



City of Florence
A City in Motion

City of Florence Council Regular Session

In Person & Videoconference
715 Quince Street
Florence, OR 97439
541-997-3437
www.ci.florence.or.us

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

April 4, 2022

AGENDA

5:30 p.m.

Councilors:

Joe Henry, Mayor
 Woody Woodbury, Council President Sally Wantz, Council Vice-President
 Bill Meyer, Councilor Rob Ward, Councilor

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

Proceedings will be shown live and for rebroadcast on Cable Channel 191 and online at www.ci.florence.or.us/citymanager/public-meetings-live and will be available after the meeting on the City's Vimeo Site.

The Florence City Council meeting will be held in person at Florence Events Center.

In addition, members of the public can listen and view the meeting through the 'GoToWebinar' platform at the following link: <https://attendee.gotowebinar.com/register/6191452652646618639>.

Meetings are also shown live on Cable Channel 191 and online at <https://www.ci.florence.or.us/citymanager/public-meetings-live>.

Citizens wishing to express their views may submit comments in writing or verbally. For more information, please see the end of this agenda or visit the City of Florence website at www.ci.florence.or.us/council/request-address-city-council-speakers-card.

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

PRESENTATIONS & ANNOUNCEMENTS

- Former City Councilor Paul Holman Recognition
- Military Child Month Proclamation – April 2022
- Child Abuse Prevention Month Proclamation – April 2022
- New Employee Introductions and Employee Recognitions
 - All Employees that have been hired since February 2020
 - Years of Service
 - Finance Manager Lezlea Purcell's Recognition of Completion of the Professional Finance Officer Certification

Lindsey
White
City Recorder

Alex
Ferguson
Human
Resource
Manager

1. PUBLIC COMMENTS

This is an opportunity for members of the public to bring to the Council's attention any item not otherwise listed on the agenda. *Please see the end of this agenda for methods to provide comments on items that are not on the agenda.*

PUBLIC HEARING & ACTION ITEMS

Please see the end of this agenda for methods to provide comments on hearing items.

2. SPRUCE STREET PROPERTY REAL ESTATE TRANSACTION

A. PUBLIC HEARING

Hear and consider written or oral testimony regarding the proposed sale of City property located on Spruce Street north of Munsel Lake Road at Tax Lot 203 Map 18-12-14-20.

Erin
Reynolds
City Manager

2. SPRUCE STREET PROPERTY REAL ESTATE TRANSACTION, CONTINUED

B. SPRUCE STREET PROPERTY REAL ESTATE TRANSACTION

Consider authorizing the sale of City property located on Spruce Street north of Munsel Lake Road at Tax Lot 203 Map 18-12-14-20.

Erin Reynolds
City Manager

3. 2022 PARKING CAFÉ PROGRAM

Consider approval of **Resolution No. 12, Series 2022**, a Resolution approving the 2022 Parking Café program and creating a fee for the permit, allowing restaurants to expand seating into the City of Florence’s right-of-way

Sarah Moehrke
Ec. Dev. Analyst

4. CHIP SEAL PROGRAM AWARD

Consider accepting the proposal from Sierra Santa Fe Corporation for the amount of \$128,689 to complete the 2022 annual Chip/Liquid Road™ Seal Program.

Mike Miller
Public Works Director

5. PURCHASE OF BACKHOE LOADER

Consider approval of the purchase of a new 2022 CAT 420 Backhoe Loader from Peterson CAT in the amount of \$130,623.76.

Mike Miller
Public Works Director

REPORT & DISCUSSION ITEMS

6. DEPARTMENT DIRECTOR UPDATES

Management Team

7. CITY MANAGER REPORT & DISCUSSION ITEM

Erin Reynolds
City Manager

8. CITY COUNCIL REPORTS & DISCUSSION ITEMS

City Council

COUNCIL CALENDAR		
<i>All meetings are held in person with a virtual option unless otherwise indicated</i>		
Date	Time	Description
April 18, 2022	10:30 a.m.	City Council Work Session
	5:30 p.m.	City Council Meeting
May 2, 2022	10:30 a.m.	City Council Work Session
	5:30 p.m.	City Council Meeting
May 16, 2022	10:30 a.m.	City Council Work Session
	5:30 p.m.	City Council Meeting
June 6, 2022	10:30 a.m.	City Council Work Session
	5:30 p.m.	City Council Meeting

UPDATED PUBLIC MEETINGS PROCEDURES

The April 4, 2022 City Council meeting will be held in person, with the option to view / listen to the meeting virtually through the GotoWebinar platform.

Expressing Views to the City Council: Citizens wishing to express their views to the City Council may do so in both written and verbal formats.

1. Written Testimony: Citizens wishing to express their views to the City Council are encouraged to submit written testimony in one of the following ways:
 - a. Submit written comments via email to City Recorder at cityrecorder@ci.florence.or.us;
 - b. Mail written comments to Florence City Hall, Attn: City Council, 250 Hwy 101, Florence, OR 97439
 - c. Drop off written comments at Florence City Hall (250 Hwy 101) during regular office hours (Monday through Friday 8 a.m. – Noon and 1:00 p.m. – 4 p.m.) or at the City of Florence drop box located at Florence City Hall to the right of the main entrance.

