



City of Florence

Report on City's Work Plan and Challenges & Issues



City of Florence

Oregon's Premier Coastal Community

- 1 City Service Delivery**
Sustain and improve the delivery of cost effective and efficient services, including public safety, to the citizens of Florence and our visitors. 
- 2 Livability & Quality of Life**
Sustain and improve the City's livability and quality of life for Florence residents and visitors. 
- 3 Economic Development**
Create a strategy and actions aimed towards sustaining and expanding the Florence economy. 
- 4 Communication & Trust**
Sustain and improve the City's communication program and strengthen citizen trust. 
- 5 Financial & Organizational Sustainability**
Sustain and improve the City's financial position, City-wide policies, and the infrastructure networks to support current and future needs. 

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Accomplishment Highlights

- Work Plan Organization & Action
- 155 Items on Work Plan
- 101 Items have been completed
- 52 Items are in progress



Accomplishment Highlights

Economic Development

- Sale of PVBP Lot – supporting jobs creation
- City & FURA economic strategies completed
- Revision Florence Streetscape project
- Public Arts Program & Policy Creation
- Florencebusiness.org website development



Accomplishment Highlights

Finances

- Adopted City Financial Policies;
- Utility rate studies
- SDC rate study initiated
- Long-range financial planning
- \$9.8 million debt financing secured for projects



Accomplishments Highlights

Facilities Improvements

- PW Facility
 - Design, land use & construction plans
 - Funding secured, bid award pending
- City Hall remodel and expansion planning
 - Include improvements to Justice Center
 - Architect contract award pending
- FEC Improvements
 - Technology and purchase of adjacent North lot for improved storage & parking



Accomplishment Highlights

Parks and Trails

- Completion of Rhody Path Phase 1 and planning for phase 2
- Developed plans for improvement to Miller Park
- 2 Additional pocket parks
- Acquired and placed new soccer goals
- Siuslaw River Beach Access



Accomplishment Highlights

Community Development

- Revised Title 10 City Code
 - Streamline over the counter process
- Marijuana policy / regulation implementation
- Transit Pilot Project (*Yachats to Florence*)
 - Reengaged Tribes
- Organized growth for all four corners of the City and UGB
- Solid waste rate study
 - Implementation of license fee for street maintenance



Accomplishment Highlights

Administration

- Improved Communications
 - Social Media (Facebook at 4,100 followers)
 - Website Redevelopment
 - Newsletter
- Gained voter approval of tax on recreational marijuana;



Accomplishment Highlights

City, County & State Relationships

- Successful application for School Resource Officer grant in partnership with School District
- ReVision Florence
 - Pending funding – LaneACT
 - Collaboration with ODOT
 - Pending funding request – Lane County
- Florence is represented in many areas of the City and County
- Successful election season
- Strong City leadership with stable Council, continuity in City Administration and dedicated staff



Challenges, Issues & Opportunities Highlights

- Finances
- Economic Development
- Community Building
- Florence Urban Renewal Agency
- Public Safety
- Major Project Funding & Funding Gaps
- Administration
- Homelessness



Challenges, Issues & Opportunities Finances

- TAV growth below what expected and needed
- TRT revenue growth and tourism promotion
- PERS rate increases
- Health insurance premium increases
- Compensation administration and employee policy
- Funding needs
 - Revision Florence
 - Long-Term General Fund services
 - Streets
 - Staffing



Challenges, Issues & Opportunities Economic Development

- Further definition of strategy, message & direction
- Business, Industrial, Worker & Professional Recruitment
 - School's report card
 - Workforce housing availability
 - Access to Health Care
 - Rural and isolated
 - Coast
 - Workforce and drug testing
 - Job Training



Challenges, Issues & Opportunities Community Building

- Housing
 - Define housing issue and needs
 - Shortage & pricing
- Community Development
 - Dilemma created by new flood plain mapping
 - ESA Federal Regulations
 - Continue to improve curb appeal
 - both residential & commercial
 - Strengthen Code & Nuisance Enforcement efforts
- High Speed Internet



Challenges, Issues & Opportunities Community Building

- Infrastructure funding & expansion
 - Streets funding
 - Project funding
 - Failing septic systems in Heceta Beach area
- Parks Development
 - Funding
 - Estuary Trail – phase 2
 - Connection of trails to parks
 - Fields
- Recreation Operations
 - Growing demand for organized recreation



