



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, June 18, 2013

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

5-6pm URA Board of Directors-Work Session

6-6:30pm City Council Executive Session
(pursuant to ORS 192.660 (2)(d), Labor Negotiations)

6:30-7pm City Council Work Session

7:00pm Regular City Council Meeting



Home of the Tualatin River National Wildlife Refuge

5:00 PM URA BOARD WORK SESSION

- A. SURPAC

6:00 PM CITY COUNCIL EXECUTIVE SESSION

- A. Labor Negotiations

6:30 PM COUNCIL WORK SESSION

- A. Memorials on City Property
- B. Tourism Update

REGULAR CITY COUNCIL MEETING

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CONSENT

- A. Resolution 2013-030 Reappointing Lisa Walker to the Sherwood Planning Commission
- B. Resolution 2013-031 extending the Portland General Electric Franchise Agreement through December 31, 2013

5. PRESENTATIONS

- A. Proclamation Declaring National Parks & Recreation Month

6. NEW BUSINESS

- A. Resolution 2013-032 Adopting an Evaluation Document Containing Criteria for the Review and Evaluation of the City Manager's Job Performance
- B. Resolution 2013-033 Authorizing the City Manager to Execute a Construction Contract for the 2013 City Paving Projects

7. CITIZEN COMMENTS

8. CITY MANAGER REPORT

9. COUNCIL ANNOUNCEMENTS

10. ADJOURN

AGENDA

**SHERWOOD CITY COUNCIL
June 18, 2013**

5:00pm URA Board Work Session

**6:00pm City Council Executive
Session**

6:30pm City Council Work Session

7:00pm Regular City Council Meeting

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

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

City Council meeting materials and agenda are posted to the City web page at www.sherwoodoregon.gov, by the Friday prior to a Council meeting. Council agendas are also posted at the Sherwood Library/City Hall, the YMCA, the Senior Center, and the City's bulletin board at Albertson's. Council meeting materials are available to the public at the Library.

To Schedule a Presentation before Council:

If you would like to appear before Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder Sylvia Murphy by calling 503-625-4246 or by e-mail to: murphys@sherwoodoregon.gov

TO: Sherwood City Council

FROM: Brad Kilby, Planning Manager
Through: Joseph Gall, City Manager

SUBJECT: Resolution 2013-030, Re-appointing Lisa Walker to the Planning Commission

Issue:

Should the Council re-appoint Lisa Walker to the Planning Commission?

Background:

Lisa Walker, whose 4 year term expires at the end of June 2013, has requested to be re-appointed to the Planning Commission. The review team of Julia Hajduk, Community Development Director, Mayor Bill Middleton, and Council Liaison to the Planning Commission recommend Lisa Walker for re-appointment. Councilor Bill Butterfield, Alternate Council Liaison to the Commission did not provide a recommendation.

Financials:

There are no financial impacts from this proposed action.

Recommendation:

Staff respectfully requests adoption of Resolution 2013-030 re-appointing Lisa Walker to the Sherwood Planning Commission.



RESOLUTION 2013-030

A RESOLUTION RE-APPOINTING LISA WALKER TO THE SHERWOOD PLANNING COMMISSION

WHEREAS, Lisa Walker's was appointed to the planning commission via Resolution 2007-073 to fill the remainder of a term due to a resignation; and

WHEREAS, Lisa Walker was reappointed for a four year term, via Resolution 2009-054 and has requested re-appointment for another four-year term; and

WHEREAS, Lisa Walker has served on the Planning Commission since 2007; and

WHEREAS, Julia Hajduk, Community Development Director and Mayor Bill Middleton, City Council Liaison to the Planning Commission have considered her request and recommend Lisa Walker's re-appointment to a four-year term.

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

Section 1. The Sherwood City Council hereby reappoints Lisa Walker to a four-year term expiring at the end of June 2017.

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

Duly passed by the City Council this 18th day of June 2013.

Bill Middleton, Mayor

Attest:

Sylvia Murphy, CMC, City Recorder

TO: Mayor and City Council

FROM: Craig Gibons, Finance Director
Through Joe Gall, City Manager

SUBJECT: Resolution 2013-031 extending the Portland General Electric Franchise Agreement through December 31, 2013

ISSUE:

The City's franchise agreement with Portland General Electric (PGE) expires on June 30, 2013.