**** Note:** Written comments received at least 2 hours prior to the meeting (April 4, 2022 at 3:30 p.m.) will be distributed to the City Council, posted to the City of Florence website, and made part of the record.

2. Verbal Testimony: Citizens wishing to express their views to the City Council may participate in the meeting at the Florence Events Center or via GoToWebinar. To do so, please complete a speaker's card online at www.ci.florence.or.us/council/request-address-city-council-speakers-card at least 1 hour prior to the meeting (April 4, 2022 at 4:30 p.m.). City staff will then contact the speaker to let them know the process to participate in the meeting.
 - a. Public Comments on items not on the agenda: General public comments (on items not on the City Council agenda) will be allowed at each City Council meeting during the public comment agenda item. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all items. In practicality, this means no more than five individuals will be allowed to comment verbally. There is no limit on written public comments.
 - b. Public Hearing Testimony: Testimony on public hearing items will be allowed when a public hearing is held. Verbal comments will be allowed on public hearing items after staff has given their report and have allowed time for initial Council questions. In general (with some exceptions for Land Use hearings), comments are limited to five minutes per person with no limit on the number of speakers.
 - c. Public Comments on Action Items: Public Comments will be allowed on each action item on the City Council agenda. Verbal comments will be allowed on action items after staff has given their report and have allowed time for initial Council questions. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all comments on each action item. In practicality, this means no more than five (5) individuals will be allowed to comment verbally. There is no limit on written public comments.

For more information on the City of Florence's Public Meeting Policies, visit the City of Florence website at <https://www.ci.florence.or.us/council/rules-procedure>.

PROCLAMATION

Office of the Mayor, City of Florence

Month of the Military Child April 2022

WHEREAS, Florence is proud to be a designated Coast Guard City; and

WHEREAS, The Oregon Dunes Chapter Daughters of the American Revolution Project Patriot committee supports our active-duty military and their families; and

WHEREAS, April is designated as National Month of the Military Child to honor the sacrifices made by military families worldwide, with an emphasis on the experience of the dependent children of military members serving at home and overseas; and

WHEREAS, April 30th is 'Military Brat' day; local officials, businesses, and schools are encouraged to share a 'Purple Up!' message, and wear purple to show community support.

NOW, THEREFORE, I, Joe Henry, Mayor of the City of Florence, do hereby proclaim April 2022, as 'Month of the Military Child' to honor our local military children, and further resolve and proclaim April 30, 2022 as 'Purple Up! For Military Kids' day.



Joe Henry, Mayor

PROCLAMATION
Office of the Mayor, City of Florence



CHILD ABUSE PREVENTION MONTH
April 2022

WHEREAS, The public cares deeply about child abuse, and a majority report that child abuse is a very important moral issue to them; and

WHEREAS, Preventing child abuse and neglect is a community problem that depends on involvement among people throughout the community; and

WHEREAS, Child abuse and neglect not only directly harm children, but also increases the likelihood of long-term physical and mental health problems, alcohol and substance abuse, continued family violence and criminal behavior; and

WHEREAS, Child maltreatment occurs when people find themselves in stressful situations, without community resources, and don't know how to cope; and

WHEREAS, Child abuse and neglect can be reduced by making sure each family has the support they need in raising their children in a safe, nurturing environment; and

WHEREAS, Effective child abuse prevention programs succeed because of partnerships created among social services agencies, schools, faith communities, civic organizations, law enforcement agencies and the business community;

NOW, THEREFORE, I, Joe Henry, Mayor of the City of Florence, do hereby proclaim **April 2022, as Child Abuse Prevention Month**, and call upon all citizens, community agencies, faith groups, medical facilities and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live. To learn more about what you can do in your community to reduce child abuse and neglect, please go to www.90by30.com.



Joe Henry, Mayor

New Employee Introductions and Employee Recognition

- All Employees that have been hired since February 2020
- Years of Service
- Finance Manager Lezlea Purcell's Recognition of Completion of the Professional Finance Officer Certification

All Employees hired since February 2020

Employee Name	Position
Roxanne Johnston	Senior Planner
Jacquie Herron	Communications Officer
Mathew Ortwein	Police Officer
Sarah Moehrke	Economic Development Analyst
Paul Lacey	Facilities Worker I
Sharon Barker	Planning Tech
Cody Muir	Police Officer
Randi Braaten	Admin Assistant I
Jason Price	Facilities Worker I
Tracey David	Facilities Worker I
Thaddeus Fanning	Police Officer
Peighton Allen	Office Assistant
Erica Madden	Corrections Officer
Cindy Ichikawa	Utility Worker I
Phae Latta	Court Clerk

Years of Service

Employee Name	Position	Years of Service
Yolanda Ross	Communications Officer	25 Years of Service (2020)
Leonard Larson	Sergeant	20 Years of Service (2022)
Sarah Prien	Court Administrator	15 Years of Service (2020)
Mike Miller	Public Works Director	15 Years of Service (2022)
August Murphy	Assistant Public Works Director	15 Years of Service (2022)
Erin Reynolds	City Manager	10 Years of Service (2021)
Joshua Thomas	Communications Officer	10 Years of Service (2022)

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1
Meeting Date: April 4, 2022
Department: Mayor & Council

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

DISCUSSION/ISSUE:

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. *Please see end of the agenda for methods to provide comments on items not on the City Council agenda.*

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2
Meeting Date: April 4, 2022
Department: CMO

ITEM TITLE: Spruce Street Property Real Estate Transaction

DISCUSSION/ISSUE:

Before the City Council this evening, is the consideration on the sale of the property generally located on Spruce Street north of Munsel Lake Road at Tax Lot 203 Map 18-12-14-20 in the City of Florence, Lane County, Oregon. Oregon State Law requires jurisdictions to hear from constituents in a public hearing prior to the sale of public property to private parties. The City is considering selling full fee title of the medium density residential property. The City has no foreseeable use for the property and has had the property available for sale since September 2019.



