



AGENDA

| Police Advisory Board | |
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| Date & Time: | Thursday - September 21, 2017 7:00pm |
| Location: | Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR |

Attendees

| P.A.B. Members: | Council Liaison: |
|----------------------------|-------------------------------------|
| Chris West-Chair | Council President - Jennifer Harris |
| Amy Miller-Juvé-Vice Chair | City Staff: |
| Ed Contreras | Jeff Groth - Police Chief |
| Diane Foster | Sylvia Murphy - City Recorder |
| Camryn Fox | |
| Taylor Funrue | |
| Rich Miller | |
| Bob Silverforb | |
| Laurie Zwingli | |

Agenda

1. Call to Order (Chair)
2. Roll Call (Chair/Staff)
3. Approval of Minutes (Chair)
4. Board Member Announcements (Chair)
5. Business (Chair)
 - a. Julia Hajduk-Community Development Director with growth information as follow-up from last month's meeting
6. Councilor News
7. Staff Report(s)
 - a. New Police Officer Kelley Bertrand
8. Citizen Comment
9. Adjourn (Chair)

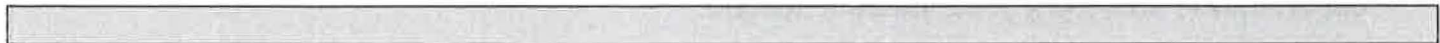
Approved Minutes



Meeting Minutes



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1. Call to Order

Chair Chris West called the meeting to order at 7:00 p.m.

2. Roll Call

Board Members Present: Chair Chris West, Vice Chair Amy Miller-Juvé arrived at 7:20 pm, Ed Contreras, Diane Foster, Camryn Fox, Taylor Funrue, Rich Miller, Bob Silverforb and Laurie Zwingli

Board Members Absent: None

Staff & City Council Liaison Present: Police Chief Jeff Groth, City Recorder Sylvia Murphy and Council President Jennifer Harris

3. Approval of minutes

August 17, 2017 Meeting Minutes

Chair West asked for changes or additions to the August 17, 2017 meeting minutes.

Mr. Silverforb referred to page 3, under the discussion had by Chair West, City Manager Gall and Chief Groth. He said the language is confusing as stated, he said conversations had by Chair West and staff were intermingled with stuff that happened at the police advisory board meeting. He said for someone who was not at the meetings and having knowledge of the conversations may be confused. Mr. Silverforb stated it's the middle paragraph that's confusing. Chair West explained the conversations and meetings with staff and explained the remainder of the language.

Chief Groth asked if the board members felt similarly. No comments were received.

Chair West asked that Mr. Silverforb's comments be included in the meeting minutes to allow an opportunity to address it in the future if needed.

Chair West asked the board for a motion to approve, or if they wanted to delay.

MOTION: Ed Contreras motioned to approve the August 17, 2017 meeting minutes, seconded by Laurie Zwingli. Motion passed, all present members voted in favor.

Chief Groth stated the order of the business on the agenda would be adjusted with the Chair's permission to allow the introduction of Officer Bertrand to occur sooner on the agenda.

Officer Kelley Bertrand came forward and introduced himself. He stated he has been a police officer for about 12½ years and started his career in Tualatin. He listed the agencies he has worked for prior to coming to Sherwood, as well as the positions he has held, including a field training officer, a detective and undercover work. He said he has family in Sherwood and was convinced to move to Sherwood with his own family. He said when the position posting of a lateral/SRO was opened, it was not a question for him, and he submitted his application. He said the SRO position is new to him and he has had a lot of opportunity to speak with the former Sherwood SRO, Officer Asla. He informed the Board he has ideas that he will be implementing with the younger students at the middle schools including, Coffee with Kelley, which is similar to a national program, Coffee With A Cop. He said in the national program it's done 1-2 times a year, and is a good program and it gets people involved. He said he wants to do his program twice a month, moving to the various middle schools to meet with kids and he plans on a morning meet time to occur before school. He said he wants the kids to know him as Kelley and it's important to him that the kids see him as not just the enforcer. Kelley offered to answer questions.

Ms. Zwingli asked about Coffee With A Cop. Kelley said he will rotate around the City to various businesses and has visited Love Bites, Dutch Bro's, Sesame Donuts and Symposium and they have agreed to sponsor. He said he would like to have onsite gatherings but also understands the distances between the schools and businesses and has spoken with Mr. Bailey from Laurel Ridge to have an on campus gathering. He said he contacted Sesame Donuts and the owner has been great to work with and offered to participate. Chief Groth added that Dutch Bro's also has a trailer.

Taylor Funrue asked about his name tag at school and how he would like it to read. Kelley replied, School Resource Officer and his name.

Mr. Contreras asked if Kelley also goes to St. Frances and other religious schools. Kelley replied he doesn't but can if needed and said he is partially employed by the school district and they are his main priority. He said not to say if something came up at one of those schools, he wouldn't necessarily not be able to respond. Mr. Contreras clarified not as far as working at the schools. Kelley replied he can definitely make time, but trying to fit that into the other seven schools, he provided an example of leaving the high school during lunch and going to play basketball with the kids at Laurel Ridge. He said at times like this, he can try and make a presence.

Chief Groth stated because we only have one SRO his number one priority is the high school. He said this is purely from a safety perspective, and the more we have a marked car there and a police officer present, should something occur we have that covered. He said as former SROs have done, as they can, they spend time at other Sherwood schools and there is no exclusion for St. Frances or the Charter School and they can visit any of those. He said the school district pays for half of the SRO, but it's really about time, and what we have identified as the priority school, which is the high school. He said if he could get two more SROs he would take them tomorrow and they would be busy tomorrow, as there are many more things that can be done at the middle schools and elementary schools. He said there is tremendous impact that they could be having there, but are not because of the one SRO. He said our direction is Kelley can go anywhere and do that at any place. He commented regarding leaving the high school and said if the choice was the district's, the SRO would never leave the high school. Chief Groth said it's a balance in trying to reach into other schools as much as they can. He said other officers will also stop and visit the schools.

Kelley added that 6.5 hours in a normal shift are at the high school as he does get called out to the other schools.

Chief Groth stated that the initial feedback have been glowing reports about Kelley's work.

Ms. Foster said she has three middle schoolers and has seen Sherwood police every morning and every afternoon as we go back to school and thanked Chief Groth, and said her kids informed her they saw a police officer in the halls at school and said it was a girl officer.

4. Board Member Announcements

Ms. Foster said her announcement was to thank the police department for being visible and present during the school season.

Ms. Funrue reported the SRO has been a great influence at the high school so far. She said she can tell the difference from last year towards the end of the year when they did not have an SRO in comparison to today, it's a more positive atmosphere.

Mr. Contreras commented regarding unregistered vehicles in state of disrepair that are parked on Third and Washington and in that area. He said it is nothing of great concern, but they take up a lot of parking spaces.

Ms. Fox echoed what Taylor said and she has heard a lot of positive comments about Officer Bertrand.

Mr. Miller stated it was good to be back.

Mr. Silverforb referred to seeing gang activity mentioned in newspapers, including the Portland Metro area and asked if Sherwood had any gang activity. Chief Groth said in terms of comparison to Portland, no. Chief Groth mentioned not being naive to "gang like" mentality or behavior, but in terms of classic street gangs, we do not. He said one of the symptoms of that is graffiti and we do have a small issue with graffiti at the bridge at Stella Olsen Park. He said it was similar in some form to gang behavior, but it would be incorrect to say we had a gang problem.

Ms. Zwingli reported the Sherwood Police Foundation had their inaugural benefit, fundraising dinner and one of their goals was to raise enough money to purchase at least three bullet proof shields. She said the community was generous enough to allow the purchasing of five shields.

Chair West asked how the shields would be deployed. Chief Groth replied they go in the trunks of the cars and will be used as needed.

Vice Chair Miller-Juvé commented regarding Mr. Contreras's comments and seeing similar comments on social media about vehicles just sitting on streets and people are not sure what to do, and asked for some education on what they should do. She commented regarding the difficulty in navigating through narrow streets that have parking on both sides, and asked who the public can turn to for this issue. She said she is assuming the planning commission.

Chief Groth responded that it depends on the street and many of the narrow streets are marked for only single-sided parking and if that occurs or if there is a car that they believe is abandoned we would ask that the public call dispatch and an officer can come out and check it. He said this is the way we need it to be handled as there is a process that needs to be followed depending on if a car is abandoned. He said in this case where the car is abandoned this process doesn't happen overnight and can be frustrating. He said as far as the street engineering, you can go to the planning commission, but if it's an already designed street, that's where we are. He commented regarding reviewing the parking on a street and changes being a significant decision that requires a process that involves the City Engineer and City Manager. He said unfortunately we have some

of those types of streets and just need people to drive with caution. He said but, anytime someone has a problem, they can call dispatch and have an officer come out.

Vice Chair Miller-Juvé asked if this includes cars that are parked very close to an intersection and people needing to walk around. Chief Groth replied yes, as this could be a violation. He reiterated, people need to call the non-emergency number so the police are aware, he said this is not going to take the officer away from something that is more important, the officer will get to it when they get to it. He said we need people to call and it's important to remind people of the system we are in, which is driven by dispatch. He add this is what captures data, and is very important.

Chair West provided an example of when he called dispatch for a solicitor issue and commented regarding the follow up by police.

Chair West commented regarding seeing police presence in the school zones and said this is awesome and commended the department.

Chair West addressed the next item on the agenda and said as discussed last month we wanted to get information about future visioning for the City.

5. Business

a. Julia Hajduk-Community Development Director with growth information as follow-up from last month's meeting.

Community Development Director Julia Hajduk came forward and introduced Erika Palmer the new Planning Manager. Julia presented a presentation (see record, Exhibit A) and said she would review the big picture, the timeframe and what's involved in development and how future planning is done.

She said Sherwood is part of the Portland Metropolitan area and referred to page 3 of the exhibit, Metro's 2040 Growth Concept Map and said Metro is the regional government that regulates amongst other things growth in this region and they set the urban growth boundary (UGB) which is the boundary that urban development can occur. She explained the yellow areas of the map are within the UGB, and the tan areas on the edges are Urban Reserve Areas, and this is land that was designated, about five years ago, to provide a fifty year supply of urban growth boundary. She said before areas can be developed they have to be in the UGB and then they can be developed to urban densities.

Julia referred to the Sherwood area on page 4, and said the green area of the map is not updated to reflect the Brookman annexation area. She said the green area is inside the existing City limits, and about 1/3 of the Brookman area is now in the City limits. The pink area is within the UGB, and this is the area that Metro has designated that we can grow into, but we would have to extend our City limits to include that area. She referred to the gray area on the map as the Tonquin

Employment Area (TEA), and said this is also in the UGB, not in the City limits yet. She said it could be annexed and identified for industrial development. She said the blue areas are urban reserve areas, which is the fifty year supply that Metro could expand the UGB into. She said the white area is undesignated area and said if the Metro region uses up all the urban reserves, they could potentially go into these undesignated areas. She said they can't go into the green areas. Julia referred to the light-green areas as rural reserves and said, for the same amount of time that Metro designated urban reserves, the County designated rural reserves. She said these areas cannot be touched for urban development for fifty years, the urban reserves can be and anything that is not designated can potentially be as well.

It was asked what is the fifty year start date. Julia said, it's been about 5 years. Julia referred to page 6 and the big picture of 50 years out, and the development process and said when you're trying to figure out how much development you will have and when, (she referred to page 6) and she explained the timeline.

Chair West asked if a City petitions Metro to include an area into the UGB? Julia replied, yes you can and said there are different ways to do that. She said as you go through the processes and it's in the UGB, you have to do a comprehensive plan amendment to designate the zoning, and then annexation, and land use application process, and then you start seeing building permits and all through these phases it's not clear until you actually have development happening.

Ms. Zwingli asked how does Portland get to tell us what to do with our land. Julia replied, Portland doesn't get to tell you what to do. Metro is the regional government in the Portland Metropolitan area and they are the entity that determines where the UGB is. She said Metro is an elected regional government, and Councilor Dirksen is one of Sherwood's councilors. Julia explained Metro also runs the Zoo, the Expo Center and the Portland Convention Center, and regulates growth, and regulates a regional transportation plan. Julia confirmed there are taxes for Metro.

Ms. Zwingli asked if they have a say in our building permits. Julia replied no, and said they have a say at this UGB point, they say what time it comes in and sometimes what it comes in for. Julia gave the example of the Brookman area which was brought in for residential development and we had a target density that we had to achieve. She said it is our job to then do a comprehensive plan that meets those conditions, if conditions were applied on it, but how we meet them is up to us.

Julia recapped page 7 and where we are today and said Sherwood has a population of 19,145 with approximately 6700 dwelling units, 5500 are single family and 1200 are multi-family units. She informed the Board that the data is from 2014. She said we have 4856 jobs and 14% of these are Sherwood residents, which means people that live and work in Sherwood. She said 86% of the jobs that come into Sherwood come in from outside and we export much more than we import, we have about 7600 residents that go outside.

Chair West asked if Julia knew how this compares to Tualatin. Julia replied they import more jobs than they export, she confirmed the opposite for Sherwood.

Chief Groth commented regarding the importing and exporting of jobs in Tualatin and asked for clarification. Julia clarified and said we have 7600 people that go out to work and only 4800 come into work or stay in Sherwood. She said Tualatin has more people coming in or staying to work than they have leaving. Chief Groth provided comments regarding Tualatin.

Julia commented regarding having a balance of jobs and housing and said from an economic standpoint we would like to have more jobs, not necessarily more jobs than housing, but we would like to grow jobs. Discussion occurred and Chief Groth commented regarding retail commercial areas and these being a big draw from a calls for service perspective, and residential is on the lower end. He said when you consider patrol time, residential moves to the top as there is a large demand for officers spending time in residential areas.

Julia recapped page 8 and said within the UGB we have the City limits, the Brookman area and the Tonquin Employment Area. She said within the existing City limits we believe we have capacity for about 849 additional dwelling units, that's based on our Housing Needs Analysis and based on buildable lands. She said we have about 5,347 jobs and this data is a bit older and is from our Economic Opportunity Analysis.

Mr. Contreras asked as far as jobs, if these were existing and can come in or if staff was looking at potential additional jobs. Julia referred to the map and the Tonquin Employment Area, Brookman Area and City limits.

Vice Chair Miller-Juvé referred to the additional dwelling units in the City limits and asked who owns the property and would it take a property owner to sell it to a developer to have growth within the City limits. Julia replied yes, and said it's property owners that may have 5 acres that could be developed. She said people don't have to sell or develop their property and we can have buildable lands for years.

Chair West commented regarding a similar situation with the property across from Laurel Ridge and Edy.

Julia addressed the Brookman Area and said we have identified between 661 and 1,088 dwelling units. She said this is a large range and referred to the map indicating only parts being in the City limits. She said this is for the total area, not just what was annexed. She said based on the Brookman Concept Plan there is room for about 1,029 jobs. She said she thinks this is high, but is not certain.

Chair West asked if these are construction jobs or jobs related to the development. Julia replied permanent jobs, and said it is not all zoned residential and some of the area is zoned commercial and industrial that would allow office type jobs and retail jobs.

Julia referred to the Tonquin Employment Area and said this is envisioned to be all zoned industrial, with employment industrial jobs, manufacturing, distribution etc. She said we anticipate about 3,500 jobs in that area.

Mr. Miller asked if staff goes more granular and looks at living wage jobs versus entry level jobs. Julia replied, not at this level.

Julia referred to page 9 and a map of buildable lands and pointed to the greenish areas in the Brookman Area and said these are natural resources, floodplains, and said a lot of this area is not developable and until you get a land use application you don't know what is developable. She said the blue areas are identified as potential buildable areas. Julia provided an example of a development that occurred in the old town Sherwood area where homes on small lots were torn down and the lots were subdivided and new homes were built. She said this was not on the City's radar as these were not identified as buildable lands.

Chief Groth said there are other places similar to that in the City and asked what the requirements were, if for example someone has a very large lot in Sherwood and wanted to tear down an existing house and sell the property to a developer who wants to build multiple houses. He asked if this is possible in some of these areas. Julia replied, depending on the zones you have minimum lot sizes and density ranges and if it's a zone that has a 5,000 square foot lot and you have a 10,000 square foot lot, you can partition that and have two lots. She said in this case, there might be three lots and each is 12,000 square feet and then you could subdivide them into something much smaller.

Julia said this is the picture of what we think could happen inside the existing UGB. Julia referred to the Sherwood West Area and said the City did a preliminary concept plan of the area, 12,000 acres, much of which is not developable because of steep slopes and natural resources. She said staff figures about half of the area is actually developable and with an average density of 5 units per acre to 10 units per acre, we are anticipating between 3,300-6,700 dwelling units within that entire area. She reminded that this is within the 50 year growth period and it won't happen tomorrow and may not happen if Metro does not expand the UGB.

Julia said we don't have plans yet for Sherwood South or Sherwood East. She said Sherwood South (referring to page 11), is south of Brookman and Sherwood East is the area south of the Tonquin Employment Area. She said this area is very constrained with natural resources, including wetlands. She said there is a lot of undevelopable land and most likely would be more employment related growth because of where it is in relation to the Tonquin Employment Area. She said the Sherwood South area, given the typography, would be residential type of development.

Julia referred to Sherwood South and said it is 439 acres and you could assume maybe half is developable, with 5-10 units per acre. She said Sherwood East is about 500 acres and would probably be similar in jobs to the Tonquin Employment Area, about 3,000 jobs.

Vice Chair Miller-Juvé asked when metro says we can bring in land, do they give any consideration to what our City resources are in terms of being able to support infrastructure or policing needs. She asked how this works and how much time would staff have to prepare. Julia said it's changing and said the way Metro is expanding, the UGB is different now in comparison to when Brookman came in. Julia said they used to do their analysis at the regional level, and would say for example we think over the next 20 years we will need this many households and this many jobs. Julia said then they look at what's happening within the existing UGB and what the capacity is with all jurisdictions and then they determine if there is a need to expand the UGB or not. She said in this last cycle, they determined they did not need to expand the UGB. Julia explained further that Metro would look at soil types to not encroach on farmland. Julia explained and provided an example of what did not work, with Metro expanding the UGB into an area that could not be served, she gave the example of the City of Damascus. Julia said Metro has changed their processes a bit and have designated urban reserves, and said before they expand a UGB, they want cities to plan it and to identify if the City can serve and if they want to serve it. She said this is the difference now, and said the questions about police services and the like are important conversations to have as we are going through the process.

Chair West said he has heard a lot about Sherwood West and asked if this area is a result of the Council's vision or the staff's vision or a developers vision on why it's in the reserve and being contemplated. Julie replied, it's in the reserves because there was a big process identifying all...Chair West interjected and said so the Metro planners said these are areas that could be included in the future UGB. Julia replied, Metro, the cities, the counties, and it was a big process. She said looking more at what areas we want to think about for that 50 year supply. She said through that process, we were more aggressive because everything else would be off-limits, and making sure you have enough land to grow into and not having it designated as rural reserves and then be tightly constrained for 40 or the 50 years because it was too narrow. She said the urban reserves is where you can grow into, not to say you must grow into it.

