



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 visit the City's website at <http://www.ci.florence.or.us/newsletter/subscriptions>.

June 18, 2018

AGENDA

5:30 p.m.

Councilors:

Joe Henry, Mayor

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

ANNOUNCEMENTS & PRESENTATIONS

- Florence 125 Year Anniversary Celebration

1. PUBLIC COMMENTS – *Items Not on the Agenda*

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Persons wishing to address the Council should complete a Speaker's Card available online at <http://www.ci.florence.or.us/council/request-address-city-council-speakers-card>, or at the meeting. Speakers cards are due at least five (5) minutes before the meeting. 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.

CONSENT AGENDA

2. APPROVAL OF MINUTES

Consider approval of the February 26, 2018 City Council & Planning Commission Joint Work Session minutes, March 5, 2018 City Council regular meeting minutes, March 19, 2018 City Council regular meeting minutes, March 26, 2018 City Council & Planning Commission Joint Work Session Minutes, and the April 2, 2018 City Council meeting minutes.

Kelli Weese
City Recorder

3. ROSA'S MEXICAN RESTAURANT LIQUOR LICENSE

Consider recommendation of approval to the Oregon Liquor Control Commission (OLCC) for the change of ownership liquor license for Rosa's Mexican Restaurant located at 2825 Hwy 101.

Kelli Weese
City Recorder

PUBLIC HEARING ITEMS

The public will have an opportunity to offer comments on public hearing items after staff has given their report. Persons wishing to address the Council must complete a Speaker's Card available online at <http://www.ci.florence.or.us/council/request-address-city-council-speakers-card>, or at the meeting. Speakers cards are due at least five (5) minutes before the meeting. Comments will be limited to five (5) minutes per person. Speakers may not yield their time to others.

4. AIRPORT ROAD AFFORDABLE HOUSING DEVELOPMENT

A. PUBLIC HEARING

Hear and consider written or oral testimony regarding the proposed Option Agreement and Agreement to Purchase and Sell Real Property for the sale of city owned property located at 1424 Airport Road.

Kelli Weese
*City Recorder /
 Economic
 Development
 Coordinator*

4c. B. PROPERTY SALES AGREEMENT

Consider authorizing City Manager Erin Reynolds to sign and execute on behalf of the City the property sales agreement with Willamette Neighborhood Housing Services for the sale of 1424 Airport Road.

ACTION ITEMS

The public will have an opportunity to offer comments on action items after staff has given their report. Persons wishing to address the Council must complete a Speaker's Card available online at <http://www.ci.florence.or.us/council/request-address-city-council-speakers-card>, or at the meeting. Speakers cards are due at least five (5) minutes before the meeting. Comments will be limited to three (3) minutes per person. Speakers may not yield their time to others.

5. RHODODENDRON DRIVE STREET REPAIRS

Consider accepting the proposal from Ray Wells, Inc. in the amount of \$50,720 for completion of repairs to the south bound travel lane of Rhododendron Drive in the vicinity of New Hope Lane.

Mike Miller
Public Works
Director

REPORT & DISCUSSION ITEMS

6. QUARTERLY FINANCIAL REPORT

Report on the City of Florence 3rd Quarter Financial Report for FY 17/18.

Andy Parks
Finance Director

7. MAY BOARD AND COMMITTEE REPORTS

Report on the Board & Committee's for the month of May 2018.

Staff
Various

8. CITY MANAGER REPORTS & DISCUSSION ITEMS

Erin Reynolds
City Manager

9. CITY COUNCIL REPORTS & DISCUSSION ITEMS

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
June 20, 2018	10:00 a.m.	City Council Work Session
July 2, 2018	- - -	City Council Meeting Canceled
July 4, 2018	- - -	Independence Day Holiday <i>City Offices Closed</i>
		City Council Work Session Canceled
July 16, 2018	5:30 p.m.	City Council Meeting
July 18, 2018	10:00 a.m.	City Council Work Session <i>Tentative</i>
August 6, 2018	5:30 p.m.	City Council Meeting
August 8, 2018	10:00 a.m.	City Council Work Session <i>Tentative</i>

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1
Meeting Date: June 18, 2018
Department: Mayor & Council

ITEM TITLE: PUBLIC COMMENTS – *Items Not on the Agenda*

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. Persons wishing to address the Council must complete a Speaker's Card available online at <http://www.ci.florence.or.us/council/request-address-city-council-speakers-card>, or at the meeting. Speaker's cards are due at least five (5) minutes before the meeting.

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AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2
Meeting Date: June 18, 2018
Department: City Council

ITEM TITLE: Approval of Minutes

DISCUSSION/ISSUE:

Consider approval of the draft minutes listed below.

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 February 26, 2018 City Council & Planning Commission Joint Work Session Minutes
- Draft March 5, 2018 City Council Regular Meeting Minutes
- Draft March 19, 2018 City Council Regular Meeting Minutes
- Draft March 26, 2018 City Council & Planning Commission Joint Work Session Minutes
- April 2, 20178 City Council Meeting Minutes

**City of Florence
City Council & Planning Commission
Joint Work Session
Florence Events Center
715 Quince Street, Florence, Oregon
Final Action Minutes
February 26, 2018**

CALL TO ORDER - ROLL CALL

City Council & Planning Commission Meeting called to order at 5:30 p.m.

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

Councilors Absent: None

Commissioners Present: Commissioners Michael Titmus, Ron Miller, Brian Jagoe, Sandi Young, Phil Tarvin, Eric Hauptman and Chairperson John Murphey.

Commissioners Absent: None

Staff Present: City Manager Erin Reynolds, Planning Director Wendy FarleyCampbell, Associate Planner Glen Southerland and City Recorder / Economic Development Kelli Weese.

1. WORK SESSION DISCUSSION TOPICS

- Housing and Economic Opportunities Project: Discuss the next steps for the City's Housing & Economic Development initiatives including:
 - Florence 2020 Comprehensive Plan Updates: Review of potential comprehensive plan updates to Chapters 2, 9 and 10.
 - Housing Florence City Code Amendments
 - Senate Bill 1051 Code Updates: Review potential code changes related to compliance with Senate Bill 1051.
 - Florence Development Code Updates: Review potential code changes to the City of Florence development codes.

- Start Time: 5:30 p.m.
Topic: Housing & Economic Opportunities Project – Comprehensive Plan Updates
Discussion: The City Council and Planning Commission discussed...
- Economic Development Chapter of Comprehensive Plan
 - Inclusion of Safe workers compensation program
 - Definition of ‘family wage’
 - Tax incentive programs within Florence
 - Insurance that high speed fiber is included
 - Potential for high school training for job placement such as a culinary program and construction trades
 - Housing Chapter of Comprehensive Plan
 - Open Space requirements for residential zoning districts
 - Removal of the word ‘decent’ housing
 - Changing the language of annexation within the chapter
 - How the buildable lands analysis plays into the comprehensive plan amendments
 - Insurance that there is enough residential and commercial land within the Florence urban growth boundary
 - Protected class categories

Break from 6:14 p.m. – 6:24 p.m.

- Start Time: 6:24 p.m.
Topic: Housing & Economic Opportunities Project – Comprehensive Plan Updates
Discussion: The City Council and Planning Commission continued discussion of...
- Economic Development Chapter of Comprehensive Plan
 - Inclusion of art related industries
 - Housing Chapter of Comprehensive Plan
 - Inclusion of architectural design guidelines

- Start Time: 6:26 p.m.
Topic: Housing & Economic Opportunities Project – Florence City Code Amendments
Handout: PowerPoint Presentation
Discussion: The City Council and Planning Commission discussed...
- The history and process for the grant program over the past two years

- Clarification on placement of temporary dwellings at places of worship
- Clarification on when a dwelling would be considered a temporary structure and when it would need a building permit
- Potential for place of worship to build dwelling unit on an adjacent property
- Allowance for daycare facilities in places of worship
- Clarification if schools within places of worship would have to follow buffers from marijuana sales
- Discussion of how accessory dwelling unit allowances would affect various zoning districts
- Pros and cons of allowing pre-existing non-conforming single-family units within commercial and industrial zones to build accessory dwelling units
- Scenarios where accessory dwelling units used for rentals might be regulated
- Accuracy of the Comprehensive Plan as developed 20 years ago and reasons that much of the proposed development never occurred
- How SB 1051 would play into homeowner's association requirements for accessory dwelling units
- Potential to have a minimum size limit for accessory dwelling units to provide for the needs of building codes
- Regulating the number of people living in a particular unit
- Potential regulations for size limits as connected to square footage of the primary unit
- Location of the accessory dwelling unit in correlation to the primary dwelling unit
- Minimum size limits for accessory dwelling units
- Temporary vs. permanent structures including storage sheds, cargo containers, and park models
- Architectural design elements for residential areas
- Potential to include on-street parking in the allowable required parking
- Potential to regulate short term rentals
- Next steps for approval timeline

Result: The Council and Planning Commission directed staff to draft the code amendments to:

- Allow for places of worship in commercial and industrial zones to provide dwelling units
- Allow for all parcels within previously-existing primary single-family residences to construct accessory dwelling units
- Not allow accessory dwelling units to be used for short term rentals

Florence City Council meeting adjourned at 7:42 p.m.

Joe Henry, Mayor

John Murphey, Planning Commission Chairperson

ATTEST:

Kelli Weese
City Recorder

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

**City of Florence
City Council Meeting
Held at Siuslaw Valley Fire & Rescue
2625 Hwy 101, Florence, Oregon
Final Action Minutes
March 5, 2018**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 p.m.

Councilors Present: Councilors Woody Woodbury, Ron Preisler, Joshua Greene, Susy Lacer and Mayor Joe Henry.

Councilors Absent: None

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

PRESENTATIONS & ANNOUNCEMENTS

- Employee Introduction
 - Dylan Huber-Heidorn – Planning Technician
- Travel Lane County – Kari Westlund
- Oregon Dunes Restoration Collaborative (ODRC) – Andy Vobora

Start Time: 5:30 p.m.

Handout: PowerPoint Presentation

Discussion: Mr. Huber-Heidorn was introduced to the City Council. Ms. Westlund and Mr. Vobora presented the Travel Lane County and Oregon Dunes Collaborative presentations.

1. APPROVAL OF AGENDA

Start Time: 6:02 p.m.

Action: Approve as presented.

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.

Start Time: 6:03 p.m.

Commenter 1: William Lambiaso – Florence, OR

- Recent theft at dunal recreational areas
- Request for additional speed limit enforcements in areas south of Florence and along Rhododendron Drive

CONSENT AGENDA

3. THE HUKILAU LIQUOR LICENSE

Consider approval of the new outlet liquor license for Hukilau Restaurant to be located at 185 Highway 101 (formerly Natures Corner).

4. OREGON DEPARTMENT OF AVIATION COAR PROGRAM GRANT

Consider approval of **Resolution No. 3, Series 2018**, a resolution authorizing the City of Florence to accept a Critical Airport Relief (COAR) grant from the Oregon Department of Aviation for runway and taxiway rehabilitation and lighting improvements to the Florence Municipal Airport.

Start Time: 6:08 p.m.

Action: Approve the consent agenda as submitted.

Motion: Councilor Lacer

Second: Councilor Woodbury

Vote: Unanimous

ACTION ITEMS

5. CITY COUNCIL RULES AND PROCEDURES

Consider approval of **Resolution No. 4, Series 2018**, a resolution approving the updated City Council Rules of Procedure. *(Continued from 12.4.17 and 2.7.18 Council Meetings)*

Start Time: 6:09 p.m.

Discussion: The City Council discussed...

- Potential to exclude additional agenda items from Council should they not meet the Council goals
- Reasons for specifying the order of business at a Council meeting
- Clarification on the Council reports and discussion items section

- Potential to limit Council meetings to two hours
- Discussion of work session scheduling
- Number of councilors necessary to call a special meeting or an executive session
- Annual City Council meeting scheduling
- Clarification of Council questions during the public comment period
- Education process for the speaker's card provision
- Process for the Council to request use of staff time
- Process for reprimand of City Council members
- Potential to add references to a goal setting session to the Council rules

Comments: All Councilors present

Action: The Council elected to postpone action on the City Council rules until a following City Council meeting.

6. AIRPORT ENGINEERING

Consider authorizing the City Manager to enter into a contract with Century West Engineering to provide civil and environmental engineering, professional land use planning and related professional services for projects at the Florence Municipal Airport.

Start Time: 7:08 p.m.

Discussion: The City Council discussed...

- Clarification on process to approve the project and its costs
- Clarification on the project design and overview for the airport

Comments: Councilor Greene, Preisler and Mayor Henry

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

Motion: Councilor Preisler

Second: Councilor Lacer

Vote: Unanimous

REPORT ITEMS

7. CITY HALL IMPROVEMENTS

Consider and provide direction on design elements for the Florence City Hall remodel and expansion and review next steps for the project.

Start Time: 7:18 p.m.

Discussion: The City Council discussed...

- Update on timeline and process for City Hall remodel
- Overview of external design elements

8. BOARD AND COMMITTEE REPORTS

Report on the workings of the City's Boards and Committees for the Month of January 2018.

Start Time: 7:25 p.m.

Discussion: None

9. CITY MANAGER REPORT

Start Time: 7:26 p.m.

Discussion: The City Council discussed...

- City Council and other city upcoming meetings
- Uptown revitalization committee within the Florence Area Chamber of Commerce

10. CITY COUNCIL REPORTS

Start Time: 7:27 p.m.

Discussion: The City Council discussed...

- Council activities in the community and community announcements

Meeting adjourned at 7:36 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

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**City of Florence
City Council Meeting
Held at Siuslaw Valley Fire and Rescue
2625 Hwy 101, Florence, Oregon
Final Action Minutes
March 19, 2018**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 p.m.

Councilors Present: Mayor Joe Henry, Councilors Joshua Greene, Ron Preisler, Susy Lacer and Woody Woodbury.

Councilors Absent: None

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

PRESENTATIONS & ANNOUNCEMENTS

- Oregon Coast Military Museum Proclamation
- Veteran's of Foreign Wars (VFW) Awards
 - Siuslaw Valley Firefighter – Battalion Chief Dave Beck
 - West Lane Ambulance – Paramedic Robert Chance
 - Oregon State Police – Senior Trooper Lee Farrar
- Employee Introduction
 - Cassandra Ramsey – Communications Officer

Start Time: 5:30 p.m.

