



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, May 18, 2021

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

6:00 pm City Council Work Session

7:00 pm City Council Regular Meeting

City Council Executive Session

**(Pursuant to ORS 192.660(2)(f), Exempt Public Records)
(Following the regular Council Session)**

Pursuant to House Bill 4212 (2020), these meetings will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>



6:00 PM CITY COUNCIL WORK SESSION

1. **Updates on Willamette Water Supply Project and Tualatin Sherwood Rd/Roy Rogers Widening Project**
(Julia Hajduk, Community Development Director)

7:00 PM REGULAR SESSION

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**

- A. **Approval of May 4, 2021 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
- B. **Resolution 2021-024 Authorizing the City Manager to purchase two vehicles for Sherwood Broadband** (Craig Sheldon, Public Works Director)
- C. **Resolution 2021-025 Approving a public building project in the Sherwood 2021 Urban Renewal Plan** (Bruce Coleman, Economic Development Manager)
- D. **Resolution 2021-026 Appointing Emily Campbell to the Sherwood West Community Advisory Committee** (Erika Palmer, Planning Manager)
- E. **Resolution 2021-027, Adopting City Council Goals and Activities for FY2021-22**
(Joe Gall, City Manager)
- F. **Resolution 2021-028 Authorize Full Faith and Credit Borrowing and related matters**
(David Bodway, Finance Director) (Documents Forthcoming)

6. CITIZEN COMMENTS

Pursuant to House Bill 4212 (2020), citizen comments and testimony for public hearings must be submitted in writing to CityRecorder@Sherwoodoregon.gov. To be included in the record for this meeting, the email must clearly state either (1) that it is intended as a citizen comment for this meeting or (2) if it is intended as testimony for a public hearing, the specific public hearing topic for which it is intended, and in either case must be received at least 24 hours in advance of the scheduled meeting time. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their names and by their city of residence." Anonymous comments will not be accepted into the meeting record.

7. PUBLIC HEARINGS

AGENDA

SHERWOOD CITY COUNCIL May 18, 2021

6:00 pm City Council Work Session

7:00 pm City Council Regular Meeting

City Council Executive Session
(Pursuant to ORS 192.660(2)(f),
Exempt Public Records)
(Following the Regular Council Session)

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will be conducted electronically and will be
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- A. Ordinance 2021-004 Adopting the 2021 Parks and Recreation Master Plan as a sub-element of the City of Sherwood comprehensive plan, replacing all prior parks and recreation master plans (*Second Hearing*)** (Erika Palmer, Planning Manager)
- B. Ordinance 2021-005 Making certain determinations and findings relating to, and approving, the Sherwood 2021 Urban Renewal Plan and directing that notice of approval be published (*First Hearing*)** (Bruce Coleman, Economic Development Manager)
- C. Ordinance 2021-006 amending Chapter 15.04 of the Sherwood Municipal Code to reflect the 2021 Oregon Building Code updates and Chapter 8.12 of the Sherwood Municipal Code to reflect the 2020 updates to Tualatin Valley Fire & Rescue's Fire Code (*First Hearing*)** (Scott McKie, Building Official)

8. CITY MANAGER REPORT

9. COUNCIL ANNOUNCEMENTS

10. ADJOURN to EXECUTIVE SESSION

11. EXECUTIVE SESSION

A. ORS 192.660(2)(f), Exempt Public Records

12. ADJOURN

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, generally by the Thursday prior to a Council meeting. When possible, Council agendas are also posted at the Sherwood Library/City Hall and the Sherwood Post Office.

To Schedule a Presentation to the Council: If you would like to schedule a presentation to the City Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder, 503-625-4246 or MurphyS@sherwoodoregon.gov. If you require an ADA accommodation for this public meeting, please contact the City Recorder's Office at (503) 625-4246 or MurphyS@sherwoodoregon.gov at least 48 hours in advance of the scheduled meeting time.



SHERWOOD CITY COUNCIL MEETING MINUTES

22560 SW Pine St., Sherwood, Or

Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at

<https://www.youtube.com/user/CityofSherwood>

May 4, 2021

WORK SESSION

1. **CALL TO ORDER:** Mayor Mays called the work session to order at 6:09 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Kim Young, Sean Garland, and Russell Griffin. Councilors Renee Brouse and Doug Scott were absent.
3. **STAFF PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, IT Director Brad Crawford, Community Development Director Julia Hajduk, Police Chief Jeff Groth, Public Works Director Craig Sheldon, Interim Assistant City Manager Kristen Switzer, Police Captain Ty Hanlon, Police Captain Jon Carlson, Police Officer Corey Jentzsch, Economic Development Manager Bruce Coleman, and City Recorder Sylvia Murphy.

OTHERS PRESENT: Washington County Community Engagement Program Coordinator Ty Schwoeffermann, Washington County Housing Department Assistant Director Josh Crites, YMCA Executive Director Scott Pierce, YMCA Columbia-Willamette CEO Tyler Wright, and Washington County Sheriff Chief Deputy Al Roque.

