City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Wednesday, June 29, 2022

Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon

5:30 pm City Council Meeting

URA Board of Directors Meeting
(Following the City Council Meeting)

City Council Executive Session
(ORS 192.660(2)(e), Real Property)
(Following the URA Board Meeting)

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

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AGENDA

SHERWOOD CITY COUNCIL
June 29, 2022

5:30 pm City Council Meeting

URA Board of Directors Meeting
(following the City Council Meeting)

City Council Executive Session
(ORS 192.660(2)(e), Real Property)
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22560 SW Pine Street
Sherwood, OR 97140

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5:30 PM SPECIAL SESSION

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

   A. **Approval of June 21, 2022 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
   B. **Resolution 2022-040, Authorizing City Manager to Enter into Contract for Certified Arborist and Tree Services** (Craig Sheldon, Public Works Director)
   C. **Resolution 2022-041, Authorizing an Intergovernmental Agreement with the Sherwood Urban Renewal Agency for the Sherwood Broadband Project** (Brad Crawford, IT Director)
   D. **Resolution 2022-042, Certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues** (David Bodway, Finance Director)
   E. **Resolution 2022-043, Reappointing Caz Thomson to the Sherwood Senior Advisory Board** (Maiya Martin Burbank, Senior Center Manager)
   F. **Resolution 2022-044, Reappointing Donna Nevedal to the Sherwood Senior Advisory Board** (Maiya Martin Burbank, Senior Center Manager)
   G. **Resolution 2022-045, Reappointing Eugene Stewart to the Sherwood Senior Advisory Board** (Maiya Martin Burbank, Senior Center Manager)
   H. **Resolution 2022-046, Authorizing an Intergovernmental Agreement with the Willamette Water Supply System Commission for System Interconnection** (Craig Sheldon, Public Works Director)
   I. **Resolution 2022-047, Authorizing Granting Easements to the Willamette Water Supply System Commission** (Craig Sheldon, Public Works Director)
   J. **Resolution 2022-048, Approving the City Investment Policy and Authorizing Investments** (David Bodway, Finance Director)
   K. **Resolution 2022-049, Transferring budget expenditure appropriations between categories for fiscal year 2021-22** (David Bodway, Finance Director)

6. **CITIZEN COMMENTS**
7. **PUBLIC HEARINGS**

   A. **Resolution 2022-050, Declaring the City of Sherwood's Election to Receive State Shared Revenues** (David Bodway, Finance Director)

B. **Resolution 2022-051, 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)

C. **Resolution 2022-052, Adopting the FY2022-23 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)

8. CITY MANAGER REPORT

9. COUNCIL ANNOUNCEMENTS

10. ADJOURN to URA BOARD OF DIRECTORS MEETING

11. RECONVENE CITY COUNCIL – EXECUTIVE SESSION

A. **ORS 192.660(2)(e), Real Property** (Keith Campbell, City Manager)

12. ADJOURN

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

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

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

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

SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
June 21, 2022

WORK SESSION

1. **CALL TO ORDER:** Mayor Mays called the work session to order at 5:30 pm.

2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Kim Young, Doug Scott, Renee Brouse, and Taylor Giles. Councilor Sean Garland participated remotely.

3. **STAFF PRESENT:** City Manager Keith D. Campbell, IT Director Brad Crawford, Public Works Director Craig Sheldon, Planning Manager Erika Palmer, HR Manager Rebecca Tabra, City Attorney Josh Soper, Police Chief Ty Hanlon, Records Technician Katie Corgan, Legal Extern Caitlin Tolleson, and City Recorder Sylvia Murphy. Community Services Director Kristen Switzer participated remotely.

   OTHERS PRESENT: John Ghilarducci with FCS Group, Mike Pierce, Debby Liew, Mary Consani-Kramer, and Laurie Jackson resident representatives of Orland Villa Mobile Home Park.

4. **TOPICS:**

   A. Parks SDC Discussion

   Planning Manager Erika Palmer explained that this was a follow up work session to the May 3rd work session on the Park SDCs analysis update. She introduced John Ghilarducci with FCS Group and explained that at the May 3rd work session, Council had asked for more information on when other jurisdictions had updated their SDCs as well as a request for examples of a phasing implementation plan. Mr. Ghilarducci presented the "Parks SDC Analysis" PowerPoint presentation (see record, Exhibit A) and provided an overview of the agenda for the SDC discussion. He stated that system development charges (SDCs) were one-time charges that were paid at the time of development. He reported that under Oregon law, SDCs were available for water, wastewater, stormwater, transportation, and parks. He stated that SDCs were for capital projects only, in both their calculation and in their use, and that SDCs included both existing and planned future infrastructure cost components. He stated that SDCs were for system facilities, not local facilities. Mr. Ghilarducci explained that SDCs were covered under ORS 223.297 – 316 and provided an overview of how SDCs were calculated. He provided an overview of Sherwood's current parks SDC rates on page 6 of the presentation and explained that the $93.57 SDC charge for non-residential was charged per employee and the number of employees were calculated based on the square footage of the type of building that was being constructed. Councilor Giles asked for clarification on the SDC charge for a single-family dwelling versus a multi-family dwelling. Mr. Ghilarducci explained that the SDC charge for a multi-family dwelling was per-unit, not per dwelling. Discussion occurred. Mr. Ghilarducci stated that all of the SDC charges were based on population and explained that they looked at the average occupancy by the type of dwelling unit in order to calculate the different charges by dwelling type. He stated that Sherwood's total cost basis of the eligible portion was $68 million, which when divided by the 13,000 Residential Equivalents equaled an SDC per Resident Equivalent of $5,249 and provided an overview of the updated calculated Parks SDC on page 7 of the presentation. He outlined that SDCs for accessory dwelling units were now included in the updated calculation and explained that they assumed a Residential Equivalent of 1.0. Council President Rosener asked where the data for that information came from? Mr. Ghilarducci replied that the number was an assumption because there currently was no census data available to determine average occupancy of ADUs. Mayor Mays asked if Park SDCs or any of the other SDCs were currently being charged for accessory dwelling units? Planning Manager Palmer replied that she did not think Park SDCs were currently being charged for ADU development but other SDCs were being charged for ADU development. Mr. Ghilarducci commented that he did not believe there was an ADU category for Transportation SDCs. Mayor Mays asked if the expected growth in plexes was differentiated in state law? Mr. Ghilarducci replied that the city had a lot of leeway in that category and explained that certain cities had a single charge per dwelling unit, regardless of dwelling unit type. He continued that he believed it was more equitable to have SDCs charged based on dwelling unit type because the data showed that the average occupancy was different in different dwelling unit types, so it made sense to have a schedule. He commented that some cities were not charging SDCs on ADUs because they wanted to encourage ADUs and were treating them as part of an existing single-family residence and foregoing the potential revenue. He provided an overview of the comparisons chart on page 8 of the presentation with the added data of the last adopted date column added. He addressed the two phasing examples and explained that the examples included an estimated inflation rate adjustment going forward. He reported that both a three year and five year phasing schedule was very common and commented that housing developers often requested a phased approach. Councilor Giles asked if there was any evidence that showed developers choosing to develop in a different city based on their SDCs? Mayor Mays replied no, that was not typically the case. Discussion occurred. Mr. Ghilarducci commented he had not seen developers choosing to develop elsewhere based on a city's SDCs and remarked that he had heard that SDCs do factor into what type of structure a developer decided to build. Council President Rosener commented that because of the property tax system, unless the city wanted to go out for a levy, this was one of the only ways to pay for infrastructure. Mayor Mays asked if the city should use a phased-in approach to implementing the new Parks SDCs and commented he knew that developers would appreciate a phased-in approach. Discussion occurred and Council agreed to a six month phased-in approach. Mr. Ghilarducci recapped next steps and explained that per state law, it was required to publicly notice the proposed changes 90 days prior to the public hearing in order to adopt them in August. Councilor Scott asked if it would have cost indexing no matter what? Mr. Ghilarducci replied that it was in the city's code and would remain in the city's code. Council President Rosener asked which index would be used? Mr. Ghilarducci replied he believed it was based on ENR index, specifically the Engineering News Record Construction Cost Index. Councilor Scott asked what would happen if an existing single-family unit was redeveloped into a triplex, would the developer have to pay two new SDCs? Mr. Ghilarducci replied that was correct and added that depending on the code, the developer might pay the multi-family unit rate three times minus the single-family unit rate.

B. Discuss Recruitment for City Attorney Position

Mayor Mays recapped that City Attorney Josh Soper had sent out RFPs to recruiting firms for filling the City Attorney vacancy and had forwarded the responses to Council along with information regarding the process for filling the position internally or partially internally (see record, Exhibit B). Councilor Young asked if it was true that some cities had started with an internal process but ended up going with a recruiting firm? City Attorney Soper replied that both McMinnville and Tualatin were currently recruiting for city attorneys and

McMinnville was using an in-house process but were currently exploring hiring a recruiter. Tualatin had successfully completed an in-house process for a city attorney, but the candidate had backed out and Tualatin was now looking to switch to a recruiter process. Mayor Mays recapped that when City Manager Keith Campbell was hired, the city had hired a firm, but the city's HR department had assisted with the process and commented that if the city went with a recruiter, assistance would still be needed from HR. Since the position would report to Council and because of the workload demands on the HR department, Council agreed to use a recruiter. Council discussed the pros and cons of each recruitment firm's proposal. Discussion regarding the recruitment process occurred. Mayor Mays explained that the process would involve deciding on a pay range, description of responsibilities, advertising the position both inside and outside of Oregon, etc. Councilor Scott asked City Manager Campbell what his experience was with SGR as a candidate? City Manager Campbell replied that he had nothing but nice things to say about SGR and he appreciated the ongoing level of communication he had received from them during the process. City Attorney Soper commented that from a staff's perspective, working with SGR had been great. Council agreed to use SGR to recruit for the city attorney position with assistance from the HR department. Mayor Mays explained that from a process standpoint, hiring SGR for the recruitment of the city attorney position fell within the scope of what City Manager Campbell could engage in for contracts. Mayor Mays asked that City Manager Campbell and City Attorney Soper coordinate the hiring of SGR for filling the City Attorney vacancy. Mayor Mays reported that he had spoken with acting City Attorney Alan Rappleyea to gauge his interest in serving as the City Attorney while the position was being filled, and Mr. Rappleyea had replied he needed to look into his availability.

C. Discuss Orland Villa Mobile Home Park

Mayor Mays explained that the landowner of the Orland Villa Mobile Home Park had given notice that they intended to sell the park. City Attorney Josh Soper presented the "Orland Villa" PowerPoint presentation (see record, Exhibit C) and provided an overview of the process a mobile home park owner must use to sell the park. He reported that many of the steps in the process had already occurred and explained that under ORS 90.800 et seq, an owner of a park is required to give written notice to all tenants of the owner's interest in selling the park before the owner marketed the facility for sale or when the owner received an offer to purchase that the owner intended to consider. The notice must include information about the right to purchase the park and must be sent to all tenants/the tenants committee and the Housing and Community Services Department. The process also stated that within 10 days after delivery of the notice, the tenants must form or identify a single tenants committee for the purpose of purchasing the facility and notify the owner in writing. Mr. Soper explained that the tenants committee had an opportunity to request financial information about the park from the owner in order to perform due diligence, including the asking price, rental and related income information, utility costs, insurance costs, etc. He continued that within 15 days after receiving the financial information, or after the end of the initial 10-day period if no financial information was requested, the tenants must form or associate with an entity that was legally capable of purchasing the property and submit a written offer of purchase. City Attorney Soper reported that residents of the mobile home park had formed an LLC and asked Mr. Pierce if the steps in the process he had recapped had been completed and they had made an offer? Mr. Pierce replied that they had been completed and they had made an offer. Mr. Pierce explained that their attorney had made contact and requested the information and were told that the information would be provided within 45 days, but they had not received any of the requested information as yet. City Attorney Soper provided an overview of the Orland Villa map (see record, Exhibit D). Council President Rosener asked if the owner had marketed the property or did they receive an offer? Mr. Pierce replied that the owner had received an offer after which the tenants of the park received notice. He explained that he believed that they planned to redevelop the land to remove the mobile homes and develop "stick homes" in their place. Discussion occurred. Mr. Pierce reported that of the 30 original plots, 24 were rented and six plots were owned. Ms. Consani-Kramer explained that they had previously sought bank financing to purchase their plot and were denied because the lots were not a legal-sized lot for single-family homes, and lots had to be at least 5,000 square feet. Mayor Mays commented that the bank's loan denial reasoning was odd, and discussion occurred. Mayor Mays recapped that the owner was obligated to respond with the requested information within a certain number of days and asked Mr. Pierce if when they submitted their offer, had the owner stated what amount the offer was for? Mr. Pierce replied that they had received no information about the offer, nor had they received any of the requested information. Councilor Scott asked if the LLC had the right of first refusal? City Attorney Soper replied that the LLC had the right to compete to purchase the property, but the owner was able to decide who to sell to. Discussion occurred. Council President Rosener asked what the statute said regarding failure to comply with providing requested information? Mr. Soper replied that he believed that there was an obligation to comply with the request for information before they could complete the sale of the property. Mayor Mays commented that he hoped that the LLC was successful in their effort to purchase the park and asked them to keep City Manager Campbell informed of any updates. Discussion regarding financing options occurred and City Attorney Soper explained that the Oregon Housing and Community Services Department was able to lend money for these types of purchases under certain circumstances. Discussion regarding financing options and processes occurred. Council encouraged the residents to speak with the press to tell their story and to keep the city updated on their progress.

5. **ADJOURNED:**

Mayor Mays adjourned the work session at 6:35 pm.

<u>REGULAR SESSION</u>

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 7:00 pm.

2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Kim Young, Doug Scott, Renee Brouse, and Taylor Giles. Councilor Sean Garland participated remotely.

3. **STAFF PRESENT:** City Manager Keith D. Campbell, IT Director Brad Crawford, Public Works Director Craig Sheldon, City Attorney Josh Soper, Police Chief Ty Hanlon, Legal Extern Caitlin Tolleson, and City Recorder Sylvia Murphy.

4. **APPROVAL OF AGENDA:**

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

Mayor Mays addressed the next agenda item.

5. **CONSENT AGENDA:**

A. **Approval of June 7, 2022 City Council Meeting Minutes**
B. **Approval of June 13, 2022 City Council Meeting Minutes**
C. **Resolution 2022-030, Reappointing David Scheirman to the Parks and Recreation Advisory Board**

D. Resolution 2022-031, Reappointing Joy Kuczer to the Parks and Recreation Advisory Board
E. Resolution 2022-032, Reappointing Rodney Lyster to the Parks and Recreation Advisory Board
F. Resolution 2022-033, Reappointing Justin Kai to the Sherwood Planning Commission
G. Resolution 2022-034, Reappointing Brian Dorsey to the Police Advisory Board
H. Resolution 2022-035, Reappointing Chris West to the Police Advisory Board
I. Resolution 2022-036, Reappointing Mike Smith to the Police Advisory Board
J. Resolution 2022-037, Reappointing Lisa Patterson to the Traffic Safety Committee
K. Resolution 2022-038, Reappointing Tiffany Yandt to the Traffic Safety Committee
L. Resolution 2022-039, Authorizing the City Manager to Sign an IGA with Clackamas County for Sharing of Conduit and Cost Reimbursement

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

Mayor Mays addressed the next agenda item.

6. CITIZEN COMMENTS:

Bill Sikkens, President of the Sherwood Chamber of Commerce, came forward to address Council regarding Cruisin' Sherwood. He commented that the event required a lot of time and effort from many people to organize. He stated he specifically wanted to recognize the City of Sherwood for supporting the event throughout the years, but particularly this year's event and he thanked the city.

Council thanked the various city staff for their hard work in helping to put on the event.

Mayor Mays addressed the next agenda item.

7. PRESENTATIONS:

A. Introduction of New Sherwood Police Officers

Police Chief Hanlon introduced Officer Newman and Officer Rondon and explained that they had joined the Police Department in the last few months. Officer Newman provided a brief background on himself and stated he grew up in Newberg and explained that he had always liked Sherwood and had enjoyed spending time in the city. He stated he was happy to now be working in the Sherwood community. Officer Rondon provided a brief background on himself and stated he was born in Colombia and came to the US when he was nine years old. He stated he served in the Marine Corps after which he became interested in becoming a police officer. He stated he decided to join the Sherwood Police Department because he loved the community-feel of the city and stated he was grateful to be given the opportunity to serve the community. Council welcomed both officers to the Sherwood Police Department and the City of Sherwood. Police Chief Ty Hanlon explained that Officer Rondon would head to the Oregon Department of Public Safety Standards and Training Academy in September and Washington County's pre-academy in July.

Mayor Mays addressed the next agenda item.

8. CITY MANAGER REPORT:

City Manager Keith Campbell reported that he attended the Cruisin' Sherwood event and commented he and his family had enjoyed the event. He thanked Public Works Director Craig Sheldon, Public Works Operations Supervisor Harry Bannister, Police Chief Ty Hanlon, and Sergeant Kris Asla for their hard work in supporting the event.

Police Chief Ty Hanlon reported that the Boots and Bling event would be held on June 24th and stated that tickets were nearly sold out. He explained that the event was organized by the Sherwood Police Foundation and thanked them for their support throughout the years. He commented that he felt that the Sherwood Police Foundation helped to foster the community atmosphere in Sherwood.

Mayor Mays addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

Council President Rosener reported he attended the WRWC meeting where they continued their discussion on how to divide the unused acre feet of water that was available in the Willamette Basin. He reported he attended the NLC Technology Committee policymaking meeting where they asked him to moderate a webinar on middle-mile infrastructure for broadband.

Mayor Mays reported he attended the LOC board meeting last week. He reported he attended the Washington County Coordinating Committee meeting last week where they continued their work on reaching a consensus in the Roy Rogers region of Washington County to put at least one project on the MSTIP list. He commented that he hoped the general improvements to Edy Road project made it on the list.

Councilor Garland reported that June 23rd would be the Old Town Art Walk from 5:00 pm-8:00 pm. He reported the Sherwood Foundation for the Arts was putting on "Cinderella" as their summer play and stated tickets were now on sale and the show would run from July 22-24th and July 29-31st. He reminded drivers to slow down and be aware of children playing nearby with the nicer weather and summer vacation.

City Attorney Josh Soper introduced the city's Legal Extern Caitlin Tolleson. He stated Caitlin was a law student at Willamette and started working for the city as an extern on May 31st. Caitlin provided a brief background on herself and stated she grew up in Salem and graduated from Western Oregon University in 2015. She commented City Attorney Soper had given her interesting projects to work on and she had been enjoying her time in the city.

10. ADJOURN:

Mayor Mays adjourned the regular session at 7:25 pm and convened an executive session.

EXECUTIVE SESSION

1. **CALL TO ORDER:** The executive session was called to order at 7:33 pm.

2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Kim Young, Doug Scott, Renee Brouse and Taylor Giles. Councilor Sean Garland attended remotely.

3. **STAFF PRESENT:** City Manager Keith Campbell, Police Chief Ty Hanlon, HR Manager Rebecca Tabra, and Labor Attorney Steven Schuback.

4. **TOPICS:**

   A. ORS 192.660(2)(d) Labor Negotiations

5. **ADJOURN:**

   The executive session was adjourned at 8:27 pm.

Attest:

Sylvia Murphy, MMC, City Recorder	Keith Mays, Mayor

City Council Meeting Date: June 29, 2022

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Craig Sheldon, Public Works Director
Through: Keith D. Campbell, City Manager, and Josh Soper, City Attorney

SUBJECT: Resolution 2022-040, Authorizing City Manager to Enter into Contract for Certified Arborist and Tree Services

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Issue:
Shall the City Council authorize the City Manager to enter a contract for Certified Arborist and Tree Services?

Background:
On May 25, 2022 the City issued a Request for Proposals (RFP) for Certified Arborist and Tree Services. The City received two proposals. One proposal was deemed incomplete. The City selected Halstead's Arboriculture Consultants, Inc. as the contractor to perform arborist and tree services for the City.

This contract includes consultation and tree services for programs throughout the City including: the Tree Trimming Program, Sidewalk Program, maintenance in parks and open spaces as well as emergency tree assessment and removal. This contract is renewable for up to five (5) years pending yearly budget approval.

Financial Impacts:
These programs along with the maintenance and emergency work are included in the proposed 2022-23 budget. There are no additional financial impacts as a result of the approval of this resolution.

Recommendation:
Staff respectfully recommends City Council approval of Resolution 2022-040, Authorizing City Manager to enter into a contract for Certified Arborist and Tree Services.

City of Sherwood Oregon
Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2022-040

AUTHORIZING CITY MANAGER TO ENTER INTO CONTRACT FOR CERTIFIED ARBORIST AND TREE SERVICES

WHEREAS, the City has a responsibility to maintain the City's infrastructure; and

WHEREAS, the City issued a Request for Proposals in May 2022 for Certified Arborist and Tree Services and received two proposals; and

WHEREAS, the City determined that Halstead's Arboriculture Consultants, Inc. is the most responsible bidder to perform these services.

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

Section 1. The City Manager is hereby authorized to sign a one-year contract with Halstead's Arboriculture Consultants, Inc. for certified arborist and tree services in a total annual base amount of $130,000.00, to execute amendments as needed up to a maximum annual contingency amount of $20,000.00, and to renew said contract in one-year increments for up to five (5) years in total (four (4) renewals) within the same authorized annual dollar amounts.

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

Duly passed by the City Council this 29th day of June 2022.

____
Keith Mays, Mayor

Attest:

____
Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: June 29, 2022

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Keith D. Campbell, City Manager
Through: Josh Soper, City Attorney

SUBJECT: Resolution 2022-041, Authorizing an Intergovernmental Agreement with the Sherwood Urban Renewal Agency for the Sherwood Broadband Project

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Issue:
Shall the City Council authorize the City Manager to sign an Intergovernmental Agreement (IGA) with the Sherwood Urban Renewal Agency for the Sherwood Broadband Project?

Background:
The Sherwood 2021 Urban Renewal Plan describes a Sherwood Broadband Installation project, which broadly will consist of installation of fiber optic cables and related infrastructure throughout the Plan area as part of a larger project to install fiber optic cables and related infrastructure throughout the City in order to establish an interconnected City-wide fiber optic cable network capable of providing broadband internet services throughout the City.

Because this project spans across areas inside the Plan area as well as outside the Plan area, it is necessary for the City and URA to on this project. This resolution would authorize the City Manager to sign an Intergovernmental Agreement with the URA under which the City would manage the project and costs for the work would be allocated between the City and URA.

Financial Impacts:
Costs for this project have been included in the FY 2022-2023 budget.

Recommendation:
Staff respectfully recommends City Council approval of Resolution 2022-041, Authorizing an Intergovernmental Agreement with the Sherwood Urban Renewal Agency for the Sherwood Broadband Project.

City of Sherwood Oregon
Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2022-041

AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH THE SHERWOOD URBAN RENEWAL AGENCY FOR THE SHERWOOD BROADBAND PROJECT

WHEREAS, the Sherwood 2021 Urban Renewal Plan ("Plan") describes a Sherwood Broadband Installation project, which broadly will consist of installation of fiber optic cables and related infrastructure throughout the Plan area as part of a larger project to install fiber optic cables and related infrastructure throughout the City in order to establish an interconnected City-wide fiber optic cable network capable of providing broadband internet services throughout the City; and

WHEREAS, because this project spans across areas inside the Plan area as well as outside the Plan area, it is necessary for the URA and City to coordinate on this project; and

WHEREAS, under the terms of the intergovernmental agreement attached hereto as Exhibit A, the City would manage the project and costs for the work would be allocated between the City and URA.

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

Section 1. The City Manager is hereby authorized to sign an intergovernmental agreement in a form substantially similar to the attached Exhibit A.

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

Duly passed by the City Council this 29th of June 2022.

____
Keith Mays, Mayor

Attest:

____
Sylvia Murphy, MMC, City Recorder

INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF SHERWOOD
AND THE SHERWOOD URBAN RENEWAL AGENCY

This Intergovernmental Agreement ("Agreement") is entered into by and between the City of Sherwood, Oregon ("City"), a municipal corporation, and the Sherwood Urban Renewal Agency ("URA"), a municipal corporation, effective on the date last set forth below; and

WHEREAS, the URA is charged with administering the Sherwood 2021 Urban Renewal Plan (the "Plan") as approved by the City Council through Ordinance 2021-005 on May 18, 2021; and

WHEREAS, the City provides financial, administrative, and other support services to the URA; and

WHEREAS, pursuant to ORS 190.010, the City and URA are authorized to enter into intergovernmental agreements for the performance of tasks either is authorized by law to perform; and

WHEREAS, the Plan describes a Sherwood Broadband Installation project, which broadly will consist of installation of fiber optic cables and related infrastructure throughout the City in order to establish an interconnected City-wide fiber optic cable network capable of providing broadband internet services throughout the City (the "Broadband Project"); and

WHEREAS, both URA and City desire to see the Broadband Project completed; and

WHEREAS, completion of the Broadband Project will include installation of fiber optic cables and other infrastructure in areas within the Plan area and areas outside the Plan area; and

WHEREAS, URA has available financial resources and desires to be financially responsible for the costs of the Broadband Project to the extent the work occurs inside the Plan area; and

WHEREAS, City has available financial resources and desires to be financially responsible for the costs of the Broadband Project to the extent the work occurs outside the Plan area; and

WHEREAS, URA desires for City to be responsible for the overall management of the Broadband Project, including but not limited to hiring and managing of construction and other necessary contractors, purchasing and storing of materials and supplies, and performing construction and other necessary work with City staff; and

WHEREAS, City is willing and able to perform said duties in connection with this project.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. **City Duties and Responsibilities.** The City shall:

a. Provide overall management of the Broadband Project, including but not limited to hiring and managing of construction and other necessary contractors, purchasing and storing of materials and supplies, and performing construction and other necessary work with City staff.
b. For each invoice received by City for work on the Broadband Project performed by contractors, allocate the invoiced amount between City and URA based on the percentage of the work performed within and without the boundaries of the Plan area.
c. For work performed on the Broadband Project performed by City staff, allocate the actual cost of said work between City and URA based on the percentage of the work performed within and without the boundaries of the Plan area.
d. For all costs which are allocated to the URA under subsections 1(b) and 1(c) above, timely submit invoices to URA.
e. Be financially responsible for all costs which are allocated to the City under subsections 1(b) and 1(c) above.

2. **URA Duties and Responsibilities.** The URA shall:

    a. Timely pay all invoices received from City under subsection 1(d) above.

3. **Additional Terms**

    a. Severability. If any section, clause, or phrase of this Agreement is judicially deemed invalid, illegal, or unenforceable in any respect, the remaining parts of this Agreement shall be severed from the invalid parts and remain in full force and effect.
    b. Modification. This Agreement may be modified only by mutual written consent of the parties.
    c. Term and Termination. This Agreement shall remain in effect until terminated by the parties as provided herein. This Agreement may be terminated by mutual written consent of the parties. Termination of this Agreement shall not affect the duties and obligations of the parties that accrued prior to termination, including any bond loan or other repayment obligation.

