



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 23, 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

- Department Website Presentations

ANNOUNCEMENT

- Mayor Henry will announce the appointments to the Boards and Committees for 2017

1. APPROVAL OF AGENDA

Joe Henry
Mayor

2. PUBLIC COMMENTS

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

Joe Henry
Mayor

CONSENT AGENDA

3. APPROVAL OF MINUTES

Consider approval of the Council regular meeting minutes of January 9, 2017.

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.

4. CITY HALL ARCHITECTURE AGREEMENT

Consider approving the agreement with HGE, Inc. for the architectural services to complete the Florence City Hall remodel.

Megan
Messmer
Project Manager

REPORT ITEMS

5. WELL REHABILITATION PROGRAM

Report on the preliminary well rehab results.

Mike Miller
Public Works Dir.

6. BIENNIAL BUDGETING OPTIONS

Report on the requirements to move to biennial budgeting

Andy Parks
Int. Finance Dir.

7. BOARD AND COMMITTEES REPORT

Report on the workings of the City’s boards and committees for the month of December 2016.

Staff
Various

8. CITY MANAGER REPORT

- Homeland Security Grant

Erin Reynolds
City Manager

9. CITY COUNCIL REPORTS

- LCOG Restoring Recreational Immunity

Joe Henry
Mayor

COUNCIL CALENDAR

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

Date	Time	Description
January 25, 2017	10:00 a.m.	City Council Work Session <i>Canceled</i>
February 6, 2017	5:30 p.m.	City Council Meeting
February 8, 2017	10:00 a.m.	City Council Work Session <i>Tentative</i>
February 20, 2017	---	President’s Day Holiday <i>City Offices Closed</i>
		City Council Meeting <i>Rescheduled</i>
February 22, 2017	10:00 a.m.	City Council Work Session <i>Tentative</i>
February 27, 2017	5:30 p.m.	City Council Meeting <i>Tentative</i>

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1
Meeting Date: January 23, 2017
Department: Mayor & Council

ITEM TITLE: APPROVAL OF AGENDA

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2
Meeting Date: January 23, 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: 3
Meeting Date: January 23, 2017
Department: City Recorder

ITEM TITLE: Approval of Minutes

DISCUSSION/ISSUE:

Consider approval of the Council regular session meeting minutes of January 9, 2017.

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 January 9, 2017 Council Meeting Minutes

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

**City of Florence
City Council Meeting
250 Hwy 101, Florence, Oregon
Final Action Minutes
January 9, 2017**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

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

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

Councilors Absent: None

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

PRESENTATION

- Western Lane Ambulance District – Citizen Lifesaving Recognition

Start Time: 6:00 p.m.

Action: The City Council heard a presentation from Western Lane Ambulance District.

1. OATH OF OFFICES

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

Start Time: 6:02 p.m.

Action: City Recorder Weese performed the oath of offices for Mayor Henry, Councilor Greene and Councilor Preisler.

2. APPROVAL OF AGENDA

Start Time: 6:07 p.m.
Action: Approve agenda as shown.
Vote: Unanimous

3. 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: 6:07 p.m.

Commenter 1: John Griffin – 2125 52nd Street

- Pickleball needs in Florence
- Need for community center

Response: Mayor Henry invited Mr. Griffin to come to the City with a presentation for next steps and costs

Commenter 2: Peter Garcia

- Use of school facilities for pickleball

Commenter 3: Tarno Green

- Pickleball facilities in Reedsport
- Need for indoor pickleball courts in Florence

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.

5. OR DEPARTMENT OF REVENUE INTERGOVERNMENTAL 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.

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.

Start Time: 6:22 p.m.

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

Motion: Councilor Lacer

Second: Councilor Preisler

Vote: Unanimous

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.

Start Time: 6:23 p.m.

Discussion: None

Action: Re-appoint Councilor Greene for position of Council president and Councilor Preisler to the position of Council vice-president.

Motion: Councilor Lacer

Second: Councilor Lyddon

Vote: Unanimous

8. RULES OF PROCEDURE

Review Council Rules and Procedures including potential meeting time change to 5:30 p.m.

Start Time: 6:24 p.m.

Discussion: None

Action: Approve the proposed Council rules of procedure.

Motion: Councilor Lyddon

Second: Councilor Greene

Vote: Unanimous

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.

Start Time: 6:26 p.m.
Discussion: The City Council discussed...
• Completion Timeline
Comments: Councilor Greene

Action: Accept the engineering services proposal from RH2 Engineering, Inc. and authorize the City Manager to proceed with a professional services contract.

Motion: Councilor Preisler
Second: Councilor Lacer
Vote: Unanimous

REPORT ITEMS

10. CITY MANAGER REPORT

- City Council Grant Program

Start Time: 6:42 p.m.
Discussion: The City Council discussed...
• City Council Grant Program
• January 30th State of the City
• Upcoming Council meetings & events

11. CITY COUNCIL REPORTS

Start Time: 6:41 p.m.
Discussion: The City Council discussed...
• Council activities in the community and community announcements
Comments: All Councilors

Meeting adjourned at 6:52 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4
Meeting Date: January 23, 2017
Department: City Manager's Office

ITEM TITLE: Award Architectural Service Contract to HGE Inc. Architects, Engineers & Planners for the City Hall Remodel.

DISCUSSION/ISSUE:

Needs Assessment and Conceptual Design

In late 2015 and early 2016, staff worked with hsr/Waterleaf to conduct a needs assessment of City Hall. During this assessment, the consultants met with the various departments of the City that operate out of City Hall. Through these meetings, they looked at our current space, our operational needs, and the increase in space needs as the population grows. We had them provide programming analysis on moving City Hall operations to a new location versus remodeling the current location.

In December 2015, the consultants presented their findings with the Management Team on the space needs of City Hall for current and future growth. It was their conclusion that the current site of City Hall was likely sufficient size and could meet the estimated staffing and space requirements for a population increase of double or more our current size.

The consultants were then tasked with providing conceptual analysis and designs on how the current facility could be modified to meet the needs of current and future operations. There were several key issues that the design concept needed to address to increase the functionality of City Hall. Those included:

- Improved customer service with a single/multi-purpose area for customer interactions.
- Improved safety and security for staff and visitors; reduction of building access points.
- Building accessibility and ADA requirements.
- Improved workspace flow for staff with internal connectivity.
- Improved internal and external meeting spaces.
- Centralized records retention system.
- Updated City Council Chambers with modern technologies.
- Coordination in updates and replacements of items that are currently on the list as maintenance items, i.e. carpeting, siding repair, doorways, etc.

The outcomes of the conceptual designs included a full remodel of the current City Hall with a small expansion to accommodate a new City Council Chambers. The remodel would include the main floor (7,812 square feet) and the basement (1,588 square feet). The building expansion would add the approximately 800 square feet to the west side of the building, resulting in a total usable space of 10,200 square feet.

