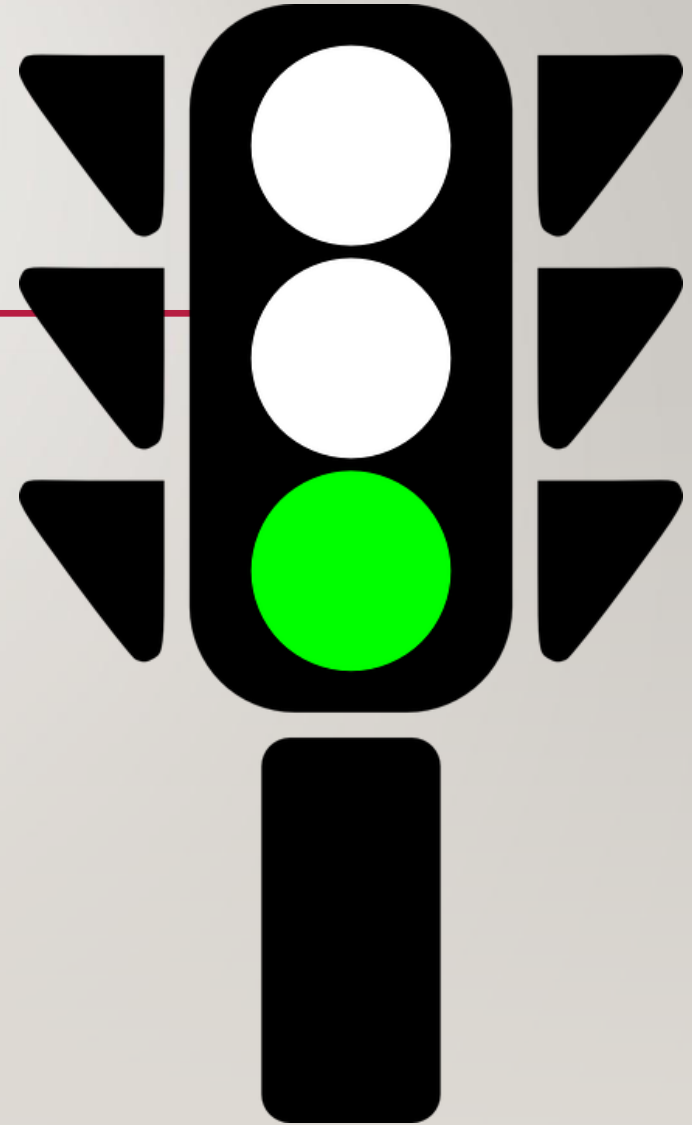

**Welcome to the
Transportation Committee
& the City Team!**



WHAT WE WILL COVER

Overview of City Government & the Committee



City of Florence
A City in Motion

City of Florence Committee & Commission Policy Manual

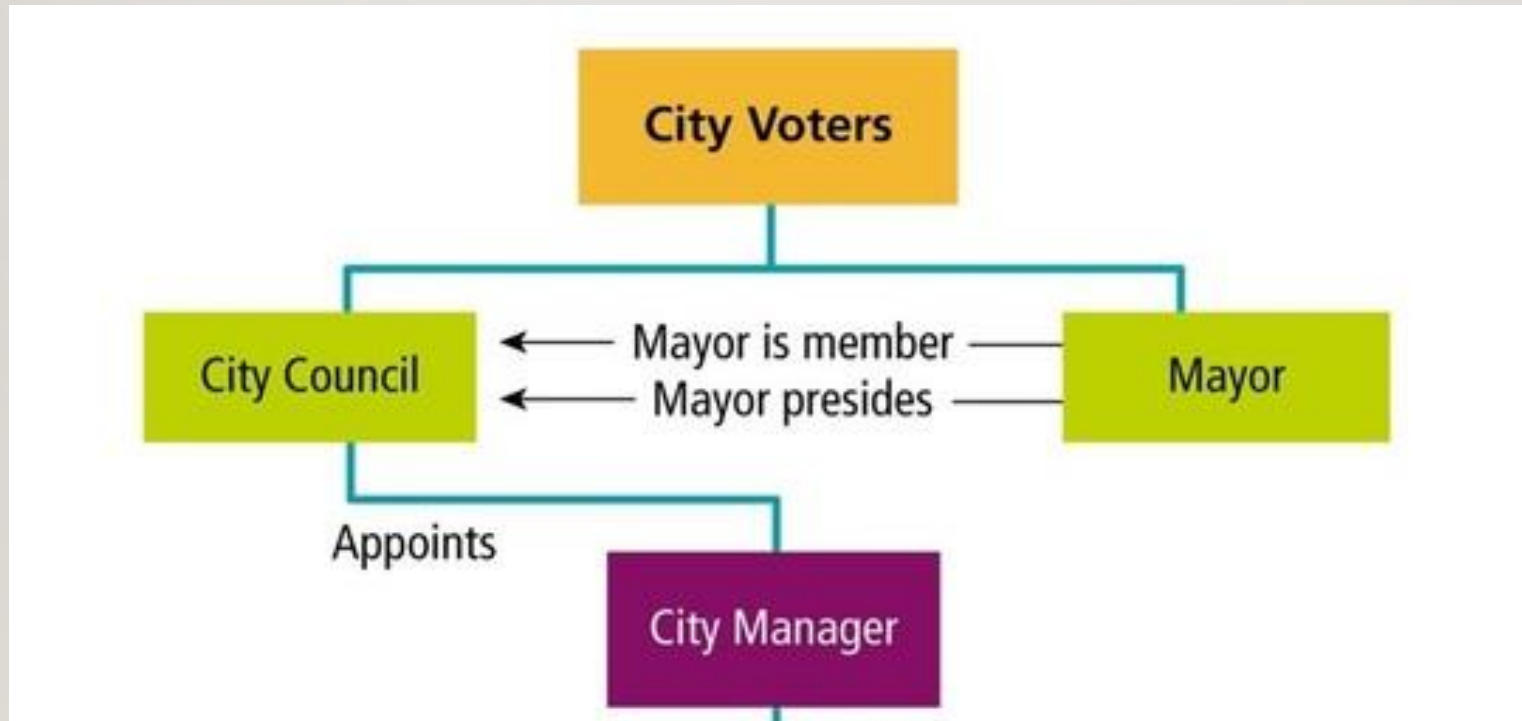
Adopted November 5, 2018
Resolution No. 21 Series 2018
Exhibit A

