



## AGENDA

<b>Traffic Safety Committee</b>	
<b>Date &amp; Time:</b>	Thursday - May 14, 2020 6:00 pm
<b>Location:</b>	Pursuant to Executive Order 20-16, this meeting will be conducted electronically and will be live streamed at <a href="https://www.youtube.com/user/CityofSherwood">https://www.youtube.com/user/CityofSherwood</a>

<b>Attendees</b>
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<b>T.S.C. Members:</b>	<b>City Staff:</b>
Tony Bevel	Jeff Groth-Police Chief
Ruthanne Rusnak	Angie Hass-Executive Assistant
Patti Spreen	Bob Galati-City Engineer
Jason Wuertz	Jon Carlson-Police Captain
Tiffany Yandt	Julia Hajduk-Community Development Director
Mike Smith	Joseph Gall-City Manager
Chris West	

### Agenda

1. Call to Order (Staff)
2. Roll Call (Staff)
3. Member Introductions (Staff)
4. Selection of Chair and Vice-Chair(Staff)
5. Selection of Formal Meeting Date(s) (Chair)
6. Business (Chair)
  - a. Review of Municipal Code
  - b. Review Initial Terms of Office
  - c. Briefing on Public Records/Meetings Law
  - d. TSC Business Moving Forward
    - i. Staff introductions & Perspectives
    - ii. Forms
    - iii. Begin Review of Traffic Calming Options
7. Citizen Comment (Chair/Staff)
 

*Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to [CityRecorder@Sherwoodoregon.gov](mailto:CityRecorder@Sherwoodoregon.gov). To be included in the record for this meeting, the email must clearly state that it is intended as a citizen comment for this meeting and must be received at least 24 hours in advance of the scheduled meeting time.*
8. Adjourn (Chair)



# Meeting Minutes



## Traffic Safety Committee

<b>Date &amp; Time:</b>	May 14, 2020 - 6:00 pm
<b>Location:</b>	Meeting held virtually through Teams.



<b>T.S.C. Members:</b>	<b>City Staff:</b>
Tony Bevel	Jeff Groth-Police Chief
Ruthanne Rusnak	Angie Hass-Executive Assistant
Patti Spreen	Bob Galati-City Engineer
Jason Wuertz	Jon Carlson-Police Captain
Tiffany Yandt	Julia Hajduk-Community Development Director
Mike Smith	Joseph Gall-City Manager
Chris West	

*This meeting was live-streamed (and recorded) through the City of Sherwood's YouTube channel:*

<https://www.youtube.com/watch?v=2M8fOINPY-M>

*The meeting minutes were created from that recording. Unfortunately, the live-stream cut off before the meeting was adjourned. Therefore, the meeting minutes are not a complete record of this meeting.*

### 1. Call to Order

Chief Groth welcomed everyone and thanked them for checking in earlier to be sure they were all set with Teams and connected. They were able to get everyone but one member logged on. The hope was that he would be able to log on a little bit later.

He stated that he would be running the meeting until the Chair and Vice Chair are selected.

Chief Groth called the meeting to order at 6:00 p.m.

### 2. Roll Call

**Committee Members Present:** Ruthanne Rusnak, Patti Spreen, Jason Wuertz, Tiffany Yandt, Mike Smith and Chris West

**Committee Members Absent:** Tony Bevel was not able to log into Teams. Mr. Bevel did, however, watch the live-streamed meeting through YouTube, while it was available.

### 3. Member Introductions:

With this being a brand new committee, Chief Groth asked everyone to share a bit about themselves including what it was that drew them to be on the Traffic Safety Committee. He asked Ruthanne to start and asked if she preferred Ruthanne or Ruth. She replied that she preferred Ruthanne.

**Ruthanne Rusnak:** Said that she had heard the committee was forming by word of mouth and thought it might be a good place to participate and make a contribution to the City. She sees things around town that could be safer and worries about the traffic circles as well as what is going to happen at the high school. She sees people driving too fast through the neighborhoods.

**Patti Spreen:** She is a resident in Sherwood and loves the community. She thought it would be a good opportunity to be involved on the Traffic Safety Committee and try to promote an overall sense of well-being with all of the growth and all the new adventures that the City is taking on. A fantastic opportunity to give back to the community and to get involved.

**Jason Wuertz:** Has lived in Sherwood for about 14 years and has small children. He is a Civil Engineer by profession, so traffic and that sort of thing is right up his alley. He has an interest personally and professionally. The opportunity to serve the community in this capacity sounded interesting to him.

**Tiffany Yandt:** Has lived in Sherwood going on 15 years. She has two kids in elementary school, which is why she wanted to be on the Traffic Safety Committee. She is concerned with the amount of traffic in the community, especially with the new high school going in. She thought it would be a good opportunity as well as a good learning experience.

**Mike Smith:** Has been a Sherwood resident for about 15 years. He is new to the Police Advisory Board so he raised his hand to be on this committee. He is interested in traffic safety. Primarily what got him going was one of his neighbor's kids almost got hit by a car in his neighborhood. That's what really piqued his interest in being part of the committee.

**Christ West:** Has lived in Sherwood for 20 years. Both of his kids have gone through the Sherwood school system and have graduated. He has a granddaughter that lives with them, so he is still connected that way with kids. He is one of the initial members of the Police Advisory Board, which has been going for about five years. He has been vocal about getting this committee together, which is why he wanted to be on it.

The Chief stated that as they indicated, Mike and Chris are both members of the Police Advisory Board and the way the Traffic Safety Committee is set up, it is an off-shoot, or sub-committee, even though the Traffic Safety Committee is its own stand-alone committee. It is certainly very

related to the Police Advisory Board, which is why two Police Advisory Board members are serving on the committee. They will serve one-year terms and then the Police Advisory Board will determine whether they will serve another term or if other members will. Their terms are a little different than the five Traffic Safety Committee members. The typical term is three years, which is what their terms are on the Police Advisory Board, so this is an additional function that they're serving.

#### **4. Selection of Chair and Vice Chair:**

Chief Groth explained the roles of the Chair and Vice Chair. There is no criteria for the person selected, they just need to have an interest. There is not really any extra work involved. The primary role of the Chair will be to coordinate with the staff liaison, which will eventually, likely be Captain Jon Carlson, to put the agenda together and to run the meetings. When the Chair is not available, then the Vice Chair will run the meetings in their place. Staff coordinates with the Chair and Vice Chair to help get the agenda together, etc. The Chair and Vice Chair are elected every July and is a one-year commitment.

Ms. Spreen nominated Mr. Wuertz for the Chair position. Mr. Wuertz stated that if no one else wanted to, he would step up. Jason said he wasn't super interested if someone else would like to, but if no one else wanted to, he would. The Chief asked who was in favor and Angie went through the list of attendees asking for their replies. All present members were in favor of Mr. Wuertz being the Chair.

Chair Wuertz nominated Ms. Spreen for the Vice Chair position. Angie asked all members for their response and all were in favor of Ms. Spreen being the Vice Chair.