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Challenges, Issues & Opportunities Community Building

- Branding
 - Community wide brand for all
- Change view as retirement community / better utilize senior resources
- Florence Events Center
 - Volunteer Recruitment
 - Continued Facility Improvement & Expansion



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Challenges, Issues & Opportunities Florence Urban Renewal Agency

- ReVision Florence
- Marketing & Recruitment for Catalyst Sites
- Façade Improvement Program
- Parking
- Alley Maintenance Program



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Challenges, Issues & Opportunities Public Safety

- Police
 - Continuity of Administration
 - Continuing to implement changing roles and culture
 - Development of Personnel
 - Vehicle needs
 - Gas contingency plan
 - Remaining in jail business



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Challenges, Issues & Opportunities Public Safety

- Emergency Management
 - Increased Police Role
 - ICS Training
 - Emergency Supply Kits
 - City Communication Plan



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Challenges, Issues & Opportunities Administration

- Information Technology
 - Continue improvements to software, hardware, and other efficiencies
- Staffing
 - Continual recruitment mode
 - Staff Needs
 - Reorganization



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Challenges, Issues & Opportunities Administration

- Records Management
 - City Wide Records Management Policy, Storage, and preparation for disrupted services
- Communications
 - Staying ahead of fake news and misinformation
- Committee Structure/Appointments



Challenges, Issues & Opportunities Other

- Homelessness
 - State & Federal Resources
 - Public Interest
 - Health Care
 - Housing
 - Local & Transient Populations



Challenges, Issues & Opportunities Major Project Funding & Funding Gaps

Rhododendron Drive 9th to Wildwinds	\$2.65 M	FY 17/18	Funded
Revision Florence	\$6.0 M+	FY 17-19	\$2.6M* Unfunded
Public Works Facility	\$3.4 M	FY 16/17	Funded
City Hall Remodel	\$1.9 M*	FY 17/18	Funded
Siuslaw Estuary Trail Phase 1	*	FR 17-19	Funded

* Funding plan in place, pending execution

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Committee Selection Process

1. As per City code advertise committee vacancies
2. Distribute copies of all applications received to each member of the City Council
3. Councilors give input on desired candidates to Mayor.
 - Councilors may wish to visit with candidates
 - Mayor may interview candidates prior to his selection
4. Mayor considers Councilors input in making appointments
5. Mayor announces appointments at Council meeting prior to February 1st

Major Questions

1. What are the priorities for your Work Plan?
2. Which new issues and initiatives do you want added to the Work Plan?
3. What issues/initiatives get pushed back or dropped?
4. What funding decisions must be made to accomplish the Work Plan and on what timeline?
5. Modifications to City Council Communications and Council Business



City of Florence 2017 Work Plan Draft for Discussion & Prioritization

Goal: City Service Delivery. Sustain and improve the delivery of cost effective and efficient services including public safety, to the citizens of Florence and our visitors

Public Safety: Police

Objective 1: Maintain continuity in administration

Objective 2: Increase Police Department's role in Emergency Management

Objective 3: Enhance personnel development

Objective 4: Develop and implement a gasoline contingency plan

Objective 5: Define vehicle needs and develop a plan for improvement and maintenance

Public Safety: Emergency Management

Objective 1: Develop and implement policies and procedures

Task 1: Coordinate ICS 100, 200, 700, & 800 for all employees

Task 2: Develop emergency supply kits for all employees

Task 3: Develop city communication plan/policy

Public Works

Objective 1: Facilitate and implement 2017 CIP projects

Objective 2: Implement airport improvements according to Airport MP

Task 1: Update long-range financial plan for improvements to correspond with FAA/State ODA funding

Objective 3: Fix Spruce Street culvert failure

Task 1: Develop plan

Task 2: Seek grant funding as opportunities present themselves

Community Development

Objective 1: Complete plan for self service to be integrated into City Hall remodel

Objective 2: Evaluate model and make decision on whether to staff or contract Bldg/Inspection services

Task 1: Review contract terms and consider opportunities to combine forces with neighboring communities or County

Objective 3: Develop approach to organized growth opportunities

Task 1: Review with Council concept of reimbursement districts to extend infrastructure

Task 2: Develop a plan to address failing septic system in Heceta Beach if desired by property owners

