



CITY COUNCIL MEETING PACKET

FOR

Tuesday, June 20, 2023

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

6:30 pm City Council Work Session

7:00 pm City Council Regular Meeting

URA Board of Directors Meeting
(Following the Regular 7:00pm City Council meeting)

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



6:30 PM WORK SESSION

1. **Discussion on Charter Review Committee**
(Keith Campbell, City Manager)

7:00 PM REGULAR SESSION

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

- A. **Approval of June 6, 2023 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
- B. **Resolution 2023-047, Reappointing Lana Painter to the Sherwood Budget Committee**
(David Bodway, Finance Director)
- C. **Resolution 2023-048, Reappointing Thomas Sherwood to the Sherwood Budget Committee**
(David Bodway, Finance Director)
- D. **Resolution 2023-049, Certifying the Provisions of Certain Municipal Services in order to qualify the City to receive State Revenues** (David Bodway, Finance Director)
- E. **Resolution 2023-050, Approving the City Investment Policy and Authorizing Investments**
(David Bodway, Finance Director)
- F. **Resolution 2023-051, Transferring budget expenditure appropriations between categories for fiscal year 2022-23** (David Bodway, Finance Director)

6. CITIZEN COMMENTS

7. PRESENTATIONS

- A. **Family Justice Center Presentation** (Judy Willey) (Keith Campbell, City Manager)

8. NEW BUSINESS

- A. **Resolution 2023-052, Adopting the Capital Improvement Plan (CIP) for FY2023-24**
(Craig Sheldon, Public Works Director)
- B. **Resolution 2023-056, Providing an Increase in Compensation to the City Manager**
(Lydia McEvoy, Human Resources Manager)

AGENDA

**SHERWOOD CITY COUNCIL
June 20, 2023**

6:30 City Council Work Session

7:00 pm City Council Regular Session

**URA Board of Directors Meeting
(Following the 7pm Regular Council Mtg.)**

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

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<https://www.youtube.com/user/CityofSherwood>**

9. PUBLIC HEARINGS

- A. Ordinance 2023-006, Adopting the Sherwood 2023 Economic Opportunities Analysis Update as a Sub-Element of the Comprehensive Plan**
(Erika Palmer, Planning Manager) *(Second Reading)*
- B. Ordinance 2023-007, Adopting the Sherwood Camping Code, Chapter 9.54**
(Ryan Adams, City Attorney) *(Second Reading)*
- C. Resolution 2023-053, Declaring the City's Election to Receive State Shared Revenues**
(David Bodway, Finance Director)
- D. Resolution 2023-054, Adopting a Schedule of Fees as authorized by the city zoning and community development code, establishing fees for miscellaneous city services and establishing an effective date** (David Bodway, Finance Director)
- E. Resolution 2023-055, Adopting the FY2023-24 budget of the City of Sherwood, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget** (David Bodway, Finance Director)

10. CITY MANAGER REPORT

11. COUNCIL ANNOUNCEMENTS

12. ADJOURN to URA BOARD OF DIRECTORS MEETING

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.



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
June 6, 2023

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:02 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Keith Mays, Councilors Kim Young, Doug Scott, Taylor Giles, Renee Brouse, and Dan Standke.
3. **STAFF PRESENT:** City Manager Keith Campbell, Interim City Attorney Josh Soper, IT Director Brad Crawford, Community Development Director Eric Rutledge, Economic Development Manager Bruce Coleman, Planning Manager Erika Palmer, Public Works Director Craig Sheldon, Finance Director David Bodway, Police Chief Ty Hanlon, Senior Planner Joy Chang, Planning Manager Erika Palmer, Community Services Director Kristen Switzer, HR Manager Lydia McEvoy, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.
4. **TOPICS:**

A. Select Bridge Color

Public Works Director Craig Sheldon reported that 893 people had voted in the community survey for selecting a bridge color, and 62.3% of respondents had voted to paint the bridge white and referred to an email detailing the survey results (see record, Exhibit A). He asked for Council feedback on finalizing the pedestrian bridge paint color so that it could be included in the 100% design documents. Council selected white for the pedestrian bridge.

B. Update and Policy Discussion, Climate Friendly & Equitable Communities

Senior Planner Joy Chang presented the "Climate-Friendly and Equitable Communities" PowerPoint presentation (see record, Exhibit B) and recapped that the Climate-Friendly and Equitable Communities (CFEC) rules were adopted by the state in March 2020 with the goal of reducing Oregon's carbon emissions. She reported that the LCDC had adopted land use, building, and transportation planning rules for jurisdictions in Oregon's metropolitan areas in July 2022, and Sherwood and 12 other jurisdictions including Tualatin, Hillsboro, Happy Valley, and Oregon City had sued over the new rules. She said that the case was currently at the Oregon Court of Appeals, and it was being determined if the LCDC had exercised authority it did not have when codifying and mandating the rules. Councilor Scott asked if this discussion would result in code being brought to Council. Community Development Director Eric Rutledge replied that staff would request an extension from the state and if the extension was approved, the new code would be drafted in late 2023 or early 2024. Councilor Scott clarified that the new code should include

language that automatically repealed any changes should the city's appeal go through and commented that this would allow for the Planning Commission to discuss the code. Senior Planner Chang recapped that the CFEC rules took effect incrementally and required implementation this year. She reported that future CFEC requirements be implemented in the future and included land use requirements for designating Climate-Friendly Areas, transportation performance standards, and Transportation System Plan update requirements. She outlined that the rules provided an option for local jurisdictions to request an alternative implementation timeline for certain elements. She addressed parking reform and stated that parking reform occurred in two phases. Phase 1 included Parking Reform A, which reduced parking mandates and took effect December 31, 2022. Phase 2 included Parking Reform B, which consisted of regulation improvements and would take effect June 30, 2023 and noted that agencies were able to request an extension. She addressed electric vehicle charging and explained that new multi-family residential buildings with five or more units must provide electrical service capacity for 40% of parking spaces. She outlined that capacity consisted of installing conduit to serve 40% of parking spots and explained that this was a clear and objective standard that the city could apply. Councilor Giles stated that he supported requiring a 220-volt outlet in the garage of every newly constructed house in Sherwood and asked if that was possible to require. Discussion on Building Code occurred, and Council asked for staff to look into Councilor Giles's request. Ms. Chang addressed Parking Reform A and explained that all development applications submitted on or after December 31, 2022 were subject to the following: jurisdictions could not require more than one parking space per unit for residential developments and explained that in the past, the number of parking spaces for a multifamily development were based on the number of bedrooms, but now it was based on the number of units. She noted that this would result in a minimum of one parking space per unit, but developers could provide more spaces if they chose to. Councilor Scott asked what the impacts of this change had been thus far. Community Development Director Rutledge replied that the city had not had any residential developments since December 31, 2022 and said that this reform left the number of parking spaces in the hands of the developers and the market. He commented that going forward, he believed the number of parking spaces would be more based on the individual sites and how many parking spaces that site could hold. He spoke on density regulations and explained that the city was somewhat able to affect development via density regulations. Councilor Scott asked if Parking Reform B would replace Parking Reform A or would both be in effect. Senior Planner Chang replied that both would still be in effect and the city would roll those changes into the code when the standards were codified. She referred to Parking Reform A and outlined that jurisdictions could not require any parking for the following development types: units smaller than 750 square feet, affordable units, childcare facilities, facilities for people with disabilities, and shelters. She stated that the current code already complied with those standards. Mayor Rosener referred to cottage cluster size requirements and commented that the city may need to review those minimum standards to ensure that parking was still being provided. He asked that the current code also be reviewed to require parking for facilities for people with disabilities. Mayor Rosener spoke on Metro and the City of Troutdale and asked that staff also look into the possibility of requiring parking spaces be provided for small unit developments should the CFEC rules be rescinded. Ms. Chang reported that the Community Development Code had not been updated and staff were applying these state rules directly to affected land use applications. She addressed Parking Reform B and stated that they took effect June 30, 2023 and reported that staff was requesting a one-year extension. She outlined that staff had tried to get an extension that coincided with the litigation but had been denied. She provided an overview of the regulation improvements of Parking Reform B on page 7 of the presentation. She explained that currently, garages were not required in Sherwood's code, but developers had typically included garages in housing developments. She explained that currently, Sherwood did not count the garage as a parking space and Parking Reform B required that garages count towards off-street parking mandates. Council President Mays commented that the city still had design standards which would help manage the new state parking mandates. Senior Planner Chang replied that

was correct and referred to garage design standards and usable space requirements. Discussion regarding new parking regulations for parking lots over .5 acre in size occurred and Ms. Chang provided details. Mr. Rutledge stated that the city already complied with many of the state mandated parking reform requirements and explained that staff would need to review the requirements and determine how to implement those new processes and were seeking Council direction. Ms. Chang outlined that staff needed to know which parking reform option Council wanted staff to implement and stated that options included: repealing all parking mandates; reduce parking mandates for certain types of development/key areas and adopt fair parking policies; or further reduce parking mandates for types of development and in more areas. Council stated that they did not want to pursue the first option of repealing all parking mandates. Senior Planner Chang provided a detailed overview of the second option on page 9 of the presentation and explained that the city could enact at least two of the five options listed, including at least one provision from A-C. Discussion of unbundled parking for commercial developments occurred and Council asked the level of involvement needed from the city in unbundled parking. Mr. Rutledge explained that the city would codify this option in simple language with the potential for a conditional approval and would state that unbundled parking spaces were to be resolved between the owners and tenants. He continued that the city would not be involved in the enforcement of unbundled parking and explained that DLCD guidelines stated the same. Mr. Rutledge noted that the bolded options on page 9 represented what staff felt would have the least amount of negative impact to the city. Senior Planner Chang provided a detailed overview of Option 3 on page 10 of the presentation and explained that all of the listed standards would be enacted if this option was selected. Council stated they were not interested in Option 3. Council President Mays stated that he was in favor of staff's proposal and commented that he supported Councilor Scott's idea of including language that would immediately repeal the changes if the appeal was granted. He said that he wished to encapsulate the city's preferred parking objectives in order to help set expectations and outline potential outcomes for failing to provide adequate parking to share with developers. Discussion regarding the possible need for parking permits and parking districts occurred. Mayor Rosener asked if Council wished to pursue Option 2, the fair pricing option to address Parking Reform B. Councilor Standke asked if staff felt that there were other sensible options that the city should pursue or anything else that the city should repeal. Mr. Rutledge replied, "not really" and explained that since Sherwood was a suburban community with poor transit access, most residents relied on vehicles to commute to and from work. Mayor Rosener spoke on HB 2001 and CFEC and commented that Sherwood was the "nexus" of these regulations and the city needed to be mindful of how it implemented the new regulations. Mr. Rutledge commented that Options 1 and 3 could quickly lead to parking issues with new developments. He explained that staff had endeavored to write code that acknowledged that the city was currently in litigation regarding the mandates while also trying to show consideration for developers should the mandates be repealed. Council President Mays stated that transparency was important and asked that the city notify developers of these changes. Mr. Rutledge added that Option 3 was not suitable until Sherwood's density and walkability increased to the point of providing better connectivity. Council agreed that Option 2 was the best option. Mayor Rosener spoke on current discussions between regional mayors, Metro, and TriMet regarding the area's overall transportation system. Senior Planner Chang recapped that Council had selected Option 2, staff would request a one-year delay for the implementation of Parking Reform B, staff would continue tracking other regulatory requirements and implementation timeframes, staff would prepare future legislation to address Parking Reform B requirements which would include public engagement to inform the community of CFEC and proposed regulations, and staff would continue to monitor CFEC litigation. She noted that staff was hopeful that a decision would be reached before the end of the year. Councilor Scott spoke on community messaging and stated he wanted it made clear why these changes were happening. Council President Mays commented that parking conflicts were the most common complaint he heard from community members. Community Development Director Rutledge spoke on timelines and explained that the court had not granted a stay, and staff was hoping to hear regarding the

extension request soon and stated it was possible the case could go from the Court of Appeals to the Oregon Supreme Court. Interim City Attorney Josh Soper added that oral arguments were expected to start in July.

5. ADJOURN:

Mayor Rosener adjourned the work session at 6:47 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 Keith Mays, Councilors Kim Young, Doug Scott, Taylor Giles, Renee Brouse, and Dan Standke.

3. STAFF PRESENT: City Manager Keith Campbell, Interim City Attorney Josh Soper, IT Director Brad Crawford, Community Development Director Eric Rutledge, Planning Manager Erika Palmer, Public Works Director Craig Sheldon, Police Chief Ty Hanlon, Community Services Director Kristen Switzer, Senior Planner Joy Chang, HR Manager Lydia McEvoy, Finance Director David Bodway, Economic Development Manager Bruce Coleman, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION TO AMEND: FROM COUNCIL PRESIDENT MAYS AMEND THE AGENDA TO ADDRESS PRESENTATIONS PRIOR TO CITIZEN COMMENTS. SECONDED BY COUNCILOR YOUNG. MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.

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

5. CONSENT AGENDA:

- A. Approval of May 16, 2023 City Council Meeting Minutes**
- B. Resolution 2023-035, Reappointing Dorian Libal to the Sherwood Traffic Safety Committee**
- C. Resolution 2023-036, Reappointing Jen Myers to the Sherwood Senior Advisory Board**
- D. Resolution 2023-037, Reappointing Laurie Zwingli to the Sherwood Police Advisory Board**
- E. Resolution 2023-038, Reappointing Lawrence O' Keefe to the Sherwood Police Advisory Board**
- F. Resolution 2023-039, Authorizing the City Manager to sign and IGA with Willamette Water Supply System for Broadband Services**
- G. Resolution 2023-040, Declaring the Need to Acquire Real Property Interests to Complete the Highway 99W Pedestrian Overcrossing Project**
- H. Resolution 2023-041, Authorizing City Manager to Adopt the Washington County Multi-Jurisdiction Natural Hazard Mitigation Plan**
- I. Resolution 2023-042, Authorizing the City Manager to Renew an IGA with Oregon Department of Transportation for Broadband Infrastructure**
- J. Resolution 2023-043, Reappointing Brie Scrivner to the Sherwood Library Advisory Board**
- K. Resolution 2023-044, Reappointing Deb Diers to the Sherwood Library Advisory Board**

- L. Resolution 2023-045, Reappointing Maggi Gerhard to the Sherwood Library Advisory Board**
- M. Resolution 2023-046, Authorizing the City Manager to sign agreements with Washington County for a Community Development Block Grant for improvements to the Marjorie Stewart Senior Center**

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

6. PRESENTATIONS:

A. Proclamation, Proclaiming July 15-16, 2023 as Robin Hood Festival Weekend

Mayor Rosener read the proclamation and said since 1954, the Sherwood Robin Hood Festival had been a long-standing tradition in the City of Sherwood and the Robin Hood Festival Committee was made up entirely of volunteers from the community who had willingly given countless hours to make it a memorable and successful event for the community. He proclaimed July 15-16, 2023 as Sherwood Robin Hood Festival Weekend and called upon citizens and the surrounding communities to participate fully in all of the festival ceremonies, activities, and events.

Mayor Rosener addressed the next agenda item.

B. Recognition of 2023 Robin Hood Festival Maid Marian Court Members

Jessica Mulkey came forward and introduced the court members and provided a brief bio for each member. The Council presented Maid Marian Paige Squires and Court members, Sophie Fletcher, Poehler, Madisyn Dorsing, Rylynn Dorsing, Madeleine Riffenburgh, Aylin Thompson, and Abigail Roe with certificates. Madisyn Dorsing and Rylynn Dorsing were not present.

Mayor Rosener addressed the next agenda item.

C. Recognition of 2023 Oregon Mayor's Association "If I Were Mayor" Grade School Entry Contest Winner – Juliet Farrand

Mayor Rosener stated that Sherwood resident Juliet Farrand was selected as the winner of the Grade School entry for the "If I Were Mayor..." contest and explained that all regional winners would be entered to win in the state-level contest. Ms. Farrand came forward and provided background information on her poster she had submitted for the contest. Council President Mays congratulated Ms. Farrand on her achievement and Council presented Ms. Farrand with a certificate and congratulated her on her achievement.

Mayor Rosener addressed the next agenda item.

D. TVF&R Annual Presentation

Assistant Chief Patrick Fale came forward and introduced other attending TVF&R members and presented the "TVF&R State of the District 2023" PowerPoint presentation (see record, Exhibit C). He stated that TVF&R was committed to creating safer communities through prevention, preparedness, and effective emergency response. He explained that the mission statement was based on their five-year Strategic Plan

with the objective of health, performance, and opportunities. He stated that some of TVF&R's founding principles included advancing a healthy organization through a unified mission, effective communication, resilient people, and responsible resource management. He addressed recruitment, academies, and promotion and commented that there had been a high amount of turnover and stated that TVF&R had many different promotion processes. He commented that TVF&R heavily utilized social media both as a recruitment tool and as a community engagement tool and reported that there would be two fire academies per year for the foreseeable future. He provided a bond update and reported that they were looking into relocating an existing fire station, funding fire station improvements, upgrading their training center, rebuilding the King City Fire Station and the completion of necessary remodeling of other TVF&R stations, replacing response vehicles, and purchasing land for future stations. He provided an overview of the Sherwood area and reported that there were 2,024 incidents in 2022 and explained that staff were always working to determine better ways to serve high-incident areas. He reported that 83% of the calls in Sherwood were medical in nature and explained that that was standard for the industry. He provided an overview of the new technology TVF&R utilized to serve the community. He reported that TVF&R had participated in 101,995 hours of training in 2022, including 80,135 hours of non-EMS/fire training and 21,860 hours of EMS training and explained that TVF&R primarily trained for high-risk, low-acuity calls. Assistant Chief Fale explained that in 2022, TVF&R put out an RFP for a new patient transportation service provider and AMR would begin to service the TVF&R district starting in August. He addressed risk reduction and education efforts and reported that in 2022, TVF&R had held 588 risk reduction and education events which put them in contact with nearly 30,000 TVF&R customers outside of emergency incidents. He reported that TVF&R's Fire Marshals and inspectors had performed over 3,000 inspections of commercial buildings and had used their expertise to help guide the creation of safer state and national building codes. He stated that their education efforts focused on targeting people and places with frequent 911 calls, but often only had simple questions or another type of non-urgent resource and their goal was to reduce non-urgent calls for service. He reported that there would be a replacement levy on the May 2024 ballot and explained that the current TVF&R levy expired in June 2025. He stated that the current bond's rate of .45 cents per \$1,000 in assessed value would not sustain TVF&R going forward. He provided an overview of upcoming TVF&R training opportunities. Councilor Giles asked where the firefighters from Station 33 would be located while Station 33 was renovated. Assistant Chief Fale explained that it was likely that the site was large enough to accommodate the necessary temporary housing for Station 33 firefighters. He commented that if the site was not big enough, the housing would be located nearby as the placement of fire stations was important.

Mayor Rosener addressed the next agenda item.

7. CITIZEN COMMENTS:

There were no citizen comments and Mayor Rosener addressed the next agenda item. The City Recorder read aloud the public hearings statement for all public hearing items.

8. PUBLIC HEARINGS:

- A. Ordinance 2023-005, Approving a minor land partition of Tax Lot 400 of Washington County Assessor Map 2S129CD and an amendment to the City's General Plan and Zoning Map to rezone the ±3.3 acre portion of the site to High Density Residential (HDR) from Retail Commercial (RC) (Second Hearing)**

Senior Planner Joy Chang and Planning Manager Erika Palmer presented the "LU 2023-005 ZC & MLP Sherwood Plaza Zone Change & Partition" PowerPoint presentation (see record, Exhibit D) and provided background. She explained that the applicant was proposing a two-parcel partition to create a 3.3-acre parcel and a subsequent zone change from Retail Commercial to High Density Residential. She reported that the parcel was located along SW Langer Drive, it was a Type 5 application due to the zone change, and City Council was the final decision maker. She provided an overview of the site on page 3 of the presentation and reported that the site was the Sherwood Plaza Center located along SW Langer Drive south of Highway 99W. She stated that the site was improved with the Sherwood Plaza shopping mall and associated commercial entities and the 3.3-acre eastern portion of the property was currently a vacant grassy field. She outlined that it was this portion of the site that would undergo a zone change to High Density Residential. She stated that the site has direct access to Langer Drive and the portioned site will have access to Langer Drive through an easement. She explained that the site was currently zoned for Retail Commercial and the properties north and west of the site were also zoned Retail Commercial with land uses consisting of retail shops, restaurants, fast food, service stations, hair salons, etc. The properties to the east were zoned as High Density Residential Planned Unit Development (HDR-PUD) with land uses of attached townhomes and apartment complexes. The properties to the south were zoned HDR-PUD and RC-PUD, with land uses consisting of a residential care facility and an apartment complex. Ms. Chang provided an overview of the proposed partition of the site on pages 5-6 of the presentation. She outlined the applicable Development Code chapters and explained that zone changes had to be consistent with the Comprehensive Plan, state planning goals, and the Transportation Planning Rule. She continued that the partition needed to be consistent with each of the zone's dimensional standards, be adequately served by infrastructure, and could not hinder development on adjacent parcels. She addressed the current use of Retail Commercial Zones and explained that this zoning generally allowed for general retail stores, restaurants, medical, business, and professional offices. She stated that Retail Commercial also allowed for multifamily housing that was subject to specific standards cited on page 8 of the presentation. Senior Planner Chang explained that the High-Density Residential Zones provided higher-density multifamily housing with a density between 16.8-24 dwelling units per acre and building types could be attached townhomes, apartments, or condos. She provided an overview of the criteria for a map amendment on page 10 of the presentation and explained that a zoning map amendment needed to be consistent with the goals and policies in the city's Comprehensive Plan and Transportation Systems Plan, there needed to be a demonstrated need for the particular uses and zoning proposed, the proposed amendment needed to be timely considering the pattern of developments and surrounding land uses in the area, and other lands in the city were unsuitable or unavailable. She stated that the Applicant had demonstrated consistency with the TPR and clarified that the Applicant had specifically addressed whether the proposed amendment created a significant effect on the transportation system pursuant to the OAR. Ms. Chang addressed the demonstratable need and timeliness requirement and stated that the Housing Needs Analysis showed that Sherwood had a deficit of homes in the 20-year forecasted supply and included all housing types in all residential zones. She reported that there was a 145 HDR unit deficit and explained that alternative sites were limited due to availability, the need for annexation to occur, and needed infrastructure. She noted that the city only had 17 acres of HDR available. She provided an overview of the findings of the Economic Needs Analysis conducted by Johnson Economics, LLC on page 12 of the presentation and explained that the site's location and configuration presented challenges to retail use in terms of visibility, access, and effective site planning. She reported that residential uses were likely feasible and multifamily development was a common transitional use between residential and commercial areas as long as proper buffering was provided. She noted that the Economic Needs Analysis forecasted slow growth in demand for retail space in coming years, with a likely surplus of retail commercial zoned land to accommodate it. Senior Planner Chang addressed the Transportation Systems Plan and stated that the proposed change in zoning from Retail Commercial to High-Density Residential was not found to have a

significant impact on the transportation system and the change would result in fewer vehicle trips compared to Retail Commercial, and traffic volume would remain consistent with the city's adopted TSP. She noted that ODOT had reviewed the Applicant's TPR analysis and concurred that there would be a reduction in the number of trips from General Commercial to High-Density Residential and it would not have a significant impact on Highway 99W. She addressed the partition criteria on page 14 of the presentation and provided an overview. She explained that the application met the dimensional standards criteria of the Sherwood Development Code, the site had access to Langer Drive, and it would not hinder future development on the surrounding parcels. She outlined that the partition complied with applicable zoning district standards and both parcels met the minimum dimensional and setback standards; the Applicant was required to dedicate ROW frontage along SW Langer Drive, an 8-foot Public Utilities Easement (PUE) was required along SW Langer Drive frontage, and no other park, floodplain, sanitary sewer, stormwater, or water supply system dedication was necessary for this project. She explained that the existing mall provided those systems and explained that anything that encroached onto Parcel 2 had been conditioned or was not an issue when it came to portioning. She continued that adequate water, sanitary, sewer, and other public facilities existed to support the proposed use of the partitioned land and included future access from public ROWs to allow future development to occur. Senior Planner Chang referred to the public comments that had been submitted to Council prior to the meeting (see record, Exhibit E) and explained that there was concern regarding the partitioning of the site/access. She clarified that at this time, there was no proposed development for Parcel 2, but should development occur in the future, access would be evaluated during the Land Use Application process. She explained that in order for the partition to happen, it must be proven that access could be provided and commented that since there was frontage off of SW Langer Drive, future development could access the site off of SW Langer Drive. She continued that there was also a specific condition that required an access easement from an existing driveway east of Parcel 1 and was required to be shared with the future development of Parcel 2. Ms. Chang recapped that staff had routed the application to affected agencies on April 4, 2023 and had followed public noticing requirements per the city's Development Code, which included mailing the notice to property owners within 1,000 feet of the site. She cited the nine public comments from SW Holland Lane residents regarding the proposed ordinance and clarified that those comments had been shared with Council prior to this hearing. She outlined the concerns of those who had submitted comment and explained that they were concerned about future access to SW Holland Lane and its impact to their community, they desired to retain the integrity of the community, concern over increased pedestrian and vehicle traffic, concern over increased parking congestion on SW Holland Lane, and the desire that the creation of a new parcel address specific access to the site. She outlined Council alternatives as: approve the application based on the findings and conditions in the Planning Commission's recommendation, approve the application with modified findings and conditions, or deny the application with modified findings. Senior Planner Chang stated that staff's recommendation was to approve the application and adopt Ordinance 2023-005 based on the findings included as Exhibit 1 to Ordinance 2023-005. Councilor Scott referred to portioning easement access requirements and asked if there were any other conditions. Senior Planner Chang replied that there were many conditions in regard to the zoning change as well as conditions that must be met prior to the recording of the final plat. Councilor Scott clarified that he meant requirements that were outside of the typical requirements. Ms. Chang replied no, and that many of the conditions were specific to utilities. Councilor Giles referred to the concerns cited in Exhibit E regarding the removal of the barricade at the end of SW Holland Drive, and asked if the removal of the barricade was a part of this process. Ms. Chang replied that there was currently no development proposal for the parcel that contained the barricade and explained that should that parcel be developed, then the barricade would be addressed at that time. She added that the only criteria that dealt with transportation for this ordinance was ensuring that the Transportation Planning Rule was followed and stated that the Applicant had satisfied that requirement. Councilor Scott asked that the differences in the number of vehicle trips between the different zoning types be clarified.

He commented that the roads that led to the site had already been built to accommodate a commercial-zoning amount of vehicle trips, but now that the site was being rezoned, it would result in less vehicle trips. Councilor Scott confirmed that should the vacant lot be developed in the future, that development would go through a different and separate planning process and would go through the Planning Commission. Ms. Chang replied that was correct and Councilor Scott and Senior Planner Chang provided a brief overview of the probable public hearings process for such an application.

Applicant representative, Marie Holladay with AKS Engineering, 12962 SW Herman, Suite #100, Tualatin, Oregon 97062, came forward and presented the "Sherwood Plaza Zoning Map Amendment and Partition Application" PowerPoint presentation (see record, Exhibit F) and explained that Six Corners, LLC. was the Applicant, AKS Engineering had done the land use planning and civil engineering work for the project, Kittleson & Associates had done the TPR analysis and transportation documentation, and Johnson Economics provided the land use economics study for the project. She provided an overview of the project and explained that the property was located on the south side of SW Langer Drive and stated that the proposal was for a two-parcel partition. She stated that this was a Type 2 application and explained that they had decided to bundle it with the zone change so that the zone change only impacted the eastern half of the property. She provided an overview of the preliminary partition plat and stated that access to Parcel 2 would be provided by a 40-foot planned access easement through Parcel 1. Ms. Holladay reported that the proposal met the preliminary partition plat approval criteria and outlined the criteria on page 5 of the presentation. She outlined the zoning overview maps on page 6 of the presentation and said the Parcel 2 would be zoned HDR for future high-density residential as well as residential development to the south and east of the site. She provided an overview of the Conceptual Site Plan on page 7 of the presentation and explained that the Conceptual Site Plan included a multifamily residential community with public improvements and design standards to be reviewed with the submittal of the Site Plan Review application. Ms. Holladay summarized that the application met the zoning map amendment approval criteria since the application was consistent with the Comprehensive Plan goals and policies; the use complied with the Transportation Planning Rule; the application was consistent with Section 16.080.B(1)-(4); there was an existing market demand; the city had a land deficit of 145 HDR units and over 600 total residential units; the application was compatible with the land use pattern, character, and available services of the area; and the application set the stage to provide needed housing near walkable commercial amenities. She stated that multifamily housing made sense for the site because of the proximity to nearby commercial amenities. She referred to the submitted public testimonies and clarified that the application did not endorse approval for any means of access for any specific site plan. She stated that a future Site Plan Review application would involve a neighborhood meeting, public hearing, etc. as required, a Traffic Impact Study would be prepared and would discuss site access, trip generation, and site circulation; and the Applicant agreed with city staff that site access should be determined through the Site Plan Review process when an application for a proposed use and relative Traffic Impact Study was submitted. She stated that the Applicant concurred with the findings and conditions of the staff report and asked that Council approve the proposed ordinance. Mayor Rosener opened the public hearing portion of the meeting and asked for public comment on the proposed ordinance.

Sherwood resident Michele Machiels came forward and explained that she had two young children and she lived near the site. She explained that her children often played outside and referred to the barricade near the site and the rezoning of the site to HDR. She stated that she was concerned about the impact on safety with the potential for increased traffic in the area if the lot was rezoned. She stated that she was also concerned about the easement located near the barricade. She asked that the barricade not be removed and stated she was concerned about increased foot traffic, noise, and parking issues with the development of an apartment complex.

Mayor Rosener closed the public hearing and asked for questions or discussion from Council. Councilor Giles explained that based on the presentation, the barricade would remain in place until a future Site Plan Review application had been submitted and clarified that at this time, there was no such application. He commented that that area was already zoned HDR, and the discussion of density was a separate issue. Councilor Scott provided an overview of the likely process a future Site Plan Review application would go through. Council President Mays referred to parking issues and commented that if residents have been having parking issues, there were several potential solutions to help alleviate those problems such as neighborhood parking permits. Councilor Standke commented that he was pleased that residents had shared their concerns regarding future development at this meeting so that developers were aware of their concerns. Mayor Rosener commented that he had gone through a similar process with ongoing development in his neighborhood and spoke on parking permits. Councilor Young thanked those who had sent in their public testimony and commented that she felt that their concerns were valid. Council President Mays commented that when that area was originally being developed, the original intent was to extend the road, which was why the road was built as it was and why the barricade had been put in place. He explained that roads were often built with the intent of future expansion as development occurred and commented that the city was required to follow Metro's rules regarding transportation connectivity. Councilor Scott commented that the site would not develop as it was currently zoned, as evidenced by the lot remaining undeveloped for so long. He stated that he felt that this was the highest and best use for this property and the rezoning made sense with the surrounding neighborhoods which were also HDR. He commented that the creation of HDR housing was much needed in Sherwood, and he was in favor of approving the ordinance. Councilor Standke referred to Councilor Scott's comments about the site and stated he agreed with Councilor Scott and supported the ordinance. Councilor Brouse spoke on the need for HDR housing and Sherwood's housing shortage and commented that this was an opportunity to bring needed housing to Sherwood. Councilor Giles stated he supported the ordinance and commented that the development of the site could be designed to ensure that it was safe, family friendly, and traffic friendly. Councilor Young stated that she agreed with the previous Councilor's comments and supported the ordinance. Council President Mays stated he also agreed with Council's comments and said that he was optimistic that should a development application be submitted, that the design would work well with the neighborhood. Councilor Scott expressed that he was impressed by the level of community feedback the city received and said that it was valuable for developers to hear this feedback now, prior to the start of a Site Plan Review application. Mayor Rosener stated that he agreed with Council's comments and thanked those who had provided testimony or had attended the meeting. He stated that he agreed with Councilor Scott's comments about the value of providing their comments now so that developers could factor that feedback into their application. He stated he supported the ordinance and asked for a motion from Council.

MOTION: FROM COUNCIL PRESIDENT MAYS TO READ CAPTION AND ADOPT ORDINANCE 2023-005, APPROVING A MINOR LAND PARTITION OF TAX LOT 400 OF WASHINGTON COUNTY ASSESSOR MAP 2S129CD AND AN AMENDMENT TO THE CITY'S GENERAL PLAN AND ZONING MAP TO REZONE THE ±3.3 ACRE PORTION OF THE SITE TO HIGH DENSITY RESIDENTIAL (HDR) FROM RETAIL COMMERCIAL (RC). SECONDED BY COUNCILOR YOUNG. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

B. Ordinance 2023-006, Adopting the Sherwood 2023 Economic Opportunities Analysis Update as a Sub-Element of the Comprehensive Plan (*First Hearing*)

Planning Manager Erika Palmer and Economic Development Manager Bruce Coleman presented the "Economic Opportunities Analysis (EOA) Land Use Case File: LU 2023-007-PA" PowerPoint presentation (see record Exhibit G). Ms. Palmer stated that Council had adopted the EOA in 2021 as a part of the Comprehensive Plan Update and explained that the city had many aspirational goals for job growth and job development within the community, and staff wanted to ensure that the EOA addressed those goals. She provided an overview of State Land Use Goal 9, "Economic Development," and explained that the state required cities and counties to go through the EOA planning process to identify future employment growth, economic trends, target industries, and land needs for future employment growth. She outlined what an Economic Opportunities Analysis entailed and explained that the city reviewed the economic forecast for the 20-year planning period, conducted an inventory and evaluation of the city's land supply, and formulated new policies and action items. She noted that through this process, staff had not identified any new policies that were needed, but staff had included an action strategy in the EOA for staff to use moving forward. She outlined that this EOA update reviewed Sherwood's economic trends, target industries, employment land needs, capacity, and reconciliation of the city's short and long-term demand for employment land to the existing inventory to determine capacity over a five and 20-year period. Planning Manager Palmer addressed economic trends and stated that staff reviewed economic trends at the national level, including Gross Domestic Product, the growth of online shopping, and the increase in automation and its impacts on local and regional levels. She outlined that regionally, Oregon had experienced strong growth in construction and professional business services and Washington County had experienced robust employment growth. She addressed economic trends in Sherwood and outlined that the city had outperformed Washington County in terms of growth over the last decade and noted that the average employment rate in Sherwood was 3.8% from 2010-2019. She outlined that Sherwood had seen employment growth in retail trade, construction, accommodation and food services, and healthcare. She noted that employee wages in Sherwood were lower than in Washington County and clarified that this was because Sherwood had a younger workforce. She added that more Sherwood residents traveled outside of Sherwood for work. She recapped that based on census data, 824 people lived and worked in Sherwood while over 9,000 Sherwood residents commuted out of the city for work, and 5,500 people commuted into Sherwood for work. Ms. Palmer addressed jobs to housing and noted that the city recognized that a better housing-to-employment balance was beneficial to the community and helped to create a diversified tax base. She outlined that higher employment levels were associated with better fiscal revenue profiles and explained that cities with greater employment to workforce ratios had higher per capita revenues and jurisdictional service costs were generally higher for residential uses relative to tax contributions. She addressed the projected jobs to housing ratio and stated that the city was expected to transition to higher employment per capita over time. She outlined that Sherwood was expected to transition away from a "bedroom community" between 2035-2042 and commented that that timeline may be lessened if the city continued to grow and promote jobs within Sherwood. She addressed target industries and said that Sherwood's target industries had not changed since the last EOA and outlined that the city was focused on targeting advanced manufacturing and machining, clean tech, software development, and professional and business services. Economic Development Manager Bruce Coleman stated that Sherwood was very focused on high-technology companies and commented that some progress had already been made and referred to ongoing development in the TEA. He explained that staff communicated the desire for high-technology and advanced manufacturing companies to developers and industrial brokers. Planning Manager Palmer addressed the forecast of employment and land needs analysis and explained that staff reviewed the 2021 EOA employment forecast which showed an employment growth rate of 1.8% and noted that Sherwood had outpaced that estimate. She explained that there were three scenarios for forecasting employment growth, and they included the Safe Harbor forecast, the Sherwood Trend forecast, and the adjusted employment forecast. The Safe Harbor approach utilized a 2% growth rate based on the Portland workforce region from the Oregon Employment Department. The

Sherwood Trend approach looked at how fast employment had grown in Sherwood in the past 10 years. The Adjusted Employment forecast was based on trends and was more optimistic than Safe Harbor. She stated that the EOA's TAC (Technical Advisory Committee) provided input on the employment forecast scenarios and outlined that the TAC was comprised of ten members who represented the local community; industrial developers, brokers, and appraisers; Business Oregon; Greater Portland Inc.; Department of Land Conservation and Development; and NAIOP. Ms. Palmer reported that the TAC had decided to use the Adjusted Employment forecast with an average annual growth rate of 3.2%, which would result in 8,280 jobs over the 20-year planning period. She outlined that based on those figures, the TAC calculated the land needs forecast by allocating employment by sector into building typologies, converting employment into space by using estimates of typical square footage within each building typology, and then they considered the characteristics of building types and the amount of land required for that building type. She provided an overview of the detailed steps for the land need forecast on pages 16-19 of the presentation. She noted that the most growth would be in general industrial, office, and flex/business park space. She summarized that Sherwood would need 485 acres of employment land for the 20-year planning period and 143.1 acres of employment land over the next five years. She addressed the Buildable Lands Inventory and reported that the new EOA had removed roughly 41 acres from the Buildable Lands Inventory. She outlined that Sherwood had 956 total acres of commercial and industrial plan designations, but of the 956 acres, about 520 acres were in classifications that had no development capacity, 233 acres were constrained, and 208 acres were considered buildable land with development capacity. Ms. Palmer explained that the table on page 22 of the presentation showed the size of lots by plan designations for buildable employment land and reported that Sherwood only had 25 lots that were smaller than 2 acres, 36 lots between 2-10 acres, and zero lots between 10-50 acres in size. She explained that the lack of buildable lots over 10-acres was notable, especially for the city's industrial land that supported high-tech manufacturing and trade sector jobs. She addressed short-term land supply and stated that Sherwood had 24 acres of buildable commercial land on 134 tax lots in the short-term supply of land and 94 acres of buildable industrial land on 125 tax lots in the short-term supply of land. Economic Development Manager Coleman explained that these results were not conducive to procuring the identified target industries as those industries required much larger acreage. Councilor Scott asked if most of the available industrial lots were contiguous? Mr. Coleman replied that some of the lots were contiguous, but they were under multiple ownerships and the city could not require that those lots be assembled. Planning Manager Palmer addressed the 20-year forecast of employment land demand and capacity and reported that there was a total employment land deficit of 277 acres and recommended that the city continue to monitor sites that were 10 acres or larger to ensure there were sufficient opportunities for small to mid-size businesses to locate within Sherwood. She reported that no public comments on the proposed ordinance had been received. Mayor Rosener asked what the feedback had been from other agencies. Mr. Coleman replied that the DLCD was a member of the TAC and commented he felt that the DLCD had been supportive of the process. He noted that the city had also worked with Metro on the project and Metro had not provided a comment letter. Ms. Palmer added that clarifying information had been added to the new EOA to explain why the city had chosen not to utilize Metro's regional forecast. Councilor Giles asked if there were any incentives the state or Metro could provide to encourage contiguous landowners to combine their land and sell it to the city? Mr. Coleman spoke on SB 4 and the national competitiveness of attracting advanced manufacturing businesses and SB 5. He commented that SB 5 contained most of the incentives that Councilor Giles was asking about. Mayor Rosener spoke on the importance of connecting people, building relationships, and networking when it came to private property.

MOTION: FROM COUNCILOR SCOTT TO EXTEND THE CITY COUNCIL PUBLIC MEETING TO 10 PM. SECONDED BY COUNCILOR YOUNG. MOTION PASSED 6:1, COUNCILORS STANDKE, GILES, SCOTT, BROUSE, AND YOUNG VOTED IN FAVOR. COUNCIL PRESIDENT MAYS OPPOSED.

Mayor Rosener stated that he wished to close out the discussion portion of the public hearing and resume the discussion at the next public hearing.

Council recessed for a break from 9:00 PM to 9:05 PM.

Mayor Rosener opened the public hearing portion of the meeting and asked for public comment on the proposed ordinance. Hearing none, Mayor Rosener closed the public hearing and addressed the next agenda item.

C. Ordinance 2023-007, Adopting the Sherwood Camping Code, Chapter 9.54 (First Hearing)

City Manager Keith Campbell provided background on the proposed ordinance and explained that in 2013, the city adopted Ordinance 2013-008 which prohibited camping in the city. He provided an overview of pertinent case law related to camping code and homelessness and stated cases included *Martin v. Boise* from 2019 and *Blake/Johnson v. Grants Pass* from 2022. He continued that the Court also found that cities violated the Eighth Amendment if they punished a person for the mere act of sleeping outside, or for sleeping in their vehicles at night when there was no other place in the city for them to go. He stated that the Oregon legislature enacted HB 3115 which required cities to allow community members to sleep and rest on public property, with restrictions, when no shelter beds are accessible. He said that HB 3115 stated that cities were able to regulate the time, place, and manner in which sleeping and resting occurred, so long as the regulations were "objectively reasonable" based on the totality of the circumstances as applied to all stakeholders, including persons experiencing homelessness. He explained that that allowed cities to enact reasonable time, place, and manner regulations with the goal of allowing cities to preserve the ability to manage public spaces effectively for the benefit of an entire community. City Manager Campbell stated that Sherwood was required to implement HB 3115 by July 1, 2023 and noted that work sessions on the topic had been held on March 21, 2023, April 18, 2023, and May 16, 2023. He outlined that the proposed ordinance was the general outcome of the work session discussions. Mr. Campbell presented the "HB 3115: State Mandated Updates to Sherwood's Camping Code" PowerPoint presentation (see record, Exhibit H) and provided an overview of the proposed time and manner restrictions as: 9:00 PM until 7:00 AM, no open flames, no gas heat, no structures other than tents or tarps, no public defecation or urination, no accumulation of trash or rubbish, and no digging in the ground or removing vegetation. He outlined place restrictions as: Institutional Public Zone, Residential Zone, and Residential Structures, plus 50 feet; within 1,000 feet of any school; within all Sherwood School District Walk Zones; within certain sensitive areas/vegetated corridors designated by Clean Water Services; on any place that would reduce sidewalk width to less than 4 feet; within the Old Town District; or within 500 feet of the Sherwood Police Department. He noted that the City Manager was able to designate a place for camping on any City owned property after consultation with City Council. He provided an overview of the place restrictions map on page 5 of the presentation and explained that any area outlined in blue was an area that qualified for camping. Mayor Rosener clarified that this ordinance did not apply to private property. City Manager Campbell replied that was correct and added that private property could allow people experiencing homelessness to camp on their property, and that property would be conditioned based on the requirements of the state mandate. City Manager Campbell stated that the state's mandate to comply with HB 3115 remained applicable even though Sherwood did not have a large population of people experiencing homelessness and said that staff did not anticipate any financial impacts at this time. He stated that staff recommended that a second hearing on the proposed ordinance be held at the June 20th City Council meeting. Mayor Rosener spoke on the stipulation that allowed the City Manager to designate a place for camping on any City owned property after consultation with City Council and explained that that was included to provide flexibility as new lands were annexed into the city. Councilor Young referred to previous discussions where the vacant lot across from Cannery Square was cited as an acceptable location for camping and asked if that site

was removed. City Manager Campbell replied that the site had been removed from the available area to camp as it was within the Old Town District. Councilor Brouse commented that she appreciated staff's work on the ordinance, but she did not feel that the ordinance was fair or equitable and she wished to continue work on finding a location. She commented she liked the addition of allowing the City Manager to designate a place for camping on any City owned property after consultation with City Council.

Mayor Rosener opened the public hearing portion of the meeting and asked for public comment on the proposed ordinance. The City Recorder noted that additional public comments had been submitted to Council via email (see record).

Braden King provided comments from the audience.

Marty Krauter, a Sherwood resident, came forward and asked if camping was only permitted if shelters were full and asked how often the shelters were full. He stated that he viewed the homeless population in two groups, one group were people experiencing "situational" homelessness and provided an example of someone with medical issues, and the other group was "homeless by choice" and cited drug use. He explained that he and his neighbors were primarily concerned about the second group. He asked how Sherwood was coordinating its "homeless activities" with surrounding cities. He clarified that he was concerned that if Sherwood was viewed as more lenient than surrounding cities, then people experiencing homelessness would move to Sherwood. He asked what Sherwood was doing to encourage building affordable housing and referred to recent housing developments. He commented that he and his neighbors did not want to see the city change dramatically and commented that he was concerned about the Police Department's resources for managing potential issues created by the legislation.

Steve Robertson, a Sherwood resident, came forward and commented that he was glad that the Cannery Row site had been removed as an acceptable camping site and that he supported the new proposed areas. He stated that he hoped that people were aware of the impact this could have on the community as a whole and said that he was glad to hear that the city was enacting regulations within the ordinance. He asked that Council be aware of the impact this could have on communities, neighborhoods, houses, and to enforce the rules as best as possible.

Mayor Rosener closed the public hearing and asked for discussion or questions from Council.

Councilor Scott addressed the comment regarding shelter space and explained that because Sherwood did not have a shelter, the city was not able to tie its regulations to shelters in other jurisdictions. Mayor Rosener provided background on the case law around HB 3115 and commented that he would rather partner with neighboring cities to connect people with higher level services they may need, but HB 3115 mandated that cities provide a place within the city to allow camping. He clarified that the city would still seek to work with neighboring cities to address homelessness. Councilor Brouse addressed the question regarding shelter capacity and explained that shelters were only open during cold weather seasons and were full during those seasons. She added that Washington County was currently building some affordable housing units, temporary housing, and providing wraparound services that would help address some of the issue. She stated that she would prefer to rescind the current ordinance. Councilor Young added that if Sherwood did have a shelter, then the shelter could have no restrictions on who could stay at the shelter. Councilor Giles commented that this was a complex issue and stated that Police Chief Ty Hanlon was at every work session discussion on this topic to determine the best practice. He stated that the city was still working to address homelessness by continuing its work on creating affordable housing and partnering with other organizations and commented that affordability factored into what the city was able to provide.

Mayor Rosener recapped that Council had reviewed what other cities were putting in place to address HB 3115 and explained that most cities were designating areas to allow camping. Councilor Scott commented that the mandates of HB 3115 were forced onto cities by the state and cities were doing their best to mitigate community concern. He commented that he was pleased with the new draft of the ordinance and that the ordinance was something that could be passed while Council worked to find a more permanent solution. Councilor Standke referred to previous work session discussions with Police Chief Hanlon and explained that even though there were people experiencing homelessness already in Sherwood, they were not disruptive and did not create problems. He stated that he agreed with Councilor Brouse and also preferred to rescind the current ordinance and create another ordinance for camping if the need arose. He commented that Sherwood did not currently have a large population of people experiencing homelessness and the city did not have a transit center or other types of places people tended to congregate at. He stated that the delineated camping areas were so far removed from the city, that while it may be legal, he did not feel it was the compassionate choice. Councilor Young asked for clarification on Councilor Standke's comments regarding his desire to rescind the current ordinance. Councilor Standke replied that he preferred to leave the timeframe stipulations in place but remove the place restrictions which would allow camping on any public property in the city. Councilor Young replied that she was not in favor of that. Mayor Rosener stated that the Sherwood Police Department had built relationships with the people experiencing homelessness in Sherwood and dealt with them compassionately. He explained that the Sherwood Police Department was able to be compassionate because they had the "tool" of the camping ban. He said that if someone was disruptive, that person could be dealt with appropriately in a compassionate manner and lifting the current ordinance took that tool away from the Sherwood Police Department. Mayor Rosener stated that he liked the current solution, and he liked the flexibility it offered to move the designated areas and that it preserved the Sherwood Police Department's ability to work with those who were experiencing homelessness. Councilor Young stated that she appreciated the feedback from the community because this was something that impacted the community. Councilor Brouse replied that she agreed that this issue was a big deal and commented that she understood the fear from the community, and she understood the desire to provide the Sherwood Police Department with tools, but she was asking for Council to not respond out of fear and to instead find a solution that was beneficial to Sherwood's homeless families who needed support. Mayor Rosener reported that the second hearing on the proposed ordinance was scheduled for June 20th.

Record Note: Prior to the meeting, City Attorney Ryan Adams emailed Council updated maps of possible camping locations for Ordinance 2023-007 (see record, Exhibit I).

Mayor Rosener addressed the next agenda item.

9. CITY MANAGER REPORT:

City Manager Campbell reported that the ribbon cutting ceremony for the Robin Hood Plaza would be held on June 14th. He reported that the Denali Summit would host the Street of Dreams July 29th-August 20th. He reported that this was the 79th anniversary of WWII D-Day. Community Services Director Kristen Switzer reported that the rededication ceremony at Veterans Park was held on June 3rd. She reported that the city would launch a "Buy-a-Brick" program for veterans and provided details on the program.

Mayor Rosener addressed the next agenda item.

10. COUNCIL ANNOUNCEMENTS:

No Council announcements.

11. ADJOURN:

Mayor Rosener adjourned the regular session at 9:45 pm and reconvened the work session.

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 9:47 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Keith Mays, Councilors Kim Young, Doug Scott, Taylor Giles, Renee Brouse, and Dan Standke.
3. **STAFF PRESENT:** City Manager Keith Campbell, City Attorney Ryan Adams, HR Manager Lydia McEvoy, Police Chief Ty Hanlon, and City Recorder Sylvia Murphy.
4. **TOPICS:**

A. Discuss City Manager Annual Review

Mayor Rosener explained the purpose for the work session and stated this is the first public meeting on this topic and the Council has gone through a review process for the City Managers annual review. He stated the Council is late in conducting the review and will get back on track with the City Manager's annual review process this coming September to align with the fiscal year.

Councilor Giles stated after the subcommittee did a review of the 360 review comments from staff, he and Councilor Brouse (the subcommittee) worked with the HR Manager to develop a recommendation for an increase.

HR Manager McEvoy explained her responsibility working with the subcommittee to make a recommendation and stated the review should have occurred in October 2022. She explained the review and compensation process for city employees and informed of the annual Cost of Living Adjustment (COLA), and stated this information was provided to the subcommittee along with a recommendation for a percentage increase. She stated there was discussion by the subcommittee and a final recommendation from Councilor Giles and Brouse. She stated she took that recommendation, looked at the salary package, and made a broad comparison that if that salary increase were to occur, where would that salary be in comparison to other cities. She stated the subcommittee was also provided with internal benchmarking information to see where our director level salaries were in comparison to the City Manager's position. Mayor Rosener reminded that information was provided to the City Council which generated questions that were then directed back to Ms. McEvoy. Ms. McEvoy recapped the questions. Mayor Rosener explained his plan for conducting the meeting was to hear from the subcommittee providing their recommendations, followed by the council members providing their feedback. Councilor Brouse provided her feedback and stated it was surprising to see the amount of push back for the raise. She stated without an increase the salary was within \$2,000 of another position at the city. She commented that the other issue was with PERS and what other employees received. Councilor Giles stated he left a prior meeting with 86% of the feedback on the 360 report where the employee was consistently meeting or above the things asked of the employee by the Council, and all acknowledged that there were some rough spots in the beginning, however we accounted for that in this review. He said he took this to mean that we are on the page of trying to move

forward and in fact we have expressly stated as a Council that we want people to make mistakes, own up to them and move on, and get better. He said he feels like if there is push back for mistakes that were made, and this is the reason there might be push back, we are sending a very mixed message to all of the City Manager's team. He said the amount of money the Council is talking about is essentially \$6,000 and said it is ridiculous we are having this conversation and it is sending the wrong message to the city's employees. He referred to the COLA and said theoretically it is more money, keeping up with inflation, but he takes this off the table and does not consider it an increase. Councilor Giles expressed frustration that the Council was having this discussion. Mayor Rosener commented regarding Councilor Giles' comments of allowing for staff mistakes and said this has nothing to do with that, and said he agrees with Councilor Giles on the messaging. He said the Council will go around the table and provide feedback.

Councilor Scott said he was mistakenly under the impression that the City Manager did not have COLA built into it automatically, and thought he received a static pay amount until the Council changed it. Councilor Scott referred to PERS and said he believes there's a key difference in the City Manager's situation in comparison to the Senior Leadership staff and explained that most leadership staff lost PERS and then got it back, and this did not apply to the City Manager because his starting salary was built around the assumption that we were paying the 6% to begin with, so he never lost it and then got it back. He said this is a net gain for him and this is the difference in his mind of how he thinks about the 6% in his situation compared to other non-represented staff. Councilor Scott said in his mind, pay is completely disconnected from performance and said for other staff, it's automatic as long as they meet the minimum and not underperforming. He said within 21 months of employment, the City Manager has a net increase of double digits, percentage wise, between COLA and the 6% pickup. He said he looks at the 6% as the pay increase, or most of it in looking at the step increases. He said when the Council gets back on track at the City Manager's next review in about four months, he is fully supportive of looking at this again. He said to him, the 6% is now accounted for from the first two years and now we are starting with year three and let's look at an appropriate pay increase. He stated this is his position.

Councilor Standke asked regarding COLA and who receives it. HR Manager McEvoy stated all staff receives COLA and further explained the process of negotiated COLA's for represented staff and a matrix that is used for non-represented staff. She stated historically non represented staff COLA's followed AFSCME. Councilor Standke confirmed the City Manager and City Attorney do not receive step increases. Council President Mays added that there's COLA's and any increases are the decision of the Council. He commented that the review marks show the city manager met expectations and we discussed an increase and backdating the pay, which gave me the impression that this was a number that we had consensus for. He said the COLA, which is given to all staff, is a given and does not feel that that factors into taking away or adding to the salary, and a pay increase for the marks that were received seems warranted as well as the original praise from staff that he is in charge of.

Councilor Young commented regarding not able to have pay discussion in executive sessions and does not believe that anything was decided regarding pay. She stated we tasked two councilors to go and provide a recommendation to us which has always been the case. City Attorney Adams reminded to take caution with discussing specifics of an executive session and generalities are fine, and it is up to the city manager to dive deeper. City Attorney Adams confirmed the Council is not allowed to discuss pay in executive sessions and confirmed that pay was not discussed, and performance discussion is only allowed. Mayor Rosener confirmed with City Manager Campbell that he was fine with general discussion. Councilor Young continued and said two Councilor's were tasked with providing the Council with a recommendation, which they did, resulting in a discussion which we are having. She stated we have always done this process. She said she is in line with Councilor Scott regarding the 6% issue and stated it is definitely different than the

non-represented staff who had their salaries and then a 6% taken from them and then given back. She said the City Manager never had the 6% taken from him and we hired him at a salary rate knowing and taking into consideration that he would be paying his own 6% and he has had the benefit of that 6% not being taken from him. She said this past July the 6% was reversed and given back to non-represented, he had the benefit of having an increase. She said in her eyes this is an increase of 2-3% raises over two years' time, which she believes is a decent amount for an adequate review. She stated the steps for employees is 2.5%. She said the Council does not have to match the step increases of employees and it is not a factor, we get to decide what we pay the City Manager. HR Manager McEvoy confirmed this was correct and referred to the employment agreement and language within the agreement regarding compensation. Councilor Young stated she is in line with Councilor Scott and her opinion isn't saying that we don't think he is deserving of a raise, and what this is saying is that he has already had his raise.

Council President Mays stated he apologizes for his absence at the executive session and commented that he has reviewed five city managers and explained past processes. He said each year the Council looks at a range of 2-5% increase. He said COLAs are COLA's and further explained contract negotiations. He said what is unique about this is the change that occurred in July with PERS and the City Manager receiving a 6% increase and this being above the 2-5%. He stated that he received it early and without a review and he is supportive of no changes and getting back on track this fall.

Council comments were received regarding the effects or non-effects on staff, what occurred in the private sector, not giving people reasons to leave or retire early, or seeking other competing jobs, the city being a good place to work, and haggling over appropriate compensation.

Mayor Rosener stated he sees both sides of the discussion and wanted to hear from the City Manager. He commented regarding council comments not being about performance or that the City Manager had made mistakes. He said this is about different perspectives regarding a PERS and tends to agree that the City Manager was hired with the 6% in mind and that was how the City Managers salary was set up at that time. He said with the PERS being given back, this was a bump. He said he is also concerned with staff perception and stated no one on the Council is saying the city manager does not deserve something. He stated he would like to hear from the City Manager.

City Manager Campbell commented regarding the decision being that of the Council and stated his contract states the salary would be reviewed every year. He commented regarding being an advocate for himself and knowing what the job is, knowing what the situation is, knowing what the marketplace is it might be worth the work that is being done and the Council deciding what that is. He said he was not aware of what the "ask" was and is now aware and some sort of merit increase is fine. He stated he also recognizes that this is the council's decision. Councilor Scott stated we all agree this is a PERS issue and whether you agree with it or not, he would like to hear Mr. Campbell's perspective on what some of the Council considers a raise already received. Mr. Campbell said in some cities, some counties, and some school districts, the PERS pickup is given and in speaking with his peers, it an uncommon fact. He commented regarding when looking at City Manager's, you're looking at a compensation package and this is what we are talking about. He said this is a benefit that goes into the total compensation package. He stated in this market he is still one of the lowest, in terms of comps and where he is at. He said he recognizes that in coming to the city of Sherwood, the Council was taking a chance on him, and he took a chance as well. He commented that it's a universal standard that the 6% is picked up. Councilor Scott stated between the COLA and 6% PERS last July it was significant increase in your net pay and believes this is what the Council is questioning. Mr. Campbell commented that regionally, Sherwood is one of the most expensive places to live, and the reality is he could have gotten a cheaper, bigger, better home in other cities. He commented regarding the benefits

of living in Sherwood and moving his family here. Councilor Scott commented regarding the staff's perspective of the city manager receiving COLA's and 6% PERS, and now getting another increase. Council discussion followed regarding treating the city manager's position in different manners and staff perception.

Mayor Rosener stated he believes everyone know where we stand on the 6% and asked Councilor Giles what the recommendation was. Councilor Giles replied 3.5%. Mayor Rosener polled each council member's position on a pay increase. Council President Mays indicated zero as he has already received 6%; Councilor Brouse replied 3% and said this was the subcommittees original number and they increased it to 3.5% to allow for negotiations. Councilor Standke stated 3%; Councilor Young stated zero; Councilor Giles stated 3.5%. Council comments were received regarding it not being about the dollar amount, it was about principle. Comments were received regarding the next employment agreement negotiation and how difficult the Council is making it over \$6,000. Comments were received regarding being good stewards of the city's money. Councilor Scott stated he is at zero but trying to come to a compromise between 3.5% to zero, and stated he is at 2%. Council discussion continued to try and reach a consensus. Mayor Rosener stated he tends to agree with Councilor's Mays, Scott and Young regarding the 6% and said he hears the concerns of the City Manager regarding a total compensation package and the cost of living. He stated that he wanted it to be loud and clear that the discussion was not about the city manager's performance. Mayor Rosener stated he is interested in reaching a compromise and asked the Council members for their percentage number. Council President Mays stated if the review was outstanding, without the PERS already happening, I would go with 5% and the range talked about. He commented that providing a 6% raise, 7-8 months into a contract was a good, generous raise and a signal to staff that they should take it to heart and stated that he believes they did. He said to give another raise before October is inappropriate and the City manager could have not taken the 6%, and legally he had that right to, but elected not to. He stated that he believes a very fair decision that shows we have rewarded him significantly after the first year as this would have been applicable October of last year, was that 6%. Councilor Giles commented regarding the upcoming evaluation in October and promising that this doesn't happen again, and the Council was playing a game with themselves. Councilor Scott stated to him the 6%, if the Council makes a decision now with a zero increase, that the 6% is now a wash with last year's raise and this year's raise, it is a dead issue, and we are now on new ground moving forward. He stated this is his view, no matter the decision. Discussion followed regarding the 6% and the effect on other employees. Mayor Rosener polled the Council members again with the following results: Councilor Brouse indicated she would prefer 3% but would consider 2.5%; Councilor Scott indicated he was at 2%; Councilor Standke indicated 2.5%; Council President Mays indicated 0%; Councilor Giles indicated 2.5%; Mayor Rosener reminded the Council members that an increase would be retro back to October per the terms of the contract. Comments were received regarding the retro back to October as the review should have occurred sooner. Mayor Rosener added regarding the contract requirements. Mayor Rosener stated if he goes with 2%, can he get Council members to that percentage? Councilor Giles stated he felt like he did not have an option and explained. Mayor Rosener recapped the feedback and said, we have three at 2.5%, two at 0%, he offered 2%, Councilor Scott indicated he was at 2%. Discussion followed regarding the process and communications leading to the work session. Mayor Rosener recapped the percentages again and Councilor Giles stated he would go with 2% but will be asking for more in October. Discussion followed. Mayor Rosener commented regarding the City Manager evaluation and today's conversation being how the Council is interpreting the 6% pickup, that's it. It's not about the City Manager's performance and believes the City Manager continues to grow in his position and is doing a great job. Councilor Giles commented that the 6% PERS is part of the total compensation package for taking less money for a public sector job. Discussion followed. Mayor Rosener polled the Council members again and indicated he had a majority for 2%, backdated to October. City Attorney Adams reminded that with the mayor's comment regarding having a "majority" that the Council was not voting. Mayor Rosener confirmed that he was just gathering a poll to be able to get a resolution on

the calendar. Discussion followed regarding scheduling a resolution on the Council agenda and Ms. McEvoy commented regarding wanting to consult with finance regarding carrying over into the next fiscal year.

5. ADJOURN:

Mayor Rosener adjourned the work session at 10:45 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Keith D. Campbell, City Manager

SUBJECT: Resolution 2023-047, Reappointing Lana Painter to the Sherwood Budget Committee

Issue:

Shall the City Council reappoint Lana Painter to the Sherwood Budget Committee?

Background:

Lana Painter holds Position 5 on the Sherwood Budget Committee with a term expiring on June 30, 2023. Lana has requested reappointment. The Mayor has recommended this reappointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Note: Position numbers were established with the adoption of Resolution 2019-066 for the purpose of managing terms.

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 2023-047, reappointing Lana Painter to the Sherwood Budget Committee.



RESOLUTION 2023-047

REAPPOINTING LANA PAINTER TO THE SHERWOOD BUDGET COMMITTEE

WHEREAS, Lana Painter holds Position 5 on the Sherwood Budget Committee; and

WHEREAS, this term expires on June 30, 2023, and she has requested reappointment; and

WHEREAS, the Mayor has recommended to Council that Lana Painter be reappointed; and

WHEREAS, in accordance with Council Rules of Procedure, all such appointments are subject to the approval of the City Council by resolution.

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

Section 1. The Sherwood City Council hereby reappoints Lana Painter to Position 5 of the Sherwood Budget Committee for a term expiring at the end of June 2026.

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

Duly passed by the City Council this 20th of June, 2023.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Keith D. Campbell, City Manager

SUBJECT: Resolution 2023-048, Reappointing Thomas Sherwood to the Sherwood Budget Committee

Issue:

Shall the City Council reappoint Thomas Sherwood to the Sherwood Budget Committee?

Background:

Thomas Sherwood holds Position 1 on the Sherwood Budget Committee with a term expiring on June 30, 2023. Thomas has requested reappointment. The Mayor has recommended this reappointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Note: Position numbers were established with the adoption of Resolution 2019-066 for the purpose of managing terms.

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 2023-048, reappointing Thomas Sherwood to the Sherwood Budget Committee.



RESOLUTION 2023-048

REAPPOINTING THOMAS SHERWOOD TO THE SHERWOOD BUDGET COMMITTEE

WHEREAS, Thomas Sherwood holds Position 1 on the Sherwood Budget Committee; and

WHEREAS, this term expires on June 30, 2023, and he has requested reappointment; and

WHEREAS, the Mayor has recommended to Council that Thomas Sherwood be reappointed; and

WHEREAS, in accordance with Council Rules of Procedure, all such appointments are subject to the approval of the City Council by resolution.

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

Section 1. The Sherwood City Council hereby reappoints Thomas Sherwood to Position 1 of the Sherwood Budget Committee for a term expiring at the end of June 2026.

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

Duly passed by the City Council this 20th of June, 2023.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Keith D. Campbell, City Manager

SUBJECT: Resolution 2023-049, Certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues

Issue:

Should the City certify to the State of Oregon that the City of Sherwood provides sufficient services to be eligible to receive state revenues?

Background:

The State of Oregon distributes a portion of Cigarette, Liquor taxes and Highway Apportionment Fees to eligible municipalities. One of the requirements of state law under ORS 221.760 is that our city provides four or more of the following municipal services to be eligible to receive these revenues:

- Police protection
- Fire protection
- Street construction, maintenance and lighting
- Sanitary sewers
- Storm sewers
- Planning, zoning and subdivision control
- One or more utility services

The City of Sherwood does meet this requirement and this resolution provides the required certification to the State of Oregon.

Financial Impacts:

There is a portion of the allocation of this revenue that is based on population. In Sherwood's case, this amounts to \$441,300 in FY2023-24 General Fund revenue and \$1,637,118 in FY2023-24 Street Fund revenue. The non-per capita based portion amounts to \$387,800 in the General Fund.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2023-049, certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues.



RESOLUTION 2023-049

**CERTIFYING THE PROVISION OF CERTAIN MUNICIPAL SERVICES IN ORDER TO
QUALIFY THE CITY TO RECEIVE STATE REVENUES**

WHEREAS, Oregon Revised Statute (ORS) 221.760 provides for certain Oregon municipalities to receive state revenues from cigarette and liquor taxes and highway apportionment fees only if they meet specified eligibility requirements; and

WHEREAS, the City Council recognizes the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

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

Section 1. It is hereby certified that the City of Sherwood provides the following municipal services:

Police Protection
Street Construction, Maintenance, and Lighting
Sanitary Sewer
Storm Sewers
Planning, Zoning, and Subdivision Control
Water Utility

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

Duly passed by the City Council this 20th day of June, 2023.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Keith D. Campbell, City Manager

SUBJECT: Resolution 2023-050, Approving the City Investment Policy and Authorizing Investments

Issue:

Should the City of Sherwood continue with its current investment policy?

Background:

On June 12, 2018 a work session was held with City Council to discuss this policy and options for investments and on June 19, 2018 City Council approved Resolution 2018-058 Adopting an Investment Policy and Authorizing Investments.

This policy is required to be re-submitted not less than annually to the City Council for approval. There are no recommended changes to the current policy.

Financial Impacts:

There are no immediate financial impacts of approving this policy. However, the policy will allow the City to continue to diversify investments, thereby potentially increasing revenues.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2023-050, Approving the City Investment Policy and Authorizing Investments.



RESOLUTION 2023-050

APPROVING THE CITY INVESTMENT POLICY AND AUTHORIZING INVESTMENTS

WHEREAS, the City of Sherwood is permitted under ORS 294.035 and 294.805 to invest in various classes of securities and in the State of Oregon's Local Government Investment Pool; and

WHEREAS, the City wishes to establish a conservative set of investment criteria to prudently protect the City's assets and provide liquidity to meet the City's cash needs while enabling the City to generate a market rate of return from its investment activities; and

WHEREAS, the City's current investment policy was adopted by Resolution 2018-058 on June 19th, 2018; and

WHEREAS, this policy must be re-submitted not less than annually to the City Council for approval; and

WHEREAS, no changes or modifications to the policy are proposed.

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

Section 1. **Re-approval of the Investment Policy.** The City Council of the City of Sherwood, Oregon hereby re-approves the Investment Policy attached hereto as Exhibit A.

Section 2. **Effective Date.** This Resolution shall become effective upon its approval and adoption.

Duly passed by the City Council this 20th day of June, 2023.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



CITY OF SHERWOOD FINANCIAL POLICY

DEPARTMENT: Finance

POLICY STATEMENT: Investment Policy

ORIGINATION DATE: June 19, 2018

RE-APPROVAL DATES: June 18, 2019, June 16, 2020, June 15 2021, June 29, 2022, June 20, 2023

REVISION DATES:

I. Purpose

The City of Sherwood ("the City") was incorporated in 1893. As a Council-Manager form of government, it is governed by an elected City Council and Mayor, who in turn appoint a professional city manager to whom they delegate the administration of the City. The City provides law enforcement, public works, library, community services and community development functions to its citizens.

This Investment Policy defines the parameters within which funds are to be invested by the City. This policy also formalizes the framework, pursuant to ORS 294.135, for the City's investment activities to ensure effective and judicious management of funds within the scope of this policy.

These guidelines are intended to be broad enough to allow designated investment staff to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

II. Governing Authority

The City's investment program shall be operated in conformance with Oregon law and applicable federal law. Specifically, this investment policy is written in conformance with ORS 294.035, 294.040, 294.052, 294.135, 294.145, and 294.810. All funds within the scope of this policy are subject to laws established by the state of Oregon. Any revisions of applicable laws shall be automatically incorporated into this Investment Policy immediately upon their effective date.

III. Scope

This policy applies to activities of the City with regard to investing the financial assets of all funds. The amount of funds falling within the scope of this policy over the next three years is expected to range between \$5 million and \$35 million.

IV. General Objectives

The primary objectives, in priority order, of investment activities shall be:

1. Preservation of Invested Capital

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal is to mitigate credit risk and interest rate risk.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements. Furthermore, the portfolio shall consist largely of

securities with active secondary or resale markets. A portion of the portfolio also may be placed in the Oregon Short Term Fund which offers next-day liquidity. Where possible and prudent, the portfolio should be structured so that investments mature concurrent with anticipated demands.

3. Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration the safety and liquidity needs of the portfolio. Although return consists of both principal return (gains and losses due to market value fluctuations) and income return (yield), this policy discourages active trading and turnover of investments. Investments should generally be held to maturity.

V. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported and appropriate action is taken to control adverse developments within a timely fashion as defined in this policy.

The "prudent person" standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. These employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. These employees and officers shall refrain from undertaking personal investment transactions with the same individual(s) or firm(s) with whom business is conducted on behalf of the City of Sherwood. These officers and employees shall, at all times, comply with the State of Oregon Government Ethics requirements set forth in ORS Chapter 244.

3. Delegation of Authority and Responsibilities

i. Governing Body

The City Council will retain ultimate fiduciary responsibility for invested funds. It will receive reports, pursuant to, and with sufficient detail to comply with, ORS 294.085 and 294.155.

ii. Delegation of Authority

Authority to manage investments within the scope of this policy and operate the investment program in accordance with established written procedures

and internal controls is granted to the Finance Director, hereinafter referred to as the Investment Officer, and derived from ORS 294.035 to 294.053, 294.125 to 294.145, and 294.810.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No such officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

iii. Investment Municipal Adviser

The City Council may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with this investment policy. Investment advisers may be hired on a non-discretionary basis. All investment transactions by approved investment advisers must be pre-approved in writing by the Investment Officer and compliant with this Investment Policy. If the City hires an investment adviser to provide investment management services, the adviser is authorized to transact with its direct dealer relationships on behalf of the City.

VI. Transaction Counterparties, Investment Advisers and Depositories

1. Broker/Dealers

The Investment Officer shall determine which broker/dealer firms and registered representatives are authorized for the purposes of investing funds within the scope of this investment policy. The Investment Officer will maintain a list of approved broker/dealer firms and affiliated registered representatives.

The following minimum criteria must be met prior to authorizing investment transactions. The Investment Officer may impose more stringent criteria.

- i. Broker/Dealer firms must meet the following minimum criteria:
 - A. Be registered with the Securities and Exchange Commission (SEC)
 - B. Be registered with the Financial Industry Regulatory Authority (FINRA)
 - C. Provide most recent audited financials
 - D. Provide FINRA Focus Report filings
- ii. Approved broker/dealer employees who execute transactions with the City of Sherwood must meet the following minimum criteria:
 - A. Be a registered representative with the Financial Industry Regulatory Authority (FINRA);
 - B. Be licensed by the state of Oregon;
 - C. Provide certification (in writing) of having read; understood; and agreed to comply with the most current version of this investment policy.
- iii. Periodic (at least annual) review of all authorized broker/dealers and their respective authorized registered representatives will be conducted by the Investment Officer. Factors to consider are:
 - A. Pending investigations by securities regulators
 - B. Significant changes in net capital

C. Pending customer arbitration cases

D. Regulatory enforcement actions

2. Direct Issuers

Obligations that are permitted for purchase by this policy may be purchased directly from the issuer.

3. Investment Advisers

The Investment Officer will maintain a list of approved advisers selected by conducting a process of due diligence.

i. The following items are required for all approved Investment Advisers:

A. The investment adviser firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon (*Note: Investment adviser firms with assets under management > \$100 million must be registered with the SEC, otherwise the firm must be licensed by the state of Oregon*).

B. All investment adviser firm representatives conducting investment transactions on behalf of the City must be registered representatives with FINRA.

C. All investment adviser firm representatives conducting investment transactions on behalf of the City must be licensed by the state of Oregon.

D. Certification must be provided by all of the adviser representatives conducting investment transactions on behalf of this entity of having read, understood and agreed to comply with this investment policy.

ii. A periodic (at least annual) review of all investment advisers under contract will be conducted by the Investment Officer to determine their continued eligibility within the portfolio guidelines. Factors to consider are:

A. Pending investigations by securities regulators

B. Significant changes in net capital

C. Pending customer arbitration cases

D. Regulatory enforcement actions

4. Depositories

All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295.

5. Competitive Transactions

i. The Investment Officer shall obtain and document competitive bid information on all investments purchased or sold in the secondary market. Competitive bids or offers should be obtained, when possible, from at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.

ii. In the instance of a security for which there is no readily available competitive bid or offering on the same specific issue, then the Investment Officer shall document quotations for comparable or alternative securities.

iii. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities as the same original issue price. However, the Investment Officer

is encouraged to document quotations on comparable securities.

- iv. If an investment adviser provides investment management services, the adviser must retain documentation of competitive pricing execution on each transaction and provide it to the City upon request.

VII. Administration and Operations

1. Delivery vs. Payment

All trades of marketable securities will be executed (cleared and settled) by delivery vs. payment (DVP) to ensure that securities are deposited in the City's safekeeping institution prior to the release of funds.

2. Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the City. All securities will be evidenced by safekeeping receipts in the City's name. Upon request, the safekeeping institution shall make available to the City a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

3. Internal Controls

The Investment Officer will establish and maintain a system of written internal controls consistent with this Policy designed to prevent the loss of public funds due to fraud, error, misrepresentation or imprudent actions by third parties or by employees of the City. The internal control structure will be designed to provide reasonable assurance that these objectives are met.

The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- i. Compliance with Investment Policy
 - ii. Controls to prevent collusion
 - iii. Separation of transaction authority from accounting and record keeping
 - iv. Custodial safekeeping
 - v. Avoidance of physical delivery of securities whenever possible and address control requirements for physical delivery where necessary
 - vi. Clear delegation of authority to subordinate staff members
 - vii. Confirmation of transactions for investments and wire transfers in written or digitally verifiable electronic form
 - viii. Dual authorizations of wire and automated clearing house (ACH) transfers
 - ix. Staff training
 - x. Review, maintenance and monitoring of security procedures both manual and automated
4. An external auditor shall provide an annual independent review to assure compliance with applicable law and City of Sherwood policies and procedures.

VIII. Suitable and Authorized Investments

1. Permitted Investments

The following investments are permitted pursuant to ORS 294.035, 294.040, and ORS 294.810. *(Note: The scope of permitted investments under this policy may be more restrictive than ORS 294.035 and 294.810).*

- *US Treasury Obligation:* Direct obligations of the United States Treasury

whose payment is guaranteed by the United States. ORS 294.035(3)(a).

- *US Agency Primary Agency Obligations:* US Government Agencies, Government Sponsored Enterprises (GSEs), Corporations or Instrumentalities of the US Government – Federal Instrumentality Securities include, but are not limited to Federal National Mortgage Association (FNMA), the Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan Banks (FHLB), and the Federal Farm Credit Bureau (FFCB). ORS 294.035(3)(a).
- *US Agency Secondary Agency Obligations:* Other US government sponsored enterprises that are less marketable are considered secondary GSEs. They include, but are not limited to: Private Export Funding Corporation (PEFCO), Tennessee Valley Authority (TVA), Financing Corporation (FICO) and Federal Agricultural Mortgage Corporation (Farmer Mac).
- *Corporate Indebtedness:* Corporate Indebtedness must have a long-term rating on settlement date of AA- or better by Standard and Poor's or Aa3 or better by Moody's. ORS 294.035(3)(i). In the case where multiple rating agencies provide ratings on the corporation, the lowest rating will be used.
- *Municipal Debt:* Lawfully issued debt obligations of the states of Oregon, California, Idaho and Washington and political subdivisions of those states that have a long-term rating on the settlement date of AA- or better by S&P or Aa3 or better by Moody's. ORS 294.035(3)(b). In the case where multiple rating agencies provide ratings on the corporation, the lowest rating will be used.
- *Time Deposit Open Accounts and Savings Accounts:* Time deposit open accounts and savings accounts in insured institutions as defined in ORS 706.008, in credit unions as defined in ORS 723.006, or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state. ORS 294.035(3)(d).
- *Certificates of Deposit:* Certificates of deposit in insured institutions as defined in ORS 706.008, in credit unions as defined in ORS 723.006, or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state. ORS 294.035(3)(d).
- *Commercial Paper:* Commercial Paper that is rated A1 by Standard and Poor's or P1 by Moody's. In the case where multiple rating agencies provide ratings on the corporation, the lowest rating will be used.
- *Local Government Investment Pool:* State Treasurer's local short-term investment fund up to the statutory limit per ORS 294.810.

2. Approval of Permitted Investments

Additional types of securities will not be eligible for investment until this policy has been amended by the City Council.

3. Prohibited Investments

i. Private Placement or "144A" Securities

Private placement or "144A" securities are not allowed. For purposes of the policy, SEC Rule 144A securities are defined to include commercial paper privately placed under section 4(a)(2) of the Securities Act of 1933.

ii. US Agency Mortgage-backed Securities

US agency mortgage-backed securities such as those securities issued by FNMA and FHLMC are not allowed.

iii. Securities Lending

The City of Sherwood shall not lend securities nor directly participate in a securities lending program.

4. Demand Deposits and Time Deposits

- i. All demand deposits and time deposits (examples of time deposits are certificates of deposit and savings accounts) shall be held in qualified Oregon depositories in accordance with ORS Chapter 295.
- ii. Demand deposits in qualified depository institutions are considered cash vehicles and not investments and are therefore outside the scope and restrictions of this policy. Pursuant to ORS 294.035(3)(d), time deposits, certificates of deposit and savings accounts are considered investments and within the scope of this policy.

IX. Investment Parameters

1. Credit Risk

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Credit risk will be mitigated by the following guidelines:

i. Diversification

It is the policy of City of Sherwood to diversify its investments. Where appropriate, exposures will be limited by security type, maturity, issuance, issuer, and security type. Allowed security types and Investment exposure limitations are detailed in the table below.

ii. Recognized Credit Ratings

Investments must have a rating from at least two of the following nationally recognized statistical ratings organizations (NRSRO): Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service as detailed in the table below. Ratings used to apply the guidelines below shall be investment level ratings and not issuer level ratings.

iii. Portfolio Average Credit Rating

The minimum weighted average credit rating of the portfolio's rated investments shall be Aa/AA/AA by Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service respectively.

iv. Exposure Constraints and Minimum Investment Credit Ratings

The following table limits exposures among investments permitted by this policy.

Issue Type	Maximum Holdings	%	Minimum Moody's / S&P / Fitch
US Treasury Obligations	100%		None
US Agency Securities	100%		-
Per Agency (Senior Obligations Only)	50%		-
Oregon Short Term Fund (LGIP)	Maximum allowed per ORS 294.810		-
Time Deposits/Savings Accounts/Certificates of Deposit ⁽¹⁾	50%		-
Per Institution	25%		
Corporate Debt (Total)	15% ⁽²⁾		-
Corporate Commercial Paper	15% ⁽²⁾		
Per Issuer	2.5% ⁽³⁾		A1/P1/F1
Corporate Bonds	10% ⁽²⁾		
Per Issuer	2.5% ⁽³⁾		Aa/AA/AA
Municipal Debt (Total)	10%		-
Municipal Commercial Paper	10%		A1/P1/F1
Municipal Bonds	10%		Aa/AA/AA

⁽¹⁾ As authorized by ORS 294.035(3)(d)

⁽²⁾ 35% Maximum per ORS 294.035(D)

⁽³⁾ 5% Maximum per ORS 294.035(D)

v. Determining a Security's Rating

A single rating will be determined for each investment by utilizing the lowest security level rating available for the security from Standard and Poor's, Moody's Investor Services and Fitch Ratings.

vi. Restriction on Issuers With Prior Default History

Per ORS 294.040, the bonds of issuers listed in ORS 294.035(3)(a) to (c) may be purchased only if there has been no default in payment of either the principal of or the interest on the obligations of the issuing county, port, school district or city, for a period of five years next preceding the date of the investment.

2. Liquidity Risk

Liquidity risk is the risk that an investment may not be easily marketable or redeemable. The following strategies will be employed to mitigate liquidity risks:

- i. The value of at least 25% of funds available for investing or three months of budgeted operating expenditures, whichever is greater, will be invested in the Oregon Short Term Fund, with a qualified depository institution, or in investments maturing in less than 90 days to provide sufficient liquidity for expected disbursements.
- ii. Funds in excess of the above liquidity requirements are permitted to be invested in investments maturing in greater than one year. However,

longer-term investments tend to be less liquid than shorter term investments. Portfolio investment maturities will be limited as follows:

Total Portfolio Maturity Constraints:

Maturity Constraints	Minimum % of Total Portfolio
Under 90 days	Greater of 25% or three months Estimated Operating Expenditures
Under 1 year	35%
Under 5 years	100%

- iii. Reserve or Capital Improvement Project monies may be invested in securities exceeding the maximum term if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.
- iv. Larger issuance sizes enhance liquidity as there are likely to be a greater number of investors. Issuance sizes above a minimum amount qualify a corporate or municipal debt bond issuance for index eligibility. Index eligible bonds have a significantly larger investor base which improves liquidity.
- v. Limiting investment in a specific debt issuance improves secondary market liquidity by assuring there are other owners of the issuance.

Issue Type	Maximum % of Issuance*
US Agency Securities	50%
Corporate Debt (Total)	-
Corporate Commercial	100%
Paper Corporate Bonds	25%
Municipal Bonds	25%

*The par amount issued under a single CUSIP.

3. Interest Rate Risk

Longer-term investments have the potential to achieve higher returns but are also likely to exhibit higher market value volatility due to the changes in the general level of interest rates over the life of the investment(s). Interest rate risk will be mitigated by providing adequate liquidity for short term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. Certain types of securities, including variable rate securities, securities with principal pay-downs prior to maturity, and securities with embedded options, will affect the interest rate risk profile of the portfolio differently in different interest rate environments. The following strategies will be employed to control and mitigate adverse changes in the market value of the portfolio due to changes in interest rates:

- i. Where feasible and prudent, investment maturities should be matched with expected cash outflows to mitigate market risk.
- ii. To the extent feasible, investment maturities not matched with cash outflows, including liquidity investments under one year, should be staggered to mitigate re- investment risk.
- iii. No commitments to buy or sell securities may be made more than 14 days prior to the anticipated settlement date, or receive a fee other than interest for future deliveries.

- iv. The maximum percent of callable securities in the portfolio shall be 35%.
- v. The maximum stated final maturity of individual securities in the portfolio shall be five years, except as otherwise stated in this policy.
- vi. The maximum portfolio average maturity (measured with stated final maturity) shall be 3 years.

X. Investment of Proceeds from Debt Issuance

- 1. Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. Bond proceeds shall be invested in accordance with the parameters of this policy and the applicable bond covenants and tax laws.
- 2. Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for resale and are maturity matched with outflows. Consequently, funds within the scope of ORS 294.052 are not subject to this policy's liquidity risk constraints within section IX (2).

XI. Investment of Reserve or Capital Improvement Funds

- 1. Pursuant to ORS 294.135(1)(b), reserve or capital improvement project monies may be invested in securities with maturity dates occurring when the funds are expected to be used (and exceeding five years) when the funds in question are being accumulated for an anticipated use that will occur more than 18 months after the funds are invested, upon the approval of the City Council.

XII. Guideline Measurement and Adherence

1. Guideline Measurement

Guideline measurements will use market value of investments.

2. Guideline Compliance

- i. If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the Investment Officer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.
- ii. Violations of portfolio guidelines as a result of transactions, the actions taken to bring the portfolio back into compliance, and the reasoning behind the actions taken to bring the portfolio back into compliance shall be documented and reported to the City Council.
- iii. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

XIII. Reporting and Disclosure

1. Compliance

The Investment Officer shall prepare a report at least quarterly that allows the City Council to ascertain whether investment activities during the reporting period have conformed to this investment policy. The report will include, at a minimum, the following:

- i. A listing of all investments held during the reporting period showing: par/face value; accounting book value; market value; type of investment; issuer; credit ratings; and yield to maturity (yield to worst if callable)
- ii. Average maturity of the portfolio at period-end
- iii. Maturity distribution of the portfolio at period-end
- iv. Average portfolio credit quality of the portfolio at period-end
- v. Average weighted yield to maturity (yield to worst if callable investments are allowed) of the portfolio
- vi. Distribution by type of investment
- vii. Transactions since last report
- viii. Distribution of transactions among financial counterparties such as broker/dealers
- ix. Violations of portfolio guidelines or non-compliance issues that occurred during the prior period or that are outstanding and actions (taken or planned) to bring the portfolio back into compliance.

2. Performance Standards/ Evaluation

At least annually, the Investment Officer shall report comparisons of investment returns to relevant alternative investments and comparative Bond Indexes. The performance of the portfolio should be compared to the performance of alternative investments such as available certificates of deposit; the Oregon Short Term Fund; US Treasury rates; or against one or more bond indices with a similar risk profile.

When comparing performance, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return.

3. Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly.

4. Audits

Management shall establish an annual process of independent review by the external auditor to assure compliance with internal controls. Such audit will include tests deemed appropriate by the auditor.

XIV. Policy Maintenance and Considerations

1. Review

The investment policy shall be reviewed by the Investment Officer at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to and compliance with current law and financial and economic trends.

The annual report will also serve as a venue to suggest policies and improvements to the investment program, and shall include an investment plan for the coming year.

2. Exemptions

Any investment held prior to the adoption of this policy shall be exempt from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested as provided by this policy.

3. Policy Adoption and Amendments

This investment policy and any modifications to this policy must be formally approved by resolution of the City Council. This policy must be submitted to the Oregon Short Term Fund (OSTF) Board for review if:

This policy allows maturities beyond 18 months unless the funds are being accumulated for a specific purpose, including future construction projects, and upon approval of the City Council, the maximum maturity date matches the anticipated use of the funds. ORS 294.135(1)(b) and 294.135(3).

And either:

- A. This policy has never been submitted to the OSTF Board for comment;

Or

- B. Material changes have been made since the last review by the OSTF Board.

Regardless of whether this policy is submitted to the OSTF Board for comment, this policy shall be re-submitted not less than annually to the City Council for approval.

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Keith D. Campbell, City Manager

SUBJECT: Resolution 2023-051, Transferring budget expenditure appropriations between categories for fiscal year 2022-23

Issue:

Shall the City Council approve the transfer of budget expenditure appropriations as presented for fiscal year 2022-23?

Background:

Pursuant to ORS 294.463, Oregon Municipalities can transfer appropriation between existing categories during the budget year. Our practice over the past years is to perform such transfers generally twice per year, once around mid-fiscal year and then at the end of the fiscal year, if necessary.

A portion of the General Fund revenue consists of traffic fines. Currently at one intersection these red-light camera systems have been down due to ongoing construction. This significant down time was not anticipated when the budget was originally prepared, thus there is a need to reduce this revenue category and overall expectations.

Additionally, other revenue sources are outperforming expectations; these categories consist of interest revenue, franchise fees, state shared revenue and building permits. Thus, there is a need to increase these revenue categories. Also, the Police Department received a Federal Grant for 8 Anti-Vehicle Road Barriers. These Barriers are expected to be received the last week of June.

The contingency appropriation is being reduced by \$382,169 to account for one-time payments paid to employees and that were a part of the union contract negotiations for both SPOA and AFSCME employees.

The city is seeing savings in a few expenditure categories, thus allowing the city to reduce appropriation categories to help offset the reduction in traffic fines. These categories consist of red-light camera fees, annual audit services and personal costs due to open unfilled positions.

Financial Impacts:

There is no impact from adoption of this resolution.

Recommendation:

Staff respectfully recommends approval of Resolution 2023-051, transferring budget expenditure appropriations between categories for fiscal year 2022-23.



RESOLUTION 2023-051

TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN CATEGORIES FOR FISCAL YEAR 2022-23

WHEREAS, on June 29, 2022, the City of Sherwood budget for fiscal year 2022-23 was adopted and funds were appropriated by City Council; and

WHEREAS, pursuant to ORS 294.463, Oregon Municipalities can transfer appropriation between existing categories during the budget year; and

WHEREAS, the following unplanned events have occurred during the course of this budget year:

General Fund

Resources:

- Traffic Fines are coming in lower than originally budgeted due to construction down time.
- Other sources of revenue; interest, franchise fees and state shared are coming in higher than original budgeted.
- Building Permits are outperforming expectations even after preparing a supplemental budget for this category in May.
- Public Safety received a federal grant for Anti-Vehicle Road Barriers.

Requirements:

- Contingency appropriation is being reduced by (\$382,169) for one-time payments.
- Administration's appropriation is being reduced by (\$95,058). This figure consists of one-time payments of \$63,942, reduction of red-light camera fees of (\$149,000) for construction down time and a reduction in fees charged for the annual audit of (\$10,000).
- Community Development appropriation is being reduced by (\$153,460). This figure consists of one-time payments of \$41,540 and a reduction in payroll expenses in Community Development Management of (\$195,000) due to the open Director position for half the year and allocation of expenses to the URA's.
- Public Safety appropriation is being increased by \$244,147. This figure consists of one-time payment expenses of \$123,643 and the expense for the Anti-Vehicle Road Barriers of \$120,504.
- Community Services appropriation is being reduced by (\$146,369). This figure consists of one-time payments of \$53,631 and a reduction in payroll expenses of (\$200,000) due to projected payroll expenses coming in lower than anticipated.
- PW Operations appropriation is being increased by \$99,413. This figure consists of one-time payments.

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

Section 1. The additional amount for fiscal year beginning July 1, 2022 shown below is hereby appropriated as follows:

General Fund - Additional Resources	
Administration - Fines	\$ (1,000,000)
Administration - Interest	64,000
Administration - Franchise Fees NW Natural	42,400
Administration - Franchise Fees PGE	53,400
Administration - Liquor Tax	26,600
Administration - Other State Shared Revenue	49,000
Community Development - Building Permits	210,600
Public Safety - Federal Revenue	120,504
Revised Total Fund Resources	\$ (433,496)

General Fund - Expenditures	
Administration	\$ (95,058)
Community Development	(153,460)
Public Safety	244,147
Community Services	(146,369)
PW Operations	99,413
Contingency	(382,169)
Revised Total Fund Requirements	\$ (433,496)

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

Duly passed by the City Council this 20th day of June, 2023.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: June 20, 2023

Agenda Item: New Business

TO: Sherwood City Council

FROM: Craig Sheldon, Public Works Director

Through: David Bodway, Finance Director, Keith D. Campbell, City Manager, and Ryan Adams, City Attorney

SUBJECT: Resolution 2023-052, Adopting the Capital Improvement Plan (CIP) for FY2023-24

Issue:

Should the City Council adopt the Capital Improvement Plan (CIP) for FY2023-24?

Background:

Many funding sources require a Capital Improvement Plan (CIP) to be adopted before funds can be spent. Having a CIP is a precursor to the expenditure of System Development Charges and revenue from sources outside the City of Sherwood. This staff report presents the FY2023-24 CIP and the adopting resolution.

