

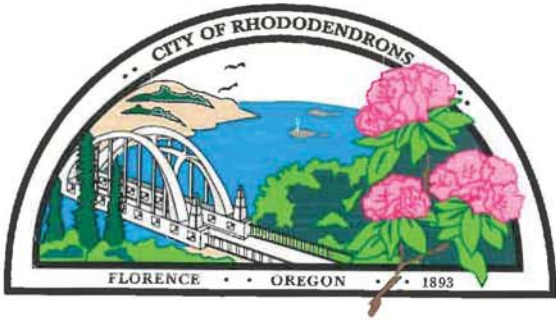
*City of Florence*  
**A City in Motion**

# City of Florence Committee & Commission Policy Manual

Adopted November 5, 2018  
Resolution No. 21 Series 2018  
Exhibit A

## Table of Contents

<b>Chapter 1:</b> Form of Government	Page 3
<b>Chapter 2:</b> Types of Commissions, Agencies, Advisory Committees and Volunteer Groups	Page 4
<b>Chapter 3:</b> Committee & Commission Summary	Page 7
<b>Chapter 4:</b> Committee Membership & Expectations	Page 8
<b>Chapter 5:</b> Committee & Commission Positions	Page 11
<b>Chapter 6:</b> Appointments, Membership Provisions, Vacancies & Training	Page 14
<b>Chapter 7:</b> Goals & Work Plans	Page 18
<b>Chapter 8:</b> Public Meetings	Page 21
<b>Chapter 9:</b> Agendas & Meeting Procedures	Page 24
<b>Chapter 10:</b> Ethics & Accountability	Page 26



# City of Florence

250 Hwy 101, Florence, OR 97439

[www.ci.florence.or.us](http://www.ci.florence.or.us)

## Welcome to the City of Florence Team

Members of boards and commissions provide an invaluable serve to our City. Over the years, the services and programs provided by the City have expanded. Boards and Commissions advise the Council on a wide variety of subjects and provide much needed volunteer time to keep many of our programs functioning at a level that would be impossible without their services.

Serving on a board or commission can be a rewarding experience for community service minded residents. It is an excellent way to participate in the functioning of local government and to make a personal contribution to the improvement of our community. If we are to have effective government, we must have the continued participation of the many dedicated board and commission members. Your participation helps to maintain effective and responsive local government.

On behalf of the City Council, I wish to thank the members of each board and commission for their service and extend an invitation to all citizens to consider serving in a volunteer capacity.

Sincerely,

Kelli Weese  
City Recorder



## Chapter 1 – Florence’s Form of Government

The Florence City Charter establishes a council-manager form of government which vests policy authority in a volunteer City Council and administrative authority for day-to-day operations to an appointed, professional City Manager. The Florence City Council consists of a mayor and four councilors. The mayor serves a two-year term and the councilors each serve a four-year term.

### **City Council**

The City Council, Florence’s legislative body, has five members (including the Mayor). The Council sets City goals, enacts legislation, adopts policies and plans, and determines the services the City provides. The Council adopts the City budget, which specifies how much money can be spent for each City service.

The Council takes official action at regular council meetings, which are held on the first and third Mondays of each month. The Council also conducts work sessions periodically as dictated by the adopted city council rules of procedure. All Council proceedings are open to the public, except for properly called executive sessions. City Council meeting agendas are published online on the City of Florence website at [www.ci.florence.or.us](http://www.ci.florence.or.us). Interested parties may also sign up for an email distribution list to be notified of all upcoming City Council meetings online at <http://www.ci.florence.or.us/newsletter/subscriptions>.

### **Mayor**

The Mayor serves as the City’s political head and chairperson of the Council. He or she is elected by the city at large on a nonpartisan ballot for a two-year term of office. The Mayor does not receive a salary. The Mayor is a formal representative of the City.

The Mayor also appoints members to Boards and Committees to meet the needs of the City of Florence on a variety of topics.

### **City Councilors**

The Councilors are elected on a nonpartisan ballot for four-year terms. Like the Mayor, City Councilors are not paid.

The Council elects one of its members to serve as president and one member to serve as vice-president. The president presides over the Council in the Mayor’s absence and the vice-president serve in the instance of the Mayor and council president absences. Either party often represents the Mayor and Council on special occasions.

### **City Manager**

Under the council-manager form of government, the Council appoints a City Manager who manages the City’s staff and departments. The City Manager is responsible for the day-to-day operations of the City of Florence.

## Chapter 2 – Types of Commissions, Agencies, Advisory Committees and Volunteer Groups

The City of Florence has two types of volunteer committees and groups – those established by the City Council and those established by staff. Volunteer committees and groups established by the City Council report directly to the City Council and have advisory authority to the City Council. Volunteer committees and groups established by staff report directly to staff and have no advisory authority to the City Council.

### **Committees Established by the City Council**

The Council has created three distinct types of volunteer groups: Commissions & Agencies, Advisory and Volunteer Committees, and Ad-Hoc Committees. These committees originate from three different sources: City Code, Council action, and state statute.

#### **1. Commissions**

The Commission is a standing committee that is required by state law or to which the Council has delegated final decision-making authority. Establishment of a commission shall be established by an ordinance of the Council.

The commissions & agencies include:

- Planning Commission

#### **2. Advisory and Volunteer Committees**

An advisory and volunteer committee is a standing committee that is not required by state law (with the exception of the budget committee). Establishment of an advisory and volunteer committee shall occur by an ordinance of the Council. Each committee is generally appointed for the dual role of:

1. Advising and making recommendations to the City Council regarding topics as specified in the committees enabling provision,
2. Providing volunteer work toward the City Council goals and work plan to achieve objectives as specified in the committees enabling provision.

The Advisory and Volunteer Committees include:

- Budget Committee (BC)
- Community & Economic Development Committee (CEDC)
- Environmental Management Advisory Committee (EMAC)
- Public Arts Committee (PAC)
- Transportation Committee (TC)

### 3. Ad-Hoc Committees

An ad-hoc committee refers to a temporary committee appointed for a specific term to accomplish a specific task or project. Ad-hoc citizen committees shall be established by a resolution of the Council. The resolution identifies the term of the committee, the task or project, and such other direction as the Council deems appropriate. Examples of Ad-Hoc Committees have included the Parks and Recreation Master Planning Ad-Hoc Committee, Transportation System Planning Ad-Hoc Committee, and the Housing and Economic Opportunities Ad-Hoc Committee.

### Committees & Volunteers Established by Staff

There are two distinct types of volunteer groups established by staff: Staff appointed ad-hoc committees and volunteer groups.

#### 1. Staff Appointed Ad-Hoc Committees

A staff appointed ad-hoc committee refers to a temporary committee appointed for a specific term to accomplish a specific task or project. Staff appointed ad-hoc committees are established as necessary by the City Manager, or designee, to provide additional staff assistance or professional recommendations on issues of an administrative nature. Staff appointed ad-hoc committees have no recommendation authority to the City Council and establishment of staff appointed ad-hoc committees does not require City Council action. Examples of Staff Appointed Ad-Hoc Committees have been the Finance Ad-Hoc Committee.

#### 2. Volunteer Individuals and Groups

Volunteer groups refer to many different informal groups working with the City of Florence to meet the needs of the City's goals and work plan. Volunteer groups have no recommendation authority to the City Council and do not meet in regular formal settings. Volunteer groups may be established on a temporary or long-term basis depending on the needs and desires of the volunteers and the availability of work to be performed and/or staff to provide supervision. Establishment of volunteer groups require no Council action.

Volunteer groups may include, but are not limited to:

- Airport Volunteer Group
- Florence Events Center Volunteers
- Florence Police Auxiliary and Reserve Members
- Parks Volunteers

**Applicability of this Policy:** This manual seeks to primarily clarify the role of Committees and Commissions which are established by the City Council and thus have a decision making and/or recommendation authority for the City Council. The provisions of this manual shall only pertain to Committees and Volunteers established by staff as determined appropriate by the City Manager.

**Individual Volunteer Policy:** All other volunteers for the City of Florence including Staff appointed ad-hoc committee members and individual volunteers and volunteer groups are governed by the City of Florence Individual Volunteer Policy Manual.

## Chapter 3 – Committee & Commissions Summary

Below is a synopsis of the City's Committees & Commissions. For more information about City commissions and committees or their meetings, please visit the City of Florence website at [www.ci.florence.or.us](http://www.ci.florence.or.us).

### Commissions

- **Planning Commission (PC):** The Planning Commission holds public hearings and makes recommendations to the Council concerning Comprehensive Plan and Development Code amendments; applications for Plan and Zoning Map amendments; reviews development proposals; administers procedures and standards to assure that the design of site and building improvements are consistent with applicable standards. It has seven members.

### Advisory & Volunteer Committees

- **Budget Committee (BC):** The BC reviews the City's budget. It has five citizen members in addition to the Mayor and Councilors.
- **Community & Economic Development Committee (CEDC):** CEDC serves to advise the Council and implement the provisions of the City Council goals and work plan related to community & economic development initiatives.
- **Environmental Management Advisory Committee (EMAC):** EMAC serves to implement the requirements of the Florence City Code relating to solid waste management including developing strategies, informing the public and advising the Council as well as proposing minimum and maximum rates and classifications for solid waste services.
- **Public Arts Committee (PAC):** PAC serves to establish and maintain a city art collection, prepare for and secure funding for additional art works, and consider projects by private developers and citizens that would result in public art.
- **Transportation Committee (TC):** The TC serves to advise the Council and implement the provisions of the City Council goals and work plan related to the development of the City's Transportation System.

## Chapter 4 – Committee Membership & Expectations

All Council created commissions and committees are part of the City of Florence and work at the pleasure of the City Council as it sees fit to meet its overall mission and vision. All Council created committees and commissions may make recommendations to the Council. The Council then accepts, rejects, or modifies those recommendations. The Council relies on the committees and commissions to increase the variety of viewpoints and talents available to approach City issues. The Council also relies on the committees and commissions to provide additional volunteer hours to achieve objectives which might not normally be possible within the City's current staff time allocations.

The City of Florence believes that by concentrating on specific areas, members of committees and commissions can expand the level of expertise and can conduct detailed analyses that the Council itself may not have time to pursue. It is expected that committees and commissions may adopt positions of advocacy within their specific spheres of interest. The Council's role, however, is to take into consideration the often varied and sometimes conflicting public needs and determine what will best serve the public good. The Council must weigh the effect of any given recommendation, not only on the particular area of interest, but on all other City goals and programs.

### **Committee and Commission Expectations**

All parties who are appointed to a committee or commission should expect to attend recurring meetings and devote considerable time for study of issues and performance of work above and beyond meeting attendance. Any party interested in applying for a committee or commission should reach out to the committee chairperson, city staff, or other parties to ascertain the amount of work involved in their potential role.

Each committee member also has the obligation to work cooperatively with other committee members. Committee members should exercise self-discipline and strive to always be objective, fair, and courteous with each other as well as with staff and the public. Respect for the time of other committee members, staff, and the public is of critical importance.

**Meeting Absences:** It is expected that all members of a committee will read and study meeting materials prior to each meeting and attend regularly scheduled meetings. However, it is understood that volunteers may need to miss meetings from time to time due to unforeseen circumstances.

Should a committee member be compelled to miss a meeting, that committee member shall notify the chairperson, vice-chairperson, and staff representative as soon as possible such that they may ensure a quorum is present for the meeting.



Committee members may be removed from a committee due to excessive lack of attendance. Chapter 6 of this manual dictates excessive lack of attendance to be:

- Absence from three (3) consecutive meetings without an excuse, as approved by the chairperson, and/or
- Absence from five (5) or more meetings over the course of a service year (February 1<sup>st</sup> – January 31<sup>st</sup>)

**Making Up Absences:** Should a member of a commission or committee be absent from a meeting, it is their responsibility to make up for the absence and keep up on the work of the group. The committee member may make up an absence by:

- Requesting the staff representative provide them with a digital copy or compact disc of the recording for the meeting and listen to the recording, and
- Meeting either in person, over the phone, or via email, with the chairperson of the committee to determine results and/or work allocations from the meeting.

**Workers Compensation Insurance:** Members of Committees and Commissions are vital members of the City of Florence’s team. Volunteer hours donated by City of Florence volunteers represents a monetary donation to the City. The City Council has seen the value of volunteers as vital members of the City of Florence’s team, and has elected to ensure that members of Committees and Commissions are provided worker’s compensation insurance. City of Florence workers compensation insurance provides limited coverage for certain workplace injuries should they occur while the committee representative is serving the City of Florence in an approved capacity.

### **City and Committee Representation**

**Statements to the Media and Other Organizations:** In general, the Committee chairperson shall be the appointed representative for each Commission or Committee. Unless authorized by the committee, an individual committee member may not represent the committee before any other committee, outside agency, the media, the general public, or City Council. Should the chairperson, or authorized member of the committee need to represent the committee to the media or other organizations, the committee member may only state the official position of the committee as approved by the majority of the committee.

**Personal Opinions.** When an individual committee member is appearing in a private capacity before other committees, outside agencies, the general public, or the City Council, either in an in-person or on-line setting, the committee member must clearly indicate that s/he is speaking as a private individual, not as an official representative of the City or the Committee.

**Use of the City Logo or City Stationary:** A committee or committee member shall only use the City logo or City stationary with direct and prior consent of the City Recorder’s Office.

**Obligation to the City / Purchasing / Contract Authority.** No committee member, including the chairperson, vice-chairperson, or other party, shall have the authority to purchase items and/or sign contracts on behalf of the committee or the City of Florence nor does any member of the committee have the authority to obligate the city, whether by way of contract or other method. Staff representatives are responsible for coordinating purchases and contracts on behalf of the committee's work in compliance with the City of Florence's purchasing policies.

## Chapter 5 – Committee and Commission Positions

### **Committee Chairperson & Vice-Chairperson Roles & Terms**

In February of each year, all committees shall appoint a chairperson and vice-chairperson to serve for the following twelve (12) months. Chairperson & vice-chairperson terms shall run from February 1<sup>st</sup> – January 31<sup>st</sup> each year.

Should the committee not be able to decide on the appointment of a chairperson or vice-chairperson, the position(s) shall be allotted to those committee members with the most seniority on the committee.

**Chairperson:** The Chairperson performs the following duties:

- Presides at all meetings of the committee
- Approves the agenda prior to distribution
- Signs correspondence on behalf of the committee
- Works with Council ex-officio member (*if applicable*) to keep Council and the committee informed of relevant City or committee information
- Works with staff representative to coordinate the preparation of appropriate reports for the Council agenda including the annual committee work plan and activities report
- Approves committee member absences and meets with absent members to assist them in making up their absence
- Assists staff representative in training new members
- Performs other duties necessary or customary to the office

Chairperson shall serve for a period not to exceed two-consecutive years.

**Vice-Chairperson:** The vice-chairperson's role is to fulfill the role of the chairperson when the chairperson is not available. It is the expectation that the vice-chairperson will be the next party in succession to the role of chairperson for the committee and will fulfill the position during a vacancy or when the chairperson has reached their term limit.

In order to ensure an adequate transition in leadership, the vice-chairperson should be involved in all correspondence and work of the chairperson.

**Chairperson / Vice-Chairperson Vacancy:** In the event of resignation, vacancy, or removal of either the chairperson or vice-chairperson positions, the Committee shall designate a chair, or vice-chair, to serve for the remainder of the unexpired term.

### **Council Ex-Officio Member**

Each year the Council may appoint an ex-officio member from its members to each committee and commission which indicates the position within its enabling provisions. The purpose of the Council ex-officio position is to provide a direct line of communication between the committee or commission and the Council. The Council ex-officio member and

the chair of the affected committee have a joint obligation to keep the Council and the committee informed of relevant City or committee information.

The Council ex-officio member serves as an appointed member of the particular committee, sits with the committee and participates in all discussions, but does not vote on decisions. The Council ex-officio member utilizes their voice within discussions to encourage two-way communication between the Council and the commission. However, the Council ex-officio member may not speak for the Council on any item the Council has not made a formal determination upon.

### **Staff Ex-Officio Member**

Each year, the City Manager may appoint an ex-officio member to each committee and commission which indicates the position within its enabling provisions. The role of the staff ex-officio members work similarly to the Council Ex-Officio member. Staff ex-officio members serve as a member of the particular committee, sit with the committee and participates in all discussions, but does not vote on decisions. These City employees have a responsibility to assure that the committee is aware of laws and administrative processes affecting proposed policy and operational recommendations. Staff must be constantly aware of the responsibility to represent overall Council priorities and administrative policies of the City.

### **Other Ex-Officio Members**

Other types of ex-officio positions may be included within a commission or committees enabling provisions as appropriate to further communication between various types of groups. Examples of ex-officio positions include representatives of other city commissions or committees with overlapping work plans and goals. The role of these positions work similarly to the Council / Staff Ex-Officio members. These members shall be appointed by the groups they represent.

### **Staff Representative(s)**

Each Committee and Commission will be assigned a staff representative to provide support to the Committee or Commission. This staff representative may be the same person as the Staff Ex-Officio member, or may be another staff member. The staff's representatives responsibility is to assist the committee in its functions and to represent the City of Florence. The staff representative may sit at the table to allow for maximum understanding of the discussions / votes, but does not participate in discussions unless called upon by the committee chair, or unless to note a legal, budgetary or administrative concern.

Other responsibilities include the following:

- Provide professional and technical advice
- Provide clerical assistance on the preparation, duplication, and distribution of committee materials
- Maintain public records created by the committee including digital recordings and/or minutes, reports, recommendations, and letters, as required by state law
- Prepare the committee agenda in consultation with the chairperson / vice-chairperson

- Maintain accurate records of committee membership in coordination with the City Recorder's office
- Notify committee members and the public of upcoming meetings
- Coordinate with committee chairperson in the preparation of appropriate reports based on the Committee's actions for the Council agenda
- Coordinate with the City Recorder's office and committee chairperson to ensure adherence to the required council report format and timetable for submittal
- Coordinate with the Human Resource's office to ensure accurate and timely volunteer hour reporting
- Schedule meeting rooms for committee meetings

### **Relationship between Staff and the Committee**

City staff members do not report to the Committee or its chairperson and shall not be directed to perform work on behalf of the committee. Staff work direction above and beyond committee administration shall be dictated through the annual committee work plan as approved by the City Manager and the City Council.

If a committee desires information, a report, or work to be performed by staff, which was not included in the annual work plan, and which will require more than 15 minutes of staff time, the committee shall make such request to the applicable department director in writing prior to pursuing the project. The Committee should direct the department director with regard to the urgency of the referral. Following this procedure will prevent staff from being diverted from priority projects.

City staff members should take the initiative to inform committee members about activities, projects, and work that is taking place elsewhere in the organization and among other committees. Staff should also present a balanced report on controversial issues, so that both positive and negative aspects can be readily identified.

**Committee Sub-Committees:** Except for the Planning Commission and Budget Committee, commissions and committees are encouraged to form sub-committees should such formation be determined to be useful in the completion of the committee's work plan. Work before a sub-committee must be administrative or research orientated in nature. Any actions of the sub-committee must be approved by the committee as a whole, or authority must be given to the sub-committee by Committee action at a publicly held meeting prior to the action taking place. Sub-committees shall not be made up of a quorum of members of the committee. Care must be taken to ensure subcommittee meet the requirements of public meetings as detailed in Chapter 8 including avoidance of inadvertent public meetings.

## Chapter 6 –Appointments, Membership Provisions, Vacancies & Training

### Appointments to Commissions & Committees

**Appointment Criteria:** It is the policy and intent of the City that for every committee position, every applicant will be considered on an equal basis for all positions without regard to race, ethnicity, color, national origin, religion, gender, age, marital or veteran status, sexual orientation, disabilities, or other protected status or activities in accordance with state and federal laws.

