



Meeting Minutes



Police Advisory Board	
Date & Time:	April 16, 2026 - 7:00 pm
Location:	Sherwood Police Department-Community Room 20495 SW Borchers Drive Sherwood, OR 97140

P.A.B. Members:	Council Liaison:
Richard Amicci (TSC Liaison) - Chair	Council President Kim Young
Amanda van Arcken – Vice Chair	City Staff:
David deBos	Chief Ty Hanlon (via zoom)
Brian Dorsey (absent)	Captain Corey Jentzsch
Diane Foster	Angie Hass-Executive Assistant
Lawrence O’Keefe (TSC Liaison) (via zoom)	
Mike Smith (absent)	
Chris West	
Laurie Zwingli (absent)	

This meeting was recorded and is available for viewing through the City of Sherwood’s YouTube channel: [4.16.2026 PAB Meeting Video](#)

Call to Order

Chair Amicci called the meeting to order at 7:05 pm.

Roll Call

Board Members Present: Chair Richard Amicci, Vice Chair Amanda van Arcken, David deBos, Diane Foster, Lawrence O’Keefe (Zoom) and Chris West

Board Members Absent: Brian Dorsey, Mike Smith and Laurie Zwingli

Staff Present: Chief Ty Hanlon (Zoom), Council President-Kim Young and Executive Assistant-Angie Hass

Approval of March Meeting Minutes

Vice Chair van Arcken moved that the March meeting minutes be approved as presented and Mr. West seconded the motion. All present board members voted in favor of approval.

Citizen Comments-N/A

Meeting Summary:

- **Funding and Staffing Urgency:** Police department faces funding and staffing challenges needing clear plans for city council decisions.
- **Cost Scenarios Requested:** Council wants detailed costs for current versus additional staffing; inflation effects included in budget analysis.
- **Long-Term Staffing Plan:** Proposal to increase minimum patrol officers from two to three per shift, addressing reliance on neighboring cities.
- **Community Engagement Essential:** Internal data guides funding requests, but scientifically valid polling is necessary for public support.
- **Traffic Safety Updates:** Sidewalk signals and mobile cameras nearing completion; community interest in traffic safety remains strong.
- **Biennial Budget Transition:** City shifted to a two-year budget cycle, improving planning efficiency and reducing annual workload.

Meeting Notes:

Public Safety Funding and Staffing

Chief Hanlon reported that the City Council Work Session meeting focused on the urgent need to address police staffing and funding challenges.

- **The April 7th Presentation to City Council Highlighted Funding Crossroads & Staffing Needs**
 - Emphasized the department is at a critical point balancing funding, staffing availability, and community expectations.
 - Data on daily and annual calls for service was presented to show operational pressures.
 - The presentation was revised based on prior Police Advisory Board input to better reflect realities and challenges.
 - The City Council and public now have a clearer picture of the department's current state and future needs.
- **City Council Requested Detailed Cost Scenarios for Staffing Levels**
 - Council members want to see costs for maintaining current staffing versus adding four officers and supervisors.
 - The request includes how inflation and city revenue trends impact budget needs.
 - Different funding levels mapped to fee or levy rates were requested to guide council's decision-making.
 - There is concern about balancing public safety funding with other city budget priorities.
- **Long-Term Staffing Structure and Supervisory Coverage Outlined**
 - Currently six shifts cover patrol with minimal graveyard supervision.
 - The department proposes adding two supervisors to graveyard and two to day shifts.

- Minimum staffing per shift aims to rise from two to three officers to better handle calls requiring multiple officers.
 - Reliance on neighboring cities for backup is unsustainable due to their own staffing shortages.
- **Funding Mechanisms and Political Context Discussed**
 - Levy options last five years but require voter approval; fees can be imposed on commercial properties without voter approval.
 - Residential fees require voter approval, complicating funding options.
 - Council President Young noted city finance staff is involved to ensure proposals fit city-wide fiscal planning.
 - Timing of levies or fees is critical due to upcoming elections and ballot measures that may affect voter willingness.
- **Community Engagement and Data-Driven Planning**

The department is using internal data and community knowledge to shape funding requests, but recognizes the need for scientific polling.
- **Chief Relies on Operational Data and Community Experience**
 - Data such as calls for service and officer staffing comparisons with peer cities inform the department's needs.
 - Chief draws on 16 years of local experience to gauge community expectations for police service levels.
 - Proactive staffing and retention challenges are incorporated into planning.
 - No current scientific community polling has been done to validate assumptions.
- **Board Members Stress Need for Professional Polling**
 - Mr. West noted the importance of statistically sound voter polling to gauge public support before proposing new fees or levies.
 - Prior informal polls showed high support but lacked scientific rigor or voter-only focus.
 - Polling outcomes will influence timing and scale of funding requests.
 - The political environment with multiple ballot measures adds complexity to timing decisions.
- **Finance Department's Role in Funding Strategy**
 - City finance leaders collaborate on bond, levy, and fee presentations to council.
 - Funding proposals for police impact overall city finances and require coordinated planning.
 - Finance input helps ensure realistic, sustainable funding models are proposed.
 - This cross-departmental involvement strengthens the credibility of funding plans.

- **Operational Challenges and Staffing Updates**

The police department continues facing recruitment and retention challenges but has positive news on new recruits and staffing balance.

- **New Recruits Progressing Toward Solo Status**

- Two new recruits are performing well and expected to be fully independent officers next month.
- A lateral hire is anticipated to join by the end of May, helping fill the final open position.
- Despite full staffing on paper, training cycles and absences keep the department below full operational capacity.
- Balancing tenured laterals with new recruits is essential to maintain long-term workforce stability.

- **Overtime and Burnout Concerns**

- Staffing shortages force overtime and cause burnout, impacting retention.
- Chief highlighted the lengthy recruitment and training process as a structural challenge.
- The department aims to stabilize staffing to reduce these pressures.
- Sustaining a high standard of public safety service is tied directly to resolving these workforce issues.

- **Traffic Safety and Infrastructure Updates**

Traffic safety projects continue progressing with some delays, and speed camera operations receive regular calibration attention.

- **Pedestrian Sidewalk Signal and Video Camera Projects Nearing Completion**

- Sidewalk signals at Timbrel and Sunset expected operational by end of May or early June.
- Soil delays and equipment supply issues slowed progress but project is now advancing.
- The Timbrel / Sunset project received significant public attention, reflecting community interest in traffic safety.
- Mobile video cameras installation on track for June deployment.

- **Speed Cameras Undergo Monthly Calibration and Testing**

- Speed cameras regularly flash to calibrate and test system accuracy.
- Chief explained that unusual flashing likely indicates testing, not violations.
- Erroneous citations are reviewed internally and by the vendor, Verra Mobility, before issuance.
- Occasionally, officers conduct manual speed checks in school zones using LIDAR devices.

- **City Planning and Regulatory Updates**

City planning efforts advance with new zoning proposals and a shift to a biennial budget process.

- **Comprehensive Planning Process to Begin Despite Legal Appeals**
 - City staff will pursue a Metro grant to fund the Sherwood West comprehensive plan.
 - Legal appeals on UGB expansion continue but prior rulings favor the city.
 - Planning work will move forward while appeals are resolved, reflecting the city's long-term growth strategy.

- **Food Cart Pod Zoning Amendments Proposed**
 - An applicant seeks to expand food cart pods into light industrial zones near Tualatin Sherwood Road.
 - The change would apply broadly, not just to the applicant's property.
 - No formal applications for new pods yet, but interest exists including in Old Town.
 - The zoning amendment is scheduled for a second reading soon.

- **City Budgeting Shifts to Biennial Format**
 - The city switched to a two-year budget cycle last year, reducing annual workload.
 - This approach frees staff time between January and May, improving planning efficiency.
 - Adjustments can still be made via amendments as needed during the biennium.
 - City staff view this as a positive operational change.

- **Board Members Provided Updates and Raised Community Questions**
 - It was mentioned that April was Sexual Assault Awareness month. Chief Hanlon was asked about potential social media efforts; He confirmed that there were no current social media campaigns, but he was open to adding them.
 - Mr. West shared insights on the Multnomah County Jail intake issues and staffing constraints impacting regional public safety.
 - Members showed interest in maintaining visible police presence via signage and technology.

- **Community Events and City Communications Celebrated**
 - The recent State of the City event was well attended with strong community engagement.
 - Outreach included socializing opportunities and informative presentations on city accomplishments.
 - The event's video is available on YouTube to reach a broader audience: [Sherwood State of the City](#).
 - Such events help maintain transparency and strengthen public trust.

Adjourn (Chair)

The meeting was adjourned at 8 pm.

The next meeting is scheduled for May 21st at 7 p.m.

Minutes Approved: 5 / 21 / 2026

Initials: adh