#### **5. Selection of Formal Meeting Date(s):**

The Chief stated that Thursdays are the best meeting nights, based on other board meeting times. The Police Advisory Board meetings are scheduled for the third Thursday of each month, so they would need to select the first, second or fourth Thursday of each month. Ms. Rusnak suggested it be the fourth Thursday. Mr. West thought that would be a good day to choose, as it would be one week after the Police Advisory Board meetings. The Chief stated that hearing no objections, they would schedule the Traffic Safety Committee meetings on the fourth Thursday of every month. It was decided that 6:00 p.m. would be a good start time. City Manager, Joe Gall, asked about location once COVID-19 is done. Would they be holding meetings at the Police Department? The Chief replied that they would.

#### **6. Business:**

Being the newly elected Chair, Mr. Wuertz proceeded to run the meeting from this point on.

**a. Review of Municipal Code**

The Chief had e-mailed all members a copy of Chapter 2.08 of the Municipal Code, Citizen Boards and Commission, for their review prior to the meeting. (See Exhibit "A".) He had highlighted the pertinent sections, the first four and half pages, and went over a few of the points he thought were most important.

The Police Advisory Board has a City Council Liaison, so it was determined that the Traffic Safety Committee did not need a full-time Liaison. That doesn't mean that one wouldn't be in attendance at times, however.

The Chief shared that there is a section specific to the Traffic Safety Committee. It was pointed out that this section could be found on pages 8 and 9. He went on to read a bit.

Vice Chair Spreen asked if they would go to him with a question, since they didn't have a City Council Liaison. He replied yes and that often times, they will go to City staff, depending on what the question is concerning. He went on to provide a couple different scenarios. If it got to the point where an ordinance needed to be changed, staff would carry that forward and then the Traffic Safety Committee would present to the City Council.

Chair Wuertz asked the Chief to elaborate a little bit on the complaint process. He wondered if the Traffic Safety Committee would be the first step or would City staff do some investigating before going to the Committee. The Chief said it would be all of the above and went on to explain a bit more. The Police Department will continue to take requests for extra patrol. The Traffic Safety Committee would not need to be referred to for those. On any complaint or issue that clearly needs to come to the Traffic Safety Committee, City staff will direct them to the proper form. Staff will gather the forms and then they will go to the Traffic Safety Committee. He added that it is critically important to track the complaints.

City Manager, Joe Gall, stated that a lot of these things end up on his desk and he is excited to finally have this committee together. He will share more a little later in the meeting.

**b. Review Initial Terms of Office**

The Chief stated that by code, all terms expire on June 30<sup>th</sup> of any given year, with the exception of this year for this board, since it's a brand new board. The code requires the terms to be staggered so they're not replacing everyone at once. It goes in alphabetical order and will start with next June (2021). Mr. Bevel's term will expire next year, so he will be shorted. The Chief added that Mr. Bevel can simply re-apply and will be put on the board. He will then be added for a three year term. Ms. Rusnak would be next, expiring in June of 2022, also being able to re-apply, if she so choses. Vice Chair Spreen will get a full three years of her initial term. Then it starts all over with Chair Wuertz expiring in June of 2021 and Ms.

Yandt in June of 2022. As a reminder, Mr. Smith and Mr. West will serve a one-year term. It will be up to them and the Board if their terms are extended. There is no limit on reapplying.

Vice Chair Spreen wondered if neighbors or others have an interest in joining the committee, where should she direct them. The Chief replied that if she is aware of a vacancy, she can direct them to the City website, as that is where the openings will be listed. The committee is limited to the numbers they have now.

### **c. Briefing on Public Records / Meetings Law**

The Chief said that this is probably one of the most important things for any new member to a board or commission to learn. As an official member of a City of Sherwood board or commission, they are all considered public officials now. That doesn't really mean anything except that there is a set of rules they need to be aware of. As they are only part of a committee, they cannot speak or act as a member of the Traffic Safety Committee unless they have the authority of the committee. He provided some examples. They do not lose their role as a private citizen, they just can't mix the roles. He didn't want them to think that they give anything up, he just wanted them to be very aware of the role and that they understand that they keep a separation between them. Everything that they do as a part of the Traffic Safety Committee is a matter of public business. Every meeting is open to the public. Every work product that they produce is a public record. There are no secrets when doing the people's business. That becomes important because those types of things can get folks sideways sometimes. They can't get together as a committee and have a quorum unless it's in an official meeting. They can certainly get together socially. Four can't get together and start talking about business away from a meeting. They cannot have e-mailed conversations. Moving forward he said to let staff do the e-mail work for them and explained how that would work. That way they don't run the risk of conducting a meeting. If anyone has a question, please ask staff only and that way staff can share the information. He stated that sometimes the e-mail piece can be the trickiest. Joe Gall shared that sometimes new members who aren't used to those rules forget and do a "reply all". If a staff member gives a gentle reminder, don't take it personally. They're just trying to help keep them out of trouble. It happens to the City Council on occasion as well. Ms. Rusnak had a question about his reference to staff and who that would be specifically. The Chief stated that they will clarify that a little bit later. There will be several staff liaisons assisting with this committee, as there are several different departments involved. For now, it is okay to send e-mails to him and Angie. As of right now, Angie is the one taking the meeting notes so it is important for her to know what's going on. That may change and they will clarify down the road, if so.

Julia Hajduk said that with the possibility of these committee members receiving unsolicited e-mails from the public, could he advise them of what to do with those and how to maintain proper records. The Chief gave an example of a resident coming to them with an issue. They would need to refer that resident to the website to complete the form, which would then be submitted to the committee. Another possibility is if a citizen had a question, a committee

member could forward it on to City staff and once a response was provided, it could be sent out to all committee members. This way, they would have the answer to the question, in case anyone else was approached with the same question.

Chair Wuertz asked for confirmation that if they have e-mail communications in relations to the Traffic Safety Committee, those are public record. The Chief replied that was correct. The Chief also suggested that the committee members may want to create an e-mail address that is specifically for Traffic Safety Committee business. It is not a requirement, however. This is something that has been suggested to the Police Advisory Board members as well. The Chief stated that it can just be a simple e-mail address. This makes it easier so that if a public records request comes in, their personal e-mail account is left out of it.

Chair Wuertz asked how strictly they are following the Robert's Rules of Order for this committee. The Chief suggested that serve as a guideline. It will be more up to the committee how stringent they want to be. Generally those exist to ensure some decorum so people aren't talking over one another. Rarely, do they see that as an issue. It is just about everyone having the chance to speak and to vote.

Chair Wuertz asked about the public involvement at the Police Advisory Board meetings. The Chief replied that it is pretty quiet. They consistently have attendance of one lady that attends. She is a Police Department volunteer and she likes to keep up on what's going on. However, he does not expect that to be the same for the Traffic Safety Committee. As people submit complaints to be addressed, he expects those people might show up to see what is said about their ideas. Citizen comments are allowed and encouraged by the City Council, so that residents are given opportunities to be heard. Each person is given four minutes. It's not something that happens very much, at least at the Police Advisory Board level. We'll just have to wait and see how it goes. Vice Chair Spreen asked as citizens submit their complaints, will they go on the agendas? The Chief said that was his intent, depending on how many issues there are to address. If there are 3-6 per meeting, then they can list on the agenda, so folks will know that their complaints are being addressed. He added that when they started putting this committee together, the City Council really liked the way things were structured so that the committee would receive input from the citizens and then report back to community members who voiced concerns. City staff would then reach back out to the citizen who had submitted. As the City Manager, Joe, had indicated, the key foundational component of this committee existing is recognizing that the City has to have input from the community.