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STRUCTURE OF CITY GOVERNMENT

- Florence Operates Under a Council – Manager form of government



OVERVIEW OF CITY GOVERNMENT

- Form of government functions similar to a publicly traded corporation.

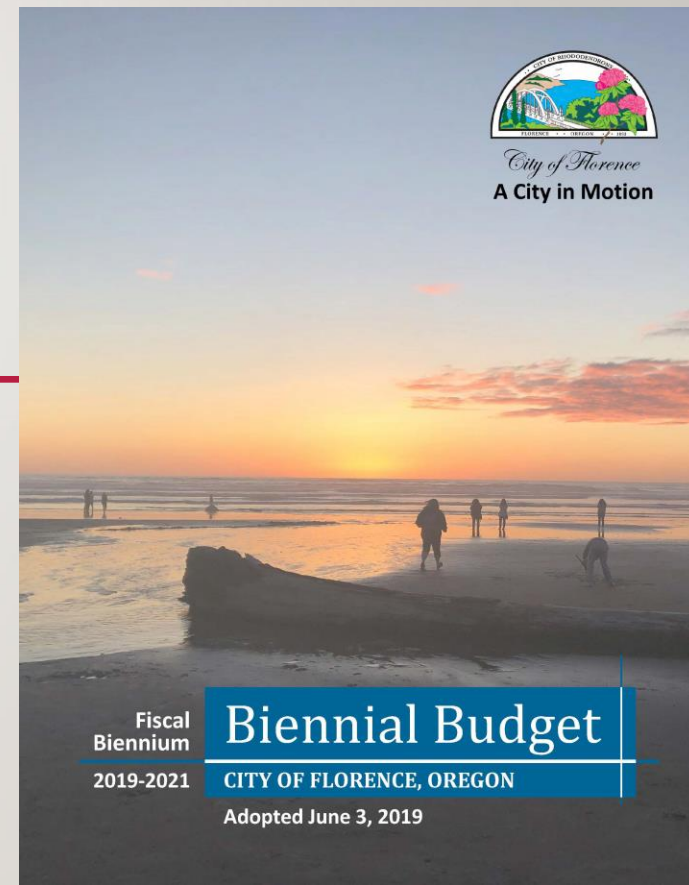


In a corporation...

- The Board of Directors (City Council) appoints a CEO (City Manager) and
- Makes major decisions and wields representative power on behalf of the shareholders (citizens)

ROLE OF CITY COUNCIL

- The City Council is the governing body of the City of Florence.
- Responsible for establishing policy and overall vision
 - Responsible for passing of...
 - laws,
 - fees,
 - policies,
 - budget
 - Responsible for the appointment & supervision of the City Manager and Municipal Court Judge Positions