ACTION REQUESTED:

Staff is requesting that Council extend the current PGE Franchise Agreement for an additional six months by enacting Resolution 2013-031. The PGE Franchise Agreement will be extended through December 31, 2013.

BACKGROUND:

The current PGE Franchise was enacted 20 years ago, adopted via Ordinance 92-951 in July of 1992. It was originally set to expire at the end of July 2012, but was extended to allow time for renegotiation to December 31, 2012 by adoption of Resolution 2012-037. It was extended again to June 30, 2013 by adoption of Resolution 2012-056.

Staff has been meeting with representatives from PGE to create a new authorization for the use of City Right of Way. The City Attorney's Office is also involved.

The attached resolution extends the existing Franchise Agreement through December 31, 2013, which will allow time for a new authorization to be put in effect.

RECOMMENDATION:

City staff recommends approval of Resolution 2013-031 extending the Franchise Agreement with PGE to December 31, 2013.



RESOLUTION 2013-031

A RESOLUTION EXTENDING THE PORTLAND GENERAL ELECTRIC COMPANY FRANCHISE AGREEMENT THROUGH DECEMBER 31, 2013

WHEREAS, the Franchise Agreement (the "Existing Agreement") between the City of Sherwood ("City") and Portland General Electric Company ("PGE"), set forth in Ordinance 92-951, adopted July 22, 1992 shall expire by its terms on August 1, 2012; and

WHEREAS, the City Council adopted resolution 2012-037 on July 17, 2012 and resolution 2012-056 on December 18, 2012 extending the agreement to allow for negotiations and the parties have not yet finalized a new agreement in all of its particulars; and

WHEREAS, the parties wish to extend the agreement another six months to December 31, 2013.

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

Section 1. That the Sherwood City Manager is authorized to sign Exhibit A to this Resolution, an agreement between the City and PGE to extend the existing agreement through December 31, 2013.

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

Duly passed by the Sherwood City Council this 18th day of June 2013.

Bill Middleton, Mayor

Attest:

Sylvia Murphy, CMC, City Recorder

Exhibit A

**PORTLAND GENERAL ELECTRIC COMPANY AND CITY OF SHERWOOD
FRANCHISE TERM EXTENSION AGREEMENT**

WHEREAS, the Franchise Agreement (the “Existing Agreement”) between the City of Sherwood (“City”) and Portland General Electric Company (“PGE”), set forth in Ordinance 92-951, adopted July 22, 1992 shall expire by its terms on August 1, 2012; and

WHEREAS, the City Council adopted resolution 2012-037 on July 17, 2012 and resolution 2012-056 on December 18, 2012 extending the agreement to allow for negotiations and the parties have not yet finalized a new agreement in all of its particulars, and;

WHEREAS, the City and PGE have been negotiating in good faith to replace the Existing Agreement with a new authorization for use of the right of way (the “New Authorization”); and

WHEREAS, the parties have not yet finalized a New Authorization in all of its particulars; and

WHEREAS, the parties wish that the Existing Agreement remain in place until the New Authorization is finalized.

NOW, THEREFORE, The City and PGE agree that the Existing Agreement shall not terminate on June 30, 2013 but shall remain in full force and effect, including but not limited to the payment provisions there under, until such time as a New Authorization is submitted to and approved by the City, and becomes effective in accordance with its terms, in no event later than December 31, 2013

For the City of Sherwood Oregon:

For Portland General Electric Company:

Joseph P. Gall, City Manager

Bill Nicholson, Senior Vice President,
Customer Svc, Transmission & Distribution

Date: _____

Date: _____

Attest:

Sylvia Murphy, CMC, City Recorder

Council Meeting Date: June 18, 2013

Agenda Item: New Business

TO: Sherwood City Council

FROM: Joseph Gall, City Manager

Through: Paul Elsner, City Attorney

SUBJECT: Resolution 2013-032 Adopting an Evaluation Document Containing Criteria for the Review and Evaluation of the City Manager's Job Performance

Issue:

Should the City Council adopt an evaluation document for the upcoming annual evaluation of the City Manager?

