



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, January 7, 2025

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

6:15 pm City Council Executive Session
(ORS 192.660(2)(e), Real Property Transactions)

6:30 pm URA Board of Directors Work Session

7:00 pm City Council Regular Meeting

This meeting will be live streamed at
<https://www.youtube.com/user/CityofSherwood>



Home of the Tualatin River National Wildlife Refuge

6:15 PM CITY COUNCIL EXECUTIVE SESSION

1. **ORS 192.660(2)(e), Real Property Transactions**
(Craig Sheldon, City Manager & Sebastian Tapia, Interim City Attorney)

6:30 PM URA BOARD OF DIRECTORS WORK SESSION

1. **Pedestrian Bridge Lighting** (Kristen Switzer, Assistant City Manager)

7:00 PM REGULAR CITY COUNCIL SESSION

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **NEW BUSINESS**

- A. **Swearing In of City Council Newly Elected Officials** (Judge Jack Morris)
- B. **Selection of Council President** (Tim Rosener, Mayor)

6. CONSENT AGENDA

- A. **Approval of December 17, 2024, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
- B. **Resolution 2025-001, Amending the City of Sherwood Home Rule Charter as approved by the City Electors at the November 5, 2024 General Election** (Sebastian Tapia, Interim City Attorney)
- C. **Resolution 2025-002, Adopting the American with Disabilities Act (ADA) Title II Self-Evaluation and Transition Plan** (Rich Sattler, Interim Public Works Director)
- D. **Resolution 2025-003, Establishing a Biennium City Budget cycle beginning in fiscal years 2025-27** (David Bodway, Finance Director)
- E. **Resolution 2025-004, Appointing the Budget Officer for Fiscal Years 2025-27**
(David Bodway, Finance Director)
- F. **Resolution 2025-005, Authorizing the City Manager to Apply for an ODOT Transportation Infrastructure Bank Loan for SW Ice Age Dr. in an Amount Not to Exceed \$5,000,000**
(Eric Rutledge, Community Development Director)
- G. **Resolution 2025-006, Authorizing the City Manager to Apply for Two Business Oregon Special Public Works Fund Loans for SW Ice Age Dr. in an amount not to exceed \$15,000,000**
(Eric Rutledge, Community Development Director)
- E. **Resolution 2025-007, Adopting Rules of Procedure for City Council**
(Craig Sheldon, City Manager)

AGENDA

SHERWOOD CITY COUNCIL January 7, 2025

6:15 pm City Council Executive Session
(ORS 192.660(2)(e), Real Property Transactions)

**6:30 pm URA Board of Directors
Work Session**

7:00 pm City Council Regular Session

**Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140**

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7. CITIZEN COMMENTS

8. PRESENTATIONS

A. Washington County Sheriff's Annual Update (Mayor Rosener & Sheriff Massey)

9. CITY MANAGER REPORT

10. COUNCIL ANNOUNCEMENTS

11. ADJOURN

How to Provide Citizen Comments and Public Hearing Testimony: Citizen comments and public hearing testimony may be provided in person, in writing, or by telephone. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by e-mail to Cityrecorder@Sherwoodoregon.gov and must clearly state either (1) that it is intended as a general Citizen Comment for this meeting or (2) if it is intended as testimony for a public hearing, the specific public hearing topic for which it is intended. To provide comment by phone during the live meeting, please e-mail or call the City Recorder at Cityrecorder@Sherwoodoregon.gov or 503-625-4246 at least 24 hours in advance of the meeting start time in order to receive the phone dial-in instructions. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their names and by their city of residence." Anonymous comments will not be accepted into the meeting record.

How to Find out What's on the Council Schedule: City Council meeting materials and agenda are posted to the City web page at www.sherwoodoregon.gov, generally by the Thursday prior to a Council meeting. When possible, Council agendas are also posted at the Sherwood Library/City Hall and the Sherwood Post Office.

To Schedule a Presentation to the Council: If you would like to schedule a presentation to the City Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder, 503-625-4246 or Cityrecorder@Sherwoodoregon.gov

ADA Accommodations: If you require an ADA accommodation for this public meeting, please contact the City Recorder's Office at (503) 625-4246 or Cityrecorder@Sherwoodoregon.gov at least 48 hours in advance of the scheduled meeting time. Assisted Listening Devices available on site.



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
December 17, 2024

EXECUTIVE SESSION

1. **CALL TO ORDER:** The meeting was called the meeting to order at 5:33 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Keith Mays, Renee Brouse, Dan Standke, and Doug Scott.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, and Interim City Attorney Sebastian Tapia.
4. **TOPIC:**

A. ORS 192.660(2)(h), Legal Counsel, Litigation

5. ADJOURN

The executive session was adjourned at 6:02 pm and a work session was convened.

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 6:05 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Keith Mays, Renee Brouse, Dan Standke, and Doug Scott.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Police Chief Ty Hanlon, Police Captain Dan O'Loughlin, City Engineer Jason Waters, Senior Planner Joy Chang, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

TRAFFIC SAFETY COMMITTEE & POLICE ADVISORY BOARD MEMBERS PRESENT: Traffic Safety Committee Member Jason Wuertz, Traffic Safety Committee Member Tiffany Yandt, Traffic Safety Committee Member Tony Bevel, Traffic Safety Committee Chair Dorian Libal, Traffic Safety Committee Member Lisa Patterson, Police Advisory Board Chair Richard Amicci, and Police Advisory Board Member Lawrence O'Keefe.

4. TOPIC:

A. Council work session with Sherwood Traffic Safety Committee

Mayor Rosener suggested moving the discussion on the Youth Advisory Committee to occur after the regular session. Those in attendance introduced themselves and Mayor Rosener commented that the Traffic Safety Committee was formed in 2020. He stated his goal was to ensure that the Traffic Safety Committee felt empowered to complete their work making Sherwood streets safe for pedestrians and traffic. He spoke on short-term tools and long-term tools and the need for the Committee to integrate with Council's goal setting and city operations. Mayor Rosener outlined that he wanted feedback from the Committee and stated that the goal was for safety within the community and commented there had been a focus on safety around schools. He outlined that there were many potential tools and resources the city and the Committee could implement to achieve their goals and stated that the Committee should also serve in an advisory role to Council. City Manager Sheldon added that there was an opportunity for goals and objectives around traffic calming and what that policy would look like for Sherwood. He referred to the \$100,000 budget for traffic calming measures and commented that there was confusion about what those funds could be spent on and said that the figure could change over time and referred to the ADA transition plan. He explained that the \$100,000 was budgeted out of the Operations Fund and went into a capital reserve. Mayor Rosener commented that the policy around the use of the \$100,000 needed to be refined. City Manager Sheldon spoke on Engineering staff time supporting the Traffic Safety Committee and reported that 152-156 hours were budgeted, and 450-500 hours of law enforcement time was spent supporting the Committee via addressing complaints. He commented that it would be nice to have some policies in place as the city grew and referred to the opportunities presented for the Committee to be involved in the Transportation Master Plan. Councilor Giles asked if the Committee was advising throughout the Sherwood West master planning process and Mayor Rosener replied that he felt that that was a part of the policy setting. Mayor Rosener asked the Committee for feedback on what they felt was working or not working or any feedback they had for Council. Traffic Safety Committee Chair Dorian Libal stated he was glad a joint meeting was being held and he felt that it was time to complete a review of the Committee to determine if any changes were needed moving forward. He reported that the majority of issues that came to the Committee revolved around speed complaints, parking issues, and pedestrian safety. He stated that most of the issues were able to be resolved with enforcement or better/additional signage. He commented that some of the issues required bigger solutions or funds to remedy, and these issues were something the Committee struggled to address. He spoke on potential processes to address those types of issues. He stated he wanted Council feedback on their feelings about the effectiveness of the Committee. Council President Young replied that it was hard for Council to keep apprised of the work the Committee was doing because the Committee did not have a Council liaison to report back, but she would like to know what the Committee was working on. Councilor Scott recapped that originally, the Traffic Safety Committee was created as a subcommittee of the Police Advisory Board. He stated he wondered if it would be better for the Traffic Safety Committee to now report directly to Council like the other city boards and committees. He explained this would provide better communication between the Committee and Council and allow the Committee to make recommendations to Council, and he asked for Committee feedback. Council President Young commented she felt it did not make sense for the Traffic Safety Committee to be a subcommittee of the Police Advisory Board anymore. Traffic Safety Committee member Richard Amicci spoke on the heavy police involvement needed to address the traffic safety complaints they received. He stated he did not have an opinion on whether the Traffic Safety Committee should remain as a subcommittee to the Police Advisory Board or report directly to Council. Police Chief Ty Hanlon commented that he felt that there was not a strong argument to keep the Traffic Safety Committee under the Police Advisory Board and spoke on the genesis of the Traffic Safety Committee. He explained that the Committee was created to help address the amount of traffic complaints the Police

Department received. He explained that the Traffic Safety Committee provided the community with an opportunity to have a dedicated group of people to address their concerns and commented that the Committee had grown since its creation. He stated that it made sense for the Committee to report directly to Council while still maintaining their current level of Police Department involvement. He commented that he was worried about the amount of staff time needed to support the Committee if their scope expanded. Mayor Rosener explained that each city board and commission had a Council liaison. Traffic Safety Committee Member Lisa Patterson commented that many of the concerns they heard were addressed in a master plan or a CIP list and stated it was very helpful to have a city staff person in attendance at their meetings to help provide information on those items. Traffic Safety Committee Member Tony Bevel spoke on the slow progress timelines of government agencies. Police Advisory Board Member Lawrence O'Keefe stated it was very helpful for him to hear the Police Department's opinion during their meetings to help get a fuller picture of the situation. He commented it made sense for the Traffic Safety Committee to report directly to Council like the other boards and commissions. Council President Young asked if it were possible for a Police Advisory Board member to attend the Traffic Safety Committee meetings. Councilor Mays replied that they were public meetings, so they could attend, but they would not have a vote. Councilor Giles voiced that issues which were too complex for the Traffic Safety Committee needed to be directed to Council. He continued that the issues the Committee addressed or solved should be publicized to help educate the public. He spoke on determining the KPIs (key performance indicators) for traffic safety and stated he wanted the Committee to retain their ability to address issues under their control. Councilor Brouse referred to Mr. Bevel's comment regarding bureaucracy and stated that hopefully, by removing that layer, things would move faster. Mayor Rosener spoke on the average timelines large city projects took and commented Council shared Mr. Bevel's frustrations. Mayor Rosener stated he supported having the Traffic Safety Committee report directly to Council because pedestrian and traffic safety was one of the top concerns in the city. Councilor Mays spoke on the creation and success of the Traffic Safety Committee thus far and commented that they had made a big difference with their limited resources. He stated he supported having the Traffic Safety Committee report directly to Council. He added he wanted the Committee to provide recommendations to Council regarding policy and design standards for crosswalks or traffic calming standards. He stated he also wanted the Committee to be utilized more as a resource for city projects and commented the Committee could also add their voice in advocacy issues. Council President Young recapped Planning Commission Chair Jean Simson's comments at a previous work session regarding the Traffic Safety Committee and stated that the Committee had added much value to the Planning Commission. Mayor Rosener referred to the previous work session with board and committee chairs and spoke on the need for the city's various boards and committees to work together on shared issues, such as the Planning Commission and Traffic Safety Committee working together on crosswalk standards. Mayor Rosener reported that during the last several legislative sessions, the LOC had advocated for allowing city authorities to install radar speed cameras and radar stoplight cameras anywhere within their city limits and asked for the Traffic Safety Committee to look into those options. Mayor Rosener commented the city could now choose to lower residential speed limits to 20 mph and spoke on the Committee potentially looking into that option. Discussion regarding portable speed cameras in order to change driver behavior occurred. Mayor Rosener suggested putting speed cameras in Sherwood school zones to change driver behavior. Traffic Safety Committee Chair Libel stated that traffic safety included more than just cars and he would like to expand the Committee's focus to create a well-rounded approach to traffic safety. Mayor Rosener suggested changing the Traffic Safety Committee's name to the "Traffic & Pedestrian Safety Committee" and asked for feedback. Councilor Giles referred to car-centric culture and Sherwood West and spoke on his desire to plan ahead for better traffic safety. Traffic Safety Committee Chair Bevel commented that he felt that there were many different kinds of traffic, which included pedestrians and bicycles, but he was open to changing the name of the Committee. Police Chief Hanlon spoke on the need to create different ways to educate the public through different means because

enforcement could not be the only tool used. Mayor Rosener replied that it would be a benefit to use photo radar because photo radar did not require an officer to be present, which allowed for more proactive policing. Police Chief Hanlon referred to the photo radar in town and explained that most of those who were ticketed were not residents, so the education component was also needed for those not living in Sherwood. Discussion occurred regarding trucks utilizing Sunset Blvd. as a through road during Tualatin-Sherwood Road construction. Councilor Scott commented that it would be premature to address traffic issues on Sunset until construction was complete. Police Advisory Board Member O'Keefe referred to speed bumps and the need to utilize emergency vehicle friendly speed bumps if the city moved forward with that idea. City Manager Sheldon recapped next steps and stated he would work with Police Chief Hanlon and the Traffic Safety Committee's first meeting in January with the goal of getting something back to Council by February. Mayor Rosener stated that there was consensus on changing the reporting structure, and Council would like to move forward with that quickly, but the policy work could take place over this winter. Police Advisory Board Chair Amicci asked if the size of the Committee would expand with the change in reporting structure and discussion occurred. Councilor Mays commented that if you served on a board or committee, you did not serve on any other board or committee. He stated that those serving on the Traffic Safety Committee only serve on the Traffic Safety Committee, but liaisons from other boards could attend and participate, but not vote. Councilor Scott suggested having seven Traffic Safety Committee members and then a liaison from the Police Advisory Board and Council attend their meetings. Several Council members signaled their approval.

B. Discussion on Youth Advisory Committee

Record Note: Business rescheduled.

5. ADJOURN

Mayor Rosener adjourned the work session at 6:50 pm and convened a regular session.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:00 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Keith Mays, Renee Brouse, Dan Standke, and Doug Scott.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Police Chief Ty Hanlon, City Engineer Jason Waters, Finance Director David Bodway, and City Recorder Sylvia Murphy.
- 4. APPROVAL OF AGENDA:**

MOTION: FROM COUNCILOR MAYS TO APPROVE THE AGENDA. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

5. CONSENT AGENDA:

A. Approval of December 3, 2024, City Council Meeting Minutes

B. Resolution 2024-080, Approving the City Recorder's Canvassing of the Washington County Election returns of the November 5, 2024 General Election and directing the City Recorder to enter the results into the record

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENT:

There were no citizen comments and Mayor Rosener addressed the next agenda item.

7. CITY MANAGER REPORT:

City Manager Craig Sheldon thanked City Council and city staff for their hard work throughout the year. He stated that there had been significant progress on key goals and activities that benefitted the community, and he looked forward to building on that momentum in 2025. Councilor Mays stated that it had "been a joy" working with City Manager Sheldon the past year and thanked staff for their work. Mayor Rosener stated that working with City Manager Sheldon, Assistant City Manager Kristen Switzer, and city staff had "been amazing."

Mayor Rosener addressed the next agenda item, and the City Recorder read aloud the public hearings statement.

8. PUBLIC HEARING:

A. Resolution 2024-081, Adjusting Solid Waste and Recycling Collection Rates, Repealing and Replacing Resolution 2024-075

City Manager Sheldon explained that there were several items missing from the fee schedule in the previously approved resolution that were now corrected and included in the proposed resolution. He outlined that the fees for 1-Yard Heavy Container and Recycle+ rates were included in the new resolution. He explained that these changes accomplished a projected composite rate of return of 10%. Mayor Rosener opened the public hearing to receive comment. Hearing none, Mayor Rosener closed the public hearing and asked for discussion or a motion from Council. Mayor Rosener provided context and explained that much of the city's waste rates were heavily impacted by Metro fees. He stated that he and other regional mayors and haulers were trying to work with Metro regarding the increase in tipping fees. With no other council comments, the following motion was received.

MOTION: FROM COUNCIL PRESIDENT YOUNG TO APPROVE RESOLUTION 2024-081, ADJUSTING SOLID WASTE AND RECYCLING COLLECTION RATES, REPEALING AND REPLACING RESOLUTION 2024-075. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

Councilor Standke reported that the Planning Commission had not met since the last Council meeting. He spoke on traffic safety issues around schools and asked that drivers be more aware of their surroundings and pedestrians.

Councilor Scott reported that the Parks and Recreation Advisory Board did not meet. He spoke on traffic safety issues in Sherwood and asked that drivers be more aware of their surroundings and pedestrians. He asked pedestrians to wear reflective clothing in order to be more visible to drivers.

Councilor Mays asked that drivers remember to turn on their headlights. He reported on his attendance at the most recent Cultural Arts Commission meeting where they reviewed and made a recommendation for pedestrian bridge art. He spoke on the upcoming WCCCA meeting.

Councilor Brouse reported on her attendance at the Business Oregon leadership summit. She reported she attended a Sherwood Chamber of Commerce breakfast. She reported she would attend the upcoming Senior Advisory Board meeting where they would continue their work on making Sherwood an age-friendly city. She reported on her attendance at a Washington County and Housing Services luncheon. She reported she would attend the Main Street meeting on December 20th. She spoke on upcoming Arts Center events.

Council President Young reported that the Sherwood Chamber of Commerce was accepting nominations on their website. She spoke on her attendance at the Sherwood Police Foundation and TVF&R annual toy drive event. She spoke on the tree lighting event in Cannery Square.

Councilor Giles reported that the Library Advisory Board would meet on December 18th. He urged residents to shop locally this holiday season. He spoke on an upcoming Symposium event at the Rebekah Lodge.

Mayor Rosener spoke on the Sherwood Chamber of Commerce breakfast event and ribbon cutting ceremony for a new Sherwood business. He spoke on Sherwood West and recapped the planning process. He reported that Metro had voted to approve the city's UGB expansion request. He reported he attended the holiday tree lighting ceremony in Cannery Square. He encouraged students to enter the "If I Were Mayor..." student contest.

10. ADJOURN:

Mayor Rosener adjourned the regular session at 7:27 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor

TO: Sherwood City Council

FROM: Sebastian Tapia, Interim City Attorney
Through: Craig Sheldon, City Manager

SUBJECT: Resolution 2025-001, Amending the City of Sherwood Home Rule Charter as approved by the City Electors at the November 5, 2024 General Election

ISSUE:

Should the City Council amend the Sherwood Home Rule Charter as approved by the City electors at the November 5, 2024 general election?

BACKGROUND:

Via Resolution 2024-080, the City Council adopted on December 17, 2024, the certified Washington County election results. Ballot Measure 34-340 appeared on the November 5, 2024 ballot with the following Caption and Summary:

Caption: *Amends Charter to allow Council use of travel rewards benefits.*

Summary: *City councilors presently receive no compensation for performance of their duties. The Sherwood City Charter would be amended to allow councilors to retain and apply benefits accrued through rewards programs if they use personal accounts to conduct City business. Allowing councilors to use rewards programs can at times provide discounts on travel and accommodations which can reduce the expense to the City. The charter currently states, "the mayor and councilors shall not be compensated but may be reimbursed for actual and reasonable expenses." The Sherwood employee handbook allows employees to retain any benefit from their travel rewards programs for their personal use. The Charter would be amended to state, "The mayor and councilors may be compensated for expenses incurred while conducting the City's business using the same standard that applies to city employees. This will be the council's official compensation package and only compensation."*

This measure leaves certain terms undefined, which City Council may define in an implementing ordinance.

With the passage of ballot measure 34-340, Section 37 – Compensation of the City Charter shall be amended as follows:

Section 37 - Compensation

~~The council must authorize the compensation of City appointive officers and employees as part of its approval of the annual city budget. The mayor and councilors shall not be compensated but may be reimbursed for actual and reasonable expenses.~~

The mayor and councilors may be compensated for expenses incurred while conducting the City's business using the same standard that applies to city employees. This will be the council's official compensation package and only compensation."

The City Charter amendment text is attached as Exhibit A to the resolution and the amended City Charter is attached as Exhibit B to the resolution.

FINANCIAL IMPACTS:

There are no financial impacts of the adoption of this resolution.

RECOMMENDATION:

Staff respectfully recommends City Council adoption of Resolution 2025-001, Amending the City of Sherwood Home Rule Charter as approved by the City Electors at the November 5, 2024 General Election.



RESOLUTION 2025-001

AMENDING THE CITY OF SHERWOOD HOME RULE CHARTER AS APPROVED BY CITY ELECTORS AT THE NOVEMBER 5, 2024 GENERAL ELECTION

WHEREAS, with the adoption of Resolution 2024-080, the City Council accepted the City Recorder's canvassing of the official results of the November 5, 2024 general election as provided by the Washington County Elections Manager; and

WHEREAS, as documented in the official results of the election, the City's electors approved Ballot Measure 34-340 amending the City's Home Rule Charter; and

WHEREAS, as such, the City Council now finds it appropriate to amend the Sherwood Home Rule Charter to incorporate the voter-approved changes.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The City Council hereby approves the amendment to Section 37 – Compensation of the City Charter as noted in the attached Exhibit A and furthermore hereby adopts an amended City Home Rule Charter, attached as Exhibit B.

Section 2. The City Recorder is hereby directed to enter a copy of this Resolution into the record of the proceedings of this Council and to take such other actions necessary to effectuate the amendment to the Sherwood City Charter.

Section 3. This Resolution is and shall be effective from and after its adoption by the City Council.

Duly passed by the City Council on this 7th of January 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

City of Sherwood Ballot Measure 34-340 – City Charter Amendment

Section 37. - Compensation.

~~The council must authorize the compensation of City appointive officers and employees as part of its approval of the annual city budget. The mayor and councilors shall not be compensated but may be reimbursed for actual and reasonable expenses.~~

The mayor and councilors may be compensated for expenses incurred while conducting the City's business using the same standard that applies to city employees. This will be the council's official compensation package and only compensation."

PREAMBLE

We, the voters of Sherwood, Oregon exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this Home Rule Charter.

Chapter I NAMES AND BOUNDARIES

Section 1. – Title, Effective Date and Review.

This charter shall be referred to as the Sherwood City Charter and takes effect January 1, 2020. This charter shall be reviewed at least every six years, with the appointment of a charter review committee by the City council.

Section 2. – Name.

The City of Sherwood, Oregon, continues as a municipal corporation with the name City of Sherwood.

Section 3. – Boundaries.

The city includes all territory within its boundaries as they now exist or are legally modified. Unless required by state law, annexations may only take effect with the approval of city voters. The city recorder will maintain as a public record an accurate and current description of the boundaries.

Chapter II POWERS

Section 4. – Powers.

The city has all powers that the constitutions, statutes and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully though this charter specifically stated each of those powers.

Section 5. – Construction.

The charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under United States and Oregon law.

Section 6. – Distribution.

The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. This charter vests all other city powers in the council except as the charter otherwise provides. The council has legislative, administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances. The council appoints members of commissions, board and committees established by ordinance or resolution.

Chapter III COUNCIL

Section 7. – Council.

The council consists of a mayor and six councilors appointed or elected from the City.

Section 8. – Mayor.

The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under council rules. The mayor is a voting member of the council. The mayor must sign all records of council decisions. The mayor serves as the political head of the city government.

Section 9. – Council President.

At its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties.

Section 10. – Rules.

In January after each general election, the council must by resolution adopt council rules. The rules must be approved by a majority of the council.

Section 11. – Meetings.

The council must meet at least once a month at a time and place designated by its rules, and may meet at other times in accordance with council rules. The council shall afford an opportunity for general public comment at each regular meeting. The process for creation of council meeting agendas shall be prescribed by council rules. A number of councilors equal to a majority of a quorum may cause an item to be added to the agenda of a future meeting.

Section 12. – Quorum.

A quorum to conduct business shall be defined as a majority of the council and mayor positions that are not vacant. A smaller number may meet and compel attendance of absent members as prescribed by council rules.

Section 13. – Vote Required.

- (a) The express approval of a majority of the councilors voting on a motion is necessary for any council decision, except when this charter requires unanimous approval, supermajority approval, or approval by a majority of the council.
- (b) Unanimous approval shall mean approval by all the council and mayor positions that are not vacant.
- (c) Supermajority approval shall mean approval by not less than five council and/or mayor positions.
- (d) Approval by a majority of the council shall mean approval by a majority of the council and mayor positions that are not vacant.

Section 14. – Record.

A record of council meetings must be kept in a manner prescribed by the council rules and Oregon public records and meetings law.

Chapter IV LEGISLATIVE AUTHORITY

Section 15. - Ordinances.

The council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state “The City of Sherwood ordains as follows:”

Section 16. – Ordinance Adoption.

- (a) Except as this provision provides otherwise, adoption of an ordinance requires reading of the proposed ordinance by title at two separate meetings separated by at least six days, and approval by a majority of council, which approval may occur at the meeting at which the second reading is conducted or a subsequent meeting.
 - (1) The text of the proposed ordinance shall be posted and available to the public on the City’s website at least six days in advance of each meeting at which the ordinance will be read or considered pursuant to this section.
 - (2) At each meeting that the ordinance is read or considered pursuant to this section, the title of the ordinance shall be read and public comments shall be accepted, prior to any vote of the council on adoption.
 - (3) An ordinance may be adopted at a single meeting of the council by unanimous approval upon being read by title twice.
- (b) Any substantive amendment to a proposed ordinance must be read aloud or made available in writing to the public before the council adopts the ordinance at that meeting.
- (c) After the adoption of an ordinance, the vote of each member must be entered into the council minutes.
- (d) After adoption of an ordinance, the city recorder must endorse it with the date of adoption and the recorder’s name and title. The city recorder must submit the ordinance to the mayor for approval. If the mayor approves the ordinance, the mayor must sign and date it.
- (e) If the mayor vetoes the ordinance, the mayor must return it to the city recorder with written reasons for his veto within 10 days of receipt of the ordinance. If the ordinance is not so returned, it takes effect as if approved.
- (f) At the first council meeting after veto by the mayor, the council will consider the reasons of the mayor and again vote on the ordinance. If a majority of council votes to adopt the ordinance, it will take effect.

Section 17. – Effective Date of Ordinances.

Ordinances normally take effect on the 30th day after adoption and approval by the mayor, or adoption after veto by the mayor, or on a later day provided in the ordinance. An ordinance adopted by unanimous approval may take effect as soon as adopted, or on such other date less than 30 days after adoption which may be specified, if it contains an emergency clause, and is not subject to veto by the mayor.

Chapter V ADMINISTRATIVE AUTHORITY

Section 18. – Resolutions.

The council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state “The City of Sherwood resolves as follows:”

Section 19. – Resolution Approval.

- (a) Approval of a resolution or any other council administrative decision requires approval by the council.
- (b) Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the council adopts the resolution at a meeting.
- (c) After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.
- (d) After approval of a resolution, the city recorder must endorse it with the date of approval and the recorder’s name and title.

Section 20. – Effective Date of Resolutions.

Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolutions.

Chapter VI QUASI-JUDICIAL AUTHORITY

Section 21. – Orders.

The council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state “The City of Sherwood orders as follows:”

Section 22. – Order Approval.

- (a) Approval of an order or any other council quasi-judicial decision requires approval by the council.
- (b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the council adopts the order.
- (c) After approval of an order or other council quasi-judicial decision, the vote of each member must be entered in the council minutes.
- (d) After approval of an order, the city recorder must endorse it with the date of approval and the recorder’s name and title.

Section 23. – Effective Date of Orders.

Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order.

Chapter VII ELECTIONS

Section 24. – Councilors.

- (a) At each general election, three councilors will be elected for four-year terms.
- (b) No councilor shall serve on the council more than three consecutive terms. For purposes of this subsection, “terms” include terms to which the councilor was either elected or appointed, regardless of whether the councilor served the full four years of the term.

Section 25. – Mayor.

At each general election, a mayor will be elected for a two-year term.

Section 26. – State Law.

City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan.

Section 27. – Qualifications.

- (a) The mayor and each councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.
- (b) No person may be a candidate at a single election for more than one city office.
- (c) Neither the mayor, nor a councilor may be employed by the city.
- (d) The council is the final judge of the election and qualifications of its members.

Section 28. – Nominations and Declarations of Candidacy.

The council must adopt an ordinance prescribing the manner for a person to declare candidacy or be nominated to run for mayor or a city councilor position.

Section 29. – Terms.

The term of an officer elected at a general election begins at the first council meeting of the year immediately after the election, and continues until the successor qualifies and assumes the office irrespective of any applicable term limit.

Section 30. – Oath.

The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon, and the laws of the City of Sherwood.

Section 31. – Vacancies.

The mayor or a council office becomes vacant:

- (a) Upon the incumbent's:
 - (1) Death;
 - (2) Adjudicated incompetence;
 - (3) Recall from the office; or
 - (4) Election to a different elected office.
- (b) Upon declaration by the council after the incumbent's:
 - (1) Failure to qualify for the office within 10 days of the time the term of office is to begin;
 - (2) Absence from the city for 45 days without council consent, or all meetings in a 60 day period;
 - (3) Ceasing to reside in the city;
 - (4) Ceasing to be a qualified elector under state law;
 - (5) Conviction of a public offense punishable by loss of liberty;
 - (6) Resignation from the office; or
 - (7) Removal under Section 33(i).

Section 32. – Filling Vacancies.

- (a) A mayor or councilor vacancy shall be filled by appointment by a majority of council within 45 days of the date of vacancy. The appointee's term of office runs from appointment until the vacancy is filled by election or until expiration of the term of office if no election is required to fill the vacancy.
- (b) An election is required if 13 months or more remain in the office term. The election must be held at the next available election date. The person elected will fill the vacancy for the remainder of the term.

**Chapter VIII
APPOINTIVE OFFICERS**

Section 33. – City Manager.

- (a) The office of city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and council for the proper administration of all city business. The city manager will assist the mayor and council in the development of city policies, and carry out policies established by ordinances and resolutions.

- (b) A majority of the council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education, experience, and competency in local government management.
- (c) The manager need not reside in the city.
- (d) The manager may be appointed for a definite or indefinite term, and may be removed at any time by a majority of the council. The council must fill the office by appointment as soon as practicable after the vacancy occurs.
- (e) The manager must:
 - (1) Attend all council meetings unless excused by the mayor or council;
 - (2) Make reports and recommendations to the mayor and council about the needs of the city;
 - (3) Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;
 - (4) Appoint, supervise and remove city employees, except the municipal judge, municipal judges pro tem, the city attorney, and city attorney office employees;
 - (5) Organize city departments and administrative structure;
 - (6) Prepare and administer the annual city budget;
 - (7) Administer city utilities and property;
 - (8) Encourage and support regional and intergovernmental cooperation in alignment with council policies, goals, and objectives;
 - (9) Promote cooperation among the council, staff and citizens in developing city policies, and building a sense of community;
 - (10) Perform other duties as directed by the council;
 - (11) Delegate duties, but remain responsible for acts of all subordinates.
- (f) The manager has no authority over the council or over the judicial functions of the municipal judge.
- (g) The manager and other employees designated by the council may sit at council meetings but have no vote. The manager may take part in all council discussions.
- (h) When the manager is temporarily disabled from acting as manager or when the office becomes vacant, the council must appoint a manager pro tem. The manager pro tem has the authority and duties of the manager, except that a pro tem manager may appoint or remove employees only with council approval.
- (i) No council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any city employee, or in administrative decisions. Violation of this prohibition is grounds for removal from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the manager relating to city business.
- (j) The manager may not serve as city recorder or city recorder pro tem.

Section 34. – City Recorder.

