



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, July 7, 2015

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

5:00 pm Council Executive Session
(ORS 192.660(2)(a) and ORS 192.660(7), Employment of Public Officers)

5:30 pm Council Work Session

7:00 pm City Council Regular Meeting

URA Board of Directors Meeting
(following the regular City Council meeting)

AMENDED AGENDA



Home of the Tualatin River National Wildlife Refuge

5:00 PM EXECUTIVE SESSION

1. Employment of Public Officers

5:30 PM WORK SESSION

1. Recreation Programs (Switzer)

REGULAR CITY COUNCIL MEETING

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

- A. Approval of June 9, 2015 City Council Meeting Minutes
- B. Approval of June 16, 2015 City Council Meeting Minutes
- C. Resolution 2015-058 amending the existing contract with Murray Smith & Associates (MSA) to include Sanitary Fee and System Development Charge (SDC) Rate Study as part of the Sanitary Sewer Master Plan update
- D. Resolution 2015-059 amending the existing contract with Murray Smith & Associates (MSA) to include storm water fee and system development charge (SDC) Rate Study as part of the Storm Water Master Plan update
- E. Resolution 2015-060 authorizing the City Manager to enter into a contract with Blackline Inc. for the 2015 Slurry Seal Program
- F. Resolution 2015-061 Authorizing the City Manager to surplus equipment to the City of Battleground, Washington
- G. Resolution 2015-063 a resolution removing Commissioner James Copfer from the Planning Commission

6. PRESENTATIONS

- A. Proclamation, Robin Hood Festival Weekend July 17-18, 2015
- B. Police Officer Swearing-In Ceremony (Chief Groth)
- C. Eagle Scout Recognition (Mayor)
- D. Recognition of Sherwood High School Students, Academic & Athletic Achievements (Mayor)
- E. Washington County Public Safety and Library Levies (Joseph Gall)
- F. 124th Avenue Extension Project Overview-Russ Knoebel, Washington County (Julia Hajduk)

AGENDA

SHERWOOD CITY COUNCIL July 7, 2015

5:00 pm Executive Session
(ORS 192.660(2)(a) and ORS 192.660(7))

5:30 pm Council Work Session

7:00 pm City Council Meeting

URA Board of Directors Meeting
(to follow Council Meeting)

Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140

AMENDED AGENDA

7. NEW BUSINESS

- A. Resolution 2015-062 IGA between the City of Sherwood and the Urban Renewal Agency for the Center for the Arts building financial and operational responsibilities
(Tom Pessemier, Assistant City Manager)
- B. Council Discussion - Initiative Petition Request to Place on Ballot
- C. **Administrative Overhead** (Julie Blums, Finance Director)

8. CITIZEN COMMENTS

9. CITY MANAGER AND DEPARTMENT REPORTS

10. COUNCIL ANNOUNCEMENTS

11. ADJOURN TO URA BOARD OF DIRECTORS MEETING

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SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
June 9, 2015

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Krisanna Clark called the meeting to order at 4:37 pm.
2. **COUNCIL PRESENT:** Mayor Clark, Council President Sally Robinson, Jennifer Kuiper and Beth Cooke Councilors Linda Henderson, Jennifer Harris and Dan King were absent.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, HR Analyst Sherryl Childers, Police Chief Jeff Groth, Finance Director Julie Blums, Community Development Director Julia Hajduk, Community Services Director Kristen Switzer, Public Works Director Craig Sheldon, IT Director Brad Crawford and City Recorder Sylvia Murphy.

4. TOPICS:

- A. Employment of Public Officers, ORS 192.660(2)(a) and ORS 192.660(7), conduct interviews for City Attorney position.

Record note: The Council called a recess for dinner at 5:50 pm and reconvened at 6:25 pm. Recessed again at 6:55 pm and reconvened at 7:03 pm.

5. ADJOURN

Mayor Clark adjourned the Executive Session at 7:50 pm.

Submitted by:

Sylvia Murphy, MMC, City Recorder

Krisanna Clark, Mayor



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
June 16, 2015

EXECUTIVE SESSION

1. **CALL TO ORDER:** Council President Sally Robinson called the meeting to order at 5:13 pm.
2. **COUNCIL PRESENT:** Council President Robinson, Councilors Linda Henderson, Jennifer Kuiper and Dan King. Mayor Clark arrived at 6:00 pm and Councilors Beth Cooke and Jennifer Harris were absent.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, HR Analyst Sherryl Childers, Police Chief Jeff Groth, Community Services Director Kristen Switzer, Finance Director Julie Blums, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, IT Director Brad Crawford and City Recorder Sylvia Murphy.
4. **TOPICS:**
 - A. Employment of Public Officers, ORS 192.660(2)(a) and ORS 192.660(7), conduct interviews for City Attorney position.

5. ADJOURN

Mayor Clark adjourned the Executive Session at 6:02 pm and convened to a work session.

WORK SESSION

1. **CALL TO ORDER:** Mayor Clark called the meeting to order at 6:08 pm.
2. **COUNCIL PRESENT:** Mayor Clark, Council President Sally Robinson, Councilors Linda Henderson, Jennifer Kuiper and Dan King. Councilors Beth Cooke and Jennifer Harris were absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joseph Gall, Community Development Director Julia Hajduk, Assistant City Manager Tom Pessemier, Police Chief Jeff Groth, HR Analyst Sherryl Childers, Administrative Assistant Colleen Resch and City Recorder Sylvia Murphy. City Attorney Chad Jacobs.
4. **TOPICS:**
 - A. **Economic Development Efforts & Future Direction**

Assistant City Manager Tom Pessemier recapped his presentation and explained the following (see record, Exhibit A).

- On October 7, 2014 the URA Board met to discuss SURPAC and their economic development activities which up to that point had been minimal
- The Board determined that the next Council should take up the question of future economic development activities and how that should be structured. This presentation has been prepared to continue that conversation.
- Sherwood Statistics
- Sherwood Current Economic Development Efforts
- Future Economic Development activities and structure

Tom explained why do Economic Development activities?

- To Create Jobs
- Raise Incomes
- Increase Tax Base
- Assist Local Industries
- Create Stable Economy
- Develop Community

Tom explained a Three Legged Stool Theory

- Leg 1, Community Development
- Leg 2, Business Retention and Expansion
- Leg 3, Business Attraction
- Keeping and Growing existing businesses
- Filling existing storefronts
- Business Incubation and Business Training

Tom further explained Business Retention and Expansion

- Retain and Grow Jobs
- Build the Economy and Increase Community Vitality
- Typically 70-80% of new jobs come from business retention and expansion efforts

Tom explained Business Attraction

- Marketing and incentivizing property to attract private investment to come into local jurisdictions

Tom explained Business Attraction Requirements

- Available land or empty buildings
- Active Marketing Plan
- Many Partners
- Incentives
- Workforce Development and a lot of data

Tom showed an Economic Development Video from the City of Gresham.

Tom explained Workforce Development Resources

- Work Source Oregon
- Work systems (non-profit)
- Code Oregon

Tom reviewed various charts and explained Sherwood data. He explained comparisons of Sherwood data to surrounding cities. He explained Job to Population ratios and issues and how to change the ratios.

Tom reminded the Council of a resolution on their agenda tonight to consider the adoption of a Tonquin Employment Area (TEA) Market Analysis, Business Recruitment Strategy and Implementation Plan. He explained 70-80% of new jobs in Sherwood will come from business attraction in the TEA and said the targeted industries could be different from what Sherwood has previously experienced. He explained the targeted industries for the TEA as: Advanced Manufacturing, Wood, Paper, Printing Manufacturing, Food Processing, Outdoor Gear and Active Wear, Light and Heavy Construction. He explained Advanced Manufacturing and described the types of businesses in this area. He explained what advance manufacturers require as large land sites, well-trained workforce, tax incentives, high levels of infrastructure, and access to international markets and shipping.

Tom spoke of Policy Considerations.

- Should Sherwood target an advanced manufacturer?
- Should Sherwood's economic development be passive or active in business attraction effort?
- Should Sherwood's economic development focus on local, regional or international competition?

Tom explained a chart of passive versus active activities over the next 6-12 months. He explained other policy considerations:

- Industrial Design Standards
- Incentives
- Land-Use review process and Fast Track Application Review

Tom explained Incentive Programs to consider.

- Statewide Investment Program
- Tax Increment Financing Zones
 - Infrastructure
 - Tax abatement
- Local Improvement District
- County Property Tax Abatement (if legislature, SB938 passes)

Tom explained the next steps to consider.

- Focus on activities
- Economic Development Policy Advisory Board
- Decision on how we want to implement the TEA Strategic Plan

Council questions and discussion occurred throughout the presentation.

5. ADJOURN

Mayor Clark adjourned the work session at 6:59 pm and convened to a regular Council meeting.

REGULAR SESSION

1. CALL TO ORDER: Mayor Clark called the meeting to order at 7:06 pm.

- 2. **COUNCIL PRESENT:** Mayor Clark, Council President Sally Robinson, Councilors Linda Henderson, Jennifer Kuiper and Dan King. Councilors Beth Cooke and Jennifer Harris were absent.
- 3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Police Chief Jeff Groth, Community Development Director Julia Hajduk, Finance Director Julie Blums, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Center for the Arts Director Maggie Chapin, City Engineer Bob Galati, HR Analyst Sherryl Childers, Library Manager Adrienne Doman Calkins, Administrative Assistant Michelle Babcock, Administrative Assistant Angela Hass, Administrative Assistant Colleen Resch and City Recorder Sylvia Murphy. City Attorney Chad Jacobs.

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

4. APPROVAL OF AGENDA:

MOTION TO AMEND: FROM MAYOR CLARK TO AMEND THE AGENDA TO ADD NEW EMPLOYEE INTRODUCTION TO ITEM 6 PRESENTATIONS, SECONDED BY COUNCILOR KUIPER, MOTION PASSED 5:0, ALL MEMBERS VOTED IN FAVOR. (COUNCILORS JENNIFER HARRIS AND BETH COOKE WERE ABSENT).

MOTION AS AMENDED: FROM MAYOR CLARK TO APPROVE THE AGENDA AS AMENDED, SECONDED BY COUNCILOR KING, MOTION PASSED 5:0, ALL MEMBERS VOTED IN FAVOR. (COUNCILORS JENNIFER HARRIS AND BETH COOKE WERE ABSENT).

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

5. CONSENT AGENDA:

- A. **Approval of June 2, 2015 City Council Meeting Minutes**
- B. **Resolution 2015-049 Certifying May 2015 Election Results**
- C. **Resolution 2015-050 Certifying the provision of certain municipal services in order to qualify the City to receive State revenues**

MOTION: FROM COUNCIL PRESIDENT ROBINSON TO APPROVE THE CONSENT AGENDA, SECONDED BY COUNCILOR KING. MOTION PASSED 5:0, ALL MEMBERS VOTED IN FAVOR. (COUNCILORS JENNIFER HARRIS AND BETH COOKE WERE ABSENT).

Mayor Clark addressed the next item on the agenda.

6. PRESENTATIONS:

A. Swearing In of new Elected Official

Mayor Clark administered the Oath of Office to incoming City Councilor Renee Brouse. Councilor Brouse took her seat at the dais.

Record Note: With the swearing in of Renee Brouse, Councilor Beth Cooke's temporary appointment to the City Council has concluded.

B. New Employee Introduction

Center for the Arts Director Maggie Chapin introduced Leah Burgess as the new Events and Arts Program Coordinator. Leah provided background on her experience and the Council welcomed her.

Mayor Clark addressed the next item on the agenda.

7. CITIZEN COMMENTS:

None. Mayor Clark addressed the next item on the agenda.

8. NEW BUSINESS

A. Resolution 2015-051 Accepting the Tonquin Employment Area Market Analysis, Business Recruitment Strategy and Implementation Plan

Community Development Director Julia Hajduk presented information (see record, Exhibit B) and introduced the consultants from Mackenzie Group that worked on the plan, Todd Johnson and Brian Varricchione. Julia provided background information and said in 2004 the Tonquin Employment Area (TEA) was brought into the Urban Growth Boundary by Metro and in 2010 the City did a concept plan that was adopted by the Council. She said in 2012 there was a large lot industrial site readiness project and a site that was studied was the 90 acre Orr property within the TEA. She said one of the things the study highlighted was the issues and constraints of development and the timeliness. She said one of the things the City determined we could do to help with minimizing the time was to address the voter annexation issue. She said in 2012 the City voters authorized annexation of the area when individual properties petitioned to come in. She said it was a pre-authorization of annexation so the property owners don't have the additional time requirement for a Citywide vote if they choose to annex. Julia explained from this point forward a property owner would just need to come in with a petition and there would be a Council public hearing and a decision of the Council.

Julia explained in 2013 the City applied for and received a grant from Metro to do the Implementation Plan and identify actions needed to move the area forward to develop. She said this project is part of a larger project at the county level doing large lot industrial site readiness for 15 lots throughout Washington County. She said one of the sites in the study area is a 38 acre site, the Biles property. She explained the focus on the TEA and Tualatin Concept Plan Area is to evaluate existing plans and market conditions to determine feasibility for different types of industry and identify issues of constraints impacting the ability to develop the area. She said the key thing we are looking to get out of the project is a toolbox of actions that could reduce issues. She referred to 26 actions listed in the meeting packet that will require future conversations to discuss how to move forward.

Julia explained the outcomes and said the Implementation Plan does not change the Concept Plan, Comprehensive Plan, Zoning, or Development Code, but is a strategy for how we want to proceed.

Julia said as explained in the work session, it validates the types of users that the City wants is achievable, provides a toolbox of recommended actions and identifies potential phasing to help focus energy on the areas of greatest immediate impact.

Julia referred to a map in the exhibit which identifies the phasing plan, which includes both Sherwood and Tualatin and identifies the areas that we think are most likely to develop first. She said this allows us to focus on needed infrastructure improvements or focus on annexation target areas. Julia explained the next steps and said there will be a lot of conversations about priorities and effort levels with many of the recommended strategies. She said staff will continue to find opportunities for outside funding with applying for MISTIP Funds and RTP funds (Regional Flexible Funds), where they are applicable and continue to seek funds through the EDA. She said in addition to seeking funding, staff will continue to meet with and provide support to property owners in the area.

Julia stated the consults are present to answer Council questions.

Councilor Kuiper stated she is in the process of reading the material and said it is very thorough and thanked Julia for seeking a grant to get this funded. She said otherwise studies like this that are needed, we don't have the funding for. Councilor Kuiper stated this is listed under New Business and we haven't completely reviewed the document.

Mayor Clark said this document is presented to us as a study and we are accepting the study, it is not an action and we are not taking action on the Tonquin Employment Area. She clarified what the Council is doing is accepting the study so that we can further review the study and have time to discuss the data and the recommendations and options available. Mayor Clark confirmed with Julia that this was correct.

Mayor Clark asked for a motion.

