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

**ITEM NO:**  
Meeting Date: May 15, 2017  
Department: All

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**ITEM TITLE:** Board and Committee Report – April 2017

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**DISCUSSION/ISSUE:**

<b>Airport Advisory Committee</b>	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
The Airport Advisory Committee did not meet in April. The next meeting is scheduled for May 17, 2017.	

<b>Airport Volunteers</b>	
<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.	

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

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

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

<b>Economic Development Committee (EDC)</b>	
<u>Department:</u> Administration	<u>Staff:</u> Jesse Dolin – Economic Development Catalyst
<p>Economic Development Committee Meeting/ April 18, 2017</p> <p>The Committee was excited to welcome two new members—Stephanie Sarles &amp; Margy Parker!</p> <p>Planning Director Wendy FarleyCampbell, spoke about the upcoming Economic Opportunity Analysis (EOA) and invited members of the EDC to take part in the project advisory working group. Andy Johnson, Committee member and Realtor for Coldwell Banker, was deemed the best candidate, and accepted the invitation to take part in the work group.</p> <p>Jesse Dolin, newly hired Economic Development Catalyst, gave a presentation on his first 6 months working for the City, highlighting all the connections he has made, and the importance of collaborating with our partners in economic development. He is now a Lane Workforce Partnership (LWP) Executive and Council board member, a member of the South Coast Development Committee (SCDC), Lane Economic Committee (LEC), Travel Lane County (TLC), Lane County of Governments (LCOG), Chamber of Commerce Marketing Committee, and the Regional Fiber Consortium.</p> <p>His position with the City has been iterative process-- catalyst is a nice \$100 word, but he is also a liaison between the City and our local business community. By Interviewing/talking to local businesses, reading through the survey attached to the census (which he streamlined this year to encourage more participation), and identifying what businesses need help with he can then look to connect businesses to opportunities and resources that they may not be aware of. A representative of the city taking the time to meet and engage with local business owners demonstrates the city's commitment to their success, provides a feedback loop, and develops a relationship. Gathering this information can help determine where they may need help, and explore with them potential solutions to immediate business concerns. His position facilitates dialog between the Florence community and local business owners, tapping into the fact that we are all stakeholders, and that everyone is invested into the economic success of this city.</p>	

<b>Environmental Management Advisory Committee (EMAC)</b>	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
<p>EMAC met April 20<sup>th</sup> to discuss the Household Hazardous Waste Collection Event, establishing plastic bag and foam policy, EMAC Goal Setting, and Green Fair staffing and table set-up. The May meeting will be held on the 18<sup>th</sup> at 2pm. They will be moving their meetings to 5:15pm starting in June.</p>	

**Florence Events Center Volunteers / Friends of the FEC**

<u>Department:</u> Florence Events Center	<u>Staff:</u> Kevin Rhodes – FEC Director
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The Friends of the FEC funded the installation of a new high definition video projection system at a cost of \$9,881.00. The purchase included a 9’ x 15’ projection screen and switching system that enables the source to be projected from either the stage, the back of the theater or up in the sound booth. The Friends continue to make significant investments in order for the FEC to remain a technically sound facility!

**Congratulations are in Order!** The Friends of the Florence Events Center received an Impact Award from the Oregon Festivals & Events Association from the Annual Ovation Awards this past week. The awards were honored at the annual conference and awards dinner at the Seaside Convention Center. This category was given for an event that had a great and unique impact culturally or financially on a community. These awards are given statewide and focus on activities that have broad public support and potential tourist appeal. Dancing with Sea Lions began as an idea for a public art project, but quickly grew into a business collaboration and a community celebration of the arts. Congratulations again to the Friends of the FEC for such a successful campaign.

**Florence Urban Renewal Agency**

<u>Department:</u> Administrative	<u>Staff:</u> Erin Reynolds – City Manager
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FURA met on April 26<sup>th</sup> to hear a presentation from the Florence Public Art Committee regarding their work plan, project list and projected timelines. After the presentation FURA recommended the inclusion of the Public Art Committee’s work plan cost estimates into the 2017-19 budget. In addition, FURA reviewed land use regulations within the district boundary with Planning Director Wendy FarleyCampbell and the upcoming budget preparation timeline as well as financial reports.

**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
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Recruitment for the new Housing and Economic Opportunities Project Ad-Hoc Committee began on April 5<sup>th</sup>, with a closing date of April 28<sup>th</sup>. The Mayor will be reviewing applications in early May with the potential to appoint applicants to their positions at the May 15<sup>th</sup> City Council meeting.

### **Parks Volunteers**

Department: Public Works

Staff: Mike Miller – Public Works Director

Singing Pines Park: Shoreline Christian School volunteers provided 0.75 hours of labor picking up litter and trash at the park during April.