This CIP is only that: a plan. It is not a commitment, nor does it obligate funds. It is a vision of projects that combines input from City Council, advisory committees, and staff into one document. Annual revision is required to adjust the plan to changing priorities and circumstances. While Exhibit A to the attached resolution provides the entirety of the CIP including projects beyond five years, all of the projects planned for the next five years and their proposed timing are as follows:

City of Sherwood Five Year Capital Improvement Plan (FY 24 Through FY 28)						
STREET PROJECTS; INCL STORM AND SANITARY	Estimated Cost	23/24	24/25	25/26	26/27	27/28
Traffic Calming	\$ 700,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Oregon St Design & Construction	8,780,990	225,000	1,326,100	6,075,000	250,000	
Arrow Street Improvements	1,572,972	5,000	1,000,000	525,000		
Oregon-Tonquin Intersection Improvements	2,800,000	500,000	2,100,000	200,000		
Tualatin-Sherwood Rd. Improvements by WashCo DLUT	184,262	20,000	20,000			
Schaumburg from Division to End of Road (Reconstruct) (Storm/San)	1,050,863	251,000	499,281			
Timbrel from Middleton to Sunset (grind and overlay)	111,000	111,000				
Sunset (Eucalyptus to St. Charles) (grind and overlay)	169,544	169,544				
Sunset (St. Charles to Myrica) (grind and overlay)	95,806	95,806				
Sunset (Myrica to Main) (grind and overlay)	194,912	194,912				
Meineke Roundabout	91,876	91,876				
Brookman Road Improvements (99W to Ladd Hill Rd.)	16,000,000		50,000		2,000,000	13,500,000
Transportation System Plan (TSP) Update	460,000		400,000	60,000		
Washington Street Sidewalk Infill, North Side (Stella Olsen Park to Lee Dr)	465,765		56,000	409,765		
Pine Street Improvements Phase 2 (Division St. to Sunset Blvd)	1,850,000		1,850,000			
Sunset Pedestrian Safety Study 99W to Pinehurst	50,000		50,000			
Edy Rd (Terrapin-Houston)	72,533		72,533			
Edy Rd (Houston-Cherry Orchard)	64,694		64,694			
Washington St from Tualatin to Division/Schaumburg (reconstruct)	113,471		113,471			
Sunset (Main to Cinnamon Hill) (grind and overlay)	379,138		379,138			
Sunset (Brittany to Murdock) (grind and overlay)	221,000		221,000			
Edy Road Improvements (Borchers Dr. to Trails End Dr.)	7,900,000			900,000	2,000,000	5,000,000
Edy-Elwert Intersection Improvements (Signal or Roundabout)	5,250,000			250,000	750,000	4,250,000
Elwert Road Improvements (Haede/Handley Rd. to Edy Rd.)	6,000,000			6,000,000		
Oregon Street (Lincoln to Hall) (grind and overlay)	248,747			248,747		
Oregon Street (Orland to Brickyard and 70' east) (reconstruct)	67,467			67,467		
Oregon Street (Lower Roy to Orland) (reconstruct)	42,484			42,484		
Oregon Street (Hall to Lower Roy) (reconstruct)	49,744			49,744		
Willamette St from Orcutt to Pine St. (reconstruct)	87,975			87,975		
Meinecke (Cedarbrook Way to 99w)	275,513			275,513		
Cedar Creek Trail Segment 9a (Design/Construction 99W to Edy)	3,900,000				3,500,000	
Borchers between Edy Road and Daffodil St (grind and overlay)	261,849				261,849	
Borchers between Daffodil St and Roy Rodgers (grind and overlay)	131,022				131,022	
Borchers between Roy Rodgers and Sydney (grind and overlay)	43,450				43,450	
Century between T/S and Sherwood Industrial (grind and overlay)	376,567				376,567	
Cedar Creek Trail Segment 9b (Design/Construction Edy to Roy Rogers)	3,600,000					3,100,000
Langer Farms Parkway North (99W to Roy Rogers)	4,750,000					600,000
Sunset (Cinnamon Hills to Pine) (grind and overlay)	410,078					410,078
Meinecke (99w-Dewey Roundabout)	195,557					195,557
	\$ 69,019,279	\$ 1,764,138	\$ 8,302,217	\$ 15,291,695	\$ 9,412,888	\$ 27,155,635
SANITARY SEWER SYSTEMS	Estimated Cost	23/24	24/25	25/26	26/27	27/28
Brookman Sanitary Trunkline Project - Construction	\$ 3,963,452	\$ 300,000	\$ 2,000,000	\$ 1,500,000	\$ 163,452	
Rock Creek Upsizing Phase 2	4,100,000	2,000,000	1,850,000	250,000		
Rock Creek Upsizing Phase 2	900,557	400,000	275,000			
Brookman Sanitary Trunkline	820,000	503,420				
Sanitary Sewer Master Plan Update	300,000		300,000			
Old Town Laterals	816,000		48,000	48,000	48,000	48,000
	\$ 10,900,009	\$ 3,203,420	\$ 4,473,000	\$ 1,798,000	\$ 211,452	\$ 48,000
STORMWATER SYSTEMS	Estimated Cost	23/24	24/25	25/26	26/27	27/28
Annual Storm Water Quality Facility Refurbishments	\$ 320,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Annual Citywide Catch Basin Remediation Program	420,086	60,000	60,000	60,000	60,000	60,000
Woodhaven Swales	500,000	100,000	100,000	100,000	100,000	100,000
Oregon Street Regional WQF	175,740	100,000	25,000			
2nd and Park Street Stormwater Facility Rehabilitation	335,000	260,000				
Gleneagle Drive Regional Storm New Facility	600,000	275,000				
Stella Olsen Park Drainage Swale Upgrade	160,000	160,000				
Oregon Street Regional WQF - Construction	600,000		150,000	450,000		
Stormwater Master Plan Update	300,000		275,000	25,000		
Fair Oaks Drainage	60,000				60,000	
	\$ 3,470,826	\$ 1,005,000	\$ 660,000	\$ 685,000	\$ 270,000	\$ 210,000

WATER SYSTEMS	Estimated Cost	23/24	24/25	25/26	26/27	27/28
Routine Waterline Replacement	\$ 1,200,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Tualatin / Sherwood Road Widening Project County Conflicts	981,384	638,194	100,000			
WIF Capacity Improvements to 6.2 MGD	813,519	711				
TVWD Capacity Improvements 6.2 to 9.7 MGD	1,612,000	806,000				
WRWTP - 20 MGD Expansion	10,659,944	6,205,101				
Sunset Pump Station (Flex Connections)	55,704	55,704				
Park Row to Division water line upgrade	186,000	186,000				
Wyndham Ridge Pump Station	50,000		50,000			
Resiliency Pipe Improvements - Oregon St Backbone	1,300,000			1,300,000		
SR -1 - Sunset Reservoir #1	179,014			179,014		
SR - 2- Sunset Reservoir #2	133,113			133,113		
SR - 3 Kruger Reservoir	156,000			156,000		
SW -4 - Resiliency Upgrade Well #6	61,000					61,000
	\$ 17,387,678	\$ 7,941,710	\$ 200,000	\$ 1,818,127	\$ 50,000	\$ 111,000
General Construction	Estimated Cost	23/24	24/25	25/26	26/27	27/28
Cedar Creek Trail Grade Separate Crossing of Hwy 99	\$ 24,000,000	\$ 200,000			\$ 400,000	\$ 4,000,000
Cedar Creek Trail Supplemental Work	1,282,499	450,000				
Trail Network Expansion Improvements (Infill projects)	1,500,000	150,000	150,000	150,000	150,000	150,000
Tannery Site Cleanup, Pre-Development & Site Grading Project	4,985,077	-	-	1,000,000	3,000,000	850,000
Cleanup Permits, Bid Docs, Env. Enhancement Plans	1,050,000	400,000	600,000	50,000		
Adj. Art Center-design 23/24	1,500,000	180,000	700,000	620,000		
Murdock Park (Infill projects)	2,246,000	150,000		2,096,000		
Skate Park Restroom	215,000		215,000			
Universally Accessible Destination Play Area (Inclusive) (Infill project)	1,750,000			150,000	1,600,000	
Street Restroom Moser PUD (Depends on development)	215,000			215,000		
Site Cleanup Project w/ All Monitoring	4,850,000			1,000,000	3,000,000	850,000
	\$ 43,593,576	\$ 1,530,000	\$ 1,665,000	\$ 5,281,000	\$ 8,150,000	\$ 5,850,000

Financial Impacts:

The financial impacts from this resolution have been considered within the City Manager's proposed FY2023-24 budget. The FY2023-24 budget has been approved by the Budget Committee prior to the June 20, 2023 City Council meeting. In the event the budget process necessitates changes to the CIP, this item can be postponed or an amendment can be brought forward at a later date. There are no other financial impacts.

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2023-052, Adopting the Capital Improvement Plan for FY2023-24.



RESOLUTION 2023-052

ADOPTING THE CAPITAL IMPROVEMENT PLAN (CIP) FOR FY2023-24

WHEREAS, the City of Sherwood Financial Policy IV-4 states that the City shall adopt a five-year Capital Improvement Project Plan annually; and

WHEREAS, the attached FY2023-24 Capital Improvement Plan represents capital improvement planning based on the current circumstances and priorities of the City; and

WHEREAS, this Capital Improvement Plan is the basis for projects included in the City Manager's proposed FY2023-24 Budget; and

WHEREAS, there are a greater number of projects identified as necessary than funds available for any given year; and

WHEREAS, the projects identified in the one-year and five-year CIP list represent the projects that the City has determined are the highest priority; and

WHEREAS, it is understood that there are other important projects that are not able to be funded in the one-year CIP which the City intends to further prioritize and fund as funds become available.

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

Section 1. The FY2023-24 Capital Improvement Plan attached hereto as Exhibit A is hereby adopted.

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

Duly passed by the City Council this 20th day of June, 2023.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



CAPITAL IMPROVEMENT PLAN



Cedar Creek Trail

FY 2023/24-2028/29

JULY 1, 2023

CITY OF SHERWOOD, OREGON

City of Sherwood, Oregon
22560 SW Pine Street
Sherwood, OR 97140

Capital Improvement Plan

Fiscal Year 2023-2024

City Council

Mayor
Council President
Council Member
Council Member
Council Member
Council Member
Council Member

Tim Rosener
Keith Mays
Renee Brouse
Taylor Giles
Doug Scott
Dan Standke
Kim Young

City Staff

City Manager
Finance Director
Public Works Director
Community Development Director
Community Services Director
City Engineer

Keith Campbell
David Bodway
Craig Sheldon
Eric Rutledge
Kristen Switzer
Jason Waters, P.E.

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EXECUTIVE SUMMARY

SHERWOOD FIVE YEAR CAPITAL IMPROVEMENT PLAN (FISCAL YEARS 2023 TO 2028)

The City of Sherwood's Capital Improvement Plan (CIP) establishes, prioritizes, and defines funding for capital projects to improve existing systems and develop new infrastructure and facilities. The use of a CIP promotes better use of the City's limited financial resources, reduces costs, focuses priorities, and assists in the coordination of public and private development.

The City's CIP is a five year planning document which identifies the major capital improvement expenditures and gives a proposed sequence of implementing their construction. The CIP serves as a long range dynamic plan since the plan is reviewed and revised annually to account for completed and newly identified projects. In addition, City priorities may change due to funding opportunities or circumstances that have caused a more rapid deterioration of assets or greater need identified elsewhere.

As a basic tool for documenting anticipated capital improvement expenditures, the listing of projects includes "unfunded" projects in which needs have been identified, but specific solutions and funding resources have not been determined.

THE CIP PROCESS

The CIP is the result of an ongoing infrastructure planning process, which provides flexibility and takes advantage of opportunities for funding capital improvement expenditures. The Fiscal Years 2023-2028 CIP is developed utilizing adopted policies and current master plans, input from the public, professional peer review, and review and approval of the City's elected officials. A draft CIP is made available to the general public and elected officials for review and comment. Input from the public occurs at many levels. As Master Plans are developed and adopted, there are public input opportunities to ensure that the plans reflect community input and need.

Throughout the year staff and Council receive comments, suggestions and concerns from the public related to needed improvements which are incorporated into the CIP as appropriate. As part of the CIP development and adoption process for the one-year and five-year plans, the public is encouraged to provide comments. The CIP is presented to the City Council for adoption. The projects and project schedules shown in the CIP are part of the basis for preparation of the City's overall budget and staff allocations for that year.

HOW PROJECTS ARE ADDED TO OR REMOVED FROM THE CIP

The CIP development and review team consists of City staff and department directors who are responsible for development of the CIP project list, reviewing proposed CIP project scopes and schedules, and finally submitting recommendations to the City Manager. In addition, staff seeks input from the Traffic Safety Committee based on their discussion and information received throughout the year. The City Manager recommendation is then presented to the City Council.



Typically there are more project requests than can be funded in the five-year CIP period, so the CIP Review Team conducts an internal project ranking of each project relative to all others. The criteria used in this internal ranking include, but are not limited to the following;

- Council Goals – Supports the goals established by the City Council. Meets the city-wide long-term goals and is based upon Master Plan recommendations.
- Master Plan – Proposed upgrade or expansion of infrastructure systems is identified in one of the City's Master Plans.
- Health and Safety – Enhances, improves, or protects the overall health, safety and welfare of the City's residents.
- Regulatory Requirement – Proposed upgrade or expansion satisfies regulatory or mandated requirements, standards and specifications.
- Outside Funding/Partnership – That funding sources other than dedicated City resources, are identified, requested, committed, or
- Upgrade Serviceability – To determine if the project has the potential to coincide with other CIP projects to minimize financial costs and development impacts, and to maintain and enhance the efficiency of providing services to the citizens of the City.

The CIP Review Team also considers public input received throughout the year along with additional identified areas of concern to determine if projects need to be added to the CIP master document. They then analyze the financial impact of the CIP as well as the City's ability to process, design, construct, and ultimately maintain the constructed infrastructure. It is the intent that the review team will meet periodically throughout the year to evaluate the progress of the projects, and determine future needs of the City.

The overall goal of the CIP Review Team is to develop CIP recommendations that:

- Preserve the past by investing in the continued upgrades of City assets and infrastructure;
- Protect the present by performing improvements to existing infrastructure and facilities; and
- Plan for the future.

Items such as minor equipment and routine expenses will not be included in the CIP as they are accounted for in other budget items of the City's annual budget. In addition, the operating or maintenance impact of the proposed CIP projects are not included in the CIP project costs. These costs will be accounted for in other budget items of the City's annual budget.

CIP CATEGORIES

Because there are several different funding sources for capital projects, which have limitations on how the funds can be used, projects within the CIP fall within 5 primary categories:

- 1) Transportation Projects
 - a) Transportation Capital Projects
 - b) Transportation Maintenance Projects
 - c) Pedestrian Capital Projects
 - d) Neighborhood Traffic Management/Calming



- 2) Utility Infrastructure Projects
 - a) Stormwater Capital Projects
 - b) Stormwater Maintenance Projects
 - c) Sanitary Sewer Capital Projects
 - d) Sanitary Sewer Maintenance Projects
 - e) Water System Capital Projects
 - f) Water System Maintenance Projects
- 3) General Construction Capital Projects
- 4) Parks and Facilities Projects
 - a) Parks and Facilities Capital Projects
- 5) Urban Renewal Agency (URA) Projects
 - a) URA Capital Projects

The CIP document is designed to forecast capital needs for the next five years. The CIP will be reviewed, revised and updated every year as part of the annual City budget development process.

HOW THE CIP IS FUNDED

The purpose of the CIP is two-fold. The one-year CIP identifies specific projects with certain funding availability which will be completed (or started) over the next fiscal year. The five-year CIP is a bit more aspirational as funding availability is not certain. The City may receive more or less revenue depending on development growth, and other revenue sources. In addition, the City may obtain outside funding for projects through grants, county, regional, state or federal allocation of funds. For this reason, the five-year CIP list may include more projects than will actually be able to be funded or constructed within the five-year time period. The CIP is updated annually in order to reflect new information and projections.

The nature and cost of the project generally determine the financing options as well as the projected revenue resources utilized by the project. The following financial resources are evaluated for funding use:

- Outside Funding – including grants, federal, state, county funds and donations.
- Development Fees – system development charges (SDC's).
- Utility Rate Revenue.
- Debt secured by a restricted revenue source.
- General Obligation Debt.

PROJECT LISTS AND DETAIL SHEETS

A complete listing of all the CIP projects is included in Section C. The one-year and five-year project descriptions are included in Section A and Section B of the CIP respectively.

The project detail sheet provides the following information:

- A project location map showing the location and extents of the project.
- The estimated project design/construction cost.
- Identifying which Project Ranking Criteria is being used.



Home of the Tualatin River National Wildlife Refuge

- The project type and priority (e.g., short-term, medium-term, long-term).
- A project description along with a description of the long-term operating and maintenance issues and costs.
- The fiscal year funding is needed within and which funding sources are planned on being used.

COMPLETED PROJECTS

This document generally represents Master Plan projects identified through updates after 2016. As projects are completed, they will be marked as such on the detail sheet but remain in the document for posterity. When Master Plans are updated, generally every 5-7 years, the CIP document will be comprehensively updated with new or modified projects and the completed projects will be removed.

CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULES

CAPITAL IMPROVEMENT PLAN
SECTION A
ONE-YEAR CAPITAL PROJECTS LIST

CITY OF SHERWOOD CIP PROJECTS LISTING

ONE-YEAR CAPITAL IMPROVEMENT PROJECT LISTING

The following project list shows capital projects funded with capital funds proposed for the FY 2023-2024 budget cycle. These projects are a compilation of projects from the City's Master Plans, and Engineering and Public Works identified infrastructure improvement projects.

Project Title	Estimated Project Cost	Previous Fiscal Year's Expend.	Estimated FY 23/24 Expend.	Future Fiscal Year's Expend.
Tualatin-Sherwood Road Widening Coordination with the County	184,262	144,262	20,000	20,000
Oregon St Improvements (Design and Construction; includes WQF)	8,780,990	904,890	225,000	7,651,100
Oregon St @ Tonquin Rd & Murdock Rd Improvements	2,800,000	0	500,000	2,300,000
Arrow Street Improvements	1,572,972	42,972	5,000	1,525,000
Traffic Calming	700,000	100,000	100,000	500,000
Gleneagle Drive Storm Water Facility	600,000	325,000	275,000	0
Oregon St Regional WQF Design	175,740	50,740	100,000	25,000
Stella Olsen Park Drainage Swale Upgrade	160,000	0	160,000	0
2 nd & Park Streets Stormwater Facility Rehabilitation	335,000	75,000	260,000	0
Rock Creek Trunk Capacity Upgrade – Phase II Design	900,557	225,557	400,000	275,000
Rock Creek Trunk Capacity Upgrade – Phase II Construction	4,100,000	0	2,000,000	2,100,000
Brookman Area SS Trunkline Extension Design	820,000	316,580	503,420	0
Brookman Area SS Trunkline Extension Construction	3,963,452	0	300,000	3,663,452
WIF Capacity Improvements to 6.2 mgd	813,519	812,808	711	0
TVWD Capacity Improvements to 6.2mgd	1,612,000	806,000	806,000	0
WRWTP - 20.0 mgd Expansion	10,659,944	4,454,843	6,205,101	0
Routine Waterline Replacement Program	1,200,000	100,000	50,000	1,050,000
Sunset Pump Station (Flex Connections)	55,704	0	55,704	0
Park Row to Division Waterline Upgrade	186,000	0	186,000	0
Ice Age Drive (*URA project)	18,986,162	5,626,162	1,544,239	11,815,761
99W Pedestrian Bridge (*URA project)	22,468,909	2,703,909	9,125,000	10,640,000
Cedar Creek Trail Supplemental Work	1,282,499	832,499	450,000	0
Cedar Creek Trail Grade Separated Crossing	24,000,000	180,000	200,000	23,620,000
Sunset Blvd (Eucalyptus to St Charles) Grind & Overlay	169,544	0	169,544	0

CITY OF SHERWOOD CIP PROJECTS LISTING

Project Title	Estimated Project Cost	Previous Fiscal Year's Expend.	Estimated FY 23/24 Expend.	Future Fiscal Year's Expend.
Sunset Blvd (St Charles to Myrica) Grind & Overlay	95,806	0	95,806	0
Sunset Blvd (Myrica to Main) Grind & Overlay	194,912	0	194,912	0
Schamburg from Division to end of road (reconstruct)- includes sewer and storm rehab	1,050,863	300,582	251,000	499,281
Timbrel from Middleton to Sunset (grind and overlay)	111,000	0	111,000	0
Meinecke Roundabout	91,876	0	91,876	0
Citywide Catch Basin Remediation Program	420,086	120,086	60,000	240,000
Woodhaven Swales	500,000	0	100,000	400,000
Water Quality Facility Refurbishments	320,000	70,000	50,000	200,000
TS Road County conflict improvements	981,384	243,190	638,194	100,000
Tannery Site Cleanup	6,035,077	135,077	400,000	5,500,000
Adjacent Lot to Arts Center	1,500,000	0	180,000	1,320,000
Murdock Park Infill	2,246,000	0	150,000	2,096,000
Trail Network Expansion	1,500,000	0	150,000	1,350,000

CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULES

CAPITAL IMPROVEMENT PLAN
SECTION B
FIVE-YEAR CAPITAL PROJECTS LIST

Resolution 2023-052, EXH A
FY 23/24 Five Year Capital Improvement Plan
 June 20, 2023, Page 12 of 18

Council Goal		Current estimated cost	FY 22/23 or prior	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29 & Future
STREETS; INCLUDES STORM AND SANITARY AS APPLICABLE									
* I, L, PS	Tualatin-Sherwood Road widening coordination with County	\$184,262	\$144,262	\$20,000	\$20,000				
* E, I, L	Oregon St Improvements & Regional WQF Design	\$1,135,990	\$874,890	\$200,000	\$61,100				
	Construction	\$7,645,000	\$30,000	\$25,000	\$1,265,000	\$6,075,000	\$250,000		
* E, I, L, PS	Oregon St @ Tonquin Rd & Murdock Rd Improvements	\$2,800,000		\$500,000	\$2,100,000	\$200,000			
I, L, PS	Pine Street Phase II	\$1,850,000			\$1,850,000				
I, L, PS	Meinecke Roundabout improvement	\$91,876		\$91,876					
* I, L, PS	Sidewalk on Meinecke/Washington north side (Stella Olsen Park to Lee Dr)	\$465,765			\$56,000	\$409,765			
* E, I	Arrow Street	\$1,572,972	\$42,972	\$5,000	\$1,000,000	\$525,000			
* I, L, PS	Brookman Road	\$16,000,000			\$50,000		\$2,000,000	\$13,500,000	
I, L, PS	Traffic Calming - Placeholder	\$on-going		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000/year
* I, L, PS	Elwert from Handley to Edy	\$6,000,000				\$6,000,000			
* I, L, PS	Edy Road/Elwert Road intersection improvements	\$5,250,000				\$250,000	\$750,000	\$4,250,000	
* I, L, PS	Edy Road Improvements	\$7,900,000				\$900,000	\$2,000,000	\$5,000,000	
* I, E	Langer Farms Parkway North	\$4,750,000						\$600,000	\$4,150,000
* I, L, PS	TSP update	\$460,000			\$400,000	\$60,000			
PS	Sunset Pedestrian Crossing study - 99W to Pinehurst	\$50,000			\$50,000				
I	Schamburg from Division to end of road (reconstruct AND Sanitary improvement)	\$1,050,863	\$300,582	\$251,000	\$499,281				
I	Washington from Tualatin to Shaumburg (reconstruct)	\$113,471			\$113,471				
I	Oregon Street from Lincoln to Hall (grind and overlay)	\$248,747				\$248,747			

*Identifies projects where outside funding is either currently provided or where outside funding may be available

Council Goals:

E – Economic Development

I – infrastructure

L – Livability

PS- Public Safety

FR – Fiscal responsibility

CE – Citizen Engagement

Council Goal	Resolution 2023-052, EXH A June 20, 2023, Page 13 of 18	Current estimated cost	FY 22/23 or prior	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29 & Future
I	Oregon Street from Orland to Brickyard and 70' East (reconstruct)	\$67,467				\$67,467			
I	Oregon Street from Lower Roy to Orland (reconstruct)	\$42,484				\$42,484			
I	Oregon Street from Hall to Lower Roy (reconstruct)	\$49,744				\$49,744			
I	Edy Rd from Terrapin to Houston	\$72,533			\$72,533				
I	Edy Rd from Houston to Cherry Orchard	\$64,694			\$64,694				
I	Willamette Street from Orcutt to Pine (reconstruct)	\$87,975				\$87,975			
I	Timbrel from Middleton to Sunset (grind and overlay)	\$111,000		\$111,000					
I	Borchers from Edy to Daffodil (grind and overlay)	\$261,849					\$261,849		
I	Borchers from Daffodil to Roy Rogers (grind and overlay)	\$131,022					\$131,022		
I	Borchers from Roy Rogers to Sydney (grind and overlay)	\$43,450					\$43,450		
I	Sunset (Eucalyptus to St. Charles) grind overlay	\$169,544		\$169,544					
I	Sunset (St. Charles to Myrica), grind and overlay	\$95,806		\$95,806					
I	Sunset (Myrica to Main), grind and overlay	\$194,912		\$194,912					
I	Sunset (Main to Cinnamon Hill), grind and overlay	\$379,138			\$379,138				
I	Sunset (Cinnamon Hill to Pine), grind and overlay	\$410,078						\$410,078	
I	Sunset (Brittany to Murdock), grind and overlay	\$221,000			\$221,000				
I	Meinecke from Cedar Brook Way to 99W	\$275,513				\$275,513			
I	Meinecke from 99W to Dewey Roundabout	\$195,557						\$195,557	
STORM									
I	Fair Oaks Drainage	\$60,000					\$60,000		
I	2 nd and Park Storm Water Facility	\$335,000	\$75,000	\$260,000					
I	Gleneagle Dr Storm Water Facility	\$600,000	\$325,000	\$275,000					

*Identifies projects where outside funding is either currently provided or where outside funding may be available

Council Goals:

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CE – Citizen Engagement

Council Goal	Resolution 2023-052, EXH A June 20, 2023, Page 14 of 18	Current estimated cost	FY 22/23 or prior	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29 & Future
I	Citywide Catch Basin Remediation program	\$on-going	\$120,086	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000/year
I	Drainage Swale Upgrade - Stella Olsen Park	\$160,000		\$160,000					
I	Woodhaven Swales	\$on-going	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000/year
FR	COS Stormwater Master Plan and SDC Fee Update	\$300,000				\$275,000	\$25,000		
I	Water Quality Facility Refurbishments	\$on-going	\$70,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000/year
I	Oregon Street Regional WQF Design	\$175,740	\$50,740	\$100,000	\$25,000				
	Construction	\$600,000			\$150,000	\$450,000			
SANITARY SEWER									
I	Old Town Laterals	\$816,000	\$48,000		\$48,000	\$48,000	\$48,000	\$48,000	\$576,000
* E, I	Rock Creek Trunk Capacity Upgrade – Phase II Design	\$900,557	\$225,557	\$400,000	\$275,000				
	Phase II Construction	\$4,100,000		\$2,000,000	\$1,850,000	\$250,000			
I	Brookman Area SS Trunkline Extension Design	\$820,000	\$316,580	\$503,420					
	Brookman Area SS Trunkline Extension Construction	\$3,963,452		\$300,000	\$2,000,000	\$1,500,000	\$163,452		
FR	COS Sanitary System Master Plan and SDC Fee Update	\$300,000			\$300,000				
WATER									
I	WRWTP - 20.0 mgd Expansion	\$10,659,944	\$4,454,843	\$6,205,101					
I	WIF Capacity Improvements to 6.2mgd	\$813,519	\$812,808	\$711					
I	TVWD Capacity Improvements 6.2 to 9.7mgd	\$1,612,000	\$806,000	\$806,000					
I	Routine Waterline Replacement Program	\$on-going	\$50,000	\$50,000	\$ 50,000	\$ 50,000	\$50,000	\$50,000	\$850,000
I	SP-2 Pump Station Improvements (Wyndham Ridge)	\$50,000			\$50,000				
I	Sunset Pump Station (Flex Connections)	\$55,704		\$55,704					
I	SW-4 Resiliency Upgrade - Well #6	\$61,000						\$61,000	
I	Park Row to Division Waterline Upgrade Design and Construction	\$186,000		\$186,000					

*Identifies projects where outside funding is either currently provided or where outside funding may be available

Council Goals:

E – Economic Development

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FR – Fiscal responsibility

CE – Citizen Engagement

Council Goal	Resolution 2023-052, EXH A June 20, 2023, Page 15 of 18	Current estimated cost	FY 22/23 or prior	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29 & Future
I	Resiliency Improvements-Piping Oregon St-Backbone	\$1,300,000				\$1,300,000			
I	T/S County Conflict Improvements	\$981,384	\$243,190	\$638,194	\$100,000				
I	SR-1 Sunset Reservoir #1	\$179,014				\$179,014			
I	SR-2 Sunset Reservoir #2	\$133,113				\$133,113			
I	SR-3 Krueger Reservoir	\$156,000				\$156,000			
PARKS									
I, L	Murdock Park	\$2,246,000		\$150,000		\$2,096,000			
I, L	Universally Accessible Destination Play Area (Inclusive)	\$1,750,000				\$150,000	\$1,600,000		\$1,750,000
I, L	Trail Network Expansion Improvements	\$1,500,000		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
I, L	Adjacent Lot to Arts Center	\$1,500,000		\$180,000	\$700,000	\$620,000			
L	Street Restroom Moser PUD (development dependent)	\$215,000				\$215,000			
L	Skate Park Restroom	\$215,000			\$215,000				
GENERAL CONSTRUCTION									
PS	Tannery Site Cleanup (Part of Regional Storm Project)	\$6,035,077	\$135,077	\$400,000	\$600,000	\$1,050,000	\$3,000,000	\$850,000	
*I, L	Cedar Creek Trail – Supplemental Work	\$1,282,499	\$832,499	\$450,000					
* I, L	Cedar Creek Trail - Segment 9-A Design & Construction; 99W to Edy	\$3,900,000	\$400,000				\$3,500,000		
* I, L	Cedar Creek Trail - Segment 9-B Design & Construction; Edy to Roy Rogers	\$3,600,000	\$500,000					\$3,100,000	
* I, L, PS	Cedar Creek Trail – grade Separated Crossing of 99W	\$24,000,000	\$180,000	\$200,000			\$400,000	\$4,000,000	\$19,220,000
URA PROJECTS									
*I, L, PS	99W Pedestrian Bridge	\$22,468,909	\$2,703,909	\$9,125,000	\$10,465,000	\$175,000			
* E, I	Ice Age Drive	\$18,986,162	\$5,626,162	\$1,544,239	\$7,055,380	\$4,555,381	\$205,000		

*Identifies projects where outside funding is either currently provided or where outside funding may be available

Council Goals:

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CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULES

CAPITAL IMPROVEMENT PLAN
SECTION C
FIVE-YEAR MAINTENANCE/OPERATIONAL
CAPITALIZED PROJECTS LIST

Public Works Five Year Capital Improvement Plan Maintenance Projects

	Current estimated cost	FY 22/23 or prior	FY 23/24	FY 24/25	FY 25/26	FY 26/27	27/28	FY 28/29 & Future
STREETS; INCLUDES STROM AND SANITARY AS APPLICABLE								
Shaumburg from Division to end of road (reconstruct and sanitary improvement)	\$1,050,863	\$300,582	\$251,000	\$499,281				
Washington from Tualatin to Shaumburg (reconstruct)	\$113,741			\$113,741				
Oregon Street from Lincoln to Hall (grind and overlay)	\$248,747				\$248,747			
Oregon Street from Orland to Brickyard and 70 ft East (reconstruct)	\$67,467				\$67,467			
Oregon Street from Lower Roy to Orland (reconstruct)	\$42,484				\$42,484			
Oregon Street from Hall to Lower Roy (reconstruct)	\$49,744				\$49,744			
Edy Rd from Terrapin to Houston	\$72,533			\$72,533				
Edy Rd from Houston to Cherry Orchard	\$64,694			\$64,694				
Borchers between Edy Road and Daffodil St (grind and overlay)	\$261,849					\$261,849		
Borchers between Daffodil and Roy Rogers (grind and overlay)	\$131,022					\$131,022		
Borchers between Roy Rogers and Sydney (grind and overlay)	\$43,450					\$43,450		
Willamette Street from Orcutt to Pine (reconstruct)	\$87,975				\$87,975			
Timbrel from Middleton to Sunset (grind and overlay)	\$111,000		\$111,000					
Sunset Pedestrian Safety Study 99W to Pinehurst	\$50,000			\$50,000				
Sunset from Eucalyptus to St. Charles (grind and overlay)	\$169,544		\$169,544					
Sunset from St. Charles to Myrica (grind and overlay)	\$95,806		\$95,806					
Sunset from Myrica to Main (grind and overlay)	\$194,912		\$194,912					
Sunset from Main to Cinnamon Hill (grind and overlay)	\$379,138			\$379,138				
Sunset from Brittany to Murdock (grind and overlay)	\$221,000			\$221,000				
Century Dr between T/S and Sherwood Industrial (grind and overlay)	\$376,567					\$376,567		
Meinecke Roundabout	\$91,876		\$91,876					
Meinecke from Cedarbrook Way to Hwy 99W	\$275,513				\$275,513			

Resolution 2023-052, EXH A June 20, 2023, Page 18 of 18	Current estimated cost	FY 22/23 or prior	FY 23/24	FY 24/25	FY 25/26	FY 26/27	27/28	FY 28/29 & Future
Meinecke from Hwy 99W to Dewey Roundabout	\$195,557						\$195,557	
STORM								
Fair Oaks Drainage	\$60,000					\$60,000		
2 nd and Park Storm Water Facility	\$335,000	\$75,000	\$260,000					
Citywide Catch Basin Remediation program	\$on-going	\$120,086	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	
Drainage Swale Upgrade - Stella Olsen Park	\$160,000		\$160,000					
Woodhaven Swales	\$on-going	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
Water Quality Facility Refurbishments	\$on-going	\$70,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
SANITARY SEWER								
Old Town Laterals	\$816,000	\$48,000		\$48,000	\$48,000	\$48,000	\$48,000	\$576,000
WATER								
Routine Waterline Replacement Program	\$on-going	\$50,000	\$50,000	\$ 50,000	\$ 50,000	\$50,000	\$50,000	\$50,000/year
T/S County Conflict Improvements	\$981,384	\$243,190	\$638,194	\$100,000				
Resiliency Pipe Improvements – Oregon St Backbone	\$1,300,000				\$1,300,000			
Sunset Pump Station (Flex Connections)	\$55,704		\$55,704					
Wyndham Ridge Pump Station (Flex Connections)	\$50,000			\$50,000				
SR -1 Sunset Reservoir #1	\$179,014				\$179,014			
SR -2 Sunset Reservoir #2	\$133,113				\$133,113			
SR -3 Kruger Reservoir	\$156,000				\$156,000			
SW -4 Resiliency Upgrade Well #6	\$61,000						\$61,000	
Park Row to Division Water Line Upgrade	\$186,000		\$186,000					

TO: Sherwood City Council

FROM: Lydia McEvoy, Human Resources Manager
Through: Ryan Adams, City Attorney

SUBJECT: RESOLUTION 2023-056, PROVIDING AN INCREASE IN COMPENSATION TO THE CITY MANAGER

Issue:

Shall the City Council approve a 2% increase in base pay for the City Manager, backdated to take effect October 7, 2022?

Background:

The City Manager's contract provides for an annual salary review. Following a work session on June 6, 2023, this resolution has been prepared that would provide a 2% increase in base pay, backdated to October 7, 2022, the one-year benchmark of the City Manager's employment.

Financial Impacts:

The increase in salary for the current fiscal year is approximately \$4,500. This is an immaterial amount to the overall Administration department and will not require a supplemental budget at this time.

Recommendation:

Staff respectfully recommends City Council adopt Resolution 2023-056, providing an increase in compensation to the City Manager.



RESOLUTION 2023-056

PROVIDING AN INCREASE IN COMPENSATION TO THE CITY MANAGER

WHEREAS, Keith D. Campbell ("Campbell") has been employed by the City of Sherwood ("City") as its City Manager since 2021, and Campbell and the City are parties to an employment agreement dated October 7, 2021, and effective until October 7, 2024, ("Agreement"); and

WHEREAS, Section 3.A of said Agreement provides that "Manager's salary will be reviewed by City Council annually"; and

WHEREAS, this Resolution has been prepared to provide a 2% increase in base pay, backdated to take effect on the date of annual salary review, October 7, 2022.

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

Section 1. The Sherwood City Council hereby approves a 2% increase to base pay for Keith D. Campbell, effective October 7, 2022.

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

Duly passed by the City Council this 20th day of June, 2023.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Erika Palmer, Planning Manager

Through: Eric Rutledge, Community Development Director, Keith D. Campbell, City Manager and Ryan Adams, City Attorney

SUBJECT: Ordinance 2023-006, Adopting the Sherwood 2023 Economic Opportunities Analysis Update as a Sub-Element of the Comprehensive Plan

Issue:

Shall the City Council adopt the Sherwood 2023 Economic Opportunities Analysis (EOA) Update as a sub-element of the City's Comprehensive Plan?

Background:

Council held the first reading of this ordinance on June 6, 2023, and no public testimony was received.

2023 EOA Update

The City's Economic Opportunities Analysis (EOA) was adopted in December 2021 as part of the City's Comprehensive Plan update (Ordinance 2021-011). The 2023 update was undertaken to better align with the City's economic development goals and trends. Economic development is one of the City's top priorities and the City has experienced high rates of development on employment land, including the Tonquin Employment Area in the last two years.

The 2023 EOA document updates the previous report with revised employment and land demand forecasts, as well as updating the employment Buildable Lands Inventory (BLI). The updated EOA uses an adjusted approach to the City's 20-year Employment Forecast. This forecast scenario was influenced by the research and analysis conducted in the EOA and formulates employment growth trajectory based on identified trends, a more optimistic growth forecast for targeted industries, and input from the project's Technical Advisory Committee. The project's TAC was comprised of economic development professionals throughout the region and at the state level including residents of Sherwood.

Update Highlights

- Adjusted employment forecast for an annual growth rate of 3.2%
- Estimated 485.5 net acres of needed employment land through 2042
- Demand for employment land exceeds current supply by 277-acres
- Net increase of 8,280 jobs expected through 2042
- Employment density of 17.1 jobs per acre
- Sherwood's primary competitive advantages are location, schools, and quality of life.

Buildable Lands Inventory

The buildable lands inventory (BLI) is intended to identify commercial and industrial lands that are available for development for employment uses within the Sherwood City Limits, Tonquin Employment Area, and Brookman Addition. The inventory is sometimes characterized as a supply of land to accommodate anticipated employment growth. The City updated the 2021 BLI, and the results show a 41-acre reduction of approximately 41-acres in unconstrained buildable land, primarily within the industrial land base.

Comparing the BLI to the 20-year forecast of employment land need it indicates that the City of Sherwood's UGB does not have an adequate land capacity to accommodate its forecasted needs over the planning horizon. The overall demand for employment land exceeds the developable inventory by 277-acres. In the short-term five-year forecast there is an employment land deficit of 52-acres.

Planning Commission Review

The Sherwood Planning Commission reviewed the 2023 EOA Update on May 9, 2023, and recommended that Council adopt the EOA with the following minor revisions.

- Fix the graphic on page 4
- Use a different word for marginal or delete it on page 19
- Only list the number of tax lots with buildable acreage on Table 5.5 on page 34
- Change "net" to "total: acres when "net" refers to a sum Table 6.1 on page 35 and Table 6.2 on page 36
- Add language about factoring in changes to remote work and office, Action 5, on page 38
- Remove the Tech Innovation Park name; refer to the northern employment area on pages 39 and 43
- Provide additional support/methodology for employment and employment land forecast. See new Appendix A

The revisions above are incorporated into the 2023 Updated EOA in Exhibit 2 to the Ordinance. No public comments were received through the Commission's hearing process, and as of the writing of this report, the City has not received any public comments on the 2023 Updated EOA. This is the second hearing on this matter.

Financial Impacts:

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

Recommendation:

Staff respectfully recommends City Council hold the second reading on Ordinance 2023-006 on June 20, 2023 and adopt the 2023 Economic Opportunities Analysis Update as a sub-element of the Comprehensive Plan.

Attachments

- 1) Ordinance with Staff Report and Findings (Exhibit 1), and Economic Opportunities Analysis October 2021, Exhibit 2



ORDINANCE 2023-006

ADOPTING THE SHERWOOD 2023 ECONOMIC OPPORTUNITIES ANALYSIS UPDATE AS A SUB-ELEMENT OF THE COMPREHENSIVE PLAN

WHEREAS, Oregon law requires that state, regional, and local governments plan for the employment needs of the people of the state; and

WHEREAS, the 2023 Economic Opportunities Analysis Update is in compliance with State Land Use Goal 9, Economic Development, and Oregon Administrative Rule 660-009; and

WHEREAS, the adoption of the 2023 Economic Opportunities Analysis Update informs implementation strategies that are in support of the goals and policies in the Sherwood 2040 Comprehensive Plan; and

WHEREAS, the Sherwood Planning Commission conducted a work session to review the document on April 11, 2023; and

WHEREAS, a Public Hearing Notice was provided to a list of partner agencies, posted in locations in the City and on the City website, and advertised in The Times, a newspaper of general circulation in the City; and

WHEREAS, the Planning Commission held a public hearing on May 9, 2023, to review the 2023 Economic Opportunities Analysis Update and to gather additional testimony and evidence regarding the proposed amendment; and

WHEREAS, the Planning Commission duly considered the updated EOA document, including the staff recommendation and public testimony, and recommended that the City Council adopt the 2023 Economic Opportunities Analysis Update as a sub-element of the Sherwood Comprehensive Plan; and

WHEREAS, the City Council held public hearings on the 2023 Economic Opportunities Analysis Update on June 6, 2023, and June 20, 2023; and

WHEREAS, the City Council has considered the Planning Commission's recommendation, the staff reports, and testimony in this matter and has evaluated the 2023 Economic Opportunities Analysis Update against the Statewide Planning Goals and regional requirements.

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

Section 1. **Findings.** The City Council hereby adopts as findings in this matter the Planning Commission staff report (Case File LU 2023-007-PA), attached hereto as Exhibit 1 and incorporated by reference.

Section 2. **Amendments.** The City Council hereby adopts the 2023 Economic Opportunities Analysis Update, attached hereto as Exhibit 2 and incorporated by reference, as an amendment to and sub-element of the Comprehensive Plan.

Section 3. **Staff Directive.** To reflect the adoption of the 2023 Economic Opportunities Analysis Update, staff is directed to make conforming changes to the Comprehensive Plan necessary to incorporate the amendments adopted herein.

Section 4. **Effective Date.** This Ordinance shall become effective 30 days from its adoption.

Duly passed by the City Council this 20th of June, 2023.

Tim Rosener, Mayor

Date

Attest:

Sylvia Murphy, MMC, City Recorder

	<u>AYE</u>	<u>NAY</u>
Standke	_____	_____
Giles	_____	_____
Scott	_____	_____
Young	_____	_____
Brouse	_____	_____
Mays	_____	_____
Rosener	_____	_____

**CITY OF SHERWOOD
JUNE 6, 2023
CITY COUNCIL FINDINGS**



**Economic Opportunities Analysis Update
Case File No: LU 2023-007 PA**

PROPOSAL: To review, consider, and recommend to Sherwood City Council the updated Economic Opportunities Analysis (EOA) document. The updated EOA document updates the previous report with revised employment and land demand forecasts, as well as updating the employment Buildable Lands Inventory (BLI).

I. BACKGROUND

- A. Applicant:** The City of Sherwood
- B. Location:** The EOA is a technical long-range planning document and is a sub-element to the Comprehensive Plan; therefore, it applies citywide.
- C. Review Type:** The proposal requires a Type V review, which involves public hearings before the Planning Commission and City Council. The Planning Commission will make a recommendation to the City Council, who will make the final decision. Any appeal of the City Council decision would go directly to the Oregon Land Use Board of Appeals.
- D. Public Notice and Hearing:** The project is a legislative amendment. Notice of the first evidentiary hearing was provided to the Department of Land Conservation and Development (DLCD) and Metro on March 20, 2023. Notice of the April 25, 2023, Planning Commission hearing was published in The Times, a newspaper of general circulation, on April 6 and April 20, 2023. Notice was also posted in public locations around town, and a project page was created on the city's website on April 3, 2023.
- E. Review Criteria:** The required findings for the Plan Amendment are identified in Section 16.80.030 of the Sherwood Zoning and Community Development Code (SZCDC). In addition, the amendment must be consistent with Goals 1 and 9 of the Statewide Planning Goals, Oregon Administrative Rule 66-009 which implements Goal 9, Metro Functional Plan, and Sherwood Zoning and Community Development Code Chapter 16.80, Plan Amendments.

- F. **Background:** The City's Economic Opportunities Analysis (EOA) was adopted in 2021 (Ordinance 2021-011). It was drafted as part of the background technical documents for the Comprehensive Plan update process as required per State Land Use Goal 9, Economic Development, and the Goal 9 Administrative Rule (660-009). An EOA is required by Goal 9 and must be adopted by a local jurisdiction to support goals and policies incorporated into a Comprehensive Plan.

The primary goals of the EOA are to (1) project the amount of land needed to accommodate the future employment growth within the Sherwood City Limit and employment land areas in the Urban Growth Boundary (UGB), namely Tonquin Employment Area and Brookman Annexation Area, (2) evaluate the existing employment land supply within Sherwood to determine if it is adequate to meet that need, and (3) to fulfill state planning requirements for a twenty-year supply of employment land.

Economic Development is a top priority for the City as new businesses, quality jobs, and a more diversified tax base all help to create a healthy City. With increased economic vitality, the City may continue to provide a high quality of life for workers, business owners, property owners, and residents.

This 2023 update to the EOA includes revised employment and land demand forecasts, as well as updating the employment Buildable Lands Inventory (BLI). The 2023 also includes a list of economic development strategies that are consistent with the City's Comprehensive Plan goals and policies. The 2023 update is organized into six primary sections.

- **Economic Trends:** Provides an overview of national, state, and local economic trends affecting Washington County and the City of Sherwood, including population projections, employment growth, and a demographic profile.
- **Target Industries:** Analysis of key industry typologies the City should consider targeting as economic opportunities over the planning period.
- **Employment Land Needs:** Examines projected demand for industrial and commercial land based on anticipated employment growth rates by sector.
- **Capacity:** Summarizes the City's inventory of vacant and redevelopable industrial and commercial land (employment land) within the City of Sherwood's UGB.
- **Reconciliation:** Compares short- and long-term demand for employment land to the existing land inventory to determine the adequacy and appropriateness of capacity over a five and twenty-year horizon.
- **Economic Development Potential and Conclusions:** Summary of findings and policy implications.

II. PUBLIC NOTICE

Public notice was posted in five locations throughout the City on April 5, 2023, and published in *The Times*, a newspaper of general circulation on April 6 and 20, 2023. No public comments have been received as of April 18, 2023. Public comments are welcome up to the public hearing scheduled for May 9, 2023, at 7 PM.

III. AGENCY/DEPARTMENTAL COMMENTS

The City requested comments from affected departments and agencies on April 4, 2023. As of the date of this report, no comments have been received.

IV. APPLICABLE DEVELOPMENT CODE CRITERIA

Sherwood Zoning and Community Development Code Chapter 16.80 Plan Amendments

16.80.030 – Review Criteria

A. Text Amendment

An amendment to the text of the Comprehensive Plan shall be based upon a need for such an amendment as identified by the Council or the Commission. Such an amendment shall be consistent with the intent of the adopted Sherwood Comprehensive Plan, and with all other provisions of the Plan, the Transportation System Plan, and this Code, and with any applicable State or City statutes and regulations, including this Section.

Staff Response:

Needs

Economic Development is a top priority for City Council, and the City of Sherwood is renewing efforts to build a self-sustaining, vital, and vibrant local economy. The updated EOA document was in response to the City Council's goals relating to Economic Development opportunities for the Sherwood community. Goals and policies in the adopted Comprehensive Plan ensure the City's Buildable Lands Inventory is consistently monitored and updated to aspire for targeted jobs that are high-paying within the Sherwood Community. The updated EOA re-evaluates the employment and land demand forecast and the employment Buildable Lands Inventory.

Consistency with Comprehensive Plan

The 2021-2041 EOA (adopted by Ordinance 2021-011) was developed to comply with Statewide land use Goal 9, Economic Development, and the implementing Oregon Administrative Rule (OAR 660-009). Oregon's statewide goals are achieved through local comprehensive planning. State law requires each city and county to adopt a comprehensive plan and the zoning and land-division ordinances needed to put the plan into effect.

The proposed EOA only updates the employment and land forecasts, as well as updating the Buildable Lands Inventory (BLI). The EOA update supports the city's economic development goals and policies within the City's adopted Comprehensive Plan, *Sherwood 2040*. No new or revised comprehensive goals and policies are not warranted at this time. The EOA was developed to understand the City's economic strengths, weaknesses, opportunities, and land sufficiency ensuring compliance with Statewide Land Use Goal 9.

Transportation System Plan

Not applicable to this application request. The EOA does not impact the City's Transportation System Plan.

APPLICABLE STATEWIDE PLANNING GOALS

Goal 1 (Citizen Involvement)

Objective: To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

Response: Staff utilized the public notice requirements of the Sherwood Zoning and Community Development Code, Chapter 16.72, to notify the public of the proposed EOA adoption process. The City's public notice requirements comply with Goal 1. In addition, a 10 member appointed Technical Advisory Committee (TAC) was appointed by Council (Resolution 2022-005) that included a diverse number of stakeholders throughout the Metro region and community including but not limited to: Sherwood City Council, Sherwood Planning Commission, Oregon Department of Land Conservation and Development, Business Oregon, NAIOP, Washington County Economic Development, and industrial brokers, developer, and local residents. The TAC meet a total of four times to review the information presented by the City staff and Johnson Economics who was the city-led consultant on this project.

The Planning Commission and City Council will hold public hearings on this request prior to adopting the EOA update. Public comments received will be addressed and included as part of the hearing records.

Finding: The process to develop and adopt the EOA meets the intent of Goal 1.

Goal 2 (Land Use Planning)

Objective: To establish a land use planning process and policy framework as a basis for all decision and actions related to the use of land and to assure an adequate factual basis for such decisions and actions.

Staff Response: The proposed EOA update does not alter any current goals and policies in the Comprehensive Plan or changes to Sherwood Plan and Zoning Map and Zoning and Development Code that are already consistent with Goal 2. The EOA provides a factual basis for future planning decisions, actions, and economic development strategies.

Notice was provided to DLCD 35 days prior to the first scheduled public hearing as required. The updated EOA was developed in coordination with DLCD staff to be consistent with applicable regulations.

Finding: The process to develop and adopt the EOA meets the intent of Goal 2.

Goal 3 (Agricultural Lands)

Goal 4 (Forest Lands)

Goal 5 (Natural Resources, Scenic and Historic Areas and Open Spaces)

Goal 6 (Air, Water and Land Resources Quality)

Goal 7 (Areas Subject to Natural Hazards)

Goal 8 (Recreational Needs)

Finding: Statewide Planning Goals 3-8 do not specifically apply to the proposed EOA update document. There is no evidence to suggest that the proposed adoption of the EOA update conflicts with these goals. The proposed EOA update does not make any substantive changes to the Sherwood Comprehensive Plan or its implementing ordinances that affect compliance with Goals 3-8.

Goal 9 (Economic Development)

Objective: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare and prosperity of Oregon's citizens.

Response: The City of Sherwood's EOA is consistent with the requirements of statewide planning Goal 9 and the Goal 9 administrative rule (OAR 660-009). Goal 9 describes the EOA as "an analysis of the community's economic patterns, potentialities, strengths, and deficiencies as they relate to state and national trends" and states that "a principal determinant in planning for major industrial and commercial developments should be the competitive advantage of the region within which the developments would be located."

The primary goals of the EOA are to (1) project the amount of land needed to accommodate the future employment growth within the Sherwood City Limit and employment land areas in the Urban Growth Boundary (UGB), namely Tonquin Employment Area and Brookman Annexation Area, between 2021 and 2041, (2) evaluate the existing employment land supply within Sherwood to determine if it is adequate to meet that need, and (3) to fulfill state planning requirements for a twenty-year supply of employment land.

The proposed EOA updates the following:

- 1) Employment Forecast for the planning period (2022-2042)
- 2) Employment and Land Demand; and
- 3) The Buildable Lands Inventory

Three employment forecast scenarios were produced and reviewed as part of the analysis to this update.

Employment Forecast

Scenario 1 was the safe harbor forecast and applied the regional forecast published by the Oregon Employment Department. The average annual growth rate in this scenario was 2%, with total job growth of 4,586 jobs over the 20-year forecast period.

Scenario 2 was based on employment growth patterns observed in the Sherwood UGB from 2010-2020, resulting in a forecasted average annual growth rate of 3.4%, with total job growth of 9,132 over the planning period.

Scenario 3 was influenced by the research and analysis conducted in the EOA such as identified trends, a more optimistic outlook for targeted industries, and input from the TAC. This forecast scenario has an average annual growth rate of 3.2% for the planning period, yielding 8,280 jobs through 2042.

Employment and Land Demand

The next step in this EOA update is to convert the employment projection into land demand over the planning period. For this analysis, the City utilized hybrid Scenario 3, which reflects observed trends and modifies some of the industry patterns based on the target industry analysis and known developments in the pipeline.

The next step converts employment into space using estimates of the typical square footage exhibited within each building typology. Adjusting for market clearing vacancy, we arrive at an estimate of total space demand for each building type. Finally, we can consider the physical characteristics of individual building types and the amount of land they typically require for development. The site utilization metric commonly used is referred to as a “floor area ratio” or FAR. For example, assume a 25,000-square-foot general industrial building requires roughly two acres to accommodate its structure, setbacks, parking, and necessary yard/storage space.

The land demand analysis allocated employment growth to the standard building typologies as shown in Figure 4.05 below from the updated EOA.

FIGURE 4.05: DISTRIBUTION OF EMPLOYMENT BY SPACE TYPE, CITY OF SHERWOOD UGB

Industry Sector	20-year Job Forecast		BUILDING TYPE MATRIX					
	Number	AAGR	Office	Institutional	Flex/B.P	Gen. Ind.	Warehouse	Retail
Construction	1,489	4.6%	14%	0%	28%	40%	18%	0%
Manufacturing	1,656	5.8%	8%	0%	24%	60%	8%	0%
Wholesale Trade	1,310	6.6%	13%	0%	22%	25%	40%	0%
Retail Trade	330	1.0%	5%	1%	6%	0%	18%	70%
T.W.U.	186	2.3%	15%	0%	17%	18%	45%	5%
Information	14	1.7%	25%	0%	25%	40%	0%	10%
Finance & Insurance	11	0.4%	72%	1%	5%	1%	1%	20%
Real Estate	103	1.3%	72%	1%	5%	1%	1%	20%
Professional & Technical Services	308	3.1%	72%	1%	5%	1%	1%	20%
Administration Services	156	1.6%	72%	1%	5%	1%	1%	20%
Education	530	1.9%	30%	53%	5%	1%	1%	10%
Health Care	601	2.9%	30%	53%	2%	0%	0%	15%
Leisure & Hospitality	684	2.2%	20%	1%	7%	1%	1%	70%
Other Services	812	4.2%	72%	1%	5%	1%	1%	20%
Government	90	2.4%	43%	35%	5%	1%	1%	15%
TOTAL	8,280	3.2%	25%	8%	16%	24%	13%	14%

Using Scenario 3, office (25%), general industrial (24%) and flex/business park space (16%) accounts for the greatest share of employment growth by type, followed by employment housed in retail, warehouse/distribution, and institutional space.

The demand for space is then converted into an associated demand for acreage using an assumed Floor Area Ratio (FAR). The combined space and FAR assumptions further provide estimates indicated of job densities, determined on a per net-developable acre basis. As shown in Figure 4.08 below and in the updated EOA, there is a total demand for 485.5 employment acres.

FIGURE 4.08: NET ACRES REQUIRED BY BUILDING TYPOLOGY, CITY OF SHERWOOD UGB, 20-YEAR

	DEMAND BY GENERAL USE TYPOLOGY, 2022-2042						
	Office	Institutional	Flex/B.P	Gen. Ind.	Warehouse	Retail	Total
Employment Growth	2,074	655	1,318	1,983	1,095	1,155	8,280
Allocated to Employment Zoned	1,638	655	1,160	1,745	1,095	987	7,279
Avg. SF Per Employee	350	600	990	600	1,475	500	637
Demand for Space (SF)	573,400	393,000	1,147,900	1,046,800	1,614,500	493,700	5,269,300
Floor Area Ratio (FAR)	0.25	0.25	0.30	0.30	0.30	0.20	0.28
Market Vacancy	10.0%	0.0%	10.0%	10.0%	10.0%	10.0%	
Implied Density (Jobs/Acre)	35.5	16.3	13.5	22.3	8.0	18.3	17.1
Net Acres Required	58.5	40.1	97.6	89.0	137.3	63.0	485.5

The overall weighted employment density is 17.1 jobs per acre, with the projected 8,280 job expansion in the local employment base through 2042 requiring an estimated 485.5 net acres of needed employment land for the 20-year planning period. In addition to assuring adequate capacity for employment-driven land needs over a twenty-year horizon, local jurisdictions must demonstrate that they have an adequate capacity of readily available sites to meet their more immediate needs, defined as employment land needs over the next five years. Figure 4.09 below and in the EOA document shows that that need is estimated at 143.1 net acres in the City of Sherwood UGB.

FIGURE 4.09: NET ACRES REQUIRED BY BUILDING TYPOLOGY, CITY OF SHERWOOD UGB, 5-YEAR

	DEMAND BY GENERAL USE TYPOLOGY, 2022-2042						
	Office	Institutional	Flex/B.P	Gen. Ind.	Warehouse	Retail	Total
Employment Growth	606	208	347	505	284	372	2,322
Allocated to Employment Zoned	479	208	305	445	284	318	2,038
Avg. SF Per Employee	350	600	990	600	1,850	500	665
Demand for Space (SF)	167,600	125,100	302,300	266,700	524,500	158,900	1,545,100
Floor Area Ratio (FAR)	0.25	0.25	0.30	0.30	0.30	0.20	
Market Vacancy	10.0%	0.0%	10.0%	10.0%	5.0%	10.0%	
Implied Density (Jobs/Acre)	35.4	16.3	13.5	22.3	6.4	18.3	16.2
Net Acres Required	17.1	12.8	25.7	22.7	44.6	20.3	143.1

Buildable Lands Inventory (BLI)

The buildable lands inventory (BLI) is intended to identify commercial and industrial lands that are available for development for employment uses within the Sherwood City Limits, Tonquin

Employment Area, and Brookman Addition. The inventory is sometimes characterized as a land supply to accommodate anticipated employment growth.

The 2021 BLI was updated at a site-specific level to reflect changes in development status and correct erroneous outcomes created by the previous modeling. The results show a reduction of approximately 41 acres in unconstrained buildable land, primarily within the industrial land base. No changes were made to the development constraints between the 2021 and 2023 BLI.

Table 5.2 below and in the updated EOA shows commercial and industrial land in Sherwood by classification (development status). The results show that Sherwood has 956 total acres in commercial and industrial plan designations. Of the 956 acres in the UGB, about 520 acres (54%) are in classifications with no development capacity, 233 acres (24%) are constrained, and only 208 acres (22%) are buildable land with development capacity.

TABLE 5.2: EMPLOYMENT ACRES BY CLASSIFICATION AND PLAN DESIGNATION

Plan Designation	Tax Lots	Total Acres	No Development Capacity	Constrained Acres	Unconstrained Buildable Acres
General Commercial	31	62	38	10	14
Neighborhood Commercial	2	1	1	0	0
Office Commercial	11	16	6	5	6
Retail Commercial	90	92	79	12	7
Commercial Total	134	171	124	26	26
General Industrial	66	238	184	19	35
Light Industrial	49	240	144	72	24
Employment Industrial	10	175	56	82	36
Industrial Total	125	653	384	174	95
Tonquin - Future Development	15	108	9	28	70
Brookman - Future Development	4	25	3	4	18
Future Development Total	19	133	12	33	88
Total	278	956	520	233	208

Source: MetroRLIS, 2018 BLI, EcoNorthwest and City of Sherwood Analysis

Note: The numbers on this table may not add up exactly because of rounding.

Short-term land supply is governed by Goal 9 Administrative Rule (OAR 660-009). The results of the 2023 buildable lands supply were used to identify commercial and industrial land that meets the definition of short-term supply. The City's approach was to:

- Assume that lands considered redevelopable in the Metro BLI should be considered serviceable and, therefore in the short-term supply.
- Examine whether buildable land within the City limits is serviceable and therefore in the short-term supply.
- Assume that unannexed land in Brookman and Tonquin areas is not in the short-term supply.

In this analysis, the City did not consider lands outside of the City limits, such as land in the Tonquin Employment Area or Brookman Addition, because the development of these lands may take longer than one year from submission of a building permit. Sherwood has no certified industrial sites, so

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the City does not need to meet the requirements of OAR 660-009-0025(3)(c). The results show that the City has 24 acres of commercial land (on 134 tax lots) in the short-term supply of land and 94 acres of industrial land (on 125 tax lots) in the short-term supply of land. Table 5.5 shows the short-term commercial and industrial land supply by plan designation.

The BLI shows that the City of Sherwood has a limited inventory of available sites to accommodate employment uses. Table 5.4 shows the size of lots by plan designations for buildable employment land. The City of Sherwood has 25 lots smaller than 2 acres (with 24 acres of land), 36 lots between 2 and 10 acres (184 acres), and 0 lots between 10 and 50 acres in size. The lack of buildable lots over 10 acres is notable, especially for the City's industrial land that supports high-tech manufacturing and traded sector jobs.

TABLE 5.4: LOT SIZE BY PLAN DESIGNATION, BUILDABLE ACRES
SHERWOOD CITY LIMITS, TONQUIN, AND BROOKMAN

Plan Designation	<1	1 - 1.99	2 - 4.99	5 - 9.99	10 - 49.99
ACRES					
General Commercial	1.21	0.00	7.11	5.43	0.00
Neighborhood Commercial	0.00	0.00	0.00	0.00	0.00
Office Commercial	1.77	1.32	2.53	0.00	0.00
Retail Commercial	0.34	3.17	3.00	0.00	0.00
General Industrial	0.00	3.10	18.38	13.37	0.00
Light Industrial	2.90	5.60	15.01	0.00	0.00
Employment Industrial	0.92	1.82	2.66	30.73	0.00
Future - Tonquin	0.60	1.25	9.57	58.44	0.00
Future - Brookman	0.00	0.00	10.85	7.18	0.00
Acres Total	7.74	16.26	69.11	115.15	0.00
TAX LOTS					
General Commercial	2	0	2	1	0
Neighborhood Commercial	0	0	0	0	0
Office Commercial	2	1	1	0	0
Retail Commercial	2	2	0	0	0
General Industrial	0	2	6	2	0
Light Industrial	5	4	5	0	0
Employment Industrial	1	1	1	4	0
Future - Tonquin	2	1	2	8	0
Future - Brookman	0	0	3	1	0
Taxlot Total	14	11	20	16	0

Source: MetroRLIS, 2018 BLI, EcoNorthwest and City of Sherwood Analysis

Table 5.5 shows the short-term commercial and industrial land supply by plan designation. The results show that Sherwood has 24 acres of commercial land (on 134 tax lots) in the short-term supply of land and 94 acres of industrial land (on 125 tax lots) in the short-term supply of land.

Table 5.5: Short-term Supply of Commercial and Industrial Land, Sherwood City Limits

Plan Designation	Taxlots	Buildable Acres
General Commercial	5	12.55
Neighborhood Commercial	0	0
Office Commercial	4	5.62
Retail Commercial	4	6.5
Commercial Total	13	24.67
General Industrial	10	34.89
Light Industrial	14	23.54
Employment Industrial	7	36.13
Industrial Total	31	94.56

Source: MetroRLIS, 2018 BLI, EcoNorthwest and City of Sherwood Analysis

Comparing this inventory to the 20-year forecast of employment land needs generated earlier in this analysis indicates that the City of Sherwood's UGB does not have the adequate land capacity to accommodate its forecasted needs over this horizon. The overall projected demand for employment land in aggregate exceeds the estimated developable inventory by 277 acres as shown in Figure 6.1 below and in the updated EOA. There is a significant deficit for both industrial and commercial uses.

FIGURE 6.1: RECONCILIATION OF BLI CAPACITY AND PROJECTED DEMAND, CITY OF SHERWOOD UGB, 20-YEAR

EMPLOYMENT ZONING DESIGNATION	TOTAL DEVELOPABLE ACRES/BLI	PROJECTED 20 YR. DEMAND	AGGREGATE SURPLUS/ (DEFICIT)
COMMERCIAL (RETAIL AND OFFICE)	27.0	63.0	(36.0)
General Commercial	14.0		
Neighborhood Commercial	0.0		
Office Commercial	6.0		
Retail Commercial	7.0		
INDUSTRIAL (INDUSTRIAL AND OFFICE)	184.0	422.5	(238.5)
General Industrial	35.0		
Light Industrial	24.0		
Employment Industrial	36.0		
Tonquin - Future Development	71.0		
Brookman - Future Development	18.0		
TOTAL	208.0	485.5	(277.5)

As shown in Figure 6.2 below and in the EOA document, a similar short-term demand and capacity analysis identifies a shortage of 28.3 acres of buildable land zoned for industrial uses.

FIGURE 6.2: RECONCILIATION OF BLI CAPACITY AND PROJECTED DEMAND, CITY OF SHERWOOD UGB, 5-YEAR

Employment Zoning Designation	Total Developable Acres/BLI	Projects 5 YR. DEMAND	AGGREGATE SURPLUS/(DEFICIT)
Commercial (Retail and Office)	24.7	20.3	4.4
General Commercial	12.6		
Neighborhood Commercial	0		
Office Commercial	5.6		
Retail Commercial	6.5		
Industrial (Industrial and Office)	94.6	112.8	(28.3)
General Industrial	34.9		
Light Industrial	23.5		
Employment Industrial	36.1		
Tonquin -- Future Development	0		
Brookman -- Future Development	0		
Total	119.2	143.1	(23.9)

The City has goals and policies relating to Economic Development in its' adopted Comprehensive Plan. Section VII of the updated BLI has a range of strategies and action items that the city may consider that are consistent with the findings in both the EOA report and Comprehensive Plan.

Finding: The City's 2021-2041 EOA meets the intent of Goal 9 and its Administrative Rule (OAR 660-009)

Goal 10 (Housing)

Objective: To provide for the housing needs of citizens of the state.

Buildable land for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

Finding: The City's adopted Housing Needs Analysis 2019-2039 (Ordinance 2020-10) meets the requirements of Goal 10 and its associated Administrative Rules.

Goal 11 (Public Facilities and Services)

Goal 12 (Transportation)
Goal 13 (Energy Conservation)
Goal 14 (Urbanization)
Goal 15 (Willamette River Greenway)
Goal 16 (Estuarine Resources)
Goal 17 (Coastal Shorelands)
Goal 18 (Beaches and Dunes)
Goal 19 (Ocean Resources)

FINDING: Goals 11-19 do not apply to adopting the EOA update.

METRO REGIONAL FRAMEWORK REQUIREMENTS AND URBAN GROWTH MANAGEMENT FUNCTIONAL PLAN

Under the Metro Charter and state law, cities and counties within Metro's boundaries are required to comply and be consistent with Metro's adopted Urban Growth Management Functional Plans and the Regional Framework Plan.

Chapter 1 -- Land Use

This chapter contains the policies that guide Metro in such areas as the development of centers, corridors, station communities, and main streets; housing choices; employment choices and opportunities; economic vitality; urban and rural reserves; management of the Urban Growth Boundary (UGB); urban design and local plan and policy coordination. A livable region is an economically strong region. This chapter contains policies that support a strong economic climate by encouraging the development of a diverse and sufficient supply of jobs, especially family-wage jobs, in appropriate locations throughout the region. The policies in this chapter are also a vital component of the regional strategy to reduce per capita greenhouse gas emissions from light-duty vehicle travel.

Policy 1.2 Centers, Corridors, Station Communities and Main Streets

It is the policy of the Metro Council to:

1.2.3. Encourage employment opportunities in Centers, Corridors, Station Communities and Main Streets by:

- a. Improving access within and between Centers, Corridors, Station Communities and Main Streets;**
- b. Encouraging cities and counties to allow a wide range of employment uses and building types, a wide range of floor-to-area ratios and a mix of employment and residential uses; and**
- c. Encourage investment by cities, counties and all private sectors by complementing their investments with investments by Metro.**

Finding: The updates to the EOA and the City's Development Code are consistent with this policy. The development code allows for a range of flexible uses and building types within employment

areas. The EOA speaks to working with partners to develop a broad economic development strategy for Sherwood.

Policy 1.4 Employment Choices and Opportunities

It is the policy of the Metro Council to:

1.4.1 Locate expansions of the UGB for industrial or commercial purposes in locations consistent with this plan and where, consistent with state statutes and statewide goals, an assessment of the type, mix and wages of existing and anticipated jobs within subregions justifies such expansion.

1.4.2 Balance the number and wage level of jobs within each subregion with housing cost and availability within that subregion. Strategies are to be coordinated with the planning and implementation activities of this element with Policy 1.3, Housing Choices and Opportunities and Policy 1.8, Developed Urban Land.

1.4.3 Designate, with the aid of leaders in the business and development community and local governments in the region, as Regionally Significant Industrial Areas those areas with site characteristics that make them especially suitable for the particular requirements of industries that offer the best opportunities for family-wage jobs.

1.4.4 Require, through the Urban Growth Management Functional Plan, that local governments exercise their comprehensive planning and zoning authorities to protect Regionally Significant Industrial Areas from incompatible uses.

1.4.5 Facilitate investment in those areas of employment with characteristics that make them especially suitable and valuable for traded-sector goods and services, including brownfield sites and sites that are re-developable.

1.4.6 Consistent with policies promoting a compact urban form, ensure that the region maintains a sufficient supply of tracts 50 acres and larger to meet demand by traded-sector industries for large sites and protect those sites from conversion to non-industrial uses.

Finding: The City has future growth areas for employment uses (Tonquin Employment Area and parcels within the Brookman area). Planning for employment uses in these areas was coordinated with Metro through UGB expansions. The City's Development Code provides standards to protect these areas from incompatible uses. The City will continue to assess its Housing Needs Analysis and EOA to balance both housing and employment needs within the City. The EOA update is consistent with these policies and is compatible with Title 4, Industrial and Other Employment Areas within the Urban Growth Management Functional Plan.

Policy 1.5 Economic Vitality

It is the policy of the Metro Council to:

1.5.1 Include all parts of the region in the region's economic development, including areas and neighborhoods which have been experiencing increasing poverty and social needs, even during periods of a booming regional economy.

1.5.2 Recognize that to allow the kinds of social and economic decay in older suburbs and the central city that has occurred in other larger and older metro regions is a threat to our quality of life and the health of the regional economy.

1.5.3 Ensure that all neighborhoods and all people have access to opportunity and share the benefits, as well as the burdens, of economic and population growth in the region.

1.5.4 Support economic vitality throughout the entire region, by undertaking the following steps:

- a. Monitoring regional and subregional indicators of economic vitality, such as the balance of jobs, job compensation and housing availability.**
- b. Facilitating collaborative regional approaches which better support economic vitality for all parts of the region if monitoring finds that existing efforts to promote and support economic vitality in all parts of the region are inadequate.**

1.5.5 Promote, in cooperation with local governments and community residents, revitalization of existing city and neighborhood centers that have experienced disinvestment and/or are currently underutilized and/or populated by a disproportionately high percentage of people living at or below 80 percent of the region's median income.

Finding: The City's EOA update is not inconsistent with these policies. The primary goals of the EOA are to (1) project the amount of land needed to accommodate future employment growth within Sherwood and the UGB areas (TEA and Brookman) between 2021-2041, (2) evaluate the existing employment land supply within the area for this planning period to determine if it is adequate to meet employment needs, (3) to fulfill state planning requirements for a twenty-year supply of employment land. The EOA uses Metro's Buildable Lands Inventory which Sherwood Planning Staff refined to assess the buildable supply of employment lands. The EOA will help inform City policies and strategies for economic development. The EOA is consistent with these policies and Title 4, Industrial and Other Employment Areas, in the Urban Growth Management Functional Plan.

Overall Finding for Section 16.80.030.A: The EOA update meets the criteria of section 16.80.030.A and all other state regulations as described above and below in this staff report.

B. Map Amendment

An amendment to the City Zoning Map may be granted, provided that the proposal satisfies all applicable requirements of the adopted Sherwood Comprehensive Plan, the Transportation System Plan and this Code, and that:

- 1. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan and the Transportation System Plan.**
- 2. There is an existing and demonstrable need for the particular uses and zoning proposed, taking into account the importance of such uses to the economy of the City, the existing market demand for any goods or services which such uses will provide, the presence or absence and location of other such uses or similar uses in the area, and the general public good.**
- 3. The proposed amendment is timely, considering the pattern of development in the area, surrounding land uses, any changes which may have occurred in the neighborhood or community to warrant the proposed amendment, and the availability of utilities and services to serve all potential uses in the proposed zoning district.**

4. **Other lands in the City already zoned for the proposed uses are either unavailable or unsuitable for immediate development due to location, size or other factors.**

Staff Response: The proposed EOA update does not include amendments to the Sherwood General Plan and Zoning Map.

Finding: Provisions of B1-4 above are not applicable to the EOA update.

C. Transportation Planning Rule Consistency

1. Review of plan and text amendment applications for effect on transportation facilities. Proposals shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-12-0060 (the TPR). Review is required when a development application includes a proposed amendment to the Comprehensive Plan or changes to land use regulations.

Staff Response: While the EOA reviews commuting patterns, the criteria above in C1 does not apply to the EOA because the document does not affect the transportation network or propose changes to the City's Transportation Systems Plan (TSP).

Finding: The Criteria listed in C.1 above is not applicable to this application.

V. RECOMMENDATION

As proposed, the updated Economic Opportunities Analysis (EOA) supports and meets the intent of all applicable development code provisions, Statewide Planning Goals, and regional criteria.

PLANNING COMMISSION ALTERNATIVES

1. Approve the findings in this staff report and recommend approval to City Council.
2. Modify the findings and approve the staff report as modified in compliance with all applicable criteria and recommend approval to City Council.
3. Modify the findings and deny the proposed amendments based on the Commission's findings, and recommend denial of the proposal to City Council; or
4. Continue the Public Hearing to a date certain if more information is needed.

STAFF RECOMMENDATION

Based on a review of the applicable code provisions, agency comments, and staff review, staff finds that the EOA update is consistent with the applicable criteria. Therefore, staff **recommends that the Sherwood Planning Commission forward a recommendation of APPROVAL** of the Economic Opportunities Analysis update to the Sherwood City Council.

VI. EXHIBITS

- A. April 2023 Economic Opportunities Analysis



**ECONOMIC OPPORTUNITIES ANALYSIS
(OREGON STATEWIDE PLANNING GOAL 9)**

April 2023

Acknowledgments

Johnson Economics prepared this report for the City of Sherwood. Johnson Economics and the City of Sherwood thank the many people who helped to develop this document.

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I. SUMMARY & REPORT INTRODUCTION

This report summarizes an Economic Opportunities Analysis (EOA) prepared for the City of Sherwood, Oregon. The report is an update and refinement of a previously recently completed EOA adopted by the City in 2021. The City of Sherwood has seen very robust employment growth in the last few years, with the demonstrated demand for land significantly exceeding recent forecasts. This document updates the previous report with revised employment and land demand forecasts, as well as updating the employment Buildable Lands Inventory (BLI).

Cities are required to reconcile estimates of future employment land demand with existing inventories of vacant and redevelopable employment land within their Urban Growth Boundary (UGB). The principal purpose of the analysis is to provide an adequate land supply for economic development and employment growth. This is intended to be conducted through a linkage of planning for an adequate land supply to infrastructure planning, community involvement, and coordination among local governments and the state.

To this end, this report is organized into six primary sections:

- **Economic Trends:** Provides an overview of national, state, and local economic trends affecting Washington County and the City of Sherwood, including population projections, employment growth and a demographic profile.
- **Target Industries:** Analysis of key industry typologies the City should consider targeting as economic opportunities over the planning period.
- **Employment Land Needs:** Examines projected demand for industrial and commercial land based on anticipated employment growth rates by sector.
- **Capacity:** Summarizes the City's inventory of vacant and redevelopable industrial and commercial land (employment land) within City of Sherwood's UGB.
- **Reconciliation:** Compares short- and long-term demand for employment land to the existing land inventory to determine the adequacy and appropriateness of capacity over a five and twenty-year horizon.
- **Economic Development Strategies:** Short and long-term actions to implement the Economic Development Goals and Policies in the Comprehensive Plan.

II. ECONOMIC TRENDS

This report section summarizes long and intermediate-term trends at the national, state, and local level that will influence economic conditions in the City of Sherwood over the 20-year planning period. This section is intended to provide an economic context for growth projections and establish a socioeconomic profile of the community. This report's national evaluation has a focus on potential changes in structural socioeconomic conditions both nationally and globally. Our localized analysis considers local growth trends, demographics, and economic performance.

NATIONAL TRENDS

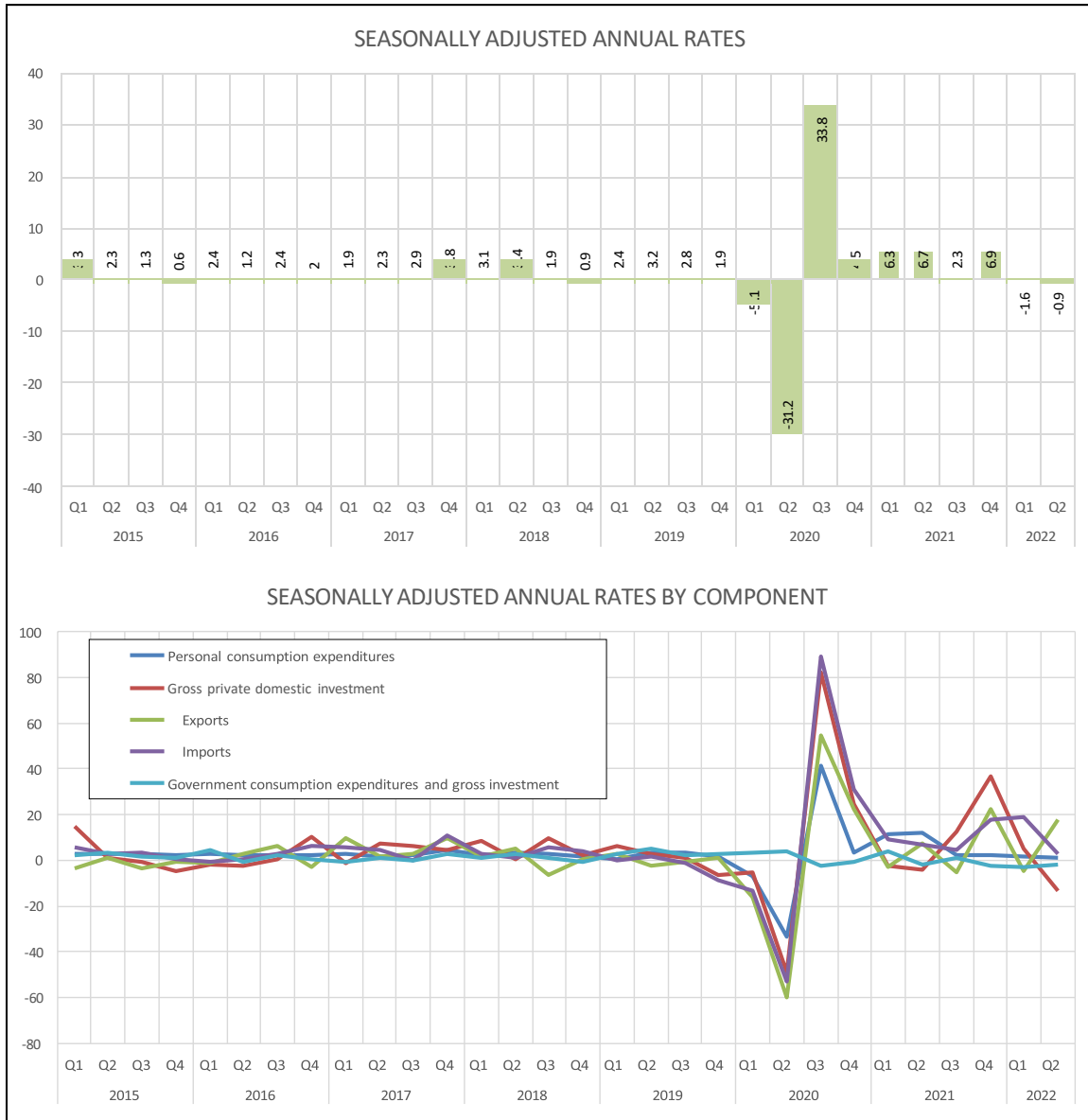
The United States enjoyed a sustained economic expansion over the last decade, which was sharply truncated by the Covid-19 pandemic in March 2020. The current economic climate is unusually volatile. Specific observed and anticipated impacts of the pandemic on the economy will be addressed later in this narrative.

At a national level there has been a shift within the economy from consumption of goods to consumption of services, especially services oriented around personal wellbeing (health, private education, finance). This is reflective of increasing levels of wealth and discretionary income in the population. At the same time, growth in fixed investment (equipment and structures) and government defense spending is moderating – making manufactured goods a less important part of the economy. While a pattern at the national level, this has not been the case in the Portland metro area.

A commonly used and reported measure of economic prosperity is real gross domestic product (GDP). Real GDP is essentially a measure of national wealth adjusted for inflation, and the increased purchasing power of the population translates into greater investment in health care, education, housing, leisure, and many other factors. U.S. real GDP expanded at an average annual rate of 2.3% from 2010 through 2019. In comparison, the average growth rate over the 1970 to 1999 period was 3.2%. The rate of growth during expansion cycles has shown a general decline over the last several cycles, but the most recent cycle was unusually consistent.

The pandemic had a pronounced impact on GDP growth, which declined sharply during the first half of 2020 and subsequently rebounded. The recovery stalled in the first half of 2022. The modest decline reflected continued elevated rates of inflation which more than offset what would have been robust GDP numbers. We are expecting higher rates to slow economic growth, but hopefully falling short of a full recession. The forecast for real GDP growth in 2022 is now closer to 1.4%, remaining below 2.0% through 2023. While two quarters of consecutive negative growth is often used to define a recession, this downturn has been atypical. Industrial production, employment, and real personal income continue to increase, but overall production has been unable to match the pace of inflation.

FIGURE 2.01: NATIONAL REAL GROSS DOMESTIC PRODUCT TRENDS



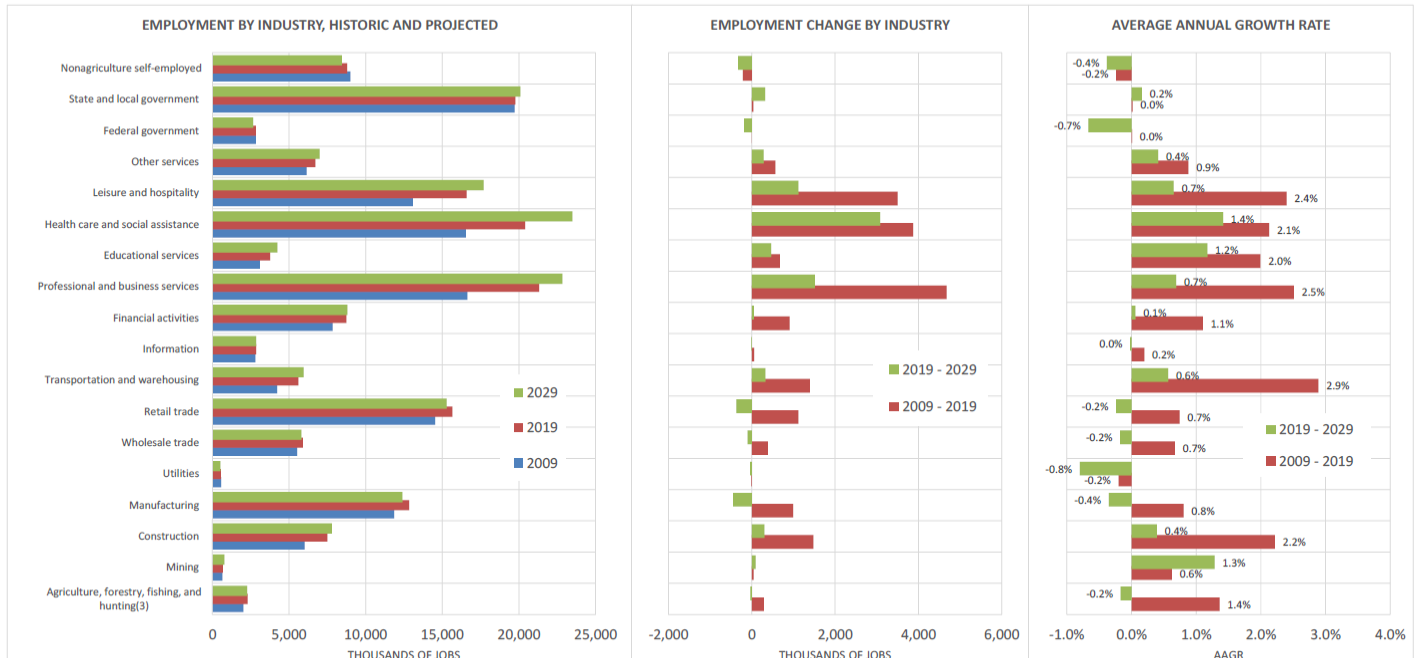
SOURCE: US Bureau of Economic Analysis

Potential GDP growth, which measures the GDP growth that can be sustained at a constant rate of inflation, indicates future long-term growth at around 2.0% per year. Over the last century, the average annual growth rate has been 1.8%, despite considerable shifts in economic and social conditions. Long-term economic growth is more related to broad trends, such as population growth and investment in physical and human capital, than temporary economic fluctuations, like the current recession and government policy.

During the last expansion cycle employment growth at the national level has been led by professional and business services, health care and social assistance, and leisure and hospitality. Robust growth was also recorded in the construction, transportation and warehousing,

financial activities, and manufacturing sectors. Federal projections anticipate future growth to be led by health care and social assistance, followed by professional and business services and leisure and hospitality.

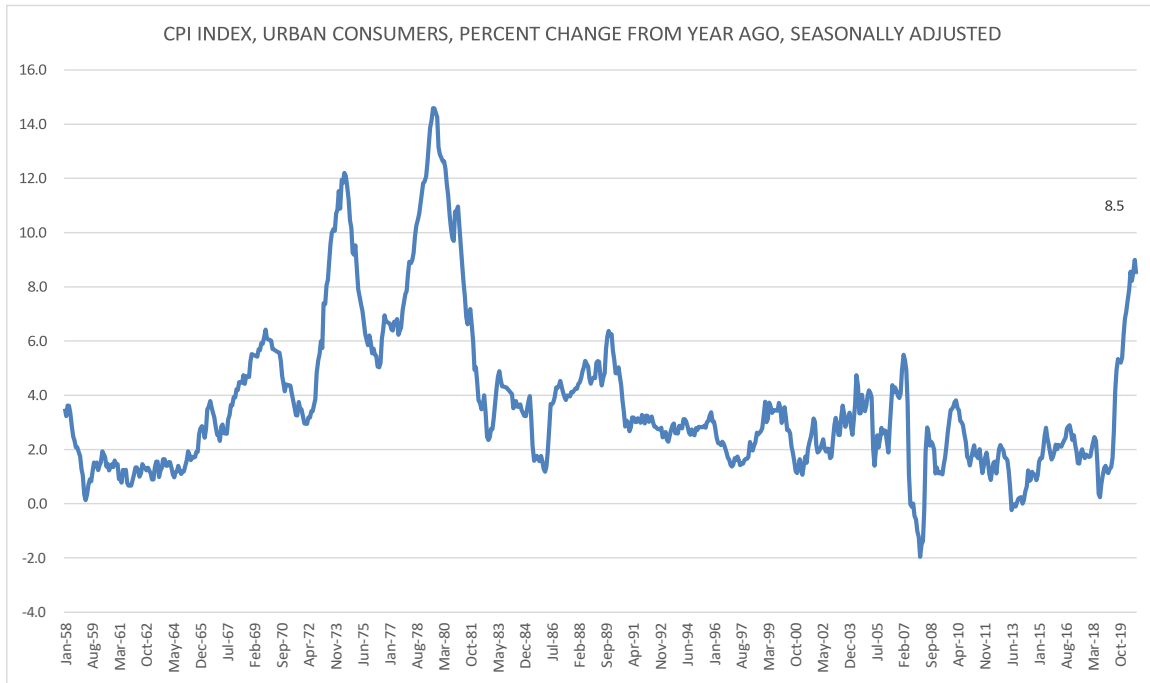
FIGURE 2.02: HISTORIC AND PROJECTED EMPLOYMENT SHIFTS BY INDUSTRY, NATIONAL



Source: US Bureau of Statistics

Recently inflation has arisen as the most significant issue impacting the national economy, with the consumer price index for all urban consumers (CPI-U) up 8.5% year over year. The inflationary environment has widespread implications for the economy and the real estate industry specifically. The Federal Reserve has begun to tighten in earnest, which has already had a significant impact on interest rates. As the Fed intervenes in the markets to try to offset inflationary pressure, short- to mid-term forecasts of economic activity will be unusually difficult.

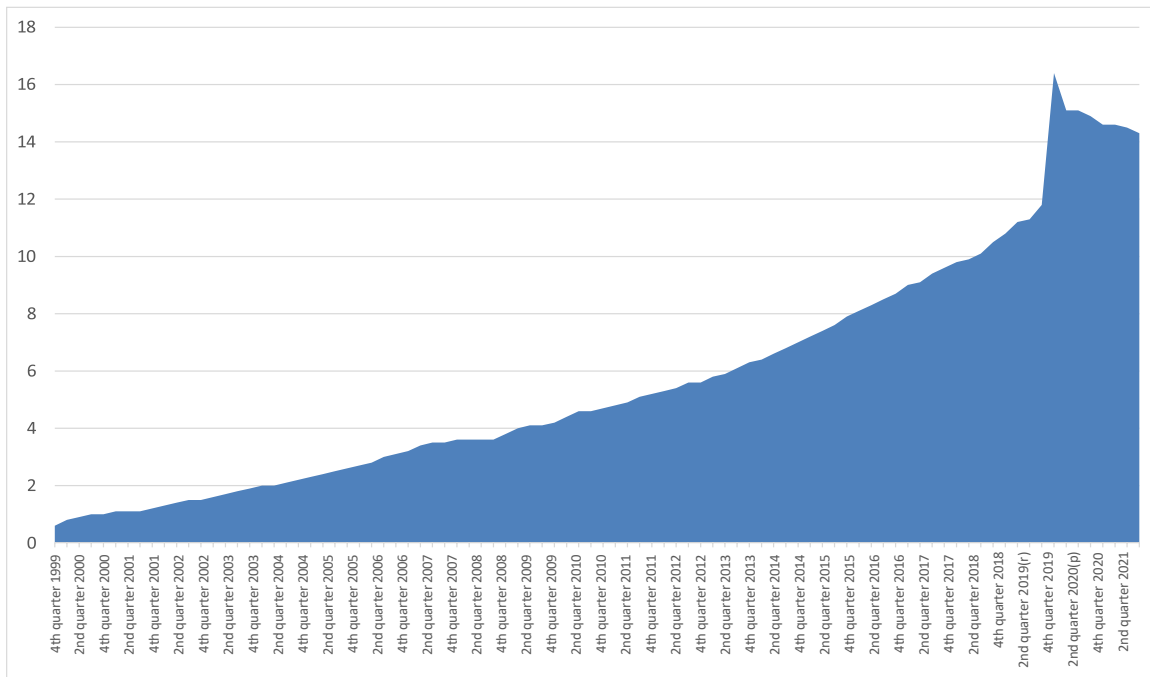
FIGURE 2.03: CPI INDEX, URBAN CONSUMERS, PERCENT CHANGE FROM YEAR AGO



SOURCE: US Department of Commerce

The dramatic spending shift in the context of real estate in recent times has been the growth in online shopping, which has reduced the overall need for brick-and-mortar space, especially from retailers selling physical goods. During the height of the pandemic, e-commerce predictably saw a huge rise in retail sales, peaking at over 16% of total retail sales in the United States. As stores have been reopening, this trend is beginning to fall. However, e-commerce sales numbers are still substantially higher than they were before the pandemic, potentially signaling a long-term shift towards more e-commerce activity.

FIGURE 2.04: E-COMMERCE AS A PERCENT OF TOTAL RETAIL SALES, UNITED STATES



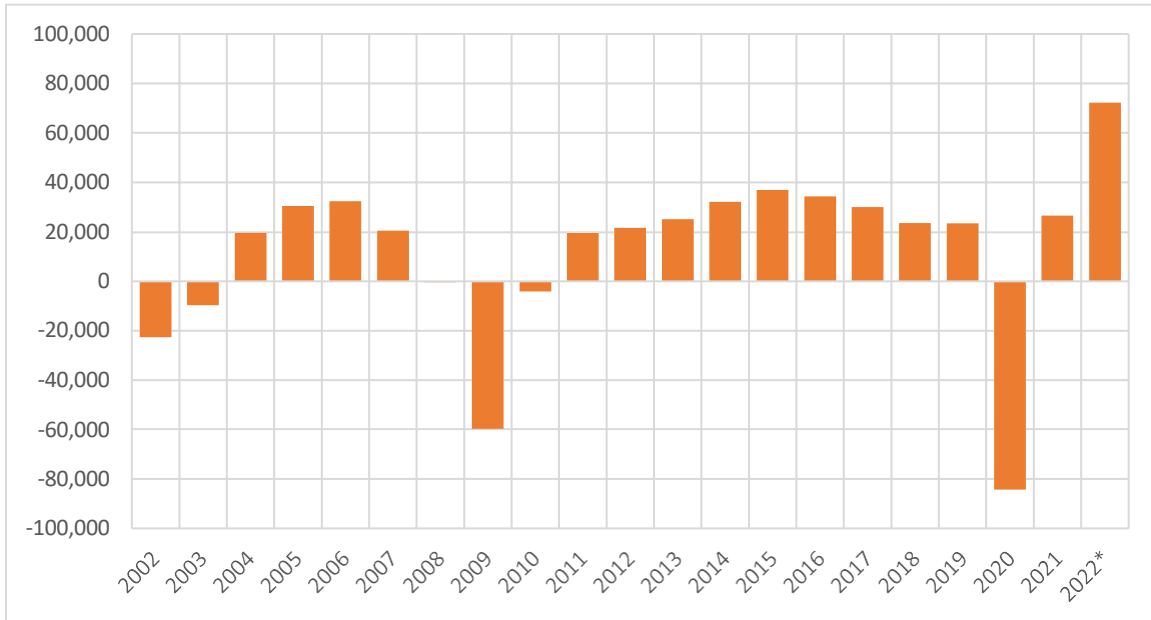
SOURCE: Retail Indicators Branch, US Census Bureau, JOHNSON ECONOMICS

This pattern has been reflected in the State of Oregon, with e-commerce employment increasing at the expense of brick-and-mortar retail employment. This is causing a shift in storage needs from retail stores to warehouses and distribution centers. At the same time, automation is causing a consolidation within the warehousing and distribution industry, leading to increasing reliance on larger third-party operators able to make heavy investments in capital and expertise. Automation is also impacting the manufacturing industry, though to a lesser extent and primarily among larger industry leaders. Finally, changes in the use of electronic devices and growth in online services are causing a shift in the tech sector, from hardware manufacturing to software development.

PORTLAND METRO AND WASHINGTON COUNTY ECONOMIC TRENDS

Employment growth in the Portland metropolitan area has been robust, with employment levels during the first half of 2022 running over 72,000 higher than the same period in 2021. While much of this gain can be attributed to a continued opening of the economy, local employment now exceeds the pre-pandemic levels. The Portland metro area has consistently outperformed the nation as well as the State of Oregon over the last decade. Most sectors are now above their February 2020 employment levels, although educational services, government, and leisure & hospitality have yet to regain their recent losses. The metro area has seen significant strength in construction, professional and business services, and manufacturing.

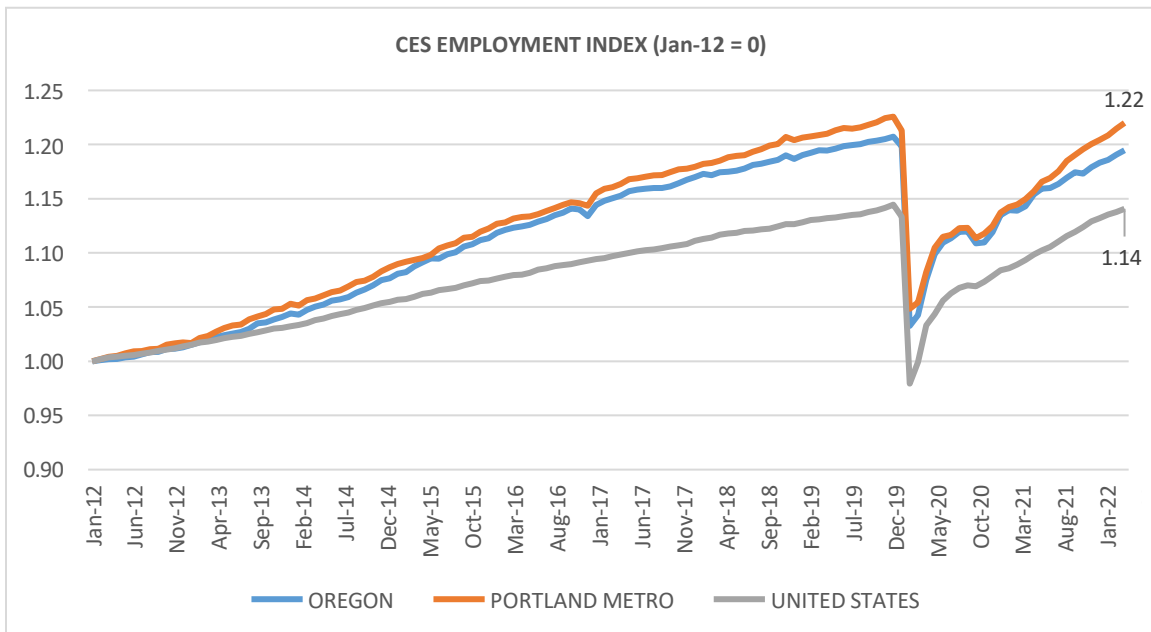
FIGURE 2.05: AVERAGE EMPLOYMENT CHANGE BY YEAR, PORTLAND METRO AREA



• Annualized based on data through June 2022
 SOURCE: Oregon Employment Department, JOHNSON ECONOMICS

The Portland metro area has consistently outperformed the nation and state in terms of employment growth, with employment levels up an estimated 22% over the last decade (compared to 14% at the national level). The local employment base is now above its' pre-pandemic high.