MOTION: FROM COUNCILOR KUIPER TO APPROVE RESOLUTION 2015-051, SECONDED BY MAYOR CLARK. MOTION PASSED 6:0, ALL MEMBERS PRESENT VOTED IN FAVOR. (COUNCILOR HARRIS WAS ABSENT).

Councilor Brouse stated that since the Council will be going into budget business she would like to make a statement of a conflict of interest. She said many know she is a paid employee of the YMCA of Columbia Willamette and one of her roles is to serve as the Executive Director of the Sherwood Branch. She said the YMCA of Columbia Willamette has an operating agreement with the City of Sherwood, and although the YMCA does not receive funds from the City, the operating agreement, in section 10(a) and (b) discusses City YMCA repair obligations. She said in the proposed 2015-16 City Budget, page 65 budget detail of the General Fund Public Works, the YMCA is referenced in the 2015-16 Goals, seal coat and repairs to YMCA parking lot and removal and replacement of 25 trees that are in poor condition at the YMCA. She stated due to this she is declaring an actual conflict of interest under ORS 244.0201 and will recuse herself from discussion and voting on Resolution 2015-057 adopting the fiscal year 2015-16 budget of the City.

Mayor Clark clarified that the Council was not addressing that resolution yet and said when the Council gets to it, they will go back to Councilor Brouse's comments and she can remove herself from the seat. Mayor Clark asked if Councilor Brouse was declaring a conflict to discuss Resolution 2015-052. Ms.

Brouse indicated the declaration was for Resolution 2015-057 only. Mayor Clark said when the Council gets to Resolution 2015-057 they will readdress the issue.

Mayor Clark addressed the next agenda item.

B. Resolution 2015-052 Transferring Budget Expenditure Appropriations Between Categories For Budget Year 2014-15

Finance Director Julie Blums stated the Council has before them a final appropriations transfer to true-up budget to actuals for the year. Julie explained there are several this year and we are moving money between categories that have already been appropriated. She said we are not appropriating new money, we are just moving it between categories of expenditures. Julie recapped the staff report and areas of adjustments.

Mayor Clark asked for Council questions or comments.

Councilor Brouse referred to the Water Operations Fund and language of “higher than estimated costs” and asked if this is expected to continue.

Public Works Director Craig Sheldon stated it's difficult to determine that and said every August we have an estimate and this year we had a warm winter and had additional water use and this information wasn't known last January. He said if we continue to have warmer springs and falls, irrigations could continue to increase.

Councilor Brouse asked what's the difference between capital improvements and capital outlay. Julie replied capital improvement is typically building new assets or acquiring new assets and capital outlay is usually for smaller items.

With no other questions or comments, the following motion was received.

MOTION: FROM COUNCIL PRESIDENT ROBINSON TO ADOPT RESOLUTION 2015-052, SECONDED BY COUNCILOR KUIPER. MOTION PASSED 6:0, ALL MEMBERS PRESENT VOTED IN FAVOR. (COUNCILOR HARRIS WAS ABSENT).

Mayor Clark addressed the next agenda item.

C. Resolution 2015-053 Adopting the Capital Improvement Project Plan for Fiscal Year 2015-16

Julie Blums asked the City Engineer to come forward and said the Council received a copy of the Capital Improvement Plan (see record, Exhibit A to Res. 2015-053). She stated staff spent a lot of time putting together the Plan and in prior years, our 5 year plan was on a single spreadsheet. She explained this information is in the resolution as this is what the Council is approving for the year. Julie explained the Plan received by the Council has project detail.

Mayor Clark thanked City Engineer Galati for his work on the Plan and said it's a great tool that gives the Council a great view of what they are looking at for the future. She clarified to the Council this is not a commitment, it's a reference document for the Council to decide what capital projects they want to move

forward on. She said this is exactly what the Council needs in transparency to move forward. She asked for Council comments. Councilor Robinson stated she concurs with the Mayor's comments.

With no other comments, the following motion was received.

MOTION: FROM MAYOR CLARK TO APPROVE RESOLUTION 2015-053, SECONDED BY COUNCIL PRESIDENT ROBINSON. MOTION PASSED 6:0, ALL MEMBERS PRESENT VOTED IN FAVOR. (COUNCILOR HARRIS WAS ABSENT).

Mayor Clark addressed the next item on the agenda, and the City Recorder read the public hearing statement.

9. PUBLIC HEARINGS

A. Resolution 2015-054 Updating the City Of Sherwood Water System Development Charges Methodology

Finance Director Julie Blums stated Deb Galardi the consultant who worked on the SDC Methodology and Water Rate component that will be heard in the next resolution was present tonight. She said in the Council meeting packet there is a draft methodology and a few months back the Council held a work session. Julie said what is being proposed based on the new completed Master Plan adopted in April, is that the SDC for water needs to be changed and reduced overall. Julie said the allocation for the SDC is changing slightly from mostly improvement to a reimbursement SDC, but overall the total cost is going down.

Mayor Clark opened the public hearing. With no public testimony received, she closed the public hearing and asked for Council questions.

Council President Robinson stated she did not have any questions but wanted the public to understand this as a two-step phase. She said the resolution before the Council is just for the SDC calculation and the next resolution on the agenda has to do with the water rates as part of a normal fee structure. She said she believes we have done a great job with our consultant and staff in preparing us for the methodology. She said we have reviewed it and she feels comfortable adopting the resolution on the SDC's.

City Manager Gall asked for the benefit of the public, how often do City's do this? Annually, every five or every ten years?

Deb Galardi stated generally the SDC's change every year based on an inflationary index, Engineering News Construction Cost Index, and this way you are keeping pace with inflation. She stated they are then adjusted more significantly anytime there is a major change in the capital improvement program, so doing it in conjunction with an updated master plan is most appropriate. She said if something else changes in the CIP, it can be sooner than five-ten years, otherwise it's usually with the master plan.

Mayor Clark asked Ms. Galardi to explain for the public the rational for lowering the fee.

Ms. Galardi stated this SDC follows industry standards practice and Oregon Statutes with respect to the maximum allowable that you can charge new development. She said we look at the projects that are in the Capital Improvement Plan as recommended by the Master Plan and go through a rigorous process to identify that which is growth related. She said unlike the water rates which pays for operations and maintenance costs and capital costs, both for existing and future development to the extent in terms of the timing, the SDC's would only cover that portion of the capital improvement costs that relate to new capacity for future development. She said it's one small piece of the whole water system funding scheme and we are working within limitations of Oregon law of how much we can recover. She said this is just reflective purely of going through that process with this new plan looking at water use demands and all those things that have changed since the City did their last Master Plan.

City Recorder Murphy reminded the Council of an item that was submitted into the record for this resolution, an emailed letter from the Home Builders Association, (see record, Exhibit C).

Mayor Clark asked for a motion.

MOTION: FROM COUNCILOR KUIPER TO APPROVE RESOLUTION 2015-054, SECONDED BY COUNCIL PRESIDENT ROBINSON. MOTION PASSED 6:0, ALL MEMBERS PRESENT VOTED IN FAVOR. (COUNCILOR HARRIS WAS ABSENT).

Mayor Clark addressed the next agenda item.

B. Resolution 2015-055 Adopting a Schedule of Fees as authorized by the City Zoning and Community Development Code, establishing fees for miscellaneous City services and establishing an effective date

Finance Director Julie Blums stated this resolution is the annual update to the Fee Schedule effective July 1, 2015. She said this year we have only a few changes to the fee schedule and on page 152 of the meeting packet the changes are outlined. Julie reviewed the changes as indicated in the staff report. She stated the changes to Section 2: Library non-resident card is per Washington County Cooperative Library Services (WCCLS). The other two fees are for products the library sells. In Section 3: Police, Julie stated the department has been doing many background checks and did not have a fee established, so this is a new fee. Section 5: Parks and Recreation, under Center for the Arts, a new fee for patio usage and patio rental. Julie explained the fee deletion of training for an outside Av Tech and said originally staff thought we would have groups come in and the City would charge a fee to train on how to use the equipment. She said with the new Center for the Arts, it was determined that City staff should be operating the technical equipment to protect the asset. Julie explained the fees for renting the Cannery Square have been in place for several years and the City has never actually charged the fee, therefore they have been deleted. She said this conversation will come up again with the Council as we need to be consistent with fees as we have a state loan on this property.

Julie addressed Section 6: Utility Charges for Fees and said the proposal is based on the new Master Plan, that water rates would be increased 4% this year and the proposal is 4% each year for the next five years. She explained the current proposal is for this year with a 4% increase. She said as Ms. Galardi mentioned SDC's can only pay for growth and we have an entire system that we need to maintain and there is one other option to do that. She said our fixed costs are the majority of our costs for water operations, we have very little non-fixed costs when it comes to our water operations. She said to

maintain our system to meet our debt covenant requirements and cover our operating materials program this increase is needed. She said we are proposing to change the irrigation consumption rate to match our residential consumption rate. She explained there are changes for non-payment and non-compliance after hours and weekends and the current rate is \$50 and it was determined that if staff has to come out on weekends or after hours the actual cost is \$100 to the City. She said new fees were added related to the new AMI, (radios, registers and antennas). She said changes were made to Sanitary and Storm Rates and these are passed on from Clean Water Services and the City is not changing our surcharge rate. Julie referred to Section 7: SDC's and said these are what the updated SDC's will be and said the Sewer SDC's is what Clean Water Services charges and the City collects the fee. Julie referred to Section 9: Planning and a new fee for Medical Marijuana Facilities.

Mayor Clark opened the public hearing. With no public coming forward she closed the public hearing and asked for Council questions.

Councilor Kuiper referred to the medical marijuana and asked how much is the notification fee and is it a State fee? Community Development Director Julia Hajduk stated it is based on the type of land use application, a Type II which is \$284.

Council President Robinson asked what happens if we don't increase the rates on water consumption? Julie replied there are several options, there are some capital projects that could not be done, eventually we will consume our fund balance and we will be out of compliance for our debt, which can affect our credit rating in the future. She said we won't have enough money to cover our fixed costs for operating the system.

Mayor Clark asked where does the 4% go? Julie said it goes into the water operations fund to pay for maintenance, debt and some of it will pay for a small portion of capital projects that are not eligible for SDC funding.

Mayor Clark asked for an example of a capital project that is not eligible. Public Works Director Craig Sheldon said our water conservation and management plan, resiliency plan, SCADA upgrades, (Supervisory Control and Data Acquisition) which are due for replacement, vulnerability studies in certain projects. Craig said about \$50,000 goes away for the mainline replacement program for our older parts of town.

Council President Robinson said previous to the current request to increase water rates, the prior Council had declined to increase rates when it was appropriate to do so years ago, is that correct? Julie replied yes. Ms. Robinson said, they kicked the can down to us for us to increase rates. Julie explained, part of that was, we were in the middle of the treatment plant, pipeline, and reservoir and there were still many unknowns, and there was not a comfort level by the previous Council to say yes, we need to increase them, because we were still in the middle of those projects. She said now that those are done and we have updated the Master Plan and we have our path forward, this is where we are at, and this is still far lower than what the last Master Plan and Rate Study said where we should be right now, we are still far below that.

Councilor King asked how long has it been since we've raised the rates? Julie replied 2012, 3 years.

Mayor Clark said, this money is specifically allocated for those water needs. Julie replied yes. Mayor Clark said this money does not go into any general fund? Julie replied no. Mayor Clark said this money does not fund the employment of any individual in the City? Julie replied, water employees, that are part of the operating system. Mayor Clark asked who would be a water employee? Craig Sheldon replied, there is a small percentage of his time, a small percentage of the Utility Manager's time and the meter reader, and a couple of maintenance people. Craig said, and we might get some crossover for people that are actually working in water if we have a main break or any leaks. Mayor Clark said, each one of those employees being paid under this fund are specifically addressing water needs and water issues in the City. Craig and Julie replied yes.

Council President Robinson stated, is it not true that our billing system has become more efficient so we are not spending as much as we would otherwise and all the meters we have now.....She asked if we have replaced all the meters in town. Craig replied we have about 3000 replaced and said, we brought the AMI forward a few years ago and we are currently two weeks into not reading any meters right now and that two weeks is actually being spent on starting in July, street sweeping. He said the machine we bought from Clean Water Services, that employee has moved over so there is a savings there.

Councilor Brouse said it mentions the average consumption rate and asked what that rate is and what it equates too. Craig replied it is based off of 5000 gallons and the difference is about \$2.25. Ms. Galardi stated that is for the total bill and the consumption rate is currently .57 for 100 gallons.

Mayor Clark asked for an average of what a household would see as a result of this 4% increase. Ms. Galardi replied \$2.25 per month.

Council President Robinson said to clarify further, that does not include the charges that we are simply passing on from storm water and sewer that we don't have any choice in the matter. She asked what is the increase on an average resident bill for those two charges? Craig stated the information is in the packet, sewer is 3% and storm water is 7.4% for an average bill. Mayor Clark stated this is being passed through to us from Clean Water Services and we won't have sewer service should we not pass this, correct? Julie replied correct.

Mayor Clark stated she is not trying to make light of it but she hears regularly that our water rates are very high and she is not in favor of making them higher. She said, but if the reason behind it is not to grow government because as a general rule, she is not about growing government, but instead to keep up with the cost of inflation and pay for the actual service, then that is something she can embrace a bit more. She said it does become difficult to pay the fees in the City and said staff did a good report to the Council, about our neighboring cities, who are having water wars, in trying to figure out where their water is going to come from, are being faced with this issue and faced with double digit increases that are going to continue as we are keeping in the low single digits. She said she wants to make sure we are very clear and transparent about what this pays for.

Councilor King stated their rates will far surpass ours in ten years.

Mayor Clark said that as a whole this is not growing government, this is paying for service of our water and our sewer.

Julie stated this is something we will keep an eye on, we are not going to shelve this and look at it in five or ten years. She said if there are major changes in our water system, we will look at it and make adjustments at those times if there are changes. She said this is an ongoing process for us and not a onetime thing and staff will monitor the program and go back to the consultant to rework the numbers.

Mayor Clark asked how will you be alerted to significant changes. Julie replied, if we have a partner in the water system, this is probably the biggest change. Ms. Galardi stated she believes also the treatment plant expansion and some of the capital projects are dependent on what happens at the treatment plant and that the master plan or facility plan is currently underway and that may change the timing. She said we've had to assume that will happen in a certain year and if that gets delayed because water use has been dropping in both cities then that could help out as well. She said there are a number of variables, and while I say that SDC's you can look out five years and not have to change them, with the rates, it's a much closer monitoring, tracking of revenues and slow customer growth. She said if either of these pick up, this improves the picture, but the treatment plant costs are a major factor.

Councilor King stated this is going to be based on TVWD and what they do at their plant. He said everyone is going to look at how not to use Portland water.

Councilor Kuiper asked how often does Clean Water Services raise their rates? Julie replied every year and said they have said this will continue.

