



**Resolution 2005-023**

**A RESOLUTION ADOPTING 2005 CITY COUNCIL GOALS**

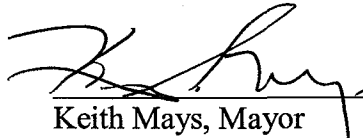
**WHEREAS**, the City created Council goals at their January and February 2005 goal setting sessions; and

**WHEREAS**, the attached Exhibit 1 is a summary of those goals;

**NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:**

To adopt the goals, attached as Exhibit 1, for the year of 2005.

**Duly passed by the City Council this 19<sup>th</sup> day of April 2005.**

  
\_\_\_\_\_  
Keith Mays, Mayor

ATTEST:

  
\_\_\_\_\_  
C.L. Wiley, City Recorder

**High – Underway**

1. The following goals were heard by the City Manager during Council Goal setting on February 12 and 19, 2005, to follow are the responses from staff.

- Economic Development
- Cannery Project
- Property Liquidation
- Park & Recreation Programming
- Old Town Field House
- Area 59/54-55 Concept Planning
- Sherwood Civic Building Construction
- Wired Sherwood
- Downtown Streets-Phase 1 completion
- Sunset Park Phase 3 Construction

**2. Improve Council Communication – C. Wiley**

Citizen Comments and beginning and end of each meeting – C. Wiley  
Done.

Proposal on Archer delivery to citizens – Sylvia

Current Monthly Archer in Gazette; 1 staff person gathers all articles from City departments, forwards emails to Community Newspapers by monthly deadline and edits final draft. No other work involved. See options A & A1.

Cost:	1 page issue (11x17)	\$687.20
	2 page issue (11x17)	<u>\$1374.40</u>
Approx. annual cost based on 2 page issue (x12):		\$16492.80

Actual annual cost is less, due to 1 page issues throughout the year, approx \$12,400

Staff: 1 Person  
Staff Time: 8 hrs per issue

**OPTION A and A1:**

Archer Independent of Gazette; Staff produces page layout & provides publisher with a final disk. Publisher provides imaging, printing and folding services and forwards Archer to Post Office for saturation mailing. Saturation covers everyone in the 97140 zip code, approx 8700 addresses. See also option A1.

**(Saturation)**

Cost: 4 page issue (11x17)	\$1221.00
Postage:	<u>\$1200.00</u>
	\$2421.00 per issue

Annual Cost (x12):	\$29,052
Annual Cost (quarterly x 4):	\$9684
Staff: 1 Person	
Staff time: 20 hrs per issue	

Option A1: Mailing will cover everyone within the City limits, approx 5400 addresses. City provides publisher with final disk and resident address list provided by TVWD. Postage increases to \$1600.00 per issue, due to sorting and post office handling.

**OPTION A1:**

**(City limits mailing)**

Cost: 4 page issue (11x17)	\$1221.00
Postage	<u>\$1600.00</u>
	\$2821.00 per issue

Annual Cost (x12):	\$33,852
Annual Cost (quarterly x 4):	\$11,284
Staff: 1 Person	
Staff time: 20+ hrs per issue	

*ALL COSTS ARE APPROXIMATE.*

Improve Weekly Report – Ross

This project is currently underway. City Manager to continue to ask Council members for upgrade suggestions and implement.

**3. November Levy Preparation**

Find out levy restrictions, Capital vs. Operational and how much \$5 million over 10 years and \$10 million over 10 years – Jim & C. Robuck

There are not restrictions other than operational levies are 5 years only. Capital can extend to 10 years. You can “bundle” items in the levy, but operational and capital items need to be specified. It will be important to write the language for the levy in a flexible manner. More information on cost per thousand of AV coming later from Finance.

Prepare discussion for Council that would result in “go no go” decision on a Roadway/Parks/Field Levy for Nov. '05. – Jim

I have prepared a Levy Info Campaign Plan Outline and this would serve as a good place to start discussions on levy. Typically campaigns of this nature require 12 to 16 months worth of planning to provide best possible outcome (levy passing). August 10, 2005 is drop dead date for filing with Washington County. Council needs to establish what items would be “bundled” in the levy.

#### **4. Prepare work session on Street Lights Fee – Jim & C. Robuck**

Chris Robuck is prepared to present a 10 to 15 minute work session on the Street Light Fee. We have had a consultant prepare information on this issue and we're ready to move forward if Council chooses to do so. Please schedule a work session date and communicate to Finance Director.

