City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
March 15, 2016

WORK SESSION

1. **CALL TO ORDER:** Mayor Krisanna Clark called the meeting to order at 5:03 pm.

2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Councilors Dan King, Jennifer Kuiper and Renee Brouse. Councilor Linda Henderson arrived at 5:05 pm, and Councilor Sally Robinson and Council President Jennifer Harris arrived at 5:10 pm.

3. **STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Police Chief Jeff Groth, Police Captain Mark Daniel, Police Captain Ty Hanlon, Community Services Director Kristen Switzer, Administrative Assistant Angie Hass, Administrative Assistant Colleen Resch and City Recorder Sylvia Murphy.

4. **TOPICS:**

A. Police Staffing Study Results

Assistant City Manager Tom Pessemier introduced Greg Matthews with Matrix Consulting and explained the process undertaken by the City resulting in the study. He explained the City advertised an RFP for the study and received 7 responses and through a selection process Matrix Consulting was selected. He said Matrix did initial interviews and staff ensured the staffing survey and citizen surveys were done well. He said they then continued to gather data. He said the City coordinated a citizen's input meeting, coordinated information and then reviewed the draft reports.

Record Note: The City Council was provided with a report from Matrix Consulting Group, Sherwood Police Department Operations and Staffing Study, dated March 2016, see record Exhibit B.

Greg Matthews came forward and presented information (see record, Exhibit A). He explained background and scope of work. He stated the City hired Matrix to conduct a study and said they are a national safety consulting firm. He explained some of the key steps as part of the study, to include:

Extensive City and Sherwood police department interviews, with interviews of a vast majority of police department staff. They did an on-line employee and citizen survey's, and conducted a citizen focus group meeting. He explained they performed a variety of independent analysis of police department performance. He said one thing that arose out of the study was a discussion of alternatives and options

with Washington County Sheriff's office. He said part of the process in preparing the final draft report, they kept the City and police department informed and they had several interim deliverables. He said they provided a profile document and survey chapters indicating output of the survey's conducted. He said a draft report was then prepared and reviewed by City management and the police department executive team. He said comments were reviewed and factual edits were incorporated into the final draft. He explained factual edits and said they pride themselves in being independent and objective as a consulting firm and said they will make corrections to a report if there are any factual inaccuracies. He provided an example of a factual inaccuracy.

Councilor Henderson asked Mr. Matthews to provide a summary of his background. Mr. Matthews provided his professional background.

Mayor Clark asked regarding the online citizen survey conducted and how many respondents were received. Mr. Matthews replied 383 or 384. She asked if they had to identify themselves on the survey. He replied no, it was an anonymous survey and said they did ask characteristic questions, for example, if the person was a resident or business owner or both and if they had contact with the police department within the last two years. She asked if they had the ability to filter to ensure they did not get more than one survey per person. He said in this type of survey no, the technology is such that they could not filter. He said they were able to filter at the police department staff level to ensure an officer did not respond multiple times. Mayor Clark asked in regards to the citizen focus group meeting and how many people they had in attendance. Mr. Matthews replied about 35 people. She asked if at any time they spoke to or interacted with any member of the Council. Mr. Matthews replied during the interview survey, they interviewed Councilor Henderson in the beginning of the study and said a few members of the Council were at the social, including Councilor Brouse, and they interacted there, but this was the extent. Mayor Clark asked if they took information from them. He said interview notes were done with respect to Councilor Henderson when the interview was conducted, and with regard to Councilor Brouse, it was just a conversation. He said ultimately the feedback provided by any Council member, that there is no evidence of that feedback in the report. Mayor Clark confirmed Matrix did not include any information obtained by Councilor's Henderson or Brouse in their report? Mr. Matthews said there is no narrative or reference or piece of information within the report that was provided by the two Council members. Mayor Clark confirmed that no other Council members commented in any way. Mr. Matthews replied no.

Mr. Matthews addressed Operational Findings-Crime Rate and said Sherwood is a safe community with the 2nd lowest crime rate for cities in Oregon from 15,000-40,000 population. He reviewed the exhibit charts indicating property crimes and violent crimes from 2010-2014 and explained the various types of crimes in each category. He said they would have provided 2015 information but it had not been published by the fed's by the time of this report.

Mr. Matthews addressed Operational Findings-Calls for Service Workload and said calls for service definitions vary and said they have a definition they typically use: a generated call for service is someone calling dispatch and a unit responding. He gave the example of a traffic accident and dispatch receiving multiple calls, and this still being considered one call for service. He reviewed the chart which indicated statistics from November 2014 to November of 2015, with 4700 community generated calls for service with an average of 13 calls per day. He said like any law enforcement agency, the calls fluctuate throughout the day and said this pattern is very common. He said beyond calls for service police departments do a variety of other things, usually self-initiated activities such as traffic stops, pedestrian stops, or doing door checks on commercial property. He said during this November to November period,

Sherwood police officers did 19,000+ self-initiated activities. He said this is one of the staffing and operations drivers that's important.

Mr. Matthews referred to Response Times and said from a community's perspective, response times are very important. He said it is a standard international metric of law enforcement performance. He said response times for Sherwood law enforcement is good and averages 7.5 minutes regardless of the call priority. He explained call priority, for example a high priority call would be a robbery in progress. He said for a Priority 1 call, the response time is under 5 minutes, 62% of the time. For a Priority 2, under 5 minutes, 57% of the time. For Priority 3-5 calls, approximately 50% of the time the response time is under 5 minutes. He said these response time characteristics indicate a very high level of service. He shared a personal story regarding the police response time while residing in a rural area.

Councilor Robinson asked what were the ranges of times for responses between the priority 2 and priority 3-5, in other words, what was the shortest amount of time for a response and what was the longest amount of time. Mr. Matthews replied he could not answer the question now and offered to get back to the Council. She referred to a violation of a restraining order and asked what the priority level would be for this type of call. Mr. Matthews said he would have to reflect back to the data and said he would suspect it is a 2 or a 3 priority call. He said it is not a priority 1 and it's not a priority 5. Councilor Robinson shared information on a Sherwood case where it took the Sherwood police an hour and a half to respond. He said this would be an outlier that would drive up the average and said if this were a priority 2 it would clearly be one of the calls that was in the 43% of over 5 minutes and that kind of call, if it occurred during this timeframe would have driven up that average of 7.5 minutes. He spoke of outliers and different average response times. He spoke of possible reasons for a response time of 90 minutes, including someone making a jail run which could take 2-3 hours.

Councilor Kuiper asked if Mr. Matthews had a scatter plat that shows where the outliers are, or a bell curve which shows where the response times are plotted. Mr. Matthews replied one has not been provided in the report and they don't typically do this, it has not usually been requested by the client. He said it's an interesting possible addition. He said this report is a final draft and if this is something that is important to you we could include it. He said unless there is a significant issue with response times, we are not going to delve into multiple analytical approaches to try and figure out the issue. He said it's probably statistically insignificant. He referred to the exhibit and stated it's a high level of service even for lower priority calls. He referred to larger cities and there being a significant difference in response times and said that is not the case in Sherwood.