4. TOPICS

A. Supportive Housing Services Local Implementation Plan Review

Washington County Community Engagement Program Coordinator Ty Schwoeffermann presented the "Washington County Supportive Housing Services" PowerPoint presentation (see record, Exhibit A) and provided background on the Supportive Housing Services (SHS) measure background. He reported that the measure was approved by voters on May 19, 2020 with 58% support and was created by a broad regional coalition of business and community leaders that sought to achieve functional zero chronic homelessness regionally. He stated it was the largest per capita investment to address homelessness in the nation. He provided an overview of the SHS revenue and reported that the measure was estimated to generate more than \$200 million per year, with Washington County receiving 33% of the total program revenue. Mr. Schwoeffermann explained that the SHS measure would prioritize communities in need which included people with disabilities experiencing, or at risk of, prolonged homelessness, and with extremely low incomes and people experiencing episodic homelessness or at risk of homelessness. He stated that the measure was designed to lead with race and that Black, Indigenous, and People of Color (BIPOC) communities who were disproportionately impacted would be the focus of the work. He provided

an overview of the regional homelessness numbers on page 6 of the presentation. He reported that Black and Indigenous people made up 5% of the total regional population but comprised over 20% of the regional homeless population. He explained that Supportive Housing Services provided long term rent assistance and other emergency or short-term housing interventions as well as housing case management, mental healthcare, addiction and recovery services, employment supports, and peer support. He reported that the overall goal was 5,000 Supportive Housing placements, with 1,665 placements in Washington County. Council President Rosener asked what the timeframe was for the 1,665 placements? Washington County Housing Department Assistant Director Josh Crites replied that their goal was to reach that number within the first three to four years of the program. He explained that in addition to available housing, long-term rent assistance and “wraparound services” were also needed for people to get housed and stay housed. He provided an overview of the implementation timeline on page 10 of the presentation and reported that the LIP draft had been finalized and approved by the Washington County Board and Metro Oversight Committee, with the document going to the Metro Council on May 18th and implementation beginning in July. He recapped the implementation working groups they were coordinating with. Mr. Crites explained that the Local Implementation Plan (LIP) was developed in partnership with stakeholders and the community and was the framework to guide the 10-year program implementation. He reported that the LIP included an analysis of current system of unmet needs, an analysis of racial disparities and strategies to advance equity, and commitments to serving priority populations, advancing racial equity, tri-county coordination, geographic distribution, data and program methodologies and outcome metrics. He outlined the plans for Year 1 and reported that \$38 million would be invested in: shelter and transitional housing, outreach and navigation services, housing barrier costs and short-term rent assistance, regional long-term rent assistance (RLRA), supportive services, wrap around services, and a system of care capacity building. He stated that Year 1 goals included: 500 supportive housing placements, 500 additional households achieving housing stability, 100 year-round shelter beds added to current capacity, capacity building underway for a culturally specific network, and measurable goals that demonstrated equitable outcomes. He recapped next steps and reported that program implementation would begin on July 1, 2021.

Council President Rosener commented that when the measure was first being publicized, one of his concerns was that he did not want to see Metro turn into a housing authority, and he wanted counties to lead the effort and asked how Washington County’s partnership with Metro had been going so far? Mr. Crites replied that Metro was the funder, and the three counties were the implementing jurisdictions, and commented that they were continuing to work through their IGA negotiations. He explained that WACO also had a close partnership with their tri-county partners and explained that all of the counties came up with the same program to administer so there would not be three different voucher programs in operation. Council President Rosener asked for suggestions about what Sherwood could do to help its community? Mr. Crites replied that homelessness was a county-wide problem and stated that if there were organizations in Sherwood that were working with the homeless population, they should go through the WACO RFPQ (Request for Programmatic Qualifications) process. He explained that WACO had the funds and capacity building grants to build up the capacity of local organizations and commented it was WACO’s responsibility to build up a large enough provider network that they could get outreach teams to communicate with local cities about the needs of their residents. Mayor Mays voiced that he served on the board of Worksystems Inc. and asked if WACO would coordinate or target non-profits that provided other services besides housing assistance? Mr. Crites replied that the goal of the measure was to scale up the full range of services, a full system of care, that would be available to individuals in need. He commented that when WACO held their RFPQ meetings, they had 50-100 different providers attend. Mr. Schwoeffermann commented that RFPQ proposals were still open and were due May 19th. Mayor Mays asked if they had a goal of how many new families per year they were hoping to aid? Mr. Crites replied

that they would learn more as they received more data and explained that what someone defined as “success” would differ between individuals and the goal of the measure was to address the difficult-to-house population and he wanted to remain realistic in his expectations. Mayor Mays asked if WACO would have the authority to manage and review service providers or would that be Metro's responsibility? Mr. Crites replied that the service provider contracts would be held in the Washington County Housing Department. He explained that WACO would execute the RFPQ, select providers, train the providers, and provide technical assistance and monitoring their contracts for performance, and helping them if some of the providers were experiencing issues, and ensuring performance outcomes. Mayor Mays commented that the City Manager would be sure to connect local non-profits with the Washington County Housing Department and inform them of the RFPQ process.

B. Introduction of New Sherwood YMCA Executive Director

YMCA Columbia-Willamette CEO Tyler Wright introduced Scott Pierce, the new Executive Director of the Sherwood YMCA. Mr. Wright provide an overview of Mr. Pierce's background and reported that Mr. Pierce began working for the YMCA in 2008, and when previous Sherwood YMCA Executive Director Ryan Buck left his position in November 2020, Mr. Pierce stepped in as the interim Executive Director. In January 2021, Mr. Pierce asked to stay on as the new permanent Executive Director of the Sherwood YMCA. Mr. Pierce stated he was excited to work with the Council and do whatever needed to be done to make the Sherwood community a better place.