CITY OF SHERWOOD		**SHERWOOD URBAN RENEWAL AGENCY**	
______________________________		______________________________	
Keith Campbell, City Manager	Date	Keith Campbell, Agency Manager	Date

City Council Meeting Date: June 29, 2022

Agenda Item: Consent Agenda

TO: Sherwood City Council

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

SUBJECT: **Resolution 2022-042, 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 $390,300 in FY2022-23 General Fund revenue and $1,530,676 in FY2022-23 Street Fund revenue. The non-per capita based portion amounts to $335,000 in the General Fund.

Recommendation:
Staff respectfully recommends City Council adoption of Resolution 2022-042, certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues.

DRAFT

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2022-042

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 29th day of June, 2022.

____
Keith Mays, Mayor

Attest:

____
Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: June 29, 2022

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Maiya Martin Burbank, Older Adult Community Center Manager
Through: Kristen Switzer, Community Services Director and Keith D. Campbell, City Manager

SUBJECT: **Resolution 2022-043, Reappointing Caz Thomson to the Senior Advisory Board**

Issue:
Shall the City Council reappoint Caz Thomson to the Senior Advisory Board?

Background:
Caz Thomson holds position #6 on the Senior Advisory Board and her term expires in June 2022 and she is seeking reappointment.

Chair Caz Thomson, Council Liaison Renee Brouse, and Staff Liaison Maiya Martin Burbank recommended to Mayor Mays that Caz Thomson be reappointed to the Board to fill position #6 which expires in June 2025. The Mayor has recommended this reappointment to City 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 2022-043, reappointing Caz Thomson to the Senior Advisory Board.

City of Sherwood Oregon
Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2022-043

REAPPOINTING CAZ THOMSON TO THE SENIOR ADVISORY BOARD

WHEREAS, a vacancy exists within Position 6 on the Senior Advisory Board; and

WHEREAS, Caz Thomson’s term expires on June 30, 2022 and she has requested reappointment; and

WHEREAS, the Mayor has recommended to City Council that Caz Thomson 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 Caz Thomson to Position 6 of the Senior Advisory Board for a term expiring at the end of June 2025.

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

Duly passed by the City Council this 29th day of June, 2022.

____
Keith Mays, Mayor

Attest:

____
Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: June 29, 2022

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Maiya Martin Burbank, Older Adult Community Center Manager
Through: Kristen Switzer, Community Services Director and Keith D. Campbell, City Manager

SUBJECT: **Resolution 2022-044, Appointing Donna Nevedal to the Senior Advisory Board**

Issue:
Shall the City Council reappoint Donna Nevedal to the Senior Advisory Board?

Background:
Donna Nevedal holds position #5 on the Senior Advisory Board and her term expires in June 2022 and she is seeking reappointment.

Chair Caz Thomson, Council Liaison Renee Brouse, and Staff Liaison Maiya Martin Burbank recommended to Mayor Mays that Donna Nevedal be reappointed to the Board to fill position #5 which expires in June 2025. The Mayor has recommended this reappointment to City 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 2022-044, reappointing Donna Nevedal to the Senior Advisory Board.

RESOLUTION 2022-044

REAPPOINTING DONNA NEVEDAL TO THE SENIOR ADVISORY BOARD

WHEREAS, a vacancy exists within Position 5 on the Senior Advisory Board; and

WHEREAS, Donna Nevedal's term expires on June 30, 2022 and she has requested reappointment; and

WHEREAS, the Mayor has recommended to City Council that Donna Nevedal 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 Donna Nevedal to Position 5 of the Senior Advisory Board for a term expiring at the end of June 2025.

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

Duly passed by the City Council this 29th day of June, 2022.

____
Keith Mays, Mayor

Attest:

____
Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: June 29, 2022

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Maiya Martin Burbank, Older Adult Community Center Manager
Through: Kristen Switzer, Community Services Director and Keith D. Campbell, City Manager

SUBJECT: Resolution 2022-045, Reappointing Eugene Stewart to the Senior Advisory Board

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Issue:
Shall the City Council reappoint Eugene Stewart to the Senior Advisory Board?

Background:
Eugene Stewart holds position #4 on the Senior Advisory Board and his term expires in June 2022 and he is seeking reappointment.

Chair Caz Thomson, Council Liaison Renee Brouse, and Staff Liaison Maiya Martin Burbank recommended to Mayor Mays that Eugene Stewart be reappointed to the Board to fill position #4 which expires in June 2025. The Mayor has recommended this reappointment to City 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 2022-045, reappointing Eugene Stewart to the Senior Advisory Board.

City of Sherwood Oregon
Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2022-045

REAPPOINTING EUGENE STEWART TO THE SENIOR ADVISORY BOARD

WHEREAS, a vacancy exists within Position 4 on the Senior Advisory Board; and

WHEREAS, Eugene Stewart's term expires on June 30, 2022 and he has requested reappointment; and

WHEREAS, the Mayor has recommended to City Council that Eugene Stewart 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 Eugene Stewart to Position 4 of the Senior Advisory Board for a term expiring at the end of June 2025.

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

Duly passed by the City Council this 29th day of June, 2022.

____
Keith Mays, Mayor

Attest:

____
Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: June 29, 2022

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Craig Sheldon, Public Works Director
Through: Keith D. Campbell, City Manager and Josh Soper, City Attorney

SUBJECT: **Resolution 2022-046, Authorizing an Intergovernmental Agreement with the Willamette Water Supply System Commission for System Interconnection**

Issue:
Shall the City Council authorize the City Manager to sign an Intergovernmental Agreement (IGA) with the Willamette Water Supply System Commission for System Interconnection?

Background:
The Willamette Water Supply System Commission is an intergovernmental entity formed by Tualatin Valley Water District, the City of Hillsboro, and the City of Beaverton in connection with the Willamette Water Supply System, which includes intake and transmission facilities, a water treatment plant, and reservoir. A portion of this system, including a water treatment plant and water pipelines, is located within the City of Sherwood. The City of Sherwood is not a part of this system and instead relies on a separate water supply system in cooperation with the City of Wilsonville.

In order to provide an opportunity to share water between the two systems in an emergency, the Commission and the City would like to establish an interconnection between their two systems. This resolution would authorize the City Manager to sign an intergovernmental agreement that would provide the terms and conditions under which that interconnection would be designed, built, and operated.

Financial Impacts:
The Commission would be responsible for the costs of designing and constructing the interconnection. After the interconnection is put into operation, the City and Commission would each be responsible for one half of the operation and maintenance costs. In the event either party needs to use the interconnection to access the other party's water, they would pay for that water at wholesale cost.

Recommendation:
Staff respectfully recommends City Council approval of Resolution 2022-046, Authorizing an Intergovernmental Agreement with the Willamette Water Supply System Commission for System Interconnection.

DRAFT

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2022-046

AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH THE WILLAMETTE WATER SUPPLY SYSTEM COMMISSION FOR SYSTEM INTERCONNECTION

WHEREAS, the Willamette Water Supply System Commission is an intergovernmental entity formed by Tualatin Valley Water District, the City of Hillsboro, and the City of Beaverton in connection with the Willamette Water Supply System, which includes intake and transmission facilities, a water treatment plant, and reservoir; and

WHEREAS, a portion of this system, including a water treatment plant and water pipelines, is located within the City of Sherwood; and

WHEREAS, the City of Sherwood is not a part of this system and instead relies on a separate water supply system in cooperation with the City of Wilsonville; and

WHEREAS, in order to provide an opportunity to share water between the two systems in an emergency, the Commission and the City would like to establish an interconnection between their two systems, subject to the term and conditions set forth in the Intergovernmental Agreement attached hereto as Exhibit A.

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

Section 1. The City Manager is hereby authorized to sign an intergovernmental agreement in a form substantially similar to the attached Exhibit A.

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

Duly passed by the City Council this 29th of June 2022.

____
Keith Mays, Mayor

Attest:

____
Sylvia Murphy, MMC, City Recorder

INTERGOVERNMENTAL AGREEMENT BETWEEN WILLAMETTE WATER SUPPLY SYSTEM COMMISSION AND THE CITY OF SHERWOOD FOR SYSTEM INTERCONNECTION

PARTIES:

WWSS Commission: Willamette Water Supply System Commission, an Oregon intergovernmental entity

City: City of Sherwood, an Oregon municipal corporation

WWSS Commission and City are referred to herein individually as a "Party" and collectively as the "Parties."

RECITALS

A. The WWSS Commission was formed as an intergovernmental entity pursuant to ORS Chapter 190 by Tualatin Valley Water District ("TVWD"), the City of Hillsboro ("Hillsboro"), and the City of Beaverton ("Beaverton) to permit, design, and construct the Willamette Water Supply System, including intake and transmission facilities, a water treatment plant, and reservoir facilities (collectively, the "WWSS") to provide potable water and to increase system reliability.

B. The WWSS Commission's only customers are TVWD, Hillsboro, and Beaverton, each of which obtain water from the WWSS Commission on a wholesale basis and maintain their own municipal water system facilities for serving residential, commercial, and industrial customers within their respective service territories. The WWSS Commission has the authority to sell water to other customers on a wholesale basis.

C. Sherwood owns, operates, and maintains municipal water system facilities to serve residential, commercial, and industrial customers within its service territory.

D. A portion of the WWSS, including a water treatment plant and water pipelines, is located within the City.

E. The Parties desire to build on their history of cooperation to ensure the cost-effectiveprovision of safe and reliable water services to present and future customers by establishing an interconnection between their two systems as depicted on Exhibit A, which is attached and incorporated by this reference.

AGREEMENT

Based on the foregoing Recitals, which are incorporated by this reference, the Parties agree as follows:

Article I. **Definitions**. The following words and phrases shall have the meaning given in these definitions when capitalized:

1.1. **Effective Date.** The date both Parties have executed this Agreement as set forth in the signature blocks below.

1.2. **Emergency.** A sudden, unplanned occurrence that results in the inability to supply water to customers, such as a main break or other event resulting in a significant reduction in pressure or a Party's inability to supply water to its customers. Emergency does not include increased demand or lack of supply due to drought, warm weather, or increased demand due to service area growth.

1.3. **Interconnection.** The Vault and Pipeline connection, up to and including the valve immediately downstream of the connection, between the water systems of the Parties located as depicted on Exhibit A that is intended to provide water supply in an Emergency.

1.4. **Supplemental Supply.** The temporary use of the Interconnection during an Emergency to supply water to the Party experiencing the Emergency.

1.5. **Vault and Pipeline.** The vault located on WWSS Commission's property and the pipeline that extends from the vault into the right-of-way of Ice Age Drive, each as depicted on Exhibit A, and all other improvements necessary to construct and operate the Interconnection.

Article II. **Term and Termination**.

2.1. **Term.** This Agreement commences on the Effective Date and shall continue for 20 years ("Initial Term").

2.2. **Renewal Terms.** Unless a Party provides Notice to the other Party no later than five (5) years prior to the end of the Initial term or a Renewal Term, this Agreement shall renew automatically for additional 5-year periods (each a "Renewal Term").

2.3. **Termination.** This Agreement may terminate as follows:

2.3.1 By providing Notice to the other Party no later than five (5) years prior to the end of the Initial Term or a Renewal Term, in which case this Agreement will terminate at the end of the Initial Term or Renewal Term.

2.3.2 Upon Notice of a breach of a material term of this Agreement by one Party, provided that the non-breaching Party has provided the breaching Party with an opportunity to cure pursuant to Section 5.6.1, in which case this

Agreement will terminate on a date specified in the Notice.

2.3.3 At any time by mutual written agreement between the Parties.

Article III. Interconnection.

3.1 **Description of Interconnection.**

3.1.1 Basic Design Specifications.

3.1.1.1 The Interconnection shall provide for crossflow between the City's water system ("City System") and the WWSS Commission's Water Treatment Plant facility ("WTP_1.0"). Flow from WTP_1.0 to the City System shall be from the WTP_1.0 potable water supply loop. Flow from the City System to WTP_1.0 will be to the WTP_1.0 Clearwell.

3.1.1.2 Water flow from WTP_1.0 to the City System shall have the following features:

3.1.1.2.1 Capability for WTP_1.0 Supplemental Supply of up to 5 million gallons per day ("mgd") to the City System.
3.1.1.2.2 Pressure to be regulated to 50 psi.
3.1.1.2.3 Isolation valve, combination flow and pressure regulating valve, and combination strainer and flowmeter shall be provided in below-grade pre-cast concrete vault.
3.1.1.2.4 Isolation valve will be closed under normal conditions and will be manually opened when needed to provide Supplemental Supply or for testing.
3.1.1.2.5 Vault shall have a sump and pumped discharge to the WTP_1.0 stormwater system.
3.1.1.2.6 Vault shall have traffic rated, lockable hatch and internal ladder.

3.1.1.3 Water flow from the City System to the WTP_1.0 Clearwell shall have the following features:

3.1.1.3.1 Capability for City Supplemental Supply of up to 5 mgd to WTP_1.0.
3.1.1.3.2 City shall maintain minimum pressure of 40 psi at the Interconnection to its 16" main in Ice Age Drive.
3.1.1.3.3 Prevention of backflow from WTP_1.0 to the City of Sherwood connection shall be provided either by reduced-pressure backflow prevention assemblies installed in lockable above-ground boxes with heat tracing, or by operational controls

that prevent unintended flow from WTP_1.0 to the City of Sherwood.

3.1.1.3.4 Isolation valve, flow regulating valve and combination strainer and flowmeter shall be provided in below-grade pre-cast concrete vault.

3.1.1.3.5 Isolation valve will be closed under normal conditions and will be manually opened when needed to provide Supplemental Supply or for testing.

3.1.1.3.6 Vault shall have a sump and pumped discharge to the WTP_1.0 stormwater system.

3.1.1.3.7 Vault shall have traffic rated, lockable hatch and internal ladder.

3.1.2 The Interconnection shall include signals to the WTP_1.0 Supervisory Control and Data Acquisition (SCADA) system that will allow the WTP_1.0 SCADA system and City to monitor the flow of water between the water systems.

3.1.2.1 All flowmeter and pressure signals shall be transmitted to the WTP_1.0 SCADA system for monitoring, recording, and communication to the City.

3.1.2.2 An additional Proxy PLC will be provided in Network Room panel SPP8 to exchange data to the City, which will be independent from the WWSS Commission Proxy PLC.

3.1.2.3 The City will set up a secure network link to the WTP_1.0 non-Partner Proxy PLC with certificates that meet the WWSP "zero trust environment" (like the method of connection used by the City of Sherwood for primary water source at the Willamette River Water Treatment Plant).

3.2 **Interconnection Design and Construction.**

3.2.1 WWSS Commission shall, at its sole cost and discretion, complete the design for the Interconnection in a manner sufficient to supply Supplemental Supply consistent with the terms of this Agreement. The Parties intend that the final design will be complete no later than December 31, 2022. In the event the WWSS Commission requires more time to complete the design, it will inform the City and provide a new timeline. The completion date shall not be extended beyond December 31, 2023 without the written consent of the City, which shall not be unreasonably withheld.

3.2.2 WWSS Commission shall, at its sole cost and discretion, construct the

Interconnection consistent with the design of the Interconnection as set forth in Section 3.2.1. and shall obtain all real estate interests and permitting necessary for the construction. The Parties intend that the construction will be complete no later than July 1, 2026. In the event the WWSS Commission requires more time to complete the construction, it will inform the City and provide a new timeline. The completion date shall not be extended beyond July 1, 2026 without the written consent of the City, which shall not be unreasonably withheld.

3.3 **Ownership.** WWSS Commission shall be the sole owner of the Interconnection assets.

3.4 **Interconnection Operation and Maintenance.**

3.4.1. WWSS Commission, through its Managing Agency, shall provide all services and equipment necessary to maintain the safe and reliable operation of the Interconnection ("O&M") while this Agreement is in effect.

3.4.2. Each Party agrees to pay one-half of all O&M costs. WWSS Commission will track O&M costs using prudent utility practices. WWSS Commission will invoice City for the City's portion of O&M costs on a quarterly basis.

3.4.3. WWSS Commission shall maintain, and the City and its duly authorized representatives shall have access during normal business hours to, the books, documents, papers, and records of the WWSS Commission which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts throughout the term of this Agreement and for a period of three (3) years after its termination. Copies of applicable records shall be made available upon reasonable request. Payment for cost of copies is reimbursable by the City.

3.4.4. The City, either directly or through a designated representative, at City's expense except as provided in this section, may conduct financial audits of the billings and services specified in this Agreement at any time during the term of the Agreement and during the three (3) year period after its termination. Audits will be conducted in accordance with generally accepted auditing standards as promulgated in Government Auditing Standards by the Comptroller General of the United States General Accounting Office. If an audit discloses that payments to WWSS Commission were in excess of the amount to which the WWSS Commission was entitled, then the WWSS Commission shall repay the amount of the excess to the City. If the payments to the WWSS Commission were in excess of the amount to which the WWSS Commission was entitled by five percent (5%)

or more, then WWSS Commission shall additionally repay to the City the reasonable costs of the audit performed.

3.5 **Supplemental Supply.** The Interconnection shall be designed, constructed, maintained, and operated in a manner capable of providing Supplemental Supply from each Party's system to the other Party's system.

3.5.1. Supplemental Supply shall be available and operable on demand at any time with Notice from the requesting Party as is reasonable under the circumstances to the supplying Party.

3.5.2. The Party providing Supplemental Supply shall not be liable for non-delivery of water if water is unavailable because of the supplying Party's demands or system limitations. The Parties will develop a methodology to determine available capacity as part of the Operations Plan in Section 4.1.

3.6 **Use of Interconnection**. At all times, use of the Interconnection shall occur only when the requesting Party is experiencing an Emergency, unless both Parties, each in their sole discretion, agree to use the Interconnection for non-Emergency purposes.

Article IV. Operations Plan, Supplemental Supply Metering and Rates.

4.1 **Operations Plan**. Upon WWSS Commission's completion of the construction of the Interconnection, WWSS Commission shall develop an Operations Plan that, at a minimum, addresses: 1) testing and flushing of the Interconnection; 2) water quality for water supplied through the Interconnection; (3) testing of the meter; and (4) the method for a Party to determine the maximum capacity of Supplemental Supply it can make available to the other Party. The method for a Party to determine the maximum capacity of Supplemental Supply it can make available to the other Party will be based on the then-current actual maximum capacity of the system of the Party making Supplemental Supply available, minus the then-current actual demand on the Party's system (not including Supplemental Supply) or a reasonable estimate thereof, and will also take into consideration any technical limitations of the Party's system in order to ensure proper system functionality while providing Supplemental Supply. No Party will be required to engage in curtailment of demand in order to make additional Supplemental Supply available, unless otherwise agreed by the Parties in writing. The Operations Plan will also identify, to the extent practicable, a methodology for alternating the City System and the WTP_1.0 as the source for water required to conduct any testing, flushing, or inspection activities. Prior to taking effect, the initial Operations Plan and any subsequent amendments to the plan must be approved in writing by the City. Such approval shall not be unreasonably withheld.

4.2 **Access and Inspection**. WWSS Commission shall provide City with access to the Interconnection facilities for the purpose of inspecting and observing tests or to perform other obligations required under this Agreement, at any time with reasonable notice.

4.3 **Meter Reading**. Real-time SCADA information will be available to both Parties.

4.4 **Rates and Payment.** Water provided through the Interconnection shall be billed by the providing Party to the receiving Party as follows:

4.4.1. For Supplemental Supply, the Party providing water shall invoice the receiving Party within 60 days of the end of the event requiring the Supplemental Supply. Notwithstanding the foregoing, when the Parties expect to provide Supplemental Supply for any period exceeding one month, the Parties shall mutually agree upon the frequency of invoices for the expected period.

4.4.2. For non-Supplemental Supply, such as water required for testing, flushing, or inspection activities, the Parties shall each provide water at no cost as set forth in the Operations Plan.

4.4.3 All amounts invoices shall be based on the volume of water that passed through the Interconnection times the providing Party's then-existing cost of wholesale water.

4.4.2 In addition, any direct costs for items which are directly attributable to the Emergency, such as the cost of electricity, shall also be billed to the Party requesting water.

Article V. Miscellaneous.

5.1 WWSS Commission Water Distribution. Nothing in this Agreement shall be deemed to be an agreement by the City that the WWSS Commission can provide water service to any customer connected to the City's water system, located within the City's territorial boundary, as that boundary may change from time to time, or located within the City's urban planning area (i.e. territory that is either within the City's urban growth boundary or within the City's urban reserves), as that area may change from time to time. WWSS Commission agrees to provide no such service without the express, written consent of the City.

5.2 No Third-Party Beneficiaries. The Parties agree that this Agreement is for the sole benefit of WWSS Commission and the City and that there are no third-party beneficiaries to this Agreement. Each Party is providing the Interconnection as an accommodation to the other, regardless of any end users that receive water. This Agreement shall not be deemed to have conferred any rights, express or implied, upon any person or entity not a party to this Agreement.

5.3 **Indemnity.** To the full extent permitted by law, and subject to the limits of the Oregon Tort Claims Act, each Party (Indemnifying Party) agrees to indemnify and hold harmless the other Party (Indemnified Party), its governing body, members, officers, agents, and employees from any and all liability, claims, demands, damages (including attorney fees and costs), actions, or proceedings of whatever kind or nature arising out the acts or failure to act under this Agreement by the Indemnifying Party, its elected officials, officers, agents, employees, or anyone over whom the Indemnifying Party has direction or control, except to the extent of the Indemnified Party's negligence, if any.

5.4 **Insurance.** Independent of the indemnity obligation in Section 5.3, the Parties shall each maintain not less than $5,000,000 in liability, casualty, and property insurance coverages and appropriate Workers Compensation coverage.

5.5 **Detrimental Fiscal and Operational Impacts**. Each Party agrees to cooperate to prevent or minimize fiscal and operational impacts to the other Party that result from this Agreement and to negotiate reasonable modifications to this Agreement as necessary to prevent detrimental impacts to either Party's system resulting from this Agreement.

5.6 **Dispute Resolution.** This Agreement obligates the Parties to cooperate for the mutual benefit of both Parties to deliver water to their respective water systems for Emergency purposes. This Dispute Resolution process is provided to encourage informal resolution through negotiation among the Parties' staff, executives, or elected officials before resorting to a formal process using mediation, arbitration, or litigation.

5.6.1 Default and Cure. If a Party defaults in performance of this Agreement, then upon 20 days written Notice, the defaulting Party shall cure or undertake diligent steps to cure within a reasonable time. If the default cannot be cured within the 20-day period, the Parties must agree to a timeline for cure. If the dispute is not resolved within 30 days, it shall be referred to mediation if requested by either Party. Notwithstanding the foregoing, any failure to pay must be cured by payment in full within 20 days of Notice.

5.6.2 Mediation. If the default is not cured pursuant to Section 5.6.1, a Party desiring mediation shall provide the other Party with a written notice setting forth the nature of the dispute. The Parties will cooperate in good faith to select a mediator within 14 days of either Party requesting mediation, and the Parties may adopt any procedural format that seems appropriate for the particular dispute. Mediation should be scheduled within 14 days of selection of the mediator, or as soon as possible, based on availability. If the mediation fails, then a Party may seek remedies pursuant to Section 5.6.3.

5.6.3 Remedies. Upon the failure of any mediation pursuant to Section 5.6.2., either Party may seek any remedy available to the Party. The Parties agree that, because this Agreement concerns potable water system infrastructure, equitable remedies such as injunction or specific performance may be sought.

5.7 **Notice**. Any notice allowed or required under this Agreement ("Notice") shall be in writing. Notice shall be deemed sufficient if hand delivered or deposited in the United States Mail, postage prepaid, addressed to the Parties as follows:

If to the WWSS Commission:	If to the City:
Willamette Water Supply Program Attn: General Manager 1850 SW 170th Ave. Beaverton, OR 97003 (503) 848-3000	City of Sherwood Attn: City Manager 22560 SW Pine St. Sherwood, OR 97140 (503) 625-4200

5.8 **Law and Venue.** This Agreement shall be governed by the laws of the state of Oregon, and any legal proceeding shall be brought in the Circuit Court of the State of Oregon for the County of Washington.

5.9 **Successors and Assigns/Non-Assignment.** This Agreement may not be assigned to another party without the express written consent of the non-assigning Party, which consent shall be in the non-assigning Party's sole discretion.

5.10 **Amendment.** This Agreement may only be amended in writing signed by both Parties. The designated representatives of each Party may execute any amendment to this Agreement.

THE PARTIES EXECUTED this Agreement on the dates written below.

