



City of Florence Council Regular Session

In Person & Videoconference
250 Hwy 101
Florence, OR 97439
541-997-3437
www.ci.florence.or.us

- Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting, and can be found of the City of Florence website at www.ci.florence.or.us/council.
- Items distributed during the meeting, meeting minutes, and a link to the meeting video are posted to the City's website at www.ci.florence.or.us/council after the meeting.
- To be notified of City Council meetings via email, please visit the City's website at <http://www.ci.florence.or.us/newsletter/subscriptions>.

November 20, 2023

AGENDA

5:30 p.m.

Councilors:

Rob Ward, Mayor

Sally Wantz, Council President
Jo Beaudreau, Councilor

Bill Meyer, Council Vice-President
Robert Carp, Councilor

With 48-hour prior notice, an interpreter and/or TTY: 541-997-3437, can be provided for the hearing impaired.
Meeting is wheelchair accessible.

Proceedings will be shown live and for rebroadcast on Cable Channel 191 and online at www.ci.florence.or.us/citymanager/public-meetings-live and will be available after the meeting on the City's Vimeo Site.

The Florence City Council meeting will be held in person at Florence City Hall.

In addition, members of the public can listen and view the meeting through the 'GoToWebinar' platform at the following link: <https://attendee.gotowebinar.com/register/8193842560342186074>

Meetings are also shown live on Cable Channel 191 and online at <https://www.ci.florence.or.us/citymanager/public-meetings-live>.

Citizens wishing to express their views may submit comments in writing or verbally. For more information, please see the end of this agenda or visit the [City of Florence website](http://www.ci.florence.or.us).

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

PRESENTATIONS & ANNOUNCEMENTS

- PeaceHealth Peace Harbor Presentation
- Florence Urban Renewal Agency Board Appointment

Mayor Ward

1. PUBLIC COMMENTS

This is an opportunity for members of the public to bring to the Council's attention any item not otherwise listed on the agenda. *Please see the end of this agenda for methods to provide comments on items that are not on the agenda.*

ACTION ITEMS

Please see the end of this agenda for methods to provide comments on action items.

2. MANAGED INFORMATION TECHNOLOGY (IT) SERVICE CONTRACTS

Consider authorizing the City Manager to enter into contracts with Ancero and Hyak for managed IT services and approve **Resolution No. 24, Series 2023**, a resolution transferring \$120,000 in appropriations for increased managed information technology (IT) service costs.

Anne Baker
Admin. Services
Director

3. PUBLIC WORKS FLEET PURCHASES

Consider approving the purchase of two new 2024 Ford F150 4x4 Full Hybrid pickup trucks and one 2024 Ford F150 4x4 Full Electric pickup truck for Public Works for a total purchase price of \$192,998.08.

Mike Miller
Public Works
Director

4. FLORENCE WARMING CENTER REQUEST

Consider approving the request to operate a warming center as proposed and presented by the Florence Emergency Cold Weather Shelter nonprofit agency (FECWS) in accordance with FCC 10-2-9-B allowing an emergency shelter when low temperatures and adverse weather conditions endanger human life for the 2023-2024 Winter season.

Erin Reynolds
City Manager

5. **2024 CITY COUNCIL MEETING CALENDAR**
Review and consider approval of the 2024 City Council meeting calendar.

Lindsey White
City Recorder

REPORT & DISCUSSION ITEMS

6. **CITY COUNCIL COMMITMENTS & SIGN-UPS**
Consider updates to the City Council Commitments including Municipal Court Judge Supervision, City Committee Ex-Officio Assignments, etc. with the intent to adopt amendments at a future Council meeting. City Council
7. **GENERAL REPORTS– Council Question & Answer Only – No Presentations**
 - October Committee, Commission & Volunteer Reports
8. **DEPARTMENT DIRECTOR UPDATES** Management Team
9. **CITY MANAGER REPORT & DISCUSSION ITEM** Erin Reynolds
City Manager
10. **CITY COUNCIL REPORTS & DISCUSSION ITEMS** City Council

COUNCIL CALENDAR		
<i>All meetings are held in person with a virtual option unless otherwise indicated</i>		
Date	Time	Description
December 4, 2023	5:30 p.m.	City Council & Planning Commission Joint Work Session
December 7, 2023	8:30 a.m.	City Council Work Session
December 11, 2023	3:00 p.m.	City Council Executive Session
December 11, 2023	5:30 p.m.	City Council Meeting
December 14, 2023	8:30 a.m.	City Council Work Session

PUBLIC MEETINGS PROCEDURES

The November 20, 2023 City Council meeting will be held in person, with the option to view / listen to the meeting virtually through the GotoWebinar platform.

Expressing Views to the City Council: Citizens wishing to express their views to the City Council may do so in both written and verbal formats.

- Written Testimony:** Citizens wishing to express their views to the City Council are encouraged to submit written testimony in one of the following ways:
 - Submit written comments via email to City Recorder at cityrecorder@ci.florence.or.us;
 - Mail written comments to Florence City Hall, Attn: City Council, 250 Hwy 101, Florence, OR 97439
 - Drop off written comments at Florence City Hall (250 Hwy 101) during regular office hours (Monday through Friday 8 a.m. – Noon and 1:00 p.m. – 4 p.m.) or at the City of Florence drop box located at Florence City Hall to the right of the main entrance.

**** Note:** Written comments received at least 2 hours prior to the meeting (November 20, 2023 at 3:30 p.m.) will be distributed to the City Council, posted to the City of Florence website, and made part of the record.

2. **Verbal Testimony:** Citizens wishing to express their views to the City Council may participate in the meeting at Florence City Hall or via GoToWebinar. To do so, please complete a speaker's card online at www.ci.florence.or.us/council/request-address-city-council-speakers-card at least 1 hour prior to the meeting (November 20, 2023 at 4:30 p.m.). City staff will then contact the speaker to let them know the process to participate in the meeting.
 - a. **Public Comments on items not on the agenda:** General public comments (on items not on the City Council agenda) will be allowed at each City Council meeting during the public comment agenda item. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all items. In practicality, this means no more than five individuals will be allowed to comment verbally. There is no limit on written public comments.
 - b. **Public Hearing Testimony:** Testimony on public hearing items will be allowed when a public hearing is held. Verbal comments will be allowed on public hearing items after staff has given their report and have allowed time for initial Council questions. In general (with some exceptions for Land Use hearings), comments are limited to five minutes per person with no limit on the number of speakers.
 - c. **Public Comments on Action Items:** Public Comments will be allowed on each action item on the City Council agenda. Verbal comments will be allowed on action items after staff has given their report and have allowed time for initial Council questions. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all comments on each action item. In practicality, this means no more than five (5) individuals will be allowed to comment verbally. There is no limit on written public comments.

For more information on the City of Florence's Public Meeting Policies, visit the City of Florence website at <https://www.ci.florence.or.us/council/rules-procedure>.

2023 Florence Urban Renewal Agency Appointment

Office of the Mayor, City of Florence

I, Rob Ward, Mayor of the City of Florence, on this day, November 20, 2023, do hereby appoint the following person to the Florence Urban Renewal Agency per Florence City Code Title 2, Chapter 1 with a term expiration date of May 31, 2024, effective immediately.