Background:

As part of the current employment agreement with Joseph Gall, City Manager for the City of Sherwood, the Sherwood City Council is responsible for the performance review of the City Manager per Section VII of the employment agreement. After reviewing previous evaluation tools used by the City of Sherwood, the City Manager and City Attorney drafted a new evaluation tool for use by the City Council. This proposed evaluation tool was shared with the City Council and altered in light of suggestions from members of the City Council.

Exhibit A is the proposed evaluation document to be used in the upcoming annual performance review of the City Manager. The City Attorney's office has recommended that this new evaluation document be approved by the City Council by resolution.

Recommendation:

Staff respectfully requests City Council approval of Resolution 2013-032 Adopting an Evaluation Document Containing Criteria for the Review and Evaluation of the City Manager's Job Performance.



RESOLUTION 2013-032

**A RESOLUTION ADOPTING AN EVALUATION DOCUMENT CONTAINING
CRITERIA FOR THE REVIEW AND EVALUATION OF THE CITY MANAGER'S JOB
PERFORMANCE**

WHEREAS, the Sherwood City Council wishes to adopt a set of criteria to assist it and the City Manager in evaluating the City Manager's job performance; and

WHEREAS, Exhibit "A" attached to this Resolution is a document which contains the criteria the Council wishes to use in performing its evaluation.

NOW THEREFORE BASED ON THE FOREGOING, the City of Sherwood hereby resolves as follows:

- Section 1. Exhibit "A" is hereby established as the City's Evaluative device for assessing the City Manager's job performance.
- Section 2. The terms of this resolution shall be and are effective as of the date of the adoption of this resolution by City Council.

Duly passed by the City Council this 18th day of June 2013.

Bill Middleton, Mayor

Attest:

Sylvia Murphy, CMC, City Recorder



CITY OF SHERWOOD PERFORMANCE EVALUATION CITY MANAGER

PURPOSE

The purpose of the City Manager's employee performance evaluation is to ensure communication between the City Council and City Manager concerning the City Manager's performance relative to his/her assigned duties and responsibilities as well as establishment of specific work-related goals and objectives.

PROCESS

The Sherwood City Council will conduct a review and evaluation of the City Manager's work performance at least annually.

1. If the criteria, standards or policy directives change, a process described in ORS 192.660(1) (i).
2. Evaluation forms to be used by Council members will be distributed to the Council members and will include a memorandum from the City Manager for the Council setting out his/her self-evaluation in a narrative.
3. Each Council member will complete the form, sign it, date it and return it to the Mayor who then, along with the Council President will tabulate and summarize the results of the evaluation forms as submitted.
4. The Mayor's/Council President's summarized and tabulated evaluation form along with the City Manager's self-evaluation are then distributed to the Council members when they meet with the Manager in executive session to review the evaluation unless the Manager requests the review be done in open session.

INSTRUCTIONS

Review the Manager's work performance for the entire period under review; refrain from basing the evaluation solely on recent events or isolated incidents. Disregard your general impressions concentrating instead on each factor, one at a time. Evaluate based on standards you expect to be met for the position giving due consideration for the length of time he/she has held it. Check the number which most accurately reflects the level of performance for the factor being appraised using the rating scale described below. If you did not have an opportunity to observe a factor during the evaluation period, indicate so in the N/O column next to the factor.

**CITY MANAGER
PERFORMANCE EVALUATION**

DATE: _____

RATING SCALE DEFINITIONS (1-10)

Unsatisfactory (1-2)

The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

Improvement Needed (3-4)

The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

Meets Job Standards (5-6)

The employee's work performance consistently meets the standards of the position.

Exceeds Job Standards (7-8)

The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.

Outstanding (9-10)

The employee's work performance is consistently excellent when compared to the standards of the job.

