



RESOLUTION 2009-075

A RESOLUTION APPOINTING JOE TURNER AS THE CITY OF SHERWOOD HEARINGS OFFICER

WHEREAS, the Sherwood Zoning and Community Development Code provides for certain types of land use application to be heard by a Hearings Officer; and

WHEREAS, the Hearings Officer shall be appointed by the Council for a two year term; and

WHEREAS, the City Contracting Rules for Personal Service Contracts authorizes the City Manager to follow an informal selection process to identify and recommend a Hearings Officer;

WHEREAS, the City Manager determined that following the informal selection process will not interfere with competition among prospective candidates, reduce the quality of services, or increase costs; and

WHEREAS, after soliciting potential candidates for Hearings Officer, conducting interviews and reviewing their qualifications and fees, the City Manager has recommended Joe Turner be appointed as Hearings Officer; and

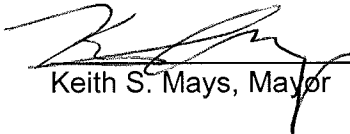
NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The City Council adopts the findings contained in the City Manager's report attached as Exhibit A to this Resolution.

Section 2. The City Manager is hereby authorized to execute a professional services agreement with Joe Turner to serve as Hearings Officer with a term expiring October 2011.

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

Duly passed by the City Council this 20th day of October 2009.


Keith S. Mays, Mayor

ATTEST:


Sylvia Murphy, City Recorder



Home of the Tualatin River National Wildlife Refuge

Under Sherwood City charter, every two years the City Council appoints a hearing officer to adjudicate certain land use decisions as described in the Sherwood Zoning and Development Code.

The Hearing Officer had been serving on a pro tem basis and a formal appointment was necessary to be in compliance with the existing Code. Since the contract amount for the Hearings Officer services would be less than \$25,000, an informal process was chosen for the selection process. Adequate competition in this process was ensured by soliciting applications from current Hearings Officers recommended from other jurisdictions and interviewing them.

The City Manager received referrals of five applicants from the City Attorney and other local jurisdictions. City staff solicited these applicants and requested resumes and references for each of the proposed applicants. City staff reviewed resumes, references, writing samples and fee schedules of the applicants that responded to the request for information. Since the applicants were required to propose a fee schedule, staff can compare costs to the existing contract with our current hearing officer and provide the most cost effective services.

After selecting the three most qualified applicants based on the review of the information provided, staff conducted phone interviews with the following applicants and reported their recommendation to the City Manager.

1. Joe Turner
2. Ken Helm
3. Paul Norr

Based on all of the information gathered during the selection process and recommendation from the selection panel, the City Manager selected Joe Turner to recommend for appointment by the City Council for a term not to exceed two years.