#### **5. Water Supply**

##### Get Cost on Hagg Lake Study and cost to stay in consortium – Rob

Todd Heidgerken of TVWD will present the current Joint Water Commission cost estimate for the Sherwood portion of this work at the March 15 TVWD/COS annual dinner. An independent estimate of this water supply option is included in the City's draft water master plan to be presented in a Council work session on April 5. The additional cost to stay in the Water Supply Feasibility Study for FY 05-06 to FY 06-07 is \$111,684. Sherwood is participating in the study with a stake for 2060 acre-feet (671,560,000 gallons or 1,840,000 gallons/day of water). This would only be winter supply and only if the dam filled to the new raised level that particular year.

Hire a firm to begin public discussion and education of future water choices – Rob & Ross  
See A above.

##### Begin Education for Vote on Willamette water – Rob

This project assumes that the result of finalizing a water supply policy (see N & O below) will result in selecting water from the Willamette via the Wilsonville water treatment plant as the best long-term supply option. We have engaged a consultant to do a questionnaire, and follow through with out reach if the questionnaire indicates there is an opportunity to accomplish this process. Getting the emotion out and the fact in will be a key to success. Since Wilsonville has already successfully been through this process, there should be significant work we can use and build on. This goal can probably be combined with goal P below.

#### **6. PARKS**

##### Parks Master Plan – Ann

##### Pool Expansion Plan

Currently in discussion at Y. Original plans are being evaluated. After determination, the City and the Y would need to meet to discuss funding strategies and a timeline. No real numbers available nor a real timeline.

##### Parks Board, work on full master plan or a parks master plan update

The existing plan is nearly five years old and community needs and expectations have changed during that time. The amount budgeted for FY 2004-05 was \$85, 000 and work will commence this spring. The plan should be complete late in FY 2005-06.

##### Woodhaven Park Master Plan needs to be completed

Discussed here is the plan to fill the north portion of the park to increase the level play

area. Pre-work to prepare the documentation, 2 days staff time (\$400.00), and a consultant charge of approximately \$1000.00 to prepare the work for Clean Water Services. The actual fill is expected to be excess material from construction work on-going in the city and placed by contractors without charge to the city. Timeline: Design, Spring 2005, Construction, Summer 2005

#### Murdock Park Rebuild Plan

The total projected cost is approximately \$110,000, including about \$40,000 in consultant and city staff time and \$70,000 in actual construction costs. The plan, the removal and replacement of play equipment and construction of ADA access, is projected to be designed this spring with summer construction.

### **7. Other**

#### New Conduit in City Code for all new development – Rob

The Telecommunications Committee needs to make this a priority on their agenda and produce a policy document. With a policy document in place, a specific amendment of the Planning Code can be drafted and taken through the City's Code amendment process. Estimated combined Planning and Engineering staff time once the Telecommunications Committee has completed its policy document is 4-8 hours/week for 4-6 months. Currently, staff attempts to include the requirement to add fiber conduit to all developments in the Notice of Decision, but lacks the backing of an adopted policy to make it stick in all cases. If a Notice of decision does not include this requirement, staff tries to add it through the authority of the City Engineer during the approval stage of the public improvements plans.

#### Street Repair Standards need to be set and enforced – Craig

Currently we do street repairs to city street standards. One area that we are lacking in is inspections of right a way cuts by utility companies. This can be accomplished by having the right a way permits come through Operation which will allow us to do inspection on all utility cuts (we end up making the repairs in the long run when not installed properly).

### **Will Do as we get the time**

#### **1. Communications**

##### Improve reporting from the YMCA – Ann

Staff meets with the Y on a weekly basis on promotions and programs for the Field House. City and Y staff have developed a form to track usage and income for the Field House. This report should be issued by the Y monthly. Additional financial reporting would need to be developed with the help of Finance.

##### Discussion on Mission Statement for the City – Ross

This discussion would involve a work session to review current Mission statement, and adopt an updated version.

Community Services Work Session on possibilities for program development for non-profit active recreation. – Ann

Potential Staff time, approximately 8 hours for Kristen, two hours for Ann Lead time, two weeks.

Work Session on Civic Building (layout for staff and library services) – Jim

I will ask that Jenni Lipscomb and Ann Roseberry prepare a work session presentation for Council to focus on the final floor plan of both 1<sup>st</sup> and 2<sup>nd</sup> floors and provide Council with information on Library operation and services in the new building. This will include any new programming that will be offered when the doors open. Approximately two hours each for Jenni, Ann, Pam, 6 total. Lead time, two weeks.

Set up of 2 Town hall Meetings – C. Wiley

On agenda forecast.

Agenda forecast to include ALL items and work sessions planned in the future but not by meeting date. – C. Wiley

Began process to add items in - everything recurring should be posted by May 1st.

## **2. Code Clean Up**

Revisit City Construction Standards – Rob

The Building Department is keeping current with Uniform Building and Plumbing Code revisions and the City's implementation of them. Staff training programs are on going and the Building Official regularly attends the Tri-County Building Officials monthly meeting to stay current of issues. Additionally, staff has proposed internalizing electrical inspections by July 1, 2006 as opposed to having Washington County continue to do electrical inspections in Sherwood.

