



City of Florence
A City in Motion

**City of Florence Council
 Regular Session**

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

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

November 7, 2016

AGENDA

6:00 p.m.

Councilors:

Joe Henry, Mayor

Joshua Greene, Council President Ron Preisler, Council Vice-President
 Susy Lacer, Councilor George Lyddon, Councilor

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

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

6:00 p.m.

PROCLAMATION

- Military Family Appreciation Month

PRESENTATIONS

- Florence Police Fleet Addition
- Siuslaw Region 2025 Vision

1. APPROVAL OF AGENDA

Joe Henry
Mayor

2. PUBLIC COMMENTS

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

Joe Henry
Mayor

CONSENT AGENDA

3. APPROVAL OF MINUTES

Consider approval of the Council regular session meeting minutes of October 3, 2016, Council work session meeting minutes of October 5, 2016, and Council regular session meeting minutes of October 17, 2016.

Kelli Weese
City Recorder

ACTION ITEMS

4. LONG TERM DEBT FINANCING

Consider approval of **Resolution No. 24, Series 2016**, a resolution authorizing the execution of a financing agreement for the purpose of financing and refinancing in the amount of \$9.8 million in order to finance Florence Urban Renewal Agency and City of Florence projects.

Andy Parks
Interim Fin. Dir.

5. PORTLAND STATE UNIVERSITY PUBLIC SERVICE PROGRAM

Consider authorizing the City Manager to enter into an intergovernmental agreement with the Portland State University Public Service Fellows Program for participation in the Mark O. Hatfield School of Government fellowship program.

Erin Reynolds
City Manager

REPORT ITEMS

- 6. **SCHOOL RESOURCE OFFICER GRANT**
Report on the next steps regarding the U.S. Department of Justice Office of Community Oriented Policing Services (COPS) School Resource officer grant including grant overview and completion timeline. Megan Messmer
Project Manager

- 7. **CITY SERVICES BILLING**
Report on the update to the City's billing procedures. Andy Parks
Int. Finance Dir.

- 8. **WASTEWATER INDUSTRIAL USERS SURVEY**
Report on the purpose, process and preliminary results of survey. Mike Miller
Public Works Dir.

- 9. **PUBLIC WORKS FACILITY**
Report on the progress toward the new public facility Megan Messmer
Project Manager

- 10. **CITY MANAGER REPORT** Erin Reynolds
City Manager

- 11. **CITY COUNCIL REPORTS** Joe Henry
Mayor

COUNCIL CALENDAR

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

Date	Time	Description
November 9, 2016	10:00 a.m.	City Council Work Session <i>Tentative</i>
November 11, 2016	---	Veteran's Day Holiday <i>City Offices Closed</i>
November 21, 2016	6:00 p.m.	City Council Regular Session
November 23, 2016	---	City Council Work Session <i>Canceled</i>
November 24 & 25, 2016	---	Thanksgiving Day Holiday <i>City Offices Closed</i>
December 5, 2016	6:00 p.m.	City Council Regular Session
December 7, 2016	10:00 a.m.	City Council Work Session <i>Tentative</i>

PROCLAMATION

Office of the Mayor, City of Florence



MILITARY FAMILY APPRECIATION MONTH ***November 2016***

WHEREAS, Since our country's founding, brave members of our military have stood strong as one American team, ready to defend our homeland and safeguard the values for which we stand. They represent the best our nation has to offer, and

WHEREAS, serving alongside our military members are proud and loving family members, our heroes on the home front; and

WHEREAS, Each day these military families make sacrifices for their loved ones and their country. They have answered their call of duty, and as a Nation, we must answer ours and serve them as they have served us; and

WHEREAS, During Military Family Appreciation Month, we pay tribute to and thank our military families for their service to our country, and we recognize the extraordinary ways in which they give of themselves for us all.

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor of the City of Florence, I do hereby proclaim **November 2016** as **Military Family Appreciation Month** in the City of Florence. I encourage all citizens to honor military families through private actions and public service for the tremendous contributions they make in support of our service members and our Nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of Florence, Lane County, Oregon, this 7th day of November, 2016.

Joe Henry, Mayor

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1
Meeting Date: November 7, 2016
Department: Mayor & Council

ITEM TITLE: APPROVAL OF AGENDA

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2
Meeting Date: November 7, 2016
Department: Mayor & Council

ITEM TITLE: PUBLIC COMMENTS

DISCUSSION/ISSUE:

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

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 3

Meeting Date: November 7, 2016
Department: City Recorder

ITEM TITLE: Approval of Minutes

DISCUSSION/ISSUE:

Consider approval of the Council regular session meeting minutes of October 3, 2016, Council work session meeting minutes of October 5, 2016, and Council regular session meeting minutes of October 17, 2016.

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:

ITEM'S ATTACHED:

- Draft October 3, 2016 Council Meeting Minutes
 - Draft October 5, 2016 Council Work Session Minutes
 - Draft October 17, 2016 Council Meeting Minutes
-

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

**City of Florence
City Council Meeting
250 Hwy 101, Florence, Oregon
Final Action Minutes
October 3, 2016**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

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

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

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 and Florence Events Center Director Kevin Rhodes.

PROCLAMATION & PRESENTATION

- National Arts and Humanities Month – Florence Public Art Committee

Start Time: 6:00 p.m.

Action: Mayor Henry read the proclamation and Public Art Committee Chairperson Harlen Springer presented the report.

PRESENTATION

- Florence Economic Development Committee

Start Time: 6:11 p.m.

