



City of Florence
A City in Motion

City of Florence Council Regular Session

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

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

March 4, 2019

AGENDA

5:30 p.m.

Councilors:

Joe Henry, Mayor

Woody Woodbury, Council President Ron Preisler, Council Vice-President
Joshua Greene, Councilor Geraldine Lucio, Councilor

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

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

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

5:30 p.m.

PRESENTATIONS & ANNOUNCEMENTS

- Employee Introductions
 - Finance Manager – Lezlea Purcell
 - Accounting Clerk 1 – Katie Bennett

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 January 14, 2019 City Council work session minutes, January 23, 2019 City Council work session minutes, January 28, 2019 City Council meeting minutes and the February 4, 2019 City Council meeting minutes.

Kelli Weese
City Recorder

3. RULES OF PROCEDURE

Consider approval of Resolution No. 3, Series 2019, a resolution amending the City Council Rules of Procedure to amend work session date / times.

Kelli Weese
City Recorder

4. FORD FAMILY FOUNDATION GRANT FOR CHAMBER OF COMMERCE

Consider authorizing the City of Florence to apply for a Ford Family Foundation Grant on behalf of the Florence Area Chamber of Commerce for professional group facilitation services.

Kelli Weese
City Recorder /
Eco. Devo.

5. USDA RURAL BUSINESS DEVELOPMENT GRANT FOR RAIN

Consider authorizing the City of Florence to apply for a US Department of Agriculture (USDA) Rural Business Development Grant in conjunction with the Regional Accelerator & Innovation Network (RAIN) for continued support of coastal entrepreneurship programs.

Kelli Weese
City Recorder /
Eco. Devo.

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.

6. FLORENCE URBAN RENEWAL AGENCY CODE AMENDMENTS

Consider direction regarding proposed amendments to Florence City Code Title 2 concerning the coordination between the City of Florence and the Florence Urban Renewal Agency. Ross Williamson
City Attorney

7. BROOM SWEEPER PURCHASE

Consider approving the purchase of a used 2016 Superior Broom DT80J from Pape Machinery in the amount of \$39,500. Equipment will be utilized to clean uncurbed paved street shoulders, removal of sand from Oak Street and other street repair operations. Mike Miller
Public Works Director

REPORT & DISCUSSION ITEMS

8. CAPITAL PROJECTS UPDATE

Receive report from staff concerning updates for various capital projects. Staff
Various

9. JANUARY COMMITTEE & COMMISSION REPORTS

Report on the Committee & Commissions for the month of January 2019. Staff
Various

10. CITY MANAGER REPORTS & DISCUSSION ITEMS

Erin Reynolds
City Manager

11. CITY COUNCIL REPORTS & DISCUSSION ITEMS

Joe Henry
Mayor

COUNCIL CALENDAR

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

Date	Time	Description
March 6, 2019	9:00 a.m.	City Council Work Session <i>Canceled</i>
March 18, 2019	5:30 p.m.	City Council Meeting
March 20, 2019	9:00 a.m.	City Council Work Session <i>Tentative</i>
April 1, 2019	5:30 p.m.	City Council Meeting
April 3, 2019	9:00 a.m.	City Council Work Session <i>Tentative</i>
April 15, 2019	5:30 p.m.	City Council Meeting
April 17, 2019	9:00 a.m.	City Council Work Session <i>Tentative</i>

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1
Meeting Date: March 4, 2019
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.

Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2
Meeting Date: March 4, 2019
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:

ERReynolds

ITEM'S ATTACHED:

- Draft January 14, 2019 City Council Work Session Minutes
- Draft January 23, 2019 City Council Work Session Minutes
- Draft January 28, 2019 City Council Meeting Minutes
- Draft February 4, 2019 City Council Meeting Minutes

**City of Florence
City Council Work Session
Held at Driftwood Shores Resort
88416 1st Ave., Florence, Oregon
Final Action Minutes
January 14, 2019**

CALL TO ORDER - ROLL CALL

City Council Work Session called to order at 8:30 a.m.

Councilors Present: Councilors Woodbury, Preisler, Greene, Lucio and Mayor Henry.

Councilors Absent: None

Florence Staff Present: City Manager Erin Reynolds, Public Works Director Mike Miller, Planning Director Wendy FarleyCampbell, City Recorder / Economic Development Coordinator Kelli Weese, IT Manager Les Cardwell, HR Analyst Alex Ferguson, FEC Director Kevin Rhodes, Chief of Police Tom Turner and City Project Manager Megan Messmer.

1. WORK SESSION DISCUSSION TOPICS

- Committees, Commissions & Volunteer Policies & Programs: Review the structure and mission of the City of Florence's Committees, Commissions and volunteer programs and consider potential policy amendments.
- Review of upcoming agenda items

Start Time: 8:30 a.m.

Topic: Introduction, Benefits from Good Government and Refresher on the form of government

Handouts: Mejorando Group Agenda & Handouts
Easel Notes

Discussion: The City Council discussed...

- The benefits of good governance including...
 - Making the community a better place to live,
 - Improving the city,
 - Minimizing bureaucracy whenever possible,

- How to determine what the public wants,
- Creating a community where people want to move / relocate to,
- The Role of the Mayor in the community,
 - Ceremonial Functions,
 - Leader of community & local government,
 - Communication to the community at large,
 - Mediator with the Council,
 - Level of Authority,
- The Role of the Councilors,
 - Listening to people in community and working in their behalf and pushing good ideas through,
 - Treat other Councilors and staff with respect,
 - Spend time to learn about issues and relationship to change,
- The Role of the City Manager,
 - Catalyst between staff & governing body and channeling the right direction,
 - Chief Executive Officer and Chief Example Officer, and Chief Operating Officer,
 - Able to inspire staff and give them the freedom to take risks,
 - Operationalizing the Council's vision,
 - Planning, Organizing, Directing and Controlling,
 - Teaching,
 - Problem Solving,
 - Outreach & Communication,
 - Carry forward policies & goals,
- The Role of Department Directors,
 - Translating vision into action,
 - Implementation,
 - Internal set of advisors,
 - Recommendation, guidance & advice,
 - Specific knowledge,
 - Neutral and objective,
 - Exercise their point of view,
 - Communicative of all the City's issues,
 - Synthesize and understand how their roles work toward the entire city,
 - Fiduciary responsibility for efficiency & effectiveness,
 - Innovation & flexibility,
 - Good buffer between public and council,
- The Role of City Staff,
 - Leadership,
 - Good customer service,
 - Making sure they feel valued,

- The Role of Community Members,
 - Communication & input,
 - Skills & volunteerism,
 - Role of non-profits,
- Enhancing Credibility as a governing body,
 - Understanding the different types of people in the community and their opinions of the community,

Start Time: 10:00 a.m.
 Topic: Staff Updates
 Handouts: PowerPoint Presentation
 Discussion: The City Council discussed...

- Accomplishments of each of the City's departments over the past year
- Potential next steps with objectives in the future

Start Time: 11:17 a.m.
 Topic: Identified topics discussion
 Discussion: The City Council discussed...

- Community - Housing
 - Potential solutions to the need for various types of housing including starter homes, move up homes and final homes
 - How to pay for workforce housing
 - Homeless housing needs
 - Incentives to create affordable housing

Florence City Council Adjourned for a lunch break from 11:36 – 12:35 p.m.

Start Time: 12:35 p.m.
 Topic: Identified topics discussion
 Discussion: The City Council discussed...

- Economic Development
 - Role of housing in economic development
 - Potential business incentives
 - Next steps for the Pacific View Business Park
- Quality of Life
 - Needs and community expectations for the City's parks
 - Role of the Arts in the community and next steps with Public Art program

Florence City Council Adjourned for a break from 2:12 – 2:30 p.m.

Start Time: 2:30 p.m.
Topic: Headwinds, Changes as a process
Discussion: The City Council discussed...

- Technology needs in the community
- Influence of Retirees and understanding demographic needs
- Constituents outside city limits seeking services and influence

Start Time: 2:53 p.m.
Topic: Goal Setting / Strategic Plan
Discussion: The City Council discussed...

- Park improvements including Gallagher and River parks
- Monument signs at city entry points
- City Hall office hours to be open at lunch
- Old town park needs
- Additional Rhody Drive bike path expansions
- Small development of starter homes and potential incentives to achieve
- Steps to obtain better paying jobs in the community
- Port of Siuslaw's ability to have vacation rentals
- Panhandling
- Environmental related issues including Styrofoam, plastic bags and precious plastic
- Role of the City in supporting the Siuslaw Schools bond
- Better working relationships with the schools
- Special events including national night out
- Needs for emergency management
- ReVision Florence construction and future decision points
- Next steps with public art
- Tailoring volunteers toward their skill sets
- Timeframes for work plan
- Steps to keep work plan in front of the Council
- Parking in Old Town, potential to add handicapped spaces on Bay Street
- Council grant program
- Target examples of workforce housing and how developers can accomplish

Florence City Council meeting adjourned at 4:09 p.m.

Joe Henry, Mayor

ATTEST:

Kelli Weese
City Recorder

DRAFT

**City of Florence
City Council Work Session
Held at Driftwood Shores Resort
88416 1st Ave., Florence, Oregon
Final Action Minutes
January 23, 2019**

CALL TO ORDER - ROLL CALL

City Council Work Session called to order at 8:30 a.m.

Councilors Present: Councilors Woodbury, Greene, Lucio and Mayor Henry. Councilor Preisler arrived at 9:00 a.m.

Councilors Absent: None

Florence Staff Present: City Manager Erin Reynolds, Public Works Director Mike Miller, Planning Director Wendy FarleyCampbell, City Recorder / Economic Development Coordinator Kelli Weese, IT Manager Les Cardwell, HR Analyst Alex Ferguson, FEC Director Kevin Rhodes, Chief of Police Tom Turner and City Project Manager Megan Messmer.

Guests Present: Mayor Mark Gamba, Milwaukie Oregon

WORK SESSION OVERVIEW

The Council will participate in an orientation to the City of Florence's programs including the following general agenda outline:

1. **Municipal Jeopardy Quiz**
2. **Department Speed Dating: Session 1**
Public Works
3. **City's Budget in a Nutshell**
4. **Department Speed Dating: Session 2**
Community Development & Public Safety
5. **Honorary Guest – Mayor Mark Gamba of Milwaukie**
6. **Department Speed Dating: Session 3**
Administration & Florence Events Center
7. **City Council Commitments & Sign-Ups**
Consider City Council assignments

Start Time: 8:30 a.m.
Topic: Municipal Jeopardy Quiz
Handout: PowerPoint Presentation
Discussion: The Council held no group discussions.

Florence City Council took a break from 8:55 – 9:10 a.m.
Councilor Preisler arrived at 9:00 a.m.
Mayor Henry left at 9:15 a.m.

Start Time: 9:10 a.m.
Topic: Department Speed Dating: Session 1
Handout: Speed Dating Tables Pictures
Discussion: The Council held no group discussions

Mayor Henry returned at 9:46 a.m.

Start Time: 9:43 a.m.
Topic: City's Budget in a Nutshell
Handout: City of Florence Budget Document thru General Fund
PowerPoint Presentation
Discussion: The City Council discussed...

- City fundraising for Coast Guard
- Room tax clarification on vacation rentals vs. hotels
- Potential revenue from marijuana taxes, potential uses of the revenue and potential to bond against the revenue
- Clarification on the total numbers of debt outstanding for the City

Florence City Council took a break from 10:08 – 10:24 a.m.

Start Time: 10:24 a.m.
Topic: Department Speed Dating: Session 2
Handout: Speed Dating Tables Pictures
Discussion: The Council held no group discussions

Start Time: 11:06 a.m.
Topic: City's Budget in a Nutshell
Handouts: Milwaukie projects handouts
Discussion: The City Council discussed...

- Reasons for the need for additional sidewalk infrastructure in Milwaukie
- Clarification on process for updating transportation systems plan
- Completion of visioning project and steps for citizen engagement

- Citizen outreach concerning sidewalk installations and right-of-way access
- Time and cost for visioning process
- Identification of parcels of land that may be preferable to a developer
- Transportation funding options
- Clarification on low income housing and subsidized housing and agencies responsible
- Number of low-income housing projects
- Overview on specific low-income development project on Oregon Department of Transportation (ODOT) land including funding, zoning process, etc.
- Milwaukie's zoning incentives programs overview

Florence City Council took a lunch break from 12:14 – 12:50 p.m.

Start Time: 12:50 p.m.
 Topic: Department Speed Dating: Session 3
 Handouts: Speed Dating Table Pictures
 Discussion: The Council held no group discussions

Start Time: 1:31 p.m.
 Topic: City Council Commitments & Sign-Ups
 Discussion: The City Council discussed...

- Court visits and judge oversight
 - Effective methods for court judge supervision
 - Potential to assign staff to provide a quarterly report on court efforts with input from Chief of Police
 - Positive results of attending court
 - Potential for voluntary sign-ups for court visits
- City Council ex-officio and liaison assignments

Florence City Council meeting adjourned at 2:06 p.m.

Joe Henry, Mayor

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
2019 Incoming City Council Regular Session
Held at the Florence Events Center
715 Quince Street, Florence, Oregon
Final Action Minutes
January 28, 2019**

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, Woody Woodbury and Geraldine Lucio

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, Project Manager Megan Messmer, Human Resources Analyst Alex Ferguson, Associate Planner Glen Southerland and Florence Events Center Director Kevin Rhodes.

PRESENTATIONS & ANNOUNCEMENTS

- National Night Out – Rookie of the Year Award
- 2019 City Committee & Commission Appointments ~ Mayor Henry
- Employee Introduction
 - Lindsey White – Administrative Assistant II

Start Time: 5:30 p.m.

Action: Chief Turner announced the City's receipt of the National Night Out Award. Mayor Henry announced the 2019 City Committee & Commission Appointments. Ms. White was introduced to the City Council.

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 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 (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.

Start Time: 5:38 p.m.

Commenter 1: Brenda Gilmer – Florence, Oregon

Handout: Speaker's Card

Discussion: Ms. Gilmer discussed...

- o Work towards homelessness and affordable housing solutions
- o Families becoming homeless due to rental property sales etc.

Commenter 2: Sally Wantz – Florence, Oregon

Handout: Speaker's Card

Discussion: Ms. Wantz discussed...

- o Need for an ATM at the Florence Events Center

CONSENT AGENDA

2. **APPROVAL OF MINUTES**

Consider approval of the January 7, 2019 Outgoing and Incoming Council meeting minutes.

Start Time: 5:44 p.m.

Action: Approval of the consent agenda items as presented.

Motion: Mayor Henry

Second: Councilor Woodbury

Vote: Unanimous

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. Speaker's 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.

3. **SAFE ROUTES TO SCHOOL GRANT ACCEPTANCE**

Consider approval of **Resolution No. 2, Series 2019**, a resolution accepting the Safe Routes to School grant from the Oregon Department of Transportation (ODOT) for the installation of pedestrian improvements in the blocks adjacent to Hwy 101 between 25th Street and 28th Street, with a total project cost of \$420,000 of which up to 80% shall be paid for via grant funds.

Start Time: 5:44 p.m.

Handout: PowerPoint Presentation

- Discussion: The City Council discussed...
 - Sidewalk Costs vs. cost of crossing
Comments: Councilor Preisler
- Commenter 1: Andrew Grzeskowiak – Siuslaw School District Superintendent
- Handout: Speaker’s Card
- Discussion: Mr. Grzeskowiak discussed...
 - Support of grant
 - Areas of high traffic where kids are interacting with cars
- Discussion: The City Council discussed...
 - Enforcement protocols in the area
 - Number of sidewalk & street intersections in Lane County and eventual ADA compliance needs
Comments: Councilor Woodbury and Mayor Henry
- Action: Approve Resolution No. 2, Series 2019
- Motion: Councilor Lucio
- Second: Councilor Greene
- Vote: Unanimous

4. HOMELAND SECURITY GRANT APPLICATION

Consider ratifying staff’s decision to apply for a State Homeland Security Grant in the amount of \$93,628 for one of ten projects included in the Lane County grant application specifically for an emergency power generator, additional site lighting and emergency operations equipment at the new Public Works Operations Center.

- Start Time: 6:04 p.m.
- Discussion: The City Council discussed...
 - Matching funds for grant
 - Clarification of changes from last year’s grant
Comments: Councilor Greene and Mayor Henry
- Action: Ratify staff’s decision to submit a State Homeland Security Grant application to Lane County for the purchase of a 175KW emergency power generator; hybrid yard lights; 84-inch all in one monitor for video / teleconferencing; and tables and chairs to complete the emergency operation center / training room.
- Motion: Mayor Henry
- Second: Councilor Preisler
- Vote: Unanimous

REPORT & DISCUSSION ITEMS

5. DECEMBER COMMITTEE & COMMISSION REPORTS

Report on the Committee and Commissions for the month of December 2018.

Start Time: 6:08 p.m.
Discussion: None

6. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 6:09 p.m.
Discussion: The City Council discussed...

- City Council and other city upcoming meetings
- Upcoming city events
- Committee’s work toward the City’s work plan

7. CITY COUNCIL REPORTS & DISCUSSION ITEMS

Start Time: 6:19 p.m.
Discussion: The City Council discussed...

- Council activities in the community and community announcements
- Upcoming Urban Renewal Agency meeting and the mural installation process
- Port of Siuslaw zero erosion project

Meeting adjourned at 6:25 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

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

**City of Florence
City Council Regular Session
Held at the Florence Events Center
715 Quince Street, Florence, Oregon
Final Action Minutes
February 4, 2019**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

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

Councilors Present: Mayor Joe Henry, Councilors Woody Woodbury, Ron Preisler, Joshua Greene and Geraldine Lucio

Councilors Absent: None

Staff Present: City Manager Erin Reynolds, Public Works Director Mike Miller, Planning Director Wendy FarleyCampbell, City Recorder / Economic Development Coordinator Kelli Weese, Project Manager Megan Messmer, Planning Technician Dylan Huber-Heidorn and Florence Events Center Director Kevin Rhodes.

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 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 (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.

Start Time: 5:30 p.m.