One goal of the City Hall project is to tie into the ReVision Florence project and to provide an example for the community on incorporating many of the desires of the streetscape and beautification into our remodel. We will also bring these elements inside to address the desire from the community for a space to display art inside and public art elements on the exterior.

Budget and Timeline

During the FY 2016-17 budget process, the Budget Committee and the City Council approved moving forward with the remodel and the project was included in the long-range financial forecast at \$1.9 million, adjusting the estimated cost in the area of contingency. The estimated cost of the City Hall remodel was \$1.955 million per the needs assessment analysis, compared to approximately \$7 million plus land acquisition for a new building. The breakdown of the \$1.955 million, which includes contingency, is as follows:

Construction (based on assessment)	\$ 1,545,000
Architecture & Engineering Services	150,000
<u>Soft Costs (permitting, moving, furnishings, etc.)</u>	<u>260,000</u>
Total Preliminary Project Costs	\$ 1,955,000

The timing for this remodel is very much dependent on the Public Works Operations Facility. As you are aware, we have 17 employees and contract employees working out of City Hall. This facility is also the hub for utilities, community development, committees, and other public contacts. In order to efficiently remodel City Hall, the building will need to be vacated during the approximately six months of construction. The original plan for relocating staff and the public was to move the Community Development operations to the new Public Works Facility, move the administration operations to the Justice Center, and utilize the Florence Events Center for City Council, Planning Commission, Committee, and other public meetings.

This will take coordination to make sure that the moves are done in conjunction with one another and that the spaces are ready when needed. The Public Works Operations Facility is currently being constructed with completion scheduled for the end of this fiscal year. Once completed, the Public Works staff and the Community Development staff will move into that facility. Administrative staff, including the City Manager's Office and the Finance Department, will need to relocate.

It has been discussed that the administration staff will move to the Round Room and that the space will be finished as it currently is an unfinished shell. The preliminary budget estimates determined by staff of approximately \$15,000 within the soft costs assumed simply finishing the walls and running telecommunications outlets for connectivity. Later in the staff report, we will discuss some alternatives as decision points for the City Council on the Justice Center.

Architectural Services

On December 5, 2017, City Council accepted the architectural qualifications from HGE Inc. Architects, Engineers & Planners and authorized staff to negotiate a contract. Staff met with Joe Slack, Principal Architect with HGE on December 19, 2016 to discuss needs assessment for the City Hall remodel, finishing the Justice Center Round Room as part of the transition, preliminary concepts, and to develop a scope of services.

HGE submitted a proposal for professional design services in on January 4, 2017. Staff reviewed the proposal and requested some refinement and reduction of costs. HGE has submitted a revised proposal as outlined below.

The proposed scope of services includes the following:

- Research, including existing site assessments, jurisdictional requirements, process, code criteria and review of similar projects.
- Schematic Design, including site plan, floor plans, exterior elevations and interior/exterior renderings.
- Design Development, including site plan, floor plans, reflected ceiling plans, interior details, exterior elevations and details, building systems, draft specifications, and cost estimates.
- Construction Documents for bidding, permitting, and construction.
- Permitting assistance
- Bidding assistance
- Construction Administration assistance

The fee proposals include \$162,000 to perform the architectural services for the City Hall remodel and \$22,000 for the architectural services to finish the Justice Center Round Room. In addition, HGE has estimated that their reimbursable expenses (printing costs, plotting costs, shipping, travel, long distance communication and application fees paid on our behalf) to be a not to exceed amount of \$5,500.

The original proposal from HGE was for \$211,000. In reviewing the proposal, staff looked at the estimated construction costs of each project. We revised the construction cost budget for the Justice Center Round Room and removed some of the cost of the construction administration for that piece of the project, including bidding and contract negotiations, as pieces that the City could administer. The construction administration reduced that line item in the fee proposal; the architect would still be required to participate in that phase as the State Board requires such site observation work for the architect to assure compliance with documents).

In addition to alterations of the budget at the Justice Center, the architect removed the landscape design services of an estimated \$3,000 as part of the basic services to be provide. The City Council can choose to add this back in if they would like. With ReVision Florence, we will be coming in shortly after City Hall is completed with road construction, landscaping, and street scaping. Some of the landscaping will be incorporated into ReVision Florence and if added back in there would be coordination with the ReVision Florence design team.

City Hall Remodel		
Schematic Design Phase	\$	16,000
Design Development Phase		28,000
Construction Documents Phase		74,000
Bidding or Negotiation Phase		8,000
<u>Construction Phase</u>		<u>36,000</u>
<i>Subtotal for City Hall Remodel</i>	\$	162,000
<i>Reimbursable Expenses</i>		5,500
<i>Soft Costs (minus JC estimate - \$15k)</i>		245,000
<u><i>Estimated Construction Costs</i></u>		<u>1,545,000</u>
City Hall Remodel Project Costs	\$	1,957,000
<u><i>Landscaping Design Alternate</i></u>	\$	<u>3,000</u>
City Hall Remodel Project Costs	\$	1,960,000

Justice Center & City Hall Administration Considerations

The Justice Center component of the project was originally thought of and estimated as a temporary space for administration staff during City Hall construction. As we progressed further into the project, the desired scope for the Justice Center Round Room has changed. In conversations with the Police Chief and the Commander, there is a need for more finished space.

The current operations of the Police Department utilize their training room for all staff meetings and trainings. Their current staffing fills the training room to near capacity. They utilize the Round Room for trainings that are more physical in nature and those that include people from other City departments or partner agencies. The Round Room is also utilized for the ARES/RACES radio group as overflow. This is a key component in our emergency management and preparedness. In addition to those functions, the room is also utilized to store records.

Rather than simply finishing the walls, we propose adding two to three office spaces, two ADA unisex restrooms, and a row of cabinets with a counter, as well as finishing the ceiling, walls, and floors. This will allow the City Hall operations to operate more efficiently while located there and it will leave the Police Department with more useable space after City Hall is completed and administration staff vacate. The offices will allow the radio group and records to be stored within the separated rooms that can be secured during trainings and other functions in that room, and will provide additional space for future needs of the Police Department staff. Having the remainder of the room finished with access to internal restrooms will provide a better space for internal, multi-departmental, and multi-jurisdictional trainings and meetings.

As mentioned above, staff has reviewed the architectural proposal for the Justice Center remodel and has developed some alternatives for that facility and for the movement of staff. Those alternatives are outlined below.

Alternative 1: HGE Architectural Services

Justice Center Remodel	
Schematic Design Phase	\$ 1,500
Design Development Phase	2,000
Construction Documents Phase	12,000
Bidding or Negotiation Phase	1,500
Construction Phase	5,000
<i>Subtotal for Justice Center</i>	\$ 22,000
<i>Estimated Construction Costs</i>	150,000
Justice Center Project Costs	\$ 177,000

The RFQ for City Hall included a sub-project for finishing the 2,700 square-foot Round Room at the Justice Center. Staff has provided their best estimate for the costs to finish that room between \$100,000 and \$150,000 based on the architect’s feedback. Using the conservative estimate, this alternative would cost an estimated \$177,000.

