



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, March 15, 2016

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

5:00 pm City Council Work Session

7:00 pm City Council Regular Meeting



Home of the Tualatin River National Wildlife Refuge

5:00 PM WORK SESSION

1. **Police Staffing Study Results**
(Tom Pessemier)

REGULAR SESSION

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**
 - A. **Approval of March 1, 2016 City Council Meeting Minutes**
6. **PRESENTATIONS**
 - A. **Recognition of Eagle Scout Award Recipient**
 - B. **Recognition of Art Students**
 - C. **Employee Spotlight**
 - D. **Washington County Communication System Bond Measure** (Jeff Groth, Police Chief)
7. **CITIZEN COMMENTS**
8. **CITY MANAGER REPORT**
9. **COUNCIL ANNOUNCEMENTS**
10. **ADJOURN**

AGENDA

SHERWOOD CITY COUNCIL
March 15, 2016

5:00 pm Work Session

7:00 pm Regular Meeting

Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140

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

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SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
March 1, 2016

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Krisanna Clark called the meeting to order at 5:35 pm.
2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Councilors Linda Henderson, Renee Brouse, Sally Robinson, Dan King and Jennifer Kuiper. Council President Jennifer Harris was absent.
3. **STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier and City Attorney Josh Soper.
4. **TOPICS:**
 - A. ORS 192.660 (2)(i), Six month performance evaluation of City Attorney.
5. **ADJOURN:**

Mayor Clark adjourned the executive session at 5:58 pm and convened to a work session.

WORK SESSION

1. **CALL TO ORDER:** Mayor Krisanna Clark called the meeting to order at 6:00 pm.
2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Councilors Linda Henderson, Renee Brouse, Sally Robinson, Dan King and Jennifer Kuiper. Council President Jennifer Harris was absent.
3. **STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Police Chief Jeff Groth, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Community Development Director Julia Hajduk and City Recorder Sylvia Murphy.
4. **TOPICS:**
 - A. **Boards & Commissions, Code Clean up and Review**

Assistant City Manager Tom Pessemier provided the Council with documents and said the first discussion topic will include Chapter 2.08 of the Municipal Code (see record, Exhibit A). He stated the language proposed is new language that would replace the current language as well as the subsequent chapters

for the different boards and commissions that are in the code. He noted this is the start of a conversation to attempt to organize the boards and commissions language, and feedback is appreciated. He said the second discussion will include the specific boards and commissions in Chapter 2.10 through 2.22 and the potential addition of a Utility Advisory Board and a Youth Advisory Committee. He said Resolution 2001-918 established the Sherwood Cultural Arts Commission (see record, Exhibit B) and said he did not include this committee in the proposed code language. He asked for Council feedback. He said the third discussion will include a companion piece of legislation, a resolution regarding the procedure for appointments (see record, Exhibit C).

Mr. Pessemier asked Council for their feedback regarding the proposed language for Chapter 2.08. Council discussed Chapter 2.08.010(5) and agreed that the language was restrictive and should allow Councilors to participate in any citizen advisory body work session. Council discussed Chapter 2.08.010 and asked for consistency in the mini-titles. Mr. Pessemier agreed that there needs to be clean up.

Mr. Pessemier referred on Chapter 2.08.020(2) which refers to a Code of Ethics and noted that the City Council does not have a Code of Ethics at this time. He said Council can strike that language or adopt a Code of Ethics.

Councilor Robinson mentioned the planning commission and recommended that each committee have some sort of manual for incoming commissioners. Mr. Pessemier agreed that this would be important and helpful to have the manuals online as citizens consider applying for positions.

Council discussed the recommended 3 year term for all committees. City Attorney Josh Soper noted that 3 year terms makes it easy to stagger terms with 9 member committees. Discussion followed regarding implementation timeframe for the proposed language.

Councilor Robinson asked what is a city advisory board that is required by State law. Mr. Pessemier said the City is required to have a Budget Committee and if you serve on the Budget Committee you can serve on another City board.

Council discussed Chapter 2.08.030(5) regarding participation and attendance and noted that Council is usually not made aware of attendance. Discussion followed about possible ways to handle attendance issues and soften the language in this section.

Council discussed Chapter 2.08.030(6) and asked why remote participation is not allowed. Mr. Pessemier said that Budget Committee by State law has to permit remote participation and this proposed language may pertain to the difficulty of having a number of members calling in.

Council discussed Chapter 2.08.050(1) and asked why all appointments expire on April 30. Mr. Pessemier said the date is arbitrary and asked for suggestions. Council commented regarding the first of the year being a busy time and noted April 30 is in the middle of budget season. Discussion followed regarding the timeframe for recruiting and advertising and the procedure for receiving applications. Council agreed to leave the April 30 language for now.

Council discussed Chapter 2.08.090(5) regarding “members should provide at least 48 hours’ notice for any planned absence from a scheduled meeting” and said that will be difficult to enforce. Mr. Pessemier

commented on the need for staff to determine if there will be a quorum. Council agreed to leave the language as is.

Council asked about automatic reappointments. Mr. Pessemier said there is no language in the proposed code language or the proposed language for procedure of appointments and said clarifying language could be added. He asked if Council supports automatic reappointment and commented on the advantages and disadvantages. Mayor Clark commented on the need for members to reapply and not having automatic reappointments.

Council reviewed the proposed code language for the Police Advisory Board Chapter 2.10. Mr. Pessemier said this language is from the adopted ordinance and asked Council for any changes. Councilor Robinson suggesting grammatical changes in Section 2.10.010(1) by striking “establish” and inserting “in the establishment of” and in the last line striking “goal” and inserting “goals”. Councilor Kuiper commented on the use of the word “board” when referring to all boards and suggested clarifying the language.

City Manager Gall commented on Chapter 2.16 Parks and Recreation Board and suggested being consistent with the other sections and changing the title to Parks and Recreation Advisory Board. Council recommended being consistent with regards to the membership section of each of the advisory boards and to use a format of bullets or numbers. Council suggested being consistent with capitalization of words such as City and Council.

Mr. Pessemier asked for direction on the suggested Utility Advisory Board and Youth Advisory Board. Mr. Gall said he would provide the Council with examples from other cities and then the Council could resume the discussion.

Mr. Pessemier referred to Exhibit C which outlines the process for making appointments to committees. Council suggested adding language to Section 2 C to include forwarding the applications to the Council liaison as well. Council commented on the need to be consistent with capitalizations. Council suggested adding “additional” to Section 4 B to state “The staff will coordinate additional interviews with the Mayor if requested”. Mr. Pessemier thanked the Council for their feedback.

5. ADJOURN:

Mayor Clark adjourned the work session at 6:57 pm and convened to a regular session.

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Clark called the meeting to order at 7:03 pm.
2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Councilors Linda Henderson, Renee Brouse, Sally Robinson, Dan King and Jennifer Kuiper. Council President Jennifer Harris arrived at 7:14 pm.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Police Chief Jeff Groth, Public Works Director Craig Sheldon, and City Recorder Sylvia Murphy.

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

4. APPROVAL OF AGENDA:

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

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

5. CONSENT AGENDA:

- A. Approval of February 16, 2016 City Council Meeting Minutes**
- B. Resolution 2016-010 Authorizing the City Manager to sign the Collective Bargaining Agreement (CBA) between the City of Sherwood and the American Federation of State, County and Municipal Employees (AFSCME) (Tom Pessemier)**
- C. Resolution 2016-011 Establishing a Paid Time Off Cash Out Policy for Senior Leadership; Amending the Employment Agreements for the City Manager, City Recorder, and City Attorney to Incorporate Said Policy**

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

Mayor Clark addressed the next item on the agenda.