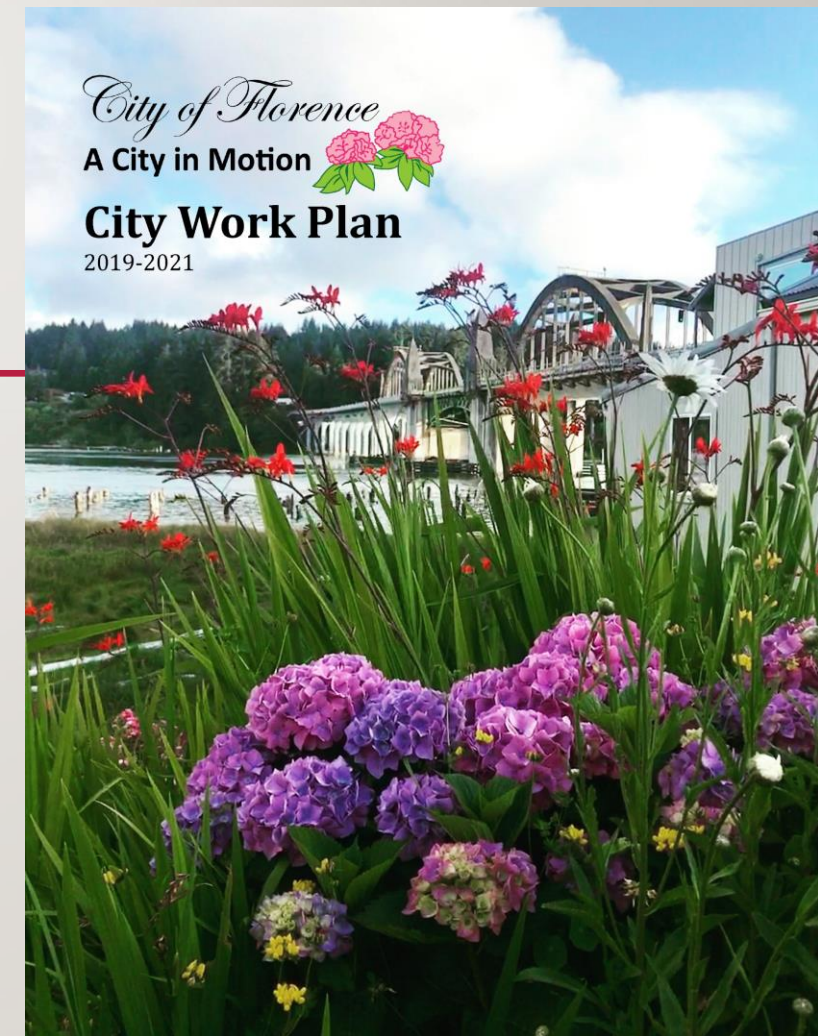


ROLE OF THE MAYOR

- Mayor has no additional executive functions aside from their position on the Council. (*Some do but ours does not*)
 - The role provides for the facilitation of the Council by...
 - presiding over Council deliberations & preserving order,
 - determining order of business,
 - appointing positions to commissions & committees, and
 - performing ceremonial functions.

ROLE OF CITY MANAGER

- City Manager - Administrative head of the government.
 - Responsible for enforcement of ordinances (laws),
 - Appointing & removing City employees,
 - Acts as purchasing agent
 - Supervises all City departments

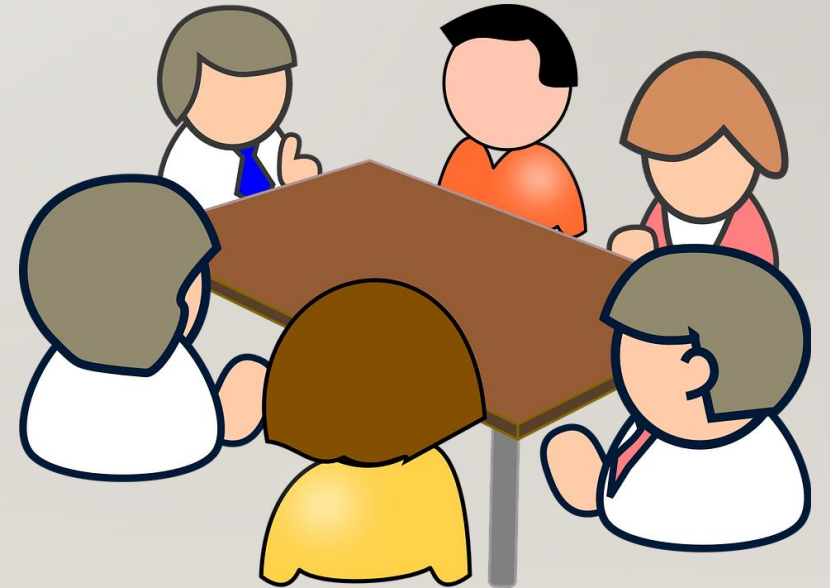


CITY'S COMMITTEES & COMMISSIONS

- City Committees & Commissions Report to the City Council
 - Planning Commission (PC)
 - Budget Committee (BC)
 - Community & Economic Development Committee (CEDC)
 - Environmental Management Advisory Committee (EMAC)
 - Public Arts Committee (PAC)
 - Transportation Committee (TC)

Roles:

1. Advise the Council (*Policy*)
2. Provide volunteer work (*Administrative*)



TRANSPORTATION COMMITTEE MEMBERSHIP *(TITLE 2 CHAPTER 6)*



- Membership = 5-11 voting members
 - Residency Requirement – Majority live in City limits
 - Voting Member Representation
 - At least one representative from the following interests – Traffic & vehicular safety; Bike & Pedestrian Infrastructure; Public and/or Private Transit Opportunities; Air and/or Rail Transportation
 - Citizens at large (grant writing / administration; public contracting / construction)
 - Ex-Officio Membership
 - One City Councilor – Woody Woodbury
 - One City Staff Member – Sarah Moehrke
 - One Rep. of the Community & Economic Development Committee – TBD
 - One Rep. from each involved State, Federal, Tribal, or Transit Agency or each City-funded transit organization
 - Josh Haring – River Cities Taxi; John Ahlen – LTD; Kelly Clarke – LCOG
 - Currently – TC has 10 voting members, and opportunity for an additional 6+ Ex-Officios

ROLE OF COMMITTEE

- Advise the Council & implement provisions of Goals / Work Plan concerning development of City's transportation system
 - Traffic & Vehicular
 - Bike & Pedestrian
 - Public & Private Transit
 - Air & Rail



SUB-COMMITTEE OPPORTUNITY

- Committees encouraged to form subcommittees if useful to complete Committee's work plan. - Valuable tool to getting work done
- Role of Subcommittees:
 1. Perform volunteer work by assisting in administrative tasks normally performed by staff
 2. Research future decisions to come before the Committee

MEETINGS HELD



- Recurring Date / Time to be set
 - Dates / Times can be adjusted depending on schedules
 - Committee may meet more / less often depending on work load
 - General city policy - not to meet more than 1x per month
- Note: Standard meeting date/time established and meetings set in advance to allow public notification

QUORUM

- A quorum of members is required to hold a meeting
 - Quorum = Majority of members of a committee (i.e. 6)
- If do not have 6 (or more) members for a meeting within 15 minutes of scheduled start time, then meeting can't take place



COMMITTEE EXPECTATIONS



- Read & Study Meeting Materials & Attend Meetings
- If you have **to miss a meeting** –
 - Must notify Chair, Vice-Chair, & Staff Rep. *ASAP (Ensure Quorum)*
 - Must make up meeting by...
 - Requesting Digital Recording from Staff Rep.
 - Meeting with Chair *(person/phone/email)* to determine results & work allocations for next meeting

**** Chairperson responsible for tracking absences in conjunction with Staff Representative**

EXCESSIVE LACK OF ATTENDANCE



- Absence from 3 consecutive meetings without an excuse
(as approved by Chair)

And / Or

- Absence from 5 or more meetings over service year

ATTENDANCE POLICY



- Implementation
 - Chairperson & staff representative report instances of excessive lack of attendance to City Recorder;
 - City Recorder...
 - Notifies committee member & Mayor of excessive lack of attendance, then...
 - Deems the position vacant and notes the position on the next recruitment cycle.

WORKING WITH THE MEDIA & THE PUBLIC

- Media / Public Outreach Comments:
 - Committee Chair appointed representative for Committee (*or Vice-Chair if Chair is unavailable*)
 - May only state...
 - the official position of the committee as approved by the majority, and/or
 - Overview / history of what has been discussed / reviewed
 - NO Personal Opinions – without disclaimer (*see upcoming slide*)
 - Individual committee members (*other than Chairperson*) **may not** represent committee before any other committee, outside agency, media, the general public, or City Council – unless authorized by Committee in committee meeting

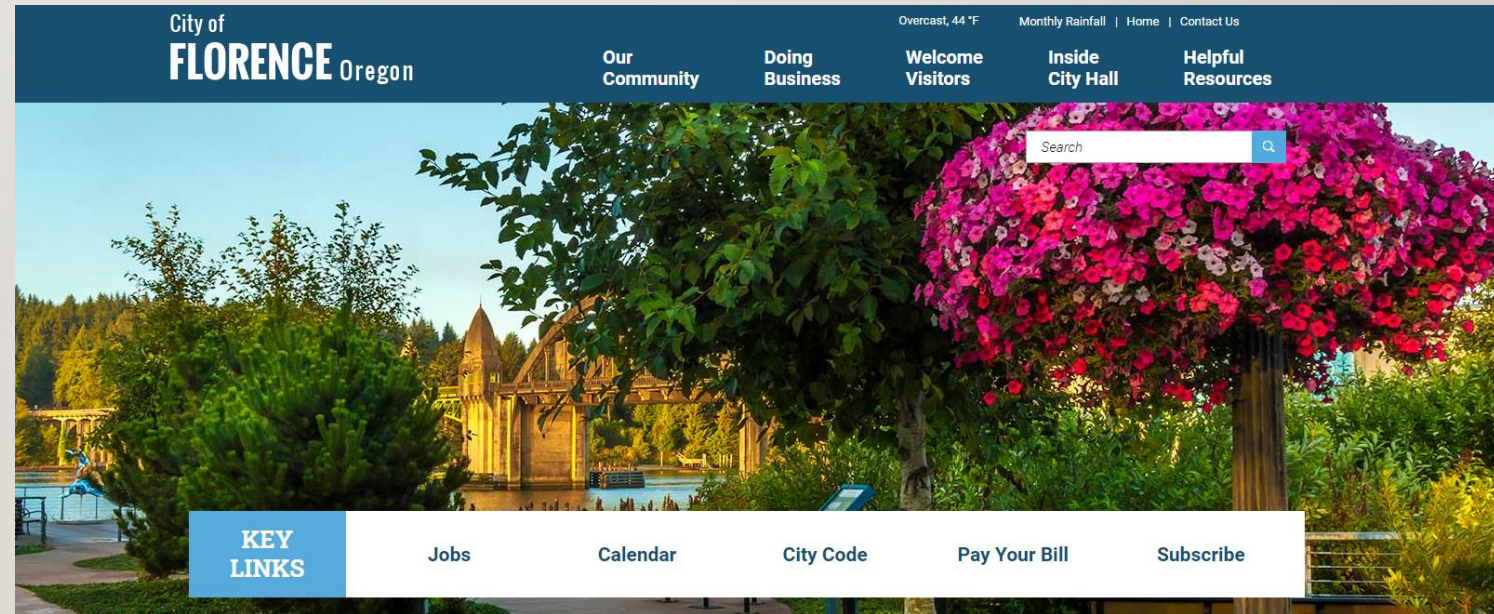
WHAT ABOUT OFFICIAL OUTREACH?

