



PUBLIC NOTICE

Sherwood City Council Work Session with City Boards & Commissions

**(Parks & Recreation Advisory Board, Library Advisory Board, Cultural Arts
Commission, Planning Commission, Budget Committee,
Police Advisory Board, Traffic Safety Committee, Senior Advisory Board)**

**Wednesday, December 7, 2022
6:00 pm**

**Location:
Sherwood Center for the Arts
22689 SW Pine St.
Sherwood, Or 97140**

Sherwood City Council Meeting

Date: December 7, 2022

- List of Meeting Attendees:
- Request to Speak Forms:
- Documents submitted at meeting:

Work Session

- 2022 SWOT reports from city boards and commissions, Exhibit A

ATTENDANCE SHEET

NAME

ADDRESS

PHONE

JOE SMITH	Sherwood	
KEITH MAYS	"	Cell Sherwood
Tim Roseuer	"	Call Shanda
Jean Simson	Sherwood-	Call Planning (U)
CAZ THOMSON	Sherwood Advisory	503-330-6072
Kim Young	Sherwood	503-956-7407
Laurie Zingli	Sherwood	503-840-8257
David Scheiman	Sherwood	503-317-1761
Paul Meyer	Sherwood	503-315-8257
Eric R		
Brian Amer	Sherwood	971-272-4796
Ty Hannon	"	503 925 7109
Angie Hays	"	503 925 7131
Diane Foster	Sherwood	503-887-1817
Arisa Le Olde	Sherwood	669 214 8161

ATTENDANCE SHEET

NAME

ADDRESS

PHONE

Jason Wwertz	15208 SW Highpoint Dr	503-750-5838
Maggi Gerhard	22940 SW Main St.	(707) 616-5148
Lily Fairman	22997 SW Saunders Dr	503-267-3541
Melanie Dobson	16817 SW Regatta	971-645-0117
Deb Diers	20720 SW Houston	248-797-9817
Brian Dorsey	16483 SW Willow Dr	503-868-0412
Dan Bantz	17466 SW Inkster Dr	541-514-3377
Fritz Kaliszewski	21949 SW Lebeau Rd	503 407-7833
Rick Wordly	17663 SW Cedarview Way	503-250-1000
Tony Bevel	17036 SW Lynny Way	(503) 421-3033
Mary Martin Bantz		
Jay Kuczer	23147 SW Greengate	409 450 394
Justin Kai	22118 SW FRIARS LN	415.215.7865
Eugene Stewart	PO Box 534, Sherwood	503-625-8072



Home of the Tualatin River National Wildlife Refuge

2022 Annual Boards & Commissions Report to City Council – SWOT

BUDGET COMMITTEE

City Council Meeting

Wednesday, December 7, 2022, 6:00 pm

Sherwood Center for the Arts

Strengths

- The City's financial strength and being smart with reserves
- The City is an attractive and highly desirable community
- City Parks/Greenspace
- The City is active (99W Pedestrian Bridge/Sherwood Broadband)
- The City's workforce

Weaknesses

- PERS Costs
- Communication/Engagement/Website
- Charter restrictions on revenue increases limited to 2%
- The City's financial system lacks efficiencies

Opportunities

- Continue to attract businesses/ Diversify the tax base
- Sherwood West and 2021 URA
- American Rescue Plan Act (ARPA) Funds
- Potential County resources/Fair Share
- Federal Grants
- Potential for a recession to lower the cost of doing business
- Hold quarterly budget committee meetings/Improved Communication
- Benchmarking City Services

Threats

- Economy (Inflation, Supply Chain Issues, and Labor Shortage)
- PERS
- Federal, State and Local Legislation (Unfunded mandates)
- Construction impacts on traffic cameras
- Running out of land
- Recession
- Employee burnout
- Senior Center funding
- Library funding
- Climate Change
- State Regulations on Development

Dec. 7, 2022
Date

WS
Agenda Item

City Council
Gov. Body

A(14 pgs)
Exhibit #

1. What are your two or three most significant accomplishments for this past year as a board or commission?

A. This committee worked very well together, they were engaged, got along, listened to each other's views and values, understood what was best for the City and took action. They got to work and worked hard.

B. This committee developed a well-balanced budget that involved some tough decisions and as outlined in Oregon Revised Statutes, they are tasked with acting as a level of control in the expenditure of public funds.

2. What are your two or three major goals for the upcoming year as a board or commission?

A. Receive more communication from City staff to stay up to date and assist in making well informed decisions when deliberating upcoming proposed budgets.

B. Continue to be forward-thinking by understanding and analyzing the financial impact today's decisions could have on future years.



