



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, August 17, 2021

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

6:00 pm City Council Work Session

7:00 pm City Council Regular Meeting

**URA Board of Directors Meeting
(Following the regular Council Meeting)**

**City Council Executive Session
(ORS 192.660(2)(f)(h), Exempt Public Records and Pending Litigation)
(Following the URA Board Meeting)**



6:00 PM WORK SESSION

1. **Sherwood West Update & UGB Expansion Discussion**
(Erika Palmer, Planning Manager)

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 August 3, 2021 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
- B. **Approval of August 7, 2021 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
- C. **Approval of August 9, 2021 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
- D. **Resolution 2021-072 Authorizing City Manager to enter into a contract with Highland Commercial Roofing PNW, LLC to Replace the Roof at the Civic Building**
(Craig Sheldon, Public Works Director)
- E. **Resolution 2021-073 Reappointing Matthew Kaufman to the Sherwood Budget Committee**
(David Bodway, Finance Director)
- F. **Resolution 2021-074 Reappointing Paul Mayer to the Sherwood Budget Committee**
(David Bodway, Finance Director)
- G. **Resolution 2021-075 Authorizing the City Manager or City Manager Pro-Tem to sign an intergovernmental agreement with Washington County for participation in the South County Mental Health Response Team** (Ty Hanlon, Police Captain)
- H. **Resolution 2021-076 Appointing Mike Schultz to the Sherwood Police Advisory Board**
(Jeff Groth, Police Chief)
- I. **Resolution 2021-077 Appointing Marie Schapp to the Sherwood Police Advisory Board**
(Jeff Groth, Police Chief)
- J. **Resolution 2021-078 Appointing Mike Meyer to the Sherwood Police Advisory Board**
(Jeff Groth, Police Chief)
- K. **Resolution 2021-079 Authorizing City Manager or City Manager Pro Tem to Purchase Sherwood Broadband Network Equipment** (Brad Crawford, IT Director)

AGENDA

SHERWOOD CITY COUNCIL August 17, 2021

6:00 pm City Council Work Session

7:00 pm City Council Regular Meeting

URA Board of Directors Meeting
(Following the regular Council Meeting)

City Council Executive Session
(ORS 192.660(2)(f) and (h)(Exempt Public Records
& Pending Litigation)
(Following the URA Board Meeting)

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

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. PRESENTATIONS

A. Recognition of Sherwood High School Students (Mayor Mays)

8. CITY MANAGER REPORT

9. COUNCIL ANNOUNCEMENTS

10. ADJOURN to URA BOARD OF DIRECTORS MEETING

11. CITY COUNCIL EXECUTIVE SESSION

A. ORS 192.660(2)(f) and (h), Exempt Public Records and Pending Litigation

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>

August 3, 2021

WORK SESSION

1. **CALL TO ORDER:** Mayor Mays called the work session to order at 6:30 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Kim Young, Sean Garland, Renee Brouse, and Russell Griffin.
3. **STAFF PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, Systems Administrator Mark Swanson, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Finance Director David Bodway, Police Chief Jeff Groth, HR Manager Christina Jones, and City Recorder Sylvia Murphy.
4. **TOPICS**

A. Festival Plaza & Langer Farms Parkway Roundabout Discussion

Mayor Mays explained that Council would also be discussing the restriping of the Langer Farms Parkway roundabout in addition to discussing the festival plaza. Public Works Director Craig Sheldon recapped that Council had held a work session to discuss the repainting of the Langer Farms Parkway roundabout in April 2020 and presented a map of the roundabout (see record, Exhibit A). He reported that according to the consultants from DKS and the city's engineering department there were two different options. One option was to restripe the roundabout to allow for only single lane entry on east and westbound approaches to help with pedestrian and bike traffic and was estimated to cost \$45,000 to complete. The other option was to permanently make the roundabout into a single-lane roundabout and was estimated to cost \$250-400,000 to complete. Mr. Sheldon reported that Council had asked the City Manager to have the first option priced out, which staff completed. He reviewed the map of what restriping the roundabout would look like. He stated that the project was estimated to cost roughly \$35,800. He stated that some of the sight distance issues in the roundabout had already been addressed since the April 2020 work session. Councilor Scott commented that he thought that Council had discussed a third option of leaving the concrete/pavement as-is and instead restriping the entire roundabout down into a single lane, not reconfigure the roundabout. He commented that he would prefer to not complete the proposed changes to the roundabout if what was presented was the only option. Council President Rosener commented he agreed that he remembered Council wishing to go with the third option and commented he was worried that the option presented at this meeting did not address the issues with the roundabout. Mayor Mays commented he also remembered Council wishing to go with the lower cost option of leaving the concrete/asphalt alone and restriping down to one lane for the