The fee presented by the architect for this portion does not follow the fee percentage that the remodel does due to the smaller size. The fee is based on the cost to perform the service rather than a percentage of the project. As mentioned above, we reduced the cost of the construction administration due to the City being able to administer those pieces the City could administer. The architect would still be required to participate in that phase as the State Board requires such site observation work for the architect to assure compliance with documents).

Alternative 2: Contractor Design Build

The second alternative is to seek proposals from regional commercial contractors to perform a design build. Since the facility is already constructed and the room has the elements needed readily available, this would involve hiring a commercial contractor to construct the desired features with design done within their company. With the City having recently solicited bids from commercial contractors for the Public Works Operations Facility, we have a readily available list of qualified contractors to solicit bids from.

In addition to finishing the Round Room, there are other items that need to be taken care of at the Justice Center. As you are aware, this facility is twenty years old and with any facility there is required maintenance. Over the past few years we have upgraded the HVAC system, treated the exterior façade, and made other updates. There are two larger items that are scheduled to be completed over the coming year. The first is to install new smart thermostats as a follow up to the new HVAC. This will allow the HVAC to be more efficient throughout the facility. The second item is to replace the water heaters at the facility as they are also twenty years old.

If the City were to choose this alternative and select a commercial contractor to do a design build, we could include these two items to take advantage of the economies of scale and have the work done all at once. Public Works has estimated these two maintenance items to cost approximately \$25,000. If the City Council would like staff to move in this direction, we will reach

out to the commercial contractors we have on file to request bids. We have already contacted 2G Construction, the Public Works contractor, and shown them to space to see if it was something they would be interesting in working on and they have indicated it is.

If we stay with the estimate of \$100,000 to \$150,000, we would conservatively estimate this work to be done for approximately \$175,000 including the maintenance items that we would add to the contract. Again, we would need to contact these companies for a better estimate.

Alternative 3: City Administration at Spruce Street Facility

The third alternative is to leave the Justice Center Round Room as is and move the administrative staff to the current Public Works Facility on Spruce Street. This would have a design and construction cost savings, but would still involve moving costs that were built into the project soft costs. This would allow us to use an existing space during construction. There may be some need to alter the space slightly to be able to process utility payments and ensure the safety of employees.

FISCAL IMPACT:

City Hall Remodel

The fee proposal from HGE for City Hall is \$167,500 which includes a not to exceed amount of \$5,500 for reimbursable expenditures. Funding for architectural services in the amount of \$150,000 is included in the FY 2017 budget.

The fee proposal fits within that budget with the understanding that some of the tasks to be performed will take place next fiscal year, including portions of the bidding/negotiation phase, reimbursable costs, and the construction administration for City Hall.

Architectural services for a remodel differ slightly from that of new construction due to the complexities of working within an existing structure. The proposed fee of approximately 10.4% for the City Hall remodel of the estimated project cost is in line with the industry average.

City Hall Remodel	
Schematic Design Phase	\$ 16,000
Design Development Phase	28,000
Construction Documents Phase	74,000
Bidding or Negotiation Phase	8,000
Construction Phase	<u>36,000</u>
<i>Subtotal for City Hall Remodel</i>	<i>\$ 162,000</i>
<i>Reimbursable Expenses</i>	<i>5,500</i>
<i>Soft Costs (minus JC estimate - \$15k)</i>	<i>245,000</i>
<i>Estimated Construction Costs</i>	<i><u>1,545,000</u></i>
City Hall Remodel Project Costs	\$ 1,957,000
<i>Landscaping Alternate</i>	<i>\$ 3,000</i>
City Hall Remodel Project Costs	\$ 1,960,000

Justice Center & City Hall Administration

As outlined above, staff has developed three alternate options for the City Council to considered regarding the Justice Center Round Room and moving the administration staff. For consistency and comparison, I have included the maintenance items that were planned to be completed for the Justice Center in each alternative as those will still need to be taken care of.

Alternative 1: HGE Architectural Services – This includes utilizing the City Hall architect to design the Round Room space with a fee of \$22,000 and a total project estimated at about \$177,000.

City Hall Construction (based on assessment)	\$ 1,545,000
City Hall Architecture & Engineering Services	167,500
Justice Center Alternate 1	177,000
Justice Center Maintenance Items	25,000
<u>Soft Costs (permitting, moving, furnishings, etc.)</u>	<u>245,000</u>
Total Preliminary Project Costs	\$ 2,159,500

Alternative 2: Contractor Design Build – Staff would solicit bids from the qualified commercial contractors that bid on the Public Works facility to perform design and construction for the Round Room, as well as the scheduled Justice Center maintenance items. These items include new water heaters and HVAC thermostat controls. That conservative staff estimate is approximately \$175,000, but more precise bids would be solicited.

City Hall Construction (based on assessment)	\$ 1,545,000
City Hall Architecture & Engineering Services	167,500
Justice Center Alternate 2 (JC maint. Included)	175,000
<u>Soft Costs (permitting, moving, furnishings, etc.)</u>	<u>245,000</u>
Total Preliminary Project Costs	\$ 2,132,500

Alternative 3: City Administration at Spruce Street Facility – This alternative does not improve the Round Room, but moves the administrative staff to the Spruce Street facility once vacated by the Public Works staff. There will still be costs for moving that are accounted for under soft costs and there are some customers service items as well as safety and accessibility concerns.

City Hall Construction (based on assessment)	\$ 1,545,000
City Hall Architecture & Engineering Services	167,500
Spruce Street Alternate 3	<i>unknown</i>
Justice Center Maintenance Items	25,000
<u>Soft Costs (permitting, moving, furnishings, etc.)</u>	<u>245,000</u>
Total Preliminary Project Costs	\$ 1,982,500

The City has included this project in the long-range financial plan at the estimated figures presented during the needs assessment. The City Council approved and budgeted \$150,000 for fiscal year 2016-17 for architectural services. As we move through the budget process for fiscal year 2017-18 and update the long-range financial plan we will incorporate the City Councils direction.

The City Hall remodel estimated costs of \$1,960,000 are within a reasonable amount of the long-range financial plan estimates. The decision point on the Justice Center will be included based on Council direction. If Council chooses alternates 1 or 2, we will be able to get better cost estimates to build into the budget as the plans are developed.

Financing for this project will be included in the fiscal year 2018 budget.

RELEVANCE TO ADOPTED COUNCIL GOALS:

The development of architectural plans for the City Hall remodel meets the 2017 Council Goals of City Service Delivery and Financial and Organizational Sustainability.