Willamette Water Supply System Commission	City of Sherwood
By:____________________________	By:_______________________________
Its:____________________________	Its:_______________________________
Date:___________________________	Date:_____________________________

NOTES:

1. FOR PIPE SCHEDULE AND KEY NOTE DESCRIPTION TABLES, SEE 03-PP-70114 THROUGH 03-PP-70117.

2. FOR 16"-PTW-DI(1) PROFILE, SEE 03-PP-70402.

3. FOR 12"-PTW-DI(1) PROFILE, SEE 03-PP-70409.

4. FOR 12"-NPW-DI(2) PROFILE, SEE 03-PP-70404.

5. FOR 6"-PTW-DI(1) PROFILE, SEE 03-PP-70406.

6. FOR 12"-SSG-PVC(2) PROFILE, SEE 03-PP-70303.

7. FOR STORM CONVEYANCE SYSTEMS, SEE GRADING, PAVING AND DRAINAGE PLANS.

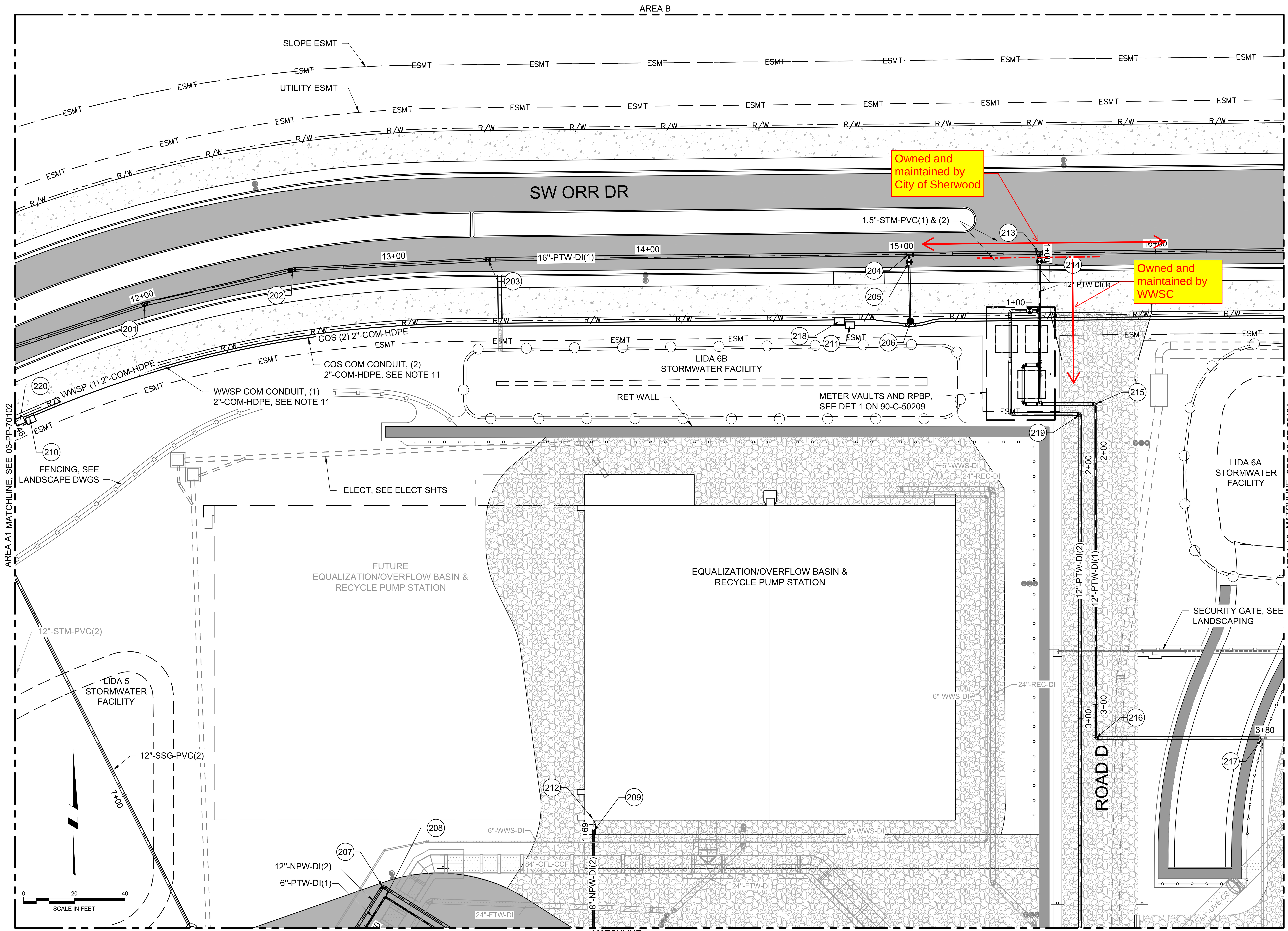
8. INSTALL 16"-PTW-DI(1), 12"-PTW-DI(1), 12"-NPW-DI(2), 6"-PTW-DI(1) AND ASSOCIATED SERVICE CONNECTIONS PER TYPICAL PIPE TRENCH SECTION, SEE CITY OF SHERWOOD STANDARD DETAIL W-10 ON 90-C-50001.

9. INSTALL 12"-SSG-PVC(2) PER TYPICAL PIPE TRENCH SECTION, SEE CLEAN WATER SERVICES DETAIL 590 ON 90-C-50006.

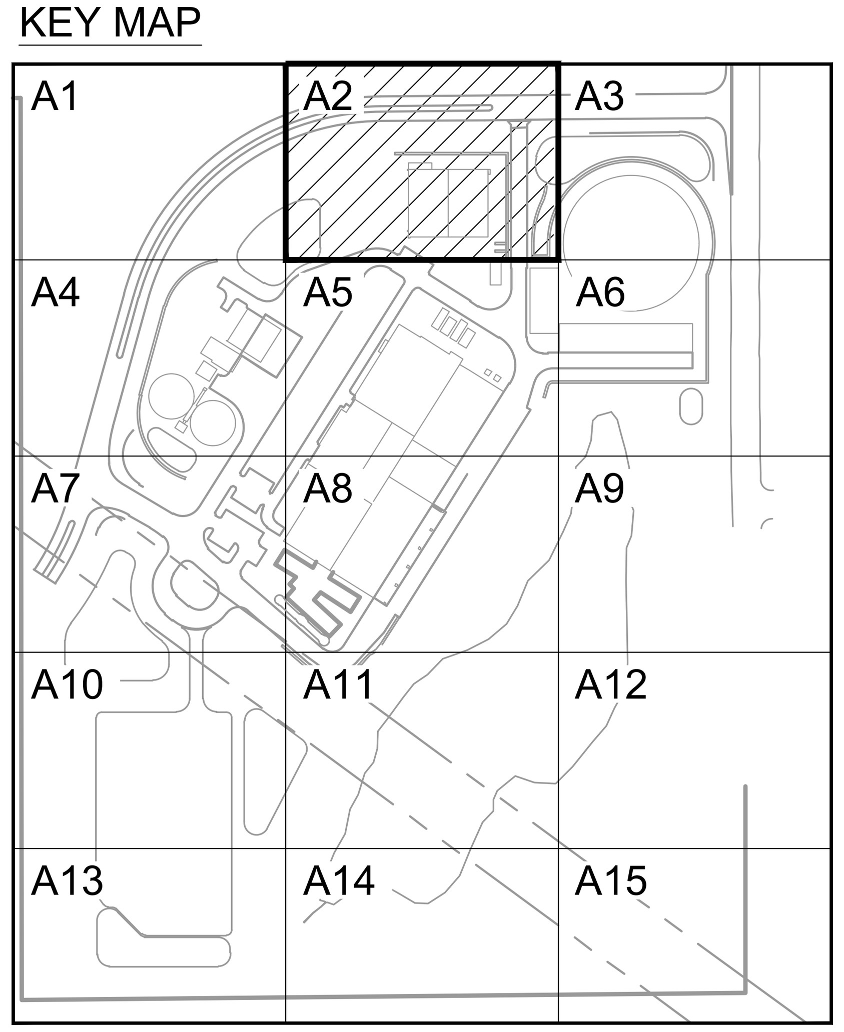
10. FOR PROCESS MECHANICAL PIPING, SEE PROCESS PIPING PLAN SHEETS.

11. INSTALL COMMUNICATION CONDUIT, JUNCTION BOXES AND SERVICE BOXES PER TYPICAL CITY OF SHERWOOD STANDARD DETAILS, FO-1 THROUGH FO-5, ON 90-C-50011. FIBER AND PHONE CABLES TO BE INSTALLED BY OTHERS.

12. FOR 12"-PTW-DI(2) PROFILE, SEE 03-PP-70408.



KEY MAP



CONFORMED

BY: NICK MCFADDIN

PLOT DATE: Monday, February 25, 2019 4:13:18 PM

DWG FILE: G:\pdx_projects\18\2281 - Cdm Smith Wwsp Wtp\CADICAD_PW\Sheets\WTP1-03-PP-70102.dwg

DSGN	K RATHBUN					
DR	M ESTEP					
CHK	B FOSTER					
APVD	M HICKEY	NO.	DATE	REVISION	BY	APVD

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

murraysmith

SAFELY DELIVERED

Willamette Water Supply
Our Reliable Water
WILLAMETTE WATER SUPPLY PROGRAM
WATER TREATMENT PLANT_1.0

CDM Smith
1220 SW Morrison Street, Suite 200
Portland, OR 97205
Tel: (503) 232-1800

SITE
PIPELINE PLAN AND PROFILE
SITE UTILITIES PLAN AREA A2

SHEET	235 OF 1410
DWG	03-PP-70103
DATE	APRIL 2022
PROJ	WTP_1.0

FILENAME: WTP1-03-PP-70102.dwg PLOT DATE AND TIME: 3/30/2022 4:05:57 PM

Resolution 2022-040, Exhibit A
June 29, 2022
Page 11 of 11

City Council Meeting Date: June 29, 2022

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Craig Sheldon, Public Works Director
Through: Keith D. Campbell, City Manager and Josh Soper, City Attorney

SUBJECT: **Resolution 2022-047, Authorizing Granting Easements to the Willamette Water Supply System Commission**

Issue:
Shall the City Council authorize the City Manager to grant easements to the Willamette Water Supply System Commission?

Background:
The Willamette Water Supply System Commission is an intergovernmental entity formed by Tualatin Valley Water District, the City of Hillsboro, and the City of Beaverton in connection with the Willamette Water Supply System, which includes intake and transmission facilities, a water treatment plant, and reservoir. A portion of this system, including a water treatment plant and water pipelines, is located within the City of Sherwood.

The Commission has requested easements across a piece of City-owned property (tax lot 2S130AB12600) located off SW Roy Rogers Rd., consisting of a permanent water facilities easement (approx. 7,418 sq ft) and temporary construction (approx. 615 sq ft) and restoration monitoring (approx. 1,974 sq ft) easements. These easements are depicted in Exhibit A to this resolution. The property in question is not developable and not needed by the City for any other purpose.

Financial Impacts:
The proposed compensation to the City based on appraised value of these easements is $300.00.

Recommendation:
Staff respectfully recommends City Council approval of Resolution 2022-047, Authorizing Granting Easements to the Willamette Water Supply System Commission.

DRAFT

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2022-047

AUTHORIZING GRANTING EASEMENTS TO THE WILLAMETTE WATER SUPPLY SYSTEM COMMISSION

WHEREAS, the Willamette Water Supply System Commission is an intergovernmental entity formed by Tualatin Valley Water District, the City of Hillsboro, and the City of Beaverton in connection with the Willamette Water Supply System, which includes intake and transmission facilities, a water treatment plant, and reservoir; and

WHEREAS, a portion of this system, including a water treatment plant and water pipelines, is located within the City of Sherwood; and

WHEREAS, the Commission has requested easements across a piece of City-owned property (tax lot 2S130AB12600) located off SW Roy Rogers Rd., consisting of a permanent water facilities easement (approx. 7,418 sq ft) and temporary construction (approx. 615 sq ft) and restoration monitoring (approx. 1,974 sq ft) easements, as depicted on the attached Exhibit A.

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

Section 1. The City Manager is hereby authorized to take all steps necessary and appropriate to grant easements in a form substantially similar to the attached Exhibit A.

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

Duly passed by the City Council this 29th of June 2022.

____
Keith Mays, Mayor

Attest:

____
Sylvia Murphy, MMC, City Recorder

AFTER RECORDING RETURN TO:
Tualatin Valley Water District
Attn: District Recorder
1850 SW 170th Avenue
Beaverton OR 97003

UNTIL A CHANGE IS REQUESTED
SEND TAX STATEMENTS TO:
No change in tax statements

File #: PLM_4.3-012
Map and Tax Lot #: 2S130AB12600

This space is reserved for recorder's use.

WATER SYSTEM FACILITIES EASEMENT

This Water System Facilities Easement ("Easement Agreement") is made this ______ day of ________________, 20____, by and between The City of Sherwood, a Municipal Corporation, ("Grantor") and Willamette Water Supply System Commission, an Oregon intergovernmental entity ("Grantee").

Grantor and Grantee agree as follows:

1. **Grant of Permanent Easement.** Grantor hereby grants to Grantee, its successors, and heirs a perpetual and non-exclusive easement on, over, under, in, and through a portion of that certain real property described in Exhibit A,(the "Property"), for the purpose of constructing (including performing pre-construction activities), operating, maintaining, repairing, replacing, and modifying underground water pipelines, other water facilities, all appurtenances incident thereto, and related surface improvements ("Water System Facilities") as follows (collectively, the "Permanent Easement Areas"):

   1.1. Facilities Easement Area. The Facilities Easement Area is the portion of the Property where Grantee will construct the Water System Facilities as depicted on Exhibit B.

   1.2. Intentionally left blank.

   1.3. Intentionally left blank

2. **Grant of Temporary Easement(s).** Grantor also hereby grants to Grantee, its successors, and heirs temporary easement(s) on, over, and under a portion(s) of the

Property to allow complete construction of the Water System Facilities that will occupy the Facilities Easement Area as follows (collectively, the "Temporary Easement Areas"):

2.1. Temporary Construction Easement Area. The Temporary Construction Easement Area ("TCE Area") is that portion(s) of the Property to which Grantee requires access for construction (including pre-construction activities) of the Water System Facilities, as depicted on Exhibit B.

2.2. Intentionally left blank.

2.3. Temporary Restoration Monitoring Easement Area. The Temporary Restoration Monitoring Easement Area is a portion of the Property to which Grantee requires access after construction of the Water System Facilities for the purpose of performing environmental monitoring and restoration maintenance activities, as depicted on Exhibit B.

3. **Right of Entry and Use; Term.** Subject to the terms of this Easement Agreement, Grantee shall have the right to enter upon and use the Permanent Easement Areas and the Temporary Easement Areas, to have reasonable access thereto, and to allow any of its contractors or subcontractors to do the same.

3.1. Grantee's right to enter or to use the Permanent Easement Areas and the Temporary Easement Areas shall commence upon the date of Grantor's execution of this Easement Agreement, provided Grantee has complied with any state or federal requirements necessary to take possession ("Effective Date").

3.2. Grantee's rights to enter or to use the TCE Area shall terminate 42 months after the Effective Date.

3.3. Intentionally left blank.

3.4. Grantee's rights to enter or to use the Temporary Restoration Monitoring Easement Area shall terminate 78 months after the Effective Date.

4. **Restrictions on Grantee.** Grantee shall maintain reasonable access, if required, for Grantor to the Property during pre-construction activities, construction, operation, maintenance, repair, replacement, or modification of the Water System Facilities.

5. **Non-Exclusive Grant; Use of Easement Areas.** Grantee's right to use the Permanent Easement Areas and the Temporary Easement Areas shall be non-exclusive for the purposes stated herein, and Grantor may use the Permanent Easement Areas and the Temporary Easement Areas for any purpose, except to the extent such use violates an express term of this Easement Agreement or otherwise prevents Grantee from exercising its rights under this Easement Agreement.

5.1. Except as provided in Section 6.1, Grantor shall provide a written request to Grantee to use the Permanent Easement Areas and the Temporary Easement

Areas so that Grantee's rights described in Section 3 are not impaired and remain in accordance with all applicable laws, rules, and regulations. Grantor must notify Grantee of planned improvements in the Permanent Easement Areas and the Temporary Easement Areas and request the location of the Water System Facilities from Grantee to ensure proper vertical and horizontal distance from Grantee's Water System Facilities. Grantor must submit to Grantee all design and construction plans, drawings, specifications, reports, and/or other applicable information related to Grantor's planned improvements, describing proposed work with sufficient detail. Grantee must approve in writing in advance and construction shall require Grantee's inspection and approval.

5.2. Grantor and Grantor's contractors and agents assume full responsibility in the event the Water System Facilities are damaged or impaired by their actions, in which case Grantor and Grantor's contractors and agents shall immediately notify Grantee of the damage or impairment and indemnify Grantee from all expenses, costs, damages, or impacts associated with such damage or impairment. Grantee reserves the right to make necessary repairs or remedies with its own forces or contractors with the cost to be reimbursed by Grantor or Grantor's contractors and agents, as applicable. Notwithstanding the foregoing, Grantor shall not be required to indemnify Grantee as stated in this paragraph for any expenses, costs, damages, or impacts resulting from a third-party use of the Permanent Easement Areas and the Temporary Easement Areas to which Grantee consented.

6. Grantor's Rights and Restrictions.

6.1. Grantor's Rights and Outright Permitted Uses.

6.1.1. Grantor shall retain the right to make full use of the Property outside the Permanent Easement Areas and the Temporary Easement Areas, provided that such use does not interfere with Grantee's rights under this Easement Agreement or endanger Grantee's Water System Facilities.

6.1.2. Agricultural use within the Permanent Easement Areas and the Temporary Easement Areas is permissible provided such use conforms to Section 6.2. below.

6.1.3. Notwithstanding any other provisions of this Easement Agreement, Grantor reserves use of the Permanent Easement Areas and the Temporary Easement Areas as described in this Section, provided that the exercise of such rights does not impair, injure, or interfere with, now or in the future, any of Grantee's rights under this Easement Agreement, including, but not limited to, Grantee's rights to perform pre-construction activities, construction, operation, maintenance, repair, replacement, or modification of the Water System Facilities and to have reasonable access.

6.1.3.1. Grantor must request Water System Facilities location information from Grantee prior to excavation or installation of any facilities to ensure proper vertical and horizontal distance from the Water System Facilities.

6.1.3.2. Landscaping, paved parking lots, and driveways must be located at least five (5) feet above the Water System Facilities.

6.1.3.3. Fences and gates (Grantor must provide Grantee means to unlock gates that otherwise prevent Grantee's access to the Water System Facilities) within the Facilities Easement Area shall have an embedment depth of less than twenty-four (24) inches.

6.1.3.4. Irrigation, storm drain, or sewer piping crossing above the Water System Facilities shall have a twenty-four (24) inch minimum vertical clearance and cross at substantially right angles to the Water System Facilities; storm drain or sewer structures shall be located outside the Facilities Easement Area.

6.1.3.5. Residential level (200 amp or less) electrical service line(s) crossing above the Water System Facilities with a twenty-four (24) inch minimum clearance (electrical line is required to be placed in a non-conductive conduit for a minimum length of twenty (20) feet centered over the Water System Facilities and crossing at substantially right angles to the Water System Facilities).

6.1.3.6. Electrical line(s) parallel to the Water System Facilities must be ten (10) feet from the centerline and if placed within fifteen (15) feet of the Water System Facilities shall be placed in a non-conductive conduit.

6.2. Prohibitions on Grantor's Use of the Easement Areas.

6.2.1. Grantor shall not modify, alter, use, or allow the use by another, the Temporary Easement Areas without written permission from Grantee until such time as Grantee's right to access and to use those areas terminates pursuant to Section 3.

6.2.2. Within the Facilities Easement Area, unless otherwise approved in advance in writing by the Grantee, Grantor agrees to the prohibitions set forth in this section. Within the Facilities Easement Area, Grantor agrees that periodic easement encroachment review by Grantee may be performed, and Grantor agrees to remove any item unacceptable under this Easement Agreement or any other item deemed detrimental to the

Water System Facilities in the reasonable discretion of the Grantee within thirty (30) days of notification by Grantee. Should Grantor fail to remedy the unauthorized encroachment in the time frame provided or in an emergency situation that requires immediate resolution, Grantee may remove said encroachment and charge the cost of such removal to Grantor on a time and materials basis.

6.2.2.1. Grantor agrees not to store any materials or personal property, including hazardous materials, fuel, oil, and chemicals on, over, under, or in, the Facilities Easement Area. Grantor agrees not to store personal property, including, but not limited to, derelict personal property such as refuse piles, equipment, or machinery in the Facilities Easement Area. Except as related to reasonable surface parking uses, Grantor shall not permanently store vehicles within the Facilities Easement Area.

6.2.2.2. Grantor agrees not to plant trees within the Facilities Easement Area.

6.2.2.3. Grantor agrees not to obstruct access to Grantee's above-ground Water System Facilities.

6.2.2.4. Grantor agrees not to install vegetation or plants with rooting depths or cultivation that requires any ground disturbance or excavation exceeding twenty-four (24) inches in depth within the Facilities Easement Area.

6.2.2.5. Grantor agrees not to change the grade or drainage patterns within the Facilities Easement Area or adjacent to the Facilities Easement Area by adding, removing, or displacing a total of six (6) inches of material to/from the surface. Grantee agrees to provide as-built drawings showing existing grades for elevation reference purposes. Grantor also agrees not to impair any lateral or sub-adjacent support for the Water System Facilities within the Facilities Easement Area.

6.2.2.6. Grantor agrees not to install or permit others to install within the Facilities Easement Area any utilities which require mechanical ground disturbance or excavation greater than twenty-four (24) inches deep.

6.2.2.7. Grantor agrees not to install or permit others to install within the Facilities Easement Area electrical utilities, service lines, or transformers above the 200-amp residential service level which require mechanical ground disturbance or excavation greater than twenty-four (24) inches deep.

6.2.2.8. Without prior written consent of the Grantee, Grantor agrees not to place or permit others to place a load greater than H-20 loading (truck axle loading of 32,000 pounds or wheel loading of 16,000 pounds), as specified by the American Association of State Highway Transportation Officials, over the Water System Facilities.

6.2.2.9. Grantor agrees not to impound water or create ponds, reservoirs, structures, or facilities designed to hold water over the Facilities Easement Area.

6.2.2.10. Grantor shall not permit third parties to use any portion of the Facilities Easement Area in violation of the express terms of this Easement Agreement.

6.2.3. Intentionally left blank.

6.2.4. Intentionally left blank.

6.3. Restoration of Easement Areas Following Construction or Subsequent Maintenance Activities. At Grantee's sole cost and expense, and except where Grantee will construct above-ground components of the Water System Facilities or where otherwise agreed to, Grantee shall restore the Permanent Easement Areas and Temporary Easement Areas to a similar condition as existed in those areas prior to the commencement of such work performed by Grantee.

Following construction of the Water System Facilities, Grantee shall not fence or otherwise obstruct Grantor's free and open access to and travel upon the Property without written authorization from the Grantor, with the exception of security and silt fences during restoration and subsequent maintenance.

7. **Indemnification.** To the extent permitted by the Oregon Constitution and subject to the Oregon Tort Claims Act (ORS 30.260 to 30.300), Grantee shall indemnify, defend, and hold harmless Grantor and its members, managers, employees, agents, and representatives (collectively, "Indemnified Parties") from and against any injury, expense, damage, liability, or claim, including, but not limited to, reasonable attorney fees, incurred by any Indemnified Party, arising directly or indirectly from the rights granted by Grantor to Grantee hereunder, or any act or omission by Grantee or any of Grantee's employees, agents, contractors, or representatives. Grantee assumes all risk arising out of its activities and use of Permanent Easement Areas and Temporary Easement Areas by it and the Grantee's employees, agents, contractors, or representatives.

8. **Default and Remedies.** Time is of the essence regarding the terms of this Easement Agreement. If Grantor or Grantee violate any of the terms, covenants, or conditions of this Easement Agreement, or fails to perform any of its obligations included in this Easement Agreement in a timely manner, the non-defaulting Party(ies) shall have the right to declare a default by written notice and seek available legal or equitable remedies in the Circuit Court of the State for Oregon in Washington County. Notice

shall be given by first-class mail addressed to the parties as follows:

If to Grantor:	If to Grantee:
The City of Sherwood	Willamette Water Supply System Commission
Attn: Rich Sattler	Attn: District Recorder
22560 SW Pine Street	1850 S.W. 170th Avenue
Sherwood, OR 97140	Beaverton, Oregon 97003

The notice shall provide a detailed statement(s) of the alleged default. If the default is not cured within fifteen (15) days from the date of notice, or if the defaulting Party has not commenced to diligently commence cure for a matter that requires more than fifteen (15) days, then the non-defaulting Party(ies) may commence litigation and seek all remedies available at law or in equity. If any action for, breach of, or enforcement of the provisions of this Easement Agreement is commenced, the court in such action shall award to the party in whose favor a judgment is entered, at trial and on appeal, a reasonable sum including attorney's fees and costs (including judgment on any appeal). If the Easement Agreement is terminated as a result of litigation, Grantee shall, at its sole cost and expense, return the Permanent Easement Areas and Temporary Easement Areas to Grantor in a similar condition as existed prior to execution of the Easement Agreement.

9. **Binding Effect.** This Easement Agreement runs with the land and is binding upon, inures to the benefit of, and may be enforced by the Parties and their respective successors and assigns. Grantee may assign or transfer its interests without consent of Grantor. Grantee may use agents, employees, contractors, and other authorized persons for the purposes of exercising Grantee's rights and obligations under this Easement Agreement, provided no third-party beneficiary rights are created by this Easement Agreement and provided that Grantee is liable for the actions of such parties. This Easement Agreement shall be construed in accordance with Oregon law.

10. **Amendment.** This Easement Agreement may be amended only by an instrument in writing signed by both Grantor and Grantee. All approvals required hereunder shall be in writing.

11. **No Public Dedication.** Nothing in this Easement Agreement will be deemed to be a gift or a dedication of any portion of the Water System Facilities to the general public, for the use of the general public, or for any public purpose whatsoever, it being the intent of the parties that this Easement Agreement be strictly limited to and for the purposes expressed herein.

[Signatures follow on next page]

GRANTOR

[Title of Owner], ______________________

By: ______________________

Name: ______________________

Its: ______________________

GRANTEE

Willamette Water Supply System Commission,
an Oregon intergovernmental entity

By: ______________________

Name: David Kraska

Its: General Manager

[Acknowledgments follow on next page]

STATE OF OREGON)
) ss.
County of _____)

This instrument was acknowledged before me on ________________, 20__, by ____________________________ as __________________ of **The City of Sherwood, a Municipal Corporation.**

____
NOTARY PUBLIC for Oregon
My Commission Expires: ______________

STATE OF OREGON)
) ss.
County of Washington)

This instrument was acknowledged before me on ________________, 20__, by David Kraska as General Manager of **Willamette Water Supply System Commission**, an Oregon intergovernmental entity.

____
NOTARY PUBLIC for Oregon
My Commission Expires: ______________

Easement Descriptions
WWSP PLM 4.3
Washington County, Oregon
May 13, 2020
Project No. 0458-020
Ref: 2S130AB12600

EXHIBIT A

Tract 1 (Permanent Easement):

A tract of land lying in the Northeast 1/4 Section 30, Township 2 South, Range 1 West of the Willamette Meridian, in Washington County, Oregon; being a portion of that property described in a Deed to The City of Sherwood, a Municipal Corporation recorded as Doc. No. 2003-150573, Washington County Deed Records; and being more particularly described as follows:

Beginning at **Point 'A'** being on the east Right-of-Way line of SW Roy Rogers Road, as established in the Right-of-Way Survey by Oregon Department of Transportation filed April 2002 as Washington County Survey Number 28,892, that is easterly 45.28 feet and perpendicular to centerline "L" station 203+81.73;

thence leaving said east line, North 23°48'58" East, 174.56 feet;

thence, North 66°11'02" West, 10.00 feet;

thence, North 23°48'58" East, 14.50 feet, more or less, to the north line of said City of Sherwood property;

thence along said line, North 89°28'46" East, 54.88 feet to **Point 'B'**;

thence leaving said line, South 23°48'58" West, 37.12 feet;

thence, North 66°11'02" West, 10.00 feet;

thence, South 23°48'58" West, 220.36 feet, more or less, to a point on the most westerly south line of said property;

thence along said line, North 53°59'44" West, 10.92 feet to a point on a curve, also being on the east Right-of-Way line of SW Roy Rogers Road;

thence along said curve to the left, having a radius of 1521.81 feet through a central angle of 01°47'30" (the chord of which bears North 00°08'29" West, 47.59 feet) an arc length of 47.59 feet to **Point 'A'** the Point of Beginning.

Containing 7,418 square feet, more or less.

Bearings based on Oregon Coordinate Reference System, Portland Zone.