6. PRESENTATIONS:

A. Proclamation, National Community Development Week

Mayor Clark read the proclamation and stated the week of April 6-11, 2016 has been designated as National Community Development Week by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program. She said over the program's history, our community has received a total of \$2,228,482 in CDBG funds.

B. Proclamation, 10th Annual McCabe Real Estate Group's, Egg Hunt for Hope

Mayor Clark read the proclamation and stated the McCabe Real Estate Group in Sherwood has coordinate an annual community Egg Hunt for Hope benefit since 2007. She said through the efforts of Todd and Leslie McCabe, local Sherwood residents, and real estate brokers with McCabe Real Estate Group & Keller Williams Realty, they started a local event that brings the community together each year to hold an Easter Egg Hunt that emotionally and financially supports a local family affected by cancer. Mayor Clark proclaimed the City an Egg Hunt for Hope community and urged the citizens to participate in an event to be held at Laurel Ridge Middle School on Saturday, March 12, 2016 at 1:30 p.m. Mayor Clark stated she is personally thankful for the program as her family and late husband Del was a recipient of the Egg Hunt for Hope Easter Egg Hunt and it was a tremendous emotional and financial boost to her family

in dealing with the effects of cancer. She wished the program well and stated she was excited to attend the event this year. Mayor Clark presented Leslie and Todd McCabe with the proclamation. Mayor Clark addressed the next item on the agenda.

C. Water System Plan Financial Update

City Manager Gall stated this information will not be new for the Council as they held a work session last month where consultant Deb Galardi with Galardi Rothstein Group presented information. He said staff and the Council felt the public should see the information as it pertains to water rates. He said Ms. Galardi ran new numbers and she will review her analysis again. He said Ms. Galardi and Public Works Director Craig Sheldon were available to answer Council questions. He said Ms. Galardi added a chart at the end of the presentation.

Ms. Galardi presented information (see record, Exhibit D) and said she will be reviewing the same information provided a month ago and will speak about the background, where we have been, what has changed in the update, and new options for the Council to consider. She said as the Council may recall there was a Water System Master Plan done in 2015 that identified 20 years of capital improvement needs and said we did a rate and system development charge analysis as part of that. She said the City implemented the first phase of those rates and SDC's effective July 1, 2015. She said that was a 4% rate increase and some restructuring of some irrigation rates to increase those to be consistent with the block 2 residential rates.

Ms. Galardi referred to page 4 of the presentation and said the Capital Improvement Plan presented is something that Craig Sheldon can provide details. She said roughly half of the 24 million that is identified in the ten year summary, about half of that is related to the Willamette River Water Treatment Plant (WRWTP) projected improvements, which includes expansion along with the City's partners in that project, as well as local distribution and other more local improvements. She said those are adjusted for expected inflation.

Record Note: Council President Harris arrived at 7:14 pm.

She referred to page 5 and said this is what the capital spending looks like and is very important for rate planning. She said it moves along smoothly and there is an upward movement, almost \$12 million in a single year and that is when we estimate the expansion at the plant will be needed. She said this is important because in order to smooth rates.....it would be difficult to raise enough cash to pay for improvements of this magnitude in a single year. She said we have assumed, and this table (referring to page 6) shows a summary of, at the bottom of the page, those capital improvement costs, and on the top of the page, the different funding sources. She said the City is fortunate through advanced planning to have some reserves that you can apply to those in the short term, but then you will need to issue some additional debt to fund a portion of that roughly \$12 million for the plant expansion. She said system development charges will contribute, their variable depends on the rate of growth, so we have been somewhat conservative in projecting how those can contribute. She said obviously those can help payoff that debt service as well.

Ms. Galardi referred to page 7 and said this shows what the prior recommendation was and said the slope of the line represents the rate increases that we were projecting, the amount of revenue that we were showing that would be needed to fund the different components of cost that were projected for each

year. She said the bars that are stacked represented the total projected costs and the blue is the operations and maintenance costs which includes the City's purchased water from the treatment plant, it's share, the debt service on the existing debt service going along and then increasing here (referring to the green areas in columns of FY2021-22 through FY2024-25) with that additional plant expansion cost. She said then cash funding, some of those were local distribution projects. She said at the time we were projecting a 4% rate increase for the next five years and potentially increasing to 5% per year in the second half of the plan. She said part of the objective was to smooth and not have major fluctuations in rates in any single year.

She referred to page 8 of the presentation and said the good news is, there are a number of factors that contribute to a more positive forecast. She said the weather was hot and dry last year and that is good for water sales and there were some additional revenue generated beyond what had been projected. She said on the flipside, system development charges were a bit lower than projected. She said the other factor is that the City will begin assessing charges, water rates to customers who had not been previously charged which includes some public agencies and the City itself. She said on the cost side, the treatment plant costs, Sherwood does a true-up with the City of Wilsonville each year to see the proportionate share of who should pay what for those water treatment plant production costs and Sherwood received a reimbursement because your cost had been lower than what had been projected and that resulted in some savings. She said and there has been some short term deferral of capital improvements based on project timing.

Ms. Galardi referred to page 9 and said the net effect of those factors are, we have updated the financial plan model and basically both options are lower than what we projected before and you have the option to take that benefit in that lower, as a single year benefit, or do you spread that out over the remaining years of the plan. She said in one option, you would have a 2.6% instead of a 4% increase each year through 2020 and then it's 4.5%, compared to the 5% that had been estimated, or do you not have a rate increase this year and then have a, still below 4%, but significantly higher than the 2.6% in option 1.

Ms. Galardi referred to page 10 and said in the course of over a year there were changes to the plan and said we can only do our best in terms of making assumptions that balance the risk to the City and the water fund. She asked what are things that could drive these rate increases down further; continued hot and dry weather, faster customer growth, deferral of the treatment plant expansion and that is a decision that will be made with your partners and there is a facility plan going on right now that will help inform that decision. She said if that timing changes and it gets pushed out then some of that rate increase can be pushed out as well. She said if additional future partners come on to participate in those costs that would bring down some of the costs for the City. She said there are things that can drive the rate increase up; increase cost of borrowing as you have assumed debt service in this plan, a slowdown in growth, reduction in water use for unbilled accounts, and we have assumed that once you start charging these accounts that have not been charged before, that they will reduce their usage as most people do in response to getting a bill for their use. She said if they cut back more than anticipated, that means less revenue. She said the important thing is to continue to monitor the plan annually and make adjustments so that you avoid having to make a major correction at some point in time.

Ms. Galardi referred to page 11, Residential Utility Bill Comparisons for other jurisdictions and said this shows a comparison for a total utility bill for a typical residential customer, which includes water, waste water and storm water. She said this information was prepared recently by the City of Newberg and it shows Sherwood being in the middle.

Ms. Galardi referred to page 12 and stated she cannot stress enough the importance of continuing to make incremental adjustments and keeping up with inflationary costs and pass-through costs. She said the treatment plant contract has built in it certain escalation factors for the operator of that system. She said there are capital improvements beyond just normal repair and replacement and upgrades of the plant, which will continue to require a rate increase that is slightly above inflation. She said the chart shows the impacts of not going forward with a rate increase at the level that is recommended, in this case 2%. She said it shows in this case over a 15 year period of time, potentially running a deficit for capital improvements of over \$5 million. She said even a small reduction in all other factors remaining the same, compared to what we have projected here, could have a significant compounding effect down the road. She said this shows, based on both the revised options, we are basically just raising rates enough to meet your costs and spending all your reserves and in the 2% per year option you would be \$5 million + in deficit.