- (a) The office of city recorder is established as the council clerk, city custodian of records and city elections official. The recorder must attend all council meetings unless excused by the City Manager.
- (b) The City Manager must appoint and may remove the recorder. The appointment must be made without regard to political considerations and solely on the basis of education and experience.
- (c) When the recorder is temporarily disabled from acting as recorder or when the office becomes vacant, the City Manager must appoint a recorder pro tem. The recorder pro tem has the authority and duties of recorder.

Section 35. – City Attorney.

The office of city attorney is established as the chief legal counsel of the city government. The City attorney shall be either an employee of the City or a firm under a written contract approved by the council. A majority of the council must appoint and may remove the attorney or contracted firm. If the attorney is an employee of the City, the attorney must appoint and supervise, and may remove any city attorney office employees.

Section 36. – Municipal Court and Judge.

- (a) A majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in the city at such place as the council directs. The court will be known as the Sherwood Municipal Court.
- (b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.
- (c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.
- (d) The municipal court has jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction under state law unless limited by city ordinance.
- (e) The municipal judge may:
 - (1) Render judgements and impose sanctions on persons and property;
 - (2) Order the arrest of anyone accused of an offense against the city;
 - (3) Commit to jail or admit to bail anyone accused of a city offense;
 - (4) Issue and compel obedience to subpoenas;
 - (5) Compel witnesses to appear and testify and jurors to serve for trials before the court;
 - (6) Penalize contempt of court;
 - (7) Issue processes necessary to enforce judgement and orders of the court;
 - (8) Issue search warrants; and
 - (9) Perform other judicial and quasi-judicial functions assigned by ordinance.
- (f) The council may appoint and may remove municipal judges pro tem.
- (g) The council may transfer some or all of the functions of the municipal court to an appropriate state court.

**Chapter IX
PERSONNEL**

Section 37. – Compensation.

The mayor and councilors may be compensated for expenses incurred while conducting the City's business using the same standard that applies to city employees. This will be the council's official compensation package and only compensation.

Section 38. – Merit System.

The council by resolution will determine the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness.

**Chapter X
PUBLIC IMPROVEMENTS**

Section 39. – Procedure.

The council may by ordinance provide for procedures governing the making, altering, vacating, or abandoning of a public improvement. A proposed public improvement may be suspended for one year upon remonstrance by owners of the real property to be specially assessed for the improvement. The number of owners necessary to suspend the action will be determined by ordinance.

Section 40. – Special Assessments.

The procedure for levying, collecting and enforcing special assessments for public improvements or other services charged against real property will be governed by ordinance.

Chapter XI MISCELLANEOUS PROVISIONS

Section 41. – Debt.

City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness.

Section 42. – Solid Waste Incinerators.

The operation of solid waste incinerators for any commercial, industrial, or institutional purpose is prohibited in the city. This applies to solid waste defined by ORS 459.005(24), and includes infectious wastes defined by ORS 459.386(2). This prohibition does not apply to otherwise lawful furnaces, incinerators, or stoves burning wood or wood-based products, petroleum products, natural gas, or to other fuels or materials not defined as solid waste, to yard debris burning, or to small-scale specialized incinerators utilizing solid waste produced as a byproduct on-site and used only for energy recovery purposes. Such small-scale incinerators are only exempt from this prohibition if they are ancillary to a city permitted or conditional use, and may not utilize infectious wastes or any fuels derived from infectious wastes. This prohibition does not apply to solid waste incinerators lawfully permitted to operate before September 5, 1990, but does apply to any expansion, alteration or modification of such uses or applicable permits.

Section 43. – Repealed.

Section 44. – Ordinance Continuation.

All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed.

Section 45. – Repeal.

All charter provisions adopted before this charter takes effect are repealed.

Section 46. – Severability.

The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

Section 47. – Vote Required on Certain Taxes, Charges, and Fees.

After July 1, 2015, any ordinance, resolution or order approved by a majority of the City Council that imposes a new city tax, charge, or fee and/or increases by more than two percent annually any city utility tax, charge, or fee including but not limited to water charges, sewer and surface water charges, and street utility fees that are imposed on residential properties occupied by owners and/or occupants within the City of Sherwood boundaries, shall not be effective unless ratified by a majority vote of the City's qualified electors voting in an election where at least 50 percent of the registered voters cast a ballot, or the election is held in May of an even numbered year or November of any year.

Section 48. – Vote Required for Sale of Certain Real Property.

Before the city may sell or subdivide any parcel of real property owned by the city which is greater than five acres in size and which is being used primarily for park or recreation purposes, the city council must authorize such sale or subdivision by supermajority vote.

TO: Sherwood City Council

FROM: Richard Sattler, Interim Public Works Director
Through: Craig Sheldon, City Manager and Sebastian Tapia, Interim City Attorney

SUBJECT: **Resolution 2025-002, Adopting the American with Disabilities Act (ADA) Title II Self-Evaluation and Transition Plan**

Issue: Shall the City Council adopt the American with Disabilities Act Title II Self-Evaluation and Transition Plan?

Background: The city advertised requests for proposals in July of 2022 and then awarded a contract to Bureau Veritas in October 2022 to assist with completing an ADA Transition Plan. For a period of approximately 2 years, Bureau Veritas has been assisting with the evaluation of our public right of ways (ROW), programs/policies/procedures, services, parks and buildings.

The evaluation and transition plan makes recommendations to our administrative processes, provides for the removal of physical barriers to our right of ways and city facilities, and provides a transition schedule. A budgeted estimate has been provided to assist with the city's budget process for working towards Title II compliance.

As part of the evaluation to the transition plan, staff hosted on the city's website an on-line survey from March 15, 2024 through April 15, 2024 for interested persons providing the opportunity to comment on the Self-Evaluation and transition strategies. The survey had approximately 425 respondents. The final report was also published on the city's website for public comments from September 2024 to October 2024.

Financial Impacts: The Title II Self-Evaluation and Transition Plan provides cost estimates that will be used in future budget cycles to achieve compliance. Our current FY 2024-25 budget includes \$100,000 for sidewalk ramps and \$95,000 for our Residential Sidewalk Program.

Recommendation: Staff respectfully recommends City Council approval of Resolution 2025-002, Adopting the American with Disabilities Act (ADA), Title II Self-Evaluation and Transition Plan.



RESOLUTION 2025-002

ADOPTING THE AMERICAN WITH DISABILITIES ACT (ADA) TITLE II SELF-EVALUATION AND TRANSITION PLAN

WHEREAS, the City entered into a contract with Bureau Veritas to assist the City with completing a Self-Evaluation and Transition Plan with regards to Title II compliance; and

WHEREAS, the Self-Evaluation and Transition Plan provides recommendations to remove barriers to members of the public that may have physical or mental limitations; and

WHEREAS, to incorporate community input in developing the Self-Evaluation and Transition Plan, the City of Sherwood conducted an online survey March-April of 2024 and shared the final report in September 2024 on the city's website; and

WHEREAS, the City is required to comply with Title II of the American with Disabilities Act.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Sherwood City Council adopts the Americans with Disabilities Act (ADA) Title II Self-Evaluation and Transition Plan attached to this resolution as Exhibit A.

Section 2. The Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 7th of January 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

ADA TITLE II SELF-EVALUATION AND TRANSITION PLAN

prepared for

City of Sherwood
Public Works Department
15527 SW Willamette Street
Sherwood, Oregon 97140



PREPARED BY:

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BV PROJECT #:

159009.22R000-00A.206

DATE OF REPORT:

August 29, 2024

ADA TITLE II SELF-EVALUATION AND TRANSITION PLAN
OF

CITY OF SHERWOOD
22560 SW PINE STREET
SHERWOOD, OREGON 97140

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1. CERTIFICATION

Bureau Veritas has completed a Comprehensive Accessibility Evaluation of the City of Sherwood properties in Washington County, Oregon, in accordance with the requirements of 28 CFR Part 35, the 2010 ADA Design Standards for Accessible Design, and the State of Oregon Building Code sections related to accessibility.

The conclusions and recommendations presented in this Self-Evaluation and Transition Plan report are based on the evaluations of properties under the jurisdiction of the City of Sherwood, associated documentation related to the properties, and input from the City of Sherwood staff.

Accessibility evaluations were conducted by Bureau Veritas Project Architects and Project Engineers during site visits to individual properties. Project Architects' and Engineers' observations were made during site visits conducted in 2022 and 2023. Cost estimates for barrier removal are planning level cost estimates based on Bureau Veritas's experience with similar properties.

The assessments were performed at the Client's request using methods and procedures consistent with good commercial and customary practice for assessing compliance with the Title II provisions of the Americans with Disabilities Act (ADA), including the requirements of 28 CFR Part 35, and applicable state requirements. Accessibility barriers in areas which were not readily accessible, and/or may not have been visible, may exist. Individual facility reports describe property conditions at the time that the observations and research were conducted. The individual facility reports are not an engineering evaluation of physical conditions. The Self-Evaluation did not include engineering evaluations or engineering calculations to determine the adequacy of the park or facility's original design or to determine engineered cost estimates.

The opinions Bureau Veritas expresses in this report were formed utilizing the degree of skill and care ordinarily exercised by any prudent architect or engineer in the same community under similar circumstances. Bureau Veritas assumes no responsibility or liability for the accuracy of the information contained in this report, which has been obtained from the Client or the Client's representatives, from other interested parties, or from the public domain. The conclusions presented represent Bureau Veritas's professional judgment based on information obtained during the course of this assignment. The conclusions presented are based on the data provided, observations made, and conditions that existed specifically on the date of the assessments of individual properties.

Bureau Veritas certifies that Bureau Veritas has no undisclosed interest in the subject property, Bureau Veritas' relationship with the Client is at arms-length, and that Bureau Veritas' employment and compensation are not contingent upon the findings or estimated costs to remedy any deficiencies.

This report has been prepared on behalf of and exclusively for the use of the City of Sherwood for the purposes stated herein. The purpose for which this report shall be used shall be limited to the use as stated in the contract between the client and Bureau Veritas.

This report, or any of the information contained therein, is not for the use or benefit of, nor may it be relied upon by any other person or entity, for any purpose without the advance written consent of Bureau Veritas. Any reuse or distribution without such consent shall be at the client's or recipient's sole risk, without liability to Bureau Veritas.

If you have any questions regarding this report, please contact Michael Cuniff, Program Manager, (800) 766-0660 x 7296214.

Certified by:



Susan D Lloyd, ADAC

Susan.Lloyd@bureauveritas.com

2. OVERVIEW OF THE CITY OF SHERWOOD

The City of Sherwood was first incorporated in 1893 and is governed as a general law City with a City Manager form of government which operates under the Sherwood City Charter and Council Rules. The City Manager is appointed by City Council and acts as the chief administrative officer and is accountable to the City Council. The "Council-Manager" form establishes a method of governance which allows for democratic participation, representation through City Council, professional implementation, and efficient operation that comes from a full-time professional manager.

Located in the Tualatin Valley approximately 17 miles southwest of Portland, the City of Sherwood has a total area of 4.31 square miles and an estimated population of 19,879 in 2019 by the US Census. The City is guided by core organizational values that reflect the commitment to excellence in all facets of its operations and services. With core values including citizen engagement, community livability, community partnerships, community pride, fiscal responsibility, quality service, and forward thinking, the City of Sherwood adopted their mission statement to: "Provide high quality services for all residents and businesses through strong relationship and innovation in a fiscally responsible manner".

The City provides a full range of services for its citizens, including police services, parks and recreation programs, planning and development, trash and recycling, and street maintenance and lighting. It also operates water, sewer, and storm drain utilities and provides other services through outside contracts.

3. ACCESSIBILITY REQUIREMENTS

3.1 Americans with Disabilities Act

The Americans with Disabilities Act (ADA) of 1990 provides comprehensive, wide-ranging rights and protections to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. Many consider it to be one of the most important civil rights laws since the Civil Rights Act of 1964. The goal of the ADA is to ensure equality of opportunity, full participation, and independent living to all individuals, including those with disabilities; it expressly prohibits all state and local governments and most private businesses from discriminating on the basis of disability. The ADA provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities. The ADA includes the definition of a disability, and in 2008, the ADA Amendments Act expanded and better defined the definition of a disability.

The ADA defines a disability, with respect to an individual, in one of three ways: a physical or mental impairment that substantially limits one or more major life activities; a record or history of such impairment; or regarded as having such as an impairment. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

The ADA is divided into five sections, or titles, covering specific areas: Employment (Title I), State and Local Government (Title II), Places of Public Accommodation (Title III), Telecommunication (Title IV), and Miscellaneous Provisions (Title V). This report focuses solely on Title II.

The Department of Justice (DOJ) is responsible for the enforcement of the provisions of the ADA other than employment policy related issues. The DOJ's regulations implementing Title II of the ADA dictate that local governments and public agencies, such as the City of Sherwood, must evaluate their services, programs, policies and practices, and identify barriers that may limit accessibility for individuals with disabilities and develop transition plans describing how they will address identified barriers.

In 2010, the DOJ issued revised and expanded ADA regulations. The new regulations revised and updated earlier standards as well as included new standards for various recreational uses such as play equipment, amusement rides, fishing piers, etc. These are collectively called the 2010 ADA Standards for Accessible Design (2010 Standards). These new standards guide all new construction and renovation projects. All facilities and parks have been evaluated and audited using the 2010 Standards.

Generally, Title II of the ADA prohibits discrimination by public entities to access and use of programs, services and activities on the basis of disability. In addition, public agencies must provide program access to all programs of the agency. Program, as used in the phrase "program access", is defined by the Department of Justice as "programs, services, and activities" of the public agency. Regardless of their age, facilities providing programs, and services, activities must be maintained and operated to comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and applicable state and local accessibility regulations.

Buildings completed and occupied after January 26, 1992, are required to comply fully with ADAAG. Existing facilities constructed prior to this date are held to the lesser standard of complying to the extent allowed by structural feasibility and the financial resources available, or a reasonable accommodation must be made. However, program access by the public is still required.

A full explanation of the ADA is located in Appendix A.

3.2 Accessibility in the Public Right-of-Way

As part of the Rehabilitation Act of 1973, the U.S. Access Board, originally known as the Architectural and Transportation Barriers Compliance Board was created with the purpose of promoting equality for individuals with disabilities and developing accessibility guidelines and standards in the built environment.

After the Americans with Disabilities Act was enacted in 1990, the Access Board began developing accessibility guidelines for pedestrian facilities in the public right-of-way (PROW). The Board issued proposed guidelines in 1992 followed by interim guidelines in 1994 but was met with numerous public comments that indicated that further research was needed on accessible pedestrian facilities in the PROW.

In 1999, a Federal advisory committee was created to recommend accessibility guidelines in the PROW. After various comments and revisions to draft recommendations, in July 2011, the Access Board initiated the instant rulemaking and issued a Notice of Proposed Rulemaking for Accessibility Guidelines for Public Rights-of-Way. In February 2013, the Board issued a Supplemental Notice of Proposed Rulemaking to include accessibility requirements for shared use paths.

The Board reviewed all public comments carefully, consulted with the Department of Justice and United States Department of Transportation, and revised the new guidelines for final publication. The Public Right-of-Way Accessibility Guidelines (PROWAG) final rule came to a halt in January 2017 in response to Executive Order 13771 which required that agencies eliminate two regulations for every new regulation proposed and that total incremental cost of any new regulation and deregulation actions to be zero.

In 2021, Executive Order 13772 rescinded Executive Order 13771, and work resumed on the PROWAG rulemaking. The Board published the final rule in the Federal Register on August 8, 2023, with an effective date of September 7, 2023. When the DOJ and US DOT adopt the final guidelines with or without modifications, they will become the minimum design standards enforceable under the ADA for new construction and alterations of pedestrian facilities in the public right-of-way.

4. PURPOSE AND SCOPE

4.1 Requirement for a Self-Evaluation and Transition Plan

The purpose of the ADA is to make sure that people with disabilities can fully participate in all aspects of civic life. Under Title II of the ADA, all state/local governments are required to give people with disabilities an equal opportunity to benefit from their programs, services, and activities.

As part of the City of Sherwood's effort to comply with Title II of the Americans with Disabilities Act (ADA), the City has performed a comprehensive Citywide Self-Evaluation and developed an ADA Transition Plan that included programs, policies and procedures, public buildings and parks, and public right-of-way (PROW) facilities. The purpose of this Self-Evaluation and Transition Plan is to plan accessibility compliance for the City of Sherwood with the requirements of Title II of the ADA and applicable state regulations contained in the accessibility and related chapters of the Oregon Building Code.

This Self-Evaluation includes:

- a review of the City's current services, policies, and practices,
- findings and recommendations regarding those policies and practices,
- the opportunity to interested persons to participate in the self-evaluation process through comments and public outreach.
- assessment of physical barriers to access at City buildings, parks, and within the public right-of-way (PROW)

This Transition Plan includes:

- field survey data of physical barriers to access at City owned and leased facilities, and pedestrian facilities in the PROW performed by Bureau Veritas Inc
- remediation methods to make the facilities accessible
- estimated cost for remediations
- a schedule for barrier removal including barrier removal prioritization
- official responsible for implementation of the plan

The draft ADA Self-Evaluation and Transition Plan was made available for public inspection and comment prior to finalization.

4.2 Scope of Work

A Self-Evaluation is a governmental organization's evaluation of its current services, policies and practices, and all physical facilities. The Self-Evaluation comprises three components:

- Data gathering assessments of individual physical properties and internal reviews of public services and programs, communications, and employment practices
- Transition Plan based on the physical and programmatic assessments
- Action necessary to make required additions or modifications to non-compliant elements

ADA TITLE II SELF-EVALUATION AND TRANSITION PLAN

CITY OF SHERWOOD

BUREAU VERITAS PROJECT: 159009.22R000-00A.206

This Self-Evaluation comprises of a review of the City's policies and programs and a Transition Plan that represents the planned modifications to programs and physical facilities provided by the City of Sherwood. The policies and programs review outlines administrative barriers to programs. The Transition Plan summarizes the physical obstacles in the City's facilities that limit the accessibility of its program, services, and activities.



5. PUBLIC OUTREACH

The City of Sherwood recognizes the importance of public opinion. In order to provide all interested persons the opportunity to comment on the Self-Evaluation and transition strategies, the City of Sherwood:

1. Solicited public input via online survey from March 15, 2024 – April 15, 2024. The intent of the survey was to identify City areas/programs of greatest concern. See Appendix B for survey questionnaire and results.

Public outreach surveys were advertised to the public in the following ways:

- City Social Media Platforms
- City Websites
- Flyers posted at City facilities

The City of Sherwood will maintain a record of persons consulted, comments received, any further audit or assessment performed based on the comments received and modifications made. These records will be maintained by the City of Sherwood and will be made available for public inspection. The City of Sherwood can be reached at (503)625-4200.

6. SELF-EVALUATION: PROGRAMMATIC AND ADMINISTRATIVE REVIEW

Program access under Title II of the ADA is required for public entities in all of their services, policies, and practices. Public entities shall modify any such services, policies and practices to meet the requirements of 28 CFR Part 35. An evaluation of the City's current programmatic and administrative requirements was completed with recommendations for modifications. The City of Sherwood is implementing modifications for non-structural program access immediately to be in compliance with the 28 CFR 35.105. This action plan will correct all deficiencies noted and create established policies and practices for the City to follow.

6.1 Community Services

Requirement:

Programs and services provided by the City of Sherwood must not discriminate against individuals with disabilities. This extends to providing programs (such as exercise, recreational, swimming, etc.) in an integrated setting. Providing segregated/separate programs for individuals with disabilities is not acceptable. Additionally, programs that have presentations and use audio/amplified communication (i.e., microphones) need to accommodate individuals with hearing disabilities.

Findings:

The City of Sherwood does not have a policy/procedure in place that speaks to accessibility for special events. This document should provide the basis of ADA requirements to where all special events are held.

The City of Sherwood does not have an accessibility page on their website that provides a list of all accessible features at the facilities, including parking, playgrounds, restrooms, and picnic shelters.

The City of Sherwood does not have a policy/procedure that provides staff with training in supporting individuals of all abilities in all programming where they meet prerequisite requirements with or without reasonable accommodation.

The City of Sherwood does not have policies on their websites regarding the use of service animals and wheelchairs and manually powered mobility aids.

The City of Sherwood does not provide a statement on their website under each program, services, and activities that accommodation can be provided.

The City of Sherwood does not have a preventative maintenance program to maintain accessible features at all facilities.

Recommendations:

- The following are recommended for policies/procedures for accessibility for special events.

- It is recommended that the contact information of a knowledgeable person to respond to questions regarding disabilities be included in the printed material for the events.
- It is recommended to include protocols to staff about the inquiry of a service animal:
 - Staff may only ask two questions.
 - Is the dog a service animal required because of a disability?
 - What work or task has the dog been trained to perform?
 - Staff cannot ask about the person's disability, require medical documentation, require a special ID or training documentation for the dog.
 - Staff cannot ask the dog to demonstrate its ability to perform the work or task
- It is recommended to include a provision to work with vendors to ensure people with disabilities will have comparable access to food, drinks, merchandise, or services offered.
- It is recommended to include a provision that all staff and volunteers should have a basic awareness of and sensitivity to disability issues. Staff should understand that people with disabilities expect to be treated like all other event participants.
- It is recommended to include provision to ensure events provide compliant dining/work surfaces, if provided.
- It is recommended to include a provision that event holders should provide maintenance of accessible features including placement of temporary signs/trash receptacles/and other portable amenities to not obstruct required clearances.
- For any activity taking place in a swimming pool ensure that the pool has a pool lift in accordance with the 2010 ADA Standards for Accessible Design.
- The City of Sherwood shall develop a policy/procedure that provides ADA training to staff. This training shall cover ADA compliant programming and accommodation as well as working with and supporting participants with disabilities. Part time staff shall be offered training in positive behavior supports and behavior management for participants of all abilities.
- All notifications (written/print, website, posters, etc.) should state: *"if you need an accommodation in order to participate in this program (wheelchair access, sign language interpreter, written materials in alternate format) please contact....."*
- If a program has a fee assigned to it and an individual with a disability requires his own personal assistant in order to participate, it is advised that the assistant not be charged an admission fee. The City of Sherwood is not required to provide personal assistance for an individual with a disability.

- Information about the current accessibility of facilities where programs, services and offices take place needs to be coordinated with the offices who operate the programs and services. If an applicant or participant needs to be accommodated, it may require moving the program to an accessible location or the City of Sherwood employee must meet the resident at an accessible location within the variety of City facilities.
- Multiple parks have playgrounds with engineer wood fiber that have not been maintained for accessibility. Furniture placement throughout the facilities creates barriers to access. Maintenance of accessible feature policy shall be adopted to ensure accessibility of facilities.

6.2 Housing

Requirements:

Residential facilities with residential dwelling units shall comply with Section 233 and with the technical and scoping requirements in Chapters 1 through 10 of the 2010 ADA Standards for Accessible Design. These facilities may also be subject to the requirements of the Fair Housing Act (FHA), Section 504 of the Rehabilitation Act of 1973, as amended and/or The US Department of Housing and Urban Development (HUD).

Findings:

After reviewing the City of Sherwood's website, the City does not provide any housing programs.

Recommendations:

- No recommendation.

6.3 Personnel and Internal Policies and Procedures

Requirements:

No qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any service, program, or activity conducted by a public entity.

Findings:

The City of Sherwood employee handbook/internal policies are currently being updated.

Recommendations:

- The City of Sherwood shall ensure that there are policies/procedures on:
 - Short-term and long-term/permanent disabilities
 - Corrective Action and Disciplinary policy/procedures
 - ADA Grievance Procedure and grievance form with an appeal process for Title I. The procedure shall be publicized in common areas that are accessible to all employees. The City shall maintain an ADA log.

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- A reasonable accommodation request policy, procedure, and request form. The policy shall be adopted by all departments for consistency. A request log shall be maintained including an internal request number, details of the request, and details regarding the resolution.
- Personnel Files policy that states that reasonable accommodation and medical information regarding an employee is maintained in a separate file.
- Family and Medical Leave (FMLA)/Leave for Spouses of Military Personnel; Domestic Violence/Sexual Assault Leave
- Prohibiting Harassment, Discrimination & Retaliation Policy
- Reasonable Accommodation for People with Disabilities

6.4 Human Resources: Position Descriptions

Requirements:

Title I of the ADA prohibits employers from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees and includes State and local governments. No qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any service, program, or activity conducted by a public entity.

Findings:

Several position descriptions were reviewed.

- Accountant
- Finance Technician
- Maintenance Worker I
- Planning Coordinator
- Technical Services Librarian
- Utilities Manager

Job descriptions are separated out by essential job functions and auxiliary job functions.

All job descriptions provide a “Physical Demands” section that provides approximation of frequency of the work.

All job descriptions include information about the “Work Condition”, such as office or outdoor and travel requirements.

All job descriptions use inclusive language.

Most job descriptions do not include an Equal Employment Opportunity (EEO) statement and provide contact information for accommodation requests.

All job descriptions do not provide contact information for accommodation requests.

All job descriptions do not include a disclaimer language to remind employees/applicants that the description is subject to change.

Recommendations:

- Job descriptions shall add language for reasonable accommodations for specific job requirements. For example, if a job requires moving heavy objects, add “with accommodations upon request” at the end of the statement. It is also best practice to include language, that states that “supervisors may assign additional duties or requirements” so applicants know they can safely apply regardless of disability status.
- It is recommended that disclaimer language should be included in all job descriptions to remind employees/applicants that the description is subject to change.
- Provide contact information for accommodation requests during the hiring process.

6.5 ADA Coordinator

Requirements:

Title II also requires a designated accessibility coordinator to ensure the resolution of complaints and by inference, an employee or employees who will coordinate removal of barriers. A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity shall make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph.

Findings:

The City of Sherwood has assigned the City Attorney, Sebastian Tapia, as their ADA Coordinator* (information provided by city staff, but not listed publicly during the creation of this report).

All the roles and responsibilities of the ADA/504 Coordinator were not found.

A standardized investigation into all complaints is not provided.

Recommendations:

- Assign a person to serve as the City’s ADA Coordinator*.
- Ensure the ADA Coordinator has the time and expertise to comply with and carry out its responsibilities.
- All the roles of the ADA Coordinator should be established to ensure the City of Sherwood complies with the requirements of the ADA. See Appendix C.

- The name, office address and telephone number of the designated ADA Coordinator should be posted on the City's website and on all accessibility related documents. The contact information shall be updated as necessary.
- Establish policy to standardize investigation into all complaints.
- Establish person responsible when ADA coordinator is not available.

6.6 Notice of the ADA's Provisions

Requirements:

An ADA Public Notice is required by all state and local governments covered by title II, even entities with less than 50 employees. The target audience for the notice includes everyone who interacts with or would potentially interact with the title II entity. The notice should include relevant information regarding Title II of the ADA, and how it applies to programs, services, activities of the public entity, and the contact information of the ADA coordinator. The head of the public entity shall determine the most effective way of providing the public notice and provide the information on an ongoing basis. Information must be accessible to all and available in alternative formats (recording, radio announcement, large print, Braille, HTML format)

Findings:

The City of Sherwood does not make information available to the public that the ADA applies to all services, programs, and activities the city provides.

Recommendations:

- The City of Sherwood should develop a public notice in accordance with the DOJ recommendation provided in Appendix D.
- The City of Sherwood should establish a policy to inform people of their protection of the ADA in public locations and in alternate formats.

6.7 Grievance Procedures

Requirements:

Title II of the Americans with Disabilities Act (ADA) requires government entities to establish a complaint procedure for both the public and employees. A public entity that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA. The complaint procedure must include an accessible method of filing an accessibility complaint, such as a grievance procedure and grievance form posted on the city website.

Findings:

The City of Sherwood does not have a grievance procedure

Recommendations:

- The City of Sherwood should develop a grievance procedure that follows the DOJ recommendation provided in Appendix E.
- The City of Sherwood should develop grievance/appeal forms to streamline the process.
- Establish a policy to provide the grievance procedure in alternate formats.
- Distribute grievance procedures to all department heads.
- Post grievance procedure copies in public spaces.
- Provide policy to update procedure and contact information as necessary.

6.8 General Effective Communications

Requirements:

Title II of the ADA requires that all state and local government take steps to ensure their communications with people with disabilities are as effective as communications with others. This requirement is referred to as “effective communication” and is required except where a state or local government can show that providing effective communication would fundamentally alter the nature of the service or program in question or would result in an undue financial and administrative burden. Effective communication applies to all members of the public with a disability, including job applicants, program participants, people who contact the state or local government seeking information about programs, services, or activities.

Findings:

The City of Sherwood does not have a policy and procedures in place to deal with requests from the general public for sign language, oral, cued speech interpreters.

The City of Sherwood does not have employees who are qualified interpreters and does not have arrangements with one or more vendors to provide interpreting services when needed.

The City of Sherwood does not have a policy or procedure to deal with requests from the general public for documents in Braille, large print, audio, recording, and accessible electronic format.

The City of Sherwood does not have a policy or procedure to deal with requests from the general public for notetakers, computer-assisted real-time transcription services, and other auxiliary aids.

The City of Sherwood does not have equipment or arrangements with vendors to provide written materials in alternative formats.

The City of Sherwood does not have a policy to ensure all videos are provided with captioning and audio description.

The City of Sherwood does not have a dedicated text telephone number for the public.

Telecommunication Relay Services and Video Relay Services are not answered in the same ways as other telephone calls.

Recommendations:

- Develop policy to include information on interpreter:
 - time required to obtain interpreter
 - statement that a family member or companion of deaf persons shall not be requested to serve as sign language interpreter.
 - statement that a person with a hearing impairment shall not be charged for the cost of the interpreter
 - statement of when a request for an interpreter is deny based on undue financial and administrative burden and that the individual with a disability will receive the benefits or services provided
- Make arrangements with vendors so interpreters are available when needed.
- Develop policies and procedures to provide auxiliary aids and services.
- Train employees so they know the policies and appropriate procedures to follow when they receive a request for interpreter or auxiliary aids.
- Make policy and procedures on the provision of interpreters/auxiliary aids available to employees in all departments who face the public.
- Make arrangements with vendors to provide written materials in alternate formats (e.g., Braille large print, audio format, electronic format).
- Publish the City's effective communication policy on the City's website in an accessible format.
- Solicit feedback from the community who have different disabilities on the effectiveness of the communication policy.
- Where the City of Sherwood communicates by telephone with applicants and beneficiaries, text telephones (TTYs) or equally effective telecommunications systems shall be used to communicate with individuals who are deaf or hard of hearing or have speech impairments.

- Provide written policies and training to employees who answer telephone calls to ensure calls made through a relay service are handled as quickly and effectively as other calls.

6.9 9-1-1 and Emergency Communication Services

Requirements:

The ADA requires that all Public Safety Answering Points (PSAPs) provide direct and equal access to their services for people with disabilities who use teletypewriters (TTYs). PSAPs must directly receive TTY calls without relying on an outside relay service or third-party services. Telephone emergency services provided for TTY users must be as effective as those provided for people who make voice calls. All basic emergency services provided by public safety agencies are covered, including police, fire, and ambulance services. Direct, equal access must be provided to all services included in the system.

Findings:

All 9-1-1 communication are responded by Washington County dispatch center.

Recommendations:

- No recommendations.