entire roundabout. Councilor Garland commented that Exhibit A was not “user friendly” for helping the public understand what the project was proposing. Councilor Brouse asked regarding a potential traffic study prior to going in an alternative direction. Mr. Sheldon replied before the roundabout could be changed to a single-lane only, a traffic study should be done to determine if a single-lane only roundabout was feasible. Council President Rosener asked if that was required by law or only recommended by the consultants? Mr. Sheldon replied that the traffic study was recommended by the engineering firm to ensure the traffic counts were still accurate from the last time they were calculated in 2012. He commented that traffic counts were lower than DKS had anticipated in 2017-2018, which made the one-lane only option a possibility. Mr. Sheldon commented that he had believed that the details of the project had been worked out and the information had been provided to Council and he was told to move forward, but if Council did not wish to move forward with this option, he could work with the contractor to cancel the workorders. He outlined that the City would likely have to pay for the materials cost and the labor costs associated with the work done marking up the street in preparation for the project. Councilor Scott asked if Council thought the proposed changes were an improvement or not, and if they did not believe the changes were an improvement, then the City had to absorb the costs associated with work already completed on the project. Councilor Young commented that she also believed that Council had wished to pursue the single-lane option and commented that the previous work session in April 2020 Council had discussed a “hybrid package” option of restriping down to one lane based on the packages presented by DKS. Council President Rosener commented that the safety improvements to the roundabout needed to be done correctly, and if that meant holding off on the project to discuss it further and absorbing the costs already incurred from the prep work, then that was acceptable. Mr. Sheldon outlined that Package A from the packages presented by DKS involved restriping the roundabout for sight distance into a single lane and was estimated to cost \$68-70,000, Package B was a permanent reconfiguration of the roundabout to a single lane and was estimated to cost \$283-485,000, and Package C involved sight distance improvements, additional signage, striping, and improved lighting and was estimated to cost \$62-66,000. Councilor Young commented that she recalled Council not wanting to pursue the option with the permanent changes. Council President Rosener added that that is where the idea of a hybrid Package A occurred. Mr. Sheldon stated that if Council did not want to move forward with this project, it was staff’s recommendation that he work with the contractor to determine what the incurred costs were, take the issue back to DKS and have them recalculate the numbers for the north and southbound lanes to determine if a single lane only roundabout was an option. After that, the City would notify residents and businesses that the roundabout work would not start on August 4th as previously planned. Councilor Brouse asked what would happen if Council decided to move forward with the project and also complete a traffic study to determine if it was feasible to bring the roundabout down to a single lane in all directions? Mr. Sheldon replied that part of the work would already be done and then once the study was completed, the north and southbound lanes would be made to match the east and westbound lanes. Councilor Brouse commented that by doing that, it would also allow the City to observe how traffic flowed with the new changes. Mr. Sheldon repeated that he would follow whatever requests Council had regarding the project, and that he wanted to ensure that the City continued to communicate with the public and contractors what Council’s decision was. Councilor Garland asked what the estimated costs were for the improvements noted on Exhibit A? Mr. Sheldon replied that it was roughly \$35,800 and added that if the entire roundabout was to be restriped with thermal plastic, it would add an additional \$49,000 to the project cost. He added that if thermal plastic was not used, the cost would be significantly less. Discussion regarding the materials used occurred. Council President Rosener asked if the City could use the materials in other projects? Mr. Sheldon replied that the City did not own the proper machinery to use the thermal plastic on other projects. Mayor Mays commented he was not in favor of any plans that utilized candlesticks. Councilor Griffin commented he felt the proposed plan was not the right choice and he was in favor of paying the contractor for whatever costs had already been incurred by the project and wanted to wait and observe the

roundabout. Councilor Garland commented that he wanted to get the roundabout fixed for safety issues but felt that the proposed changes would make the roundabout more confusing to drivers. Councilor Young commented that she did not wish to proceed with the proposed changes and stated that she was concerned about moving forward and completing the traffic study at a later date which could necessitate work needing to be re-done. Councilor Scott commented he agreed. Council President Rosener commented he wished to pause the project and absorb the incurred costs and asked staff to determine how much a traffic study would cost for the entire roundabout. Mr. Sheldon stated he would work with DKS to do a complete study to include future businesses to bring something back to Council and confirmed that Council wished to have a single-lane roundabout if possible. Council confirmed that that was correct.

Mayor Mays recapped that the festival plaza was an Urban Renewal District project and reported that City Manager Pro Tem Kristen Switzer would put a committee together, similar to the committee that was formed for the Cannery Plaza, and Mayor Mays would be the liaison for the committee. He asked Council for ideas for the committee to discuss or consider and asked that Council consider what things could be done to improve the alley of that block with the idea that any improvements could be extended out to the adjoining blocks. Council President Rosener explained that the festival plaza was envisioned to extend the promenade that ran along City Hall towards Oregon Street out to Memorial Park to create a sense of place. He commented that because they were working on the festival square, it made sense to also complete everything at once. He cited ideas such as a common enclosed trash area for businesses to put their trash in a centralized location and would allow restaurants to extend their back patios. Mayor Mays commented that the challenge for those blocks was that the promenade could not be extended as the other blocks were able to because it was an active roadway. Mayor Mays recapped that the festival plaza was intended to be a large open space that would double as a parking lot when not being used for an event. He outlined the possible types of pavers to be used in the plaza, ways to address the trees that were planted nearby, and stated the plaza should include a public art element. Councilor Garland asked if it was possible to move the pedestrian crossing from where it was located at Railroad Street up to the walkway across from the promenade? Mayor Mays and Council President Rosener commented that that was a good idea. Councilor Scott commented that it would be nice to have some signage or historical markers where the Robin Hood Theater once stood. Mayor Mays commented artistic bollards could be used. Councilor Scott commented that it could be called "Robin Hood Plaza" or "Theater Plaza." Council President Rosener put forward "Sherwood Forest Park" as a potential name. Mayor Mays asked City Manager Pro Tem Switzer to describe who would comprise the festival plaza committee. Ms. Switzer outlined that there were several members from the Cultural Arts Commission, Parks and Recreation Board, a Council liaison, and a Public Works liaison to advise on maintenance and impact to maintenance. Mayor Mays asked that the committee also reach out to Old Town businesses and merchants to get their thoughts and feedback. Council President Rosener commented he was interested in serving on the advisory board for the festival plaza.

5. ADJOURN:

Mayor Mays adjourned the work session at 7:02 pm and convened a regular session.

REGULAR SESSION

1. CALL TO ORDER: Mayor Mays called the meeting to order at 7:06 pm.

2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Kim Young, Sean Garland, Renee Brouse, Doug Scott, and Russell Griffin.
3. **STAFF PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, Systems Administrator Mark Swanson, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Finance Director David Bodway, Police Chief Jeff Groth, Center for the Arts Manager Chanda Hall, City Engineer Bob Galati, HR Manager Christina Jones, Police Captain Ty Hanlon, and City Recorder Sylvia Murphy.
4. **APPROVAL OF AGENDA:**

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

Mayor Mays addressed the next agenda item.

5. CONSENT AGENDA:

- A. Approval of July 19, 2021 City Council Meeting Minutes
- B. Approval of July 20, 2021 City Council Meeting Minutes
- C. Resolution 2021-064 Authorizing the City Manager Pro Tem to Sign an Intergovernmental Agreement with Washington County for Design and Construction of Utility Relocation Needs Associated with the Tualatin Sherwood Road Widening Project
- D. Resolution 2021-065 Appointing Marianne Bickett to the Sherwood Cultural Arts Commission
- E. Resolution 2021-066 Naming the east-west collection in the Tonquin Employment Area "Ice Age Drive"
- F. Resolution 2021-067 Authorizing the City Manager Pro-Tem to sign an intergovernmental agreement with Oregon Department of Transportation for traffic patrol and law enforcement for work zones
- G. Resolution 2021-068 Approving the Sherwood Public Art Plan
- H. Resolution 2021-069 Approving the Sherwood Murals Plan
- I. Resolution 2021-070 Approving a Community Enhancement Grant-funded Mural at Symposium
- J. Resolution 2021-071 Amending the Employment Agreement with the City Attorney Extending the Contract Duration and Providing an Increase in Compensation "Amendment #7"

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

Mayor Mays addressed the next agenda item.

6. CITIZEN COMMENTS:

No citizen comments had been submitted and Mayor Mays addressed the next agenda item.

7. PRESENTATIONS:

A. Recognition of Eagle Scout Award Recipient

Mayor Mays recognized and congratulated Michael Wanner for his achievement of attaining the rank of Eagle Scout and invited him to attend a future Council meeting.

B. Recognition of Sherwood High School Students

Mayor Mays explained that certificates of recognition for the Sherwood High School students who maintained a 4.0 cumulative GPA in the 2020-2021 school year would be sent out by the City shortly. He explained that a PowerPoint presentation to recognize the students would take place at the August 17th Council meeting.

Mayor Mays addressed the next agenda item. The City Recorder read the public hearing statement and reported that no public testimony had been received.

8. PUBLIC HEARINGS:

A. Ordinance 2021-007, Vacating City right-of-way located along the east side of SW Park Row Avenue and south to SW Willamette Street

City Engineer Bob Galati explained that the vacation request was submitted by the property owner who lived adjacent to the Park Row right-of-way. He recapped that the request was a private citizen request and reported that all of the required notifications and public postings had been completed according to State ORS. Mayor Mays closed the public hearing portion of the hearing and asked for questions or discussion from Council.

MOTION: FROM COUNCILOR YOUNG TO READ CAPTION AND ADOPT ORDINANCE 2021-007 VACATING CITY RIGHT-OF-WAY LOCATED ALONG THE EAST SIDE OF SW PARK ROW AVENUE AND SOUTH TO SW WILLAMETTE STREET. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Mayor Mays addressed the next agenda item.

9. CITY MANAGER REPORT:

City Manager Pro Tem Kristen Switzer reported that there were no reports or updates to share.

Mayor Mays addressed the next agenda item.

10. COUNCIL ANNOUNCEMENTS:

Councilor Garland thanked current and former members of the Cultural Arts Commission and Center for the Arts Manager Chanda Hall for their hard work over the last several years on the Sherwood Public Art Plan, Sherwood Murals Plan, and for working with Symposium and Sherwood Main Street on their grant-funded mural.

