



AGENDA

<u>Police Advisory Board</u>	
Date & Time:	Thursday - July 18, 2019 7:00pm
Location:	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR

Attendees

P.A.B. Members:	Council Liaison:
Ralph Lohman - Chair	Councilor Kim Young
Diane Foster - Vice Chair	City Staff:
Rich Miller	Jeff Groth - Police Chief
Bob Silverforb	Angie Hass - Executive Assistant
Megan Thornton	
Chris West	
Laurie Zwingli	
Vacant	
Vacant	

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. New Municipal Code for Boards and Commissions
 - i. Term of office and need for staggering
 - b. Traffic Calming Program
 - i. TVFR inquiry and desire to participate
 - ii. Final community input data
 - iii. Other cities/models
 - iv. Sherwood program elements
6. Councilor News
7. Staff Report(s)
 - a. Citizen's Police Academy attendance confirmation
8. Citizen Comment
9. Adjourn (Chair)

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.



Meeting Minutes



"Police Advisory Board"

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1. Call to Order

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

2. Roll Call

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

Board Members Absent: N/A

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

3. Approval of Minutes

May 16, 2019 Meeting Minutes

Mr. Silverforb moved that the May minutes be approved and Mr. West seconded the motion. All Board Members were in favor.

4. Board Member Announcements

Mr. Silverforb reported that the Charter Review Committee had met with the City Council and went over all of the recommendations. The last committee meeting is scheduled for August 29th. The work will be done and the City Council will move forward. Items agreed upon will be on the November ballot.

Mr. Silverforb asked Chief Groth what the rules are for parking a car on the street, with a "For Sale" sign. The Chief believed that there was not an ordinance for that, but would double check and get back to him. Mr. Silverforb stated that this is becoming more common along Sunset up by Snyder Park. It shouldn't look like a used car lot up there. It doesn't give a good look for those visiting the City.

Mr. Miller stated that he had attended the City provided Anti-Harassment Training last month. He thought that it was really helpful. He would have been happy if it would have been longer or even two different sessions, two weeks in a row.

Mr. West shared that he became a Grandpa at 10 pm on July 4th. Board Members offered their congratulations.

Mr. West wanted to recognize the PD for getting the speed radar trailers back up and running. He described an incident that he experienced while driving on Sunset. He feels like he's seeing more patrols while out and about, more activity from Police Officers and feels that is good for Sherwood and good for the Department.

Vice Chair Foster stated that per social media posts, folks are noticing the radar trailers.

Ms. Zwingli shared that she had also attended the Anti-Harassment Training. She was glad to see that the Police Advisory Board was well represented, as four board members were in attendance. Councilor Young said that she had also attended.

Ms. Zwingli let the group know that National Night Out is on August 6th this year. It is a great time to come out and meet your neighbors. It is scheduled for 5-9 pm at Cannery Square in Old Town.

Chair Lohman stated that he has also noticed more Officers out and about and more present.

5. Business

a. New Municipal Code for Boards & Commissions

Chief Groth shared that there was a great need to make the language consistent for all Boards and Commissions and reported that has been done.

i. Term of Office & Need for Staggering

Term limits, rules, expectations, etc. are now all the same, all across the Boards. One of the things that has changed, is the start time for all. July 1st will be the beginning of a term year. Expiration dates will be June 30th. The years will be different, of course. He mentioned that specific to the Police Advisory Board, because everyone started at the same time, terms will need to be staggered. Everyone's expiration date, currently, is June 30, 2021. Five of the current members are original, two were added last year. It has been left up to the Boards to determine years. Mr. Miller asked if members have to take a one year break before re-joining a Board. The Chief wasn't positive about that, but stated that all of the information is available on the City website. Chair Lohman asked when the new Chair and Vice Chair are elected. The Chief replied that based on the new code, July 1st, is the new date. It was decided that even though this had been done in March, it should be done again, per the new code. Ms. Thornton made a motion that the current Chair and Vice Chair positions remain the same. Ms. Zwingli seconded the motion and all were in favor. The motion was moved and affirmed.

b. Traffic Calming Program

i. TVFR Inquiry & Desire to Participate

The Chief reported that TVFR had contacted him and said they'd like to be involved with the Traffic Calming Program. At some point, they will want to attend a meeting. Vice Chair Foster asked how TVFR found out about the project. The Chief replied that they had learned about it from Ms. Thornton's FB post.

ii. Final Community Input Data

The Chief passed out survey results. (See Exhibit "A".) He stated that the numbers of folks spoken to were given to Angie. A few more numbers were provided, that evening, by Ms. Zwingli and the Chair and Vice Chair, which brought the total, including social media responses, to around 457. The Chief thought that was a good number.

iii. Other Cities / Models

The Chief presented a brief PowerPoint showing local cities with Traffic Committees (see Exhibit B), showing that these programs are pretty common. Vice Chair Foster shared that she did a Google search and that Oregon impact.org was very helpful. The Chief said that the goal is to pick some of our closest neighbors to see what they do. There is no need to reinvent the wheel. He provided some of the highlights for a few local cities such as Beaverton, Canby, Hillsboro, Newberg, etc.

iv. Sherwood Program Elements

The Chief asked the Board how they see things going from here. He feels like enough data has been collected. The top issues will need to be kept in mind while figuring out next steps. Mr. West calculated results in percentages. The Chief thought that will help to divide responsibilities and duties for the Board. He then went on to share a conversation he had with City Manager, Joe Gall, in regards to what the Board will be doing. He gave examples of the types of issues that can be addressed and should be considered when building the program.

Mr. Miller asked if the responsibility will come under this Board or will a separate board need to be created. The Chief stated that is up to the Police Advisory Board. Mr. Miller said that, based on data, it sounds like it might be a whole other board. He feels like the Police Advisory Board might be managing beyond what they are supposed to.

Mr. West shared his thoughts based on his past five years of experience. The number one complaint from the community, in all the years has been traffic. He feels that another committee / board should be formed and that two of the members should be from the Police Advisory Board and maybe someone from TVFR would want to participate. He asked the Chief if someone from Engineering would be appropriate to participate as well. The Chief replied that staff cannot be on a board, but there will need to be a staff liaison as support. As the group is set up, that will happen. If that is desired, they should present that to the Council.

Vice Chair Foster commented on what she has seen on other city agendas. There is generally a lot of citizen comments, police involvement, etc.

Ms. Thornton said, per her perspective, the traffic calming committee would be under the Police Advisory Board, would have a liaison from the Board and staff positions. It was her understanding that the board would need to be comprised of citizens. The Chief said that staff will always be there, but they cannot be part of the board. He felt that odd numbers are best, 5-7.

Vice Chair Foster stated that the Newberg board meets quarterly.

Chair Lohman said that if there was a Police Advisory Board member on the committee, they would be able to report back to the Board at the monthly meetings. Mr. Miller said everyone is very busy and feels that it would be too much for a Police Advisory Board member to attend. He doesn't have a problem having a liaison at first. He felt that the primary way for citizens to communicate traffic issues is by completing on-line forms.

Mr. Silverforb felt that the Board is excellent at data gathering and didn't necessarily agree with previous comments. He felt that the committee should be comprised of six people, three from City Council and three citizens. He has talked to some people that were very knowledgeable and were interested in being on a committee. He felt that seven is too many people and that six would do it. He has looked at other cities websites and stated that some of them have great forms. Citizens complete the complaint forms and they are passed along to the committee for them to address, or not. He feels the Police Advisory Board will help to get things going, then the committee would be on their own. Ms. Thornton asked Mr. Silverforb why three Councilors. Mr. Silverforb explained that when people have complaints, they often times go to the City Councilors, or the Mayor.

Councilor Young stated that from a City Councilor perspective, Councilors are already liaisons for a lot of boards and talked about recent discussions with adding two other boards. The concern with having staff members serve as liaisons is that that staff is already stretched. With each meeting, staff, who are already overworked, have to attend meetings as well. Chair Lohman wondered about presenting what they have to Council and letting them make the decisions. The Chief went over some options and stated that making recommendations to Council, is the correct route to take. Chair Lohman asked if the Board could make several recommendations. Chief replied that was not advisable. Mr. Miller suggested having one Councilor and the rest citizens. Further discussion regarding the setting up of a subcommittee ensued.

The Chief shared that with the new Boards and Commissions code, he's not sure if there would be room for another board. Mr. Miller asked if any other boards have subcommittees. The Chief stated that he did not think so. He gave an example of the Planning Committee and Charter Review Committee. Councilor Young said that the City Council has a current sub-committee, a PTO Sub-Committee, and added that public meeting laws would apply. Discussion continued regarding the set up for a subcommittee and how that would work. The Chief shared why several of the different cities traffic committees report to their City Councils. There could be a sub-committee of the Police Advisory Board that reports to the Sherwood City Council. He doesn't see a need to create a board or commission. It can be a Task Force, Committee, Work Group, etc. Mr. Silverforb stated that since they have already gathered the data, perhaps they should share what they already have. Putting together a subcommittee could take months. He stated that citizens that provided input and completed surveys are asking what's happening. The Chief asked the group to keep in mind that they are creating a program to deal with these

traffic issues, into the future. They will need to establish a process, forms, follow up and some formality. The value of engaging the community is great and gave examples. He described how a committee could help with the engineering decisions as well, by gathering information, etc.

Mr. West stated that every time they (the Police Advisory Board) have gone out to the community, the number one complaint has been traffic. He feels like the board is passing the buck if they don't handle and try to work out the bugs, come up with the forms, a process, etc. Five of the current members have been on the Board for years and feels like they need to take the leadership, start the program, then see if they need to form a subcommittee. The Chief shared information from the new code. Based on what he read, it sounded like it would be outside the scope for the Police Advisory Board to take that on.

The Chief stated that he would like to share what progress has been made with the City Manager in the next day or two. Councilor Young stated that the Council was under the impression that the Board would be presenting specific recommendations.

As the meeting was going long, the Chief asked the group for suggestions for a name for the traffic group. "Traffic Safety Committee" was suggested and agreed upon. Discussion as to whether or not the committee should have a City Councilor took place. The Chief asked how many members the committee should have. Six was agreed upon. It was decided that the committee would include four citizens, two representatives from the Police Advisory Board, one liaison from the City Council as well as a liaison from the youth community. There will be time slotted on the monthly Police Advisory Board Meeting agendas for the two reps to share progress with the Board Members. There was discussion regarding when and what types of situations they would present to the City Council. Mr. West felt that they, as a Board, have been asked to pull all this together and they need to provide continuity even if it involves just one liaison, two is better, though.

The Chief stated that the committee's tasks and duties would be to process traffic safety complaints and issues. They will need to create forms and get them approved. These forms will be available on the City website. He said that he was pleased with what the Board had put together and that it was exactly how he envisioned it working.

Mr. Miller asked about process and communication when the completed forms are received from the citizens. He felt it was important to follow up with in a timely manner and the Chief agreed. Chair Lohman suggested having an automated message sent when a form is received by the committee, via e-mail.

The Chief said that he will report the discussion results back to the City Manager.

He asked the Board who would like to work on the proposal to present to the City Council. Chair Lohman said that he would like to be involved. The Chief would like to have a draft put together by the next meeting.

It was mentioned that two Board Members will be absent at the August meeting. The Chief replied that they can still go over the draft with five Board Members.

5. Councilor News

Councilor Young shared the latest Flash Alert that went out the previous day announcing that two million dollars had been granted for a new pedestrian bridge going over HWY 99 and Sunset. She stated that they will know more after a feasibility study has been conducted.

She reported that the PD had applied for a school violence prevention program grant. The grant would cover costs to send officers to training for 3-D mapping. The Chief added that the grant is from COPS. Three D mapping is critical for responding and will reduce critical time. They should learn more in September. This will begin at the new high school.

The Council has recently adopted new truck routes in the City. They have just received another letter stating that the City cannot yet include Elwert or Edy. The Council is done arguing that one for a while.

She asked the Board if everyone had seen all the American flags that were put up in Old Town for the 4th of July. She said it was a nice, new addition for the holiday.

Councilor Young announced that there is a City Council Meeting on the same night as National Night Out and they will try to make it over once the meeting has ended.

Ms. Zwingli described a recent incident at her son's college where everyone was told to shelter in place. She said that the situation was very eye opening and brought awareness to the lack of training at his school. She asked the Chief about training at Sherwood Schools. The Chief replied that there has been a lot of training and that it is a challenge to find the perfect balance. The Chief said that training has been happening for years in Sherwood.

6. Staff Report(s)

The Chief let the group know about the first evening Coffee With A Cop, July 24th, 4-7 pm at Symposium Coffee.

a. Citizen's Police Academy Attendance Confirmation

Mr. Miller, Chair Lohman and Ms. Zwingli confirmed that they plan to attend the Citizens Police Academy in August.

7. Citizen Comment

As there were no citizens in attendance, there were no comments.

8. Adjourn (Chair)

With no other business, Chair Lohman asked for a motion to adjourn. Mr. Silverforb made a motion to adjourn, which was seconded by Ms. Zwingli. All Board Members voted in favor and the meeting was adjourned at 8:46 pm.

Approval of Minutes:



Chair Ralph Lohman



Date

Attest:



Angie Hass, Executive Assistant



Date

**Sherwood Police Department
Police Advisory Board
Traffic Calming Survey Summary
Spring - 2019**

Exhibit "A"

#1) TRAFFIC SAFETY CONCERNS	<u>#'s</u>
Speeding	41
Stop Signs/Lights	59
Misc. (parking congestion, etc.)	42
Pedestrian Safety	23
Traffic in School Zones	2
Bicyclist Safety	3
Education	3
Engineering	1
Paper Surveys Received: 23	
# of Residents Spoken to (including Social Media Outreach): *372	
*#'s received from Megan and Bob	

Exhibit "B"

TRAFFIC CALMING

Comparison of Other City Programs

Beaverton



- 6 members
- Duties include
 - *Reviewing proposals*
 - *Advising City Council*
 - *Neighborhood traffic management*

Canby



- 7 members
- Duties and responsibilities
 - *Develop & implement programs*
 - *Act in advisory capacity to City Council*
 - *Review & recommend projects*
 - *Promote public acceptance*
 - *Foster public knowledge and support*
 - *Educate the public*

Hillsboro



- 3 City Councilors
- Duties include
 - *Advise city on issues*
 - *Serve as Traffic Safety Commission to research, develop and implement traffic safety programs*

Tigard

- 11 members
- Duties include
 - *Advisory body to City Council*



Newberg



- Unknown number
- Duties
 - *“To give the citizens of Newberg a forum to voice traffic safety concerns, evaluate related issues, provide a liaison with the City and promote traffic safety within the community.”*
- *Note: 5 potentially useful forms on website