Discussion: Mayor Henry presented the Oregon Coast Military Museum Proclamation. Representatives from the Veterans of Foreign Wars presented the annual VFW awards. Ms. Ramsey was introduced to the City Council.

1. APPROVAL OF AGENDA

Start Time: 5:44 p.m.
Action: Approve as presented.

2. PUBLIC COMMENTS

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Start Time: 5:45 p.m.

Commenter 1: Karin Radtke – Florence, OR
• Submitted letter to the City Council requesting the City and Police Department promote safety campaign for firearms in dwellings

Commenter 2: Sandy Todd – Florence, OR
• Request to Council to consider gun legislation within the City including the potential to limit the carrying of guns in public locations including parks.

CONSENT AGENDA

3. APPROVAL OF MINUTES

Consider approval of the December 4, 2017 City Council regular meeting minutes.

4. CITY COUNCIL RULES AND PROCEDURES

Consider approval of Resolution No. 4, Series 2018, a Resolution approving the updated City Council Rules of Procedure. *(Cont. from 12.4.17, 2.7.18 and 3.5.18 Council Meetings)*

Start Time: 5:50 p.m.
Action: Approve the consent agendas as proposed.
Motion: Councilor Lacer
Second: Councilor Woodbury
Vote: Unanimous

ACTION ITEMS

5. REVISION FLORENCE ODOT IGA AMENDMENT

Consider authorizing the City Manager to finalize negotiations with the Oregon Department of Transportation (ODOT) on Amendment 1 to the ReVision Florence Intergovernmental Agreement.

Start Time: 5:51 p.m.

Discussion: The City Council discussed...

- Funding allocated toward maintain ace of the project over time

Comments: Councilor Greene

Action: Authorize the City manager to finalize negotiations with ODOT on Amendment 1 to the ReVision Florence IGA with ODOT (MCA 031893-01) as outlined in the staff report.

Motion: Councilor Preisler

Second: Councilor Greene

Vote: Unanimous

REPORT ITEMS

6. QUARTERLY FINANCIAL REPORT

Report on the City of Florence 2nd Quarter financial report for FY 17-18.

Start Time: 5:56 p.m.

Discussion: The City Council discussed...

- Appreciation for addition of debt summary
- Street fund balance needs
- City's overall financial health given large capital expenditures
- Parks budget allocations
- Long term debt timelines
- Urban renewal debt within the City's overall debt allocation

7. BOARD AND COMMITTEE REPORTS

Report on the workings of the City's Boards and Committees for the Month of February 2018.

Start Time: 6:20 p.m.

Discussion: The City Council discussed...

- Under the wing camping for transient aircraft
- Art Exposed Gallery Art Placement

8. CITY MANAGER REPORT

- Harry Johnson – Sergeant – Retirement – *39 years of service (30 at City of Florence)*
- Steven Hatler – Utility Worker II – 15 years of service

Start Time: 6:25 p.m.

Discussion: The City Council discussed...

- City Council and other city upcoming meetings
- Public Art Projects
- City Council elections
- Public purchasing rules
- Steven Hatler and Harry Johnson employee recognition

9. CITY COUNCIL REPORTS

Start Time: 6:35 p.m.

Discussion: The City Council discussed...

- Council activities in the community and community announcements
- School walkout for gun violence awareness
- Email distribution lists
- EMAC solid waste rate review

Meeting adjourned at 6:39 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

**City of Florence
City Council & Planning Commission
Joint Work Session
Florence Events Center
715 Quince Street, Florence, Oregon
Final Action Minutes
March 26, 2018**

CALL TO ORDER - ROLL CALL

City Council Work Session called to order at 5:30 p.m.

Planning Commission Work Session called to order at 5:30 p.m.

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

Councilors Absent: Councilor Woody Woodbury

Commissioners Present: Commissioners Sandi Young, Ron Miller, Brian Jagoe, Michael Titmus, Phil Tarvin, Eric Hauptman, and Chairperson John Murphey

Commissioners Absent: None

Florence Staff Present: City Manager Erin Reynolds, Planning Director Wendy FarleyCampbell, Associate Planner Glen Southerland and City Recorder / Economic Development Kelli Weese.

1. WORK SESSION DISCUSSION TOPICS

- **Housing & Economic Opportunities Project:** Continuation of discussion from February 26, 2018 City Council & Planning Commission work session regarding the next steps for the City's Housing & Economic Development initiatives including:
 - Florence City Code Title 10 Updates: Review potential code changes to Chapters 10, 11, 12, 13 and 29 related to residential zoning districts.
 - Florence 2020 Comprehensive Plan Updates: Review of potential comprehensive plan updates to Chapter 2, 9, and 10.

Start Time: 5:32 p.m.

Topic: Florence City Code Title 10 Updates

- Discussion: The City Council and Planning Commission reviewed a PowerPoint presentation and discussed...
- The definition of short and long term rentals
 - Overview of manufactured home zoning district and potential changes
 - General requirements for manufactured homes and allowances for single-wide homes
 - Definition and qualifications for temporary housing including emergency housing, cold weather shelters etc.
 - Overview of current required densities
 - Overview of setbacks to the allowances for accessory dwelling units
 - Definition of front yard in current code and the implications for changes to setback requirements
 - Current coverage requirements and potential implications for changes to allow for additional accessory dwelling unit opportunities
 - Locations of current zoning districts

The City Council and Planning Commission took a break from 6:25-6:32.

- Discussion: The City Council and Planning Commission continued to review a PowerPoint presentation and discussed...
- Setbacks for garages vs. houses
 - Accessory dwelling units within the community and their implications for homeowner's associations
 - Required parking requirements for accessory dwelling units
 - Potential to allow for gravel parking within the city
 - Clarification on conditional vs. permitted uses

- Result: The City Council & Planning Commission tentatively determined the following:
- Include code provisions to require one off street parking space for an accessory dwelling unit should on street parking not be available

Start Time: 6:58 p.m.

Topic: Florence 2020 Comprehensive Plan Updates

Discussion: The City Council discussed...

- Clarification on reasons for inclusion of fair housing requirements
- Potential recommendations to allow for architectural design guidelines for many additional areas of town
- Potential to allow for theming in Florence

Florence City Council meeting adjourned at 7:27 p.m.

Joe Henry, Mayor

John Murphey, Planning Commission Chairperson

ATTEST:

Kelli Weese
City Recorder

DRAFT

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**City of Florence
City Council Meeting
Held at Florence Events Center
715 Quince Street, Florence, Oregon
Final Action Minutes
April 2, 2018**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 p.m.

Councilors Present: Mayor Joe Henry, Councilors Joshua Greene, Ron Preisler, Susy Lacer and Woody Woodbury.

Councilors Absent: None

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

PRESENTATIONS & ANNOUNCEMENTS

- 90x30 Child Abuse Prevention Month Proclamation
- Boys and Girls Club Week Proclamation
- Employee Recognition
 - Denton Tipler – Promotion to Sergeant

Start Time: 5:30 p.m.

Handouts: 90x30 Turn Your Weekend Blue Flyer

Discussion: Mayor Henry presented the 90 x 30 Child Abuse Prevention Month and Boys and Girls Club Week proclamations. Police Chief Turner led the recognition of Mr. Tipler's promotion to Sergeant.

1. APPROVAL OF AGENDA

Start Time: 5:37 p.m.
Action: Approve as presented.

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.

Start Time: 5:38 p.m.
Comments: None

ACTION ITEMS

3. CHARTER FRANCHISE AGREEMENT

A. CHARTER FRANCHISE AGREEMENT REPEAL

Consider approval of Ordinance No. 1, Series 2018, an ordinance repealing Ordinance No. 24, Series 2003.

Start Time: 5:38 p.m.
Discussion: The City Council discussed...
• Funding allocated toward maintain ace of the project over time
Comments: Councilor Greene

Action: First Reading of Ordinance No. 1, Series 2018
Vote: Unanimous

Action: Second Reading of Ordinance No. 1, Series 2018
Motion: Mayor Henry
Second: Councilor Woodbury
Vote: Councilor Woodbury – Aye
Councilor Preisler – Aye
Councilor Green – Aye
Councilor Lacer – Aye
Mayor Henry – Aye
Motion passes 5-0

B. CHARTER FRANCHISE AGREEMENT

Consider approval of Resolution No. 5, Series 2018, a resolution granting limited, non-exclusive franchise to Charter Communications to operate and maintain a cable communications system to provide cable services within the City limits of Florence.

Discussion: The City Council discussed...

- Funding allocated toward maintain ace of the project over time

Comments: Councilor Greene

Action: Approve Resolution No. 5, Series 2018
Motion: Councilor Greene
Second: Councilor Preisler
Vote: Unanimous

4. SINGLE SOURCE AGREEMENT WITH THE AUTOMATION GROUP, INC.

Consider approval of Resolution No. 6, Series 2018, a Resolution authorizing the City Manager to enter into a single source agreement with The Automation Group, Inc. in the amount of \$143,600 for Supervisory Control and Data Acquisition (SCADA) equipment purchase and installation.

Start Time: 6:03 p.m.
Discussion: The City Council discussed...

- Funding allocated toward maintain ace of the project over time

Comments: Councilor Greene

Action: Approve Resolution No. 6, Series 2018
Motion: Councilor Preisler
Second: Councilor Lacer
Vote: Unanimous

REPORT ITEMS

5. ECONOMIC DEVELOPMENT PROGRAM UPDATES

Report on the City's economic development program.

Start Time: 6:25 p.m.
Discussion: The City Council discussed...

- Appreciation for addition of debt summary
- Street fund balance needs
- City's overall financial health given large capital expenditures
- Parks budget allocations
- Long term debt timelines
- Urban renewal debt within the City's overall debt allocation

6. CITY MANAGER REPORT

- Angela Brog – Communications Officer -10 Years of Service

Start Time: 6:52 p.m.

Discussion: The City Council discussed...

- City Council and other city upcoming meetings
- Public Art Projects
- City Council elections
- Public purchasing rules
- Steven Hatler and Harry Johnson employee recognition

7. CITY COUNCIL REPORTS

Start Time: 7:00 p.m.

Handouts: ReVision Florence Final Design Open House Flyer
Florence City Hall Remodel Color Scheme

Discussion: The City Council discussed...

- Council activities in the community and community announcements
- School walkout for gun violence awareness
- Email distribution lists
- EMAC solid waste rate review

Meeting adjourned at 7:06 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 3
Meeting Date: June 18, 2018
Department: Administration

ITEM TITLE: Rosa's Mexican Restaurant Liquor License

DISCUSSION/ISSUE:

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

The owners/management of the business have been checked and approved by the Florence Police Department for noise and/or altercations. The Planning Department has checked the place of business for zoning or code violations. Both departments have signed recommending approval.

FISCAL IMPACT:

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

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost effective city services.

ALTERNATIVES:

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

RECOMMENDATION:

Recommend ratification for the liquor license approval

AIS PREPARED BY: Kelli Weese, City Recorder

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

ITEM'S ATTACHED: Attachment – Liquor License Application



LIQUOR LICENSE APPLICATION

LICENSE FEE: Do not include the license fee with the application (the license fee will be collected at a later time).

APPLICATION: Application is being made for:

- Brewery
- Brewery-Public House
- Distillery
- Full On-Premises, Commercial
- Full On-Premises, Caterer
- Full On-Premises, Passenger Carrier
- Full On-Premises, Other Public Location
- Full On-Premises, Nonprofit Private Club
- Full On-Premises, For-Profit Private Club
- Grower Sales Privilege
- Limited On-Premises
- Off-Premises
- Off-Premises with Fuel Pumps
- Warehouse
- Wholesale Malt Beverage & Wine (WMBW)
- Winery

CITY AND COUNTY USE ONLY

Date application received _____

Name of City or County _____

Recommends this license be ___ Granted ___ Denied

By _____

Date _____

OLCC USE

Application received by JL Smotherer

Date 6/6/18

License Action: C/TN
Change of Ownership

1. LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:

Applicant #1
ROSAURA PEREZ-GALICIA

Applicant #2

Applicant #3

Applicant #4

2. Trade Name of the Business (the name customers will see):

ROSA'S MEXICAN RESTAURANT

3. Business Location: Number and Street **2825 HWY 101**

City **FLORENCE**

County **LANE**

ZIP **97439**

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

5. Mailing Address (where the OLCC will send your mail):

PO Box, Number, Street, Rural Route **PO BOX 2091**

City **FLORENCE**

State **OR**

ZIP **97439**

6. Phone Number of the Business Location: **541-997-1144**

7. Contact Person for this Application:

Name **ROSAURA PEREZ-GALICIA**

Phone Number **541-999-5519**

Mailing Address, City, State, ZIP

PO BOX 2091 FLORENCE, OR 97439

Email

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

Signature of Applicant #1

Signature of Applicant #2

Signature of Applicant #3

Signature of Applicant #4

JUN 06 2018

INITIALS: *AS*



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

1. Name: (LAST) PEREZ-GALICIA	(FIRST) ROSAURA	(MIDDLE)
2. Other Names Used (Maiden, Etc.):		
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide your SSN: _____ - _____ - _____		
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a).</p> <p>Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
4. Date of Birth (MM/DD/YYYY):	5. Contact Phone	
6. Driver License or State ID #:	7. State: CA	
8. Residence Address:		
9. Mailing Address (if different):		
10. E-Mail (optional):		
11. Do you have a spouse or domestic partner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list his/her full name: JOSE MANUEL DE LA MORA-DOMINGUEZ		
12. If yes to #11, will this person be involved in the management of, or have control over the business? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		

16. Do you, or any legal entity that you are a part of, currently hold or have previously held a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).
 No Yes (Please include explanation below) Unsure (Please include explanation below)

17. Have you, or any legal entity that you are a part of, **ever** had an application for a license, permit, or certificate denied or cancelled by the OLCC or any other governmental agency in the U.S.?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?
 No Please skip questions 19 & 20. Go directly to question 21.
 Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?
 No Yes (Please include explanation below) Unsure (Please include explanation below)
 ROSAIS MEX RESTAURANT

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST) PEREZ-GALICIA	(FIRST) ROSAURA	(MIDDLE)
Signature: 		Date: 10-5-18

OREGON LIQUOR CONTROL COMMISSION
SOCIAL SECURITY NUMBER (SSN) DISCLOSURE FORM

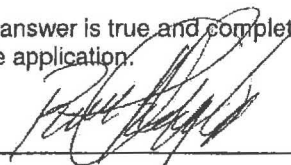


1. Name (Print) PEREZ-GALICIA ROSAURA
(Last) (First) (Middle)

2. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration?