Coastal Development Partners LLC has made an offer to purchase the property and City staff have negotiated the transaction with the primary terms set forth below. The City Council will hold a public hearing considering the sale of the property, and will deliberate on such testimony received and consider the sale of property under the following terms:

Cash Down:	175,000
City Carried Note:	225,000
Total Proposed Purchase Price:	\$400,000

City Carried Note includes:

Lot Assessments*:	141,000
Milestone Rebates:	84,000
City Carried Note:	225,000

The City will pay for the title insurance and the other costs associated with closing the sale will be split with the buyer, as is customary in Oregon. Closing will take place at a local title company.

***Spruce Street LID Assessment:**

The City of Florence acquired the 7.61-acre subject property in 2019. The City was a lien holder on the property related to the 2009 Spruce Street local improvement district (LID). As an assessment lien holder, the City exercised its right to redeem the property under statute ORS 312.170, which allows a municipal lien holder to redeem property subject to its lien. This

removed the property from the County tax foreclosure process. The City entered into an agreement with the property owner to transfer the property to the City upon the City's payment of the outstanding taxes of \$54,000.

The subject property still has an assessment related to its proportional share of the Spruce Street LID of approximately \$316,000. This sale is intended to allow the City to recover the full outstanding LID principal debt.

Milestone Rebates:

Of the total purchase price of \$400,000, the proposal is to include \$84,000 in rebates available to the buyer based on development milestones during construction. The rebates are intended to provide buyer with incentives to develop the property quickly. These milestones will be further outlined during the presentation.

FISCAL IMPACT:

Should the City Council choose to sell the property with the outlined purchase and sales agreement terms, the City will obtain \$316,000 through cash and assessments, after rebates are claimed. All proceeds of potential sale shall be utilized to pay off the Spruce Street LID assessment of the property.

RELEVANCE TO ADOPTED CITY WORK PLAN:

- Goal 1: City Service Delivery
- Goal 3: Economic Development

ALTERNATIVES:

1. Authorize the City Manager to execute the purchase and sales agreement
2. Do not authorize the City Manager to execute the agreement
3. Postpone deliberation to allow for additional information

RECOMMENDATION:

Authorize the execution of the purchase and sales agreement for the property located on Spruce Street north of Munsel Lake Road at Tax Lot 203 Map 18-12-14-20 as discussed during the April 4, 2022, City Council meeting, and authorize the City Manager to sign and execute all necessary documents to complete the transaction on behalf of the City.

AIS PREPARED BY: Megan Messmer, Assistant City Manager

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments: *ER Reynolds*

ITEM'S ATTACHED: None

**AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL**

ITEM NO: 3
Meeting Date: April 4, 2022
Department: Administration

ITEM TITLE: 2022 Parking Café Program

DISCUSSION/ISSUE:

Introduction:

Since Spring of 2020, the City of Florence has allowed restaurants to expand their outdoor seating into the parking right-of-way, as well as restaurant's allocated parking spaces, to accommodate for COVID-19 seating restrictions. This program was free and open to all Florence restaurants with an up-to-date business license. This program was well received by restauranteurs and members of the public and the City of Florence is now looking at ways to make this program permanent.



History of Outdoor Seating:

The City of Florence currently maintains a Sidewalk Café program which many businesses participate in that allows restaurants to serve in the pedestrian right-of-way. This program has an annual permit process that has a \$27 fee associated with the permit. Restaurants are allowed to seat patrons in the pedestrian right-of-way as long as there is 5-feet of right-of-way allowed for passersby to continue to use the sidewalks, along with other program requirements.

In 2020, when restaurants were not able to seat as many customers due to the COVID-19 business guidelines from the State of Oregon, the City of Florence allowed restaurants to expand into the right-of-way, as did many other Oregon cities. This program was allowed under the emergency declaration, which gave the City Manager the ability to create and manage a program like this without the approval of City Council. Now that the Emergency Declaration has been rescinded, City Staff is asking for City Council's support in approving the extension of the Parking Café program for one more season, while also directing staff to work on a more permanent program to incorporate with the current sidewalk café seating program in FCC 8-2-4-D.

Proposed Program Requirements:

The City has worked to combine the requirements of the current Sidewalk Café program that are in code, with the requirements that were created for last year's program, while also adding some additional requirements that the City has added after feedback from the business community and other community members.

