

City of Florence
Progress on
2012 City Council Goals

1st Quarter – April 2, 2012
2nd Quarter – August 6, 2012
3rd Quarter – October 22, 2012
Year End – January 12, 2013

Key

◆ = Funding Sources Required

● = Goal continued from previous year. (As a general rule, goals that have been continued are a higher priority than new goals.)

The City Recorder proposes 1 goal for 2012:

1. Develop a **Five Year Strategic Plan for Records Management.** ●

April 2, 2012 Update:

The first quarter of this year has been spent completing information gathering and a work plan for the strategic plan & inventory. Staff has been seeking information from other jurisdictions that have created a records management program and strategic plan by participating in trainings on this topic. This preliminary research has been invaluable in obtaining a grasp on best practices for creation of the plan and in turn, how it can be implemented in an effective manner. From this information staff has created a work plan based on projected workloads in the City Recorder's office. (*Attachment 1- Available in 1st Quarter Report*)

August 6, 2012 Update:

The second quarter of this year has been spent working on the higher level projects concerning the records management plan including research on the technological processes for archiving email and computer records, coordination with the City of Florence's Tech Team to answer these sorts of questions, and preparing a request from our Technology Consultant to perform a cost/benefit analysis on possible Records Retention Solutions.

Staff has also shifted gears to a more immediately pertinent need of scanning / indexing the City of Florence contracts in order to streamline retrieval and distribution of contract information. To that end the City hired a contract employee to scan and create an index of these important files.

However, work on the Records Retention Plan has been delayed due to the day to day workload in the department including a larger number of City Council meetings than was originally scheduled, as well as changes in staffing in the City Manager's department during the last quarter.

October 22, 2012 Update:

Staff has almost completed work on scanning and indexing the City of Florence contract files. Once these files have been scanned, and have been added to the City of Florence index, the last important step will be moving them to the archival drive. Administrative Assistant Eva Pinkavova has been astronomical in completing this task. She has put in nearly 200 hours on this project since her beginnings with the City in May. This project will allow the City's ability to easily search, retrieve, distribute, and share contract information across departments. The index will also allow City staff the ability to search for contracts by various attributes including name, dates of initiation/effectiveness/expiration, agency/company, project, and department.

As a whole, the records retention plan continues to be delayed due to the recent staffing changes. With the upcoming fourth quarter, staff will be dealing with business license renewals, end of the year processes such as elections, city committee recruitment, council goal setting, and end of the year filing; thus, it is likely that staff will not have time to make significant strides on this goal for the rest of the calendar year.

January 12, 2013 Update:

Since October Staff has completed work on scanning & indexing the City's contract files, and has begun back scanning City Council minutes of which we have currently worked backwards to the year 2000. With the staffing changes in the department and the split of duties for the City Recorder, much of the long term planning portion of the Records Retention Goal will likely be delayed until later in 2013 or early 2014. However, similar to the City's contracts files there are many smaller scale projects that can be accomplished throughout 2013 as staff has time and with the help of Contract employees. Some of the goals for 2013 will include filing / scanning / indexing of election files, board and commission files, and land

use files, as well as cleanout of the miscellaneous unorganized files located in the City Recorder's department.

The City Manager proposes 3 goals for 2012:

1. Continue **Siuslaw Interpretive Center** development process. ●◆

April 2, 2012 Update:

Local land use approval was granted on February 28th. The Joint Permit Application (JPA) for US Army Corp of Engineers and Oregon Department of State Lands (DSL) was submitted in March and DSL is currently out for public comment on our application. Our consultant team is currently modifying the plans in order to be in compliance with the local land use conditions of approval and will be submitting our revised plans to ODOT for their review and approval in April. The consultant will also be revising the construction cost estimates and forwarding them to the City for review during the first part of April. ODOT has an 18-21 week process for review and finalizing the plans and specifications, however we are still on target for placing this project into the cue for a bid date of September 13, 2012. This will allow us to construct the project during the in-water work period beginning in late November 2012.

August 6, 2012 Update:

This project has seen more than its share of frustrating moments. As noted in our April 2012 update, the JPA was submitted to US Army Corps of Engineers (ACOE) and DSL for permitting. ACOE review of the project has been delayed and public notice for the project was not issued until nearly 6 months after application was submitted. Public notice was posted on July 13, 2012 and will be completed on August 11th. Contact with ACOE indicates that there is not a problem with the application but the delay was due to excessive workload and errors in their original assumptions about the type of permit they would be issuing. Original documentation going back to 2009 indicated that a simplified nationwide permit (Nationwide 12 permit) could be issued but a last minute decision changed to a more lengthy individual permit process (401 permit). ACOE approval depends on concurrence from DLCDD and DEQ. E-mail and phone correspondence from ACOE, DLCDD, and DEQ indicates they believe they will be able to complete their reviews and approval in time for issuing the permit by the end of the week of

August 17th. We have until August 20th to submit the permits to ODOT for inclusion into the bid packet.

Due to this unexpected delay, we requested a two week delay in the bid opening. The bid date is now September 27th. This still allows for construction during the in-water work period.

October 22, 2012 Update:

US Army Corp of Engineers (ACOE) issued our permit for the project at the end of August. Since this is considered a federal aid project (federal scenic by-ways funding and state funding) Oregon Department of Transportation (ODOT) is handling the bid, award, construction management and contract administration. ODOT opened bids for the project on September 27, 2012. The bids were:

Tom Ayres General Contractor Inc.	\$503,634.20
Scott Partney Construction, Inc.	\$554,170.48
Legacy Contracting Inc.	\$599,868.59
Deschutes Construction Corp.	\$609,427.40
PCR Inc.	\$622,529.00
Wildish Standard Paving Company	\$635,657.00
Carter & Company Inc.	\$640,282.05
Brown Contracting Inc.	\$869,842.50

The low bidder is Tom Ayres General Contractor Inc. with a bid of \$503,634.20. The final adjusted ODOT Engineer's Estimate was \$461,549, making the actual bid 9.1% over the estimate. ODOT currently is reviewing the bid and working on developing a contract for the work to proceed. The ODOT process is a bit longer than our process, but we expect the contractor to be under contract for the project by the end of October and starting the project mid November 2012 with completion in March 2013.

January 12, 2013 Update:

The project is under construction! The contractor installed the six piles for the viewing platform (deck) prior to the Christmas holiday. The contractor is expected to be substantially completed with the project by the end of April, 2013.

2. Complete analysis of **Street Utility Fee.** ●◆

April 2, 2012 Update:

During the process of implementing a long term (5-year) financial plan it became apparent that the anticipated revenues will not cover existing services provided by the City; the gap for the upcoming budget year is roughly \$160,000 for maintenance and approximately \$40,000 for any capital improvement projects. Council gave direction to staff to research the viability of a possible street fee or other revenue option through the use of a consultant.

The City hired Gard Communications, a firm out of Portland that specializes in communications, public relations, crisis communications, litigation public relations and special circumstances; to assess the viability of a possible street fee as well as lead a strategy for educating and building support within the community should we choose to implement such. Staff and the consultant reviewed options that included, a transportation utility fee, a vehicle registration fee and briefly explored a privilege tax. We have come to the conclusion that because the City already has a “street light utility fee” in place, the proper avenue for discussing an increase in fees is through the budget committee. Our consultant, city manager, and public works director will present our proposal on how the City can address the gap in street revenues at the April 9th budget committee meeting.