No Yes

I affirm that my answer is true and complete. I understand that if my answer is not true and complete, the OLCC may deny my license application.

Signature:  Date: 06/05/18

1-800-452-OLCC (6522)
www.oregon.gov/olcc

(rev. 1/5/12)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: ROSAUA PEREZ-GALICIA Phone: 541-999-5519

Trade Name (dba): ROSA'S MEXICAN RESTAURANT

Business Location Address: 2825 HWY 101

City: FLORENCE ZIP Code: 97439

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>CLOSED</u>	to	_____
Monday	<u>11:00 AM</u>	to	<u>9:00 PM</u>
Tuesday	<u>11:00 AM</u>	to	<u>9:00 PM</u>
Wednesday	<u>11:00 AM</u>	to	<u>9:00 PM</u>
Thursday	<u>11:00 AM</u>	to	<u>9:00 PM</u>
Friday	<u>11:00 AM</u>	to	<u>9:00 PM</u>
Saturday	<u>11:00 AM</u>	to	<u>9:00 PM</u>

Outdoor Area Hours:

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

The outdoor area is used for:

- Food service Hours: _____ to _____
- Alcohol service Hours: _____ to _____
- Enclosed, how _____

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

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input checked="" type="checkbox"/> Recorded Music | <input type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables |
| | <input type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

SEATING COUNT

Restaurant: 64 Outdoor: _____
 Lounge: _____ Other (explain): _____
 Banquet: _____ Total Seating: 64

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

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

Applicant Signature: [Signature] Date: 6/5/18

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4
Meeting Date: June 4, 2018
Department: City Manager

ITEM TITLE: Sale of Property within the Pacific View Business Park

DISCUSSION/ISSUE:

Before the City Council this evening, is the consideration on the proposed option agreement for the sale of City property located at 1424 Airport Road. This item was discussed during the June 4, 2018 City Council meeting. Oregon State Law requires jurisdictions to hear from constituents in a public hearing prior to the sale of public property to private parties.

The proposed 'Option Agreement and Agreement to Purchase and Sell Real Property' represents an agreement between the City of Florence and NEDCO / WNHS (*see below*) to sell the property (1424 Airport Road) at a price of \$0, should NEDCO / WNHS receive funding for an affordable housing project at the location. The proposed agreement term is until December 31, 2018 with an option for an additional 180-day extension.

The City Council will hold a public hearing considering the proposed sale agreement as a sale of the property, and will deliberate on such testimony received and consider the proposed sales agreement under the following terms:

<u>1424 Airport Road: Located along Airport Road / 15th Street, just West of the Habitat for Humanity Keener Place Development, and just South of the Boys and Girls Club Facility and Miller Park. (TL 18-12-27-10-15400)</u> <i><u>Lot Size:</u> 1.73 acres / 73,359 sq. ft.</i> <i><u>Zoning:</u> Multiple-Family Residential</i>	
<u>Proposed Agreement to Purchase and Sell Real Property Terms</u>	
Proposed Buyer:	Corvallis Neighborhood Housing Services, Inc. doing business as Willamette Neighborhood Housing Services (WNHS) – as a partner with the Neighborhood Economic Development Corporation (NEDCO)
Term of Agreement:	To Expire December 31, 2018 with an option for an additional 180-day extension period
Purchase Price:	\$0

Evidence of Property Value

As of 2017, the real market value of the property, according to the Lane County rolls was \$238,371. Given the limited number of comparable multi-family property sales in the area, the 2017 tax roll marks the most current information available evidencing the market value of the property.

Proposed Use of Property

As discussed during the June 4, 2018 City Council meeting, the site is proposed for a 12 unit affordable housing development. The proposed development will allow for families with low/moderate income (80% of Area Median Income or lower), to purchase the homes within a land trust system. The homes are proposed to be sold through traditional mortgages.

Purpose of Sales Price below Estimated Property Value

The property is proposed to be sold to WNHS / NEDCO for \$0 which is well below the estimated value of the property. This represents the City of Florence's capacity to provide financial support for the proposed project, which would not be viable without local government financial support.

FISCAL IMPACT:

The proposed project represents the construction of twelve affordable housing units on City owned property. The proposed project has an estimated total development cost of \$2.5 million. In order to meet the financial need of the project, and provide for a competitive grant application, the City of Florence proposes to confer the property to WNHS / NEDCO for \$0. As of 2017, the real market value according to the Lane County tax rolls was \$238,371.

As the property is currently owned by the City of Florence, no property tax is received by the City for the property. Should all 12 units sell for the lowest estimated price of \$140,000 the City would receive an estimated \$4,641 in additional tax dollars per year.

RELEVANCE TO ADOPTED CITY WORK PLAN:

The project works toward the City of Florence's goals of #2- Livability and Quality of Life and #3 – Economic Development.

The City has placed the needs of affordable housing as a high priority within its 2017-19 work plan through the work of the housing and economic opportunities analysis. The recently completed housing analysis indicated that Florence has a pent-up housing demand of over 500 units. While only representing an additional 12 units, the proposed development marks an innovative solution to the needs of affordable housing in the community, with the intent to be replicable by others throughout the City.

-
- ALTERNATIVES:**
1. Authorize the City Manager to execute the Option Agreement and Agreement to Purchase and Sell Real Property on behalf of the City of Florence
 2. Recommend amendments to the Option Agreement and Agreement to Purchase and Sell Real Property and authorize the City Manager to execute the amended agreement on behalf of the City of Florence
 3. Do not authorize the execution of the agreement
-

RECOMMENDATION:

Authorize the City Manager to execute the Option Agreement and Agreement to Purchase and Sell Real Property with the proposed sale of 1424 Airport Road to the Corvallis Neighborhood Housing Services, Inc. doing business as Willamette Neighborhood Housing Services (WNHS) for the sales price of \$0.

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

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments:

ER Reynolds

ITEM'S ATTACHED: Attachment 1: Area Map
Attachment 2: Property Information

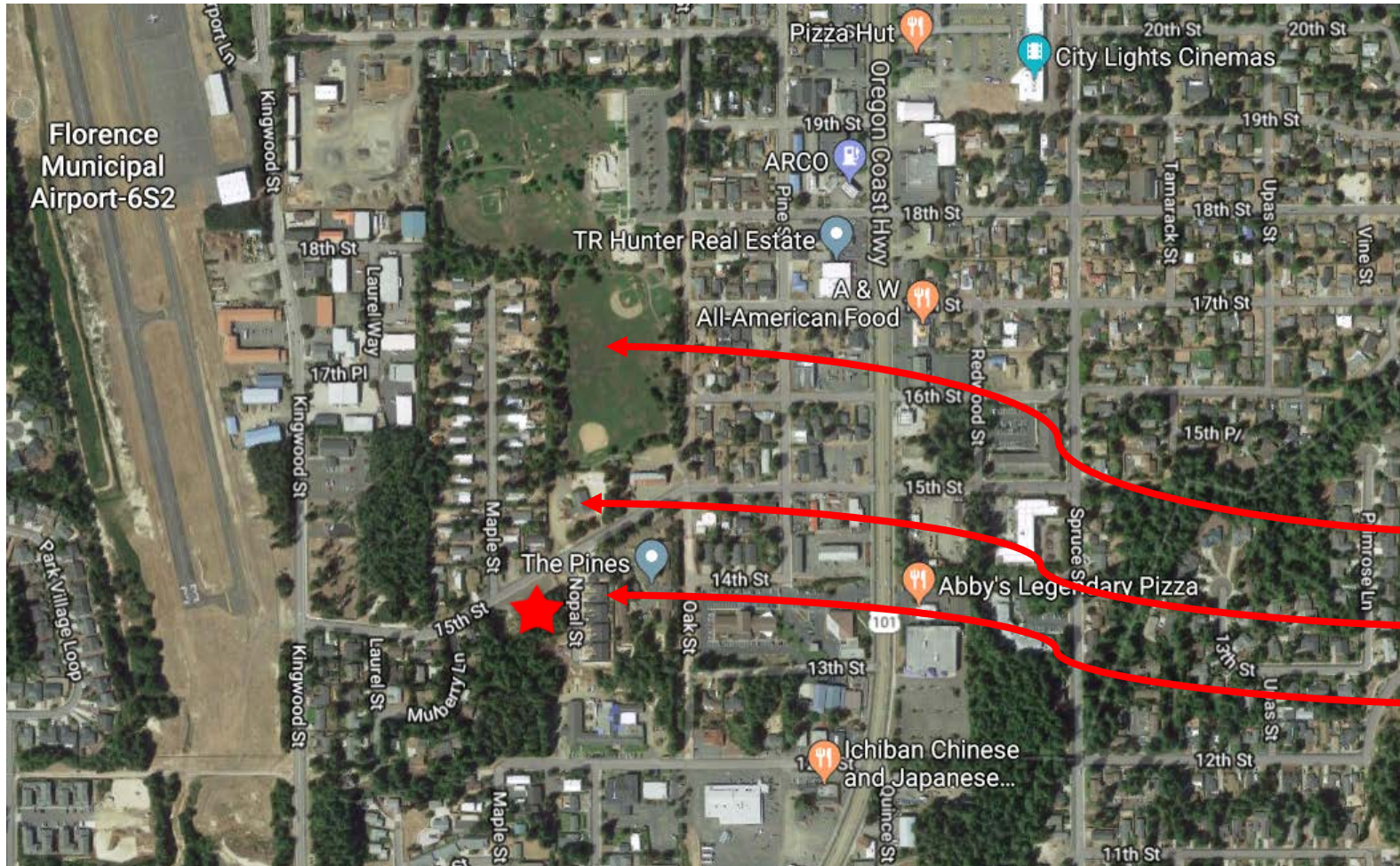
For Reference:

- January 22, 2018 City Council Meeting materials, found online at <http://www.ci.florence.or.us/calendar/month/2018-01>.
 - June 4, 2018 City Council Meeting materials, found online at <http://www.ci.florence.or.us/council/city-council-meeting-148>.
-

Site Overview

Lot Size: 1.73 Acres / 73,359 sq. ft.
Zoning: Multiple Family Residential

- Previous Site of the Florence Senior Center
- Current Site of the Florence First Harvest Community Garden



- Miller Park
- Boys & Girls Club
- Habitat for Humanity 'Keener' Place



Attachment 2

Detailed Property Report

Site Address 1424 AIRPORT RD Florence, OR 97439
Map & Taxlot# 18-12-27-10-15400
SIC N/A
Tax Account# 1840337

Property Owner 1
 CITY OF FLORENCE
 250 HWY 101
 FLORENCE, OR 97439
 Tax account acreage 1.73
 Mapped taxlot acreage[†] 1.73

[†] Mapped Taxlot Acreage is the estimated size of a taxlot as derived from the county GIS taxlot layer, and is not to be used for legal purposes.

Map & Taxlot # 18-12-27-10-15400



Business Information

RLID does not contain any business data for this address

Improvements

No assessor photos, assessor sketches or building characteristic information is available for this tax account.

Site Address Information

1424 AIRPORT RD
 FLORENCE, OR 97439

House #	1424	Suffix	N/A	Pre-directional	N/A
Street Name	AIRPORT	Street Type	RD	Unit type / #	N/A
Mail City	FLORENCE	State	OR	Zip Code	97439
Zip + 4	N/A				

Land Use 7690 Other Parks
 USPS Carrier Route N/A

General Taxlot Characteristics

Geographic Coordinates

X 3972341 Y 863080 (State Plane X,Y)
 Latitude 43.9787 Longitude -124.1059

Zoning

Zoning Jurisdiction Florence
 Florence
Parent Zone RM Multiple Family Residential

Land Use

General Land Use
Code Description
 V Vacant

Detailed Land Use

Code Description
 9100 Vacant, Unused, Undeveloped Land

Taxlot Characteristics

Incorporated City Limits	Florence
Urban Growth Boundary	Florence
Year Annexed	N/A
Annexation #	N/A
Approximate Taxlot Acreage	1.73
Approx Taxlot Sq Footage	75,359
Plan Designation	High Density Residential
Eugene Neighborhood	N/A
Metro Area Nodal Dev Area	No
Septic	No
Well	No
Landscaping Quality	data not available
Historic Property Name	N/A
City Historic Landmark?	No
National Historical Register?	No

Service Providers

Fire Protection Provider Siuslaw Valley Fire & Rescue
 Ambulance Provider Western Lane Ambulance

Ambulance District	WE
Ambulance Service Area	Western
LTD Service Area?	No
LTD Ride Source?	No
Soil Water Cons. Dist/Zone	Siuslaw / 1
Emerald People's Utility District	N

Environmental Data

FEMA Flood Hazard Zone	
Code Description	
X	Areas determined to be outside of 500-year flood.
FIRM Map Number	41039C1426F
Community Number	410123
Post-FIRM Date	05/17/1982
Panel Printed?	Yes
Soils	
Soil Map Unit#	Soil Type Description
131E	Waldport fine sand, 12 to 30 percent slopes 75%
131C	Waldport fine sand, 0 to 12 percent slopes 25%
	% of Taxlot Ag Class Hydric %
	7 6
	6 8

Schools

	Code	Name
School District	97J	Siuslaw
Elementary School	609	Siuslaw
Middle School	608	Siuslaw
High School	610	Siuslaw

Political Districts

Election Precinct	4601	State Representative District 9
City Council Ward	N/A	State Representative Caddy McKeown
City Councilor	N/A	State Senate District 5
County Commissioner District 1 (West)		State Senator Arnie Roblan
County Commissioner	Jay Bozievich	
EWEB Commissioner	N/A	
LCC Board Zone	1	

Census Information

The information provided below is only a small sampling of the information available from the US Census Bureau. The links at the end of each section below will take you to source tables at American Fact Finder, with additional details. Those links will take you to the most current estimates, but estimates for several previous years will also be available.