#### **d. TSC Business Moving Forward**

##### **i. Staff Introductions and Perspectives**

The Chief introduced **Kate Stoller**, Deputy Fire Marshall, from TVF&R. She was not able to access the meeting through Teams, but may be watching on the YouTube channel. She will be attending some of these meetings in the future.

**City Manager, Joe Gall**, thanked everyone for volunteering to be citizens on a brand new committee. This is largely going to be a work in progress. Being the first members on this committee, they will be really helpful with ideas and suggestions on how we can include the public in the decision making. This committee has been talked about internally with Council for a number of years. The Council is very excited that the committee is up and running. In the eight years that he's been with the City, he has seen an ever increasing number of complaints, concerns, feedback, etc. When he hears from the citizens in town, they have concerns about traffic safety, neighborhood safety, people speeding through neighborhoods, school safety, the lack of traffic calming, etc. All of those things are increasing in terms of the number of things that are landing on his desk and other members of his team. It is a quality of life issue. He'd love to be able to say that there are easy answers, but there's not. It's only going to get worse. There is some major road construction on the horizon including Tualatin-Sherwood and Roy Rogers roads being widened over the next four years. That is going to, unfortunately, probably force drivers to go into neighborhoods as people try to get away from the traffic and construction. They are seeing that already. They are seeing traffic in neighborhoods that weren't designed for those levels. People are trying to get home during rush hour and they're speeding. There are kids in those neighborhoods and this is a real livability issue in this community. He doesn't think it's going to go away and that it is just going to get more complex. We need citizen input. There is a lot of technical information that gets looked at by the City Engineer and City staff and they hear from the police, but they have lacked the voice of the citizen. So, he is really excited to finally have this committee. It will morph and change over time, as has the Police Advisory Board has.

With other communities in our region having already done some of this, he encouraged the committee members to look at other City websites, listen in on some of their traffic committee meetings to get examples and ideas on how they do things. He mentioned Tualatin, West Linn, Newberg, in particular, that have committees formed.

The Chief already has a backlog of issues they've received over time and they will develop procedures on how to incorporate the committee and their voice and to allow citizens to weigh in and help them to make decisions. The one thing that will probably be frustrating for them, is that the City doesn't have enough resources to solve everything, financially. His proposed budget is coming out in the next few days and he has allocated \$100,000.00 to start for projects that may come out of recommendations from this committee. They'll learn from the City Engineer that \$100,000.00 sounds like a lot of money, but it really is not. Finding more resources to allocate to traffic safety and traffic calming is probably something they're going to have to do, but they had to start somewhere as far as a budget item.



Vice Chair Spreen asked if it was possible, not immediately but over time, to process the complaints to come to just one staff member, to help save money. Joe agreed that the process should be made to be as easy as possible. This is why he is encouraging folks to look at how other cities are doing things so we can do things most effectively.

The Chief provided more clarification on how the process will work. The lead department right now, in terms of funneling things through, is going to be the Police Department. They will be gathering all of the documents. Once the e-mail and process has been posted, all will go to the Police Department. The documents won't end up with multiple different staff members. Wherever the form is routed to, will be noted on the form itself and that will all be done through the Police Department.

The Chief let everyone know that he had heard from Tony Bevel and that he was watching the meeting on YouTube, due to connectivity issues.

**Julia Hajduk** (Community Development Director) welcomed everyone to the committee and stated that, she too, was very excited to get this committee formed. She manages Planning, Building, Engineering, Economic Development and Code Compliance. Building and Economic Development don't really have a lot to do with traffic calming, but the other three often do. The City Engineer, Bob Galati, receives a lot of the complaints and they haven't really ever had a clear process of who is doing what. Under her department, they also take a lead on the capital improvement program, which is essentially the infrastructure projects. Some of the traffic calming things are going to be fairly inexpensive, but some may be quite expensive. One of the things that Joe was eluding to was that he's gotten a lot of complaints, but often times it's a situation where you have ten people from a neighborhood complaining about something that's technically not really that big of an issue and then you might have one person coming forward about something that technically really is a big issue. Having a committee to help advise, prioritize and listen is really going to help a lot in that regard. She sees, over time, this committee providing guidance on development code and maybe they can get input from this committee in the development code stage and they'll be able to put code in place as development is occurring that will minimize these impacts. As they tackle issues over the next month to year, she thinks they'll gain a lot of insight on things that they can be looking at changing over time to help insure that neighborhoods are developing in a way that is creating traffic calming measures.

Julia stated that she won't be at all of their meetings, but did want to be at this one to meet everyone and to introduce herself and welcomed everyone once again.

Joe added that they will probably see him early on at a lot of the meetings so he can stay on top of how things are going and to answer questions. The Council will be wondering how the committee is doing. Captain Carlson and Bob Galati will be the main City staff members attending the meetings.

**Bob Galati** (City Engineer) has been with the City for 13 years and practicing Engineering for 25-30 years. He manages the Engineering group and he is the technical resource for the City and the Traffic Safety Committee. He works with the Police Department, pretty heavily, regarding the complaints that come in. Usually there's two sides to everything.....

**Recording stops here.**

**ii. Forms**

**iii. Begin Review of Traffic Calming Options**

Please see Exhibit "B" for PowerPoint.

**7. Citizen Comment**

**8. Adjourn (Chair)**

**Approval of Minutes:**



Chair Jason Wuertz

06/30/2020

Date

**Attest:**



Angie Hass

6/30/2020

Date

# Exhibit "A"

## Chapter 2.08 - CITIZEN BOARDS AND COMMISSIONS<sup>11</sup>

Footnotes:

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**Editor's note**— Ord. No. 2019-005, § 2, adopted June 18, 2019, amended the Code by repealing former Ch. 2.08, § 2.08.010, and adding a new Ch. 2.08. Former Ch. 2.08 pertained to boards and commissions generally, and derived from Ord. 92-954, and Ord. No. 2009-013, adopted October 6, 2009.

### **2.08.010 - Purpose.**

The city council recognizes the importance of the public involvement process and the contributions citizens can offer. As the recipients of government services, citizens may best be able to identify where efficiencies and improvements may benefit the city. The council has therefore created a system of boards and commissions designed to foster the relationship between the city and its citizens and ensure that the city considers and appropriately weighs the needs and interests of all Sherwood citizens.

(Ord. No. 2019-005, § 2, 6-18-2019)

### **2.08.015 - Definitions.**

"Citizen board and commission" means any commission, board, committee, task force, or other similar group of citizens, established by city council, including those which are intended to be permanent and those which are created for a temporary period of time, but excluding subcommittees of the city council.