Councilor King asked if there was a metric to measure in the course of how many patrolmen we have in one busy moment, and how that effected response times. Mr. Matthews said if one officer is busy and one is left on patrol and a call for service comes out, in the vast majority of instances that officer will be deployed to that call for service, and consequently there is no impact on response times. He said if all the officers are busy then that will impact the response time. He said in different policing agencies, sometimes calls for service will be queued and backed up, so that officers have the opportunity to move from call to call and dispatch will keep some officers available for higher priority calls. He said this is not happening here.

Councilor King asked regarding queuing and if anyone looked at how long this could actually get. Mr. Matthews said we did not look at the backlog queue of how long and the order of magnitude. He referred to the exhibit indicating Proactive Time and said there is a sufficient available time in general that the

queue is not going to get very lengthy. He gave the example of the City of Portland queue up their calls for service and said in Sherwood and in other high level service agencies it doesn't typically happen.

Councilor Brouse asked Mr. Matthews to explain the queuing. He said as calls come into dispatch, irrespective of the agency, there are only so many patrol resources that are out. He said depending on the philosophy of dispatch and the policing agencies in which they serve, those dispatchers may hold lower priority calls and will queue up the lower priority calls, and will either not verbally dispatch them or they will place them on their mobile data computer so that when an officer is available they can see the lower priority calls pending. He said another name for the queue is a call backlog. He said the backlog here in Sherwood generally speaking is not going to get significant.

Councilor Brouse asked if there was any data that shows how often queuing occurs. He said there is probably data, but we did not ask for it and did not include it in the report. He said if there were issues that we thought would occur as a consequence of other data analysis we would have asked for that queuing data, we did not think it was necessary in this engagement. He said queuing data is a potential outcome of a lack of proactive time.

Mr. Matthews said an important indicator in policing is the amount of time patrol officers have to be proactive. He said this is the time available after handling all the things necessary for a community generated call for service. He said it is defined as the time dedicated addressing problems in the community, he said it is also referred to as unobligated time, uncommitted time. He said proactive time is the time that officers do a variety of things such as self-initiated activities. He said typical proactive patrol time targets for law enforcement agencies are anywhere from 40%-60% of total available time. He said this is going to be different everywhere. He gave the example of an agency having a large amount of deputies but having a large geography. He said Sherwood police department has an overall proactive time availability of 69% based on the November to November timeframe that we looked at. He referred to the exhibit and the differences in 4 hour time blocks, ranging from 91% of proactive time in the morning hours of 2am-6am, and shrinking to 54% from 10 am - 2 pm, for an overall average of 69%. He said this pattern of proactive time and how it changes is fairly typical. He said fundamentally 69% proactive time is a good metric.

Mayor Clark stated proactive time is time that they are not taking calls. Mr. Matthews replied correct and gave the example of a call for service resulting in an arrest and then having to write a report, all of this time is dedicated to this call for service, but when the officer is not doing calls for service and is out on patrol and pulls someone over for an expired license tag, this is a self-initiated activity and is performed on proactive time. Mayor Clark said the report is indicating as a whole that our officers are not actively taking calls 69% of the time, and they are doing proactive work. Mr. Matthews replied that definition would be accurate.

Councilor Brouse referred to the report and best practice regionalized patrol support system that has been put into place and how that effects proactive patrol, and said she understands this to say there is regional support that if one of our officers is busy there is another officer from another jurisdiction that will come in and support, correct? Mr. Matthews replied yes and said what you have in this region is truly a best practice and gave the example of a priority 1 call for service where Sherwood officers are busy another jurisdiction will be deployed and irrespective of the emblem or policing agencies involved, because they have vehicle locators in dispatch, they will deploy the closest unit to the call, regardless of who it is. She asked if conversely, it works in the other direction. Mr. Matthews replied yes, you have a

regionalized agreement for those priority 1 calls. Councilor Brouse asked how often this happens. Mr. Matthews said he does not recall how many priority 1 calls Sherwood has had. He said because Sherwood does not have a lot of priority 1 calls, it is not happening often. He said he has data indicating how often other agencies are backing up Sherwood and in that one year period it was over 1200 times. Councilor King asked about the number of times Sherwood supported other agencies and Mr. Matthews replied he did not have that number currently.

Mayor Clark said and those calls would be considered "calls" and not proactive. Mr. Matthews replied there are two answers to that and gave the example of, if a Sherwood police officer was deployed on a priority 1 call to another agency because of a call for service, that would have been reflected in that 4700 calls. However, if the Sherwood police department is doing a courtesy backup, for example, to a Tualatin police officer where the Sherwood police officer feels he should backup the officer this would be done on proactive time, this would be one of those 19,000 incidents. He said this arrangement here regionally is very beneficial to all the law enforcement agencies.

Mayor Clark clarified it has to do with the degree of call and its priority, Mr. Matthews replied correct and commented regarding the general region being a safe region, best practices and the infrequency.

Mr. Mathews addressed Community Perceptions and said as part of the scope of the project Sherwood made it very clear how important community perceptions were to this engagement. He said we did a lot of due diligence to involve the community. He said an anonymous online community survey was conducted where 382 Sherwood citizens responded. He reviewed some of the survey outcomes and said based on the survey results, the Sherwood police department is viewed favorably. He said 94% of the respondents feel safe from crime in Sherwood, 85% believes the level of law enforcement provided by the police department improves the quality of life in the community, 91% of respondents who interacted with the police department in the last 24 months agreed the department was professional in their contact with the citizens, 71% agreed that the department effectively communicates with the community in regards to any and all policing issues. He said there is an entire chapter in the report dedicated to the survey and the focus group.

Councilor Kuiper referred to the 91% of the respondents who interacted and asked how many interacted. Mr. Matthews said it's in the report, a decent number of those 382 people. City Manager Gall stated the number is 285 indicated they had interacted with the police department within the last year. Mr. Mathews indicated it should state the last two years and would make the edit in the final report. Mr. Matthews stated if the Council would like to have something included in the final report, such as the scatter report suggestion, it can be included.

Mr. Matthews referred to Operational Conclusions and Recommendations and said based on the variety of police service indicators, response times, proactive times, the Sherwood police department provides a high level of service. He said the police department can continue to provide a high level of service with the existing patrol staff levels. He said existing staffing levels the way they presently deploy now are certainly adequate to continue to provide high service levels. He said the Sherwood police department can further enhance the use of proactive time through improved problem oriented policing approaches. He said the report speaks to this. He said when you have proactive time and managing that time, and how that time is used, is literally one of the keys and challenges in law enforcement throughout the nation. He said the Sherwood police department does a good job of managing various elements that can impact how police services are provided. He said for example, how leave is managed, they manage

vacations so there is not an abuse. He said there is a good use of specialized patrol units, whether it's the canine unit or motor unit. He said the current 4-day, 10-hour shift program, we looked at ways to potentially modify that shift program and we could not find anything really significant that would enhance the deployment of resources on the present 4-10. He said we have other options, but given the existing 4-10's it's been devised well.

Mr. Matthews said despite all the items discussed, the community feedback they received during the study indicated the desire for additional police services. Mr. Matthews addressed Police Service Alternatives in the presentation. He said the community wants enhanced patrol visibility; an additional school resource officer that would provide resources to address youth issues such as drugs and potential crime; enhanced investigative services; additional emphasis on community awareness activities, and keeping people apprised of what's happening at the police department and what can we as a community do to help.