Each commission & committee requires specific knowledge and history of the items within the purview of the individual committee. The provisions of each committee establish the criteria that shall be utilized for appointment to each committee. These criteria include, but are not limited to, such items as:

- City of Florence residency
- City of Florence business ownership
- Local business / non-profit / government representation
- Professional background
- Other pertinent information as to allow the Mayor to make an informed appointment decision

**Reappointment:** Committee members may be reappointed to all committees, but incumbents shall submit application materials in the same manner as any new applicant. The City Recorder's office notifies members whose terms are expiring in order to provide them an opportunity to apply for reappointment.

**Eligibility of City Employees for Appointment:** Current City of Florence employees may not serve on City committees. Employees are welcome and encouraged to attend meetings, observe, and become involved when appropriate as a member of the community.

**Serving on Multiple Committees:** In order to ensure maximum community involvement, members of a City commission or committee may not participate in more than one committee, unless to fill a representative position as indicated committee's enabling provisions. (such as an Ex-Officio representative position)

### Appointment Process

The Mayor is authorized to appoint all of the members of the City's commissions and committees per Florence City Code Title 2 Chapter 1. This code provision sets out the City of Florence's process for the appointment of members of the City's committees and commissions created by the City Council and sets the general protocol for the Mayor to solicit feedback from the public and the City Council.

Florence City Code Title 2, Chapter 1, Section 2-B states:

Prior to making any appointment the Mayor shall:

- Provide notice to the public and the Council of the position to be filled, qualifications if applicable, and the time and manner in which applications may be submitted.
- Solicit recommendations from the Councilors concerning potential appointees; and
- Confer with the Council, at a meeting, or with each Councilor individually, concerning potential appointees.

Below is a general timeline of how this process is completed:

<b>Fall / Winter Full Recruitment</b>	<b>Spring / Summer Mid-Term Recruitment</b>	<b>Action</b>
Late October / Early November	Late May / Early June	<ul style="list-style-type: none"> <li>• Commission &amp; Committee vacancies and the intent to recruit for applicants are announced at a City Council meeting, along with a preliminary recruitment timeline and application deadline</li> <li>• Applications are posted to the City of Florence website and public service announcements are sent to the media.</li> </ul>
<b>December 31<sup>st</sup></b>	<b>June 30<sup>th</sup></b>	<b>Application Deadline</b>
~ January 2 <sup>nd</sup>	~ July 1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Applications are submitted to the Mayor and Councilors</li> </ul>
Early / Mid- January	Early / Mid-July	<ul style="list-style-type: none"> <li>• Councilors provide comments on applicants to Mayor</li> <li>• Mayor solicits feedback on applicants from Chairperson and Staff representative of each committee</li> <li>• If necessary, Mayor calls and/or schedules meetings with applicants to obtain additional information</li> </ul>
<b>Mid to Late January</b>	<b>Mid to Late July</b>	<b>Mayor announces Committee Appointments at a City Council meeting</b>
<b>February 1<sup>st</sup></b>	<b>August 1<sup>st</sup></b>	<b>New Committee appointees begin their terms</b>

**Terms:** The term of office for members of City Council created committees and commissions, with the exception of City Council & Staff Ex-Officio members, shall be four years. A Committee year runs February 1<sup>st</sup> and ending January 31<sup>st</sup>.

**Number of Meetings:** Committees are expected to set recurring meeting date/times. Most committees meet once per month, with the potential to meet more or less frequently, as needed to conduct its business. Committees are encouraged to not meet more than once per month. In February of each year, each committee shall set its annual meeting calendar.

**Membership Roster:** The City Recorder's office shall maintain a membership roster for each committee. Rosters shall include all contact information for each member and staff representative, as well as term of office information for each committee position. A public version of the roster, without private contact information, is available on the City of Florence website at [www.ci.florence.or.us](http://www.ci.florence.or.us).

Members are responsible for notifying their staff representative as soon as possible should any contact information change. Staff representatives are responsible for submitting contact information changes to the City Recorder's Office.

**Resignation Procedure for Committee Members:** A committee member wishing to resign, or who no longer meets the residency or other requirements to serve, shall submit a letter of resignation (email notification is satisfactory) to the City Recorder's office, their staff representative and chairperson / vice-chairperson. Verbal notifications are not sufficient.

## **Removal**

Members of all city committees and commissions serve at the pleasure of the City Council. Except for the Planning Commission and the Budget Committee, the Mayor is authorized to remove any member of a committee for misconduct or non-performance of duty after consultation with the Committee Chairperson, Vice-Chairperson, Council Ex-Officio member and staff ex-officio member.

**Removal due to misconduct:** Misconduct includes, but is not limited to:

- Conviction of a felony
- Failure to declare a conflict of interest
- Failure to adhere to public meetings law
- Failure to follow the City of Florence's Committee & Commission policies
- Failure to comply with any applicable requirement of the City of Florence code
- Any matter or conduct which, in the opinion of the City Council, creates animosity, impedes the job of the particular body, or tends to render the City ineffective or open to ridicule

**Removal due to non-performance of duty:** Non-performance of duty includes, but is not limited to:

- **Excessive lack of attendance:** Excessive lack of attendance is determined to be:



- Absence from three (3) consecutive meetings without an excuse, as approved by the Chairperson, and/or
- Absence from five (5) or more meetings over the course of a service year (February 1<sup>st</sup> – January 31<sup>st</sup>),

It is the joint responsibility of the Chairperson and staff representative to track absences and report instances of excessive lack of attendance to the City Recorder. Once the City Recorder is notified of the instance of excessive lack of attendance, he or she will notify the offending committee member & Mayor, deem the position vacant and note the position for recruitment during the next recruitment cycle.

**Removal of members of the Planning Commission and Budget Committee:** The process and criteria for removal of a member of the Planning Commission or Budget Committee is dictated by FCC 2-1-6-E, to be performed by the City Council and shall include a hearing.

**Training Process for New Members & Recurring Training**

The City Recorder’s office will work with the staff representative and the Chairperson / Vice-Chairperson of each committee, and the Human Resources Department to develop a specialized orientation for new members and perform recurring training for individual committees.

This orientation should include:

- a review of this manual,
- overview of the City Council & committee goals / work plan,
- overview of applicable current city projects,
- Safe work rules and rules of conduct,
- Relevant sections of the employee handbook,
- contact information for staff and other members, and
- meeting time place.

## Chapter 7 – Goals & Work Plans

### **Committee’s Role in Goal Setting / Work Plan Creation**

Each January, the Council develops or reaffirms goals and a work plan for the City to meet over the next fiscal year and/or biennium. Clear goals provide the foundation for the future success of this process. This goal statement and any other background documentation for clarifying the Council’s priorities are provided to the committees in the early months of each year.

After receipt of the Council goals & work plan, all permanent standing commissions and committees, except for the Budget Committee, are then charged with developing:

- an annual work plan for their committee for the upcoming year, and
- a report on the activities of the committee over the prior service year

The chairperson of each committee is responsible for coordinating the creation of these reports. The work plan must be consistent, relevant, and supportive to the Council’s goals.

The commission / committee’s work plan and prior year activities report shall be presented to the City Manager and City Council for approval at a Council meeting in the spring of each year. This action will generally occur on the consent agenda. Staff representatives shall work with the City Recorder’s office and each commission & committee chair to ensure timely submittal of the commission & committee’s work plan and activities report.

Should a commission / committee feel the need to amend their work plan prior to completion of the planned year, the committee should submit a request in writing to the City Recorder’s office following the procedure for committee reports and recommendations to Council (next section).

Except for the Budget Committee, the Council meets with representatives of all the commissions and committees in a work session in the fall of each year. The purpose of the work session is to provide Council with input regarding the commissions / committees work programs and issues, and to forward information regarding potential issues that may contribute to the Council’s goal-setting work. The Council then takes this information into consideration when creating its goals and work plan for the coming year.

<b>General Commission &amp; Committee Yearly Schedule</b>	
<b>Approximate Date(s)</b>	<b>Action</b>
February <i>(1<sup>st</sup> Committee meeting of the service year)</i>	<ul style="list-style-type: none"> <li>• Welcome new members</li> <li>• Appoint Chairperson / Vice-Chairperson / Secretary (optional)</li> <li>• Approve annual committee meeting calendar</li> </ul>
February / March	<ul style="list-style-type: none"> <li>• Review Council goals &amp; work plan</li> <li>• Begin creation of commission / committee work plan &amp; prior year activities report</li> </ul>
April / May	<ul style="list-style-type: none"> <li>• Committee approval of proposed work plan &amp; prior year activities report</li> <li>• Committee work plan &amp; prior year activities report submitted to City Manager &amp; City Council for approval</li> </ul>
October / November	<ul style="list-style-type: none"> <li>• Work session with City Council to:               <ul style="list-style-type: none"> <li>○ Review work performed thus far</li> <li>○ Receive Committee recommendations for overall City work plan &amp; budget</li> </ul> </li> </ul>

**Reports & Recommendations to Council**

With the exception of the annual Council work session with representatives of the committee, all reports and recommendations presented to Council shall be documented in the committees approved work plan.

All reports & recommendations submitted to Council shall be presented by the Committee chair and/or authorized committee representative(s). The reports shall be prepared in such a way that the Council fully understands the issue and what action, if any, it is to take. A report should include a clear recommendation, the reason for the recommendation, the facts on which it is based, points of disagreement within the commission or committee, and a minority recommendation, if any.

Quality commission reports and recommendations consider the Council’s necessity to view an issue as broadly as possible. The Council must fully understand the relevant background and implications, including costs, of each action it is asked to take.

Submission of quality reports will enable the Council to act knowledgeably and expeditiously on reports and will reduce the likelihood of the Council referring the report back to the commission or committee for clarification.

Commissions and committees are to transmit their written findings and recommendations to the Council through the Council agenda packet. Staff representatives are responsible for scheduling committee reports for action by the Council. Please contact the City Recorder's office for details and timelines.

In some cases, a commission or committee may need direction from the Council in order to accomplish a task. This type of instruction can come from a Council work session. City staff can place the committee or commission's item on the Council agenda by working with the City Recorder.

### **Monthly Committee and Commission Reports**

It is the responsibility of the chairperson of each committee to coordinate with their committee or commissions to provide complete, concise, and accurate reports to the Council on a monthly basis. These documents should be prepared in such a manner that the Council fully understands the issues before each committee and what action, if any, has occurred at the committee level, as well as what action may be necessary at the Council level. Reports for the month prior are due to the City Recorder by 5 p.m. on the first Friday of every month.

## Chapter 8 – Public Meetings

### **Meetings**

Meetings must be held within the city limits of Florence and only at the place specified on the agenda. Virtually all meetings of governing bodies, which include standing and ad-hoc committees, are open to the public in the State of Oregon. ORS 192.620 establishes Oregon’s policy of open decision-making by governing bodies.

### **Requirement to be Accessible to the Public**

All public meetings must be accessible to all public parties including people with disabilities. All committee meetings must be held at wheelchair-accessible locations. This includes the approach to the facility entry, path of travel within the facility, and rest rooms.

**Quorum:** A majority of the members of a Committee shall constitute a quorum. A quorum of members must be present to proceed with a meeting. If a quorum is not obtained within fifteen minutes of the scheduled start time, the meeting cannot take place, and the meeting room needs to be vacated. The digital recording and/or minutes for the meeting shall dictate that the meeting did not take place for lack of a quorum.

**Inadvertent Public Meetings:** Inadvertent public meetings must be avoided. If committee members willfully violate public meetings law, they can be held personally liable for any damages, including attorney fees. Inadvertent public meetings may occur when a quorum of a Committee meets outside of a public meeting.

Attending meetings of other public bodies: If a quorum of a committee were to attend the meeting of another public body (e.g. another City of Florence committee, City Council, or other governing body), it could give the appearance that the committee is having a public meeting. Therefore, if a quorum of a committee plans to attend the meeting of another governing body, their attendance should be formally noticed.

Social Gatherings: A quorum of a committee may participate in social gatherings. However, even when meeting socially, no official business can be discussed lest the social gathering turn into or give the appearance of a public meeting.

Training Sessions and Field Trips: The Attorney General’s manual on public meetings law provides guidance on training sessions and field trips. No deliberation can take place during a training session and / or field trip. The City of Florence seeks to ensure the ability of the public to be informed not only of the decision of government, but also of the information upon which such decisions were made. Consultation with the City Recorder’s office is necessary if a committee wants to have a field trip or training session.

Email, Texting, Instant Messages, and other electronic communication: Committee members and staff must take care not to participate in non-contemporaneous communications that could turn into a serial communication. The City encourages the use of email as a one-way communication tool. To this end Committee members should not ‘reply all’ to any emails to avoid an issue of a quorum. Staff should be caution of being an intermediary in a serial communication that taken as a whole turn into deliberation, and thus, a public meeting.

### **Communication Access**

All committees must provide communication access in the form of accommodation to members of the public so that they may have an equal opportunity to participate in and benefit from committee meetings. This particularly affects citizens who are vision or hearing impaired and may involve requests for such accommodations as providing meeting agendas in large print or braille or the provision of a sign language interpreter at the meeting.

It is the responsibility of City staff to arrange for accommodations. The City of Florence asks that requests be made 48 hours prior to the meeting.

### **Notice of Meetings**

The City of Florence produces a calendar of public meetings available online at [www.ci.florence.or.us](http://www.ci.florence.or.us). City staff is responsible for providing notice of the meeting for inclusion on the City's online calendar.

The Public Meetings Law requires that public notice be given of the time and place of meetings. This requirement applies to regular, special, and emergency meetings. The public notice requirements apply to any meetings of a governing body subject to the law, including committees, subcommittees, and advisory groups. A notice must be reasonably calculated to provide actual notice to the persons and the media that have stated in writing they wish to be notified of every meeting.

### **Closed Meetings**

The Public Meetings Law authorizes governing bodies to meet in executive session in certain limited situations (ORS 192.660). The occasions when an advisory body may legally meet in a closed session are rare. It is the responsibility of the city staff representative to consult with the City Recorder's office if a committee feels it must conduct a meeting in an executive session. The City Recorder will coordinate such requests in consultation with the City Attorney and staff representatives.

### **Public Hearings, Public Forums and Workshops**

**Public Hearings** are a relatively formal proceeding and are a legally required step proceeding action by a committee sitting as a quasi-judicial body. A public hearing must include specific elements, which are recorded in the minutes, such as testimony from an applicant, appellant, interested citizens or an introduction into the record of pertinent facts and findings.

**Public Forums** are an opportunity for committees to receive public input in a less formal atmosphere. It is a chance for citizens to ask questions and express support or concern for proposals being considered.

**Workshops** are designed to elicit citizen input in the least formal manner, allowing maximum interactions between citizens and committee members. Frequently, workshops are held on a drop-in basis. Citizens can learn more about certain proposals and can register their impressions of the ideas. Workshop sessions do not culminate in action at that meeting.

Legally required actions or recommendations should be taken either at the next regular meeting or at another publicly announced date and time.

### **Digital Recordings & Minutes Requirements**

Public Meetings Law requires the preparation and retention of digital recordings and/or minutes for each committee or commission meeting. All committees and commissions shall maintain a digital recording of the meeting as the primary method of meeting this requirement. In addition, staff or representatives of Commissions shall be required to prepare minutes of each meeting to be approved by the committee.

Should an Advisory & Volunteer Committee wish to maintain written minutes, the committee shall nominate a volunteer secretary of the committee to prepare minutes to be approved by the committee.

### **Digital Recording**

Staff representatives shall ensure that the digital recording of each meeting is prepared in such a way as to be understandable in the future and shall ensure that the recording includes the following:

- A roll call of members present
- Announcement of members absent
- Motions, proposals, resolutions, orders, and measures proposed and their disposition
- The results of all votes including the names of committee members proposing and seconding all decisions, and a detail of vote results including the names of committee members and their resulting votes
- Reference to any document discussed during the meeting

### **Minutes**

Should the committee either elect or be required to create minutes, the minutes shall include written documentation of the items required for digital recordings. Minutes shall not be a verbatim transcript, but must give a true reflection of the matters discussed at the meetings.

### **Meeting Materials and Items Distributed**

Materials distributed during public meetings are public record. Any materials distributed at a meeting that are not included in the agenda packet must be provided to the staff representative to be preserved for the public record. For additional, detailed information, please see the Attorney General's Public Records and Meetings Manual found online at <http://www.doj.state.or.us>.

## Chapter 9 – Agendas & Meeting Procedures

### **Agendas**

Public Meetings Law requires that the notice of any meeting, ‘include a list of the principal subjects anticipated to be considered at the meeting’. This list should be specific enough to permit members of the public to recognize the matters in which they are interested. This requirement is generally met by the distribution of the agenda. The agenda does not need to go into detail about subjects scheduled for discussion or action, but it should be descriptive enough so that interested persons will get an accurate picture of the agenda topics.

Agendas of public meetings are posted at City Hall and online at [www.ci.florence.or.us](http://www.ci.florence.or.us). Citizens can subscribe to an email distribution list to be notified when agendas are available on the City of Florence website at [www.ci.florence.or.us/newsletter/subscriptions](http://www.ci.florence.or.us/newsletter/subscriptions).

**Agenda & Meeting Materials Distribution Timeline:** Whenever possible, agendas will be made available three days in advance of the meeting. Additionally, it is best practice to include supporting documents such as memos, staff reports, or presentations, as part of the agenda packet.

### **Meeting Procedures**

**Recognition:** Committee members will address the Chair and await recognition to be able to speak. No persons other than the Chair and the person having the floor shall enter into any discussion without permission of the Chair.

**Food and Beverage:** Because of budget constraints, departments generally are unable to provide food and beverages at committee meetings. Committee members may choose to provide food and beverages within their membership and at their own expense.

**Training and Travel:** Except in specific circumstances, the City does not provide paid training or cover travel expenses for committee members. Committee members are encouraged to expand their knowledge base and expertise by attending various community events and public meetings and by engaging with City staff, members of other committees, and the general public.

**Committee Member Participation via phone or video conferencing:** Should equipment / staff capabilities be available; committee members are able to participate and vote via phone or video conferencing. Member’s interested in participating in this fashion should contact their staff representative to coordinate logistics at least 3 days in advance of the meeting. Should the staff representative determine that a phone or video conferencing option is not available, he or she shall notify the requesting committee member as soon as possible. Should the requesting committee member not be able to attend the meeting, they will be responsible for making up for the absence.



A commission or committee meeting cannot be presided over via phone or video conferencing. Should the committee chairperson be unavailable for a meeting, presiding duties shall transfer to the vice-chairperson.

**Agenda Order of Business:** The order of business for all commission and committee regular meetings shall be set by the committee chairperson, but are encouraged to be as follows:

1. Call to Order & Roll Call
2. Presentations & Announcements
3. Public Comment on Items not on the agenda
4. Action items
5. Report items

**Call to Order & Roll Call:** The Committee Chair calls the meeting to order and coordinates a roll call of the names of members present and absent for the digital recording and / or minutes.

**Presentations & Announcements:** Any presentations & announcements of outside parties before the committee are encouraged to occur at the beginning of a meeting.

**Public Comment on Items not on the agenda:** Committees exist to encourage public outreach and communication and thus all committee meetings shall allow for public comments at the beginning of each agenda. In general, the public comment period may be limited by the committee or chairperson. Recommended time limits are for public comment periods are not to exceed a maximum time for 15 minutes for all items, with speakers limited to three minutes per person.

### **Action Items**

**Public Comment on Action Items:** The public is generally entitled to comment on all action items before the committee. In general, the public comment period for action items may be limited by the committee or chairperson. Recommended time limits are for public comment on action items not to exceed a maximum time for 15 minutes for all items, with speakers limited to three minutes per person.

**Motions:** Committee members must clearly and concisely state a motion if it is not reflected in the agenda item language as published. Motions die if they do not receive a second.

**Vote:** The Chair may ask for a voice vote or roll call vote for all decisions. All Committee members are expected to vote on each motion unless disqualified for a specific reason. Any Committee member may request a roll call vote on any motion or request a vote to be changed if the request is made prior to consideration of the next order of business. Any Committee member who wants to explain the reasons for his or her vote may do so before or after the vote. The Chairperson shall ensure the record of the vote and all abstentions are noted for the meeting recording.