Julia said in Sherwood West, out of those reserves we wanted to identify what our vision was so that we could advocate to Metro rather than Metro saying what is coming in. She said this was a bottom-up process where we went out to the community and asked what they wanted it to be. She said this is what you see with the preliminary concept plan for Sherwood West. She said it's probably not as high density as Metro would like, but it's continuing to reflect the Sherwood community, walkability, and small neighborhoods. She said at that time the high school was not envisioned there and now it is. She said the outcome of Sherwood West was trying to replicate what we have in Sherwood.

Mr. Contreras asked about the timeline as far as the potential within the City limits, and referred to 849 dwellings, could this happen tomorrow. Julia replied, no, and said the 849 dwelling units, it's hard to say and depends on growth and how much people are willing to develop and redevelop their land. She said our Housing Needs Analysis identifies, based on the growth pattern we have had historically, we have about 5 years' worth of land available. Mr. Contreras asked about Brookman. Julia said with Brookman included, it's about 8-10 years of residential land. Mr. Contreras said, in 8-10 years we have a potential growth of 5,500 citizens? He explained his figures, and Chief Groth said he came up with 849 inside and went low and 700 for Brookman which gives you 3,100 at 2 per residence.

Council Liaison Jennifer Harris asked with the high school going in will that accelerate Sherwood West coming into the UGB. Julia replied it can, and said there is interest. She said through the Housing Needs Analysis we identified about 5-8 years if Brookman comes in, of residential land. She said if you don't have the availability to accommodate that need beyond that, then you will have housing prices go up or you will have infill and redevelopment happen. She said and it's not a good economic situation. She said we have identified that we would likely need to expand into Sherwood West, to at least ask. She said we generally have been saying between 250-300 acres and this was before we knew the high school was going there. She said with the high school being there, it makes more sense that you would have some residential around the high school and try and build off of that. She said we are also hearing development interest out there.

Julia added we have the ability to ask, and Metro at this point and time does not want to bring areas in the UGB unless cities are saying yes we want to and we are willing to. She said this is not to say if they have determined they have a need. She said right now, they are saying they want cities to place a formal request in and with the high school being there it helps us make an argument that it makes sense there versus in Hillsboro, Beaverton or King City.

Chair West asked if the high school needs to be within the UGB in the City limits. Julia replied it does and they have applied for a school and Metro has a special process for expansion of the UGB and they, just last month got an expansion of the UGB for their school. Julia said they will next month be coming into the City to do comprehensive plan designation to identify what the zoning would be. She said they then need to annex into the City and then come in for plan use review. She said their goal is to be moving dirt by June of next year.

Mr. Silverforb said about 5 years or so ago, there was a lot of discussion at the SURPAC meetings on how we were going to get companies to come into the Tonquin Employment Area. He asked what the current status is. Julia said we still don't have development in the Tonquin Employment Area, but with the economy getting better it is helping, with 124th Ave being built this is also helping. She said there is definitely interest and most likely there are going to be things happening, but can't say for certain as nothing has been submitted. She said she would expect within the next year or two, you will see that area doing a lot of things.

Julia offered to answer questions or provide follow up.

Chair West thanked Julia and said the next part of this would be what the process is for the land use side, maybe some economic development information from Tom or someone. He said our ultimate challenge that we want to take on is to do the futuring for the service side, specifically for the PD, to help Chief Groth plan. He said the high school helps a lot with the SROs, but there are other needs and if you have more bodies and more businesses we are going to need more officers and detectives. He said for him, this updated him on land use processes. Julia said that's the important thing to understand, you need to do a lot of stuff well in advance and one thing she was reminded of tonight was the need to make sure we are coordinating with the police department so they can think 5 years out. She commented regarding her prior work at the City of Tigard and annexation of areas and talking about satellite stations for police.

Chief Groth said it's difficult to put our plans into position and know what they mean in real numbers. He said he will because this is part of his job. He said he tries to be conservative but if you take inside the City and the potential of future growth, you are looking at a potential future population of 32,500 if you add that in. He said he is building 2 people per house, and over 10,000 jobs. He said it's hard to tell and difficult for him to tell what the jobs impact would be. He referred to the population and said if we do something they say we are not supposed to do, and use ratios of officers per thousand, just for the sake of discussion, right now we are at 1.35 officers per thousand, and if we were to use 1.4 officer per thousand (for math sake), at those numbers we are looking at 48-49 total staff from the current 26. He said to maintain what we have he needs to start thinking about these numbers and what they mean and start addressing the needs.

Vice Chair Miller-Juvé asked Chief Groth when speaking of growth, how quickly does he know about building permits and incoming businesses in order to plan. Chief Groth replied, fairly quickly and said the City has a core group of directors and the level of communication is tremendous and said Julia does a great job in particular to this type of conversation. He commented regarding development in the City coming in and when he is informed of the approved development, by that time the PD is behind the curve. He said the PD was included in all the Sherwood West conversations and Cedar Creek Trail conversations and said the challenge for him is in the overall system process. He commented regarding SDC (System Development Charges) and said this is a perfect part of the process that is built in that states, when a development occurs and a large area of land is taken, SDC will have to be paid so the City can put in sidewalks and parks, etc. He said nobody over the course of time has said what impact this will have on public safety and where the fees are for that. He said you can't use SDCs for that. He said this is what's missing. He said while he was with the City of Tualatin they had the same conversation when Bridgeport was coming in.

Chief Groth said when talking about Sherwood West and developers building hundreds of homes, it's too bad there is not a mechanism that establishes something to have the development augment.

Chair West asked at what point does a new home get on the tax roll, and get into the general operating fund of the City. Julia replied, it's a lag and it's at least a tax year. Discussion occurred regarding the tax system being broken, to include at the federal level, and Chief Groth referred to the Brookman development. He commented regarding the taxes not supporting more police officers.

Council Liaison Harris mentioned the system also being broken for schools and said you can't not develop because there isn't a school for the kids. Julia said you're right but at least with schools the state has the ability to do a school construction excise tax, so we collect this, but it's not enough to build a school but it's something that new development pays and gives the schools something for capital. Julia said there is nothing like this for public safety. Chief Groth added this is a missing link, not just for Sherwood, it's any community that is facing growth. He gave the example of the City of Tigard and Beaverton. He said it's unfortunate that the system is allowing that to happen for free from the perspective of public safety and law enforcement.

Mr. Contreras asked if it considers fire. Chief Groth replied in Sherwood it's different than it would be if we had a City fire department, as we have a fire district and they are their own taxing entity.

With no further discussion, Chair West addressed the next agenda item.

6. Councilor News

Council Liaison Harris reported the recall petitions are moving forward as signatures have been received. She said we are in negotiations with HealthFitness and said she does not expect them to go through and will be starting the next phases in the coming weeks.

She said the Council received a presentation on food scrapes and said there is a big push in the Portland Metro area to eliminate food scrapes from our garbage. Ms. Zwingli asked if this meant compost. Ms. Harris said commercial, primarily. She said there is a lot that can be done with food waste such as turning it into fuel and reusing it and cutting costs in many areas and doing things that are better for the environment. She said there is a focus on this in the Portland Metro area and Pride Disposal attended the Council meeting and spoke about how they needed to get more businesses on board. She said there are already 7 restaurants in Sherwood that are voluntarily participating in that. She said Metro has goals over the next 3-5 years to increase that throughout the Portland Metro area as well as Sherwood.

Chair West commented that he went through this process at the City of Portland. Ms. Harris commented that Metro has been working on this for about 15 years and are at the execute stage and they are hoping to have it be a mandate for all restaurants that are bigger than a certain size. Ms. Harris provided examples of restaurants and coffee shops and the waste that is generated.

Mr. Contreras asked a question regarding the recall going to a vote. Ms. Harris replied that the recall petitions have been turned into the City and the City will send them to the County for signature verification and if all signatures are verified then it will go to a vote. Ms. Harris said the elected official has the option of resigning and then it would not go to a vote.

Ms. Harris asked the City Recorder if the signatures are not verified, does the petitioner have additional time to continue to collect signatures. The City Recorder confirmed and said that once the signatures are submitted in their entirety, which is required, and in this case it's 1,029 signatures per petition. She said those petitions were submitted to the City today at about 4:30 p.m. and have not been processed yet. She said once the City process is finalized the petitions are taken to County Elections and they have 10 days, per state statute, to verify the signatures. Once the signatures have been verified, the County notifies the City in writing on the outcome of the verification and the number of valid signatures. She said if the verification shows more signatures are needed the Chief Petitioner has to collect additional signatures and has 90 days from the petition filing date to collect the required number of signatures.

Mr. Contreras asked about the election date. The City Recorder stated that state statute indicates the election has to occur within 35 days, and an election would not fall on a standard election date. The 35 day clock begins when the County has verified the signatures.

With no further questions, Chair West addressed the next agenda item.

7. Staff Report(s)

Chief Groth stated that questions were raised regarding term expiration for board members and the process for reappointment. He said if members are interested in reappointment to email him and he will coordinate with the Council Liaison and forward the information to the mayor, and move forward with the mayor's preference on opening up spots or reappointing. He commented regarding many of the terms expiring at the same time and said it is great to have new members, but it would be tough to replace 50-60% of the board at once.

Council Liaison Harris confirmed the Board has code language regarding reappointments.

Chief Groth said the Board has been provided a copy of the 2016 Annual Report, (see record, Exhibit B) and said it would be available electronically next week. He said it is light this year, brief and short. He said Angie would be working on the final report.

Chair West referred to page 9 and said Case File information is listed twice with two different numbers. Chief Groth suggested the Board review the report and let him know if they see other issues.

Chief Groth said the Board also has a handout, Calls for Service (CFS) (see record, Exhibit C) showing data. He said staff is constantly reviewing their numbers and said they noticed an increase in CFS. He explained this is dispatch and public demand. He explained the top graph and the data and said the trend line represents a 13% increase from 2010. He explained the data. He said in any year there will be highs and lows and said this is important when forecasting. He referred to an “*” next to the year 2015 and said this represents Matrix and this is the one year that Matrix looked at.