Tract 2 (Temporary Construction Easement):

A tract of land lying in the Northeast 1/4 Section 30, Township 2 South, Range 1 West of the Willamette Meridian, in Washington County, Oregon; being a portion of that property described in a Deed to The City of Sherwood, a Municipal Corporation recorded as Doc. No. 2003-150573, Washington County Deed Records; and being more particularly described as follows:

Beginning at **Point 'B'** as established above in Tract 1, said point being on the north line of said City of Sherwood property;

thence along said east line, North 89°28'46" East, 32.93 feet;

thence leaving said east line, South 23°48'58" West, 36.00 feet;

thence, North 36°01'31" West, 34.70 feet;

thence, North 23°48'58" East, 5.00 feet to **Point 'B'** the Point of Beginning.

Containing 615 square feet, more or less.

Bearings based on Oregon Coordinate Reference System, Portland Zone.

Tract 3 (Long Term Monitoring Easement):

A tract of land lying in the Northeast 1/4 Section 30, Township 2 South, Range 1 West of the Willamette Meridian, in Washington County, Oregon; being a portion of that property described in a Deed to The City of Sherwood, a Municipal Corporation recorded as Doc. No. 2003-150573, Washington County Deed Records; and being more particularly described as follows:

Commencing at **Point 'A'** being on the east Right-of-Way line of SW Roy Rogers Road, as established in the Right-of-Way Survey by Oregon Department of Transportation filed April 2002 as Washington County Survey Number 28,892, that is easterly 45.28 feet and perpendicular to centerline "L" station 203+81.73;

Thence leaving said east line, North 23°48'58" East, 161.56 feet to the **True Point of Beginning**;

thence, North 66°11'02" West, 40.00 feet;

thence, North 23°48'58" East, 13.94 feet, more or less, to the north line of said City of Sherwood property;

thence along said line, North 89°28'46" East, 120.73 feet;

thence leaving said line, South 23°48'58" West, 63.69 feet;

thence, North 66°11'02" West, 70.00 feet to the **True Point of Beginning**.

Excepting therefrom those portions of tracts described above as Tract 1 and Tract 2.

Containing 1,974 square feet, more or less.

Bearings based on Oregon Coordinate Reference System, Portland Zone.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 25, 1990
GARY R. ANDERSON
2434

RENEWS: 12-31-21

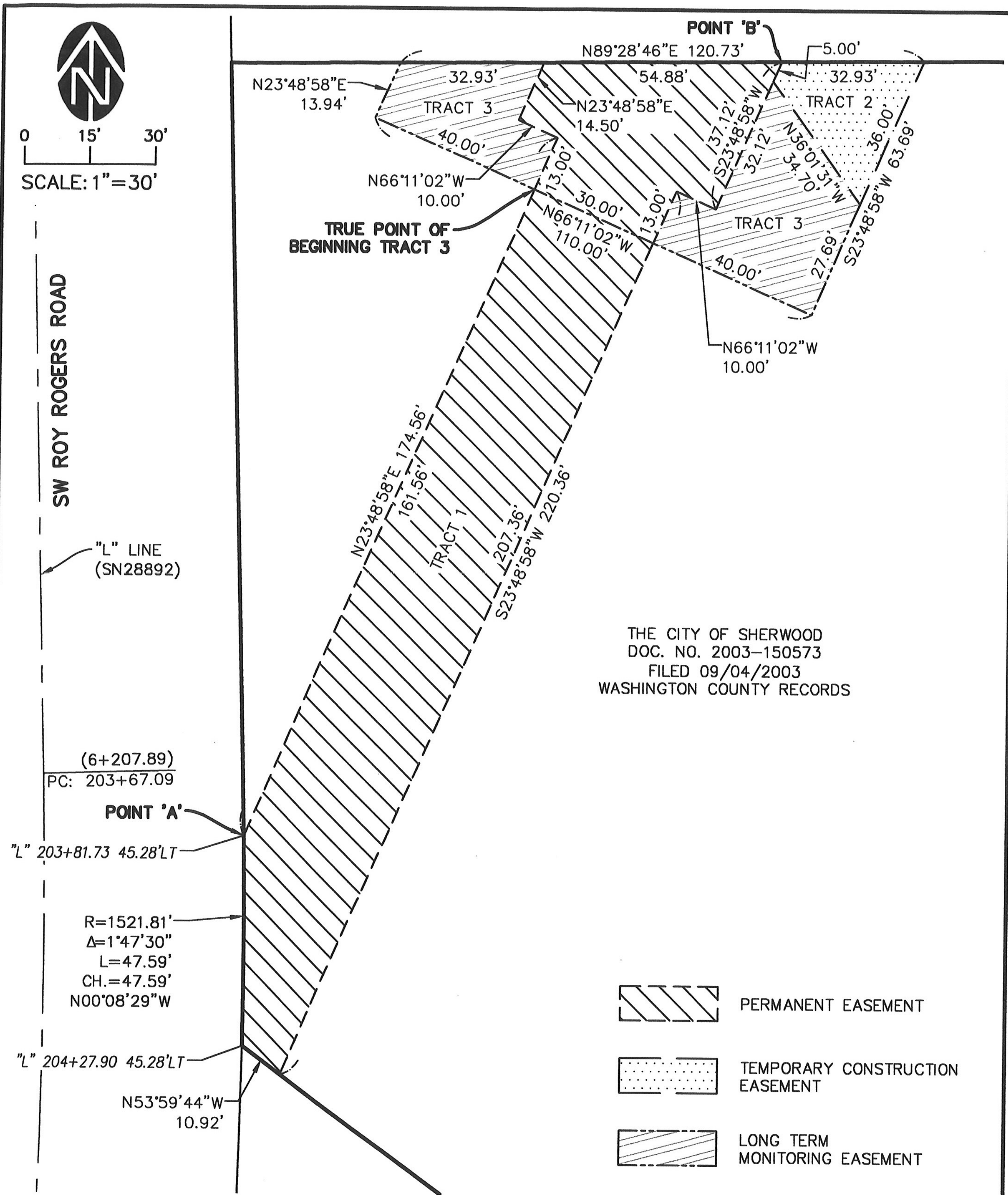


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EXHIBIT B

PAGE 1 OF 1

LOCATED IN THE NE 1/4 OF SECTION 30
TOWNSHIP 2 S, RANGE 1 W, W.M.
WASHINGTON COUNTY, OREGON

DATE	05/13/2020
DRAWN BY	KEL
CHECKED BY	GRA
REVISION	0
JOB NO.	0458-020

WESTLAKE CONSULTANTS INC.
ENGINEERING ◆ SURVEYING ◆ PLANNING
PACIFIC CORPORATE CENTER
15115 S.W. SEQUOIA PARKWAY, SUITE 150
TIGARD, OREGON 97224
(503) 684-0652
FAX (503) 624-0157

City Council Meeting Date: June 29, 2022

Agenda Item: Consent Agenda

TO: Sherwood City Council

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

SUBJECT: **Resolution 2022-048, 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 2022-048, Approving the City Investment Policy and Authorizing Investments.

DRAFT

RESOLUTION 2022-048

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 29th day of June, 2022.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Home of the Tualatin River National Wildlife Refuge

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
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 Ratings 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.

City Council Meeting Date: June 29, 2022

Agenda Item: Consent Agenda

TO: Sherwood City Council

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

SUBJECT: **Resolution 2022-049, Transferring budget expenditure appropriations between categories for fiscal year 2021-22**

Issue:
Shall the City Council approve the transfer of budget expenditure appropriations as presented for fiscal year 2021-22?

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.

Prior to fiscal year 2021-22, the City contracted out services for commercial plans examining. As a result, 65% of the permit fees received by Community Development for a particular site were paid to this outside agency. An FTE was added in the fiscal year 2021-22 budget for a commercial plans examiner. Due to the unsuccessful recruitment effort, the City had to continue contracting out these services. This item was unanticipated at the time the budget was adopted.

The city purchased the red house in July of 2021, public works incurred various repairs and maintenance costs over the fiscal year associated with preparing this house for future rental. These items were unanticipated at the time the budget was adopted.

At the time of preparing the budget, Sherwood Broadband could not anticipate various economic conditions that have affected global supply chains resulting in higher costs. Broadband has incurred additional costs associated with supplies and materials because of these trying times. These items were unanticipated at the time the budget was adopted.

Financial Impacts:
There is no impact from adoption of this resolution.

Recommendation:
Staff respectfully recommends approval of Resolution 2022-049, transferring budget expenditure appropriations between categories for fiscal year 2021-22.

DRAFT

RESOLUTION 2022-049

TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN CATEGORIES FOR FISCAL YEAR 2021-22

WHEREAS, on June 15, 2021, the City of Sherwood budget for fiscal year 2021-22 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

- Community Development was unsuccessful in hiring a commercial plans examiner, thus causing the City to continue to contract out these services.
- Public Works incurred various unplanned repairs and maintenance costs associated with preparing the red house for rental.

Broadband Fund

- Additional costs associated with supplies and materials needed to build out the city network.

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

Section 1. The additional amount for fiscal year beginning July 1, 2021 shown below is hereby appropriated as follows:

General Fund	
Community Development	690,000
Public Works	87,600
Contingency	(777,600)
Total Requirements	-

Broadband Fund	
Operations Department	543,699
Debt Service	(443,699)
Contingency	(100,000)
Total Requirements	-

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

Duly passed by the City Council this 29th day of June, 2022.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: June 29, 2022

Agenda Item: Public Hearing

TO: Sherwood City Council

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

SUBJECT: **Resolution 2022-050, Declaring the City of Sherwood'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, 2022 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 $390,300 in FY2022-23 General Fund revenue and $1,530,676 in FY2022-23 Street Fund revenue. The non-per capita based portion amounts to $335,000 in the General Fund.

Recommendation:
Staff respectfully recommends City Council adoption of Resolution 2022-050, declaring the City of Sherwood's election to receive State Shared Revenues.

DRAFT

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2022-050

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, 2022, a public hearing on the use of state revenues was held by the City of Sherwood Budget Committee and on June 29, 2022, 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 2022-23.

Section 2. It is hereby certified that a public hearing before the Budget committee was held on June 1, 2022 and a public hearing before the City Council was held on June 29, 2022, 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 29th day of June, 2022.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Council Meeting Date: June 29, 2022

Agenda Item: Public Hearing

TO: Sherwood City Council

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

SUBJECT: **Resolution 2022-051, 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, 2022?

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 5.1%)
- 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, 2022.

Section 2 Library Fines and Fees

- **General Fees –** Removal of Headphones and Test Proctoring fees.

Section 5 Marjorie Stewart Senior Center

- **Program Fees –** Addition of Non-resident membership fee.

Section 5 Parks and Recreation

- **Athletic Field User Charges –** Removal of fees related to School District fields.
- **Player Fees –** Removal of fees related to School District fields.
- **Field House –** Increase of Team Fees.

Section 5 Sherwood Center for the Arts

- **Single Productions Rentals –** Clarification of verbiage for Non-Performance Days.

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.

Section 8 Engineering

- **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.
- **Miscellaneous Fee –** Addition of Reimbursement District formation deposit and payment of actual costs.
- **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 fees for chickens in residential zones and Land Use Compatibility Statement (LUCS) sign-off.
- **Residential Design –** Increase in fees for total valuation amounts

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 – I**ncrease per square foot.
    - **Non-Residential CET –** Increase per square foot and maximum.

Financial Impacts:

The proposed fee increases have been included in the FY2022-23 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 2022-051, 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.

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

The City of Sherwood, Oregon
Master Fees and Charges

Effective 07/01/2022

Increases included in this document

* Rate increase from prior year – 2.0% (CPI) as per Resolution 2017-008

SDC Rates increased from PY rate ENR 4.49%, 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

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

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	$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 tape copies		
(City Council meeting tapes can be viewed onsite at no charge – contact City Recorder's office)		
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

A. 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
USB Drive		$10.00	each
~~Headphones~~	**Removed from Schedule**	~~$2.00~~	~~each~~
~~Test Proctoring~~	**Removed from Schedule**	~~$25.00~~	~~per session~~

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

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
Copies of digital photographs/photo files	$25		per disc
Fingerprinting*	$26.96	**$27.50**	per card
Records/Background checks*	$16.17	**$16.49**	per request

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

A. Court Fees		
Failure to appear – arraignments	$50	
Failure to appear – trials	$150	
Failure to comply	$30	
Turned over to collection agency *(Not to exceed $250)*	25%	of the amount owed
Set-up fee for citation time payment plan paid in full, less than 30 days	$10	
Set-up fee for citation time payment plan paid in full in greater than 30 days *(Not to exceed $250)*	25%	of the amount owed
Vehicle compliance program – administrative fee	$40	
License reinstatement fee	$60	
Seatbelt Diversion Program	$65	
Traffic School Diversion Programs		
Traffic School Set-over Fee	$25	
• Class A Violation	$315	
• Class B Violation	$185	
• Class C Violation	$110	
• Class D Violation	$75	
Suspension clearance fee	$70	
Fireworks Diversion Program		
Firework Diversion Fee	$100	
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. Player Fees~~ Removed From Schedule

	~~Resident~~	~~Non-Resident~~
~~Sherwood youth~~	~~$15~~	~~$20~~
~~Adult leagues~~	~~$15~~	~~$20~~

~~All fees are per player and per season~~

~~Youth fees include SFPA, SJBO, SBO, SYSC, SVB, SYLC, SYTC, and SYFA~~

A ~~B~~. Athletic Field User Charges

~~Natural Turf~~ Removed From Schedule	~~Non-Peak (8am -3pm)~~		~~Peak (3pm – dark)~~	
~~Group reservations-Non profit~~	~~$25~~	~~per hour~~	~~$45~~	~~per hour~~
~~Group reservations-For profit~~	~~$35~~	~~per hour~~	~~$55~~	~~per hour~~
~~Private reservations-resident~~	~~$15~~	~~per hour~~	~~$20~~	~~per hour~~
~~Private reservations-non-resident~~	~~$20~~	~~per hour~~	~~$25~~	~~per hour~~
~~Light Fee~~	~~$25~~	~~per hour~~	~~$25~~	~~per hour~~

Artificial Turf At Snyder Park	Non-Peak (8am -3pm)		Peak (3pm – dark)	
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

SECTION 5
PARKS AND RECREATION

~~High School Stadium/Turf~~ Removed From Schedule	~~Resident~~	~~Non-Resident~~
~~Practice time - youth~~	~~$25 per hour~~	~~$40 per hour~~
~~Practice time - all others~~	~~$50 per hour~~	~~$75 per hour~~
~~Games – youth~~	~~$25 per hour~~	~~$50 per hour~~
~~Games - all others~~	~~$60 per hour~~	~~$100 per hour~~
~~Light fee~~	~~$25 per hour~~	~~$25 per hour~~
~~Open/close facility~~	~~$30 per hour (1 hr. min)~~	~~$30 per hour (1 hr. min)~~

~~Gym Fees~~ Removed From Schedule	~~Resident~~	~~Non-Resident~~
~~Drop in gym programs~~	~~$3 per person~~	~~$6 per person~~
~~Commercial – for profit~~	~~$60 per hour~~	~~$80 per hour~~
~~Non-profit groups~~	~~$35 per hour~~	~~$50 per hour~~
~~Private reservations~~	~~$45 per hour~~	~~$60 per hour~~
~~Opening/Closing of Facility~~	~~$30 per hour (1 hr. min)~~	~~$30 per hour (1 hr. min)~~

~~Tournament fee~~ Removed From Schedule	
~~Resident~~	~~Covered under per player/per season league fee~~
~~Non-resident~~	~~$80 per hour~~
~~Sherwood youth league~~	~~Covered under per player/per season league fee~~
~~Sherwood adult league~~	~~Covered under per player/per season league fee~~
~~Light Fee~~	~~$25 per hour~~

B. Other Field User Charges

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

C. Robin Hood Theater Sign

Robin Hood Theater Sign	$15 per day ($60 min)

D. Picnic Shelters

	Resident	Non-Resident
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

E. Amphitheater Rental

A $200 security deposit may be required in the discretion of the City Manager at the time of facility reservation and will be fully refunded after conclusion of the rental, less the cost to repair any damages to the facility.

	Resident	Non-Resident
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

F. Community Garden

4’ x 8’ raised bed	$30
10’ x20’ plot	$45
20’ x 20’ plot	$65

G. Field House

Team Fees		
Adult team	$500	$550 plus a $50 late fee if not paid by the due date
Youth team	$500	$550 plus a $25 late fee if not paid by the due date
Player Cards		
Adult player cards	$10	
Youth player cards	$7	
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
Birthday Parties	$150	
Party Room Rental	$25	per hour
Concessions and Merchandise	Varies	

H. Special Events

Permit Fees	**Resident**		**Non-Resident**	
Non-Profit Fee	$75		$125	
For-Profit Fee	$150		$200	
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

K. 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.

<u>Main Hall</u>

Includes use of dressing room, lobby, and all seating & tables. Linens are not provided.

	Resident	**Non-Res**
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

<u>Equipment & Additional Services</u>

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)	$120	
requires an AV Technician for the event		
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.

K. Standard Facility Rentals (continued)

Classroom

Includes use of classroom furniture and whiteboard. Can accommodate 25 in chair rows or 16 at tables.

	Resident	Non-Res
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

L. 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	Resident	Non-Res
Partial day (5 hours or less)	$450	$540
Full day (up to 10 hours)	$600	$720
Extended day (up to 16 hours)	$800	$960

**Events may require additional Facility Monitors as determined by Manager.

L. 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**)**	**Resident**	**Non-Res**
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

M. 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.

**Events may require additional Facility Monitors as determined by Manager.

M. Multi-Day Production Rentals (continued)

Performance Days	Resident	Non-Res
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)

Non-Performance Days	Resident	Non-Res
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.

**Events may require additional Facility Monitors as determined by Manager.

SECTION 5
MARJORIE STEWART SENIOR CENTER

J. 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 as determined by Manager.

Hourly Facility Rentals	**Resident Non-Prof**	**Non-Res Non-Prof**	**Resident**	**Non-Resident**
Dining Room (2 hr. minimum)	$50 per hour	$65 per hour	$85 per hour	$95 per hour
Dining Room Classroom, each	$30 per hour	$35 per hour	$55 per hour	$65 per hour
Large Classroom	$30 per hour	$35 per hour	$55 per hour	$65 per hour
Small Classroom	$20 per hour	$25 per hour	$30 per hour	$35 per hour
Lounge	$20 per hour	$25 per hour	$35 per hour	$40 per hour
Kitchen-Catering (2 hr. minimum)	$15 per hour	$20 per hour	$25 per hour	$30 per hour
Full Kitchen with Dining Room (2 hr. minimum)	$95 per hour	$115 per hour	$135 per hour	$155 per hour
Full Kitchen – Commercial	$50 per hour	$60 per hour	$75 per hour	$85 per hour
Entire Building****	$115 per hour	$135 per hour	$165 per hour	$185 per hour

Refundable Cleaning & Security Deposit	
Dining Room & Kitchen	$500
Lounge, Large Classroom, Small Classroom	$100
Key Deposit	$75

Program Fees		
Lunch Program - Seniors	$4 per meal	suggested donation
Lunch Program – Under age 55	$6 per meal	suggested donation
Non-resident membership fee	**$35 per year**	
Facility Monitor	$15 per hour	

Monthly Facility Rentals	**Once a week** Non Profit**	**Once a week** For Profit**	**Twice a month*** Non Profit**	**Twice a month*** For Profit**
Dining Room	$120	$300	$60	$150
Large Classroom	$80	$200	$40	$100
Small Classroom	$60	$150	$30	$75
Lounge	$60	$150	$30	$75
Entire building****	$150	$375	$75	$188
Ongoing Rental Storage	$25 per square foot/ month		Subject to manager approval	

* 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.

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"	$21.95	**$22.39**	$0.60	**$0.61**	$0.95	**$0.97**
¾"	$24.78	**$25.27**	$0.60	**$0.61**	$0.95	**$0.97**
1"	$27.13	**$27.67**	$0.60	**$0.61**	$0.95	**$0.97**
1-1/2"	$48.24	**$49.20**	$0.60	**$0.61**	$0.95	**$0.97**
2"	$70.15	**$71.55**	$0.60	**$0.61**	$0.95	**$0.97**
3"	$141.13	**$143.95**	$0.60	**$0.61**	$0.95	**$0.97**
4"	$239.18	**$243.96**	$0.60	**$0.61**	$0.95	**$0.97**
6"	$500.55	**$510.57**	$0.60	**$0.61**	$0.95	**$0.97**
8"	$926.52	**$945.05**	$0.60	**$0.61**	$0.95	**$0.97**
10"	$1,337.99	**$1,364.74**	$0.60	**$0.61**	$0.95	**$0.97**

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

B. Commercial Rates

Customer Class Meter Size	Base Charge ($/Month)		Consumption Rate ($/100 gallons) First 21,000		Over 21,000	
5/8 - 3/4"	$22.92	**$23.61**	$0.67	**$0.69**	$0.67	**$0.69**
¾”	$25.85	**$26.63**	$0.67	**$0.69**	$0.67	**$0.69**
1"	$28.34	**$29.19**	$0.67	**$0.69**	$0.67	**$0.69**
1-1/2"	$50.36	**$51.87**	$0.67	**$0.69**	$0.67	**$0.69**
2"	$73.21	**$75.41**	$0.67	**$0.69**	$0.67	**$0.69**
3"	$147.31	**$151.73**	$0.67	**$0.69**	$0.67	**$0.69**
4"	$251.70	**$259.25**	$0.67	**$0.69**	$0.67	**$0.69**
6"	$522.48	**$538.15**	$0.67	**$0.69**	$0.67	**$0.69**
8"	$967.10	**$996.11**	$0.67	**$0.69**	$0.67	**$0.69**
10"	$1,396.56	**$1,438.45**	$0.67	**$0.69**	$0.67	**$0.69**
Irrigation	Base charge from above		$0.96	**$0.99**	$0.96	**$0.99**

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	Base Charge	
4" and under	$32.52	**$33.50**
6"	$54.35	**$55.98**
8"	$77.17	**$79.49**
10"	$106.16	**$109.34**
Water service connection in ROW	Actual time and materials	

* Indicates fees that are subject to Resolution 2017-068 - Providing Automatic Annual Inflation-Based Adjustments.

D. Hydrant Rentals

Fire hydrant permits - mandatory for fire hydrant use

Three month permit (plus water usage at current rate)*	$60.49	**$61.70**
Six month permit (plus water usage at current rate)*	$87.99	**$89.74**
Twelve month permit (plus water usage at current rate)*	$142.96	**$145.82**
Penalty for unauthorized hydrant use	$500	**$515.00**
Penalty for using non-approved (un-inspected tank)	$950	**$978.50**
Failure to report water usage (per day for period not reported)	$15	**$15.45**
Hydrant meter - refundable deposit	$1,180	**$1,215.40**
Hydrant meter – daily rental (plus water usage at current rate)	$20.32	**$20.93**
Hydrant meter read – monthly reads*	$55.00	**$56.10**
Hydrant meter setup – Initial setup of meter on hydrant*	$55.00	**$56.10**
Flow testing of fire hydrants*	$175.96	**$179.48**
Consumption ($/100 gallons)	0.96	**$0.99**

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	$125
New account fee*	$16.49	**$16.82**
First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge	No Charge
Activation after office hours and weekends*	$65.98	**$67.30**
Leaks or emergencies beyond customer control anytime	No Charge	No Charge
Second call*	$32.99	**$33.65**
Non-leak or emergency turn offs after office hours or weekends*	$55.00	**$56.10**
All snowbird/vacant turn offs*	$27.81	**$28.36**
Water Service off and on for non-payment/non-compliance		
Turn on water during office hours, Monday through Friday*	$65.98	**$67.30**
After hours or weekends, an additional*	$109.97	**$112.17**
Meter tampering and/or using water without authority*	$65.98	**$67.30**
Broken promise turn off*	$65.98	**$67.30**
Door hangers (per door hanger)*	$11.00	**$11.22**

* Indicates fees that are subject to Resolution 2017-068 - Providing Automatic Annual Inflation-Based Adjustments.

F. Additional Charges, If Necessary, To Enforce			
Removal of meter*	$87.99		**$89.75**
Reinstallation of meter	No Charge		No Charge
Installation or removal of locking device-first occurrence*	$55.00		**$56.10**
Installation or removal of locking device-second occurrence*	$82.48		**$84.13**
Installation or removal of locking device-third occurrence *	$164.96	and meter pulled	**$168.26**
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	parts and labor
Removal of meter during construction	150	150
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	$100
Backflow assembly test/repair (Contract services)	Parts and Labor	Parts and Labor
Damage or Repair to Water Utility	Actual time and material	Actual time and material
~~Damage to AMI Radio*~~	~~$82.48~~	**Removed from fee schedule**
~~Damage to AMI Register*~~	~~$82.48~~	**Removed from fee schedule**
~~Damage to AMI Antenna*~~	~~$27.50~~	**Removed from fee schedule**
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)	$1,000	**$ 1,020.00**

H. Testing Water Meters at Customer/Owner's Request		
Testing on premises (5/8"x 3/4", ¾", 1")*	$87.99	**$89.75**
Removal of meter for testing (5/8"x 3/4", 1")*	$274.94	**$280.44**
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.)*	$109.97	**$112.17**

* Indicates fees that are subject to Resolution 2017-068 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.

Meter Size	Drop-In Service		Dig-In Service	
5/8" – ¾"	$395.91	**$403.83**	$2,303.98	**$2,350.06**
¾"	$395.91	**$403.83**	$2,303.98	**$2,350.06**
1"	$802.81	**$818.87**	$2,710.88	**$2,765.10**
1.5"	$2,012.55	**$2,072.93**	$4,706.93	**$4,801.07**
2"	$3,354.25	**$3,421.33**	$6,048.64	**$6,169.61**
3"	$6,708.48	**$6,842.65**	n/a	n/a
4"	$8,721.03	**$8,895.45**	n/a	n/a

K. Un-Authorized Water Hook Up*

Un-authorized water hook up	$161.73	**$164.97**

L. Re-Inspection Fees (Sanitary, Street, Storm, and Water)

Sanitary Sewer Interceptor Program – FOG		
Includes Maintenance Bonds	$50	**$51.50**
First re-inspection	$100	**$103.00**
Re-inspection fee after the first	$150	**$154.50**
All subsequent re-inspection fees		

M. Usage of Meter Key

Deposit refundable with key return	$25	$25

N. Water Use Restriction - Penalties*

First notice of violation	$108.24	**$110.40**
Second notice of violation	$329.14	**$335.72**
Third notice of violation	$552.04	**$563.08**

* Indicates fees that are subject to Resolution 2017-068 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6
UTILITY CHARGES FOR SERVICE

O. Sanitary Rates

	Residential (2% increase)	
See appendix A for fees collected on behalf of CWS		
Sherwood sewer utility user base rate per EDU *	$5.72	**$5.83**
Sherwood sewer utility usage rate per CCF*	$0.35	**$0.36**
Damage or Repair to Sewer Utility	Actual time and material	
Illegal Discharge to Sewer Utility	Actual time and material	

O.1 Sanitary Rates - Commerical

	Commercial (9.5% increase)	
See appendix A for fees collected on behalf of CWS		
Sherwood sewer utility user base rate per EDU *	$5.72	**$6.26**
Sherwood sewer utility usage rate per CCF*	$0.35	**$0.38**
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*	$14.95	**$15.25**
Damage or Repair to Storm Utility		

Q. Street Fees

	Street Maintenance		Street Light		Sidewalk Repair		Safe/New Sidewalks	
Single family residential * Monthly per Account	$2.19	**$2.24**	$2.56	**$2.61**	$0.57	**$0.58**	$0.74	**$0.76**
Multi Family * Monthly per EDU	$2.19	**$2.24**	$2.56	**$2.61**	$0.57	**$0.58**	$0.74	**$0.76**
Non – residential/Commercial * Monthly per ESU	$2.19	**$2.24**	$0.72	**$0.74**	$0.18	**$0.18**		

* Indicates fees that are subject to Resolution 2017-068 Providing Automatic Annual Inflation-Based Adjustments.