Mr. Matthews said these were some of the community viewpoints based on the tools used to gather feedback. He said to address these community views we recommend various operational and staffing changes that you can implement to further enhance the already high levels of service. He addressed the presentation, Key Alternative Service Delivery (1) and said the City could undertake these to address the community's prior observations.

He said one is an implemented 12-hour patrol shift program, on a team based deployment concept. He said the report has some details of this. He said a 12-hour shift program provides in general more resources for the same number of people because you're deploying people on 2 shifts instead of 3. He explained if you have 24 resources out there and you deploy them on 12-hour shifts, you cut that in half and if you're deploying over 3 shifts you cut the 24 by thirds. He said there are a variety of advantages and disadvantages to a 12-hour shift program, but we ultimately recommend a 12-hour shift program be deployed in patrol and we believe it will accomplish these things, enhance patrol visibility which was a community suggestion. He said it will extend proactive time availability for problem oriented policing. He said to make it work effectively, you would need to hire one more police officer and would also need to add one more sergeant. He explained you would then have four teams with four officers on each team and one sergeant on each team. He said this is a recommendation that would require hiring an additional modest number of resources.

Mr. Matthews said they recommend authorizing 1 additional School Resource Officer (SRO) to expand the services to youth and the City's schools. He said the City currently has one SRO and we are recommending you have two.

Mr. Matthews said they are recommending authorizing one Community Service Officer Position to support a variety of police support functions. He said these would include records support, property and evidence support, code compliance support, parking enforcement support and other administrative support functions that are in any police department. He said these are some of the alternative service delivery approaches that they are recommending to address some of the community's desires.

Mr. Matthews addressed Key Alternative Service Delivery (2) in the presentation and their recommendation of expanding the volunteer program at the police department. He provided an example of a Senior Citizen's Support Group, where they can do a variety of things such as a citizen's patrol, and front counter support. He shared an example from another City relative in size to Sherwood and referred

to this being a best practice approach. He said they also recommend reinstituting a Police Officer Reserve Program. He said these various staffing recommendations are estimated at $362,000 per year, cost. He said this is the mid-point for the recommendations we have made.

He said Matrix provided the City with another potential option to explore, which is exploring an interest and opportunities with the Washington County Sheriff's Office to provide patrol services support from 1am-6am and transfer patrol staff that are currently deployed on their graveyard shift to other Sherwood police department assignments. He said this will generally offset the staffing recommendations that we have made for additional staff because we would be moving people from graveyard into other areas. He said this is something that was not initially considered at the beginning of this study, but was an opportunity that arose as a consequence of the engagement to explore that as a potential opportunity. He said they contacted the Sheriff's office and they said they would be willing to have a discussion. He said they specifically indicated they would not approach the City unless they were asked.

Councilor King asked where this idea generated from and Mr. Matthews replied it was his idea. He said this is the only time we come up with a recommendation of this type and said every engagement is unique. He said there was just over 300 calls for service in the one year period of time from 1am-6am. Councilor King said he sees the advantages based on the workload through the whole day and having our officers on the two main shifts and said there are pros and cons, but looking at it from that angle, allows the City and the County to coordinate things and become better acquainted with what's going on.

Mr. Matthews said they recommend exploring it and said this kind of option would clearly need to be teased-out with regards to details because a Sheriff's office can provide different kinds of service levels from 1am-6am. He said a service level may be that they respond to the 300 calls and then driving back to their own beat, or a service level response is to just deploy a deputy patrol unit perhaps in a Sherwood vehicle in this timeframe. He said all those types of things would need to be negotiated and teased-out and would impact costs. Councilor King replied it would depend on the level of service we want and want to pay for.

Councilor Kuiper said including response times. Mr. Matthews said that is correct, and they would have to revise how they presently conduct business to do that. He said if that is an option the City wishes to explore that would be explored in partnership with the Sheriff's office. He said the good news is they are open to it.

Council President Harris asked if this was an alternative to the 12-hour shift or in addition to. Mr. Matthews replied this would be an alternative to the 12-hour shifts and all the things surrounding them. He said what the City would do, being that you're only deploying 5 hours, is you can maintain your 4-10 shift program and you would have an hour overlap, you would cover 20 hours a day with the 4-10 shift program and they would then cover the five hours. He said they would be here and then leave.

Councilor Kuiper referred to the exhibit slide showing proactive time being 69% and said it shows a higher amount of proactive time availability in the early morning hours and said when you get down during the day from 10am-2pm, and from 2pm-6pm, and from 6pm-10pm, you're looking at in the 50% range and re-evaluating how the lineup would be if you have some type of enhanced service from Washington County, those police officers could then maybe be more applied and increase the proactive time during busier times? Mr. Matthews replied that's correct, because when you deploy more resources your proactive time, assuming nothing else changes, will go up. He said what would occur is your graveyard shift officers

and sergeant would relocate over to the time period you're talking about during that 20 hour timeframe and as a consequence of that, is the proactive time availability in those timeframes would go up and give you an opportunity to do more problem oriented policing and other types of self-initiated activities, whether that be traffic enforcement, special assignments and related activities.

Councilor Kuiper asked if Matrix evaluated the detective work and said we have one officer that all she does is detective work and asked what the result was. Mr. Matthews replied we did and said the detective recommendation is one of those recommendations that the police department doesn't agree with. He said we believe that one detective is satisfactory. He said there are a number of reasons we say this, one is the existing workload or caseload of the detective was around 9 cases when we did the study. He said that kind of detective that specializes in person crimes, which is most of her workload, is anywhere from 8-12 cases nationally. He said with that level of proactive time the patrol officers can continue to take on investigative caseloads, and they already do this, but we recommend in the report that the whole investigative approach be more formalized. He said it's important to recognize that investigative services are one of the service level issues that could be different throughout the United States. He said some agencies will literally only investigate felonious crimes with solvability factors. He explained details for these types of crimes and said they then dispense of the other crimes because they don't have the resources or the time. He said this is one investigative approach, and another investigative approach is somewhat similar to what Sherwood is already doing, have patrol officers do some of the investigative workload. He said this balance is different throughout the nation and gave examples. He said to make a recommendation surrounding investigations is largely dependent on how you wish to approach investigative services. He said given the totality of circumstances, the workloads, potential costs, availability of proactive time, we recommend you maintain one investigator.

Councilor Kuiper asked regarding the caseloads that are acquired and said they are generally reactive, where police officers are reacting to calls and how many of the caseloads this detective has are based on proactive things that are identified during proactive time versus reactive. Mr. Matthews said you're correct, the investigative caseload of the detective is largely reactive case, they will be following up on various person crimes and this is the reactive work. He said there is proactive investigative work that is often done by a vice narcotic unit where they go out and create their own case, this is proactive investigative type of work. He said this is not accomplished by your detective here. Councilor Kuiper said it is her understanding that we have programs where they use spider plots where they go online and search the internet for people that are using pornographic materials. She said there are a lot of things going on in the community that most people are not aware of. She said in recently speaking with a Sherwood police officer there are certain cases that have reached a level of being evaluated by the FBI and certain cases that fall below that, and there is a gap in identifying cases where people are using online services, pornography, child pornography and other things that are not being captured by the level of service that one detective can provide right now. She said this is a concern for her personally and it is not being addressed. Mr. Matthews said that the observation is correct, the detective just doesn't have the time to dedicate to those kinds of criminal events that occur throughout the nation. He spoke of white-collar computerized crimes that are also occurring that you could put resources into if you wish. He said as suggested, the level of investigative effort that you wish to put into your law enforcement agency is often driven by policy and desire. He said given the totality of information we have, we're still recommending that you have one detective. He said does that mean this is the right answer for you...no, because you're bringing up absolutely valid observations, but do you want to pay for that additional detective for the output and outcome that would result from that. He said this is our recommendation and said he understands why the police department staff would disagree with this, but they are objective.