Ms. Zwingli asked what happened in 2013, and Chief Groth said he would have to go back and look.

Mr. Miller referred to the handout and said if we had 13% growth from 2010-2016, what is the City's population trend and is it similar. Chief Groth said it's not 13% but is an upward trend. Julia replied it's probably 2-3%. Chief Groth said what the graph shows is that the PD is getting busier with more public demand. He said on the backside of the handout, it references Actual Staffing and said they measure staffing in fiscal years and explained the data. He said the trend line is showing a 6% increase, but there is also a note that's important. He said this is showing “actual” staffing and said the numbers that finance compiles are based on the resources that have been spent. He said what this means is, from 2011 we had 17 police officers allocated (budgeted for) and after Photo Redlight came in, the City added an officer to deal with the volume of citations. He said from that point on we have been allocated 17. He said when you see numbers that are under 17 this is due to vacancies. Chief explained the graph further and said the data is in real numbers and shows staffing has remained constant and the calls for service have increased double digits on average over the course of the last 5-6 years.

Chief Groth reported Coffee With A Cop is Wed, October 4, 9-11 am at Symposium. He said this is also National Coffee With A Cop Day. He said Tip A Cop is Saturday, Oct 21 at Red Robin at lunch time and the dinner hours. He said this is their third Tip A Cop this year. He reported Timberline Baptist Church has a First Responder's Appreciation Service on Sunday, Oct 8 at 11 am. He said Friday, Nov 3 the Oregon Peace Officers Association, a nonprofit that does a lot of training throughout the state, will have their annual conference and Awards Banquet. The public is welcome to attend the banquet and tickets can be purchased online at OPOA.org. He said three Sherwood Police Officers will be recognized this year as well as the Sherwood Police Department for the Christmas night response. The event will be at the Spirit Mountain Casino.


8. Citizen Comment - None

9. Adjourn (Chair)

With no other comments from the Board, Chair West adjourned the meeting at 8:42 pm.

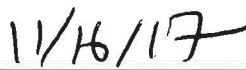
Approval of Minutes:


Chair Chris West


Date

Attest:

Angie Hass, Executive Assistant


Date

Sherwood Growth

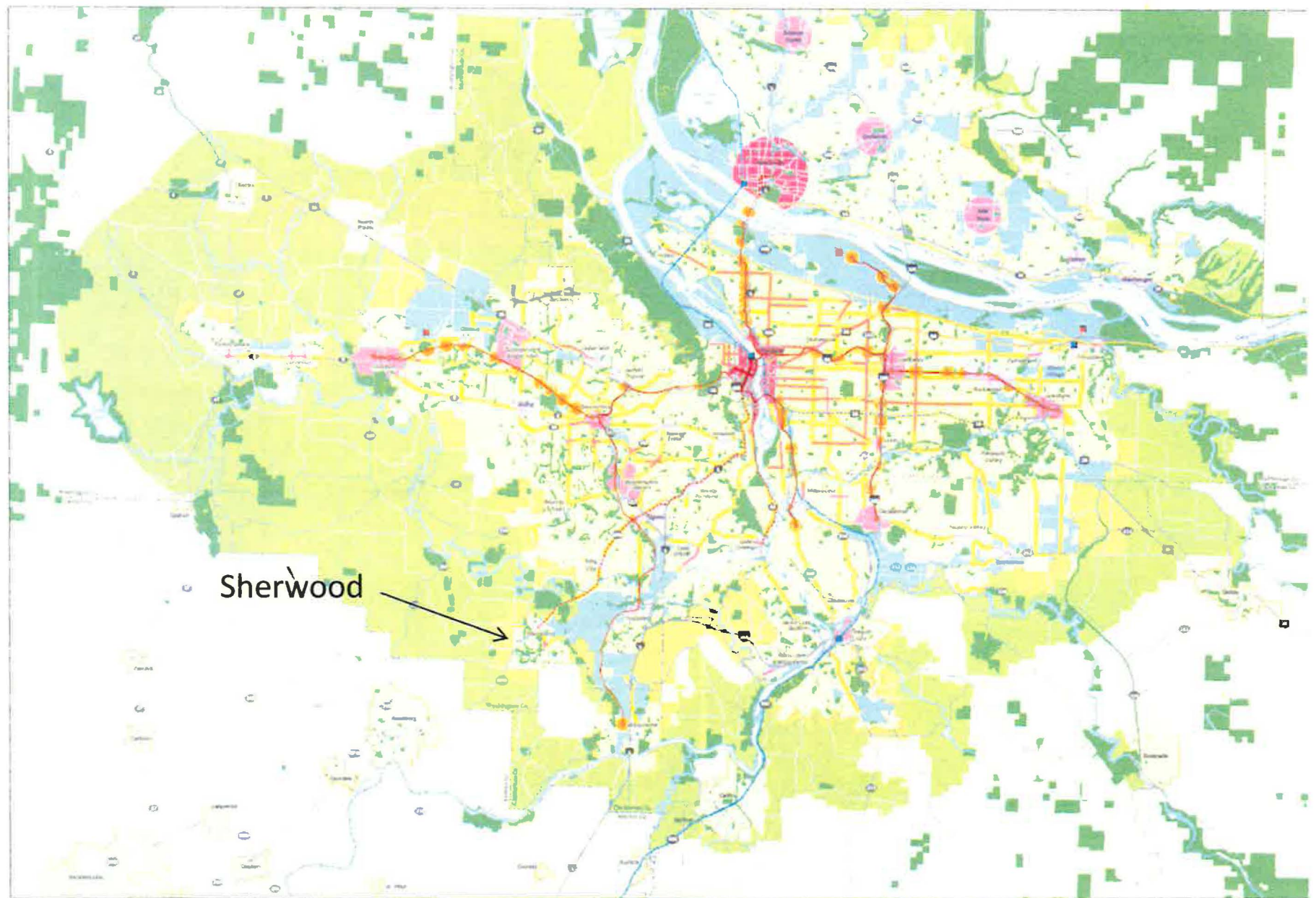
Police Advisory Board

September 21, 2017

Sept 19, 2017 Police Adv. Board
Date Gov. Body
5.0 Community Dev. A
Agenda Item Exhibit #
Presentation on Growth

Purpose

- Review the “big picture” that we need to understand when looking at growth
- Discuss the timeframe for development
- Discuss where and what type of growth we anticipate



Sherwood

2040 Growth Concept Map

January 2013

0 1 2 3 4 5 6 7 8 9 10 km

1. The 2040 Growth Concept Map is a strategic planning tool that provides a long-term vision for the growth of the Greater Toronto Area (GTA) by the year 2040. It is based on the 2006 Growth Concept and the 2011 Growth Concept. The map shows the projected growth of the GTA, including the location of new housing, commercial, and industrial development. It also shows the location of new transit lines and stations. The map is a strategic planning tool that provides a long-term vision for the growth of the GTA by the year 2040.

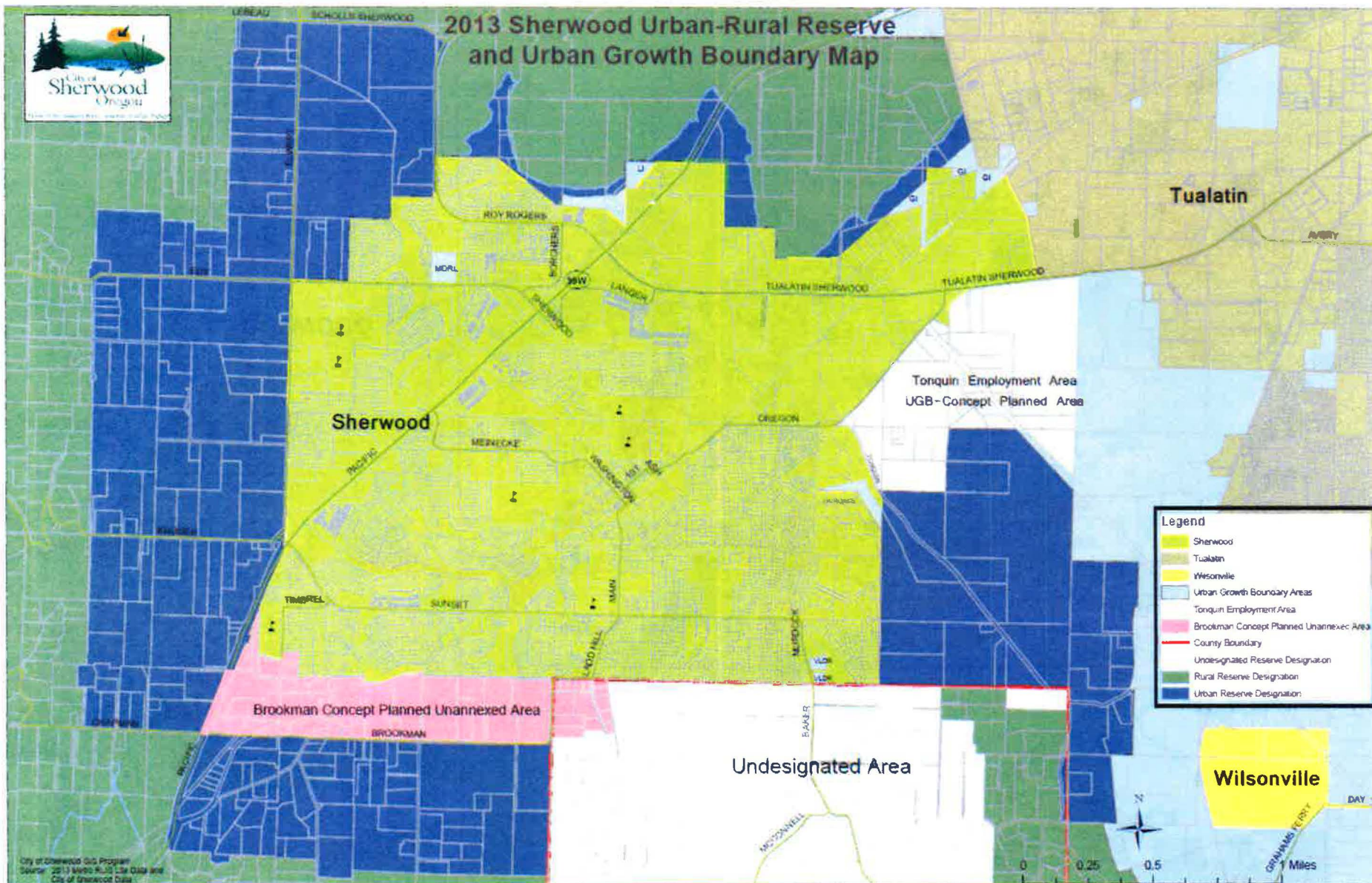
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The map highlights the location of new housing, commercial, and industrial development. It also shows the location of new transit lines and stations. The map is a strategic planning tool that provides a long-term vision for the growth of the GTA by the year 2040.