To view more Census detail about this tract, visit [Census Reporter](#).

Demographic Characteristics	Tract 0705		Florence		Lane County		Oregon	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Total Population	3,810	+/-259	8,597	+/-23	360,273	*****	3,982,267	*****
Percent age 5 and Under	2.2%	+/-1.3	4.0%	+/-1.2	5.0%	*****	5.8%	+/-0.1
Percent Age 18 and Over	86.2%	+/-3.1	87.0%	+/-2.0	80.9%	*****	78.4%	+/-0.1
Percent Age 65 and Over	34.1%	+/-4.9	40.3%	+/-3.2	17.3%	+/-0.1	15.9%	+/-0.1
Median Age	57.1	+/-2.7	60.1	+/-2.1	39.3	+/-0.2	39.1	+/-0.1

For a complete breakdown of population by age, gender, race, ethnicity and more, visit [American Fact Finder](#).

Housing Characteristics	Tract 0705		Florence		Lane County		Oregon	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Occupied Housing Units	1,894	+/-134	4,293	+/-184	146,692	+/-720	1,545,745	+/-4,059
Vacant Housing Units	323	+/-126	845	+/-210	11,545	+/-668	160,545	+/-4,132
Percent Owner Occupied Housing Units	51.1%	+/-6.7	62.0%	+/-4.4	58.8%	+/-0.6	61.4%	+/-0.3
Percent Renter Occupied Housing Units	48.9%	+/-6.7	38.0%	+/-4.4	41.2%	+/-0.6	38.6%	+/-0.3
Homeowner Vacancy Rate	2.6%	+/-4.2	2.0%	+/-2.3	1.6%	+/-0.3	1.6%	+/-0.1
Rental Vacancy Rate	3.3%	+/-4.3	8.7%	+/-4.9	3.6%	+/-0.6	3.8%	+/-0.2
Median House Value (dollars)	145,800	+/-9,902	180,900	+/-10,996	221,000	+/-2,536	247,200	+/-962
Median Monthly Mortgage (dollars)	934	+/-100	1,110	+/-66	1,427	+/-17	1,563	+/-5
Median Monthly Rent (dollars)	764	+/-78	796	+/-87	885	+/-10	941	+/-4

For a complete breakdown of housing by tenure, number of bedrooms, year built and more, visit [American Fact Finder](#).

Economic Characteristics	Tract 0705		Florence		Lane County		Oregon	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Median Household Income (dollars)	31,517	+/-3,829	32,842	+/-2,565	45,222	+/-822	53,270	+/-327
Unemployment Rate	6.3%	+/-4.0	11.0%	+/-3.3	8.7%	+/-0.5	8.1%	+/-0.2
Poverty Rate	16.1%	+/-4.9	17.4%	+/-4.0	19.7%	+/-0.8	15.7%	+/-0.2

For a complete breakdown of incomes, poverty, employment, commute patterns and more, visit [American Fact Finder](#).

Social Characteristics	Tract 0705		Florence		Lane County		Oregon	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Percent Bachelor Degree or Higher	21.3%	+/-4.8	21.3%	+/-3.1	28.7%	+/-0.5	31.4%	+/-0.2
Percent High School Graduate or Higher	89.5%	+/-5.2	90.7%	+/-2.6	91.1%	+/-0.5	90.0%	+/-0.2

For a complete breakdown of educational attainment, school enrollment, marital status, ancestry and more, visit [American Fact Finder](#).

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

Explanation of Symbols:

An '*****' entry in the margin of error column indicates that the estimate is controlled, and a margin of error is not provided.

Liens

None

Building Permits

Please check the [State of Oregon ePermitting System](#).

Land Use Applications

RLID does not contain any landuse application data for this jurisdiction

Petitions

RLID does not contain any petition data for this jurisdiction

Tax Statements & Tax Receipts

Account#: 1840337
View tax statement(s) for: [2017](#) [2016](#)

<u>Tax Receipts</u>					
Receipt Date	Amount Received	Tax	Discount	Interest	Applied Amount
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Data source: Lane County Assessment and Taxation

Owner/Taxpayer

Owners

Owner	Address	City/State/Zip
CITY OF FLORENCE	250 HWY 101	FLORENCE, OR 97439

Taxpayer

Party Name	Address	City/State/Zip
CITY OF FLORENCE	250 HWY 101	FLORENCE, OR 97439

Data source: Lane County Assessment and Taxation

Account Status

Status Active Account Current Tax Year

Account Status	none
Remarks	none
Special Assessment Program	N/A

Data source: Lane County Assessment and Taxation

General Tax Account Information

Tax Account Acreage	1.73
Fire Acres	N/A
Property Class	700 - Multi-family, vacant
Statistical Class	N/A
Neighborhood	89702 - Florence - City
Category	Land and Improvements

Data source: Lane County Assessment and Taxation

Township-Range-Section / Subdivision Data

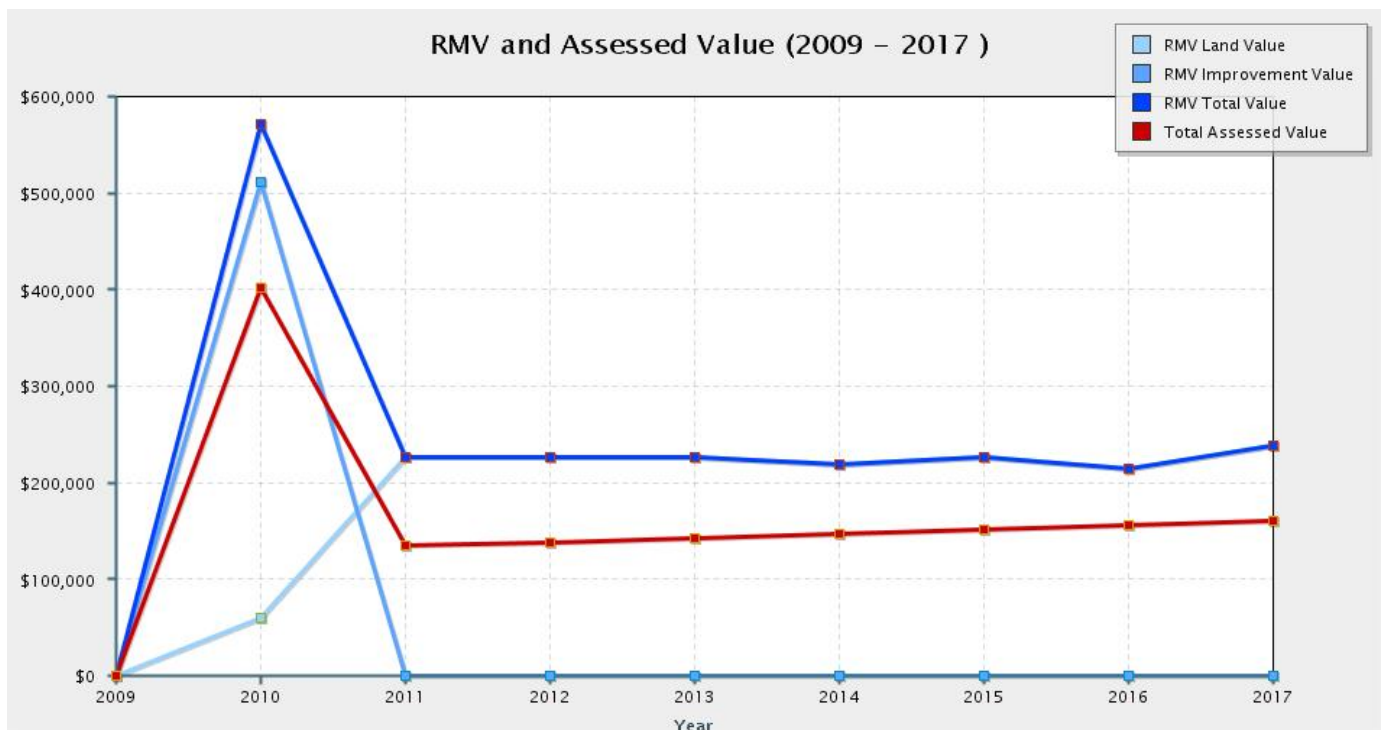
Subdivision Type	Subdivision Plat	Subdivision Name	Keener Place Pud Phase	Subdivision Number	N/A
Phase	N/A	Lot/Tract/Unit #	Parcel 11 TL 15400	Recording Number	2010-011236

Data source: Lane County Assessment and Taxation

Property Values & Taxes

The values shown are the values certified in October unless a value change has been processed on the property. Value changes typically occur as a result of appeals, clerical errors and omitted property. The tax shown is the amount certified in October. This is the full amount of tax for the year indicated and does not include any discounts offered, payments made, interest owing or previous years owing. It also does not reflect any value changes.

Year	Real Market Value (RMV)			Total Assessed Value	Tax
	Land	Improvement	Total		
2017	\$238,371	\$0	\$238,371	\$160,421	\$ 0.00
2016	\$214,749	\$0	\$214,749	\$155,749	\$ 0.00
2015	\$226,052	\$0	\$226,052	\$151,213	\$ 0.00
2014	\$219,468	\$0	\$219,468	\$146,809	\$ 0.00
2013	\$226,256	\$0	\$226,256	\$142,533	\$ 0.00
2012	\$226,256	\$0	\$226,256	\$138,382	\$ 0.00
2011	\$226,256	\$0	\$226,256	\$134,351	\$ 0.00
2010	\$60,030	\$510,780	\$570,810	\$402,661	\$ 0.00
2009	\$0	\$0	\$0	\$0	\$ 0.00



Current Year Assessed Value	\$160,421
Less Exemption Amount *	(\$160,421)
Taxable Value	\$0

* Frozen Assessed Value

Exemption Type Cities and Towns

Data source: Lane County Assessment and Taxation

Tax Code Area & Taxing Districts

Tax Code Area (Levy Code) for current tax year	09700
Taxing Districts for TCA 09700	CENTRAL LINCOLN PUD City of Florence Lane Community College Lane County Lane Education Service District Port of Siuslaw Siuslaw Public Library District Siuslaw School District 97J Siuslaw Valley Fire & Rescue Urban Renewal Agency of Florence Western Lane Ambulance District

****NOTE** Lane County Assessment and Taxation Tax Code Area & Taxing Districts reflect the current certified year. The **Billing Rate Document** may still reference the prior year's rates and details until we receive the current report from Lane County.

Data source: Lane County Assessment and Taxation

Sales & Ownership Changes

No sales or ownership change data available.

Data source: Lane County Assessment and Taxation

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5
Meeting Date: June 18, 2018
Department: Public Works

ITEM TITLE: Accept the quote as submitted by Ray Wells, Inc. for street repairs on Rhododendron Drive in the area of New Hope Lane.

DISCUSSION/ISSUE:

City staff has been soliciting estimates to complete repairs to the south bound travel lane of Rhododendron Drive in the vicinity of New Hope Lane that has excessive settlement. This is the area of the roadway that does not benefit from additional rip rap protection of the embankment and shoulder of the road. Staff reached out to the following firms to provide an estimate to perform the repairs:

<u>Proposer</u>	<u>Amount</u>
Ray Wells, Inc.	\$50,720
Delta Construction Co.	No proposal
Knife River Corporation	No proposal

This project includes all labor, equipment and materials necessary for rehabilitation and repair of three locations along the south bound travel lane of Rhododendron Drive near New Hope Lane. The project includes saw cutting of the asphalt pavement, demolition of the asphalt pavement, removal of uncompacted gravels and soil, installing new base material, compaction and repaving the roadway up to 4-inches in depth of HMA (Hot Mix Asphalt Cement) for a total of 1,800 square feet. Included in the proposal is to perform an overlay of the repair area for 320 lineal feet by 12-feet in width. The proposal includes adding additional shoulder rock to ease the abrupt edge in this area.

In addition, we have requested up to \$20,000 in additional asphalt patching on Rhododendron Drive between 35th and Wildwinds. This is only a temporary fix to help hold the street together until a much larger and more comprehensive project can be constructed in the future.

The Contractor that submitted the only quote is Ray Wells, Inc. and has completed similar projects with very good results. Public Works has verified, in accordance with ORS 279C.375, that the contractor has had no disciplinary action by the Construction Contractor's Board (CCB); nor is the contractor listed on the Oregon Bureau of Labor and Industries (BOLI) ineligible list or the Federal Excluded Parties List System (EPLS).

FISCAL IMPACT:

Ray Wells, Inc. was the responsive proposer that can perform the work. The proposal is a not to exceed \$50,720 contract, which includes \$20,000 to skim patch the roadway in locations outside of the three sunken area repairs. Funding for this project is included in the FY 2017-19 Biennium Street Capital Budget and the project is fully funded.

RELEVANCE TO ADOPTED COUNCIL GOALS:

- City Service Delivery – improving, maintaining and enhancing our infrastructure as feasible.
- Livability & Quality of Life – being responsive to our community’s needs with efficient, effective and sustainable service delivery.
- Financial & Organizational Sustainability – using a pavement maintenance practice that extends pavement life and provides a good driving surface that is very cost effective.

ALTERNATIVES:

1. Award contract to Ray Wells, Inc.
2. Do not award proposal.
3. Reject proposal and complete formal bidding process.

RECOMMENDATION:

Staff recommends that the City Council accept the proposal from Ray Wells, Inc. and authorize the City Manager to proceed with a construction contract.

AIS PREPARED BY: Mike Miller, Public Works Director

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

ITEMS ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6
Meeting Date: June 18, 2018
Department: City Manager / Finance

ITEM TITLE: Third Quarter Financial Report Fiscal Year 2017-18

DISCUSSION/ISSUE:

In an effort to improve financial and management reporting to the City Council, citizens and other interested individuals we have prepared the attached quarterly report.

FISCAL IMPACT:

Staff time to prepare.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Improves financial and management reporting to inform decisions.

ALTERNATIVES: N/A

RECOMMENDATION:

N/A

AIS PREPARED BY: Andy Parks, Finance Director

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments:

ERReynolds

ITEM'S ATTACHED: Quarterly Report



City Hall Remodel/Expansion - 2018



Public Works Administration and Maintenance Facility – 2017



REVISION FLORENCE
Florence Urban Renewal Agency



Highway 101 Streetscape Project - 2018

City of Florence, Oregon



Quarterly Report

Third Quarter Ended March 31, 2018

June 14, 2018

Dear Mayor Henry, City Councilors, Citizens of Florence and other interested individuals;

We are pleased to report on activities and progress we have made on Council goals on behalf of the City of Florence for the third quarter ended March 31, 2018. The report includes comparisons of actual to budgeted amounts, a City-wide summary of beginning fund balance, current period resources and expenditures, and the ending fund balance for all funds and narrative explaining results and highlights for the quarter. The financial information presented is unaudited and any significant adjustment are noted.

Please note that the budgeted amounts presented reflect the fiscal year 2017-18 estimates utilized in the preparation of the City's budget for the July 1, 2017 – June 30, 2019 biennium. We will update the report to include the biennial amounts with the fiscal year-end report for fiscal year 2017-18. Additionally, we have included reporting on the City's debt such as outstanding amounts, debt coverage ratios, maturities and interest rates with the third quarter report.

Budgeted amounts presented generally have been allocated proportionately, i.e., twenty-five percent (25%) of the fiscal year amount for the quarter. However, revenue such as property taxes and transient room taxes, debt proceeds and expenditures such as capital outlay, transfers to and from other funds for capital projects and debt service reflect allocations that are based on the actual need or requirement. Explanations are provided as necessary with each fund. Additionally, the full fiscal year budget and the updated estimated amounts for the full fiscal year are provided. When full fiscal year estimated amounts vary considerably from the full-fiscal year budgeted amounts, an explanation is provided.

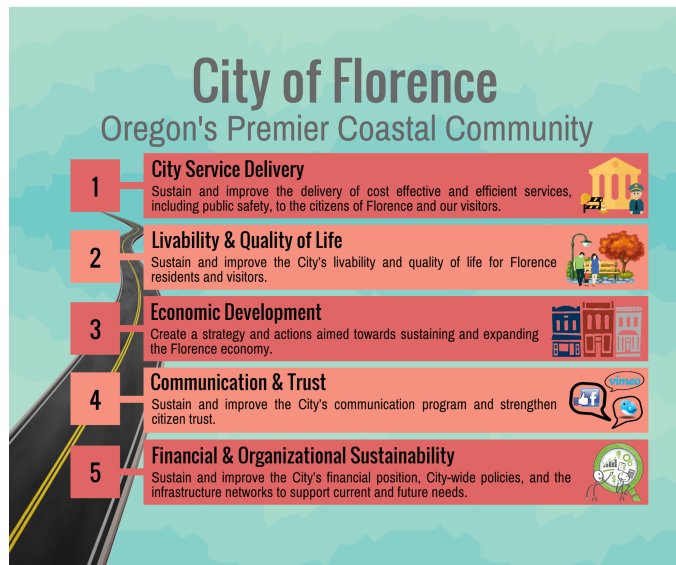
City Council adopted seven goals in early 2015, which were consolidated to five goals in 2016.



- City Service Delivery
- Livability and Quality of Life
- Economic Development
- Communication and Trust, and
- Financial and Organizational Sustainability

Following are highlights for the third quarter related to these goals:

- General Fund ended the quarter with a fund balance of \$5.4 million, \$2.6 million greater than budgeted.
- City-wide capital expenditures for the quarter were \$1.3 million.
- Fund balances in the various funds, excluding the wastewater and street funds, meet or exceed the minimum financial requirements for sustainable operations.
- Revenue during the quarter was sufficient to meet authorized spending per the adopted budget.



Operations

- Mayor and City Council
 - Appointed Woody Woodbury to fill council vacancy
 - Approved long-term debt financing of up to \$3.64 million (\$3.95 million issued)
 - Awarded contract for construction of City Hall expansion/remodel
- Florence Events Center
 - Winter Music Festival 2018 planning
- Administration
 - Initiation of City Hall construction project
 - Completion of ReVision Florence design
 - Due diligence on old-school site property acquisition
- Human Resources
 - Several new employees hired during quarter
- Community Development
 - Housing and Economic Opportunities project public engagement completed
 - State Building Code Division evaluating legality of outsourcing Building Official and Inspection program – potential direct impact to City
- Finance
 - Completed \$3.395 million financing



- Information Technology
 - Completed installation of server infrastructure components
- Public Works
 - Received State Department of Aviation grant
 - Initiated engineering design work on airport runway project
- Police
 - Continuing expansion of community engagement programs, ALICE
- FURA
 - Completed design for the ReVision Florence project.

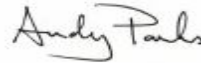
We have added a debt summary and schedule of key metrics for the City's debt. This information is located on the last page of the report.

If you have any questions, please let Erin or I know.

Sincerely,



Erin Reynolds, CPA
City Manager



Andy Parks, CPA
Finance Director



City-wide - All Funds

The City began the quarter with a combined \$9.5 million fund balance. During the quarter the City received \$4.0 million in revenue, issued \$3.395 million in long-term debt, had operating expenditures of \$3.3 million, invested \$1.3 million in capital, and paid \$50,136 in debt service. The City's ending combined fund balance totals \$12.3 million. Ending fund balance in all funds meet or exceed the desired minimum amounts per the City's fiscal policies, with the exception of the street and wastewater funds. Additional information is presented in the individual fund narratives.

Quarter Ended March 31, 2018

Information for the January 1, 2018 – March 31, 2018 quarter only

Fund	Beginning		Debt		Total		Capital	Debt	Total	Ending
	Fund Balance	Revenue	Proceeds	Resources	Expenses	Outlay	Service	Expenditures	Fund Balance	
General	2,781,522	1,111,685	3,395,000	7,288,207	1,466,208	414,683	31,001	1,911,892	5,376,315	
Street	78,595	337,577	-	416,172	156,057	8,204	-	164,261	251,911	
9-1-1	112,848	319,717	-	432,565	194,618	-	-	194,618	237,947	
Transient Room Tax	160,405	61,043	-	221,448	96,876	-	-	96,876	124,572	
Events Center	360,176	178,775	-	538,951	177,858	20,514	-	198,372	340,579	
Water	2,236,197	473,319	-	2,709,516	361,809	495,814	-	857,623	1,851,893	
Wastewater	292,644	757,095	-	1,049,739	432,396	176,054	1,065	609,515	440,224	
Stormwater	770,129	137,035	-	907,164	62,458	24,179	18,070	104,707	802,457	
Airport	92,353	74,590	-	166,943	35,418	34,537	-	69,955	96,988	
Public Works Admin	182,414	260,196	-	442,610	208,434	97,473	-	305,907	136,703	
Street SDC	613,308	21,753	-	635,061	200	-	-	200	634,861	
Water SDC	169,872	60,854	-	230,726	500	-	-	500	230,226	
Wastewater SDC	681,906	76,362	-	758,268	400	-	-	400	757,868	
Stormwater SDC	209,093	36,084	-	245,177	200	-	-	200	244,977	
GO Debt	272,265	8,223	-	280,488	-	-	-	-	280,488	
LID Debt	461,353	33,044	-	494,397	-	-	-	-	494,397	
City/FURA Debt	10,809	100,000	-	110,809	100,000	-	-	100,000	10,809	
Totals	9,485,889	4,047,352	3,395,000	16,928,241	3,293,432	1,271,458	50,136	4,615,026	12,313,215	

The Florence Urban Renewal Agency (FURA) funds are not included in the above schedule as FURA is a separate entity from the City. FURA's financial reports are included at the end of this report for additional information.



General Fund

The City's general fund accounts for all the City's governmental operations, excluding transportation and emergency dispatch. During the quarter revenue from franchise fees, charges for services and miscellaneous were above budget. Property taxes and intergovernmental revenue were below budget for the quarter. The property tax levy for the fiscal year is consistent with the amount included in the budget, however, the year-end estimate is slightly greater due to accelerated payments anticipated due to the passage of the federal tax act.

Charges for services revenue is presently anticipated to meet budget for the year. Intergovernmental revenue is projected to also meet budget with the exception of capital grants that will be offset by reduced capital spending funded by these grants. License and permits revenue is projected to increase during the second half of the year, however remain below budget for the year. Transfers were received as budgeted. Debt proceeds are anticipated to be increased by \$1.2 million due to the cost increase for the city hall remodel/expansion project approved by City Council in December and the acquisition of property from the County (Ocean Dunes).

For the quarter, expenditures for Community Development, Parks, and Municipal Court, were under budget. Operating expenditures for the other departments, primarily resulting from the payment of health savings account benefits in January, exceeded budget for the quarter. For the full fiscal year, the police department is expected to exceed budget as a result of labor costs exceeding budget due to the labor settlement which provided an increase in salaries of nearly three percent (2.8%), relative to the budgeted amount of one-half percent (0.5%). This additional cost, together with full staffing, is anticipated to result in a need to increase the budget for police and or reduce spending in other areas of the police budget. Another potential department requiring a budget adjustment is city hall. This is the result of a change in personnel and associated benefit costs.

Capital outlay expenditures during the quarter include initiation of construction of the city hall remodel/expansion project. The total cost for the city hall project is approximately \$1.0 million greater than budgeted. The year-end estimate for this project includes costs anticipated to be incurred as of June 30, 2018 (\$1.957 million). Projected long-term debt borrowing for the projects is included in the revenue estimates. Additionally, the amount for an approved land purchase from Lane County (\$240,000) is reflected in the year-end estimates for capital outlay.

Scheduled debt payments were made during the quarter and transfers were made consistent with the budgeted amounts.

Overall, the General Fund realized a significant increase in fund balance of \$2.6 million during the quarter due to the issuance of \$3.395 million in long-term debt. The primary drivers to improve year-end results will be cost control management and revenue from franchise fees, community development activity and intergovernmental grants. The projected ending fund balance of \$2.769 million is approximately \$1.7 million above the minimum fund balance per the City's fiscal policies (approximately



\$1.0 million of which is carry over to complete the city hall project).

Quarter and Nine Months Ended March 31, 2018

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate	Variance Over(Under)
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)			
Current year resources									
Taxes	133,175	118,829	(14,346)	2,352,940	2,416,088	63,148	2,476,700	2,476,500	(200)
Intergovernmental	91,100	42,597	(48,503)	264,575	226,880	(37,695)	703,100	589,500	(113,600)
Franchise fees	200,950	296,785	95,835	602,850	704,630	101,780	803,800	807,400	3,600
Licenses and permits	102,300	180,280	77,980	306,900	296,078	(10,822)	409,200	396,300	(12,900)
Charges for services	91,700	101,529	9,829	275,050	280,064	5,014	366,800	366,600	(200)
Miscellaneous	67,375	68,887	1,512	202,125	220,418	18,293	269,500	292,500	23,000
Transfers	302,775	302,778	3	908,325	908,328	3	1,211,100	1,211,100	-
Debt proceeds	2,200,000	3,395,000	1,195,000	2,200,000	3,395,000	1,195,000	2,200,000	3,395,000	1,195,000
Total current year resources	3,189,375	4,506,685	1,317,310	7,112,765	8,447,486	1,334,721	8,440,200	9,534,900	1,094,700
Expenditures									
Police	530,900	611,333	80,433	1,644,200	1,643,018	(1,182)	2,175,100	2,194,700	19,600
Community Development	197,800	187,515	(10,285)	601,500	514,461	(87,039)	799,300	762,600	(36,700)
Parks	41,225	25,029	(16,196)	127,075	76,473	(50,602)	168,300	141,800	(26,500)
Municipal Court	69,875	59,388	(10,487)	209,625	179,033	(30,592)	279,500	268,600	(10,900)
Administration	342,925	345,529	2,604	1,042,775	942,883	(99,892)	1,371,700	1,337,400	(34,300)
City Hall	22,525	31,794	9,269	67,575	79,098	11,523	90,100	104,700	14,600
Non-departmental	32,750	43,020	10,270	98,250	104,777	6,527	131,000	130,000	(1,000)
Operating expenditures	1,238,000	1,303,608	65,608	3,791,000	3,539,743	(251,257)	5,015,000	4,939,800	(75,200)
Capital outlay	1,233,375	414,683	(818,692)	1,677,775	881,305	(796,470)	2,822,600	2,991,600	169,000
Debt service	-	31,001	31,001	40,800	71,682	30,882	95,900	70,600	(25,300)
Transfers	162,600	162,600	-	487,800	487,800	-	650,400	650,400	-
Total non-operating expenditures	1,395,975	608,284	(787,691)	2,206,375	1,440,787	(765,588)	3,568,900	3,712,600	143,700
Total expenditures	2,633,975	1,911,892	(722,083)	5,997,375	4,980,530	(1,016,845)	8,583,900	8,652,400	68,500
Resources over (under) expenditures	555,400	2,594,793	2,039,393	1,115,390	3,466,956	2,351,566	(143,700)	882,500	1,026,200
Beginning fund balance	2,247,819	2,781,522	533,703	1,687,829	1,909,359	221,530	1,687,829	1,909,359	221,530
Ending fund balance	2,803,219	5,376,315	2,573,096	2,803,219	5,376,315	2,573,096	1,544,129	2,791,859	1,247,730



Street Fund

This fund accounts for the City's street related activities. During the quarter, the City received revenue from state gas tax consistent with budget, franchise fees slightly less than budgeted and street fees slightly less than budgeted pending a rate equity adjustment later in the year.

With respect to expenditures, personnel costs were above budget due to timing of health savings account payments in January, while materials and services and capital outlay were below budget for the quarter. Personnel, materials and services costs and capital outlay are below budget for the nine-month period. There were no debt service payments during the quarter and transfers were made as budgeted for the quarter.