Mayor Clark said your recommendation is based on your objective findings. Mr. Matthews replied yes and said it is based on the data we looked at, our experience, and the totality of circumstances. He said does this mean it is right for you as a community, that depends on what service level you want and what you want to pay for.

Councilor Kuiper said it's quantitative and not necessarily qualitative, correct? Mr. Matthews said there are within investigative services, both qualitative and quantitative elements. He referred to the report providing a quantitative element indicating a caseload of about 9 case. He said Councilor Kuiper was bringing up obvious potential crime problems that are occurring behind the scenes that could be proactively investigated which will require additional resources if you wish to do that.

Councilor Brouse referred to his statement that the detective probably doesn't have enough time is in regards to the proactive investigations. Mr. Mathews replied the detective doesn't have enough time given her reactive caseload to do a significant amount of proactive work.

Councilor Henderson asked how much of the detectives time is dedicated to proactive activities? Mr. Matthews said because they don't have a method by which that information can be easily captured, and frankly most detective organizations don't, he can only speculate based on the interview and the desk audit of her workload, he would say very limited. He said her ability to do proactive investigative work is very limited given her reactive case investigative work.

Councilor Robinson referred to the exhibit and said when you're making your recommendations for an extra police officer position, in the 12 hour shift scenario.....she wants the public to understand as well as herself, when you looked at the existing staff we have currently, we have the patrol officers and sergeants and a detective, the captains and the chief, correct? Mr. Matthews replied that is correct and there are a couple of administrative staff. She said in your report when you are saying that we need, and the survey talked about staff, which position are you talking about when you say staff in your report? Are you talking about officers or are you talking about administrative staff? Mr. Matthews confirmed from the community survey, the survey was talking about additional patrol staff. He referred to the exhibit slide of Alternative for Consideration (1) and the items listed as, enhanced patrol visibility. He said this is officers, patrol staff. He said the additional school resource officer, that's an officer position, sworn staff. He referred to enhancement of investigative services and said we had that discussion. He referred to additional emphasis on community awareness activities, and said those are some of the things that they desire and consequently as noted on the following slide, we recommended to make this work to increase visibility, to do some problem oriented policing, maybe do some additional proactive investigative efforts, we are recommending these positions. We are recommending the sworn school resource officer and we are recommending a non-sworn position, the community service officer, to help augment and support various policing services that you do. He reminded of the two administrative support positions and said they are extremely busy. He said he interviewed them and has seen their workload. He said community service officers are a valuable asset particularly if they have the capability to do a variety of different things, whether that is manage property and evidence, service in a records function, parking enforcement, code enforcement activities, support the police chief and staff on a special project. He said those kinds of things we think would be valuable to provide this enhanced service to the community. Mr. Matthews referred to his current parking situation and knowing that he will not get a citation because the City does not have the resources to do parking enforcement. He said these kinds of efforts do require resources to undertake and a community service officer position can do something like that.

Councilor Robinson asked regarding the SRO position they are seeking to add, did you look in addition to what the community was desiring in that context, did you also look at what is common place...Mr. Matthews replied yes, and Councilor Robinson continued to state, in other locations so that we can have a comparative analysis. Mr. Matthews replied he did not give a comparative analysis with Tualatin or regional agencies, or site national comparisons. He said the reason is, in the narrative of the report, there's a survey that was done, and approximately 80% of school resource officer's decisions are not based on any metric other than a policy decision. He said if you want a SRO only in your high schools, that is a policy decision and if you want a SRO in the high schools, middle schools and elementary schools, this is also a policy decision. He said it is different throughout the nation. He said SRO's are becoming a bit more prevalent now over the last 10-20 years as we see different events unfolding on school campuses. He said the City has one SRO currently, largely dedicated to the one high school you have, but that leaves six other public schools and private schools that don't have SRO assets available to them accept when this one SRO can get out and do a special project or classroom training. He said given the magnitude of the number of schools you have, given the request of the community, it would not be impractical for us to recommend another SRO, because it is becoming more common throughout the united states and we believe that would be a beneficial recommendation to you. He referred to the executive summary in the report and said they ranked their recommendations from their perspective of an independent and objective analysis....he said if you could make one decision, this is the decision we suggest you make.

Councilor Robinson asked when they did an analysis of our current staff, her understanding right now, is that we have yet to fill a budgeted position as an officer lateral transfer that is currently being advertised. She said so when you are authorizing and recommending additional personnel, did you take into consideration the fact that we have an advertised position out there and counted that person available for shifts when you did your analysis? Mr. Matthews replied that is counted as filled and said when we are suggesting additional authorized positions that would be above any present vacancies you have.

Councilor Robinson said last year, and she doesn't remember the numbers, but she thought we were somewhere in the range of $80,000-$90,000 in overtime police services and said part of this she understands was unavoidable for private events for the Robin Hood Festival that we have to have our police staff there, etc. but is there a way with your recommendations that you foresee that, what she thinks is a large amount of overtime costs, do you see those costs going down with a 12-hour shift and additional positions kind of tweak the way you have recommended it? Mr. Matthews replied he would only be speculating, and said this information may or may not answer your question. He said, will it go down by adding one officer on a 12-hour shift program, I don't really know. He said he recalls from the analysis there was a bit over 2000 overtime hours. He said he can provide benchmarks and said if overtime is over 10% of personnel costs you might have an issue. He said he did not think $90,000 reached that benchmark. He said with one additional staff the City will probably not see a lot of change in the overtime, but he doesn't know the magnitude of the City's special events.

Councilor King commented regarding his employment with Multnomah County jail and their annual budget for overtime and gave examples.

Mr. Matthews said they looked briefly at overtime and based on a couple of metrics they saw, they did not think it was an issue and focused on other things. He said in public safety overtime is an issue. He spoke of people getting sick and having vacancies and vacancies becoming more difficult to fill.

Councilor Robinson asked if Matrix was given information about the total City budget versus the police budget. Mr. Matthews said he has it. She asked if it seemed out of the ordinary for our size of City. Mr. Matthews replied, percentage wise, no. He said public safety, law enforcement and fire, is generally the largest slice in any municipality. He said public works depending on the magnitude, is often the next biggest.

Mayor Clark said she wanted to make sure as people are absorbing all the information that they're really understanding what your study is saying. She said she believes there are two things happening. She said what you have concluded in your study is that the current staffing levels that we have in our police department are appropriate for providing the "high" level of service that we are currently having in our community, is that correct? Mr. Matthews replied that is a fair characterization.