Objective 4: Complete Harbor Vista Park Process

Objective 5: Continue to encourage infill development

Task 1: Explore land use approach to provide for more infill development and greater multi-family housing opportunities

Objective 6: Complete development agreements with land owners wishing to annex

Objective 7: Complete housing study and industrial lands analysis

Goal 2: Livability and Quality of Life: Sustain and improve the City's livability and quality of life for Florence residents & visitors

Parks, Trails & Walkability

Objective 1: Improve parks, trails and walkability where opportunities and funds allow

Objective 2: Seek long-term financing plan to improve parks, trails, and walkability

Transit

Objective 1: Expand the TAC responsibilities and membership to address broader range of transportation issues

Objective 2: Participate in efforts to increase public transit opportunities to Eugene, Yachats and Coos Bay

Housing

Objective 1: Develop an inventory of City's housing stock diversity and affordability

Objective 2: Gain consensus regarding Florence housing issues and develop a plan of how City can assist in addressing those issues

Objective 3: Develop and consider a plan to address area's growing homeless issue

FEC

Objective 1: Improve FEC facility and operations

Task 1: Create sustainable funding options for FEC

Task 2: Create CIP and maintenance schedule for FEC and budget

Task 3: Review and update FEC policies and procedures

Task 4: Research and implement booking software system

Task 5: Update Marketing Plan and increase marketing efforts

Task 6: Increase number of events and event maintenance

Task 7: Improve volunteer procurement and management

Task 8: Support fundraising events presented by Friends of FEC

Task 9: Upgrade facility lighting, increase electrical efficiency & ecological compliance (Electrical audit)

Task 10: Complete office remodel

Task 11: Complete ticket system upgrade

Task 12: Complete technical enhancements (Digital Projection, Audio upgrade, & replace fire alarm panel)

Task 13: Decide on event booking software

Objective 2: Improve marketing efforts

Task 1: Increase fund raising efforts

Task 2: Work on hotel recruitment

Objective 3: Decide on whether to book name acts and develop strategy and ticket prices to facilitate decision

Public Art

Objective 1: Decide on what and where to spend FURA funding for public art and leverage dollars where possible

Objective 2: Focus efforts on 3 primary tasks in Public Arts Community Work Plan

Objective 3: Mural Code Revision

Greater Community

Objective 1: Develop decision and approach regarding new flood plain mapping decision and impacts on Florence

Objective 2: Develop an approach to address dilapidated buildings and homes throughout Florence and strengthen code enforcement efforts where appropriate to assist with issue

Goal 3: Economic Development: Create a strategy and actions aimed toward sustaining and expanding the Florence Economy

Objective 1: Develop Business Retention & Expansion program in coordination with South Coast Development Council and Economic Development Committee subcommittee

Objective 2: Continue to monitor new business licenses and perform outreach

Objective 3: Survey business license respondents to determine expansion, workforce, etc. needs

Objective 4: Develop marketing/branding strategy focused on Florence

Objective 5: Maintain current map that has been established with pertinent information regarding available buildings, properties and businesses in Florence

Objective 6: Expand marketing for PVBP and Industrial Park and research available methods to help promote development

Objective 7: Host community leaders discussion on work force recruitment issues and develop plan for possible solutions

Objective 8: Develop approach to expand and improve City's fiber and high speed internet services

FURA

Objective 1: Identify areas and opportunities for infill housing within the District

Objective 2: Implement façade improvement program

Objective 3: Market and recruit for 5 catalyst sites

Goal 4: Communication & Trust. Sustain and improve the City's communication program and strengthen citizen trust

Objective 1: Streamline production and distribution of newsletter

Task 1: Go live with website online subscription function

Objective 2: Continue City Council participation as guest columnist in newsletter

Objective 3: Develop and implement a monthly video magazine for City

Objective 4: Explore informational delivery system for Code Enforcement to communicate the City Code policies and track violation to deliver professional and consistent service delivery

Objective 5: Host volunteer appreciation luncheon

Goal 5: Financial & Organizational Sustainability:

Sustain and improve the City's financial position, citywide policies and the infrastructure networks to support current and future needs.