C. Discuss Police Department – Mental Health Team & K9 Program

Police Chief Jeff Groth presented the “Policing in Sherwood” PowerPoint presentation (see record, Exhibit B) and recapped the Sherwood Police Department's best practices on page 3 of the presentation. He reported that the current services available for Sherwood through Washington County included the Washington County Crisis Line, Hawthorn Walk-In Center, Behavioral Health Mobile Crisis Team, Mental Health Response Team (MHRT), and Peer Crisis Support. He stated that the combined goal of the Sherwood Police Department and the Washington County Mental Health Response Team was to “divert from the criminal justice system whenever and wherever possible.” He explained that the types of calls that involved a mental health component included: Behavioral Health Incident (BHI), suicide attempts, assist person, among others. He commented that it was important to remember that any call was potentially a mental health issue in disguise and reported that in Sherwood there were 33 BHI calls in 2019 and 23 BHI calls in 2020. He explained that the MHRT was a collaborative crisis response that partnered Lifeworks NW clinicians with deputies from Washington County Sheriff's Office and City officers with a collaborative approach to provide a safe response and support to individuals in crisis and provide a safe community. He stated that the MHRT's goal was to connect people with treatment and provide follow-up support. Chief Groth reported that the MHRT was currently comprised of two daily teams that operated seven days a week from 11:30 am-11:00 pm and provided county-wide support. He commented that Sherwood's Officer Keesee was a member of the MHRT and was currently serving as a backup. He recapped MHRT statistics. Council President Rosener asked how often the MHRT was deployed to Sherwood? Chief Groth replied that there were two responses from the MHRT in Sherwood in 2019 and three responses in 2020. Council President Rosener asked how many individuals were represented in the number of re-occurring subjects calls? Chief Deputy Roque replied that he did not have the exact number but believed roughly two thirds of the people they contacted made up the recurring call volume. Chief Groth outlined that work was underway to expand MHRT services in Hillsboro, Beaverton, and the Tigard-Tualatin-Sherwood area, as well as having dispatch transfer obvious mental health calls to the crisis line and expand shelter bed capacity. Mayor Mays asked what the targeted timeline was to have dispatch able

to transfer obvious mental health calls to the crisis line? Deputy Chief Roque replied a timeline was difficult to determine because there was a process to create a protocol that was properly defined, understood, and consistent throughout the County within the dispatch center. He explained that there was a police user group and a technical advisory group that worked to form a protocol and included working with WCCCA (Washington County Consolidated Communications Agency) to create a protocol that could be used throughout the county with all dispatchers being trained on the new protocol. Council President Rosener asked Chief Groth to speak on what training Sherwood officers received to deal with mental health issues when assistance from the MHRT was unavailable. Chief Groth replied that roughly half of the Police Department had received the full 40-hour crisis intervention training (CIT). Deputy Chief Roque added that one of the MHRT's tasks was to provide CIT training to officers. Chief Groth commented that the State of Oregon, through the Department of Public Safety Standards & Training, had implemented abbreviated CIT training as a part of their basic training curriculum. Mayor Mays asked if there were follow-up/refresher trainings for officers? Chief Groth replied that refresher courses may have been offered and explained that the training was so new that the focus has been on getting officers to complete the initial CIT training. Chief Groth outlined that use of force was governed by US & Oregon constitutions, State law, and Sherwood Police Department values and policy.

Chief Groth stated that de-escalation and protection and control were the current industry and best practice standards. He explained that the use of canines was sometimes utilized as a use of force depending on the situation. He recapped that the Sherwood K-9 program utilized a Patrol K-9 (Irma) and a Comfort K-9 (Mila) and explained that Patrol K-9 Irma was utilized for her instinctive and trained scenting ability and Comfort K-9 Mila was utilized for her instinctive and trained therapy abilities. He stated that instincts and skills were science and research based and that obedience was the most important aspect in K-9 use. He recapped the ways in which Patrol K-9s were utilized on page 13 and stated they were a resource multiplier, they offered multiple levels of force that could gain compliance and eliminate the need for higher levels of force, the mere presence of a K-9 often lead to a surrender, the use of a K-9 had a far better outcome than shooting someone, and K-9s had de-escalated many confrontations and potentially saved lives. He recapped the types of calls that a patrol K-9 would be sent to. Chief Groth stated that Sherwood's first patrol K-9, during his tenure as Chief, was an overly aggressive dog, which failed and was sent back. He explained that because of that failure, the Sherwood Police Department reviewed the K-9 program with CIS. He recapped that the review of the program revealed the need to expand the leadership knowledge of K-9 programming, the need for clear expectations for dog vendors, the department needed to be very active in the review and selection of the dog, initial training must meet or exceed 360 hours, and the department must be fully committed to consistent ongoing training. He recapped patrol K-9 Irma's statistics on page 16 of the presentation and stated that Irma had 152 suspect tracks with 114 finds and/or captures and no bites in her career and she received bi-weekly patrol training. Officer Corey Jentzsch voiced that Irma received daily obedience training. Chief Groth spoke on Ballot Measure 110 and stated that the measure had, "muddied the waters" for probable cause searches for narcotics and as a result of Ballot Measure 110, Irma no longer trained for narcotics, and commented that Washington County and Tigard had implemented similar decisions for their patrol dogs. Chief Groth recapped patrol K-9 Irma's narcotics and patrol statistics on pages 19-23 of the presentation. Council President Rosener referred to the data indicating a decrease in Irma's involvement in Sherwood after 2016 and asked Chief Groth if that was because of recreational marijuana legalization? Discussion of recreational marijuana legalization dates occurred. Chief Groth replied he did not have an explanation for the drop in cases after 2016. Officer Corey Jentzsch voiced that there was a downward trend county-wide and commented that criminals had determined that police officers were not pursuing them in vehicles, so instead of fleeing on foot, they fled in a vehicle or on a bike, which made K-9 tracking more difficult. Council President Rosener asked if Deputy Chief Roque had any insights. Deputy Chief Roque replied that he