Mayor Clark said the additional ideas coming from your citizen survey of 382 people out of our 19,000 population, are extras, they are suggestions that if you want the Rolls Royce as opposed to the Cadillac that you already have, then this is what you are going to need to consider. Mr. Matthews replied he is not sure he would have characterized it that way, and said yes, the additional resources that we are recommending are above and beyond as we have already discussed. He said some are policy decisions, the SRO. He said if the City did not have an SRO he would have recommended that you have at least one SRO, having a second is a benefit as we articulate in the report. He said if you can't afford it, then don't have an additional SRO. He said with regards to the additional staff positions that we recommended, that's to facilitate more problem oriented policing, more visibility as requested by the community. He said the Mayor's point is well taken, and yes, you have a police department that is appropriately staff to provide high service levels, having said that, the community wants more. He referred to what the community wanted being ok, more SRO's and higher visibility. He said these aren't necessarily inappropriate requests, but in the broader context, you have a good police department that provides a high level of service now.

Mayor Clark referred to the exhibit, Alternatives for Recommendation (2) and said you made lots of recommendations that if you want the extra service, that you thought it would be $362,000 and then you talked about exploring the interest and opportunities for the Washington County Sheriff's to provide patrol services from 1am-6am, is that recommendation a recommendation from you for additional services, or is that a recommendation that you feel that is something that we should do in order to provide the best service in the City. Mr. Matthews said with respect to the last bullet, it's a recommendation we believe you should absolutely explore because what it will do, if it were to pan out from a cost perspective and service level perspective. He said it will free up an additional contingent of officers that you could deploy in these other places that we have discussed to provide these additional services that the community is requesting instead of hiring new people, you just redeploy some of what you have. He said he believes this recommendation has the possibility of giving you as a community the greatest flexibility to do a variety of things.

Mayor Clark said without increasing the cost? Mr. Matthews replied, you would increase cost because you're going to have to pay the Sheriff's office for that service. Mayor Clark said but we would not be paying an officer in the City? Mr. Matthews said whoever the officer and sergeant that occupy that timeframe now, you would relocate them to the other shifts we have spoken of. He said for example, the graveyard shift officer, can then go and be the additional SRO. He said these are the types of options you may have if this were to tease-out.

Councilor Harris referred to the 300 calls that we get in a year, less than one a day, from 1am-6am, and asked if there is a time of year that is more prevalent, like during the holidays. Mr. Matthews replied he could answer the question if he was looking at the information.

Councilor King said Mr. Matthews has not spoken of the feedback he received from the officers in the police department as far as that information. Mr. Matthews said we did not talk about the feedback in the presentation and offered to go through the chapter in the report. Mr. Matthews provided highlights from his notes and said 100% of the officers that took the survey, which was the vast majority, believe that the police department provides a high level of service to the community. He said 86% believe the citizens of the community view the police department as a high priority department and this is very positive. He said 91% agree that they have appropriate backup availability from your community partners.

Councilor King referred to the report (see record, Exhibit B), page 24, item number 11, "we have sufficient staff resources to provide the services that we are expected of the department." He said you have 59% that disagree with this. Mr. Matthews said there is 59% that do not believe you have sufficient resources to provide the police services "expected" of the department, but a lot of our conversation tonight has been surrounding some of the expectations of the community. Councilor King referred to item number 16, "we have the staff we need to properly investigate crime incidents in our community", and they disagree at 77%. Mr. Matthews replied, right and no one is going to like us on the investigate opinion.

Councilor King said with those being said, he would have preferred a bit more background as to why they feel that way. Mr. Matthews replied, "why they feel that way", we probably articulated a lot of it tonight, does our investigator have enough time to do some proactive investigate efforts, do we have a vice unit, no. Councilor King said, even on the reactive side of that, is she able to cover most of the reactive stuff that she is doing, or is there stuff that's....Mr. Matthews said, is she able to cover most of the reactive stuff....He referred to the first slide in the presentation and said to remember there is not....If you start to get into solvability factors related to felonious crimes, is there going to be a lot of reactive stuff that she has to manage? He said the answer is, given her caseload, one detective can do that. He asked, could you investigate more misdemeanor crimes, proactive crimes, if you wish. He said this is the key, what level of investigative efforts do you want to provide as a community.

Councilor King said based on her workload right now, at what point would you recommend we need another one. Mr. Matthews gave the example, if she had a caseload of 20 active cases, he would have said, you probably need another investigator. He said, but she didn't, she had 9. She had 5 active with 4 pending further information for follow up. He said one thing to recognize is this is a snapshot in time.

Councilor Brouse asked if part of this is because officers are doing their own investigations. Mr. Matthews said, yes this is a very good point. He commented on the philosophy of the police department and Matrix's philosophy of having patrol officers participate in the investigative process. He said patrol officers are doing some of the investigations. He said they suggested this continue and suggest that the process be a little more formalized with regard to case tracking, particularly in patrol. He said right now the detective is using a spreadsheet, he said he is not suggesting you go out and buy a lot of software, but, we are suggesting that you could manage the investigative process in the fashion we described without adding another investigator.

Councilor King referred to page 24 of the report, item 14, "the department has staff we need to perform safely and effectively during field incidents". Mr. Matthews said yes, it's a slight tweak of a prior question, which just talked about safety. He said 45% believe there were sufficient resources for officer safety purposes and in this instance, it's "safely and effectively". He said there is an observation of, are we really being effective with the number of resources that we should have. He said he believes the department staff recognizes that the community wants service, so consequently, he thinks some of the answers reflect that. He said he believes this is the reflection of the police officers wanting to meet the needs of the community that were articulated in the survey and social event.

Mayor Clark reminded the Council to finish up their questions to allow a break before the next council meeting session. She said the Council will have many opportunities to continue to talk about the report. She asked for other questions for Matrix.

Council President Harris asked if Matrix had ever done a study where the public as well as the police department said they were perfectly happy with all service levels and everything is "Tesla like". Mr. Matthews replied no. Councilor Harris commented that everybody always wants more and Mr. Matthews replied not everybody, but 90% want more. Mr. Matthews commented about one of the reasons they are hired to provide an independent objective analysis of the resources that you may need.

Councilor President Harris said she believes no matter what we do, even if we provided everything in here, people will still want more as this is our nature as humans. She said we want to live in a City with zero crime. She commented she suspects that's where the less than positive feedback comes from, as a human with children and families around we want to live in a community with zero crime and we are trying to figure out how to get there.

Councilor Kuiper said she would like to know more about the volunteer programs and what Matrix has seen with the citizens and the reserve officers and what types of support they can provide the police department. Mr. Matthews replied he did not believe it was detailed to the level that she wants, but said in the final report he can augment that a bit, if the Council would like. He referred to Paradise Police Department in Butte County California and their volunteer program.

Mayor Clark thanked Mr. Matthews. Mr. Matthews offered to answer Council questions now and in the future.

Councilor Henderson asked, in your professional opinion, do you believe based on your report and analysis, and the time you spent with our staff, that the citizens of Sherwood receive good service for their investment? Mr. Matthews replied, bang for the buck, yes.

5. ADJOURN:

Mayor Clark adjourned the work session at 6:45 pm and convened to a regular session.

REGULAR SESSION

1. CALL TO ORDER: Mayor Clark called the meeting to order at 7:08 pm.

2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Council President Jennifer Harris, Councilors Linda Henderson, Renee Brouse, Sally Robinson, Dan King and Jennifer Kuiper.