6.10 Website Accessibility

Requirements:

The Department of Justice (DOJ) has stated, as they have in the past with other elements, spaces, or technologies for which there are no technical accessibility specifications, that the absence of a technical standard does not “serve as a basis for noncompliance” with the ADA’s general obligation to ensure equal access to goods and services; rather, it means that entities have flexibility in how to facilitate that access. There are standards and guidelines that can help web developers create and maintain accessible websites. For example, the Web Content Accessibility Guidelines (WCAG) developed by the global Web Accessibility Initiative (WAI), which is part of the World Wide Web Consortium, the main international standards organization for the Internet, have long been available, and DOJ has often referred to these guidelines as a way of measuring the accessibility of websites.

Findings:

This analysis did not include an analysis of the City’s website, which is very extensive. All applications (programs, services, and employment) are contained on the City’s website.

Recommendations:

- A thorough review for ADA compliance needs to be performed for web accessibility. Such a review can be conducted by website accessibility specialists for no fee. Consider using one of the no-cost or low-cost resources available on the Internet to test for web accessibility.

- It is recommended that in-house staff and contractor staff receive copies of the Department of Justice's technical assistance document "Accessibility of State and Local government Websites to People with Disabilities" provided in Appendix F.

6.11 Curb Ramps and Pedestrian Crossing

Requirements:

Title II of the ADA requires State and local governments to make pedestrian crossings accessible to people with disabilities by providing curb ramps. This requirement applies if your state or local government has responsibility or authority over highways, streets, roads, pedestrian crossing, or walkways. Some public entities have extensive responsibilities for the street, roads, sidewalk, and pedestrian crossing in their area, but most public entities have limited responsibility for them.

Findings:

The City of Sherwood has implemented a policy to ensure that curb ramps are provided, where walkways intersect curbs, when highways, streets, roads, and pedestrian crossings are constructed or altered.

The City of Sherwood does not have written procedures used to evaluate requests for installation of, or modification to curb ramps.

The City of Sherwood's Engineering Design and Standards reference Title III of the 1990 American's with Disabilities Act for sidewalk ramps.

The City of Sherwood has not reviewed their list of their pedestrian crossings and roadway alterations since 1992.

Recommendations:

- Review written policies and procedures to ensure newly constructed and altered pedestrian crossings are accessible.
- Review written policies and procedures to ensure that curb ramps are installed whenever streets, roads, and highways are altered or resurfaced.
- Update all standard curb ramp details to meet the most current Oregon Building Code and the 2010 ADA Standard for Accessible Design and/or Public Right-of-Way Accessibility Guidelines.
- Provide a curb ramp request form on the City's website.
- Ask for input from people with disabilities to determine priority of curb ramp remediation.
- Ensure all curb ramps are upgraded at pedestrian crossings and roadway alterations since 1992.

6.12 Emergency Management

Requirements:

One of the primary responsibilities of state and local governments is to protect residents and visitors from harm, including assistance in preparing for, responding to, and recovering from emergencies and disasters. State and local governments must comply with Title II of the ADA in the emergency- and disaster-related programs, services, and activities they provide. This requirement applies to programs, services, and activities provided directly by state and local governments as well as those provided through third parties, such as the American Red Cross, private nonprofit organizations, and religious entities. Under Title II of the ADA, emergency programs, services, activities, and facilities must be accessible to people with disabilities and generally may not use eligibility criteria that screen out or tend to screen out people with disabilities. The ADA also requires making reasonable modifications to policies, practices, and procedures when necessary to avoid discrimination against a person with a disability and taking the steps necessary to ensure effective communication with people with disabilities. The ADA generally does not require state or local emergency management programs to take actions that would fundamentally alter the nature of a program, service, or activity or impose undue financial and administrative burdens.

Findings:

The City of Sherwood has not determined the extent of people with disabilities who are likely to need individualized notification, evacuation assistance, and/or transportation.

The City of Sherwood does not have written procedures to ensure that their community evacuation plan enables people with a variety of disabilities to safely self-evacuate and, for those who cannot self-evacuate, to receive assistance.

The City of Sherwood does not establish a voluntary, confidential registry for persons with disabilities to request individualized notification, evacuation assistance, and transportation, but works with Washington County's registry.

The City of Sherwood does not have written policies or procedures to ensure people with disabilities to be evacuated and transported to shelters together with their families and are not separated from their service animals during evacuation and transportation.

The City of Sherwood does not have policy/procedures to train shelter staff and volunteers with instructions for providing people with disabilities access to all services at emergency shelters.

The City of Sherwood does not have written policies and procedures to ensure accessible features of emergency shelters are maintained and that barriers to access are not created by staff/volunteers.

The City of Sherwood does not have written policies and procedures in place to provide assistance for people with low vision or who are blind or use mobility devices.

The City of Sherwood does not have a written policy or procedure to ensure that facilities used as a shelter in the future be surveyed for accessibility and have barriers to access removed.

The City of Sherwood does not offer “stress-relief” zones at any emergency shelters.

The City of Sherwood does not provide TTYs at all emergency shelters.

The City of Sherwood does not have written policies and procedures regarding the use of service animals.

The City of Sherwood does not have back-up generators or a way to keep medication refrigerated.

The City of Sherwood emergency management plan does not include a way for people with disabilities to request and receive durable medical equipment and medication while in shelter.

The City of Sherwood does not have policies to provide immediate access to food and refrigerated medications for shelter residents and volunteers.

The City of Sherwood does not have written procedures to regularly seek and use input from persons with a variety of disabilities and organizations with expertise in disabilities in all phases of emergency planning.

Recommendations:

- Perform outreach to determine the extent people with disabilities will need individualized notification, evacuation assistance, and/or transportation.
- Plan and acquire the resources you will use to meet the needs of individuals with disabilities.
 - Include written procedures to ensure the use of a combination of methods to provide prompt notification of emergencies to persons who are deaf or hard of hearing
 - Identify accessible transportation resources that will be available to evacuate persons with mobility disabilities, including people who use wheelchairs or scooters, medical equipment such as oxygen tanks, or service animals?
- Adopt policies to ensure people with disabilities, including those who have mobility, vision, hearing, cognitive, and psychiatric disabilities, can safely self-evacuate or be evacuated by others.
- Publicize the volunteer registries, including outreach to people with disabilities, and organizations with expertise on disability issues. Outreach should explain the purpose of the registries and emphasis that the registry is voluntary and guarantee confidential.
- Adopt written policies and procedures to ensure people with disabilities to be evacuated and transported to shelters together with their families and are not separated from their service animals during evacuation and transportation.
- Ensure that all those involved in emergency management are trained in the requirements of Title II of the ADA. Develop instructions for staff and volunteers who will perform duties during the emergency process, such as notifying, evacuating, transporting, routing people with disabilities and their families to, and placement in shelters.
- Develop site-specific instructions and training materials for “mass care”, “medical”, and “special needs” shelter volunteers and staff to ensure ADA compliance.

- Train staff and volunteers on procedures to follow when issues arise regarding disability, such as contacting the ADA coordinator or ADA incident manager on site.
- Establish policies and procedures to ensure facilities considered as possible emergency shelters are surveyed and that barriers to access are removed before facilities are designated as emergency shelters.
- Adopt procedures to ensure staff and volunteers maintain the accessible features on site including limited protruding hazards and beds and furniture placements from reducing required clearances of accessible routes.
- Adopt procedures for staff and volunteers to offer wayfinding to people who are blind or have low vision to orient themselves to all amenities in the shelter and providing informational materials in alternative formats (Braille, Large Print), or provide assistance by reading and completing forms and other written materials that are not available in alternate format.
- Adopt policies to ensure any future facility used as an emergency shelter is surveyed for barriers to accessibility and that the barriers are removed before being considered a shelter.
- If space allows, offer low-stimulation “stress-relief zones”. Adopt policies and procedures to give priority to people whose disabilities are aggravated by stress.
- Adopt policies to provide TTYs at all emergency shelters.
- Adopt “service animal” policies and procedures to allow people with disabilities to stay with their service animals and participate in all emergency services. Food, water, and waste disposal shall be provided. Allow people with disabilities to take their animals outside for relief without unnecessary delays for screening upon re-entry.
- Ensure shelters have back-up generators and a way to keep medication refrigerated. These shelters shall give priority to people whose disabilities require access to electricity and refrigeration. Routinely notify the public about the location of shelters with these features.
- Establish policies and procedures that provide electricity to people who need electricity for life-sustaining equipment and that priority access be given to them. Where feasible, priority shall also be given to people who rely on electrically powered mobility devices.
- Adopt kitchen-access policies to allow residents and volunteers whose disabilities may require them to obtain immediate access to food and refrigerated medication. In planning, ensure that at least some kinds of foods and beverages are available for people with dietary restrictions such as people with diabetes or food allergies.
- Seek and use input from people with different types of disabilities and organizations with expertise on disabilities issues regarding all phases of the emergency management plan.

7. SELF-EVALUATION: FACILITY AND PROW ASSESSMENTS

A public entity shall evaluate all existing programs and facilities to ensure they are readily available to and usable by people with disabilities. This includes buildings, parks, and public right-of-way (PROW) pedestrian facilities. Assessments were completed not only for buildings and facilities that were existing prior to the enforcement date of January 16, 1992, but also buildings and facilities that were constructed or altered after this date.

7.1 City Facilities

The table below lists the locations of all buildings and parks where programs, services, and activities are provided by the City of Sherwood.

AMENITY SUMMARY		
FACILITY	AMENITIES	ADDRESS
Cannery Square	Walkways, Restrooms	22622 Southwest Pine Street, Sherwood, Oregon 97140
Cinnamon Hills	Walkways, Play Area	23143 Southwest Cinnamon Hills Place, Sherwood, Oregon 97140
Civic Building (City Hall / Library)	Walkways, Parking, Library, Municipal Court, Building Department, City Hall	22689 Southwest Pine Street, Sherwood, Oregon 97140
Heritage Center (Morback House)	Walkways, Parking, Museum	22552 Southwest Park Street, Sherwood, Oregon 97140
Ladyfern Park	Walkways, Play Area	21541 Southwest Ladyfern Drive, Sherwood, Oregon 97140
Langer Park	Walkways, Play Area	16100 Southwest Century Drive, Sherwood, Oregon 97140
Mudrock Park	Walkways, Play Area, Viewing Deck	22965 Southwest Upper Roy Street, Sherwood, Oregon 97140
Oregon Trail	Walkways, Play Area	20710 Southwest Settlement Drive, Sherwood, Oregon 97140
Pioneer Park	Walkways, Play Area	20570 Southwest Jonquil Terrace, Sherwood, Oregon 97140
Police Department	Walkways, Parking, Police Department	20495 Southwest Borchers Drive, Sherwood, Oregon 97140
Public Works (Utility Building / Old Town Field House)	Walkways, Parking, Field House, Public Works Department	15527 Southwest Willamette Street, Sherwood, Oregon 97140
Stella (Rudy) Olsen	Walkways, Play Area, Restrooms	22256 Southwest Washington Street, Sherwood, Oregon 97140
Sherwood Center for the Arts	Walkways, Parking, Auditorium, Gallery Exhibits	22689 SW Pine Street, Sherwood, Oregon 97140
Senior Building	Walkways, Parking, Event Space, Game Rooms, Cafeteria	21907 Southwest Sherwood Boulevard, Sherwood, Oregon 97140
Skate Park	Walkways, Parking, Skate Park	23000 Southwest Pacific Highway, Sherwood, Oregon 97140

AMENITY SUMMARY		
Snyder Park	Walkways, Parking, Play Area, Dog Park, Baseball/Soccer Field, Tennis/Basketball Courts, Restrooms	15365 Southwest Sunset Boulevard, Sherwood, Oregon 97140
Veterans Park	Walkways, Picnic Area	22547 Southwest Main Street, Sherwood, Oregon 97140
Woodhaven Park	Walkways, Parking Play Area, Basketball Courts, Restrooms	17375 Southwest Sunset Boulevard, Sherwood, Oregon 97140

The scope of the individual assessments comprised of the exterior features/amenities of the site and the interior of the buildings on site. Exterior elements assessed include accessible parking and exterior accessible pedestrian paths of travel to and from all amenities and features provided at each site. Interior spaces consist of the common corridors, public restrooms, conference rooms, offices, and other interior elements along the common path of travel, such as water fountains.

A Bureau Veritas Subject Matter Expert visited each property within the City of Sherwood to evaluate the facilities in accordance with the ADA and State of Oregon Building Code and assess the existing property improvements' compliance with the Title II provisions of the Americans with Disabilities Act (ADA) and applicable state requirements.

The field observer conducted a thorough review of the facility to observe and identify barriers to accessibility and formulate recommendations to remedy the physical barriers. As a part of the review, the field observer met with a property representative with specific knowledge of the facility to gain a clear understanding of overall features, public use patterns, and relevant historical data. All features of the property are subject to observation, which includes but is not limited to parking lots, sidewalks, access ramps, and all common areas accessible to the public, as well as employee areas.

During the site walk-through, the field observer followed a Survey Form that meets or exceeds the current ADAAG format and utilized a digital level, measuring tape, pressure gauge, and digital camera. The field observer identified and prioritized any existing improvements not in accordance with the applicable ADA requirements in the order of preference as set out by the DOJ in general categories and refined by Bureau Veritas.

The Bureau Veritas team assessed exterior and interior in order to identify existing conditions that are not in accordance with the applicable regulations. Examples of elements required to be accessible are:

- Parking- adequacy as to automobile number, van accessible number, signage, and markings
- Parking and passenger loading zones
- Accessible routes: sidewalks and paths, interior routes
- Space allowance and ranges
- Protruding objects
- Ground and floor surfaces
- Curb and other ramps; size, distance, slope, rails, and surface finishes
- Exterior and interior common stairs
- Platform lifts (wheelchair lifts)
- Entrances and exits to common areas and employee areas
- Handrails and grab bars

- Alarms (visual and audible) and warnings
- Signage, Braille, and visual
- Switches and outlets

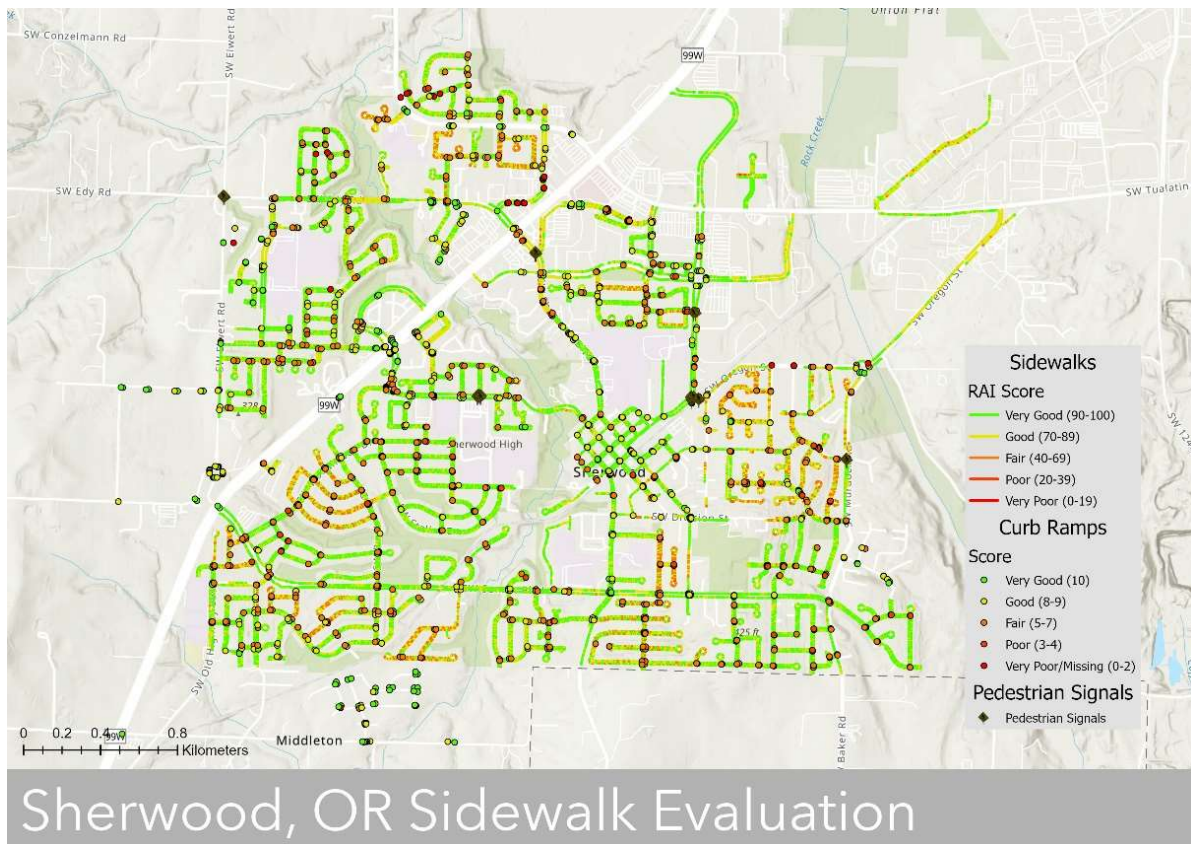
Individual assessment reports for each property surveyed included:

- Summary of Findings for all amenity features (parking stalls, curb ramps, paths of travel, etc.)
- Individually recorded barriers
- Digital photos of observed deficiencies and representative photos of elements observed to be in compliance
- Geocode GPS references for the location of observed deficiencies
- Applicable ADA and State of Oregon regulatory references
- Recommendations for viable corrective measures necessary to comply with regulations
- Planning level cost estimates for each barrier

Assessment results were tabulated into an ADA database using AssetCALC™, an online interactive database created by Bureau Veritas to manage ADA and state accessibility code information. The AssetCALC™ asset management database used by Bureau Veritas establishes an online database in www.Assetcalc.net, which is used to compile records of all deficiencies and accessibility barriers, store photos, and documents related to the individual facilities, and create reports. AssetCALC™ provides the ability to list, prioritize, query, and track accessibility barrier removals. Cost data in the database is calculated using rounding. Any minor discrepancies in the costs shown in this report are the result of rounding.

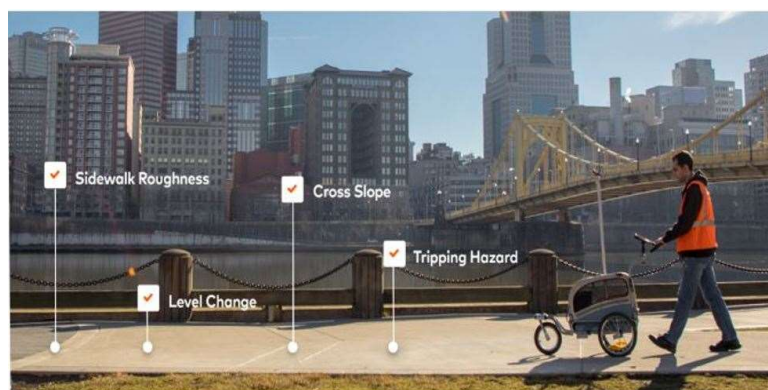
7.2 City Public Right-of-Way

As part of the City of Sherwood's effort to comply with Title II of the ADA, the City's pedestrian facilities in the PROW were evaluated for ADA compliance using the Public Right of Way Accessibility Guidelines (PROWAG) and applicable state and local accessibility regulations. 95.07 miles of sidewalk, 1,374 curb ramps, and 26 pedestrian signals at signalized intersections were assessed for compliance.



Map View of City PROW Facility

Sidewalk data was collected using pathVu's "pathMet" sidewalk profiler, which was developed for sidewalk ADA assessments. *pathMet* is a manually propelled, multi-sensor, stroller-type profiling tool. It uses GPS and high-resolution cameras, lasers, and sensors to measure ADA compliance of sidewalks including cross slope, running slope, surface roughness, clear width of sidewalks, protruding hazards, and level changes. Deviations from the required ADA standards and other applicable guidelines pertaining to PROW are identified using detailed information on slopes and surface variations. A comprehensive data set has been provided to the City for inclusion into the City's existing GIS system.



Curb ramps were assessed using pathVU's "curbMet" assessment tool. Data collected included: running slope, cross slope, width and length dimensions, flare information, the presence of detectable warnings, damages, obstructions, landing slopes, as well as several other attributes. The internal data collection checklist is based on ADA and the Public Right of Way Accessibility Guidelines (PROWAG) recommendations. A comprehensive data set has been provided to the City for inclusion into the City's existing GIS system.



7.3 Basis for Probable Costs

The estimates for the repair and capital reserves items noted within this report are summarized in Section 12.1. Individual observation details for City facilities are provided in Appendix H.

The estimates are based on invoice or bid documents provided either by the Owner/facility and construction costs developed by construction resources such as *R.S. Means* and *Marshall & Swift*, Bureau Veritas' experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions. Typically, barrier removal allowances are based upon the removal of the specific element being evaluated (for example, parking stalls, curb ramps, ramps). Grading plans based on field surveys using land surveyor instrumentation could result in significantly different material quantities and subsequent higher project costs. Bureau Veritas has no control over the final scope of work, pricing methods, and costs associated with a contractor constructing the project. The opinion of probable costs within this report cannot guarantee that the costs will accurately reflect the actual bids for construction.

8. COMPLIANCE STRATEGY

The proposed strategy for ADA compliance is a multi-phase approach for facility access as well as programmatic access. The goal of this strategy is to ensure that the programs, services, and opportunities offered by City of Sherwood are accessible to the citizens of the Sherwood community, regardless of abilities, yet provide a realistic plan for barrier removal, which is within the fiscal capabilities of the City of Sherwood.

The provision of facility access is proposed to be based on a park/facility level, with the initial focus on the highest use properties. As its foundation, the proposed strategy is to ensure amenities which are in highest demand are accessible, subject to various limitations such as technically infeasible conditions and funding limitations. The strategy takes into account numerous factors such as population density, usage levels, amenity uniqueness, and other factors. This strategy will enable the best use of available funds to provide the optimal facility access to the City programs for all citizens.

Programmatic access will be an ongoing effort. The City of Sherwood will initiate efforts to improve facility access, develop, and expand its review of its many programs with a focus on policy initiatives, inclusion, and reasonable accommodation needs. Not all barriers must be removed, as long as the disabled community is accommodated, and the unique programs, facilities, and services of the District are made available for disabled users. Selected recurring amenities will be made barrier-free, so that at least one of each type of amenity is accessible.

The level of funding is expected to continue at the same level going forward. Therefore, the majority of barrier removal is not anticipated to be funded as a separate initiative, but rather as part of larger capital projects. Barrier removal must be accomplished in phases, as funding becomes available.

9. PHASING AND PRIORITIES

9.1 City Facilities

Barrier removal strategy will be multi-phased based on the priority facility groupings. With feedback from the public during development of the Transition Plan and according to facility usage levels, priority groupings of facilities were identified to guide the barrier removal work. Facility usage rates were primarily determined by the number of amenities, services, and programs available at a facility and general visual observation by City staff.

The planned phases for barrier removal are:

- Phase One – (Fiscal Years 2025 – 2028)
 - Cannery Square, Civic Building, Senior Building, Sherwood Centers for the Arts, Snyder Park, Stella Olsen Park, Woodhaven Park
- Phase Two – (Fiscal Years 2029 – 2032)
 - Heritage Center, Remaining Parks not included in Phase One
- Phase Three – (Fiscal Years 2032 – 2035)
 - Police Department, Public Works

The following priority levels have been used to assign priorities to barriers within each property and facility.

Priority 1: *Path of Travel-*

Accessible Van Parking – Access to a public facility begins with accessible parking. Van accessible parking is deemed the most important barrier. Those with the most severe disabilities tend to require a van accessible space to accommodate their vehicle and mobility device. In addition, when only the minimum number of accessible spaces is required, it must be a van accessible space. This priority includes all barriers associated with the compliance of a van accessible space including signage, restriping, constructing or reconfiguring the pavement to accommodate the required number of spaces.

Accessible Car Parking – Access to a public facility begins with accessible parking. Car accessible parking is deemed the second most important barrier. This priority includes all barriers associated with the compliance of a van accessible space including signage, restriping, constructing or reconfiguring the pavement to accommodate the required number of accessible spaces.

Accessible Approach and Entrances – A public agency is required to take measures to provide access to a place of public accommodation and employee areas from public sidewalks, parking, or public transportation. The DOJ dictates the minimum width, cross and running slope, signage, and handrail requirements associated with pedestrian accessible routes of travel. These measures include, for example, installing an entrance ramp, correcting tripping hazards or lessening the slope of a curb ramp. At least one route of travel to each amenity or feature should be safe and accessible for everyone, including people with disabilities.

Priority 2: *Elements used for programs, services, and activities-* Barriers may include play equipment, picnic tables, public counters, benches, and trash receptacles.

Priority 3: *Restrooms, Signage* - Barriers may include widening of toilet stalls, installation of grab bars, and lowering lavatories and mirrors.

Priority 4: Access to Auxiliary Features and Amenities – A public agency is required to take measures to provide access to auxiliary features and amenities along paths of travel, for instance, kiosks, water fountains, and kitchen appliances.

Priority 5: Employee-only Areas- Employee-only areas are required to have accessible entrances and exits, and accessible paths of travel within interior work areas and work stations. Corridors in employee-only areas, employee-only restrooms, employee-only kitchens and employee-only break rooms are considered public areas (rather than employee-only areas) under the ADA, and therefore, are required to fully comply with accessibility regulations governing those types of areas.

Employee areas have been set as the lowest priority, due to the fact that the total estimated cost for barrier removal in public areas is the more pressing need. Additionally, employee areas are addressed through a reasonable accommodation process, as needed, under Title I of the ADA. More information on Title I of the ADA can be found in Appendix A.

Some of the existing accessibility barriers require a minimal amount of effort or expense to remove, and are found throughout the system. These types of barrier removals are called “Low Hanging Fruit,” or easy barrier removal. “Low hanging fruit” is defined as accessibility barrier removal which can be incorporated into recurring work being completed on a life cycle basis, and which is relatively low in cost.

9.2 City Public Right-of-Way

The City of Sherwood proposes a 15-year plan to complete barrier remediation for pedestrian facilities within the public right of way (PROW). Barrier remediation has been prioritized into three phases based on the severity and location of the barriers. To provide a method to determine the severity, a sidewalk Route Accessibility Index (RAI) score and a curb ramp score were created and assigned to each sidewalk section and curb ramp. Phasing for barrier removal in the PROW was prioritized using the RAI value and curb ramp score. The estimated fiscal years to remove barriers to accessibility in each phase are summarized below.

- Phase 1 - Fiscal Years 2025 – 2030
- Phase 2 - Fiscal Years 2030 – 2035
- Phase 3 - Fiscal Years 2035 – 2040

The sidewalk RAI score ranges from 0 to 100 and is a weighted scale of the vertical level changes, smoothness of the surface, running and cross slopes. A sidewalk section with a score of 0 to 40 is considered inadequate with multiple barriers to access and a score of 80 - 100 is considered great to good with zero to little barriers to access. For example, a sidewalk section with an RAI of 0 may be identified with vertical changes in level greater than 1”, cross slopes greater than 6.0%, and a rough surface with multiple cracks. The purpose of the RAI is to provide a weighted usability average to each segment of sidewalk. The RAI can be adjusted based on City of Sherwood’s needs. The current weights are set at 40% level changes, 15% roughness, 40% cross slope, and 5% running slopes.

Similarly, the curb ramp score is a weighted calculation of the various measured attributes including cross slopes, running slopes, flare slopes, landing slopes, clear width, obstructions, and the presence of detectible warnings. It is intended only to provide a general usability rating (0 - 40 being missing / poor, and 80 - 100 being fully or nearly fully compliant) , and can be adjusted based on the City of Sherwood needs.

In addition, criteria for removal of barriers in the right-of-way also include the following:

- Locations of citizen complaint or request (ADA Title II program access),
- Locations serving government offices and public facilities,
- Locations serving transportation,
- Locations serving commercial districts and employers; and
- Residential areas

For example, a Phase 1 curb ramp serving an area with government offices and public facilities will take priority over a Phase 1 curb ramp serving a transportation area and so forth. Citizen's complaint or request will take priority above all else.

The City of Sherwood has identified several priority areas surrounding frequently accessed public buildings, schools, and retail areas. Sidewalk, curb ramp, bus stop, and signalized intersection barriers have been identified within these areas and a budgetary cost to remove them has been established.

10. CITY OF SHERWOOD FUNDING LEVELS

The proposed budget for the fiscal year 2023 - 2024 is approximately \$111.3 million. The majority of the funds are allocated to expenses not related to physical facility improvements, such as wages, insurance, equipment, and other program expenses. The existing revenue level is not anticipated to increase significantly in the future.

The City of Sherwood generates its funding from several sources:

- Utility Fees
- Property Taxes
- Infrastructure Fees
- Franchise Fees
- State Shared Revenues
- Intergovernmental
- Fines and Forfeitures

The adopted budget for the fiscal year 2023 - 2024 Capital Projects is approximately \$17.7 million.

Based on the information above, the annual funding level for barrier removal can be no greater than the funds available for Capital Projects at a maximum, although some barriers may be removed through maintenance project funds, such as “low hanging fruit”.

11. TRANSITION PLAN OVERVIEW

This 2024 Transition Plan comprises of physical obstacles that limit the accessibility of its programs or activities to individuals with disabilities at:

1. All facilities including buildings and parks owned, leased, and operated by the City of Sherwood.
2. The pedestrian facility in the public right-of-way in the City's authorization and responsibility.

The Transition Plan is a snapshot in time to evaluate and prioritize accessibility barrier removal throughout the City of Sherwood system.

The Transition Plan will be a living document and not a static view of the existing state of ADA compliance at the City of Sherwood. As such, it can be modified and updated on a periodic basis to reflect barrier removal efforts, changes in economic conditions, new and revised strategies, and reflect future public input.

The Transition Plan is a flexible document as strategies, priorities, and funding opportunities change. Public preferences for program types may change, while funding priorities and funding levels may change as well.

The Transition Plan will require modification as conditions and priorities are changed, new ADA requirements are issued by DOJ, and/or unanticipated policy, or fiscal needs shifts occur.

As the ADA Coordinator for the City of Sherwood, the city attorney is responsible for implementing and updating the City of Sherwood's Transition Plan. At a minimum of at least once a year, the Transition Plan should be updated, noting the barriers removed and any changes to the funding noted. The ADA Coordinator can be reached by phone at 503-625-4256 or via email at CityAttorney@sherwoodoregon.gov.

12. TRANSITION PLAN COMPONENTS

12.1 System Barrier Summary

The removal of all identified physical accessibility barriers for buildings, parks, and pedestrian facilities in the PROW within the City of Sherwood system is estimated to cost \$32,600,871.00. The existing barrier planning level cost estimate totals are summarized in the table below:

Facility Type	Estimated Cost
Buildings and Parks	\$550,142
PROW	\$32,055,719.00
Total	\$32,605,861.00

For the accessibility summaries of individual facilities, see Appendix G.

12.2 Facilities - Barrier Removal Strategy

The City of Sherwood has adopted a multi-phase strategy using the ranking criteria of facility usage levels to determine the phases for barrier removal. The long-term goal is to make all unique amenities and at least one of each type of recurring amenity accessible. In order to meet the programmatic requirement for accessibility of programs, facilities, and services to the disabled by local agencies, the City will make accommodations for the disabled when requested. For further explanation of the obligations of a public agency, see Appendix A.

The planning level cost estimates for each phase are summarized below:

Facility / Building	Total	
	Est. Cost	Items
Phase One		
Cannery Square	\$13,513	10
Civic Building	\$25,247	18
Senior Building	\$28,457	34
Sherwood Center for the Arts	\$61,641	21
Snyder Park	\$123,106	32
Stella Olsen Park	\$59,776	19
Woodhaven Park	\$3,518	4
Total Phase One	\$315,258	138

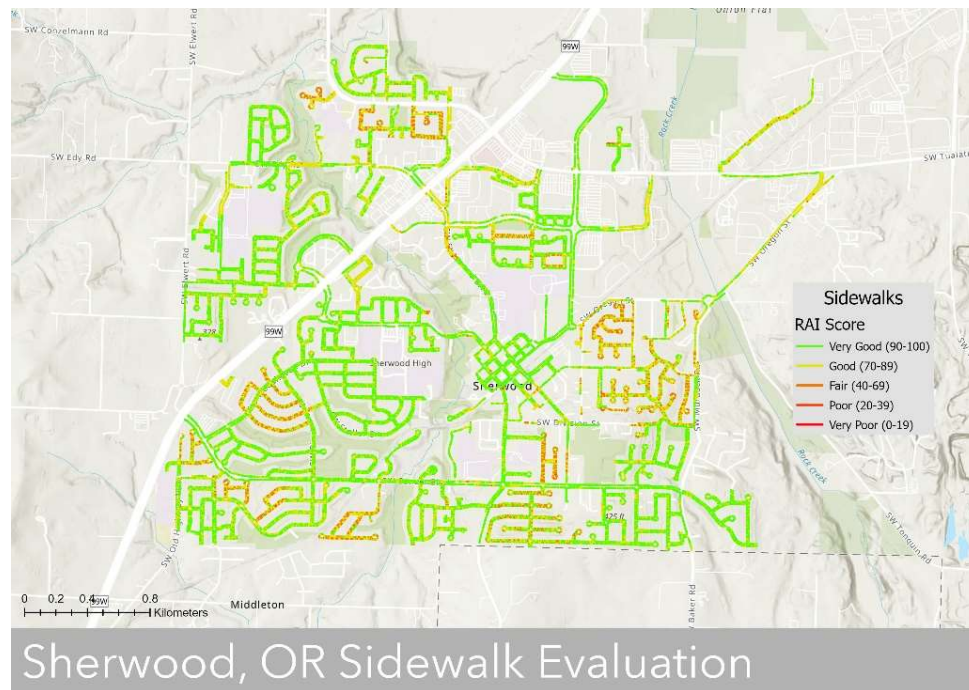
Phase Two		
Cinnamon Hills	\$10,333	5
Heritage Center (Morback House)	\$49,347	12
Ladyfern Park	\$4,346	7
Langer Park	\$4,430	6
Mudrock Park	\$19,660	19
Oregon Trail	\$14,153	7
Pioneer Park	\$8,850	7
Skate Park	\$13,548	6
Veterans Park	\$2,850	3
Total Phase Two	\$127,516	72
Phase Three		
Police Department	\$42,101	51
Public Works	\$65,268	54
Total Phase Three	\$107,368	105
Grand Total	\$550,142	315

NOTE: Due to rounding, the totals shown in this table and the individual tables in the Appendices differ from Table 7.2, System Barrier Summary, and the tables in the AssetCalc management database by approximately \$1.

See Appendix H for the full listing of barriers in each phase.

12.3 PROW - Sidewalk Barrier Removal Summary

The data collected on this assessment was in continuous block runs of sidewalks. The data was captured into 10-foot run sections, so as not degrade an entire block for one 10 or 20 linear foot issue. Each 10-foot run segment provides an aggregated score of the roughness and the extreme value of vertical level changes, slope, or gap. The GIS data provided to the City is capable of being viewed in both "block-level" runs and 10-foot run sections.



Overall GIS / Map View of Sidewalk Inventory

Based on the onsite review, Bureau Veritas found that barriers to accessibility exist within the city sidewalks. The observed elements were analyzed using the Access Board's proposed Public Rights-of-Way Accessibility Guidelines (PROWAG).

The following table summarizes the sidewalk barriers that were identified including remediation method and cost and their priorities base on their RAI score.

SHERWOOD, OREGON - SIDEWALK ACCESSIBILITY SUMMARY

Metric	As-Builts	10' Seg	As-Builts	10'Seg	As-Builts	10' Seg	As-Builts	10'Seg
Vertical Changes	1" Plus	262	0.5" to 1"	971	0.25" to 0.5"	10,008	<0.25"	38,955
Running Slope*	-	-	> 8.3%	4,891	5%-8.3%	9,345	< 5%	35,960
Cross Slope	> 5.0%	4,711	3.0% to 5.0%	3,594	2.08% to 4.0%	5,301	< 2.08%	36,590
Roughness	> 100	352	75 to 100	2,103	50 to 75	16,552	< 50	31,189

Total 10-Foot Segments = 50,196

- * Running Slope is currently an issue with ADA but has been addressed by the US Access Board. The US Access Board has published their final rule for the Public Right of Way Accessibility Guidelines (PROWAG). The rule allows for the sidewalk running slope to match the running slope of the adjacent street. No costs were associated with the running slope barriers as they should come into compliance when the DOJ and DOT adopt the rule.

SHERWOOD, OREGON - SIDEWALK PHASING BY RAI

Metric	Phase 1	10' Seg	Phase 2	10'Seg	Phase 3	10' Seg	Lifecycle Replacement	10'Seg
Route Accessibility Index (RAI)	0 - 40	99	40-70	3,726	70-99	15,390	100	30,981

Total 10-Foot Segments = 50,196

SHERWOOD, OREGON - SIDEWALK PHASING

Metric	Phasing	Remediation Method	Cost per section	# of 10' sections	Remediation Cost
Vertical Rise	Phase 1 (1" plus)	Grinding	\$59.00	262	\$15,458.00
	Phase 2 (0.5" – 1")	Grinding	\$59.00	971	\$57,289.00
	Phase 3 (0.25" – 0.5")	Grinding	\$59.00	10,008	\$590,472.00
	Total Cost				\$663,219.00
RAI Score	Phase 1 (0-40)	Replacement	\$1,250.00	99	\$123,750.00
	Phase 2 (40-70)	Replacement	\$1,250.00	1,477	\$1,846,250.00
	Phase 3 (70-99)	Replacement	\$1,250.00	15,390	\$19,237,500.00
	Lifecycle (100*)	Replacement	\$0	30,981	\$0.00
	Total Cost				\$21,207,500.00
Totals	Phase 1				\$139,208.00
	Phase 2				\$1,903,539.00
	Phase 3				\$19,827,972.00
	**Total Cost				\$21,870,719.00

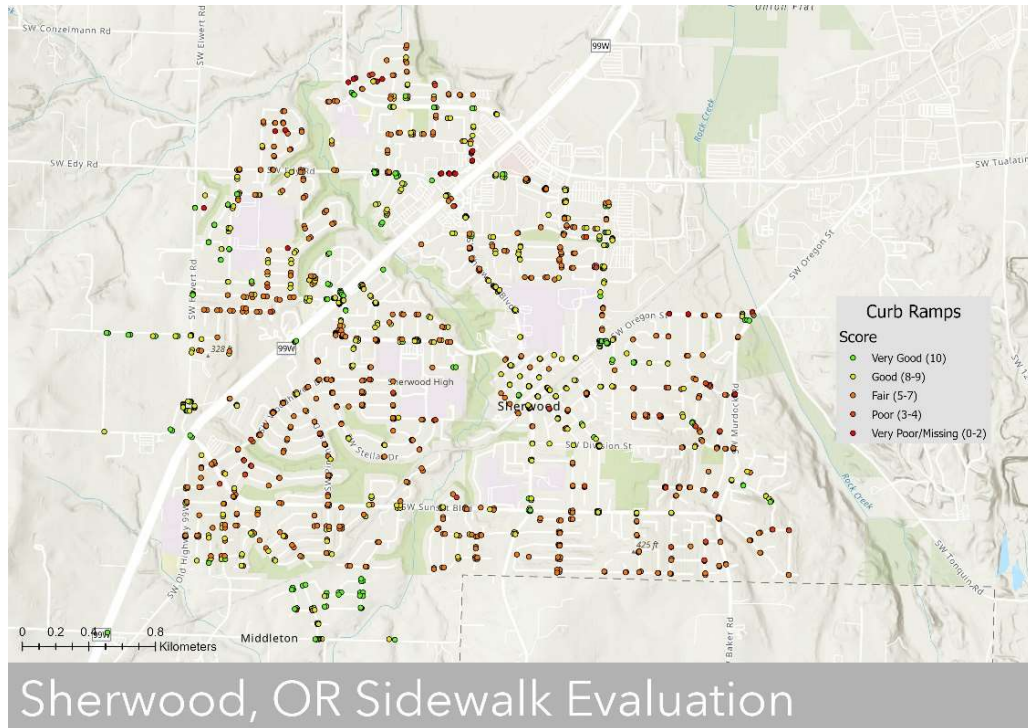
*Sidewalks with a score of 100 are compliant or nearly compliant. Replacement costs are not shown, and the sidewalks are recommended for future lifecycle replacement. **Sidewalk maintenance / repairs are currently the responsibility of adjacent property owners per Sherwood Municipal Code 12.08.

SUMMARY OF BARRIERS TO ACCESS – SIDEWALKS

- 95.07 miles of sidewalk were assessed
- 36.39 miles (38.28%) of sidewalks assessed were identified with barriers to access
- 58.67 miles (61.72%) of sidewalks that were assessed were found to be compliant.
- 25.77 miles (27.5%) of sidewalk had cross slopes greater than the maximum of 2.08%
- 0.3 miles (0.31%) of sidewalk were identified with cracks and concrete deterioration.
- 11,241 instances were observed where vertical changes in level were greater than the allowable ¼"
- 5,654 instances of vertical clearance reduced to less than 80" by overhanging vegetation or other objects.
- 3,081 instances where utility poles, natural barriers, or other objects reduced the sidewalk clear width to less than the minimum of 48"

12.4 PROW - Curb Ramp Barrier Removal Summary

Based on the onsite review, Bureau Veritas found that barriers to accessibility exist within the City's curb ramp inventory. The observed elements were analyzed using the Access Board's proposed Public Rights-of-Way Accessibility Guidelines (PROWAG).



Overall GIS / Map View of Curb Ramp Inventory

The following table summarizes the curb ramp barriers that were identified including remediation method and cost and their priorities base on their curb ramp score.

SHERWOOD, OREGON – CURB RAMP ACCESSIBILITY SUMMARY

Metrics	As-Builts	# of Ramps	As-Builts	Ramps	As-Builts	Ramps	As-Builts	Ramps
Running Slope	> 9%	379	8.6% - 9%	48	8.4% - 8.6%	32	< 8.3%	869
Cross Slope	> 5.0%	360	3% - 5%	201	2.08% - 3%	154	<2%	613
Width	< 32"	17	32" – 36"	46	36" - 48"	444	>48"	821
Landing Slope	> 5.0%	446	3% - 5%	143	2.08% - 3%	152	<2.08%	587

SHERWOOD, OREGON – CURB RAMP PHASING BY SCORE

Metric	Phase 1	Ramps	Phase 2	Ramps	Phase 3	Ramps	Lifecycle Replacement	Ramps
Curb Ramp Score	0 – 4	97	5 - 7	622	8-9	455	10	186

SHERWOOD, OREGON –CURB RAMP BARRIER PHASING

Metric	Priority	Remediation Method	Cost per Curb Ramp	# of Curb Ramps	Remediation Cost
Curb Ramp Score	Phase 1 (0, missing)	Install New	\$8,500.00	32	\$272,000.00
	Phase 1 (1-4)	Replacement	\$8,500.00	65	\$535,500.00
	Phase 2 (5-7)	Replacement	\$8,500.00	622	\$5,219,000.00
	Phase 3 (8-9)	Replacement	\$8,500.00	455	\$4,088,500.00
	Lifecycle (10)	Replacement	\$0	186	\$0.00*
	Total Cost				\$10,115,000.00

*Curb ramps with a score of 10 are compliant or nearly compliant. Replacement costs are not shown, and the ramps are recommended for future lifecycle replacement.

SUMMARY OF BARRIERS TO ACCESS – CURB RAMPS

- 1,360 curb ramps were assessed or were identified as missing where required.
- 1,174 (approximately 86%) curb ramps were identified with barriers to access
- 186 (approximately 14%) curb ramps were nearly compliant or fully compliant
- 459 (approximately 34%) curb ramps had running slopes greater than the maximum allowed of 8.33%
- 715 (approximately 52%) curb ramps had cross slopes greater than the maximum allowed of 2.08%
- 507 (approximately 37%) curb ramps had clear width less than the minimum of 48"
- 741 (approximately 54%) curb ramps had top landing slopes exceeding the maximum of 2.08%
- 392 (approximately 29%) curb ramps were missing detectable warnings.
- 32 instances where curb ramps were missing where they were required.

12.5 PROW – Pedestrian Signals Barrier Removal Summary

Based on the onsite review, Bureau Veritas found that barriers to accessibility exist within the City's pedestrian signal and accessible pedestrian signals (APS) inventory. The observed elements were analyzed using the Access Board's revised draft guidelines for Accessible Public Rights-of-Way (PROWAG). The following table summarizes the pedestrian signal barriers that were identified including remediation method and cost and their priorities.

SHERWOOD, OREGON – PEDESTRIAN SIGNALS ACCESSIBILITY SUMMARY

Metric	Phase 1	# of APS	Phase 2	# of APS	Phase 3	# of APS
Does the Signal Head Exist?	No	0	-	-	-	-
Does an APS Exist?	No	0	-	-	-	-
Do Signal Heads have a Countdown Timer?	-	-	None	10	-	-
What is the Signal Head Symbol Type?	-	-	None	0	Text	4
Does the APS have an Audible Tone?	-	-	-	-	No	24

SHERWOOD, OREGON – PEDESTRIAN SIGNALS PRIORITIZATION

Metric	Priority	Remediation Method	Cost per Pedestrian Signals	# of Signals	Remediation Cost
Pedestrian Signals	Phase 1	Install New	\$2,500.00	0	\$0.00
	Phase 2	Replacement	\$2,500.00	10	\$25,000.00
	Phase 3	Replacement	\$2,500.00	18	\$45,000.00
	Total Cost				\$70,000.00

SUMMARY OF BARRIERS TO ACCESS – PEDESTRIAN SIGNALS

- 28 pedestrian signals were assessed.
- 6 (23.08%) of pedestrian heads were either missing or used the incorrect text symbol to indicate “WALK” and “DON’T WALK”.
- 22 APS (84.62%) were missing an audible walk indication informing pedestrians when to cross.
- 8 (30.77%) pedestrian signals are missing an interval countdown display in order to inform pedestrians of the number of seconds remaining in the pedestrian change interval

13. CONCLUSION

The establishment of planned phases for barrier removal is determined by the criteria adopted by the City of Sherwood, the regulations of the Americans with Disabilities Act, and by the necessity to schedule barrier removals within an established framework. The timing of the completion of each phase of barrier removal is subject to a number of factors. The framework timeline will be determined by the following factors, as well as potential unknown additional factors, which will determine any changes to and specificity of the Transition Plan, which may be required in future years:

- Funding sources and funding timelines
- Level of ADA barrier removal, with the highest ranking given to the highest use areas
- Opportunity to combine ADA barrier removal with scheduled capital improvements, such as playground replacements, parking lot renovations, restroom repairs or park reconstruction
- Development of a work program to eliminate “low hanging fruit” (easily removed barriers)
- Realistic time frame for accomplishment based on fiscal capability
- Demographic distributions
- Input from the community
- Public citizen grievances/complaints

Planning level estimated values for barrier removal will change over time due to inflation, changes in construction practices and materials, and unanticipated changes or additions to accessibility regulations. It is expected that the total cost of required accessibility barrier removal will change over time due to the completion of individual barrier removal efforts and due to funding of capital projects which incorporate barrier removal in the immediate and distant future.

14. APPENDICES

Appendix A - Title II ADA Requirements
Appendix B – Accessibility Survey Results
Appendix C – Title II ADA Coordinator Role
Appendix D – Notice under the ADA (Model)
Appendix E – Grievance Procedure (Model)
Appendix F – Accessibility of State and Local Government Websites to
People with Disabilities
Appendix G - Accessibility Summaries by Facility
Appendix H - Barriers by Transition Plan Phase

APPENDIX A

TITLE II ADA REQUIREMENTS

The Americans with Disabilities Act

With the passage of the Americans with Disabilities Act (ADA) in 1990, people with disabilities were, for the first time, assured of access to all programs and services provided by state and local government agencies. Previously, under Section 504 of the Rehabilitation Act of 1973, as amended, only those public entities that receive federal funding were explicitly prohibited from discriminating on the basis of disability. Signed into law by President George H.W. on July 26, 1990, Title I, II, and III of the ADA became effective on January 26, 1992. Title IV took effect in 1993.

The Americans with Disabilities Act is divided into five areas, Titles I through V.

Title I - Employment: Title I of the Americans with Disabilities Act prohibits all employers, including government agencies, from discriminatory practices in the hiring, training, advancement, compensation, or discharge of any employee, or in any terms, conditions, and rights of employment.

Title II - Public Services: Title II of the American Disabilities Act, which governs state and local government entities, prohibits all public entities, even those completely independent from federal funding, from discriminating against people with disabilities. Generally, Title II of the ADA prohibits discrimination to services, programs, and activities of public entities on the basis of disability.

Title II I- Public Accommodations and Services by Private Entities: Title III requires places of public accommodation (privately funded and operated facilities) and commercial facilities that serve the public to be accessible to and usable by people with disabilities.

Title IV - Telecommunications: Title IV covers private telecommunication carriers offering services to the public to increase the availability of interstate and intrastate telecommunication relay services to individuals with hearing and speech disabilities.

Title V - Miscellaneous Provisions: Title V contains miscellaneous provisions, including construction standards and practices, provisions for attorneys' fees, and technical assistance provisions.

Terms such as "Public Entity" and "Governmental Agency" are applicable to Title II entities, which are defined as state and local governments.

The Department of Justice (DOJ) is tasked with the enforcement of the ADA.

Scope of Title II

Title II of the ADA is divided into two subtitles. This discussion focuses only on subtitle A, which is implemented by the DOJ's Title II regulation at 28 CFR § Part 35. Subtitle B of Title II of the ADA covers public transportation services, programs, and activities of public entities are subject to the regulation of the Department of Transportation (DOT) at 49 CFR Part 37 and are not covered by this part. The DOT's ADA regulation establishes requirements for construction of transportation facilities and acquisition of vehicles. Matters not covered by subtitle B, such as the provision of auxiliary aids, are covered by subtitle A. Activities that are covered by the DOT's regulation implementing subtitle B are not required to be included in the self-evaluation required by §35.105. The use of the term "Title II" anywhere in the Self-Evaluation and Transition Plan report refers only to Subtitle A.

28 CFR §35.102 Application

(a) Except as provided in paragraph (b) of this section, this part applies to all services, programs, and activities provided or made available by public entities.

(b) To the extent that public transportation services, programs, and activities of public entities are covered by Subtitle B of Title II (42 U.S.C.12141) of the ADA, they are not subject to the requirements of this part.

The obligation to comply with Title II extends to all public entities, including:

- Any state or local government
- Any department, agency, special purpose district, or other instrumentality of a state or local government

All local agencies, including municipalities, are required to comply with Title II because they are considered “instrumentalities” of the state government. All programs, activities, and services of local government, including municipalities, must be in compliance with Title II. Examples of activities covered include:

- The operation of all services and programs offered by the entity;
- All aspects of the employment relationship; and
- Services carried out by contractors.

Title II covers any and all events the local government system offers, for example, any public meetings, entertainment or lecture series, all events offered by the school system including after-school activities and social events, festivals or other special events, and all services provided for the public or staff. Services provided by any private contractors on behalf of the municipal system must also comply fully with relevant provisions of Title II.

Under Title II, a public entity (i.e. governmental agency) shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. The local government may not deny the benefits of its programs, activities, and services to individuals with disabilities because its facilities are inaccessible.

Public meeting rooms must be accessible to people with disabilities. Buildings where public meetings, services, programs, or activities take place must provide access to telephones and restrooms, if provided, for people with disabilities as well as the general public. When a program, service or activity is scheduled in an inaccessible location and a person with a disability notifies the agency of their desire or need to participate, that program, service, or activity must be moved to an accessible location.

The government must maintain equipment and features of facilities in working order if those features and equipment are required to provide ready access to individuals with disabilities. Isolated or temporary interruptions in access due to maintenance and repair of accessible features are not prohibited. For example, where the governmental agency must provide an accessible route, the route must remain accessible and not blocked by obstacles such as furniture, filing cabinets, or potted plants. An isolated instance of placement of an object on an accessible route, however, would not be a violation if the object is promptly removed. Similarly, accessible doors must be unlocked when the governmental agency's offices are open for business.

Mechanical failures in equipment such as elevators or automatic doors will occur from time to time. The obligation to ensure that facilities are readily accessible to and usable by individuals with disabilities would be violated if repairs are not made promptly or if improper or inadequate maintenance causes repeated failures.

However, this does not --

- (1) Necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities;
- (2) Require a public entity to take any action that would threaten or destroy the historic significance of an historic property; or
- (3) Require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. In those circumstances where personnel of the public entity believe that the proposed action would fundamentally alter the service, program, or activity or would result in undue financial and administrative burdens, a public entity has the burden of proving that compliance with 35.150(a) of this part would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the head of a public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, a public entity shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the public entity.

In summary, Title II requires state, county, and city governments to ensure that all of their programs, services, and activities, when viewed in their entirety, are accessible to people with disabilities. Program access is intended to remove physical barriers to state, county, and city services, programs, and activities, but it generally does not require that a government agency make each facility, or each part of a facility, accessible. For example, all restrooms in a facility may not be accessible. However, signage directing people with disabilities to the accessible features and spaces in a facility, including at least one accessible restroom, should be provided.

Program accessibility may be achieved in a variety of ways. State, county, and city governments may choose to make structural changes to existing facilities to achieve access or can pursue alternatives to structural changes to achieve program accessibility. For example, governments can move public meetings to accessible buildings, or can relocate services for individuals with disabilities to accessible levels or sections of buildings. When choosing between possible methods of program accessibility, governments must give priority to the choices that offer services, programs, and activities in the most integrated setting appropriate. [28 C.F.R. § 35.149, 35.150, 35.151, 35.163]

Definition of Disability

The ADA stipulates a three-pronged definition of disability. Disability is defined as an individual who:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record or history of such an impairment; or
- Is perceived or regarded as having such an impairment;
- Major life activities encompass activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. [28 CFR § 35.104]

Human Resources

The ADA requires equal opportunity for individuals with disabilities in all areas of employment practices, including the application process, interviewing, testing, hiring, job assignment, evaluation, discipline, medical examinations, compensation, promotion, on-the-job training, layoff/recall, termination, leave and benefits such as health insurance. The non-discrimination requirement applies to the hiring process, as well as employees.

The ADA requires that all employees be provided equal access to benefits, such as health insurance, regardless of disability. However, the regulations also indicate that certain restrictions, such as pre-existing condition waiting periods or caps on particular types of services, such as out-patient physical therapy, are permissible unless proven to be a subterfuge for discrimination.

The ADA requirements for the hiring protocol and all areas of responsibility of the human resources department extend to seasonal workers, workers covered by collective bargaining agreements and works who may be hired through outside agencies. Volunteers, interns, or student teachers who may be placed at an agency program or recruiters are not necessarily defined as government employees.

An important factor in the Self-Evaluation process is the identification of unionized employees and the terms of union agreements. For example, the terms of a collective bargaining agreement may include job restructuring or reassignment requests, which may affect seniority provisions. If the granting of requests would create an undue hardship, the Equal Employment Opportunity Commission (EEOC) has the authority to determine on a case-by-case basis whether the claim of undue hardship is valid.

Employment regulations treat alcohol and drug use differently. Alcoholism is recognized as a disability under the ADA; however, employers do not have to tolerate poor work performance due to alcoholism. If a person with alcoholism is provided only one paid leave for treatment of the alcoholism, while persons with different diseases are provided multiple paid leave, then such a provision is a violation of the ADA.

The ADA does not protect an individual currently engaging in the illegal use of drugs. However, a person with a history of drug addiction who (1) has been successfully rehabilitated or is participating in a drug rehabilitation program and (2) is not engaging in the illegal use of drugs is protected if the person is a qualified individual with a disability. An individual who is erroneously regarded as being a drug addict is also protected. [28 CFR § 35.104, 131]

Communications

People who have disabilities that affect hearing, seeing, speaking, reading, writing, or understanding may use different ways to communicate than people who do not. Governmental agencies are required to take steps to ensure that the agency's communications with people with disabilities are as effective as communications with others. [28 CFR § 35.160(a)(1)]

This effective communication requirement applies to all members of the public with disabilities, including job applicants, program participants, and even people who simply contact state or local government agencies seeking information about programs, services, events, or activities. The requirement applies to all agencies and to all modes of communication including written, spoken, telecommunications, television, and video. Specifically, where the governmental agency communicates by telephone with applicants and any other person, text phones (TTY's) or equally effective telecommunications systems are required to be used for individuals who are deaf, hard of hearing, or have speech impairments. [28 CFR § 35.161]

When the government uses an automated-attendant system, including, but not limited to, voice mail and messaging, or an interactive voice response system, for receiving and directing incoming telephone calls, that system must provide for real-time communication with individuals using auxiliary aids and services, including TTY's and all forms of FCC-approved telecommunications relay system, including Internet-based relay systems. [28 CFR § 35.161]

Under 28 CFR § 35.161, the ADA requires that all Public Safety Answering Points (PSAPs) provide direct and equal access to their services for people with disabilities who use text phones (TTYs). All basic emergency services are included in this requirement. Both primary and secondary PSAPs have the same responsibilities under the ADA. To be in compliance, every call-taking position within the PSAP must have its own TTY or TTY-compatible equipment.

Additionally, telephone emergency services, including 911 services, shall provide direct access to individuals who use telecommunication devices for the deaf (TDD's) or computer modems. [28 CFR § 35.162]

The governmental agency must provide equal access to the programs, services, and activities available on the agency's website(s). This can include making websites accessible to people with disabilities or providing an alternative format for people to access the information, programs, and services available through the web. In order to aid development of a government website which is accessible, the web administrator can consult the Web Content Accessibility Guidelines, developed by the Web Content Accessibility Working Group, which is part of the World Wide Web Consortium Web Accessibility Initiative, and available at <http://www.w3.org/TR/WCAG20>.

When an auxiliary aid or service is requested, the Department must provide an opportunity for the requester to specify aids or services of their choice, and that choice must be given primary consideration. There are many types of auxiliary aids and services that may be used to provide effective communication for people with disabilities, but not all ways work for all people or even for people with the same type of disability. The law does not require the agency to provide every one of these aids and services, but it does require that each person who interacts with the agency receives effective communication. [28 CFR § 35.160]

Requirements for an ADA Coordinator

A Title II entity with more than 50 employees must designate an ADA Coordinator who coordinates agency efforts to comply with and carry out the responsibilities of the ADA. The Coordinator provides a single point of contact for members of the public about ADA and the agency. In order to ensure that individuals can easily identify the ADA Coordinator, the governmental agency must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals [28 CFR § 35.107].

The ADA Coordinator facilitates compliance with the ADA and provides expertise regarding the Americans with Disabilities Act and ADA Standards. The ADA coordinator receives and investigates complaints related to discrimination on the basis of disability.

Under 28 CFR § 35.107, a grievance procedure is required for public entities of 50 or more employees. Title II entities are required to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by 28 CFR § 35.

New Construction and Alterations

A public Title II entity may not deny the benefits of its programs, activities, and services to persons with disabilities because its existing facilities are inaccessible. Thus, it is the general availability of a program to persons with disabilities that must be evaluated, not compliance with facility standards developed for new construction and alterations.

While state and local governments may wish to measure the accessibility of their existing buildings against the scoping and technical provisions in the 2010 Standards, program accessibility may be achieved without making every existing facility - or every part of an existing building - accessible. Alternatives to building retrofit can include the temporary relocation of an activity to an accessible facility or the delivery of the service or benefit by other means. In many cases, however, permanent construction that provides physical access may be the most efficient and economical approach to program access, particularly when life cycle costs are considered.

Although physical changes are required only when there is no other feasible way to make a program accessible, public entities are nevertheless required to give priority to methods that result in the most integrated setting appropriate. The program access obligation is limited: Title II entities do not have to take actions that they can demonstrate would result in a fundamental alteration in the nature of a program or that would impose undue financial or administrative burdens.

In compliance with 28 CFR §35.151 (c), if new construction and alterations to a facility were begun prior to September 15, 2010, then the facility or portion of the facility that is affected by the alteration shall comply with the 1991 standards. If new construction and alterations to a facility were begun on or after September 15, 2010, and before March 15, 2012, then either the 1991 standards or the 2010 ADA Standards for Accessible Design are applicable. For all new construction or alterations begun on or after March 15, 2012, the 2010 ADA Standards for Accessible Design are applicable. New construction and alterations must fully comply with all applicable 2010 ADA Standards for Accessible Design if begun on or after March 15, 2012.

The DOJ definition of the commencement of construction is the establishment of a physical object, such as a foundation wall, rather than the groundbreaking first shovel and initial grading of the site.

Existing facilities (including all buildings, exterior facilities, and the on-site access to them) constructed prior to January 26, 1992, and not altered in any way since that date, are held to the lesser standard of complying, with the extent allowed by structural feasibility and the financial resources available, or when a reasonable accommodation can be made.

An alteration that affects or could affect the usability of or access to an area of a facility that contains a primary function shall be made so as to ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving the altered area are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, unless the cost and scope of such alterations is disproportionate to the cost of the overall alteration. [28 C.F.R. § 35.151(b)(4)]

If the cost of providing a path of travel to an altered facility is more than 20% of the cost of the alteration to the primary function area, then the cost is disproportionate to the overall area and therefore not required. Costs that may be considered as part of the cost of providing an accessible path of travel may include: (1) the costs associated with providing an accessible entrance and an accessible route to the altered area, for example, the cost of widening doorways or installing ramps; (2) costs associated with making restrooms accessible, such as installing grab bars, enlarging toilet stalls, insulating pipes, or installing accessible faucet controls, if the restroom is not the primary function of the area (e.g. the restroom is not in a highway rest area); (3) costs associated with providing accessible telephones, such as relocating the telephone to an accessible height, installing amplification devices, or installing a text telephone (TTY); and (4) costs associated with relocating an inaccessible drinking fountain. [28 C.F.R. § 35.151(b)(4)(iii)]

When the cost of alterations necessary to make the path of travel to the altered area fully accessible is disproportionate to the cost of the overall alteration, the path shall be made accessible to the extent that it can without incurring disproportionate costs. In choosing which accessible elements to provide, priority should be given to those elements that will provide the greatest access, in the following order: (1) an accessible entrance; (2) an accessible route to the altered area; (3) at least one accessible restroom for each sex or a single unisex restroom; (4) accessible telephones; (5) accessible drinking fountains; and (6) when possible, additional accessible elements such as parking storage and alarms. [28 CFR § 35.151(b)(4)(iv)] A series of smaller alterations cannot be used to evade the requirement if the alterations are served by a single path of travel. [28 C.F.R. § 35.151(b)(4)(v)]

Safe Harbor

The 2010 ADA Standards for Accessible Design use the terms incremental change and supplemental change. Incremental changes are those elements which were requirements under the 1991 standards, but which were changed in some way under the 2010 standards. Supplemental changes are those regulations or regulatory areas which were not included in the 1991 standards but are included in the 2010 standards.

“Safe harbor” is the term used in the 2010 ADA Standards to describe situations where the 2010 incremental changes to the ADA regulations are not required if alterations to the building or facility are not made. Specifically, “safe harbor” applies to a path of travel. “A ‘path of travel’ includes a continuous, unobstructed way of pedestrian passage by means of which the altered area may be approached, entered, and exited, and which connects the altered area with an exterior approach (including sidewalks, streets, and parking areas), an entrance to the facility and other parts of the facility. “[28 CFR § 35.151(b)(4)(ii)] “An accessible path of travel may consist of walks and sidewalks, curb ramps and other interior or exterior pedestrian ramps; clear floor paths through lobbies, corridors, rooms, and other improved areas; parking access aisles; elevators and lifts; or a combination of these elements. For the purposes of the section the term ‘path of travel’ also includes the restrooms, telephones and drinking fountains serving the altered area.” [28 C.F.R. § 35.151(b)(4)(ii)(B)]

Safe harbor applies only if a building or facility built after July 26, 1992, was compliant with the 1991 standards prior to the enforceable date of the 2010 regulations, which is March 15, 2012. “Safe harbor” is granted to facilities or buildings if and only if the facilities are fully in compliance with the 1991 standards prior to March 15, 2012. However, if alterations are made after March 15, 2012, the alteration of the building or facility must fully comply with the 2010 standards, and any other portions of the existing building or facility that are substantially affected by the alteration in terms of their use, must also comply with the 2010 standards. “Safe harbor” does not apply to areas of supplemental change. (i.e., elements for which there are neither technical nor scoping specifications in the 1991 Standards) For instance, the 2010 standards include regulations for residential facilities dwelling units, amusement rides, recreational boating facilities, exercise equipment or exercise areas, fishing piers and platforms, golf facilities, miniature golf facilities, play areas, saunas and steam rooms, swimming pools, wading pools, spas, shooting facilities with firing positions, bowling, and court sports. These elements are not governed by “safe harbor.” [28 C.F.R. § 35.151(b)(4)(ii)(c)]

For example, one of the regulated areas where “safe harbor” makes an impact is in a single occupant restroom. The 2010 ADA Standards for Accessible Design require a clear floor space next to the water closet, while the 1991 ADAAG allows the lavatory to overlap the clear space. The intent of the new provisions is to allow space for a side transfer to the water closet. The 2010 ADA Standards allow the door to swing into the bathroom as long as there is a clear floor space past the swing of the door, so that a person can enter the room, shut the door, and then maneuver. The 1991 ADAAG does not allow the door swing and the clear floor space to overlap for any of the fixtures. While the 2010 standards do not allow clear space overlap in multi-stall bathrooms, overlap is allowed in single occupant bathrooms.

Undue Burden

A public entity must operate each service, program, or activity so that when viewed in its entirety, the service, program, or activity is readily accessible to and usable by individuals with disabilities. This does not necessarily require the public entity to make each of its facilities accessible to and usable by individuals with disabilities. Additionally, a public entity is not required to take any action that would threaten or destroy the historical significance of an historic property.

If the state or local government agency can demonstrate that an action would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens, then the decision must be made in a written statement describing the reason for the conclusion, and the decision must be made by the head of the government agency, or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity. The public entity has the burden of proof that compliance with 28 CFR § 35.151 would result in such alterations or burdens.

If an action would result in a fundamental alteration of the service, program, or activity or in undue financial and administrative burdens, the Title II entity shall take any other action to ensure that individuals with disabilities receive the benefits or services provided by the state or local government agency.

Self-Evaluation Requirements

A Self-Evaluation is a Title II entity’s evaluation of its current services, policies, and practices to ensure that people with disabilities have equal access to all benefits provided by the public entity. A government entity is required to conduct a Self-Evaluation within one year of the effective date of 28 CFR § 35.105, the effective date being January 26, 1992. All governments were required to complete a Self-Evaluation of their services, policies, and practices by January 26, 1993. The evaluation required by January 26, 1993, shall apply only to programs not subject to section 504 or those policies and practices, such as those involving communications access, that have not already been included in a self-evaluation required under an existing regulation implementing section 504. Because most evaluations were done more than 5 years ago, the DOJ expects many public entities will be reexamining all of their policies and programs.

The Self-Evaluation identifies and corrects those policies and practices that are inconsistent with Title II's requirements. Self-Evaluations should consider all of a local government's programs, activities, and services, as well as the policies and practices that a governmental agency has put in place to implement its various programs and services. Remedial measures necessary to bring the programs, policies, and services into compliance with Title II should be specified -- including, but not limited to: (1) relocation of programs to accessible facilities; (2) offering programs in an alternative accessible manner; (3) structural changes to provide program access; (4) policy modifications to ensure nondiscrimination; and (5) auxiliary aids needed to provide effective communication. [28 CFR §§ 35.105, 35.150(d)] The Self-Evaluation process identifies those policies and practices that are inconsistent with the requirements of Title II of the ADA. As part of the Self-Evaluation, the governmental agency is required to:

- A. Identify all of its programs, activities, and services.
- B. Review all the policies and practices that govern the administration of the governmental agency's programs, activities, and services.
- C. Examine each program to determine whether any physical barriers to access exist, including whether individuals with mobility impairments are provided access to public meetings.
- D. Review its policies and practices to determine whether any have the effect of excluding or limiting the participation of individuals with disabilities in the governmental agency's programs, activities, or services. The Self-Evaluation should provide justification for any agency policy that creates a barrier for people with disabilities that will not be modified.
- E. Review its policies to assess whether communications with persons with disabilities are as effective as its communication with others.
- F. Review its policies for responding to requests for accommodations to ensure such requests are responded to expeditiously.
- G. Review its employment practices to assess whether they comply with other applicable nondiscrimination requirements, including Section 504 of the Rehabilitation Act and the ADA regulations issued by the Department of Justice.
- H. Review its building and construction policies to assess whether construction of each new facility or part of a facility, or alteration of existing facilities, conforms to the standards designated under the Title II regulations.
- I. Provide the opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the Self-Evaluation process by submitting comments.

In addition, a public entity that employs 50 or more persons shall for at least three years following completion of the Self-Evaluation maintain on file and make available for public inspection: (1) a list of the interested persons consulted; (2) a description of areas examined, and any problems identified, and (3) a description of any modification made.

Transition Plan Requirements

If a state or local government that employs 50 or more persons decides to make structural changes to achieve program access, it must develop a transition plan that identifies those changes and sets a schedule for implementing barrier removal. Transition plans must be available to the public for inspection and allow an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments.

If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.

The plan shall, at a minimum:

- Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities
- Describe in detail the methods that will be used to make the facilities accessible
- Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period
- Indicate the official responsible for implementation of the plan.

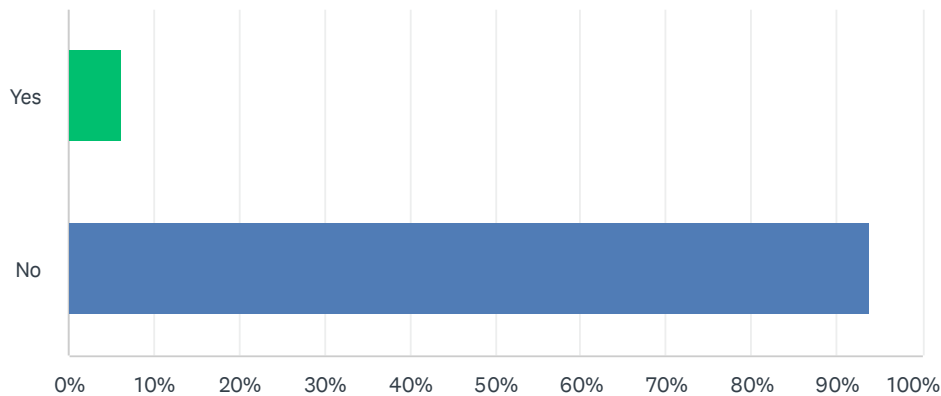
If a public entity has already complied with the transition plan requirement of a Federal agency regulation implementing section 504 of the Rehabilitation Act of 1973, then the requirements of this paragraph (d) shall apply only to those policies and practices that were not included in the previous transition plan. [28 CFR §35.150(d)]

APPENDIX B

ACCESSIBILITY SURVEY RESULTS

Q1 Are there programs or activities sponsored by the City of Sherwood, or facilities owned by the City of Sherwood, that you or someone you know cannot participate in or enjoy because of a disability?

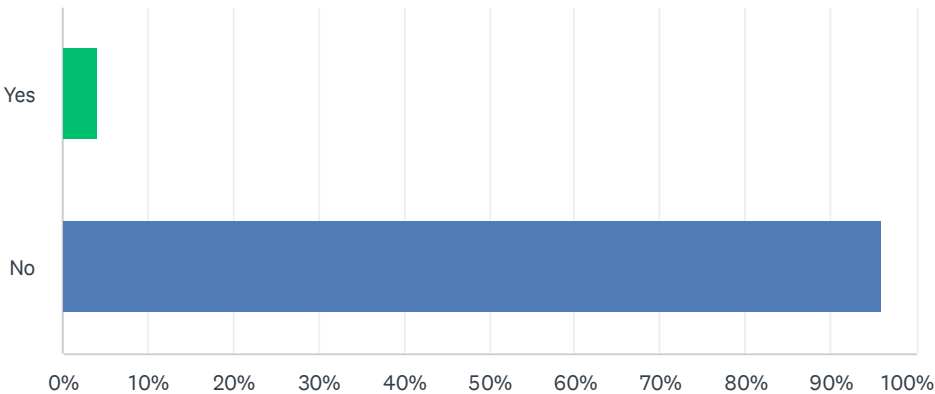
Answered: 451 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	6.21%	28
No	93.79%	423
TOTAL		451

Q2 Have you encountered any communication barriers within a City of Sherwood facility or park which prevented you from utilizing or participating in a program, service, or activity?

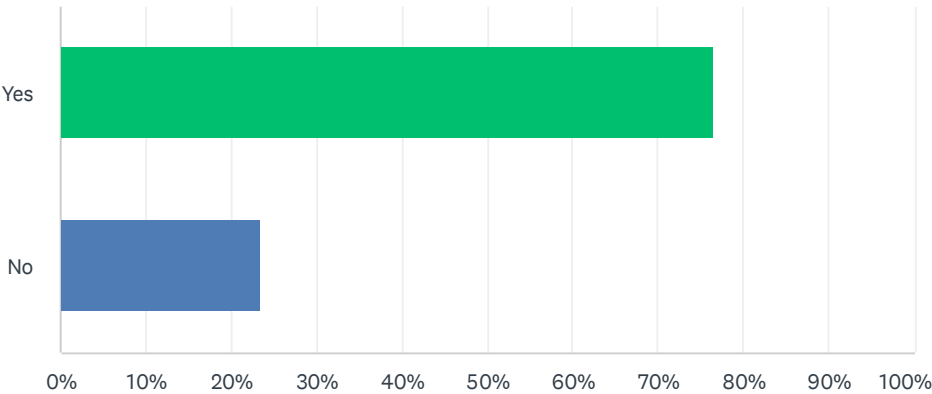
Answered: 451 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	3.99%	18
No	96.01%	433
TOTAL		451

Q3 Have you participated in a program, activity or visited a City of Sherwood facility or park that you particularly enjoyed?

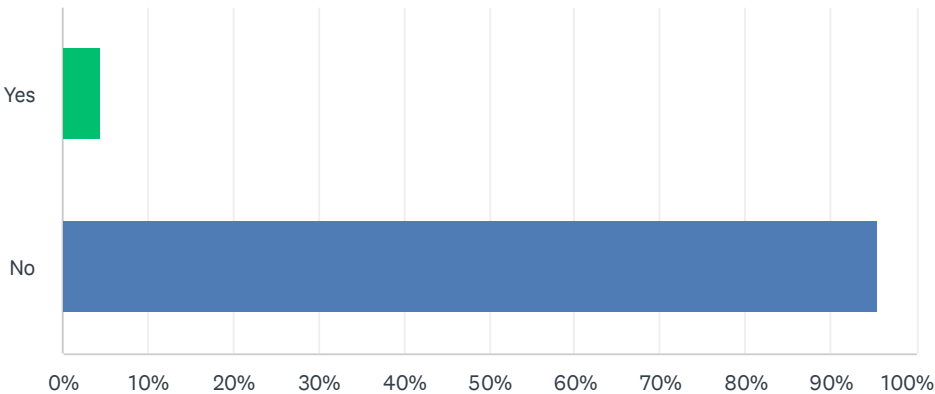
Answered: 443 Skipped: 11



ANSWER CHOICES		RESPONSES	
Yes		76.52%	339
No		23.48%	104
TOTAL			443

Q4 Do you or someone you know require visual interpretive services or assisted listening systems at the City of Sherwood's programs or public meetings?

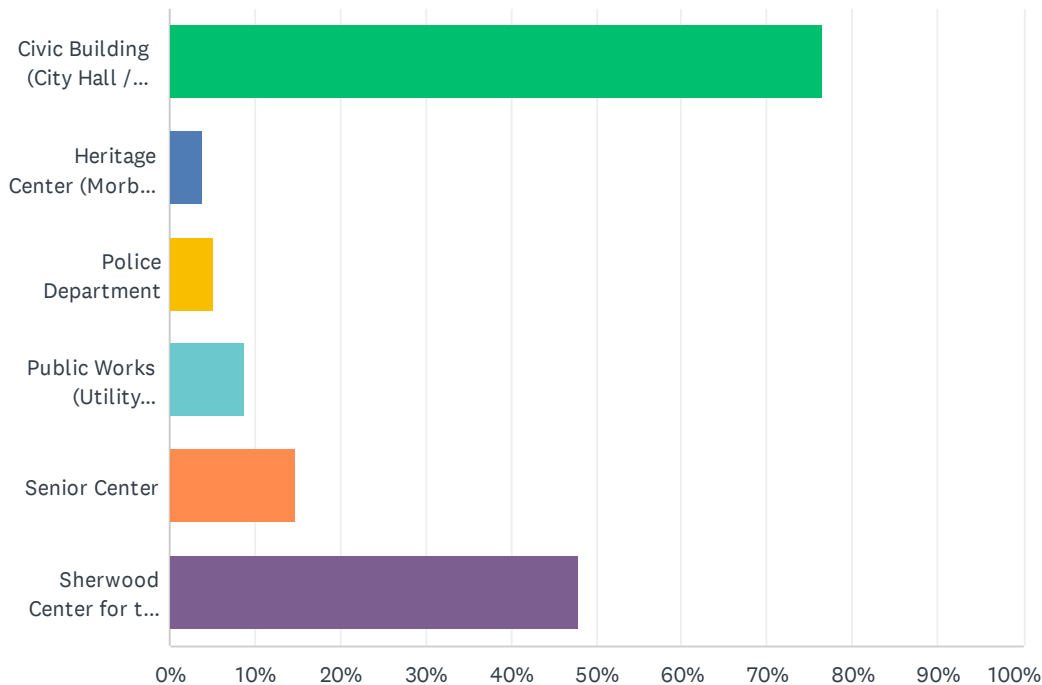
Answered: 448 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes	4.46%	20
No	95.54%	428
TOTAL		448

Q5 Which City buildings do you visit most often?

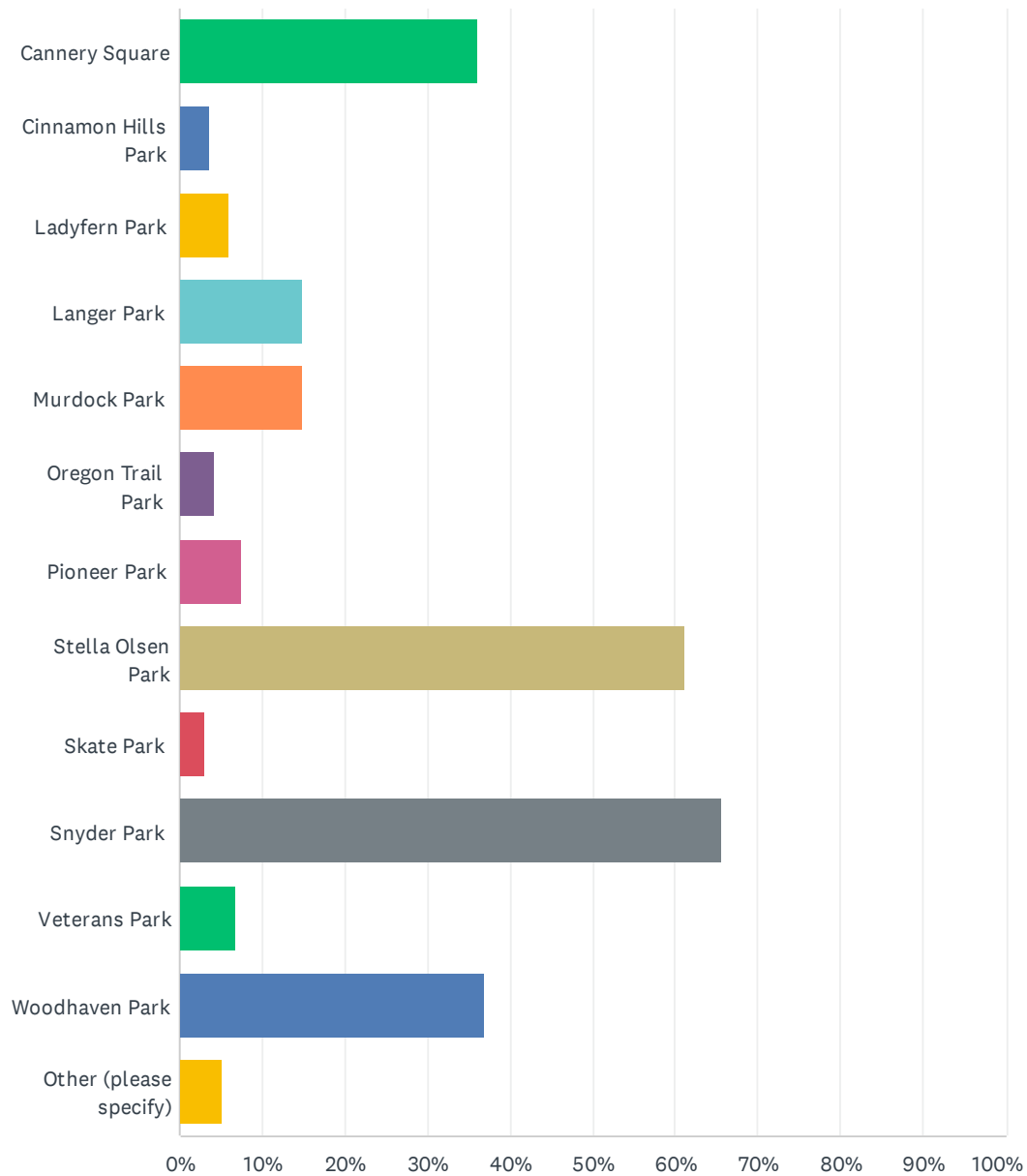
Answered: 385 Skipped: 69



ANSWER CHOICES	RESPONSES	
Civic Building (City Hall / Library)	76.62%	295
Heritage Center (Morback House)	3.90%	15
Police Department	5.19%	20
Public Works (Utility Billing / Old Town Field House)	8.83%	34
Senior Center	14.81%	57
Sherwood Center for the Arts	48.05%	185
Total Respondents: 385		

Q6 Which City parks do you visit most often?

Answered: 425 Skipped: 29

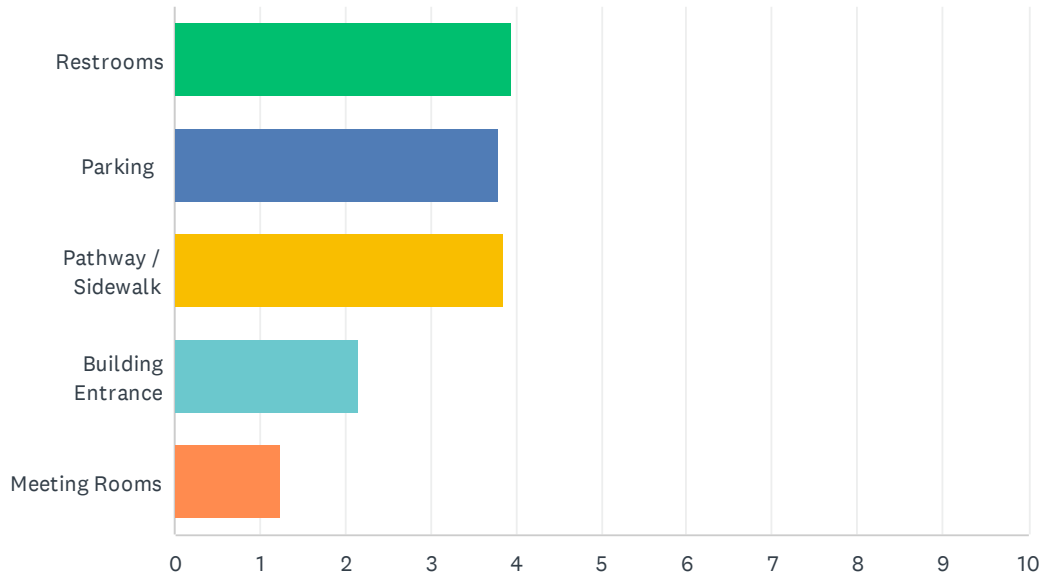


City of Sherwood - Accessibility Survey

ANSWER CHOICES	RESPONSES	
Cannery Square	36.00%	153
Cinnamon Hills Park	3.53%	15
Ladyfern Park	5.88%	25
Langer Park	14.82%	63
Murdock Park	14.82%	63
Oregon Trail Park	4.24%	18
Pioneer Park	7.53%	32
Stella Olsen Park	61.18%	260
Skate Park	3.06%	13
Snyder Park	65.65%	279
Veterans Park	6.82%	29
Woodhaven Park	36.94%	157
Other (please specify)	5.18%	22
Total Respondents: 425		

Q7 Rate the following features of the City of Sherwood's facilities in order of importance to you from 1 to 5, with the most important as 1:

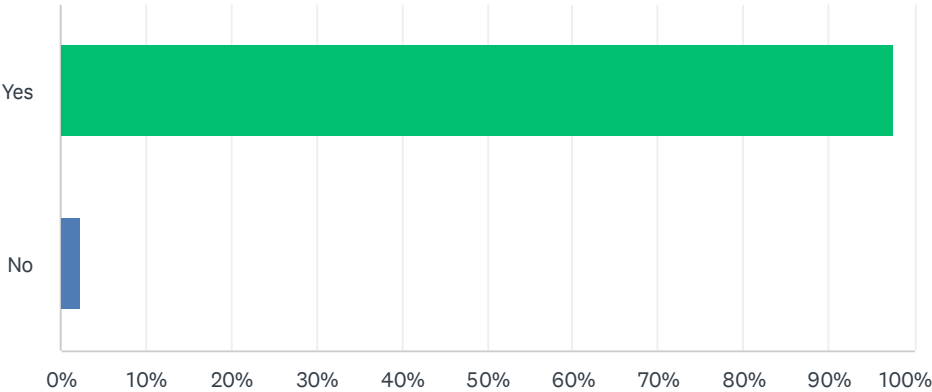
Answered: 428 Skipped: 26



	1	2	3	4	5	TOTAL	SCORE
Restrooms	33.64% 144	36.92% 158	21.73% 93	5.84% 25	1.87% 8	428	3.95
Parking	29.91% 128	31.07% 133	29.91% 128	6.54% 28	2.57% 11	428	3.79
Pathway / Sidewalk	34.58% 148	25.70% 110	32.94% 141	4.91% 21	1.87% 8	428	3.86
Building Entrance	1.40% 6	4.67% 20	13.08% 56	69.86% 299	10.98% 47	428	2.16
Meeting Rooms	0.47% 2	1.64% 7	2.34% 10	12.85% 55	82.71% 354	428	1.24

Q8 Is the City of Sherwood’s website and phone system accessible to you?

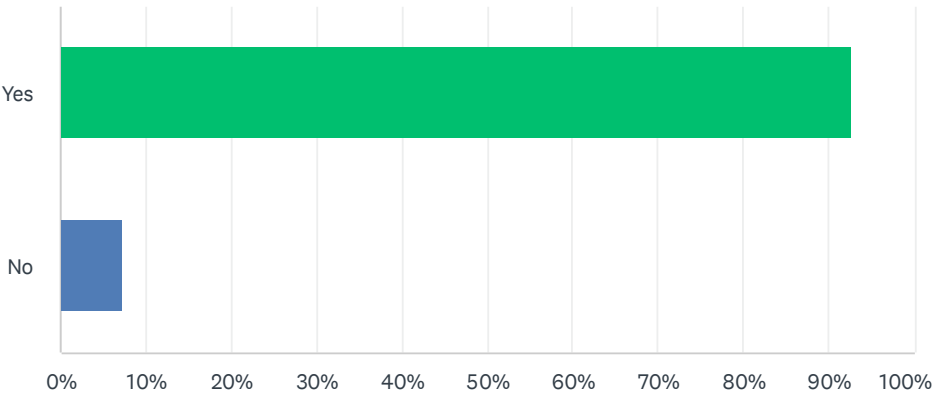
Answered: 446 Skipped: 8



ANSWER CHOICES		RESPONSES	
Yes		97.76%	436
No		2.24%	10
TOTAL			446

Q9 Do you feel that the City of Sherwood provides adequate emergency response services to assist citizens with disabilities?

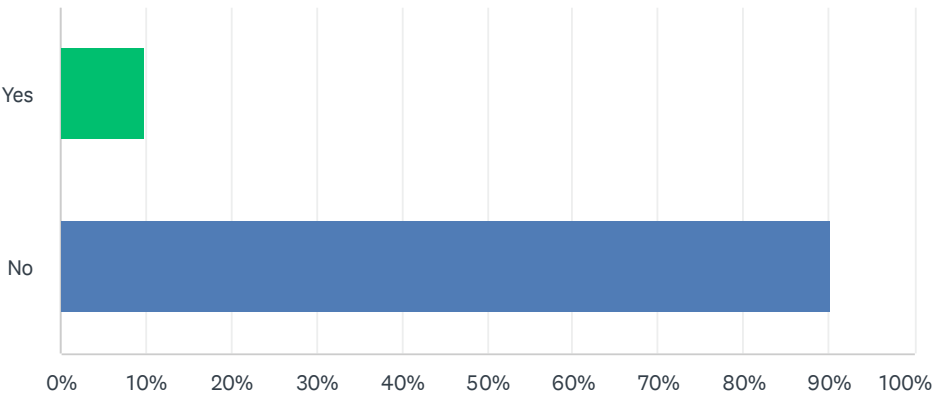
Answered: 385 Skipped: 69



ANSWER CHOICES	RESPONSES	
Yes	92.73%	357
No	7.27%	28
TOTAL		385

Q10 Have you encountered street or intersection crossings near a city building or park where missing or inoperable pedestrian crossing push buttons affect your ability to cross the street?

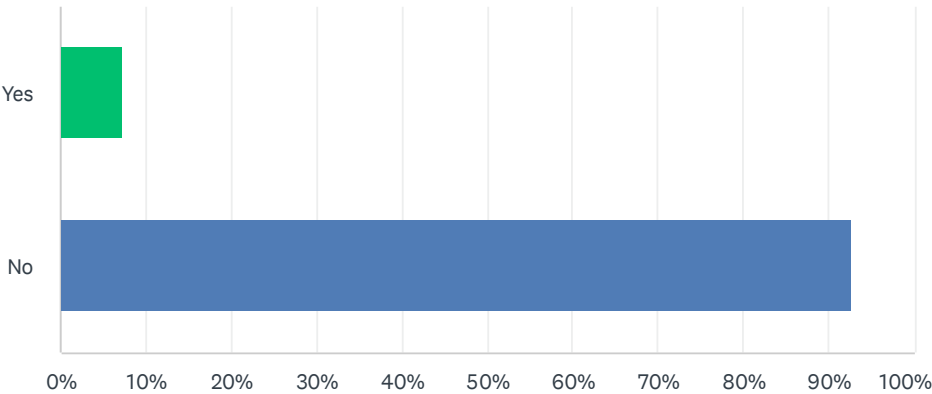
Answered: 443 Skipped: 11



ANSWER CHOICES	RESPONSES	
Yes	9.71%	43
No	90.29%	400
TOTAL		443

Q11 Do you have difficulty accessing city parks or facilities due to inaccessibility of public sidewalks or curb ramps?

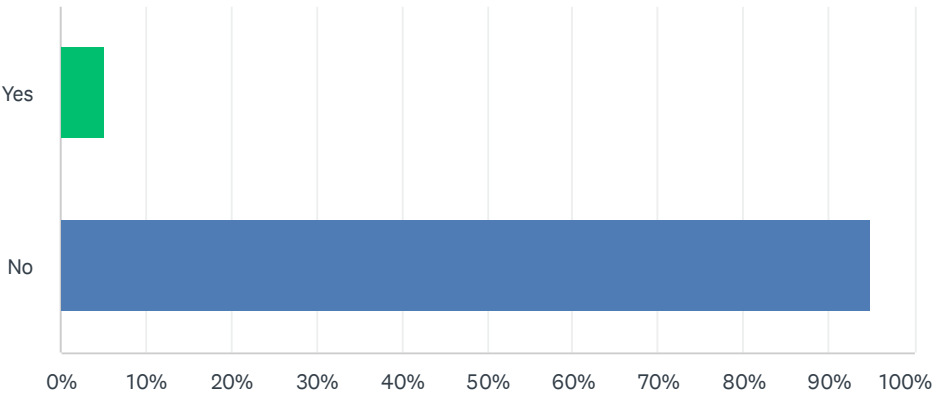
Answered: 444 Skipped: 10



ANSWER CHOICES	RESPONSES	
Yes	7.21%	32
No	92.79%	412
TOTAL		444

Q12 Have you encountered inaccessible conditions at public transit stops, including adjacent sidewalks?

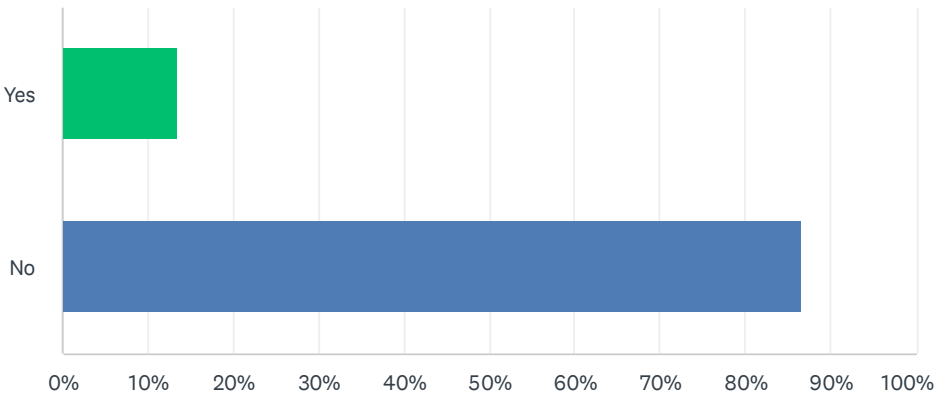
Answered: 433 Skipped: 21



ANSWER CHOICES	RESPONSES	
Yes	5.08%	22
No	94.92%	411
TOTAL		433

Q13 Have you experienced physical barriers to accessibility on a public pedestrian circulation path, such as broken / damaged concrete, missing curb ramp(s)?

Answered: 439 Skipped: 15



ANSWER CHOICES	RESPONSES	
Yes	13.44%	59
No	86.56%	380
TOTAL		439

Q14 What program, activity, or facility improvements would promote accessibility to the City of Sherwood's programs, services, and facilities?