SECTION 7
SYSTEM DEVELOPMENT CHARGES

A. Water SDC

Meter Size	Reimbursement Charge		Improvement Charge		Administrative Charge Per Meter	
5/8-3/4"	$2,107.94	**$2,202.56**	$4,348.15	**$4,543.32**	$84.37	**$92.30**
¾"	$3,161.33	**$3,303.23**	$6,522.81	**$6,815.60**	$125.44	**$137.23**
1"	$5,268.10	**$5,504.58**	$10,872.12	**$11,360.14**	$209.80	**$229.52**
1-1/2"	$10,537.38	**$11,010.37**	$21,743.08	**$22,719.06**	$419.61	**$459.05**
2"	$16,858.87	**$17,615.62**	$34,789.86	**$36,351.48**	$670.48	**$733.51**
3"	$36,879.07	**$38,534.48**	$76,102.52	**$79,518.56**	$1,467.51	**$1,605.46**
4"	$63,220.77	**$66,058.58**	$130,461.97	**$136,318.05**	$2,515.41	**$2,751.86**
6"	$131,710.81	**$137,622.96**	$271,794.88	**$283,995.03**	$5,240.63	**$5,733.25**
8"	$189,663.48	**$198,176.97**	$391,385.90	**$408,954.16**	$7,546.24	**$8,255.59**

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	$3,200.50	**$3,264.51**

B. Sewer SDC

UGB Minus Brookman and Tonquin Employment Area

Use Type	Reimbursement		Improvement		Flow Count
Single family residence	$815.70	**$852.31**	$43.56	**$45.52**	1 EDU
Two family residence (duplex)	$815.70	**$852.31**	$43.56	**$45.52**	1 EDU
Manufactured home/ single lot	$815.70	**$852.31**	$43.56	**$45.52**	1 EDU
Manufactured home parks	$815.70	**$852.31**	$43.56	**$45.52**	based on Engineer estimate
Multi-family residential	$815.70	**$852.31**	$43.56	**$45.52**	based on Engineer estimate
Commercial	$815.70	**$852.31**	$43.56	**$45.52**	based on Engineer estimate
Industrial	$815.70	**$852.31**	$43.56	**$45.52**	based on Engineer estimate
Institutional uses	$815.70	**$852.31**	$43.56	**$45.52**	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

B. Sewer SDC (continued)

Brookman Area

Use Type	Reimbursement		Improvement		Flow Count
Single family residence	$1,076.06	**$1,124.37**	$908.20	**$948.96**	1 EDU
Two family residence (duplex)	$1,076.06	**$1,124.37**	$908.20	**$948.96**	1 EDU
Manufactured home/ single lot	$1,076.06	**$1,124.37**	$908.20	**$948.96**	1 EDU
Manufactured home parks	$1,076.06	**$1,124.37**	$908.20	**$948.96**	based on Engineer estimate
Multi-family residential	$1,076.06	**$1,124.37**	$908.20	**$948.96**	based on Engineer estimate
Commercial	$1,076.06	**$1,124.37**	$908.20	**$948.96**	based on Engineer estimate
Industrial	$1,076.06	**$1,124.37**	$908.20	**$948.96**	based on Engineer estimate
Institutional uses	$1,076.06	**$1,124.37**	$908.20	**$948.96**	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

Use Type	Reimbursement		Improvement		Flow Count
Single family residence	$794.92	**$830.60**	$893.16	**$933.26**	1 EDU
Two family residence (duplex)	$794.92	**$830.60**	$893.16	**$933.26**	1 EDU
Manufactured home/ single lot	$794.92	**$830.60**	$893.16	**$933.26**	1 EDU
Manufactured home parks	$794.92	**$830.60**	$893.16	**$933.26**	based on Engineer estimate
Multi-family residential	$794.92	**$830.60**	$893.16	**$933.26**	based on Engineer estimate
Commercial	$794.92	**$830.60**	$893.16	**$933.26**	based on Engineer estimate
Industrial	$794.92	**$830.60**	$893.16	**$933.26**	based on Engineer estimate
Institutional uses	$794.92	**$830.60**	$893.16	**$933.26**	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

C. Storm SDC

Storm SDC	Regional Storm Drainage Improvement Charge	
Water quantity per ESU (SDC set by CWS)	$321.75	**$308.00**
Water quality per ESU (SDC set by CWS)	$263.25	**$252.00**
Total Storm Water SDC	$585.00	**$560.00**

One equivalent service unit (ESU) equals 2,640 square feet.

D. Parks SDC

Parks and Recreation	Administration		Improvement		Total Fee	
Single family dwelling	$815.39	**$892.04**	$8,183.53	**$8,550.87**	$8,998.93	**$9,442.91**
Multi-family dwelling	$613.34	**$671.00**	$6,140.58	**$6,416.21**	$6,753.92	**$7,087.21**
Manufactured home	$1,102.61	**$1,206.26**	$8,764.63	**$9,158.05**	$9,867.24	**$10,364.31**
Non – residential	$7.57	**$8.28**	$86.00	**$89.86**	$93.57	**$98.14**
Filing fee to challenge expenditures of Parks SDC's					$50	**$51.00**
(Refundable if challenge is successful)						

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:

Residential Transportation SDC	Code	Fee		Type
Single Family – detached	210	$1,874.64	**$1,966.68**	dwelling unit
Accessory Dwelling Unit (Detached)	**212**		**$1,966.68**	**dwelling unit**
Accessory Dwelling Unit (Attached)	**214**		**$1,020.21**	**dwelling unit**
Apartment	220	$1,289.40	**$1,352.71**	dwelling unit
Residential Condominium/Townhouse	230	$1,121.53	**$1,176.58**	dwelling unit
Mobile Home Park	240	$972.28	**$1,020.03**	dwelling unit
Assisted Living	254	$508.30	**$533.25**	bed
Continuing Care Retirement	255	$453.49	**$475.77**	unit
Recreation Home	260	$616.74	**$647.00**	dwelling unit

E. Street SDC (continued)

Recreational Transportation SDC	Code	Fee		Type
City Park	411	$1,215.97	**$1,275.65**	acre
Regional Park	417	$989.78	**$1,038.38**	acre
Multipurpose Recreation/Arcade	435	$7,098.74	**$7,447.22**	thousand sq ft gross floor area
Movie Theater w/o Matinee	443	$50,714.70	**$53,204.38**	screen
Movie Theater w/Matinee	444	$76,758.12	**$80,526.34**	screen
Amusement/Theme Park	480	$20,682.94	**$21,698.32**	acre
Soccer Complex	488	$14,147.31	**$14,841.84**	field
Racquet/Tennis Club	491	$7,071.92	**$7,419.09**	court
Health/Fitness Club	492	$6,013.34	**$6,308.55**	thousand square ft gross floor area
Recreation/Community Center	495	$5,435.07	**$5,701.91**	thousand square ft gross floor area

Institutional/Medical Transportation SDC	Code	Fee		Type
Elementary School (Public)	520	$151.54	**$159.00**	student
Middle/Junior High School (Public)	522	$190.01	**$199.36**	student
High School (Public)	530	$200.54	**$210.37**	student
Private School (K – 12)	536	$289.13	**$303.32**	Student
Junior/Community College	540	$4,247.09	**$4,455.61**	thousand square ft gross floor area
University/College	550	$339.26	**$355.91**	student
Church	560	$2,621.95	**$2,750.66**	thousand square ft gross floor area
Day Care Center/Preschool	565	$212.20	**$222.60**	student
Library	590	$10,007.48	**$10,498.76**	thousand square ft gross floor area
Hospital	610	$2,267.53	**$2,378.85**	bed
Nursing Home	620	$516.44	**$541.82**	bed
Clinic	630	$5,521.38	**$5,792.42**	thousand square ft gross floor area

Commercial/Services SDC	Code	Fee		Type
Hotel	310	$1,557.57	**$1,634.01**	Room
Motel	320	$1,116.84	**$1,171.69**	Room
Building Materials/Lumber Store	812	$8,553.67	**$8,973.60**	thousand square ft gross floor area
Free-Standing Discount Superstore	813	$7,628.00	**$8,002.49**	thousand square ft gross floor area
Variety Store	814	$6,063.47	**$6,361.14**	thousand square ft gross floor area
Free-Standing Discount Store	815	$5,595.98	**$5,870.69**	thousand square ft gross floor area
Hardware/Paint Store	816	$5,138.97	**$5,391.25**	thousand square ft gross floor area

E. Street SDC (continued)

Commercial/Services SDC (continued)	Code	Fee		Type
Nursery (Garden Center)	817	$16,433.51	**$17,240.27**	thousand square ft gross floor area
Shopping Center	820	$4,101.41	**$4,302.73**	thousand sq ft gross leasable area
Factory Outlet	823	$5,669.40	**$5,947.75**	thousand square ft gross floor area
Specialty Retail Center	826	$8,048.88	**$8,444.01**	thousand square ft gross floor area
New Car Sales	841	$5,804.66	**$6,089.62**	thousand square ft gross floor area
Automobile Parts Sales	843	$5,402.46	**$5,667.67**	thousand square ft gross floor area
Tire Store	848	$3,387.88	**$3,554.21**	thousand square ft gross floor area
Tire Superstore	849	$2,721.02	**$2,854.62**	thousand square ft gross floor area
Supermarket	850	$9,389.57	**$9,850.53**	thousand square ft gross floor area
Convenience Market (24 Hour)	851	$48,948.45	**$51,351.44**	thousand square ft gross floor area
Convenience Market w/Fuel Pump	853	$28,424.07	**$29,819.45**	vehicle fueling position
Discount Club	861	$8,398.62	**$8,810.93**	thousand square ft gross floor area
Home Improvement Superstore	862	$3,317.97	**$3,480.83**	thousand square ft gross floor area
Electronics Superstore	863	$8,932.57	**$9,371.09**	thousand square ft gross floor area
Pharmacy/Drugstore w/o Drive-Up	880	$7,561.55	**$7,932.77**	thousand square ft gross floor area
Pharmacy/Drugstore w/Drive-Up	881	$7,303.91	**$7,662.48**	thousand square ft gross floor area
Furniture Store	890	$362.56	**$380.37**	thousand square ft gross floor area
Bank/Savings w/Drive-Up	912	$6,652.22	**$6,978.79**	thousand square ft gross floor area
Quality Restaurant	931	$7,420.49	**$7,784.78**	thousand square ft gross floor area
High Turnover (Sit Down) Restaurant	932	$10,429.48	**$10,941.50**	thousand square ft gross floor area
Fast Food Restaurant w/o Drive-Up	933	$20,348.37	**$21,347.31**	thousand square ft gross floor area
Fast Food Restaurant w/Drive-Up	934	$43,448.09	**$45,581.04**	thousand square ft gross floor area
Drinking Place/Bar	936	$30,719.58	**$32,227.66**	thousand square ft gross floor area
Coffee/Donut Shop w/Drive-Up	937	$66,473.16	**$69,736.49**	thousand square ft gross floor area
Coffee/Kiosk	938	$60,688.35	**$63,667.66**	thousand square ft gross floor area
Quick Lubrication Vehicle Shop	941	$10,293.11	**$10,798.41**	service stall
Automobile Care Center	942	$6,167.22	**$6,469.99**	thousand sq ft gross leasable area
Gasoline/Service Station	944	$11,700.25	**$12,274.64**	vehicle fueling position
Gasoline/Service Station w/Convenience Market	945	$4,125.88	**$4,328.41**	vehicle fueling position
Gasoline/Service Station w/Convenience Market and Car Wash	946	$7,240.97	**$7,596.43**	vehicle fueling position

Rate increases for System Development Charges (SDC) determined by calculations set in Resolution 2018-49

E. Street SDC (continued)

Office SDC	Code	Fee		Type
General Office Building	710	$1,661.33	**$1,742.86**	thousand square ft gross floor area
Corporate Headquarters Building	714	$1,582.04	**$1,659.69**	thousand square ft gross floor area
Single Tenant Office Building	715	$2,310.68	**$2,424.11**	thousand square ft gross floor area
Medical/Dental Office Building	720	$5,416.45	**$5,682.34**	thousand square ft gross floor area
Government Office Building	730	$13,670.51	**$14,341.61**	thousand square ft gross floor area
State Motor Vehicles Department	731	$23,977.61	**$25,154.70**	thousand square ft gross floor area
Us Post Office	732	$17,522.42	**$18,382.61**	thousand square ft gross floor area
Office Park	750	$1,685.80	**$1,768.55**	thousand square ft gross floor area
Research And Development Center	760	$1,234.59	**$1,295.22**	thousand square ft gross floor area
Business Park	770	$1,871.18	**$1,963.01**	thousand square ft gross floor area

Port/Industrial	Code	Fee		Type
Truck Terminals	30	$12,398.56	**$13,007.25**	acre
Park And Ride Lot w/Bus Service	90	$893.00	**$936.86**	parking space
Light Rail Transit Station w/Parking	93	$497.82	**$522.25**	parking space
General Light Industrial	110	$1,044.59	**$1,095.86**	thousand square ft gross floor area
General Heavy Industrial	120	$297.27	**$311.88**	thousand square ft gross floor area
Industrial Park	130	$1,058.58	**$1,110.54**	thousand square ft gross floor area
Manufacturing	140	$600.40	**$629.88**	thousand square ft gross floor area
Warehouse	150	$561.93	**$589.52**	thousand square ft gross floor area
Mini-Warehouse	151	$471.00	**$494.12**	thousand square ft gross floor area
Data Center	160	$197.03	**$206.70**	thousand square ft gross floor area
Utilities (Private)	170	$1,507.39	**$1,581.42**	thousand square ft gross floor area

Rate increases for System Development Charges (SDC) determined by calculations set in Resolution 2018-49

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)

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)

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	$67.32	**$68.67**	lot
0 to 10 - Suite Numbers	$25.50	**$26.01**	per suite
11 to 20 -Suite Numbers	$260.10	**$265.30**	plus $15 per suite
21 and up Suite Numbers	$416.16	**$424.48**	plus $10 per suite
Plans and Specifications for capital projects	varies with project	**varies by project - see photocopying fee schedule**	
Traffic and street signs (Includes post, sign, hardware, and labor to install)*	$274.94	**$280.44**	per sign
Street Trees	$200.00	**$204.00**	per tree

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

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	$45	**$45.90**	per linear ft
In-Lieu of Fee – Vault Placement	$700	**$714.00**	per vault
Right of Way Permit Fees			
ROW Small Wireless Facility Permit	$850	**$867.00**	per facility
ROW Construction Permit (for other than small wireless facilities)	$153	**$156.06**	per permit
Inspection fee	$153	**$156.06**	or 4% of project estimate, whichever is greater
ROW Use Permit	$25	**$25.50**	
Design and construction standards	$50	**$51.00**	on paper
Design and construction standards	$25	**$25.50**	per CD
As-Built Requests	$25	**$25.50**	per subdivision
As-Built Requests electronic media	$25	**$25.50**	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	$230	**$234.60**
1 Acre and up	$230	**$234.60**
	(plus $50 per acre or fraction thereof over 1 acre)	

<u>Erosion control with building permit</u>

Single Family Residential	**Plan Check**		**Inspection**	
>1000 feet disturbance, existing development	$70	**$71.40**	$105	**$107.10**
New development	$70	**$71.40**	$295	**$300.90**
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)	$4,000	**$4,080.00**

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

SECTION 9
PLANNING

A. Annexations			
Applicant pays 100% of actual expenses including staff time.	$7,500		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		
Type III or IV actions	50%		of original fee(s)
Expedited **and middle housing** Land Division	$300		
C. Conditional Use Permit			
Conditional use permit without concurrent type III or IV application*	$4,558.11	**$4,649.28**	
Conditional use permit with concurrent type III or IV application*	$2,278.52	**$2,324.09**	
D. Land Divisions / Adjustments			
Lot line adjustment*	$817.23	**$833.58**	
Minor land partition*	$2,143.36	**$2,186.22**	
Expedited **and middle housing** minor partition (added to the cost of the partition application)*	$605.07	**$617.18**	
Final plat processing (minor land partition)*	$605.07	**$617.18**	
Subdivision*	$6,843.14	**$6,980.00**	Flat fee+add'l lot fee
	$21.56	**$21.99**	per lot
Expedited **and middle housing** subdivision *(Added to the cost of the subdivision application)**	$2,424.65	**$2,473.15**	
Final plat processing (Subdivision)*	$1,212.33	**$1,236.58**	
E. Other Fees			
Chickens in residential zones		**$50.00**	
Consultant as needed	actual costs		
Community Development Code Plan Check *(payable at time of building permit submittal)*			
Residential permits*	$115.82	**$118.14**	
ADUs Accessory Dwelling Units*	$115.82	**$118.14**	
Commercial, Industrial, Multi-Family Permits*	$727.39	**$741.94**	
(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*	$165.61	**$168.92**	
Interpretive decisions by the Director*	$362.61	**$369.86**	
Land Use Compatibility Statement (LUCS) sign-off		**$50.00**	
Medical Marijuana Facility Special Use Permit*	$303.08	**$309.14**	plus notification fee

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

E. Other Fees (continued)

Other Fees - Continued			
Non-conforming use modification*	$1,099.75	**$1,121.75**	
Modification to application in review	$500		
(If modified after the application is deemed complete and the modification is needed to adequately review the app.)			
Other land use action			
Administrative*	$303.08	**$309.14**	
Hearing required and/or use of Hearings Officer*	$2,614.82	**$2,667.12**	
Planning Re-inspection fee*	$64.73	**$66.02**	each after 1st
Postponement/continuance hearings	$300		
(If applicant request is after notice has been published and/or staff report prepared)			
Pre-application conference	$400		
Publication/distribution of Notice Type II	$284		
Publication/distribution of Notice Type III, IV and V	$466		
Home Occupation Review of initial application (Class A)	$50		
Home Occupation Review of renewal application (Class A)	$25		
Zone verification letter	$50		

F. Trees

Tree mitigation inspection	$60		each after 1st
Street Tree Removal Permit	$25		1st tree
	$10		each add'l tree
Removal of more than 6 trees or 10% on private property	$107		

G. Planned Unit Development (PUD)

Planned Unit Development (PUD) Preliminary*	$2,424.65	**$2,473.15**	
Planned Unit Development (PUD) - Final	See Site Plan Review Fee		
(Plus appropriate application fees (i.e. subdivisions, site plan, town-homes, etc.)			

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.

I. Signage

Permanent signs on private property	$150		First 32 sq ft
(Excludes Home Occupation Signage)	$1		each add'l sq ft of sign face
Banner signs – one month period	$150		
Temporary portable sign violation			
First offense	No fine; collected and marked		
Second offense	$50		per sign
Third offense	$100		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)*.	$6,843.14	**$6,980.00**	
• Final site plan review (Type III and IV) (Due at the time of Building Permit submittal)*	$713.13	**$727.40**	
Site plan review (Type II)*	$2,227.58	**$2,272.13**	
Minor modification to approved Site Plan*	$303.08	**$309.14**	
Major modification to approved Site Plan, Type II*	$1,110.58	**$1,132.79**	
Major modification to approved Site Plan, Type III or IV*	$2,667.12	**$2,720.46**	
Old Town overlay review*	$274.94	**$280.44**	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

L. Time Extension to Approval

No hearing required	$150

M. Variance

Adjustment - *(Per lot and per standard to be varied)* *	$55.20	**$56.31**
Class A Variance - *(Per lot and per standard to be varied)* *	$4,558.11	**$4,649.28**
Class B Variance - *(Per lot and per standard to be varied)* *	$1,212.33	**$1,236.58**

N. Zone Amendments

Text amendment*	$5,861.38	**$5,978.61**
Map amendment*	$5,861.38	**$5,978.61**

O. Residential Design

	Flat Fee	Per Lot		Total Fee
Residential Design Checklist Review w/no adjustments to standards	$150			$150
Residential Design Checklist with Adjustment (Per lot and per standard to be varied)	$150	$54.93	**$56.31**	**$206.31**
Residential Design Checklist with Type B Variance (Per lot and per standard to be varied)	$150	$1,206.39	**$1,236.58**	**$1,386.58**
Residential Design Checklist with Type A Variance (Per lot and per standard to be varied)	$150	$4,535.77	**$4,649.28**	**$4,799.28**

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

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	per hour (min 1/2 hr.)
Site Plan Review	Residential Rate per Section 10.(F)	

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	Minimum Fee
Residential and Manufactured Dwellings	$50	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	Minimum Fee
Residential and Manufactured Dwellings	$75	Minimum Fee

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	

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
Mechanical Permit Fee		Based on total valuation Amount
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.

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

	Water lines	**Sanitary Sewer Lines**	**Storm Sewer/ Footing Lines**
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.

	Water lines	**Sanitary Sewer Lines**	**Storm Sewer/ Footing Lines**
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

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

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	per hour plus State surcharge
Inspections outside normal business hours *(when approved by the Building Official)*	$90	per hour plus State surcharge (Minimum charge = 2 hours)
Inspection for which no fee is specifically indicated	$90	per hour plus State surcharge(Minimum charge = ½ hour)
Investigative fee for working without a permit	$90	per hour to enforce the code, $90 minimum.
Additional plan review required	$90	per hour or actual time (For changes, additions or revisions) (Min charge = ½ hour)
Re-stamp of lost, stolen or damaged plans	$55	per plan set
Application/Permit extensions *(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)*	$50	
Permit reinstatement fee *(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.)*	50% of amount required for a new permit or a percentage as determined by the Building Official based on the remaining inspections required.	

Q. Refunds (Building Permit, Mechanical, Plumbing, Grading/Erosion)		
Permit refunds	$90	per hr. Admin fee (min 1 hr.) Provided the permit is still valid
Plan review refunds	$90	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	per request
Temporary commercial/industrial	$300	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	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	$26.24	**$ 27.29**
CWS regional sewer utility user franchise fee per EDU	$1.31	**$ 1.36**
CWS regional sewer utility usage rate per CCF	$1.74	**$ 1.81**
CWS regional sewer utility usage franchise fee per CCF	$0.09	**$ 0.09**
Sewer SDC		
CWS regional connection charge	$6,085	**$ 6,625.00**
Portion retained by the City (3.983%)	$242.37	**$ 263.85**
Portion remitted to CWS (96.017%)	$5,842.63	**$ 6,361.15**
Surface Water		
CWS regional surface water base rate per EDU	$2.43	**$ 2.53**
CWS regional surface water base franchise fee per EDU	$0.12	**$ 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

C. Sherwood School District

Fee charged on all building permits.

Residential CET	$1.39	**$ 1.45**	per square foot of dwelling
Non-Residential CET	$0.69, max $34,600	**$ 0.72**	per square foot maximum of **$36,100**

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

DRAFT

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2022-051

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, 2022.

Duly passed by the City Council this 29th day of June, 2022.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

The City of Sherwood, Oregon
Master Fees and Charges

Effective 07/01/2022

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

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

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	$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 tape copies		
(City Council meeting tapes can be viewed onsite at no charge – contact City Recorder's office)		
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. 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
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

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
Copies of digital photographs/photo files	$25	per disc
Fingerprinting*	$27.50	per card
Records/Background checks*	$16.49	per request

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

A. Court Fees		
Failure to appear – arraignments	$50	
Failure to appear – trials	$150	
Failure to comply	$30	
Turned over to collection agency *(Not to exceed $250)*	25%	of the amount owed
Set-up fee for citation time payment plan paid in full, less than 30 days	$10	
Set-up fee for citation time payment plan paid in full in greater than 30 days *(Not to exceed $250)*	25%	of the amount owed
Vehicle compliance program – administrative fee	$40	
License reinstatement fee	$60	
Seatbelt Diversion Program	$65	
Traffic School Diversion Programs		
Traffic School Set-over Fee	$25	
• Class A Violation	$315	
• Class B Violation	$185	
• Class C Violation	$110	
• Class D Violation	$75	
Suspension clearance fee	$70	
Fireworks Diversion Program		
Firework Diversion Fee	$100	
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

Artificial Turf At Snyder Park	**Non-Peak (8am -3pm)**	**Peak (3pm – dark)**
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

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

C. Robin Hood Theater Sign

Robin Hood Theater Sign	$15 per day ($60 min)	

D. Picnic Shelters

	Resident	**Non-Resident**
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

E. Amphitheater Rental

rental, less the cost to repair any damages to the facility.

	Resident	**Non-Resident**
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

F. Community Garden

4' x 8' raised bed	$30	
10' x20' plot	$45	
20' x 20' plot	$65	

G. Field House

Team Fees		
Adult team	$550	plus a $50 late fee if not paid by the due date
Youth team	$550	plus a $25 late fee if not paid by the due date
Player Cards		
Adult player cards	$10	
Youth player cards	$7	
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	

H. Special Events

Permit Fees	**Resident**		**Non-Resident**	
Non-Profit Fee	$75		$125	
For-Profit Fee	$150		$200	
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

K. 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.

	Resident	Non-Res
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)	$120	
requires an AV Technician for the event		
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.

K. Standard Facility Rentals (continued)

Classroom

Includes use of classroom furniture and whiteboard. Can accommodate 25 in chair rows or 16 at tables.

	Resident	Non-Res
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

L. 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	Resident	Non-Res
Partial day (5 hours or less)	$450	$540
Full day (up to 10 hours)	$600	$720
Extended day (up to 16 hours)	$800	$960

**Events may require additional Facility Monitors as determined by Manager.

L. 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**)**	**Resident**	**Non-Res**
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

M. 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.

**Events may require additional Facility Monitors as determined by Manager.

M. Multi-Day Production Rentals (continued)

Performance Days	**Resident**	**Non-Res**
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)

Non-Performance Days	**Resident**	**Non-Res**
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.