Councilor Young asked Center for the Arts Manager Chanda Hall to explain the public process that occurred for the Symposium mural and asked if the public had the opportunity to provide their feedback at Cultural Arts Commission meetings? Ms. Hall replied that because this was the first mural in Sherwood, the sign

code needed to be updated to allow murals. She explained that because of that, it was not a traditional process, but going forward, in the Murals Plan there was a portion that will allow public comment and the surrounding neighborhood would be notified of future murals to allow for public comment. She explained that the Cultural Arts Commission held a noticed public meeting regarding the mural at which public comment was allowed, and they did not receive any public comments. Mayor Mays added there was also a City Council work session for murals, and it was on the agenda for this Council meeting, should someone wish to provide comment on it. Ms. Hall added that since Sherwood Main Street was a sponsor of the Symposium mural, the proposed design was circulated to Main Street business owners.

Councilor Brouse reported she attended the Library Advisory Board meeting and announced there was a Social Justice Story Hour and reported the library was undergoing a cooperative agreement process review with the WCCLS.

Mayor Mays asked residents to get their COVID-19 vaccinations.

11. ADJOURN:

Mayor Mays adjourned the regular session at 7:23 pm and convened an executive session.

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Mays called the executive session to order at 7:26 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Kim Young, Sean Garland, Renee Brouse, and Russell Griffin.
3. **STAFF PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, and Consultant Lynn Barboza.
4. **TOPICS**

A. ORS 192.660(2)(a), Employment of Public Officers.

5. ADJOURN:

Mayor Mays adjourned the executive session at 7:42 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Keith Mays, Mayor



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
August 7, 2021

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Mays called the executive session to order at 8:31 am.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Kim Young, Sean Garland, and Russell Griffin. Councilor Renee Brouse was absent.
3. **STAFF PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, and consultant Lynn Barboza.
4. **TOPICS**
 - A. **ORS 192.660(2)(a) Employment of Public Officers.**
5. **ADJOURNED**

Mayor Mays adjourned the executive session at 1:17 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Keith Mays, Mayor



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
August 9, 2021

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Mays called the executive session to order at 6:27 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Kim Young, Sean Garland, Renee Brouse and Russell Griffin.
3. **STAFF PRESENT:** City Attorney Josh Soper and Community Development Director Julia Hajduk.

Others Present: Consultant Lynn Barboza and Keith Campbell.

4. TOPICS

A. ORS 192.660(2)(a) Employment of Public Officers.

5. ADJOURNED

Mayor Mays adjourned the executive session at 9:06 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Keith Mays, Mayor

TO: Sherwood City Council

FROM: Craig Sheldon, Public Works Director
Through: Kristen Switzer, City Manager Pro Tem, Julia Hajduk, Community Development Director and Josh Soper, City Attorney

SUBJECT: **Resolution 2021-072, Authorizing City Manager or City Manager Pro Tem to enter into a contract with Highland Commercial Roofing PNW, LLC to Replace the Roof at the Civic Building**

Issue:

Should the City Council authorize the City Manager or City Manager Pro Tem to enter into a contract with Highland Commercial Roofing PNW, LLC to replace the roof at the Civic Building?

Background:

The City of Sherwood's Civic Building facility was constructed in 2005. The Facility Asset Management Plan outlines the life cycle for the roof to be 15 years and it is currently 16 years old. The roof has run its life cycle and is showing signs of wear and tear and needs replacement.

Financial Impacts:

The City has budgeted \$200,000 in the FY2021-22 Budget to complete this work. We recommend adding 15% contingency to cover any unforeseen costs (such as dry rot, etc.) in the amount of \$22,484.55. The total contract amount, not to exceed, is \$172,381.55

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2021-072, Authorizing the City Manager or City Manager Pro Tem to enter into a contract with Highland Commercial Roofing PNW, LLC to replace the roof at the Civic Building.



RESOLUTION 2021-072

**AUTHORIZING THE CITY MANAGER OR CITY MANAGER PRO TEM TO ENTER INTO A
CONTRACT WITH HIGHLAND COMMERCIAL ROOFING PNW LLC TO REPLACE THE ROOF AT
THE CIVIC BUILDING**

WHEREAS, the City of Sherwood has an Asset Management Plan for each building; and

WHEREAS, the Civic Building facility was constructed in 2005 and the roof structure has a life cycle of 15 years; and

WHEREAS, wear and tear necessitate roof replacement; and

WHEREAS, Highland Commercial Roofing PNW LLC was the low bidder for this project.

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

Section 1. The City Manager or City Manager Pro Tem is authorized to enter into a contract with Highland Commercial Roofing PNW LLC to replace the roof at the Civic Building in the amount of \$149,897.00 with a contingency in the amount of 15% (\$22,484.55) to cover any unforeseen costs not included in the contract for a total amount not to exceed \$172,381.55.

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

Duly passed by the City Council this 17th day of August, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Kristen Switzer, City Manager Pro Tem and Julia Hajduk, Community Development Director

SUBJECT: Resolution 2021-073, Reappointing Matthew Kaufman to the Sherwood Budget Committee

Issue:

Shall the City Council reappoint Matthew Kaufman to the Sherwood Budget Committee?

Background:

A vacancy exists in Position 2 on the Sherwood Budget Committee. Matthew Kaufman's term expired on June 30, 2021. The Mayor has recommended this reappointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Note: Position numbers were established with the adoption of Resolution 2019-066 for the purpose of managing terms.

Financial Impacts:

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

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2021-073, reappointing Matthew Kaufman to the Sherwood Budget Committee.



RESOLUTION 2021-073

REAPPOINTING MATTHEW KAUFMAN TO THE SHERWOOD BUDGET COMMITTEE

WHEREAS, a vacancy exists within Position 2 on the Sherwood Budget Committee; and

WHEREAS, Matthew Kaufman's term expired on June 30, 2021; and

WHEREAS, the Mayor has recommended to Council that Matthew Kaufman be reappointed; 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 reappoints Matthew Kaufman to Position 2 of the Sherwood Budget Committee for a term expiring at the end of June 2024.

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

Duly passed by the City Council this 17th day of August, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: David Bodway, Finance Director

Through: Kristen Switzer, City Manager Pro Tem and Julia Hajduk, Community Development Director

SUBJECT: Resolution 2021-074, Reappointing Paul Mayer to the Sherwood Budget Committee

Issue:

Shall the City Council reappoint Paul Mayer to the Sherwood Budget Committee?

Background:

A vacancy exists in Position 3 on the Sherwood Budget Committee. Paul Mayer's term expired on June 30, 2021. The Mayor has recommended this reappointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Note: Position numbers were established with the adoption of Resolution 2019-066 for the purpose of managing terms.

Financial Impacts:

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

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2021-074, reappointing Paul Mayer to the Sherwood Budget Committee.



RESOLUTION 2021-074

REAPPOINTING PAUL MAYER TO THE SHERWOOD BUDGET COMMITTEE

WHEREAS, a vacancy exists within Position 3 on the Sherwood Budget Committee; and

WHEREAS, Paul Mayer's term expired on June 30, 2021; and

WHEREAS, the Mayor has recommended to Council that Paul Mayer be reappointed; 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 reappoints Paul Mayer to Position 3 of the Sherwood Budget Committee for a term expiring at the end of June 2024.

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

Duly passed by the City Council this 17th day of August, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Ty Hanlon, Police Captain

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

SUBJECT: Resolution 2021-075, authorizing the City Manager or City Manager Pro-Tem to sign an intergovernmental agreement with Washington County for participation in the South County Mental Health Response Team

Issue:

Shall the City Council authorize the City Manager or City Manager Pro-Tem to sign an IGA with Washington County for participation in the South County Mental Health Response Team?

Background:

Oregon Revised Statute 190.010 authorizes the parties to enter into this Agreement for the performance of any or all functions and activities that a party to the Agreement has authority to perform.

The purpose of this agreement is to provide additional Mental Health Response Team personnel specific to the South County agencies.

The IGA has been reviewed and approved by the Sherwood City Attorney. A copy of the IGA is attached as exhibit 1 to the resolution.

Financial Impact:

The City of Sherwood is responsible for 15% or \$1527.00 a month for the mental health clinician that is being provided by Washington County. This amount has been previously approved and is included in the police department's 2021-2022 annual budget.

Recommendation:

Staff respectfully recommends Council approve Resolution 2021-075 authorizing the City Manager or City Manager Pro-Tem to sign an intergovernmental agreement with Washington County for participation in the South County Mental Health Response Team.



RESOLUTION 2021-075

AUTHORIZING THE CITY MANAGER OR CITY MANAGER PRO-TEM TO SIGN AN INTERGOVERNMENTAL AGREEMENT WITH WASHINGTON COUNTY FOR PARTICIPATION IN THE SOUTH COUNTY MENTAL HEALTH RESPONSE TEAM

WHEREAS, ORS 190.010 authorizes the parties to enter into this Agreement for the performance of any or all functions and activities that a party to the Agreement has authority to perform; and

WHEREAS, The Sherwood Police Department currently participates on the Washington County Mental Health Response Team; and

WHEREAS, The cities of Sherwood, Tigard, Tualatin, and King City (also known as South County) recognize the need for a dedicated Mental Health Response Team; and

WHEREAS, The Sherwood Police Department requested and had approved funding in their annual budget to participate in the expansion of the Mental Health Response Team in South County; and

WHEREAS, The Sherwood City Attorney reviewed the attached IGA and approves of form; and

WHEREAS, The Sherwood City Council recognizes and supports the need for additional resources allocated to the Mental Health Response Team and recognizes the public safety benefit for Sherwood; and

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

Section 1. The City Council authorizes the City Manager or City Manager Pro-Tem to sign an IGA with the Washington County for participation in the South County mental health response team, in a form substantially similar to the attached Exhibit 1, and to sign renewals of said IGA on substantially the same terms.

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

Duly passed by the City Council this 17th day of August, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



INTERGOVERNMENTAL AGREEMENT

This Agreement is entered into, by and between Washington County, a political subdivision of the State of Oregon, and City of Sherwood.

WHEREAS ORS 190.010 authorizes the parties to enter into this Agreement for the performance of any or all functions and activities that a party to the Agreement has authority to perform.