ALTERNATIVES:

City Hall:

1. Award contract to HGE for City Hall.
2. Request staff to continue to negotiate the scope of work and fee.
3. Reject the proposal and authorize staff to begin negotiations with a different firm.

Justice Center:

1. Award contract to HGE for Justice Center Round Room.
2. Authorize staff to seek bids for a qualified commercial contractor to perform a design build of the Justice Center Round Room.
3. Do not improve the Round Room at the Justice Center and house administrative staff at Spruce Street facility during construction.

RECOMMENDATION:

Staff recommends that the City Council accept the proposed scope of services and fee for City Hall from HGE Inc. Architects, Engineers & Planners in the amount of \$167,500 and authorize the City Manager to enter into a contract.

Staff recommends that the City Council authorize the City Manager to pursue Alternative 2 for the Justice Center Round Room and request bids from qualified commercial contractors for a design build of the Round Room, including the water heater and thermostat maintenance items.

AIS PREPARED BY: Megan Messmer, City Project Manager

**CITY MANAGER'S
RECOMMENDATION:**

Approve

Disapprove

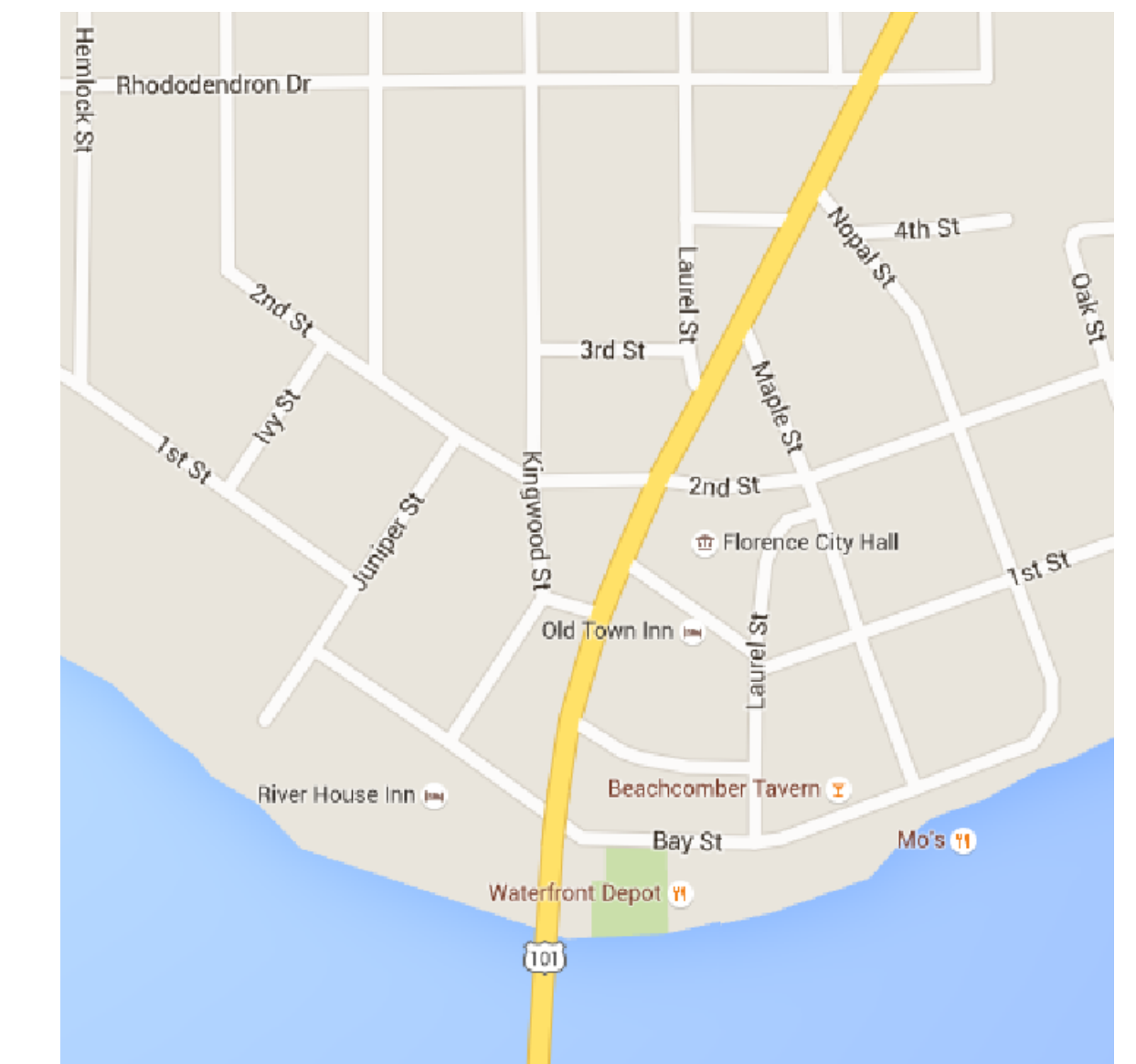
Other

Comments:

ER Reynolds

ITEMS ATTACHED:

Attachment – City Hall Conceptual Vicinity and Floor Plan Designs



City of Florence City Hall Preliminary

250 US-101
 Florence, OR 97439
 Schematic Design Set
 04/12/2016

hsr master planning
 architecture
 interiors

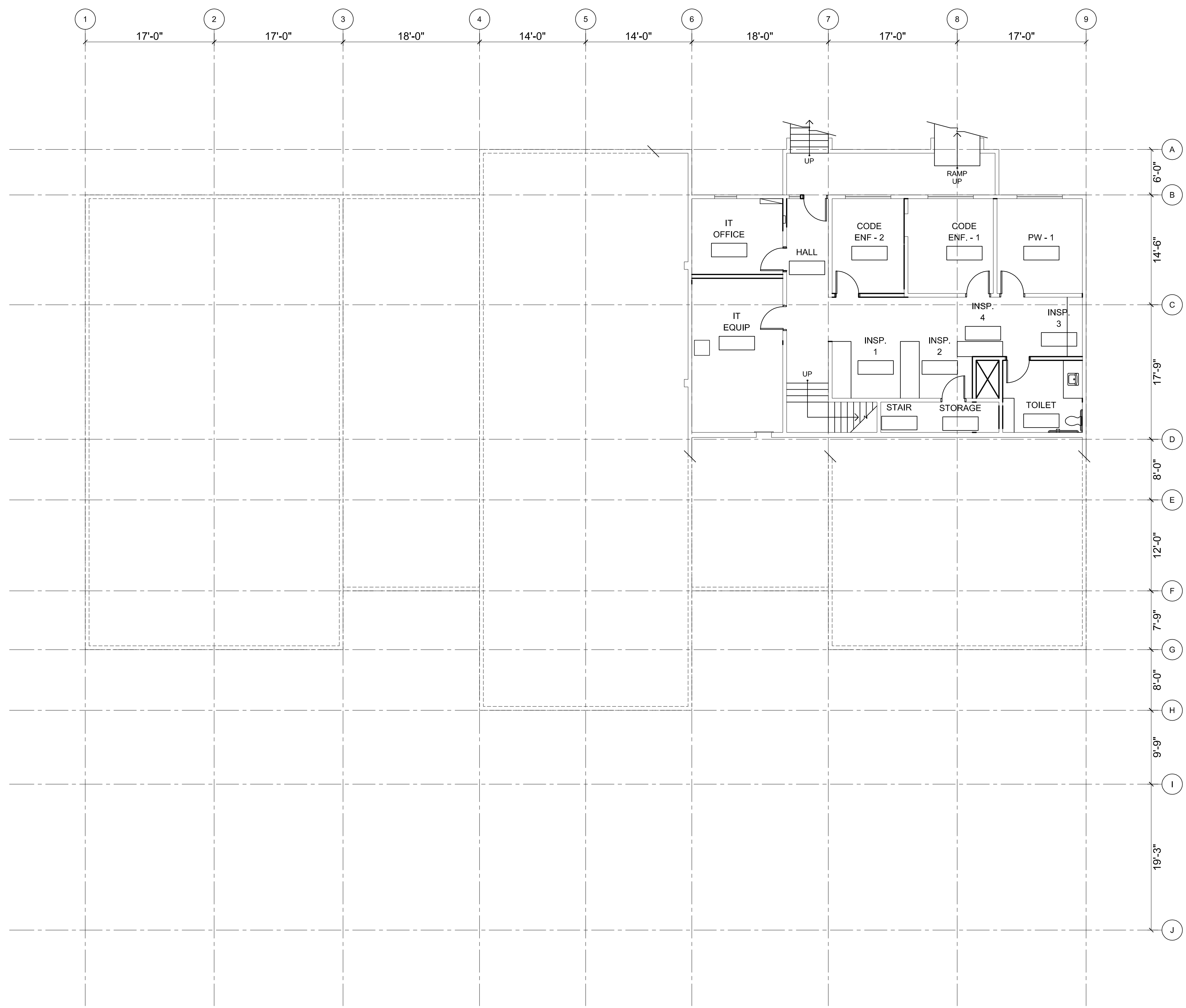
Bend
 838 NW Bond St. Suite B tel 541.389.3904
 Bend, OR 97701 fax 541.383.0725

waterleaf

419 SW 11th Ave
 Suite 200
 Portland OR 97205
 Ph 503 228 7571
 Fx 503 273 8891



architecture, interiors & planning



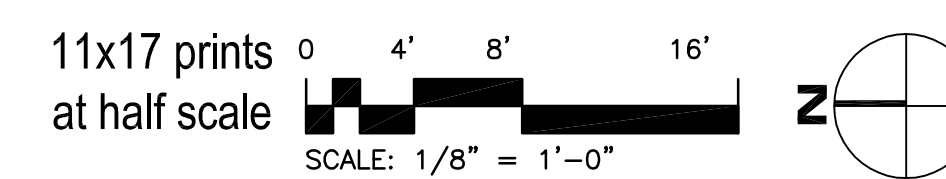
florence, or - city hall preliminary

basement floor plan

1512.00

04/12/2016

scale: 1/8"=1'-0"



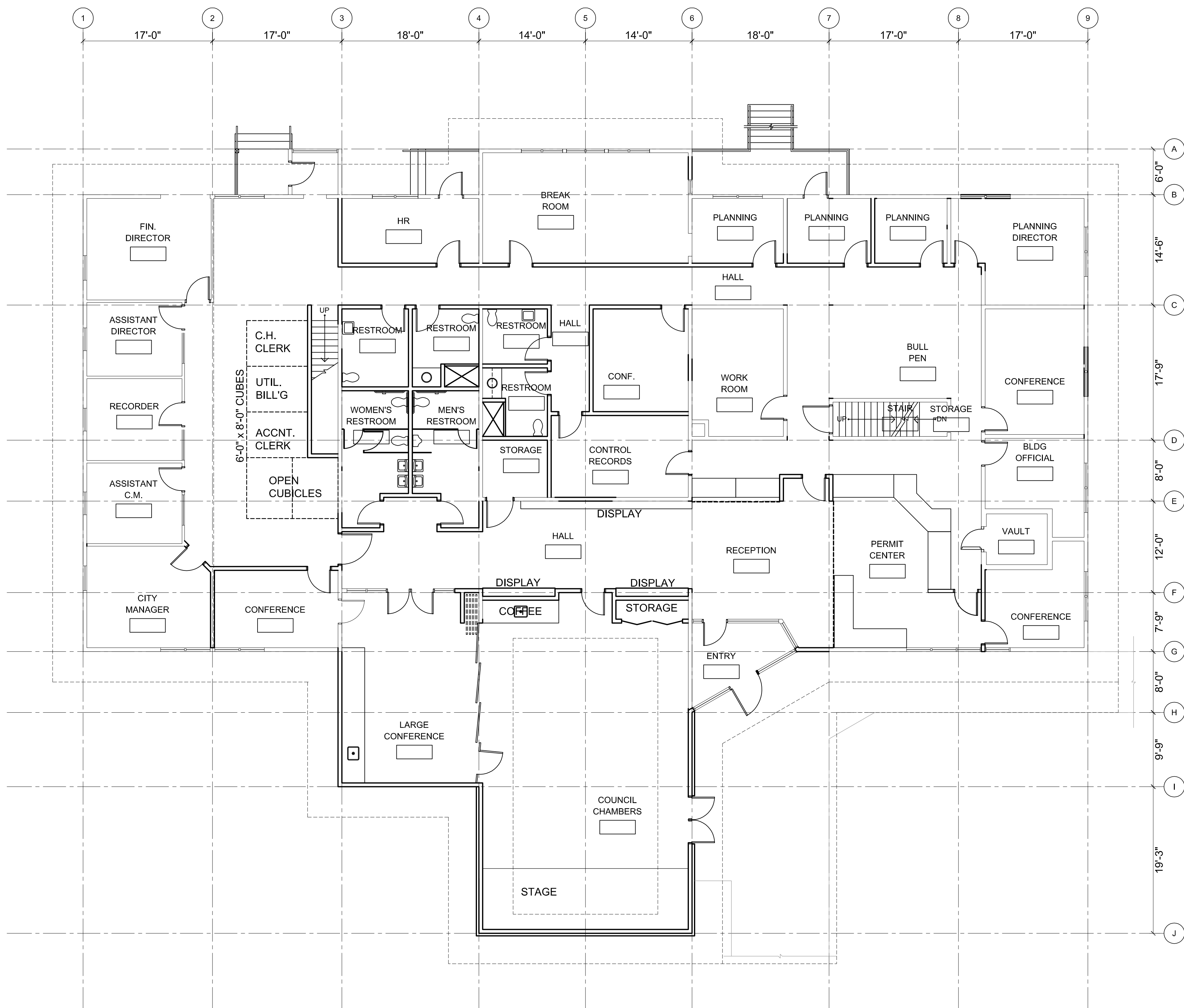
hsr master planning
architecture
interiors

419 SW 11th Ave
Suite 200
Portland, OR 97205
Ph: 503.228.7571
F: 503.273.8891

waterleaf
architecture, interiors & planning

Bend
233 NW Bond St, Suite B
Bend, OR 97701

541.325.2204
541.383.0725



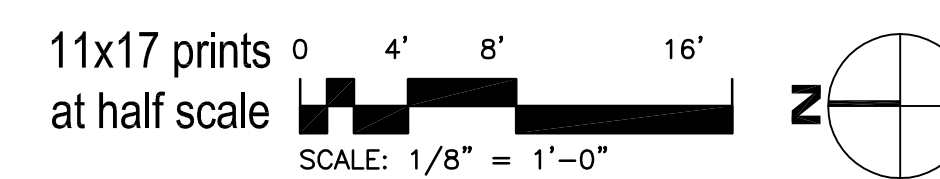
florence, or - city hall preliminary

ground floor plan

1512.00

04/12/2016

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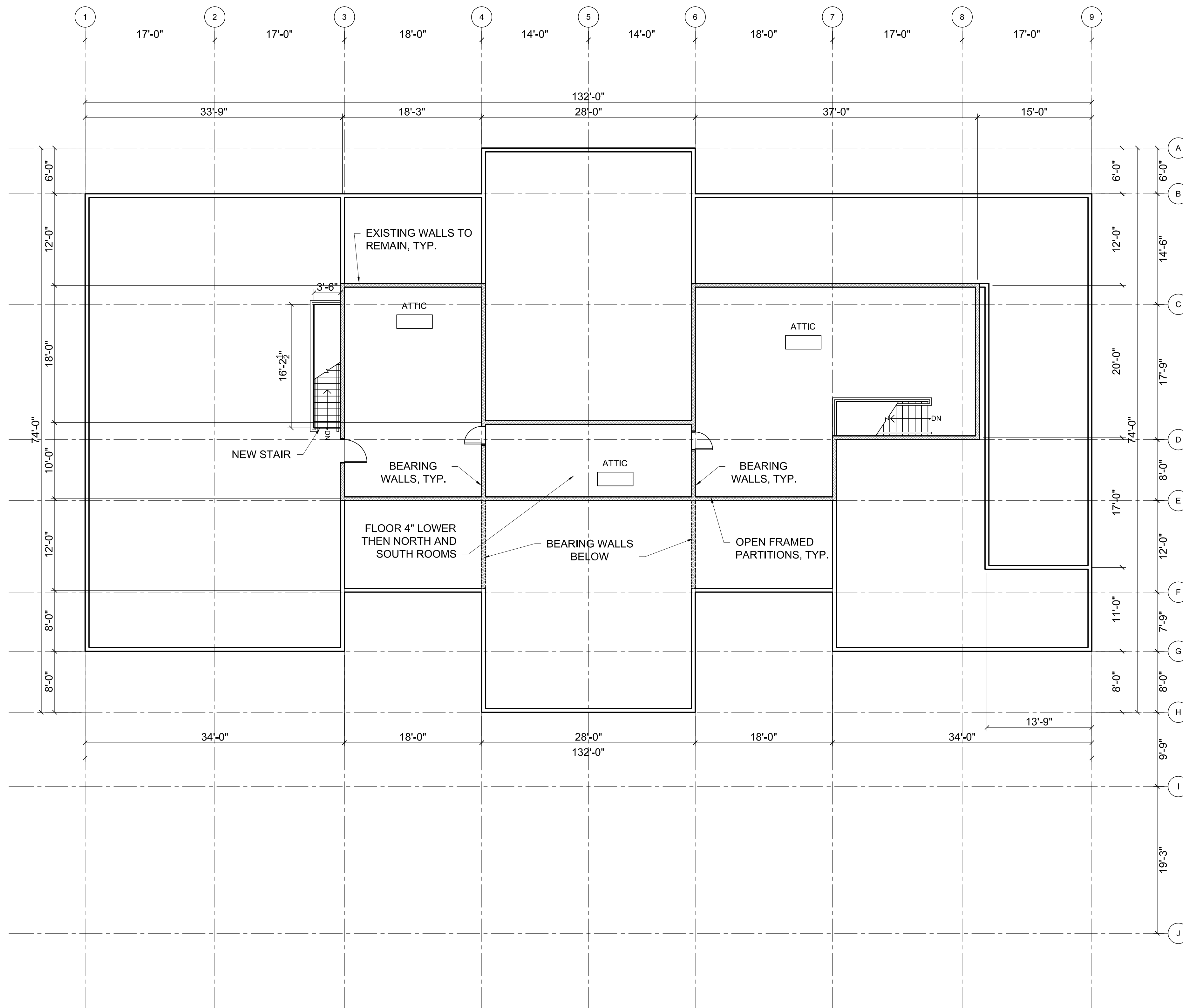


hsr master planning
architecture
interiors

waterleaf
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Suite 200
Portland, OR 97205
Ph: 503.228.7571
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233 NW Bond St. Suite B | 541.383.2204
Bend, OR 97701 | 541.383.0725

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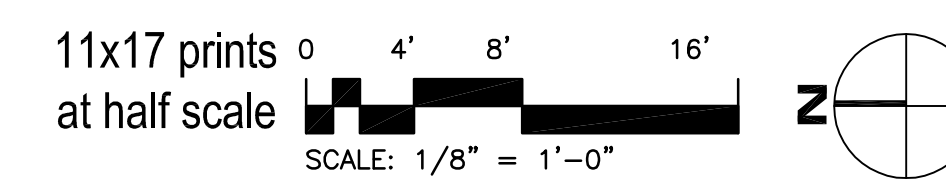
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AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5
Meeting Date: January 23, 2016
Department: Public Works

ITEM TITLE: Report on City's Well Rehabilitation Program.

DISCUSSION/ISSUE:

Public Works recently completed rehabilitation work on groundwater production wells #8, #9, and #10. Public Works Director, Mike Miller will provide Council with a presentation on the City's well maintenance and rehabilitation program, including the results of these endeavors.

Due to the amount of naturally occurring iron in the groundwater, the City's supply of raw groundwater contains dissolved iron in the range of 6-9 parts per million (ppm), which can create fouling (build-up of deposits) of the well screens, well pump, piping systems, and if significant, fouling of the actual soils surrounding the well.

The City has been successfully rehabilitating the groundwater wells through a process that uses compressed nitrogen that creates impulses that remove the buildup of iron from not only the well screens, but actually within the foundation of the aquifer. By using this latest technology, we are able to improve production in a cost effective and sustainable manner.