Answered: 164 Skipped: 290

APPENDIX C

TITLE II ADA COORDINATOR ROLE

TITLE II ADA COORDINATOR ROLE IN STATE AND LOCAL GOVERNMENT

ADA Coordinator's Role

Title II of the ADA requires all state or local government entities with 50 or more employees to appoint a responsible person to coordinate the administrative requirements of ADA compliance and to respond to complaints filed by the public. The name and contact information for the responsible person is required to be publicly advertised. The ADA coordinator can be either a single individual or an office of the ADA Coordinator with more than one staff member, however the Title II requirements dictate that one individual's name be publicized.

[28 C.F.R. § 35.107]: A Title II entity with more than 50 employees must designate an ADA Coordinator who coordinates agency efforts to comply with and carry out the responsibilities of the ADA. The coordinator provides a single point of contact for members of the public about ADA and the agency. In order to ensure that individuals can easily identify the ADA Coordinator, the governmental agency must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals.

The ADA Coordinator facilitates compliance with the ADA and provides expertise regarding the American Disability Act and ADA Standards. The ADA coordinator receives and investigates complaints related to discrimination on the basis of disability.

Under 28 C.F.R. § 35.107, a grievance procedure is required for public entities of 50 or more employees. Title II entities are required to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by 28 C.F.R. § 35.

The drafters of the ADA modeled this position after the 504 Coordinator that had been required under the Rehabilitation Act. Title II of the ADA stipulates five major administrative duties:

1. Publicize the name and contact information of the designated ADA Coordinator responsible to oversee compliance;
2. Administer and write self-evaluation of the programmatic barriers in services offered by the state or local government;
3. Establish a complaint or grievance procedure to respond to complaints of noncompliance from the public;
4. Develop a transition plan if structural changes are necessary for achieving program accessibility; and
5. Retain the self-evaluation for three years.

While additional duties of an ADA Coordinator are not defined by law, the usual duties would require the attention of an experienced professional who can effectively handle a variety of responsibilities. The ADA coordinator should have a general understanding of the ADA and the legal requirements of the ADA. Duties most often include coordination and development of ongoing efforts for full ADA compliance, including administering ADA consultative services to agency/department management.

Other tasks may include:

- involvement in agency/department public outreach;
- developing processes for fulfillment of public requests for alternative formats, interpreting services and other communication access needs;
- coordinating and monitoring programmatic and physical barrier surveys and barrier removal;

- development of the required Transition Plan to remove accessibility barriers;
- assistance to the agency/department to facilitate policy formation and to review existing policies, such as reasonable accommodation for employees.
- establishing training programs for employees, including conducting training.

APPENDIX D

NOTICE UNDER THE ADA (MODEL)



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the **[name of public entity]** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: **[name of public entity]** does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: **[Name of public entity]** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in **[name of public entity's]** programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: **[Name of public entity]** will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in **[name of public entity]** offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of **[name of public entity]**, should contact the office of ***[name and contact information for ADA Coordinator]*** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the **[name of public entity]** to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of **[name of public entity]** is not accessible to persons with disabilities should be directed to ***[name and contact information for ADA Coordinator]***.

[Name of public entity] will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

APPENDIX E

GRIEVANCE PROCEDURE (MODEL)

[Name of public entity] Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **[name of public entity]**. The **[e.g. State, City, County, Town]**'s Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**[Insert ADA Coordinator's name]
ADA Coordinator [and other title if appropriate]
[Insert ADA Coordinator's mailing address]**

Within 15 calendar days after receipt of the complaint, **[ADA Coordinator's name]** or **[his/her]** designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, **[ADA Coordinator's name]** or **[his/her]** designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **[name of public entity]** and offer options for substantive resolution of the complaint.

If the response by **[ADA Coordinator's name]** or **[his/her]** designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the **[City Manager/County Commissioner/ other appropriate high-level official]** or **[his/her]** designee.

Within 15 calendar days after receipt of the appeal, the **[City Manager/County Commissioner/ other appropriate high-level official]** or *[his/her]* designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **[City Manager/County Commissioner/ other appropriate high-level official]** or *[his/her]* designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by *[name of ADA Coordinator]* or *[his/her]* designee, appeals to the **[City Manager/County Commissioner/ other appropriate high-level official]** or *[his/her]* designee, and responses from these two offices will be retained by the **[public entity]** for at least three years.

APPENDIX F ACCESSIBILITY OF STATE AND LOCAL GOVERNMENT WEBSITES TO PEOPLE WITH DISABILITIES



Accessibility of State and Local Government Websites to People with Disabilities

The Internet is dramatically changing the way that American government serves the public. Taking advantage of new technology, many State and local governments are using the web to offer citizens a host of services including:

- corresponding online with local officials;
- providing information about government services;
- renewing library books or driver’s licenses;
- providing tax information and accepting tax returns; and
- applying for jobs or benefits.

These government websites are important because they:

- allow programs and services to be offered in a more dynamic, interactive way, increasing citizen participation;
- increase convenience and speed in obtaining information or services;
- reduce costs in providing programs and information about government services;
- reduce the amount of paperwork; and
- expand the possibilities of reaching new sectors of the community or offering new programs.

When government is constantly being asked to do more with less, the Internet is playing a vital role in allowing government to better serve all of its citizens.

The Americans with Disabilities Act (ADA) and, if the government entities receive Federal funding, the Rehabilitation Act of 1973, generally require that State and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities, unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities, using the simple steps described in this document. An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These



Local government websites provide important information and services to citizens

alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available. For example, job announcements and application forms, if posted on an accessible website, would be available to people with disabilities 24 hours a day, 7 days a week.

Online Barriers Faced By People with Disabilities

Many people with disabilities use “assistive technology” to enable them to use computers and access the Internet. Blind people who cannot see computer monitors may use screen readers – devices that speak the text that would normally appear on a monitor. People who have difficulty using a computer mouse can use voice recognition software to control their computers with verbal commands. People with other types of disabilities may use still other kinds of assistive technology. New and innovative assistive technologies are being introduced every day.

Poorly designed websites can create unnecessary barriers for people with disabilities, just as poorly designed buildings prevent some from entering. Designers may not realize how simple features built into a web page will assist someone who, for instance, cannot see a computer monitor or use a mouse.

One example of a barrier would be a photograph of a Mayor on a town website with no text identifying it. Because screen readers cannot interpret images unless there is text associated with it, a blind person would have no way of knowing whether the image is an unidentified photo or logo, artwork, a link to another page, or something else. Simply adding a line of simple hidden computer code to label the photograph “Photograph of Mayor Jane Smith” will allow the blind user to make sense of the image.

Accessible Design Benefits Everyone

When accessible features are built into web pages, websites are more convenient and more available to everyone – including users with disabilities. Web designers can follow techniques developed by private and government organizations to make even complex web pages usable by everyone including people with disabilities. For most websites, implementing accessibility features is not difficult and will seldom change the layout or appearance of web pages. These techniques also make web pages more usable both by people using older computers and by people using the latest technologies (such as personal digital assistants, handheld computers, or web-enabled cellular phones).

With the rapid changes in the Internet and in assistive technologies used by people with disabilities to access computers, private and government organizations have worked to establish flexible guidelines for accessible web pages that permit innovation to continue.

Resources for Web Developers

To make web pages accessible, the web developer needs to know about web page features that can make a web page less accessible or more accessible. Information about such features is easily available and many software developers are adding tools to web development software to make it easier to make web pages accessible.

Two important resources provide guidance for web developers designing accessible web pages. One is the **Section 508 Standards**, which Federal agencies must follow for their own new web pages. To learn more about the Section 508 Standards:

- The Access Board maintains information on its website at **www.access-board.gov** and has a useful guide for web developers at **www.access-board.gov/sec508/guide/1194.22.htm**;

- The Department of Justice has information about accessible web page design in an April 2000 report to the President. This report is available at www.usdoj.gov/crt/508/report/content.htm, and
- The General Services Administration hosts an online course for web developers interested in accessible web design. This program was developed in conjunction with

the Access Board, the Department of Justice, and the Department of Education and provides an interactive demonstration of how to build accessible web pages. This course is available at www.section508.gov, which also provides information about the Federal government’s initiative to make its electronic and information technology accessible to people with disabilities.

Voluntary Action Plan for Accessible Websites

- **Establish a policy that your web pages will be accessible** and create a process for implementation.
- **Ensure that all new and modified web pages and content are accessible:**
 - Check the HTML¹ of all new web pages. Make sure that accessible elements are used, including alt tags, long descriptions, and captions, as needed.
 - If images are used, including photos, graphics, scanned images, or image maps, make sure to include alt tags and/or long descriptions for each.
 - If you use online forms and tables, make those elements accessible.
 - When posting documents on the website, always provide them in HTML or a text-based format (even if you are also providing them in another format, such as Portable Document Format (PDF)).
- **Develop a plan for making your existing web content more accessible.** Describe your plan on an accessible web page. Encourage input on improvements, including which pages should be given high priority for change. Let citizens know about the standards or guidelines that are being used. Consider making the more popular web pages a priority.
- **Ensure that in-house staff and contractors responsible for web page and content development are properly trained.**
- **Provide a way for visitors to request accessible information or services by posting a telephone number or E-mail address on your home page.** Establish procedures to assure a quick response to users with disabilities who are trying to obtain information or services in this way.
- **Periodically enlist disability groups to test your pages for ease of use;** use this information to increase accessibility.

¹ Web pages are written using a language called HTML (or “hypertext markup language”). HTML is a “markup language” that tells a computer program (called a “browser”) how information will appear or will be arranged on a computer screen. HTML tags are specific instructions understood by a web browser or screen reader.

Examples of Accessible Features for Websites

All images and graphics need to have an alt tag or long description.

Use alt tags for image maps and for graphics associated with the image map so that a person using a screen reader will have access to the links and information.

When navigation links are used, people who use a screen reader must listen to all the links before proceeding. A skip navigation link provides a way to bypass the row of navigation links by jumping to the start of the web page content.

Some photos and images contain content that cannot be described with the limited text of an alt tag. Using a long description tag provides a way to have as much text as necessary to explain the image so it is accessible to a person using a screen reader but not visible on the web page.

The screenshot shows the homepage of 'The City of Forall'. At the top is a navigation bar with links: HOME, CONTACT US, CITY SERVICES, and EMPLOYMENT. Below this is a header section with the city name and a large image of a harbor. On the left is a sidebar with a 'Skip Navigation' link, a photo of the Mayor, and a list of links: About Forall, Departments, Police & Fire, Job Applications, Volunteer, and Search. The main content area features 'Today's events' for Wednesday, March 14, including a Planning meeting and a library lecture. Below this is an 'Events for this Week' table. On the right is a 'City Council' section with links for Schedule, Contact Councilmembers, and Meetings On-line. At the bottom is a footer with links: Contact Us, Site Map, City Services, Employment, and Search. Annotations with arrows point to various elements: the Skip Navigation link, the Mayor's photo, the Harbor image, the City Council links, the Events table, and the Contact Us link.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Pools	*	*	*	*	*	*	*
Waste Collection	*				*		*
Arts		*			*	*	*
Library	*	*	*	*	*	*	*
Special Events			*			*	

Text links do not require any additional information or description if the text clearly indicates what the link is supposed to do. Links such as "click here" may confuse a user.

When tables with header and row identifiers are used to display information or data, the header and row information should be associated with each data cell by using HTML so a person using a screen reader can understand the information.

A link with contact information provides a way for users to request accessible services or to make suggestions.

Resources for Web Developers (continued)

A more comprehensive resource is the **Web Content Accessibility Guidelines** developed by the Web Accessibility Initiative. These guidelines help designers make web pages as accessible as possible to the widest range of users, including users with disabilities. The Web Accessibility Initiative is a subgroup of the World Wide Web Consortium — the same organization that standardizes the programming language followed by all web developers.

- Information for web developers interested in making their web pages as accessible as possible, including the current version of the **Web Content Accessibility Guidelines** (and associated checklists), can be found at www.w3c.org/WAI/Resources, and
- Information about the Web Accessibility Initiative can be found at www.w3c.org/WAI.

For More Information

**Technical Information
Regarding Web Accessibility**

For technical assistance regarding Section 508 Standards and how to make web pages accessible to people with disabilities, please contact the Access Board:

800-872-2253 (voice)
800-993-2822 (TTY)

Information about the ADA

The Department of Justice provides technical assistance to help State and local governments understand and comply with the ADA. An important source of ADA information is the Department’s ADA Home Page on the World Wide Web. This extensive website provides access to ADA regulations; all Department ADA technical assistance materials, including newly-released publications; proposed changes in the ADA regulations; and access to Freedom of Information Act materials, including technical assistance letters. The website also provides links to other Federal agencies with ADA responsibilities.

ADA Home Page -- www.ada.gov

In addition, the Department of Justice operates a toll-free ADA Information Line that provides access to ADA specialists during business hours.

ADA Information Line

800-514-0301 (voice)
800-514-0383 (TTY)

Reproduction

Reproduction of this document is encouraged.

June 2003

The Attorney General has determined that publication of this periodical is necessary in the transaction of the public business required by law of the Department of Justice.

APPENDIX G

ACCESSIBILITY SUMMARIES BY FACILITY

Facility / Building	Priority 1		Priority 2		Priority 3		Priority 4		Priority 5		Total	
	Est. Cost	Items	Est. Cost	Items	Est. Cost	Items	Est. Cost	Items	Est. Cost	Items	Est. Cost	Items
Cannery Square												
Cannery Square	\$4,728	2									\$4,728	2
EXTERIOR	\$6,120	2		2							\$6,120	4
RESTROOM					\$2,665	4					\$2,665	4
Subtotal	\$10,848	4		2	\$2,665	4					\$13,513	10
Cinnamon Hills												
Cinnamon Hills	\$9,533	4	\$800	1							\$10,333	5
Subtotal	\$9,533	4	\$800	1							\$10,333	5
Civic Building												
Civic Building					\$2,663	1					\$2,663	1
EXTERIOR	\$18,160	5									\$18,160	5
INTERIOR					\$4,424	12					\$4,424	12
Subtotal	\$18,160	5			\$7,087	13					\$25,247	18
Heritage Center (Morback House)												
EXTERIOR							\$11,736	3			\$11,736	4
INTERIOR	\$4,526	3	\$979	2	\$12,000	1	\$20,106	2			\$37,611	8
Subtotal	\$4,526	3	\$979	2	\$12,000	1	\$31,842	5			\$49,347	12
Ladyfern Park												
Ladyfern Park	\$3,446	5	\$900	2							\$4,346	7
Subtotal	\$3,446	5	\$900	2							\$4,346	7
Langer Park												
Langer Park	\$2,805	4	\$1,625	2							\$4,430	6
Subtotal	\$2,805	4	\$1,625	2							\$4,430	6
Mudrock Park												
Mudrock Park	\$18,452	16	\$1,208	3							\$19,660	19
Subtotal	\$18,452	16	\$1,208	3							\$19,660	19
Oregon Trail												
Oregon Trail	\$3,778	4	\$10,375	3							\$14,153	7
Subtotal	\$3,778	4	\$10,375	3							\$14,153	7
Pioneer Park												
Pioneer Park	\$5,950	5	\$2,900	2							\$8,850	7
Subtotal	\$5,950	5	\$2,900	2							\$8,850	7
Police Department												
EXTERIOR	\$25,952	9									\$25,952	9
INTERIOR			\$2,315	5	\$10,793	34	\$1,266	2			\$14,374	41
Police Department					\$1,775	1					\$1,775	1
Subtotal	\$25,952	9	\$2,315	5	\$12,568	35	\$1,266	2			\$42,101	51
Public Works												
EXTERIOR	\$33,602	14	\$1,000	1							\$34,602	15
INTERIOR			\$8,432	7	\$12,595	29	\$9,639	3			\$30,666	39
Subtotal	\$33,602	14	\$9,432	8	\$12,595	29	\$9,639	3			\$65,268	54
Rudy Olsen												
EXTERIOR	\$57,956	11	\$1,000	1			\$280	1			\$59,236	13
RESTROOMS					\$540	6					\$540	6
Subtotal	\$57,956	11	\$1,000	1	\$540	6	\$280	1			\$59,776	19
Sherwood Center for the Arts												
EXTERIOR	\$48,600	8									\$48,600	8
INTERIOR	\$2,912	1	\$8,427	2	\$1,702	10					\$13,041	13
Subtotal	\$51,512	9	\$8,427	2	\$1,702	10					\$61,641	21
Senior Building												
EXTERIOR	\$20,643	13									\$20,643	13
INTERIOR			\$2,883	4	\$2,989	13					\$5,872	17

Facility / Building	Priority 1		Priority 2		Priority 3		Priority 4		Priority 5		Total	
	Est. Cost	Items	Est. Cost	Items	Est. Cost	Items	Est. Cost	Items	Est. Cost	Items	Est. Cost	Items
Senior Building			\$1,649	3	\$293	1					\$1,942	4
Subtotal	\$20,643	13	\$4,532	7	\$3,282	14					\$28,457	34
Skate Park												
Skate Park	\$13,388	5	\$160	1							\$13,548	6
Subtotal	\$13,388	5	\$160	1							\$13,548	6
Snyder Park												
EXTERIOR ACCESSIBLE ROUTE	\$75,370	12	\$4,760	5	\$524	1	\$560	1			\$81,214	19
PARKING	\$26,040	8									\$26,040	8
RESTROOM BUILDING					\$9,332	4					\$9,332	4
Snyder Park	\$6,520	1									\$6,520	1
Subtotal	\$107,930	21	\$4,760	5	\$9,856	5	\$560	1			\$123,106	32
Veterans Park												
Veterans Park	\$1,550	2	\$1,300	1							\$2,850	3
Subtotal	\$1,550	2	\$1,300	1							\$2,850	3
Woodhaven Park												
Woodhaven Park	\$3,518	4									\$3,518	4
Subtotal	\$3,518	4									\$3,518	4
Grand Total	\$393,549	138	\$50,712	47	\$62,294	117	\$43,587	12			\$550,142	315

APPENDIX H

BARRIERS BY TRANSITION PLAN PHASE

PHASE ONE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
309775	Cannery Square	Ramp R-1	Ramp	1	The ramp has no edge protection.	\$4,000
309776	Cannery Square	Drinking Fountain DF-1	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the accessible route.	\$728
307280	Sherwood Center for the Arts	Curb Ramp CR-1	Curb Ramp	1	A compliant parallel curb ramp is not provided.	\$1,750
307281	Sherwood Center for the Arts	Van Accessible Parking Space P1-A	Parking Space - Van	1	The parking space slope is greater than 1:50 (2%).	\$6,300
307282	Sherwood Center for the Arts	Access Aisle serving P1-A and P1-B	Parking Space - Van	1	The access aisle slope is greater than 1:50 (2%).	\$5,000
307283	Sherwood Center for the Arts	Access Aisle serving P1-C and P1-D	Parking Space - Car	1	The access aisle slope is greater than 1:50 (2%).	\$5,000
307284	Sherwood Center for the Arts	Ramp R-1	Ramp	1	Handrails do not extend 12" horizontally beyond the top and bottom of ramp runs above the landing surface.	\$17,500
307295	Sherwood Center for the Arts	Curb Ramp CR-3	Curb Ramp	1	The curb ramp does not meet the slope requirements.	\$1,750
307296	Sherwood Center for the Arts	Access Aisle serving P1-E	Parking Space - Car	1	The access aisle slope is greater than 1:50 (2%).	\$5,000
307297	Sherwood Center for the Arts	Accessible Parking Space P1-E	Parking Space - Car	1	The slope of the parking space is greater than 1:50 (2%).	\$6,300
307257	Civic Building	Van Accessible Parking Space P1-A	Parking Space - Car	1	The slope of the parking space is greater than 1:50 (2%).	\$6,300
307258	Civic Building	Access Aisle serving P1-A and P1-B	Parking Space - Van	1	The access aisle slope is greater than 1:50 (2%).	\$5,000
307259	Civic Building	Accessible Parking Space P1-B	Parking Space - Car	1	The slope of the parking space is greater than 1:50 (2%).	\$6,300
307260	Civic Building	Van Accessible Parking Space P1-A	Parking Space - Van	1	OREGON: Signage is not compliant for the van accessible space.	\$280
307261	Civic Building	Accessible Parking Space P1-B	Parking Space - Car	1	OREGON: Signage is not compliant for the standard accessible space.	\$280

PHASE ONE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
305731	Cannery Square	Ramp R-1	Ramp	1	Handrails do not extend 12" horizontally beyond the top and bottom of ramp runs above the landing surface.	\$5,000
305740	Cannery Square	On-Street Parking	Parking Space - General	1	An accessible parking space is not provided where an off-street parking facility is not provided.	\$1,120
307301	Senior Building	Van Accessible Space P1-A	Parking Space - Van	1	The parking space slope is greater than 1:50 (2%).	\$6,300
307302	Senior Building	Access Aisle serving P1-A and P1-B	Parking Space - Van	1	The access aisle slope is greater than 1:50 (2%).	\$5,000
307305	Senior Building	Senior Lounge Rear Door	Building Entrance-Door	1	The threshold at the accessible door is greater than ½" in height.	\$1,000
307307	Senior Building	Meeting Room One Rear Door	Building Entrance-Door	1	The threshold at the accessible door is greater than ½" in height.	\$1,000
307309	Senior Building	Library	Building Entrance-Door	1	The threshold at the accessible door is greater than ½" in height.	\$1,000
307323	Senior Building	Dining Room Rear Door	Building Entrance-Door	1	The threshold at the accessible door is greater than ½" in height.	\$1,000
307327	Senior Building	Front Entrance	Building Entrance - Door	1	The maneuvering clearance at the accessible door is not level and clear.	\$1,250
307328	Senior Building	Doorbell	Reach Range	1	Items that require a reach motion are less than 15" height for a frontal approach.	\$500
307329	Senior Building	Van Accessible Space P-1	Parking Space - Van	1	OREGON: Signage is not compliant for the van accessible space.	\$280
307330	Senior Building	Accessible Parking Space P-2 & P-3	Parking Space - Car	1	OREGON: Signage is not compliant for the standard accessible space.	\$280
307331	Senior Building	Path of Travel from Public Right of Way	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$1,189
307332	Senior Building	Exterior Bench Seating Area	Path of Travel	1	Ground surfaces are not firm, stable and slip resistant.	\$1,344

PHASE ONE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
307333	Senior Building	Exterior Bench Seating Area	Exterior Accessible Route	1	The sidewalk does not have 80" vertical clearance.	\$500
318856	Snyder Park	Curb Ramp CR-1	Curb Ramp	1	The counter slopes of adjoining gutters and streets at the curb ramp are greater than 1:20 (5%).	\$1,750
318857	Snyder Park	Curb Ramp CR-2	Curb Ramp	1	The curb ramp does not meet the slope requirements.	\$1,750
318870	Snyder Park	Walkway around Baseball Field	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$360
318871	Snyder Park	Walkway around Baseball Field	Exterior Accessible Route	1	The accessible route has running slopes greater than 1:20 (5%).	\$720
318872	Snyder Park	Walkway around Baseball Field	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$490
318873	Snyder Park	Walkway around Baseball Field	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$350
318877	Snyder Park	Ramp R-2	Ramp	1	The ramp has cross slopes in excess of 1:48 (2.08%).	\$19,860
318878	Snyder Park	Ramp R-3	Ramp	1	The ramp run rises greater than 6", however no edge protection is provided.	\$8,150
318879	Snyder Park	Ramp R-2	Ramp	1	The ramp run rises greater than 6", however no edge protection is provided.	\$9,780
318880	Snyder Park	Ramp R-1	Ramp	1	The ramp is required but not provided.	\$26,480
318884	Snyder Park	Walkway between Soccer Field & Basketball Court	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$1,200
321125	Snyder Park	Ramp R-2	Exterior Accessible Route	1	The accessible route has greater than 1:20 (5%) running slope and 1:50 (2%) cross slope.	\$4,480
310684	Sherwood Center for the Arts	Men's and Women's Restroom	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	\$2,912

PHASE ONE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
318858	Snyder Park	Van Accessible Parking Space P1-A	Parking Space - Van	1	OREGON: Signage is not compliant for the van accessible space.	\$280
318859	Snyder Park	Van Accessible Parking Space P1-A	Parking Space - Van	1	The parking space slope is greater than 1:50 (2%).	\$6,300
318860	Snyder Park	Accessible Parking Space P1-B	Parking Space - Car	1	The slope of the parking space is greater than 1:50 (2%).	\$6,300
318865	Snyder Park	Van Accessible Parking Space P2-A	Parking Space - Van	1	OREGON: Signage is not compliant for the van accessible space.	\$280
318866	Snyder Park	Van Accessible Parking Space P2-A	Parking Space - Van	1	The parking space slope is greater than 1:50 (2%).	\$6,300
318867	Snyder Park	Accessible Parking Space P2-B	Parking Space- Car	1	The slope of the parking space is greater than 1:50 (2%).	\$6,300
318868	Snyder Park	Accessible Parking Space P2-B	Exterior Accessible Route	1	The accessible route has gaps in the surface greater than 1/2" wide.	\$0
318883	Snyder Park	Accessible Parking Space P1-B	Parking Space - Car	1	OREGON: Signage is not compliant for the standard accessible space.	\$280
318876	Snyder Park	Stair ST-1	Stairs	1	Handrails are not compliant.	\$6,520
305737	Cannery Square	Stairs ST-2	Stairs	2	ADVISORY: The stair treads and edge of top landing do not have visual contrast on the leading edge.	\$0
305739	Cannery Square	Stairs ST-1	Stairs	2	ADVISORY: The stair treads and edge of top landing do not have visual contrast on the leading edge.	\$0
318874	Snyder Park	Covered Picnic Area	Picnic Table	2	The picnic table does not allow a clear space for forward wheelchair approach with knee and toe clearance.	\$1,300
318875	Snyder Park	Picnic Tables	Picnic Table	2	The picnic table does not allow a clear space for forward wheelchair approach with knee and toe clearance.	\$1,300
318882	Snyder Park	Play Area	Ground Surface- Fibar	2	The ground surface has not been inspected and maintained regularly.	\$1,500
318885	Snyder Park	Tennis Court	Reach Range	2	Items requiring an unobstructed forward reach motion are higher than 48" maximum or lower than 15" minimum height above finish floor.	\$500

PHASE ONE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
321126	Snyder Park	Tennis Court	Gate	2	The gate does not have a smooth surface within 10" of the ground.	\$160
307285	Sherwood Center for the Arts	Community Center	Assembly Area	2	Assembly areas do not provide wheelchair spaces.	\$3,777
307286	Sherwood Center for the Arts	Community Center	Assembly Area	2	Assembly areas do not provide companion spaces.	\$4,650
307303	Senior Building	Senior Lounge	Dining And Work Surface	2	The dining table does not have compliant knee and toe clearance.	\$1,000
307308	Senior Building	Egress Doors	Signage	2	Means of egress signage does not have tactile lettering.	\$550
307324	Senior Building	Hallway	Protruding Object	2	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	\$728
307698	Senior Building	Signages	Signage	2	The interior signage does not have compliant visual and tactile characters, with raised or indented characters or symbols.	\$605
310634	Senior Building	Hallway	Protruding Object	2	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	\$1,456
310635	Senior Building	Dining Room	Dining And Work Surface	2	Tray slides or buffet counters in food service lines are not 28" minimum and 34" maximum height above finish floor or ground.	\$93
310636	Senior Building	Senior Lounge	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	\$100
343990	Civic Building	All Restrooms	Restroom/Bath room-Toilet Stall	3	ANSI A117.1-: A vertical side grab bar is not located in the wheelchair stall.	\$2,663
318881	Snyder Park	Stairs ST-1 and ST-2	Stairs	3	OREGON: The stair treads do not have visual contrast of dark-on-light or light-on-dark on the leading 2" of the tread from the remaining portion of the tread surface.	\$524
307287	Sherwood Center for the Arts	Men's Restroom	Restroom/Bath room - Lavatory	3	Pipes are not insulated.	\$65
307288	Sherwood Center for the Arts	Men's Restroom	Restroom/Bath room-Door	3	The wheelchair stall door is not self closing.	\$293

PHASE ONE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
307289	Sherwood Center for the Arts	Men's Restroom	Restroom/Bath room - Water Closet	3	The space between the grab bar and projecting objects below and at the ends of the bar is less than 1-1/2".	\$100
307290	Sherwood Center for the Arts	Men's Restroom	Restroom/Bath room - Water Closet	3	The space between the grab bar and projecting objects above the grab bar is less than 12" minimum.	\$100
307291	Sherwood Center for the Arts	Women's Restroom	Restroom/Bath room - Lavatory	3	Pipes are not insulated.	\$65
307292	Sherwood Center for the Arts	Women's Restroom	Restroom/Bath room - Water Closet	3	The space between the grab bar and projecting objects above the grab bar is less than 12" minimum.	\$100
307293	Sherwood Center for the Arts	Women's Restroom	Restroom/Bath room - Water Closet	3	The space between the grab bar and projecting objects below and at the ends of the bar is less than 1-1/2".	\$100
307294	Sherwood Center for the Arts	Women's Restroom	Restroom/Bath room-Door	3	The hardware at the wheelchair stall door is not compliant.	\$293
309635	Sherwood Center for the Arts	Men's Restroom	Restroom/Bath room-Door	3	The hardware at the wheelchair stall door is not compliant.	\$293
310685	Sherwood Center for the Arts	Women's Restroom	Restroom/Bath room-Door	3	The hardware at the wheelchair stall door is not compliant.	\$293
307241	Civic Building	First Floor Men's Restroom	Restroom/Bath room - Water Closet	3	The space between the grab bar and projecting objects below and at the ends of the bar is less than 1 1/2" minimum.	\$100
307242	Civic Building	First Floor Men's Restroom	Restroom/Bath room - Door	3	The wheelchair stall door is not self closing.	\$293
307243	Civic Building	First Floor Men's Restroom	Restroom/Bath room-Door	3	The hardware at the wheelchair stall door is not compliant.	\$293
307246	Civic Building	First Floor Women's Restroom	Restroom/Bath room-Door	3	The hardware at the wheelchair stall door is not compliant.	\$293

PHASE ONE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
307248	Civic Building	First Floor Family Restroom	Restroom/Bath room - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	\$366
307249	Civic Building	First Floor Family Restroom	Restroom/Bath room - Water Closet	3	The water closet in a single user / unisex restroom does not have the required clearance.	\$1,368
307250	Civic Building	First Floor Family Restroom	Restroom/Bath room - Water Closet	3	The space between the grab bar and projecting objects below and at the ends of the bar is less than 1-1/2".	\$100
307252	Civic Building	Second Floor Men's Restroom	Restroom/Bath room - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	\$366
307253	Civic Building	Second Floor Men's Restroom	Restroom/Bath room-Door	3	The wheelchair stall door is not self closing.	\$293
307255	Civic Building	Second Floor Women's Restroom	Restroom/Bath room-Door	3	The hardware at the wheelchair stall door is not compliant.	\$293
307256	Civic Building	Second Floor Women's Restroom	Restroom/Bath room - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	\$366
310631	Civic Building	Second Floor Men's Restroom	Restroom/Bath room-Door	3	The hardware at the wheelchair stall door is not compliant.	\$293
307310	Senior Building	Men's Restroom	Restroom/Bath room - Lavatory	3	Pipes are not insulated.	\$65
307311	Senior Building	Men's Restroom	Restroom/Bath room-Door	3	The wheelchair stall door is not self closing.	\$293
307312	Senior Building	Men's Restroom	Restroom/Bath room - Water Closet	3	The space between the grab bar and projecting objects above the grab bar is less than 12" minimum.	\$100
307313	Senior Building	Men's Restroom	Controls And Dispensers	3	The height of controls throughout the common area are not compliant.	\$500

