



*Home of the Tualatin River National Wildlife Refuge*

# **CITY COUNCIL MEETING PACKET**

**FOR**

**Tuesday, February 3, 2015**

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

**5:30 pm Work Session-Council Vacancy Interviews**

**6:00 pm Work Session/Joint Session with Planning  
Commission**

**7:00 pm City Council Regular Meeting**



*Home of the Tualatin River National Wildlife Refuge*

**5:30 PM WORK SESSION-COUNCIL INTERVIEWS**

1. Interview of 2 New Applicants for Council Vacancy

**6:00 PM WORK SESSION WITH PLANNING COMMISSION**

1. Code Amendments
2. Marijuana Dispensaries

**REGULAR CITY COUNCIL MEETING**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PRESENTATIONS

A. State of the City Address (Mayor Clark)

5. APPROVAL OF AGENDA

6. CONSENT AGENDA

A. Approval of January 10, 2015 City Council Meeting Minutes

B. Approval of January 20, 2015 City Council Meeting Minutes

C. Resolution 2015-012 Appointing Council Liaisons to City and non-city commissions, boards and committees

7. CITIZEN COMMENTS

8. NEW BUSINESS

A. Resolution 2015-013 Authorizing the City Manager to enter into a professional services contract with DKS Associates for the Sherwood TSP Project Implementation Refinement (Bob Galati, City Engineer)

B. Resolution 2015-014 Renaming the former Machine Works Building site to Sherwood Center for the Arts (Kristen Switzer, Community Services Director)

**AGENDA**

**SHERWOOD CITY COUNCIL  
February 3, 2015**

**5:30 pm Work Session Council  
Interviews**

**6:00 pm Work Session/Joint Session  
with Planning Commission**

**7:00 pm City Council Regular  
Meeting**

**Sherwood City Hall  
22560 SW Pine Street  
Sherwood, OR 97140**

**C. Resolution 2015-015 Adopting rates and a fee schedule for the Sherwood Center for the Arts** (Kristen Switzer, Community Services Director)

**D. Council Appointment to Vacant Council Seat**

**9. PUBLIC HEARINGS**

**A. Ordinance 2015-002 Amending Chapter 8.12 of the Sherwood Municipal Code to adopt by reference the 2014 State Fire Code and adopting the 2014 Tualatin Valley Fire and Rescue Fire Prevention Code** (Scott McKie, Building Official) (*1<sup>st</sup> Reading*)

**10. CITY MANAGER REPORT**

**11. COUNCIL ANNOUNCEMENTS**

**12. 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](http://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](mailto:murphys@sherwoodoregon.gov)



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**City Council Work Session-Retreat**  
**Tualatin River National Wildlife Refuge**  
**19255 SW Pacific Hwy, Sherwood, Oregon**  
**January 10, 2015**

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Clark called the meeting to order at 9:02 am.
2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Council President Sally Robinson, Councilors Jennifer Kuiper, Dan King and Jennifer Harris. Councilor Linda Henderson arrived at 10:00 am.
3. **STAFF PRESENT:** Joseph Gall City Manager, Tom Pessemier Assistant City Manager, Julia Hajduk Community Development Director, Julie Blums Finance Director, Craig Sheldon Public Works Director, Kristen Switzer Community Services Director, Jeff Groth Police Chief, Brad Crawford IT Director, Colleen Resch Administrative Assistant and Sylvia Murphy City Recorder.
4. **MAYOR WELCOME AND REFUGE INTRODUCTION**

Mayor Clark welcomed everyone to the session and thanked the Refuge for the use of the facility.

Erin Holmes Refuge Manager provided an overview of the Federal facility and services provided. She provided the Council with a brief overview of the Refuge area including the Wapato Refuge. She briefly spoke of her concern with the Rock Quarry and impacts to the Refuge. She spoke of partnerships with the School District and workshops provided. She spoke of the importance of the relationship with the City of Sherwood and the importance of getting out into the community.

5. **BRIEF REVIEW OF CURRENT MISSION, VALUES AND CITY COUNCIL GOALS**

City Manager Joe Gall reviewed the current City Council Mission Statement, Goals and Values (see record, Exhibit A). He explained the meeting format with department leads providing a brief overview of their departments (see record, Exhibit B). He encouraged the new Councilors to meet with City department leads to gather City information in addition to the information provided today. He asked staff members to introduce themselves.

6. **DEPARTMENTAL OVERVIEWS**

Julia Hajduk, Community Development Director provided an overview of the Community Development Division and the departments within the division. She stated in the division there are about 15.5 full time

employees (FTE's). She informed the Council she has been with the City for almost 10 years and in her current position of Community Development Director for about 2 years.

Julia recapped the Building Department (page 1 of Exhibit B) and explained the number of staff in the department. She provided an overview of the department, its major functions and priority projects over the next six months. Questions from the Council followed regarding the building official and inspections, the timing of applications received and processing of applications. The Council asked regarding the collection of fees. Julia explained the fee collection process and the reporting that is required as collection of fees are also accepted for other agencies.

Julia recapped the Engineering Department (page 2 of Exhibit B) and explained the department does private development review and capital improvement projects. She recapped the department description, major department functions at a high level, and priority projects for the next six months. She stated the priority projects won't necessarily be finished within the next six months. Questions from the Council followed. City Manager Gall added that the Council can expect a work session to review developing a new SDC methodology.

Julia recapped the Planning Department (page 3 of Exhibit B). She recapped the department description, major functions and priority projects for the next six months. Questions from the Council followed. The Council asked about the Tannery Site and Julia explained the City received an EPA grant to conduct a site assessment. She said the property is currently owned by Washington County, which they obtained through a foreclosure. She said the City is interested in the property but needs to do a site assessment first and obtained the \$200,000 grant to do so. She said staff will be bringing more information to the Council in the near future. Questions followed regarding the Sherwood West Concept Plan and when their meetings will begin. Julia stated the City received 42 applications which will be reviewed by the planning commission chair, staff and the council liaison and said the process will begin soon. Discussion followed regarding elected officials attending the meetings to gather information but not necessarily speaking for the Council. Brief discussion followed regarding medical and recreational marijuana.

Police Chief Jeff Groth recapped the Police Department (page 4 of Exhibit B) and informed the Council he has been with the City for almost 7 year. He recapped the department description, major functions and priority projects for the next six months. Council questions followed regarding LEDS and Chief Groth explained the difference between LEDS and PPDS/RegJin. Brief Discussion followed.

Kristen Switzer Community Services Director recapped the Community Services Division and informed the Council she has been with the City for 13 years. She explained the various departments and City services that encompass her areas of responsibilities. She recapped the Sherwood Public Library (page 5 of Exhibit B). City Manager Gall informed the Council of a possible future Washington County library levy. Kristen explained major functions and priority projects for the library over the next six months.

Kristen spoke of the benefits of the Volunteer Program to the library. She explained the program has 32 library volunteers. Council asked questions about the volunteer program being for more than just the library and Kristen explained the program is available to other City departments and spoke of growing the program.

Kristen recapped the Sherwood Field House (page 6 of Exhibit B), the description for the Field House and its major functions and priority projects for the next six months. Questions from the Council followed. City Manager Gall spoke of the facility as being a business run by the City, and informed the Council the turf will need to be replaced in the future. Public Works Director Craig Sheldon added that the turf was used when it was installed.

Kristen recapped Recreation, Events and Volunteer Services (page 7 of Exhibit B). She briefly explained the description, major functions and priority projects for the next six months. Questions from the Council followed. She explained special events and the permitting process and the number of permits issued per year. Discussion followed and Chief Groth provided information regarding the number of events and police involvement in the coordination of events, the impacts of events in the City such as group runs as they grow in popularity.

Kristen recapped the Cultural Arts Community Center (page 8 of Exhibit B). She provided a brief description of the facility, its major functions and priority projects for the next six months. City Manager Gall spoke of the City's 4 million dollar investment and how these types of facilities don't make money. He informed them of the facility tours and encouraged the Council to attend a tour. Council discussion followed regarding live theater and the size of the lobby not being able to accommodate large groups unless early entry was allowed.

Tom Pessemier Assistant City Manager provided the Council with information on the retail space and said it was approximately 3000 square feet. He informed the Council of prior Council discussions of having renters that complement the facility and the facility activities. He said the City has contracted with Kidder Matthews to represent the City in the retail transactions. He said the City was working on a request for proposals and said it should go out around the first week in February and close around the first week in March. He said staff would be working on advertising during this time. He informed the Council he has had seven different inquiries for the retail space. He explained the total square footage of 3000 square feet can be divided into more than one space. He said the income from the retail space will go towards the operations of the facility.

Mayor Clark called for a recess at 10:25 am and reconvened at 10:40 am.

Craig Sheldon Public Works Director recapped Administration, Fleet/Equipment and Facilities (page 9 of Exhibit B). He informed the Council he has been with the City for 15 years. He recapped the department description, major functions and priority projects for the next six months. Craig explained the number of staff in this area includes a full time mechanic and a facility's maintenance person and a portion of his time.

City Manager Gall added that this area of public works is funded by multiple City funds.

Craig recapped the Parks Department (page 10 of Exhibit B) and said the number of staff in this area of the department has 5-6 FTE's and the remainder are part time seasonal workers. He recapped the description, major functions and priority projects for the next six months. Council questions followed regarding repairs to the water feature at Snyder Park, the drainage issues at the school ball fields, Stella Olsen Park play structure, the turf field at Snyder Park and replacement of. He stated the high school turf field will also need to be replaced and this would be coming up in 2017.

City Manager Gall stated Craig has a 10 year facility maintenance plan and encouraged the Council to get to know this information especially around budget preparation time, Craig clarified this was called the Asset Replacement Program.

Craig recapped Street Operations (page 11 of Exhibit B). He recapped the department description, major functions and priority projects for the next six months. Craig explained the Slurry Seal Program and PCI (Pavement Condition Index) and said the prior Council's goal was to maintain a PCI of 80 for City streets. Council questions followed.

Craig recapped Water Operations and Capital (page 12 of Exhibit B). He recapped the department description, major functions and priority projects for the next six months. Council questions followed regarding AMI and the number of meters already replaced. Craig stated about 1300 meters have been replaced and said there is about \$600,000 budgeted in this year's budget and we had \$300,000 in last year's budget. He said it will be a total of about \$1.3 million when the project is completed. Discussion followed regarding the program and the benefits of the program to detect leaks as well as other benefits to help structure rates. Craig explained an upcoming project to update the Water Master Plan, Council questions followed. Brief discussion followed regarding when the last water rate increase occurred. Craig explained the number of staff in this area.

Craig recapped Utility Billing (page 13 of Exhibit B). He recapped the department description, major functions and priority projects for the next six months. City Manager Gall informed the Council Hansen Software is the software that is used in this area.

Craig recapped Sanitary Operations (page 14 of Exhibit B). He recapped the department description, major functions and priority projects for the next six months. Council questions followed.

Craig recapped Storm Operations (page 15 of Exhibit B). He recapped the department description, major functions and priority projects for the next six months. Discussion followed regarding street sweeping services and hours of operations and it was suggested to have signage indicating sweeping hours. The Council asked for a future discussion to review services provided. Council questions followed regarding water quality facilities and ownership.

City Manager Gall informed the Council the next departments within Administration are more internal City services.

Sylvia Murphy, City Recorder recapped City Council/City Recorder Department (page 16 of Exhibit B). She recapped the number of staff in the department, the department description, major functions and priority projects for the next six months. She informed the Council she has been with the City for 14 years.

Tom Pessemier Assistant City Manager recapped Human Resources and Risk Management (page 17 of Exhibit B). He explained the number of staff in the HR department, and said his time is under the City Manager's area but he spends some time in HR. He provided an overview of the department description, major functions and priority projects for the next six months. Council questions followed.

Brad Crawford, IT Director recapped the Information Technology Department (page 18 of Exhibit B). He informed the Council he has been with the City for about 14 years. He provided an overview of the

department description, major functions and priority projects for the next six months for IT and Sherwood Broadband. Council questions followed and Brad explained upgrades to equipment, live streaming of Council meetings and funding for equipment partially provided by PEG fees. Brad explained PEG fees. Brad explained Broadband and said staff will be working on bringing information to the Council to consider revisions to the Broadband Business Plan. Discussion followed regarding Broadband, the number of service sites and the coverage areas. Brad stated the school district uses broadband almost exclusively. Questions were asked regarding the security levels at the City and Brad explained current security levels and future security opportunities.

Police Chief Groth added that the Police Department is heavily reliant on the IT Department and explained.

Council discussion continued regarding broadband and wireless services. City Manager Gall said the Council needs to know the history of Broadband and the future of the utility and stated the utility is now making money.

Julie Blums, Finance Director recapped the Finance and Municipal Court departments under the Administration Division (page 19 of Exhibit B). Julie informed the Council she has been with the City for about 9 years and explained the number of staff for each department. She provided an overview of the finance department description, explained the CAFR (Comprehensive Financial Annual Report) and the awards received by the City. Julie recapped major functions of Municipal Court and explained priority projects for the next six months. Julie explained the new financial software implementation and briefly explained the benefits of the new software. She explained budget training opportunities provided by the State and encouraged the Council to attend the free training.

The Council had a brief discussion regarding other training opportunities and services provided by the League of Oregon Cities (LOC), most are at a cost to the City.

Julie informed the Council that the IRS has been reviewing and evaluating local governments and performing audits and said staff has been working to ensure that policies are in place and the City is complying. She said she is also working on reformatting the budget document to make it more user friendly.

City Manager Gall spoke of having group trainings on City financials to help the Council better understand the budget. He encouraged the Council members to meet with Julie one on one or in groups. He reminded the Council to avoid gathering as a quorum.

City Manager Gall recapped the City Manager Department under the Administration Division (page 20 of Exhibit B). He explained the number of staff in the department. He stated he asked the senior managers to indicate their tenure at the City to show he inherited a very seasoned staff. He explained most of the projects on his priority list are in conjunction with other City departments. He recapped other major functions of his department. He briefly highlighted priority projects for the next six months and updated the Council on upcoming Comcast negotiations. He spoke of the transition to an in-house City attorney and said he will be working on this transition with the Council and spoke of the potential additional staff in the City attorney's office. He stated the Council may continue to have some attorney services on a contractual basis. Council discussion followed.

Tom Pessemier Assistant City Manager stated he has been with the City for 10 years and explained the 2.6 number of staff in the department and stated 40% of his time is in urban renewal. He explained his projects and responsibilities as the Assistant City Manager. He said he is working on the YMCA contract and staff will be coming back to the Council in the near future for direction. He spoke of his work on economic development and the work of the former SURPAC committee. Tom recapped other projects listed.

Finance Director Julie Blums explained the budget overview of the City's General Fund (page 21 of Exhibit B). She stated the City is where it should be at this time of the year and she has no concerns with the general fund or any other City fund. Julie explained supplemental budget and Council questions followed.

**7. BOARDS AND COMMISSIONS LIAISON ASSIGNMENTS**

Mayor Clark addressed the Council Liaison assignments to City Boards & Commissions and other organizations and regional partners, (see record, Exhibit C). She stated assignment decisions would not be made today and she wanted to capture the interest of the Council members for which groups they wanted to support as a liaison. She explained the role of the Council liaison. Council discussion followed and Council members expressed their interest in serving as a liaison to the various boards, commissions and groups.

The Council did not address agenda item 8 Review of City Charter (see record, Exhibit D) and Current City Council Rules (see record, Exhibit E) due to lack of time.

**8. ADJOURN**

Mayor Clark adjourned the meeting at 1:00 pm.

Submitted by:

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Sylvia Murphy, MMC, City Recorder

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Krisanna Clark, Mayor



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**January 20, 2015**

**EXECUTIVE SESSION**

1. **CALL TO ORDER:** Mayor Clark called the meeting to order at 5:50 pm.
2. **COUNCIL MEMBERS PRESENT:** Mayor Krisanna Clark, Council President Sally Robinson, Councilors Jennifer Kuiper, Jennifer Harris, Dan King and Linda Henderson.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, Finance Director Julie Blums and City Recorder Sylvia Murphy. City Attorney Chad Jacobs.
4. **TOPICS:**
  - A. Labor Negotiations Pursuant to ORS 192.660 (2)(d)
  - B. Exempt Public Records Pursuant to ORS 192.660 (2)(f) and Real Property Transactions Pursuant to ORS 192.660(2)(e)

5. **RECESS AND RECONVENE:**

Mayor Clark recessed the Executive Session at 7:00 pm to convene to a regular Council session. Mayor Clark reconvened the Executive Session at 9:08 pm to continue discussions on above topics.

6. **ADJOURN:**

Mayor Clark adjourned the Executive Session at 9:50 pm.

**REGULAR SESSION**

1. **CALL TO ORDER:** Mayor Clark called the meeting to order at 7:09 pm.
2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Council President Sally Robinson, Councilors Linda Henderson, Dan King, Jennifer Kuiper and Jennifer Harris.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Public Works Director Craig Sheldon, Community Development Director Julia Hajduk, Community Services Director Kristen Switzer, Finance Director Julie Blums, City Engineer Bob Galati, Court Administrator Lisa Layne, Municipal Judge Jack Morris, Police Captain Ty Hanlon, Community

Center Manager Maggie Chapin, Administrative Assistant Colleen Resch and City Recorder Sylvia Murphy. City Attorney Chad Jacobs.

Mayor Clark addressed the following agenda item and asked for a motion.

**4. APPROVAL OF AGENDA:**

**MOTION: FROM COUNCILOR KUIPER TO APPROVE THE AGENDA AS STATED, SECONDED BY COUNCIL PRESIDENT ROBINSON. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Clark addressed the next agenda item.

**5. CONSENT AGENDA:**

- A. Approval of December 30, 2014 City Council Meeting Minutes**
- B. Approval of January 6, 2015 City Council Meeting Minutes**
- C. Resolution 2015-002 Appointing Alan Pearson to the Planning Commission**
- D. Resolution 2015-003 Appointing the Budget Officer for Fiscal Year 2015-16**
- E. Resolution 2015-004 Extending the term of the franchise agreement between City of Sherwood and Comcast**
- F. Resolution 2015-005 Authorizing the City Manager to enter into a Bridge Memorandum of Understanding with Tualatin Valley Water District, City of Wilsonville, City of Beaverton, City of Hillsboro, City of Tigard and the City of Tualatin to create a Governance Agreement regarding the future of the Willamette River Water Treatment Plant and the Willamette Water Supply Program**
- G. Resolution 2015-006 Concluding the annual performance evaluation of the City Recorder for the City of Sherwood**

**MOTION: FROM COUNCIL PRESIDENT ROBINSON TO APPROVE THE CONSENT AGENDA, SECONDED BY COUNCILOR HARRIS. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Clark addressed the next item on the agenda.

**6. PRESENTATIONS**

**A. Annual City Audit Report**

Finance Director Julie Blums introduced Rob Moody with Talbot, Korvola and Warwick (TKW) and said he is the lead auditor.

Rob Moody came forward and presented the results of the financial statement audit for the year ending June 30, 2014. He discussed a letter addressed to the City Council (see Record, Exhibit A) and said this is the SAS 1-14, which is the required communication between the CPA firm and the those charged with governance for the City. He said the first page discusses the responsibilities of both parties and the new standards that the City implemented. He stated GASB Statement 65 was implemented by the City and it landscapes a couple of the statements and takes things that were previously reported as assets and liabilities and now reports them a deferred inflows and outflows of resources. He said the City also

implemented GASB Statement 66 that cleaned up language in the accounting standards. He stated the City implement GASB Statement 70 that has to do with nonexchange financial guarantees. He said there was no impact to the City as the City does not guarantee the debt of any other organizations nor does any organization guarantee any of the City's debt. He stated the City is keeping up with the standards.

He stated there was one audit adjustment that had to do with the proper reporting of some costs related to the City's participation in the water line with the City of Wilsonville. He said there are past adjustments that are small amounts that were noted during the audit and the City took the position that there was no need to post those adjustments as they didn't result in a material misstatement. He said TKW concurred.

He said page 3 of the letter discusses recently issued standards and said GASB Statement 68 will impact the financial statements for the fiscal year ending June 30, 2015. He said this is the pension standard and it will require that our share of the PERS unfunded liability be actuarially determined and it is going to be posted on the front of the financial statements. He said in the past this has been addressed in the notes and in the required supplementary information but it has never been a liability or an asset. He said with the implementation of this statement PERS will be a liability or an asset on the face of the financial statement. He stated this change will not affect our ability to issue debt and said the bond companies are aware of this and the only problem would be if the City didn't implement the standard. He said the standard is easy to implement and PERS will do all the work and provide the information. He referred to GASB Statement 69 and said it provides guidance for government combinations and split-offs and he does not expect that to impact Sherwood.

He commented on past adjustments and said that is a reallocation of the property tax receivable between the general fund and one of the other funds. He said it was all recorded in the general fund and technically should have been allocated out. He said another piece was some infrastructure development charges and said there was a timing difference between when they were recorded and there was no significant impact to the financial statements.

He referred to the letter addressed to City Management and the City Council (see Record, Exhibit B). He said when they audit they look at the internal control structure in order to plan and perform the audit. He said if they find something in that process that hits a certain threshold in terms of materiality or the opportunity that an error could occur or exist in the financial statements. He said it doesn't mean that anything did, it means that something could potentially and they are required to bring that to the attention of Management and City Council. He said to put together the financial statements for a City takes confidence and expertise and Julie Blums has done a nice job. He said it is a big job for one person and the process is set up for a couple of people in that one can put the financial statements together and another person to review the statements. He reminded the Council last year they recommended that the City try to find a way to get a review before the audit. He said there were thoughts in place and for whatever reason that didn't occur and they are repeating the recommendation this year. He said the financial statements are materially correct but there is an opportunity to strengthen the internal controls.

He commented on the financial statements and his report (see Record, Exhibit C) which discusses what an audit is and what an audit is not and the responsibilities. He referred to the second page of his report which states that the financial statements are fairly stated in all material respects. He stated it is a clean opinion and technically an unmodified opinion which is the highest level of assurance that they can give as independent CPA's. He said it means they did enough work to say there are no errors to cause this to be materially wrong. He noted there are a series of other lesser opinions with respect to related information. He referred to page 4 under *Management Discussion and Analysis* and said this is a

summary written in nonfinancial language for FY 2014 to 2015. He said it shows the financial highlights for the City and he encouraged the Council to read the summary.

He discussed the basic financial statements and said on page 17 there is an entry in the balance sheet titled *deferred inflows and resources* and said that relates to GASB Statement 65. He said this used to be reported as a liability and it is the offset to the receivable for property tax income that won't be received in the current year. He stated this is the proper reporting for those amounts and noted they were always there but buried in liability and now they are called out in a separate section. He said these are the City's financial statements prepared by staff based on information from the accounting records. He commented on working well with the City staff and working for the City and asked for any questions.

Councilor Kuiper thanked Julie Blums and Mr. Moody for the information.

Council President Robinson asked Mr. Moody what type of documents they reviewed from the City to accomplish this report.

Mr. Moody stated audits do sampling and testing and don't look at every transaction of the City. He said they do a risk assessment as part of the planning and take what they know about the operations of the City, what the significant transactions were, they read the minutes and look at legal expenses for risk areas. He said they then identify where the biggest risk of misstatement is. He stated then they get into procedures and provided examples. He referred to the Urban Renewal Agency audit and said he did not talk about the Urban Renewal Agency audit (see Record, Exhibit D: letter addressed to Board Members and Exhibit E: URA finance statements) because it is similar in structure and said they offered a clean opinion on the financial statements.

Council President Henderson asked Mr. Moody to quantify how many staff hours went into the audit as well as City staff hours.

Mr. Moody said TKW's hours were approximately 500. He said the City staff has hours of preparation and about 3 weeks of full time. He commented that City staff is very responsive.

Ms. Blums said they have used TKW for 4 years and before hiring them she was told they are tough but fair and she said that is true. She said they are available throughout the year and it is a good partnership.

Councilor Harris referred to the recommendation for a second set of eyes and asked if that would be an additional position or something for the Budget Committee.

Mr. Moody said there are several ways that can be accomplished. He said you can have someone on the staff with enough background and experience in governmental accounting to know what they are looking at. He said you could contract with another professional to do the review prior to audit. He said you could contract with another finance officer or finance professional.

City Manager Gall said hiring someone does not make sense and some of the alternatives such as partnering with other cities or hiring an outside professional are possible. He said they will address the recommendation and bring Council a recommendation and said it will have a budget impact. He stated there will be something in the next proposed budget.

Mayor Clark thanked Mr. Moody and Julie Blums and asked how the public can access the financial statements.

Julie Blums said the information is on the City website under the Finance Department.

Mayor Clark addressed the next item on the agenda.

## **B. Municipal Court Annual Update**

Court Administrator Lisa Layne and Judge Morris came forward. Lisa said she has been the Court Administrator for the past 20 years. She discussed the changes that have occurred over that period of time pertaining to growth and technology. She said they used to have court once a month at the Senior Center and now they have court every Friday in the City Hall Community Room starting at 9:00 am starting with arraignments and the trials start at 1:00 pm. She said eight years ago they were included in a pilot project under ODOT for electronic citations which has saved hundreds of hours. She said in November 2010 they started the photo red light enforcement and online payments. She said they have found ways to streamline the court process and become more efficient.

Judge Morris said he has been the Municipal Court Judge for 19 years. He echoed Ms. Layne's comments about change and growth in Sherwood. He said they are a limited Court and don't do crimes and do primarily traffic violations and City code violations. He stated the court is busy but efficient and customers are fairly satisfied. He commented on treating people fairly and with courtesy and they want to see others being treated fairly as well. He invited everyone to come to Court and observe.

Council President Robinson asked how many trials they have in the afternoon. Judge Morris said typically about 10 to 15. She asked if any trials get set over to another date. Judge Morris said that is rare.

Councilor Kuiper asked Judge Morris if he presides over other City courts. Judge Morris said he is also the Judge in Tualatin. Councilor Kuiper asked how many City staff are involved in the court. Judge Morris said between 3 and 4.

Julie Blum said there are 3 court staff and Lisa is the Administrator and there are 2 court clerks.

Councilor Henderson asked if he has addressed the City Council in Tualatin. Judge Morris said not yet.

Mayor Clark complimented Judge Morris on being fair and respectful. Judge Morris said the staff has a lot to do with that.

Mayor Clark addressed the next item on the agenda.

## **7. CITIZEN COMMENTS**

R.J. Claus, Sherwood resident came forward and commented on civil right violations and undue influence. He said a group reported to him that he would be prosecuted and they would be witness for his heinous crimes of continuing to operate their property the way they have for 30 years. He commented on prosecutorial discretion that he will file a bar complaint over. He said Mr. Gall runs the staff and prior to Keith Mays if a Councilor was caught talking to his employees they could be asked to resign by the employer is they felt threatened. He said to Council if you are going to be unpaid and there you are the

policy setters and you don't implement the day to day operations because 50% of the cost of the project can be manipulated by staff. He referred to bankrupting people and gave examples. He said somebody is saying the code is going to be enforced against them. He commented on the Oregon Constitution which states you do not use undue influence to have a law enforced one way then another. He referred to the Council Rules that do not address undue influence. He said Mr. Gall knows what due process means and he will enforce it. He said when he is told and threatened he will go to the Secretary of State and write a letter and will ask for a formal investigation of undue influence. He stated it has been ignored and he can trace it to certain staff. He said the reason you do not allow people onto construction sites is because that is where theft starts. He referred to opening up parking and theft occurring. He said two staffers were involved with that to swing an election. He asked the Council to do something about it. He said the FBI said it may be a civil rights violation.

Bruce Toien, Sherwood resident approached the Council and said the Tualatin Natural Wildlife Refuge is one of only 10 urban wildlife refuges in the US and brings 10,000 visitors every year for recreation and education. He stated the refuge and adjacent wetlands offers an irreplaceable biological resource which is a legacy to future generations. He commented on the private interest, Tonquin Holding, and said they have applied for a permit to quarry adjacent wetlands to a depth of 250 feet. He said the consequent disruption of a nature hydrology would cause irreparable damage to the wetland and the wildlife that are dependent on them. He urged the Council to write a letter to the Army Corps of Engineers and the Oregon Department of State Lands to enact provisions of the Federal Clean Water Act to protect the refuge and the adjacent wetlands. He said quick financial gain for a private few does not warrant irreversible damage or even destruction of a biological treasure that belongs to all of us and generations to come.

Russell Griffin, Sherwood resident came forward and commented on the January 13, 2015 Planning Commission meeting. He said he is a Planning Commissioner and last Sunday he received the City Manager's weekly update and said it stated that a special Council meeting had been scheduled for January 13, 2015 and the topics were listed. He said on January 13, 2015 he checked the City website and looked at the Public Notice of the meeting and said there was no agenda. He asked the City Recorder for a copy of the agenda and was informed that there was no agenda. He stated the City Manager Gall sent him a list of the topics to be discussed. He said that was all the contact he had with that particular meeting. He said at the January 13 Planning Commission meeting the Council liaison, Council President Robinson, stated that although it was not official she volunteered to be the Council liaison to the planning commission. He said Council President Robinson stated that the City Council was planning to have a meeting that evening to continue working moving forward in their progress, but Councilor Henderson and Mr. Griffin had objected. He said in those remarks she inferred that in some way he had objected to this special meeting and his objection was responsible for getting the meeting cancelled. He said that is false and in his email with the City Recorder and the City Manager he never mentioned he had a concern in the way the meeting was noticed and he never expressed an objection about the meeting being held. He said there are copies of the emails and this was an untruth spoken at a public meeting. He commented that Councilor Robinson could have addressed this prior to the public meeting and he could have explained to her that he had no idea what she was talking about and the incident could have been avoided. He said the City Council liaison to the Planning Commission provides a great resource and commented on the relationship and trust between the two groups. He said the relationship has been damaged by Council President Robinson coming to the first meeting of the year as a liaison and former Planning Commissioner and throwing him under the bus for something he didn't do and had no knowledge of. He asked what happened to moving in a positive direction and working

together. He said it is in these first interactions that we need to set the tone the City is going to take for this new year and said we can do a better job from this point forward.

Kim Young, Sherwood resident approached the Council and thanked the staff for cancelling the work session that had been scheduled for January 13. She stated that she was the citizen that had inquired about the meeting having no agenda posted. She said on Monday afternoon she noticed the Public Notice for the work session did not list any agenda items. She said she is aware of the ORS regarding public meeting laws and the agenda items need to be posted with the notice. She reviewed the ORS and the Council Agenda for past meetings and the agenda items were always posted with the notice. She said she reached out to Councilor Henderson to see if this was common practice of the Council and asked if there was some law that she wasn't aware of and forwarded Councilor Henderson the ORS for her to review. She said on Tuesday she inquired with the City Recorder and was assured that they were looking into the issue and getting legal opinion and noted that the meeting would most likely be cancelled and rescheduled. She said Councilor Henderson also inquired with the City Recorder and said she appreciates Councilor Henderson for listening to the concerns of the City. She said this entire inquiry was due to her, a citizen who felt the Council should follow the public meeting laws. She said the citizens of Sherwood deserve to know the agenda items and it is unfortunate that during the Planning Commission meeting on January 13 Councilor Robinson blamed Councilor Henderson and Russell Griffin for objecting to the work session. She commented that for Councilor Robinson to publically accuse them of objecting to the work session and the accusations were not based on fact. She said she was the citizen that made the inquiry and she assumes the Council wants to follow meeting laws and said there was nothing malicious about her inquiry and she just wanted to hold the public body accountable for following the laws. She apologized if the cancelled meeting was an inconvenience but said it was better than breaking the law. She said so far the new Council has not shown an interest to move forward positively and provided examples such as threatening to have Councilor Henderson physically removed by the Police Chief if she didn't sit where Councilor Clark wanted her to, the public blasting of Councilor Henderson during the Council President selection process and the weekend retreat with Mayor elect and three new Councilors days before they were sworn in and an applicant running for a Council position in March. She said these all bring concern and they are not evidence of a Council that wants to move forward positively but gives off an appearance of hostility and non-transparency. She asked the Council to find a way to move forward in a positive direction. She said the citizens deserve to have a well-functioning Council.

Mayor Clark addressed the next item on the agenda.

## 8. NEW BUSINESS

### A. Resolution 2015-007 Authorizing the City Manager to enter into a professional services contract with Murray Smith and Associates, Inc. (MSA) for the Sanitary Sewer system Master Plan Update Project

City Engineer Bob Galati presented the staff report and said there is an existing Sanitary Sewer System Master Plan that was adopted in 2007 and typically, utility master plans are updated every 7 years. He said the update would provide a current model of the system and work with it to develop a 5 year CIP. He commented on the process and said it was an open public bidding process. He said the City received two proposals and formed a selection committee to review the proposals and to score and rank them and based on those numbers Murray Smith and Associates was recommended. He stated the contract amount is for \$121,900 and the funding will be coming from the City's sanitary sewer SDCs. He said this

amount has been budgeted and they are requesting a 5% contingency cost of \$6,095 for a total not to exceed contract amount of \$127,995.

Mayor Clark asked Mr. Galati where the RFP is published.

Mr. Galati said they published on the City website and in the Daily Journal of Commerce on two dates. He said they published on September 3 and 5 with a submittal date requirement of October 8, 2014. He stated that date was extended through an amendment to October 14, 2014 because of timing issues.

City Manager Gall asked Mr. Galati to explain why they publish in the Daily Journal of Commerce (DJC).

Mr. Galati stated the DJC is geared toward construction activity and engineering. He said the governments use this as the primary place to advertise requests for proposals (RFP). He said it is generally a trade publication.

Councilor Robinson said she has seen requests for proposals on the City website news and asked if it is somewhere else on the website.

Mr. Galati responded that each project has a page on the website that includes a complete history of all of the documentation.

With no further questions Mayor Clark asked for a motion.

**MOTION: FROM COUNCILOR KUIPER TO ADOPT RESOLUTION 2015-007, SECONDED BY COUNCILOR HARRIS. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Clark addressed the next item on the agenda.

**B. Resolution 2015-008 Authorizing the City Manager to enter into a professional services contract with Murray Smith and Associates, Inc. (MSA) for the Stormwater Master Plan Update Project (Bob Galati, City Engineer)**

Mr. Galati presented the staff report and said the existing Stormwater Master Plan was adopted in 2007 and the information is getting old and needs to be updated. He said this helps with the Capital Improvement Plan (CIP) process and budgeting for projects. He commented on the bidding process and said it was the same as the previously discussed resolution but they only received one proposal from Murray Smith and Associates (MSA). He stated that did not automatically give them the contract. He said the selection committee did the scoring and the ranking process. He said out of that documented process the staff is recommending the Council approve the resolution. He said the contract budget is \$113,500 with a 5% contingency of \$5,675 with a total not-to-exceed contract amount of \$119,175.

Councilor King asked why the City did not receive more proposals.

Mr. Galati said the process is open to any engineering firm. He noted there are cases where an area becomes saturated with one company. He said that does not mean that they are automatically awarded the contract and said they hold the contractor to a high standard.

Councilor Kuiper commented that engineering firms have to evaluate how much time and money it will take to put together a proposal based on the percentage of the chance that they will get the project. She referred to language that the stormwater basins will be defined within the UGB and said they will be looking within the UGB and Urban Reserves and maybe the Tonquin Employment Area and all the other land that is around and said she is concerned about basin wide. She said if they stop their hydraulic analysis within the boundaries of the City or within the UGB then what would they do about considering what is going on outside of those areas and she asked if they are going to be looking at that.

Mr. Galati said it will not be taken out of context and said it is the same situation with the sanitary system because we don't have a waste water treatment plant and it is done by Clean Water Services. He said the master plan update has to coordinate with the master plans for the Clean Water Services. He said part of the work will be coordinating the model for the sanitary and the stormwater because the County is also trying to do basin wide analysis. He said they will do the local and it will meld with what they are doing in the basin and there will be close coordination to take into account the drainage patterns from the basin and it will be done concurrently. He said the County has been doing their analysis and the City will not be far behind and can use some of their data to model the data we will be using internally within the UGB area that we define for the project.

Council President Robinson asked if the City has used this entity before and how was the experience.

Mr. Galati said the City used MSA on the downtown street scapes project and the project came in on time and under budget. He said it was managed well and the City held them to a high level of quality.

Community Development Director Julia Hajduk commented that MSA also did the last Sanitary and Stormwater Sewer Master Plans.

Councilor Kuiper commented on language referring to the current comprehensive plan and said the comprehensive plan is fairly old and asked Ms. Hajduk to explain.

Ms. Hajduk said the comprehensive plan is old and said that is referring to the zoning and is based on the capacity within the commercial, residential and industrial areas.

With no further questions, Mayor Clark asked for a motion.

**MOTION: FROM COUNCILOR KUIPER TO ADOPT RESOLUTION 2015-008, SECONDED BY COUNCILOR KING. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Clark addressed the next item on the agenda.

**C. Resolution 2015-009 Authorizing the City Manager to enter into a professional services contract with Harper Houf Peterson Righellis Inc. (HHPR) for the Woodhaven Park Phase 2 Design Project**

Mr. Galati presented the staff report and said this project is an advancement of an existing concept plan that was developed several years ago by the Parks Board to a construction ready document. He said this includes a process of public outreach. He said they used the same RFP process and they received 11 proposals. He stated the selection committee reviewed, scored and ranked each of the proposals and they had decided to interview the two top companies. He said after the interviews, the committee selected

HPR. He said the project will be funded through Parks SDCs and has been budgeted. He said the negotiated cost is \$108,593 with a 5% contingency of \$5430 for a not-to-exceed budget amount of \$117,023.

Councilor King said he is glad to see the project moving forward.

Mayor Clark agreed and said this is long overdue.

Councilor King commented on the original concept plan and asked if it would be redesigned.

Mr. Galati said the general design is solid and a good base. He said there may be changes and they will get input.

Councilor King asked for a timeframe.

Mr. Galati said it may take until September or October to complete the process and then they will do a request for proposal for construction for next year.

Councilor Kuiper said she was on the Parks and Recreation Board 10 years ago when they were going through the design process and commented on the number of meetings with the public.

With no further questions, Mayor Clark asked for a motion.

**MOTION: FROM COUNCILOR KING TO ADOPT RESOLUTION 2015-009, SECONDED BY MAYOR CLARK. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Clark addressed the next item on the agenda.

**D. Resolution 2015-010 Directing the City Manager to begin a process to transition City Attorney services to employees of the City Attorney's office, create job descriptions and review budgetary requirements**

Mr. Gall presented the staff report and reminded the Council that the City has contracted with the law firm of Berry, Elsner and Hammond (BEH) since March 25, 2003. He said the City Attorney is one of the four positions appointed by the City Council. He stated the City Manager, City Attorney, City Recorder and Municipal Judge all serve at the pleasure of the City Council. He said a clarification in the Charter was approved by the voters that the City Attorney could either be a law firm or an internal employee of the City. He said there has been clear direction from the Council to move to an internal model. He stated this resolution begins that transition. He said he included examples of the model that cities in the region use and said when cities reach a population near 20,000 more of them have used the internal model. He said Wilsonville, Tualatin and Newberg all use the internal model. He said this is the first step in the process and it will be a fairly quick transition. He said the City will continue to use BEH until a new City Attorney is appointed. He said a job description needs to be created for the City Attorney and said that the neighboring cities with City Attorneys also have a paralegal or legal assistant. He said the goal is to appoint prior to next year's budget and there will have to be a supplemental budget.

Mayor Clark said she has been an advocate for this and said having a City Attorney would be a good resource and said it is long overdue.

Councilor Harris asked about the cost benefit.

Mr. Gall said when the staff determines a salary range they will present the Council with the analysis. He said he does not vision this as a cost savings for the City. He commented on the improved quality of having a City Attorney as part of the immediate team. He noted that the City may still seek outside counsel for specific expertise. He said they will track the costs and it will be easier because there will be a City Attorney Department within the budget.

Mayor Clark said the cost varies based on the issues the City is faced with and risk management is a piece of that.

Mr. Gall said there are advantages and disadvantages to each model. He said Sherwood is getting to a size and complexity that having an internal model make sense.

Councilor Kuiper stated that are intangibles that you can't put a price on.

Mr. Gall said he has notified Paul Elsner with BEH and said while Mr. Elsner was disappointed he understands that the internal model works and he appreciated the advanced notice.

With no further questions Mayor Clark asked for a motion.

**MOTION: FROM COUNCILOR HARRIS TO ADOPT RESOLUTION 2015-010, SECONDED BY MAYOR CLARK. MOTIO PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Clark addressed the next item on the agenda.

#### **E. Resolution 2015-011 Adopting City Council Rules**

City Manager Gall reminded Council that in the May 2014 election one of the Charter changes approved by the voters requires the Council to adopt the Council Rules in January after a general election. He noted the new Council has not had the opportunity to review the current rules and propose amendments but with the new Charter requirement he recommended that the Council adopt the Council Rules that have been in place since 2007 and were slightly amended in 2014. He said this would meet the Charter requirement and said after the March and May 2015 elections the Council can review the Council Rules.

Councilor Kuiper said she agrees with the need to meet the Charter requirement and asked to go through the Council Rules in June when the full Council is seated. She said she has reviewed them and said some of the rules need clarification.

With no further questions Mayor Clark asked for a motion.

**MOTION: FROM COUNCIL PRESIDENT ROBINSON TO ADOPT RESOLUTION 2015-011, SECONDED BY COUNCILOR HARRIS. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Clark addressed the next item on the agenda.

## 9. CITY MANAGER REPORT

Mr. Gall reminded the Council and the public that tomorrow is the deadline for applications for the Council vacancy appointment and the City has received one application at this time.

Councilor Harris asked if the applicants that applied previously need to reapply.

Mr. Gall said that is a question for the Council.

Councilor Harris said they may be assuming that they don't have to reapply especially if they interviewed.

Mayor Clark said it is our process to hold applications for open positions and should another opening come up they are considered. She said that is the normal process and asked the Council for direction.

Councilor Kuiper said former applicants should be contact to identify if they are still interested.

Mayor Clark asked the Council if an applicant has previously submitted an application they just need to indicate if they are still interested in serving. No Council objections were received.

Mr. Gall agreed to contact former applicants and stated the deadline is at 5:00 pm tomorrow.

Councilor Kuiper asked what is the next step in the process to appoint.

Mr. Gall said that is a Council decision.

Mayor Clark said the interviews have been performed and the next step is to review the applications at the next meeting.

Councilor King asked about reviewing the interviews.

Mayor Clark said the interviews are on the City website.

Councilor Henderson asked if the one applicant was interviewed.

Mr. Gall said yes and she applied again.

Mayor Clark addressed the next item on the agenda.

## 10. COUNCIL COMMENTS

Mayor Clark reminded the Council of the work session following tonight's meeting and asked the Council to keep their comments brief.

Councilor Harris thanked everyone for coming.

Council President Robinson thanked everyone for coming and said there were two submitted written comments regarding matters that were discussed tonight and she appreciates those comments. She

stated the Council does get forwarded those comments and she wanted to let the public know that the Council does consider written comments that are submitted in advance.

Councilor Henderson announced that the new Cultural Arts Center will have an open house on February 28. She said the first production in the building will be a VPA production of "Mary Poppins" which will be performed March 5-7 and March 12-14. She said on March 20 there is a fundraiser at the High School for two students who have been invited to attend a People to People summer trip to the Galapagos Islands and Ecuador and said Tom Grant will be performing at the fundraiser. She said the SFA will be hosting the 2<sup>nd</sup> Annual Puzzle Tournament on February 21. She thanked Berry Elsner and Hammond for serving as the contract City Attorney. She quoted Pam Berry with BEH as saying that "if the public has the impression that your decisions are taking place behind closed doors before the Council meeting and you simply come out to vote aye or nay that is a very bad thing." She said she appreciates all of BEH's guidance and commented on their help with the water project and noted that Sherwood only paid a 10<sup>th</sup>. She said she supports the model to go internally but doesn't know if that is the best model for Sherwood but it is worth a try.

Councilor King said that since we are going through the budgets it would be appropriate for the Council to have our budget reviewed every month. He said that is a suggestion for future consideration in order to be open to the public.

Councilor Kuiper thanked everyone for coming. She said she attended the Southwest Corridor Steering Committee meeting in Mayor Clark's absence and reported that Sherwood will be getting enhanced bus service and eventually Trimet will have enhanced bus service from Tigard to the YMCA and from Tualatin to Sherwood down Tualatin Sherwood Road.

Mayor Clark said she attended the State Legislature swearing in ceremony. She said tomorrow she will be meeting with State Senator Thatcher and State Representative Davis and stated it is important to keep in touch with those at the state level that are making decisions that will be effecting our citizens. She said the legislators will be coming to the Westside Economic Alliance. She noted she will be attending a Smart Growth Conference next week and said she will bring back ideas so Sherwood can grow in a smart way.

Mayor Clark addressed the next item on the agenda.

## 11. ADJOURN

**MOTION: COUNCILOR HARRIS MOVED TO ADJOURN THE MEETING, SECONDED BY MAYOR CLARK. MOTION PASSED 6:0. ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Clark adjourned the meeting at 8:55 pm and reconvened to the Executive Session (see record noted above). A Council Work Session followed the Executive Session.

## WORK SESSION

1. **CALL TO ORDER:** Mayor Clark called the Work Session to order at 9:50 pm.
2. **COUNCIL MEMBERS PRESENT:** Mayor Krisanna Clark, Council President Sally Robinson, Councilors Jennifer Kuiper, Jennifer Harris, and Linda Henderson. Dan King was absent. Council President Robinson left the meeting at 10:15 pm.

**3. STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, Community Services Director Kristen Switzer, Community Center Manager Maggie Chapin, Finance Director Julie Blums and City Recorder Sylvia Murphy.

**4. TOPICS:**

**A. Community Center Fee Schedule**

Kristen Switzer provided the Council with a draft document of proposed fees (see record, Exhibit F) and explained. Maggie Chapin recapped the exhibit which included proposed fees for rentals, comparable information on neighboring City fees, and fees for events. Council provided feedback and asked for clarity of the definition of Prime Hours and non-Prime Hours. Discussion followed and staff indicated a resolution would be forthcoming for Council consideration of adopting a fee schedule.

**B. Community Center Naming**

Assistant City Manager Tom Pessemier informed the Council that signs for the center have not been ordered yet as the name for the facility needed to be determined. Kristen Switzer provided the Council with a list of proposed names (see record, Exhibit G) and discussion followed. The Council conceded to name the facility Sherwood Center for the Arts and staff indicated a resolution would be forthcoming to officially name the center.

**5. ADJOURN:**

Mayor Clark adjourned the Work Session at 10:30 pm.

Submitted by:

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Sylvia Murphy, MMC, City Recorder

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Krisanna Clark, Mayor

**TO:** Sherwood City Council

**FROM:** Joseph Gall, ICMA-CM, City Manager  
**Through:** N/A

**SUBJECT: Resolution 2015-012, appointing Councilor Liaisons to City and Non-City Commissions, Boards and Committees**

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**Issue:**

Shall the City Council approve a resolution appointing Councilor Liaisons for 2015?

**Background:**

As the new City Council continues to take steps to govern in 2015, Mayor Krisanna Clark has recently completed her mayoral appointments of Councilor Liaisons to a variety of City and Non-City Commissions, Boards and Committees. Historically, the City Council has identified a large number of different committees and organizations that the Mayor has appointed liaisons. Some liaisons are required by Sherwood Municipal Code (e.g. Library Advisory Board) and some liaisons are required by outside organizations (e.g. Washington County Coordinating Committee). It is important to note that the majority of Councilor Liaison positions are not required by law.

The current City Council Rules require that after the Mayor appoints the different Councilor Liaisons, a resolution approved by City Council is required to finalize the process. An important reminder from the City Council Rules is highlighted below:

*The role of the liaison member is to convey information from the Council to the commission or committee and from the commission or committee to the Council. The member is not to provide direction to the commission or committee, but rather to encourage work plans and recommendations for Council approval.*

With the current two vacant City Council positions that will be filled by elections in March and May, Mayor Clark anticipates revisiting these Mayoral appointments in June 2015 with the addition of two permanent City Councilors. If any changes take place at such time, a new resolution will be presented to City Council for action.

**Financial Impacts:**

There will be no direct financial impacts as a result of City Council approval of this specific resolution.

**Recommendation:**

Staff respectfully requests City Council approval of Resolution 2015-012, appointing Councilor Liaisons to City and Non-City Commissions, Boards and Committees



**RESOLUTION 2015-012**

**A RESOLUTION APPOINTING COUNCIL LIAISONS TO CITY AND NON-CITY COMMISSIONS, BOARDS AND COMMITTEES**

**WHEREAS**, Section Q.3 of the City of Sherwood City Council Rules outlines the process and procedures for Mayoral appointment of Councilor Liaisons to City and Non-City Commissions, Boards and Committees; and

**WHEREAS**, Mayor Krisanna Clark has completed her appointments of Councilor Liaisons to both City and Non-City Commissions, Boards and Committees for 2015 (see Exhibit A for list of appointments for 2015); and

**WHEREAS**, City Council Rules requires City Council consent by resolution of these various Mayoral appointments.

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

**Section 1.** The list of Councilor Liaisons to City and Non-City Commissions, Boards and Committees in attached Exhibit A is approved.

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

**Duly passed by the City Council this 3rd day of February 2015.**

\_\_\_\_\_  
Krisanna Clark, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

## 2015 City Council Members Board/Commission Liaison Assignments

Board/Commission	Council Liaison	Staff Liaison	Liaison Required?
Planning Commission	Council Pres. Robinson	Brad Kilby, Planning Manager	No
Budget Committee	Mayor Clark	Julie Blums, Finance Director	No
Parks and Rec Advisory Board	Councilor Kuiper	Kristen Switzer, Community Services Director	Yes (SMC 2.16.020.D)
Library Advisory Board	Councilor Harris	Adrienne Calkin-Doman, Library Manager	Yes (SMC 2.12.020.D)
Cultural Arts Commission	Councilor Harris	Kristen Switzer, Community Services Director	No
Police Advisory Board	Councilor Henderson	Jeff Groth, Police Chief	Yes (SMC 2.10.020.B)
<b>Other local/regional Boards or Organizations with Liaison assignments</b>			
Willamette River Water Coalition (WRWC)	Mayor Clark (Robinson as alternate)	Craig Sheldon, Public Works Director	Yes (Board Bylaws)
Regional Water Providers Consortium	Mayor Clark (Robinson as alternate)	Craig Sheldon, Public Works Director	Yes (Board Bylaws)
Senior Center	Councilor Henderson	Kristen Switzer, Community Services Director	No
Sherwood School District	Councilor Harris	None	No
Wa. County Coordinating Comm (WCCC)	Mayor Clark (Robinson as alternate)	Julia Hajduk, Community Development Director	Yes (WCCC Bylaws)
Metro in General	Mayor Clark (Robinson as alternate)	Julia Hajduk, Community Development Director	No
Southwest Corridor Steering Committee	Mayor Clark (Robinson as alternate)	Julia Hajduk, Community Development Director	Yes (Project Charter)
Washington County in General	Mayor Clark (Robinson as alternate)	Julia Hajduk, Community Development Director	No
CDBG Policy Adv. Board (Comm. Dev. Block Grant)	Councilor Henderson	Kristen Switzer, Community Services Director	Yes (Board Bylaws)
<b>Other local/regional groups with Council involvement but not as assigned Liaison</b>			
Friends of Refuge	Councilor Kuiper	Michelle Miller	No
Historical Society	Councilor Henderson	Kristen Switzer, Community Services Director	No
Robin Hood Festival Assoc.	Councilor Kuiper	None	No
Youth Substance Abuse Team (YSAT)	Councilor Henderson	Jeff Groth, Police Chief	Yes (Resolution 2014-069 & IGA)

**TO:** Sherwood City Council

**FROM:** Bob Galati P.E., City Engineer  
**Through:** Joseph Gall, ICMA-CM, City Manager and Julia Hajduk, Community Development Director

**SUBJECT: Resolution 2015-013 authorizing the City Manager to enter into a Professional Services Contract with DKS Associates for the Sherwood TSP Project Implementation Refinements**

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**Issue:**

Should the City Council authorize the City Manager to enter into a professional services contract with DKS Associates to provide consultant services for the Sherwood Transportation System Plan Project Implementation Refinements?

**Background:**

On June 17, 2014, the City Council adopted, by Ordinance 2014-012, an updated Transportation System Plan (TSP) for the City of the Sherwood. This plan provides City management and staff guidance information for identifying deficiencies in the existing transportation system and recommending alternative solutions for correcting those deficiencies.

The TSP update project was funded by a Transportation and Growth Management (TGM) Grant provided by the Oregon Department of Transportation (ODOT) and Oregon Department of Land Conservation and Development (DLCDD). The grant requirements had specific goals and limitations on the funding use in development of the TSP update, and time constraints for project completion. Specifically, the grant provided TSP construction cost estimates with relative magnitudes, but did not provided detailed estimates usable for determining new System Development Charge (SDC) rates and Capital Improvement Project (CIP) budgets. This contract will refine the construction cost estimates so that the City can proceed with updating the City transportation SDC methodology and provide necessary information for seeking grant opportunities.

In compliance with ORS 279C.110(8), DKS Associates was contracted to perform the initial TSP update project. This project is just an extension of the original project to bring the City TSP cost information to a level which will be usable for an SDC rate analysis project. In compliance with ORS 279C.115(2), City staff negotiated a final scope of work and associated fee of \$52,000, which is under the \$100,000 limit for direct appointment of a contract.

The final scope of work and fee amount is being presented as exhibits, as part of the Resolution currently before the City Council. The negotiated fee for the work defined in the final scope of work is \$52,000. A contingency amount of \$2,600.00 (5% contingency) above the contract amount is being added to account for unanticipated issues, which may be authorized only with the City Manager's approval.

**Financial Impacts:**

The work covered by this project contract will be funded from the transportation reserve fund. There are adequate fund amounts to cover this project. There is no anticipated long term maintenance costs associated with the completion of the master plan project.

**Recommendation:**

Staff respectfully requests adoption of Resolution 2015-013 authorizing the City Manager enter into a professional services contract with DKS Associates for the scope of work defined for the Sherwood TSP Project Implementation Plan project.



## RESOLUTION 2015-013

### AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH DKS ASSOCIATES FOR THE SHERWOOD TSP PROJECT IMPLEMENTATION REFINEMENT

**WHEREAS**, the existing City of Sherwood Transportation System Plan (TSP) was adopted by Ordinance 2014-012 on June 17, 2014; and

**WHEREAS**, the TSP updating effort was funded by an Oregon Department of Transportation (ODOT) and Oregon Department of Land Conservation and Development (LDCD) Transportation Growth Management (TGM) Grant; and

**WHEREAS**, the TGM grant requirements contained specific requirements and limitations on the utilization of the grant funds in the development of the TSP; and

**WHEREAS**, the TSP update contained construction cost data that was based on relative orders of magnitude and are considered to be very conservative; and

**WHEREAS**, the intent of the current contract is to refine the construction cost estimates of the projects listed in the TSP to a level to make the values usable for developing new System Development Charge (SDC) rates and Capital Improvement Project (CIP) budgeting; and

**WHEREAS**, in compliance with Oregon Revised Statutes 279C.110(8) and 279C.115(2), the proposed contract is an extension of the work performed by DKS under a previous contract and the value of the proposed work is less than \$100,000; and

**WHEREAS**, City staff and DKS Associates did agree to a final scope of work and related fee which meets the requirements and the budget constraints established for the project (see attached Exhibit A – Scope of Work and Fee Schedule); and

**WHEREAS**, that DKS Associates contract fee for the proposed scope of work is an amount not to exceed \$52,000.

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

**Section 1.** The City Manager is authorized to enter into a professional services contract with DKS Associates for the project scope and fee described in the attached Exhibit A in an amount not to exceed \$52,000.

**Section 2.** The City Manager is authorized to amend the contract by up to \$2,600 (5% contingency) for unanticipated issues, for a project total not-to-exceed budget amount of \$54,600.

**Section 3.** This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 3<sup>rd</sup> day of February 2015.

---

Krisanna Clark, Mayor

Attest:

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Sylvia Murphy, MMC, City Recorder

## EXHIBIT A



720 SW Washington St.  
 Suite 500  
 Portland, OR 97205  
 503.243.3500  
[www.dksassociates.com](http://www.dksassociates.com)

January 8, 2015

Bob Galati  
 City of Sherwood  
 22560 SW Pine Street  
 Sherwood, OR 97140

**Subject: Sherwood TSP - Project Implementation Refinements**

A15x06-006

Dear Bob:

Per your email request on December 18, 2014, we have provided this task scope. The City desires support for refining the costs and summaries for projects included in the recent Transportation System Plan update. This updated information would be used to provide background information that can prepare the City for potential funding opportunities and grants as well as establish baseline needs for potential future rate studies.

The table below summarizes the support that would be required for this analysis.

Task	Description
1) Management and Meetings	<ul style="list-style-type: none"> <li>• Prepare and maintain a project schedule key milestones and review periods</li> <li>• Twice-monthly check in calls with City to review project progress</li> <li>• Up to two meetings with City staff to review project deliverables and/or address key decisions points through the course of the project</li> </ul>
2) Project Cost Refinements	<ul style="list-style-type: none"> <li>• Update project costs for up to 50 projects included in the Sherwood TSP.</li> <li>• Project costs will be at a planning level, but will include sufficient detail comparable to tools used to estimate project costs for Metro's RTP.</li> <li>• Project cost template (including potential unit costs) will be developed and provided to City staff for review prior to completing cost estimation for each project.</li> <li>• An electronic copy of final template with unit costs will be provided for future City use.</li> <li>• Project costs shall include, if applicable, right of way cost assumptions for land (\$/SF) as provided by City staff. If needed, tax assessor or online information for residential property will be used. Business costs, if needed, will be provided by City of Sherwood.</li> <li>• Conduct field visits to verify critical project cost elements (such as grade, retaining walls, etc.) for projects</li> </ul>
3) Project Cut Sheets	<ul style="list-style-type: none"> <li>• Prepare a full-page project summary "cut-sheet" template with an overview of the project. The template may include items such as: extents, background information, benefits, constraints, cost, etc. Review cut-sheet layout and content with City staff.</li> <li>• Prepare up to 45 project summaries based on the cut-sheet template. It is assumed that projects will focus on trail and/or intersection and complex motor-vehicle projects.</li> </ul>
4) Summary Memorandum	<ul style="list-style-type: none"> <li>• Prepare a draft memorandum that documents the project analysis and key assumptions.</li> <li>• A final memorandum will be provided based on one set of comments from City staff.</li> </ul>

Bob Galati  
Sherwood TSP – Project Implementation Refinements  
Page 2 of 2



**LEVEL OF EFFORT**

Up to 500 hours of staff time will be needed for this effort. Should other tasks, meetings or reviews be requested, they will be addressed in subsequent task scopes on an item-by-item basis.

**AGREEMENT**

In consideration of the performance of these services, DKS Associates will be compensated on a time and materials basis in accordance with the hourly billing rates set forth in the attached fee schedule, subject to revision January 1, 2016, for a maximum fee of \$52,000. This fee is based upon the scope of services and level of effort presented above.

DKS will invoice monthly based upon the time and materials expended. Payments are due on a net 30 day basis. A service charge of 1-1/4 percent per month compounded will be assessed on billings not paid when due. If payment of our invoices is not made within 45 days of the due date, DKS reserves the right to cease work on this project until such time as payment is received. In the event of any litigation between the parties to this agreement arising from this agreement, the prevailing party shall be reimbursed for its reasonable attorney's fees and costs.

Should the services not be authorized in thirty (30) days; or should changes occur in the scope or level of effort; or should the completion date extend beyond December 31, 2015 due to circumstances beyond DKS's control; we reserve the right to revise the scope, our billing rates, budget and schedule to reflect then current conditions. Such revisions will be effected through amendments to this agreement.

If this agreement is acceptable, please have a duly authorized official of your company sign below and return one original for our files. That signature will constitute formal authorization to proceed with the services according to the terms outlined.

If you have any questions about this scope of services, please call me or Garth Appanaitis.

Sincerely,

**DKS Associates**

A Corporation

*Approved by:*

City of Sherwood

Chris S. Maciejewski, P.E, PTOE

Principal

By: \_\_\_\_\_

\_\_\_\_\_  
Title Date

**DKS Associates**      **EXHIBIT A** *ESM*  
**Fee Schedule**

Standard DKS Billing Grades	Salary Range \$ Per Hour	Overhead	Profit	FCCM	Billing Rate
Tech Level D/Grade 1	\$ 11.43 - \$ 13.06	176.86%	10.50%	0.240%	\$ 35.01 - \$ 40.00
Tech Level E/Grade 2	\$ 13.07 - \$ 14.70	176.86%	10.50%	0.240%	\$ 40.01 - \$ 45.00
Tech Level F/Grade 3	\$ 14.70 - \$ 16.33	176.86%	10.50%	0.240%	\$ 45.01 - \$ 50.00
Tech Level G/Grade 4	\$ 16.33 - \$ 17.96	176.86%	10.50%	0.240%	\$ 50.01 - \$ 55.00
Tech Level H/Grade 5	\$ 17.97 - \$ 19.60	176.86%	10.50%	0.240%	\$ 55.01 - \$ 60.00
Tech Level I/Grade 6	\$ 19.60 - \$ 21.23	176.86%	10.50%	0.240%	\$ 60.01 - \$ 65.00
Tech Level J/Grade 7	\$ 21.23 - \$ 22.86	176.86%	10.50%	0.240%	\$ 65.01 - \$ 70.00
Tech Level K/Grade 8	\$ 22.87 - \$ 24.50	176.86%	10.50%	0.240%	\$ 70.01 - \$ 75.00
Tech Level L/Grade 9	\$ 24.50 - \$ 26.13	176.86%	10.50%	0.240%	\$ 75.01 - \$ 80.00
Tech Level M/Grade 10	\$ 26.13 - \$ 27.76	176.86%	10.50%	0.240%	\$ 80.01 - \$ 85.00
Grade 11	\$ 27.77 - \$ 29.40	176.86%	10.50%	0.240%	\$ 85.01 - \$ 90.00
Grade 12	\$ 29.40 - \$ 31.03	176.86%	10.50%	0.240%	\$ 90.01 - \$ 95.00
Grade 13	\$ 31.03 - \$ 32.66	176.86%	10.50%	0.240%	\$ 95.01 - \$ 100.00
Grade 14	\$ 32.66 - \$ 34.29	176.86%	10.50%	0.240%	\$ 100.01 - \$ 105.00
Grade 15	\$ 34.30 - \$ 35.93	176.86%	10.50%	0.240%	\$ 105.01 - \$ 110.00
Grade 16	\$ 35.93 - \$ 37.56	176.86%	10.50%	0.240%	\$ 110.01 - \$ 115.00
Grade 17	\$ 37.56 - \$ 39.19	176.86%	10.50%	0.240%	\$ 115.01 - \$ 120.00
Grade 18	\$ 39.20 - \$ 40.83	176.86%	10.50%	0.240%	\$ 120.01 - \$ 125.00
Grade 19	\$ 40.83 - \$ 42.46	176.86%	10.50%	0.240%	\$ 125.01 - \$ 130.00
Grade 20	\$ 42.46 - \$ 44.09	176.86%	10.50%	0.240%	\$ 130.01 - \$ 135.00
Grade 21	\$ 44.10 - \$ 45.73	176.86%	10.50%	0.240%	\$ 135.01 - \$ 140.00
Grade 22	\$ 45.73 - \$ 47.36	176.86%	10.50%	0.240%	\$ 140.01 - \$ 145.00
Grade 23	\$ 47.36 - \$ 48.99	176.86%	10.50%	0.240%	\$ 145.01 - \$ 150.00
Grade 24	\$ 49.00 - \$ 50.63	176.86%	10.50%	0.240%	\$ 150.01 - \$ 155.00
Grade 25	\$ 50.63 - \$ 52.26	176.86%	10.50%	0.240%	\$ 155.01 - \$ 160.00
Grade 26	\$ 52.26 - \$ 53.89	176.86%	10.50%	0.240%	\$ 160.01 - \$ 165.00
Grade 27	\$ 53.89 - \$ 55.52	176.86%	10.50%	0.240%	\$ 165.01 - \$ 170.00
Grade 28	\$ 55.53 - \$ 57.16	176.86%	10.50%	0.240%	\$ 170.01 - \$ 175.00
Grade 29	\$ 57.16 - \$ 58.79	176.86%	10.50%	0.240%	\$ 175.01 - \$ 180.00
Grade 30	\$ 58.79 - \$ 60.42	176.86%	10.50%	0.240%	\$ 180.01 - \$ 185.00
Grade 31	\$ 60.43 - \$ 62.06	176.86%	10.50%	0.240%	\$ 185.01 - \$ 190.00
Grade 32	\$ 62.06 - \$ 63.69	176.86%	10.50%	0.240%	\$ 190.01 - \$ 195.00
Grade 33	\$ 63.69 - \$ 65.32	176.86%	10.50%	0.240%	\$ 195.01 - \$ 200.00
Grade 34	\$ 65.33 - \$ 66.96	176.86%	10.50%	0.240%	\$ 200.01 - \$ 205.00
Grade 35	\$ 66.96 - \$ 68.59	176.86%	10.50%	0.240%	\$ 205.01 - \$ 210.00
Grade 36	\$ 68.59 - \$ 70.22	176.86%	10.50%	0.240%	\$ 210.01 - \$ 215.00
Grade 37	\$ 70.23 - \$ 71.86	176.86%	10.50%	0.240%	\$ 215.01 - \$ 220.00
Grade 38	\$ 71.86 - \$ 73.49	176.86%	10.50%	0.240%	\$ 220.01 - \$ 225.00
Grade 39	\$ 73.49 - \$ 75.12	176.86%	10.50%	0.240%	\$ 225.01 - \$ 230.00
Grade 40	\$ 75.12 - \$ 76.75	176.86%	10.50%	0.240%	\$ 230.01 - \$ 235.00

**Labor Costs**

Individual direct labor rates may change due to promotions/performance considerations.

**Direct Non-Labor Costs**

All direct non-labor costs shall be billed at cost plus 10% administrative fee.

Ground travel will be charged at the current GSA mileage rate at the time of travel.

**TO:** Sherwood City Council

**FROM:** Kristen Switzer Community Services Director  
Tom Pessemier, Assistant City Manager

Through: Joseph Gall, ICMA-CM, City Manager

**SUBJECT: Resolution 2015-014 renaming the former Machine Works Building site to Sherwood Center for the Arts**

---

**Issue:**

Should the City Council rename the former Machine Works Building site to Sherwood Center for the Arts?

**Background:**

The Urban Renewal Agency has been constructing a new building on the former Machine Works Building site. The Urban Renewal Agency does not operate facilities and the building will be transferred to the City of Sherwood upon completion. While there have been many names batted around for the building, nothing has stuck and the facility will be opening soon. Signs for the facility will need to be ordered and the facility marketing is imminent. A common name will allow the facility to maximize the marketing effort and activate the facility as soon as possible.

On January 20, 2015, the Sherwood City Council met during a work session and discussed several naming options. The one that stood out and had the most support was the *Sherwood Center for the Arts*.

**Financial Impacts:**

There will be no additional direct financial impacts as a result of City Council approval of this specific resolution.

**Recommendation:**

Staff respectfully requests City Council adoption of Resolution 2015-014 renaming the former Machine Works Building site to Sherwood Center for the Arts.



**RESOLUTION 2015-014**

**A RESOLUTION RENAMING THE FORMER MACHINE WORKS BUILDING SITE TO SHERWOOD CENTER FOR THE ARTS**

**WHEREAS**, the Urban Renewal Agency has been constructing a new building on the former Machine Works Building Site (22832 SW Washington Street) and the building will be turned over to the City of Sherwood upon completion of construction; and

**WHEREAS**, the City of Sherwood has not formally considered a new name for the building and property; and

**WHEREAS**, City Council considered different names for the building at the January 20, 2015 work session.

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

**Section 1.** The Sherwood City Council declares the name for the building at 22832 SW Washington Street shall be called Sherwood Center for the Arts.

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

**Duly passed by the City Council this 3<sup>rd</sup> day of February 2015.**

\_\_\_\_\_  
Krisanna Clark, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

**TO:** Sherwood City Council

**FROM:** Kristen Switzer, Community Services Director  
Maggie Chapin, Manager, Sherwood Center for the Arts

Through: Joseph Gall, ICMA-CM, City Manager

**SUBJECT: Resolution 2015-015, adopting Rates and a Fee Schedule for the Sherwood Center for the Arts**

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**Issue:**

Should the City Council approve the recommended rates and fee schedule for the Sherwood Center for the Arts?

**Background:**

In January 2014 the Urban Renewal Agency began construction for a new 15,000 sq. ft. cultural arts center on the old Machine Works Site. The Urban Renewal Agency does not operate facilities and the building will be transferred to the City of Sherwood upon completion. The new building known as the Sherwood Center for the Arts and will be managed and operated by the City of Sherwood.

The Sherwood Center for the Arts will be available for rentals and a fee schedule needs to be established and adopted in order to charge those fees.

Staff met with the City Council during the January 20, 2015 work session and shared the draft fee schedule. Staff has researched fees and done comparisons with similar facilities in the region and feels that the recommended fees will be competitive in the market place.

**Recommendation:**

Staff respectfully requests adoption of Resolution 2015-015, adopting Rates and a Fee Schedule for the Sherwood Center for the Arts.



**RESOLUTION 2015-015**

**A RESOLUTION ADOPTING RATES AND A FEE SCHEDULE FOR THE SHERWOOD CENTER FOR THE ARTS**

**WHEREAS**, the Sherwood Urban Renewal Agency and the City of Sherwood are constructing a 15,000 sq. ft. center, known as the Sherwood Center for the Arts, that will be managed and operated by the City of Sherwood; and

**WHEREAS**, the Sherwood Center for the Arts will be available for rentals and a fee schedule needs to be established and adopted in order to charge those fees; and

**WHEREAS**, staff has conducted research and recommends fees that they feel will be competitive in the market place; and

**WHEREAS**, the City Council believes it is most appropriate and fiscally responsible that fees and charges for all services be set by the City Council, and at a level whereby reasonable costs are recovered.

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

**Section 1.** Adoption: The City of Sherwood Rates and Fees Schedule for the Sherwood Center for the Arts, attached hereto as Exhibit A, is hereby approved and adopted.

**Section 2.** This Resolution is effective upon its approval and adoption.

**Duly passed by the City Council this 3<sup>rd</sup> day of February 2015.**

\_\_\_\_\_  
Krisanna Clark, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

## Sherwood Center for the Arts Proposed Fee Schedule

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### Facility Rentals

#### Base Rates:

<b>Rooms</b>	<i>Resident Non-Prof</i>	<i>Non-Res Non Prof</i>	<i>Resident</i>	<i>Non-Resident</i>
<b>Main Hall</b>	\$95/hr	\$115/hr	\$165/hr	\$195/hr
<b>Main Hall</b> <i>during business hours, less than 50 ppl.</i>	\$80/hr	\$100/hr	\$150/hr	\$180/hr
➤ Main Hall rentals include use of dressing room & lobby and requires a 2 hour minimum rental				

<b>Classroom</b>	\$30/hr	\$35/hr	\$40/hr	\$45/hr
<b>Classroom</b> <i>during business hours</i>	\$15/hr	\$20/hr	\$25/hr	\$30/hr
➤ Classroom rentals include use of classroom furniture, whiteboard and require a 2 hour minimum rental				

<b>Lobby</b>	\$50/hr	\$55/hr	\$65/hr	\$75/hr
<b>Lobby</b> <i>during business hours</i>	\$35/hr	\$40/hr	\$50/hr	\$60/hr
➤ Lobby rentals require a minimum 2 hour rental				

<b>Equipment *</b>	
<b>Chairs</b>	\$.50 ea.
<b>Tables</b>	\$3 ea.
<b>Theater seating</b> (retractable seats with floor seats up to 393 capacity)	\$100
<b>Kitchen</b>	\$50
<b>Basic AV</b> (Sound & Lights controlled from floor, mic and podium)	\$40
<b>Advanced Tech**</b> (Live musicians, additional mics, light refocus/hang)	\$120
<b>Projector and Screen</b>	\$30
<b>Staff Charges</b>	
<b>Facility Monitor</b>	\$15/hr
<b>AV Technician</b>	\$30/hr

\*Equipment fees are **one-time charges** base on usage as listed.

\*\*Requires an AV Technician for the event

- Events may require additional Facility Monitors as determined by Manager.
- A fully refundable security deposit in the amount of \$200 will be required for rentals and must be submitted to secure the facility rental. For rentals under \$200 in total fees, a deposit of \$50 must be submitted. The City of Sherwood will charge against this deposit if the facility use time exceeds the contracted rental period, if the facility is not adequately cleaned by the end of the rental period, or if damages occur during the rental period. The renter will be responsible for all additional charges that exceed the deposit amount. Cancellation of facility rentals within 30 days of the rental date will forfeit the security deposit.

Performance/Production Rentals

These rates are for a public presentation of a production which is theatrical, musical and/or artistic in nature.

**Base Rates:**

<i>Rates:</i>	<i>Resident Non-Prof</i>	<i>Resident</i>	<i>Non-Resident, Non Profit</i>	<i>Non-Resident</i>
<b>Performance</b>	\$95/hr	\$105/hr	\$100/hr	\$110/hr
➤ Performance hours are one half hour before “house open” and one half hour after “final curtain”				
➤ Performance rentals include use of Main Hall, dressing room and lobby				

<b>Rehearsal &amp; Prep</b>	\$55/hr	\$60/hr	\$58/hr	\$63/hr
<b>Rehearsal &amp; Prep</b> <i>during business hours</i>	\$40/hr	\$45/hr	\$43/hr	\$48/hr
➤ Rehearsal & Prep hours are any hours that the facility is being used outside of performance hours				

<b>Additional Facility Monitor</b>	\$15/hr
<b>AV Technician</b>	\$30/hr
<b>Training for Outside AV Tech</b>	\$40/hr*
<b>Theatre seating</b> (retractable theater seats with floor seats up to 393 capacity)	\$100 /production*
<b>Classroom(s)</b> as additional dressing room space	\$20/day**
<b>Tech Usage</b> (lights and sound)	\$100/day**

\*May take up to 3 hours

\*This fee will be charged one time for a production

\*\*Charged per usage day (performance and dress rehearsal)

Classes, Activities and Events

- Fees for Events and Activities presented by the City of Sherwood will be designed to cover expenses associated with programs. Factors included in the base rate are: staff wages, facility operations, supplies & materials, advertising, and administration.
- Contracted program and class fees will cover total expenses. Instructors are paid a negotiated sum based on a percentage of the program fee.
- For programs and classes presented by the City of Sherwood, non-residents may be charged up to 1.5 times the base rate.

Agenda Item: Public Hearing

**TO:** Sherwood City Council

**FROM:** Scott Mckie, Building Official

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

**SUBJECT: Ordinance 2015-002, amending Chapter 8.12 of the Sherwood Municipal Code to adopt, by reference, the 2014 State Fire Code and adopting the 2014 Tualatin Valley Fire and Rescue Fire Prevention Code**

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**Issue:**

Shall the Council adopt the updated State Fire Code and the Tualatin Valley Fire and Rescue Fire Prevention Code?

**Background:**

The City of Sherwood Building Department is responsible for ensuring compliance with the State Building and Fire Code. In addition, because the City receives fire protection service from Tualatin Valley Fire and Rescue (TVF&R), we must also ensure that our standards are consistent with their requirements. The Oregon State Fire Marshall's office has adopted an updated version of the Oregon Fire Code adopted in 2014. TVF&R has also updated and adopted by ordinance their Fire Codes and Standards.

Adopting the attached ordinance will reflect the necessary changes in the Sherwood Municipal Code and will adopt both the State Fire Code and the TVF&R Standards by reference, thereby ensuring that both are being enforced and promoting the peace, health safety and welfare of the citizens of Sherwood.

Copies of the State Fire Code and TVF&R Fire Codes and Standards are not included in this packet but are available for viewing through the Building Department, if requested.

**Financial Impacts:**

There are no financial impacts created by adoption of this ordinance.

**Recommendation:**

Staff respectfully requests adoption of Ordinance 2015-002 amending the Sherwood Municipal Code to adopt, by reference, the 2014 State Fire Code and adopting the 2014 Tualatin Valley Fire and Rescue Fire Prevention Code



**ORDINANCE 2015-002**

**AMENDING CHAPTER 8.12 OF THE SHERWOOD MUNICIPAL CODE TO ADOPT  
BY REFERENCE THE 2014 STATE FIRE CODE AND ADOPTING THE  
2014 TUALATIN VALLEY FIRE AND RESCUE FIRE PREVENTION CODE**

**WHEREAS**, these are the most current codes being used at this time; and

**WHEREAS**, the State of Oregon has adopted (pursuant to OAR 837-040-0001) the 2014 Oregon Fire Code based on the 2012 International Fire Code as published by the International Code Council; and

**WHEREAS**, Tualatin Valley Fire and Rescue has updated and adopted by ordinance their Fire Codes and Standards; and

**WHEREAS**, the City of Sherwood has assumed the administration and enforcement of a building inspection program and therefore must, under the terms of ORS 455.148, enforce updated specialty codes including the 2014 Oregon Fire Code for plan review, permits and inspections.

**NOW, THEREFORE, THE CITY OF SHERWOOD ORDAINS AS FOLLOWS:**

**Section 1.** Section 8.12.010 of the Sherwood Municipal Code is hereby amended as follows:

**8.12.010 Adoption of State Fire Code**

The 2014 Oregon Fire Code is adopted by the City of Sherwood for purposes of prescribing regulations governing conditions hazardous to life and property from fire and explosives and for purposes of plan review, permits and inspections. Any provision in this chapter inconsistent with the terms of that 2014 Code is to be deemed ineffective and without force.

**Section 2.** Section 8.12.015 of the Sherwood Municipal Code is hereby amended as follows:

**8.12.015 Adoption of Tualatin Valley Fire & Rescue Fire Prevention Code**

The 2014 Oregon Fire Code as amended by Tualatin Valley Fire & Rescue Ordinance 14-02 (the TVF&R Fire Prevention Code) is adopted by the City of Sherwood.

**Section 3.** Effective Date: This Ordinance shall become effective 30 days from its adoption.

Duly passed by the City Council this 3<sup>rd</sup> day of February 2015.

\_\_\_\_\_  
Krisanna Clark, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

	<u>AYE</u>	<u>NAY</u>
VACANT	_____	_____
Harris	_____	_____
Kuiper	_____	_____
King	_____	_____
Henderson	_____	_____
Robinson	_____	_____
Clark	_____	_____