Old Town Design Standards completed in 1<sup>st</sup> & 2<sup>nd</sup> qtr – Rob

Currently there are general prescriptive standards in chapter 9-Historical Preservation, of the Planning Code for new building construction. But the prescriptive standards lack specificity and visual illustrations of what is desired. To start the process this item needs to be placed on the SURPAC agenda. A specific approach, such as that of the city of Milwaukie, needs to be adopted, and then the process of amending the zone code will be implemented. Planning staff time is estimated at 5-10 hours/week for 4-6 months.

Street Quality, get Council consensus, review past presentation – Craig & Rob

Previous street inventory and condition quality data need to be reviewed and updated. A minimum level of street condition quality adopted, and then a sustainable maintenance program assembled, cost estimated, and funded. Much of the basic work on this is already done, but needs to be updated and refined for presentation to Council. Estimated Public Works and Engineering staff time combined is 10 hours/week for 2 months. The funding of this could be though a street maintenance and street lighting fee that would probably range from \$1.75-3.00/month/household. Tualatin, Wilsonville, Medford, and numerous other

Oregon cities have these in place with ordinances that have successfully withstood legal challenges.

Planning needs to look at Sign Code in relation to streamer flags, balloons, etc by Q3 – Rob

The sign code has been amended twice in the last year and contains provisions to address streamer flags, balloons, etc... as conditions of approval for new developments. Research needs to be done to determine if there is any authority in the code to regulate streamer flags, balloons, etc...of existing permitted businesses. Just a couple hours of research by Planning staff.

Planning Commission needs to look at apartment & townhouse standards – Rob

Planning staff would initiate a review of the City's apartment and townhouse standards in Q 4 or 2005. The review would result in recommended changes for a code amendment if necessary. Estimated combined Planning and Engineering staff time is 10 hours/week for 3-4 months.

Neighborhood Monument Maintenance Policy and funding mechanism for maintenance – Craig

Sign monuments are not usually maintained by cities. This is usually done by the HOA or sub-division. Maintenance is usually spelled out during the planning stages in other cities. If Sherwood is going to take on this responsibility then we would need to budget money each year out of the general fund to cover the cost. We would use a contractor to make the repairs when needed. Pricing would be different on each sign since there is a lot of different material type. In the future we could look at having the developer give the city some dollars for future repairs if the sub-division wasn't going to have an HOA.

Get timeline for Sewer Master Plan. Make sure trail ways are built over the top of sewer line in open space areas – Rob

Sherwood's sanitary sewer master plan is being updated as part of a coordinated master plan update being lead by Clean Water Services which includes most of the Washington County cities. The current schedule is to award a contract in June '05, complete the CWS regional portion by December '05 and the respective Cities portions by April '06. After appropriate reviews, the final reports are projected for July '06.

### **3. OTHER**

Walk on Agenda Items

Council agreed to limit Walk On agenda items.

Temporary structure on RHT lot City events – Rob

Research into our current codes and zone overlay for Old Town needs to be done before going too far in the process of considering this. There may or may not be restrictions in our code to address. A preliminary review of our code and a summary write up by Planning staff would require just several hours.

New Field House Signs on Tualatin-Sherwood Rd. – Ann

Development of a new sign would require one additional hour each from Ann, Kristen, and Craig with ½ from Ross for approval. Public works staff time to order and install would cost approximately \$250.00. Cost of sign, approximately \$1000.00.

Tonquin Road Clean up – Craig

Staff will be meeting with Washington County on Friday March 18, 2005. My understanding is that this has been going on at the County level already (email that I sent you). This is a county road not maintained by the city.

Review Fines for Dog Leavings – C. Wiley

Council questioned why the fine was so high - \$250. The offense (see Ordinance 2004-014) is listed as a Class C misdemeanor. This is Sherwood's lowest penalty. The officer issues a citation and doesn't make the decision on the amount of the fine. The offender who appears before Judge Morris just like for traffic court. The judge sets the fine and the fine can be any amount up to \$250 or could be waived altogether at the judge's discretion.

Preview of the Water System Master Plan – Rob

The draft water master plan has been presented and discussed by the Planning Commission twice and comes to the City Council for a first work session on April 5, 2005. Although all of the document, data, projects, and costs are very important, the most salient issue is long-term water supply. The plan provides technical and cost data on seven supply options. These options need to be reviewed carefully during the April 5 work session. If desired by Council, City Engineering staff will prepare a draft recommended water supply policy for the Council's consideration in a future work session. Council will need to make the final determination on what the City's long-term water supply policy will be.

Review documentation on whether or not City can implement self-serve gas – C. Wiley

No action yet.