agreed with Officer Jentzsch. Officer Jentzsch commented that the statistics on page 22 were based off Irma's 40-hour work week. Chief Groth provided an overview of Comfort K-9 Mila and the costs associated with both Irma and Mila and their handlers on pages 24-25 of the presentation. Mayor Mays commented that it would be interesting to see the workload impacts on K-9s due to Ballot Measure 110. Chief Groth replied that it was his hope that they got to a comfortable place because as patrol officers, they were also trying to figure out what they could do. He commented that Sherwood did a lot of proactive policing, and that proactive policing is what kept Sherwood as the second safest city in Oregon. Council thanked Chief Groth and Deputy Chief Roque for their time.

5. ADJOURN:

Mayor Mays adjourned the work session at 7:36 pm and convened a regular session.

REGULAR SESSION

1. CALL TO ORDER: Mayor Mays called the meeting to order at 7:40 pm.

2. COUNCIL PRESENT: Mayor Keith Mays, Council President Tim Rosener, Councilors Kim Young, Sean Garland, and Russell Griffin. Councilors Renee Brouse and Doug Scott were absent.

3. STAFF PRESENT: City Manager Joe Gall, City Attorney Josh Soper, IT Director Brad Crawford, Community Development Director Julia Hajduk, Police Chief Jeff Groth, Finance Director David Bodway, Public Works Director Craig Sheldon, Interim Assistant City Manager Kristen Switzer, Planning Manager Erika Palmer, Associate Planner Eric Rutledge, Economic Development Manager Bruce Coleman, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCILOR YOUNG TO APPROVE THE AGENDA AS REVISED. SECONDED BY COUNCILOR GRIFFIN. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILORS SCOTT AND BROUSE WERE ABSENT).

Mayor Mays addressed the next agenda item.

5. CONSENT AGENDA:

A. Approval of April 20, 2021 City Council Meeting Minutes

B. Resolution 2021-021, Authorizing the City Manager to purchase a 2022 Freightliner M2 with Dump Body for Sherwood Broadband Utility

C. Resolution 2021-022, Authorizing an amendment to the existing 3J Consulting, Inc. contract for the 2040 Comprehensive Plan Update

D. Resolution 2021-023, Adopting Modification to Loan Period Re-look

MOTION: FROM COUNCILOR YOUNG TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCIL PRESIDENT ROSENER. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILORS SCOTT AND BROUSE WERE ABSENT).

Mayor Mays addressed the next agenda item.

6. CITIZEN COMMENTS

The City Recorder read comments (see record) provided by Jane VanKuren regarding COVID, asking for the City to open the Senior Center and Library and provide City staff with enough help and supplies to maintain community standards of health and safety.

Mayor Mays addressed the next agenda item.

7. PRESENTATIONS

A. Proclamation, National Police Week

Mayor Mays read the proclamation and said it was important that all citizens know and understand the duties, responsibilities, hazards and sacrifices of their police department and that members of our police department recognize their duty to serve the people by safeguarding life and property, protecting them against violence and disorder and protecting the innocent against deception and the weak against oppression. He proclaimed May 9-15, 2021 as National Police Week and May 15, 2021 as National Peace Officers Day in Sherwood and urged all citizens to recognize and thank Law Enforcement Officers for the dedicated service they provide.

B. Proclamation, National Public Works Week

Mayor Mays read the proclamation and stated public works services were important to the health, safety and well-being of Sherwood's citizens and these employees are the City's silent heroes who guarantee that these essential services are always working. He proclaimed May 16-22, 2021 as National Public Works Week in Sherwood and urged all citizens to recognize and thank public works employees for the dedicated service they provide.

C. Proclamation, Oregon Wine Month May 2021

Mayor Mays read the proclamation and stated Oregon had celebrated the importance of the wine industry in our state during the month of May since 2012. He reported that Oregon was the third largest wine grapes producer in the US and the state had 18 distinct growing areas. He stated that the City of Sherwood wished to recognize Ponzi Vineyards and the Ponzi family for their innumerable contributions to the Oregon wine industry and greater Sherwood community for over 50 years. He reported that Bollinger, the owners of Champagne Bollinger, one of the oldest and most established wine producers in the world, had recently announced their upcoming acquisition of Ponzi Vineyards as their very first winery in the United States. He stated that the City of Sherwood wished to welcome Bollinger and the Bollinger Family to Sherwood and looked forward to them becoming a key part of the Oregon wine industry and the Sherwood community for many years to come. He proclaimed May as Oregon Wine Month.

Mayor Mays addressed the next agenda item and the City Recorder read the public hearing statement for both public hearings.

