



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, October 21, 2014

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

7:00 pm City Council Regular Meeting

**URA Board of Directors Meeting
(before the City Council Meeting)**



AGENDA

SHERWOOD CITY COUNCIL
October 21, 2014

6:45 pm URA Board of Directors
Regular Meeting

7:00 pm City Council Regular
Meeting

Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140

REGULAR CITY COUNCIL MEETING

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT**
 - A. **Approval of October 7, 2014 City Council Meeting Minutes**
 - B. **Resolution 2014-066 Authorizing the City Manager to sign a contract amendment to the Intergovernmental Agreement (IGA) with Metro and Washington County regarding a joint Industrial Site Readiness and Planning Grant benefiting Sherwood's Tonquin Employment Area**
6. **CITIZEN COMMENTS**
7. **NEW BUSINESS**
 - A. **Resolution 2014-067 A Resolution Authorizing the City Manager to enter into a contract with Buell Recreation to purchase and install the playground structure and swing set for Stella Olsen Memorial Park**
8. **COUNCIL ANNOUNCEMENTS**
9. **CITY MANAGER AND DEPT. REPORTS**
10. **ADJOURN**

How to Find Out What's on the Council Schedule:

City Council meeting materials and agenda are posted to the City web page at www.sherwoodoregon.gov, by the Friday prior to a Council meeting. Council agendas are also posted at the Sherwood Library/City Hall, the YMCA, the Senior Center, and the Sherwood Post Office. Council meeting materials are available at the Sherwood Public Library.

To Schedule a Presentation before Council:

If you would like to schedule a presentation before the City Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder Sylvia Murphy, 503-625-4246 or murphys@sherwoodoregon.gov



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
October 7, 2014

WORK SESSION

1. **CALL TO ORDER:** Council President Henderson called the meeting to order at 6:43 pm.
2. **COUNCIL PRESENT:** Council President Linda Henderson, Councilors Dave Grant, Bill Butterfield, Krisanna Clark and Matt Langer. Mayor Middleton was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Development Director Julie Hajduk, Police Chief Jeff Groth, Administrative Assistant Colleen Resch and City Recorder Sylvia Murphy. City Attorney Chris Crean.

4. TOPICS:

A. Discussion Establishing Marijuana Tax

City Manager Gall explained that legislation around the region and state is being considered with the recreational marijuana issue on the November ballot. He said cities are establishing the ability to tax marijuana at the local level prior to the election. He stated the ordinance the Council will consider tonight is similar to the ordinance adopted by Happy Valley. He stated many cities are debating the taxing of recreation only or medical as well and the Council will also be considering this.

Councilor Grant asked if by adopting the ordinance we are maintaining the ability to tax later. City Attorney Chris Crean referred to page 75 of the Council meeting packet, Section 3.25.030(B), Levy of Tax subsections 1 and 2 and explained the taxing of medical marijuana is noted as a zero tax and recreational marijuana is taxed at 10%. He said a subsequent Council can change the language to reflect a different amount. Mr. Crean stated the language originated in Ashland and is similar to what has been adopted in Hillsboro and Happy Valley.

Councilor Butterfield stated the Council is talking about this because it is being forced on us and coming to the City sometime in the future. Mr. Crean replied it's in anticipation of November Ballot Measure 91. He reminded the Council that the City currently has a prohibition on medical dispensaries through he believes, May 2015.

Council President Henderson commented that the City needs to consider this now before the measure takes effect. Mr. Crean referred to the staff report and information regarding a prohibition in Measure 91 against local regulations affecting the sale of marijuana and marijuana products. He said it's an open question whether that would pre-empt this and this is why we are getting this in place on the theory that it could be grandfathered in. He said the question is whether Measure 91 is intended to apply retroactively,

therefore we are adopting this now to preserve the City's authority in the event we can convince the court it does not apply retroactively.

Discussion followed regarding the taxing percentage and what other cities have done. Discussion occurred regarding what the legislation does as far as if marijuana is sold in the City, it can be taxed. Mr. Crean commented regarding exposing the City to any liability under federal law and explained under the Controlled Substances Act, it prohibits the delivery of a controlled substance. He said nothing in this authorizes the City to deliver marijuana, but if it is sold in the City you can tax the sale.

Ms. Henderson confirmed the tax revenue would be applied to the City's general fund. General discussion followed regarding the Ballot Measure and effective date and the effective date of the ordinance if adopted tonight.

5. ADJOURN:

Council President Henderson adjourned the Work Session at 6:55 pm and convened to a Regular Session.

REGULAR SESSION

1. **CALL TO ORDER:** Council President Henderson called the meeting to order at 7:04 pm.
2. **PLEDGE OF ALLEGIANCE:**
3. **COUNCIL PRESENT:** Council President Linda Henderson, Councilors Dave Grant, Bill Butterfield, Krisanna Clark and Matt Langer. Mayor Bill Middleton was absent.
4. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Development Director Julie Hajduk, Police Chief Jeff Groth, Planning Manager Brad Kilby, Volunteer Coordinator Tammy Steffens, Administrative Assistant Colleen Resch and City Recorder Sylvia Murphy. City Attorney Chris Crean.

Council President Henderson addressed the next item on the agenda.

5. APPROVAL OF AGENDA:

Council President Henderson addressed Approval of Agenda and the following motion was received.

MOTION TO AMEND: FROM COUNCILOR GRANT TO CHANGE ITEM 10 CITIZEN COMMENTS TO COUNCIL ANNOUNCEMENTS SINCE WE HAVE CITIZEN COMMENTS PRIOR ON ITEM 6 AND CHANGE ITEM 12 FROM ADJOURN TO MOTION TO ADJOURN.

Councilor Clark asked for a point of order and stated we did not notice that we were having Council Comments.

City Recorder Sylvia Murphy said the Mayor approved the agenda as it is written and Council Comment was not added to the agenda at that time.

Councilor Clark stated that we did not provide notice to the public that there would be Council Comments and asked if it was okay. Council agreed that it was okay.

COUNCILOR LANGER SECONDED THE MOTION, MOTION PASSED 4:1, (COUNCILORS GRANT, HENDERSON, BUTTERFIELD AND LANGER VOTED IN FAVOR, COUNCILOR CLARK VOTED AGAINST). (MAYOR MIDDLETON WAS ABSENT).

Council President Henderson addressed the next item on the agenda.

6. CONSENT AGENDA:

A. Approval of September 16, 2014 City Council Meeting Minutes

MOTION: FROM COUNCILOR GRANT TO ADOPT THE CONSENT AGENDA, SECONDED BY COUNCILOR LANGER, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (MAYOR MIDDLETON WAS ABSENT).

Council President Henderson addressed the next item on the agenda.

7. CITIZEN COMMENTS

Mara Broadhurst, Sherwood resident came forward and thanked the Council for addressing the sign issue in Sherwood and stated that by having clearly identified rules that are the same for everybody is the only way to promote the democratic process. She said not allowing signs in the round-about was a good decision. She stated that candidates should take the signs down that are in violation and show respect for the code. She said rules are not a joke and people should not be allowed to flagrantly disregard the law. She referred to the signs on the highway and said there was one for vehicles and rental spaces. She said she owns property on Hwy 99 whose value and development potential is highly affected by these activities. She stated the RV storage behind the antique mall has been allowed to expand with no highway improvements to ensure safety pulling on and off the highway or ground improvements to stop oily discharge from contaminating Cedar Creek. She said in her opinion there is a newly created RV storage park next door expanding and recruiting new business. She asked why is this allowed as the use in not to code and asked if there are any land use improvements to develop this use and allow it to continue and expand. She asked if the City has levied fines and initiated a lawsuit to have this property conform to the code. She asked if the City came to a settlement to allow this use and give this property special development concessions not allowed to others. She asked if the Council voted on this or was it a staff decision. She said the ability of the police to enforce code violations is determined by the staff and asked why the staff can discriminate on who gets enforced on and who gets to break the law. She said this preferential treatment is a problem and has resulted in multiple lawsuits and even after that the illegal activity still continues. She commented on wanting to make money to pay the high taxes while being forced to hold on and said they have always cooperated with the City and allowed access and road changes to our property for the advancement and the good of the City. She said allowing out of code lucrative uses grants unfair advantage and destroys any need or urgency for development cooperation in the area. She encouraged the Council to investigate so the police can do their job with due process for all.

Tammy Steffens, Sherwood resident approached the Council and stated she is here not as a City employee but as representative a from the Sherwood High School Booster Club and Bowmen Football

and announced the Booster Club annual auction is Saturday at 5:30 pm and it will be at the Embassy Suites Washington Square and tickets are available until tomorrow. She said this event supports the student athletes at the High School and this is the major fundraiser of the year. She announced Bowmen Football has a Stuff-the-Truck event on October 31 at the football game and it will be known as the cancer awareness game. She said the game will be dedicated to sophomore Emma Aanderud. She said the two foundations represented are the Chelsea Hicks and Michael Grimm foundation and they will be collecting new stuffed animals and costumes and accessories. She said if you are not attending the game you can drop off your donations to her at City Hall.

Robert James Claus, Sherwood resident came forward and said he attended the public debates and provided suggestions as the attendance is going down in the debates. He said they need another forum and provided examples of how to increase attendance. He commented on democratic activities and public speech. He said public debates should provide the citizens with answers to why the elected did what they did, not feel good forums.

Susan Claus, Sherwood resident approached the Council and said over 100 hand painted signs have disappeared and said she doesn't know what the solution is. She said the candidates have been heard through their views in the Oregonian and the Gazette and the public forum with the Chamber. She said she appreciates Mr. Gall and Mr. Pessemier for working with them on an issue. She encouraged the elected officials to remain on the high road for the rest of the election season.

Nancy Taylor, Sherwood resident came forward and commented on the public forum and said she was disappointed by the student's question. She provided possible answers to their question as to what the City does for Sherwood schools. She commented on the campaign signs and said it is sad that they are being defaced. She encouraged everyone to vote and read the voter's pamphlet.

Dan King, Sherwood resident approached the Council and said if he is elected he would push to deal with the sign code. He suggested the Code Enforcement Office work a few hours during the weekend. He commented on the Mayor's letter to the editor addressing him and Ross Shultz and he referred to attacking people in a public forum. He said if he served he would attack ideas and not people. He noted the Mayor is not in attendance and said he will return and address the issue with the Mayor.

Tony Bevel, Sherwood resident came forward and said he wished they had not amended the agenda and removed the citizen comment at the end of the meeting as he wanted to comment on the marijuana ordinance. Council President Henderson informed Mr. Bevel that public comment will be taken on the marijuana ordinance. Mr. Bevel said he would comment at that time.

Jennifer Harris, Sherwood resident approached the Council and said she is disheartened by the campaign and commented on the behaviors she has seen especially by people in a position of leadership. She said she is embarrassed for the City and said it is out of control and referred to the divisiveness of the signs.

Tim Voorhies, Sherwood came forward and commented on political signs and political speech. He said there is not a law that says we can't put a political sign on our property. He said he is happy with the election and has not seen too much vandalism. He commented on past events and said this town needs to grow up. He stated Sherwood deserves better and complimented the City Water District on their help with his water break. He said the City has to do something about the fruit trees on Sunset by cutting them down and putting in the proper trees or we will have trip hazards and lawsuits. He said the streets are

starting to buckle and will be a big problem next year. He asked why is the City so afraid of change and asked if there was something hidden. He commented on Walmart and said that was well played. He referred to the need for integrity.

Tess Kies, Sherwood resident approached the Council and commented on the public forum at the High School and said it was an unsatisfying venue and challenged the candidates to another debate. She said there needs to be a list of questions that people are concerned about and the need for clarification.

With no other citizen comments Council President Henderson addressed the next item on the agenda.

8. PRESENTATIONS

A. Eagle Scout Recognition

Council President Henderson recognized Ian Peyton as an Eagle Scout Award recipient.

Council President Henderson addressed the next item on the agenda.

9. NEW BUSINESS

A. Resolution 2014-063 Declaring Sherwood City Council Seat Vacant

City Manager Joseph Gall said this resolution is the next step in the process to fill former Councilor Robyn Folsom seat after her resignation. He stated the first step is for the Council to officially declare a vacancy. He said after consideration of the resolution they can discuss whether to fill the vacancy on an interim basis or not as there are more than 14 months left in the term the voters will decide in March 2015 who will fill the remaining portion of the term. He said if the Council does choose to appoint someone for the interim they need to determine the process. He noted staff is ready to proceed with direction from the Council.

MOTION: FROM COUNCILOR GRANT TO ADOPT RESOLUTION 2014-063, SECONDED BY COUNCILOR LANGER, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (MAYOR MIDDLETON WAS ABSENT).

Council President Henderson asked Mr. Gall to explain what the code outlines as far as process after a vacancy has been declared.

Mr. Gall said Section 32 of the City Charter is important and it says *“a mayor or councilor vacancy will be filled by an election if 13 months or more remain in the office term. The election will be held at the next available election date to fill the vacancy for the remainder of the term. A mayor or councilor vacancy may be filled by appointment by a majority of the remaining council members. The appointee's term of office runs from appointment until the vacancy is filled by election or until expiration of the term of office if no election is required to fill the vacancy.”* He said the resolution just declared the seat vacant and there is more than 13 months remaining in the term so the ultimate decision will be the voters in the next available election which is March 2015. He read the portion of the Municipal Code regarding filing vacancies stating *“upon becoming aware of a vacancy in an elected office the Council must promptly determine and declare the date of vacancy. A vacancy of an elected office must be filled as provided by City Charter Section 32.”* He continued to read regarding appointments by Council and stated, *“in*

filling a vacancy the Council may make inquiries and hold interviews as it considers necessary for the appointment. The appointment may be made at a regular or special council meeting. The council will use the following procedures in the appointment process: 1) public notice to appropriate neighborhood organizations, civic groups, a newspaper of general circulation and other recognized groups. 2) deadline for submitting applications at least two weeks after the notice. 3) appointment from those applicants nominated and seconded for consideration by members of the council. The recorder will announce the results of each ballot and will record each councilor's ballot. An applicant who receives a majority of the votes by the current council members will be appointed to the vacant position. If no applicant receives a majority vote on the first ballot the council will continue to vote on the two applicants who receive the most votes until an applicant receives a majority of the councilor's voting."

Mr. Gall referred to documents with potential dates (see record, Exhibit A and Exhibit B) and said they need to decide a series of questions and asked are you going to fill the vacancy on an interim basis. He stated if the answer is yes, he asked how long the application process will be open. He reminded the Council of the November 4 election with nine candidates running for three Council seats. He referred to a sample application form (see record, Exhibit C) that has been used in the past and asked Council to consider what the application will look like. He referred to a draft public notice (see record, Exhibit D) that staff is ready to put in the Oregonian and the Tigard Times and will also get the information out into as many different venues as possible. He said the Council also has to decide what to do when all the applications are received in terms of interviews. He stated the more clarity that can be provided the better the process will be. He asked for answers from the Council on the series of questions.

Councilor Langer thanked Mr. Gall for clarifying the process so the public understands.

Council President Henderson noted that the Council has not had an opportunity to discuss this as a body. She said the next meeting with an opportunity to make an appointment is November 18. She referred to the sample application and said she sent the Council a suggestion about adding a question that would give candidates an opportunity to discuss issues they are concerned about and important for the community.

Councilor Henderson asked if it is Council's intent to fill the position. She noted that if the election is in March of 2015 the election results would not be certified until April. Discussion followed regarding the timeline and the potential for a five month interim position.

Mr. Gall clarified that the Council seems to be in agreement to fill the position on an interim basis and asked how long they wanted to keep the application process open.

Councilor Clark agreed that she wanted to fill the position but asked if they should wait for the newly elected Council to fill the position as a large portion of this Council will be gone. She said if the people who are elected are representing the people wouldn't it be prudent to have the best representation of the citizens and to wait until after the election to fill the position.

Councilor Langer said the downside to that is the seat sits vacant for a few months and by the time the new Council comes in and notices the vacancy we could not appoint until late February and that leaves only 6 to 8 weeks before the March 2015 election. He said the seat is vacant now and we should let someone serve for five months.

Councilor Clark commented on the importance of the business scheduled during November, December and January and noted the seat is already vacant and it is not an emergency and we need to be representative of our citizens and strive to represent them as best we can. She said the new Council will be the most representative. She stated she is concerned about hurrying to get it done for two meetings.

Councilor Henderson said the appointed person would fill the vacancy until May as the election is in March and would be certified in April.

Councilor Clark clarified that she was referring to the two meetings the appointed person would be serving with this Council and said there is nothing really going on in December.

Councilor Langer said it would be more than that because the new Council would not start the process until January and could not appoint until February and that would include another 3 or 4 meetings so a total of 5 to 6 meetings not just 2 meetings. Discussion followed concerning the calendar.

Councilor Clark asked what is the emergency status.

Councilor Grant said it is not an emergency and everyone before and after the election was elected by the citizens.

Councilor Clark suggested to being the most representative moving forward.

Councilor Henderson said that we are all representative of the citizens and we were all elected.

Councilor Grant stated their decisions today are for the future. He asked about interviews and suggested adding questions to the application so the Council can narrow down who they would interview. He said this would give the candidates time to determine their answers.

Councilor Henderson said that was her motivation to add a question to the application. She said Council could later determine a series of questions and make them available to those that apply. She said she would suggest interviewing all the applicants. She proposed conducting interviews on a Saturday to provide candidates an opportunity to prepare.

Councilor Butterfield said he agreed that they should interview all applicants. He asked how long the seat would be vacant.

Mr. Gall said that depends on the process Council chooses. He commented on the possible scenarios one being November 7 as the deadline for the applications. He said Council needs to identify the process before they know how long the seat will be vacant.

Councilor Henderson commented on the noticing requirements and said she does not think the appointment could logistically be made before November 18.

Councilor Clark said that seems too tight and suggested aiming for December 2. Councilor Henderson reminded her that there is not a meeting on December 2. Councilor Clark then suggested December 16.

Councilor Henderson proposed accepting applications until October 27 which is 20 days and provides staff an opportunity to process the applications and provide the Council with the applicants by November 3 and schedule interviews. Discussion followed regarding scheduling interviews and appointing a candidate on November 18.

Councilor Clark referred to Mayor Middleton's comments about compressing it into the election season then we are excluding the candidates that will not win in the election and suggested leaving the vacancy open until after the election.

Councilor Grant said he would encourage all candidates on the November ballot to apply and they can withdraw if they are successful in the election.

Councilor Henderson asked the Council about the possibilities of Saturday interviews.

Councilor Grant agreed that Saturdays would give them more time to interview.

Councilor Langer agreed.

Councilor Butterfield said he does not like the idea of Saturday interviews but will go along with what the Council decides.

Councilor Clark stated she does not like the idea of Saturday interviews.

Councilor Grant said applicants may agree with the Saturday interviews and suggest providing applicants with a weeknight and a Saturday interview option.

Councilor Clark reminded the Council to consider the Veteran's Day holiday when discussing potential dates. Discussion followed regarding dates and room availability and the Council considered November 12, 13, and 15 in order to appoint on November 18.

Mr. Gall suggested having these potential interview dates on the application for the applicant to indicate their preference.

Councilor Henderson said the interviews will be considered Council work sessions and are open to the public. She proposed receiving applications until October 27 at 5:00 pm and then staff would have a week to process the applications and provide them to the Council by November 3 and then Council with have a week and a half to review the applications. She asked if Council could contact applicants with questions or clarifications.

Mr. Gall said he would suggest not contacting applicants but address questions during the interviews.

Councilor Henderson said they needed to develop a list of questions the Council would like to propose to applicants in the interviews and adding a question to the application. She asked if Councilor would be interested in forming a subcommittee to form the questions.

City Recorder Sylvia Murphy reminded the Council that three or more members on a subcommittee would be a quorum.

Councilor Henderson referred to the sample application and asked if the Council was in favor of adding the question that she proposed.

Councilor Butterfield said he agreed to add the proposed question but during the interview process they do not need a list of questions.

Mr. Gall read the question that Councilor Henderson proposed to add to the application stating; "What do you believe are the 3 most important issues facing our City in the next two years?"

Councilor Grant asked if Mr. Gall needed a resolution at this point or just an acknowledgement of agreement.

Mr. Gall said he would like an acknowledgement of agreement at this time and would like to hear if someone disagrees with the process. He clarified that the Council agreed to an application deadline of October 27, an application with an additional question, and tentative dates for interviews and all of the materials can be on the City website tomorrow.

Councilor Clark stated the timeline is too compressed with the election season and candidates that are running for election will be busy with their campaigns and giving them a couple extra weeks will not change anything.

Councilor Langer said they just have to fill out one form before the election and interviews will be later.

Councilor Henderson said that depending on how many people apply they can revisit the process in the near future but at least staff has some direction.

The City Recorder clarified that the public notice would extend the application deadline to October 27 at 5:00 pm and then all materials will be forward to the Council for review. She said the application would include the proposed question and she asked if Council wanted the proposed interview dates on the application with an indicated time and asked if they wanted 30 minute or 15 minute interviews scheduled. Discussion followed and they agreed to specify possible interview dates on the application and for weekday evenings it will state 6:00 pm on forward.

With no further discussion Council President Henderson addressed the next item on the agenda.

B. Resolution 2014-064 Approve and ratify a successor Collective Bargaining Agreement and Letter of Agreement between the City of Sherwood and the Sherwood Police Officers Association (SPOA) and authorizing the City Manager to execute the agreements

Assistant City Manager Tom Pessemier commented that staff worked with the Sherwood Police Officers Association (SPOA) to reach this agreement. He said both sides worked hard and asked Council for questions.

Councilor Langer asked how this agreement would be effected if the new Council elects to outsource the Police to Washington County.

Tom Pessemier said there would have to be significant negotiations with the union to deal with the contract that is in place. He said there would be a lot of variables and would take a lot of work.

Councilor Henderson suggested that it could be a year long process.

Tom Pessemier commented that Cornelius went through this and were able to work it out.

Councilor Henderson referred to page 46 of the packet regarding premium pay and asked if the advanced certificate is a training certificate that an officer can receive.

Tom Pessemier said that is correct and both the intermediate and advance certificate can be received through the State of Oregon Public Safety and Standards.

Councilor Henderson asked if anyone at the Police Department had a master's degree. Chief Groth said no.

Councilor Henderson clarified that this contract would be in effect until June 2017.

With no other questions the following motion was received.

MOTION: FROM COUNCILOR GRANT TO ADOPT RESOLUTION 2014-064, SECONDED BY COUNCILOR BUTTERFIELD, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (MAYOR MIDDLETON WAS ABSENT).

Council President Henderson addressed the next item on the agenda.

C. Resolution 2014-065 Authorizing the City Manager to sign a contract with Cogan Owens Cogan to concept plan the Urban Reserve areas west of the existing City of Sherwood Urban Growth Boundary (UGB) and conduct a city wide housing needs analysis

Planning Manager Brad Kilby said this area is roughly 1291 acres that would potentially be included into the City over the next 50 years and almost doubling the size of Sherwood. He said this is not necessarily going to happen but each time Metro wants to expand the UGB which is on a 6 year cycle they will be looking at Urban Reserve areas first. He stated this is our opportunity to plan and the process is funded through Metro at \$221,000 to allow us to look at where roads and utilities should go. He noted this is the first opportunity to speak with the landowners in the area and determine how it would be governed as it comes in and a phasing program to determine where it makes the most sense economically for the orderly and efficient expansion.

Councilor Henderson asked Mr. Kilby to frame the area. Mr. Kilby said it is an area west of Elwert, south of Scholls Sherwood Road and all the way south to Hwy 99 and as far west Chapman. He said it also includes down Scholls Sherwood to Roy Rogers Road. He stated the project schedule is approximately 14 months and they have been working with the Planning Commission. He commented on the RFP and said this will be a very citizen oriented project and this is an opportunity to look into the future to see what makes the most sense for Sherwood.

Councilor Henderson asked Mr. Kilby to provide an example of a similar project that has been done in the past. He said this is a new process that Metro is offering to plan the Urban Reserve Areas and will deal with land uses and forecasts, how much housing will be needed and how much could be accommodated in the area with utilities and streets.

Community Development Director Julia Hajduk added the reason this is different is there is a new paradigm with the Urban Reserves and when Metro adopted the Urban Reserves they also adopted a new process that allows high level concept planning. She said this will allow us to do that high level concept planning and as it is brought in there will be refinements.

With no other questions the following motion was received.

MOTION: FROM COUNCILOR GRANT TO ADOPT RESOLUTION 2014-065, SECONDED BY COUNCILOR LANGER, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (MAYOR MIDDLETON WAS ABSENT).

Council President Henderson addressed the next item on the agenda.

10. PUBLIC HEARINGS

A. Ordinance 2014-019 Establishing a tax on the sale of marijuana and marijuana infused products in the City of Sherwood and adding a new Chapter 3.25 to the Municipal Code

City Manager Gall asked City Attorney Crean to introduce the legislation.

Mr. Crean said this is a proposed ordinance to establish a gross receipts tax for the sale of marijuana products and marijuana infused products in the City of Sherwood. He said it is not a sales tax but a gross receipts tax so that tax is imposed on the seller not the buyer. He stated it is not imposed further up the supply chain but imposed on the final seller to the consumer. He said it is modeled ultimately on an ordinance that began in Ashland and has since been modified and adopted in Hillsboro, Happy Valley, Forest Grove and Fairview. He said it is gaining traction in municipalities around the state. He noted the ordinance includes provisions that require the seller to maintain accurate and adequate records and allows the City to inspect those records. He said it contains certain provisions for deductions from the gross receipts amounts. He stated since this is a tax and it cannot take effect for 30 days, if approved now it will take effect 30 days from today which is just after the election. He said this is largely in response to Measure 91 and in the event it passes and allows for the sale of recreational marijuana and marijuana infused products in Oregon this would allow the municipality to tax the sales. He stated this would take effect after the November election but before Measure 91 would take effect. He said there is some question as to whether it is preempted by state law but this would allow the City to argue that it was enacted prior to Measure 91 taking effect and it is grandfathered in.

Mr. Crean said there is nothing in the measure to require the City to allow the sale of marijuana and marijuana products in the City. He reminded the Council that there is currently a moratorium on medical marijuana dispensaries in the Sherwood that expires in May. He said in the event that Measure 91 does not pass there is nothing in this that requires the City to allow dispensaries or other sales outlets. He stated it simply said if they are allowed the City can tax the sales. He said under federal law the Controlled Substances Act prohibits the delivery of a controlled substance and said there is nothing in here that would put the City in a position of delivering a controlled substance but again only if that controlled substance sold is within the City would allow the City to tax it. He noted the tax in general is 10% on gross revenue after adjustments with the exception of medical marijuana. He referred to page 75 of the packet and commented on Section 3.25.030 and said paragraph B is divided into 2 subsections. He stated B.1 is the tax for medical marijuana and noted there is a policy statement that has been argued

that we don't currently tax medication and to certain extend marijuana is a medication and we should not tax it. He said therefore medical marijuana is divided out and this ordinance is proposing to tax medical marijuana at 0%. He said B.2 applies to the sale of all other marijuana and marijuana related products to be taxed at 10%. He noted that the ordinance distinguishes between medical marijuana and all other marijuana and marijuana infused products.

Councilor Langer said he understands that the seller has to pay the tax to the state and he asked if there was any provision to prohibit the seller from charging the buyer the tax on top of the sale.

Mr. Crean clarified that the tax will be paid to the City. He commented on looking at the proper point in the process from manufacturing, delivering, sale and consumption and at what point does the City want to impose a tax. He said it could be imposed at the manufacturer or at the point of sale from the grower to the retailer but we don't have much experience with that type of value added tax. He said the assumption is that any of those are going to be passed along to the consumer. He stated if you sell a product and have to pay taxes, wages, all of the business expenses are built into the cost of the product and so it is assumed that would also be the case here.

Council President Henderson opened the public hearing.

Anthony Bevel, Sherwood resident came forward and commented on taxing marijuana and said when he buys alcohol he does not pay taxes on it. He said it is hard to differentiate and suggested that if you tax recreational marijuana you should tax recreational coffee or recreational alcohol.

Naomi Belov, Sherwood resident approached the Council and noted Sherwood now has a Council of six members and asked what the process is if three Councilors meet together and discuss business and said three of the Councilors were seen on Saturday at the Ice Arena.

Councilor Henderson noted this is a public hearing concerning marijuana.

Mr. Crean offered to speak with her later and said in general members of a body can all be at a social gathering and that does not violate the public meeting laws. Ms. Belov asked if that is a quorum. Mr. Crean said no. Ms. Belov asked what a quorum is. Mr. Crean noted this is off topic and the Council is engaged in a public hearing on whether or not to adopt an ordinance allowing the City to tax marijuana.

Dean Boswell, Sherwood resident came forward in favor of taxing marijuana. He said the reason other States are considering legalizing marijuana is for taxes and if it can help improve our roads and schools in Sherwood he agrees with taxing. He suggested taxing medical marijuana more as it may be covered by insurance.

With no further comments, Council President Henderson closed the public hearing.

Councilor Grant said future Councils will decide what the tax amount is and this preserves future Council's right to act. He stated if we do not act now future Council's will be bound and preempted by the State.

Councilor Langer added that this legislation has to be adopted by the November 4 election.

Councilor Grant said this will preserve our right as a City.

Councilor Butterfield said he is in favor of taxing and doing whatever else to keep marijuana from coming to our City. He said he is not in favor of any marijuana.

Councilor Henderson noted that in the future if a Council is able to implement this tax the tax money will go into the general fund.

With no further questions the following motion was received.

MOTION: FROM COUNCILOR LANGER TO READ CAPTION AND ADOPT ORDINANCE 2014-019, SECONDED BY COUNCILOR BUTTERFIELD, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (MAYOR MIDDLETON WAS ABSENT).

Council President Henderson addressed the next item on the agenda.

11. COUNCIL ANNOUNCEMENTS

Councilor Butterfield announced that the Parks Board discussed the finalization of the Woodhaven Park facility and they are working on costing. He said the Parks Board is also working diligently to resolve what type of amenities they will have in the proposed dog park and he stated that is narrowed down and they are ready to move to the next step of figuring the cost for building the dog park. He stated there will be opportunities for the public to weigh in and then they will decide how the parks will be funded and maintained and integrated into the community.

Councilor Langer announced that the YMCA had a successful Zumba Fest with multigenerational attendance. He said the Harvest Festival is Saturday October 25 on the sport court. He noted on October 24 and October 25 from 7 pm to 10 pm will be the annual Haunted Teen Center. He said Saturday November 1 is the 12 hour walk/run from 6:30 am to 6:30 pm to raise funds for the annual community campaign. He stated Saturday November 8 from 6 pm to 8 pm will be a YMCA all staff meeting and the YMCA will close at 5:45 pm. He announced the Onion Festival is Saturday October 11 from 9 am to 4 pm at Archer Glen. He said the Chamber monthly breakfast is Tuesday October 14 at 7:15 am at the YMCA Teen Center catered by Symposium Coffee. He said the Chamber had a successful Golf Tournament and he thanked the design and leadership team.

Councilor Grant said the Chamber Golf Tournament was a success and a good fundraiser and he congratulated the Chamber. He commented on the Chamber mixer at Sherwood Family Law and said there will be more mixers and opportunities to meet new businesses.

Councilor Clark announced the opening of SMJ Dance Studios. She said October 14 is the last day to register to vote and the ballots will be mailed on October 15. She announced the Washington County Artist's Open Studios is October 18.

Council President Henderson addressed an article in the newspaper by Mayor Middleton which said the majority of Council is not in favor of a dog park or skate park and she noted that Council generally adheres to a rule that we don't speak on behalf of Council if we are not authorized or appointed to speak on behalf of Council. She said that is in the Council Rules which they are responsible for enforcing. She stated she tries not to speak for the majority of the Council if she is not authorized to speak for Council. She noted that she personally is in favor of a skate park and a dog park. She said she joined the Parks

Board in 1999 with the intent to have a dog park and said it has taken a lot of time to find a suitable piece of property. She said this Council or future Councils will have the opportunity to put in that park depending on the cost. She stated she advocated for a skate park early on and said we already have the land and just need to write grants or do fundraisers to partner in the community to someday get that park done. She noted the skate park is on the list of projects but needs funding.

Councilor Henderson thanked the Chamber and the High School leadership for sponsoring the forum. She announced the Onion Festival is this week. She echoed the comments from Nancy Taylor and Susan Claus regarding signage and wanting to take the high road. She said she has also lost signs and is hoping that will end and people will focus on the election and other things that are happening in the community. She reported that she attended the League of Oregon Cities annual conference with Councilor Clark, Joseph Gall and Julia Hajduk. She said she attended two seminars on marijuana and leadership and ethics classes and visioning and strategic planning. She stated it was a great opportunity for other elected officials to get together and share challenges and success stories. She encouraged other Councilors to attend if they have the opportunity.

Councilor Clark said there was a presentation at the conference by PGE about research, education, policy and training and having students from the university solving issues. She said this program is an opportunity to join education and innovative ideas of budding students with problems that are facing our cities. She said they have the information and will be looking into it and it is a great way to join education in solving problems.

Councilor Henderson explained that the students come to the community and do interviewing and research and it is an opportunity for students from all disciplines at University of Oregon who want to participate. She said it is a unique program and is a model for other states. She stated it is a creative way to get students involved in cities and get a lot of work done in a compressed period. She thanked PGE for the invitation and noted that it is a competitive program.

Councilor Henderson asked Tom Pessemier to give an update on the Cultural Arts Center.

Tom Pessemier said the center is moving along well and there has been a lot of work done on the inside. He said it would be transitioning quickly from a construction project to an operating project. He commented that staff is working on hiring a manager for the facility. He stated the contractor is behind and the contract gives them up to December 2 and the contractor is requesting additional days to finish. He said he is impressed with the quality of the construction and noted it is a big project with a tight time frame.

Council President Henderson asked about the grand opening and when those discussions will occur.

Tom Pessemier said tentatively something has been scheduled for late January.

Councilor Grant commented on the skate park issue and said he has always been in favor of a skate park and said it is a matter of when the Parks Board wants to recommend the funds. He said a couple of years ago staff provided an idea of what the impact would be on the Police Department. He said he does not recall anyone being against the project.

Councilor Langer added that likewise the YMCA was in favor of a skate park and had a plan ready.

Councilor Clark noted that Councilor Grant was known for being in favor of the skate park.

Council President Henderson addressed the next item on the agenda.

12. CITY MANAGER REPORT

Mr. Gall introduced Tammy Steffens as the new Volunteer Coordinator and said she began on September 2. She has worked extensively with volunteers both as a regional development director of a national fundraising company and through her own service on the High School Booster Board for the past 9 years. She is currently the Assistant to Sherwood High School Football Coach Lawrence and has been for the past 7 years. Mr. Gall said currently there are 23 regular volunteers at the Sherwood Library who have logged over 1300 hours in 2014 and the Sherwood Police Department has 6 volunteers who have logged over 700 hours in 2014. He said Tammy will be working with both of these programs to grow their volunteer base as well as to increase programs that are available to citizens. She will also work with other programs throughout the City to develop new volunteer opportunities including the Cultural Arts Center. He said Tammy will also be coordinating other programs such as Adopt-a-Road, Solve It, Trash Palooza and Arbor Day. He reminded the Council that the budget included a part time Volunteer Coordinator and now they have a full time Volunteer Coordinator.

Councilor Butterfield said he served on the Booster Club board with Tammy and she is a great communicator. The Council congratulated Tammy and thanked her for accepting the position.

Mr. Gall announced that the Parks Board chose a park playground for Stella Olsen Park. He said they are putting together the October/November edition of the Archer. He announced the VPA musical "Once on This Island" is this Thursday, Friday and Saturday at the Sherwood High School PAC at 7:30 pm. He announced that Tip-a-Cop is this Saturday and asked Chief Groth to explain.

Chief Groth said Tip-a-Cop is at the Red Robin and proceeds go to the Special Olympics. He encouraged people to come with their donations and they will be there for lunch from 11 am to 3 pm and dinner from 4 pm to 8 pm.

Council President Henderson thanked the citizens for attending the meeting.

Council President Henderson addressed the next item on the agenda.

13. ADJOURN

MOTION: FROM COUNCILOR LANGER TO ADJOURN, SECONDED BY COUNCILOR GRANT, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (MAYOR MIDDLETON WAS ABSENT).

Council President Henderson adjourned the meeting at 9:05 pm.

Submitted by:

Sylvia Murphy, MMC, City Recorder

Bill Middleton, Mayor

TO: Sherwood City Council

FROM: Julia Hajduk, Community Development Director
Through: Joseph Gall, ICMA-CM, City Manager

SUBJECT: **Resolution 2014-066, Authorizing the City Manager to sign an amendment to the Intergovernmental Agreement (IGA) with Metro and Washington County regarding a joint Industrial Site Readiness and Planning Grant benefiting Sherwood's Tonquin Employment Area**

Issue:

Shall the Council authorize the City Manager to sign an amendment to the Intergovernmental Agreement (IGA) with Metro and Washington County regarding the "Joint Industrial Site Readiness and Planning Grant", which will benefit Sherwood's Tonquin Employment Area (TEA)?

Background:

The City of Sherwood entered into an IGA with Washington County and Metro formalizing each party's roles and commitments in the Metro CET grant funded project. Sherwood and Washington County initially prepared separate grant applications which totaled \$371,455 and were funded less than requested (\$255,000) and directed by Metro to merge them as a condition of funding. Washington County and Sherwood combined and reduced the scope to fit within the funded amount. After the IGA was authorized by all parties, Metro determined additional funds were available and agreed to fund the project an additional \$116,455 which would allow for more work products to be completed as originally envisioned.

The contract amendment formalizes the additional work to be done under the project and additional funds to be received by Sherwood to help fund a portion of staff costs associated with our participation in the project.

Financial Impacts:

The City will receive an additional \$9,000 (for a total of \$34,446) from Washington County as disbursement of our share of grant funds. This is an increase from what was identified as revenue in the FY2014-15 budget. Staff and resources necessary to accomplish this project were included in the FY2014-15 budget.

Recommendation:

Staff respectfully requests City Council adoption of Resolution 2014-066 authorizing the City Manager to sign the contract amendment to the Intergovernmental Agreement (IGA) with Metro and Washington County for a Construction Excise Tax grant to fund site assessments of large lot industrial sites within the county and an implementation plan for the Tonquin Employment Area (TEA) in Sherwood.



RESOLUTION 2014-066

AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT (IGA) WITH METRO AND WASHINGTON COUNTY REGARDING A JOINT INDUSTRIAL SITE READINESS AND PLANNING GRANT BENEFITING SHERWOOD'S TONQUIN EMPLOYMENT AREA (TEA)

WHEREAS, Metro has established a Construction Excise Tax (CET) which imposes an excise tax throughout the Metro region to help fund regional and local planning necessary to make land ready for development after inclusion in the Urban Growth Boundary; and

WHEREAS, Washington County and the City of Sherwood each applied for separate Community Planning and Development Grants from Metro to conduct industrial site assessments and planning; and

WHEREAS, Metro awarded Washington County and Sherwood the requested grants on the condition that they be combined and reduced the amount funded from \$371,455 as requested to the funded amount of \$255,000; and

WHEREAS, Washington County and Sherwood collaboratively created a combined scope of work and budget that could be accomplished with the funds available and generally achieved the scope originally conceived of for the two separate project proposals; and,

WHEREAS, Council authorized an IGA formalizing the three parties commitments and responsibilities based on that original scope; and

WHEREAS, Metro determined additional funds were available to fully fund the project allowing additional work to be completed consistent with the original application submittal; and

WHEREAS, an amendment to the IGA is necessary to document the additional scope, commitment, and responsibilities.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Sherwood City Council hereby authorizes the City Manager to sign the amendment to the IGA, attached as Exhibit 1.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 21st day of October 2014.

Bill Middleton, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Contract No: BCC 14-0940

CONTRACT AMENDMENT NO. 1

This amendment is made and entered into by and between, Metro ("Metro"), the City of Sherwood ("City"), and Washington County, a political subdivision of the State of Oregon ("County").

This amendment modifies that certain contract between the parties, the original contract number being BCC 14-0577.

The contract is amended as follows:

The City, County and Metro signed an IGA for a \$255,000 Metro Construction Excise Tax (CET) grant for Industrial Site Planning. Metro has agreed to fund the project with an additional \$116,455, for a total of \$371,455. The existing agreement will be amended to include the full amount. The County is the primary fiscal agent for this grant. Under the previous IGA, the County agreed to fund the City's project work in the amount of \$25,446. With the additional funds, this will be increased to \$34,446.

Effective Date of Amendment: September 2, 2014, or upon final signature, whichever is later.

All other terms and conditions of the original contract shall remain in full force and effect.

METRO:

Signature

Printed Name

Date

Title

Telephone Number

Email

CITY OF SHERWOOD:

Signature

Printed Name

Date

Title

Telephone Number

Email

Contract No: _____

WASHINGTON COUNTY:

Andy Duyck
Signature

9-5-14
Date

Andy Duyck
Printed Name

Chairman Board of Commissioners
Title

APPROVED WASHINGTON COUNTY
BOARD OF COMMISSIONERS
MINUTE ORDER # 14-232
DATE 9-2-14
BY Barbara Hejmanek
CLERK OF THE BOARD



August 4, 2014

Erin Wardell
Senior Planner
Dept. of Land Use and Transportation
Washington County
155 North First Avenue, Suite 350
Hillsboro, OR 97124

**RE: *Amendment to Washington County and City of Sherwood Industrial Site Planning project
Milestone Deliverables and Due Dates to Implement Full Funding of Project (Amendment #1):
Contract #932776***

Dear Ms. Wardell:

Metro received your e-mail dated July 11, 2014 accepting the \$116,455 in additional funding the Metro Council approved to fully fund your Industrial Site Planning project (Resolution No. 14-4542). Your e-mail and attachments explained the proposed changes in your scope of work and additional outcomes expected as result of the increase in your project funding.

Our existing IGA for this project may be amended by mutual agreement between Metro, Washington County and the City of Sherwood. Metro agrees with your proposed changes to the deliverables due dates and grant payments reflected in your revised Exhibit A which correspond with the additional funding Metro has agreed to provide.

I am also aware that you, Gerry Uba and Ted Reid discussed the changes in your scope of work, budget and outcomes as a result of the increase in your project funding. It is my understanding that fully funding your project will allow the County and City to do the following as reflected in Exhibit A to the IGA:

- Increase site assessments from 11 to 15 large lot industrial sites in the county
- Develop strategy for roadway and utility infrastructure and evaluation of wetlands and habitat impact and mitigation
- Identify an implementation strategy for the City of Tualatin SW Concept Plan area and integrate with greater Tonquin Employment Area
- Develop infrastructure strategy for the Sherwood Study area and integrate with greater Tonquin Employment Area
- Acquire consultant support for outreach

This response and attached revisions to Exhibit A as well as your request to Metro (enclosed) demonstrate agreement between the parties to amend the existing IGA between Metro and Washington County and the City of Sherwood to reflect the changes shown on Exhibit A.

Exhibit A
(Revised: Per Metro Council Resolution No. 14-4542)

**IGA for Community Planning and Development Grants funded with CET
 Washington County and City of Sherwood – Industrial Site Planning
 Milestone and Deliverables Schedule for Release of Funds**

Milestone	Deliverable	Date Due*	Grant payment to the County	County payment to the City
1.	Execution of CET Grant IGA	September 5, 2014	\$25,446	\$3,000
2.	Consultants prepare draft site assessments report for 15 sites, increased from 11 sites in the initial grant award. a) Consultant analyzes site constraints and mitigation costs b) Consultant drafts site constraints and mitigation costs report c) Consultant prepares industry focus and draft development concepts for each site d) Project partners review draft site concepts, constraints, and mitigation reports	October 31, 2014	\$98,000	
3.	Final site assessments prepared for 15 sites. a) Project partners review final site assessment products and release for distribution b) Final assessments added to project website c) Power point presentation prepared for outreach to city councils/county commissioners, and other community groups like the Westside Economic Alliance	January 31, 2015	\$76,000	
4.	Final site assessment results presented by resolution to the Washington County Board of Commissioners for acceptance. This phase includes presenting the results to the board of commissioners and to the respective city councils. Consultants and project partners will team up for presentations.	February 28, 2015	\$35,000	

<p>5.</p>	<p>Develop a marketing prospectus and implementation strategy for infrastructure improvements, and marketing materials for the Sherwood Study Area, which include:</p> <ul style="list-style-type: none"> a) A specific strategy to promote the site b) Detailed strategy for roadway and utility infrastructure and evaluation of wetland and habitat impact and estimated mitigation costs c) An implementation plan with recommendations on the prioritization of investments and identification of strategic opportunities for near—and intermediate-term successes d) A marketing plan that will include: <ul style="list-style-type: none"> o Recommendations for targeted outreach to site selectors and consultants in industry sectors o Steps for awareness building of site in local, regional, and national markets through direct outreach and focused editorial and advertorial placements o Enlisting companies to support marketing efforts through a willingness to act as information sources for industry targets o Education of local and regional officials of the attributes of the land assets for the targeted development types e) An implementation strategy for the Tualatin SW Concept Plan Area 	<p>February 28, 2015</p>	<p>\$82,000</p>	<p>\$15,500</p>
-----------	---	--------------------------	-----------------	-----------------

6.	Compile the final products for the Sherwood Study Area into one document which provides recommendations for project priority and funding, as related to: a) concept plan b) infrastructure strategy c) market analysis d) recruitment strategy e) integration with larger Tonquin Employment Area, particularly Tualatin SW Concept Plan Area	April 30, 2015	\$35,000	\$9,500
7.	Final plans for the Sherwood Study Area presented by resolution to the City Council for acceptance. This phase includes additional presentations to other groups necessary for Council acceptance of the plans (Urban Renewal Policy Advisory Committee and Planning Commission).	May 31, 2015	\$20,000	\$6,446
Total			\$371,446	\$34,446

*Total Reimbursable Amount: Grant award (\$371,446)

*If the Grant contained any Funding Conditions, Grantee shall demonstrate satisfaction with those conditions at the applicable milestone or deliverable due dates.

*Due dates are intended by the parties to be hard estimates of expected milestone completion dates. If the County anticipates that a due date cannot be met due to circumstances beyond its control, it shall inform Metro in writing no later than ten (10) days prior to the due date set forth above and provide a revised estimated due date; and Metro and the City shall mutually agree upon a revision to the milestone due dates set forth in this Agreement.

Note : Washington County In-kind Match = \$31,740
 City of Sherwood In-kind Match = \$27,111
 City of Sherwood Financial Match = \$2,000



WASHINGTON COUNTY OREGON

July 10, 2014

Gerry Uba
Metro Regional Center
600 NE Grand Ave.
Portland, OR 97232-2736

Re: Industrial Site Planning CET Grant Additional Funding

Dear Gerry,

Washington County and partner city staff are requesting the additional funds made available for the Community Planning and Development Grant (CPDG) program by Metro Council for our Industrial Site Planning project. This project is a combination of proposed grants by Washington County and the City of Sherwood. Washington County is now acting as project manager. This letter summarizes the proposed additions to our project scope. The updated scope of work and Exhibit A to the IGA are included as attachments.

The additional funding will allow our project team to restore elements that were included in our original scope. These items are:

- Increasing the detailed site assessments from 11 to the originally proposed number of 15 large lot industrial sites in the county.
- Fully funding the marketing and implementation plan for one site in the Tonquin Employment Area in Sherwood, including a more detailed implementation strategy for the roadway and utility infrastructure and an evaluation of wetland and habitat impacts and mitigation costs.
- Consultant support and staff time for presentations to the city councils and county commissioners where the project products will be formally accepted.
- Consultant staff time for outreach to property owners and the business community (ie Westside Economic Alliance), for a total of up to nine community meetings that will inform partners of this project work and facilitate regional coordination of industrial site development.
- Increased Washington County project management fee from \$22,500 to \$32,775 so that it stays about 9% of the total grant amount.
- Restoring Sherwood's project management budget to the originally requested amount of \$34,446.

The 15 sites studied under this increased project scope include 12 sites proposed in the original grant application, which were identified in the 2012 Regional Industrial Site Readiness project. Under the ongoing 2014 Regional Large Lot Industrial Inventory Update, additional Washington County sites were identified. Three of those sites were determined by our project team to be

**Department of Land Use & Transportation · Planning and Development Services
Long Range Planning**

155 N First Avenue, Ste. 350 MS 14 · Hillsboro, OR 97124-3072
phone: (503) 846-3519 · fax: (503) 846-4412 · TTY: (503) 846-4598 · www.co.washington.or.us

more likely to develop in the near future than three sites that were dropped in our scope reduction. The following sites are the proposed additions to our analysis:

- Cranford Julian (Hillsboro) – This site was identified in the original grant proposal.
- Hally Waworth and Henningsen Cold Storage (Forest Grove) – Both of these sites were identified in the ongoing 2014 Regional Industrial Site Update project. Forest Grove originally proposed studying the Holzmeyer site, which was reclassified as a rural reserve as a part of House Bill 4078. Since it is not likely the rural reserve areas will develop in the foreseeable future, we propose studying these sites instead.
- CRS Reprocessing (Hillsboro) – This site was also identified by the 2014 Regional Industrial Site Update and is a high priority for study within the county.

The process of combining the grant applications from Washington County and Sherwood created a more efficient scope of work. The project team would like to use the cost savings to develop an implementation strategy for Tualatin's SW Concept Plan area. City of Tualatin staff initially identified two sites for assessment that were dropped in scope reduction. They have requested that rather than include those sites, which are not likely to develop in the foreseeable future, they would prefer to develop an implementation study which they can use to inform the scope of work for their outstanding CPDG grant to study this area. This would leverage the Sherwood implementation plan work and the Sherwood and Tualatin site assessments, because all are located within the greater Tonquin Employment Area. This is a unique opportunity to create regional coordination in a high priority employment area.

We look forward to continuing our partnership with Metro on this project.

Sincerely,

Erin Wardell, Washington County

Attached:
Scope and Budget
Exhibit A to the IGA

Exhibit A

IGA for Community Planning and Development Grants funded with CET Washington County and City of Sherwood – Industrial Site Planning Milestone and Deliverables Schedule for Release of Funds

Milestone	Deliverable	Date Due*	Grant payment to the County	County payment to the City
1.	Execution of CET Grant IGA	June-Sept 2015 , 2014	\$25,000,446	\$2,5453,000
2.	Consultants prepare draft site assessments report for 15 sites, increased from 11 sites in the initial grant award. a) Consultant analyzes site constraints and mitigation costs b) Consultant drafts site constraints and mitigation costs report c) Consultant prepares industry focus and draft development concepts for each site d) Project partners review draft site concepts, constraints, and mitigation reports	Oct 31, 2014	\$7098,000	
3.	Final site assessments prepared for 15 sites. a) Project partners review final site assessment products and release for distribution b) Final assessments added to project website c) Power point template presentation provided prepared for to partner agencies for their outreach to city councils/county commissioners, and other community groups like the Westside Economic Alliance	Jan 31, 2015	\$5076,000	
4.	Final site assessment results presented by resolution to the Washington County Board of Commissioners for acceptance.	Feb 28, 2015	\$1535,000	

	<p>This phase includes presenting the results to the board of commissioners and to the respective city councils. <u>Consultants and project partners will team up for presentations.</u></p>			
<p>5.</p>	<p>Develop a marketing prospectus and implementation strategy for infrastructure improvements, and marketing materials for the Sherwood Study Area, which include:</p> <ul style="list-style-type: none"> a) A specific strategy to promote the site b) <u>Detailed strategy for roadway and utility infrastructure and evaluation of wetland and habitat impact and estimated mitigation costs</u> b)c) <u>An implementation plan with recommendations on the prioritization of investments and identification of strategic opportunities for near—and intermediate-term successes</u> e)d) <u>A marketing plan that will include:</u> <ul style="list-style-type: none"> o Recommendations for targeted outreach to site selectors and consultants in industry sectors o Steps for awareness building of site in local, regional, and national markets through direct outreach and focused editorial and advertorial placements o Enlisting companies to support marketing efforts through a willingness to act as information sources 	<p>Feb 28, 2015</p>	<p>\$6082,000</p>	<p>\$1115,450500</p>

	<ul style="list-style-type: none"> for industry targets <ul style="list-style-type: none"> o Education of local and regional officials of the attributes of the land assets for the targeted development types e) <u>An implementation strategy for the Tualatin SW Concept Plan Area</u> 			
6.	<p>Compile the final products for the Sherwood Study Area into one document which provides recommendations for project priority and funding, as related to:</p> <ul style="list-style-type: none"> a) concept plan b) infrastructure strategy b)c) <u>market analysis</u> e)d) <u>recruitment strategy</u> e)e) <u>integration with larger Tonquin Employment Area, particularly Tualatin SW Concept Plan Area</u> 	Apr 30, 2015	\$2035,000	\$7,6349,500
7.	<p>Final plans for the Sherwood Study Area presented by resolution to the City Council for acceptance. This phase includes <u>additional presentations to the meetings other groups</u> necessary for Council acceptance of the plans (<u>Urban Renewal Policy Advisory Committee and Planning Commission</u>).</p>	May 31, 2015	\$15,20,000	\$3,8176,446
Total			\$255,000371.44 6	\$2534,446

*Total Reimbursable Amount: Grant award (\$255371,446,000)

*If the Grant contained any Funding Conditions, Grantee shall demonstrate satisfaction with those conditions at the applicable milestone or deliverable due dates.

*Due dates are intended by the parties to be hard estimates of expected milestone completion dates. If the County anticipates that a due date cannot be met due to circumstances beyond its control, it shall inform Metro in writing no later than ten (10) days prior to the due date set forth above and provide a revised estimated due date; and Metro and the City shall mutually agree upon a revision to the milestone due dates set forth in this Agreement.

Note : Washington County In-kind Match = \$31,740

City of Sherwood In-kind Match = \$27,111
City of Sherwood Financial Match = \$2,000

Washington County Regional Employment Lands Inventory

Draft Scope of Work
 July 10, 2014

Deleted: May 23

TASK 0: Project Initiation (March 31- June 30 2014)		
Items	Staff Support	Consultant Team
Washington County and Sherwood Revise Scope and Budget combing deliverables	Washington County Sherwood	
Metro approves Revised Grant - Milestone		
Project IGA between Washington County, Community Partners and Metro	Washington County Sherwood Community Partners	Mackenzie Apex Johnson Econ
Washington County and Mackenzie develop contract for consulting services	Washington County	Mackenzie Apex Johnson Econ
Final work scope and timeline approved by project partners and Mackenzie contract approved	Washington County Community Partners	Mackenzie Apex Johnson Econ
Local Jurisdictional Council/Board approval	Washington County Community Partners	
TASK 1: Property Owner Engagement, Public Outreach, Plans and Regulations Review July- August 2014		
Items	Staff Support	Consultant Team
Project kickoff meeting (Second week in July)	Washington County Community Partners	Mackenzie Apex Johnson Econ
Cities contact and begin project coordination with property owners	Community Partners	Mackenzie Apex Johnson Econ
Washington County will develop project website; Consultants will provide data to populate the project website	Washington County	Mackenzie
Consultants review 2012 Regional Industrial Lands Study and develop lists of information needed from cities and county		Mackenzie Apex Johnson Econ
Consultants work with cities and county to obtain and compile base site information, for the	Washington County Community Partners	Mackenzie

<p><u>15 study sites, including:</u></p> <ul style="list-style-type: none"> • Existing approvals for the study sites • Existing subarea plans, EOAs, maps, or studies prepared for target sites • Local or state incentive districts or programs applicable to the study sites • Existing documentation of environmental constraints or brownfields for study sites • Regional transportation plans • Regional water plans • Regional Sewer Plans • Any site base data available (ie topography) • GIS Shape files if they are community or site specific and not available through metro 		
<p>Consultants will Interface with State Agencies (Business Oregon, DSL, etc and NAIOP) during the process</p>		<p>Mackenzie</p>
<p>Consultants review local and regional Environmental plans, reports and constraints applicable to each site</p>		<p>Mackenzie Apex</p>
<p>Capital facilities plans, Comprehensive Plans, Functional Plans, Concept Plans, and Zoning regulations applicable to each site</p>	<p>Washington County Community Partners</p>	<p>Mackenzie</p>
<p>Consultant develops findings report on local and regional plan conformance</p>		<p>Mackenzie Johnson Economics Apex</p>
<p>Meeting to review findings report (second week in August)</p>	<p>Washington County Community Partners</p>	<p>Mackenzie Johnson Economics Apex</p>
<p>TASK 2: Detailed Sites Analysis and Reports August – December 2014</p>		
<p>Items</p>	<p>Staff Support</p>	<p>Consultant Team</p>
<p>Consultants analyze site constraints and mitigation costs</p>		<p>Mackenzie Johnson Economics Apex</p>
<p>Consultants draft site constraints and mitigation</p>		<p>Mackenzie</p>

costs report		Johnson Economics Apex
Consultants prepare industry focus & draft development concepts for each site		Mackenzie Johnson Economics
Project partners review draft site concepts, constraints and mitigation reports	Washington County Community Partners	Mackenzie Johnson Economics Apex
Consultants prepare draft site assessments report (including site constraints analyses and mitigation costs estimates) - Milestone		Mackenzie Johnson Economics Apex
Project partners review draft site assessments report and discuss products with State Agencies & interested parties	Washington County Community Partners	
Meeting to discuss products/ state agency input and get any additional comments on the site assessment reports and layouts (Mid November)	Washington County Community Partners	Mackenzie Johnson Economics Apex
TASK 3: Preparation and Distribution of Final Regional Lands Products – Local Government Endorsements August 2014 – February 2015		
Items	Staff Support	Consultant Team
Consultants prepare final site concepts, site assessments and interactive model for each site and distribute to project partners		Mackenzie Johnson Economics
Consultants work with community partners to prepare a base PowerPoint presentation that communities can use in their public information campaign	Community Partners	Mackenzie
Consultant prepare decision ready application binders and submit to Business Oregon		
Meeting to review site concepts, model, and final drafts of products (mid-February)		
Project partners review final products and release for distribution; final results added to project website - Milestone	Washington County Community Partners	
<u>Presentations to up to four community groups (ie Westside Economic Alliance).</u>	<u>Washington County Community Partners</u>	<u>Mackenzie</u>
Presentations to city councils and county commissioners - Milestone	Washington County Community Partners	<u>Mackenzie</u>
TASK 4: (Begin tier 3 analysis on sites) Market Analysis and Business Recruitment Strategy February 2015 – June 2015 May be initiated earlier in the overall scope, and may parallel phase 2/3		

Deleted: Consultants support, but Jurisdictions lead

Items	Staff Support	Consultant Team	
Evaluate existing EOA(s), concept plans, and current market trends and policy decisions at the local, regional and state level to update the market information and feasibility for varying types of industry to locate on the site.		Mackenzie Johnson Economics	Deleted: Iron Wolf
Jurisdiction, supported by the consultant team, Provide Updates to the Urban Renewal Policy Advisory Committee, the Planning Commission and City Council as well as outreach to property owners in the area and the business community.	City of Sherwood	Mackenzie	Deleted: Consultant team in a support role with community partners leading this effort. Deleted: (Chamber of Commerce)
<p>Providing detailed information with specific actions needed to remove barriers that might be affecting the ability to target the businesses most sought after in the TEA</p> <ul style="list-style-type: none"> • Provide a preliminary assessment of financing tools available to fund infrastructure projects specific to TEA development and identify key projects to facilitate both initial development and long-term build-out of TEA. 		Mackenzie Johnson Economics	
<p>Develop a marketing prospectus and implementation strategy for infrastructure improvements, and marketing materials for the study area. The deliverable for this concurrent task will include:</p> <ul style="list-style-type: none"> ▪ A specific strategy to promote the study area ▪ A detailed implementation plan with recommendations on the prioritization of investments and identification of strategic opportunities for near—and intermediate-term successes ▪ A detailed strategy for the roadway and utility infrastructure and an evaluation of wetland and habitat impacts and estimated mitigation costs. Utility plans would include water and sanitary sewer mains, any needed subarea pump stations or water storage reservoirs, and an expected cost for each infrastructure item. The primary purpose of this Strategy is to provide detailed 		Mackenzie	<p>Formatted Table</p> <p>Deleted: n</p> <p>Deleted: Iron Wolf</p> <p>Formatted: Indent: Left: 0", Hanging: 0.24", Space Before: 3 pt, Bulleted + Level: 1 + Aligned at: 0.25" + Tab after: 0" + Indent at: 0.5", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers</p> <p>Formatted: Font: Not Italic</p>

<p>information on how to serve sites for large lot industrial development, and develop approximate costs to serve the Tonquin Employment Area. The three primary topics covered in each site strategy include:</p> <ol style="list-style-type: none"> 1. Natural resources (wetlands, floodplain, other resources) 2. Public street improvements and utility infrastructure (water, storm, sewer) 3. Parcelization and assembly strategies <ul style="list-style-type: none"> ▪ A marketing plan that will include: <ul style="list-style-type: none"> ▪ Recommendations for targeted outreach to site selectors and consultants in industry sectors ▪ Steps for awareness building of TEA in local, regional, and national markets through direct outreach and focused editorial and advertorial placements ▪ Enlisting companies to support marketing efforts through a willingness to act as information sources for industry targets ▪ Education of local and regional officials of the attributes of the land assets for the targeted development types <p>- Milestone</p>			<p>Formatted: Font: Not Italic</p> <p>Formatted: Font: (Default) Times New Roman, 12 pt, Font color: Black</p> <p>Formatted: Indent: Left: 0.24"</p>
<p><u>Identify an implementation strategy for the City of Tualatin SW Concept Planning area, a part of the greater Tonquin Employment Area. This would include outreach to property owners to determine timing for land conversion to planned uses, and a summary of next steps for implementation of the SW concept plan.</u></p>	<p><u>City of Tualatin</u></p>	<p><u>Mackenzie</u></p>	
<p>Implementation plan- This phase will compile the final products into one document which provides recommendations for project priority and funding, as related to concept plan, market analysis, and recruitment strategy. <u>The implementation plan will include information for both Sherwood Tonquin Employment Area and the Tualatin SW Concept Planning area -</u></p> <p>Milestone</p>		<p>Johnson Econ Mackenzie</p>	<p>Deleted: Iron Wolf</p> <p>Deleted: products</p> <p>Deleted: show the connections</p> <p>Deleted: between the</p> <p>Deleted: site and the greater</p> <p>Deleted: , including</p>

Staff and the consultant to provide updates to the Urban Renewal Policy Advisory Committee, the Planning Commission and City Council as well as outreach to property owners in the area and the business community (Chamber of Commerce) and neighboring jurisdictions such as Tualatin. <u>Consultant team would attend up to five community meetings.</u>	City of Sherwood	Mackenzie	Deleted:
Final plans accepted by City Council. This phase includes the meetings necessary for Council acceptance of the plans - Milestone	City of Sherwood		

Budget 7/10/2014

Project Contributions	Financial Match	InKind Match	TOTAL	
CET Grant	\$ 371,455		\$ 371,455	Deleted: 255,000
Project Partners	\$40,250	\$138,736	\$178,986	Deleted: 255,000
Washington County		\$31,740		
Forest Grove	\$3,000	\$20,465		
Hillsboro	\$5,000	\$12,050		
Sherwood	\$2,000	\$27,111		
Tualatin	\$5,000	\$11,750		
Wilsonville	\$5,000	\$21,420		
Port of Portland		\$4,800		
Business Oregon (Grant application for financial match is pending)	\$20,250	\$6,000		
Department of State Lands		\$3,400		
Total for Planning Services	\$ 411,705	\$138,736	\$ 550,441	Deleted: 295,250
				Deleted: 433,986
Other Costs	Financial Match	InKind Match	TOTAL	
Overhead/Indirect costs		\$19,700	\$19,700	
Total for Other Costs		\$19,700	\$19,700	Deleted: 295,250
				Deleted: 453,686
TOTAL PROJECT COSTS	\$ 411,705	\$158,436	\$570,141	Deleted: 207,054
				Deleted: 247,304
Project Budget Allocations	CET Grant	Other Funding	Total	Deleted: 22,500
Consultant	\$ 304,234	\$ 40,250	\$ 344,484	Deleted: 22,500
County	\$ 32,775		\$ 32,775	Deleted: 25,446
City of Sherwood	\$ 34,446		\$ 34,446	Deleted: 25,446
Total	\$ 371,455	\$ 40,250	\$ 411,705	Deleted: 255,000
				Deleted: 295,250

Industrial Site List 7/10/2014

Deleted: 4
 Deleted: 3
 Formatted Table

Site Name	City	UGB	Gross Acreage	Net Developable Acreage	
Woodburn Industrial Capital	Forest Grove	Yes	25.10	25.10	2
Woodfold West Oak	Forest Grove	Yes	53.93	53.91	3
Woodfold East Oak	Forest Grove	Yes	25.46	25.46	3
Hally Waworth*	Forest Grove	Yes	38.19	36.15	2
Henningsen*	Forest Grove	Yes	28.57	26.44	1 or 2
CRS Reprocessing*	Hillsboro	Yes	46.23	46.23	2
Cranford Julian	Hillsboro	Yes	28.51	27.29	2
Vanrose	Hillsboro	No	270.50	224.83	3
Biles Family	Sherwood	Yes	39.60	30.89	2
Itel	Tualatin	Yes	46.25	44.67	2
Tigard Sand and Gravel	Tualatin	Yes	296.88	128.10	3
Coffee Creek 4	Wilsonville	Yes	48.56	48.56	3
Coffee Creek 2	Wilsonville	Yes	46.37	46.27	3
Coffee Creek 3	Wilsonville	Yes	29.65	27.05	3
Vans Investment	Wilsonville	Yes	52.79	25.50	3

* These sites are part of the 2014 Regional Site Update so information is preliminary

CA 14-0325

MEMORANDUM OF UNDERSTANDING

Between

The Washington County Dept. of Land Use and Transportation
Washington County, Oregon

And

The City of Sherwood Community Development Department
City of Sherwood, Oregon

This memorandum of Understanding ("MOU") is entered into as of the 7th day of May 2014 between Washington County Department of Land Use and Transportation ("DLUT") Washington County, Oregon (the "County") and the City of Sherwood Community Development Department, Sherwood, Oregon (the "City"). The purposes of this MOU are to:

- A. Assign to the County the responsibility and authority to administer the grant funding received from Metro through the Community Planning and Development Grant program.
- B. Set forth the scope of work for both agencies under the grant prior to obtaining funding.

Recitals:

1. Both the County and the City applied for Community Planning and Development Grants from Metro to conduct industrial site assessments and planning. Washington County proposed preparing detailed site assessments of fifteen large industrial sites throughout the county. Sherwood proposed preparing a detailed marketing and implementation study for the Tonquin Employment Area site.
2. Metro identified that both grant applications sought to conduct industrial readiness site assessments and planning, so therefore instructed the County and the City to combine their grant applications, and conditionally funded the combined effort in the amount of \$255,000.
3. The County and the City have collaboratively created a combined scope of work and budget for a project titled Industrial Site Assessments and Planning.
4. In order to most efficiently combine the two grant proposals, the combined scope of work gives Washington County primary project management responsibility.
5. This Memorandum of Understanding (MOU) will be included as an attachment to the Intergovernmental Agreement (IGA) signed with Metro for the grant.

Terms:

Based on the various recitals, the Washington County DLUT and City of Sherwood Community Development Department understand and agree to the following terms:

1. The County will receive grant funding from Metro according to the milestones schedule established in Exhibit A to the IGA.
2. The County will fund the City in the total amount of \$25,446 from the grant in order to support project work for Sherwood's planning site. Funds will be released according to the milestones schedule established Exhibit A to the IGA.
3. The City will fund \$2,000 to the County as a financial match for the site assessment phase of the project.

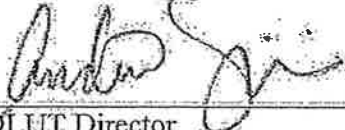
MOU – Washington County and City of Sherwood
April 18, 2014
Page 2 of 2

4. The County and the City will enter into a joint IGA with Metro for the grant.
5. The County will contract with the project consultant(s) directly.
6. The County will submit project deliverables to Metro.
7. Sherwood will provide technical support to project consultant in preparing the detailed marketing and implementation study for the Tonquin Employment Area and present final result to the Sherwood City Council.

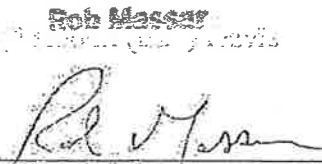
Based upon the foregoing, the parties hereto have set their hands as of the dates below written.

WASHINGTON COUNTY:

By: Andrew Singelakis


PLUT Director
Date: 4/23/14

Approved:


Asst. County Administrator
Date: 7/30/14

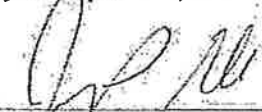
CITY OF SHERWOOD:

By: Julia Hajduk


Community Development Director
Date: 5-7-14

Approved:

By: Joseph Gall, ICMA-CM


City Manager
Date: 5-7-14

TO: Sherwood City Council

FROM: Craig Sheldon, Public Works Director
Through: Joseph Gall, ICMA-CM, City Manager

SUBJECT: A Resolution Authorizing the City Manager to Enter Into a Contract with Buell Recreation to Purchase and Install the Playground Structure and Swing Set for Stella Olsen Memorial Park

Issue:

Should City Council authorize the City Manager to purchase and install a new playground structure and swing set for Stella Olsen Memorial Park?

Background:

In the FY2014-15 budget, the existing structure at Stella Olsen Memorial Park was approved for replacement. The existing playground structure at Stella Olsen Memorial Park was constructed in 1998. The City has had safety issues with the decking on the structure over the last 7 years. The life expectancy of a playground structure is 12 to 15 years. In Sherwood we strive to get 15 to 20 years. We were able to get longer life from our structure due to routine maintenance and continually replacing parts.

City staff worked on finding several structures that would fit the needs of the park, would fit within the existing playground structure area, and would fit within the budgeted amount.

On August 4, 2014 City staff recommended six options to the Parks and Recreation Advisory Board with the desired outcome being 3 options that we could take to the community for a vote. The Board recommended Option 1, Option C – Modern and Option D - Traditional.

On August 13, 2014 City staff held an open house at Stella Olsen Memorial Park during Music on the Green collecting 189 votes. Staff continued collecting votes through an online survey system until September 30, 2014. A total of 570 total votes were cast by the community. At Music on the Green and in the online survey, the community was asked to vote on their favorite option.

On October 6, 2014 City staff presented the results to the Parks and Recreation Advisory Board and the Board recommended moving forward with Option D - Traditional.

Financial Impacts:

The City will purchase and install this playground structure and swing set from Buell Recreation through the King County Board of Directors Pricing Agreement (KCDA). The KCDA allows members to use all price agreements that they have entered into with various vendors. The City enters into the contract with Buell Recreation but the purchase order will go to KCDA per

the KCDA contract.

By purchasing through the KCDA agreement, the City will save 7% on the equipment price and 5% on surfacing material costs plus additional savings from administrative staff time going through the RFP process.

The contract with Buell Recreation through the KCDA contract includes:

Purchase, installation, shipping, performance bond of equipment	\$ 169,715.38
Surfacing material	\$ <u>6,360.00</u>
Total	\$ 176,075.38

In addition, I am requesting 2% contingency in the amount of \$3,521.50 for a total contract amount not to exceed \$179,596.88.

Recommendation:

Staff respectfully requests City Council approval to purchase and install playground structure and swing set for Stella Olsen Memorial Park.



RESOLUTION 2014-067

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BUELL RECREATION TO PURCHASE AND INSTALL THE PLAYGROUND STRUCTURE AND SWING SET FOR STELLA OLSEN MEMORIAL PARK

WHEREAS, the City has a responsibility to maintain the safety, integrity and function of our parks systems; and

WHEREAS, safe parks are an important element of Sherwood's culture and playground structures are a high priority and must continue to be addressed if the City is to maximize the use of the facilities while protecting its assets; and

WHEREAS, City Council indicated that they wanted staff to move forward with replacement of Stella Olsen Memorial Park playground structure and swing set in FY2014-15.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The City Manager is authorized to enter into a contract with Buell Recreation to purchase and install the playground structure and swing set for Stella Olsen Memorial Park in the amount of \$176,075.38. Staff is requesting 2% contingency in the amount of \$3,521.50 for a total contract amount not to exceed \$179,596.88.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 21st day of October 2014.

Bill Middleton, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Field House Monthly Report September 2014

<u>September-14</u>	<u>Sep-14</u>		<u>YTD</u>		<u>Sep-13</u>
Usage		People		People	People
	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	2	210	6	726	294
Rentals	24	360	121	1731	1122
Other (Classes)					
[1] Day Use			1	2	24
Total Usage		570		2459	1440
Income	<u>Sep-14</u>	<u>YTD</u>			
Rentals	\$1,850	\$8,230			
League fees (indoor)	\$4,450	\$10,237			
Card fees (indoor)	\$150	\$230			
Day Use		\$6			
Advertising					
Snacks	\$45	\$205			
Classes					
Total	\$6,495	\$18,908			
FY 13 14					
Income	<u>Sep-12</u>	<u>YTD</u>			
Rentals	\$3,140	\$7,660			
League fees (indoor)	\$7,170	\$13,016			
Card fees (indoor)	\$60	\$200			
Day Use	\$103	\$227			
Advertising					
Snacks	\$88	\$311			
Classes					
Total	\$10,561	\$21,414			

*Estimated number of people served based on all rentals have a different # of people. Along with each team will carry a different # of people on their roster.



Sports Fields and Gyms

Youth Football played 19 youth games at the high school during the month of September, 3rd/4th Graders up to 8th grade varsity.

Greater Portland Soccer District rented 6 hours of field time at Snyder Park for games in September.

Northwest United Women's Soccer also rented 6 hours at Snyder Park for games in September.

Youth Volleyball is practicing at LRMS 6 hours per week.

Youth Cheer is practicing at Edy Ridge on Mondays and Wednesdays and cheering at the youth football games on Saturdays.

Youth soccer held their Jamboree on Sept 6th at most all locations. They played 54 games K through 2nd grade at the Hopkins field during September. They played 26 Classic games at Snyder Park during the same time. The 3rd grade through high school Rec game numbers were not available at the writing of this report but I am guessing it was more than 50 games.

I have scheduled all of the basketball tryouts and evaluations for the upcoming season.

Field House

Adult leagues continue to be slow.

Rentals are starting to pick up.

We are trying to make a push for our first youth session.

We spent some advertising money to boost our Facebook page.

Respectfully Submitted

Lance Gilgan

October 6, 2014

Sherwood Public Library
Monthly Management Report
August 2014



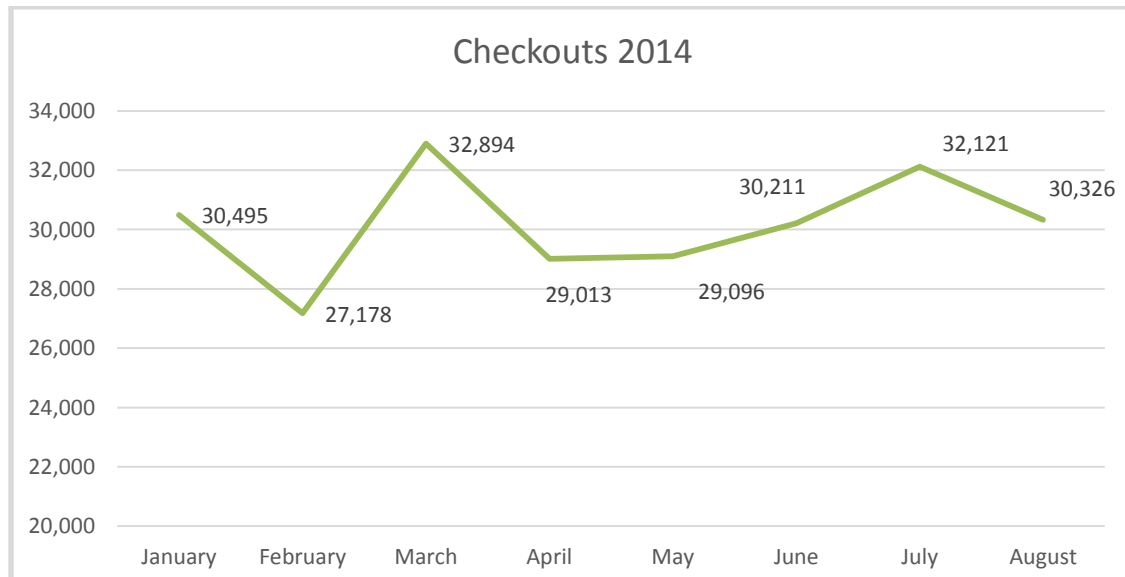
Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

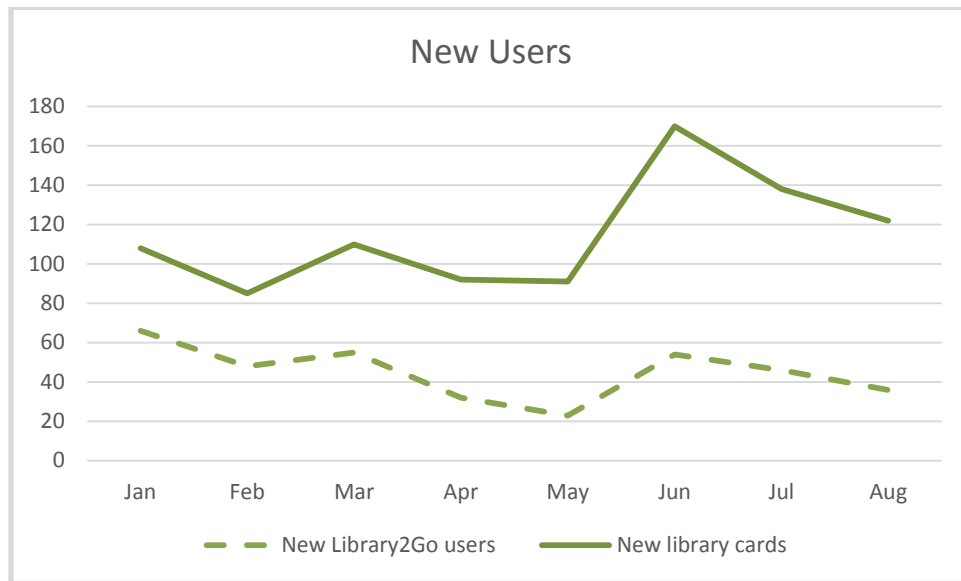
- 1) Statistics
- 2) Programs & Activities
- 3) Service Stories

Statistics

Monthly Circulation	Jul-14	Aug-14	August last year	% Change from last year	% Change from last month
Physical check outs & renewals	32,121	30,326	32,731	-7%	-6%
Self-checkouts only	7,921	7,914	7,613	4%	0%
% @ self-check	25%	26%	23%	12%	6%
Digital checkouts (Library2Go)	1,143	1,239	n/a	n/a	8%
% of total checkouts	3%	4%	n/a	n/a	14%
Total check outs	33,264	31,565	32,731	-4%	-5%
Check ins	23,878	22,571	24,913	-9%	-5%



Monthly Patrons	Jul-14	Aug-14	% Change from last month	Aug last year	% Change from last year	Monthly avg this year
New library cards	138	122	-13%	97	20%	115
New Library2Go users	46	36	-28%	43	-19%	45



Collection Development	Jul-14	Aug-14	Monthly avg last FY
Count of items added	518	379	562

Volunteers	Hours	Equivalent FTE	# of volunteers
Bulletin Board	7	0.04	1
Checkin (returns)	57.25	0.33	9
Checkin (tasket processing & holds)	48.25	0.28	7
Clerical/office asst	10.75	0.06	1
Requests to fill	34	0.20	5
Shelving	11	0.06	1
Summer Reading asst	1.5	0.01	1
Checkin total	105.5	0.61	16
Grand Total for August	169.75	0.98	25
Last month	172	0.99	27
% change	-1%	-1%	-8%

Door count	Jul-14	Aug-14	% Change from last month
Total	29,783	20,401	-46%

Social media	Followers
Facebook	149
Twitter	41
NOTE: social media started 5/13/2014	

Programs & Activities

Summer Reading:

Sign-Ups:

Children—984

Adults—312

Teens—226

Total youth 1,210 (548 finishers)

Grand total 1,522

Sign-up growth rate:

Ages 3-14: 55.33%

Ages 9-14: 10.6%

Finishers growth rate:

Ages 3-14: 50.96%

Ages 9-14: -4.7%

Percentage of population 0-17 reached: 21.51% (1,210 of the 5,624 Sherwood youth population)

Contests:

Summer Reading Guessing Games—for Ages 17 & Under

Week Ten: 133 entries

Week Eleven: 159 entries

Week Twelve: 156 entries

Final Guessing Game: 138 entries

Total entries: 586

Youth Programs:

- Read to the Dogs: 6 people
- Summer Reading Event--Eartha the Clown, 156 people
- Busy Builders: 19 people
- Summer Crafternoon—insect crafts: 37 people
- DIY Craftshop (Metal Bookmarks): 10 people
- Baby Storytimes, every Thursday: 71 people
- Toddler Storytimes, Tuesdays (2x), Wednesdays & Thursdays: 397 people
- Preschool Storytimes, Tuesdays & Wednesdays: 224 people

Total participants: 931

NOTE: final month of Summer Reading Program for 2014

Outreach:

Phoenix Children's Academy visit—3 classes with 36 children & 5 adults

Other Activities:

- Summer Reading for Youth & Adults finished at end of the month
- Friends of the Library meeting, 8/7
- Library Advisory Board meeting, 8/20
- Magazine Monday (free magazine giveaway--ongoing)
- Weeding outdated materials (ongoing)
- Displays: Robin Williams Memorial, Shark Week, Olive Oil & Wine, Metro Let's Talk Trash Film Festival
- Staff trainings: eBooks (new provider to be announced soon), Readers Advisory training (Crystal Garcia & Tracy Malek)
- All Library Staff meeting, 8/15
- Interview participation: Volunteer Coordinator for the City (Jenny Swanson)
- Washington County Cooperative Library Services Meeting attendance:
 - Policy Group (Adrienne Doman Calkins)
 - CircUs (Jenny Swanson)
 - Art of the Story (Jenny Swanson)
 - Adult Services (Pinn Crawford)
 - Cataloging (Mary Madland)
 - Youth Services (Tracy Malek)
 - Young Adult (Tracy Malek)
 - Storytime Share (Tracy Malek)

Service Stories

The display memorializing Robin Williams has been very popular, drawing plenty of comments, both sad and happy (remembering how much joy they got from his work). Everyone is thinking about him, and they were delighted to find some of his movies available at the library. --Submitted by Pinn Crawford, Librarian.

I had a positive experience visiting Phoenix Academy yesterday. I met with three pre-school classes (ages 3-5) to read some stories and tell the kids about libraries. Several of the kids asked me when I was coming back to read more stories. --Submitted by Tracy Malek, YS Librarian.

I brought Blix the Book Bunny in to visit on Saturday for a storytime. One little boy (about 4 years old) kept sticking his fingers in the cage for Blix to lick him. His parents asked him if he wanted to do the craft, and he said, "I can't. If I leave, then the bunny won't have anyone to kiss." --Submitted by Tracy Malek, YS Librarian.

FY 2014-15
Budget to Actual
July 1, 2014 - September 30, 2014
25% of the Fiscal Year has Elapsed

General Fund	Budget	Actual	% of Budget
<i>Beginning Fund Balance</i>	\$ 2,623,551	\$ 3,553,345	
<i>Revenue</i>			
Admin	8,367,580	735,379	9%
Community Development	948,077	109,416	12%
Public Safety	77,780	2,536	3%
Community Services	1,143,533	47,871	4%
Public Works	271,000	4,810	2%
Total General Fund Revenue	10,807,970	900,012	8%
<i>Expenditures</i>			
Admin	2,643,302	556,001	21%
Community Development	1,382,749	304,310	22%
Public Safety	3,595,472	885,802	25%
Community Services	1,563,238	304,691	19%
Public Works	2,037,484	337,847	17%
Total General Fund Expenses	11,222,245	2,388,650	21%
<i>Net Change in Fund Balance</i>	(414,275)	(1,488,638)	
Ending General Fund Balance	\$ 2,209,276	\$ 1,729,047	

General Construction	Budget	Actual	% of Budget
<i>Beginning Fund Balance</i>	\$ 874,644	\$ 1,557,749	
<i>Revenue</i>			
Charges for services	12,000	2,670	
Infrastructure development	266,000	95,059	36%
Fines, interest and other	775	2,145	277%
Transfers in	200,000	9,300	5%
Total Gen Const Fund Revenue	478,775	109,173	23%
<i>Expenditures</i>			
Personal Services	62,753	5,380	9%
Materials & Services	162,951	4,044	2%
Capital Outlay	749,759	179,192	24%
Debt Service	48,533	-	0%
Total Gen Const Fund Expenses	1,023,996	188,616	18%
<i>Net Change in Fund Balance</i>	(545,221)	(79,443)	
Ending General Construction Fund Balance	\$ 329,423	\$ 1,478,153	

Debt Service	Budget	Actual	% of Budget
<i>Beginning Fund Balance</i>	\$ 6,615	\$ 10,101	
<i>Revenue</i>			
Taxes	885,930	-	0%
Fines, interest and other	-	14	
Total Debt Service Fund Revenue	885,930	14	0%
<i>Expenditures</i>			
Debt Service	894,394	-	0%
Total Debt Service Fund Expenses	894,394	-	0%
<i>Net Change in Fund Balance</i>	(8,464)	14	
Ending Debt Service Fund Balance	\$ (1,849)	\$ 10,115	

FY 2014-15
Budget to Actual
July 1, 2014 - September 30, 2014
25% of the Fiscal Year has Elapsed

Street Operations Fund	Budget	Actual	% of Budget
<i>Beginning Fund Balance</i>	\$ 1,159,311	\$ 1,548,453	
<i>Revenue</i>			
Intergovernmental	1,149,552	273,890	24%
Charges for services	542,880	146,280	27%
Infrastructure development	2,000	165	8%
Fines, interest and other	6,200	2,096	34%
Sale of fixed assets	-	2,500	#DIV/0!
Total Street Ops Fund Revenue	1,700,632	424,931	25%
<i>Expenditures</i>			
Personal Services	347,727	89,697	26%
Materials & Services	1,800,542	193,592	11%
Capital Outlay	40,000	-	0%
Total Street Ops Fund Expenses	2,188,269	283,289	13%
<i>Net Change in Fund Balance</i>	(487,637)	141,642	
Ending Street Operations Fund Balance	\$ 671,674	\$ 1,672,485	

Street Capital Fund	Budget	Actual	% of Budget
<i>Beginning Fund Balance</i>	\$ 1,342,522	\$ 3,201,383	
<i>Revenue</i>			
Charges for services	50,000	13,529	27%
Infrastructure development	892,000	128,514	14%
Fines, interest and other	2,000	4,491	225%
Total Street Cap Fund Revenue	944,000	146,534	16%
<i>Expenditures</i>			
Personal Services	29,802	12,468	42%
Materials & Services	161,045	12,560	8%
Capital Outlay	40,000	2,315	6%
Transfers Out	200,000	-	0%
Total Street Cap Fund Expenses	430,847	27,343	6%
<i>Net Change in Fund Balance</i>	513,153	119,191	
Ending Street Capital Fund Balance	\$ 1,855,675	\$ 3,319,973	

Water Fund	Budget	Actual	% of Budget
<i>Beginning Fund Balance</i>	\$ 5,495,329	\$ 8,421,181	
<i>Revenue</i>			
Operations	3,986,037	1,794,196	45%
Capital	772,415	76,355	10%
Total Water Fund Revenue	4,758,452	1,870,552	39%
<i>Expenditures</i>			
Operations	5,167,109	676,517	13%
Capital	140,179	-	0%
Total Water Fund Expenses	5,307,288	676,517	13%
<i>Net Change in Fund Balance</i>	(548,836)	1,194,035	
Ending Water Fund Balance	\$ 4,946,493	\$ 9,615,216	

FY 2014-15
Budget to Actual
July 1, 2014 - September 30, 2014
25% of the Fiscal Year has Elapsed

Sanitary Fund	Budget	Actual	% of Budget
<i>Beginning Fund Balance</i>	\$ 3,401,711	\$ 3,370,222	
<i>Revenue</i>			
Operations	567,500	149,866	26%
Capital	558,579	5,002	1%
Total Sanitary Fund Revenue	1,126,079	154,868	14%
<i>Expenditures</i>			
Operations	755,340	108,202	14%
Capital	400,402	9,684	2%
Total Sanitary Fund Expenses	1,155,742	117,886	10%
<i>Net Change in Fund Balance</i>	(29,663)	36,982	
Ending Sanitary Fund Balance	\$ 3,372,048	\$ 3,407,204	

Storm Fund	Budget	Actual	% of Budget
<i>Beginning Fund Balance</i>	\$ 1,557,395	\$ 2,650,452	
<i>Revenue</i>			
Operations	1,235,800	430,124	35%
Capital	437,443	(3,806)	-1%
Total Storm Fund Revenue	1,673,243	426,318	25%
<i>Expenditures</i>			
Operations	1,669,386	294,135	18%
Capital	725,674	261,658	36%
Total Storm Fund Expenses	2,395,060	555,793	23%
<i>Net Change in Fund Balance</i>	(721,817)	(129,475)	
Ending Storm Fund Balance	\$ 835,578	\$ 2,520,977	

Telecom	Budget	Actual	% of Budget
<i>Beginning Fund Balance</i>	\$ 6,351	\$ 71,250	
<i>Revenue</i>			
Charges for services	461,460	123,535	27%
Fines, interest and other	300	83	28%
Total Telecom Fund Revenue	461,760	123,618	27%
<i>Expenditures</i>			
Personal Services	59,928	13,138	22%
Materials & Services	171,232	81,516	48%
Capital Outlay	40,000	-	
Debt Service	150,000	-	0%
Total Telecom Fund Expenses	421,160	94,655	22%
<i>Net Change in Fund Balance</i>	40,600	28,963	
Ending Telecom Fund Balance	\$ 46,951	\$ 111,837	

FY 2014-15
Budget to Actual
July 1, 2014 - September 30, 2014
25% of the Fiscal Year has Elapsed

URA Operations Fund	Budget	Actual	% of Budget
<i>Beginning Fund Balance</i>	\$ 3,728,269	\$ 3,657,028	
<i>Revenue</i>			
Taxes	3,585,535	21,702	1%
Fines, interest and other	18,000	4,669	26%
Total URA Ops Fund Revenue	3,603,535	26,371	1%
<i>Expenditures</i>			
Personal Services	34,357	15,868	46%
Materials & Services	73,502	10,636	14%
Debt Service	1,585,240	-	0%
Transfers Out	4,000,000	517,149	13%
Total URA Ops Fund Expenses	5,693,099	543,653	10%
<i>Net Change in Fund Balance</i>	(2,089,564)	(517,283)	
Ending URA Operations Fund Balance	\$ 1,638,705	\$ 3,137,339	

URA Capital Fund	Budget	Actual	% of Budget
<i>Beginning Fund Balance</i>	\$ 1,209,953	\$ -	
<i>Revenue</i>			
Transfers in	4,000,000	507,850	13%
Total URA Cap Fund Revenue	4,000,000	507,850	13%
<i>Expenditures</i>			
Personal Services	125,080	17,514	14%
Materials & Services	89,761	15,354	17%
Capital Outlay	3,786,262	475,320	13%
Total URA Cap Fund Expenses	4,001,103	508,189	13%
<i>Net Change in Fund Balance</i>	(1,103)	(339)	
Ending URA Capital Fund Balance	\$ 1,208,850	\$ (2,202)	

SHERWOOD POLICE DEPARTMENT

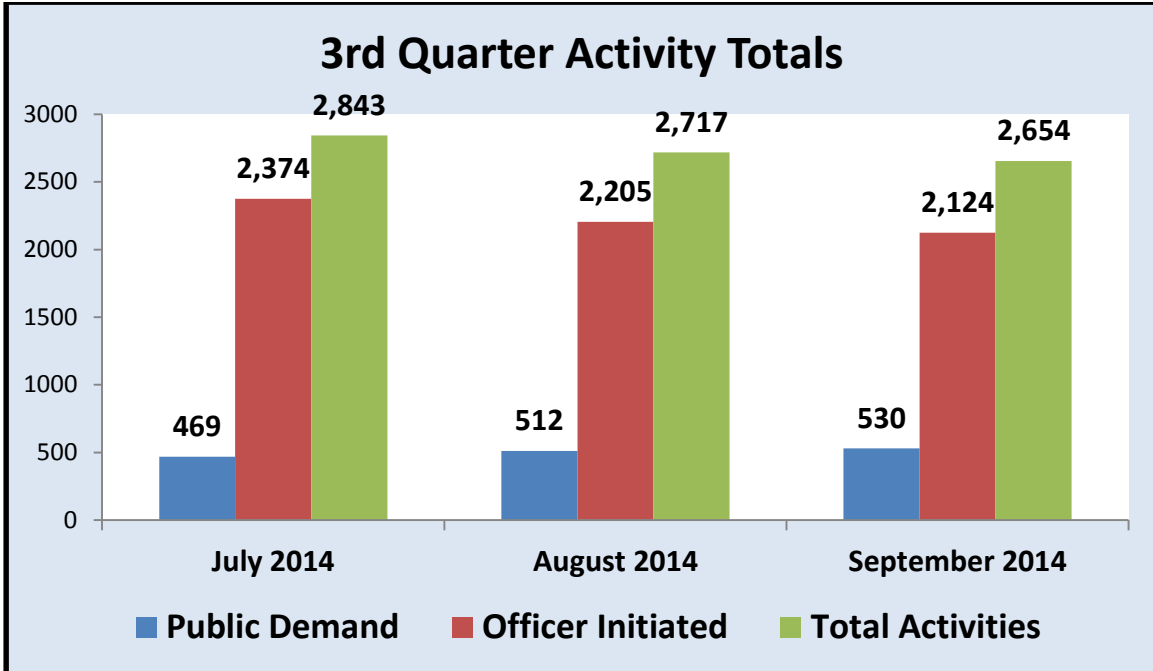
2014 UPDATE REPORT

3rd Quarter: *July-August-September*

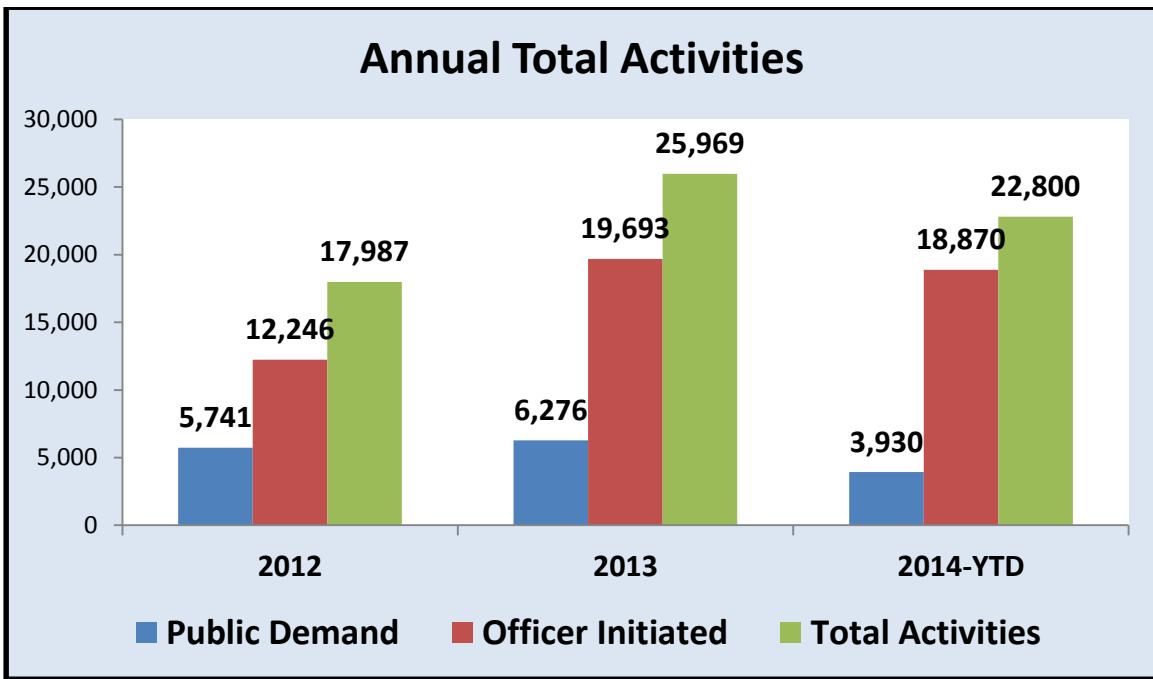


2014 Patrol Calls For Service & Activities

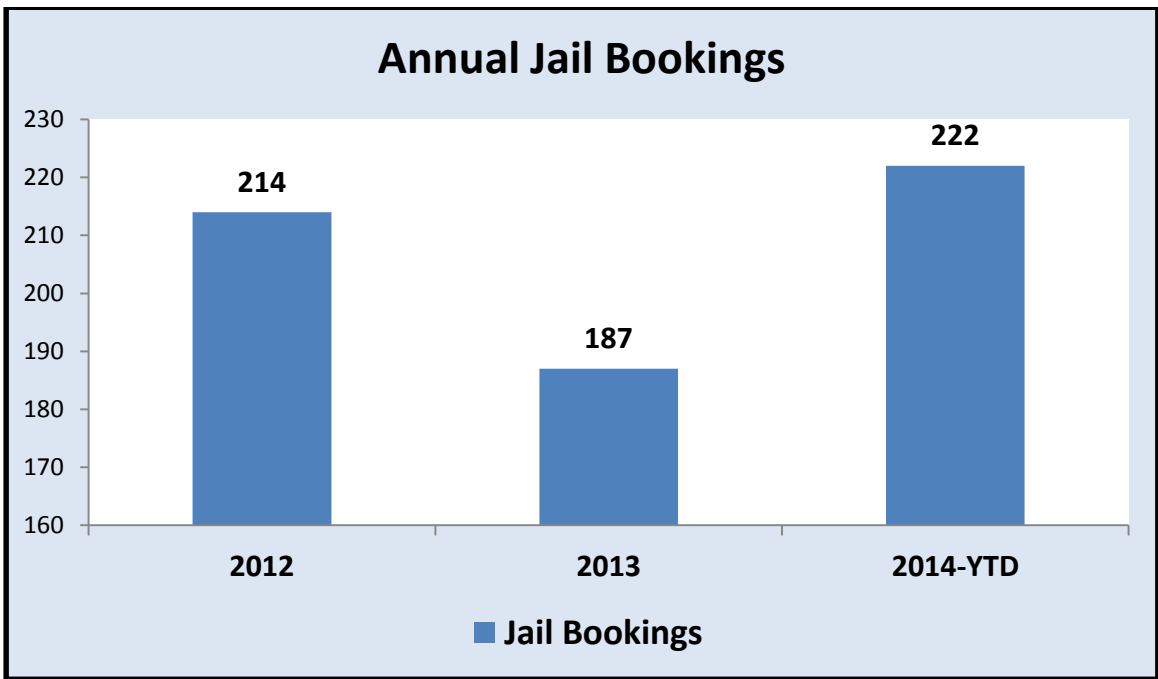
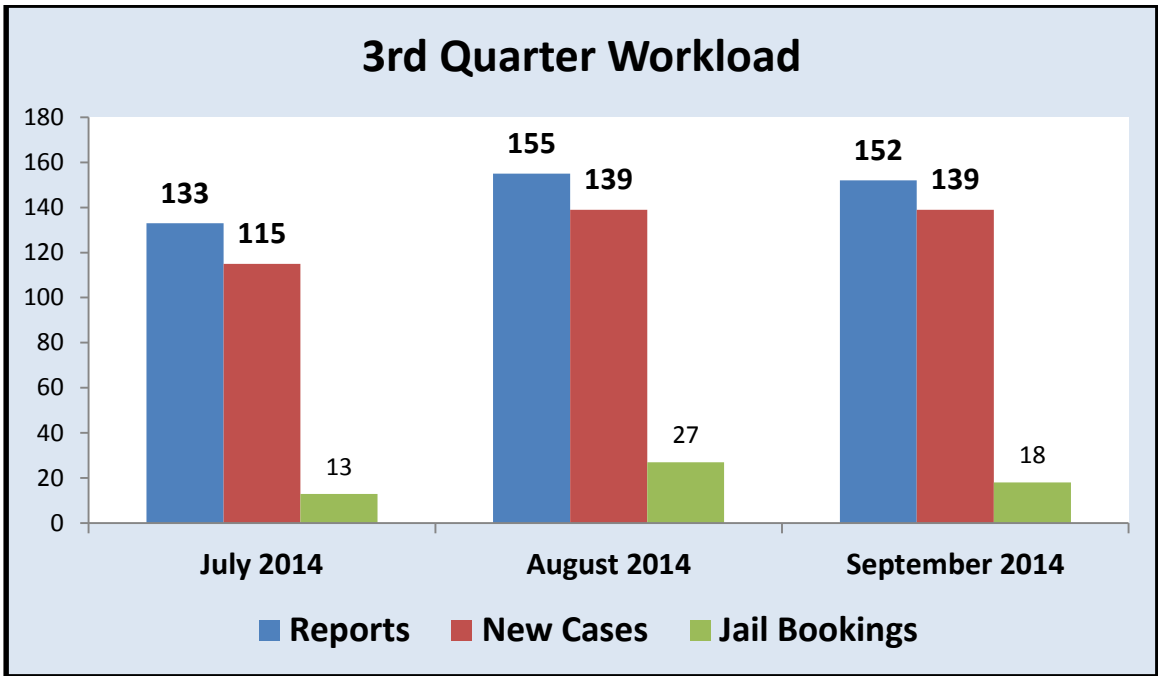
Activity Highlights	2013 Totals	Q1	Q2	Q3	Q4	2014 Totals
Premise checks for security	2,409	839	902	879		
Assistance provided to public	1,848	591	600	685		
Suspicious Vehicles	668	149	154	187		
Subject Stops/contacts	360	44	91	93		
Suspicious Circumstances	311	70	75	91		
Animal Complaints	239	42	51	70		
Alarms	203	54	49	62		
Juvenile Problems	348	64	90	84		
Thefts	323	73	78	86		
Suspicious Persons	171	27	29	54		
Welfare Checks-People	229	48	62	74		
Harassment	146	53	36	35		
Noise Complaints	164	24	43	56		
Incomplete 911 calls	96	41	26	19		
Warrant Service	98	23	18	29		
Fraud	95	16	54	22		
Domestic Disturbance	148	23	32	40		
Criminal Mischief	197	33	43	36		
Drug Complaints	67	16	28	12		
Burglaries	50	8	9	14		
Suicide Threats	22	4	6	9		
Suicide Attempts	4	4	3	1		
Mental Intervention	15	1	3	3		
Patrol Case Follow-Up	1,964	740	608	597		
Robberies	6	0	1	1		
Assaults	29	3	9	2		
Disturbances	139	26	33	50		
Assist Fire/Other PD	251	62	50	54		
Sex Offenses	12	4	3	3		
Missing Persons	13	2	8	4		
Arson	1	1	2	3		



Source PSWeb2

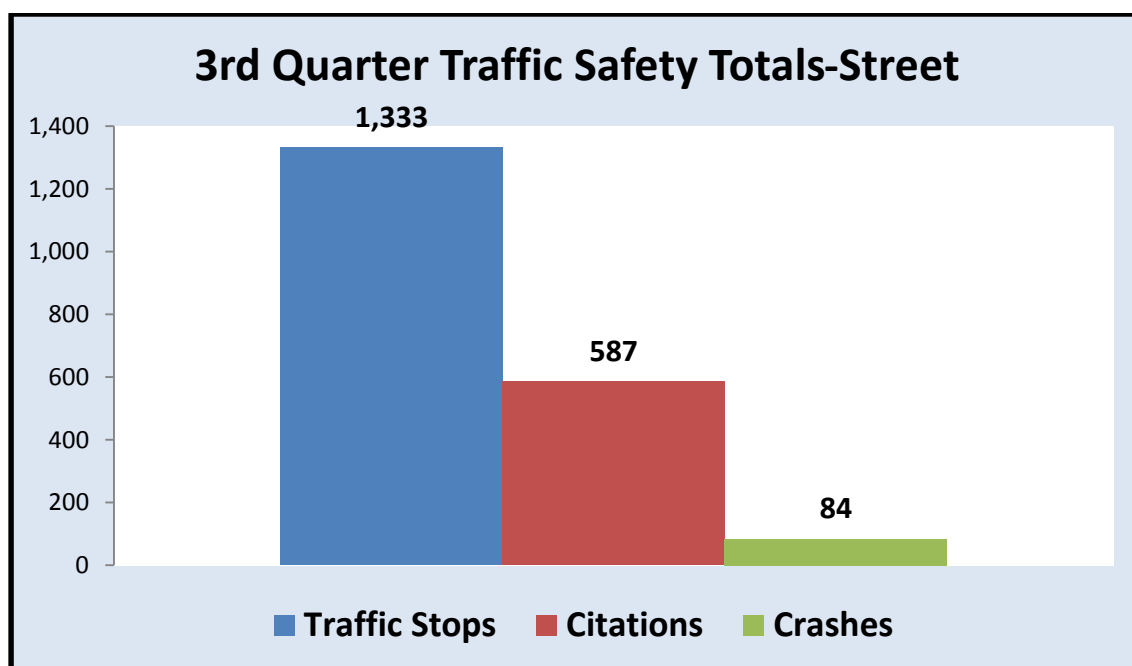


Source PSWeb2

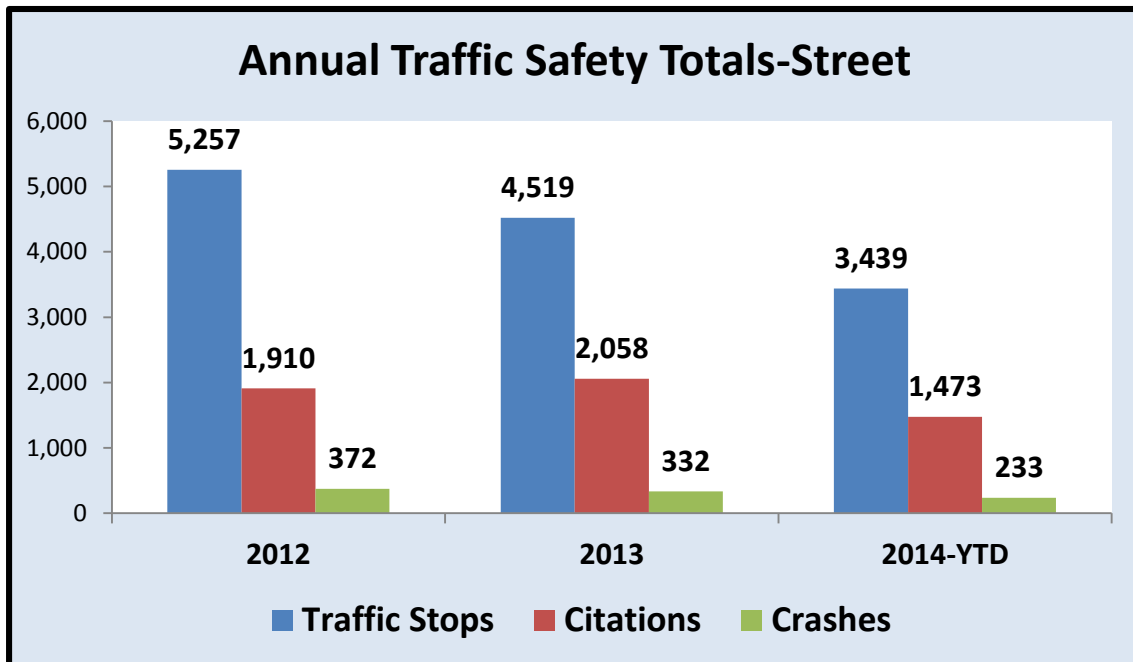


2014 Traffic Safety

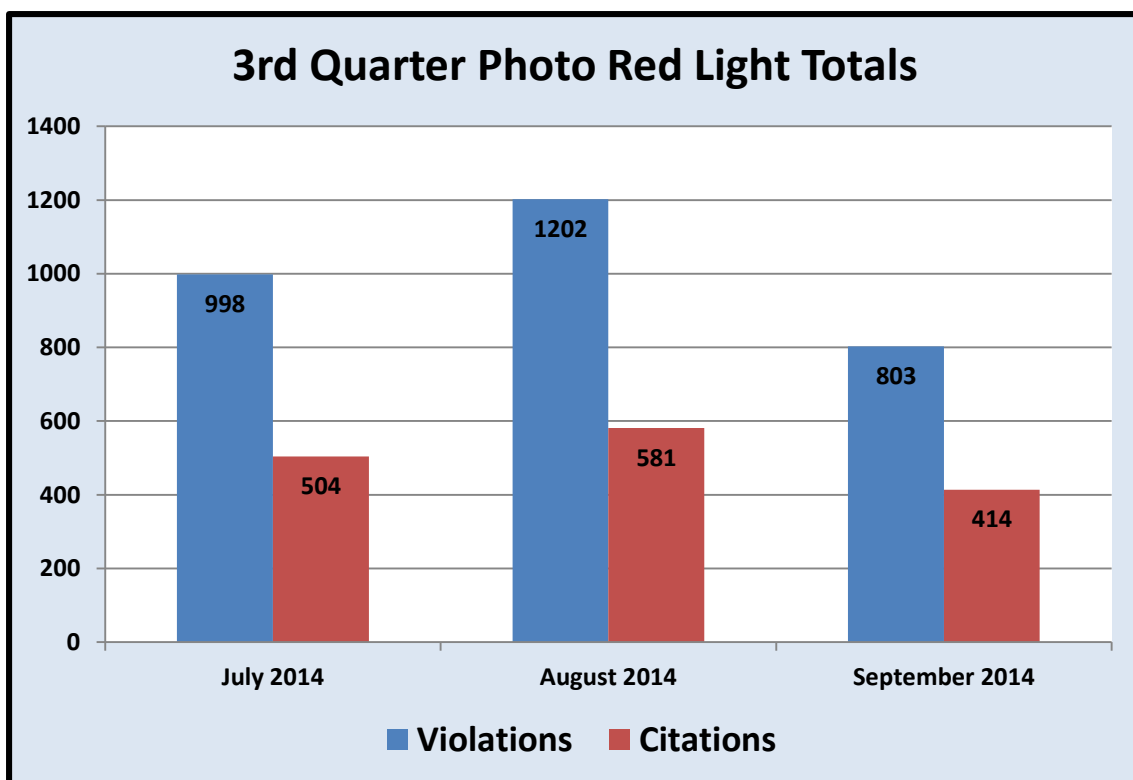
Traffic Safety Call/Activity	2013 Totals	Q1	Q2	Q3	Q4	2014 Totals
Traffic Crashes	332	64	85	84		
Traffic Stops-Street	4,519	810	1296	1333		
Citations-Street	2,058	325	561	587		
PRL Violations	8,091	2,510	2691	3003		
PRL Citations	4,475	1,358	1397	1499		
Extra Patrols	6,808	1,979	2117	2359		
Parking/City Ordinance Complaints	323	105	140	167		
Motorist Assists	210	60	45	63		
Hazards	213	68	43	46		
Att. to Locate Driver (DUI-Reckless)	369	106	102	147		
Driving Under the Influence	102	11	20	26		
Traffic Complaints & Directed Patrols	1,860	816	835	860		

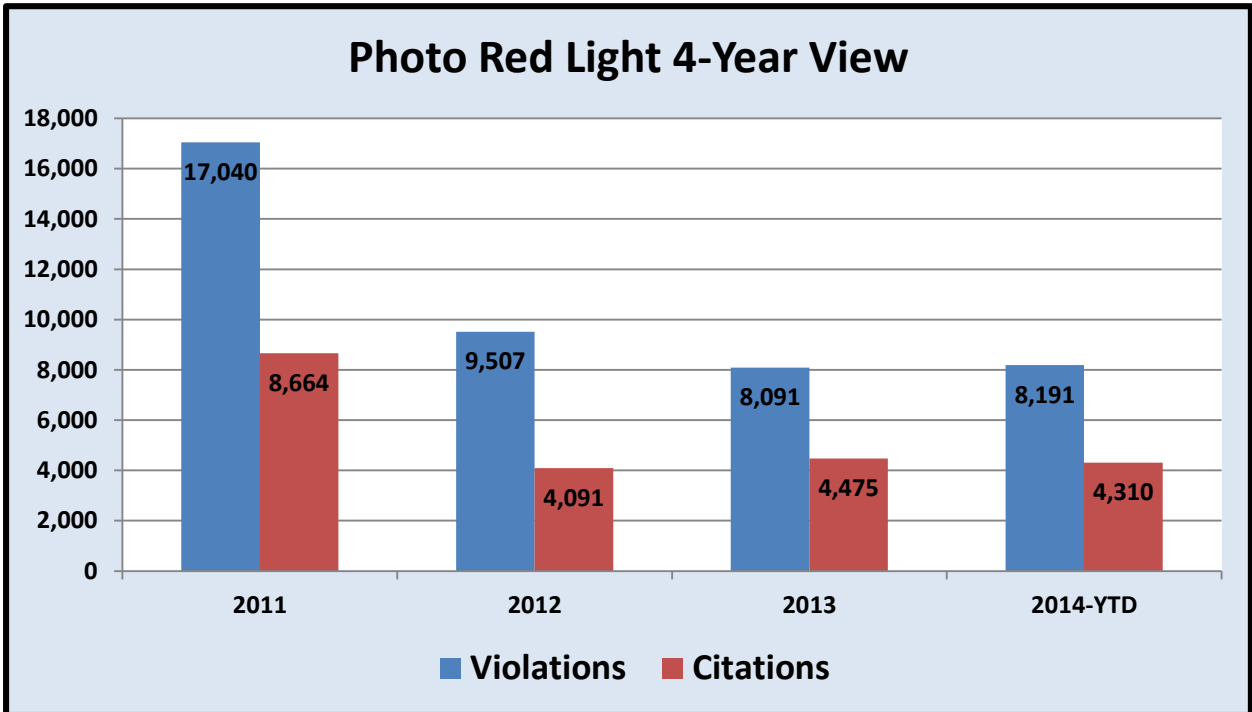
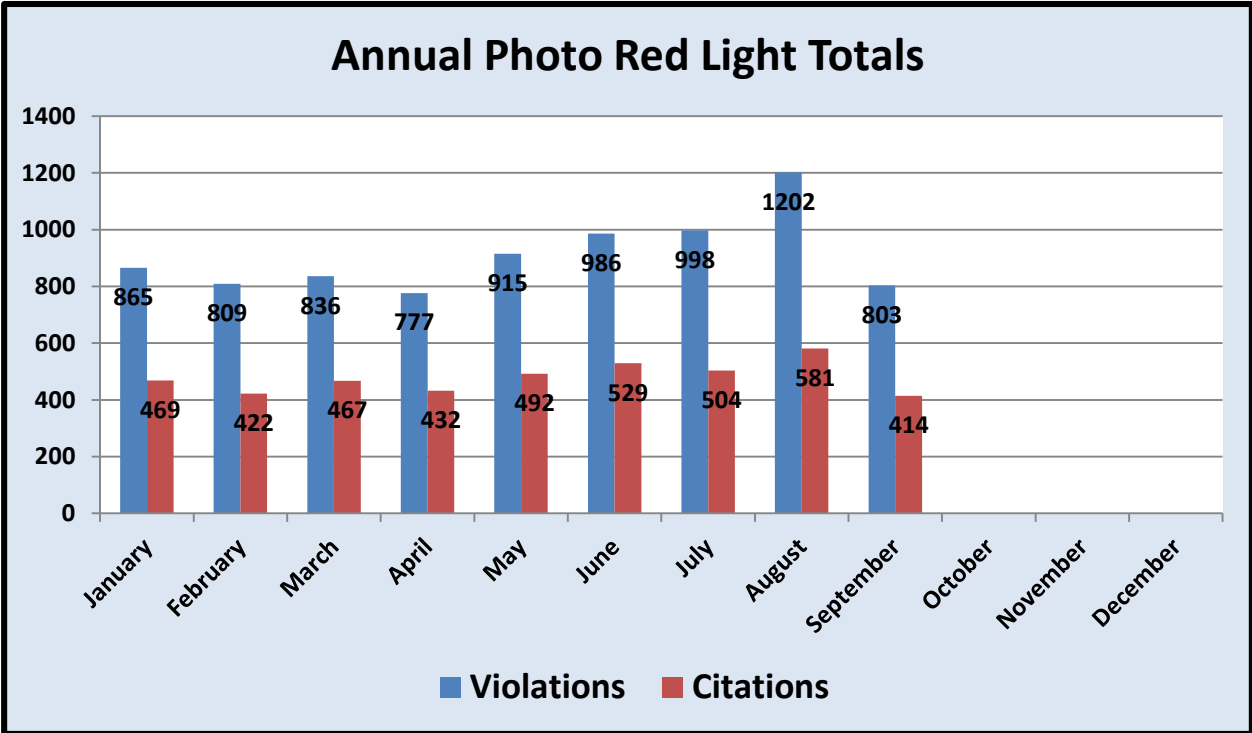


**This includes actions taken by patrol officers on the street*

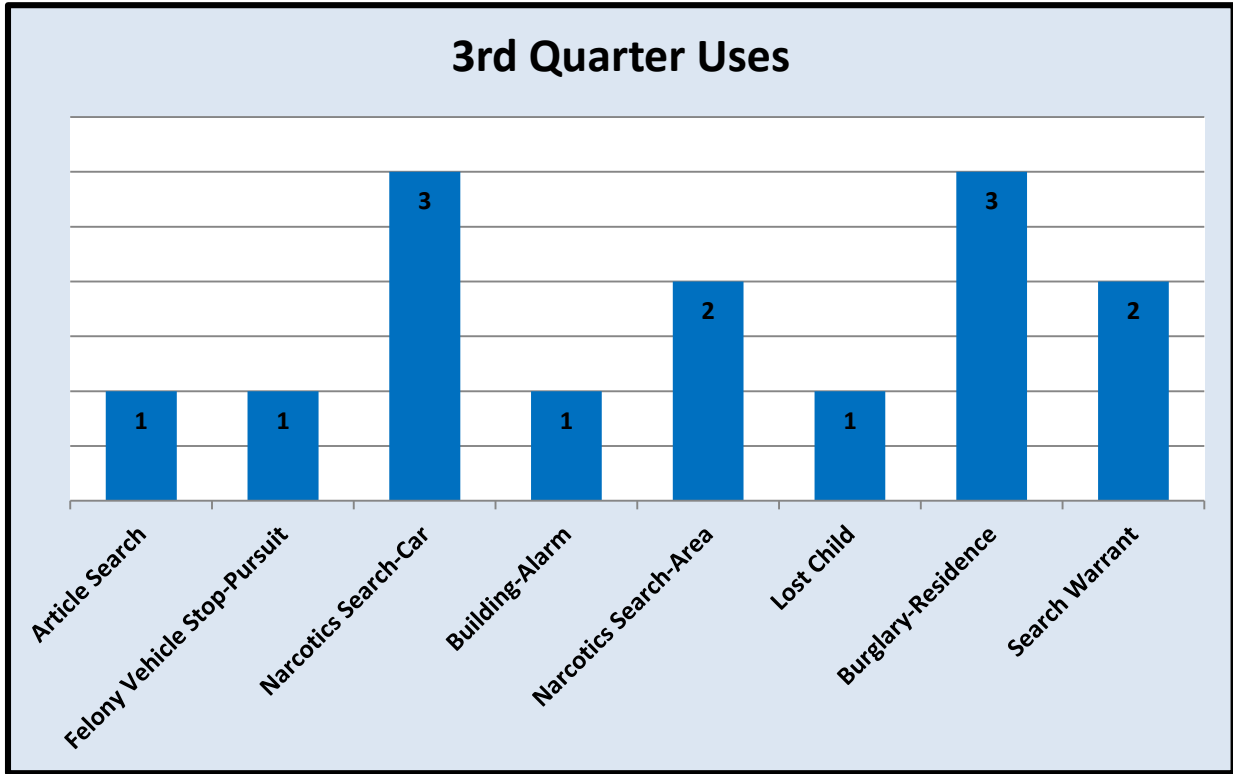


**Above does not include photo red light*

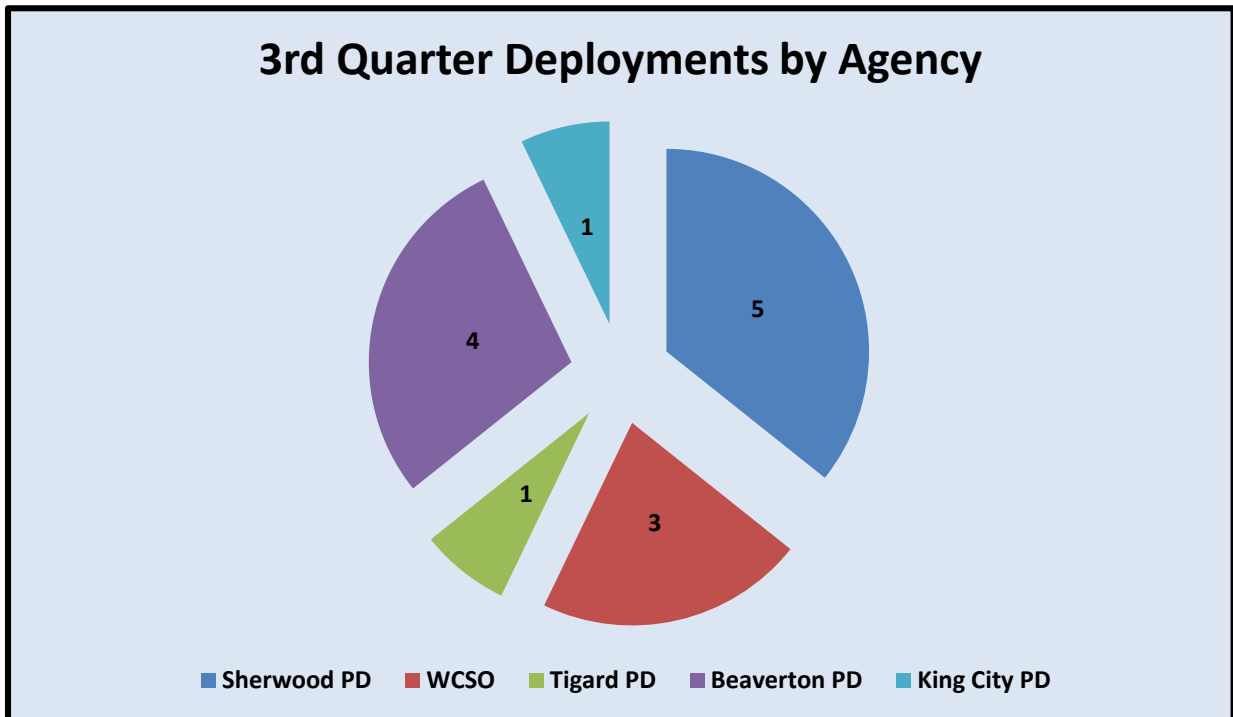




K-9 Update



**K-9 Team was unavailable in July*



**K-9 Team was unavailable in July*

Investigative Cases Worked Q3

- 6 sex abuse cases
- 6 child abuse cases
- 1 Domestic Violence case
- 1 Adult elderly abuse case
- 13 DHS reports of possible child abuse/threat of harm
- Attended 8 CARES evaluations
- Assisted on 1 Major Crimes Team investigation