FISCAL IMPACT:

This is a presentation to Council on our on-going maintenance and management of our groundwater well assets. Direct funding allocated to well maintenance and rehabilitation is \$67,000 during FY17.

RELEVANCE TO ADOPTED COUNCIL GOALS:

The Water system meets the 2017 Council Goals of:

- City Service Delivery – delivery of cost effective and efficient services.
 - Livability & Quality of Life – by providing clean and reliable water service at reasonable rates.
 - Economic Development – providing adequate and abundant supply of clean and safe water to the community.
 - Communication & Trust – through the City's annual water quality report and City monthly newsletter, information regarding the City water system is communicated to the community.
 - Financial & Organizational Sustainability – being good stewards of one of our most precious resources that is carefully managed to provide drinking water and fire protection to the community.
-

RECOMMENDATION:

Receive the report and presentation.

AIS PREPARED BY: Mike Miller, Public Works Director

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments: ER Reynolds

ITEM'S ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6
Meeting Date: January 23, 2017
Department: Finance

ITEM TITLE: Update on requirements to implement Biennial Budgeting

DISCUSSION/ISSUE:

At the Council's January 11, 2017 work session an inquiry was made regarding biennial budgeting.

The following are key characteristics of biennial budgets compared to annual budgets:

Description	Annual	Biennial
Property tax levy	Amount or rate	Amount or rate for each fiscal year – approved/adopted biannually
Budget committee member terms	3-year term	4-year term; may be phased in
Budget Committee approval of budget	Each year	Every other year
Budget Committee meetings	No less than annually	No less than biannually – although I suggest you continue to meet no less than annually
Amounts for previous years, current year estimates and forecasts for budget documents	Amounts are for each fiscal year	There will be a phase in period that includes annual amounts for current and historic fiscal years and biannual (two-year totals) amounts going forward
Budget document	Prepared each year	Prepared every other year
Software – budget and financial reporting	Set up for annual budget and monthly and annual reporting	Will need to be modified

All other “budget law” requirements are essentially the same for biennial budgeting.

FISCAL IMPACT:

Implementing biennial budgeting will have limited upfront costs to update software. Additionally, staff will need to make changes to budget templates, payroll budgeting and other related support materials to implement biennial budgeting. These costs will be offset within two years by reduced staff time associated with preparation of budget materials and documents.

RELEVANCE TO ADOPTED CITY WORK PLAN:

City Service Delivery – staff time reallocated to programs that benefit the public

Communication & trust – no change anticipated, provided the organization continues to communicate regularly with respect to its plans, operations, changes, financial performance, and maintains good financial reporting and standing.

Financial & organizational stability – with City’s use of five-year forecasting, the impact of changing to biennial budgeting may be limited, however, committing to two-year budgets could assist with the execution of capital projects. Whether it be annual or biennial budgeting, financial and organizational stability depends on the successful execution of the plan.

ALTERNATIVES:

- A. Continue annual budgeting
- B. Implement biennial budgeting

RECOMMENDATION:

If the Council desires to implement biennial budgeting, staff recommends implementing with the fiscal year 2017-19 biennium, or the 2019-21 biennium. The two-year period coincides with three key items in Florence:

1. Two-year term of Mayor
2. Staggered four-year terms of Councilors
3. PERS rates are established for July 1, 2017 through June 30, 2019, and each two years thereafter

AIS PREPARED BY:

Andy Parks, Finance Director

**CITY MANAGER’S
RECOMMENDATION:**

Approve Disapprove Other

Comments:

ERReynolds

ITEM’S ATTACHED:

None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7
Meeting Date: January 23, 2016
Department: All

ITEM TITLE: Board and Committee Report – December 2016

DISCUSSION/ISSUE:

Airport Advisory Committee	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
The Airport Advisory Committee meeting that was scheduled for January 18, 2017, is being rescheduled February 15, 2017.	

Airport Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Airport Volunteer Group (AVG) provided 218.5 hours greeting visiting pilots and their passengers at the airport; answering phone calls; and providing general information and directions to local attractions; checking all entrance/exit gates; visually check taxiways to ensure they are free and clear of debris; check loaner cars and collect fees from loaner car users; clean the restrooms and office space at the airport office.	

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

Audit Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
The Audit Committee met with Paul Nielson, CPA, Isler CPA's. They reviewed the status of the audit and discussed timing to receive report.	

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

Economic Development Committee (EDC)	
<u>Department:</u> Administration	<u>Staff:</u> Jesse Dolin – Economic Development Catalyst
The Economic Development Committee did not meet in December.	

Environmental Management Advisory Committee (EMAC)

Department: Planning

Staff: Wendy FarleyCampbell –
Planning Director

EMAC did not meet in December. Their next meeting is scheduled for January 26th at 2pm

Florence Events Center Volunteers / Friends of the FEC

Department: Florence Events Center

Staff: Kevin Rhodes – FEC Director

The Friends have been busy planning and working the 2017 Winter Music Festival scheduled on January 14-15. An update will be provided in the February council report.

FEC Indoor Yard Sale – The next Friends of the FEC Indoor Yard Sale is scheduled for January 28th. The yard sales feature up to 35 vendors and draws anywhere from 800-1000 attendees both locally and from out of the area. The Friends have produced 2-3 yard sales per year for the past 14 years, which has proven to be a consistent fundraising event for the Friends.

Florence Urban Renewal Agency

Department: Administrative

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

FURA met on December 1st to continue the process of the Revision Florence project. Staff presented the results of the 30% Design Acceptance Package (DAP) which was submitted on November 30th. The 30% DAP represents an application point required by ODOT in order to proceed in conjunction with their paving of the highway. Staff also discussed funding options for the ReVision Florence project.

Parks Volunteers

Department: Public Works

Staff: Mike Miller – Public Works Director

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

Volunteers for Old Town Park (Gazebo Park) completed 6 hours of volunteer labor cleaning the flower beds, pruning and weeding at the park during December.

Planning Commission

Department: Planning

Staff: Wendy FarleyCampbell – Planning Director

The Planning Commission met December 13th and held four public hearings, Solv-It single-family residence to commercial office conversion, Extension of Time on Approval of Porter Boat Lift Conditional Use Permit, Verizon Tower Design Review, and a continuation of North Hwy 126 Annexation and Zone Assignment from November 22nd. The Planning Commission voted unanimously to approve the boatlift extension, annexation, zone assignment, and commercial office conversion applications. The Planning Commission voted to approve the Verizon Wireless Tower Design Review application 3-to-2.

Police Auxiliary

Department: Police

Staff: Gary Stine – Auxiliary Coordinator

During the month of December 2016 the Police Auxiliary provided just over 250 hours of service to the Police Department. For the calendar year 2016 we provided 3379 hours of volunteer service or the equivalent of 84.4 work weeks.