Florence Urban Renewal Agency

- Ken Henderson- May 2024

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1

Meeting Date: November 20, 2023

Department: Mayor & Council

ITEM TITLE: Public Comments – *Items Not on the Agenda*

DISCUSSION/ISSUE:

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. *Please see end of the agenda for methods to provide comments on items not on the City Council agenda.*

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2

Meeting Date: November 20, 2023

Department: Admin Svs Dept.

ITEM TITLE: Managed Information Technology (IT) Service Contracts and Resolution No. 24, Series 2023, transferring appropriations in the amount of \$120,000 for the increase in managed IT service costs

DISCUSSION/ISSUE:

On November 10, 2021, the City's RFP for managed IT services closed. The City received two qualified bids (StepUp IT Services and Hyak). Staff recommended entering into an agreement with StepUp based on commitments made by StepUp and price of the contract. On December 13, 2021, Council approved StepUp IT Services as the City's managed service provider. StepUp went live with their services in May of 2022.

StepUp, located in Eugene, has had difficulties in meeting the many needs of the City's end-users. The City's IT Manager, Les Cardwell, has made the recommendation to terminate the contract with StepUp It Services and move managed services to two other companies, which would better meet end-user's needs. The recommendation is to enter into an agreement with Ancero and Hyak and continue with our relationship with Compunet.

The City currently is under contract with Compunet to assist with major server projects and help with managing the City's phone system as they are a Cisco partner. This relationship will continue and their contract was included in IT's 2023-25 biennial budget. Les recommends contracting with Hyak, a local company to provide an end-user help desk to address user issues, replace computers which are at end of life, and assist with setting up new employees. Ancero would provide server management and maintenance and cyber security. Ancero is not a local company, but comes highly recommended by Compunet. It is the intent to have the three different companies working to provide breadth of service for the City and not put all of our apples in one basket.

It is estimated the City will save approximately \$37,200 per year on applications it no longer will need as they will be provided in the contract with Ancero and \$136,956 annually for services to StepUp IT. We expect the new contracts will begin in February of 2024.

In addition to the annual charges, there will be onboarding fees for both Ancero and Hyak. The fees for the setup with Ancero will be \$1,500 and Hyak \$29,140. When taking into consideration the unused costs budgeted for the 2023-25 biennium, a supplemental budget transferring \$120,000 from the General Fund contingency to Administrative Services will need to be approved.

In order to provide consistent and reliable end-user support to all City employees, staff recommends Council authorizes the City Manager to enter into contracts with both Ancero and Hyak for IT managed services.

FISCAL IMPACT:

The breakdown of current and expected costs are as follows (actual cost through January 2024) and expects new costs to begin February 2024 for 17 months of the 2023-2025 Biennium:

Application/Contract	2023-25 Budget	Actual Cost	(Savings)/ Cost
StepUp IT Services (existing provider)	\$274,000	\$79,891	\$ (194,109)
Barracuda (anti-fish & anti-spam)	7,200	3,600	(3,600)
DUO (multi-factor authentication)	14,400	7,200	(7,200)
Umbrella (Anti-Spam)	28,800	14,400	(14,400)
Traverse (Network monitor)	9,600	4,800	(4,800)
Kaseya (Cyber Security Testing)	14,400	7,200	(7,200)
Microsoft 365 G3 Security Suite	68,000	67,830	(170)
Ancero (new provider)	-	90,100	90,100
Hyak (new provider)	-	230,265	230,265
Implementation costs	-	30,640	30,640
Total	\$416,400	\$535,926	\$ 119,526

The cost increases for the new contracts will be offset by services no longer needed and a transfer of \$120,000 from the General Fund contingency is recommended.

RELEVANCE TO ADOPTED CITY WORK PLAN:

- City Services Delivery – Sustain and improve the delivery of cost effective and efficient services, and;
- Financial & Organizational Sustainability – Sustain and improve infrastructure to support current and future needs by maintaining and upgrading the City’s IT infrastructure, monitoring for unfriendly threats, and providing timely end-user support.

ALTERNATIVES: The Council may choose to:

1. Authorize the City Manager to enter into contracts with Ancero and Hyak for managed IT services as recommend and approve Resolution No. 24, Series 2023 transferring appropriations.

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2. Modify the direction, request additional information, and/or delay decision to another meeting.
 3. Not authorize the City Manager to enter into contracts with Ancero and Hyak.
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RECOMMENDATION:

Staff recommends authorizing the City Manager to enter into professional service contracts with each IT company, Ancero and Hyak, for managed IT services and approve Resolution No. 24, Series 2023 transferring appropriations in the amount of \$120,000.

AIS PREPARED BY: Anne Baker, Administrative Services Department Director

**CITY MANAGER'S
RECOMMENDATION:**

Approve Disapprove Other

Comments:

ER Reynolds

ITEM'S ATTACHED: Attachment 1- Resolution No. 24, Series 2023

**CITY OF FLORENCE
RESOLUTION NO. 24, SERIES 2023**

**A RESOLUTION TRANSFERRING APPROPRIATIONS FOR INCREASED
MANAGED INFORMATION TECHNOLOGY (IT) SERVICES COSTS**

RECITALS:

1. On November 10, 2021, a Request for Proposals (RFP) was closed for Managed IT Services in which StepUp IT Services was selected and Council awarded the contract on December 13, 2021, and;
2. The City’s Information Technology Department has determined the City’s needs are not being met under this contract, and;
3. Under recommendation from Information Technology, the City Council has authorized the City Manager to enter into professional service contracts with two companies, Ancero and Hyak, in order for the City’s IT needs to be met, which will increase appropriation needs of the Administrative Services Department \$120,000, and;
4. Oregon Budget Law provides a local government may prepare a supplemental budget if an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning (ORS 294.471).

Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. The City Council of the City of Florence approves the following appropriation adjustments for the 2023-2025 Biennium:

General Fund	2023-25 Appropriation	Adjustment	Adjusted Appropriation
<i>Requirements</i>			
Administrative Services	\$2,842,600	\$120,000	\$2,962,600
Contingency	1,238,800	(120,000)	1,118,800
<i>Total Requirements</i>	<i>4,081,400</i>	-	<i>4,081,400</i>
<i>Total Appropriations</i>	<i>\$4,081,400</i>	<i>\$-</i>	<i>\$4,081,400</i>

2. This resolution takes effect immediately upon adoption.

ADOPTION:

This Resolution is passed and adopted on the 20th day of November 2023.

Rob Ward, Mayor

Attest:

Lindsey White, City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 3

Meeting Date: November 20, 2023
Department: Public Works

ITEM TITLE: The purchase of two new 2024 Ford F150 4x4 Full Hybrid pickup trucks and one 2024 Ford F150 4x4 Full Electric pickup truck for Public Works for a total purchase price of \$192,998.08.

DISCUSSION/ISSUE:

The Street Division, Parks Division and Public Works Administration are in need of versatile vehicles to respond to various Street, Parks and Public Works needs during and after regular business hours. In addition, the vehicles need to be right sized, lessen our impact on the environment, have less scheduled maintenance, and provide a minimum of 2,000-pound payload and 12,000 pounds of towing capabilities. After much research and discussions, we have determined that the vehicle best suited to replace our existing 2002 Ford F250 Street Division service vehicle that has 120,883 miles; and 2006 Ford F350 6.0-liter diesel Parks service vehicle with 71,437 miles, which are both at the end of their useful service lives, will be replaced with 2024 Ford F150 4x4 Super Crew Cab full hybrid pickup trucks. The third vehicle to be replaced is the 2014 Ford Explorer, which will be replaced with a Ford F150 4x4 Super Crew Cab full electric pickup truck.