- Official City Outreach –

May be drafted by Committee, but must be submitted through Staff Representative and the City's Public Information Officer

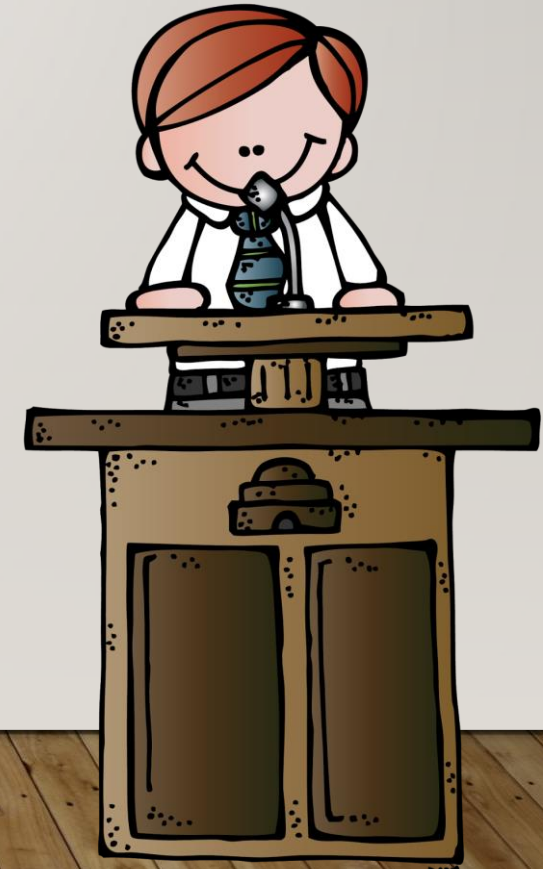
- Examples:

- Public Service Announcements,
- Brochures / Marketing Materials,
- Website Updates,
- Social Media Posts,
- Presentation Slides,



PERSONAL OPINIONS

- You have a right to testify / state your opinion as a citizen at meetings / to the media.
- **Need to specify:**
“I am a member of the Transportation Committee, but today I am speaking as a private individual”
 - Do so at the beginning of your comments,
prior to anything else being said.
- Courtesy: Tell the Chair / Staff Ex-Officio in advance
- Consider: How your role as a Committee Member will be perceived.
i.e. Comment respectfully.



ROLE OF CHAIRPERSON & VICE-CHAIRPERSON

- Established first meeting in February
- Chair presides over meeting
 - Responsible for making sure meeting proceeds in a fashion conducive to rational decision making
 - Sets tone for meeting, keeps discussions on track, encourages fairness, moderates and contributes to discussions



ROLE OF CHAIR - IN A MEETING

- Chair will...
 - Open the meeting & lead role call
 - Moderate discussion
 - Ask speakers (if any) to identify themselves
 - Lead deliberations
 - Summarize the issues, Ask for input from agency as a whole, make sure motions are understandable before full vote is taken, encourage the meeting to move in a timely manner
 - Official signature on decisions



ROLE OF CHAIR – OUTSIDE OF A MEETING

- Approves agenda prior to distribution
- Works with Council Ex-Officio to keep Council and the Committee informed of relevant City or committee information
 - Coordinates all reports to Council (Monthly Report, Work Plan etc.)
- Approves Committee member absences and meets with absent members to assist them in making up their absence



CHAIRPERSON TERM LIMITS & SUCCESSION PLAN

- Chairperson shall serve for a period not to exceed two-consecutive years (*starting 2.1.19*)
- Vice-Chairperson Role:
 - Fulfill the role of Chair when Chair is unavailable
 - Expectation – Vice-Chair will be next party in succession to the role of Chairperson & will fulfill position during a vacancy or when the Chair has reached their term limit
 - Transition in leadership – Vice-Chair should be involved in all correspondence / work of Chair

EX-OFFICIO MEMBERS

- Appointed members of Committee. Sit with Committee and participates in discussions, but do not vote.
- TC Ex-Officio Members & Responsibilities:
 - City Council Ex-Officio: Communication between Committee & Council – Joint Obligation with Chair to keep Council & Committee informed.
 - Staff Ex-Officio: Communication concerning laws & administrative processes that may affect proposed policy and operational recommendations
 - Other Ex-Officio Members:
 - Opportunity for ex-officio members from each Related Transportation Agency
 - Opportunity for members of TC to serve as Ex-Officio to Community & Economic Development Committee

RELATIONSHIP BETWEEN COMMITTEE & STAFF

City Staff **do not** report to committee

- Each Committee Assigned 1-2 staff:
 - Ex-Officio Member
 - Staff Representative
 - *Responsible for Clerical Assistance for Meeting / Coordination*
- Staff work above required to be in annual committee work plan
- Requests for items not in approved work plan that exceed 15 min. of staff time made in writing to applicable department director



GOALS & WORK PLANS

General Commission & Committee Yearly Schedule

Approximate Date(s)	Action
February (1 st Committee meeting of service year)	<ul style="list-style-type: none">• Welcome new members• Appoint Chairperson / Vice-Chairperson / Secretary (optional)
Spring	<ul style="list-style-type: none">• Review Council goals & work plan• Begin creation of committee work plan & prior year activities report
Spring	<ul style="list-style-type: none">• Committee approval of proposed work plan & prior year activities report• Committee work plan & prior year activities report submitted to City Manager & City Council for approval
Fall	<ul style="list-style-type: none">• Work session with City Council to:<ul style="list-style-type: none">• Review work performed thus far• Receive committee recommendations for overall City work plan & budget

CURRENT COMMITTEE WORK PLAN

- Transportation System Plan
 - Grant Application > if successful > Completion of Plan
- Public Transportation
 - Promotion (Rhody Express, Florence-Yachats Connector, Florence-Eugene, Florence-Coos Bay)
- Florence Municipal Airport
 - Marketing, Grants, Master Plan, Hangar Lease
- Old Town Parking
 - Research bike share, other communities, etc.

CITY OF FLORENCE TRANSPORTATION COMMITTEE

Recommendation to the City Council to Approve the 2019-2020 Transportation Committee Work Plan

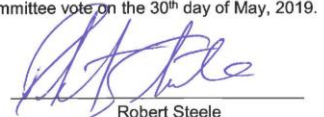
1. The Florence City Council adopted the City of Florence Committee & Commission Policy Manual (Manual) on November 5, 2018 via Resolution No. 21, Series 2018.
2. Chapter 7 of the Manual sets the Committee's role in goal setting and work plan creation, including requirements that all permanent standing commissions and committees, except for the Budget Committee, are charged with developing:
 - a. An annual work plan for their committee for the upcoming year, and
 - b. A report on the activities of the committee over the prior service year
3. In addition, Chapter 7 of the Manual indicates the following:
 - a. Committee / Commission work plans must be consistent, relevant, and supportive to the Council's goals.
 - b. Committee / Commission work plans shall be presented to the City Manager and City Council for approval at a Council meeting in the Spring of each year. This action will generally occur on a Council meeting consent agenda.
4. On April 1, 2019, the Florence City Council adopted Resolution No. 6, Series 2019, a resolution reaffirming the City of Florence's Council Goals and adopting the July 1, 2019 – June 30, 2021 City of Florence work plan.
5. The Transportation Committee has reviewed the adopted City Council goals and work plan and have prepared a prior year's activities report and an annual work plan, which it believes is consistent, relevant and supportive of the Council's adopted goals / work plan.

THE TRANSPORTATION COMMITTEE RECOMMENDS THE CITY COUNCIL APPROVE THE FOLLOWING:

1. The 2019-2020 Transportation Committee Work Plan, Exhibit A.

COMMITTEE APPROVAL:

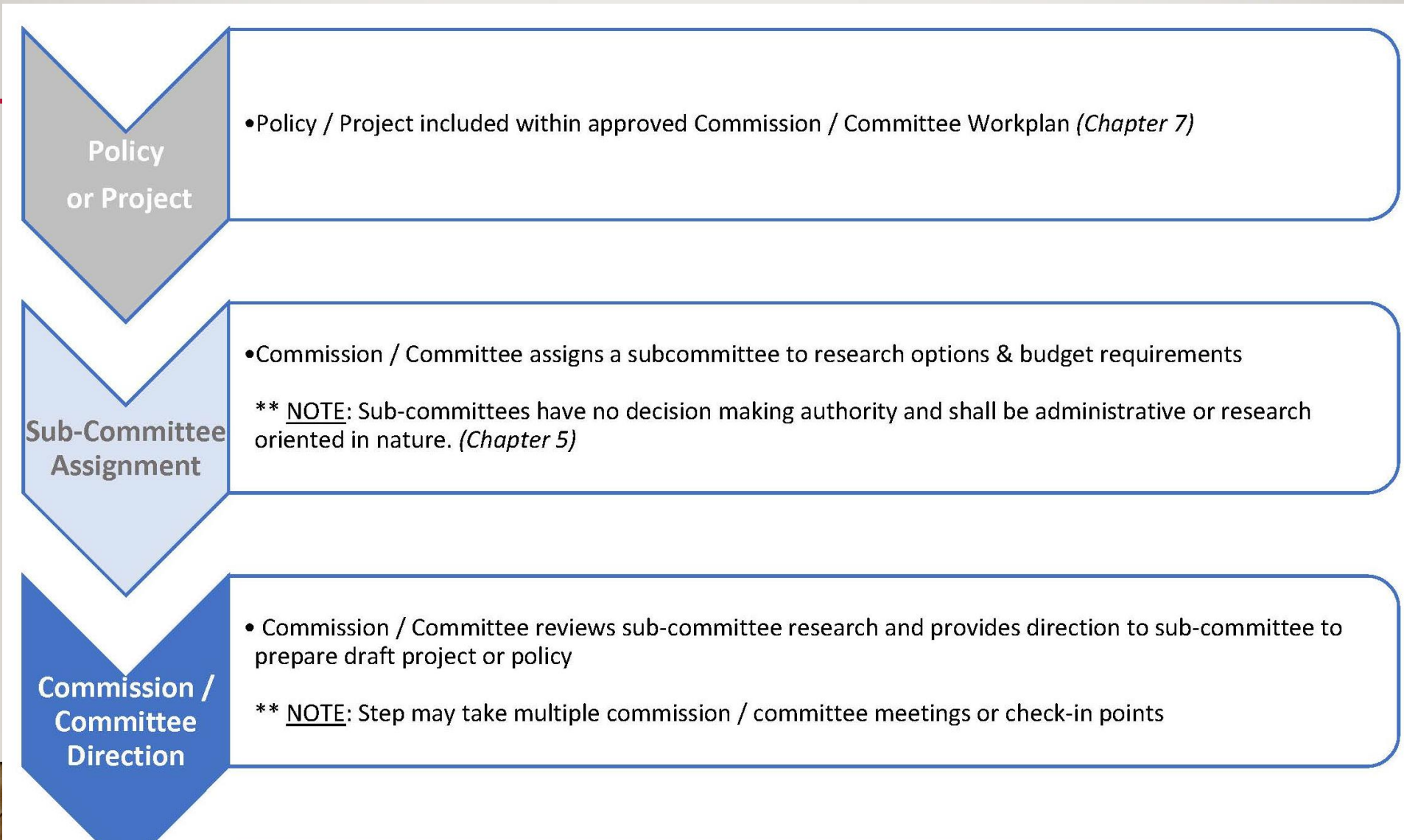
This Recommendation is passed by Transportation Committee vote on the 30th day of May, 2019.


Robert Steele
Transportation Committee Chairperson

REPORTS & RECOMMENDATIONS TO COUNCIL

- With exception of work plan & annual work session – All reports & recommendations presented to Council **shall** be documented in the approved work plan
- Presented to Council by Committee Chair or Authorized Committee Representative
- Reports shall include:
 - Clear recommendation,
 - Reason for the recommendation,
 - The facts on which it is based,
 - Points of disagreement with the committee, and
 - Any minority recommendation (if any)

GENERAL COMMISSION / COMMITTEE PROCESS TREE



GENERAL COMMISSION / COMMITTEE PROCESS TREE

Subcommittee Work

- Sub-committee prepares:
 - Memorandum summarizing committee recommendation
 - Draft policy and/or other additional materials necessary for consideration *(if applicable)*

Proposal Review

- Commission / Committee reviews memorandum and associated materials
- Commission/ Committee makes decision by committee vote, and
 - Project gets implemented, or
- Submits memorandum and associated materials for Council consideration

Council Policy Consideration

- Receives commission / committee recommendation at City Council Work Session or Regular Meeting
- City Council makes determination to...
 - Proceed toward adoption of recommendation,
 - Direct Commission / Committee to make changes to proposed policy, or
 - Not move forward with recommendation and direct commission / committee to no longer proceed

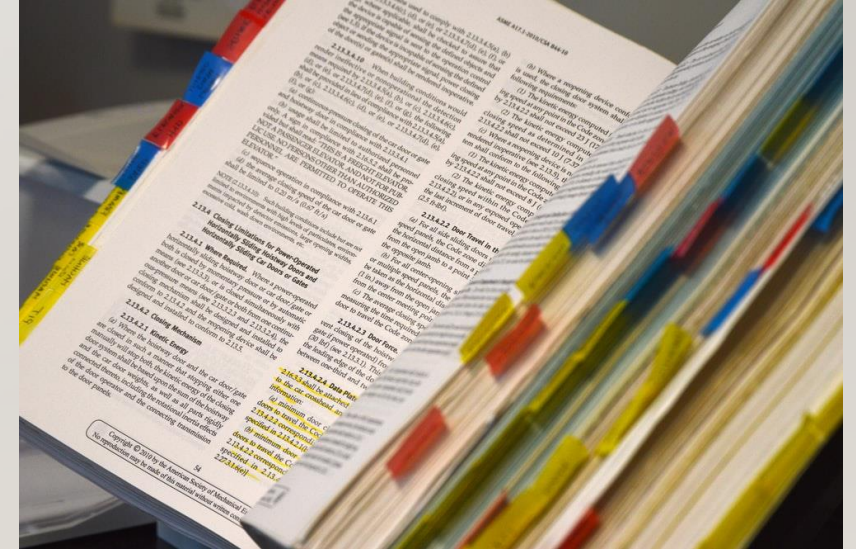
MONTHLY COMMITTEE REPORT

- Responsibility of Chairperson to coordinate with their committee to complete monthly committee report to Council.
- These reports are concise, accurate reports of...
 - issues before the committee,
 - work completed by the committee, and
 - action at the committee level during the prior month.
- Reports are due to City Recorder by 5pm on the First Friday of every month (for month prior)

AGENDA ITEM SUMMARY		ITEM NO:	
FLORENCE CITY COUNCIL		Meeting Date:	November 18, 2019
		Department:	All
ITEM TITLE:		Commission, Committee & Volunteers Report – October 2019	
DISCUSSION/ISSUE:			
Airport Volunteers			
<u>Department:</u> Public Works		<u>Staff:</u> Mike Miller – Public Works Director	
15 volunteers from the Airport Volunteer Group provided 248 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; check loaner cars and collect fees from loaner car users; clean 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> Robbie Wright	
The CEDC has been busy with many sub-committee meetings, including Economic Development and Housing. Updates from both will be provided at the next full committee meeting. Sadly, we've had two CEDC members resign from the committee in order to dedicate more time to a personal economic development project. While we're sad to lose their expertise and passion on the committee, we're equally excited about the possibilities of the project they're working on.			
Environmental Management Advisory Committee (EMAC)			
<u>Department:</u> Planning		<u>Chair:</u> Maureen Miltenberger	
No Report.			
Florence Events Center Volunteers / Friends of the FEC			
<u>Department:</u> Florence Events Center		<u>President:</u> Kirk Mlinek	
No Report.			

OTHER ITEMS INCLUDED IN MANUAL

- Process for Appointments, vacancies, resignation procedures, removal, etc.
- Public Meetings Requirements
- Agendas & Meeting Procedures
- Ethics & Accountability




QUESTIONS ABOUT ROLE IN CITY GOVERNMENT



City of Florence
A City in Motion

ETHICS, PUBLIC MEETINGS & RECORDS LAWS

- Separate Video available on Vimeo or DVD by request
- Available on or after February 19, 2021
- Required to watch & sign / return acknowledgement by March Committee meeting



City of Florence
250 Hwy 101, Florence, OR 97439
www.ci.florence.or.us

ACKNOWLEDGEMENT OF RECEIPT OF CITY OF FLORENCE POLICIES

I hereby acknowledge the receipt of a copy of the following City of Florence Policies:

- City Committee & Commission Policy Manual
- Workplace Rules and Expectations (Ethics and Public Employment) from the City of Florence Employee Handbook.
- 2012 Fraud Policy.
- Non-Discrimination and Non-Harassment Policies from the City of Florence Employee Handbook (updated 2020).
- Code of Conduct Policy.







I agree to read and familiarize myself with the contents and I understand I will be responsible for adhering to these Policies as a third-party (non-employee) working on-site.

I acknowledge that the Non-Discrimination and Non-Harassment Policy also extends to protect myself from discrimination and harassment in relation to performing my role at City of Florence. If I experience discrimination or harassment in the workplace, I will report it to my workplace contact or to Human Resources (541-590-4012 or recruitment@ci.florence.or.us).

Signature _____ Date _____

Printed Name _____ Relationship to the City
(Volunteer/Elected/Appointed/Contractor/Intern)

Return completed sheet to your workplace contact. Workplace contact, Human Resources can maintain the files if needed.

 Public Works 889 Spruce St. (541) 997-4106	 City Manager/ City Recorder (541) 997-3427	 Community Development/ Planning & Building (541) 997-4257	 Financial Utility Billing (541) 997-3436	 Justice Center 900 Government St. (541) 997-3315	 Human Events Center 715 Spruce St. (541) 997-1994
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