



City of Florence
A City in Motion

City of Florence Council Regular Session

Florence City Hall
250 Hwy 101
Florence, OR 97439
541-997-3437
www.ci.florence.or.us

- Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting, and can be found of the City of Florence website at www.ci.florence.or.us/council.
- Items distributed during the meeting, meeting minutes, and a link to the meeting video are posted to the City's website at www.ci.florence.or.us/council as soon as practicable after the meeting.
- To be notified of City Council meetings via email, please contact City Recorder Kelli Weese at kelli.weese@ci.florence.or.us.

January 9, 2017

AGENDA

6:00 p.m.

Councilors:

Joe Henry, Mayor

Joshua Greene, Council President
Susy Lacer, Councilor

Ron Preisler, Council Vice-President
George Lyddon, Councilor

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

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

6:00 p.m.

PRESENTATION

- Western Lane Ambulance District - Citizen Lifesaving Recognition

1. OATH OF OFFICES

- Mayor Joe Henry
- Councilor Joshua Greene
- Councilor Ron Preisler

2. APPROVAL OF AGENDA

Joe Henry
Mayor

3. PUBLIC COMMENTS

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

Joe Henry
Mayor

CONSENT AGENDA

4. APPROVAL OF MINUTES

Consider approval of the Council work session meeting minutes of December 14, 2016, work session meeting minutes of December 19, 2016, and the Council regular session meeting minutes of December 19, 2016.

Kelli Weese
City Recorder

5. OR DEPT OF REVENUE MARIJUANA TAX COLLECTION AGREEMENT

Consider approval of **Resolution No. 1, Series 2017**, a resolution authorizing the approval of the intergovernmental agreement with the Oregon Department of Revenue for the implementation of the Florence Recreational Marijuana Tax.

Kelli Weese
City Recorder

6. JERRY'S PLACE LIQUOR LICENSE

Consider approval of the change in ownership liquor license approval for Jerry's Place located at 88274 Rhododendron Drive, Florence, OR.

Kelli Weese
City Recorder

ACTION ITEMS

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

- 7. **APPOINT CITY COUNCIL OFFICERS**
Election of a president and vice-president of the Florence City Council. City Council
- 8. **RULES OF PROCEDURE**
Review Council Rules and Procedures including change of regular Council meeting start time to 5:30 p.m. City Council
- 9. **ENGINEERING FOR HWY 101 SEWER EXTENSION**
Consider accepting the engineering services proposal from RH2 Engineering, Inc. and authorize the City Manager to proceed with a professional services contract. Mike Miller
Public Works Dir.

REPORT ITEMS

- 10. **CITY MANAGER REPORT** Erin Reynolds
City Manager
 - City Council Grant Program
- 11. **CITY COUNCIL REPORTS** Joe Henry
Mayor
 - City Council Sign-Ups and Commitments

COUNCIL CALENDAR

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

Date	Time	Description
January 11, 2017	10:00 a.m.	City Council Work Session <i>Tentative</i>
January 16, 2017	---	Martin Luther King Jr. Day Holiday <i>City Offices Closed</i>
		City Council Meeting <i>Rescheduled</i>
January 18, 2017	---	City Council Work Session <i>Rescheduled</i>
January 23, 2017	6:00 p.m.	City Council Meeting
January 25, 2017	10:00 a.m.	City Council Work Session <i>Tentative</i>

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

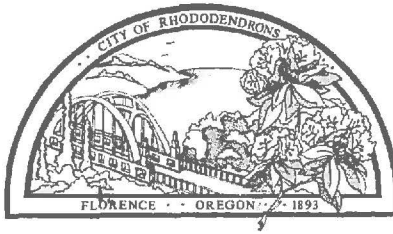
ITEM NO: 1

Meeting Date: January 9, 2017

Department: City Council

ITEM TITLE: OATH OF OFFICE FOR COUNCIL MEMBERS

City of Florence



OATH OF OFFICE

I, Joseph L. Henry, do solemnly swear that I will uphold and defend the Constitution of the United States of America, the Constitution and Laws of the State of Oregon, and the Charter and Codes of the City of Florence, and that I will faithfully perform the duties of Mayor to the best of my ability, so long as I am in office.

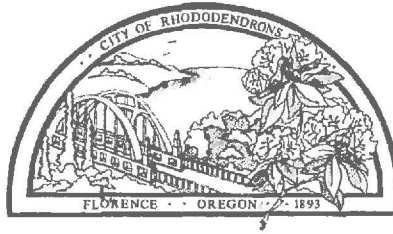
Joseph Henry

Subscribed and Sworn to before me this 9th day of January, 2017.

**Kelli Weese - City Recorder
Notary Public - State of Oregon**



City of Florence



OATH OF OFFICE

I, Joshua Greene, do solemnly swear that I will uphold and defend the Constitution of the United States of America, the Constitution and Laws of the State of Oregon, and the Charter and Codes of the City of Florence, and that I will faithfully perform the duties of City Councilor to the best of my ability, so long as I am in office.

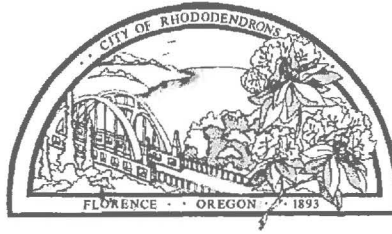
Joshua Greene

Subscribed and Sworn to before me this 9th day of January, 2017.

**Kelli Weese - City Recorder
Notary Public - State of Oregon**



City of Florence



OATH OF OFFICE

I, Ron Preisler, do solemnly swear that I will uphold and defend the Constitution of the United States of America, the Constitution and Laws of the State of Oregon, and the Charter and Codes of the City of Florence, and that I will faithfully perform the duties of City Councilor to the best of my ability, so long as I am in office.

Ron Preisler

Subscribed and Sworn to before me this 9th day of January, 2017.

**Kelli Weese - City Recorder
Notary Public - State of Oregon**



AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2

Meeting Date: January 9, 2017

Department: Mayor & Council

ITEM TITLE: APPROVAL OF AGENDA

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 3

Meeting Date: January 9, 2017

Department: Mayor & Council

ITEM TITLE: PUBLIC COMMENTS

DISCUSSION/ISSUE:

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

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4
Meeting Date: January 9, 2017
Department: City Recorder

ITEM TITLE: Approval of Minutes

DISCUSSION/ISSUE:

Consider approval of the Council work session meeting minutes of December 14, 2016, work session meeting minutes of December 19, 2016, and the Council regular session meeting minutes of December 19, 2016.

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

FISCAL IMPACT:

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

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost effective city services.

ALTERNATIVES:

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

RECOMMENDATION:

Approve the minutes as presented

AIS PREPARED BY: Kelli Weese, City Recorder

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

ITEM'S ATTACHED:

- Draft December 14, 2016 Council Work Session Minutes
- Draft December 19, 2016 Council Work Sesion Minutes
- Draft December 19, 2016 Council Meeting Minutes

**City of Florence
City Council Work Session
Driftwood Shores Resort
88416 1st Ave., Florence, Oregon
Final Action Minutes
December 14, 2016**

CALL TO ORDER - ROLL CALL

Meeting called to order at 8:33 a.m.

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

Councilors Absent: None

Staff Present: City Manager Erin Reynolds, Consultant Larry Patterson, Public Works Director Mike Miller, Florence Events Center Director Kevin Rhodes, City Recorder / Economic Development Coordinator Kelli Weese, Planning Director Wendy FarleyCampbell, Chief of Police Tom Turner, Project Manager Megan Messmer and Interim Finance Director Andy Parks who arrived at 8:43 a.m. City Attorney Ross Williamson arrived at 10:28 and departed at 11:40 a.m.

1. RETREAT DISCUSSION TOPICS

- Goal Report: Consultant Larry Patterson and members of the management team will provide a report on the Council Goals for 2016 and their exploratory findings.
- Round Table Discussion: The Council will discuss their ideas for the 2017 work plan including prioritization by immediate, intermediate and future.
- City Council Training: City Attorney Ross Williamson will provide training with focus on Ethics and Public Meetings Law.

Start Time: 8:33 a.m.

Topic: Goal Report

Discussion: The City Council discussed...

- City beautification including potential award program for landscaping and facades

- Parks and Recreation District opportunities
- Parking in Old Town Florence
- Land Use regulations for waterfront uses
- Overview of security at the hospital and coordination with police department
- Gas contingency plan for emergency operations
- Pros and cons of establishing a fuel farm for emergencies
- Siuslaw Estuary Trail
- Current public works facility plans
- Coordination with local school board on school bond and assistance with promoting school

The City Council took a break from 10:03 – 10:12 am.

- Start Time: 10:12 a.m.
 Topic: Work Plan
 Discussion: The City Council discussed...
- Accessory dwelling units and tiny house movement
 - Temporary vs. permanent housing
 - Mural Code Revision
 - Fiber Optic Cable and options for funding
 - Accounts payable centralization

- Start Time: 10:44 a.m.
 Topic: City Council Training
 Discussion: The City Council discussed...
- City Committee Ethics Training
 - Ethics complaint process

The City Council took a break from 11:40 – 11:50 a.m.

- Start Time: 11:50 a.m.
 Topic: Round Table Discussion
 Discussion: The City Council and staff discussed priorities for the upcoming year including...
- High Speed Fiber
 - System Development Charge Financing
 - Mural Code Revision
 - ReVision Florence Funding
 - Housing and Economic Development Incentives
 - Marketing the City for it's benefits to potential new residents and businesses
 - Parks and Recreation District
 - Funding for bicycle paths etc.
 - Homeless populations assistance policies

- Emergency Operations agreements with local businesses
- Public Transit
- Zoning for new growth and new development, with particular attention to housing
- Staffing levels
- Coordinating with other agencies to determine overall vision and brand for the community
- Additional code enforcement
- Recycling opportunities, particularly in regards to Styrofoam
- Hospital Recruitment
- Support of the Vision 2025 program

Discussion: The City Council and staff discussed priorities for specific departments for the upcoming year including...