Commenter 1: Nancy Rickard – Florence, Oregon

Handout: Speaker's Card

Discussion: Ms. Rickard discussed...

- o Appreciation of work on parks especially work on Munsel Lake Road Park

CONSENT AGENDA

2. WATERFRONT DEPOT LIQUOR LICENSE

Consider recommendation of approval to the Oregon Liquor Control Commission (OLCC) for a change of ownership liquor license for Around the Table, Inc. DBA Waterfront Depot located at 1252 Bay Street.

Start Time: 5:31 p.m.
Action: Approval of the consent agenda items as presented.
Motion: Councilor Woodbury
Second: Councilor Lucio
Vote: Unanimous

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. Speaker's 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.

3. PINE STREET VACATION

A. PUBLIC HEARING

Hear and consider written / oral testimony regarding the initiation of a vacation of Pine Street right-of-way located near the 32nd Street right-of-way.

Start Time: 5:33 p.m.

Public Hearing: Mayor Henry opened the public hearing at 5:32 p.m.

Handout: PowerPoint Presentation
Site Plan

Discussion: The City Council discussed...

- Expected density of the lots for housing
- Housing one of the high priorities for new work plan

Comments: Councilor Woodbury and Mayor Henry

Commenter 1: Mike Johnson - Florence, Oregon

- Home prices in the mid-\$200,000s
- Average size of the units

Comments: Councilor Preisler and Mayor Henry

Public Hearing: Mayor Henry closed the public hearing at 5:50 p.m.

B. PINE STREET VACATION

Consider initiation of a vacation procedure for the vacation of Pine Street between Block 27 and Block 28 of the plat of Frazier and Berry's as applied for by David Bielenberg.

Action: Approval of the initiation of the vacation procedure
Motion: Councilor Preisler
Second: Councilor Lucio
Vote: Unanimous

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. Speaker's 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.

4. HIGHWAY 101 UTILITY PROJECTS CONSTRUCTION BID AWARDS

Consider accepting the proposal from Alex Hodge Construction, Inc. in the amount of \$794,845 for construction of the Hwy 101 Sewer Improvements project to extend sewer services along the west side of Hwy 101 from Munsel Lake Road to the current City limits, and along the east side of Hwy 101 from the 52nd Street sewer pump station to just south of Heceta Beach Road.

Start Time: 5:50 p.m.
Handout: PowerPoint Presentation
Discussion: The City Council discussed...

- Potential reasons for the low bidding based on streetscape project
- Bidding came in under budget
- Clarification on groundwater removal needs

Comments: Mayor Henry and Councilor Greene

Action: Accept the proposal from Alex Hodge Construction
Motion: Mayor Henry
Second: Councilor Lucio
Vote: Unanimous

5. CITY COUNCIL SIGN UP SHEET

Review and consider the City Council sign-up sheet for multiple meetings / programs including the Ex-Officio Memberships on City of Florence Committees, Liaison appointments to external boards & committees, and municipal court visits.

Start Time: 5:59 p.m.
Discussion: The City Council discussed...

- Amendment of Environmental Management Advisory Committee (EMAC) to Councilor Preisler
- Sign-ups for Council Court visits

Comments: Councilor Preisler

Action: Approval of the City Council sign-up sheet.
Motion: Councilor Preisler
Second: Councilor Woodbury
Vote: Unanimous

REPORT & DISCUSSION ITEMS

6. CITY MANAGER REPORT & DISCUSSION ITEMS

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

- City Council and other city upcoming meetings
- Upcoming city events
- City Hall grand reopening
- Winter Music Festival results

7. CITY COUNCIL REPORTS & DISCUSSION ITEMS

Start Time: 6:10 p.m.
Discussion: The City Council discussed...

- Council activities in the community and community announcements
- Potential changes to the work session timelines with one-hour work sessions
- Work of the public art committee toward Central Lincoln PUD Mural
- Potential housing developments due to vacation and infrastructure improvements

Meeting adjourned at 6:16 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 3
Meeting Date: March 4, 2019
Department: City Council

ITEM TITLE: Rules of Procedure

DISCUSSION/ISSUE:

The City Council will review and consider approval of the proposed Council rules and procedures as required by Section 15 of the Florence Charter. In addition, Council will consider the possibility of amending the date / times for City Council work sessions to allow for as shown on page 6 of 21 of Attachment 2.

FISCAL IMPACT:

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

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: City Service Delivery

ALTERNATIVES:

1. Review and approve Resolution No. 3, Series 2019 as proposed
 2. Review and recommend changes to Resolution No. 3, Series 2019 and approve as amended
 3. Postpone approval of Resolution No. 3, Series 2019 to a later Council meeting date.
-

RECOMMENDATION:

Review and approve Resolution No. 3, Series 2019 as proposed

AIS PREPARED BY: Kelli Weese, City Recorder

**CITY MANAGER'S
RECOMMENDATION:**

Approve Disapprove Other

Comments:

ER Reynolds

ITEM'S ATTACHED:

Attachment 1 – Resolution No. 3, Series 2019
Attachment 2 - Council Rules of Procedure (with Track Changes)

**CITY OF FLORENCE
RESOLUTION NO. 3, SERIES 2019**

**A Resolution Amending the Council Rules of Procedure and amending
Resolution No. 4, Series 2018.**

RECITALS:

1. The Council Rules of Procedure are required per Florence City Charter Section 15, and are the standard processes for the City Council to ensure regularity in enforcement of City Council protocol when it comes to meetings, receiving public correspondence and other actions of the City Council.
2. The City Council has determined that these rules of procedure should be updated to meet the current needs of the City.

Based on these findings,

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

1. The City of Florence amends Resolution No. 4, Series 2018 – Exhibit A - Council Rules of Procedure, Chapter 2 – Meeting Time, Location and Frequency, Section 2 – Work Sessions, as follows:
 - b. Meeting Date. The Council shall schedule a work session, to be held as necessary, on the Monday of a regularly scheduled Council meeting per Chapter 2 Section 1 of these rules. These work sessions shall be scheduled pending exceptions as shown in Chapter 2 (6) of these rules.
 - c. Meeting Time. Work sessions shall generally begin at 10:30 a.m. unless otherwise amended per Section 2(e) of this section.
 - d. Meeting Duration. Work sessions are generally intended to last no more than one- and one-half hours.
2. This Resolution shall become effective immediately upon adoption.

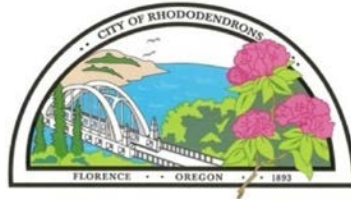
ADOPTION:

This Resolution is passed and adopted on the 4th day of March, 2019.

Joe Henry, Mayor

Attest:

Kelli Weese, City Recorder



City of Florence
A City in Motion

Florence City Council Rules of Procedure

Adopted March 19, 2018
Resolution No. 4, Series 2018
Exhibit A

Amended by [Resolution No. 3, Series 2019 – Adopted March 4, 2019](#)
[Resolution No. 1, Series 2019 – Adopted January 7, 2019](#)

Table of Contents

Chapter 1: General Governance	Page 2
Chapter 2: Meeting Time, Location and Frequency	Page 6
Chapter 3: Public Comment, on Items Not on the Agenda	Page 9
Chapter 4: Public Comment, on Action Items	Page 11
Chapter 5: Public Hearings, Non-Land Use	Page 13
Chapter 6: Land Use Hearings	Page 15
Chapter 7: Motions & Debate	Page 18
Chapter 8: Ethics, Decorum, Outside Statements	Page 19
Chapter 9: Interactions with Staff	Page 20
Chapter 10: Censure and Removal	Page 21

Chapter 1 – General Governance

1. **Rules of Procedure.** The Florence City Council establishes the following rules for the governance of its members and proceedings.
 - a. Robert's Rules. Unless otherwise provided by charter, ordinance or these rules, the procedure for council meetings, shall be guided by Robert's Rules of Order, 11th Edition.
 - i. Members of the Council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the Council and confuse members of the public.
 - ii. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.
 - b. Rule of Order Question. The Council shall resolve any question involving a rule of order by taking a vote of the Council members present at the meeting.

2. **Quorum:** A quorum is required to conduct official city business.
 - a. Definition. The members of the Council are the City Councilors and Mayor. Three Members of the Council shall constitute a quorum. In the event a quorum is not present, the members of the Council present shall adjourn the meeting.
 - b. Compelling Attendance. The Council may adjourn a meeting to compel the attendance of absent members.

3. **Presiding Officer.**
 - a. Appointment of President and Vice-President. At the first meeting of each odd numbered year, the Council shall elect a President and Vice-President from its membership.
 - b. Mayor. The Mayor shall preside over all meetings, unless excused. The Mayor shall retain all rights and privileges of the office of the Mayor as set out in the city charter when acting in this capacity.
 - c. Council President. In the Mayor's absence the President of the Council shall preside over the meeting. The President of the Council shall retain all rights and privileges of the office of the Mayor as set out in the city charter when acting in this capacity.
 - d. Council Vice-President. If both the Mayor and the President of the Council are absent from the meeting, the Vice-President of the Council shall preside over the meeting. The Vice-President of the Council shall retain all rights and privileges of the office of the Mayor as set out in the city charter when acting in this capacity.
 - e. Presiding Officer Debate. The Presiding Officer may take part in any debate and may make or second a motion. The Presiding Officer shall vote on all questions before the Council except in the cases of conflict of interest.
 - f. Preservation of Order. The Presiding Officer has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for creating an actual disruption of the meeting, and to enforce the rules of the council.

4. **Agendas.** The City Manager in consultation with the Presiding Officer, shall prepare an agenda for every Council meeting.
 - a. Agenda Availability. Agendas and informational material for meetings shall be distributed to the Council at least three (3) days preceding the meeting. Copies of the agenda shall be made available on/to:
 - i. The City of Florence website,
 - ii. Interested parties email distribution list, and
 - iii. One copy shall be posted on a bulletin board at City Hall or other appropriate public location.
 - b. Agenda Approval. No Council approval shall be required for an agenda of any meeting.
 - c. Agenda Creation.
 - i. The City Manager may place routine items, items referred by staff, or items approved for action in the City work plan, on the agenda without Council approval or action.
 - ii. The City Manager may remove or amend any items on the agenda at any time prior to the time the meeting is convened. The Presiding Officer shall announce such removal at the beginning of the meeting.
 - d. Council Agenda Item Request. A member of the Council who wishes to have an item placed on the agenda for discussion shall advise the Presiding Officer and City Manager at least one week prior to the meeting. Requests outside the purview of the City Council, municipal policies and procedures, or that do not in general move the City toward its established goals are to be discouraged.

5. **Order of Business.** The order of business for all regular meetings may be as follows, however when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by the Presiding Officer.
 - a. Call to Order, Roll Call, Pledge of Allegiance
 - b. Presentations & Announcements
 - c. Public Comment on Items not on the agenda
 - d. Consent agenda
 - e. Items removed from the consent agenda
 - f. Public Hearings and Related Action Items
 - g. Action Items
 - h. Report Items

6. **Call to Order, Roll Call, Pledge of Allegiance.**
 - a. Call to Order. The Presiding Officer shall call all meetings of the Council to order.
 - b. Roll Call. The Presiding Officer shall note the attendance of the Council to determine which members of the Council are present and which are absent.
 - i. If roll call determines that a quorum is not present, the meeting shall be adjourned.
 - c. Pledge of Allegiance. The Presiding Officer shall lead the Council and audience in the pledge of allegiance.

7. **Announcements & Presentations.** Announcements are intended to be procedural in nature, such as an item being removed from the agenda. Presentations are intended to be ceremonial or informational in nature and include (*not necessarily in this order*):
 - a. Proclamations as approved by the Presiding Officer,
 - b. Reports from outside entities or interested parties as approved by the Presiding Officer,
 - c. Reports from boards, commissions or committees,
 - d. Awards or recognitions of individuals by the Council or City Manager.
 - e. When appropriate, announcements / presentations to the Council should include written materials provided to the Council concurrent with the meeting materials.
 - f. Announcements / presentation items should generally not exceed 15 minutes in length for each item.
 - g. The Council may ask questions of the presenter upon conclusion of the announcement / presentation.

8. **Public Comment, on Items Not on the Agenda.** See Chapter 3

9. **Consent Agenda.** In order to expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
 - a. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
 - b. Any item on the consent agenda may be removed for separate consideration by any member of the Council.
 - c. For the purposes of this rule, separate consideration means:
 - i. Any proposal to adopt a different course of action than that recommended in the staff report,
 - ii. A determination that debate on a proposed course of action is deemed desirable,
 - iii. Any questions to staff on an item, and
 - iv. Any item where a member of Council must declare a conflict of interest.

10. **Public Hearings and Related Action Items.** See Chapters 5 and 6

11. **Action Items.** Action items are items that are up for a vote by the City Council. Types of Council actions include:
 - a. Ordinances. Ordinances are actions by the Council used to establish a long-term rule, policy or procedure and are generally used to add, amend, or repeal sections of the City's Code.
 - b. Resolutions. Resolutions are actions by the Council used to establish special or temporary rule, policy or procedure and are generally used to implement requirements of City ordinances and state statutes.

- c. Motions. Motions are actions by the Council that are less formal than ordinances and resolutions and are the vehicle for calling for a vote on any matter before the City Council, including ordinances and resolutions. Motions can be used to express an opinion, adopt a policy, or direct further action. For the rules for motions and debate, see Chapter 7.

12. Report & Discussion Items. Report and discussion items are intended to be internal City related reports, announcements and general internal discussions. These items are an opportunity for the City Council and Manager to maintain open communications on topics of interest to any party, topics requested for future agenda item, topics of relevance to City functions or topics of overall interest to the community, and include *(not necessarily in this order)*:

- a. Financial Reports
- b. Progress Reports on City work plan items
- c. Reports on City administration items
- d. Preliminary reports on items to come before the Council for decision at a later date
- e. Board and Committee Reports
- f. City Council calendar updates
- g. City Manager Reports / Discussion Items
- h. City Council Reports / Discussion Items
 - i. City Council reports are a time allocated for the following:
 - 1. Council reports on activities relating to Council business, City interest and other community announcements.
 - 2. The Mayor or any Council member may bring before the Council any business that he/she feels should be deliberated upon by the Council. These matters need not be specifically listed on the agenda. These matters shall not be acted upon by the City Council until a subsequent meeting, unless there is a compelling reason. This excludes direction to the City Manager.

Chapter 2 – Meeting Time, Location and Frequency

1. **Regular Meetings.** Regular meetings are recurrently scheduled meetings of the City Council set aside for Council action and communication.
 - a. Charter Provision. Per Florence Charter, the Council shall hold a regular meeting at least once per month.
 - b. Meeting Date. The Council shall meet every first and third Monday of each month, with exceptions as shown in Chapter 2 (6) of these rules.
 - c. Meeting Time. Meetings shall generally begin at 5:30 p.m., unless otherwise amended per Section 1 (e) of this section.
 - d. Meeting Duration. Meetings are generally intended to last no more than two hours.
 - e. Scheduling. A change of any regular meeting shall be made by the City Manager after consultation with the City Council.

2. **Work Sessions.** Work sessions are used to present information to the Council so that the Council is prepared for regular or special meetings. They are a primary tool for the Council to discuss upcoming agenda items in their preliminary state to ensure Council direction is included throughout the process.
 - a. Purpose. Work sessions are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a work session.
 - b. Meeting Date. The Council shall schedule a work session, to be held as necessary, on the ~~Monday of Wednesday following~~ a regularly scheduled Council meeting per Chapter 2 Section 1 of these rules. These work sessions shall be scheduled pending exceptions as shown in Chapter 2 (6) of these rules.
 - c. Meeting Time. Work sessions shall generally begin at ~~109:300~~ a.m., unless otherwise amended per Section 2 (e) of this section.
 - d. Meeting Duration. Work sessions are generally intended to last no more than ~~two-one- and one-half~~ hours.
 - e. Scheduling. Work sessions are to be scheduled by the City Manager in consultation with the City Council.

3. **Executive Sessions.** Executive Sessions are those meetings allowed by limited and specifically identified circumstances in State Statute to be held in a confidential setting.
 - a. Scheduling. Executive sessions may be called by the Presiding Officer, by the request of two members of Council, by the City Manager or by the City Attorney. The City Manager shall schedule an executive session in consultation with the City Council.
 - b. Attendance. Only members of the Council, the City Manager, City Attorney, City Recorder and persons specifically invited by the City Manager or the City Council shall be allowed to attend executive sessions.
 - c. News Media. Representatives of the news media may attend executive sessions per the City's Executive Session News Media Attendance Policy.

4. **Special Meetings.** Special meetings are those meetings, either general or work sessions, of the City Council that do not occur during the regular standard meetings times.
 - a. Scheduling. Special meetings may be called by the Presiding Officer, by a request of two members of the Council, or by the City Manager. The City Manager shall schedule a Special meeting in consultation with the City Council.

5. **Emergency Meetings.** Emergency meetings are those meetings called with less than 24 hours' notice for specific emergency situations.
 - a. Scheduling. Emergency meetings may be called by the Presiding Officer, by a request of two members of the Council, or by the City Manager. The City Manager shall schedule an Emergency meeting in consultation with the City Council.
 - b. Reason for Emergency. The Presiding Officer shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.
 - c. Minutes. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

6. **Goal Setting Session.** Goal setting sessions are a special type of work session of the City Council used to discuss the City Council goals, review progress on the City work plan, and discuss potential additions / amendments to the work plan. These sessions may also include City Council training and, as appropriate, guest speakers.
 - a. Role of Council Goals & Work Plan. The Council goals and work plan are used to direct City activities and spending over the planning period including staff and volunteer time allocations. The goals and work plan are used as a guideline for the budget.
 - b. Scheduling.
 - i. Goal setting sessions may be called by the Presiding Officer, by a request of two members of the Council, or by the City Manager.
 - ii. Goal Setting Sessions shall occur in conjunction with the City Council election cycle, at either and/or both:
 1. The end of each even numbered year
 2. The beginning of each odd numbered calendar year.
 - iii. In addition, Goal Setting Sessions may occur as needed to discuss amendments to the Council goals and/or work plan.
 - iv. The City Manager shall schedule a Goal setting session in consultation with the City Council.
 - c. Meeting Duration. Goal setting sessions are longer work sessions of the City Council which may have a duration between two to eight hours.

