



*Home of the Tualatin River National Wildlife Refuge*

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

**WORK SESSION**

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

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

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

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

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

**6. DEPARTMENTAL OVERVIEWS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **7. BOARDS AND COMMISSIONS LIAISON ASSIGNMENTS**

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

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

## **8. ADJOURN**

Mayor Clark adjourned the meeting at 1:00 pm.

Submitted by:

  
Sylvia Murphy, MMC, City Recorder

  
Krisanna Clark, Mayor