8. PUBLIC HEARINGS

A. Ordinance 2021-003 Approving annexation of 2.19 acres to the City of Sherwood and Clean Water Services, comprised of 1 lot and adjacent SW Brookman Road right-of-way within the Brookman Addition Concept Plan Area (Second Hearing)

Associate Planner Eric Rutledge presented the “Olivia Beach Annexation LU 2021-003 AN” PowerPoint presentation (see record, Exhibit C) and explained that the applicant was seeking to annex 2.19 acres into the City of Sherwood and Clean Water Services boundaries. He reported that the applicant was requesting annexation by utilizing the procedures in SB 1573 which did not require a vote by the City electorate, but required certain approval criteria and required that the petition be signed by all affected property owners and was a Type V application. He stated that the proposal met the applicable annexation criteria. He provided an overview of the location and existing conditions of the property on page 3 of the presentation. He explained that Chapters 3 and 8 of the City’s Comprehensive Plan applied to the proposal and stated that the site was subject to the City’s Comprehensive Plan and was in the Central Subarea of the Brookman Addition Concept Plan. He reported that upon annexation, the site would be zoned Medium Density Residential High. He stated that no written public comments had been received on the application. Mr. Rutledge outlined the City Council alternatives as: hold the second public hearing on Ordinance 2021-003 and adopt the ordinance subject to the findings and conditions in the staff report, hold the second public hearing and do not adopt the ordinance with revised findings supporting the decision, or hold the second public hearing and continue the hearing to a date certain if additional information is needed.

With no further comments, questions or public comments provided, Mayor Mays closed the public hearing portion of the meeting and asked for discussion or a motion from Council.

MOTION FROM COUNCILOR YOUNG TO READ CAPTION AND ADOPT ORDINANCE 2021-003 APPROVING ANNEXATION OF 2.19 ACRES TO THE CITY OF SHERWOOD AND CLEAN WATER SERVICES, COMPRISED OF 1 LOT AND ADJACENT SW BROOKMAN ROAD RIGHT-OF-WAY WITHIN THE BROOKMAN ADDITION CONCEPT PLAN AREA. SECONDED BY COUNCILOR GRIFFIN. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILORS SCOTT AND BROUSE WERE ABSENT).

B. Ordinance 2021-004 Adopting the 2021 Parks and Recreation Master Plan as a sub-element of the City of Sherwood comprehensive plan, replacing all prior parks and recreation master plans (First Hearing)

Planning Manager Erika Palmer presented the “Sherwood Parks and Recreation Master Plan” PowerPoint presentation (see record, Exhibit D) and introduced MIG consultant Lauren Schmitt. Ms. Schmitt recapped that the Parks and Recreation Master Plan (PRMP) was first presented to Council in January and had been reviewed by the Parks and Recreation Advisory Board twice as well as the Planning Commission. She recapped the process overview on page 3 of the presentation and stated that the PRMP review process had taken roughly a year and a half. She recapped the public engagement efforts and reported that there were 659 online questionnaire respondents, seven stakeholder interviews, three focus group sessions, four pop up events, and 587 participants in the in-person and online community workshops, all of which occurred pre-pandemic. She provided an overview of the PRMP review process timeline on page 5 of the presentation. She recapped that the PRMP was focused around eight overarching strategies of: provide a park within a 10-minute walk of every resident, integrate nature and natural systems, develop a comprehensive network of connected trails and pathways, expand the park system as the city grows, provide state-of-the-art indoor and outdoor recreation facilities that reflect Sherwood’s identity and increase recreation variety, strengthen Sherwood’s community, culture, and heritage through

programming, sustain Sherwood's parks, open spaces, and recreation facilities through proactive maintenance and stewardship, manage efficient and fiscally sustainable parks and recreation services. Ms. Schmitt stated that the Planning Commission's most recent refinements to the PRMP made the executive summary of the PRMP more of a "user guide" that contained a summary of the public engagement process, an overview and orientation to the PRMP chapters and appendices, moved the full project list into the body of the document (Chapter 5), added summarized prioritization criteria, and added an Action Plan table and introductory text. She explained that the Planning Commission had also carefully reviewed the park design guidelines and their changes included: updating the pocket park guidelines to clarify City vs. HOA ownership and other details, clarifying references to lighting in Park Design Guidelines around types of lighting, pedestrian lighting, and avoiding impacts, and making minor changes for clarity/simplicity of language. Changes to "Chapter 4: Existing Parks" included adding language to the "Approach to Improving Existing Parks" section to explain connection to assessments. Project list revisions included: adding a "Recommended Improvements" table and introduction to Chapter 5 after the Funding section, moving the Prioritization Criteria section to start after the Project List, and retaining the Action Plan in Chapter 5 and adding an explanation of PRMP References column.

Planning Manager Erika Palmer stated that they had received one public comment in support of the proposed PRMP update. The City Recorder read aloud the public comment from Neil Shannon and stated it would be a part of the meeting record. Mayor Mays closed the public hearing portion of the hearing and asked for discussion or questions from Council. Mayor Mays commented that the PRMP had built-in flexibility to allow the City to take advantage of potential future opportunities as they arose. He thanked the Parks and Recreation Advisory Board and Planning Commission for their hard work refining the PRMP and stated that the second reading of the ordinance would occur on May 18th.

Mayor Mays addressed the next agenda item.

9. CITY MANAGER REPORT

City Manager Joe Gall asked Interim Assistant City Manager Kristen Switzer to address the concerns that Jane VanKuren had written about in her citizen comment. Ms. Switzer explained that she had had the opportunity to reach out to Ms. VanKuren directly, and reported that the Library has opened for express services on Tuesday, Wednesday, Thursday, and Saturday from 2:00 pm - 5:00 pm, as well as curbside services Monday-Saturday. She reported that the City had adequate resources to ensure they were offering services in a safe manner for both staff and visitors. Ms. Switzer explained that the Senior Center was closed, as mandated by the state, and reported that one-on-one appointments were available for seniors for tax purposes and foot-care clinics, as well as daily meal delivery services. She reported that the Arts Center was offering small-group youth classes and they were following the youth guidelines to provide those services.