August 6, 2012 Update:

On June 4, 2012 the City Council approved Ordinance No. 2, Series 2012; Resolution No. 12, Series 2012; and Resolution No. 13, Series 2012. These actions established and implemented a street fee and repealed the street light utility fee. The proposed street fee was included in the City’s water quality report that was sent to residents in June and a newsletter that was including in the July utility bills.

Public Works has identified four streets that are in desperate need of treatment, in this case asphalt overlays including grind inlays and reconstruction. The streets are Spruce Street from 15th to 18th Street; 25th Street from Spruce Street to Hwy 101; 27th Street from Hwy 101 to Oak Street; and 15th Street from Hwy 101 to Kingwood Street. We are expecting to expend \$500,000 to repair and overlay these streets in late September 2012.

October 22, 2012 Update:

After reviewing our street conditions on Spruce, 15th, 25th, and 27th and noting that the streets need to be reconstructed instead of being able to perform grind/inlays, staff reduced the scope of the project, dropping 25th Street and the portion of 27th between Spruce and Hwy 101. Public Works went to bid to reconstruct Spruce Street between 15th and 18th; 15th Street from Spruce to Kingwood Street; and 27th between Hwy 101 and Oak Street. After we opened bids, we had to further reduce the project limits. This time we eliminated the section on 15th Street between Spruce and Hwy 101 in order to get the project costs within our \$500,000 budget.

On September 10, 2012, City Council awarded the street rehabilitation project to Eugene Sand Construction, Inc. for a revised project total of \$471,913.20. Public Works crews installed the project signs: "Preserving our Streets ... Your Street Maintenance Fees at Work!" on October 2nd. The contractor started removing the asphalt and rock base material October 8, 2012 with an anticipated project completion date of October 31, 2012, weather dependent of course.

January 12, 2013 Update:

The 2012 street preservation project is complete! Our contractor did a great job completing the project on time and under budget, even though the fall rains came to town fast and furious the middle of October.

3. Create and Implement **City Wellness Program**.

April 2, 2012 Update:

The CIS offers Worksite Wellness Grants for its members in an effort to encourage employees to adopt healthier habits. Healthy employees are happier, more productive and take fewer sick days; which can mean less costly claims and medical premiums. The CIS grants guide all members toward a healthier workplace and rewards employers who have already made a significant effort.

At the March 5, 2012 Council meeting Resolution No. 3, Series 2012, a *Resolution Establishing a City of Florence Wellness Program* was approved. The next step is for the City Manager to work closely with our new Human Resources employee to incorporate the following:

- Distribution of the CIS Wellness Works newsletter to all employees.

- Host a Regence employee orientation so they can demonstrate their wellness websites and advise of available wellness services.
- Distribute Employee Assistance Program newsletters to all employees.
- Conduct an optional Employee Wellness Survey to determine interest and intent to engage in worksite wellness programs. The results will be used to plan wellness activities that are of interest to our employees.
- Promote behaviors that enhance employee wellbeing such as making sure that employees are taking lunch and rest breaks, addressing proper lifting techniques, promote that healthy low-fat, low sugar, non-processed food options be available as a choice at all work sponsored events that include food or snacks and provide recipes for such.
- Promote and enforce a smoke-free environment.
- Provide information and materials that encourages physical activity such as walking programs that include walking routes around the worksite, walking meetings, and Regence's physical activity program discounts.
- Promote seasonal flu shots and distribute "stay healthy during the flu season" posters to all departments.

August 6, 2012 Update:

Since approval of Resolution No. 3, Series 2012 the City Manager has been working with Human Resources to complete the programs listed above. Creation / participation in wellness programs helps the City accrue points that CIS uses to convert into wellness grants the City can use to promote healthier habits. This goal will be ongoing.

October 22, 2012 Update:

Goal ongoing.

4. Analyze the ramifications to the City of Florence of **Heceta Water District forming a Public Utility District.** ◆

April 2, 2012 Update:

The City was notified in December of 2011 that Heceta Water District (HWD) will be holding an election in 2012 to form a Public Utility District (PUD). A PUD is a special-purpose district or other governmental jurisdiction that provides public utilities (water, in the case of HWD) to residents of that district. The City Council made it a priority for the City Manager and City Attorney to research PUD statutes to determine what the consequences/impacts are on city services and territory should HWD form a PUD.

The attorney prepared a report that included the process of dissolution for the water district, the process for the PUD formation (such as transferring all of their assets to a new entity), the impacts on service areas, impacts from pending legislation, and the PUD impacts on annexation. An executive session was held on Monday March 19th and the report was reviewed by the Council, staff and our city attorney. Later that evening at the regular council meeting the Council concurred that there was no need to take further action at this time, therefore this goal is complete.

August 6, 2012 Update:

Goal Complete.

The Community Development Department proposes 4 goals for 2012:

1. Continue to accomplish goals set out by the **Siuslaw Estuary Partnership** (EPA grant funded) including the **monitoring of groundwater and surface water.** Seek **funding opportunities** to continue these programs. ●

April 2, 2012 Update:

The City is continuing to accomplish the tasks set out in the work program for the Siuslaw Estuary Partnership under our cooperative agreement with the Environmental Protection Agency (EPA) which currently is scheduled to be completed by September 30, 2012. Products that will be submitted to the Council in 2012 are as follows:

- Aquifer Protection Plan: concurrence with Plan (note: concurrence with Lane County Board will be sought as well).
- Wetland and Riparian Area Plan: concurrence with significance determination criteria and results and protection measures.
- Siuslaw Estuary Trail Vision Report: approval of Vision.
- Water Monitoring Program: agreement on strategies to address any identified contamination threats; and approval of funding sources and strategies for continuation of the program.
- Adoption of Comprehensive Plan and Code Amendments for consistency with Guiding Principles and to implement all products (except stormwater policies which are completed). At a minimum, amendments are anticipated for Wetlands and Riparian Areas and Drinking Water Protection.

In addition, public involvement in the project will continue, including:

- Newsletter included in the city's utility bills sent out the end of March; and mailed directly in mid-April to property owners potentially affected by the wetland, riparian, and drinking water overlay protection measures
- Open house on April 30, 2012 at the Florence Events Center, 4-7:00 pm.
- Stakeholder meetings: January 10; February 15; March 21 and 22; April 19; and additional meetings following the Open House, as needed.

Staff will prepare a semi-annual report in April and will request EPA to amend the Work Plan to clarify anticipated outcomes and to request an extension of the cooperative agreement, if needed, to allow for work to be accomplished on the Stormwater Demonstration Project (part of the Interpretive Wayside) during the in-water work period of 2012.

On January 23, 2012, the City submitted an application to the EPA Urban Waters Grant Program for \$60,000 to continue the monitoring program for two years past September 2012. We recently received an email stating that EPA expects to notify applicants of their status in April 2012 and to award the funds in June 2012.

August 6, 2012 Update:

Over the past four months, we:

- Wrote, produced, and distributed a newsletter "Waters in Common" to all property owners and utility customers in the study area.

