



## AGENDA

### Police Advisory Board

<b>Date &amp; Time:</b>	Thursday - September 19, 2019 7:00pm
<b>Location:</b>	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR

### Attendees

<b>P.A.B. Members:</b>	<b>Council Liaison:</b>
Ralph Lohman - Chair	Councilor Kim Young
Diane Foster - Vice Chair	<b>City Staff:</b>
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. Review and approval of the Traffic Safety Committee draft proposal to present to City Council
6. Councilor News
7. Staff Report(s)
  - a. Interviews/process for new members
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](mailto:MurphyS@sherwoodoregon.gov) at least 48 hours in advance of the scheduled meeting time.*



# Meeting Minutes



## Police Advisory Board

<b>Date &amp; Time:</b>	September 19, 2019 - 7:00 pm
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<b>P.A.B. Members:</b>	<b>Council Liaison:</b>
Ralph Lohman - Chair	Councilor Kim Young
Diane Foster - Vice Chair	<b>City Staff:</b>
Rich Miller	Jeff Groth – Police Chief
Bob Silverforb	Angie Hass – Executive Assistant
Megan Thornton	
Chris West	
Laurie Zwingli	
Vacant	
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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, Bob Silverforb, Megan Thornton, Chris West and Laurie Zwingli

**Board Members Absent:**

**Staff & City Council Liaison Present:** Chief Jeff Groth, Councilor Doug Scott (sitting in for Councilor Kim Young) and Executive Assistant Angie Hass

### 3. Approval of Minutes

#### August 22, 2019 Meeting Minutes

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

#### **4. Board Member Announcements**

Mr. Miller was curious about the new hotel off Highway 99 and wondered why it was taking so long to build. It was mentioned that the contractor had been fired.

Mr. Silverforb stated that he had noticed more police cars around the four way stop off Sunset Blvd, by Snyder Park. He thanked the Chief for his "Are You Prepared" post on Next Door, things to think about in case of an emergency.

Mr. West commented that he had also noticed more police presence on Sunset Blvd. He stated that the car that had been parked on Sunset Blvd that was for sale must have sold, as it is no longer parked there.

Mr. West reminded the group that at last month's meeting he had inquired as to whether or not the PD would be attending the Customer Appreciation Event at the Tri County Gun Club. As it turned out, PD staff did attend and commented that it was nice to see Officer Jentzsch and Irma there.

Vice Chair Foster shared that, despite the increased police presence at the four way stop by Snyder Park, she did see someone blow through the stop sign that past Tuesday. She was surprised that they didn't even slow down or pause.

Vice Chair Foster mentioned that she had seen a lot of comments and interest in a future Citizens Police Academy on social media. This was a result of a group photo that had been posted on Facebook from the last Academy.

#### **5. Business**

##### **a. Review & Approval of the Traffic Safety Committee Draft Proposal to Present to City Council**

Chief Groth reminded everyone that they are scheduled to present on Tuesday, 10/15, at a Joint Work Session with the City Council. He believes it is scheduled to begin at 6:00, and will let them know if it is a different time. All Board Members are all invited and encouraged to attend. They will be discussing the work that everyone has done on the topic of Traffic Calming. He let the group know that dinner is sometimes provided and will let everyone know, if so.

The Chief shared that he and Chair Lohman recently met and put a proposal together for the Board to present to City Council. He had put everything together in a PowerPoint Presentation for the Board members to review and approve that evening. He would like as many Board Members as possible to be present at the Joint Work Session on 10/15.

Chief Groth proceeded with the PowerPoint. (See exhibit "A" for PowerPoint.)

On slide one, Ms. Thornton commented on the numbers listed on the presentation regarding pedestrian safety. Her impression from all the folks she heard from, was that pedestrian safety was a high priority. The Chief suggested she mention that at the Work Session. She stated that she will plan to attend. The Chief said that although it is not included in the summary, parking is also one of the top concerns. Everyone agreed that slide one looked good.

Slide two included info on what other cities are doing, including budgets, if applicable. The Chief said that the Sherwood City Council will want to hear what the Police Advisory Board suggests for monies. All Board Members approved slide two.