**Adjournment:** The Chair will adjourn the meeting once all business has been considered or postponed.

## Chapter 10 – Ethics and Accountability

State law defines a code of ethics, including conflicts of interest, and establishes reporting procedures for statements of economic interest (ORS Chapter 244).

**Conflict of Interest:** Committee members need to provide unbiased advice to the City Council. All members of committees should be aware of the need to avoid any instance or appearance of conflict of interest. Conflict of interest standards are generally applicable to all committees. In general, committee members should not vote whenever they have any kind of direct or indirect financial benefit in the action or recommendation proposed. State law requires that public officials may not use their position for financial gain.

**Respectful Environment.** Members of all City committees are representatives of the City and are expected to adhere to City policies related to Ethics, Workplace Discriminatory Harassment and Workplace respect and code of conduct.

**Political Campaigning:** Oregon law governing political campaigning by ‘public employees’ includes all public officials who are not elected, whether paid or unpaid, including committee and commission members. ORS 260.432, Restrictions on Political Campaigning for Public Employees, prohibits public employees from being involved in promoting or opposing any political committee or initiative, referendum or recall petition, measure or candidate while on the job during working hours. Appointed committee members are acting in official capacity when they are at a meeting of the committee, working on a duty assigned by the committee, working on official publications or written materials of the committee, or when appearing at an event in an official capacity. For more information, see the Additional Resources section of this manual.

## Additional Resources

- **Guide for Public Officials and the Guide for Public Officials 2015 Supplement:**  
<http://www.oregon.gov/ogec/Pages/index.aspx>
- **ORS 192 – Records; Public Reports and Meetings:**  
[https://www.oregonlegislature.gov/bills\\_laws/ors/ors192.html](https://www.oregonlegislature.gov/bills_laws/ors/ors192.html)
- **ORS 244 – Government Ethics:**  
[https://www.oregonlegislature.gov/bills\\_laws/ors/ors244.html](https://www.oregonlegislature.gov/bills_laws/ors/ors244.html)
- **ORS 260.432 – Restrictions on Political Campaigning for Public Employees:**  
[https://sos.oregon.gov/elections/Documents/260.432\\_quickref.pdf](https://sos.oregon.gov/elections/Documents/260.432_quickref.pdf)
- **Roberts Rules of Order:** [www.robertsrules.com](http://www.robertsrules.com)

**COMMISSIONS & COMMITTEES - GENERAL PROVISIONS**

SECTION:

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

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

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

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

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

**2-1-4: APPOINTMENTS:**

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

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

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

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

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

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

**2-1-6 REMOVAL:**

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

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

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

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

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

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

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

#### 2-1-7 COMMITTEE & COMMISSION POSITIONS:

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

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

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

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

#### 2-1-8 QUORUM, MEETINGS AND RULES:

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

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

**2-1-9 RELATIONSHIP TO CITY COUNCIL:**

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

---

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

TITLE 2  
CHAPTER 6

**TRANSPORTATION COMMITTEE (TC) – ENABLING PROVISIONS**

SECTION:

- 2-6-1: Establishment
- 2-6-2: Membership
- 2-6-3: Term of Office
- 2-6-4: Appointments, Vacancies and Removals
- 2-6-5: Chairperson & Vice-Chairperson
- 2-6-6: Duties
- 2-6-7: Subcommittees

**2-6-1: ESTABLISHMENT:** A Transportation Committee is hereby established for the City.

**2-6-2: MEMBERSHIP:** The Transportation Committee shall consist of not less than five (5) and not more than eleven (11) members.

A. **RESIDENCY REQUIREMENT:** A majority of committee membership shall have their permanent residence within the city limits of the City of Florence.

B. **COMMITTEE REPRESENTATION:** Committee membership shall include representation from citizen(s) at large with interest, knowledge, or experience in each of the following categories:

1. At least one (1) citizen at large from each of the following interests:

- a. Traffic and Vehicular Safety,
- b. Bike & Pedestrian Infrastructure,
- c. Public and / or Private Transit Opportunities,
- d. Air and / or Rail Transportation

2. Other members may include those with applicable knowledge and interest, including but not limited to grant writing / administration and public contracting / construction.

C. **EX-OFFICIO MEMBERSHIP:** In addition to the committee membership, the following non-voting ex-officio positions may be appointed:

- 1. One (1) City Councilor
- 2. One (1) City Staff Member
- 3. One (1) Representative of the Community & Economic Development Committee
- 4. One (1) Representative from each involved State, Federal, Tribal, or Transit Agency or each City-funded transit organization

**2-6-3: TERM OF OFFICE:** Members shall be appointed for a term of four (4) years. Membership terms will be staggered so that only ¼ of the membership terms will expire each year.

**2-6-4: APPOINTMENTS, VACANCIES AND REMOVALS:** Appointments, vacancies and removals shall occur in the manner dictated in Title 2 Chapter 1.

**2-6-5: CHAIRPERSON & VICE-CHAIRPERSON:** The Committee shall elect a Chairperson & Vice-Chairperson in the manner dictated in Title 2 Chapter 1.



**2-6-6: DUTIES:** The Transportation Committee shall strive to advise the Council and implement the provisions of the City Council goals and work plan related to the development of the City's Transportation System and other transportation and land use matters relevant to the City of Florence, as well as to guide preparation of transportation plans and programs. Transportation matters to be considered include, but are not limited to the following:

- A. **TRAFFIC & VEHICULAR:** Programs and practices related to developing and expanding opportunities for traffic & vehicular movement, safety and freight, seeking to implement the goals and policies of Chapter 12 of the City of Florence Comprehensive Plan, the Florence Transportation System Plan, and applicable ordinances.
- B. **BIKE & PEDESTRIAN:** Programs and practices related to developing and expanding opportunities for multi-modal transportation to implement the relevant goals and policies of Chapters 12 and 8 of the City of Florence Comprehensive Plan, Transportation System Plan, and applicable ordinances including, but not limited to, Title 2 Chapter 9.
- C. **PUBLIC AND PRIVATE TRANSIT:** Programs and practices related to developing and expanding opportunities for public and private transit to implement the relevant goals and policies of Chapter 12 of the City of Florence Comprehensive Plan, Transportation System Plan, and applicable ordinances including but not limited to Title 3, Chapter 4, as well as developing and expanding opportunities for public and private transit connections inter-city and with other regional partners.
- D. **AIR & RAIL:** Programs and practices related to developing and expanding opportunities for air and rail transportation to implement the relevant goals and policies of Chapter 12, of the City of Florence Comprehensive Plan, Transportation System Plan, Airport Master Plan, and applicable ordinances.

**2-6-7: SUBCOMMITTEES:** The Transportation Committee has the authority to establish appropriate subcommittees, per the provisions of the City of Florence Committee & Commission Policy Manual as adopted by Resolution. These committees may include, but are not limited to traffic & vehicular safety, bike & pedestrian, public and private transit, air / rail, capital improvement, fundraising and community outreach.

---

Amended by Ord No. 3 Series, 1993

Amended by Ord No. 12 Series, 1993

Amended by Ord No. 5, Series, 1995

Amended by Ord No. 3 Series, 2004

Sections 2-6-2, 2-6-4, 2-6-5, 2-6-6, 2-6-9 (renumbered to 2-6-7) amended and Sections 2-6-7 & 2-6-8 deleted by Ord. No. 1, Series 2012, effective 2-17-12

Section 2-6-2 amended by Ord. No. 10, Series 2015, effective 12-16-15

All sections amended by Ord. No. 17, Series 2018, effective 2-1-19

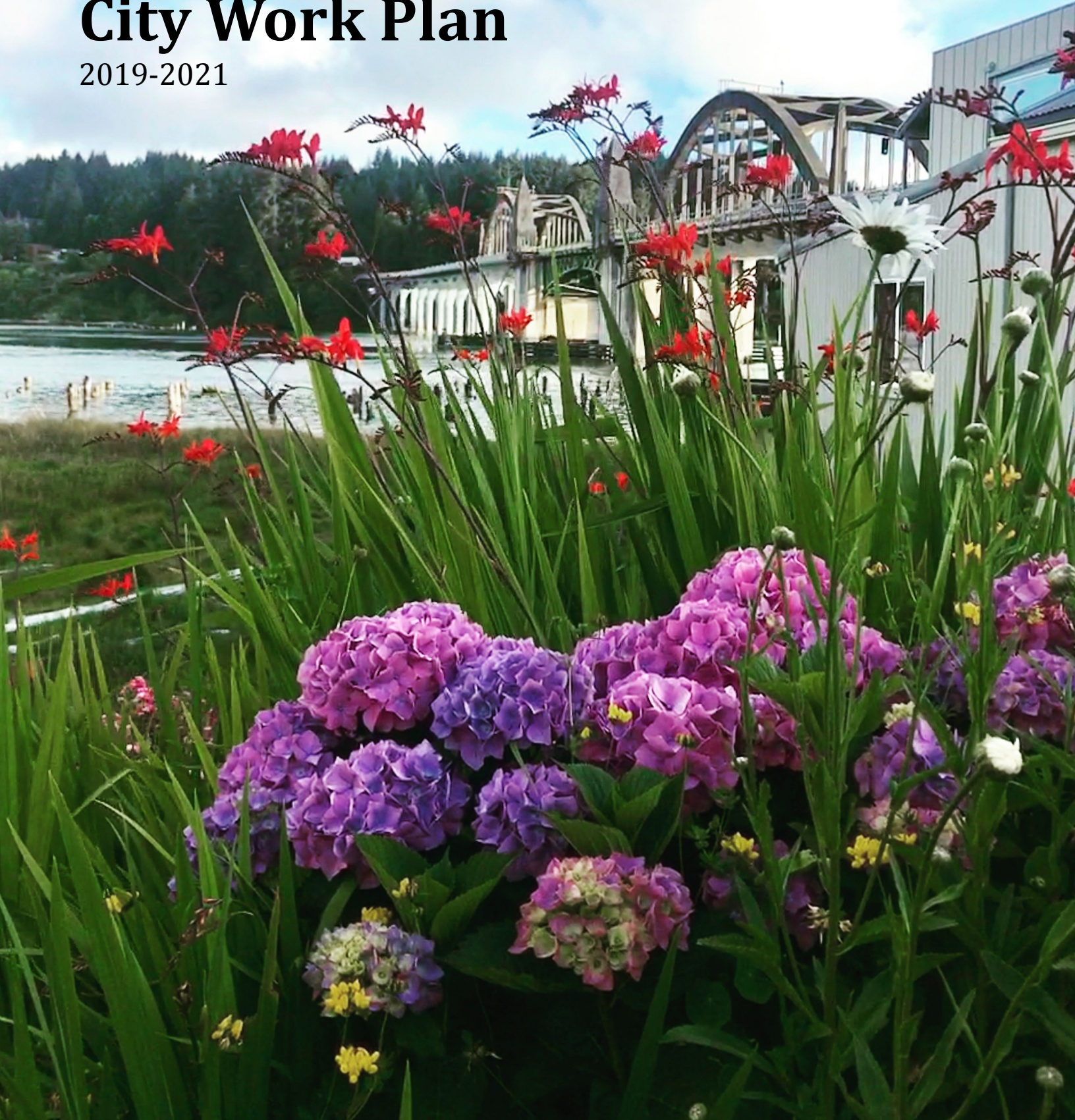
*City of Florence*

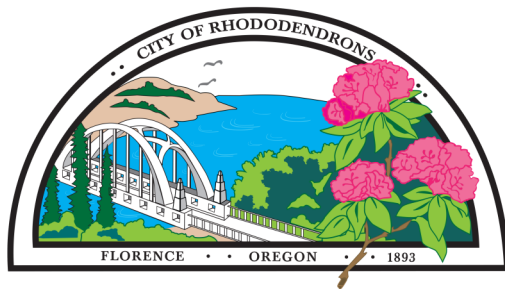
**A City in Motion**



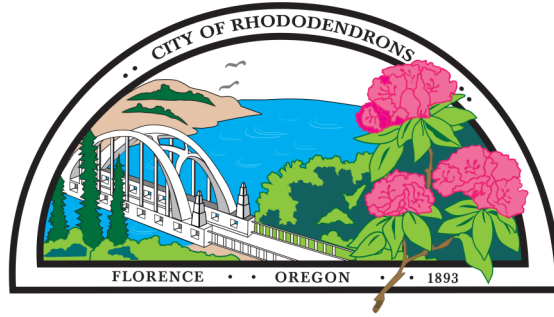
# **City Work Plan**

2019-2021





*City of Florence*  
**A City in Motion**



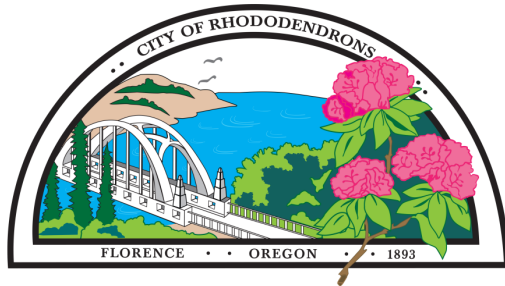
*City of Florence*  
**A City in Motion**

# 2019-2021 Work Plan

## TABLE OF CONTENTS

Introduction, Mission, Goals, & City Services .....	5
City Council Work Plan Priorities .....	9
2019-2021 Work Plan	
Priority 1: Housing Efforts & Initiatives .....	11
Priority 2: Family Wage jobs & Workforce Development .....	13
Priority 3: ReVision Florence .....	16
Priority 4: Development of Quince Street Property .....	16
Priority 5: Parks & Park Improvements.....	17
Priority 6: Infrastructure & Capital Improvements .....	18
Additional Objectives .....	20

*The City Vision, Goals, and City Work Plan were adopted by Florence City Council on April 1, 2019, via Resolution No. 6, Series 2019, and are put into motion by City Staff.*

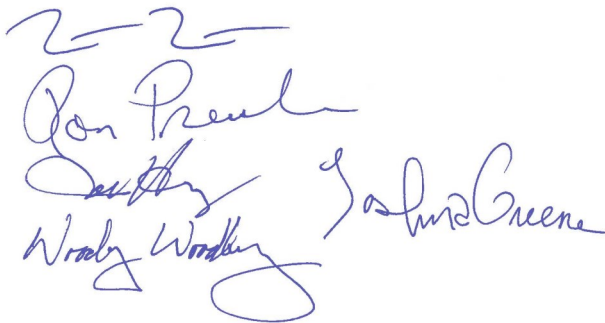


*City of Florence*  
**A City in Motion**

# 2019-2021 City of Florence Work Plan Introduction

## Florence City Council

Mayor Joe Henry  
Council President Woody Woodbury  
Council Vice-President Ron Preisler  
Councilor Joshua Greene  
Councilor Geraldine Lucio



## Management Team

Erin Reynolds, City Manager  
Anne Baker, Administrative Services Director  
Megan Messmer, City Project Manager  
Kelli Weese, City Recorder/Economic Dev. Coord.  
Kevin Rhodes, Florence Events Center Director  
Wendy FarleyCampbell, Planning Director  
Tom Turner, Police Chief  
Mike Miller, Public Works Director



## About the Work Plan

The City of Florence 2019-2021 Work Plan is governed by the City's mission and goals (see page 6). These goals represent the City's areas of focus for the City moving forward toward the City's mission and were ratified by the City Council in early 2019.

The City's Work Plan outlines the main priorities developed by the City Council. The Work Plan includes projects the City intends to undertake during the 2019-21 fiscal years, on behalf of its residents, to address those priorities, as well as other objectives of the City related to the City's goals.

The Work Plan outlines the City's strategy toward the achievement of the City Council priorities and the five City Council goals through objectives and tasks. The Work Plan serves as the foundation for preparing the biennial budget. The goals, priorities, and objectives outlined reflect the City's commitment to the vision of Florence as Oregon's Premier Coastal Community.

The Work Plan is intended to be a living document. The objectives and tasks are dynamic and should be modified periodically to ensure that the goals, vision, and mission of the City are being met. New items may be added, and items may be removed, as deemed appropriate by the City Council.

The City also carries out general day to day operations in providing City services to residents. Those items are not necessarily outlined in the Work Plan, but are a large part of the work performed by City staff.

The City Services Organizational Chart is available on page 7.

# City of Florence Mission

---

*“The Mission of the City of Florence is to meet community expectations for municipal services, provide a vision for civic improvements, maintain a quality environment and position Florence to have an economically viable and sustainable future.”*

---

## City of Florence Vision & Goals

# City of Florence

## Oregon's Premier Coastal Community

- 1 City Service Delivery**

Sustain and improve the delivery of cost effective and efficient services, including public safety, to the citizens of Florence and our visitors.
- 2 Livability & Quality of Life**

Sustain and improve the City's livability and quality of life for Florence residents and visitors.
- 3 Economic Development**

Create a strategy and actions aimed towards sustaining and expanding the Florence economy.
- 4 Communication & Trust**

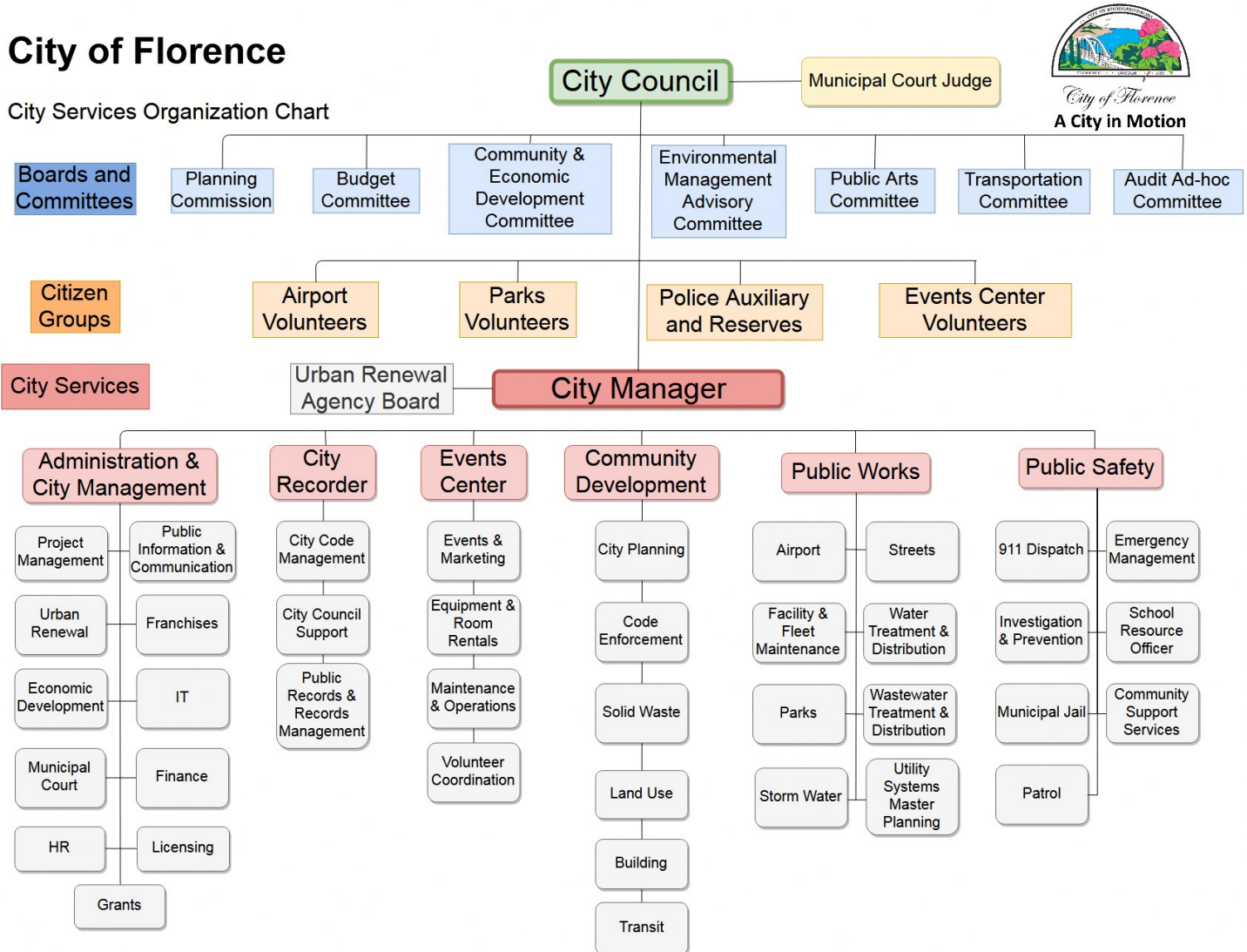
Sustain and improve the City's communication program and strengthen citizen trust.
- 5 Financial & Organizational Sustainability**

Sustain and improve the City's financial position, City-wide policies, and the infrastructure networks to support current and future needs.