**Events may require additional Facility Monitors as determined by Manager.

SECTION 5
MARJORIE STEWART SENIOR CENTER

J. 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 as determined by Manager.

Hourly Facility Rentals	Resident Non-Prof	Non-Res Non-Prof	Resident	Non-Resident
Dining Room (2 hr. minimum)	$50 per hour	$65 per hour	$85 per hour	$95 per hour
Dining Room Classroom, each	$30 per hour	$35 per hour	$55 per hour	$65 per hour
Large Classroom	$30 per hour	$35 per hour	$55 per hour	$65 per hour
Small Classroom	$20 per hour	$25 per hour	$30 per hour	$35 per hour
Lounge	$20 per hour	$25 per hour	$35 per hour	$40 per hour
Kitchen-Catering (2 hr. minimum)	$15 per hour	$20 per hour	$25 per hour	$30 per hour
Full Kitchen with Dining Room (2 hr. minimum)	$95 per hour	$115 per hour	$135 per hour	$155 per hour
Full Kitchen – Commercial	$50 per hour	$60 per hour	$75 per hour	$85 per hour
Entire Building****	$115 per hour	$135 per hour	$165 per hour	$185 per hour

Refundable Cleaning & Security Deposit	
Dining Room & Kitchen	$500
Lounge, Large Classroom, Small Classroom	$100
Key Deposit	$75

Program Fees		
Lunch Program - Seniors	$4 per meal	suggested donation
Lunch Program – Under age 55	$6 per meal	suggested donation
Non-resident membership fee	$35 per year	
Facility Monitor	$15 per hour	

Monthly Facility Rentals	Once a week** Non Profit	Once a week** For Profit	Twice a month*** Non Profit	Twice a month*** For Profit
Dining Room	$120	$300	$60	$150
Large Classroom	$80	$200	$40	$100
Small Classroom	$60	$150	$30	$75
Lounge	$60	$150	$30	$75
Entire building****	$150	$375	$75	$188

Ongoing Rental Storage $25 per square foot/ month Subject to manager approval

*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	Base Charge	Consumption Rate ($/100 gallons)	
Meter Size	($/Month)	First 21,000	Over 21,000
5/8 - 3/4"	$22.39	$0.61	$0.97
¾”	$25.27	$0.61	$0.97
1"	$27.67	$0.61	$0.97
1-1/2"	$49.20	$0.61	$0.97
2"	$71.55	$0.61	$0.97
3"	$143.95	$0.61	$0.97
4"	$243.96	$0.61	$0.97
6"	$510.57	$0.61	$0.97
8"	$945.05	$0.61	$0.97
10"	$1,364.74	$0.61	$0.97

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

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	$0.69	$0.69
¾”	$26.63	$0.69	$0.69
1"	$29.19	$0.69	$0.69
1-1/2"	$51.87	$0.69	$0.69
2"	$75.41	$0.69	$0.69
3"	$151.73	$0.69	$0.69
4"	$259.25	$0.69	$0.69
6"	$538.15	$0.69	$0.69
8"	$996.11	$0.69	$0.69
10"	$1,438.45	$0.69	$0.69
Irrigation		$0.99	$0.99

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	Base Charge
4" and under	$33.50
6"	$55.98
8"	$79.49
10"	$109.34
Water service connection in ROW	Actual time and materials

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

D. Hydrant Rentals

Fire hydrant permits - mandatory for fire hydrant use

Three month permit (plus water usage at current rate)*	$61.70
Six month permit (plus water usage at current rate)*	$89.74
Twelve month permit (plus water usage at current rate)*	$145.82
Penalty for unauthorized hydrant use	$515.00
Penalty for using non-approved (un-inspected tank)	$978.50
Failure to report water usage (per day for period not reported)	$15.45
Hydrant meter - refundable deposit	$1,215.40
Hydrant meter – daily rental (plus water usage at current rate)	$20.93
Hydrant meter read – monthly reads*	$56.10
Hydrant meter setup – Initial setup of meter on hydrant*	$56.10
Flow testing of fire hydrants*	$179.48
Consumption ($/100 gallons)	$0.99

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
New account fee*	$16.82
First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge
Activation after office hours and weekends*	$67.30
Leaks or emergencies beyond customer control anytime	No Charge
Second call*	$33.65
Non-leak or emergency turn offs after office hours or weekends*	$56.10
All snowbird/vacant turn offs*	$28.36

Water Service off and on for non-payment/non-compliance

Turn on water during office hours, Monday through Friday*	$67.30
After hours or weekends, an additional*	$112.17
Meter tampering and/or using water without authority*	$67.30
Broken promise turn off*	$67.30
Door hangers (per door hanger)*	$11.22

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

F. Additional Charges, If Necessary, To Enforce	
Removal of meter*	$89.75
Reinstallation of meter	No Charge
Installation or removal of locking device-first occurrence*	$56.10
Installation or removal of locking device-second occurrence*	$84.13
Installation or removal of locking device-third occurrence *	$168.26
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	parts and labor
Removal of meter during construction	150
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 be a State Certified Backflow Tester of their choice.	$100
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
H. Testing Water Meters at Customer/Owner's Request	
Testing on premises (5/8”x 3/4”, ¾”, 1")*	$89.75
Removal of meter for testing (5/8”x 3/4”, 1”)*	$280.44
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.)*	$112.17

* 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.

Meter Size	Drop-In Service	Dig-In Service
5/8" – ¾"	$403.83	$2,350.06
¾"	$403.83	$2,350.06
1"	$818.87	$2,765.10
1.5"	$2,072.93	$4,801.07
2"	$3,421.33	$6,169.61
3"	$6,842.65	n/a
4"	$8,895.45	n/a

K. Un-Authorized Water Hook Up*

Un-authorized water hook up	$164.97

L. Re-Inspection Fees (Sanitary, Street, Storm, and Water)

Sanitary Sewer Interceptor Program – FOG	
Includes Maintenance Bonds	$51.50
First re-inspection	$103.00
Re-inspection fee after the first	$154.50
All subsequent re-inspection fees	

M. Usage of Meter Key

Deposit refundable with key return	$25

N. Water Use Restriction - Penalties*

First notice of violation	$110.40
Second notice of violation	$335.72
Third notice of violation	$563.08

* 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
See appendix A for fees collected on behalf of CWS	
Sherwood sewer utility user base rate per EDU *	$5.83
Sherwood sewer utility usage rate per CCF*	$0.36
Damage or Repair to Sewer Utility	Actual time and material
Illegal Discharge to Sewer Utility	Actual time and material

O.1 Sanitary Rates - Commerical

	Commercial
See appendix A for fees collected on behalf of CWS	
Sherwood sewer utility user base rate per EDU *	$6.26
Sherwood sewer utility usage rate per CCF*	$0.38
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*	$15.25
Damage or Repair to Storm Utility	

Q. Street Fees

	Street Maintenance	Street Light	Sidewalk Repair	Safe/New Sidewalks
Single family residential *	$2.24	$2.61	$0.58	$0.76
Monthly per Account				
Multi Family *	$2.24	$2.61	$0.58	$0.76
Monthly per EDU				
Non – residential/Commercial *	$2.24	$0.74	$0.18	
Monthly per ESU				

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

SECTION 7
SYSTEM DEVELOPMENT CHARGES

A. Water SDC

Meter Size	Reimbursement Charge	Improvement Charge	Administrative Charge Per Meter
5/8-3/4"	$2,202.56	$4,543.32	$92.30
¾”	$3,303.23	$6,815.60	$137.23
1"	$5,504.58	$11,360.14	$229.52
1-1/2"	$11,010.37	$22,719.06	$459.05
2"	$17,615.62	$36,351.48	$733.51
3"	$38,534.48	$79,518.56	$1,605.46
4"	$66,058.58	$136,318.05	$2,751.86
6"	$137,622.96	$283,995.03	$5,733.25
8"	$198,176.97	$408,954.16	$8,255.59

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	$3,264.51

B. Sewer SDC

UGB Minus Brookman and Tonquin Employment Area

Use Type	Reimbursement	Improvement	Flow Count
Single family residence	$852.31	$45.52	1 EDU
Two family residence (duplex)	$852.31	$45.52	1 EDU
Manufactured home/ single lot	$852.31	$45.52	1 EDU
Manufactured home parks	$852.31	$45.52	based on Engineer estimate
Multi-family residential	$852.31	$45.52	based on Engineer estimate
Commercial	$852.31	$45.52	based on Engineer estimate
Industrial	$852.31	$45.52	based on Engineer estimate
Institutional uses	$852.31	$45.52	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

Rate increases for System Development Charges (SDC) determined by calculations set in Resolution 2018-49

SECTION 7
SYSTEM DEVELOPMENT CHARGES

B. Sewer SDC (continued)

Brookman Area

Use Type	Reimbursement	Improvement	Flow Count
Single family residence	$1,124.37	$948.96	1 EDU
Two family residence (duplex)	$1,124.37	$948.96	1 EDU
Manufactured home/ single lot	$1,124.37	$948.96	1 EDU
Manufactured home parks	$1,124.37	$948.96	based on Engineer estimate
Multi-family residential	$1,124.37	$948.96	based on Engineer estimate
Commercial	$1,124.37	$948.96	based on Engineer estimate
Industrial	$1,124.37	$948.96	based on Engineer estimate
Institutional uses	$1,124.37	$948.96	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

Use Type	Reimbursement	Improvement	Flow Count
Single family residence	$830.60	$933.26	1 EDU
Two family residence (duplex)	$830.60	$933.26	1 EDU
Manufactured home/ single lot	$830.60	$933.26	1 EDU
Manufactured home parks	$830.60	$933.26	based on Engineer estimate
Multi-family residential	$830.60	$933.26	based on Engineer estimate
Commercial	$830.60	$933.26	based on Engineer estimate
Industrial	$830.60	$933.26	based on Engineer estimate
Institutional uses	$830.60	$933.26	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

C. Storm SDC

Storm SDC	Regional Storm Drainage Improvement Charge
Water quantity per ESU (SDC set by CWS)	$308.00
Water quality per ESU (SDC set by CWS)	$252.00
Total Storm Water SDC	$560.00

One equivalent service unit (ESU) equals 2,640 square feet.

D. Parks SDC

Parks and Recreation	Administration	Improvement	Total Fee
Single family dwelling	$892.04	$8,550.87	$9,442.91
Multi-family dwelling	$671.00	$6,416.21	$7,087.21
Manufactured home	$1,206.26	$9,158.05	$10,364.31
Non – residential	$8.28	$89.86	$98.14
Filing fee to challenge expenditures of Parks SDC's *(Refundable if challenge is successful)*			$51.00

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:

Residential Transportation SDC	Code	Fee	Type
Single Family – detached	210	$1,966.68	dwelling unit
Accessory Dwelling Unit (Detached)	212	$1,966.68	dwelling unit
Accessory Dwelling Unit (Attached)	214	$1,020.21	dwelling unit
Apartment	220	$1,352.71	dwelling unit
Residential Condominium/Townhouse	230	$1,176.58	dwelling unit
Mobile Home Park	240	$1,020.03	dwelling unit
Assisted Living	254	$533.25	bed
Continuing Care Retirement	255	$475.77	unit
Recreation Home	260	$647.00	dwelling unit

E. Street SDC (continued)

Recreational Transportation SDC	Code	Fee	Type
City Park	411	$1,275.65	acre
Regional Park	417	$1,038.38	acre
Multipurpose Recreation/Arcade	435	$7,447.22	thousand sq ft gross floor area
Movie Theater w/o Matinee	443	$53,204.38	screen
Movie Theater w/Matinee	444	$80,526.34	screen
Amusement/Theme Park	480	$21,698.32	acre
Soccer Complex	488	$14,841.84	field
Racquet/Tennis Club	491	$7,419.09	court
Health/Fitness Club	492	$6,308.55	thousand square ft gross floor area
Recreation/Community Center	495	$5,701.91	thousand square ft gross floor area

Institutional/Medical Transportation SDC	Code	Fee	Type
Elementary School (Public)	520	$159.00	student
Middle/Junior High School (Public)	522	$199.36	student
High School (Public)	530	$210.37	student
Private School (K – 12)	536	$303.32	Student
Junior/Community College	540	$4,455.61	thousand square ft gross floor area
University/College	550	$355.91	student
Church	560	$2,750.66	thousand square ft gross floor area
Day Care Center/Preschool	565	$222.60	student
Library	590	$10,498.76	thousand square ft gross floor area
Hospital	610	$2,378.85	bed
Nursing Home	620	$541.82	bed
Clinic	630	$5,792.42	thousand square ft gross floor area

Commercial/Services SDC	Code	Fee	Type
Hotel	310	$1,634.01	Room
Motel	320	$1,171.69	Room
Building Materials/Lumber Store	812	$8,973.60	thousand square ft gross floor area
Free-Standing Discount Superstore	813	$8,002.49	thousand square ft gross floor area
Variety Store	814	$6,361.14	thousand square ft gross floor area
Free-Standing Discount Store	815	$5,870.69	thousand square ft gross floor area
Hardware/Paint Store	816	$5,391.25	thousand square ft gross floor area

Rate increases for System Development Charges (SDC) determined by calculations set in Resolution 2018-49

E. Street SDC (continued)

Commercial/Services SDC (continued)	Code	Fee	Type
Nursery (Garden Center)	817	$17,240.27	thousand square ft gross floor area
Shopping Center	820	$4,302.73	thousand sq ft gross leasable area
Factory Outlet	823	$5,947.75	thousand square ft gross floor area
Specialty Retail Center	826	$8,444.01	thousand square ft gross floor area
New Car Sales	841	$6,089.62	thousand square ft gross floor area
Automobile Parts Sales	843	$5,667.67	thousand square ft gross floor area
Tire Store	848	$3,554.21	thousand square ft gross floor area
Tire Superstore	849	$2,854.62	thousand square ft gross floor area
Supermarket	850	$9,850.53	thousand square ft gross floor area
Convenience Market (24 Hour)	851	$51,351.44	thousand square ft gross floor area
Convenience Market w/Fuel Pump	853	$29,819.45	vehicle fueling position
Discount Club	861	$8,810.93	thousand square ft gross floor area
Home Improvement Superstore	862	$3,480.83	thousand square ft gross floor area
Electronics Superstore	863	$9,371.09	thousand square ft gross floor area
Pharmacy/Drugstore w/o Drive-Up	880	$7,932.77	thousand square ft gross floor area
Pharmacy/Drugstore w/Drive-Up	881	$7,662.48	thousand square ft gross floor area
Furniture Store	890	$380.37	thousand square ft gross floor area
Bank/Savings w/Drive-Up	912	$6,978.79	thousand square ft gross floor area
Quality Restaurant	931	$7,784.78	thousand square ft gross floor area
High Turnover (Sit Down) Restaurant	932	$10,941.50	thousand square ft gross floor area
Fast Food Restaurant w/o Drive-Up	933	$21,347.31	thousand square ft gross floor area
Fast Food Restaurant w/Drive-Up	934	$45,581.04	thousand square ft gross floor area
Drinking Place/Bar	936	$32,227.66	thousand square ft gross floor area
Coffee/Donut Shop w/Drive-Up	937	$69,736.49	thousand square ft gross floor area
Coffee/Kiosk	938	$63,667.66	thousand square ft gross floor area
Quick Lubrication Vehicle Shop	941	$10,798.41	service stall
Automobile Care Center	942	$6,469.99	thousand sq ft gross leasable area
Gasoline/Service Station	944	$12,274.64	vehicle fueling position
Gasoline/Service Station w/Convenience Market	945	$4,328.41	vehicle fueling position
Gasoline/Service Station w/Convenience Market and Car Wash	946	$7,596.43	vehicle fueling position

Rate increases for System Development Charges (SDC) determined by calculations set in Resolution 2018-49

E. Street SDC (continued)

Office SDC	**Code**	**Fee**	**Type**
General Office Building	710	$1,742.86	thousand square ft gross floor area
Corporate Headquarters Building	714	$1,659.69	thousand square ft gross floor area
Single Tenant Office Building	715	$2,424.11	thousand square ft gross floor area
Medical/Dental Office Building	720	$5,682.34	thousand square ft gross floor area
Government Office Building	730	$14,341.61	thousand square ft gross floor area
State Motor Vehicles Department	731	$25,154.70	thousand square ft gross floor area
Us Post Office	732	$18,382.61	thousand square ft gross floor area
Office Park	750	$1,768.55	thousand square ft gross floor area
Research And Development Center	760	$1,295.22	thousand square ft gross floor area
Business Park	770	$1,963.01	thousand square ft gross floor area

Port/Industrial	**Code**	**Fee**	**Type**
Truck Terminals	30	$13,007.25	acre
Park And Ride Lot w/Bus Service	90	$936.86	parking space
Light Rail Transit Station w/Parking	93	$522.25	parking space
General Light Industrial	110	$1,095.86	thousand square ft gross floor area
General Heavy Industrial	120	$311.88	thousand square ft gross floor area
Industrial Park	130	$1,110.54	thousand square ft gross floor area
Manufacturing	140	$629.88	thousand square ft gross floor area
Warehouse	150	$589.52	thousand square ft gross floor area
Mini-Warehouse	151	$494.12	thousand square ft gross floor area
Data Center	160	$206.70	thousand square ft gross floor area
Utilities (Private)	170	$1,581.42	thousand square ft gross floor area

Rate increases for System Development Charges (SDC) determined by calculations set in Resolution 2018-49

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)

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)

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	lot
0 to 10 - Suite Numbers	$26.01	per suite
11 to 20 -Suite Numbers	$265.30	plus $15 per suite
21 and up Suite Numbers	$424.48	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	per sign
Street Trees	$204.00	per tree

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

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	$45.90	per linear ft
In-Lieu of Fee – Vault Placement	$714.00	per vault
Right of Way Permit Fees		
ROW Small Wireless Facility Permit	$867.00	per facility
ROW Construction Permit (for other than small wireless facilities)	$156.06	per permit
Inspection fee	$156.06	or 4% of project estimate, whichever is greater
ROW Use Permit	$25.50	
Design and construction standards	$51.00	on paper
Design and construction standards	$25.50	per CD
As-Built Requests	$25.50	per subdivision
As-Built Requests electronic media	$25.50	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	
1 Acre and up	$234.60	(plus $50 per acre or fraction thereof over 1 acre)

Erosion control with building permit

Single Family Residential	**Plan Check**	**Inspection**
>1000 feet disturbance, existing development	$71.40	$107.10
New development	$71.40	$300.90
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)	**$4,080.00**

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

SECTION 9
PLANNING

A. Annexations

Applicant pays 100% of actual expenses including staff time.	$7,500	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	
Type III or IV actions	50%	of original fee(s)
Expedited **and middle housing** Land Division	$300	

C. Conditional Use Permit

Conditional use permit without concurrent type III or IV application*	$4,649.28	
Conditional use permit with concurrent type III or IV application*	$2,324.09	

D. Land Divisions / Adjustments

Lot line adjustment*	$833.58	
Minor land partition*	$2,186.22	
Expedited **and middle housing** minor partition (added to the cost of the partition application)*	$617.18	
Final plat processing (minor land partition)*	$617.18	
Subdivision*	$6,980.00	Flat fee+add'l lot fee
	$21.99	per lot
Expedited **and middle housing** subdivision *(Added to the cost of the subdivision application)**	$2,473.15	
Final plat processing (Subdivision)*	$1,236.58	

E. Other Fees

Chickens in residential zones	$50.00	
Consultant as needed	actual costs	
Community Development Code Plan Check *(payable at time of building permit submittal)*		
Residential permits*	$118.14	
ADUs Accessory Dwelling Units*	$118.14	
Commercial, Industrial, Multi-Family Permits*	$741.94	
(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	
Interpretive decisions by the Director*	$369.86	
Land Use Compatibility Statement (LUCS) sign-off	$50.00	
Medical Marijuana Facility Special Use Permit*	$309.14	plus notification fee

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

E. Other Fees (continued)

Other Fees - Continued		
Non-conforming use modification*	$1,121.75	
Modification to application in review	$500	
(If modified after the application is deemed complete and the modification is needed to adequately review the app.)		
Other land use action		
Administrative*	$309.14	
Hearing required and/or use of Hearings Officer*	$2,667.12	
Planning Re-inspection fee*	$66.02	each after 1st
Postponement/continuance hearings	$300	
(If applicant request is after notice has been published and/or staff report prepared)		
Pre-application conference	$400	
Publication/distribution of Notice Type II	$284	
Publication/distribution of Notice Type III, IV and V	$466	
Home Occupation Review of initial application (Class A)	$50	
Home Occupation Review of renewal application (Class A)	$25	
Zone verification letter	$50	

F. Trees

Tree mitigation inspection	$60	each after 1st
Street Tree Removal Permit	$25	1st tree
	$10	each add'l tree
Removal of more than 6 trees or 10% on private property	$107	

G. Planned Unit Development (PUD)

Planned Unit Development (PUD) Preliminary*	$2,473.15
Planned Unit Development (PUD) - Final	See Site Plan Review Fee

(Plus appropriate application fees (i.e. subdivisions, site plan, town-homes, etc.)

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.

I. Signage

Permanent signs on private property	$150	First 32 sq ft
(Excludes Home Occupation Signage)	$1	each add'l sq ft of sign face
Banner signs – one month period	$150	
Temporary portable sign violation		
First offense	No fine; collected and marked	
Second offense	$50	per sign
Third offense	$100	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	
• Final site plan review (Type III and IV) (Due at the time of Building Permit submittal)*	$727.40	
Site plan review (Type II)*	$2,272.13	
Minor modification to approved Site Plan*	$309.14	
Major modification to approved Site Plan, Type II*	$1,132.79	
Major modification to approved Site Plan, Type III or IV*	$2,720.46	
Old Town overlay review*	$280.44	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

L. Time Extension to Approval

No hearing required	$150

M. Variance

Adjustment - *(Per lot and per standard to be varied)* *	$56.31
Class A Variance - *(Per lot and per standard to be varied)* *	$4,649.28
Class B Variance - *(Per lot and per standard to be varied)* *	$1,236.58

N. Zone Amendments

Text amendment*	$5,978.61
Map amendment*	$5,978.61

O. Residential Design

	Flat Fee	Per Lot	Total Fee
Residential Design Checklist Review w/no adjustments to standards	$150		$150
Residential Design Checklist with Adjustment (Per lot and per standard to be varied)	$150	$56.31	$206.31
Residential Design Checklist with Type B Variance (Per lot and per standard to be varied)	$150	$1,236.58	$1,386.58
Residential Design Checklist with Type A Variance (Per lot and per standard to be varied)	$150	$4,649.28	$4,799.28

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

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	per hour (min 1/2 hr.)
Site Plan Review	Residential Rate per Section 10.(F)	

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	Minimum Fee
Residential and Manufactured Dwellings	$50	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	Minimum Fee
Residential and Manufactured Dwellings	$75	Minimum Fee

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	

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
Mechanical Permit Fee		Based on total valuation Amount
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.

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

	Water lines	**Sanitary Sewer Lines**	**Storm Sewer/ Footing Lines**
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.

	Water lines	**Sanitary Sewer Lines**	**Storm Sewer/ Footing Lines**
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

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

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	per hour plus State surcharge
Inspections outside normal business hours *(when approved by the Building Official)*	$90	per hour plus State surcharge (Minimum charge = 2 hours)
Inspection for which no fee is specifically indicated	$90	per hour plus State surcharge(Minimum charge = ½ hour)
Investigative fee for working without a permit	$90	per hour to enforce the code, $90 minimum.
Additional plan review required	$90	per hour or actual time (For changes, additions or revisions) (Min charge = ½ hour)
Re-stamp of lost, stolen or damaged plans	$55	per plan set
Application/Permit extensions *(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)*	$50	
Permit reinstatement fee *(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.)*	50% of amount required for a new permit or a percentage as determined by the Building Official based on the remaining inspections required.	

Q. Refunds (Building Permit, Mechanical, Plumbing, Grading/Erosion)		
Permit refunds	$90	per hr. Admin fee (min 1 hr.) Provided the permit is still valid
Plan review refunds	$90	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	per request
Temporary commercial/industrial	$300	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	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
CWS regional sewer utility user franchise fee per EDU	$ 1.36
CWS regional sewer utility usage rate per CCF	$ 1.81
CWS regional sewer utility usage franchise fee per CCF	$ 0.09
Sewer SDC	
CWS regional connection charge	$ 6,625.00
Portion retained by the City (3.983%)	$ 263.85
Portion remitted to CWS (96.017%)	$ 6,361.15
Surface Water	
CWS regional surface water base rate per EDU	$ 2.53
CWS regional surface water base franchise fee per EDU	$ 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

C. Sherwood School District

Fee charged on all building permits.

Residential CET	$ 1.45	per square foot of dwelling
Non-Residential CET	$ 0.72	per square foot maximum of $36,100

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

City Council Meeting Date: June 29, 2022

Agenda Item: Public Hearing

TO: Sherwood City Council

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

SUBJECT: **Resolution 2022-052, Adopting the FY2022-23 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 FY2022-23 City of Sherwood Budget as approved by the Sherwood Budget Committee?

Background:
On May 31st and June 1st, the Sherwood Budget Committee received the budget message, reviewed the proposed budget, and heard public comment. Then, on June 13, 2022, 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 FY2022-23 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 2022-052, adopting the FY2022-23 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.