The new F150 full gas electric hybrid is a four-door super crew cab that is four-wheel drive; provides 7.2 kW onboard power; trailer tow package; 10 speed hybrid electric automatic transmission; and backup camera package. The gas electric engine provides EPA fuel economy of 24 miles per gallon (mpg) in the city and 24 mpg on the highway. The existing service trucks get 6-8 miles per gallon of fuel. At a minimum, fuel economy for the new vehicle is 3 to 4 times greater than the current service vehicle. Additionally, the new truck payload and towing capacities is an impressive 2,120 and 12,700 pounds respectively.

The hybrid four-wheel drive drivetrain provides improved handling stability and traction in all driving conditions. It also offers significant improvements in fuel economy and reduced engine idle time (compared with the previous model), along with across-the-board improvements in performance and capability.

The new F150 all-wheel drive Super Crew Cab full electric pick-up truck (Ford F150 Lightning) provides 9.6 kW onboard power, dual electric motors, an EPA estimated range of 320 miles, 1,800-pound payload (with extended range battery) and towing capacity of 10,000 pounds (however the tow range drops to approximately 100 miles).

In addition, Ford Motor Company provides a vehicle warranty coverage of 8 years or 100,000 miles for battery components on the hybrid electric and full electric vehicles.

We utilized the OregonBuys (formally Oregon Procurement Information Network - ORPIN) eProcurement System to secure the purchase of the vehicle. In addition, we also cross referenced the price of a new vehicle with the National Auto Fleet Group Sourcewell which is a national competitively solicited cooperative contract.

OregonBuys provides access to procurement and contracting information issued by the State of Oregon, local governments, and political subdivisions of the state. This allows us the purchasing power of the state, where by the state has already negotiated contract pricing. The purchase price from Johnston Motors, based on the OregonBuys pricing, is:

2024 Ford F150 4x4 Super Crew Cab Full Hybrid Vehicle	\$53,127.04 each
2024 Ford F150 Super Crew Cab Lightning	\$67,374.00

As a comparison, the MSRP for the 2024 Ford F150 Super Crew Cab 4x4 full gas electric hybrid is \$61,290 (vehicle only). This price is based on 157-inch wheel base versus the Ford 150 Super Crew Cab 4x4 full gas electric hybrid vehicles recently purchased for the Police Department that have a 145-inch wheel base. The Sourcewell pricing from National Auto Fleet Group is \$56,145 which is \$3,017.96 greater than what we can purchase a vehicle directly from our local Ford dealership. Johnston Motor Company is a long-established new Ford vehicle dealer and has a proven record of support to the City.

The MSRP for the 2024 Ford F150 Super Crew Cab Lightning is \$73,950. The Sourcewell pricing from National Auto Fleet Group is \$68,568 which is \$1,194 greater than what we can purchase a vehicle directly from our local Ford dealership.

In addition, these vehicles will need to have lights and system packages (two-way radio, bed utility system, etc.) installed. The 'upfitting' of the vehicle is a separate purchase from a company that specializes in the installation and outfitting of emergency response and service vehicles. The City has selected Lehr to complete the 'upfitting' of this vehicle. Lehr is a long-established accessory installer and has outfitted all of our previous patrol and Public Works vehicles. They are a premier emergency vehicle upfitter in Oregon, trusted by the majority of the emergency response fleets.

Components and installation from Lehr are based on ORPIN pricing. The purchase of the components and system packages, including installation, is:

Lights, radio, system packages and installation	\$7,820 each
Lights and radio for F150 Lightning	\$3,730

Total costs to purchase the vehicle and 'upfitting' is:

2024 Ford F150 Super Crew Cab 4x4 full gas electric hybrid	\$60,947.04 each
2024 Ford F150 Super Crew Cab Lightning	\$71,104

FISCAL IMPACT:

During the 2023-25 biennium budget process, a total of \$205,000 was budgeted between Streets, Parks and Public Works Administration for the purchase of replacement vehicles during the biennium.

2024 Ford F150 4x4 Super Crew Cab full hybrid - Streets	\$60,947.04
2024 Ford F150 4x4 Super Crew Cab full hybrid - Parks	\$60,947.04
2024 Ford F150 Super Crew Cab Lightning – Public Works Admin	\$71,104.00
Total purchases	<u>\$192,998.08</u>
Excess funds	\$12,001.92

The proposal submitted by Johnston Motors for two (2) new 2024 Ford F150 Super Crew Cab 4x4 full gas electric hybrid; one (1) new 2024 Ford F150 Super Crew Cab Lightning; and Lehr for overhead emergency lights, grill lights, flashing amber lights in taillights and mirrors, radio and antenna installation, and systems packages is \$192,998.08 in total. Funding is available from the Streets, Parks and Public Works capital equipment outlay budget and these purchases are full funded.

RELEVANCE TO ADOPTED CITY WORK PLAN:

- City Service Delivery - efficient and cost-effective city services by maintaining and enhancing our fleet vehicles as feasible.
- Livability & Quality of Life – being responsive to our community’s needs with efficient, effective and sustainable equipment.
- Communication & Trust – strengthening citizen trust by protecting the community’s investment in our capital vehicle purchases.
- Financial & Organizational Sustainability – purchasing equipment that supports current and future needs.

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- ALTERNATIVES:**
1. Do not approve purchase.
 2. Request formal bids.

RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to sign purchase agreements as follows:

- Two (2) 2024 Ford F150 Super Crew Cab 4x4 full gas electric hybrid pickup trucks from Johnston Motor Company for \$106,254.08 (\$53,127.04 each)
 - One (1) 2024 Ford F150 Super Crew Cab Lightning pickup truck from Johnston Motor Company for \$68,568.
-

- Overhead emergency lights; grill lights; flashing amber lights in taillights and mirrors; radio and antenna; and systems packages, including installation from Lehr, for two (2) 2024 Ford F150 Super Crew Cab 4x4 full gas electric hybrid pickup trucks and one (1) 2024 Ford F150 Super Crew Cab Lightning in the amount of \$19,370 (\$7,820 for the hybrids each and \$3,730 for the Lightning).

Total purchase request is for two (2) Ford F150 Super Crew Cab 4x4 full gas electric hybrid pickup trucks; one (1) Ford F150 Super Crew Cab Lightning; and upfitting by Lehr, is \$192,998.08.

AIS PREPARED BY: Mike Miller, Public Works Director

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

ITEM'S ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4
Meeting Date: November 20, 2023
Department: City Council

ITEM TITLE: Request to operate a Florence Warming Center by the Florence Emergency Cold Weather Shelter for the 2023-24 Winter Season

Request

The Florence Emergency Cold Weather Shelter (FECWS) is requesting that the City Council consider a request to operate a Florence Warming Center (FWC) in the Florence Community for the 2023-24 Winter Season. **Attachment 1** contains the FECWS detailed request to return to the traditional of pre-pandemic indoor congregate adult only model at a host church site for winter nights when weather forecasts meet the “cold night” FECWS criteria.

Council Action Required

The proposal from the FECWS for a warming center requires City Council approval under City Code “Siting Emergency Housing” 10-2-9-B

Applicable City Code:

[FCC 10-2-9:](#)

B. The City Council may allow emergency shelter by any nonprofit organization or religious institution entity when low temperatures and adverse weather conditions endanger human life.