# City of Florence City Services Organizational Chart

## City of Florence

City Services Organization Chart



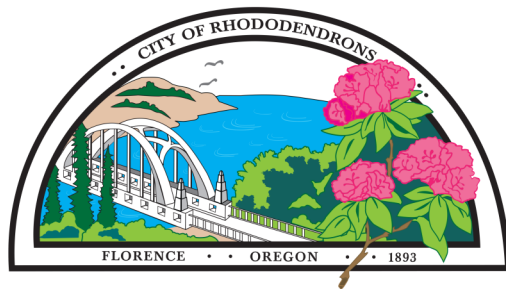
## About the City Services Organizational Chart

The City of Florence City Services Organizational Chart represents the structure of the City services provided to the residents and visitors of Florence. This chart includes the elected and appointed officials, boards and committees, citizen groups, and city services provided by staff and contractors.

The services outlined above are comprehensive and represent the majority of the work performed by the City related to day-to-day operations and management of the City of Florence. Each general category of services does include many elements that make up providing those services to the community. While comprehensive, there may be services or activities not outlined in the chart due to the dynamic and diverse requirements of City operations and responsibilities.

For further detail on City services, please contact the City of Florence at 541-997-3437 or view our departmental pages on the City website at [www.ci.florence.or.us](http://www.ci.florence.or.us).





*City of Florence*  
**A City in Motion**

# 2019-2021 City of Florence Work Plan Priorities

## About the Priorities

Through a series of work sessions in early 2019, the Florence City Council reviewed the City's goals and used those to develop a set of six priorities to focus on over the 2019-2021 biennium. Those priorities are listed below and further outlined in the Work Plan objectives and tasks in the following pages. Included in the Work Plan are added objectives to continue moving the City forward.

The City Work Plan was adopted by the Florence City Council on April 1, 2019 via Resolution No. 6, Series 2019, available on page 10.

## Determining Priorities

The City of Florence six priorities take into consideration the following:

- ◆ Projects which have the greatest potential of moving the City forward toward its mission and goals;
- ◆ The hierarchy of municipal services;
- ◆ Current city services provided; and
- ◆ Staff time and funding availability.

The City strives to provide the core municipal services citizens expect, while continuously working to provide improved livability and quality of life and seeking the actualization of civic engagement.

	Priorities	Goal(s) Addressed
1	<b>Housing Efforts &amp; Initiatives</b> <i>(Development, Regulations, Workforce / Affordable Projects &amp; Support, Homelessness &amp; Incentives)</i>	<ul style="list-style-type: none"> <li>• Goal 2: Livability &amp; Quality of Life</li> <li>• Goal 3: Economic Development</li> <li>• Goal 5: Financial &amp; Org. Sustain</li> </ul>
2	<b>Family Wage Jobs &amp; Workforce Development</b> <i>(Retention, Expansion, Marketing, Infrastructure &amp; Incentives)</i>	<ul style="list-style-type: none"> <li>• Goal 2: Livability &amp; Quality of Life</li> <li>• Goal 3: Economic Development</li> </ul>
3	<b>ReVision Florence Community Outreach</b> <i>(Hwy 101 / 126 Streetscape &amp; Paving)</i>	<ul style="list-style-type: none"> <li>• Goal 2: Livability &amp; Quality of Life</li> <li>• Goal 3: Economic Development</li> </ul>
4	<b>Development of Quince Street Property</b> <i>(Hotel/Mixed-Use/Housing, Trail, Infrastructure &amp; Incentives)</i>	<ul style="list-style-type: none"> <li>• Goal 3: Economic Development</li> <li>• Goal 5: Financial &amp; Org. Sustain.</li> </ul>
5	<b>Parks &amp; Park Improvements</b> <i>(Gallagher, River &amp; Miller Parks and Estuary Trail)</i>	<ul style="list-style-type: none"> <li>• Goal 2: Livability &amp; Quality of Life</li> <li>• Goal 3: Economic Development</li> </ul>
6	<b>Infrastructure &amp; Capital Improvements</b> <i>(Water, Sewer, Stormwater &amp; Streets)</i>	<ul style="list-style-type: none"> <li>• Goal 1: City Service Delivery</li> <li>• Goal 2: Livability &amp; Quality of Life</li> </ul>

**CITY OF FLORENCE  
RESOLUTION NO. 6, SERIES 2019**

**A Resolution Reaffirming the City of Florence's Council Goals and adopting the July 1, 2019 – June 30, 2021 City of Florence Work Plan.**

RECITALS:

1. The City Council periodically establishes goals to guide its actions in carrying out the business of the City.
2. The City Council considered and identified its goals during its annual planning sessions in 2015-2016 and reaffirmed its goals for the 2017-18 City of Florence work plan.
3. The City Council agreed at its January 14, 2019 work session that the City Goals adopted in 2017 still met the values of the City of Florence for 2019 – 2021 and thus should be continued.
4. The City Council has worked with staff to prioritize the objectives and tasks to be worked on during the July 1, 2019 – June 30, 2021 time period.
5. The City Council has indicated its intent to utilize the July 1, 2019 – June 30, 2021 work plan priorities in the creation of the upcoming budget.

Based on these findings,

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

1. The City of Florence approves the City Goals as set forth in Exhibit A.
2. The City of Florence approves the July 1, 2019 – June 30, 2021 Work Plan as set forth in Exhibit B.
3. The City Recorder is authorized to administratively correct any grammatical errors contained herein and to reformat the City Work Plan provided no substantive changes in content shall occur.
4. This Resolution shall become effective immediately upon adoption.

ADOPTION:

This Resolution is passed and adopted on the 1st day of April, 2019.

  
\_\_\_\_\_  
Joe Henry, Mayor

Attest:

  
\_\_\_\_\_  
Kelli Weese, City Recorder

# 2019-2021 City of Florence Work Plan

Priority	Goal(s) Addressed
1 Housing Efforts & Initiatives (Development, Regulations, Workforce/Affordable Projects & Support, Homelessness & Incentives)	Goal 2: Livability & Quality of Life Goal 3: Economic Development Goal 5: Financial & Org. Sustain.

## **Development Regulations**

**Objective 1:** Continue working with the Oregon Department of Land Conservation & Development (DLCD) to complete residential zoning code audit and amend residential land use codes to streamline regulations and address barriers concerning development of housing.

**Task 1:** Host code concepts work session with Community & Economic Development Committee (CEDC) and invite Council and Planning Commission.

**Task 2:** Prepare amendments to Florence City Code based upon priorities of community.

**Task 3:** Evaluate proposed code amendments for viability.

**Task 4:** Host public open house.

**Task 5:** Amend proposed code amendments based on public input and receive recommendation from CEDC.

**Task 6:** Host joint public hearing process with Planning Commission & City Council.

**Task 7:** Create marketing materials/ Public Service Announcements/ etc. to notify builders and public of changes.

**Objective 2:** Update Florence City Code Titles 10 and 11 to address deficiencies outside of the DLCD Technical Assistance program scope or funding availability.

**Objective 3:** Update Comprehensive Plan and Zoning Maps in support of housing and economic opportunities analysis completed in 2018.

**Objective 4:** Evaluate and amend short term rental policies to ensure adequate housing supply for workforce.

## **Housing Development**

**Objective 1:** Support community partners in development of workforce/ affordable housing.

**Task 1:** Support Neighborhood Economic Development Corporation (NEDCO) with development of Airport Road site.

**Task 2:** Support other non-profit efforts to provide additional workforce/ affordable housing.

**Objective 2:** Evaluate the City's role and potential costs/ locations for city participation in workforce housing development projects.

**Task 1:** Work with Community & Economic Development Committee to perform rental market study and market efforts to developers.

- Task 2:** Evaluate City, government partners, and non-profit owned property to determine viability for use in workforce housing projects.
- Task 3:** Explore local and regional funding options to support development of housing for low- and moderate-income households.
- Task 4:** Work with partners to pursue state and federal grants to design and finance workforce housing projects.
- Task 5:** Pursue partnerships with local partner agencies to develop student housing, including but not limited to, Lane Community College, Siuslaw School District, Peace Health, Port of Siuslaw, and the Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians.

**Objective 3:** Coordinate with major local employers in efforts to develop and support housing affordable to their workforce.

- Task 1:** Including, but not limited to Peace Health, Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians, Siuslaw School District and City of Florence.

**Objective 4:** Explore options for accommodating transitional housing and make necessary code updates.

### **Old Town/ Main Street Development**

**Objective 1:** Support the Florence Urban Renewal Agency’s (FURA) work to market and recruit for five catalyst sites for housing and commercial uses.

- Task 1:** Reach out to property owners to determine interest in partnering with the City and FURA for marketing/ development opportunities and for design assistance.
- Task 2:** Work with property owners to determine barriers to development and potential solutions.
- Task 3:** Work with property owners to develop marketing materials including video, brochure, web presence etc.

### **Financial Incentives**

**Objective 1:** Evaluate options and long-term financial sustainability for financial incentives to promote workforce housing development.

- Task 1:** Evaluate System Development Charge structure for long-term viability of workforce housing incentives.
- Task 2:** Evaluate opportunities for implementing property tax exemptions for workforce housing projects.
- Task 3:** Evaluate other public funding/ incentives mechanisms as appropriate.
- Task 4:** Work with funding partners to identify different types of housing subsidies and funding options.

## Infrastructure

**Objective 1:** Complete utility infrastructure expansion projects along transportation corridors to promote development opportunities.

Task 1: Complete North Hwy 101 Sewer Extension, West Side.

Task 2: Complete North Hwy 101 Sewer Extension, East Side.

Task 3: Complete Hwy 126 Water & Sewer Extension.

Task 4: Complete Hwy 126 Water & Sewer Extension, Phase 2.

Priority	Goal(s) Addressed
2 Family Wage Jobs & Workforce Development (Retention, Expansion, Marketing, Infrastructure & Incentives)	<i>Goal 2: Livability &amp; Quality of Life</i> <i>Goal 3: Economic Development</i>

## Business Retention & Expansion

**Objective 1:** Work with the Florence Area Chamber of Commerce to determine interest and financial implications of a partnership to accomplish the City of Florence’s Business Retention & Expansion program.

**Objective 2:** Develop a business retention & expansion program in coordination with community partners.

Task 1: Develop and implement annual business survey.

Task 2: Follow up with business survey submittals on business needs in the community.

**Objective 3:** Support the Florence Urban Renewal Agency’s (FURA) efforts to continue a predevelopment grant program.

Task 1: Continue management of the predevelopment grant program.

Task 2: Analyze the financial feasibility of accepting additional applications for the program.

**Objective 4:** Continue to monitor new business licenses & perform outreach.

Task 1: Create new business welcome program to local businesses to educate them on permitting and building requirements before they purchase a property or sign a lease.

**Objective 5:** Work with the Florence Urban Renewal Agency (FURA) to develop and implement a Façade Improvement Program.

Task 1: Analyze the financial feasibility of the creation of a Façade improvement program, and if feasible develop and deploy program.

Task 2: Work with community groups to develop and/ or enhance award program for façade and landscaping improvements.

## **Marketing & Recruitment**

**Objective 1:** Expand marketing for the Pacific View Business Park and research available methods to help promote development.

**Task 1:** Evaluate the possibility of streamlining the purchasing process for lots by preparing public hearing process for all lots prior to potential sales.

**Task 2:** Develop marketing materials including video, brochure, web presence etc.

**Task 3:** Coordinate with Business Oregon, Lane County and the South Coast Development Council for out of area marketing.

**Objective 2:** Maintain information on available properties, buildings and businesses in Florence.

**Task 1:** Update Available properties map quarterly.

**Task 2:** Develop online portal for available properties through [www.florencebusiness.org](http://www.florencebusiness.org) and ensure its interface with the Florence Area Chamber of Commerce's website.

**Objective 3:** Update and maintain florencebusiness.org website and information.

## **Tourism Promotion**

**Objective 1:** Review transient room tax (TRT) allocation methodology, as well as marketing and visitor information center contract.

**Task 1:** Support efforts of tourism marketing agencies including but not limited to Travel Oregon, Travel Lane County, Oregon Coast Visitor's Association, and the Florence Area Chamber of Commerce.

**Objective 2:** Discuss investment in Florence tourism promotion with Lane County.

**Objective 3:** Continue to support community driven efforts toward public space beautification, recreational opportunities and culture.

**Task 1:** Work with community groups to develop a City-wide Holiday lighting program.

**Objective 4:** Work with Florence Urban Renewal Agency (FURA) and the Transportation Committee to consider amendments to parking requirements in Old Town.

**Task 1:** Consider supporting efforts to research and determine whether to conduct a parking analysis and take steps for parking management in Old Town.

**Task 2:** Work with Old Town businesses on potential strategies for parking management.

## **Entrepreneurship & Innovation**

**Objective 1:** Continue to support the Regional Accelerator & Innovation Network (RAIN), Small Business Development Center (SBDC), and Florence Area Chamber of Commerce entrepreneurship programs.

**Task 1:** Evaluate progress and determine whether to fund additional service years.

**Task 2:** Assist in marketing entrepreneurship events and trainings.

**Task 3:** Provide support to business and potential business participants as necessary.

Task 4: Support and advance efforts to obtain additional funding and incentives for entrepreneurship programs through grants or statewide funding initiatives.

Task 5: Work with partners to build a program to educate local middle and high school students in the value of entrepreneurship.

**Objective 2:** Conduct feasibility study for redevelopment of key sites for public/ private development ‘incubator’ and ‘makers spaces’.

### **Education & Workforce**

**Objective 1:** Support entities that provide education, workforce training, apprenticeship, and/ or internship opportunities to local students and residents.

Task 1: Consider holding joint work session with Siuslaw School District to discuss School improvements, workforce training, and art/ music curriculum.

Task 2: Work with Lane Education Service District, Lane Workforce Partnership, and other partner agencies to develop tools for student/ teacher workforce training, apprenticeships and/or internships.

Task 3: Develop and market workforce recruitment video and other marketing materials.

### **Economic Development Community Outreach & Program Structure**

**Objective 1:** Improve communication with Council and Community regarding the City’s economic development efforts.

Task 1: Create and update lead tracking sheet for internal communication.

Task 2: Create process to quantify private economic development improvements in the community.

Task 3: Develop monthly newsletter/ web/ social media outreach on Economic Development efforts

Task 4: Prepare quarterly reports to Council.

**Objective 2:** Develop Community & Economic Development Committee to assist in work plan efforts and outreach.

**Objective 3:** Develop long term staffing plan for economic development efforts.

**Objective 4:** Leverage resources by maintaining partnerships with regional agencies.

Task 1: Including (but not limited to) Cascade West Economic Development District (CWEDD), South Coast Development Council (SCDC), Lane Workforce Partnership (LWP), Small Business Development Center (SCDC), Business Oregon, Lane County, Lane Community College, and the Florence Area Chamber of Commerce.



Priority	Goal(s) Addressed
3 ReVision Florence Community Outreach & Completion (Hwy 101/ 126 Streetscape & Paving)	Goal 2: Livability & Quality of Life Goal 3: Economic Development

**Objective 1:** Public Outreach and Agency Coordination.

Task 1: Coordination with ODOT through project construction.

Task 2: Public outreach and communication during construction.

**Objective 2:** Plan for installation and funding of items removed from contract.

Task 1: Purchase and installation of pedestrian amenities.

Task 2: Funding plan, purchase and installation of pedestrian light arms and banner arms.

Task 3: Funding plan and installation for construction of gateway monument pillars.

Task 4: Determine funding strategy, timeline and installation to systematically complete Public Art within the streetscape project including both Art Exposed and permanent installations.

Task 5: Coordination with the Chamber of Commerce on expanding the flower basket and banner program to Highway 101 in the project area.

Priority	Goal(s) Addressed
4 Development of Quince Street Property (Hotel/ Mixed-Use/ Housing, Trail, Infrastructure & Incentives)	Goal 3: Economic Development Goal 5: Financial & Org. Sustain.

**Objective 1:** Concept plan for property.

Task 1: Develop concept plan for property and hotel feasibility analysis.

Task 2: Determine financial strategy and complete necessary preliminary assessments including but not limited to lot line adjustments, geotechnical analysis, floodplain analysis, regrading, tree management, subdivision, etc.

**Objective 2:** Marketing & Development.

Task 1: Develop marketing materials including video, brochure, web presence etc.

Task 2: Hire commercial real estate broker and develop strategy for marketing property development including cost/ benefit analysis of RFP process for developer.

Priority	Goal(s) Addressed
5 Parks & Park Improvements (Gallagher, River & Miller Parks and Estuary Trail)	<i>Goal 2: Livability &amp; Quality of Life</i> <i>Goal 3: Economic Development</i>

**Objective 1:** Construct and develop new Siuslaw River Beach Access Park.

**Objective 2:** Plan and complete Siuslaw Estuary Trail – Hwy 126 to Port Property.

**Objective 3:** Conversion of Old Public Works to Gallagher Park.

Task 1: Public outreach on what type of park amenities are desired for Gallagher park.

Task 2: Create a master plan for the development of Gallagher Park over the next 2-5 years.

Task 3: Design for new amenities and cost estimates.

Task 4: Seek and obtain grant funding for park development.

Task 5: Bid process for construction of new park facilities.

Task 6: Construction of Gallagher Park expansion.

**Objective 4:** Support Community group grants to improve or create new parks.

Task 1: Implement vision that was developed for the General Ben King Memorial Airport Gateway.

Task 2: Work with school district and community volunteers to develop new soccer fields at middle school site.

Task 3: Work with Siuslaw Baseball Association, Siuslaw Youth Soccer, and other community partners to rehabilitate and expand sport/ fitness opportunities at Miller Park.

**Objective 5:** Improve parks, trails, and walkability.

Task 1: Develop trail brochure and update City webpage.

Task 2: Complete major trail maintenance & repaving.

Task 3: Expand park amenities in Old Town.

Task 4: Expand pickleball opportunities at Rolling Dunes Park or Gallagher Park.

Task 5: Relocate community gardens to Rolling Dunes Park.

**Objective 6:** Complete Park Master Plan Update.

Task 1: Complete Park Master Plan update with specific projects and costs.

Task 2: Seek long term financing plan to improve parks, trails and walkability.

Priority	Goal(s) Addressed
6 Infrastructure & Capital Improvements (Water, Sewer, Stormwater & Streets)	Goal 1: City Service Delivery Goal 2: Livability & Quality of Life

### City Facilities

**Objective 1:** City Hall Remodel and Expansion Completion.

Task 1: Completion of items outside of the City Hall construction contract, such as signage, records storage system, other items for facility utilization.

Task 2: Employee training on new facility procedures and systems.

Task 3: Development and completion of City Hall landscaping.

Task 4: Construction of new retaining wall and staircase on the east side of the facility.

**Objective 2:** Deconstruction of Old Public Works.

Task 1: Clear out items stored at the old facility.

Task 2: Transition remaining Public Works Inventory and other items to the new public works facility.

Task 3: Asbestos abatement for all facilities on the site.

Task 4: Deconstruction and disposal of buildings after asbestos abatement.

**Objective 3:** Construct City Public Works Facility Phases 2 & 3.

Task 1: Pursue grants for items not installed/ completed as part of the project, including 175 KW emergency power generator, video conferencing equipment and hybrid yard lighting.