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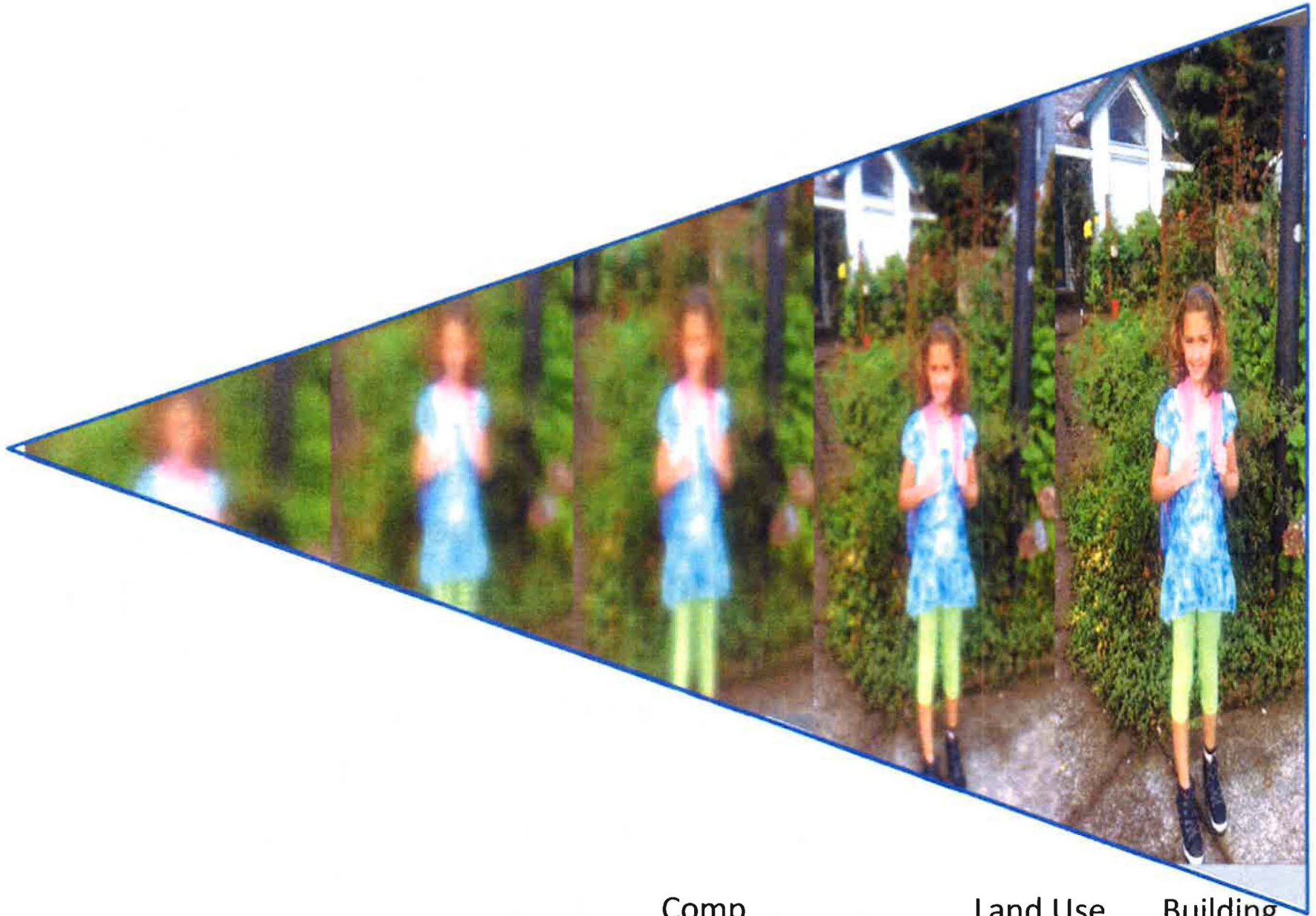
The map highlights the location of new housing, commercial, and industrial development. It also shows the location of new transit lines and stations. The map is a strategic planning tool that provides a long-term vision for the growth of the GTA by the year 2040.

- | | | | |
|--|--|---|---|
| <ul style="list-style-type: none"> Regional center Town center Major commercial Major streets Local streets | <ul style="list-style-type: none"> Employment land Parks and natural areas Neighborhood Agriculture Urban growth boundaries | <ul style="list-style-type: none"> Existing high capacity transit Proposed high capacity transit Proposed high capacity transit Major transit High speed rail County boundaries | <ul style="list-style-type: none"> Neighboring cities Airports Indigenous land |
|--|--|---|---|



Big Picture

- Forecasts are made up to 50 years out
 - Urban reserves
 - Urban Growth Boundary (UGB)
 - City limits
- Land development is a process
 - Property zoned for specific uses and inside UGB and City
 - Property owner wants to develop
 - Submit land use application demonstrating compliance with regulations
 - Land use approval allows submittal of more detailed public improvement plans and building plans
 - Construction
- Shorter the timeframe the more clear and accurate the forecast



| | | | | | | |
|----------------|--------------|----------|--------------|------------|-------------------------|---------------------|
| Urban Reserves | Concept Plan | UGB | Comp Plan | Annexation | Land Use application | Building permits |
| 10-50 years | 10-20 years | 6-10 yrs | 5-6 yrs | 2-4 years | 1-2 years | < 1 year |

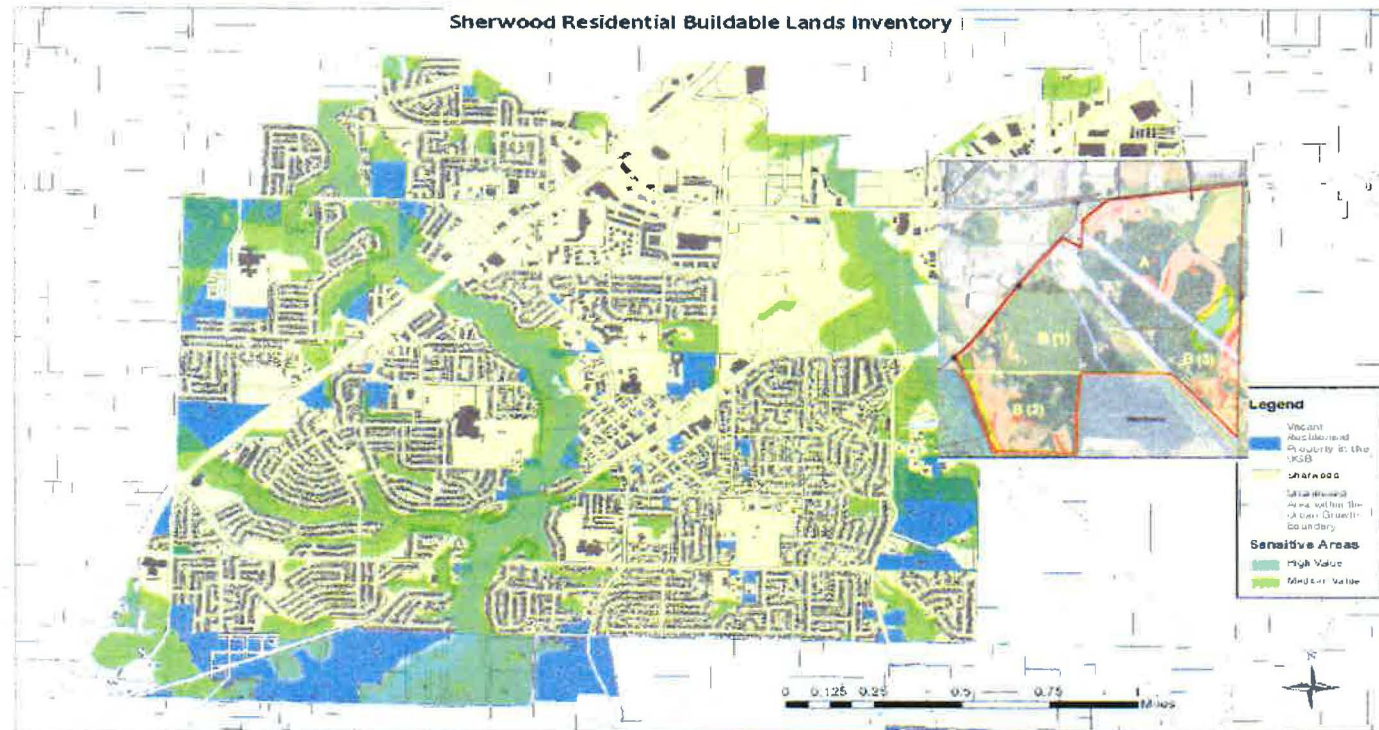
What we know today

- Sherwood has a population of 19,145 with approximately 6700 dwelling units
 - 5500 single family
 - 1200 multi-family
- 4856 jobs
 - 14% Sherwood residents
 - 86% commute from outside
 - 7,636 residents commute elsewhere for work

Where do we expect to grow?

- Within existing Urban Growth Boundary
 - Inside existing City – 849 dwelling units; 5347 jobs*
 - Brookman – 661-1088 dwelling units; 1029 jobs
 - Tonquin Employment Area – 3520 jobs

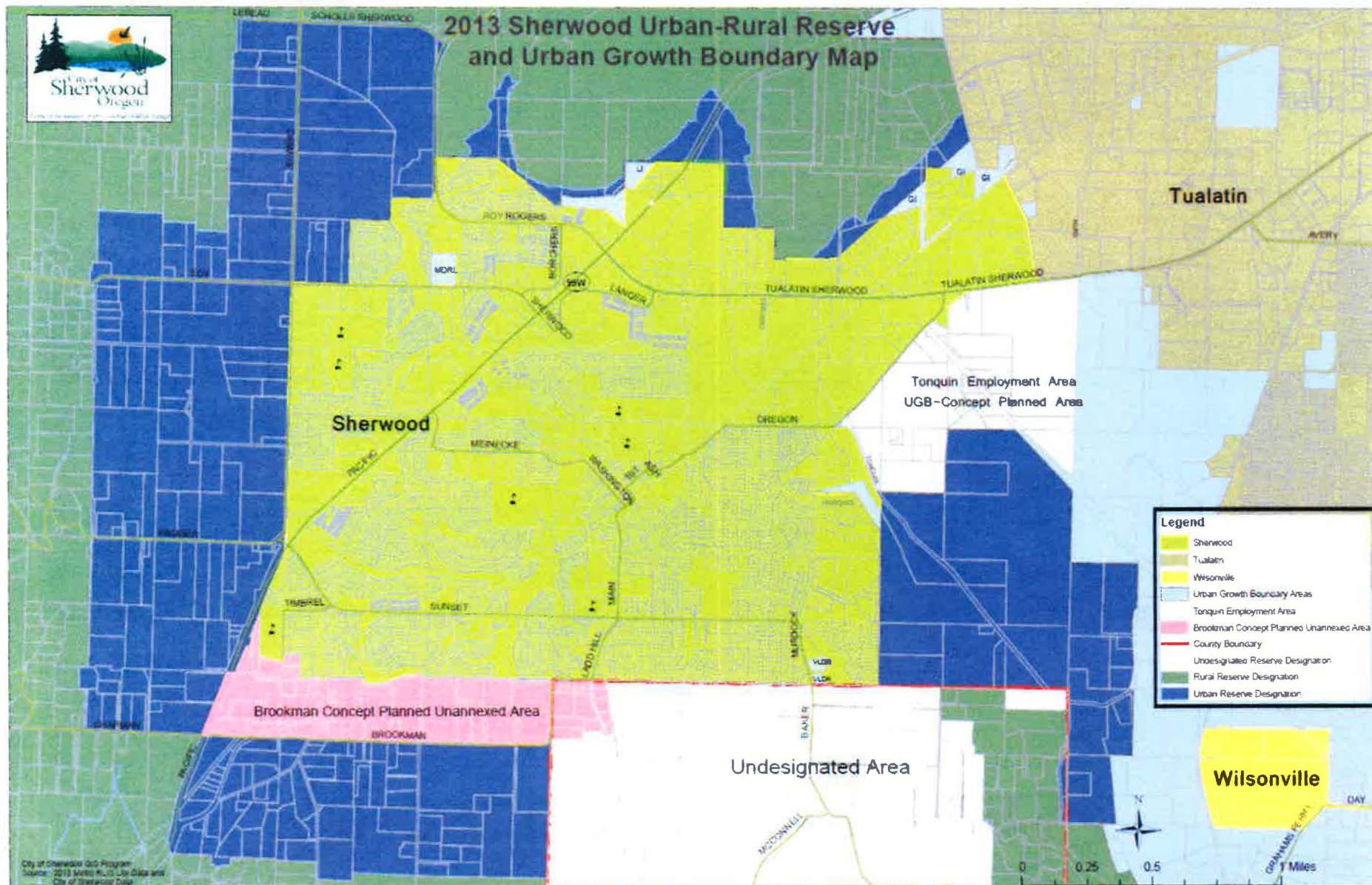
Map 1. Inventory of suitable buildable residential land, net acres. Sherwood city limits and areas within the UGB. 2014



Source: City of Silverwood

Where do we expect to grow?

- Urban Reserves
 - Sherwood West – 1280 acres; 3350-6700 dwelling units
 - Sherwood South – approximately 439 acres; no preliminary concept plan yet
 - Sherwood East – approximately 500 acres; no preliminary concept plan yet



Questions/Comments?



2016

ANNUAL REPORT

SHERWOOD OREGON
POLICE DEPARTMENT

Sept 21, 2017
Date

Police Adv. Board
Gov. Body

7. Staff Reports
Agenda Item

8
Exhibit #





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POLICE CHIEF JEFF GROTH

MESSAGE FROM THE CHIEF

Citizens of Sherwood and Sherwood City Council,

Thank you for viewing the 2016 Annual Report. It is our intent that this be *your* report, and provide information that is relevant to you and the entire Sherwood Community. It is intended to be informative and interesting. We exist for *you* and hope you find great value in our service. We have compiled just some of the data and information about what your police department accomplished in 2016.

I want to begin this report by thanking Mayor Krisanna Clark-Endicott and the Sherwood City Council for their dedicated service and continued support of the Sherwood Police Department. I also want to thank the Sherwood Community for their support and for trusting us to serve as their Guardians.

2016 was another busy year for your police department as we continued our high level of community engagement and service. As we move into the future, it is our intent to continue to look for ways and opportunities to engage and interact even more. We intend to do whatever it takes to know our community better, and to interact with you more. Thank you all for making Sherwood a great place and for your continued support. I hope you enjoy this report.

In your service,

Jeff Groth
Police Chief

ORGANIZATIONAL STRUCTURE



POLICE CHIEF

Administrative Assistant

Police Chaplain

Captain Support Section

Investigations Unit

Code Compliance
Property/Evidence

School Resource Officer

Administrative Assistant
Records

Captain Patrol Section

Patrol Sergeant

Day Shift Patrol
Team

Traffic Unit

Patrol Sergeant

Swing Shift Patrol
Team

Patrol Sergeant

Night Shift Patrol
Team



COMMAND STAFF

POLICE CHIEF JEFF GROTH

Chief Jeff Groth began his law enforcement career as an Oregon State Police Cadet, working the summers of 1987 & 1988 in various State Parks in Western Oregon. He served as a Reserve Police Officer for the Independence Police Department while he completed his Bachelor's Degree at Western Oregon University. Chief Groth was hired by the Tualatin Police Department in 1989 and served in many capacities to include patrol, school policing and investigations. Chief Groth rose through the ranks, promoting to Captain, until February 2008 when he was selected as the Police Chief for the Sherwood Police Department. In his nine years in Sherwood, Chief Groth has focused on establishing a strong agency culture, building strong support within the community through relational policing and establishing and maintaining a thriving agency that adheres to the community policing model.

CAPTAIN MARK DANIEL

Captain Mark Daniel has over 35 years of experience in law enforcement, starting his career as a Cadet with the Clackamas County Sheriff's Office in 1981. He was a Police Officer and was promoted to Sergeant with the Salem Police Department and went on to become Lieutenant with the Port of Portland Police Department. Captain Daniel has a Master's Degree in Management and Organizational Leadership and a Bachelor of Science in Business Administration, Management and Communications. He is a graduate of the FBI's National Academy, Session 255. Captain Daniel currently serves as the President of the Oregon Executive Development Institute as well as the City of Sherwood's representative to the Washington County Consolidated Communications Center Board of Commissioners. He is also a member of the Chemeketa Community College Criminal Justice Advisory Committee. He has been married for over 28 years and has an adult daughter. Captain Daniel serves as a Volunteer Fire Fighter/EMT with the St Paul Fire District.

CAPTAIN TY HANLON

Captain Ty Hanlon began his law enforcement career in 1994 as a Reserve Police Officer with the West Linn Police Department. He was hired full-time by the Beaverton Police Department the following year. Captain Hanlon has had various assignments during his career, to include: Firearms Instructor, TNT and MRT Member, Detective, SRO, and Narcotics Canine Handler. In 2009, he left the Beaverton Police Department and took a Sergeant position with the Sherwood Police Department. In 2012, he was promoted to Captain where he currently oversees the Patrol Division. He completed his Bachelor's Degree at Warner Pacific College and his Master's of Business Administration at Corban University.



City
of
Sherwood

Police
Facility

DEPARTMENT STAFFING

PATROL

The Sherwood Police Department provides uniformed patrol 365 days a year, 24-hours a day. There has been some misinformation out there that Sherwood officers don't work weekends and another police agency covers the City; that is not true. Your police department is on the job and is the only 24-hour service the City provides. This is accomplished by making sure at least two uniformed police officers are on duty at all times. This requires a work schedule that supports that requirement, which can be difficult. The current work schedule doesn't have enough officers assigned to make sure there are always two on duty, without paying overtime and requiring officers to work extra shifts. To always have two officers on patrol, there must always be three officers on the schedule to work on any particular day. Currently that isn't the case, so the Department is forced to have officers work extra shifts and get paid overtime. In the coming months, the Department will be exploring these staffing needs and talking about solutions.

SUPPORT

The Department is also responsible for investigating crimes that occur in Sherwood. Right now that happens through the combined efforts of one detective and uniformed patrol officers doing investigations. Uniformed patrol officers are only able to investigate the minor crimes and when there is no follow up work to be done outside of Sherwood. The major crimes and crimes that require work outside of Sherwood must be handled by detectives that have specialized training and the ability to work in plain clothes and travel outside of Sherwood. One detective is insufficient for this community and that need will also be explored in the coming discussions. There is no detective assigned to work drug cases.

In addition, there is one School Resource Officer for over 5,000 students and eight schools, and that is not nearly enough. Currently 90% of the Sherwood Police Department's efforts are spent at Sherwood High School and there really should be one to two more SRO's in order to start making an impact in the elementary and middle schools.

INTERAGENCY PARTNERSHIPS

TACTICAL NEGOTIATIONS TEAM (SWAT)
CART: CRASH ANALYSIS RESPONSE TEAM
MAJOR CRIMES TEAM (INVESTIGATIONS)

WASHINGTON COUNTY K9
WASHINGTON COUNTY COMMANDERS
LAW ENFORCEMENT COUNCIL (EXECUTIVES)

COMMUNITY ENGAGEMENT



CAR SEAT CHECK EVENTS

Sherwood Police Officers participated in three Car Seat Check events.

ANNUAL SHRED EVENT

Partnering with Pride Disposal, a new record was set with 4,460 pounds of confidential paperwork shredded. In addition, a record amount of non-perishable food was collected and donated to the Helping Hands Food Pantry.

TIP A COP

The Sherwood Police Department is proud to have participated in two Tip-A-Cop events (Rose's and Red Robin) during 2016. A total of \$5,254.59 was collected for the Oregon Special Olympics.



DRUG TAKE BACK EVENTS / DROP-OFF BOX

The Police Department hosted two Prescription Drug Take Back events and housed a drug drop box in the Department lobby where a total of 740 pounds were collected and safely destroyed in 2016.

NATIONAL NIGHT OUT

With the assistance of Fat Milo's restaurant and the Sherwood Police Foundation, the Sherwood PD hosted its third annual National Night Out. An estimated 400 residents attended.

EVENT SUPPORT AND PARTICIPATION

The Sherwood Police Department provided traffic control and/or participated in several community events in 2016; Crusin', The Robin Hood Festival, Halloween in Old Town, Community Services Fair and the Great Onion Festival, to name a few.



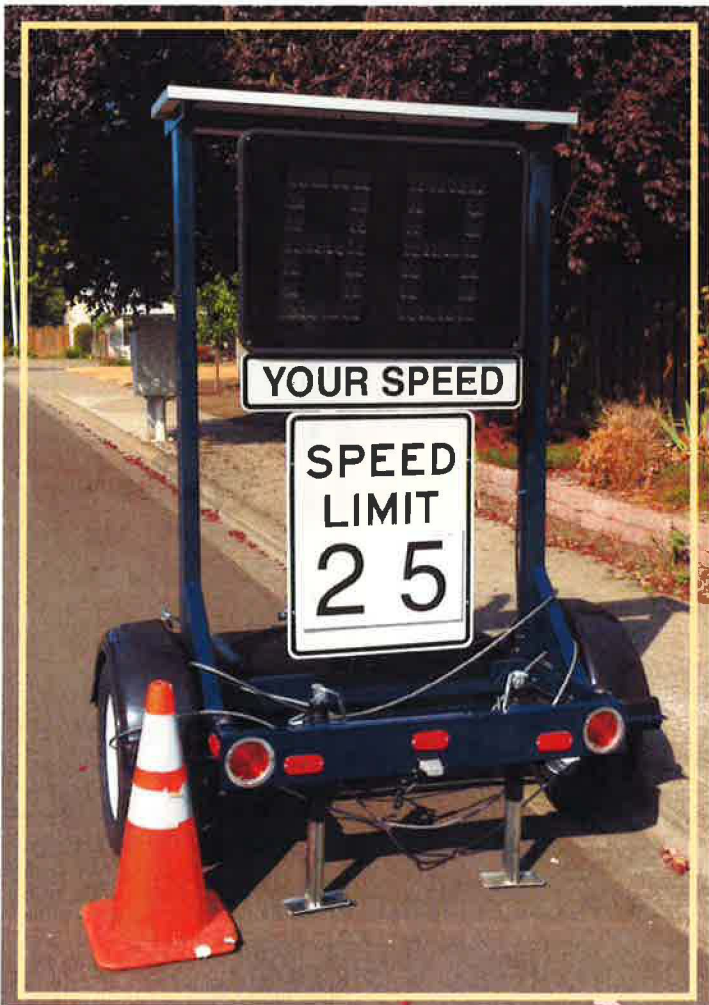
BLOOD DRIVES – RED CROSS

Five blood drives throughout the year collected a total of 232 units – up to three people may be able to receive help from each unit collected. The 8th annual 9/11 Commemorative Blood Drive made a new record with 77 units of blood donated.





TRAFFIC & PEDESTRIAN ROAD SAFETY



Sherwood Police Department has one officer assigned to specifically work traffic, but with our staffing shortage he spends about 30% of his time filling the schedule for uniformed patrol officers. With proper staff strength he will become more effective.

The biggest traffic safety issues we continue to deal with include drivers running stop signs, drivers not stopping for pedestrians in crosswalks, speeding and cell phone usage (distracted driving). We will continue to respond to community requests for traffic enforcement, which currently makes up about 50% of our work, with the other 50% focused on known trouble spots in the community.

Additionally, we work as we can to provide preventative traffic safety. Things like school programs and bike rodeos are very effective at preventing accidents or other traffic safety issues.

POINTS OF INTEREST



WORK PRODUCT

1,427
Reports Written

395
Arrests

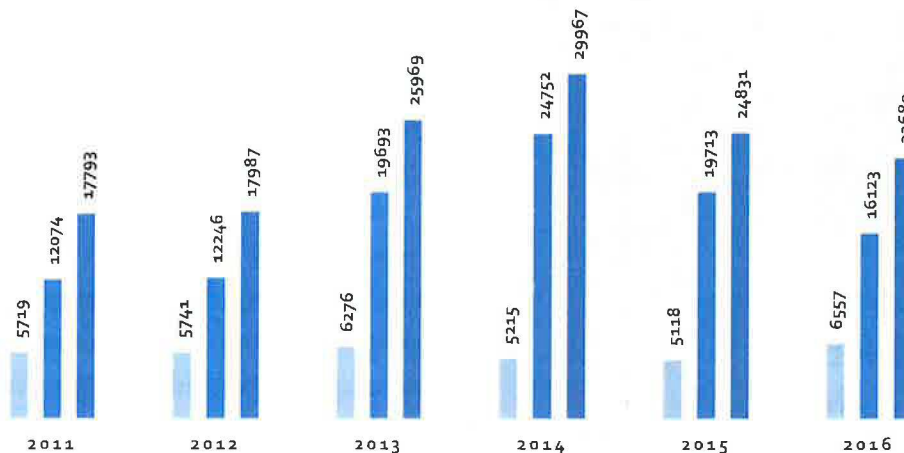
CODE COMPLIANCE/PROPERTY EVIDENCE

Calls for service (phone log and emails): 738
Signs collected: 1,000+
Fingerprinting appointments: 81
Police Department tours: 4
Community events: 6
Photos entered into evidence: 10,262 (143GB)
Body camera videos retained in digital evidence: 1,758 (308.63GB)
New case files: 714

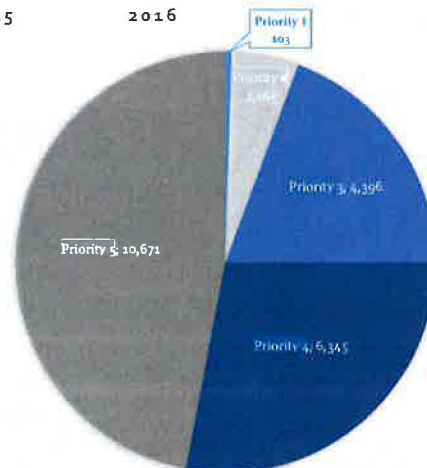
Case files concluded: 195
New items added: 1739
Items disposed of: 652
Case files currently active: 3,538
Case files concluded: 282
Items currently on hand: 7,088
Number of case files currently archived: 2,758
Number of items currently archived: 7,053

PATROL ACTIVITY

Public Demand Officer Initiated Total Activities



- **PRIORITY 1:** An emergency call where there appears to be an imminent threat to human life; weapon involved.
- **PRIORITY 2:** An emergency call that is occurring now and there appears to be an imminent threat to people or property; no weapon involved.
- **PRIORITY 3:** A call that is not an emergency, where law enforcement may take some kind of action.
- **PRIORITY 4:** A call involving a cold crime, or crime that has already occurred.
- **PRIORITY 5:** Calls and activities involving public assistance, crime prevention or follow-up investigations.





ANNUAL AWARDS RESULTS

THE FOLLOWING AWARDS WERE PRESENTED:

VOLUNTEER RECOGNITION CERTIFICATES

- Connie Cummings
- Kim Stoutt
- Nancy Ellingson
- Wilson Parrish
- Donelle O'Loughlin

CERTIFICATIONS

- Chris Pierce-Basic

SPECIAL RECOGNITION

- Jud Moore-Retirement from Duty

TEAM AWARDS

- Dan Miller, Jon Shields, Debbie Smith-UEMV case
- Chris Pierce, Adam Keesee, Dan Miller, Jon Shields, Jon Carlson, Sean Perry, Ben Humphrey, Corey Jentzsch, Mark Daniel, Bill Collins

MERITORIOUS SERVICE AWARDS

- Chris Pierce-Arrested Police Officer Impersonator
- Randy Johnson-Safeway Lot UUV

GENERAL STAFF AWARD

- Julie Chiamulera-Records/RegJin/LEDS

POLICE OFFICER OF THE YEAR AWARD

- Randy Johnson-Body of Work/Leadership

DISTINGUISHED SERVICE MEDAL

- Debbie Smith-Body of Work

LIFESAVING MEDAL

- Adam Keesee-Knife Wound
- Randy Johnson & Hector Rodriguez-CPR/AED
- Joe Twigg-Christmas Night Incident

CHIEF'S MEDAL

- Chris Pierce-Body of Work

MEDAL OF VALOR

- Stan Smith, Joe Twigg, Chris Pierce-Christmas Night Incident



ACKNOWLEDGEMENTS

MAYOR

Krisanna Clark-Endicott

COUNCILORS

Sally Robinson

Dan King

Jennifer Harris

Jennifer Kuiper

Sean Garland

Kim Young

POLICE ADVISORY BOARD

Chris West

Amy Miller-Juvé

Ed Contreras

Diane Foster

Camryn Fox

Taylor Funrue

Rich Miller

Bob Silverforb

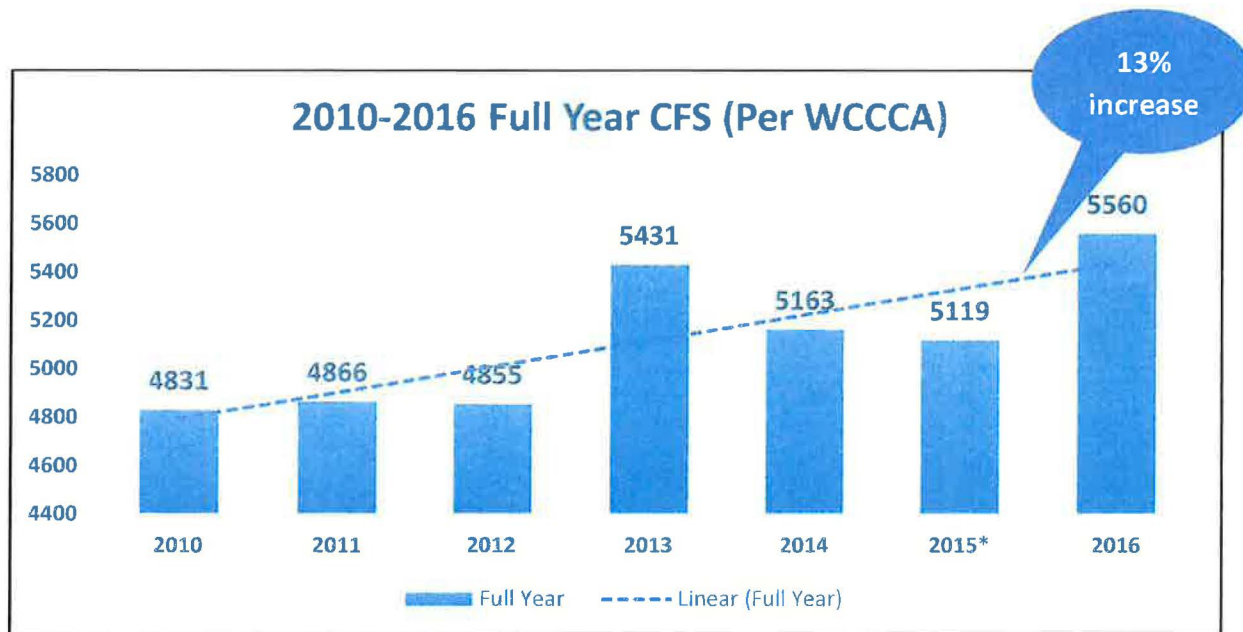
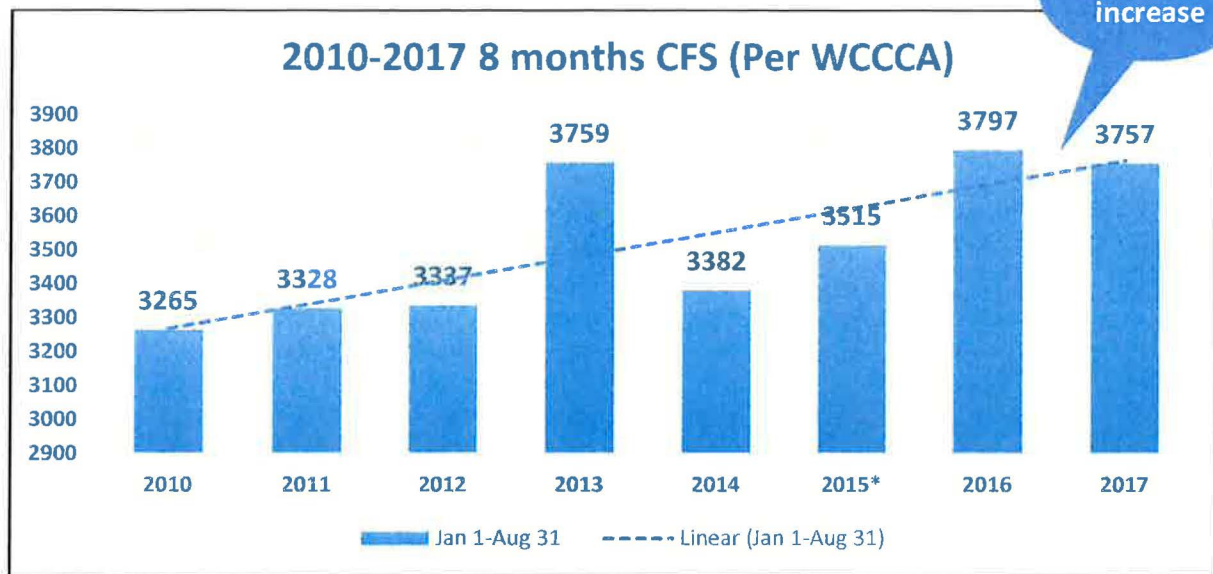
Laurie Zwingli



SHERWOOD POLICE DEPARTMENT

20495 SW Borchers Dr | Sherwood, OR 97140

www.sherwoodoregon.gov

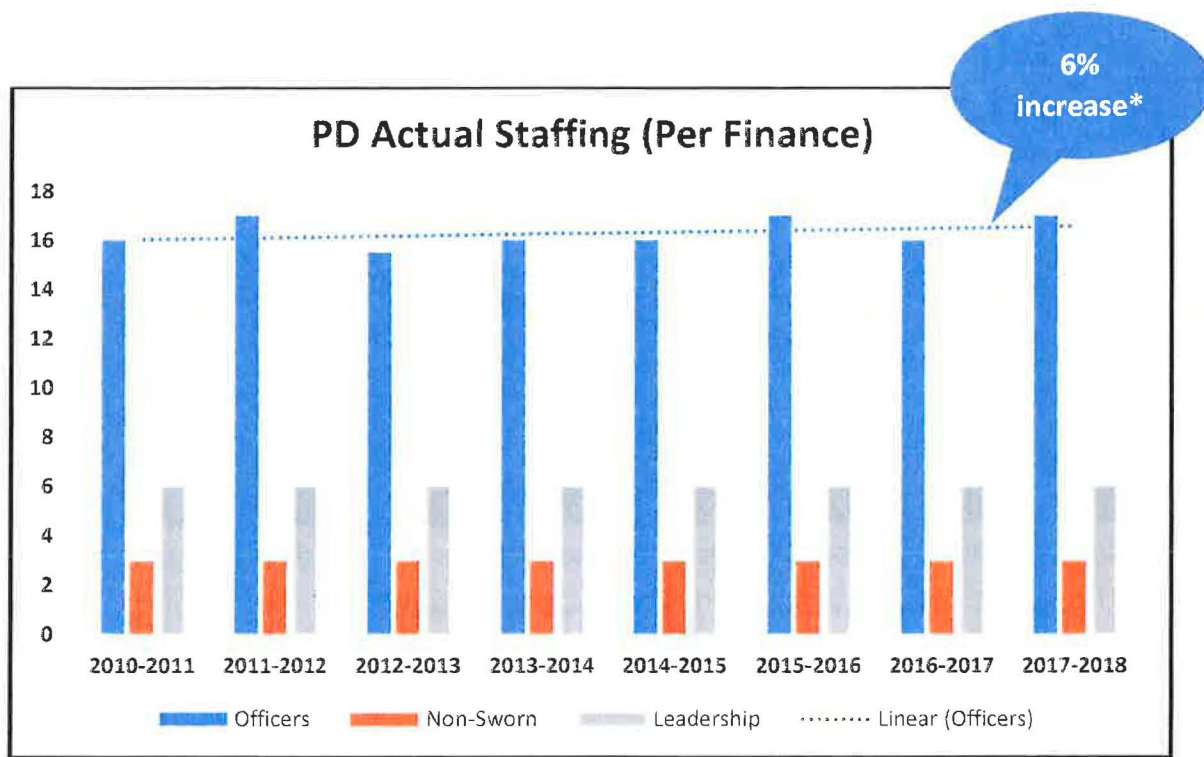


Sept 21, 2017
Date

Police Adv. Board
Gov. Body

7. Staff Reports
Agenda Item

C
Exhibit #



**Allocated staffing remained at 17 officers from 2010-2011. These "actual" numbers reflect vacancies, so no real increase in staffing.*

Sept 21, 2017
Date

Police Adv. Board
Gov. Body

7. Staff Reports
Agenda Item

C
Exhibit #

Date: September 21, 2017

Request to Speak Forms: N/A

Exhibit "A" – PowerPoint Presentation on Sherwood Growth

Exhibit "B" – 2016 SPD Annual Report

Exhibit "C" – SPD Calls For Service Chart, 2010 - Present

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

ATTENDANCE SHEET

NAME

ADDRESS

PHONE

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Sherwood Police Advisory Board Meeting Date: September 21st, 2017

CITIZEN COMMENT SIGN-UP SHEET

(PLEASE NOTE: 4 MINUTE TIME LIMIT)

NAME

ADDRESS

PHONE

TOPIC

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