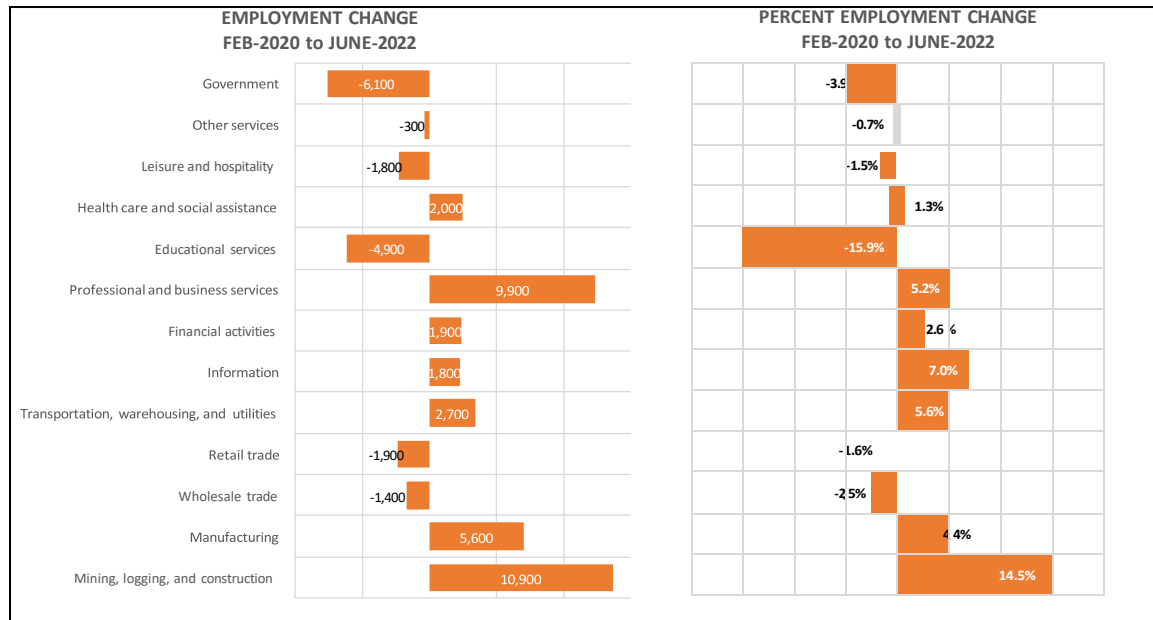
FIGURE 2.06: COMPARISON OF RELATIVE EMPLOYMENT CHANGE OVER TIME



SOURCE: Oregon Employment Department, JOHNSON ECONOMICS

Employment growth since February 2020 has been led by construction, professional and business services, and manufacturing. Employment remains below pre-pandemic levels in government, educational services, leisure and hospitality, and trade.

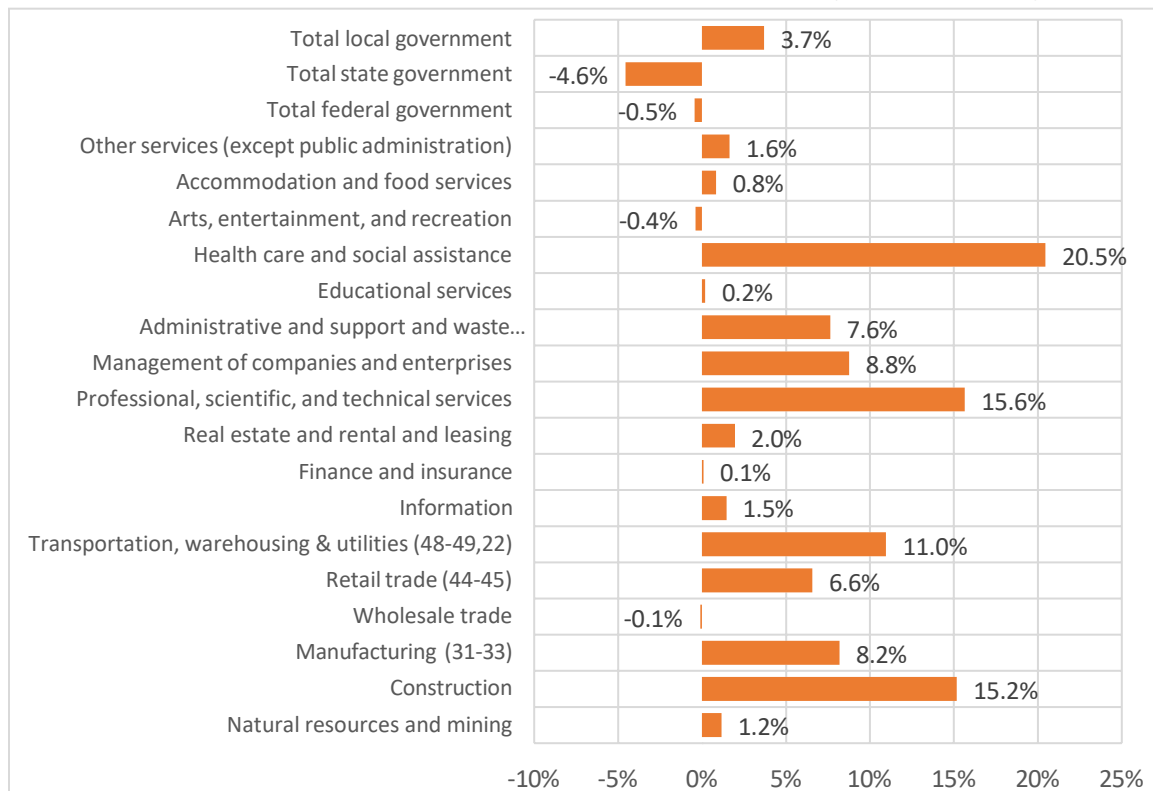
FIGURE 2.07: EMPLOYMENT SHIFTS BY INDUSTRY SINCE PANDEMIC START



SOURCE: Oregon Employment Department, JOHNSON ECONOMICS

Over the last decade, the metro area has seen robust growth in health care, professional and technical services, and construction. The area has also seen strong growth in manufacturing and transportation, warehousing, and utilities. These sectors are major drivers of industrial land demand.

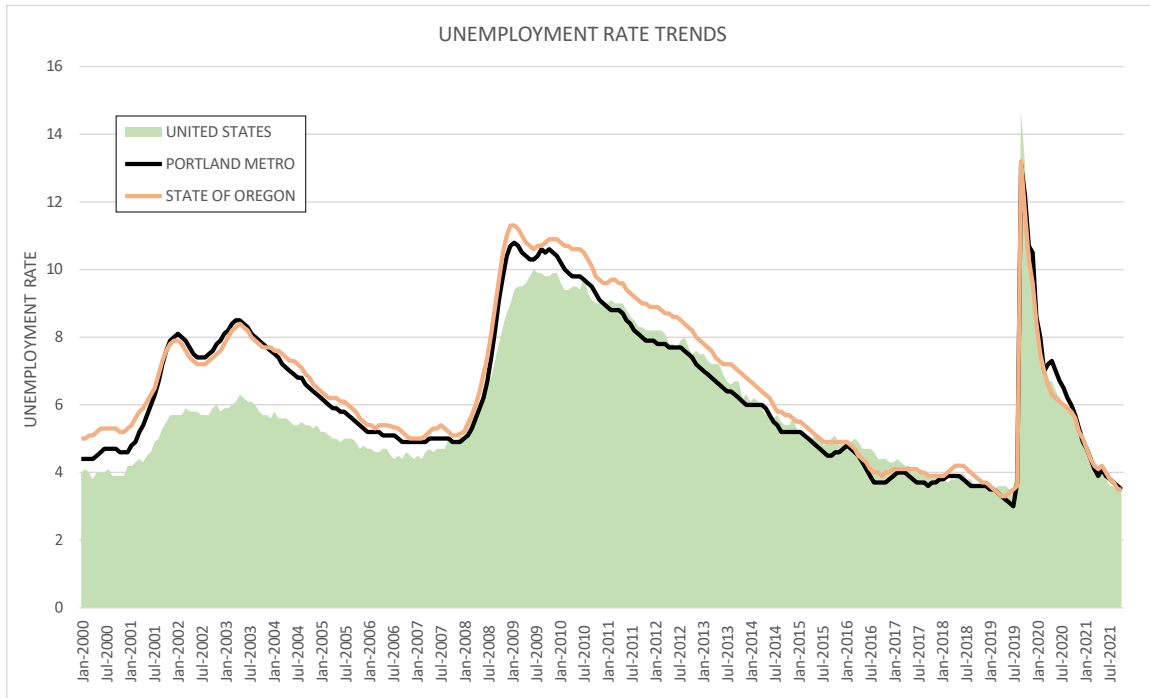
FIGURE 2.08: PERCENTAGE CHANGE IN EMPLOYMENT, PORTLAND METRO AREA (OREGON PORTION), 2010-21



SOURCE: Oregon Employment Department, JOHNSON ECONOMICS

While the expansion in the last several years has led to only modest increases over pre-pandemic employment levels, the labor market has been unusually tight. The unemployment rate has dropped to 3.5% at the statewide and metro area level, and 3.6% at the national level. The tight labor market and high inflation rate is expected to continue to place pressure on wage levels. Higher wage levels are inflationary as well, and this feedback loop is one of many challenges associated with controlling inflationary pressure.

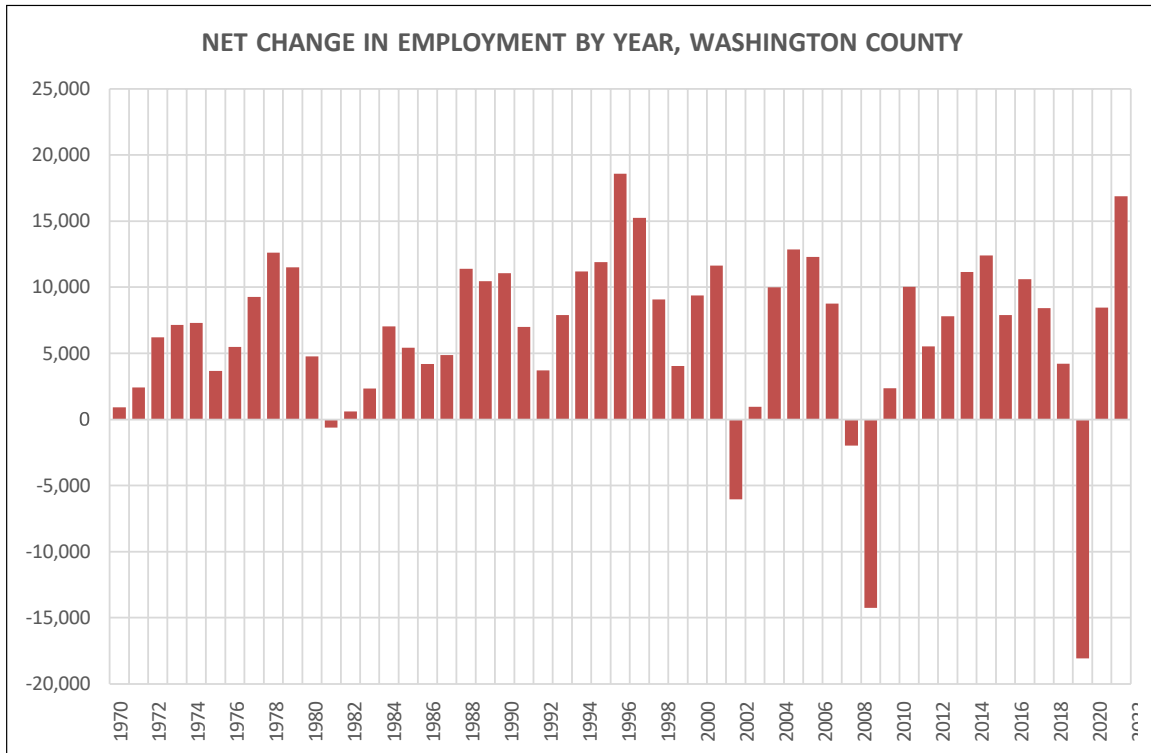
FIGURE 2.09: EMPLOYMENT SHIFTS BY INDUSTRY SINCE PANDEMIC START



SOURCE: Oregon Employment Department, JOHNSON ECONOMICS

Consistent with national and regional trends, employment growth in Washington County has been robust in the last few years following a sharp decline in 2020. The county saw a decrease of roughly 18,000 jobs in 2020 but added roughly 8,000 jobs in 2021 and 17,000 in 2022. During the last several expansion cycles employment levels in the county have increased by 5,000 to 12,000 jobs per year. The long term employment trend in the county has been both robust and remarkably consistent.

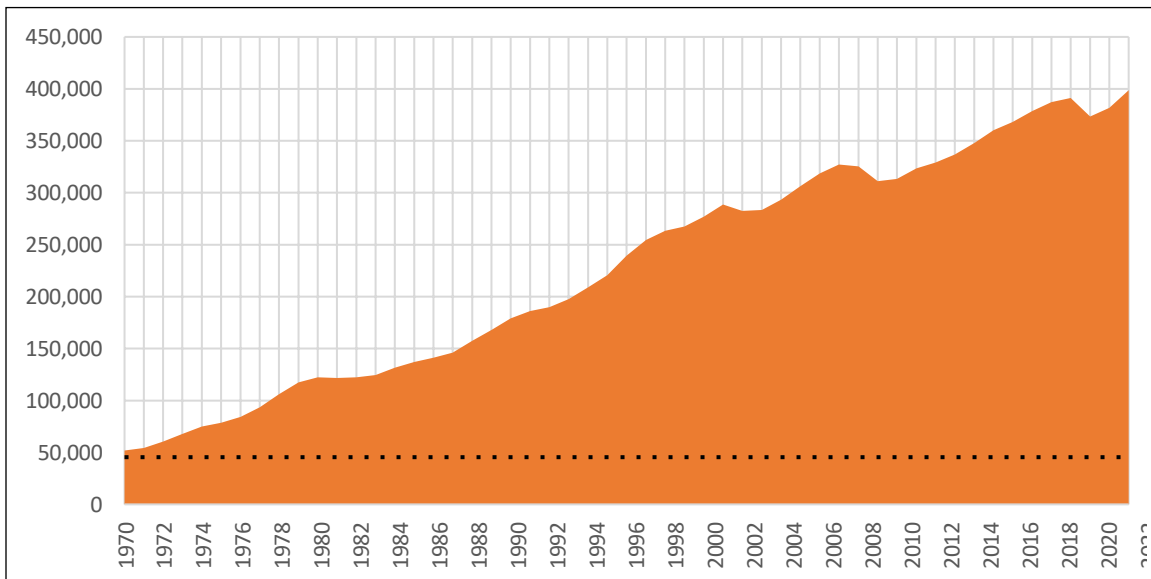
FIGURE 2.10: WASHINGTON COUNTY EMPLOYMENT TRENDS



SOURCE: Oregon Employment Department, JOHNSON ECONOMICS

Employment growth in Washington County has been both more consistent as well as more robust than the broader metro area. Growth in the county has been on a steady upward trajectory for over fifty years.

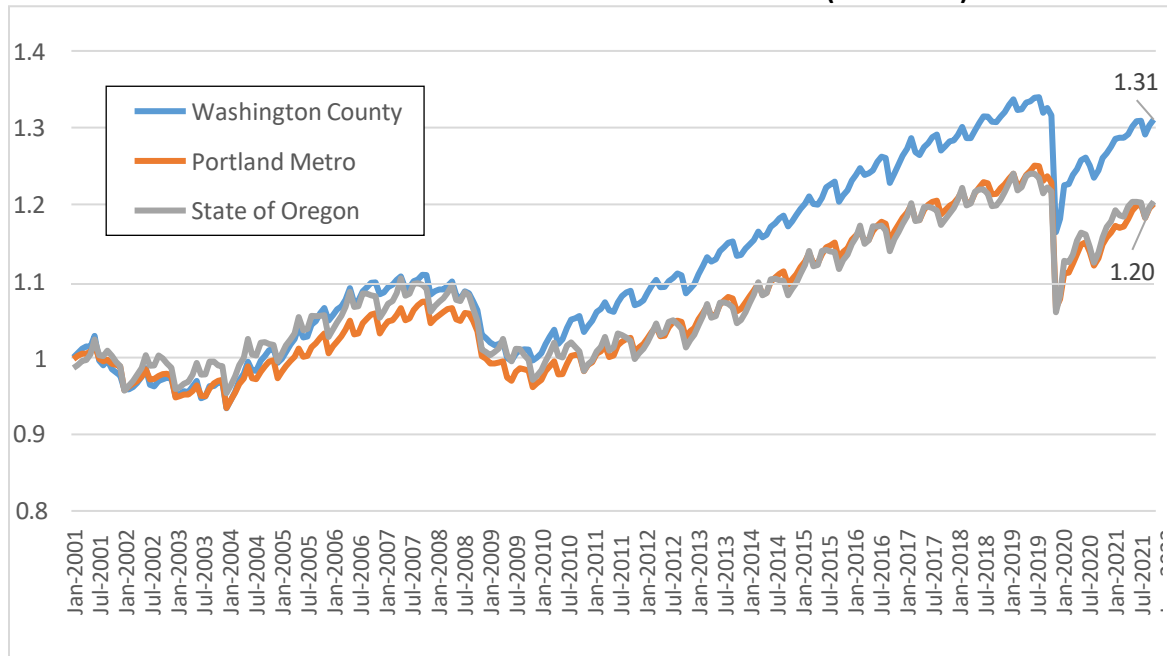
FIGURE 2.11: WASHINGTON COUNTY TOTAL EMPLOYMENT TRENDS



SOURCE: Oregon Employment Department, JOHNSON ECONOMICS

Washington County's employment base has grown significantly faster than the State of Oregon and the Portland metro area over the last two decades, with the rate of expansion more than 50% higher than the regional rate since 2001.

FIGURE 2.12: COMPARATIVE EMPLOYMENT GROWTH INDEX (2001 = 100)

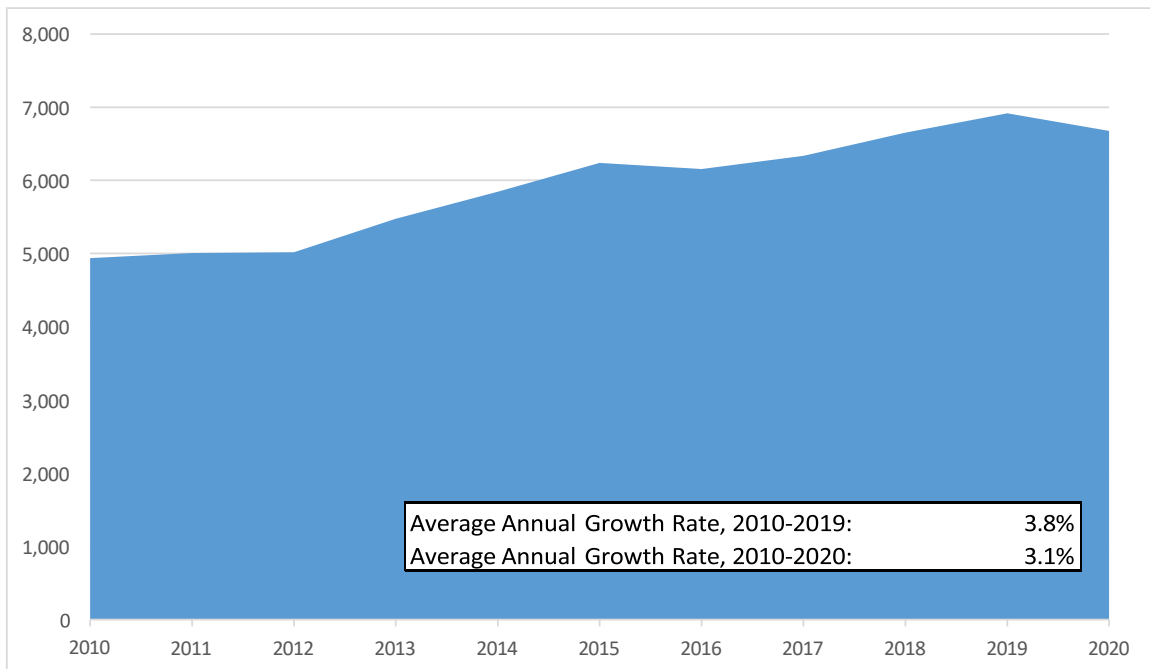


SOURCE: Oregon Employment Department, JOHNSON ECONOMICS

SHERWOOD UGB ECONOMIC TRENDS

The City of Sherwood's UGB has significantly outperformed Washington County in terms of employment growth over the last decade. The average annual growth rate from 2010 through 2020 was 3.1%, compared to a countywide average of 1.9% during the same period. The employment base in Sherwood's UGB grew at an average annual rate of 3.8% from 2010 through 2019, prior to the pandemic disruption.

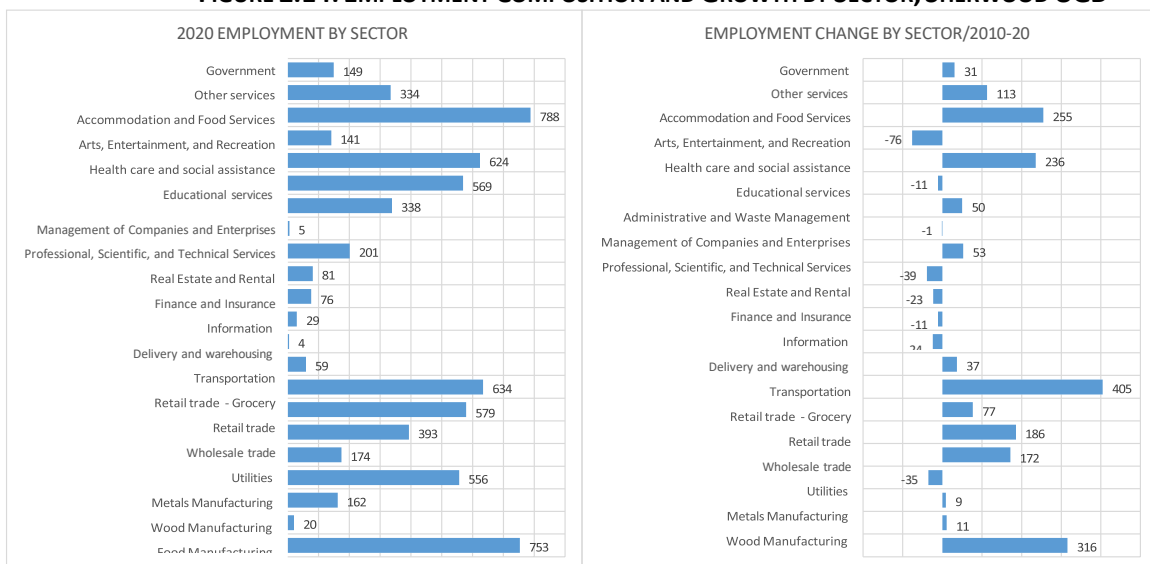
FIGURE 2.13: TOTAL COVERED EMPLOYMENT, SHERWOOD UGB



Source: Oregon Employment Department, Johnson Economics

The employment base by industry sector is quite diverse, with retail trade, accommodation and food services, construction, healthcare, and educational services having high levels of employment. Employment growth in the area over the last decade has been concentrated in retail trade, construction, accommodation and food services, and health care.

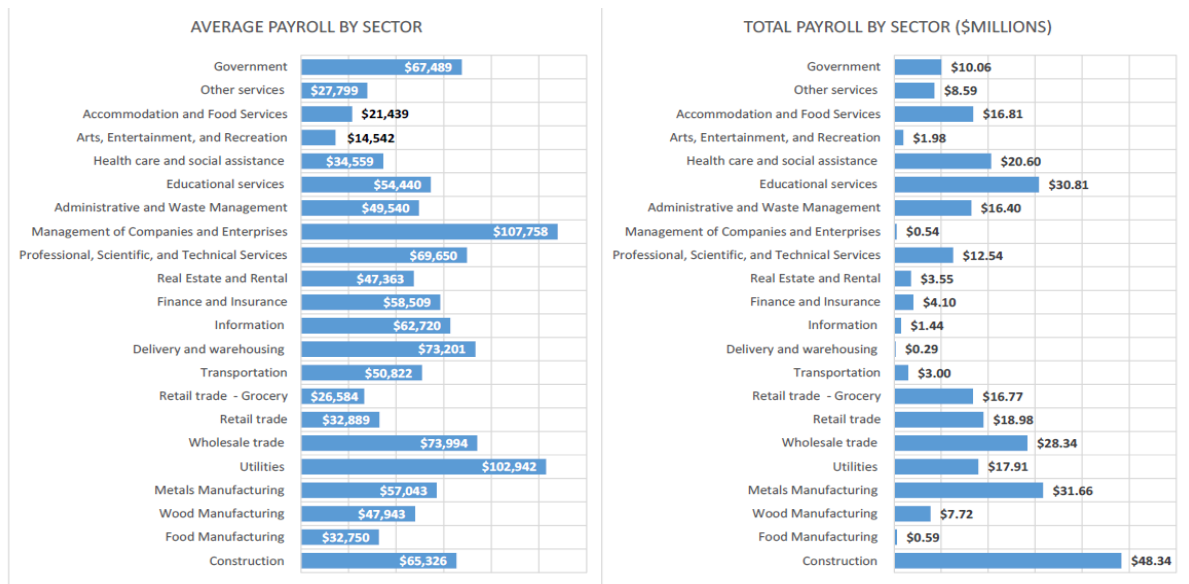
FIGURE 2.14: EMPLOYMENT COMPOSITION AND GROWTH BY SECTOR, SHERWOOD UGB



SOURCE: Oregon Employment Department, QCEW Data, JOHNSON ECONOMICS

The average annual payroll levels are highest in the management, utilities, wholesale trade, and professional and technical services industries. The construction industry is the top contributor to total payroll in the study area, followed by retail trade, metals manufacturing, and educational services.

FIGURE 2.15: PAYROLL CHARACTERISTICS BY SECTOR, SHERWOOD UGB, 2020



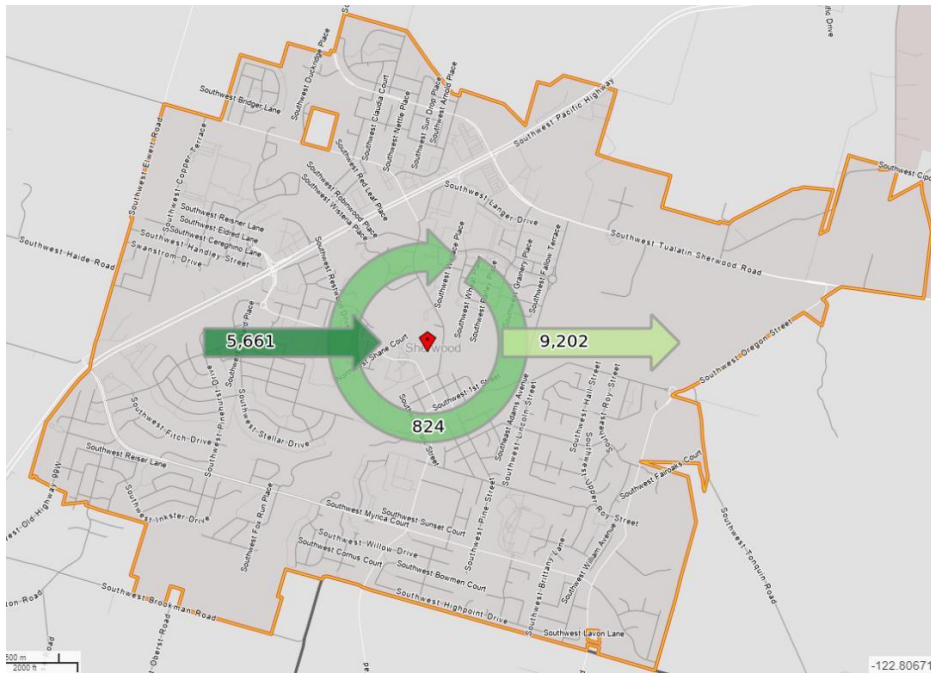
SOURCE: Oregon Employment Department, JOHNSON ECONOMICS

The City of Sherwood can be categorized as a “bedroom community,” as it is currently an exporter of labor within the Portland metropolitan area. The City of Sherwood had an estimated workforce of just over 10,000 in 2019, while having less than 6,500 estimated local jobs. The City was estimated to have 5,661 people commuting in for work, while 9,202 people commuted out. An estimated 21.3% of Sherwood residents commute to Portland, with 30.4% commuting to other jurisdictions in Washington County. The City’s labor shed includes many of the same jurisdictions.

Commuting patterns are an important element in the local economy. They are indicative of the labor shed companies can draw workers from, the extent to which job creation translates into increased demand for housing, goods, and services, and the overall balance of population and employment in the community. If the labor force can find appropriate local employment opportunities, it facilitates and reduces the need to commute for employment. This can provide a substantive benefit for residents through the reduction of travel times and associated costs. While having a balance between local jobs and workforce does not assure that residents will live and work locally, not having adequate employment opportunities precludes it.

While population and household growth has been increasing rapidly within the city, it will need to attract employment growth at a greater rate if it wants to balance its workforce and employment opportunities.

FIGURE 2.16: NET INFLOW-OUTFLOW OF EMPLOYEES, CITY OF SHERWOOD, 2019



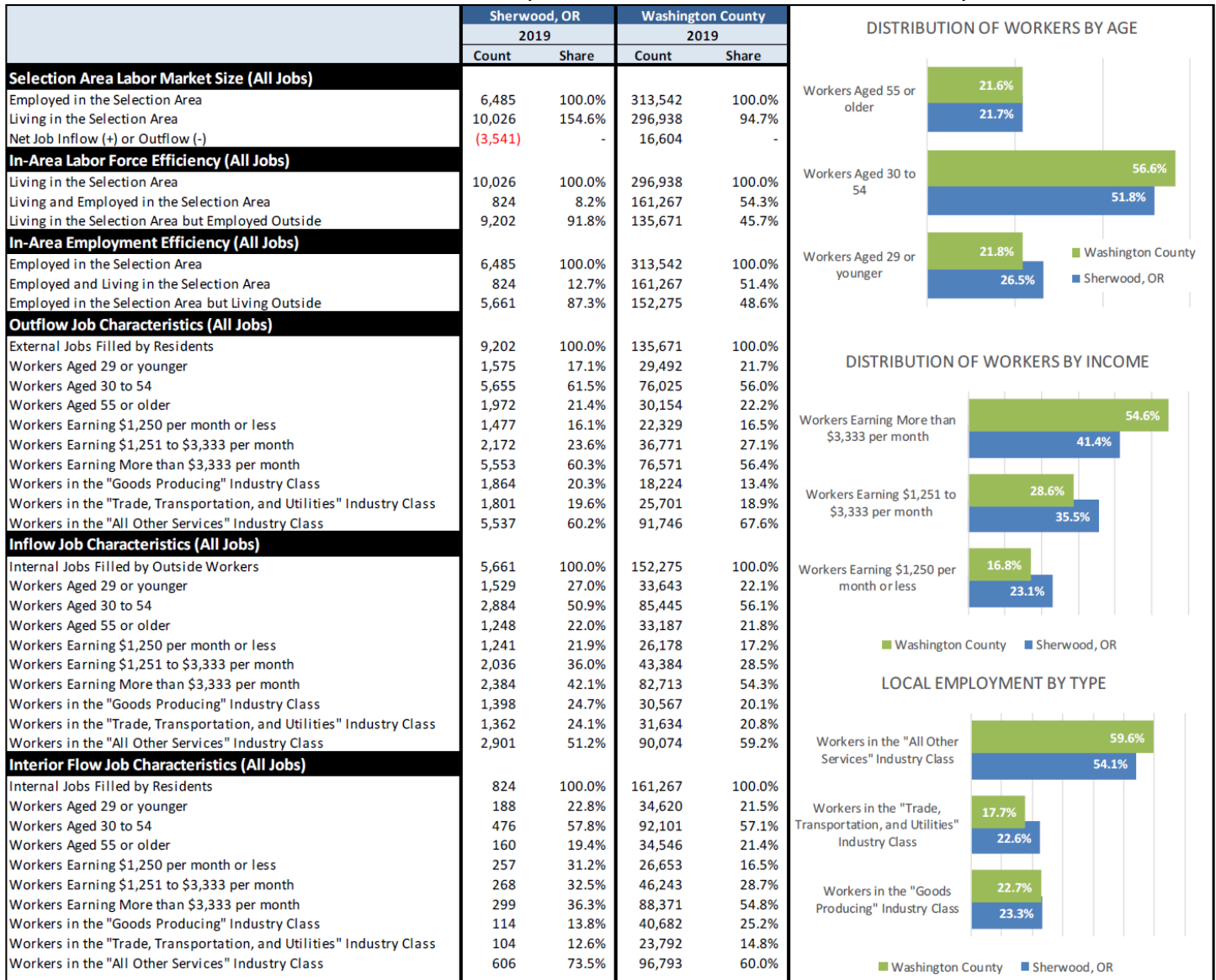
SOURCE: Census Bureau, LEHD Data

2019		
	Count	Share
LIVE IN SHERWOOD, COMMUTE TO:		
Portland city, OR	2,137	21.3%
Sherwood city, OR	824	8.2%
Hillsboro city, OR	801	8.0%
Tualatin city, OR	801	8.0%
Tigard city, OR	737	7.4%
Beaverton city, OR	711	7.1%
Wilsonville city, OR	428	4.3%
Lake Oswego city, OR	324	3.2%
Newberg city, OR	265	2.6%
Salem city, OR	234	2.3%
All Other Locations	2,764	27.6%
WORK IN SHERWOOD, COMMUTE FROM:		
Sherwood city, OR	824	12.7%
Portland city, OR	583	9.0%
Beaverton city, OR	321	4.9%
Tigard city, OR	297	4.6%
Hillsboro city, OR	285	4.4%
Newberg city, OR	244	3.8%
Tualatin city, OR	199	3.1%
Aloha CDP, OR	186	2.9%
Salem city, OR	154	2.4%
Wilsonville city, OR	147	2.3%
All Other Locations	3,245	50.0%

While the City of Sherwood is a net exporter of labor, Washington County is a net importer. The County had over 313,500 jobs in 2019, with a workforce of less than 297,000. Workers employed in the City of Sherwood are relatively young when compared to Washington County, with 26.5% aged 29 or younger. Consistent with that local wage levels are significantly below the county average.

The City of Sherwood has recognized many of these issues, with the City Council formally adopting a goal to “bring jobs to Sherwood that provide wages that allow people to live and work in Sherwood.” This goal will inform later discussions regarding encouragement and support of future employment growth, as well as a preference for relatively high paying industries.

FIGURE 2.17: NET INFLOW-OUTFLOW DETAIL, CITY OF SHERWOOD AND WASHINGTON COUNTY, 2019



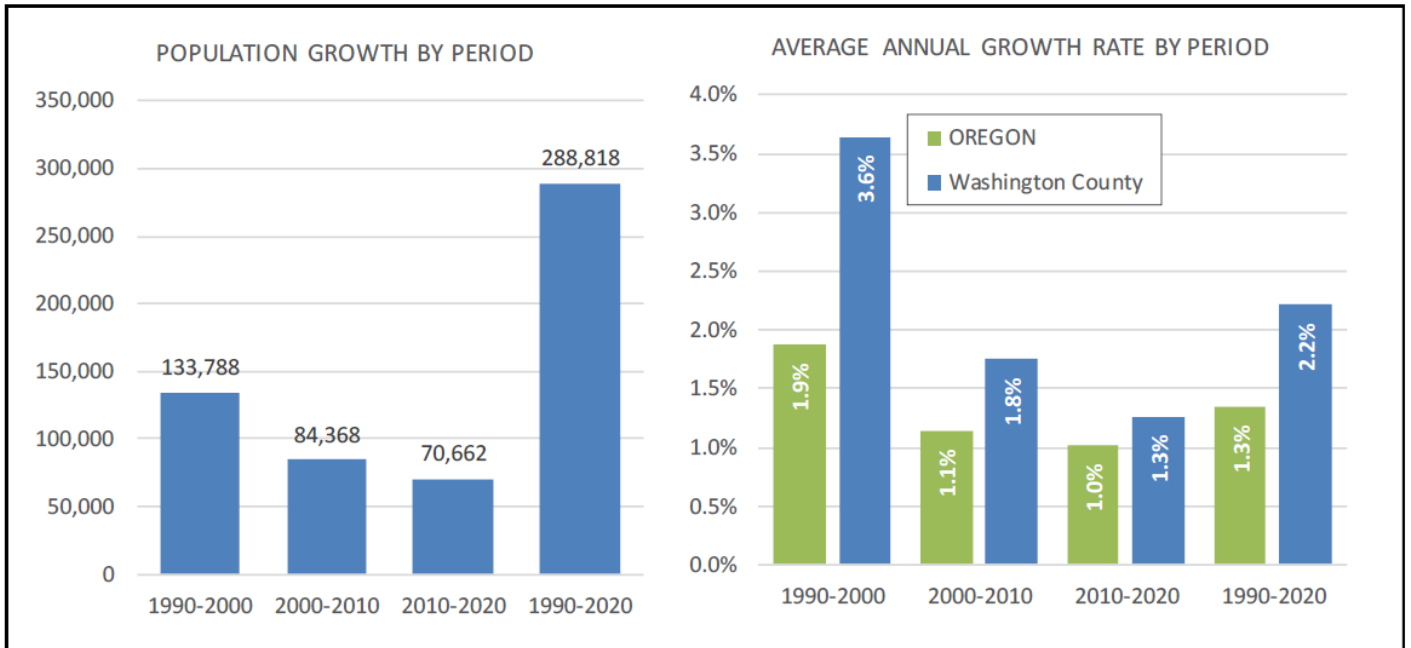
SOURCE: US Census Bureau, LEHD Origin-Destination Employment Statistics

POPULATION AND WORKFORCE

Washington County's population base has seen robust growth over the last three decades, with growth averaging 2.2% from 1990 through 2020. This rate of growth is well above the statewide average, which was 1.3% during the same period.

As a net importer of labor, growth in the local population base at the county level is supportive of economic development objectives as it accommodates an increase in the local labor force.

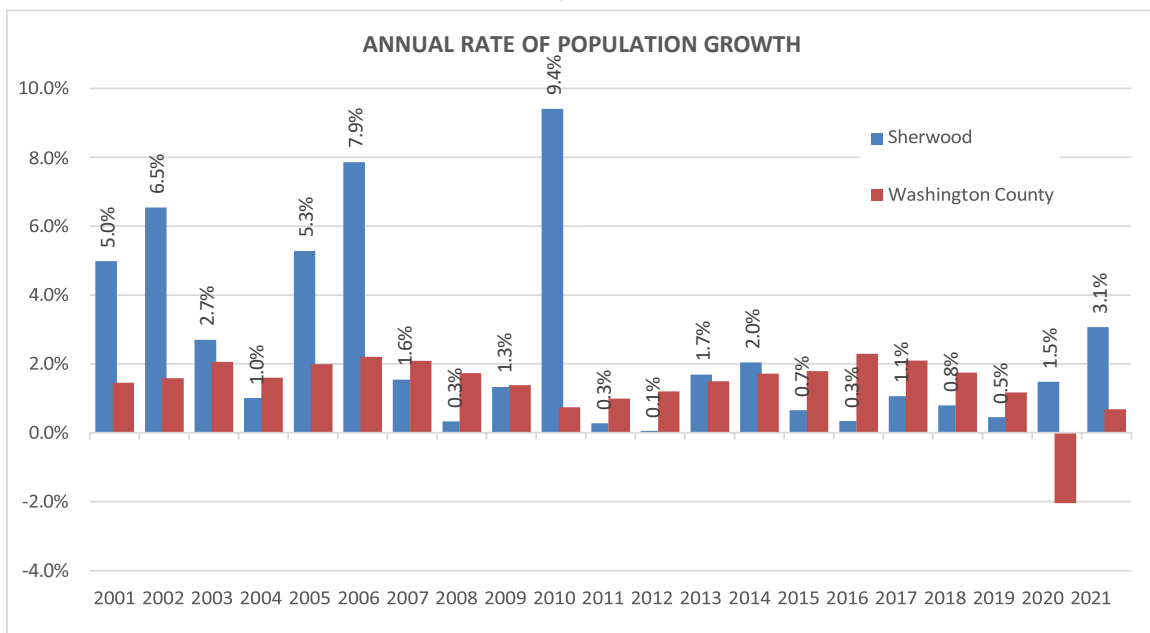
FIGURE 2.18: HISTORIC POPULATION TRENDS, WASHINGTON COUNTY AND OREGON



SOURCE: Population Research Center, Portland State University

The City of Sherwood has seen a high degree of variability in its' population growth. Local population levels have surged during periods in which residential construction was robust, but the rate of growth has been less robust in the last decade.

FIGURE 2.19: HISTORIC POPULATION TRENDS, CITY OF SHERWOOD AND WASHINGTON COUNTY



SOURCE: Population Research Center, Portland State University

III. TARGET INDUSTRY ANALYSIS

This element of the Economic Opportunities Analysis assesses the economic landscape in Washington County and the Sherwood UGB, identifying a range of industry types that can be considered targeted economic opportunities over the planning period. This process was done in the previously adopted EOA, and this EOA retains those targeted sectors.

The following is a list of the sectors that are expected to drive growth in current and subsequent cycles, which was developed in the 2021 EOA.

FIGURE 3.01: SUMMARY OF TARGETED INDUSTRIES

• Manufacturing • Technology and Advanced Manufacturing • Machinery Manufacturing • Clean Tech • Professional and Business Services • Software and Media • Clean Tech • Athletics and Outdoors • Other Services	• Wholesale • Services for Visitors • Services for Residents • Medical Services • Legal Services • Financial Services, • Retail • Personal Services • Restaurants
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Key economic development advantages for the City of Sherwood include the following:

- *Housing availability, both workforce and executive*
- *Existing labor force*
- *Highly rated school district*
- *Proximity to the Sunset Corridor and technology cluster*

The City’s distance from I-5 will limit its attractiveness for distribution uses, as well as regionally serving office concentrations.

JOBS – HOUSING BALANCE

In addition to specific targeted industries, the City of Sherwood has adopted goals to improve the local balance of jobs and housing. The intent is to increase local employment opportunities for City residents, allowing them increased flexibility to reduce commuting times and distances. Increasing the level of employment-related development would also provide fiscal benefits to the City, as commercial and industrial development typically generates a higher level of tax revenues relative to services vis-à-vis residential uses.

While not representing an industry-specific target, attracting new employment that supports a targeted industry will improve the local jobs housing balance. As outlined in the following table, the City of Sherwood would need to add roughly 3,000 jobs to its current employment base to provide an employment level commensurate with its current labor force.

FIGURE 3.02: SUMMARY OF CURRENT JOBS/HOUSING RELATIONSHIP IN SHERWOOD

	Sherwood	Metro Area	Source
Households	6,498	925,631	US Census Bureau, ACS
Labor Force	9,996	1,299,427	US Census Bureau, ACS
Employees/HH	1.54	1.40	Calculation
Employment-QCEW	6,485	1,232,813	BLS, LEHD, 2019
Jobs per Labor Force	0.649	0.949	Calculation
Needed Jobs for Balance	9,484		
Current Surplus/(Deficit)	(2,999)		

Over the forecast period, the City would like to establish a more favorable relationship. Consistent with that objective, the City will target robust local employment growth over the planning horizon. The City also favors growth in industries with relatively higher wage levels.

IV. FORECAST OF EMPLOYMENT AND LAND NEED

CITY OF SHERWOOD UGB EMPLOYMENT FORECASTS

Goal 9 requires that jurisdictions plan for a 20-year supply of commercial and industrial capacity. Because employment capacity is the physical space necessary to accommodate new workers in the production of goods and services, employment need forecasts typically begin with a forecast of employment growth in the community. The previous analysis of economic trends and targeted industries set the context for these estimates. This analysis translates those trends into estimates of employment growth by broad industry. Forecasts are produced at the sector or subsector level (depending on available information), and subsequently aggregated into two-digit NAICS sectors. Estimates in this analysis are intended for long-range land planning purposes and are not designed to predict or respond to business cycle fluctuation.

The projections in this analysis are built on an estimate of employment in 2022, the commencement year for the planning period. Employment growth will come as the result of net-expansion of businesses in the community, new business formation, or the relocation/recruitment of new firms. Forecast scenarios consider a range of factors influencing growth. Long-range forecasts typically rely on a macroeconomic context for growth. The forecast does not consider the impact of a significant exogenous shift in employment such as recruitment of a major employer.

OVERVIEW OF EMPLOYMENT FORECAST METHODOLOGY

Our methodology starts with employment forecasts by major industry classification. Forecasted employment is allocated to building type, and a space demand is a function of the assumed square footage per employee ratio multiplied by projected change. The need for space is then converted into land and site needs based on assumed development densities using floor area ratios (FARs).



The first analytical step of the analysis is to update covered employment to the 2022 base year. Quarterly Census of Employment and Wages (QCEW) data was used to determine the City of Sherwood UGB's covered employment by industry through 2020. To update these estimates, we use observed industry specific growth rates for Washington County between 2020 and 2022. Trend data was not available at the geographic level of the Sherwood UGB.

The second step in the analysis is to convert “covered”¹ employment to “total” employment. Covered employment only accounts for a share of overall employment in the economy. Specifically, it does not consider sole proprietors or commissioned workers. Covered employment was converted to total employment based on observed ratios at the national level derived from the Bureau of Economic Analysis from 2010 through 2020. The adjusted 2022 total employment base for the City of Sherwood UGB is 9,449 jobs.

FIGURE 4.02: UPDATE TO 2020 BASELINE AND CONVERSION OF COVERED TO TOTAL EMPLOYMENT

Major Industry Sector	QCEW Employment			Total Emp. Conversion ²	2022 Estimate
	2020 Employment	'20-'22 County Δ ¹	2022 Estimate		
Construction	753	7.4%	809	79%	1,024
Manufacturing	738	3.2%	762	96%	793
Wholesale Trade	393	1.1%	397	79%	503
Retail Trade	1,213	1.9%	1,237	82%	1,508
T.W.U.	237	2.6%	243	77%	316
Information	29	0.3%	29	83%	35
Finance & Insurance	76	-0.3%	76	58%	131
Real Estate	81	-0.3%	81	24%	336
Professional & Technical Services	201	1.5%	204	56%	364
Administration Services	343	0.5%	345	80%	431
Education	569	1.4%	577	50%	1,154
Health Care/Social Assistance	624	1.4%	633	80%	791
Leisure & Hospitality	929	7.7%	1,000	78%	1,280
Other Services	334	6.0%	354	56%	632
Government	149	0.3%	149	99%	151
TOTAL	6,669	3.4%	6,895	73%	9,449

1/Growth rate calculated using CES data for Washington County

2/ US Department of Commerce

T.W.U. = Transportation, Warehousing, and Utilities

SCENARIO 1: SAFE HARBOR FORECAST

The Goal 9 statute does not have a required method for employment forecasting. However, OAR 660-024- 0040(9)(a) outlines several safe harbor methods, which are intended to provide jurisdictions a methodological approach that will not be challenged. The most applicable for the City of Sherwood is 660- 024-0040(9)(a)(A), which recommends reliance on the most recent regional forecast published by the Oregon Employment Department. This method applies industry specific growth rates for the Portland Workforce Region (Clackamas, Multnomah, and Washington counties) to the City of Sherwood’s 2022 base. This method results in an average annual growth rate of 2.0%, with total job growth of 4,586 jobs over the forecast period.

¹ The Department of Labor’s Quarterly Census of Employment and Wages (QCEW) tracks employment data through state employment departments. Employment in the QCEW survey is limited to firms with employees that are “covered” by unemployment insurance.

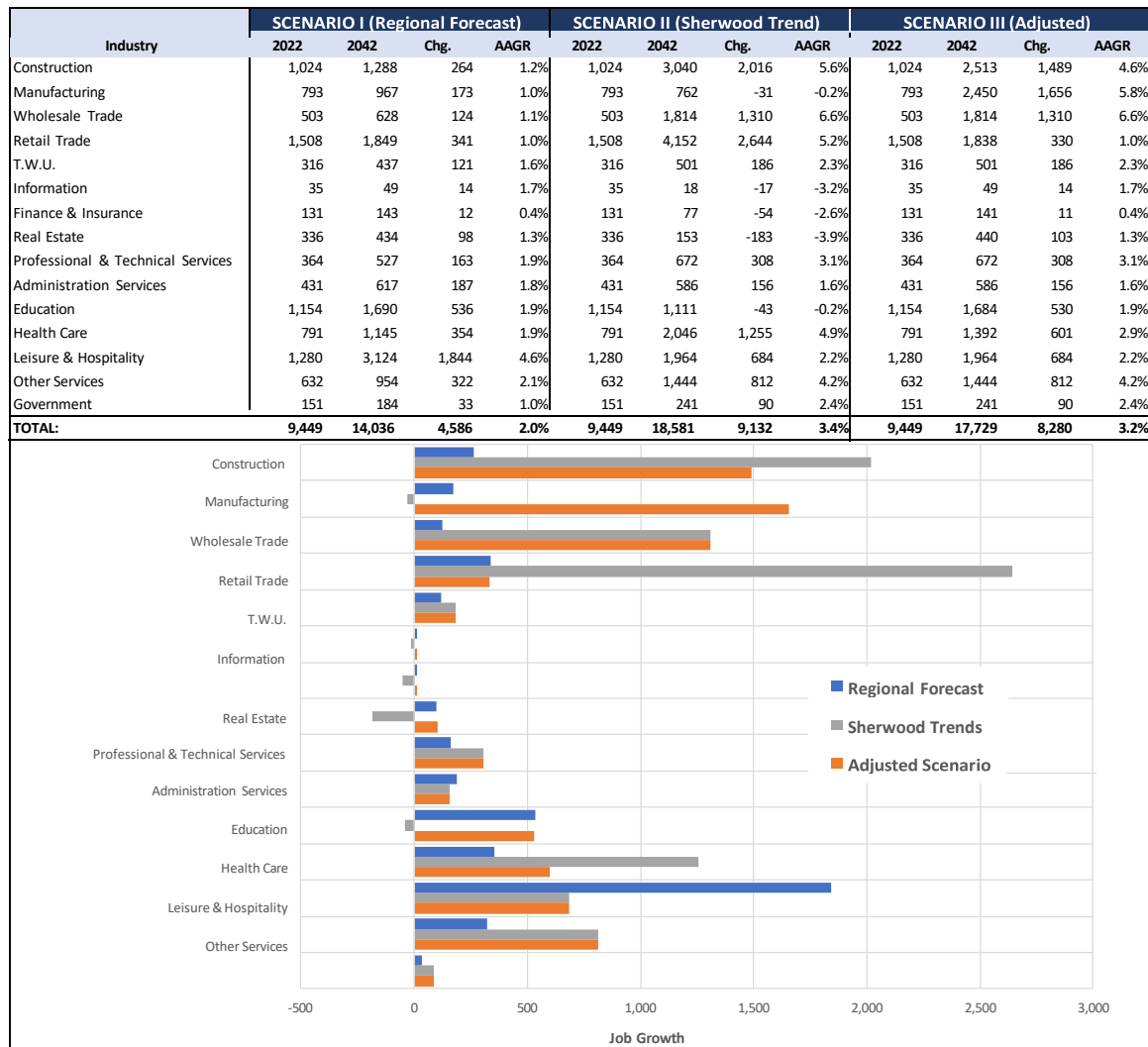
SCENARIO 2: SHERWOOD TREND FORECAST

A second forecast scenario was based on employment growth patterns observed in the Sherwood UGB from 2010 through 2020. Continuing recent historical trends results in a forecasted average annual growth rate of 3.4%. This yields net employment growth of 9,132 over the planning period.

SCENARIO 3: ADJUSTED EMPLOYMENT FORECAST

The third forecast scenario was influenced by the research and analysis conducted in the EOA. This scenario formulates an employment growth trajectory based on identified trends, a more optimistic growth outlook for targeted industries, and input from the project technical advisory committee. Further, the alternative scenario recognizes that economic development efforts and public policy can influence realized growth in targeted sectors. This scenario considers the influence of known or anticipated development over the near and medium-term horizon. This scenario forecasts an average annual growth rate of 3.2% for the period, yielding a net increase in 8,280 jobs through 2042.

FIGURE 4.03: COMPARISON OF ALTERNATIVE FORECASTS, CITY OF SHERWOOD UGB



The most recently adopted Economic Opportunities Analysis (2021) utilized Metro's 2050 Employment Forecast for Sherwood and the Tonquin Employment Area, which assumes an average annual growth rate of 1.42%. The regional forecast contained in the 2018 Urban Growth Report was lower and anticipates an average annual growth rate of .8% from 2020 through 2040. The City has opted to use the Adjust Forecast because the Urban Growth Report employment forecast is well below historical norms as well as observed growth patterns since adoption. The City of Sherwood recorded an average annual growth rate of 3.1% from 2010 through 2020, while Washington County grew at 1.9% during the same period. These two figures are significantly higher than the regional forecast despite the sharp pandemic-related employment decline in 2020. The Portland-Vancouver metro area recorded an average annual growth of 2.1% from 2010 through 2022.

Even though Sherwood lost a modest amount of manufacturing jobs from 2010-2020, between 2018 through today Sherwood has seen a significant amount of new industrial employment growth. Since 2019, 195 acres of land have been annexed into the city in the Tonquin Employment Area and over 1.25 million square feet of Employment Industrial (EI) zoned land has received site plan approval for development. Based on the square footage and recent lease patterns for manufacturing focused companies, it is estimated these developments will create approximately 1,200 new manufacturing jobs in the Tonquin Employment Area through 2025. Additional approvals for mass site grading have also been issued for sites in the Tonquin Employment Area, indicating a demand for employment-related development and willingness from property owners to prepare their sites for development.

Since 2021, the City has added approximately 700 new manufacturing jobs on two new industrial sites along Tualatin-Sherwood Rd. including one in the Tonquin Employment Area. The new jobs are associated with the Tualatin-Sherwood Corporate Park and Cipole Industrial Park, which feature new tenants to Sherwood including Lam Research, DW Fritz Automation, and Nuance Systems. The estimated 700 jobs are based on information provided by the tenants and the jobs per building square foot for Flex / Business Park in Figure 4.08. The approximately 700 manufacturing jobs added between 2021 and 2023 far exceeds the 173 manufacturing jobs estimated by the regional forecast over the 20-year planning horizon.

Moving forward, the City's economic development focus and public policies will continue to attract jobs to Sherwood at a faster rate than anticipated in the regional forecast. Economic development is the Sherwood City Council's first priority which is reflected in the council goals set for Fiscal Year 2023-2024. The staff deliverables for next fiscal year include improving the development code to promote stronger economic development and completing key infrastructure planning to support new commercial and industrial growth, among other targeted actions. Section VII of this report outlines additional strategies that the City will take to accelerate the growth of existing businesses and attract new businesses.

Finally, the City established a new Urban Renewal Agency (URA) in 2021 and has prioritized

infrastructure projects that will prepare growth areas for development. Example URA projects with an economic development focus include:

- Tonquin Employment Area Collector Road (Ice Age Dr.)
- Tonquin Employment Area Water, Sewer, and Storm
- Langer Farms Parkway Extension
- Sherwood Broadband Installation
- Developer Incentives

URA funding will be key to delivering a new east-west collector road through the Tonquin Employment Area known as SW Ice Age Dr. The City is completing 100% design documents for the road and construction is planned to begin in early 2024. Completion of the project in 2025 will provide convenient access to approximately 60-acres of undeveloped employment land within the interior of the Tonquin Employment Area.

SUMMARY OF EMPLOYMENT FORECAST SCENARIOS

The three forecast scenarios in this analysis range from 2.0% to 3.4% average annual growth. Job growth estimates range from 4,586 to 9,132 jobs. The estimates in the preceding analysis are useful in creating a baseline understanding of growth prospects by industry. These are common and accepted approaches when looking at large geographic regions. Forecasts grounded in broad based economic variables do not account for the realities of local businesses and trends among evolving industries. Any long-term forecast is inherently uncertain and should be updated on a regular basis to reflect more current information. This is particularly true in a smaller jurisdiction such as Sherwood, in which a single firm's location and/or operational decision may substantively impact the rate of growth.

The forecasts were broken down into four five-year increments, assuming a consistent rate of growth over the period. We would fully expect that a twenty-year forecast will include multiple business cycles, and that growth will be variable.

FIGURE 4.04: SUMMARY OF PROJECTION SCENARIOS, CITY OF SHERWOOD UGB

Industry	Overall Employment					Net Change by Period				Total
	2022	2027	2032	2037	2042	22-27	27-32	32-37	37-42	22-42
SCENARIO II (Sherwood Trends)										
Construction	1,024	1,532	2,033	2,537	3,040	508	502	503	503	2,016
Manufacturing	793	781	773	767	762	-12	-8	-6	-5	-31
Wholesale Trade	503	808	1,128	1,464	1,814	305	320	336	349	1,310
Retail Trade	1,508	2,195	2,857	3,509	4,152	687	662	652	643	2,644
T.W.U.	316	375	423	465	501	59	48	41	37	186
Information	35	27	23	20	18	-8	-4	-3	-2	-17
Finance & Insurance	131	107	93	84	77	-24	-14	-9	-7	-54
Real Estate	336	250	204	174	153	-87	-46	-30	-21	-183
Professional & Technical Services	364	457	536	607	672	93	79	71	65	308
Administration Services	431	483	524	557	586	53	40	34	29	156
Education	1,154	1,137	1,126	1,118	1,111	-16	-11	-9	-7	-43
Health Care	791	1,125	1,441	1,747	2,046	334	316	307	299	1,255
Leisure & Hospitality	1,280	1,502	1,679	1,831	1,964	222	177	152	134	684
Other Services	632	859	1,065	1,259	1,444	227	206	194	185	812
Government	151	180	203	223	241	29	23	20	18	90
TOTAL:	9,449	11,819	14,108	16,362	18,581	2,369	2,290	2,254	2,219	9,132
SCENARIO III (Adjusted)										
Construction	1,024	1,428	1,805	2,165	2,513	405	376	361	348	1,489
Manufacturing	793	1,204	1,615	2,031	2,450	411	411	416	419	1,656
Wholesale Trade	503	808	1,128	1,464	1,814	305	320	336	349	1,310
Retail Trade	1,508	1,624	1,710	1,779	1,838	116	86	70	59	330
T.W.U.	316	375	423	465	501	59	48	41	37	186
Information	35	40	44	47	49	5	4	3	3	14
Finance & Insurance	131	134	137	139	141	4	3	2	2	11
Real Estate	336	372	399	421	440	35	27	22	19	103
Professional & Technical Services	364	457	536	607	672	93	79	71	65	308
Administration Services	431	483	524	557	586	53	40	34	29	156
Education	1,154	1,329	1,466	1,583	1,684	175	137	116	102	530
Health Care	791	976	1,131	1,268	1,392	185	155	137	124	601
Leisure & Hospitality	1,280	1,502	1,679	1,831	1,964	222	177	152	134	684
Other Services	632	859	1,065	1,259	1,444	227	206	194	185	812
Government	151	180	203	223	241	29	23	20	18	90
TOTAL:	9,449	11,772	13,864	15,839	17,729	2,322	2,092	1,975	1,890	8,280

*T.W.U. (Transportation, Warehousing, Utilities)

EMPLOYMENT LAND FORECAST

The next analytical step in our analysis is to convert projections of employment into forecasts of land demand over the planning period. For this analysis, we utilized the hybrid Scenario III, which reflects observed trends and modifies some of the industry patterns based on the target industry analysis and known developments in the pipeline.

The generally accepted methodology for this conversion begins by allocating employment by sector into a distribution of building typologies those economic activities usually locate in. As an example, insurance agents typically locate in traditional office space, usually along commercial corridors. However, a percentage of these firms are in commercial retail space adjacent to retail anchors. Cross tabulating this distribution provides an estimate of employment in each typology.

The next step converts employment into space using estimates of the typical square footage exhibited within each typology. Adjusting for market clearing vacancy, we arrive at an estimate of

total space demand for each building type.

Finally, we can consider the physical characteristics of individual building types and the amount of land they typically require for development. The site utilization metric commonly used is referred to as a “floor area ratio” or FAR. For example, assume a 25,000-square foot general industrial building requires roughly two acres to accommodate its structure, setbacks, parking, and necessary yard/storage space. This building would have a FAR of roughly 0.29. Demand for space is then converted to net acres using a standard floor area ratio FAR for each development form.

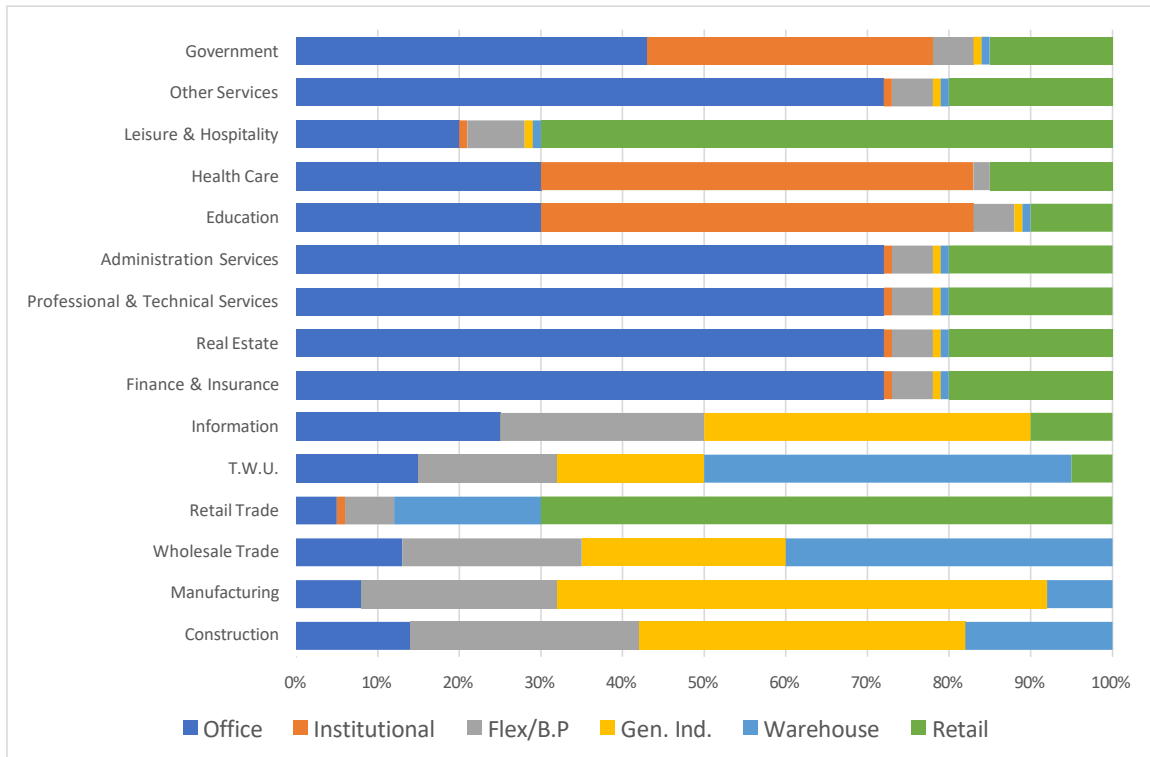
LAND DEMAND ANALYSIS – ADJUSTED FORECAST

In this analytical step we allocate employment growth to standard building typologies. The building typology matrix represents the share of sectoral employment that locates across various building types.

FIGURE 4.05: DISTRIBUTION OF EMPLOYMENT BY SPACE TYPE, CITY OF SHERWOOD UGB

Industry Sector	20-year Job Forecast		BUILDING TYPE MATRIX					
	Number	AAGR	Office	Institutional	Flex/B.P	Gen. Ind.	Warehouse	Retail
Construction	1,489	4.6%	14%	0%	28%	40%	18%	0%
Manufacturing	1,656	5.8%	8%	0%	24%	60%	8%	0%
Wholesale Trade	1,310	6.6%	13%	0%	22%	25%	40%	0%
Retail Trade	330	1.0%	5%	1%	6%	0%	18%	70%
T.W.U.	186	2.3%	15%	0%	17%	18%	45%	5%
Information	14	1.7%	25%	0%	25%	40%	0%	10%
Finance & Insurance	11	0.4%	72%	1%	5%	1%	1%	20%
Real Estate	103	1.3%	72%	1%	5%	1%	1%	20%
Professional & Technical Services	308	3.1%	72%	1%	5%	1%	1%	20%
Administration Services	156	1.6%	72%	1%	5%	1%	1%	20%
Education	530	1.9%	30%	53%	5%	1%	1%	10%
Health Care	601	2.9%	30%	53%	2%	0%	0%	15%
Leisure & Hospitality	684	2.2%	20%	1%	7%	1%	1%	70%
Other Services	812	4.2%	72%	1%	5%	1%	1%	20%
Government	90	2.4%	43%	35%	5%	1%	1%	15%
TOTAL	8,280	3.2%	25%	8%	16%	24%	13%	14%

FIGURE 4.06: ASSUMED DISTRIBUTION OF SPACE BY TYPE AND INDUSTRY SECTOR, CITY OF SHERWOOD UGB



Under the adjusted employment forecast scenario, employment housed in office, general industrial and flex/business park space accounts for the greatest share of growth, followed by employment housed in retail, warehouse/distribution, and institutional space.

FIGURE 4.07: NET CHANGE IN EMPLOYMENT ALLOCATED BY BUILDING TYPE, CITY OF SHERWOOD UGB

Industry Sector	NET CHANGE IN EMPLOYMENT BY BUILDING TYPE - 2022-2042						Total
	Office	Institutional	Flex/B.P.	Gen. Ind.	Warehouse	Retail	
Construction	208	0	417	596	268	0	1,489
Manufacturing	133	0	398	994	133	0	1,656
Wholesale Trade	170	0	288	328	524	0	1,310
Retail Trade	17	3	20	0	59	231	330
T.W.U.	28	0	32	33	83	9	186
Information	4	0	4	6	0	1	14
Finance & Insurance	8	0	1	0	0	2	11
Real Estate	74	1	5	1	1	21	103
Professional & Technical Services	221	3	15	3	3	62	308
Administration Services	112	2	8	2	2	31	156
Education	159	281	27	5	5	53	530
Health Care	180	318	12	0	0	90	601
Leisure & Hospitality	137	7	48	7	7	479	684
Other Services	584	8	41	8	8	162	812
Government	39	31	4	1	1	13	90
TOTAL	2,074	655	1,318	1,983	1,095	1,155	8,280

Employment growth estimates by building type are then converted to demand for physical space. This conversion assumes the typical space needed per employee on average. This step also assumes a market clearing vacancy rate, acknowledging that equilibrium in real estate markets is not 0% vacancy. We assume a 10% vacancy rate for office, retail, and flex uses, as these forms have high rates of speculative multi-tenant usage. A 5% rate is used for general industrial and warehouse—these uses have higher rates of owner occupancy that lead to lower overall vacancy. Institutional uses are assumed to have no vacancy.

The demand for space is converted into an associated demand for acreage using an assumed Floor Area Ratio (FAR). The combined space and FAR assumptions further provide estimates indicated of job densities, determined on a per net-developable acre basis.

FIGURE 4.08: NET ACRES REQUIRED BY BUILDING TYPOLOGY, CITY OF SHERWOOD UGB, 20-YEAR

	DEMAND BY GENERAL USE TYPOLOGY, 2022-2042						Total
	Office	Institutional	Flex/B.P	Gen. Ind.	Warehouse	Retail	
Employment Growth	2,074	655	1,318	1,983	1,095	1,155	8,280
Allocated to Employment Zoned	1,638	655	1,160	1,745	1,095	987	7,279
Avg. SF Per Employee	350	600	990	600	1,475	500	637
Demand for Space (SF)	573,400	393,000	1,147,900	1,046,800	1,614,500	493,700	5,269,300
Floor Area Ratio (FAR)	0.25	0.25	0.30	0.30	0.30	0.20	0.28
Market Vacancy	10.0%	0.0%	10.0%	10.0%	10.0%	10.0%	
Implied Density (Jobs/Acre)	35.5	16.3	13.5	22.3	8.0	18.3	17.1
Net Acres Required	58.5	40.1	97.6	89.0	137.3	63.0	485.5

Commercial office and retail densities are 35.5 and 18.3 jobs per acre, respectively. Industrial uses range from 22.3 for general industrial use to 8.0 jobs per acre for warehouse/distribution. The overall weighted employment density is 17.1 jobs per acre, with the projected 8,280-job expansion in the local employment base through 2042 requiring an estimated 485.5 net acres² of employment land.

In addition to assuring adequate capacity for employment-driven land needs over a twenty-year horizon, local jurisdictions are also required to demonstrate that they have an adequate capacity of readily available sites to meet their more immediate needs, which are defined as employment land needs over the next five years. As shown in the following table, that need is estimated at 143.1 net acres in the City of Sherwood UGB.

² Net acreage is used in this EOA report. Net acreage does not include land for rights-of-way and utilities.

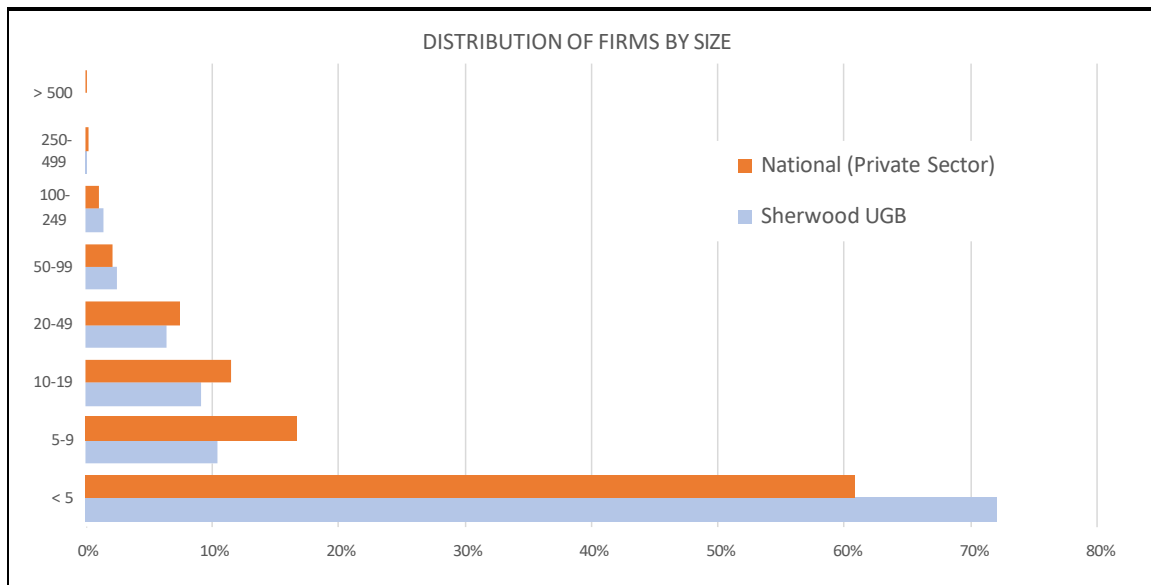
FIGURE 4.09: NET ACRES REQUIRED BY BUILDING TYPOLOGY, CITY OF SHERWOOD UGB, 5-YEAR

	DEMAND BY GENERAL USE TYPOLOGY, 2022-2042						Total
	Office	Institutional	Flex/B.P	Gen. Ind.	Warehouse	Retail	
Employment Growth	606	208	347	505	284	372	2,322
Allocated to Employment Zoned	479	208	305	445	284	318	2,038
Avg. SF Per Employee	350	600	990	600	1,850	500	665
Demand for Space (SF)	167,600	125,100	302,300	266,700	524,500	158,900	1,545,100
Floor Area Ratio (FAR)	0.25	0.25	0.30	0.30	0.30	0.20	
Market Vacancy	10.0%	0.0%	10.0%	10.0%	5.0%	10.0%	
Implied Density (Jobs/Acre)	35.4	16.3	13.5	22.3	6.4	18.3	16.2
Net Acres Required	17.1	12.8	25.7	22.7	44.6	20.3	143.1

There is a significant distinction between capacity and readily available site supply. The readily available inventory must currently have appropriate entitlements and infrastructure capacity to accommodate short-term development. The local employment base is largely dominated by relatively small firms, with the local economic base showing a higher proportion than the national average for firms below 20 employees. The local economy had no firms with more than 100 employees in 2018.

FIGURE 4.10: DISTRIBUTION OF FIRMS BY SIZE, CITY OF SHERWOOD UGB - 2020

Industry	Size of Firm/Employees								Total
	< 5	5-9	10-19	20-49	50-99	100-249	250-499	> 500	
Agriculture, forestry, fishing, and hunting	3	0	0	0	0	0	0	0	3
Mining	55	8	3	5	4	1	0	0	76
Construction	5	0	1	0	0	0	0	0	6
Food Manufacturing	6	2	1	2	1	0	0	0	12
Wood Manufacturing	10	3	4	3	1	2	0	0	23
Metals Manufacturing	0	0	0	0	0	1	0	0	1
Utilities	51	5	3	4	1	0	0	0	64
Wholesale trade	19	5	6	1	1	2	0	0	34
Retail trade	12	9	4	2	1	1	1	0	20
Transportation	1	0	0	0	0	0	0	0	1
Delivery and warehousing	17	1	0	0	0	0	0	0	18
Information	32	3	0	0	0	0	0	0	35
Finance and Insurance	25	2	2	0	0	0	0	0	29
Real Estate and Rental	73	1	1	2	0	0	0	0	77
Professional, Scientific, and Technical Services	1	0	0	0	0	0	0	0	1
Management of Companies and Enterprises	26	5	3	4	1	0	0	0	39
Administrative and Waste Management	11	0	3	4	4	1	0	0	23
Educational services	84	5	12	3	1	1	0	0	106
Health care and social assistance	11	2	3	0	1	0	0	0	17
Arts, Entertainment, and Recreation	16	12	16	12	2	0	0	0	58
Accommodation and Food Services	62	12	3	4	0	0	0	0	81
Other services	0	0	1	0	0	1	0	0	2
Government	520	75	66	46	18	10	1	0	736
TOTAL	1,040	150	132	92	36	20	2	0	1,442



SOURCE: State of Oregon QCEW Data

The high proportion of employment in relatively small firms in Sherwood implies a demand for multi-tenant development, as these firms will be more likely to lease rather than own space. As a result, while the profile of tenants may be weighted towards smaller firms, these will likely be agglomerated into larger multi-tenant developments. The City of Sherwood has also shown an ability to compete for larger tenants.

ADDITIONAL CONSIDERATIONS IN LAND DEMAND

Beyond the consideration of gross acreage, there is a significantly broader range of site characteristics that industries would require to accommodate future growth. We summarize some key findings here:

- Industrial buildings are generally more susceptible to slope constraints due to larger building footprints. For a site to be competitive for most industrial uses, a 5% slope is the maximum for development sites. Office and commercial uses are generally smaller and more vertical, allowing for slopes up to 15%.
- Most industries require some direct access to a major transportation route, particularly manufacturing and distribution industries that move goods throughout the region and beyond. 10 to 20 miles to a major interstate is generally acceptable for most manufacturing activities, but distribution activities require 5 miles or less and generally prefer a direct interstate linkage. Visibility and access are important to most commercial activities and site location with both attributes from a major commercial arterial is commonly required.
- Access and capacity for water, power, gas, and sewer infrastructure is more important to industrial than commercial operations. Water/sewer lines of up to 10" are commonly required for large manufacturers. Appendix A details utility infrastructure requirements

by typology.

- Fiber telecommunications networks are likely to be increasingly required in site selection criteria for many commercial office and manufacturing industries. Medical, high-tech, creative office, research & development, and most professional service industries will prefer or require strong fiber access in the coming business cycles.

V. BUILDABLE LANDS INVENTORY

INTRODUCTION

The buildable lands inventory (BLI) is intended to identify commercial and industrial lands that are available for development for employment uses within the Sherwood City Limits, Tonquin Employment Area, and Brookman Addition. The inventory is sometimes characterized as a *supply* of land to accommodate anticipated employment growth. The amount of land needed depends on the type of development and other factors.

This chapter provides a summary of the commercial and industrial BLI for the Sherwood City Limits, Tonquin Employment Area, and Brookman Addition, as well as an analysis of the short-term supply of land. City of Sherwood staff developed the 2023 BLI using the 2021 BLI as a starting point. The 2021 BLI was updated to reflect current development conditions and correct available land supply data at a site-specific level. The analysis complies with statewide planning Goal 9 policies that govern planning for employment uses.

METHODOLOGY

The 2021 BLI was updated at a site-specific level to reflect changes in development status and correct erroneous outcomes created by the previous modeling. Table 5.1 summarizes the changes made to the 2021 BLI. A full description of the 2021 methodology and changes made is provided in Appendix A. The results show a reduction of approximately 41-acres in unconstrained buildable land, primarily within the industrial land base. The changes reflect ongoing development in the City and manual overrides made to the previous modelling outcomes.

TABLE 5.1: SUMMARY OF CHANGES TO 2021 BLI

Tax Lot	2021 Development Status	Updated Development Status	Change in Unconstrained Buildable Acreage
2S128C000700	Vacant	Exempt	(3.85)
2S128C000501	Potentially Redevelopable	Developed	(15.82)
2S128C000200	Potentially Redevelopable	Potentially Redevelopable	(9.45)
2S128BA00101	Vacant	Exempt	(0.50)
2S129A001800	Vacant	Developed	(0.92)
2S129D000150	Potentially Redevelopable	Potentially Redevelopable	(9.41)
2S129DC00800	Vacant	Potentially Redevelopable	(1.11)
		Total	(41.06)

DEVELOPMENT CONSTRAINTS

No changes were made to the development constraints between the 2021 and 2023 BLI. The physical constraints used include areas subject to landslides, areas with slopes greater than 15%,² lands within the 100-year flood plain, Metro’s Title 3 land (including Water Resource Conservation Areas), lands within Metro’s Title 13 Habitat Conservation Areas (Class I and II, A and B), Wetlands, and public facilities.

2023 LAND BASE

Table 5.2 shows commercial and industrial land in Sherwood by classification (development status). The results show that Sherwood has 956 total acres in commercial and industrial plan designations. Of the 956 acres in the UGB, about 520 acres (54%) are in classifications with no development capacity, 233 acres (24%) are constrained, and only 208 acres (22%) are buildable land with development capacity.

TABLE 5.2: EMPLOYMENT ACRES BY CLASSIFICATION AND PLAN DESIGNATION

Plan Designation	Tax Lots	Total Acres	No Development Capacity	Constrained Acres	Unconstrained Buildable Acres
General Commercial	31	62	38	10	14
Neighborhood Commercial	2	1	1	0	0
Office Commercial	11	16	6	5	6
Retail Commercial	90	92	79	12	7
Commercial Total	134	171	124	26	26
General Industrial	66	238	184	19	35
Light Industrial	49	240	144	72	24
Employment Industrial	10	175	56	82	36
Industrial Total	125	653	384	174	95
Tonquin - Future Development	15	108	9	28	70
Brookman - Future Development	4	25	3	4	18
Future Development Total	19	133	12	33	88
Total	278	956	520	233	208

Source: MetroRLIS, 2018 BLI, EcoNorthwest and City of Sherwood Analysis

Note: The numbers on this table may not add up exactly because of rounding.

² Metro’s calculation of constrained area for employment land includes slopes greater than 25%. Lands for commercial and industrial uses are typically developed on slopes no greater than 15%, so we used an “erase” function in GIS to determine any constrained areas that were not included in Metro’s calculation of constrained area. These additional constraints were subtracted from the “net_emp_strike_price” value for tax lots designated as “potentially redevelopable,” and included in the total constraints layer and subtracted from the total area for tax lots designated as “vacant.”

MAP 5.3: EMPLOYMENT LAND BY CLASSIFICATION WITH DEVELOPMENT CONSTRAINTS
SHERWOOD CITY LIMITS, TONQUIN, AND BROOKMAN

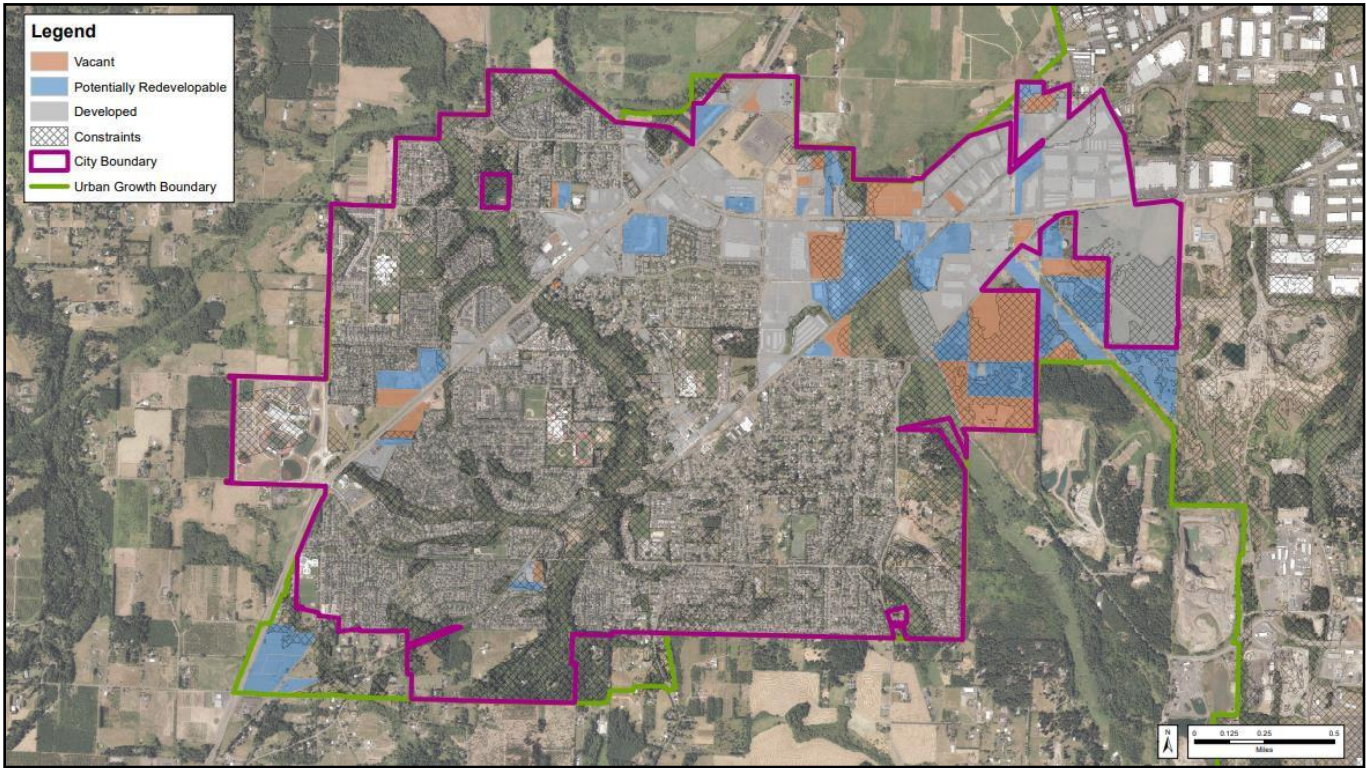


Table 5.4 shows the size of lots by plan designations for buildable employment land. Sherwood has 25 lots that are smaller than 2 acres (with 24 acres of land), 36 lots between 2 and 10 acres (184 acres of land), and 0 lots between 10 and 50 acres in size. The lack of buildable lots over 10-acres is notable, especially for the City’s industrial land that supports high tech manufacturing and traded sector jobs.

TABLE 5.4: LOT SIZE BY PLAN DESIGNATION, BUILDABLE ACRES
SHERWOOD CITY LIMITS, TONQUIN, AND BROOKMAN

Plan Designation	<1	1 - 1.99	2 - 4.99	5 - 9.99	10 - 49.99
ACRES					
General Commercial	1.21	0.00	7.11	5.43	0.00
Neighborhood Commercial	0.00	0.00	0.00	0.00	0.00
Office Commercial	1.77	1.32	2.53	0.00	0.00
Retail Commercial	0.34	3.17	3.00	0.00	0.00
General Industrial	0.00	3.10	18.38	13.37	0.00
Light Industrial	2.90	5.60	15.01	0.00	0.00
Employment Industrial	0.92	1.82	2.66	30.73	0.00
Future - Tonquin	0.60	1.25	9.57	58.44	0.00
Future - Brookman	0.00	0.00	10.85	7.18	0.00
Acres Total	7.74	16.26	69.11	115.15	0.00
TAX LOTS					
General Commercial	2	0	2	1	0
Neighborhood Commercial	0	0	0	0	0
Office Commercial	2	1	1	0	0
Retail Commercial	2	2	0	0	0
General Industrial	0	2	6	2	0
Light Industrial	5	4	5	0	0
Employment Industrial	1	1	1	4	0
Future - Tonquin	2	1	2	8	0
Future - Brookman	0	0	3	1	0
Taxlot Total	14	11	20	16	0

Source: MetroRLIS, 2018 BLI, EcoNorthwest and City of Sherwood Analysis

SHORT-TERM LAND SUPPLY

This section evaluates the short-term supply of employment land in Sherwood. Short-term land supply is governed Goal 9 Administrative Rule (OAR 660-009). The policy background for determining short-term supply is provided in Appendix A.

ANALYSIS OF SHORT-TERM SUPPLY OF LAND

The results of the 2023 buildable lands supply were used to identify commercial and industrial land that meets the definition of short-term supply. The City's approach was to:

- Assume that lands considered redevelopable in the Metro BLI should be considered serviceable, and therefore in the short-term supply.
- Examine whether buildable land within the city limits is serviceable, and therefore in the short-term supply.
- Assume that unannexed land in Brookman and Tonquin areas is not in the short-term supply.

The City did not consider lands outside of the city limits, such as land in the Tonquin Employment Area or Brookman Addition in this analysis because development of these lands may take longer than one year from submission of a building permit. Sherwood does not have any certified industrial sites, so the City does not need to meet the requirements of OAR 660-009-0025(3)(c).

Table 5.5 shows the short-term supply of commercial and industrial land by plan designation. The results show that Sherwood has 24 buildable acres of commercial land (on 13 tax lots) in the short-term supply of land and 94 buildable acres of industrial land (on 31 tax lots) in the short-term supply of land.

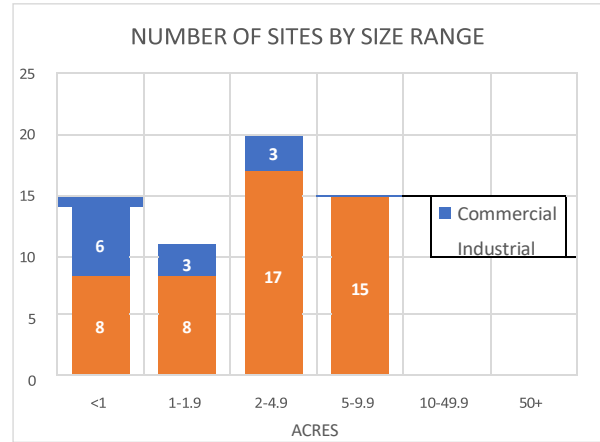
Table 5.5: Short-term Supply of Commercial and Industrial Land, Sherwood City Limits

Plan Designation	Taxlots	Buildable Acres
General Commercial	5	12.55
Neighborhood Commercial	0	0
Office Commercial	4	5.62
Retail Commercial	4	6.5
Commercial Total	13	24.67
General Industrial	10	34.89
Light Industrial	14	23.54
Employment Industrial	7	36.13
Industrial Total	31	94.56

Source: MetroRLIS, 2018 BLI, EcoNorthwest and City of Sherwood Analysis

VI. RECONCILING FORECASTED NEED WITH CAPACITY

As outlined in the Buildable Lands Inventory (BLI), the City of Sherwood has a limited inventory of available sites to accommodate employment uses. An estimated inventory of 208 net acres of net developable land is available. Roughly 13% of this land is in Commercial zones, while the remainder has Industrial zoning. Available site sizes are generally quite small, with no developable taxlots identified greater than ten acres within the study area. There is likely some ability to assemble larger sites in the area.



Comparing this inventory to the 20-year forecast of employment land need generated earlier in this analysis indicates that the City of Sherwood's UGB does not have adequate land capacity to accommodate its forecasted needs over this horizon. The overall projected demand for employment land in aggregate exceeds the estimated developable inventory by 275 acres. There is a significant deficit for both industrial and commercial uses.

A summary of the net developable acres and projected demand is presented below.

FIGURE 6.1: RECONCILIATION OF BLI CAPACITY AND PROJECTED DEMAND, CITY OF SHERWOOD UGB, 20-YEAR

EMPLOYMENT ZONING DESIGNATION	TOTAL DEVELOPABLE ACRES/ BLI	PROJECTED 20 YR. DEMAND	AGGREGATE SURPLUS/ (DEFICIT)
COMMERCIAL (RETAIL AND OFFICE)	27.0	63.0	(36.0)
General Commercial	14.0		
Neighborhood Commercial	0.0		
Office Commercial	6.0		
Retail Commercial	7.0		
INDUSTRIAL (INDUSTRIAL AND OFFICE)	184.0	422.5	(238.5)
General Industrial	35.0		
Light Industrial	24.0		
Employment Industrial	36.0		
Tonquin - Future Development	71.0		
Brookman - Future Development	18.0		
TOTAL	208.0	485.5	(277.5)

It is important to recognize that the shortage of needed sites would be expected to significantly exceed the aggregate net need. The profile of demand is highly unlikely to match the inventory of sites. This is particularly true for larger users that may have specific site requirements. The forecast of need did not include any consideration of the regional efforts to recruit new chip manufacturing to the area. This type of exogenous demand source is difficult for forecast, but if Sherwood desires to be part of this effort it will likely require site availability with specific characteristics.

When a similar analysis is done for the short term demand and capacity, it identifies a shortage of 28.3 acres of buildable land zoned for industrial uses.

FIGURE 6.2: RECONCILIATION OF BLI CAPACITY AND PROJECTED DEMAND, CITY OF SHERWOOD UGB, 5-YEAR

Employment Zoning Designation	Total Developable Acres/BLI	Projects 5 YR. DEMAND	AGGREGATE SURPLUS/(DEFICIT)
Commercial (Retail and Office)	24.7	20.3	4.4
General Commercial	12.6		
Neighborhood Commercial	0		
Office Commercial	5.6		
Retail Commercial	6.5		
Industrial (Industrial and Office)	94.6	112.8	(28.3)
General Industrial	34.9		
Light Industrial	23.5		
Employment Industrial	36.1		
Tonquin -- Future Development	0		
Brookman -- Future Development	0		
Total	119.2	143.1	(23.9)

SITE NEEDS

As noted previously, the aggregate need for employment land inherently understates the actual need, as the profile of demand for sites will almost always vary from the characteristics of the available inventory. The Technical Advisory Group (TAG) advising this project has consistently noted the need for larger and flatter sites in the City's inventory. As noted earlier in this chapter, the inventory includes no sites over ten acres. In addition, many of the new sites have significant topographical challenges which may reduce effective development yields.

The forecasts also do not include the potential impact from any exogenous, such as those being targeted by the Oregon Semiconductor Competitiveness Task Force. The task force identified a current need for 2 sites of 500+ acres, 4 sites of 50 to 100 acres, and eight sites of 15 to 35 acres in order for the region to be competitive in this industry. Based on observed patterns Washington County would represent the most likely location for a new employer of this type, with associated site needs expected to be met by multiple jurisdictions. Accommodating some of this demand would be consistent with Sherwood's target to attract advanced manufacturing in addition to its goal to bring

high wage jobs to the area. The current inventory does not provide any sites consistent with the identified regional needs. If the City is interested in pursuing this prospective opportunity it will need to add appropriate sites, with that demand additive to the underlying demand in the forecasts.

VII. ECONOMIC DEVELOPMENT STRATEGIES

This section discusses a range of strategies and/or action items that the city may consider that are consistent with the findings of this report. Adoption of this report does not imply official commitment to any of these steps although some of these strategies may be incorporated in Comprehensive Plan policies in some form.

ECONOMIC DEVELOPMENT GOALS		
Goal 1 Accelerate the growth of local businesses and attract new businesses that balance the City's tax base, provide stable, high-wage jobs, and capitalize on Sherwood's location and enhance the high quality of life.		
Goal 2 Prioritize and promote economic development to balance the City's tax base by maintaining a supply of land to target growth industries and accelerate Sherwood's desired economic growth.		
Comprehensive Plan Policies:	Actions:	Notes:
2.1 2.5	1. Identify all existing and potential new industrial and commercial sites	The City should develop a sites inventory that can be periodically updated which describes all of the industrial/commercial sites and includes available information about each site. This would include sites in the City, UGB and in the adjacent Urban Reserve suitable for current and future employment, including site acreage, broker contacts, landowners, and use of GIS data etc.
1.3 2.1 2.4 2.5	2. Monitor and maintain a short-term and total supply of industrial/commercial land so that Sherwood can be ready to respond in a timely manner to market opportunities	▪ The City should create a system to actively monitor the industrial and commercial land development through permits and as well as land consumption (development of vacant and re-developable lands) so as to maintain/replenish an adequate short-term/2-to-5-year supply of shovel-ready sites and plan for the incremental development of a 20-year supply of industrial and commercial lands. ▪ As land supply deficits are identified, work early-on with Metro to identify opportunities for expansion of the UGB into Urban Reserve areas appropriate for employment uses through the Title 11 concept planning process. ▪ Continue to assess permitted uses on industrial and commercial lands with the goal of attracting new businesses that help the City to achieve its twin goals of employment and municipal revenue growth.
1.1 2.3	3. Identify market needs and provide sites of adequate sizes to meet market demands	Work with area brokers/developers to actively identify the market needs for a range of site sizes and building types and sizes for a variety of industrial, commercial, office and retail employment uses in the various categories of Targeted Industries as shown in the current EOA.