- Public Works Goals including...
 - Continuing progress on infrastructure
 - Street preventative maintenance
 - Heceta Beach area sewer
- Florence Events Center Goals including...
 - Technical upgrades including LED lighting and ticketing
 - Plan for new property purchase
 - Implementing a new endowment program
 - Marketing
- Police Department Goals including...
 - Filling HR Manager position
 - Permanency of School Resource Officer Program
 - Keeping up with national trends
 - Addition of bicycle patrols
- Project Management Goals
 - Large capital investments including City Hall, Public Works, and ReVision Florence
 - Utilization of the new City website features
 - Continuing to be proactive with communications
- Economic Development & Administration Goals
 - Façade Improvement program
 - Public Art program implementation
 - Records Management for City Hall move
 - Economic Development Marketing & Retention
- Finance Goals
 - Information Technology Strategic Plan
 - City Hall Remodel
 - ReVision Florence financing
 - Long Range Sustainable funding of general fund
 - Full Cost Recovery transition

- Human Resources Goals
 - Risk Management
 - Employee wellness

Start Time: 1:08 p.m.

Topic: City Council Rules & Procedures

Discussion: The City Council discussed...

- City Council regular meeting protocol and possibility of changing meeting start time to 5:30 p.m.

Meeting adjourned at 1:13 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese
City Recorder

**City of Florence
City Council Work Session
Florence City Hall
250 Hwy 101, Florence, Oregon
Final Action Minutes
December 19, 2016**

CALL TO ORDER - ROLL CALL

Meeting called to order at 4:04 p.m.

Councilors Present: Councilors Joshua Greene (via phone), Ron Preisler, Susy Lacer George Lyddon and Mayor Joe Henry.

Councilors Absent: None

Staff Present: City Manager Erin Reynolds, Consultant Larry Patterson (via phone), Project Manager Megan Messmer and City Recorder / Economic Development Coordinator Kelli Weese.

Mayor Henry announced the opening of the executive session at 4:04 p.m. citing ORS 192.660(2)(i) concerning Performance Evaluation of Public Officers and Employees, and the Council adjourned the executive session at 4:24 p.m.

The Work Session was called to order at 4:24 p.m.

1. WORK SESSION DISCUSSION TOPICS

- City Manager Compensation Review: Larry Patterson will review findings concerning the City Manager Compensation Analysis.

Start Time: 4:24 p.m.

Topic: City Manager Compensation Review

Discussion: The City Council discussed...

- Review of Salary Survey
- Cross section of cities and how they were determined
- Length of experience of the group from survey
- Comments concerning recommended 5% increase

Councilor Greene and Consultant Patterson left at 4:39 p.m.

Start Time: 4:39 p.m.
Topic: Upcoming Agenda Items
Discussion: The City Council discussed...

- Work plan development and approval process
- City Council rules and procedures
- State of Oregon Transient Room Tax Changes
- Changes in wetland requirements

Meeting adjourned at 5:07 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese
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 Meeting
250 Hwy 101, Florence, Oregon
Final Action Minutes
December 19, 2016**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

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

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

Councilors Absent: Councilor Greene

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

INTRODUCTION

- Matthew Hiatt – Water Treatment Plant Operator
- Matthew Braaton – Police Officer

Start Time: 6:00 p.m.

Action: Mr. Hiatt and Mr. Braaton were introduced to the City Council.

PRESENTATION

- Department Website Presentations

Start Time: 6:04 p.m.

Action: The City Council heard presentations from the various City Departments concerning the City's website.

1. APPROVAL OF AGENDA

Start Time: 6:16 p.m.
Action: Approve agenda as shown.
Vote: Unanimous

2. PUBLIC COMMENT

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

Start Time: 6:16 p.m.
Comments: None

CONSENT AGENDA

3. APPROVAL OF MINUTES

Consider approval of the Council regular session meeting minutes of November 21, 2016 and December 5, 2016.

4. WASTEWATER PLANT DIGESTER PURCHASE

Consider approval of **Resolution No. 25, Series 2016**, a resolution authorizing the City to enter into a single source agreement with Beaver Equipment Specialty Company, Inc. in the amount of \$73,400 for the purchase of a new methane burner and repair parts for the digester.

5. REGIONAL ACCELERATOR & INNOVATION NETWORK (RAIN) AGREEMENT

Consider approving the memorandum of agreement between RAIN and the City of Florence in the amount of \$15,000 to assist in efforts to promote entrepreneurial support programs in Florence.

Start Time: 6:17 p.m.

Action: Approve consent agenda items as shown in the meeting materials
Motion: Councilor Lacer
Second: Councilor Lyddon
Vote: Unanimous, Councilor Greene was absent

PUBLIC HEARING

6. NORTH HWY 126 ANNEXATION AND ZONE ASSIGNMENT

A. PUBLIC HEARING ON ANNEXATION & ZONE ASSIGNMENT

Hear and consider written and oral testimony regarding the annexation and zoning assignment request related to annexation of North Hwy 126 properties.

Item Includes:

- *Overview of topic by staff*
- *Conduct of Land Use Public Hearing*
- *Decision to close public hearing subject matter*

Start Time: 6:18 p.m.

Hearing Reading: CR Weese read the Land Use Hearing Script and officiated the public hearing procedures.

Declarations: The City Council did not make any declarations

Public hearing: Opened at 6:20 p.m.

Discussion: The City Council discussed...

- Locations for sewer extensions
- Jurisdiction of Xylo Street

Comments: Mayor Henry and Councilor Lacer

Applicant: Desiree Clifton – 5205 Hilltop Drive

- Representing the Gages
- Felt the annexation would help make the land more viable

Commenter 1: Susan Patrick – 86218 Xylo Street

- Zoning of property to the South and potential uses
- Maintenance of Xylo Street
- Access of adjacent properties

Commenter 2: Paul Patrick – P.O. Box 490

- Thoughts concerning wells in area

Commenter 3: Candice Hollick – 86210 Xylo Street

- Zoning and uses of the property adjacent to the Highway

Discussion: Staff provided the answers to questions proposed during the public testimony and the City Council discussed...

- Sign allowances in commercial district zoning
- Size of the property owned by the Beale's

Comments: Councilors Preisler and Lacer

Applicant: Desiree Clifton – 5205 Hilltop Drive

- Gage's intend to access properties from Xylo Street

Public hearing: Closed at 6:56 p.m.

B. APPROVAL OF ANNEXATION REQUEST

Consider approval of **Ordinance No. 15, Series 2016**, an Ordinance approving the request for annexation for undeveloped property located east and west of Xylo Street between 12th Street and Hwy 126.

Item Includes:

- *Deliberation / Decision on Code Amendment (Ordinance No. 15, Series 2016)*

Start Time: 6:57 p.m.

Action: First Reading of Ordinance No. 15, Series 2016
Vote: Unanimous, Councilor Greene was absent

Action: Second Reading of Ordinance No. 15, Series 2016
Motion: Mayor Henry
Second: Councilor Lacer
Roll Call Vote: Councilor Lyddon – Aye
Councilor Preisler – Aye
Councilor Lacer – Aye
Mayor Henry – Aye
Councilor Greene – Absent
Ordinance passes 4-0

C. APPROVAL OF ZONING ASSIGNMENT

Consider approval of **Ordinance No. 16, Series 2016**, an Ordinance approving the zoning change for the North Hwy 126 annexation properties to the corresponding zoning: Single Family residential regulated by Florence City Code Title 10, Chapter 11 and Commercial regulated by Florence City Code Title 10, Chapter 15.

Item Includes:

- *Deliberation / Decision on Code Amendment (Ordinance No. 16, Series 2016)*

Start Time: 7:00 p.m.

Action: First Reading of Ordinance No. 16, Series 2016
Vote: Unanimous, Councilor Greene was absent

Action: Second Reading of Ordinance No. 16, Series 2016
Motion: Mayor Henry
Second: Councilor Preisler
Roll Call Vote: Councilor Lyddon – Aye
Councilor Preisler – Aye
Councilor Lacer – Aye
Mayor Henry – Aye
Councilor Greene – Absent
Ordinance passes 4-0

ACTION ITEMS

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

7. DOG LICENSING ORDINANCE

Consider approval of **Ordinance No. 18, Series 2016**, an Ordinance amending dog licensing requirements within the City and amending Title 6, Chapter 6 of the Florence City Code.

Start Time: 7:02 p.m.

Discussion: The City Council discussed...

- Cost recovery for current program
- Other recent methods of dog licensing
- Lane County dog

Comments: All Councilors Present

Action: First Reading of Ordinance No. 18, Series 2016
Vote: Unanimous, Councilor Greene was absent

Action: Second Reading of Ordinance No. 18, Series 2016
Motion: Mayor Henry
Second: Councilor Lyddon
Roll Call Vote: Councilor Lyddon – Aye
Councilor Preisler – Aye
Councilor Lacer – Aye
Mayor Henry – Aye
Councilor Greene – Absent
Ordinance passes 4-0

8. CONSTRUCTION CONTRACT FOR PUBLIC WORKS FACILITY

Consider awarding 2G Inc., dba 2G Construction, the contract to construct the Public Works Operations Center located at 2675 Kingwood Street.

Start Time: 7:10 p.m.
Discussion: The City Council discussed...

- Total costs of the project
- Site clearing work
- Necessity of additional items

Comments: Mayor Henry and Councilor Preisler

Action: Accept the proposal from 2G Construction and authorize the City Manager to work with the contractor to proceed with a construction contract. Total maximum construction contract value, \$3,600,000.

Motion: Councilor Preisler
Second: Councilor Lyddon
Vote: Unanimous, Councilor Greene was absent

9. INTERGOVERNMENTAL AGREEMENT WITH SIUSLAW SCHOOL DISTRICT

Consider approving the intergovernmental agreement with the Siuslaw School District for the approval of funding and policies concerning the school resource officer.