- 7. Annual Council Meeting Calendar Scheduling.** Prior to the beginning of each calendar year, the City Council shall schedule their regular and work sessions for the upcoming year. Such scheduling shall take into consideration the following:
- a. Charter Requirements. Florence City Charter requires the Council meet in a regular session at least one time per month. Any recess of the Council shall be in compliance with the regulations within the City Charter.
 - b. Holidays. In the event a regular meeting or work session occurs on a holiday recognized by the City, the regular meeting for that week may be:
 - i. Rescheduled to the following Monday,
 - ii. Rescheduled to the following Monday as a tentative meeting date, to occur if necessary
 - iii. Canceled,
 - c. Council Recess. If possible, the Council shall be in a recess during the following dates each calendar year.
 - i. Half of at least one month during the summer (June, July, August).
 - ii. The week prior to the Christmas Holiday, and the week between the Christmas Holiday and the New Year's Day holiday.
 - d. Other Scheduling Concerns. The City Council may elect to amend their standard meeting schedule to meet the needs of the Council and/or City Manager. The City Manager may make such amendments in consultation with the City Council.
- 8. Location.**
- a. Primary Location. City Council meetings shall be generally held at City Hall.
 - b. Alternate Locations. In the event City Hall is not available for a meeting, or has been determined to be inappropriate for the meeting as determined by the City Manager, the Council shall meet at a venue open to the public which is located within the jurisdictional limits of the City.
 - c. Training Sessions. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.
 - d. Interjurisdictional Meetings. Interjurisdictional meetings may be held outside of the City's jurisdictional limits, but should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
 - e. Location Qualifications. No Council meeting shall be held at any place where discrimination on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.
- 9. Notice.** The City Recorder shall ensure that notice to all meetings is provided in accordance with Oregon's public meeting law.
- 10. Attendance.** As soon as practicable, members of the Council shall notify the City Manager and/or City Recorder if they will be unable to attend any meetings.

Chapter 3 – Public Comment, on Items Not on the Agenda

1. **Open Meetings.** Oregon Public Meeting Law guarantees the public a right to monitor the meetings of public bodies. It does not grant the public the right to interact with the public bodies during those meetings. Nevertheless, the Presiding Officer shall generally allow citizen comment within the orderly conduct of Council meetings, but the Presiding Officer has the right to deny it.
2. **Time Limitation.**
 - a. Total Time Limitation. The public comment period shall not exceed a maximum of 15 minutes, unless a majority of Councilors present vote to extend the time.
 - b. Speaker Time Limitation. Speakers are limited to three minutes, unless a majority of Councilors present vote to extend the time.
3. **Speaker's Card.** Persons wishing to speak during public comment must complete a 'Speaker's Card' within five minutes of the call to order of the meeting, and turn it in to the City Recorder, to ensure their wish to comment is documented.
4. **Speaker Order.** Generally, the speakers will be called upon in the order in which they have turned in their Speaker's Card. Should there be more speakers than can be heard for three minutes each during the 15-minute public comment period, the Presiding Officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
5. **Speaking Topics.** Members of the public may speak about any topic, except as provided below.
 - a. Items on the Agenda. If a member of the public wishes to speak on an item that is scheduled for a public hearing or on the agenda, the speaker shall wait until that agenda item.
 - b. Other Exceptions. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearing's official, or to gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
6. **Additional Speakers.** In special circumstances, the Presiding Officer may allow additional persons to speak that have not completed a Speaker's Card, if sufficient time is left in the public comment period.

7. **Questions of Speakers.** Dialogue between Council and speakers is discouraged. Standard practice shall call for limited interaction with Council and speakers during public comment periods. However, after a speaker has addressed the Council, Councilors may ask clarifying questions of speakers during public comment. Councilors shall use restraint when exercising this option and shall attempt to limit questioning to no more than three minutes. The Presiding Officer may intervene if a Councilor is violating the spirit of this guideline.
8. **Questions of Staff.** After a speaker has addressed the Council, the Presiding Officer may ask staff to answer any question or correct misinformation. If staff does not have the answer readily available they will inform the Council of the need to research the issue and will follow up with the speaker and the Council with an answer.
9. **Written Communications.**
 - a. Written Communication Submitted During a Meeting. Should a speaker wish to distribute written materials, the speaker should provide a copy for each member of the Council and the City Recorder, who will place the item in the record. In the event a speaker has not provided enough copies, the Council may review the item during the public comment period, and then give the copy to the City Recorder to place into the meeting's record.
 - b. Written Communication Outside of Meeting. Interested parties or their authorized representatives may address the Council by written communication in regard to any matter concerning the City's business over which the Council has control at any time by direct mail, email, or by addressing the City Manager and requesting that copies be distributed to the City Council.
 - c. Confidentiality. Documents submitted to the City as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure, must submit a written request for non-disclosure to the City Recorder pursuant to ORS 192.455(1).

Chapter 4 – Public Comment, On Action Items

1. **Generally.** The public shall be entitled to comment on all action items before the Council.
2. **Order of Proceedings.** Public comment shall occur after the action item has been presented by City staff and before the Council takes any formal action on the matter.
3. **Time Limitation.**
 - a. Total Time Limitation. The public comment period on action items shall not exceed a maximum of 15 minutes, unless a majority of Councilors present vote to extend the time.
 - b. Speaker Time Limitation. Speakers are limited to three minutes, unless a majority of Councilors present vote to extend the time.
4. **Speaker's Card.** Persons wishing to speak during public comment must complete a 'Speaker's Card' within five minutes of the call to order of the meeting, and turn it in to the City Recorder, to ensure their wish to comment is documented.
5. **Speaker Order.** Generally, the speakers will be called upon in the order in which they have turned in their Speaker's Card. Should there be more speakers than can be heard for three minutes each during the 15-minute public comment period, the Presiding Officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
6. **Additional Speakers.** In special circumstances, the Presiding Officer may allow additional persons to speak that have not completed a Speaker's Card.
7. **Questions of Speakers.** After a speaker has addressed the Council, Councilors may ask questions of speakers. Councilors shall use restraint when exercising this option and shall attempt to limit questioning to no more than three minutes. The Presiding Officer may intervene if a Councilor is violating the spirit of this guideline.
8. **Questions of Staff.** After a speaker has addressed the Council, the Presiding Officer may ask staff to answer any question or correct misinformation. If staff does not have the answer readily available they will inform the Council of the need to research the issue and will follow up with the speaker and the Council with an answer.
9. **Written Communications.**
 - a. Written Communication Submitted During a Meeting. Should a speaker wish to distribute written materials, the speaker should provide a copy for each member of the Council and the City Recorder, who will place the item in the record. In the event a speaker has not provided enough copies, the Council may review the item during the public comment period, and then give the copy to the City Recorder to place into the meeting's record.

- b. Written Communication Received Prior to the Meeting. Interested parties or their authorized representatives may address the Council by written communication prior to a Council meeting, by submitting comments via email, direct mail, or by addressing the City Manager and requesting that copies be distributed to the City Council.
 - i. All written comments received prior to Council meeting material distribution will be included in those materials prior to the meeting.
 - ii. All written communications received after the Council meeting material distribution will be provided to the Council at the Council meeting.
- c. Confidentiality. Documents submitted to the City as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure, must submit a written request for non-disclosure to the City Recorder pursuant to ORS 192.455(1).

Chapter 5 – Public Hearings, Non-Land Use

1. **Purpose of Hearing.** A public hearing may be held on any matter upon majority vote of the Council.
2. **Speaker's Card.** Persons wishing to speak must complete a 'Speaker's Card' within five minutes of the call to order of the meeting, and turn it in to the City Recorder, to ensure their wish to comment is documented.
3. **Public Hearing Announcement.** The Presiding Officer or City Recorder shall announce the commencement of any public hearing, the subject of the hearing as set forth on the agenda, shall declare the hearing open and state the time of public hearing opening.
4. **Addressing Council.** All remarks shall be addressed the Council as a body, and not to any specific member of the Council or to the audience.
5. **Speaker Time Limits, Non-Land Use Hearings.** Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to 5 minutes.
6. **Council Follow Up Questions of Public.** Councilors may, after recognition by the Presiding Officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony.
 - a. Purpose of Questions. Questions posed by Councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of an individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the Council when exercising this option.
 - b. Role of Presiding Officer. The Presiding Officer may intervene if a Councilor is violating the spirit of this guideline.
7. **Council Follow Up Questions of Staff.** Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff.
 - a. Purpose of Questions. Questions posed by City Councilors should be to provide clarification or additional information on testimony provided.
8. **Role of the Presiding Officer.**
 - a. Exclusions / Limitations upon Speakers. The Presiding Officer may exclude or limit cumulative, repetitious, or immaterial matters and may request speakers conclude their remarks if necessary.

- b. Order of Testimony. The Presiding Officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition.
 - i. In the event of large numbers of interested persons appearing to testify, the Presiding Officer, to expedite the hearing, may in lieu of testimony call for those in favor of the pending proposal or those in opposition to rise and note the numbers to the public for inclusion in the minutes.

9. Council Options After Public Hearing. At the end of public testimony and questions of staff, the Council may choose to:

- a. Initiate deliberations on the matter
- b. Continue the hearing
- c. Leave the record open for additional written testimony.

10. Written Testimony. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the City Recorder.

- a. Written Communication Submitted During a Meeting. Should a speaker wish to distribute written materials, the speaker should provide a copy for each member of the Council and the City Recorder, who will place the item in the record. In the event a speaker has not provided enough copies, the Council may review the item during the public comment period, and then give the copy to the City Recorder to place into the meeting's record.
- b. Written Communication Received Prior to the Meeting. Interested parties or their authorized representatives may address the Council by written communication prior to a Council meeting, by submitting comments via email, direct mail, or by addressing the City Manager and requesting that copies be distributed to the City Council.
 - i. All written comments received prior to Council meeting material distribution will be included in those materials prior to the meeting.
 - ii. All written communications received after the Council meeting material distribution will be provided to the Council at the Council meeting.
- c. Confidentiality. Documents submitted to the City as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure, must submit a written request for non-disclosure to the City Recorder pursuant to ORS 192.455(1).

Chapter 6 – Land Use Hearings

1. **Speaker's Card.** Persons wishing to speak must complete a 'Speaker's Card' within five minutes of the call to order of the meeting, and turn it in to the City Recorder, to ensure their wish to comment is documented.
2. **Addressing Council.** All remarks shall be addressed the Council as a body, and not to any specific member of the Council or to the audience.
3. **Who may speak.** Any party may speak in person or through an attorney.
4. **Subject of Testimony.** Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the Council.
5. **Speaking More than Once.** No person may speak more than once without obtaining permission from the Presiding Officer.
6. **Questions of Party.** Upon being recognized by the Presiding Officer, any member of Council, the City Manager, applicable Staff, or the City Attorney may question any person who testifies.
7. **Role of Presiding Officer.** The Presiding Officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite the hearings, the Presiding Officer may call for those in favor and those in opposition to rise, and note the numbers of such persons for the public and to record in the minutes.
8. **Written Testimony.** A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the City Recorder either before or during the public hearing. If the testimony or evidence is not submitted to the City Recorder, it shall not be included in the record for the proceeding.
 - a. Written Communication Submitted During a Meeting. Should a speaker wish to distribute written materials, the speaker should provide a copy for each member of the Council and the City Recorder, who will place the item in the record. In the event a speaker has not provided enough copies, the Council may review the item during the public comment period, and then give the copy to the City Recorder to place into the meeting's record.
 - b. Written Communication Received Prior to the Meeting. Interested parties or their authorized representatives may address the Council by written communication prior to a Council meeting, by submitting comments via email, direct mail, or by addressing the City Recorder and requesting that copies be distributed to the City Council.
 - i. All written comments received prior to Council meeting material distribution will be included in those materials prior to the meeting.
 - ii. All written communications received after the Council meeting material distribution will be provided to the Council at the Council meeting.

- c. Confidentiality. Documents submitted to the City as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure, must submit a written request for non-disclosure to the City Recorder pursuant to ORS 192.455(1).

9. Speaker Time Limits, Land Use Hearings. There shall be no limitations on speaking time at land use hearings, for applicants / appellants. All other speakers shall be limited to five minutes per speaker.

10. Quasi-Judicial Land Use Matters.

- a. Limits on Council Participation. A member of the Council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:
 - i. The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the City Charter.
 - ii. The member was not present during the public hearing; provided however, the member may participate if they have reviewed the evidence including recordings of the hearing, and declared such fact for the record.
- b. Ex-Parte Contact Disclosure. Members of the Council shall reveal any ex-parte contacts with regard to the proceedings at the commencement of any quasi-judicial land use proceeding. If such contact impairs the member's impartiality, the member shall state this fact and abstain from participation in the matter.
- c. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:
 - i. Land Use Hearing Disclosure Statement. The City Recorder shall read the land use hearing disclosure statement following state law guidelines.
 - ii. Call for Ex-Parte Contacts. The City Recorder shall inquire whether any member of the Council has had any ex-parte contacts. Any member of the Council announcing an ex-parte contact shall state for the record the nature and content of the contact.
 - iii. Staff Summary. Planning Staff shall present a summary and recommendation concerning the proposal. The summary shall include a list of the applicable criteria.

- iv. Presentation of the Case.
 - 1. Proponent's Case. (no time limit)
 - 2. Persons in favor. (5 minutes per party)
 - 3. Persons opposed. (5 minutes per party)
 - 4. Other interested persons (5 minutes per party)
 - 5. Staff Response. (no time limit)
 - 6. Proponent Rebuttal. The scope of the rebuttal is limited to matters which were introduced during the hearing. (no time limit)
- v. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff.
- vi. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
- vii. Findings and Order. The Council may approve or reject the proposal.
 - 1. The Council shall adopt findings to support its decision.
 - 2. The Council may incorporate findings proposed by the proponent, the opponent, or staff in its decision.

11. Legislative Land Use Matters.

- a. Hearings Procedures. The order of procedures on legislative land use matters shall be:
 - i. Land Use Hearing Disclosure Statement. The City Recorder shall read the land use hearing disclosure statement following state law guidelines.
 - ii. Staff Summary. Staff shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
 - iii. Presentation of the Case.
 - 1. Proponent's Case. (no time limit)
 - 2. Persons in favor. (5 minutes per party)
 - 3. Persons opposed. (5 minutes per party)
 - 4. Other interested persons. (5 minutes per party)
 - iv. Close of Hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
 - v. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
 - vi. Reopening Hearing. Prior to second reading of an ordinance relating to a legislative land use matter, and upon majority vote of the Council, a hearing may be reopened to receive additional testimony, evidence and argument. The same notice requirements shall be met for the reopening hearing as were required for the original hearing.

Chapter 7 – Motions & Debate

1. **Motions.** All motions shall be distinctly worded. The following rules shall apply to motions:
 - a. No Second. If a motion does not receive a second, it dies.
 - b. Discussion of Motion. The Council will be allotted the opportunity to discuss a motion after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
 - c. Motion in Writing. Any motion shall be reduced to writing if requested by a member of the Council.
 - d. Amending a Motion. A motion to amend can be made to a motion on the floor and has been seconded.
 - e. Tie Votes. Tie votes shall indicate a denial of the proposal. If the tie is a matter that has been appealed from a lower city body or commission, a tie shall render the lower body's decision approved.
 - f. Role of Presiding Officer. Should debate on a motion ensue, the Presiding Officer shall repeat the motion prior to a vote.

2. **Debate.** The following rules shall govern the debate of any item being discussed by Council:
 - a. Addressing Presiding Officer. Every Council member desiring to speak shall address the Presiding Officer, and, upon recognition by the Presiding Officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
 - b. Interruptions. A Council member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.

Chapter 8 – Ethics, Decorum, Outside Statements

1. **Ethics.** All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the Council shall refrain from:
 - a. Disclosing confidential information.
 - b. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
 - c. Expressing an opinion contrary to the official position of the Council without so saying.
 - d. Conducting themselves in a manner so as to bring discredit upon the government of the City.

2. **Decorum.**
 - a. Role of Presiding Officer. The Presiding Officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal to the Council.
 - b. Responsibilities of Council. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these rules.
 - c. Responsibilities of Staff and Attendees. Members of the City staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.

3. **Statements to the Media or Other Organizations.**
 - a. Representing City. If a member of the Council, to include the Mayor, appears as a representative of the City before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the City, as approved by a majority of the Council.
 - b. Personal Opinions. If a member of the Council, to include the Mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

Chapter 9 – Interactions with Staff

1. **Staff Interactions.** All members of the Council, to include the Mayor, shall respect the separation between the Council's role and the City Manager's responsibility by:
 - a. Interference. Not interfering with the day-to-day administration of City business, which is the responsibility of the City Manager.
 - b. Authority of Staff. Refraining from actions that would undermine the authority of the City Manager or a department head.
 - c. Requests of Staff. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the City Manager.
 - i. Questions to the City Manager from individual members of the Council requiring significant time or resources (two hours or more) shall normally require approval of the Council.
 - ii. Members of Council shall normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by members of the Council acting in their individual capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.

Chapter 10 – Censure and Removal

- 1. Council Rules Enforcement.** The Council may enforce these rules and ensure compliance with city ordinances, charter, and state law applicable to governing bodies. If a member of Council violates these rules, City ordinances, the City Charter or state laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member with a public reprimand or removal as provided for in the City charter.
- 2. Investigations.** The Council may investigate the action of any member of Council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4
Meeting Date: March 4, 2019
Department: Administration

ITEM TITLE: Chamber of Commerce Facilitator Grant

DISCUSSION/ISSUE:

The Florence Area Chamber of Commerce is looking to combine the efforts of two of its vital committees – the Downtown Revitalization Team and the Uptown / Around Town Revitalization Team, into one fully vested committee for the entire community. In an effort to complete this work, the Chamber has reached out to a facilitator to bring together both committees under a new vision and mission.

