

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5
Meeting Date: January 22, 2018
Department: All

ITEM TITLE: Board and Committee Report – December 2017

DISCUSSION/ISSUE:

Airport Advisory Committee	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
The Airport Advisory Committee did not meet during December. The next meeting is scheduled for February 21, 2018.	

Airport Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Airport Volunteer Group (AVG) provided 240 hours 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.	

Ad-Hoc Finance Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
No report.	

Audit Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
No report.	

Budget Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
No report.	

Economic Development Committee (EDC)	
<u>Department:</u> Administration	<u>Staff:</u> Jesse Dolin – Economic Development Catalyst
No report.	

Environmental Management Advisory Committee (EMAC)	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
No Report.	

Florence Events Center Volunteers / Friends of the FEC	
<u>Department:</u> Florence Events Center	<u>Staff:</u> Kevin Rhodes – FEC Director
No report	

Florence Urban Renewal Agency	
<u>Department:</u> Administrative	<u>Staff:</u> Erin Reynolds – City Manager
FURA met in a work session on December 27 th to approve the intergovernmental agreement with Lane County outlining Lane County’s commitment to help fund the ReVision Florence project and heard an update on the process for the ReVision Florence project.	

Florence Urban Renewal Agency Budget Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Finance Director
No report.	

Housing and Economic Opportunities Project Ad-Hoc Committee	
<u>Department:</u> Community & Economic Development	<u>Staff:</u> Wendy FarleyCampbell, Planning Director & Kelli Weese, City Recorder / Economic Development Coordinator
The Committee met on December 5 th in the final meeting for the committee. The group discussed the next steps in the project, the results of the public open house in October, findings for the buildable land inventory and land needs analysis. In addition, the group began discussions on the housing and economic policies. The committee ended discussion recommending the Council initiate the public hearing process for the Housing Needs Analysis and Economic Opportunities Analysis.	

Parks Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Gallagher Park: Siuslaw Chapter of American Rhododendron Society volunteers provided 4 hours of labor pruning rhododendrons and other shrubs in the park.	
Veterans Memorial Park: Volunteers provided 9 hours of labor cleaning and weeding at the park.	
Singing Pines Park: Shoreline Christian School volunteers provided 9 hours of labor picking up litter and other trash at the park.	
Old Town Park (Gazebo Park): Volunteers provided 4.5 hours of labor cleaning the	

flowerbeds, pruning and weeding at the park.

Munsel Road Park: BSA Troop 721 volunteers provided 18 hours of labor cleaning the flowerbeds during December.

Planning Commission

Department: Planning

Staff: Wendy FarleyCampbell – Planning Director

Planning Commission met December 19th to hold a public hearing on a variance application to construct a carport within a required side yard. The Planning Commission continued the hearing until January 23, 2018. They also heard a presentation by staff of findings from the recently completed Housing and Economic Opportunities Project. Planning Commission’s next meeting will be held on January 23, 2018.

Police Auxiliary

Department: Police

Staff: Merrilee Mager – Auxiliary Director



We kicked off December with 10 auxiliary members who contributed 335 volunteer hours! We have added one new Auxiliary member who will complete his training in early January. We have one additional recruit in process.

On December 2, the Auxiliary decorated the Justice Center with a new Christmas tree, stuffed toys and other various decorations. All the helpers then enjoyed sugar cookies and sparkling cider upon completion of the decorating!

December 16, was such a special event. Santa visited the Justice Center and delighted kids of all ages. After their visit with Santa, over 130 kids selected a new toy and a stuffed animal. The squeals of delight were magical!

This year the Auxiliary purchased full ham dinners for 6 needy families. The families were selected by Siuslaw Elementary and delivered by the school’s principal.

AUXILIARY REGULAR DUTIES

Neighborhood patrols and vacation checks	Pick up found property
Check on dog complaints, dogs left in cars	Check handicapped parking for violations/issue warnings and tickets
Jail checks and meals	Fingerprinting for the public and the court
Sex offender registration	Filing of tickets and incident reports
Shredding documents	Home security inspections
Neighborhood Watch	Purchase of immediate needs for the PD and jail
Monthly Auxiliary meeting	

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

Public Art Committee	
<u>Department:</u> Administrative	<u>Staff:</u> Kelli Weese – City Recorder / Economic Development Coordinator
PAC met on December 11 th to review the projects for the upcoming year and determine the best next steps for budgeting and financing additional projects. In addition, the committee continued its work towards its work plan including the steps to completion for art pieces.	

Transit Advisory Committee (TAC)	
<u>Department:</u> Planning	<u>Staff:</u> Glen Southerland – Associate Planner
The next meeting of TAC is scheduled for March 21, 2018 at the Florence Events Center.	

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 Organization and Capital Plant.

AIS PREPARED BY: Report written by City of Florence staff and compiled by Kelli Weese, City Recorder

CITY MANAGER’S RECOMMENDATION: Approve Disapprove Other
 Comments:

ITEM’S ATTACHED: None