1.1-1.2 1.4-1.5 2.1 2.3-2.6	4. Conduct outreach to property owners/developers	- Work proactively with landowners, developers, and commercial brokers to encourage support for the creation of new industrial and commercial sites at suitable locations and for private land consolidation to create sites that are large enough to meet the market needs of the City's growing Targeted Industries. - Encourage property owners to work with the City on master planning so as to create larger sites.
1.1 2.1 2.2 2.3 2.5	5. Update Economic Opportunity Analysis periodically, every three to five years.	The EOA should be updated periodically to reflect the new industrial/commercial development that has been occurring in Sherwood, including evaluating and tracking Sherwood's Target Industries, buildable lands inventory, employment growth, improvements to infrastructure, changes in the market trends, remote work and site readiness.
1.1-1.7 2.1-2.5	6. Complete development of Tonquin Employment Area (TEA)	Work in partnership with landowners and developers and other public and private stakeholders to facilitate the completion of the development of the TEA, including but not limited to the Sherwood Commerce Center, Oregon Street Business Park, and Tonquin/Kerr Industrial Park. Actively recruit developers and companies to Oregon Street and Dahlke Lane in the TEA. Take the lead in pursuing annexation of the remaining developable industrial sites – particularly in the Dahlke Lane Corridor and along the northern portions of Oregon Street in the TEA – which are currently in the UGB.
1.1 1.2 1.3 1.4 1.5 1.6 1.7 2.1 2.2 2.3 2.4 2.5	7. Work with property owners and developers to actively pursue development in the northern portion of Sherwood West and the 99W Employment Lands in Sherwood West	Focus staff and consultant resources on the timely planning and development of the planned Employment Lands in the northern area near Scholls-Sherwood and Roy Rogers and along the 99W Corridor in Sherwood West. This includes the proposed Wine Country Gateway Hospitality District. Once the Sherwood West Concept Plan has been adopted, the City will need to prepare the Sherwood West Infrastructure/Implementation Plan, submit an application to Metro in 2024 for the expansion of the UGB, update the Comprehensive Plan and prepare the development code provisions related to the employment sites in Sherwood West. Simultaneous with this process, the city needs to work actively to market and recruit developer/investor/company interest in these sites.
1.1-1.7 2.1-2.6	8. Pursue development of Brookman Employment Land along Highway 99W	Work with property owners, brokers, and developers to facilitate private land consolidation and the development of the Brookman Employment Area located in the Sherwood UGB. Review zoning classifications within the Brookman Employment Area with a focus on market opportunities.

1.1-1.7 2.1-2.6	9. Evaluate opportunities early-on to pursue development of other existing and new industrial and commercial areas that can help Sherwood to meet its economic development goals.	Work with property owners and developers to: - Encourage the private assembly and development/re-development of infill areas along 99W and Tualatin Sherwood Road Corridors that are already in the city limits for new industrial and commercial development so as to efficiently utilize existing infrastructure investments. - Identify other sites that are in the adjacent Urban Reserve which could have the potential for new industrial/commercial development and pursue developer interest in preparing Concept Plans for such areas as the Tonquin Employment Area-South and Sherwood North. Work closely with Metro to pursue such opportunities in a timely manner.
1.1-1.2 1.4-1.7 2.1 2.4 2.7-2.8	10. Review opportunities for providing more flexibility in the City's development code to support the growth of Targeted Industries while maintaining a high standard of development.	- Work with stakeholders to conduct a code audit to identify barriers to Target Industries in order to implement the City's economic development initiatives, including industrial, retail, office, restaurant, hospitality and other uses. - Work with Metro as appropriate to create greater flexibility in requirements relating to the City development code.
1.1-1.7 2.1-2.5	11. Ensure that the City's annexation policies are supportive of the City's economic development goals.	Review the City's annexation policies to continue to provide for an efficient annexation process which can foster new economic opportunities and facilitate Sherwood's economic vitality.
1.1-1.8 2.1-2.6 2.8	12. Continue to coordinate capital improvement planning to ensure adequate infrastructure needed to support industrial and commercial development.	- Advocate for regional support from ODOT, CWS, Metro, and Washington County for the development and improvement of transportation and other infrastructure needed to serve employment areas. - When reviewing/approving CIP projects, consider prioritizing projects that facilitate economic growth, including projects that will provide a strong rate-of-return in terms of new City revenue generation.
1.1-1.7 2.1-2.6	13. Complete timely construction of Ice Age Drive and other infrastructure needed to open up and develop the remainder of the Tonquin Employment Area	Utilize Sherwood URA and other Federal, State, Metro and County funding sources to complete Ice Age Drive and other necessary infrastructure needed for the build-out of the Tonquin Employment Area. Coordinate infrastructure planning with the City's stakeholders such as property owners, developers, Washington County and Tualatin/Wilsonville, as appropriate.

1.1 1.2 1.3 1.4 1.5 1.6 1.7 2.1 2.2 2.3 2.5	14. Pursue Sherwood West planning grants.	Pursue grants focusing on Infrastructure/Implementation planning for Sherwood West. Identify the needed infrastructure, phasing and financing plan/tools to develop new employment lands in Sherwood West. Work closely with public and private partners such as PGE, Northwest Natural, CWS, and developers to plan for the development of the necessary water, wastewater, storm drainage, electric, and natural gas service. Work proactively with CWS to complete the construction of the Brookman Sewer in an expedited manner and other CWS facilities needed to develop employment lands. Determine the other types of infrastructure needed by innovative companies to consider locating in Sherwood West.
1.1-1.9 2.1-2.6 2.8	15. Expand Sherwood Broadband to new planned industrial and commercial areas	Work closely with Sherwood Broadband to expand the necessary fiber services to new employment areas both within the City/UGB and adjacent Urban Reserve areas, including Sherwood West.
1.1-1.7 1.9 2.6-2.8	16. Continue to conduct outreach to existing industrial, office and commercial businesses in Sherwood	Conduct regular outreach to existing businesses (both small and large) in Sherwood through the City's ongoing Business Retention and Expansion (BRE) program so as to identify issues and barriers to business growth and expansion through meetings with companies and other means. Conduct periodic site visits to existing businesses.
1.1-1.2 1.4-1.8	17. Conduct educational seminars for existing and new small businesses	Continue to work with the Sherwood Area Chamber of Commerce and other public/private partners to conduct regular business educational programs for existing smaller Sherwood businesses to help them to grow and expand in the community.
1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8	18. City Staff to provide business assistance services/technical support to existing and new businesses	Based on the identified needs of individual businesses, Economic Development should continue to serve as business facilitator to assist existing and new businesses to obtain City and other agency permits. Continue to serve as an advocate and connector for Sherwood businesses to support their needs for space, financing, workforce, and other needs from other partners such as Business Oregon, the Small Business Development Center/PCC, the Business Recovery Center, banks, realtors/property owners and other business support organizations. Identify and help connect Sherwood businesses to regional technical assistance, microloan, other credit sources, and workforce that can support their growth.
1.1-1.8 2.6-2.8	19. Review City Codes and policies to facilitate the growth of existing and new businesses in Sherwood	Based on input from existing businesses in Sherwood, consider modifications to City code provisions and policies to minimize barriers to growth while maintaining a high quality of life in Sherwood. Review proposed new City fees, land use ordinances and other policies with a lens on economic development impacts, the City's competitiveness, and other City goals.

1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.9 2.6 2.7 2.8 2.9	20. Support the growth of flexible spaces, facilities and services needed to foster the growth of new small entrepreneurial businesses	▪ Consider opportunities to create business incubators, innovation centers, maker spaces, coworking facilities, commercial kitchens and other flexible small spaces that can spur on the growth of new entrepreneurial businesses of all types in Sherwood. ▪ Continue to actively participate as a Core Partner in the creation of Greater Portland Innovation Hub to increase recognition of Sherwood's focus on entrepreneurial development and to better connect with the region's diverse entrepreneurial ecosystem. ▪ Connect entrepreneurs to training, angel capital and other services needed to help them grow in Sherwood. ▪ Work with local partners to foster the growth of a startup community in Sherwood through "meetups"/events. ▪ As additional smaller commercial flex space becomes available in Sherwood, facilitate the growth of existing home- based businesses and other prospective Sherwood entrepreneurs into such space. ▪ Continue to consider opportunities to market Sherwood as a potential site for the commercialization of new technologies being conducted at research universities such as OHSU, OSU, etc.
1.1-1.7	21. Support and engage regional, statewide, and other partners to promote the growth of new Targeted Industries in Sherwood	Coordinate business attraction efforts with local and regional organizations such as Business Oregon, Greater Portland Inc, Westside Economic Alliance, and other regional marketing groups. Actively advocate with these organizations to get Sherwood recognized as a location for such businesses.
1.1 1.2 1.3 1.4 1.5 1.6 1.7	22. Participate in business networking events conducted by Target Industry Trade Associations	▪ Attend regional networking events conducted by various Trade Associations such as NAIOP, CREW, SIOR, CCIM, Technology Association of Oregon, Oregon Biosciences Association, Pacific Northwest Defense Coalition, Oregon Manufacturing Council, Oregon Manufacturing Extension Partnership, etc. ▪ Attend Portland/Seattle area industry trade shows to market Sherwood to Target Industries

1.1 1.2 1.3 1.4 1.5 1.6 1.7	23. Conduct outreach with commercial brokers/developers to recruit new businesses to Sherwood	- Identify and work with industrial/commercial brokers, developers and national site selectors and other business “multipliers” (such as CPA’s, architects, banks, engineers, construction companies, etc.) to facilitate the growth of targeted larger traded-sector businesses. - Make presentations on Sherwood to provide updates on Sherwood. - Prepare outreach marketing materials and conduct webinars and events that will introduce Sherwood to domestic and international audiences. - Reach out to industrial brokers in the Bay Area and other markets to introduce Sherwood as a location for traded-sector companies. - Continue to conduct international business outreach on behalf of Sherwood by participating as a member of the Greater Portland Inc Global Committee, contacting foreign consulates/commercial officers in San Francisco and the US Commercial Service/US Dept of Commerce.
1.1-1.2 1.3-1.5 1.7	24. Review/respond to Requests for Information (RFI’s) for new business recruitment opportunities	Regularly review new RFI’s from Business Oregon & Greater Portland Inc. for new business recruitment projects and work with Sherwood industrial park developers to respond to those RFI’s when the City has sites that potentially meet company requirements.
1.1-1.8 2.1-2.6 2.8	25. Conduct developer/broker/company familiarization (“fam”) tours of Sherwood	Continue to conduct “red carpet” tours of Sherwood industrial and commercial sites to interested companies and to industrial and commercial developers/brokers to familiarize prospects with business growth opportunities in Sherwood. Conduct tours to other public agency stakeholders such as Metro, Greater Portland Inc, and Business Oregon to keep them aware of needs and opportunities in Sherwood.
1.1-1.2 1.4-1.8 2.1-2.2 2.4 2.6	26. Update website, social media, and other media to promote Sherwood	- Work to update the Sherwood economic development website as part of any citywide effort to modernize the website. - Maintain a social media presence and prepare press releases to announce key city economic development achievements. - Create a quarterly economic development newsletter focused on business recruitment.

1.1 1.2 1.4 1.5 1.6 1.7 1.8 1.9	27. Connect local industry to K-12, PCC, PSU and other education and training courses to grow the next generation of the workforce	- Continue to work in partnership with the Sherwood School District (SSD) to support the growth of local Career Technical Education (CTE) and STEM programs. - Help match employers to the SSD CTE and STEM programs. Increase the linkage between industry and other higher educational facilities such as PCC, PSU, and Oregon Tech to grow and retain talent in the community. The emphasis should be on encouraging local industry involvement with these educational institutions so that career training will stay up-to-speed on evolving industry norms and technologies. - Explore other opportunities to involve the Sherwood School District in the planning of the Sherwood West Technology Innovation Center and on other potential partnership opportunities that will facilitate the growth of tech companies in Sherwood.
1.1-1.2 1.4-1.7 1.9	28. Work to connect Sherwood businesses and job seekers with the resources available to grow their workforce	- Continue to connect Sherwood companies with such organizations as WorkSource Metro Portland and Work Systems so that they can recruit new talent to their companies. - Conduct periodic job fairs in Sherwood.
1.1 1.2 1.5 1.6 1.8 2.6 2.8	29. Create and grow spaces and events that enhance the quality of life and the small-town character and amenities of Old Town as the city's unique arts, cultural and dining-entertainment place.	- Recognizing the arts and culture are important for economic development, work in support of public/private/non-profit partners to promote and facilitate the growth of Old Town cultural and arts activities, historical attractions, and Old Town events, including the Robin Hood Festival, Cruisin' Sherwood, Art Walks, Holiday Festival, Wine Festival, and activities at the Sherwood Center for the Arts. - Work with partners to encourage public arts in accordance with the Public Art Master Plan. - Work with brokers, property owners and Sherwood Main Street to actively recruit underrepresented retail and restaurant businesses in Old Town as space becomes available. - Pursue public and private infill development opportunities in Old Town. - Work with utility and other partners to encourage the upgrading of Old Town infrastructure.
1.1-1.2 1.4-1.8 2.6 2.8	30. Create opportunities for Sherwood to serve as the "Gateway to the Wine Country"	- Pursue the creation of the Hospitality District in Sherwood West on 99W, north of Chapman. Initiate contacts with property owners, stakeholders in the Oregon Wine Country and others to create a plan and zoning for the development of Sherwood's Wine Country Hospitality Zone. - Prepare and periodically update the City-funded Hotel Feasibility studies and utilize study results to actively recruit hotel and unique food and beverage businesses in Sherwood.

1.1-1.2 1.4-1.8 2.6 2.8	31. Consider opportunities for the growth of sporting and other entertainment venues/events/facilities as an economic generator for Sherwood	▪ Work with existing entertainment destinations in Sherwood such as Langer's and the Sherwood Ice Arena to encourage their growth. ▪ Identify other opportunities for the growth of additional/new entertainment facilities that can support the City's economic development goals.
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1.8	32. Leverage the presence of the Tualatin River National Wildlife Refuge to increase awareness of visitor attractions in Sherwood	Conduct outreach to the Refuge.
1.8	33. Continue to work proactively to support the development of additional parks, trails, and greenways to enhance the quality of life and connectivity of Sherwood which is critical to local economic development	Support the many partners who are working to develop such linkages.

APPENDIX A – Methodology for Employment Forecast and Employment Land Demand Forecasts

Introduction

Employment growth will come as the result of the net expansion of businesses in the community, new business formation, or the relocation/recruitment of new firms. Forecast scenarios consider a range of factors influencing growth. Long-range forecasts typically rely on a macroeconomic context for growth. The employment forecast does not consider the impact of a significant shift in employment due to the possible recruitment of a major employer. Below is the methodology that was used to develop both the Employment Forecast and Employment Land Forecast. While there is no standard approach for Employment and Employment Land Forecast modeling the analytical steps described above are generally accepted knowing that these two forecasts are a snapshot in time given the information that we currently know and can utilize. It's important that Sherwood continues to update and monitor the EOA as trends and market changes occur that can decrease or increase needed employment land supply.

Employment Forecast

- 1) Updated the covered employment to the 2022 base year and observed industry-specific growth rates for Washington County between 2020 and 2022. Trend data is not available at the geographical level of the Sherwood UGB.
- 2) Converted covered employment to total employment for the major industry sectors based on observed ratios at the national level derived from the Bureau of Economic Analysis from 2010 - 2020
- 3) Reviewed three different forecast methods:
 - a. Safe Harbor Forecast: It's a method that is intended not to be challenged by the Department of Land Conservation and Development (DLCD). This method applies growth rates for the Portland Workforce Region based on the Oregon Employment Department. This resulted in an AAGR employment growth rate of 2% over the forecast period.
 - b. Sherwood Trend Forecast: It's a method based on employment growth patterns observed in the Sherwood UGB from 2010 through 2020. Continuing recent historical trends results in a forecasted average annual growth rate of 3.4%. over the forecast period.
 - c. Adjusted Employment Forecast: It's a method that was influenced by the research and analysis conducted in the EOA by identifying trends and having a more optimistic growth outlook for Sherwood's targeted industries based in recent growth and input from the TAC members. This alternative recognizes that the City's economic development efforts and public policy can influence realized growth in targeted sectors. If staff is promoting the robust Economic Development Goals and Policies that the City has adopted jobs in the identified targeted sectors will grow in Sherwood. This scenario forecasts an average annual growth rate of 3.2% for the period, yielding a net increase in 8,280 jobs through 2042.
- 4) The Adjusted Employment Forecast was used because Sherwood is seeing significant employment growth and TAC members believe with the City's current strong effort on Economic Development, there will be continued growth in the targeted industries. The City recorded an employment AAGR of 3.1% from 2010 – 2020 which is more than the safe harbor approach. The Adjusted Employment Forecast is just shy of the Trend Forecast.

Note: Remember, the employment forecast does not consider the impact of a significant exogenous shift in employment such as the recruitment of a major employer. If a major employer came to Sherwood, the AGGR may trend upward.

Employment Land Forecast

- 1) Uses the Adjusted Forecast and allocates employment by industry sector into building typologies that those uses usually are located in. As an example, insurance agents typically locate in traditional office space, usually along commercial corridors. However, a percentage of these firms are in commercial retail spaces adjacent to retail anchor. Cross-tabulating this distribution provides an estimate of employment in each building typology – Employment Building Typologies (Office, Institutional, Flex, Gen Ind., Warehouse, Retail).
- 2) Convert the employment into space using estimates of the typical square footage exhibited within each building typology. Adjusting for market clearing vacancy.
- 3) The forecast looks at the physical characteristics of individual building types and the amount of land they typically require for development. The site utilization metric commonly used is referred to as a “floor area ratio” or FAR. For example, assume a 25,000-square-foot general industrial building requires roughly two acres to accommodate its structure, setbacks, parking, and necessary yard/storage space. This building would have a FAR of roughly 0.29. Demand for space is then converted to net acres using a standard floor area ratio FAR for each development form. In the Employment Land Forecast, Sherwood Will see more employment opportunities in the following building types: Office, General Industrial, Flex, Business/Park.
- 4) Conversion to physical space – The growth estimates by building type are then converted to demand for physical space. This conversion assumes needed space per employee – how many sq. feet per employee. Then the demand for space is converted into an associated demand for acreage using an assumed Floor Area Ratio. The Floor Area Ratios for building types are based on industry standards for similar product types in a suburban setting. The combined space and FAR assumptions further provide estimates indicated of job densities, determined on a per net-developable acre basis. In the Employment Land Forecast Sherwood will need a total of 485 acres based on the demand of building typologies (Office, General Industrial, Flex Business/Park) through 2042.

Note: There is a significantly broader range of site characteristics that industries would require to accommodate future growth that were taken into consideration. These include topography, parcel size, access to transportation routes, and access for utilities.

APPENDIX B – BLI METHODOLOGY

2023 BLI METHODOLOGY

The City of Sherwood staff developed the 2023 BLI using the 2021 BLI as a starting point. The 2021 BLI was updated to reflect current development conditions and correct available land supply at a site-specific level. No changes were made to the underlying 2021 BLI methodology or constrained land inputs. The changes made to the 2021 BLI are provided in the section below, followed by the full data and methodology from the 2021 BLI completed by EcoNorthwest. Final 2023 BLI tables are only provided in the full report.

MANUAL OVERRIDES MADE TO 2021 BLI:

- Tax Lot 2S128C000700 (City URA-owned Property) – the City purchased this property in 2022 for future public facilities including a new intersection at Oregon St. and SW Ice Age Dr. The development status was changed from vacant to exempt. Net loss of 3.85 unconstrained buildable acres.
- Tax Lot 2S128C000501 (Allied Systems Property) – the development status of the property was changed from Potentially Redevelopable to Developed. The status was changed because a majority of the site is being used with limited available capacity, including areas of the site that are not covered by buildings. In addition, a large portion of the site is within the Rock Creek corridor and is constrained. Net loss of 15.82 unconstrained buildable acres.
- Tax Lot 2S128C000200 (Cascade Columbia Distribution Property) – the amount of buildable acres on the property was reduced from 13.95 buildable acres to 4.5 buildable acres. The 2021 BLI appears to have taken into account site areas not covered by buildings and constrained land as an indicator that the site may be redevelopable in the next 20 years. Based on the condition of buildings and property owner plans for expansion, the development is likely to remain and continue to remain with incremental improvements and expansions rather than full redevelopment. The City recently issued land use approval for an expansion on an undeveloped portion of the site. The amount of redevelopable property was reduced to the vacant portion of the site along Tualatin-Sherwood Rd. Net loss of 9.45 unconstrained buildable acres.
- Tax Lot 2S129BA00101 (Sherwood HQ Property) – the property appears to be a remnant piece of land used for utilities or other non-buildable area. The width of the lot is 50 ft., which does not support industrial development (GI zoning). Status changed from vacant to exempt. Net loss of 0.50 unconstrained buildable acres.
- Tax Lot 2S129A001800 (Local Plumbing Property) – the tax lot was developed since the 2021 update. Status changed from vacant to developed. Net loss of 0.92 unconstrained buildable acres.
- Tax Lot 2S129D000150 (Sherwood Industrial Park Property) – the amount of buildable acres on the property was changed from 12.16 buildable acres to 2.75 buildable acres. The 2021 BLI appears to have taken into account site areas not covered by buildings and constrained land as an indicator that the site may be redevelopable in the next 20 years. Based on the condition of buildings and property owner plans for expansion, the development is likely to remain and continue to remain with incremental improvements and expansions rather than full redevelopment. The City has received a land use application for new development on an undeveloped portion of the site. The amount of redevelopable property was reduced to the

vacant portion of the site along Tualatin-Sherwood Rd. Net loss of 9.41 unconstrained buildable acres.

- Tax Lot 2S129DC00800 (Zenport Property) – a portion of the tax lot was developed since the 2021 update. Status changed from vacant to potentially redevelopable with the vacant portion counted towards the land base (1.65-acres). Net loss of 1.11 unconstrained buildable acres

2021 BLI METHODOLOGY AND DATA

The general structure of the 2021 buildable land (supply) analysis is based on the methods used for Metro's buildable lands inventory included with the 2018 Urban Growth Report, Appendix 2.³ The City's consultant used GIS data with the Metro BLI as a starting point for determining buildable employment land in Sherwood. The buildable lands inventory uses methods and definitions that are consistent with OAR 660-009 and OAR 660-024. The steps in the inventory were:

- Generate employment "land base." This involved "clipping" the tax lots in the Sherwood City Limits, Tonquin Employment Area, and Brookman Annexation Area that were designated as employment lands in the Metro BLI⁴ and intersecting them with the comprehensive plan layer. The GIS function was followed by a quality assurance step to review the output and validate that the resulting dataset accurately represents all lands designated for employment use in the Sherwood City Limits, Tonquin Employment Area, and Brookman Annexation Area.
- Classify lands. Each tax lot was classified into one of the following categories, using Metro's classification system as a starting point and reviewed by City staff:
 - Vacant land
 - Potentially redevelopable land⁵
 - Developed or exempt land
- Identify constraints. The City identifies areas in steep slopes (over 15%), landslide hazard areas, wetlands, public facilities, floodways, Title 3 stream and floodplain protection areas, and Title 13 riparian corridors and upland habitats. These areas are deducted from lands that were identified as vacant or potentially redevelopable. To estimate the constrained area within each tax lot, all constraints listed above were merged into a single constraint file, which was overlaid on tax lots.⁶
- Evaluate redevelopment potential. According to statewide planning rules, redevelopable land is land on which development has already occurred, but on which, due to present or expected

³ Appendix 2 Buildable Lands Inventory, 2018 Urban Growth Report (Discussion draft). Metro. June 2018.
https://www.oregonmetro.gov/sites/default/files/2018/07/03/UGR_Appendix2_Buildable_Lands_Inventory.pdf

⁴ Metro defined employment land by zone as "ZONE_GEN in ('COM','IND','MUR')."

⁵ Metro used a "strike-price method" to determine redevelopment potential for each tax lot. A full description of the method is available in the 2018 Urban Growth Report: https://www.oregonmetro.gov/sites/default/files/2018/07/03/UGR_Appendix2_Buildable_Lands_Inventory.pdf.

⁶ Net buildable acreage for taxlots designated as "potentially redevelopable" was determined using the "net_emp_strike_price" field from the Metro 2018 BLI. This field already factors in constrained area, thus ECONorthwest did not deduct constrained area from this number. For taxlots designated as "vacant," we calculated the constrained area of the taxlot and subtracted the constrained area from the total taxlot area. market forces, there is potential that existing development will be converted to more intensive uses during the planning period. Lands determined to be redevelopable have been categorized as "potentially redevelopable" for the purpose of this analysis.⁵

- Tabulation and mapping. The results are presented in tabular and map formats with accompanying narratives. The maps include lands by classification and maps of vacant and partially vacant lands with constraints.

DEFINITIONS

Metro developed the buildable lands inventory with a tax lot database from RLIS. The tax lot database is current as of March 2018. The inventory builds from the database to estimate buildable land by plan designation. A key step in the buildable lands inventory was to classify each tax lot into a set of mutually exclusive categories. Metro classified all tax lots in Sherwood into one of the following categories:

- *Vacant land.*⁷ Any tax lot that is “fully vacant (Metro aerial photo)”; or “with less than 2,000 sq. ft. developed AND developed part is under 10% of entire tax lot”; or that is “95% or more ‘vacant’ from the GIS vacant land inventory.”
- *Potentially redevelopable land.*⁸ For tax lots that were not classified vacant or exempt, Metro included all other employment land tax lots in the strike-price model. Tax lots with a value greater than zero in the “net_emp_acres_strike_price” field in the Metro BLI GIS layer were considered to have redevelopment potential. The value in that field for each tax lot is the number of acres that are potentially redevelopable, not including constrained acres. Tax lots with a “net_emp_acres_strike_price” value of zero were considered developed.
- *Developed land.*⁹ Tax lots with a “net_emp_acres_strike_price” value of zero were considered developed.
- *Exempt land.*¹⁰ Land that is classified as either, “tax exempt with property codes for city, state, federal and Native American designations; schools; churches and social organizations; private streets; rail properties; tax lots under 1,000 sq. ft. (0.023 gross acres); parks, open spaces and where possible private residential common areas.” Metro used GIS data and Assessor’s data to determine the status of exempt land. ECONorthwest included all tax lots classified as exempt land in the developed land tabular and mapping information, but these tax lots can still be distinguished in the GIS data layer.

⁷ Appendix 2 Buildable Lands Inventory, 2018 Urban Growth Report (Discussion draft). Metro. June 2018. p. 20.
https://www.oregonmetro.gov/sites/default/files/2018/07/03/UGR_Appendix2_Buildable_Lands_Inventary.pdf.

⁸ Appendix 2 Buildable Lands Inventory, 2018 Urban Growth Report (Discussion draft). Metro. June 2018.
https://www.oregonmetro.gov/sites/default/files/2018/07/03/UGR_Appendix2_Buildable_Lands_Inventary.pdf

⁹ Appendix 2 Buildable Lands Inventory, 2018 Urban Growth Report (Discussion draft). Metro. June 2018.
https://www.oregonmetro.gov/sites/default/files/2018/07/03/UGR_Appendix2_Buildable_Lands_Inventary.pdf

¹⁰ Appendix 2 Buildable Lands Inventory, 2018 Urban Growth Report (Discussion draft). Metro. June 2018. pp. 20-21.
https://www.oregonmetro.gov/sites/default/files/2018/07/03/UGR_Appendix2_Buildable_Lands_Inventary.pdf.

ECONorthwest initially classified land using Metro’s categories and generated maps for City staff to review. City staff had previously reviewed Metro’s analysis for Sherwood, but there were a few updates to tax lots that had redeveloped since that review. ECONorthwest adjusted the classification accordingly and noted manual changes in the GIS data layer.

DEVELOPMENT CONSTRAINTS

The physical constraints used in the Sherwood buildable lands inventory include: areas subject to landslides, areas with slopes greater than 15%,¹¹ lands within the 100-year flood plain, Metro’s Title 3 land (including Water Resource Conservation Areas), lands within Metro’s Title 13 Habitat Conservation Areas (Class I and II, A and B), Wetlands, and public facilities.

LAND BASE

Table 1 summarizes all land included in the employment land base (e.g., lands with plan designations that allow employment). ECONorthwest used this land base in the buildable lands analysis for Sherwood. The land base includes traditional employment designations with Sherwood’s city limits—Commercial and Industrial— along with land designated for future development in the Tonquin Employment Area and Brookman Annexation Area as of May 2018. According to Metro RLIS data, within Sherwood’s city limits there are about 171 acres in 134 tax lots with a commercial plan designation, and about 478 acres in 115 tax lots with an industrial plan designation. The Tonquin Employment Area is located on the eastern edge of Sherwood’s city limits and is in the Metro UGB. It has about 282 acres in 25 tax lots. The Brookman Annexation Area, also within the Metro UGB, is located southwest of Sherwood’s city limits. It has about 25 acres designated for employment land in 4 tax lots.

TABLE 1. ACRES IN SHERWOOD CITY LIMIT, TONQUIN, AND BROOKMAN, 2018¹²

Plan Designation/Area	Tax Lots	Total Acres
Commercial	134	171
Industrial	115	478
Tonquin	25	282
Brookman	4	25
Total	278	956

Source: Metro RLIS, 2018 BLI, & ECONorthwest analysis.

¹¹ Metro’s calculation of constrained area for employment land includes slopes greater than 25%. Lands for commercial and industrial uses are typically developed on slopes no greater than 15%, so we used an “erase” function in GIS to determine any constrained areas that were not included in Metro’s calculation of constrained area. These additional constraints were subtracted from the “net_emp_strike_price” value for tax lots designated as “potentially redevelopable,” and included in the total constraints layer and subtracted from the total area for tax lots designated as “vacant.”

¹² The original land base included 277 tax lots. The final version includes 278 tax lots, because City staff requested to split a tax lot in the Tonquin Employment Area into two tax lots. One tax lot is the planned water treatment plant, which was considered developed in the BLI, and the other remained designated as “vacant.” In addition, the “Langer Farms site” was originally included in the BLI with the northern portion of the site as potentially redevelopable and counted in the unconstrained buildable acreage. In the current version, the entire tax lot was classified as vacant after discussion with City staff about the development of the Fun Center and retail/commercial shopping plaza on the remainder of the site.

The next step in the inventory was to classify lands into mutually exclusive categories that relate to their development status. The categories include:

- Vacant land
- Potentially redevelopable land
- Developed land
- Exception land

ECONorthwest used the rules described in the prior section to perform a preliminary classification, based on Metro's previous analysis. The next step was to show the results in a map form for City staff to review and suggest changes. ECONorthwest completed the manual classification changes, as noted in the GIS data layer.

Table 2 shows commercial and industrial land in Sherwood by classification (development status). The results show that Sherwood has 956 total acres in commercial and industrial plan designations. Of the 956 acres in the UGB, about 474 acres (50%) are in classifications with no development capacity, 233 acres (24%) are constrained, and 249 acres (26%) are buildable land with development capacity.

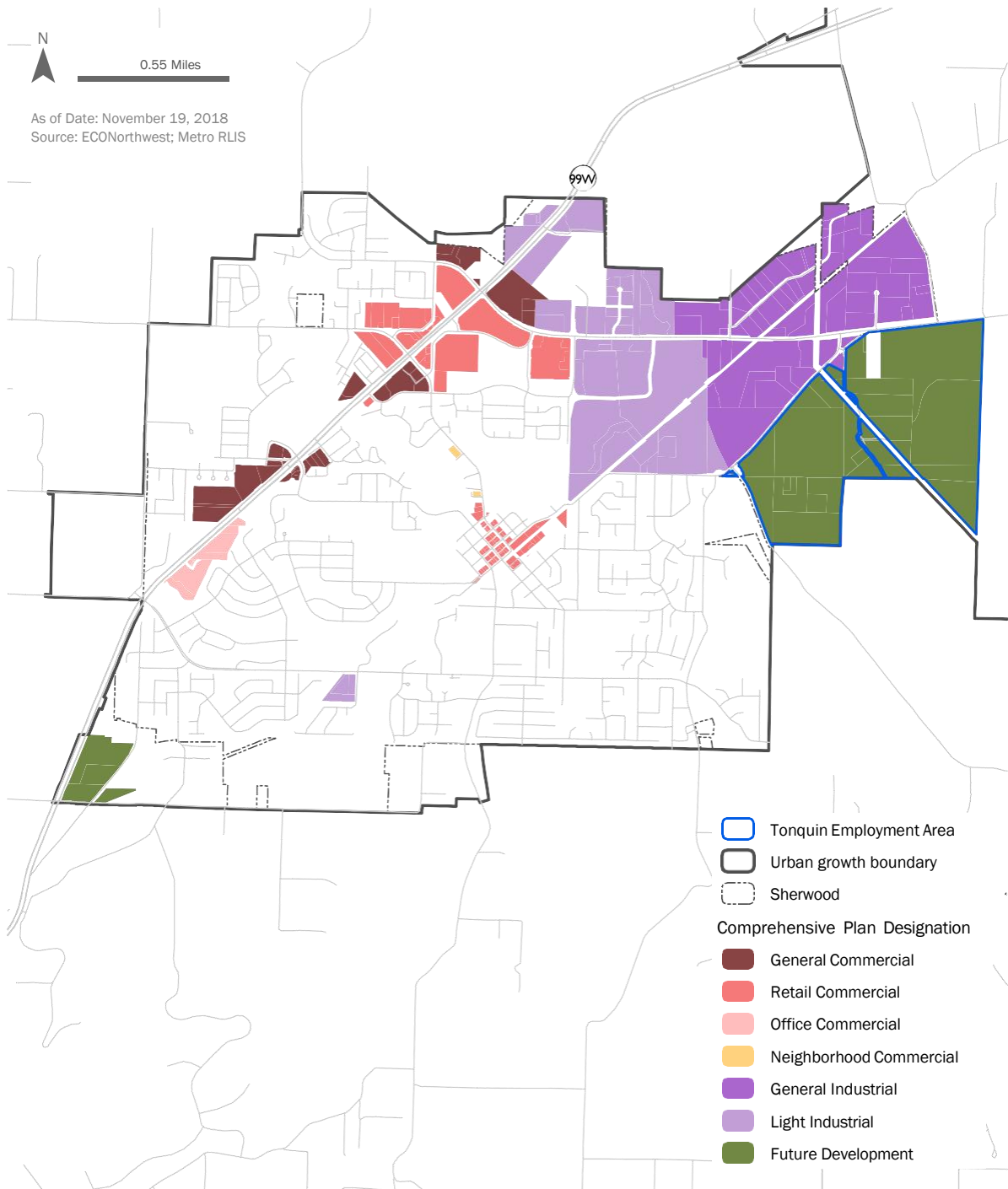
TABLE 2. EMPLOYMENT ACRES BY CLASSIFICATION AND PLAN DESIGNATION SHERWOOD CITY LIMITS, TONQUIN, AND BROOKMAN ANNEXATION AREA, 2021

Plan Designation	Tax Lots	Total Acres	Acres with No Development Capacity	Constrained Acres	Total Unconstrained Buildable Acres
Commercial	134	171	119	27	25
General Commercial	31	62	38	10	14
Neighborhood Commercial	2	1	1	0	0
Office Commercial	11	16	6	5	5
Retail Commercial	90	92	74	12	6
Industrial	115	478	290	91	97
General Industrial	66	238	158	19	61
Light Industrial	49	240	132	72	36
Tonquin	25	282	62	111	110
Future Development	25	282	62	111	110
Brookman	4	25	3	4	18
Future Development	4	25	3	4	18
Total	278	956	474	233	249
Percent of Total		100%	50%	24%	26%

Source: Metro RLIS, 2018 BLI, & ECONorthwest analysis.

Map 1 shows commercial and industrial land in Sherwood by plan designation.

MAP 1. MAP OF EMPLOYMENT LAND BY CLASSIFICATION, SHERWOOD CITY LIMITS, TONQUIN, AND BROOKMAN, 2018



VACANT BUILDABLE LAND

The next step in the commercial and industrial buildable land inventory was to net out portions of vacant tax lots that are unsuitable for development. Areas unsuitable for development fall into three categories: (1) developed areas of partially vacant tax lots, (2) areas with service constraints (5 tax lots within the UGB east of I-5 have no access to infrastructure such as water and sewer), (3) areas with physical constraints (areas with wetlands, floodways, riparian setback areas and steep slopes).

Table 3 shows unconstrained buildable acres for vacant and potentially redevelopable land by plan designation. The results show that Sherwood has about 249 net buildable acres in commercial and industrial plan designations. Of this, 10% (25 acres) is in the commercial designations, 39% (97 acres) is in industrial designations, and 51% (127 acres) is designated as future development in the Tonquin Employment Area and Brookman Annexation Area.

TABLE 3. EMPLOYMENT LAND WITH UNCONSTRAINED DEVELOPMENT CAPACITY (VACANT, POTENTIALLY REDEVELOPABLE) BY PLAN DESIGNATION, SHERWOOD CITY LIMITS, TONQUIN, AND BROOKMAN, 2021

Plan Designation	Uncon- strained Vacant Acres	Unconstrained Potentially Redevelopable Acres	Total Unconstrained Buildable Acres
Commercial	11	14	25
General Commercial	5	8	13
Office Commercial	4	1	5
Retail Commercial	2	5	7
Industrial	31	66	97
General Industrial	17	44	61
Light Industrial	14	22	36
Tonquin	23	86	109
Future Development	23	86	109
Brookman	0	18	18
Future Development	0	18	18
Total	65	184	249
Percent of Total	26%	74%	100%

Source: Metro RLIS, 2021 BLI, & ECONorthwest analysis.

Map 2 shows commercial and industrial land in Sherwood by development status with development constraints

MAP 2. MAP OF EMPLOYMENT LAND BY CLASSIFICATION WITH DEVELOPMENT CONSTRAINTS, SHERWOOD CITY LIMITS, TONQUIN, AND BROOKMAN, 2021

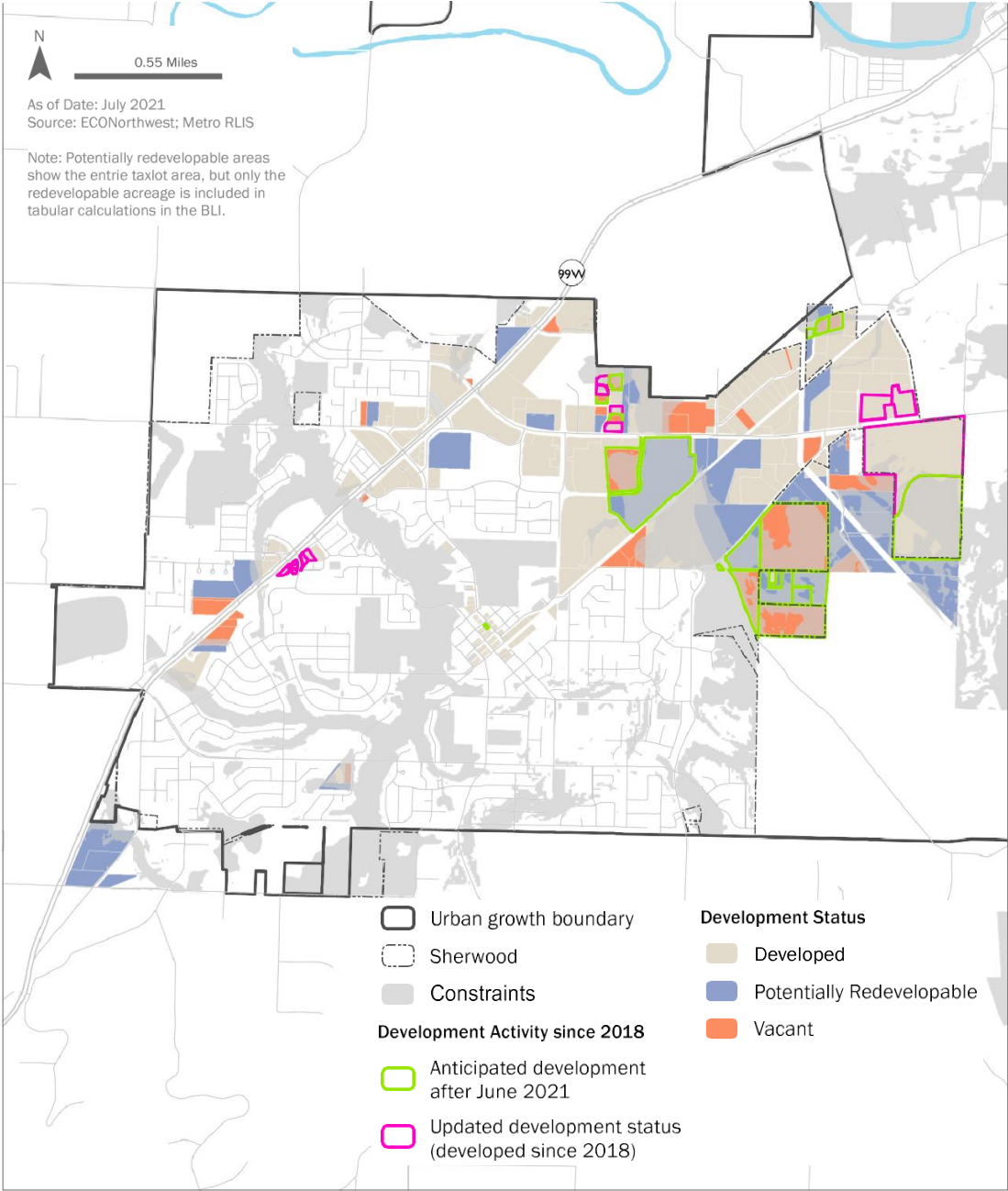


Table 4 shows the size of lots by plan designations for buildable employment land. Sherwood has 30 lots that are smaller than 2 acres (with 25 acres of land). Sherwood has 37 lots between 2 and 10 acres (183 acres of land) and 3 lots between 10 and 50 acres in size (42 acres of land).

TABLE 4. LOT SIZE BY PLAN DESIGNATION, BUILDABLE ACRES SHERWOOD CITY LIMITS, TONQUIN, AND BROOKMAN, 2021

Plan Designation	Buildable Acres in Tax Lot				
	<1	1 - 1.99	2 - 4.99	5 - 9.99	10 - 49.99
Acres					
Commercial	3	4	13	5	0
General Commercial	1	0	7	5	0
Neighborhood Commercial	0	0	0	0	0
Office Commercial	2	1	3	0	0
Retail Commercial	0	3	3	0	0
Industrial	6	7	29	13	42
General Industrial	1	3	14	13	30
Light Industrial	5	4	15	0	12
Tonquin	2	3	16	89	0
Future Development	2	3	16	89	0
Brookman	0	0	11	7	0
Future Development	0	0	11	7	0
Subtotal	11	14	69	114	42
Taxlots					
Commercial	6	3	4	1	0
General Commercial	2	0	2	1	0
Neighborhood Commercial	0	0	0	0	0
Office Commercial	2	1	1	0	0
Retail Commercial	2	2	1	0	0
Industrial	11	5	10	2	3
General Industrial	3	2	5	2	2
Light Industrial	8	3	5	0	1
Tonquin	3	2	4	12	0
Future Development	3	2	4	12	0
Brookman	0	0	3	1	0
Future Development	0	0	3	1	0
Subtotal	20	10	21	16	3

Source: Metro RLIS, 2021 BLI, & ECONorthwest analysis.

The data in Table 4 show that Sherwood has no commercial sites larger than 10 acres within the city limits. Sherwood does, however, have industrial sites larger than 10 acres (a total of 42 acres). In addition, the Tonquin Employment Area has 12 sites between 5 and 10 acres and no sites larger than 10 acres. The Brookman Annexation Area has 3 sites between 2 and 5 acres and 1 site between 5 and 10 acres.

SHORT TERM LAND SUPPLY

POLICY CONTEXT

The Goal 9 Administrative Rule (OAR 660-009) includes provisions that require certain cities to ensure an adequate short-term supply of industrial and other employment lands. OAR 660-009-005(10) defines short term supply as follows:

“...means suitable land that is ready for construction within one year of an application for a building permit or request for service extension. Engineering feasibility is sufficient to qualify land for the short-term supply of land. Funding availability is not required. "Competitive Short-term Supply" means the short-term supply of land provides a range of site sizes and locations to accommodate the market needs of a variety of industrial and other employment uses.”

The Goal 9 rule also requires cities in a Metropolitan Planning Organization (MPO, which includes Sherwood) to make a commitment to provide a competitive short-term supply of land and establish targets for the short-term supply of land. Specifically, OAR 660-009-0020(1)(b) states:

“Cities and counties within a Metropolitan Planning Organization must adopt a policy stating that a competitive short-term supply of land as a community economic development objective for the industrial and other employment uses selected through the economic opportunities analysis pursuant to OAR 660-009-0015.”

The rule goes on to clarify short-term land supply targets for cities in an MPO (OAR 660-009-0025):

(3) Short-Term Supply of Land. Plans for cities and counties within a Metropolitan Planning Organization or cities and counties that adopt policies relating to the short-term supply of land must designate suitable land to respond to economic development opportunities as they arise. Cities and counties may maintain the short-term supply of land according to the strategies adopted pursuant to OAR 660-009-0020(2).

(a) Except as provided for in subsections (b) and (c), cities and counties subject to this section must provide at least 25% of the total land supply within the urban growth boundary designated for industrial and other employment uses as short-term supply.

(b) Affected cities and counties that are unable to achieve the target in subsection (a) above may set an alternative target based on their economic opportunities analysis.

(c) A planning area with 10 percent or more of the total land supply enrolled in Oregon's industrial site certification program pursuant to ORS 284.565 satisfies the requirements of this section.

In summary, the rule requires Sherwood to assess the short-term supply of employment land based on the criteria that land can be ready for construction within one year. The determination is based on “engineering feasibility.”

TO: Sherwood City Council

FROM: Ryan Adams, City Attorney

SUBJECT: Ordinance 2023-007, Adopting the Sherwood Camping Code, Chapter 9.54

Issue:

Shall the City Council adopt an ordinance updating its camping code?

Background:

In 2013, the City of Sherwood adopted Ordinance 2013-008, prohibiting camping in the City of Sherwood.

In 2019, the 9th Circuit Court of Appeals ruled in *Martin v. Boise* that homeless persons cannot be punished for sleeping outside on public property in the absence of adequate alternatives, or unless the law imposes “reasonable time, place, and manner” restrictions on the regulated activities in public space.

In 2020, the 9th Circuit Court of Appeals ruled in *Blake v. Grants Pass* that persons experiencing homelessness are entitled to take necessary minimal measures to keep themselves warm and dry while sleeping outside. The Court also held that cities violate the Eighth Amendment if they punish a person for the mere act of sleeping outside, or for sleeping in their vehicles at night when there is no other place in the city for them to go.

In 2021, the Oregon legislature enacted HB 3115, requiring cities to allow community members to sleep and rest on public property – with restrictions – when no shelter beds are accessible. Cities may regulate the time, place, and manner in which sleeping and resting occur, so long as the regulations are “objectively reasonable” based on the totality of the circumstances as applied to all stakeholders, including persons experiencing homelessness. The law allows cities to enact reasonable time, place, and manner regulations, aiming to preserve the ability of cities to manage public spaces effectively for the benefit of an entire community. Sherwood is required to implement HB 3115 by July 1, 2023.

The City of Sherwood held work sessions on March 21, 2023, April 18, 2023, and May 16, 2023, discussing HB 3115. The general outcome of these work sessions was to draft an ordinance containing the following time, place and manner restrictions:

Time: Camping is allowed from 9PM-7AM.

Place: Camping is open to all public areas with the following limitations:

- There is no camping in areas zoned institutional public or residential;
- Within 1000 feet of any school;
- Within all Sherwood School District Walk Zones;
- Within certain sensitive areas designated by Clean Water Services;
- On any place that would reduce sidewalk width to less than 48 inches;
- Within the Old Town District;
- Within 500 feet of the Sherwood Police Department.

However, the City Manager may designate a place for camping on any City owned property after consultation with City Council.

Manner: The ordinance would limit the manner in which a person could camp in the following ways:

- No open flames;
- No gas heat;
- No structures other than tents or tarps;
- No public defecation or urination;
- No accumulation of trash, rubbish, or filth;
- No digging in the ground or removing vegetation.

The state's mandate to comply with HB 3115 remains applicable even though Sherwood does not have a large population of people experiencing homelessness. Staff has endeavored to draft a code that provides as much flexibility to Council as possible while maintaining compliance with HB 3115.

Financial Impacts:

Other than the cost of codification and updating the Municipal Code, there are no immediate financial impacts to the City by adopting the proposed amendments.

Recommendation:

Staff respectfully recommends that City Council hold a second public hearing on Ordinance 2023-007, and adopt the Sherwood Camping Code, Chapter 9.54.



ORDINANCE 2023-007

ADOPTING THE SHERWOOD CAMPING CODE, CHAPTER 9.54

WHEREAS, in 2013, the City of Sherwood adopted a camping code via Ordinance 2013-008; and

WHEREAS, recent court decisions in *Martin v. Boise* and *Johnson v. Grants Pass* held that prohibiting camping in the absence of shelter violates a person's constitutional rights, but that a city may adopt reasonable time, place, and manner restrictions upon camping; and

WHEREAS, in 2021, the Oregon legislature passed House Bill 3115, codifying the *Boise* decision and requiring that all municipal regulation of sitting, lying, sleeping, or keeping warm and dry outdoors on public property that is open to the public must be objectively reasonable as to time, place, and manner prior to July 1, 2023; and

WHEREAS, the intent of this ordinance is to enhance the livability, including health and safety, for all community members as well as to protect the environment, community assets and infrastructure of Sherwood; and

WHEREAS, camping in certain sensitive and high-risk areas creates a danger to the public, the environment, and persons experiencing homelessness; and

WHEREAS, camping in or near certain locations or infrastructure prevents the public's ability to use those locations for their intended purpose and may result in imminent threats to life safety; and

WHEREAS, when shelter is not available, this ordinance allows a person to sleep protected from the elements and maintain the essentials for living, while still allowing others to use public spaces in a safe way, as designed and intended.

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

Section 1. Sherwood Municipal Code Chapter 9.54 is repealed in its entirety and replaced by the attached Exhibit 1.

Section 2. This Ordinance shall become effective 30 days from its adoption.

Duly passed by the City Council this 20th of June, 2023.

Tim Rosener, Mayor

Date

Attest:

Sylvia Murphy, MMC, City Recorder

	<u>AYE</u>	<u>NAY</u>
Standke	_____	_____
Giles	_____	_____
Scott	_____	_____
Young	_____	_____
Brouse	_____	_____
Mays	_____	_____
Rosener	_____	_____

Chapter 9.54 REGULATION OF CAMPING IN OR UPON CITY PROPERTY AND AREAS OPEN TO THE PUBLIC

9.54.010 Purpose.

This chapter is enacted to promote and protect the health, safety and welfare of the city's residents as well as property within the city through the regulation of camping on or near areas open to the public as well as on or near vacant lots in order to address the adverse impacts of such activities including crime victimization, littering, public urination, public defecation, public intoxication, theft of water and electricity, verbal and physical assaults, trespass onto adjacent public and private properties, vandalism, property damage, fire hazards, and harassment or intimidation of occupants, employees, and/or customers.

9.54.020 Definitions.

For the purposes of this chapter, the following definitions shall apply:

- A. Alternative shelter. A shelter space or other indoor space available to a person experiencing homelessness.
- B. Area open to the public. An outdoor area on private property within the city and that is intended for public access including but not limited to private streets, alleyways and pedestrian ways, and common areas such as parking lots and picnic areas of schools, medical facilities, apartment houses, office and industrial buildings, service stations, churches and retail shopping centers. An "area open to the public" also includes a vacant or unimproved lot or parcel that, while not intended for public access, is not fenced or otherwise restricts direct public access to the lot or parcel. "Area open to the public" does not include those areas of improved private real property that are not open to the public such as a residential property including the yard.
- C. Camp or Camping. The use of an area as temporary quarters for the purposes of staying warm and dry, surviving,, sleeping or residing.
- D. Campsite. Any place where one or more persons have established temporary living accommodations by use of camp facilities and/or camp paraphernalia.
- E. Camp Facilities. Include, but are not limited to, tents, huts, temporary shelters, lean-tos, shacks, or any other structures, vehicles or parts thereof.
- F. Camp Paraphernalia. Includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or non-city designated cooking facilities and similar equipment.
- G. City Property and Public Rights-Of-Way. Includes any property owned by the City of Sherwood or its Urban Renewal Agency, and any street, public utility easement, or the space in, upon, above, along, across, over or under the public streets, roads, highways, lanes, courts, ways, alleys, boulevards, bridges, trails, paths, sidewalks, bicycle lanes, public utility easements and all other public ways or areas, including the subsurface under and air space over these areas.

- H. Person experiencing homelessness. A person who lacks a fixed, regular and adequate nighttime residence.
- I. Person without alternative shelter. A person experiencing homelessness without access to alternative shelter.
- J. Public right of way. Any thoroughfare or area intended, designed, or used for vehicular or pedestrian traffic.
- K. Walk Zone. Those certain areas and locations specifically designated by the Sherwood School District pursuant to ORS 327.043 where school bus services is not available for students.

9.54.030 Regulation of camping.

Unless otherwise authorized by this code or by declaration of the mayor and/or city manager in emergency circumstances, it is a violation for any person to camp in or upon any area open to the public, city property, or public right(s) of way.

9.54.040 Time, place, and manner restrictions.

- (A) Notwithstanding section 9.54.030, a person without alternative shelter may camp only if all of the following time, place, and manner regulations are met.
- (B) **Time regulations.** A person without alternative shelter may camp between the hours of 9PM and 7AM. After 7AM, a person without alternative shelter shall dismantle the campsite and remove all personal property and camp paraphernalia from the campsite.
- (C) **Place regulations.** A person without alternative shelter may camp in or upon city property, however, a person without alternative shelter may not camp in or upon the following places at any time, unless specifically excepted below:
 - (1) within an area zoned for institutional and/or public use;
 - (2) within any residential zone, within fifty (50) feet of any residential zone and within fifty (50) feet of a residential structure regardless of zoning;
 - (3) within 1,000 feet of any school;
 - (4) within any Sherwood School District Walk Zone;
 - (5) in a manner reducing the clear, continuous sidewalk width to less than four (4) feet;
 - (6) within any Sensitive Area and/or Vegetated Corridor as those terms are defined by Clean Water Services in Chapter 1.03 of its General Requirements and Administrative Provisions, as may be amended from

time to time;

- (7) within 500 feet of the City of Sherwood Police Department;
- (8) within the Old Town District.
- (9) Notwithstanding the place restrictions contained within SMC 9.54.040(C), the City Manager may, after consultation with Council, determine an appropriate place for camping upon City Property.

(D) **Manner regulations.** A person without alternative shelter may camp if the person complies with all of the following manner regulations:

- (1) A person without alternative shelter may not obstruct pedestrian traffic along a public right-of-way or into private property and businesses adjacent to a public right-of-way. For purposes of this section, a person without alternative shelter is presumed to obstruct pedestrian traffic if a person reduces the path of travel to less than forty-eight (48) inches in width.
- (2) A person without alternative shelter shall not start or maintain any fire for the purpose of burning any combustible material(s) in or around a campsite.
- (3) A person without alternative shelter shall not use a gas heater in or around a campsite.
- (4) A person without alternative shelter shall not accumulate, discard, or leave behind, in, or around a campsite any rubbish, trash, garbage, debris, unsanitary or hazardous material, or any other refuse.
- (5) A person without alternative shelter shall not cause to be left at a campsite any human or animal feces.
- (6) A person without alternative shelter shall not camp within ten (10) feet of another campsite.
- (7) A person without alternative shelter shall not erect, install, place, leave, or set up any type of permanent or temporary fixture or structure of any material or materials in or around a campsite. For purposes of this section, a “permanent or temporary fixture or structure of any material or materials” does not include a tent, tarpaulin, or other similar item used for a shelter that is readily portable and occupies a footprint equal to or less than forty-eight (48) square feet.
- (8) A person without alternative shelter shall not dig, excavate, terrace soil, alter the ground or infrastructure, cause environmental damage, or damage vegetation or tress in or around a campsite.

9.54.050 Enforcement responsibility and authority.

The city police department and the city manager, or person designated by the city manager, are jointly charged with the enforcement of this chapter.

9.54.060 Variances.

- A. Any person may apply for a:
 - 1. Class A variance to camp in an area open to the public for up to fourteen (14) days in duration; or
 - 2. Class B variance to Camp in an area open to the public for fifteen (15) or more days in duration.
- B. A person, entity or organization may apply for a variance under subsection (A) on behalf of multiple individuals or person(s).
- C. Notwithstanding any other provision of this chapter, the chief of police, the city manager or the city manager's designee may permit a person to camp in areas open to the public provided:
 - (1) A situation exists that necessitates the need to camp in the area open to the public;
 - (2) The use of the area open to the public for camping purposes will not, on balance be unduly detrimental to the public health, safety or welfare; and
 - (3) The owner or person or entity legally controlling occupancy of the area open to the public has consented to the camping.

9.54.070 Variance application.

- A. An applicant for a variance shall submit the following information on a form approved by the city:
 - 1. A reference to the provision in this chapter from which the variance is sought;
 - 2. The reason(s) why the variance is necessary;
 - 3. A general description of the physical characteristics of the area open to the public for which a variance is sought;
 - 4. The variance's time period;
 - 5. The signed consent from the owner or person or entity legally controlling occupancy of the area open to the public for which the variance is sought;
 - 6. Any other supporting information the city manager or city council may reasonably require to allow consideration of the conditions set forth in section 9.52.100.
- B. The applicant for a Class A variance shall submit the application to the city manager or the city manager's designee. The applicant for a Class B variance shall submit the application to the city recorder, who shall place the matter on the agenda for a forthcoming city council meeting.

9.54.080 Public notification for Class B variance.

The applicant for a Class B variance shall post notice along the nearest public road at the boundaries of the property containing the area open to the public for which the variance is sought so that the notice is visible from the public road, publish notice thereof in a newspaper of general circulation in the city and post on the city's website. Posted notice on the property and website shall be at least seven (7) days prior to the public hearing with published notice completed at least four (4) days prior to the hearing. Notice under this section shall state the date the council will consider the application, the nature and substance of the variance to be considered, and that written comments on the application may be filed with the city recorder before the meeting at which the application is to be considered.

9.54.090 Variance review.

The city manager, city manager's designee may grant a Class A variance.

City council may grant a Class B variance.

If requested by the applicant the city manager may extend a Class A variance by up to fifteen (15) calendar days if council cannot consider a Class B variance because of scheduling issues.

The city manager, city manager's designee or city council may grant a variance, after considering the written application for variance and any written comments submitted when it appears the following conditions exist:

- A. There are unnecessary or unreasonable hardships or practical difficulties which can be most effectively relieved by granting the variance; and
- B. The granting of the application will not be unduly detrimental to the public health or safety or welfare.

9.54.100 Variance decision.

- A. The city manager or the manager's designee shall grant or deny a Class A variance within five (5) days of receipt of a complete variance application, excluding Saturdays, Sundays, and holidays.
- B. The city council shall grant or deny a Class B variance within thirty (30) days of receipt of the application, and may, on its own motion, hold a public hearing on the application before deciding to grant or deny the variance.
- C. The city manager, city manager's designee or city council may impose such limitations, conditions and safeguards as deemed appropriate, so that the spirit of the chapter will be observed, and the public safety, health and welfare are secured. A violation of any such condition or limitation constitutes a violation of this chapter.
- D. A decision to grant or deny the variance shall be in writing and state the reasons for the decision. The city council or city manager shall notify the applicant of the decision and shall make it available to any person who submitted written comments on the application.

9.54.110 Review.

The decision of the city manager, city manager's designee or the city council to grant or deny a variance is final. Such decisions may be reviewed pursuant to ORS 34.010 to 34.100 (writ of review).

9.54.120 Civil penalties.

A person who violates any provision of this chapter is subject to a civil penalty (Class C violation) for each day a violation occurs.

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Keith D. Campbell, City Manager

SUBJECT: Resolution 2023-053, Declaring the City's Election to Receive State Shared Revenues

Issue:

Should the City of Sherwood elect to receive state shared revenues and inform the State of Oregon accordingly?

Background:

The State of Oregon shares certain revenue with municipalities that choose to accept it. The only qualifications to receive these funds are to (1) hold public hearings on the use of the money, and (2) have levied a property tax in the preceding year. The City levied a property tax last year; it also held one hearing on June 1, 2023 during the Budget Committee meeting and will hold the other required hearing at this City Council meeting.

Financial Impacts:

There is a portion of the allocation of this revenue that is based on population. In Sherwood's case, this amounts to \$441,300 in FY2023-24 General Fund revenue and \$1,637,118 in FY2023-24 Street Fund revenue. The non-per capita based portion amounts to \$387,800 in the General Fund.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2023-053, Declaring the City's election to receive State Shared Revenues.



RESOLUTION 2023-053

DECLARING THE CITY OF SHERWOOD'S ELECTION TO RECEIVE STATE SHARED REVENUES

WHEREAS, Oregon Revised Statute (ORS) 221.770 provides for Oregon municipalities to receive state revenues should they elect to via resolution or ordinance; and;

WHEREAS, the City Council desires to elect to receive such revenues; and

WHEREAS, said statute also requires the electing municipality to hold two public hearings on the municipality's use of the funds; and

WHEREAS, on June 1, 2023, a public hearing on the use of state revenues was held by the City of Sherwood Budget Committee and on June 20, 2023, a public hearing on the use of state revenues was held by the Sherwood City Council.

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

Section 1. Pursuant to ORS 221.770, the City of Sherwood hereby elects to receive state revenues for the Fiscal Year 2023-24.

Section 2. It is hereby certified that a public hearing before the Budget committee was held on June 1, 2023 and a public hearing before the City Council was held on June 20, 2023, giving citizens an opportunity to comment on use of State Revenue Sharing.

Section 3. The City Manager, or his designee, is hereby directed to make the filings and provide the certifications required by ORS 221.770 and to take such other actions as may be necessary to effectuate the intent of this Resolution.

Section 4. This Resolution shall become effective upon its approval and adoption.

Duly passed by the City Council this 20th day of June, 2023.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Resolution 2023-053

June 20, 2023

Page 1 of 1

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Keith D. Campbell, City Manager

SUBJECT: Resolution 2023-054, Adopting a Schedule of Fees as authorized by the city zoning and community development code, establishing fees for miscellaneous city services and establishing an effective date

Issue:

Should the City of Sherwood adopt a new fee schedule, effective July 1, 2023?

Background:

During the budget process, the City of Sherwood has annually reviewed all fees and updated, if necessary. The proposed fee changes fall into one of three categories.

- 2% increase as previously approved in Resolution 2017-008 (maximum amount allowed since CPI was 8.4%)
- 4.49% increase as previously approved in Resolution 2018-049 for SDC and TDT fees
- Miscellaneous other new fees and minor changes

The changes have been identified in Exhibit 1 to this staff report.

Below are descriptions of the miscellaneous other new fees and minor proposed changes to the fee schedule, effective July 1, 2023.

Section 2 Library Fines and Fees

- **General Fees** – Clarification of service.

Section 3 Police

- **Miscellaneous Police Fees** – Update of type of service provided.

Section 4 Court

- **Court Fees** – Increase of fees related to failure to comply or pay a fine.
- **Court Fees** – Removal of fees related setting up a payment plan.
- **Court Fees** – Removal of fees related to license reinstatement.
- **Court Fees** – Removal of fees related to set over of traffic school.
- **Court Fees** – Removal of fees related to suspension clearance.
- **Court Fees** – Removal of fees related to the fireworks diversion program.

Section 5 Parks and Recreation

- **Robin Hood Theater Sign** – Removal of fees related to the Robin Hood Theater Sign.
- **Field House** – *Increase in Team fees*
- **Field House** – *Increase in Youth player cards*
- **Special Events** – *additional of Police Services fees*

Section 5 Marjorie Stewart Senior Center

- **Facility Rental** – Increase of fees related to facility rentals.
- **Program Fees** – Increase of suggested donation for meals, change in age classification
- **Program Fees** – Increase in Facility Monitor rate
- **Monthly Facility Rental - Addition of storage classification and price adjustments**
- **Sherwood Senior Shuttle** – Addition of fees related to the Sherwood Senior Shuttle

Section 6 Utility Charges

- **Commercial Rates** – Increase base and consumption rates.
- **Fire Protection Service** – Increase in fees for total valuation amounts.
- **Hydrant Rentals** – Increase fees for unauthorized hydrant use, use of non-approved tank, failure to report water usage, hydrant meter deposit and consumption per 100 gallons.
- **Additional Charges, If Necessary, To Enforce** – Increase in fee for Water Meter and locks.
- **Reinspection Fees (Sanitary, Street, Storm and Water)** – Increase in fees for total valuation amounts.
- **Storm Rates** – Addition of fees for actual time and material for damage and repair to Storm Utility.
- **Broadband** – Addition of fees related to residential and commercial services.

Section 7 System Development Charges

- **Parks SDC** – Clarification to Filing Fee procedures and filing fee.

Section 8 Engineering

- **Public Improvement Plans, Reviews, and Inspections** – Addition of Broadband to list for required Plan Review and Inspections
- **Miscellaneous Fees** – Increase in fees for addressing, plans and specifications for capital projects, street trees, In-Lieu of, right of way, design and construction standards and as-built requests.
- **Erosion Control Fees** – Increase in fees to total valuation amounts
- **Vacations (Public right-of-way and easements)** – Increase in fee for deposit plus staff time

Section 9 Planning

- **Other Fees** – Addition of Outdoor Seating Permit

Appendix A: Fees Charged on Behalf of Other Agencies

- **Clean Water Services**
 - **Sewer Utility Charges** – Increase to rate per EDU and CCF.
 - **Sewer SDC** – Increase to connection charge.
 - **Surface Water** - Increase to rate per EDU.
- **Sherwood School District**
 - **Residential CET** – Increase per square foot.
 - **Non-Residential CET** – Increase per square foot and maximum.

Financial Impacts:

The proposed fee increases have been included in the FY2023-24 budget as approved by the Budget Committee. There are no additional financial impacts of this resolution.

Recommendation: Staff respectfully recommends City Council adoption of Resolution 2023-054, Adopting a Schedule of Fees as authorized by the city zoning and community development code, establishing fees for miscellaneous city services, and establishing an effective date.



Home of the Tualatin River National Wildlife Refuge

The City of Sherwood, Oregon Master Fees and Charges

Effective 07/01/2023

*** Rate increase from prior year 2.0% as per Resolution 2017-008**

SDC Rates Increase from prior year rate ENR 8.05%, CPI-W 5.1% per Resolution 2018-049

Blue: Change from prior year

SECTION 1 GENERAL CHARGES FOR SERVICE

A. Staff Rates

The following fees shall be charged for the services of City Staff.

1. For individuals listed on the salary schedule.
 - Fully loaded hourly rate applicable at time of service.

B. Business License

Persons conducting business with the City of Sherwood and who are subject to being licensed under the provisions of sections 5.04 shall pay a business license fee.

Business - Inside Sherwood	\$75 plus \$6 per employee working more than 20 hours per week.
Business - Outside Sherwood	\$107.50 plus \$6 per employee working more than 20 hours per week.
Temporary license	Fee is the same as a regular business license.
Late fee for renewals	\$5 per month or portion of a month late.
Violation of provision	Up to \$250 per violation.
Incentives	5% reduction in total fee for each of the following that are applicable to the business (maximum 75% total reduction): a. Small/new business - Business has been in business less than one year or has fewer than five (5) full-time employees as defined in SMC 5.04. b. Business is headquartered (including U.S or North American headquarters) or has its principle place of business in Sherwood. c. Manufacturing/technology business - Business is in NAICS code categories 37, 32, 33, or 57, or otherwise qualifies as a manufacturing/technology business as determined by City Manager.

C. Liquor License

The Oregon Liquor Control Commission (OLCC) solicits the city's recommendation on applications for new, renewed, or changed liquor licenses. (ORS 471.164- 471.168)

Original application	\$100
Temporary license	\$35
Change in ownership, location, or privilege	\$75
Renewal of license	\$35

SECTION 1 GENERAL CHARGES FOR SERVICE

D. Franchise Fees, Privilege Taxes, and Other Associated Fees

Franchise Fees (as set by franchise agreements):

Cable and Broadband Services

Ziply (formally Frontier)
5% of gross revenue
Ordinance No. 2007-008 Exp 10/31/22

Cable and Broadband Services

Comcast
5% of gross revenue
Resolution No. 2000-857 Exp 9/5/26

Natural Gas

Northwest Natural Gas
5% of gross revenue collected
Ordinance No. 2006-016

Garbage / Solid Waste

Pride Disposal
5% of gross revenue
Ordinance No. 98-1049 Exp 11/1/29

Privilege Taxes and Associated Fees:

Privilege tax payments shall be reduced by any franchise fee payments received by the City, but in no case will be less than \$0.00.

License application fee	\$50
Telecommunications Utilities (as defined in ORS 759.005)	Privilege tax: 7% of gross revenues as defined in ORS 221.515
Utility Operators that provide service within the city (as defined in SMC 12.16.120.A.1) not listed above	Privilege tax: 5% of gross revenues
Utility Operators that do not provide service within the city (as defined in SMC 12.16.120.A.2)	\$2.90/Lineal foot per year or \$4,000 per year, whichever is greater
Utility Operators limited to facilities mounted on structures in the Right of Way (as defined in SMC 12.16.120.A.3) other than small wireless facilities	\$5,000 per structure per year
Small Wireless Facility Fee	\$675 per facility per year

SECTION 1 GENERAL CHARGES FOR SERVICE

E. Public Records Fees

Copies of Finance documents		
Budget	\$40.00	per copy
Comprehensive Annual Financial Report	\$25.00	per copy
Copies of planning documents		
Comprehensive plan	\$25.00	per copy
Local wetland inventory	\$25.00	per copy
Master plans	\$25.00	per copy
Copies of Maps		
8 ½ x 11 black and white	\$3.00	per copy
8 ½ x 11 color	\$5.00	per copy
11 x 17 black and white	\$6.00	per copy
Small size color 11 x17	\$10.00	per copy
Quarter section aerial	\$125.00	per copy
Full size color up to 36 x 48	\$25.00	per copy
General Service Copies		
Copying	\$0.15	per single side
Copying	\$0.25	per double side
Copying	\$4.00	per sheet
24 x 36 large format plotter		
Audio and video copies		
<i>(City Council meeting recordings can be viewed onsite at no charge – contact City Recorder’s office)</i>		
Audio	\$25.00	each
Video	\$25.00	each
Data disk	\$25.00	each
Document Research		
Staff time billed in 15 minute increments (see Staff Rates)		
Consultant/contractor time billed at actual cost		
Plus the cost of copying		
Faxing	\$2.00	plus \$1 per page
Lien search fee	\$10.00	per lot
NSF check charges	\$25.00	per occurrence
Notary fee	\$10.00	per signature

SECTION 2
LIBRARY

A. Library General Fees

No fees for overdue materials within Washington County Cooperative Library Services

Damaged/lost material	based on extent
Non-resident card	\$140.00 annually
Computer & wireless printing (first 25 pgs. free)	\$0.10 per page (after 25 pgs.)
General copies on the public copier, black & white	\$0.10 per side
General copies on the public copier, color	\$0.50 per side
3D printing (limits and restrictions may apply)	\$1.00 per object print job
USB Drive	\$10.00 each

SECTION 3 POLICE

A. Police Reports

Copies of report	\$20	per report
Audio recordings	\$25	per disc
Police Video	Staff hourly rate, plus	
	\$10	16GB of data
	\$20	16-64GB of data
	\$30	64-128GB of data

B. Vehicle Impound

Whereas, state law and Sherwood municipal codes, as defined in SMC 8.04.060, that authorizes police officers to impound an abandoned vehicle or a vehicle that is disabled, discarded, or hazardously located.

Police impounded vehicle fees	\$125	per vehicle
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C. Parking Violation Fees

No parking (anytime) zone	\$20
Obstructing streets or sidewalks	\$20
Double parking	\$20
Blocking driveway	\$20
Parking in bus zone	\$20
Parking in loading zone	\$20
Parking on wrong side of street	\$20
Parking along yellow curb or in crosswalk	\$20
Parking over space line	\$20
Parking over time limit	\$20

D. Miscellaneous Police Fees

Copies of photographs (12 exposure)	\$15	plus processing costs
Axon Photo Retrieval	\$15	
Copies of digital photographs/photo files	\$25	per disc
Fingerprinting*	\$27.50	\$28.05 per card
Records/Background checks*	\$16.49	\$16.82 per request

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 4
MUNICIPAL COURT

A. Court Fees

Failure to appear – arraignments	\$50	
Failure to appear – trials	\$150	
Failure to comply or pay a fine	\$30	\$100
Turned over to collection agency <i>(Not to exceed \$250)</i>	25%	of the amount owed
Set up fee for citation time payment plan paid in full, less than 30 days	\$10	Removed from Schedule
Set up fee for citation time payment plan paid in full in greater than 30 days <i>(Not to exceed \$250)</i>	25%	Removed from Schedule
Payment plan installment fee - greater than 30 days		\$25
Vehicle compliance program – administrative fee	\$40	
License reinstatement fee	\$60	
Seatbelt Diversion Program	\$65	\$40
Traffic School Diversion Programs		
Traffic School Set-over Fee	\$25	Removed from Schedule
• Class A Violation	\$315	
• Class B Violation	\$185	
• Class C Violation	\$110	
• Class D Violation	\$75	
Suspension clearance fee	\$70	Removed from Schedule
Fireworks Diversion Program		
Firework Diversion Fee	\$100	Removed from Schedule
Non-Sufficient Fund Check Fees	\$25	

B. Fines set by the State of Oregon

Presumptive Fines	
• Class A Violation	\$440
• Class B Violation	\$265
• Class C Violation	\$165
• Class D Violation	\$115
Special Zones – Construction and School Zones	
• Class A Violation	\$875
• Class B Violation	\$525
• Class C Violation	\$325
• Class D Violation	\$250
Speeding 100 mph or greater	\$1,150
Helmet Violations	\$25

C. Dog Fees

Animal noise disturbance	\$250
Animal waste on public or another's private property	\$250

SECTION 5 PARKS AND RECREATION

A. Athletic Field User Charges

<u>Artificial Turf At Snyder Park</u>	<u>Non-Peak (8am -3pm)</u>	<u>Peak (3pm – dark)</u>
Commercial/for profit-Resident	\$65 per hour	\$85 per hour
Commercial/for profit-Non-resident	\$75 per hour	\$100 per hour
Non-profit-Resident	\$50 per hour	\$65 per hour
Non-profit-Non-Resident	\$60 per hour	\$75 per hour
Private reservation-Resident	\$60 per hour	\$75 per hour
Private reservation-Non-Resident	\$75 per hour	\$100 per hour
Light Fee	\$25 per hour	\$25 per hour

B. Other Field User Charges

<u>Snyder Park Tennis Court</u>	<u>Resident</u>	<u>Non-Resident</u>
Camp/Tournament	\$25 per hour	\$35 per hour
<u>Snyder Park Concessions Stand</u>	<u>Resident</u>	<u>Non-Resident</u>
	\$20 per day	N/A
	\$100 per month	

~~C. Robin Hood Theater Sign~~

Robin Hood Theater Sign	\$15 per day (\$60 min)
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C. Picnic Shelters

	<u>Resident</u>	<u>Non-Resident</u>
Rentals at Pioneer Park, Murdock Park, and Woodhaven Park	\$50 4 hours \$100 per day	\$80 4 hours \$150 per day
Rentals at Snyder Park and Stella Olsen Park	\$60 4 hours \$120 per day	\$90 4 hours \$160 per day

D. Amphitheater Rental

rental, less the cost to repair any damages to the facility.

	<u>Resident</u>	<u>Non-Resident</u>
Amphitheater Rental	\$75 4 hours \$150 per day	\$100 4 hours \$200 per day

When reserving the Amphitheater you must also reserve the picnic shelter

SECTION 5
PARKS AND RECREATION

E. Community Garden

4' x 8' raised bed	\$30
10' x20' plot	\$45
20' x 20' plot	\$65

F. Field House

Team Fees

Adult team	\$550	\$600	plus a \$50 late fee if not paid by the due date
Youth team	\$550	\$600	plus a \$25 late fee if not paid by the due date

Player Cards

Adult player cards	\$10	
Youth player cards	\$7	\$10

Rental Fees

Day time fees (7 a.m. – 3 p.m.)	\$40	per hour
Evening fees (3 p.m. – midnight)	\$75	per hour

Open Play Fees

Pre-school play fees	\$3	per child
10 play punch card	\$25	
Adult open play fees	\$5	per person

Concessions and Merchandise

Varies

G. Special Events

Permit Fees

	<u>Resident</u>	<u>Non-Resident</u>
Non-Profit Fee	\$75	\$125
For-Profit Fee	\$150	\$200

Police Services	\$100 hour/per officer	\$100 hour/per officer
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Street Closure for Special Event

Non-Profit Fee	\$125	per day per block	\$150	per day per block
For-Profit Fee	\$175	per day per block	\$200	per day per block

Street Closure for Festival (more than four blocks)

Non-Profit Fee	\$400	per day	\$425	per day
For-Profit Fee	\$450	per day	\$475	per day
Small productions (no street closures, staging, city services, or park closures)			\$250	per day
Large production (requires street closure, city services, staging, etc.)			\$1,000	per day

SECTION 5 SHERWOOD CENTER FOR THE ARTS

H. Standard Facility Rentals

A fully refundable deposit in the amount of \$200 will be required for all Standard Facility Rentals and must be submitted with a signed contract to secure the facility rental. For rentals under \$200 in total fees, a deposit of \$50 must be submitted with a signed contract to secure the facility rental.

Main Hall

Includes use of dressing room, lobby, and all seating & tables. Linens are not provided.

	<u>Resident</u>	<u>Non-Res</u>
Partial day (4 hours or less)	\$700	\$750
Full day (up to 8 hours)	\$1,300	\$1,400
Extended day (up to 16 hours)	\$2,400	\$2,600
20% Non-Profit Discount		
Partial day (4 hours or less)	\$560	\$600
Full day (up to 8 hours)	\$1,040	\$1,120
Extended day (up to 16 hours)	\$1,920	\$2,080

Equipment & Additional Services

All fees are one-time charges based on usage as listed

Chairs	Included
Tables	Included
Theatre Seating	Included
Stage Riser	\$100
Pipe and Drape System	\$175
Kitchen	\$50
Piano	\$50
Carnival Games (charged per game, per day of use)	\$35 each
Basic Av (sounds & lights controlled from stage, mic, screen, projector, and podium)	\$50
Advanced Tech (sound and lights controlled from booth; multiple mics, monitors, light cues) <i>requires an AV Technician for the event</i>	\$120
Lift (Must provide operator certification)	\$200
Classroom(s) added to Main Hall rental	\$50 each partial day \$100 each full day+
Facility Monitor**	\$15 per hour
AV Technician (required if using Advanced Tech)	\$35 per hour

**Events may require additional Facility Monitors as determined by Manager.

SECTION 5 SHERWOOD CENTER FOR THE ARTS

I. Standard Facility Rentals (continued)

Classroom

Includes use of classroom furniture and whiteboard. Can accommodate 25 in chair rows or 16 at tables.

	<u>Resident</u>	<u>Non-Res</u>
Meeting (2 hours or less)	\$80	\$90
Partial day (up to 4 hours)	\$150	\$170
Full day (up to 10 hours)	\$350	\$390

20% Non-Profit Discount

Meeting (2 hours or less)	\$64	\$72
Partial day (up to 4 hours)	\$120	\$136
Full day (up to 10 hours)	\$280	\$312

Equipment & Additional Services

All fees are one time charges based on usage as listed

Chairs	Included
Tables	Included
Kitchen	\$50
Portable Projector	\$30

J. Single Production Rentals

A fully refundable deposit in the amount of \$200 will be required for all Single Day Production Rentals and must be submitted with a signed contract to secure the facility rental. Rates are for public presentations occurring on a SINGLE DAY, the main focus of which is theatrical, dance, musical, and/or otherwise artistic in nature.

All Production Rentals must provide their own technical crew. Technician referrals are available on request.

Performance Days

	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$450	\$540
Full day (up to 10 hours)	\$600	\$720
Extended day (up to 16 hours)	\$800	\$960

SECTION 5
SHERWOOD CENTER FOR THE ARTS

K. Single Production Rentals (continued)

20% Non-Profit Discount

Partial day (5 hours or less)	\$360	\$432
Full day (up to 10 hours)	\$480	\$576
Extended day (up to 16 hours)	\$640	\$768

Non-Performance Days (may not be used on Fridays after 3pm or on Saturdays)

	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$300	\$360
Full day (up to 10 hours)	\$450	\$540
Extended day (up to 16 hours)	\$600	\$720

20% Non-Profit Discount

Partial day (5 hours or less)	\$240	\$288
Full day (up to 10 hours)	\$360	\$432
Extended day (up to 16 hours)	\$480	\$576

Amenities and Equipment fees

All fees are one time charges based on usage as listed

Dressing Room	Included
Lobby	Included
Theatre seating up to 400 capacity	Included
Basic AV	Included
Tech usage fee (lights and sound)	\$100 per day
Classroom(s) (as additional dressing room)	\$20 per day
Lift (Must provide operator certification)	\$200 per production

L. Multi-Day Production Rentals

A fully refundable deposit in the amount of \$500 will be required for all Multi-Day Production Rentals and must be submitted with a signed contract to secure the facility rental. Rates are for public presentations occurring on MORE THAN ONE DAY (multiple performances in one day do not qualify), the main focus of which is theatrical, dance, musical, and/or otherwise artistic in nature. Rentals will include up to 4 PARTIAL DAY rental blocks for rehearsal and prep time. Rehearsal time may not be used on Fridays after 3pm or on Saturdays. *All Production Rentals must provide their own technical crew. Technician referrals are available on request.*

SECTION 5
SHERWOOD CENTER FOR THE ARTS

M. Multi-Day Production Rentals (continued)

<u>Performance Days</u>	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$400	\$480
Full day (up to 10 hours)	\$600	\$720
Extended day (up to 16 hours)	\$800	\$960

20% Non-Profit Discount

Partial day (5 hours or less)	\$320	\$384
Full day (up to 10 hours)	\$480	\$576
Extended day (up to 16 hours)	\$640	\$768

Additional Rehearsal Days (may not be used on Fridays after 3pm or on Saturdays)

<u>Non-Performance Days</u>	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$300	\$360
Full day (up to 10 hours)	\$450	\$540
Extended day (up to 16 hours)	\$600	\$720

20% Non-Profit Discount

Partial day (5 hours or less)	\$240	\$288
Full day (up to 10 hours)	\$360	\$432
Extended day (up to 16 hours)	\$480	\$576

Amenities and Equipment fees

All fees are one time charges based on usage as listed

Dressing Room	Included
Lobby	Included
Theatre seating up to 400 capacity	Included
Basic AV	Included
Tech usage fee (lights and sound)	\$100 per day
Classroom(s) (as additional dressing room)	\$20 per day
Lift (Must provide operator certification)	\$200 per production

N. Discounts

The Arts Center Manager, in consultation with the City Manager, is authorized to offer discounted rates when he or she determines it is in the best interest of the Arts Center.

SECTION 5
MARJORIE STEWART SENIOR CENTER

O. Marjorie Stewart Center

A fully refundable deposit will be required for facility rentals and must be submitted to secure the facility rental.
Events may require Facility Monitors **\$25/hr.** as determined by Manager.

Hourly Facility Rentals	Resident Non-Prof		Non-Res Non-Prof		Resident		Non-Resident	
Dining Room (2 hr. minimum)	\$50	\$54 per hour	\$65	\$70 per hour	\$85	\$92 per hour	\$95	\$103 per hour
Dining Room Classroom, each	\$30	\$32 per hour	\$35	\$38 per hour	\$55	\$60 per hour	\$65	\$70 per hour
Large Classroom	\$30	\$32 per hour	\$35	\$38 per hour	\$55	\$60 per hour	\$65	\$70 per hour
Small Classroom	\$20	\$22 per hour	\$25	\$27 per hour	\$30	\$38 per hour	\$35	\$43 per hour
Lounge	\$20	\$22 per hour	\$25	\$27 per hour	\$35	\$38 per hour	\$40	\$43 per hour
Kitchen-Catering (2 hr. minimum)	\$15	\$27 per hour	\$20	\$32 per hour	\$25	\$38 per hour	\$30	\$43 per hour
Full Kitchen with Dining Room (2 hr. r	\$95	\$103 per hour	\$115	\$124 per hour	\$135	\$146 per hour	\$155	\$167 per hour
Full Kitchen – Commercial	\$50	\$54 per hour	\$60	\$70 per hour	\$75	\$81 per hour	\$85	\$92 per hour
Entire Building****	\$115	\$124 per hour	\$135	\$135 per hour	\$165	\$178 per hour	\$185	\$200 per hour

Refundable Cleaning & Security Deposit

Dining Room & Kitchen	\$500
Lounge, Large Classroom, Small Classroom	\$100
Key Deposit	\$75

Program Fees

Lunch Program - Seniors	Lunch Program - Adults 62 and older	\$4	\$6 per meal	suggested donation
Lunch Program – Under age 55	Lunch Program – Under age 62	\$6	\$8 per meal	suggested donation
Non-resident membership fee		\$35	\$35 per year	
Facility Monitor		\$15	\$25 per hour	

Monthly Facility Rentals	Once a week**		Once a week**		Twice a month***		Twice a month***	
	Non Profit		For Profit		Non Profit		For Profit	
Dining Room	\$120	\$130	\$300	\$324	\$60	\$65	\$150	\$162
Large Classroom	\$80	\$86	\$200	\$216	\$40	\$43	\$100	\$108
Small Classroom	\$60	\$65	\$150	\$162	\$30	\$32	\$75	\$81
Lounge	\$60	\$65	\$150	\$162	\$30	\$32	\$75	\$81
Entire building****	\$150	\$216	\$375	\$540	\$75	\$108	\$188	\$270 DnRm+LgCR

Monthly Ongoing Rental Storage

Ongoing rental space is subject to manager approval.

Storage for ongoing rentals is subject to availability and manager approval

Classroom Cupboard	\$60
DnRm/LgCR Closet	\$120
Pearl Rm/1/4 Lg Closet	\$220

Sherwood Senior Shuttle

Curb to curb transport within the City of Sherwood	\$1 per stop
Curb to curb transport outside of City of Sherwood	\$5 per stop
Within 20 miles of Sherwood City Center.	
Curb to curb transport within Sherwood to/from MSSCC	Free

* Suggested donation

** Up to 4 hours per visit. Not to exceed 52 visits per year

*** Up to 4 hours per visit. Not to exceed 24 visits per year

**** Excluding full kitchen rental.

SECTION 6 UTILITY CHARGES FOR SERVICE

Water Utility Rates

RESIDENTIAL, MULTI-FAMILY, AND COMMERCIAL WATER SERVICE

A **residential customer** is defined as a customer whose meter service serves only one-single family dwelling unit. All dwelling units served by individual meters shall be charged the residential rate for service. For example, the residential rate shall apply where separate water meters provide service to each side of the duplex.

Multi-family customers are defined as customers whose meter services more than one dwelling unit. For the purposes of this rate resolution, dwelling unit shall be defined as any place of human habitation designed for occupancy based upon separate leases, rental agreements, or other written instruments. are defined as customers whose meter services more than one dwelling unit. For the purposes of this rate resolution, dwelling unit shall be defined as any place of human habitation designed for occupancy based upon separate leases, rental agreements, or other written instruments.

Commercial customers are defined as customers whose meter is for any use other than residential and Multi-family. Some examples of commercial uses include, but are not limited to: schools, hospitals, restaurants, and service stations.

A. Residential and Multi-Family Rates*

Customer Class Meter Size	Base Charge (\$/Month)		Consumption Rate (\$/100 gallons)			
			First 21,000		Over 21,000	
5/8 - 3/4"	\$22.39	\$22.84	\$0.61	\$0.62	\$0.97	\$0.99
3/4"	\$25.27	\$25.78	\$0.61	\$0.62	\$0.97	\$0.99
1"	\$27.67	\$28.23	\$0.61	\$0.62	\$0.97	\$0.99
1-1/2"	\$49.20	\$50.18	\$0.61	\$0.62	\$0.97	\$0.99
2"	\$71.55	\$72.98	\$0.61	\$0.62	\$0.97	\$0.99
3"	\$143.95	\$146.83	\$0.61	\$0.62	\$0.97	\$0.99
4"	\$243.96	\$248.84	\$0.61	\$0.62	\$0.97	\$0.99
6"	\$510.57	\$520.78	\$0.61	\$0.62	\$0.97	\$0.99
8"	\$945.05	\$963.95	\$0.61	\$0.62	\$0.97	\$0.99
10"	\$1,364.74	\$1,392.04	\$0.61	\$0.62	\$0.97	\$0.99

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6
UTILITY CHARGES FOR SERVICE

B. Commercial Rates

Customer Class Meter Size	Base Charge (\$/Month)	Consumption Rate (\$/100 gallons)			
		First 21,000		Over 21,000	
5/8 - 3/4"	\$23.61 \$24.31	\$0.69	\$0.71	\$0.69	\$0.71
¾"	\$26.63 \$27.43	\$0.69	\$0.71	\$0.69	\$0.71
1"	\$29.19 \$30.06	\$0.69	\$0.71	\$0.69	\$0.71
1-1/2"	\$51.87 \$53.42	\$0.69	\$0.71	\$0.69	\$0.71
2"	\$75.41 \$77.67	\$0.69	\$0.71	\$0.69	\$0.71
3"	\$151.73 \$156.28	\$0.69	\$0.71	\$0.69	\$0.71
4"	\$259.25 \$267.03	\$0.69	\$0.71	\$0.69	\$0.71
6"	\$538.15 \$554.30	\$0.69	\$0.71	\$0.69	\$0.71
8"	\$996.11 \$1,025.99	\$0.69	\$0.71	\$0.69	\$0.71
10"	\$1,438.45 \$1,481.61	\$0.69	\$0.71	\$0.69	\$0.71
Irrigation		\$0.99	\$1.02	\$0.99	\$1.02

C. Fire Protection Service

The following fees shall be charged for all applicable connections for automatic fire sprinklers, and fire hydrants service for private fire protection:

Customer Class

Meter Size

4" and under
6"
8"
10"

Base Charge

\$33.50 **\$34.50**
\$55.98 **\$57.66**
\$79.49 **\$81.87**
\$109.34 **\$112.62**

Water service connection in ROW

Actual time and materials

SECTION 6 UTILITY CHARGES FOR SERVICE

D. Hydrant Rentals

Fire hydrant permits - mandatory for fire hydrant use

Three month permit (plus water usage at current rate)*	\$61.70	\$62.93
Six month permit (plus water usage at current rate)*	\$89.74	\$91.54
Twelve month permit (plus water usage at current rate)*	\$145.82	\$148.74
Penalty for unauthorized hydrant use	\$515.00	\$525.30
Penalty for using non-approved (un-inspected tank)	\$978.50	\$998.07
Failure to report water usage (per day for period not reported)	\$15.45	\$15.76
Hydrant meter - refundable deposit	\$1,215.40	\$1,435.00
Hydrant meter – daily rental (plus water usage at current rate)	\$20.93	\$21.35
Hydrant meter read – monthly reads*	\$56.10	\$57.22
Hydrant meter setup – Initial setup of meter on hydrant*	\$56.10	\$57.22
Flow testing of fire hydrants*	\$179.48	\$183.07
Consumption (\$/100 gallons)	\$0.99	\$1.02

E. Account Activation and De-Activation

Water Service on or off at customer's request

Deposit for a NEW application of service for all tenant accounts & previous customers sent to collections	\$125	\$127.50
New account fee*	\$16.82	\$17.16
First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge	No Charge
Activation after office hours and weekends*	\$67.30	\$68.65
Leaks or emergencies beyond customer control anytime	No Charge	No Charge
Second call*	\$33.65	\$34.32
Non-leak or emergency turn offs after office hours or weekends*	\$56.10	\$57.22
All snowbird/vacant turn offs*	\$28.36	\$28.93

Water Service off and on for non-payment/non-compliance

Turn on water during office hours, Monday through Friday*	\$67.30	\$68.65
After hours or weekends, an additional*	\$112.17	\$114.41
Meter tampering and/or using water without authority*	\$67.30	\$68.65
Broken promise turn off*	\$67.30	\$68.65
Door hangers (per door hanger)*	\$11.22	\$11.44

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6 UTILITY CHARGES FOR SERVICE

F. Additional Charges, If Necessary, To Enforce

Removal of meter*	\$89.75	\$91.54
Reinstallation of meter	No Charge	No Charge
Installation or removal of locking device-first occurrence*	\$56.10	\$57.22
Installation or removal of locking device-second occurrence*	\$84.13	\$85.81
Installation or removal of locking device-third occurrence *	\$168.26	\$171.62
Repair of breakage/damage to locking mechanism (curb stops, etc.)	Parts and Labor	Parts and Labor
Service off water at main or reinstating service	Parts and Labor	Parts and Labor

G. Other Additional Charges

Decreasing or increasing size of meter	parts and labor	
Removal of meter during construction	\$150.00	\$150.00
Loss of meter (replacement cost)	\$230-\$710	\$230-\$710
Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually be a State Certified Backflow Tester of their choice.	\$100.00	\$114.41
Backflow assembly test/repair (Contract services)		Parts and Labor
Damage or Repair to Water Utility		Actual time and material
Water Model for Development (Developments of 20 plus lots, development of industrial or commercial higher elevation developments and/or as determined necessary by Public Works)	\$1,020.00	\$1,040.40

H. Testing Water Meters at Customer/Owner's Request

Testing on premises (5/8"x 3/4", 3/4", 1")*	\$89.75	\$91.54
Removal of meter for testing (5/8"x 3/4", 1")*	\$280.44	\$286.05
Testing of meters larger than 1"	parts & labor	parts & labor

I. Backflow Prevention Device Test Fee

Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually by a State Certified Backflow Tester of their choice. (Service on and off for non-compliance of annual testing and reporting, see Account Activation/De-Activation.)*	\$112.17	\$114.41
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* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6 UTILITY CHARGES FOR SERVICE

J. Water Service/Meter Installation Services*

Drop-In Service: An existing condition where developers of a residential subdivision or commercial complex has installed water service to each serviceable and buildable lot in accordance with City specifications.

Dig-In Service: Condition where the City or its contractor must physically tap into a mainline to extend water service to the property. Meter installation over 2" will be installed at a time and materials rate by city staff or city authorized contractors.