The proposed requirements to participate in the Parking Café program are as follows:

- Up-to-Date Business License & Annual Café Permit
- Restaurants must be open at least four days a week, with at least 6 hours open for food and beverage service
- Must be served using table-service method
- Outdoor seating area must be within visual sight of the interior of the restaurant
- Chairs must be staked and tables secured at end of day
- Written permission from property owner
- A general liability insurance policy with at least \$1,000,000 in coverage

Approval Process:

Once a completed parking café permit application is submitted with the required materials, City Staff will verify that the program requirements listed above and the conditions listed in the Sidewalk Café permit section of code (FCC 8-2-4-D) are met, within three business days. Once staff have verified program requirements have been met, the City of Florence will issue a written approval letter which must be kept on the premises of the restaurant during the program season, until October 30, 2022.



Termination / Revocation of Permit:

The proposed program will run between May 1, 2022 through October 30, 2022, in order to comply with requirements from the Oregon Liquor and Cannabis Commission (OLCC). If the program is approved by City Council, restaurants can apply before May 1, 2022, but barriers will not be placed by Florence's Public Works Department until May 1st. Additionally, restaurants can apply any time during the length of the program, and can request the barriers be removed during that time. However, the final day will be October 30, 2022.

As proposed, the City Manager would have the right to revoke a Parking Café permit if:

- The operator of the parking café violates City Code, State or Federal Law
- The conditions specified in the program requirements are not being met
- The operator of the parking café permit presents a danger to person or property

Next Steps / Outreach:

In order to develop this program, City staff did outreach to restaurants who participated in last year's Outdoor seating program. Everyone that staff talked to was receptive of the program and excited about the opportunity returning this year. If the program is approved by the Council, staff will do additional outreach to restaurants to market and promote the program. Additionally, City Staff will do outreach to current businesses that have Sidewalk Café permits to get them up-to-date with their Sidewalk Café permits which must be updated every year, according to FCC 8-2-4-D.

City Staff are also asking City Council to direct Staff to work on creating a long-term program that would be codified in the Florence City Code. This process would also include looking into the possibilities of more attractive barrier options, as well as windproof options. If approved, staff would bring code amendments and potential options before the 2023 season.

FISCAL IMPACT:

The City of Florence will create a \$110 fee to participate in the Parking Café Program, which will be used to support the staff time that it takes to process the applications and place and maintain the barriers. During the 2020-2021 season, the City of Florence purchased the orange barriers which will be used again during the 2022 season.

RELEVANCE TO ADOPTED CITY WORK PLAN:

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

ALTERNATIVES:

1. Approve Resolution No. 12, Series 2022, approving the proposed Parking Café program for 2022 and adopting the \$110 annual permit fee, and direct staff to research and create a codified restaurant parking café program for 2023.
2. Approve Resolution No. 12, Series 2022, approving the proposed Parking Café program for 2022, and adopt the \$110 annual permit fee, but do not direct staff to research and create a program for 2023.
3. Do not approve Resolution No. 12, Series 2022.

RECOMMENDATION:

Approve Resolution No. 12, Series 2022, approving the proposed Parking Café program for 2022 and adopting the \$110 annual permit fee, and direct staff to research and create a codified restaurant parking café program for 2023.

AIS PREPARED BY: Sarah Moehrke, Senior Economic Development Analyst

CITY MANAGER'S Approve Disapprove Other

RECOMMENDATION: Comments: *ER Reynolds*

ITEM'S ATTACHED:

- Attachment 1:** Resolution No. 12, Series 2022
- Attachment 2:** Program Requirements Cover Letter
- Attachment 3:** Parking Café Program Application

**CITY OF FLORENCE
RESOLUTION NO. 12, SERIES 2022**

**A RESOLUTION ADOPTING GUIDANCE FOR THE IMPLEMENTATION OF A
RESTAURANT PARKING CAFÉ PROGRAM FOR 2022**

RECITALS:

1. During the COVID-19 Pandemic, and the resulting business guidelines which disallowed indoor seating for restaurants, the City of Florence allowed restaurants to expand their seating into the parking right-of-way.
2. This project was used by many restaurants in the Old Town District, leading to increase in sales and revenue for the restaurants, leading to a vibrant Old Town economy.
3. The City of Florence's Goals of Livability & Quality of Life and Economic Development are achieved by having a vibrant Old Town economy.

Based on these findings,

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

1. The Parking Café Program Requirements and Process for May 2022 through October 2022, as shown in Exhibit A, is hereby adopted.
2. The Parking Café Program will begin on May 1, 2022 and end on October 30, 2022.
3. The City Council adopts the fee in the amount of One-Hundred and Ten (\$110) Dollars for 2022.
4. This Resolution takes effect on May 1, 2022 upon adoption.

ADOPTION:

This Resolution is passed and adopted on the 4th day of April, 2022.

Joe Henry, Mayor

Attest:

Lindsey White, City Recorder



City of Florence
A City in Motion

City of Florence

Parking Café Program Requirements & Process

May 2022 - October 2022

Attachment 2

The City of Florence has created the Parking Café program to allow restaurants to expand their Sidewalk Café into the parking right-of-way to provide more outdoor seating for their restaurant patrons. This program works in coordination with the City's current Sidewalk Café program (FCC 8-2-4-D), which permits restaurant seating in the pedestrian right-of-way. Restaurants who wish to participate in the Parking Café program must have a current Sidewalk Café permit. **The program will begin on May 1, 2022 and expire on October 30, 2022, weather permitting.** Restaurants may apply before May 1, 2022 however barriers will not be placed by the City until after May 1, 2022.

