



City of Florence
A City in Motion

**City of Florence Council
 Regular Session**

Florence Events Center
 715 Quince Street
 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 22, 2018

AGENDA

5:30 p.m.

Councilors:

Joe Henry, Mayor

Joshua Greene, Council President Ron Preisler, Council Vice-President
 Susy Lacer, Councilor Vacant, 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.

Proceedings will be recorded for rebroadcast on Cable Channel 191 and the City of Florence Vimeo Site.

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

5:30 p.m.

PRESENTATIONS & ANNOUNCEMENTS

- New Employee Introductions
 - Christina Ros - Senior Accountant
- 2018 City Board, Committee & Commission Appointments ~ Mayor Henry

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

ACTION ITEMS

3. CITY COUNCIL VACANCY DELIBERATION, VOTE & APPOINTMENT

Consider the applicants for the City Council vacancy, perform public paper ballot vote and make final determination on City Council vacancy appointment.

Kelli Weese
 City Recorder /
 Economic Dev.

4. OREGON REGIONAL SOLUTIONS WORKFORCE HOUSING INITIATIVE

Consider authorizing staff to apply for a Request for Applications (RFA) for the State of Oregon Housing and Community Services Request for Applications for the Workforce Housing Initiative.

Kelli Weese
 City Recorder /
 Economic Dev.

REPORT ITEMS

5. BOARD AND COMMITTEE REPORTS

Report on the workings of the City's Boards & Committees for the Month of December 2017.

Staff
Various

6. CITY MANAGER REPORT

Erin Reynolds
City Manager

7. CITY COUNCIL REPORTS

Joe Henry
Mayor

COUNCIL CALENDAR

All meetings are held at the Florence Events Center (715 Quince Street, Florence Oregon) unless otherwise indicated

Date	Time	Description
January 24, 2018	- - -	City Council Work Session <i>Canceled</i>
February 5, 2018	5:30 p.m.	City Council Meeting
February 7, 2018	10:00 a.m.	City Council Work Session <i>Tentative ~ Location TBD</i>
February 19, 2018	- - -	Presidents Day Holiday <i>City Offices Closed</i>
		City Council Meeting <i>Rescheduled to 2.26</i>
February 21, 2018	- - -	City Council Work Session <i>Canceled</i>
February 26, 2018	5:30 p.m.	City Council Meeting <i>Tentative – One Week Prior to 3.5 Council Meeting</i>

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1
Meeting Date: January 22, 2018
Department: Mayor & Council

ITEM TITLE: APPROVAL OF AGENDA

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2
Meeting Date: January 22, 2018
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 22, 2018
Department: City Council

ITEM TITLE: City Council Vacancy Appointment

DISCUSSION/ISSUE:

During the December 18, 2018 City Council meeting, the City Council reviewed the potential options for the recruitment to fill the City Council vacancy and approved the timeline / process. The application period closed on January 12, 2018 at 5:00 p.m. On January 16th, the City Council held a work session to review the applications received and elected to hold four interviews on January 18th.

The January 22nd City Council meeting offers the Council an opportunity to further deliberate toward their decision to fill the Council vacancy. Once each Councilor has had an opportunity to speak, the next step would be to perform a public paper ballot vote. These votes would be cast by each Councilor individually, then read by the City Recorder to determine the Council's decision for the best candidate.

Should any tie votes be received, the Council may continue to deliberate and vote until a majority vote is received (3 Council members), or may elect to perform additional steps as decided by the City Council.

Once a final consensus is determined via paper ballots, the Council would then be tasked with officially appointing the selected party to the City Council via a motion and vote.

Should the Council make a final appointment at the January 22nd City Council meeting, Staff will contact the selected party and setup date/times to work with Mayor Henry and Staff for preliminary orientation training. The new Councilor would then be sworn into office at the February 5th City Council meeting. In addition, staff will also contact those parties who applied to the position but were not selected.

FISCAL IMPACT:

Staff time to complete recruitment process.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Appointment of a new City Councilor is relevant to all City Council goals, but most importantly – Goal 1: City Service Delivery; Goal 4: Communication & Trust; and Goal 5: Financial & Organizational Sustainability.

-
- ALTERNATIVES:**
1. Approve the City Council's selection for the vacancy appointment
 2. Do not approve selection and request additional information from applicants including written and/or verbal interviews
 3. Do not approve selection and request the recruitment process be reopened to allow for additional applicants.
-

RECOMMENDATION:

Approve the City Council's selection for the vacancy appointment.

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

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

ITEM'S ATTACHED: None

Reference Information:

- December 18th City Council Meeting - <http://www.ci.florence.or.us/council/city-council-meeting-159>
 - January 16th City Council Special Work Session – <http://www.ci.florence.or.us/council/city-council-special-work-session-2>
 - January 18th City Council Special Work Session - <http://www.ci.florence.or.us/council/city-council-special-work-session-1>
-

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4
Meeting Date: January 22, 2018
Department: Administration

ITEM TITLE: Oregon Regional Solutions Workforce Housing Initiative

DISCUSSION/ISSUE:

Project Overview:

The State of Oregon Housing and Community Services Department recently announced that the Regional Solutions Agencies through the Governor's Office are seeking applications from private or public entities actively engaged in producing workforce housing that will support economic growth and permanent family wage jobs in Oregon. The Oregon Regional Solutions program will be accepting applications through January 25, 2018.

This request for applications represents the next step in a multi-step process to determine pilot projects for housing initiatives in Oregon and assist state agencies in evaluating their current programs and tools to address the workforce housing shortage in Oregon. In October 2017, the City of Florence submitted a Request for Information to the State of Oregon and from that received a request to submit an application in late December 2017.

The objectives of the Request for Applications are to:

- Establish pilot projects that will produce workforce housing, thus enabling job retention and creation;
- Leverage limited state investments with investments from other partners including employers, local jurisdictions and/or philanthropy to produce workforce housing;
- Engage employers in creating housing solutions for their workforce;
- Find innovative and replicable solutions to a decades-long issue in Oregon;
- Increase the availability of workforce housing in target communities;
- Identify successful approaches for expansion to other communities;
- Inform longer range housing strategies and discussions with the Oregon Legislature.

The Regional Solutions Team agencies will review application submittals and anticipate selecting multiple proposed pilot projects. The total amount of assistance to be shared for all pilot projects is still undetermined, but is estimated to be between \$1,000,000 - \$4,500,000. There is no specific match requirement specified, but the application submittal indicates preference for projects that will leverage local employers, jurisdictions and non-profits to complete projects. Potential methods the City may provide match can include potential donation of land and/or discounted sales, staff time allocations, grant administration and potential additional funding as appropriate.

Florence's Submittal:

Staff would like to request funding for two specific projects within the available framework of the application process:

1. 15th Street Site Development:

The first project proposed would be completion of a housing development located on City owned property along Airport Road / 15th Street just west of the Florence Habitat for Humanity 'Keener Place' development. This is the previous site of the Florence Senior Center and the current site of the Florence First Harvest Community Garden.

When the Habitat for Humanity Keener Place development was approved by the Planning Commission in 2009, the old senior center site was proposed as either a potential second phase for the Habitat for Humanity development, or for the city to partner with another entity to develop housing. The site was preliminarily designed in 2009 to provide an additional 10 units of housing proposed as four duplexes and two single family homes.

Over the previous few months, staff has been in contact with multiple potential housing developers to assess the developability of sites within the City for workforce housing developments. On January 5th, Staff met with representatives from the Neighborhood Economic Development Corporation (NEDCO). NEDCO has been working for more than 35 years in developing affordable housing in the Eugene / Springfield area. They currently own 23 rental units in Lane County and have developed and sold more than 100 homes for low and moderate income first time homebuyers. NEDCO has become interested in expanding their reach outside of the Eugene / Springfield area to all parts of Lane County and are very interested in partnering with the City of Florence on a workforce housing development in the region.

Given the prior preliminary design work on the old senior center site, the availability of partnership with a non-profit workforce housing developer, and the City's ownership of the property, makes the old Senior Center site a good contender for the State's pilot project funding.

2. Florence Codes, Fees, and Program Development Technical Assistance

The second project proposed would be a request for funding to help the City of Florence obtain technical assistance in completing much of the City's work plan objectives / tasks related to workforce housing.

Staff proposes to seek funding to help complete:

- City Comprehensive Plan Update and Policy Analysis for Housing and Economic Development
- Update of City development codes to support workforce housing development
- Performance of cost / benefit analysis of potential local funding options for workforce housing developments including review of options for, (but not limited to):
 - System Development Charge amendments
 - Property Tax Abatement programs
 - Construction Excise Tax Options
- Partnership Development with local major employers for potential establishment of Employer match programs including review of down payment assistance programs, land donations / trusts, and/or other potential financial contribution options
- Completion of a Rental Unit market analysis

If City Council is in agreement, staff will submit an application for these two project tracks within the Regional Solutions Agencies Request for Applications process.

FISCAL IMPACT:

This is a second step in a multi-step process. The City of Florence's application may be approved for some or part of the submittal request. Funding for the request may come from many different state agencies and/or programs. Potential methods the City may provide match can include donation of land and/or discounted sales, staff time allocations, grant administration and potential additional funding as appropriate.

If the City's application is selected as a high priority project, the City will be contacted to determine potential funding availability and next steps. Should the City be selected, staff will bring forward a request for Council to accept the grant(s).

RELEVANCE TO ADOPTED COUNCIL GOALS:

The application for Regional Solutions Workforce Housing Initiative grant meets the 2017-18 Council Goals of:

- City Service Delivery – Utilizing grant funding to assist the city in funding work plan objectives
 - Community Development:
 - Objective 3: Complete Buildable Land Inventory and Housing & Employment Studies
 - Objective 4: Continue to encourage infill development
 - Task 1: Explore land use approach to provide for more infill development and greater multi-family housing opportunities
- Livability & Quality of Life – by working toward workforce housing initiatives improving livability for the City's moderate-income populations

- Economic Development – by assisting in the creation of workforce housing the City will help in retention of valuable local jobs
- Communication & Trust – strengthening citizen trust by cooperatively working with established local employers and non-profit associations for the common good of the community.
- Financial & Organizational Sustainability – leveraging city funding with state, private and non-profit partners to complete workforce housing projects.

ALTERNATIVES:

1. Submit application for the proposed workforce housing projects
2. Submit an application for a different project.
3. Do not authorize staff to submit an application

RECOMMENDATION:

Staff recommends that the City Council authorize staff to submit a application to the Oregon Housing and Community Services Department on behalf of the Regional Solutions Agencies for the development of workforce housing on 15th Street and request for technical assistance in review / updates to City codes, fees and workforce housing program development.

AIS PREPARED BY: Kelli Weese, City Recorder / Economic Development Coordinator

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

ITEMS ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5
Meeting Date: January 22, 2018
Department: All

ITEM TITLE: Board and Committee Report – December 2017

DISCUSSION/ISSUE:

Airport Advisory Committee	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
The Airport Advisory Committee did not meet during December. The next meeting is scheduled for February 21, 2018.	

Airport Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Airport Volunteer Group (AVG) provided 240 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
No report.	

Audit Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
No report.	

Budget Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
No report.	

Economic Development Committee (EDC)	
<u>Department:</u> Administration	<u>Staff:</u> Jesse Dolin – Economic Development Catalyst
No report.	

Environmental Management Advisory Committee (EMAC)	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
No Report.	

Florence Events Center Volunteers / Friends of the FEC	
<u>Department:</u> Florence Events Center	<u>Staff:</u> Kevin Rhodes – FEC Director
No report	

Florence Urban Renewal Agency	
<u>Department:</u> Administrative	<u>Staff:</u> Erin Reynolds – City Manager
FURA met in a work session on December 27 th to approve the intergovernmental agreement with Lane County outlining Lane County’s commitment to help fund the ReVision Florence project and heard an update on the process for the ReVision Florence project.	

Florence Urban Renewal Agency Budget Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Finance Director
No report.	

Housing and Economic Opportunities Project Ad-Hoc Committee	
<u>Department:</u> Community & Economic Development	<u>Staff:</u> Wendy FarleyCampbell, Planning Director & Kelli Weese, City Recorder / Economic Development Coordinator
The Committee met on December 5 th in the final meeting for the committee. The group discussed the next steps in the project, the results of the public open house in October, findings for the buildable land inventory and land needs analysis. In addition, the group began discussions on the housing and economic policies. The committee ended discussion recommending the Council initiate the public hearing process for the Housing Needs Analysis and Economic Opportunities Analysis.	

Parks Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Gallagher Park: Siuslaw Chapter of American Rhododendron Society volunteers provided 4 hours of labor pruning rhododendrons and other shrubs in the park.	
Veterans Memorial Park: Volunteers provided 9 hours of labor cleaning and weeding at the park.	
Singing Pines Park: Shoreline Christian School volunteers provided 9 hours of labor picking up litter and other trash at the park.	
Old Town Park (Gazebo Park): Volunteers provided 4.5 hours of labor cleaning the	

flowerbeds, pruning and weeding at the park.

Munsel Road Park: BSA Troop 721 volunteers provided 18 hours of labor cleaning the flowerbeds during December.

Planning Commission

Department: Planning

Staff: Wendy FarleyCampbell – Planning Director

Planning Commission met December 19th to hold a public hearing on a variance application to construct a carport within a required side yard. The Planning Commission continued the hearing until January 23, 2018. They also heard a presentation by staff of findings from the recently completed Housing and Economic Opportunities Project. Planning Commission’s next meeting will be held on January 23, 2018.

Police Auxiliary

Department: Police

Staff: Merrilee Mager – Auxiliary Director



We kicked off December with 10 auxiliary members who contributed 335 volunteer hours! We have added one new Auxiliary member who will complete his training in early January. We have one additional recruit in process.

On December 2, the Auxiliary decorated the Justice Center with a new Christmas tree, stuffed toys and other various decorations. All the helpers then enjoyed sugar cookies and sparkling cider upon completion of the decorating!

December 16, was such a special event. Santa visited the Justice Center and delighted kids of all ages. After their visit with Santa, over 130 kids selected a new toy and a stuffed animal. The squeals of delight were magical!

This year the Auxiliary purchased full ham dinners for 6 needy families. The families were selected by Siuslaw Elementary and delivered by the school’s principal.

AUXILIARY REGULAR DUTIES

Neighborhood patrols and vacation checks	Pick up found property
Check on dog complaints, dogs left in cars	Check handicapped parking for violations/issue warnings and tickets
Jail checks and meals	Fingerprinting for the public and the court
Sex offender registration	Filing of tickets and incident reports
Shredding documents	Home security inspections
Neighborhood Watch	Purchase of immediate needs for the PD and jail
Monthly Auxiliary meeting	

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 11 th to review the projects for the upcoming year and determine the best next steps for budgeting and financing additional projects. In addition, the committee continued its work towards its work plan including the steps to completion for art pieces.	

Transit Advisory Committee (TAC)	
<u>Department:</u> Planning	<u>Staff:</u> Glen Southerland – Associate Planner
The next meeting of TAC is scheduled for March 21, 2018 at the Florence Events Center.	


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: 

ITEM'S ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6
Meeting Date: January 22, 2018
Department: City Manager

ITEM TITLE: CITY MANAGER REPORT

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7
Meeting Date: January 22, 2018
Department: City Council

ITEM TITLE: CITY COUNCIL REPORTS

Florence City Council Calendar - 2018

January

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

February

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

March

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

April

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