Start Time: 7:28 p.m.
Discussion: The City Council discussed...

- Specific information concerning the grant
- City of Florence vs. School District costs

Comments: Mayor Henry and Councilor Preisler

Action: Authorize the City Manager to accept the COPS Hiring Grant and to sign the Memorandum of Understanding with the Siuslaw School District for the SRO position.

Motion: Mayor Henry
Second: Councilor Lacer
Vote: Unanimous, Councilor Greene was absent

10. CITY MANAGER EVALUATION

Consider approval of the annual evaluation for City Manager Erin Reynolds and consider salary adjustments beginning January 1, 2017.

Start Time: 7:37 p.m.

Discussion: The City Council discussed...

- Ranked the City Manager as 'always exceeding expectations'
- Approval of a 5% salary increase
- Accomplishments over the past year

Comments: All Council Present

Action: Approve exemplary evaluation and 5% salary adjustment

Motion: Councilor Preisler

Second: Councilor Lacer

Vote: Unanimous, Councilor Greene was absent

REPORT ITEMS

11. BOARD AND COMMITTEE REPORTS

Report on the workings of the City's board and committees for the month of November 2016.

Start Time: 7:40 p.m.

Discussion: The City Council discussed...

- Committee application process
- Florence Events Center upcoming events

12. CITY MANAGER REPORT

Start Time: 7:42 p.m.

Discussion: The City Council discussed...

- Overview of December newsletter

13. CITY COUNCIL REPORTS

Start Time: 7:52 p.m.

Discussion: The City Council discussed...

- Council activities in the community
- Judge Brissenden work at Court
- Downtown Revitalization Team Work
- Siuslaw Vision 2025 program coordinator hire and upcoming Ford Family Foundation board of directors meeting

- Siuslaw Library online database for language learning
- Mayor’s Roundtable
- Improvements in number of citizens with access to a primary care physician

Comments: All Councilors

Commenter 1: Dwayne Barkemeyer

- Compliments of City Manager

Meeting adjourned at 8:05 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

DRAFT

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5
Meeting Date: January 9, 2017
Department: Administration

ITEM TITLE: Marijuana Tax Collection Agreement

DISCUSSION/ISSUE:

At the December 5th City Council meeting, the City Council adopted Ordinance No. 17, Series 2016. This Ordinance was adopted in response to discussions with the Oregon Department of Revenue in determining the best methods to implement the implement the City of Florence Recreational Marijuana Tax approved by the voters at the November 8th general election.

At this time, the City Council also briefly reviewed the draft intergovernmental agreement with the Department of Revenue, to allow the Department to be established as the City's marijuana tax collection agent.

The proposed Resolution No. 1, Series 2016 will serve to approve the Intergovernmental Agreement with the Oregon Department of Revenue which seeks to clarify the administration procedures, how taxes will be transferred to the City, costs of implementation, and other administrative items pertinent to implementation of the recreational marijuana tax.

FISCAL IMPACT:

Since the ballot measure was approved by the voters, the City will begin to collecting taxes on recreational marijuana products in the City of Florence. Should the Council elect to establish the Oregon Department of Revenue as the City's taxing agent, the Department will seek to recover its costs to collect and transfer the local tax. These costs are outlined in the proposed intergovernmental agreement (Attachment 1) and are summarized as follows:

- Annual Administrative Services Fee equivalent to 60 hours of staff time, divided among the local governments in proportion to the number of Marijuana Taxpayers in each local government.
- Business Fee calculated as a percentage of the Department of Revenue's annual expenses for the administration of all marijuana taxes, with the total fee increasing in direct proportion to the number of local taxpayers. This shall not exceed 0.05% of total expenses for the department.
- Core Systems Replacement Fee of \$200 paid one time after execution of the proposed intergovernmental agreement.

Due to economies of scale, and the lack of a current similar process within city services, Staff believes the fees proposed by the Department of Revenue will be far lower than the potential costs of providing the same service with existing City resources.

Because of the inherent uncertainty in preparing estimated revenues for the recreational marijuana tax, the adopted FY 16/17 budget does not include estimates for revenue received from the Marijuana Sales Taxes. Revenue from recreational marijuana taxes is proposed to be distributed into the City of Florence general fund to be utilized for any city purpose approved by the City Council during its budget adoption.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1 – City Service Delivery

Goal 5 – Financial & Organizational Sustainability

ALTERNATIVES:

1. Approve Resolution No. 1, Series 2017
2. Seek amendments to the Intergovernmental agreement and request the City Manager to negotiate the agreement as amended.
3. Do not approve Resolution No. 1, Series 2017

RECOMMENDATION:

Approve Resolution No. 1, Series 2017

AIS PREPARED BY: Kelli Weese, City Recorder

**CITY MANAGER'S
RECOMMENDATION:**

Approve Disapprove Other

Comments: *ERReynolds*

ITEM'S ATTACHED:

- Attachment 1 – Resolution No. 1, Series 2017
- Draft Intergovernmental Agreement with the Oregon Department of Revenue

Information on the City of Florence Recreational Marijuana Tax ballot measure can be found on the City of Florence website at <http://www.ci.florence.or.us/council/resolutions-2016> 'Resolution No. 16, Series 2016'

Information on the December 5, 2016 Ordinance approval can be found on the City of Florence website at <http://www.ci.florence.or.us/council/city-council-meeting-95>.

**CITY OF FLORENCE
RESOLUTION NO. 1, SERIES 2017**

**A Resolution approving the Department of Revenue to Administer the City's
Retail Tax on Marijuana Items under Title 3, Chapter 11 of the Florence City Code
and authorizing the City Manager to Sign the Marijuana Tax Collection Agreement
(Exhibit A).**

RECITALS:

1. Pursuant to ORS 475B.345, at the November 8, 2016 general election, the voters of the City of Florence approved a retail tax on marijuana items and adopted Title 3, Chapter 11 of the Florence City Code.
2. Pursuant to ORS 305.620, the Oregon Department of Revenue is authorized to collect and administer local marijuana taxes adopted under ORS 475B.345.
3. The City of Florence does not presently have the infrastructure and resources in place to efficiently collect and administer the local retail marijuana tax and it will be more efficient and cost effective for the City to contract with the Oregon Department of Revenue to perform the tax collection.

Based on these findings,

THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. Pursuant to FCC 3-11-8, the City Council finds that the Department of Revenue tax collection processes provide sufficient procedural protections for taxpayers such that the Department's tax collection procedures, as set out in the Agreement attached as Exhibit A, shall govern the collection of the City's local tax notwithstanding FCC Sections 3-11-5, 3-11-6, and 3-11-7.
2. The City Manager is authorized to execute the Agreement attached as Exhibit A.
3. This Resolution shall take effect upon adoption.

Passed by the Council and approved by the Mayor this 9th day of January, 2017.

Joe Henry, Mayor

ATTEST:

Kelli Weese, City Recorder

MARIJUANA TAX COLLECTION AGREEMENT

This Marijuana Tax Collection Agreement (“Agreement”) is entered into between the State of Oregon, acting by and through its Department of Revenue (the “Department”) and the City of Florence (“City”), under the authority of ORS 305.620.

In consideration of the conditions and promises hereinafter contained, it is mutually agreed by the parties that the Department shall supervise and administer, according to the terms and conditions set forth in this Agreement, the Local Tax on sales of marijuana items by Marijuana Retailers authorized under ORS 475B.345 and approved by the voters of City.

(1) Definitions. As used in this Agreement the following terms have the meanings ascribed to them:

(a) “Confidential Information” means the information on Local Tax returns administered pursuant to ORS 305.620, any information in the reports required under Sections 8 and 9 of this Agreement from which information about a particular Local Taxpayer is discernable from the report due to a small number of Local Taxpayers in City or similar factors, and any other information exchanged between the Department and City related to this Agreement, that is confidential under ORS 314.835.

(b) “Fees” means collectively the Administrative Services Fee, the Business Fee and the Core Systems Replacement Fee described in Section 5 of this Agreement.

(c) “Local Government” means a city or county that has entered into a form of this agreement with the Department under the authority of ORS 305.620 for the Department to collect Local Taxes authorized under ORS 475B.345.

(d) “Local Tax” or “Local Taxes” means the Marijuana Tax imposed by City, together with any additional interest or penalties provided for by statute or the Department’s rules; it does not include any additional penalties or fees that City may assess against its Local Taxpayers.

(e) “Local Taxpayer” means a licensed Marijuana Retailer located in the taxing jurisdiction of City.

(f) “Marijuana Retailer” has the meaning given in ORS 475B.015.

(g) “Marijuana Tax” means the tax imposed on sales of marijuana items by Marijuana Retailers pursuant to ORS 475B.345.

(h) “Marijuana Taxpayer” means a licensed Marijuana Retailer that is subject to the Marijuana Tax imposed by a Local Government.

(i) “Ordinance” means the ordinance adopted by the governing body of City and approved by the voters of City on 11/8/2016, a copy of which is attached hereto as Exhibit B and by this reference incorporated herein.

(2) General Administration. The Department shall be responsible for all aspects of Local Tax administration, including, but not limited to, adopting administrative rules; auditing

returns; assessing deficiencies and collecting the Local Tax and penalties and interest under applicable statutes, including but not limited to ORS 305.265, ORS 305.220, and ORS 314.400; making refunds; holding conferences with Local Taxpayers; handling appeals to the Oregon Tax Court; issuing warrants for the collection of unpaid taxes; determining the minimum amount of Local Tax economically collectible; and taking any other action necessary to administer and collect the Local Taxes. The Department has adopted rules addressing the requirements for paying taxes with currency and other matters related to the taxation of marijuana under ORS chapter 475B. City understands and agrees that such rules will be applied to Local Taxpayers.