Program Requirements:

- Restaurants who wish to participate in the Parking Café Program must have an up-to-date business license and an annual Sidewalk Café permit through the City of Florence
- Restaurant must have at least **four days of the week** where they are open to the public with at **least 6 hours open** for food or beverage service
- Each table in the expanded outdoor seating area is served using table-service method
- Each table in the outdoor seating area will be within visual sight of the interior of the restaurant
- At the end of the day, chairs will be staked and tables secured
- Written permission from property owner (if different from business owner)
- A general liability insurance policy with at least \$1,000,000 in coverage
- \$110 Permit fee - fee must be paid to the City of Florence before permit is issued
- Right-of-Way must be in City of Florence's domain - excludes restaurants with frontage on Highway 101 and Highway 126.

Approval Process:

Once a complete parking café application is submitted, City staff will verify that the program requirements listed above and the following conditions are met:

- The applicant assumes all risks associated with the use of the right-of-way
- The applicant obtains liability insurance in a form and amount determined by the City Manager
 - General Liability Insurance policy with at least \$1,000,000 in coverage is required
- The applicant lawfully operates a restaurant adjacent to the right-of-way adjacent to the right-of-way for which the applicant seeks a permit

- The owner of the restaurant property consents to the issuance of the permit
- The applicant demonstrates the use of the right-of-way will not interfere with existing utilities, pedestrian use of the right-of-way, nor pose a hazard to vehicular traffic
- The applicant shall obtain and maintain compliance with all other necessary federal, state, and local permits and licenses
- The restaurant is located continuous to the right-of-way to be used for sales
- The applicant demonstrates that seating in the right-of-way will be provided for no more than 20 patrons

Once City staff have verified program requirements have been met, the City of Florence will issue a written approval letter, which must be displayed at the approved restaurant during the program season, until October 30, 2022.

Termination and Revocation of Permit:

The City of Florence's Parking Café's permit may be revoked by the City of Florence City Manager if:

- the operator of the parking café violates the City Code or state or federal law
- If the conditions specified in the program requirements are not being met
- If the operator of the parking café permit presents a danger to person or property

The **Parking Café program will terminate on October 30, 2022**, however if a restaurant wishes to remove their barriers earlier, they may contact the City of Florence and the barriers will be removed within 3 business days.

Application Submittal:

All application materials and questions about the program can be submitted to the City of Florence's Economic Development program by email: EconomicDevelopment@ci.florence.or.us

Required materials include:

- Program Application
- Proof of Insurance (At least \$1 Million General Liability Policy)
- Written Permission from Property Owner (if different than business owner)
- \$110 Permit Fee

More information about the Café Seating Program can be found on the City of Florence's website:

<https://www.ci.florence.or.us/economicdevelopment/restaurant-cafe-seating-program>



City of Florence
Parking Café Program Application
May 2022 - October 2022

City of Florence
A City in Motion

The City of Florence has created the Parking Café program to allow restaurants to expand their existing Sidewalk Café into the parking right-of-way to provide more outdoor seating for their restaurant patrons. This program is in coordination with the City of Florence’s current Sidewalk Café program (FCC 8-2-4-D), which permits restaurant seating in the pedestrian right-of-way. Restaurants who wish to participate in the Parking Café program must have a current sidewalk café permit and business license. **The program will begin on May 1, 2022 and expire on October 30, 2022, weather permitting.** Restaurants may apply for a permit before May 1, 2022, however barriers will not be placed by the City of Florence’s Public Works department until after May 1, 2022.

Business Name:	
Physical Address:	
Mailing Address:	

Property Owner Information

Name:			
Mailing Address:		City, State, Zip:	
Phone:		Email:	

Requirements *(Please initial after every requirement to acknowledge acceptance):*

- Each table in the expanded outdoor seating area is served using table-service method. _____
- Each table in the expanded outdoor seating area will be within visual sight of the interior of the restaurant. _____
- At the end of the day, chairs will be stacked and tables secured. _____
- This business has an up-to-date business license and has renewed their annual Sidewalk Café permit for 2022. _____
- The restaurant is open at least four days of the week with at least 6 hours open for food and beverage service. _____
- The restaurant holds at least one million dollars in liability insurance. _____
- The 2022 Season for the Parking Café program will end on October 30, 2022 _____
- The City of Florence reserves the right to revoke this agreement at anytime. _____

If you intend to use any kind of heating device and/or a tent or dining pod, please check here:

Hours of Operation: <i>(Including Days of the Week and Hours Open)</i>	
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Primary Contact Information

Name:			
Cell Phone:			
Contact Email:			
Mailing Address:		City, State, Zip:	

By signing below... I certify that:

- I will assume all risks associated with the use of the right-of-way as outdoor dining space
- I will contact the City of Florence should any of the information listed above change.
- My café permit can be revoked by the City of Florence at anytime if:
 - The operator of the parking café violates City Code or state or federal law
 - If the conditions specified in the program requirements (on the City of Florence’s website) are not being met
 - If the operator of the parking café permit presents a danger to person or property

Signature:		Date:	
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Once your application is completed, please return to the City of Florence’s Economic Development department by email with all necessary documentation including:

- Program application
- Proof of Liability Insurance (At least \$1,000,000 General Liability Policy)
- Written Permission from Property Owner (if different than business owner)
- \$110 Permit Fee

Complete applications should be submitted to

EconomicDevelopment@ci.florence.or.us

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4
Meeting Date: April 4, 2022
Department: Public Works

ITEM TITLE: Annual Chip Seal Program

DISCUSSION/ISSUE:

In an effort to provide the most cost-effective pavement maintenance procedure for streets that are in “good” condition (streets not needing full depth reconstruction, overlays or grind inlays) a single shot chip seal with a fog seal has been recognized as a cost-effective solution. Chip and fog seals extend the life of existing paved streets; protects the sub-grade from water intrusion; and is an environmentally (resource) friendly solution to pavement maintenance which utilizes 60-75% less material over a 18-20 year life span of the street.