Slide three stated the proposed concept, including the name of the committee, membership requirements and authority (who reports to who, etc.). Board Members offered their input. Mr. West felt that a council liaison would be preferred. The Chief commented that would be good to mention at the Work Session. Ms. Thornton asked if the Police Advisory Board representatives would be rotating or assigned. The Chief said that they would most likely be assigned. The committee will report to the Police Advisory Board, as the Police Advisory Board is an advisory board to the Council. He gave some examples of what that meant and how that would work. Mr. West asked if, for example, speed was an issue on a particular roadway and it was suggested to reduce the speed, who would that go to? The Chief said that would go to staff. Staff would notify ODOT and there is a process. Mr. West also inquired about the recent ordinance change in the truck routes and how that went to Council. The Chief stated that speed is not something that would be regulated by an ordinance. Mr. Miller asked for clarification regarding the reporting process from the committee to the Board. The Chief shared some example scenarios. The slide was approved with one change adding the words, "as needed". The Chief will make the change.

Slide four described the committee's tasks and duties. The Chief elaborated on the "Menu" and described some possible engineering options. Mr. West wondered if the menu needed to be developed ahead of time. The Chief agreed that it should be. Mr. West would like to see what comes in before developing the menu items. The Chief stated that requests have already been made for speed bumps. City Engineer, Bob Galati, is continuously being asked for speed bumps, signage, etc. The Chief assured Mr. West that there has been enough information received to create a "Menu".

The Chief stated that he has already received copies of forms from other departments. The PD staff will tweak and make their own version. Ms. Thornton asked if it would make sense for the committee to manage their own Facebook page. The Chief said that would be a lot to ask of volunteers. Councilor Scott stated there is risk to that as well. The Chief said the committee could communicate through the PD and the PD can create social media posts. All Board Members approved slide four.

Slide five described how it would all work including form completions, submission, etc. The committee would review and determine next steps. Chair Lohman asked if the forms would be available on-line and if residents would be able to submit them to the PD on-line as well. The Chief and Councilor Scott both stated that, unfortunately, folks would not be able to submit their completed forms through the City website. Instructions would be available on the website, however. There would be a Traffic Safety Committee link for forms, information., etc. Mr. Miller feels that it is really important when a form is submitted, that it doesn't go into a black hole. He stated that if we want citizens to respond, we want them to know that their time is appreciated. He thought it would be good to have an automatic response when a form is submitted and include a disclaimer. Mr. Silverforb asked if a committee member would ever be asked to respond directly to a resident. Chief and Councilor Scott didn't think that would be part of the process. Mr. Miller added that would be too much to put on a committee member. It was determined that it would most likely be a staff member who would respond, directly. Councilor Scott stated that with all of the boards and commissions, none of them respond directly – themselves. Vice Chair Foster mentioned that the Newberg forms do state where the form goes and explains the process. Mr. West said it would also be nice to let people who are submitting forms know when the next scheduled meeting is, so if it's only quarterly, they won't get impatient. A discussion ensued regarding the wording on the forms. It would be good to include how often the committee meets, etc. Vice Chair Foster shared more info she found on the City of Newberg page. Mr. West said it would be good if the City could update their website so that folks could submit their forms there. The Chief said that could eventually happen and agreed it would be nice to have fillable and send-able forms. All Board Members agreed that slide number five looked good.

Slide number six listed the committee process. Mr. Miller liked that the process creates a great paper trail for the PD staff and City. It will be really helpful for not only responding to the community, but also a great resource for budgeting for the next year. All agreed that the slide looked good.

Slide number seven listed the staff impacts. The Chief stated that he appreciates that the City Council is very conscientious of extra work for City staff. He shared who he envisioned taking over the different roles. Vice Chair Foster asked if TVFR was interested in participating and the Chief replied that they were and shared that they had already reached out to him. One thing not included was the budget impact. He will work on that portion and will have something added in time for the presentation. The Chief stated that Board Members need to be prepared to discuss this topic with City Councilors.

Ms. Thornton suggested adding one more slide. She proposed that the Chief make a note that they already have 10-12 citizens saying that they are interested in participating. She also wondered if the committee term lengths would be the same as the Police Advisory Board. The Chief said that would be decided by staff a bit later. The most important thing right now is for the City Council to approve the proposal and they will figure out the details later.

Mr. Miller stated that there was a big learning curve for Board Members when first joining the Police Advisory Board and asked if there is something that could be provided to committee members to help educate them as part of their orientation. The Chief made a note of Mr. Miller's suggestion and thought it was a very good idea. It was suggested that they invite Dr. Mojtaba Takallou and City Engineer, Bob Galati to the committee's first meeting.

Councilor Scott told everyone that they had done a great job getting to this point. He did, however, wonder why an additional committee needed to be made. There is a lot of administrative overhead for each Board, way more than what he realized when he first became a City Councilor. He felt that it was important to not overcommit budget and staff time. We have to be very cautious to not stretch staff thin. He believes that other Councilors will have the same questions and stated that Board Members will need to make a compelling case as to why they need this committee. Vice Chair Foster stated that did come up a few months ago. As a result, Councilor Young read through the Police Advisory Board by-laws and it was determined that the tasks being assigned to the committee would not fall under the duties of the Police Advisory Board. This was discussed in-depth at a couple meetings. Mr. Silverforb said that he spoke to several people who liked the idea, that the ones that would be deciding on the traffic calming process would be Sherwood citizens. If the Police Advisory Board were to take care of the traffic calming issues, it would take up a lot of their time. Mr. Miller stated that putting together a traffic committee is part of their job, as Board Members. The Board has dealt with several issues and because of the focus of the traffic safety committee, it really needs to be taken off of their plate. Councilor Scott stated that he just wanted to let the Board know that other Councilors would be asking the same question. Mr. Miller stated that the Traffic Safety Committee will be more tactical and the Police Advisory Board's role is more strategic. Mr. Silverforb stated that five of the Police Advisory Board members upped their terms after three years to another three years. (A discussion of term limits ensued.) Ms. Thornton explained to Councilor Scott, the process involved in making the decision to add a different committee.

Vice Chair Foster asked if it would be possible for the Chief to ask the City of Newberg what kind of work load they have with the forms. The Chief said he would check with them. Mr. West added that the Chief and the PD is already dealing with these issues, but what the Police Advisory Board is going to establish is a process that will be more efficient with better public results because of the way they're doing it. She was not sure about the budget portion. The Chief added that the Budget Committee just gave the PD an added Admin position that has made a big impact. They can handle getting the forms compiled. It won't have any impact on pay. The meetings won't be recorded, so staff will not be required to attend. The Chief gave kudos to the Police Advisory Board Members for all that they've accomplished and agreed that the Traffic Committee proposed duties would be outside of the Police Advisory Board's scope. He also agreed that having citizens, that are not on a Board, making these recommendations, is the way to go.

## **6. Councilor News**

Councilor Scott reported that the next City Council meeting is on 10/1 and will have a pretty light agenda. The most interesting topic will be on flags and signs. There has been discussion to take another look at the sign ordinance. There will be discussion on water resiliency planning, an update on the 2020 census, and talk of adding vaping to the list of prohibited items. They did not have a public meeting that past Tuesday. There were interesting topics to discuss, including the pedestrian bridge at Sunset and HWY 99. The cost is estimated to be around 12-16 million dollars. The City has secured 2 million, thus far. Councilor Scott shared a bit on how the bridge might look. There is a potential bond going out to voters in 2020 for visual improvement, including expansion of the recreation center and possibly to help with the pedestrian bridge. This could also possibly include purchasing of additional park land and small capital improvements, etc. The City Council needs to decide what all to include in the bond. This will most likely be included in November of 2020, if they do it. Ms. Thornton asked when the next school bond would be. Councilor Scott said that the School District is currently at lending capacity, which means they can't do another bond for several more years. It will be a minimum of five years and will most likely be closer to 10 years. Mr. Miller was surprised that the school bond didn't include the pedestrian bridge. Councilor Scott said there wasn't enough money and that the planning of the bridge also involves ODOT as well as other agencies. There was a brief discussion about a couple other bonds.

Vice Chair Foster stated that the Skate Park is now open and seems to be pretty busy. Councilor Scott stated that it has been very busy and reported that there were two broken bones on the first day.

## **7. Staff Report(s)**

### **a. Interviews / Process for New Members**

The Chief shared that they had the first round of interviews for potential Police Advisory Board Members, the day before. They interviewed two of six candidates. The other four are scheduled for October. He felt that both applicants were great.

The Chief asked the Board if they want to have their regular October meeting on October 17<sup>th</sup>, since they will be having the Joint Work Session on the 15<sup>th</sup>. Mr. West moved that they skip the regular Board meeting on October 17<sup>th</sup> and Mr. Silverforb seconded the motion. All Board members were in favor. It was decided that the October Police Advisory Board Meeting would be the Joint Work Session on October 15.

National Coffee With A Cop Day is Wednesday, October 2<sup>nd</sup>. The brand new Starbucks (behind The Ackerly) has offered to host for the SPD from 8-10 a.m. The Chief added that this new Starbucks will not be an additional Starbucks, but a relocation for the one off Roy Rogers. The hosting of the event on 10/2 will be a joint effort with two local

Starbucks, to include the manager from the Starbucks located by Walmart. The Chief reported that their first ever evening, Coffee With A Cop, did not go well. Only two people showed up. He shared that they won't plan another evening event for a long time.

The Chief announced that the SPD is hosting the quarterly Portland Metropolitan Law Enforcement Dinner on the 24<sup>th</sup> at the Sherwood Center for the Arts. This is a dinner that is hosted quarterly, by different agencies, throughout the area. The SPD has hosted two others, one in 2013 and one in 2016. This is good for Sherwood, as it puts us on the map.

Mr. West asked if the PD is now fully staffed. The Chief replied that two positions were approved with the new budget. They are currently in the process of hiring two. The two new positions will be to cover the vacancies left by two internal positions to be filled.

Mr. Miller asked if the next Citizens Academy has been scheduled. The Chief replied that it had not been set yet, but they are looking at, possibly, February. Mr. Miller strongly recommended all Police Advisory Board Members to attend. The Chief said there will always be a couple spots for Police Advisory Board Members. Not all at once, but a few at a time.

#### 8. Citizen Comment

None

#### 9. Adjourn (Chair)

With no other business, Chair Lohman asked for a motion to adjourn. Ms. Zwingli made a motion to adjourn, which was seconded by Ms. Thornton. All Board Members voted in favor and the meeting was adjourned at 8:42 pm.

Approval of Minutes:



Chair Ralph Lohman

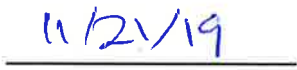


Date

Attest:



Angie Hass, Executive Assistant



Date



**Exhibit "A"**

# TRAFFIC CALMING

Program Update  
October 15, 2019  
Sherwood City Council

# Data Gathering Process



- Community Input
  - 23 *paper surveys*
  - 372 *citizen conversations*
- Top Traffic Concerns
  1. *Stop signs and lights (59)*
  2. *Miscellaneous to include parking (42)*
  3. *Speeding (41)*
  4. *Pedestrian safety (23)*
- Expert Input
  - *Dr. Mojie Takalou*
  - *Bob Galati*

# What Are Others Doing



- Review of Other Cities' Programs
  - Beaverton
  - Canby (No budget-CM "figures it out")
  - Hillsboro
  - Tigard
  - **Newberg** (\$10,000 annually for commission use (consultants, studies, etc.), plus \$20,000 in maintenance funds for signage or projects)

# Concept-Proposed



- Name
  - *Sherwood Traffic Safety Committee*
- Membership
  - *6 total, including 4 citizens and 2 PAB members*
  - *Council liaison, as desired & time permitting*
  - *Staff liaisons from PD, Engineering and TVFR*
- Authority
  - *Committee will report to the Police Advisory Board, who can then make advisory recommendations to Council as needed*
  - *Committee will make operational recommendations to, and for the approval of the City Manager, or*
  - *Committee acting as CM designee for the lower level decisions such as "more enforcement"*

# Tasks and Duties



- Develop “Menu” of engineering and design options with policy input from Council
  - *Speed bumps?*
  - *Part of, or maybe separate resolution?*
- Develop process forms to initiate action from citizens
  - *Will not engage in any development processes*
  - *Part of resolution*
- Examples of forms from Newberg

# How it would work



- Forms available on website
- Citizens locate appropriate form and submit to committee
  - *Education will be important*
  - *Initially staff may need to direct citizens to website or email them the form(s)*
- Committee (Staff) compiles forms for next meeting
  - *Quarterly or every other month, as needed*
- Committee reviews each form and determines course of action
- Will not include routine requests for Extra Patrol, but will include complaints about "speeding" and will provide better data tracking and reporting through PAB

# Committee Process



- Possible courses of action;
  - *Keep open for more data and/or input from staff (i.e. traffic/speed counts, engineering review, etc.)*
  - *Close and assign to staff for follow-up (i.e. to Police for increased enforcement or radar trailer)*
  - *Make recommendation to staff and City Manager for sign(s), or parking adjustments*
  - *Make recommendation for engineering improvements from list of options (menu)*
  - *Forward to Police Advisory Board for possible policy and/or budget recommendation to City Council*

# Staff Impacts



- Police
  - *PD Administrative Assistant will compile forms and assist the Committee*
  - *Police Chief/Patrol Commander will be a PD Staff Liaison*
- Engineering
  - *City Engineer or designee will be a Staff Liaison*
- TVFR
  - *Deputy Fire Marshall will be a Staff Liaison*





Questions?