
**City of Florence
City Council Work Session
Florence City Hall
250 Hwy 101, Florence, Oregon
Final Action Minutes
November 15, 2017**

CALL TO ORDER - ROLL CALL

City Council Meeting called to order at 10:03 a.m.

Councilors Present: Councilors Joshua Greene, Ron Preisler, Susy Lacer, George Lyddon and Mayor Joe Henry

Councilors Absent: None

Florence Staff Present: City Manager Erin Reynolds and City Recorder / Economic Development Kelli Weese.

1. WORK SESSION DISCUSSION TOPICS

- City Manager Evaluation Process: Discuss initiation of 2017 City Manager evaluation process and review timelines.
- City Committees & Community Outreach: Review and discuss the City's Community engagement tools and related board & committee processes.
- Review of Upcoming Agenda Items

Start Time: 10:04 a.m.

Topic: City Manager Evaluation Process

Discussion: The City Council discussed...

- Overall approval of process
- Request for input from staff supervised by City Manager
- Appreciation for how process leads into goal setting

Start Time: 10:11 a.m.

Topic: City Committees & Community Outreach

Discussion: The City Council discussed...

- Overall purpose of committees

- Coordination and communication with the Committees and the City Council including presentations and joint work sessions
- Teaching the committees how to work together and stay on track
- Work of committees thus far and examples from particular committees
- How to ensure committees understand their role in representation of the City
- Term limits for Chairperson
- Clarification of roles of each of the committee members and the Council liaison / ex-officio
- Potential for subcommittees from each of the committees to allow for volunteers to be involved in one particular part of the work plan
- Ensuring new committee applicants have an opportunity to attend a committee meeting prior to appointment
- Potential establishment of a City Academy
- Preparing a list of expectations for committee applicants to be available on the City of Florence website when applicants apply for committees
- Establishing a process for removal of a committee member that is not productive

Result: The Council tentatively decided to recommend staff bring forth the following policy changes to the Committee processes and structure...

- Committee Chairperson's should be tasked with drafting of the written monthly reports to Council
- Chairperson should have a term limit set, with a Vice-Chair prepared to assume the position
- Committee should report to the Council directly at a Council meeting two times per year (approximately every six months)
- The ex-officio / liaison position on Committees should be clarified and consistent across all committees
- Committee should prepare a work plan for their work, within the overall City work plan, which should be approved by the City Council
- Committees, where possible, should be larger in scope and tasked with breaking into smaller groups / sub-committees to complete tasks

Start Time: 11:12 a.m.
Topic: Review of Upcoming Agenda Items
Discussion: The City Council discussed...

- Ideas for a potential City Council retreat
- Potential review of City Council Rules of Procedure
- Year in review and goal setting
- Housing and the homeless
- Parks and Recreation

Florence City Council meeting adjourned at 11:29 p.m.



Joe Henry, Mayor

ATTEST:



Kelli Weese
City Recorder