We held our annual toy give-a-way for just over 180 children including 7 new babies that came to take their first picture with Santa. The parents enjoy being able to have the children sit on Santa's lap while they take pictures. Through the generosity of residents and business' we gave away hundreds of toys and stuffed animals.

Our other main event was providing 5 complete ham dinners for families that otherwise would not have had a holiday dinner. We coordinated this event with Siuslaw Elementary School. The Auxiliary provided a Holiday pot-luck for the staff of the Police Department and Municipal Court.

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

Police Reserve Officers	
<u>Department:</u> Police	<u>Staff:</u> Tom Turner – Police Chief
Program not active	

Public Art Committee	
<u>Department:</u> Administrative	<u>Staff:</u> Kelli Weese – City Recorder / Economic Development Coordinator
PAC met on December 12 th to hold a ‘field trip’ to old town to review potential locations for public art donations as well as the outdoor gallery project.	

Senior Center Volunteers	
<u>Department:</u> Administrative	<u>Staff:</u> Megan Messmer – Assistant to the City Manager
<p>The Senior Center met on December 13 for their monthly meeting. They have two recent vacancies as two of their board members have resigned. At their last meeting the Board addressed a code of conduct for the facility to help deal with some of the issues that have risen. This applies to the users of the facility and the board members. They are dealing with some issues in the kitchen and working on developing procedures for how they operate. This is due to a changed model with the kitchen manager and the cook. They had a long-term cook and kitchen manager who retired this last year and they are working out the kinks with a new individual and a new way of doing things. Their new kitchen manager also has the desire to be available to provide catering for meetings and events that rent out the facility. The kitchen staff will also be doing a deep cleaning during the holiday break. The board members continue to apply for grants for new equipment and the building expansion goals.</p>	

Transit Advisory Committee (TAC)	
<u>Department:</u> Planning	<u>Staff:</u> Glen Southerland – Associate Planner
TAC did not meet for the month of December. The next scheduled meeting dates are January 18, 2017 and February 15, 2017.	

FISCAL IMPACT:

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

RELEVANCE TO ADOPTED CITY WORK PLAN:

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

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

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments: ERReynolds

ITEM'S ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: January 23, 2017
Department: City Manager

ITEM TITLE: CITY MANAGER REPORT

- Homeland Security Grant

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 9
Meeting Date: January 23, 2017
Department: City Council

ITEM TITLE: CITY COUNCIL REPORTS

- LCOG Restoring Recreational Immunity

RESTORE RECREATIONAL IMMUNITY

REQUEST

Restore recreational immunity to landowners so they continue to allow Oregonians to access their land for recreational use and enjoyment.

BACKGROUND

The Oregon Public Use of Lands Act¹ encourages *public and private* owners of land to make their land available to the public for recreational purposes by providing landowners immunity from tort liability. However, a recent Oregon Supreme Court decision undermined the immunity guaranteed in the Act, which could result in a severe reduction of land available to Oregonians for their recreational use and enjoyment.

What is Recreational Immunity?

Landowners, *both public and private*, who make their land available without charge for recreational use by the public are not liable if a person is injured while using the land for recreational purposes.

The Public Use of Lands Act has increased the availability of land for free recreation by limiting liability to cities, counties, parks, schools and a wide range of private owners, including farmers and timber companies that allow hunters, anglers, hikers, mountain bikers and other members of the public to use or traverse their lands at no charge.

Recreational immunity is the cornerstone principle that secures the public policy goals of the Oregon Public Use of Lands Act.

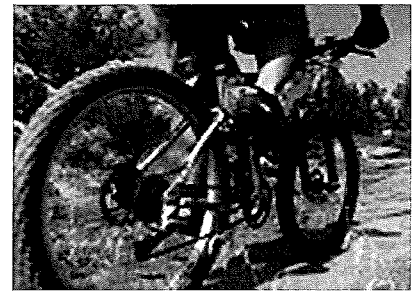
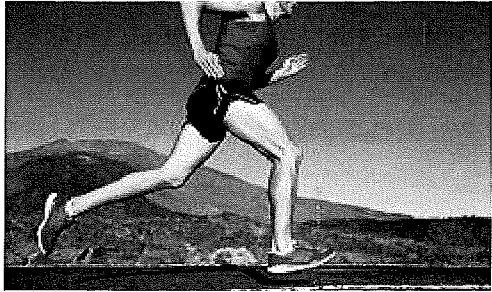


SUPPORTERS

Oregon Recreation and Park Association
Special Districts Association of Oregon
Metro
Oregon Farm Bureau
Oregonians in Action
Oregon Forest Industries Council
Coalition of Oregon Land Trusts
Lane County

League of Oregon Cities
City of Gresham
City of Hillsboro
City of Medford
City of Portland
Association of Oregon Counties
Oregon School Boards Association

RESTORE RECREATIONAL IMMUNITY



OREGON SUPREME COURT CASES

*Johnson v. Gibson*ⁱⁱ

In *Johnson v. Gibson*, the Court held that when the Legislature passed the Public Lands Act, it intended only to immunize the actual landowner, and never intended recreational immunity to protect employees or agents acting on behalf of the landowners.

This ruling effectively undermines a landowner's recreational immunity from tort liability under the Act. Public employers are statutorily required to indemnify their employeesⁱⁱⁱ and most, if not all, landowners will ultimately be responsible for the negligence of their employees that results in injury to a member of the public.

Landowners must now weigh whether allowing the public to recreate on their land and in their facilities is worth the increased risk of liability.

Horton v. OHSU^{iv}

In *Horton*, the Court confirmed the need for statutory liability limitations to satisfy the Oregon Constitution's remedy clause and reinstated a flexible analysis for deciding remedy clause^v cases, which requires the Legislature to clearly demonstrate its reasons for adjusting duties and remedies that one person owes another. Expressly stating the duties owed to members of the public who use public or private land for recreational purposes and why those duties were altered would satisfy the remedies clause and ensure recreational immunity is not illusory for landowners.

PROPOSED AMENDMENTS

Following *Johnson*, we seek to amend ORS 105.672 to restore recreational immunity to a landowner's officers, employees, agents or volunteers who are acting within the scope of their employment or duties.

Following *Horton*, we seek to amend ORS 105.682 to satisfy the remedy clause to expressly state a landowner's duty of care toward members of the public who use the land for recreation without charge.

ⁱ ORS 105.668 - 700

ⁱⁱ *Johnson v. Gibson*, 358 Or 624 (2016)

ⁱⁱⁱ ORS 30.285 & 30.287

^{iv} *Horton v. OHSU*, 359 Or 168 (217-221) (2016)

^v Article I, section 10, of the Oregon Constitution provides that "every man shall have remedy by due course of law for injury done him in his person, property, or reputation."

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			14	15 & 16
17 Council Meeting - Rescheduled	18	19 Council Work Session - Canceled	20	21	22 & 23
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		