Last year we utilized a new product, Liquid Road™, in place of the traditional ‘fog seal’. The result is a road surface that has a deep, rich black color that gave the treated roadway a “like new” surface. Liquid Road™ is applied to protect the chip seal from harmful UV rays that deteriorate the chip seal over time; seals the chip seal from the top down virtually eliminating all loose rock that is generally associated with chip seals; and of course, adds to the overall appearance of chip seals making them look like an ultra-thin overlay.

Liquid Road™ is a high-performance mineral and fiber reinforced asphalt emulsion blended with polymers and special surfactants that offer superior adhesion, flexibility, durability and slip resistance. Fiber reinforcement provides flexural strength resulting in a more durable surface coating. It protects against oxidation, moisture penetration, and chemicals. Liquid Road™ significantly extends pavement surface life, lasts up to three times longer than a conventional fog seal, is easy to apply, and has minimal impact on traffic flow. In addition, Liquid Road™ will minimize ‘whip off’ and damaged windshield claims. It also provides a better appearance and may improve the ride quality and tire noise.

The single shot chip seal consists of an application of emulsified asphalt and a layer of fine aggregate. The emulsified asphalt is CRS-3P which is a Cationic, Rapid Setting (CRS) emulsified asphalt applied at a target rate of 0.48 gallons per square yard and the aggregate is a crushed rock sized from 1/4” to No. 10 size. This is commonly referred to as “1/4-10”, where the “10” represents a size of the screen used in the quarrying process. This is a finer or smaller rock than the “3/8-4” crushed rock that we have used in the past. Based on experiences in Cottage Grove, the “1/4-10” rock will provide a much smoother surface and provide for a greater curb appeal than the coarser “3/8-4” crushed rock on our low volume, low speed local streets. The target application rate for the rock is 20 pounds per square yard. Finally, the Liquid Road™

will be spread at an application rate of 0.20-0.22 gallons per square yard per layer for a total of two layers.

With the current oil prices rising (WTI Crude trading at \$113.90 per barrel and Brent Crude at \$120.70 per barrel) the City needs to lock in prices as soon as possible. Additionally, due to the price increases, a number of the quality contractors interested in chip seal work are in high demand. A number of counties in Oregon perform their own chip and fog seals, including Washington, Lane, Marion and Deschutes Counties to name a few. However, due to their own work loads, limitations of weather, and escalating oil prices, it is difficult to get on their schedule to have the work performed.

We have contacted three private contractors that specialize in chip and fog seals. The project area includes 12th Street from Hwy 101 to Maple Street; Maple Street between 12th and 10th streets; Nopal Street between 12th and 10th streets; 10th Street from Hwy 101 to Maple Street; and Spruce Street between 42nd and 37th streets. The quotes to perform this work are as follows:

<u>Bidder</u>	<u>Amount</u>
Sierra Santa Fe Corporation	\$128,689
Bretthauer Road Oil	No bid - cannot lock in oil prices for July/August
Central Oregon Paving	No bid – cannot lock in oil prices for July/August

Due to our relationship with Sierra Santa Fe Corporation over the last eight years, and their large customer base in Oregon and Washington, they have the ability to lock in oil prices now for summer 2022 work. Sierra Santa Fe Corporation also has more than 30 years performing chip and fog seals and is has completed large projects for ODOT, Benton County and many others.

Public Works has verified, in accordance with ORS 279C.375, that the Contractor has had no disciplinary action by the Construction Contractor’s Board (CCB); nor is the Contractor listed on the Oregon Bureau of Labor and Industries (BOLI) ineligible list or the Federal Excluded Parties List System (EPLS).

FISCAL IMPACT:

Sierra Santa Fe Corporation was the low responsive bidder that can perform the work and that can lock us in today concerning future oil pricing. Funding for this project is included in the FY 2021-23 Biennium Street Capital Budget and the project is fully funded. The project is scheduled to start in July 2022.

Committed Projects	Funds Spent/Allocated
2021 Chip Seal	\$125,274
9 th Street Pavement Preservation	\$314,171.37
Sidewalk/ADA work completed in 2022	\$36,827
Sidewalk work after July 2022	\$50,000
Munsel Creek Bike Path Paving/patching	\$60,000
<i>Total funds spent or allocated</i>	<i>\$586,272.37</i>
<i>Street Preservation Budgeted in FY 2021-23</i>	<i>\$1,100,000</i>
<i>Projects completed or funds allocated</i>	<i>\$586,272.37</i>
<i>Remaining funds available</i>	<i>\$513,727.63</i>

Fund	Budget	Bid	Bid Over/(Under) Budget
Street	\$513,727.63	\$128,689	(\$385,038.63)

In the 2021-23 budget process, we budgeted \$1,100,000 in street preservation projects which includes chip/fog seals; sidewalk infill projects, including ADA ramps; small paving projects; and Munsel Creek Bike Path restoration (paving and patching).

As part of our \$1,100,000 in street preservation, we target \$100,000 for chip/fog seals each year (\$200,000 for the biennium). However, last year we spent \$125,274 and this year, due to cost increases in oil, we are requesting \$128,689 in chip/fog seals using Liquid Road™ as the fog seal. This still leaves \$385,038.63 for a small paving project in summer of 2022, plus the ability to complete \$50,000 in sidewalk infill projects and \$60,000 for pavement repairs along the Munsel Creek bike path. With remaining \$385,038.63, we are targeting the section of Kingwood between 2nd and Bay streets for resurfacing.

Since overall funding is available, as illustrated in the above table, it is recommended that the 2021 Chip/Liquid Road™ Seal Program for 12th Street from Hwy 101 to Maple Street; Maple Street between 12th and 10th streets; Nopal Street between 12th and 10th streets; 10th Street from Hwy 101 to Maple Street; and Spruce Street between 42nd and 37th streets be awarded.

RELEVANCE TO ADOPTED CITY WORK PLAN:

- City Service Delivery – improving, maintaining and enhancing our infrastructure as feasible.
- Livability & Quality of Life – implement City’s 2021/23 Capital Improvement Program.
- Communication & Trust – strengthening citizen trust by cooperatively working with residents for the common good.
- Financial & Organizational Sustainability – maintaining our infrastructure in order to support current and future needs.

ALTERNATIVES:

1. Award contract to Sierra Santa Fe Corporation.
2. Do not award bid.
3. Do not construct project.

RECOMMENDATION:

Staff recommends that the City Council accept the proposal from Sierra Santa Fe Corporation and authorize the City Manager to proceed with a contract.

AIS PREPARED BY:

Mike Miller, Public Works Director

**CITY MANAGER’S
RECOMMENDATION:**

Approve Disapprove Other
Comments:

ER Reynolds

ITEM’S ATTACHED:

Attachment 1: 2022 Annual Chip Seal Location Map – 10th & 12th Streets
Attachment 2: 2022 Annual Chip Seal Location Map – Spruce Street