Financial Sustainability

Objective 1: Decide and Implement findings/recommendations of utility rate and SDC studies

Objective 2: Perform research on property tax valuations and determine next steps

Objective 3: Discuss with County investment in Florence tourism promotion

Objective 4: Improve compensation program administration to address compression, desired range positioning for overall program by jobs and performance based increases

Objective 5: Determine whether to implement financial policy on cost recovery for Community Development

Objective 6: Reassess and update street closure, business license and taxi codes

Objective 7: Develop strategy to address City's PERS liability

Objective 8: Update Title 4 Building code

Objective 9: Develop and Adopt 2017/18 budget based on City work plan

Objective 10: Complete annual financial audit for City and FURA

Objective 11: Develop IT strategic plan

Objective 12: Develop and adopt the Charter Telecommunication Franchise

Objective 13: Improve Airport funding and operations

Objective 14: Review and update long-range financial forecasts annually.

Objective 15: Incrementally increase fees to adequately fund operations, including capital replacement and expansion

Organizational Sustainability

Objective 1: Recruit and hire Finance Director

Objective 2: Recruit and hire Human Resources Director

Objective 3: Secure funding for Revision Florence

Objective 4: Centralize accounts payable

Objective 5: Develop an overall program for city purchasing and automated/better access enterprise accounting system

Objective 6: Review City's committee structure and mission and modify where appropriate

Objective 7: Improve employee safety and risk management

Objective 8: Improve City's record's management and retention program

Task 1: Research and determine the best method for storage of long-term records

Task 2: Continue to digitize and index the City's permanent long-term records

Task 3: Set up protocols to relocate records to long-term storage

Task 4: Set up protocols and process for retention of City's email records

Objective 9: Design and construct remodel and expansion of City Hall including completion of round room in Justice Center

Objective 10: Construct new City PW facility phases 1 & 2



City of Florence

City Council Retreat
December 14, 2016

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Public Meetings

ORS 192.620:

- “The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly.” (Emphasis added.)

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Public Meetings

- Meeting means: “the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward decision on any matter.”
- “A quorum of a governing body may not meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by ORS 192.610 to 192.690.” (Emphasis added.)

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Public Meetings

Procedural Requirements

- Notice.
- Space, Location, Accessibility and Attendance.
- Voting.
- Records.

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Public Meetings

Dumdi v. Handy (2011)

The court found the commissioners' actions to violate the public meetings law because:

- at least a quorum of the governing body;
- made a decision or deliberated toward deciding a matter;
- in a setting that was private and not open to the public (including via e-mail)

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Public Meetings

Dumdi v. Handy (2011)

- Under that settlement
 - two Commissioners agreed to pay a fine of \$20,000 each;
 - County agreed to pay the plaintiffs \$350,000.

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Public Meetings

Handy v. Lane County (Nov. 2015)

- Serial Meetings.
 - Contemporaneous gathering of a quorum not required to “meet.”
 - Series of communications between members may be a meeting – with communications including e-mails, texts, or even communications through an intermediary.

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Public Meetings

Handy v. Lane County (Nov. 2015)

- Administrative matters.
 - Meeting requirements do not apply to a discussion on a purely administrative matter.

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Public Meetings

Handy v. Lane County (Nov. 2015)

- Court looks to the “purpose” of the communications.
- A meeting, or series of meetings, between a quorum (whether in person or via electronic means) is subject to the public meetings law if the purpose of the discussion is deliberation on a matter for which a vote of the public body is required.

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Public Meetings

Practical Tips

- Avoid replying to e-mails when City business information is shared
- Avoid conversations (in person or via e-mail) between Councilors where the views of a fellow Councilors are shared
- Avoid sharing opinions or views on items the Council would need to vote on

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Public Meetings

Practical Tips

- Mayor must set realistic agenda
- Circulate materials/minutes in advance
- Keep it formal
- Have simple rules
- Public participation does not always mean public conversation
- Consider work sessions
- Restate vote, note if staff must follow up

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Public Records

What is a public record?

- *Any writing that contains public business information that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics*

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Ethics

Don't Use Your Position for Personal Gain.

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Ethics

The "BUT-FOR" Test 244.040(1)

A public official cannot use position

- To get \$ or to avoid losing \$
- For the PO OR for a relative or a member of the household
- If that opportunity would not be available BUT FOR your position

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Ethics

DOES **NOT** INCLUDE

- Compensation or Reimbursement
- Unsolicited awards, or legal expense donations
- Or GIFTS and honoraria (within limits)

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Ethics

“Relative” 244.020(15)

- Spouse
- Children of the PO or of the PO’s spouse
- Brother or stepbrother of the PO or of the PO’s spouse
- Sister or stepsister of the PO or of the PO’s spouse

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Ethics

“Relative” (cont.)