- Held public Open House on April 30, 2012. We met with the Community and Elected Official Stakeholders prior to the Open House to review the draft projects that would be presented.
- Continued sampling surface and groundwater within the North Florence Dunal Aquifer and prepared quarterly reports on results.
- Prepared the Draft "Significant Wetlands and Riparian Area Plan," including: Draft ESEE Analyses for Public Infrastructure and the Munsel Creek Side Channel; agreement with federal, state and local agencies on ESEE approach; and amendments to the Comprehensive Plan policies and Code standards to implement the "Limited Protection Program" stemming from the ESEE. Held team meetings to review all drafts and revised Draft products based on Team input. Presented the Draft Plan to the Elected Official and Community Stakeholder Groups on July 11 and then to City Council on July 16. Project Manager Sandra Belson and Riparian Volunteer Clarence Lysdale met with the Coast Village Homeowners Association and will meet with the Florentine Estates Homeowners Association.
- Prepared Draft "Aquifer Protection Plan for the North Florence Sole Source Dunal Aquifer." Met with the Team to review draft and incorporated edits to address team comments. Incorporated comments from the Elected Official and Community Stakeholder Groups and then obtained concurrence with the Draft Plan from the City Council on July 16 and the Board of County Commissioners on July 25. The State is now reviewing the Draft Plan.
- Continued to research costs and environmental impacts associated with the Draft "Siuslaw Estuary Trail Vision: Location and Design Options" and met with property owners to narrow in more precisely on the location of the trail.
- Continued data collection at Waite Ranch (site for estuary restoration); Management Plan for North Fork Marsh (site of prime estuarine wetlands) is already completed.

The City is continuing to accomplish the tasks set out in the work program for the Siuslaw Estuary Partnership under our cooperative agreement with the Environmental Protection Agency (EPA). The existing work plan calls for the project to be completed by September 30, 2012. The City has requested Work Plan amendments to extend the time frame to accommodate completion of the Stormwater Demonstration Project. It is anticipated that the Council will consider initiating amendments at its September 4 meeting to revise the Comprehensive Plan and Code for the following products:

- Aquifer Protection Plan: City Council concurred with Plan on July 16; Lane County Board unanimously concurred with the Plan on July 25. Comprehensive Plan policies and code will be proposed to protect the aquifer.

- Wetland and Riparian Area Plan: Council was updated on the Plan on July 16. Comp Plan policies and Code will be proposed to protect wetlands and riparian areas.
- Siuslaw Estuary Trail Vision Report: approval of Vision will be requested, including options for protecting the trail as permanent open space which may include Comp Plan policies.
- Adoption of Comprehensive Plan and Code Amendments for consistency with Guiding Principles and to implement all products (except stormwater policies which are completed). At a minimum, amendments are anticipated for Wetlands and Riparian Areas and Drinking Water Protection.

The city received and accepted an award from the EPA Urban Waters Small Grant Program for \$60,000 to continue the monitoring program for two years past September 2012.

October 22, 2012 Update:

With staffing changes, this is now a Public Works goal, but will remain under Community Development.

Over the past three months, we:

- Continued sampling surface and groundwater within the North Florence Dunal Aquifer and prepared quarterly reports on results.
- Completed work plan amendments and transition of the project to Public Works, including coordination with the EPA Project Manager, Council, the Interdisciplinary Team, and Stakeholders. Prepared Work Plan amendments and Budget Amendment spreadsheets, reviewed project files, and clarified budget documentation. Tracked project budget. Updated web site to reflect changes.
- Prepared proposal and timeline for extended public outreach process and joint adoption process with Lane County and coordinated with City and County on process. Coordinated and prepared materials for Lane County Board meeting on joint adoption process. Met with Planning Commission Chair on proposed public outreach and adoption process.
- Coordinated, facilitated, and followed-up meeting with Lane County Public Works Director and staff on adoption process, sub-award, Land Use Compatibility Statement, and process for requesting septic permit data. Met with Watershed Council and other sub-awardees on terms of sub-awards and contracts.

- Met with City Council on September 10, 2012 for guidance on work plan amendments, adoption process, and key policy questions. Conducted Coast Radio interviews.
- Addressed comments on the Draft Aquifer Protection Plan from the Department of Environmental Quality and Oregon Health Authority and began writing Executive Summary. Prepared draft Drinking Water Protection Overlay Zone. Conferred with DEQ and Deschutes County and obtained model ordinance for advanced septic systems in Drinking Water Protection Areas.
- Researched alternative approaches to protecting Significant Wetlands and Riparian Areas, coordinated with Department of State Lands and Land Conservation and Development, and prepared policy analysis.
- Met with Coast Village residents affected by the riparian setback provisions and met with Council to get direction on policy options affecting Coast Village. Revised draft proposals to address concerns of Coast Village (CV) residents; prepared summaries of revised proposal. Consulted with DLCD. Coordinated with Wetlands Consultant on delivery of Chapter 5, finalizing Draft Inventory Report, and responding to Community Stakeholder question. Consulted with DSL. Coordinated with Watershed Council on review of Wetlands Consultant's Chapter 5 of draft Plan.
- Continued work on final Siuslaw Estuary Trail Vision report. Researched STIP documents for potential funding for the trail; discussed STIP and trail with STIP coordinators for ODOT. Met with Port to discuss the trail and gain support for co-funding STIP application for funding. Conducted phone meeting with DSL to revise table of costs and environmental impacts to show permits needed for different trail segments. Worked with BLM staff on fine-tuning budget estimates for trail.
- Drafted and continue to draft Comprehensive Plan and Code amendments for Aquifer Protection Plan and Wetlands and Riparian Areas.
- Met with RARE participant to familiarize her with project and assigned tasks to implement Aquifer Protection Plan and to prepare mailing lists and letters for meetings with property and business owners and interested groups.
- Continued data collection at Waite Ranch (site for estuary restoration); Management Plan for North Fork Marsh (site of prime estuarine wetlands) is already completed.

January 12, 2013 Update:

Over the last three months a presentation was given to the Board of Realtors on the wetlands and riparian plans; developed frequently asked questions (FAQ) regarding wetlands and riparian areas; developed and finalized the recommended

trail design and location options for the Siuslaw Estuary Trail project; and prepared a draft Drinking Water Protection Overlay Zone.

2. Revisions to **Florence City Code Title 10** concerning solar bill and other strategic amendments.

April 2, 2012 Update:

The City Council held a work session on February 6 to consider a package of potential code amendments identified to address recent changes to state law relating to solar access and to fix some problems identified by the Planning Commission and staff with the existing code. On February 21, the City Council initiated the code amendments. Later this year, the city will send out the required notices of public hearing when staff and the Planning Commission have time in their schedules to hold a hearing.

August 6, 2012 Update:

With Senior Planner Wendy Farley on military leave, staff has not had the time to work on this goal.

October 22, 2012 Update:

Staff has not begun working on this goal due to the staffing changes in the department. It is likely that this goal will carry over to 2013 due to work load and staffing restrictions, however with the decrease in development applications it is possible that the Planning Commission public hearing on the code amendments could be held as early as January 2013.

January 12, 2013 Update:

Staff have been working on preparation of these amendments as time allows. Should the low level of land use applications continue, the public hearing at the Planning Commission level will be scheduled for either the February 26, 2013 or March 12, 2013 meetings.