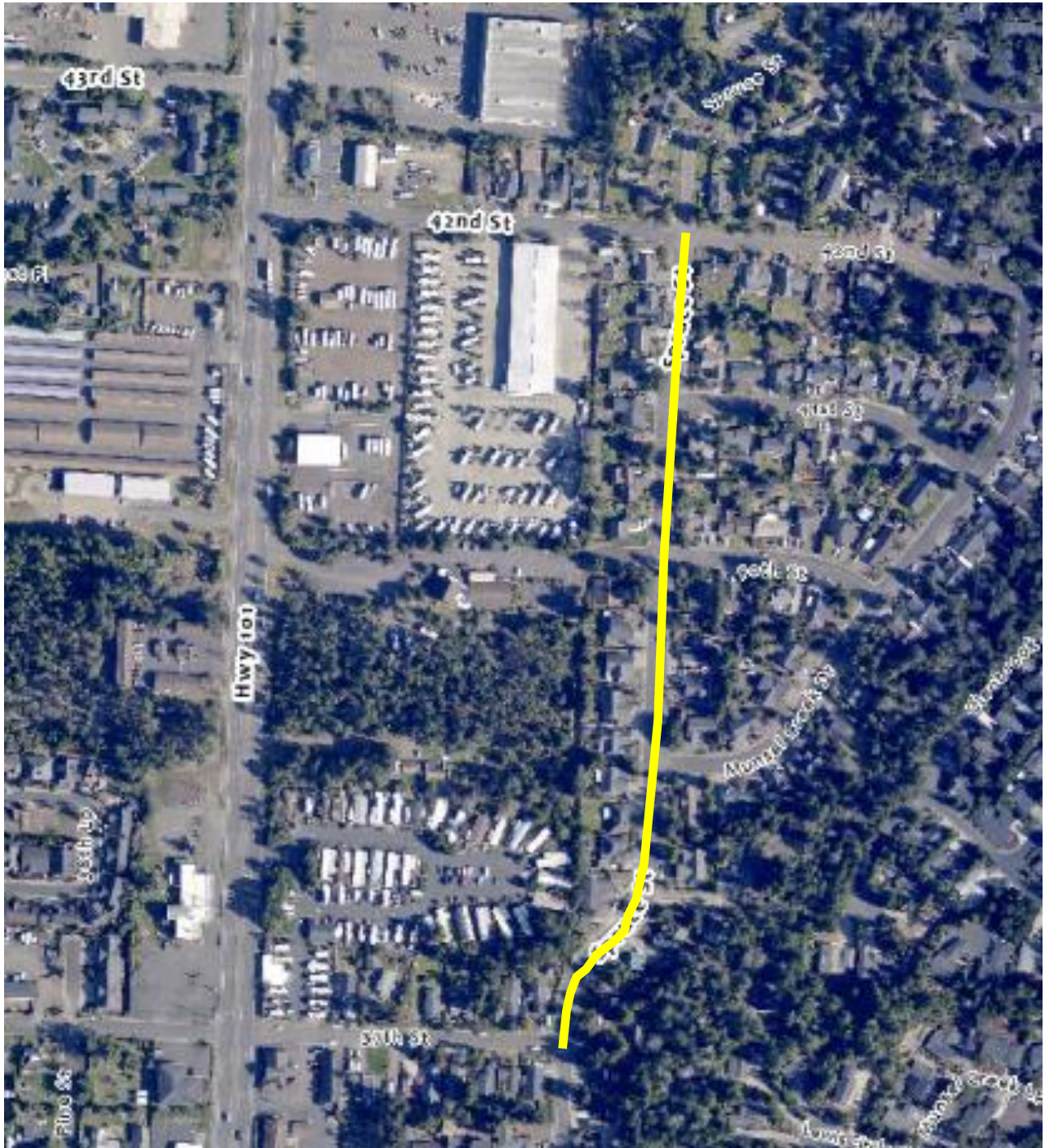


2022 Chip/Liquid Road™ Seal Program
12th and 10th Street Area





2022 Chip/Liquid Road™ Seal Program
Spruce Street – 42nd to 37th streets



AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5
Meeting Date: April 4, 2022
Department: Public Works

ITEM TITLE: Purchase of Backhoe Loader

DISCUSSION/ISSUE:

In the 2021-23 biennium budget, Public Works requested a replacement backhoe loader to replace our existing 2002 CAT 420 with 7,030 hours. This request was approved and is part of our Street Division budget.

The existing backhoe loader, while it is given the City 20 years of life, we have had to have the front and rear bushings replaced and the rear bushings are once again in need of replacement. The hydraulic pump has started to become problematic and will need to be replaced within the next 6 months. The hydraulic pump replacement is estimated \$20,000. The estimated salvage value of the existing backhoe loader with 20 years of municipal service and 7,030 hours of use is \$30,000.



Public Works was able to demonstrate the effectiveness of the new 2022 CAT 420 backhoe loader by having a half day training session with Peterson CAT going over the new controls, computerized features, quick change bucket, hydraulic quick connectors, and other advances made in the last twenty years. The new CAT 420 backhoe loader delivers exceptional performance, increased fuel efficiency, superior hydraulic system,

versatility and an updated operator station.

Other advances include 'load sensing' hydraulics which provides full hydraulic lifting and digging forces at any engine speed. The variable flow pump matches hydraulic power to work demands. The machine uses the CAT C3.6 engine which delivers solid performance and meets US EPA Tier 4 Final/EU Stage V emission standards by utilizing Selective Catalytic Reduction technology with a diesel oxidation catalyst. Additionally, the redesigned boom cylinder increases lift performance by 15%.

The retail price of a new 2022 CAT 420 backhoe loader is \$175,789.83. The purchase price through Sourcewell for the same machine is \$130,623.76. Sourcewell is cooperative purchasing solution that combines the buying power of more than 50,000 government, education, and

nonprofit organizations, which includes the City of Florence. Sourcewell holds hundreds of competitively solicited cooperative contracts ready to use.

FISCAL IMPACT:

The purchase price from Peterson CAT for the 2022 CAT 420 backhoe loader is \$130,623.76 and includes prep, delivery and Oregon sales tax (0.5%).

In the FY 2021-23 biennium budget, we budgeted \$310,000 in Streets Capital Equipment budget for the purchase of a new backhoe loader, 10-12 yard dump truck and equipment trailer. Funding to purchase the CAT 420 backhoe loader is available in the FY2021-23 Streets Capital Equipment biennium budget and is fully funded.

Additionally, the existing 2002 CAT 420 backhoe loader will be auctioned off and the proceeds from the sale will go back to the Street budget. We anticipate we will be able to sell the backhoe for \$30,000-35,000.

RELEVANCE TO ADOPTED CITY WORK PLAN:

- City Service Delivery – improving the delivery of cost effective and efficient services.
 - Livability & Quality of Life – being responsive to our community’s needs with efficient and effective equipment.
 - Communication & Trust – strengthening citizen trust by protecting the community’s investment in our capital equipment purchases.
 - Financial & Organizational Sustainability – Public Works utilization of high-quality specialized equipment in order to provide effective and efficient operations.
-

ALTERNATIVES:

1. Award purchase of 2022 CAT 420 backhoe loader
 2. Do not purchase the 2022 CAT 420 backhoe loader.
 3. Direct staff to prepare a formal Request for Proposals for the purchase of a 105 hp backhoe loader that meets the City’s needs.
-

RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to proceed with the purchase of a 2022 CAT 420 backhoe loader from Peterson CAT in the amount of \$130,623.76.

AIS PREPARED BY: Mike Miller, Public Works Director

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

ITEM’S ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6
Meeting Date: April 4, 2022
Department: City Manager

ITEM TITLE: DEPARTMENT DIRECTOR UPDATES

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7
Meeting Date: April 4, 2022
Department: City Manager

ITEM TITLE: CITY MANAGER REPORT & DISCUSSION ITEMS

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: April 4, 2022
Department: City Council

ITEM TITLE: CITY COUNCIL REPORTS & DISCUSSION ITEMS
