

Memorandum

To: Environmental Management Advisory Committee

From: Kelli Weese, City Recorder / Economic Development Coordinator

Date: September 15, 2020 Meeting Date

City of Florence Work Plan:

In 2021, the City of Florence City Council will work to develop a work plan for the City to provide direction to the City of Florence for the 2021-2023 years. This work plan serves as a guiding document for the establishment of the 2021-2023 biennial budget. In addition, this overarching City work plan serves as the background for the establishment of each Committee's work plan for the upcoming year, which must be consistent, relevant and supportive of the Council's goals.

As advisory committees to the City Council, each Committee is charged with providing the City Council with input regarding the commissions / committees work programs and issues, and to forward information regarding potential issues that may contribute to the Council's goal-setting work. The Council is then charged with taking this information into consideration when creating its goals and work plan for the coming year.

City Council / Committee Work Session:

In order to achieve this objective, the City Council meets with representatives of all of the commissions and committees (except for the Budget Committee) in the fall of each year. This work session is set for November 16, 2020 at 10:30 a.m.

To prepare for this work session with the City Council, each Commission or Committee will be charged with discussing potential feedback to the City regarding their work programs and issues, and to create a memo to the City Council in advance of the City Council's work session. In this way, the City Council can review the feedback provided by each committee and be prepared for a constructive conversation with the representatives. To meet the deadlines, this memo is due to the City Recorder's office by 5pm on Thursday November 5th. For guidance on the information to be obtained in the memo to the City Council, members are encouraged to review Chapter 7 of the Commission & Committee manual included as an attachment to this memo.

During the work session with the City Council, each committee will have approximately 5-10 minutes to provide an overview to the City Council of the feedback contained in the committee's memorandum. The Council / Committee will then have 5-10 minutes for questions and discussion.

In general, the Committee discussion at the City Council work session is led by the Committee Chairperson. However, all members of the Committee are encouraged to attend and participate in the meeting / discussion if they are able to do so.

It is important to know, that participation in the November 16th City Council work session is optional for each of the Committees, however it is the mechanism to allow for feedback from the Committees to the Council on the City of Florence's work plan. Thus, participation by the Committee is strongly encouraged.

Next Steps:

At the September Committee meeting, the Environmental Management Advisory Committee will have the opportunity to begin discussions as to whether the Committee would like to participate in the upcoming City Council work session, and if so, what input the committee would like to provide to the City Council on the upcoming City work plan.

At October Committee meeting, the committee will need to:

1. Determine if you will participate in the City Council work session on November 16th, and if so either...
 - a. Approve a memo detailing the feedback the Committee wishes to share with the City Council for their consideration in creating the 2021-2023 City of Florence work plan, or
 - b. Direct the Committee Chair and/or subcommittee(s) to prepare a memo and detail the feedback to the City Council.

Items Attached:

- Chapter 7 of the Commission & Committee Manual
- 2019 Environmental Management Advisory Committee Work Plan
- 2018-2021 City of Florence Work Plan