Ms. Galardi said in summary there are a variety of factors that impact the financial plan, the need for rate increases, water sales and lower costs have contributed to a more positive plan than we had projected a year ago and gives you flexibility in the short term to potentially change the rate increase from 4% to something between 0% and 2.6% to stay online with what we are projecting is needed. She said please continue to monitor and adjust incrementally, it will avoid having to make a major correction in the future. Ms. Galardi offered to answer Council questions.

Councilor Robinson referred to page 12 and said this shows what our projected income is with the revised rates of only 2.6% increase for a couple of years followed by 4.5% increase, versus only having a 2% increase due to Mr. Middleton's initiative that will be on the ballot coming up and if that ballot passes we will find ourselves with a \$5.2 million deficit of which will significantly and adversely affect our whole community in being able to provide water services to the community in the City. She asked if that is correct.

Ms. Galardi replied yes and referred to the Operating Transfers and said this is annual revenue that is received from the rates that is then transferred over to fund capital. She said you can see that it is basically cut in half (from \$10,175,000 to \$4,900,000) and the ability to fund capital, and we have assumed the same level of debt funding and SDC's and so on, but it also, and what you can't see in this, and one of the reasons we have not added any more debt is that you would not have the capacity to issue more debt. She said you would be limited in what you could fund in terms of capital. She said Craig Sheldon could address this more specifically and what projects would have to be cut to meet this \$5 million deficit.

Councilor Kuiper asked so we would not have the ability to issue any more debt? Ms. Galardi replied based on these projections while your existing debt is still being paid off, you will basically just be covering that debt and your O & M (Operations and Maintenance) costs at the end of the plan which would not be sufficient.

Mayor Clark asked Mr. Sheldon to comment on projects that would not be funded. Craig replied we would have to move projects out probably in the beginning in our distribution system and those projects are similar to: We have a fire flow on June Court and we have some smaller projects, as well as fire flow at the Senior Center which would probably get moved out, to provide service there that is not meeting fire flow capacities at this time. He said we would also have to look at the expansion at the treatment plant in 2022-2023 when this comes into effect. He said usually when you do an expansion at a treatment plant

that doesn't just start in 2022-2023, it probably would start in 2021 a couple of years ahead of time. He said growth related stuff like, Brookman and Sherwood West and whatever is coming in at that time we would have to see if we could provide the upgrades to our distribution system. He said no different from when this community grew in the late 1990 and 2000, the City provided service upgrades in certain neighborhoods and we would have to look to see if we could do that. He said you can then get into development, but there are certain things in this master plan, this \$2.2 million on the ratepayers, is for projects like that to be able to upsize stuff that is currently being used by existing customers for fire flow or whatever type of flow we need to get too. He said the other projects we would probably have to push out are, there are certain things we have to do for the State, such as our water management and conservation plan, we would have to continue to fund that and it is due in 2017, this is something you could not push out as it is a requirement. He said but you would limit yourself on what you could do and projects would get pushed out. He said \$50,000 + a year is going towards just replacement. He said we have all of old town and the older parts of town on the hill, their water mains will need to be replaced and \$50,000 a year, we went \$50,000 in the master plan, doesn't get you very far in replacing pipe. He said April Court was \$40,000 and this was just a court that was upsized this last year.

Councilor Kuiper referred to page 10 of the presentation and increased costs, and what would be based on deferral. She asked Craig and said she knows Sherwood is part of multiple water groups, and this is the one with Wilsonville, what has the conversation been about potentially deferring the waste water treatment plant and has there been discussion. Craig said we are mainly talking about water and not waste water and said originally when we started negotiating with Wilsonville to come up with agreements, the original plan was 2016 and we are here, we pushed it out and pushed it out. He said there are certain requirements that we have to add, surge protection and have to add clear well, and once we reach 12 million gallons a day between both cities. He said so far the cost sharing has been the usage that comes out of there, it is not all Sherwood or all Wilsonville paying for it. He said we are using close to 4 million gallons a day and we have ownership into it for 5 million, so eventually this community will have to pay for the next 5 or lease it. He said he thinks this gets into the bigger picture of the whole, TVWD, Hillsboro, Beaverton coming to the Willamette and how that looks is partnerships, as we move forward as there are lease options and other things that maybe Sherwood doesn't have to buy the full 5, but it might cost us more for the water. He said there are things that could come once they get here, but we will continue to move out the plant expansion as long as we can.

Councilor Kuiper asked how's it looking with future partnering and what is your sense? Craig replied, so with the Water Treatment Master Plan probably sometime this summer and we should be wrapping up and we are looking at some sort of an agreement for the Council to look at some time the first of the year and Sherwood will need to make a decision if we want to partner on that. He said there are some benefits for Sherwood to partner, but that is up to the Council. He said there have been people worried about TVWD and Hillsboro that we are paying into their plant, and said there could be some benefits for Sherwood and Wilsonville to take water from the upper plant and maybe not expand the lower plant. He said these things will come out in the Master Plan in the next 4-6 months, because of technology today versus what was put into the plant in 2000.

Councilor Robinson asked Craig if he is of the firm belief that we as a City really cannot afford to merely have 2% increases and be able to service.....City Attorney Soper interjected and said he would caution Craig not to answer that question and said we need to stick to providing factual information with regards to a ballot measure.

Mayor Clark referred to page 5 in the presentation and the WRWTP improvement construction and said what you're saying is, this is the projection of what we think, but through the negotiations we might have an opportunity with what Hillsboro and what another municipality does, that there might be an ability to work, and that we would be working towards that, staff would be working on that and giving the Council good direction to try to move that down, if at all possible. Craig replied he thinks there are some options and said they're not planning to start operating the other plant until 2026. He said unless things get ahead of schedule, there might be some options for partnership that we might be able to do when we get that far along, but it's going to have to happen. He said Wilsonville is growing and Sherwood is not growing like Wilsonville so we will still be back into the percentage of what we are using in water and this is really how we pay for our water now.

Mayor Clark asked, should Wilsonville continue to grow at a much more exponential rate than Sherwood, we would still, when the plant was necessary because of their growth and not necessarily our growth, be on the hook to provide that plant, according to the agreement? Craig replied off of usage of what we are using is what we have been doing and this is what he would expect we would continue to do. He said we need 5 million gallons per day and that is what we need in the plant and that goes out to the end of the Master Plan, and we really need about 9. He said when we talk about leasing water, there are some things that we can do, and we might be able to have this agreement in place, that we might be able to use some of those tools before we actually get there, but at some point, when we get to the early 2020's that plant will have to be expanded.

Councilor Kuiper said, if we had a partner our costs would go down? Craig replied, when Ms. Galardi was talking about the water cost for the plant, it has gone down since we went on board with Wilsonville, their cost was about \$1.45 and we are at \$1.22. He said in 2026 when you have other partners drawing you have to increase the treatment plant staff. He said it's going to go down, it's efficiencies. He said you would produce 12 million gallons no differently than you would produce 70 million gallons at that cost.