(3) **Level of Service**. In performing its duties, the Department may in its sole discretion determine what action shall be taken to enforce provisions of the law and to collect the Local Tax. In exercising its discretion, the Department shall provide a level of services that are comparable to the level of services it provides in the administration of the State of Oregon marijuana tax laws and the collection of such taxes owed to the State of Oregon. If the Department deems it necessary to vary substantially from this standard, the Department shall first notify City of the need and obtain City's consent. The Department shall provide all forms necessary for implementation of the Local Tax, including forms for Marijuana Tax returns, exemptions and refunds.

(4) **Transfer of Taxes to City**. Beginning at the end of the first full quarter after execution of this Agreement, the Department shall remit to City the amount of Local Taxes collected in the preceding quarter less amounts withheld to pay the Department's Fees and other costs as described in this Agreement within 60 days of the return due date for the quarter. The Department shall notify City if, because of inability to move funds electronically or otherwise through the banking system, a force majeure event described in Section 26 of this Agreement or other exigent circumstance, the Department is unable to transfer the Local Tax collected to City as provided in this Section. In that event, the Department shall provide an estimate, if possible, of when it expects to be able to transfer the Local Taxes collected to City. The Department may enter into an agreement with another state government agency to fulfill the requirements of this Section 4, provided that said government agency can comply with the requirements of this section.

(5) **Costs**. In order to recover its costs to collect and transfer the Local Tax as provided in this Agreement the Department shall be paid the following three fees:

(a) "Administrative Services Fee": Pays for the establishment and maintenance of financial systems needed to administer and distribute Local Taxes. The fee shall be calculated annually as a percentage of the equivalent of 60 hours of work conducted for the Department of Revenue by the Department of Administrative Services, divided among the Local Governments in proportion to the number of Marijuana Taxpayers in each Local Government.

(b) "Business Fee": Pays for the Local Tax administration activities set forth in this Agreement. The fee shall be calculated as a percentage of the Department's Business Division annual expenses for the administration of all marijuana taxes, with the total fee increasing in direct proportion to the number of Local Taxpayers. The total amount per Local Taxpayer billed

to City under the Business Fee shall not exceed 0.05 percent of the Department's Business Division expenses for the administration of all marijuana taxes;

(c) "Core Systems Replacement fee": Charged only one time after execution of this Agreement and calculated as a flat fee per Local Taxpayer. The total Core Systems Replacement Fee shall not exceed two hundred dollars (\$200.00) per Local Taxpayer in the first full quarter following execution of this Agreement.

FOR EXAMPLE, in a hypothetical with the following assumptions:

250 Marijuana Taxpayers

50 Local Taxpayers in the City of Mainville

2 Local Taxpayers in the City of Middletown

Business Division's Marijuana Expenses: \$500,000 per year

Hourly DAS rate: \$99/hour

The fees would be calculated as follows:

Administrative Services Fee = $(\$99/\text{hour} * 60 \text{ hours}) / 250 \text{ Marijuana Taxpayer} = \$23.76 \text{ per Local Taxpayer per year}$

Business Fee = $\$500,000 \text{ in marijuana expenses per year} * 0.05\% = \$250 \text{ per Local Taxpayer per year}$

Core Systems Replacement Fee = \$200 per Local Taxpayer, one time

City of Mainville, year 1: $(\$23.76 \text{ Administrative Services Fee} + \$250 \text{ Business Fee} + \$200 \text{ Core Systems Replacement Fee}) * 50 \text{ Local Taxpayers} = \$23,688 \text{ in costs}$

City of Mainville, subsequent years: $(\$23.76 \text{ Administrative Services Fee} + \$250 \text{ Business Fee}) * 50 \text{ Local Taxpayers} = \$13,688 \text{ in costs}$

City of Middletown, year 1: $(\$23.76 \text{ Administrative Services Fee} + \$250 \text{ Business Fee} + \$200 \text{ Core Systems Replacement Fee}) * 2 \text{ Local Taxpayers} = \947.52 in costs

City of Middletown, subsequent years: $(\$23.76 \text{ Administrative Services Fee} + \$250 \text{ Business Fee}) * 2 \text{ Local Taxpayers} = \547.52 in costs

(e) In addition to the Fees described above, the Department may withhold or invoice City for the Department's costs to administer extraordinary services not described in this Agreement related to the Local Tax; such extraordinary costs may include, without limitation, requests for audits from City that exceed the scope of the Department's normal audit procedures, requests for research or advice from the Department or the Oregon Department of Justice attorneys, or specially appointed counsel, regarding the Local Tax.

(f) If the Department determines that its costs cannot be covered by the maximum fees outlined in this Section 5, the Department will notify City of the amount by which the Department has determined the Fees must increase. If the Department and City do not agree upon a Fee increase and related amendment to this Agreement, then this Agreement may be terminated by either party in accordance with Section 16 of this Agreement.

(g) The Department shall not collect more in fees than its costs to administer the Local Tax, per ORS 305.620(5). It is using the above formula in the interests of producing its best estimate of costs.

(6) Withholding for Fees and Rebate. The Department shall withhold from the Local Taxes collected and each transfer to City an amount equal to four percent (4%) of the Local Taxes collected. In the first quarter of each calendar year the Department will reconcile the amounts withheld in the previous year with the total fees assessed, and provide such reconciliation in the Department's annual report described in Section 9 of this Agreement. If the amount withheld in a calendar year exceeds the amount of the Department's Fees, the Department will rebate the balance of the Local Taxes withheld to City by the end of the first quarter following the year of withholding. If the amount withheld does not cover the Department's Fees for the preceding year, the amount of the shortfall will be withheld from subsequent transfers of Local Taxes collected until the Department's Fees are fully paid, or in its discretion the Department may invoice City for the unpaid amount of the Department's Fees.

(7) Recovery of Overpayments. If the amount of Local Taxes paid to City under this Agreement, exceed the amount to which City is entitled, the Department may, after notifying City in writing, withhold from later payments due City under this Agreement, such amounts, over such periods of time, as are necessary to recover the amount of the overpayment.

(8) Department Quarterly Reports. Beginning with the first full calendar quarter after the execution of this Agreement and continuing each calendar quarter thereafter, within sixty (60) days after the due date for quarterly Local Tax returns, the Department shall provide City with a report indicating the amount of Local Taxes collected, any extraordinary costs assessed, the amount withheld under Section 6 of this Agreement and the cumulative amount of delinquent Local Taxes for each Marijuana Retailer in City's jurisdiction. The information in this report must be treated as potentially revealing Confidential Information, and shall be protected as described in Section 15. City should make all efforts to prevent Confidential Information from being released. The Department and City shall disclose any non-confidential information in a report when required to do so by law, including the Oregon Public Records Law, ORS 192.410 to 192.505.

(9) Department Annual Reports. In the first calendar quarter of each year, the Department shall make a written annual report of the preceding calendar year to City showing the total amount of Local Taxes collected, refunds paid, the expenses of administering and collecting the Local Tax, and other pertinent information. The report shall show the total amount withheld by the Department under Section 6 of this Agreement, and shall show the Department's expenses by its Fee categories. In such report, the Department shall also make recommendations

concerning changes in Local Tax Ordinances, procedures, policies, Local Tax administration and related matters, as the Department deems necessary and appropriate. The information in this report must be treated as potentially Confidential Information, and shall be protected as described in Section 15. City should make all efforts to prevent Confidential Information from being released. The Department and City shall disclose any non-confidential information in the report when required to do so by law, including the Oregon Public Records Law, ORS 192.410 to 192.505.

(10) City Reports. Within sixty (60) days of the effective date of this Agreement, City shall provide the Department with a list of Local Taxpayers in its jurisdiction and a list of zip code areas that are within its jurisdiction for purposes of imposing the Local Tax. City shall provide an updated list of Local Taxpayers to the Department each calendar quarter thereafter. City shall review all reports and reconciliations provided by the Department and promptly notify the Department of any perceived errors or omission in such reports.

(11) Records Maintenance and Access. Each party shall maintain its records relevant to this Agreement, the Local Taxes and Local Taxpayers for the period of time specified and in the manner required under the document retention and archiving requirements applicable to it that are established under ORS 192.005 to 192.170. Upon written request, each party may examine the records of the other party at a time and location that is convenient and without extra cost to the holder to the records; provided, however, any requests for records made in connection with litigation or other efforts to collect the Local Tax shall be immediately provided in the time and manner requested.

(12) Ordinance and Notification of Changes. Contemporaneous with the execution of this Agreement, City shall provide a copy of the Ordinance to Department for incorporation into this Agreement as Exhibit B. In order to insure consistency in administration of the Local Tax, each party shall notify the other of any change in the Ordinance and any state or local regulations or rulings interpreting the Local Tax or the Ordinance, any changes in rates or changes in the City's boundary at least ninety (90) days prior to the effective change, unless it is not legally possible to provide ninety (90) days' notice or both parties mutually agree to effect such changes in less than ninety (90) days. Each party shall notify the other of any change in administration of the Local Tax under this Agreement. The parties shall cooperate in amending the Ordinance or in seeking amendments to ORS 475B.345 or ORS 305.620 which they deem necessary.

(13) Information. The parties will cooperate in the exchange of information and making public announcements to facilitate effective administration of the Local Tax and maintain consistency in public announcements and information. Policy announcements, announcement of changes in the Ordinance, and all correspondence relating to public relations will be handled by City. The Department shall promptly notify City of any matter arising in the administration of the Marijuana Tax that would require any legislative change or affect City's policy, including any policy that relates to the amount of Local Tax collected. Nothing in this section shall prohibit the Department from conducting its own outreach activities to increase awareness and knowledge of local tax obligations.

(14) Limits and Conditions. To the extent limited by applicable provisions of Article XI of the Oregon Constitution or other governing law, and within the limits of the Oregon Tort Claims Act applicable respectively to the Department and City, each party shall indemnify the other for damage to life or property arising from their respective duties and obligations under this Agreement, provided neither party shall be required to indemnify the other for any such liability arising out of a party's own negligent or wrongful acts.

(15) Confidentiality.