3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Police Chief Jeff Groth, Police Captain Mark Daniel, Police Captain Ty Hanlon, Community Services Director Kristen Switzer, Arts Center Manager Maggie Chapin, Administrative Assistant Colleen Resch and City Recorder Sylvia Murphy.

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

4. **APPROVAL OF AGENDA:**

MOTION: FROM COUNCIL PRESIDENT HARRIS TO APPROVE THE AGENDA, SECONDED BY COUNCILOR KING. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.
Mayor Clark addressed the next item on the agenda and asked for a motion.

5. **CONSENT AGENDA:**

A. Approval of March 1, 2016 City Council Meeting Minutes

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA, SECONDED BY COUNCILOR HENDERSON. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Mayor Clark addressed the next item on the agenda.

6. **PRESENTATIONS:**

A. Recognition of Eagle Scout Award Recipient

Mayor Clark called forward Dalin Dahl and asked him to describe his Eagle Scout project. Dalin said he led a small group of volunteers and built a segment of a path at Browns Ferry Community Park in Tualatin. He also led the group in planting native plants in the area to reduce water consumption and reduce cost to the City.

Councilor Brouse asked Dalin how he came up with the project. Dalin said the City of Tualatin has an interface where they list projects that would be appropriate for eagle projects. Mayor Clark indicated this would be a note to staff to have a similar service. Mayor Clark presented Dalin with a certificate of achievement and thanked him for his service.

B. Recognition of Art Students

Mayor Clark recognized students that participated in an Arts Contest. She stated Sherwood schools and art instructors were invited to submit art this last fall and Maker's Five procured and displayed the art. She said the 2016 student show is displaying art from Sherwood High School, Sherwood Charter School, Sherwood Home School, Blue Pluhm Studio, D K Boljat Incorporated and Mosaic Art Loft. She explained

the judging process and called forward students in various categories and presented them with certificates. The following students were recognized:

1st - 5th Grade Category: Ashley Zwemke, Katie Rice, Jocelyn Ham, and Sophia Miller.
6th - 8th Grade Category: Nicholas Aggson, Jason Price, Natalie Orlik, and Maddie Kremer.
9th - 12th Grade Category: Kimbra Hern, Jasmine McClesky, Shyann Pharr, and Amanda Heard.
Adult Category: Kim Derting, Gloria Schrock, Annette Perkins, and Rebecca Tournier.

Sherwood Center for the Arts Manager Maggie Chapin came forward and said Maker's Five has worked in partnership with the Center for the Arts to put together the gallery series. She said this is the second student show at the Center. Maggie recognized the art teachers in the community and thanked Darla and Mike Boljat with Maker's Five. She recognized Sherwood citizens for their partnerships in recognizing and supporting the arts.

Mayor Clark thanked Maggie and commented regarding next year's program to include a slide show of the art. She addressed the next agenda item.

C. Employee Spotlight

Councilor Robinson said she thinks the Council does a great job in recognizing various people, and said for instance, the Mayor has her annual citizen of the year award where she selects an individual. She said we recognize our artists in town, our eagle scouts and she thought there was something missing at the Council meetings, and something that she thought would be wonderful. She said the thought came to her that many of our employees that run the City are long term employees and have been at the City for a long time because it is a wonderful place to live and work. She said we as a Council also let the public know what we are doing for you in our council comments, and said the City Manager will tell about an employee that has done something a bit more than just his job, and has gone above and beyond. She said she believes the employee would appreciate some recognition that we as a Council believe they are doing a great job. She said we are fortunate to have a City full of people that have a high work ethic and are proud to be an employee of the City. She said she believes the employee spotlight will continue once a month.

City Manager Joe Gall said this was an idea Councilor Robinson brought to him a few months ago and said to give her credit, a lot of the folks we will hear about are unsung and do great work and don't necessarily get the recognition in the community and in front of the Council. He said our first choice was an easy choice, an employee in public works, Jose Felipe Castelan who is a Sherwood resident since 2003. He said Felipe started as a seasonal in parks, as do many public works employees who start as seasonal workers. He said he was hired as a full time employee in November 2003, mainly for his carpentry experience. He said from parks, Felipe went on to work in storm and sanitary and then became our full time facilities person. Mr. Gall said we have four major buildings, including the Arts Center which was recently added and we have one facilities person, Felipe. He said Felipe does a fantastic job and he knows that other City employees appreciate the work done by Felipe. He said as a facilities person, Felipe performs all the maintenance duties at all City facilities which includes inspections, repairs, painting, plumbing issues, pressure washing sidewalks and parking lots and also sets up and tears down for festivals and events. He mentioned an event occurring in the City this weekend with a large tent and said Felipe will be taking the lead to put this together. He said Felipe sets up for all public meetings of the Council, planning commission, budget committee and all types of meetings. He said he handles all set up

for library events and municipal court. He said Felipe is an employee that is always willing to stay late, come in on weekends and support whatever the need is. He said he is a proud resident and employee and in many cases he is the face of public works in working with our facilities. Mr. Gall said Felipe could not be here tonight and appreciates the Council is spending time learning more about individual employees that may not be seen as they are working behind the scenes.

Mayor Clark thanked Felipe for his great work at the City and addressed the next agenda item.

D. Washington County Communication System Bond Measure

Police Chief Groth introduced some of the guests that represented the Washington County Speakers Bureau that was formed to present factual information on the upcoming November 2016 ballot measure. He said we also have people from the Washington County Consolidated Communications Agency (WCCCA) that are here to assist with any specific technical questions, Ron Polluconi, Technical Services Supervisor and Kelly Dutra, Director of Communications. Chief Groth introduced Sherwood Police Captain Mark Daniel and Chief Derek Weiss Division Chief with Tualatin Valley Fire and Rescue.

Derek Weiss stated they are here tonight to provide information on Measure 34-243. He explained when a person calls 911 they expect fast service and an integral part of that fast service is a robust communications network that can withstand natural disasters and hundreds of users. He said as first responders we rely on that system as a critical lifeline to our ability to become aware of an emergency, to better understand the emergency and route information we receive, to coordinate our actions when we arrive and to work together when we are at different types of incidents. He said maybe most importantly when we need to ask for help that is our lifeline. He shared a story when he was a younger firefighter and a ceiling falling on top of him and having a radio and wire cutters and these two items being things that he carries on him when he goes into a fire.

Captain Daniel spoke of the recent trestle fire in Sherwood and the method of radio communication in which they learned of the fire. He spoke of Police and Fire responding in a rapid and collaborative effort through use of the radios. He said the radios are used daily between the two disciplines and they have made significant strides when responding together through WCCCA patching the calls together. He spoke of hazards and the personal safety of first responders, and the communications between agencies and this also allowing for rapid service. He said the communications allows them to be efficient and effective in providing public safety services.

Mr. Weiss said the current system has been in place since 1990 and spoke of current technology being used being from 1990. He said today we have 19 agencies using the system, cities, schools, public works, and hospitals and life flight. He said the demand has increased as well. He said the parts for the system aren't made any more and the technology is outdated and buildings and towers that are currently being used are not made to withstand the seismic activity that we know will happen at some time in the future.