PHASE ONE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
307314	Senior Building	Family Restroom	Restroom/Bath room - Lavatory	3	Pipes are not insulated.	\$65
307315	Senior Building	Family Restroom	Restroom/Bath room-Coat Hook	3	The coat hook is not within an allowable reach range.	\$115
307316	Senior Building	Family Restroom	Controls And Dispensers	3	The height of controls throughout the common area are not compliant.	\$500
307318	Senior Building	Women's Restroom	Restroom/Bath room - Lavatory	3	Pipes are not insulated.	\$65
307319	Senior Building	Women's Restroom	Restroom/Bath room-Door	3	The wheelchair stall door is not self closing.	\$293
307320	Senior Building	Women's Restroom	Restroom/Bath room - Water Closet	3	The space between the grab bar and projecting objects below and at the ends of the bar is less than 1-1/2".	\$100
307321	Senior Building	Women's Restroom	Controls And Dispensers	3	The height of controls throughout the common area are not compliant.	\$500
307322	Senior Building	Family Restroom	Restroom/Bath room - Water Closet	3	The space between the grab bar and projecting objects above the grab bar is less than 12" minimum.	\$100
307696	Senior Building	Women's Restroom	Restroom/Bath room-Door	3	The hardware at the wheelchair stall door is not compliant.	\$293
305733	Cannery Square	Unisex Restroom	Restroom/Bath room - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	\$1,250
305734	Cannery Square	Unisex Restroom	Restroom/Bath room - Water Closet	3	The height of the water closet is not 17" minimum to 19" maximum above finished floor.	\$630

PHASE ONE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
305735	Cannery Square	Unisex Restroom	Restroom/Bath room - Lavatory	3	Pipes are not insulated.	\$65
305736	Cannery Square	Unisex Restroom	Restroom/Bath room - Lavatory	3	The lavatory is mounted higher than 34" to the higher of the rim or counter.	\$720
318861	Snyder Park	Unisex Restrooms	Restroom/Bath room - Water Closet	3	The height of the water closet is not 17" minimum to 19" maximum above finished floor.	\$2,520
318862	Snyder Park	Unisex Restrooms	Restroom/Bath room - Water Closet	3	The toilet paper dispenser is not at a compliant location.	\$1,120
318863	Snyder Park	Unisex Restrooms	Restroom/Bath room - Water Closet	3	The water closet in a single user / unisex restroom does not have the required clearance.	\$5,472
318864	Snyder Park	Unisex Restrooms	Restroom/Bath room - Signage	3	The restroom does not have compliant signage at the door with the International Symbol of Accessibility, raised characters, and Braille.	\$220
310632	Senior Building	Men's Restroom	Restroom/Bath room-Door	3	The hardware at the wheelchair stall door is not compliant.	\$293
318887	Snyder Park	Walkway from SW Division Street	Signage	4	Directional signage indicating the accessible path of travel is not provided, where existing path of travels are both accessible and non-accessible.	\$560
					Total	\$315,258

PHASE TWO BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
330024	Heritage Center (Morback House)	Parking Lot	Amenity Not Evaluated	0	The building amenity is evaluated under its separate building components.	\$0
317716	Cinnamon Hills	Walkway from Division Street	Exterior Accessible Route	1	The accessible route has running slopes greater than 1:20 (5%).	\$7,433
318685	Cinnamon Hills	On-Street Parking	Parking Space-General	1	An accessible parking space is not provided where an off-street parking facility is not provided.	\$1,120
317714	Cinnamon Hills	Stairs ST-1	Stairs	1	Handrails are not compliant or are not provided.	\$980
317715	Cinnamon Hills	Stairs ST-1	Stairs	1	ADVISORY: The stair treads and edge of top landing do not have visual contrast on the leading edge.	\$0
318796	Heritage Center (Morback House)	Main Entrance	Building Entrance - Door	1	The maneuvering clearance at the accessible door is not level and clear.	\$1,250
318797	Heritage Center (Morback House)	Main Entrance	Building Entrance	1	The accessible route does not have 80" vertical clearance.	\$2,600
324514	Heritage Center (Morback House)	Main Entrance	Building Entrance-Door	1	The hardware at the accessible door (including sliding doors - both sides) requires tight grasping, pinching or twisting of the wrist to operate OR is mounted below 34" or above 48".	\$676
311448	Ladyfern Park	Path of travel from school to park amenities	Exterior Accessible Route	1	The accessible route has running slopes greater than 1:20 (5%).	\$645
311450	Ladyfern Park	Park Benches	Exterior Accessible Route	1	A compliant accessible route is not provided from the public access to the amenity.	\$430
311451	Ladyfern Park	Path of travel from school to park amenities	Exterior Accessible Route	1	In areas along the route there are level changes of 1/2" or greater that are not ramped.	\$714
311452	Ladyfern Park	Path of travel from public right-of-way	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$538
312291	Ladyfern Park	On Street Parking	Parking Space-General	1	An accessible parking space is not provided where an off-street parking facility is not provided.	\$1,120
308254	Langer Park	Park Sidewalk	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	\$496

PHASE TWO BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
308257	Langer Park	Park Sidewalk	Exterior Accessible Route	1	The accessible route has gaps in the surface greater than 1/2" wide.	\$595
308258	Langer Park	Park Sidewalk	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	\$595
309230	Langer Park	On-Street Parking	Parking Space-General	1	An accessible parking space is not provided where an off-street parking facility is not provided.	\$1,120
317550	Mudrock Park	Walkway from SW Upper Roy Street	Exterior Accessible Route	1	The accessible route has running slopes greater than 1:20 (5%).	\$800
317552	Mudrock Park	Walking Path	Exterior Accessible Route	1	The accessible route has running slopes greater than 1:20 (5%).	\$1,800
317553	Mudrock Park	Curb Ramp CR-1	Curb Ramp	1	The curb ramp does not meet the slope requirements.	\$1,750
317554	Mudrock Park	Curb Ramp CR-1	Curb Ramp	1	OREGON: Where a detectable warning is located on a curb ramp, the detectable warning does not extend 24" in the direction of travel and/or does not extend the full width of the curb ramp.	\$640
317556	Mudrock Park	Cover Picnic Area	Exterior Accessible Route	1	A compliant accessible route is not provided from the public access to the amenity.	\$1,344
317558	Mudrock Park	Park Benches	Exterior Accessible Route	1	A compliant accessible route is not provided from the public access to the amenity.	\$1,075
317559	Mudrock Park	Curb Ramp CR-2	Curb Ramp	1	OREGON: Where a detectable warning is located on a curb ramp, the detectable warning does not extend 24" in the direction of travel and/or does not extend the full width of the curb ramp.	\$640
317561	Mudrock Park	Curb Ramp CR-2	Curb Ramp	1	The curb ramp landing is not level. The slope of the curb ramp landing exceeds the maximum allowable 1:48 (2.08%).	\$1,289
317562	Mudrock Park	Walking Path	Exterior Accessible Route	1	The accessible route has running slopes greater than 1:20 (5%).	\$200
317563	Mudrock Park	Walking Path	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$900
317564	Mudrock Park	Walking Path	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$1,800

PHASE TWO BARRIERS						
ID	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
317565	Mudrock Park	Walking Path	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$2,700
317566	Mudrock Park	Walking Path	Exterior Accessible Route	1	The accessible route has running slopes greater than 1:20 (5%).	\$360
317567	Mudrock Park	Walkway from SW Cascade Plaza	Exterior Accessible Route	1	The accessible route has running slopes greater than 1:20 (5%).	\$1,784
317568	Mudrock Park	On-Street Parking	Parking Space-General	1	An accessible parking space is not provided where an off-street parking facility is not provided.	\$1,120
321124	Mudrock Park	Wood Seating Area	Exterior Accessible Route	1	In areas along the route there are level changes of 1/2" or greater that are not ramped.	\$250
312541	Oregon Trail	Path of Travel from Public Right of Way	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$1,344
312545	Oregon Trail	Path Throughout Park	Path of Travel	1	Ground surfaces are not firm, stable and slip resistant.	\$600
312546	Oregon Trail	Path of Travel from Public Right of Way	Exterior Accessible Route	1	In areas along the route there are level changes of 1/2" or greater that are not ramped.	\$714
312558	Oregon Trail	On-street parking	Parking Space-General	1	An accessible parking space is not provided where an off-street parking facility is not provided.	\$1,120
308191	Pioneer Park	Curb Ramp CR-1	Curb Ramp	1	The curb ramp does not meet the slope requirements.	\$1,750
308192	Pioneer Park	Curb Ramp CR-2	Curb Ramp	1	The curb ramp does not meet the slope requirements.	\$1,750
308193	Pioneer Park	Basketball Court	Exterior Accessible Route	1	A compliant accessible route is not provided from the public access to the amenity.	\$538
308194	Pioneer Park	Park Sidewalk	Exterior Accessible Route	1	The accessible route has greater than 1:20 (5%) running slope and 1:50 (2%) cross slope.	\$793
309642	Pioneer Park	On-Street Parking	Parking Space-General	1	An accessible parking space is not provided where an off-street parking facility is not provided.	\$1,120
307755	Rudy Olsen	Ramp R-2	Ramp	1	The ramp has a running slope in excess of 1:12 (8.33%) and/or cross slope in excess of 1:48 (2.08%).	\$6,620
307762	Rudy Olsen	Ramp R-1	Ramp	1	Handrails are not provided where the ramp rises more than 6" or are not compliant.	\$2,608
307763	Rudy Olsen	Ramp R-2	Ramp	1	Handrails are not provided where the ramp rises more than 6" or are not compliant.	\$3,260

PHASE TWO BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
307764	Rudy Olsen	Accessible Route near Unisex Restroom	Exterior Accessible Route	1	The accessible route has greater than 1:20 (5%) running slope and 1:50 (2%) cross slope.	\$250
307767	Rudy Olsen	Ramp R-3	Ramp	1	The ramp has a running slope in excess of 1:12 (8.33%) and/or cross slope in excess of 1:48 (2.08%).	\$10,592
307768	Rudy Olsen	North Sidewalk	Exterior Accessible Route	1	The accessible route has running slopes greater than 1:20 (5%).	\$8,000
307769	Rudy Olsen	Ramp R-4	Ramp	1	The ramp has a running slope in excess of 1:12 (8.33%) and/or cross slope in excess of 1:48 (2.08%).	\$7,944
307770	Rudy Olsen	Ramp R-4	Ramp	1	Handrails are not provided where the ramp rises more than 6" or are not compliant.	\$3,912
307771	Rudy Olsen	Ramp R-5	Ramp	1	The ramp has a running slope in excess of 1:12 (8.33%) and/or cross slope in excess of 1:48 (2.08%).	\$6,620
307772	Rudy Olsen	Ramp R-5	Ramp	1	Handrails are not provided where the ramp rises more than 6" or are not compliant.	\$3,260
309638	Rudy Olsen	Ramp R-3	Ramp	1	Handrails are not provided where the ramp rises more than 6" or are not compliant.	\$4,890
312818	Skate Park	Curb Ramp CR-1	Curb Ramp	1	The curb ramp does not meet the slope requirements.	\$1,750
312819	Skate Park	Accessible Parking Space P1-A to P1-E	Parking Space - Car	1	OREGON: Signage is not compliant for the standard accessible space.	\$1,400
312820	Skate Park	Accessible Parking Space P1-F and P1-G	Parking Space - Van	1	OREGON: Signage is not compliant for the van accessible space.	\$560
312821	Skate Park	Curb Ramp CR-2	Curb Ramp	1	The curb ramp does not meet the slope requirements.	\$1,750
312823	Skate Park	Walkway from SW Woodhaven Drive	Exterior Accessible Route	1	The accessible route has greater than 1:20 (5%) running slope and 1:50 (2%) cross slope.	\$7,928
305497	Veterans Park	Accessible Route to Picnic Table	Exterior Accessible Route	1	A compliant accessible route is not provided from the public access to the amenity.	\$430
305499	Veterans Park	Parking Lot	Parking Space - General	1	An accessible parking space is not provided where an off-street parking facility is not provided.	\$1,120
317161	Woodhaven Park	Walkway from SW Pinehurst Drive	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$1,268
317162	Woodhaven Park	Curb Ramp CR-1	Curb Ramp	1	The curb ramp does not meet the slope requirements.	\$1,750

PHASE TWO BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
317163	Woodhaven Park	Sand Pit	Exterior Accessible Route	1	A compliant accessible route is not provided from the public access to the amenity.	\$500
317164	Woodhaven Park	Stair ST-1	Stairs	1	ADVISORY: The stair treads and edge of top landing do not have visual contrast on the leading edge.	\$0
318684	Cinnamon Hills	Play Area	Ground Surface-Fibar	2	The ground surface has not been inspected and maintained regularly.	\$800
318794	Heritage Center (Morback House)	Hallway	Interior Access Route	2	The width of the accessible route is less than 36".	\$100
324516	Heritage Center (Morback House)	Doors throughout Building	Door	2	The hardware at the accessible door (including sliding doors - both sides) requires tight grasping, pinching or twisting of the wrist to operate OR is mounted below 34" or above 48".	\$879
311449	Ladyfern Park	Playground	Ground Surface-Fibar	2	The ground surface has not been inspected and maintained regularly.	\$900
311453	Ladyfern Park	Park Bench	Bench	2	An adjacent clear space is not provided at the bench.	\$0
308255	Langer Park	Playground	Ground Surface-Fibar	2	The ground surface has not been inspected and maintained regularly.	\$800
308256	Langer Park	Playground	Transfer System	2	A means of support is not provided at the transfer platform and/or transfer steps.	\$825
317551	Mudrock Park	Leash and Scoop Station	Exterior Accessible Route	2	Clear ground space is not provided at the operable part.	\$108
317555	Mudrock Park	East Play Area	Ground Surface-Fibar	2	The ground surface has not been inspected and maintained regularly.	\$400
317560	Mudrock Park	West Play Area	Ground Surface-Fibar	2	The ground surface has not been inspected and maintained regularly.	\$700
312542	Oregon Trail	Playground	Ground Surface - Fibar	2	The ground surface has not been inspected and maintained regularly.	\$375
312543	Oregon Trail	Playground	Play Component	2	The number of existing ground level components is less than the required minimum.	\$10,000
312544	Oregon Trail	Park Benches	Bench	2	BEST PRACTICE: An adjacent clear space is not provided at the bench.	\$0
309640	Pioneer Park	Playground	Ground Surface-Fibar	2	The ground surface has not been inspected and maintained regularly.	\$2,700
309641	Pioneer Park	Doggie Waste Bag	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	\$200
307765	Rudy Olsen	Playground	Ground Surface-Fibar	2	The ground surface has not been inspected and maintained regularly.	\$1,000
324511	Skate Park	Skate Park	Gate	2	The gate does not have a smooth surface within 10" of the ground.	\$160
305498	Veterans Park	Picnic Table	Picnic Table	2	The picnic table does not allow a clear space for forward wheelchair approach with knee and toe clearance.	\$1,300

PHASE TWO BARRIERS						
ID	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
318793	Heritage Center (Morback House)	Unisex Restroom	Restroom/Bathroom	3	The entire restroom is not compliant due to limited room dimensions.	\$12,000
307756	Rudy Olsen	Women's Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	\$65
307757	Rudy Olsen	Women's Restroom	Restroom/Bathroom - Coat Hook	3	The coat hook is not within an allowable reach range.	\$115
307758	Rudy Olsen	Men's Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	\$65
307759	Rudy Olsen	Men's Restroom	Restroom/Bathroom - Coat Hook	3	The coat hook is not within an allowable reach range.	\$115
307760	Rudy Olsen	Unisex Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	\$65
307761	Rudy Olsen	Unisex Restroom	Restroom/Bathroom - Coat Hook	3	The coat hook is not within an allowable reach range.	\$115
318792	Heritage Center (Morback House)	Stairs ST-2	Stairs	4	Handrails are not compliant or are not provided.	\$1,956
318799	Heritage Center (Morback House)	Stairs ST-1	Stairs	4	Handrail extensions are not compliant.	\$3,260
318800	Heritage Center (Morback House)	Stairs ST-3	Stairs	4	Handrail extensions are not compliant.	\$6,520
318795	Heritage Center (Morback House)	Interior Stairs	Stairs	4	Handrails are not compliant.	\$19,886
324517	Heritage Center (Morback House)	Egress Doors	Signage	4	Means of egress signage does not have tactile lettering.	\$220
307766	Rudy Olsen	Public Right of Way	Signage	4	Directional signage indicating the accessible route from accessible parking to the facility is not provided, where existing routes are both accessible and non-accessible.	\$280
					Total	\$127,516

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
305686	Police Department	Curb Ramp CR-1	Curb Ramp	1	A compliant parallel curb ramp is not provided.	\$1,750
305723	Police Department	Accessible Parking Space P1-A	Parking Space - Car	1	The slope of the parking space is greater than 1:50 (2%).	\$6,300
305724	Police Department	Access Aisle serving P1-A and P1-B	Parking Space - Car	1	The access aisle slope is greater than 1:50 (2%).	\$5,000
305725	Police Department	Accessible Parking Space P1-B	Parking Space - Car	1	The slope of the parking space is greater than 1:50 (2%).	\$6,300
305726	Police Department	Accessible Parking Spaces P1-A, P1-B, P1-D	Parking Space - Car	1	OREGON: Signage is not compliant for the standard accessible space.	\$840
305727	Police Department	Accessible Parking Space P1-C	Parking Space - Van	1	OREGON: Signage is not compliant for the van accessible space.	\$280
305728	Police Department	Curb Ramp CR-4	Curb Ramp	1	The curb ramp does not meet the slope requirements.	\$1,750
305729	Police Department	Curb Ramp CR-3	Curb Ramp	1	The curb ramp does not meet the slope requirements.	\$1,750
305730	Police Department	Accessible Route from Public Right of Way	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$1,982
305717	Police Department	Community Room	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	\$400
305719	Police Department	Community Room	Sink	2	The accessible sink is not installed with the front of the higher of the rim or counter surface 34" maximum above finished floor.	\$720
305720	Police Department	Community Room	Sink	2	Exposed pipes lack insulation and/or sharp or abrasive surfaces are present under the sink.	\$65
305722	Police Department	Community Room	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	\$800
310630	Police Department	Egress Doors	Signage	2	Means of egress signage does not have tactile lettering.	\$330
305687	Police Department	Accessible Holding Cell	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	\$355
305688	Police Department	Men's Employee Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	\$366
305689	Police Department	Men's Employee Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	\$0

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
305690	Police Department	Men's Employee Restroom	Restroom/Bathroom - Water Closet	3	The water closet in a single user / unisex restroom does not have the required clearance.	\$1,368
305691	Police Department	Men's Employee Restroom	Restroom/Bathroom - Water Closet	3	The space between the grab bar and projecting objects above the grab bar is less than 12" minimum.	\$100
305692	Police Department	Men's Employee Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	\$200
305693	Police Department	Men's Employee Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	\$65
305694	Police Department	Men's Employee Restroom	Restroom/Bathroom - Lavatory	3	The lavatory does not have the required knee clearance.	\$720
305695	Police Department	Men's Employee Restroom	Controls And Dispensers	3	The height of controls are not compliant.	\$200
305696	Police Department	Women's Employee Restroom	Restroom/Bathroom - Water Closet	3	The water closet in a single user / unisex restroom does not have the required clearance.	\$1,368
305697	Police Department	Women's Employee Restroom	Restroom/Bathroom - Water Closet	3	The space between the grab bar and projecting objects above the grab bar is less than 12" minimum.	\$100
305698	Police Department	Women's Employee Restroom	Restroom/Bathroom - Water Closet	3	The space between the grab bar and projecting objects below and at the ends of the bar is less than 1-1/2".	\$100
305699	Police Department	Women's Employee Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	\$355
305700	Police Department	Women's Employee Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	\$65
305701	Police Department	Women's Employee Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	\$200
305702	Police Department	Women's Employee Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	\$366
305703	Police Department	Women's Employee Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	\$100
305704	Police Department	Men's Employee Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	\$100

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
305705	Police Department	Women's Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	\$366
305706	Police Department	Women's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	\$0
305707	Police Department	Women's Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	\$65
305708	Police Department	Women's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	\$500
305709	Police Department	Women's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	\$355
305710	Police Department	Women's Restroom	Restroom/Bathroom - Water Closet	3	The space between the grab bar and projecting objects below and at the ends of the bar is less than 1-1/2".	\$100
305711	Police Department	Women's Restroom	Restroom/Bathroom - Water Closet	3	Projecting object above the grab bar is less than 12" minimum above the bar.	\$100
305712	Police Department	Men's Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	\$366
305713	Police Department	Men's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	\$500
305714	Police Department	Men's Restroom	Restroom/Bathroom - Water Closet	3	Projecting object above the grab bar is less than 12" minimum above the bar.	\$100
305715	Police Department	Men's Restroom	Restroom/Bathroom - Water Closet	3	The space between the grab bar and projecting objects below and at the ends of the bar is less than 1-1/2".	\$100
305716	Police Department	Men's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	\$355
310626	Police Department	Women's Restroom	Restroom/Bathroom-Door	3	The wheelchair stall door is not self closing.	\$293
310627	Police Department	Women's Restroom	Restroom/Bathroom-Door	3	The hardware at the wheelchair stall door is not compliant.	\$586
310628	Police Department	Men's Restroom	Restroom/Bathroom-Door	3	The wheelchair stall door is not self closing.	\$293

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
310629	Police Department	Men's Restroom	Restroom/Bathroom-Door	3	The hardware at the wheelchair stall door is not compliant.	\$586
305718	Police Department	Community Room	Kitchen - Range/Cooktop/Oven	4	The location of the controls requires reaching across burners.	\$759
305721	Police Department	Community Room	Storage	4	The storage does not have at least 50% of cabinet shelf space within reach ranges (15"-48"; 46" max when shelving is 10" deep) AND/OR with handles that cannot be operated with one hand, and require tight grasping, pinching, or twisting of the wrist, or require more than 5 pounds force to operate, AND/OR without clear floor space.	\$507
343991	Police Department	Restrooms	Restroom/Bathroom-Toilet Stall	3	ANSI A117.1-: A vertical side grab bar is not located in the wheelchair stall.	\$1,775
312481	Public Works	Accessible Route from Accessible Parking	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$320
312482	Public Works	Van Accessible Parking Space P1-B	Parking Space - Van	1	The parking space slope is greater than 1:50 (2%).	\$6,300
312483	Public Works	Van Accessible Parking Space P1-A	Parking Space - Van	1	The parking space slope is greater than 1:50 (2%).	\$6,300
312484	Public Works	Access Aisle serving P1-A	Parking Space - Van	1	The access aisle slope is greater than 1:50 (2%).	\$5,000
312485	Public Works	Path of Travel from Public Right of Way	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$1,189
312486	Public Works	Van Accessible Parking Space P1-B	Parking Space - Van	1	OREGON: Signage is not compliant for the van accessible space.	\$280
312487	Public Works	Van Accessible Parking Space P1-A	Parking Space - Van	1	OREGON: Signage is not compliant for the van accessible space.	\$280
312488	Public Works	Access Aisle serving P1-B and P1-C	Parking Space - Van	1	The access aisle slope is greater than 1:50 (2%).	\$5,000
312489	Public Works	Van Accessible Parking Space P1-C	Parking Space - Van	1	The parking space slope is greater than 1:50 (2%).	\$6,300

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
312490	Public Works	Van Accessible Parking Space P1-C	Parking Space - Van	1	OREGON: Signage is not compliant for the van accessible space.	\$280
312513	Public Works	Accessible Route to Fieldhouse	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	\$1,784
312514	Public Works	Public Works Front Entrance	Door	1	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	\$200
312515	Public Works	Public Works Front Entrance	Building Entrance - Door	1	The push side of the accessible door does not have the required maneuvering clearances.	\$100
315159	Public Works	Front of Building	Exterior Accessible Route	1	A compliant accessible route is not provided from the public access to the amenity.	\$269
315160	Public Works	Front of Building	Dining And Work Surface	2	The dining table does not have compliant knee and toe clearance.	\$1,000
312492	Public Works	Field Access Doors	Door	2	The threshold at the accessible door is greater than ½" in height.	\$179
312493	Public Works	Field Access Doors	Door	2	The accessible door has less than 80" head clearance (excluding closer and door stop).	\$5,200
312495	Public Works	Soccer Field	Bleacher Seating	2	A wheelchair space is not provided at the bleacher seating for the soccer field.	\$105
312512	Public Works	Field House	Reach Range	2	Items requiring an unobstructed forward reach motion are higher than 48" maximum or lower than 15" minimum height above finish floor.	\$500
315154	Public Works	Field House	Protruding Object	2	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	\$728
315158	Public Works	Kitchen	Dining And Work Surface	2	The dining table does not have compliant knee and toe clearance.	\$1,000
315391	Public Works	Kitchen	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	\$720
312496	Public Works	Men's Restroom - Field House	Door	3	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	\$366
312498	Public Works	Men's Restroom - Field House	Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	\$0
312499	Public Works	Men's Restroom - Field House	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	\$500

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
312500	Public Works	Men's Restroom - Field House	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	\$130
312501	Public Works	Men's Restroom - Field House	Restroom/Bathroom - Water Closet	3	The toilet paper dispenser is not at a compliant location.	\$280
312502	Public Works	Men's Restroom - Field House	Restroom/Bathroom - Water Closet	3	The space between the grab bar and projecting objects above the grab bar is less than 12" minimum.	\$200
312503	Public Works	Men's Restroom - Field House	Restroom/Bathroom- Urinal	3	The clear floor space at the urinal is less than minimum 30" by minimum 48".	\$1,100
312504	Public Works	Men's Restroom - Field House	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	\$200
312505	Public Works	Women's Restroom - Field House	Door	3	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	\$366
312506	Public Works	Women's Restroom - Field House	Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	\$0
312507	Public Works	Women's Restroom - Field House	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	\$130
312508	Public Works	Women's Restroom - Field House	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	\$200
312509	Public Works	Women's Restroom - Field House	Restroom/Bathroom - Water Closet	3	The space between the grab bar and projecting objects above the grab bar is less than 12" minimum.	\$200
312510	Public Works	Women's Restroom - Field House	Restroom/Bathroom - Water Closet	3	The toilet paper dispenser is not at a compliant location.	\$280
312511	Public Works	Women's Restroom - Field House	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	\$500
312517	Public Works	Women's Restroom - Employee Public Works	Restroom/Bathroom- Door	3	The hardware at the wheelchair stall door is not compliant.	\$293
312518	Public Works	Women's Restroom - Employee Public Works	Restroom/Bathroom - Water Closet	3	The toilet paper dispenser is not at a compliant location.	\$280

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
312519	Public Works	Women's Restroom - Employee Public Works	Restroom/Bathroom - Water Closet	3	The space between the grab bar and projecting objects above the grab bar is less than 12" minimum.	\$100
312520	Public Works	Women's Restroom - Employee Public Works	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	\$65
312522	Public Works	Men's Restroom - Employee Public Works	Restroom/Bathroom-Door	3	The hardware at the wheelchair stall door is not compliant.	\$293
312523	Public Works	Men's Restroom - Employee Public Works	Restroom/Bathroom - Water Closet	3	The toilet paper dispenser is not at a compliant location.	\$280
312524	Public Works	Men's Restroom - Employee Public Works	Restroom/Bathroom - Water Closet	3	The space between the grab bar and projecting objects above the grab bar is less than 12" minimum.	\$100
315155	Public Works	Women's Restroom - Employee Public Works	Restroom/Bathroom-Door	3	The wheelchair stall door is not self closing.	\$293
315156	Public Works	Men's Restroom - Employee Public Works	Restroom/Bathroom-Door	3	The wheelchair stall door is not self closing.	\$293
315356	Public Works	Women's Restroom - Field House	Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	\$1,250
315357	Public Works	Men's Restroom - Employee Public Works	Restroom/Bathroom-Water Closet	3	The water closet in a wheelchair stall in a multi-stall restroom does not have the required clearance.	\$1,368
315392	Public Works	Men's and Women's Restroom - Employee Public Works	Restroom/Bathroom-Shower	3	The shower spray unit is not compliant.	\$1,300

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
315393	Public Works	Men's and Women's Restroom - Employee Public Works	Restroom/Bathroom-Roll-In Shower Stall	3	The location of the roll-in shower controls is not compliant.	\$650
315394	Public Works	Men's and Women's Restroom - Employee Public Works	Locker and Dressing Rooms	3	The locker room does not have a compliant bench.	\$1,578
312494	Public Works	Field House	Drinking Fountain/Water Cooler	4	The minimum number and types of drinking fountains are not provided.	\$8,000
312516	Public Works	Kitchen	Kitchen - Range/Cooktop/Oven	4	The location of the controls requires reaching across burners.	\$759
315157	Public Works	Egress Doors	Signage	4	Means of egress signage does not have tactile lettering.	\$880
					Total	\$107,368

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Craig Sheldon, City Manager and Sebastian Tapia, Interim City Attorney

SUBJECT: **Resolution 2025-003, Establishing a Biennium City Budget cycle beginning in Fiscal Years 2025-27**

Issue:

Should the City Council establish a biannual City Budget cycle beginning in Fiscal Years 2025-27?

Background:

The City Council and Budget Committee have discussed moving to a biannual city budget cycle for the past several years. In fall of 2024 the City Council directed staff to begin preparations for a biannual city budget for Fiscal Years 2025-27.

Benefits of Biennium Budget Cycles:

Biennium budgeting is becoming more common in Oregon for local governments and has been standard practice for the cities of Hillsboro, Bend, Fairview, Lake Oswego, Milwaukie, West Linn, Oregon City, and Medford. Local Special Districts such as the Tualatin Valley Water District and Clackamas River Water also operate on biennium budget cycles as well as the State of Oregon.

Some of the advantages of moving to a biennial budget include:

- adding time into the budget-setting process for more discussion and planning
- creating greater staffing efficiencies and time savings that would add capacity to provide core services for the community
- dedicating more time to plan for and implement City Council priorities and other major initiatives

With the current annual budget-setting process, discussion and public meetings begin in the fall of every calendar year and end in June. The several months of budget analysis and discussion require a significant amount of staff time and resources, only to be repeated each year. Staff anticipates there not being significant changes to City Council's role or the Budget Committee's role in the budget process. The Budget Committee will continue to meet annually to review forecasts and receive other financial updates. The City Council and staff will have more time for thoughtful review and discussion of the financial data and budget proposals allowing for efficient budget management.

Recommendation:

Staff respectfully recommends Council adoption of Resolution 2025-003, Establishing a Biennium City Budget Cycle beginning in Fiscal Years 2025-27.



RESOLUTION 2025-003

ESTABLISHING A BIENNIUM CITY BUDGET CYCLE BEGINNING IN FISCAL YEARS 2025-27

WHEREAS, the Sherwood City Council and Budget Committee wish to establish a biennium budget cycle; and

WHEREAS, the City Council and Budget Committee have discussed the transition to a biennium cycle at various public meetings throughout the last several years; and

WHEREAS, during fall of 2024 the City Council directed staff to prepare for a biennium budget cycle process beginning in Fiscal Years 2025-27.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The City Council directs staff to establish a biennium budget process for the City moving forward beginning in Fiscal Years 2025-27.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 7th of January 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: January 7, 2025

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: David Bodway, Finance Director

Through: Craig Sheldon, City Manager and Sebastian Tapia, Interim City Attorney

SUBJECT: Resolution 2025-004, Appointing the Budget Officer for Fiscal Years 2025-27

Issue:

Shall the City Council appoint a Budget Officer for Fiscal Years 2025-27?