City Manager Gall reported he was continuing to work closely with Kristen Switzer to help prepare her for his departure in May, which included working on the upcoming budget. He stated that the proposed budget would be released to the Budget Committee and the public next week. He reported that the first Budget Committee meeting was scheduled for May 20th. Mr. Gall reported that Washington County would remain in the "high risk" category for COVID-19 designations. He spoke on Ms. VanKuren's comments regarding opening City facilities and explained that he wanted to slowly open City facilities so they would not have to "yo-yo" between opening and closing due to COVID restriction changes.

Mayor Mays addressed the next agenda item.

10. COUNCIL ANNOUNCEMENTS

Councilor Griffin reported on his attendance at the Parks and Recreation Advisory Board and commented that the board was very pleased with the PRMP. He clarified that knighthood nominations were due May 1st, not opening May 1st as stated in the previous minutes. He stated that local elections were coming up. He reported that two Public Works staff members attended the most recent Parks and Recreation Advisory Board meeting where they provided updates on Public Works activities. Discussion regarding the pickleball courts occurred.

Councilor Young commented she was thankful that Washington County would remain in the “high risk” category instead of moving into the “extreme risk” category. She commented that she appreciated the police department’s presentation during the work session and gave her thanks to Chief Groth and his staff. She stated that more information regarding the Sherwood Police Department’s partnership with the Washington County mental health program could be found in the April Police Advisory Board meeting recording.

Councilor Garland commented he was also thankful that Washington County would remain in the “high risk” category instead of moving into the “extreme risk” category and voiced that the County’s ability to move between the risk categories was entirely dependent on our own actions, which included social distancing and getting vaccinated, and encouraged residents to get their COVID vaccines.

Council President Rosener commented that he appreciated the police department’s presentation during the work session and gave his thanks to Chief Groth, his staff, and Washington County partners. He encouraged residents to get their COVID vaccines. He reported that the legislature was in their long session, and stated he provided testimony for the House Rules Committee on a prevailing wage law. Councilor Young asked if Council President Rosener reached out to our state representative? Council President Rosener replied that he had spoken with Representative Courtney Neron as well as Sherwood’s lobbying group.

Mayor Mays reported he would provide testimony on the Sherwood pedestrian bridge on Friday. He commented he was also thankful that Washington County would remain in the “high risk” category instead of moving into the “extreme risk” category. Mayor Mays announced that this week marked the one-year anniversary of his sister’s death and commented that he was pleased to be able to attend the gathering for family members who had received their vaccines.

11. ADJOURN:

Mayor Mays adjourned the regular session at 8:37 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Keith Mays, Mayor

TO: Sherwood City Council

FROM: Craig Sheldon, Public Works Director

Through: Kristen Switzer, Interim Assistant City Manager and Josh Soper, City Attorney

SUBJECT: Resolution 2021-024, Authorizing City Manager to Purchase Two Vehicles for Sherwood Broadband

Issue:

Shall the City Council authorize the City Manager to purchase two vehicles for Sherwood Broadband?

Background:

Sherwood Broadband was formed in 2004 by the City of Sherwood to operate as its telecommunication utility and serves mainly businesses in and around the City. Resolution 2018-065 authorized a Broadband Residential Pilot Program to provide residential internet service in eleven existing developments and in newly constructed developments throughout Sherwood. In order to continue meeting milestones, set by City Council for this project, the City needs to purchase two additional vehicles for Sherwood Broadband to conduct their work.

Staff solicited pricing from seven local vendors, but the vehicles needed to meet City specifications are not currently available. City staff broadened the search and found a vendor in Idaho, Dave Smith Motors, who has two Dodge Ram 5500 diesel chassis that meet City specifications and are available for purchase at \$52,952 each, for a total of \$105,904. Staff will bid the service bodies for these vehicles separately. At this time, vehicles purchased from vendors on ORPIN are scheduled to be built in late fall with delivery in the 2022 calendar year.

Financial Impacts:

These truck chassis are included in the FY2021-22 budget and will be paid using funds from the broadband loan. The City will take delivery of the chassis in July 2021.

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2021-024, authorizing the City Manager to purchase two vehicles for Sherwood Broadband.



RESOLUTION 2021-024

**AUTHORIZING THE CITY MANAGER TO PURCHASE TWO VEHICLES FOR
SHERWOOD BROADBAND**

WHEREAS, Resolution 2018-065 authorized Sherwood Broadband to implement a Broadband Residential Pilot Program to provide residential internet service in eleven existing developments and in newly constructed developments throughout Sherwood; and

WHEREAS, the City solicited pricing from seven local vendors without success and extended the search for truck chassis outside of Oregon, into Idaho to locate vehicles available for purchase to meet the City's timelines; and

WHEREAS, Dave Smith Motors has two Dodge Ram 5500 diesel chassis available for purchase.

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

Section 1. The City Manager is authorized to purchase two Dodge 5500 truck chassis for Sherwood Broadband in the amount of \$105,904.00.

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

Duly passed by the City Council this 18th day of May 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Bruce Coleman, Economic Development Manager

Through: Kristen Switzer, Interim Assistant City Manager, Josh Soper, City Attorney and
Julia Hajduk, Community Development Director

SUBJECT: Resolution 2021-025, Approving a public building project in the Sherwood 2021 Urban
Renewal Plan

Issue:

Shall the City Council adopt a resolution approving a public building project in the Sherwood 2021 Urban Renewal Plan?

Background:

The City has undertaken an urban renewal feasibility analysis to assess the potential for, and identify issues regarding, establishing a new urban renewal area, and the City Council directed staff to prepare an urban renewal plan and report. Those documents were reviewed by the Sherwood Urban Renewal Agency, which sent the documents out for formal public review. City Council will ultimately need to take two actions if it decides to form the Sherwood 2021 Urban Renewal Area. First, it must formally concur, through adoption of a resolution, with the inclusion of a public building project in the Sherwood 2021 Urban Renewal Plan (Plan), and second, it must adopt an ordinance approving the Sherwood 2021 Urban Renewal Plan. The issue addressed in this staff report and resolution is the inclusion of the public building project in the Plan.

In order to include a public building project in an urban renewal plan, ORS 457.089 requires concurrence of at least three of the four taxing districts that are estimated to forgo the most property tax revenue as computed in the report accompanying the proposed plan. In this case, the proposed plan includes a project to relocate the City's Public Works facility, and therefore requires this process of approval of the urban renewal plan. The question of concurrence must be determined by a vote of the governing body of each of the four taxing districts estimated to forgo the most property tax revenue in the report, namely the City of Sherwood, Washington County, TVF&R, and the Sherwood School District. Washington County concurred with the public building project at its April 6, 2021 meeting. TVF&R considered the request on April 13, 2021 but did not find the request aligned with its policies and, therefore, did not concur. The Sherwood School District is scheduled to consider concurrence on May 12, 2021. The City will consider concurrence with this resolution. Assuming the School District and the City Council concur with the public building project, the statutory criteria will be met and the project can remain in the Plan. If either of these taxing districts does not consent, the project will need to be removed from the Plan.

Financial Impacts: The estimated cost for the Public Works facility relocation project is \$21,500,000, with \$10,750,000 allocated as the potential urban renewal share of the total cost.

Recommendation: Staff respectfully recommends adoption of Resolution 2021-025, approving a public building project in the Sherwood 2021 Urban Renewal Plan.



RESOLUTION 2021-025

APPROVING A PUBLIC BUILDING PROJECT IN THE SHERWOOD 2021 URBAN RENEWAL PLAN

WHEREAS, the Urban Renewal Agency of the City of Sherwood ("Agency") as the duly designated Urban Renewal Agency for the City of Sherwood, Oregon ("City") is proposing the Sherwood 2021 Urban Renewal Plan ("Plan"); and

WHEREAS, the Agency is recommending the inclusion of a public building project as defined in ORS 457.010 (13); and

WHEREAS, the inclusion of a public building project must be approved by three of the four taxing districts estimated to forego the most property tax revenue as computed in the Report accompanying the Plan as stipulated in ORS 457.089(3); and

WHEREAS, the public building project is the relocation of the City's Public Works Department facility as shown in the Plan and the Report Accompanying the Plan; and

WHEREAS, the City is one of the four taxing districts estimated to forego the most property tax revenue.

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

Section 1. The City of Sherwood concurs with the inclusion of the relocation of the City of Sherwood Public Works Department facility in the Sherwood 2021 Urban Renewal Plan.

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

Duly passed by the City Council this 18th of May, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Erika Palmer, Planning Manager
Through: Kristen Switzer, Interim Assistant City Manager and Julia Hajduk, Community Development Director

SUBJECT: **Resolution 2021-026, Appointing Emily Campbell to the Sherwood West Community Advisory Committee**

Issue:

Should the Council appoint Emily Campbell to the Sherwood West Community Advisory Committee?

Background:

A vacancy exists on the Sherwood West Community Advisory Committee due to a resignation. Emily Campbell submitted an application for consideration of appointment to the committee. After reviewing the applications of potential candidates, the review panel of Planning Commission liaison Councilor Doug Scott; Jean Simson, Chair of the Planning Commission; and Erika Palmer, Planning Manager, recommended to Mayor Keith Mays that Emily Campbell be appointed to the Sherwood West Community Advisory Committee. Mayor Mays has recommended this appointment to Council. In accordance with Council Rules, all such appointments are subject to the approval of City Council by resolution.

Financial Impacts:

There are no financial impacts from this proposed action.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2021-026, Appointing Emily Campbell to the Sherwood West Community Advisory Committee.



RESOLUTION 2021-026

**APPOINTING EMILY CAMPBELL TO THE SHERWOOD WEST
COMMUNITY ADVISORY COMMITTEE**

WHEREAS, a vacancy exists due to Debbie Price's resignation; and

WHEREAS, this vacancy needs to be filled for public engagement; and

WHEREAS, Emily Campbell applied to seek an appointment to the Sherwood West Community Advisory Committee; and

WHEREAS, Planning Commission Chair, Jean Simson, City Councilor, Doug Scott, and Planning Manager, Erika Palmer considered all of the candidates and recommended to Mayor Keith Mays that Emily Campbell be appointed to fill the vacancy in the Sherwood West Community Advisory Committee; and

WHEREAS, Mayor Keith Mays has recommended to City Council that Emily Campbell be appointed; and

WHEREAS, in accordance with Council Rules of Procedure, all such appointments are subject to the approval of the City Council by resolution.

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

Section 1. The Sherwood City Council hereby appoints Emily Campbell to fill a vacancy on the Sherwood West Community Advisory Committee.

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

Duly passed by the City Council this 18th day of May 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Joseph Gall, ICMA-CM, City Manager

Through: Josh Soper, City Attorney

SUBJECT: Resolution 2021-027, Adopting City Council Goals and Activities for FY2021-22

Issue:

Shall the City Council adopt City Council Goals and Activities for FY2021-22?

Background:

On March 11, 2021, the City Council held a special meeting to revisit the existing goals and activities that were adopted in 2020 and to develop revised goals and activities for the upcoming fiscal year. These goal setting sessions were facilitated by Dr. Mike Mowery from Strategic Government Resources (SGR). The results of these sessions are summarized in Exhibit A to the resolution.

By approving this resolution, the City Council is clearly identifying its priorities for this upcoming fiscal year for the benefit of City staff as well as the general public to understand Council priorities. The proposed budget for FY2021-22 was crafted with these Council goals and activities in mind.

Financial Impacts:

There are no additional direct financial impacts as a result of approval of this resolution.

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2021-027, adopting City Council Goals and Activities for FY2021-22.



RESOLUTION 2021-027

ADOPTING CITY COUNCIL GOALS AND ACTIVITIES FOR FY2021-22

WHEREAS, the Sherwood City Council historically meets early in each calendar year in a goal setting session to identify specific Council Goals and Activities for the upcoming year and budget process for the upcoming fiscal year; and

WHEREAS, Council held a special meeting on March 11, 2021 to discuss and update their previous Council Goals and Activities that were approved by Resolution 2020-031 on June 2, 2020; and

WHEREAS, the results of these meetings are identified in the attached FY2020-21 City Council Goals document; and

WHEREAS, by approving this document by resolution, Council is clearly identifying its priorities for the benefit of City staff to implement as well for the general public to understand the Council priorities for FY2021-22.

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

Section 1. The Sherwood City Council approves the FY2021-22 Council Goals document, attached as Exhibit A to this Resolution.

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

Duly passed by the City Council this 18th of May, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Exhibit A

FY2021-22 Sherwood City Council Goals

Mission Statement

“Provide high quality services for all residents and businesses through strong relationships and innovation in a fiscally responsible manner”

Core Values

Citizen Engagement
Community Livability
Community Partnerships
Community Pride
Fiscal Responsibility
Transparent Government
Quality Service
Forward Thinking

Overarching Goals and Projects

Goal 1: Economic Development

- A. Update Economic Development Plan as part of the Comprehensive Plan Project
 - Project A.1 – Create a user guide 101 for businesses and developers
 - Project A.2 – Continue to refine our marketing materials for industry
 - Project A.3 – Refine Branding
- B. Build Infrastructure to Entice New Commercial and Industrial Development
- C. Strive toward balancing our Tax Base
 - Project C.1 – Target Metrics for Jobs/Housing Balance
- D. Pursue annexation of Tonquin Employment Area to Open Up Financing Options for Infrastructure Funding and Construction
 - Project D.1 – Incentivize Infrastructure development with TEA and for annexation of “gap” properties in TEA

Goal 2: Infrastructure

- A. Make a Decision on Recreation Center/Pool Expansion
- B. Build Pedestrian Connectors between Sherwood East and West

- C. Continue to invest in Sherwood Broadband Utility as important infrastructure for our city
 - Project C.1 – Develop a Marketing Plan for Sherwood Broadband
 - Project C.2 – Develop a Growth Plan for Sherwood Broadband
 - Project C.3 – Consider pursuing Broadband beyond City Limits
- D. Consider Urban Growth Boundary Expansion as it relates to infrastructure, school capacity, and long-term community needs
- E. Engage URA
- F. Begin early visioning for new Public Works Building
- G. Continue Cedar Creek Tunnel Bridge Planning

Goal 3: Livability

- A. Continue Senior Services and consider how to leverage lessons learned from Covid to provide needed services for a post Covid world
- B. Continue taking steps to provide missing middle housing
- C. Design Plan for Cedar Creek Trail Amenities
- D. Design and Build Festival Plaza
- E. Create Initial Fund for Public Art and leverage those funds for grants

Goal 4: Public Safety

- A. Continue to Implement Police Staff Plan; Look at potential Staffing Plan for the future, including what metrics trigger the need for additional staff
 - Project A.1 – Enhance Visibility and Use of Police Reserve Program
- B. Collaborate with School District regarding Safe Routes to School
 - Project B.1 Plan for September 2021 Opening for all new schools
- C. Development of a Traffic Calming Program
 - Project C.1 – Establish Reporting Process
 - Project C.2 – Complete a Catalogue of all Tools

Goal 5: Fiscal Responsibility

- A. Pursue new Internal and External Revenue Sources
- B. Organizational Assessment in order to develop and maintain efficient service delivery

Goal 6: Citizen Engagement

- A. Consider Adding Youth Advisory Board
- B. Develop a Communication Plan that is Comprehensive and Strategic
 - Project B.1 – Consider all Needed Components
 - Project B.2 – Create new Website Platform
 - Project B.3 – Evaluate billing methods because of new utility of Broadband as it relates to customer service and workload of staff
- C. Citizen Engagement Plan
 - Project C.1 – Develop a comprehensive approach to doing surveys that enables the organization to improve both the strategy and execution
 - Project C.2 – Identify ways to reach out to community and improve it especially as it relates to finding out what services people want
- D. Diversity, Equity, Inclusion, and Accessibility (DEIA)
 - Project D.1 – Create a City Statement on DEIA
 - Project D.2 – Review and Update hiring processes through DEIA