(Ord. No. 2019-005, § 2, 6-18-2019)

### **2.08.020 - Establishment of citizen boards and commissions; suspension; dissolution.**

- A. Citizen boards and commissions which are intended to be permanent shall be established by ordinance. Citizen boards and commissions which are created for a temporary period of time shall be established by resolution.**
- B. The ordinance or resolution establishing a citizen board and commission shall include a specific statement of purpose that identifies its duties and responsibilities.**
- C. All citizen boards and commissions shall be subject to the provisions of this chapter, except to the extent otherwise specified in the ordinance or resolution establishing a particular citizen board or commission, as they may be amended from time to time, or required by law.**
- D. The city council may suspend the activities of any citizen board and commission by resolution. The suspension may be indefinite or for a specified period of time, as set forth in the resolution.**
- E. The city council may dissolve any citizen board and commission, except those required by law. Citizen boards and commissions created by ordinance may only be dissolved by ordinance. Citizen boards and commissions created by resolution may be dissolved by resolution.**

(Ord. No. 2019-005, § 2, 6-18-2019)

**2.08.025 - Role and authority of citizen boards and commissions.**

- A. The city council is the elected governing body for the city. Unless otherwise provided by law, citizen boards and commissions are created pursuant to the council's authority and shall have only those powers and functions expressly delegated by the council.**
- B. Unless otherwise provided by law or specifically delegated by council, citizen boards and commissions do not make final decisions, but instead make recommendations, act in an advisory capacity to the council, and help the council implement city council goals.**
- C. No citizen board and commission shall have the authority to expend city funds, or to obligate the city for payment of any sum of money, except as expressly delegated or authorized by prior approval of the city council.**
- D. In addition to the duties and responsibilities set forth in the resolution or ordinance establishing a citizen board and commission, as it may be amended from time to time, the city council may by resolution assign other limited duration duties or projects.**

**(Ord. No. 2019-005, § 2, 6-18-2019)**

**2.08.030 - Duties and responsibilities of citizen boards and commissions and members.**

- A. All citizen boards and commissions, and any subcommittees thereof, shall comply with the State of Oregon Public Records Law, Public Meetings Law, ethics laws, and all other applicable laws.**
- B. Members are expected to regularly attend the meetings of the citizen board and commission to which they are appointed.**
- C. A member of any citizen board and commission may testify before the city council only as an individual citizen, not on behalf of the citizen board and commission to which they are appointed, unless the member has been designated as a spokesperson for the citizen board and commission on the applicable issue or topic by a majority vote of the citizen board and commission.**
- D. If at any time during his or her term of office a member of a citizen board and commission ceases to meet the qualifications for the citizen board and commission, he or she must immediately notify the citizen board and commission chair and staff liaison in writing.**

**(Ord. No. 2019-005, § 2, 6-18-2019)**

**2.08.035 - Officers and subcommittees of citizen boards and commissions.**

- A. In July of each year, every citizen board and commission shall elect a chair and vice-chair from among its members.**
- B. The chair shall:
  - 1. Preside at all meetings.**
  - 2. Be responsible for maintaining communication with the city council liaison and city staff assigned to the citizen board and commission.**
  - 3. Ensure that minutes are produced for each meeting if staff is not in attendance.****
- C. The vice chair shall exercise the duties of the chair in the chair's absence.**
- D. Vacancies in the office of chair or vice chair due to the mid-term resignation or removal of the officer shall be filled by election of the membership and shall be for the remainder of the vacant term of office.**

- E. A citizen board and commission may request that the city council establish a subcommittee of the citizen board and commission. Prior to voting to request the council to approve creation of a subcommittee, the citizen board and commission shall first request and consider a report from staff regarding the costs and time involved in staffing the subcommittee. Any request to form a subcommittee shall be submitted to the city council in writing and shall contain:
1. An explanation of the function of and need for the subcommittee;
  2. The number and any qualifications of its members;
  3. The staff analysis of the cost and time involved in staffing the subcommittee; and
  4. If the subcommittee is a temporary subcommittee, a deadline for completion of the subcommittee's responsibilities.

(Ord. No. 2019-005, § 2, 6-18-2019)

**2.08.040 - Meetings; rules of procedure.**

- A. Meeting frequency. Each citizen boards and committee shall meet as needed to accomplish its duties and responsibilities.
- B. Attendance.
1. A member must provide at least 48 hours' notice to both the chair of the citizen board and commission and the staff liaison regarding any planned absence from a scheduled meeting of the citizen board and commission. In the event of an emergency that will cause a member to be absent from a meeting, the member must endeavor to provide as much advance notice to the chair of the citizen board and commission and the staff liaison as is practicable.
  2. Members are expected to attend meetings in person. When this is not possible, a member may submit a request to participate telephonically or through other electronic means to the chair and staff liaison. Such request must include an explanation as to why this accommodation is being requested. The chair must not unreasonably deny such a request.
- C. Quorum. A quorum to conduct business shall be defined as a majority of the member positions that are not vacant.
- D. Voting. Except as otherwise required by law, the concurrence of a majority of members present and eligible to vote shall be necessary to pass any motion or decide any question. A member is not eligible to vote if the member has recused him/herself due to a conflict of interest or bias. Members are required to vote on all motions unless they have recused themselves.
- E. Rules of Procedure. Robert's Rules of Order shall serve as a guideline for the conduct of citizen board and commission meetings.
- F. Recommendations. All citizen board and commission recommendations to the city council shall be in writing. The staff liaison, or other person designated by the citizen board and commission, shall prepare a memorandum to the council stating the citizen board and commission's recommendation, which must be approved by majority vote of the citizen board and commission.

(Ord. No. 2019-005, § 2, 6-18-2019)

**2.08.045 - Council liaisons; council and staff support and coordination.**

**A. Council liaisons.**

1. A council liaison shall be appointed for each citizen board and commission in accordance with council rules. The purpose of the council liaison is to provide a direct line of communication between the citizen board and commission and the city council. The council liaison and the chair of the citizen board and commission shall have a joint obligation to keep the council and the citizen board and commission informed of relevant city or citizen board and commission information.
2. The council liaison is not a voting member of the citizen board and commission to which he or she is assigned. However, except to the extent otherwise required by law and rules of procedure when the citizen board and commission is exercising quasi-judicial authority, he or she may take part in all discussion and debate in any matter before the citizen board and commission.

**B. Other city council members may attend meetings of any citizen board and commission. A council member may not speak on behalf of the city council at a citizen board and commission meeting unless authorized to do so by majority vote of the city council.**

**C. City staff support.**

1. The city manager shall assign staff to provide technical information, guidance, and clerical support for each citizen board and commission. The primary staff person(s) assigned to a citizen board and commission will be designated as the staff liaison(s).
2. A staff liaison is not a voting member of the citizen board and commission to which he or she is assigned. However, except to the extent otherwise required by law and rules of procedure when the citizen board and commission is exercising quasi-judicial authority, he or she may take part in all discussion and debate in any matter before the citizen board and commission.

**(Ord. No. 2019-005, § 2, 6-18-2019)**

**2.08.050 - Appointment and removal of citizen board and commission members.**

**A. Appointments.**

1. Members of citizen boards and commissions shall be appointed in accordance with council rules.
2. If a position becomes vacant for any reason before the expiration of a term of office, the appointee shall fill the vacancy for the remainder of the term.
3. Appointees must meet the qualifications for the citizen board and commission, if any.
4. All members must reside within the Sherwood city limits, unless otherwise provided for a specific citizen board and commission.
5. When making or approving appointments, the mayor and council may consider special expertise of applicants and the geographic diversity of the membership of citizen boards and commissions.
6. A citizen may not serve on more than one citizen board and committee simultaneously without approval of the city council by resolution. This provision shall not apply to subcommittees.
7. A citizen serving on more than one citizen board and committee may not be the chairperson of more than one simultaneously.

**B. Removal. Members of citizen boards and commissions serve at the pleasure of the city council and may be removed at any time, with or without cause, in accordance with council rules.**

**(Ord. No. 2019-005, § 2, 6-18-2019)**

**2.08.055 - Term of office.**

- A. The term of office for members of each citizen board and commission shall be a period of three years, unless otherwise provided herein, in the ordinance or resolution establishing a citizen board and commission, as it may be amended from time to time, or required by law.**
- B. All terms of office shall expire on June 30, unless otherwise provided herein, in the ordinance or resolution establishing a citizen board and commission, as it may be amended from time to time, or required by law.**
- C. Notwithstanding the foregoing, initial terms of office for members of a newly created citizen board and commission which is intended to be permanent shall be staggered so that a majority of the positions do not become vacant in the same year and so that an equal or approximately equal number of positions become vacant each year.**
- D. Members of citizen boards and commissions in office at the time that this ordinance is enacted shall continue in office until June 30 of the year in which their term of office was scheduled to expire. The length of the subsequent term of office may vary from the requirements in subsection A above, as specified at the time of appointment, if necessary to ensure that a majority of the positions on the citizen board and commission do not become vacant in the same year and that an equal or approximately equal number of positions become vacant each year.**

(Ord. No. 2019-005, § 2, 6-18-2019)

2.08.060 - Budget committee.

The city budget committee is hereby established for the purposes, and with the composition and duties and responsibilities, set forth in Oregon Local Budget Law (ORS Chapter 294).

(Ord. No. 2019-005, § 2, 6-18-2019)

2.08.065 - Cultural arts commission.

- A. Purpose. The city cultural arts commission is hereby established for the purpose of advising the city council and city administration on arts and cultural programming, policies, planning, and management.
- B. Composition.
  - 1. The commission shall consist of nine members.
  - 2. Eight of the commission members must be residents of the city. One commission member must reside within the 97140 zip code, but need not be a resident of the city.
- C. Duties and responsibilities. The commission shall:
  - 1. Identify needs and facilitate arts initiatives that serve the city, expanding and enriching the cultural life of Sherwood.
  - 2. Develop cultural arts policies and make recommendations to city council with regard to public art and arts programming.
  - 3. Promote the utilization of the Sherwood Center for the Arts as a venue for performances and events, promoting cultural tourism.

(Ord. No. 2019-005, § 2, 6-18-2019)

2.08.070 - Library advisory board.

- A. Purpose. The city library advisory board is hereby established for the purpose of advising the city council and city administration on library policies, planning, and management.
- B. Composition.
  - 1. The board shall consist of nine members.
  - 2. Eight of the board members must be residents of the city. One member must be a non-resident of the city, but must be a resident of both Washington County and the Sherwood Public Library service area as then designated.
  - 3. Per ORS 357.465(3), the term of office for library advisory board members shall be four years.
- C. Duties and responsibilities. The board shall:
  - 1. Evaluate community needs and resources on a regular basis and incorporate relevant findings into a statement of purpose guiding the provision of library services.
  - 2. Establish long-range plans, goals, and objectives for the library and the improvement and maintenance of the library building.
  - 3. Regularly review and advise the city council and city administration on specific programs and policies relative to library goals and objectives.
  - 4. Promote public participation and awareness programs designed to increase the use of the library.
  - 5. Advise the city council and city administration on library rules, regulations, and other matters relative to the library.
  - 6. Undertake additional responsibilities relative to the library system as may be designated by the city council or requested by the city administration.

(Ord. No. 2019-005, § 2, 6-18-2019)

2.08.075 - Parks and recreation advisory board.

- A. Purpose. The city parks and recreation advisory board is hereby established for the purpose of advising the city council and city administration on parks and recreation policies, planning, and management.
- B. Composition. The board shall consist of nine members.
- C. Duties and responsibilities. The board shall:
  - 1. Evaluate community needs and resources on a regular basis and incorporate relevant finding into a proposed statement of purpose guiding the provision of parks and recreation services in the city.
  - 2. Make recommendations to city council regarding long-range plans, goals, and objectives for the acquisition and development of new city parklands and the improvement and maintenance of existing parks.
  - 3. Develop and recommend to the city administration and city council annual budget appropriations supporting and prioritizing parks and recreation operational and capital programs.



4. Regularly review and advise the city council and city administration on specific programs and policies relative to parks and recreation goals and objectives.
5. Coordinate and/or review plans and activities undertaken by volunteer agencies and individuals that are directed toward the improvement of city parks, beautification of other areas of the city, and organizing of recreation programs.
6. Provide a liaison between the city and corporate, civic, fraternal, nonprofit, and other groups related to scheduling and conduct of community-wide events and activities.
7. Consider land use planning issues as they relate to parks, and use of landscaped areas and/or parks dedicated by new subdivisions and construction.
8. Implement public participation and awareness programs designed to combat vandalism and misuse of city parks, thoroughfares, public facilities, greenways, and similar areas.
9. Assist in the development and review of parks rules and regulations and parks activity and use permits.
10. Meet with local sports organizations to identify needs and concerns and develop findings and recommendations for city council.
11. Undertake additional responsibilities relative to the city parks and recreation system as may be designated by the city council or requested by city administration.

(Ord. No. 2019-005, § 2, 6-18-2019)

#### 2.08.080 - Planning commission.

The city planning commission is hereby established for the purpose of advising the city council on general land use and transportation planning issues; long-range capital improvement programs; and acting as a hearings body for applications for permits, land use applications, and land use appeals, and other matters as directed by the city council, and for the purposes set forth in ORS Chapter 227 and Sherwood Municipal Code Chapter 16.06. The commission's composition and duties and responsibilities shall be as set forth in, and the commission shall in all other respects be governed by the terms set forth in, ORS Chapter 227 and Sherwood Municipal Code Chapter 16.06.

(Ord. No. 2019-005, § 2, 6-18-2019)

#### 2.08.085 - Police advisory board.

- A. Purpose. The city police advisory board is hereby established for the purpose of advising the city council and city administration on police department policies, planning, and management.
- B. Composition.
  1. The board shall consist of nine members.
  2. At least six members must be residents of the city. The remaining members must reside within the 97140 zip code, but need not be residents of the city.
  3. When making appointments to the board, the city will endeavor to include representatives from:
    - a. Sherwood businesses.
    - b. The Sherwood faith community.
    - c. The Sherwood Police Foundation.
    - d. The Sherwood youth community.
    - e. The Sherwood School District.

- C. Duties and responsibilities. The board shall:
1. Assist the police department in establishing:
    - a. Priorities for the delivery of police services, including types, levels, and quality of police services;
    - b. The department's strategic plan and goals;
    - c. Recommended strategies for the future; and
    - d. Public policy on policing.
  2. Seek opportunities to educate the community about police work and the purpose of law enforcement.
  3. Be a component of the Sherwood community, with the goal of promoting public safety.
  4. Establish and maintain coordinated and cooperative working relationships between residents, the business community, faith community, youth population, schools, other agencies, and the city police department.
  5. Invite and encourage public input regarding the above and advise the chief of police on the above matters and make recommendations to the city council when appropriate.

(Ord. No. 2019-005, § 2, 6-18-2019)

**2.08.087 - Traffic safety committee.**

**A. Purpose. The Sherwood Traffic Safety Committee is hereby established for the purpose of promoting traffic safety through investigation, study, and analysis of traffic safety programs; educating the community regarding traffic safety; reviewing and responding to traffic safety complaints; and advising the city council and city manager on traffic safety related issues.**

**B. Composition.**

- 1. The committee shall consist of seven members.**
- 2. Two of the committee members shall be members of the police advisory board, selected by the police advisory board each year for one-year terms at the same time and in the same manner as the chair and vice-chair of the police advisory board.**
- 3. The remaining five committee members shall be Sherwood residents selected in accordance with this chapter.**

**C. Duties and responsibilities. The committee shall:**

- 1. Receive complaints from the community regarding traffic safety concerns in the city.**
- 2. Investigate and review each complaint and consult with city staff and outside agencies as the committee deems necessary in connection with its review.**
- 3. Make recommendations, as the committee deems necessary and appropriate, regarding solutions to complaints received. Recommendations shall be made to the person(s) with the authority to implement the recommended solution (e.g. police chief, city manager, city council).**
- 4. Provide a response to each person who submits a traffic safety complaint to the committee.**
- 5. In response to requests from the city manager or the city council, provide review and recommendations regarding other traffic safety related issues.**
- 6. Educate the community regarding traffic safety.**

(Ord. No. 2019-015, § 1, 11-19-2019)

2.08.090 - Senior advisory board.

- A. Purpose. The city senior advisory board is hereby established for the purpose of advising the city council and city administration on senior services programming, policies, planning, and management.
- B. Composition.
  - 1. The board shall consist of nine members.
  - 2. Eight of the board members must be residents of the city. One board member must reside within the 97140 zip code, but need not be a resident of the city.
- C. Duties and responsibilities. The board shall:
  - 1. Evaluate community needs and resources on a regular basis and incorporate relevant findings into a statement of purpose guiding the provision of senior services in the city.
  - 2. Assist the city council and city administration in developing long-range plans, goals, priorities, and objectives for the delivery of senior services, including types, levels, and quality of services, through the Marjorie Stewart Senior Community Center and other local senior services.
  - 3. Assist the city council and city administration in creating public policy on senior safety, housing, transportation, health, and other needs.
  - 4. Regularly review, and advise the city council and city administration on, specific programs and policies relative to senior services goals and objectives.
  - 5. Promote public participation and awareness of programs to increase the use of the senior services in and around Sherwood, including at the Marjorie Stewart Senior Community Center.
  - 6. Establish and maintain coordinated and cooperative working relationships between residents, the business community, faith community, youth population, schools, other agencies, the city government including the Marjorie Stewart Senior Community Center, and other local senior services.
  - 7. Undertake additional responsibilities relative to senior services as may be designated by the city council or requested by the city administration.

(Ord. No. 2019-005, § 2, 6-18-2019)

# Exhibit "B"

# Traffic Calming Measures

Traffic Safety Committee

May 14, 2020



# What is traffic calming?

- **Traffic calming** uses physical design and other measures to improve safety for motorists, pedestrians and cyclists.
- It is a tool to combat speeding and other unsafe behaviours of drivers in the neighborhoods. It aims to encourage safer, more responsible driving.



# Types of traffic calming

- Education – Make sure the drivers understand the safe rules and hazards to help ensure pedestrian, bicycle and traffic safety.
  - Example include speed signs
- Enforcement – Stop undesired behavior by enforcing
  - Targeted enforcement has a short term affect on altering behaviors
  - NOTE: installation of stop signs is not a valid traffic calming method if it is not warranted for traffic safety reasons
- Engineering
  - Physically altering the street with vertical, horizontal, or visual changes to encourage traffic to slow down



# Traffic calming tools depend on the classification

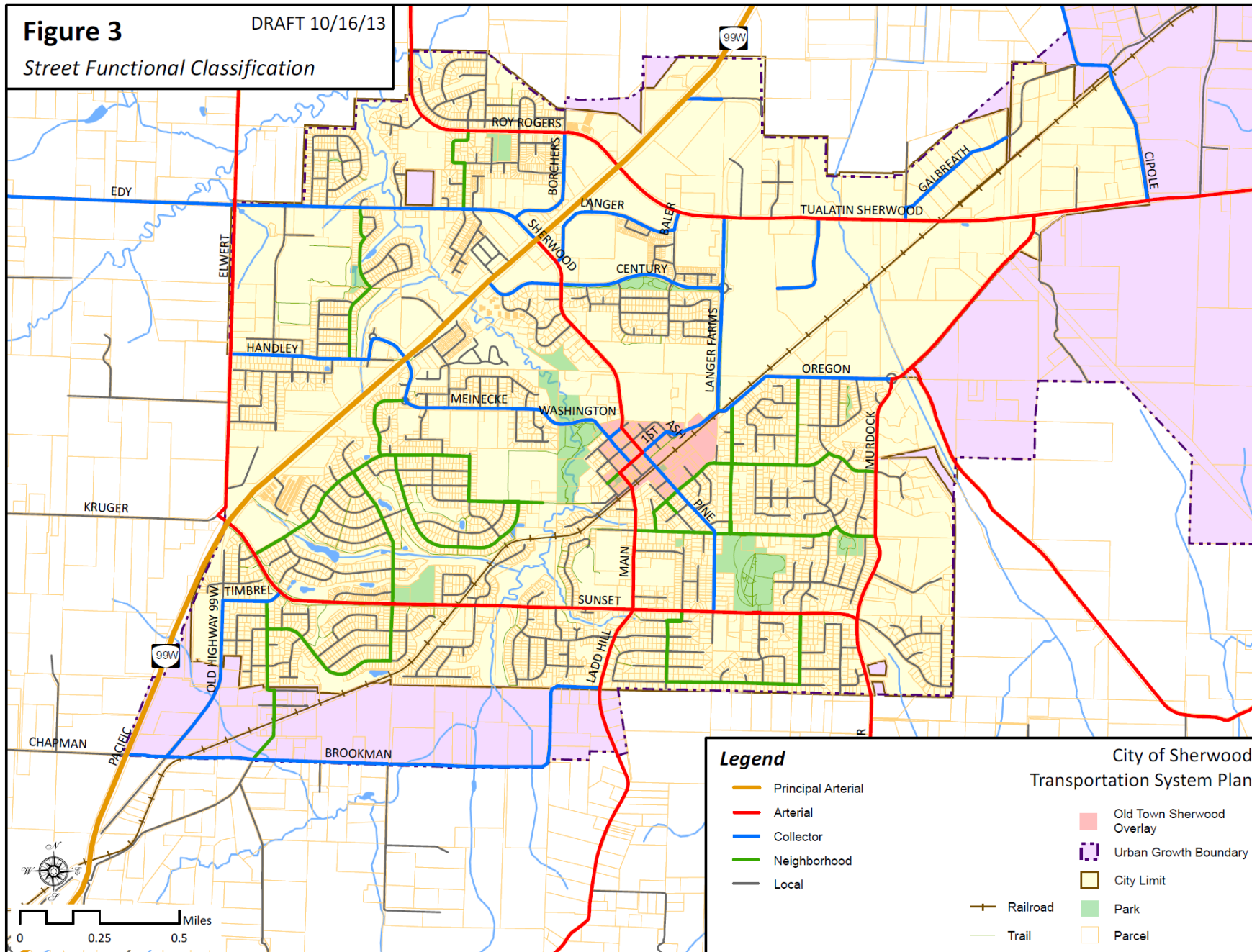
- **Principal Arterials** - Access controlled highways that span several jurisdictions and provide a high level of mobility.
- **Arterials** - serve as the major roadways within Sherwood and link major commercial, residential, industrial and institutional areas. Many of these roadways also extend beyond Sherwood and connect to other nearby cities.
- **Collectors** - Facilitate circulation within Sherwood by funneling traffic from residential, commercial, and industrial areas to the arterial street network.
- **Neighborhood Routes** - The primary roadways used to access residential neighborhoods. They serve a similar function as collector roadways but are designed to feel more like a neighborhood street.
- **Local Streets** - have the sole function of providing access to immediate adjacent land. Service to “through traffic movement” on local streets is deliberately discouraged by design.



**Figure 3**

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*Street Functional Classification*



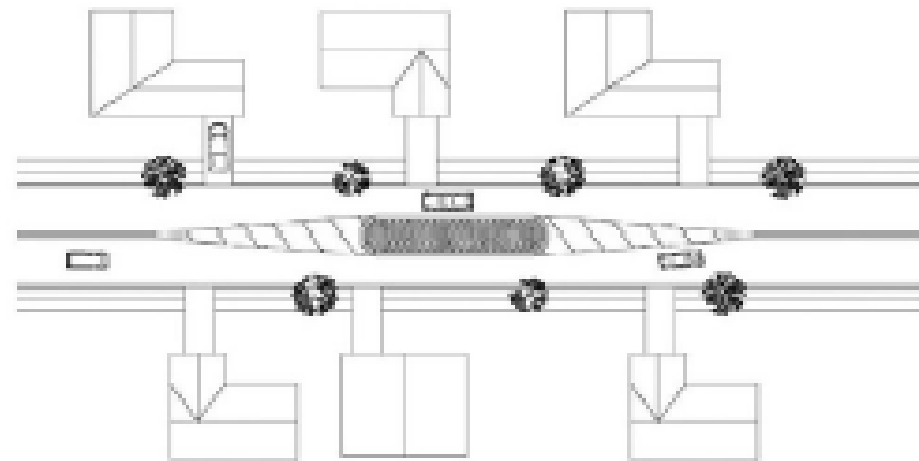


# Potential traffic calming measures

- Narrowing roadway
  - Medians
  - Bulbouts/curb extensions
- Slowing traffic with vertical changes
  - Raised crosswalks
  - Pavement texture
  - Speed Cushions
- Other
  - Roundabouts
  - Mini roundabout
  - Many other tools but not included because not suitable/appropriate for Sherwood

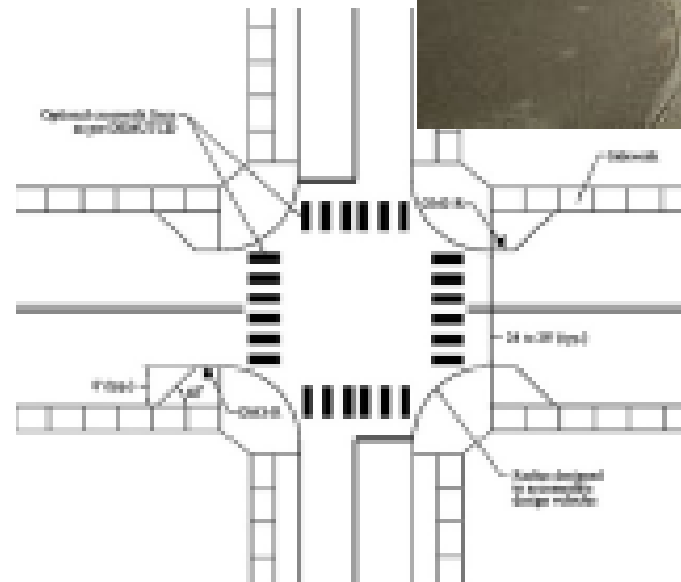
# Medians

- **Description:** Raised island located along the street centerline that narrows the travel lanes at that location
  - Also called median diverter, intersection barrier, intersection diverter, and island diverter
- **Suitable for:** All street classifications
- **Cost range:** Cost between \$1,500 and \$10,000, depending on length and width of island (2017 \$)
- **Other considerations:** May impact property access; not appropriate for sites that attract large combination trucks



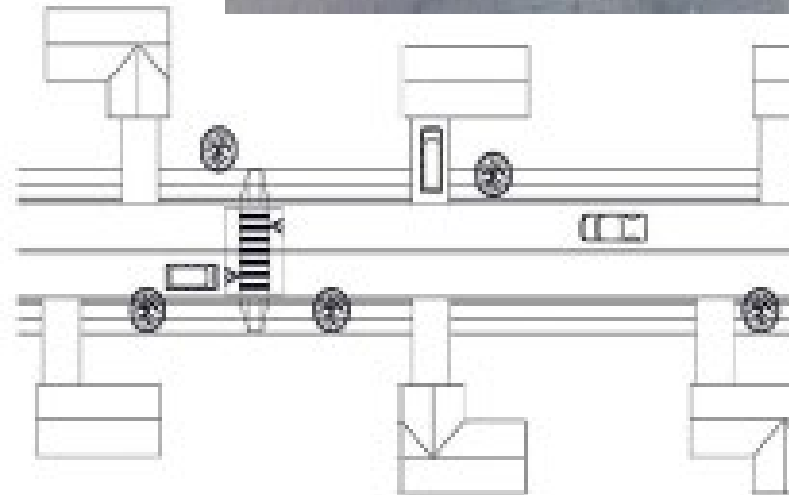
# Bulbouts/ Curb extensions

- **Description:** Horizontal extension of the sidewalk into the street, resulting in a narrower roadway section
  - If located at a mid-block location, it is typically called a choker
- **Suitable for:** Neighborhood routes and local streets
- **Cost range:** Cost between \$1,500 and \$20,000, depending on length and width (2017 \$)
- **Other considerations:** Effects on vehicle speeds are limited due to lack of deflection; May require some parking removal adjacent to intersections



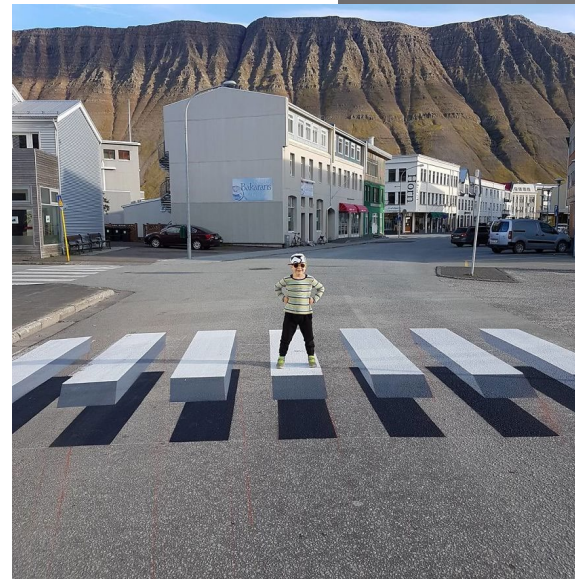
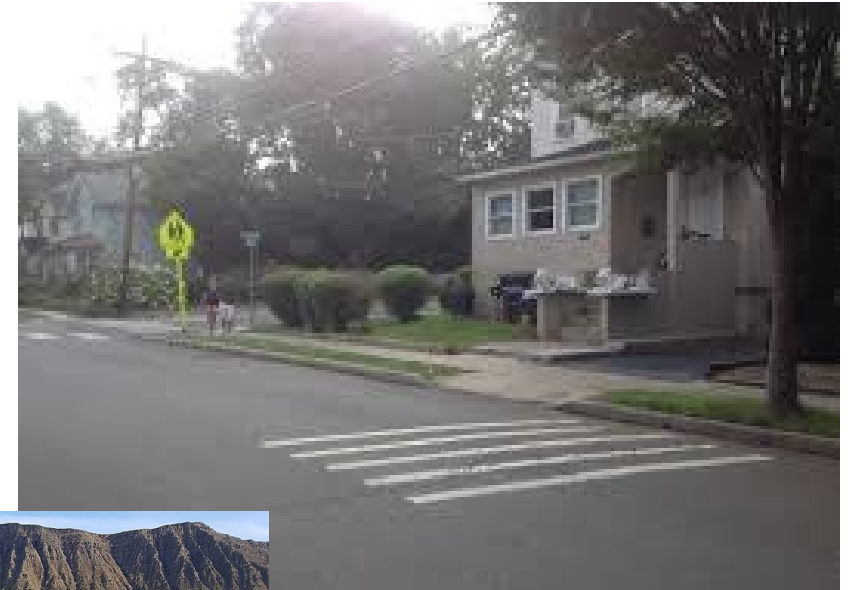
# Raised crosswalks

- **Description:** Long, raised speed humps with a flat section in the middle and ramps on the ends; sometimes constructed with brick or other textured materials on the flat section
  - If placed at a pedestrian crossing, it is referred to as a raised crosswalk
  - If placed only in one direction on a road, it is called an offset speed table
- **Suitable for:** neighborhood and Local streets
  - May be suitable for collector roads, however not supported by TVF&R
- **Cost range:** Cost between \$2,500 and \$8,000 for asphalt tables; higher for brickwork, stamped asphalt, concrete ramps, and other enhancements sometimes used at pedestrian crossings ((2017 \$))
- **Other considerations:** Not appropriate for roads with 85<sup>th</sup> percentile speeds of 45 mph or more; can be used at intersections or mid-block



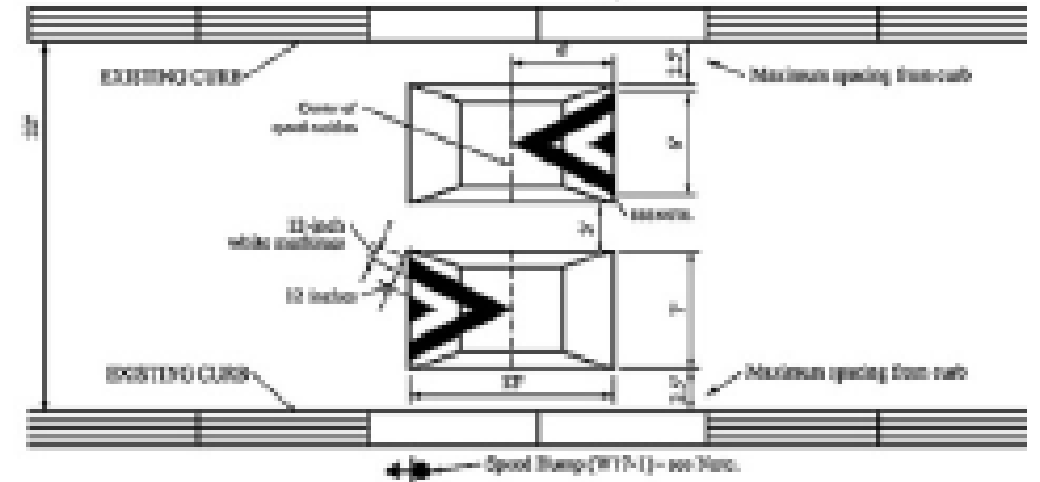
# Pavement texture

- **Description:** Gives a visual or physical notification to the driver to slow down within a specific area
  - Also known as rumble strips
- **Suitable for:** All classifications
- **Cost range:** \$1,500- \$5,000 depending on road and design
- **Other considerations:** on-going maintenance, painting and signage will be required



# Speed Cushions

- **Description:** Two or more raised areas placed laterally across a roadway with gaps between raised areas
  - Height and length similar to a speed hump; spacing of gaps allow emergency vehicles to pass through at higher speeds
- **Suitable for:** local streets, may be appropriate on neighborhood route and collector
- **Cost range:** Cost between \$3,000 and \$4,000 (2017 \$)
- **Other considerations:** Often used in series; speed typically increases .5 mph between cushions for each 100 feet of separation; often have associated signing/striping





# Roundabouts

- **Description:** Raised islands placed in unsignalized intersections around which traffic circulates.
  - Requires drivers to slow to a speed that allows them to comfortably maneuver around them
  - Larger than traffic circle
- **Suitable for:** Arterial and collector streets
- **Cost range:** Varies but is usually comparable to traffic signal
- **Other considerations:** Design vehicle is determined specifically for each site ranging from emergency vehicles to over size/overweight vehicles



# Mini roundabout

- **Description:** Raised islands placed in unsignalized intersections around which traffic circulates
- **Suitable for:** Local streets, low speed settings
- **Cost range:** Similar to bulb outs
- **Other considerations:** Large vehicles and busses not able to circulate around center island