Task 2: Purchase new storage racks with correct weight limit rating for maintenance building.

Task 3: Design and construct new 3-sided pole building(s).

Task 4: Pave out parking lot.

Task 5: Pursue grants for new fueling depot to be constructed on lot south of new Public Works.

### Transportation

**Objective 1:** Complete Safe Routes to School Project.

**Objective 2:** Complete annual Chip/ Fog Seal Program.

**Objective 3:** Reconstruct Rhododendron Drive – Wildwinds to 35<sup>th</sup> including realignment, separated multi-use path and improved river overlook/ parking area.

**Objective 4:** Construct separated 12’ multi-use path along Rhododendron from 35<sup>th</sup> to North Jetty Road.

**Objective 5:** Construct separated 12’ multi-use path along Rhododendron from North Jetty Road to Heceta Beach Road.

**Objective 6:** Develop approach and funding to address deferred street maintenance.

**Objective 7:** Fix Spruce Street Culvert Failure.

Task 1: Develop Plan.

Task 2: Seek grant opportunities as available.

**Objective 8:** Work with Transportation Committee to audit and correct errors in the 2012 Florence Transportation Systems Plan.

Task 1: Prepare updates to the Transportation Systems Plan.

Task 2: Prepare corresponding updates to the Florence City Code, Comprehensive Plan and Capital Improvement Plan.

Task 3: Determine methods for public outreach and input on proposed amendments and implement.

Task 4: Host joint public hearing process with Planning Commission and City Council based on recommended amendments.

**Objective 9:** Enhance pedestrian and ADA crossing opportunity on Nopal and Bay Streets.

**Objective 10:** Support the Florence Urban Renewal Agency's (FURA) potential projects to complete sidewalk improvements within the FURA district.

Task 1: Complete quick response sidewalk and ADA improvements in the area of Maple Street and Laurel Street.

Task 2: Complete sidewalk replacement project along 2<sup>nd</sup> Street to address gaps and inadequate sidewalks, including ADA and installation of pedestrian scale lights.

**Objective 11:** Continue efforts to increase public transit opportunities to Eugene and Coos Bay and support continuation of Yachats pilot program.

### **Stormwater**

**Objective 1:** Complete Old Town Stormwater Drainage Project – 6<sup>th</sup> Street Juniper to Hemlock and Hemlock to 1<sup>st</sup> Street.

**Objective 2:** Complete 2<sup>nd</sup> Street Stormwater Project.

**Objective 3:** Complete Stormwater Master Plan Update.

**Objective 4:** Complete Pine Court Stormwater Project.

### **Water**

**Objective 1:** Complete 16-inch water line on 9<sup>th</sup> Street from Rhododendron to Kingwood, including stormwater repair at 9<sup>th</sup> and Hemlock.

**Objective 2:** Update Water Management and Conservation Plan.

### **Wastewater**

**Objective 1:** Develop Facilities Plan for the Wastewater Treatment Plant.

Task 1: Select consultant and develop scope.

Task 2: Develop facilities plan to guide major equipment replacement and set the stage for expansion.

- Objective 2:** Develop plan for providing sewer to North Urban Growth Boundary.
- Task 1:** Select consultant.
- Task 2:** Develop ‘master plan’ for providing sewer to North UGB.
- Task 3:** Explore and obtain grants to construct new gravity sewers in North UGB.

**Airport**

- Objective 1:** Complete Airport Runway/ Taxiway seal coat and lighting project.
- Objective 2:** Implement Airport Improvements according to Airport Master Plan.

The following Objectives and Tasks are included in the City of Florence Work Plan for 2019-2021 to address other aspects of City service delivery and operations meeting the City Goals.

Objective	Goal(s) Addressed
Public Safety (Police, Dispatch, Jail, Court, Emergency Management, Code Enforcement)	Goal 1: City Service Delivery Goal 2: Livability & Quality of Life

**Police, Dispatch, Jail**

- Objective 1:** Develop permanent funding for School Resource Officer
- Objective 2:** Expand community support through National Night Out.
- Objective 3:** Continue to implement proven best practices for public safety agencies regarding homelessness, drug usage, mental illness, and other social concerns and support non-profit and government partners in community driven approaches.
- Objective 4:** Complete patrol squad room remodel / upgrade.
- Objective 5:** Complete 911 System and Dispatch Center Upgrade.
  - Task 1:** Communications Center Remodel.
  - Task 2:** Train Communications Officers on new system.
- Objective 6:** Maintain Compliance with Criminal Justice Information Services (CJIS) and Federal Crime Reporting.
  - Task 1:** Complete computer aided dispatch update with justice connect.
  - Task 2:** Complete Oregon national incident-based reporting system (ONIBRS).
- Objective 7:** Implement eCitations program.
- Objective 8:** Develop policies and procedures for Jail.
  - Task 1:** Continue to attend pertinent trainings.
  - Task 2:** Implement written polices

## Court

- Objective 1:** Implementation of the e-conviction program for processing DMV convictions electronically.
- Objective 2:** Program implementation for collection of fines and fees through the Department of Revenue.
- Objective 3:** Continued implementation of process improvement and modernization.

## Emergency Management

- Objective 1:** Continue to participate and lead efforts of the West Lane Emergency Operations Group (WLEOG).
- Task 1: Coordinate efforts to update and maintain the Emergency Operations Plan.
- Task 2: Develop departmental procedural checklists for City supported functions of the Emergency Operations Plan.
- Task 3: Assist in the coordination of and participate in local and regional emergency exercises.
- Objective 2:** Continue to develop and implement City emergency preparedness policies.
- Task 1: Develop a continuity of operations plan for the City.
- Task 2: Develop internal departmental procedures, policies, and checklists for emergency response.
- Task 3: Continue to ensure that all employees receive ICS 100, 200, 700, and 800 training.
- Task 4: Continue to coordinate specific ICS trainings for identified employee roles.

## Code Enforcement

- Objective 1:** Update City's nuisance codes to remove inconsistencies, improve clarity, and address unaddressed issues.
- Objective 2:** Implement code violation and citation tracking software to improve Code Enforcement workflow and communication among departments and to the public.
- Objective 3:** Create code enforcement operations manual to create the opportunity for professional volunteer assistance.

Objective	Goal(s) Addressed
Community Beautification & Aesthetics	<i>Goal 2: Livability &amp; Quality of Life</i> <i>Goal 3: Economic Development</i>

## Community Gateway Signage

- Objective 1:** Develop welcoming gateway signage (N,S,E).
- Task 1: Identify locations.
- Task 2: Develop concepts for gateways.
- Task 3: Construct gateways.

## **Landscaping & Lighting**

**Objective 1:** Improve Curb Appeal and protect natural areas from weed encroachment.

**Task 1:** Support the Environmental Management Advisory Committee to update vegetation preservation city code to eliminate inconsistencies and reflect current community quality of life goals.

**Task 2:** Create and implement a noxious weed control program to educate the public, eradicate problem areas and recognize business, group and individual positive efforts.

**Objective 2:** Research industry standard parking lot lighting level standards and revise lighting code to ensure safety and improve quality of life.

## **Public Art Program**

**Objective 1:** Discuss and consider amendments to the process for acquisition of public art and the role & responsibilities of the Public Arts Committee through review of the Public Art Guidelines (Resolution No. 4, Series 2016) and the Public Arts Committee duties per FCC 2-4.

**Objective 2:** Central Lincoln PUD Mural Installation.

**Task 1:** Work with Florence Urban Renewal Agency (FURA) on artist contract approval.

**Task 2:** Complete City Council Hearing per Mural Code.

**Task 3:** Prepare for art installation including public outreach, site logistics, etc.

**Objective 3:** Siuslaw Bridge Steps Art Installation.

**Task 1:** Prepare for art installation including public outreach, site logistics etc.

**Task 2:** Coordinate with ODOT for Intergovernmental/ Maintenance Agreement.

**Objective 4:** Art Exposed Program.

**Task 1:** Continue to market preliminary four pieces on Bay Street for sales.

**Task 2:** Replace four pieces in old town with new pieces.

**Task 3:** Research locations for additional pieces within the Art Exposed Program including ReVision Florence and throughout the City, prepare financing plan, & installation timelines for Art Exposed pieces for ReVision Florence project.

**Objective 5:** Complete actions to encourage private funding and/ or donations of public art to leverage City funding.

**Task 1:** Limit funding sources for the Public Art program to the City of Florence general fund, grants and private donations, and do not include funding from the Florence Urban Renewal Agency.

**Task 2:** Research grant opportunities and prepare grant applications through staff and volunteer time.

**Task 2:** Develop public art donation program.

**Task 3:** Support efforts for nonprofit development of public art funding.

**Objective 6:** Public Outreach and Marketing of Public Art Program.

Task 1: Improve communication with public concerning public art program objectives including monthly Siuslaw News Articles, speaking opportunities with community groups, social media and City website.

**Objective 7:** Prepare for next public art projects and long-term objectives/ strategies.

Task 1: Perform public outreach on interest in public art program and art types.

Task 2: Prepare master plan for next projects for Council consideration.

**Objective 8:** Complete Mural Code revisions with revisions to sign code where necessary.

Task 1: Review potential options for Mural Code Amendments.

Task 2: Prepare code amendments.

Task 3: Joint work session with Council/ Planning Commission.

Task 4: Complete public hearing process with the Planning Commission & City Council.

**Objective 9:** Determine viability of the development of a private property mural program/ match program.

Task 1: Review cost/ benefits and potential structure of private property mural program.

Task 2: Implement program via public outreach informational materials, application booklet and outreach to potential private partners etc.

**Objective 10:** Consider opportunities for sustainable funding/ staffing options.

Objective	Goal(s) Addressed
Sustainability & Conservation	<i>Goal 2: Livability &amp; Quality of Life</i> <i>Goal 3: Economic Development</i>

### **City Bio-Solids Program**

**Objective 1:** Expand biosolids composting facility.

Task 1: Perform a curbside yard debris collection cost-benefit/ feasibility study.

Task 2: Identify and secure funding sources for expanding Flo-Gro processing.

Task 3: Develop plan to market Flo-Gro product.

### **Recycling & Litter Reduction**

**Objective 1:** Support Environmental Management Advisory Committee's work to enhance efforts toward recycling and litter reduction.

Task 1: Implement program to place garbage & recycling containers in identified problem areas of the city.

Task 2: Continue community discussion to eliminate availability of single use plastic shopping bags including considering programs to reduce litter and updating city codes.

Task 3: Consider community discussion on eliminating availability of plastic straws.

Task 4: Modify solid waste collection fees to include yard debris collection.



- Task 5:** Implement Five “R” Restaurant rating program recognizing, awarding and educating sustainable environmental practices.
- Task 6:** Support local community business endeavors that seek to recycle plastic, including but not limited to the ‘Precious Plastics’ program.
- Task 7:** Develop informational materials to educate the community on best practices for recycling and materials that can be recycled locally including but not limited to a video, brochure, website, and social media releases.

Objective	Goal(s) Addressed
Misc. Code & Process Amendments	<i>Goal 1: City Service Delivery Goal 4: Communication &amp; Trust</i>

### **Flood Insurance Rate Map Amendments**

**Objective 1:** Update Titles 4 and 10 and the Florence Comprehensive Plan in support of 2018-19 Flood Insurance rate map amendments.

### **Land Use Housekeeping Amendments**

**Objective 1:** Perform general housekeeping updates to Titles 10 and 11.

**Objective 2:** Work with State of Oregon to identify and pursue a path to update the Florence Realization 2020 Comprehensive Plan consistent with state requirements and community needs.

### **City Licensing**

**Objective 1:** Reassess and update the City’s various licensing where appropriate.

- Task 1:** Street Closure.
- Task 2:** Business Licenses.
- Task 3:** Special Events & Parades.
- Task 4:** Liquor Licenses.
- Task 5:** Taxi Codes.

### **Elections**

**Objective 1:** Update elections ordinance to clarify city deadlines.

Objective	Goal(s) Addressed
Committee, Commission ,& Board Management	<i>Goal 1: City Service Delivery Goal 4: Communication &amp; Trust</i>

### **Florence Urban Renewal Agency (FURA)**

**Objective 1:** Review FURA Bylaws, City Code and FURA Plan to ensure consistency with current objectives and practices.

## City Committees & Commission Coordination

- Objective 1:** Implement updated City Committee & Commission policy manual.
- Task 1: Ensure committee/ commission volunteers are appointed and trained for posts for city processes, public meetings law and Oregon government ethics laws.
- Task 2: Improve communication between City Council and committees via monthly reports, ex-officio memberships, committee work plan approvals, and committee work sessions for input into the City work plan.
- Task 3: Convert Planning Commission meeting materials to digital delivery system and train members on usage.
- Objective 2:** Ensure Committee & Commission effectiveness in supporting Council Goals & Work Plan.
- Task 1: Evaluate Committee’s work plans in context of overall City work plan objectives.

Objective	Goal(s) Addressed
Internal City Processes & Procedures	<i>Goal 1: City Service Delivery</i> <i>Goal 5: Financial &amp; Org. Sustain.</i>

## Customer Service

- Objective 1:** Implement customer service updates at the remodeled City Hall.
- Objective 2:** Evaluate potential amendments to City Hall office hours.

## Human Resources

- Objective 1:** Complete Administrative Services Department Restructure.
- Objective 2:** Complete negotiations with the Florence Police Association for contract ending 2020.
- Objective 3:** Implement City intranet system for all employees to use.
- Objective 4:** Ensure staff are trained for their positions and in applicable state laws including ethics, public records, harassment etc.
- Task 1: Ensure new staff are trained during on-boarding process and all other staff are trained every two years.
- Objective 5:** Develop system to track employee trainings.
- Objective 6:** Improve employee safety and risk management.
- Task 1: Adopt updated safety manual and continue work towards safety committee, volunteer policies, and learning center trainings.
- Objective 7:** Improve employee experience and improve employee retention.
- Task 1: Update City personnel handbook and other policies.
- Task 2: Update City’s performance evaluation/ reviews procedure.
- Task 3: Participate in 3<sup>rd</sup> party trainings as appropriate.
- Task 4: Complete salary survey.

Task 5: Develop strategies for succession for key personnel positions.

**Objective 8:** Analyze building department organizational structure and hire Building Official position and hire and/or contract for provision of building and electrical plan review and inspection services.

### **Records Management**

**Objective 1:** Improve City’s records management and retention program.

Task 1: Determine viability of staff assistance for records program.

Task 2: Research and determine best methods for short- and long-term records.

Task 3: Research and implement off-site storage options.

Task 4: Setup protocols to relocate records for long- and short-term storage.

Task 5: Continue to digitize and index the City’s permanent and long-term records.

Task 6: Setup protocols and processes for retention of City email records.

Task 7: Research and potentially implement records retention software.

**Objective 2:** Update Public Records Request Policies and research software solutions for potential implementation.

### **Communication Guidelines**

**Objective 1:** Development of a City-wide communications and style guide.

Task 1: Press release and public service announcement template utilization across City.

Task 2: Updates to the press release distribution list and procedures.

Task 3: Define how information is shared with different stakeholder groups to provide consistency across the organization.

Task 4: Employee training on new procedures.

<b>Objective</b>	<b>Goal(s) Addressed</b>
Financial Processes & Transparency	<i>Goal 1: City Service Delivery Goal 4: Communication &amp; Trust Goal 5: Financial &amp; Org. Sustain.</i>

### **Contracting Rules**

**Objective 1:** Update the City’s Contracting and purchasing rules according to ORS requirements.

### **Financial Sustainability**

**Objective 1:** Review and update long-range financial forecasts annually for all funds. Identify funding gaps and approaches to ensure financial and organizational sustainability.

Task 1: Evaluate general fund specific considerations – perform research on property valuations and impacts to property taxes and next steps.

Task 2: Evaluate strategies to address City public employee retirement system (PERS) obligations.

- Objective 2:** Prepare biennial budget consistent with adopted work plan.
- Task 1: Prepare biennial budget incorporating five-year financial forecasts, identify goals and objectives and/ or funded, and those that remain unfunded and/ or require action by Council or others.
- Objective 3:** Ensure timely financial reporting.
- Task 1: Prepare quarterly reports that include financial, operational or capital performance and status
- Task 2: Adjust budgets timely to reflect changes in budgeted resources and/ or expenditures to achieve work plan objectives.
- Task 3: Secure clean opinion on audited financial statements.
- Objective 4:** Continue processing and negotiating franchise agreement with current and future telecommunications providers.
- Objective 5:** Review and update building and planning permitting fees to recuperate costs in accordance with state statutes and city policy.

Objective	Goal(s) Addressed
Florence Events Center	<i>Goal 2: Livability &amp; Quality of Life</i> <i>Goal 3: Economic Development</i> <i>Goal 5: Financial &amp; Org. Sustain.</i>

- Objective 1:** Create sustainable funding options.
- Task 1: Increase number of conferences & events.
- Task 2: Develop and implement an endowment program.
- Task 3: Consider booking bigger name acts with consideration to risk vs. benefit.
- Objective 2:** Development of North property.
- Task 1: Establish plan for increased parking & storage.
- Task 2: Implementation.
- Objective 3:** Improve Marketing Efforts.
- Task 1: Reevaluate marketing plan and increase marketing efforts.
- Task 2: Increase marketing budget.
- Objective 4:** Improve Florence Events Center Facility and Operations.
- Task 1: Increase east parking lot lighting.
- Task 2: Increase interior storage/ mezzanine expansion.
- Task 3: Review and update FEC policies and procedures.
- Task 4: Research and implement booking software solution.
- Task 5: Upgrade fire panel and sensors.

**Objective 5:** Friends of the Florence Events Center & Volunteer procurement.

**Task 1:** Improve volunteer procurement and management.

**Task 2:** Support fundraising events presented by Friends of the FEC.

Objective	Goal(s) Addressed
Community Outreach	<i>Goal 1: City Service Delivery</i> <i>Goal 4: Communication &amp; Trust</i>

### **News & Media**

**Objective 1:** Monthly distribution of City Newsletter.

**Objective 2:** Distribution of news items to local and regional media outlets.

**Task 1:** Continue weekly City Manager interview with Coast Radio.

**Task 2:** Continue project specific outreach to media outlets.

**Task 3:** Continue educational public service announcements.

**Objective 3:** Continue development of informational videos to add to the City's video library.

**Objective 4:** Continue outreach on the City's social media platforms to provide City news and updates.

**Objective 5:** Develop Communications Policy

### **Website**

**Objective 1:** Continue to improve the City's website and the information available.

**Task 1:** Implement the City Staff directory.

**Task 2:** Continue to enhance the City project pages.

### **Citizen Participation**

**Objective 1:** Development and implementation of Citizen's Academy.

**Objective 2:** Continued participation in activities such as Public Works, City Day and National Night Out.

### **Community Designations & Awards**

**Objective 1:** Tree City USA Designation.

**Task 1:** Work with the Environmental Management Advisory Committee (EMAC) on application for Tree City USA.

**Task 2:** If Tree City USA designation is obtained, work with EMAC on plan to maintain status.

**Objective 2:** Coast Guard City.

**Task 1:** Determine next steps to ensure appropriate memorialization of Coast Guard City designation.

## CITY OF FLORENCE TRANSPORTATION COMMITTEE

### Recommendation to the City Council to Approve the 2019-2020 Transportation Committee Work Plan

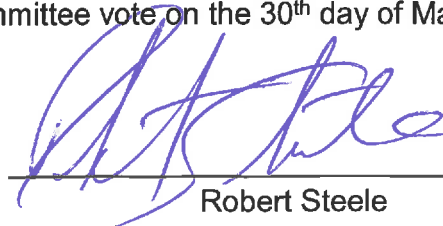
1. The Florence City Council adopted the City of Florence Committee & Commission Policy Manual (Manual) on November 5, 2018 via Resolution No. 21, Series 2018.
2. Chapter 7 of the Manual sets the Committee's role in goal setting and work plan creation, including requirements that all permanent standing commissions and committees, except for the Budget Committee, are charged with developing:
  - a. An annual work plan for their committee for the upcoming year, and
  - b. A report on the activities of the committee over the prior service year
3. In addition, Chapter 7 of the Manual indicates the following:
  - a. Committee / Commission work plans must be consistent, relevant, and supportive to the Council's goals.
  - b. Committee / Commission work plans shall be presented to the City Manager and City Council for approval at a Council meeting in the Spring of each year. This action will generally occur on a Council meeting consent agenda.
4. On April 1, 2019, the Florence City Council adopted Resolution No. 6, Series 2019, a resolution reaffirming the City of Florence's Council Goals and adopting the July 1, 2019 – June 30, 2021 City of Florence work plan.
5. The Transportation Committee has reviewed the adopted City Council goals and work plan and have prepared a prior year's activities report and an annual work plan, which it believes is consistent, relevant and supportive of the Council's adopted goals / work plan.