City Manager Gall stated that the County Board of Commissioners is the Board of Clean Water Services and he doesn't believe they hear very often from residents around the County when they raise rates. He said the rates have been raised consistently for years.

Councilor Kuiper asked if the increase is standard every year? Craig replied they have informed the City to expect 3-4% every year on the sanitary side.

Councilor Brouse asked what would happen if the City did not include that piece on the billing and they billed separately? Julie replied we have an IGA with them.

The following motion was received.

MOTION TO AMEND: FROM COUNCIL PRESIDENT ROBINSON TO APPROVE RESOLUTION 2015-055 WITH THE EXCEPTION OF THE INCREASE IN WATER CONSUMPTION RATES, AND AMEND THE PROPOSED RESOLUTION TO DELETE THAT FROM THE FEE SCHEDULE. MOTION FAILED, NO SECOND WAS RECEIVED.

Mayor Clark stated the motion dies and asked for another motion.

MOTION: FROM COUNCILOR HENDERSON TO ADOPT RESOLUTION 2015-055, SECONDED BY COUNCILOR KING. MOTION PASSED 5:1. (MAYOR CLARK, COUNCILORS HENDERSON, KING, KUIPER AND BROUSE VOTED IN FAVOR, COUNCIL PRESIDENT ROBINSON VOTED AGAINST). (COUNCILOR HARRIS WAS ABSENT).

Mayor Clark addressed the next agenda item.

C. Resolution 2015-056 Declaring the City of Sherwood's election to receive State revenues

Julie Blums stated every year the State requires each jurisdiction who receives state revenue to declare that they want to continue to receive State revenue. She said there are several forms of revenue we receive from the State, this particular type is a pool to share and we also receive State revenue for liquor tax, cigarette tax and vehicle tax.

Councilor Kuiper asked if the City has to give them anything back because we are accepting this revenue. Julie replied no.

City Manager Gall stated if we did not pass this resolution, they could potentially withhold the money. Julie confirmed.

Mayor Clark opened the public hearing.

Eugene Stewart, Sherwood property owner approached the Council and said he would like to know how much money we are receiving and where it is being spent. He said he has a right to ask this question according to State statute. He said the City has the option of not taking it and having it go back. He said at this public hearing you're supposed to inquire if the public has any thoughts on where the money should be spent and this doesn't seem to be publicized too much. He said as he stated at the budget hearing, he believes some thought should be given to helping the senior center by helping Loaves & Fishes fund the director's position. He said their budget is costing them about \$110,000 for the next year. He said also noted in the State statute, the option for the Council to use it to reduce the citizen's taxes. He said he would like to know at this time where the money is being spent as required by law.

Finance Director Julie Blums stated this revenue goes into the general fund and is just used for general purpose of general fund expenses, we don't allocate it to anything specific. She said this revenue source is about \$188,000, this is what we are anticipating for the next year.

Mr. Stewart stated he believes the statute directs a more specific answer on what it is being used for and said why not with my idea given to what to use it for, there has not been any discussion. He said he saw one memo on a thought that you don't want their money to go out of town, but please remember there is a lot of money coming into town from Meals on Wheels and we are still not in the clear with what they are going to do. Are they going to cut down to only one employee. He said it's a huge deficit and most of the other centers are running at a \$30,000-\$40,000 deficit and they are looking at all the centers to see what they want to do. He said they have an option to opt out with a 30 day notice. He said it seems like you should have something more specific on what the money is being used for as the statute requires you to do.

Mayor Clark asked City Manager Gall to speak to the City's relationship with Loaves & Fishes. City Manager Gall asked Kristen Switzer Community Services Director to come forward. He said Mr. Stewart has raised this issue through the budget committee process and we have an agreement with Meals on Wheels and we have no indication that they are going to change an agreement in the near future, they may as it comes up for renegotiation. He said we have significant reserves that are there for this type of unexpected potential and we have a lot of unexpected potentials and this is why we have reserves. He said taking money from our general fund and dedicating it to Meals on Wheels doesn't guarantee that the money will be spent on our center, they can take the money and spend it in Hillsboro.

Ms. Switzer stated the City Manager covered it quite well. She said this could come up in the future and at this point they have not asked us to renegotiate our deal or our agreement and at this point they are not only covering meals they are also doing programming. She said this is something we might have to look at in the future but her thoughts are until they come to us and discuss this she doesn't know if it would be in the City's best interest to go to them and offer \$100,000 that would not necessarily stay in Sherwood. She said we would have to completely change our agreement and take over the operations which would be more than just one staff person.

Councilor King replied they are in the middle of reorganizing and we really don't want to deal with it until we know what they want. Ms. Switzer replied this would be her recommendation.

City Manager Gall stated he believes this gets into a larger conversation that the Mayor initiated. He said over the next few months we are going to talk about recreation and part of recreation is the senior center, the history of the center and what other centers do and what if Meals on Wheels pulls out and discontinues programming, what would that look like for the City. He said he believes this will be part of the conversation in the next few months and he doesn't want to ignore the conversation, he doesn't see funding it at this point as it's just a potential. He said this is not a new issue.

Ms. Switzer stated we have been talking about this and they have been very open about it, for the last 18 months and believes this is coming and believes the relationship is going to look different in the future but doesn't believe we are there yet and we need more time and we need their new leadership to get underway and figure out how they want to run things in Sherwood and we need to be able to have those conversations.

With no further public testimony, Mayor Clark closed the public hearing.

Mayor asked if the Council had other comments. None were received. She said she thinks that Mr. Stewart brought up a good issue and said you have prepared a budget and the budget committee passed the budget. She confirmed with Julie Blums the funds are in the Budget as part of the general fund. Mayor Clark said she believes you have to look at the budget for the City as a pie and there are pieces of the pie and each piece can only be spent for certain things. She stated this general fund money can be spent on a lot of different things. Julie Blums confirmed and said the funds can be spent on police services, administration, Center for the Arts, parks, anything that is funded by the general fund.

Mayor Clark stated the Council weighs in on how that money is spent through the budget process.

Councilor Brouse asked for clarification, if in the future the City receives more information from Meals on Wheels, Loaves & Fishes, that money could be allocated or reallocated to help assist the Senior Center if needed? Julie replied in order to do that a decision would have to be made of what we are not going to do because that money is allocated to cover the cost that are as a whole in the general fund.

City Manager Gall stated, or if the Council decides we are not going to cut anywhere else and we are going to continue to do the programming for seniors and continue with what we are currently doing through the Meals on Wheels contract, during this next fiscal year you could dip into reserves to do that potentially.

Councilor Kuiper asked how do we know that the \$188,000 is not in the contingency fund, because we really don't know. Brief discussion occurred regarding the funds being part of the general fund and not allocated.

City Manager Gall confirmed with the Finance Director that there are very few revenue sources that are restricted to be used for certain things. He gave the example of the Metro CET Program and \$70,000 the City will receive and said we will be very specific and will report back to Metro on how that money is spent. He said there is no requirement in State law that we tell the State how we are spending State revenue. He said this is sufficient.

Ms. Blums stated when we have restrictions on revenue we try to put that into a different fund other than the general fund so that it can be strictly tracked. She said the revenue we have in the general fund is just that, general revenue to be used for daily operations of the City.

Mayor Clark commented regarding the importance of the public understanding it's not one big piece and the importance to understand how we are allocating our funds. She said she appreciates the transparency. Mayor Clark asked for a motion.

MOTION: FROM COUNCILOR BROUSE TO ADOPT RESOLUTION 2015-056, SECONDED BY COUNCILOR KING. MOTION PASSED 6:0, ALL MEMBERS PRESENT VOTED IN FAVOR. (COUNCILOR HARRIS WAS ABSENT).

Mayor Clark addressed the next agenda item.

Councilor Brouse stepped down from the dais.

D. Resolution 2015-057 Adopting the FY2015-16 budget of the City of Sherwood, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget

Mayor Clark stated Councilor Brouse has declared an actual conflict of interest and said she believes she pointed this out during the election and said she is glad to see this and believes it's very prudent. She said going through the budget and voting on the budget is one of the most important things we do as a Council. Allocating how we spend our money in the City, she takes this very seriously. She said we receive taxes from citizens and we are tasked with spending it appropriately and it's a very important task. She said this budget cycle we had a very new budget committee and she has decided as the mayor to appoint new people to our committees and it has been fantastic. She said they asked great questions and was marvelous discussion. She said we added an extra day which she was thrilled to do and believes the more questions and the more transparency the better the process. She said it was respectful and the members did not always agree but each time we disagreed we did it without being disagreeable. She said she is proud of the committee and of the work that has been put before the Council.

Mayor Clark opened the public hearing.

Lori Zwingly came forward and said she is a Sherwood resident and the Chair of the Police Advisory Board and she is here in that capacity. She said at the last Police Advisory Board meeting Chief Groth presented a 90 minute presentation that addressed what the police department can and cannot do on its

current budget. She said he presented the Board with information many of the members were not aware of and the members took that information to the citizens of Sherwood over the last month. She said she is here tonight based on the information they have received back from the citizens and the information received from Chief Groth, to respectfully request the Council approve the police department' requested budget for this year. She said the most resounding piece of information, that which resounded the most with the community members they have spoken with so far, is the number of SRO's (School Resource Officer). She said we have 1 SRO in a community of about 5000 children, and we have 8 schools. She said the SRO can make an occasional appearance at the elementary schools and he cannot get to the middle schools, and spends his time primarily at the high school in a reactive capacity, not a proactive capacity. She said this is concerning our citizens especially in light of the fact that some of our neighboring communities, Tualatin and Tigard in particular, where we have a ratio of 1-5000 they have a ratio of 1-2000 or less. She said our citizens believe this number sounds better. She said they were excited of the idea of maybe adding additional police officers, at least one, to address issues at the schools, and to have more of a presence on our streets. She said the other big issue was drugs in Sherwood, particularly at Stella Olsen Park. She said it has become more of an issue than many of us have been aware of. She said the reputation of our park is extending beyond the borders of Sherwood. She said our children go into the park and she has received many reports of parents not allowing their kids to visit the park unaccompanied anymore because they are routinely approached and asked if they want to buy drugs. She said, with that in mind and based on the information we have received, we are respectfully requesting the Council approve the police department budget for the upcoming year.

With no further testimony, Mayor Clark closed the public hearing.

Mayor Clark stated during the budget cycle we talked about many different budgets, police and community development, and I asked Chief Groth and he has proposed adding a police officer and I think adding a police officer is preemptive at this time because we are currently in this budget, we have funded to do a police staffing study. She said that being said, all of us want more and would like more police officers in our schools, patrolling our streets. She said she can't say she wouldn't want this, of course she would and would want to have many more. She said where the rubber hits the road, is when you have to pay for it. She said do we need additional police staff or not, and believes this is a big question in the room. She said what we want and need are two different things and this is why, instead of making a guess on how we feel, and what we want, we decided as a Council to approve doing a police staffing study. She said with the study, the outside consultants can tell us this is what the City needs. She said we don't know what the study will say our needs are and instead of saying we need this addition of \$93,000 to our staff right now, it seems preemptive when we are going to do a study and they are going to tell us what we need. She said we may need that, but why would we do it now instead of waiting for the study. She commented about the potential outcome of the study indicating more or less staff and if less, having to lay-off staff and pay for unemployment. She said this does not seem to her to be a good fiscal decision. She said she is not against adding police officers if the staffing study comes back indicating the need for more then we should add more, but at this time it's preemptive and not prudent to do so.

Mayor Clark made the following motion.

MOTION TO AMEND: FROM MAYOR CLARK TO REMOVE \$93,000 FROM THE POLICE DEPARTMENT SERVICES DIVISION GENERAL FUND AND PUT IT INTO THE CONTINGENCY FUND IN AWAITING THE STAFFING STUDY. SECONDED BY COUNCIL PRESIDENT ROBINSON.

Councilor Kuiper said she has a slightly different opinion than the Mayor and said there are a lot of cities in the Portland Metro area that are probably going to add a police officer or two in their budgets without having a staffing study done. She said she does not believe it is preemptive and does believe there is a high enough need and there was certainly a compelling argument made for her to make a decision. She said there are two separate issues, there's a staffing study that is in the budget but there is also something equally compelling where she believes there is a need for another, at least one more officer. She said the other item to address a counter argument, is, we have a growing City and we might be 19,000 now, but she guarantees in a couple of years we will be at 21,000-22,000. She said even if we do hire another police officer and the study comes back indicating we are over staffed, she said in a couple of years we won't be. She said she is willing to take this chance.

Council President Robinson said as she commented at the budget committee meeting, she thinks that in the next year we will see an increased need for police to address recreational marijuana, compliance and violations that will likely occur. She said having looked at that and thought about it more, she thinks this is not going to be a true need for us until next fiscal year. She said what she has expressed very strongly, is her opinion that it is not acceptable in her mind that we only have one Student Resource Officer. She said given the fact that our schools are bursting, and we are having to do boundary adjustments because one of them is way over capacity, she thinks it is truly important to reach out to our youth at this point in time to stop crime and stop other issues on drugs and alcohol that might be prevalent in our community by having that SRO in our elementary schools. She said as our resident who came forward mentioned, we are well below other communities in our area that do seek to have those outreach efforts and its her expectation that our police force should be ramping up that effort to reach out to all the elementary schools, all four of them. She said she thinks, per personal belief, that the study will come back and say that we need one if not two more SRO's to protect our community. She said the only reason she has voted for the budget at the budget committee level was that she was approving additional police staff for moving forward towards the addition of getting that SRO in place now and not next year. She said she thinks she made that clear when she voted on the budget. She said she doesn't see it to be a problem moving the funds over to contingency knowing that we have two extra people on staff in our police division, this year than we did last year. One was on administrative leave and was not able to work in his normal capacity, and one lateral came on board since then and we just swore in another officer that won't be available for six months, but will be available before the fiscal year ends, so we'll have him as well. She said she is hopeful we can achieve all those objectives.

Councilor King commented regarding the police equation and said there are many different angles to attack this from. He said from a staffing issue, we have people go and do reserve duty, military duties or have medical issues and when you look at the total number of staff and how many people are actually working, its less than the actual staff number because of these types of issues. He said it's about flexibility in scheduling. He said he doubts that the study will coming back indicating we need less and will bet that will not happen. He commented on the timeline of getting an officer on the road and fully working and staff indicated it could be 18 months. Councilor King said the urgency is right now, not 18 months from now. He said looking at it from a staffing point of view, the flexibility, people being able to take time off, it's a livability issue for Sherwood and a livability issue for the people working in the department. He commented regarding information Mayor Clark obtained from the City of Wilsonville and said in looking at the staffing numbers there, those people that work in Wilsonville work for Clackamas County and you can base on what their staffing is and what they are doing and how their command structure is, if you read through it, it disturbs him, because of the fact they don't have a supervisor covering their shifts. He said to him this is completely unacceptable. He said we actually have less officers than we did a few years ago,

staffing wise. He said there is no question we are short. He said even though we are doing the staffing study and he is glad we are, he thinks it will give us an accurate story of where we should be and believes it is not where we are today.