Councilor Robinson asked Craig if there would be the possibility that the City as a whole would have to consider conservation and caps and rations on water that we use. Craig replied he thinks if we had growth and did not go through with some of the developments, you would probably have to look at some of those things. He said we already have a really good conservation program that we use with Regional Water Providers, and said we have certain requirements on the river, that we can't take more water in the spring when fish flow, so we have to follow those already. He said there could be other conservation measures but we would have to put money into that to make that happen, more than what we do now.

Mayor Clark asked for other Council questions, with none received she addressed the next agenda item.

7. CITIZEN COMMENTS

Tess Keis, Sherwood resident, provided a document which she read. She said while reviewing the recorded version of the City Council meeting on February 16, she noticed that approximately two minutes of her statement regarding the success of the YMCA dinner dance and auction were missing. She said my comments explained how the money we raised goes directly to our Sherwood Y for the financial aid needed to support many Y programs that help our community grow and thrive. She said she ended by saying the YMCA moves Sherwood positively forward as the Mayor constantly says that is her goal. She said she believes the Y does this. She said she knows there have been ongoing comments from our Mayor that she is looking into turning our YMCA into a Parks and Recreation facility. She said she does

not support this. She said it is important to be able to tell the public about the good things the Y does so all our citizens are aware of what a change really looks like. She said turning the Y over will cost in the \$1.5 to \$2 or \$3 million dollar range just to run it. She said she believes that comes out of taxpayer money. She said when she went to watch the video of the last Council meeting this past Sunday only her comments were missing, and she can't help that this seemed a little more than coincidence and her reaction was an intense email to the powers that be. She said she sent another email apologizing for her accusatory tone and asked that the matter be looked into. She said the next day she got an email explaining why the glitch happened and that the problem was fixed. She said however her skeptical side wanted confirmation so she had consulted two professionals independently in this area as it was not her expertise. She said both concur that this explanation is not possible and that the video was edited. She read the explanation provided by City IT Department staff: *"The missing video was caused by a temporary loss of our UTube internet stream during the meeting, the loss of connectivity was caused when I updated the title of the meeting with the current date, I did not know that changing this title would in fact stop the internet stream. Once I noticed this I restarted the stream and the video picked up at its current location, about two minutes after the stream stopped. This issue was limited to only the video on our UTube channel, the live Comcast and Frontier feed was unaffected by this. We have replaced the video created by the live stream with a version that went out to Comcast, Frontier customers. I left both versions on UTube for anyone who wants to see the difference between the two. On a side note, I hadn't intended for this meeting to be placed on our website as I knew there was an issue, unfortunately one of my staff noticed the video on the UTube channel and went ahead and posted it. I will make sure they know to check with me first in the future. Sorry for this issue, it was clearly unintentional."* She said the independent IT explanation where the City states, *"the title would in fact stop the internet stream, once I noticed this I restarted the stream and the video picked up at its current location"*, the consultant said the live feed would have also been interrupted whereby a placeholder screen would have appeared to the live stream meaning that the folks who were watching live would have seen the interruption. She said those whom she has spoken to that were watching the meeting live reported no interruption. She said the stream of the meeting going out is the same regardless of whoever is broadcasting it, UTube or Frontier. She said this explanation would also mean that there are two versions of the meeting, the first one posted without the Kies comments and the second so called corrected version. She said this is also indicated by the difference saved file names. If the internet stream was interrupted as you state there would be no complete version. If it is interrupted and you had to restart the stream as you state, that means there was nothing happening for two minutes, therefore there would be a placeholder screen or simply a blank screen. She said this is the extent of the consultant's comments and by all appearances and the explanation I can only come up with the conclusion that the video was edited. She said there are people in this City who have worked very hard with me to get certain things accomplished and I truly respect them. She said I'm wondering if they were misled, the last thing I want to think is that anyone running this City would resort to such nefarious conduct in putting forth a personal agenda that the fairness of several sides of an issue were skewed as to favor one particular view. She said I would love nothing better to believe this was an accident, right now I am having a hard time accepting that, Sherwood and its citizens deserve the truth and the right to be heard and not edited.

Michael Hendrickson, Sherwood resident, came forward and expressed concern for the disruption to neighborhoods surrounding the High School caused by the upcoming Winter Showcase event. He stated the event is an all-day color guard, wind and percussion event that is put on by the Northwest Association of Performing Arts and this year there will be 20 percussion groups practicing simultaneously outdoors and noted there were 12 groups last year. He said in the past groups have come as early as 8 am and two years ago they were making noise up until 10 pm when he called the event organizers. He said last

year the event organizers failed to notify neighbors and failed to obtain the proper noise permit. He stated they have been offered a noise permit this year and neighbors have been notified. He noted that the noise caused by this event goes beyond reasonable levels and affects the livability of the neighbors around the High School. He commented on the effect the noise has on small children and pets. He said the City should consider the effects this has on neighborhoods surrounding the High School before issuing noise permits.

Gail Cutsforth, Sherwood resident approached the Council and discussed the YMCA. She referred to Mayor Clark's comments regarding YMCA operating options. She said she would provide evidence that renewing the contract with the YMCA is in the best interest of the City Council and the citizens. She stated that if the City takes over the facility operations the taxpaying citizens of Sherwood would be at risk of tax increases. She said the City does not have the funds to absorb the \$1.5 - \$2 million it would require at a minimum to operate a Parks and Recreation facility. She said the leaders would have to make some tough budget choices. She provided examples such as raising taxes on residents and businesses, shifting money away from public services such as law enforcement, stop subsidizing the Art Center, the Senior Center and the Library, cut facility jobs and staff whereby increasing the unemployment rate in Sherwood, cut current programs at the YMCA, or cut the financial assistance the YMCA provides to nearly 1000 Sherwood residents. She commented on the impact on City finances and said running the facility would likely require the City to raise membership costs which would effectively deny access to the facility by low income residents. She said renewing the contract with the YMCA is the most fiscally responsible decision and noted other governments that run local community centers spend 58% more in taxpayer dollars than if they contract with an organization like the YMCA to manage the operations. She said based on hard numbers from area facilities it is reasonable to estimate that a City run facility would add \$1.5 - \$2 million annually to the City budget just to cover operations. She said that is more than a 5% increase over the current FY 2015-2016 budget. She noted this does not account for facility upgrades, mistakes, equipment upgrades or expansion projects. She stated the City is already facing tough budget decisions. She referred to comments regarding reviewing all of the information available to provide the best possible service to our residents at the lowest cost and said in light of those comments it would be fiscally irresponsible to have the City absorb \$1.5 - \$2 million to run the facility when the YMCA has a proven track record of meeting its financial obligations and adding value to the community. She said the YMCA has exceeded its contractual obligations to serve the City and local residents. She stated a valuable community partner will be lost if the City fails to renew the contract with the YMCA. She noted renewing the contract with the YMCA is in the best interest of the City Council. She stated in 1996 the community overwhelmingly voted for the facility to house and be run by the YMCA and unless otherwise directed by a popular vote of the people the City Council should negotiate a new contract with the YMCA.

Nancy Taylor, Sherwood resident, came forward and recommended the Council read the opinion piece in the Tigard Times regarding the YMCA campaign in Tigard where they were fined for not having an Orstar account. She commented on the water issue and said Council has to take into consideration that the 2% is probably going to pass. She commented on the excitement of the door to door campaign. She said she also attended the work session on water and said she was surprised that the Public Utility Commission is not involved in rate increase issues. She referred to remarks that there is no reward for conserving water and there is a penalty built in for conservation. She commented on remarks regarding going from 5 million to 9 million and not considering conservation. She commented on the non-transparency with not billing correctly and said the citizens still do not understand and would like transparency.