### THE TRANSPORTATION COMMITTEE RECOMMENDS THE CITY COUNCIL APPROVE THE FOLLOWING:

1. The 2019-2020 Transportation Committee Work Plan, Exhibit A.

### COMMITTEE APPROVAL:

This Recommendation is passed by Transportation Committee vote on the 30<sup>th</sup> day of May, 2019.

  
\_\_\_\_\_  
Robert Steele  
Transportation Committee Chairperson



*City of Florence*  
**A City in Motion**

City of Florence  
 Transportation Committee Work Plan  
 July 2019 – June 2021

**Transportation Committee (TC) Overview:**

The Transportation Committee is a newly established committee, formed by the Florence City Council in November of 2018. This new committee is a combination of the previous Transportation Advisory Committee and Airport Advisory Committee. The Transportation Committee strives to advise the Council and implement the provisions of the City Council goals and work plan related to the City’s transportation system. Transportation matters to be considered include, but are not limited to:

- Traffic & Vehicular
- Bike & Pedestrian
- Public & Private Transit
- Air & Rail

The objective of this document is to create priorities for the 2019 and 2020 biennial cycle. The committee has designated four priorities to guide their work during this biennium. These four priorities are updating the Transportation System Plan, promoting and expanding the public transportation opportunities in Florence, promotion and upkeep of the airport, and continue efforts towards public beautification, recreational opportunities and culture within Florence.

<b>Transportation Committee Members:</b>	
Robert Steele; Chairperson	Terry Tomeny; Vice-Chairperson
Gary Plunkett	Richard Holcombe
George Henry	Richard Markee
Susan Jones	Vicki Dunaway
Larry Farnsworth	David Montes; Ex Officio Member- CEDC
Woody Woodbury; Ex-Officio Member- City Council	Glen Southerland; Ex-Officio Member- City Staff

## **Committee Priorities:**

### **Transportation System Plan:**

The Florence Transportation System Plan (TSP) needs to be updated during the 2019-2020 biennium. The current TSP was adopted in 2012 and since then Florence has grown and changed in ways that makes the current TSP unusable. This task is outlined in the *City of Florence Work Plan, Priority #6: Infrastructure and Capital Improvements, Transportation, Objective 8 (Page Nine)*.

Priorities regarding the Transportation System Plan Update:

- Assist staff with Apply for a Transportation Growth Management grant through Oregon DLCD
- Updating project list within the current TSP
- Updating public transportation section of TSP to include current and future intercity transportation systems
- Creating a system to organize public outreach and collect public input

### **Public Transportation:**

With ridership on the Rhody Express up from previous years, as well as the introduction of the Florence - Yachats Connector in 2018, the Transportation Committee's work regarding public transportation efforts in the city of Florence are as important as ever. This task is outlined in the *City of Florence Work Plan, Priority #6: Infrastructure and Capital Improvements, Transportation, Objective 8 (Page Nine)*.

Public Transportation priorities for the Transportation Committee include:

- Continue to promote Rhody Express bus route within Florence
- Continue to promote Florence – Yachats Connector
- Participate in efforts to increase intercity public transportation opportunities from Florence to Coos Bay and Eugene
- Create avenues for public engagement about current and future public transportation options

### **Florence Municipal Airport:**

During the Spring of 2019, the Florence Municipal Airport completed the airport runway and taxiway lighting improvement project. Once completed, this project, primarily funded through a grant from the FAA, will be a major improvement to the previous system that was over 30 years old. Continuing to support the airport is outlined in the *City of Florence Work Plan, Priority #6: Infrastructure and Capital Improvements, Airport, Objectives 1+2 (Page Ten)*.

Airport Priorities for the Transportation Committee:

- Continue to advertise and support marketing avenues for the Airport
- Research opportunities for grants to develop General Ben King Memorial Airport Gateway
- Continue to implement airport improvements according to Airport Master Plan
- Work with Staff to complete update of the Airport Hanger Lease



**Old Town Parking Requirements:**

Parking in Old Town has always been an issue, especially during the high seasons of Spring and Summer. The City Council tasked the Transportation Committee with consider changes that could be made to the Old Town district regarding parking as outlined in the *City of Florence Work Plan, Priority #2: Family Wage Jobs & Workforce Development, Tourism Promotion, Objective 3+4 (Page Four)*.

Old Town Parking Priorities for the Transportation Committee:

- Research Bike Share Opportunities within Florence
- Research parking solutions in other municipalities around the state and nation
- Work with FURA and the City Council to consider amendments to parking requirements in Old Town

**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO:** 5  
Meeting Date: February 3, 2020  
Department: All

**ITEM TITLE:** Commission, Committee & Volunteers Report – December 2019

**DISCUSSION/ISSUE:**

<b>Airport Volunteers</b>	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Volunteers from the Airport Volunteer Group provided 240 hours of labor greeting visiting pilots and their passengers at the airport; answering phone calls; and providing general information and directions to local attractions; checking all entrance/exit gates; visually check taxiways to ensure they are free and clear of debris; check loaner cars and collect fees from loaner car users; clean the restrooms and office space at the airport office.	
<b>Audit Ad-Hoc Committee</b>	
<u>Department:</u> Finance	<u>Staff:</u> TBD
No report.	
<b>Budget Committee</b>	
<u>Department:</u> Finance	<u>Chairperson:</u> TBD
No report.	
<b>Community &amp; Economic Development Committee</b>	
<u>Department:</u> Administration	<u>Chairperson:</u> Robbie Wright
No Report.	
<b>Environmental Management Advisory Committee (EMAC)</b>	
<u>Department:</u> Planning	<u>Chair:</u> Maureen Miltenberger
EMAC did not have a meeting in December.	
<b>Florence Events Center Volunteers / Friends of the FEC</b>	
<u>Department:</u> Florence Events Center	<u>President:</u> Kirk Mlinek
No Report.	
<b>Florence Urban Renewal Agency</b>	
<u>Department:</u> Administrative	<u>Staff:</u> Kelli Weese – City Recorder / Eco. Devo.
The Florence Urban Renewal Agency did not meet in December.	

<b>Florence Urban Renewal Agency Budget Committee</b>	
<u>Department:</u> Finance	<u>Staff:</u> TBD
No report.	

<b>Parks Volunteers</b>	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
<p>Old Town Park (Gazebo Park). One (1) volunteer provided a total of 6 hours of labor trimming vegetation, pruning, picking up liter, and sweeping leaves from the plaza.</p> <p>Singing Pines Park. Twelve (12) volunteers provided a total of 9 hours of labor picking up litter and trash from the park, including the trails within the park.</p>	

<b>Planning Commission</b>	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
Planning Commission did not meet in December. Their next meeting is scheduled for January 14 <sup>th</sup> .	

<b>Police Auxiliary</b>	
<u>Department:</u> Police	<u>Director:</u> Len Larson
No Report.	

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

<b>Public Arts Committee</b>	
<u>Department:</u> Administrative	<u>Chairperson:</u> Harlen Springer and <u>Vice-Chairperson</u> Jo Beaudreau
<p>The last month year is full of creativity, wonder and excitement for the new decade, 2020. There are many people, groups and organizations that are working on creative arts, not just limited to visual arts. To help spur economic development and show positive examples of sharing information and supporting our local economy, iSpy posts were created with Sami the Sea Lion on the Shelf Passport. iSpy Art posts on Social Media share with the community some of the current public art locations, interactive engage our community and provide educational information about the City’s Public Arts Programs. Posts have been successful in getting people talking about Public Art and interacting with each other in a positive manner. Additionally, the call for new City Committee members have been placed all over town, on social media and traditional media sources. Public Arts Committee members have also been supportive in sharing information about applying to be on the Public Arts Committee, but also all the other City Committees.</p>	

The Public Arts Committee had two meetings in December, one on December 2<sup>nd</sup> and on two convenings on December 9<sup>th</sup>. The December 2<sup>nd</sup> meeting was a regular meeting. The December 9<sup>th</sup> meeting was to discuss a unique educational and interactive activity to showcase our public art in Florence that would be adapted under the already established self-guided tours called, Quests, along the Oregon Coast. These Quests are low in cost to administrate and requires minimal effort to upkeep and is a simple way to engage locals and visitors. They are free for users to participate in and a fun and rewarding experience. PAC is looking forward to the new year to see how this project can be developed for our community members and visitors.

Later that day, commissioners from Travel Oregon visited Florence and where given a tour by PAC in Old Town. The Travel Oregon Commissioners were very impressed by the City's efforts for beautification and economic development. One commissioner wrote: Thank you for taking the time to provide the Commission and me a taste of the tremendous work Florence is doing with public art. I was left impressed by the spirit of innovation, volunteerism and community pride driving this program and I congratulate you on your contributions to Florence's livability and development efforts. Florence has many reasons to feel proud and this program can stand confidently among them. Thank you again for your time and for all you and the committee are doing to create memorable experiences for Oregon's visitors.

The Lane County Cultural Coalition announced its 2020 Cultural Opportunity Grant awardees. Two awards when to our area, The Friends of the Florence Events Center and KXCR Community Radio. Congratulations to them!

The end of the 1<sup>st</sup> round of the ArtExposed Outdoor Rotating Art Gallery will be coming to an end in the Spring of 2020. A new call has been developed and published on the CallForEntry.org website, a nationally recognized location to post calls for various art calls. To learn more about this City project, check the City Website. To read the Call for Art, please search Art Exposed on the Call CallForEntry.org website. This call has been advertised to traditional media outlets, various local, regional and statewide arts organizations, social media posts, invites to apply, and flyer/posts around town.

The pulse of our local arts is strong. For example, The Florence Events Center's Gallery Committee is working on a call for art titled, Siuslaw 20/20 to celebrate our amazing Siuslaw Area in this new decade! All levels of experience are encouraged to participate. Our area lends itself naturally to creativity, not only impressive by just being, but also as an inspiration for all types of art and people. This



show has been developed to help share those works of Art that are inspired by or of the Siuslaw Region.

### Additional References & More Information

#### iSpy

iSpy Posting About Art Located in Public on Social Media, which included information about the location and the art in the comments of the post

#### Member Recruitment

Working on PAC recruitment items such as invite to apply, posters, flyers. PAC members also helped City promote people to apply to all the various City Committees.

#### Siuslaw News Coverage

12/3/2019 - Siuslaw News Coverage Link Here:

[https://thesiuslawnews.com/article/pac-resumes-meeting-under-new-guidelines?fbclid=IwAR097Hf5jM4dBTK3DL\\_O70GPjoW6vFBCt0qoSI8akBXqcrqUILKliT5YXo](https://thesiuslawnews.com/article/pac-resumes-meeting-under-new-guidelines?fbclid=IwAR097Hf5jM4dBTK3DL_O70GPjoW6vFBCt0qoSI8akBXqcrqUILKliT5YXo)



#### Travel Oregon Tour with PAC

12/9/2019 [Quorum Notice](https://ci.florence.or.us/bc-pac/travel-oregon-tour-public-art-committee) : ci.florence.or.us/bc-pac/travel-oregon-tour-public-art-committee

SIUSLAW NEWS | WEDNESDAY, DECEMBER 11, 2019 | 3A

## Community News

### Art 'on the move' in Florence



Staff members from Travel Oregon visited Florence for a series of meetings Monday, which included a tour of the Old Town Historic District and the Public Art installations located along Bay Street. Travel Oregon staff met at Driftwood Shores for the conference and took some time on Thursday to get outdoors to do some kayaking and hiking.

The Travel Oregon Commissioners were very impressed by the City's efforts for beautification and economic development. One commissioner wrote: Thank you for taking the time to provide the Commission and me a taste of the tremendous work Florence is doing with public art. I was left impressed by the spirit of innovation, volunteerism and community pride driving this program and I congratulate you on your contributions to Florence's livability and development efforts. Florence has many reasons to feel proud and this program can stand confidently among them. Thank you again for your time and for all you and the committee are doing to create memorable experiences for Oregon's visitors.

### Travel Oregon seeks to 'create a better life for all Oregonians'

12/14/2019 - Oregon Tourism Commission meets in Florence. Siuslaw News Coverage: <https://thesiuslawnews.com/article/travel-oregon-seeks-to-create-a-better-life-for-all-oregonians>

### Invites to PAC Posted on Social Media Pages



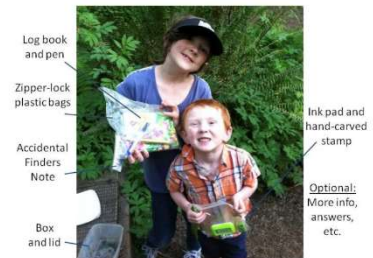
Holidays are a great time for Questing!

Box monitors - Please check your Quests before Thanksgiving to make sure they are in good shape for all the folks who will be heading outside to "walk off" their pumpkin pie. Bring extra plastic bags to waterproof box contents for the winter.

### Working on Art Quest for Local Art during Special Meeting

12/9/2019 - Special Meeting Held for Art Quest Set up. An educational journey through Florence Highlighting our Public Arts. Free for users to participate in and a fun rewarding experience. Quest is geared towards locals and tourists and can be updated easily. [Agenda:https://www.ci.florence.or.us/bc-pac/public-arts-committee-meeting-0](https://www.ci.florence.or.us/bc-pac/public-arts-committee-meeting-0)

#### Anatomy of a Quest Box



## Lane County Cultural Coalition Announces the 2020 Cultural Opportunity Grant Recipients

12/19/2019 - The Lane County Cultural Coalition announces its 2020 Cultural Opportunity Grant awardees. The grants, totaling over \$38,000, support significant arts, heritage, and humanities projects throughout the county, helping to preserve and enhance the area's vibrant cultural life.



Cultural Opportunity Grants were awarded to individuals and for-profit and nonprofit organizations to support access, awareness, and education projects taking place in Lane County in 2020. This year, 18 awardees received grant amounts ranging from \$744 to \$2,500.

Florence has two recipients this year: Friends of the Florence Events Center & KXCR Community Radio! Learn more about who was funded this year:

<http://laneculture.net/grants/grant-recipients/>



### **New Business Taking Action with Local Functional Art Commission with Custom Art Bike Rack**

Newly opened Game location, Dunesday Gaming, had local artist DB Metals create a custom art bike rack

### **ArtExposed Call LIVE!**

Visit the CALL at [CallForEntry.org](http://CallForEntry.org)

[https://artist.callforentry.org/festivals\\_unique\\_info.php?ID=7334](https://artist.callforentry.org/festivals_unique_info.php?ID=7334)

About Art Exposed: The Public Art Committee of the City of Florence has created an exciting program to enhance the beauty and livability of our community by introducing original outdoor art into Florence to create a unique sense of place and enhance community identity. This program, called “Art Exposed” provides a creative outlet for artists to display their work, and artists are encouraged to submit unique pieces that demonstrate extraordinary creativity and elicit a feeling of “Wow” from all who view them. Many cities around the world are engaged in programs of this type and it creates excitement for both the community and visitors.

Four sculptures have been selected and installed by the Public Art Committee and are in the high visibility/high traffic area of Historic Old Town Florence along Bay Street. This area is filled with restaurants, galleries and specialty shops and provides a beautiful backdrop for

artwork right along the Siuslaw River. These pieces will be displayed for a maximum of two years and are available for purchase through the City of Florence. After two years, the pieces will be returned to the artists if they are not sold and other pieces will be selected.

There have been four pieces selected for the first installation; Copper Leaf Tree by Pancho Clark, Transformation by Paul Riemer, West Coast Overlook by Jesse Swickard, and Sitting Wave Part II by Jesse Swickard.

In the event that a buyer wishes to purchase the art, the artist shall be given first opportunity to replace art with a suitable piece to be approved by the Public Art Committee. If the artist chooses not to replace the work, the space will be made available to a new artist through a new "Call to Artists. The City of Florence will collect a 30%. The Public Art Committee of the City of Florence has created an exciting program to enhance the beauty and livability of our community by introducing original outdoor art into Florence to create a unique sense of place and enhance community identity. This program, called "Art Exposed" provides a creative outlet for artists to display their work, and artists are encouraged to submit unique pieces that demonstrate extraordinary creativity and elicit a feeling of "Wow" from all who view them. Many cities around the world are engaged in programs of this type and it creates excitement for both the community and visitors.

Four sculptures have been selected and installed by the Public Art Committee and are in the high visibility/high traffic area of Historic Old Town Florence along Bay Street. This area is filled with restaurants, galleries and specialty shops and provides a beautiful backdrop for artwork right along the Siuslaw River. These pieces will be displayed for a maximum of two years and are available for purchase through the City of Florence. After two years, the pieces will be returned to the artists if they are not sold and other pieces will be selected.

There have been four pieces selected for the first installation; Copper Leaf Tree by Pancho Clark, Transformation by Paul Riemer, West Coast Overlook by Jesse Swickard, and Sitting Wave Part II by Jesse Swickard.

In the event that a buyer wishes to purchase the art, the artist shall be given first opportunity to replace art with a suitable piece to be approved by the Public Art Committee. If the artist chooses not to replace the work, the space will be made available to a new artist through a new "Call to Artists. The City of Florence will collect a 30% commission on any art sold.

### **CallForEntry.Org**

Info about this resource has been posted for local artists to not only create art HERE but to be able to create art in other areas locally, state wide, nationally, and even international.