3. Complete an analysis of **Solid Waste System** including viability of **yard debris program expansion** into curbside pickup. ●◆

April 2, 2012 Update:

Bell & Associates completed the Solid Waste Rate Report which included some recommendations regarding a rate range versus a fixed rate, rate implementation schedule, and reporting in interim years. The City Council and Environmental Management Advisory Committee (EMAC) held a joint work session with Chris Bell on March 5 to discuss the findings in his report. EMAC then held a public hearing on March 14 to take testimony on the recommended rates for solid waste collection. The Council held a public hearing on March 19 and approved Resolution 5, Series 2012 as recommended by EMAC. On March 5, the City Council directed staff to prepare a grant application to obtain funding for equipment necessary (such as scales, tub grinder, and front loader) to begin a curbside yard debris program. The City plans to apply for funding through the Lane County Waste Diversion Opportunity Grant to divert or prevent waste material from entering the landfill. The grant application which is due on April 20 and successful applicants will be notified by June 1.

With capital costs for the yard debris containers necessary for curb-side pick-up estimated at \$150,000 plus an additional \$300,000 for new trucks (one for each company) it was decided the best approach would be to delay the curb-side pick-up for three years while the City continues to gear up for accepting the debris for our composting program.

August 6, 2012 Update:

The City was successful in securing the funding through Lane County's Waste Diversion Opportunity Grant to purchase necessary to begin a curb side yard debris program such as scales (to have more accurate weight information versus using cubic yards) and large equipment such as a tub grinder and front loader.

October 22, 2012 Update:

On August 20, 2012 the City Council accepted the waste diversion opportunity grant from Lane County in the amount of \$100,000 to purchase the equipment necessary to start the biosolids composting project. (See Public Works Department Goal #2)

January 12, 2013 Update:

Goal complete. The City has analyzed the possibilities of creating a curb-side pickup and has determined that the best steps would be to continue the biosolids project and once that is viable continue to research opportunities for curb-side pickup to work with the biosolids program.

4. Continue update of the **Transportation System Plan, Community Transit Plan, and Capital Improvement Plan** for transportation improvements. (TGM grant funded). ●

April 2, 2012 Update:

The Transportation Project Advisory Committee met on February 1 immediately following the Open House at the Florence Events Center and recommended a Draft Transportation System Plan that included a Community Transit Plan and a list of high priority capital improvements that would become the basis for a Capital Improvement Plan. On February 14, the Planning Commission initiated amendments to the Comprehensive Plan and City Code as needed to implement the Draft Transportation System Plan. On March 27, the Planning Commission held a public hearing on the Draft Plans and continued the hearing to April 10 to allow for additional testimony. The Planning Commission will ultimately make a recommendation to City Council on the Draft Transportation System Plan, including the related Comprehensive Plan and City Code amendments. The City Council will then hold a public hearing and make the final decisions.

August 6, 2012 Update:

After holding public hearings on March 27 and April 10, the Planning Commission met on April 24, May 8 and May 22 to discuss the Draft Transportation System Plan (TSP). The Planning Commission then passed Resolution PC 12 06 CPA 01 & PC 12 07 TA 02 recommending that the City Council adopt the Transportation System Plan and associated legislative amendments to the Florence Comprehensive Plan and City Code amendments. On May 15, the Lane County Planning Commission held a work session and public hearing on the Draft TSP and also recommended approval of the Plan to the Lane County Board of Commissioners.

The City Council held a work session and public hearing on June 18, continued the public hearing to July 9, and then again to August 6. Meanwhile, the Council also

discussed the TSP at its meeting on July 23. Once the TSP is adopted, the Council will then revise the Capital Improvement Plan for transportation improvements which can then serve as the basis for an updated System Development Charge for transportation.

October 22, 2012 Update:

On September 24, 2012, after 8 meetings, the City Council made preliminary decisions on the Transportation System Plan in its entirety and directed staff to make the proposed amendments to the Transportation System Plan, Comprehensive Plan, and City Code Amendments, and bring those back in Ordinance format to the Council for final review.

Since that date, Staff has been working to amend the TSP with the many changes particularly regarding removal and/or editing of 16 of the projects included within the plan, updates to the project priorities, and amendments to policy and codes concerning transportation. Staff will bring these amendments back to the Council for review and possible adoption at their December 17th meeting.

January 12, 2013 Update:

On December 17, 2012 the City Council adopted the Transportation System Plan and associated City Code and Comprehensive Plan amendments, these amendments will go into effect on January 16, 2013. The next steps are for co-adoption of the plan by Lane County which should be accomplished as staff time allows in the 2013 year.

The Finance Department proposes 3 goals for 2012:

1. **Connect departments and city buildings** through dedicated data connections and provide internet: ●◆

April 2, 2012 Update:

The In order to successfully deliver the desired updated technology solutions that were initiated in the 2011 calendar year anticipate the following chain of events to occur in 2012:

- A. The City's Wide-Area-Network (WAN) foundation to utilize the fiber brought to our City by LCOG grant will be built and engineered by our Information

Technology (I.T.) Consultants Feynman. This phase of the installation was completed in March 2012.

B. After the network is built, we will deploy our new Voice Over Internet Phones (VOIP) phone system equipment. Our expected timeline for this stage of the project will be Spring of 2012.

C. In order to utilize the City network to its fullest, we are upgrading our existing accounting software Caselle to the Clarity version. Our install is scheduled for Summer of 2012.

D. New computers for key users of the Caselle Clarity throughout the City have been purchased and have already begun to be placed into service. By June 30, 2012 we expect to have installed 21 new computers and re-purposed seven computers to others within the City who do not have a workstation or a very outdated one.

SUMMARY:

- Stage 1 – Fiber completed November 2011.
- Stage 2 – WAN expected completed March 2012.
- Stage 3 – VOIP phone Install expected completion date Spring of 2012.
- Stage 4 – Clarity upgrade expected completion date end of 2012.

August 6, 2012 Update:

Now that stages 1 and 2 have been completed, we have turned our focus to Caselle Clarity software upgrade and the VOIP phone system installation. Due to various factors we have “flip-flopped” Stages 3 and 4.

Our IT consultants Feynman Group, Jacque Betz, Shawn Penrod and I are currently coordinating the multi-step process for implementing the Caselle *Clarity* accounting software. The software will be “housed” on a SQL server; this equipment has been purchased and was installed during the last week of July 2012. From there the software will be loaded and tested to ensure our existing data can be converted to the new database format. Once all data and systems have been successfully tested and converted, we will first move Municipal Court Caselle system to the SQL server. Then in the early part of 2013 we will move the Finance side over so that we are all on one server.

Once Feynman has sufficiently wrapped up their involvement with the *Clarity* project, they will be turning their attention to completing the VOIP project. The

equipment has been purchased and the infrastructure is already in place. The project will be engineered and deployed the Fall of 2012.

SUMMARY:

- Stage 1 – Fiber completed November 2011 - COMPLETE
- Stage 2 – WAN expected completed March 2012 - COMPLETE
- Stage 3 – *Clarity* upgrade expected completion date end of 2012.
- Stage 4 – VOIP phone install expected completion date before the end of 2012.

October 22, 2012 Update:

Connectivity & Technology Summary:

- Stage 1 – Fiber completed November 2011 - COMPLETE
- Stage 2 – WAN expected completed March 2012 - COMPLETE
- Stage 3 – VOIP phone install expected completion date December 2012.
- Stage 4 – Clarity upgrade expected completion date March 2013.