2022 Annual Boards & Commissions Report to City Council – SWOT
Cultural Arts Commission
City Council Meeting
Wednesday, December 7, 2022, 6:00 pm
Sherwood Center for the Arts

Strengths

- Successfully producing two cultural festivals (Lunar New Year, Diwali) and a Summer Solstice event, which attracted hundreds of participants;
- Collaborative relationships built between the Arts Commissions and other entities (school district, affinity groups, the library, small businesses);
- City staff support and enthusiasm for cultural events and public art;
- A growing awareness of arts and culture in our community;
- A full Cultural Arts Commission, filled with mission-driven citizens representing diverse perspectives and backgrounds and bringing a wide range of skills to the table.

Weaknesses

- Quorum is sometimes a challenge due to illness, busyness, and traveling;
- If we do not have a plan in place to deal with the threats listed below, that will turn into a weakness. We need to plan our work and work our plan.

Opportunities

- We have an opportunity to raise the profile of public art in Sherwood and work on messaging;
- The CEP grant we received is an opportunity for another public art mural in the coming year;
- We have the opportunity to continue to educate people about the benefits of public art and creative placemaking;
- Through the new festivals we have held, there is an opportunity to connect with our diverse community here in Sherwood;
- We have an opportunity to participate with other city entities on various projects, connecting with others who are passionate about public art;
- We have the ability to apply for many grants, leveraging the successful completion of our first public art mural.

Threats

- People not understanding the value of art, visual placemaking, livability, and community vitality/involvement;
- There are many positive things competing for everyone's time, energy, and focus.

1. What are your two or three most significant accomplishments for this past year as a board or commission?

A. Lunar New Year celebration in January 2022;

B. Summer Solstice celebration in conjunction with Art Walk in June 2022;

C. Diwali Festival and creating a community ofrenda in October 2022.

2. What are your two or three major goals for the upcoming year as a board or commission?

A. Pursue expanded funding for public art and having clarity around that;

B. Build upon the successes of this past year to continue to offer cultural experiences for our community in 2023, with Lunar New Year, a summer celebration, Diwali, and more.



2022 Annual Boards & Commissions Report to City Council – SWOT

Library Advisory Board

City Council Meeting

Wednesday, December 7, 2022, 6:00 pm

Sherwood Center for the Arts

Strengths

- A cohesive and passionate team that is knowledgeable and engaged. Steady leadership with Chair and Vice Chair. On track for full membership.
- Strong sounding board for library staff on policies, assessments, strategic planning, intergovernmental agreement, and long-term visioning.
- Unanimous support to protect the freedom to read and oppose censorship.

Weaknesses

- Limited diversity on the board and reduced applicants for open positions.
- Library Facility Master Plan continues to be on hold due to competing City priorities.
- No Foundation for capital campaigning.
- Can be difficult to take action within constraints of being an advisory board.

Opportunities

- Invite stakeholders to board meetings for input. Learn how other B&Cs address similar issues and what challenges they face. Invite the City Manager to attend a meeting 1-2x/year.
- Build more opportunities for board dialogue and input in meetings and ways for board members to increase impact between meetings. Increase training on library issues.
- New strategic planning process, community engagement, and surveys, along with library use data and existing assessments will provide new insights into what our community needs.
- Continue to advocate for approval of a Library Facility Master Plan.

Threats

- The library is below standard for the size of the building and collection for the population served.
- Lack of diverse representation on the board perpetuates difficulties in understanding the needs of the community, increasing access, and encouraging inclusion in strategic planning.
- Growing national movement to censor material in libraries. Political divisions in the community.
- Census data inaccuracies make it difficult to make data-informed decisions.

1. What are your two or three most significant accomplishments for this past year as a board or commission?

- A. Approved a new Strategic Planning process with a priority on community engagement and continued to advise on evolving short-term Strategic Focusing areas to guide a return to full in-person services.

- B. Policy & Assessments--Reviewed and approved a revised behavior policy with trauma-informed customer service principles. Reviewed and supported the WCCLS IGA. Reviewed Public Library Standards assessment and diversity audit report on the print collection.
- C. Re-affirmed commitment to Intellectual Freedom, the American Library Association's Library Bill of Rights, and the ALA Freedom to Read Statement.

2. What are your two or three major goals for the upcoming year as a board or commission?

- A. Continue to evaluate and advise on the current strategic planning process and community engagement, review resulting data and themes of the community needs assessment, revise the user survey, and create a new non-user survey. Participate in focus groups and listening sessions. Approve a resulting strategic plan to guide library priorities and goals.
- B. Encourage approval of the Library Facility Master Plan, including meeting space expansion, with a timeline and benchmarks for future library expansion.
- C. Promote formation of a Library Foundation.



2022 Annual Boards & Commissions Report to City Council – SWOT

Planning Commission

City Council Meeting

Wednesday, December 7, 2022, 6:00 pm

Sherwood Center for the Arts

Strengths

- A very engaged Commission
- A diverse group of community members who serve on the Commission.
- Having both the organizational history and knowledge of how and why the City made particular choices while having others bring fresh perspectives on current trends and community issues leading to better discussions and planning outcomes.
- Having the willingness to dive-in and tackle issues as they arise and being able to work together in a respectful manner even when opinions differ.
- Being able to be creative as much as possible.

Weaknesses

- One vacancy on Commission
- A very engaged Commission – meetings can run long.

Opportunities

- Reviewing the development code for updates such as natural resources and
- Developing new avenues of outreach and engagement with the community.
- Raising the voices of the Commission to be heard at the state level.
- Inviting the League of Oregon Cities or other partners meetings to discuss land use issues.

Threats

- The Commission feel they are being made irrelevant by the state legislature who are enacting new prescriptive legislation, such as Climate Friendly Equitable Communities rulemaking and House Bill 2001. The new laws imposed by the state are disempowering the Commission and volunteers who serve to represent community values.
- Metro review of Sherwood West Concept Plan

1. What are your two or three most significant accomplishments for this past year as a board or commission?

A. Adopting Residential Design Standards

B. Adopting the Comprehensive Plan

C. Council upheld Commission's decision on two appeals

2. What are your two or three major goals for the upcoming year as a board or commission?

A. Review of Sherwood West Concept Plan

B. Updating the Transportation System Plan

C. Implementation of Comprehensive Plan



2022 Annual Boards & Commissions Report to City Council - SWOT
Police Advisory Board
City Council Meeting
Wednesday, December 7, 2022, 6:00 pm
Sherwood Center for the Arts

2022 Achievements & Successes:

- 1) Onboarding of the new Chief.
- 2) Fostered continued public interest in the Police Department and its activities.
- 3) Provided continued support and participation in the Traffic Safety Committee, which is becoming more visible in the community.
- 4) Developed a Sherwood Police Department Community Survey.

2023 Goals:

- 1) Aim to distribute the Sherwood Police Department Community Survey.
- 2) Develop a strategic staffing plan based on responses to the community survey.
- 3) Assist with recruiting and support for the next Citizens Police Academy.
- 4) Continue to review police policies and provide input, as necessary, to the City Council.
- 5) Communicate the Police Advisory Board's mission and goals to the community.

Potential challenges and/or roadblocks to achieving our 2023 goals:

- 1) Citizens still don't know enough about the Police Advisory Board.
- 2) Wide enough distribution of the Sherwood Police Department Community Survey.
- 3) Fracturing and anxiety in the community.



Home of the Tualatin River National Wildlife Refuge

2022 Annual Boards & Commissions Report to City Council – SWOT

Senior Advisory Board

City Council Meeting

Wednesday, December 7, 2022, 6:00 pm

Sherwood Center for the Arts

Strengths

- We have a goal of becoming an Age-Friendly City which is a measurable goal
- The Age Friendly survey is out and we are active in getting a response
- Passion & dedication of committee members & staff who show up to meetings
- Strength of leadership in aging

Weaknesses

- Number of vacancies on board
- Knowledge of the senior center's history, programing, and funding
- Board meeting attendance
- Open communication with city government

Opportunities

- Sherwood becoming an Age-Friendly City
- Engage new board members
- Room for growth in transportation, activities, food services, healthcare, information, etc.
- Being inventive and creative in questionnaire distribution
- Being a real voice for seniors
- To be a listening post for older adults to communicate needs

Threats

- Low number of current responses to survey
- Board member attrition
- Covid, movement of meetings to in-person
- Volunteer recruitment
- Funding

1. What are your two or three most significant accomplishments for this past year as a board or commission?

- A.** Drafting and initial distribution of the Age-Friendly survey
- B.** Crating measurable goals in the Age-Friendly process
- C.** Connection of aging services and like-minded entities in Sherwood.

2. What are your two or three major goals for the upcoming year as a board or commission?

- A.** Completion of the Age-Friendly Survey
- B.** Filling empty board seats
- C.** Using survey data to identify next steps
- D.** Getting out information to Sherwood older adults on all services, activities, and opportunities.



2022 Annual Boards & Commissions Report to City Council – SWOT
Traffic Safety Committee
City Council Meeting – December 7, 2022, 6 pm
Sherwood Center for the Arts

Strengths

- Consistently meet to review citizens' concerns and issues.
- Willingness to look at every complaint and strive to reach reasonable corrections.
- Number of issues the committee addressed.
- There is an open dialogue within the committee and all members collaborate well together.
- Committee members cooperate well with City staff and can provide viable solutions to problems.
- Can summarize achievements well and can accurately explain discussions made during TSC meetings to other committees.
- Received first citizen complaint in person since formation of committee.

Weaknesses

- Lack of media exposure/community knowledge of TSC.
- The Capital Improvement Projects timeline.
- The availability of funding.
- Lack of visual aids/maps at meetings & difficulty visualizing complaint locations.

Opportunities

- More education and outreach to the community.
- Better use of social media platforms.
- Hand out flyers/brochures at community events to increase knowledge of committee.
- Use the new technology available in the community room to display visuals during meetings.
- Post flyers at library to increase community awareness.

Threats

- Lack of interest and knowledge of the TSC.
- Not able to please everyone.
- Availability of funding.
- Citizens are unaware of the TSC procedures and the role of the committee.

1. What are your two or three most significant accomplishments for this past year as a board or commission?

A. Edy Rd complaint progress.

B. Langer Farms Pkwy issue addressed.

C. Committee addressed all complaints received in the year.

2. What are your two or three major goals for the upcoming year as a board or commission?

A. More visibility, let people know we are here.

B. Increase community awareness.

C. Increase the number of complaints we receive/process.



2022 Annual Boards & Commissions Report to City Council – SWOT
Parks & Recreation Board
December 7, 2022
Sherwood Center for the Arts

Strengths

- An updated Park SDC Methodology with new fees
- An updated Parks & Recreation Master Plan

Weaknesses

- Little park development on the north side of town
- No formal parks and recreation department/district or offerings
- No longer have an IGA with school district to schedule and use fields and gyms

Opportunities

- Identify land for future parks and trails
- Consider preserving unique nature areas when identifying future park land
- Partnerships that could lead to development and/or programs

Threats

- Lack of funds
- Balancing needs of developers (which bring in SDCs) and the desire to preserve open space/park land

1. What are your two or three most significant accomplishments for this past year as a board or commission?

- A. Completion of phase 1 of Cedar Creek Trail**
- B. Updated Park SDC Methodology**
- C. Received a grant for Veterans Park Memorial**
- D. Updates/Improvements to trails within Woodhaven**

2. What are your two or three major goals for the upcoming year as a board or commission?

- A. Complete upgrades to Veterans Memorial Park**
- B. Complete Woodhaven Park upgrades**
- C. Complete Robin Hood Plaza construction**
- D. Complete ADA transition plan and facilities**
- E. Identifying future park land**
- F. Identify potential location for an Inclusive Playground**

Approved Minutes



SHERWOOD CITY COUNCIL MEETING MINUTES
22689 SW Pine St., Sherwood, Or
Sherwood Center for the Arts
December 7, 2022

WORK SESSION

1. **CALL TO ORDER:** There was no formal call to order, Mayor Mays welcomed everyone at approximately 6:10 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Kim Young, Renee Brouse, and Linda Henderson. Councilors Taylor Giles and Doug Scott were absent.
3. **BOARDS AND COMMISSION MEMBERS:** See sign in sheet. Not all attendees signed in.
4. **STAFF PRESENT:** City Manager Keith D. Campbell, Police Chief Ty Hanlon, Executive Assistant Angie Hass, Volunteer Coordinator Tammy Steffens, Senior Center Manager Maiya Martin Burbank, Center for the Arts Manager Chanda Hall, Library Manager Adrienne Doman Calkins, Economic Development Manager Bruce Coleman, Planning Manager Erika Palmer, Senior Planner Joy Chang, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

5. TOPICS


A. City Boards & Commissions SWOT Reports

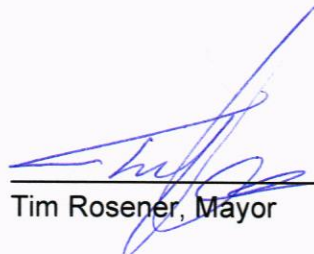
Mayor Mays welcomed the members of the City Boards & Commissions. A representative from each board and/or commission recapped their annual Strengths, Weaknesses, Opportunities, and Threats reports (see record, Exhibit A).

6. ADJOURN:

There was no formal adjourn time, the dinner meeting concluded at approximately 8:00 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor