



Florence Urban Renewal Agency (FURA) Regular Meeting

In Person & Videoconference
250 Hwy 101
Florence, OR 97439
541-997-3437
www.ci.florence.or.us

- Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting, and can be found of the City of Florence website at www.ci.florence.or.us/urbanrenewal.
- Items distributed during the meeting and meeting minutes are posted to the City's website at www.ci.florence.or.us/urbanrenewal as soon as practicable after the meeting.
- To be notified of Urban Renewal meetings via email, please visit online at www.ci.florence.or.us/newsletters/subscriptions.

November 20, 2024

AGENDA

5:30 p.m.

FURA Directors:

Vice-Chair Dave Braley
Ron Moore

Chairperson, Mike Webb

Bill Meyer
Susy Lacer

Rob Ward
Ron Preisler

Sally Wantz
Heather Posegate

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

Proceedings will be available after the meeting on the City's Vimeo Site.

In addition to attending in person, members of the public can listen and view the meeting through the 'GoToWebinar' platform at the following link:

<https://attendee.gotowebinar.com/register/7432795804086834010>

Citizens wishing to express their views may submit comments in writing or verbally. For more information, please see the end of this agenda.

CALL TO ORDER – ROLL CALL

5:30 p.m.

1. APPROVAL OF AGENDA

2. PUBLIC COMMENT

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

Mike Webb
Chairperson

ACTION ITEMS

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

3. APPROVAL OF MINUTES

Consider approval of the Florence Urban Renewal Agency meeting minutes of September 18, 2024.

Lindsey White
City Recorder

4. CHANGE OF AUTHORIZED SIGNERS FOR FURA BANK ACCOUNT

Consider updating the authorized signers for the Florence Urban Renewal Agency bank account.

Megan Messmer
Assistant City Manager

5. 2025 FURA MEETING DATES

Review and consider approval of 2025 FURA meeting dates.

Lindsey White
City Recorder

REPORTS & UPDATES

6. QUINCE STREET HOTEL DEVELOPMENT UPDATE

Matt Braun will provide an update on the progress of the Quince Street hotel development.

Megan Messmer
Assistant City Manager

7. CITY MANAGER REPORT

Erin Reynolds
City Manager

FURA CALENDAR		
<i>All meetings are held in person with a virtual option unless otherwise indicated</i>		
Date	Time	Description
December 2, 2024	5:00 p.m.	Ethics Training
(Tentative) January 22, 2025	5:30 p.m.	FURA Meeting

PUBLIC MEETINGS PROCEDURES

Expressing Views to the Agency: Citizens wishing to express their views to the Florence Urban Renewal Agency may do so in both written and verbal formats.

1. **Written Testimony:** Citizens wishing to express their views to the Florence Urban Renewal Agency are encouraged to submit written testimony in one of the following ways:
 - a. Submit written comments via email to City Recorder at Lindsey.white@ci.florence.or.us;
 - b. Mail written comments to Florence City Hall, Attn: FURA, 250 Hwy 101, Florence, OR 97439
 - c. Drop off written comments at Florence City Hall (250 Hwy 101) during regular office hours (Monday through Friday (8 a.m. – 12 p.m., 1 p.m. – 4 p.m.)) or at the City of Florence drop box located at Florence City Hall to the right of the main entrance.

**** Note:** Written comments received at least 2 hours prior to the meeting (November 20, 2024 at 3:30 p.m.) will be distributed to the Florence Urban Renewal Agency, posted to the City of Florence website, and made part of the record.

2. **Verbal Testimony:** Citizens wishing to express their views to the Florence Urban Renewal Agency may participate in the meeting at Florence City Hall or via GotoWebinar. To do so, please complete a speaker's card online at <https://www.ci.florence.or.us/urbanrenewal/request-address-fura-speakers-card> at least 1 hour prior to the meeting (November 20, 2024 at 4:30 p.m.). City staff will then contact the speaker to let them know the process to participate in the meeting.
 - a. **Public Comments on items not on the agenda:** General public comments (on items not on the FURA agenda) will be allowed at each Florence Urban Renewal Agency meeting during the public comment agenda item. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all items. In practicality, this means no more than five individuals will be allowed to comment verbally. There is no limit on written public comments.
 - b. **Public Hearing Testimony:** Testimony on public hearing items will be allowed when a public hearing is held. Verbal comments will be allowed on public hearing items after staff has given their report and have allowed time for initial Agency questions. In general (with some exceptions for Land Use hearings), comments are limited to five minutes per person with no limit on the number of speakers.
 - c. **Public Comments on Action Items:** Public Comments will be allowed on each action item on the Florence Urban Renewal Agency agenda. Verbal comments will be allowed on action items after staff has given their report and have allowed time for initial Agency questions. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all comments on each action item. In practicality, this means no more than five (5) individuals will be allowed to comment verbally. There is no limit on written public comments.