N/O

No Opinion.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1. City Council Relationships

A. Effectively implements policies and programs approved by City Council.	1__2__3__4__5__6__7__8__9__10__N/O__
B. Reporting to City Council is timely, clear, concise and thorough	1__2__3__4__5__6__7__8__9__10__N/O__
C. Accepts direction/instructions in a positive manner	1__2__3__4__5__6__7__8__9__10__N/O__
D. Effectively aids City Council in establishing long range goals.	1__2__3__4__5__6__7__8__9__10__N/O__
E. Keeps City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	1__2__3__4__5__6__7__8__9__10__N/O__
F. Provides City Council with clear reports of anticipated issues that could come before the City Council.	1__2__3__4__5__6__7__8__9__10__N/O__
G. Assists City Council in resolving problems at the administrative level to avoid unnecessary Council action	1__2__3__4__5__6__7__8__9__10__N/O__
H. Council agenda packet preparation is thorough and timely	1__2__3__4__5__6__7__8__9__10__N/O__
I. Participates in City Council discussions and makes recommendations where appropriate, but allows Council to make policy decisions without exerting undue pressure.	1__2__3__4__5__6__7__8__9__10__N/O__

Comments:

2. Community/Public Relations

A. Represents City with positive outlook and image	1__2__3__4__5__6__7__8__9__10__N/O__
B. Is courteous to public at all times	1__2__3__4__5__6__7__8__9__10__N/O__
C. Seeks to use criticism of self or City in positive ways	1__2__3__4__5__6__7__8__9__10__N/O__
D. Maintains effective relations with media representatives	1__2__3__4__5__6__7__8__9__10__N/O__
E. Available and visible to citizens	1__2__3__4__5__6__7__8__9__10__N/O__
F. Open to suggestions from the public concerning improvements in services	1__2__3__4__5__6__7__8__9__10__N/O__
G. Resolves citizen complaints consistent with Council policy in a timely manner	1__2__3__4__5__6__7__8__9__10__N/O__
H. Open and honest with citizens	1__2__3__4__5__6__7__8__9__10__N/O__
I. Development of community correspondence and events to inform and involve the public	1__2__3__4__5__6__7__8__9__10__N/O__

Comments:

3. Effective Leadership of Staff

<p>A. Encourages Department Directors to make decisions within their own jurisdiction without City Manager approval, yet maintains general control of administrative operations.</p>	<p>1__2__3__4__5__6__7__8__9__10__N/O__</p>
<p>B. Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.</p>	<p>1__2__3__4__5__6__7__8__9__10__N/O__</p>
<p>C. Provides clear expectations and assignments, with deadlines, for Department Directors and holds them accountable.</p>	<p>1__2__3__4__5__6__7__8__9__10__N/O__</p>
<p>D. Has developed a friendly and informal relationship with the workforce as a whole, yet maintains the prestige and dignity of the City Manager office.</p>	<p>1__2__3__4__5__6__7__8__9__10__N/O__</p>
<p>E. Recruits and retains competent personnel for City positions</p>	<p>1__2__3__4__5__6__7__8__9__10__N/O__</p>
<p>F. Provides an overall environment that encourages good employee morale, lessens employee turnover, and creates employee satisfaction in ability to participate in decision-making</p>	<p>1__2__3__4__5__6__7__8__9__10__N/O__</p>

Comments:

4. Fiscal Management

A. Prepares and proposes in a timely manner a balanced, understandable and realistic budget	1__2__3__4__5__6__7__8__9__10__N/O__
B. Budget is well documented and organized to assist City Council with policy decisions	1__2__3__4__5__6__7__8__9__10__N/O__
C. Seeks efficiency, economy and effectiveness in all programs	1__2__3__4__5__6__7__8__9__10__N/O__
D. Controls expenditures in accordance with the approved budget	1__2__3__4__5__6__7__8__9__10__N/O__
E. Keeps City Council informed about revenues and expenditures, actual and projected.	1__2__3__4__5__6__7__8__9__10__N/O__
F. Makes sound decisions that consider cost/benefit	1__2__3__4__5__6__7__8__9__10__N/O__
G. Shows innovation in reducing expenses	1__2__3__4__5__6__7__8__9__10__N/O__

Comments:

5. Personal Traits

A. Controls emotions effectively in difficult situations	1__2__3__4__5__6__7__8__9__10__N/O__
B. Is creative in developing practical solutions to problems faced in the course of work	1__2__3__4__5__6__7__8__9__10__N/O__
C. Is flexible in accepting and adjusting to change	1__2__3__4__5__6__7__8__9__10__N/O__
D. Demonstrates personal honesty and frankness in day-to-day relationships.	1__2__3__4__5__6__7__8__9__10__N/O__
E. Seeks to improve own skills and knowledge	1__2__3__4__5__6__7__8__9__10__N/O__
F. Completes work in acceptable time periods	1__2__3__4__5__6__7__8__9__10__N/O__
G. Anticipates problems and develops effective approaches for solving them	1__2__3__4__5__6__7__8__9__10__N/O__
H. Invests sufficient efforts toward being diligent and thorough in the discharge of duties	1__2__3__4__5__6__7__8__9__10__N/O__
I. Composure, appearance, and attitude fitting for an individual in his/her executive position.	1__2__3__4__5__6__7__8__9__10__N/O__

Comments:

6. Communication

A. Written communications are clear, concise and accurate	1__2__3__4__5__6__7__8__9__10__N/O__
B. Oral communications are clear, concise and expressed effectively	1__2__3__4__5__6__7__8__9__10__N/O__
C. Keeps all City Councilors informed about important issues	1__2__3__4__5__6__7__8__9__10__N/O__

Comments:

7. Decision Making

A. Attempts to obtain all available facts prior to making a decision	1__2__3__4__5__6__7__8__9__10__N/O__
B. Is objective in decision making	1__2__3__4__5__6__7__8__9__10__N/O__
C. Considers possible alternatives and their consequences before making a decision	1__2__3__4__5__6__7__8__9__10__N/O__
D. Ability to reach timely decisions, and initiate action, without being compulsive	1__2__3__4__5__6__7__8__9__10__N/O__
E. Uses common sense, tact and diplomacy	1__2__3__4__5__6__7__8__9__10__N/O__
F. Notifies all affected parties prior to implementing decisions	1__2__3__4__5__6__7__8__9__10__N/O__

Comments:

8. Intergovernmental Relationships

A. Represents City to intergovernmental bodies	1__2__3__4__5__6__7__8__9__10__N/O__
B. Effective communication with local, regional, state and federal government agencies	1__2__3__4__5__6__7__8__9__10__N/O__
C. Financial resources (e.g. cost sharing, grants, etc) from other organizations are pursued	1__2__3__4__5__6__7__8__9__10__N/O__
D. Contributes to good government through participation in local, regional, and state committees and organizations	1__2__3__4__5__6__7__8__9__10__N/O__
E. Lobbies effectively with legislators and state agencies regarding City programs and projects	1__2__3__4__5__6__7__8__9__10__N/O__

Comments:

II. What have been the finest accomplishments of the City Manager this past year?

III. What areas need the most improvement? Why? What constructive, positive ideas can you offer the City Manager to improve these areas?

IV. SUMMARY RATING

Overall Performance Rating - Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

- Unsatisfactory
- Improvement Needed
- Meets Job Standards
- Exceeds Job Standards
- Outstanding

Comments:

V. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

This evaluation was reviewed and discussed between the City Council and the City Manager on: _____.

City Council

Concurrence

Bill Middleton, Mayor

YES / NO

Linda Henderson, Council President

YES / NO

Dave Grant

YES / NO

Krisanna Clark

YES / NO

Bill Butterfield

YES / NO

Robyn Folsom

YES / NO

Matt Langer

YES / NO

City Manager

Joseph Gall

TO: Sherwood City Council

FROM: Craig Christensen PE, Engineering Associate II

Through: Bob Galati PE, City Engineer
Craig Sheldon, Public Works Director
Joseph Gall ICMA, City Manager

SUBJECT: RESOLUTION 2013-033 AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT FOR THE 2013 CITY PAVING PROJECTS

Issue: Should the City Council authorize the City Manager to execute a construction contract with a contractor yet to be determined for the rehabilitation of SW 12th Street (Hwy 99 to SW Sherwood Road), SW Murdock Road (SW Upper Roy to SW Sunset Drive) and SW Wildrose Place (North of Tualatin Sherwood Road)?