Action: The Council heard a presentation from the Florence Economic Development Committee.

1. APPROVAL OF AGENDA

Start Time: 6:37 p.m.
Action: Approve agenda with the reversal of agenda items 6 and 7.
Vote: Unanimous

2. PUBLIC COMMENT

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

Start Time: 6:38 p.m.
Commenter 1: Margret McDermott – Friends of the Florence Events Center
• Dancing with Sea Lions Project
• Purchase of property adjacent to the Florence Events Center

CONSENT AGENDA

3. APPROVAL OF MINUTES

Consider approval of the Council work session minutes of August 24, 2016 and Council regular session minutes of September 19, 2016.

Start Time: 6:40 p.m.
Action: Approve consent agenda items as shown in the meeting materials with proposed amendments
Motion: Councilor Lacer
Second: Councilor Lyddon
Vote: Unanimous

PUBLIC HEARING & ACTION ITEM

3. SALE OF PROPERTY WITHIN THE PACIFIC VIEW BUSINESS PARK

A. PUBLIC HEARING

Florence City Council will hear and consider written or oral testimony regarding the proposed sale of Lot 30 within the Florence Pacific View Business Park.

Start Time: 6:43 p.m.

Mayor Henry opened the public hearing at 6:46 p.m.

- Commenter 1: Mike Rose – Chairperson of Economic Development Committee
- Economic Development Committee very supportive of development

Mayor Henry opened the closed hearing at 6:51 p.m.

B. PROPERTY SALE

Florence City Council will consider the sale of Lot 30 within the Pacific View Business Park

Start Time: 6:51 p.m.

Discussion: The City Council discussed...

- Complements to Staff
- Information on Carter and Company, Inc.

Comments: Councilor Greene and Lyddon

Action: Authorize the City Manager to negotiate a purchase and sales agreement for the sale of Lot 30 in the Pacific View Business Park for a net sales price of not less than \$70,000 with closing to take place as soon as practicable. In addition, the City Manager is authorized to structure the sales so that to incentives construction and operation of the purchaser's business with such incentives to include rebates from the gross sale price of not less than \$110,000, so long as the net sales price is within the authority granted of \$70,000.

Motion: Mayor Henry

Second: Councilor Greene

Vote: Unanimous

ACTION ITEMS

The Mayor will provide opportunity for the public to offer comments on action items after staff has given their report and if there is an applicant, after they have had an opportunity to speak.

5. RIVERSIDE PARK GRANT OVERVIEW

Consider approval of **Resolution No. 20, Series 2016**, a resolution authorizing the City Manager to enter into the Oregon Parks and Recreation grant offer in the amount of \$45,000 for the development of a riverfront park to be located south of Rhododendron Drive along the Siuslaw River.

Start Time: 6:52 p.m.

Discussion: The City Council discussed...

- Potential name for park
- Purchase price for the property owned by the Port
- Total cost for the project

- Trail lengths
- Comments: Councilor Greene, Lacer, Preisler and Mayor Henry

Action: Approve Resolution No. 20, Series 2016
Motion: Councilor
Second: Councilor Lyddon
Vote: Unanimous

Commenter 1: Jo Beaudreau – Florence Public Art Committee

- Complements to staff and request for partnership with Public Art Committee

7. CITY OF FLORENCE PROPERTY PURCHASE

Consider the purchase of property as discussed during executive session.

Start Time: 7:07 p.m.
Discussion: The City Council discussed...

- Critical land for the events center

Comments: Councilor Preisler

Action: Authorize the City Manager to negotiate and execute a purchase and sales agreement for the one acre parcel located north of the Florence Events Center currently owned by Aspen Flo, LLC for a purchase price not to exceed \$180,000 plus the usual and customary closing costs with closing to take place as soon as practicable.

Motion: Mayor Henry
Second: Councilor Lyddon
Vote: Unanimous

6. CITY OF FLORENCE 2016-17 BUDGET TRANSFERS

Consider approval of Resolution No. 21, Series 2016, a resolution transferring and adjusting appropriations for the fiscal year 2016-17 budget in order to purchase property in the amount of \$180,000.

Start Time: 7:12 p.m.
Discussion: None

Action: Approve Resolution No. 21, Series 2016
Motion: Councilor Greene
Second: Councilor Preisler
Vote: Unanimous

8. MUNICIPAL COURT JUDGE SERVICES CONTRACT

Consider amending the contract for Judge Richard Brissenden for Municipal Court Judge Services.

Start Time: 7:15 p.m.

Discussion: None

Action: Approve amendment 2 to the Municipal Court Judge Contract, which includes a 1.0% increase to the base compensation for the Judge's services.

Motion: Councilor Lacer

Second: Councilor Preisler

Vote: Unanimous

9. 2016 / 2017 CITY COUNCIL MEETING CALENDAR

Review and consider approval of the 2016 / 2017 City Council meeting calendar.

Start Time: 7:18 p.m.

Discussion: The City Council discussed...

- Upcoming City Council meeting Calendar

Action: Approve 2016 / 2017 Council meeting calendars as proposed

Motion: Councilor Lyddon

Second: Councilor Lacer

Vote: Unanimous

REPORT ITEMS

10. NEW CITY OF FLORENCE WEBSITE

City Staff will provide an update of the new City of Florence website.

Start Time: 7:23 p.m.

Discussion: The City Council discussed...

- How to access information on the new City of Florence website

11. YEAR END (PRE-AUDIT) QUARTERLY FINANCIAL UPDATE

Report on the City of Florence financial statements for FY 15/16.

Start Time: 8:11 p.m.

Discussion: None

12. CITY MANAGER REPORT

Start Time: 8:14 p.m.

Discussion: The City Council discussed...

- Current city projects
- Utility Bill notification
- Update on Keener Place development
- Monthly review of website at City Council meeting

13. CITY COUNCIL REPORTS

Start Time: 8:39 p.m.

Discussion: The City Council discussed...

- City Councilor Activities
- Airport Advisory Committee
- Mayor Henry Chairperson of Lane ACT
- 2018 Oregon Mayor's Association summer conference location
- US Coast Guard designated as Marshall of Rhody Parade for 2017

Comments: All Councilors

Commenter 1: Nancy Rickard – Port of Siuslaw Commission

- Lane Council of Governments Meeting
- Floating Restroom

Comments: Councilor Lyddon and Mayor Henry

Meeting adjourned at 8:49 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

**City of Florence
City Council Work Session
Florence City Hall
250 Hwy 101, Florence, Oregon
Final Action Minutes
October 5, 2016**

CALL TO ORDER - ROLL CALL

Meeting called to order at 10:05 a.m.

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

Councilors Absent: None

Staff Present: City Manager Erin Reynolds, Planning Director Wendy FarleyCampbell, Project Manager Megan Messmer and City Recorder / Economic Development Coordinator Kelli Weese.

1. WORK SESSION DISCUSSION TOPICS

- Ministerial Code Changes: Review the proposed land use changes related to implementing a ministerial 'over the counter approval' streamlined land use process. (*Agenda Item Continued from 5.4.16 and 5.18.16 Council Work Sessions*)
- City of Florence Committees: Review the appointment process and other items concerning the City of Florence committees.
- Review of Upcoming Agenda Items

Start Time: 10:05 a.m.

Topic: Ministerial Code Changes

Discussion: The City Council discussed...

- Future code amendments to allow for different housing options
- Minimum Driveway lengths and potential for discouraging different types of developments
- Examples of tiny house movement and how the design could be implemented
- Garage, greenhouse, shed and other types of conversions

- Downtown Design Guidelines and potential awning materials
- Purpose of the amendments and assistance for developers

The City Council took a break from 11:06 – 11:12 am.

Start Time: 11:12 a.m.
 Topic: Upcoming Agenda Items
 Discussion: The City Council discussed...

- School Resource Officer grant funding timeline and expectations for the officer

Start Time: 11:17 a.m.
 Topic: City of Florence Committees
 Discussion: The City Council discussed...

- Overview of current process
- Need for review of applicants
- Potential to interview applicants for the Economic Development Committee
- Overview of the committees the City has in operation, need for them, and potential for streamlining

Start Time: 12:05 p.m.
 Topic: Upcoming Agenda Items
 Discussion: The City Council discussed...

- League of Oregon Cities Legislative Priorities
- Marijuana Tax

Meeting adjourned at 12:11 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 Meeting
250 Hwy 101, Florence, Oregon
Final Action Minutes
October 17, 2016**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

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

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

Councilors Absent: Councilor Ron Preisler

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, Florence Events Center Director Kevin Rhodes, Assistant Planner Glen Southerland, and Interim Finance Director Andy Parks.

ANNOUNCEMENT

- Mayor Henry will announce appointments to the Economic Development Committee

Start Time: 6:00 p.m.

Action: Mayor Henry announced the appointments to the Economic Development Committee.

- Rick Yecny, Andy Johnson, Russ Pierson

INTRODUCTION

- Coleton Baker – Police Officer

Start Time: 6:01 p.m.

Action: Mr. Baker was introduced to the City Council

PRESENTATIONS

- Wendy FarleyCampbell – Navy Retirement
- Coast Guard City Presentation
- CASA of Lane County – Heather Murphy

Start Time: 6:11 p.m.

Action: Ms. FarleyCampbell was congratulated on her retirement from the Navy. Mayor Henry presented the Coast Guard City application. Ms. Murphy presented information from CASA of Lane County.

1. APPROVAL OF AGENDA

Start Time: 6:33 p.m.

Action: Approve agenda with the reversal of agenda items 6 and 7.

Vote: Unanimous

2. PUBLIC COMMENT

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

Start Time: 6:38 p.m.

Commenter 1: Senior Chief Tregoning – United States Coast Guard

- Thank you to City Council and Mayor for work toward application for Coast Guard City

CONSENT AGENDA

3. SEWER PUMP REHABILITATION PROJECT

Consider approval of **Resolution No. 22, Series 2016**, a resolution authorizing the City Manager to enter into a single source agreement with Xylem for the purchase of Flygt N series pumps, motors and accessories to rehabilitate / upgrade the 31st Street sewer pump station.

4. WELL REHABILITATION PROJECT

Consider approval of **Resolution No. 23, Series 2016**, a resolution authorizing the City Manager to enter into a single source agreement with Schneider Water Services for rehabilitation of Wells 8, 9, and 10.

Start Time: 6:40 p.m.

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

Motion: Councilor Lyddon

Second: Councilor Greene

Vote: Unanimous, Councilor Preisler was absent

PUBLIC HEARING & ACTION ITEMS

5. SAXON ANEXATION & ZONE ASSIGNMENT

A. APPROVAL OF ANNEXATION REQUEST

Consider approval of **Ordinance No. 13, Series 2016**, an Ordinance approving the request for annexation of 05454 Highway 101, Map # 18-12-26-31, Tax Lots 2400 & 6300 – Map # 18-12-26-42, Tax Lots 1700, 1800, 1900, 2000, 2100 & 2300, Highway 126 Right-of-way from Vine Street to the Urban Growth Boundary, and all Siuslaw River estuary south of these properties within the Urban Growth Boundary.