- Parents or stepparents of the PO or of the PO’s spouse
- Son-in-law or daughter-in-law of the PO or of the PO’s spouse
- Anyone for whom the public official has a legal support obligation or provides employment benefits

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Ethics

Gifts are Limited to \$50 per year, per giver.



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Ethics

“Gift” 244.020(5)

- Something of economic value
- Given to public official, the PO’s relative or member of the PO’s household
- Without receiving value back and
- **NOT** given to the general public on the same terms

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Ethics

The GIFT RULE:

1. You (your relative or a member of household)
2. Cannot ask for, receive, or give
3. Or even hint at getting/giving
4. Gifts over \$50 from any single source in one year
5. IF your source has an interest in your official actions: i.e., a decision or vote

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Ethics

A Gift is **Not** Limited if it is a:

- Campaign Contribution
- Present from relatives or household members
- Unsolicited award/token of appreciation with resale value <\$25
- Discounted registration at professional education event

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Ethics

A Gift is **Not** Limited if it is a (cont.):

- Informational material related to your official duties
- Part of a customary private business practice and not related to your public office
- Incidental food, beverage, and entertainment
- Food, beverage, and entertainment when acting in official capacity, representing the city

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Ethics

Legislative Assembly Advisory Opinion

- Gift is not a “gift” if it is also given to others that are not P.O.s
- Benefit granted outside compensation package can be ethics violation

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Ethics

Conflicts of Interest



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Ethics

“Actual Conflicts” (Will Happen)

- An action, decision, or recommendation
- By a *public official*
- Resulting in a financial benefit or detriment for PO or a relative or business associated with PO or relative

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Ethics

“Actual Conflicts” (Will Happen) (Cont.)

- Would result in financial benefit or detriment to public official
- Or *relative*
- Or any *business associated* with PO or relative

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Ethics

“Potential Conflict” (Could Happen)

- Could result in financial benefit or detriment to public official
- Or *relative*
- Or any *business associated* with PO or relative

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Ethics

“Business with which Person is Associated”

- Any private business in which you or a relative are an owner, director, officer, or employee or in which you or a relative has \$1,000+ worth of interest
- Any publicly held corporation in which you or a relative has \$100,000 of interest or you or a relative is an officer/director

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Ethics

“Business with which Person is Associated”

- OR if you file a Statement of Economic Interest, if more than 10% of your total annual household income comes from the business

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Ethics

Conflicts of Interest Rules
(Both Actual and Potential)

When in Doubt: Shout it Out!

- State the nature of your conflict
- Do it before voting or discussing the matter
- Do it on the record
- Do it each meeting issue is discussed

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Ethics

Actual Conflict **Only**

- When in Doubt, Shout It Out...and then Shut It Up.
- Same rules as Potential Conflict, but **no** talking and **no** voting...
- Unless Council cannot act without you (but still no talking)

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Ethics

It is **not** a conflict if the financial benefit happens because of:

- Membership in a class (any large, distinguishable group of citizens that the Commission determines is a class)
- Membership in a non-profit (501(c) status)

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Ethics

Hood River Advisory Opinion

- Proposed legislation requires conflict analysis
- Class membership based upon similarities of the possible financial impacts

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Ethics

Statement of Economic Interest

- Councilors, planning commission members, municipal judge and the city administrator are required to file
- Statements are due by April 15th every year – now you file electronically

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City of Florence City Council
RULES OF PROCEDURE
Adopted February 6, 2006
Amended March 2015

Distributed at 12.14.16
Council Retreat
- Round Table Discussion

1. AUTHORITY

- 1.1 - *Charter*: As authorized by the Charter of the City of Florence, Oregon, The Florence City Council establishes the following rules for the governance of its members and proceedings. (See City Charter, Chapter IV, Section 15)
- 1.2 - *Prior Rules Repealed*: Upon adoption of these rules, any prior rules are hereby repealed.