Now, therefore, the parties agree as follows:

- 1) The effective date is: July 1, 2021, or upon final signature, whichever is later.
The expiration date is: June 30, 2022; unless otherwise amended.
- 2) The parties agree to the terms and conditions set forth in Attachment A, which is incorporated herein, and describes the responsibilities of the parties, including compensation, if any.
- 3) Each party shall comply with all applicable federal, state and local laws; and rules and regulations on non-discrimination on the grounds of race, color, ancestry, national origin, religion, gender, sexual orientation, marital status, age, or disability.
- 4) Each party is an independent contractor with regard to each other party(s) and agrees that the performing party has no control over the work and the manner in which it is performed. No party is an agent or employee of any other.
- 5) No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.
- 6) This Agreement may be terminated, with or without cause and at any time, by a party by providing thirty (30) days written notice of intent to the other party(s).
- 7) Modifications to this Agreement are valid only if made in writing and signed by all parties.
- 8) Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorney fees and costs) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party.
- 9) Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this Agreement.
- 10) Each party agrees to maintain insurance levels or self-insurance in accordance with ORS 30.282, for the duration of this Agreement at levels necessary to protect against public body liability as specified in ORS 30.269 through 30.274.

- 11) Each party agrees to comply with all local, state and federal ordinances, statutes, laws and regulations that are applicable to the services provided under this Agreement.
- 12) This Agreement is expressly subject to the debt limitation of Oregon Counties set forth in Article XI, Section 10 of the Oregon Constitution, and is contingent upon funds being appropriated therefore.
- 13) This writing is intended both as the final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement.
- 14) If federal grant or other specialty funds are used to fund this IGA, then the provisions of Attachment_____are required and shall be met by the recipient of federal grant funds through this IGA.

☐

Applicable

☒

Not applicable

WHEREAS, all the aforementioned is hereby agreed upon by the parties and executed by the duly authorized signatures below.

City of Sherwood

Jurisdiction

Authorized Signature

Date

Signatory Printed Name

Title

Address: _____

WASHINGTON COUNTY

Authorized Signature

Date

Signatory Printed Title

Address: _____

INTERGOVERNMENTAL AGREEMENT

This Agreement is entered into by and between Washington County, a political subdivision of the State of Oregon, and the City of Tigard, City of Tualatin, City of Sherwood, and City of King City, Oregon.

ATTACHMENT A -

I. Scope of Work:

Crisis Clinicians – Mental Health Response Team (MHRT):

Effective July 1, 2021 through and including June 30, 2022, Washington County, acting through its Department of Health and Human Services, will provide one crisis mental health clinician on the Washington County Mental Health Response Team (MHRT) to be paired with the Cities of Tigard, Tualatin, Sherwood, and King City. The parties acknowledge Washington County will provide services through a subcontract with Lifeworks, Inc., and Washington County may change subcontractors in its sole discretion. The subcontract arrangement does not modify Washington County's duties and obligations under the IGA.

The Washington County MHRT is a collaboration between law enforcement and behavioral health crisis services. Service consists of co-locating contracted crisis mental health clinicians with a team of law enforcement officers to respond to mental health emergencies dispatched by the Washington County Consolidated Communications Agency (911) and through coordination with the Washington County Sheriff's Office. The team may also provide follow up and outreach services to individuals identified by non-MHRT law enforcement officers and other law enforcement agencies. As time allows, follow up and outreach may be provided to individuals identified by Emergency Medical Services.

The cities of Tigard, Tualatin, Sherwood, and King City will jointly fund an additional forty hours per week of mental health clinician capacity to MHRT. Funds will be used to compensate the additional clinician capacity in general. Shifts may be filled by multiple mental health clinicians and not any specific individual. Funds are not reimbursement tied to a specific position.

Services performed by the mental health clinicians will include face-to-face crisis assessment and evaluation as a qualified mental health professionals; consultation with families, other professionals, or community partners such as law enforcement and community members; referral for medication evaluation, if needed; psychiatric consultation; hospital diversion; stabilization services/follow-up care, as needed; referral to appropriate services; flexible funding to assist with emergency housing, transportation or other unmet needs contributing to the crisis episode; and language/culturally specific services.

Minimum Qualifications:

The mental health clinicians shall be Masters Level Clinicians (Qualified Mental Health Professional – QMHP) and will be required to undergo and pass comprehensive background checks.

The mental health clinicians in MHRT must receive training in radio communications and attend defensive tactics training provided by the Washington County Sheriff's Office, as available. The mental health clinicians in MHRT will wear a ballistic vest at all times while riding with officers and deputies, as they may be exposed to volatile and dangerous situations.

II. **Additional Terms and Conditions:**

Payment:

Washington County will provide the mental health clinicians. The total cost for forty (40) additional hours per week of mental health clinician coverage for the term of the Agreement (one year) is \$10,847 per month for a total not to exceed amount of \$130,164 for the year.

Washington County shall issue monthly invoices to the cities of Tigard, Tualatin, and Sherwood individually. Each City is responsible for payment of its share, based on population served, as follows:

1. Tigard – \$5,482.00 per month, which represents 50% of the total invoice;
2. Tualatin - \$3,838.00 per month, which represents 35% of the total invoice; and
3. Sherwood - \$1,527.00 per month, which represents 15% of the total invoice.
4. King City - As payment for services received, and in lieu of payment by population, King City Police Department shall cover the monthly cost of a Police Radio through WCCCA and provide safety equipment for the Clinician (i.e. Ballistic vest, earpiece, etc.)