Councilor Henderson asked Chief Groth how many people, with the addition of one officer, he has asked for in 2015-16, how many in total. Chief Groth replied including non-sworn, 26. She said she is inclined to agree wholeheartedly with Councilor Kuiper and King in that we live in a wonderful community with a very low crime rate because we are very deliberate and Chief Groth's staff is very dedicated at keeping the crime rate at a very low percentage. She said this is not something that happens overnight, in her opinion, this is something that you dedicate time and service, and training, and officers too. And in order to maintain that crime rate we have to have so many people on staff. She said she was in the police department last week and ran into Pete Miller a former middle school principle and he is the expulsion officer for the school district. She said he meets with parents and police staff at the police station and in their conversation he said the YSAT (Youth Substance Abuse Team) is the singular most important program we have put into Sherwood that he has recognized with keeping kids out of juvenile detention and getting them back into school right away. She said he does not have this same program in other school districts where he serves as the expulsion officer. She commented regarding the concerns brought up by Councilors, crime, drugs, truancy and said keeping on top of this is important, addressing the youth and keeping crime low. She said she will not be voting to remove this from the budget, personally. She said in researching, in 2005-06 our police department had 25.5 employees and this was a slight increase from 2004-05. If 10 years later we have .5 of an employee, more than we had in 2005-06, she thinks this is a trend that is not in the best interest of Sherwood and not in the best interest of the citizens that live here. She said many reasons people move here is because of low crime and public safety services may be the most important public service we provide as a City and it's at the top of her list of importance right now, next to water. She said she is concerned about maintaining the system we have and the low crime rate if we don't start addressing the fact that 10 years ago we had the same amount of staff at the police department, that we have today. She said she is also in favor of the staffing study and doesn't believe it's going to say that we need less people and believes it's an opportunity for a third party to come in, similar to the best practice review done at the police department where we passed with glowing colors and other municipalities did not. She said her support is to the Police department, and she cares more for maintaining the safety we have than a third party staffing study that we don't know how long it will take.

Mayor Clark asked City Manager Gall how long the staffing study will take. Mr. Gall replied the request for proposal is currently out and the deadline is June 30 and we hope to get 3-6 proposals. He said there are not a lot of companies that do this. He said we will evaluate the proposals and hopefully make a decision. He said he won't know how long it will take until we get a proposal from a company and he hopes to have the results from a study, minimum of 3 months, maximum of 6 months, certainly in anticipation of next year's budget cycle.

Mayor Clark said we are looking at 3-6 months and wants to make sure we are clear on her take on this. She said speaking for herself, her motion is not against the police department and she is 100% for the police department. She thinks our police do a great job in our City, we have a very low crime rate for lots of reasons. She said we also have one of the highest per capita incomes in the state, and people who make \$100,00 to \$300,000 per year are not usually criminals. She said this should not diminish the work our police do on a day to day basis. They handle all types of crimes and this is very important work, and this is why she believes we should have a police staffing study. She said she has no feelings one way or another whether it will come back indicting the need for more or less. She said whatever it says is what

she thinks we should do. She said she believes in having statistical data to back up your reasoning, not “I feel this way”, she said this is not a good way to run a City. She said a budget is a budget and we are here to talk about how much money we are allocating and she believes before we allocate more money to a fund we should have the statistical data to support and defend that addition, not because she doesn't value our police department. She said of course she values our police department, they are fantastic, it's because she wants the data for her citizens to say absolutely, that's what we need. She said she likes to have facts on her decision making and this is why she is voting yes on her motion.

Council President Robinson stated she supports the motion because, she thinks it's appropriate to get the right kind of person we are looking for and what we really need as a police officer vetted out during this survey and she thinks we will need more. She said she would rather put the money in the contingency fund and wait until the study is completed and wait to get the right type of person than to just to get an officer onboard and hope that he fills whatever roll we need him in. She said for instance, if we can find another SRO in another district who is wanting to come to Sherwood, we may not catch that person if we are not hiring for an SRO. She said this is where her beliefs fall in line with the Mayor's on this particular issue. She said she too fully supports our police and thinks we will need to increase, but thinks we need to be smart about the increase and at what level we increase, as there are different levels for all of our officers that are very different, not only in the things they do on a day to day basis, but also on a salary level. She said she thinks it's important to have this information.

Mayor Clark said a motion and a second are on the table and called for a vote.

MOTION FAILED 2:3. (MAYOR CLARK AND COUNCIL PRESIDENT ROBINSON VOTED IN FAVOR, COUNCILORS HENDERSON, KING AND KUIPER VOTED AGAINST). (COUNCILOR BROUSE RECUSED AND COUNCILOR HARRIS WAS ABSENT).

Mayor Clark asked for another motion or discussion. The following motion was received.

MOTION: FROM COUNCILOR HENDERSON TO ADOPT RESOLUTION 2015-057 AS WRITTEN, SECONDED BY COUNCILOR KING. MOTION PASSED 3:2, (COUNCILORS HENDERSON, KING AND KUIPER VOTED IN FAVOR, MAYOR CLARK AND COUNCIL PRESIDENT ROBINSON VOTED AGAINST). (COUNCILOR BROUSE RECUSED AND COUNCILOR HARRIS WAS ABSENT).

Mayor Clark addressed the next item on the agenda.

10. CITIZEN COMMENTS:

No comments were received.

11. CITY MANAGER REPORT:

None.

Mayor Clark addressed the next item on the agenda.

11. COUNCIL ANNOUNCEMENTS:

Mayor Clark reported the City was majorly represented at the Portland Rose Festival this year and stated it was fantastic and a great experience and the City had its first City float, which highlighted the new Center for the Arts in a new festival category, small City floats. Mayor Clark stated the City took 1st place and the Sherwood High School Band and Mixolydians were also present. She stated she walked with Mayor Hales and other Oregon mayors, (a video clip of the parade was show).

Mayor Clark stated the City received the 1st place award for Small City Float. She said we could not had done it with the amazing work of Councilor Kuiper and the public works department who built the frame. Mayor Clark stated there were many volunteers that helped and recognized City employee Michelle Babcock with the Mayor's Award Certificate. Michelle thanked City Manager Gall for asking her to help and said it was a lot of fun. She commented that she spends a lot of time volunteering and doesn't have a lot going on besides work. She commented on the many individuals and groups that volunteered their time supporting the project as well as many City employees.

Councilor Kuiper shared a story about Michelle and decorating the float. Councilor Kuiper mentioned a list of people and groups that helped as well as Al's Garden Center for their donation of some of the plants. Michelle thanked the Council for the opportunity.

City Manager Gall also thanked the many volunteers and staff for their support. He commented on the Robin Hood Festival Association possibly taking the lead on this project next year. He recognized Councilor Kuiper for her support and connection to community members who volunteered time. He spoke of the parade and participants and said it was a lot of work and a lot of fun.

Mayor Clark commented that the Rose Festival parade organizers thanked her repeatedly for participating and were amazed at the work done on the float by volunteers. She said she is very proud of everyone involved and thought this was an opportunity for Sherwood to highlight our Center for the Arts.

Mayor Clark reported Cruis'In Sherwood was last weekend and was fantastic and she had the opportunity to kicked-off Friday Night Thunder and said she appreciated the opportunity to speak at this event. She reminded of the Robin Hood Festival on July 17-18 and said she was notified that she would be knighted this year and is very excited and thanked the Robin Hood Association for the honor. Mayor Clark confirmed with City Manager Gall that the mini float would be in the Robin Hood Parade. She reported she attended the SW Transportation Bus Tour and saw a bit of the extended bus service. She attended the Vision Action Network Annual Celebration and Cameron Award Presentation which honored the mental health response team. She explained the award and collaboration of the team with the Washington County Sheriff's Department and the program of addressing not necessarily criminal activity but mental health issues. She congratulated them on their award and thanked them for their service.

Councilor King reported he attended Cruis'In and helped with directing people. He reported Sherwood Main Street will hold their regular meeting on Thursday morning at 8 am.

Council President Robinson reported she missed the June 4th Sherwood West Citizen Advisory Committee meeting due to being sick and Councilor Harris attended in her place. She said the next meeting is this coming Thursday, June 18th and it will be an ice cream social and she and City Manager Gall will be serving ice cream at Edy Ridge, the event starts at 6 pm. She reported the planning commission did not meet last week and the Council held City Attorney interviews as the City transitions to an in house attorney. She reported there are five candidates and the Council will be narrowing that down

with hopefully second interviews later this month and make a decision soon thereafter to get someone on board hopefully in July. She reported the previous planning commission meeting which she missed was the discussion over chickens and that discussion will continue on July 14th. She said the commission will meet on June 23rd and will be discussing the dog park application, she encouraged the public to attend.

Mayor Clark stated Councilor Harris is absent due to a sudden death in her family.

Councilor Kuiper reported the Robin Hood Festival Association is looking for volunteers and directed people to go to Robinhoodfestival@gmail.com, she said they are in need of help with setup near Veteran's Park and help with the children activities, they can also be reached at 503-625-4233. She stated she did not attend the Sherwood Cruis'In due to another commitment and said in speaking with people many did not know of the event and said it would be nice to have additional signage on the highway to direct people.

Councilor Brouse stated although she did not participate in the budget conversation she did participate in the budget hearings and told City Manager Gall he has an amazing staff and commented regarding the work put into the documentation. She said as a business professional that does budgets, staff went above and beyond and she is proud of their work. She reported Cruis'In was the most successful Cruis'In to date with 475 cars at the event and raised more money in sponsorships than in prior years. She commended Sherwood Chamber Executive Director Lana for her work and recognized the volunteers including Councilor Henderson for her coordination. She reported the block party was a first time event with Cruis'In and was a big success. She thanked those that attended and those that helped. She reported the Chamber Annual Awards Banquet is Thursday, June 25 and will be held at the Sherwood Center for the Arts and the theme is an 80's theme and tickets are still available for purchase. She stated in her professional role they do a lot of partnerships and said there is a group called the Washington County Kids Fund that is committed to creating a sustainable source of funding dedicated to proven successful programs that support schools and children by preventing child abuse, drug prevention, assuring high quality early childhood care and education and combating hunger. She said she has been invited to help present to the Board of Commissioners next Tuesday and said this is another partnership that is coming to Sherwood that will help in some of the promoted initiatives.

Councilor Henderson reported next week is the first of two weeks of Children's Missoula Theater, a partnership between the Sherwood Foundation for the Arts and the Sherwood Cultural Arts Commission, scheduled for June 22-27. She said there are still spots available and enrollment can be done at Sherwoodarts.org. She reported July 8-11 the Sherwood Foundation for the Arts will be doing a production of "Into the Woods" at Stella Olsen park in partnership with the City. She thanked City staff for setting up the tent at Cruis'In Sherwood and for their help at this event.

Mayor Clark asked for a motion to adjourn.

MOTION: FROM COUNCILOR KING TO ADJOURN, SECONDED BY COUNCILOR HENDERSON, MOTION PASSED 6:0, ALL VOTING IN FAVOR. (COUNCILOR HARRIS WAS ABSENT).

12. ADJOURN:

Mayor Clark adjourned the meeting at 9:13 pm.

Submitted by:

Sylvia Murphy, MMC, City Recorder

Krisanna Clark, Mayor

TO: Sherwood City Council

FROM: Bob Galati P.E., City Engineer

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

SUBJECT: Resolution 2015-058 amending the existing contract with Murray Smith & Associates (MSA) to include Sanitary Fee and System Development Charge (SDC) Rate Study as part of the Sanitary Sewer Master Plan update

Issue:

Should the City Council authorize the City Manager to sign a contract amendment with Murray Smith & Associates (MSA), incorporating a sanitary fee and system development charge (SDC) rate study as part of the Sanitary Sewer Master Plan Update project?

Background:

Under previously approved Resolution 2015-007, the City entered into contract with MSA to perform professional services in updating the Sanitary Sewer Master Plan. Initially, City staff had intended to conduct a fee and SDC rate study as a separate contract which would include both the City sanitary sewer and stormwater fees and SDC charges. Once the project started, staff concluded that having the sanitary fee and SDC rate study performed individually within the master plan update contract would be more cost effective, efficient and timely.

Financial Impacts:

Funding had been established to conduct the sanitary fee and SDC rate study separate from the master plan update as a separate project within the current budget year. By combining the projects and reallocating the sanitary fee and SDC rate study project budget to the master plan project budget, the overall impact to the fiscal year budget has no impact and remains unchanged. The impact to the MSA sanitary sewer master plan contract amount increases by \$21,250 from \$121,900 to \$143,150. The project budget amount allocated for the professional services is \$151,900.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2015-058 authorizing the City Manager to execute a contract amendment with MSA to incorporate sanitary fee and SDC rate study as part of project scope of work, and allow the City Manager to spend additional project funds beyond the contract amount for unforeseen and unanticipated issues up to the budgeted amount of \$151,900.



RESOLUTION 2015-058

AMENDING THE EXISTING CONTRACT WITH MURRAY SMITH & ASSOCIATES (MSA) TO INCLUDE A SANITARY FEE AND SYSTEM DEVELOPMENT CHARGE (SDC) RATE STUDY AS PART OF THE SANITARY MASTER PLAN UPDATE

WHEREAS, under Resolution 2015-007, City Council authorized the City Manager to enter into contract with MSA to provide professional services in updating the City's existing Sanitary Sewer Master Plan; and

WHEREAS, the Scope of Work under the original MSA contract did not include performing a sanitary fee and SDC rate study component as City staff had intended to conduct this study at a later date; and

WHEREAS, conditions changed and City staff concluded that to perform the sanitary fee and SDC rate study under the existing MSA contract to be more cost effective, efficient, and timely; and

WHEREAS, the State of Oregon Revised Statutes (ORS 279C.115) states, "A contracting agency may enter into a contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or related services directly with a consultant if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under rules adopted under ORS 279A.065 and the new contract is a continuation of the project."; and

WHEREAS, the proposed contract amendment complies with ORS 279C.115, and City staff have negotiated and received a Scope of Work and Fee Schedule (attached as Exhibit A); and

WHEREAS, the FY2015-16 budget allocates funds necessary for the completion of this work.

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

Section 1. The City Manager is authorized to amend the existing Professional Services Contract with MSA by including a sanitary fee and SDC rate study as part of the contract scope of work.

Section 2. The contract amendment with MSA increases the existing contract amount of \$121,900 by an additional \$21,250, for an amended contract amount of \$143,150.

Section 3. The City Manager is authorized to spend additional project funds beyond the contract amount for unforeseen and unanticipated issues, up to the budgeted amount of \$151,900.

Section 4. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 7th day of July 2015.

Krisanna Clark, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

EXHIBIT A

PROPOSED SCOPE AND FEE FOR AMENDMENT NO. 1 SANITARY SEWER MASTER PLAN UPDATE CITY OF SHERWOOD, OREGON

INTRODUCTION

This additional scope of services is for professional engineering services between Murray, Smith & Associates, Inc. (MSA) and the City of Sherwood, Oregon (City) required to provide a rate and systems development charge (SDC) study as part of the Sanitary Sewer Master Plan Update (Plan), currently under preparation by MSA.