Captain Daniel said on May 17, 2016 Washington County voters will be asked to consider funding a measure to replace and upgrade the emergency communications system. He said Washington County would issue a general obligation bond to pay for $77 million of improvements to include converting the existing system to current technology, installing more towers, strengthening facilities for the event of storms, earthquakes and other emergencies and replacement of 3000 radios currently in use by first

responders, to include the portable radios carried and all car radios that go into all responding police vehicles and fire apparatus within Washington County. He said the projected rate is not expected to exceed .08 cents per thousand, and .08 of $1000 of assessed value over 21 years. He provided the example, for a $255,000 house it's not to exceed $20 per year or for a $500,000 it would not exceed $40 per year. He said this is the estimate for 2016. He said for Sherwood, it's about a $300,000 median.

Captain Daniel thanked the Council and offered to answer questions. He said information is available on the website WCemergencycommunications.blogspot.com, he said information cards and a fact sheet of frequently asked questions are also available in the room.

Mayor Clark asked if the handouts were available at a City desk. Captain Daniel replied they are available at the Sherwood Police Department and they will be available at City hall.

Councilor Robinson referred to the fact sheet with frequently asked questions and language of, "several partner agencies rely on the system to communicate with first responders include *some* public schools". She asked why isn't it *all* public schools, and which ones are not included.

Ron Polluconi, Technical Services Supervisor for Washington County 911 came forward and said the schools systems have been slowly coming to a different realization about their own security. He said there was an initial push back in 2001 around 9/11 and there was a lot of heightened awareness but no one thought that we had a risk. He said schools since this time and especially in recent years, things have changed. He said Beaverton schools were the first ones to come to us and recognized that they had a potential risk and they made a substantial investment in not only placing radios in schools so they could talk to first responders, but also changing the way they did security in general and inviting in the Sheriff's office at the high schools to provide services. He said where you have school resource officers (SRO), you have someone with a radio capability in the building and more often than not where that is deployed, there is also one or two radios typically in the office for office personnel. He said typically we have found that most schools that have SRO's typically have radios to allow school staff to contact the SRO. He said it provides the ability to take a radio into a safe area and communicate out when they go into lock-down. He said other schools are just coming into this level of awareness and gave the example of the City of Hillsboro. He said Tigard and Tualatin schools have SRO's and at least one radio in each school. He spoke of schools adopting in-building application systems and said this is important when going into a lock-down scenario and going into a safe area. He said often times the safe areas are in the center or below ground and in this case that tends to make coverage difficult with penetration of the communication system. He said the in-building amplification systems allow for coverage into those areas. He said this is something that many schools have been adopting and implementing within the last five years.

Mayor Clark asked if this is a funding responsibility of the school district or the private school administration to provide the system. Mr. Polluconi replied yes.

Council President Harris commented regarding having this conversation in her elementary school as cell phones within the school don't work. She said the conversation has been what will be done if there is a lock-down and teachers don't have a way to contact anyone. She said the principal has said they have a way to contact emergency services, but has not produce or shown the method. Mr. Polluconi replied there is probably a radio somewhere.

Mr. Polluconi said with regards to what we are doing with schools moving forward and said we are buying a new application and a server that allows us to use a smart phone to communicate with first responders. He said this will remove the necessity of having one radio sitting somewhere and having to run to that radio. He said the teachers and administrative personnel would have the ability to talk on the system. He indicated there would be a small license fee. He said in the case where you have a school where they don't have this, we still would recommend in-building amplification, the amplification system that works on our radio system will also support cellular.

Councilor Brouse said she has heard in two recent workshops she attended, information about satellite phones. She said when the big earthquake comes, satellite phones are going to be the phones that will be working properly. She asked how this new system stands up to a big earthquake using the towers. Mr. Polluconi said what we have done and continue to do is seismically upgrade our tower sites. He said these locations have emergency power generation, and are hardened areas and we placed them in locations where the ground is less likely to shake. He said once this is in place, we put in two power systems, one of which is a commercial system and the other is a DC power system that is backed up by an emergency generator. He said the new systems we are putting in, in addition to having a generator, the power system will then alternate between the generator and the DC power, giving us about four weeks of run time. He said the reason we are increasing this from our ten days, which our current system is designed for, is when we talk to the emergency communications offices, they are saying we have two issues when the big one comes; one will be water which will be paramount for everyone and the second will be the availability of fuel. He said we are designing the system around the strategy that we will need to keep our system going for 3-4 weeks. He clarified their system is independent of cellular.

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

7. CITIZEN COMMENTS

John Clarey Sherwood resident came forward and said he has been a resident since 2001. He commented regarding having issues with the last paving project that occurred on Sunset Blvd. He said Sunset Blvd. was open before repairs were completed and they suffered quite a bit of damage to one of their vehicles as they came across the intersection. He said on June 8, they came off of 99W onto Sunset Blvd through a 2½-4 inch drop that was left open by Brix Paving. He said Brix Paving has denied responsibility and said it was not their issue. Mr. Clarey said the damage to their car was over $4000. He said the vehicle was towed and he called the Sherwood police department to file a report. He said they contacted both the City public works and Brix paving and both said it was not their issue and to contact their own insurance company. He said he noticed after the communications that every cut had a ramp on it, like it was supposed to according to ODOT rules and regulations. He said they knew they were at fault and we have asked them for payment and they are refusing to pay and we have gone to a Washington County civil court case and have won that case and Brix Paving still refuses to pay what is owed to us. He said $4000 is a lot of money. He said they are asking that the City Council review any bids by Brix Paving and not award them any more work. He said they don't care for the citizens and are not following regulations. He said he is aware they have an upcoming bid. He said the work they do is great, the follow up to their issues is not.

Laurie Zwingli Sherwood resident came forward and said she sat through the Police Survey presentation and wanted to speak with the Council in both capacities as the Chair to the Police Advisory Board and as

a Sherwood citizen. She said the Police Advisory Board was honored to be a part of the interview process that Mr. Matthews and Matrix were involved in. She said Mr. Matthews attended a Police Advisory Board meeting and provided his contact information if the Board should have any concerns. She said she also interviewed with him as the Chair for the Advisory Board. She said she went into the interview with information from 100+ Sherwood citizens that the Board members received through their outreach. She said his information tracked with what the Board was finding as far as the information regarding the SRO (School Resource Officer) and people were very interested in having an additional SRO once they realized how many we have and where he spends his time. Ms. Zwingli commented regarding not currently having the SRO ratios in comparison to neighboring cities. She said in addition to this citizen concern, they were concerned with people speeding through neighborhoods and drugs in our parks, especially Stella Olsen Park. She said the 7.5 minute response time caught her attention and said she was concerned about what this meant. She shared a personal experience with a run-away and the response time of an officer and having to speak with the officer over the phone because of another issue that was occurring. She said she was interested when she heard of the 7.5 minute response time and if this was in person or by phone and inquired with Mr. Matthews. She said he indicated it was an in-person response time and noted that he would be doing a scatter-sheet that he discussed. She said she is requesting that when Mr. Matthews submits the scatter-sheet, if it could be made public. She said as she is aware of the statistics for police officers and suicide rates are higher than they are for the general public. She said if the Council is going to consider a 12 hour shift or any changes in shifts, she would ask that the Council also consider what it would do to the officer's mental health and moral.

With no other citizen comments, Mayor Clark addressed the next item on the agenda.