January 12, 2013 Update:

Stages 3 and 4 as described previously are being carried forward as a proposed 2013 goal. This goal will be managed by the City Manager. Completion of the VOIP (voice-over-internet-phones) Project and the Caselle Clarity accounting system upgrade will accomplish the *Connectivity Between Departments* goal for both phones and financial information.

2. Improve Department and City Council **financial reporting** ●

April 2, 2012 Update:

Beginning with the December 31, 2011 monthly report I have been providing the City Council with monthly budget to actual reports at the first Council meetings of the month. To keep things simple and consistent, we have prepared a balanced budget using a similar format. I look forward to continuing to refine the financial reporting process in order to provide clarity and transparency in the financial position of the City.

August 6, 2012 Update:

After wrapping up our Budget Season, the Finance Department has turned our focus to closing the FY12 reporting year. We plan to continue to provide you with

timely financial information by reporting the previous month's financial information at the 1st City Council Meeting of every month. In addition, I'm working in conjunction with Jacque Betz to develop a more sophisticated and summarized financial report that will highlight significant financial information in an easy to read format.

We are in the process of preparing for our Financial Audit. Our Auditors will be on-site the last week of August for preliminary fieldwork. The actual week of fieldwork is scheduled for the week of October 15. Fieldwork has been scheduled (nearly a month earlier than last year) so that we can meet the State's reporting deadline of December 31.

Finally it is my intention to continue to carry the torch of the long-range financial plan. Jacque Betz and I have begun meeting to strategize how we'll deploy the long-range financial plan model in the Caselle accounting software as well what we need to begin discussing and planning for in rolling out the additional years . Our goal is to keep the plan continuously updated so that it is a rolling five year plan. We expect to present for your consideration a revised long-range financial planning including the year ending June 30, 2017 by the end of 2012.

October 22, 2012 Update:

The Financial Audit was performed as planned the week of October 15, 2012. The Audit Committee has reconvened and plans to meet with the Auditors at the end of the audit process to review the results of the audit. The Audit Committee will be responsible to report the results of their meeting to the City Council at the December 17, 2012 meeting. This time-frame will allow the City to file on-time and to meet the State's December 31 filing deadline for the first time in years.

The long-range planning process has also begun. The City Manager and I will be meeting with each department to discuss the specific financial needs and significant issues that we foresee for the next five years. Staff will update the existing long-range financial plan and bring the revised document for your consideration at the December 17, 2012 City Council Meeting.

January 12, 2013 Update:

The Long-Range Plan Document 2013 – 2017 was presented to the City Council in the form of a report at the December 17, 2012 meeting. Finance Staff has declared the goal to *Improve Department and City Council Financial Reporting* complete, but this by no means indicates the end of timely financial reporting. Expect to

continue to have timely monthly reports, audits, budgets and other financial reports from the Finance Department.

3. Revise **Florence Utility Codes** to streamline implementation.

April 2, 2012 Update:

After tackling our departmental goals 1 and 2, I plan to, in partnership with the Public Works Director and City Manager, review the utility department processes, responsibilities and the corresponding City Code and Policy and Procedure Manuals. The purpose for this goal is to clarify and make consistent the City Code across all utility services and to more effectively and efficiently enforce the City Code and Policies & Procedures. I anticipate beginning this process after July 1, 2012.

August 6, 2012 Update:

In preparation for the possible revision of the Florence Utility Codes, we have revisited our existing Utility Billing & Financial Management processes and revamped them to work within our limited resources. The finance department lost an employee due to budget cuts during the FY12 Budget season. As we have adjusted to the loss of an FTE during the last fiscal year, I have in conjunction with our Assistant Finance Director Hilary Thompson and Utility Billing Clerk John Peerson made improvements to the Utility Billing process. We have successfully implemented a consistent and set schedule for the key activities for the utility financial management - for printing & mailing bills, ACH customers, updating customer information, mailing reminder notices, door hangers and the shut-off process.

The process of utility billing and managing our nearly 4,000 customers is a dynamic and recurring monthly cycle that requires a lot of time and attention. It is my goal to remove the ambiguity from our processes so that we can service the needs of our Utility Enterprise customers. I believe we are now in a “healthy place” to begin evaluating different bill-pay options, customer deposits, fees for late & non-paying customers and ultimately quick collections on delinquent accounts. Roughly 13% or 480 of our customers do not pay their bill by the due date of the 15th. We prepare and Public Works Crew Members deliver approximately 90 door hangars each month to customers warning that they are in jeopardy of their water being shut-off, and we typically shut-off anywhere from 10 to 20 of non-paying

customers each month. As you may have guessed, this follows the typical 80/20 law where 20% of our customers require 80% of our time and attention.

October 22, 2012 Update:

As the fiscal year-end financial reporting has consumed most of my time, the possible revision of the Utility Codes and related policies & procedures has taken a back seat. With that said, in the next few months the finance staff will begin evaluating different bill-pay options, customer deposits, and fees for late & non-paying customers that will improve collections on delinquent accounts. The result we hope to achieve by updating the utility billing policies and procedures is to make the payment process easier for the customer as well as to consolidate ingrate and simplify the flow of data and funds related to the utility billing cycle.

January 12, 2013 Update:

This goal will be carried forward as a proposed 2013 goal with a new name and a broader application. The Finance Director in conjunction with the City Manager, the Public Works Director and the City Recorder would like to revisit the Florence Utility Code and various other City Fee Code sections such as Business Licenses and Dog Licenses to reassess the adequacy and necessity of the fees as well as the effectiveness of the application and administration of such fees.

The Public Works Department proposes 10 goals for 2012:

1. Implement priority **Parks and Recreation Projects** including....
 - a. Creation of a **parks volunteer program**

April 2, 2012 Update:

Staff is currently developing a template to be used for entering into an agreement with volunteer groups to donate time and labor in cleaning and maintenance activities at our parks. The City has been approached by several groups that would like to donate labor in providing basic maintenance at the parks.

August 6, 2012 Update:

Staff is continuing to look into contract provisions for the adopt-a-park program and build upon models from other communities. Staff's goal is to complete a model template by the end of December 2012 and have a variety of parks formally adopted in the spring of 2013. In addition with the excitement and enthusiasm of creating an off-leash dog park and completing improvements at 18th Street Pocket Park, staff will be taping these community volunteers/leaders to help coordinate the volunteer program/effort.

October 22, 2012 Update:

On-going. With the completion of the dog park on the horizon, the City had a number of inquiries from citizens and businesses to donate items to the park. Items ranged from crushed rock to picnic tables and benches. Since the City did not have a donation policy or guidelines, staff worked to develop guidelines for a consistent decision-making process for the acceptance, placement, naming and long-term maintenance of donations, including public requests for memorials in City-owned facilities, parks, natural areas and trails.

Staff submitted donation guidelines and procedures for Council's consideration at the October 8, 2012 City Council meeting. Council unanimously supported and approved the donation policy. Now the City has a uniform and consistent approach to accepting generous community donations for our parks, facilities and programs.

January 12, 2013 Update:

On-going. We have had two donations to our parks under the new donation policy. One was a beautiful bench that was donated for use at the new off-leash dog park and the other was a tree to be planted in Miller Park.

Staff has had discussions with an interested person that would like to form a group of young people to donate time and energy in sprucing up Miller Park. Everything from grounds maintenance to spreading sand in the children's play area to picking up trash in the park.

b. Identifying location for **Dog Park** ●◆

April 2, 2012 Update:

Completed! At the March 19th City Council meeting, Council directed Public Works to move forward with applying for land use approvals to construct an enclosed (fenced) off-leash dog park at Singing Pines Park and work with volunteers from “Make-a-Difference Day” on finalizing plans to construct the facility.

August 6, 2012 Update:

Staff was extremely busy in April and May preparing the land use application to build the off-leash dog park at Singing Pines. The public hearing before the Florence Planning Commission was held on June 14th and the Planning Commission approved our application.

PWD Miller and CM Jacque Betz met with Mr. and Mrs. Kruse (neighboring property owners) to discuss and address their concerns in regards to the development of the dog park. The Planning Commission provided enough latitude in their decision to allow Public Works to adjust the design and amount of vegetation to be preserved. We walked the site with Mr. Kruse to show him the additional buffer that we would provide to the southwest corner of the project. We also met with Dave Braley to discuss the preservation areas as well as the location of the new nature trail. In addition, PWD Miller and Park Supervisor Mark Durbin met with Dr. Brian Holmes and Bishop Wally Greth to discuss details for the Make-a-Difference Day volunteer event. On Monday, June 18th, Public Works crews started clearing and removing danger trees from the site. Crews used a ‘brush hog’ to grind/mulch the understory and rough out the new nature trails in order to get the site prepped for the volunteers to complete the park in July. PW crews installed the forms for the new sidewalks along Kingwood and Airport Road. An advance team from the Make-a-Difference Day volunteers poured concrete for the sidewalks on July 6th. PW crews installed corner and stretching posts for the dog park fencing, stock piled 260 cubic yards of ¾”-0 gravel in strategic locations for the new nature trails and brought in over 1,950 cubic yards of mulch.

On July 21st, over 200 volunteers descended upon Singing Pines to spread mulch; trim vegetation (both in the off-leash park area and along the nature trails); install geotextile fabric (for the nature paths); spread gravel on the

nature trails; install the fencing, including setting the metal T-posts; and general clean-up at the park.

Next steps: City crews will finish installing the fencing and build the parking area, including grading the parking lot; constructing the stormwater facility to treat the stormwater run-off from the parking area; pouring the driveway apron and ADA ramp at the corner of Airport Road (15th Street) and Kingwood Street. We anticipate that the dog park will be open to the public in September.

October 22, 2012 Update:

Through the hard work of the volunteers, significant progress was made on building the new off-leash dog park. Public Works crews finished installing the fencing; installed irrigation and potable water lines (for the doggy water stations); installed gates; poured concrete for the driveway apron as well as the ADA curb ramp at Kingwood and Airport Road; excavated for the parking area; installed the gravel base for the parking lot; installed the stormwater water quality swale; installed the bike rack; installed the tire stops in the parking lot; installed the doggy bag receptacle bin; and concrete footing for the cedar bench that was donated to the park. The Singing Pines off-leash dog park officially opened on a sunny fall morning October 1, 2012.

January 12, 2013 Update:

The project is complete with the exception of paving a portion of the parking lot. With the fall and winter rains upon us, it may be March before we have enough good weather (although we can have some exceptional weather in February) to pave the required portion of the parking lot.

The off-leash dog park has been extremely successful and is used almost on a daily basis.

- c. Exploring grant opportunities for **recreational trails** ●

April 2, 2012 Update:

Staff brought forward to City Council a possible grant opportunity from the Recreational Trails Program grant from the Oregon State Parks and

Recreation Department for possible funding of the multi-use path along Rhododendron Drive from 9th Street to Wildwinds. Due to complexities of funding the project from two very different grant sources (we may be receiving Transportation Enhancement grant funds for the project) staff from Oregon State Parks and Recreation Department indicated that there was a very low likelihood for the City to receive funding under the Recreational Trails Program. The decision was made to not apply for the grant opportunity. Staff will continue to be vigilant in looking for opportunities to fund new recreational trails.

August 6, 2012 Update:

The City was awarded a Transportation Enhancement Grant from ODOT for \$1.013 million to construct the multi-use path along Rhododendron Drive from 9th Street to Wildwinds. The City has a match requirement of 10.27% (\$104,035.10). City Council accepted the grant on July 16th and the City is starting to create the prospectus and budget estimates for ODOT approvals. The City must complete the project prospectus and enter into an Intergovernmental Agreement (IGA) with ODOT by October 31, 2012. The City will attempt to leverage our match requirement of this project with a basic reconstruction of Rhododendron Drive in this same area.

October 22, 2012 Update:

The City submitted the project prospectus to ODOT in August. Public Works completed a “mini RFP” (Request for Proposal) for the solicitation for an engineering firm/team to develop the scope and design of the project. RFP’s are due in mid-November.

Staff prepared a brief project summary for the Lane Area Commission on Transportation (LaneACT) for their endorsement of our Phase 2 Rhody Drive Multi-use path project. On October 10th, Mayor Brubaker did a great job in presenting our project, along with providing support to ODOT’s pedestrian crossing projects at 12th Street and Hwy 101; 15th/16th midblock crossing on Hwy 101; and Redwood and Hwy 126. Both projects were enthusiastically supported by LaneACT, which is an important endorsement as these projects move forward in this very competitive process.

January 12, 2013 Update:

An evaluation team scored four engineering firms to provide design services for the Phase 1 Rhody Drive Multi-use Path project. The selection team scored the design team from OBEC Consulting Engineers the most points and recommended that ODOT award the design portion of the project to them.

Phase 2 of the Rhody Drive Multi-use Path project (Wildwinds to 35th Street) was submitted to ODOT on December 13, 2012 as the part of the final process in the TE & OBPAC (Transportation Enhancement and Oregon Bicycle and Pedestrian Advisory Committee) application process. We will not know until February if this project or the pedestrian crossing projects that ODOT submitted (12th Street and Hwy 101; 15th/16th midblock crossing on Hwy 101; and Redwood and Hwy 126) will be selected for funding through the combined TE & OBPAC grant opportunity.

The City also submitted a STIP (Statewide Transportation Improvement Program) application for the Siuslaw Estuary Trail for the 2015-2018 STIP and letter of intent to Oregon State Parks to help fund the project.

2. Pursuit of grant funding for **Biosolids Program** ●

April 2, 2012 Update:

Public Works has actively working with vested partners in looking for grant opportunities to fund the project or a portion of the project. Staff will be attending a mandatory pre-application meeting for the Lane County Waste Diversion Opportunity Grant on March 29th to determine if this grant opportunity would be a good fit to initiate a short term goal of having a curb side yard debris disposal program which would tie into the longer term goal of developing a biosolids composting program. Specifically, we would be requesting funding for equipment necessary to begin a curb side yard debris program such as scales (to have more accurate weight information versus using cubic yards) and large equipment such as a tub grinder and front loader. We are also working on updating our biosolids management plan so that we can utilize the composted class A biosolids that we created during our pilot project.

August 6, 2012 Update:

The City made an application for grant funding to the Lane County Waste Diversion Opportunity Grant. The City was selected as the grant recipient for \$100,000. Lane County Board of Commissioners are set to approve the grant award at their August 1, 2012 Board of Commissioners meeting. Once approved by the County, staff will bring the grant before City Council for its acceptance on August 20th.

October 22, 2012 Update:

Lane County Board of Commissioners approved the grant in August and Florence City Council accepted the grant on August 20th. Now that the Lane County Waste Diversion Opportunity Grant is under way, staff (Public Works, City Manager, and RARE Participant) met with Kennedy Jenks Consultants, Brian Fuchs VP with GORE® Cover Systems North America and Scott Woods CEO of Sustainable Generation, LLC to discuss size and scope of the GORE® cover for our project. Also discussed was the logistics of acquiring the correct mixing and handling equipment for the biosolids and chipped yard debris. If all goes well, we may be able to start composting operations within 60-90 days.

Our little project is getting attention at the national level (both Mr. Fuchs and Mr. Woods are from the east coast) as well as a number of communities. The Oregon Association of Clean Water Agencies has also inquired about our progress.

January 12, 2013 Update:

The GORE® Cover System arrived on December 20, 2012. We have been working on acquiring a small mixing unit (demonstration unit) to evaluate the unit prior to making a purchase. This has proven to be challenging, since some units have not been available or the vendor was reluctant to have the unit used with bio-solids (typically these mixing units are used for animal feed). We have secured a mixing unit, however it will not be here until February 2013. We have tentatively scheduled representatives from GORE®, Sustainable Generation, and Allu (mixer unit) to be in Florence during the project startup in February. The first batch of compost will be ready for distribution at the end of April, first of May 2013!

3. Continue updates of **Sewer Master Plan** and update and revise **Sewer, Water, Transportation, and Stormwater SDCs**. ●

April 2, 2012 Update:

With the major winter storms, this project has slipped a bit. Public Works is in the process of securing proposals for a scope of work to complete an update of the sewer master plan. Once a consultant is selected we anticipate the work would be completed by October 2012 and brought to Council for consideration. Once the sewer master plan is completed, we will move directly into updating the sewer, water, transportation (TSP to be completed spring 2012) and stormwater SDC's. Our SDC consultant is already prepared and ready to move forward as soon as our new capital projects lists are complete.

August 6, 2012 Update:

No change. Council is working through the TSP capital improvement project list which, once finalized will be used to develop the transportation capital improvement program.

October 22, 2012 Update:

Staff has been meeting with our engineering consultants to begin developing the sewer master plan. Once the sewer master plan is completed and we have finalized the TSP capital improvement project list, we will move forward with revising our System Development Charges (SDC's).

January 12, 2013 Update:

No change.

4. Begin construction of the **FURA infrastructure projects** (water, wastewater, stormwater and street modernization). ●

April 2, 2012 Update:

The contractor, R&G Excavating, has begun to stage materials, mostly 16-inch PVC water main and 8-inch PVC sewer pipe, across from the Florence Events Center in anticipation of an early start. The contractor had the pipe delivered early in order to avoid possible fuel surcharges and material price increases due to the

rising costs of petroleum related products. The sewer manholes are to be delivered the week of March 26th.

The contractor will be starting the sewer work first, installing a new manhole to the east of 2nd and Harbor Street. The contractor will be installing the sewer from 2nd and Harbor to just north of 6th Street. After installing the sewer line and manholes, the contractor will start to install the new 16-inch water main. Once the new water and sewer lines are completed, the contractor will perform a grind (grind the asphalt to preserve the crown of the street the curb/gutter profile) and full street overlay.

PW staff is busy working on Phase 2 of the project (continuation of the 16-inch water line from 2nd and Harbor Street west along 2nd Street to Kingwood Street) and the plans for street modernization on Quince from Hwy 126 to 6th Street.

August 6, 2012 Update:

The contractor, R&G Excavation completed the Phase 1 utility work including the reconstruction of Quince Street.

With the departure of the City Engineer, the City entered into an engineering services agreement with Public Works Management to complete the Phase 2 plans, specifications and bid package. The Phase 2 project consists of 1,868 feet of 16-inch water main; 15-inch, 12-inch and 8-inch stormwater pipes; 10-inch and 8-inch sanitary sewer pipes; new water master meter, including backflow prevention devices for the Port of Siuslaw; and full street restoration on 2nd Street from Harbor to Maple Street.

Phase 2 is currently out to bid (the documents were available beginning July 26th) with a bid date of August 23, 2012.

Phase 3 utility work, also known as the Old Town loop project, is being engineered by Public Works Management. Due to two other projects that will be under construction this winter, we are looking at the possibly going to bid in December with a contract award in January 2013 and construction beginning in February. The two projects that would be in conflict with the FURA phase 3 utility work are the Siuslaw Interpretive Center project (west end of Bay Street) and the Port of Siuslaw wharf project (east end of Bay Street). The other time consideration is to avoid the holiday shopping season to avoid disruption to our Old Town business community.

October 22, 2012 Update:

City Council awarded the Phase 2 construction contract to Laskey-Clifton Corporation on September 10th. With the salmon season under way and congestion at 2nd and Harbor streets (trucks and boat trailer parking) the contractor has held off on starting construction until the end of October.

Public Works Management, providing engineering services for Phase 3, has completed a draft design for the water line replacement on Kingwood Street from 2nd to Bay Street; Bay Street from Juniper to Nopal streets; and Nopal from Bay to 2nd streets. The water line replacement, including water service replacements and some minor wastewater improvements under the Hwy 101, is estimated at \$644,000. We will be approaching this phase of the project with additive alternate items which will include some stormwater improvements as well as possible undergrounding of utilities; drip irrigation to the pedestrian scale lamp posts and possible street grind/inlay.

January 12, 2013 Update:

Phase 3 went out to bid in early December with a mandatory prebid meeting held on December 27th and bid opening scheduled for January 8th. It is anticipated that Phase 3 will begin construction as early as February 1st and be completed by mid-May before Rhody Days.

After we close out Phase 2 (currently under construction – 2nd Street, Harbor to Kingwood) and enter into a construction contract for Phase 3, we will complete an analysis to determine if there is enough funds left to begin work to create a gateway project at Hwy 126 and Quince Street.

5. Complete the trunk **sewer replacement project** (AKA Hwy 101 bottleneck project). ●

April 2, 2012 Update:

The third final phase of the project (from 43rd Street at Hwy 101 north to Munsel Lake Road) will be advertised in May 2012 with construction to begin July 2012. PW staff will be contacting the property owners north of Munsel Lake Road along the west side of Hwy 101 about the possibility of extending the sewer line to the City limits. A possible fourth phase (to extend sewer from Munsel Lake Road north

to the City limits) will only occur if the property owners are willing to fund the project.

August 6, 2012 Update:

On July 16th, City Council awarded the Phase III Trunk Sewer Replacement project to the low bidder, Ray Wells, Inc. The preconstruction meeting for the project is scheduled for August 2nd. This project is being funded through a load from the Oregon DEQ Clean Water State Revolving Fund (CWSRF).

October 22, 2012 Update:

Phase III Trunk Sewer Replacement project is under construction and progressing nicely. This phase of the project should be completed by the end of December 2012.

January 12, 2013 Update:

With the large amount of rains we have received during October, November and December, the projected completion date has slipped to the end of February 2013.

6. Implement **improvements to the east reservoir site** which supplies drinking and fire protection water to Rhodoview Dunes. (Project design and Reservoir roof replacement or replacement of the storage tank).

April 2, 2012 Update:

In a very interesting twist, Public Works was approached by a private company that is in the business of providing long term asset management of water storage reservoirs. In exchange for a yearly maintenance fee, the company will provide services such as tank cleaning, application of coating systems (paint) and major repairs. The company will be presenting their proposal to City staff in April at which time we will review and evaluate three options (private company providing long term asset management, roof repair or tank replacement) and perform a cost benefit analysis to determine which the best course to follow is.

August 6, 2012 Update:

PW staff met with representatives from Utility Services, a private company that specializes in providing long term asset management of water storage reservoirs,

to review their proposal to repair and maintain our water reservoirs. After reviewing the proposal and discussing it with Finance Director Erin Reynolds, we determined that the proposal from Utility Services was intriguing; however we would be paying a premium for not only the work but spreading the costs out over a five year term. The City can leverage funds to make the necessary repairs at a lower construction cost and has the ability to spread out the costs for a longer length of time if necessary.

PW staff will be working with Public Works Management to develop a scope of work to replace the roof support beams; repainting of the reservoir; and pump station upgrades, including emergency power generation, for the east reservoir site.

October 22, 2012 Update:

We are currently working with Public Works Management to develop the scope and design of the East water reservoir to replace the roof shell and structural members damaged by corrosion and recoat the reservoir interior. Additionally we will be working to upgrade the water pump station to provide a firm pumping capacity of 1,100 gpm and install variable frequency drives (VFDs for pumping to the pressure zone. We intend to have everything ready so that we can complete these improvements by Spring 2013.

January 12, 2013 Update:

No change. Public Works Management (now RH2 Engineering) is working on a design for the East water reservoir roof and upgrade to the pumping facility. Our goal is to get this project out to bid early in 2013 so that it can be completed in Spring 2013.

7. Complete the purchase, installation and start-up of the 400 KW emergency power generator project at the water treatment plant. ●

April 2, 2012 Update:

Staff is in the process of designing the building and preparing land use applications for the placement of the emergency power generator and building at the water treatment plant. Anticipated completion date for the project (design, land use, purchase and installation) is December 2012. In order to help fast track the project, Public Works is currently soliciting bids for the purchase, installation and

start-up of the 400 KW emergency power generator. Our goal is to receive the generator prior to June 30, 2012 and construct the generator building using City forces after July (like we did for the FEC generator project) once we have our land use approvals.

August 6, 2012 Update:

Land use approval for the project was received on July 19th and after the 12 calendar day appeal period (July 31st) City crews will begin the process of prepping the foundation for the new building. During the land use process, we received some public comments concerning noise from the proposed generator and visual impacts from the existing chlorine contact chamber and filter vessels. PW responded to the comments by altering the plans to include the installation of three Autumn Blaze Maples and six arborvitae to help screen the new and existing building/structures. The new generator and fuel tank have been delivered and are currently being stored at Public Works.

In August, City crews will dig a trench and install a conduit to relocate a Century Link communication cable to the water plant (the existing telephone pedestal is located where the new building is to be constructed) prior to forming up the foundation. After the foundation has been poured and allowed to cure for 15 days, the generator will be installed and PW crews will build the building around the generator. We expect the project to be completed by the end of October 2012.

October 22, 2012 Update:

With all of the projects that the crews have been committed to this summer, this project has slipped. The good news is that the 400 KW emergency power generator is here in Florence. We just need some additional time to pour the concrete foundation, install the generator and build the building around the generator. We expect the project to be completed by the end of December 2012, weather permitting.

January 12, 2013 Update:

The crews poured the concrete slab and foundation for the generator and building. Now that the foundation and slab have had enough time to properly cure, the crew will begin constructing the walls of the building. Once three of the walls have been constructed, the generator will be installed and the rest of the building will be built around it. Since construction of the building is being completed as crews are available, we anticipate the project to be completed by the end of March 2013.

8. Complete the development of **well #13** (install pump/motor, controls, underground power, water transmission line to treatment plant). ●

April 2, 2012 Update:

The City received a draft of the final order (final approval to legally withdraw groundwater from well 13) in January 2012 and we anticipate the actual final order to be issued in April. Staff is developing plans for the transmission line from well 5 to well 13, electrical and control conduits from well 13 to the water treatment plant, and well pump and motor installation standards. Due to other project priorities, the estimated completion of the well and placing it into operation has been moved to spring 2013.

August 6, 2012 Update:

The final order to withdraw groundwater has been received. Due to staff constraints, this project will be turned over to our new consulting engineer to complete and seal the construction documents for the installation of the well pump and motor; transmission line; and electrical and control conduits. The estimated completion date remains the same, spring 2013.

October 22, 2012 Update:

We have entered into an agreement with Public Works Management for engineering assistance to complete the construction documents for the installation of the well pump and motor; transmission line; and electrical and control lines to the new groundwater well. The estimated completion date still remains the same as reported last quarter, Spring 2013.

January 12, 2013 Update:

No change. The project is still anticipated to be completed Spring 2013 so that the groundwater well is ready for use during the summer.

9. Develop list of streets for **spring 2012 overlay/seal program** and secure contracts to perform the work.

April 2, 2012 Update:

During April we will finalize our project list and solicit bids from the end of April to the first part of May with the goal to have the work completed by June 30, 2012.

August 6, 2012 Update:

Due to staffing levels and work on other priority projects, our timeline has slipped on the pavement preservation program. However, Public Works has identified four streets that are in desperate need of treatment, in this case asphalt overlays including grind inlays and reconstruction. The streets are Spruce Street from 15th to 18th Street; 25th Street from Spruce Street to Hwy 101; 27th Street from Hwy 101 to Oak Street; and 15th Street from Hwy 101 to Kingwood Street. We are expecting to expend \$500,000 to repair and overlay these streets in late September 2012.

October 22, 2012 Update:

Due to their condition, we will be performing a total rehabilitation of the streets. Therefore, we reduced the scope of the project by dropping 25th Street and the portion of 27th between Spruce and Hwy 101.

On September 10, 2012, City Council awarded the street rehabilitation project to Eugene Sand Construction, Inc. for a revised project total of \$471,913.20 to reconstruct Spruce Street between 15th and 18th streets; reconstruct 15th Street between Hwy 101 and Kingwood Street; and reconstruct 27th Street between Hwy 101 and Oak Street. To get the word out, Public Works crews installed the project signs: "Preserving our Streets ... Your Street Maintenance Fees at Work!" on October 2nd. Additionally, letters were mailed to residents and businesses within the street rehabilitation area advising them of the work and requesting their patience as the project moves forward. The contractor started removing the asphalt and rock base material October 8, 2012 with an anticipated project completion date of October 31, 2012, weather dependent.

January 12, 2013 Update:

The project is complete!

10. Complete the 12th Street multi-use path project.

April 2, 2012 Update:

We are currently in the process of soliciting bids from local contractors to complete this project by June 30, 2012. Funding for this project will come from our sidewalk and overlay funds.

August 6, 2012 Update:

The project is complete!