

From: [Sue](#)
To: [Roxanne Johnston](#); [Dan Frazier](#); sjones@peak.org
Subject: Transportation committee
Date: Friday, December 3, 2021 9:36:54 AM

Hi Roxanne, Since we will be talking about public education about vegetation overgrowth at our next meeting, I am sending you an outline of what we have in mind. And If you would like, please forward this information to all Transportation Committee members. Thanks Sue

Transportation Subcommittee Public Transportation

Public education of visibility problems caused by vegetation overgrowth update.

After meeting with Dan Frazier and previously Josh Haring, Sylvia Napoles and I outlined a possible approach to this problem. Since this topic is on the agenda for our next Transportation Committee meeting, I am sending you an outline of our ideas. We welcome all comments and input. Thanks Sue Jones

1. Form and train a team of volunteers (first Sylvia and I will tackle some complaints together to see if our ideas are practical). Volunteers are cautioned to keep all information confidential and only discuss findings with Dan Frazier or other TC members.
 2. When Dan Frazier receives a concern about vegetation that he would like us to address, he will email the team a description of the problem, the address, name and address of property owner. If we receive concerns from other sources, Dan will help fill in necessary information.
 3. Dan will open a City of Florence case file.
 4. The assigned volunteer visits the site, takes any supporting measurements, photos, and documents their observations.
 5. Volunteer using a form letter, fills in owner's information, describes the problem with supporting measurements or photos if needed, then sends letter to Dan. Dan reviews, and mails the letter.
 6. One month later the volunteer returns to the property for observations. If needed takes more measurements or photos and records ending results. The folder is sent to Dan who reviews the information and decides if further action needs to be taken.
 7. The Team will keep a tally sheet of complaints, noting if problem was completely, partially or not resolved and comments from Dan Frazier, Josh Haring, volunteers or the community about the program.
- The Team will report a summary of the impact of the program to the Transportation Committee, including comments. After input from the TC members, we can update the Florence City Council.

Suggested procedure form

Date _____ Source of complaint _____
Address _____
Property Owner or Property Management _____
Description of situation _____

The assigned volunteer visits the site and records findings

Date _____ Volunteers Name _____
Observations _____

Supporting measurements _____

Photos

Summary of problem _____

Volunteer uses form letter, fills in owners name, description of problem, supporting measurements and sends letter to Dan Frazier, who mails the letter and opens a file for the case.

One month later the volunteer returns to the property for observations and adds findings to form.

Volunteers name _____ Date _____

Address _____

Observations _____

Problem was completely, partially or not resolved _____

Include updated photos.

The folder with all the information, photos and comments then goes to Dan, who reviews the file and takes any needed action.