<u>Meter Size</u>	<u>Drop-In Service</u>		<u>Dig-In Service</u>	
5/8" – 3/4"	\$403.83	\$411.91	\$2,350.06	\$2,397.06
3/4"	\$403.83	\$411.91	\$2,350.06	\$2,397.06
1"	\$818.87	\$835.24	\$2,765.10	\$2,820.40
1.5"	\$2,072.93	\$2,114.39	\$4,801.07	\$4,897.09
2"	\$3,421.33	\$3,489.76	\$6,169.61	\$6,293.01
3"	\$6,842.65	\$6,979.50	n/a	n/a
4"	\$8,895.45	\$9,073.36	n/a	n/a

K. Un-Authorized Water Hook Up*

Un-authorized water hook up	\$158.56
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L. Re-Inspection Fees (Sanitary, Street, Storm, Water, and Broadband)

Sanitary Sewer Interceptor Program – FOG

Includes Maintenance Bonds

First re-inspection	\$51.50	\$52.53
Re-inspection fee after the first	\$103.00	\$105.06
All subsequent re-inspection fees	\$154.50	\$157.59

M. Usage of Meter Key

Deposit refundable with key return	\$25.00	\$25.00
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N. Water Use Restriction - Penalties*

First notice of violation	\$110.40	\$112.61
Second notice of violation	\$335.72	\$342.44
Third notice of violation	\$563.08	\$574.34

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6 UTILITY CHARGES FOR SERVICE

O. Sanitary Rates - Residential

	<u>Residential</u>	
<i>See appendix A for fees collected on behalf of CWS</i>		
Sherwood sewer utility user base rate per EDU *	\$5.83	\$5.95
Sherwood sewer utility usage rate per CCF*	\$0.36	\$0.37
Damage or Repair to Sewer Utility	Actual time and material	
Illegal Discharge to Sewer Utility	Actual time and material	

O.1 Sanitary Rates - Commercial

	<u>Commercial</u>	
<i>See appendix A for fees collected on behalf of CWS</i>		
Sherwood sewer utility user base rate per EDU *	\$6.26	\$6.85
Sherwood sewer utility usage rate per CCF*	\$0.38	\$0.42
Damage or Repair to Sewer Utility	Actual time and material	
Illegal Discharge to Sewer Utility	Actual time and material	

P. Storm Rates

<i>See appendix A for fees collected on behalf of CWS</i>		
Sherwood storm water utility user rate per ESU*	\$15.25	\$15.55
Damage or Repair to Storm Utility	Actual time and material	

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6
UTILITY CHARGES FOR SERVICE

Q. Street Fees

	<u>Street Maintenance</u>		<u>Street Light</u>		<u>Sidewalk Repair</u>		<u>Safe/New Sidewalks</u>	
Single family residential *	\$2.24	\$2.28	\$2.61	\$2.66	\$0.58	\$0.59	\$0.76	\$0.78
Monthly per Account								
Multi Family *	\$2.24	\$2.28	\$2.61	\$2.66	\$0.58	\$0.59	\$0.76	\$0.78
Monthly per EDU								
Non – residential/Commercial *	\$2.24	\$2.28	\$0.74	\$0.75	\$0.18	\$0.19		
Monthly per ESU								

R. Broadband

	<u>Monthly Rate</u>
Residential - Standard Rates	
Residential Internet - 250mb Surfer	\$40.00
Residential Internet - 1gb Streamer	\$60.00
Residential Internet - 2gb with Wi-Fi Pro Enthusiast	\$80.00
Residential Internet - 5gb with Wi-Fi___33 Pro Gamer	\$100.00
Wi-Fi___33 Pro Add-on	\$15.00
Router Rental	\$10.00
IP Addresses	\$10.00
Business	
Small Business -250mb	\$99.00
Small Business - 500mb	\$175.00
Small Business - 1gb	\$250.00
Cross Connect	\$100.00
Government Internet - 1gb	\$250.00
Government Point to Point - 1gb	\$250.00

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 7
SYSTEM DEVELOPMENT CHARGES

A. Water SDC

<u>Meter Size</u>	<u>Reimbursement</u>		<u>Improvement</u>		<u>Administrative Charge</u>	
	<u>Charge</u>		<u>Charge</u>		<u>Per Meter</u>	
5/8-3/4"	\$2,435.00	\$2,631.02	\$6,288.00	\$6,794.18	\$113.00	\$118.76
¾"	\$3,652.00	\$3,945.99	\$9,433.00	\$10,192.36	\$169.00	\$177.62
1"	\$6,087.00	\$6,577.00	\$15,721.00	\$16,986.54	\$282.00	\$296.38
1-1/2"	\$12,173.00	\$13,152.93	\$31,442.00	\$33,973.08	\$564.00	\$592.76
2"	\$19,477.00	\$21,044.90	\$50,308.00	\$54,357.79	\$902.00	\$948.00
3"	\$42,606.00	\$46,035.78	\$110,048.00	\$118,906.86	\$1,973.00	\$2,073.62
4"	\$73,039.00	\$78,918.64	\$188,654.00	\$203,840.65	\$3,382.00	\$3,554.48
6"	\$152,164.00	\$164,413.20	\$393,029.00	\$424,667.83	\$7,046.00	\$7,405.35
8"	\$219,117.00	\$236,755.92	\$565,962.00	\$611,521.94	\$10,146.00	\$10,663.45

Exception: There is no System Development Charge (reimbursement of improvement fee) to upgrade from 5/8" – 3/4" to a 3/4" or 1" when the sole purpose is a residential fire sprinkler system.

Fire flow sprinkler buildings only \$3,527.30

B. Sewer SDC

UGB Minus Brookman and Tonquin Employment Area

<u>Use Type</u>	<u>Reimbursement</u>		<u>Improvement</u>		<u>Flow Count</u>
Single family residence	\$852.31	\$920.92	\$45.52	\$49.18	1 EDU
Two family residence (duplex)	\$852.31	\$920.92	\$45.52	\$49.18	1 EDU
Manufactured home/ single lot	\$852.31	\$920.92	\$45.52	\$49.18	1 EDU
Manufactured home parks	\$852.31	\$920.92	\$45.52	\$49.18	based on Engineer estimate
Multi-family residential	\$852.31	\$920.92	\$45.52	\$49.18	based on Engineer estimate
Commercial	\$852.31	\$920.92	\$45.52	\$49.18	based on Engineer estimate
Industrial	\$852.31	\$920.92	\$45.52	\$49.18	based on Engineer estimate
Institutional uses	\$852.31	\$920.92	\$45.52	\$49.18	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

SECTION 7
SYSTEM DEVELOPMENT CHARGES

B. Sewer SDC (continued)

Brookman Area

<u>Use Type</u>	<u>Reimbursement</u>		<u>Improvement</u>		<u>Flow Count</u>
Single family residence	\$1,124.37	\$1,214.88	\$948.96	\$1,025.35	1 EDU
Two family residence (duplex)	\$1,124.37	\$1,214.88	\$948.96	\$1,025.35	1 EDU
Manufactured home/ single lot	\$1,124.37	\$1,214.88	\$948.96	\$1,025.35	1 EDU
Manufactured home parks	\$1,124.37	\$1,214.88	\$948.96	\$1,025.35	based on Engineer estimate
Multi-family residential	\$1,124.37	\$1,214.88	\$948.96	\$1,025.35	based on Engineer estimate
Commercial	\$1,124.37	\$1,214.88	\$948.96	\$1,025.35	based on Engineer estimate
Industrial	\$1,124.37	\$1,214.88	\$948.96	\$1,025.35	based on Engineer estimate
Institutional uses	\$1,124.37	\$1,214.88	\$948.96	\$1,025.35	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

Tonquin Employment Area

<u>Use Type</u>	<u>Reimbursement</u>		<u>Improvement</u>		<u>Flow Count</u>
Single family residence	\$830.60	\$897.46	\$933.26	\$1,008.38	1 EDU
Two family residence (duplex)	\$830.60	\$897.46	\$933.26	\$1,008.38	1 EDU
Manufactured home/ single lot	\$830.60	\$897.46	\$933.26	\$1,008.38	1 EDU
Manufactured home parks	\$830.60	\$897.46	\$933.26	\$1,008.38	based on Engineer estimate
Multi-family residential	\$830.60	\$897.46	\$933.26	\$1,008.38	based on Engineer estimate
Commercial	\$830.60	\$897.46	\$933.26	\$1,008.38	based on Engineer estimate
Industrial	\$830.60	\$897.46	\$933.26	\$1,008.38	based on Engineer estimate
Institutional uses	\$830.60	\$897.46	\$933.26	\$1,008.38	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

SECTION 7
SYSTEM DEVELOPMENT CHARGES

C. Storm SDC

<u>Clean Water Services Storm SDC</u>	<u>Regional Storm Drainage Improvement Charge</u>	
Water quantity per ESU (SDC set by CWS)	\$352.55	\$363.00
Water quality per ESU (SDC set by CWS)	\$288.45	\$297.00
Total Storm Water SDC	\$641.00	\$660.00

One equivalent service unit (ESU) equals 2,640 square feet.

<u>City of Sherwood Storm SDC:</u>	<u>Reimbursement</u>		<u>Improvement</u>		<u>Administrative</u>	
	<u>Charge</u>		<u>Charge</u>		<u>Charge</u>	
Per ESU	\$204.00	\$220.42	\$1,222.00	\$1,320.37	\$36.00	\$37.84

One equivalent service unit (ESU) equals 2,640 square feet.

D. Parks SDC

<u>Parks and Recreation</u>	<u>Improvement</u>	
Single family dwelling	\$14,997.00	\$16,204.26
Multi-family dwelling	\$9,310.00	\$10,059.46
Manufactured home	\$9,622.00	\$10,396.57
Accessory Dwelling Unit	\$5,249.00	\$5,671.54
Non – residential	\$573.00	\$619.13
Filing fee to challenge expenditures of Parks SDC's <i>(Refundable if challenge is successful)</i>	\$51.00	see SMC 15.20.110 for SDC challenges and appeals procedures and filing fee

E. Street SDC

Washington County Transportation Development Tax (TDT)

Reference Washington County for fees - <http://www.co.washington.or.us/>

City of Sherwood Street SDC:

The following charges are calculated by multiplying trip generation by the following:

<u>Residential Transportation SDC</u>	<u>Code</u>		<u>Fee</u>	<u>Type</u>
Single Family – detached	210	\$1,966.68	\$2,119.81	dwelling unit
Accessory Dwelling Unit (Detached)	212	\$1,966.68	\$2,119.81	dwelling unit
Accessory Dwelling Unit (Attached)	214	\$1,020.21	\$1,099.64	dwelling unit
Apartment	220	\$1,352.71	\$1,458.03	dwelling unit
Residential Condominium/Townhouse	230	\$1,176.58	\$1,268.20	dwelling unit
Mobile Home Park	240	\$1,020.03	\$1,099.44	dwelling unit
Assisted Living	254	\$533.25	\$574.78	bed
Continuing Care Retirement	255	\$475.77	\$512.81	unit
Recreation Home	260	\$647.00	\$697.39	dwelling unit

SECTION 7
SYSTEM DEVELOPMENT CHARGES

E. Street SDC (continued)			
<u>Recreational Transportation SDC</u>	<u>Code</u>		
City Park	411	\$1,275.65	\$1,374.99 acre
Regional Park	417	\$1,038.38	\$1,119.23 acre
Multipurpose Recreation/Arcade	435	\$7,447.22	\$8,027.12 thousand sq ft gross floor area
Movie Theater w/o Matinee	443	\$53,204.38	\$57,347.21 screen
Movie Theater w/Matinee	444	\$80,526.34	\$86,796.62 screen
Amusement/Theme Park	480	\$21,698.32	\$23,387.88 acre
Soccer Complex	488	\$14,841.84	\$15,997.51 field
Racquet/Tennis Club	491	\$7,419.09	\$7,996.79 court
Health/Fitness Club	492	\$6,308.55	\$6,799.77 thousand square ft gross floor area
Recreation/Community Center	495	\$5,701.91	\$6,145.89 thousand square ft gross floor area
<u>Institutional/Medical Transportation SDC</u>	<u>Code</u>		
Elementary School (Public)	520	\$159.00	\$171.36 student
Middle/Junior High School (Public)	522	\$199.36	\$214.87 student
High School (Public)	530	\$210.37	\$226.76 student
Private School (K – 12)	536	\$303.32	\$326.94 Student
Junior/Community College	540	\$4,455.61	\$4,802.54 thousand square ft gross floor area
University/College	550	\$355.91	\$383.62 student
Church	560	\$2,750.66	\$2,964.85 thousand square ft gross floor area
Day Care Center/Preschool	565	\$222.60	\$239.94 student
Library	590	\$10,498.76	\$11,316.26 thousand square ft gross floor area
Hospital	610	\$2,378.85	\$2,564.08 bed
Nursing Home	620	\$541.82	\$583.99 bed
Clinic	630	\$5,792.42	\$6,243.46 thousand square ft gross floor area
<u>Commercial/Services SDC</u>	<u>Code</u>		
Hotel	310	\$1,634.01	\$1,761.26 Room
Motel	320	\$1,171.69	\$1,262.91 Room
Building Materials/Lumber Store	812	\$8,973.60	\$9,672.33 thousand square ft gross floor area
Free-Standing Discount Superstore	813	\$8,002.49	\$8,625.61 thousand square ft gross floor area
Variety Store	814	\$6,361.14	\$6,856.45 thousand square ft gross floor area
Free-Standing Discount Store	815	\$5,870.69	\$6,327.82 thousand square ft gross floor area
Hardware/Paint Store	816	\$5,391.25	\$5,811.05 thousand square ft gross floor area

SECTION 7
SYSTEM DEVELOPMENT CHARGES

E. Street SDC (continued)			
Commercial/Services SDC (continued)	Code		
Nursery (Garden Center)	817	\$17,240.27	\$18,582.70 thousand square ft gross floor area
Shopping Center	820	\$4,302.73	\$4,637.78 thousand sq ft gross leasable area
Factory Outlet	823	\$5,947.75	\$6,410.86 thousand square ft gross floor area
Specialty Retail Center	826	\$8,444.01	\$9,101.52 thousand square ft gross floor area
New Car Sales	841	\$6,089.62	\$6,563.80 thousand square ft gross floor area
Automobile Parts Sales	843	\$5,667.67	\$6,108.99 thousand square ft gross floor area
Tire Store	848	\$3,554.21	\$3,830.96 thousand square ft gross floor area
Tire Superstore	849	\$2,854.62	\$3,076.89 thousand square ft gross floor area
Supermarket	850	\$9,850.53	\$10,617.55 thousand square ft gross floor area
Convenience Market (24 Hour)	851	\$51,351.44	\$55,349.98 thousand square ft gross floor area
Convenience Market w/Fuel Pump	853	\$29,819.45	\$32,141.39 vehicle fueling position
Discount Club	861	\$8,810.93	\$9,497.00 thousand square ft gross floor area
Home Improvement Superstore	862	\$3,480.83	\$3,751.89 thousand square ft gross floor area
Electronics Superstore	863	\$9,371.09	\$10,100.78 thousand square ft gross floor area
Pharmacy/Drugstore w/o Drive-Up	880	\$7,932.77	\$8,550.46 thousand square ft gross floor area
Pharmacy/Drugstore w/Drive-Up	881	\$7,662.48	\$8,259.13 thousand square ft gross floor area
Furniture Store	890	\$380.37	\$409.98 thousand square ft gross floor area
Bank/Savings w/Drive-Up	912	\$6,978.79	\$7,522.20 thousand square ft gross floor area
Quality Restaurant	931	\$7,784.78	\$8,390.95 thousand square ft gross floor area
High Turnover (Sit Down) Restaurant	932	\$10,941.50	\$11,793.46 thousand square ft gross floor area
Fast Food Restaurant w/o Drive-Up	933	\$21,347.31	\$23,009.55 thousand square ft gross floor area
Fast Food Restaurant w/Drive-Up	934	\$45,581.04	\$49,130.27 thousand square ft gross floor area
Drinking Place/Bar	936	\$32,227.66	\$34,737.11 thousand square ft gross floor area
Coffee/Donut Shop w/Drive-Up	937	\$69,736.49	\$75,166.59 thousand square ft gross floor area
Coffee/Kiosk	938	\$63,667.66	\$68,625.23 thousand square ft gross floor area
Quick Lubrication Vehicle Shop	941	\$10,798.41	\$11,639.24 service stall
Automobile Care Center	942	\$6,469.99	\$6,973.78 thousand sq ft gross leasable area
Gasoline/Service Station	944	\$12,274.64	\$13,230.42 vehicle fueling position
Gasoline/Service Station w/Convenience Market	945	\$4,328.41	\$4,665.46 vehicle fueling position
Gasoline/Service Station w/Convenience Market and Car Wash	946	\$7,596.43	\$8,187.94 vehicle fueling position

SECTION 7
SYSTEM DEVELOPMENT CHARGES

E. Street SDC (continued)

Office SDC	Code		Fee	Type
General Office Building	710	\$1,742.86	\$1,878.59	thousand square ft gross floor area
Corporate Headquarters Building	714	\$1,659.69	\$1,788.94	thousand square ft gross floor area
Single Tenant Office Building	715	\$2,424.11	\$2,612.87	thousand square ft gross floor area
Medical/Dental Office Building	720	\$5,682.34	\$6,124.81	thousand square ft gross floor area
Government Office Building	730	\$14,341.61	\$15,458.35	thousand square ft gross floor area
State Motor Vehicles Department	731	\$25,154.70	\$27,113.41	thousand square ft gross floor area
Us Post Office	732	\$18,382.61	\$19,814.01	thousand square ft gross floor area
Office Park	750	\$1,768.55	\$1,906.27	thousand square ft gross floor area
Research And Development Center	760	\$1,295.22	\$1,396.06	thousand square ft gross floor area
Business Park	770	\$1,963.01	\$2,115.88	thousand square ft gross floor area
Port/Industrial	Code		Fee	Type
Truck Terminals	30	\$13,007.25	\$14,020.06	acre
Park And Ride Lot w/Bus Service	90	\$936.86	\$1,009.79	parking space
Light Rail Transit Station w/Parking	93	\$522.25	\$562.92	parking space
General Light Industrial	110	\$1,095.86	\$1,181.20	thousand square ft gross floor area
General Heavy Industrial	120	\$311.88	\$336.16	thousand square ft gross floor area
Industrial Park	130	\$1,110.54	\$1,197.02	thousand square ft gross floor area
Manufacturing	140	\$629.88	\$678.92	thousand square ft gross floor area
Warehouse	150	\$589.52	\$635.42	thousand square ft gross floor area
Mini-Warehouse	151	\$494.12	\$532.60	thousand square ft gross floor area
Data Center	160	\$206.70	\$222.80	thousand square ft gross floor area
Utilities (Private)	170	\$1,581.42	\$1,704.54	thousand square ft gross floor area

SECTION 8 ENGINEERING CHARGES FOR SERVICE

A. Public Improvement Plans, Reviews, and Inspections (Subdivisions, Site Plans, Partitions)

Plan Review – 4% of Construction Cost for public infrastructure and non-proprietary on-site storm water treatment and detention systems (Fees due at plan review submittal. Fee based on engineer's construction cost estimate. If estimate changes during the course of review, any balance or credit due will be payable at the time of the Compliance Agreement) includes review of the following:

Water
 Street
 Grading
 Sewer
 Erosion Control
 Storm (on-site detention and non-proprietary treatment systems)
 Broadband

Inspections – 5% of Construction Costs for public infrastructure and non-proprietary on-site storm water treatment and detention system (Fees payable at the time the Compliance Agreement is signed). Includes inspection of the following for which permits were obtained:

Water
 Street
 Grading
 Sewer
 Erosion Control
 Storm (on-site detention and non-proprietary treatment systems)
 Broadband

B. No Public Improvement; Subdivision Plan Reviews and Inspections

Plan Review Fee	Time and Materials
Inspection Fee	Time and Materials
Television Line Service Review	Time and Materials

C. Miscellaneous Fees

Addressing Fees		
Single - five (5) digit address	\$68.67	\$70.04 lot
0 to 10 - Suite Numbers	\$26.01	\$26.53 per suite
11 to 20 -Suite Numbers	\$265.30	\$270.61 plus \$15 per suite
21 and up Suite Numbers	\$424.48	\$432.97 plus \$10 per suite
Plans and Specifications for capital projects		varies by project - see photocopying fee schedule
Traffic and street signs (Includes post, sign, hardware, and labor to install)*	\$280.44	\$286.05 per sign
Street Trees	\$204.00	\$208.08 per tree

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 8 ENGINEERING CHARGES FOR SERVICE

C. Miscellaneous Fees (continued)

Pre-submittal Consultation (consultation of projects prior to the submittal of a land use application, requiring more than 2 hours of staff time or on-call consultant services) <i>(Applicant pays 100% of actual expenses including staff time, if an application is submitted these fees will be credited against the plan review fees)</i>	\$500	\$500	Deposit
In-Lieu of Fee – Fiber Optic Conduit Installation	\$45.90	\$46.82	per linear ft
In-Lieu of Fee – Vault Placement	\$714.00	\$728.28	per vault
Right of Way Permit Fees			
ROW Small Wireless Facility Permit	\$867.00	\$884.34	per facility
ROW Construction Permit (for other than small wireless facilities)	\$156.06	\$159.18	per permit
Inspection fee	\$156.06	\$159.18	or 4% of project estimate, whichever is greater
ROW Use Permit	\$25.50	\$26.01	
Design and construction standards	\$51.00	\$52.02	on paper
Design and construction standards	\$25.50	\$26.01	per CD
As-Built Requests	\$25.50	\$26.01	per subdivision
As-Built Requests electronic media	\$25.50	\$26.01	per cd
Reimbursement District formation			
			\$500 deposit (applicant pays 100% of actual costs including staff time)

D. Erosion Control Fees

Activities which require a grading and/or erosion control permit and are not included in a building permit. Permit is based upon the total acreage of the site.

Erosion Control Plan Review Fee			65% of the erosion control inspection fee
Erosion Control Inspection Fee			Based on Total Area
0 to 1 Acre	\$234.60	\$239.29	
1 Acre and up	\$234.60	\$239.29	(plus \$50 \$51 per acre or fraction thereof over 1 acre)

Erosion control with building permit

	Plan Check		Inspection	
Single Family Residential				
>1000 feet disturbance, existing development	\$71.40	\$72.83	\$107.10	\$109.24
New development	\$71.40	\$72.83	\$300.90	\$306.92
Non-single family residential			Covered in engineering compliance agreement	

E. Vacations (Public right-of-way and easements)

Deposit plus staff time (See Section 1) <i>(Applicant pays 100% of actual expenses including staff time)</i>	\$4,080.00	\$4,161.60
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SECTION 9 PLANNING

A. Annexations

Applicant pays 100% of actual expenses including staff time. \$7,500.00 Deposit
 Any balance owing is due within 30 days from the final annexation invoice date.

B. Appeals

Type I or II actions (ORS 227.175) 10 (b) \$250.00
 Type III or IV actions 50% of original fee(s)
 Expedited and middle housing Land Division \$300.00

C. Conditional Use Permit

Conditional use permit without concurrent type III or IV application* \$4,649.28 **\$4,742.26**
 Conditional use permit with concurrent type III or IV application* \$2,324.09 **\$2,370.57**

D. Land Divisions / Adjustments

Lot line adjustment* \$833.58 **\$850.25**
 Minor land partition* \$2,186.22 **\$2,229.95**
 Expedited and middle housing minor partition (added to the cost of the partition application)* \$617.18 **\$629.52**
 Final plat processing (minor land partition)* \$617.18 **\$629.52**
 Subdivision* \$6,980.00 **\$7,119.60** Flat fee+add'l lot fee
 \$21.99 **\$22.43** per lot
 Expedited and middle housing subdivision (Added to the cost of the subdivision application)* \$2,473.15 **\$2,522.61**
 Final plat processing (Subdivision)* \$1,236.58 **\$1,261.31**

E. Other Fees

Chickens in residential zones \$50.00 \$50.00
 Consultant as needed actual costs
 Community Development Code Plan Check (payable at time of building permit submittal)
 Residential permits* \$118.14 **\$120.50**
 ADUs Accessory Dwelling Units* \$118.14 **\$120.50**
 Commercial, Industrial, Multi-Family Permits* \$741.94 **\$756.78**
 (Final Site Plan Review fee, if a final site plan review is not required this fee is not charged)
 Design review team consultations/recommendations staff time (see section 1)
 Detailed site analysis letter* \$168.92 **\$172.30**
 Interpretive decisions by the Director* \$369.86 **\$377.26**
 Land Use Compatibility Statement (LUCS) sign-off \$50.00
 Medical Marijuana Facility Special Use Permit* \$309.14 **\$315.33** plus notification fee

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 9 PLANNING

E. Other Fees (continued)

Other Fees - Continued

Non-conforming use modification*	\$1,121.75	\$1,144.18	
Modification to application in review (If modified after the application is deemed complete and the modification is needed to adequately review the app.)		\$500.00	
Other land use action			
Administrative*	\$309.14	\$315.33	
Hearing required and/or use of Hearings Officer*	\$2,667.12	\$2,720.46	
Outdoor Seating Permit		\$150	
Annual Renewal		No charge	
Planning Re-inspection fee*	\$66.02	\$67.34	each after 1st
Postponement/continuance hearings (If applicant request is after notice has been published and/or staff report prepared)		\$300.00	
Pre-application conference		\$400.00	
Publication/distribution of Notice Type II		\$284.00	
Publication/distribution of Notice Type III, IV and V		\$466.00	
Home Occupation Review of initial application (Class A)		\$50.00	
Home Occupation Review of renewal application (Class A)		\$25.00	
Zone verification letter		\$50.00	

F. Trees

Tree mitigation inspection	\$60.00	each after 1st
Street Tree Removal Permit	\$25.00	1st tree
	\$10.00	each add'l tree
Removal of more than 6 trees or 10% on private property	\$107.00	

G. Planned Unit Development (PUD)

Planned Unit Development (PUD) Preliminary*	\$2,473.15	\$2,522.61	
Planned Unit Development (PUD) - Final (Plus appropriate application fees (i.e. subdivisions, site plan, town-homes, etc.))	See Site Plan	See Site Plan	Review Fee

H. Refunds

75% refund if application is withdrawn prior to 30 day completeness
50% refund if withdrawn prior to public notice
25% refund if withdrawn prior to staff report

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 9 PLANNING

I. Signage

Permanent signs on private property (Excludes Home Occupation Signage)	\$150.00	First 32 sq ft
	\$1.00	each add'l sq ft of sign face
Banner signs – one month period	\$150.00	
Temporary portable sign violation		
First offense	No fine; collected and marked	
Second offense	\$50.00	per sign
Third offense	\$100.00	per sign

J. Site Plan Review

Type III and IV (Additional \$102 for every 10,000 sq. ft. or portion thereof over the first 15,000 sq. ft. of building area)(Including Town-Homes, excluding projects in Old Town)*.	\$6,980.00	\$7,119.60	
• Final site plan review (Type III and IV) (Due at the time of Building Permit submittal)*	\$727.40	\$741.94	
Site plan review (Type II)*	\$2,272.13	\$2,317.57	
Minor modification to approved Site Plan*	\$309.14	\$315.33	
Major modification to approved Site Plan, Type II*	\$1,132.79	\$1,155.44	
Major modification to approved Site Plan, Type III or IV*	\$2,720.46	\$2,774.87	
Old Town overlay review*	\$280.44	\$286.05	added to application

All uses excluding Single-Family detached dwellings.

Application fee for Old Town projects is the application fee based on size of the project plus the Old Town Overlay review fee.

K. Temporary Uses

Administrative	\$335.00
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L. Time Extension to Approval

No hearing required	\$150.00
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M. Variance

Adjustment - (Per lot and per standard to be varied) *	\$56.31	\$57.43
Class A Variance - (Per lot and per standard to be varied) *	\$4,649.28	\$4,742.26
Class B Variance - (Per lot and per standard to be varied) *	\$1,236.58	\$1,261.31

N. Zone Amendments

Text amendment*	\$5,978.61	\$6,098.18
Map amendment*	\$5,978.61	\$6,098.18

O. Residential Design

	<u>Flat Fee</u>		<u>Total Fee</u>
Residential Design Checklist Review w/no adjustments to standards	\$150.00		\$150.00
Residential Design Checklist with Adjustment (Per lot and per standard to be varied)	\$150.00	\$56.31	\$206.31
Residential Design Checklist with Type B Variance (Per lot and per standard to be varied)	\$150.00	\$1,236.58	\$1,386.58
Residential Design Checklist with Type A Variance (Per lot and per standard to be varied)	\$150.00	\$4,649.28	\$4,799.28

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 10 BUILDING

A. Building Permits

Values are determined by the applicants total estimated value of the work which includes labor and materials, and/or are based on the most current Building Valuation Data, without state-specific modifiers, as published by the International Code Council and in compliance with OAR 918-050-0100 to 918-050-0110. Final building permit valuation shall be set by the Building Official.

Single Family and Two-Family Dwelling

Total Valuation Amount

1 - 500	\$74.29	minimum fee
501 – 2,000	\$74.29	the first \$500
	\$1.22	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$92.59	the first \$2,000
	\$9.76	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$317.07	the first \$25,000
	\$7.64	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$508.07	the first \$50,000
	\$4.88	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$752.07	the first \$100,000
	\$4.27	each additional \$1,000 or fraction thereof over \$100,00)

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

Manufactured Dwelling Installation Permits

Includes prescriptive foundation system, plumbing and crossover connections, 30 lineal feet of sanitary sewer, storm and water lines.

Manufactured home set up and installation fee	\$393.71
Plan Review	\$90.00 per hour (min 1/2 hr.)
Site Plan Review	

SECTION 10 BUILDING

A. Building Permits (continued)

Commercial, Industrial and Multi-Family

Total Valuation Amount

1 - 500	\$74.29	minimum fee
501 – 2,000	\$74.29	the first \$500
	\$1.85	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$102.04	the first \$2,000
	\$9.76	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$326.52	the first \$25,000
	\$8.24	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$532.52	the first \$50,000
	\$6.11	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$838.02	the first \$100,000
	\$4.27	each additional \$1,000 or fraction thereof over \$100,00)

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

B. Plan Review Fees - Building Permit

Plan review Fee	85%	of building permit fee
Fire and life safety plan review fee (when required)	40%	of building permit fee

C. Phased Permit - Plan Review (When approved by the Building Official)

The Plan review fee for a phased project is based on a minimum phasing fee, plus 10% of the total project building permit fee, not to exceed \$1,500 for each phase pursuant to the authority of OAR 918-050-0160

Commercial, Industrial, Multi-Family	\$100.00	Minimum Fee
Residential and Manufactured Dwellings	\$50.00	Minimum Fee

D. Deferred Submittals (When approved by the Building Official)

The fee for processing deferred submittals and reviewing deferred plan submittals shall be an amount equal to 65% of the permit fee calculated according to OAR 918-050-0170 using the value of the particular deferred portion or portions of the project, with a set minimum fee. This fee is in addition to the project plan review fee based on the total project value.

Commercial, Industrial, Multi-Family	\$150.00	Minimum Fee
Residential and Manufactured Dwellings	\$75.00	Minimum Fee

SECTION 10 BUILDING

E. Mechanical Permits - Residential

Mechanical permits for Single Family Dwelling, Two-Family dwellings and Manufactured Dwellings for new construction, additions, alterations and repairs. Fees are based on the number of appliances and related equipment with a set minimum fee.

Minimum Fee \$74.29

See appendix A for surcharge collected on behalf of the State

Air Handling

Air Handling Unit ≤ 10,000 CFMs	\$17.85	includes ductwork
Air Handling Unit >10,000 CFMs	\$30.12	includes ductwork
Air Conditioning Unit	\$23.81	Site Plan Required

Boilers/Compressors

≤100,000 BTUs or 3 HP	\$23.81	includes ductwork
>100,000 (3HP) to ≤ 500,000 BTUs (15HP)	\$43.63	includes ductwork
>500,000 (15HP) to ≤ 1,000,000 BTUs (30HP)	\$59.49	includes ductwork
>1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP)	\$89.27	includes ductwork
>1,750,000 BTUs or 50HP	\$148.65	includes ductwork

Fire/Smoke Dampers/Duct Smoke Detectors \$17.88

Heat Pump \$23.81 includes ductwork and vents

Install/Replace Furnace/Burner

Furnace ≤ 100,000 BTUs	\$23.81
Furnace ≥ 100,000 BTUs	\$43.63
Install/Replace/Relocate Heaters (Suspended, Wall, or Floor mounted)	\$23.81
Vent for appliance other than furnace	\$11.89

Refrigeration Units (includes installation of controls)

≤ 100,000 BTUs or 3 HP	\$23.81
> 100,000 (3HP) to ≤ 500,000 BTUs (15HP)	\$43.63
> 500,000 (15HP) to ≤ 1,000,000 BTUs (30HP)	\$59.49
> 1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP)	\$89.27
> 1,750,000 BTUs or 50HP	\$148.65

SECTION 10 BUILDING

E. Mechanical Permits - Residential (continued)

Miscellaneous

Appliance vent	\$11.89	
Dryer exhaust	\$11.89	
Exhaust fan with single duct	\$11.89	
Hoods	\$17.88	includes ductwork
Exhaust system apart from heating or air conditioning	\$17.88	
Fuel piping and distribution (up to four outlets)	\$7.94	
Fuel piping and distribution (over four outlets)	\$2.02	per outlet
Insert, decorative fireplace or wood/pellet stoves	\$23.81	includes vent
Gas fired water heater	\$23.81	includes vent
Install/relocate domestic type incinerator	\$29.71	
Install/relocate commercial type incinerator	\$118.99	

F. Mechanical Permits – Commercial, Industrial, and Multi-Family

Based on the total value of mechanical materials, equipment, installation, overhead and profit.

Plan review fee – Commercial	30% of Mechanical permit fee based on total valuation amount	
Mechanical Permit Fee		
0 - 500	\$74.29	minimum fee
500.01 - 5,000	\$74.29	Plus additional below
	\$3.06	each add'l \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$211.99	for the first 5,000 plus additional below
	\$3.67	each add'l \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 100,000	\$395.49	for the first 10,000 plus additional below
	\$9.77	each add'l \$1,000 or fraction thereof, between \$10,000.01 and \$100,000
100,000.01 and up	\$1,274.79	for the first 100,000 plus additional below
	\$4.89	each add'l \$1,000 or fraction thereof over \$100,000

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

SECTION 10 BUILDING

G. Plumbing Permits – New One and Two Family Dwellings

Includes one kitchen, 100 feet of sanitary sewer, storm and water lines, standard plumbing fixtures and appurtenances, and are based on the number of bathrooms, from one to three on a graduated scale.

One Bathroom	\$311.20
Two Bathrooms	\$384.43
Three Bathrooms	\$457.65
Additional Kitchen or Bathroom	\$189.17
Additional Fixture or Item	\$18.31 each
Additional 100 feet of each utility line	\$33.57 each

H. Plumbing Permits – One and Two Family and Manufactured Dwelling for Additions, Alterations and Repairs

Minimum Fee	\$74.29
New and/or Additional fixture, item or appurtenance	\$18.31 each
Alteration of fixture, item or appurtenance	\$18.31 each
Manufactured Dwelling Utility Connection	\$36.61 each

Charged only when connections are not concurrent with new set-up and installation

	<u>Water lines</u>	<u>Sanitary Sewer Lines</u>	<u>Storm Sewer/ Footing Lines</u>
For the first 100 feet or fraction thereof	\$61.02	\$61.02	\$61.02
For each additional 100 feet or fraction thereof	\$33.57 each	\$33.57 each	\$33.57 each

I. Plumbing Permits – Commercial, Industrial, and Multi-Family

Based on the number of fixtures, appurtenances and piping with a set minimum fee.

Plan Review Fee – Commercial	30% of plumbing permit fee (when required)
Minimum Fee	\$74.29
New and/or Additional fixture, item or appurtenance	\$18.31 each
Alteration of fixture, item or appurtenance	\$18.31 each

See appendix A for surcharge collected on behalf of the State.

	<u>Water lines</u>	<u>Sanitary Sewer Lines</u>	<u>Storm Sewer/ Footing Lines</u>
For the first 100 feet or fraction thereof	\$61.02	\$61.02	\$61.02
For each additional 100 feet or fraction thereof	\$33.57 each	\$33.57 each	\$33.57 each

SECTION 10 BUILDING

J. Residential Fire Sprinkler System Fees

Total Square Footage (including Garage)

0 to 2,000	\$106.12	includes plan review
2,001 to 3,600	\$159.18	includes plan review
3,601 to 7,200	\$265.30	includes plan review
7,201 and greater	\$318.36	includes plan review

K. Electrical Permits – Issued and Inspected by Washington County (503) 846-3470

L. Prescriptive Solar Photovoltaic System Installation – Structural Only

Electrical permits are also required through Washington County

Fees for installation of Solar Photovoltaic (PV) system installation that comply with the prescriptive path described in the Oregon Structural Specialty Code.

\$149.84

For Plans that do not meet the prescriptive path, typical structural fee calculations and processes will apply.

Typical Structural Fees will apply

M. Demolition Permits

Residential	\$234.46
Commercial	\$344.30

N. Medical Gas Permits – Commercial

Based on the total value of installation costs and system equipment as applied to the following fee matrix.

See appendix A for surcharge collected on behalf of the State.

Plan review fee – Commercial

30% of plumbing permit fee

Plumbing Permit Fee

Based on total valuation Amount

0 - 500	\$106.12	minimum fee
500.01 - 5,000	\$106.12	Plus additional below
	\$2.12	each additional \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$201.52	for the first 5,000 plus additional below
	\$3.18	each additional \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 50,000	\$360.52	for the first 10,000 plus additional below
	\$10.08	each additional \$1,000 or fraction thereof, between \$10,000.01 and \$50,000
50,000.01 - 100,000	\$763.72	for the first 50,000 plus additional below
	\$11.67	each additional \$1,000 or fraction thereof, between \$50,000.01 and \$100,000
100,000.01 and up	\$1,347.22	for the first 100,000 plus additional below
	\$7.43	each additional \$1,000 or fraction thereof over \$100,000

SECTION 10 BUILDING

O. Grading and Erosion Control Fees (Private Property Only)

Permits issued by the City of Sherwood. Grading is inspected by the Building Department and erosion control is inspected by Clean Water Services or the City of Sherwood.

Grading Fees

Cubic yards	
0 to 100	\$74.29 minimum fee
101 to 1,000	\$74.29 first 100 yards plus additional fee below \$11.44 for each additional 100 yards or fraction thereof
1,001 to 10,000	\$177.25 first 1,000 yards plus additional fee below \$15.92 for each additional 1,000 yards or fraction thereof
10,001 to 100,000	\$320.53 first 10,000 yards plus additional fee below \$79.59 for each additional 10,000 yards or fraction thereof
100,001 +	\$1,036.84 first 100,000 yards plus additional fee below \$38.74 for each additional 10,000 yards or fraction thereof
Grading plan review fee	85% of the grading permit fee

P. Other Inspections and Fees (Building, Mechanical, Plumbing, Grading and Erosion)

Re-inspection fee (Minimum charge = 1 hour)	\$90.00 per hour plus State surcharge
Inspections outside normal business hours (when approved by the Building Official)	\$90.00 per hour plus State surcharge (Minimum charge = 2 hours)
Inspection for which no fee is specifically indicated	\$90.00 per hour plus State surcharge (Minimum charge = ½ hour)
Investigative fee for working without a permit	\$90.00 per hour to enforce the code, \$90 minimum.
Additional plan review required	\$90.00 per hour or actual time (For changes, additions or revisions) (Min charge = ½ hour)
Re-stamp of lost, stolen or damaged plans	\$55.00 per plan set
Application/Permit extensions	\$50.00
<i>(Renewal of an application or permit where an extension has been requested in writing, and approval granted by the Building Official, prior to the original expiration date, provided no changes have been made in the original plans and specifications for such work)</i>	
Permit reinstatement fee	50% of amount required for a new permit or a percentage as determined by the Building Official based on the remaining inspections required.
<i>(This fee is for reinstatement of a permit, where a reinstatement request has been made in writing, and approval granted by the Building Official, provided no changes have been made in the original plans and specifications for such work.)</i>	

SECTION 10
BUILDING

Q. Refunds (Building Permit, Mechanical, Plumbing, Grading/Erosion)

Permit refunds	\$90.00	per hr. Admin fee (min 1 hr.) Provided the permit is still valid
Plan review refunds	\$90.00	per hr. Admin fee (min 1 hr.) Provided no plan review was started

R. Certificate of Occupancy (As determined by the Building Official)

Temporary residential	\$50.00	per request
Temporary commercial/industrial	\$300.00	maximum per request

S. Change of Use/Occupancy Certificate Application Fee (As determined by the Building Official)

Similar use (Minor code review)	\$74.29	
Dissimilar Use, or Change in Occupancy (Extensive Code Review)	\$132.65	minimum fee, includes 1 hour code review time
	\$90.00	per hour for review time greater than 1 hour

APPENDIX A: FEES CHARGED ON BEHALF OF OTHER AGENCIES

Note: The fees in this section are set by other jurisdictions and the City has agreed to collect the fee on their behalf. The fees listed are provided as a courtesy and are based on the fee set at the time this fee schedule was adopted. Any changes to the fees imposed by the other jurisdictions may not be reflected in this section.

A. Clean Water Services Fees

The monthly sewer and surface water utility user charges for property within the City and served by Clean Water Services (CWS) of Washington County shall be established by CWS and adopted annually.

Sewer Utility Charges

CWS regional sewer utility user base rate per EDU	\$ 27.29	\$28.38
CWS regional sewer utility user franchise fee per EDU	\$ 1.36	\$1.42
CWS regional sewer utility usage rate per CCF	\$ 1.81	\$1.88
CWS regional sewer utility usage franchise fee per CCF	\$ 0.09	\$0.09

Sewer SDC

CWS regional connection charge	\$ 6,625.00	\$6,824.00
Portion retained by the City (3.983 3.982 %)	\$ 263.85	\$271.76
Portion remitted to CWS (96.017 96.018 %)	\$ 6,361.15	\$6,552.24

Surface Water

CWS regional surface water base rate per ESU	\$ 2.53	\$2.63
CWS regional surface water base franchise fee per ESU	\$ 0.13	\$0.13

B. State of Oregon – Department of Consumer and Business Services

Fee charged on all building and mechanical permits; as well as commercial plumbing and medical gas permits.

State Surcharge	12% of Building Permit fee
Manufactured Dwelling or Cabana Installation	\$ 30.00

C. Sherwood School District

Fee charged on all building permits.

Residential CET	\$ 1.45	\$ 1.56	per square foot of dwelling
Non-Residential CET	\$ 0.72	\$ 0.78	per square foot maximum of \$39,100

D. Metro

Fee charged on building permits.

METRO CET	0.12% of the total value of the improvement when it exceeds \$100,000 valuation Capped at a ceiling of \$12,000
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RESOLUTION 2023-054

ADOPTING A SCHEDULE OF FEES AS AUTHORIZED BY THE CITY ZONING AND COMMUNITY DEVELOPMENT CODE, ESTABLISHING FEES FOR MISCELLANEOUS CITY SERVICES AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the Sherwood Municipal Code authorizes certain administrative fees and charges to be established by Resolution of the City Council; and

WHEREAS, the City performs and offers certain services, the cost of which are most reasonably borne by the recipient, as opposed to paying for said services from general City funds; and

WHEREAS, the City Manager has developed a set of administrative fees and charges for the Council and City to use when assessing general fees for permits, applications, and services, and recovering general costs of performing actions requiring oversight and administration by City staff; and

WHEREAS, the City Council believes it is most appropriate and fiscally responsible that fees and charges for all services be set by the City Council, and at a level whereby reasonable costs are recovered; and

WHEREAS, the City has met the requirement for providing an opportunity for public comment prior to the adoption of this fee resolution as required by ORS 294.160.

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

Section 1. **Adoption:** The City of Sherwood Rates and Fees Schedule, attached hereto as Exhibit A, is hereby approved and adopted, and supersedes all prior development fee and charges schedules and miscellaneous fee schedules.

Section 2. **Effective Date:** This Resolution shall become effective July 1, 2023.

Duly passed by the City Council this 20th day of June, 2023.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



Home of the Tualatin River National Wildlife Refuge

The City of Sherwood, Oregon Master Fees and Charges

Effective 07/01/2023

SECTION 1 GENERAL CHARGES FOR SERVICE

A. Staff Rates

The following fees shall be charged for the services of City Staff.

1. For individuals listed on the salary schedule.
 - Fully loaded hourly rate applicable at time of service.

B. Business License

Persons conducting business with the City of Sherwood and who are subject to being licensed under the provisions of sections 5.04 shall pay a business license fee.

Business - Inside Sherwood	\$75 plus \$6 per employee working more than 20 hours per week.
Business - Outside Sherwood	\$107.50 plus \$6 per employee working more than 20 hours per week.
Temporary license	Fee is the same as a regular business license.
Late fee for renewals	\$5 per month or portion of a month late.
Violation of provision	Up to \$250 per violation.
Incentives	5% reduction in total fee for each of the following that are applicable to the business (maximum 75% total reduction): a. Small/new business - Business has been in business less than one year or has fewer than five (5) full-time employees as defined in SMC 5.04. b. Business is headquartered (including U.S or North American headquarters) or has its principle place of business in Sherwood. c. Manufacturing/technology business - Business is in NAICS code categories 37, 32, 33, or 57, or otherwise qualifies as a manufacturing/technology business as determined by City Manager.

C. Liquor License

The Oregon Liquor Control Commission (OLCC) solicits the city's recommendation on applications for new, renewed, or changed liquor licenses. (ORS 471.164- 471.168)

Original application	\$100
Temporary license	\$35
Change in ownership, location, or privilege	\$75
Renewal of license	\$35

SECTION 1 GENERAL CHARGES FOR SERVICE

D. Franchise Fees, Privilege Taxes, and Other Associated Fees

Franchise Fees (as set by franchise agreements):

Cable and Broadband Services

Ziply (formally Frontier)
5% of gross revenue
Ordinance No. 2007-008 Exp 10/31/22

Cable and Broadband Services

Comcast
5% of gross revenue
Resolution No. 2000-857 Exp 9/5/26

Natural Gas

Northwest Natural Gas
5% of gross revenue collected
Ordinance No. 2006-016

Garbage / Solid Waste

Pride Disposal
5% of gross revenue
Ordinance No. 98-1049 Exp 11/1/29

Privilege Taxes and Associated Fees:

Privilege tax payments shall be reduced by any franchise fee payments received by the City, but in no case will be less than \$0.00.

License application fee	\$50
Telecommunications Utilities (as defined in ORS 759.005)	Privilege tax: 7% of gross revenues as defined in ORS 221.515
Utility Operators that provide service within the city (as defined in SMC 12.16.120.A.1) not listed above	Privilege tax: 5% of gross revenues
Utility Operators that do not provide service within the city (as defined in SMC 12.16.120.A.2)	\$2.90/Lineal foot per year or \$4,000 per year, whichever is greater
Utility Operators limited to facilities mounted on structures in the Right of Way (as defined in SMC 12.16.120.A.3) other than small wireless facilities	\$5,000 per structure per year
Small Wireless Facility Fee	\$675 per facility per year

SECTION 1 GENERAL CHARGES FOR SERVICE

E. Public Records Fees

Copies of Finance documents		
Budget	\$40.00	per copy
Comprehensive Annual Financial Report	\$25.00	per copy
Copies of planning documents		
Comprehensive plan	\$25.00	per copy
Local wetland inventory	\$25.00	per copy
Master plans	\$25.00	per copy
Copies of Maps		
8 ½ x 11 black and white	\$3.00	per copy
8 ½ x 11 color	\$5.00	per copy
11 x 17 black and white	\$6.00	per copy
Small size color 11 x17	\$10.00	per copy
Quarter section aerial	\$125.00	per copy
Full size color up to 36 x 48	\$25.00	per copy
General Service Copies		
Copying	\$0.15	per single side
Copying	\$0.25	per double side
Copying	\$4.00	per sheet
24 x 36 large format plotter		
Audio and video copies		
<i>(City Council meeting recordings can be viewed onsite at no charge – contact City Recorder’s office)</i>		
Audio	\$25.00	each
Video	\$25.00	each
Data disk	\$25.00	each
Document Research		
Staff time billed in 15 minute increments (see Staff Rates)		
Consultant/contractor time billed at actual cost		
Plus the cost of copying		
Faxing	\$2.00	plus \$1 per page
Lien search fee	\$10.00	per lot
NSF check charges	\$25.00	per occurrence
Notary fee	\$10.00	per signature

SECTION 2
LIBRARY

A. Library General Fees

No fees for overdue materials within Washington County Cooperative Library Services

Damaged/lost material	based on extent
Non-resident card	\$140.00 annually
Computer & wireless printing (first 25 pgs. free)	\$0.10 per page (after 25 pgs.)
General copies on the public copier, black & white	\$0.10 per side
General copies on the public copier, color	\$0.50 per side
3D printing (limits and restrictions may apply)	\$1.00 per print job
USB Drive	\$10.00 each

SECTION 3 POLICE

A. Police Reports

Copies of report	\$20	per report
Audio recordings	\$25	per disc
Police Video	Staff hourly rate, plus	
	\$10	16GB of data
	\$20	16-64GB of data
	\$30	64-128GB of data

B. Vehicle Impound

Whereas, state law and Sherwood municipal codes, as defined in SMC 8.04.060, that authorizes police officers to impound an abandoned vehicle or a vehicle that is disabled, discarded, or hazardously located.

Police impounded vehicle fees	\$125	per vehicle
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C. Parking Violation Fees

No parking (anytime) zone	\$20
Obstructing streets or sidewalks	\$20
Double parking	\$20
Blocking driveway	\$20
Parking in bus zone	\$20
Parking in loading zone	\$20
Parking on wrong side of street	\$20
Parking along yellow curb or in crosswalk	\$20
Parking over space line	\$20
Parking over time limit	\$20

D. Miscellaneous Police Fees

Axon Photo Retrieval	\$15
Copies of digital photographs/photo files	\$25 per disc
Fingerprinting*	\$28.05 per card
Records/Background checks*	\$16.82 per request

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 4
MUNICIPAL COURT

A. Court Fees

Failure to appear – arraignments	\$50
Failure to appear – trials	\$150
Failure to comply or pay a fine	\$100
Turned over to collection agency (<i>Not to exceed \$250</i>)	25% of the amount owed
Payment plan installment fee - greater than 30 days	\$25
Vehicle compliance program – administrative fee	\$40
Seatbelt Diversion Program	\$40
Traffic School Diversion Programs	
• Class A Violation	\$315
• Class B Violation	\$185
• Class C Violation	\$110
• Class D Violation	\$75
Non-Sufficient Fund Check Fees	\$25

B. Fines set by the State of Oregon

Presumptive Fines	
• Class A Violation	\$440
• Class B Violation	\$265
• Class C Violation	\$165
• Class D Violation	\$115
Special Zones – Construction and School Zones	
• Class A Violation	\$875
• Class B Violation	\$525
• Class C Violation	\$325
• Class D Violation	\$250
Speeding 100 mph or greater	\$1,150
Helmet Violations	\$25

C. Dog Fees

Animal noise disturbance	\$250
Animal waste on public or another's private property	\$250

**SECTION 5
PARKS AND RECREATION**

A. Athletic Field User Charges

<u>Artificial Turf At Snyder Park</u>	<u>Non-Peak (8am -3pm)</u>	<u>Peak (3pm – dark)</u>
Commercial/for profit-Resident	\$65 per hour	\$85 per hour
Commercial/for profit-Non-resident	\$75 per hour	\$100 per hour
Non-profit-Resident	\$50 per hour	\$65 per hour
Non-profit-Non-Resident	\$60 per hour	\$75 per hour
Private reservation-Resident	\$60 per hour	\$75 per hour
Private reservation-Non-Resident	\$75 per hour	\$100 per hour
Light Fee	\$25 per hour	\$25 per hour

B. Other Field User Charges

<u>Snyder Park Tennis Court</u>	<u>Resident</u>	<u>Non-Resident</u>
Camp/Tournament	\$25 per hour	\$35 per hour
<u>Snyder Park Concessions Stand</u>	<u>Resident</u>	<u>Non-Resident</u>
	\$20 per day	N/A
	\$100 per month	

C. Picnic Shelters

	<u>Resident</u>	<u>Non-Resident</u>
Rentals at Pioneer Park, Murdock Park, and Woodhaven Park	\$50 4 hours	\$80 4 hours
	\$100 per day	\$150 per day
Rentals at Snyder Park and Stella Olsen Park	\$60 4 hours	\$90 4 hours
	\$120 per day	\$160 per day

D. Amphitheater Rental

rental, less the cost to repair any damages to the facility.

	<u>Resident</u>	<u>Non-Resident</u>
Amphitheater Rental	\$75 4 hours	\$100 4 hours
	\$150 per day	\$200 per day

When reserving the Amphitheater you must also reserve the picnic shelter

**SECTION 5
PARKS AND RECREATION**

E. Community Garden

4' x 8' raised bed	\$30
10' x20' plot	\$45
20' x 20' plot	\$65

F. Field House

Team Fees

Adult team	\$600 plus a \$50 late fee if not paid by the due date
Youth team	\$600 plus a \$25 late fee if not paid by the due date

Player Cards

Adult player cards	\$10
Youth player cards	\$10

Rental Fees

Day time fees (7 a.m. – 3 p.m.)	\$40 per hour
Evening fees (3 p.m. – midnight)	\$75 per hour

Open Play Fees

Pre-school play fees	\$3 per child
10 play punch card	\$25
Adult open play fees	\$5 per person

Concessions and Merchandise

Varies

G. Special Events

Permit Fees

	<u>Resident</u>	<u>Non-Resident</u>
Non-Profit Fee	\$75	\$125
For-Profit Fee	\$150	\$200
Police Services	\$100 hour/per officer	\$100 hour/per officer

Street Closure for Special Event

Non-Profit Fee	\$125 per day per block	\$150 per day per block
For-Profit Fee	\$175 per day per block	\$200 per day per block

Street Closure for Festival (more than four blocks)

Non-Profit Fee	\$400 per day	\$425 per day
For-Profit Fee	\$450 per day	\$475 per day
Small productions (no street closures, staging, city services, or park closures)		\$250 per day
Large production (requires street closure, city services, staging, etc.)		\$1,000 per day

SECTION 5
SHERWOOD CENTER FOR THE ARTS

H. Standard Facility Rentals

A fully refundable deposit in the amount of \$200 will be required for all Standard Facility Rentals and must be submitted with a signed contract to secure the facility rental. For rentals under \$200 in total fees, a deposit of \$50 must be submitted with a signed contract to secure the facility rental.

Main Hall

Includes use of dressing room, lobby, and all seating & tables. Linens are not provided.

	<u>Resident</u>	<u>Non-Res</u>
Partial day (4 hours or less)	\$700	\$750
Full day (up to 8 hours)	\$1,300	\$1,400
Extended day (up to 16 hours)	\$2,400	\$2,600
<i>20% Non-Profit Discount</i>		
Partial day (4 hours or less)	\$560	\$600
Full day (up to 8 hours)	\$1,040	\$1,120
Extended day (up to 16 hours)	\$1,920	\$2,080

Equipment & Additional Services

All fees are one-time charges based on usage as listed

Chairs	Included
Tables	Included
Theatre Seating	Included
Stage Riser	\$100
Pipe and Drape System	\$175
Kitchen	\$50
Piano	\$50
Carnival Games (charged per game, per day of use)	\$35 each
Basic Av (sounds & lights controlled from stage, mic, screen, projector, and podium)	\$50
Advanced Tech (sound and lights controlled from booth; multiple mics, monitors, light cues) <i>requires an AV Technician for the event</i>	\$120
Lift (Must provide operator certification)	\$200
Classroom(s) added to Main Hall rental	\$50 each partial day \$100 each full day+
Facility Monitor**	\$15 per hour
AV Technician (required if using Advanced Tech)	\$35 per hour

**Events may require additional Facility Monitors as determined by Manager.

SECTION 5 SHERWOOD CENTER FOR THE ARTS

I. Standard Facility Rentals (continued)

Classroom

Includes use of classroom furniture and whiteboard. Can accommodate 25 in chair rows or 16 at tables.

	<u>Resident</u>	<u>Non-Res</u>
Meeting (2 hours or less)	\$80	\$90
Partial day (up to 4 hours)	\$150	\$170
Full day (up to 10 hours)	\$350	\$390

20% Non-Profit Discount

Meeting (2 hours or less)	\$64	\$72
Partial day (up to 4 hours)	\$120	\$136
Full day (up to 10 hours)	\$280	\$312

Equipment & Additional Services

All fees are one time charges based on usage as listed

Chairs	Included
Tables	Included
Kitchen	\$50
Portable Projector	\$30

J. Single Production Rentals

A fully refundable deposit in the amount of \$200 will be required for all Single Day Production Rentals and must be submitted with a signed contract to secure the facility rental. Rates are for public presentations occurring on a SINGLE DAY, the main focus of which is theatrical, dance, musical, and/or otherwise artistic in nature.

All Production Rentals must provide their own technical crew. Technician referrals are available on request.

Performance Days

	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$450	\$540
Full day (up to 10 hours)	\$600	\$720
Extended day (up to 16 hours)	\$800	\$960

SECTION 5
SHERWOOD CENTER FOR THE ARTS

K. Single Production Rentals (continued)

20% Non-Profit Discount

Partial day (5 hours or less)	\$360	\$432
Full day (up to 10 hours)	\$480	\$576
Extended day (up to 16 hours)	\$640	\$768

Non-Performance Days (may not be used on Fridays after 3pm or on Saturdays)

	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$300	\$360
Full day (up to 10 hours)	\$450	\$540
Extended day (up to 16 hours)	\$600	\$720

20% Non-Profit Discount

Partial day (5 hours or less)	\$240	\$288
Full day (up to 10 hours)	\$360	\$432
Extended day (up to 16 hours)	\$480	\$576

Amenities and Equipment fees

All fees are one time charges based on usage as listed

Dressing Room	Included
Lobby	Included
Theatre seating up to 400 capacity	Included
Basic AV	Included
Tech usage fee (lights and sound)	\$100 per day
Classroom(s) (as additional dressing room)	\$20 per day
Lift (Must provide operator certification)	\$200 per production

L. Multi-Day Production Rentals

A fully refundable deposit in the amount of \$500 will be required for all Multi-Day Production Rentals and must be submitted with a signed contract to secure the facility rental. Rates are for public presentations occurring on MORE THAN ONE DAY (multiple performances in one day do not qualify), the main focus of which is theatrical, dance, musical, and/or otherwise artistic in nature. Rentals will include up to 4 PARTIAL DAY rental blocks for rehearsal and prep time. Rehearsal time may not be used on Fridays after 3pm or on Saturdays. *All Production Rentals must provide their own technical crew. Technician referrals are available on request.*

SECTION 5
SHERWOOD CENTER FOR THE ARTS

M. Multi-Day Production Rentals (continued)

<u>Performance Days</u>	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$400	\$480
Full day (up to 10 hours)	\$600	\$720
Extended day (up to 16 hours)	\$800	\$960

20% Non-Profit Discount

Partial day (5 hours or less)	\$320	\$384
Full day (up to 10 hours)	\$480	\$576
Extended day (up to 16 hours)	\$640	\$768

Additional Rehearsal Days (may not be used on Fridays after 3pm or on Saturdays)

<u>Non-Performance Days</u>	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$300	\$360
Full day (up to 10 hours)	\$450	\$540
Extended day (up to 16 hours)	\$600	\$720

20% Non-Profit Discount

Partial day (5 hours or less)	\$240	\$288
Full day (up to 10 hours)	\$360	\$432
Extended day (up to 16 hours)	\$480	\$576

Amenities and Equipment fees

All fees are one time charges based on usage as listed

Dressing Room	Included
Lobby	Included
Theatre seating up to 400 capacity	Included
Basic AV	Included
Tech usage fee (lights and sound)	\$100 per day
Classroom(s) (as additional dressing room)	\$20 per day
Lift (Must provide operator certification)	\$200 per production

N. Discounts

The Arts Center Manager, in consultation with the City Manager, is authorized to offer discounted rates when he or she determines it is in the best interest of the Arts Center.

SECTION 5
MARJORIE STEWART SENIOR CENTER

O. Marjorie Stewart Center

A fully refundable deposit will be required for facility rentals and must be submitted to secure the facility rental.
Events may require Facility Monitors \$25/hr. as determined by Manager.

Hourly Facility Rentals

Dining Room (2 hr. minimum)	\$54 per hour	\$70 per hour	\$92 per hour	\$103 per hour
Dining Room Classroom, each	\$32 per hour	\$38 per hour	\$60 per hour	\$70 per hour
Large Classroom	\$32 per hour	\$38 per hour	\$60 per hour	\$70 per hour
Small Classroom	\$22 per hour	\$27 per hour	\$38 per hour	\$43 per hour
Lounge	\$22 per hour	\$27 per hour	\$38 per hour	\$43 per hour
Kitchen-Catering (2 hr. minimum)	\$27 per hour	\$32 per hour	\$38 per hour	\$43 per hour
Full Kitchen with Dining Room (2 hr. r	\$103 per hour	\$124 per hour	\$146 per hour	\$167 per hour
Full Kitchen – Commercial	\$54 per hour	\$70 per hour	\$81 per hour	\$92 per hour
Entire Building****	\$124 per hour	\$135 per hour	\$178 per hour	\$200 per hour

Refundable Cleaning & Security Deposit

Dining Room & Kitchen	\$500
Lounge, Large Classroom, Small Classroom	\$100
Key Deposit	\$75

Program Fees

Lunch Program - Adults 62 and older	\$6 per meal	suggested donation
Lunch Program – Under age 62	\$8 per meal	suggested donation
Non-resident membership fee	\$35 per year	
Facility Monitor	\$25 per hour	

	<u>Once a week**</u>	<u>Once a week**</u>	<u>Twice a month***</u>	<u>Twice a month***</u>
	<u>Non Profit</u>	<u>For Profit</u>	<u>Non Profit</u>	<u>For Profit</u>
Monthly Facility Rentals				
Dining Room	\$130	\$324	\$65	\$162
Large Classroom	\$86	\$216	\$43	\$108
Small Classroom	\$65	\$162	\$32	\$81
Lounge	\$65	\$162	\$32	\$81
Entire building****	\$216	\$540	\$108	\$270 DnRm+LgCR

Monthly Ongoing Rental Storage

Ongoing rental space is subject to manager approval.
Storage for ongoing rentals is subject to availability and manager approval

Classroom Cupboard	\$60
DnRm/LgCR Closet	\$120
Pearl Rm/1/4 Lg Closet	\$220

Sherwood Senior Shuttle

Curb to curb transport within the City of Sherwood	\$1 per stop
Curb to curb transport outside of City of Sherwood	\$5 per stop
Within 20 miles of Sherwood City Center.	
Curb to curb transport within Sherwood to/from MSSCC	Free

* Suggested donation

** Up to 4 hours per visit. Not to exceed 52 visits per year

*** Up to 4 hours per visit. Not to exceed 24 visits per year

**** Excluding full kitchen rental.

SECTION 6 UTILITY CHARGES FOR SERVICE

Water Utility Rates

RESIDENTIAL, MULTI-FAMILY, AND COMMERCIAL WATER SERVICE

A **residential customer** is defined as a customer whose meter service serves only one-single family dwelling unit. All dwelling units served by individual meters shall be charged the residential rate for service. For example, the residential rate shall apply where separate water meters provide service to each side of the duplex.

Multi-family customers are defined as customers whose meter services more than one dwelling unit. For the purposes of this rate resolution, dwelling unit shall be defined as any place of human habitation designed for occupancy based upon separate leases, rental agreements, or other written instruments. are defined as customers whose meter services more than one dwelling unit. For the purposes of this rate resolution, dwelling unit shall be defined as any place of human

Commercial customers are defined as customers whose meter is for any use other than residential and Multi-family. Some examples of commercial uses include, but are not limited to: schools, hospitals, restaurants, and service stations.

A. Residential and Multi-Family Rates*

Customer Class Meter Size	Base Charge (\$/Month)	Consumption Rate (\$/100 gallons)	
		First 21,000	Over 21,000
5/8 - 3/4"	\$22.84	\$0.62	\$0.99
3/4"	\$25.78	\$0.62	\$0.99
1"	\$28.23	\$0.62	\$0.99
1-1/2"	\$50.18	\$0.62	\$0.99
2"	\$72.98	\$0.62	\$0.99
3"	\$146.83	\$0.62	\$0.99
4"	\$248.84	\$0.62	\$0.99
6"	\$520.78	\$0.62	\$0.99
8"	\$963.95	\$0.62	\$0.99
10"	\$1,392.04	\$0.62	\$0.99

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6
UTILITY CHARGES FOR SERVICE

B. Commercial Rates

Customer Class Meter Size	Base Charge (\$/Month)	Consumption Rate (\$/100 gallons)	
		First 21,000	Over 21,000
5/8 - 3/4"	\$24.31	\$0.71	\$0.71
3/4"	\$27.43	\$0.71	\$0.71
1"	\$30.06	\$0.71	\$0.71
1-1/2"	\$53.42	\$0.71	\$0.71
2"	\$77.67	\$0.71	\$0.71
3"	\$156.28	\$0.71	\$0.71
4"	\$267.03	\$0.71	\$0.71
6"	\$554.30	\$0.71	\$0.71
8"	\$1,025.99	\$0.71	\$0.71
10"	\$1,481.61	\$0.71	\$0.71
Irrigation		\$1.02	\$1.02

C. Fire Protection Service

The following fees shall be charged for all applicable connections for automatic fire sprinklers, and fire hydrants service for private fire protection:

Customer Class

Meter Size

4" and under	\$34.50
6"	\$57.66
8"	\$81.87
10"	\$112.62
Water service connection in ROW	

SECTION 6 UTILITY CHARGES FOR SERVICE

D. Hydrant Rentals

Fire hydrant permits - mandatory for fire hydrant use

Three month permit (plus water usage at current rate)*	\$62.93
Six month permit (plus water usage at current rate)*	\$91.54
Twelve month permit (plus water usage at current rate)*	\$148.74
Penalty for unauthorized hydrant use	\$525.30
Penalty for using non-approved (un-inspected tank)	\$998.07
Failure to report water usage (per day for period not reported)	\$15.76
Hydrant meter - refundable deposit	\$1,435.00
Hydrant meter – daily rental (plus water usage at current rate)	\$21.35
Hydrant meter read – monthly reads*	\$57.22
Hydrant meter setup – Initial setup of meter on hydrant*	\$57.22
Flow testing of fire hydrants*	\$183.07
Consumption (\$/100 gallons)	\$1.02

E. Account Activation and De-Activation

Water Service on or off at customer's request

Deposit for a NEW application of service for all tenant accounts & previous customers sent to collections	\$127.50
New account fee*	\$17.16
First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge
Activation after office hours and weekends*	\$68.65
Leaks or emergencies beyond customer control anytime	No Charge
Second call*	\$34.32
Non-leak or emergency turn offs after office hours or weekends*	\$57.22
All snowbird/vacant turn offs*	\$28.93

Water Service off and on for non-payment/non-compliance

Turn on water during office hours, Monday through Friday*	\$68.65
After hours or weekends, an additional*	\$114.41
Meter tampering and/or using water without authority*	\$68.65
Broken promise turn off*	\$68.65
Door hangers (per door hanger)*	\$11.44

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6 UTILITY CHARGES FOR SERVICE

F. Additional Charges, If Necessary, To Enforce

Removal of meter*	\$91.54
Reinstallation of meter	No Charge
Installation or removal of locking device-first occurrence*	\$57.22
Installation or removal of locking device-second occurrence*	\$85.81
Installation or removal of locking device-third occurrence *	\$171.62
Repair of breakage/damage to locking mechanism (curb stops, etc.)	Parts and Labor
Service off water at main or reinstating service	Parts and Labor

G. Other Additional Charges

Decreasing or increasing size of meter	
Removal of meter during construction	\$150.00
Loss of meter (replacement cost)	\$230-\$710
Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually by a State Certified Backflow Tester of their choice.	\$114.41
Backflow assembly test/repair (Contract services)	Parts and Labor
Damage or Repair to Water Utility	Actual time and material
Water Model for Development (Developments of 20 plus lots, development of industrial or commercial higher elevation developments and/or as determined necessary by Public Works)	\$1,040.40

H. Testing Water Meters at Customer/Owner's Request

Testing on premises (5/8"x 3/4", 3/4", 1")*	\$91.54
Removal of meter for testing (5/8"x 3/4", 1")*	\$286.05
Testing of meters larger than 1"	parts & labor

I. Backflow Prevention Device Test Fee

Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually by a State Certified Backflow Tester of their choice. (Service on and off for non-compliance of annual testing and reporting, see Account Activation/De-Activation.)*	\$114.41
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* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6 UTILITY CHARGES FOR SERVICE

J. Water Service/Meter Installation Services*

Drop-In Service: An existing condition where developers of a residential subdivision or commercial complex has installed water service to each serviceable and buildable lot in

Dig-In Service: Condition where the City or its contractor must physically tap into a mainline to extend water service to the property. Meter installation over 2" will be

<u>Meter Size</u>	<u>Drop-In Service</u>	<u>Dig-In Service</u>
5/8" – 3/4"	\$411.91	\$2,397.06
3/4"	\$411.91	\$2,397.06
1"	\$835.24	\$2,820.40
1.5"	\$2,114.39	\$4,897.09
2"	\$3,489.76	\$6,293.01
3"	\$6,979.50	n/a
4"	\$9,073.36	n/a

K. Un-Authorized Water Hook Up*

Un-authorized water hook up	\$158.56
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L. Re-Inspection Fees (Sanitary, Street, Storm, Water, and Broadband)

Sanitary Sewer Interceptor Program – FOG

<i>Includes Maintenance Bonds</i>	\$52.53
First re-inspection	\$105.06
Re-inspection fee after the first	\$157.59
All subsequent re-inspection fees	

M. Usage of Meter Key

Deposit refundable with key return	\$25.00
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N. Water Use Restriction - Penalties*

First notice of violation	\$112.61
Second notice of violation	\$342.44
Third notice of violation	\$574.34

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6 UTILITY CHARGES FOR SERVICE

O. Sanitary Rates - Residential

Residential

See appendix A for fees collected on behalf of CWS

Sherwood sewer utility user base rate per EDU *	\$5.95
Sherwood sewer utility usage rate per CCF*	\$0.37
Damage or Repair to Sewer Utility	Actual time and material
Illegal Discharge to Sewer Utility	Actual time and material

O.1 Sanitary Rates - Commercial

Commercial

See appendix A for fees collected on behalf of CWS

Sherwood sewer utility user base rate per EDU *	\$6.85
Sherwood sewer utility usage rate per CCF*	\$0.42
Damage or Repair to Sewer Utility	Actual time and material
Illegal Discharge to Sewer Utility	Actual time and material

P. Storm Rates

See appendix A for fees collected on behalf of CWS

Sherwood storm water utility user rate per ESU*	\$15.55
Damage or Repair to Storm Utility	Actual time and material

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6
UTILITY CHARGES FOR SERVICE

Q. Street Fees

	<u>Street Maintenance</u>	<u>Street Light</u>	<u>Sidewalk Repair</u>	<u>Safe/New Sidewalks</u>
Single family residential *	\$2.28	\$2.66	\$0.59	\$0.78
Monthly per Account				
Multi Family *	\$2.28	\$2.66	\$0.59	\$0.78
Monthly per EDU				
Non – residential/Commercial *	\$2.28	\$0.75	\$0.19	
Monthly per ESU				

R. Broadband

	<u>Monthly Rate</u>
Residential - Standard Rates	
Residential Internet - 250mb Surfer	\$40.00
Residential Internet - 1gb Streamer	\$60.00
Residential Internet - 2gb with Wi-Fi P Enthusiast	\$80.00
Residential Internet - 5gb with Wi-Fi_ Gamer	\$100.00
Wi-Fi___33 Pro Add-on	\$15.00
Router Rental	\$10.00
IP Addresses	\$10.00
Business	
Small Business -250mb	\$99.00
Small Business - 500mb	\$175.00
Small Business - 1gb	\$250.00
Cross Connect	\$100.00
Government Internet - 1gb	\$250.00
Government Point to Point - 1gb	\$250.00

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 7
SYSTEM DEVELOPMENT CHARGES

A. Water SDC

<u>Meter Size</u>	<u>Reimbursement Charge</u>	<u>Improvement Charge</u>	<u>Administrative Charge Per Meter</u>
5/8-3/4"	\$2,631.02	\$6,794.18	\$118.76
¾"	\$3,945.99	\$10,192.36	\$177.62
1"	\$6,577.00	\$16,986.54	\$296.38
1-1/2"	\$13,152.93	\$33,973.08	\$592.76
2"	\$21,044.90	\$54,357.79	\$948.00
3"	\$46,035.78	\$118,906.86	\$2,073.62
4"	\$78,918.64	\$203,840.65	\$3,554.48
6"	\$164,413.20	\$424,667.83	\$7,405.35
8"	\$236,755.92	\$611,521.94	\$10,663.45

Exception: There is no System Development Charge (reimbursement of improvement fee) to upgrade from 5/8" – 3/4" to a ¾" or 1" when the sole purpose is a residential fire sprinkler system.

Fire flow sprinkler buildings only	\$3,527.30
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B. Sewer SDC

UGB Minus Brookman and Tonquin Employment Area

<u>Use Type</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Flow Count</u>
Single family residence	\$920.92	\$49.18	1 EDU
Two family residence (duplex)	\$920.92	\$49.18	1 EDU
Manufactured home/ single lot	\$920.92	\$49.18	1 EDU
Manufactured home parks	\$920.92	\$49.18	based on Engineer estimate
Multi-family residential	\$920.92	\$49.18	based on Engineer estimate
Commercial	\$920.92	\$49.18	based on Engineer estimate
Industrial	\$920.92	\$49.18	based on Engineer estimate
Institutional uses	\$920.92	\$49.18	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

SECTION 7
SYSTEM DEVELOPMENT CHARGES

B. Sewer SDC (continued)

Brookman Area

<u>Use Type</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Flow Count</u>
Single family residence	\$1,214.88	\$1,025.35	1 EDU
Two family residence (duplex)	\$1,214.88	\$1,025.35	1 EDU
Manufactured home/ single lot	\$1,214.88	\$1,025.35	1 EDU
Manufactured home parks	\$1,214.88	\$1,025.35	based on Engineer estimate
Multi-family residential	\$1,214.88	\$1,025.35	based on Engineer estimate
Commercial	\$1,214.88	\$1,025.35	based on Engineer estimate
Industrial	\$1,214.88	\$1,025.35	based on Engineer estimate
Institutional uses	\$1,214.88	\$1,025.35	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

Tonquin Employment Area

<u>Use Type</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Flow Count</u>
Single family residence	\$897.46	\$1,008.38	1 EDU
Two family residence (duplex)	\$897.46	\$1,008.38	1 EDU
Manufactured home/ single lot	\$897.46	\$1,008.38	1 EDU
Manufactured home parks	\$897.46	\$1,008.38	based on Engineer estimate
Multi-family residential	\$897.46	\$1,008.38	based on Engineer estimate
Commercial	\$897.46	\$1,008.38	based on Engineer estimate
Industrial	\$897.46	\$1,008.38	based on Engineer estimate
Institutional uses	\$897.46	\$1,008.38	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

SECTION 7
SYSTEM DEVELOPMENT CHARGES

C. Storm SDC

<u>Clean Water Services Storm SDC</u>	<u>Regional Storm Drainage Improvement Charge</u>
Water quantity per ESU (SDC set by CWS)	\$363.00
Water quality per ESU (SDC set by CWS)	\$297.00
Total Storm Water SDC	\$660.00

One equivalent service unit (ESU) equals 2,640 square feet.

<u>City of Sherwood Storm SDC:</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Administrative</u>
	<u>Charge</u>	<u>Charge</u>	<u>Charge</u>
Per ESU	\$220.42	\$1,320.37	\$37.84

One equivalent service unit (ESU) equals 2,640 square feet.

D. Parks SDC

<u>Parks and Recreation</u>	<u>Improvement</u>
Single family dwelling	\$16,204.26
Multi-family dwelling	\$10,059.46
Manufactured home	\$10,396.57
Accessory Dwelling Unit	\$5,671.54
Non – residential	\$619.13
Filing fee to challenge expenditures of Parks SDC's <i>(Refundable if challenge is successful)</i>	see SMC 15.20.110 for SDC challenges and appeals procedures and filing fee

E. Street SDC

Washington County Transportation Development Tax (TDT)

Reference Washington County for fees - <http://www.co.washington.or.us/>

City of Sherwood Street SDC:

The following charges are calculated by multiplying trip generation by the following:

<u>Residential Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Single Family – detached	210	\$2,119.81	dwelling unit
Accessory Dwelling Unit (Detached)	212	\$2,119.81	dwelling unit
Accessory Dwelling Unit (Attached)	214	\$1,099.64	dwelling unit
Apartment	220	\$1,458.03	dwelling unit
Residential Condominium/Townhouse	230	\$1,268.20	dwelling unit
Mobile Home Park	240	\$1,099.44	dwelling unit
Assisted Living	254	\$574.78	bed
Continuing Care Retirement	255	\$512.81	unit
Recreation Home	260	\$697.39	dwelling unit

SECTION 7
SYSTEM DEVELOPMENT CHARGES

E. Street SDC (continued)

<u>Recreational Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
City Park	411	\$1,374.99	acre
Regional Park	417	\$1,119.23	acre
Multipurpose Recreation/Arcade	435	\$8,027.12	thousand sq ft gross floor area
Movie Theater w/o Matinee	443	\$57,347.21	screen
Movie Theater w/Matinee	444	\$86,796.62	screen
Amusement/Theme Park	480	\$23,387.88	acre
Soccer Complex	488	\$15,997.51	field
Racquet/Tennis Club	491	\$7,996.79	court
Health/Fitness Club	492	\$6,799.77	thousand square ft gross floor area
Recreation/Community Center	495	\$6,145.89	thousand square ft gross floor area
<u>Institutional/Medical Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Elementary School (Public)	520	\$171.36	student
Middle/Junior High School (Public)	522	\$214.87	student
High School (Public)	530	\$226.76	student
Private School (K – 12)	536	\$326.94	Student
Junior/Community College	540	\$4,802.54	thousand square ft gross floor area
University/College	550	\$383.62	student
Church	560	\$2,964.85	thousand square ft gross floor area
Day Care Center/Preschool	565	\$239.94	student
Library	590	\$11,316.26	thousand square ft gross floor area
Hospital	610	\$2,564.08	bed
Nursing Home	620	\$583.99	bed
Clinic	630	\$6,243.46	thousand square ft gross floor area
<u>Commercial/Services SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Hotel	310	\$1,761.26	Room
Motel	320	\$1,262.91	Room
Building Materials/Lumber Store	812	\$9,672.33	thousand square ft gross floor area
Free-Standing Discount Superstore	813	\$8,625.61	thousand square ft gross floor area
Variety Store	814	\$6,856.45	thousand square ft gross floor area
Free-Standing Discount Store	815	\$6,327.82	thousand square ft gross floor area
Hardware/Paint Store	816	\$5,811.05	thousand square ft gross floor area

SECTION 7
SYSTEM DEVELOPMENT CHARGES

E. Street SDC (continued)

<u>Commercial/Services SDC (continued)</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Nursery (Garden Center)	817	\$18,582.70	thousand square ft gross floor area
Shopping Center	820	\$4,637.78	thousand sq ft gross leasable area
Factory Outlet	823	\$6,410.86	thousand square ft gross floor area
Specialty Retail Center	826	\$9,101.52	thousand square ft gross floor area
New Car Sales	841	\$6,563.80	thousand square ft gross floor area
Automobile Parts Sales	843	\$6,108.99	thousand square ft gross floor area
Tire Store	848	\$3,830.96	thousand square ft gross floor area
Tire Superstore	849	\$3,076.89	thousand square ft gross floor area
Supermarket	850	\$10,617.55	thousand square ft gross floor area
Convenience Market (24 Hour)	851	\$55,349.98	thousand square ft gross floor area
Convenience Market w/Fuel Pump	853	\$32,141.39	vehicle fueling position
Discount Club	861	\$9,497.00	thousand square ft gross floor area
Home Improvement Superstore	862	\$3,751.89	thousand square ft gross floor area
Electronics Superstore	863	\$10,100.78	thousand square ft gross floor area
Pharmacy/Drugstore w/o Drive-Up	880	\$8,550.46	thousand square ft gross floor area
Pharmacy/Drugstore w/Drive-Up	881	\$8,259.13	thousand square ft gross floor area
Furniture Store	890	\$409.98	thousand square ft gross floor area
Bank/Savings w/Drive-Up	912	\$7,522.20	thousand square ft gross floor area
Quality Restaurant	931	\$8,390.95	thousand square ft gross floor area
High Turnover (Sit Down) Restaurant	932	\$11,793.46	thousand square ft gross floor area
Fast Food Restaurant w/o Drive-Up	933	\$23,009.55	thousand square ft gross floor area
Fast Food Restaurant w/Drive-Up	934	\$49,130.27	thousand square ft gross floor area
Drinking Place/Bar	936	\$34,737.11	thousand square ft gross floor area
Coffee/Donut Shop w/Drive-Up	937	\$75,166.59	thousand square ft gross floor area
Coffee/Kiosk	938	\$68,625.23	thousand square ft gross floor area
Quick Lubrication Vehicle Shop	941	\$11,639.24	service stall
Automobile Care Center	942	\$6,973.78	thousand sq ft gross leasable area
Gasoline/Service Station	944	\$13,230.42	vehicle fueling position
Gasoline/Service Station w/Convenience Market	945	\$4,665.46	vehicle fueling position
Gasoline/Service Station w/Convenience Market and Car Wash	946	\$8,187.94	vehicle fueling position

SECTION 7
SYSTEM DEVELOPMENT CHARGES

E. Street SDC (continued)

<u>Office SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
General Office Building	710	\$1,878.59	thousand square ft gross floor area
Corporate Headquarters Building	714	\$1,788.94	thousand square ft gross floor area
Single Tenant Office Building	715	\$2,612.87	thousand square ft gross floor area
Medical/Dental Office Building	720	\$6,124.81	thousand square ft gross floor area
Government Office Building	730	\$15,458.35	thousand square ft gross floor area
State Motor Vehicles Department	731	\$27,113.41	thousand square ft gross floor area
Us Post Office	732	\$19,814.01	thousand square ft gross floor area
Office Park	750	\$1,906.27	thousand square ft gross floor area
Research And Development Center	760	\$1,396.06	thousand square ft gross floor area
Business Park	770	\$2,115.88	thousand square ft gross floor area
<u>Port/Industrial</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Truck Terminals	30	\$14,020.06	acre
Park And Ride Lot w/Bus Service	90	\$1,009.79	parking space
Light Rail Transit Station w/Parking	93	\$562.92	parking space
General Light Industrial	110	\$1,181.20	thousand square ft gross floor area
General Heavy Industrial	120	\$336.16	thousand square ft gross floor area
Industrial Park	130	\$1,197.02	thousand square ft gross floor area
Manufacturing	140	\$678.92	thousand square ft gross floor area
Warehouse	150	\$635.42	thousand square ft gross floor area
Mini-Warehouse	151	\$532.60	thousand square ft gross floor area
Data Center	160	\$222.80	thousand square ft gross floor area
Utilities (Private)	170	\$1,704.54	thousand square ft gross floor area

SECTION 8 ENGINEERING CHARGES FOR SERVICE

A. Public Improvement Plans, Reviews, and Inspections (Subdivisions, Site Plans, Partitions)

Plan Review – 4% of Construction Cost for public infrastructure and non-proprietary on-site storm water treatment and detention systems (Fees due at plan review submittal. Fee based on engineer's construction cost estimate. If estimate changes during the course of review, any balance or credit due will be payable at the time of the Compliance Agreement) includes review of the following:

Water
Street
Grading
Sewer
Erosion Control
Storm (on-site detention and non-proprietary treatment systems)
Broadband

Inspections – 5% of Construction Costs for public infrastructure and non-proprietary on-site storm water treatment and detention system (Fees payable at the time the Compliance Agreement is signed). Includes inspection of the following for which permits were obtained:

Water
Street
Grading
Sewer
Erosion Control
Storm (on-site detention and non-proprietary treatment systems)
Broadband

B. No Public Improvement; Subdivision Plan Reviews and Inspections

Plan Review Fee	Time and Materials
Inspection Fee	Time and Materials
Television Line Service Review	Time and Materials

C. Miscellaneous Fees

Addressing Fees	
Single - five (5) digit address	\$70.04 lot
0 to 10 - Suite Numbers	\$26.53 per suite
11 to 20 -Suite Numbers	\$270.61 plus \$15 per suite
21 and up Suite Numbers	\$432.97 plus \$10 per suite
Plans and Specifications for capital projects	varies by project - see photocopying fee schedule
Traffic and street signs (Includes post, sign, hardware, and labor to install)*	\$286.05 per sign
Street Trees	\$208.08 per tree

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 8 ENGINEERING CHARGES FOR SERVICE

C. Miscellaneous Fees (continued)

Pre-submittal Consultation (consultation of projects prior to the submittal of a land use application, requiring more than 2 hours of staff time or on-call consultant services)

\$500 Deposit

(Applicant pays 100% of actual expenses including staff time, if an application is submitted these fees will be credited against the plan review fees)

In-Lieu of Fee – Fiber Optic Conduit Installation

\$46.82 per linear ft

In-Lieu of Fee – Vault Placement

\$728.28 per vault

Right of Way Permit Fees

ROW Small Wireless Facility Permit

\$884.34 per facility

ROW Construction Permit (for other than small wireless facilities)

\$159.18 per permit

Inspection fee

\$159.18 or 4% of project estimate, whichever is greater

ROW Use Permit

\$26.01

Design and construction standards

\$52.02 on paper

Design and construction standards

\$26.01 per CD

As-Built Requests

\$26.01 per subdivision

As-Built Requests electronic media

\$26.01 per cd

Reimbursement District formation

\$500 deposit (applicant pays 100% of actual costs including staff time)

D. Erosion Control Fees

Activities which require a grading and/or erosion control permit and are not included in a building permit. Permit is based upon the total acreage of the site.

Erosion Control Plan Review Fee

65% of the erosion control inspection fee

Erosion Control Inspection Fee

Based on Total Area

0 to 1 Acre

\$239.29

1 Acre and up

\$239.29 (plus \$51 per acre or fraction thereof over 1 acre)

Erosion control with building permit

Single Family Residential

Plan Check

Inspection

>1000 feet disturbance, existing development

\$72.83

\$109.24

New development

\$72.83

\$306.92

Non-single family residential

Covered in engineering compliance agreement

E. Vacations (Public right-of-way and easements)

Deposit plus staff time (See Section 1)

(Applicant pays 100% of actual expenses including staff time)

\$4,161.60

SECTION 9 PLANNING

A. Annexations

Applicant pays 100% of actual expenses including staff time.	\$7,500.00	Deposit
Any balance owing is due within 30 days from the final annexation invoice date.		

B. Appeals

Type I or II actions (ORS 227.175) 10 (b)	\$250.00	
Type III or IV actions	50%	of original fee(s)
Expedited and middle housing Land Division	\$300.00	

C. Conditional Use Permit

Conditional use permit without concurrent type III or IV application*	\$4,742.26	
Conditional use permit with concurrent type III or IV application*	\$2,370.57	

D. Land Divisions / Adjustments

Lot line adjustment*	\$850.25	
Minor land partition*	\$2,229.95	
Expedited and middle housing minor partition (added to the cost of the partition application)*	\$629.52	
Final plat processing (minor land partition)*	\$629.52	
Subdivision*	\$7,119.60	Flat fee+add'l lot fee
	\$22.43	per lot
Expedited and middle housing subdivision <i>(Added to the cost of the subdivision application)*</i>	\$2,522.61	
Final plat processing (Subdivision)*	\$1,261.31	

E. Other Fees

Chickens in residential zones	\$50.00	
Consultant as needed	actual costs	
Community Development Code Plan Check <i>(payable at time of building permit submittal)</i>		
Residential permits*	\$120.50	
ADUs Accessory Dwelling Units*	\$120.50	
Commercial, Industrial, Multi-Family Permits*	\$756.78	
<i>(Final Site Plan Review fee, if a final site plan review is not required this fee is not charged)</i>		
Design review team consultations/recommendations	staff time (see section 1)	
Detailed site analysis letter*	\$172.30	
Interpretive decisions by the Director*	\$377.26	
Land Use Compatibility Statement (LUCS) sign-off	\$50.00	
Medical Marijuana Facility Special Use Permit*	\$315.33	plus notification fee

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 9 PLANNING

E. Other Fees (continued)

Other Fees - Continued

Non-conforming use modification*	\$1,144.18
Modification to application in review <i>(If modified after the application is deemed complete and the modification is needed to adequately review the app.)</i>	\$500.00
Other land use action	
Administrative*	\$315.33
Hearing required and/or use of Hearings Officer*	\$2,720.46
Outdoor Seating Permit	\$150.00
Annual Renewal	No charge
Planning Re-inspection fee*	\$67.34 each after 1st
Postponement/continuance hearings <i>(If applicant request is after notice has been published and/or staff report prepared)</i>	\$300.00
Pre-application conference	\$400.00
Publication/distribution of Notice Type II	\$284.00
Publication/distribution of Notice Type III, IV and V	\$466.00
Home Occupation Review of initial application (Class A)	\$50.00
Home Occupation Review of renewal application (Class A)	\$25.00
Zone verification letter	\$50.00

F. Trees

Tree mitigation inspection	\$60.00 each after 1st
Street Tree Removal Permit	\$25.00 1st tree
	\$10.00 each add'l tree
Removal of more than 6 trees or 10% on private property	\$107.00

G. Planned Unit Development (PUD)

Planned Unit Development (PUD) Preliminary*	\$2,522.61
Planned Unit Development (PUD) - Final <i>(Plus appropriate application fees (i.e. subdivisions, site plan, town-homes, etc.))</i>	See Site Plan Review Fee

H. Refunds

75% refund if application is withdrawn prior to 30 day completeness
50% refund if withdrawn prior to public notice
25% refund if withdrawn prior to staff report

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 9 PLANNING

I. Signage

Permanent signs on private property (Excludes Home Occupation Signage)	\$150.00	First 32 sq ft
	\$1.00	each add'l sq ft of sign face
Banner signs – one month period	\$150.00	
Temporary portable sign violation		
First offense	No fine; collected and marked	
Second offense	\$50.00	per sign
Third offense	\$100.00	per sign

J. Site Plan Review

Type III and IV (Additional \$102 for every 10,000 sq. ft. or portion thereof over the first 15,000 sq. ft. of building area)(Including Town-Homes, excluding projects in Old Town)*.	\$7,119.60	
• Final site plan review (Type III and IV) (Due at the time of Building Permit submittal)*	\$741.94	
Site plan review (Type II)*	\$2,317.57	
Minor modification to approved Site Plan*	\$315.33	
Major modification to approved Site Plan, Type II*	\$1,155.44	
Major modification to approved Site Plan, Type III or IV*	\$2,774.87	
Old Town overlay review*	\$286.05	added to application
<i>All uses excluding Single-Family detached dwellings.</i>		
<i>Application fee for Old Town projects is the application fee based on size of the project plus the Old Town Overlay review fee.</i>		

K. Temporary Uses

Administrative	\$335.00
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L. Time Extension to Approval

No hearing required	\$150.00
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M. Variance

Adjustment - (Per lot and per standard to be varied) *	\$57.43
Class A Variance - (Per lot and per standard to be varied) *	\$4,742.26
Class B Variance - (Per lot and per standard to be varied) *	\$1,261.31

N. Zone Amendments

Text amendment*	\$6,098.18
Map amendment*	\$6,098.18

O. Residential Design

	<u>Flat Fee</u>	<u>Total Fee</u>
Residential Design Checklist Review w/no adjustments to standards	\$150.00	\$150.00
Residential Design Checklist with Adjustment (Per lot and per standard to be varied)	\$150.00	\$56.31
Residential Design Checklist with Type B Variance (Per lot and per standard to be varied)	\$150.00	\$1,236.58
Residential Design Checklist with Type A Variance (Per lot and per standard to be varied)	\$150.00	\$4,649.28

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 10 BUILDING

A. Building Permits

Values are determined by the applicants total estimated value of the work which includes labor and materials, and/or are based on the most current Building Valuation Data, without state-specific modifiers, as published by the International Code Council and in compliance with OAR 918-050-0100 to 918-050-0110. Final building permit valuation shall be set by the Building Official.

Single Family and Two-Family Dwelling

Total Valuation Amount

1 - 500	\$74.29	minimum fee
501 – 2,000	\$74.29	the first \$500
	\$1.22	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$92.59	the first \$2,000
	\$9.76	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$317.07	the first \$25,000
	\$7.64	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$508.07	the first \$50,000
	\$4.88	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$752.07	the first \$100,000
	\$4.27	each additional \$1,000 or fraction thereof over \$100,00)

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

Manufactured Dwelling Installation Permits

Includes prescriptive foundation system, plumbing and crossover connections, 30 lineal feet of sanitary sewer, storm and water lines.

Manufactured home set up and installation fee	\$393.71
Plan Review	\$90.00 per hour (min 1/2 hr.)
Site Plan Review	

SECTION 10 BUILDING

A. Building Permits (continued)

Commercial, Industrial and Multi-Family

Total Valuation Amount

1 - 500	\$74.29	minimum fee
501 – 2,000	\$74.29	the first \$500
	\$1.85	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$102.04	the first \$2,000
	\$9.76	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$326.52	the first \$25,000
	\$8.24	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$532.52	the first \$50,000
	\$6.11	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$838.02	the first \$100,000
	\$4.27	each additional \$1,000 or fraction thereof over \$100,00)

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

B. Plan Review Fees - Building Permit

Plan review Fee	85%	of building permit fee
Fire and life safety plan review fee (when required)	40%	of building permit fee

C. Phased Permit - Plan Review (When approved by the Building Official)

The Plan review fee for a phased project is based on a minimum phasing fee, plus 10% of the total project building permit fee, not to exceed \$1,500 for each phase pursuant to the authority of OAR 918-050-0160

Commercial, Industrial, Multi-Family	\$100.00	Minimum Fee
Residential and Manufactured Dwellings	\$50.00	Minimum Fee

D. Deferred Submittals (When approved by the Building Official)

The fee for processing deferred submittals and reviewing deferred plan submittals shall be an amount equal to 65% of the permit fee calculated according to OAR 918-050-0170 using the value of the particular deferred portion or portions of the project, with a set minimum fee. This fee is in addition to the project plan review fee based on the total project value.

Commercial, Industrial, Multi-Family	\$150.00	Minimum Fee
Residential and Manufactured Dwellings	\$75.00	Minimum Fee

SECTION 10 BUILDING

E. Mechanical Permits - Residential

Mechanical permits for Single Family Dwelling, Two-Family dwellings and Manufactured Dwellings for new construction, additions, alterations and repairs. Fees are based on the number of appliances and related equipment with a set minimum fee.

