,707	137,000	139,000

Transient Room Tax Fund

Tourism has rebounded strongly during the past thirty months. The transient room tax received in the first quarter exceeded the budgeted allocation of 45% for the quarter. Based on current trends we expect the TRT to exceed budgeted revenue for the full year.

Transient room taxes are allocated 40% tourism promotion via contract with the Chamber of Commerce and 60% to the Florence Events Center. The current year transfer to the FEC is increased due to limitations on the prior year transfer resulting from constraints imposed by local budget law. The increase in fund balance and significant increase in revenue provides the Council an opportunity to consider retaining a portion of funds as a fund balance to provide sustainable funding during years when tourism activity declines or does not meet forecasts.

Transient Room Tax Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Taxes	164,000	165,473	1,473	364,400	365,000
Total current year resources	164,000	165,473	1,473	364,400	365,000
Expenditures					
Materials and services	36,450	36,450	-	145,800	145,800
Transfers	54,650	54,650	-	218,600	218,600
Total expenditures	91,100	91,100	-	364,400	364,400
Resources over (under) expenditures	72,900	74,373	1,473	-	600
Beginning fund balance	60,173	82,402	22,229	60,173	82,402
Ending fund balance	133,073	156,775	23,702	60,173	83,002

Events Center Fund

Activity for the quarter is consistent with the budget. An unbudgeted property acquisition in the second quarter is shown in the full year estimate (\$180,000) in capital outlay in addition to an increase in debt proceeds of \$180,000. The timing of the debt issue will likely be in fiscal year 2017-18 with the City Hall remodel debt issue.

Events Center Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Intergovernmental	-	-	-	123,000	123,000
Charges for services	60,250	65,747	5,497	241,000	241,000
Miscellaneous	34,875	29,240	(5,635)	139,500	142,700
Transfers	74,350	74,350	-	300,900	300,900
Debt proceeds	-	-	-	-	180,000
Current year resources	169,475	169,337	(138)	804,400	987,600
Expenditures					
Personnel services	81,500	79,102	(2,398)	326,000	326,000
Materials and services	97,000	43,804	(53,196)	388,000	386,900
Capital outlay	-	-	-	102,500	282,500
Transfers	11,975	11,975	-	47,900	47,900
Debt service	-	-	-	-	-
Total expenditures	190,475	134,881	(55,594)	864,400	1,043,300
Resources over (under) expenditures					
	(21,000)	34,456	55,456	(60,000)	(55,700)
Beginning balance	392,880	373,995	(18,885)	392,880	373,995
Ending balance	371,880	408,451	36,571	332,880	318,295

Water Fund

The dry summer resulted in water sales that met expectations (exceeded 30% of annual budget by \$10,000). Operating costs were within budget. Authorized debt of \$1.4 million will be funded in mid-December.

A budgeted rate increase of 1.0% has been deferred pending final analysis of impacts to various accounts to achieve rate equity among the various customer classes and meter sizes. This information is anticipated in December-January.

Water Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Charges for services	636,655	648,617	11,962	2,134,900	2,147,600
Miscellaneous	4,125	10,181	6,056	16,500	18,000
Transfers	-	-	-	300,000	300,000
Debt proceeds	-	-	-	1,400,000	1,400,000
Total current year resources	640,780	658,798	18,018	3,851,400	3,865,600
Expenditures					
Personnel services	86,750	73,317	(13,433)	347,000	346,000
Materials and services	104,400	72,555	(31,845)	417,600	409,000
Capital outlay	38,750	73,918	34,357	2,225,000	2,225,000
Debt service	-	-	-	142,331	140,731
Transfers	163,725	169,120	5,395	654,900	654,900
Total expenditures	393,625	388,099	(5,526)	3,786,831	3,775,631
Resources over (under) expenditures					
	247,155	270,699	23,544	64,569	89,969
Beginning fund balance	1,119,248	1,320,815	201,567	1,119,248	1,320,815
Ending fund balance	1,366,403	1,591,514	225,111	1,183,817	1,410,784

Wastewater Fund

Wastewater sales were less than budgeted for the quarter. A portion of the shortfall is related to deferring a budgeted rate increase of 1.0% pending final analysis of impacts to various accounts to achieve rate equity among the various customer classes and meter sizes. This information is anticipated in December-January.

Operating costs were within budget. Authorized debt of \$1.4 million will be funded in mid-December.

Wastewater Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Intergovernmental	-	-	-	200,000	200,000
Charges for services	875,040	854,891	(20,149)	3,126,000	3,096,500
Miscellaneous	5,250	6,580	1,330	371,000	23,500
Transfers	-	-	-	280,700	280,700
Total current year resources	880,290	861,471	(18,819)	3,977,700	3,600,700
Expenditures					
Personnel services	80,075	79,871	(204)	320,300	318,800
Materials and services	124,125	106,164	(17,961)	496,500	482,500
Capital outlay	286,250	59,630	(226,620)	1,706,000	1,343,000
Debt service	-	-	-	1,206,889	1,206,800
Transfers	179,825	183,700	3,875	719,300	717,700
Total expenditures	670,275	429,365	(240,910)	4,448,989	4,068,800
Resources over (under) expenditures	210,015	432,106	222,091	(471,289)	(468,100)
Beginning fund balance	736,687	793,348	56,661	736,687	793,348
Ending fund balance	946,702	1,225,454	278,752	265,398	325,248

Stormwater Fund

Stormwater revenue in the first quarter is slightly below budget (less than 1.0%). This is primarily the result, like in water and wastewater, of deferring a budgeted rate increase of 1.0% pending final analysis of impacts to various accounts to achieve rate equity among the various customer classes and meter sizes. This information is anticipated in December-January.

Expenditures for the quarter are consistent with the budget, with capital projects scheduled later in the year.

Stormwater Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Charges for services	131,825	132,534	709	527,300	529,000
Miscellaneous	375	-	(375)	1,500	5,000
Total current resources	132,200	132,534	334	528,800	534,000
Expenditures					
Personnel services	16,825	16,867	42	67,300	67,800
Materials and services	16,725	6,643	(10,082)	66,900	63,900
Capital outlay	161,250	9,980	(151,270)	645,000	645,000
Debt service	-	-	-	17,000	17,000
Transfers	30,200	30,200	-	120,800	120,800
Total expenditures	225,000	63,690	(161,310)	917,000	914,500
Resources over (under)					
expenditures	(92,800)	68,844	161,644	(388,200)	(380,500)
Beginning fund balance	906,758	945,409	38,651	906,758	945,409
Ending fund balance	813,958	1,014,253	200,295	518,558	564,909

Airport Fund

Activity at the airport in the first quarter was consistent with budget, with a significant repair and fuel purchases occurring in the quarter. The increased general fund transfer in this fiscal year will help stabilize funding for the operation.

Airport Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Intergovernmental	-	-	-	19,000	19,000
Charges for services	29,050	34,600	5,550	116,200	116,200
Miscellaneous	400	1,437	1,037	1,600	1,600
Transfers	11,250	11,250	-	45,000	45,000
Total current year resources	40,700	47,287	6,587	181,800	181,800
Expenditures					
Materials and services	21,250	27,111	5,861	85,000	83,400
Capital outlay	5,000	-	(5,000)	20,000	20,000
Debt service	-	-	-	51,200	51,200
Transfers	5,625	5,625	-	22,500	22,500
Total expenditures	31,875	32,736	861	178,700	177,100
Resources over (under) expenditures	8,825	14,551	5,726	3,100	4,700
Beginning fund balance	427	(1,433)	(1,860)	427	(1,433)
Ending fund balance	9,252	13,118	3,866	3,527	3,267

Public Works Administration and Support Services Fund

Activity for the quarter was as anticipated. Although capital outlay expenditures are less than budgeted considerable architectural work was completed during the quarter with billing occurring subsequent to September 30. Construction of the public works facility is out to bid at this time with contract award potentially in December.

\$3.3 million in debt funding for the facility is secured, with the loan closing in mid-December.

Public Works Administration and Support Service Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Charges for services	4,600	4,600	-	18,400	18,400
Miscellaneous	-	-	-	-	-
Transfers	202,050	202,050	-	849,300	849,300
Debt proceeds	-	-	-	3,300,000	3,300,000
Total current year resources	206,650	206,650	-	4,167,700	4,167,700
Expenditures					
Personnel services	132,925	108,894	(24,031)	531,700	529,000
Materials and services	25,600	25,365	(235)	102,400	97,000
Capital outlay	25,000	235	(24,765)	3,324,800	3,323,000
Debt service	-	-	-	76,900	110,100
Total expenditures	183,525	134,494	(49,031)	4,035,800	4,059,100
Resources over (under)					
expenditures	23,125	72,156	49,031	131,900	108,600
Beginning fund balance	79,987	89,989	10,002	79,987	89,989
Ending fund balance	103,112	162,145	59,033	211,887	198,589

System Development Funds

Wastewater SDC Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Charges for services	25,000	29,456	4,456	100,000	100,000
Miscellaneous	500	77	(423)	2,000	2,000
Total current year resources	25,500	29,533	4,033	102,000	102,000
Expenditures					
Materials and services	1,250	-	(1,250)	5,000	5,000
Transfers	70,175	-	(70,175)	280,700	280,700
Total expenditures	71,425	-	(71,425)	285,700	285,700
Resources over (under) expenditures					
	(45,925)	29,533	75,458	(183,700)	(183,700)
Beginning fund balance	549,272	568,319	19,047	549,272	568,319
Ending fund balance	503,347	597,852	94,505	365,572	384,619

Street SDC's	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Budget	Estimate
Current year resources					
Charges for services	9,000	42,463	33,463	36,000	60,000
Miscellaneous	1,625	753	(872)	6,500	7,000
Total current year resources	10,625	43,216	32,591	42,500	67,000
Expenditures					
Materials and services	1,500	28	(1,472)	6,000	6,000
Transfers	137,500	-	(137,500)	550,000	550,000
Total expenditures	139,000	28	(138,972)	556,000	556,000
Resources over (under) expenditures					
	(128,375)	43,188	171,563	(513,500)	(489,000)
Beginning fund balance	930,642	815,275	(115,367)	930,642	815,275
Ending fund balance	802,267	858,463	56,196	417,142	326,275

Water SDC Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Charges for services	24,750	27,037	2,287	99,000	102,000
Miscellaneous	500	162	(338)	2,000	2,000
Total current year resources	25,250	27,199	1,949	101,000	104,000
Expenditures					
Materials and services	625	-	(625)	2,500	2,500
Transfers	75,000	-	(75,000)	300,000	300,000
Total expenditures	75,625	-	(75,625)	302,500	302,500
Resources over (under)					
expenditures	(50,375)	27,199	77,574	(201,500)	(198,500)
Beginning fund balance	288,857	306,710	17,853	288,857	306,710
Ending fund balance	238,482	333,909	95,427	87,357	108,210

Stormwater SDC Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Charges for services	12,500	18,720	6,220	50,000	54,000
Miscellaneous	375	211	(164)	1,500	1,500
Total current year resources	12,875	18,931	6,056	51,500	55,500
Expenditures					
Materials and services	10,250	-	(10,250)	41,000	41,000
Total expenditures	10,250	-	(10,250)	41,000	41,000
Resources over (under)					
expenditures	2,625	18,931	16,306	10,500	14,500
Beginning fund balance	95,827	102,616	6,789	95,827	102,616
Ending fund balance	98,452	121,547	23,095	106,327	117,116



Debt Service Funds

The City has three debt service funds; General Obligation (GO) Debt Service, Local Improvement District (LID), and City/Florence Urban Renewal Agency (FURA). Property taxes are used to pay the GO debt obligation, payments from property owners assessed for improvements pay LID debt service and payments from FURA to the City are used to pay debt issued for the benefit of FURA.

GO Debt Service Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Property taxes	37,750	1,359	(36,391)	151,000	151,000
Miscellaneous	125	167	42	500	500
Total current year resources	37,875	1,526	(36,349)	151,500	151,500
Expenditures					
Debt service	-	-	-	184,869	184,869
Total expenditures	-	-	-	184,869	184,869
Resources over (under) expenditures	37,875	1,526	(36,349)	(33,369)	(33,369)
Beginning fund balance	170,583	173,008	2,425	170,583	173,008
Ending fund balance	208,458	174,534	(33,924)	137,214	139,639

LID Debt Service Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Miscellaneous	8,750	-	(8,750)	35,000	35,000
Transfers	-	-	-	-	-
Total current year resources	8,750	-	(8,750)	35,000	35,000
Expenditures					
Materials and services	100	400	300	400	400
Debt service	24,050	-	(24,050)	96,200	96,200
Total expenditures	24,150	400	(23,750)	96,600	96,600
Resources over (under) expenditures	(15,400)	(400)	15,000	(61,600)	(61,600)
Beginning fund balance	465,742	427,942	(37,800)	465,742	427,942
Ending fund balance	450,342	427,542	(22,800)	404,142	366,342

City/FURA Debt Service Fund	1st Quarter			Q1	
	Budget	Actual	Variance Over(Under)	Annual Budget	Full Year Estimate
Current year resources					
Intergovernmental	31,950	31,697	(253)	127,800	127,800
Debt proceeds	-	-	-	1,725,351	1,725,351
Total current year resources	31,950	31,697	(253)	1,853,151	1,853,151
Expenditures					
Materials and services	-	-	-	1,725,351	1,725,351
Debt service	31,950	31,697	(253)	127,800	127,800
Total expenditures	31,950	31,697	(253)	1,853,151	1,853,151
Resources over (under) expenditures	-	-	-	-	-
Beginning fund balance	-	-	-	-	-
Ending fund balance	-	-	-	-	-

FURA General Fund

Project and program activity for the Florence Urban Renewal Agency (FURA) is accounted for in the general fund. Activity for the quarter was as budgeted, with progress on the ReVision project design. Debt proceeds to fund the completion of this activity and provide funding for other projects will occur in December.

FURA - General Fund	1st Quarter			Q1	Full Year
	Budget	Actual	Variance Over(Under)	Annual Budget	Estimate
Current year resources					
Miscellaneous	250	-	(250)	1,000	1,000
Debt proceeds	-	-	-	1,725,351	1,725,351
Total current year resources	250	-	(250)	1,726,351	1,726,351
Expenditures					
Materials and services	62,325	45,525	(9,300)	249,300	249,300
Capital outlay	150,000	44,947	(105,053)	1,300,000	1,300,000
Total expenditures	212,325	90,472	(114,353)	1,549,300	1,549,300
Resources over (under) expenditures	(212,075)	(90,472)	114,103	177,051	177,051
Beginning fund balance	175,119	127,757	(47,362)	175,119	127,757
Ending fund balance	(36,956)	37,285	66,741	352,170	304,808

FURA Debt Fund

FURA debt is paid with property taxes. The tax levy was slightly less than budgeted.

FURA - Debt Services Fund	1st Quarter			Q1	Full Year
	Budget	Actual	Variance Over(Under)	Annual Budget	Estimate
Current year resources					
Property taxes	-	1,541	1,541	360,600	357,000
Miscellaneous	250	232	(18)	1,000	1,000
Total current year resources	250	1,773	1,523	361,600	358,000
Expenditures					
Materials and services	-	-	-	-	-
Debt service	31,950	31,697	(253)	127,800	127,800
Total expenditures	31,950	31,697	(253)	127,800	127,800
Resources over (under) expenditures	(31,700)	(29,924)	1,776	233,800	230,200
Beginning fund balance	35,349	86,636	51,287	35,349	86,636
Ending fund balance	3,649	56,712	53,063	269,149	316,836



AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 10
Meeting Date: November 21, 2016
Department: All

ITEM TITLE: Board and Committee Report – October 2016

DISCUSSION/ISSUE:

Airport Advisory Committee	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Airport Advisory Committee met on October 19 th . The committee spent time reviewing and discussing the new model ground lease for the airport hangars. The committee also agreed to request that the section of City Code be amended to reflect the true nature of the committee and to reduce the frequency of meetings to a minimum of quarterly. The next Airport Advisory Committee meeting is scheduled for January 18, 2017.	

Airport Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Airport Volunteer Group (AVG) provided 248 hours greeting visiting pilots and their passengers at the airport; answering phone calls; and providing general information and directions to local attractions; checking all entrance/exit gates; visually check taxiways to ensure they are free and clear of debris; check loaner cars and collect fees from loaner car users; clean the restrooms and office space at the airport office.	

Ad-Hoc Finance Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
The Finance ad-hoc committee met on October 5 th . The Committee received updated information on a few open items and reviewed recommended rate adjustments and customer types. The Committee affirmed recommendations pending findings for a few specific customers. The Committee also received an update on system development charge study schedule.	

Audit Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
Committee did not meet.	

Budget Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
Committee did not meet.	

Economic Development Committee (EDC)	
<u>Department:</u> Administrative	<u>Staff:</u> Erin Reynolds – City Manager
The October EDC meeting was cancelled in order to allow for time for representatives from the Committee (David Wiegan and Mike Rose) and staff to participate in the interview process for the new Economic Development Catalyst position.	

Environmental Management Advisory Committee (EMAC)	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
EMAC skipped meeting in October. Their next meeting is scheduled for November 17 th at 2pm when they will debrief the Household Hazardous Waste Round-up event, discuss the results of the County’s solid waste master planning public input sessions held in September, review licensee responsibilities and review Senate Bill 263 policy related to required local jurisdiction education and waste prevention promotion.	

Florence Events Center Volunteers / Friends of the FEC	
<u>Department:</u> Florence Events Center	<u>Staff:</u> Kevin Rhodes – FEC Director
<p>Wireless Headset System – The Friends of the FEC generously purchased a professional wireless headset communication system to be used primarily back stage for theater productions. The new system is replacing the original existing wired system and has a broadcast range of up to 400 yards. With a purchase price of \$4,133.50, the Friends of the FEC continue to keep the FEC supplied with much needed state-of-the-art equipment.</p> <p>Dancing with the Sea Lions – The Friends of the Florence Events Center can easily report that after all expenses, the public art campaign raised over \$65,000. Profits from the project will fund sound system improvements and other facility enhancements at the FEC. The project will continue to be a public art attraction for Florence and the Oregon Coast. After the auction, eight of the sea lions are still at their original location with twelve of the twenty sea lions migrating to new homes. Fifteen of the statues will remain in the Florence area and five sea lions will be on a path that extends from Waldport all the way to La Jolla, California.</p> <p>Upcoming Events –</p> <p>Wallflowers and Wine – Create your own wall art with artist John Leasure and a glass of wine on Friday, November 26th at 6:30 pm at the Florence Events Center. All the paints, canvas and art instruction will be provided. Tickets are \$45 a person and includes a free beverage (one glass of vino or other non-alcoholic choice) and a multitude of delicious snacks while you are given professional, step by step painting directions. Additional beverages or wine will be for sale for those 21 and over to enjoy while they paint. This is the fourth in a series of successful, upbeat art painting parties sponsored by the Friends of the Florence Events Center and the FEC art gallery committee.</p>	

Save the Dates!

Curtis Salgado New Year’s Eve Concert – Curtis Salgado will be performing a New Years’ Eve concert at the Florence Events Center on, well... December 31st. Salgado is a renowned Blues artist who spent time touring as the opening act for the Steve Miller Band, had a short stint as the lead singer for Santana and was Jon Belushi’s inspiration for creating the Blues Brothers. The evening concert will open with the Hank Shreve Band at 9pm. Curtis Salgado performed the first concert in the FEC theater in 1996 to a “sold out” audience so his return to the FEC will be a nice “full circle” ending to the FEC’s 20th anniversary!

Winter Music Festival 2017 – The WMF 2017 committee continues to meet in preparation for the festival scheduled for January 14-15 and the well-attended Kid’s Concerts scheduled for the Thursday prior to the event on January 12th. The WMF has recently launched its newly redesigned website featuring an attractive earthy appeal that compliments the festivals events including the FRAA Artisan Fair and Friends of the FEC Pie Sale. The entertainment line-up has been locked in with Danny O’Keefe slated for the Saturday night headliner. O’Keefe is known for his hit song, “Good time Charlie’s got the Blues” released 1972. His songs have been recorded by such artist as Jackson Brown and more recently by Miranda Lambert. Haley Johnsen will open for O’Keefe on Saturday night. Johnsen is better known for being a top 25 finalist in the 2012 American Idol season.

Florence Urban Renewal Agency

Department: Administrative

Staff: Kelli Weese –
City Recorder / Eco. Devo. Coord.

FURA met on October 26th to review proposed property renderings for the Lotus property. The agency reviewed the popular small housing movement, potential development opportunities for the site including potential costs of that development, and a 3D rendering of the design options. In addition, the agency heard a report from Project Manager Megan Messmer on the progress toward the ReVision Florence project including next steps for coordinating with consultants MSA and Associates and ODOT, and results of a recent survey concerning the project.

Parks Volunteers

Department: Public Works

Staff: Mike Miller – Public Works Director

Shoreline Christian School performed 3 hours volunteer labor picking up litter and trash at Singing Pines Park during October.

Siuslaw Chapter of American Rhododendron Society performed 4 hours of volunteer labor at Gallagher's Park pruning rhododendrons during October.

Volunteers for Veterans Memorial Park performed 26 hours of volunteer labor cleaning, weeding, and pruning the shrubs at the park.

Volunteers for Old Town Park (Gazebo Park) completed 5 hours of volunteer labor cleaning the flower beds, pruning and weeding at the park during October.

The Florence Garden Club provided 4 hours of volunteer labor at Gallagher's Park during October.

Planning Commission

Department: Planning

Staff: Wendy FarleyCampbell – Planning Director

The Planning Commission met October 11th and opened two public hearings one requesting extension of their preliminary PUD and tentative subdivision approvals and one requesting modification of Sandpines PUD to permit a detached single family residence on a lot reserved for attached housing. Due to a lack of quorum the hearings were continued to November 8th. The Planning Commission also met on October 25th and held two public hearings, one requesting use of a shipping container and trailer at Goodwill Industries and one requesting a conditional use to construct a Public Works facility. The Planning Commission voted unanimously to approve both applications.

Police Auxiliary

<u>Department:</u> Police	<u>Staff:</u> Gary Stine – Auxiliary Coordinator
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During the month of October 2016 the Police Auxiliary provided over 300 hours of service to the Police Department. The Auxiliary participated in the planting of another "Tree of Support" to the Police, we provided coloring books to the Elementary School from the community supporters allowing them to learn about various subjects by coloring. We provided the PTA material for their program for parents and the public on Emergency Preparedness in the schools. We also participated in the National Guard's drill and the Senior Expo at the Event Center. At the Senior Expo we collected expired and unneeded pharmaceuticals from the public as well as answered many questions from the public. The Auxiliary was also available to hand out candy treats at the Station on Halloween evening. We interacted and provided answers to the resident's questions and by giving directions and answering questions to visitors.