The meeting on November 20, 2023, will provide the City Council an opportunity to consider the FECWS request to operate a warming center as proposed and presented in **Attachment 1**. It is important to note that FECWS is still finalizing church host site locations. It is their plan to announce church host site locations for the warming shelter at the City Council meeting as that was not available at the time of the writing of this report and receiving their request.

There is a sense of urgency in their request as the winter weather has begun and they desire a solution to meet their mission to provide emergency cold weather shelter and food for persons at risk when the wind, rain, and temperature produce health and life-threatening conditions in the Florence area. A representative of FECWS will be available at the November 20th City Council Meeting to answer questions and provide additional information on the indoor congregate

Background Information

Since the creation of FECWS in 2014 through 2019 (pre-COVID times) the FECWS provided, under City Code Section 10-2-9-B, an indoor shelter primarily using the facilities of the Presbyterian Church of the Siuslaw. Then at the onset of the COVID-19 Public Health Emergency in March 2020, FECWS adjusted and changed to the outdoor Pallet Shelter model for three seasons (2020-2023 winter seasons). For the upcoming 2023-24 season, FECWS wishes to return to the indoor congregate model.

More about the Florence Emergency Cold Weather Shelter non-profit organization can be learned by accessing the organization’s website at this [link](#) and on the Facebook page at this [link](#). If approved, FECWS will be able to return to the traditional indoor overnight congregate warming center model for the upcoming winter season.

FISCAL IMPACT:

Staff time to facilitate and attend meetings with FECWS Board members and City Staff to discuss the return to the indoor congregate night-time and adult only warming center model for this winter season and clarifying that this request will be called the Florence Warming Center (FWC). Additionally, the staff time to prepare the agenda item summary and coordination necessary to bring forward this request to the City Council.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: City Service Delivery; Goal 2: Livability & Quality of Life; Goal 4: Communication & Trust and Goal 5: Financial & Organizational Sustainability.

ALTERNATIVES:

1. Approve the operation of a Florence Warming Center (FWC) model as proposed and presented by the Florence Emergency Cold Weather Shelter (FECWS) agency in accordance with FCC 10-2-9-B allowing an emergency shelter when low temperatures and adverse weather conditions endanger human life for the 2023-2024 Winter season.
2. Discuss alternate plans and information with the FECWS Board Members to return with an alternate proposal and/or more information for consideration at a later date.
3. Decline to approve request by FECWS.

RECOMMENDATION:

Approve the operation of a Florence Warming Center (FWC) model as proposed and presented by the Florence Emergency Cold Weather Shelter (FECWS) agency in accordance with FCC 10-2-9-B allowing an emergency shelter when low temperatures and adverse weather conditions endanger human life for the 2023-2024 Winter Season.

AIS PREPARED BY: Erin Reynolds – City Manager on behalf of FECWS

CITY MANAGER'S RECOMMENDATION:

Approve Disapprove Other
Comments: *ERReynolds*

ITEM'S ATTACHED:

- Attachment 1** – FECWS Letter of Request for 2023-24 Winter Season
- Operations chart matrix
 - Position Descriptions – Volunteer & Paid Positions
 - FWC Operations Policy & Procedures
 - Guest Agreement

Florence Warming Center Facebook Page
<https://www.facebook.com/FECWS>



FLORENCE WARMING CENTER *a program of the*
FLORENCE EMERGENCY COLD WEATHER SHELTER COMMITTEE (FECWSC)
P.O. BOX 659, FLORENCE, OREGON 97439
Florenceemergencycold@gmail.com 541-305-5548

City of Florence Mayor and Council

RE: Florence Warming Center

FECWSC is requesting Council consideration of our request to operate the Florence Warming Center in the City for the 2023-24 Winter Season, December 1, 2023 to April 30, 2024 using the pre-COVID congregate model.

The pallet shelters provided by the County were used for a warming center starting with the 2020-21 winter season because the COVID pandemic prevented congregate sheltering. Pandemic restrictions have been lifted and we want to return to the congregate model for the Florence Warming Center.

The goal of a warming center is to provide a warm, dry place to sleep when inclement weather is life-threatening for the unhoused members of our community, especially the unsheltered. We also provide food and sanitation.

We have assembled the core team, reviewed the processes and are updating the volunteer and intake forms and agreements. We have attended Egan Warming Center training for best practices that can be modified for Florence. We have interviewed those who were key players in prior years even though they are not available for this winter. We are holding volunteer meetings on November 15th and 18th to fill the many tasks that are needed for this project to be successful. We already have several volunteers but many hands make light work.

Although the church buildings that hosted pre-pandemic are no longer available, the Florence Warming Center has identified 2 or 3 other locations. At the time of writing this letter the details and permissions for using those church facilities is underway. The Warming Center will not be able to open and function without the permissions from the church's governing body. Once the Florence Warming Center has permission to use each site, we would notify the City, partners, and the community of each site and the dates to be open as the inclement weather dictates.

The Florence Emergency Cold Weather Shelter
Committee:

President: Linda Stent
Secretary: Jean Fredrickson
Treasurer and Registered Agent: Kate
McClellan

The Florence Warming Center Team:

Linda Stent
Kathy Leek
Karen Twitchell
Leonora Kent
Kate McClellan

Attached are the documents we have completed:

1. Operations chart.
2. Positions Descriptions.
3. Operations document.
4. Guest agreement. There will also be an intake form that will serve as data collection.

FWC Task and Shifts Descriptions (columns)

Description:

Shift Leader: trained, facilitator, decision maker, has knowledge of all the tasks, responsible for paperwork, a pool of 6 shift leaders. Paid.

Task Leader: Assigns volunteers to shifts, is responsible for the task by themselves or a volunteer. Ex: Set-up, Intake, Meals, Overnight, Morning.

		----- SHIFT LEAD -----			--- SHIFT LEAD ---	—SHIFT LEAD ----
Time	Transport	Set-Up Supplies	Intake/Pets/Bags	Meals	Overnight	Morning
Shift	5 pm-6 pm	5 pm-10 pm*	>>>	>>>	10 pm-4 am	4 am-9 am
		5 – 8 pm actual set up				
Volun- Teer Roles	Pick up guests Return Guests in Morning	Doors Open Set-up mattresses sheets, pads, blankets, furniture, intake table	Intake guest and needs, bag storage for safety, blue tape name & # them to match the intake form. Kennel the pets. Rx with Guest is needed before bfst. Intake volunteer consistent. Weapons in bags safely..	Provider, server, cook, clean-up. After dinner Server/provider may depart. After Dinner smoking at door with Volunteer.	Peaceful presence conspicuous. Lights down low. Small light in kitchen. Restless guests can go to another room. 4 a.m. new shift arrives. Bathroom use: 1 guest in bathroom w/ then	7 a.m. wake guests 7-8 a.m. coffee, juice, restroom, visit pets. pick up pads, Sheets into plastic bags. pillows, prep 8 a.m. Breakfast CLEAN-UP area & Bathroom/Kitchen Gather guests to return sheets delivered 37 th & 101
		Coordinate Set-up Task Lead, Morning Task Lead & pastor				

FWC – Volunteer and Paid Position Descriptions

Shift Leader: Trained, facilitator, decision maker, has knowledge of all tasks, responsible for all tasks during their shift, responsible for paperwork, there is a pool of 6 shift leaders. Paid.

Task Leader: Volunteer. Assigns volunteers to tasks, shifts, work the task with the volunteer, is responsible for the task by themselves or a volunteer. Ex: Set -up, Intake, Meals, Overnight, Morning.

5-10 pm Set-up: Volunteers. Doors open 5 p.m., set-up pads, sheets, blankets, intake table.

5-10 pm Intake: Volunteers: Intake forms, register guests and determine special needs, gather their bags, assign number to intake form (#) and number corresponding on blue tape on their bag and pet crate. Rx with guest if prescription of theirs and needed before breakfast.

Suggested that the Intake lead be consistent. The Intake Lead and volunteer work together registering the guest/bag safety/pet crate. The purpose of securing the bags at registration is for security of the bag.

5-10 pm or when finished. **Meals:** Volunteers. Shift starts at 5 pm approximately when the providers arrive. These providers, servers can depart after the meal is served and cleaned up. They don't have to stay until 10 pm. After dinner the guests may smoke at the door with a volunteer attending.

10 pm – 4 a.m. Overnight: Volunteers. Peaceful presence conspicuous by **Shift Lead** and volunteer. Lights are low. If available in nearby area, small light is on. Restless guests may go to a relaxing area to chat low etc. Bathroom use: 1 guest in the bathroom with a volunteer outside the bathroom door.

4 am – 9 am Morning: Volunteers. 6 am wake guests, 7-8 am coffee & juice, restroom, visit pets, pick-up pads, blankets, pillows, plastic bag the sheets for be taken to the laundry. **Shift Lead.**

7 a.m. Breakfast.

Prepare to depart (vans)

Gather sheets in bags to be taken to 37th St laundry (Linda's)

Notes:

Training for Volunteers over Zoom

FLORENCE WARMING CENTER OPERATION

Mission

The Florence Warming Center is a program of the Florence Cold Weather Shelter Committee to provide a safe, dry, warm place to sleep and meals when the wind, rain, and temperature produce health and life-threatening conditions for unhoused members of the Florence community. This is an adults only warming center. If adults with children arrive, other Florence non-profits will be called to provide accommodations.

Decision to open center

The decision will be made by the designated team member based on the average of the four major weather prediction sites. Decider will establish venue after consulting with available host contact person before announcing the opening. Every effort will be made to make a decision 48 hours before an opening, but considering the uncertain aspect of weather prediction in our area, a decision must be made no less than 24 hours before an opening. In general, the decision will be one day at a time.

Immediate Actions after Decision to open

Decider sends out email to pre-prepared collective list. List includes:

- Warming Center team including volunteer coordinator and task leads
- Helping Hands, SOS, library, Senior Center, FUM free lunch coordinator,
- All contact persons of selected venue
- Coordinator of Volunteers (who will have backup)
- Coordinator of Transportation
- Emergency Services contacts: Police Chief, medical facilities, WLEOG, WLCR, WLFEA
- Meal coordinator

Team Actions

- Volunteer coordinator contacts shift leads to determine who is available for the overnight shifts
- Task Leads call potential volunteers to make sure that all tasks will be covered:
 - Flags are put out at 10am the day of opening and taken down
 - Transportation
 - Setup
 - Intake
 - Bag storage
 - Meals
 - Peaceful presence/miscellaneous tasks

Part of the volunteer coordinator and task leads work is determining the timing of the procedures depending on availability of volunteers and designated location logistics.

Day of Opening

Flags are put out at 10am the day of opening and picked up the next day in the morning

Transportation volunteers pick up people at flag locations. starting at 4:30pm (1600).

Volunteers arrive at designated location to set up the sleeping area with designate gender-based areas. For instance, perhaps at opposite sides or ends of the mattresses. Also set up tables and chairs for dinner.

At the designated location

Guests arrive and intake volunteers (two people minimum, one to do form and one to store bags, backpacks, etc., with guest identification) go over the guest agreement, complete the intake form, and label and store the guest belongings.

Guests select mattress location they will sleep at and marks with jacket or other garment.

Evening Procedures

Dinner Provider volunteers arrive, unload and prepare dinner and guests and volunteers sit down to a meal. After dinner, clean up by guests and volunteers.

After dinner until 10 PM general social hour. Volunteers and guests are encouraged to get to know each other.

A Volunteer supervises smoking breaks every hour, for 15 minutes, outside until lights out. Smoking refuse must be put in a container provided. A volunteer will be on duty in the smoking area.

Overnight shift leads arrive.

10pm: Lights in main room out, except for small lights in kitchen area. If guests are restless they may go to the sitting area.

[bathroom/lavatory procedures: only one person in bathroom at a time, strictly supervised by volunteers or Manager. Bathroom doors will not be locked from the inside, and in the event of an unusual amount of time spent inside male or female volunteers may enter the bathroom of their respective genders after knocking to see if the guest is having some kind of trouble]

Shift lead change around 4am.

Morning Procedures

Volunteers and shift lead make coffee and start wakeup call starting with turning on lights around 6am. Wake up should be done very gently and calmly to avoid triggering fear reactions.

Guests help cleanup, secure bedding, etc., retrieve bags and get ready to leave before breakfast.

Announcement about whether center will opening again that night.

0700-0800 Hot breakfast supplied by food volunteers and guests depart by 0800. Transportation offered to locations in town.

0800-0900 After securing all equipment and policing all areas inside and out, the volunteers and manager turn out the lights, lock the door and depart.

Security

The Florence Police Chief, John Pitcher, has assured us that his police on duty will provide us with quick response if we have any kind of serious security problems. The shift lead or other volunteer on duty will decide if a call 911 is warranted. Identify the location and the situation to the dispatcher.

FLORENCE WARMING CENTER (FWC) GUEST AGREEMENT

The Rules. Here are some rules which we must all follow:

1. Everyone is welcome regardless of race, gender, creed or sexual orientation.
2. Everyone must respect the views, appearance and personal space of other guests and volunteers. Abusive language or physical or sexual threats or attacks will not be tolerated.
3. We cannot allow use of alcohol or non-prescription drugs in the FWC. If you have these in your possession they must be stowed in your stored bags or backpacks.
4. We cannot allow possession of any weapons (that includes knives) in the FWC. If you have any weapons when you arrive, you may check them as you are interviewed upon entering, or leave them in your bag or backpack. All bags and backpacks, and secured checked weapons, will be tagged with your name and secured in a safe place for the night, and returned upon departure in the morning.
5. Prescription medications that need to be used during your stay must be in labelled medical containers. Other medications should be left in your stored bags.
6. In the frigid weather causing the shelter to be open, all guests must remain inside the building at all times, except for designated smoking breaks. Leaving the building after it is closed up for the night will mean that a person has chosen not to spend the night, and will not be allowed to re-enter the building.
7. Smoking will only be permitted in a designated smoking area outside, and at designated times. Volunteers in charge will announce smoking breaks and accompany smokers to the smoking area.
8. Quiet/sleeping time and lights dimmed from 10 PM to 6:00 AM
9. Pets are welcome but need to be in provided crates. Pets taken on smoking breaks must be on leash.

SIGNATURE: _____ DATE: _____

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5
Meeting Date: November 20, 2023
Department: Mayor & Council

ITEM TITLE: 2024 Council Meeting Calendar

DISCUSSION/ISSUE:

Attachment 1 is staff's proposal concerning the City Council calendar for the 2024 calendar year. Calendar dates are proposed based on the provisions in Chapter 2, Section 7 of the Council Rules of Procedure.

City Council is asked to please bring your calendars including any proposed vacations and / or times away, to the November 20, 2023 City Council meeting, in order to review the calendar as a group to determine best dates for the upcoming months. Proposed changes are encouraged during the Council meeting.

Other Potential Changes: In addition to the proposed changes listed in attachment 1, other changes to the Council calendar may occur throughout the year in order to accommodate professional development opportunities, Council vacation / work schedules, and other unforeseen circumstances. Should changes occur, they will be determined by consensus of the City Council and updated on the City of Florence website at www.ci.florence.or.us, as well as the Council Calendar at the bottom of City Council meeting agendas. For the latest and greatest City Council schedule, please visit the City of Florence website or contact City Recorder Lindsey White at Lindsey.white@ci.florence.or.us.

FISCAL IMPACT:

City Council meetings incur staff time for preparation, attendance as well as Ordinance / Resolution / Staff Report and Minutes compilation and retention.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: Deliver efficient and cost-effective city services.

ALTERNATIVES:

1. Approve the proposed 2024 Council Meeting Calendar as proposed
 2. Review and recommend changes to the proposed 2024 Council meeting calendar and approve as amended
-

RECOMMENDATION: Approve 2024 Council Meeting Calendar as proposed.

AIS PREPARED BY: Lindsey White, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments:

ER Reynolds

ITEM'S ATTACHED: Attachment 1- Tentative 2024 City Council Meeting Calendar

Attachment 1

Tentative City Council Calendar - 2024

January

M	Tu	W	Th	F	Sa/Su
1 New Years Day Holiday Observed	2	3	4	5	6 & 7
8 City Council Meeting 5:30pm	9	10	11 City Council Work Session 8:30am	12	13 & 14
15 Martin Luther King Jr. Holiday	16	17	18	19	20 & 21
22 City Council Meeting 5:30pm	23	24 FURA Regular Session	25	26	27 & 28
29	30	31			

February

M	Tu	W	Th	F	Sa/Su
			1	2	3 & 4
5 City Council Meeting 5:30pm	6	7	8 City Council Work Session 8:30am	9	10 & 11
12	13	14	15	16	17 & 18
19 Presidents Day Holiday	20	21	22 City Council Work Session 8:30am	23	24 & 25
26 State of the City	27	28 FURA Regular Session	29		

March

M	Tu	W	Th	F	Sa/Su
				1	2 & 3
4 City Council Meeting 5:30pm	5	6	7 City Council Work Session 8:30am	8	9 & 10
11	12	13	14	15	16 & 17
18 City Council Meeting 5:30pm	19	20 FURA Regular Session	21 City Council Work Session 8:30am	22	23 & 24
25	26	27	28	29	30 & 31
Spring Break Northwest Regional Managers Conference					Easter

April

M	Tu	W	Th	F	Sa/Su
1	2	3	4	5	6 & 7
8	9	10	11 City Council Work Session 8:30am	12	13 & 14
15 City Council Meeting 5:30pm	16	17	18 OAMR Mid Year Conference	19	20 & 21
22	23	24 FURA Regular Session	25 OCCMA/LOC Spring Conference	26	27 & 28
29	30				

May

M	Tu	W	Th	F	Sa/Su
		1	2	3	4 & 5
6 City Council Meeting 5:30pm	7	8	9 City Council Work Session 8:30am	10	11 & 12
13	14	15	16	17 Rhody Weekend	18 & 19
20 City Council Meeting 5:30pm	21	22 FURA Regular Session	23 City Council Work Session 8:30am	24	25 & 26
27 Memorial Day Holiday	28	29	30	31	

June

M	Tu	W	Th	F	Sa/Su
	4	5	6	7	8 & 9
10 City Council Meeting 5:30pm	11	12	13 City Council Work Session 8:30am	14	15 & 16
17 Tentative- Professional Development	18	19 FURA Regular Session	20 City Recorder Academy	21	22 & 23
24	25	26	27	28	29 & 30
OCCMA Conference					

July

M	Tu	W	Th	F	Sa/Su
1 City Council Meeting 5:30pm	2	3	4 Independence Day Holiday	5	6 & 7
8	9	10	11	12	13 & 14
15 City Council Meeting 5:30pm	16	17	18-21 OMA Conference		
22	23	24 FURA Regular Session	25 City Council Work Session 8:30am	26 Block Party	27 & 28
29	30	31			

August

M	Tu	W	Th	F	Sa/Su
			1	2	3 & 4
5 City Council Meeting 5:30pm	6 National Night Out	7	8 City Council Work Session 8:30am	9	10 & 11
12	13	14	15	16	17 & 18
19 City Council Meeting 5:30pm	20	21	22 City Council Work Session 8:30am	23	24 & 25
26	27	28 FURA Regular Session	29	30	31

September

M	Tu	W	Th	F	Sa/Su
2 Labor Day Holiday	3	4	5	6	7 & 8
9	10	11	12 City Council Work Session 8:30am	13	14 & 15
16 City Council Meeting 5:30pm	17	18 FURA Regular Session	19-22 Tentative- OAMR Annual Conference		
23-26 ICMA Conference			27	28 & 29	
30					

October

M	Tu	W	Th	F	Sa/Su
	1	2	3	4	5 & 6
7 City Council Meeting 5:30pm	8	9	10 City Council Work Session 8:30am	11	12 & 13
14	15	16	17-20 LOC Conference/ OCCMA Fall Conference Oct 17		
21	22	23 FURA Regular Session	24	25	26 & 27
28	29	30	31		

November

M	Tu	W	Th	F	Sa/Su
				1	2 & 3
4 City Council Meeting 5:30pm	5 Election Day	6	7 City Council Work Session 8:30am	8	9 & 10
11 Veteran's Day Holiday	12	13	14	15	16 & 17
18 City Council Meeting 5:30pm	19	20 FURA Regular Session	21 City Council Work Session 8:30am	22	23 & 24
25	26	27	28-30 Thanksgiving Holiday		

December

M	Tu	W	Th	F	Sa/Su
2	3	4	5	6	7 & 8 Holiday Festival
9 City Council Meeting 5:30pm	10	11	12 City Council Work Session 8:30am	13	14 & 15
16	17	18	19	20	21 & 22
23	24	25 Christmas Day Holiday	26	27	28 & 29
30	31				

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6
Meeting Date: November 20, 2023
Department: City Council

ITEM TITLE: 2024 City Council Sign-Up and Commitments

DISCUSSION/ISSUE:

As part of meeting the City Council's goals to promote Communication & Trust, the Council developed ways to increase the City Council's community involvement efforts by actively engaging the community. One of the ways being the creation of a report which seeks to provide a tool to the Council for understanding the commitments that have been assigned to each of the City Councilors.

There is an opportunity to discuss this involvement at the end of every agenda in the City Council Reports item section.

In order to keep communication lines open and maintain awareness, at the beginning of each month, the City Recorder sends an email reminder to the City Council letting them know their recurring commitments for the upcoming month(s). In turn, on an annual basis or whenever deemed necessary by the City Council, the document is reviewed to determine if it is still meeting the City Council's needs. Items included within attachment 1.

1. City of Florence Committees, Commissions, and Boards Sign-Ups

- Many of the City of Florence's Committees, Commissions, and Boards allow for the Council to assign a representative to serve as an ex-officio member. Council Ex-Officio appointments are not mandatory, but provide an essential tool for the Council to maintain communication between the City Committees and the Council.
- The role of this ex-officio member is to provide a direct line of communication between the committee and the Council. The Council ex-officio member and the chair of the committee have a joint obligation to keep the Council and the committee informed of relevant City or committee information. The Council Ex-Officio member serves as an appointed member of the committee and sits with the committee and participates in all discussions, but does not vote on decisions. The Council Ex-Officio member utilizes their voice within discussions to encourage two-way communication between the Council and the Committee. However, the Council Ex-Officio member may not speak for the Council on any item the Council has not made a formal determination upon.

2. Monthly Sign-Ups for Florence Municipal Court Visits

- The Florence City Charter gives responsibility to the City Council to manage and oversee the Florence Municipal Court Judge. The City Council's current practice for supervision of the Florence Municipal Court Judge Position is to assign one Councilor per month to attend at least one court date and report back to the Council as a whole on their findings.

3. **City Council Representation on Local Area Government Boards & Committees**
 - Asked as elected officials for the City of Florence on other local area government boards and committees. These are typically voting member positions representing the interest of the Florence area residents on these outside agency boards.

4. **Local, Regional, State, National Government & Non-Profit Boards & Committees of Interest**
 - In order to encourage communication & trust within the community, the Council has elected to assign individual Councilors to various local government, non-profit entities to track their agendas, decisions and attend meetings as necessary to ensure communication between the City of Florence and other government agencies. The Councilor's are then entrusted to report back to the Council as a whole on their findings and needs as they relate to the City's efforts. The list of agencies is not comprehensive, but rather represents agencies that the Council has indicated an effort to ensure communication with.
 - Participation by the City Council in this fashion is not mandatory and only represents a past practice for the Council to maintain open communication. The Council may elect to reach this objective in other ways including but not limited to reaching out to area boards to hold joint meetings, and / or assigning staff to serve as representatives.

At the November 20th City Council meeting, the Council will begin to review and consider updates to the City Council Commitments sheet and make assignments for the 2024 calendar year. Points to consider include:

- Potential Assignments to the City Council Ex-Officio seats on City Committees.
- Potential Assignments and Availability for Council tracking & participation in local & regional government / non-profit boards & agencies.

FISCAL IMPACT:

Regular monthly notifications to the City Council incur staff time. Approval of the Florence City Council Sign Up and Commitments Sheet will incur no other fiscal impacts.

RELEVANCE TO ADOPTED CITY WORK PLAN: Goal 4: Communication & Trust

ALTERNATIVES:

1. Review and consider updates to the City Council Commitments sheet and make assignments for the 2024 calendar year.
2. Postpone review and discussion of City Council Sign-Up sheet until a future work session
3. Discuss other methods for community involvement efforts.

RECOMMENDATION:

Staff recommends that the City Council make updates to the City Council Commitments sheet and make assignments for the 2024 calendar year.

AIS PREPARED BY:

Lindsey White, City Recorder, on behalf of the Florence City Council

**CITY MANAGER'S
RECOMMENDATION:**

Approve
Comments:

Disapprove

Other

ER Reynolds

ITEM'S ATTACHED:

Attachment 1 – Florence City Council Master Sign-Up and Commitments Sheet

Items Available for Reference:

- City of Florence Charter - <https://www.ci.florence.or.us/citymanager/city-charter>
 - Florence City Code Title 2 – Boards & Commissions - <https://www.ci.florence.or.us/council/title-2-boards-commissions>
 - Florence Committee & Commission Policy Manual - <https://www.ci.florence.or.us/boardsandcommissions/committee-and-commission-policy-manual>
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FLORENCE CITY COUNCIL

2024 SIGN-UP AND COMMITMENTS SHEET

General Protocol:

- **Overview:** The listings below represent the City Council's tasks concerning the City Council's goal to be more involved in efforts throughout the community.
- **Notifications:** Prior to the beginning of each month, the City Recorder will send an email reminder to the City Council letting them know their recurring commitments for the upcoming month(s), along with this document for reference.
- **Review:** This document will be reviewed annually, or whenever deemed necessary by the City Council, to determine if it is still meeting the City Council's community involvement goals.

City Council Representation on City of Florence Committees & Commissions

Committee, Commission, and Board	Council Member Name	Notes	General Meeting Dates / Times
Planning Commission	None	No ex-officio membership. Staff does not recommend the City Council participate in discussions	The Planning Commission meets on the second and fourth Tuesdays of every month.
Budget Committee	All Councilors and Mayor	All Councilors are required to participate in Budget Committee.	Meets approximately 2-4 times during Budget process in Spring
Housing Implementation Plan Project (HIP) Stakeholder Advisory Committee (STAC)	Councilor Wantz Councilor Meyer Representing FURA	1 Council Member	Varies
Transportation Systems Plan (TSP) Project Stakeholder Advisory Committee (STAC)	N/A	N/A	N/A Completed project October 2023
Public Arts Committee (PAC)	Councilor Beaudreau	1 Council Ex-Officio Member	PAC generally meets the fourth Monday of the month at 4:00pm
Community & Economic Development Committee (CEDC)- On Hiatus		1 Council Ex-Officio Member	TBD
Environmental Management Advisory Committee (EMAC)	Councilor Wantz	1 Council Ex-Officio Member	EMAC generally meets the second Wednesday at 4:00pm

Transportation Committee (TC)	Councilor Carp	1 Council Ex-Officio Member	TC generally meets the third Tuesday at 5:00pm
Audit Ad-Hoc Committee	Mayor Ward	Mayor is member of three-person committee.	Meets During audit review process
Florence Urban Renewal Agency (FURA)	Mayor Ward, Councilor Meyer, Councilor Wantz	Calls for 2 City Councilors and the Mayor to serve as voting members	FURA generally meets on the fourth Wednesday of the month at 5:30 p.m.

Florence Municipal Court Visits

MONTHLY RECURRENCE

Month	Name(s)
January	Mayor Ward
February	Councilor Wantz
March	Councilor Meyer
April	Councilor Beaudreau
May	Councilor Carp
June	Mayor Ward
July	Councilor Wantz
August	Councilor Meyer
September	Councilor Beaudreau
October	Councilor Carp
November	Mayor Ward
December	Councilor Wantz

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**City Council Representation on Local Area Government
Boards & Committees**

Board / Committee	Council Member Name	General Meeting Dates / Times
Siuslaw Watershed Council	Councilor Carp	Second Monday at 3:00 p.m. Assignment Completed By City Staff
Lane Area Commission on Transportation	Councilor Meyer	Second Wednesday of each month at 5:30pm
Lane Council of Governments (LCOG) Board of Directors	Mayor Ward	Generally, fourth Thursday
Lane Workforce Partnership Council	Mayor Ward	Generally, the third Thursday at 11:30am
Oregon Coastal Zone Management Association	Open for Council Rep	Coastal government collaboration organization including DLCD, ODFW, ODOT, and Cities / Counties. Typically meets twice annually, once in the fall and once in the Spring. City Staff Rep attend
St. Vincent de Paul Regional Housing Rehabilitation	Councilor Wantz	Varies Staff Rep- Economic Development

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Local, Regional, State, National Government & Non-Profit Boards & Committees of Interest

Agency Name	General Meeting Dates / Times
Lane County Board of Commissioners	Nearly every Tuesday and Wednesday at 9am (all day)
Dunes Restoration Committee	Varies
Florence Area Chamber of Commerce & Beautification For Florence Committee (BFF)	Chamber Board Meetings varies Assignment Completed By City Staff
Florence Area Community Coalition (FACC)	1 st Wednesday at 9:00 a.m. at Siuslaw Public Library Bromley Room
Siuslaw Vision	Unknown
Siuslaw Outreach Services	Unknown
Soil and Water Conservation District	1 st Monday of each month at 6
Lane County Poverty & Homelessness Board	Board generally meets on the third Thursday of each month at 12pm
League of Oregon Cities Board of Directors	Unknown
Oregon Mayor's Association	Varies
Central Lincoln PUD	Varies
Confederated Tribes	Varies
Heceta Water PUD	Board generally meets on the third Tuesday of each month at 4pm
Port of Siuslaw	Port Commission generally meets on the 3 rd Wednesday at 7pm
Siuslaw Library District	The Board generally meets on the 3 rd Wednesday at 2 pm
Siuslaw School District	School board meetings generally occur on the 2 nd Wednesday of each month at 6:30 p.m.
Western Lane Fire & EMS (WLFEA) <ul style="list-style-type: none"> • Western Lane Ambulance District • Siuslaw Valley Fire and Rescue 	Board meets on the 4 th Thursday at 6pm

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7
Meeting Date: November 20, 2023
Department: All

ITEM TITLE: Commission, Committee & Volunteers Report – October 2023

DISCUSSION/ISSUE:

Airport Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
<ul style="list-style-type: none">7 volunteers provided a total of 169 hours of labor 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; cleaned and disinfected the loaner car and collected fees from loaner car users; clean and disinfect the restrooms and office space at the airport office.	
Audit Ad-Hoc Committee	
<u>Department:</u> Finance	<u>Staff:</u> TBD
No report.	
Budget Committee	
<u>Department:</u> Finance	<u>Chairperson:</u> TBD
No report.	
Community & Economic Development Committee	
<u>Department:</u> Administration	<u>Chairperson:</u> TBD
On temporary hiatus. No report.	
Environmental Management Advisory Committee (EMAC)	
<u>Department:</u> Planning	<u>Chairperson:</u> Vicki Philben
Wednesday, October 11, 2023, the Environmental Management Advisory Committee (EMAC) met for its regularly scheduled meeting to finalize plans for Lane County’s Household Hazardous Waste Removal event on Friday, October 20, and Saturday, October 21, 2023. Additionally, EMAC discussed its upcoming tree planting event to be held at the 18 th Street Pocket Park on November 4, 2023.	
Florence Housing Implementation Plan Advisory Committee (HIP SAT)	
<u>Department:</u> Planning	<u>Chairperson:</u> Russ Pierson
No report.	

Florence Transportation Systems Plan Update Advisory Committee (STAC)

Department: Planning

Chairperson:

The Florence Transportation Systems Plan Update Advisory Committee (TSP STAC) had their last committee meeting on June 29, 2023. The City Council adopted the Florence Transportation Systems Plan at their October 16, 2023 City Council meeting.

Florence Urban Renewal Agency

Department: Administrative

Chairperson: Mike Webb

The FURA Board did not meet in the month of October.

Florence Urban Renewal Agency Budget Committee

Department: Finance

Staff: TBD

No report.

Parks Volunteers

Department: Public Works

Staff: Mike Miller – Public Works Director

Adopt-a-Park

- Hurd Memorial Park: 1 volunteer provided a total of .5 hours looking for invasive species and picking up trash.

Adopt-a-Street

- 35th (Rhododendron-Hwy 101): 2 volunteers provided a total of 8 hours picking up litter along 35th.
- Rhododendron (35th-Sebastion): 2 volunteers provided 15 hours of labor picking up litter and trash along the roadway.

Planning Commission

Department: Planning

Staff: Wendy FarleyCampbell – Planning Director

In October the Florence Planning Commission met once for a regularly scheduled meeting on Tuesday, October 24. Commissioners held a public hearing on Resolution PC 23 21 EAP 05 – Cannery Station Cottages Design Review Extension, before moving into a work session providing staff general feedback on PC meeting materials, hearing packets, and processes.

Police Auxiliary

Department: Police

Director: Mike Nielson

The Florence Police Auxiliary volunteered for 53 hours the month of October. Duties consisted of Mail transfer from/to City Hall, vacation checks, school traffic watch, purchasing of supplies for the Police Department, jail checks and meals, patrol, and filing.

Police Reserve Officers	
<u>Department:</u> Police	<u>Staff:</u> John Pitcher – Police Chief
Program not active	

Public Arts Committee	
<u>Department:</u> Administration	<u>Chairperson:</u> Maggie Bagon and <u>Vice-Chairperson</u> Serena Appel

The Public Arts Committee meeting was held on October 23 at 4 p.m. Meeting materials and information can be found at www.ci.florence.or.us/bc-pac/public-arts-committee-meeting-13.



All members were present for the meeting, which included a Continuing Education presentation by PAC Chair Maggie Bagon. She updated members and staff on the progress of the Art Inventory & Maintenance Subcommittee, as well as information on Mayor Rob Ward’s proclamation on National Arts and Humanities Month.

During the meeting, the Public Arts Committee also heard updates from the other two subcommittees: Outreach & Marketing and Art Exposed. These groups are creating plans and action timelines.

In the Art Exposed Subcommittee Report, City Staff reported on the progress of Art Exposed ReVision Florence. This expansion of City of Florence’s Art Exposed Rotating Outdoor Art Gallery, <https://bit.ly/FlorenceArtExposed>, will bring six new pieces of vibrant, large-scale public art to Highway 101. The Call for Art was launched soon after the meeting and will be open through Friday, December 15, at 9:59 p.m. (PT).

After the call closes, the Art Exposed Subcommittee will review applications based on the criteria in the call. The Subcommittee will provide their recommendations for the public to review and provide feedback. Final selections of art pieces will be made during Public Arts Committee meetings in January 2024. Community members are encouraged to attend the meetings and submit comments.

The October meeting also included updates from members. Ex-Officio Councilor Jo Beaudreau reported that the League of Oregon Cities conference discussed art as a part of making cities more livable. Several Committee members are part of Halloween and autumn activities around town. The Siuslaw Public Library is showing “Hang It All” in the lobby. Members were looking forward to the results of the Art and Economic Prosperity Survey on November 8 at the Florence Events Center.

The Public Arts Committee meets next on November 27 and will hold subcommittee meetings in December, in lieu of a regular meeting. All meetings of the Florence Public Arts Committee are open to the public. People can learn more at www.ci.florence.or.us/bc-pac.

Transportation Committee (TC)	
<u>Department:</u> Planning	<u>Chairperson:</u> Storm Kurth
The Florence Transportation Committee met on Tuesday, October 17 to discuss potential bus shelters along the Rhody Express route, and to review the draft of the Transit Ridership Survey. Additionally, subcommittees provided updates and the committee heard from outside agency members and City staff.	

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.

AIS PREPARED BY: Report written by Committee members and/or City of Florence staff and compiled by Lindsey White, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments: *ERReynolds*

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: November 20, 2023
Department: City Manager

ITEM TITLE: Department Director Updates

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 9

Meeting Date: November 20, 2023

Department: City Manager

ITEM TITLE: City Manager Report & Discussion Items

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 10

Meeting Date: November 20, 2023

Department: City Council

ITEM TITLE: City Council Reports & Discussion Items