Overall, revenue exceeded expenditures for the quarter by \$173,316, and \$3,755 for the nine months. The ending fund balance of \$251,911 is approximately \$235,000 below the minimum desired per fiscal policy. The projected ending fund balance of \$405,456 at June 30, 2018 is approximately \$2,000 below the minimum policy.

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Intergovernmental	215,025	227,206	12,181	465,075	497,936	32,861	665,100	689,400
Franchise fees	16,225	13,081	(3,144)	48,675	41,030	(7,645)	64,900	54,000
Charges for services	97,725	96,420	(1,305)	293,175	284,343	(8,832)	390,900	380,000
Miscellaneous	475	870	395	1,425	6,751	5,326	1,900	7,700
Transfers	-	-	-	-	-	-	228,000	228,000
Total current year resources	329,450	337,577	8,127	808,350	830,060	21,710	1,350,800	1,359,100
Expenditures								
Personnel services	17,550	21,363	3,813	52,650	52,144	(506)	70,200	70,100
Materials and services	62,350	56,421	(5,929)	217,550	204,686	(12,864)	279,900	277,000
Capital outlay	72,500	8,204	(64,296)	247,500	199,858	(47,642)	290,000	290,000
Transfers	78,275	78,273	(2)	234,825	234,825	-	313,100	313,100
Debt service	-	-	-	130,200	134,792	4,592	247,200	251,600
Total expenditures	230,675	164,261	(66,414)	882,725	826,305	(56,420)	1,200,400	1,201,800
Resources over (under) expenditures	98,775	173,316	74,541	(74,375)	3,755	78,130	150,400	157,300
Beginning fund balance	18,742	78,595	59,853	191,892	248,156	56,264	191,892	248,156
Ending fund balance	117,517	251,911	134,394	117,517	251,911	134,394	342,292	405,456



9-1-1 Fund

This fund accounts for the areas 9-1-1 emergency dispatch operations, managed by the City. The City charges users, including the City police department, of emergency dispatch services and receives dedicated tax revenue for 9-1-1 operations. The police department charge for services is included in transfers from the police department in the general fund.

Revenue from 9-1-1 user taxes (intergovernmental) were greater than anticipated for the quarter. Revenue from other public safety organizations (charges for services) is above budget, with payments received in the third quarter. Transfers from the general fund were as budgeted.

Expenditures for personnel for the quarter were above budget due to health insurance health savings accounts and below budget for nine months ended March 31, 2018, however, due to the labor settlement (police labor agreement mentioned earlier 2.3% greater than budgeted), personnel costs are anticipated to increase, but remain below budget for the year. Materials and services costs are less than budget for the quarter, and nine months. Materials and services are projected to be below budget for the full year. Capital replacement of technology is planned in the fourth quarter and is projected at \$20,000, or the full biennial budget.

Overall, 9-1-1 Fund revenue exceeded expenditures by \$125,099 in the third quarter, \$92,745 for the nine months ended March 31, 2018. The ending fund balance is approximately \$113,000 above the minimum amount established by fiscal policy (approximately \$125,000).

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Intergovernmental	18,925	25,084	6,159	56,775	75,127	18,352	75,700	100,000
Charges for services	40,625	160,115	119,490	121,875	160,115	38,240	162,500	165,700
Miscellaneous	-	643	643	-	1,643	1,643	-	2,200
Transfers	133,875	133,875	-	401,625	401,625	-	535,500	535,500
Total current year resources	193,425	319,717	126,292	580,275	638,510	58,235	773,700	803,400
Expenditures								
Personnel services	139,625	153,237	13,612	418,875	392,602	(26,273)	558,500	536,000
Materials and services	17,450	8,708	(8,742)	62,050	55,138	(6,912)	79,500	78,300
Capital outlay	2,500	-	(2,500)	5,000	-	(5,000)	10,000	20,000
Transfers	32,675	32,673	(2)	98,025	98,025	-	130,700	130,700
Total expenditures	192,250	194,618	2,368	583,950	545,765	(38,185)	778,700	765,000
Resources over (under) expenditures	1,175	125,099	123,924	(3,675)	92,745	96,420	(5,000)	38,400
Beginning fund balance	152,202	112,848	(39,354)	157,052	145,202	(11,850)	157,052	145,202
Ending fund balance	153,377	237,947	84,570	153,377	237,947	84,570	152,052	183,602



Transient Room Tax Fund

This fund accounts for the City's share of the tourism promotion tax (4%). Tourism activity during the prior three years recovered to pre-recession levels. Growth has slowed as occupancy rates during peak seasons have reached capacity. Revenue for the quarter was well above the allocated budget as fall weather was outstanding, extending the tourism season.

Transient room taxes are allocated forty percent (40%) to tourism promotion via contract with the Chamber of Commerce and sixty percent (60%) to the Florence Events Center. Monthly payments to the Chamber and transfers to the FEC were made consistent with the budget.

The ending fund balance exceeds the minimum fund balance per the fiscal policies by nearly \$92,000.

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Taxes	58,100	61,043	2,943	290,600	330,522	39,922	387,500	391,300
Total current year resources	58,100	61,043	2,943	290,600	330,522	39,922	387,500	391,300
Expenditures								
Materials and services	38,750	38,751	1	116,250	116,253	3	155,000	156,500
Transfers	58,125	58,125	-	174,375	174,375	-	232,500	232,500
Total expenditures	96,875	96,876	1	290,625	290,628	3	387,500	389,000
Resources over (under) expenditures	(38,775)	(35,833)	2,942	(25)	39,894	39,919	-	2,300
Beginning fund balance	129,152	160,405	31,253	90,402	84,678	(5,724)	90,402	84,678
Ending fund balance	90,377	124,572	34,195	90,377	124,572	34,195	90,402	86,978



Florence Events Center Fund

This fund accounts for the activities of the City's events center.

Revenue is greater than budgeted during the second quarter and slightly above budget for the nine months ended March 31, 2018. This is consistent with previous experience. A planned borrowing with the City Hall project in the third quarter, for the land acquisition in fiscal year 2017, was changed due to technical issues with tax-exempt debt. The FEC fund fund balance will be less than budgeted, however, the fund balance is anticipated to increase gradually to meet minimum fund balance requirements.

Personnel costs are above budget for the quarter due to health insurance related costs, below budget year-to-date. Materials and services costs are below budget for the quarter and fiscal year. The amount budgeted for advertising was approximately \$33,000 less than historically invested. Staff has made adjustments to spending and revenue opportunities to offset the budgeting error. The FEC's major capital projects were completed in the second quarter, with project costs above budget offset with additional grant funding received from a Cultural Trust Grant (\$31,800). Transfers were made as budgeted, with the transfer to the general fund to reimburse land acquisition costs pending.

Overall, the FEC Fund's expenditures exceed revenue for the quarter by \$19,597, leaving an ending fund balance of \$360,176. The ending fund balance exceeds the minimum desired fund balance per fiscal policy by approximately \$104,000.

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Intergovernmental	-	-	-	100,000	108,005	8,005	100,000	108,000
Charges for services	55,500	37,966	(17,534)	166,500	168,869	2,369	222,000	218,060
Miscellaneous	47,825	66,436	18,611	136,475	133,467	(3,008)	180,800	211,300
Transfers	74,375	74,373	(2)	223,125	223,125	-	297,500	297,500
Debt proceeds	-	-	-	-	-	-	-	-
Current year resources	177,700	178,775	1,075	626,100	633,466	7,366	800,300	834,860
Expenditures								
Personnel services	83,000	87,876	4,876	249,000	217,495	(31,505)	332,000	294,600
Materials and services	91,725	75,930	(15,795)	275,175	268,300	(6,875)	366,900	365,900
Capital outlay	23,875	20,514	(3,361)	101,875	112,397	10,522	95,500	120,500
Transfers	14,050	14,052	2	42,150	42,150	-	237,300	237,300
Total expenditures	212,650	198,372	(14,278)	668,200	640,342	(27,858)	1,031,700	1,018,300
Resources over (under) expenditures	(34,950)	(19,597)	15,353	(42,100)	(6,876)	35,224	(231,400)	(183,440)
Beginning balance	383,364	360,176	(23,188)	390,514	347,455	(43,059)	390,514	347,455
Ending balance	348,414	340,579	(7,835)	348,414	340,579	(7,835)	159,114	164,015

City of Florence, Oregon

Quarterly Report

March 31, 2018



Unaudited



Unaudited

Water Fund

This fund accounts for the City's water utility activities. Revenue during the quarter was consistent with the quarterly budgeted amounts, with the exception of reimbursement from developers.

Reimbursement from developers and transfers from the Water SDC Fund to reimburse qualified costs of expansion projects will be made upon completion of qualified projects.

Personnel costs were above budget for the quarter due to timing of health insurance related costs. Materials and services expenditures were less than budgeted for the quarter and nine months. Capital outlay is well below the allocated budget as projects will be completed later in the fiscal year or next fiscal year.

During the quarter expenditures exceeded revenue by \$384,304 due to capital investment. The ending fund balance of \$2.24 million is \$1.6 million above the minimum desired balance. At year end the ending balance is projected to be approximately \$500,000 above the minimum desired balance.

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Charges for services	555,675	470,688	(84,987)	1,721,973	1,643,521	(78,452)	2,222,700	2,145,000
Miscellaneous	4,675	2,631	(2,044)	14,025	18,682	4,657	268,700	22,000
Transfers	-	-	-	-	-	-	100,000	100,000
Total current year resources	560,350	473,319	(87,031)	1,735,998	1,662,203	(73,795)	2,591,400	2,267,000
Expenditures								
Personnel services	81,400	97,948	16,548	244,200	236,926	(7,274)	325,600	320,300
Materials and services	98,325	72,638	(25,687)	312,175	261,912	(50,263)	410,500	395,200
Capital outlay	565,000	495,814	(69,186)	1,538,750	814,397	(724,353)	2,260,000	1,685,000
Debt service	-	-	-	82,400	82,224	(176)	169,500	169,500
Transfers	191,225	191,223	(2)	573,675	573,675	-	764,900	762,000
Total expenditures	935,950	857,623	(78,327)	2,751,200	1,969,134	(782,066)	3,930,500	3,332,000
Resources over (under) expenditures	(375,600)	(384,304)	(8,704)	(1,015,202)	(306,931)	708,271	(1,339,100)	(1,065,000)
Beginning fund balance	1,574,442	2,236,197	661,755	2,214,044	2,158,824	(55,220)	2,214,044	2,158,824
Ending fund balance	1,198,842	1,851,893	653,051	1,198,842	1,851,893	653,051	874,944	1,093,824



Wastewater Fund

This fund accounts for the City's wastewater operations. Charges for services during the quarter were below the budgeted amount, and are projected to remain below budget for the full year (less than one percent). Intergovernmental revenue, miscellaneous, (reimbursements) and transfers from SDCs are pending due to timing issues associated with the Harbor Vista project and other capital expansion projects. Capital expenditures are also less than budgeted pending final agreement for the various projects.

On the expenditure side, personnel costs for the quarter are above budget due to accounting adjustments. Capital project expenditures are well under budget with reimbursement related projects deferred pending securing sufficient property owner interest and Council approval. The Harbor Vista project received approval including City acquisition of land from the County in the second quarter. Debt payments were paid as scheduled during the quarter and transfers were made consistent with the budget.

Overall, the \$0.4 million fund balance is above its minimum for the year by \$150,000, and is approximately \$1.3 million below the desired fund balance per policy. This deficiency has been reviewed with the City Council and Budget Committee with the decision to seek incremental improvement in the fund balance until the 2010B bonds mature in fiscal year 2022, resulting in a significant reduction in annual debt service requirements. At that time, revenue is anticipated to exceed expenditures allowing fund balance to increase to a sustainable balance appropriate for the wastewater operation.

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Intergovernmental	-	-	-	-	-	-	200,000	200,000
Charges for services	803,650	746,983	(56,667)	2,507,010	2,405,012	(101,998)	3,209,500	3,191,300
Miscellaneous	8,525	10,112	1,587	25,575	37,710	12,135	691,600	43,000
Transfers	-	-	-	-	-	-	657,500	100,000
Total current year resources	812,175	757,095	(55,080)	2,532,585	2,442,722	(89,863)	4,758,600	3,534,300
Expenditures								
Personnel services	87,100	103,692	16,592	261,300	256,032	(5,268)	348,400	358,100
Materials and services	116,775	120,531	3,756	386,025	399,363	13,338	499,800	530,200
Capital outlay	519,375	176,054	(343,321)	878,125	368,365	(509,760)	2,077,500	782,500
Debt service	-	1,065	1,065	980,200	982,188	1,988	1,193,800	1,193,800
Transfers	208,175	208,173	(2)	624,525	624,525	-	832,700	832,700
Total expenditures	931,425	609,515	(321,910)	3,130,175	2,630,473	(499,702)	4,952,200	3,697,300
Resources over (under) expenditures	(119,250)	147,580	266,830	(597,590)	(187,751)	409,839	(193,600)	(163,000)
Beginning fund balance	85,317	292,644	207,327	563,657	627,975	64,318	563,657	627,975
Ending fund balance	(33,933)	440,224	474,157	(33,933)	440,224	474,157	370,057	464,975





Unaudited

Stormwater Fund

This fund accounts for the City's stormwater activities.

Revenue in the quarter is near the budgeted amounts. The transfer from the Stormwater SDC Fund will occur when qualified projects are completed.

Personnel costs are below budget due to a staffing vacancy during a portion of each quarter. The vacancy has been filled. Materials and services are below budget and are expected to be at budget for the full year. Capital expenditures are below budget for the quarter, and projects will be delayed slightly into fiscal year 2018-19.

Overall, revenue exceeded expenditures by \$32,328 during the quarter. The ending fund balance of \$802,457 is approximately \$562,000 greater than the desired balance per fiscal policy.

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Charges for services	135,850	135,735	(115)	407,550	403,793	(3,757)	543,400	538,600
Miscellaneous	1,750	1,300	(450)	5,250	7,000	1,750	7,000	8,500
Transfers	12,500	-	(12,500)	12,500	-	(12,500)	50,000	50,000
Total current resources	150,100	137,035	(13,065)	425,300	410,793	(14,507)	600,400	597,100
Expenditures								
Personnel services	25,025	20,658	(4,367)	75,075	50,387	(24,688)	100,100	77,500
Materials and services	12,300	6,175	(6,125)	44,750	36,957	(7,793)	57,050	56,000
Capital outlay	32,500	24,179	(8,321)	102,500	53,663	(48,837)	130,000	130,000
Debt service	3,625	18,070	14,445	20,425	33,720	13,295	16,800	16,800
Transfers	35,625	35,625	-	106,875	106,875	-	142,500	142,500
Total expenditures	109,075	104,707	(4,368)	349,625	281,602	(68,023)	446,450	422,800
Resources over (under) expenditures	41,025	32,328	(8,697)	75,675	129,191	53,516	153,950	174,300
Beginning fund balance	733,160	770,129	36,969	698,510	673,266	(25,244)	698,510	673,266
Ending fund balance	774,185	802,457	28,272	774,185	802,457	28,272	852,460	847,566



Airport Fund

This fund accounts for the activities of the City's municipal airport.

Revenue for the quarter was greater than anticipated due to an additional unforeseen and unbudgeted property sale in the Pacific View Business Park. Intergovernmental revenue is tied to the runway capital project. Project engineering was initiated in the 2nd quarter, with construction anticipated in summer/fall 2018.

Operating expenditures were greater than budget for the quarter due to the timing of fuel purchases. The runway project is scheduled to begin later in the fiscal year. Transfers were made consistent with the budget.

The ending fund balance is greater than the minimum per the fiscal policies by approximately \$70,000. The financial improvement in this fund is due to the sale of property, retirement of debt and the ground lease to the City's public works department. These key events have facilitated the elimination of general fund financial support, made it possible for the airport fund to reimburse the City's general fund for administrative services and the public works administration fund for administration and facility maintenance services on a sustainable basis.

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Intergovernmental	-	-	-	-	-	-	1,143,800	-
Charges for services	26,467	24,319	(2,148)	79,401	91,384	11,983	105,868	117,600
Miscellaneous	13,100	50,271	37,171	26,300	116,745	90,445	52,400	169,000
Total current year resources	39,567	74,590	35,023	105,701	208,129	102,428	1,302,068	286,600
Expenditures								
Materials and services	16,800	28,743	11,943	69,600	86,156	16,556	86,400	107,700
Capital outlay	40,000	34,537	(5,463)	50,000	48,889	(1,111)	1,205,800	86,300
Transfers	6,675	6,675	-	20,025	20,025	-	26,700	26,700
Total expenditures	63,475	69,955	6,480	139,625	155,070	15,445	1,318,900	220,700
Resources over (under) expenditures	(23,908)	4,635	28,543	(33,924)	53,059	86,983	(16,832)	65,900
Beginning fund balance	28,322	92,353	64,031	38,338	43,929	5,591	38,338	43,929
Ending fund balance	4,414	96,988	92,574	4,414	96,988	92,574	21,506	109,829



Public Works Administration and Support Services Fund

This fund accounts for the activities of public works administration and staffing that serves several public works functions. Revenue is received via internal charges for services from benefitting funds.

Public works staff moved into the public works facility in October and continued to complete checklist elements in the third quarter.

Personnel costs were greater than budgeted for the quarter due to an accounting adjustment. Materials and services costs associated with moving and operating two facilities were greater than budgeted. Capital outlay expenditures were less the allocated budget amount for the quarter and nine months ended March 31, 2018. The total project cost is consistent with the approved funding, with the unspent funds as of June 30, 2017 carrying over into fiscal year 2018.

The projected fiscal year ending fund balance is slightly above the minimum desired amount per the City's financial policies.

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Charges for services	5,725	5,727	2	17,175	17,175	-	22,900	22,900
Miscellaneous	-	300	300	-	9,482	9,482	-	10,000
Transfers	254,175	254,169	(6)	762,525	762,525	-	1,016,700	1,016,700
Total current year resources	259,900	260,196	296	779,700	789,182	9,482	1,039,600	1,049,600
Expenditures								
Personnel services	139,700	170,315	30,615	419,100	420,739	1,639	558,800	551,900
Materials and services	27,930	38,119	10,189	83,790	106,595	22,805	111,718	137,300
Capital outlay	463,750	97,473	(366,277)	2,258,750	2,062,413	(196,337)	1,855,000	2,115,200
Debt service	-	-	-	109,600	109,805	205	219,100	219,600
Total expenditures	631,380	305,907	(325,473)	2,871,240	2,699,552	(171,688)	2,744,618	3,024,000
Resources over (under) expenditures	(371,480)	(45,711)	325,769	(2,091,540)	(1,910,370)	181,170	(1,705,018)	(1,974,400)
Beginning fund balance	61,502	182,414	120,912	1,781,562	2,047,073	265,511	1,781,562	2,047,073
Ending fund balance	(309,978)	136,703	446,681	(309,978)	136,703	446,681	76,544	72,673



System Development Funds

The City maintains four separate funds to account for system development charge revenue; street, water, wastewater and stormwater. Revenue is accumulated and transferred to the various operational funds to pay for qualified improvements costs.

Revenue from all SDC sources were greater than the allocated budget in the third quarter. Transfers from SDC funds to the operating funds will be made consistent with qualified project expenditures.

Wastewater SDC Fund

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Charges for services	26,000	73,362	47,362	78,000	121,592	43,592	104,000	135,000
Miscellaneous	1,500	3,000	1,500	4,500	8,200	3,700	6,000	10,000
Total current year resources	27,500	76,362	48,862	82,500	129,792	47,292	110,000	145,000
Expenditures								
Materials and services	4,275	400	(3,875)	12,825	1,200	(11,625)	17,100	2,100
Transfers	164,375	-	(164,375)	493,125	-	(493,125)	657,500	100,000
Total expenditures	168,650	400	(168,250)	505,950	1,200	(504,750)	674,600	102,100
Resources over (under) expenditures	(141,150)	75,962	217,112	(423,450)	128,592	552,042	(564,600)	42,900
Beginning fund balance	318,720	681,906	363,186	601,020	629,276	28,256	601,020	629,276
Ending fund balance	177,570	757,868	580,298	177,570	757,868	580,298	36,420	672,176

Street SDC's

	3rd Quarter			Nine Months Ended March 31, 2018			Budget	Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Charges for services	15,000	18,148	3,148	45,000	33,875	(11,125)	60,000	47,000
Miscellaneous	1,425	3,605	2,180	4,275	8,405	4,130	5,700	10,000
Transfers	-	-	-	-	-	-	-	-
Total current year resources	16,425	21,753	5,328	49,275	42,280	(6,995)	65,700	57,000
Expenditures								
Materials and services	15,300	200	(15,100)	45,900	500	(45,400)	61,200	1,000
Transfers	57,000	-	(57,000)	171,000	-	(171,000)	228,000	228,000
Total expenditures	72,300	200	(72,100)	216,900	500	(216,400)	289,200	229,000
Resources over (under) expenditures	(55,875)	21,553	77,428	(167,625)	41,780	209,405	(223,500)	(172,000)
Beginning fund balance	459,846	613,308	153,462	571,596	593,081	21,485	571,596	593,081
Ending fund balance	403,971	634,861	230,890	403,971	634,861	230,890	348,096	421,081



Water SDC Fund

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Charges for services	26,750	59,980	33,230	80,250	91,267	11,017	107,000	108,500
Miscellaneous	325	874	549	975	2,074	1,099	1,300	2,500
Total current year resources	27,075	60,854	33,779	81,225	93,341	12,116	108,300	111,000
Expenditures								
Materials and services	4,375	500	(3,875)	13,125	1,400	(11,725)	17,500	2,500
Transfers	25,000	-	(25,000)	75,000	-	(75,000)	100,000	100,000
Total expenditures	29,375	500	(28,875)	88,125	1,400	(86,725)	117,500	102,500
Resources over (under) expenditures	(2,300)	60,354	62,654	(6,900)	91,941	98,841	(9,200)	8,500
Beginning fund balance	121,810	169,872	48,062	126,410	138,285	11,875	126,410	138,285
Ending fund balance	119,510	230,226	110,716	119,510	230,226	110,716	117,210	146,785

Stormwater SDC Fund

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Charges for services	20,125	34,898	14,773	60,375	56,979	(3,396)	80,500	74,000
Miscellaneous	175	1,186	1,011	525	2,786	2,261	700	3,500
Total current year resources	20,300	36,084	15,784	60,900	59,765	(1,135)	81,200	77,500
Expenditures								
Materials and services	16,750	200	(16,550)	50,250	500	(49,750)	67,000	65,800
Transfers	-	-	-	-	-	-	-	-
Total expenditures	16,750	200	(16,550)	50,250	500	(49,750)	67,000	65,800
Resources over (under) expenditures	3,550	35,884	32,334	10,650	59,265	48,615	14,200	11,700
Beginning fund balance	139,016	209,093	70,077	131,916	185,712	53,796	131,916	185,712
Ending fund balance	142,566	244,977	102,411	142,566	244,977	102,411	146,116	197,412



Debt Service Funds

GO Debt Service Fund

This fund accounts for the repayment of voter approved debt obligations to complete water improvements. The property tax levy is less than the annual debt service to gradually reduce the fund balance so that when the bonds are paid off the fund balance will be near zero.

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Property taxes	37,375	7,733	(29,642)	76,110	147,737	71,627	149,500	150,500
Miscellaneous	250	490	240	750	2,090	1,340	1,000	2,500
Total current year resources	37,625	8,223	(29,402)	76,860	149,827	72,967	150,500	153,000
Expenditures								
Debt service	-	-	-	8,650	8,656	6	181,400	181,400
Total expenditures	-	-	-	8,650	8,656	6	181,400	181,400
Resources over (under) expenditures	37,625	8,223	(29,402)	68,210	141,171	72,961	(30,900)	(28,400)
Beginning fund balance	167,896	272,265	104,369	137,311	139,317	2,006	137,311	139,317
Ending fund balance	205,521	280,488	74,967	205,521	280,488	74,967	106,411	110,917

LID Debt Service Fund

This fund accounts for debt service obligations incurred to complete local improvements which are paid for by property owners via assessments against their properties. The City received payment of past due interest in the second quarter and has accumulated funds due to early retirement of assessment obligations. The accumulated balance is sufficient to pay four years of debt service payments without receiving any additional payments.

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Miscellaneous	13,250	33,044	19,794	39,750	123,719	83,969	53,000	137,000
Total current year resources	13,250	33,044	19,794	39,750	123,719	83,969	53,000	137,000
Expenditures								
Materials and services	100	-	(100)	500	400	(100)	400	400
Debt service	-	-	-	72,800	72,796	(4)	94,955	94,955
Total expenditures	100	-	(100)	73,300	73,196	(104)	95,355	95,355
Resources over (under) expenditures	13,150	33,044	19,894	(33,550)	50,523	84,073	(42,355)	41,645
Beginning fund balance	304,042	461,353	157,311	350,742	443,874	93,132	350,742	443,874
Ending fund balance	317,192	494,397	177,205	317,192	494,397	177,205	308,387	485,519

City of Florence, Oregon

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Unaudited

City/FURA Debt Service Fund

This fund accounts for the City’s borrowing and lending to the Florence Urban Renewal Agency (FURA) for urban renewal activities.

In November 2016 the City completed a \$9.8 million borrowing, including \$3.7 million loaned to FURA. An adjustment was made for a prior distribution to limit the distribution to the amount approved in the budget in fiscal year 2016-17. The balance of the distribution (\$400,012) was made to FURA July 1, 2017 (materials and services).

Payments from FURA were made to the City to pay debt service.

The planned \$3.1 million financing is anticipated to be completed in the fourth quarter fiscal year 2018, with a limited draw of approximately \$700,000, with the balance drawn in fiscal year 2019.

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Variance Over(Under)	Budget	Actual	Variance Over(Under)		
Current year resources								
Intergovernmental	-	100,000	100,000	123,100	223,114	100,014	281,600	281,600
Debt proceeds	-	-	-	-	-	-	3,100,000	700,000
Total current year resources	-	100,000	100,000	123,100	223,114	100,014	3,381,600	981,600
Expenditures								
Materials and services	-	100,000	100,000	-	500,012	500,012	3,100,000	1,100,000
Debt service	-	-	-	123,100	123,114	14	281,600	281,600
Total expenditures	-	100,000	100,000	123,100	623,126	500,026	3,381,600	1,381,600
Resources over (under) expenditures	-	-	-	-	(400,012)	(400,012)	-	(400,000)
Beginning fund balance	-	10,809	10,809	-	410,821	410,821	-	410,821
Ending fund balance	-	10,809	10,809	-	10,809	10,809	-	10,821



Florence Urban Renewal Agency

FURA General Fund

Project and program activity for the Florence Urban Renewal Agency (FURA) is accounted for in the Agency’s general fund.

Highlights for the third quarter include:

- Completed plans for ReVision Florence

Lane County will pay their contribution from transient room taxes (TRT) during the next six years, \$200,000 per calendar year. Final design work on the ReVision Florence project was completed during the quarter. Bidding for the project is in the fourth quarter of fiscal year 2017-18.

Staff continued to seek private sector interest in redevelopment projects. Activity on other projects is pending updated cost estimates for ReVision Florence. Subsequent to quarter end the Agency acquired the old school site on Quince Street, an approximate 13 acre site for approximately \$500,000.

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Over/ (Under)	Budget	Actual	Over/ (Under)		
Current year resources								
Intergovernmental	-	-	-	-	-	-	2,900,000	100,000
Miscellaneous	250	10,500	10,250	750	13,646	12,896	1,000	15,600
Transfers	-	-	-	-	-	-	-	-
Debt proceeds	-	100,000	100,000	400,000	500,012	100,012	3,300,000	1,100,000
Total current year resources	250	110,500	110,250	400,750	513,658	112,908	6,201,000	1,215,600
Expenditures								
Materials and services	58,350	50,645	(7,705)	189,050	151,610	(37,440)	259,900	236,000
Capital outlay	200,000	248,099	48,099	827,500	808,754	(18,746)	6,725,000	2,334,000
Total expenditures	258,350	298,744	40,394	1,016,550	960,364	(56,186)	6,984,900	2,570,000
Resources over (under) expenditures	(258,100)	(188,244)	69,856	(615,800)	(446,706)	169,094	(783,900)	(1,354,400)
Beginning fund balance	557,784	714,123	156,339	915,484	972,585	57,101	915,484	972,585
Ending fund balance	299,684	525,879	226,195	299,684	525,879	226,195	131,584	(381,815)



FURA Debt Fund

FURA debt is paid with property taxes. The actual tax levy amount was \$48,485 greater than budgeted (11.9%). Estimated du jour debt payments are projected to be \$100,000 less than budgeted. The increased tax levy is projected to positively impact subsequent year tax revenue, thereby increasing the Agency's debt capacity and facilitating the Agency's ability to complete other projects more timely

The beginning fund balance is less than budgeted due to a change in the timing of borrowing.

	3rd Quarter			Nine Months Ended March 31, 2018			Annual Budget	Full Year Estimate
	Budget	Actual	Over/ (Under)	Budget	Actual	Over/ (Under)		
Beginning fund balance	1,003,590	560,678	(442,912)	780,190	280,417	(499,773)	780,190	280,417
Current year resources								
Property taxes	19,100	23,336	4,236	372,300	426,371	54,071	392,500	435,000
Miscellaneous	1,000	2,160	1,160	3,000	2,500	(500)	4,000	4,000
Total current year resources	20,100	25,496	5,396	375,300	428,871	53,571	396,500	439,000
Expenditures								
Debt service	100,000	100,000	-	231,800	223,114	(8,686)	481,600	349,000
Total expenditures	100,000	100,000	-	231,800	223,114	(8,686)	481,600	349,000
Resources over (under) expenditures	(79,900)	(74,504)	5,396	143,500	205,757	62,257	(85,100)	90,000
Beginning fund balance	1,003,590	560,678	(442,912)	780,190	280,417	(499,773)	780,190	280,417
Ending fund balance	923,690	486,174	(437,516)	923,690	486,174	(437,516)	695,090	370,417



Debt Summary

The following schedule provides information related to the City's outstanding and proposed debt during the 2017-2019 biennium through fiscal year 2023. The schedule includes:

- Debt issue
- Fund(s) that the debt is repaid/budgeted
- Original amount of the loan
- The annual payment in fiscal year 2018
- Interest rate
- Maturity of the obligation
- Outstanding principal balance as of June 30, by fiscal year through 2023
- Estimated debt per capita for each fiscal year (Total and City, net of FURA debt)

The City's total debt per capita as of June 30, 2018 is projected to total \$2,591, including proposed new issues. During the subsequent five fiscal years, the debt per capita is projected to increase to a high of \$2,776 in fiscal year 2019, then decline to \$1,909 by June 30, 2023.



Description	Fund(s)	Original Amount	Annual Payment FY 2018	Interest Rate	Maturity	Outstanding balance fiscal year ending June 30,					
						2018	2019	2020	2021	2022	2023
Existing obligations											
GO Bonds	GO Debt	1,476,848	181,406	2.11%	2021	656,377	492,283	328,188	164,094	-	-
OPB 2014	Street/WW	400,000	87,379	2.75%	2018	42,491	-	-	-	-	-
Siuslaw Bank 2012	Gen/St/W/WW	595,000	65,407	3.50%	2018	-	-	-	-	-	-
LOCAP 2011	Gen/St/W/WW	1,245,000	93,006	3.0% - 4.6%	2030	905,000	850,000	795,000	735,000	675,000	610,000
LID 2010 (Spruce)	LID	1,478,000	92,145	1.9% - 4.5%	2030	1,150,000	1,095,000	1,035,000	970,000	900,000	825,000
FFCO 2010B	Gen/WW/SW	8,750,000	891,900	2.5% - 4.0%	2030	3,220,000	2,435,000	1,625,000	800,000	735,000	665,000
OBDD SPW	WW	657,057	44,409	2.0% - 4.0%	2034	512,347	488,511	464,559	440,489	416,276	391,916
CWSRF	WW	4,923,260	241,756	0.50%	2032	3,626,332	3,384,576	3,142,820	2,901,064	2,659,308	2,417,552
FFCO 2016 - Banner	Street	1,300,000	150,842	2.92%	2026	1,126,564	1,007,756	885,454	759,554	629,952	496,578
FFCO 2016 - Banner	Street/Water/ FURA	8,500,000	564,120	2.92%	2036	8,008,522	7,675,839	7,333,372	6,980,831	6,617,922	6,244,337
Total City debt		29,325,165	2,412,370			19,247,633	17,428,965	15,609,393	13,751,032	12,633,458	11,650,383
Population	assumes 1% annual increase					8,767	8,854	8,943	9,032	9,123	9,214
Debt per capita						2,196	1,968	1,745	1,522	1,385	1,264
Proposed debt											
City Hall/Justice Center	Buildings					3,270,000	3,154,400	3,034,700	2,910,800	2,782,600	2,649,900
Street	Street improvements					-	500,000	456,900	412,400	366,400	318,900
FEC	Land					200,000	192,900	185,600	178,000	170,200	162,100
FURA	Street and sidewalks					-	3,300,000	3,183,300	3,062,500	2,937,500	2,808,100
Total proposed debt						3,470,000	7,147,300	6,860,500	6,563,700	6,256,700	5,939,000
Total debt outstanding						22,717,633	24,576,265	22,469,893	20,314,732	18,890,158	17,589,383
Debt per capita						2,591	2,776	2,513	2,249	2,071	1,909
Excluding FURA debt						3,486,100	6,641,200	6,375,500	6,101,200	5,818,200	5,526,200
Net City debt						19,231,533	17,935,065	16,094,393	14,213,532	13,071,958	12,063,183
Net City Debt per capita						2,194	2,026	1,800	1,574	1,433	1,309



AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7
Meeting Date: June 18, 2018
Department: All

ITEM TITLE: Board and Committee Report – May 2018

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 May. Due to a number of the members out of state during June, the next of the AAC is scheduled for July 18, 2018 at 2pm.	

Airport Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Airport Volunteer Group (AVG) provided 248 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)

Department: Planning

Staff: Wendy FarleyCampbell –
Planning Director

EMAC met May 1st to continue their public hearing on the solid waste rate increase proposal. They made their recommendation to Council. EMAC's next meeting is tentatively scheduled for June 19th when they will meet with Surfrider leadership to discuss next steps and current trends in plastic bag regulation.

Florence Events Center Volunteers / Friends of the FEC

Department: Florence Events Center

Staff: Kirk Mlinek, Friends of FEC
Chairperson

Winter Music Festival (WMF). The Friends have established January 25-27, 2019, as the 2019 festival calendar. The Kids' concerts are scheduled for January 24, 2019. Booking of performers is nearly complete. The Friends have engaged professional services for purposes of redesigning the WMF's online content and festival artwork. The Mapleton Community Foundation has renewed its annual financial support of the Kids concerts.

Membership recruitment and renewals. Annual dues letters will be mailed in June. The Friends continue to discuss new member recruitment ideas and ways to increase meeting attendance.

Miscellaneous. Solicitation of items for the August 4, 2018, indoor yard sale begins this month. The Friends have declined the option of assuming responsibility for Oktoberfest. A Friends subcommittee has undertaken a review of the organization's by-laws.

Florence Urban Renewal Agency

Department: Administrative

Staff: Erin Reynolds – City Manager

FURA met in on May 23rd to consider an intergovernmental agreement with the City of Florence to finance urban renewal projects. The Agency also heard reports from the Public Art Committee on their progress toward their work plan, as well as a report on the status of the ReVision Florence and Old Middle School property purchase projects.

Florence Urban Renewal Agency Budget Committee

Department: Finance

Staff: Andy Parks – Finance Director

No report.

Parks Volunteers

Department: Public Works

Staff: Mike Miller – Public Works Director

Munsel Road Park: Volunteers from Boy Scouts of America, Troop 721, provided 16 hours of labor cleaning and weeding the rhododendron beds at the park.

Old Town Park (Gazebo Park): Volunteers provided 6.5 hours of labor cleaning the flowerbeds, pruning and weeding at the park.

Veterans Memorial Park: Volunteers provided 40 hours of labor cleaning and weeding at the park.

Singing Pines Park: Shoreline Christian School volunteers provided 3.75 hours of labor picking up litter and other trash at the park.

Our local scotch broom removal extraordinaire, Ken Kettleman, provided 4.5 hours of labor removing this invasive species from various right-of-ways in the community.

Planning Commission

Department: Planning

Staff: Wendy FarleyCampbell – Planning Director

The Planning Commission on May 8th and 22nd to discuss a variety of applications.

On May 8th, the Planning Commission held public hearings regarding the placement of a modular building for the Seventh Day Adventist Church and a recommendation to the City Council for adoption of ADU Code Amendments. The Commissioners voted unanimously to continue the hearing for the SDA Modular Building until June 12th to allow for more information to be submitted. The Commissioners also voted unanimously to recommend adoption of ADU Code Amendments to the Florence City Council.

On May 22nd, the Planning Commission considered three applications: Fairway Estates Final PUD, deRyk House Lot Partition, and deRyk Vacant Lot Partition. The Planning Commission voted 4-0 to approve all three applications.

The Planning Commission will meet again on June 12th and June 26th at 5:30 p.m. at the Florence Events Center.

Police Auxiliary

Department: Police

Staff: Merrilee Mager – Auxiliary Director



11 Auxiliary members and 1 trainee contributed 248 volunteer hours in the month of April. And while we had a resignation in late May, we have two more applications in process! We're gearing up for the busy summer months ahead.

On May 9, 10 Auxiliary members attend the "Stop the Bleed" course sponsored by the FPD. The group learned how to properly use a tourniquet and pack a wound. This was followed by a demonstration on how Narcan is administered. Excellent training session!

This year 3 Auxiliary members provided assistance with traffic control for the Rhody 5/10 K Run. Additionally, 6 Auxiliary members helped with traffic control for the Rhody Parade. In addition, the Auxiliary provided extra coverage on Friday, Saturday and Sunday to cover jail checks and other duties, availing our Police Officers to focus on the needs of the community.

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 meal service
- Fingerprinting for the public and the court
- Sex offender registration
- Filing of tickets and incident reports
- Shredding documents
- Home security inspections and neighborhood watch
- Purchase of immediate needs for the PD and jail
- Monthly Auxiliary meeting

Police Reserve Officers

Department: Police

Staff: Tom Turner – Police Chief

Program not active

Public Art Committee

Department: Administrative

Staff: Kelli Weese – City Recorder / Economic Development Coordinator



PAC met on May 14th and discussed decided the following:

Siuslaw Bridge Steps:

The team reviewed the recommended selections from the Siuslaw Bridge Steps selection committee for the proposed art to be placed on the bridge steps. The PAC heard from a variety of audience members concerning their thoughts and suggestions for the proposed project and selected Eugene artist Jessilyn Brinkerhoff for the project.

The next steps will be to coordinate the project logistics with the Oregon

Department of Transportation and artist, and perform any additional background checks on the artist.

Art Exposed:

The team reviewed the timetable for installation and photo-ops of the new art installations and reviewed options for the Maple Street sculpture.

Transit Advisory Committee (TAC)

Department: Planning

Staff: Glen Southerland – Associate Planner

No current items to report. The Transit Advisory Committee will meet again at 1:30 p.m. on June 20, 2018 at a location to be determined. The meeting information will be posted on the City’s website and sent to those who have signed up to receive information prior to the meeting.

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: *ER Reynolds*

ITEM'S ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: June 18, 2018
Department: City Manager

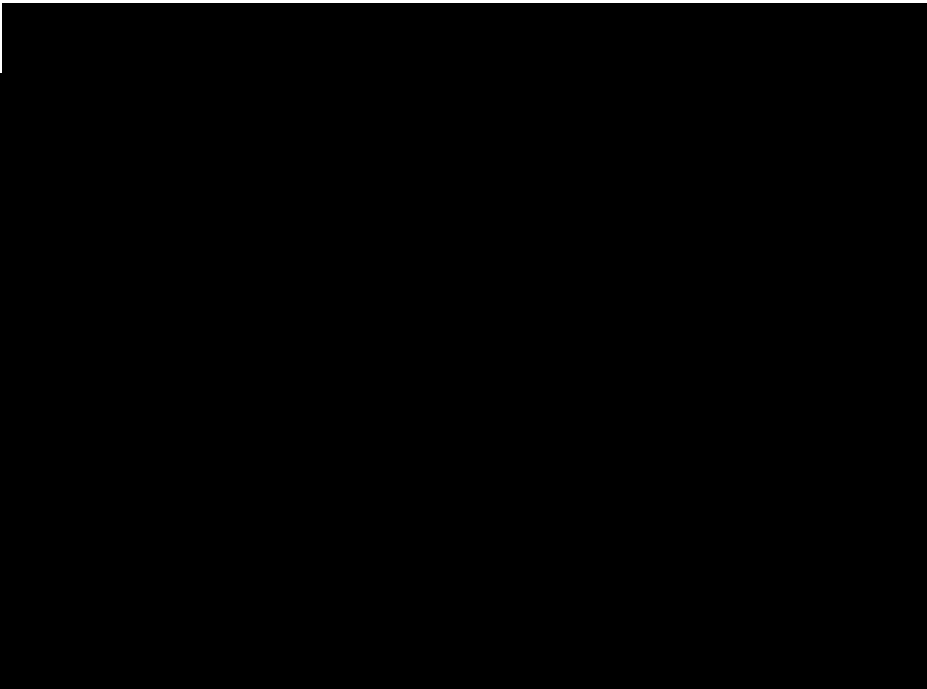
ITEM TITLE: CITY MANAGER REPORT & DISCUSSION ITEMS

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 9
Meeting Date: June 18, 2018
Department: City Council

ITEM TITLE: CITY COUNCIL REPORTS & DISCUSSION ITEMS

Florence City Council Calendar - 2018



June

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

July

M	Tu	W	Th	F	Sa/Su
2 Council Meeting Canceled	3	4 Independence Day Holiday Council Work Session Canceled	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 2018 Oregon Mayor's Conference - in Florence!		28 & 29
30	31				

August

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