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

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

**Florence Urban Renewal Agency Meeting
Florence City Hall
250 Hwy 101
Final Action Minutes
September 18, 2024**

CALL TO ORDER - ROLL CALL

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

Directors Present: Chairperson Mike Webb, Vice-Chair Dave Braley, Directors Bill Meyer, Rob Ward, Sally Wantz, Ron Moore, Susy Lacer, Ron Preisler, and Heather Posegate.

Directors Absent: Director Bill Meyer left at 5:56 p.m.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer Administrative Services Director Anne Baker, Finance Manager Lezlea Purcell, and Economic Development and Communications Analyst Chantelle Meyer.

Guests Present: None.

Start Time: 5:31 p.m.

Discussion: Chairperson Webb introduced and welcomed new Board member Heather Posegate.

Discussion: CM Reynolds highlighted how Directors Preisler and Posegate were introduced to FURA. They reviewed a series of videos bringing them up to speed with the latest developments and key initiatives.

1. APPROVAL OF THE AGENDA

Start Time: 5:33 p.m.

Action: Approval of the July 24, 2024 meeting agenda as presented.

Motion: Director Moore

Second: Director Ward
– Unanimous Consent–

2. PUBLIC COMMENT

This is an opportunity for members of the public to bring to the Florence Urban Renewal Agency’s attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items.

Start Time: 5:33 p.m.
Discussion: No speaker’s cards or written comments received.

ACTION ITEMS

3. APPROVAL OF THE MINUTES

Consider approval of the Florence Urban Renewal Agency meeting minutes of July 24, 2024.

Start Time: 5:33 p.m.
Action: Approval of the July 24, 2024 FURA meeting minutes as presented.
Motion: Director Ward
Second: Director Meyer
Roll Call Vote: Director Moore, ‘Aye’
Director Preisler, ‘Aye’
Director Wantz, ‘Aye’
Director Braley ‘Aye’
Director Ward, ‘Aye’
Director Meyer, ‘Aye’
Director Lacer, ‘Aye’
Director Posegate, ‘Aye’
Chairperson Webb, ‘Aye’
Motion passes ‘Unanimously.’

REPORTS & UPDATES

4. QUINCE STREET HOTEL DEVELOPMENT UPDATE

Matt Braun will provide an update on the progress of the Quince Street hotel development.

Start Time: 5:34 p.m.

Declarations: The Florence Urban Renewal Agency declared...
• Director Moore:

- Declared a potential conflict of interest regarding the Quince Street development.
- No other declarations by Directors were made,

Start Time: 5:34 p.m.

Discussion: Matt Braun presented the hotel development update presentation.

Handouts: Hotel Development Update Presentation

Discussion: The Florence Urban Renewal Agency discussed...

- Director Moore – Understanding why the land use approval was resubmitted instead of asking for an extension. *Mr. Braun – We did receive an extension after one year and the extension expired.*
- Director Moore – Are the commitments written commitments or verbal? – *Mr. Braun – They are written. They have the documents in hand and we are waiting to get them back.*
- Director Ward – Are there any modifications that took place or are they the same plans originally submitted? *Mr. Braun – We are advancing the landscaping. There have been some ADA changes that have happened in the last year. They don't affect the rooms; there are some adjustments to make in the common spaces. Several investors are curious about tying the hotel space into the park. Understanding that the FURA Board has expressed that as well. We will be talking to the City to ensure the southern connection makes sense for people at the hotel. We might make some adjustments to some colors and probably flatten the roof line to make it a bit more consistent.*
- Chairperson Webb – What is the anticipated timeline to get through design review and planning? *Mr. Braun – Sixty to ninety days. We have a kickoff meeting this week.*
- Chairperson Webb – Are there any delays from your investors due to that? *Mr. Braun – No, we keep them informed. We've already been through it once. It's a regulated process and there's criteria that has to be met.*
- Chairperson Webb – How close are you to the final design? Exterior wise? *Mr. Braun – How it sits the size of it and the location of the property, as well as the layout of the windows and doors is not going to meaningfully change. The one exception might be that roof line.*
- Director Moore – Do you foresee anything from the Planning Commission or the Planning Department that could cause a hangup in the resubmittal of the process? *Mr. Braun – No, they gave a very thorough response with their conditions in the last go around. There was an interesting challenge around the eventual widening of Quince Street and the treatment of sidewalks. Overall, the concept is set. But, how to build today for something that happens in five years from now has been an ongoing question. We have worked through a solution with*

the City to use a temporary sidewalk. I should say existing sidewalk to intertie with the new sidewalk we will be building.

- Director Moore – Is there anything in your contract with Wyndham where you are running up against any timelines or anything that have come into play? *Mr. Braun – All of my timelines are now aligned. So, my timelines with investors are tied to my timelines with the City are tied to my timelines with Wyndham.*
- Director Moore – what is the deadline that you have set for yourself that if you don't have the equity raised, you have to make a different decision? *Mr. Braun – It's February. We have to have our funding in place and title transfer all done. Then we will have to pull the permit and we don't want to pull the permit if there's not funding in place.*
- Director Ward – I want to thank you for sticking with this project. When we built the Events Center, we always knew this needed to happen not realizing it would be a thirty-year transition to get to this point. Thank you for your efforts and sticking with it to make it happen. *Mr. Braun – Thanks for bearing with me as we work through these challenges. I'm ready to break ground, construction is what I do. The type of support and engagement that the City has continued to offer has been a significant draw. It's one of the first things we say when we come in that we have received tremendous local support.*

5. QUARTERLY FINANCIAL REPORT

Review the June 30, 2024 quarterly financial report for the Florence Urban Renewal Agency.

Start Time: 5:48 p.m.

Discussion: FM Manager Purcell presented the staff presentation.

Handouts: Staff Presentation

Discussion: The Directors discussed...

- Projecting slightly under the projected rate for revenues for property taxes?

Comments: All Directors present.

Discussion: Staff discussed...

- Current year property tax collections and prior year where it is slightly over budget. As far as current year collections, we will be a little bit under what we expected. We expected a 4% increase and didn't get it.

Comments: FM Purcell.

6. URBAN RENEWAL AGENCY PLAN REVIEW & FINANCIAL ANALYSIS

Staff will provide an update on the 2024 audit process, including the current status and key developments. Additionally, there will be an update on the

review conducted by Elaine Howard focused on preparing for the future of the Agency and its long-term strategic goals.

Start Time: 5:54 p.m.

Discussion: ASD Baker presented the staff presentation.

Handouts: Staff Presentation

Discussion: The Directors discussed...

- How close are we to our maximum indebtedness? How much room is left?
- Understanding maximum indebtedness.

Comments: All Directors present.

Discussion: Staff discussed...

- Not remembering what number was provided in the last annual report, but it was within \$300,000-400,000 of that report once we make the adjustments.
- It's a matter of having the cash flow to support paying back the debt. We will get you those numbers when the final report is received in the next two months or so.
- How the maximum indebtedness remaining is affected depends on where the income is coming from and then what the payments are for.
- Essentially the affordability or the cash flow available for additional debt which would then set us up to do additional large projects and we will be a part of that conversation of what's next. Once the report is released, we will be back with real numbers and firm numbers

Comments: ASD Baker and CM Reynolds.

7. CITY MANAGER REPORT

Start Time: 6:05 p.m.

Discussion: CM Reynolds discussed...

- Progress on data and mapping to the general public showing Florence Zone and Plan Map.

Comments: All Directors present.

Start Time: 6:17 p.m.

Discussion: ACM Messmer discussed...

- Although we are entering the shoulder season for hospitality and tourism industry, this is our busy time for the Florence Events Center. Through the end of December or through the holiday season, we have only

five days where we don't have a business activity ranging from having multiple events happening in the building at one time.

- Several conferences are scheduled from early 2025 through the spring.
- Sharing one conference scheduled to be held in Central Oregon moved location to Florence due to wildfire smoke.

Comments: All Directors present.

Start Time: 6:23 p.m.

Discussion: CM Reynolds discussed...

- Update on the Estuary Trail.
- Policing and camping enforcement on the Estuary Trail.

Comments: All Directors present.

Start Time: 6:38 p.m.

Discussion: EDCA Meyer discussed...

- Update on public art placement.

Comments: All Directors present.

Start Time: 6:40 p.m.

Discussion: The Florence Urban Renewal Agency discussed...

- No discussion.

Meeting adjourned at 6:40 p.m.

ATTEST:

Mike Webb, Chairperson

Lindsey White, City Recorder

AGENDA ITEM SUMMARY**ITEM NO:**

Meeting Date: November 20, 2024

Department: Administration

ITEM TITLE: Change of Authorized Signers for FURA Bank Account

DISCUSSION/ISSUE:

Banking Regulations require that the governing board of an organization take appropriate action during a regular meeting and record in the minutes of that meeting all changes in authorized signers for the organizations bank accounts.

Currently, Erin Reynolds, City Manager, as well as former Administrative Service Director Anne Baker, are the authorized signers on the FURA account at Banner Bank.

Due to recent staffing changes, the City and FURA need to update the authorized signers on all bank accounts. Action needs to be taken to remove Anne Baker as a signer on the FURA bank account. Recruitment to fill this vacancy will not be completed for several month. In order to maintain the appropriate number of signers on the bank account, the City Manager is recommending that Assistant City Manager Megan Messmer and Human Resources Director Alex Ferguson be added as signers. City Manager Erin Reynolds will remain as a signer on all accounts. This will align with the signers on the City's bank accounts as recommended to the City Council at their November 18, 2024, City Council meeting.

FISCAL IMPACT:

No fiscal impact.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Updating FURA's authorized signers for FURA bank accounts supports Financial & Organizational Sustainability and supports the City/FURA fiscal policies related to commitment to responsible fiscal management.

ALTERNATIVES:

1. Update the FURA Authorized Signers for the Florence Urban Renewal Agency Bank Account as proposed.
 2. Amend authorized signers on the FURA Bank Account based on a FURA Board discussion.
-

RECOMMENDATION: Staff recommends that the Florence Urban Renewal Agency Board take appropriate action to formally remove Anne Baker, former Administrative Services Director, as an authorized signer; add Assistant City Manager Megan Messmer and Human Resources Director Alex Ferguson; and retain City Manager Erin Reynolds as authorized signers on the Florence Urban Renewal Agency bank account at Banner with an effective date of November 18, 2024.

AIS PREPARED BY: Megan Messmer, Assistant City Manager

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other
Comments:

ITEM'S ATTACHED: None

Proposed FURA Calendar - 2025

January

M	Tu	W	Th	F	Sa/Su
		1 New Years Day Holiday Observed	2	3	4 & 5
6	7	8	9	10	11 & 12
13	14	15	16	17	18 & 19
20 Martin Luther King Jr. Holiday	21	22 FURA Regular Session	23	24	25 & 26
27	28	29	30	31	

February

M	Tu	W	Th	F	Sa/Su
3	4	5	6	7	8 & 9
10	11	12	13	14	15 & 16
17 Presidents Day Holiday	18	19	20	21	22 & 23
24	25	26 FURA Regular Session	27	28	

March

M	Tu	W	Th	F	Sa/Su
3	4	5	6	7	8 & 9
10	11	12	13	14	15 & 16
17	18	19 FURA Regular Session	20	21	22 & 23
24	25	26	27	28	29 & 30
Spring Break					
31					

April

M	Tu	W	Th	F	Sa/Su
	1	2 City/FURA Budget Committee	3	4	5 & 6
7	8	9	10	11	12 & 13
14	15	16	17	18	19 & 20 Easter Sunday
21	22	23	24	25	26 & 27
28 FURA/ City Budget Committee Meeting	29	30 FURA/City Budget Committee			

May

M	Tu	W	Th	F	Sa/Su
			1	2	3 & 4
5	6	7	8	9	10 & 11
12	13	14	15	16	17 & 18 Rhody Weekend
19	20	21	22	23	24 & 25
26 Memorial Day Holiday	27	28 FURA Regular Session- Budget Ph.	29	30	31

June

M	Tu	W	Th	F	Sa/Su
2	3	4	5	6	7 & 8
9	10	11	12	13	14 & 15
16	17	18 FURA Regular Session	19	20	21 & 22
23	24	25	26	27	28 & 29
30					

July

M	Tu	W	Th	F	Sa/Su
	1	2	3	4 Independence Day Holiday	5 & 6
7	8	9	10	11	12 & 13
14	15	16	17	18 Block Party	19 & 20
21	22	23 FURA Regular Session	24	25	26 & 27
28	29	30	31		

August

M	Tu	W	Th	F	Sa/Su
				1	2 & 3
4	5 National Night Out	6	7	8	9 & 10
11	12	13	14	15	16 & 17
18	19	20	21	22	23 & 24
25	26	27 FURA Regular Session	28	29	30

September

M	Tu	W	Th	F	Sa/Su
1 Labor Day Holiday	2	3	4	5	6 & 7
8	9	10	11	12	13 & 14
15	16	17 FURA Regular Session	18	19	20 & 21
22	23	24	25	26	27 & 28
29	30				

October

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

November

M	Tu	W	Th	F	Sa/Su
					1 & 2
3	4	5	6	7	8 & 9
10	11 Veteran's Day Holiday	12	13	14	15 & 16
17	18	19 FURA Regular Session	20	21	22 & 23
24	25	26	27 Thanksgiving Holiday	28	29 & 30

December

M	Tu	W	Th	F	Sa/Su
1	2	3	4	5	6 & 7
8	9	10	11	12	13 & 14
15	16	17	18	19	20 & 21
22	23	24	25 Christmas Day Holiday	26	27 & 28
29	30	31			