Gallagher Park: Siuslaw Chapter of American Rhododendron Society volunteers provided 36 hours of labor pruning rhododendrons and the Florence Garden Club provided 32 hours of volunteer labor cleaning the planter beds and pruning the azaleas and other shrubs in the park along Spruce Street.

Veterans Memorial Park: Volunteers provided 10 hours of labor cleaning and weeding at the park in April.

Old Town Park (Gazebo Park): Volunteers provided 20.5 hours of labor cleaning the flowerbeds, pruning and weeding at the park during April.

### **Planning Commission**

Department: Planning

Staff: Wendy FarleyCampbell – Planning Director

The Planning Commission met April 11<sup>th</sup> to hold two public hearings: a conditional use permit for a land partition and a conditional use permit for Port of Siuslaw rip rap repairs. The Planning Commission voted unanimously to approve the partition and unanimously to continue the hearing for the Port of Siuslaw to May 23<sup>rd</sup> at the request of the applicant. The Planning Commission also met April 25<sup>th</sup> to hold two public hearings: a conditional use permit for a single-family residence on 18<sup>th</sup> Street and a modification of an open space approved as part of a Planned Unit Development. The Commission voted unanimously to approve the conditional use permit for the single-family residence on 18<sup>th</sup> Street and unanimously to approve the modification to the PUD.

**Police Auxiliary**

<u>Department:</u> Police	<u>Staff:</u> Gary Stine – Auxiliary Coordinator
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During the month of April 2017 the Police Auxiliary provided about 240 hours of service to the Police Department. One of our big focuses was updating the emergency preparedness information and files. We are also in the initial stages of planning a fund raiser for the Police Auxiliary so we have funds to provide meals for needed families at the Holidays and to provide a Santa and toys for a Christmas give-a-way.

Like we do every month, the Police Auxiliary delivered daily Mail and intra-department mail between the Police Dept, Municipal Court and City Hall, patrolled and did afternoon traffic control at Siuslaw Elementary School during school days, patrolled city neighborhoods and gated communities, visited and checked requested homes for people on vacation, checked for violations in Disabled parking spaces, attended staff training, picked up and reported found property, responded to citizens concerned about dogs left inside unattended vehicles, responded to dogs running at large and transported some to the Humane Society, assisted in doing hourly safety jail checks and feeding jail meals to help keep the regular Officers in the field and help the Corrections Officer while she is in Court or transporting inmates to Eugene. We also purchased needed food and medical supplies for the jail, provide public and court fingerprinting, registered sex offenders, filing of tickets and incidents reports, shedding of confidential information, and were available for Home Security Inspections for homeowners and the Business and Neighborhood Watch programs. We also interacted and provided answers to the resident's questions and by giving directions and answering questions to visitors.

**Police Reserve Officers**

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

**Public Art Committee**

Department: Administrative

Staff: Kelli Weese – City Recorder / Economic Development Coordinator

PAC met on April 20<sup>th</sup> to continue working toward projects and prepare for the April 26<sup>th</sup> Florence Urban Renewal Agency meeting where they presented their work plan and made a request for inclusion in the Urban Renewal budget. The following is the status of the PAC projects.

- The group reviewed and approved the use of CaFE for artist recruitment for the upcoming projects. CaFE will allow the PAC to manage calls for entry and streamline the review process, while simplifying the application process for artists.
- The team reviewed the Siuslaw Bridge Steps proposed call to artists and next steps in preparing the project. The team is working towards a mid-May publication of the call to artists for the project, with a hopeful early Fall construction.
- The trash can project Paint Day of May 6<sup>th</sup> has been confirmed with 7 previously-selected art students from the middle school and 7 selected art students from the high school who will paint their pre-planned art designs on the trash can lids. Each student will be responsible for a trash lid. Thank you to Public Works for helping to move the trash cans and prepare them for painting!



**Transit Advisory Committee (TAC)**

Department: Planning

Staff: Glen Southerland – Associate Planner

TAC met on April 19, 2017 to discuss ridership, marketing, and upcoming Ride Free Days. The first Ride Free Day sponsorship of the year would be provided by Greentrees Village for May 18<sup>th</sup> and 19<sup>th</sup>. This service will be followed by traditional Rhody Days service from Bay Street on May 18<sup>th</sup> and 20<sup>th</sup> from 9 p.m. to 3 a.m. The committee also discussed Florence’s connectivity to other cities through the Florence/Yachats Connector being established and a stakeholder meeting for the project which was held on April 27<sup>th</sup> in the Florence City Hall Chambers. TAC chose to cancel the May meeting in order to allow staff and ex-officio members to work on needed projects and will meet again on June 21<sup>st</sup>.

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**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.

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**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.

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

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**CITY MANAGER'S RECOMMENDATION:**  Approve  Disapprove  Other  
Comments:

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**ITEM'S ATTACHED:** None

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