8. CITY MANAGER REPORT:

City Manager Gall stated we have started accepting applications for the Sherwood Citizens University and they are due by 5 pm on April 1. He said the City has received about 8 applications and have space for 20. He explained the program was a 6 week program of classes held on Monday evenings for 3 hours where people will learn how their government operates. He said a number of cities offer this program and we will learn from this first offering. He said the information is available on the City website.

Mr. Gall reported he will be attending interviews at the City of West Linn for a shared intern. He explained the project of having a shared intern with West Linn which we have done for the past three years. He said the program has grown to 12 different organizations in the Portland Metro area. He said they will be interviewing 12 soon to be graduates from around the country. He said they will be selecting three interns from the 12 applicants and they will be getting a years' experience in four different organizations. He said the Council has supported the program and it is not a huge expense to the City. He said one of the projects our intern Mark Yager worked on last year was putting together the Citizens University and he is now working for the Cities of Lake Oswego and Wilsonville.

Mayor Clark thanked City Manager Gall for bringing this program to the Council and said it's a great idea and program to support students that are interested in City work.

Mayor Clark addressed the next item on the agenda.

9. COUNCIL ANNOUNCEMENTS:

Mayor Clark reported she recently returned from the National League of Cities Conference in Washington D.C. and said it was a great conference with many City representatives meeting with our congressional delegation and advocating for things that are important to Oregon. She said this is done through the League of Oregon Cities and said we met with all the legislative offices and met with Senator's Merkley and Wyden. She said it's important for our voices to be heard at the federal level to obtain funds and support of federal programs. She said one of the topics we advocated for that we had not received a full commitment for from one of our senators was tax free municipal bonds. She said we traveled as a group and spoke to our senators and congressmen about supporting the continuation of tax free municipal bonds so that cities can be competitive in the open market and get the funding to allow us to do great things for our cites. She confirmed during their trip they acquired the commitment from both senators.

Mayor Clark asked Assistant City Manager Tom Pessemier within one year what does the City save in having tax free municipal bonds. Tom replied he could not provide an exact number, but the City is doing large projects such as the water project and believes we have $20-22 million worth in bonds out on our water project. He said the ability for us to get taxed exempt bonds through the system saves a lot of money. He said he knows the effected rate would go up by at least 1 to 2 points, maybe more. He said it lowers our operating costs and ability to do projects. He referred to the WCCCA presentation and they going out for bonds and the possibility of paying higher interest rates and what they could accomplish and the costs associated with those projects and the costs to citizens.

Mayor Clark commented regarding the costs going back to the citizenship to pay the gap. She said this is important to us as Oregon Mayor's to advocate for us and said she was proud to represent Sherwood as well as Washington County.

Mayor Clark reported she attended the Annual Egg Hunt to Hope for Geneva Rose and said we received unfortunate news that Geneva passed away the day before the event. She expressed her condolences to the Rose family and thanked everyone who attended and those who contributed online.

Councilor King reminded of the St. Patrick's Day event to be held at Clancy's in coordination with Sherwood Main Street.

Councilor Robinson reported last Thursday she attended the West Side Economic Alliance (WEA) breakfast meeting and said they discussed marijuana and she also attended the planning commission meeting workshop that evening where marijuana was also discussed. She provided an overview of the workshop format with roundtable discussion, maps to view, categories of producers, wholesalers and retailers. She commented regarding the attendees at the workshop included the owner of a medical marijuana facility. She said at the WEA meeting they had a very knowledgeable and educated CEO of a business who is operating a marijuana facility in Oregon and expanding. She said she learned quite a bit from this and said a representative from Senator Wyden's office was there and he was working on in the future some scenario that would allow banks to take in money from these facilities. She said some of the main issues in security is potentially being discussed and maybe being resolved soon or in the future. She said the discussion was good and believes the consensus at the planning commission meeting was that we wanted to have those facilities in the industrial areas, just like what we have decided to do with medical marijuana facilities. She said the recreational facility is being discussed in making regulations in the event that the measure submitted to the voters in November doesn't pass, if that ban on those facilities passes, then the regulations will not go into place. She said there is a second one of a tax, so we can have some revenue for our police force in the event that we do allow those facilities in Sherwood.

She said it's a very interesting process and encouraged people to get online on the City website which has a current survey and welcome input from the citizens on where they think the recreation marijuana facilities should go if in fact they are here, depending on the vote in November. She said we would really love the input of the citizens and they have a voice and said it helps in making decisions at the planning commission level that then comes before the Council.

Councilor Harris reported on upcoming Library events, Six Word Story Contest and explained the contest and commented regarding the contest from 2015. She reported on a Poetry Slam at 7 pm on March 25 and said the library was able to purchase the microphone and sound system for this through a grant approved by the City. She reported on Saturday is a comic book workshop at the library at 2:30 pm. She reported May 19 is the Suicide Prevention class/seminar at the library from 5:30 - 7:30 pm. She said people will be able to learn ways to recognize a mental health emergency and how to get support for the person struggling, and people will learn action plans to help in saving lives. She said this will be the second event like this held in Sherwood. She said in speaking with our Washington County representative in our area she is very thrilled that this is coming from a City initiative and said Sherwood is the only City she has had that is bringing this forward. She reported the Putting on the Ritz Gala is April 2 with live music and prize baskets. She said the baskets will be in the $500 range with some amazing prizes and funds raised are for our Friends of the Center. She said there will also be a wine wall. She thanked Maggie Chapin from the Center for the Arts for their donation for a recent event.

Councilor Henderson reported she attended a recent Parks Board meeting on behalf of Councilor Kuiper and they had an update on the Cedar Creek Trail. She said the trail is partly funded by a $5 million grant received from Metro. She said they also spoke of the dog park. She reported this Thursday is a Police Advisory Board meeting, 7pm at the Police Station. She reported on high school rehearsals for the Guys and Dolls event next month, April 21st. She acknowledged the police department and their Emergency Preparedness class with 85 people in attendance and asked if another class could be scheduled. She said today is the one year anniversary of Justice Cole's death. She said he was a ten year old boy who passed away and his family asked if we would note that and they wanted to express appreciation for the efforts that our community has come forward to educate people to help to reduce suicides. She mentioned a recent suicide in the community.

Councilor Brouse thanked the police department and Captain Daniel for arranging the Emergency Preparedness workshop. She spoke of the valuable information. She mentioned the Egg Hunt for Hope event and said there was a great turnout and they raised $38,000. She announced Neighbor to Neighbor Day is May 7, with an opportunity to serve local seniors with work around the home. Trash Palooza is April 23 and registration is open. She said Baja Fresh' grand opening is this Friday at 4pm, and the Annual Rotary Tree Sale starts on April 16 and goes thru May 8. She said the trees are $13.

Councilor Kuiper reported she did a citizen ride along with a Sherwood police officer and she shared her experience. She said any citizen can do this and encouraged people who have an interest and said the process is very simple. She said she learned about the Redflex device on Tualatin–Sherwood Road and Highway 99 and spoke of the process for collecting data from these devices. She mentioned the Robin Hood Festival association and they being run by less than 10 volunteers. She said this year they will be putting together the float for the Rose Festival and explained the contributing participants. She thanked City Manager Gall for moving forward with the Citizens University and thanked Mark Yager for putting together the plan, she encouraged people to sign up.

With no further business, Mayor Clark adjourned the meeting.

10. ADJOURN:

Meeting adjourned at 8:25 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Krisanna Clark, Mayor