Invoices will begin no sooner than July 1, 2021, or the date at which Washington County identifies having adequate staffing to support an additional 40 hours per week of MHRT capacity, and last through to June 1, 2022. Each invoice is payable within 30 days of receipt. The cities shall not be required to continue reimbursement as provided in this subsection if the Agreement is sooner terminated under Section 6 of the Agreement.

At the end of the fiscal year, Washington County will reconcile the amount spent on MHRT in Health and Human Services with the budget for the fiscal year and third-party contributions to the program. If the overall expenditures are less than 95% of the total budgeted amount due to clinician vacancies, Washington County will reimburse the cities on a pro-rata basis the amount that was collected from all parties participating in the MHRT program.

Payments by the cities to Washington County will be mailed to Washington County Department of

Supervision and Discipline:

Washington County is responsible for overall supervision of the mental health clinicians. The Cities may provide periodic feedback to Washington County and the crisis services contractor about the work of the mental health clinicians.

If there are discipline or performance issues regarding any mental health clinician, the cities shall contact the mental health clinician's supervisor and Washington County.

Reporting:

Washington County is responsible for any required compliance reporting relating to the mental health clinicians, including workplace safety reports.

Schedule:

Washington County and the crisis service contractor will coordinate with Sherwood Police Department, Tigard Police Department, Tualatin Police Department and the Washington County Sheriff's Office, on a schedule for when the mental health clinicians will be working.

Devices and Office Space:

Mental health clinicians will be provided a computer and cellphone (devices) by their employer's organization. The Cities will not have ownership of the devices and are not responsible for the maintenance and repair or replacement of the devices.

Tualatin Police Department shall provide the mental health clinicians with office space, internet connectivity, desk, and chair. The King City Police Department will provide a police radio, earpiece, and Kevlar vest.

The mental health clinicians are paired with law enforcement officers assigned to MHRT in a patrol car supplied and operated by the law enforcement agency.

Law enforcement officers assigned to MHRT will be provided key card access to Hawthorn Walk-In Center and have access to workspace and breakroom when needed.

Records:

The mental health clinicians shall use devices provided by their organization to create and store records.

Washington County is responsible for retaining those records consistent with applicable privacy laws, including HIPAA, and Washington County's public records policy and retention schedule.

The mental health clinicians will file clinical records in the Washington County Behavioral Health electronic medical record system.

The mental health clinicians may access records from law enforcement systems in order to perform their duties under this Agreement but may not modify records or create new records.

TO: Sherwood City Council

FROM: Jeff Groth, Police Chief

Through: Kristen Switzer, City Manager Pro-Tem and Julia Hajduk, Community Development Director

SUBJECT: Resolution 2021-076, Appointing Mike Schultz to the Sherwood Police Advisory Board

Issue:

Should the City Council appoint Mike Schultz to position #2 on the Sherwood Police Advisory Board?

Background:

Three vacancies exist on the Sherwood Police Advisory Board, positions 2, 3 & 4, due to term limits. The term of office for position #2 expires in June 2024. The City advertised the vacancies and received 5 new applications. City staff also reached out to applicants from the most recent process last year, June 2020, and received two additional applications.

Mike Schultz submitted an application for consideration of appointment and was interviewed by the interview panel, which included City Council Liaison Kim Young, Board Chair Brian Dorsey, Police Captain Ty Hanlon and Police Chief Jeff Groth. As a result of the interviews the panel unanimously recommends appointment of Mike Schultz to fill one of the vacant positions. Mike Schultz is recommended for position #2 based on interview ranking and numerical order.

The Mayor has recommended this appointment to Council. In accordance with City Council Rules of Procedure, 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's adoption of Resolution 2021-076, appointing Mike Schultz to the Sherwood Police Advisory Board.



RESOLUTION 2021-076

APPOINTING MIKE SCHULTZ TO THE SHERWOOD POLICE ADVISORY BOARD

WHEREAS, a vacancy exists on the Police Advisory Board, position #2, due to term limits; and

WHEREAS, the term of office for this vacancy expires in June 2024; and

WHEREAS, the City advertised the vacancy on the City website and social media; and

WHEREAS, Mike Schultz applied to be appointed and was interviewed by the interview panel; and

WHEREAS, the interview panel considered all of the applicants and recommended to the Mayor that Mike Schultz be appointed to fill the vacancy; and

WHEREAS, the Mayor has recommended to Council that Mike Schultz 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 Mike Schultz to the Sherwood Police Advisory Board, position #2, for a term expiring at the end of June 2024.

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

Duly passed by the City Council this 17th day of August, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Jeff Groth, Police Chief
Through: Kristen Switzer, City Manager Pro-Tem and Julia Hajduk, Community Development Director

SUBJECT: Resolution 2021-077, Appointing Marie Schapp to the Sherwood Police Advisory Board

Issue:

Should the City Council appoint Marie Schapp to position #3 on the Sherwood Police Advisory Board?

Background:

Three vacancies exist on the Sherwood Police Advisory Board, positions 2, 3 & 4, due to term limits. The term of office for position #3 expires in June 2023. The City advertised the vacancies and received 5 new applications. City staff also reached out to applicants from the most recent process last year, June 2020, and received two additional applications.

Marie Schapp submitted an application for consideration of appointment and was interviewed by the interview panel, which included City Council Liaison Kim Young, Board Chair Brian Dorsey, Police Captain Ty Hanlon and Police Chief Jeff Groth. As a result of the interviews the panel unanimously recommends appointment of Marie Schapp to fill one of the vacant positions. Marie Schapp is recommended for position #3 based on interview ranking and numerical order.

The Mayor has recommended this appointment to Council. In accordance with City Council Rules of Procedure, 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's adoption of Resolution 2021-077, appointing Marie Schapp to the Sherwood Police Advisory Board.



RESOLUTION 2021-077

APPOINTING MARIE SCHAPP TO THE SHERWOOD POLICE ADVISORY BOARD

WHEREAS, a vacancy exists on the Police Advisory Board, position #3, due to term limits; and

WHEREAS, the term of office for this vacancy expires in June 2023; and

WHEREAS, the City advertised the vacancy on the City website and social media; and

WHEREAS, Marie Schapp applied to be appointed and was interviewed by the interview panel; and

WHEREAS, the interview panel considered all of the applicants and recommended to the Mayor that Marie Schapp be appointed to fill the vacancy; and

WHEREAS, the Mayor has recommended to Council that Marie Schapp 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 Marie Schapp to the Sherwood Police Advisory Board, position #3, for a term expiring at the end of June 2023.

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

Duly passed by the City Council this 17th day of August, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Jeff Groth, Police Chief

Through: Kristen Switzer, City Manager Pro-Tem and Julia Hajduk, Community Development Director

SUBJECT: Resolution 2021-078, Appointing Mike Meyer to the Sherwood Police Advisory Board

Issue:

Should the City Council appoint Mike Meyer to position #4 on the Sherwood Police Advisory Board?

Background:

Three vacancies exist on the Sherwood Police Advisory Board, positions 2, 3 & 4, due to term limits. The term of office for position #4 expires in June 2023. The City advertised the vacancies and received 5 new applications. City staff also reached out to applicants from the most recent process last year, June 2020, and received two additional applications.

Mike Meyer submitted an application for consideration of appointment and was interviewed by the interview panel, which included City Council Liaison Kim Young, Board Chair Brian Dorsey, Police Captain Ty Hanlon and Police Chief Jeff Groth. As a result of the interviews the panel unanimously recommends appointment of Mike Meyer to fill one of the vacant positions. Mike Meyer is recommended for position #4 based on interview ranking and numerical order.

The Mayor has recommended this appointment to Council. In accordance with City Council Rules of Procedure, 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's adoption of Resolution 2021-078, appointing Mike Meyer to the Sherwood Police Advisory Board.



RESOLUTION 2021-078

APPOINTING MIKE MEYER TO THE SHERWOOD POLICE ADVISORY BOARD

WHEREAS, a vacancy exists on the Police Advisory Board, position #4, due to term limits; and

WHEREAS, the term of office for this vacancy expires in June 2023; and

WHEREAS, the City advertised the vacancy on the City website and social media; and

WHEREAS, Mike Meyer applied to be appointed and was interviewed by the interview panel; and

WHEREAS, the interview panel considered all of the applicants and recommended to the Mayor that Mike Meyer be appointed to fill the vacancy; and

WHEREAS, the Mayor has recommended to Council that Mike Meyer 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 Mike Meyer to the Sherwood Police Advisory Board, position #4, for a term expiring at the end of June 2023.

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

Duly passed by the City Council this 17th day of August, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Brad Crawford, IT Director

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

SUBJECT: Resolution 2021-079, Authorizing City Manager or City Manager Pro Tem to Purchase Sherwood Broadband Network Equipment

Issue:

Shall the City Council authorize the City Manager or City Manager Pro Tem to purchase Sherwood Broadband Network Equipment in a total amount not to exceed \$1,000,000?

Background:

New network equipment is needed to support Sherwood Broadband's growth. The City has an existing contract with Calix, Inc. via a cooperative purchasing agreement through the City of Hillsboro, and Calix is able to provide the necessary equipment. This Resolution would authorize the City Manager or City Manager Pro Tem to purchase network equipment and related services from Calix in a total amount not to exceed \$1,000,000. If the City exhausts that amount and additional equipment and related services are needed in the future, staff will return to Council for additional purchasing authorization.

Financial Impacts:

The revenue for this purchase was included in the FY 2021-2022 budget but the opposing expense will be included in a future supplemental budget.

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2021-079, Authorizing City Manager or City Manager Pro Tem to Purchase Sherwood Broadband Network Equipment.



RESOLUTION 2021-079

**AUTHORIZING CITY MANAGER OR CITY MANAGER PRO TEM TO PURCHASE
SHERWOOD BROADBAND NETWORK EQUIPMENT**

WHEREAS, the City of Sherwood's broadband utility, Sherwood Broadband, has a need to purchase network equipment in order to support its growth; and

WHEREAS, the City has an existing contract with Calix, Inc., who can provide the required equipment.

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

Section 1. The City Manager or City Manager Pro Tem is hereby authorized to purchase network equipment and related services from Calix, Inc. in a total amount not to exceed \$1,000,000.

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

Duly passed by the City Council this 17th day of August, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder