



City of Florence Council Regular Session

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

- Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting, and can be found 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 after the meeting.
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April 15, 2024

AGENDA

5:30 p.m.

Councilors:

Rob Ward, Mayor

Sally Wantz, Council President
Jo Beaudreau, Councilor

Bill Meyer, Council Vice-President
Robert Carp, Councilor

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

Proceedings will be shown live and for rebroadcast on Cable Channel 191 and online at www.ci.florence.or.us/citymanager/public-meetings-live and will be available after the meeting on the City's Vimeo Site.

In addition to attending in person, members of the public can listen and view the meeting through the 'GoToWebinar' platform at the following link:

<https://attendee.gotowebinar.com/register/829579762629394781>

Meetings are also shown live on Cable Channel 191 and online at

<https://www.ci.florence.or.us/citymanager/public-meetings-live>.

Citizens wishing to express their views may submit comments in writing or verbally. For more information, please see the end of this agenda or visit the [City of Florence website](http://www.ci.florence.or.us).

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

PRESENTATIONS & ANNOUNCEMENTS

- Veterans of Foreign Wars (VFW) Florence First Responder Awards
- Proclamations for National Public Safety Telecommunicators Week, Volunteer Appreciation Week and Arbor Day
- Employee Recognitions by Human Resource Director Alex Ferguson

Mayor Ward

1. PUBLIC COMMENTS

This is an opportunity for members of the public to bring to the Council's attention any item not otherwise listed on the agenda. *Please see the end of this agenda for methods to provide comments on items that are not on the agenda.*

PUBLIC HEARING ITEMS

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

2. NORTHWEST 9TH STREET REAL ESTATE TRANSACTION PUBLIC HEARING

A. PUBLIC HEARING ON NW 9TH STREET REAL ESTATE TRANSACTION

Hear and consider written and oral testimony regarding the proposed sale of City property located between Greenwood Street and the undeveloped platted rights-of-way (ROW) of Fir, 10th, and 11th Streets, north of 9th Street for Tax Lots 01100 and 01200 Map 18-12-27-31 in the City of Florence, Lane County, Oregon.

B. NW 9TH STREET PROPERTY REAL ESTATE TRANSACTION

Consider authorizing the sale of the Northwest 9th Street City owned properties for Tax Lots 01100 and 01200, Map 18-12-27-31 as discussed during the April 15, 2024 City Council Meeting and authorizing the execution of the Real Estate Purchase and Sales Agreement (REPSA) based upon the agreed upon terms and all other necessary documents to complete the transaction on behalf of the City.

Erin
Reynolds
City Manager

ACTION ITEMS

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

- 3. **NO MOW MAY INITIATIVE 2024**
Consider approval of **Resolution No. 6, Series 2024**, a resolution supporting the No Mow May initiative for 2024. Wendy Farley-Campbell
Com.Dev. Director
- 4. **SIUSLAW RIVER SLOPE SLIPPAGE MITIGATION DESIGN CONTRACT AMENDMENT**
Consider accepting the contract amendment from RH2 Engineering, Inc. of \$97,112 for professional engineering services for Siuslaw River Slope Slippage Mitigation Design. Mike Miller
Public Works Director
- 5. **2024 COMMITTEE, COMMISSION, AND BOARD RECRUITMENT PROCESS**
Review and consider the recruitment process for the 2024 City Committee vacancies. Lindsey White
City Recorder

CONSENT AGENDA

- 6. **THREE RIVERS FOUNDATION GRANT APPLICATION**
Consider ratifying staff’s decision to apply to the 2024 Three Rivers Foundation Grant for the FEC Lighting Board Capital Purchase for the total project cost of \$18,000. Megan Messmer
Assistant City Manager
- 7. **OREGON RESILIENCE HUBS AND NETWORKS GRANT**
Consider authorizing staff to submit an application to the Oregon Resilience Hubs and Networks Grant for the purchase of three portable emergency generators, for an estimated project cost of \$180,000 to support resiliency and provide emergency power for City wastewater pump stations in the event of power outages. Megan Messmer
Assistant City Manager
- 8. **AUDIT ACTION PLAN**
Consider approving plan of action for the 2022-23 audit. Anne Baker
Administrative Serv. Director
- 9. **APPROVAL OF MEETING MINUTES**
Consider approval of the March 4, 2024 and March 18, 2024 City Council Regular Session meeting minutes. Lindsey White
City Recorder

REPORT & DISCUSSION ITEMS

- 10. **GENERAL REPORTS– Council Question & Answer Only – No Presentations**
 - March Committee, Commission & Volunteer Reports.
- 11. **DEPARTMENT DIRECTOR UPDATES** Management Team
- 12. **CITY MANAGER REPORT & DISCUSSION ITEM** Erin Reynolds
City Manager
- 13. **CITY COUNCIL REPORTS & DISCUSSION ITEMS** City Council

COUNCIL CALENDAR		
<i>All meetings are held in person with a virtual option unless otherwise indicated</i>		
Date	Time	Description
April 22, 2024	3:00 p.m.	City Council Executive Session
April 29, 2024	5:30 p.m.	Special Meeting for Public Input <i>(Florence Events Center)</i>

May 6, 2024	5:30 p.m.	City Council Meeting
May 9, 2024	8:30 a.m.	City Council Work Session

PUBLIC MEETINGS PROCEDURES

The April 15, 2024 City Council meeting will be held in person, with the option to view / listen to the meeting virtually through the GotoWebinar platform.

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

1. Written Testimony: Citizens wishing to express their views to the City Council are encouraged to submit written testimony in one of the following ways:
 - a. Submit written comments via email to City Recorder at cityrecorder@ci.florence.or.us;
 - b. Mail written comments to Florence City Hall, Attn: City Council, 250 Hwy 101, Florence, OR 97439
 - c. Drop off written comments at Florence City Hall (250 Hwy 101) during regular office hours (Monday through Friday 8 a.m. – Noon and 1:00 p.m. – 4 p.m.) or at the City of Florence drop box located at Florence City Hall to the right of the main entrance.

**** Note:** Written comments received at least 2 hours prior to the meeting (April 15, 2024 at 3:30 p.m.) will be distributed to the City Council, posted to the City of Florence website, and made part of the record.

2. Verbal Testimony: Citizens wishing to express their views to the City Council may participate in the meeting at Florence City Hall or via GoToWebinar. To do so, please complete a speaker’s card online at www.ci.florence.or.us/council/request-address-city-council-speakers-card at least 1 hour prior to the meeting (April 15, 2024 at 4:30 p.m.). City staff will then contact the speaker to let them know the process to participate in the meeting.
 - a. Public Comments on items not on the agenda: General public comments (on items not on the City Council agenda) will be allowed at each City Council meeting during the public comment agenda item. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all items. In practicality, this means no more than five individuals will be allowed to comment verbally. There is no limit on written public comments.
 - b. Public Hearing Testimony: Testimony on public hearing items will be allowed when a public hearing is held. Verbal comments will be allowed on public hearing items after staff has given their report and have allowed time for initial Council questions. In general (with some exceptions for Land Use hearings), comments are limited to five minutes per person with no limit on the number of speakers.
 - c. Public Comments on Action Items: Public Comments will be allowed on each action item on the City Council agenda. Verbal comments will be allowed on action items after staff has given their report and have allowed time for initial Council questions. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all comments on each action item. In practicality, this means no more than five (5) individuals will be allowed to comment verbally. There is no limit on written public comments.

For more information on the City of Florence’s Public Meeting Policies, visit the City of Florence website at <https://www.ci.florence.or.us/council/rules-procedure>

AGENDA ITEM SUMMARY**FLORENCE CITY COUNCIL**

Meeting Date: April 15, 2024

Department: Mayor & Council

ITEM TITLE: Presentations and Announcements

DISCUSSION:

- Veterans of Foreign Wars (VFW) Florence First Responder Awards
 - Florene Police Department Communications Officer of the Year, Josh Thomas
 - Western Lane Fire Department Firefighter of the Year- Justin Mack
 - Western Lane EMS Authority Paramedic of the Year- Mackenzie Jeffcott
 - Proclamations for National Public Safety Telecommunicators Week, Volunteer Appreciation Week and Arbor Day
 - Employee Recognitions by Human Resource Director Alex Ferguson
 - Aaron Couture- Police Officer
 - Isaiah Wilson- Police Officer
-

PROCLAMATION

Office of the Mayor, City of Florence

National Public Safety Telecommunicators Week April 14-20, 2024

WHEREAS, emergencies that require police, fire or emergency medical services can occur at any time; and,

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

WHEREAS, the safety of our police officers, firefighters and paramedics is dependent upon the quality and accuracy of information obtained from citizens who contact the emergency communications center; and,

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

WHEREAS, Public Safety Telecommunicators are the single vital link for our police officers, firefighters and paramedics by monitoring their activities by radio, providing them information and ensuring their safety; and,

WHEREAS, Public Safety Telecommunicators of the Florence Police Department have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

NOW, THEREFORE I, Rob Ward, be it resolved by the City of Florence do hereby proclaim the week of April 14th through April 20th as National Public Safety Telecommunicators Week for 2024, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.



Rob Ward, Mayor

PROCLAMATION

Office of the Mayor, City of Florence



Volunteer Recognition Week April 14-20, 2024

WHEREAS, the Florence Area Community Coalition is an all-volunteer 501C(3) organization that has been working to help the Florence community for over 25 years; and

WHEREAS, the mission of FACC is to improve the quality of life in Western Lane County through partnerships, networking, volunteerism, community involvement, education, and awareness; and

WHEREAS, April is National Volunteer Month. Each April the FACC recognizes and celebrates the many organizations and volunteers that contribute to our amazing community. This year's celebration will be held on April 17th; and

WHEREAS, the event will honor the hundreds of volunteers that do so much for the communities of Florence, Dunes City, Mapleton, Deadwood, and the surrounding areas. The event is also a wonderful way to learn more about the many opportunities that exists to give back and make an impact in this region; and

WHEREAS, last year's event drew 175 people from many of the organization in our area; and

WHEREAS, Volunteer Appreciation Week provides a special opportunity for us to express our heartfelt gratitude to the countless individuals who give of themselves tirelessly and unconditionally for the betterment of our community;

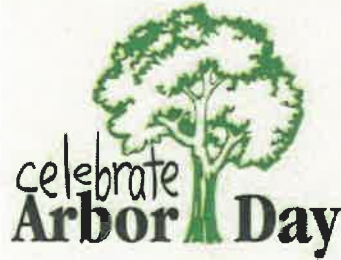
NOW, THEREFORE I, Rob Ward, Mayor of the City of Florence, do hereby proclaim the week of April 14th through April 20th as Volunteer Recognition Week for 2024 and urge all residents to join me in honoring and celebrating the extraordinary contributions of our volunteers.

Rob Ward, Mayor



PROCLAMATION

Office of the Mayor, City of Florence



Arbor Day- April 26, 2024

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Rob Ward, Mayor of the City of Florence, do hereby proclaim **April 26, 2024 as Arbor Day**, in the City of Florence, and I urge all citizens to celebrate Arbor Day to support efforts to protect our trees and woodlands.



Rob Ward, Mayor

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1

Meeting Date: April 15, 2024

Department: Mayor & Council

ITEM TITLE: Public Comments – *Items Not on the Agenda*

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. *Please see end of the agenda for methods to provide comments on items not on the City Council agenda.*

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2

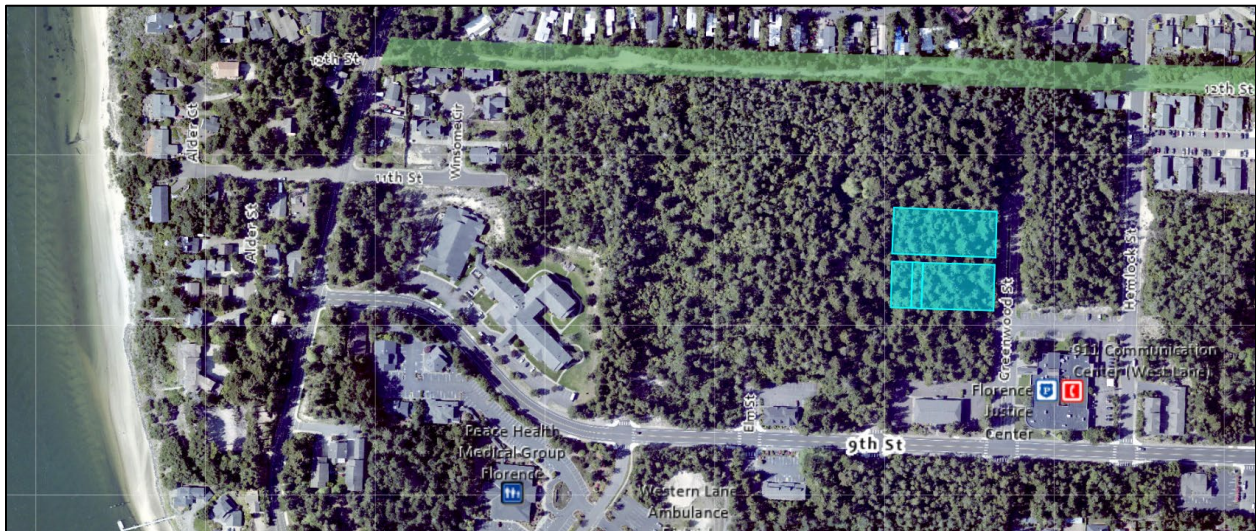
Meeting Date: April 15, 2024

Department: CMO

ITEM TITLE: Northwest 9th Street City Owned Property Real Estate Transaction

DISCUSSION/ISSUE:

Before the City Council this evening, is the consideration on the sale of the property generally located between Greenwood Street and the undeveloped platted rights-of-way (ROW) of Fir, 10th, and 11th Streets, north of 9th Street for Tax Lots 01100 and 01200 Map 18-12-27-31 in the City of Florence, Lane County, Oregon. The City is considering selling full fee and title the City owned property within the commercial use Professional Office/Institution zoning district for an Affordable Housing and Co-located Child Care Center. The City (the Seller) has no foreseeable use for the property and has had the property available for sale since 2018.



The interested Buyer has proposed purchasing the City owned property as described and show above for the purpose of creating the Elm Park Planned Unit Development (PUD) and building an Affordable Apartment Rental Complex and an Early Learning and Child Care Center. The vision at this time is to break the PUD up into two distinct and legal parcels as illustrated in **Attachment 1**.

The interested parties or Buyers of the property are as follows:

1. Our Coastal Village, Inc. for Parcel 1 with the intention to build an Affordable Apartment Rental Complex, and
2. Chestnut Management, LLC. for Parcel 2 with the intention to build an Early Learning and Child Care Center.



At the time of the writing of this report the terms of the sale are still in confidential negotiations. If the City Council is ready to move forward with this action item after their Executive Session on April 15, 2024 which is being held at 4:00 pm, then the terms would be disclosed during the Regular Business meeting of the City Council during the public hearing considering the sale of the property.

During the meeting there will be a Public Hearing held as legally required by State Law. The Public Hearing was noticed five days in advance as required by State Law (ORS 221.725) for the Sale of City Real

Property. There will be an opportunity for the City Council to deliberate on such testimony received and consider the sale of the property and discuss the significant terms for the Real Estate Purchase and Sales Agreement (REPSA) as negotiated and agreed upon by both the Buyer and the Seller.

FISCAL IMPACT:

The fiscal impacts for the City are still in negotiations at the time this report was written. Should the City Council be ready to move forward with the transaction during the April 15th meeting, the fiscal impacts and significant terms of the REPSA will be further discussed during the presentation and outlined by the City Council in the direction given to the City Manager.

RELEVANCE TO ADOPTED CITY WORK PLAN:

- Goal 1: City Service Delivery
- Goal 3: Economic Development

ALTERNATIVES:

1. Hold the Public Hearing and authorize the City Manager to execute the Real Estate Purchase and Sales Agreement (REPSA).
2. Do not authorize the City Manager to execute the REPSA
3. Direct the City Manager to suspend negotiations.
4. Postpone the Public Hearing to allow for additional time for negotiating the terms of the REPSA and Executive Session Meetings.

RECOMMENDATION:

Consider authorizing the sale of the Northwest 9th Street City owned properties for the Tax Lots 01100 and 01200, Map 18-12-27-31 as discussed during the April 15, 2024 City Council Meeting and authorizing the execution of the Real Estate Purchase and Sales Agreement (REPSA) based upon the agreed upon terms and all other necessary documents to complete the transaction on behalf of the City.

AIS PREPARED BY: Erin Reynolds, City Manager

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

ITEM'S ATTACHED:
Attachment 1 - Site Map

Reference Item: Notice of Public Hearing
<https://www.ci.florence.or.us/council/notice-public-hearing-3>

AGENDA ITEM SUMMARY**FLORENCE CITY COUNCIL****ITEM NO: 3**

Meeting Date: April 15, 2024

Department: Community Dev.

ITEM TITLE: No Mow May Initiative 2024

DISCUSSION/ISSUE:

Bees and other pollinators such as butterflies, wasps and ladybugs are integral to the pollination of plants in order to grow a wide diversity of foods and flowers. The ideal pollinator-friendly habitat is one comprised of mostly native wildflowers, food and herbal plants, grasses, shrubs and trees blooming in succession throughout the growing season. Pollinator populations are threatened due to habitat loss, pesticide treatments, mowing, disease, parasites, and a changing climate.

The 2023-2025 City Work Plan includes the objectives “to create pathways for sustainable local food production and security” and do work towards supporting beneficial designations such as Bee City USA. No Mow May is an initiative that encourages property owners to limit lawn mowing practices during the month of May to provide early season foraging resources for pollinators that emerge in the spring, especially when few floral resources are available. Participating in the initiative illustrates a commitment to a safe and healthy community environment. Not mowing or reduced mowing are typical first steps a community can do in the initiative’s promotion efforts. Other activities such as reduced chemical treatments and planting flowering lawns, trees and shrubs, and wild flowers are encouraged.

The [Xerces Society website](#) offers many additional resources to interested persons on how they can support pollinators. One suggestion from the organization to support the promotion of No Mow May is to suspend lawn and weed ordinances for a month or longer. Florence City Code includes the below code sections in [Title 6 Chapter 1](#) related to weed presence and maximum vegetation growth heights.

6-1-7-13: NOXIOUS VEGETATION:

A. No owner or person in charge of property shall permit weeds or other noxious vegetation to grow upon his property. It shall be the duty of an owner or person in charge of property to cut down or to destroy grass, shrubbery, brush, bushes or weeds or other noxious vegetation as often as needed to prevent the grass, shrubbery, brush, bushes, weeds or other noxious vegetation from becoming unsightly, from becoming a fire hazard, or, in the case of weeds or other vegetation, from maturing or from going to seed.

B. The existence of grass, bushes, weeds or other noxious vegetation to a height over twelve inches (12") from the ground shall be prima facie evidence of a fire hazard.

The Environmental Management Advisory Committee (EMAC) is tasked with developing and recommending strategies that support the landscape and biology of the region. On [April 10, 2024 EMAC](#) voted unanimously to recommend City Council support the No Mow May Initiative as provided in the attached resolution. If City Council agrees with EMAC’s recommendation the next step is to promote the initiative through news and social media outlets.

The proposed resolution directs staff to not issue correction notices for long grass and weed violations for the month of May. Exceptions include vegetation abutting sidewalks and the street and noxious weeds such as scotch broom, gorse, and Japanese Knotweed. The Xerces Society suggests ways to keep neighbors happy such as mowing buffers and edges of property lines and internal paths, and putting up a habitat sign to signal the intentional lack of maintenance. Informal registration with the city is encouraged to determine the effectiveness and growth of the initiative.

FISCAL IMPACT:

Printing of lawn signs and staff time to assist with media and social media promotion.

RELEVANCE TO ADOPTED CITY WORK PLAN:

2023-2025 Work Plan:

- Objective-Create pathways for sustainable local food production and security. (p. 25)
- Objective--Identify and evaluate the value of additional city specific designations, including those related to Bee City USA, ... and work to obtain those determined to be beneficial.

ALTERNATIVES:

1. Approve Resolution No. 6, Series 2024 supporting the No Mow May Initiative.
2. Review and make changes to the proposed initiative and approve the resolution as amended
3. Do not approve the proposed resolution.

RECOMMENDATION:

Environmental Management Advisory Committee: On April 10, 2024, the EMAC recommended approval.

Staff: Concurs with EMAC’s recommendation.

AIS PREPARED BY:

Wendy FarleyCampbell, Planning Director

**CITY MANAGER’S
RECOMMENDATION:**

Approve Disapprove Other

Comments:

ERReynolds

ITEM’S ATTACHED:

Attachment 1 – Resolution No. 6, Series 2024
Attachment 2 – “No Mow May” Sign Example

Weblink Resources:

Northwest Region Native Plants for Pollinators: [Native Plants for Pollinators and Beneficial Insects: Maritime Northwest Region | Xerces Society](#)
No Mow May Printable Yard Sign: [NMM_CITY_2023_ENG.pdf \(beecityusa.org\)](#)

Bee City USA Website: <https://beecityusa.org/no-mow-may/>
Xerces Society: [The Xerces Society for Invertebrate Conservation](#)
Florence City Code Title 6 Chapter 1:
https://www.ci.florence.or.us/sites/default/files/fileattachments/mayor_and_council/page/573/chapter_1_-_general_offenses.pdf

Attachment 1

CITY OF FLORENCE RESOLUTION NO. 6, SERIES 2024

A RESOLUTION SUPPORTING THE NO MOW MAY INITIATIVE FOR 2024

RECITALS:

1. The Florence City Council; established goals within the 2023-2025 City Work Plan to create pathways for sustainable local food production and security and doing work towards supporting beneficial designations such as Bee City USA.
2. The Florence City Council recognizes that bees and other pollinators are integral to the pollination of plants in order to grow a wide diversity of foods and flowering habitat.
3. The ideal pollinator-friendly habitat is one comprised of mostly native wildflowers, food and herbal plants, grasses, shrubs and trees blooming in succession throughout the growing season.
4. Pollinator populations are threatened due to habitat loss, pesticide treatments, mowing, disease, parasites, and climate change.
5. The Environmental Management Advisory Committee (EMAC) is tasked with developing and recommending strategies that support the landscape and biology of the region. On April 10, 2024 EMAC voted unanimously to recommend City Council support the No Mow May Initiative as provided in the attached resolution.
6. No Mow May is an initiative that encourages property owners to limit lawn mowing practices during the month of May to provide early season foraging resources for pollinators that emerge in the spring, especially when few floral resources are available.
7. The City Council finds it is in the public interest and consistent with adopted City policy for the City to demonstrate its commitment to a safe and healthy community environment through the implementation of initiatives that help increase the pollinator population.

Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. May 1 - 31, 2024 is proclaimed as "No Mow May", and all residents and businesses of the city are encouraged to participate in this initiative.
2. The Florence City Council encourages pollinator-friendly lawn care practices on properties for the month of May by refraining from mowing their lawns in the month of May 2024 in order to provide vital early spring flowers for bees and other pollinators that emerge from hibernation.
3. The Florence City Council directs staff to not issue correction notices for long grass and weed violations for the month of May 2024, permitting all residents and businesses to voluntarily delay lawn care until June, allowing pollinator species to emerge and early flowering grasses and forbes to establish, which may result in ground cover exceeding the twelve inches (12") established ordinance height restriction.

4. In the interest of public safety, residents shall continue to keep all sidewalks and streets that abut their property free from the encroachment of grass and vegetation.
5. In the interest of sustaining our region's native habitat, this initiative does not apply to the following state listed noxious weeds: scotch broom, gorse, and Japanese Knotweed.
6. The Florence City Council directs the City Manager and/or designee to communicate the benefits of adopting least-toxic ways to tackle home and garden pest problems, planting flowering plants and reducing the frequency of lawn mowing on pollinators, particularly during the spring growing season, through a variety of communication channels.
7. This Resolution shall become effective immediately upon adoption.

ADOPTION:

This Resolution is passed and adopted on the 15th day of April, 2024.

Rob Ward, Mayor

Attest:

Lindsey White, City Recorder



No Mow May



AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4
Meeting Date: April 15, 2024
Department: Public Works

ITEM TITLE: Accept contract amendment from RH2 Engineering, Inc. of \$97,112 for professional engineering services for Siuslaw River Slope Slippage Mitigation Design.

DISCUSSION/ISSUE:

In December 2022, the City entered into an engineering services agreement with RH2 Engineering, Inc. for geotechnical investigations; analyze slope stability; and prepare a conceptual design to stabilize the embankment, which included drainage and retaining wall improvements.

At the time that we entered the initial contract, RH2 Engineering, Inc. estimated the level of work to be \$36,995. With the initial concepts and geotechnical investigation to date, we have exhausted the original scope and fee.

Due to recent storms and significant rain events since January 2024 the slope slippage has become more acute requiring the City to advance plans to stabilize to scarp (a long steep slope or cliff at the edge of a plateau or ridge that is formed by erosion). The contract amendment from RH2 Engineering, Inc. will be a time and expense reimbursement to finalize the design; provide bidding assistance; construction support services for the drainage and retaining wall improvements; and associated project costs in a not to exceed amount of \$97,112.

The schedule for the project is:

- Final Design and Construction Documents June 14, 2024
- Bid Award July 15, 2024
- Construction to begin September 3, 2024
- Project completed October 31, 2024

The above schedule is preliminary and may need to be modified once a construction contract has been awarded to a contractor. Availability of specialty contractors (specifically pile driving contractors) and supply timelines, however may change the final completion date.

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 \$800,000 to \$1 million construction project. As proposed, the total engineering services (original contract plus the contract amendment) is approximately 16.7% of the construction costs. Depending on the complexities of a project,

professional engineering services can be as much as 25%, or more, of the estimated construction costs.

FISCAL IMPACT:

The contract amendment proposal from RH2 Engineering, Inc. for final design, bidding and construction related services is \$97,212. This project, including engineering and construction, was included in the 2023-25 Biennium budget for the Stormwater capital improvement budget and funding is contingent upon grants or other outside funding sources, which the City is aggressively pursuing.

Specific Available Funds	Budget
Stormwater System Expansion	\$150,000

Engineering Services	Cost
Preliminary engineering and design (completed)	\$36,995
Construction related engineering services	\$97,212
<i>Total engineering services (original and amendment)</i>	<i>\$134,207</i>

With the contract amendment, we will be spending a total of \$134,207 towards engineering services from RH2 Engineering, Inc. The \$134,207 in total engineering services represents 16.7% of the estimated \$800,000 to \$1 million for construction of the retaining wall and drainage improvements.

We have been working closely with our engineers and City Manager’s office to ensure that the City has enough resources in place to fully fund the project. Again, the City is actively pursuing state and federal aid to complete this important slope stabilization project.

RELEVANCE TO ADOPTED COUNCIL GOALS:

- City Service Delivery – improving, maintaining and enhancing our infrastructure as feasible.
- Livability & Quality of Life – implementing the City’s 2023-25 Capital Improvement Program while being responsive to our community’s needs with efficient, effective and sustainable service delivery.
- Economic Development – providing slope stabilization that will protect City infrastructure as well as private property.
- Communication & Trust – strengthening citizen trust by providing cost effective and efficient services.
- Financial & Organizational Sustainability – providing design services that supports current and future needs.

-
- ALTERNATIVES:**
1. Accept the engineering contract amendment from Rh2 Engineering, Inc.
 2. Reject the contract amendment 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 contract amendment for additional engineering services of \$97,212 from RH2 Engineering, Inc. and authorize the City Manager to sign Contract Amendment No. 1.

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: 5
Meeting Date: April 15, 2024
Department: Administration

ITEM TITLE: 2024 City Committee, Commission, and Board Recruitment Process

DISCUSSION/ISSUE:

The City Council will review and consider approval of the 2024 City Committee, Commission, and Board Recruitment Process.

The City Council decided to hold interviews as part of the recruitment process for the Florence Urban Renewal Agency and Planning Commission applicants. If the Council decides to continue this process, these interviews will be held on May 9, 2024, at the regularly schedule City Council Work Session.

Below is an overview of the current recruitment process:

OVERVIEW OF PROCESS

1. **Charter:** The Florence City Charter gives the authority to the Mayor to make all appointments to the City's Committees and Commissions. Section 21 of the Florence City Charter states:

Section 21. Mayor. The Mayor shall appoint the committees of the Council provided by the Council rules;

2. **Florence City Code:** The process for making those appointments, including process for inclusion of the City Council and the public in the decision making, are specified in Florence City Code Title 2, Chapter 1. Section 4-C & D of this code chapter designates the appointment process for the City's Commissions and Committees noting the following:

C. Appointment Process: Prior to making any appointment authorized herein, the Mayor shall:

1. *Provide notice to the public and the Council of the position to be filled, qualifications if applicable, and the time and manner in which application may be submitted.*
2. *Solicit recommendations from the Councilors concerning potential appointees; and*
3. *Confer with the Council, at a meeting, or with each Councilor individually, concerning potential appointees.*

D. Appointment Process Amendments: Notwithstanding paragraphs A and B of this section, upon receipt of the Mayor's notice required under paragraph C.1, but before an appointment is made, the Council may direct a different appointment process be followed in filling a position on a particular board, commission or committee.

3. **Committee & Commission Manual:** The specific process and timeline for making appointments is provided for in Chapter 6 of the Florence Committee & Commission policy manual. The provisions of the manual provide guidance to the City Council and staff in timelines and processes for appointments.

This action item before the Council consists of the following:

- The public notice of positions to be filled for each Committee, Commission, and Board.
- The timeline and process for soliciting recommendations from Councilors and conferring with the Councilors, and
- The opportunity for appointment process amendments.

Below is the information on the open Committee, Commission, and Board positions for 2024. An overview of the body’s current memberships, the purpose of each committee and commission, and residency requirements are provided in Attachment 1 of this Agenda Item Summary.

List of Open Committee, Commission, and Board Positions for 2024

(There are up to 15 open positions)

Planning Commission (PC)	2 open positions
	<u>Appointment Term</u> – 4-year terms
Florence Urban Renewal Agency (FURA)	3 open positions
	<u>Appointment Term</u> – 4-year terms
Environmental Management Advisory Committee (EMAC)	Up to 4 open positions
	<u>Appointment Terms</u> – Varying Term Lengths
Public Arts Committee (PAC)	Up to 3 open positions
	<u>Appointment Terms</u> – Varying Term Lengths
Transportation Committee (TC)	Up to 3 open positions
	<u>Appointment Terms</u> – Varying Term Lengths

Committees not being considered for recruitment at this time:	<ul style="list-style-type: none"> • Community & Economic Development Committee • Citizen Budget Committee • Florence Urban Renewal Agency Budget Committee • Audit Ad-Hoc Committee
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Proposed Recruitment Process & Timeline

April 15, 2024	Announcement of City Committee, Commission, and Board Vacancies
Week of April 15, 2024	<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, on social media, and in the May City of Florence newsletter
May 6, 2024	Application Deadline
May 7, 2024	Applications are compiled and sent to Mayor & City Councilors for Review.
May 9, 2024	Council holds interviews for PC and FURA applicants and provides Mayor with feedback on all committee applicants. Mayor prepares recommendations
May 20, 2024 City Council Meeting	Announcement of Committee Appointments

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, and answer citizen questions.

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: Lindsey White, City Recorder (on behalf of Mayor Rob Ward)

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments: ERReynolds

ITEMS ATTACHED: **Attachment 1** – Committee, Commission, and Board Terms and Vacancies

Items Available for Reference:

- City of Florence Charter - <https://www.ci.florence.or.us/citymanager/city-charter>
 - Florence City Code Title 2 – Boards & Commissions - <https://www.ci.florence.or.us/council/title-2-boards-commissions>
 - Florence Committee & Commission Policy Manual - <https://www.ci.florence.or.us/boardsandcommissions/committee-and-commission-policy-manual>
-

Planning Commission

Open Positions	2 <i>In-City Limits</i> positions 4 years
Total Membership	7 Members
Residency Requirements	5 members shall reside in Florence City limits – 2 members may reside in Florence Urban Growth Boundary
Membership Qualifications	No more than 2 members may engage principally in the buying or developing of real estate for profit No more than 2 members may be engaged in the same kind of occupation, business, trade or profession
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 – 2024

<https://www.ci.florence.or.us/bc-pc>

Name	Term Expiration
Wendy Krause	May 2027- <i>In-City Limits</i>
Sandra Young	May 2025 <i>Out-City Limits</i>
Laurie Green	May 2024 <i>In-City Limits</i>
Debbie Ubnoske	May 2025 <i>Out-City Limits</i>
Renee LoPilato	May 2026 <i>In-City Limits</i>
Eric Hauptman	May 2025 <i>In-City Limits</i>
Kevin Harris	May 2024 <i>In-City Limits</i>

Florence Urban Renewal Agency

Open Position	3 positions
Total Membership	9 Members
Residency Requirements	None
Membership Qualifications	<ul style="list-style-type: none"> • Mayor • 2 City Council Members • 1 Nominated by Lane County Board of Commissioners • 5 Citizens at Large. Special consideration given to elected members of Western Lane Ambulance District, Port of Siuslaw, Siuslaw Valley Fire & Rescue and Siuslaw Public Library District.
Committee Information	The Florence Urban Renewal Agency works to implement the Florence Urban Renewal Plan as established in 2006.

Florence Urban Renewal Membership - 2024

Name	Term Expiration	Membership Type
Rob Ward	Mayoral Term	Mayor
Bill Meyer	May 2027	City Council
Sally Wantz	May 2024	City Council
Mike Webb	May 2026	Citizen at Large <i>Western Lane Ambulance</i>
Susy Lacer	May 2027	Siuslaw Public Library District
Ken Henderson	May 2024	Citizen at Large
Dave Braley	May 2024	Citizen at Large
Graham Ross	May 2026	Citizen at Large
Ron Moore	May 2026	Citizen at Large

Environmental Management Advisory Committee (EMAC)

Open Positions	Up to 4 positions – 4 Year Terms
Total Membership	5-11 Members
Residency Requirements	Majority of membership must reside in City Limits
Membership Qualifications	Members shall include a representation of... <ul style="list-style-type: none"> • Knowledge of solid waste handling businesses, recycling & resource disposal, dendrology, landscape architecture, streetscape management and / or grant writing / administration
Committee Information	Duties include informing 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 - 2024

Name	Term Expiration
Vicki Philben	May 2024 <i>In-City Limits</i>
Ronelle Kuert	May 2026 <i>In-City Limits</i>
Linda Poppenheimer	May 2026 <i>In-City Limits</i>
Ainka Miller	May 2027 <i>In-City Limits</i>
Susan Fenton	May 2024 <i>In-City Limits</i>
Lisa Walter-Sedlacek	May 2025 <i>Out-City Limits</i>
Ivy Medow	May 2026 <i>In-City Limits</i>
Vacant	May 2026
Vacant	May 2027

Public Arts Committee (PAC)

Open Positions	Up to 3 open positions – 4 Year Terms
Total Membership	5-11 Members
Residency Requirements	Majority of membership must reside in City Limits
Membership Qualifications	Members shall include a representation of... <ul style="list-style-type: none"> • At least 1 artist of any medium, • Business owners / managers, • Knowledge of landscape architecture, outdoor artwork installation, and / or grant writing, • At least 1 representative of an arts-related non-profit
Committee Information	The Committee's duties include: <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 - 2024

Name	Term Expiration
Alan Huck	May 2024 <i>In-City Limits</i>
Peggy Meyer	May 2026 <i>In-City Limits</i>
Christine Santiago	May 2024 <i>In-City Limits</i>
Dianna Allison	May 2025 <i>In-City Limits</i>
Marney Reed	May 2026 <i>In-City Limits</i>
Serena Appel	May 2025 <i>In-City Limits</i>
Maggie Bagon	May 2025 <i>In-City Limits</i>
Vacant	May 2026
Vacant	May 2027

Transportation Committee

Open Positions	Up to 3 open positions – 4 Year Terms
Total Membership	5-11 Members
Residency Requirements	Majority of membership must reside in City Limits
Membership Qualifications	Members shall include a representation of... <ul style="list-style-type: none"> • At least 1 citizen for traffic & vehicular safety, • At least 1 citizen for bike & pedestrian infrastructure • At least 1 citizen for public and/or private transit opportunities, • At least 1 citizen for air and/or rail transportation • Knowledge in grant writing and/or administration and public contracting / construction
Committee Information	The Transportation Committee serves to implement the Council goals and work plan related to the City's transportation system including: <ul style="list-style-type: none"> • Traffic & Vehicular • Bike & Pedestrian • Public and Private Transit • Air & Rail

Transportation Committee (TC) Membership - 2024

Name	Term Expiration
Joseph Cullivan	May 2024
Gary Trevisan	May 2025
Storm Kurth	May 2026
Vacant	May 2027
Vacant	May 2026
Chris Handley	May 2026
Cheri Payne	May 2026

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6
Meeting Date: April 15, 2024
Department: FEC

ITEM TITLE: FEC Application to Three Rivers Foundation Grant

DISCUSSION/ISSUE:

The Three Rivers Foundation provides funding across a broad spectrum of charitable areas. We are proud to donate to a variety of organizations that play vital roles in the social and economic wellbeing of Oregon. Some of the areas that the Three Rivers Foundation provides funding for include:

- Education
- Public Safety
- The Arts
- Cultural Activities
- Health
- Gambling Addiction Prevention
- The Environment
- Historic Preservation

The Three River Foundation 2024 grant application period was open March 1st through March 31st. Due to the timing of when staff heard the grant was opened compared to the closing date, FEC staff completed the grant application for the below project. This action item seeks to have the City Council ratify staff's decision to apply for the application per the City's Grant Policy.

About the Project - FEC Lighting Board Capital Purchase

In reviewing the criteria of the grant, FEC staff determined that there was a project at the FEC that would qualify and meet the goals of the Three Rivers Foundation. The project chosen for the application is the replacement of the 20-year-old lighting board in the theater.

This project would purchase a new lighting board for the FEC theater to control the theater lighting. This capital purchase is outside of the current FEC budget capacity and a grant award would ensure that the FEC can continue to provide great service to our users. The current system has exceeded its useful life and the goal of this project is to be proactive in the replacement as we are noticing it is nearing its end. Our staff and volunteers continue to work with the equipment we have in order to provide great service, but a replacement would ensure we do not have an emergency during a performance with the equipment breaking. In addition, much of our theater production capacity is provided by dedicated volunteers. Updated equipment will help us ensure that the most is made of their valuable time. We appreciate the work they put into lighting design for the many productions and events in the FEC theater. The new equipment would make that process more efficient for the volunteers.

The current lighting control board at the FEC is 20 years old, and its normal life expectancy is 10-15 years. This specific piece of equipment controls all the stage lighting in the theater. This is a specialized piece of equipment that will take time to replace. Any malfunction or issue with the current board as it continues to age will negatively impact our local arts and entertainment community. Our desire is to replace this aging piece of equipment before it stops working on its own in an effort to avoid interruption to our users.

One of the requirements of this grant is to tie the request to the priorities of the Foundation provided earlier. The FEC is a local amenity designed to improve the lives of our community members and to support the local economy. The FEC was a dream of the community and built with the support of those dedicated community members who have helped it thrive for 28 years. Florence had a dream and made the FEC a reality. The FEC, along with our partner organizations, work to showcase the arts in Florence and Siuslaw region. The FEC provides a professional location for the youth of Florence to participate in showcasing the high-quality theater, band, choir, and dance that our amazing partner organizations make possible. In addition to performance, the FEC provides a location for local artist to showcase their artwork in the gallery. The FEC, like the Three Rivers Foundation, works to ensure that the arts are showcased in Florence for all ages of artist, as well as for our community and visitors to enjoy. The activities at the FEC have a foundational goal of being an economic driver of the community. Bringing visitors to Florence for conference and entertainment help to support our local, small businesses and our tourism economy. This project will help to update the lighting system and keep the FEC thriving to both support the tourism economy and the arts.

Project Costs & Grant Request

The FEC budgets through four different departments – Administration, Food & Beverage, Events Management, and Operations. Theater expenses are budgeted in the Events Management department. In the current year of the biennium, we have \$2,000 budgeted for theater expenses. These funds were for items that may come up throughout the year. We have utilized some of these funds, and anticipate some additional expenditures as we have heavy usage of the theater in the April through June months.

We did plan to utilize some of those funds to refinish the theater stage. Through a generous donation from FACE to cover the costs of materials, our staff and volunteers have been able to complete this project with minimal impact to the theater budget. In addition, over the current fiscal year, we have experienced some cost savings in contract labor compared to our projections, which can be utilized for this new project. Based on the above information, the FEC Light Board Capital Purchase Project will be feasible within the FEC budget if the grant funds are awarded. If the FEC is not chosen as a recipient of this grant, the project will be delayed to a future year.

The project cost for the Lighting Board upgrade includes the cost of the equipment and installation. That cost is estimated at \$18,000. FEC staff will work with the vendor to install and set up the system. Joined by the FEC volunteer lead for lighting, we will program the system in-house for use in the theater once installed and training occurs.

Based on the current financial position of the Events Management department budget, specifically the theater expenses line item, we provided the following project budget with an FEC match of just over 11% for the grant application.

Lighting Board Project Cost	\$18,000.00
Requested Three Rivers Foundation Grant Funds	16,000.00
FEC Project Match (11%)	2,000.00
Total Project Funding	\$18,000.00

FISCAL IMPACT:

The estimated cost of the Lighting Board replacement project is \$18,000. As outlined above, the proposed match for this project of \$2,000 can be accommodated within the FEC Fund budget. The grant request of \$16,000 may need to be included in the City’s supplemental budget process if received. This will be determined by the Administrative Services Department after analysis of the budget actuals.

While the total project cost is within the City Manager’s purchase authority, this is being brought to the City Council to adhere to the City’s Grant Policy. This policy requires the City Council to approve grant applications submittals, as well as the acceptance of grant awards.

RELEVANCE TO ADOPTED CITY WORK PLAN:

This grant request has derived from the evaluation of the current systems and working to be proactive in maintenance, updates, and improvements. It specifically is supported by the FEC work plan objectives outlined below:

- Improve Florence Events Center Facility and Operations.
- Continue to maintain and improve the FEC facility.

ALTERNATIVES:

The Council may choose to:

1. Ratify staff’s decision to apply to the 2024 Three Rivers Foundation Grant for the FEC Lighting Board Capital Purchase;
2. Do not ratify staff’s decision to apply and provide direction to staff.

RECOMMENDATION:

Staff recommends the City Council ratify staff’s decision to apply to the 2024 Three Rivers Foundation Grant for the FEC Lighting Board Capital Purchase.

AIS PREPARED BY: Megan Messmer, Assistant City Manager

CITY MANAGER’S RECOMMENDATION: Approve Disapprove Other

Comments: *ER Reynolds*

ITEM’S ATTACHED: None

AGENDA ITEM SUMMARY**FLORENCE CITY COUNCIL****ITEM NO: 7**

Meeting Date: April 15, 2024

Department: CMO

ITEM TITLE: Oregon Resilience Hubs and Networks Grant

DISCUSSION/ISSUE:

The Oregon State Legislature allocated \$10 million in funding for the Oregon Resilience Hubs and Network Grant through House Bill 3409 Section 86 during the 2023 Regular Session. Our partner agency representatives from the State of Oregon in Emergency Management have been doing outreach to encourage communities to apply for this funding.

"Resilience Hubs and Networks" refers to:

- **Resilience hubs** - Locations in the community that are a part of the community's daily life, serving community members each day as well as during emergency response and recovery efforts.
- **Resilience networks** - The groups of people, facilities, organizations, resource providers or service providers who support the purposes of a resilience hub location.

The Resilience Hubs and Networks Grant is intended to support both these community locations and the people and organizations that come together to make their community stronger.

The Grant is open to individuals or organizations in Oregon that propose activities benefitting the public related to community resiliency. This could include groups of people, facilities, organizations, resource providers or service providers that work together to make their community stronger. Examples of eligible applicants include:

- Local residents
- Public schools
- Faith-based organizations
- Non-profits
- Local governments
- Tribal Nations
- Community organizations

There are several West Lane Emergency Operations Group (WLEOG) partners that intend to apply for their own organizational projects to this grant. Representing the City and serving as the WLEOG Chairperson, the Assistant City Manager will be providing letters of support to our partner organizations in their grant requests, along with the Chief of Police.

This Grant can either allocate funding to purchase equipment, or the equipment requested. The City intends to apply for funding to purchase the equipment in-house. The grant is not a reimbursement grant, but, if awarded, the City would receive the funds prior to purchasing the equipment. There is not a matching requirement and the equipment would be in full ownership of the City once received.

Grant applications for this funding are due April 30, 2024, and the State intends to distribute funds by June 30, 2024.

About the City Application Project – Pump Station Generators

The Florence Wastewater Treatment Plant was built in 1999. It is designed to treat 1.3 million gallons per day (MGD), average dry weather flow and a wet weather average daily flow of 4.3 MGD. Presently, the City experiences an average flow of 0.85 MGD. The wastewater system is comprised of approximately 93 miles of sanitary sewer lines, 39 pump stations, plus 28 STEP (Septic Tank Effluent Pump) stations, and serves over 3,700 customer connections.

The Wastewater Division of Florence Public Works is responsible for collecting and conveying wastewater from customers to the treatment plant in a well-maintained collection system, free of stoppages and spills. As outlined above, the wastewater collection system includes many miles of wastewater pipes and numerous wastewater pumping stations.

The pumping stations provide a means of moving wastewater from areas lacking gravity sewer lines to an adjacent area where gravity lines exist. These pumping stations are dependent on power in order to keep the materials moving from the customers to the treatment plant.

During a power outage, those 39 pump stations require emergency power generation to maintain the system pumping materials to the wastewater treatment plant. The three major pump stations located at Driftwood Shores, 52nd Street, and Siuslaw Village have dedicated emergency generators to power those. The Wastewater Division currently has four portable generators to operate the remaining 36 pump stations. During a power outage event, the Public Works crew rotates these four generators and utilizes the Combination Sewer Cleaner to manually pump out stations without the generators.

Through this Grant, the City would propose the purchase of three trailer mounted diesel-powered emergency power generators rated at 60kW with true 3-phase electrical service to add to the fleet of emergency generators. This will allow the City to power three additional pump stations during a power outage.

Often conditions that result in power outages are those that involve wind storms, winter storms, or other weather events. These types of events have high demand on the Public Works crew to keep the water and wastewater systems operations – both at the plants and throughout the community, sand roadways, clear downed trees along and across the roads, clear debris, ensure the stormwater system is operational, traffic control, assessments, and other tasks. These additional pieces of equipment will build resiliency of our infrastructure network to ensure that we prioritize the seven pump stations with the highest flow during an emergency that results in a power outage. This will allow the City to utilized our limited crews and equipment for other tasks related to the event and power outage.

In a larger disaster, such as an earthquake or tsunami, these additional portable generators could also be used for other purposes if not needed at a pump stations. Fueling these additional emergency generators will be a priority during a disaster, that will be made easier with the near-term addition of the public service fueling station that will be constructed at Public Works. This fueling station has State funding and will be a card-lock station for our public safety partners in West Lane County.

Grant Request

The Grant request is for three trailer mounted diesel-powered emergency power generators rated at 60kW with true 3-phase electrical service. Each generator is estimated to cost \$60,000 for a total project grant application of \$180,000.

FISCAL IMPACT:

The estimated cost of the three portable emergency generators is approximately \$180,000. The Public Works Department is working on acquiring a quote for the exact cost, which we expect to have by the City Council meeting. As outlined above, there is not a match requirement for this grant. If awarded, the grant funds would be included in the City's supplemental budget process for both the revenue and the expenditure. This will be determined by the Administrative Services Department after analysis of the budget actuals.

This authorization to apply for the Oregon Resilience Hubs and Networks Grant is being brought to the City Council to adhere to the City's Grant Policy. This policy requires the City Council to approve grant applications submittals, as well as the acceptance of grant awards. If awarded, the acceptance of the grant would be brought back to the City Council for consideration. With the cost of equipment at approximately \$180,000, the purchase of the generators will also be brought to the City Council as it is above the City Manager's purchase authority.

RELEVANCE TO ADOPTED CITY WORK PLAN:

This grant request relates to the below City Goals:

City Service Delivery – Sustain and improve the delivery of cost effective and efficient services, including public safety, to the Florence Community and visitors. This grant would assist in delivering the city service of wastewater collection and treatment, as well as enhancing the resiliency of the community and City in responding to emergencies. Specifically, this grant enhances the workplan objective to “Continue to develop and implement City emergency preparedness policies.”

Financial & Organizational Sustainability – Sustain and improve the City’s financial position, City-wide policies, and infrastructure to support current and future needs. This grant application supports this City Goal in applying for the opportunity to received State funded resiliency assets to support our community and infrastructure system during emergencies in a proactive manner.

ALTERNATIVES:

The Council may choose to:

1. Authorize staff to apply to the Oregon Resilience Hubs and Networks Grant for the purchase of three emergency generators to support the wastewater pump station system;
2. Do not authorize staff to apply and provide direction to staff.

RECOMMENDATION:

Staff recommends the City Council authorized the City of Florence application to the Oregon Resilience Hubs and Networks Grant for the purchase of three portable emergency generators.

AIS PREPARED BY: Megan Messmer, Assistant City Manager

CITY MANAGER’S RECOMMENDATION: Approve Disapprove Other

Comments:

ER Reynolds

ITEM’S ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: April 15, 2024
Department: Admin Svs Dept.

ITEM TITLE: Consider Approving Plan of Action for the 2022-23 Audit.

DISCUSSION/ISSUE:

SingerLewak completed its 2022-23 audit of the City's financial statements on February 21, 2024. Council received this report at its meeting on March 18, 2024. As reported, the auditors issued a clean, or unmodified, opinion on the City's financial statements for this period.

During this audit, it was found prior period adjustments were needed in two areas and these adjustments were material to the financial statements. Because they were material, deficiencies for these adjustments were issued by the auditor. As reported by SingerLewak, the deficiencies are:

1. The City improperly recorded unearned revenue in the prior fiscal year related to ARPA funding, thereby resulting in a prior period adjustment of \$928,600 which increased the prior year's fund balance in the ARPA Fund and the net position in the Governmental Activities, and;
2. At year end, management identified a misstatement related to accumulated depreciation in the Stormwater Fund which resulted in a material prior period adjustment of \$118,624 increasing the prior year's net position.

The Department of the Treasury issued an Interim Final Rule for recipients of the American Rescue Plan Act (ARPA) funding in May of 2021, which implemented the State and Local Fiscal Recovery Funds (SLFRF) program. Auditors were not provided with proper guidance for auditing these funds, which caused many jurisdictions to apply for audit extensions for the 2020-21 fiscal year audits. The City, at its auditors' suggestion with the information available at the time, misclassified unearned revenue in relation to its ARPA funding.

During the implementation preparation for Tyler ERP Pro 10, management discovered accumulated depreciation was misstated in the Stormwater Fund, which could have resulted from assets being moved and the associated depreciation on those assets was not.

It is required the City submit a Plan of Action to the Oregon Department of Revenue which includes:

1. The deficiency as stated by the auditors and their recommendation for correction
 2. The City's plan to correct the deficiency in the future, and
 3. The timeline for implementation of the City's plan
-

FISCAL IMPACT:

- There is no fiscal impact for the report itself, however, the prior period adjustments increase net position in both the ARPA and Stormwater Funds \$928,600 and \$118,624 at June 30, 2022 respectively.
-

RELEVANCE TO ADOPTED CITY WORK PLAN:

The Policy is in alignment with:

- 1) Financial & Organizational Sustainability

by complying with all State rules and regulations regarding the City's annual audit

ALTERNATIVES:

The Council may choose to:

1. Approve attached Plan of Action for the 2022-23 Audit, or;
 2. Not approve attached Plan of Action for the 2022-23 Audit, and provide direction to staff.
-

RECOMMENDATION:

Staff recommends approving the attached Plan of Action for the 2022-23 Audit.

AIS PREPARED BY:

Anne Baker, Administrative Services Department Director

CITY MANAGER'S**RECOMMENDATION:**

Approve Disapprove Other

Comments: *ER Reynolds*

ITEM'S ATTACHED:

1. 2022-23 Audit Plan of Action
-



City of Florence

250 Hwy 101, Florence, OR 97439
www.ci.florence.or.us

April 15, 2024

Oregon Secretary of State,
Audits Division
255 Capitol St. NE, Suite #500 Salem, OR 97310

Plan of Action for City of Florence

The City of Florence respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2023. The audit was completed by the independent auditing firm SingerLewak and reported the deficiencies listed below. The plan of action was adopted by the governing body at their meeting on April 15, 2024, as indicated by signatures below.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

1. Deficiency #1

- a. The City improperly recorded unearned revenue in the prior fiscal year related to ARPA funding, thereby resulting in a prior period adjustment of \$928,600 which increased the prior year's fund balance in the ARPA Fund and the net position in the Governmental Activities.

The auditors recommend preparing a reconciliation of ARPA revenues to expenditures to ensure all revenues are recognized in the appropriate period.

- b. The City has been struggling with grant tracking. We are currently in the middle of implementing a new ERP, Tyler ERP Pro. This ERP has good grant management, which the City intends on utilizing. With the new capabilities, errors of this nature shouldn't occur.
- c. Implementation of the grant management portion of the ERP will occur July through September of 2024.

2. Deficiency #2

- a. At yearend, management identified a misstatement related to accumulated depreciation in the Stormwater Fund which resulted in a material prior period adjustment of \$118,624 increasing the prior year's net position.

The auditors recommend asset activity should be reconciled to related depreciation schedules for yearend reporting and reviewed and approved by supervisory personnel.

- b. This error was identified during the current conversion process. The new ERP has a much more robust capital tracking module, reporting capabilities, and approval processes ensuring all depreciation follows the asset.
- c. Implementation of the asset management portion of the ERP will occur July through September of 2024.



Public Works
2675 Kingwood St.
(541) 997-4106

**City Manager /
City Recorder**
900 Greenwood St.
(541) 997-3437

**Community Development:
Planning & Building**
2675 Kingwood St.
(541) 997-8237

**Finance /
Utility Billing**
2675 Kingwood St.
(541) 997-3436

Justice Center
900 Greenwood St.
(541) 997-3515

Florence Events Center
715 Quince St.
(541) 997-1994



Rob Ward, Mayor

Date

Erin Reynolds, City Manager

Date

Anne Baker, Administrative Services Director

Date

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 9
Meeting Date: April 15, 2024
Department: City Council

ITEM TITLE: City Council Meeting Minutes

DISCUSSION/ISSUE:

Consider approval of the draft minutes listed below.
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: Lindsey White, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other
Comments:

ITEM'S ATTACHED: *S Reynolds*
Attachment 1 – Draft March 4, 2024 City Council Regular Session
Attachment 2 – Draft March 18, 2024 City Council Regular Session

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 Regular Session
Florence City Hall
250 Hwy 101, Florence, Oregon
Final Action Minutes
March 4, 2024**

Councilors Present: Mayor Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.
(in person)

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer, Community Development Director Wendy FarleyCampbell, Police Chief John Pitcher, Human Resources Director Alex Ferguson, and Finance Manager Lezlea Purcell
(in person and via videoconference)

Guests Present: None.

Handout: 3.4.24 City Council Meeting Base Presentation

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 p.m.

1. PUBLIC COMMENTS

This is an opportunity for members of the public to bring to the Council’s attention any item not otherwise listed on the agenda.

Start Time: 5:32 p.m.
Commenter 1: Mr. Mark Brennan – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Brennan discussed...

- Expanding the total number of City Councilors to at least seven sitting members, with an even more equitable number of nine sittings members to increase diversity and inclusion of all opinions and

observations of all Florence residents in the decision-making process.

Start Time: 5:33 p.m.
Commenter 2: Mr. Michael Allen – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Allen discussed...

- Climate City – a role for the Planning Commission.

PUBLIC HEARING ITEM

2. POLE-VAULT COMPETITION STREET CLOSURE REQUEST

A. PUBLIC HEARING FOR STREET CLOSURE

Hear and consider written and oral testimony regarding the proposed closure along Bay Street between Maple Street and Laurel Street on Wednesday March 27, 2024 from 6:00 a.m. to 5:00 p.m. for the Street Vault.

Start Time: 5:35 p.m.
Process Reading: CR White read the Public Hearing Script and officiated the procedures.
Handouts: Public Hearing Script

Public Hearing: Opened at 5:37 p.m.

Start Time: 5:37 p.m.
Discussion: FM Purcell presented the staff presentation.
Handouts: Staff Presentation
Discussion: The City Council discussed...

- This is a great event and looking forward to it.

Comments: All Councilors present.

Public Hearing: Closed 5:41 p.m.

B. STREET CLOSURE APPROVAL

Consider approval of the street closure application as applied for by Chris Johnson, Siuslaw School District Athletic Director.

Start Time: 5:43 p.m.
Action: Approve street closure application as applied for by Chris Johnson, Siuslaw School District Athletic Director.
Motion: Councilor Wantz
Second: Councilor Meyer
Roll Call: Councilor Carp, ‘Aye’
Councilor Wantz, ‘Aye’
Councilor Meyer, ‘Aye’

Councilor Beaudreau, 'Aye'
Mayor Ward, 'Aye'
Motion passes 'unanimously'

Discussion: Applicant discussed...

- Encouraging everyone to attend.
- Starting time of event.
- Update on returning athletes.

Comments: Athletic Director Johnson.

ACTION ITEMS

3. HOUSING CODE UPDATE ADOPTION AND IMPLEMENTATION

Continued from February 5, 2024 City Council meeting.

Consider approval or setting a date certain for adoption of **Ordinance No. 1, Series 2024**, and ordinance adopting legislative amendments to Florence City Code Title 10, to support missions, emergency shelters, and transitional housing, associated with Phase 2 of the Housing Implementation Plan project and reduce lot dimensions for medium density single unit detached dwellings.

Start Time: 5:47 p.m.

Discussion: Staff discussed...

- Public Hearing held and closed on February 5, 2024.
- Written record was kept open until February 15, 2024.
- Will not be receiving public comment this evening.

Comments: CR White.

Discussion: CDD FarleyCampbell presented the staff presentation.

Handouts: Staff Presentation

Discussion: Staff discussed while presenting the staff presentation...

- A recap of the timeline for HIP Phase 2b: Mission, Emergency Shelter and Transitional Housing. (And Medium Density SUDD lot dimension reductions)
 - March-December 2023 – Planning Commission/ City Council Work Sessions and Housing Implementation Plan (HIP) Stakeholder Advisory Team meetings and subcommittee meetings.
 - December 12, 2023 – Planning Commission initiated city code updates.
 - January 23, 2024 – Planning Commission evidentiary public hearing on updates.
 - February 5, 2024 – City Council final hearing held and closed.
 - February 15, 2024 4 p.m. – Written record closed.

- March 4, 2024 – City Council deliberations and decision.
- City Council is not considering Temporary “Camping” or Emergency Shelter Event tonight.
- City Council is considering Transitional Housing, Mission, and Emergency Shelter Facility tonight.
- Looking at establishing brand new code in Exhibit B which does not currently exist which is Missions, Emergency Shelters, and Transitional Housing.
 - What they provide – sleeping, food, clothing, hygiene, and supportive services.
 - Where they are located – on property, not on streets or right-of-ways.
 - What they could look like – existing dwellings, hotels, or conversions; newly constructed temporary structures; and in yurts, huts, pallet shelters, RVs.

Discussion:

- Mayor Ward asked: Allowing in existing houses? Is that restricted to certain zoning district? **CDD Farley Campbell answered: yes, it is; it means that can go into an existing building such as a hotel.**

Discussion:

CDD FarleyCampbell continued presenting the staff presentation.

- Permitted locations (shown in Exhibit C).
 - Missions, Emergency Shelters, and Transitional Housing:
 - Commercial: Shades of red, mainly Highways 101 and 126.
 - High Density Residential: Light orange, mostly east of Highway 101 and south of 15th Street.
 - Missions and Emergency Shelters:
 - Industrial: Gray and black, Kingwood and North Highway 101.
 - Transitional Housing:
 - Professional Office: Purple, area of the hospital and Justice Center.

Discussion:

- Councilor Carp: Who owns properties in Professional Office Zoning, in area close to hospital? City owned properties in this area? **CDD Farley Campbell answered: Multiple owners in this area. The City owns several blocks in this area. One property owner owns the majority just off of Greentrees.**
- Mayor Ward: Most of City owned properties are north of Justice Center off of 9th Street.

- Councilor Meyer: I'm in favor of the color-coded map and I like what I am seeing.
- Councilors Beaudreau and Wantz: No additional comments at this time.

Discussion: CDD FarleyCampbell continued presenting the staff presentation.

- Not permitted locations (shown in Exhibit C) are Residential (shown in yellow) and Old Town (shown in dark and light brown).
- Ordinance No. 1, Series 2024 – what is not proposed:
 - Car, RV, tent camping on streets or right-of-way.
 - Car, RV, tent camping on private or public property,
 - Tent/fabric structures (except yurts) as Emergency Shelter, Mission, or Transitional Housing.
 - Mission, Emergency Shelter or Transitional Housing in Old Town.
- Summary of Changes - Exhibit B: New Chapter; Title 10 Chapter 11: Missions, Emergency Shelters and Transitional Housing.
 - Scope and purpose sections.
 - Siting standards (what zoning districts).

Discussion:

- Mayor Ward: Also required to provide additional services in order to transition to better life style? **CDD Farley Campbell answered: Definitions are set out in Exhibit C.**
- Mayor Ward: Using Councilor's Carp's term "a hand up and not a handout."
- Councilor Carp: Discussing Churches and Public Land in any district that is already established can have an Emergency Shelter, Mission or Transitional Housing. **CDD Farley Campbell answered: Proposed code reads "and on any public property and church, temple, mosque or synagogue property regardless of the underlying designation." (Exhibit B 10-11-3: Siting.**
- Council Meyer: On Exhibit C, question - would Transitional Housing be allowed on public property on Highway 101? Understanding public property as transitional housing shown on Exhibit C. If allowed on City owned property, there would be pressure on the City Council to allow Transitional Housing on City owned lots. If allowed, Transitional Housing will remain there. Concerned about the term "public property." Do we have the ability to modify the language of proposed code?
- Mayor Ward: We can make any changes prior to adoption. **CDD FarleyCampbell added – changes can be made up to a point. Could**

you exclude or include language, yes. Addressing use of churches in Exhibit B and Exhibit C.

- **CM Reynolds – Discussed managing city owned properties. If adopted as presented, it would be the City Council’s decision for using city owned properties for transitional housing/ and or missions. The City Council would make a case-by-case decision. The code as written is to allow the opportunity.**
- Councilor Meyer: Understanding that any proposal would come before the Council; concerns that language will continue the fight for allowing Transitional Housing on public owned property. City taxpayers should not be subsidizing this; encouraging private parties to purchase properties to use.
- Councilor Wantz: Not understanding the hesitancy based on being perceived as a burden to the taxpayers. We write a lease, make it what is it, and it is a burden to no one. Okay with language as is.
- Mayor Ward: Understanding removing verbiage “public property” for a developer to purchase a property to develop as a mission. **CDD FarleyCampbell: Any city owned properties could be used for Transitional Housing if allowed in zoning district.**
- **CM Reynolds: Proposed code would allow Transitional Housing in Commercial, High Density Residential and Professional Office – no matter who owns it. Clarifying that the one line that says the religious institutions and the public property regardless of the other zoning designation, you could consider a Conditional Use Permit.**
- Mayor Ward: Knowing where the majority of City owned properties are already located in these allowed areas; do we really need the public property element in conjunction with the religious institutions?
- Councilor Meyer: Looking at the zoning map, it shows a huge inventory. I don’t think removing the verbiage “public property” will affect the available inventory. I am satisfied the with verbiage for religious institutions. I have an issue with the “public property” verbiage and the can of worms it may open up. I fully support what is shown on the zoning map.
- Councilor Carp: We debated “public property” for a long time and saw the majority of response in the community the last time this issue came up. I completely support Councilor Meyer’s comment by removing “any public property” we still have ample inventory.
- Councilor Beaudreau: Desiring to continue hearing staff presentation.

Discussion: CDD FarleyCampbell continued presenting the staff presentation.

- Summary of Changes - Exhibit B: New Chapter; Title 10 Chapter 11: Missions, Emergency Shelters and Transitional Housing (continued).

- Application-Conditional Use – public hearing, media legal notice, property owner notice within 300 feet.
- Allowed structures types (edited to include MFD).
- Lot and yard dimensions.
- Site development standards:
 - 300 feet buffers from schools, child care, and Old Town.
 - On-site unit spacing, height.
 - Sanitation: toilet, handwashing, shower (Transitional Housing). Port-a-potties are not allowed.
 - Kitchen/Meals: Emergency Shelter and Transitional Housing.
 - Utilities: one water and sewer hook-up required.
- Operation and management standards.
- Exhibit C: Title 10 Multiple Chapter Amendments
 - 2: Definitions for missions and emergency shelters, and amend definition for transitional housing.
 - 10: Amend Table 10-10-2-A, Transitional Housing in High Density Conditionally and Church and Public any residential zone.
 - 14, 15, 16 27, and 30: Missions, Emergency Shelters, and Transitional Housing conditionally.
 - 20, 28, and 31: Missions and Emergency Shelters conditionally.
 - 25: Transitional Housing conditionally.
 - 10: Reduce lot width and size for new single-unit-detached dwelling lots in Medium Density District.

Discussion:

- Mayor Ward: Clarifying the word “public” in number 10, is this the reference to “public property”? **CM Reynolds answered: This is the narrative version of what we were just talking about. Table-ized version is in Exhibit C. CDD Farley Campbell commented that most of the public owned property that are vacant are in the Professional Office District.**

Discussion:

CDD FarleyCampbell continued presenting the staff presentation.

- School Buffer Comparisons – Proposed 300 feet and 600 feet for the elementary, middle, and high schools and for Shoreline Christian Church on Highway 101.
- Testimony Topics

Start Time: 7:06 p.m.

Discussion:

- Councilor Wantz: Addressing Aric Sneddon’s comments and Board of Realtor’s questions. **CDD FarleyCampbell answered Aric Sneddon’s questions and then received a letter from the Board of Realtors with their concerns.**
- Councilor Carp: I would like the Council to consider the following items in regards to this Ordinance –
 - Exhibit B, page 1, Section 10-11-3 and anywhere else this may occur to remove any “public property” from the Ordinance. The issue of the use of public property came up in the July and August 2023 City Council meetings. It was addressed and the majority voted no.
 - There is ample private property available in our community for these uses.
 - The Florence Emergency Cold Weather committee has received \$500,000 in taxpayer funding for these shelters. The Devereaux organization of Coos Bay just received \$1.5 million in taxpayer funding to expand their shelter. The Siuslaw Outreach Services has received \$800,000 of taxpayer funding. These three organizations received \$2.8 million; that gives these organizations many options to rent land, hotels, rooms, etc.
 - There is a cost to the City for the use of public property. At the very minimum a \$5,000 insurance policy per property per year. There is also the possibility of property maintenance costs, city staff review, inspections, monitoring of public land. Those are just some of the cost factors.
 - Our City is currently over \$20 million dollars in debt. Let’s not incur any more expenses. There is plenty of private land for their use.
- Mayor Ward: You would like to see an amendment to remove the words “public property” from the Ordinance completely.
- **CM Reynolds: Clarification to Councilor Carp - that you would expressly exclude “public property” from being allowed anywhere? No matter the zone?**
- Councilor Carp: That is correct.
- Councilor Meyer: Strike the words “public property” anywhere it appears in the Ordinance.
- **CM Reynolds: Clarifying that one is to remove the exception and add to the code an expressly worded statement that would exclude “public property” regardless of the zone.**
- Council Meyer: Striking out “public property” in the Siting paragraph.
- **CM Reynolds: If the City owns public property in the zones shown on the Map in Exhibit C, the way the code is written right now, it**

- would be allowed to use public property for transitional housing. If you struck the words “public property,” it would still be allowed.**
- Councilor Meyer: If the language “public property” is struck, it’s an exception. I want to remove it as an exception. It becomes the same as any other parcel out there; otherwise, the underlying zone applies to it.
 - **ACM Messmer: Clarifying that if someone inquired about a publicly owned property that is available in the Professional Office District, that zone would allow this public owned property to be used for this use if the City Council so chose. If the City Council chose to sell it or lease it.**
 - Mayor Ward: It sounds like if we remove the “public property” reference, it doesn’t make a whole lot of difference to what the end result will be.
 - Councilor Carp: That is completely different from what I am seeing. No public property – none. It’s that simple. The taxpayers do not need to be providing land. There is plenty of non-profits, plenty of for profits property and there is plenty of inventory out there. As Councilor Meyer said earlier, “Once you open that door, you cannot close it.” You will never see a public official remove a homeless shelter. No matter what kind of assisted housing you put on it, it will never disappear.
 - Councilor Meyer: Converting City property to a homeless encampment of any sort, any conversion of City lot will be permanent. You will never change it. If someone comes to the City and wants a fully developed parcel to place yurts for transitional housing, I am saying if that is what they want to do, the answer is no.
 - Mayor Ward: My understanding is that Councilor Carp and Councilor Meyer want no missions, emergency shelters, or transitional housing on any property owned by the City of Florence.
 - **CM Reynolds: In order to accomplish that, it would take more than striking the words “public property.”**
 - Councilor Wantz: What do we have against people wanting housing? Is it because we think they are going to take over every City property to put up emergency shelters and yurts? We can sign a lease and place whatever conditions we want including paying for insurance and city services. It shouldn’t be any expense to the City except possibility the planning process. I am not seeing that this is a big issue. It sounds harsh that we do not want any transitional housing on any public property. I don’t see it being a burden on anybody, especially the City. I want to make it clear that I am in favor of transitional housing, emergency shelters, and missions. I am in favor of permitting these uses in the City of Florence.
 - Councilor Meyer: I am totally in favor of transitional housing. I want the community to find their own property to either buy it or find somebody to lease it from. Every vacant city lot having full city services, that lot has a target on it. They will come to the City Council to place transitional housing on it, at that point the City is in the business of transitional

housing. The City has enough on its plate, I don't think the City should be entering into the transitional housing business.

- Mayor Ward: By removing the words "public property" from anywhere in the code, it would mean that somebody would purchase that property from the City before placing transitional housing on the property.
- **CM Reynolds: If the City chose to sell a property to an organization, as long as it was allowed, in the red, orange or purple shown on Exhibit C, then they could proceed with a Conditional Use permit.**
- Mayor Ward: So underlying zoning would apply.
- Councilor Beaudreau: Theoretically, if someone wants to purchase a property, do they have to disclose intended use of property?
- **CM Reynolds: It would be a part of the City Council Executive Session process to be asking them the purpose and the use. The name of the entity would be known, and if it was a well-known entity, you would have a very good idea of the purpose of the property. The deal could be structured with conditions. You would not be blindly entering into a sales transaction.**
- Councilor Beaudreau: I am very excited about this housing code implementation. We need to trust the process and having these hard conversations even though they are really hard. If somebody met all those conditional use items and then the Council agreed if it was on a public property and said no, then we did our due diligence to the public and ourselves. I would hope you would consider leaving public property verbiage.
- Mayor Ward: Keeping in mind whatever this Council does in the form of an ordinance, it can be amended by the next Council. Whatever we do, we are not setting this in place for perpetuity.
- Councilor Wantz: How many applications or inquiries for transitional housing for public property have been received in the last year, two years, three years, five years?
- **CDD FarleyCampbell: If the opportunity had been available, the ask would have happened. There are entities that are exploring, trying to find places to provide those services.**
- Council Carp: I am not against shelters, emergency shelters, or transitional housing. I am strictly opposed to using public land, knowing how other government agencies have handled it. Once you open the door, not being able to close it.

Start Time: 7:37 p.m.

Action: Adopt Ordinance No. 1, Series 2024 removing any wording in the Ordinance that says any "public property."

Motion: Councilor Carp

Second: Councilor Meyer

- **CDD FarleyCampbell: What I heard Councilor Carp say is to remove any instance of the word "public" from the proposal.**

- Mayor Ward and Councilor Meyer: We are referring to any property owned by the City of Florence.
- **CDD FarleyCampbell: What that would result in is striking the public references in 10-11-3A and B and the public reference in Exhibit C, under the table for housing.**
- Mayor Ward: If that property is sold to a private entity, then that property could be developed under the proposed code if it is in the property zoning and not publicly owned.
- **CDD FarleyCampbell: That does not remove the opportunity for public land in other zones to be considered for development of any of those three uses depending on the district.**

Start Time: 7:41 p.m.
 Action: Adopt Ordinance No. 1, Series 2024 adding verbiage “no use of public property in any zone” for emergency shelters, missions, and transitional housing.
 Motion: Councilor Carp
 Second: Motion fails due to lack of a second.

Council let the motion “die,” set aside, before going on the break to allow more time to discuss the desired revised language regarding the removal of public property.

Council took a break from 7:44 p.m. to 7:49 p.m.

Start Time: 7:49 p.m.
 Action: Remove verbiage “any public property” from Ordinance No. 1, Series 2024 in Exhibit B, page 1, Section 10-11-3 paragraphs A & B striking “any public property” and inserting word “use”; striking “publicly owned properties” from Exhibit C page 2. Updated language proposed below.

Exhibit B

10-11-3 A: Missions and Emergency Shelters are allowed to be sited subject to receipt of a conditional use permit on property in commercial and industrial zoning categories as listed on the City of Florence Zoning Map legend, High Density Residential, and church, temple, mosque or synagogue use property regardless of the underlying zoning designation notwithstanding the above allowances City owned property is excluded, unless it is under contract or purchase and receiving the land use process in the due diligence period.

10-11-3 B: Transitional Housing is allowed to be sited subject to receipt of a conditional use permit on property in commercial zoning categories as listed on the City of Florence Zoning Map legend, High Density Residential, Professional

Office / Institution and church, temple, mosque or synagogue use property regardless of the underlying zoning designation notwithstanding the above allowances City owned property is excluded, unless it is under contract or purchase and receiving the land use process in the due diligence period.

Exhibit C

10-10-2 Residential Uses:

Page 2: E= Type III conditional use review for religious institution use properties only.

Motion: Councilor Carp
Second: Councilor Meyer
Roll Call: Councilor Carp, 'Aye'
Councilor Wantz, 'Nay'
Councilor Meyer, 'Aye'
Councilor Beaudreau, 'Nay'
Mayor Ward, 'Aye'
Motion passes 3-2

Start Time: 7:53 p.m.

Discussion: Councilor Carp discussed his desire to change the minimum setback for commercial properties in Exhibit B, page 2, paragraph C Section 10-11-5 Lot and Yard Dimensions from 5 feet to 10 feet.

Action: Maintaining minimum 10 feet setback for commercial properties in Exhibit B, page 2, paragraph C Section 10-11-5 Lot and Yard Dimensions.

Motion: Councilor Carp
Result: Motion fails due to lack of a second.

Start Time: 7:58 p.m.

Discussion: The City Council discussed...

- Councilor Carp discussed the merit of changing the buffer from 300' to 600' for schools and churches in Section 10-11-6, paragraph B.
- Making assumptions about people participating in a transitional housing program would be perpetrators of crime. Leaving 300' buffer is appropriate.
- Supporting 600' buffer.
- Understanding 600' buffer could eliminate potential transitional housing for school age children. 300' buffer is adequate.
- Keeping in mind there are children living in transitional housing.

Comments: Councilors Carp, Beaudreau, Wantz, and Meyer.

Action: Change buffer from 300' to 600' for schools and churches in Section 10-11-6, paragraph B.

Motion: Councilor Carp

Second: Councilor Meyer

Roll Call: Councilor Carp, 'Aye'
Councilor Wantz, 'Nay'
Councilor Meyer, 'Aye'
Councilor Beaudreau, 'Nay'
Mayor Ward, 'Nay'
Motion fails 3-2

Start Time: 8:08 p.m.

Action: Councilor Wantz discussed the merit of rewording the last sentence of 10-11-7A from "seven days prior" to "as soon as possible but no later than one day after" the change takes effect.

Discussion: The City Council discussed...

- All were in agreement.

Comments: All Councilors present.

Start Time: 8:12p.m.

Action: First Reading Ordinance No. 1, Series 2024.

Motion: Mayor Ward

Second: Councilor Meyer

Roll Call: Councilor Carp, 'Aye'
Councilor Wantz, 'Aye'
Councilor Meyer, 'Aye'
Councilor Beaudreau, 'Aye'
Mayor Ward, 'Aye'
Motion passes Unanimously'

Action: Adopt Ordinance No. 1, Series 2024 with proposed amendments.

Motion: Mayor Ward

Second: Councilor Meyer

Roll Call Vote: Councilor Beaudreau, 'Nay'
Councilor Meyer, 'Aye'
Councilor Wantz, 'Aye'
Councilor Carp, 'Aye'
Mayor Ward, 'Aye'
Motion passes 4-1

4. REAFFIRMATION OF THE CITY COUNCIL NORMS DOCUMENT

Consider approval of **Resolution No. 3, Series 2024**, a resolution reaffirming the City Council Norms document.

Start Time: 8:21 p.m.
Handouts: Staff Presentation
Discussion: The City Council discussed...

- No discussion.

Action: Approve Resolution No. 3, Series 2024.
Motion: Councilor Wantz
Second: Councilor Meyer
Roll Call: Councilor Beaudreau, ‘Aye’
Councilor Meyer, ‘Aye’
Councilor Wantz, ‘Aye’
Councilor Carp, ‘Aye’
Mayor Ward, ‘Aye’
Motion passes ‘unanimously’

REPORT & DISCUSSION ITEMS

5. GENERAL REPORTS

January Committee, Commission, and Volunteers Reports.

Start Time: 8:26 p.m.
Discussion: The City Council discussed...

- No discussion.

Comments: All Councilors present.

6. DEPARTMENT DIRECTOR UPDATES

Start Time: 8:26 p.m.
Discussion: The Department Directors discussed...

- Update on training officers.
- Officers did an outstanding job on the kidnap/burglary call.
- Upcoming training with City Councilors.
- Building staff and code enforcement staff attended the Home Show at the Florence Events Center.
- Upcoming Planning Commission meetings.
- Upcoming City Council Work Session meeting.
- Unofficial February rainfall amount for Florence was 10.82 inches. Average is 8.71 inches.
- Meeting with Lane County staff and Commissioner Ceniga to discuss recent high groundwater and localized flooding in the Heceta Beach Road area.

- Kicking off annual yard debris collection in March.
 - Waiting for dry water to screen FloGro.
 - Upcoming open house for Rhody Drove Realignment and Improvement Project on March 6th at the Florence Events Center from 5:00 p.m. to 7:00 p.m.
 - Upcoming events at the Florence Events Center.
- Comments: Police Chief, HRD Ferguson, CDD FarleyCampbell, and ACM Messmer.

7. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 8:36 p.m.

Discussion: Staff discussed...

- Gratitude to staff for assisting with State of the City event.
- Upcoming City Council meeting and agenda items.

Comments: CM Reynolds

8. CITY COUNCIL REPORT & DISCUSSION ITEMS

Start Time: 8:37 p.m.

Discussion: The City Council discussed...

- Attending FURA meeting.
- Upcoming First Impressions Art event at the Florence Events Center.
- Appreciating City Council Norms.
- Upcoming LCOG appreciation dinner.

Comments: All Councilors present.

Meeting adjourned at 8:43 p.m.

ATTEST:

Rob Ward, Mayor

Lindsey White, City Recorder

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 Regular Session
Florence City Hall
250 Hwy 101, Florence, Oregon
Final Action Minutes
March 18, 2024**

Councilors Present: Mayor Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.
(in person)

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer, Community Development Director Wendy FarleyCampbell, Police Chief John Pitcher, Human Resources Director Alex Ferguson, and Associate Planner Clare Kurth.
(in person)

Staff Present: Oregon Dunes Chapter DAR representative Jacquie Beveridge and SingerLewak LLP representatives Brad Bingenheimer and Orlando Torres.
(in person and via videoconference)

Handout: 3.18.24 City Council Meeting Base Presentation

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 p.m.

PRESENTATIONS & ANNOUNCEMENTS

- 2024 If I Were Mayor Contest Winners
 - Start Time: 5:31 p.m.
 - Discussion: Mayor Ward presented the If I Were Mayor contest winners to Dean Wells (Kindergarten), 1st – Carter Jo Gauderman (1st Grade), 2nd - Maren Ferguson (1st Grade), Easton Merz (2nd Grade), 1st – Mia Moore (3rd Grade). 2nd – Ava Lilienthal (3rd Grade), 1st – Caitlin Grant (4th Grade), 2nd – Maddox Chance (4th Grade), and Abby Trimm (5th Grade).

- Proclamations for Military Child, Vietnam Veterans Day, and Women’s History Month
 - Start Time: 5:44 p.m.
 - Discussion: Mayor Ward presented the Military Child Day proclamation.

 - Start Time: 5:55 p.m.
 - Discussion: Mayor Ward presented the Vietnam Veterans Day proclamation.

 - Start Time: 6:05 p.m.
 - Discussion: Mayor Ward presented the Women’s History Month proclamation.

- Employee Recognitions by Human Resources Director Alex Ferguson.
 - Start Time: 6:08 p.m.
 - Discussion: HRD Ferguson introduced CDD FarleyCampbell and PWD Miller who recognized recent employee promotions.
 - Clare Kurth – Associate Planner
 - Stephen Hatler – Utility Supervisor
 - Jason Price – Facilities Lead Worker
 - Tracey David – Facilities Lead Worker

- Senior Center Annual Report
 - Start Time: 6:16 p.m.
 - Discussion: Florence Senior Center President Ron Borge discussed 4500 volunteer hours in 2023 and availability of meals at the Florence Senior Center.

1. PUBLIC COMMENTS

This is an opportunity for members of the public to bring to the Council’s attention any item not otherwise listed on the agenda.

- Start Time: 6:20 p.m.
- Commenter 1: Mr. Michael Allen and Mrs. Pat Allen – Florence, OR
- Handout: Speaker’s Card and Written Comments
- Discussion: Mr. and Mrs. Allen discussed...
 - Climate petition as of March 18, 2024 with 1900 signatories.
 - Forming an ad hoc task force to develop a climate action plan.

City Council/Local Contract Review Board

The Florence City Council serves as the Local Contract Review Board. The City Council shall be acting as both the Local Contract Review Board and the City Council for Action Item #2.

LOCAL CONTRACT REVIEW BOARD ACTION

2. PUBLIC CONTRACTING RULES

A. CITY OF FLORENCE PURCHASING AND PUBLIC IMPROVEMENT CONTRACTS POLICIES

Consider approval of Resolution No. 4, Series 2024, a joint resolution of the City Council and the Local Contract Review Board amending the public contracting rules for the City of Florence.

Start Time: 6:23 p.m.

Process Reading: CR White read the Public Contracting Rules and officiated the procedures.

Local Contract Review Board meeting called to order at 6:24 p.m.

Start Time: 6:24 p.m.

Discussion: ACM Messmer presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- No discussion.

Action: Approve Resolution No. 4, Series 2024 amending the public contracting rules for the City of Florence.

Motion: Councilor Meyer

Second: Councilor Beaudreau

Roll Call: Councilor Carp, 'Aye'

Councilor Wantz, 'Aye'

Councilor Meyer, 'Aye'

Councilor Beaudreau, 'Aye'

Mayor Ward, 'Aye'

Motion passes 'unanimously'

Local Contract Review Board meeting closed at 6:32 p.m.

ACTION ITEMS

3. SAFE ROUTES TO SCHOOL

Consider approval of **Resolution No. 5, Series 2024**, a resolution establishing approval to apply for a grant from the Oregon Department of Transportation (ODOT) for Safe Routes to School (SRTS) Program and delegating authority to the City Manager or designee to sign the application.

Start Time: 6:32 p.m.

Discussion: PWD Miller presented the staff presentation.

Handouts: Staff Presentation

Discussion:

- Councilor Wantz - Understanding “Priority Safety Corridor” definition. **PWD Miller discussed the necessity of meeting two of the four items to achieve a further match reduction which we do not have.**
- Councilor Carp - Understanding reducing match of 40% to 10%. **PWD Miller discussed City qualifies for the 10.27% match which is \$109,889. In order to reduce match to zero, would need to meet two of the four conditions if project is in a “Priority Safety Corridor” which we do not.**
- Mayor Ward - Effect on current annual budget. **PWD Miller discussed program takes place 2025-2027. If selected, would need to be placed in the next budget cycle.**
- Councilor Carp – Understanding project is strictly for sidewalks on 35th Street from Kingwood to Siano Loop. Requesting another grant for sidewalks on Oak St? **PWD Miller confirmed that is correct.**
- Councilor Beaudreau - Being able to do arts project grant and this project at the same time to save on costs. **PWD Miller discussed arts grant submission is 2027-2030.**
- Councilor Beaudreau - Understanding that people drive faster than posted speed limit on 35th Street. **PWD Miller answered data from police enforcement doesn’t support that. CM Reynolds discussed data from Transportation System Plan that helped support information for grant applications.**

Action: Approve Resolution No. 5, Series 2024 as presented.

Motion: Councilor Meyer

Second: Councilor Beaudreau

Roll Call: Councilor Beaudreau, ‘Aye’
Councilor Meyer, ‘Aye’
Councilor Wantz, ‘Aye’
Councilor Carp, ‘Aye’
Mayor Ward, ‘Aye’
Motion passes ‘unanimously’

4. REIMBURSEMENT DISTRICT

Receive Public Works Director’s recommendation regarding the establishment of a reimbursement district for the construction of the 35th and Rhododendron Drive intersection improvements and the Rhododendron Drive multi-use path and consider initiating the public hearing process.

Start Time: 6:51 p.m.

Discussion: PWD Miller presented the staff presentation.

Handouts: Staff Presentation

Discussion:

- Councilor Wantz - Understanding location of planned multi-use path on east side of Rhododendron Drive which eventually will extend to Heceta Beach Road, if delayed, will RID be required at that time? **PWD Miller discussed thinking of multi-use path as a sidewalk. Future development could install path which could cause project to be disjointed. CM Reynolds discussed there have been grant opportunities. When project was originally put together, it was dependent on 35th Street/Rhododendron development which has expired. This is another tool to be considered for this part of the project.**
- Councilor Beaudreau - Possibility of property owner paying their share to avoid inflated amount in 10 years from now before applying for land use approval? **PWD Miller answered that yes, property owner could pay ahead, depends on property owner's situation.**
- Councilor Carp – There is a 15-year period for Reimbursement District, if it expires and nothing is developed, is RID reestablished? **PWD Miller confirmed that it would be the end of it.**
- Mayor Ward - Confirming that if this is approved, it is to move forward with the process for a Public Hearing.
- Councilor Beaudreau - Possibility of making changes to term such as to 20 years or 5 years. **CM Reynolds discussed maximum term is 15 years or less per City code.**

Action: Direct that a public hearing to be held for the formation of the Reimbursement District as proposed for the Rhododendron Realignment and Improvement project for the 35th and Rhododendron Drive intersection improvements and multi-use path extending north of the 35th Street intersection.

Motion: Councilor Meyer
 Second: Councilor Wantz
 Roll Call: Councilor Carp, 'Aye'
 Councilor Wantz, 'Aye'
 Councilor Meyer, 'Aye'
 Councilor Beaudreau, 'Aye'
 Mayor Ward, 'Aye'
 Motion passes 'unanimously'

Council took a break from 7:11 p.m. to 7:17 p.m.

5. **AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2023**

Consider acknowledging the receipt of the audited financial statement for the fiscal year ending June 30, 2023.

Start Time: 7:17 p.m.
Discussion: ASD Baker introduced Auditors Orlando Torres and Brad Bingenheimer, SingerLewak LLP.

Discussion: Auditors Orlando Torres and Brad Bingenheimer presented the audited financial statement presentation.

Handouts: Auditor Presentation

Discussion: The City Council discussed...

- No discussion.

Action: Acknowledge the receipt of the audited financial statement for the fiscal year ending June 30, 2023.

Motion: Councilor Wantz

Second: Councilor Beaudreau

Roll Call: Councilor Beaudreau, 'Aye'
Councilor Meyer, 'Aye'
Councilor Wantz, 'Aye'
Councilor Carp, 'Aye'
Mayor Ward, 'Aye'
Motion passes 'unanimously'

CONSENT AGENDA

6. FLORENCE STOP AND GO MARKET OFF-PREMISE LIQUOR LICENSE

Consider recommendation of approval to the Oregon Liquor & Cannabis Commission (OLCC) for an off-premise liquor license for Florence Stop and Go Market LLC located at 3375 Highway 101.

7. APPROVAL OF MEETING MINUTES

Consider approval of the February 5, 2024 City Council Regular Session, February 22, 2024 City Council Work Session, and March 7, 2024 City Council Work Session meeting minutes.

Start Time: 7:32 p.m.
Discussion: City Council...

- No discussion.

Action: Approve the consent agenda as presented.

Motion: Councilor Meyer

Second: Councilor Beaudreau

Roll Call: Councilor Carp, 'Aye'
Councilor Wantz, 'Aye'
Councilor Meyer, 'Aye'
Councilor Beaudreau, 'Aye'
Mayor Ward, 'Aye'

Motion passes ‘unanimously’

REPORT & DISCUSSION ITEMS

8. QUARTERLY FINANCIAL STATEMENTS

Report on the City of Florence financials for the period ending December 31, 2023.

Start Time: 7:33 p.m.

Discussion: ASD Baker presented the staff presentation.

Handouts: Staff Presentation

Discussion:

- Councilor Carp – Is the 2023-2024 City Debt Schedule showing how we are paying down debt? **ASD Baker answered yes.**

9. RHODY EXPRESS RIDERSHIP SURVEY 2024

Associate Planner Clare Kurth will present on the Rhody Express Ridership Survey.

Start Time: 7:41 p.m.

Discussion: AP Kurth presented the staff presentation.

Handouts: Staff Presentation

Discussion:

- Councilor Wantz – Suggesting adding if a Florence area rider or a visitor to ridership survey and adding an end date for survey. **AP Kurth discussed the end date is important and will make a note.**
- Councilor Carp - Recommending making survey two sided instead of two separate pages.
- Councilor Beaudreau - Availability of digital survey or QR code? **AP Kurth discussed that this survey is to target riders. Riders may not be tech savvy so paper form is best. ACM Messmer added will look into adding survey to City website and see if able to add QR code to bus. AP Kurth added that LTD is working to adding another bus to increase the frequency of rides.**

10. DEPARTMENT DIRECTOR UPDATES

Start Time: 7:53 p.m.

Discussion: The Department Directors discussed...

- Update on ERP implementation, will be going live with payroll and timekeeping plan.
- Finally with sunshine and dry weather, FloGro will be available March 26th.

- Two unfortunate instances of underground directional bore strike by contractors at 21st St near Highway 101 and 6th and Juniper Streets which necessitated repairs.
- Major construction has been completed on Heceta Beach Road. Next steps will be grind/inlay of west bound travel lane.
- Discovered 35–40-year-old inter-tie between the City and Heceta Water PUD at 35th and Rhododendron Drive. Crews doing proper abandonment procedure. Soil spoils are being delivered to 10th and Kingwood (at the airport) and bringing vegetation to airport to be mulched.
- Purchased “Flock” automated license plate reading camera for Police Department, being installed on Highway 101.
- Update on reform of Oregon Measure 110 and outlining Oregon Drug Intervention Plan.
- Recent land use approval for Estuary Trail by Planning Commission.
- Planning for Arbor Day event by EMAC.
- Upcoming EMAC project planting a pollinator garden at 18th Street pocket park on Earth Day.
- Upcoming City Council Work Session discussing proposed code updates related to temporarily sheltering on both public and private property and event-based emergency shelters.
- Gratitude to the three councilors who attended the Career Fair. Update on current recruitments.
- Upcoming FURA and City Council Work Session meetings.
- Upcoming events at the Florence Events Center.
- Hiring of new Lane County Emergency manager.

Comments: ASD Baker, PWD Miller, Police Chief Pitcher, CDD FarleyCampbell, HRD Ferguson, CR White, and ACM Messmer.

11. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 8:21 p.m.

Discussion: Staff discussed...

- Upcoming City Council meetings and agenda items.
- Tentatively planning Town Hall for April 29th.
- Extending thank you to staff for attending Rhody Express open house and other events.

Comments: CM Reynolds

12. CITY COUNCIL REPORT & DISCUSSION ITEMS

Start Time: 8:24 p.m.

Discussion: The City Council discussed...

- Shout out to Steve Hatler in Public Works who always has a happy face and lots of energy.
- Safety tip about driving into water – roll down window as quickly as possible, undo seat belt, and get out of vehicle.
- Attending meeting with area representative of ODOT with CM Reynolds, CDD FarleyCampbell, PWD Miller.
- Attending meeting at Lane ACT with presentation by Port of Coos Bay about their future goals.
- ODOT exploring options for flooding in Cushman.
- Meeting with Lane Arts Council during their staff retreat.
- City receiving \$1.9 million for infrastructure being sponsored by State Representative Boomer Wright.
- Attending LCOG appreciation dinner.

Comments: All Councilors present.

Meeting adjourned at 8:32 p.m.

ATTEST:

Rob Ward, Mayor

Lindsey White, City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 10
Meeting Date: April 15, 2024
Department: All

ITEM TITLE: Commission, Committee & Volunteers Report – March 2024

DISCUSSION/ISSUE:

Airport Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
<ul style="list-style-type: none">8 volunteers provided a total of 126 hours of labor 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; cleaned and disinfected the loaner car and collected fees from loaner car users; clean and disinfect the restrooms and office space at the airport office.	
Audit Ad-Hoc Committee	
<u>Department:</u> Finance	<u>Staff:</u> TBD
No report.	
Budget Committee	
<u>Department:</u> Finance	<u>Chairperson:</u> TBD
No report.	
Community & Economic Development Committee	
<u>Department:</u> Administration	<u>Chairperson:</u> Jeff Ashmead
On temporary hiatus. No report.	
Environmental Management Advisory Committee (EMAC)	
<u>Department:</u> Planning	<u>Chairperson:</u> Lisa Walter Sedlacek
Wednesday, March 13 th the Environmental Management Advisory Committee (EMAC) met to receive a Recycling Modernization Act report from the Department of Environmental Quality’s Cathy Brown. Members also voted on a planting plan and budget for the 18 th Street Pocket Park, and finalized plans for their Arbor Day event to be held at the Florence Senior and Activity Center on April 27 th . Finally, the committee received its subcommittee reports and planned for its next meeting on Wednesday, April 10 th .	

Florence Urban Renewal Agency	
<u>Department:</u> Administrative	<u>Staff:</u> NA
<p>The Florence Urban Renewal Agency met in a regular session on March 20th at Florence City Hall. At the meeting, the Board approved meeting minutes, and received an update on their Audited Financial Statements and quarterly financials from Administrative Services Director Anne Baker and Auditors from Merina and Co. The Agency's April meeting has been cancelled. Their next meeting is Wednesday, May 22nd at 5:30pm.</p>	

Florence Urban Renewal Agency Budget Committee	
<u>Department:</u> Finance	<u>Staff:</u> TBD
<p>No report.</p>	

Parks Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
<p>Adopt-a-Park</p> <ul style="list-style-type: none"> • Hurd Memorial Park: 2 volunteers provided a total of 1.5 hours of labor performing general trail cleanup - trimming vegetation away from the trail. • Old Town Park: 1 volunteer provided a total of 9.5 hours of labor working on the path and removing dead branches from the trees. • Exploding Whale Memorial Park: 2 volunteers provided 2 hours of labor picking up litter from the park area. <p>Adopt-a-Street</p> <ul style="list-style-type: none"> • 35th Street (Rhododendron-Hwy 101): 2 volunteers provided a total of 3 hours of labor picking up litter along 35th Street. • Oak Street (20th – 35th): 6 volunteers provided a total of 6 hours of labor picking up litter along Oak Street. • Rhododendron (35th-Sebastian): 2 volunteers provided 13.5 hours of labor picking up a variety of trash and litter along the roadway. 	

Planning Commission	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
<p>The February 27, 2024 hearing PC 24 03 CUP 03 regarding the Estuary Trail, the file number was amended to PC 24 03 DR 01 and continued to March 12th for more information and additional public testimony. On March 12, 2024 the Planning Commission heard and approved PC 24 03 DR 01 with a vote 5-1 in favor. The March 26, 2024 meeting was cancelled.</p>	

Police Auxiliary

Department: Police | Director: Mike Nielson

The Florence Police Auxiliary volunteered for 64 hours the month of March. Duties consisted of Mail transfer from/to City Hall, vacation checks, school traffic watch, purchasing of supplies for the Police Department, jail checks and meals, patrol, and filing.

Police Reserve Officers

Department: Police | Staff: John Pitcher – Police Chief

Program not active

Public Arts Committee

Department: Administration | Chairperson: Maggie Bagon and
Vice-Chairperson Serena Appel

The February Public Arts Committee meeting was held on February 15, 2024, at 5:30 p.m. Meeting materials and information can be found at www.ci.florence.or.us/bc-pac/public-arts-committee-meeting-17.



All members were present for the meeting, which focused on Art Exposed ReVision Florence. This expansion of City of Florence’s Art Exposed Rotating Outdoor Art Gallery, <https://bit.ly/FlorenceArtExposed>, will bring six new pieces of vibrant, large-scale public art to Highway 101.

First, Staff reviewed the locations on Highway 101 and the 12 final artwork submissions. Then, the committee accepted the written and verbal public comments. After a lively discussion, the Florence Public Arts Committee selected six finalists and two backup pieces. Now, the Art Exposed ReVision Florence process continues with Staff reaching out to the selected artists, coordinating contracts, and executing a marketing plan.

The March meeting of the Public Arts Committee was held on Monday, March 25, at 4 p.m. Meeting materials and information can be found at www.ci.florence.or.us/bc-pac/public-arts-committee-meeting-18.

The meeting began with Continuing Education, and Public Arts Committee member Marney Reed speaking about Loveland, Colorado, which has a world-renowned sculpture park that began almost 40 years ago. The next month education piece will be presented by Maggie Bagon.

Following this, Staff reported on Art Exposed and the progress that has been made regarding final pieces. The Committee also discussed dates and planning for an Art Exposed ReVision Florence Walking Tour, which will be held in May (dates to be determined by the completion of art installation).

The next main topic was a review of the 2023-2025 Public Arts Committee Work Plan and project timeline. Committee members discussed next projects and what the Public Arts Committee and Subcommittees have in store – including upcoming volunteer recruitment.

To conclude the meeting, PAC Chair Maggie Bagon reported on a meeting at the Florence Regional Arts Alliance with the Lane County Cultural Commission.

The Public Arts Committee meets next on Monday, April 22, at 4 p.m. at Florence City Hall. All meetings of the Florence Public Arts Committee are open to the public. People can learn more at www.ci.florence.or.us/bc-pac.

Transportation Committee (TC)

Department: Planning

Chairperson:

Transportation Committee meets on the 3rd Tuesday of each month at 5:00 pm. The March 19th Transportation Committee meeting was cancelled due to a lack of a quorum. The meeting was able to be rescheduled to Tuesday April 2, 2024. At this meeting the Committee discussed the upcoming Rhody Express Ridership survey and use of community service transportation hours to help launch and promote the event. The survey is targeted towards current Rhody Express Riders and community service hours will be used on 2 days to encourage ridership. The official launch day will be Saturday April 27th with the bus running from 10 am to 2pm for that Saturday only with no fares required. The bus service will also have no fare on Monday April 29th to continue promoting the survey.

On Wednesday May 15th LCOG safety coalition, in partnership with the Transportation Committee, will host an Oregon Friendly Driver Course at the Siuslaw Public Library in the Bromley Room. This will be a free 75-minute course with refreshments and a focus on safe sharing of the roads for all users.

The Transportation Committee will plan on having a booth at the Rods n' Rhodies Show n' Shine car show Saturday May 18th.

Finally, the Committee is gearing up for May, which is National Bike Month and National Bike Safety Awareness Month. There was some discussion of this at the April 2nd meeting and there will be more at the next meeting on April 16th.

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.

AIS PREPARED BY: Report written by Committee members and/or City of Florence staff and compiled by Lindsey White, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments: ER Reynolds

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 11
Meeting Date: April 15, 2024
Department: City Manager

ITEM TITLE: Department Director Updates

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 12
Meeting Date: April 15, 2024
Department: City Manager

ITEM TITLE: City Manager Report & Discussion Items

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 13
Meeting Date: April 15, 2024
Department: City Council

ITEM TITLE: City Council Reports & Discussion Items