Item Includes:

- *Overview of topic by staff*
- *Deliberation / Decision on Annexation Request (Ordinance No. 13, Series 2016)*

Start Time: 6:36 p.m.

Discussion: The City Council discussed...

- Complements of Staff
- Positive project for the City of Florence

Comments: Councilor Greene

Action: First reading of Ordinance No. 13, Series 2016

Vote: Unanimous

Action: Second reading of Ordinance No. 13, Series 2016

Roll Call Vote: Councilor Lyddon - Aye
Councilor Greene – Aye
Councilor Lacer – Aye
Mayor Henry – Aye
Councilor Preisler - Absent
Ordinance Passes 4-0

B. PUBLIC HEARING ON ZONING ASSIGNMENT

Hear and consider written and oral testimony regarding a zoning assignment request related to annexation of three properties as applied for by Mr. Donald Saxon.

Item Includes:

- *Conduct of Land Use Hearing*
- *Decision to close the public hearing subject matter*

Start Time: 7:04 p.m.

City Recorder Weese read the land use hearing script and opened the public hearing at 7:06 p.m.

Declarations: Councilor Greene indicated a past relationship with Mr. Saxon. He said he met with Mr. Saxon a few months ago when the negotiations were unresolved. Mr. Greene indicated that he felt he could make a decision on the issue in an impartial manner.

- No challenges were heard

Commenter 1: Don Saxon - Applicant

- Appreciation for staff and City

City Recorder Weese closed the public hearing at 7:09 p.m.

C. APPROVAL OF ZONING ASSIGNMENT

Consider approval of **Ordinance No. 14, Series 2016**, an Ordinance approving the zoning change for the annexation of properties as applied for by Mr. Donald Saxon to the corresponding City of Florence zoning: Commercial, Estuary Management Unit: Natural Estuary, Conservation Estuary, and Shoreland Management Unit: Natural Resource Conservation Overlay.

Item Includes:

- *Deliberation / Decision on Zoning Assignment (Ordinance No. 14, Series 2016)*

Start Time: 7:10 p.m.

Action: First reading of Ordinance No. 14, Series 2016

Vote: Unanimous

Action: Second reading of Ordinance No. 14, Series 2016

Roll Call Vote: Councilor Lyddon - Aye
Councilor Greene - Aye
Councilor Lacer - Aye
Mayor Henry - Aye
Councilor Preisler - Absent
Ordinance Passes 4-0

6. MINISTERIAL LAND USE CODE

A. PUBLIC HEARING

Hear and consider written and oral testimony regarding the proposed code amendments to Florence City Code Title 10 including the addition of a ministerial process, restricting code to Type I – IV procedure, updates to fence code, Commercial District uses, Marijuana buffering, water dependent use applicable date, Land Use Definitions, Mainstreet district lot / yard descriptions, and Mobile Home code consolidation.

Item Includes:

- *Overview of Topic by Staff*
- *Conduct of Land Use Hearing*
- *Decision to close the public hearing subject matter*

Start Time: 7:12 p.m.

City Recorder Weese read the land use hearing script and opened the public hearing at 7:15 p.m.

Declarations: No declarations or challenges were heard.

Discussion: The City Council discussed...

- Complements for Staff
- Alignment with Council Goals
- Purpose of the amendments

Comments: Councilors Lyddon, Greene and Mayor Henry

Commenters. None

City Recorder Weese opened the closed hearing at 7:27 p.m.

B. MINISTERIAL LAND USE CODE

Consider approval of **Ordinance No. 11, Series 2016**, an Ordinance to amend Florence City Code Title 10, and Title 11 concerning the implementation of ministerial process, architectural design review and other code updates.

Item Includes:

- *Deliberation / Decision on Code Changes (Ordinance No. 11, Series 2016)*

Start Time: 7:27 p.m.

Action: First reading of Ordinance No. 11, Series 2016
Vote: Unanimous

Action: Second reading of Ordinance No. 11, Series 2016
Motion: Mayor Henry
Second: Councilor Greene
Roll Call Vote: Councilor Lyddon - Aye
Councilor Greene - Aye
Councilor Lacer - Aye
Mayor Henry - Aye
Councilor Preisler - Absent
Ordinance Passes 4-0

REPORT ITEMS

7. BOARD AND COMMITTEE REPORTS

Report on the workings of the City's board and committees for the month of September 2016.

Start Time: 7:30 p.m.

Discussion: The City Council discussed...

- Upcoming review of Lotus property during next Florence Urban Renewal Meeting
- Work of the Florence Planning Commissions

Comments: Councilor Greene and Lacer

12. CITY MANAGER REPORT

- Oregon Liquor Control Commission Bottle Bill
- PERS Valuation and Rate Report

Start Time: 7:31 p.m.

Discussion: The City Council discussed...

- Letter from Environmental Management Advisory Committee to address concerns of bottle returns within the community
- Public Employee Retirement System rates
- Update on current construction projects
- Oregon National Guard Convoy event

13. CITY COUNCIL REPORTS

Start Time: 7:55 p.m.

Discussion: The City Council discussed...