	General Fund	General Construction Fund	Debt Service Fund	Transient Lodging Tax Fund	Grants Fund	Street Operations Fund	Street Capital Fund	Water Fund	Sanitary Fund	Storm Fund	Broadband Fund	Adopted 2022-23 Budget
RESOURCES												
Beginning fund balance	$ 6,655,712	$ 1,536,117	$78,287	$198,372	$2,227,121	$4,345,560	$4,447,004	$26,792,370	$2,941,419	$6,444,899	$10,347,515	$ 66,014,375
Revenue												
Taxes	7,830,570	-	-	-	-	-	-	-	-	-	-	7,830,570
Francise Fees	2,307,000	30,000	-	-	-	-	-	-	-	-	-	2,337,000
Licenses and permits	86,500	-	-	-	-	-	-	-	-	-	-	86,500
Intergovernmental	2,059,309	-	-	135,000	2,272,711	1,924,104	-	-	581,900	-	1,666,000	8,639,023
Charges for services	2,160,470	70,000	-	-	-	735,944	60,000	6,339,500	792,000	2,482,377	1,330,881	13,971,172
Infrastructure development	-	300,000	-	-	-	-	700,000	-	75,000	50,000	-	1,125,000
Fines, interest and other	2,549,494	11,000	450	1,000	10,000	52,000	30,000	291,000	22,000	79,000	80,000	3,125,944
Total revenue	16,993,343	411,000	450	136,000	2,282,711	2,712,048	790,000	6,630,500	1,470,900	2,611,377	3,076,881	37,115,209
Other sources												
Transfers in	83,021	950,000	-	-	-	-	750,000	-	-	-	-	1,783,021
Total other sources	83,021	950,000	-	-	-	-	750,000	-	-	-	-	1,783,021
Total resources	**$23,732,076**	**$ 2,897,117**	**$78,737**	**$334,372**	**$4,509,832**	**$7,057,607**	**$5,987,004**	**$33,422,870**	**$4,412,319**	**$9,056,276**	**$13,424,396**	**$ 104,912,605**
REQUIREMENTS												
Expenditures												
Personal services												
Salaries and wages	9,069,979	28,005	-	-	-	500,013	76,599	580,715	243,886	510,690	1,715,166	12,725,053
Payroll taxes	828,216	2,519	-	-	-	50,405	6,797	58,901	25,440	55,288	163,931	1,191,497
Benefits	4,477,230	14,864	-	-	-	222,125	34,997	282,888	119,478	250,412	967,718	6,369,712
Total personal services	14,375,425	45,388	-	-	-	772,543	118,392	922,504	388,804	816,390	2,846,815	20,286,261
Materials and services												
Professional & technical	1,775,140	-	-	-	19,595	213,300	-	142,350	95,250	120,900	365,000	2,731,535
Facility and equipment	1,807,203	79,000	-	-	-	950,971	-	1,673,715	2,628	53,273	254,683	4,821,472
Other purchased services	1,314,748	-	-	-	-	30,777	-	562,795	122,165	161,945	208,890	2,401,320
Supplies	463,690	-	-	-	-	110,100	-	150,836	16,200	56,900	256,000	1,053,726
Community activities	43,321	-	-	-	-	-	-	-	-	-	-	43,321
Minor equipment	277,250	-	-	-	-	7,200	-	26,000	10,000	10,500	33,750	364,700
Other materials & services	82,000	-	-	-	-	-	-	-	-	-	-	82,000
Cost Allocation	(3,900,436)	40,947	-	-	-	542,894	33,911	504,250	393,335	497,532	1,732,660	(154,907)
Total materials & services	1,862,915	119,947	-	-	19,595	1,855,243	33,911	3,059,946	639,578	901,050	2,850,983	11,343,167
Capital outlay												
Infrastructure	-	950,000	-	-	-	-	3,377,255	11,024,052	1,602,739	984,755	1,816,000	19,754,801
Vehicles	711,000	-	-	-	-	-	-	-	-	-	-	711,000
Furniture and equipment	1,766,600	-	-	-	-	-	-	-	-	-	256,000	2,022,600
Total capital outlay	2,477,600	950,000	-	-	-	-	3,377,255	11,024,052	1,602,739	984,755	2,072,000	22,488,401
Total expenditures	18,715,940	1,115,335	-	-	19,595	2,627,786	3,529,558	15,006,502	2,631,121	2,702,195	7,769,798	54,117,830
Debt service												
Principal	-	-	-	-	-	-	-	1,406,000	-	-	118,791	1,524,791
Interest	-	-	-	-	-	-	-	853,607	-	-	364,260	1,217,867
Total debt service	-	-	-	-	-	-	-	2,259,607	-	-	483,051	2,742,658
Other uses												
Transfers out	-	-	78,737	-	3,483	750,000	950,000	-	-	-	-	1,783,021
Total other uses	-	-	78,737	-	3,483	750,000	950,000	-	-	-	-	1,783,021
Contingency	849,667	-	-	-	4,481,755	135,602	-	290,025	40,195	107,369	307,688	6,212,301
Reserved for Future Years	4,166,469	1,781,782	-	334,372	4,999	3,544,219	1,507,446	15,866,736	1,741,003	6,246,713	4,863,859	40,056,795
Total requirements	**$23,732,076**	**$ 2,897,117**	**$78,737**	**$334,372**	**$4,509,832**	**$7,057,607**	**$5,987,004**	**$33,422,870**	**$4,412,319**	**$9,056,276**	**$13,424,396**	**$ 104,912,605**

DRAFT

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2022-052

ADOPTING THE FY2022-23 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 13, 2022; 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 FY2022-23 Budget.** The City Council of the City of Sherwood, Oregon hereby adopts the budget for FY2022-23 in the sum of $104,912,605, now on file at City Hall and attached hereto as Exhibit A.

<u>Section 2</u>: Making Appropriations. The amounts for the fiscal year beginning July 1, 2022 and for the purposes shown below are hereby appropriated as follows:

	General	General Construction	Debt Service	Transient Lodging Tax	Grants	Street Operations	Street Capital	Water	Sanitary	Storm	Broadband
Administration	2,957,804										
Comm. Dev.	2,517,995										
Public Safety	5,934,422										
Comm. Serv.	3,337,871										
Public Works	3,967,848										
Operations					19,595	2,627,786		3,911,613	1,071,352	1,589,350	7,769,798
Capital		1,115,335					3,529,558	11,094,889	1,559,769	1,112,844	
Debt Service			78,737					2,259,607			483,051
Transfers Out					3,483	750,000	950,000				
Contingency	849,667				4,481,755	135,602		290,025	40,195	107,369	307,688
Total Appropriations	**19,565,607**	**1,115,335**	**78,737**	**0**	**4,504,833**	**3,513,338**	**4,479,558**	**17,556,134**	**2,671,316**	**2,809,563**	**8,560,537**
Total Unappropriated and Reserve Amounts	4,166,469	1,781,782	0	334,372	$4,999	3,544,219	1,507,446	15,866,736	1,741,003	6,246,713	4,863,859
	$23,732,076	**$2,897,117**	**$78,737**	**$334,372**	**$4,509,832**	**$7,057,607**	**$5,987,004**	**$33,422,870**	**$4,412,319**	**$9,056,276**	**$13,424,396**

Total Adopted Budget for FY2022-23 $104,912,605

<u>Section 3</u>: **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 2022-23 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

<u>Section 4</u>: **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.

<u>Section 5</u>: **City Manager Authorization.** The City Manager is hereby authorized to take such action as is necessary to carry out the adopted budget.

<u>Section 6</u>: **Effective Date.** This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 29th day of June, 2022.

____
Keith Mays, Mayor

Attest:

____
Sylvia Murphy, MMC, City Recorder

CITY OF SHERWOOD

FY 2022-2023 APPROVED BUDGET

City of Sherwood Annual Budget

For the Fiscal Year

July 1, 2022 - June 30, 2023

CITY COUNCIL:

Keith Mays, *Mayor*

Tim Rosener, *Council President*

Renee Brouse, *Council Member*

Sean Garland, *Council Member*

Taylor Giles, *Council Member*

Doug Scott, *Council Member*

Kim Young, *Council Member*

BUDGET COMMITTEE:

Kady Strode, *Chair*

Brian Fairbanks, *Vice Chair*

Matt Kaufman

Paul Mayer

Lana Painter

Thomas Sherwood

Nancy Taylor

CITY STAFF:

Keith Campbell, *City Manager*

David Bodway, *Finance Director*

City of
Sherwood
Oregon

Home of the Tualatin River National Wildlife Refuge

READER'S GUIDE

REVENUE & EXPENDITURES

DEBT SERVICE & (CIP) CAPITAL IMPROVEMENT PLAN

BUDGET DETAIL

APPENDIX

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Sherwood
Oregon

For the Fiscal Year Beginning

July 01, 2021

Christopher P. Morrill
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, 2020.

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 General Obligation 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 2022-23
May 20th, 2022

To the Honorable Mayor Keith Mays, 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 first budget as the City Manager for the City of Sherwood. Enclosed is the proposed Fiscal Year 2022-23 (FY2022-23) 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 $104.9 million budget funds many services that help define Sherwood as one of the best communities in the Pacific Northwest. It also invests in solving problems our community faces, such as population growth, economic opportunities, and economic uncertainty. I have continued to listen and learn from community members, city council, and staff to navigate the city towards its bright future.

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 challenging and difficult economic times. While we have seen the lifting of mandates, we are still feeling the real-world impacts of the ongoing pandemic. Inflation, supply chain challenge, shortages in goods, and labor shortages 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 bullish 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. As we have all experienced during this pandemic, 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 2022 and into 2023, I anticipate we may need to adjust the budget as we remain thoughtful of the economic dynamics and challenges.

A summary of the proposed budget by the different funds in comparison to the current adopted budget is shown below.

Total Budget (All Funds)

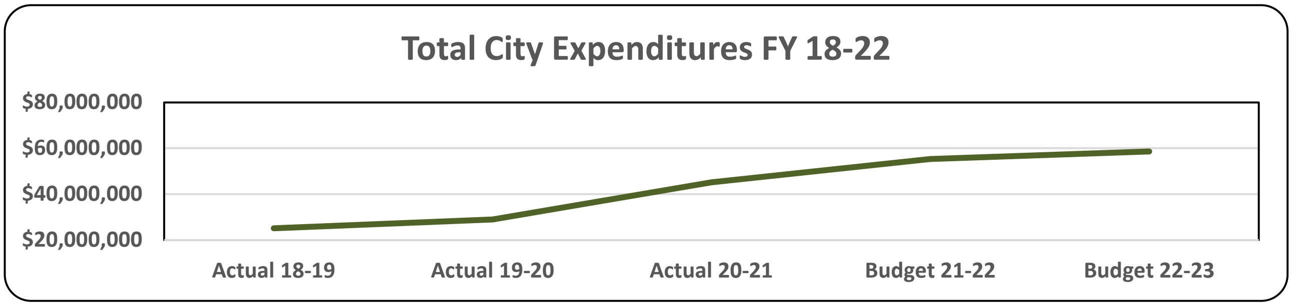
The proposed total budget for FY2022-23 for all funds is $104.9 million. This represents an increase of $3.3 million or 6.0% from the current adopted FY2021-22 budget. Within this proposed total budget, Personal Services accounts for $20.3 million. This figure is 17.6% higher than the current FY2021-22 budget. Personal Services includes all salaries and wages, payroll taxes and employee benefits.

Budget in Brief

Expenditures	2021-22 Budget	2022-23 Proposed	Variance	% Change
General Fund				
Administration	$ 3,322,301	$ 2,957,804	$ (364,497)	-11.0%
Community Development	2,549,641	2,517,995	(31,646)	-1.2%
Police Services	5,402,118	5,934,422	532,304	9.9%
Community Services	2,826,843	3,337,871	511,028	18.1%
Public Works	3,175,165	3,967,848	792,683	25.0%
Subtotal General Fund	**17,276,068**	**18,715,940**	**1,439,872**	**8.3%**
Debt Service Fund	-	78,737	78,737	100.0%
General Construction Fund	1,795,416	1,115,335	(680,081)	-37.9%
Transient Lodging Tax Fund	-	-	-	0.0%
Grants Fund	82,339	23,078	(59,261)	-72.0%
Street Operations Fund	1,989,406	3,377,786	1,388,380	69.8%
Street Capital Fund	4,234,630	4,479,558	244,928	5.8%
Subtotal General Govt. Funds	**25,377,859**	**27,790,434**	**2,412,575**	**9.5%**
Water Enterprise Fund	17,272,865	17,266,109	(6,757)	0.0%
Sanitary Enterprise Fund	3,217,762	2,631,121	(586,641)	-18.2%
Storm Enterprise Fund	2,638,512	2,702,195	63,683	2.4%
Telecommunications Fund	6,809,350	8,252,849	1,443,499	21.2%
Subtotal Enterprise Funds	**29,938,490**	**30,852,273**	**913,784**	**3.1%**
Total All Funds	**$ 55,316,349**	**$ 58,642,708**	**$3,326,359**	**6.0%**

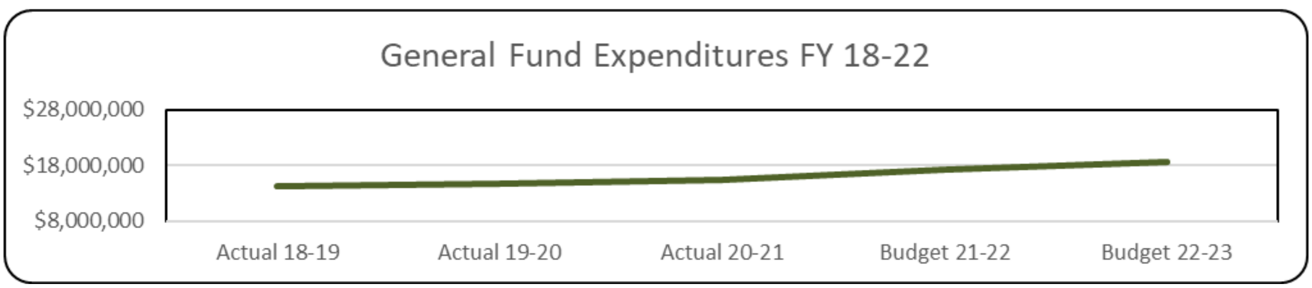
Materials and services (M&S) expenses are operating expenses incurred during the normal course of business including professional services, supplies, utilities, and property and liability insurance. The total M&S expenses for the proposed total budget are $11.3 million, a 7.3% increase from the current 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 $22.5 million, which is a 6.0% decrease from the current fiscal year. Debt Service, the payment of outstanding financing for capital improvements is $2.8 million, an increase of 1.9% from the current fiscal year. The overall total expenditure increase is 6.0%.



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 $14.4 million. This figure is 10.2% higher than the current FY2021-22 budget. The total Materials & Services expenses for the proposed budget is $1.9 million, a 27.8% decrease from the current fiscal year budget. Capital Outlay is proposed at $2.5 million, an increase of 50.1% over the current fiscal year budget. This Capital Outlay includes routine large expenditures such vehicle purchases, communication equipment, and other large equipment. The combination of these changes in each of these categories leads to an overall increase of 8.3% 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 ($1,711,045) while adhering to the City Council fiscal goal of retaining 20% of our operating revenues in our ending fund balance each year.

Fund Balances

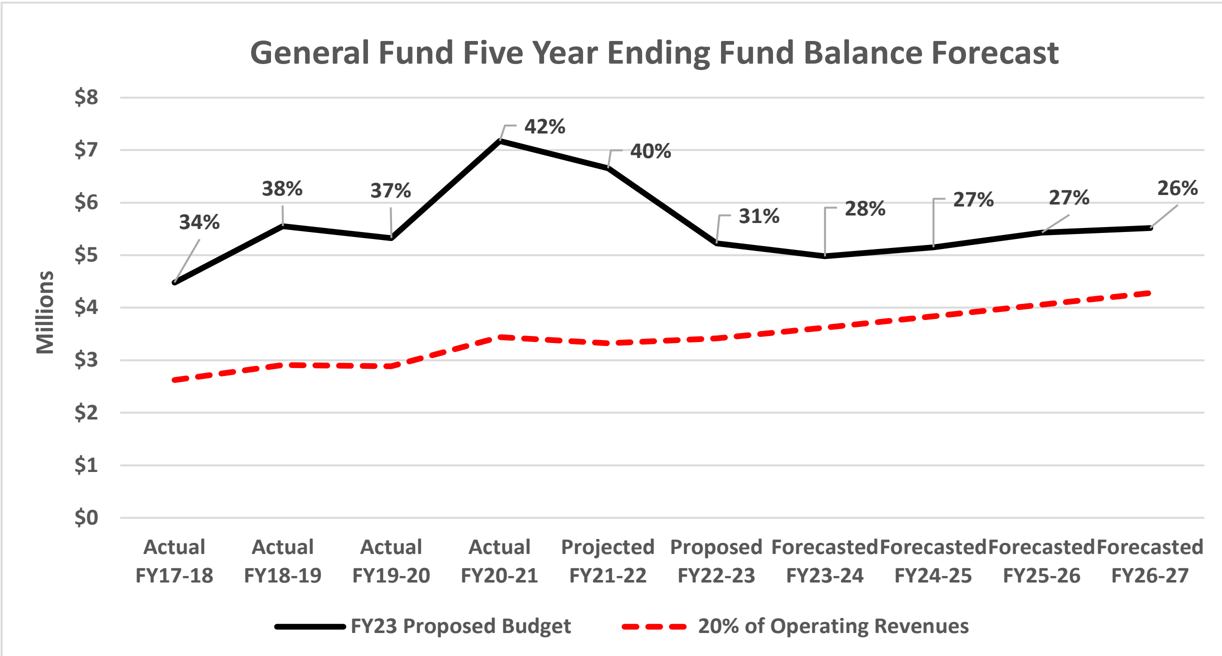
Below is a chart showing the proposed change in fund balances for FY2022-23:

Change in Fund Balance	General Fund	General Construction Fund	Debt Service Fund	TLT Fund	Grants Fund	Street Operations Fund	Street Capital Fund	Water Fund	Sanitary Fund	Storm Fund	Broadband Fund
Beginning Fund Balance	$ 6,655,712	$ 1,536,117	$78,287	$198,372	$2,227,121	$4,345,560	$4,447,004	$26,792,370	$2,941,419	$6,444,899	$10,347,515
Increase in Fund Balance	-	245,665	-	136,000	2,259,633	-	-	-	-	-	-
Decrease in Fund Balance	(1,639,576)	-	(78,287)	-	-	(665,738)	(2,939,558)	(10,635,609)	(1,160,221)	(90,818)	(5,175,968)
Ending Fund Balance	$ 5,016,136	$ 1,781,782	$ 0	$ 334,372	$4,486,754	$3,679,821	$1,507,446	$16,156,761	$1,781,198	$6,354,082	$ 5,171,547

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. From FY2018-2019 through FY2020-2021 the city underestimated on average revenues by $324,642 and overestimating expenditures by $1,455,383.
- Beginning July 2023, the City's required contribution PERS rates are changing: 3.41% for Tier 1 and Tier 2 employees, 3.12% for OPSRP General Services and 3.51% for OPSRP Police and Fire employees.
- The City's original Urban Renewal Agency will close in June 2023.
- The City's 2021 Urban Renewal Agency will begin collecting tax revenue.
- Property tax revenues will increase by an extra 4.2% in 2023 and another 2.08% in 2024. This result is being driven by the impact of wrapping up operations this upcoming fiscal year for the original Urban Renewal Agency while slowly beginning collecting tax revenue for the 2021 Urban Renewal Agency.
- At the time of preparing this five-year forecast, inflation forecasts are predicting an average increase between 2.5%-3.0%. Aligning with the City's conservative forecast approach, we have factored in an average increase of 4.0%.
- This forecast does not include federal American Rescue Plan Act (ARPA) dollars. Having received half of the $4.4 million to date, the second half of funding is expected in the first quarter of FY2022-23.



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 at least 10% of fund revenue with a goal of 20%. Our ending fund balance for FY2022-23 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 is broken down as follows:

Operating Revenue	$16,876,364
Operating Expense	(16,804,895)
Net Normal Operations	71,469
Less One-Time Expenses Net	(1,711,045)
Change in Fund Balance	($ 1,639,576)

Special Revenue, Capital, and Proprietary Funds

Grants and Transient Lodging Tax (TLT) Funds

These are special revenue funds where the uses of revenues that are designated for a specific purpose are tracked. In the Grant Fund the proposed budget includes the Metro Community Enhancement Program (CEP) and the American Rescue Plan (ARP) funds. The TLT fund does not have any expenditures budgeted in it. The City implemented a local TLT effective April 1, 2019, and there is currently one operating hotel in Sherwood. The City does anticipate expenditures in the future in the TLT fund as the fund balance grows.

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 FY2022-23 is construction of Arrow Street. Other projects include Oregon Street Improvements, Tualatin- Sherwood Road widening 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 FY2022-23 is for the Cedar Creek Trail project which began construction in the fall of 2020.

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 in Wilsonville to provide for current usage and to expand the capacity for future needs. Capacity improvements will begin for the 20.0 mgd (million gallons per day) expansion as well as work with Tualatin Valley Water District (TVWD) to increase current capacity from 6.2 to 9.7 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, Brookman Area Conveyance Extension, Old Town Laterals. Several stormwater projects are included such as the Woodhaven Swale maintenance project, Water Quality Facility Refurbishments and the Gleneagle Village Storm Outfall Retrofit.

Broadband Fund

Sherwood Broadband will continue and ramp up 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 oversite 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 FY2022-23.

Personnel Services changes

The proposed budget funds a total workforce of 143.2 Full Time Equivalent (FTE) positions, an increase of 7.5 FTE positions from the current workforce. Of these positions, 1.0 FTEs are paid for out of the General Fund and .5 FTE paid from the General Fund and a grant. The following is a summary of these personnel changes:

- Add a part-time Records Coordinator (+0.5 FTE) in City Recorder (General Fund)
- Add one Community Services Officer (+0.5 FTE) in Police, with a hire date of 1/1/2023 (General Fund)
- Add a part-time Kitchen Coordinator (+0.5 FTE) in Senior Center (General Fund/Grant)
- Add one Install Technicians (+1.0 FTE) in Broadband (Broadband Fund)
- Add one Telecommunications Lead Worker (+1.0 FTE) in Broadband (Broadband Fund)
- Add four Utility II Workers (+4.0 FTE) in Broadband (Broadband Fund)

Total Personnel Services costs will increase by 10.2% for the General Fund and 17.56% for all funds between the current year budget and the proposed FY2022-23 budget. 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 5.0% in accordance with the CPI-W west index (annual average) for exempt employees, 5.0% for SPOA represented police officers, and 5.1% for AFCME represented employees as well as step increases throughout the fiscal year.

PERS rates are set for a biennium period and will not 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 26.53% and 32.54% 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 first 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 challenging economic times.

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 hard 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. This is my first budget with Sherwood, we know we can continue to enhance and improve this document.

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.

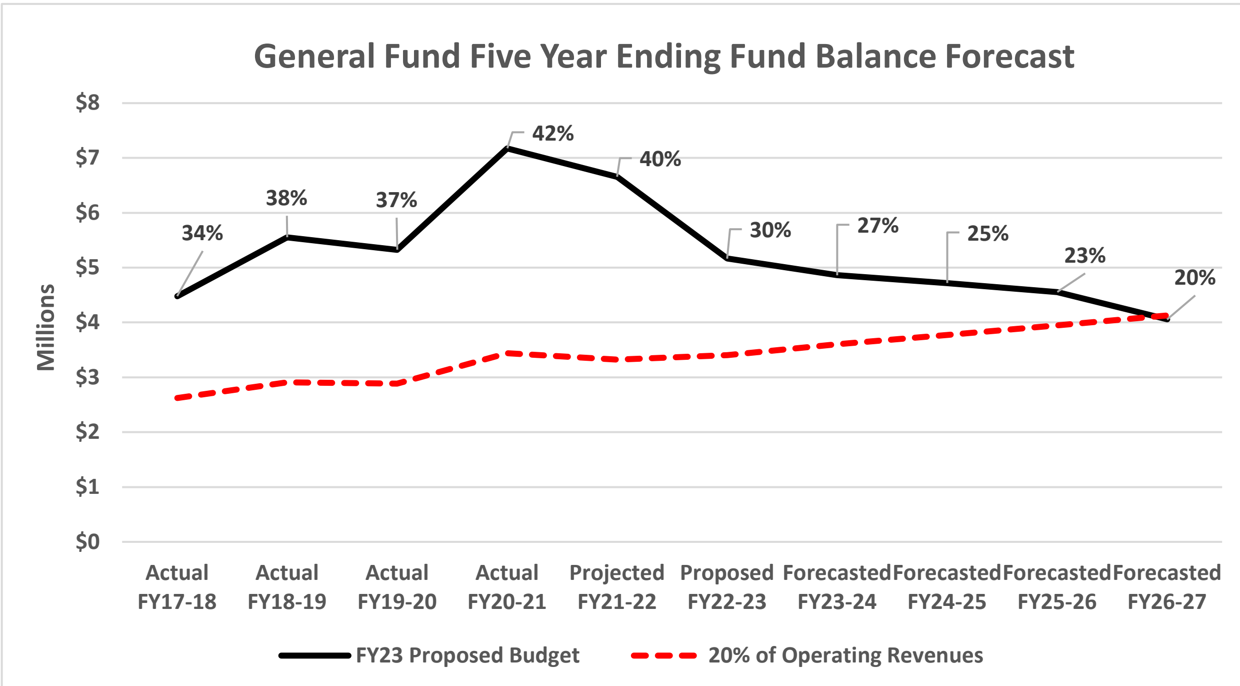
This budget document was the result of a team effort amongst staff and the Senior Leadership team. I want to specifically acknowledge Leslie Dean, Craig Sheldon, Brad Crawford, Julia Hajduk, Kristen Switzer, Ty Hanlon, Sylvia Murphy, Josh Soper, Rebeca Tabra, Adrienne Doman Calkins, and Maiya Burbank. 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

"Conservative Forecast"



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 Sebastion, 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.

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 Sebastion 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 July 1, 2021, the City is four and a half square miles and has a population of 20,496.

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.

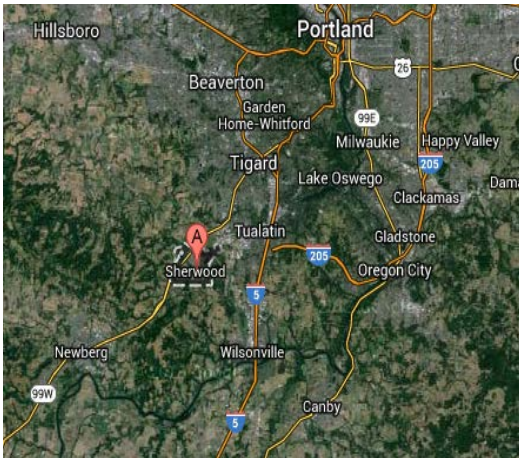
Sherwood owns and operates a water system and, jointly with the City of Wilsonville, a water treatment plant. The City also owns and operates the sanitary sewer and stormwater collection facilities with treatment provided by Clean Water Services, a regional services district.

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 an Urban Renewal Agency (URA) which undertakes projects in the designated Urban Renewal District. The URA is a distinct municipal corporation and its budget is separate from the City of Sherwood.

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.



DISTANCE FROM SHERWOOD	
Destination	Miles
Cities	
Portland, OR	17
Salem, OR	36
Eugene, OR	100
Seattle, WA	190
Boise, ID	445
San Francisco, CA	625
Airports, Rail Stations	
Portland International Airport	30
Hillsboro Airport	17
Portland Union Station	18
Recreational Areas	
Oregon Coast	80
Mt. Hood Ski Areas	70
Central Oregon	165
Public Universities	
Portland State University	16
Oregon State University	75
University of Oregon	102

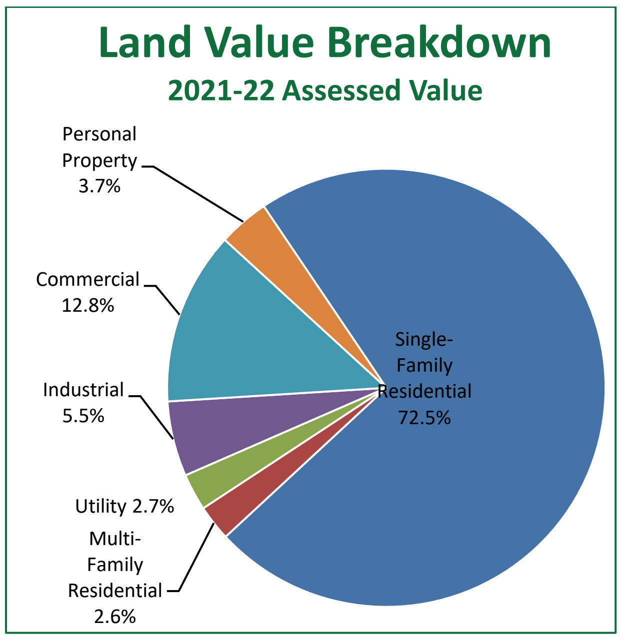
Economy

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.