Alan Shank, Sherwood resident, approached the Council and said he received a red light ticket at the crossroads corner heading towards Tigard on Hwy 99 and turning right onto Tualatin Sherwood Road. He said in 45 years he has never had a red light ticket and did not see it. He stated he has since sat and observed the light and when all lights are green and the right turn arrow is red, just about everybody runs through it. He said he did a freedom of information request to the Police Department and found out that 5,800 people a year run that red light. He stated the entire intersection only has about 7,000 violations. He said that 1 signal out of 13 is getting 5,800 violations a years. He said he emailed the document from the Police Department to all of the Council. He referred to an Oregonian article on the camera lights which stated that 10% of the violations are Sherwood residents. He stated he went to 3 Municipal Court sessions and noted that every case seemed to deal with the right turn signal at that intersection. He said if he was a liability lawyer and a pedestrian was struck at that intersection and the situation has been ongoing. He said there is obviously something wrong with the placement of the light. He stated it is a liability and putting pedestrians in danger and costing violators \$260. He noted he will discuss the issue with ODOT and the Oregonian.

Mayor Clark clarified that ODOT is responsible for Hwy 99 and Washington County is responsible for Tualatin Sherwood Road. She said the City does not have jurisdiction over the light.

Chief Groth said the Mayor is correct and the intersection falls under ODOT. He said when the City installed the red light camera and in less than a year ODOT said they wanted to rework the right turn. He stated the City asked ODOT to leave it as is but ODOT reconfigured the right turn and the light configuration and lowered the light to the level it is currently at and made it a slave to the pedestrian crossing. He said if anyone tries to cross the intersection the light automatically turns red. He stated the Police have forwarded people to ODOT in the past regarding the positioning of the light and also the positioning of the left turn light when you are traveling southbound and turning left onto Tualatin Sherwood Road. He noted that light is significantly lower than all of the other lights and the Police Department has expressed concerns to ODOT. He said the challenge is that it is a problem movement and drivers were running the light more when the light was up above. He said the violations have been decreasing and driver modification is being accomplished. He stated they will continue to let ODOT know that the location of the light is problematic.

City Manager Gall referred to the widening of Tualatin Sherwood Road and Roy Rogers Road and asked if the intersection will be reconfigured and would that be an opportunity for ODOT and the County to make the modifications.

Chief Groth said it is his understanding that the intersection will be reconfigured. He stated ODOT will determine where the light magazines are placed.

Mr. Shanks asked Chief Groth who he should contact at ODOT. Chief Groth suggested contacting Tiffany Slaughter. Mr. Gall suggested citizens contact State Representative John Davis.

Mayor Clark addressed the next item on the agenda.

8. NEW BUSINESS:

A. Resolution 2016-012 Adopting FY2016-17 City Council Goals and Work Plan

City Manager Gall said in January the Council identified specific projects and action items that fall within the existing Council goals. He said the document provided in the resolution includes a spreadsheet that will work as an action plan illustrating when the projects will happen during the next 16 months. He said staff appreciates the direction from Council and this will help with the budget process. He said these are the Council priorities and the resolution will formally adopt the work plan.

Mayor Clark commented on the process and the importance of having a work plan.

With no further Council comments, the following motion was received.

MOTION: FROM COUNCILOR HARRIS TO APPROVE RESOLUTION 2016-012, SECONDED BY COUNCILOR KUIPER. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

Mayor Clark addressed the next item on the agenda.

9. CITY MANAGER REPORT:

City Manager Gall said he provided the Council with an email regarding Senate Bill 1573 which came out of the Senate Rules Committee last week and was approved by the Senate 17-12. He stated Senator Thatcher voted "no". He said there was a first reading at the House today. He said if this bill is approved the impact for Sherwood will be that annexations will no longer require voter approval. He stated Sherwood is one of the few Cities that require voter approved annexations. He said he sent an email in opposition to the legislation to Senator Thatcher stating that the Sherwood Charter requires voter approved annexations and it is up to the local citizens to decide if the Charter should be changed and not the State Legislature. He said it is a home rule opposition and Senator Thatcher agreed. He said this will have an impact on Sherwood if it passes. He encouraged Council to contact State Representative Davis before the House of Representatives votes on the legislation.

City Attorney Josh Soper added that it would not necessarily mean that there would be no voter approved annexations but certain parameters of annexations would no longer be submitted to voters and in particular it deals with annexation requests that are submitted by 100% of the property owners in the area to be annexed with a few other criteria.

Mayor Clark encouraged citizens that are interested in this issue to go to Representative John Davis' website and send him an email.

Mayor Clark addressed the next item on the agenda.

10. COUNCIL ANNOUNCEMENTS:

Mayor Clark reminded the Council that this meeting will be followed by a URA Board work session. She announced the Tualatin River Keepers Annual Benefit Event will be on April 2 at Nike's Tiger Woods Center. She commented on the success of the Jigsaw Puzzle event last Saturday which was sponsored by Sherwood Foundation for the Arts. She announced the winners of the contests. She said she attended a Chamber event at World of Speed in Wilsonville and encouraged people to visit the museum. She announced that Tuesday the Sherwood Police Department will host an Emergency Preparedness event and encouraged everyone to attend. She noted that she will be attending along with many other Oregon

mayor's the National Conference of Mayors in Washington DC this month. She stated she will be meeting with federal representative staff to advocate for things that we want in Washington County and in Sherwood. She said she will also be learning what other cities are doing to deal with problems.

Council President Harris announced the Sherwood Center for the Arts Gala is April 2 at 6 pm and encouraged everyone to attend. She said the spring Art Walk is April 14. She thanked Councilor Kuiper for attending the Library Board meeting in her absence.

Councilor Kuiper said there were 32,141 check-out's at the Library. She said the Robin Hood Festival Association is responsible for the City's Rose Festival Mini Float this year. She stated they are working with an artist and the theme is "Excessive Celebration" and participation is needed to help with the float.

Councilor Brouse said the Egg Hunt for Hope is March 12 and the recipient is Jeneva Rose who is a beloved employee of the Sherwood High School. She stated the Chamber breakfast is Tuesday at the Sherwood Police Department. She said the Sherwood School District is going through a bond visioning process and considering a bond in November for school expansions. She announced the Sherwood Police will have a Car Seat check on March 12 from 9 am to 1 pm. She announced that May 7 is the Neighbor to Neighbor day with an opportunity to serve seniors in the community and they are looking for volunteers.

Councilor Henderson said with the closing of Albertsons the Senior Center will no longer have a salad bar and asked if there was anyone with produce connections that could help the Senior Center. She said she attended the temporary restraining order hearing concerning animal protesters which resulted in a stipulated settlement.

Councilor Robinson said there is a Budget Committee meeting on March 3 at 6 pm and encouraged the public to attend. She said there is a Planning Commission work session on March 10 at 7 pm regarding recreational marijuana regulations in the event that the electorate does not ban recreational marijuana.

With no further business, Mayor Clark adjourned the meeting.

11. ADJOURN:

Mayor Clark adjourned the meeting at 8:25 pm and convened to a URA Board work session.

Attest:

Sylvia Murphy, MMC, City Recorder

Krisanna Clark, Mayor

Community Development Department – Monthly update

March 4, 2016

The City of Sherwood Community Development Division consists of three departments which, provides quality current and long range planning, building and engineering services to support the infrastructure, livability, well-being and economic development of the community. The following is a summary of the key projects or tasks each department routinely does for the community and an update on current projects or status.

Planning:

Current Planning- Projects in Review

- Claus Property Rezone (22211 SW Pacific Highway) – Proposal to rezone 2.66 acres of a 5.86 acre site from General Commercial to Medium Density Residential Low. On Hold at Applicant’s request
- Mandel Property Subdivision (21340 SW Elwert Road) – Proposal to divide approximately 24 acres into 86 individual lots. **Planning Commission approved 2/23/16.**
- Parkway Court Zone Change (corner of SW Parkway Ct and Meinecke Parkway) – Proposal to rezone approximately 1 acre from General Commercial to Medium Density Residential Low. On hold at Applicant’s request
- Old Town Parking Lot Rezone (Old Town Overlay) Proposal to allow stand-alone parking in residential zones with the Old Town Overlay District as a conditional use, when the parking fronts an Arterial or Collector Street. In review
- Dependable Springs – (2S129A002000 – Near the intersection of SW Olds Place and SW Arrow Street) Proposal for a 8,250 square foot industrial manufacturing building for the manufacturing of industrial springs. In review.
- Zenport Industrial – (15104 SW Oregon Street) Proposal to construct an approximately 9,800 square foot flex industrial building and associated site improvements. In review
- Community Gardens – (2S132AB01400) Proposal by the City to construct community garden beds in a vacant lot near the Public Works Building. In Review – Hearing tentatively scheduled before the Planning Commission on March 29, 2016.
- Sherwood Plaza Apartments – (16380 SW Langer Drive) Proposal by Mercury Development to construct 82-apartment units. In completeness review.
- FEMA Floodplain Amendments – (Applies Citywide – See more detailed description below) These will be proposed amendments to the development regulations to ensure that the City regulations are current as they pertain to recent updated floodplain map amendments. Currently staff is auditing the development code to understand the scope and magnitude of proposed amendments.
- Industrial Uses (PA 16-04) – This is a project to review and amend the allowed uses within the Industrial Districts to ensure that they are flexible and up to date.

For approved projects or more detail, check out “projects” under “more resources” on the website at <http://www.sherwoodoregon.gov/projects>, or contact Brad Kilby at (503)625-4206.

Long Range Planning

- **SW Corridor Plan** – The primary focus lately has been on evaluating High Capacity Transit choices from Portland to Tualatin. The Steering Committee is expected to make a decision on line terminus and narrow alignments options in Central Barbur, Tigard and Tualatin in January. A mode decision (light rail or bus rapid transit) is anticipated in February. A final preferred package to move into the next stage in project development is anticipated in April/May 2016.

- **Tri-Met Local Service** - Tri-met has added into their budget the addition of a new line between Sherwood and Tualatin. They anticipate having serve start in June 2016. They are currently refining the exact alignment, including ending location in Sherwood, and stop locations. A work session was held on 11/3/15 and 12/1/15 with Council. Based on feedback received at the Council worksession, Tri-met began planning service to go down Langer Farms Parkway and Century Drive rather than Baler and Langer Drive as originally planned. As part of the planning, Tri-met reached out to the developments along Century. Based on concerns raised, it was determined that an informational meeting was needed to address questions and concerns. This meeting was held on 2/4/16. After consulting with the residents and reviewing the cost of bus stop improvements, the City and TriMet determined that the bus line should operate along SW Baler Way and SW Langer Dr. in the Sherwood Town Center area as originally planned. Property owners in attendance at the meeting have been notified of this decision.
- **Cedar Creek Trail (Regional Flexible Fund grant)** – The engineering design work continues on the Oregon St-99W segment with the wetland delineation and the geotechnical work progressing, as well as the refinement of the trail design. Consultant and staff updated Parks Board on Feb. 1 with discussion on trail design considerations, bridge type and decking materials. In December, the Parks Board endorsed studying a preferred alignment for the segment north of 99W to Roy Rogers. The survey crew has begun work this month, with a report back in April (weather dependent). Property owners were mailed notice of the survey work on February 2nd to inform them of the survey work in the creek corridor. Staff applied for \$68 K Metro Nature in the Neighborhood Grant for Trails for wayfinding and signage on February 2, 2016; Awaiting results.
- **Sherwood West Concept Planning (CET grant funded)** – 1,290 acre preliminary concept plan west of Elwert Road, north of Highway 99W, and south of Scholls-Sherwood Road. A public hearing for the preferred alternative was presented to the Sherwood Planning Commission on January 12, 2016. The final step is a hearing before the City Council scheduled for February 16, 2016.
- **Washington County Transportation Study** – No new information for this report. Staff is continuing to actively monitor and participate in the study to evaluate the long-term transportation strategies and investments needed to sustain the county's economic health and quality of life in the coming decades. The study results will provide a better understanding of long-term transportation needs, tradeoffs between alternative transportation investments, and inform future choices and decisions.
- **Tannery Site Assessment (EPA grant funded)** – The City is doing an environmental site assessment on a portion of the former Frontier Leather Tannery site to help the City identify issues, risks and costs associated with acquiring the property from Washington County and potentially developing it. Field work to collect soil samples was completed in November and samples were sent to the lab for analysis. The consultant has reviewed the results and submitted a draft report for staff review. Additional field work is expected to occur in the Spring of 2016 followed by the second planned public meeting to discuss the preliminary assessment findings.
- **City of Sherwood Comprehensive Plan Update** – Staff is beginning to gear up for a multi-year effort to update the City's Comprehensive Plan. The last major update of the plan was in 1991 when the City's population was under 4,000 people. Council approved a resolution September 15, 2015 supporting the project and authorizing staff to seek state funding for the effort. Staff is continuing to work on finding potential sources of funding for elements of the comprehensive plan update to offset general fund costs. Staff will be identifying how to break the project up into phases that will allow the project to move forward in a timely manner. The comprehensive plan update project is expected to take 2-3 years to fully complete due to the extensive community outreach and engagement required.
- **Tualatin-Sherwood Road widening project** – Staff met with County staff and representatives for the owners of the Haggen property (MGP) on October 16th. County staff reiterated that there is no option on the table that includes the light staying. County staff did express a willingness to continue exploring maintaining a left in, however they were skeptical that it would be able to work. The representative indicated they would speak to their client. The County had a meeting with representatives from MGP on 12/8. The meeting went generally well but the County made it clear that the signal remaining was not an option. The property owners continue to express concerns. The County indicated that they are willing to continue discussions to address concerns with the understanding that the light was going to

be removed. The County is moving forward on the right of way process and is expected to be addressing the land use process issues in the next few months.

- **Industrial Uses** – In response to feedback from a number of brokers looking at potential development in the Tonquin Employment Area, we realized that we need to evaluate the industrial uses allowed in the Industrial Employment Zone. At this time, there are a very limited number and type of uses allowed in this zone, making it very difficult to market. Julia and Tom presented the issue to the Planning Commission and received support on the importance of taking on this project. Because the planning work program is already full with existing projects underway, Julia will be leading this project and has identified a very quick timeline. The hope is to have revised code language in place by June 2016. The focus will be on opening up the uses to allow more of what we want while ensuring the types of uses that would be incompatible continue to be prohibited. A survey to all industrial property owners was sent out and a public worksession held on January. The Commission had another worksession on January 26th and is scheduled to have a 2nd worksession on February 9th. We are scheduled to hold a public hearing with the Commission on April 12th and tentatively with the Council on May 3rd.
- **Recreational Marijuana Facilities** - Staff initiated the discussion with Planning Commission and the Police Advisory Board. Currently there is a public work session scheduled for Thursday, March 10, 2016 with the Planning Commission and Police Advisory Board. There is also an online survey running through the month of March. In the first three days, we received 86 responses to the survey.
- **Code updates to reflect FEMA map changes** – FEMA map updates have been on-hold due to changes and appeals since 2007 but we have recently received word that they are expecting to send a “Letter of Final Map Determination” within the next month. Once the letter is received, the city has only 6 months to update the development code to formally adopt the new maps as well as making any amendments needed to be in compliance. Failure to complete the update process within the 6 month period will automatically kick any Sherwood residents with flood insurance out of the flood insurance program. Unfortunately because this has been drug out for so long, we had not anticipated doing this project and will have to figure out how to fit this into the workload.

Other

- Street Tree Permits - 1 permits issued in 2016.
- Pre-application Conferences- Below is a list of pre-application meetings held. If an application is submitted they will be taken off the list. In addition, if additional activity occurs (that staff knows of) this will be reported in this section as well.
 - Proposal to construct a 66,000 square foot flexible industrial building on Galbreath Drive, just west of the intersection with Cipole Road.
 - Sentinel storage expansion – proposal to do a two lot partition on the property fronting Langer Farms Parkway south of Century drive and do an expansion of the existing facility on 5.89 acres on the southern portion of the site.
 - Proposal for approximately 18-20 single family homes on Pacific Highway just west of SW Meinecke Road.
 - Sherwood Elks Lodge (22770 SW Elwert Road) held a meeting on June 8, 2015 to discuss various development options.
 - Sherwood Patel Hotel (21930/21970 SW Alexander Lane near the corner of SW Meinecke Pkwy and 99W) Proposal for a hotel with approximately 80 rooms and associated parking. Meeting was held on September 14, 2015. Engineering is providing Traffic Impact Study (TIS) requirements and information on required infrastructure.
 - Semi-Truck Repair Shop on Lot 5, on SW Olds Place (north of Tualatin Sherwood Rd. near SW Olds/Arrow) Applicant proposes to construct a 6,175 square foot semi-truck repair workshop in the Sherwood Commercial Center on a vacant lot in the light industrial zone. Vehicle and truck repair requires a conditional use permit in this zone. (*scheduled* for February 15, 2016)

Engineering:

Capital (City or URA) projects

- **Columbia Street Water Quality Facility Phase 2** - Project main construction has been completed. The project is now constructing the mitigation portion with an improvement of a pedestrian crossing of a downstream corridor. This mitigation portion of the project replaces an undersized culvert with a larger culvert. Construction bid opening occurred 02/04/16. Low bid appears to be within estimated range for project costs. Final bid results will be posted on the City's project webpage. Craig Christensen is the project manager for the City.
- **Tonquin Employment Area Sanitary Sewer upgrade**-Project is generally complete, however there were some issues in one segment when the pipe bursting was done causing a "belly" in the pipe. The City is working to remedy pipe bursting issue. Additionally, the contractor defaulted on their contract and the City is trying to negotiate a resolution with the bonding company. The City Attorney is leading the negotiations efforts. Craig Christensen is the project manager.
- **Stormwater Master Plan Update and rate study** –Master plan update is in process. MSA contracted with to perform MP update. Project schedule spans two fiscal years (FY14/15 and Fy15/16). The modeling process is complete, and a full CIP project listing has been developed and estimated design/construction costs generated for use in SDC rate analysis. Received project listing and are in the process of reviewing the information. Expect to respond to submitted information by 03/11/16. Once project listing is preliminarily approved, SDC rate study portion of project will commence. Bob Galati is the project manager
- **Sanitary Sewer Master Plan Update and rate study** – Master plan update is in process. MSA contracted with to perform MP update. Project schedule spans two fiscal years (FY14/15 and Fy15/16). The modeling process is complete, and a full CIP project listing has been developed and estimated design/construction costs generated for use in SDC rate analysis. Received project listing and are in the process of reviewing the information. Expect to respond to submitted information by 03/11/16. Once project listing is preliminarily approved, SDC rate study portion of project will commence. Bob Galati is the project manager
- **Woodhaven Park Phase 2 (Design)** – Planning has approved the project. It is finishing design and will go out for bid in the near future. Project consists of development of planning approval process documents for park development, and full bid set containing design plans, specifications, and cost estimates. Kristen Switzer is project manager, with Bob Galati providing support and coordination with civil engineering firm (HHPR) performing design and planning approval, and project budget oversight.
- **Downtown Parking Lot Development** – Project consists of constructing public parking lot of City owned lots located on north side of 1st Street between Pine and Oak Streets. The project will require Land Use application and approval. Project scheduled to be complete by June 2016, however, it is anticipated that the project design and construction will be completed within the current Fiscal Year 15/16. Survey for the project has been completed and engineering design for land use action is underway. . Currently contracting with HHPR to provide planning services for Old Town Overlay zone text amendment to allow a stand along public parking lot in a residential zone under a Conditional Use Permit application process. Text Amendment application was submitted on 2/8/16. Bob Galati is the project manager.
- **Downtown Streetscapes Monument Removal** – Project consists of removing concrete pylons located at the intersections of 1st Street with Pine, Washington and Main Streets. The first phase of the project is a feasibility study to determine the requirements and impacts associated with removal. The second phase will include design and construction of the pylon removal and replacement structures (if any). The first phase has been budgeted in the current Fiscal Year 15/16, phase 2 will be discussed further upon the completion of Phase1. RFP for consultant services has been discussed. RFP was issued for public notice in the DJC on Tuesday, November 2nd. The City received two qualified engineering firm submittals. Review and grading of the submittals has been completed and negotiation of final scope of work and associated fee is underway. Jason Waters is the project manager.
- **Transportation SDC and Rate Study** – Project consists of performing an SDC and Rate study associated with the projects identified in the TSP and refined in the TSP Construction Cost Refinement Project. It

is anticipated that this project will be completed within the current Fiscal Year 15/16. Consultant, FCS Group is in process. Currently working on refining project list to establish construction cost basis and working through policy discussion issues. Bob Galati is the project manager.

- **Langer Farms Parkway Pedestrian Crossing** – DKS was contracted to perform an analysis and provide a recommendation on whether a pedestrian crossing on Langer Farms Parkway between the Parkway Village site and the Target site was warranted and whether a safe crossing could be provided if warranted. The report has been prepared confirming it is warranted and recommendations made. Funding options are being identified and may require supplemental budget item approval action. DKS has submitted a Scope of Work and Fee proposal for performing design on the pedestrian crossing project. Proposal is being reviewed and if acceptable a Resolution will be forwarded to the City Council to authorize the City Manager to enter into a professional services contract. City Council action expected to occur at City Council meeting in March. Bob Galati is the project manager.

Private Development:

- Cedar Creek PUD – D.R. Horton development of multi-family residential units on lot adjacent to Cedar Creek Condos and bounded by Cedar Brook Way street extension. Design review and approval completed. **Construction of public improvements completed. Construction of buildings in process.** Craig Christensen is project manager.
- Roshun Village Development – Project public improvements have been completed. On-site building construction is underway. Craig Christensen is project manager.
- Mandel property development submittal review, comment and discussion with developers engineering firm is resolving several technical issues related to the proposed development. Final approval of changes pending submittal of Design Variation Requests. **Planning approval for the subdivision received. Department waiting for plan submittals for review and approval process.**
- Several private development meetings on potential development sites within the City have taken place. Discussions of transportation requirements and SDC impacts/fees estimates have been performed. Ongoing communications regarding these developments are looking positive.

Other:

- Right of Way permits: **10** ROW permits issued from 01/01/16 to date. **\$1402** revenue generated from permits. **2 permits under review, 6 permits are currently active.**
 - The engineering department is working closely with the DR Horton developers on Cedar Brook/Meinecke to facilitate their ability to construct necessary water line and other infrastructure improvements in Meinecke; however partial closures will be necessary. The City is requiring significant coordination with the School District and emergency service providers, advance notice to property owners and public notice via our traditional methods. After coordination and additional input from the School District, the construction schedule has been modified by breaking it up into two different phases. A shorter, 3 day closure of the westbound lane (off 99W onto Meinecke) will occur late October and will avoid closure during the morning drop off period. A longer closure will be needed to install a water line in the street but will be scheduled once the Cedar Brook extension is complete to Meinecke (which will allow for a shorter detour option) and for a period when school is not in session. More information on the longer closure will be provided as that time approaches.
- Addressing: **10** new addresses issued the month of **February**
- Erosion control inspections: Staff has 3 active/open erosion control permits which require inspections weekly and monthly reports to Clean Water Services. **2** inactive sites requiring bi-weekly inspections. 15 active SFR and/or ground disturbing activity permits issued by Building Department. **6** inactively SFR and/or ground disturbing activity permits on file.
- Traffic Control Management Planning: In response to numerous requests from residents CDD staff is in the process of developing guidance policy draft for future traffic calming requests. This will be an on-going discussion and no formal action will be taken until conversations with Council are held.

- Kruger/Elwert Intersection Improvements – The County will begin design of the intersection improvement (which includes a roundabout on the City owned property). An IGA with Washington County has been signed by City Manager. The 30% design level work by County has begun. It is anticipated that a 30% design will be complete within 1 year and then will be put on standby until 2018. If development is planned prior to 2018 which necessitates its construction sooner, the County will be able to move up the timeline. Initial conference call meeting regarding design parameters held on 02/04/16. Discussion on traffic density and freight vehicle types used for design. Further discussion pending analysis of existing traffic data. Date for public presentation of initial design plan discussed. Will refine once schematic plans developed. **Bob Galati is coordinating with WACO on this project.**
- CWS MS4 NPDES – Clean Water Services (CWS) is currently in the process of updating their Municipal Separate Storm Sewer Systems (MS4) National Pollution Discharge Elimination System (NPDES) permit which will include new EPA requirements that City's will need to incorporate into engineering and development standards. The impacts to the City of Sherwood's engineering and development standards appear to be relatively small as the City's stormwater facilities and natural drainage ways are in good condition. One item that will impact the City and development within the City is the hydro-modification requirement (detention on-site to mitigate stream corridor impacts such as erosion). This item is currently being discussed in depth by CWS with EPA as other municipalities within the CWS service area may be impacted to a larger extent which would result in jurisdictions like Sherwood to mitigate more than actually necessary.

CWS has submitted a draft of the permit to EPA for initial review and discussion. It is anticipated that CWS will be obtaining their permit within the next 6-months. Implementation of the conditions of the Phase I Permit will occur over an estimated 5-year timeline, with full implementation occurring in year 5. EPA/DEQ audit of CWS and co-implementers completed on 02/04/16. Findings of audit will be issued over the next several months.

Building:

Permits issued and under construction

- New DR Horton sub-division (Cedar Brook). **14** house foundations poured.
- Sherwood industrial Park-New Building #3-14944 SW Century Dr- **Finish work**
- Sherwood industrial Park-New Building #4-15028 SW Century Dr- **Finish work**
- JB Insulation Office Addition-14175 SW Galbreath-Waiting for final inspection
- Old Spaghetti Factory – 21192 SW Langer Farms-Slab-on-grade - **Finish work**
- Koba Grill Tenant Improvement-21370 SW Langer Farms - **Completed**
- Roshun Village Apartments BLD C- -17167 SW Terrapin Dr. Framing
- **29** Single Family Homes Issued and/or in construction
- **9** Structural Residential Additions/Remodels/Misc.
- Multiple plumbing/mechanical/misc. permits issued
- Roshun Village Apartments BLD B 17175 SW Terrapin Dr. -Framing
- Roshun Village BLD A- 17193 SW Terrapin Dr Framing
- Baja Fresh Mexican Grill T/I-16002 SW Tual/Sher Rd- **Final scheduled this week**
- Darryl's Ice Cream T/I (Production, not retail)-14889 SW Tual/Sher Rd. –**Near completion**
- 100 Fold commercial T/I-Caretakers Quarters-14145 SW Galbreath Dr.-**Sheetrock**
- City Attorney's Office Addition-Issued
- Mason Restaurant T/I (was Damimio's) 16057 SW Railroad St.-Issued
- Phoenix Children's Academy T/I-Issued
- St. Paul Church school remodel-17500 SW Cedarview way-Issued

Permits in review

- 13 Single Family Home in review, 4 other ready to issue.
- Screen Magic-(screen printing)-21655 SW Pacific Hwy (The abandoned tractor rental bld)
- NW BBQ T/I-21655 SW Pacific Hwy
- Endurance Products Warehouse- 13990 SW GalbreathDr.
- Remodel Starbucks in Target-21365 SW Baler Way

Sherwood Field House Monthly Report February 2016

<u>February-16</u>	<u>Feb-16</u>		<u>YTD</u>		<u>Feb-15</u>
Usage		People		People	People
	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	7	564	19	3423	611
Rentals	111	1554	537	8128	1680
Other (Classes)					
[1] Day Use	10	122	74	856	98
Total Usage		2240		12407	2389
Income FY 15 16	<u>Feb-16</u>	<u>YTD</u>			
Rentals	\$8,370	\$37,445			
League fees (indoor)	\$12,120	\$59,024			
Card fees (indoor)	\$395	\$2,511			
Day Use	\$358	\$2,473			
Advertising					
Snacks	\$1,036	\$3,827			
Classes					
Total	\$22,279	\$105,280			
FY 14 15					
Income	<u>Feb-15</u>	<u>YTD</u>			
Rentals	\$8,261	\$40,334			
League fees (indoor)	\$10,155	\$53,206			
Card fees (indoor)	\$343	\$2,849			
Day Use	\$303	\$1,395			
Advertising					
Snacks	\$880	\$3,935			
Classes					
Total	\$19,942	\$101,719			

*Estimated number of people served.



Fields and Gyms

Youth Soccer played practiced on weekdays and held 15 games on the weekends at Snyder Park.

Oregon Youth Soccer Association rented 6 hours of time at Snyder Park.

Youth Basketball Played 49 classic games at SMS on the weekdays and another 152 games at the Ridges campus and SMS on the weekends.

Youth Baseball, Softball and Lacrosse started their tryouts/evaluations this month.

Field House

Field House hosted a turf maintenance seminar put on by Pacific Sports Turf on February 12th. There were 50 attendees form a number of municipalities.

Sunday rentals will slow way down as spring sports start up.

The second session of youth soccer is at the half way mark.

Respectfully submitted

Lance Gilgan

February 29, 2016