- City Councilor Activities
- New Old Town Banners
- RAIN State of the Startup event
- Chamber of Commerce wine walk
- Siuslaw Vision 2025 Project and Coordinator position
- Principles Forum on School Safety
- Local sports events and teams
- Coast Guard appreciation dinner
- Dancing with the sea lions auction

Comments: All Councilors

Meeting adjourned at 8:02 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4

Meeting Date: November 7, 2016
Department: Finance

ITEM TITLE: A resolution amending Resolution Number 21, Series 2015 authorizing the execution and delivery of a full faith and credit financing agreement and note for the purpose of financing and refinancing real and personal property; designating an authorized representative, special counsel and financial advisor, authorizing an intergovernmental agreement with the agency, and related matters.

DISCUSSION/ISSUE:

In August 2015, the City Council approved Resolution Number 21, Series 15 authorizing the issuance of \$7.8 million in borrowing from Banner Bank with repayment periods of 10 years for street projects and 20 years for other debt (water, public works facility, and FURA). The interest rate on the obligation, which also allowed for draw down of funds as needed, is 3.25%. As of the expiration date of the draw down period, the City had only drawn \$2.5 million.

The fiscal year 2016-17 adopted budget includes borrowing the balance of the \$7.8 million plus an additional \$2.0 million for the expansion of the scope of work for the original public works facility to include phase two. We chose not to draw down the balance of funds at the end of the draw down period, as interest rates had fallen considerably and we believed we could secure more favorable terms, as well as incorporate the additional two million of needed funds, and minimizing legal and finance advisor costs.

We have successfully completed our negotiation with Banner Bank. The revised terms include retaining the original amortization periods, with the amortization period starting upon funding of the borrowing at closing; interest rate reduced from 3.25% to 2.92%, and drawing all funds of the loan at closing.

The 2.92% interest rate is a blended rate of the original 3.25% on the \$2.5 million drawn funds and an interest rate of 2.80% on the balance of the \$9.8 million financing.

The City's Bond counsel, James Shannon and Courtney Dausz of Mersereau Shannon, LLP, have prepared the attached resolution authorizing the City Manager and Mayor to execute documents to close the financing.

FISCAL IMPACT:

The proposed \$9.8 million financing will have the following financial impacts:

Provide \$3.7 million loan to FURA to:

- Refinance \$1.745 million of debt (\$1.665 million with Oregon Pacific Bank and \$80,000 via an intergovernmental agreement (IGA) with Siuslaw Library District (the total \$210,000 will be paid, with \$130,000 paid with tax increment funds, and
(The above has been completed as of June 30, 2016)
- Net new funds of approximately \$1.955 million for urban renewal activities.
(\$200,000 of this amount was completed as of June 30, 2016)

Provide the City:

- \$3.3 million for construction of a public works facility
(Previously \$1.3 million)
- \$1.3 million for street infrastructure projects
(approximately \$600,000 issued as of June 30, 2016)
- \$1.5 million for water infrastructure projects
(approximately \$100,000 issued as of June 30, 2016)

The estimated annual debt service for the \$9.8 million financing is as follows:

Description	Term Years	Original	Updated	Projected Annual Savings
FURA	20	\$ 253,000	\$ 246,900	\$ 6,100
Street	10	153,400	153,400	1,600
Water	20	102,600	100,100	2,500
Public Works	20	227,000	220,200	6,800
Total		\$ 736,000	\$ 720,600	\$ 15,400

RELEVANCE TO ADOPTED CITY WORK PLAN:

The financing and the projects funded are integral to the delivery of City services consistent with the City's adopted work plan.

ALTERNATIVES:

1. Approve the resolution authorizing the City Manager and Mayor to execute agreements to close the financing, or
2. Amend the resolution authorizing the City Manager and Mayor to execute agreements to close the financing, as amended, or
3. Not approve the resolution and provide direction to staff.

RECOMMENDATION:

Approve the resolution as presented.

AIS PREPARED BY: Andy Parks, Finance Director

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

ITEM'S ATTACHED: Amendment to Resolution No. 21, Series 2015,
Authorizing Resolution for City Manager and Mayor
to execute agreements related to \$9,800,000
financing

**CITY OF FLORENCE
RESOLUTION NO. 24, SERIES 2016**

AN AMENDMENT TO RESOLUTION NO. 21, SERIES 2015 AUTHORIZING THE EXECUTION AND DELIVERY OF A FULL FAITH AND CREDIT FINANCING AGREEMENT AND NOTE FOR THE PURPOSE OF FINANCING AND REFINANCING REAL AND PERSONAL PROPERTY; DESIGNATING AN AUTHORIZED REPRESENTATIVE, SPECIAL COUNSEL AND FINANCIAL ADVISOR; AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH THE AGENCY; AND RELATED MATTERS.

RECITALS:

1. The City of Florence, Oregon (the "City"), is authorized by Oregon Revised Statutes ("ORS") Section 271.390 and Chapter 287A to (i) enter into a financing agreement to finance real and personal property the City determines is needed, (ii) pledge its full faith and credit, and (iii) pay the costs of issuance of such financing agreements.
2. The Charter of the City does not (i) prohibit the City from entering into a financing agreement and note and pledging its full faith and credit as security for the financing agreement, nor (ii) require a non-appropriation clause to be included in the financing agreement.
3. On August 24, 2015 the City adopted Resolution No. 21, Series 2015 authorizing the execution and delivery of a full faith and credit financing agreement and note for the purpose of (i) financing (a) a public works facility (the "Public Works Project"), (b) improvements to the City's water system (the "Water System Project"), (c) improvements to the City's streets (the "Street Project") and (d) certain real and personal property under the Florence Downtown Urban Renewal Plan (the "Plan") of the Florence Urban Renewal Agency, Oregon (the "Agency") (the "Plan Project" collectively with the Public Works Project, the Water System Project and the Streets Project, the "New Money Project") (ii) refinancing the 2011 Note and the Series 2009E Financing (collectively the "Refunding Project"), and (iii) to pay the costs incidental thereto. The New Money Project and the Refunding Project are collectively referred to as the "Projects").
4. On August 27, 2015, the City and Banner Bank (the "Bank") entered into a Tax-Exempt Non-Revolving Line of Credit Agreement (the "Agreement") in an aggregate principal amount of \$7,800,000 and evidenced by the City's Tax-Exempt Non-Revolving Line of Credit Agreement Master Note, Series 2015 (the "Note") to the Bank.
5. On August 27, 2015, the City and the Agency entered into the 2015 IGA.
6. The cost and timing of the New Money Project has changed and the City now wishes to amend Resolution No. 21, Series 2015 to increase the amount of the borrowing and accept the terms of Banner Bank's Amended Commitment dated October 18, 2016 (the "Amended Commitment"), a copy of which is attached to this resolution.
7. Capitalized terms not defined herein shall have the meanings assigned to such terms in Resolution No. 21, Series 2015.

Based upon these findings,

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

1. Amendment to Resolution No. 21, Series 2015.

The City Council hereby authorizes the execution and delivery of a financing agreement(s) in one or more series, which may be evidenced by a note(s) (collectively, the “Amended Agreement”) in a form satisfactory to the Authorized Representative in an aggregate amount not to exceed \$9,800,000 to finance the Projects. The Amended Agreement shall mature not later than January 1, 2037. The City Council hereby further authorizes the execution and delivery of an amendment to the 2015 IGA to reflect the terms of the Amended Agreement.

2. Acceptance of the Amended Commitment.

The City Council hereby accepts the Amended Commitment and authorizes the Authorized Representative to act on behalf of the City in finalizing the terms of the Amended Agreement and execute all documents on behalf of the City in furtherance of this Amendment to Resolution No. 21, Series 2015 and Resolution No. 21, Series 2015.

3. Ratification of Resolution No. 21, Series 2015.

All other provisions of Resolution No. 21, Series 2015 not inconsistent with the terms hereof are hereby ratified and confirmed.

4. Resolution to Constitute Contract.

In consideration of entering into the Amended Agreement, the provisions of Resolution No. 21, Series 2015, as amended, shall be part of the contract of the City with the Lender and shall be deemed to be and shall constitute a contract between the City and the Lender. The covenants, pledges, representations and warranties contained in Resolution No. 21, Series 2015, as amended, or in the closing documents executed in connection with the Amended Agreement and the other covenants and agreements herein set forth to be performed by or on behalf of the City shall be a contract for the benefit, protection and security of the Lender.

5. Effective Date.

This Resolution shall take effect on the date of its adoption.

Passed by the Florence City Council this 7th day of November 2016.

Joe Henry, Mayor

ATTEST:

Kelli Weese, City Recorder

AGENDA ITEM SUMMARY**FLORENCE CITY COUNCIL****ITEM NO: 5**

Meeting Date: November 7, 2016

Department: City Manager's Office

ITEM TITLE: Portland State University Public Service Program

DISCUSSION/ISSUE:

The City of Florence has been working with the Hatfield Resident Fellows program in order to provide additional staff assistance to the City Manager's Office. The Hatfield Resident Fellows program helps to connect postgraduate Master students with local communities that would like to assist in the training of future generations and receive highly skilled staff assistance for a specific period of time.

City Manager Erin Reynolds will provide additional information on the tasks, duration, and other specifics of the Intergovernmental Agreement at the City Council meeting.

FISCAL IMPACT:

The program will cost the City of Florence \$40,000 for an 8 month commitment.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: City Service Delivery

-
- ALTERNATIVES:**
1. Authorize the City Manager to enter into the intergovernmental agreement
 2. Request amendments to the intergovernmental agreement
 3. Do not Authorize the City Manager to enter into the intergovernmental agreement
-

RECOMMENDATION:

Authorize the City Manager to enter into the intergovernmental agreement.

AIS PREPARED BY: Erin Reynolds, City Manager

CITY MANAGER'S RECOMMENDATION:

- Approve
- Disapprove
- Other

Comments:

ITEM'S ATTACHED: Proposed intergovernmental agreement will be distributed at the 11.7.16 City Council meeting.

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6

Meeting Date: November 7, 2016

Department: City Manager's Office

ITEM TITLE: School Resource Officer Grant Update

DISCUSSION/ISSUE:

The U.S. Department of Justice's Office of Community Oriented Policing Services (COPS Office) let the City know in early October that we had been awarded grant funding for the School Resource Officer position that had been applied for in June 2016.

The COPS Grant would allow for the addition of a School Resource Office (SRO) to provide community policing benefits to the Siuslaw School District, the Florence Police Department and the Florence Community as a whole.

The next steps in this process will include the City and Siuslaw School District agreeing on a Memorandum of Understanding (MOU), the City Council formally accepting the grant from the COPS Office, recruitment, hiring, and training of a new officer. The goal will be to have the new SRO trained and in place for the 2017-16 school year.

Project Manager Megan Messmer will provide a further report on the SRO process at the City Council meeting.

FISCAL IMPACT:

The maximum grant amount is \$125,000, which covers approximately 41.77% of the salary and benefits costs for the three-year grant life. The position is required to continue to be filled for the fourth year per the grant. The School District and the City will finalize their break down of costs during the MOU negotiation process.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1 – City Service Delivery and Goal 2 – Livability and Quality of Life

AIS PREPARED BY: Megan Messmer, City Project Manager

**CITY MANAGER'S
RECOMMENDATION:**

Approve

Disapprove

Other

Comments:

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7
Meeting Date: November 7, 2016
Department: Finance

ITEM TITLE: Pending Changes to Billing City Services

DISCUSSION/ISSUE:

This communication is intended to advise you of pending changes to the City's billing and collection process that City staff is in the process making and requesting of you any comments, suggestions, concerns, etc., you may have prior to finalizing changes.

Previously, we have discussed the opportunity to make changes to the City's billing procedures to increase efficiencies, reduce costs, improve services, and recover costs associated with billing and collection efforts more equitable. You recently approved the initial phase of this effort, i.e., outsourcing billing and payment processing services, and staff is in process of implementing these changes with the October billing.

The second phase of this effort involves changes to the billing and collection process as follows:

- Eliminate a separate mailing, which advises customers of a delinquent balance
 - This "separate" notice will be replaced with notice that is included in the regular billing statements
- Eliminate the use of door hangars, which are placed by City staff, to communicate turn-off date if delinquent charges are not paid
 - The notice will be replaced with a separate mailing to customers
- Adjust the dollar threshold for past due balances subject to "turn-off" to collect past due balances
 - Presently the threshold amount is \$25
 - Our preliminary discussions suggest the threshold amount should be approximately \$80, or one-month's past due balance for non-owner occupied premises
 - We are considering other alternatives for owner occupied premises, such as annually placing liens for balances that reach a given threshold amount, with that threshold amount being greater than \$80
- Discontinue practice to require customers to come to City Hall to discontinue service
 - Allow customers to discontinue service via internet or phone call

- Implement various fees that are presently not charged related to collection efforts
 - Turn-off/turn-on fees for non-payment
 - Anticipated fee approximately \$15-\$25 per each trip, e.g., \$30-\$50 to turn-off/turn-on water for non-payment
 - After hours and weekend rates (these rates are anticipated to be significantly greater due to the cost associated with them, e.g., minimum call back time for City staff of 2 overtime hours)
 - Fee for separate mailing for shut-off notice
 - Anticipated cost \$2.00 - \$5.00
 - Interest charges on past due balances
 - Estimated rate of approximately 9.0%

We are attempting to implement these changes as soon as possible, particularly the elimination of the door hangars. This change will free up approximately 21 hours each month of public works staff time (approximately a .15 full time equivalent position). Annually this amounts to 252 hours that will be available to work on water, wastewater, street, and stormwater field work.

The suggested fees are aimed to recover costs, consistent with the fiscal policies, from those that generate the costs. Specifically, City staff time spent turning off and restoring service to secure payment for services is not incurred for the benefit of all customers, but only to secure payment from a customer that otherwise is not making timely payments like the vast majority of customers. Presently, these costs are absorbed within the overall rate structure. In my experience, most all municipal utilities charge these fees, which in addition to recovering costs, tend to reduce shut-offs for non-payment, as the cost for not paying becomes a deterrent.

The suggested weekend charges are also consistent with what other municipalities charge. This is because Public Works staff that are called out after hours or on weekends receive a minimum of two hours overtime. Customers that may otherwise request services during regular business hours presently have no “disincentive” to request these services after hours or on weekends, with the result being costs that are absorbed system wide.

The other fees are incidental to the billing and collection process and are typically charged by other municipalities and utility providers.

Our next steps are to proceed with the changes, including bringing back to the Council requested fees after we have confirmed the cost of these services.

FISCAL IMPACT:

See above

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: City Service Delivery

Goal 5: Financial and Organizational Sustainability

AIS PREPARED BY: Andy Parks, Interim Finance Director

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other
Comments:

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: November 7, 2016
Department: Public Works

ITEM TITLE: Report on Industrial User Survey.

DISCUSSION/ISSUE:

With the issuance of our National Pollutant Discharge Elimination System (NPDES) permit in May 2014 for the wastewater treatment plant, there were a number of conditions that needed to be addressed. One of the conditions was that the City complete an industrial user survey. Public Works Director, Mike Miller will provide Council with an update on results of the survey.

Under our permit, the City is required to conduct an industrial user survey to determine the presence of any industrial users discharging wastewaters that are subject to pretreatment and submit a report on the findings to DEQ. The purpose of the survey is to identify whether there are any categorical industrial users discharging to the Publicly Owned Treatment Works (POTW) and ensure regulatory oversight of these discharges to waters of the state.

Once an initial baseline industrial user survey is conducted it will need to be maintained by the City and made available for inspection by DEQ. Once every five years, the City will be required to submit an updated industrial user survey.

Our industrial user survey comprises five major activities:

- Compiling an initial master list of potential industrial users located within our wastewater service area.
- Collect information necessary to determine whether an industry or business is subject to pretreatment regulations.
- Complete follow-up activities, to obtain complete and accurate information.
- Summarize data for the use in developing a pretreatment program.
- Perform on-going surveys for new or changed industrial users.

FISCAL IMPACT:

This is a presentation to Council on our on-going management efforts of our wastewater treatment system.

Operations and Maintenance of the wastewater system is \$496,500 annually (does not include capital improvement or replacement projects).

RELEVANCE TO ADOPTED COUNCIL GOALS:

The Wastewater system meets the 2016 Council Goals of:

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

RECOMMENDATION:

Receive the report and presentation.