Like we do every month the Police Auxiliary delivered daily Mail and intra-department mail between the Police Dept, Municipal Court and City Hall, patrolled and did afternoon traffic control at Siuslaw Elementary School during school days, patrolled city neighborhoods and gated communities, visited and checked requested homes for people on vacation, checked for violations in Disabled parking spaces, attended staff training, picked up and reported found property, responded to citizens concerned about dogs left inside unattended vehicles, responded to dogs running at large and transported some to the Humane Society, assisted in doing hourly safety jail checks and feeding jail meals to help keep the regular Officers in the field and help the Corrections Officer while she is in Court or transporting inmates to Eugene. We also purchased needed food and medical supplies for the jail, provide public and court fingerprinting, registered sex offenders, filing of tickets and incidents reports, shedding of confidential information, and were available for Home Security Inspections for homeowners and the Business and Neighborhood Watch programs.

Police Reserve Officers

<u>Department:</u> Police	<u>Staff:</u> Tom Turner – Police Chief
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No Report

Public Art Committee

<u>Department:</u> Administrative	<u>Staff:</u> Kelli Weese – City Recorder / Economic Development Coordinator
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PAC met on October 24th to continue working on the various logistics for the groups first projects including the beautification of municipal objects / street furniture, Hwy 101 & 126 mural, Siuslaw Bridge Steps, and the Gallery in Old Town. The Committee also presented to the Florence Rotary Club on October 25th and to the Florence Urban Renewal Agency on October 26th.

Senior Center Volunteers

<u>Department:</u> Administrative	<u>Staff:</u> Megan Messmer – Assistant to the City Manager
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The Senior Center Board approved the appointment of Don Stone as their newest Board member in October. Ron Borge has also agreed to take on the role of Board President. Beth Johnson had previously been serving as Interim President. The Board has also evaluated their food services costs over the past few months. Due to the rising costs in food, the Board increased the meal prices from \$5 to \$7 per meal.

Transit Advisory Committee (TAC)

<u>Department:</u> Planning	<u>Staff:</u> Glen Southerland – Assistant Planner
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No report for October.

FISCAL IMPACT:

The fiscal impact of the committees and volunteer groups varies depending on their scope of work. Staff time is allocated to support the committees, and ensure committees comply with Oregon public meetings laws by preparing and posting agendas and minutes and/or digital recordings for meetings.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: Deliver efficient and cost effective city services. Goal 5: Strengthen and Improve City's Organization and Capital Plant.

AIS PREPARED BY: Report written by City of Florence staff and compiled by Kelli Weese, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments: *ERReynolds*

ITEM'S ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 11
Meeting Date: November 21, 2016
Department: City Manager

