

I'm here to address any and all concerns voiced regarding our marijuana cultivation facility on Kingwood.

Apparently there's been some civic energy focused in my direction. I believe I'm dealing with some valid but misdirected concerns.

Although we are not the first marijuana cultivation facility in Florence, unfortunately this particular facility has been announced publically. And even more unfortunately some concerned citizens have spread the idea that this facility is somehow a threat to the adjacent school. That's not good. Nor is true. First, I can assure you that it's no threat. I can prove it too. No problem. I don't fault any concerned citizens for voicing those concerns. I just want a chance to correct any misimpressions that they may have.

This new change in the marijuana law obviously puts new requirements on local governments, parents, educators and everyone else. It's clear that we need to educate everyone on the new subject. Most importantly our youth need guidance on how to deal with this new neighborhood exposure to marijuana. That fact is not in question. I believe that we should focus civic energy on that.

I'll show my cards. I will argue that any civic energy generated on the subject of marijuana should be directed away from the blank building over on Kingwood, and towards education related to student's actual neighborhood exposure to marijuana. This is the real issue.

We too are citizens who would be shocked to action if an actual threat did exist near the school. I do have a history of volunteering. This is not that. That doesn't mean that there aren't new threats to our youth with regards to dealing with the exposure to marijuana. But our building just isn't one of them. I believe the more detail everyone knows about our organic nursery the more they will understand how truly harmless that building is. I'm hoping also to comfort anyone with specific concerns by addressing each of those concerns directly. That's easy. There are specific complaints on the table. I'll address them. Facility emissions of marijuana pollen, security. I'm sure there must be more. But let's step back and take the time to add some perspective as I address those concerns.

It has come to my attention that some members of the community have voiced concerns about the effects of cannabis pollen allergens and their effects on students at the nearby school. The concerns about these allergens in general is valid. However applying these particular concerns to our cultivation facility is not. Here's why.

We will be cloning female plants only. It should be understood that male plants and or marijuana pollen anywhere near this facility is a very large problem for us. In fact, our problem is filtering out any pollen that were sucking in from the neighborhood around us. Keep in mind that every household around us is allowed to have 4 marijuana plants. Unfortunately, they sometimes have pollen producing males. Therefore we have to go to great lengths to filter that out in order to maintain flowering female plants.

The result is, that the air coming in to our facility from the surrounding neighborhood will have a higher marijuana pollen count than the air being exhausted. By definition. My hope is that this information will be comforting to those who have valid concerns about marijuana pollen in general.

Looks like we all can agree. Marijuana pollen is not good to have around schools or marijuana cultivation facilities.

If security is your concern and you want some details about our facility, again perspective is important. Let's put it all together this time.

Here it goes. Perspective.

Your neighbor and I will be growing marijuana. Mine will be in a highly secured facility that is closely regulated by the OLCC. Even extremely small operations like ours are required to have very elaborate surveillance and security systems. For instance, If a student walks by the back of our facility on their way home, I will be watching and recording them go by on one of our 16 security cameras.

We will be growing plants inside a fortress. Steel doors with industrial keypad entry. Surveillance, alarms. Your neighbor has them in the garage. My plants are all tracked with RF ID tags and recorded real-time with the OLCCs tracking system. Our finished product is stored in an inventoried vault. Your neighbor just has it in a wood box by the lazy boy. Are we a security problem? Not so much.

Perspective is important in order to honestly evaluate where best to spend our civic energy. Here's the big question. Should that blank building over on kingwood be the focus of this energy? Or should that energy directed towards education. That's the question.

Script for Annexation

**Mayor:** We will now begin the agenda item concerning the approval of an annexation and zone assignment request. This agenda item will allow the City Council to deliberate on the annexation of various properties and right-of-way as listed in the ordinance materials as applied for by Mr. and Mrs. Loftin, Carey, Benedict, deRyk, and Mr. Bacon and Gillette.

This agenda item will be an opportunity to hear and consider written or oral testimony on the proposed annexation and zoning assignment.

I will now turn it over to our City Recorder Kelli Weese to review the items required for a land use public hearing and officiate the public hearing procedures.

**City Recorder:** Thank you Mayor Henry. This evening we will be holding a public hearing concerning Ordinances 1, 2, 3, and 4, Series 2017.

These proceedings will be recorded.

This hearing will be held in accordance with the land use procedures required by the City and the State of Oregon. This is a legislative land use action involving proposed changes to the City's zoning regulations under Title 10 of the Florence City Code.

Staff has identified the applicable substantive criteria from the City's Zoning Regulations, Florence Comprehensive Plan, and State Law. These criteria have also been listed in the staff report.

For anyone wishing to speak, we are asking you to use the sign-up sheet that has been provided. When coming up to speak, you must state your name for the public record. We ask for your address on the sign-up sheet so that we may provide you notice on the City's eventual decision in this matter.

Written testimony may also be offered and will be considered and made part of the record. To do that, either before or after you speak, please leave the material with me, the City Recorder. I will then make sure your evidence is identified and placed in the record.

With those instructions about the public hearing out of the way, I will ask if any Councilor wishes to disclose an actual or a potential conflict of interest in this matter.

**Councilors:** Makes Declarations *(if any)*

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***[If Declarations are Made]***

**City Recorder:** Councilor \_\_\_\_\_, do you believe that you can make a decision on this issue in an impartial manner?

**Councilors:** *(Councilor replies, if yes continue; If no, Councilor may recuse him/herself)*

**City Recorder:** Any person, during his or her testimony, has the right to rebut the substance of the ex-parte communications just disclosed.

Does any member of the public wish to challenge a Councilor's impartiality?

*(If none, move on; If some, Councilor has the opportunity to rebut statement and makes a decision whether or not to continue or to recuse him/herself)*

*[actual conflict of interest – Councilor must announce the conflict and step down]*

*[potential conflict of interest - Councilor must announce the conflict & state whether (s)he is able to be impartial. If so, Councilor may participate; if not, decision-maker must step down]*

*[ex parte contacts - Councilor must announce the substance and context of the communication, then may participate.]*

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***[Return to Script]***

**City Recorder:** I now open the public hearing for Ordinance No. 1, 2, 3, and 4, Series 2017, it is \_\_\_\_\_ o'clock.

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***[Staff Report]***

**City Recorder:** May we please have the staff report

**Planning Staff:** Presents Staff report

*[Staff introduces the topic, staff report, and presents background information, and states list of criteria for approval]*

**City Recorder:** Does any Councilor have questions of the staff?

*[Council Questions of Staff – No Deliberations]*

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**[PUBLIC HEARING PROCEDURE]**

**City Recorder:** We will now begin the taking public testimony. Copies of the written comments received prior to the hearing this evening have been distributed to the City Council.

**City Recorder:** We will be taking testimony from the applicant, proponents, opponents and those that are neutral. Copies of the written comments received prior to the hearing this evening have been distributed to the City Council.

***[Applicants]***

**City Recorder:** We will now begin the public hearing starting with the applicant. Please give your name when you come to the table to speak and make sure to sign in if you haven't already done so.

**Applicant:** Gives Testimony *[if any]*

**City Recorder:** Councilors, do you have any questions of the applicant?

**Councilors:** Ask Questions *[if any]*

**[Proponents]**

**City Recorder:** Are there any proponents, or people for the request that wish to speak.

**[If someone comes forward]**

Please give your name when you come to the table to speak, and make sure to sign in if you haven't already done so.

**Proponents:** [if any]

**City Recorder:** [After each speaker] Councilors, do you have any questions of Mr. / Ms. \_\_\_\_\_.

**[Opponents]**

**City Recorder:** Are there any opponents, or people against the request that wish to speak.

**[If someone comes forward]**

Please give your name when you come to the table to speak, and make sure to sign in if you haven't already done so.

**Opponents:** [if any]

**City Recorder:** [After each speaker] Councilors, do you have any questions of Mr. / Ms. \_\_\_\_\_.

**[Neutral Parties]**

**City Recorder:** Are there any neutral persons who may not feel one way or the other on the issue but would still like to speak.

**[If someone comes forward]**

Please give your name when you come to the table to speak, and make sure to sign in if you haven't already done so.

**Neutral:** [if any]

**City Recorder:** [After each speaker] Councilors, do you have any questions of Mr. / Ms. \_\_\_\_\_.

**[Staff Rebuttal]**

**City Recorder:** Does the staff wish to respond to any of the testimony received?

**Staff:** Offers response [if chooses]

**City Recorder:** [if staff responds] – Councilors, do you have any questions of the staff?

**[Applicant Rebuttal]**

**City Recorder:** Does the applicant wish to respond to any of the testimony received?

**Applicant:** Responds [if chooses]

**City Recorder:** [if applicant responds] – Councilors, do you have any questions of the applicant?

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**[DECISION TO CLOSE OR LEAVE OPEN PUBLIC HEARING SUBJECT MATTER]**

**City Recorder:** Now is the opportunity to discuss closing the public hearing. Does the City Council or staff see any reason to continue the public hearing or hold record open to allow for additional arguments?

Hearing none, I now close the public hearing it is \_\_\_\_\_ o'clock.

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***[If Public Hearing is left open or hearing is continued]***

**Mayor:** The City Council will continue discussions on Ordinance No. 1, 2, 3, and 4, Series 2017 at the March 6, 2017 City Council meeting. – [DONE WITH AGENDA ITEM - MOVE ON TO NEXT ITEM ON AGENDA]

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***[If Public Hearing is Closed –***

***[City Council Deliberations / Decision]***

**City Recorder:** Mayor Henry, will you please facilitate the deliberation on this agenda item, making sure to allow each Councilor an opportunity to speak.

*(Council Deliberates)*

**City Recorder:** Hearing no further deliberations, Mayor Henry, will you please facilitate the City Council's decision on each of the 4 ordinances.

**(MOVE TO ORDINANCE PROCEDURES)**

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# Heceta Beach Lookout South Harbor Vista Annexation & Zone Assignment Ordinances 1, 2, 3, & 4, Series 2017



## Introduction

- Three original petitioners of dev. property
  - Daniel & Sheryll Loftin 10/28/16
  - Jon & Janet deRyk 11/2/16
  - Carey 11/7/16
- Benedick added 12/28/16
- Annexation = 4 properties as referenced in Exhibits A & B of Ord. 1, 2, & 3.

## Annexation Criteria

### **Oregon Revised Statutes:**

ORS 222.111, 222.120, 222.125, and 222.170(2)

### **Florence Realization 2020 Comprehensive Plan:**

Chapter 1: Citizen Involvement, Policy 4

Chapter 14: Urbanization, Policies 1 and 3 through 7

● Heceta Beach-Lookout-South Harbor Vista-Annexation

02/6/2017 ● 3

## Zone Assignment Criteria

### **Florence City Code:**

Title 10, Chapter 1: Zoning Regulations, Sections 10-1-1-5-E-3 and 10-1-2-3 and 10-1-3-B-4

Title 10, Chapter 11 – Single Family Residential

Title 10, Chapter 14 – Neighborhood Commercial

Title 10, Chapter 19–Estuary Shorelands Beaches and Dunes

### **Florence Realization 2020 Comprehensive Plan:**

- Chapter 2, Land Use, Policies 1 & 8, Section on Commercial & Residential Designations

● Heceta Beach-Lookout-South Harbor Vista-Annexation

02/6/2017 ● 4

## Property to be Annexed



● Heceta Beach-Lookout-South Harbor Vista-Annexation

02/6/2017 ● 5

## Property to be Annexed, cont.



- Heceta Beach-Lookout-South Harbor Vista-Annexation

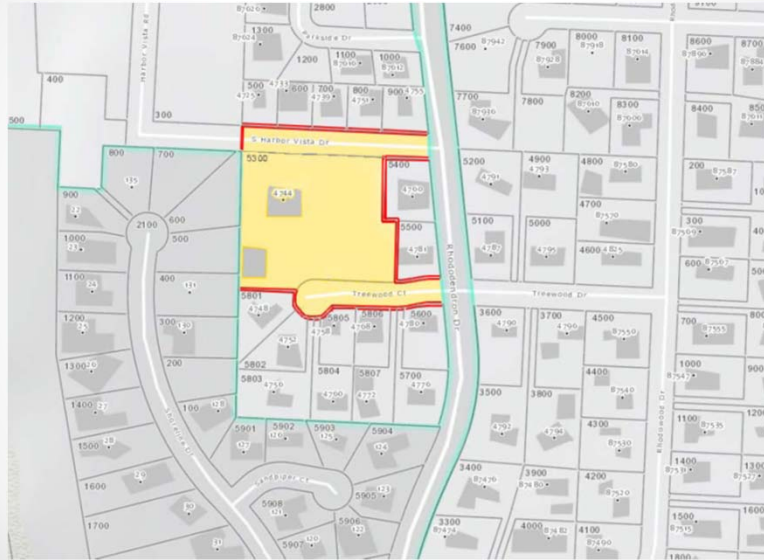
02/6/2017 ● 6



## Ord. 2 Area of Annexation



## Ord. 3 Area of Annexation



● Heceta Beach-Lookout-South Harbor Vista-Annexation

02/6/2017 ● 9

## Utilities & Access

- Water: Maintain Heceta Water PUD
- Sewer:
  - Lookout—1<sup>st</sup> St.
  - Heceta Beach RV—Rhododendron Dr.
  - S. Harbor Vista—S. Harbor Vista
- Access: Existing, may add S. Harbor Vista

● Heceta Beach-Lookout-South Harbor Vista-Annexation

02/6/2017 ● 10

## Consents

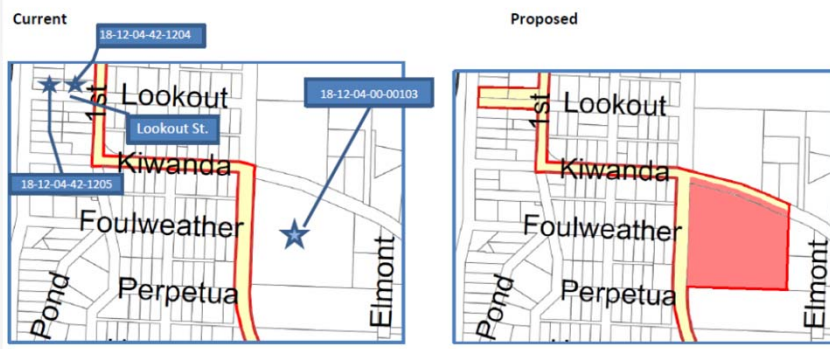
- ORS 222.125--Double Majority Met:
  - 100% owners & majority of electors
- ORS 222.170--Triple Majority Met:
  - More than ½ of the owners of land, who
  - Own more than ½ of the land, which
  - Represents more than ½ of assessed value

● Heceta Beach-Lookout-South Harbor Vista-Annexation

02/6/2017 ● 11

## Ord. 4 Zoning Map

Zoning Assignment: Properties 1, 2, & 3 and ROW 1 & 2

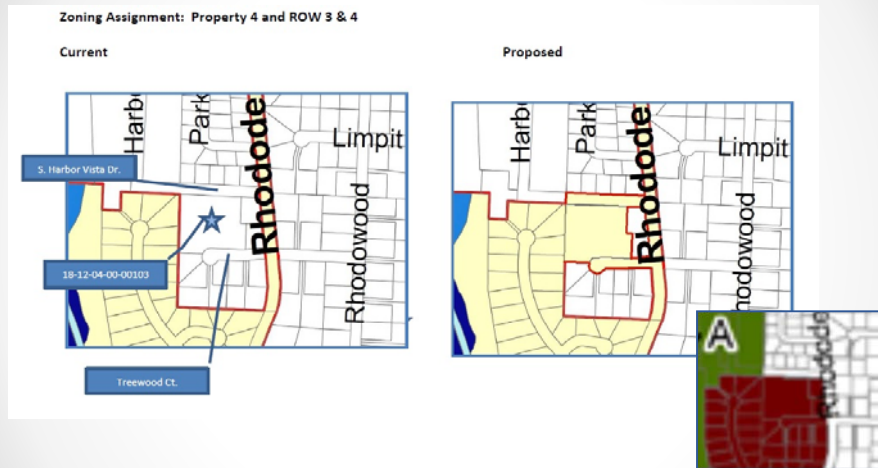


- Neighborhood Commercial District &
- Single Family Residential

● Heceta Beach-Lookout-South Harbor Vista-Annexation

02/6/2017 ● 12

## Ord. 4 Zoning Map, cont.



- Single Family Residential &
- Residential Development Shoreland Management Unit Overlay

● Heceta Beach-Lookout-South Harbor Vista-Annexation

02/6/2017 ● 13

## Public Comments

- No written testimony
- Several verbal inquiries

● Heceta Beach-Lookout-South Harbor Vista-Annexation

02/6/2017 ● 14

## Referral Comments

- Lane County Transportation:
  - Concurs with annexation of rights-of-way
    - Heceta Beach & S. Harbor Vista – County maintenance
    - Lookout & Treewood – City maintenance
  - ROW not sized to accommodate stormwater from private property developments
- Siuslaw Valley Fire & Rescue: No Concerns

● Heceta Beach-Lookout-South Harbor Vista-Annexation

02/6/2017 ● 5

## Alternatives

1. Approve Ord. 1, 2, 3, & 4 as presented or with modifications
2. Deny the petition for annexation and zone assignment through resolution with reasons for the denial, or
3. Continue the public hearing or leave the record open for more information.

● Heceta Beach-Lookout-South Harbor Vista-Annexation

02/6/2017 ● 16

# Recommendation

## Alternative 1: Concur with PC's recommendation

Approve Ordinances 1, 2, 3, & 4, modifying:

- pages 2, 3 & 9 of the Findings, reflecting Treewood & Lookout will be City's maintenance responsibility
- Recital 1 of Ordinance 2 and pages 1 & 2 Exhibit C correcting spelling to "Benedick"

# Questions?



**CITY OF FLORENCE  
RESOLUTION NO. 2, SERIES 2017**

**A Resolution of the City of Florence Oregon adopting the 2017-2018 Work Plan.**

**RECITALS:**

1. The City Council periodically establishes goals to guide its actions in carrying out the business of the City.
2. The City Council considered and identified its goals during its annual planning sessions in 2015/16.
3. The City Council agreed at its January 11<sup>th</sup> City Council work session that the City goals adopted in 2016 still met the values of the City of Florence for 2017 and 2018 and thus should be continued.
4. The City Council has worked with staff to prioritize the objectives and tasks to be worked on during the 2017 and 2018 calendar years.
5. The City Council has indicated an intent to utilize the 2017-2018 work plan priorities in the creation of the upcoming budget.

Based on these findings,

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

1. The City of Florence approves the 2017-2018 Work Plan as set forth in Exhibit A.
2. This Resolution takes effect immediately upon adoption.

**ADOPTION:**

This Resolution is passed and adopted on the 6<sup>th</sup> day of February, 2017.

\_\_\_\_\_  
Joe Henry, Mayor

Attest:

\_\_\_\_\_  
Kelli Weese, City Recorder

# Stormwater Management

Integration of stormwater management with the communities' broader plans for economic development, infrastructure investment and environmental compliance.



## 2000 Stormwater Management Plan (AKA) Stormwater Master Plan

- Floods of 1996
- 1998 Development of the Stormwater Management Plan
- 18-months to complete
- 14-member Stakeholder Advisory Committee
- Completed in October 2000
- Stormwater Utility established in December 2005
- Collection of fees in 2006 (Stormwater Utility and SDC)

## 2000 Stormwater Management Plan

### Purpose

- Improve surface water quality
- Protect groundwater quality
- Reduce Flooding and Stream Erosion
- Control Erosion and Sediment
- Preserve Natural Hydrology
- Endangered/Threatened species

## 2000 Stormwater Management Plan

### Outcomes

- Address flooding problems
- Improve water quality
- Protecting the quantity and quality of the aquifer
- Protection of valuable natural resources (wildlife habitat)
- Upgrades and expansion over a 20 year horizon
- Establishment of Stormwater Utility Fee and System Development Charge

## 2000 Stormwater Management Plan

### Objectives

- Protect private and public property from stormwater and groundwater related damage
- Maintain public access to critical facilities at all times
- Protect the quantity and quality of the aquifer
- Provide improvements that will limit negative stormwater related impacts to the community
- Implement a stormwater management program that will satisfy current and future regulatory requirements
- Develop a stormwater management plan that defines the required improvements and associated costs.

## 2000 Stormwater Management Plan

### Objectives

- Develop a stormwater management plan that will not adversely affect wetlands, creeks, streams, and the river, while meeting the needs of the City
- Protect and enhance the quality of life in the area
- Recommendations must be able to be implemented from a physical, economic and political perspective
- Improvements to be maintained by the City within a structure that can be funded

## 2000 Stormwater Management Plan



## 2000 Stormwater Management Plan

### Priority Ranked Projects

- Rhododendron channel (Mariners Village – Fairway Estates)
- Munsel Lake Road drainage and diversion
- Pine Court Pump Station
- Greentrees (taken care of by Park Village)
- Rhododendron Drive and North Jetty Rd (outside City limits – Idylewood)
- Spruce Street culverts – south of Florentine Estates
- Undeveloped area north of Munsel Lake Road
- Hwy 101 south of Munsel Lake Road

## 2000 Stormwater Management Plan

### Priority Ranked Projects

- Hwy 101 north of Munsel Lake Road
- Golf Course bypass (Siano Loop)
- Drainage east of airport (20<sup>th</sup> Street drainage)
- Downtown area (Maple Street, 6<sup>th</sup> Street, Hemlock)
- Total cost \$4,543,000 (June 2000)



## Stormwater Utility Fees and SDC's

- Begin collecting Stormwater monthly utility fees in 2006
- SDC's on new development – begin assessment in 2006

FY 2017 Revenues \$530,000

What do the fees pay for?

1 FTE

Street sweeping operations

O&M on existing system

System expansion/capacity increasing projects

Very much pay as you go (very little debt)



## 2000 Stormwater Management Plan



## 2000 Stormwater Management Plan

### Projects completed

- Maple Street (9<sup>th</sup> to 6<sup>th</sup>)
- 6<sup>th</sup> Street (Maple to Juniper)
- Spruce Street Phase 1 (Terminus of Spruce south to Munsel Lake Rd)
- Spruce Street Phase 2 (from Spruce St west to Hwy 101, south along Hwy 101 to 42<sup>nd</sup> Street)
- Spruce Street Phase 3 (42<sup>nd</sup> to 40<sup>th</sup> along Hwy 101 to 40<sup>th</sup> at eastern property line of Presbyterian Church)
- Spruce Street Phase 4 (40<sup>th</sup> to 38<sup>th</sup> and outfall to Munsel Creek)



## 2000 Stormwater Management Plan

### Projects completed

- Siano Loop
- 12<sup>th</sup> Street crossing south of Airport runway
- Re-ditching of SCS ditch between 42<sup>nd</sup> and 40<sup>th</sup>
- Re-ditching of drainage ditch north of 20<sup>th</sup> Street
- Culvert installation at 12<sup>th</sup> Street west of Greenwood
- 1<sup>st</sup> Street – Hemlock to Ivy Street
- Nopal between 1<sup>st</sup> and Bay Street
- Willow Street storm drain project (piping of open channel)
- Leelo Court



## 2000 Stormwater Management Plan

### Priority Ranked Projects

- ~~Rhododendron channel (Mariners Village – Fairway Estates)~~
- ~~Munsel Lake Road drainage and diversion~~
- Pine Court Pump Station
- ~~Greentrees (taken care of by Park Village)~~
- Rhododendron Drive and North Jetty Rd (outside City limits – Idylewood)
- Spruce Street culverts – south of Florentine Estates
- ~~Undeveloped area north of Munsel Lake Road (Spruce Village)~~
- ~~Hwy 101 south of Munsel Lake Road~~
- Hwy 101 north of Munsel Lake Road
- ~~Golf Course bypass (Siano Loop)~~
- ~~Drainage east of airport (20<sup>th</sup> Street drainage)~~
- Downtown area (Maple Street, 6<sup>th</sup> Street, Hemlock, 1<sup>st</sup> Street)

## Why Stormwater Management



## Why Stormwater Management



## Why Stormwater Management



## February 2017 Rain Event



## Stormwater Master Plan Update

- Builds upon the 2000 Stormwater Management Plan
- Review uncompleted projects from the 2000 plan
- Review existing/known problems
- Updates Capital Improvement Plan
  - Budgeting
  - Design
  - Construction (opportunities for staging/phasing projects)

## Tasks

- Data acquisition
- Public Meeting
  - Pinpoint flooding areas
  - Other problem areas
- Field data collection
  - Assessment of existing culverts
  - Assessment of existing flows
- Drainage mapping
- Development of Master Plan update

### Noted areas of concern

- Ivy Street – 6<sup>th</sup> to 8<sup>th</sup>
- Juniper St. - Rhody to 2<sup>nd</sup> St.
- Juniper St. – 7<sup>th</sup> to 8<sup>th</sup>
- 8<sup>th</sup> Street – Hwy 101 to Maple
- 10<sup>th</sup> and Spruce
- Nopal St. – 1<sup>st</sup> to 2<sup>nd</sup> St.
- Pine St. – 29<sup>th</sup> to 28<sup>th</sup> St. to Hwy 101
- 46<sup>th</sup> St. – Oak to Hwy 101
- Hwy 101 – west side north of Munsel Lake Rd

## Culverts to be assessed

- Munsel Creek at Spruce/12<sup>th</sup>
- Munsel Creek at 18<sup>th</sup> St.
- Un-named creek at 31<sup>st</sup>
- Munsel Creek at 23<sup>rd</sup>/Willow
- Munsel Creek crossing at WTP

Engineering Proposal \$71,760

Timeline: March – November 2017

## Engineering Services for 'Old Town'

### 6<sup>th</sup> Street Project

- Juniper to Hemlock
- Along Hemlock from 6<sup>th</sup> to 1<sup>st</sup>

1650 LF of 36-inch pipe

Construction Est. \$737,200

Engineering Service Fee

\$93,342

12.66% of project cost



## Engineering Services for 'Old Town'

### 2<sup>nd</sup> Street Project

- Kingwood to Ivy Street
- Ivy between 2<sup>nd</sup> and 1st

910 LF of 18-36 inch pipe

Construction Est. \$331,100

Engineering Service Fee

\$42,168

12.74% of project cost



### Questions



*City of Florence*  
**A City in Motion**

## Florence Events Center



A Day in the Life of Event Management

## Florence Events Center



21,000 Square Foot Facility



➤ 7,800 sq. ft. Meeting Space  
with Movable Walls



450 Seat Proscenium Theater

## The Staff

Jennifer



Matt



Kim



Sandi



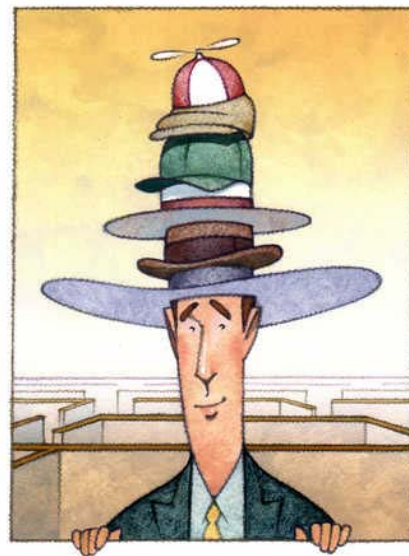
El Jefe



Service  
With a  
smile!

## Event Management

- Being that we have a small staff at the FEC requires everyone to wear multiple hats, however the majority of what staff works on in a typical day is event coordinating and event management



## Event Management



This is what we do!

## Event Management

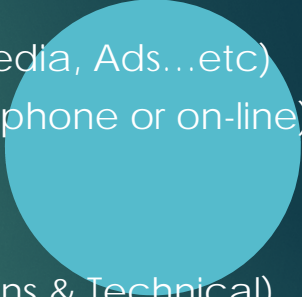


...and this is what a weekend looks like!

- 
- 
- ▶ Business News Daily ranked the most stressful jobs of 2016 - and Event Coordinators ranked #5 out of the top 10



## Daily Responsibilities consist of...

- 
- ▶ Booking & Coordinating Events
  - ▶ Advertising (Website, Centerstage, Social Media, Ads...etc)
  - ▶ Ticketing Services & Accounting (Box office, phone or on-line)
  - ▶ Food & Beverage Coordination
  - ▶ Staff and Volunteers Scheduling
  - ▶ Operations (Set-ups, Changeovers, Teardowns & Technical)

Technology plays an increasingly vital role in today's events



Whether it's Audio / Visual Presentations

theatrical productions...





- Events continue to become more technical, which requires greater investment and expertise.





Technology can be a useful servant,  
but a dangerous master!

### We Host a Variety of Events

- ▶ Festivals
- ▶ Theatrical Productions
- ▶ Conferences
- ▶ Concerts
- ▶ Dances
- ▶ Private Parties
- ▶ Banquets
- ▶ Luncheons
- ▶ Award Ceremonies
- ▶ Business Meetings
- ▶ Class & Family Reunions
- ▶ School Functions
- ▶ Educational Trainings
- ▶ Weddings & Receptions
- ▶ Memorial Services



## Emergency Generator

- Emergency Evacuation Facility
- Thru Homeland Security Grant 2012
- Installed Emergency Generator
- Contracted w/ American Red Cross



## Booking Events

- ▶ Booking an event is typically generated via:
  - ▶ Phone Calls
  - ▶ Direct Emails
  - ▶ Emails received through the FEC Website
  - ▶ Walk-ins

With the goal of providing quality customer service, our aim is to respond to inquiries asap and make the entire process from beginning to end a smooth and seamless experience.

# Booking Events

- ▶ With the FEC hosting over 400 events per year, each event requires a license agreement, in which the contracts specifies the terms of the agreement

**FLORENCE EVENTS CENTER  
LICENSE AGREEMENT**

**PARTIES:**  
**THIS AGREEMENT, made this 18th Day of January, 2017, between the FLORENCE EVENTS CENTER, a department of the city of Florence, HEREIN AFTER CALLED "CENTER" and**

**City of Florence**  
**Alicia Megan Messmer**  
**259 Highway 101**  
**Florence, OR 97439**

**HEREIN AFTER CALLED "CENTER"**

It is understood and agreed the term "CENTER" will, throughout this agreement also refer to the duly appointed representative of the **FLORENCE EVENTS CENTER.**

**EVENT NAME/DATES/STATE OF THE City – January 30<sup>th</sup>, 2017**

**GRANT OF LICENSES/PREMISES:** CENTER hereby grants to LICENSEE a non-assignable right, subject to all the terms and conditions of this Agreement, to use and occupy the herein named portions of the Center for the period and purpose(s) as described below. Licensee does not gain exclusivity to spaces other than those specifically named: Use of 3 Meeting Rooms January 30<sup>th</sup>, 2017. Load-in time 3:00 pm, and Load out at 10:00 pm. Event time is Monday January 30<sup>th</sup> at 6 pm. Quest for includes setup, on site tech & custodial. Any additional items will be billed separately. Please submit publicity notice to [jennifer@centerceter.org](mailto:jennifer@centerceter.org) no later than the 10<sup>th</sup> of the month prior to the event.

**FEES/TIMES:** LICENSEE agrees to pay CENTER: **Three Hundred Dollars (\$300.00)**. No deposit is required. Payment is due within 30 days after the event date. The return of the two signed contracts is due prior to the event. Rental fees are for an eight hour event include: tables, chairs, general lighting and a one time set up. Additional charges for technical labor/equipment used are billed and due upon completion of the event. It is the responsibility of the LICENSEE to inquire as to any/good additional billing charges, if applicable. Bow Office charges (if applicable) include a ticket surcharge of \$3.00 per ticket and 4% credit card convenience fee. Center collects 12% of all merchandise sales, i.e., cassette tapes, shirts, etc., etc.

**APPROVAL OF CONTRACT:** It is agreed that the contract will not be in force until it has been signed by both parties and approval has been given by the Center Director. If not approved, all deposits will be refunded to LICENSEE.

**FOOD AND BEVERAGE:** All catering, concessions, beverage service and kitchen usage to be arranged through the Catering Center @ 541-829-1475 or 541-231-6283. Advance written permission is obtained from the Center Director. All alcohol must be provided and served by Pavilion Catering, unless a written agreement, done in advance, has been approved by both the Center Director and Pavilion Catering.

**CONDITIONS AND REGULATIONS:** The Conditions and Regulations are hereby made part of this agreement by reference. Licensee must comply to any and all music license requirements under the current copyright laws. User agrees to hold harmless, indemnify and defend the City of Florence against any claims arising out of the sole negligence of LICENSEE to provide, prior to the event, a certificate of insurance naming the CENTER as an additional insured, or a signed City Of Florence waiver of liability agreement.

**FOR LICENSEE SIGNATURE:**

Date: \_\_\_\_\_ Signature \_\_\_\_\_ Print Name and Title \_\_\_\_\_

**FOR CITY OF FLORENCE SIGNATURE:**

Date: \_\_\_\_\_ Signature \_\_\_\_\_ Print Name and Title \_\_\_\_\_

**K**

Florence Events Center, 715 Quince Street, Florence, OR 97439  
(541) 997-1994 - 1-888-968-0640 (Toll Free) (541) 992-0991 (Fax)

## Booking Events

- ▶ Users are also required to provide a Certificate of Insurance naming the FEC as additionally insured
- ▶ Should there be an incident, the users insurance handles the primary coverage and the FEC's insurance is secondary

[illegible]

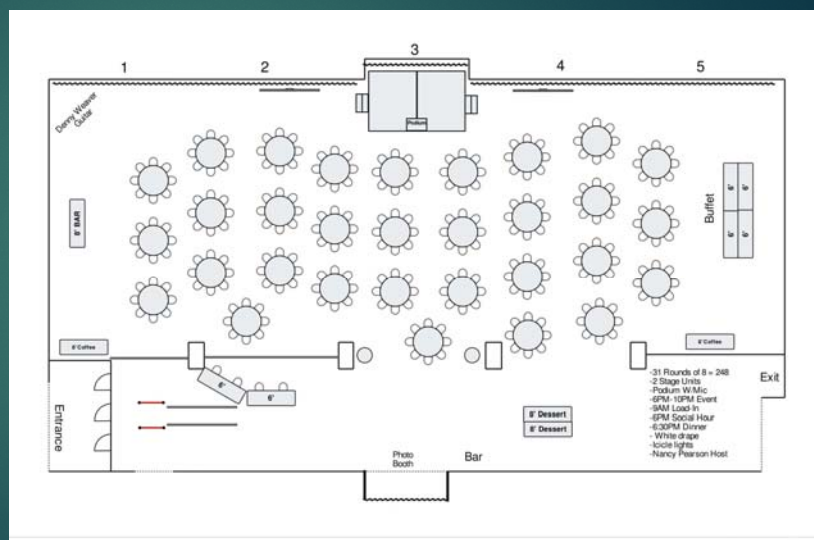
## Booking Events

- ▶ Once a date is booked, event related meetings can vary from one to multiple meetings
- ▶ Planning an event is done through a combination of emails, phone conversations and committee meetings



## Booking Events

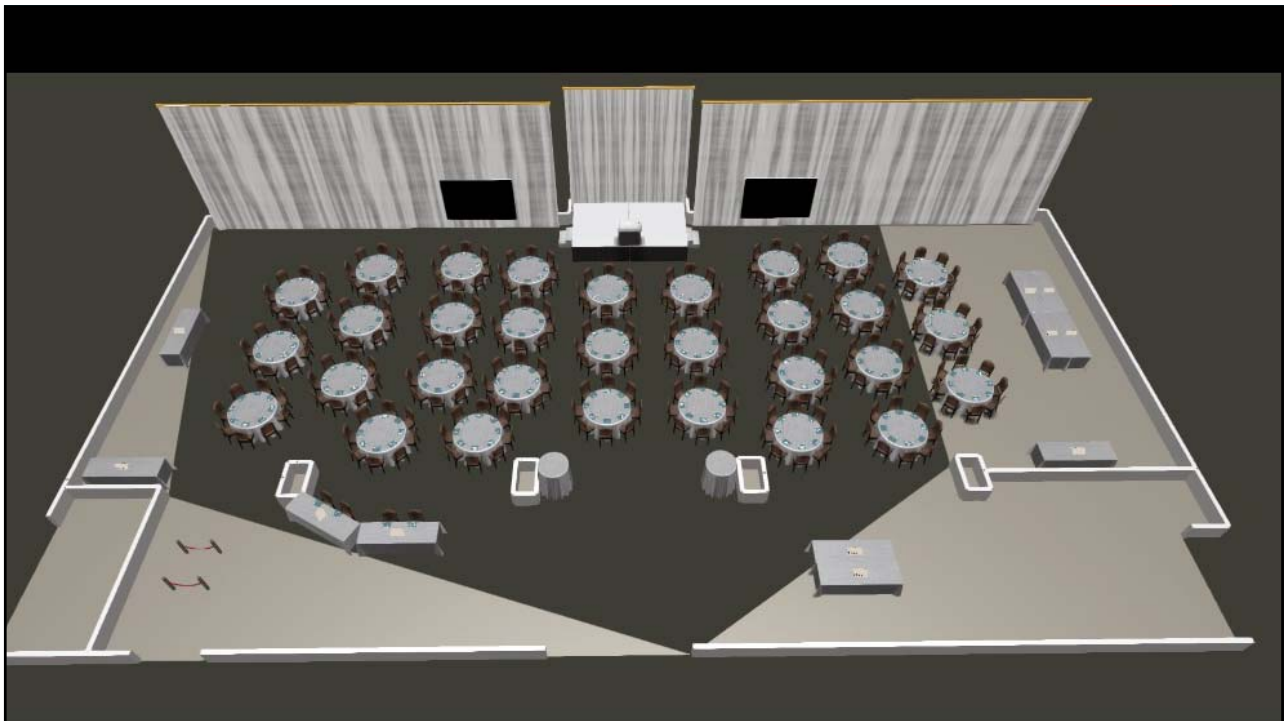
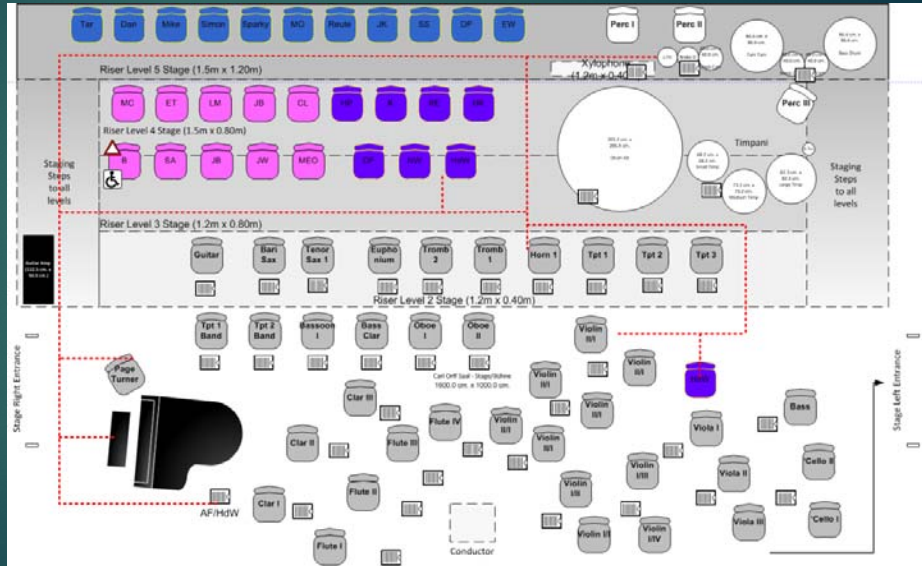
- ▶ When working with clients, we use a cloud based program called Social Tables to create event floorplans
- ▶ If needed, Social Tables enables us to prepare layouts in real time



# Booking Events

This is an extremely helpful and efficient tool that saves us time and minimizes stress for our clients

It allows our clients the confidence of knowing what to expect with their set up upon their arrival

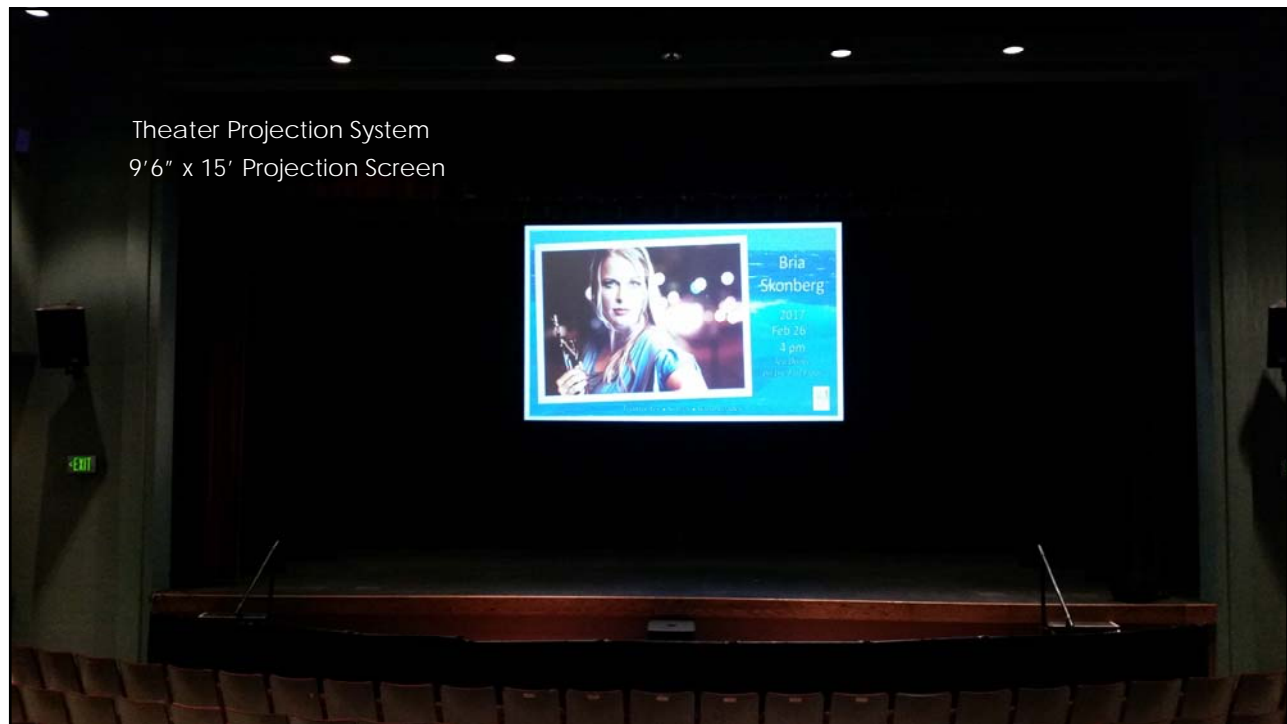


## Booking Events

- ▶ As a venue, we are required to maintain music licenses for all functions held at the Events Center. There are three major licensing organizations, ASCAP, BMI and SEASAC. The FEC maintains those licenses by paying annual dues. Since we are a City owned facility, we have a government license which covers all City of Florence events held within our departments.



Operationally, we strive to make continued improvements and upgrades in our facility in order to keep it looking fresh and technically current.



- ▶ Gathering quotes to upgrade our Theater Sound System
- ▶ Facility LED Lighting upgrade that will result in rebates to offset expenses

And, we are working on improvements down to the tiniest of details....

It may not be the most important work in the city, butt, the bottom line is...

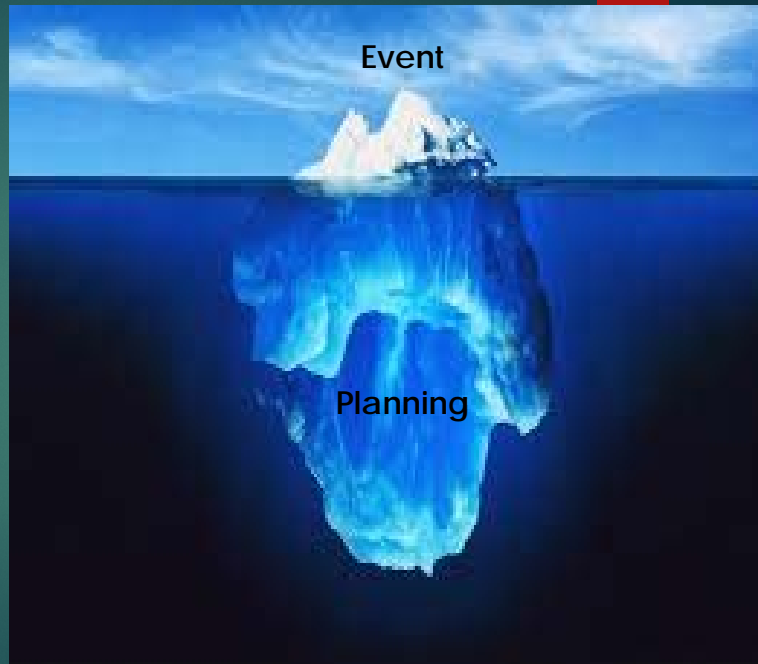
it's a top priority to everyone at one point or another!



When a patron or client attends a function at the FEC, our objective is that it comes across as an organized and seamless event.

The experience of an event is brief in comparison to the numerous hours spent on planning, preparation and coordination.

The event is just the tip of the iceberg!



The mission of the Florence Events Center is to provide multicultural enrichment to the community; to provide a welcoming accessible facility for residents and visitors; and to promote events and conventions for the benefit of the greater Florence area

- Our staff is proud of our awesome facility and will continue to work hard in supporting both the FEC mission statement and the Council Goals in which they fall under



**City of Florence**  
**Budget Calendar**  
**Fiscal Years 2017-19**

**DRAFT**

Prepared date: February 3, 2017

Description	Parties	Dates
Council Goal Setting and Work Plan	Mayor, Council, City Manager and management team	Dec./Jan. 6-Feb
Budget calendar - implement bi-ennial budgeting	Mayor, Council, City Manager	6-Feb
Estimate current year-end revenue and expenditures	Management team	28-Feb
<b>Budget Committee work session - review mid-year financials, forecasts and significant budget issues</b>	Mayor, Council, City Manager and management team	8-Mar
Update salary schedule and personnel costs for two fiscal years - distribute to management team for review	HR & Finance Director	15-Mar
Update CIP - five years	Management team	29-Mar
Requested departmental budgets prepared and provided to finance - by fiscal year for FYE 6/30/18 and 6/30/19	Management team	29-Mar
Updates to five-year financial plan, e.g., staffing and other assumptions provided to finance director (through FY 2022)	Management team	29-Mar
Department meetings with City Manager and Finance Director	Management team	week of April 17
Finance director review year-end revenue and expenditure estimates - resolve items with management team and City Manager	Finance Director	week of April 24
Budget narrative updates completed and submitted to finance	Management team	28-Apr
Provide and publish "Notice of Budget Committee Meeting" (ORS 294.426)	Finance Director	3-May
First Budget Committee meeting - read budget message and release budget (ORS 294.408 and 294.426)	Budget Committee, City Manager and management team	5/15 week of May 22 *
Additional Budget Committee meetings (ORS 294.428)		week of May 22
Budget Committee approves budget (ORS 294.428)		
Public hearing; adopt budget; levy taxes (ORS 294.456)	City Council	12-Jun

\* Due to potential scheduling conflicts with FURA, we may need to have one or more additional budget committee meetings the week of May 15

**Color Guide**

Council

Budget Committee

Management team

City Manager or Finance Director