MSA is currently providing the City with an updated Sanitary Sewer Master Plan including sewer collection system capital improvement recommendations and budget-level capital cost estimates. The Plan's current scope of services does not include impacts to existing rate and SDCs. The City desires to perform this analysis as part of the master plan process, and include in the final master plan document.

ADDITIONAL SCOPE OF SERVICES

Task 6 Sanitary Sewer Rate and SDC Study Update

Under this task, MSA will provide the services of Galardi Rothstein Group (GRG) to update the City's rates and system development charges (SDCs) as part of the Sanitary Sewer Master Plan Update. MSA and GRG will provide the following services:

Task 6.1 – Financial Analysis

Historical revenues and expenditures for the system will be reviewed for the past 3 years to identify significant cost and revenue factors and trends. Annual system requirements (capital and operating) will be projected for the 10-year planning period (10 years). Capital improvement funding strategies and sources will be reviewed and identified. Revenues under existing rates and projected increases from Clean Water Services (CWS) will be forecast for the study period. Miscellaneous revenues, including revenue from SDCs, interest income, and other charges, will be projected and deducted from total requirements to determine the amount of annual revenue required from user rates.

A computerized financial planning model will be developed so that alternative capital phasing and policy and forecast assumptions may be evaluated against the need for any additional local rate increases. A recommended plan will be developed that balances the City's financial policies and objectives and capital improvement priorities.

Task 6.2 – System Development Charge Analysis

For each identified capital improvement, hydraulic modeling data will be reviewed to determine the portion of the improvement needed for growth versus existing development. Using system planning data, the future growth in equivalent dwelling units (EDU) will be

estimated. The resulting SDC will be compared against the local portion of the CWS SDC. If a higher SDC is calculated, the City may elect to charge a supplemental SDC, in addition to the regional SDC.

Task 6.3 - Meetings and Presentations

Attend up to 3 meetings with staff to develop financial plan framework and SDC methodology and assumptions, and present preliminary results. Attend up to 2 meetings with the City Council to present the findings and recommendations.

Task 6.4 - Documentation

Prepare separate stand-alone reports for the rate analysis and SDC methodology. A summary of the findings from the rate analysis report will be incorporated into the final Master Plan document. Draft and final versions of the stand-alone reports will be provided in electronic PDF format.

BUDGET

The overall not-to-exceed budget estimate for this additional scope of services is \$21,250 as shown in Table 1. The work provided in this Scope of Services will be billed on a time and expense basis.

**Table 1.
 City of Sherwood
 Sanitary Sewer Master Plan Update
 Amendment No. 1
 Fee and Labor Estimate**

	Project Manager S. Roundy \$148	ESTIMATED FEES			
		Labor	Subconsultant GRG Financial	Expenses	Total
Task 1: Project Management					
1.4. Subconsultant Coordination	4	\$ 592	\$ -	\$ 72	\$ 664
Task 6 Subtotal	4	\$ 592	\$ -	\$ 72	\$ 664
Task 6. Stormwater Rate and SDC Study Update					
6.1 Financial Analysis	2	\$ 296	\$ 5,258	\$ 40	\$ 5,594
6.2 SDC Analysis	2	\$ 296	\$ 4,224	\$ 40	\$ 4,560
6.3 Meetings	12	\$ 1,776	\$ 4,180	\$ 400	\$ 6,356
6.4 Documentation	8	\$ 1,184	\$ 2,750	\$ 142	\$ 4,076
Task 6 Subtotal	24	\$ 3,552	\$ 16,412	\$ 622	\$ 20,586
TOTAL - ALL TASKS	28	\$ 4,144	\$ 16,412	\$ 694	\$ 21,250

Agenda Item: Consent Agenda

TO: Sherwood City Council

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

SUBJECT: Resolution 2015-059 amending the existing contract with Murray Smith & Associates (MSA) to include storm water fee and system development charge (SDC) Rate Study as part of the Storm Water Master Plan update

Issue:

Should the City Council authorize the City Manager to sign a contract amendment with Murray Smith & Associates (MSA), incorporating a storm water fee and system development charge (SDC) rate study as part of the Storm Water Master Plan Update project?

Background:

Under previously approved Resolution 2015-008, the City entered into contract with MSA to perform professional services in updating the Storm Water Master Plan. Initially, City staff had intended to conduct a fee and SDC rate study as a separate contract which would include both the City sanitary sewer and stormwater fees and SDC charges. Once the project started, staff concluded that having the storm water fee and SDC rate study performed individually within the master plan update contract to be more cost effective, efficient and timely.

Financial Impacts:

Funding had been established to conduct the storm water fee and SDC rate study separate from the master plan update as a separate project within the current budget year. By combining the projects and reallocating the storm water fee and SDC rate study project budget to the master plan project budget, the overall impact to the fiscal year budget has no impact and remains unchanged. The impact to the MSA storm water master plan contract amount increases by \$20,800 from \$113,500 to \$134,300. The project budget amount allocated for the professional services is \$139,700.

Recommendation:

Staff respectfully recommends adoption of Resolution 2015-059 authorizing the City Manager to execute a contract amendment with MSA to incorporate a storm water fee and SDC rate study as part of project scope of work, and allow the City Manager to spend additional projects funds beyond the contract amount for unforeseen and unanticipated issues up to the budgeted amount of \$139,700.



RESOLUTION 2015-059

AMENDING THE EXISTING CONTRACT WITH MURRAY SMITH & ASSOCIATES (MSA) TO INCLUDE A STORM WATER FEE AND SYSTEM DEVELOPMENT CHARGE (SDC) RATE STUDY AS PART OF THE STORM WATER MASTER PLAN UPDATE

WHEREAS, under Resolution 2015-008, City Council authorized the City Manager to enter into a contract with MSA to provide professional services in updating the City's existing Storm Water Master Plan; and

WHEREAS, the Scope of Work under the original MSA contract did not include performing a storm water fee and SDC rate study component as City staff had intended to conduct this study at a later date; and

WHEREAS, conditions changed and City staff concluded that to perform the storm water fee and SDC rate study under the existing MSA contract to be cost effective, efficient, and timely; and

WHEREAS, the State of Oregon Revised Statutes (ORS 279C.115) states, "A contracting agency may enter into a contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or related services directly with a consultant if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under rules adopted under ORS 279A.065 and the new contract is a continuation of the project."; and

WHEREAS, the proposed contract amendment complies with ORS 279C.115, and City staff have negotiated and received a Scope of Work and Fee Schedule (attached as Exhibit A).

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

Section 1. The City Manager is authorized to amend the existing Professional Services Contract with MSA by including a storm water fee and SDC rate study as part of the contract scope of work.

Section 2. The contract amendment with MSA increases the existing contract amount of \$131,500 by an additional \$20,800, for an amended contract amount of \$134,300.

Section 3. The City Manager is authorized to spend additional project funds beyond the contract amount for unforeseen and unanticipated issues, up to the budgeted amount of \$139,700.00

Section 4. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 7th day of July 2015.

Krisanna Clark, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

EXHIBIT A

PROPOSED SCOPE AND FEE FOR AMENDMENT NO. 1 STORMWATER MASTER PLAN UPDATE CITY OF SHERWOOD, OREGON

INTRODUCTION

This additional scope of services is for professional engineering services between Murray, Smith & Associates, Inc. (MSA) and the City of Sherwood, Oregon (City) required to provide a rate and systems development charge (SDC) study as part of the Stormwater Master Plan Update (Plan), currently under preparation by MSA.

MSA is currently providing the City with an updated Stormwater Master Plan including stormwater system capital improvement recommendations and budget-level capital cost estimates. The Plan's current scope of services does not include impacts to existing rate and SDCs. The City desires to perform this analysis as part of the master plan process, and include in the final master plan document.

ADDITIONAL SCOPE OF SERVICES

Task 6 Stormwater Rate and SDC Study Update

Under this task, MSA will provide the services of Galardi Rothstein Group (GRG) to update the City's rates and system development charges (SDCs) as part of the Stormwater Master Plan Update. MSA and GRG will provide the following services:

Task 6.1 – Financial Analysis

Historical revenues and expenditures for the system will be reviewed for the past 3 years to identify significant cost and revenue factors and trends. Annual system requirements (capital and operating) will be projected for the 10-year planning period (10 years). Capital improvement funding strategies and sources will be reviewed and identified. Revenues under existing rates and projected increases from Clean Water Services (CWS) will be forecast for the study period. Miscellaneous revenues, including revenue from SDCs, interest income, and other charges, will be projected and deducted from total requirements to determine the amount of annual revenue required from user rates.

A computerized financial planning model will be developed so that alternative capital phasing and policy and forecast assumptions may be evaluated against the need for any additional local rate increases. A recommended plan will be developed that balances the City's financial policies and objectives and capital improvement priorities.

Task 6.2 – System Development Charge Analysis

For each identified capital improvement, hydraulic modeling data will be reviewed to determine the portion of the improvement needed for growth versus existing development. Using system planning data, the future growth in equivalent dwelling units (EDU) will be

estimated. The resulting SDC will be compared against the local portion of the CWS SDC. If a higher SDC is calculated, the City may elect to charge a supplemental SDC, in addition to the regional SDC.

Task 6.3 - Meetings and Presentations

Attend up to 3 meetings with staff to develop financial plan framework and SDC methodology and assumptions, and present preliminary results. Attend up to 2 meetings with the City Council to present the findings and recommendations.

Task 6.4 - Documentation

Prepare separate stand-alone reports for the rate analysis and SDC methodology. A summary of the findings from the rate analysis report will be incorporated into the final Master Plan document. Draft and final versions of the stand-alone reports will be provided in electronic PDF format.

BUDGET

The overall not-to-exceed budget estimate for this additional scope of services is \$20,800 as shown in Table 1. The work provided in this Scope of Services will be billed on a time and expense basis.

**Table 1.
 City of Sherwood
 Stormwater Master Plan Update
 Amendment No. 1
 Fee and Labor Estimate**

	ESTIMATED FEES				
	Principal Engineer II M. Carr	Labor	Subconsultant GRG Financial	Expenses	Total
	\$172				
Task 1: Project Management					
1.4. Subconsultant Coordination	4	\$ 688	\$ -	\$ 72	\$ 760
<i>Task 6 Subtotal</i>	4	\$ 688	\$ -	\$ 72	\$ 760
Task 6. Stormwater Rate and SDC Study Update					
6.1 Financial Analysis	2	\$ 344	\$ 4,488	\$ 40	\$ 4,872
6.2 SDC Analysis	2	\$ 344	\$ 3,872	\$ 40	\$ 4,256
6.3 Meetings	12	\$ 2,064	\$ 4,180	\$ 400	\$ 6,644
6.4 Documentation	8	\$ 1,376	\$ 2,750	\$ 142	\$ 4,268
<i>Task 6 Subtotal</i>	24	\$ 4,128	\$ 15,290	\$ 622	\$ 20,040
TOTAL - ALL TASKS	28	\$ 4,816	\$ 15,290	\$ 694	\$ 20,800

TO: Sherwood City Council

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

SUBJECT: Resolution 2015-060 authorizing the City Manager to enter into a contract with Blackline Inc. for the 2015 Slurry Seal Program

Issue:

Should the City Council authorize the City Manager to enter into a contract for the 2015 Slurry Seal Program?

Background:

The City of Sherwood has an ongoing need to maintain our public infrastructure and to perform preventative maintenance work to prolong the quality of our streets. The City contacted the City of Hillsboro to combine our efforts for Slurry Seal. The City of Hillsboro included language for Sherwood to use their RFP. The City of Hillsboro allowing us to use their RFP process enables the City of Sherwood to save time and money not having to go through the procurement process.

The roads selected (see attached Exhibit A) are prioritized in our Pavement Management System which was updated in January 2014. The system is updated every three years.

Financial Impacts:

The cost to complete the work is \$111,401.80. Staff recommends adding 10% contingency (\$11,140.18) for a total amount not to exceed \$122,541.98. These funds are covered in the FY2015-16 Street budget.

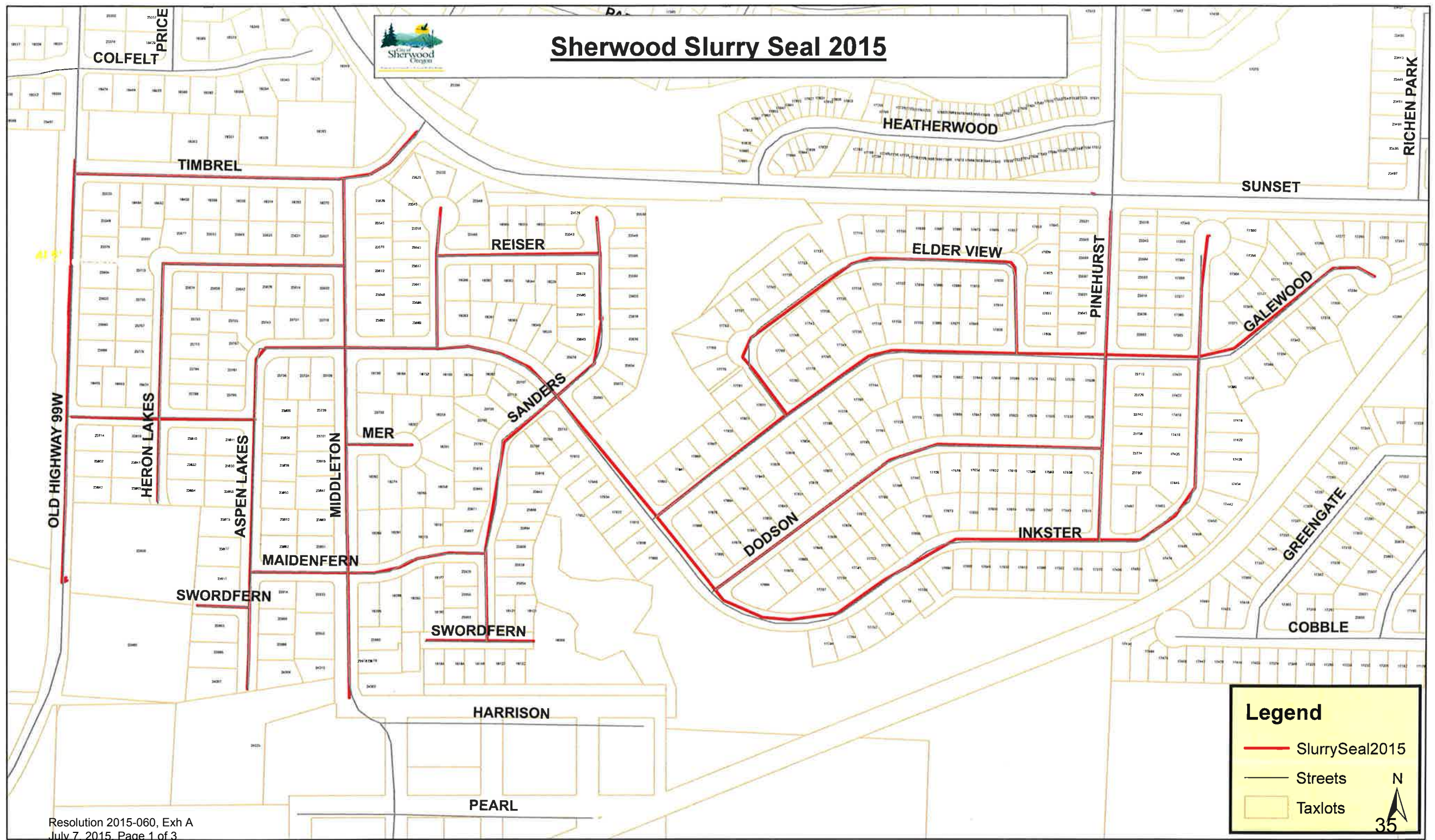
Failure to adopt this contract will prevent Sherwood from moving forward with a Slurry Seal Program in 2015-16.