The Chamber is seeking grant funding to help offset facilitation costs and wishes to apply for a Ford Family Foundation Community Grant in the amount of \$3,600. However, Ford Family Foundation grants are only allowed to be utilized toward 501c3s or government agencies. The Chamber of Commerce is a 501c6 agency, and thus is not eligible to apply for the grant funding.

Thus, the Chamber wishes to partner with the City of Florence by having the City apply for the Ford Family Foundation grant on behalf of the Florence Area Chamber of Commerce. This would mean the City of Florence would be the official applicant for the grant, and would receive the funds (should the grant be awarded) and distribute them to the facilitator.

If the grant application is approved by the Ford Family Foundation, staff will bring forward a request for Council to accept the grant and draft a memorandum of understanding to pass-through the grant funding to the Chamber of Commerce.

FISCAL IMPACT:

The grant application will be a joint effort of the City of Florence and Florence Area Chamber of Commerce. There are no matching fund requirements for the grant application and thus there will be no direct financial impacts to the City. Indirect financial impacts will include staff time in coordination with the Chamber, bringing the application to the City Council, and application submittal.

In addition, the City of Florence utilizes staff time in participation in Chamber of Commerce activities, including the Downtown Revitalization Team (DRT) and the Uptown Committee. This coordination and staff time allocation is intended to continue with the newly established Chamber Committee.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 2: Livability and Quality of Life
Goal 3: Economic Development

ALTERNATIVES: 1. Submit Ford Family Foundation Community grant application as indicated.
2. Amend grant request purpose / structure and submit as amended
3. Do not authorize staff to submit grant

RECOMMENDATION:
Staff recommends that the City Council authorize staff to submit the Ford Family Foundation Community grant application.

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

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other
Comments: ERReynolds

ITEM'S ATTACHED: Attachment 1 – Chamber Request letter
Attachment 2 – TadZo Facilitation Proposal



February 26, 2019

Dear City Manager Erin Reynolds and Florence City Council members,

The chamber is in the process of bringing together the “Uptown/Around Town” and the “Downtown Revitalization Team” to be one unified Beautification and Revitalization Team (BART). This is a major move towards building a strong economic committee representing all of Florence. Personally, I’m thrilled to be a part of building a legacy that has the opportunity to build and strengthen our businesses and community development.

The chamber has reached out to a facilitator (highly recommended by Kelli Weese) to help bridge the purpose and passion of the stakeholders in both committees. Building a strong committee that will have vision and direction. (Proposal included.)

The chamber believes we can receive a grant from the Ford Foundation to pay for this worthy investment in our community’s future. The only problem; the chamber is a 501C6 and the Ford Foundation only gives to 501C3, Government, and Tribal organizations.

The grant would actually be made to the City and the chamber would commit to the application process and also its maintenance. The City would need only to receive the funds and then distribute them to the Facilitator.

Time is of the essence as flower baskets, banners and other to-dos are right around the corner and we’re in limbo until this new committee is formed and operational.

We appreciate the common purpose and support our two organizations share. Thank you for your consideration.

Kindly,

Bettina Hannigan
Executive Director

Proposal for Professional Services
**BEAUTIFICATION &
REVITALIZATION TEAM PLANNING**

FLORENCE AREA
CHAMBER OF
COMMERCE



Prepared for:

Bettina Hannigan, Executive Director
Florence Area Chamber of Commerce
290 Hwy 101
Florence, OR 97439



Submitted by:

Allison Larsen, CEcD - Principal
TadZo LLC
20801 W. Main Street
Buckeye, AZ 85396
(623) 233-5333
allison@TadZoConsulting.com



Table of Contents

Section 1 – Cover Letter	1
Section 2 – Qualifications	2
A. Key Personnel.....	3
B. Sampling of Oregon Projects.....	4
C. References	7
Section 3 – Proposed Scope of Services	8
Section 4 - Logistics	11
A. Responsibilities.....	11
B. Cost Proposal	11
Appendices	
A. Résumé for Allison Larsen, TadZo LLC	

Section 1 – Cover Letter

February 20, 2019

Bettina Hannigan, Executive Director
Florence Area Chamber of Commerce
290 Hwy 101
Florence, OR 97439

Dear Ms. Hannigan,

What if your team shaped the future for the Chamber's Beautification & Revitalization Team? *That's what we help you do!* We invite everyone to participate in a well-designed process that not only empowers you, it empowers all involved for meaningful action.

I understand you are trying to rally the merging of the Uptown Committee and the Downtown Revitalization Team (DRT) focused on Old Town. You are seeking a third-party to effectively facilitate planning for the development and commitment to a shared purpose and at least one project with actionable steps for implementation.

The following proposal presents our proposed approach for the team's planning meeting, as well as our qualifications and a sampling of Oregon references. It would be a privilege to facilitate this important session for the Florence Area Chamber of Commerce.

I appreciate your consideration of our proposal. Please call me with any questions or to discuss this proposal further. I am open to modifications and enhancements to best tailor to your needs.

Respectfully submitted,



Allison Larsen, CEcD – Principal
TadZo LLC

Section 2 – Qualifications

What we do

We empower people and groups for meaningful action.

How we work is a bit different than other consulting firms. We invite everyone to shape solutions for a better future through a broadly inclusive approach. We foster inventing and innovating *together*.

This is not mumbo-jumbo. We utilize relevant data and a focused approach to help you move quickly from chatter to matter, digging deeply into what is important to you and stakeholders. At the same time, we have fun, yet our playfulness is designed with the purpose to enhance creativity and engagement. The more open and inviting we are, the better the outcomes in all situations.

Who we are

With over 60 years of collective experience in business and economic development, working with more than 100 communities and regional groups across 27 U.S. states and Canadian provinces, we continue to learn because every one of our clients has unique goals and situations.

We will work with you as a partner because we value the competencies, knowledge, and contributions of our clients and your stakeholders. Our goal is serving as a trusted advisor to bring out the best in you and your team.

What we offer

- **Strategy Development** for economic development, workforce development, place development, disaster preparation and recovery, marketing, non-profits, businesses/entrepreneurs, or any group aiming to do meaningful work.
- **Group Empowerment:** Helping groups and organizations transform how they communicate, problem-solve, innovate and work together. We utilize *Liberating Structures* – participatory methods that disrupt conventional patterns in how we work together. One *Liberating Structure* changes a meeting; the repertoire can change an organization. As the repertoire of 33 structures is applied, many conventional approaches that people use all the time (presentations, open discussions, managed discussions, and brainstorms) become less attractive or fade away.
- **Event Design & Facilitation:** If you are seeking to jazz up and energize an event for greater participation and valuable outcomes, we can help you design meetings, focus groups, conferences, planning sessions, retreats, etc. While it will be fun, our goal for you is a more worthwhile and productive event, accomplishing more together as a group. Our facilitation services involve a combination of *Liberating Structures* and Graphic Facilitation. Graphic displays help make sense out of complex data. Displays allow groups to work both linearly and non-linearly — activating both left and right sides of the brain. Research shows that people retain around 65% of what they see and only 15% of what they hear, but 80% combined.

- **Workshops & Speaking:** We offer customized and ready-to-go workshops on a variety of topics – from group engagement techniques and strategic planning to technical subjects in economic development, workforce development, and public policy.
- **Technical Services:**
 - Asset evaluation for attraction and retention of basic industry; retail; tourism; and talent.
 - Target industry research and analysis.
 - Benchmarking studies.
 - Organizational assessment and comparative analysis of community and economic development entities.
 - Key message development and branding.
 - Disaster preparedness and recovery.
 - Economic development resources and data tools.
 - Site selection services for large, mid-size and small businesses.

A. Key Personnel

Allison Larsen, CEcD - TadZo Principal



With over 17 years of consulting experience, 21 years in economic development and more than 10 years in international business management and sales, Allison Larsen's core competencies include asset evaluation, site selection screening, action-oriented strategic planning, target industry analysis, workforce development, marketing, graphic facilitation; and empowering groups with effective engagement techniques.

With innovative methods, Allison is shaking up strategic planning - yielding robust inclusion and ownership by stakeholders. Allison is keen that the client always sets the direction for where they want to go with a project. She believes her role is to ask insightful questions to explore what's possible, what's of greatest interest and, ultimately, what stakeholders find most important to commit resources for action. She employs well thought-out questions and astute listening to get to the core of issues and solutions. Her extensive experience with business leaders, community stakeholders, and hard-working professionals contributes to her recognition of what is true excitement and commitment, enabling her to facilitate positive change for clients.

Her diverse background – from growing up in a small rural community (less than 4,000 population) in Northern California to a national award-winning salesperson at a Fortune 100 "Most Admired" Company (Merck & Co.) – has influenced her perspective to learn from every situation. Allison's entrepreneurship endeavors did not start with TadZo. She established an international distribution network for a venture capitalist, and even put herself through college by raising a flock of registered sheep.

Working in front-line business recruitment at the Madera Industrial Development Corporation and the EDC serving Fresno County (both encompassing rural regions in California), she sited companies yielding more than 9,000 jobs. Allison worked 11 years as Principal at Chabin

Concepts, consulting local communities, regional and state economic development organizations. Allison helped to create CompetitiveReady, a community certification program.

She is a sought-after speaker and trainer for economic development best practices. She has spoken at conferences and special training events for the International Economic Development Council (IEDC), British Columbia EDA, Economic Developers of Alberta, California Academy for Economic Development, Mid-America EDC, Nebraska Public Power District, Northwest Economic Development Course, Oregon EDA, Pacific Northwest EDC, Public Service of Oklahoma, South Carolina EDA, Texas Economic Development Council, Team Texas, Washington EDA, and Wisconsin EDA.

Allison is a graduate of the University of California, Davis; the University of Oklahoma Economic Development Institute; and a Fellow of the California Agricultural Leadership Program. Allison earned the certified economic developer (CEcD) professional designation from IEDC and serves on the IEDC Board of Directors. Allison is formally trained as a facilitator by The Grove in San Francisco, CA, the University of California at Davis, and Liberating Structures of Seattle, WA.

B. Sampling of Oregon Projects

Included in this section are a variety of TadZo projects, yet all are representative of TadZo's technical expertise as well as our unique engagement approach. The community size also varies, although most of our work is with small and rural communities. You can view our full portfolio here: <https://tadzoconsulting.com/portfolio>

Springfield Economic Look — City of Springfield, Oregon



Situation

Springfield has evolved from a rich heritage of manufacturing. Originally based solely on wood and paper products, it has now diversified with global technology firms, back-office operations, a wide variety of food and beverage producers, metal fabrication and world-class healthcare. With the recent retirement of a key economic development leader, it was time for pause, reflection, study, and engagement to create a clear path of action that will drive success into the 2020's.

TadZo Approach

The desired outcome of this Springfield's Economic Look planning project was to develop a comprehensive economic development strategic plan and marketing plan that set a clear direction for realistic priorities while clarifying responsibilities and metrics for implementation. TadZo's approach involved three comprehensive phases – *Economic Development Strategy*, *Branding & Marketing Collateral*, and *Marketing Plan*. Specific deliverables include:

- **Strategic Planning** – economic performance research and analysis, competitive assessment, economic development program review, stakeholder input, target industry analysis, competitor benchmarking and operating cost comparison, strategic initiative work sessions, and the economic development strategic plan.

BEAUTIFICATION & REVITALIZATION TEAM PLANNING

- **Branding and Marketing Collateral** – defining Springfield's value proposition, brand development (new brand shown above), and economic development website.
- **Marketing Plan** – development of a marketing plan; providing tools, marketing communications, outreach and lead generation; marketing plan schedule; budget; and performance metrics.

Outcome

The plan is in implementation now. Today, a key accomplishment is the engagement of city-wide government in planning and economic development. They now realize that economic development is not just the role of the city manager or economic development office and understand their role throughout all offices. Also, local, regional and state partners are organized and at the table. Instead of competing with the city, they are engaged and working together to leverage all economic development efforts. As a result, the team identified 12 strategic priorities ranging from developing an Innovation Hub to site and building product development. Target industries were identified, and business cases defined. A new website is in development and close to launching. Implementers are actively engaged in shaping tactics and implementation.



"When the City asked TadZo to assist in creating the first Springfield Look Economic Plan, we wanted to be more intentional about embracing economic development work within our community. Working with Allison we learned how to define action in context of the idea and how to constructively engage our community partners. Her engaging style has put the City in the 'driver's seat,' with the learned skills to reassess and refine as we begin to implement the plan."

Courtney Griesel, Economic Development Director
City of Springfield, Oregon

BEAUTIFICATION & REVITALIZATION TEAM PLANNING

Economic Development Strategic Planning — Lane County, Oregon



Situation

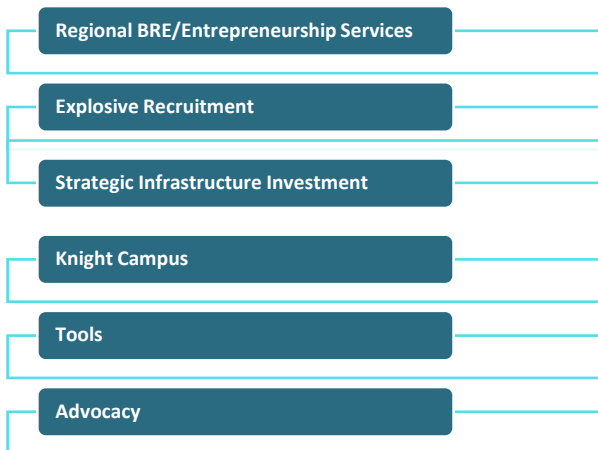
For generations, the timber and lumber industry has been the leading industry in Lane County, Oregon. The industry has survived environmental challenges such as the spotted owl as well as construction industry up and downturns. It has also experienced a wide array of innovation to continue to grow and positively impact Lane County's economy.

This region is diverse – including vastly rural areas and mid-sized urban communities. Geography impedes travel within the large county – crossing the coastal mountain range to access rural coastal communities with essentially isolated economies.

With several changes occurring around the county as to regional economic development and local community economic development efforts of varying degree, it was time for Lane County's Community and Economic Development to revamp work to more strategically serve the region.

TadZo Approach

TadZo led extensive outreach with local communities and County leadership as well as facilitating staff review of current programs and initiatives via ecocycle planning. The findings from this outreach contributed directly to defining key areas of work and ultimately mapping out specific goals, steps, and metrics for the department going forward with the support of the County Commission.



Outcome

The strategic initiatives of this Lane County, Oregon, Community & Economic Development Strategic Plan present a clear path forward for Lane County to fulfill valuable leadership in the community and economic development regionalism, serving communities and businesses across the entire county. This is a plan that creates opportunities and hope for prosperity in the hearts of residents and business stakeholders.

BEAUTIFICATION & REVITALIZATION TEAM PLANNING

Since adoption of the plan, Lane County has hired a new staff person focused on assistance for rural communities. Robust partner and business outreach, as well as strategic investments, are underway. This plan has also served as a helpful tool to communicate direction and accomplishments with newly elected County Commissioners.

"I feel more empowered than I have in a very long time. I see a vision, a path forward."

Sarah Means, Manager
Lane County Community & Economic Development

C. References

We encourage you to speak with our references. Ask them about their experiences with TadZo – What benefits did TadZo deliver? What's different about TadZo's approach? Any "hiccups" or things they would do differently? What did they learn? How is their community/region better after working with TadZo? These TadZo clients explain TadZo's value better than we can articulate. They are teaching us to tell our story better.

City of Springfield, Oregon Courtney Griesel Economic Development Manager (541) 736-7132 cgriesel@springfield-or.gov	City of Owasso, Oklahoma Chelsea Levo-Feary Director of Economic Development (918) 376-1518 clevo@cityofowasso.com Warren Lehr City Manager (918) 376-1500 wlehr@cityofowasso.com
County of Lane, Oregon Sarah Means Manager, Community & Economic Development (541) 682-6503 sarah.means@co.lane.or.us	Obion County Joint EDC, Tennessee Lindsay Frilling, CECD Executive Director (731) 592-1083 lfrilling@obioncounty.org
Redmond Economic Development, Inc., Oregon Jon Stark Senior Manager (541) 923-5223 jon@edcoinfo.com	Katy Area EDC, Texas Lance LaCour, CECD President & CEO (281) 669-6006 lancelacour@katyedc.org

Section 3 – Proposed Scope of Services

Based on our experience with extensive engagement and participatory processes and our understanding of your objectives the Beautification & Revitalization Team, we propose the following scope of services.

In the role of facilitator, we help you make meetings more effective and meaningful for everyone. If you think all facilitators are the same, we will surprise you with our ingenious and inviting approach.

Step 1 – Preparation and Planning

First, we work extensively to understand your situation before the planning session: What are your expectations? What are you trying to accomplish? What challenges are holding you back? Who will be attending? What are the expectations of participants? This discovery helps us to customize your agenda, meeting flow, participant involvement, graphic tools and templates as your genuine partner in creating the best planning session ever!

TadZo will work with the Chamber staff to frame up a customized agenda and design a highly-interactive approach. The goal is to have an inclusive partnering approach with you to assure a satisfactory outcome.

Discussion of the following topics will aid in preparation of the planning session:

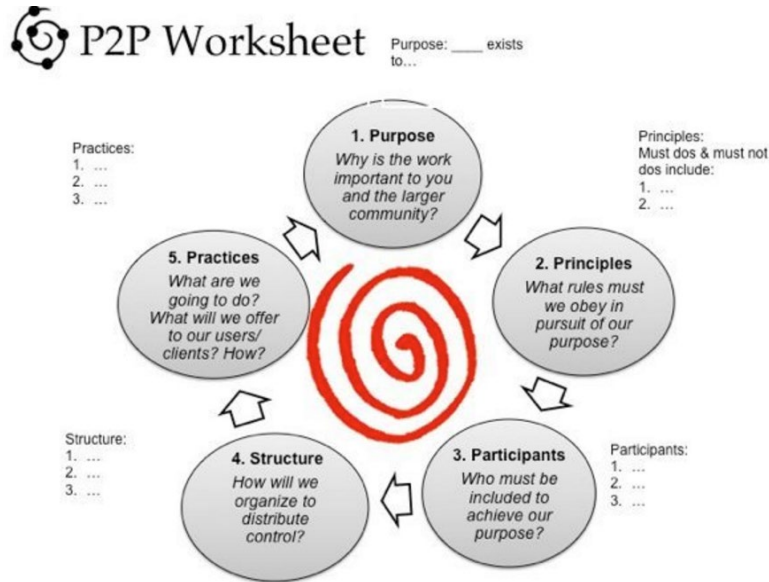
- ▲ Confirmation of planning session goals, who's involved and timeframe;
- ▲ Review and fine-tune agenda, including questions posed to retreat participants;
- ▲ Identify any potential issues that may impede success;
- ▲ Determine meeting room set-up and materials; and
- ▲ Answer any questions.

Step 2 – Facilitate Planning Session

TadZo's role at the planning session will be to facilitate productive discussions and build ownership and organize action for prioritized projects. My role will be to coach your team to commit for action. The outcome is more than an action plan, but a structure for effective implementation so that you stay on track to achieve results while being able to nimbly take advantage of emerging opportunities as they arise.

During the planning session we will build out the following Purpose-to-Practice planning tool:

BEAUTIFICATION & REVITALIZATION TEAM PLANNING



Our facilitation services involve two complementary methods:

- **Liberating Structures** (<http://www.liberatingstructures.com/>) developed by Keith McCandless and Henri Lipmanowicz, transform how people interact and work together in order to achieve better results. These tools are designed to include and engage everyone to speak, listen, participate and contribute to the group. No need for mind-numbing activities when these tools can be utilized to take your group to higher levels of success and teamwork.

Liberating Structures start with something so simple and essential as not to seem worth doing and end with something so powerful and profound that it hardly seems possible.



- **Graphic facilitation** marries skilled facilitation with the benefits of graphic recording: big-picture, real-time visual displays creating a shared picture where groups literally see what they are saying, uncover previously unseen patterns of behavior, align to agreed-upon objectives and initiate action. We digitize the charts for use in reports, presentations, or other mediums.

Section 4 - Logistics

This section of the proposal defines responsibilities for the Florence Area Chamber of Commerce and TadZo.

A. Responsibilities

The Chamber is requested to handle the following logistics:

- Invite participants and provide list of attendees.
- Secure meeting facility and refreshments/meals.
- Prepare name tags (preferably with large print of first name).
- Print handout materials, if any.
- Supply and set-up laptop, projector and screen.
- Supply meeting materials: 4' X 8' foam board (if needed, based on meeting room) and 3" x 3" Post-it Notes.

TadZo will prepare customized content and facilitate the planning session. TadZo will also supply specialized wall-graphic materials, including:

- Paper rolls;
- Chart templates;
- Markers;
- Chalk;
- Tape; and
- Exercise materials.

All presentations and wall-graphics will be provided to Chamber in original and electronic formats for reference after the event.

B. Cost Proposal

The scope of this proposal involves preparation, facilitation services for a half-day event, and summary of outcomes. The cost proposal is a flat rate of \$2,500 which includes the pre-onsite preparation, facilitation and summary of outcomes.

Expenses for travel (roundtrip flights, mileage to/from PHX airport, parking at PHX airport, rental car & fuel, lodging for one night in Florence, and meal per diem) and facilitation materials are additional. Expense estimate is \$1,100. Facilitation materials are \$50.

At contract signing, TadZo will invoice 25% of flat fee (\$625). The balance of flat fee for services and expenses will be invoiced when all deliverables are complete and delivered.

Appendices

- A. Résumé for Allison Larsen, TadZo LLC

APPENDIX A

**Résumé for Allison Larsen
TadZo LLC**

Allison Larsen, CEcD



allison@TadZoConsulting.com

Office (623) 233-5333

Mobile (509) 952-6104

www.TadZoConsulting.com

Twitter - @allisonTadZo

LinkedIn - www.linkedin.com/in/allisontadzo

PROFESSIONAL EXPERIENCE

TadZo L.L.C.

Principal (2013 – present)

TadZo is a consulting firm empowering people and groups for meaningful action. As a partner and trusted advisor, TadZo provides uniquely effective approaches to Strategy Development; Group Empowerment; Event Design & Facilitation; Workshops & Speaking; and other Technical Services (i.e. community asset evaluation, target industry analysis, benchmarking, economic development organizational assessment, economic development resources, site selection advising, and data tools).

Projects:

- Boardman Chamber of Commerce, OR – Board Retreat
- Appalachian Partnership for Economic Growth & Appalachian Partnership, Inc., OH – Economic Development Strategic Planning for 25-county region
- Oregon Economic Development Association – Oregon Certified Ec. Dev. Training Design
- Willamette Workforce Partnership, OR – Transp., Warehouse & Distribution Sector Strategy
- Appalachian Partnership for Economic Growth & Appalachian Partnership, Inc., OH - Board Retreat Facilitation: Organizing for Strategic Planning
- OG&E/OGE Energy Corporation, OK – Community Assessment Tool & Team Training
- Ashland Alliance, KY– Strategic Planning Session
- Oklahoma Southwest Alliance – Regionalism Training Session
- Greater Rockport-Fulton Chamber of Commerce, TX– Econ. Recovery Action Plan (pro-bono)
- Bowling Green Area Chamber of Comm. KY - High Perf. Motorsports Industry Asset Map
- Lane County, OR - Economic Development Strategy
- Lane County, OR - Sector Strategy for Advanced Wood Products
- Bixby Metro Chamber of Commerce, OK – Target Industry Analysis
- City of Owasso, OK – Economic Development Strategic Planning
- KapStone Paper and Packaging, IL - Incentives advising for Idaho plant yielding 5 years property tax exemption
- Obion County EDC, TN – Workforce Development Initiatives
- KapStone Paper and Packaging, IL - Permitting and Incentives advising for California plant yielding \$1M incentive award

- McKinney Economic Development Corporation, TX – Industry Target Verification, Business Cases, Strategic Implementation Plan
- City of Springfield, OR – Target Industry Analysis, Competitor Benchmarking, Economic Development Strategy, Marketing Strategy, Branding & Marketing Collateral, Website
- Katy Area EDC, TX – Economic Development Strategic Plan
- Confidential corporate client (QC) – Business Advising
- County of Mohave, AZ – Lake Havasu Call Center Brochure
- City of Yakima, WA – Economic Development Strategic Plan
- South Willamette EDC, OR – Organizational Identity
- McKinney Economic Development Corporation, TX – Strategic Planning Workshop Facilitation
- Town of Ajax, ON – Economic Development Strategy Review & Update
- Muskogee City-County Port Authority, OK – Economic Development Strategy & Marketing Plan
- Redmond Economic Development, Inc., OR – Board Retreat Facilitation
- Prineville/Crook County Economic Development Council, OR – Board Retreat Facilitation
- City of Coquiltam, BC – Technology Workshop Facilitation
- Northern Kentucky Tri-ED – Economic Development Training & Best Practices
- Enid Regional Development Alliance, OK – Board Retreat Facilitation
- Muskogee City-Co. Port Authority, OK – Competitiveness Assessment & Target Industry Analysis
- Redmond Economic Development, Inc., OR – Community Economic Dev. Report Card
- Oakland County, MI – Economic Development Partners Facilitation for Partner Action Plan
- Greater Spokane Inc., WA – Driving Competitive Change for the Spokane Region
- Muskogee City-Co. Port Authority, OK – “Economic Development 101” for Community Leaders
- City of Eugene, OR – Competitiveness Work Session
- City of Springfield, OR – UGB Expansion Sites Assessment
- Oklahoma Governor’s Economic Development Marketing Team – Annual Retreat Facilitation
- Martinsville-Henry County EDC, VA – Website Advisory Services
- City of Ada, OK – Website Advisory Services
- Eugene-Springfield-Lane County, OR – “Big Look” Regional Econ. Dev. Organization & Strategy
- Martinsville-Henry County EDC, VA – Target Industry Analysis & Business Case Research
- Tri-Cities, WA – TRIDEC New Economy Target Industry Study & Competitor Research
- Maple Valley, WA – IEDC Economic Development Advisory Services (pro-bono)
- Northern Kentucky Tri-ED – Strategic Planning Facilitation
- Ada Jobs Foundation, OK – Target Industry Analysis, Branding & Economic Dev. Strategy
- Martinsville-Henry County EDC, VA – Best Practices Assessment & Recommendations
- Greater Pensacola Chamber of Commerce, FL – Implementation Retainer
- Ken-Tenn Regional Alliance, KY & TN - Strategic Plan

Chabin Concepts

Principal (2002 - 2013)

- Ken-Tenn Regional Alliance, KY & TN - Industry Targeting, Business Cases
- City of Chula Vista, CA - Strategic Positioning, Cluster Analysis & Marketing Strategy
- Greater Pensacola Chamber of Commerce, FL - Regional Ec. Dev. Strategy & Marketing Plan
- Cedar Hill EDC, TX - CompetitiveReady Asset Scorecard
- Oklahoma City Partnership - Rural Community Assessments & Recommendations

- Public Service of Oklahoma - Economic Development Marketing Training
- Nebraska Public Power District - Rural Economic Development Training
- Wisconsin Economic Dev. Assoc. - Competitive Proposals Training & Ec. Dev. Sales Training
- Ajax, Ontario - CompetitiveReady Asset Scorecard
- Columbia County Economic Team, OR - Business Attraction Plan
- City of Merced, CA - Economic Development Work Session & Plan
- Porterville, CA - Strategic Plan Update
- West Sacramento, CA - Business Resource & Innovation Center Study
- McPherson IDC, KS - CompetitiveReady Asset Scorecard; Target Industry Study; Economic Development Strategic Plan
- Brownsville EDC, TX - Comparative Benchmarking
- City of Sugar Land, TX - Economic Development Strategy
- City of Shasta Lake, CA - GreenTech Industrial Park
- Bowling Green Area Chamber of Commerce, KY - Target Markets Analysis; updated South Central Kentucky Marketing Plan
- City of Beaverton, OR - Target Industry Analysis & Implementation Plan
- City of Scottsdale, AZ - Competitiveness Assessment/Target Industry Study
- City of Merced, CA - Business Case Development
- Frisco EDC, TX - Comprehensive Economic Development Strategy
- Colusa County, CA - Economic Development Roadmap
- Confederate Tribes of the Umatilla Indian Reservation, OR - Marketing Advisement
- Rio South Texas - Competitive Assessment & Market Position
- Greater Yuma EDC, AZ - Marketing Plan & Business Cases
- Quad City IA & IL - Logistics Industry Study; Wind Website
- San Jose Redevelopment Agency, CA - Downtown Tenant Preferences Study; Organizational Plan, Marketing Plan
- Grenada County EDD, MS - Economic Dev. Strategic Plan; Website; Business Cases
- Northern Rural Training and Employment Network (NORTEC) - Designing Local Skills Strategies for STEM Occupations
- Mid-Michigan Region - Location Analysis & Positioning for Photovoltaic Industry
- City of Santa Rosa, CA – Econ. Development Plan; Consultative Selling Work Session
- Bowling Green Area Chamber of Commerce, KY - South Central KY Regional Marketing Plan & Business Cases
- Northern Colorado EDC - Marketing Plan
- Mariposa County, CA - Economic Vitality Plan
- Greater Phoenix Economic Council, AZ - Business Case & Prospecting Program
- Grays Harbor Public Development Authority, WA - Strategic Marketing Program
- Victor Valley EDA, CA - Regional Marketing Program; Target Industry Study
- State of Washington Prospecting & Marketing Program
- City of Henderson, NV - Target Industry Study, Customized ACT Training
- Prospecting Services for Oklahoma Business Roundtable, Portland Dev. Commission, OR; Shasta County EDC, CA; City of Victorville, CA; and Victor Valley EDA, CA
- NWPennsylvania Regional Planning Commission - Regional Website Review & Training
- State of Washington - Prospecting & Marketing Program
- City of Castle Rock, WA - Strategic Marketing Plan

- City of Rio Vista, CA - Industrial Strategy
- City of Madera, CA - Enterprise Zone Renewal Application
- New Mexico Economic Development Partnership - Targeting & Positioning
- Spokane Area EDC, WA - Strategy & Organization Re-engineering
- San Diego EDC, CA - Organizational Enhancement
- Oregon Economic Development Assoc. - Targeted Industry Prospecting Campaign
- Solano County EDC, CA - Perception Interviews & Client Handbook

Economic Development Corporation serving Fresno County

Vice President, Client Services and Interim President/CEO (1999 - 2002)

- Primary contact for site consultants and businesses, resulting in nearly 5,200 new; 800 retained jobs
- Architect of state-of-the-art tools for enhanced responsiveness to clients - Comparative Demographics, Site Selection Core Database (IEDC standards), Real Estate Database, Comparative Operating Cost Analysis and Incentive Calculator; award winning at state and national levels
- Established "Red Teams" of signature-level authorities to meet with prospects, including a specialized "EDC Workforce Red Team"
- Secured grants from USDA, Workforce Investment Corporation and California Technology Trade & Commerce Agency
- Managed 10 employees

Madera County Industrial Development Corporation

Manager of Business Development and Marketing (1997 - 1999)

- Business attraction, marketing, public relations – yielding 2,500+ new jobs

Other Sales & Marketing Experience

Universal Marketing Services, Inc.

General Manager; international marketing; set up distribution network in 20+ countries

Merck & Co., Inc.

Nationally recognized "League of Excellence" winner for sales performance

California State Fair

Counties & Agri-Fair Exhibits Supervisor

EDUCATION

University of Oklahoma, Economic Development Institute

Graduate

University of California, Davis

B.S., Agricultural Education



California Agricultural Leadership Program

Fellow, Class XXIV

FACILITATION TRAINING

Liberating Structures Learn the Rules; Bend the Rules Design Studio – Austin, TX

Liberating Structures Workshop – Seattle, WA


The Principles of Graphic Facilitation Workshop, The Grove – San Francisco, CA

The Art of Facilitation, University of California – Davis, CA

PROFESSIONAL AFFILIATIONS

International Economic Development Council

Active Member

- IEDC Certified Economic Developer (CEcD)
 - IEDC Board Member
 - Past Chair, Education and Certification Committee
- 

Tadzo

Empowering Meaningful Action Together

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5
Meeting Date: March 4, 2019
Department: Administration

ITEM TITLE: Authorize Staff to Submit a Grant Application for the USDA Rural Development Grant in conjunction with RAIN.

DISCUSSION/ISSUE:

History of RAIN in Florence

In 2015, Florence invited the Regional Accelerator & Innovation Network (RAIN), a local nonprofit, to partner with the City to foster an entrepreneurial ecosystem, activating local entrepreneurs and providing them with resources they need to launch and scale their new business. The City of Florence has provided financial funding to RAIN to support entrepreneurial outreach. This funding was used to match a grant received from the Ford Family Foundation in 2017 to hire a part-time Coastal Venture Catalyst, to be shared with Lincoln County, to run the regions first-ever pre-accelerator program. Spring / Summer 2018 marked the second year of the 12-week pre-accelerator which trains Florence entrepreneurs and innovators in the requirements for starting or growing traded sector businesses. In addition to the City of Florence and the Ford Family Foundation, RAIN was able to secure funding from the United States Department of Agriculture, Lane County Community and Economic Development, Oregon Pacific Bank and Palo Alto Software to help continue these efforts.

In addition to these direct funding opportunities, these entrepreneurial programs have been directly supported by many area non-profits, government entities and businesses including, Lane Community College Small Business Development Center, Florence Area Chamber of Commerce, Siuslaw Vision 2025, Governor's Regional Solutions Team, University of Oregon College of Business, Lane Workforce Partnership, HATCH Oregon, Studios at Jayne Smoley Design, City Lights Cinema, Resobar, Beachcomber and Three Rivers Casino.

USDA Grant

Staff would like to apply for the USDA Rural Business Development Grant in partnership with RAIN. Staff proposes to utilize the funding to scale up Florence's entrepreneurial ecosystem with a dedicated ¾ time Venture Catalyst position, including programming, an additional pre-accelerator and a follow-up pre-accelerator program. This marks an increase of 0.5 FTE dedicated to Florence in comparison to prior year's funding. These programs would allow Florence to continue to provide entrepreneurship and small business development support to local businesses in their start-up stages, and to provide additional follow up resources to businesses who were able to complete the pre-accelerator program.

If City Council is in agreement, staff will submit a grant application for this project in time for the March 29th deadline.

FISCAL IMPACT:

This is the first step in a multi-step process. If the grant application is approved by the USDA, staff will bring forward a request for Council to accept the grant.

The entire project total is proposed to equal \$130,000 for a one-year program, with the proposal that \$60,000 be attained through the USDA grant, \$15,000 through City of Florence matching dollars, and the remaining \$55,000 through other funding sources including additional grants, in-kind contributions, donated meeting spaces, and other donated funds.

City of Florence	\$15,000
USDA Grant	\$60,000
Additional Match	\$55,000
PROJECT TOTAL	\$130,000

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 3: Economic Development – Entrepreneurship & Innovation: Objective 1: Continue to support the Regional Accelerator & Innovation Network entrepreneurship programs

ALTERNATIVES:

1. Submit Rural Business Development grant application as indicated
2. Submit a grant request for an amended purpose
3. Do not authorize staff to submit a grant.

RECOMMENDATION:

Staff recommends that the City Council authorize staff to submit a grant application to the USDA for the support of a dedicated Coastal Venture Catalyst position for the Florence region and additional professional training.

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

CITY MANAGER'S RECOMMENDATION:

Approve Disapprove Other

Comments:

ER Reynolds

ITEMS ATTACHED: None

Items Available for Reference:

- December 19, 2016 City Council Meeting
 - <http://www.ci.florence.or.us/council/city-council-meeting-140>
 - October 9, 2017 City Council Meeting
 - <http://www.ci.florence.or.us/council/city-council-meeting-137>
 - November 20, 2017 City Council Meeting
 - <http://www.ci.florence.or.us/council/city-council-work-session-meeting>
 - February 5, 2018 City Council Meeting
 - <http://www.ci.florence.or.us/council/city-council-meeting-141>
 - April 16, 2018 City Council Meeting
 - <https://www.ci.florence.or.us/council/city-council-meeting-145>
-

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6
Meeting Date: March 4, 2019
Department: Administration

ITEM TITLE: Consider Florence Urban Renewal Agency FCC 2-5 Code Amendment

BACKGROUND/ISSUE:

In 2018 the City Council undertook a process to review and update the City Committee and Commission Code and created a new policy document. As a result of that process a [Committee and Commission Policy Manual](#) was adopted by Council in November 2018. It was during this process that City Attorney Ross Williamson noted that we should also review the [Florence Urban Renewal Agency \(FURA\) Code \(FCC 2-5\)](#).

After a review of the FURA Code FCC Chapter 2-5, it was noted that an appointment process has never been defined by code or in the [FURA By-Laws](#). At the City Council work session on February 13, 2019, the City Council requested that this item be brought forward for discussion and action at their next regular business meeting.

Previous to that, the FURA Board had discussed at the January 30, 2019, Board Meeting that the By-Laws were silent on an Appointment Process and that the terms. In recent history, FURA Board Members have in practice been appointed following the same process the City follows for the Committee and Commission members. Once staff recognized it wasn't clear in City Code or FURA By-Laws we paused the appointment process for 2019 until the matter was decided.

DISCUSSION:

City Attorney Ross Williamson has reviewed the matter and provided his analysis. ORS Chapter 457 creates urban renewal agencies, but they must be "activated" at the local level by cities or counties. Once activated, the agency becomes a separate legal entity apart from the City – the agency has a separate legal corporate status.

In "activating" FURA, the Council acted in June 2006 to create the urban renewal agency of Florence. ORS 457.045 allowed the City to pick one of three options as to assigning the agency's authority: delegating the authority to a local housing authority; delegating the authority to a separate board or commission; or delegating the authority to the City Council itself. The Council picked the second option by creating the 9 member Board via Ord. No. 4, Series 2006. Because FCC Chapter 2-5 is silent on how the members are appointed, and because it is not clear that FCC Chapter 2-1 applies to FURA, it is our Attorney's recommendation that we apply ORS 457.045 to this question and conclude that the FURA Board is appointed by "the governing body" of the municipality; in other words, the Florence City Council.

The City Council has the authority to decide how it wants to appoint FURA members. One option is the Council could decide to apply the Appointments process in FCC Chapter 2-1-4 by making those procedures explicitly applicable. Or the Council could decide on a specific appointment process that is unique for the FURA Board.

While FURA is a separate corporate entity, with its own statutory powers and authorities, by statute the City still retains certain authority over the entity. Therefore, it is staff's recommendation that the City Code be updated to include an appointment process. In addition, after decisions are made, the FURA By-Laws will need to be revised. The areas in which the FURA By-Laws differ from City Code should be updated so that the By-Laws are in-sync with the City Code. Staff has learned that the By-Laws are subservient to the City Code.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 5: Financial & Organizational Sustainability

ALTERNATIVES:

1. Decide to apply the Appointments process in the Committees & Commission FCC Chapter 2-1-4 to FURA FCC 2-5-5
2. Decide on a specific appointment process that is unique for the FURA Board
3. Choose to leave defer discussion to another date, request additional information and/or input

RECOMMENDATION:

Consider alternatives as presented above. If revision to the Code is desired (as stated in Alternative #1), the Council may elect to proceed with a first reading of the Ordinance as provided in the packet - Ordinance No. 1, Series 2019.

AIS PREPARED BY:

Erin Reynolds, City Manager and Ross Williamson, City Attorney

CITY MANAGER'S RECOMMENDATION:

Approve Disapprove Other

Comments:

ER Reynolds

ITEM'S ATTACHED:

Attachment 1: Draft Ordinance for consideration
Ordinance No. 1, Series 2019

Attachment 2: [FCC 2-1](#) Committees and Commission – General
Provisions

Attachment 3: [FCC 2-5](#) –Urban Renewal Agency of the City of
Florence, current code

Attachment 4: Ordinance No. 4, Series 2006
FURA's inacting ordinance by City Council

Items Available for Reference:

- City Council Work Session, February 13, 2019
<https://www.ci.florence.or.us/council/city-council-work-session-35>
- Other Council Meetings where the City Committee and Commission Code was a topic:
 - City Council Work Session, September 19, 2018
<https://www.ci.florence.or.us/council/city-council-work-session-32>
 - City Council Regular Business Meeting, November 5, 2018
<https://www.ci.florence.or.us/council/city-council-meeting-156>
 - City Council Work Session November 15, 2017
<https://www.ci.florence.or.us/council/city-council-work-session-24>

**CITY OF FLORENCE
ORDINANCE NO. 1, SERIES 2019**

**An Ordinance amending Florence City Code Title 2, Chapter 5, Section 5
regarding the appointment method for Urban Renewal Agency Board of Director
positions.**

RECITALS:

1. The City Council activated the Urban Renewal Agency of the City of Florence in 2006 via enactment of Ordinance No. 4, Series 2006, which is codified into the Florence City Code at Chapter 2-5.
2. The City Council established a separate governing Board to provide policy direction for the Urban Renewal Agency, as allowed by ORS 457.045.
3. Although the Council established the Urban Renewal Agency Board, the Council did not clearly establish the appointment process for members of the Board. Historically, for the appointment of Urban Renewal Agency Board Members the City has followed procedures established for City committees and commissions in FCC Chapter 2-1.
4. The Council wishes to correct the lack of clarity in the appointment process and affirm the historical practice of using the appointment process in FCC Chapter 2-1.

Based on these findings,

THE CITY OF FLORENCE ORDAINS AS FOLLOWS:

1. The Florence City Code Chapter 5 of Title 2 is amended as shown in Exhibit A.
2. This Ordinance shall become effective 30 days after adoption.
3. The City Recorder is authorized to administratively correct any reference errors contained herein or in other provisions of the Florence City Code to the provisions added, amended, or repealed herein.

ADOPTION:

First Reading on the _____ day of _____, 2019.

Second Reading on the _____ day of _____, 2019.

This Ordinance is passed and adopted on the _____ day of _____, 2019.

AYES
NAYS
ABSTAIN
ABSENT

Councilors

Joe Henry, Mayor

Attest:

Kelli Weese, City Recorder

Exhibit A
ORDINANCE NO. 1, SERIES 2019

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

TITLE 2
CHAPTER 5

**URBAN RENEWAL AGENCY
OF THE CITY OF FLORENCE**

[Amend FCC 2-5-5 as follows]

2-5-5: BOARD OF DIRECTORS: The Board of Directors shall be made up of nine members who shall be appointed, using the appointment process set out in FCC 2-1-4, based upon their positions....

TITLE 2
CHAPTER 1

COMMISSIONS & COMMITTEES - GENERAL PROVISIONS

SECTION:

- 2-1-1: Generally
- 2-1-2: Types of Committees & Commissions
- 2-1-3: Compliance with State Law
- 2-1-4: Appointments
- 2-1-5: Vacancies
- 2-1-6: Removal
- 2-1-7: Committee & Commission Positions
- 2-1-8: Quorum, Meetings & Rules

2-1-1 GENERALLY: The City Council may create standing committees or commissions to aid the Council in the conduct of public affairs. The City Council may also create ad-hoc committees to accomplish a specific task or project. All standing committees and commission shall be governed by the provisions of this Title (FCC Title 2) except that if the application of this title conflicts with an applicable state statute, the state statute will prevail.

2-1-2: TYPES OF COMMITTEES & COMMISSIONS:

- A. **COMMISSION:** A standing committee that is required by state law or to which the Council has delegated final decision-making authority. Commissions shall be created by an ordinance of the City Council.
- B. **ADVISORY & VOLUNTEER COMMITTEE (COMMITTEE):** A standing committee that is not required by state law (with the exception of the Budget Committee). Establishment of a Committee shall occur by an ordinance of the City Council.
- C. **AD-HOC COMMITTEE:** A temporary committee appointed for a specific term to accomplish a specific task or project. Ad-hoc committees shall be established by resolution of the Council. The resolution shall set forth the term of the committee, the task or project to be accomplished, the timeline for completion of the task or project, and such other direction as the Council deems appropriate.

2-1-3: COMPLIANCE WITH STATE LAW: All commissions, committees and ad-hoc committees, and any subcommittees thereof, shall comply with the State of Oregon Public Records Law, Public Meetings Law, Code of Ethics, laws regarding conflicts of interest, and any other applicable state laws. Each commission, committee, or ad-hoc committee shall be responsible for ensuring that its subcommittees comply with these laws.

2-1-4: APPOINTMENTS:

- A. **APPOINTMENT PARTY:** Subject to the provisions of this section, the Mayor is authorized to appoint the members of all boards, commissions and committees created or supervised by the Council.
- B. **QUALIFICATIONS:** Qualifications for appointment and term of office for a position on a Commission, Committee or Ad-Hoc Committee shall be provided in its enabling provisions. If a member of a commission, committee or ad-hoc committee is qualified pursuant to the enabling provisions at the time of appointment, but later ceases to be qualified, he or she must notify the City Recorder immediately.
- C. **APPOINTMENT PROCESS:** Prior to making any appointment authorized herein, the Mayor shall:
 1. Provide notice to the public and the Council of the position to be filled, qualifications if applicable, and the time and manner in which application may be submitted.
 2. Solicit recommendations from the Councilors concerning potential appointees; and,

3. Confer with the Council, at a meeting, or with each Councilor individually, concerning potential appointees.

D. **APPOINTMENT PROCESS AMENDMENTS:** Notwithstanding paragraphs A and B of this section, upon receipt of the Mayor's notice required under paragraph C.1, but before an appointment is made, the Council may direct that a different appointment process be followed in filling a position on a particular board, commission or committee.

E. **TERMS:** The term of office for each commission & committee shall be established in its enabling provisions and shall run on a committee service year from February 1st to the following January 31st. Initial terms for a newly created commission or committee shall be staggered so that the majority of the positions do not become vacant in the same year and so that an equal or approximately equal number of positions become vacant each year.

F. **SERVICE ON MULTIPLE COMMITTEES:** No person shall be appointed to serve simultaneously on more than one of the standing commissions or committees, unless such a position is established in the committee or commission's enabling provisions.

2-1-5 VACANCIES: Appointments to fill vacancies on City commissions, committees and ad-hoc committees shall be made in the manner set forth in Section 2-1-4-C for the remainder of the unexpired term. Timelines for recruitment of vacancies shall occur according to the City of Florence's Committee and Commission manual as adopted by Resolution.

2-1-6 REMOVAL:

A. **REMOVAL PROCESS:** Except for the Planning Commission and Budget Committee, the Mayor is authorized to remove all members from Commissions, Committees and/or Ad-Hoc Committees for misconduct or nonperformance of duty. Prior to removal the Mayor shall consult with the Committee, Chairperson, Vice-Chairperson, and Staff / Council Ex-Officio members, as available, and shall notify the City Council, City Manager, and City Recorder of any removal decision.

B. **MISCONDUCT:** Examples of misconduct include but are not limited to:

1. conviction of a felony,
2. failure to declare a conflict of interest,
3. failure to adhere to public meetings law,
4. failure to follow the City of Florence's Committee & Commission policies,
5. failure to comply with any applicable requirement of the City of Florence code,
6. any matter or conduct which, in the opinion of the City Council, creates animosity, impedes the job of the particular body or tends to render the City ineffective or open to ridicule.

C. **NON-PERFORMANCE OF DUTY:** Examples of non-performance of duty include but are not limited to:

1. Excessive lack of attendance which is defined as:
 - a. Absence from three (3) or more consecutive meetings without an excuse, as approved by the Chairperson, or.
 - b. Absence from five (5) or more meetings over the course of a service year

D. **REMOVAL PROCESS AMENDMENTS:** Upon receipt of the Mayor's notice of removal, the Council may direct a review of the process and decision per the provisions of the Council agenda item request in the City Council Rules of Procedure.

- E. **PLANNING COMMISSION & BUDGET COMMITTEE MEMBER REMOVAL:** A member of the Planning Commission or Budget Committee may be removed by the City Council, after hearing, for misconduct or nonperformance of duty.

2-1-7 COMMITTEE & COMMISSION POSITIONS:

- A. **CHAIRPERSON & VICE-CHAIRPERSON:** Each Commission, Committee and Ad-Hoc Committee shall elect a Chair and a Vice-Chair from its membership at its first regular meeting of the service year to serve for the following twelve months (February 1st – January 31st).

1. **Chairperson Term:** No member shall serve more than two consecutive service year terms as Chairperson.
2. **Chairperson Responsibilities:** The Chair Shall:
 - a. Set the agenda. Any member of the commission, committee or ad-hoc committee may request that an item of business appear on the agenda. The commission, committee or ad-hoc committee may by majority vote compel an item to be placed on the agenda.
 - b. Preside at all meetings.
 - c. Be responsible for maintaining communication with Council and Staff.
 - d. Call special meetings. A majority of the members of the commission, committee or ad-hoc committee may also call a special meeting.
 - e. Be responsible for attendance of members and report to the City Recorder in instances of excessive lack of attendance.
 - f. Coordinate the preparation of appropriate reports for the Council agenda.
3. **Vice-Chairperson Responsibilities:** The Vice-Chair shall exercise the duties of the Chair in the Chair's absence.
4. **Chairperson / Vice-Chairperson Vacancy:** In the event of resignation, vacancy, or removal of either the Chairperson or the Vice-Chairperson positions, the Committee shall elect a Chair or Vice-Chair to serve the remainder of the unexpired term.

- B. **EX-OFFICIO POSITIONS:** Where indicated in the Commission, Committee, or Ad-Hoc Committee enabling provisions, each may contain ex-officio positions as appropriate to provide communication between various groups including the City Council, Staff, and other local government agencies, non-profits and / or business groups. Each Ex-Officio member serves as an appointed member of the Commission, Committee or Ad-Hoc Committee, participates in all discussions, but does not vote on decisions.

1. **City Council Ex-Officio Positions:** As dictated in the commission, committee, or ad-hoc committee enabling provisions, each year the Council may appoint an ex-officio member from its membership to each commission, committee or ad-hoc committee. The purpose the Council ex-officio position is to provide a direct line of communication between the Commission, Committee, or ad-hoc committee and the Council. Council ex-officio members may not speak for the Council on any item the Council has not made a formal determination upon.

2-1-8 QUORUM, MEETINGS AND RULES:

- A. **QUORUM:** A majority of members of a commission, committee, or ad-hoc committee, not including ex-officio members, shall constitute a quorum for the conduct of business.

- B. **VOTE:** Except as otherwise expressly provided by the City Code or other applicable law or regulation, the concurrence of a majority of members present and eligible to vote shall be necessary to decide any question.
- C. **MEETINGS:** A commission, committee or ad-hoc committee, in consultation with staff, shall establish a regular meeting at such time, internal, and place as the commission, committee, or ad-hoc committee deems necessary. Special meetings may be called per FCC 2-1-7-A(2)(d).

2-1-9 RELATIONSHIP TO CITY COUNCIL:

- A. **COUNCIL AUTHORITY:** The City Council is the elected legislative and policy making body of the City. Unless governed by a specific state mandate, commissions, committees and ad-hoc committees are appointed pursuant to the Council's authority and shall have only those powers and functions as expressly delegated by the Council. Generally, commissions, committees and ad-hoc committees are expected to provide advice and recommendations to the Council and help the Council implement the Council goals. Council members may attend meetings of the affected commission, committee, or ad-hoc committee. The Mayor or a Councilor may not speak on behalf of the City Council at a commission, committee or ad-hoc committee meeting unless appointed to a council Ex-Officio position or unless authorized to do so by the Council.
- B. **ANNUAL MEETING:** The City Council shall hold an annual meeting with each standing commission or committee except the Budget Committee. The purpose of such meeting will be to note the accomplishments, address concerns and to discuss issues related to the duties and activities of the commission or committee. Annual meetings of related commission may be held jointly, as the Council deems appropriate.
- C. **RECOMMENDATIONS:** All recommendations to the Council shall be made in writing, signed by the Chair.
- D. **EXPENDITURE OF FUNDS & OBLIGATIONS:** No advisory board, committee, or commission shall have the authority to expend City funds, or to obligate the City for payment of any sum of money, except as expressly delegated or authorized by prior approval of the City Council.
- E. **ADDITIONAL DUTIES AND PROJECTS:** In addition to the duties established for each commission, committee, or ad-hoc committee in its enabling provisions, the City Council may from time to time assign a commission, committee or ad-hoc committee such other duties or projects as the Council deems appropriate.

Title 1, Chapter 9 renumbered to Title 2 Chapter 1 by Ord 3, Series 1993
Section 2-1-4 F: Amended by Ord 18, 2008 – effective October 22, 2008
Entire Chapter modified by Ordinance No. 17, Series 2018 – effective February 1, 2019

TITLE 2
CHAPTER 5

**URBAN RENEWAL AGENCY
OF THE CITY OF FLORENCE**

SECTION:

- 2-5-1: Blighted Areas
- 2-5-2: Need for Urban Renewal Agency
- 2-5-3: Powers of the Agency
- 2-5-4: Name of the Agency
- 2-5-5: Board of Directors
- 2-5-6: Terms of Office
- 2-5-7: Dissolution
 - Exhibit A – Findings on blighted areas

2-5-1: BLIGHTED AREAS: Based upon the findings marked Exhibit "A", attached hereto and incorporated by reference as fully set forth herein, the City Council of the City of Florence, Oregon, hereinafter referred to as City of Florence, hereby finds and declares that blighted areas, as defined in ORS 457.010, exist within the City of Florence.

2-5-2: NEED FOR URBAN RENEWAL AGENCY: The City Council declares and recognizes that there is a need for an Urban Renewal Agency to function within the City of Florence.

2-5-3: POWERS OF THE AGENCY: The City Council further declares, Pursuant to ORS 457.045(2), that all of the rights, powers, duties, privileges and immunities granted to and vested in an Urban Renewal Agency by the laws of the State of Oregon shall be exercised by and vested in the Urban Renewal Agency Board of Directors.

2-5-4: NAME OF THE AGENCY: The corporate name of the agency provided by the Ordinance shall be, and said agency shall be known as, "The Urban Renewal Agency of the City of Florence."

2-5-5: BOARD OF DIRECTORS: The Board of Directors shall be made up of nine members who shall be appointed based upon their positions as follows:

- A. One shall be the Mayor of Florence.
- B. Two shall be City Councilors of the City of Florence.
- C. One shall be nominated by the Lane County Board of Commissioners.
- D. Six shall be citizens at large. Special consideration shall be given to the potential appointment of elected members of the governing bodies of the Western Lane Ambulance District, the Port of Siuslaw, Siuslaw Valley Fire and Rescue, and/or the Siuslaw Library District.

2-5-6: TERM OF OFFICE: The term of office of each member of the Board of Directors, with the exception of the Mayor of Florence, shall be three years. The initial appointments shall be made in such a manner so that three members are appointed for full three year terms, three shall be appointed for two years and two members shall be appointed for one year. All terms thereafter shall be three years. The term for the Mayor of Florence shall correspond with his/her term in office as Mayor.

2-5-7: DISSOLUTION: Dissolution in absence of Urban Renewal Plan. The Urban Renewal Agency shall be disbanded if at any time the Florence City Council fails to approve an Urban Renewal Plan or should abandon any plan previously approved.

Established by Ord. No. 4, Series 2006
Section 2-5-5 Amended by Ord. No. 12, Series 2011 – effective 6/17/11

Exhibit A

Findings on blighting conditions

The City Council finds that there exist within the City of Florence blighting conditions as defined by ORS 457.010(1), and that the City Council is interested in improving conditions in such areas.

The City Council further finds that blighting conditions exist within an area encompassing Old Town Florence, and areas fronting on and adjacent to Highway 101, south of 12th Street. Blighting conditions in this area include:

- Vacant and underutilized property and land.
- Lack of curb, sidewalk and lighting in portions of the area.
- Traffic and safety hazards created by Highway 101, and high levels of traffic.
- Evidence of substandard building maintenance and appearance in the area
- Public facilities in need of repair or replacement.

The City Council finds that urban renewal provides a means to treat blighting conditions in Florence, and that an urban renewal agency therefore should be established.

ORDINANCE NO. 4, SERIES 2006

AN ORDINANCE DECLARING THAT BLIGHTED AREAS EXIST WITHIN THE CITY OF FLORENCE; RECOGNIZING THE NEED FOR AN URBAN RENEWAL AGENCY TO FUNCTION IN THE CITY OF FLORENCE AND PROVIDING FOR THE EXERCISE OF THE AGENCY'S POWERS BY THE CITY COUNCIL OF THE CITY OF FLORENCE BY ADDING TITLE 2 CHAPTER 5 TO THE FLORENCE CITY CODE, ESTABLISHING A BOARD OF DIRECTORS, AND PRESCRIBING TERMS OF OFFICE

WHEREAS, there exists within the City of Florence, Oregon, blighted areas as defined in ORS 457.010; and

WHEREAS, such blighted areas impair economic values and ad valorem tax revenues; and WHEREAS, there is a need for an urban renewal agency to function in the City; and

WHEREAS, ORS 457.035 authorizes the creation of a public body corporate and politic to be known as the "Urban Renewal Agency" of the City.

THE CITY OF FLORENCE ORDAINS THAT TITLE 2 CHAPTER 5 OF THE FLORENCE CITY CODE TO READ AS FOLLOWS:

Section 1:

2-5-1: Based upon the findings marked Exhibit "A", attached hereto and incorporated by reference as fully set forth herein, the City Council of the City of Florence, Oregon, hereinafter referred to as City of Florence, hereby finds and declares that blighted areas, as defined in ORS 457.010, exist within the City of Florence.

2-5-2: The City Council declares and recognizes that there is a need for an Urban Renewal Agency to function within the City of Florence.

2-5-3: The City Council further declares, Pursuant to ORS 457.045(2), that all of the rights, powers, duties, privileges and immunities granted to and vested in an Urban Renewal Agency by the laws of the State of Oregon shall be exercised by and vested in the Urban Renewal Agency Board of Directors.

2-5-4: The corporate name of the agency provided by the Ordinance shall be, and said agency shall be known as, "The Urban Renewal Agency of the City of Florence."

2-5-5: Board of Directors The Board of Directors shall be made up of nine members who shall be appointed based upon their positions as follows:

- A. One shall be the Mayor of Florence.
- B. Two shall be City Councilors of the City of Florence.
- C. One shall be nominated by the Lane County Board of Commissioners.

- D. Five shall be citizens at large. Special consideration shall be given to the potential appointment of elected members of the governing bodies of the Western Lane Ambulance District, the Port of Siuslaw and/or the Siuslaw Library District.

2-5-6: Term of Office The term of office of each member of the Board of Directors, with the Exception of the Mayor of Florence, shall be three years. The initial appointments shall be made in such a manner so that three members are appointed for full three year terms, three shall be appointed for two years and two members shall be appointed for one year. All terms thereafter shall be three years. The term for the Mayor of Florence shall correspond with his/her term in office as Mayor.

2-5-7: Dissolution in absence of Urban Renewal Plan. The Urban Renewal Agency shall be disbanded if at any time the Florence City Council fails to approve an Urban Renewal Plan or should abandon any plan previously approved.

Exhibit A

Findings on blighting conditions

The City Council finds that there exist within the City of Florence blighting conditions as defined by ORS 457.010(1), and that the City Council is interested in improving conditions in such areas.

The City Council further finds that blighting conditions exist within an area encompassing Old Town Florence, and areas fronting on and adjacent to Highway 101, south of 12th Street. Blighting conditions in this area include:

- Vacant and underutilized property and land.
- Lack of curb, sidewalk and lighting in portions of the area.
- Traffic and safety hazards created by Highway 101, and high levels of traffic.
- Evidence of substandard building maintenance and appearance in the area
- Public facilities in need of repair or replacement.

The City Council finds that urban renewal provides a means to treat blighting conditions in Florence, and that an urban renewal agency therefore should be established.

Section 2: the City Recorder, at the request of or with the concurrence of the City Attorney is authorized to administratively correct any reference errors contained herein or in other provisions of the Florence City code, to the provisions added, amended or repealed herein.

ADOPTED THIS 12TH DAY OF JUNE, 2006 BY THE FLORENCE CITY COUNCIL.

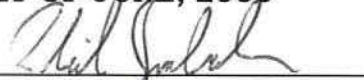
Ayes: 5 - Councilors: Braley, Holman, Osbon, Xavier and Mayor Brubaker

Nays:

Absent:


Absentia:

APPROVED BY THE MAYOR this 14th DAY OF JUNE, 2006



Phil Brubaker, Mayor

ATTEST:



Barbara Miller, City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7
Meeting Date: March 4, 2019
Department: Public Works

ITEM TITLE: Approve the purchase of a used 2016 Superior Broom DT80J from Papé Machinery in the amount of \$39,500.

DISCUSSION/ISSUE:

Public Works is in need of a versatile broom model sweeper to effectively clean the uncurbed paved shoulders; fine sand removal from Oak Street; street repair operations; and heavy or packed-down material such as road millings. Specifically, this equipment would be used to efficiently and effectively help us clean the wind-blown sand from Oak and 46th streets; and clean the shoulders along Rhododendron Drive.

Although the City owns and operates a regenerative air sweeper, a small mechanical broom sweeper is ideal for cleaning storm debris along non-curbed sections of roadways where a large amount of sand, gravel and pine needles accumulate. Lane County currently operates a similar mechanical broom to sweep County maintained non-curbed roads.

Public Works has been looking for a quality used mechanical broom to replace our very small repurposed Kubota turf mower that has been used to sweep Oak and Rhododendron Drive. The existing Kubota has several issues, namely a non-enclosed cab. The non-enclosed cab exposes employees to dust and grime while sweeping/cleaning the street. Additionally, the Kubota does not have a water system for dust suppression. The 2016 Superior Broom DT80J has an enclosed cab and water delivery system.

One of the issues we face is not only the age of some of the units on the market, but also the amount of hours on the machine. The Superior Broom DT80J that we wish to purchase is a 2016 with 274 hours for a total purchase price of \$39,500. A similar machine, a 2016 Superior Broom DT80J with 150 hours is \$43,500 located in Tacoma, Washington and another 2016 DT80J with 263 hours is \$43,500.

The Superior Broom DT80J with 274 hours is located in Pasco, Washington and just had a thorough preventative maintenance inspection and fluid change. It is a high quality



piece of equipment that is out of Papé's rental fleet which has not had any repairs or major maintenance completed. The machine will have a complete pre-delivery inspections and oil change completed prior to the City taking delivery. This piece of equipment will provide the City with many years of service.

FISCAL IMPACT:

The purchase price from Papé Machinery for the 2016 Superior Broom DT80J is \$39,500 and includes delivery from Pasco, Washington. Funding to purchase the mechanical broom is included in the FY2017-19 Stormwater biennium budget and is fully funded.

RELEVANCE TO ADOPTED CITY WORK PLAN:

- City Service Delivery – improving the delivery of cost effective and efficient services.
- Livability & Quality of Life – being responsive to our community's needs with efficient and effective equipment.
- Financial & Organizational Sustainability – Public Works utilization of high quality used specialized equipment in order to provide effective and efficient operations.

ALTERNATIVES:

1. Do not award the purchase of 2016 Superior Boom DT80J.
2. Direct staff to prepare a formal Request for Proposals for a high quality used mechanical broom.

RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to proceed with the purchase of a 2016 Superior Broom DT80J mechanical broom from Papé Machinery in the amount of \$39,500.

AIS PREPARED BY: Mike Miller, Public Works Director

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments: *ER Reynolds*

ITEM'S ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: March 4, 2019
Department: City Manager/PW

ITEM TITLE: Update on Capital Projects

DISCUSSION/ISSUE:

City Project Manager, Megan Messmer and Public Works Director, Mike Miller will provide the City Council on several projects that are either under construction or soon to go out to bid for construction. Projects include:

- Revision Florence (AKA OR126/US101: Spruce St – Siuslaw River Bridge)
 - Hwy 101 Sewer Improvements Project
 - Hwy 126 Sewer and Water Improvements
 - South Rhododendron Drive River/Beach Park
 - Spring 2019 Paving Projects
-

FISCAL IMPACT:

These are current projects that are either under construction and fully funded or in the engineering stage that will be funded with resources within the current fiscal year.

RELEVANCE TO ADOPTED CITY WORK PLAN:

- City Service Delivery – improving the delivery of cost effective and efficient services by implementing the Water, Wastewater, Transportation, and Parks Capital Improvement Plan(s).
 - Livability & Quality of Life – being responsive to our community’s needs with safe, efficient, effective and sustainable service delivery.
 - Economic Development – by leveraging grants, state/federal highway funds, System Development Charges, and private property owners contributions to maximize our ability to delivery projects to the benefit of the entire community.
 - Communication & Trust – strengthening citizen trust by cooperatively working with property owners for the logical extension of City utilities.
 - Financial & Organizational Sustainability – constructing infrastructure that supports current and future needs.
-

AIS PREPARED BY: Mike Miller, Public Works Director

CITY MANAGER’S RECOMMENDATION: Approve Disapprove Other
Comments: ERReynolds

ITEM’S ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 9
Meeting Date: March 4, 2019
Department: All

ITEM TITLE: Board and Committee Report – January 2019

DISCUSSION/ISSUE:

Airport Advisory Committee	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
<p>The Airport Advisory Committee met for the last time on January 16, 2019 prior to being merged into the new Transportation Committee. The AAC members received an update on the airport lighting upgrade project from Joe Roshak with Century West Engineering. The contractor, Kunert Electric, has ordered the equipment such as the PAPI (Precision Approach Pathway Indicator) and REILs (Runway End Indicator Lights) which have long lead times. The contractor is tentatively scheduled to begin work in April, although if the equipment arrives as early as February then the contractor could move up the start date to March. During construction the airport will be closed M-F 10am -8pm for 60 calendar days.</p> <p>The committee also discussed the draft hangar lease. PWD Miller provided a spreadsheet that illustrates the cost difference between the way that the annual hangar leases are calculated (currently based on lot size) versus leases proposed to be based on the actual square footage of the hangar building. In order to make the airport ‘whole’ the cost per square foot would need to increase since there would be less total area (if you use the size of the hangar only).</p>	

Airport Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
<p>The Airport Volunteer Group provided 248 (from 21 different individuals) 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.</p>	

Ad-Hoc Finance Committee	
<u>Department:</u> Finance	<u>Staff:</u> TBD
<p>No report.</p>	

Audit Committee	
<u>Department:</u> Finance	<u>Staff:</u> TBD
<p>No report.</p>	

Budget Committee	
<u>Department:</u> Finance	<u>Staff:</u> TBD
No report.	

Economic Development Committee (EDC)	
<u>Department:</u> Administration	<u>Staff:</u> TBD
No report.	

Environmental Management Advisory Committee (EMAC)	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director

EMAC met January 3rd to discuss the 2018 Opportunity to Recycle Annual Report requirement and submittals, present and briefly review the changes top the Boards and Committees, and recognize Dina McClure. EMAC’s next meeting was scheduled for and held February 7th at 6pm.

Florence Events Center Volunteers / Friends of the FEC	
<u>Department:</u> Florence Events Center	<u>Staff:</u> Kirk Mlinek, Friends of FEC President

Financial support – In January, the Friends voted to financially support (sponsor) the FEC-sponsored Church, Chesney, and Swift Tribute Concert at the \$500 level.

On February 26, 2019, the Friends voted to fund the FEC director’s request to purchase two additional hand-held microphones at a cost of \$2,110, and two table carts in the amount of \$1,426.49, for a total of \$3,536.49. The board tabled the director’s request for \$5,000 to pay for part of the FEC’s expanded video security system.

2019 Winter Music Festival – The Friends of the FEC 2019 Winter Music Festival is in the books! A total of 1,218 tickets were sold for the four musical segments, slightly fewer than in 2018. All segments equaled or exceeded 2018 sales except Sunday’s Gospel Gathering, for which sales were down 150 tickets. Revenue did exceed expenses and the Friends look forward to distributing that money to the Florence Events Center in the days and months ahead.

Please refer to the attached zip code analysis for an overview of the festival’s reach. Patrons came from southern Washington state, northern California, and from more than 50 zip codes in Oregon. In fact, as outlined in the Saturday Headliner section, patrons came from 82 discrete zip codes to attend that sold out show. The festival’s reach continues to grow.

The festival’s committee is to be commended for working tirelessly to make the festival a success. The 2019 committee was chaired by Rachel I. Pearson and included Bonnie MacDuffee, Judy Caputo, Cassandra Caputo, Janet Wellington, Ken Janowski, Margaret McDiarmid, Mary Conley, Claudia Brown, and Kirk Mlinek.

As a reminder, the festival's overarching goals are 1) to provide cultural enrichment to residents of Florence and the surrounding areas; 2) to support local businesses by bringing people to town during a slow time of the year; and 3) to provide a concert and musical education outreach experience for approximately 900 schoolchildren from Florence, Reedsport, and Mapleton. As discussed in the memo, the committee believes that these goals were met.

Thank you to all our patrons and to our many financial and in-kind sponsors without whom the festival could not exist.

Finally, the FEC staff is commended for working tirelessly in fulfilling their respective roles over the weekend in support of a relentless schedule. The professionalism, unyielding courtesy, positive attitudes, outstanding problem-solving skills, and general good humor were exemplary and of the highest order. Thank you!

Wallflowers and Wine - The Wallflowers and Wine class, another sellout, occurred on the FEC stage on Friday, February 22, under the artistic direction of John Leasure. Thanks John!

Indoor Yard Sale – The winter indoor yard sale was held on Saturday, February 23, 2019, from 8:00 AM to 2:00 PM at the FEC. Nearly 1,000 people attended and paid a \$1 entry fee for the privilege. A total of 44 booths were sold to vendors and business was brisk. Sincerest thanks to Margaret McDiarmid for spearheading the effort and to all of the volunteers who made it work.

The summer version of the yard sale has been scheduled for June 15, 2019.

Pin-Ups on Tour – As advertised in the paper and announced on the radio, the Friends are bringing the WWII-style Pin-Ups Tour to the FEC stage on Sunday, March 10, at 2:00 PM. Local veterans' organizations will provide uniformed volunteers to cover a myriad of duties, including ticket scanning, ushering, and the presentation of the colors. Veterans and active military personnel are admitted at no charge; other adults will pay \$20 and tickets for those under 18 years-of-age are \$10.

Florence Urban Renewal Agency

Department: Administrative

Staff: Erin Reynolds – City Manager

FURA met on January 30, 2019 to review the Public Art Committee recommendation of approval of a contract with the artist for installation of a mural at the Central Lincoln PUD building. The Agency also discussed their bylaws and appointment process.

Florence Urban Renewal Agency Budget Committee

Department: Finance

Staff: TBD

No report.

Parks Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Singing Pines Park: Shoreline Christian School volunteers provided 3 hours of labor picking up litter and other trash at the park.	
Old Town Park (Gazebo Park): Volunteers provided 4 hours of labor cleaning the plaza, flowerbeds, pruning and weeding at the park.	

Planning Commission	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
The Planning Commission did not meet in January. They held meetings February 5 th and 26 th .	

Police Auxiliary	
<u>Department:</u> Police	<u>Staff:</u> Len Larson – Auxiliary Director
10 Auxiliary members contributed 232.25 volunteer hours in the month of January, for a total of 232.25 hours for the year. In January, we were able to slow down and catch our breath after a busy December.	
Auxiliary Regular Duties:	
<ul style="list-style-type: none"> • Neighborhood patrols and vacation checks • Check on dog complaints, dogs left in cars • Jail checks and meal service • Sex offender registration • Shredding documents • Purchase of immediate needs for the Police Department and Jail 	<ul style="list-style-type: none"> • Pick up found property • Check handicapped parking for violations / issue warnings and tickets • Fingerprinting for the public and the court • Filing of tickets and incident reports • Home security inspections and neighborhood watch • Monthly Auxiliary Meeting

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

Public Art Committee	
<u>Department:</u> Administrative	<u>Staff:</u> Sarah Moehrke – Community & Economic Development Assistant
<p>In January, the Public Art Committee submitted two grant applications, as was approved by the committee at the November 2018 committee meeting. The first grant is through Western Lane Community Foundation. Our grant application asked for \$5,000 to assist with the lighting and landscaping costs of the finished mural. PAC will hopefully hear about this grant application in March 2019. The second grant that PAC applied to was through the Oregon Community Foundation. The application asked for \$20,000 to assist with the muralist's stipend. These two grants, if awarded, would assist with half of the mural budget. Next steps for PAC's third quarter grant work plan is to apply for the Miller Foundation's Arts grant. This application will focus around Capacity building, asking for \$20,000. A portion of the ask, \$15,000, would be used to continue funding a RARE Americorp volunteer. The other \$5,000 will be used for volunteer training, professional development and other capacity building programs.</p> <p>In February, PAC is excited to start working with a larger committee. After receiving twelve applications for six open positions, PAC will start meeting with a 11-person committee. PAC is continuing to work with ODOT to guarantee safety and historical standards are upheld in regard to our Bridge Steps beautification project. The committee has also approved the final design of the Central Lincoln PUD Mural and is moving towards applying for our Land Use application for a mural permit, as per FCC Mural Code 10-26.</p>	

Transit Advisory Committee (TAC)	
<u>Department:</u> Planning	<u>Staff:</u> Glen Southerland – Associate Planner
<p>The Transit Advisory Committee held their final meeting November 28th as reported in the last report. They did not meet in December. This committee is being replaced by the Transportation Committee forming in February.</p>	

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

MEMORANDUM

February 13, 2019

TO: Interested Persons

FROM: Kirk Mlinek (303-519-7054)
President, Friends of the FEC
2019 Winter Music Festival Co-producer

SUBJECT: 2019 Winter Music Festival Analysis of Ticket Purchasers by Zip Code

Summary

The purpose of this memorandum is to broadly summarize the 2019 Winter Music Festival (WMF) ticket sales by zip code. A total of 1,218 tickets were sold for the four musical segments that comprise the 3-day festival (tickets are not sold for the Kids' Concerts). The first section of the memorandum provides festival background and an overview of the festival's format. The second section highlights festival marketing efforts. The third section discusses ticket purchasers by discrete zip code for each musical segment. The fourth section provides summary comments.

Background

The Winter Music Festival is a production of the Friends of the Florence Events Center. The Winter Music Festival committee operates under the purview of the Friends' board. The overarching goals of the WMF are 1) to provide cultural enrichment to residents from Florence and the surrounding areas; 2) to support local businesses by bringing people to town during a slow time of the year; and 3) to provide a concert and musical education outreach for approximately 900 schoolchildren from Florence, Reedsport, and Mapleton (Kids' Concerts occur on Thursday of festival week and are by invitation only).

For the second year, the WMF was comprised of four distinct musical segments: Friday Night Bluegrass, Saturday Americana, Saturday Night Headliner, and the Sunday Gospel Gathering. Ticketing options included a two-day pass, a three-day pass, and patrons could purchase tickets to any of the individual segments.

The Ladies of Elks #1858 offered pie-by-the-slice on Saturday. The Florence Regional Arts Alliance conducted its Winter Arts Festival on Saturday and Sunday of this year's festival. Tickets are not required to attend these events.

Winter Music Festival Marketing

Festival marketing for 2019 was refined and improved under the guidance of Scott Steward of Creative Wave Marketing. Marketing and advertising dollars were spent locally and regionally on a variety of print, radio, and digital ads that covered the coast, the I-5 corridor, and points east. Key local partnerships included the Florence Area Chamber of Commerce, KCST radio, KXCR radio, City Lights Cinema, the Florence Events Center, and the *Siuslaw News*. Out-of-area partnerships included Eugene radio stations KLCC and KRVM. Support also was provided by KEZI News and Digital Media. The co-producers appeared on the “People at Noon” series hosted as a public service by KCBY in Coos Bay. Facebook and Instagram support was provided by a committee member.

Segment Ticket Sales by Zip Code

For the ticketed performances, zip codes are recorded at the time of any ticket purchase whether the purchase is made on-line, on the phone, or at the box office window. Discounts on ticket packages and individual segments were offered for a three-week period, after which all packages and individual segment tickets were full price.

Two- and three-day passes. For 2019, the two- and three-day ticket packages were significantly more popular. A total of 112 two-day packages sold compared with 67 in 2018. This is an increase of 45 passes sold, or 67 percent over the prior year. Seventeen such packages were sold to Florence residents. Eugene zip codes accounted for five of the packages sold.

Three-day package sales totaled 71, an increase of 32 over last year’s total of 39 (82 percent increase). Eighteen three-day packages were sold to Florence residents. No one from Eugene purchased a three-day pass.

Friday Night Bluegrass. Of the 310 tickets sold for Friday night, 54 zip codes other than 97439 (Florence) were represented. Tickets for Friday night were sold to patrons from as far away as Seward, AK, Livingston TX, Crescent City, CA, and 8 cities in Washington state. As you can see from the map and related list (Attachment 1), Oregon residents came from Bend, Ashland, Portland, and many points in between. Florence residents accounted for 129 of the tickets sold for this segment.

Saturday Americana. A total of 330 tickets were sold for the Saturday Americana segment. Sales by zip code for this segment are generally the same as Friday night with a few exceptions. Neither Bend, OR, nor Chehalis, Washington, are represented here. New zip codes represented in this segment include Baker City, Canby, Dallas, Eagle Creek, Glide Myrtle Creek, Nyssa, Oakland, Ocean Park, Otter Rock, Scio, Sutherlin, and Yoncalla, in Oregon, plus Walnut Creek, California. An additional 13 Eugene residents attended this session, for a total of 38. A total of 101 Florence residents attended, an increase of 51 over 2018. A total of 62 zip codes are represented in this segment (Attachment 2).

Saturday Night Headliners. Saturday night was a sellout (474 tickets including complimentary tickets), with patrons for this segment coming from as far away as Aurora CO, Ocean Park, WA, Plover, WI, and San Bernardino, CA. The festival also picked up additional patrons from Blue River, Deadwood, Elkton, Hood River, Keizer, Lakeside, Newport, Seal Rock, Sheridan, Stayton, Tidewater, and Winchester, OR. A total of 176 Florence residents purchased tickets to this segment. Please refer to Attachment 3 for the map that shows the geographic dispersion of ticket buyers and for the list of towns represented. A total of 85 zip codes are represented in this segment.

Sunday Gospel Gathering. Paid attendance for the 2019 gospel segment was 169, down from more than 300 sold in 2018. Florence residents accounted for 112 of the tickets sold. New zip codes represented in this segment include Beaverton, South Bend, and Swisshome, OR, and Boise, ID. A total of 26 zip codes are represented in this segment.

Summary

The 2019 Winter Music Festival experienced an overall decrease in ticket sales compared to 2018 due to lower Sunday Gospel Gathering sales. Geographic distribution of ticket buyers increased in 2019. More patrons traveled from Washington state and the Portland metropolitan area to attend the 2019 festival. The Friday and Saturday segments are popular; the Sunday program needs to be reevaluated.

WMF goals met? The 2019 WMF committee met the overarching goals as outlined on page 1. Sustained ticket sales are proof that the community wants the type of entertainment (cultural enrichment) offered by the WMF. And, while the kids are a captive audience each year, their enthusiastic response and the teachers' and administrators' ongoing commitment are testament to Rachel Pearson's vision that is now 18 years in the making.

Local businesses are benefitting from the patrons who purchased the 148 two- and three-day packages who live outside of the Florence zip code, and from those who traveled in to selectively attend shows over the weekend. While we have no way to track those expenditures, some number of those patrons purchased lodging and meals and shopped local businesses.

In the past two years the festival has turned a corner. This is due to 1) the hard work of a small, dedicated committee; 2) extraordinary financial support from local businesses and individuals; 3) improved marketing; and 4) the booking of the highest quality bands within the festival's budget, including the expansion into bluegrass music. The goal going forward is to continue the momentum of the past two years. Statistics contained herein are proof that the festival fills a unique niche on the calendar and that patrons know that when they buy a ticket, they can rely on the WMF team to deliver a high-quality experience for a good value.

Note: Source of the ticket sales data is the Vendini Ticketing System utilized by the Florence Events Center. Ticket sales figures of 1,218 were provided by the FEC as part of its invoice/statement routinely provided to clients at the conclusion of each event/festival. Due to the accounting of refunds and exchanges, some discrepancies exist.



San Francisco, CA 94127

Crescent City, CA 95531

Gervais, OR 97026

Lake Oswego, OR 97034

Oregon City, OR 97045

Gaston, OR 97119

Hillsboro, OR 97123

Mcminnville, OR 97128

Newberg, OR 97132

Sherwood, OR 97140

Portland, OR 97204

Po, OR 97206

Salem, OR 97302

Corvallis, OR 97330

Depoe Bay, OR 97341

Logden, OR 97357

Monmouth, OR 97361

South Beach, OR 97366

Lincoln City, OR 97367

Silverton, OR 97381

Wildport, TX 97394

Eugene, OR 97405

Bandon, OR 97411

Brookings, OR 97415

Coes Bay, OR 97420

Elmira, OR 97437

Florence, OR 97439

Junction City, OR 97448

North Bend, OR 97459

Reedsport, OR 97467

Springfield, OR 97477

Westlake, OR 97493

Medford, OR 97501

Central Point, OR 97502

Ashland, OR 97520

Gold Hill, OR 97525

Grants Pass, OR 97527
Rogue River, OR 97537
Talent, OR 97540
Band, OR 97702
Powell Butte, OR 97753
Sisters, OR 97759
Redmond, WA 98052
Renton, WA 98056
Seattle, WA 98106
Everett, WA 98213
Spanaway, WA 98387
University Place, WA 99487
Bay Center, WA 99527
Chehalis, WA 98532
South Bend, WA 98586
La Center, WA 98629
Stevenson, WA 98646
Vancouver, WA 98660
Seward, AK 99664

[Download 2019 WMF Bluegrass Ticket Purchasers by Zip Code Google Earth \(KML\)](#)

Salem, OR 97302

Corvallis, OR 97330

Dallas, OR 97338

Logsdan, OR 97357

Monmouth, OR 97361

South Beach, OR 97366

Lincoln City, OR 97367

Otter Rock, OR 97369

Scio, OR 97374

Silverton, OR 97381

Weidport, TX 97384

Eugene, OR 97405

Bandon, OR 97411

Brookings, OR 97415

Coos Bay, OR 97420

Elmira, OR 97437

Florence, OR 97439

Glide, OR 97443

Jundion City, OR 97446

North Bend, OR 97459

Oakland, OR 97462

Reedsport, OR 97467

Roseburg, OR 97471

Springfield, OR 97477

Sutherlin, OR 97479

Westlake, OR 97493

Yoncalla, OR 97499

Central Point, OR 97502

Medford, OR 97504

Ashland, OR 97520

Gold Hill, OR 97525

Grants Pass, OR 97527

Rogue River, OR 97537

Powell Butte, OR 97753

Sisters, OR 97759

Baker City, OR 97814

Nyssa, OR 97813

Redmond, WA 98052

Renton, WA 98056

Seattle, WA 98178

Spanaway, WA 98387

University Place, WA 98467

Bay Center, WA 98527

South Bend, WA 98586

La Center, WA 98829

Ocean Park, WA 98640

Stevenson, WA 98848

Vancouver, WA 98680

Seward, AK 99664

[Download 2019 WMF Americana Sales by Zip Code Google Earth \(KML\)](#)

Newberg, OR 97132

Sherwood, OR 97140

Pa, OR 97205



Portland, OR 97220

Salem, OR 97302

Keizer, OR 97303

Corvallis, OR 97330

Logsdon, OR 97357

Monmouth, OR 97381

Newport, OR 97365

South Beach, OR 97366

Lincoln City, OR 97367

Seal Rock, OR 97376

Sheridan, OR 97378

Silverton, OR 97381

Steyton, OR 97383

Tidewater, OR 97390

Waldport, OR 97394

Eugene, OR 97405

Bandon, OR 97411

Blue River, OR 97413

Brookings, OR 97415

Coos Bay, OR 97420

Deadwood, OR 97430

Eikton, OR 97436

Elmira, OR 97437

Florence, OR 97439

Junction City, OR 97448

Lakeside, OR 97449

Pleasant Hill, OR 97455

North Bend, OR 97459

Reedsport, OR 97467

Rosburg,, OR 97471

Springfield, OR 97477

Westlake, OR 97483

Winchester, OR 97485

Central Point, OR 97502

Medford, OR 97504

Ashland, OR 97520

Gold Hill, OR 97525

Grants Pass, OR 97527

Rogue River, OR 97537

Bend, OR 97701

Powell Butte, OR 97753

Sisters, OR 97759

Baker City, OR 97814

Redmond, WA 98052

Renton, WA 98056

Seattle, WA 98106

Spanaway, WA 98357

University Place, WA 98467

Bay Center, WA 98527

Chehalis, WA 98532

South Bend, WA 98588

La Center, WA 98529

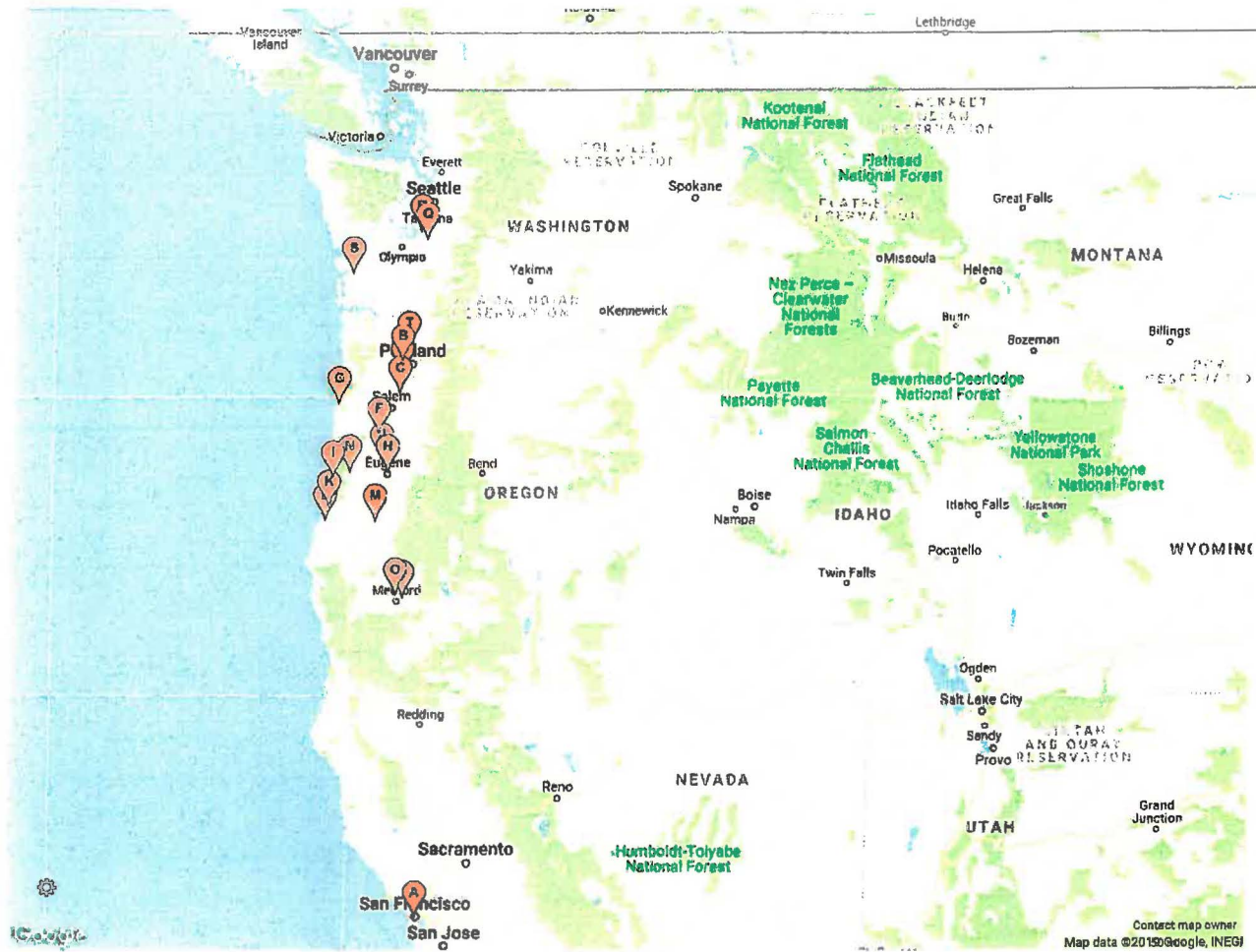
Ocean Park, WA 98840

Stevenson, WA 98648

Vancouver, WA 98682

Seward, AK 99664

[Download 2019 WMF Headliner Ticket Purchasers by Zip Code Google Earth \(KML\)](#)



San Francisco, CA 94127	A
Beaverton, OR 97006	B
Gervais, OR 97026	C
Sherwood, OR 97140	D
Po, OR 97206	E
Corvallis, OR 97333	F
Lincoln City, OR 97367	G
Eugene, OR 97405	H
Florence, OR 97439	I
Junction City, AL 97448	J

Lakeside, OR 97449	K
North Bend, OR 97459	L
Sutherlin, OR 97479	M
Swishome, OR 97480	N
Central Point, OR 97502	O
Medford, OR 97504	P
Spanaway, WA 98387	Q
University Place, WA 98487	R
South Bend, WA 98586	S
Vancouver, WA 98660	T
Seward, AK 99664	U
Springfield, OR 974777560	V

[Download 2019 WMF Gospel Ticket Purchasers by Zip Code Google Earth \(KML\)](#)

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 10
Meeting Date: March 4, 2019
Department: City Manager

ITEM TITLE: CITY MANAGER REPORT & DISCUSSION ITEMS

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 11
Meeting Date: March 4, 2019
Department: City Council

ITEM TITLE: CITY COUNCIL REPORTS & DISCUSSION ITEMS