## Arts Unify Community

*"Artists and their advocates are on the right side of what needs to be done in this country. As we look ahead to a new decade, my hope is the arts will touch our souls and we'll walk into the future together, committed to finding a better way build healthier and more unified communities."*

[https://blog.americansforthearts.org/2019/12/06/the-arts-unify-communities?fbclid=IwAR0-wtv4VJjQWCHj\\_F74XsiGeJHM8PoJIBLj3NSlq7BAUPoaJToU00BQ9Gk](https://blog.americansforthearts.org/2019/12/06/the-arts-unify-communities?fbclid=IwAR0-wtv4VJjQWCHj_F74XsiGeJHM8PoJIBLj3NSlq7BAUPoaJToU00BQ9Gk)

**We can agree one thing:  
We all love Florence**

**12/20/2019** Opinion via Siuslaw News

*While I am flattered to have my work receive such praise in a recent Letter to the Editor by Linda Farrell ("Mural Not Right Greeting For Visitors," Dec. 18) — and I really mean that — I would rather destroy everything I have ever created than cover another artist's work.*

*I am an artist, apparently a good one by that letter writer's standards, and I loved this mural from the second I saw it.*

*I testified for it twice at Florence City Council meetings. I spent hours helping paint it even as I witnessed locals driving by and shouting obscenities at the artists.*

*It made me ashamed, and some of you should feel ashamed as well.*

*I became friends with the artists — really good folk — and her roots on the coast go back to the 1850s. They could not wait to get out of this hostile environment and they had my sympathy.*

*Shame on you Florence.*

*Now my name, and my work, has been brought into this "just my opinion" nonsense; this is my response.*

*I am soul weary of the bickering, the nit-picking over the most inane things. If you don't like the mural, then don't look at it.*

*We have more available to us than at anytime in humanity, all with a simple finger swipe and two-day shipping. Any inconvenience can be negated behind our gated communities. No*



*one on earth has it as good as we do.*

*Yet we are all furious — whipped into a mouth foaming frenzy — all the time. It is way past time that we find things that we can agree on instead of finding fault with each other. If this is my moment in the local spotlight — one that I really did not ask for — then this is my message:*

*I love Florence. So do you. It's one thing we all have in common. I have loved this place since the very first time I came here. There is nowhere in the world as amazing as this place. While we will never agree on many things, this is a good place to start.*

*I want to start a movement: "I LOVE FLORENCE."*

*For a community our size, there's not another town on the coast, or in the state for that matter, that offers anything close to Florence.*

*It is easy to hate but takes energy to love. Florence is worthy of that energy.*

*"I Love Florence."*

*That is my one and only message.*

*if we can not agree on anything else, surely we can agree on this.*

Link: <https://thesiuslawnews.com/article/we-can-agree-one-one-thing-we-all-love-florence>

### **Other Arts Related Activities in Florence - All doing good :)**

- Florence Events Center
  - FEC Gallery Committee Recruiting New Members (See Photo Below)
  - FEC Gallery Committee Working on Fresh Impressions Show for Local Area Youth including Siuslaw, Mapleton High Schools as well as Home Schoolers
  - FEC Love of Animal Show Up for December
  - FEC January Show is Siuslaw 20/20
    - Call to Art: <https://www.eventcenter.org/general/page/call-artists-siuslaw-2020-art-exhibit>
- 2nd Saturday Gallery Tour with over 14 participating businesses (See Photo)
- [SeaCoast Entertainment](#) at Florence Events Center
  - Next Show 1/11/2020 - Alexander Boldachev: Russian-Swiss harpist and composer Alexander Boldachev performs a diverse repertoire that includes classical, pop, rock music.
- CROW - Holly Jolly Folly's "Finding Joy At Christmastime" (See Photo Below)
- City Light Cinema continues their performing Arts Programing
- KXCR - [Featured Artist Radio Show](#) - [kxcr.net/show/featured-artist/](http://kxcr.net/show/featured-artist/)



- Mike Schwartz (Ceramics)
- Siuslaw Viewfinders Club
  - December meeting the photo theme was "Food and Drink". Ed Wilent got first place with his picture of grapes and wine - a food that can be made into a drink. Meanwhile Craig [Shreeve](#) got second place with his shot of a collection of squashes and eggplant.

**Additional Images**



FLORENCE EVENTS CENTER  
GALLERIES CALL FOR ART

# Siuslaw 20/20

Show off your love of the Siuslaw Region! Our area lends itself naturally to creativity, not only impressive by just being, but also as inspiration for all types of art and people. This show has been developed to help share those works of Art that are inspired by or of the Siuslaw Region.

APPLICATION DEADLINE | DECEMBER 23, 2019  
PUBLIC ARTIST RECEPTION | JANUARY 17TH, 2020  
LEARN MORE AT [EVENTCENTER.ORG](http://EVENTCENTER.ORG)

Interested in Supporting the Arts?

## JOIN THE FEC GALLERY COMMITTEE

Volunteering at the Florence Events Center on the Gallery Committee is rewarding in various ways! Some of the activities that the committee participates in are, but not limited to; organizing various themed shows, help local artists and groups put on exhibitions.

Without Volunteers like you, the FEC won't be able to accomplish so much for our community.

For more details, [FlorenceEventCenter.org](http://FlorenceEventCenter.org)

**Transportation Committee (TC)**

Department: Planning

Chairperson: Bob Steele

No Report.

**FISCAL IMPACT:**

The fiscal impact of the committees and volunteer groups varies depending on their scope of work. Staff time is allocated to support the committees, and ensure committees comply with Oregon public meetings laws by preparing and posting agendas and minutes and/or digital recordings for meetings.

**RELEVANCE TO ADOPTED CITY WORK PLAN:**

Goal 1: Deliver efficient and cost-effective city services. Goal 5: Strengthen and Improve City's

## **WORKPLACE RULES AND EXPECTATIONS**

### **Ethics**

#### ***Introduction***

The City believes in treating people with respect and adhering to ethical and fair business practices. The City expects employees to avoid situations that might cause their personal interests to conflict with the interests of the City or the City members, or situations that may compromise their reputation or integrity. Employees who violate the City's ethics policy or who create an equally detrimental impact on the organization may be subject to disciplinary action up to and including termination of employment.

City employees are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts or strict definitions of conflicts of interest. If an employee is coming to the City from work in the private sector, the employee will find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these public sector ethics laws is available at the Oregon Government Ethics Commission website: [http://www.oregon.gov/OGEC/about\\_us.shtml](http://www.oregon.gov/OGEC/about_us.shtml).

Employees with questions about whether an activity meets the City's or the State of Oregon's ethical standards should talk with their supervisor.

#### **City of Florence's Ethics Policy**

These core values should be the basis for the behavior and conduct of all persons serving or representing the City of Florence (Acronym: IDEA):

##### ***Integrity***

Choose to do what is right, just and moral all the time, even when no one is looking.

##### ***Diversity***

Treat all people with dignity, impartiality, and respect.

##### ***Excellence***

Strive to deliver the best municipal services possible to our community with openness and transparency to maintain the public's trust.

##### ***Accountability***

Be responsible for your acts and omissions.

## **Ethics Rules of Conduct**

All persons serving or representing the City of Florence are subject to the following rules of conduct:

### ***Conflict of Interest***

Individuals serving or representing the City of Florence shall not directly or indirectly solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, citizen, or any individual or organization doing or seeking business with the City. Elected and appointed officials shall declare conflicts of interest when applicable, and recuse themselves from decision-making when they have a conflict. City employees shall avoid situations that create, potentially create, or give the appearance of creating a conflict with the mission or objectives of the City of Florence; or could cast doubt upon objectivity between personal interests and the interests of the City.

Disclosure: City employees are required to report any potential conflict of interest to their supervisor or the City Manager.

### ***Misrepresentation***

Individuals serving or representing the City of Florence shall not willfully or deliberately misrepresent the City's policies, practices and procedures, or misrepresent their status and authority. City news releases shall be disseminated only by a spokesperson authorized by the City Council or City Manager.

### ***Gifts, Prizes and Promotional Items***

Accepting certain types or forms of gifts is a conflict of interest. City personnel may not solicit or accept, directly or indirectly, gifts, gratuities, loans, fees, any other items of significant value, or if the acceptance could be considered to influence directly or indirectly the actions of the employee, or any other person, in any matter of City business.

Employees can refer to the State Ethics Code regarding the acceptance of prizes and awards offered attendees of conferences, seminars, or professional gatherings as a result of attendance or for winning a contest or game. Significant value is any gift with a market value of \$50. Under no circumstances are gifts to exceed \$50 per calendar year from any one source.

Promotional items, such as pens, pencils, notebooks, notepads, cloth or canvas bags, snack food, etc., that are offered to all attendees, or that are meant to be used during the course of the event are excluded from this rule. Employees may keep these items for their personal use.

### ***Outside Employment***

Employees or contractors serving or representing the City of Florence shall not engage in outside employment that conflicts with the nature of the City's mission or interferes with the person's ability to perform the work according to established standards of performance and work rules.

### ***Personal Conduct***

Individuals serving or representing the City of Florence shall not conduct themselves, on duty or off duty, in any manner that brings discredit to themselves or the City of Florence.

### ***Political Activity***

The restrictions imposed by the law of the State of Oregon (ORS 260.432(2)) on your political activities are that "No public employee shall solicit any money, influence, service, or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views."

It is therefore the policy of the City of Florence that employees may engage in political activity except to the extent prohibited by state law when on the job during working hours.

### ***Mandatory Meeting Policy***

From time to time the City will require employees to attend work related meetings either on or off premises. These meetings will be used to disseminate information, train, or instruct personnel on work related matters. Per ORS 659.785, employees cannot be required to attend employer-sponsored meetings or communications with the employer or the agent, representative, or designee of the employer if the primary purpose of the meeting or communication is to communicate the opinion of the employer about religious or political matters (political party affiliation, campaigns for measures or candidates). An employee may not be disciplined, discharged, or otherwise penalized for refusing to attend or participate in such meetings.

### ***Confidentiality***

Individuals serving or representing the City of Florence shall treat as confidential information relating to personal, privileged, confidential, or proprietary information in city files and data bases, personnel matters, pending litigation, union or real estate negotiations in progress, police matters and information presented in executive sessions.

### ***Transparency***

Except for the confidential matters listed above, individuals serving or representing the City shall treat as public information all City records and correspondence, electronic or otherwise.

## **Reporting Workplace Wrongdoing**

### ***Zero Tolerance Policy for Workplace Wrongdoing***

Wrongdoing in the workplace, including, but not limited to, sexual harassment, other forms of harassment, discrimination, drug or alcohol use, theft, violence, unsafe acts, and falsification of any records, reports or information will not be tolerated by the City.

### ***Reporting***

If an employee becomes aware of or has any questions, concerns, or complaints regarding workplace wrongdoing, the employee must report it to his or her supervisor immediately. If the employee feels uncomfortable doing so, or if the supervisor is the source of the problem, condones the problem, or ignores the problem, the employee should make his or her report to any other member of management, the HR Coordinator, or the City Manager. Employees should always feel free to direct any questions, problems, complaints or concerns to these individuals.

### ***Retaliation***

Any form of retaliation for reporting any workplace wrongdoing is strictly prohibited and will not be tolerated by the City. If it is determined that any employee has engaged in any form of retaliation, the employee will be subject to disciplinary action, up to and including termination of employment.

**CITY OF FLORENCE**  
**Resolution No. 32, Series 2012**

**A RESOLUTION MEMORIALIZING THE  
CITY OF FLORENCE FRAUD POLICY**

**WHEREAS,** It is the City's intent to establish responsibilities and procedures for reporting, investigating and resolving suspected acts of fraud, theft, waste, abuse and ethical misconduct; and

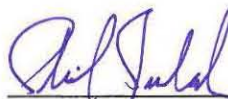
**WHEREAS,** This policy will provide a structure to encourage the reporting of any suspicions of violations of this policy and will ensure that employees are able to discuss concerns in a secure and confidential environment; and

**WHEREAS** The City has been advised by our Municipal Auditors to establish a Fraud Policy ("Policy") that memorializes the City's existing investigatory practices and anti-theft policies by creating a comprehensive document that outlines through all levels of management, city employees and officials a prescribed method of preventing and detection of fraud, misappropriation of city funds, and related inappropriate conduct.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE,** a municipal corporation of the State of Oregon, that the City of Florence establishes the City of Florence Fraud Policy in its entirety (See Attached).

**PASSED BY THE FLORENCE CITY COUNCIL THIS 17th DAY OF DECEMBER, 2012.**

**APPROVED BY:**



\_\_\_\_\_  
**Phil Brubaker, Mayor**

**ATTEST:**



\_\_\_\_\_  
**Kelli Weese, City Recorder**



# **City of Florence**

## **Fraud Policy**

December 2012

**CITY OF FLORENCE  
CREDIT CARD POLICY  
TABLE OF CONTENTS**

<b><u>Description</u></b>	<b><u>Section</u></b>
<b>PURPOSE .....</b>	<b>1</b>
<b>SCOPE .....</b>	<b>2</b>
<b>POLICY .....</b>	<b>3</b>
<b>DEFINITIONS OF FRAUD .....</b>	<b>4</b>
<b>RESPONSIBILITIES AND PROCEDURES .....</b>	<b>5</b>
<b>ANTI-FRAUD COMMITTEE .....</b>	<b>6</b>
<b>DISCIPLINARY ACTION .....</b>	<b>7</b>
<b>DISTRIBUTION .....</b>	<b>8</b>
<b>ADMINISTRATION .....</b>	<b>9</b>

## **City of Florence Fraud Policy**

### **Section 1 Purpose**

The City of Florence is committed to the highest standards of moral and ethical behavior by its employees, elected officials, volunteers, vendors, and contractors to strengthen the public's trust in the integrity of our municipal government. This policy memorializes responsibilities and procedures for reporting, investigating and resolving suspected acts of fraud, theft, waste, abuse and ethical misconduct. It will provide a structure to encourage the reporting of any suspicions of violations of this policy and will ensure that employees are able to discuss concerns in a secure and confidential environment.

### **Section 2 Scope**

This policy is applicable to all City of Florence employees, elected officials, and volunteers, as well as outside consultants, contractors, and vendors who have a business relationship with the City. This policy is not intended to supersede inconsistent provisions of an applicable collective bargaining agreement.

### **Section 3 Policy**

Through all levels of management, City employees and officials are responsible for the prevention and detection of fraud, misappropriation of City funds, and related inappropriate conduct. It is the City's intent to fully investigate any suspected acts of fraud, theft, abuse, waste or unethical behavior, in an impartial manner regardless of the suspected wrongdoer's length of service, position, title or relationship to the City.

Any violation of this policy that is detected or suspected by City employees, elected officials, volunteers as well as outside consultants, contractors and vendors, who have a business relationship with the City, must be reported immediately to the City Manager or the Anti-Fraud Committee as outlined in the Responsibilities and Procedures section of this policy. The Anti-Fraud Committee will determine who will investigate the suspected fraudulent activity in accordance with this policy.

Any employee found to have violated this policy will be subject to disciplinary action up to and including dismissal and prosecution by the appropriate authorities. Elected officials, volunteers and others having a business relationship with the City may be subject to sanctions and prosecution by the appropriate authorities.

**Section 3**  
**Policy, continued**

The City intends to pursue every reasonable legal remedy when a violation occurs and to seek recovery of any losses from the offender, including when appropriate, notification to its bonding company, court ordered restitution, or other available remedies.

**Section 4**  
**Definitions of Fraud**

Fraud: An intentional illegal use of City assets by any act including, but not limited to, theft, embezzlement or misrepresentation. Fraud is designed to obtain a benefit or advantage or deny a benefit that is due. Examples include, but are not limited to:

- Forgery or alteration of a check, document, or account belonging to the City
- Misappropriation<sup>1</sup> of City funds, securities, supplies, or property
- Unauthorized personal use of City equipment and supplies
- Personal use of City credit cards
- Profiteering as a result of insider knowledge
- Theft of cash, checks, property or procurement cards
- Falsifying records such as timecards, expense reports or official documents
- Willful destruction of City property
- Selling confidential information for personal gain
- Accepting or seeking anything of material value for personal gain from contractors, vendors, or persons providing services/materials to the City or City job applicants.

Waste: The expenditure or allocation of resources significantly in excess of need. Examples include, but are not limited to:

- Unauthorized use or misuse of City facilities, equipment or vehicles
- Falsifying time worked or leave taken on a timesheet
- Retaining ineligible dependents on health care coverage
- Unnecessary incurring of costs as a result of grossly inefficient or negligent practices, systems or controls.

---

<sup>1</sup> Misappropriation: To illegally use public funds or assets, which have been set aside for a specific purpose, for personal gain.

**Section 4**  
**Definitions of Fraud,**  
**continued**

Abuse of Position: Use of employment or official position with the City to obtain personal gain or benefit to which one is not entitled. Examples include, but are not limited to:

- Obtaining a benefit or service from the City which one does not qualify
- Providing a benefit or service to someone for which they do not qualify
- Unauthorized reductions in fees or fines
- Suspending or terminating enforcement action based on a personal relationship
- Improperly influencing a contract procurement process.

Ethical Misconduct: Conducting official duties in a manner which is improperly prejudicial, using an official position for personal gain, or failing to properly disclose an actual or potential conflict of interest. See the City's Ethics Code of Conduct for details.

Examples include, but are not limited to:

- Authorizing contracts in violation of purchasing laws
- Failing to disclose an actual or potential conflict of interest
- Accepting gifts prohibited by Oregon ethics laws

Job Application Fraud: Knowingly providing false information on a job application or in the job application process.

**Section 5**  
**Responsibilities and**  
**Procedures**

Management and Employees: Managers, supervisors, and administrators at all levels are responsible for maintaining a system of internal controls which prevent, deter, or detect fraud, theft, waste, abuse, and unethical or dishonest behavior.

Managers, supervisors, and administrators are also expected and required to recognize risks and potential exposures that may be inherent within their areas of responsibility, to be alert to any indication of irregularity or potential violation of this policy, and to know and follow the requirements set forth in this policy.

Employees shall report any suspected or detected violation of this policy, fraud, theft, waste, abuse and other unethical or dishonest conduct. An employee may choose to report immediately the suspicion or detection to their department director, who in turn must immediately report the information to the City Manager or the Anti-Fraud Committee. If the employee is not comfortable reporting directly to their department director, the employee may immediately report their suspicion directly to the City Manager or

**Section 5**  
**Responsibilities and**  
**Procedures, continued**

Anti-Fraud Committee. Suspected fraudulent activity<sup>2</sup> or violations of this policy involving the City Manager's Office must be reported to the Anti-Fraud Committee immediately.

The employee reporting suspected violations of this policy or fraudulent activity may choose to identify themselves or to remain anonymous. The identity of an employee or complainant who reports suspected fraudulent activity will be protected to the fullest extent possible, but the City cannot guarantee confidentiality. It is the City's intent to protect an employee who discloses information of suspected fraudulent activity from retaliatory actions by other individuals in accordance with Oregon Revised Statute 659A.200 - .224 (Whistleblower Law) which prohibits adverse personnel actions against an employee for disclosing this information. Retaliation against an employee or other person who reports a detected or suspected violation of this policy is prohibited. Any employee who retaliates against a person for reporting a detected or suspected violation of this policy will be subject to discipline up to and including termination of employment.

In all cases, the reporting employee must provide enough detail about the activity to aid in the investigation. All employees, which include management employees, will cooperate with the Anti-Fraud Committee and investigators and will not by any means personally investigate the suspected fraud, or contact the suspected individual in an effort to determine facts or demand restitution.

All employees shall cooperate with the investigative processes of the Committee and law enforcement agencies including prosecution of offenders. To the extent applicable to an employee under investigation, investigations will be conducted in accordance with collective bargaining agreements, statutory requirements, and constitutional standards. Unless otherwise directed by the Anti-Fraud Committee, or otherwise required by lawful authority, all participants in a fraud investigation will keep details and results of the investigation confidential. All inquiries from suspected individuals and their legal representatives must be directed to the City Manager. Proper response to such an inquiry is, "I am not authorized to discuss this matter."

---

<sup>2</sup> Fraudulent activity for the purpose of this policy encompasses fraud, theft, waste, and abuse, unethical and all other dishonest conduct.

**Section 6  
Anti-Fraud  
Committee**

The City's Anti-Fraud Committee will be comprised of the City Manager, a City Council Member, and Human Resources. The Committee will appoint the investigator and oversee and coordinate all actions taken during the course of the investigation. The investigator will have access to all relevant city files in order to facilitate investigative work as permitted by city policy and state and federal law. All investigations conducted by the Committee are considered part of the audit process and the working papers will be kept confidential in accordance with state statutes and administrative rules regarding public records.

Great care must be taken in the investigation of suspected fraudulent activity to avoid making mistaken accusations, alerting suspected individuals that an investigation is under way, or making any statement which could provide a basis for a suit for false accusation or other claims.

The Committee will evaluate the extent of any potential criminal activity, including consulting the City's attorney if needed. If any potential prosecutable criminal activity exists, the Police Department or other appropriate law enforcement agency will be notified and conduct the investigation. The Committee will assist with the investigation if law enforcement requests such assistance. In every case, the City will cooperate fully with the investigating and prosecuting authorities. If no potentially prosecutable criminal activity exists, the City Manager will conduct the investigation with the assistance of other appropriate City officials.

If fraudulent activity is detected or reasonably suspected of the City's attorney, City Manager, or Municipal Judge, Human Resources will apprise the Mayor and Council of the investigation and update them on progress as deemed appropriate.

In cases where the suspected fraudulent activity involves the offices of the City Manager or Municipal Judge the Committee will determine the investigation process and assign an investigator. The City's attorney will be apprised of the investigation and updated on progress as deemed appropriate by the investigator.