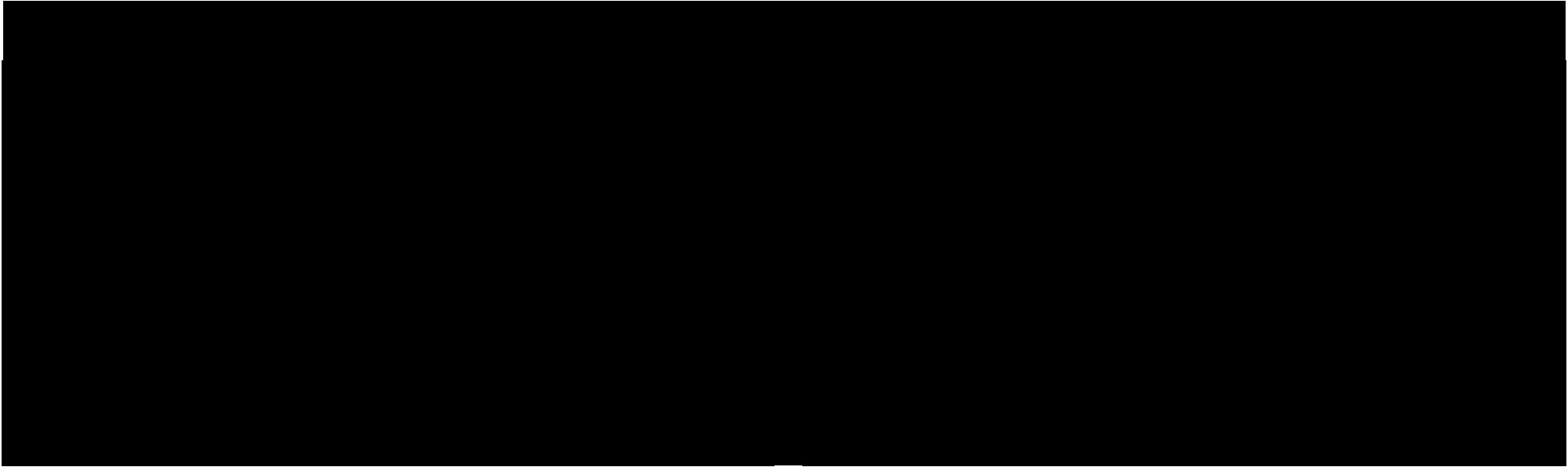
ITEM TITLE: CITY MANAGER REPORT

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 12
Meeting Date: November 21, 2016
Department: City Council

ITEM TITLE: CITY COUNCIL REPORTS

Florence City Council Calendar - 2016



November

M	Tu	W	Th	F	Sa/Su
31	1	2	3	4	5 & 6
7 - City Coun. Mtg	8	9 - City Coun. Wrk Sn	10	11 Vet. Day	12 & 13
14	15	16	17	18	19 & 20
21 - City Coun. Mtg	22	23 - City Coun. Wrk Sn - Cancelled	24 - 25 Thanksgiving		26 & 27
28	29	30			

December

M	Tu	W	Th	F	Sa/Su
			1	2	3 & 4
5 - City Coun. Mtg	6	7 - City Coun. Wrk Sn - Tentative	8	9	10 & 11
12	13	14 - City Coun. Retreat	15	16	17 & 18
19 - City Coun. Mtg	20	21 - City Coun. Wrk Sn - Cancelled	22	23	24 & 25
26 Christ. Obser.	27	28	29	30	31

Florence City Council Calendar - 2017

January

M	Tu	W	Th	F	Sa/Su
2 New Years Observed Council Meeting Rescheduled	3	4 Council Work Session Rescheduled	5	6	7 & 8
9 Council Meeting	10	11 Council Work Session - <i>Tentative</i>	12	13	14 & 15
16 Martin L. King Jr. Day Holiday Council Meeting Rescheduled	17	18 Council Work Session Rescheduled	19	20	21 & 22
23 Council Meeting	24	25 Council Work Session - <i>Tentative</i>	26	27	28 & 29
30 State of the City	31				

February

M	Tu	W	Th	F	Sa/Su
		1	2	3	4 & 5
6 Council Meeting	7	8 Council Work Session - <i>Tentative</i>	9	10	11 & 12
13	14	15	16	17	18 & 19
20 Presidents Day Holiday Council Meeting Rescheduled	21	22 Council Work Session - Canceled	23	24	25 & 26
27 Council Meeting - <i>Tentative</i>	28				

March

M	Tu	W	Th	F	Sa/Su
		1	2	3	4 & 5
6 Council Meeting	7	8 Council Work Session - <i>Tentative</i>	9	10	11 & 12
13	14	15	16	17	18 & 19
20 Council Meeting	21	22 Council Work Session - <i>Tentative</i>	23	24	25 & 26
27	28	29	30	31	

April

M	Tu	W	Th	F	Sa/Su
					1 & 2
3 Council Meeting	4	5 Council Work Session - Canceled	6	7	8 & 9
10	Northwest Regional Manager's Conference				15 & 16
17 Council Meeting	18	19 Council Work Session - <i>Tentative</i>	20	21	22 & 23
24	25	26	27	28	29 & 30