Minimum Fee \$74.29

See appendix A for surcharge collected on behalf of the State

Air Handling

Air Handling Unit ≤ 10,000 CFMs	\$17.85	includes ductwork
Air Handling Unit >10,000 CFMs	\$30.12	includes ductwork
Air Conditioning Unit	\$23.81	Site Plan Required

Boilers/Compressors

≤100,000 BTUs or 3 HP	\$23.81	includes ductwork
>100,000 (3HP) to ≤ 500,000 BTUs (15HP)	\$43.63	includes ductwork
>500,000 (15HP) to ≤ 1,000,000 BTUs (30HP)	\$59.49	includes ductwork
>1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP)	\$89.27	includes ductwork
>1,750,000 BTUs or 50HP	\$148.65	includes ductwork

Fire/Smoke Dampers/Duct Smoke Detectors \$17.88

Heat Pump \$23.81 includes ductwork and vents

Install/Replace Furnace/Burner

Furnace ≤ 100,000 BTUs	\$23.81
Furnace ≥ 100,000 BTUs	\$43.63
Install/Replace/Relocate Heaters (Suspended, Wall, or Floor mounted)	\$23.81
Vent for appliance other than furnace	\$11.89

Refrigeration Units (includes installation of controls)

≤ 100,000 BTUs or 3 HP	\$23.81
> 100,000 (3HP) to ≤ 500,000 BTUs (15HP)	\$43.63
> 500,000 (15HP) to ≤ 1,000,000 BTUs (30HP)	\$59.49
> 1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP)	\$89.27
> 1,750,000 BTUs or 50HP	\$148.65

**SECTION 10
BUILDING**

E. Mechanical Permits - Residential (continued)

Miscellaneous

Appliance vent	\$11.89	
Dryer exhaust	\$11.89	
Exhaust fan with single duct	\$11.89	
Hoods	\$17.88	includes ductwork
Exhaust system apart from heating or air conditioning	\$17.88	
Fuel piping and distribution (up to four outlets)	\$7.94	
Fuel piping and distribution (over four outlets)	\$2.02	per outlet
Insert, decorative fireplace or wood/pellet stoves	\$23.81	includes vent
Gas fired water heater	\$23.81	includes vent
Install/relocate domestic type incinerator	\$29.71	
Install/relocate commercial type incinerator	\$118.99	

F. Mechanical Permits – Commercial, Industrial, and Multi-Family

Based on the total value of mechanical materials, equipment, installation, overhead and profit.

Plan review fee – Commercial	30% of Mechanical permit fee based on total valuation amount	
Mechanical Permit Fee		
0 - 500	\$74.29	minimum fee
500.01 - 5,000	\$74.29	Plus additional below
	\$3.06	each add'l \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$211.99	for the first 5,000 plus additional below
	\$3.67	each add'l \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 100,000	\$395.49	for the first 10,000 plus additional below
	\$9.77	each add'l \$1,000 or fraction thereof, between \$10,000.01 and \$100,000
100,000.01 and up	\$1,274.79	for the first 100,000 plus additional below
	\$4.89	each add'l \$1,000 or fraction thereof over \$100,000

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

**SECTION 10
BUILDING**

G. Plumbing Permits – New One and Two Family Dwellings

Includes one kitchen, 100 feet of sanitary sewer, storm and water lines, standard plumbing fixtures and appurtenances, and are based on the number of bathrooms, from one to three on a graduated scale.

One Bathroom	\$311.20
Two Bathrooms	\$384.43
Three Bathrooms	\$457.65
Additional Kitchen or Bathroom	\$189.17
Additional Fixture or Item	\$18.31 each
Additional 100 feet of each utility line	\$33.57 each

H. Plumbing Permits – One and Two Family and Manufactured Dwelling for Additions, Alterations and Repairs

Minimum Fee	\$74.29
New and/or Additional fixture, item or appurtenance	\$18.31 each
Alteration of fixture, item or appurtenance	\$18.31 each
Manufactured Dwelling Utility Connection	\$36.61 each

Charged only when connections are not concurrent with new set-up and installation

	<u>Water lines</u>	<u>Sanitary Sewer Lines</u>	<u>Storm Sewer/ Footing Lines</u>
For the first 100 feet or fraction thereof	\$61.02	\$61.02	\$61.02
For each additional 100 feet or fraction thereof	\$33.57 each	\$33.57 each	\$33.57 each

I. Plumbing Permits – Commercial, Industrial, and Multi-Family

Based on the number of fixtures, appurtenances and piping with a set minimum fee.

Plan Review Fee – Commercial	30% of plumbing permit fee (when required)
Minimum Fee	\$74.29
New and/or Additional fixture, item or appurtenance	\$18.31 each
Alteration of fixture, item or appurtenance	\$18.31 each

See appendix A for surcharge collected on behalf of the State.

	<u>Water lines</u>	<u>Sanitary Sewer Lines</u>	<u>Storm Sewer/ Footing Lines</u>
For the first 100 feet or fraction thereof	\$61.02	\$61.02	\$61.02
For each additional 100 feet or fraction thereof	\$33.57 each	\$33.57 each	\$33.57 each

SECTION 10 BUILDING

J. Residential Fire Sprinkler System Fees

Total Square Footage (including Garage)

0 to 2,000	\$106.12	includes plan review
2,001 to 3,600	\$159.18	includes plan review
3,601 to 7,200	\$265.30	includes plan review
7,201 and greater	\$318.36	includes plan review

K. Electrical Permits – Issued and Inspected by Washington County (503) 846-3470

L. Prescriptive Solar Photovoltaic System Installation – Structural Only

Electrical permits are also required through Washington County

Fees for installation of Solar Photovoltaic (PV) system installation that comply with the prescriptive path described in the Oregon Structural Specialty Code.

\$149.84

For Plans that do not meet the prescriptive path, typical structural fee calculations and processes will apply.

Typical Structural Fees will apply

M. Demolition Permits

Residential	\$234.46
Commercial	\$344.30

N. Medical Gas Permits – Commercial

Based on the total value of installation costs and system equipment as applied to the following fee matrix.

See appendix A for surcharge collected on behalf of the State.

Plan review fee – Commercial

30% of plumbing permit fee

Plumbing Permit Fee

Based on total valuation Amount

0 - 500	\$106.12	minimum fee
500.01 - 5,000	\$106.12	Plus additional below
	\$2.12	each additional \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$201.52	for the first 5,000 plus additional below
	\$3.18	each additional \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 50,000	\$360.52	for the first 10,000 plus additional below
	\$10.08	each additional \$1,000 or fraction thereof, between \$10,000.01 and \$50,000
50,000.01 - 100,000	\$763.72	for the first 50,000 plus additional below
	\$11.67	each additional \$1,000 or fraction thereof, between \$50,000.01 and \$100,000
100,000.01 and up	\$1,347.22	for the first 100,000 plus additional below
	\$7.43	each additional \$1,000 or fraction thereof over \$100,000

SECTION 10 BUILDING

O. Grading and Erosion Control Fees (Private Property Only)

Permits issued by the City of Sherwood. Grading is inspected by the Building Department and erosion control is inspected by Clean Water Services or the City of Sherwood.

Grading Fees

Cubic yards	
0 to 100	\$74.29 minimum fee
101 to 1,000	\$74.29 first 100 yards plus additional fee below \$11.44 for each additional 100 yards or fraction thereof
1,001 to 10,000	\$177.25 first 1,000 yards plus additional fee below \$15.92 for each additional 1,000 yards or fraction thereof
10,001 to 100,000	\$320.53 first 10,000 yards plus additional fee below \$79.59 for each additional 10,000 yards or fraction thereof
100,001 +	\$1,036.84 first 100,000 yards plus additional fee below \$38.74 for each additional 10,000 yards or fraction thereof
Grading plan review fee	85% of the grading permit fee

P. Other Inspections and Fees (Building, Mechanical, Plumbing, Grading and Erosion)

Re-inspection fee (Minimum charge = 1 hour)	\$90.00 per hour plus State surcharge
Inspections outside normal business hours (when approved by the Building Official)	\$90.00 per hour plus State surcharge (Minimum charge = 2 hours)
Inspection for which no fee is specifically indicated	\$90.00 per hour plus State surcharge (Minimum charge = ½ hour)
Investigative fee for working without a permit	\$90.00 per hour to enforce the code, \$90 minimum.
Additional plan review required	\$90.00 per hour or actual time (For changes, additions or revisions) (Min charge = ½ hour)
Re-stamp of lost, stolen or damaged plans	\$55.00 per plan set
Application/Permit extensions	\$50.00
<i>(Renewal of an application or permit where an extension has been requested in writing, and approval granted by the Building Official, prior to the original expiration date, provided no changes have been made in the original plans and specifications for such work)</i>	
Permit reinstatement fee	50% of amount required for a new permit or a percentage as determined by the Building Official based on the remaining inspections required.
<i>(This fee is for reinstatement of a permit, where a reinstatement request has been made in writing, and approval granted by the Building Official, provided no changes have been made in the original plans and specifications for such work.)</i>	

SECTION 10
BUILDING

Q. Refunds (Building Permit, Mechanical, Plumbing, Grading/Erosion)

Permit refunds	\$90.00	per hr. Admin fee (min 1 hr.) Provided the permit is still valid
Plan review refunds	\$90.00	per hr. Admin fee (min 1 hr.) Provided no plan review was started

R. Certificate of Occupancy (As determined by the Building Official)

Temporary residential	\$50.00	per request
Temporary commercial/industrial	\$300.00	maximum per request

S. Change of Use/Occupancy Certificate Application Fee (As determined by the Building Official)

Similar use (Minor code review)	\$74.29	
Dissimilar Use, or Change in Occupancy (Extensive Code Review)	\$132.65	minimum fee, includes 1 hour code review time
	\$90.00	per hour for review time greater than 1 hour

APPENDIX A: FEES CHARGED ON BEHALF OF OTHER AGENCIES

Note: The fees in this section are set by other jurisdictions and the City has agreed to collect the fee on their behalf. The fees listed are provided as a courtesy and are based on the fee set at the time this fee schedule was adopted. Any changes to the fees imposed by the other jurisdictions may not be reflected in this section.

A. Clean Water Services Fees

The monthly sewer and surface water utility user charges for property within the City and served by Clean Water Services (CWS) of Washington County shall be established by CWS and adopted annually.

Sewer Utility Charges

CWS regional sewer utility user base rate per EDU	\$28.38
CWS regional sewer utility user franchise fee per EDU	\$1.42
CWS regional sewer utility usage rate per CCF	\$1.88
CWS regional sewer utility usage franchise fee per CCF	\$0.09

Sewer SDC

CWS regional connection charge	\$6,824.00
Portion retained by the City (3.982%)	\$271.76
Portion remitted to CWS (96.018%)	\$6,552.24

Surface Water

CWS regional surface water base rate per ESU	\$2.63
CWS regional surface water base franchise fee per ESU	\$0.13

B. State of Oregon – Department of Consumer and Business Services

Fee charged on all building and mechanical permits; as well as commercial plumbing and medical gas permits.

State Surcharge	12% of Building Permit fee
Manufactured Dwelling or Cabana Installation	\$30.00

C. Sherwood School District

Fee charged on all building permits.

Residential CET	\$ 1.56 per square foot of dwelling
Non-Residential CET	\$ 0.78 per square foot maximum of \$39,100

D. Metro

Fee charged on building permits.

METRO CET	0.12% of the total value of the improvement when it exceeds \$100,000 valuation Capped at a ceiling of \$12,000
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TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Keith D. Campbell, City Manager

SUBJECT: **Resolution 2023-055, Adopting the FY2023-24 budget of the City of Sherwood, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget**

Issue:

Shall the Sherwood City Council adopt the FY2023-24 City of Sherwood Budget as approved by the Sherwood Budget Committee?

Background:

On May 25th the Sherwood Budget Committee received the budget message, reviewed the proposed budget, and heard public comment. Then, on June 1, 2023, the Budget Committee approved the proposed budget.

Notice of the approved budget has been published in accordance with Oregon Local Budget Law. The final steps of the budget process are for City Council to hold a public hearing per ORS 294.453 and then adopt the FY2023-24 budget.

Financial Impacts:

The impacts of this resolution are shown on Exhibit 1 to the Staff Report.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2023-055, Adopting the FY2023-24 budget of the City of Sherwood, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget.

Budget Detail

City by Fund

	General Fund	General Construction Fund	Debt Service Fund	Public Art Fund	Economic Development & Promotion Fund	Transient Lodging Tax Fund	Grants Fund	Street Operations Fund	Community Investment Fund	Street Capital Fund	Water Fund	Sanitary Fund	Storm Fund	Broadband Fund	Approved 2023-24 Budget
RESOURCES															
Beginning fund balance	\$10,242,478	\$ 2,030,102	\$ -	\$ -	\$ -	\$376,512	\$ 38,780	\$3,547,879	\$ -	\$ 7,360,995	\$24,180,611	\$2,760,710	\$ 7,502,644	\$4,975,225	\$ 63,015,935
Revenue															
Taxes	7,880,818	-	-	-	-	-	-	-	-	-	-	-	-	-	7,880,818
Franchise Fees	2,508,500	30,000	-	-	-	-	-	-	-	-	-	-	-	-	2,538,500
Licenses and permits	83,500	-	-	-	-	-	-	-	-	-	-	-	-	-	83,500
Intergovernmental	2,406,483	-	-	-	-	150,000	101,000	2,040,529	-	-	-	2,978,276	-	1,516,000	9,192,288
Charges for services	1,911,240	86,000	-	-	-	-	-	723,000	-	64,000	6,563,055	832,000	2,760,000	1,348,060	14,287,355
Infrastructure development	-	1,355,013	-	-	-	-	-	-	-	2,287,565	719,532	158,515	69,956	-	4,590,581
Fines, interest and other	2,257,044	65,000	-	2,310	4,430	1,000	-	75,000	39,200	145,000	481,000	67,000	100,000	50,000	3,286,984
Total revenue	17,047,585	1,536,013	-	2,310	4,430	151,000	101,000	2,838,529	39,200	2,496,565	7,763,587	4,035,791	2,929,956	2,914,060	41,860,026
Other sources															
Transfers in	532,562	650,000	-	123,086	246,172	-	-	-	4,089,130	763,138	-	-	-	-	6,404,088
Sale of fixed assets	8,000	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000
Total other sources	540,562	650,000	-	123,086	246,172	-	-	-	4,089,130	763,138	-	-	-	-	6,412,088
Total resources	\$27,830,625	\$ 4,216,115	\$ -	\$ 125,396	\$ 250,602	\$527,512	\$139,780	\$6,386,408	\$4,128,330	\$10,620,698	\$31,944,198	\$6,796,501	\$10,432,600	\$7,889,285	\$ 111,288,049
REQUIREMENTS															
Expenditures															
Personal services															
Salaries and wages	9,600,213	39,072	-	-	-	-	-	368,382	-	75,790	617,171	261,289	519,035	1,204,141	12,685,093
Payroll taxes	975,967	3,895	-	-	-	-	-	43,325	-	7,536	68,731	29,730	60,996	127,604	1,317,784
Benefits	4,880,657	21,564	-	-	-	-	-	178,969	-	42,181	307,804	134,082	256,067	704,920	6,526,244
Total personal services	15,456,837	64,531	-	-	-	-	-	590,676	-	125,507	993,706	425,101	836,098	2,036,665	20,529,121
Materials and services															
Professional & technical	2,160,150	180,000	-	-	10,000	-	84,320	39,300	-	-	150,975	99,400	59,300	127,500	2,910,945
Facility and equipment	1,548,030	6,500	-	-	-	-	-	961,366	-	-	1,768,930	2,450	87,300	341,421	4,715,997
Other purchased services	1,533,475	-	-	-	-	-	-	30,945	-	1,500	590,423	126,549	167,342	198,515	2,648,749
Supplies	479,450	-	-	-	-	-	-	91,500	-	-	138,250	14,050	48,650	262,500	1,034,400
Community activities	46,200	-	-	-	-	-	-	-	-	-	-	-	-	-	46,200
Minor equipment	356,720	-	-	-	-	-	-	7,500	-	-	14,500	10,000	10,000	51,500	450,220
Other materials & services	34,000	-	-	-	-	-	-	-	-	-	-	-	-	-	34,000
Cost Allocation	(4,228,967)	80,821	-	-	-	-	-	536,201	-	157,189	768,021	345,317	668,659	1,357,373	(315,386)
Total materials & services	1,929,058	267,321	-	-	10,000	-	84,320	1,666,812	-	158,689	3,431,099	597,766	1,041,251	2,338,809	11,525,125
Capital outlay															
Infrastructure	-	950,000	-	-	-	-	-	-	-	1,513,138	7,941,710	3,487,420	1,005,000	1,616,000	16,513,268
Buildings	383,635	-	-	-	-	-	-	-	-	-	-	-	-	-	383,635
Other improvements	-	-	-	110,777	-	-	-	-	-	-	-	-	-	-	110,777
Vehicles	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	250,000
Furniture and equipment	426,500	-	-	-	-	-	-	-	-	-	-	-	-	40,000	466,500
Total capital outlay	1,060,135	950,000	-	110,777	-	-	-	-	-	1,513,138	7,941,710	3,487,420	1,005,000	1,656,000	17,724,180
Total expenditures	18,446,030	1,281,852	-	110,777	10,000	-	84,320	2,257,488	-	1,797,334	12,366,515	4,510,287	2,882,349	6,031,474	49,778,426
Debt service															
Principal	-	-	-	-	-	-	-	-	-	-	1,486,000	-	-	121,772	1,607,772
Interest	-	-	-	-	-	-	-	-	-	-	775,620	-	-	361,279	1,136,899
Total debt service	-	-	-	-	-	-	-	-	-	-	2,261,620	-	-	483,051	2,744,671
Other uses															
Transfers out	4,458,388	-	-	-	-	527,512	5,050	763,138	-	650,000	-	-	-	-	6,404,088
Total other uses	4,458,388	-	-	-	-	527,512	5,050	763,138	-	650,000	-	-	-	-	6,404,088
Contingency	852,379	-	-	12,309	123,086	-	6,989	141,926	4,089,130	-	306,203	43,045	122,000	291,406	1,763,948
Reserved for Future Years	4,073,828	2,934,263	-	2,310	117,516	-	43,421	3,223,856	39,200	8,173,364	17,009,860	2,243,169	7,428,251	1,083,354	50,596,916
Total requirements	\$27,830,625	\$ 4,216,115	\$ -	\$ 125,396	\$ 250,602	\$527,512	\$139,780	\$6,386,408	\$4,128,330	\$10,620,698	\$31,944,198	\$6,796,501	\$10,432,600	\$7,889,285	\$ 111,288,049



RESOLUTION 2023-055

ADOPTING THE FY2023-24 BUDGET OF THE CITY OF SHERWOOD, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET

WHEREAS, the Sherwood Budget Committee has reviewed and acted on the proposed City budget; and

WHEREAS, the Sherwood Budget Committee approved and recommended a balanced budget to the City Council on June 1, 2023; and

WHEREAS, in accordance with State law, the Sherwood City Council has held a public hearing on the budget as approved and recommended by the Sherwood Budget Committee; and

WHEREAS, the City Council desires to adopt the approved budget and carry out the programs identified in the budget.

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

Section 1: **Adoption of the FY2023-24 Budget.** The City Council of the City of Sherwood, Oregon hereby adopts the budget for FY2023-24 in the sum of \$111,288,049, now on file at City Hall and attached hereto as Exhibit A.

Section 2: Making Appropriations. The amounts for the fiscal year beginning July 1, 2023 and for the purposes shown below are hereby appropriated as follows:

	General	General Construction	Public Art	Economic Dev & Promotion	Transient Lodging Tax	Grants	Community Investment	Street Operations	Street Capital	Water	Sanitary	Storm	Broadband
Administration	2,551,656												
Comm. Dev.	2,049,236												
Public Safety	6,539,287												
Comm. Serv.	3,191,697												
Public Works	4,114,154												
Operations				10,000		84,320		2,257,488		4,286,092	895,809	1,737,082	6,031,474
Capital		1,281,852	110,777						1,797,334	8,080,423	3,614,478	1,145,267	
Debt Service										2,261,620			483,051
Transfers Out	4,458,388				527,512	5,050		763,138	650,000				
Contingency	852,379		12,309	123,086		6,989	4,089,130	141,926		306,203	43,045	122,000	291,406
Total Appropriations	23,756,797	1,281,852	123,086	133,086	527,512	96,359	4,089,130	3,162,552	2,447,334	14,934,338	4,553,332	3,004,349	6,805,931
Total Unappropriated and Reserve Amounts	4,073,828	2,934,263	2,310	117,516		\$43,421	39,200	3,223,856	8,173,364	17,009,860	2,243,169	7,428,251	1,083,354
	\$27,830,625	\$4,216,115	\$125,396	\$250,602	\$527,512	\$139,780	\$4,128,330	\$6,386,408	\$10,620,698	\$31,944,198	\$6,796,501	\$10,432,600	\$7,889,285

Total Adopted Budget for FY2023-24 \$111,288,049

Section 3: **Imposing and Categorizing Taxes.** The City Council of the City of Sherwood hereby imposes the taxes provided for in the adopted budget at the City's permanent rate of \$3.2975 per one thousand of assessed value for operations; and that these taxes are hereby imposed for tax year 2023-24 upon the assessed value of all taxable property within the district.

The City of Sherwood hereby categorizes the taxes as follows:

General Government
General Fund \$3.2975 per \$1,000

Section 4: **Filing.** The Budget Officer shall certify to the County Clerk and County Assessor of Washington County and the Oregon State Department of Revenue the tax levy made by this resolution and shall file with them a copy of the budget as finally adopted.

Section 5: **City Manager Authorization.** The City Manager is hereby authorized to take such action as is necessary to carry out the adopted budget.

Section 6: **Effective Date.** This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 20th day of June, 2023.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



CITY OF SHERWOOD

FY 2023-2024 APPROVED BUDGET



City of Sherwood Annual Budget

For the Fiscal Year

July 1, 2023 - June 30, 2024

CITY COUNCIL:

Tim Rosener, *Mayor*

Keith Mays, *Council President*

Renee Brouse, *Council Member*

Taylor Giles, *Council Member*

Doug Scott, *Council Member*

Dan Standke, *Council Member*

Kim Young, *Council Member*

BUDGET COMMITTEE:

Kady Strode, *Chair*

Lana Painter, *Vice Chair*

Brian Fairbanks

Matt Kaufman

Paul Mayer

Thomas Sherwood

Nancy Taylor

CITY STAFF:

Keith Campbell, *City Manager*

David Bodway, *Finance Director*



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sherwood
Oregon**

For the Fiscal Year Beginning

July 1, 2022

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Sherwood, Oregon for its annual budget for the fiscal year beginning July 1, 2022.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide as a financial plan, and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

How to Make the Most of the Budget Document

This budget document serves to:

- Present the City Council and the public with a clear picture of the services the city provides.
- Provide city management with a financial and operating plan that adheres to the city's financial policies.
- Communicate the vision of the City Council and Leadership Team for the City of Sherwood.
- Present financial and organizational operations for each of the city's departments.

Reader's Guide

The reader's guide provides a variety of information about the city.

- Awards
- Budget Message
- Sherwood's history
- Demographic information
- Council Mission, Values, and Goals
- City organization chart
- Oregon budget process, including an explanation of funds

Revenues & Expenditures

This section includes current revenue by source and current expenses by major category. This section also includes an overview of the main sources of revenue for the City, including a review of Oregon's

property tax system; as well as an overview of the major categories of expenses; personal services, materials and services, and capital outlay.

Debt Service & Capital Improvement Plan (CIP)

This section includes information on our Broadband Bonds, Water Bonds and URA Bonds.

The CIP establishes, prioritizes, and ensures funding for projects to improve existing and develop new infrastructure and facilities. While the CIP serves as a long-range plan (20 years), it is reviewed and revised annually.

Budget Detail

This section includes the detailed budgets for the City as a whole, each fund, division, and program in the City.

Appendix

The Appendix includes the FTE schedules, salary schedules, financial policies, and a glossary with acronyms.

Sherwood City Manager Budget Message
Fiscal Year 2023-24
May 19th, 2023

To the Honorable Mayor Tim Rosener, members of the Sherwood City Council, members of the Sherwood Budget Committee, and to the citizens of Sherwood:

It is my privilege to submit my second budget as the City Manager for the City of Sherwood. Enclosed is the proposed Fiscal Year 2023-24 (FY2023-24) budget. This budget is the City's single most important policy document. Its purpose is to provide a comprehensive overview of all City funds and services, and to give stakeholders a better understanding of the City's operating and fiscal programs. This \$111.3 million budget funds services that help define Sherwood as one of the best communities in the Pacific Northwest. It also invests in meeting council goals and deliverables as well as maintaining and enhancing Sherwood's quality of life. I have continued to listen and learn from community members, city council, and staff to help maintain and preserve our outstanding community.

GFOA Best Practices

The city again is presenting a budget document that follows the Government Finance Officers Association (GFOA) best practices in local budgeting.

A successful budget should serve as:

- A policy document
- A financial plan
- An operations guide
- A communications device with stakeholders

The budget process should accomplish the following:

- Involve stakeholders
- Identify stakeholder issues and concerns
- Achieve stakeholder acceptance of decisions related to goals, services, and resource utilization
- Report to stakeholders on services and resource utilization, and serve generally to enhance the stakeholders' view of government

Overview

It is important to acknowledge this proposed budget has been developed during uncertain economic times. Inflation, supply chain challenge, shortages in goods, labor shortages, rising interest rates, and concerns regarding a recession are just a few of the main challenges and uncertainties.

This budget was written with a goal of being very thoughtful while utilizing a conservative approach in preparing this document. We have taken a conservative approach to revenue growth, and an aggressive approach with inflation. We have prioritized maintaining healthy beginning fund balances to allow for the city to remain flexible and adaptive to needs and challenges. Our fiscal challenges are dynamic, with adjustments and new information being presented on an almost daily basis. As the new fiscal year plays out over the rest of 2023 and into 2024, I anticipate we may need to adjust the budget as we remain thoughtful of the economic challenges and opportunities.

A summary of the proposed budget by the different funds in comparison to the current adopted budget is shown below.

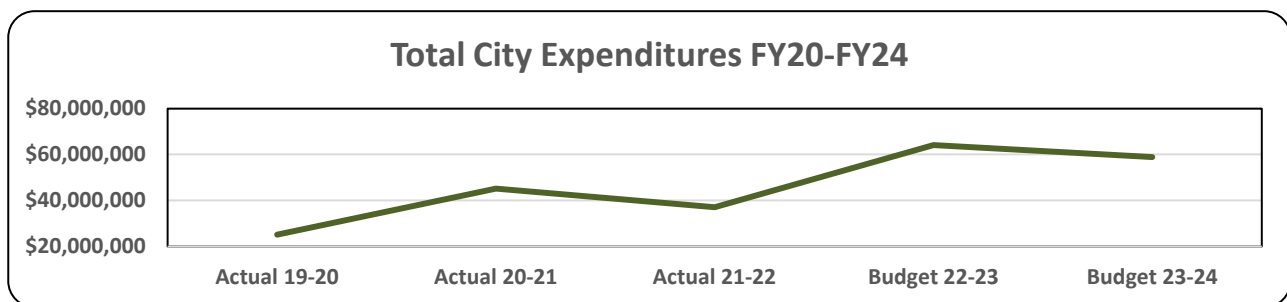
Total Budget (All Funds)

The proposed total budget for FY2023-24 for all funds is \$111.3 million. This represents a decrease of \$1.0 million or 1.0% from the current adopted FY2022-23 budget. Within this proposed total budget, Personal Services accounts for \$20.5 million. This figure is 12.9% higher than the current projected costs for FY2022-23. Personal Services includes all salaries and wages, payroll taxes and employee benefits.

Budget in Brief				
Expenditures	2022-23 Budget	2023-24 Proposed	Variance	% Change
General Fund				
Administration	\$ 2,986,701	\$ 2,551,656	\$ (435,045)	-14.6%
Community Development	2,584,495	2,049,236	(535,259)	-20.7%
Police Services	6,194,259	6,539,287	345,028	5.6%
Community Services	3,397,871	3,191,697	(206,174)	-6.1%
Public Works	4,019,389	4,114,154	94,765	2.4%
Transfers Out	-	4,458,388	4,458,388	100.0%
Subtotal General Fund	19,182,715	22,904,418	3,721,703	19.4%
Debt Service Fund	78,033	-	(78,033)	-100.0%
General Construction Fund	1,236,925	1,281,852	44,927	3.6%
Public Art Fund	-	110,777	110,777	100.0%
Economic Development & Promotion Fund	-	10,000	10,000	100.0%
Transient Lodging Tax Fund	-	527,512	527,512	100.0%
Grants Fund	79,171	89,370	10,199	12.9%
Street Operations Fund	3,377,786	3,020,626	(357,160)	-10.6%
Investment Fund	-	-	-	0.0%
Street Capital Fund	4,479,558	2,447,334	(2,032,224)	-45.4%
Subtotal General Govt. Funds	28,434,188	30,391,889	1,957,701	6.9%
Water Enterprise Fund	17,556,134	14,628,135	(2,927,999)	-16.7%
Sanitary Enterprise Fund	2,631,121	4,510,287	1,879,166	71.4%
Storm Enterprise Fund	2,702,195	2,882,349	180,155	6.7%
Telecommunications Fund	8,252,849	6,514,525	(1,738,324)	-21.1%
Subtotal Enterprise Funds	31,142,298	28,535,296	(2,607,002)	-8.4%
Total All Funds	\$ 59,576,487	\$ 58,927,185	\$ (649,302)	-1.1%

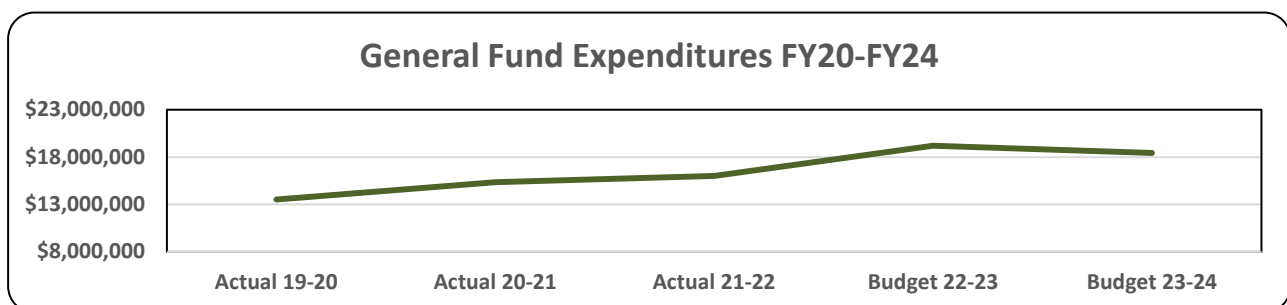
Materials and services (M&S) expenses are operating expenses incurred during the normal course of business including professional services, supplies, utilities, and property and liability insurance. The total M&S expenses for the proposed total budget are \$11.5 million, a 0.2% decrease from the current fiscal year budget.

Capital Outlay consists of vehicle and large equipment purchases as well as infrastructure improvements within the General Construction, Water, Storm and Streets funds. Capital Outlay expenses are \$17.7 million, which is a 22.8% decrease from the current fiscal year. Debt Service, the payment of outstanding financing for capital improvements is \$2.7 million, an increase of 0.1% from the current fiscal year. The overall total expenditure decrease is 8.0%.



General Fund

The General Fund is the primary operating fund of the City including administration, police services, community development, community services, and a portion of public works. Since General Fund revenues are unrestricted in use, citizens usually focus a great deal of attention on this fund in reviewing the budget. Revenues for this fund largely consist of property taxes, franchise fees, licenses, permits, and court fines.



Within the proposed General Fund budget, Personnel Services accounts for \$15.5 million. This figure is 5.6% higher than the current FY2022-23 budget. The total Materials & Services expenses for the proposed budget is \$1.9 million, a 1.5% decrease from the current fiscal year budget. Capital Outlay is proposed at \$1.1 million, a decrease of 59.1% over the current fiscal year budget. This Capital Outlay includes routine large expenditures such vehicle purchases, communication equipment, and other large equipment. Excluding the one-time transfers out, the combination of these changes in each of these categories leads to an overall decrease of 3.8% in the proposed General Fund expenditures budget.

I am recommending the use of a portion of the General Fund ending fund balance as well as one-time revenues to fund one-time expenditures of \$1,598,583 while adhering to the City Council fiscal policy of retaining 20% of our operating revenues in our ending fund balance each year.

Fund Balances

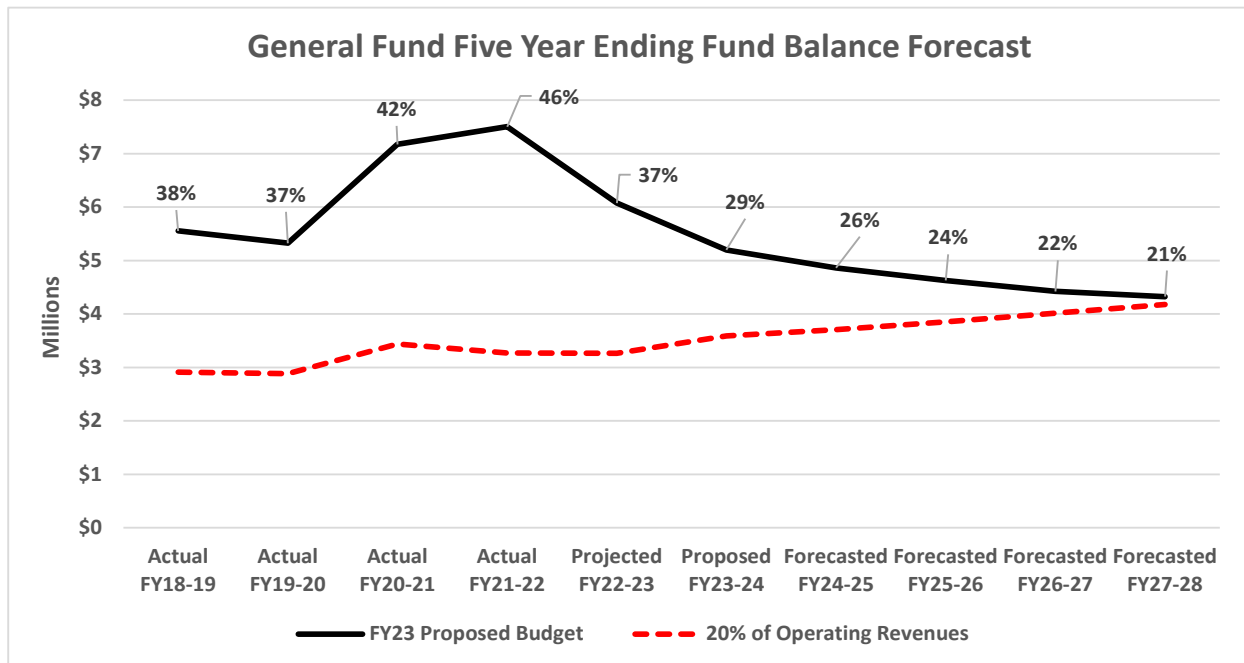
Below is a chart showing the proposed change in fund balances for FY2023-24:

Change in Fund Balance	General Fund	General Construction Fund	Debt Service Fund	Public Art Fund	Economic Development & Promotion Fund	Transient Lodging Tax Fund	Grants Fund	Street Operations Fund	Investment Fund	Street Capital Fund	Water Fund	Sanitary Fund	Storm Fund	Broadband Fund
Beginning Fund Balance	\$10,242,478	\$ 2,030,102	\$ -	\$ -	\$ -	\$376,512	\$ 38,780	\$3,547,879	\$ -	\$ 7,360,995	\$24,180,611	\$2,760,710	\$ 7,502,644	\$4,975,225
Increase in Fund Balance	-	904,161	-	14,619	240,602	-	11,630	-	4,128,330	812,369	-	-	47,607	-
Decrease in Fund Balance	(5,316,271)	-	-	-	-	(376,512)	-	(182,097)	-	-	(6,864,548)	(474,496)	-	(3,600,465)
Ending Fund Balance	\$ 4,926,207	\$ 2,934,263	\$ -	\$ 14,619	\$ 240,602	\$ -	\$ 50,410	\$3,365,782	\$4,128,330	\$ 8,173,364	\$17,316,063	\$2,286,214	\$ 7,550,251	\$1,374,760

General Fund

As part of our normal five-year financial forecasting, we have updated our General Fund Ending Fund Balance forecast using this proposed budget. Some key assumptions in this forecast include:

- The City of Sherwood continuing with its past practice of preparing a “conservative” forecast. A conservative forecast is cautious on revenues while assuming “worst case” for expenditures.
- Beginning July 2023, the City’s required contribution PERS rates are changing: 0.98% for Tier 1 and Tier 2 employees, 1.43% for OPSRP General Services and 1.86% for OPSRP Police and Fire employees.
- The City’s original Urban Renewal Agency closing in June 2023.
- The impact of the City’s 2021 Urban Renewal Agency.
- City wide assessed property tax value “new growth” increasing on average 1.37%. This is in addition to the assumed 3% increase.
- At the time of preparing this five-year forecast, inflation was hovering just below 5% at 4.9%. Most forecasts agree inflation will continue to trend downwards. The Federal Reserve has been aggressively trying to beat spiraling inflation by raising interest rates. The question remains when will inflation hit the Fed’s target level of 2%. Aligning with the City’s conservative forecast approach, we have factored in an average increase of 4.7% in the first three years of the forecast. The average increase over the five years is 3.62%.
- This forecast does not include any Funds that have been allocated to the Public Art Fund, Economic Development and Promotion Fund, and Investment Fund.
- Construction on Tualatin-Sherwood Road has impacted the traffic cameras on Hwy 99. This caused a reduction in revenue for the FY 2022-23 budget. This budget reduces future revenue in anticipation of new designs that will lower expected traffic fines.



It is important to note a few major aspects related to our General Fund balance:

- In recent years City Council has decided to use some of the General Fund balance towards one-time projects and for maintenance that had been deferred. This proposed budget again uses some of the ending fund balance for one-time expenditures.
- Our financial policies require an unrestricted fund balance of 20% of fund revenue. Our ending fund balance for FY2023-24 is projected to be 29%, which exceeds our financial goal. The five-year forecast shows a projected ending fund balance of 21%.

The change in the General Fund balance excludes one-time revenues and one-time transfers is broken down as follows:

Operating Revenue	\$ 17,218,889
Operating Expense	<u>(16,847,447)</u>
Net Normal Operations	371,442
Less One-Time Expenses Net	<u>(1,598,583)</u>
Change in Fund Balance	<u><u>(\$ 1,227,141)</u></u>

Additional General Fund factors for our Sherwood Police Department:

- The Sherwood Police Department is continuing to work to address Career Cycle Planning as we take a proactive approach to address upcoming retirements. The challenge is that the lead time to replace experienced officers is significant. For lateral police hire it can take 4-5 months before they can be self-sufficient. A new police hire can take 16 months before they can be self-sufficient. Large back logs at the Department of Public Safety Standards and Training (DPSST) could significantly increase this lead time. As such, the city has begun recruitments to bring in staff in advance of retirements to meet policing staffing demands. The city will use up to \$250,000 from the Investment Fund for this Career Cycle Planning which will be included in a future supplement budget with actual expenses of the program.

- The Sherwood Police Department is working with the Drug Enforcement Administration (DEA) and will be receiving expected funding support of an expected \$300,000 per year. By budget law, this money cannot be budgeted, but will be included in future and supplemental budgets as these funds are recognized. The money, once received, can be used for materials and services in the police department.

Special Revenue, Capital, and Proprietary Funds

Grants Fund

This is a special revenue fund where the uses of revenues that are designated for a specific purpose are tracked. The proposed budget includes the Metro Community Enhancement Program (CEP).

Transient Lodging Tax (TLT) Fund

This is a special revenue fund where the uses of revenues that are designated for a specific purpose are tracked. The City implemented a local TLT effective April 1, 2019, and there is currently one operating hotel in Sherwood. As per state law the City will allocate 30% of these funds, which are unrestricted, with the remaining 70% be allocated to the Public Art Fund and Sherwood Arts Center.

Public Art Fund

This is a special revenue fund where the uses of revenues that are designated for a specific purpose are tracked. This fund is newly established and was created to provide funding to encourage art within the community and promote tourism within the city.

Investment Fund

This is a special revenue fund where the uses of revenues that are designated for a specific purpose are tracked. This fund is newly established and was created to help support various projects and needs the city has.

Economic Development and Promotion Fund

This is a special revenue fund where the uses of revenues that are designated for a specific purpose are tracked. This fund is newly established and will begin to assist in promoting and sponsoring local events as well as assist with business retention, expansion, and recruitment.

Street Operations Fund

The Street Operations Fund accounts for all maintenance projects related to City streets and sidewalks. The fund balance remains strong at this time and additional maintenance projects have been included in this proposed budget to keep the City's annual street maintenance program up to date.

Street Capital Fund

This fund is used to manage capital projects related to streets and to account for all transportation SDC's (System Development Charges) and TDT's (Transportation Development Taxes). Operating funds are also transferred into the Street Capital Fund from the Street Operations Fund to cover capital projects related to existing streets. The largest expense in this fund for FY2023-24 is improvements to the Oregon-Tonquin intersection. Other projects include Oregon Street design, construction, and traffic calming.

General Construction Fund

This fund is used to manage capital projects related to parks, the senior center, and other city facilities. The largest expense in this fund for FY2023-24 is for the Cedar Creek Trail supplemental work which includes design, permits, and construction to restore acoustic fencing and landscaping.

Water Fund

The city continues to work to ensure a reliable water source will be available even as our population continues to grow. Planned improvements include improvements to the Water Treatment facility include increasing the ACTi flow rate from 7.5 mgd (million gallons per day) per basin, to 10 mgd per day and increasing the ozonation basin flow rate from 7.5 mgd to 10 mgd.

Sanitary and Stormwater Funds

An increase of 2% in rates for both the city sewer and stormwater rates are in this proposed budget. Sanitary projects include the Rock Creek Trunk Capacity Upgrade Phase II Design and construction and Brookman Sanitary Trunkline extension, design, and construction. Stormwater included funds for a drainage swale rehabilitation and enhancement in Stella Olsen Park.

Broadband Fund

Sherwood Broadband continues its expansion and build out into residential areas with the Fiber to the Home project (FTTH). The fiber project will enable smart technologies today and into the future. Sherwood Broadband is under the direction and oversight of the Sherwood City Council. In addition to residential services, Sherwood Broadband also has projects lined up to extend service to businesses in Sherwood and the surrounding areas in FY2023-24. Progress on the Sherwood Broadband Fiber to the Home (FTTH) project is moving along. Service is currently available to all homes west of 99w and in the FTTH pilot areas. City crews just finished construction to 248 homes near Middleton Elementary and has started construction on the adjoining neighborhood of 230 homes. Once that area is complete Sherwood Broadband will have roughly 2500 serviceable addresses.

Personnel Services changes

The proposed budget funds a total workforce of 146.5 Full Time Equivalent (FTE) positions, an increase of 3.25 FTE positions from the current workforce. Of these positions, 1.5 FTEs are paid for out of the General Fund and .25 FTE paid from the General Fund and a grant. The following is a summary of these personnel changes:

- Add one Communications/Marketing Manager (+1.0 FTE) in City Manager splitting time between (General Fund and Broadband Fund) (This accomplishes Council Deliverable 6.5)
- Budgeted reclassifying HR Manager position to HR Director (+0.0 FTE) in Human Resources (General Fund)
- Add a part-time HR Specialist (+0.5 FTE) in Human Resources (General Fund)
- Add a part-time Finance Tech (+0.5 FTE) in Finance (General Fund)
- Increase hours for Administrative Assistant I (+0.25 FTE) in Senior Center (General Fund/Grant)
- Add one Maintenance Worker II (+1.0 FTE) in Utilities (Various Proprietary Funds)

Total Personnel Services costs will increase by 5.6% for the General Fund and 12.9% for all funds between the current year budget and current projected costs for FY2022-23. Key personnel services cost increases in this proposed budget are as follows:

Increases in salaries result from cost-of-living increases, as salaries will be increasing by 4.0% for exempt employees, SPOA represented police officers, and for AFCME represented employees as well as step increases throughout the fiscal year. The city will also be contributing to employee VEBA accounts as per the AFCME and SPOA agreements, with non-represented matching with the AFCME agreement.

PERS rates are set for a biennium period and will change for this upcoming budget period, however, recent changes have been minimal in comparison to prior years as the rates are beginning to stabilize. The City currently pays between 27.96% and 33.52% of salaries towards retirement for each eligible employee. This amount includes the employer and the employee share of PERS for all employees.

Budget Law

This proposed budget is submitted as required by Chapter 294 of the Oregon Revised Statutes and Chapter VIII, Section 33.e.6 of the Sherwood Municipal Code. As an important reminder to citizens reviewing this proposed budget, State budget law provides for three different levels of review and scrutiny of this budget: the City Manager, the Budget Committee, and the City Council. At any step in this process, the reviewing body can alter the proposed budget if they believe it is in the best interest of the City of Sherwood. This is my second proposed budget for the City of Sherwood in my role as City Manager. I am pleased to be able to propose a fiscally responsible budget that continues to provide the quality of public services our citizens have come to enjoy and expect from the City of Sherwood.

Conclusion

Sherwood continues to be a financially sound organization. We rely on diverse revenue sources and have equally diverse expenditure patterns that result in healthy fund balances. Our Senior Leadership team and staff do an outstanding job in handling their respective departmental budgets and expenditures and I applaud them for their efforts. Our challenge remains the same: keep our priorities balanced, be good stewards to our taxpayers, and be mindful of the short-term and the long-term best interest of our community.

We have attempted to highlight several key components and issues of our budget. This message isn't intended to be all encompassing. Staff has worked to provide information, data, highlights, changes, and active transparency for all funds and departments. I encourage the reader to take the time to review and understand what their city is doing and how we are utilizing our resources. The budget should define the values of our community; we want to be unselfish partners in this process. The budget should be examined, considered, discussed, and questioned. Each year our budget and communication should continue to grow and enhance our communication with our stakeholders.

This budget is just a proposal, it is, until approved, merely a draft. Your input will only improve the quality of the final product. The budget should be the narrative and the reflection of the values of our community, and the approval of the Budget Committee is a statement of support. The final and approved budget is a direct reflection of where we as a community are spending our time, energy, and resources.

This budget document was the result of a team effort amongst staff and the Senior Leadership team. I want to specifically acknowledge Leslie Dean, Craig Sheldon, Brad Crawford, Eric Rutledge, Kristen Switzer, Ty Hanlon, Sylvia Murphy, Ryan Adams and Lydia McEvoy. A special thanks to David Bodway, who did an outstanding job of coordinating and organizing the proposed budget. I feel humbled and blessed to be able to work with so many outstanding public servants.

Respectfully Submitted,



Keith D. Campbell
Sherwood City Manager

Budget Committee Changes from Proposed to Approved Budget

- Amend name of new fund from Investment Fund to Community Investment Fund

History

The first wagon train arrived in Oregon in 1843, and by 1853, Sherwood was being settled by farmers. They built their houses of the logs taken from the forest, which once covered the area. They grew nearly everything they needed.

By 1870, many families had moved into the area that we now call Sherwood. In 1885, J.C. Smock granted the railroad the right-of-way through his property. In 1889, he and his wife, Mary Ellen Sebastian, then planned and named the streets surrounding the railroad tracks. The town that emerged was known as Smockville; later renamed to Sherwood and incorporated in 1893.



Aerial photo of Sherwood, 1951

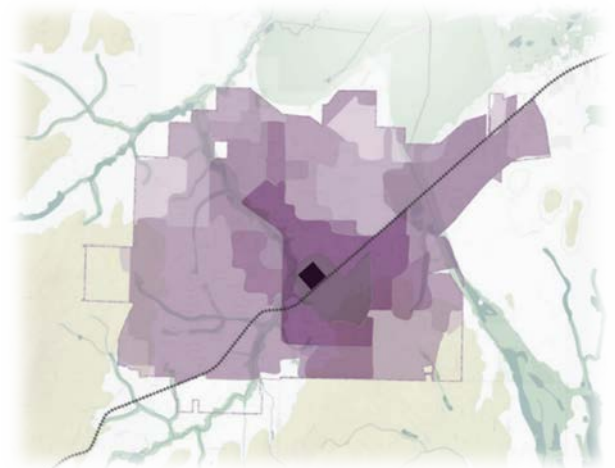


Original Smockville plat, 1889

In the early 1890's, Sherwood's main industry was a brickyard that supplied building bricks for most of Portland's growth. Most of Sherwood's commercial buildings were built at this time, including the nine-block area known as Old Town. The original home of J.C. Smock and Mary Ellen Sebastian still stands on Park Street next to the Morback House as a component of the Sherwood Heritage Center.

When the brickyard closed in 1895, the economy diversified to include a fruit and vegetable cannery and a tannery, which supported Sherwood until 1971.

In 1911, Sherwood's City limits were one square mile, and had a population of 350. As of December 15, 2022, the City is four and a half square miles and has a population of 20,222.



The City has expanded to its present size

Authority

The City of Sherwood has all powers granted to municipal corporations by State statutes, including the power to issue debt, levy taxes on real property within its boundaries, and to extend its corporate limits by annexation.

Services

The City provides a full range of services: public safety; library; construction and maintenance of streets, parks, and utility infrastructure; recreational activities and cultural events; current and long-range planning; development review; building permits; and construction inspection.

Sherwood owns and operates a water system and, jointly with the City of Wilsonville, a water treatment plant. The City also owns and operates the sanitary sewer and stormwater collection facilities with treatment provided by Clean Water Services, a regional services district.



Senior services are provided by the City in the Marjorie Stewart Senior Center. Fire protection is provided by TVF&R, a regional special district. Electricity, phone, and trash disposal are provided by private businesses. Sherwood is part of School District 88J.

Sherwood has a Urban Renewal Agency (URA) which undertake projects in the designated Urban Renewal District. The URA is a distinct municipal corporation and its budget is separate from the City of Sherwood.





DISTANCE FROM SHERWOOD	
Cities	
Portland, OR	17 miles
Salem, OR	36 miles
Eugene, OR	100 miles
Seattle, WA	190 miles
Boise, ID	445 miles
San Francisco, CA	625 miles
Airports, Rail Stations	
Portland International Airport	30 miles
Hillsboro Airport	17 miles
Portland Union Station	18 miles
Recreational Areas	
Oregon Coast	80 miles
Mt. Hood Ski Areas	70 miles
Central Oregon	165 miles
Public Universities	
Portland State University	16 miles
Oregon State University	75 miles
University of Oregon	102 miles

Location

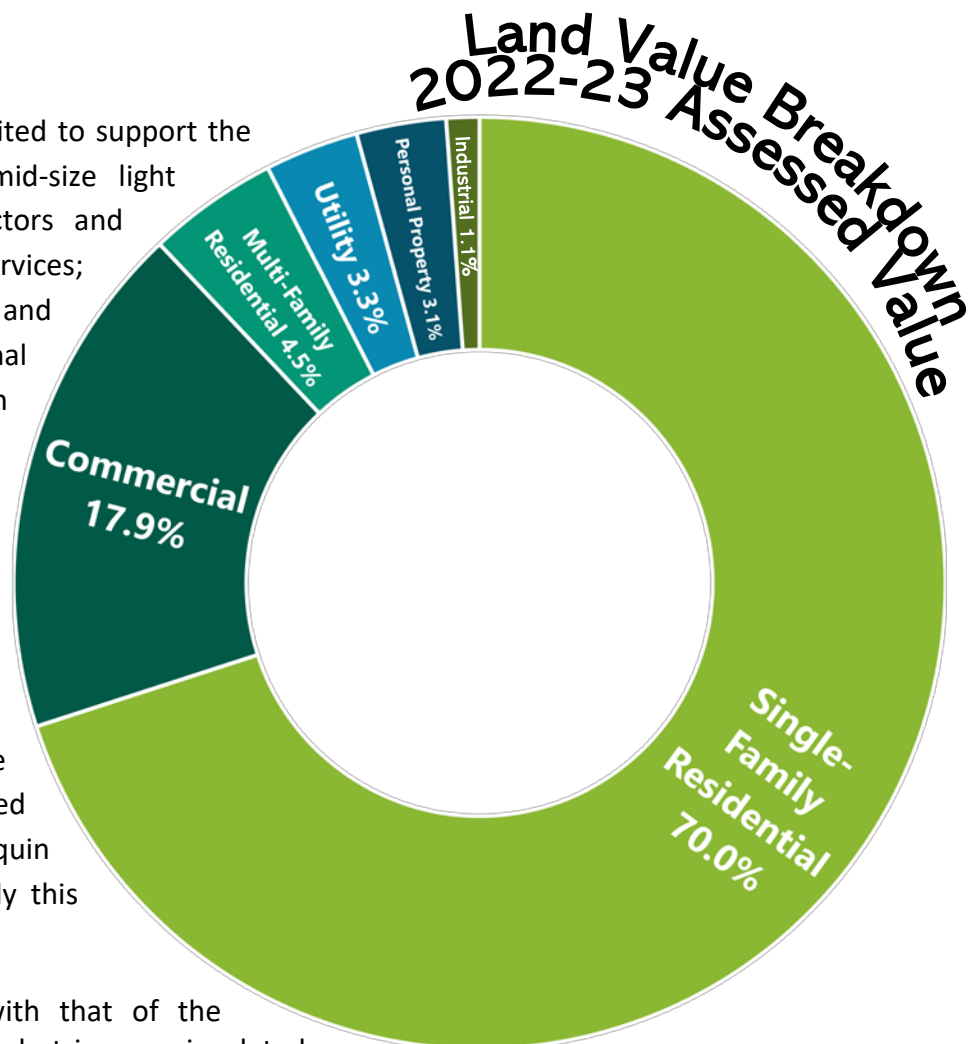
Sherwood’s City limits span four and a half square miles along State Highway 99W via Interstate 5. The rapidly growing city is part of the Willamette Valley located in southwest Washington County. Sherwood is the home of the Tualatin River National Wildlife Refuge to the north, and bordered by Yamhill County to the south, and the City of Tualatin to the east.

Economy

The City of Sherwood is highly suited to support the following industries: small to mid-size light manufacturing; specialty contractors and construction firms; creative services; amusement, recreation, sporting and lodging hospitality; educational facilities; and nursing and health care support services and facilities. Several new businesses, which fall into these categories, are in the process of being built or are projected to come to Sherwood within the near future. Currently most employed residents commute outside of the City for work. The City has completed a concept plan for the Tonquin Employment Area to help remedy this imbalance.

The City's economy is linked with that of the Portland/Vancouver Metro Region but is more insulated from economic downturns due to the high education and skill level of its population.

Despite growth, the City has managed to maintain a first-rate quality of life for its residents through a unique park and recreation system, a great school system, and a revived central business district in Old Town.



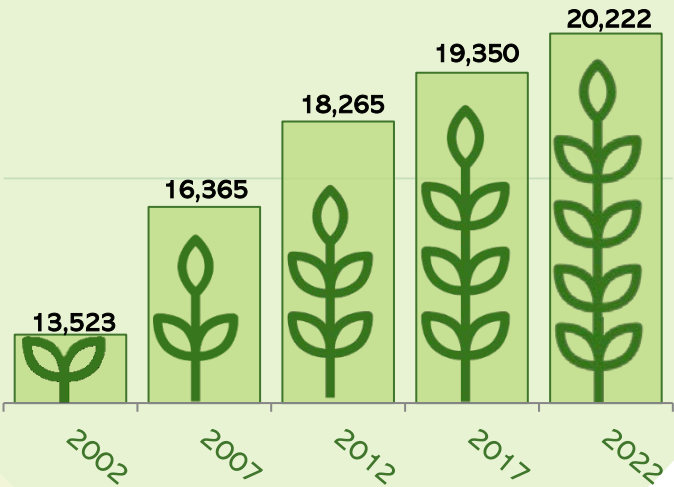


Demographics

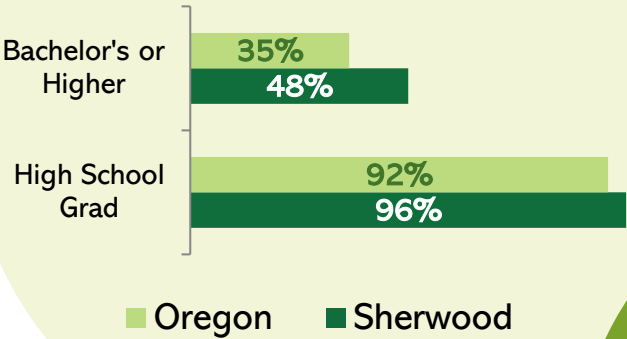
Over the last two decades, Sherwood has been one of the faster growing communities in the State. Between 2002 and 2022, the population has grown 67%. Sherwood has an average of 3.5 people per household as compared to 3.0 in Oregon as a whole. 51% of Sherwood’s population is female, as compared to 51% in Oregon as a whole.

63% of the homes in Sherwood are less than 30 years old. Owner-occupied homes represent 77% of the community as opposed to 62% of Oregon as a whole.

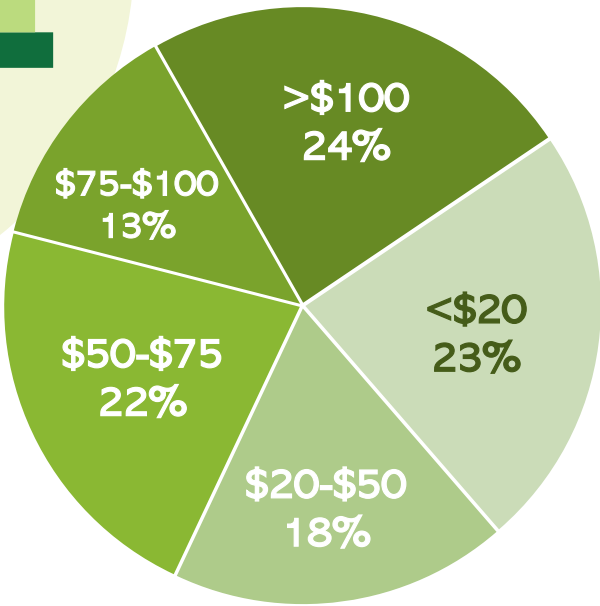
City of Sherwood Population



Population Age 25 and Over

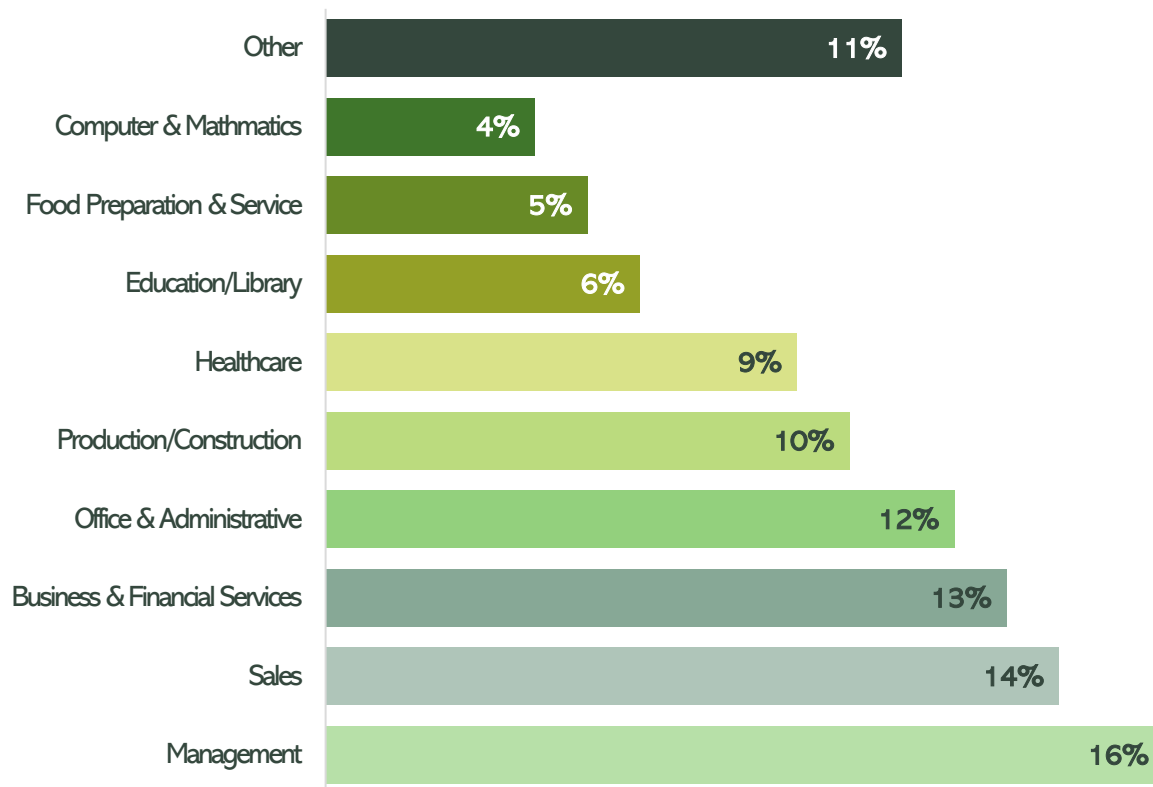


Household Income Distribution (\$'s in thousands)



Population Age Distribution

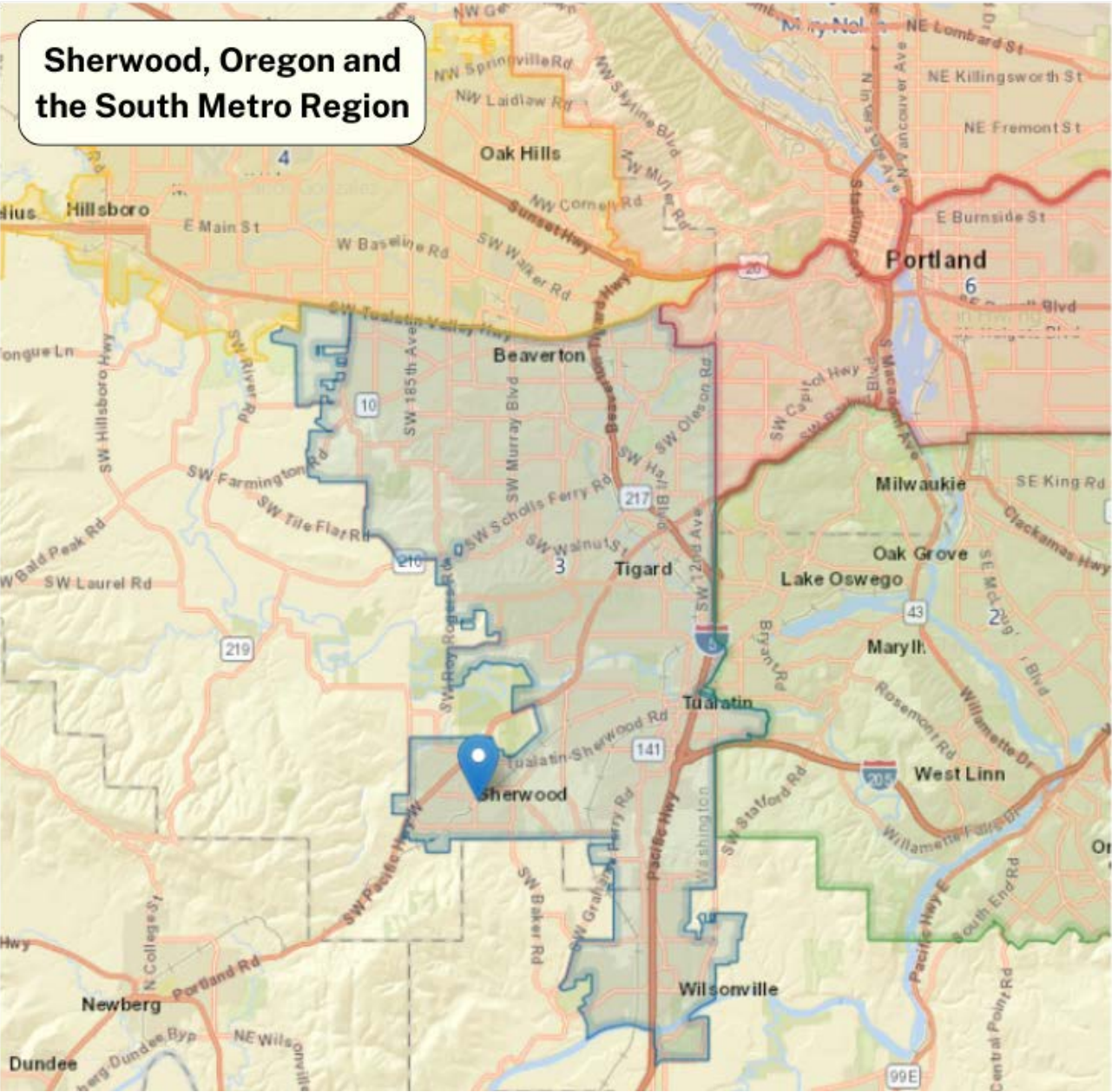
Job Types Held by Sherwood Citizens



PRINCIPAL EMPLOYERS

<i>Employer</i>	<i>Employees</i>	<i>% of Total City Employment</i>
LAM Research Corporation	282	5%
Wal-Mart Stores Inc.	268	5%
Allied Systems Company	220	4%
Target Store T1868	181	3%
NW Natural Gas	179	3%
Home Depot USA, Inc.	179	3%
Safeway #1800	147	3%
PNW Flatwork dba Fettig	140	3%
Treske Precision Machining	135	2%
First Student Inc.	110	2%
Total employees: 5495		
Source: City of Sherwood Business License Database		

Principal Taxpayers Current Year and Nine Years Ago						
Taxpayer	2023			2014		
	Taxable Assessed Value	Rank	Percentage of Total Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Assessed Value
Portland General Electric	\$32,240,000	1	1.4%	\$12,483,000	6	0.8%
WalMart Stores, Inc	\$29,657,452	2	1.3%	N/A	-	0.0%
MGP XProperties LLC	\$23,493,650	3	1.0%	N/A	-	0.0%
Mountain High Apartment LLC & TSL Sherwood, LLC	\$20,851,880	4	0.9%	N/A	-	0.0%
Big Sunfield Lakes, OR, LLE	\$19,940,490	5	0.9%	\$15,282,760	4	1.0%
Target Corporation	\$17,106,920	6	0.7%	\$15,664,061	2	1.0%
Creekview Crossing SPE, LLC	\$16,699,760	7	0.7%	\$12,799,010	5	0.8%
Sherwood Senior Living, LLC	\$16,006,850	8	0.7%	N/A	-	0.0%
Northwest Natural Gas Co	\$14,064,000	9	0.6%	\$15,663,880	3	1.0%
Tacke LLC & LAF LLC	\$13,475,666	10	0.6%	N/A	-	0.0%
Retail Property Partners	N/A	-	0.0%	\$18,467,240	1	1.2%
Allied Systems Company	N/A	-	0.0%	\$11,042,820	7	0.7%
Juniper Ridge Investments	N/A	-	0.0%	\$10,278,620	8	0.7%
Home Depot USA, Inc.	N/A	-	0.0%	\$9,883,867	9	0.6%
JPMC C 2006-CIBC14 12 th St	N/A	-	0.0%	\$7,960,610	10	0.5%
<i>Total:</i>	\$171,296,668		7.3%	\$127,953,768		7.6%
<i>Source: Washington County Assessor's records</i>						



Mission Statement

Provide high quality services for all residents and businesses through strong relationships and innovation in a fiscally responsible manner.



Overarching Pillars, Goals & Deliverables

The Sherwood City Council has established six city-wide goals. These goals reflect the City's duty to maintain and improve the quality of life for all residents. Within these goals are actions outlining specific objectives City staff is charged to pursue. Many of the department goals further delineate and detail how these objectives are to be accomplished. The departmental goals are outlined in the Budget Detail.

Pillar 1: Economic Development					
Goals:	• Promote Strong Diverse Economic Growth Opportunities • Build Infrastructure to Support New Commercial and Industrial Development • Balancing the Tax Base • Work with Metro and regional partners to bring Sherwood West land into UGB • Bring Jobs to Sherwood that provide wages that allow people to live and work in Sherwood • Sherwood West Planning • Tonquin Employment Area • Prioritization of Infrastructure Development Deliverables for Best ROI				
	Deliverables:		Deliverable Time Frame		
			0-1 Year	2-3 Years	3+ Years
	Deliverable 1:1 Improve Development Code to promote stronger economic development 1:1(a) Code Audit and Stakeholder Meetings to Determine Opportunity for Improvement 1:1(b) Process Amendments		X	X	
	Deliverable 1:2 Create Annexation Policies & Processes to manage our growth goals as it relates to infrastructure, school capacity, & long-term community needs		X		
	Deliverable 1:3 Target Metrics for Jobs/Housing Balance		X		
	Deliverable 1:4 Completion and Adoption of Sherwood West Re-Look Plan		X		
	Deliverable 1:5 Decision to ask Metro to include Sherwood West into the UGB		X	X	
	Deliverable 1:6 Annexation Plan/Policy of Tonquin Employment Area		X		

Pillar 2: Infrastructure				
Goals:	• Build Pedestrian Connectors between Sherwood East and West • Continue to invest in Sherwood Broadband Utility as an Important infrastructure for Sherwood and Beyond • New Public Works Facility • Investment in Cyber and Network Security • Invest in Business Process Improvements			
	Deliverables:	Deliverable Time Frame		
		0-1 Year	2-3 Years	3+ Years
	Deliverable 2:1 Improve Development Code to Promote stronger economic development	X	X	
	Deliverable 2:2 Sherwood 99 Pedestrian Bridge			
	2:2 (a) Sherwood 99 Pedestrian Bridge 100% Design	X	X	
	2:2 (b) Sherwood 99 Pedestrian Bridge Construction	X		
	Deliverable 2:3 Cedar Creek Pedestrian Tunnel			
	2:3 (a) Cedar Creek Pedestrian Tunnel Feasibility Study	X	X	
	2:3 (b) Cedar Creek Pedestrian Tunnel 30% Design Study	X		
	Deliverable 2:4 Complete Sherwood Broadband Fiber to the Home Build Out	X	X	
	Deliverable 2:5 Complete YMCA Agreement	X		
	Deliverable 2:6 Purchase and/or replace antiquated software		X	
	Deliverable 2:7 Reconfigure existing software to adapt to current needs	X		
	Deliverable 2:8 Address remote workforce needs	X		
	Deliverable 2:9 Implementation Plan for Parks Master Plan	X		
	Deliverable 2:10 Develop Shovel Ready Fiber Expansion Projects	X	X	X

Pillar 3: Livability and Workability

Goals:

- Continue to Support and Enhance Senior Services
- Trails and Walkability
- Promote and monitor diverse housing that will accommodate a wide variety of life stages and needs
- Public Art
- Mental Health and Wellness
- Investment in Community Gathering Spaces or Community Enhancements
- Investment in Parks (Acquire New Land for Parks and Expansion and Improvements of Current Parks)

Deliverables:**Deliverable Time Frame**

0-1 Year

2-3 Years

3+ Years

Deliverable 3:1

Consider Obtaining Age Friendly City Certification

X

Deliverable 3:2

Design Concepts for single-story flex building on lot in front of Arts Building

X

Deliverable 3:3

Design Plan for Cedar Creek Trail Amenities

X

Deliverable 3:4

Public Art in Roundabouts (2x)

X

X

Deliverable 3:5

Build Festival Plaza

X

Deliverable 3:6

Create Public Arts Fund to Utilize for Grants

X

X

Deliverable 3:7

Monitor Housing, Track Progress on Issues, Actively Participate, as Needed, with Legislature and Rule Making Committees

3:7 (a) Develop Annual Report on Housing

X

3:7 (b) Staff Participate in Rule Making & Monitor and Track Changes

X

Deliverable 3:8

Employee and City volunteer recognition and appreciation programs

X

Deliverable 3:9

Programs to encourage innovation and creative solutions and ideas

X

Deliverable 3:10

Involve the Community and other government partners in discussions on the Importance of Community

X

Pillar 4: Public Safety

Goals:	- Public Safety Planning - Collaborate with School District - Promote Bike and Pedestrian Safety - Promote Driver Safety			
	Deliverables:	Deliverable Time Frame		
		0-1 Year	2-3 Years	3+ Years
	Deliverable 4:1 Funding Additional SRO		X	
	Deliverable 4:2 Enhance Visibility and Use of Police Reserve Program		X	
	Deliverable 4:3 Work with SSD on Safe Route to School Programs	X		
	Deliverable 4:4 Programs to Recruit and Retain Officers	X	X	X
	Deliverable 4:5 Identify and Complete Infill for Sidewalk Improvements/ADA	X		
	Deliverable 4:6 Develop an Action Plan with County to Improve Safety on County Owned Roads in Sherwood and UGB	X	X	
	Deliverable 4:7 Charge Traffic Safety Committee to Review Speed Limits in City Limits	X		

Pillar 5: Fiscal Responsibility

Goals:	- Pursue New Internal and External Revenue Sources - Efficient Service Delivery			
	Deliverables:	Deliverable Time Frame		
		0-1 Year	2-3 Years	3+ Years
	Deliverable 5:1 Pursue Federal Grants and Monies	X		
	Deliverable 5:2 Pursue State Grants and Monies	X		
	Deliverable 5:3 Complete Banking RFP	X		
	Deliverable 5:4 Organizational Assessment and Review on Delivery of Services	X	X	

Pillar 6: Citizen Engagement

Goals:

- A Communication Plan that is Comprehensive and Strategic to Modernize City-Wide Communication
- A High Level of Customer-Centric Approach to Citizens Engaging with the City
- Diversity, Equity, Inclusion, and Accessibility
- Engaging with Youth
- Efficient Management of Meetings for All Boards and Commissions

Deliverables:**Deliverable Time Frame**

0-1 Year

2-3 Years

3+ Years

Deliverable 6:1

Create new Website Platform and Enhance Social Media

X

Deliverable 6:2

Evaluate billing of Broadband as it relates to customer service and workload to staff

X

X

Deliverable 6:3

Utilize modern communication tools (mobile surveys, text messaging) to solicited feedback from residents

X

Deliverable 6:4

Track, respond and analyze citizen requests through a customer relationship management system

X

Deliverable 6:5

Consider Engagement/Communication Specialist

X

Deliverable 6:6

Develop a comprehensive approach to doing surveys that enables the organization to improve both the

X

Deliverable 6:7

Continue to refine our marketing materials for industry

X

Deliverable 6:8

Refine Branding

X

Deliverable 6:9

Create a City Statement on DEIA

X

Deliverable 6:10

Review and Update hiring processes through DEIA

X

Deliverable 6:11

Consider Youth Advisory or Similar

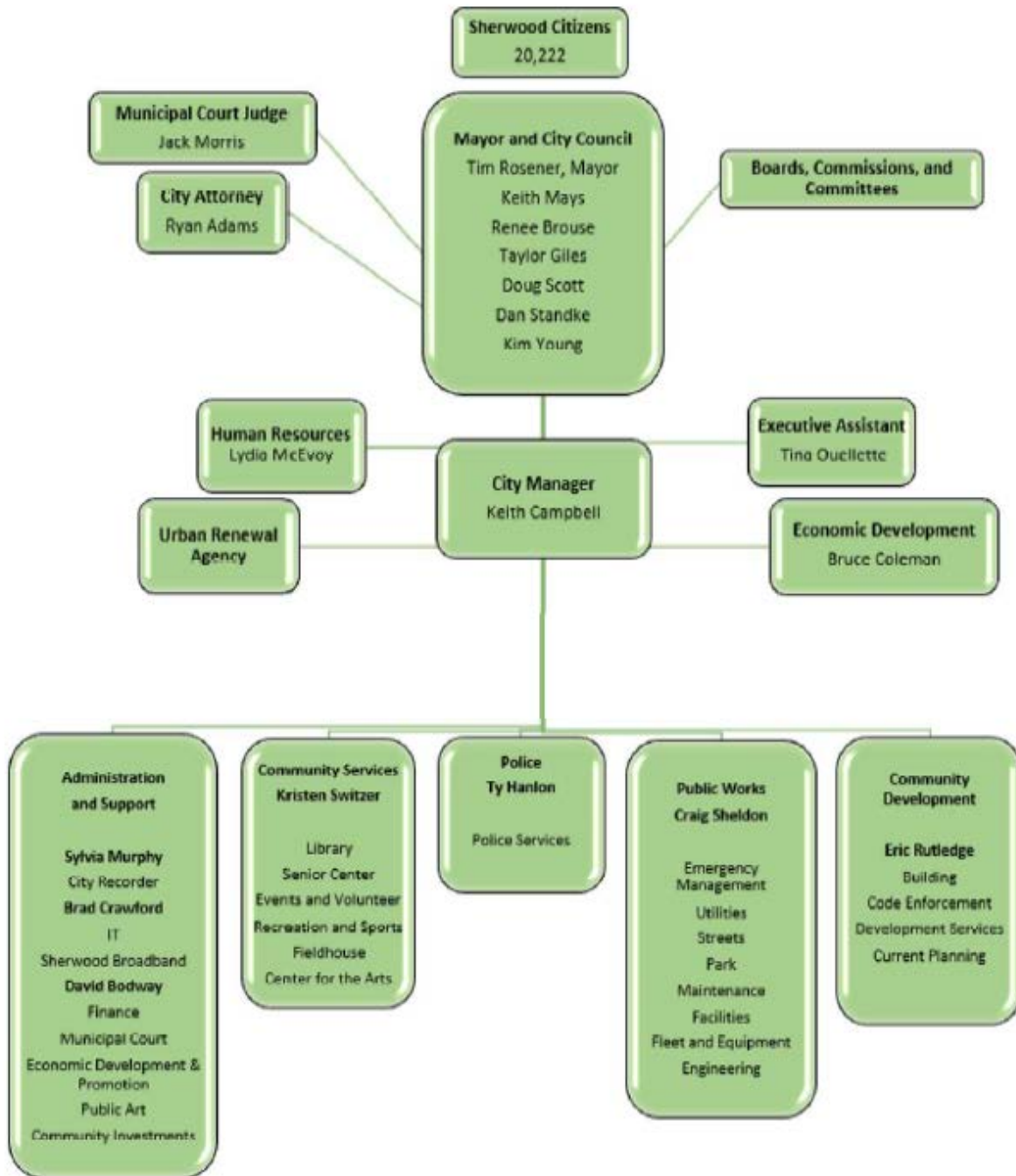
X

Long-Range Operating Financial Plans

Rooted in the financial policies, long-range operating financial plans are developed to be conservative in nature to address the financial vulnerabilities of the city while bolstering the City's overarching goals and projects. The goal of these policies is to provide the financial stability needed to navigate through economic changes, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents.

As part of the annual budget process, the City of Sherwood maintains a minimum five-year revenue and expenditure forecast. This forecast is created using an objective, analytical process incorporating applicable projections from the State of Oregon's latest Economic Forecast and conservative assumptions where State developed data is not available. Revenues are estimated realistically and prudently using best practices as defined by the Government Finance Officers Association.

These financial plans are one step in pursuing a sustainable approach to the delivery of high-quality services to the community. By providing the framework of financial stability for the future, the focus can be on achieving the strategic goals of the City.



A comprehensive list of current positions is included in the Appendix.

Budget Process

The annual budget is one of the most important and informative documents City officials will use. In simple terms, the City's budget is a financial plan for one fiscal year. The budget shows the estimated costs of expenditures (items or services the City plans to purchase in the coming fiscal year) and other budget requirements that must be planned for, but won't actually be spent. It also shows the resources that will be available to pay for those expenditures.

Budget Calendar

The budget authorizes the City to spend money and limits how much money can be spent. It also justifies the levy of property taxes. In order to levy taxes through the County assessor, cities must prepare a budget following Oregon local budget law.

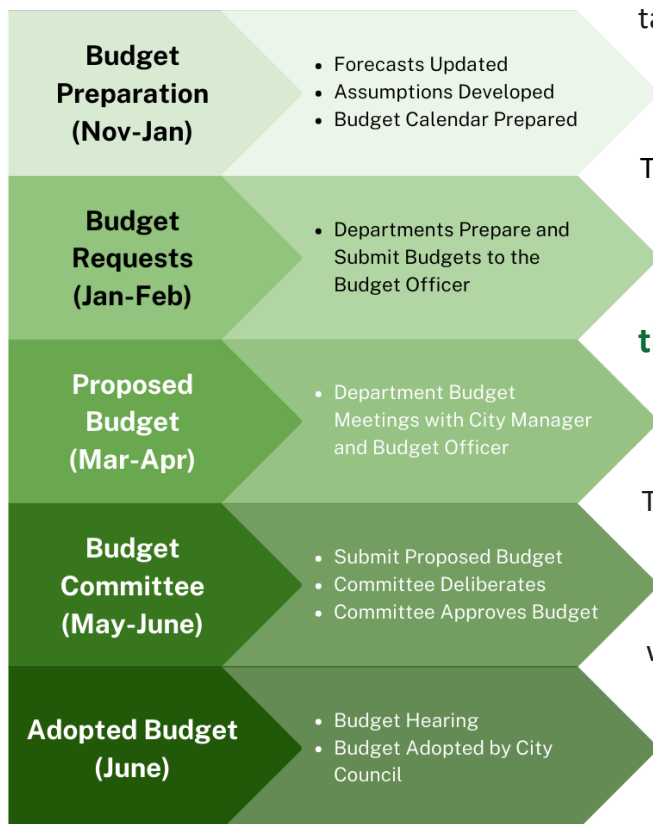
The City's fiscal year begins July 1 and ends June 30.

Phase 1: Establish Priorities and Goals for the Next Fiscal Year

The strategic planning process begins anew each year as the City Manager and Senior Management Team collaborate to identify needs and assumptions for the short and long term and update objectives.

Work on the annual budget begins in December, when forecasts for revenues and expenditures are updated.

In January the City Council typically has planning meetings to decide Council goals, priorities, and policies.



Phase 2: Prepare Proposed Budget for Budget Committee

Below is an outline of the steps required by the Oregon Department of Revenue for budget preparation and adoption.

Appoint Budget Officer:

Every local government is required to have a Budget Officer, either appointed by the governing body or designated in its charter.

Prepare a Proposed Budget:

The Budget Officer is responsible for preparing the proposed budget presentation to the Budget Committee. The Capital Improvement Plan is also updated for the next five years.

Publish Public Notices:

Upon completion of the proposed budget a “Notice of Budget Committee Meeting” is published in a newspaper and posted prominently on the City’s website.

Budget Committee Meets:

The budget message and proposed budget document is presented to the Budget Committee for review. The public is given the opportunity to comment on the proposed budget during the meeting.

Committee Approves the Budget:

When the Budget Committee is satisfied that the proposed budget will meet the needs of the citizens of Sherwood, they will forward it to the City Council for adoption.

Phase 3: Adopt Budget and Certify Property Taxes**Publish Notice of Public Hearing:**

After the budget is approved by the budget committee, a budget hearing must be held. The Budget Officer must publish a “Notice of Budget Hearing” in a newspaper or by mail or hand delivery.

Hold the Budget Hearing:

The budget hearing must be held by the governing body (City Council) on the date specified on the public notice and must allow for public testimony.

Adopt Budget, Make Appropriations, and Levy Taxes:

The governing body adopts the budget prior to June 30th. The budget and tax levy certification are then filed with the County Assessor.

Phase 4: Budget Changes After Adoption

Oregon budget law requires all City funds to be appropriated. Appropriations, the legal authority to spend, are by division in all funds.

Appropriations may be changed during the fiscal year, within the limitations imposed by budget law. City staff monitors actual events and recommends changes as needed. The City Council makes changes by resolution. Changes are categorized as appropriation transfers or supplemental budgets.

An appropriation transfer decreases an existing appropriation and increases another by the same amount. Supplemental budgets typically create new appropriations, funded by increased revenues. Supplemental budgets are used for occurrences or conditions which were not known at the time the budget was prepared. Directors and managers may amend their budgets for individual accounts without Council approval so long as appropriations at the legal level of control are not changed.

Basis of Budgeting

All of the funds are budgeted using the modified accrual basis of accounting in accordance with budgetary accounting practices. In modified accrual, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Long- term compensated absences, however, are recorded only when payment is due.

Basis of Auditing

The audit, as reported in the Comprehensive Annual Financial Report, accounts for the City's finances on the basis of generally accepted accounting principles (GAAP). GAAP is defined as conventions, rules, and procedures necessary to describe accepted accounting practice at a particular time. The modified accrual basis of accounting, a GAAP approved method, is also used in the audit for all funds except for the Proprietary Fund types. The audit uses the full-accrual method of accounting for the Proprietary Funds. The Comprehensive Annual Financial Report shows all of the City's funds on both a budgetary and GAAP basis for comparison.

Budgetary Basis of Accounting

There is no appreciable difference in the basis of accounting used for financial statements and the accounting method used for budgeting. The budgetary basis of accounting for budgeting purposes is also modified accrual.

The City of Sherwood uses a modified accrual basis of accounting for budgeting purposes. This means revenues are recognized when they become measurable and available.

Fund Structure and Description

The City of Sherwood uses various funds to account for its revenue and expenditures. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Also, funds are categorized by fund type as defined by generally accepted accounting principles (GAAP) and Oregon Budget Law.

The revenues in each fund may be spent only for the purpose specified by the fund.

General

General Fund – accounts for the financial operations of the City that are not accounted for in any other fund. Principal sources of revenue are property taxes, franchise fees, court fines, and state and county shared revenue. Primary expenditures are for public safety, general government, parks and recreation, and library services.

Special Revenue

Grants Fund – accounts for Federal, State, and Local grants. Funds received must be used in accordance with the grant agreement(s). For the current fiscal year, the only grant funded program accounted for in this fund is the Community Enhancement Program (CEP).

Transient Lodging Tax (TLT) Fund – accounts for Transient Lodging Taxes received from short term lodging establishments like hotels or bed and breakfasts. This fund will begin to support the Center for the Arts.

Public Art Fund – accounts for funding provided by the General Fund. This fund is newly established and was created to provide funding to encourage art within the community and promote tourism within the city.

Community Investment Fund – accounts for a one-time transfer of reserves from the General Fund. This fund is newly established and was created to help support various projects and needs the city has.

Economic Development and Promotion Fund – accounts for funding provided by the General Fund. This fund is newly established and will begin to assist in promoting and sponsoring local events as well as assist with business retention, expansion, and recruitment.

Street Operations Fund – accounts for the repair and maintenance of City streets. Principal sources of revenue are street utility fees, gas taxes received from Washington County, and vehicle taxes from the Oregon Department of Transportation.

Debt Service

Debt Service Fund – accounts for the payment of principal and interest on general obligation bonds. Resources are provided by property taxes.

Capital Projects

General Construction Fund – accounts for the acquisition and construction of capital assets not related to the Proprietary Funds. This includes City buildings, parks and trails, sports fields, and recreational facilities.

Street Capital Fund – accounts for funds received from system development charges (SDCs) and are restricted for construction and major improvements of City streets.

Business-Type

Water Fund – accounts for the operation and maintenance of water facilities and for major expansions of the water system. Primary sources of revenue consist of charges for use of the water system and SDCs charged on new construction.

Sanitary Fund – accounts for the operation and maintenance of the sewer system and for major expansions of the sewer system. Primary sources of revenue consist of charges for sewer services, and SDCs charged on new construction.

Stormwater Fund – accounts for storm drain services and for the expansion of the storm water system. Primary sources of revenue consist of charges for services, and SDCs charged on new construction.

Broadband Fund – accounts for communication services provided to customers through the Sherwood Broadband Utility.

Fund Structure, Appropriation Level, and Major/Non-Major Fund Designation

General Government Funds						
Appropriation Level	General Fund (Major)	General Construction (Non-Major)	Debt Service (Non-Major)	Grants, TLT, Public Art, Economic Development and Promotion, Community Investment Funds (Non-Major)	Street Operations (Major)	Street Capital (Non-Major)
Administration City Council, City Recorder, City Manager, City Attorney IT, HR, Finance, Court	X					
Community Development Planning, Building	X					
Police Services	X					
Community Services Library, Events & Volunteers Fieldhouse/Recreation Center for the Arts Marjorie Stewart Center	X					
Public Works Facilities, Fleet & Equipment Parks Maintenance, Engineering	X					
General Construction		X				
Debt Service			X			
Transient Lodging Tax (TLT)				X		
Public Art				X		
Economic Development and Promotion				X		
Community Investment				X		
Grants Operations				X		
Street Operations					X	
Street Capital						X
Debt Service	X	X	X		X	X
Transfers Out	X	X	X	X	X	X
Contingency/Reserve	X	X	X	X	X	X

Fund Structure, Appropriation Level, and Major/Non-Major Fund Designation - Continued				
Proprietary Funds				
Appropriation Level	Water (Major)	Sanitary (Major)	Stormwater (Major)	Broadband (Major)
Operations	X	X	X	
Capital	X	X	X	
Broadband				X
Debt Service	X	X	X	X
Transfers Out	X	X	X	X
Contingency/Reserve	X	X	X	X

All funds are appropriated at the division level, with debt service, transfers out, and contingency/reserves being appropriated separately from the individual divisions.

City-Wide Revenue Summary by Source

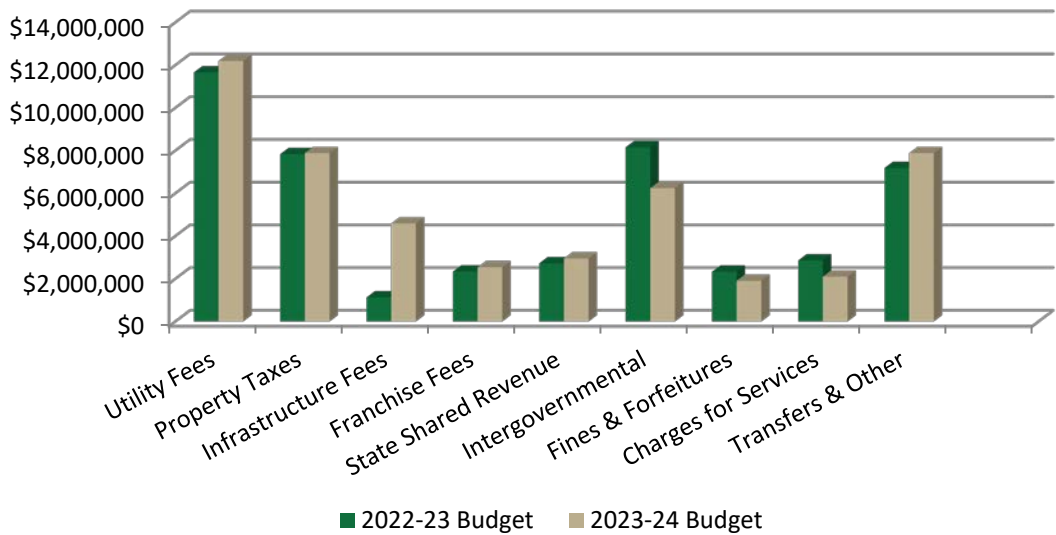
Summary of Resources by Source

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Approved Budget 2023-24
Utility Fees	\$ 10,776,733	\$ 10,695,312	\$ 11,655,702	\$ 12,191,060
Taxes	6,867,548	6,813,554	7,830,570	7,880,818
Infrastructure Fees	1,329,811	4,094,775	1,125,000	4,590,581
Franchise Fees	2,141,407	2,191,084	2,337,000	2,538,500
State Shared Revenue	2,544,505	2,854,767	2,724,026	2,952,242
Intergovernmental	4,191,616	2,398,473	8,155,708	6,240,046
Fines and Forfeitures	2,126,825	2,089,239	2,328,600	1,903,100
Charges for services	2,015,104	3,239,936	2,858,814	2,096,295
Licenses and permits	68,564	84,846	86,500	83,500
Interest and Other Revenue	489,686	552,051	843,221	1,383,884
Transfers In	2,332,686	830,439	6,251,917	6,404,088
Sale of Fixed Assets	10,946	10,725	-	8,000
Debt Proceeds	10,735,580	24,952,103	-	-
Total Current Resources	\$45,631,010	\$ 60,807,304	\$ 46,197,058	\$ 48,272,114
Beginning fund balance	\$41,940,815	\$ 42,395,849	\$ 66,098,682	\$ 63,015,935
Total Resources	\$87,571,825	\$103,203,153	\$ 112,295,740	\$111,288,049

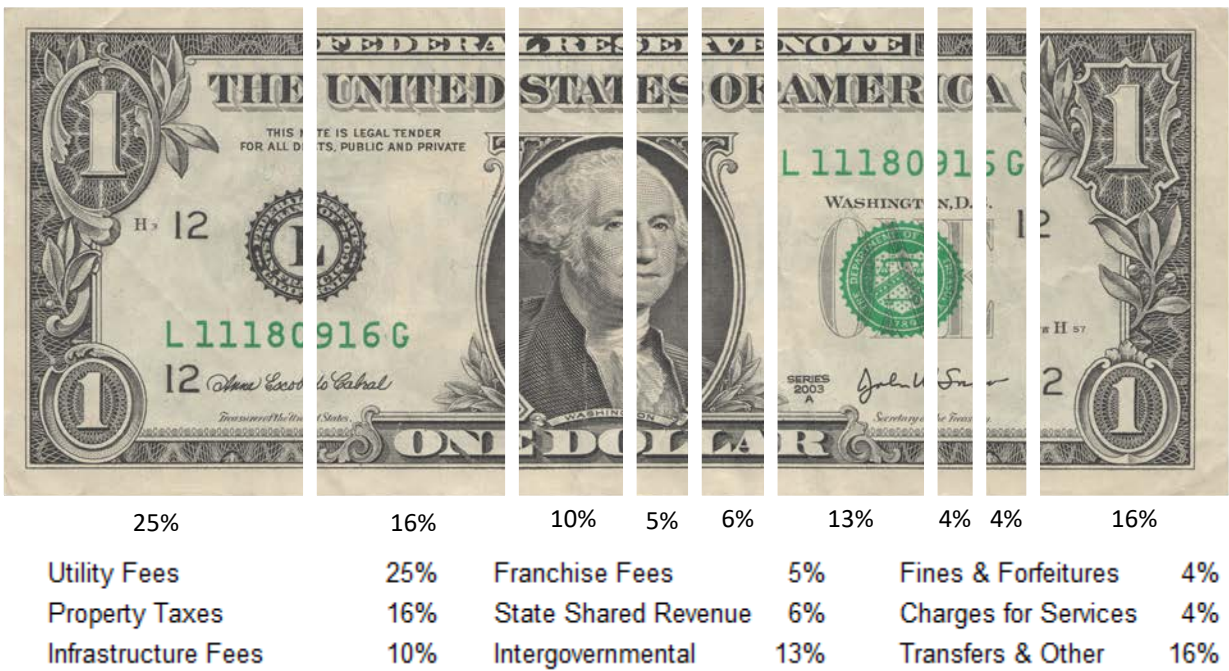
Detail of Transfers between Funds:

Transfer From:		Transfer To:					
	Fund	General Fund	Public Art	Economic Development & Promotion	Community Investment	General Construction	Street Capital
1	General Fund	\$ -	\$ 123,086	\$ 246,172	\$ 4,089,130	\$ -	\$ -
2	TLT Fund	527,512	-	-	-	-	-
3	Grants Fund	5,050	-	-	-	-	-
4	Street Operations Fund	-	-	-	-	-	763,138
5	Street Capital Fund	-	-	-	-	650,000	-
	Total	<u>\$ 532,562</u>	<u>\$ 123,086</u>	<u>\$ 246,172</u>	<u>\$ 4,089,130</u>	<u>\$ 650,000</u>	<u>\$ 763,138</u>
Purpose:							
1	Transfer for newly created city Funds						
2	Transfer to support Center for the Arts						
3	Transfer for administrative costs incurred						
4	Transfer for capital Projects						
5	Transfer for Cedar Creek Trail projects						

All Revenue for all Funds



All Revenue for all Funds as a Percent



Beginning and Ending Fund Balance

Beginning fund balance is equal to the prior year's ending fund balance.

Ending fund balance is the difference between total estimated sources and total estimated uses. Ending fund balance is budgeted in two categories:

1. *Operating Contingency* is budgeted at 5%-10% of operational revenue in the operating funds. Contingency funds can be spent once authorized by a supplemental budget or transfer resolution.
2. *Reserved for future years* are total sources less total expenses and contingency. Reserved for future years funds can only be spent if authorized by a supplemental budget.

Utility Fees

The City charges utility fees for the water, sanitary, storm, and street systems. The fees are charged to customers based on usage of the systems. The rates collected for each fund can only be used to support that individual fund's operational and capital needs. Annual revenue projections are based on historical average increases, while taking into account any planned rate increases.

Property taxes

There are three types of property tax levies in Oregon. The permanent rate levy funds general City operations. The debt service levy is used for principal and interest payments on general obligation bonds approved by the voters. Local option levies are voter-approved, time-limited levies for specified purposes.

The Washington County Department of Assessment and Taxation determines assessed values and collects taxes. Property is assessed January 1 for the fiscal year beginning July 1. Taxes are due beginning November 15, and discounts are allowed for taxes paid in full by November 15.

Assessed Value

Each local government's tax rate was determined by the state in 1997. Sherwood's permanent rate is \$3.2975 per \$1,000 of assessed value. No action of the City can increase the permanent tax rate.

Ballot Measure 50, implemented in the 1997-98 tax year, limits assessed value to the lower of Maximum Assessed Value (MAV) or Real Market Value (RMV). Maximum Assessed Value increases by 3% annually.

There are exceptions to the 3% annual increase. Maximum Assessed Value may increase by more than 3% if:

- There is new construction or improvements
- The property is partitioned or subdivided
- Rezoning occurs and the property is used consistent with rezoning

Limits and Compression

The total tax on a given piece of property is limited as follows:

- General Govt: \$10 per \$1,000 of RMV
- Schools: \$5 per \$1,000 of RMV
- Unlimited debt service: levies to pay bonds for capital construction projects are not subject to limitation

If the total tax bill exceeds the limits, taxes are reduced in a process called compression.

Effect of the 2021 Sherwood Urban Renewal Agency

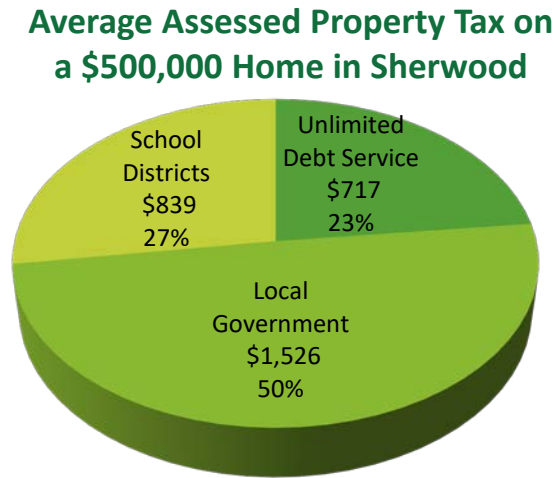
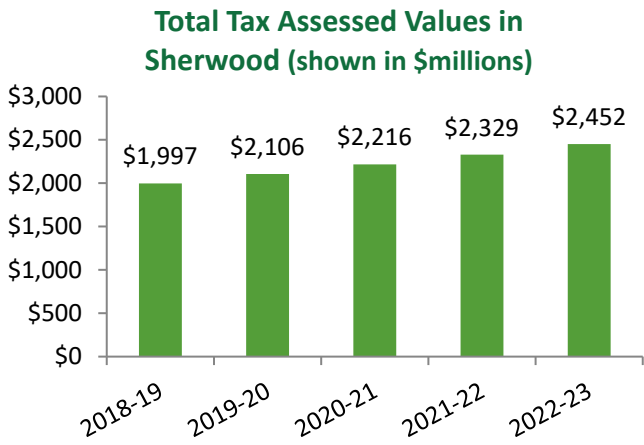
The Urban Renewal district is a geographic area within the City of Sherwood, defined in the Urban Renewal Plan. The purpose of the district is to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the Urban Renewal Plan. The Agency borrows money to fund infrastructure and other improvements, receive property taxes calculated on the increased assessed values, and uses the taxes to pay debt service on the borrowings.

The current agency opened in FY2020-21. The assessed value in the district was determined at the start date of the agency and became the frozen base. In subsequent years, the incremental assessed value is the difference between the assessed value in the district and the frozen base. Each year, the URA will receive property tax attributable to the incremental assessed value; the City's General Fund receives property tax attributable to the City's assessed value less the URAs incremental value.

Property taxes for the URA is a portion of the permanent rate levy for the City and each overlapping tax district, not an addition to the tax base.

Each taxing jurisdiction has a tax rate that is applied to a parcel's assessed value to determine the amount of property taxes owed by that parcel. The County Assessor lowers these other taxing jurisdiction's tax rates based upon the Urban Renewal District's incremental assessed value and the taxing jurisdiction's overall assessed value, and mathematically derives a tax rate to be applied to each parcel for Urban Renewal.

The Agency will cease to exist after it has incurred and repaid the maximum indebtedness specified in the plan: For the FY2020-21 URA plan \$166,600,000.



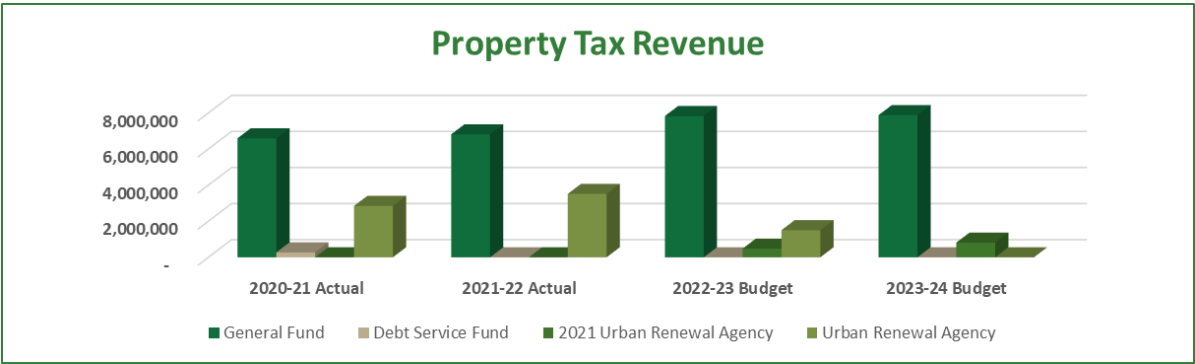
Local Governments include City of Sherwood, Washington County, Sherwood 2021 Urban Renewal Agency, Tualatin Valley Fire and Rescue, Metro, Port of Portland and Tualatin Soil and Water Conservation District.

School Districts include Sherwood School District, Portland Community College and ESD – NW Regional.

Property Tax Allocation



Property taxes represent approximately 45% of General Fund revenue.

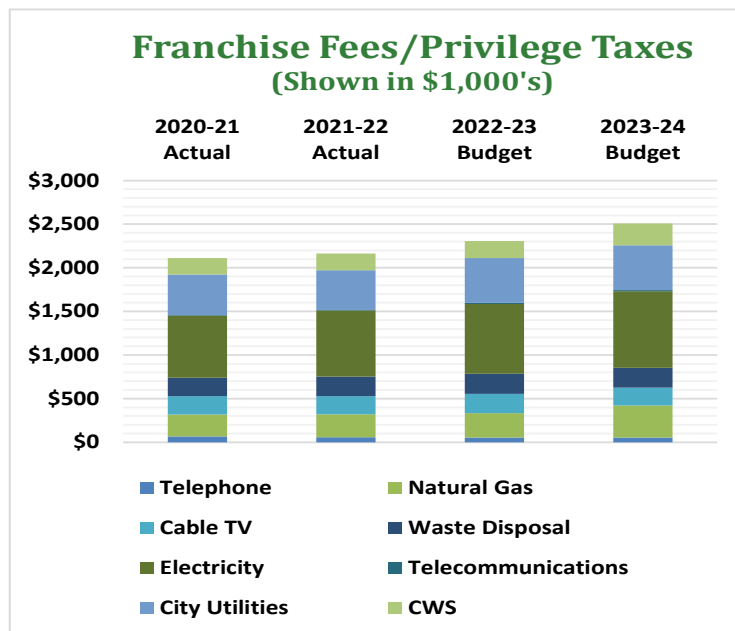


Infrastructure Development Fees

These are fees for private development plan review and inspection and system development charges (SDCs) on new construction. SDCs are restricted for Capital Improvement Projects that support capacity for growth. Development fee revenue is projected annually based on the known development activity, as well as projections of projects that are likely to be submitted.

Franchise Fees/Privilege Taxes

Fees are collected from utilities as compensation for use of the City's rights of way. These fees are based on utility revenue, so they generally increase with population growth. Franchise fee revenue is estimated based on prior year actuals plus an inflationary increase.



Fines and Forfeitures

These fines are for traffic infractions, municipal code violations, and library fines. Revenue estimates are based on the prior year actuals plus anticipated increases due to new programs.

Intergovernmental Revenue

These include fees and taxes that are collected by other government agencies and passed through to the City as well as fees collected from other governments for services the City provides to them.

- State shared revenue, liquor and cigarette tax and vehicle fees revenue estimates are provided by the State
- County support to the library as part of the Washington County Cooperative Library Service Revenue estimates are provided by the County
- County distribution of gas tax
- Sherwood School District for shared services Revenue based on IGA
- Clean Water Services for shared services Revenue based on IGA
- Federal, State, and Local grants

Charges for services

- Building, Planning, and Engineering permits, revenue estimates are based on projected development activity
- Recreation fees, revenue estimates are based on the number of registered leagues
- Advertising and sponsor fees
- Business and liquor licenses, revenue estimates are based on prior year actuals and adjusted for programmatic changes

Transfers and Other Revenue

- Transfers in from other funds
- Interest earned on bank accounts
- Sale of fixed assets
- Proceeds from the issuance of debt



Revenue & Expenditures

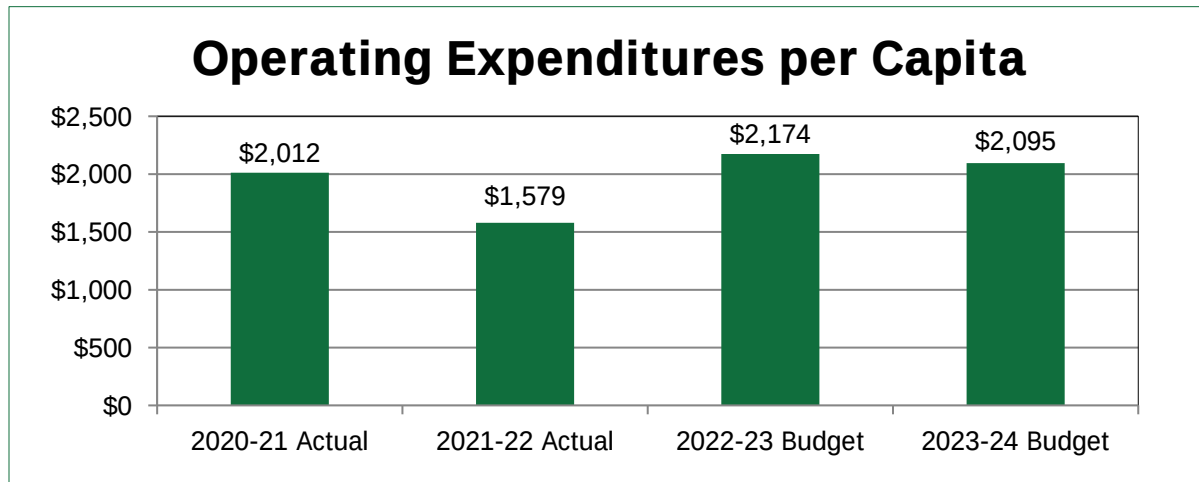
Expense Summary by Category

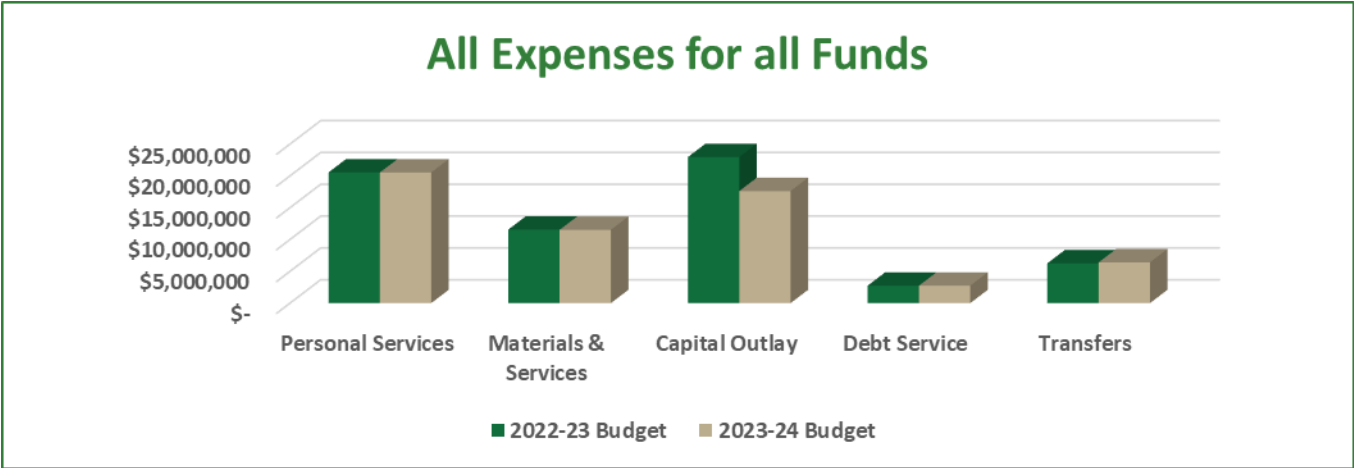
City-Wide Expenses by Category

Summary of Expenditures by Category

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Approved Budget 2023-24
Personal Services	\$ 14,775,071	\$ 15,701,116	\$ 20,546,098	\$ 20,529,121
Materials and Services	9,958,537	11,672,996	11,551,140	11,525,125
Capital Outlay	5,229,275	6,603,219	22,963,557	17,724,180
Debt Service	12,880,404	2,296,700	2,742,658	2,744,671
Transfers Out	2,332,686	830,439	6,254,222	6,404,088
Total Current Expenses	45,175,973	37,104,469	64,057,676	58,927,185
Ending Fund Balance	42,395,852	66,098,684	48,238,064	52,360,864
Total Uses	\$87,571,825	\$103,203,153	\$ 112,295,740	\$111,288,049

Citywide operating costs are budgeted to decrease 5.0% in FY2023-24, in part due to less Capital purchases. This resulted in a decrease in cost per capita for our citizens. Operating costs are made up of all City expenditures minus capital purchases made outside the General Fund.





All Expenses for all Funds as a Percent

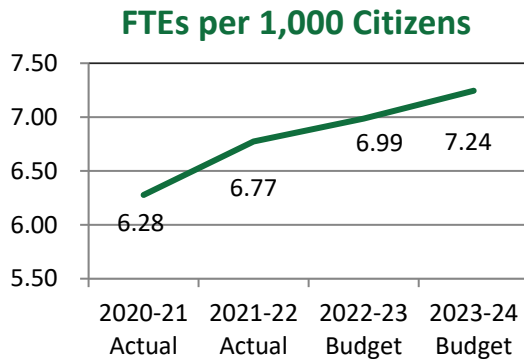


Revenue & Expenditures Overview of Major Categories of Expense

Personal Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



Positions added in this budget are below:

- Communications / Marketing Manager (+0.5 FTE) in Administration
- Communications / Marketing Manager (+0.5 FTE) in Broadband
- HR Specialist (+0.5 FTE) in Administration
- Finance Tech (+0.5 FTE) in Administration
- Administrative Assistant I (+0.25 FTE) in Community Services
- Maintenance Worker II (+1 FTE) in Utilities

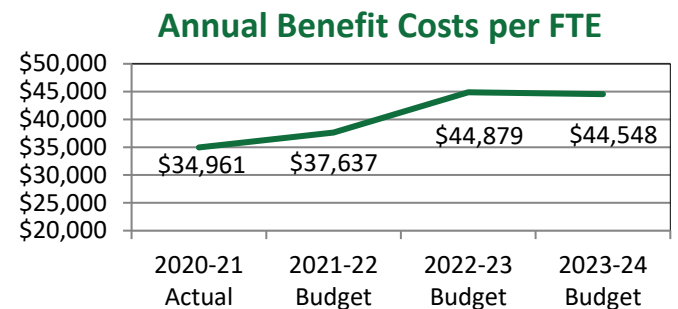
Wages

The budget includes a 4% cost of living increase as of July 1 for all employees.

Benefits

The major benefits are health insurance and PERS. Employee insurance costs are budgeted to increase an average of 2.5% for employees on the Regence plan and 8.35% for employees on the Kaiser plan in FY2023-24. Overall benefit costs increased, mainly due to increases in insurance rates and the number of positions added in this budget.

The average cost of benefits per employee is shown in the following graph:



The most recently adopted PERS rates (as a percent of salary) for the City of Sherwood and the prior two fiscal years are:

	FY21-22	FY22-23	*FY23-24
Tier 1 & 2	26.54	26.54	27.52
OPSRP	20.53	20.53	21.96
OPSRP Police	24.89	24.89	26.75

*At the time of publication, the current percentage breakdown of total employees in each PERS Tier listed above is as follows:

Tier 1 & 2:	17.45%
OPSRP:	69.29%
OPSRP Police:	13.26%

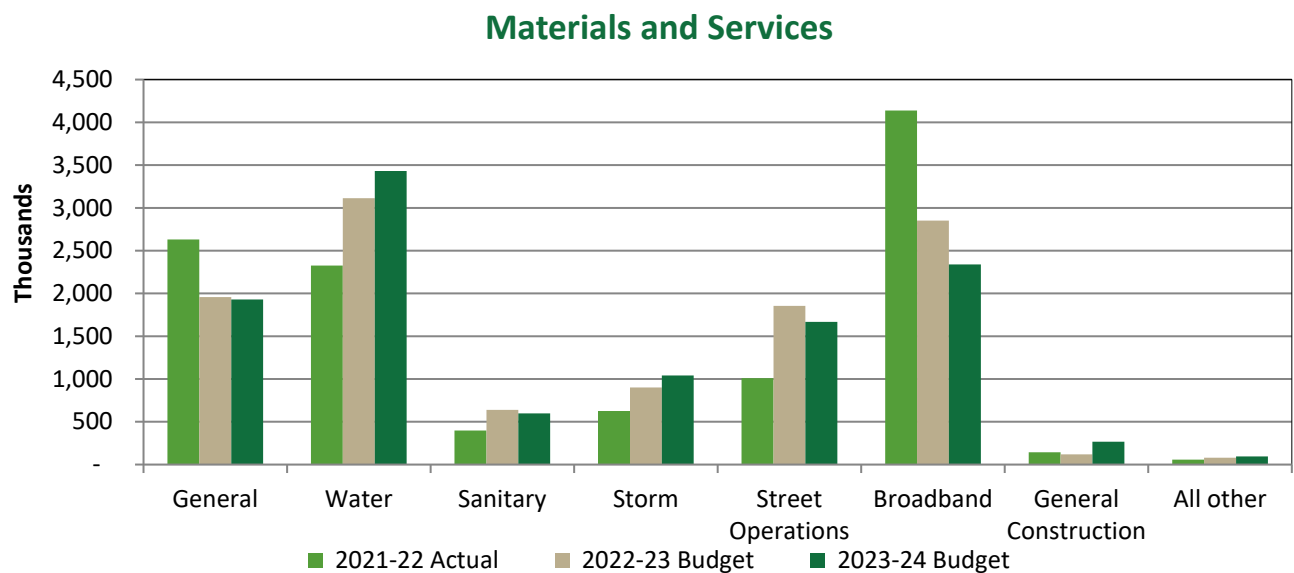
Revenue & Expenditures Overview of Major Categories of Expense

Materials and Services

Materials and services include costs for:

- Utilities
- Training
- Professional services
- Insurance
- Software maintenance
- Uniforms
- Office supplies and book stock

Overall materials and services expenses are proposed to remain similar to prior years in FY2023-24. The comparison of total materials and services expenses by fund is shown below.



Revenue & Expenditures Overview of Major Categories of Expense

Capital Outlay

Capital outlay are expenditures related to vehicles and equipment as well as to capital projects. This section will cover the capital outlay for vehicles and equipment only. The capital improvement plan can be found on page 50. The City's Capital Outlay threshold is any single piece of equipment that costs over \$5,000 and expected to last more than one year. The significant FY2023-24 capital outlay budgeted expenditures for vehicles and equipment are:

Program	Purchase	Cost
Fleet	Electric Jeep for CD	\$40,000
Fleet	Van for Facilities	60,000
Fleet	Police Department Vehicle	75,000
Fleet	Police Department Vehicle for PIO Officer	75,000
Fleet	Replace Plow for Parks and Utilities	280,000
Fleet	John Deere 855 Ventrac for Parks and Utilities	40,000
Fleet	Gravelly Walk Behind for Parks	9,000
Fleet	Small Snowplow for Streets	12,500
Facilities	Civic Water Heater	20,000
Facilities	Sr. Center Siding and Window Replacement	383,635
Total Capital Outlay		\$995,135

Description of Long-Term Debt

The City's debt is separated into two categories: governmental activities and business-type activities.

Governmental activities include two long term loans on behalf of 2021 URA capital projects. There are intergovernmental agreements for the URA to make the debt service payments on the existing URA loans used to construct capital assets.

Business-type activities include three loans for water projects to provide a long-term water solution for the City and two long term loans for the expansion of Sherwood Broadband services within the City.

Sherwood's rating for both General Obligation Debt and Full Faith and Credit obligations is currently very good at Aa2. In February 2021, Moody's upgraded the City's Full Faith and Credit obligations from Aa3 to Aa2.

General Obligation Bond Limitations

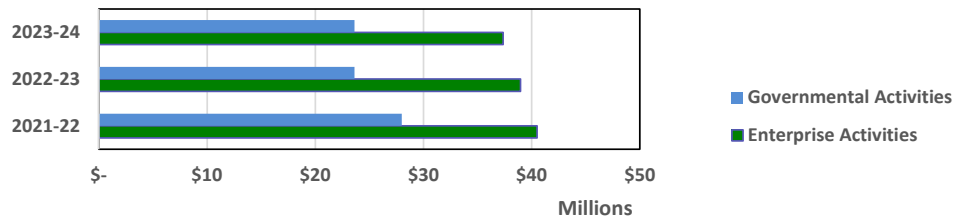
Total assessed value on January 1, 2022:	<u>\$ 2,451,615,328</u>
Debt limitation: 3% of total assessed value	73,548,460
Debt outstanding at June 30, 2023:	
General obligation bonds outstanding	-
Less amount available for repayment of GO bonds	-
Net debt outstanding that is subject to limitation	-
Amount of GO bonds that could be issued	<u>\$ 73,548,460</u>

Summary of Long-Term Debt

	Original Amount	Outstanding June 30, 2023	Principal Pmt FY2023-24
Governmental activities			
Long-term Loans 2021 URA:			
2021 Series A Full Faith and Credit (interest 2.716%)	\$ 3,975,300	\$ 3,975,300	\$ -
2021 Series B Full Faith and Credit (interest 4.0%)	19,640,000	<u>19,640,000</u>	-
Total Governmental Activities		<u>23,615,300</u>	-
Business-type Activities			
Long-term Obligations for Water activities			
2021 Water Refinancing (interest 2.4%)	8,895,000	7,880,000	480,000
2017 Water Refinancing (interest 3.83%)	9,189,000	5,371,000	666,000
2022 Water Issuance (interest 3.43%)	9,540,000	9,245,000	340,000
Long-term Obligations for Broadband activities			
2019 Broadband Expensasion (interest 2.51%)	2,000,000	1,520,920	121,772
2021 Series A Full Faith and Credit (interest 2.716%)	14,954,700	<u>14,954,700</u>	-
Total Business-type Activities		<u>38,971,620</u>	<u>1,607,772</u>
Total City Activities		<u>\$ 62,586,920</u>	<u>\$ 1,607,772</u>

Long-Term Debt Principal and Interest Schedule

Principal Balance of Outstanding Debt



City Loans					
	Water Fund			Broadband Fund	
	2017 Water Refinancing	2021 Water Refinancing	2022 Water Bonds	2019 Broadband Expansion	2021 Series A Full Faith and Credit
Original Amount	\$ 9,189,000	\$ 8,895,000	\$ 9,540,000	\$ 2,000,000	\$ 14,954,700
Balance at 6/30/23	5,371,000	7,880,000	9,245,000	1,520,920	14,954,700
Payment Source	Water Rates	Water Rates	Water Rates	Broadband Rates	Broadband Rates
Paying Fund	Water	Water	Water	Broadband	Broadband
Year Ending June 30					
2024	781,370	795,200	684,050	159,947	323,103
2025	780,947	791,000	685,450	159,948	323,103
2026	781,169	756,200	686,250	159,947	323,103
2027	781,024	792,000	686,450	159,948	1,227,653
2028	780,514	790,600	686,050	159,947	1,227,599
2029-2033	1,941,300	3,956,600	3,427,450	799,738	6,135,618
2034-2038	-	2,383,800	3,425,000	159,947	6,143,957
2039-2042			2,744,000		3,152,410
	<u>\$ 5,846,324</u>	<u>\$ 10,265,400</u>	<u>\$ 13,024,700</u>	<u>\$ 1,759,423</u>	<u>\$ 18,856,546</u>

City Loans for Sherwood Urban Renewal Agency Projects			
	2021 Series A Full Faith and Credit	2021 Series B Full Faith and Credit	Total Debt on behalf of URA
Original Amount	\$ 3,975,300	\$ 19,640,000	\$ 23,615,300
Balance at 6/30/23	3,975,300	19,640,000	23,615,300
Payment Source	Tax Increment		
Paying Fund	URA Operations		
Year Ending June 30			
2024	85,888	785,600	871,488
2025	85,888	785,600	871,488
2026	85,888	785,600	871,488
2027	326,338	785,600	1,111,938
2028	326,324	785,600	1,111,924
2029-2033	1,630,987	3,928,000	5,558,987
2034-2038	1,633,204	3,928,000	5,561,204
2039-2043	837,982	7,706,200	8,544,182
2044-2048	-	11,692,600	11,692,600
2049-2051	-	7,016,000	7,016,000
	<u>\$ 5,012,499</u>	<u>\$ 38,198,800</u>	<u>\$ 43,211,299</u>

Capital Improvement Plan

The City of Sherwood's Capital Improvement Plan (CIP) establishes, prioritizes, and plans funding for projects to improve existing and develop new infrastructure and facilities. This plan promotes efficient use of the City's limited financial resources, reduces costs, and assists in the coordination of public and private development.

The City's CIP is a twenty-year roadmap which identifies the major expenditures beyond routine annual operating expenses in all categories. The CIP is used to document anticipated capital projects and includes projects in which a need has been identified, but which may not have funding sources determined.

The CIP is a long-range plan that is reviewed and revised annually as priorities may change due to funding opportunities, unanticipated deterioration of assets or changes to the needs of the City. The CIP is a basic tool for documenting anticipated capital projects and includes projects in which a need has been identified, but a funding source has not yet been determined.

The CIP Process

The CIP is the result of an ongoing infrastructure planning process. Planning for the five-year CIP period provides the flexibility to take advantage of opportunities for capital investments. The FY2023-24 to FY2027-28 CIP is developed through agreement with adopted policies and master plans, the public, professional staff, and elected and appointed City officials. The draft CIP is reviewed by City staff and then presented to the City Council. The projects listed in FY2023-24 become the basis for preparation of the City's budget for that year.

The overall goal of the CIP is to develop recommendations that: preserve the past, by investing in the continued maintenance of City assets and infrastructure; protect the present with improvements to City facilities and infrastructure; and plan for future development for the needs as the City grows and evolves. Projects generally fit within the three primary categories:

- Utilities – projects involving water, storm, and sewer infrastructure.
- Transportation – projects affecting streets, bike lanes, pedestrian crossings, paths, trails, and rail.
- Parks and Recreation – projects affecting parks and open spaces, including parks facilities.

Capital Improvement Policies

This working CIP document is designed to forecast capital needs for the next five fiscal years. The plan will be produced every year prior to the annual budget process. Looking at the City's capital projects in terms of revenue over the next five years also allows the City to be more strategic in matching large capital projects with competitive grant opportunities that require significant advance planning and coordination to accomplish. Examples are projects with federal funding, or those projects so large they are likely to need financing.

CIP Project Lists and Details

On the following pages is a summary of projects that is sorted by fiscal year and presented by category. Projects in this five-year CIP total approximately \$107.1 million. Roughly \$22.7 million of the projects are utility projects, \$22.5 are parks and ground projects and \$61.9 million in transportation projects have been identified. Detailed project sheets are grouped by category and sorted by fiscal year for all funded projects included in the CIP. Project sheets are designed to explain the need for the project, type of project, the criteria met, funding sources, and provide cost information including potential on-going costs.

Funding Overview

During the preparation of the CIP document, public input from the budget workshops and staff recommendations are taken into consideration to assign a priority level to all listed projects. Generally, prioritized projects and those with a designated or committed funding source will be initiated. Lower priority projects will generally be considered if additional funding comes available.

Many transportation and utility projects are funded by transfers from the operating budget to the capital fund for the current year. The city utilizes development taxes, intergovernmental funds, road taxes, and can also refinance debt and issue new borrowing to fund capital projects.

Funding for the current budget year has been identified as follows: Utility projects are expected to be \$2.7 million charges for services, and \$12.6 million development taxes. Transportation projects are expected to be funded through \$0.9 million charges for services, \$1.7 million development taxes. Parks and grounds projects are expected to be funded through \$6.8 million development taxes.

Operating Budget Impact

The CIP document identifies the costs required to construct City facilities and infrastructure. However, the completion of these projects creates effects in continuing costs that must be absorbed in the operating budget. These costs include new personnel, maintenance, and various utilities need. As the City develops the CIP document, attempts are made to identify and plan for operating costs resulting from the projects undertaken. The City is not anticipating any significant operational cost savings due to the Capital Improvement Plan (CIP).

City of Sherwood Five Year Capital Improvement Plan (FY 24 Through FY 28)						
STREET PROJECTS; INCL STORM AND SANITARY	Estimated Cost	23/24	24/25	25/26	26/27	27/28
Traffic Calming	\$ 700,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Oregon St Design & Construction	8,780,990	225,000	1,326,100	6,075,000	250,000	
Arrow Street Improvements	1,572,972	5,000	1,000,000	525,000		
Oregon-Tonquin Intersection Improvements	2,800,000	500,000	2,100,000	200,000		
Tualatin-Sherwood Rd. Improvements by WashCo DLUT	184,262	20,000	20,000			
Schaumburg from Division to End of Road (Reconstruct) (Storm/San)	1,050,863	251,000	499,281			
Timbrel from Middleton to Sunset (grind and overlay)	111,000	111,000				
Sunset (Eucalyptus to St. Charles) (grind and overlay)	169,544	169,544				
Sunset (St. Charles to Myrica) (grind and overlay)	95,806	95,806				
Sunset (Myrica to Main) (grind and overlay)	194,912	194,912				
Meineke Roundabout	91,876	91,876				
Brookman Road Improvements (99W to Ladd Hill Rd.)	16,000,000		50,000		2,000,000	13,500,000
Transportation System Plan (TSP) Update	460,000		400,000	60,000		
Washington Street Sidewalk Infill, North Side (Stella Olsen Park to Lee Dr)	465,765		56,000	409,765		
Pine Street Improvements Phase 2 (Division St. to Sunset Blvd)	1,850,000		1,850,000			
Sunset Pedestrian Safety Study 99W to Pinehurst	50,000		50,000			
Edy Rd (Terrapin-Houston)	72,533		72,533			
Edy Rd (Houston-Cherry Orchard)	64,694		64,694			
Washington St from Tualatin to Division/Schaumburg (reconstruct)	113,471		113,471			
Sunset (Main to Cinnamon Hill) (grind and overlay)	379,138		379,138			
Sunset (Brittany to Murdock) (grind and overlay)	221,000		221,000			
Edy Road Improvements (Borchers Dr. to Trails End Dr.)	7,900,000			900,000	2,000,000	5,000,000
Edy-Elwert Intersection Improvements (Signal or Roundabout)	5,250,000			250,000	750,000	4,250,000
Elwert Road Improvements (Haede/Handley Rd. to Edy Rd.)	6,000,000			6,000,000		
Oregon Street (Lincoln to Hall) (grind and overlay)	248,747			248,747		
Oregon Street (Orland to Brickyard and 70' east) (reconstruct)	67,467			67,467		
Oregon Street (Lower Roy to Orland) (reconstruct)	42,484			42,484		
Oregon Street (Hall to Lower Roy) (reconstruct)	49,744			49,744		
Willamette St from Orcutt to Pine St. (reconstruct)	87,975			87,975		
Meinecke (Cedarbrook Way to 99W)	275,513			275,513		
Cedar Creek Trail Segment 9a (Design/Construction 99W to Edy)	3,900,000				3,500,000	
Borchers between Edy Road and Daffodil St (grind and overlay)	261,849				261,849	
Borchers between Daffodil St and Roy Rodgers (grind and overlay)	131,022				131,022	
Borchers between Roy Rodgers and Sydney (grind and overlay)	43,450				43,450	
Century between T/S and Sherwood Industrial (grind and overlay)	376,567				376,567	
Cedar Creek Trail Segment 9b (Design/Construction Edy to Roy Rogers)	3,600,000					3,100,000
Langer Farms Parkway North (99W to Roy Rogers)	4,750,000					600,000
Sunset (Cinnamon Hills to Pine) (grind and overlay)	410,078					410,078
Meinecke (99w-Dewey Roundabout)	195,557					195,557
	\$ 69,019,279	\$ 1,764,138	\$ 8,302,217	\$ 15,291,695	\$ 9,412,888	\$ 27,155,635
SANITARY SEWER SYSTEMS	Estimated Cost	23/24	24/25	25/26	26/27	27/28
Brookman Sanitary Trunkline Project - Construction	\$ 3,963,452	\$ 300,000	\$ 2,000,000	\$ 1,500,000	\$ 163,452	
Rock Creek Upsizing Phase 2	4,100,000	2,000,000	1,850,000	250,000		
Rock Creek Upsizing Phase 2	900,557	400,000	275,000			
Brookman Sanitary Trunkline	820,000	503,420				
Sanitary Sewer Master Plan Update	300,000		300,000			
Old Town Laterals	816,000		48,000	48,000	48,000	48,000
	\$ 10,900,009	\$ 3,203,420	\$ 4,473,000	\$ 1,798,000	\$ 211,452	\$ 48,000
STORMWATER SYSTEMS	Estimated Cost	23/24	24/25	25/26	26/27	27/28
Annual Storm Water Quality Facility Refurbishments	\$ 320,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Annual Citywide Catch Basin Remediation Program	420,086	60,000	60,000	60,000	60,000	60,000
Woodhaven Swales	500,000	100,000	100,000	100,000	100,000	100,000
Oregon Street Regional WQF	175,740	100,000	25,000			
2nd and Park Street Stormwater Facility Rehabilitation	335,000	260,000				
Gleneagle Drive Regional Storm New Facility	600,000	275,000				
Stella Olsen Park Drainage Swale Upgrade	160,000	160,000				
Oregon Street Regional WQF - Construction	600,000		150,000	450,000		
Stormwater Master Plan Update	300,000		275,000	25,000		
Fair Oaks Drainage	60,000				60,000	
	\$ 3,470,826	\$ 1,005,000	\$ 660,000	\$ 685,000	\$ 270,000	\$ 210,000

Debt Service & CIP

Current Year Capital Projects

WATER SYSTEMS	Estimated Cost	23/24	24/25	25/26	26/27	27/28
Routine Waterline Replacement	\$ 1,200,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Tualatin / Sherwood Road Widening Project County Conflicts	981,384	638,194	100,000			
WIF Capacity Improvements to 6.2 MGD	813,519	711				
TVWD Capacity Improvements 6.2 to 9.7 MGD	1,612,000	806,000				
WRWTP - 20 MGD Expansion	10,659,944	6,205,101				
Sunset Pump Station (Flex Connections)	55,704	55,704				
Park Row to Division water line upgrade	186,000	186,000				
Wyndham Ridge Pump Station	50,000		50,000			
Resiliency Pipe Improvements - Oregon St Backbone	1,300,000			1,300,000		
SR - 1 - Sunset Reservoir #1	179,014			179,014		
SR - 2 - Sunset Reservoir #2	133,113			133,113		
SR - 3 Kruger Reservoir	156,000			156,000		
SW -4 - Resiliency Upgrade Well #6	61,000					61,000
	\$ 17,387,678	\$ 7,941,710	\$ 200,000	\$ 1,818,127	\$ 50,000	\$ 111,000
General Construction	Estimated Cost	23/24	24/25	25/26	26/27	27/28
Cedar Creek Trail Grade Separate Crossing of Hwy 99	\$ 24,000,000	\$ 200,000			\$ 400,000	\$ 4,000,000
Cedar Creek Trail Supplemental Work	1,282,499	450,000				
Trail Network Expansion Improvements (Infill projects)	1,500,000	150,000	150,000	150,000	150,000	150,000
Tannery Site Cleanup, Pre-Development & Site Grading Project	4,985,077	-	-	1,000,000	3,000,000	850,000
Cleanup Permits, Bid Docs, Env. Enhancement Plans	1,050,000	400,000	600,000	50,000		
Adj. Art Center-design 23/24	1,500,000	180,000	700,000	620,000		
Murdock Park (Infill projects)	2,246,000	150,000		2,096,000		
Skate Park Restroom	215,000		215,000			
Universally Accessible Destination Play Area (Inclusive) (Infill project)	1,750,000			150,000	1,600,000	
Street Restroom Moser PUD (Depends on development)	215,000			215,000		
Site Cleanup Project w/ All Monitoring	4,850,000			1,000,000	3,000,000	850,000
	\$ 43,593,576	\$ 1,530,000	\$ 1,665,000	\$ 5,281,000	\$ 8,150,000	\$ 5,850,000

***Pending adoption by City Council of the Capital Improvement Plan**

Street Capital Projects

The Street Capital Fund relies on County traffic improvement fees and City system development charges, as well as transfers in from Street Operations. Planned projects for FY23-24 are:

Traffic Calming: This will be for projects identified by the Traffic Safety Committee.

Oregon Street Improvements: This project includes upgrading Oregon Street from railroad crossing east to Murdock Road roundabout to include a three-lane collector road with bike lanes, sidewalks and planter strips.

Arrow Street Improvements: This project will extend Arrow Street to Langer Farms Parkway. This is joint project with the County.

Oregon Street - Tonquin Rd Improvements: this project will design & ultimately construct either a signal or roundabout at the Oregon-Tonquin intersection and modernize the roundabout nearby at SW Murdock Rd and the road connection between.

Tualatin Sherwood Road Improvements by WashCo DLUT: This project includes widening Tualatin Sherwood Road to include two westbound lanes between Langer Farms Parkway and Borchers. The project is broken into 3 phases extending from Chicken Creek on Roy Rogers to SW 124th Ave and Tualatin Sherwood Rd. This is a joint project with the County.

Schaumburg from Division to end of road: This is primarily a maintenance project will include both sewer improvement and road maintenance.

Timbrel from Middleton to Sunset: This project consists of grinding off the existing road surface and overlaying a new surface with storm improvements and upgrading curb ramp improvements within the project area to current American with Disabilities Act standard.

Sunset – Eucalyptus to St. Charles: This project consists of grinding off the existing road surface and overlaying a new surface with upgrading curb ramp improvements within the project area to current American with Disabilities Act standard.

Sunset – St. Charles to Myrica: This project consists of grinding off the existing road surface and overlaying a new surface with upgrading curb ramp improvements within the project area to current American with Disabilities Act standard.

Sunset – Myrica to Main: This project consists of grinding off the existing road surface and overlaying a new surface with upgrading curb ramp improvements within the project area to current American with Disabilities Act standard.

Meineke Roundabout: This project consists of grinding off the existing road surface and overlaying a new surface.

Sanitary Capital Projects

The Sanitary Fund collects SDCs for sanitary infrastructure expansion. Planned projects for FY23-24 are:

Old Town Laterals: This project includes replacing problematic sewer laterals in Old Town to alleviate flow restrictions in the existing sewer. Existing laterals have reached service life limits and replacement is needed on an as needed basis

Rock Creek Sanitary Trunk Line Capacity Upgrade Phase II: This project includes up-sizing approximately 1,910 linear feet of 18" diameter sanitary trunk line to 24" diameter.

Brookman Sanitary Sewer Trunk Line: This project extends a public sanitary conveyance system mainline through the Brookman Area annexed property. This mainline extension will provide service for the future growth of the area.

Stormwater Capital Projects

The Stormwater Fund collects SDCs for storm infrastructure expansion and reserves a portion of user charges for capital construction. Planned projects for FY23-24 are:

Water Quality Facility Refurbishments: Water Quality Facility Rehabilitation is needed to remove sediments from the facility to ensure continued operation of existing structural facilities that protect surface waters from adverse impacts of stormwater runoff. These ponds are responsible for holding water, removing pollutants and providing flood prevention and water quality treatment.

City Wide Catch Basin Remediation program: This program consists of replacement of unsumped catch basins located within the City's storm drainage conveyance system, in compliance with Clean Water Service's MS4 Permit.

Woodhaven Swales: Water Quality Facility Rehabilitation is needed to remove sediments from the facility to ensure continued operation of existing structural facilities that protect surface waters from adverse impacts of stormwater runoff. These ponds are responsible for holding water, removing pollutants and providing flood prevention and water quality treatment.

Oregon Street Regional Water Quality Facility: This project will design a regional stormwater facility below SW Oregon St and SW Brickyard Terrace that will treat the existing developed upstream basin towards Snyder Park, the portion of SW Oregon St. to be improved between the railroad tracks and Murdock roundabout and the Tannery Site after it's developed.

Second & Park Street Storm Water Facility: This project consists of reviewing the facility and determining corrective measure to make the facility fully operable.

Gleneagle Drive Regional Storm New Facility: This project will design, permit and construct a regional storm facility behind the Sherwood Senior Center, east of SW Gleneagle Drive to treat the existing developed upstream basin and prevent erosion of the downstream open channels & ditches that flow into Cedar Creek.

Stella Olsen Park Drainage Swale Upgrade: This project includes rehabilitating the swale by upgrading the side slopes, increasing bottom width, and overall conveyance capacity.

Water Capital Projects

The Water Fund collects SDCs and user charges for water infrastructure expansion and capital construction. Planned projects for FY23-24 are:

Routine Waterline Replacement Program: This project includes replacement of pipes based on a 100-year life cycle adopting the following prioritization: 1. Known pipe capacity and condition issues 2. Pipe material – based on City record of pipe material and era of manufacture; highest priorities are galvanized pipe and post-1950 cast iron 3. Pipe age – coordinate replacement of pipes 50 years or older with other City utilities and transportation projects.

T/S County Conflict Improvements: This project consists of relocation of water services, hydrants, valves, valve cans due to the County road widening project.

WIF – Capacity improvements to 6.2 mgd: This project consists of the City's share of the Willamette Governance Group's capacity improvements at the water treatment plant.

TVWD capacity improvements 6.2 to 9.7 mgd: This project consists of the City's contribution to TVWD capacity improvements at the water treatment plant.

Water Treatment Plant 20.0 mgd Expansion: The existing treatment processes will be updated for the 20 mgd (millions of gallons per day) WRWTP expansion. Increasing the Actiflo® flow rate from 7.5 mgd per basin to 10 mgd per basin. Increasing the ozonation basin flow rate from 7.5 mgd per basin to 10 mgd per basin.

Sunset Pump Station Flex Connections: This project includes the installation of fittings making the pump station more resilient.

Park Row to Division water line upgrade: This project includes replacing approximately 275 feet of 6" Cast Iron water main with 8" Ductile Iron. We have had 2 main breaks the last 3 years on this section of water main.

General Construction Projects

The General Construction Fund collects system development charges for park infrastructure expansion. This fund also accounts for park and trail projects that are funded from multiple combined sources. Planned projects for FY23-24 are:

Cedar Creek Trail Grade Separate Crossing of Hwy 99: This project will complete the Preliminary Design phase for a pedestrian crossing under SW Pacific Hwy at Cedar Creek including determination of the type of bridge or culvert structure that will span the creek & highway.

Cedar Creek Trail Supplemental Work: This project consists of designing & constructing a feeder trail between the new regional trail and SW Sherwood Blvd, and will restore the visual corridor landscaping & an acoustic fence along SW Alexander Lane.

Trail Network Expansion Improvements: This project will conduct feasibility work which includes preliminary solutions to design issues and updated cost estimates on a portion of trail (P 14) from the future undercrossing of the Cedar Creek Trail (Highway 99 to SW. Elwert Road).

Tannery Site Cleanup, Pre-Development & Site Grading Project: This is the first phase of the project and will acquire the Tannery Site properties fee simple from Washington County after the City's consultant completes a Prospective Purchaser Agreement (PPA), and the project will also produce a refreshed scope, schedule and budget for the second phase of the project.

Tannery Site Cleanup permits, bid docs, env. Enhancement Plans: This is the second phase of the project and will begin in FY 23-24 after the City issues a formal RFP to hire a full-service consulting firm to help obtain grants, produce plans, obtain environmental & construction permits to ultimately get the site cleaned-up, pre-graded, environmental restoration work completed, and get the site finish graded and prepped to develop into a future public use, preferably a new Public Works Facility and Yard.

Adj. Art Center-design: This project will evaluate development options for the gravel lot northwest of the Sherwood Center for the Arts, next to the railroad tracks, and complete design plans to further develop this gravel area.

Murdock Park Infill Projects: Create a master plan to guide future improvements

Budget Detail

City in Total

Actual 2020-21	Actual 2021-22	Budget 2022-23		Proposed 2023-24	Approved 2023-24	Adopted 2023-24
RESOURCES						
\$41,940,815	\$ 42,395,849	\$ 66,098,682	Beginning fund balance	\$ 63,015,935	\$ 63,015,935	\$ 63,015,935
			Revenue			
6,867,322	6,813,554	7,830,570	Taxes	7,880,818	7,880,818	-
2,141,407	2,191,084	2,337,000	Franchise Fees	2,538,500	2,538,500	-
68,564	84,846	86,500	Licenses and permits	83,500	83,500	-
6,736,121	5,253,240	10,879,734	Intergovernmental	9,192,288	9,192,288	-
12,791,837	13,935,248	14,514,516	Charges for services	14,287,355	14,287,355	-
1,329,811	4,094,775	1,125,000	Infrastructure development	4,590,581	4,590,581	-
2,616,738	2,641,290	3,171,821	Fines, interest and other	3,286,984	3,286,984	-
32,551,799	35,014,038	39,945,141	Total revenue	41,860,026	41,860,026	-
			Other sources			
2,332,686	830,439	6,251,917	Transfers in	6,404,088	6,404,088	-
10,946	10,725	-	Sale of fixed assets	8,000	8,000	-
-	-	-	Capital Lease Proceeds	-	-	-
10,735,580	24,952,103	-	Issuance of long-term debt	-	-	-
13,079,212	25,793,267	6,251,917	Total other sources	6,412,088	6,412,088	-
87,571,825	103,203,153	112,295,740	Total resources	111,288,049	111,288,049	63,015,935
REQUIREMENTS						
			Expenditures			
			Personal services			
9,662,728	10,133,828	12,910,685	Salaries and wages	12,685,093	12,685,093	-
812,162	949,258	1,208,713	Payroll taxes	1,317,784	1,317,784	-
4,300,181	4,618,030	6,426,701	Benefits	6,526,244	6,526,244	-
14,775,071	15,701,116	20,546,098	Total personal services	20,529,121	20,529,121	-
			Materials and services			
3,100,881	3,223,280	2,916,508	Professional & technical	2,910,945	2,910,945	-
3,496,248	3,157,296	4,844,472	Facility and equipment	4,715,997	4,715,997	-
1,782,751	2,124,727	2,401,320	Other purchased services	2,648,749	2,648,749	-
783,742	2,976,890	1,053,726	Supplies	1,034,400	1,034,400	-
501,546	18,372	43,321	Community activities	46,200	46,200	-
200,004	205,339	364,700	Minor equipment	450,220	450,220	-
109,933	30,781	82,000	Other materials & services	34,000	34,000	-
(16,568)	(63,690)	(154,907)	Cost Allocation	(315,386)	(315,386)	-
9,958,536	11,672,996	11,551,140	Total materials & services	11,525,125	11,525,125	-
			Capital outlay			
-	620,235	-	Land	-	-	-
4,770,504	3,892,308	20,118,416	Infrastructure	16,513,268	16,513,268	-
84,306	479,030	51,541	Buildings	383,635	383,635	-
-	27,914	-	Other improvements	110,777	110,777	-
246,776	459,750	711,000	Vehicles	250,000	250,000	-
127,689	1,123,982	2,082,600	Furniture and equipment	466,500	466,500	-
5,229,275	6,603,219	22,963,557	Total capital outlay	17,724,180	17,724,180	-
29,962,883	33,977,331	55,060,796	Total expenditures	49,778,426	49,778,426	-
			Debt service			
11,940,045	1,196,882	1,524,791	Principal	1,607,772	1,607,772	-
798,125	819,776	1,217,867	Interest	1,136,899	1,136,899	-
142,234	280,041	-	Issuance costs	-	-	-
12,880,404	2,296,700	2,742,658	Total debt service	2,744,671	2,744,671	-
			Other uses			
2,332,686	830,439	6,254,222	Transfers out	6,404,088	6,404,088	-
2,332,686	830,439	6,254,222	Total other uses	6,404,088	6,404,088	-
42,395,852	66,098,684	-	Ending Fund Balance	-	-	-
-	-	1,614,694	Contingency	1,763,948	1,763,948	-
-	-	46,623,371	Reserved for Future Years	50,596,916	50,596,916	63,015,935
\$87,571,825	\$103,203,153	\$ 112,295,740	Total requirements	\$111,288,049	\$111,288,049	\$63,015,935

Budget Detail

City by Fund

	General Fund	General Construction Fund	Debt Service Fund	Public Art Fund	Economic Development & Promotion Fund	Transient Lodging Tax Fund	Grants Fund	Street Operations Fund	Community Investment Fund	Street Capital Fund	Water Fund	Sanitary Fund	Storm Fund	Broadband Fund	Approved 2023-24 Budget
RESOURCES															
Beginning fund balance	\$10,242,478	\$ 2,030,102	\$ -	\$ -	\$ -	\$376,512	\$ 38,780	\$3,547,879	\$ -	\$ 7,360,995	\$24,180,611	\$2,760,710	\$ 7,502,644	\$4,975,225	\$ 63,015,935
Revenue															
Taxes	7,880,818	-	-	-	-	-	-	-	-	-	-	-	-	-	7,880,818
Franchise Fees	2,508,500	30,000	-	-	-	-	-	-	-	-	-	-	-	-	2,538,500
Licenses and permits	83,500	-	-	-	-	-	-	-	-	-	-	-	-	-	83,500
Intergovernmental	2,406,483	-	-	-	-	150,000	101,000	2,040,529	-	-	-	2,978,276	-	1,516,000	9,192,288
Charges for services	1,911,240	86,000	-	-	-	-	-	723,000	-	64,000	6,563,055	832,000	2,760,000	1,348,060	14,287,355
Infrastructure development	-	1,355,013	-	-	-	-	-	-	-	2,287,565	719,532	158,515	69,956	-	4,590,581
Fines, interest and other	2,257,044	65,000	-	2,310	4,430	1,000	-	75,000	39,200	145,000	481,000	67,000	100,000	50,000	3,286,984
Total revenue	17,047,585	1,536,013	-	2,310	4,430	151,000	101,000	2,838,529	39,200	2,496,565	7,763,587	4,035,791	2,929,956	2,914,060	41,860,026
Other sources															
Transfers in	532,562	650,000	-	123,086	246,172	-	-	-	4,089,130	763,138	-	-	-	-	6,404,088
Sale of fixed assets	8,000	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000
Total other sources	540,562	650,000	-	123,086	246,172	-	-	-	4,089,130	763,138	-	-	-	-	6,412,088
Total resources	\$27,830,625	\$ 4,216,115	\$ -	\$ 125,396	\$ 250,602	\$527,512	\$139,780	\$6,386,408	\$4,128,330	\$10,620,698	\$31,944,198	\$6,796,501	\$10,432,600	\$7,889,285	\$ 111,288,049
REQUIREMENTS															
Expenditures															
Personal services															
Salaries and wages	9,600,213	39,072	-	-	-	-	-	368,382	-	75,790	617,171	261,289	519,035	1,204,141	12,685,093
Payroll taxes	975,967	3,895	-	-	-	-	-	43,325	-	7,536	68,731	29,730	60,996	127,604	1,317,784
Benefits	4,880,657	21,564	-	-	-	-	-	178,969	-	42,181	307,804	134,082	256,067	704,920	6,526,244
Total personal services	15,456,837	64,531	-	-	-	-	-	590,676	-	125,507	993,706	425,101	836,098	2,036,665	20,529,121
Materials and services															
Professional & technical	2,160,150	180,000	-	-	10,000	-	84,320	39,300	-	-	150,975	99,400	59,300	127,500	2,910,945
Facility and equipment	1,548,030	6,500	-	-	-	-	-	961,366	-	-	1,768,930	2,450	87,300	341,421	4,715,997
Other purchased services	1,533,475	-	-	-	-	-	-	30,945	-	1,500	590,423	126,549	167,342	198,515	2,648,749
Supplies	479,450	-	-	-	-	-	-	91,500	-	-	138,250	14,050	48,650	262,500	1,034,400
Community activities	46,200	-	-	-	-	-	-	-	-	-	-	-	-	-	46,200
Minor equipment	356,720	-	-	-	-	-	-	7,500	-	-	14,500	10,000	10,000	51,500	450,220
Other materials & services	34,000	-	-	-	-	-	-	-	-	-	-	-	-	-	34,000
Cost Allocation	(4,228,967)	80,821	-	-	-	-	-	536,201	-	157,189	768,021	345,317	668,659	1,357,373	(315,386)
Total materials & services	1,929,058	267,321	-	-	10,000	-	84,320	1,666,812	-	158,689	3,431,099	597,766	1,041,251	2,338,809	11,525,125
Capital outlay															
Infrastructure	-	950,000	-	-	-	-	-	-	-	1,513,138	7,941,710	3,487,420	1,005,000	1,616,000	16,513,268
Buildings	383,635	-	-	-	-	-	-	-	-	-	-	-	-	-	383,635
Other improvements	-	-	-	110,777	-	-	-	-	-	-	-	-	-	-	110,777
Vehicles	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	250,000
Furniture and equipment	426,500	-	-	-	-	-	-	-	-	-	-	-	-	40,000	466,500
Total capital outlay	1,060,135	950,000	-	110,777	-	-	-	-	-	1,513,138	7,941,710	3,487,420	1,005,000	1,656,000	17,724,180
Total expenditures	18,446,030	1,281,852	-	110,777	10,000	-	84,320	2,257,488	-	1,797,334	12,366,515	4,510,287	2,882,349	6,031,474	49,778,426
Debt service															
Principal	-	-	-	-	-	-	-	-	-	-	1,486,000	-	-	121,772	1,607,772
Interest	-	-	-	-	-	-	-	-	-	-	775,620	-	-	361,279	1,136,899
Total debt service	-	-	-	-	-	-	-	-	-	-	2,261,620	-	-	483,051	2,744,671
Other uses															
Transfers out	4,458,388	-	-	-	-	527,512	5,050	763,138	-	650,000	-	-	-	-	6,404,088
Total other uses	4,458,388	-	-	-	-	527,512	5,050	763,138	-	650,000	-	-	-	-	6,404,088
Contingency	852,379	-	-	12,309	123,086	-	6,989	141,926	4,089,130	-	306,203	43,045	122,000	291,406	1,763,948
Reserved for Future Years	4,073,828	2,934,263	-	2,310	117,516	-	43,421	3,223,856	39,200	8,173,364	17,009,860	2,243,169	7,428,251	1,083,354	50,596,916
Total requirements	\$27,830,625	\$ 4,216,115	\$ -	\$ 125,396	\$ 250,602	\$527,512	\$139,780	\$6,386,408	\$4,128,330	\$10,620,698	\$31,944,198	\$6,796,501	\$10,432,600	\$7,889,285	\$ 111,288,049

Budget Detail

General Fund in Total

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
RESOURCES						
\$ 5,325,013	\$ 7,173,050	\$ 7,503,534	Beginning fund balance	\$ 10,242,478	\$10,242,478	\$10,242,478
6,594,623	6,813,554	7,830,570	Revenue			
2,111,047	2,161,853	2,307,000	Taxes	7,880,818	7,880,818	-
68,564	84,846	86,500	Franchise Fees	2,508,500	2,508,500	-
4,243,217	2,028,454	2,092,309	Licenses and permits	83,500	83,500	-
1,853,076	2,941,737	2,703,814	Intergovernmental	2,406,483	2,406,483	-
2,302,563	2,296,098	2,549,494	Charges for services	1,911,240	1,911,240	-
17,173,088	16,326,542	17,569,687	Fines, interest and other	2,257,044	2,257,044	-
			Total revenue	17,047,585	17,047,585	-
4,629	4,117	4,553,519	Other sources			
10,946	10,725	-	Transfers in	532,562	532,562	-
15,575	14,842	4,553,519	Sale of fixed assets	8,000	8,000	-
			Total other sources	540,562	540,562	-
22,513,676	23,514,434	29,626,740	Total resources	27,830,625	27,830,625	10,242,478
REQUIREMENTS						
			Expenditures			
7,726,047	7,927,743	9,255,611	Personal services			
629,017	723,398	845,432	Salaries and wages	9,600,213	9,600,213	-
3,449,306	3,597,377	4,534,219	Payroll taxes	975,967	975,967	-
11,804,370	12,248,517	14,635,262	Benefits	4,880,657	4,880,657	-
			Total personal services	15,456,837	15,456,837	-
1,462,472	1,985,262	1,870,537	Materials and services			
1,172,165	1,200,151	1,807,203	Professional & technical	2,160,150	2,160,150	-
910,682	1,162,343	1,314,748	Facility and equipment	1,548,030	1,548,030	-
353,800	387,627	463,690	Other purchased services	1,533,475	1,533,475	-
501,546	18,372	43,321	Supplies	479,450	479,450	-
85,625	136,512	277,250	Community activities	46,200	46,200	-
108,733	30,781	82,000	Minor equipment	356,720	356,720	-
(1,499,996)	(2,290,270)	(3,900,436)	Other materials & services	34,000	34,000	-
3,095,029	2,630,779	1,958,312	Cost Allocation	(4,228,967)	(4,228,967)	-
			Total materials & services	1,929,058	1,929,058	-
-	5,880	-	Capital outlay			
84,306	228,876	51,541	Infrastructure	-	-	-
-	18,954	-	Buildings	383,635	383,635	-
246,776	459,750	711,000	Other improvements	-	-	-
110,145	418,144	1,826,600	Vehicles	250,000	250,000	-
441,227	1,131,604	2,589,141	Furniture and equipment	426,500	426,500	-
			Total capital outlay	1,060,135	1,060,135	-
15,340,626	16,010,900	19,182,715	Total expenditures	18,446,030	18,446,030	-
-	-	-	Other uses			
-	-	-	Transfers out	4,458,388	4,458,388	-
			Total other uses	4,458,388	4,458,388	-
7,173,050	7,503,534	-	Ending Fund Balance	-	-	-
-	-	878,484	Contingency	852,379	852,379	-
-	-	225,184	Reserved for Future Years - Fleet	225,184	225,184	225,184
-	-	9,340,357	Reserved for Future Years	3,848,644	3,848,644	10,017,294
\$ 22,513,676	\$ 23,514,434	\$ 29,626,740	Total requirements	\$ 27,830,625	\$ 27,830,625	\$ 10,242,478

Budget Detail

General Fund by Division

2020-21 Actual	2021-22 Actual	2022-23 Budget	General Fund Resources	2023-24 Proposed	2023-24 Approved	2023-24 Adopted
\$ 5,325,013	\$ 7,173,050	\$ 7,503,534	Beginning fund balance	\$ 10,242,478	\$10,242,478	\$ 10,242,478
6,594,623	6,813,554	7,830,570	Revenue			
2,111,047	2,161,853	2,307,000	Taxes	7,880,818	7,880,818	-
68,564	84,846	86,500	Franchise Fees	2,508,500	2,508,500	-
4,243,217	2,028,454	2,092,309	Licenses and permits	83,500	83,500	-
1,853,076	2,941,737	2,703,814	Intergovernmental	2,406,483	2,406,483	-
2,302,563	2,296,098	2,549,494	Charges for services	1,911,240	1,911,240	-
17,173,088	16,326,542	17,569,687	Fines, interest and other	2,257,044	2,257,044	-
			Total revenue	17,047,585	17,047,585	-
4,629	4,117	4,553,519	Other sources			
10,946	10,725	-	Transfers in	532,562	532,562	-
15,575	14,842	4,553,519	Sale of fixed assets	8,000	8,000	-
22,513,676	23,514,434	29,626,740	Total other sources	540,562	540,562	-
			Total resources	27,830,625	27,830,625	10,242,478
			Requirements			
			Administration Division			
1,570,347	1,651,751	1,682,964	Personal services			
97,621	142,650	148,583	Salaries and wages	2,103,073	2,103,073	-
595,188	648,846	803,335	Payroll taxes	205,783	205,783	-
2,263,156	2,443,247	2,634,882	Benefits	998,967	998,967	-
			Total personal services	3,307,823	3,307,823	-
484,621	544,238	742,897	Materials and services			
150,040	145,086	185,568	Professional & technical	905,070	905,070	-
704,220	960,816	897,315	Facility and equipment	144,255	144,255	-
16,172	24,473	31,700	Other purchased services	1,084,288	1,084,288	-
2,502	9,241	13,800	Supplies	22,100	22,100	-
40,584	64,023	101,000	Community activities	22,300	22,300	-
106,155	115	50,000	Minor equipment	224,000	224,000	-
(1,064,604)	(1,283,218)	(1,793,961)	Other materials & services	-	-	-
439,690	464,774	228,319	Cost Allocation	(3,243,180)	(3,243,180)	-
			Total materials & services	(841,167)	(841,167)	-
30,200	76,754	123,500	Capital outlay			
30,200	76,754	123,500	Furniture and equipment	85,000	85,000	-
2,733,047	2,984,775	2,986,701	Total capital outlay	85,000	85,000	-
			Total Administration Expenditures	2,551,656	2,551,656	-
			Community Development			
1,258,001	1,310,212	1,311,520	Personal services			
102,366	112,771	111,817	Salaries and wages	907,845	907,845	-
585,701	598,902	674,508	Payroll taxes	87,945	87,945	-
1,946,068	2,021,885	2,097,845	Benefits	493,636	493,636	-
			Total personal services	1,489,426	1,489,426	-
562,320	970,804	571,500	Materials and services			
9,772	11,969	91,608	Professional & technical	470,000	470,000	-
49,222	66,565	10,681	Facility and equipment	5,810	5,810	-
1,898	5,187	8,550	Other purchased services	76,530	76,530	-
456,481	447	11,000	Supplies	3,770	3,770	-
-	-	1,121	Community activities	3,500	3,500	-
-	15,109	-	Minor equipment	200	200	-
(128,114)	(112,658)	(207,810)	Other materials & services	-	-	-
951,579	957,423	486,650	Cost Allocation	-	-	-
\$ 2,897,647	\$ 2,979,308	\$ 2,584,495	Total materials & services	559,810	559,810	-
			Total Community Dev. Expenditures	\$ 2,049,236	\$ 2,049,236	\$ -

Budget Detail

General Fund by Division

2020-21 Actual	2021-22 Actual	2022-23 Budget	General Fund Requirements Continued	2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			Police Services			
			Personal services			
2,736,506	2,778,526	3,406,893	Salaries and wages	3,551,258	3,551,258	-
229,583	248,196	306,650	Payroll taxes	355,579	355,579	-
1,358,113	1,426,855	1,773,977	Benefits	1,884,330	1,884,330	-
4,324,202	4,453,577	5,487,520	Total personal services	5,791,167	5,791,167	-
			Materials and services			
263,807	294,458	320,000	Professional & technical	333,000	333,000	-
43,966	40,664	71,239	Facility and equipment	49,620	49,620	-
92,642	94,705	171,500	Other purchased services	178,500	178,500	-
58,029	82,270	83,500	Supplies	94,500	94,500	-
414	2,917	3,500	Community activities	3,500	3,500	-
-	10,704	25,000	Minor equipment	55,000	55,000	-
2,578	15,558	32,000	Other materials & services	34,000	34,000	-
461,435	541,275	706,739	Total materials & services	748,120	748,120	-
4,785,637	4,994,852	6,194,259	Total Police Expenditures	6,539,287	6,539,287	-
			Community Services			
			Personal services			
1,384,781	1,434,307	1,912,895	Salaries and wages	1,724,798	1,724,798	-
118,506	130,840	171,643	Payroll taxes	174,961	174,961	-
578,454	572,780	810,779	Benefits	813,598	813,598	-
2,081,741	2,137,927	2,895,317	Total personal services	2,713,357	2,713,357	-
			Materials and services			
38,547	112,822	113,500	Professional & technical	155,100	155,100	-
10,978	10,347	12,299	Facility and equipment	14,100	14,100	-
28,720	47,635	82,155	Other purchased services	88,720	88,720	-
188,196	217,612	210,950	Supplies	197,400	197,400	-
41,817	3,851	12,400	Community activities	11,400	11,400	-
9,352	7,504	11,250	Minor equipment	11,620	11,620	-
317,609	399,770	442,554	Total materials & services	478,340	478,340	-
-	29,382	60,000	Furniture and equipment	-	-	-
-	29,382	60,000	Total capital outlay	-	-	-
\$ 2,399,350	\$ 2,567,079	\$ 3,397,871	Total Community Services Expenditures	\$ 3,191,697	\$ 3,191,697	\$ -

Budget Detail

General Fund by Division

2020-21 Actual	2021-22 Actual	2022-23 Budget	General Fund Requirements Continued	2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			Public Works			
			Personal services			
776,439	752,338	941,339	Salaries and wages	1,313,239	1,313,239	-
80,933	88,921	106,739	Payroll taxes	151,699	151,699	-
331,831	349,934	471,620	Benefits	690,126	690,126	-
1,189,203	1,191,193	1,519,698	Total personal services	2,155,064	2,155,064	-
			Materials and services			
113,177	62,941	122,640	Professional & technical	296,980	296,980	-
957,410	992,085	1,527,415	Facility and equipment	1,334,245	1,334,245	-
35,878	(7,378)	72,170	Other purchased services	105,437	105,437	-
89,505	58,086	128,990	Supplies	161,680	161,680	-
333	1,916	12,500	Community activities	5,500	5,500	-
35,689	54,282	129,000	Minor equipment	65,900	65,900	-
(307,278)	(894,394)	(1,898,665)	Cost Allocation	(985,787)	(985,787)	-
924,714	267,538	94,050	Total materials & services	983,955	983,955	-
			Capital outlay			
-	5,880	-	Infrastructure	-	-	-
84,306	228,876	51,541	Buildings	383,635	383,635	-
-	18,954	-	Other improvements	-	-	-
246,776	459,750	711,000	Vehicles	250,000	250,000	-
79,945	312,007	1,643,100	Furniture and equipment	341,500	341,500	-
411,027	1,025,467	2,405,641	Total capital outlay	975,135	975,135	-
2,524,944	2,484,198	4,019,389	Total Public Works Expenditures	4,114,154	4,114,154	-
			Unallocated Expenditures			
			Transfers out			
-	-	-	Transfers to Public Art Fund	123,086	123,086	-
-	-	-	Transfers to Investment Fund	4,089,130	4,089,130	-
-	-	-	Transfers to Economic Development	246,172	246,172	-
-	-	-	Total Transfers Out	4,458,388	4,458,388	-
7,173,051	7,504,222		Ending Fund Balance			
		878,484	Contingency	852,379	852,379	-
		225,184	Reserved for Future Years - fleet	225,184	225,184	225,184
		9,340,356	Reserved for Future Years	3,848,644	3,848,644	10,017,294
\$ 22,513,676	\$ 23,514,434	\$ 29,626,740	Total requirements	\$ 27,830,625	\$27,830,625	\$ 10,242,478

Administration

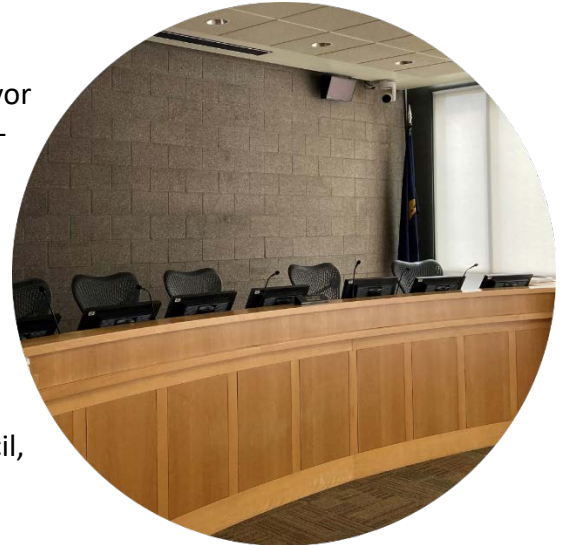
The Administration Division provides leadership and support for all City functions. Administration includes the City Council, City Recorder, City Manager, City Attorney, Information Technology, Human Resources, Finance and Municipal Court.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			Revenue			
6,594,623	6,813,554	7,830,570	Taxes	7,880,818	7,880,818	-
2,111,047	2,161,853	2,307,000	Franchise Fees	2,508,500	2,508,500	-
2,880	9,214	3,000	Licenses and Permits	-	-	-
2,268,713	766,021	745,300	Intergovernmental	854,100	854,100	-
65,192	67,770	70,300	Charges for Services	79,328	79,328	-
2,192,832	2,171,440	2,438,000	Fines, Interest, and Other	2,123,000	2,123,000	-
4,629	4,117	82,220	Transfers in & Other Sources	5,050	5,050	-
13,239,915	11,993,968	13,476,390	Total revenue	13,450,796	13,450,796	-
			Expenditures			
2,263,156	2,443,247	2,634,882	Personal services	3,307,823	3,307,823	-
439,690	464,774	228,319	Materials and services	(841,167)	(841,167)	-
30,200	76,754	123,500	Capital outlay	85,000	85,000	-
-	-	-	Transfers out & Other Sources	4,458,388	4,458,388	-
\$ 2,733,047	\$ 2,984,775	\$ 2,986,701	Total expenditures	\$ 7,010,044	\$ 7,010,044	\$ -

*Beginning July 1, 2023, budgeting for the Economic Development Manger will be included under Administration within the City Managers budget.

City Council

The seven-member City Council is composed of an elected Mayor and six elected Councilors. The Council members serve a four-year term and the Mayor serves for a two-year term. The City Council is the legislative branch of our local government, which is responsible for setting policies. This is accomplished through the adoption of ordinances and resolutions. The City Council meets in regular monthly meetings and occasional executive sessions. In addition, City Council work sessions are held to study upcoming issues. The City Council also serves as the City's Urban Renewal District Board, which similar to the City Council, holds regular business meetings.



2022-23 Highlights

- Projected to adopt 16 ordinances and 75 resolutions.

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Increase transparency	Council meetings	34	36	36
	Work sessions	22	30	24
	Executive sessions	18	18	15
Training for Council members & Regional Meeting participation	Conferences: Oregon Mayor's Assoc. Conf. (2) Or. League of Cities Annual Conf. NLC National League of Cities Conf. New Partners for Smart Growth	5	5	5
	Regional meetings: Regional Mayor's Meetings (12) Wa. Co. Coordinating Committee (12) Willamette River Water Coalition (4) Regional Water Providers Consortium (4) Southwest Corridor Steering Comm. (12) R1Act (6) Westside Transportation Alliance (12) Note: Meetings held monthly or quarterly	28	28	28

City Recorder

The City Recorder is the custodian of records and responsible for the management of City records and provides administrative support to the City Council and URA Board. The City Recorder also serves as the City's Elections official.

2022-23 Highlights

- Oversaw November 2022 General Election
- Oversaw 3 Municipal Code Amendments
- Decommissioned Document Locator Records Management System
- Hired and Trained new Records Management Coordinator position
- Developed Records Management Training Program
- Issued 5 new TRIM/ORMS Licenses & Trained Staff
- Coordinated Citywide Records Management Cleanup Day
- Continue implementation and migration of records into TRIM/ORMS
- Streamlined processes for City Boards & Committees (appointments, public meetings, record keeping)

2023-24 Goals

- Continue implementation and migration of records into TRIM/ORMS
- Continue audit and migration of records into TRIM/ORMS
- Continue to coordinate with City Records Management Committee to oversee Management of City Records
- Purge City records per State Records Retention Schedule (ongoing)
- Continuing staff Training & Licensing of TRIM/ORMS (focus on Public Works & Engineering Departments)

Performance Measures

Strategy	Measures	FY21 -22 Actual	FY22-23 Projected	FY23-24 Projected
Adhere to public records law and respond to public records requests	Public records requests	63	60	60
	Responded within 5 business days	56	55	55
Maintain Current Code Updates Coordinate Accurate and Transparent	Municipal Code updates	3	5	5
	Process Election fillings, coordinate special and general	0	7	4

City Manager

The City Manager’s office provides leadership, coordination and management for the City and is responsible for establishing general administrative policies that govern the operations of the City. The City Manager, with input from the Senior Management team, also supports and assists the Mayor and City Councilors in their roles as policy makers by providing accurate and timely information and appropriate policy alternatives.

2022-23 Highlights

- Helped with the recruitment of a new city attorney
- Updated Council Pillars, Goals and Deliverables
- Assisted in successfully negotiated two union contracts
- Successfully negotiated lease of Art Center tenant space, bringing new business and public interest to the downtown area
- Completed the Purchase and Sale agreement with the YMCA

2023-24 Goals

- Work to complete the deliverables on the City Council Goals
- Reboot the Citizen Academy
- Increase public engagement through multiple platforms

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Increase communication with the public	Newsletter Frequency	Every Two Months	Every Two Months	Every Two Months
	Number of Facebook Friends	4,000	4,600	5,200
	Number of Twitter Followers	1,000	1,150	1,300

City Attorney & Risk Management

The City Attorney's Office is the in-house legal department for the City. It provides a broad range of legal services to City officials, management, and staff, including: researching legal questions and providing legal advice; preparing and reviewing contracts, ordinances, resolutions, and other legal documents; conducting negotiations; representing the City in administrative proceedings and court; and analyzing public records requests and exemptions. Areas of law most frequently encountered include employment law, tort liability, constitutional law, elections law, public contracting, public meetings, public records, real property, and land use. The Office also retains and manages outside legal counsel for certain projects. Additionally, as part of its risk management function, the Office is responsible for processing claims for property, auto, equipment, and liability insurance and performing other insurance-related services.

2022-23 Highlights

- Hired a new City Attorney on January 30, 2023.
- Prepared, reviewed, and otherwise assisted with numerous adopted ordinances, including substantial amendments to the City's camping ordinances, public contracting code, and code enforcement procedures.
- Negotiated, drafted, and otherwise assisted with numerous intergovernmental agreements, contracts, amendments to Metro's construction excise tax agreement, agreements relating to the Tualatin-Sherwood Road widening project, and a grant agreement for Sherwood Broadband funding.
- Took on a more substantial role in City litigation.
- Developed level of service expectations for staff, reduced unnecessary bureaucracy and increased efficiency, and cut outside legal expenses to City.

2023-24 Goals

- Hire a law clerk.
- Assist with successful completion of Council priority projects.
- Continue to review City ordinances and perform housekeeping updates.

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Keep Council Informed	Frequency of Tort Claim Updates	Quarterly	Quarterly	Quarterly
Law Clerk Program	Duration of Student Position	None	Full Year	Full Year
Maintain and Update Municipal Code	Ordinances Enacted	N/A	12	13

Human Resources

The vision for the Human Resources department is to provide leadership in Strategic Human Resources Management that is responsive to the goals and needs of the City and its workforce. This department oversees all recruitment and selection, leadership development, legal compliance with labor laws, classification and compensation, training and development, benefits education and administration, Workers Comp claims, prepares and updates the Employee Handbook and develops, prepares and delivers policies & procedures for the City. In addition, HR negotiates, interprets and applies the City's two union contracts and leads employee relations and champions employee wellbeing. The mission of HR is to address the diverse human resources needs of our customers through effective consultation, guidance and training.

2022-23 Highlights

- Key Recruitment & Onboarding of City Attorney, Community Development Director and City Engineer
- In line with City Goal of Wellbeing - Beyond Well Redemption increased 476% and Engaged Members increased 8x YOY

2022-23 Goals

- Complete full review of all HR Files and ensure compliance with Record Retention rules
- Complete review and deliver revised Employee Handbook and policies in compliance with labor laws and tailored to the modern workplace.
- Increase Employee and Dependents knowledge and uptake of supplementary benefits including Beyond Well
- Implement HRIS to enable better access to information and accurate Metrics
- Develop Departmental Strategic Resource Plans (Workforce Planning)

Performance Measures

Strategy	Measures	FY21-22 Actual	FY 22-23 Projected	FY23-24 Projected
Recruit and Retain a Competitive and Diverse	Applications Received	751	904	904
Develop and Deliver Annual Wellness Program	Beyond well Engaged Members	11	90	110
	Rewards Earned	\$971	\$8,080	\$10,000

Information Technologies

The Information Technologies department provides technical support, troubleshooting and maintenance of computer hardware and software used by the City. The department operates and maintains the network, servers, phone systems, Sherwood Broadband, and Sherwood public access channel. This department also manages software licensing, assists departments in improving service through effective use of technology and provides training to staff.

2022-23 Highlights

- Replaced city wide phones system with a solution that provides modern capabilities to staff
- Replaced all Public Works field laptops
- Upgraded the audio/visual system in the police conference room
- Improved the city's backup and retention system and aligned with current best practices
- Replaced all network switches and improved cable management at city facilities
- Replaced and added new security cameras at Stella Olsen Park, and Police station
- Bid and awarded a project to develop a new city website and content management system
- Purchased new WiFi hardware to update and increase WiFi access at city facilities

2023-24 Goals

- Redesigning remote access for city employees to support better remote work capabilities
- Updating the current finance system to support current software versions
- Upgrading the IT Helpdesk software to support new and current needs
- Upgrade security cameras that have reached end of life
- Continue Council chamber and conference room audio/video upgrades
- Implement new website and content management system

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Effectively maintain and support computer and informational systems throughout the City	Major Software Applications Supported	70	70	75
	Computer Systems Supported	300	386	400
	Network Systems Supported	48	48	55
	Terabytes of data maintained onsite	24 TB	24TB	30TB
Productivity Through IT Service Management process improvement	Help desk tickets submitted	821	2000	2000
	Help desk tickets resolved within 30 min. (Estimate)	15%	10%	10%
	Satisfaction Rate: Good or better	100%	100%	100%
	IT Staff Training Hours	0	60	100

Finance

The Finance department provides financial information, oversight and management. Finance is responsible for the annual budget, annual audit, debt management, payroll, cash management, accounts receivable, accounts payable and administering the Community Enhancement Grant program. The Finance department prepares a wide range of internal and external financial reports.

2022-23 Highlights

- Received the GFOA Budget Award for the Fiscal Year 2022-23 budget document
- Received the GFOA Award for Excellence in Financial Reporting for FY 2020-21
- Submitted for the GFOA Award for Excellence in Financial Reporting for FY 2021-22
- Began to revamp this budget document for improved reader experience. (City-wide Value – Citizen Engagement)

2023-24 Goals

- Continue to increase passive revenues through sound investments and a diverse investment strategy (City-wide Value – Fiscal Responsibility)
- Research and analyze options for an updated financial ERP system (City-wide Value – Infrastructure and Fiscal Responsibility)
- Update financial policies (City-wide Value – Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Maintain high levels of financial integrity	Independent auditor opinion	Unqualified	Unqualified	Unqualified
	Number of GFOA reviewer comments on the CAFR	4	4	4
Deliver efficient, effective financial services	Credit rating	Aa2	Aa2	Aa2
	Actual cost to deliver financial services	\$610,558	\$607,818	\$831,001
	Cost to deliver financial services as a % of total City budget	1.5%	1.0%	1.1%

Municipal Court

Municipal Court is responsible for processing all traffic violations and non-felony offenses within the City of Sherwood. The goal of the Municipal Court is to promote compliance with laws and regulations by processing citations for violations equitably and timely.



2022-23 Highlights

- Completed retention schedule for approximately 9000 closed citations from 2017.
- Revised all court recordings and instructions with new City phone system.
- Completed Remission Order from Governor Kate Brown's office. (Approximately 125 cases)
- Completed court software clean-up on old cases.

2023-24 Goals

- Catch up on scheduling/settling all Attorney represented cases.
- Continue staff communication regarding work volume.
- Continue to streamline and find workflow efficiencies.
- Purge Court Records (non-scanned) per State Records Retention schedule (on-going).

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Manage an efficient and effective Municipal Court	Traffic violations	17,651	13,000	10,000
	Parking violations	41	50	50
	City Ordinance violations	85	80	50
	Total violations processed	20,371	15,000	15,000
	Number of court staff	4	4	4
	Number of violations processed annually per staff (includes supervisor)	5,093	3,750	3,250
	Operating expenses	717,357	624,421	746,732
	Operating expenses per processed violation	\$35.22	\$41.63	\$49.78

Community Development

The Community Development Division provides overall management and administrative support for the City's planning and building departments. Community Development strives to provide efficient, consistent, and seamless private and public development services.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			Revenue			
63,244	72,532	80,000	Licenses and Permits	80,000	80,000	-
856,173	53,292	82,785	Intergovernmental	77,100	77,100	-
1,644,586	2,471,562	2,223,064	Charges for Services	846,052	846,052	-
-	15,000	-	Infrastructure & Development fees	-	-	-
2,564,003	2,612,386	2,385,849	Total revenue	1,003,152	1,003,152	-
			Expenditures			
1,946,068	2,022,401	2,097,845	Personal services	1,489,426	1,489,426	-
951,580	957,423	486,650	Materials and services	559,810	559,810	-
\$ 2,897,648	\$ 2,979,824	\$ 2,584,495	Total expenditures	\$ 2,049,236	\$ 2,049,236	\$ -

*Beginning July 1, 2023, budgeting for the Engineering Department will be included under Public Works.

Planning

The Planning department plays an integral role in shaping the long-term character of the City through development and implementation of the Sherwood Zoning and Community Development Code, Sherwood Comprehensive Plan and other long-range plans. The plans are intended to protect the personal, environmental, and economic health of the community.



2022-2023 Highlights

- Approved 395,000 SF of new commercial and industrial space over 9 land use applications.
- Managed the Sherwood West Concept Plan Update to be completed in spring / summer 2023.
- Managed the Economic Opportunities Analysis Update project
- Adopted development code updates to implement Ballot Measure 109, correct code errors, increase consistency, and to clarify code language and intent.
- Adopted middle housing choices to implement House Bill 2001 legislation.

2023-24 Goals

- Improve the development code and land use procedures to promote stronger economic development
- Continue to implement the Comprehensive Plan by updating the Economic Opportunities Analysis and Housing Needs Analysis to construct meaningful plan policies for Sherwood's future
- Adopt the Sherwood West Concept Plan Re-look and continue the implementation work plan
- Develop updated annexation criteria to manage growth related to infrastructure, school capacity, and long-term community needs

Performance Measures

Strategy	Measures	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Meet State mandated deadlines for land use decisions and produce sound decisions	Perform completeness review within 30 days of submittal	100%	100%	100%
	Produce decisions within 120 days (if no extension)	100%	100%	100%
	Land use decisions made by City staff (Type II)	7	6	6
	Land use decisions made by City staff (Type I)	105	85	80
	Land use decisions made by Hearing Officer and Planning Commission	9	9	8
	Land use decisions made by City Council	6	7	5
Improve clarity and effectiveness of Code	Code amendment projects undertaken	4	4	3

Building

The Building Department's responsibilities are to review and approve plans, issue permits, and perform inspections for new construction in compliance with the State of Oregon's building, plumbing, mechanical, solar, manufactured dwelling, and energy codes. Building works with local jurisdictions, agencies, and builders in order to improve the construction standards in the city and ensure the public's health and safety.



2022-23 Highlights

- Issued final approvals for Tualatin-Sherwood Corporate Park shell buildings and issued building permits for Sherwood Commerce Center Phase 1
- Issued occupancy permits for businesses in key target industries including Lam Research, DW Fritz, and NSI within the Tualatin-Sherwood Corporate Park.
- Issued residential permits for Denali Summit subdivision which is hosting the Sherwood Street of Dreams event

2023-24 Goals

- Issue occupancy permits for Sherwood Commerce Center Phase 1, Treske Expansion, Barker Cabinets, Morse Retail, AFP Systems, and other projects that have received land use approval
- Complete plan reviews, inspections, and final occupancy approvals in a timely manner with high quality customer service and complete annual state mandated training for staff.

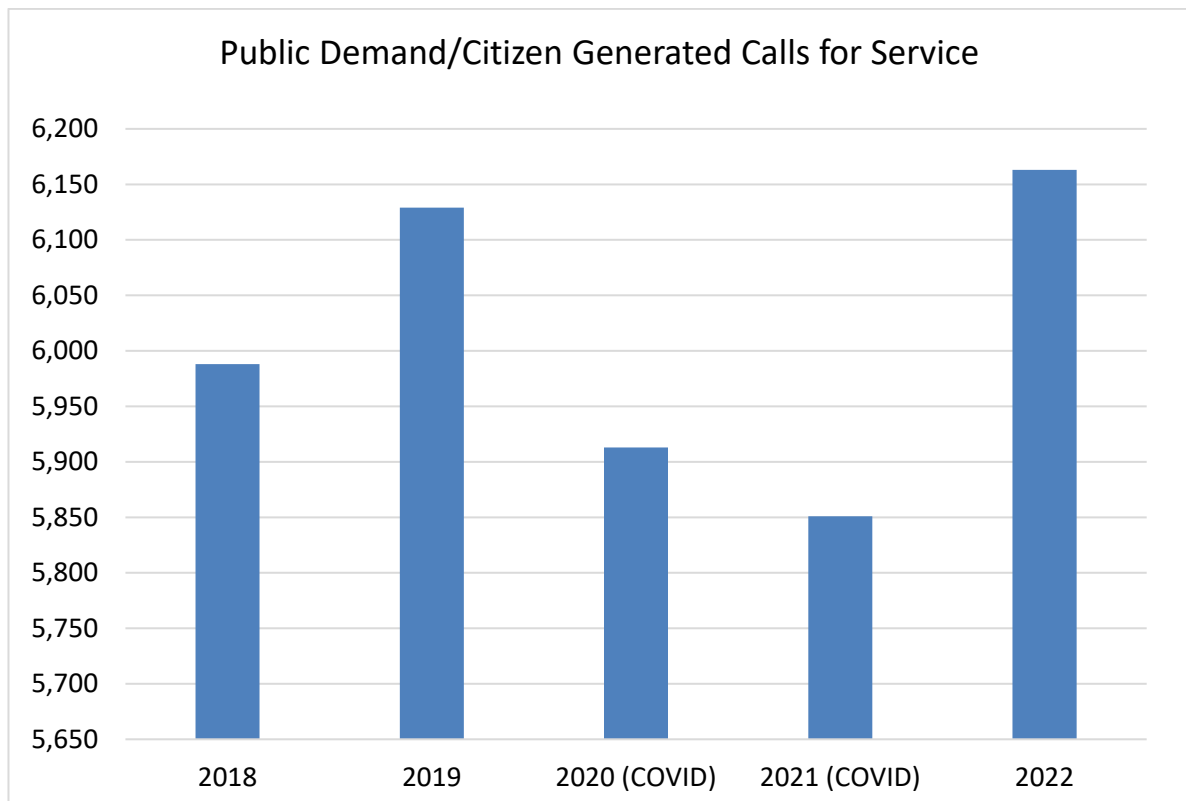
Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Provide timely service	Building inspection performed same day	100%	100%	100%
	Plan review turnaround within 2 weeks' time for single family homes	95%	95%	95%
	Plan review turnaround within 2 weeks' time for commercial improvements	95%	95%	95%
	Plan review turnaround within 4 weeks' time for new commercial buildings	95%	90%	95%
Permits: Identify and track workload measures to enable appropriate staffing	Total number of permits-Issued	657	650	660
	New single-family dwellings/ADU's	71	60	70
	New Multi-family dwellings	5 Units	8 Units	9 Units
	Residential remodel/additions	20	20	20
	New commercial/Industrial buildings	5	8	12
	Commercial tenant improvement	20	20	20
	Miscellaneous (Mech., Plumb, AS)	532	500	520
	Number of inspections	2,406	2,200	2,300

Police

The Sherwood Police department's primary purpose is to serve the community. The Police department exists for the community and believes in the philosophy that the police are the public and the public are the police. We believe that law enforcement is a fundamental and critical service to the community and must be maintained as a priority.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			Revenue			
2,440	3,100	3,500	Licenses and Permits	3,500	3,500	-
759	47,230	76,500	Intergovernmental	89,000	89,000	-
4,982	7,352	6,300	Charges for Services	7,300	7,300	-
0	75	100	Fines, Interest, and Other	250	250	-
8,667	4,550	4,471,299	Transfers in & Other Sources	8,000	8,000	-
16,849	62,307	4,557,699	Total revenue	108,050	108,050	-
			Expenditures			
4,324,202	4,453,576	5,487,520	Personal services	5,791,167	5,791,167	-
461,435	541,275	706,739	Materials and services	748,120	748,120	-
\$ 4,785,637	\$ 4,994,852	\$ 6,194,259	Total expenditures	\$ 6,539,287	\$ 6,539,287	\$ -



Police

2022-23 Highlights

- Hired 1 Captain
- Promoted 2 Sergeants
- Hired 2 Reserve Officers
- Assigned Officer to MHRT



Theft (Total)

<u>2020 (254)</u>	<u>2021 (324)</u>	<u>2022 (393)</u>
Calls For Service (237)	Calls For Service (296)	Calls For Service (336)
Self-Initiated (17)	Self-Initiated (28)	Self-Initiated (57)

Substance Abuse Calls for Service

<u>2020</u>	<u>2021</u>	<u>2022</u>
Methamphetamine (27)	Methamphetamine (14)	Amphetamines (5)
Marijuana (15)	Heroin (7)	Marijuana (4)
Heroin (15)	Marijuana (5)	Other Narcotics (3)
DUII (41)	DUII (29)	DUII (72)

Youth Involved Calls for Service

<u>2020</u>	<u>2021</u>	<u>2022</u>
DHS/CPS (39)	DHS/CPS (52)	DHS/CPS (58)
School Generated (5)	School Generated (23)	School Generated (49)
Missing/Runaway (12)	Missing/Runaway (23)	Missing/Runaway (23)
MIP (2)	MIP (10)	MIP (10)

Mental/Behavioral Health (Total)

<u>2020</u>	<u>2021</u>	<u>2022 (1512)</u>
MHRT Involved (21)	MHRT Involved (35)	MHRT Involved (61)

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Maintain safety through proactive activities	Number of sworn officers	27	27	27
	Population served	20,115	20,465	21,128
	Number of proactive activities	8,039	11,300	14,000
	Total all calls & activities	13,891	17,463	21,000

Community Services

The Community Services Division encompasses Library services, the Sherwood Old Town Field House operations, the Sherwood Center for the Arts, the Marjorie Stewart Center, volunteer services, field and gym scheduling, and the coordinating and planning of various events. As part of the Washington County Cooperative Library Services (WCCLS), the Sherwood Library provides access to resources from all 13 County libraries as well as regional, national, and international sources. The Sherwood Old Town Field House is an indoor soccer facility that offers soccer leagues, facility rentals and field time for a variety of sports and activities. The Center for the Arts opened in February 2015 and features a 393-seat theater/multi-purpose space, visual arts gallery and two classrooms. The Marjorie Stewart Center offers programs, classes and meals for seniors.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			Revenue			
957,864	1,158,070	1,167,535	Intergovernmental	1,177,648	1,177,648	-
132,781	377,436	352,500	Charges for Services	425,560	425,560	-
72,297	74,854	48,612	Fines, Interest, and Other	92,012	92,012	-
-	-	-	Transfers in & Other Sources	527,512	527,512	-
<u>1,162,942</u>	<u>1,610,360</u>	<u>1,568,647</u>	Total revenue	<u>2,222,732</u>	<u>2,222,732</u>	<u>-</u>
			Expenditures			
2,081,741	2,137,927	2,895,317	Personal services	2,713,357	2,713,357	-
317,609	399,770	442,554	Materials and services	478,340	478,340	-
-	29,382	60,000	Capital outlay	-	-	-
<u>\$ 2,399,350</u>	<u>\$ 2,567,079</u>	<u>\$ 3,397,871</u>	Total expenditures	<u>\$ 3,191,697</u>	<u>\$ 3,191,697</u>	<u>\$ -</u>

Library

The mission of Sherwood Public Library is to inspire discovery, enrich lives and build community through equitable access to life-long learning. The Library serves the greater Sherwood area of about 25,000 people. Nearly 16,000 people have a library card registered at Sherwood Public Library. As a member of Washington County Cooperative Library Services (WCCLS), Sherwood Public Library provides access to 1.7 million items—including e-books and digital audiobooks, streaming video, and online learning resources. The local collection includes 52,000 books, audiobooks, movies, CDs, magazines, newspapers, a “Library of Things”, games and more. Library staff coordinate community events, provide classes and storytimes, give tech help, and other programs for all ages. Internet access and software is available at 13 public computers. The children’s area is an active hub for playing and learning. The Library is open seven days a week. The majority of library funding is from WCCLS through the county’s general fund from local property taxes and a five-year operational levy.



