



AGENDA

<u>Police Advisory Board</u>	
Date & Time:	Thursday-November 15 th , 2018 7:00pm
Location:	Sherwood Police Department Community Room 20495 SW Borchers Dr., Sherwood, OR

<u>Attendees</u>

P.A.B. Members:	Council Liaison:
Chris West - Chair	Councilor Kim Young
Diane Foster - Vice Chair	City Staff:
Jason Burdge	Jeff Groth - Police Chief
Andy Jensen	Angie Hass- Administrative Assistant
Ralph Lohman	
Rich Miller	
Bob Silverforb	
Megan Thornton	
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. Work on Annual Boards & Commissions Report
 - b. Traffic Calming
6. Councilor News
7. Staff Report(s)
8. Citizen Comment
9. Adjourn (Chair)

Approved Minutes

Sherwood Police Advisory Board Meeting

Date: November 15, 2018

List of Meeting Attendees: N/A

Request to Speak Forms: N/A

Documents submitted at meeting:

N/A



Meeting Minutes



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1. Call to Order

Chair Chris West called the meeting to order at 7:02 p.m.

2. Roll Call

Board Members Present: Chair Chris West, Vice Chair Diane Foster, Ralph Lohman, Rich Miller, Bob Silverforb, Megan Thornton, and Laurie Zwingli

Board Members Absent: Jason Burdge and Andy Jensen

Staff & City Council Liaison Present: Police Chief Jeff Groth, Executive Assistant Angie Hass, and City Councilor Kim Young

3. Approval of Minutes

October 18, 2018 Meeting Minutes

Mr. Silverforb made a motion to approve the October meeting minutes. The motion was seconded and all were in favor.

4. Board Member Announcements

Mr. Silverforb provided an update on the last Charter Review Committee meeting that he attended. He stated that they talked about what the process should be in the current charter and discussed what they did five years ago when the Charter was last reviewed. It was agreed that each member would come up with their top five priorities. They would review every section of the charter and it was felt that not everything needed to be talked about. All nine Board members will turn in their suggestions within several weeks. All Sherwood citizens are urged to review the current charter, available on the City website, and comment on things that they feel need review. Their next meeting is scheduled for December 6th. Other issues can be discussed at their meeting as well, but this is a start. Chair West stated that he did see something about the charter review on the City website. Mr. Silverforb said notification will be going out on social media as well.

Vice Chair Foster commented that she really liked the last Work Session she had attended. She stated it was a casual setting and it was nice to meet with everyone. Chair West agreed it was a great opportunity to speak with everyone and appreciated the City Council.

Chair West stated that he also appreciated the recent PD social media post regarding the implementation of photo speed enforcement. As of that date, 5,000 citations had already been issued (since the beginning of October).

Ms. Thornton asked if it is known if violators are primarily Sherwood residents or from other cities. The Chief said that they do not have that information at this time. As for the photo red light citations, 80% are non-residents (estimate only), 15% are from out of state and 5% or less are residents. A very small portion of the red light citations go to residents. He suspects that they will see the same for the photo speed enforcement.

5. Business

a. Work on Annual Boards & Commissions Report

Chair West stated that they need to get prepared for completing the year-end report. Things will be a little different this year, as the Chief has been requested to deliver the report. The Mayor indicated in the Work Session that he'd like this change. The staff liaison would prepare the report with the Board's blessing and give to the City Recorder. The Chief stated that this is the first year that they brought SWOT back. He has taken Sylvia's (City Recorder) and his notes and will get input from the Board. He will then put all together and submit to Sylvia. This will include two to three of the most significant accomplishments this year and two to three of the major goals for the coming year.

Chair West asked the Board for input. Vice Chair Foster noted that one thing they had done was collected info from the community using a survey format. Chair West stated that the Staffing Study was number one, getting info from the Chief, reaching out to the community and then reporting back to the Council. Chair West stated that his presentation before the Council was based on the Chief's presentation and providing advisory comments on photo speed enforcement.

For consideration, the Chief offered two top significant contributions for the year be listed as: 1) Collecting Info 2) Speed Enforcement. He commented that this Police Advisory Board actually is "advisory", which is rare and taking two topics to the City Council is significant.

In preparation, Mr. Silverforb had reviewed minutes from the past year as a refresher. He reminded the group of the School Resource Officer (SRO) presentation, including the active shooter response and Sherwood 2040.

The Chief thanked Mr. Silverforb for the reminder and will add to the report. Vice Chair Foster suggested using different wording instead of "staffing study". All agreed and it was suggested that "staffing review" might be better. Chair West suggested adding something about budgeting as well.

Chair West asked the Board to then look ahead to goals for 2019.

Ms. Thornton suggested solidifying new hires. The Chief agreed and stated that plan implementation for new hires, would be a good start. Ms. Thornton would like to see that process get started.

Chair West said the Council is asking for assistance with traffic calming. The Board could do a community outreach so they can provide meaningful input to the City Council.

Chair West felt it is important, when developing goals, to get input from the Chief. He then asked the Chief to run through things that he considered to be issues for the Police Department. The Chief went on to list a few things: public lack of trust, lack of public knowledge, recession, PERS, public drug use, etc.

Chair West stated that in regards to overdoses, the PD (or TVF&R) has to respond. He had no idea it was as frequent as what was discussed in the Work Session. He would like to learn a little bit more of what the PD has to deal with as well as how it affects the community. The Chief stated that initiating data gathering on the impact of drug use on the community would be a good place to start. Chair West would like to add public outreach. Vice Chair Foster suggested an education sharing process. They would then be better able to share that info with others that are completely unaware. The goal would be to investigate and gather data regarding the drug problem in Sherwood and then submit info to the City Council. Mr. Lohman suggested that the goal should be to investigate and evaluate what kind of problem there is and then to provide an assessment and scope of the problem. The Chief elaborated and stated that the goal would be an action item. They would provide an appropriate decision on how to address the problem. He added that this topic has been discussed as long as he's been in Sherwood. Mr. Silverforb wondered how the Board is going to solve the problem. The Chief replied it would be much like other topics. After the data has been collected, they would present to the City Council. If this is something that the community and Board feel passionate about, they could then address adding staff, additional Resource Officer(s), etc.

Ms. Thornton stated that she understood Mr. Silverforb's concerns and added that perhaps setting a deadline could be beneficial. Chair West addressed the comments and stated that it could be that the 7th added position would be a Detective or SRO as a motivation for this topic.

Mr. Silverforb asked Councilor Young if she felt the Council would be able to take this on. She said she couldn't speak for the Council, but she does know that the Council is supportive of adding more staff to the PD. The Chief added that this would be looking at year three or four. The caution would be taking the initiative on something that can't happen at this time. Mr. Silverforb agreed. In looking ahead, they could have all new Board Members and things could change.

The Chief stated that one thing that could happen would be adding a "policy", which would have to take legislative action to abandon.

The Chief said that they have two robust goals and felt that was more than enough for a year. Traffic calming will involve a lot of work along with collecting more community input. Chair West agreed that those were two pretty big topics. He still felt that it is important to ask about drug stats, however. Vice Chair Foster suggested they do more like they did with the SRO presentation.

b. Traffic Calming

Chair West talked about the presentation given by Dr. Takallou from the University of Portland, who is clearly an expert. He felt it would be helpful to the current Board to gain information from him on traffic patterns and changing behaviors, etc. The Chief stated that he thought Dr. Takallou would be happy to come back and speak to the current Board. Chair West said there were other things discussed at the presentation as well. It would be nice to have a round table discussion and get some direct feedback from him based on his expertise. The Chief said he did remember Dr. Takallou speaking on other topics. They would need to work in advance to structure questions and conversation starters. For example, how effective are speed bumps, turn outs, etc. Vice Chair Foster said it would be helpful to learn what types of traffic calming there are and the pros and cons for each. Chair West stated that there is more than just traffic calming, also lights and timing. The real issue in this town, is people using residential streets for go a-rounds. The Chief suggested talking to the City Engineer as well. Again, information gathering. Captain Carlson would inform him of the primary issues/concerns. Vice Chair Foster agreed and would like to know top areas of focus. Councilor Young stated that having that info first would be best before speaking to Dr. Takallou. Mr. Silverforb suggested to the Chief that Sherwood can't be the first city to have these issues and asked if it would be possible to talk to other cities to see what they are doing. The Chief stated that the City Manager and others are already doing this. Mr. Silverforb said it would be nice to take advantage of what other cities have already learned. The Chief said this is a good goal and could take a good part of the year. Ultimately, at some point, the City Manager and City Council will have to discuss what it looks like for the City of Sherwood.

6. Councilor News

Councilor Young reported that the City Council is chugging along. They are currently working on the Comprehensive Plan and provided a brief update. They will have another meeting with the Planning Commission soon. She stated that economic development is key to this Council. There are currently a couple open spots on the Planning Commission and she asked the Board members to help get the word out.

The next Council meeting agenda is pretty light. A topic for the next Work Session will be to discuss big trucks going through the residential streets. They will also be reviewing the annual audit. A new Councilor will be sworn in at the first meeting in January.

7. Staff Report(s)

The Chief reported that they had put out a FB post that day regarding photo speed enforcement. As of that morning (5 weeks) the system had captured 5,000 speeding violations, drivers going 11 miles per hour or more (56 mph, or more). At least a couple were going 70 mph, or more. At some point they will capture a high roller going 80-90. He went on to explain the differences between how the violations are captured with speed and red light running. For red light runners, the violation is captured if a vehicle goes past the stop line after the light turns red. Speed is measured as the car is approaching. There is no line. Once the driver enters the photo zone, the speed will be captured. Each violation is viewed by the vendor before it is reviewed by an officer. They can only issue to the registered owner, only if they believe they were the driver. If the registered owner is a male, but driver is female, it will be dismissed. They also check for age. There are other reasons as well, where an officer won't issue. He gave examples of a violation that would be kicked out, such as in the case of a traffic accident, drivers being detoured, etc. It is a little different with speed. The system measures speed and distance. The new system has multiple radars and has the ability to capture several cars at one time. It is extremely accurate. When a car gets flashed, there are multiple flashes. With 5,200 violations and three flashes for each violation, there are lights constantly flashing. What a lot of people don't realize, is there are multiple flashes not only flashing for speed, but for red also. Several people have called or come into the PD thinking the flashes were for them when they weren't speeding or running a red. It is important to educate people. RedFlex performs system checks as well, which will create additional flashes. The equipment is leased and RedFlex takes care of it. Mr. Lohman asked if the City knows if the equipment is paying for itself yet. The Chief said they don't know yet. With the photo red light enforcement, it has always worked out financially. Chair West asked how much staff time is it eating up and wondered if it was too early to tell. The Chief made a rough estimate – from his observation – and stated that he had really noticed an impact in the last week. He explained to the group how the re-nomination process works. Officers have to review each and every one. They have trained more officers to do this. If the person cited was not the driver, they have the opportunity to tell who was driving. This is not required by law, unless it is a business. Sometimes, however, they do nominate the actual driver. When those come in, officers have to review a second time. A lot of times, the officer reissues back to the same driver, when they believe it is the same person. Chair West asked about dual names on the registration and if the officers look at both. The Chief replied that they do. He added that if a driver is going 21 mph over the speed

limit, when running red, they can be cited for both. If not 21 over, they can only be cited for one or the other. He explained that at least half the day that day, Angie and Julie were dealing with photo enforcement questions over phone or at the front counter. Angie deals with all the incoming mail and re-nominations. Mr. Miller asked if there was a discussion before this all happened to add more staff.

The Chief stated that it was determined to add On-Call Support. Retired Officer, Kenny Lyon, and another retired officer will be assisting as well.

Mr. Miller shared that he visited the City of Mt Vernon (North of Everett) the month prior and that citizens are on pro-active patrol. In that city, citizens would legally be able to take care of that kind of stuff so police officers are freed up to do police work. They are able to do traffic control, handle evidence, assist at non-active crime scenes, etc. It seems like it would be helpful to have, maybe on a small scale, as it is only going to get worse. The Chief replied that what officers do has to be done by officers. The State of Oregon has conducted an analysis to determine what community services officers can do. They determined that non-sworn personnel can review violations, but can't issue the citations. In the end, it wouldn't save any time. In regards to evidence, a volunteer can do a very minute part. The Evidence Room is very tightly controlled. The Chief doesn't even have access. It is not that there aren't capable volunteers. Admin work is something that volunteers can do and the volunteers they have now, make a huge impact. In a year's time their volunteers put in a lot of hours. Will have to see where this all goes. Hopefully the photo speed enforcement will be like the red light and the numbers will go down. Mr. Miller added that he understood the statute of limitations, but wanted to see about expanding the SPD volunteer program. Also, if the City knew there was going to be an increase in revenue, why didn't they increase staffing. The Chief stated that he understood the frustration. When photo red light enforcement was first implemented, the conversation never happened. There were different people making those decisions. It will be different this time. The current City Manager, City Council and Finance Director have all said that they need to take care of the Police Department.

Chair West said this was discussed at the Work Session. With all the income sources into the big pot, there are all kinds of finances that need to be addressed, including PERS. There is a challenge that will always be there. The Chief stated that the PD uses up 40% of the General Fund. The word that is being included in these conversations is sustainability. It's not a new wheel. Other communities have done similar things. Mr. Miller commented on Mr. Silverforb's earlier comment and feels the fix is hiring more employees. Through staffing studies, it sounds like volunteers could significantly help with the front office. The Chief explained the process of managing the human resource of an employee/volunteer. They currently don't have anyone available with time to launch new programs, including volunteers, reserves, etc. The one Detective they have now, is running at 105%. Which means that a Patrol Officer has to take over investigations. Mr. Silverforb agreed that if staff keeps running low, there is worry about what might happen. Mr. Silverforb could relate and shared his experience. It is not sustainable for the PD staff numbers to remain where they are. It is a formula for failure. The Chief said academics

will tell you that over time at the low end is cheaper than a new employee. What's never measured is where is that FTE at when overtime has to come in. He went on to explain how Matrix's Study didn't accurately consider this. The Chief said that staff has to prioritize what is important.

Sometimes things get done by urgency. Need more hands on deck. It is not unusual for Sergeants to come in on days off. We have amazing people that work at the PD. Ms. Thornton stated that for a Police Officer, fatigue is a big issue.

Citizen Comment

Nancy Ellingson (Sherwood PD Volunteer) spoke of Dr. Takallou's previous presentation regarding traffic calming, speeding, etc. Dr. Takallou described how it happens, when, where, things that change, etc. and how only the driver can solve the problem by changing their attitude.

Portland adopted the saying, "20 is plenty". Change has to come from the driver. She doesn't know how you solve that. The second way to help is use of the cameras. She mentioned that she had seen inaccurate statements going around on social media. Someone had stated there were a lot of bugs in system. Not true. Part of the issue is trying to figure out how to overcome people posting fake information. She stated that Dr. Takallou had pointed out that one of the City's roundabouts has waterfalls. Although it is pretty, it is not efficient. Some people don't know the proper way to drive in a roundabout. She suggested publicizing the traffic rules for roundabouts and also keeping the shrubbery trimmed down. On Langer Farms Parkway, this is particularly dangerous. Kids can't be seen. An easy fix would be to trim the shrubbery everywhere where it is taller than a car window. Traffic circle education and cutting down shrubbery would be a great place to start. Also, slow down.

Chair West said that they have discussed the traffic circles in their household too. Traffic circle education would be good. Councilor Young stated that she had never driven in a traffic circle until she moved to Sherwood. Ms. Thornton stated that her mother also did not know how to drive in the traffic circle.

Chair West recapped how the report process will work. The Chief will complete the report and will present on Tuesday the 18th at the Center for the Arts.

8. Adjourn (Chair)

Vice Chair Foster made a motion to adjourn the meeting and Ms. Zwingli seconded the motion. All were in favor. The meeting was adjourned at 8:54 p.m.

Approval of Minutes:


Chair Chris West


Date

Attest:


Angie Hass, Executive Assistant


Date

ATTENDANCE SHEET

NAME **ADDRESS** **PHONE**

Sherwood Police Advisory Board Meeting Date: November 15th, 2018

CITIZEN COMMENT SIGN-UP SHEET

(PLEASE NOTE: 4 MINUTE TIME LIMIT)

NAME

ADDRESS

PHONE

TOPIC



PUBLIC NOTICE

Joint Sherwood City Council & City Boards & Commissions Work Session

Wednesday, November 7, 2018

**6:00 pm Library Advisory Board
7:00 pm Cultural Arts Commission
8:00 pm Police Advisory Board**

**Sherwood City Hall – Executive Conference Room A
22560 SW Pine Street
Sherwood, OR 97140**

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