Background:

Oregon budget law requires that a Budget Officer be appointed by City Council or designated by the Charter for each budget cycle. The Budget Officer prepares or supervises preparation of the budget document.

City staff is recommending the City Manager, Craig Sheldon be appointed as the Budget Officer for the upcoming biennium budget cycle.

Recommendation:

Staff respectfully recommends Council adoption of Resolution 2025-004, appointing the Budget Officer for Fiscal Years 2025-27.



RESOLUTION 2025-004

APPOINTING THE BUDGET OFFICER FOR FISCAL YEARS 2025-27

WHEREAS, Oregon budget law requires that a Budget Officer be appointed by the City Council or designated by Charter for each budget cycle; and

WHEREAS, the Budget Officer is responsible for preparing the proposed budget for presentation to the Budget Committee, publishing required notices, and compliance with budget law; and

WHEREAS, in the City's Charter, the City Manager prepares and administers the city budget.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. Craig Sheldon, City Manager is appointed as the Budget Officer for Fiscal Years 2025-27.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 7th of January 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Eric Rutledge, Community Development Director and David Bodway, Finance Director
Through: Craig Sheldon, City Manager and Sabastian Tapia, Interim City Attorney

SUBJECT: Resolution 2025-005, Authorizing the City Manager to Apply for an ODOT Transportation Infrastructure Bank Loan for SW Ice Age Dr. in an amount not to exceed \$5,000,000

Issue:

Should the City Council pass Resolution 2025-005, authorizing the City Manager to apply for an ODOT Transportation Infrastructure Bank Loan for SW Ice Age Drive in an amount not to exceed \$5,000,000?

Background:

Since 2019 the City's Tonquin Employment Area has added over 1.3 million square feet of new flex light industrial space. An additional 550,000 SF have been approved and are in building plan review. To serve the growing employment area, the city is constructing SW Ice Age Drive, a new collector status road that will connect SW Oregon Street to SW 124th Ave. The City's construction project will connect into the portion of roadway being constructed by the Willamette Water Supply Treatment Plant. In addition to serving recently completed development, construction of the roadway will unlock additional properties for development in the interior of the employment area. SW Ice Age Drive is an identified street improvement in the City's Comprehensive Plan, Transportation System Plan, and the Tonquin Employment Area Concept Plan.

Project Cost and Funding Sources

City Council discussed funding options for Ice Age Drive at an August 20, 2024 Work Session. Staff presented potential funding sources for the project including low interest loans, City enterprise funds (street, water, etc.) and URA tax increment revenue. The City Council preference was to take advantage of low-cost financing available from state agencies like ODOT and Business Oregon. The city has already received a \$3,000,000 grant from a federal earmark for the project.

This resolution would authorize the City Manager to apply for an ODOT Transportation Infrastructure Bank loan in an amount not to exceed to \$5,000,000. The Oregon Transportation Infrastructure Bank is a statewide revolving loan fund designed to promote innovative financing for transportation needs. This resolution, in addition to Resolution 2025-006, will authorize the city to apply for up to \$20,000,000 in low interest loans for Ice Age Dr. from two state agencies (ODOT and Business Oregon).

The total project cost is estimated at \$22.2 million which includes \$18.1 million for construction, construction management, and construction contingency, and approximately \$4 million for design and engineering, right-of-way acquisition, and relocation of a Kinder Morgan gas line.

Financial Impacts:

Ice Age Drive is a budgeted project in the City's 5-Year Capital Improvement Plan. Approving the resolution will authorize the City Manager to apply for a \$5,000,000 loan through ODOT's Transportation Infrastructure Bank program. The current interest rate for the city on a 30-year loan is 3.51% and the loan fee is 1% or \$50,000. Interest rates are determined by Municipal Market Data (MMD) and is set when a commitment letter is issued by ODOT. Funds used to repay the loan may include Urban Renewal Agency TIF revenue, System Development Charges / Enterprise Funds, and property sales.

Recommendation:

Staff respectfully recommends City Council's adoption of Resolution 2025-005 authorizing the City Manager to apply for an ODOT Oregon Transportation Infrastructure Bank Loan for SW Ice Age Drive in an amount not to exceed \$5,000,000.



RESOLUTION 2025-005

AUTHORIZING THE CITY MANAGER TO APPLY FOR AN ODOT TRANSPORTATION INFRASTRUCTURE BANK LOAN FOR SW ICE AGE DRIVE IN AN AMOUNT NOT TO EXCEED \$5,000,000

WHEREAS, SW Ice Age Drive is an identified improvement in the City's Transportation System Plan and Tonquin Employment Area Concept Plan; and

WHEREAS, SW Ice Age Drive will serve over 1.3 million square feet of new flex light industrial space that has recently been constructed in the Tonquin Employment Area since 2019; and

WHEREAS, SW Ice Age Drive will provide new development opportunities for properties within the interior of the Tonquin Employment Area; and

WHEREAS, during a work session on August 20, 2024, the City Council directed staff to pursue low-interest loan financing options for the construction of SW Ice Age Drive; and

WHEREAS, the City has been invited to apply for a \$5,000,000 Oregon Department of Transportation (ODOT) Transportation Infrastructure Bank loan; and

WHEREAS, the City has reached final engineering design of the roadway and acquired the necessary right-of-way and is preparing to go to bid for the project in February 2025.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The City Council authorizes the City Manager to apply for an ODOT Transportation Infrastructure Bank loan for the construction of SW Ice Age Drive in an amount not to exceed \$5,000,000.

Section 2. This Resolution shall take effect immediately upon its passage by the Council and signature by the Mayor.

Duly passed by the City Council this 7th day of January 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Eric Rutledge, Community Development Director and David Bodway, Finance Director
Through: Craig Sheldon, City Manager and Sabastian Tapia, Interim City Attorney

SUBJECT: **Resolution 2025-006, Authorizing the City Manager to Apply for Two Business Oregon Special Public Works Fund Loans for SW Ice Age Dr. in an Amount Not to Exceed \$15,000,000**

Issue:

Should the City Council adopt Resolution 2025-006, authorizing the City Manager to apply for two Business Oregon Special Public Works Fund Loans for SW Ice Age Drive in an amount not to exceed \$15,000,000?

Background:

Since 2019 the City's Tonquin Employment Area has added over 1.3 million square feet of new flex light industrial space. An additional 550,000 SF have been approved and are in building plan review. To serve the growing employment area, the City is constructing SW Ice Age Drive, a new collector status road that will connect SW Oregon Street to SW 124th Ave. The City's construction project will tie into the portion of roadway being constructed by the Willamette Water Supply Treatment Plant. Construction of the roadway will unlock additional properties for development in the interior of the planning area. SW Ice Age Drive is an identified street improvement in the City's Comprehensive Plan, Transportation System Plan, and the Tonquin Employment Area Concept Plan.

Project Cost and Funding Sources

City Council discussed funding options for Ice Age Drive at an August 20, 2024 Work Session. Staff presented funding sources for the project including low interest loans, City enterprise funds (street, water, etc.) and URA tax increment revenue. The City Council preference was to take advantage of low-cost financing available from state agencies like ODOT and Business Oregon. The City has already received a \$3,000,000 grant from a federal earmark for the project.

This resolution would authorize the City Manager to apply for two Business Oregon Special Public Works Fund loans in an amount not to exceed to \$15,000,000. The Special Public Works Fund provides funds, primarily loans, for publicly owned facilities that support economic and community development in Oregon. Two loans of \$7,500,000 each will be submitted, one loan covering roadway costs and the other loan covering utility costs (water, sewer, storm, etc.)

This resolution, in addition to Resolution 2025-005, will authorize the City to apply for up to \$20,000,000 in low interest loans for Ice Age Dr. from two state agencies (ODOT and Business Oregon).

The total project cost is estimated at \$22.2 million which includes \$18.1 million for construction, construction management, and construction contingency, and approximately \$4 million for design and engineering, right-of-way acquisition, and relocation of a Kinder Morgan gas line. The City may pursue reimbursement for costs incurred up to 12 months ago. This includes design, right-of-way acquisition, and relocation of the gas line.

Financial Impacts:

Ice Age Drive is a budgeted project in the City's 5-Year Capital Improvement Plan. Approving the resolution will authorize the City Manager to apply for two Business Oregon loans totaling \$15,000,000. Current interest rates are between 3.40% - 4.10% for 1 – 30 year loans. Funds used to repay the loan may include System Development Charges, Urban Renewal Agency Tax Increment Revenue, and Urban Renewal Agency property sales.

Recommendation:

Staff respectfully recommends City Council's adoption of Resolution 2025-006, authorizing the City Manager to apply for two Business Oregon Special Public Works Fund Loans for SW Ice Age Drive in an amount not to exceed \$15,000,000.



RESOLUTION 2025-006

AUTHORIZING THE CITY MANAGER TO APPLY FOR TWO BUSINESS OREGON SPECIAL PUBLIC WORKS FUND LOANS FOR SW ICE AGE DRIVE IN AN AMOUNT NOT TO EXCEED \$15,000,000

WHEREAS, SW Ice Age Drive is an identified improvement in the City's Transportation System Plan and Tonquin Employment Area Concept Plan; and

WHEREAS, SW Ice Age Drive will serve over 1.3 million square feet of new flex light industrial space that has recently been constructed in the Tonquin Employment Area since 2019; and

WHEREAS, SW Ice Age Drive will provide new development opportunities for properties within the interior of the Tonquin Employment Area; and

WHEREAS, during a work session on August 20, 2024, the City Council directed staff to pursue low-interest loan financing options for the construction of SW Ice Age Drive; and

WHEREAS, the City has been invited to apply for two Business Oregon Special Public Works Fund (SPWF) loans for the Ice Age Drive project; and

WHEREAS, the first SPWF loan application will be for roadway costs in an amount not to exceed \$7,500,000; and

WHEREAS, the second SPWF loan application will be for city utility costs in an amount not to exceed \$7,500,000; and

WHEREAS, the City has reached final engineering design of the roadway and acquired the necessary right-of-way and is preparing to go to bid for the project in February 2025.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The City Council authorizes the City Manager to apply for two Business Oregon Special Public Works Fund Loans (SPWF).

Section 2. The first SPWF loan application shall be for roadway costs and shall not exceed \$7,500,000.

Section 3. The second SPWF loan application shall be for utility costs and shall not exceed \$7,500,000.

Section 4. This Resolution shall take effect immediately upon its passage by the Council and signature by the Mayor.

Duly passed by the City Council this 7th of January 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Craig Sheldon, City Manager
Through: Sebastian Tapia, Interim City Attorney

SUBJECT: Resolution 2025-007, Adopting Rules of Procedure for City Council

Issue:

Shall the City Council adopt Rules of Procedure?

Background:

One of the requirements of the Sherwood City Charter is for the City Council to adopt rules by resolution each January after a general election. Since November 2024 was a general election, the City Council is currently required to adopt rules by resolution by the end of this month. A review of the Council Rules indicated there were no suggestions for any changes to the current version of the Rules of Procedure for City Council. The current version was previously adopted by Resolution 2023-007 on January 17, 2023.

Financial Impacts:

There are no additional financial impacts as a result of approval of this resolution.

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2025-007, Adopting Rules of Procedure for City Council.



RESOLUTION 2025-007

ADOPTING RULES OF PROCEDURE FOR CITY COUNCIL

WHEREAS, Section 10 of the Sherwood City Charter requires that the City Council adopt rules by resolution each January after a general election; and

WHEREAS, the current version of the Rules of Procedure for City Council were adopted by Resolution 2023-007 on January 17, 2023.

WHEREAS, the City Council has reviewed the current version of the Rules of Procedure for City Council and no revisions were recommended.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Rules of Procedure for City Council attached as Exhibit A are hereby approved, and all prior Council Rules are hereby repealed.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 7th of January 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Rules of Procedure for City Council

JANUARY 2025

Rules of Procedure for City Council





Rules of Procedure for City Council

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CHAPTER 1 - Councilor Code of Conduct

The individual attitudes, words and actions of Council members should demonstrate, support and reflect the qualities and characteristics of our great city Sherwood and the community it contains. While the Code of Conduct is not intended to be a set of rules that all councilors are compelled to follow, they do set aspirational goals and Council members should strive to meet the spirit of the following code of conduct:

- I. Do the right thing, in doing the right thing, I will:**
 - A. Be honest with fellow Council members, the public and others.
 - B. Credit others' contributions to moving our community's interest forward.
 - C. Make independent, objective, fair and impartial judgments by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.
 - D. Reject gifts, services or other special considerations, given with the intent to influence your decisions.
 - E. Protect confidential information concerning litigation, personnel, property or other affairs of the City.
 - F. Use Public resources such as staff time, equipment, supplies or facilities, only for City related business.

- II. Get It Done, in getting it done I will:**
 - A. Review materials provided in advance of the meeting.
 - B. Make every effort to attend meetings.
 - C. Be prepared to make difficult decisions when necessary.
 - D. Make decisions after prudent consideration of the financial impact, taking into account the long-term financial needs of the City.

- III. Respect and Care, in respecting and caring, I will:**
 - A. Promote meaningful public involvement in the decisions making process.
 - B. Treat Council members, board members, staff and the public with patience, courtesy, and civility, even when we disagree on what is best for the community.
 - C. Share substantive information that is relevant to a matter under consideration from sources outside the public decisions-making process with my fellow Council members and staff.
 - D. Respect the distinction between Council and staff
 - E. Encourage participation of all persons and groups

CHAPTER 2 – General Governance

I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance, or these rules, the procedure for city council meetings, and any subcommittee of Sherwood City Council, shall be guided by Robert's Rules of Order, as it may be amended from time to time.
- B. Members of the Council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the Council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

II. Quorum.

- A. A quorum is required to conduct official city business.
- B. The members of the Sherwood City Council are the City Councilors and Mayor. Fifty-percent plus one of the currently serving members of the Council shall constitute a quorum.
- C. In the event a quorum is not present, the members of Council present shall adjourn the meeting.

III. Presiding Officer.

- A. The Mayor shall preside over all meetings. The Mayor shall have all rights and privileges of the office of Mayor as set out in the City charter when acting in this capacity.
- B. In the Mayor's absence the Council President shall preside over the meeting. The Council President shall have all rights and privileges of the office of Mayor as set out in the City charter when acting in this capacity.
- C. If both the Mayor and the Council President are absent from the meeting, the following procedures shall be utilized to determine who is the presiding officer:
 - 1. The City Recorder shall call the council meeting to order and call the roll of the members.
 - 2. Those members of Council present shall elect, by majority vote, a temporary presiding officer for the meeting.
 - 3. The presiding officer shall have all rights and privileges of the office of Mayor as set out in the City charter when acting in this capacity.

4. Should either the Mayor or the Council President arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.

IV. Agendas. The City Manager shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.

- A. Agendas and informational material for meetings shall generally be distributed to the council at least three (3) days preceding the meeting.
- B. The City Manager may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under Approval of Agenda.
- C. A member of the Council who wishes to have an item placed on the agenda shall advise the City Manager at least two weeks prior to the meeting.
- D. Notwithstanding, Chapter one section IV agendas, three members of City Council may request an item be placed on the agenda by advising the City Manager. Such requests shall be made in writing. The City Manager may not remove an agenda items placed on that agenda in accordance with this provision.

V. Order of Business. The order of business for all regular meetings shall be as follows, however when it appears to be in the best interest of the City, the order of business may be changed for any single meeting by the City Manager prior to the meeting agenda being made available to the public, except that the Citizen Comments portion of the meeting shall be held prior to any regular agenda items requiring a vote by City Council:

- o Call to order
- o Pledge of Allegiance
- o Roll call
- o Approval of Agenda
- o Consent Agenda
- o Citizen Comments
- o New Business
- o Public Hearings
- o City Manager Report
- o Council Announcements
- o Adjournment

- A. Call to Order. The presiding chair shall call all meetings of the Council to order.
- B. Roll Call. The City Recorder shall conduct a roll call to determine which members of the Council are present and which are absent.
 - 1. The attendance shall be properly reflected in the minutes.
 - 2. If roll call determines that a quorum is not present, a public meeting may not occur and those members present shall adjourn.
- C. Consent Agenda. In order to expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
 - 1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
 - 2. Any item on the consent agenda may be removed for separate consideration by any member of the Council. This action should take place during the Approval of Agenda portion of the agenda.
- D. Citizen Comment
 - 1. An opportunity for citizen comment will be reserved for every regular, special and emergency meeting of the Council. This period shall not exceed a maximum of 30 minutes, unless a majority of Councilors present vote to extend the time.
 - 2. Citizen comment is a time for comment; it is not a time for debate, nor is it a time for members of the public to ask questions of and receives answers from the Council or City staff.
 - 3. Persons wishing to speak during citizen comments must sign and submit a Request to Speak form provided by the City, which must include the person's name and address and the topic upon which the person wishes to speak, not later than the Call to Order.
 - 4. Except as otherwise provided herein, the public shall be entitled to comment during citizen comments on all matters before the Council that require a vote, including ordinances and resolutions. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Citizen comments shall not be used to testify about a quasi-judicial land use matter.
 - 5. Speakers are limited to four minutes. The speakers will be called upon in the order in which they have submitted Request to Speak forms, until the time allotted for citizen comments has expired. Speakers shall identify

themselves by their names and by their city of residence. All remarks shall be addressed to the presiding officer.

E. Public Hearings Generally

1. A public hearing will be held when required by law, and may be held on any matter upon majority vote of the Council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
2. Persons wishing to speak must sign and submit a Request to Speak form provided by the City, which must include the person's name and address and the topic upon which the person wishes to speak, prior to the commencement of the public hearing at which the person wishes to speak.
3. The City Recorder shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda, and shall read a statement setting forth the procedures for the hearing and the applicable time limits. The presiding officer shall then declare the hearing open.

4. Speakers shall identify themselves by their names and by their city of residence. All remarks shall be addressed to the presiding officer.

Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by Councilors should be to provide clarification or additional information on testimony provided.

Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a Councilor is violating the spirit of this guideline.

5. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by City Councilors should be to provide clarification or additional information on testimony provided.
6. The presiding officer may exclude immaterial matter. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony.
7. During deliberations, each member of the Council shall have the opportunity to comment on or discuss testimony given during the public hearing.
8. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be

submitted to the City Recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a Councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.

F. A Public Hearing Procedures and Time Limits

1. For **Quasi-Judicial hearings**, the following procedures and time limits shall apply:
 - a. Staff will present the staff report – 15 min.
 - b. Questions (if any) by the City Council for staff.
 - c. Receive any written testimony.
 - d. Open the public hearing for testimony, and time will be limited as follows:
 1. Applicant(s) – 30 min (split between presentation and rebuttal).
 2. Person(s) in favor of the application – 4 min each.
 3. Person(s) opposed to the application – 4 min each.
 4. Person(s) neutral with regard to the application – 4 min each.
 5. Rebuttal from the Applicant(s) – remainder of 30 min.
 - e. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
 - f. Final comments by staff – 15 min.
 - g. Question of staff, if any, by the Council.
 - h. Discussion by the Council.
2. For **Legislative hearings with an applicant**, the following procedures and time limits shall apply:
 - a. Staff will present the staff report.
 - b. Questions (if any) by the City Council for staff.
 - c. Receive any written testimony.
 - d. Open the public hearing for testimony, and time will be limited as follows:
 1. Applicant(s) – 30 min (split between presentation and rebuttal).

2. Person(s) in favor of the application – 4 min each.
 3. Person(s) opposed to the application – 4 min each.
 4. Person(s) neutral with regard to the application – 4 min each.
 5. Rebuttal from the Applicant(s) – remainder of 30 min.
 6. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
 7. Final comments by staff.
 8. Questions of staff, if any, by the Council.
 9. Discussion by the Council.
3. For all **other Legislative or Administrative hearings**, the following procedures and time limits shall apply:
- a. For all other Legislative or Administrative hearings, the following procedures and time limits shall apply:
 - b. Staff will present the staff report.
 - c. Questions (if any) by the City Council for staff.
 - d. Receive any written testimony.
 - e. Open the public hearing for testimony, and time will be limited to 4 minutes per person. Any interested person may present testimony.
 - f. Close the public hearing (no other comments will be heard from the public).
 - g. Final comments by staff.
 - h. Questions of staff, if any, by the Council.
 - i. Discussion by the Council.
4. For **Appeals**, the following procedures and time limits shall apply:
- a. Staff will present the staff report – 15 min.
 - b. Questions (if any) by the City Council for staff.
 - c. Receive any written testimony.
 - d. Open the public hearing for testimony. Only those who previously went on the written or verbal record in connection with the decision being appealed may appear before Council on appeal. Time will be limited as follows:
 - e. Applicant(s) – 30 min (split between presentation and rebuttal).

- f. Person(s) in favor of the application – 4 min each.
- g. Person(s) opposed to the application – 4 min each.
- h. Person(s) neutral with regard to the application – 4 min each.
- i. Opposing party on appeal - 30 mins (to be divided equally if there are opposing parties).
- j. Rebuttal from the Applicant(s) – remainder of 30 min.
- k. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
 - 1. Final comments by staff – 15 min.
 - 2. Questions of staff, if any, by the Council.
 - 3. Discussion by the Council.

G. Written Communications to Council

- 1. Unsolicited communications received by staff and addressed to the Council as a whole concerning matters on the agenda shall be provided to the Council prior to the meeting or at the meeting, and shall be included into the meeting record.
- 2. Unsolicited communications received by staff and addressed to the Council as a whole concerning matters that are not on an agenda shall be forwarded to the council.

CHAPTER 3 – Meeting Time, Location and Frequency

- I. **Regular meetings.** The Council shall meet every first and third Tuesday evening of each month, with the exception of designated holidays and/or Council recesses.
 - A. Meetings shall begin at 7:00 p.m.
 - B. Meetings shall adjourn at 9:30 p.m., allowing incremental extensions upon a majority vote of the Council.
- II. **Special meetings.** Special meetings may be called by the presiding officer, by request of three members of the Council, or by the City Manager.
 - A. Notice of the special meeting shall be given to all members of the Council and the City Manager via email.
 - B. Special meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.
- III. **Emergency meetings.** Emergency meetings may be called by the presiding officer, by the request of three members of the Council, or by the City Manager.
 - A. Notice of the emergency meeting shall be given to all members of Council and the City Manager via telephone and email.
 - B. Emergency meetings are those meetings called with less than 24 hours' notice and the Council shall identify why the meeting could not be delayed in order to allow 24 hours' notice immediately after calling the meeting to order.
 - C. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.
 - D. Emergency meetings shall be noticed in accordance with Oregon's public meetings law.
- IV. **Executive Sessions.** Executive sessions may be called by the presiding officer, by the request of three members of Council, by the City Manager or by the City Attorney.
 - A. Only members of the Council and persons specifically invited by the Council shall be allowed to attend executive sessions.
 - B. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.

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- V. **Work Sessions.** Work sessions are permitted to present information to the Council so that the Council is prepared for regular or special meetings.
- A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
 - B. Work sessions are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a work session.
 - C. Work sessions may be called by the presiding officer, by the request of three members of council, or by the City Manager.
 - D. The City Manager is to invite any relevant staff to work sessions so that the sessions are as productive as possible.
- VI. **Holidays.** In the event a regular meeting falls on a holiday recognized by the City, the regular meeting for that week shall be cancelled.
- VII. **Location.** Council meetings shall be held in the Community Room located at Sherwood City Hall.
- A. In the event that the Community Room at City Hall is not available for a meeting, or is not suitable for a particular meeting as determined by the City Manager, the Council shall meet at a venue open to the public which is located within the jurisdictional limits of the city.
 - B. Training sessions may be held outside of the City's jurisdictional limits, provided no deliberations toward a decision are made.
 - C. Interjurisdictional meetings may be held outside of the City's jurisdictional limits, but should be held as close as practical to the City, and such meetings shall be located within the jurisdictional boundaries of one of the participating government entities.
- VIII. **Notice.** The City Recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.
- IX. **Attendance.** Members of the Council shall advise the City Manager if they will be unable to attend any meetings. Vacancies for City Councilor positions are defined under Section 31 of the City charter.

CHAPTER 4 – Motions, Debate, Public Comment and Voting

1. **Motions.** All motions shall be distinctly worded.
 - A. The following rules shall apply to motions:
 1. If a motion does not receive a second, it dies.
 2. The Council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
 3. Any motion shall be reduced to writing if requested by a member of the Council.
 4. A motion to amend can be made to a motion that is on the floor and has been seconded.
 5. No new motion shall be received when a question is under debate except for the following:
 - a. To lay the matter on the table;
 - b. To call for the question;
 - c. To postpone;
 - d. To refer; or
 - e. To amend.
 6. A motion may be withdrawn by the mover at any time without the consent of the Council.
 7. Amendments are voted on first, then the main motion is voted on as amended.
 8. A member of the Council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
 9. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
 - a. A call for the question is not permitted until all councilors have been given the floor and at least one full opportunity to speak on the main motion.
 - b. A call for the question fails without a majority vote.
 - c. Debate on the main subject resumes if the motion fails.

10. A motion that receives a tie vote fails.
11. The presiding officer shall repeat the motion prior to a vote.
12. A motion to adjourn cannot be amended.

B. Motion to Reconsider. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion. In the case of a tie vote, neither side is the prevailing side, and a motion to reconsider is therefore not permitted.

1. No motion, once decided, shall be made more than once in the same meeting.
2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the Council.

II. Debate. The following rules shall govern the debate of any item being discussed by the Council:

- A.** Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
- B.** A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C.** The member of the Council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

CHAPTER 5 – Minutes

I. Generally.

- A. All minutes shall be in written form, with an electronic copy maintained by the City Recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
 - 1. The date, time and place of the meeting;
 - 2. The members present;
 - 3. The motions, resolutions, orders, ordinances, and measures proposed and their disposition;
 - 4. The results of all votes and the vote of each member by name;
 - 5. The substance of any discussion on any matter; and
 - 6. A reference to any document discussed at the meeting.

II. Approval. The Council shall approve all meeting minutes.

- A. All minutes shall be approved within ninety days of the meeting having occurred, or at the next available meeting thereafter.
- B. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting where they will be considered.
- C. Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

CHAPTER 6 – Appointments

- I. Appointments of City Staff.** The Council appoints and can remove those positions identified in the City’s charter. All appointments require a majority vote of the currently serving members of the Council.
- A. Reviews. Any person appointed by the Council shall be subject to an annual review by the Council.
 - B. Removals. All appointed persons may be removed by a majority vote of the currently serving members of the Council.
 - C. Interference. If the Council appoints a municipal judge, the Council may meet with the judge, but in no instance shall the Council be permitted to interfere with the judge’s exercise of judicial authority or discretion.
 - D. Formal Complaints. If Council receives a formal complaint directed against any appointed staff, the Mayor will call an executive session of the Council and the appointed staff that the complaint was directed against, unless that staff member requests an open meeting. Council shall comply with City HR policy on these matters.

II. Appointments of Members to Boards, Commissions and/or Committees.

A. Boards and Commissions Appointments

- 1. The Mayor, in consultation with the applicable Council liaison, will make a recommendation to Council regarding appointments to City commissions, boards and committees, including ad-hoc committees (hereinafter “committees”). All such appointments are subject to the approval of City Council by resolution.
- 2. A citizen may not serve on more than one City committee simultaneously without approval of the City Council by resolution. A citizen serving on two City committees may not be the chairperson of both City committees simultaneously.
- 3. The Mayor or any three members of Council may remove a citizen from a City committee prior to the expiration of the term of office subject to the consent of the City Council by resolution.
- 4. Council members shall encourage City committee member participation.

B. Councilor Liaisons

- 1. The Mayor, in collaboration with Council members, will appoint Councilors to liaison positions to City committees, as the Mayor deems necessary, and

subject to the consent of the City Council by resolution. The Mayor will consider Council liaison appointments in January of every year or at the Council's annual Goal Setting sessions.

2. The Mayor, in collaboration with council members, will appoint Councilors as liaisons to all non-City commissions, boards and committees as the Mayor deems necessary, subject to the consent of the City Council by resolution.
3. The role of the liaison member is to convey information from the Council to the commission or committee and from the commission or committee to the Council. The member is not to provide direction to the commission or committee, but rather to encourage work plans and recommendations for Council approval.
4. Council members as liaisons will not vote on any issue before the committee.

CHAPTER 7 – Ethics, Decorum, Outside Statements

- I. Ethics.** All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the Council shall refrain from:
 - A. Disclosing confidential information.
 - B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
 - C. Expressing an opinion contrary to the official position of the Council without so saying.
 - D. Conducting themselves in a manner so as to bring discredit upon the government of the City.

- II. Decorum.**
 - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal to the full Council.
 - B. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
 - C. Members of the City staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.

- III. Statements to the Media and Other Organizations**
 - A. **Representing City.** If a member of the Council, to include the Mayor, appears as a representative of the City before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the City, as approved by a majority of the Council.
 - B. **Personal Opinions.** If a member of the Council, to include the Mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

CHAPTER 8 – Interactions with Staff & City Attorney

- I. Staff.** All members of the Council shall respect the separation between the Council's role and the City's Manager's responsibility by:
- A. Not interfering with the day-to-day administration of City business, which is the responsibility of the City Manager.
 - B. Refraining from actions that would undermine the authority of the City Manager or a Department Head.
 - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the City Manager.
 - 1. Questions from individual members of the Council requiring significant time or resources (two hours or more) shall normally require approval of the Council.
 - 2. Members of the Council shall normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by members of the Council acting in their individual capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.
- II. City Attorney.** Council members may make requests to the City Attorney for advice related to City business, so long as the request does not require more than two hours per month of the attorney's time. A Councilor may make a request that exceeds two hours per month of attorney time with the concurrence of the majority of the Council.

CHAPTER 9 – Training, Expenses, and Reimbursement

- I. Training.** The Council is encouraged to attend training sessions throughout the year in order to gain knowledge and understanding of their roles as local elected officials in Oregon. These sessions are largely provided through the League of Oregon Cities, Oregon Association of Mayors, and other similar organizations.
 - A. Requests to attend training should be coordinated through the City Manager. The City Manager's office shall make all necessary arrangements for any training (e.g. registration, accommodations, etc.)
 - B. The training budget for City Council will be prepared each year by the City Manager and approved by City Council through the annual budget adoption process.

- II. Expenses.** City Councilors will follow the same rules and procedures for expense reimbursement as apply to City employees, as set forth in the policy manual.
 - A. Councilor expenditures for non-routine reimbursable expenses in excess of \$500 will require advance Council approval. Routine reimbursable expenses are defined as conference registrations, meeting attendance, mileage, and other similar expenses.
 - B. The City Manager shall provide a monthly report to the City Council of all expenses related to City Councilors.

CHAPTER 10 – Censure and Removal

- I.** The Council may enforce these rules and ensure compliance with City ordinances, charter and state laws applicable to governing bodies. If a member of Council violates these rules, City ordinances, the City charter or state laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member with a public reprimand or removal as provided for in the City charter.

- II.** The Council may investigate the actions of any member of Council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the City charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

CHAPTER 11 – Amendment and Repeal

- I. Amendment.** These rules of procedure are subject to amendment by the Council in accordance with the rules noted herein.
 - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - B. All amendments to these rules requires a majority vote.
 - C. Amended rules shall not go into effect until the meeting after the rule was approved.

- II. Repeal.** These rules of procedure are subject to repeal and replacement by the Council in accordance with the rules noted herein.
 - A. Any proposed repeal of these rules shall be accompanied by a proposed replacement.
 - B. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - C. Any repeal and replacement of these rules requires a majority vote.
 - A. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.