AIS PREPARED BY: Mike Miller, Public Works Director

CITY MANAGER’S RECOMMENDATION: Approve Disapprove Other
Comments:

ITEMS ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 9

Meeting Date: November 7, 2016

Department: City Manager's Office

ITEM TITLE: Public Works Facility Update

DISCUSSION/ISSUE:

The City has been working with Scott Edwards Architecture to design the new Public Works Operations Facility. On October 25, 2016, the Planning Commission reviewed the conditional use application and vegetation clearing permit for the construction of the new facility on the southwest corner of Kingwood Street and 27th Street. The Planning Commission approved the application with one minor adjustment to the façade of the facility that included eliminating the metal accents on the building sides facing the streets.

The next steps in the process include advertising and accepting construction bids. That process is set to advertise on November 8th with a bid opening on December 6th. Once bids are received and evaluated for accuracy and completeness, staff will bring recommendations on a contract award at the December 19th City Council meeting.

Project Manager Megan Messmer will provide a further report on the status of the Public Works Operations Facility at the City Council meeting.

FISCAL IMPACT:

Funding for the Public Works Operation Facility was included in the FY 2017 at \$3.5 million.

RELEVANCE TO ADOPTED COUNCIL GOALS:

The construction of the new Public Works Facility meets the 2016 Council Goal 5: Financial & Organizational Sustainability. Sustain and improve the City's financial position, City-wide policies, and the infrastructure networks to support current and future needs. Objective 18: Construct a new City Public Works Facility.

AIS PREPARED BY: Megan Messmer, City Project Manager

**CITY MANAGER'S
RECOMMENDATION:**

Approve Disapprove Other
Comments:

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 10
Meeting Date: November 7, 2016
Department: City Manager

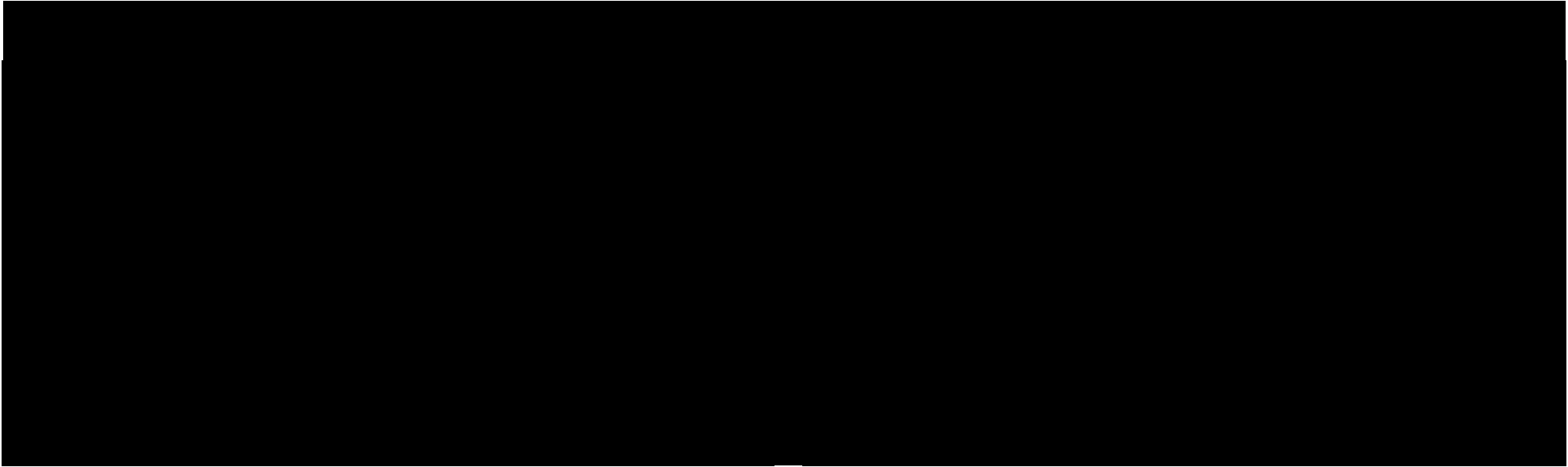
ITEM TITLE: CITY MANAGER REPORT

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 11
Meeting Date: November 7, 2016
Department: City Council

ITEM TITLE: CITY COUNCIL REPORTS

Florence City Council Calendar - 2016



November

M	Tu	W	Th	F	Sa/Su
31	1	2	3	4	5 & 6
7 - City Coun. Mtg	8	9 - City Coun. Wrk Sn	10	11 Vet. Day	12 & 13
14	15	16	17	18	19 & 20
21 - City Coun. Mtg	22	23 - City Coun. Wrk Sn - Cancelled	24 Thanksgiving		25 26 & 27
28	29	30			

December

M	Tu	W	Th	F	Sa/Su
			1	2	3 & 4
5 - City Coun. Mtg	6	7 - City Coun. Wrk Sn - Tentative	8	9	10 & 11
12	13	14 - City Coun. Wrk Sn	15	16	17 & 18
19 - City Coun. Mtg - Tentative	20	21 - City Coun. Wrk Sn - Cancelled	22	23	24 & 25
26 Christ. Obser.	27	28	29	30	31

Florence City Council Calendar - 2017

January

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

February

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

March

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

April

M	Tu	W	Th	F	Sa/Su
					1 & 2
3 Council Meeting	4	5 Council Work Session - Canceled	6	7	8 & 9
10	Northwest Regional Manager's Conference				15 & 16
17 Council Meeting	18	19 Council Work Session - <i>Tentative</i>	20	21	22 & 23
24	25	26	27	28	29 & 30