Recommendation:

Staff respectfully recommends adoption of Resolution 2015-060 authorizing the City Manager to enter into a contract with Blackline Inc. for the 2015 Slurry Seal Program.



Sherwood Slurry Seal 2015



Legend

- SlurrySeal2015
- Streets
- Taxlots

N
35



Exhibit A 2015 Sherwood Slurry Seal

Road Name:	From:	To:
Pinehurst Drive	Sunset Blvd.	Galewood Drive
Pinehurst Drive	Galewood Drive	Dodson Drive
Pinehurst Drive	Dodson Drive	Inkster Drive
Inkster Drive	Cul-de-Sac	Galewood Drive
Inkster Drive	Galewood Drive	Pinehurst Drive
Inkster Drive	Pinehurst Drive	Dodson Drive
Inkster Drive	Dodson Drive	Galewood Drive
Inkster Drive	Galewood Drive	Sanders Terrace
Inkster Drive	Sanders Terrace	Voss Place
Inkster Drive	Voss Place	Middleton Road
Galewood Drive	Inkster Drive	Cul-de-Sac
Galewood Drive	Pinehurst Drive	Inkster Drive
Galewood Drive	Elderview Drive (E. intersect)	Pinehurst Drive
Galewood Drive	Elderview Drive (W. intersect)	Elderview Drive (E. intersect)
Galewood Drive	Inkster Drive	Elderview Drive (W. intersect)
Heron Lakes Lane	Middleton Road	Crooked River Road
Heron Lakes Lane	Crooked River Road	Dead End South
Crooked River Road	Heron Lakes Lane	Old Pacific Hwy
Crooked River Road	Aspen Lakes Drive	Heron Lakes Lane
Aspen Lakes Drive	Middleton Road	Crooked River Road
Aspen Lakes Drive	Crooked River Road	Maidenfern Lane
Aspen Lakes Drive	Maidenfern Lane	Swordfern Lane
Aspen Lakes Drive	Swordfern Lane	Barricade 200 Ft. Sout
Elderview Drive SW	Galewood Drive South	Galewood Drive East
Dodson Drive	Inkster Drive	Pinehurst Drive
Voss Place	Reiser Lane	Cul-de-Sac
Voss Place	Inkster Drive	Reiser Lane
Reiser Lane	Voss Place	Sanders Terrace
Mer Court	Middleton Road	Cul-de-Sac
Maidenfern Lane	Aspen Lakes Drive	Middleton Road
Maidenfern Lane	Middleton Road	Sanders Terrace
Sanders Terrace	Swordfern Lane	Maidenfern Lane
Sanders Terrace	Maidenfern Lane	Inkster Drive
Sanders Terrace	Inkster Drive	Reiser Lane
Sanders Terrace	Reiser Lane	Cul-de-Sac
Swordfern Lane	Sanders Terrace	Dead End East



Exhibit A 2015 Sherwood Slurry Seal

Swordfern Lane	Dead End West	Sanders Terrace
Middleton Road	Timbrel Lane	Heron Lakes Lane
Middleton Road	Heron Lakes Lane	Inkster Drive
Middleton Road	Inkster Drive	Mer Court
Middleton Road	Mer Court	Maidenfern Lane
Middleton Road	Maidenfern Lane	Harrison Street
Timbrel Lane	Old Pacific Hwy	Middleton Road
Timbrel Lane	Middleton Road	Sunset Blvd.
Old Pacific Hwy	South City Limits	Crooked River Road
Old Pacific Hwy	Crooked River Road	Timbrel Lane



RESOLUTION 2015-060

AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BLACKLINE INC. FOR THE 2015 SLURRY SEAL PROGRAM

WHEREAS, the City of Sherwood has a responsibility to maintain the City's infrastructure; and

WHEREAS, Sherwood partnered with the City of Hillsboro to include Sherwood's 2015 Slurry Seal program in their RFP for the same services; and

WHEREAS, the RFP process identified Blackline, Inc. as the lowest responsible bidder.

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

Section 1. The City Manager is hereby authorized to enter into a contract with Blackline, Inc. in an amount not to exceed \$122,541.98 Inc. the 2015 Slurry Seal Program.

Section 2. Subject to the limitations of local and state contracting rules, the City Manager is hereby authorized to execute contract change orders for a total amount not-to-exceed 10% of the original award (\$111,401.80).

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

Duly passed by the City Council this 7th day of July, 2015.

Krisanna Clark, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Council Meeting Date: July 7, 2015

Agenda Item: Consent Agenda

TO: Sherwood City Council

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

SUBJECT: Resolution 2015-061 authorizing the City Manager to surplus equipment to the City of Battleground, Washington

Issue:

Should the City surplus equipment to the City of Battleground, Washington per ORS 279A.280?

Background:

The City has a 1998 CraftCo SS125 crack sealer (Serial # 1C9SY1015W1418194) that has reached its life expectancy. The City of Battleground, Washington has a need to purchase a crack sealer as they are currently part of a coop and have to share resources with multiple agencies.

Financial Impacts:

The City purchased a new crack sealer with funds approved in the FY2014-15 budget. The 1998 CraftCo SS125 will be sold to the City of Battleground in the amount of \$7,366.00

Recommendation:

Staff respectfully recommends adoption of Resolution 2015-061 authorizing the City Manager to surplus equipment to the City of Battleground, Washington



RESOLUTION 2015-061

AUTHORIZING THE CITY MANAGER TO SURPLUS EQUIPMENT TO THE CITY OF BATTLEGROUND, WASHINGTON

WHEREAS, the State of Oregon defines the process for disposal of surplus property in ORS 279A.280; and

WHEREAS, the City of Sherwood has a 1998 Craftco SS125 crack sealer that the City of Battleground, Washington would like to purchase; and

WHEREAS, Resolution 2005-006 Adopting Public Contracting Rules states in Section 1.10.080 Procedure for Surplus Property, that for surplus property deemed to have a value of more than \$5,000, the City Council may authorize the property to be sold, to be donated, or to be destroyed.

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

Section 1. The City Manager is hereby authorized to surplus equipment to the City of Battleground, Washington in the amount of \$7,366.00.

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

Duly passed by the City Council this 7th day of July 2015.

Krisanna Clark, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Julia Hajduk, Community Development Director

Through: Joseph Gall, ICMA-CM, City Manager

Subject: **Resolution 2015-063, a resolution removing Commissioner James Copfer from the Planning Commission**

ISSUE:

Should the City Council remove Commissioner James Copfer from the Planning Commission?

BACKGROUND:

Quorum is essential for the Commission to conduct business, which is often required to be conducted within a very tight timeframe, therefore it is imperative that Commissioners be present when at all possible and clearly identify as soon as possible when they will not be in attendance so that staff can ensure a quorum will be met or make alternative accommodations.

James Copfer was appointed to Planning Commission on April 5, 2011 to fill a term vacated by a previous member and reappointed on July 17, 2012. Attendance became an issue that affected the ability of the Commission to perform in 2013 with Commissioner Copfer missing 40% of the Commission meetings. On January 7, 2014, the City Council considered a similar resolution (Resolution 2014-003) to the one being considered at this time due to his lack of attendance and lack of communication regarding attendance. After discussion at the Council meeting, Resolution 2014-003 was tabled indefinitely. At the time, the Council stressed the importance of attendance and the need to communicate the attendance to ensure a quorum was met and it was the hope that attendance and communication would improve. Since the resolution was considered and tabled, Commissioner Copfer's attendance has not improved. His attendance since Resolution 2014-003 was considered and tabled was 45%. His attendance in 2015 has been 37%.

The Planning Commission must have members that can fulfill their obligations in order to be successful. Therefore Council has been asked to consider whether Commissioner Copfer's continued involvement on the Commission is in the best interest of the Planning Commission and community and whether he should be removed from the Planning Commission.

RECOMMENDATION:

City staff respectfully recommends consideration of the resolution but is not making a recommendation on whether or not to approve Resolution 2015-063.



RESOLUTION 2015-063

A RESOLUTION REMOVING COMMISSIONER JAMES COPFER FROM THE PLANNING COMMISSION

WHEREAS, James Copfer was appointed to Planning Commission on April 5, 2011 to fill a term vacated by a previous member and reappointed on July 17, 2012; and

WHEREAS, Commissioner Copfer has had sufficient training to understand the expectations of Planning Commission members; and

WHEREAS, regular attendance to scheduled meetings is expected; and

WHEREAS, the Council considered removing Commissioner Copfer due to lack of attendance in 2014 but tabled Resolution 2014-003 with the expectation that attendance would improve; and

WHEREAS, Commissioner Copfer's attendance rate since Resolution 2014-003 was considered has been 45% and has had a 37% attendance rate in 2015; and

WHEREAS, Section 16.060.010.B of the municipal code states: A Commission member may be removed by a majority vote of the Council for misconduct or non-performance of duty, as determined by the Council; and

WHEREAS, the Planning Commission has sufficient members to carry out regular business while awaiting a new appointee to be named, if Commissioner Copfer is removed.

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

Section 1. Commissioner James Copfer is hereby removed from the Planning Commission.

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

Duly passed by the City Council this 7th day of July 2015.

Krisanna Clark, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council
FROM: Tom Pessemier, Assistant City Manager
Through: Joseph Gall ICMA-CM, City Manager
SUBJECT: Resolution 2015-062, authorizing an Intergovernmental Agreement for services between the City of Sherwood and the Sherwood Urban Renewal Agency

Issue:

Should the City Council authorize an intergovernmental agreement with the Sherwood Urban Renewal Agency for services to be provided by the City and the Agency?

Background:

The Sherwood Center for the Arts was built by the Urban Renewal Agency and is partly finished. The portion of the building for the Arts Center is complete and currently being operated by the City of Sherwood. The portion of the building for retail space is mostly complete, but additional work is necessary for tenants to occupy the space.

There are additional funds that have been committed to finish tenant improvements in the retail space which will be paid for by the Urban Renewal Agency. Subsequently, the building will be transferred to the City of Sherwood in its entirety. Leasing for the space will be done by the City of Sherwood but will rely on URA monies.

It is impractical for the URA and the City to be completing tasks simultaneously and this Intergovernmental Agreement has been crafted to ensure that the relationships and tasks to be performed are clear.

Financial Impacts:

None

Recommendation:

Staff respectfully requests City Council adoption of Resolution 2015-062 approving and authorizing the City Manager to execute the intergovernmental agreement between the City and the URA.



RESOLUTION 2015-062

AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT FOR SERVICES BETWEEN THE CITY OF SHERWOOD AND THE SHERWOOD URBAN RENEWAL AGENCY

WHEREAS, the City of Sherwood, Oregon, a municipal corporation established under ORS Chapter 221 (“City”), and the Sherwood Urban Renewal Agency (“URA” or “Agency”), a municipal corporation established under ORS Chapter 457 entered into an Intergovernmental Agreement (“Agreement”) through Resolution 2011-003 whereby the City agreed to provide multiple general support services to the Agency; and

WHEREAS, the previous Agreement did not contemplate the timing and activities of the various Center for the Arts financial and operating responsibilities; and

WHEREAS, the Agency built and owns the Sherwood Center for the Arts (“Center”), which is located at 22689 SW Pine Street, Sherwood OR 97140; and

WHEREAS, the City provides financial, administrative and other support services to the Agency including running the Center; and

WHEREAS, the City and Agency desire to formalize their relationship as it relates to the Center; and

WHEREAS, pursuant to ORS Chapter 190, the City and Agency are authorized to enter into intergovernmental agreements for the performance of tasks either is authorized by law to perform.

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

Section 1: The City of Sherwood does hereby approve the Intergovernmental Agreement between the Agency and the City of Sherwood as shown in Exhibit A.

Section 2: The City of Sherwood does hereby authorize the City Manager to execute the Intergovernmental Agreement between the City of Sherwood and the Agency as shown in Exhibit A.

Section 3: This Resolution shall be in effect upon its approval and adoption.

Duly passed by the City Council this 7th day of July 2015.

Krisanna Clark, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Exhibit A
INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF SHERWOOD
AND
THE SHERWOOD URBAN RENEWAL AGENCY

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is entered into by and between the City of Sherwood, Oregon, a municipal corporation established under ORS Chapter 221 (“City”), and the Sherwood Urban Renewal Agency (“URA” or “Agency”), a municipal corporation established under ORS Chapter 457.

WHEREAS, the URA built and owns the Sherwood Center for the Arts (“Center”), which is located at 22689 SW Pine Street, Sherwood, OR 97140.; and

WHEREAS, the City provides financial, administrative and other support services to the URA including running the Center; and

WHEREAS, the URA and City desire to formalize their relationship as it relates to the Center; and

WHEREAS, pursuant to ORS Chapter 190, the City and Agency are authorized to enter into intergovernmental agreements for the performance of tasks either is authorized by law to perform;

NOW, THEREFORE, THE CITY OF SHERWOOD, OREGON AND THE SHERWOOD URBAN RENEWAL AGENCY HEREBY AGREE AS FOLLOWS:

- 1. City Duties and Responsibilities.** City shall assume all duties related to the Center as if City were the owner of the land and building. Such duties shall include but not be limited to staffing, general maintenance, janitorial services, utilities, garbage, leasing of commercial spaces, security, insurance and landscaping. City is expressly authorized to sign any lease of the commercial spaces on behalf of the URA and agrees to be responsible for the payment of any taxes required to be paid due to the leasing of the commercial spaces in the Center.
- 2. Agency Duties and Responsibilities.** Agency shall be responsible for capital improvements to the Center, which shall include but not be limited to any tenant improvements necessary to lease the commercial spaces. City shall notify URA of the costs of such improvements as they become needed. Either City or Agency may enter into the contracts necessary to make such improvements. Should City enter into such contracts on behalf of the URA, City shall provide any necessary invoices to the Agency for timely payment and Agency agrees to make payments to the City in a timely manner.
- 3. Compensation.** In exchange for the services provided under this Agreement, City may keep any rental payments made by third parties that lease commercial space at the Center.