Background: SW 12th Street (Hwy 99 to SW Sherwood Road), SW Murdock Road (SW Upper Roy to SW Sunset Drive) and SW Wildrose Place (North of Tualatin Sherwood Road) have a deteriorated pavement surface and structure, and have been a maintenance priority for the City for several years. A sufficient amount of Street Maintenance Fees were collected from monthly utility bills over the past year to rehabilitate the three roads identified above.

City staff determined that the most efficient design option is to remove the existing asphalt, cement treat the base rock and subgrade to a depth of 10 inches, and install 5 inches of new asphalt on SW 12th Street and SW Wildrose Place and to overlay SW Murdock Road with 3 inches of new asphalt. This will extend the service life approximately 10 years or more.

The City solicited for competitive bids from contractors and opened bids on June 12th, 2013 to determine the lowest responsive bid. The seven (7) day protest period will conclude after the City Council meeting at which time the City Manager can execute the construction contract if authorized by City Council.

City staff expects the work to begin around the first week of July, 2013 and be completed by the end of August, 2013. Street work will be completed in a manner to minimize disruption for access to neighboring properties. There will be short delays and limited access to driveways at times as needed for the contractor to complete the work in a timely manner. City staff has provided general notification to area residents. A more detailed notice will be sent out a week in advance of the work. Door hangers will be placed 48 hours prior to the commencement of work.

Staff requests that Sherwood City Council pass a resolution authorizing the City Manager to execute a construction contract with the lowest responsive and responsible bidder in a not to exceed amount of \$544,726.00 including construction contingencies as assigned by the Public Works Director.

Financials: The budgeted amount for the construction of the street improvements is \$544,726.00 including construction contingencies assigned by the Public Works Director.

Funding for the project will come from City of Sherwood Street Maintenance Fund.

Recommendation: Staff respectfully requests adoption of Resolution 2013-033 authorizing the City Manager to execute a construction contract for the 2013 City Paving Projects.



RESOLUTION 2013-033

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT FOR THE 2013 CITY PAVING PROJECTS

WHEREAS, the City needs to resurface SW 12th Street (Hwy 99 to SW Sherwood Road), SW Murdock Road (SW Upper Roy to SW Sunset Drive) and SW Wildrose Place (North of Tualatin Sherwood Road); and

WHEREAS, the City has budgeted for the construction cost through City of Sherwood Street Maintenance Funds; and

WHEREAS, the City completed the design and produced bid documents to solicit contractors using a competitive bidding process meeting the requirements of local and state contracting statutes and rules (ORS 279C, OAR 137-049); and

WHEREAS, the City opened bids on June 12, 2013, reviewed all bid proposals and identified the lowest responsive bidder; and

WHEREAS, the City has issued the Notice of Intent to Award and the mandatory seven (7) day protest period has begun; and

WHEREAS, City staff recommends City Council to authorize the City Manager to execute a construction contract with the lowest responsive bidder in an amount not to exceed \$544,726.00 including any construction contingency assigned by the Public Works Director.

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

Section 1: The City Manager is hereby authorized to execute a construction contract with the lowest responsive bidder in an amount not to exceed \$544,726.00 upon completion of the mandatory seven (7) day protest period for the completion of the 2013 City Paving Projects.

Section 2: This Resolution shall be in effect upon its approval and adoption.

Duly passed by the City Council this 18th day of June 2013.

Bill Middleton, Mayor

Attest:

Sylvia Murphy, CMC, City Recorder

Council Report
 FY 2012-13
 Budget to Actual for
 July 1, 2012 - May 31, 2013
 92% of the Fiscal Year has Elapsed

General Fund	Actual	Budget	% of Budget
Admin	\$ 2,273,521	\$ 2,629,089	86%
Community Development	790,126	1,001,460	79%
Public Safety	2,969,035	3,295,085	90%
Community Services	1,065,120	1,196,428	89%
Public Works	1,149,734	1,505,845	76%
Fund Total	\$ 8,247,537	\$ 9,627,907	86%
General Construction			
Personal Services	\$ 29,221	\$ 39,491	74%
Materials & Services	31,251	36,949	85%
Capital Outlay	35,918	744,823	5%
Debt Service	44,259	48,833	91%
Fund Total	\$ 140,649	\$ 870,096	16%
Debt Service Fund			
Debt Service	892,625	892,626	100%
Fund Total	\$ 892,625	\$ 892,626	100%
Street Operations Fund			
Personal Services	\$ 278,001	\$ 297,922	93%
Materials & Services	606,939	656,590	92%
Capital Outlay	341,195	566,000	60%
Fund Total	\$ 1,226,134	\$ 1,520,512	81%
Street Capital Fund			
Personal Services	88,712	194,402	46%
Materials & Services	85,129	119,075	71%
Capital Outlay	397,400	3,126,523	13%
Transfers Out	217,749	-	
Fund Total	\$ 788,989	\$ 3,440,000	23%
Water			
Operations	4,268,454	4,702,244	91%
Capital	2,632,288	4,329,727	61%
Fund Total	\$ 6,900,742	\$ 9,031,971	76%
Sanitary			
Operations	413,478	472,095	88%
Capital	91,637	1,229,917	7%
Fund Total	\$ 505,115	\$ 1,702,012	30%
Storm			
Operations	818,140	1,212,179	67%
Capital	43,832	47,000	93%
Fund Total	\$ 861,972	\$ 1,259,179	68%
Telecom			
Personal Services	\$ 14,346	\$ 31,754	45%
Materials & Services	117,434	141,372	83%
Capital Outlay	-	45,000	0%
Debt Service	150,000	150,000	100%
Fund Total	\$ 281,781	\$ 368,126	77%
URA Operations Fund			
Personal Services	\$ 59,879	\$ 76,986	78%
Materials & Services	116,391	145,561	80%
Debt Service	6,776,546	7,192,482	94%
Transfers Out	40,059	60,000	67%
Fund Total	\$ 6,992,875	\$ 7,475,029	94%
URA Capital Fund			
Personal Services	\$ 96,545	\$ 115,556	84%
Materials & Services	93,238	109,703	85%
Capital Outlay	1,320,200	4,905,449	27%
Transfers Out	80,968	2,269,126	4%
Fund Total	\$ 1,590,951	\$ 7,399,834	21%



Sherwood Public Library May 2013

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
Check out	31,936	33,575	-4.88% (19.6% Self-check)
Check in	22,951	25,160	-8.7%

- New Library cards 107
- Volunteer hours 190.42 hours (equivalent to 1.10 FTE) / 30 volunteers

Monthly Activities

- Thirty-three Baby, Preschool and Toddler Storytimes (596 children /483 adults = 1079 total)
- One Read-to-the-Dogs program
- Magazine Monday (free magazine giveaway)
- 05/02 Teen Library Advisory Board (6 attendees)
- 05/08 Pajama Storytime (16 children / 12 adults = 28 attendees)
- 05/09 Friends of the Library Meeting
- 05/15 Tween Book Group (6 attendees)
- 05/18 Children's Book Week (28 children / 16 adults = 44 attendees)
 - Pete the Cat Raffle (159 participants)
- 05/20 Family Pet Craftshop (19 children / 9 adults = 28 attendees)
- 05/22 Summer Reading Program "bag stuffing" (3 volunteers)

- 05/24 Library Staff Meeting
- 05/27 Library closed for Memorial Day Holiday
- 05/28 Participated in “Stop, Drop and Read” program
- Monthly Class Visits
 - Thursday, May 9—Edy Ridge Elementary School; 3 classes (3rd, 4th, 5th grade)
 - Wednesday, May 15—St. Francis Catholic School; 1 class (1st grade)
 - Tuesday, May 21—Hopkins Elementary School; 8 classes (three 1st grade, two 2nd grade, one 3rd grade, one 4th grade, one 5th grade)
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: Policy Group, Youth Services, Circulation, Adult Summer Reading Program, Cataloging, WUG, Adult Services, Executive Board and OLA/Public Library Division.