

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

**ITEM NO:** 9  
Meeting Date: December 18, 2017  
Department: All

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

**DISCUSSION/ISSUE:**

<b>Airport Advisory Committee</b>	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
The Airport Advisory Committee met on November 15, 2017. Items of discussion included the recent meeting of the hangar ground lease subcommittee; presentation by John Murphey regarding liability and structural insurance needs; request from Public Works to help update the based aircraft inventory; and an update on the upcoming runway slurry seal and lighting upgrade project. The updating of the based aircraft inventory at the airport (document tail numbers, make and model of aircraft that are based in Florence) is important for master planning purposes and is necessary for our FAA grant funding. Provided the AAC a copy of the presentation made to LaneACT on the runway slurry seal and lighting upgrade project as well as information on our COAR (Critical Oregon Airport Relief) grant application. The next meeting of the AAC is scheduled for January 18, 2018.	
<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
No report.	

<b>Environmental Management Advisory Committee (EMAC)</b>	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
<p>EMAC did not meet in November. Members of EMAC are working outside of meetings with staff on a couple of projects. One group is constructing a Contamination Education Plan as required by DEQ's Opportunity to Recycle program by January 1<sup>st</sup>. Another group is working with the SNEWS on the Green Fair replacement program which will be two free showings of "A Plastic Ocean" at the City Lights Cinema on January 10<sup>th</sup>. It will be an educational event with panel discussions after each showing. EMAC has suspended meetings from November through February, except as needed to participate in the 2017 Solid Waste Rate Review.</p>	

<b>Florence Events Center Volunteers / Friends of the FEC</b>	
<u>Department:</u> Florence Events Center	<u>Staff:</u> Kevin Rhodes – FEC Director
<p><b>Winter Music Festival 2018</b> – The Friends of the FEC Winter Music Festival committee is working tirelessly on the 2018 festival scheduled for January 12<sup>th</sup> – 14<sup>th</sup>. The musical menu for 2018 is broader than ever before. In addition to the expected bluegrass, Americana, and folk appetizer, they've added entrees of gospel, a Capella, Celtic, and even Texas swing.</p> <p>Something different from previous years, the amount of time between acts has been increased to 30 minutes leaving more time for patrons to browse the artisan fair and enjoy a piece of pie from the traditional pie sale.</p> <p>Headlining the concert will be Al Stewart (Year of the Cat) along with performers including John Craigie, Laura Lewi and the Right Hands, Jeff Scroggins and Colorado, Cabin Fever NW, Pretty Gritty and more! Visit <a href="http://www.wintermusicfestival.org">www.wintermusicfestival.org</a> for show times!</p>	

<b>Florence Urban Renewal Agency</b>	
<u>Department:</u> Administrative	<u>Staff:</u> Erin Reynolds – City Manager
<p>FURA met in a work session on November 15<sup>th</sup> to review the next steps for ReVision Florence including Lane County funding request, 90% design submission, landscape features, project timeline and public outreach. The agency also approved their 2018 meeting calendar.</p>	

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

<b>Housing and Economic Opportunities Project Ad-Hoc Committee</b>	
<u>Department:</u> Community & Economic Development	<u>Staff:</u> Wendy FarleyCampbell, Planning Director & Kelli Weese, City Recorder / Economic Development Coordinator
The Committee met on October 10 <sup>th</sup> to meet with the consultant team and review the results of the community survey, buildable land inventory, housing needs analysis and economic opportunity analysis. The next meeting is scheduled for December 5 <sup>th</sup> .	

<b>Parks Volunteers</b>	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Gallagher Park: Siuslaw Chapter of American Rhododendron Society volunteers provided 8.25 hours of labor pruning rhododendrons and other shrubs in the park.	
Singing Pines Park: Shoreline Christian School volunteers provided 3.5 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.	

<b>Planning Commission</b>	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
Planning Commission met November 28 <sup>th</sup> to hold a public hearing on a conditional use application to construct an addition to change a single family residence to a duplex in the Highway District. The Planning Commission unanimously approved the request. They also heard two staff presentations on long term planning projects. Nadjia o’Lauren intern with the U of O presented her findings on Accessory Dwelling Units Best Practices research. Glen Southerland, Associate Planner presented the Beat the Wave project the City is working on with DLCD that will result in code and comp plan policy changes. Planning Commission’s next meeting will be held December 19 <sup>th</sup> .	

**Police Auxiliary**

Department: Police

Staff: Merrilee Mager – Auxiliary Director



For the month of November, the Auxiliary had 10 volunteers contributing 285.5 volunteer hours. And while we had one resignation, we are currently processing two applications for new volunteers.

The Auxiliary proudly participated in the Veterans Day Parade on Nov. 11, despite the rainy weather. Four of our members helped with traffic control and we received very complimentary feedback from CERT regarding our participation.

On November 14, Commander Pitcher gave a tour of the Justice Center to an energetic group of Boy Scouts. Auxiliary Director Mager then fingerprinted the entire group. It was a toss up as to whether they liked the Humvee or the fingerprinting better. Needless to say the experience was a positive one for the scouts and parents alike.

Several of our members also supported the Tree Lighting event in Old Town on November 25. It was reported that all had a good time.

And now we are on to December, which looks to be an even busier month for the Auxiliary!

**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**

Department: Police

Staff: Tom Turner – Police Chief

Program not active

**Public Art Committee**

Department: Administrative

Staff: Kelli Weese – City Recorder / Economic Development Coordinator

PAC met on October 9<sup>th</sup> to continue working toward projects within their work plan including Public Outreach & Marketing, Trash Cans, Old Town Gallery, Donations, Hwy 101 & 126 Mural, and the Siuslaw Bridge Steps.

**Transit Advisory Committee (TAC)**

Department: Planning

Staff: Glen Southerland – Associate Planner

The next meeting of TAC is scheduled for March 21, 2018 with the location of that meeting yet to be determined.

**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: ERReynolds

**ITEM’S ATTACHED:** None