4. Transfer of Center. The Parties agree, consistent with the Agency’s Urban Renewal Plan, that the URA will eventually transfer ownership of the Center to the City. The purpose and intent of this Agreement is to formalize the rights and responsibilities of the Parties related to the Center until such transfer occurs. This Agreement shall automatically terminate upon the Agency’s transfer of the Center to the City.

5. Additional Terms.

a. Severability. If any section, clause or phrase of this Agreement is judicially deemed invalid, illegal, or unenforceable in any respect, the remaining parts of this Agreement shall be severed from the invalid parts and remain in full force and effect.

b. Modification. This Agreement may be modified by mutual written consent of the parties. Any modification to a provision in this Agreement shall have no effect upon other provisions in this Agreement unless stated in writing.

c. Term and Termination. Unless otherwise provided herein, this Agreement shall remain in effect until terminated by the parties by mutual agreement. This Agreement may be terminated by mutual written consent of the parties. Termination of this Agreement shall not affect the duties and obligations of the parties that accrued prior to the termination, including any bond loan or other repayment obligations.

d. Effective Date. This Agreement is effective upon the latest date it is executed by the parties below.

WHEREAS, all the aforementioned is hereby agreed upon by the parties and executed by the duly authorized signatures below.

CITY OF SHERWOOD

**SHERWOOD URBAN RENEWAL
AGENCY**

City Manager

Agency Administrator

City Recorder

Date

Date

TO: Sherwood City Council

FROM: Joseph Gall, ICMA-CM, City Manager
Through: Chad Jacobs, City Attorney

SUBJECT: Request for Discussion – Possible Referral of Charter Amendment Measure to Voters

Issue:

Shall the City Council refer to the voters a proposed charter amendment that is currently being circulated by initiative petition by former Mayor Bill Middleton?

Background:

Former Mayor Bill Middleton recently requested that the Sherwood City Council discuss his proposed charter amendment regarding required voter approval on residential taxes, charges and fees. Mayor Clark has placed this item on the City Council agenda for July 7, 2015 as a discussion item.

The original language that former Mayor Middleton presented for consideration is shown below:

AMENDS CHARTER. REQUIRES VOTER APPROVAL ON RESIDENTIAL TAXES, CHARGES, FEES

This measure, if approved, would amend the City of Sherwood Charter to require voters to approve all new taxes, charges or fees imposed on residential properties occupied by owners and/or occupants within the City of Sherwood boundaries; established by the City Council effective 1 July 2015. This measure, which was initiated by citizen petition, would amend Chapter 16, "Ordinance Adoption," of the City Charter, to add the following language:

After July 1, 2015, any ordinance, resolution or order approved by a majority of the City Council that creates or increases any tax, charge or fee solely or partially to be garnered from taxes, charges or fees imposed on residential properties occupied by owners and/or occupants within the City of Sherwood boundaries, shall not be effective unless ratified by a majority vote of the City's qualified electors voting in an election where at least 50 percent of the registered voters cast a ballot, or the election is a general election in an even-numbered year.

Former Mayor Middleton is in the process of circulating an initiative petition to place this proposed charter amendment on the ballot. Rather than completing that process, former Mayor Middleton has requested that the Council place the proposal on the ballot.

It is important to note that the City Council does have discretion to refer a measure such as this proposed charter amendment to voters under Sherwood Municipal Code 2.04.044. This section of

our Municipal Code also clearly defines the steps in the process, including creation of a ballot title and explanatory statement.

If the City Council decides to refer such a measure to the ballot, the Council could utilize the existing ballot title that was finalized by Washington County Circuit Court after a challenge to the original ballot title submitted by former Mayor Middleton or direct the City Attorney to draft a new ballot title and explanatory statement.

Depending upon which upcoming election that the City Council would want to refer such a measure to the ballot, here are some key dates to remember as part of your discussion:

November 2015 General Election

August 14, 2015 (80th day before November election)

Last day for county or city governing body to file with appropriate elections official text of referral or if governing body prepared a title, complete ballot title, in order for ballot title process to be complete by filing deadline. 165-014-0005

September 3, 2015 (61st day before November election)

Last day for city elections official, county governing body or district elections authority to file or withdraw notice of measure election. 254.095; 254.103; 255.085

March 2016 Special Election

December 24, 2015 (80th day before March election)

Last day for county or city governing body to file with appropriate elections official text of referral or if governing body prepared a title, complete ballot title, in order for ballot title process to be complete by filing deadline. 165-014-0005

Financial Impacts:

If the City Council refers this proposed charter amendment to the November 2015 General Election ballot, there would not be a significant cost to our city due to the nature of the General Election. The costs of referring this charter amendment to the March 2016 Special Election would be more significant since there are typically far fewer ballot measures on a March Special Election in Washington County. As an example, the City of Sherwood was charged \$11,320.67 in the recent March 2015 election for a vacant City Council seat.

Policy Issues:

Whether to refer the proposed charter amendment to the voters is purely a policy decision, which is completely up to the discretion of the Council. There is no legal requirement for the Council to do so. In addition, there is no legal requirement that the Council refer the exact proposal submitted by former Mayor Middleton. In other words, should the Council desire to submit the proposal to the voters, the Council may amend the proposal as it deems warranted. For example, because we are already passed July 1, 2015, it may make a certain amount of sense to change that date in the proposed language. On the other hand, the Council is equally able to submit the proposal as drafted and submitted by former Mayor Middleton.

Sherwood Public Library
Monthly Management Report
April 2015

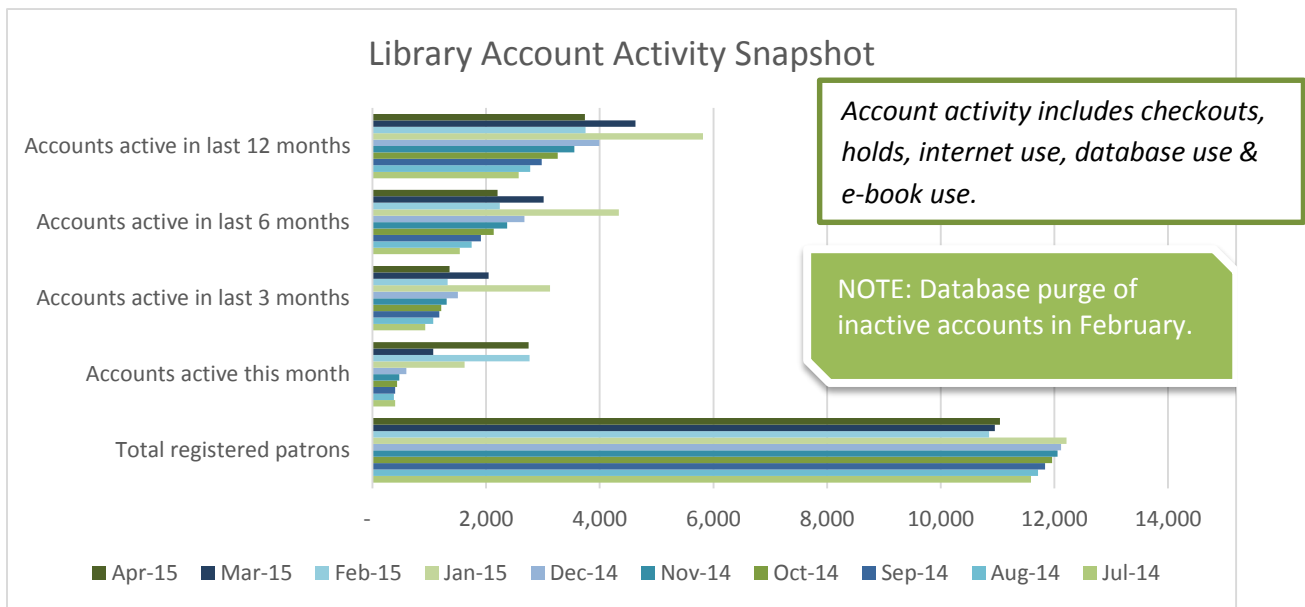


Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

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

Statistics

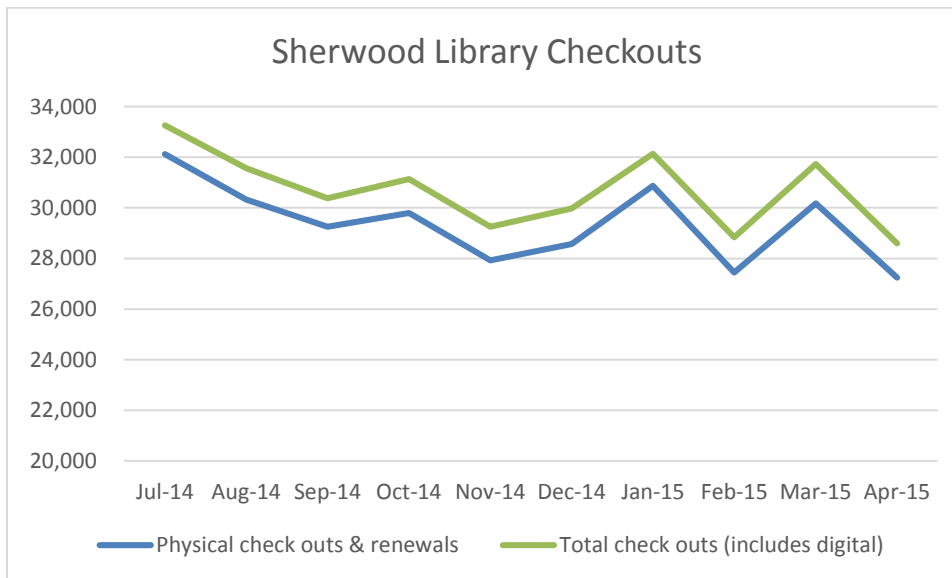


Monthly Patrons	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15
Total registered patrons	12,121	12,217	10,855	10,954	11,042
Accounts active this month	594	1,619	2,766	1,069	2,747
% change from prev. month	26%	173%	71%	-61%	157%
Accounts active last 3 months	1,502	3,127	1,319	2,042	1,354
% change from prev. month	15%	108%	-58%	55%	-34%
Accounts active last 6 months	2,675	4,335	2,242	3,011	2,199
% change from prev. month	13%	62%	-48%	34%	-27%
Accounts active last 12 months	3,993	5,815	3,752	4,629	3,738
% of patrons active last 12 mos.	33%	48%	35%	42%	34%
New library cards	64	96	71	99	75
Growth with new cards	0.5%	0.8%	0.7%	0.9%	0.7%

Door count	Mar-15	Apr-15	% Change from last month	Apr-15 Open hours	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour	Monthly checkouts per FTE
Total	21,301	19,388	-10%	260	30	75	646	105	2,970

Monthly Circulation	Mar-15	Apr-15	April last year	% Change from last year	% Change from last month
Physical check outs & renewals	30,177	27,242	29,013	-6.1%	-9.7%
Self-checkouts only	7,625	7,080	6,538	8.3%	-7.1%
% @ self-check	25%	26%	23%	15.3%	2.9%
Digital checkouts (Library2Go)	1,240	1,095	n/a	n/a	-12%
Digital checkouts (3M)	310	262	n/a	n/a	-15%
Total digital checkouts	1,550	1,357	n/a	n/a	-12%
% of total checkouts	4.9%	4.7%	n/a	n/a	-3%
Total check outs	31,727	28,599	29,013	-1.4%	-9.9%
Check ins	22,061	19,640	21,579	-9.0%	-11.0%

The Library had 1,215 program participants and a 14% increase in volunteer involvement in April.



Collection Development	Mar-15	Apr-15	Monthly avg last FY
Count of items added	400	330	562

Volunteers	April Hours	Equivalent FTE	# of volunteers
Art of the Story	22	0.13	3
Community Event	4	0.02	1
Bulletin Board	2.75	0.02	1
Checkin (returns)	78.75	0.45	13
Checkin (tasket processing & holds)	48.5	0.28	6
Clerical/office asst	11.5	0.07	1
Requests to fill	25.5	0.15	6
Homework Helper	21.25	0.12	2
Shelving	6	0.03	1
Checkin total	127.25	0.73	19
Grand Total	220.25	1.27	29
Last month	189.5	1.09	24
% change	14%	14%	17%

Programs & Activities

Youth & Family Programs:

- Paperback Pals book group—6 children
- Read to the Dogs—3 participants
- Lego Maniacs with Mr. Blair, Master Builder—14 children, 11 adults—25 total
- Tino and the Pomodori, story, craft & bruschetta, Tonya Hamilton Russo, local author—13 children, 8 adults—21 total
- National Library Week guessing jar—42 participants
- Storytimes
 - Saturday Family Storytime -- 4 children & 7 adults—11 total
 - Toddler Storytimes, Tuesdays & Wednesdays: 223 children, 186 adults—409 total people (9 storytimes)
 - Preschool Storytimes, Tuesdays & Wednesdays: 192 children, 112 adults—304 total people (9 storytimes)
 - Baby Time: 54 babies, 43 adults—97 total people (4 storytimes)

Total participants: 918 people

Adult & Teen Ages Programs:

- Art of the Story Grand Finale, partnership with WCCLS, Sherwood Public Library & Sherwood Center for the Arts—231 attendees
- Open House for City staff, electeds, board & commission members—25 attendees
- Homework Help—13 teens (6 sessions)
- Master the Art of Recycling—0 adults
- Contemporary American Poetry—0 adults
- Music in Poetry: Poetry in Music—6 adults, 4 teens—10 total
- Cowboy Poetry, Tom Swearingen—8 adults
- Writing Workshop, Marie Buckley—10 adults

Total participants: 297 people

Outreach:

- Helping Hands, share library fliers

Other Activities:

- Displays:
 - Poetry Month
 - Hiking & Nature
 - Holocaust
 - National Library Week
 - Six Word Story winners
- Projects:
 - Polaris System Upgrade
 - Planning Summer Reading programming
 - Weeding outdated material, including free magazine giveaway (ongoing)
 - Impact Survey
- Recruitments: Library Assistant II interviews
- Washington County Cooperative Library Services Meeting attendance:
 - Adult Services (Pinn Crawford)
 - Executive Board (Adrienne)
 - Policy Group (Adrienne)
- Other meetings:
 - Main Street meeting (Crystal)
 - Social Media Planning, City of Sherwood (Jenny)
 - Library Advisory Board (Adrienne)
 - Library staff meeting (all)
- Staff trainings:
 - Oregon Library Association Conference in Eugene, Or (Adrienne, Jenny, Crystal)
 - Website training (Adrienne & Jaime)

Service Stories

A patron whom Kacie and I helped ditch library2Go and start with 3M came in today to tell us how much she preferred it. "I love it" she said. She also was very enthusiastic about the library in general and recommended this [article](#) from a recent Rotarian.—*Pinn Crawford, Adult Services Librarian*

As one of the many judges in this year's contest, I really enjoyed reading the 200 + entries that our library received...congrats to the winners selected and highlighted below by Pinn Crawford (who did a great job coordinating this year as usual). —*Joseph Gall, City Manager*

Congratulations to our Six Word Story winners.

- The first prize goes to Jeff Rich for this chilling tale: "One text. Three cars. Seven coffins."
- Second place goes to Madeline Robinette: "It came alive in her hand."
- Final podium spot goes to Keith Weir: "We grew up and not old."

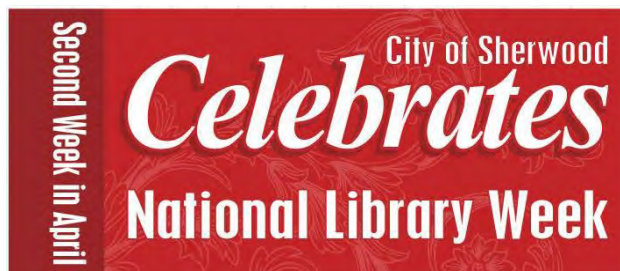
Thanks to everyone who submitted (we received more than 200 entries!).

During Family Storytime, April 25, we had 11 attendees – 4 kids and 7 adults. The theme was birds. For the craft we made a bird out of a paper plate. A 7 year old girl spent 20 + minutes making the bird craft. She finished her project by making and attaching a speech bubble to her bird that said, "Frooodle." You might be wondering why she did that. One of the stories I read was titled, *Frooodle* by Antoinette Portis. It's the story of a small brown bird that doesn't want to say *peep* anymore. He wants to say something different, like *frooodle*. As a Youth Services Librarian, this is great because the child was demonstrating her narrative skills. —*Jaime Thoreson, Youth Services Librarian*

I was delighted so many City staff, electeds, and board members were able to attend our Open-House on Tuesday to help us celebrate National Library Week and National Library Workers Day. I've been collecting surveys from staff this week about cumulative years of experience. The numbers are impressive! Collectively, as a staff of 14 regular and 6 on-call staff, we have:

- nearly 100 years of experience working at Sherwood Public Library
- nearly 200 years of library experience
- over 100 years of post-secondary education, including seven Masters in Library & Information Science degrees.

—*Adrienne Doman Calkins, Library Manager*



Sherwood Public Library
Monthly Management Report
May 2015

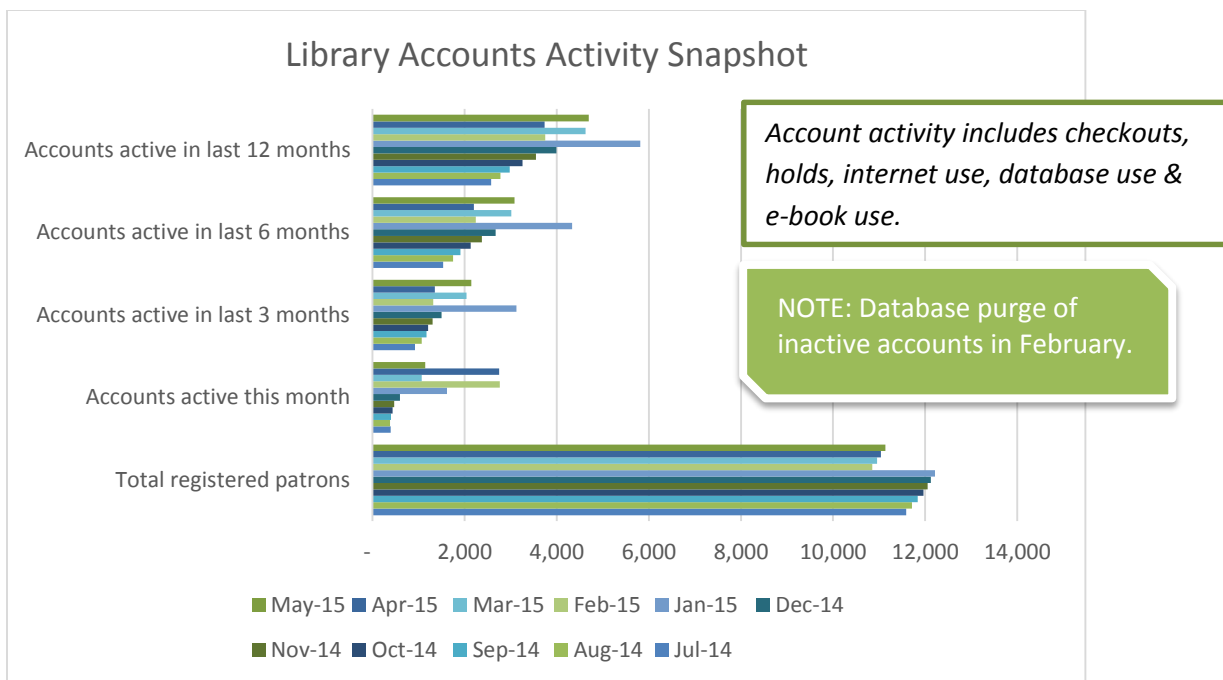


Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

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

Statistics

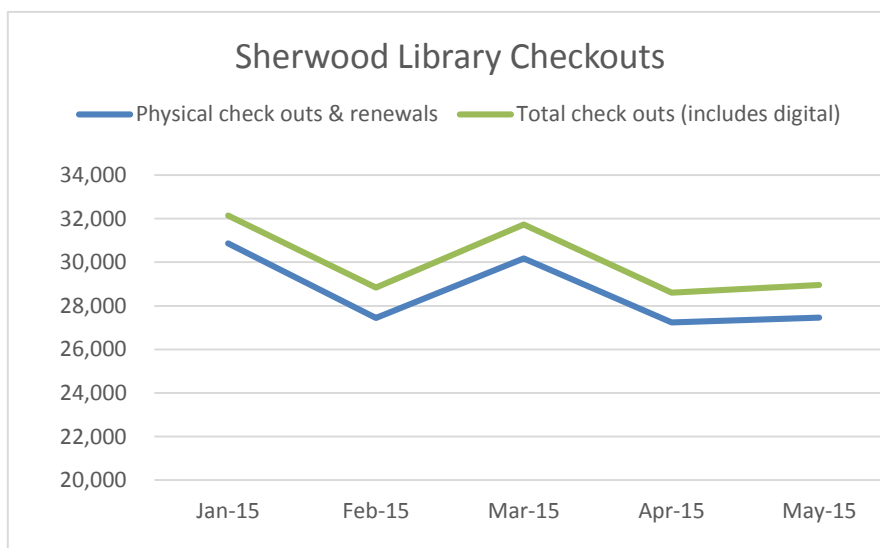


Monthly Patrons	Jan-15	Feb-15	Mar-15	Apr-15	May-15
Total registered patrons	12,217	10,855	10,954	11,042	11,136
Accounts active this month	1,619	2,766	1,069	2,747	1,145
% change from prev. month	173%	71%	-61%	157%	-58%
Accounts active last 3 months	3,127	1,319	2,042	1,354	2,143
% change from prev. month	108%	-58%	55%	-34%	58%
Accounts active last 6 months	4,335	2,242	3,011	2,199	3,080
% change from prev. month	62%	-48%	34%	-27%	40%
Accounts active last 12 months	5,815	3,752	4,629	3,738	4,692
% of patrons active last 12 mos.	48%	35%	42%	34%	42%
New library cards	96	71	99	75	94
Growth with new cards	0.8%	0.7%	0.9%	0.7%	0.8%

Door count	Apr-15	May-15	% Change from last month	May-15 Open Hours	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour	Monthly checkouts per FTE
Total	19,388	19,194	-1%	250	30	77	640	110	3,006

We saw 77 visits and 110 checkouts per hour in May. Over 1,250 people attended 41 programs. Digital checkouts rose 10%.

Monthly Circulation	Apr-15	May-15	May last year	% Change from last year	% Change from last month
Physical check outs & renewals	27,242	27,455	29,096	-5.6%	0.8%
Self-checkouts only	7,080	6,848	6,712	2.0%	-3.3%
% @ self-check	26%	25%	23%	8.1%	-4.0%
Digital checkouts (Library2Go)	1,095	1,160	n/a	n/a	6%
Digital checkouts (3M)	262	334	n/a	n/a	27%
Total digital checkouts	1,357	1,494	n/a	n/a	10%
% of total checkouts	4.7%	5.2%	n/a	n/a	9%
Total check outs	28,599	28,949	29,096	-0.5%	1.2%
Check ins	19,640	19,736	21,524	-8.3%	0.5%



Collection Development	Apr-15	May-15	Monthly avg last FY
Count of items added	330	465	562

Volunteers	May hours	Equivalent FTE	# of volunteers
Summer Reading	16	0.09	5
Community Event	3	0.02	2
Bulletin Board	3.5	0.02	1
Checkin (returns)	73.25	0.42	13
Checkin (tasket processing & holds)	47	0.27	6
Clerical/office asst	13.75	0.08	1
Requests to fill	26.08	0.15	5
Homework Helper	15	0.09	2
Shelving	4	0.02	1
Checkin total	120.25	0.69	19
Grand Total	201.58	1.16	32
Last month	220.25	1.27	29
% change	-9%	-9%	9%

Programs & Activities

All ages:

- Star Wars Day (crafts & activities)—20 children, 10 adults, 6 teens—36 participants
- Maid Marion Coronations—42 participants
- Alter Wiener, encore presentation at Center for the Arts: Holocaust Survivor—179 participants
- Chinese Lion Dance—70 participants
- Community Services Fair table & guessing jar—75 participants

Total participants: 402 people

Youth & Family Programs:

- Imagineering Jitterbugs with OMSI—19 children, 8 adults—27 total
- Paperback Pals book group—5 children
- Read to the Dogs—1 participant
- Lego Maniacs with Mr. Blair, Master Builder—14 children, 7 adults—21 total

- Tears of Joy behind-the-scenes 20,000 Leagues Under the Sea—6 children, 4 adults—10 total
- Storytimes
 - Saturday Family Storytime -- 12 children & 9 adults—21 total
 - Toddler Storytimes, Tuesdays & Wednesdays: 217 children, 170 adults—387 total people (8 storytimes)
 - Preschool Storytimes, Tuesdays & Wednesdays: 119 children, 85 adults—204 total people (8 storytimes)
 - Baby Time: 52 babies, 42 adults—94 total people (4 storytimes)

Total participants: 769 people

Adult & Teen Ages Programs:

- Caravan Coffee Tasting w/ Our Table Collective—16 adults
- Writing Workshop—10 adults
- Washington County Housing Waitlist Help—1 adult
- An evening with John Nakada, Japanese-American Internment Camp Survivor—19 adults
- Hiking Waterfalls in Oregon—11 adults, 2 children—13 total
- Master Gardener: Food Safety—1 adult
- Genealogy Workshop—8 adults
- Homework Help—7 teens (3 sessions)
- Teen volunteer SRP folding/stuffing party—7 teens

Total participants: 82 people

GRAND total program participation: 1,253

Outreach:

- Helping Hands, share library fliers
- TVF&R Community Services Fair table, Summer Reading promotion
- Sherwood schools & preschools, Summer Reading promotion (fliers)
- Early Childhood Committee

Other Activities:

- Displays:
 - Asian American Heritage Month
 - Hiking & Nature, continued
 - Gardening
 - Star Wars
 - Mysteries
- Recruitments: Hired Kacie Holt for Library Assistant II position (internal hire). Posted vacated Library Assistant I position. Accepted applications for vacant Library Advisory Board position.

- Washington County Cooperative Library Services Meeting attendance:
 - Adult Services (Pinn Crawford)
 - Youth Services (Jaime Thoreson)
 - Art of the Story (Jenny Swanson)
 - Publicity (Jenny)
 - WCCLS Users Group (Jenny)
 - CircUs (Jenny)
 - Acquisitions (Mary Madland)
 - Cataloging (Mary)
 - Executive Board (Adrienne)
 - Policy Group (Adrienne)
 - Washington County Council, WCCLS Levy Proposal presentation (Adrienne)
- Other meetings:
 - Main Street meeting (Adrienne)
 - Friends of the Library (Adrienne)
 - Library staff meeting (all)
 - Sherwood Budget Committee meeting (Adrienne)
 - Haggen partnership presentation (Adrienne)
 - City Council (Adrienne)
- Staff trainings:
 - Emergency training (Adrienne)

Service Stories

Results from a recent survey about technology use in Washington County libraries: 82% of survey respondents believe library technology access is important for their communities.—*Impact Survey of WCCLS member libraries*

A Grandmother who comes from Camas, WA to attend storytime with her granddaughter said that the new storytime schedule starting in June will work out better for her (Preschool storytime Thursdays at 11am). She also commented that it's so wonderful that the storytimes are so busy and well attended.—*Jenny Swanson, Public Services Supervising Librarian*

Two patrons in the last two days were thrilled with the mystery book display...The first patron, an older gentleman, has difficulty getting to books on the bottom shelves (and mentioned he would prefer the shelves be taller to make it easier for him to access books). He loved the display and found several new books to read. The second patron, a younger female, is a big mystery fan and loved having the books on top of the shelves. She found a new author thanks to the display.—*Annette Steury, Library Assistant*

In the News

Ladies of Robin Hood Festival's Maid Marian Court named in coronation ceremony at library.

http://www.oregonlive.com/sherwood/index.ssf/2015/05/ladies_of_robin_hood_festivals.html



Holocaust survivor to speak at Sherwood Center for the Arts Saturday

Created on Monday, 11 May 2015 19:08 | Written by [Gazette staff](#) |

[0 Comments](#)

Alter Wiener, one of only a handful of Holocaust survivors from Oregon who is still around, returns to Sherwood to share his story at the Sherwood Center for the Arts on Saturday, May 16. His talk begins at 2 p.m. with doors opening at 12:30 p.m..

Earlier this year, Wiener, a Hillsboro resident, spoke to packed houses at both the Sherwood Public Library and Sherwood High School. He announced previously that he is winding down on all his public appearances.

Now in his late 80s, Wiener lost 123 members of his extended family in the Holocaust when 6 million Jews were annihilated. That included his own father who was shot by the Nazis.

Wiener wrote down his experiences so that no one would forget in his book, "64735: From a Name to a Number — A Holocaust Survivor's Autobiography," published in 2007. That book will be on sale for \$20 at the event.



GAZETTE FILE PHOTO: BARBARA SHERMAN - Alter Wiener, shown here with Sherwood High School seniors Kiley Gersch and Sierra Gieber, will return to Sherwood May 16 speaking at a lecture open to the public at the Sherwood Center for the Arts at 2 p.m.

<http://pamplinmediagroup.com/sg/77-news/259971-131787-holocaust-survivor-to-speak-at-sherwood-center-for-the-arts-saturday?tmpl=component&print=1&page=>