

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

**ITEM NO:** 5  
Meeting Date: April 22, 2019  
Department: All

**ITEM TITLE:** Commission, Committee & Volunteers Report – March 2019

**DISCUSSION/ISSUE:**

**Airport Volunteers**

Department: Public Works

Staff: Mike Miller – Public Works Director

The Airport Volunteer Group provided 244 hours of labor (from 20 different individuals) 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.

**Audit Ad-Hoc Committee**

Department: Finance

Staff: TBD

No report.

**Budget Committee**

Department: Finance

Chairperson: TBD

No report.

**Community & Economic Development Committee**

Department: Administration

Chairperson: Robbie Wright

NEDCO presented to the CEDC about their upcoming project on Airport Way/15<sup>th</sup> St. The first half of the presentation centered around national, state, and local statistics, with the second part of the presentation focused primarily on the forecasted details of the local project.

3J Consulting presented a high-level summary of the proposed changes to planning and zoning definitions. Once the details have been finalized, they will be delivered to a sub-committee of CEDC in-depth working session reviews. Once the working sessions have completed, the total project will be brought to CEDC for review, discussion, and action.

**Environmental Management Advisory Committee (EMAC)**

Department: Planning

Chair: Maureen Miltenberger

EMAC met on March 14th with all members present. Kelli Weese presented an committee orientation and policies training. The committee discussed the subcommittees and discussed who would want to participate now that we have had noxious weed and tree board added to our responsibilities. Staff gave an update on our haulers rate review. We voted unanimously to approve that EMAC participate in our local Earth Day celebration on April 20th where the theme will be protect our species. We will also be handing out information on Arbor day which will be April 26th. We voted that our regular meetings will be the third Tuesday at 6, which will make our next meeting April 16th.

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

Department: Florence Events Center

President: Kirk Mlinek

**Financial support** – At its March 26, 2019, meeting the Friends voted to fund two 500-watt QSC amps, two 50-foot speak-on cables, and 2 speak-on barrels (allow speak-on cables to be linked) totaling \$1,488.74. These items were funded at the request of the director.

**Pin-Ups on Tour report** – The Friends hosted the Pin-Ups on Tour in the FEC theater on March 10, 2019. A total of 169 tickets were sold; at that level the Friends took a small loss on the performance. Attendees exited the theater with smiles on their faces and by extending their heartfelt thanks for a great afternoon. The Friends are considering bringing the group back in April 2019. Stay tuned for more information later in the year!

**2020 Winter Music Festival** – The Friends board elected Kirk Mlinek 2020 Winter Music Festival chairman. The focus of the committee’s work at this time of the year is selection of talent.

**Florence Area Chamber of Commerce Business After Hours** – The Friends of the FEC will host the Chamber’s Business After Hours event on May 23, 2019. Come enjoy some light refreshments and live music while learning more about Friends activities, past and present!

**Friends Rebranding Project** – As reported earlier, the Friends board has initiated a project of self-evaluation intended to sharpen the group’s focus in the coming years. A survey of local arts organizations and businesses was conducted in March. The return rate was disappointingly low; however, results are being tabulated and a summary is forthcoming.

<b>Florence Urban Renewal Agency</b>	
<u>Department:</u> Administrative	<u>Staff:</u> Kelli Weese – City Recorder / Eco. Devo.
<p>FURA met on March 27, 2019 to consider the history of the agency as well as its purpose and bylaws since the adoption of City Council Ordinance No. 1, Series 2019. The agency also received an update regarding the ReVision Florence project.</p>	

<b>Florence Urban Renewal Agency Budget Committee</b>	
<u>Department:</u> Finance	<u>Staff:</u> TBD
<p>No report.</p>	

<b>Parks Volunteers</b>	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
<p>Ten volunteers from the Florence Rhododendron Club provided a total 28.25 hours of labor cleaning/trimming rhododendrons and cutting huckleberry in Gallagher Park.</p> <p>Five volunteers from Shoreline Christian School provides a total of 3.75 hours of labor picking up trash at Singing Pines Park.</p> <p>Three volunteers provided a total of 6 hours of labor removing garbage and trash from the undeveloped Oak Street right-of-way between Oregon Pacific Bank and Pine Apartments (Oak Street ROW between 13<sup>th</sup> and 14<sup>th</sup> streets).</p>	

<b>Planning Commission</b>	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
<p>The Planning Commission met March 5<sup>th</sup> to hear the continued public hearing for the Driftwood Shore Maintenance Building. The PC voted 5-1 approve Driftwood Shore Maintenance Building. City Recorder Weese held Orientation and Polices Training for Planning Commission also on March 5<sup>th</sup>. The PC met March 12<sup>th</sup> to hold a public hearing on the Cannery Station Planned Unit Development, Subdivision and three Design Reviews for an Assisted Living Facility. The PC continued the meeting to April 9<sup>th</sup>.</p>	

### Police Auxiliary

Department: Police

Director: Len Larson



13 Auxiliary members contributed 266 volunteer hours for the month of March, totaling 726.75 for the year so far.

During March our newest member completed her training and is now working a full shift once a week. We have added some additional training during our monthly meeting. Our attention will now turn to Rhody Days car show and patrol.

#### Auxiliary Regular Duties

- Neighborhood patrols and vacation checks
- Check on dog complaints, dogs left in cars
- Jail checks and meal service
- Sex offender registration
- Shredding documents
- Purchase of immediate needs for the Police Department and Jail
- Pick up found property
- Check handicapped parking for violations / issue warnings and tickets
- Fingerprinting for the public and the court
- Filing of tickets and incident reports
- Home security inspections and neighborhood watch
- Monthly Auxiliary Meeting

### Police Reserve Officers

Department: Police

Staff: Tom Turner – Police Chief

Program not active

### Public Art Committee

Department: Administrative

Chairperson: Harlen Springer

No Report.

<b>Transportation Committee (TC)</b>	
<u>Department:</u> Planning	<u>Chairperson:</u> Bob Steele
<p>The Transportation Committee held its second meeting on 3-28-19. Members created subcommittees for the Transportation System Plan, Public Transportation/Bicycle and Pedestrian issues, and the Airport. Bob Steele was elected to be the ex-officio to the Community and Economic Development Committee. The TC recommended to City Council that a draft ordinance for the safety, convenience, and comfort of the Rhody Express passengers be adopted. TC supports a Bike Month Proclamation to be presented to City Council on May 6, 2019. The next meeting of the TC will be held on April 25<sup>th</sup> at 10:00 a.m.</p>	

**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