2. GENERAL RULES

- 2.1 - *Meetings to be Public*: All meetings of the council shall be open to the public except for executive sessions as allowed by Oregon Public Meeting laws.
- 2.2 - *Quorum*: Three members of the council shall constitute a quorum and be necessary for the transaction of business.
- 2.3 - *Compelling Attendance*: The council may adjourn from time to time to compel the attendance of absent members.
- 2.4 - *Journal of Proceedings*: An account of all proceedings of the council shall be kept as required by the public meetings and public records laws. Only the Mayor and Councilors have the authority to make substantive revision to the minutes subject to a majority vote of the council. The minutes, upon approval, shall constitute the official record of the council.
- 2.5 - *Rules of Order*: State Statutes, the City Charter, Roberts Rules of Order, and these rules shall govern the proceedings of the council. The Council shall resolve any question about any question involving a rule of order by taking a vote of the Council members present at the meeting. (*Amended January 2015*)

City of Florence City Council
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Adopted February 6, 2006
Amended March 2015

3. TYPES OF MEETINGS

- 3.1 – *Regular Meetings*: Regular meetings of the council shall be held at 6:00 p.m. on the first and third Monday of each month. A change of any regular meeting date may be made by consensus. All regular meetings shall be held in the Council Chamber unless another facility is needed for a stated, specific purpose. (Amended January 2015)
- 3.2 – *Special Meetings*: Special meetings may be called by the mayor, city manager, two councilors or by announcement during any regular meeting. The call for a special meeting shall specify the time and place and shall list one or more of the subjects to be considered. No special meeting shall be held until at least twenty-four (24) hours after the call is issued except in the case of actual emergency.
- 3.3 – *Work Sessions*: A Work Session of the Council may be held as needed at 10:00 a.m. on the Wednesday following a regular scheduled Council meeting of the month per section 3.1. A change of any regular work session meeting date may be made by consensus. All work sessions will be held in the Council Chambers unless another facility is needed for a stated specific purpose. (Amended January 2015)
- 3.4 – *Adjourned Meetings*: Any meeting of the council may be adjourned to a later date and time provided that no adjournment shall be for a longer period than the next regular meeting.
- 3.5 – *Executive Sessions*: Executive sessions may be held in accordance with the provisions of state law.
- 3.6 – *Attendance of Media at Council Meetings*: Except as provided for by state law all meetings of the council and its committees shall be open to the media and freely subject to recording by tape, radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings as determined by the presiding officer.

City of Florence City Council
RULES OF PROCEDURE
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4. PRESIDING OFFICER AND DUTIES

4.1 - *Presiding Officer:* At the first meeting of each odd number year, the council shall elect a President and Vice President from its membership. The mayor presides over all meetings of the council. In the absence of the mayor, the council president shall preside. In the absence of both the mayor and the council president, the council vice president shall preside. The presiding officer may take part in debate and may make or second a motion. The presiding officer shall vote on all questions before the council except in cases of conflict of interest.

4.2 - *Preservation of Order:* The presiding officer has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct, and to enforce the rules of the Council. The presiding officer may limit debate with council consensus.

4.3 - *Questions to be stated:* The presiding officer shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon the request of any member.

4.4 - *Tie Vote:* In the event of a tie in votes on any motion the motion shall be considered lost.

5. ORDER OF BUSINESS AND AGENDA

5.1 - *Agenda:* The order of business of each meeting shall be as contained in the agenda prepared by the city manager and mayor. Any council member may request an item to be placed on the agenda, relating to any matter over which the council has control. The Mayor may determine which agenda depending on agenda time available, but must be done in a timely manner. The agenda shall be a listing by topic of subjects to be considered by the council and shall be delivered to members of the council at least twenty-four (24) hours preceding the meeting to which it pertains, except in case of emergency. Failure to make timely delivery shall not invalidate any action by the council.

5.2 - *Order of Business:* The order of business on the agenda may be adjusted at the discretion of the presiding officer.

City of Florence City Council
RULES OF PROCEDURE
Adopted February 6, 2006
Amended March 2015

- 5.3 - *Agenda Available to Press and Public:* Copies of the agenda shall be made available to the press; the public and one copy shall be posted on the bulletin board at City Hall. This public notice shall be reasonably calculated to provide a list of the principle subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the council to consider additional subjects, unless such items are otherwise governed by specific noticing requirements under state or city law. (ORS 192.640) *(Amended May 2008)*
- 5.4 - *Presentation by Members of Council:* The agenda shall provide a time when the mayor or any council member may bring before the council any business that he/she feels should be deliberated upon by the council. These matters need not be specifically listed on the agenda. These matters shall not be acted on by the city council until a subsequent meeting, unless there is compelling reason. This excludes direction to the city manager.
- 5.5 - *Consent Agenda:* Consent agenda items are generally business items about which there is expected to be no conflict. There will be no debate on consent agenda items and the consent agenda will be voted upon as a single group. Any councilor may request a specific item be pulled from the consent agenda. If an item is pulled, it will be considered as an item of council business.

6. ORDINANCES, RESOLUTIONS AND MOTION

- 6.1 - The enacting of ordinances shall follow Chapter VIII of City of Florence Charter, City Code (Title 1 Chapter 2) and State Law. (ORS. 221.926, 221.927, 221.928, 221.310, and 221.315)

7. CREATION OF COMMITTEES

- 7.1 - *Citizen Committees:* The council may create temporary committees to assist in the conduct of the operation of the city government with such duties as the council may specify not inconsistent with the city's charter or code.

City of Florence City Council
RULES OF PROCEDURE
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Amended March 2015

7.2 - *Membership and Selections:* Membership and selection of members shall be as provided by the city's charter or code. Any committee so created shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the council. No committee so appointed shall have powers other than advisory to the council or to the city manager and shall conduct their meetings in accordance with state law.

7.3 - *Member Conduct:* All members of committees shall adhere to State Statutes, the City Charter, and the Code of Ethics adopted by the Council. (Res. 33, 2008)

8. CITIZENS' RIGHTS

8.1 - *Addressing the Council:* Citizen comments on non-agenda issues are to be heard at the specified time in the agenda. Each speaker will be limited to a three (3) minute comment period. Council may in its discretion and by consensus terminate public comment or lengthen or shorten the individual comment period. Council may ask a speaker who needs more than the allotted time to submit additional information or testimony in writing. All speakers are encouraged to submit the text of their remarks in writing to the City Recorder. All speakers will sign in with printed name, address and state same for the record. Citizen comment made in support of or in opposition to an agenda item may be heard at the time of that agenda item with the same sign in and 3 minute rules. Oregon Public Meeting Law guarantees the public a right to monitor the meetings of public bodies. It does not grant the public the right to interact with the public bodies during those meetings. Nevertheless, the presiding officer shall generally allow citizen comment within the orderly conduct of council meetings, but the presiding officer has the right to deny it. The presiding officer may ask staff after a speaker has addressed the council to answer any question or correct misinformation. If staff does not have the answer readily available they will inform the Council of the need to research the issue and will return at a future meeting with an answer. (Amended May 5, 2008 and January 2015)

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Adopted February 6, 2006
Amended March 2015

8.2 - *Written Communications:* Interested parties or their authorized representatives may address the council by written communication in regard to any matter concerning the city's business or over which the council has control at any time by direct mail or by addressing the city manager and requesting that copies be distributed to the council members.

8.3 - *Anonymous Communications:* Anonymous communications delivered to the Florence City Council, through whatever means, regarding employees, appointed committees or elected officials, cannot be used as a basis for discussion, administrative action or Council decision making. *(Amended May, 2008)*

9. CONDUCT OF HEARINGS

9.1 - The conduct of hearings will be governed by current City Charter, City Code (Title 2 Chapter 10 and Title 10, Chapter 1) and State Ordinances. (ORS. 197.222, ORS. 197.195, ORS. 197.763, ORS. 227.170, and ORS. 227.180, 224.020, 244.120, 244.130 as attached.)

10. ADOPTION AND AMENDMENT OF THESE RULES

10.1 - See section 1.2

10.2 - *Suspension of these Rules:* Any provision of these rules not governed by the city's charter or code may be temporarily suspended by a vote of a majority of the council. The vote on any such suspension shall be taken by ayes and nays.

Added, June 2006 - Section 8.4

Amended, May, 2008 - Sections 2.5; 5.3; 8.1; 8.2 (deleted) and renumbered; 8.3 (which was 8.4 previously) amended.

Amended, Sept, 2008 - Sections 2.5 and added 7.3

Amended, January 2015 - Sections 2.5; 3.1; 3.3 (added and subsequent sections renumbered); 8.1