

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO:
Meeting Date: January 23, 2016
Department: All

ITEM TITLE: Board and Committee Report – December 2016

DISCUSSION/ISSUE:

Airport Advisory Committee	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
The Airport Advisory Committee meeting that was scheduled for January 18, 2017, is being rescheduled February 15, 2017.	

Airport Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Airport Volunteer Group (AVG) provided 218.5 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
Committee did not meet.	

Audit Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
The Audit Committee met with Paul Nielson, CPA, Isler CPA's. They reviewed the status of the audit and discussed timing to receive report.	

Budget Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
Committee did not meet.	

Economic Development Committee (EDC)	
<u>Department:</u> Administration	<u>Staff:</u> Jesse Dolin – Economic Development Catalyst
The Economic Development Committee did not meet in December.	

Environmental Management Advisory Committee (EMAC)

Department: Planning

Staff: Wendy FarleyCampbell –
Planning Director

EMAC did not meet in December. Their next meeting is scheduled for January 26th at 2pm

Florence Events Center Volunteers / Friends of the FEC

Department: Florence Events Center

Staff: Kevin Rhodes – FEC Director

The Friends have been busy planning and working the 2017 Winter Music Festival scheduled on January 14-15. An update will be provided in the February council report.

FEC Indoor Yard Sale – The next Friends of the FEC Indoor Yard Sale is scheduled for January 28th. The yard sales feature up to 35 vendors and draws anywhere from 800-1000 attendees both locally and from out of the area. The Friends have produced 2-3 yard sales per year for the past 14 years, which has proven to be a consistent fundraising event for the Friends.

Florence Urban Renewal Agency

Department: Administrative

Staff: Kelli Weese –
City Recorder / Eco. Devo. Coord.

FURA met on December 1st to continue the process of the Revision Florence project. Staff presented the results of the 30% Design Acceptance Package (DAP) which was submitted on November 30th. The 30% DAP represents an application point required by ODOT in order to proceed in conjunction with their paving of the highway. Staff also discussed funding options for the ReVision Florence project.

Parks Volunteers

Department: Public Works

Staff: Mike Miller – Public Works Director

Shoreline Christian School performed 3 hours volunteer labor picking up litter and trash at Singing Pines Park during December.

Volunteers for Old Town Park (Gazebo Park) completed 6 hours of volunteer labor cleaning the flower beds, pruning and weeding at the park during December.

Planning Commission

Department: Planning

Staff: Wendy FarleyCampbell – Planning Director

The Planning Commission met December 13th and held four public hearings, Solv-It single-family residence to commercial office conversion, Extension of Time on Approval of Porter Boat Lift Conditional Use Permit, Verizon Tower Design Review, and a continuation of North Hwy 126 Annexation and Zone Assignment from November 22nd. The Planning Commission voted unanimously to approve the boatlift extension, annexation, zone assignment, and commercial office conversion applications. The Planning Commission voted to approve the Verizon Wireless Tower Design Review application 3-to-2.

Police Auxiliary

Department: Police

Staff: Gary Stine – Auxiliary Coordinator

During the month of December 2016 the Police Auxiliary provided just over 250 hours of service to the Police Department. For the calendar year 2016 we provided 3379 hours of volunteer service or the equivalent of 84.4 work weeks.

We held our annual toy give-a-way for just over 180 children including 7 new babies that came to take their first picture with Santa. The parents enjoy being able to have the children sit on Santa's lap while they take pictures. Through the generosity of residents and business' we gave away hundreds of toys and stuffed animals.

Our other main event was providing 5 complete ham dinners for families that otherwise would not have had a holiday dinner. We coordinated this event with Siuslaw Elementary School. The Auxiliary provided a Holiday pot-luck for the staff of the Police Department and Municipal Court.

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
Program not active	

Public Art Committee	
<u>Department:</u> Administrative	<u>Staff:</u> Kelli Weese – City Recorder / Economic Development Coordinator
PAC met on December 12 th to hold a ‘field trip’ to old town to review potential locations for public art donations as well as the outdoor gallery project.	

Senior Center Volunteers	
<u>Department:</u> Administrative	<u>Staff:</u> Megan Messmer – Assistant to the City Manager
<p>The Senior Center met on December 13 for their monthly meeting. They have two recent vacancies as two of their board members have resigned. At their last meeting the Board addressed a code of conduct for the facility to help deal with some of the issues that have risen. This applies to the users of the facility and the board members. They are dealing with some issues in the kitchen and working on developing procedures for how they operate. This is due to a changed model with the kitchen manager and the cook. They had a long-term cook and kitchen manager who retired this last year and they are working out the kinks with a new individual and a new way of doing things. Their new kitchen manager also has the desire to be available to provide catering for meetings and events that rent out the facility. The kitchen staff will also be doing a deep cleaning during the holiday break. The board members continue to apply for grants for new equipment and the building expansion goals.</p>	

Transit Advisory Committee (TAC)	
<u>Department:</u> Planning	<u>Staff:</u> Glen Southerland – Associate Planner
TAC did not meet for the month of December. The next scheduled meeting dates are January 18, 2017 and February 15, 2017.	

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