The City Manager, or designee, or Human Resources Director, as appropriate, may notify the Mayor and Council of a reported allegation of fraudulent activity upon the start of the investigation to the extent practical. The Mayor and Council will be apprised of

**Section 6  
Anti-Fraud  
Committee, continued**

the progress of the investigation as deemed appropriate by the City Manager or Human Resources Director. At the conclusion of the investigation, a confidential report will be issued and distributed to the Mayor, City Council, City Manager and City Attorney. After their review, a copy of the report will be provided to the appropriate department head and the Finance Director.

**Section 7  
Disciplinary Action**

If a suspected or detected violation of this policy is substantiated by an investigation, the City will take the appropriate action in conformance with City and departmental personnel policies and procedures, and union contracts if applicable. Violations of the City's Fraud Policy will result in disciplinary actions up to and including immediate dismissal.

**Section 8  
Distribution**

All City employees, volunteers and elected officials will be given a copy of this policy. All newly hired employees and appointed volunteers will be provided a copy as part of orientation and required to provide a written acknowledgement which will be retained by the Human Resources Department.

**Section 9  
Administration**

The City Manager is responsible for the administration, revision, interpretation and application of this policy. The policy will be reviewed and revised as needed.

**ACKNOWLEDGEMENT OF RECEIPT OF CITY OF FLORENCE FRAUD POLICY**

I hereby acknowledge the receipt of a copy of the City of Florence Fraud Policy. I agree to read and familiarize myself with the contents and I understand I will be responsible for adhering to this Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Relationship to the City  
(Employee/Volunteer/Elected)



# EMPLOYEE HANDBOOK

## UPDATE 2020



OFFICIAL CITY OF FLORENCE POLICY UPDATES

During the 2019 Oregon State Legislative Session, the legislature passed several bills, which created or expanded various employment laws. As a result, the City of Florence is required to adopt new policies and inform current and future employees of these legislative updates. Employees are asked to acknowledge receipt of these policies by signing below. The policies identified within this document are effective January 1, 2020. These policies supersede and replace previous policies on the subjects.

If you have any questions about the policies, please reach out to Human Resources or your manager or supervisor.

### EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICIES

The following EEO Policies apply to all employees. Members of management, elected officials, and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with Human Resources at any time if they have questions relating to the issues of harassment, discrimination, or bullying, or what it means to work in a respectful workplace.

#### A. EQUAL OPPORTUNITY

The City of Florence provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The City of Florence also recognizes an employee's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

The City of Florence's commitment to equal opportunity applies to all aspects of the employment relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

#### B. STATEMENT REGARDING PAY EQUITY

The City of Florence supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees based on a protected class (as defined by Oregon law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the City of Florence pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with Human Resources.

#### C. NO-HARASSMENT POLICY

The City of Florence prohibits harassment of any kind or sexual assault in the workplace, or harassment or sexual assault outside of the workplace that violates its employees, volunteers, and interns' right to work in a harassment-free workplace. Specifically, City of Florence prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, sexual assault, and bullying. Further, all employees are responsible for respecting the rights of other employees and to refrain from

engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with Human Resources, at any time if they have questions relating to the issues of discrimination, harassment, or bullying.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Florence–related or –sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of City of Florence’s employees. ***Such harassment is prohibited whether committed by City of Florence employees or by non-employees (including elected officials, members of the community, volunteers, interns, and vendors).***

#### **SEXUAL HARASSMENT**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is “welcome”), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual’s body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

#### **OTHER FORMS OF PROHIBITED HARASSMENT**

City of Florence policy also prohibits harassment against an individual based on the individual’s race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Such harassment may include verbal, written, or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual’s protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on City of Florence property;
- “Teasing” or mimicking the characteristics of someone with a physical or mental disability;
- Criticizing or making fun of another person’s religious beliefs, or “pushing” your religious beliefs on someone who does not have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

### **BULLYING**

City of Florence strives to promote a positive, professional work environment free of physical or verbal harassment, “bullying,” or discriminatory conduct of any kind. City of Florence, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, “bullying” refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property.
3. Gesture Bullying: Non-verbal threatening gestures; glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for co-workers, managers or supervisors or elected officials.

This is not a complete list.

### **COMPLAINT PROCEDURE**

Employees, volunteers, or interns who have experienced a sexual assault, any harassment, discrimination, or bullying in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of Human Resources or the City Manager. Alternatively, employees should communicate with a supervisor or member of management as soon as possible.

Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witness’s harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that they want the behavior to stop.

### **INVESTIGATION AND CONFIDENTIALITY**

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with City of Florence’s need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, City of Florence will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City of Florence’s complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although the City of Florence cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against the City of Florence, the

employee must provide written notice of the claim within 180 days of the act or omission the employee claims have caused him/her harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

#### **PROTECTION AGAINST RETALIATION**

City of Florence prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, or harassing, discriminatory, or bullying conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to Human Resources or the City Manager. Additionally, employees may report to any supervisor or member of management. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

*See also* the Equal Opportunity Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

#### **OTHER RESOURCES AVAILABLE TO EMPLOYEES**

The City of Florence provides an Employee Assistance Program (EAP) through Cascade Centers to employees and dependents who are enrolled in City of Florence's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to [www.cascadecenters.com](http://www.cascadecenters.com). The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City of Florence cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

#### **OTHER EMPLOYEE RIGHTS**

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing their experience.

If an employee who has been aggrieved by workplace harassment, discrimination or sexual assault wants to enter into a settlement, separation, or severance agreement with the City of Florence regarding their experience and/or employment status, the employee should contact Human Resources. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). If the City of Florence and employee reach an agreement, the employee will have seven days to revoke the agreement after signing it. The City of Florence may not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about their experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the City of Florence or making comments that would lower the City of Florence in rank or reputation).

The City of Florence is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the City of Florence to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City of Florence regarding their experience and/or employment status, the employee should contact Human Resources. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the City of Florence and employee do reach an agreement, the City of Florence will comply with Oregon law applicable to such agreements. For instance, the City of Florence will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or

communicating about their experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the City of Florence or making comments that would lower the City of Florence in rank or reputation). If, however, the employee initiates the request for the agreement, nondisclosure and non-disparagement are terms that may be agreed upon between the employee and the City of Florence. The employee will have seven days to revoke the agreement after signing it.

#### **D. DISABILITY ACCOMMODATION POLICY**

City of Florence is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon’s disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

##### **ACCOMMODATIONS**

City of Florence will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the operations of City of Florence.

##### *REQUESTING AN ACCOMMODATION*

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, City of Florence) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations or training materials provided by the City of Florence, providing readers and interpreters, or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with Human Resources and should specify which essential functions of the employee’s job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of their need for a reasonable accommodation. Both the City of Florence and employee must monitor the employee’s accommodation situation and make adjustments as needed.

##### **PREGNANCY ACCOMMODATION**

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact Human Resources to discuss their options for continuing to work and, if necessary, leave of absence options. The City of Florence will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on the City of Florence’s operations.

Although this policy refers to “employees,” the City of Florence will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth, or a related medical condition.

##### *REQUESTING A PREGNANCY-RELATED ACCOMMODATION*

Employees who are concerned that their pregnancy, childbirth, or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made with Human Resources and should specify which essential functions of the employee’s job cannot be performed without a reasonable accommodation. In most cases,

information from the employee's doctor may be needed to assist the City of Florence and the employee find an effective accommodation, or to verify the employee's need for an accommodation. Both the City of Florence and employee must monitor the employee's accommodation situation and make adjustments as needed.

*LEAVE OF ABSENCE OPTIONS FOR PREGNANT EMPLOYEES*

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Oregon's sick leave law, OFLA, and FMLA. See Sick Leave policies on page 84; OFLA and FMLA policies on page 92 of the 2014 Employee Handbook, or speak with Human Resources.

**NO DISCRIMINATION, NO RETALIATION**

The City of Florence prohibits discrimination and retaliation against any employee under this policy that: (1) asked for information about or requested accommodations; (2) used accommodations provided by the City of Florence; or (3) needed an accommodation.

Employees who ask about, request, or use accommodations under this policy and applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee does not have a known limitation. Under Oregon law, an employer cannot require an employee to use Sick Leave, the Oregon Family Leave Act (OFLA), or the Family Medical Leave Act (FMLA) if a reasonable accommodation can be made that does not impose an undue hardship on the operations of the City of Florence. Also, no employee will be denied employment opportunities if the denial is based on the need of the City of Florence to make reasonable accommodations under this policy.

**E. REPORTING IMPROPER OR UNLAWFUL CONDUCT — NO RETALIATION**

Employees may report reasonable concerns about the City of Florence's compliance with any law, regulation, or policy, using one of the methods identified in this policy. The City of Florence will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules, or regulations by the City of Florence;
- Mismanagement, gross waste of funds, abuse of authority;
- A substantial and specific danger to public health and safety resulting from actions of the City of Florence; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City of Florence will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county, or metropolitan service district.

**Employee Reporting Options**

Employees who wish to report improper or unlawful conduct should first talk to their supervisor. If the employee is not comfortable speaking with their supervisor, or they are not satisfied with their supervisor's response, the employee is encouraged to speak with Human Resources or the City Manager. Supervisors and managers are required to inform Human Resources or the City Manager about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City of Florence were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

**ADDITIONAL PROTECTION FOR REPORTING EMPLOYEES**

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City of Florence’s violation of law will have an “affirmative defense” to any civil or criminal charges related to the disclosure. For this defense to apply, the employee’s disclosure must relate to the conduct of their coworker or supervisor acting within the course and scope of the employee’s employment. The disclosure must have been made to: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City of Florence; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

**Policy Against Retaliation**

The City of Florence will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes they are disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by City of Florence policy) .

In addition, the City of Florence prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City of Florence employee will be adversely affected because the employee refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal, or other applicable laws and regulations. The City of Florence may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of their own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City of Florence determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.



# City of Florence

---

## Public Facilities Code of Conduct Policy

per City Council Resolution 17, 2018

All members of the public have the responsibility to use these facilities in a manner that does not:

1. Interfere with the rights of others to access or use the facilities;
2. Limit or impair the ability of City staff to conduct City business; or
3. Threaten the safety and security of any public City facilities.

Activity or conduct violating the above responsibilities is prohibited and may include the following:

- Creating an unsafe or unsecure environment;
- Making a reasonable person feel uncomfortable;
- Engaging or threatening conduct that may cause damage to City property;
- Obstructing access to government services;
- Entering or attempting to enter non-public areas;
- Failing to exit the building or follow staff directions;
- Failing to wear appropriate clothing; or
- Engaging in disorderly conduct or behavior that may constitute a crime.

Violating this policy may result in a Notice of Exclusion for a period of less than 24 hours.



**CITY OF FLORENCE  
RESOLUTION NO. 17, SERIES 2018**

**A Resolution Establishing a Policy for the Code of Conduct in Public City  
Facilities**

RECITALS:

1. The City of Florence City Council and management team have determined there is a need to address the responsibility of all individuals inside public City facilities to behave in a manner that does not threaten the health, safety, or welfare of members of the public, staff, or City officials.
2. City of Florence recognizes that public access to certain City facilities that are open to the public is a general right of all citizens and that access to said facilities should not be unduly limited without just cause. However, the City also has a compelling interest in protecting the health, safety, and welfare of citizens, city staff, and city officials present inside City facilities.
3. The purpose of the City of Florence Public City Facilities Code of Conduct Policy is to establish guidelines to maintain a safe and secure environment for all users of the following public City facilities: City Hall, Public Works Facility, Events Center, Justice Center, Senior Center, and Florence Municipal Airport.
4. It is in the best interest of the community and the City to have a Public City Facilities Code of Conduct Policy in place to allow trained City staff members to temporarily exclude violators of said Policy from the public City facility. The Policy contains an option for timely redress to the City Manager or designee in the event an immediate accommodation is needed.

Based on these findings,

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

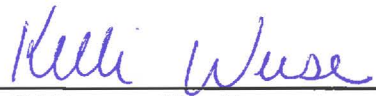
1. The Public Building Usage Code of Conduct Policy, Exhibit A, is adopted by the City of Florence City Council as an administrative policy to be administered by the City Manager's Office. The Policy is applicable to all members of the public, all employees and departments, as well as any affiliated government or non-government officials.
2. This Resolution takes effect immediately upon adoption.

ADOPTION:

This Resolution is passed and adopted on the 17<sup>th</sup> day of September, 2018.

  
\_\_\_\_\_  
Joe Henry, Mayor

Attest:

  
\_\_\_\_\_  
Kelli Weese, City Recorder

Public City Facilities Code of Conduct Policy

**City of Florence**  
**Public City Facilities Code of Conduct Policy**

**I. PURPOSE**

City of Florence has a compelling interest in protecting the health, safety, and welfare of citizens, city staff, and city officials present inside City buildings. City of Florence desires to provide:

- Access for all individuals to City facilities;
- For the safety of all users and staff; and
- The protection of the materials, resources, equipment, and facilities.

Therefore, the purpose of this policy is to establish guidelines to maintain a safe and secure environment for all users of the following City buildings: City Hall, Public Works Facility, Events Center, Justice Center, Senior Center, and Florence Municipal Airport.

**II. APPLICABILITY**

This policy is effective as of the date approved by Council (September 17, 2018) and applies to all members of the public, staff, and elected or appointed officials and establishes a general code of conduct for behavior inside and usage of public buildings only. Behavior on public grounds, including parks, or outside of the above listed City buildings is governed by other applicable laws and policies.

**III. GENERAL INFORMATION**

All members of the public have the responsibility to use City facilities in a manner that does not:

- Interfere with the rights of others to access or use City facilities;
- Limit or impair the ability of City staff to conduct City business; or
- Threaten the safety and security of any public City facilities.

Therefore, any activity or conduct that violates the above responsibilities is prohibited. This includes, but is not limited to, the following:

- Engaging in conduct that creates an unsafe or insecure environment;
- Engaging in conduct that makes a reasonable person feel uncomfortable;
- Engaging in or threatening conduct that may cause damage to City property;
- Obstructing access to government services;
- Entering or attempting to enter non-public areas without prior authorization from a City staff member;
- Failing to exit the building at closing or not following directions from City staff;
- Failing to wear appropriate clothing, including footwear and shirts; or
- Engaging in disorderly conduct or behavior that constitutes a crime.

Violating the above stated responsibilities may result in the violator being given a warning by City staff, being excluded from public facilities until the start of the next business day, or having

the Florence Police Department called to address the violator's behavior. A violator is not entitled to receive a warning or exclusion prior to having Florence Police Department contacted.

#### IV. ENFORCEMENT

##### a. General Staff Procedures

Individuals observed violating the above policy by engaging in prohibited conduct may first be given a warning by City staff and afforded a reasonable opportunity to cease or correct the offending behavior. If the behavior is not corrected, City staff may tell the individual to leave the facility immediately.

Individuals asked to leave the facility by City staff will be given Public City Facility Code of Conduct Violation Form. The Form contains a description of the prohibited conduct that forms the basis for being asked to leave and is witnessed by another City staff member. The Form also contains a statement of the possible consequences of failure to immediately leave the facility.

If City staff tells the individual to leave the facility, the individual must leave the facility immediately upon receipt of the Violation form and may not return to the facility until the start of the following business day.

Failure of the individual to comply with the staff request that the individual leave the facility will result in staff contacting the City of Florence Police Department to resolve the matter.

If staff asks an individual to leave a City facility for reasons under this policy, said staff member shall document the incident and submit such documentation to their department supervisor/manager immediately, with copy to the Human Resources department and City Manager.

##### b. Immediate Safety and Security Concerns

If City staff has a reasonable concern for immediate safety and security of individuals or City property, staff should immediately contact the Police Department to handle such matters. An individual will not be given a warning or provided with an opportunity to correct the behavior prior to staff contacting the Police Department, if the violation of this policy includes any of the following:

- Conduct punishable as a felony;
- Controlled substances or alcoholic beverages offenses (including possession of marijuana in a public place);
- Actions actually or likely to result in personal injury or property damage;
- Unlawfully possessing a firearm or other weapon; or
- If the individual was previously warned, cited, or excluded for the same conduct on City Property.

#### V. APPEAL PROCESS

An individual that has been expelled and needs an immediate redress of their rights shall be provided with the contact information for the City Manager (or designee). The City Manager (or designee) has the responsibility to make reasonable accommodations for the individual, only if immediate accommodations are required. All decisions by the City Manager are final.

VI. NON-DISCRIMINATORY APPLICATION

All actions taken to enforce this policy will be based upon ensuring access to facilities, safety and security of the public and staff, and the protection of City property. No action will be taken that can be construed to discriminate against anyone because of any protected class. City staff will implement the policy with dignity, respect, and awareness to all. City staff will encourage appropriate behaviors before asking an individual to leave the City facility.

Approved:

---

Erin Reynolds, City Manager

---

Date

# City of Florence

## Public City Facility Code of Conduct Violation

Pursuant to the City of Florence City Council Resolution Number \_\_\_\_, Series 2018, you are immediately excluded from the following City of Florence property until the start of the next business day:

- City Hall
- Events Center
- Municipal Airport
- Public Works
- Justice Center
- Senior Center

This document shall serve as a **Notice of Exclusion** and is effective until either the next business day or unless modified by the City Manager (or designee).

On: \_\_/\_\_/\_\_ at \_\_  a.m.  p.m. at the above selected facility you were witnessed engaging in the following conduct or act(s) checked below:

- Creating an unsafe or insecure environment
- Damaging or threatening to cause damage to City property
- Entering or attempting to enter non-public areas without prior authorization from a City staff member
- Failing to wear appropriate clothing, including footwear and shirts
- Making staff uncomfortable
- Obstructing access to government services
- Failing to exit the building at closing or not following directions from City staff
- Behavior that constitutes a crime

Explanation:

---



---



---

You may only return to the premises indicated above prior to the start of the next business day if you successfully exercise your right to appeal this exclusion notice with the City Manager (or designee). City Manager will only consider appeals which require immediate redress. To contact the City Manager, please call 541-997-3437. Decisions by the City Manager are final.

**If you fail to obey this notice of exclusion, you may be arrested or cited for the crime of Trespass – Premises (ORS 164.245).**

Name/Title of Person Issuing Exclusion Notice: \_\_\_\_\_ Date: \_\_\_\_\_

Name / Title of Witness: \_\_\_\_\_



*City of Florence*

250 Hwy 101, Florence, OR 97439

[www.ci.florence.or.us](http://www.ci.florence.or.us)

## ACKNOWLEDGEMENT OF RECEIPT OF CITY OF FLORENCE POLICIES

I hereby acknowledge the receipt of a copy of the following City of Florence Policies:

- City Committee & Commission Policy Manual
- Workplace Rules and Expectations (Ethics and Public Employment) from the City of Florence Employee Handbook.
- 2012 Fraud Policy.
- Non-Discrimination and Non-Harassment Policies from the City of Florence Employee Handbook (updated 2020).
- Code of Conduct Policy.

I agree to read and familiarize myself with the contents and I understand I will be responsible for adhering to these Policies as a third-party (non-employee) working on-site.

I acknowledge that the Non-Discrimination and Non-Harassment Policy also extends to protect myself from discrimination and harassment in relation to performing my role at City of Florence. If I experience discrimination or harassment in the workplace, I will report it to my workplace contact or to Human Resources (541-590-4012 or [recruitment@ci.florence.or.us](mailto:recruitment@ci.florence.or.us)).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Relationship to the City  
(Volunteer/Elected/Appointed/Contractor/Intern)

*Return completed sheet to your workplace contact. Workplace contact, Human Resources can maintain the files if needed.*



**Public Works**  
989 Spruce St.  
(541) 997-4106

**City Manager/  
City Recorder**  
(541) 997-3437

**Community Development:  
Planning & Building**  
(541) 997-8237

**Finance/  
Utility Billing**  
(541) 997-3436

**Justice Center**  
900 Greenwood St.  
(541) 997-3515

**Florence Events Center**  
715 Quince St.  
(541) 997-1994