2022-23 Highlights

- Restored in-person events, remained fully open, and retained curbside and hybrid options.
- Provided over 400,000 checkouts of physical and digital collections, up 34% compared to last year and up 5% compared to pre-pandemic. Added 8,200 items to the local collection.
- Welcomed nearly 126,000 visits.
- Registered 1,300 new library users.
- Provided 223 events and classes with 10,500 participants.
- Launched a new strategic planning process with a focus on community engagement.
- Revised the Behavior Policy and Collection Development Policy with an equity lens.
- Met 100% of the state requirements for a public library and 86% of the indicators from the Oregon Library Association’s Public Library Standards.

2023-24 Goals

- Implement Strategic Plan for 2023-2025 (City-wide Goals— Citizen Engagement; Livability)
- Promote formation of a library foundation and support sustainable funding. (City-wide Goals— Fiscal Responsibility; Community Partnerships)
- Improve usability of the existing facility to meet the community’s needs. (City-wide Goals— Fiscal Responsibility; Livability)

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Increase access and use of library materials	Total annual physical and digital checkouts	391,396	410,000	411,000
Enhance library services to reflect inclusion, diversity, and accessibility	World language materials circulation	1,571	2,000	2,500
	National Edge Assessment score for technology accessibility (out of 1000)	774	780	785

Field House and Sports Recreation

The Sherwood Old Town Field House offers a large indoor arena featuring "Field Turf". The Field House hosts a wide array of activities including adult and youth soccer, softball, baseball and lacrosse. The Field House is also available for private rentals and sports clinics. The Recreation department is responsible for scheduling the use of the Snyder Park fields. These fields are primarily used by the youth sports leagues and are occasionally used for private rentals. The Recreation department also helps new or existing residents find opportunities for active recreation.



2022-2023 Highlights

- The Field House was able to reopen with no restrictions in 2022.
- Adult leagues are back and have almost returned to pre-pandemic size. Most regular evening rentals have returned.
- Victory Academy (a school for autistic children) has increased their rental time to 2-3 days each week.
- Hired part-time on call employees for weekend work.
- Ran one regular youth session league and a smaller, half session youth league.

2023-2024 Goals

- Grow as many of the adult leagues to capacity as we can' (City-wide Goals– Resident Well Being, Livability)
- Work to get more interest in our youth leagues and grow them as much as possible. (City-wide Goals– Resident Well Being; Livability)
- Continue to rent the fields at Snyder Park as much as possible. Continue to help residents find opportunities for recreation. (City-wide Goals– Resident Well Being, Livability)
- Work to retain some part time employees so that we can open more hours at the Field House. (City-wide Goals– Resident Well Being, Livability)

Performance Measures

Strategy	Measures	FY21 22 Actual	FY22 23 Projected	FY23 24 Projected
Provide quality recreational opportunities for health & fitness for Sherwood citizens	Number people served in the Fieldhouse	12,000	13,000	14,500
	Number of leagues per year in the Fieldhouse	15	17	18
	Number of hours rented at Snyder Park	850	925	1000
	Number of interactions with community regarding recreation opportunities.	16	20	25

Events and Volunteers

The Events and Volunteers department is responsible for planning and implementing the volunteer program, issuing Special Event Permits, coordinating events such as Music on the Green, Movies in the Park and the Veterans Day Ceremony.



2022-23 Highlights

- Over 30% increase in volunteer hours.
- Welcomed in-person volunteers back to the library. Outstanding volunteer participation for Summer Reading Program and Bilingual Storytime in the Park.
- Expanded volunteer team at senior center.
- Engaged more teens than ever before during summer months.
- Coordinated various Eagle Scout projects, Adopt a Road program, and park clean ups.
- Maintained a fully leased community garden with waitlist. Offered gardener orientation online for additional accessibility.
- Increased Music on the Green to 5 concerts.

2023-24 Goals

- Develop Adopt a Park and Adopt A Trail program for Cedar Creek Trail (City-wide Goals– Resident Well Being; Livability)
- Secure presenting sponsors for Music on the Green and Movies in the Park (City-wide Goals – Economic Development; Resident Well Being)
- Increase attendance at community events (City-wide Goals– Resident Well Being; Livability)
- Implement and communicate effective safety measures to ensure readiness for a return to large events when allowed (City-wide Goals—Fiscal Responsibility; Citizen Engagement; Livability; Forward Thinking)

Performance Measures

Strategy	Measures	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Increase City-wide volunteer opportunities	Volunteer Hours	5,759*	7,593	8,500
Accommodate special events and festivals	Special Event Permits Issued	8*	24	26
Increase attendance at City sponsored events	Attendance at Music on the Green	3,000*	5,000	6,000
	Attendance at Movies in the Park	600*	800	1,200

*Impacted by COVID-19 pandemic and allowed activities

Sherwood Center for the Arts

Sherwood Center for the Arts is the premier performance and event venue for Sherwood and the surrounding community. With vibrant year-round arts education, live events, gallery space, a theater that seats up to 420, and two classrooms/meeting rooms, this flexible, state-of-the-art community space is the heart of Old Town Sherwood. The Sherwood Center for the Arts exists to *inspire, educate, and enrich the Sherwood community through diverse activities that enhance quality of life.*



2022-23 Highlights

- Provided high quality education and cultural enrichment to the community year-round, while providing rental space to arts organizations, visiting productions, and events.
- Brought on highly qualified on-call staff and trained more lighting and sound technicians to meet the increased demands on the space.
- A digital reader board was mounted on the exterior of the building, allowing timely messaging and adding value to the Arts Center.
- The Arts Center and Cultural Arts Commission successfully partnered with community members to produce more culturally specific programming, which attract hundreds of people to these events.

2023-24 Goals

- Execute upgrades to the auditorium's equipment and sound, lights, and technology capabilities (City-wide Goals—Fiscal Responsibility; Economic Development; Forward Thinking)
- Strengthen the relationship between the Cultural Arts Commission and local businesses (City-wide Goals— Community Pride; Citizen Engagement; Livability)
- Increase visibility and community pride in our space through thoughtful partnerships and volunteer involvement (City-wide Goals—Livability)
- Explore grant funding to increase the support, livability, and visibility of Old Town (City-wide Goals— Economic Development; Community Pride; Citizen Engagement; Livability)

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Increase participation and utilization of the Center for the Arts facility and programs	Number of registrations for classes, workshops or camps	1015	1100	1250
	Number of days of usage	161	180	200
	Number of production rentals	38	43	45
	Number of facility rentals	56	70	75
	Number of attendees to free arts events	950	1000	1200
	Number of attendees to visiting events & rentals	26,385	37,700	38,000
	Number of tickets sold to Center for the Arts programs & events	730	1000	1700

Marjorie Stewart Center

The Marjorie Stewart Center opened in 1982 and was originally built utilizing a Community Development Block Grant and many hours of volunteer labor. The City has been awarded 5 subsequent Block Grants to expand and improve the facility. The Center features a commercial kitchen, a dining room that seats 125, 3 classrooms, Lounge, Library, and the Pearl Room Mental Health Support Center. The Marjorie Stewart Senior Community Center provides services and activities to nurture the health and wellbeing of the Sherwood senior community. In addition to serving delicious, fresh-cooked meals Monday through Friday, the center has a multitude of activities including games, classes, writing & painting groups, as well as providing social services and referrals to the community.



2022-23 Highlights

- Increased older adult meals served by over 1000 from previous year.
- Fully re-opened the Center from pandemic shutdown, returning to a full activity schedule while continuing to provide in-person, Zoom, and hybrid programming.
- Opened the Pearl Room Older Adult Mental Health Support Center offering one-on-one counseling, support groups, depression management, conversation groups, and isolation and loneliness interruption programming to Sherwood older adults.
- Began door-to-door shuttle service utilizing volunteer drivers for older adults in Sherwood.

2023-24 Goals

- Increase local awareness & utilization of the Sherwood Senior Shuttle (City-wide Goals– Resident Well Being; Livability; Quality Service)
- Continue to build partnerships with local stakeholders to increase access to and availability of programming and services (City-wide Goals– Resident Well Being; Community Partnerships; Quality Service)
- Increase local awareness & utilizations of older adult mental health support offerings at the Center (City-wide Goals– Resident Well Being; Livability)
- Support Sherwood Senior Advisory Board in Age-Friendly City efforts (City-wide Goals– Resident Well Being; Livability)

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Provide quality programs for Seniors. Provide a meal program for Seniors	Number of programs offered per month	87	95	110
	Number of Seniors served meals	12,736	14,000	14,500
Provide daily enriching activities	Number of attendees	4,176	7,000	9,250

Public Works

The Public Works Division is responsible for operation and maintenance activities of the City's infrastructure. Maintenance includes: water, sewer, stormwater, streets, parks, sport fields, facilities and fleet. Public Works provides critical services 24/7 to all residents.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
Revenue						
159,707	3,840	20,189	Intergovernmental	208,635	208,635	-
5,535	17,618	51,650	Charges for Services	553,000	553,000	-
37,432	34,729	62,782	Fines, Interest, and Other	41,782	41,782	-
2,279	6,175	-	Transfers in & Other Sources	-	-	-
204,953	62,362	134,621	Total revenue	803,417	803,417	-
Expenditures						
1,189,203	1,191,365	1,519,698	Personal services	2,155,064	2,155,064	-
924,713	267,538	94,050	Materials and services	983,955	983,955	-
411,027	1,025,467	2,405,641	Capital outlay	975,135	975,135	-
\$ 2,524,944	\$ 2,484,370	\$ 4,019,389	Total expenditures	\$ 4,114,154	\$ 4,114,154	\$ -

*Beginning July 1, 2023, budgeting for the engineering department is included under Public Works.

Fleet and Equipment

The Fleet Maintenance division maintains and repairs city vehicles and equipment with an emphasis on safety, cost effectiveness and dependability.



2022-23 Highlights

- Completed annual reporting requirements to the State (City-wide Goal – Infrastructure)
- Specified and purchased 100% of budgeted equipment (City-wide Goal – Infrastructure)
- Outfitted two (2) Police vehicles, two (2) Community Development vehicles, one (1) Utility vehicle, one (1) Senior Center vehicle (City-wide Goal – Infrastructure)
- Oversaw surplus program (City-wide Goal – Infrastructure)
- Specified two (2) electric vehicles and installed two (2) electric charging stations (City-wide Goal – Infrastructure)

2023-24 Goals

- Meet annual state requirements (City-wide Goal – Infrastructure)
- Produce detailed cost reports to each division for fleet costs (City-wide Value – Fiscal Responsibility)
- Look at ways to improve sustainable practices (City-wide Value – Community Livability)
- Minimize percentage of fleet vehicles or equipment that are out of service at any time (City-wide Goal – Infrastructure)
- Specify and purchase 100% of budgeted vehicles and equipment (City-wide Goal – Infrastructure)
- Maintain five (5) City electric charging stations (City-wide Value – Community Livability)

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Maintain City's fleet of vehicles and equipment at a high level of quality with minimal cost	Number of scheduled vehicle maintenance work orders	154	228	240
	Number of scheduled equipment maintenance work orders	116	216	225
	Total number of equipment work orders	365	458	470
	Total number of vehicle work orders	477	436	450
	Number of Generators maintained	6	6	6
	Total gallons of Fuel used City-wide	37,333	37,363	46,000

Facilities

The Facilities department is responsible for environmental health, safety, operations, maintenance, and repair of all city facilities.



2022-23 Highlights

- Completed annual reporting requirements to the State (City-wide Goal – Infrastructure)
- Completed weekly inspections of all City facilities (City-wide Goal – Infrastructure)
- Completed inspections of all contracted work (City-wide Goal – Infrastructure)
- Replaced boiler at Civic building (City-wide Goal – Infrastructure)
- Installed thirteen (13) new workstations at Public Works (City-wide Goal – Infrastructure)
- Completed update of Police Department firing range (City-wide Goal – Infrastructure)

2023-24 Goals

- Perform preventative maintenance of HVAC systems for all City facilities (City-wide Goal – Infrastructure)
- Complete weekly inspections of all City facilities (City-wide Goal – Infrastructure)
- Replacement of Art center backup battery (City-wide Goal – Infrastructure)
- Updating City Hall & Public Works fire panel cellular transmitter (City-wide Goal – Infrastructure)
- Reprogramming and commissioning of HVAC controls at Civic building (City-wide Goal-infrastructure)
- Replace wheelchair ADA lift at Morback House (City-wide Goal-infrastructure, Livability)
- Replace windows and siding at Senior Center (City-wide Goal-infrastructure, Livability & Workability)

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Provide attractive, clean, safe, and well-maintained facilities for the public and City employees	Number of facility inspections per month	5	5	5
	Number of OSHA or safety violations reported	0	0	0
	Met requirements for meeting set-up and tear-down as requested	100%	100%	100%
	Number of insurance claims involving City facilities	0	1	0

Parks Maintenance

The Parks department maintains the parks, trail systems, athletic fields and open spaces.



2022-23 Highlights

- Completed weekly playground inspections during peak season
- Completed trash pickup three times a week during peak usage
- Maintained 8,137 irrigation heads
- Completed 236 park reservations
- Provided 7-day/week staffing coverage during peak season
- Completed inspection of all contract work (City-wide Goal-Infrastructure, Livability & Workability)
- Completed weekly mowing during peak season
- Maintained two (2) water features
- Completed phase 1 replacement of Woodhaven Park Playground (City-wide Goal-Infrastructure, Livability & Workability & Citizen Engagement)
- Maintained newly constructed Cedar Creek Trail (City-wide Goal-Infrastructure, Livability & Workability)

2023-24 Goals

- Provide weekly playground inspections (City-wide Goal-Infrastructure, Livability & Workability)
- Provide weekly mowing at parks, athletic fields (City-wide Goal-Infrastructure, Livability & Workability)
- Provide 7-day/week staffing during peak season (City-wide Goal-Infrastructure, Livability & Workability)
- Paint Murdock Shelter (City-wide Goal-Infrastructure, Livability & Workability)
- Replace backboards on basketball hoops at Snyder Park (City-wide Goal-Infrastructure, Livability & Workability)
- Repair home plate at Snyder Park's baseball field (City-wide Goal-Infrastructure, Livability & Workability)

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Support and maintain parks, recreation land, and natural areas	Developed Park acres	61.56	61.56	61.56
	Restrooms cleaned daily	10	10	10
	Number of park reservations	236	240	250
	Number of sports fields maintained	3	3	3
	Number of playgrounds inspected weekly during peak season	9	9	9

Engineering

The Engineering department plans, designs, and oversees construction of the City's Capital Improvement Projects (CIP's), which include streets, stormwater systems, sanitary sewer systems, water systems, and park facilities. The department is also responsible for review and approval of all private development projects that include installation of public infrastructure as part of the development. The department conducts inspections on the construction of public infrastructure projects to ensure that these facilities meet the City's standards for materials and installation.



Engineering issues right-of-way (ROW) permits for all work performed within the public right-of-way and oversees erosion and sediment runoff control on any construction activity within the City. The department also provides estimates and final SDC fee assessments on private development projects.

2022-23 Highlights

- Engineering Division successfully transitioned to the Public Works Department
- Completed phase 1 of Cedar Creek Trail project (City-wide Goal – Infrastructure, Livability & Workability)
- Coordinated with CWS on the design of the Brookman Sanitary Sewer Trunk Line Extension (City-wide Goal – Infrastructure and Livability)
- Completed construction of the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1A (City-wide Goal – Economic Development, Infrastructure & Livability)
- Completed 90% design permitting ROW acquisition for the pedestrian bridge on Highway 99 (City-wide Goal – Infrastructure and Livability)
- Completed 30% design for Ice Age Drive and acquired two properties (City-wide Goal – Economic Development, Infrastructure & Livability)
- Continue design level engineering work for the Rock Creek Sanitary Sewer Trunk Line upsizing Phase 1B and 2 (City-wide Goal – Economic Development, Infrastructure & Livability)
- Provided design coordination efforts between ODOT, WACO, CWS, and developers on private site developments. (City-wide Goal – Economic Development, Infrastructure, Livability & Workability, Public Safety)

2023-24 Goals

- Update City's Design & Construction Standards (City-wide Goal – Economic Development, Infrastructure, Livability & Workability, Public Safety)
- Solicit bids and begin construction of the 99W Pedestrian Bridge project (City-wide Goal – Infrastructure and Livability)
- Solicit a full-service consulting firm to start the design & permit work on the Tannery Site (City-wide Goal – Infrastructure, Livability & Workability)
- Complete 100% design and solicit bids of the Ice Age Drive improvement project
- Cedar Creek undercrossing feasibility project (City-wide Goal – Economic Development, Infrastructure & Livability)
- Design coordination efforts between ODOT, WACO, CWS, and developers on private site developments (City-wide Goal – Economic Development, Infrastructure, Livability & Workability, Public Safety)

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Provide professional infrastructure design and management services	Capital projects designed, managed, and/or inspected	8	8	10
	Public improvement projects designed managed & inspected	8	8	7
	Private development pre-applications reviewed	15	12	8
	Private development applications reviewed for final approval	8	10	8
Protect infrastructure and right-of-ways Enforce engineering design and construction standards	Right-of-way permits issued	11	25	20
	SFR lot ESC plan reviews performed	40	40	22
	SFR lot ESC inspections performed	320	250	180
	ESC inspections performed under Compliance Agreement projects	500	475	380

Public Art

The Public Art Fund is a newly created fund this fiscal year. It was created to provide funding to encourage art within the community and promote tourism within the city. All projects funded will be approved by City Council with feedback from the Cultural Arts Commission.

2023-24 Goals

- Support public art projects located on city property and murals owned by the city but located on either private or city owned property. (City-wide Goals-Livability & Workability)

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			RESOURCES			
\$ -	\$ -	\$ -	Beginning fund balance	\$ -	\$ -	\$ -
			Revenue			
-	-	-	Fines, interest and other	2,310	2,310	-
-	-	-	Total revenue	2,310	2,310	-
			Other sources			
-	-	-	Transfers in	123,086	123,086	-
-	-	-	Total other sources	123,086	123,086	-
-	-	-	Total resources	125,396	125,396	-
			REQUIREMENTS			
			Expenditures			
			Capital outlay			
-	-	-	Other improvements	110,777	110,777	-
-	-	-	Total capital outlay	110,777	110,777	-
-	-	-	Total expenditures	110,777	110,777	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	Contingency	12,309	12,309	-
-	-	-	Reserved for Future Years	2,310	2,310	-
\$ -	\$ -	\$ -	Total requirements	\$ 125,396	\$ 125,396	\$ -

Performance Measures

As this fund becomes more established, performance measures will be established and outlined in future years.

Economic Development and Promotion

The Economic Development and Promotion Fund is the face for the City business community. Economic Development's responsibility is to promote, develop and assist with opportunities for business, industrial and entrepreneurial development. The fund will help drive economic development, support businesses that provide jobs for residents by building on assets, developing the necessary infrastructure to retain existing businesses, support new businesses and promote/sponsor local events. Economic development also will be supported by maintaining our livability and character as a clean, healthy, and vibrant community where one can work, play, live, shop and do business. The fund assists with business retention, expansion and recruitment as well as improving the business climate within the City.

2023-24 Goals

- Develop a plan on how best to utilize this fund.
- Provide sponsorship for local events.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			RESOURCES			
\$ -	\$ -	\$ -	Beginning fund balance	\$ -	\$ -	\$ -
-	-	-	Revenue			
-	-	-	Fines, interest and other	4,430	4,430	-
			Total revenue	4,430	4,430	-
			Other sources			
-	-	-	Transfers in	246,172	246,172	-
-	-	-	Total other sources	246,172	246,172	-
-	-	-	Total resources	250,602	250,602	-
			REQUIREMENTS			
			Expenditures			
			Materials and services			
-	-	-	Professional & technical	10,000	10,000	-
-	-	-	Total materials & services	10,000	10,000	-
-	-	-	Total expenditures	10,000	10,000	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	Contingency	123,086	123,086	-
-	-	-	Reserved for Future Years	117,516	117,516	-
\$ -	\$ -	\$ -	Total requirements	\$ 250,602	\$ 250,602	\$ -

Performance Measures

As this fund becomes more established, performance measures will be established and outlined in future years.

Transient Lodging Tax (TLT)

The Transient Lodging Tax Fund is a special revenue fund used to account for the tax charged to anyone occupying a hotel, motel, dwelling unit used for temporary overnight occupancy or recreational vehicle spaces for 30 consecutive calendar days or less. This tax has been in existence since 1972. On July 1, 2006, the tax was increased to 9% and on April 1, 2019, a local TLT was imposed of 3%. A minimum of 70% of net revenue from County and Local TLT receipts must be used for the promotion of tourism; the remaining 30% can be used for any purpose.

2022-23 Highlights

- Developed a plan and strategy on how best to utilize current and future TLT Funds (City-wide Value – Fiscal Responsibility and Livability & Workability)

2023-24 Goals

- Research and develop a plan to potentially grow this tax program (City-wide Value – Fiscal Responsibility)
- Support Sherwood Center for the Arts (City-wide Value – Livability & Workability)

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			RESOURCES			
\$ 9,932	\$ 70,847	\$ 207,330	Beginning fund balance	\$ 376,512	\$ 376,512	\$ 376,512
60,706	135,688	135,000	Revenue			
209	795	1,000	Intergovernmental	150,000	150,000	-
60,915	136,483	136,000	Fines, interest and other	1,000	1,000	-
70,847	207,330	343,330	Total revenue	151,000	151,000	-
			Total resources	527,512	527,512	376,512
			REQUIREMENTS			
			Expenditures			
			Other uses			
-	-	-	Transfers out	527,512	527,512	-
-	-	-	Total other uses	527,512	527,512	-
70,847	207,330	-	Ending Fund Balance	-	-	-
-	-	-	Contingency	-	-	-
-	-	343,330	Reserved for Future Years	-	-	376,512
\$ 70,847	\$ 207,330	\$ 343,330	Total requirements	\$ 527,512	\$ 527,512	\$ 376,512

Grants

The Grants Fund is a special revenue fund used to account for Federal, State, and Local grants. Funds received must be used only in accordance with the grant agreement(s). For the current fiscal year, the grant-funded program was the Metro Community Enhancement Program (CEP) and the American Rescue Plan Act (ARPA).

2022-23 Highlights

- Awarded funds to community applicants totaling \$79,171 (City-wide Value – Livability & Workability)
- Committee developed additional application criteria and funding priorities
- Spent federal ARPA funding in compliance with federal rules and regulations (City-wide Value – Fiscal Responsibility)

2023-24 Goals

- Provide opportunities to groups who have not learned about the CEP program (City-wide Value – Citizen Engagement)
- Expand advertising and outreach (City-wide Value – Citizen Engagement)

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
RESOURCES						
\$ 48,816	\$ 24,306	\$ 49,033	Beginning fund balance	\$ 38,780	\$ 38,780	\$ 38,780
72,691	73,333	4,480,422	Revenue			
9	12,849	55,877	Intergovernmental	101,000	101,000	-
72,700	86,182	4,536,299	Fines, interest and other	-	-	-
121,516	110,488	4,585,332	Total revenue	101,000	101,000	-
			Total resources	139,780	139,780	38,780
REQUIREMENTS						
			Expenditures			
			Materials and services			
92,581	57,339	79,171	Professional & technical	84,320	84,320	-
92,581	57,339	79,171	Total materials & services	84,320	84,320	-
92,581	57,339	79,171	Total expenditures	84,320	84,320	-
			Other uses			
4,629	4,117	4,474,782	Transfers out	5,050	5,050	-
4,629	4,117	4,474,782	Total other uses	5,050	5,050	-
24,306	49,033	-	Ending Fund Balance	-	-	-
-	-	4,510	Contingency	6,989	6,989	-
-	-	26,869	Reserved for Future Years	43,421	43,421	38,780
\$ 121,516	\$ 110,488	\$ 4,585,332	Total requirements	\$ 139,780	\$ 139,780	\$ 38,780

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Actual	FY23-24 Projected
Increase awareness to potential grant recipients.	Number of applications	7	11	8

Community Investment Fund

The Community Investment Fund is a newly created fund this fiscal year. There are many projects and needs in the community that require funding. This fund will be utilized to help support those projects and needs.

2023-24 Goals

- Build fund balance through investment income.
- Develop a spending plan.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			RESOURCES			
\$ -	\$ -	\$ -	Beginning fund balance	\$ -	\$ -	\$ -
			Revenue			
-	-	-	Fines, interest and other	39,200	39,200	-
-	-	-	Total revenue	39,200	39,200	-
			Other sources			
-	-	-	Transfers in	4,089,130	4,089,130	-
-	-	-	Total other sources	4,089,130	4,089,130	-
-	-	-	Total resources	4,128,330	4,128,330	-
			REQUIREMENTS			
			Expenditures			
-	-	-	Ending Fund Balance	-	-	-
-	-	-	Contingency	4,089,130	4,089,130	-
-	-	-	Reserved for Future Years	39,200	39,200	-
\$ -	\$ -	\$ -	Total requirements	\$ 4,128,330	\$ 4,128,330	\$ -

Performance Measures

As this fund becomes more established, performance measures will be established and outlined in future years.

Debt Service Fund

The Debt Service fund accounts for property tax revenues levied for payment of general obligation bonds. Payments on long-term debt other than general obligation bonds are accounted for in the funds responsible for paying the debt. The final payment on the City's general obligation bonds occurred in FY2020-21 and the remaining fund balance was returned to the General Fund in FY2022-23.

Oregon Budget Law requires data for three historical years to be included in the budget details. Once there is no data reflected in those years, the fund will no longer be represented in the budget document.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
RESOURCES						
\$ 75,664	\$ 78,687	\$ 77,281	Beginning fund balance	\$ -	\$ -	\$ -
			Revenue			
272,699	-	-	Taxes	-	-	-
624	(1,406)	752	Fines, interest and other	-	-	-
273,323	(1,406)	752	Total revenue	-	-	-
348,986	77,281	78,033	Total resources	-	-	-
UNALLOCATED REQUIREMENTS						
			Debt service			
265,000	-	-	Principal - 2011 Police Ref GO	-	-	-
5,299	-	-	Interest - 2011 Police Ref GO	-	-	-
270,299	-	-	Total debt service	-	-	-
-	-	78,033	Transfers out	-	-	-
-	-	78,033	Total other uses	-	-	-
78,687	77,281	-	Ending Fund Balance	-	-	-
-	-	-	Reserved for Future Years	-	-	-
\$ 348,986	\$ 77,281	\$ 78,033	Total requirements	\$ -	\$ -	\$ -

Budget Detail

Street Operations Fund

Street Operations Fund

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			RESOURCES			
\$ 2,805,943	\$ 2,586,771	\$ 3,795,430	Beginning fund balance	\$ 3,547,879	\$ 3,547,879	\$ 3,547,879
			Revenue			
1,874,607	2,035,025	1,924,103	Intergovernmental	2,040,529	2,040,529	-
739,211	686,427	735,944	Charges for services	723,000	723,000	-
-	738,723	-	Infrastructure development	-	-	-
24,903	24,053	52,000	Fines, interest and other	75,000	75,000	-
2,638,721	3,484,229	2,712,047	Total revenue	2,838,529	2,838,529	-
5,444,664	6,071,000	6,507,477	Total resources	6,386,408	6,386,408	3,547,879
			REQUIREMENTS			
			Expenditures			
			Personal services			
333,051	317,351	500,013	Salaries and wages	368,382	368,382	-
32,797	35,104	50,405	Payroll taxes	43,325	43,325	-
148,928	157,312	222,125	Benefits	178,969	178,969	-
514,775	509,767	772,543	Total personal services	590,676	590,676	-
			Materials and services			
121,395	102,978	213,300	Professional & technical	39,300	39,300	-
638,717	559,080	950,971	Facility and equipment	961,366	961,366	-
25,454	25,415	30,777	Other purchased services	30,945	30,945	-
87,885	93,852	110,100	Supplies	91,500	91,500	-
1,949	3,687	7,200	Minor equipment	7,500	7,500	-
290,341	225,113	542,894	Cost Allocation	536,201	536,201	-
1,165,740	1,010,125	1,855,243	Total materials & services	1,666,812	1,666,812	-
			Capital outlay			
467,378	5,678	-	Infrastructure	-	-	-
467,378	5,678	-	Total capital outlay	-	-	-
2,147,893	1,525,570	2,627,786	Total expenditures	2,257,488	2,257,488	-
			Other uses			
710,000	750,000	750,000	Transfers out	763,138	763,138	-
710,000	750,000	750,000	Total other uses	763,138	763,138	-
2,586,771	3,795,430	-	Ending Fund Balance	-	-	-
-	-	135,602	Contingency	141,926	141,926	-
-	-	183,319	Reserved for Future Years - Maint.	169,048	169,048	169,048
-	-	2,810,770	Reserved for Future Years	3,054,808	3,054,808	3,378,831
\$ 5,444,664	\$ 6,071,000	\$ 6,507,477	Total requirements	\$ 6,386,408	\$ 6,386,408	\$ 3,547,879

Street Operations

The Street Operations fund is responsible for the repair and maintenance of over 58.7 miles of transportation system which includes paved streets, alleyways, sidewalks, signals, pedestrian crossings, streetlights, signs and markings.



2022-23 Highlights

- Responded to storm events (City-wide Goal – Infrastructure and Livability)
- Continued street sign reflectivity program (City-wide Goal – Infrastructure and Livability)
- Completed Pavement Management Program projects/slurry seal/crack sealing (City-wide Goal – Infrastructure and Livability)
- Continued implementation of ADA ramp program (City-wide Goal – Infrastructure and Livability)
- Completed inspection of all contract work (City-wide Goal – Infrastructure and Livability)
- Continued the Sidewalk program; completed 289 sidewalk deficiencies, 228 shaves and 61 replacements (City-wide Goal – Infrastructure, Livability and Public Safety)
- Continued Tree Trimming program (City-wide Goal – Infrastructure and Livability)
- Completed City-wide ADA Transition Plan (City-wide Goal – Infrastructure and Livability)

2023-24 Goals

- Pavement Management Program projects/slurry seal (City-wide Goal – Infrastructure)
- Continue reflectivity of City's street signs program (City-wide Goal – Infrastructure)
- Sidewalk Replacement Program (City-wide Goal – Infrastructure)
- Continue implementation of ADA ramp program (City-wide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Maintain roads and right-of-way to the highest quality standard	City-wide average PCI rating	86	85	86
	Number of street segments	748	772	778
	Number of street segments reconstructed	4	6	4
	Number of street segments slurry sealed	16	0	48
	Number of street segments cracks sealed	80	48	90
Maintain street signage and striping for safety	Number of signs updated/replaced	55	70	100
	Number of lane miles restriped	13.6	13.6	13.6
	Number of thermo-plastic street legends installed or replaced	29	50	60
	Street Signs	2,247	2,400	2,500

Street Capital Projects

- Tualatin-Sherwood Rd widening
- Oregon St (Tonquin & Murdoc
- Arrow Street Construction
- Traffic Calming
- Ice Age Drive Design & Construction
- Shaumburg (Division to end)
- Timbrel (Middleton to Sunset)
- Oregon Street Improvements
- 99W Pedestrian Bridge
- Cedar Creek Trail Supplement Work
- Cedar Creek Trail Crossing 99W
- Sunset (Eucalyptus to St. Charles)
- Sunset (St. Charles to Myrica)
- Sunset (Myrica to Main)
- Meineke Roundabout

For a complete description of these projects, refer to the Debt Service & CIP Section

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
\$ 6,149,317	\$ 5,427,968	\$ 6,883,843	RESOURCES			
			Beginning fund balance	\$ 7,360,995	\$ 7,360,995	\$ 7,360,995
			Revenue			
59,894	60,791	60,000	Charges for services	64,000	64,000	-
814,628	1,666,478	700,000	Infrastructure development	2,287,565	2,287,565	-
49,596	35,765	30,000	Fines, interest and other	145,000	145,000	-
924,119	1,763,034	790,000	Total revenue	2,496,565	2,496,565	-
			Other sources			
710,000	750,000	750,000	Transfers in	763,138	763,138	-
710,000	750,000	750,000	Total other sources	763,138	763,138	-
7,783,436	7,941,002	8,423,843	Total resources	10,620,698	10,620,698	7,360,995
			REQUIREMENTS			
			Expenditures			
			Personal services			
52,996	49,009	76,599	Salaries and wages	75,790	75,790	-
4,253	4,255	6,797	Payroll taxes	7,536	7,536	-
25,519	23,239	34,997	Benefits	42,181	42,181	-
82,768	76,503	118,392	Total personal services	125,507	125,507	-
			Materials and services			
135,614	248,626	-	Professional & technical	-	-	-
(1,500)	199	-	Facility and equipment	-	-	-
6,968	1,161	-	Other purchased services	1,500	1,500	-
232	30,116	-	Supplies	-	-	-
-	2,824	-	Minor equipment	-	-	-
1,200	-	-	Other materials & services	-	-	-
70,971	60,756	33,911	Cost Allocation	157,189	157,189	-
213,486	343,682	33,911	Total materials & services	158,689	158,689	-
			Capital outlay			
441,157	560,651	3,377,255	Infrastructure	1,513,138	1,513,138	-
441,157	560,651	3,377,255	Total capital outlay	1,513,138	1,513,138	-
737,412	980,837	3,529,558	Total expenditures	1,797,334	1,797,334	-
			Other uses			
1,618,057	76,322	950,000	Transfers out	650,000	650,000	-
1,618,057	76,322	950,000	Total other uses	650,000	650,000	-
5,427,966	6,883,843	-	Ending Fund Balance	-	-	-
-	-	3,944,284	Reserved for Future Years	8,173,364	8,173,364	7,360,995
\$ 7,783,436	\$ 7,941,001	\$ 8,423,843	Total requirements	\$ 10,620,698	\$ 10,620,698	\$ 7,360,995

General Construction Projects

- Trail Network Expansion Improvements
- Tannery Site Cleanup – pre-development
- Tannery Site Cleanup Enhancement Plans
- Adj. Art Center Design
- Murdock Park Infill Projects

For a complete description of these projects, refer to Debt Service & CIP section

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
\$ 1,578,428	\$ 1,792,586	\$ 1,657,707	RESOURCES			
			Beginning fund balance	\$ 2,030,102	\$ 2,030,102	\$ 2,030,102
			Revenue			
30,360	29,231	30,000	Franchise Fees	30,000	30,000	-
66,201	86,554	70,000	Charges for services	86,000	86,000	-
133,955	750,577	300,000	Infrastructure development	1,355,013	1,355,013	-
14,348	13,356	11,000	Fines, interest and other	65,000	65,000	-
244,865	879,718	411,000	Total revenue	1,536,013	1,536,013	-
			Other sources			
1,618,057	76,322	950,000	Transfers in	650,000	650,000	-
1,618,057	76,322	950,000	Total other sources	650,000	650,000	-
3,441,350	2,748,626	3,018,707	Total resources	4,216,115	4,216,115	2,030,102
			REQUIREMENTS			
			Expenditures			
			Personal services			
27,939	41,766	28,005	Salaries and wages	39,072	39,072	-
2,233	3,579	2,519	Payroll taxes	3,895	3,895	-
13,776	21,922	14,864	Benefits	21,564	21,564	-
43,948	67,267	45,388	Total personal services	64,531	64,531	-
			Materials and services			
-	97,143	-	Professional & technical	180,000	180,000	-
-	156	79,000	Facility and equipment	6,500	6,500	-
3,327	1,147	-	Other purchased services	-	-	-
-	716	-	Supplies	-	-	-
37,378	45,141	40,947	Cost Allocation	80,821	80,821	-
40,705	144,303	119,947	Total materials & services	267,321	267,321	-
			Capital outlay			
-	620,235	-	Land	-	-	-
1,564,111	-	1,071,590	Infrastructure	950,000	950,000	-
-	250,154	-	Buildings	-	-	-
-	8,960	-	Other improvements	-	-	-
-	-	-	Furniture and equipment	-	-	-
1,564,111	879,349	1,071,590	Total capital outlay	950,000	950,000	-
1,648,764	1,090,919	1,236,925	Total expenditures	1,281,852	1,281,852	-
1,792,585	1,657,707	-	Ending Fund Balance	-	-	-
-	-	1,781,782	Reserved for Future Years	2,934,263	2,934,263	2,030,102
\$ 3,441,350	\$ 2,748,626	\$ 3,018,707	Total requirements	\$ 4,216,115	\$ 4,216,115	\$ 2,030,102

Water Fund in Total

The Water fund consists of two programs: operations and capital. The operations program is responsible for ongoing maintenance of the water utility. The capital program is responsible for construction of water infrastructure.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			RESOURCES			
\$ 15,537,148	\$ 16,461,810	\$ 26,646,682	Beginning fund balance	\$ 24,180,611	\$ 24,180,611	\$ 24,180,611
			Revenue			
6,402,114	6,332,047	6,339,500	Charges for services	6,563,055	6,563,055	-
331,183	725,087	-	Infrastructure development	719,532	719,532	-
137,297	123,557	291,000	Fines, interest and other	481,000	481,000	-
6,870,594	7,180,690	6,630,500	Total revenue	7,763,587	7,763,587	-
			Other sources			
10,735,580	9,997,403	-	Issuance of long-term debt	-	-	-
10,735,580	9,997,403	-	Total other sources	-	-	-
33,143,322	33,639,903	33,277,182	Total resources	31,944,198	31,944,198	24,180,611
			REQUIREMENTS			
			Expenditures			
			Personal services			
503,796	486,390	580,715	Salaries and wages	617,171	617,171	-
47,504	50,295	58,901	Payroll taxes	68,731	68,731	-
218,728	216,134	282,888	Benefits	307,804	307,804	-
770,027	752,818	922,504	Total personal services	993,706	993,706	-
			Materials and services			
309,767	147,526	172,350	Professional & technical	150,975	150,975	-
1,472,288	1,187,223	1,696,715	Facility and equipment	1,768,930	1,768,930	-
489,117	511,331	562,795	Other purchased services	590,423	590,423	-
70,863	132,224	150,836	Supplies	138,250	138,250	-
3,941	7,645	26,000	Minor equipment	14,500	14,500	-
303,246	339,655	504,250	Cost Allocation	768,021	768,021	-
2,649,223	2,325,605	3,112,946	Total materials & services	3,431,099	3,431,099	-
			Capital outlay			
812,059	2,192,698	11,261,077	Infrastructure	7,941,710	7,941,710	-
812,059	2,192,698	11,261,077	Total capital outlay	7,941,710	7,941,710	-
4,231,309	5,271,120	15,296,527	Total expenditures	12,366,515	12,366,515	-
			Debt service			
11,562,000	1,081,000	1,406,000	Principal	1,486,000	1,486,000	-
745,969	496,586	853,607	Interest	775,620	775,620	-
142,234	144,515	-	Issuance costs	-	-	-
12,450,203	1,722,101	2,259,607	Total debt service	2,261,620	2,261,620	-
16,461,810	26,646,682	-	Ending Fund Balance	-	-	-
-	-	290,025	Contingency	306,203	306,203	-
-	-	175,661	Reserved for Future Years - Fleet	205,661	205,661	205,661
-	-	8,612,314	Reserved for Future Years - Ops	8,283,294	8,283,294	9,013,154
-	-	6,643,048	Reserved for Future Years - Cap	8,520,905	8,520,905	14,961,796
\$ 33,143,322	\$ 33,639,903	\$ 33,277,182	Total requirements	\$ 31,944,198	\$ 31,944,198	\$ 24,180,611

Budget Detail

Water Operations

Water Operations

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
\$ 7,108,066	\$ 7,973,919	\$ 9,738,745	RESOURCES			
			Beginning fund balance	\$ 9,218,815	\$ 9,218,815	\$ 9,218,815
			Revenue			
5,802,114	6,332,047	5,689,500	Charges for services	5,913,055	5,913,055	-
73,140	66,206	111,000	Fines, interest and other	211,000	211,000	-
5,875,254	6,398,252	5,800,500	Total revenue	6,124,055	6,124,055	-
			Other sources			
10,735,580	-	-	Issuance of long-term debt	-	-	-
10,735,580	-	-	Total other sources	-	-	-
23,718,899	14,372,171	15,539,245	Total resources	15,342,870	15,342,870	9,218,815
			REQUIREMENTS			
			Expenditures			
			Personal services			
502,178	485,727	546,696	Salaries and wages	580,370	580,370	-
47,212	50,007	55,848	Payroll taxes	64,942	64,942	-
218,230	215,814	265,346	Benefits	286,810	286,810	-
767,619	751,548	867,890	Total personal services	932,122	932,122	-
			Materials and services			
192,241	127,145	172,350	Professional & technical	150,975	150,975	-
1,472,288	1,187,223	1,696,715	Facility and equipment	1,768,930	1,768,930	-
489,117	511,331	562,795	Other purchased services	590,423	590,423	-
70,863	132,224	150,836	Supplies	138,250	138,250	-
3,941	7,645	26,000	Minor equipment	14,500	14,500	-
301,898	338,725	488,027	Cost Allocation	690,892	690,892	-
2,530,348	2,304,293	3,096,723	Total materials & services	3,353,970	3,353,970	-
			Capital outlay			
(3,185)	-	237,025	Infrastructure	-	-	-
(3,185)	-	237,025	Total capital outlay	-	-	-
3,294,783	3,055,840	4,201,638	Total expenditures	4,286,092	4,286,092	-
			Debt service			
11,562,000	1,081,000	1,406,000	Principal	1,486,000	1,486,000	-
745,969	496,586	853,607	Interest	775,620	775,620	-
142,234	-	-	Issuance costs	-	-	-
12,450,203	1,577,586	2,259,607	Total debt service	2,261,620	2,261,620	-
7,973,914	9,738,745	-	Ending Fund Balance	-	-	-
-	-	290,025	Contingency	306,203	306,203	-
-	-	175,661	Reserved for Future Years - Fleet	205,661	205,661	205,661
-	-	8,612,314	Reserved for Future Years	8,283,294	8,283,294	9,013,154
\$ 23,718,899	\$ 14,372,171	\$ 15,539,245	Total requirements	\$ 15,342,870	\$ 15,342,870	\$ 9,218,815

Water Operations

The Water Operation program's primary responsibility is to repair, maintain and expand the water system while providing a high quality, dependable water supply to its customers.

2022-23 Highlights

- Completed annual reporting requirements to the State (City wide goal-infrastructure)
- Coordinated and managed testing of all 3106 active backflow assemblies (City wide goal-infrastructure)
- Completed hydrant maintenance program (1/2 of system) (City wide goal-infrastructure)
- Completed Uni-Directional flushing program (City wide goal-infrastructure)
- Completed meter testing of 2" and larger meters (City wide goal-infrastructure)
- Responded to two (2) water main break emergencies (City wide goal-infrastructure)
- Completed installation of Norton Waterline Replacement (City wide goal-infrastructure)

2023-24 Goals

- Implement recommended CIP Program (City wide goal – infrastructure)
- Perform preventative maintenance on half of public fire hydrants (City wide goal – infrastructure)
- Provide Uni-Directional flushing program (City wide goal – infrastructure)
- All Backflow Assemblies tested annually (City wide goal – infrastructure)
- Complete various Resiliency Projects (City wide goal-infrastructure)
- Complete installation of Park Row Waterline Replacement (City wide goal infrastructure)
- Complete meter maintenance program (City wide goal-infrastructure)

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Provide clean and safe water via an efficiently maintained and operated water system	Million gallons of water used City-wide annually	700	705	705
	Million gallons of water flushed to maintain water quality	1.4	1.4	1.4
	Miles of water lines maintained	85.87	86	86.5
	Active service connections	6,124	6190	6,220
	Number of water quality samples taken annually	267	300	320
Assure back flow prevention program is current and meets all requirements	Number of backflow systems installed	3106	3,200	3,250
	Percentage of backflow systems tested	98.3%	98%	100%

Water Capital Projects

- Willamette River Water Treatment Plant 20.0 mgd Expansion
- TVWD Capacity Improvements 6.2 to 9.7 mgd
- WIF Capacity Improvements to 6.2 mgd
- Routine Water Replacement Program
- Tualatin-Sherwood Road County Conflict Improvements
- Sunset Pump Station Flex Connections
- Park Row to Division Water Line Upgrade

For a complete description of these projects, refer to Debt Service & CIP section.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
\$ 8,429,087	\$ 8,487,896	\$ 16,907,937	RESOURCES			
			Beginning fund balance	\$ 14,961,796	\$ 14,961,796	\$ 14,961,796
			Revenue			
600,000	-	650,000	Charges for services	650,000	650,000	-
331,183	725,087	-	Infrastructure development	719,532	719,532	-
64,152	57,346	180,000	Fines, interest and other	270,000	270,000	-
995,335	782,433	830,000	Total revenue	1,639,532	1,639,532	-
			Other sources			
-	9,997,403	-	Issuance of long-term debt	-	-	-
-	9,997,403	-	Total other sources	-	-	-
9,424,422	19,267,732	17,737,937	Total resources	16,601,328	16,601,328	14,961,796
			REQUIREMENTS			
			Expenditures			
			Personal services			
1,618	663	34,019	Salaries and wages	36,801	36,801	-
292	288	3,053	Payroll taxes	3,789	3,789	-
498	320	17,542	Benefits	20,994	20,994	-
2,408	1,270	54,614	Total personal services	61,584	61,584	-
			Materials and services			
117,526	20,382	-	Professional & technical	-	-	-
1,349	930	16,223	Cost Allocation	77,129	77,129	-
118,874	21,312	16,223	Total materials & services	77,129	77,129	-
			Capital outlay			
815,243	2,192,698	11,024,052	Infrastructure	7,941,710	7,941,710	-
815,243	2,192,698	11,024,052	Total capital outlay	7,941,710	7,941,710	-
936,526	2,215,280	11,094,889	Total expenditures	8,080,423	8,080,423	-
			Debt service			
-	144,515	-	Issuance costs	-	-	-
-	144,515	-	Total debt service	-	-	-
8,487,896	16,907,937	-	Ending Fund Balance	-	-	-
-	-	6,643,048	Reserved for Future Years	8,520,905	8,520,905	14,961,796
\$ 9,424,422	\$ 19,267,732	\$ 17,737,937	Total requirements	\$ 16,601,328	\$ 16,601,328	\$ 14,961,796

Budget Detail

Sanitary Fund in Total

Sanitary Fund in Total

The Sanitary fund consists of two programs: operations and capital. The operations program is responsible for ongoing maintenance of the sanitary utility. The capital program is responsible for construction of sanitary infrastructure.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			RESOURCES			
\$ 3,485,260	\$ 3,420,694	\$ 3,587,200	Beginning fund balance	\$ 2,760,710	\$ 2,760,710	\$ 2,760,710
			Revenue			
138,029	980,739	581,900	Intergovernmental	2,978,276	2,978,276	-
785,373	814,211	792,000	Charges for services	832,000	832,000	-
38,288	135,852	75,000	Infrastructure development	158,515	158,515	-
32,119	22,537	22,000	Fines, interest and other	67,000	67,000	-
993,808	1,953,340	1,470,900	Total revenue	4,035,791	4,035,791	-
4,479,068	5,374,034	5,058,100	Total resources	6,796,501	6,796,501	2,760,710
			REQUIREMENTS			
			Expenditures			
			Personal services			
220,860	233,849	243,886	Salaries and wages	261,289	261,289	-
21,041	24,281	25,440	Payroll taxes	29,730	29,730	-
95,563	112,335	119,478	Benefits	134,082	134,082	-
337,464	370,466	388,804	Total personal services	425,101	425,101	-
			Materials and services			
61,216	47,697	95,250	Professional & technical	99,400	99,400	-
2,188	1,674	2,628	Facility and equipment	2,450	2,450	-
112,381	115,589	122,165	Other purchased services	126,549	126,549	-
7,758	3,138	16,200	Supplies	14,050	14,050	-
10,026	12,607	10,000	Minor equipment	10,000	10,000	-
232,371	216,201	393,335	Cost Allocation	345,317	345,317	-
425,941	396,906	639,578	Total materials & services	597,766	597,766	-
			Capital outlay			
294,969	1,019,462	1,602,739	Infrastructure	3,487,420	3,487,420	-
294,969	1,019,462	1,602,739	Total capital outlay	3,487,420	3,487,420	-
1,058,375	1,786,833	2,631,121	Total expenditures	4,510,287	4,510,287	-
3,420,694	3,587,200	-	Ending Fund Balance	-	-	-
-	-	40,195	Contingency	43,045	43,045	-
-	-	195,510	Reserved for Future Years - Fleet	225,510	225,510	225,510
-	-	561,689	Reserved for Future Years - Ops	578,815	578,815	656,770
-	-	1,629,586	Reserved for Future Years - Cap	1,438,844	1,438,844	1,878,431
\$ 4,479,068	\$ 5,374,034	\$ 5,058,100	Total requirements	\$ 6,796,501	\$ 6,796,501	\$ 2,760,710

Budget Detail

Sanitary Operations

Sanitary Operations

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
\$ 822,850	\$ 950,282	\$ 1,064,846	RESOURCES			
			Beginning fund balance	\$ 882,280	\$ 882,280	\$ 882,280
			Revenue			
6,818	2,449	1,900	Intergovernmental	1,900	1,900	-
785,373	814,211	792,000	Charges for services	832,000	832,000	-
11,325	8,228	10,000	Fines, interest and other	27,000	27,000	-
803,516	824,887	803,900	Total revenue	860,900	860,900	-
1,626,366	1,775,169	1,868,746	Total resources	1,743,180	1,743,180	882,280
			REQUIREMENTS			
			Expenditures			
			Personal services			
191,818	215,350	204,866	Salaries and wages	219,091	219,091	-
18,744	22,762	22,020	Payroll taxes	25,607	25,607	-
85,578	104,758	100,432	Benefits	109,343	109,343	-
296,141	342,869	327,318	Total personal services	354,041	354,041	-
			Materials and services			
61,216	42,039	95,250	Professional & technical	99,400	99,400	-
2,188	1,674	2,628	Facility and equipment	2,450	2,450	-
102,546	115,493	120,165	Other purchased services	126,549	126,549	-
7,758	3,138	16,200	Supplies	14,050	14,050	-
10,026	12,607	10,000	Minor equipment	10,000	10,000	-
196,212	192,503	347,617	Cost Allocation	256,319	256,319	-
379,947	367,455	591,860	Total materials & services	508,768	508,768	-
			Capital outlay			
-	-	152,174	Infrastructure	33,000	33,000	-
-	-	152,174	Total capital outlay	33,000	33,000	-
676,089	710,324	1,071,352	Total expenditures	895,809	895,809	-
950,278	1,064,846	-	Ending Fund Balance	-	-	-
-	-	40,195	Contingency	43,045	43,045	-
-	-	195,510	Reserved for Future Years - Fleet	225,510	225,510	225,510
-	-	561,689	Reserved for Future Years	578,815	578,815	656,770
\$ 1,626,366	\$ 1,775,169	\$ 1,868,746	Total requirements	\$ 1,743,180	\$ 1,743,180	\$ 882,280

Sanitary Operations

The Sanitary Operations program manages and operates 61.7 miles of pipe ranging in size from 6”-21” in the wastewater collection system in the city limits of Sherwood. The Sanitary Operations program maintains and operates a safe and reliable wastewater collection system that protects public health, protects the environment, and meets or exceeds all regulatory standards.

2022-23 Highlights

- Met all required CWS performance measures (City-wide Goal – Infrastructure)
- Cleaned 81,451 feet of sanitary main lines, 1/4 of our Sanitary System (City-wide Goal – Infrastructure)
- Videoed 40,725 feet of sanitary main lines, 1/8 of our Sanitary System (City-wide Goal – Infrastructure)
- Completed brushing and posting program (City-wide Goal – Infrastructure)
- Completed annual inspections at City businesses to ensure Fat Oil and Grease (FOG) compliance (City-wide Goal – Infrastructure)
- Provided semi-annual cleaning of sanitary sewer mainlines which are essential to FOG from our food establishments (City-wide Goal – Infrastructure)

2023-24 Goals

- Meet CWS performance measures (City-wide Value – Infrastructure)
- Continue to increase public awareness of FOG (City-wide Goal – Infrastructure)
- No sanitary sewer overflows (City-wide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY 23-24 Projected
Scheduled maintenance of wastewater infrastructure	Total feet of sanitary lines	325,139	325,807	327,000
	Percentage of lines cleaned	28%	25%	25%
	Percentage of lines video inspected	14%	13%	13%
	Number of overflows or backups	1	0	0
	Percentage of businesses inspected and in compliance with City’s FOG Program	100%	100%	100%
	Percentage of manholes inspected performance measure changed for manhole inspections	30%	20%	20%

Sanitary Capital Projects

- Rock Creek Trunk Capacity Upgrade, Phase II
- Old Town Laterals
- Brookman Sanitary Sewer Trunk Line

For a complete description of these projects, refer to Debt Service & CIP section.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			RESOURCES			
\$ 2,662,410	\$ 2,470,412	\$ 2,522,355	Beginning fund balance	\$ 1,878,431	\$ 1,878,431	\$ 1,878,431
			Revenue			
131,211	978,291	580,000	Intergovernmental	2,976,376	2,976,376	-
38,288	135,852	75,000	Infrastructure development	158,515	158,515	-
20,794	14,310	12,000	Fines, interest and other	40,000	40,000	-
190,292	1,128,453	667,000	Total revenue	3,174,891	3,174,891	-
2,852,702	3,598,865	3,189,355	Total resources	5,053,322	5,053,322	1,878,431
			REQUIREMENTS			
			Expenditures			
			Personal services			
29,042	18,499	39,020	Salaries and wages	42,198	42,198	-
2,297	1,519	3,420	Payroll taxes	4,123	4,123	-
9,984	7,578	19,046	Benefits	24,739	24,739	-
41,323	27,596	61,486	Total personal services	71,060	71,060	-
			Materials and services			
-	5,658	-	Professional & technical	-	-	-
9,835	96	2,000	Other purchased services	-	-	-
36,163	23,698	45,718	Cost Allocation	88,998	88,998	-
45,998	29,452	47,718	Total materials & services	88,998	88,998	-
			Capital outlay			
294,969	1,019,462	1,450,565	Infrastructure	3,454,420	3,454,420	-
294,969	1,019,462	1,450,565	Total capital outlay	3,454,420	3,454,420	-
382,290	1,076,510	1,559,769	Total expenditures	3,614,478	3,614,478	-
2,470,412	2,522,355	-	Ending Fund Balance	-	-	-
-	-	1,629,586	Reserved for Future Years	1,438,844	1,438,844	1,878,431
\$ 2,852,702	\$ 3,598,865	\$ 3,189,355	Total requirements	\$ 5,053,322	\$ 5,053,322	\$ 1,878,431

Stormwater Fund in Total

The Stormwater fund consists of two programs: operations and capital. The operations program is responsible for ongoing maintenance of the stormwater utility. The capital program is responsible for construction of stormwater infrastructure.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			RESOURCES			
\$ 5,948,518	\$ 6,099,115	\$ 6,920,086	Beginning fund balance	\$ 7,502,644	\$ 7,502,644	\$ 7,502,644
16	-	-	Revenue			
2,116,224	2,081,045	2,482,377	Intergovernmental	-	-	-
11,755	78,058	50,000	Charges for services	2,760,000	2,760,000	-
51,060	40,969	79,000	Infrastructure development	69,956	69,956	-
2,179,055	2,200,071	2,611,377	Fines, interest and other	100,000	100,000	-
			Total revenue	2,929,956	2,929,956	-
8,127,573	8,299,186	9,531,463	Total resources	10,432,600	10,432,600	7,502,644
			REQUIREMENTS			
			Expenditures			
			Personal services			
366,717	401,376	510,690	Salaries and wages	519,035	519,035	-
37,925	45,936	55,288	Payroll taxes	60,996	60,996	-
169,112	197,153	250,412	Benefits	256,067	256,067	-
573,755	644,465	816,390	Total personal services	836,098	836,098	-
			Materials and services			
95,854	115,517	120,900	Professional & technical	59,300	59,300	-
23,851	16,474	53,273	Facility and equipment	87,300	87,300	-
145,560	150,047	161,945	Other purchased services	167,342	167,342	-
23,043	16,194	56,900	Supplies	48,650	48,650	-
10,168	13,130	10,500	Minor equipment	10,000	10,000	-
270,570	315,334	497,532	Cost Allocation	668,659	668,659	-
569,048	626,696	901,050	Total materials & services	1,041,251	1,041,251	-
			Capital outlay			
885,655	107,939	984,755	Infrastructure	1,005,000	1,005,000	-
885,655	107,939	984,755	Total capital outlay	1,005,000	1,005,000	-
2,028,457	1,379,100	2,702,195	Total expenditures	2,882,349	2,882,349	-
6,099,116	6,920,086	-	Ending Fund Balance	-	-	-
-	-	107,369	Contingency	122,000	122,000	-
-	-	-	Reserved for Future Years - Fleet	-	-	-
-	-	5,115,476	Reserved for Future Years - Ops	5,652,111	5,652,111	5,071,193
-	-	1,606,424	Reserved for Future Years - Cap	1,776,140	1,776,140	2,431,451
\$ 8,127,573	\$ 8,299,186	\$ 9,531,463	Total requirements	\$ 10,432,600	\$ 10,432,600	\$ 7,502,644

Budget Detail

Stormwater Operations

Stormwater Operations

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
\$ 4,023,265	\$ 4,171,298	\$ 4,664,818	RESOURCES			
			Beginning fund balance	\$ 5,071,193	\$ 5,071,193	\$ 5,071,193
			Revenue			
16	-	-	Intergovernmental	-	-	-
1,716,224	1,681,045	2,082,377	Charges for services	2,360,000	2,360,000	-
-	44,115	-	Infrastructure development	-	-	-
33,602	29,013	65,000	Fines, interest and other	80,000	80,000	-
1,749,843	1,754,173	2,147,377	Total revenue	2,440,000	2,440,000	-
5,773,108	5,925,471	6,812,195	Total resources	7,511,193	7,511,193	5,071,193
			REQUIREMENTS			
			Expenditures			
			Personal services			
337,898	375,453	465,973	Salaries and wages	481,596	481,596	-
35,671	43,794	51,346	Payroll taxes	57,356	57,356	-
153,755	182,586	225,576	Benefits	234,872	234,872	-
527,324	601,833	742,895	Total personal services	773,824	773,824	-
			Materials and services			
95,854	115,517	120,900	Professional & technical	59,300	59,300	-
23,851	16,474	53,273	Facility and equipment	87,300	87,300	-
145,560	150,047	161,945	Other purchased services	167,342	167,342	-
23,043	16,194	56,900	Supplies	48,650	48,650	-
10,168	13,130	10,500	Minor equipment	10,000	10,000	-
233,200	278,701	442,938	Cost Allocation	590,666	590,666	-
531,678	590,063	846,456	Total materials & services	963,258	963,258	-
			Capital outlay			
542,809	68,756	-	Infrastructure	-	-	-
542,809	68,756	-	Total capital outlay	-	-	-
1,601,810	1,260,652	1,589,351	Total expenditures	1,737,082	1,737,082	-
4,171,298	4,664,818	-	Ending Fund Balance	-	-	-
-	-	107,369	Contingency	122,000	122,000	-
-	-	-	Reserved for Future Years - Fleet	-	-	-
-	-	5,115,476	Reserved for Future Years	5,652,111	5,652,111	5,071,193
\$ 5,773,108	\$ 5,925,471	\$ 6,812,195	Total requirements	\$ 7,511,193	\$ 7,511,193	\$ 5,071,193

Stormwater Operations

The Stormwater Operations program provides a safe and reliable Stormwater system and implements watershed protection and restoration actions that consistently promote surface water quality and stream health.



2022-23 Highlights

- Cleaned 58,958 feet of stormwater main lines
- Cleaned/inspected 1,890 catch basins
- Cleaned 91 water quality manholes semi-annually
- Treated 1,796 catch basins for prevention of West Nile Virus
- Completed leaf curbside pickup for all public city streets and held 1 leaf drop off date at Public Works facility; collected 903 yards of leaves
- Planted 1100 trees (only one tree planting)
- Completed monthly sweeping of streets and city parking lots

2023-24 Goals

- Meet CWS Performance Standards (City-wide Value – Infrastructure)
- All private water quality facilities (WQF) are operational (City-wide Goal – Infrastructure)
- Perform monthly street sweeping (City-wide Goal – Infrastructure), continue to provide extra sweeping schedule to Tualatin-Sherwood Rd and downtown streets
- Retro-fit six (6) unsumped catch basins to sumped (City-wide Goal – Infrastructure)
- Rehabilitate three (3) public WQF's, continue to increase number of functional facilities (City-wide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Scheduled maintenance of Stormwater infrastructure	Total feet of Stormwater lines	351,849	353,750	355,000
	Percentage of system videoed	12%	13%	13%
	Percentage of Stormwater lines cleaned	17%	17%	17%
	Total number of sumped catch basins	1,787	1,796	1,820
	Percentage of catch basins cleaned	99.3%	100%	100%
	Number of WQFs, LIDA rehabilitated/enhanced	3	3	3

Stormwater Capital Projects

- Citywide Catch Basin Remediation Program
- Stella Olsen Park Drainage Swale Upgrade
- Woodhaven Swales
- Water Quality Facility Refurbishments
- Oregon Street Regional Water Quality Facility
- Second & Park Steet Storm Water Facility
- Gleneagle Drive Regional Storm New Facility

For a complete description of these projects, refer to Debt Service & CIP section.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
\$ 1,925,253	\$ 1,927,817	\$ 2,255,268	RESOURCES			
			Beginning fund balance	\$ 2,431,451	\$ 2,431,451	\$ 2,431,451
			Revenue			
400,000	400,000	400,000	Charges for services	400,000	400,000	-
11,755	33,943	50,000	Infrastructure development	69,956	69,956	-
17,457	11,956	14,000	Fines, interest and other	20,000	20,000	-
429,212	445,898	464,000	Total revenue	489,956	489,956	-
2,354,465	2,373,716	2,719,268	Total resources	2,921,407	2,921,407	2,431,451
			REQUIREMENTS			
			Expenditures			
			Personal services			
28,820	25,923	44,717	Salaries and wages	37,439	37,439	-
2,254	2,142	3,942	Payroll taxes	3,640	3,640	-
15,357	14,567	24,836	Benefits	21,195	21,195	-
46,431	42,631	73,495	Total personal services	62,274	62,274	-
			Materials and services			
37,371	36,633	54,594	Cost Allocation	77,993	77,993	-
37,371	36,633	54,594	Total materials & services	77,993	77,993	-
			Capital outlay			
342,846	39,183	984,755	Infrastructure	1,005,000	1,005,000	-
342,846	39,183	984,755	Total capital outlay	1,005,000	1,005,000	-
426,648	118,448	1,112,844	Total expenditures	1,145,267	1,145,267	-
1,927,817	2,255,268	-	Ending Fund Balance	-	-	-
-	-	1,606,424	Reserved for Future Years	1,776,140	1,776,140	2,431,451
\$ 2,354,465	\$ 2,373,716	\$ 2,719,268	Total requirements	\$ 2,921,407	\$ 2,921,407	\$ 2,431,451

Broadband Fund

The Broadband fund supports the communication needs of the City, local businesses, school district, and residents. Services within this utility are primarily sold and managed through third party service providers. Currently there are over 70 sites within this network and over 100 miles of fiber optic cable. Broadband also supports economic development within Sherwood and the surrounding area.

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
			RESOURCES			
\$ 976,771	\$ (739,985)	\$ 8,770,556	Beginning fund balance	\$ 4,975,225	\$ 4,975,225	\$ 4,975,225
			Revenue			
346,856	-	1,666,000	Intergovernmental	1,516,000	1,516,000	-
769,744	932,436	1,330,881	Charges for services	1,348,060	1,348,060	-
4,013	72,716	80,000	Fines, interest and other	50,000	50,000	-
1,120,613	1,005,152	3,076,881	Total revenue	2,914,060	2,914,060	-
			Other sources			
-	-	-	Transfers in	-	-	-
-	14,954,700	-	Issuance of long-term debt	-	-	-
-	14,954,700	-	Total other sources	-	-	-
2,097,384	15,219,867	11,847,437	Total resources	7,889,285	7,889,285	4,975,225
			REQUIREMENTS			
			Expenditures			
			Personal services			
431,322	676,345	1,715,166	Salaries and wages	1,204,141	1,204,141	-
37,392	62,410	163,931	Payroll taxes	127,604	127,604	-
179,250	292,559	967,718	Benefits	704,920	704,920	-
647,965	1,031,313	2,846,815	Total personal services	2,036,665	2,036,665	-
			Materials and services			
821,980	421,193	365,000	Professional & technical	127,500	127,500	-
188,538	192,339	254,683	Facility and equipment	341,421	341,421	-
89,261	157,694	208,890	Other purchased services	198,515	198,515	-
240,161	2,313,022	256,000	Supplies	262,500	262,500	-
-	-	-	Community activities	-	-	-
88,294	28,934	33,750	Minor equipment	51,500	51,500	-
278,550	1,024,380	1,732,660	Cost Allocation	1,357,373	1,357,373	-
1,706,784	4,137,561	2,850,983	Total materials & services	2,338,809	2,338,809	-
			Capital outlay			
305,175	-	1,816,000	Infrastructure	1,616,000	1,616,000	-
17,544	705,838	256,000	Furniture and equipment	40,000	40,000	-
322,719	705,838	2,072,000	Total capital outlay	1,656,000	1,656,000	-
2,677,468	5,874,713	7,769,798	Total expenditures	6,031,474	6,031,474	-
			Debt service			
113,045	115,882	118,791	Principal	121,772	121,772	-
46,857	323,190	364,260	Interest	361,279	361,279	-
-	135,526	-	Issuance costs	-	-	-
159,902	574,599	483,051	Total debt service	483,051	483,051	-
(739,986)	8,770,556	-	Ending Fund Balance	-	-	-
-	-	158,508	Contingency	291,406	291,406	-
-	-	3,436,080	Reserved for Future Years	1,083,354	1,083,354	4,975,225
\$ 2,097,384	\$15,219,867	\$ 11,847,437	Total requirements	\$ 7,889,285	\$ 7,889,285	\$ 4,975,225

Broadband

The Broadband fund supports the communication needs of the City, local businesses, school district, and residents. Services within this utility are sold directly or through third party service providers. Broadband also supports economic development within Sherwood and the surrounding area.



2022-23 Highlights

- Completed "Area A" of the Fiber to the Home project. Making service available to 1100 homes
- Completed 3 new Business Park Installs adding 55 newly serviceable suites..
- Completed Ladd Hill rural expansion providing service to a large business and making residential services available.
- Completed Middlebrook subdivision fiber project,
- Rolled out new 2 and 5 gig Internet services as well as our Wifi-Pro service
- Completion of the engineering phase on our state broadband grant.
- Integrated broadband support with the Public Works customer service and Billing teams
- Completed multiple Marketing outreach efforts, for both construction notification, and new customer solicitation.

2023-24 Goals

- Continue construction of the Fiber to the Home project.
 - Continued progress on material acquisition.
 - Public outreach and marketing utilizing internal and external resources.
- Complete construction for the state broadband grant
- Continue to pursue new revenue opportunities.
 - State/Federal broadband grants
 - Service to assisted living facilities and apartment complexes
 - Expansion of IT Services offering
- Continue to expand partnerships with local agencies.

Performance Measures

Strategy	Measures	FY21-22 Actual	FY22-23 Projected	FY23-24 Projected
Provide quality broadband services to the business community	Total number of accounts/opportunities	520	825	1050
	Number of business opportunities	81	87	95
	Number of rural accounts	167	179	185
	Number of accounts lost	9	10	10

Personnel FTE Allocation Comparison to Prior Years

	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	Adopted 2022-23 Budget	Proposed 2023-24 Budget	Approved 2023-24 Budget	Adopted 2023-24 Budget
Administration	17.9	16.3	16.4	18.0	16.9	17.9	17.9	-
Community Development	13.5	14.1	15.0	15.1	16.0	10.0	10.0	-
Public Safety	27.2	30.0	32.0	28.7	32.5	33.0	33.0	-
Community Services	20.7	21.1	21.1	20.3	22.1	22.9	22.9	-
Public Works Operations	11.7	12.4	11.4	11.2	11.9	17.9	17.9	-
General Fund Total	91.0	93.9	95.9	93.3	99.4	101.7	101.7	-
Water Operations	6.5	6.3	6.5	6.1	7.0	7.2	7.2	-
Water Capital	-	0.2	0.1	0.1	0.2	0.2	0.2	-
Water Fund Total	6.5	6.5	6.6	6.2	7.2	7.4	7.4	-
Sanitary Operations	3.0	2.8	3.0	3.0	2.7	2.7	2.7	-
Sanitary Capital	0.2	0.5	0.5	0.1	0.3	0.4	0.4	-
Sanitary Fund Total	3.2	3.3	3.5	3.1	3.0	3.1	3.1	-
Storm Operations	5.3	7.5	5.9	5.9	5.8	6.2	6.2	-
Storm Capital	0.2	0.7	0.2	0.1	0.4	0.4	0.4	-
Storm Fund Total	5.5	8.2	6.1	6.0	6.2	6.6	6.6	-
Transient Lodging Tax	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Public Art	-	-	-	-	-	-	-	-
Economic Development and Promotion	-	-	-	-	-	-	-	-
Investment	-	-	-	-	-	-	-	-
Street Operations	3.6	5.2	4.7	4.4	4.8	4.3	4.3	-
Street Capital	0.5	0.8	0.5	0.6	0.4	0.7	0.7	-
General Construction	0.4	0.5	0.3	0.3	0.2	0.3	0.3	-
Broadband	0.9	1.1	4.9	8.4	20.5	21.0	21.0	-
2000 URA Operations	0.3	0.5	0.5	0.3	0.5	-	-	-
2021 URA Operations	-	-	-	-	0.5	1.1	1.1	-
2021 URA Capital	-	-	-	0.1	0.5	0.8	0.8	-
Total	111.9	120.0	123.0	122.7	143.2	146.5	146.5	-

Changes to personnel for Proposed FY23-24

Administration	
Communications / Marketing Manager	0.5
P/T HR Specialist - Human Resources	0.5
P/T Finance Tech - Finance	0.5
Community Services	
Administrative Assistant I from .5 FTE to .75 - Senior Center	0.25
Enterprise Funds	
Maintenance Worker II - Utilities	1.0
Broadband	
Communications / Marketing Manager	0.5
	<u>3.2</u>

Salary Schedule - Effective July 1, 2023

AFSCME Represented Positions	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Library Page Recreation Assistant	500	\$ 15.64	\$ 19.83	\$ 2,711	\$ 3,438
No current positions	600	\$ 17.98	\$ 22.80	\$ 3,117	\$ 3,952
Administrative Assistant I Library Assistant I	700	\$ 19.77	\$ 25.07	\$ 3,427	\$ 4,346
Administrative Assistant II Library Assistant II Maintenance Worker I	800	\$ 22.75	\$ 28.84	\$ 3,943	\$ 5,000
City Records Technician Court Clerk I Engineering Technician I Finance Technician I Kitchen Coordinator Permit Specialist Planning Technician Recreation Specialist Telecommunications Utility Worker I Utility Billing Technician	900	\$ 24.78	\$ 31.42	\$ 4,295	\$ 5,447
Maintenance Worker II Police Records Specialist	1000	\$ 26.78	\$ 33.96	\$ 4,642	\$ 5,886
Broadband Install Tech City Volunteer Coordinator Court Clerk II Engineering Program Associate Engineering Technician II Finance Technician II Lead Billing Technician Lead Permit Specialist Librarian I Maintenance Worker III Mechanic Planning Coordinator Program and Event Coordinator Telecommunications Utility Worker II Records Management Coordinator	1100	\$ 28.92	\$ 36.68	\$ 5,013	\$ 6,357
Asset Management Specialist Assistant Planner Code Compliance Officer Engineering Technician III Lead Maintenance Worker	1200	\$ 31.23	\$ 39.60	\$ 5,413	\$ 6,864
Accountant Associate Planner Building Inspector-Plans Examiner II Engineering Associate I Environmental Program Coordinator GIS Programmer/Analyst Lead Telecommunications Utility Worker Librarian II Technical Services Librarian	1300	\$ 34.66	\$ 43.95	\$ 6,008	\$ 7,618
Building Inspector-Plans Examiner III Senior Accountant	1400	\$ 37.09	\$ 47.03	\$ 6,428	\$ 8,152
Senior Planner	1500	\$ 40.06	\$ 50.80	\$ 6,944	\$ 8,805

Salary Schedule - Effective July 1, 2023 (continued)

SPOA Represented Positions	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Police Officer	*	\$ 34.02	\$ 43.41	\$ 5,896	\$ 7,525
Community Services Officer (CSO)	*	\$ 30.41	\$ 38.81	\$ 5,271	\$ 6,728
Non-Represented Positions	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Administrative Assistant III Confidential Legal Assistant Human Resources Technician Payroll Financial Specialist	1100N	\$ 28.84	\$ 36.57	\$ 4,999	\$ 6,339
Desktop Support Technician Executive Assistant Human Resources Specialist	1200N	\$ 31.13	\$ 39.48	\$ 5,396	\$ 6,843
Business Systems Analyst Court Supervisor Fleet Supervisor	1300N	\$ 34.56	\$ 43.83	\$ 5,991	\$ 7,597
Adult Community Center Manager Emergency Management Coordinator Program Analyst Senior Telecommunication Technician Systems Administrator	1400N	\$ 36.98	\$ 46.89	\$ 6,409	\$ 8,127
Accounting Supervisor Art Center Manager Customer Services Supervisor Engineering Associate II Human Resources Analyst IT Analyst Network Engineer Public Works Utility Supervisor Recreation Supervisor	1500N	\$ 39.95	\$ 50.65	\$ 6,924	\$ 8,780
Civil Engineer Library Operations Supervisor Public Works Operations Supervisor Senior IT Analyst	1600N	\$ 43.53	\$ 55.20	\$ 7,545	\$ 9,567
City Recorder Economic Development Manager Human Resources Manager Planning Manager Police Sergeant Senior Network Engineer	1700N	\$ 47.01	\$ 59.61	\$ 8,149	\$ 10,333
Broadband Manager Building Official Information Technology Manager Library Manager Utility Manager	1800N	\$ 49.85	\$ 63.21	\$ 8,641	\$ 10,957
City Engineer Police Captain	1900N	\$ 56.82	\$ 72.05	\$ 9,848	\$ 12,488
Community Development Director Community Services Director Finance Director IT Director Public Works Director	2000N	\$ 64.20	\$ 81.41	\$ 11,128	\$ 14,111
Assistant City Manager Police Chief	2100N	\$ 68.04	\$ 86.28	\$ 11,794	\$ 14,956
Municipal Judge City Attorney City Manager	Contract Employees				

Overview of Financial Policies

Purpose

In order to carry out the mission of the City of Sherwood and support the City's values, this set of financial policies has been created by the City of Sherwood.

The purpose of these financial policies is to guide in assessing the long-term financial and budget implications of current decisions and to provide a cohesive long-term approach to financial management of the City of Sherwood. These policies establish a means for guiding today's financial decisions in order to achieve the mission of the City of Sherwood in a manner that reflects the City's values.

Goal

The goal of these policies is to provide the financial stability needed to navigate through economic changes, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents.

Responsibilities

1. **Stewardship:** The City of Sherwood is a steward of public funds. These funds are entrusted to the City through the payment of taxes, fees, and fund transfers from other governments. The City of Sherwood is responsible for using all funds efficiently and effectively and for the purposes for which they were intended.
2. **Asset Protection:** The assets of the City of Sherwood exist in a variety of forms. All these assets must be protected through an effective accounting and internal control System. The System must track assets and document the costs of acquisition, maintenance, and replacement.
3. **Legal Conformance:** The City of Sherwood is subject to federal, state, and local statutes and rules regarding purchasing, entering into debt, budgeting, accounting, and auditing: regulations that govern virtually all financial transactions. The City also voluntarily enters into contracts which include significant financial and operational covenants. The City of Sherwood is responsible for conforming to laws, rules, and covenants to which it is subject.
4. **Standards:** The Government Finance Officers Association (GFOA) and the Governmental Accounting Standards Board (GASB) set policies and guidelines for public sector accounting and financial reporting. The City of Sherwood is responsible for adhering to the requirements of these organizations and for seeking guidance from policies, standards and best practices set forth by these organizations.
5. **Authority:** The Sherwood City Council is the sole authority for deleting, modifying, or adding to these policies. Every two years, the Council shall engage the Budget Committee to review and update these policies.

Policy 1 - Funds

1. The City of Sherwood will maintain an orderly and logical fund structure that provides stakeholders with ready access to financial information.
2. The City of Sherwood will conform to Generally Accepted Accounting Principles (GAAP) and the Government Finance Officers Association's best practices for establishing and maintaining funds.
3. The City of Sherwood will establish and maintain those funds required by law and sound financial administration. Acknowledging that unnecessary funds result in inflexibility, complexity, and inefficient financial administration, only the minimum number of funds consistent with legal and operating requirements will be established.
4. The criteria for establishing a new fund are variable, but include triggers such as:
 - a. Inauguration of a new dedicated revenue stream and a concurrent service
 - b. The need for increased clarity of financial information
 - c. The establishment of a new enterprise
 - d. Covenants embodied in financing agreements and
 - e. Changes in state law or financial management/accounting standards
5. Only the Sherwood City Council has the authority to create or delete funds. The Council shall create or delete funds by resolution.

Policy 2 - Budgeting

1. The City of Sherwood budget process shall consist of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets.
2. The purpose of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process.
3. The City of Sherwood budget process shall:
 - a. Incorporate a long-term perspective (minimum three fiscal years)
 - b. Establish linkages to broad organizational goals
 - c. Focus budget decisions on results and outcomes
 - d. Involve and promote effective communication with stakeholders
4. All budgetary procedures will conform to existing state and local regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state:
 - a. The budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund, and
 - b. The total of all resources of the municipality must equal the total of all expenditures and all requirements for the municipality.
5. A cost allocation plan will be developed and incorporated into the City of Sherwood budget. The cost allocation plan will be the basis for distribution of general government and internal service costs to other funds, divisions, and capital projects.
6. The Sherwood City Council shall adopt the budget at the fund, division, or program level (as appropriate to each fund) as a total dollar amount for all appropriations except contingency, unappropriated ending fund balance and reserves, which shall be stated separately.
7. Inter-fund Transfers shall be kept to a minimum. Inter-fund loans shall be documented in a resolution that cites the terms of the loan.
8. As part of the annual budget process, the City of Sherwood will maintain a three-year revenue and expenditure forecast. This forecast will be created using an objective, analytical process incorporating applicable projections from the State of Oregon's latest Economic Forecast and conservative assumptions where State developed data is not available. Revenues will be estimated realistically and prudently using best practices as defined by the Government Finance Officers Association. Revenues shall be forecasted conservatively.

Policy 2 – Budgeting (Continued)

9. Oregon budget law provides a means to adjust the budget for emergency expenditures or unforeseen circumstances. All resolutions adjusting the budget will be prepared by the Finance department for City Council approval to ensure compliance with budget laws.
10. Prior to submittal to City Council, the Budget Officer will convene the Budget Committee to review supplemental budget resolutions. If time does not allow for this action, Budget Committee members shall be informed of the City Council's action on the resolution promptly.
11. A mid-year review process will be conducted by the City Manager and Finance Director in order to make any necessary adjustments to the Adopted budget.
12. In the City's effort to strive for excellence, the City of Sherwood will make every effort to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association (GFOA).
13. Reports comparing actual to budgeted expenditures will be prepared quarterly by the Finance Department and distributed to the City Council, City Manager and Department Directors.

Policy 3 - Revenue

1. City of Sherwood revenues are either unrestricted or dedicated. Unrestricted revenues can be used for any purpose. Dedicated revenues are restricted in the ways they can be used by federal or state regulations, contractual obligations, or by City Council action. The City of Sherwood will adhere to the restrictions applied to dedicated revenues.
2. The City of Sherwood will maintain a diversified revenue stream that is managed strategically to mitigate the impact of short-term fluctuations in any revenue source.
3. The City of Sherwood will identify sustainable revenue levels and, to the extent possible, current operations will be funded by current sustainable revenues.
4. One-time revenues will be used for one-time expenditures or as contributions to reserves and will not be used to pay for established services.
5. The City of Sherwood will not respond to long-term revenue shortfalls with deficit financing and borrowing to support established services. Expenses will be reduced and/or revenues will be increased to conform to the long-term revenue forecasts.
6. During the budget process, the Sherwood City Council will identify those programs which are to be supported in whole or in part by cost recovery and ensure that revenue collections reflect the cost of providing associated services by adjusting fees accordingly.
7. The City of Sherwood will charge fees for services where such an approach is permissible, and where a limited and specific group of beneficiaries who can pay such charges is identifiable.
8. New or expanded unrestricted revenue streams should first be applied to support existing programs. When existing programs are adequately funded, such revenue may be used as contributions to reserves or to fund new or expanded programs.

Policy 4 - Expenditures**Controls**

1. By resolutions, the City Council will establish a purchasing policy that conforms to state statutory requirements for purchasing and contracting and invests the City Manager with purchasing and contracting authority.
2. By Budget and Supplemental Budget Resolutions, the City Council shall establish and limit expenditure appropriations by statutory categories. The City Manager shall be responsible for limiting expenditures to those appropriation levels.

Specific Expenditures

1. **Personal Services.** Pursuant to the City Charter, the City Manager or designee is responsible for the management of employee staffing and compensation. The City Manager or designee shall negotiate salaries and benefits for represented employee groups in conformance with the Oregon Public Employees Collective Bargaining Act and the Employee Relations Board decisions and arbitration decisions that emanate from the Act.
2. **Capital Improvement Impacts.** Whenever Capital Improvement expenditures will result in increases to future operating expenses or asset replacement contributions, estimates of those impacts shall be incorporated into the long-term financial plan.
3. **Capital Outlay.** By resolution, the City Council shall define the characteristics of a capital asset by specifying the minimum purchase price and minimum term of service. The City will provide for adequate maintenance of Capital Assets.
4. **Capital Improvement Plan.** The City Manager or designee will prepare a five-year Capital Improvement Plan (CIP) annually and submit it to the City Council for approval via resolution.

Policy 5 - Revenue Constraints and Fund Balance**Nature of Constraints**

The City of Sherwood will maintain the following categories of revenue constraints in conformance with GASB 54. Fund Balances shall be accounted for on the basis of these categories.

1. **Non-spendable.** Assets that are not in a spendable form or are required to be maintained intact.
2. **Restricted.** Cash that can be spent only for specific purposes stipulated by third parties or by statutes. Only the constraining party can lift constraints on Restricted funds.
3. **Committed.** Cash that can be used only as directed by formal action of City Council. Council action may be in the form of a motion or resolution. Only the City Council can lift constraints on committed funds. Such a change must be made using the same action that established the constraint.
4. **Assigned.** Cash the City intends to use for specific purposes. The City Council delegates the authority to create this constraint to the City Manager. In addition, for all funds except the general fund, all cash not in one of the Non-spendable, Restricted, or Committed categories, or specifically assigned under this category will, by default, be assigned to this category.
5. **Unassigned.** General Fund cash that is not otherwise categorized fund balance is the residual classification for the general fund and includes all amounts not contained in the other classifications.

Other Considerations

1. **Stabilization.** The purpose of stabilization arrangements is to provide a revenue source to maintain service delivery during periods of diminished revenues. The City may choose to create stabilization arrangements either by creating new funds or dedicating revenues within existing funds. Stabilization arrangements will be created by the City Council and the authorizing legislation shall include the policies on funding and accessing the arrangement.
2. **Order of Use.** If multiple categories of fund balance are applicable to an expenditure, the City shall access funds in the following order: Restricted, Committed, Assigned, Unassigned.
3. **Purpose of Special Revenue Funds.** Special Revenue funds are general government funds created to track the use of dedicated revenues. The City legislation creating a special revenue fund will specify which specific revenues and other resources are authorized to be reported in the fund.
4. **Fund Balance.** Unrestricted fund balance is the sum of Committed, Assigned and Unassigned fund balance in any individual fund. In the General Fund, the City will maintain an Unrestricted fund balance of at least 20% of fund revenue.

Policy 6 - Continuing Disclosure**Continuing Disclosure In General**

Issuers of municipal securities and entities working on their behalf disclose material information to the marketplace such as annual financial information and material event notices. In December 2008, the Securities and Exchange Commission directed the Municipal Securities Rulemaking Board to establish a continuing disclosure service of the MSRB's Electronic Municipal Market Access (EMMA) system effective July 1, 2009. The continuing disclosure service of EMMA collects continuing disclosure documents from the issuer community and makes them available to the public for free through EMMA.

In conformance with the "Continuing Disclosure Certificate" entered into by the City of Sherwood in bond issuances, the City shall comply with Rule 15c2-12 of the Securities Exchange Act of 1934 (Exchange Act). As noted above, these disclosures generally are divided between submissions made to update financial or operating information about the issuer and notices that disclose the occurrence of specific events that may have an impact on the bonds. These disclosures are described below.

City Responsibility

The Finance Director shall be responsible for adhering to the City's Continuing Disclosure Obligations.

Debt

The City will borrow only to finance capital assets. The City will not borrow for operating purposes.

No bonds will mature more than 30 years from the date of issuance. No debt will be issued with a life exceeding the estimated useful life of the capital assets being financed. The City will limit bonded debt to 3% or less of total assessed value, as required by ORS 287.004. Repayment sources are identified for every debt prior to issuance.

Policy 6 - Continuing Disclosure (continued)**Rule 15c2-12 Disclosures**

Rule 15c2-12 rule requires, for most new offerings of municipal securities, that the following types of information be provided to the MSRB's EMMA system:

1. Financial or operational information
 - a. Annual financial information concerning issuers or other obligated persons, or other financial information and operating data provided by issuers or other obligated persons
 - b. Audited financial statements for issuers or other obligated persons, if available
2. Event Notices
 - a. Principal and interest payment delinquencies
 - b. Non-payment related defaults, if material
 - c. Unscheduled draws on debt service reserves reflecting financial difficulties
 - d. Unscheduled draws on credit enhancements reflecting financial difficulties
 - e. Substitution of credit or liquidity providers, or their failure to perform
 - f. Adverse tax opinions, Internal Revenue Service (IRS) notices or material events affecting the tax status of the security
 - g. Modifications to rights of security holders, if material
 - h. Bond calls, if material
 - i. Tender offers
 - j. Defeasances, release, substitution, or sale of property securing repayment of the securities, if material
 - k. Rating changes
 - l. Bankruptcy, insolvency, receivership or similar event;
 - m. Merger, consolidation, or acquisition, if material; and appointment of a successor or additional trustee, or the change of name of a trustee, if material
 - n. Notices of failures to provide annual financial information on or before the date specified in the written agreement

Accrual basis - A method of timing in the recognition of transactions and events. Please see modified accrual basis for the alternative method. Accrual basis records revenue when earned and expenses as soon as a liability is incurred.

Adopted Budget - The final budget appropriations approved by the City Council, which becomes the budget of the City.

AFSCME - American Federation of State, County and Municipal Employees. One of the union organizations representing the bargaining employees of the City.

American Rescue Plan Act (ARPA) – Federal stimulus program to provide direct relief to cities, towns and villages in the United States of America.

Annual Comprehensive Financial Report, the audited report of the City’s finances for the fiscal year.

Appropriation - Authorization to spend a specific amount of money. The City Council gives appropriation authority by adopting the budget.

Approved Budget - The budget recommended by the Budget Committee for adoption by the City Council.

Assessed value - The value set on real and personal property as a basis for imposing taxes. Assessed values are determined by Washington County.

Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given purpose and/or period. The budget is the financial plan of the City’s allocations of the resources to provide services, and to accomplish the City’s objectives.

Budget Calendar - Key dates or events which a government follows in the preparation and adoption of the budget.

Budget Committee - A committee required by Oregon Local Budget Law (ORS 294.305) which must recommend a budget and approve the maximum tax levy.

Budget Message - A written explanation of the budget and the City’s financial priorities presented to the Budget Committee by the City Manager which is required by Oregon Local Budget Law, ORS 294.

Budget Officer - The Finance Director or other person appointed by the City Council to prepare the proposed budget. This designation is required by Oregon Local Budget Law (ORS 294.305)

Capital Assets - Items which have a useful life of two or more years and a cost of \$5,000 or more. These include land, infrastructure, buildings, improvements other than buildings, vehicles, and certain furniture and equipment.

Capital Improvement Plan (CIP) - A schedule of planned capital projects and their costs, for three or more years.

Capital Lease - Lease of a capital asset. The lease may or may not result in the City's ownership of the item at the end of the lease term.

Capital Outlay - Expenditures for capital assets. Includes all purchased capital assets. Expenditures for constructed capital projects appear in capital outlay, materials and services, and reimbursements, depending on the nature of the expenditure.

Capital Projects - Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

COLA - Cost of living. A COLA increases all salaries at all classes and steps by the same percentage.

Consolidated Appropriations Act (CAA) – Federal continuation of the CARES Act in response to the COVID-19 pandemic.

Contingency - An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget.

Coronavirus Aid, Relief and Economic Security (CARES) Act - provided economic assistance for American workers, families, small business and industries in response to the COVID-19 pandemic.

COVID-19 - is the disease caused by SARS-CoV-2, the coronavirus that emerged in December 2019.

CWS - Clean Water Services, the regional sewer treatment entity. CWS is a County Service District, defined by ORS 451. The City of Sherwood owns and operates sewer and storm water pumping and transmission facilities; CWS receives and treats the wastewater.

Debt Service - Principal and interest payments on long-term debt.

Department - Units within a division consisting of one or more.

Division - An organizational unit with a distinct budget.

ESC - Erosion and Sediment Control.

Fiscal Year - The twelve month period to which the operating budget applies. The City's fiscal year is July 1 through June 30.

Franchise Fee - Fees charged to utilities for the use of public right-of-way.

FTE - Full-Time Equivalent - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

Fund - A fiscal and accounting entity, segregating resources for the purpose of carrying on specific activities in accordance with legal restrictions.

Fund Balance - The amount of available, spendable, financial resources in any given fund at a specified date.

GAAP – Generally Accepted Accounting Principles A common set of accounting principles, standards and procedures issued by the Financial Accounting Standards Board.

GASB - The Governmental Accounting Standards Board, the body that defines generally accepted accounting principles for governments.

General Fund - The City's primary operating fund. There are no restrictions as to the purpose in which the revenues in this fund can be used.

General Obligation Bond (G. O. Bond) - A government pledge of full faith and credit to the repayment of the bonds issued by the government. They are usually issued to pay for general capital improvements.

GFOA - Government Finance Officers Association.

Goal - A statement of direction, purpose or intent based on the needs of the community, generally to be completed in a specified amount of time.

Grant - A donation or contribution by one government unit or organization to another. This is usually made to aid a specified purpose.

Infrastructure - Infrastructure are assets that are immovable and of value only to the City. It includes roads, bridges, curbs and gutters, sidewalks, drainage systems, lighting systems, and water and sewer systems.

Interfund Loan - A loan made by one fund to another and authorized by the City Council.

Levy - The amount of property tax certified by the City Council.

Major fund – A government's most important fund as determined by revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds AND at least 5 percent of the aggregate amount for all governmental and enterprise funds, as well as any fund that management believes is important to users of the information.

Materials and Services - Expendable items purchased for delivery of services. This includes supplies, repairs, maintenance and replacement parts that are not of capital nature.

Mission - Defines the primary purpose of the City.

Modified Accrual - A method of timing in the recognition of transactions and events. Please see Accrual basis for the alternative method. Modified accrual basis records revenue when earned, if they are collectible within the period or soon enough afterwards to be used to pay liabilities of the period. Expenditures are recorded when a liability is incurred except that debt service payments and other specific accrued liabilities are recognized only when payment is due.

Nonmajor Funds – A fund that mathematically is not significant but are used to account for specified revenues or activities.

Objective - What we want to accomplish. City-wide objectives are longer term than one year, cross departments, and/or are comprehensive in scope.

Operating Budget - Sources and uses necessary for day-to-day operations.

Ordinance - A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

ORS - Oregon Revised Statutes, laws of the State of Oregon.

PEG - Public, Educational and Governmental Access Channel designations for cable television. Certain franchise fee revenue from cable providers is restricted to the costs of providing such access.

Performance Measure - Data collected to determine how effective or efficient a program is in achieving its objectives.

PERS - Public Employees Retirement System. A State of Oregon defined benefit pension plan to which both employees and employer contribute.

Personal Services - Expenditures for payroll, payroll taxes, and employee benefits.

Project - Projects are distinct, with a definable result, process, and beginning and end. Projects are capital or operating.

Property Tax Levy - Based upon the assessed value of property and is used as the source of monies to pay general obligation debts and to support the general fund.

Proposed Budget – The initial budget appropriations proposed by the City Manager for approval of the Budget Committee and adoption by the City Council.

Proprietary Funds - A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. The City's proprietary funds are the Water, Sanitary, Storm, and Telecommunications funds.

PSU - Portland State University. The University prepares populations estimates each July 1 for all Oregon Municipalities.

Reserved for Future Years - An amount budgeted, but not appropriated, that is not anticipated to be spent in the fiscal year, but rather carried forward into future fiscal years.

Resolution - An action by the governing body which requires less formality and has a lower legal status than an ordinance.

Resources - Financial resources that are or will be available for expenditure during the fiscal year.

Restricted Revenue - Financial resources that are subject to some level of restriction based on statutory, legislative or council action.

Revenue - The gross receipts and receivables that the City receives such as: tax payments, licenses, fines and forfeitures, grants and interest income.

SFR - Single Family Residential.

SPOA - Sherwood Police Officers' Association union.

Supplemental Budget - Appropriations established to meet the needs not anticipated at the time the budget was proposed.

System Development Charges (SDC) - Fees charged upon issuance of building permits to offset the cost of infrastructure improvements that are or will be required to provide capacity to serve the development. SDC's are charged for parks, water, sanitary, stormwater, and streets.

Transfers - Amounts moved from one fund to finance activities in another fund, with no requirement of repayment.

TRNWR - Tualatin River National Wildlife Refuge. The Refuge lies in and outside the northwest edge of Sherwood.

TSP - Transportation System Plan. A long-range plan for transportation needs and facilities.

TVWD - Tualatin Valley Water District, a regional water supplier.

Unappropriated Ending Fund Balance - An amount set aside in the budget to be used as a cash carryover to the next year's budget; providing the local government with operating cash until tax money is received in November.

Unrestricted Revenue - Revenue that may be used for any legitimate City purpose. Please refer to "restricted revenue."

URA - The City of Sherwood Urban Renewal Agency. The Agency is a municipal corporation distinct from the City. The Sherwood City Council serves as the Board of Directors for the URA, and its budget may be obtained from the City of Sherwood.

URD - The urban renewal district, the geographic area encompassed by the City of Sherwood Urban Renewal Agency.

User Charges - A fee charged for services to a person who directly benefits from the service.

Uses - The ways in which financial resources will be used during the fiscal year.

WCCLS - Washington County Cooperative Library Services. This regional entity receives property taxes from each city in the consortium. The money is used to fund county-wide services such as the circulation software and interlibrary loan. A portion is returned to each city based on a formula that includes circulation, open hours, and other service-related measures.