(a) Confidential Information may be disclosed only to City as principal, by the Department as its agency, for purposes of carrying out the administration of the Local Tax imposed by City. Requests for Confidential Information shall be made by City by giving not less than ten (10) days' notice to the Department, stating the information desired, the purposes of the request, and the use to be made of such information. If the compilation of information is not feasible, the Department shall so advise City.

(b) ORS 314.840(3) requires that employees and representatives of City who receive Confidential Information must be advised in writing of the provisions of ORS 314.835 and 314.991(3), relating to the penalties for unlawful disclosure. Prior to being given access to Confidential Information, all City employees involved in the performance of this Agreement must review the DOR Secrecy Clause and sign the DOR Secrecy Laws Certificate (substantially in the form of Exhibit A, attached hereto and by this reference incorporated herein) certifying the employee understands the confidentiality laws and the penalties for violating them. Annually thereafter, (on or before a date specified by the Department), or upon request by the Department, such City employees must review and sign the latest versions of the Secrecy Clause and the Secrecy Laws Certificate. All signed Secrecy Laws Certificates must be immediately emailed to both the designated Department Authorized Representative (indicated below) and the Department's Disclosure Office (disclosure.office@oregon.gov). When the employee terminates employment with City, City will forward the certificate to the Department's Disclosure Officer indicating the employee is no longer employed by City. A listing of every person authorized to request and receive Confidential Information identified in this Agreement will be sent to the following designated representative:

John Galvin, Marijuana Tax Program Manager, marijuanatax.DOR@oregon.gov

(c) Upon request and pursuant to the instructions of DOR, City shall return or destroy all copies of Confidential Information provided by DOR to City, and City shall certify in writing the return or destruction of all such Confidential Information.

(d) The administrative rules implementing ORS 314.835 and ORS 314.840 as amended from time to time during the term of this Agreement, shall apply to this Agreement.

(16) Term. The term of this Agreement shall be from the date it is executed by all parties and until it is terminated by operation of law or by either party at its discretion upon at least ninety (90) days prior written notice. Prior to the termination date specified in written notice provided under this section or Section 17 below, City and the Department will continue to

perform their respective duties and obligations of under this Agreement. After the termination date, the Department will cease all collection and other activities under this Agreement, unless prior to the termination date the Department and City agree in writing that the Department may continue actions that are pending before the Oregon Tax Court or the Oregon Supreme Court, or are being collected after judgment or stipulation. In addition, after the termination date the Department will continue to remit to City any Local Taxes received by the Department, after deduction of the Department's actual costs, until all matters pending on the date of termination have been resolved or collected. The Department will administer the Local Tax for City for each calendar quarter commencing after this Agreement is executed; provided, however, if this Agreement is fully executed on or before the 15th day of the calendar quarter, the Department will administer the Local Tax for the quarter in which this Agreement is executed.

(17) Default and Remedies. A party shall be in default under this Agreement if it fails to perform any of its duties and obligations under this Agreement, and fails to cure such nonperformance within ninety (90) days after the other party provides written notice specifying the nature of the nonperformance. If the nonperforming party does not cure its nonperformance, or provide a satisfactory explanation to the other party of its performance under this Agreement, the other party may terminate this Agreement immediately or at a later date specified in written notice provided to the nonperforming party. In addition to termination of this Agreement, in the event of default by a nonperforming party, the other party may pursue any remedies available in law or equity, including an action for specific performance.

(18) Notices. All notices, documents, and information shall be sent as follows:

City of Florence

Oregon Department of Revenue
Marijuana Tax Program
PO Box 14630
Salem, OR 97309

(19) Amendments. The provisions of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties.

(20) Successors and Assigns. This Agreement shall be binding and inure to the benefit of the parties, their assigns, and successors.

(21) Severability. If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

(22) Representations. Each party represents to the other that the making and performance of this Agreement: (a) have been duly authorized by its governing body or official, (b) does not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board or other administrative agency or any provision of any applicable local charter or other organizational document, and (c) do not and will not result in the

breach of, or constitute a default or require any consent under any other agreement or instrument to which the party is bound.

(23) Governing Law, Consent to Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively “Claim”) between the Department and City regarding the enforcement or interpretation of this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon. The parties understand and agree that any action brought to determine the amount of Local Tax owed by a Local Taxpayer, whether brought solely by the Department or in conjunction with City shall be brought solely in the Oregon Tax Court.

(24) Nonappropriation. The obligation of each party to perform its duties under this Agreement is conditioned upon the party receiving funding, appropriations, limitation, allotment, or other expenditure authority sufficient to allow the party, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement. Nothing in this Agreement may be construed as permitting any violation of Article XI, sections 7 or 10 of the Oregon Constitution or any other law limiting the activities, liabilities or monetary obligations of each party.

(25) Survival. All rights and obligations of the parties under this Agreement will cease upon termination of the Agreement, other than the rights and obligations arising under Sections 14, 16 and 17, and those rights and obligations that by their express terms survive termination of this Agreement; provided, however, that termination of this Agreement will not prejudice any rights or obligations accruing to a party prior to termination.

(26) Force Majeure. Neither party is responsible for any failure to perform or any delay in performance of an obligation under this Agreement caused by fire, civil unrest, labor unrest, natural causes, or war, which is beyond that party’s reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such cause of failure to perform or delay in performance and shall, upon the cessation of the cause, diligently pursue performance of its obligation under this Agreement.

(27) Counterparts. This Agreement may be executed in counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed constitutes an original.

(28) Merger. This Agreement and any exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements or presentations, oral or written, not specified herein regarding this Agreement.

Each party represents that this Agreement, when fully executed and delivered will constitute a legal, valid and binding obligation of the party in accordance with its terms, and that the person signing below is the authorized representative of the party with full power and authority to bind his/her principal to this Agreement.

Oregon Department of Revenue

Name/Title:

Signature:

Date signed:

City:

Name/Title:

Signature:

Date signed:

EXHIBIT A

DOR

SECURITY CLAUSE

and

SECURITY LAWS CERTIFICATE

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SECRECY CLAUSE

Taxpayer information is confidential and protected by Oregon law. Only authorized persons may have access to taxpayer information, or to secure buildings where taxpayer information is handled. Oregon law requires that you sign a Secrecy Certificate before being allowed access to this confidential information or secure areas. By signing the certificate, you certify that you understand the confidentiality laws and the penalties for violating them.

This applies to everyone with access to taxpayer information, including:

- Department of Revenue employees
- Employees of other government agencies
- Vendors and contractors
- Business partners

Penalties for unauthorized disclosure of state tax information

- **Income tax***—Class C felony; up to \$125,000 fine; up to five years imprisonment; dismissal from state employment; no public office for five years. [ORS 314.991(2)]
- **Inheritance tax**—Class C felony; up to \$125,000 fine; up to five years imprisonment; dismissal from state employment; no public office for five years. [ORS 118.990(3)]
- **Industrial property tax**—Up to \$10,000 fine; up to one year imprisonment. [ORS 308.990(5)]
- **Timber tax**—Up to \$5,000 fine; dismissal from state employment. (ORS 321.686)
- **Employment Department**—May result in dismissal from state employment, or other discipline. [ORS 657.665(6)]

* *These provisions also apply to transient lodging tax (ORS 320.330), cigarette tax (ORS 323.403), tobacco products tax (ORS 323.595), emergency communications tax (ORS 403.230), oil and gas production tax (ORS 324.170), hazardous substances tax (ORS 453.410), and petroleum products tax (ORS 465.124).*

Penalties for unauthorized disclosure of federal tax information

- **IRC Sect. 7213**—Felony; up to \$5,000 fine; imprisonment of up to five years; cost of prosecution, damages**.
- **IRC Sect. 7213A**—Up to \$1,000 fine; imprisonment of up to one year; cost of prosecution, damages**.

** *Damages may include \$1,000 per act, actual damages, punitive damages, cost of legal action, attorney fees. See Section 7431.*

Instructions

Please read the following laws. They explain the types of information that are confidential. If you have questions during your employment or performance of duties, ask your supervisor or a Disclosure officer before accessing or disclosing information.

After reading this information, fill out the last page and return it to the Department of Revenue. Keep the other pages for your records.

Oregon Income Tax Laws

ORS 314.835

(1) Except as otherwise specifically provided in rules adopted under ORS 305.193 or in other law, it shall be unlawful for the Department of Revenue or any officer or employee of the department to divulge or make known in any manner the amount of income, expense, deduction, exclusion or credit or any particulars set forth or disclosed in any report or return required in the administration of ORS 310.630 to 310.706, required in the administration of any local tax pursuant to ORS 305.620, or required under a law imposing a tax upon or measured by net income. It shall be unlawful for any person or entity to whom information is disclosed or given by the department pursuant to ORS 314.840 (2) or any other provision of state law to divulge or use such information for any purpose other than that specified in the provisions of law authorizing the use or disclosure. No subpoena or judicial order shall be issued compelling the department or any of its officers or employees, or any person who has acquired information pursuant to ORS 314.840 (2) or any other provision of state law to divulge or make known the amount of income, expense, deduction, exclusion or credit or any particulars set forth or disclosed in any report or return except where the taxpayer's liability for income tax is to be adjudicated by the court from which such process issues.

(2) As used in this section:

(a) "Officer," "employee" or "person" includes an authorized representative of the officer, employee or person, or any former officer, employee or person, or an authorized representative of such former officer, employee or person.

(b) "Particulars" includes, but is not limited to, a taxpayer's name, address, telephone number, Social Security number, employer identification number or other taxpayer identification number and the amount of refund claimed by or granted to a taxpayer.

ORS 314.991

(2) Violation of ORS 314.835 is a Class C felony. If the offender is an officer or employee of the state the offender shall be dismissed from office and shall be incapable of holding any public office in this state for a period of five years thereafter.

Applicability to other tax programs

The above provisions of ORS 314, concerning the confidentiality of returns and penalties, also apply to:

• Transient lodging tax	ORS 320.330
• Cigarette tax	ORS 323.403
• Tobacco products tax	ORS 323.595
• Emergency communications tax	ORS 403.230
• Oil and gas production tax	ORS 324.170
• Hazardous substances tax	ORS 453.410
• Petroleum products tax	ORS 465.124

Oregon Inheritance Tax Laws

ORS 118.525

(1) It shall be unlawful for the Department of Revenue or any of its officers or employees to divulge or make known in any manner any particulars disclosed in any return or supporting data required under this chapter. Except for executors or beneficiaries and their authorized representatives, it shall be unlawful for any person or entity who has acquired information pursuant to subsections (3) and (4) of this section to divulge or make known such information for any purpose other than that specified in the provisions of law authorizing the use or disclosure. No subpoena or judicial order shall be issued compelling the department, or its officers or employees, or persons described in subsections (3) and (4) of this section, to divulge or make known any particulars disclosed in any such return or supporting data except where the liability for inheritance taxes is to be adjudicated by the Oregon Tax Court. Nothing in this section shall prohibit the publication of statistics so classified as to prevent the identification of particulars in any return or supporting data covered by this section.

(2) As used in this section:

(a) "Officer," "employee" or "person" includes an authorized representative of the officer, employee or person, or former officer, employee or person, or an authorized representative of such former officer, employee or person.

(b) "Particulars" includes, but is not limited to, a taxpayer's name, address, telephone number, Social Security number and the amount of refund claimed by or granted to a taxpayer.

ORS 118.990

(3) Violation of ORS 118.525 is a Class C felony. If the offender is an officer or employee of the state the offender shall be dismissed from office and shall be incapable of holding any public office in this state for a period of five years thereafter.

Oregon Property Tax Laws

ORS 308.290

(11)(a) All returns filed under the provisions of this section and ORS 308.525 and 308.810 are confidential records of the Department of Revenue or the county assessor's office in which the returns are filed or of the office to which the returns are forwarded under paragraph (b) of this subsection.

ORS 308.413

(1) Any information furnished to the county assessor or to the Department of Revenue under ORS 308.411 which is obtained upon the condition that it be kept confidential shall be confidential records of the office in which the information is kept, except as follows:

(a) All information furnished to the county assessor shall be available to the department and all information furnished to the department shall be available to the county assessor.

(b) All information furnished to the county assessor or department shall be available to any reviewing authority in any subsequent appeal.

(c) The department may publish statistics based on the information furnished if the statistics are so classified as to prevent the identification of the particular industrial plant.

(2) The Department of Revenue shall make rules governing the confidentiality of information under this section.

(3) Each officer or employee of the Department of Revenue or the office of the county assessor to whom disclosure or access of the information made confidential under subsection (1) of this section is given, prior to beginning employment or the performance of duties involving such disclosure, shall be advised in writing of the provisions of this section and ORS 308.990 (5) relating to penalties for the violation of this section, and shall as a condition of employment or performance of duties execute a certificate for the department or the assessor in a form prescribed by the department, stating in substance that the person has read this section and ORS 308.990 (5), that these sections have been explained to the person and that the person is aware of the penalties for violation of this section.

ORS 308.990

(5) Subject to ORS 153.022, any willful violation of ORS 308.413 or of any rules adopted under ORS 308.413 is punishable, upon conviction, by a fine not exceeding \$10,000, or by imprisonment in the county jail for not more than one year, or by both.

Forestland Tax Laws

ORS 321.682

(1) Except as otherwise specifically provided by law, it shall be unlawful for the Department of Revenue or any officer or employee of the department to divulge or make known in any manner the amount of the tax or any particulars set forth or disclosed in any report or return required to be filed under ORS 321.045 or 321.741 or any appraisal data collected to make determinations of specially assessed value of forestland pursuant to ORS 321.201 to 321.222. It shall be unlawful for any person or entity to whom information is disclosed or given by the department pursuant to ORS 321.684 (2) or any other provision of state law to divulge or use such information for any purpose other than that specified in the provisions of law authorizing the use or disclosure. No subpoena

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or judicial order shall be issued compelling the department or any of its officers or employees, or any person who has acquired information pursuant to ORS 321.684 (2) or any other provision of state law, to divulge or make known the amount of tax or any particulars set forth or disclosed in any report or return except where the taxpayer's liability for timber tax is to be adjudicated by the court from which such process issues.

(2) As used in this section, "officer," "employee" or "person" includes an authorized representative of the officer, employee or person, or any former officer, employee or person, or an authorized representative of such former officer, employee or person.

ORS 321.686

Violation of ORS 321.682 is subject to a fine not exceeding \$5,000 or, if committed by an officer or employee of the state, dismissal or removal from office or employment, or both fine and dismissal or removal from office or employment.

Oregon Employment Department Laws

ORS 657.665

(4)The Employment Department may: ... (i) Disclose information to the Department of Revenue for the purpose of performing its duties under ORS 293.250 or under the revenue and tax laws of this state. The information disclosed may include the names and addresses of employers and employees and payroll data of employers and employees. The information disclosed is confidential and may not be disclosed by the Department of Revenue in any manner that would identify an employing unit or employee except to the extent necessary to carry out the department's duties under ORS 293.250 or in auditing or reviewing any report or return required or permitted to be filed under the revenue and tax laws administered by the department. The Department of Revenue may not disclose any information received to any private collection agency or for any other purpose. If the information disclosed under this paragraph is not prepared for the use of the Employment Department, the costs of disclosing the information shall be paid by the Department of Revenue.

(6) Any person or any officer or employee of an entity to whom information is disclosed by the Employment Department under this section who divulges or uses the information for any purpose other than that specified in the provision of law or agreement authorizing the use or disclosure may be disqualified from performing any service under contract or disqualified from holding any appointment or employment with the state agency that engaged or employed that person, officer or employee. The Employment Department may immediately cancel or modify any information sharing agreement with an entity when a person or an officer or employee of that entity discloses confidential information, other than as specified in law or agreement.

3



SECRECY LAWS CERTIFICATE

Required by ORS 314.840(3), ORS 118.525(6),
ORS 308.413(3), ORS 321.684

I have read the laws prohibiting disclosure of confidential information for the tax programs below.
 The laws have been explained to me.
 I have been furnished with a copy of the laws.
 I understand Oregon's disclosure laws and the penalties for violating them.

Income tax	ORS 314.835; ORS 314.991(2)
Inheritance tax	ORS 118.525(1); ORS 118.990(3)
Industrial property tax	ORS 308.290(11); ORS 308.413; ORS 308.990(5)
Forestland tax	ORS 321.682; ORS 321.686
Employment Department tax	ORS 657.665(4)(i) and (6)
Transient lodging tax	ORS 320.330
Cigarette tax	ORS 323.403
Tobacco products tax	ORS 323.595
Emergency communications tax	ORS 403.230
Oil and gas production tax	ORS 324.170
Hazardous substances tax	ORS 453.410
Petroleum products tax	ORS 465.124
Federal tax laws	IRC Sections 7213, 7213A, 7431

VENDORS, CONTRACTORS, BUSINESS PARTNERS

PRINT your full name	Business telephone number
Print full name of business or organization for which you are acting in an official capacity	
Address of business or organization	SSN (Collection agency employees only)
What is the nature of your business?	Duration of contract or visit
Revenue contact	Area where you'll be working
Signature X	Date

REVENUE EMPLOYEES

PRINT your full name	Date
Signature X	

AGENCY USE

In Compliance
 Not in Compliance

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6
Meeting Date: January 9, 2017
Department: City Recorder

ITEM TITLE: Jerry's Place Liquor License

DISCUSSION/ISSUE:

This is a request for a recommendation of a change of ownership outlet liquor license approval to the Oregon Liquor Control Commission (OLCC) for Jerry's Place. OLCC allows the City Council the opportunity to review the liquor license before making a recommendation of approval.

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

FISCAL IMPACT:

The fee for a change of ownership liquor license is \$75. This fee includes the cost of staff time to review the application and place a recommendation before the City Council.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost effective city services.

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

RECOMMENDATION:

Recommend approval to OLCC for the liquor license

AIS PREPARED BY: Kelli Weese, City Recorder

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

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

CITY OF FLORENCE

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

LIQUOR LICENSE EVALUATION

Business Name: Jerry's Place

Name of Owners: Karl & Janet Engel

Name of Managers: Same

Location: 87697 Saltaire Street, Florence, OR

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

Updated: _____ Renewal: _____ Change of Ownership: X

New Outlet: _____ Additional Privilege: _____ Change Location: _____

PLANNING DEPARTMENT

Compliance with conditions of approval and zoning requirements?

X Yes ___ No*

*Nature of Non-compliance:

POLICE DEPARTMENT

Is Applicant Qualified? X Yes ___ No*

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

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

RECOMENDATION OF CITY STAFF

Date: December 28, 2016

X Approval/Place on Council Agenda

___ Denial/Notice sent to Applicant and Public

via: X Posting at City Hall

___ Posting at Business

___ Publication

___ Other

OFFICE USE ONLY:

X Police Dept.

X

City Recorder

X

Plan/Bldg Dept

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



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Attachment 2

Application is being made for:

LICENSE TYPES <input checked="" type="checkbox"/> Full On-Premises Sales (\$402.60/yr) <input checked="" type="checkbox"/> Commercial Establishment <input type="checkbox"/> Caterer <input type="checkbox"/> Passenger Carrier <input type="checkbox"/> Other Public Location <input type="checkbox"/> Private Club <input type="checkbox"/> Limited On-Premises Sales (\$202.60/yr) <input type="checkbox"/> Off-Premises Sales (\$100/yr) <input type="checkbox"/> with Fuel Pumps <input type="checkbox"/> Brewery Public House (\$252.60) <input type="checkbox"/> Winery (\$250/yr) <input type="checkbox"/> Other: _____	ACTIONS <input checked="" type="checkbox"/> Change Ownership <input type="checkbox"/> New Outlet <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____
--	--

90-DAY AUTHORITY
 Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:
 Limited Partnership Corporation Limited Liability Company Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission: _____
(name of city or county)

recommends that this license be:
 Granted Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: J. Smother

Date: 11/4/16

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]
 ① NICLAM82 Inc. ③ _____
 ② _____ ④ _____

2. Trade Name (dba): Jerry's Place Bar and Grill

3. Business Location: 88279 Rhododendron Dr., Florence, Lane Co, OR 97439
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 87697 Salsaire St, Florence OR 97439
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-997-3815
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: Jerry's Place Tavern, Inc. Michael & Barbara Crossin Type of License: Liquor F-COM

8. Former Business Name: Jerry's Place Bar and Grill

9. Will you have a manager? Yes No Name: Karl E Engel
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Florence, Oregon, Lane County
(name of city or county)

11. Contact person for this application: Karl Engel 360 640 4214
(name) (phone number(s))
87697 Salsaire St., Florence OR, 97439 karlee60@yahoo.com
(address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① Karl Engel Date 10/26/16 ③ _____ Date _____
 ② _____ Date _____ ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION
CORPORATION QUESTIONNAIRE

Please Print or Type

Corporation Name: Niclam82 Inc Year Incorporated: 2016

Trade Name (dba): Jerry's Place

Business Location Address: 88274 Rhododendron Dr.

City: Florence, Oregon ZIP Code: 97439

List Corporate Officers:

<u>Karl Engel</u>	<u>President/ Secretary/ owner</u>
(name)	(title)
<u>Janet Engel</u>	<u>Joint owner</u>
_____	_____
_____	_____

List Board of Directors:

N/A

(name)

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

<u>Stockholders:</u>	<u>Number of Shares Held:</u>	<u>Number of Stock Shares</u>
<u>Karl Engel</u>	<u>1</u>	Issued: <u>1</u>
_____	_____	Unissued: <u>0</u>
_____	_____	Total Shares Authorized to Issue: <u>1</u>
_____	_____	

Server Education Designee: Karl Engel DOB: 04/10/2016
(See Liquor License Application Guide for more information)

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

Officer's Signature: [Signature] President/Secretary/owner Date: 11/4/2016
(name) (title)



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name Jerry's Bar and Grill 2. City Florence
 3. Name Engel Karl Evan
 (Last) (First) (Middle)
 4. Other names used (maiden, other) _____
 5. *SSN _____ 6. Place of Birth _____ 7. DOB _____ Sex M F
 (state or country) (mm) (dd) (yyyy)

***SOCIAL SECURITY NUMBER DISCLOSURE:** As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 668(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

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

Applicant Signature: _____

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

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

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

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

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

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

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

Washington, California

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

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

20. Trade Name Jerry's Bar and Grill 21. City Florence

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

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

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

Owned and operated Slip Point Brewing, Clallam Co. Wash. - closed 12/2010?

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

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

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

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

This is a bar & grill here, we do not have liquor sold here

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

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

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

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

Applicant Signature: [Signature] Date: 10/27/16



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Karl Engel Phone: 360-640-2979

Trade Name (dba): Jerry's Place

Business Location Address: 88274 Rhoadsdown Rd

City: Florence OR ZIP Code: 97439

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>11A</u>	to	<u>11P</u>
Monday	<u>11</u>	to	<u>12*</u>
Tuesday	<u>11</u>	to	<u>12</u>
Wednesday	<u>11</u>	to	<u>12</u>
Thursday	<u>11</u>	to	<u>12</u>
Friday	<u>11</u>	to	<u>12</u>
Saturday	<u>11</u>	to	<u>12</u>

Outdoor Area Hours:

Sunday	<u>11A</u>	to	<u>11P</u>
Monday	<u>11</u>	to	<u>12</u>
Tuesday	<u>11</u>	to	<u>12</u>
Wednesday	<u>11</u>	to	<u>12</u>
Thursday	<u>11</u>	to	<u>12</u>
Friday	<u>11</u>	to	<u>12</u>
Saturday	<u>11</u>	to	<u>12</u>

The outdoor area is used for: smoking

Food service Hours: 11 to 12

Alcohol service Hours: 11 to 12

Enclosed, how 6ft fence

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

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

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

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	<u>N/A</u>	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

SEATING COUNT

Restaurant: 1 Outdoor: 12
 Lounge: 60 Other (explain): _____
 Banquet: _____ Total Seating: 72

OLCC USE ONLY	
Investigator Verified Seating: _____(Y) _____(N)	
Investigator Initials: _____	
Date: _____	

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

Applicant Signature: Karl Engel Date: 10-26-16

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name Jerry's Place 2. City Florence

3. Name Engel Janet Rose
 (Last) (First) (Middle)

4. Other names used (maiden, other) _____

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

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

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

Applicant Signature: _____

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

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

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

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

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

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

17. List all states, other than Oregon, where you have lived during the past ten years:
Washington and California

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

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

20. Trade Name Jerry's Place

21. City Florence

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

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

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

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

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

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

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

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

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

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

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

Applicant Signature: 

Date: 11-3-16

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7
Meeting Date: January 9, 2017
Department: City Council

ITEM TITLE: APPOINT CITY COUNCIL OFFICERS

The Florence City Charter (Section 9) sets out the requirements for appointment of City Council officers, stating that at its first meeting of each odd numbered year, the City Council shall elect a president from its membership.

The City Council Rules of Procedure expands on these provisions to include the election of a Vice-President from the Council membership.

The role of the President is to preside over the Council in the absence of the Mayor. In the absence of both the mayor and the council president, the council vice-president shall decide.

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: January 9, 2016
Department: Mayor & Council

ITEM TITLE: RULES OF PROCEDURE

DISCUSSION/ISSUE:

During the December 14, 2016 City Council work session the Council reviewed the potential of amending their rules of procedure to allow for the regularly scheduled meetings to be held at 5:30 p.m. The Council will review this possibility, as well as the rest of the rules of procedure.

FISCAL IMPACT:

Rules of Procedure updates incur staff time for compilation / retention and have no other fiscal impacts.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: City Service Delivery

- ALTERNATIVES:**
1. Review and approve the proposed Council rules and procedures.
 2. Review and recommend changes to the proposed Council rules and procedures.
-

RECOMMENDATION:

Review and approve the proposed Council rules and procedures.

AIS PREPARED BY: Kelli Weese, City Recorder on behalf of the City Council

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

ITEM'S ATTACHED: Attachment 1 – Proposed Rules of Procedure (with Track Changes)

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

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
RULES OF PROCEDURE
Adopted February 6, 2006
Amended March 2015

3. TYPES OF MEETINGS

- 3.1 – *Regular Meetings*: Regular meetings of the council shall be held at ~~56:300~~ 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 201~~75~~)
- 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 regularly 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
Adopted February 6, 2006
Amended March 2015

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
Adopted February 6, 2006
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)

City of Florence City Council
RULES OF PROCEDURE
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

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 9
Meeting Date: January 9, 2017
Department: Public Works

ITEM TITLE: Accept fee proposal from RH2 Engineering of \$84,260 for engineering design services for Hwy 101 wastewater improvements.

DISCUSSION/ISSUE:

During September 2013, the City solicited proposals from experienced and qualified civil engineering firms, licensed in the State of Oregon, to perform civil and environmental engineering for our capital improvement projects. The City received six proposals, which were then scored and ranked according to the criteria contained in the Request for Qualifications/Proposals. RH2 Engineering, Inc. is one of two firms that were selected through that process. In addition, RH2 Engineering, Inc. provided the engineering services for the 31st Street Water Booster Station; 2nd Street Sanitary Sewer; Well #13 and #3A; Rhododendron Drive Gravity Sewer (35th to Eden Lane) project; and Hwy 126 wastewater and water improvements.

The fee proposal is for two standalone projects, one on each side of Hwy 101. The projects will be engineered together to reduce survey costs and engineering fees. The projects will be designed in such a way that if for some reason the property owners on one side of the roadway are not ready to move forward with a reimbursement district, the other side can proceed.

The North Highway 101 Sewer Extension project(s) will extend sewer improvements to newly annexed or properties desiring to annex in the future on the east side of Hwy 101 that are either underserved or have septic issues. Specifically, the project will extend the existing sewer system on the east side of Highway 101, with a new 12-inch sewer main along the east shoulder of the roadway from the 52 Street sewer pump station to just south of Heceta Junction (Heceta Beach Road).

The second North Highway 101 Sewer Extension project(s) will extend sewer to properties currently within the City limits on the west side of the highway, however do not have access to sanitary sewer. The project will also provide sewer to properties that will soon be annexed (upon the property owners request) north of the current City Limits (south side of Heceta Self Storage). The project will include sanitary sewer improvements along the west side of Highway 101 from just south of Munsel Lake Road (where the trunk sewer project ended) north to the south side of Heceta Beach Road.

Staff has reviewed the proposed scope of services, including the work tasks and fees, and finds the proposals to be adequate and within reason for projects of this scope. The estimated total cost for these projects (design, survey, engineering and construction) is \$830,500.

Since we have discussed these projects in the past as standalone projects, it would only be fair to break them down to each side of the highway.

The project on the east side of Hwy 101 is comprised of 1,760 lineal feet of 12-inch sanitary sewer line, with five manholes and at least nine individual connections. Each connection may serve multiple buildings. The estimated cost for this project (design, survey, engineering and construction) is \$324,730.

The project on the west side of Hwy 101 is much larger than the east side project. The west side project is comprised of 2,850 lineal feet of 12-inch sanitary sewer line, with seven manholes and 20 individual connections. Each connection may serve multiple buildings or provide a connection for a development. The estimated cost for this project (design, survey, engineering and construction) is \$505,770.

FISCAL IMPACT:

The engineering fee proposal from RH2 Engineering, Inc. is not to exceed \$84,260. Funding is available to complete the engineering and design work. Some of these costs will be allocated to property owners that wish to participate in a reimbursement district in order to receive City sanitary sewer service.

The total preliminary estimated construction only costs (based on recent work and unit prices) for this project is \$830,500. The engineering service fee represents 10.1-percent of the estimated construction budget and is less than the typical industry average of 20-percent.

RELEVANCE TO ADOPTED COUNCIL GOALS:

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

ALTERNATIVES:

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

RECOMMENDATION:

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

AIS PREPARED BY: Mike Miller, Public Works Director

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments: *ERReynolds*

ITEMS ATTACHED: Map of proposed improvements



PROPOSED SSWR
MANHOLE, TYP. OF 5
FOR EAST SIDE

APPROX. 1760 LF
OF 12" SEWER MAIN
FOR EAST SIDE

APPROX. 20 LF OF 6"
SERVICE LATERAL, TYP.
OF 9 FOR EAST SIDE

CONNECT TO EXISTING
SSWR MANHOLE

APPROX. 30 LF OF 6"
SERVICE LATERAL, TYP.
OF 20 FOR WEST SIDE

PROPOSED SSWR
MANHOLE, TYP. OF 7
FOR WEST SIDE

APPROX. 2846 LF OF 12"
SEWER MAIN FOR WEST SIDE

CONNECT TO EXISTING
SSWR MANHOLE

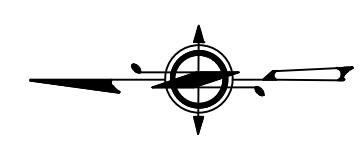
SPRUCE STREET

MUNSEL LAKE ROAD

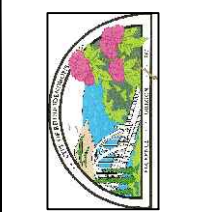
HECETA BEACH ROAD

OREGON COAST HIGHWAY (HWY 101)

PLAN VIEW
1" = 100'



CITY OF FLORENCE
HWY 101 SEWER MAIN EXTENSIONS



PRELIMINARY SEWER LAYOUT

ENGINEER	DATE	CLIENT	JOB NO.		
###	Dec 21, 2016	###	###		
REVISIONS	NO.	DATE	DESCRIPTION	BY	REVIEW

SCALE: ###

DRAWING IS FULL SCALE WHEN BAR MEASURES 2'

DWG NO: ### SHEET NO: ###

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 10

Meeting Date: January 9, 2017

Department: City Manager

ITEM TITLE: CITY MANAGER REPORT

- City Council Grant Program

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 11
Meeting Date: January 9, 2017
Department: City Council

ITEM TITLE: CITY COUNCIL REPORTS

- City Council Master Sign Up & Commitments

FLORENCE CITY COUNCIL

MASTER SIGN UP AND COMMITMENTS

2017

General Protocol:

- Overview: The listings below represent the City Council’s assigned tasks concerning the City Council’s goal to be more involved in efforts throughout the community.
- Notifications: Prior to the beginning of each month, the City Recorder will send an email reminder to the City Council letting them know their recurring commitments for the upcoming month(s), along with this document for reference.
- Review: This document will be reviewed annually (January/February), or whenever deemed necessary by the City Council, to determine if it is still meeting the City Council’s community involvement goals.

SIGN UP SHEET FOR Florence Municipal Court Visits 2017

MONTHLY RECURRENCE

Month	Name
January	Councilor Lyddon
February	Mayor Henry
March	Councilor Greene
April	Councilor Lacer
May	Councilor Preisler
June	Councilor Lyddon
July	Mayor Henry
August	Councilor Greene
September	Councilor Lacer
October	Councilor Preisler
November	Councilor Lyddon
December	Mayor Henry

SIGN UP SHEET FOR

City Council Representation on City of Florence Boards and Committees

Committee	Councilor Name	Notes	General Meeting Dates / Times
Airport Advisory Committee (AAC)	Councilor Lyddon	Committee calls for the availability of one Council Ex-Officio position	TBD
Audit Committee	Mayor Henry	Mayor is member of three person committee.	Meets During audit review process
Budget Committee	All Councilors and Mayor	All Councilors are required to participate in Budget Committee.	Meets approximately 2-4 times during Budget process in Spring
Economic Development Committee (EDC)	Mayor Henry	Resolution calls for one ex-officio member of the City Council to participate	EDC generally meets the fourth Tuesday at 2:30 p.m.
Environmental Management Advisory Committee (EMAC)	Councilor Lacer	No official ex-officio membership, but Council may direct Council member to participate	EMAC generally meets on the Third Thursday of the Month at 2pm.
Finance Ad-Hoc Committee	Mayor Henry and Councilor Preisler	N/A	N/A
Florence Urban Renewal Agency (FURA)	Councilors Greene, Preisler, and Mayor Henry	Calls for 2 City Councilors and the Mayor to serve as voting members	FURA generally meets on the fourth Wednesday of the month at 6 p.m.
Planning Commission	None	No ex-officio membership. Staff does not recommend the City Council participate in discussions	The Planning Commission meets on the second and fourth Tuesdays of every month.
Public Art Committee (PAC)	Councilor Greene	Committee calls for one City Councilor to serve as an ex-officio member	PAC generally meets the second and fourth Monday's at 10 a.m.
Senior Center Board & Volunteers	N/A	N/A	N/A

<p>Transit Advisory Committee (TAC)</p>	<p>Councilor Preisler</p>	<p>No official ex-officio membership, but Council may direct Council member to participate</p>	<p>The TAC generally meets on the 3rd Wednesday of the month at 1:30 p.m.</p>
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**SIGN UP SHEET FOR
City Council Representation on Local Area Government
Boards & Committees**

Board / Committee	Councilor Name	General Meeting Dates / Times
Central Lincoln PUD	Councilor Lacer <i>* Will attend occasionally when held in Florence or nearby</i>	Board meets generally on the 3 rd Wednesday at 10 am
Confederated Tribes	Mayor Henry	Unknown
Dunes City	Available	Dunes City Council generally meets on the 2 nd Thursday at 7pm
Heceta Water	Available	Board generally meets on the third Tuesday of each month at 4pm
Lane County Poverty & Homelessness Board	Councilor Preisler	Unknown
Port of Siuslaw	Mayor Henry alternating with Councilor Preisler	Port Commission generally meets on the 3 rd Wednesday at 7pm
Siuslaw Library District	Councilor Lacer	The Board generally meets on the 3 rd Wednesday at 1:30 pm
Siuslaw School District	Councilor Lacer	School board meetings generally occur on the 2 nd Wednesday of each month at 6:30 p.m.
Siuslaw Valley Fire	Councilor Lacer	Board meets on the 3 rd Wednesday at 6pm
Western Lane Ambulance	Councilor Lacer	Board generally meets the 4 th Thursday at 6pm

**SIGN UP SHEET FOR
City Council Representation on Local Area Non-Profits and
Other Boards & Committees**

Local Board	Councilor Name	General Meeting Dates / Times
Dunes Restoration Committee	Councilor Greene	Unknown
Florence Area Chamber of Commerce & Downtown Revitalization Team	Councilor Lacer	Chamber Meetings 4 th Thursdays at 7:30 am DRT Meetings Various
Florence Area Coordinating Council (FACC)	Councilor Lacer	1 st Wednesday at 9 a.m.
Siuslaw Vision	Councilor Greene & Lacer	1 st Thursday at 8:15 a.m.
Siuslaw Outreach Services	Available	Last Wednesday at 3:30 p.m.
Siuslaw Watershed Council	Councilor Greene	Last Wednesday of the Month at 6:30 pm

**SIGN UP SHEET FOR
City Council Representation on City / State / National
Government & Non-Profit Boards & Committees**

Local Board	Councilor Name	General Meeting Dates / Times
Lane Area Commission on Transportation	Mayor Henry	Unknown
Lane Council of Governments	Councilor Lacer	Generally 4 th Thursday in Feb., April, June, Sept., Dec., at 6pm
Lane County Board	Available	Nearly every Tuesday and Wednesday at 9am (all day)
Lane Workforce Council	Mayor Henry	Unknown
League of Oregon Cities	Available	Unknown
Oregon Coastal Zone Management Association	Councilor Lacer	Coastal government collaboration organization including DLCD, ODFW, ODOT, and Cities / Counties.
Oregon Mayor's Association	Mayor Henry	Unknown
Oregon Urban Renewal Agency	Councilor Greene	Unknown
Regional Accelerator & Innovation Network (RAIN) Advisory Board	Mayor Henry	Advisory Board (about 30 people) in addition to formal board. Purpose of advisory board is to inform the broader constituent community about RAIN's progress and receive input. This is not a fiduciary position, but is a good opportunity to keep abreast on RAIN's broader plans on provide input on needs and perspectives. The advisory board meets once or twice a year for 1.5 hours.
Regional Housing Rehabilitation	Councilor Preisler	Unknown

**Appointments to
City Manager Performance ‘Quality Review Team (QRT)’**

Position	Name
Mayor	Mayor Henry
Council President	Councilor Greene
Council VP <i>(Alternate)</i>	Councilor Preisler
City Manager Evaluation Timeline	
What	When
QRT Appointed	January / February
Mid-Year Review by QRT	July / August
Review Evaluation Process & Form	September
CM Self Evaluation Due	Mid-November
Ind. CC Evaluation Due	November
Annual Evaluation Executive Session & Evaluation Approval and Salary Adjustments	By December 31 st

Florence City Council Calendar - 2017

January

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

February

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

March

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

April

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

Florence City Council Calendar - 2017

May

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

June

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

July

M	Tu	W	Th	F	Sa/Su
3 Council Meeting Rescheduled	4 Independence Day Holiday	5 Council Work Session Rescheduled	6	7	8 & 9
10 Council Meeting	Oregon City Manager's Association Conference		12 Council Work Session - Canceled	13	14
17 Council Meeting - Rescheduled			19 Council Work Session - Canceled	20	21
24 Council Meeting	25	26 Council Work Session - Tentative	OR Mayor's Conference		
31					

August

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