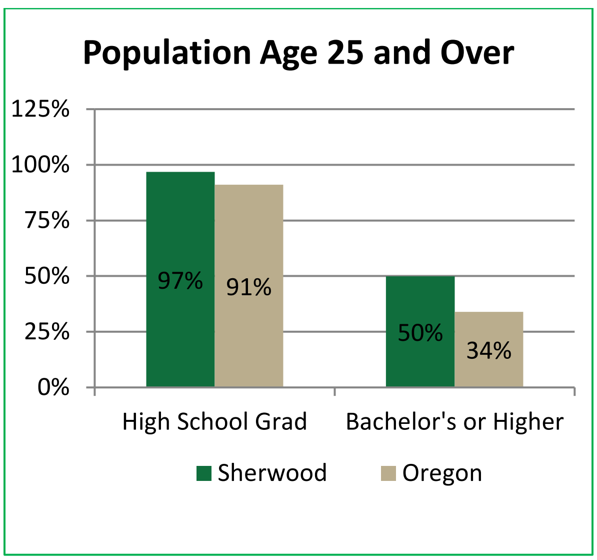
Despite growth, the City has managed to maintain a first-rate quality of life for its residents through a unique park and recreation system, a great school system, and a revived central business district in Old Town.

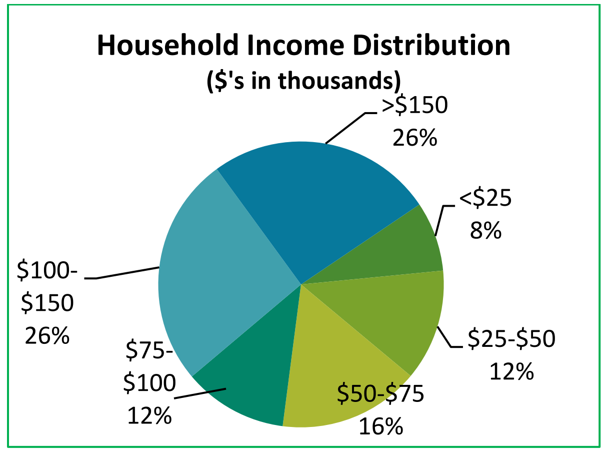


Demographics

Over the last two decades, Sherwood has been one of the faster growing communities in the State. Between 2001 and 2021, the population has grown 63%. 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.

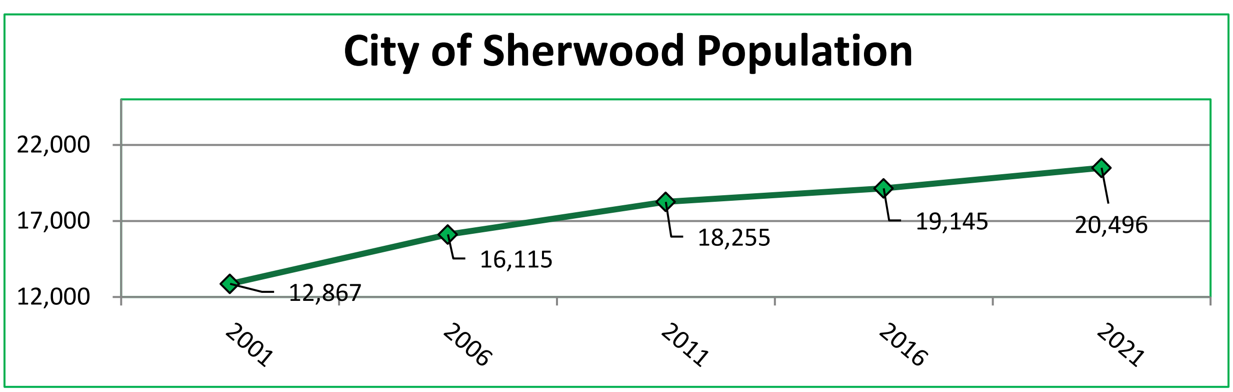
AGE DISTRIBUTION	
Age	Percent
0-19	35.0%
20-39	22.4%
40-59	29.9%
60+	12.7%





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.

JOB TYPES HELD BY SHERWOOD CITIZENS	
Job Type	Percent
Management	17%
Sales	13%
Business/Financial/Engineering	13%
Health/Personal Care	10%
Office/Administrative	10%
Production/Construction	9%
Education/Library	6%
Food Preparation/Serving	6%
Public Safety	2%
Other	14%



PRINCIPAL EMPLOYERS

Employer	2022 Employees	2022 % of Total City Employment
Wal-Mart Stores Inc.	227	5%
Safeway #1800	152	4%
NW Natural Gas	173	4%
PPM Technologies Holdings LLC	140	3%
PNW Flatwork dba Fettig	132	3%
Treske Precision Machining	125	3%
First student Inc.	98	2%
Pride Disposal Company	82	2%
Target Store T1868	76	2%
Langer Operations LLC	74	2%
Total employees	4141	

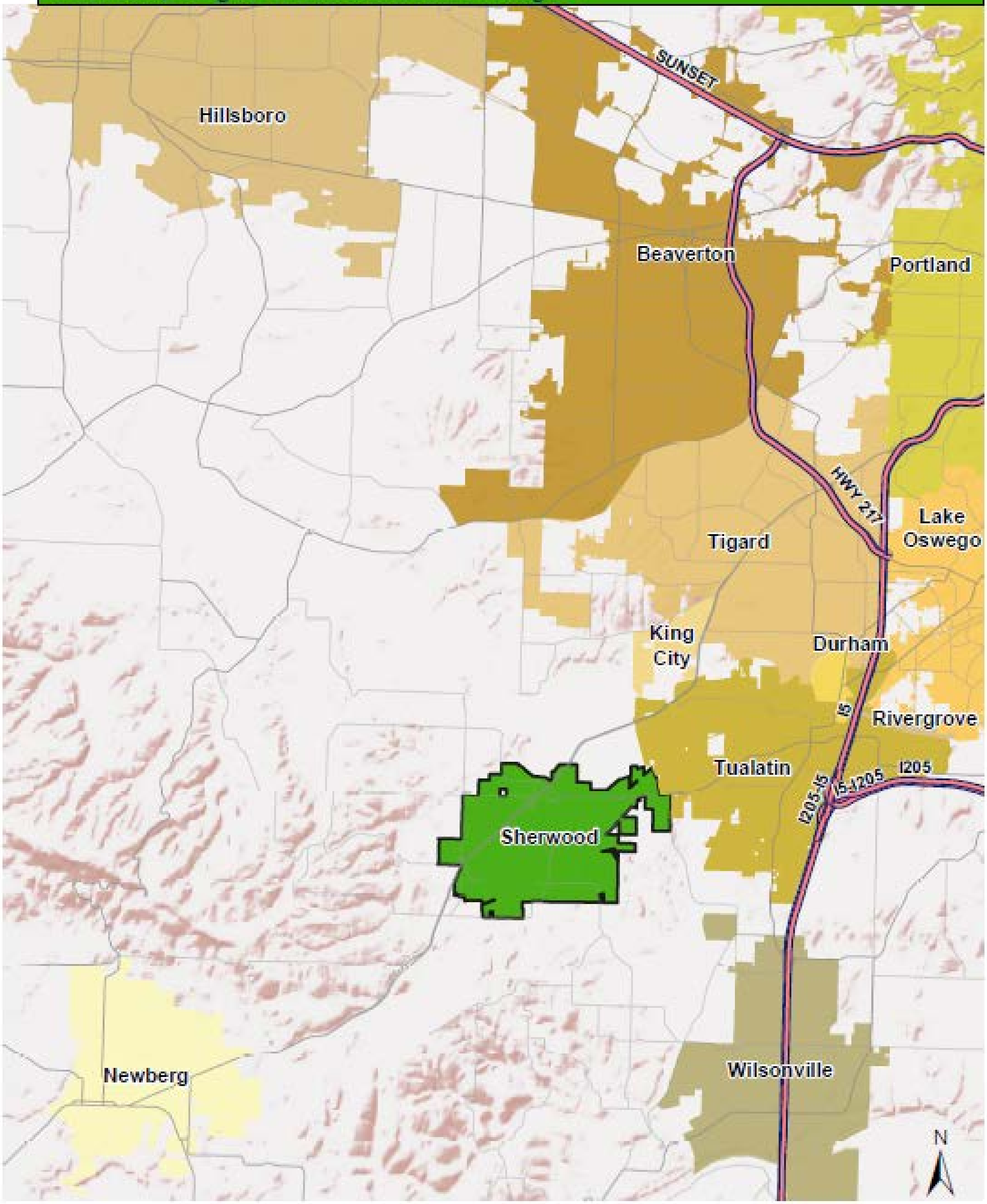
Source: City of Sherwood Business License Database

PRINCIPAL TAXPAYERS
CURRENT YEAR AND NINE YEARS AGO

	2022			2013		
Taxpayer	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 X Properties 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%
JPMCC 2006-CIBC14 12th St	N/A	-	0.0%	7,960,610	10	0.5%
	$171,296,668		7.3%	$127,953,768		7.6%

Source: Washington County Assessor's records

Sherwood, Oregon and the South Metro Region



Mission Statement

Provide high quality services for all residents and businesses through strong relationships and innovation in a fiscally responsible manner.

Core Values

Citizen Engagement

Community Livability

Community Partnerships

Community Pride

Fiscal Responsibility

Transparent Government

Quality Service

Forward Thinking

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

	Deliverable Time Frame		
Deliverables:	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	X		
1:1(b) Process Amendments		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

	Deliverable Time Frame		
Deliverables:	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		
2:2(b) Sherwood 99 Pedestrian Bridge Construction	X	X	
Deliverable 2:3 Cedar Creek Pedestrian Tunnel			
2:3(a) Cedar Creek Pedestrian Tunnel Feasibility Study	X		
2:3(a) Cedar Creek Pedestrian Tunnel 30% Design Study	X	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 & 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)

	Deliverable Time Frame		
Deliverables:	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(a) 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 Communi	X		

Pillar 4: Public Safety

Goals:

Public Safety Planning
Collaborate with School District
Promote Bike and Pedestrian Safety
Promote Driver Safety

	Deliverable Time Frame		
Deliverables:	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

	Deliverable Time Frame		
Deliverables:	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

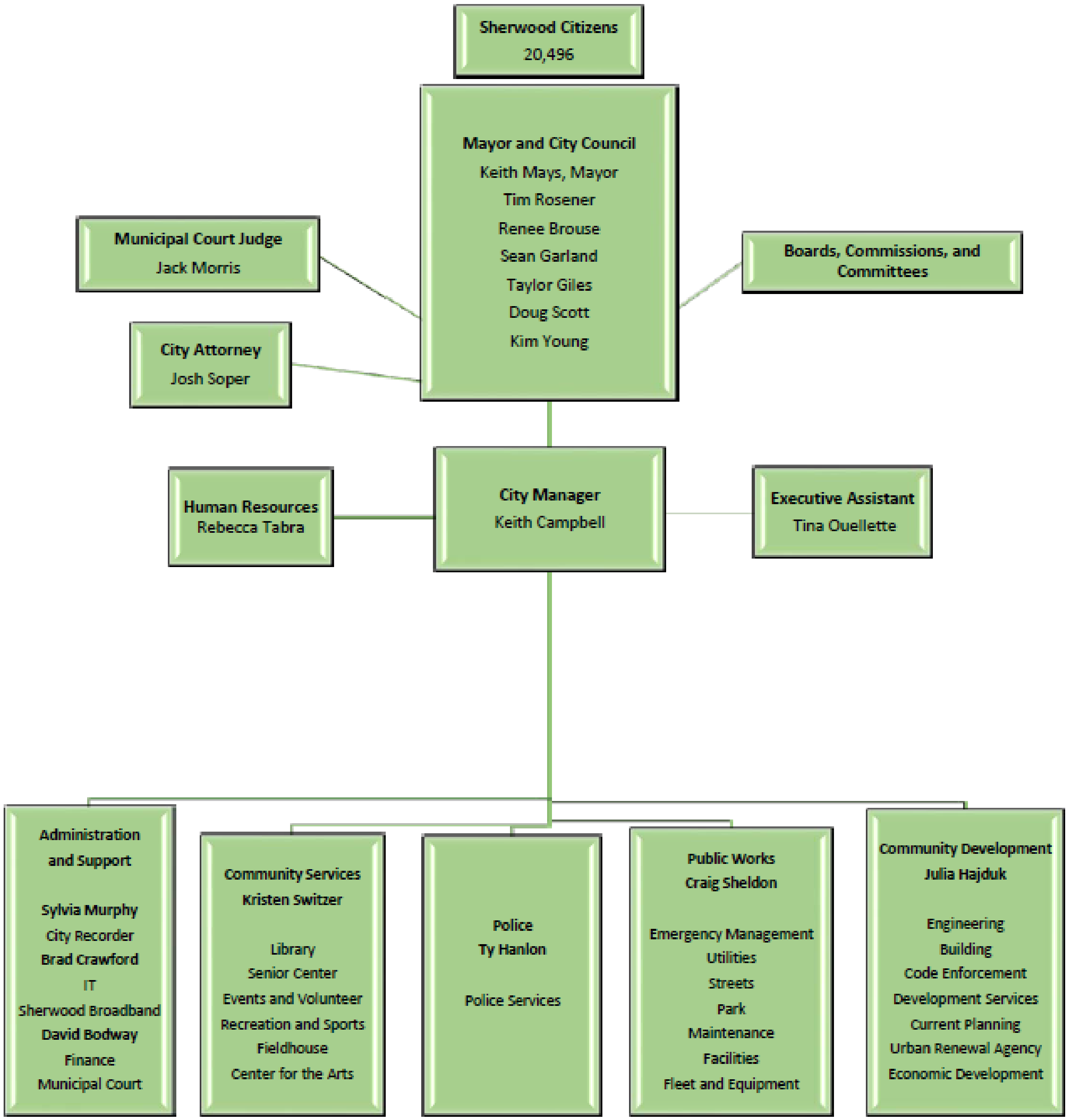
	Deliverable Time Frame		
Deliverables:	0-1 Year	2-3 Years	3+ Years
Deliverable 6:1 Create new Website Platform and Enhance Social Media	X		
Deliverable 6:2 Evaluate billing of Broadband as it relates to customer service and workload of staff	X	X	
Deliverable 6:3 Utilize modern communication tools (mobile 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 three-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.

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

Budget Calendar

Budget Preparation (Nov-Jan)	•Forecasts Updated •Assumptions Developed •Budget Calendar Prepared
Budget Requests (Jan-Feb)	•Departments Prepare and Submit Budgets to the Budget Officer
Proposed Budget (Mar-Apr)	•Department Budget Meetings with City Manager and Budget Officer
Budget Committee (May-June)	•Submit Proposed Budget •Committee Deliberates •Committee Approves Budget
Adopted Budget (June)	•Budget Hearing •Budget Adopted by City Council

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 has very little activity at this time but will begin to accumulate funds as the City collects them.

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 Funds (Non-Major)**	**Street Operations (Major)**	**Street Capital (Non-Major)**
Administration City Council City Recorder City Manager City Attorney Information Technology Human Resources Finance/Court	X					
Community Development Planning Building Engineering	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	X					
General Construction		X				
Debt Service			X			
Transient Lodging Tax (TLT)				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

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 2019-20	Actual 2020-21	Adopted Budget 2021-22	Approved Budget 2022-23
Utility Fees	10,092,724	10,776,733	10,475,559	11,655,702
Taxes	6,501,606	6,867,322	6,971,527	7,830,570
Infrastructure Fees	2,583,305	1,329,811	1,492,400	1,125,000
Franchise Fees	2,048,939	2,141,407	2,091,000	2,337,000
State Shared Revenue	2,231,117	2,544,505	2,568,993	2,724,026
Intergovernmental	2,254,187	4,191,616	5,399,620	5,914,997
Fines and Forfeitures	2,194,179	2,111,824	2,153,250	2,328,600
Charges for services	1,581,983	2,015,104	2,645,692	2,315,470
Licenses and permits	98,720	68,564	82,230	86,500
Interest and Other Revenue	1,068,840	504,914	742,004	797,344
Transfers In	856,827	2,332,686	879,117	1,783,021
Sale of Fixed Assets	28,275	10,946	-	-
Debt Proceeds	2,000,000	10,735,580	18,000,000	-
Total Current Resources	$33,540,702	$45,631,011	$ 53,501,392	$ 38,898,230
Beginning fund balance	$37,410,184	$41,940,810	$ 44,427,183	$ 66,014,375
Total Resources	**$70,950,886**	**$87,571,820**	**$ 97,928,575**	**$104,912,605**

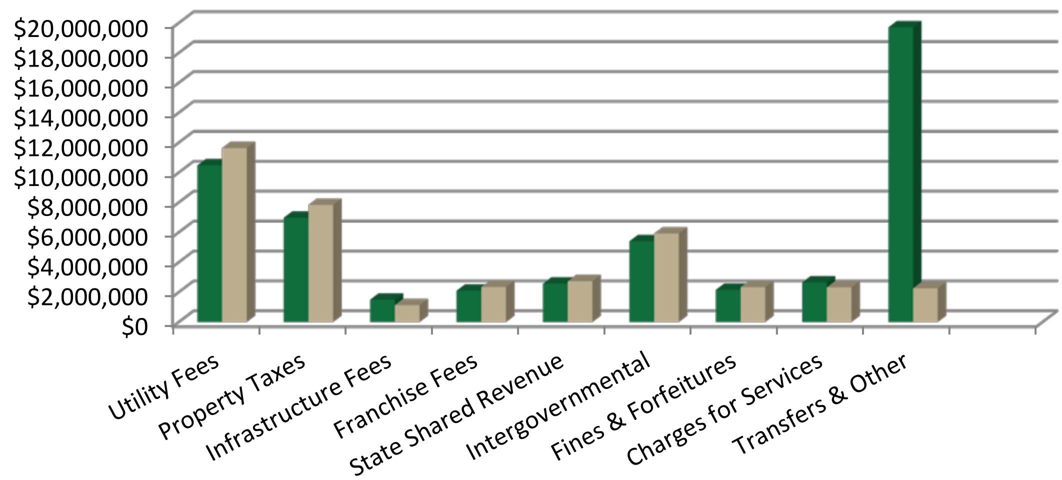
Detail of Transfers between Funds:

	Transfer From: Fund	Transfer To: General Fund	General Construction	Street Capital
1	Grants Fund	3,483	-	-
2	Street Capital Fund	-	950,000	-
3	Street Operations Fund	-	-	750,000
4	Debt Service	78,737	-	-
	Total	$ 83,021	$ 950,000	$ 750,000

Purpose:

1 Transfer for administrative costs incured
2 Transfer for Cedar Creek Trail projects
3 Transfer for capital project
4 Transfer remaining fund balance from GO Bond Issuance

All Revenue for all Funds



All Revenue for all Funds as a Percent

Utility Fees	30%	Franchise Fees	6%	Fines & Forfeitures	6%
Property Taxes	20%	State Shared Revenue	7%	Charges for Services	6%
Infrastructure Fees	4%	Intergovernmental	15%	Transfers & Other	6%

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 Sherwood Urban Renewal Agencies

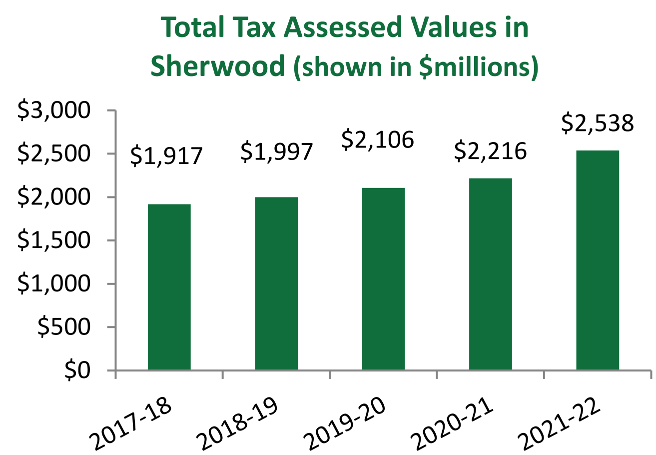
The Urban Renewal districts are geographic areas within the City of Sherwood, defined in the Urban Renewal Plans. The purpose of the districts are to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the Urban Renewal Plans. The Agencies borrow 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.

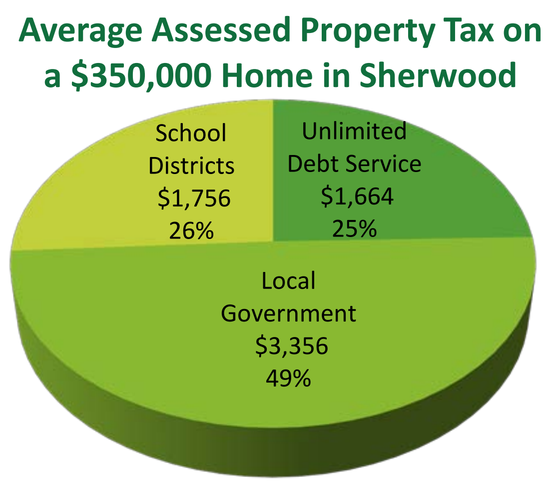
The first agency began operations in FY2001-02 and the second was opened in FY2020-21. The assessed value in the district was determined at the start date of each agency and became the frozen base. In subsequent years, the incremental assessed value is the difference between the assessed value in the district and the frozen base. Each year, the URAs 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 URAs are 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 Agencies will cease to exist after they have incurred and repaid the maximum indebtedness specified in the plan: For the FY2001-02 URA plan $ 45,133,469 and for the FY2020-21 URA plan $166,600,000.



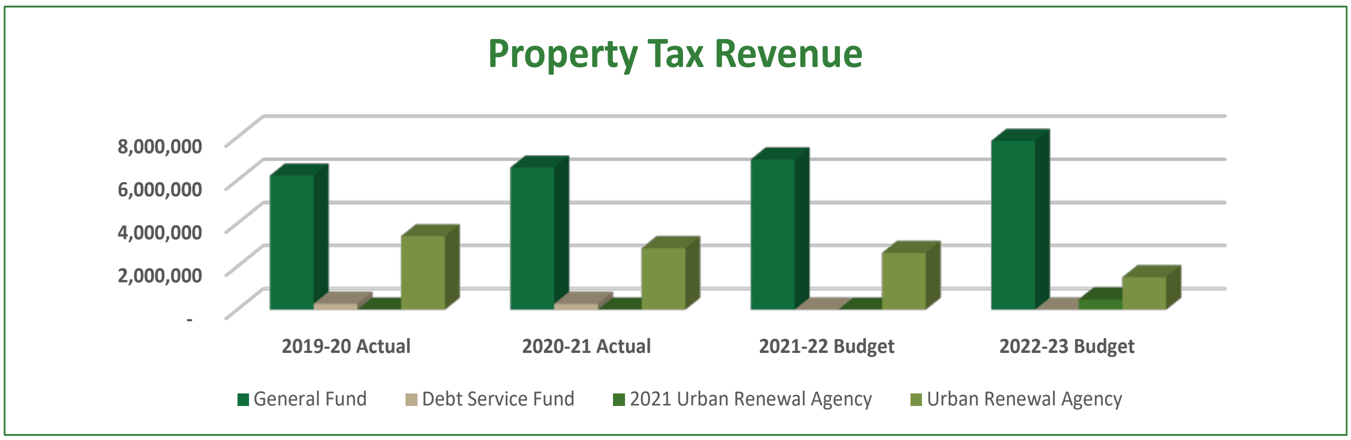


Local Governments include:
- City of Sherwood
- Washington County
- Sherwood Urban Renewal Agency
- Tualatin Valley Fire and Rescue
- Metro
- Port of Portland
- Tualatin Soil and Water Conservation District

School Districts include:
- Sherwood School District
- Portland Community College
- ESD – NW Regional

Property Tax Allocation

Property taxes represent approximately 46% of General Fund revenue.

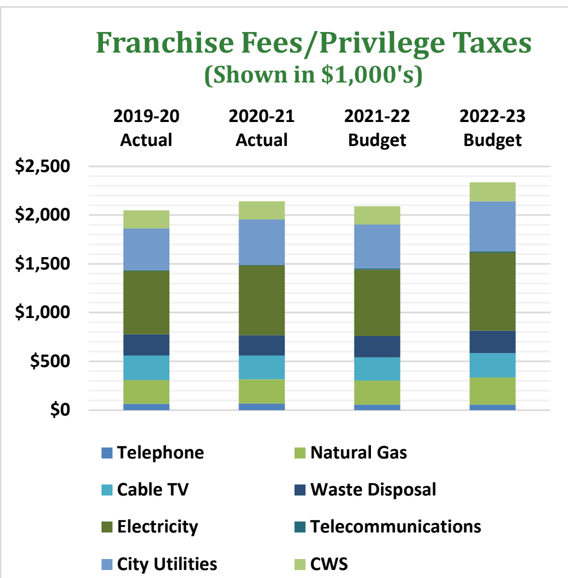


Infrastructure Development Fees

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

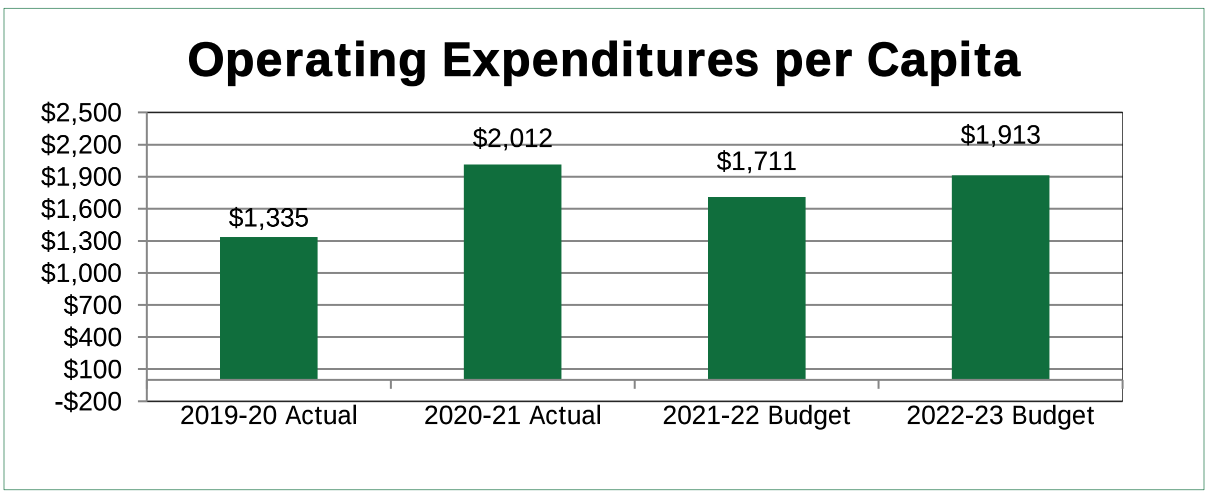
- Transfers in from other funds
- Interest earned on bank accounts
- Sale of fixed assets
- Proceeds from the issuance of debt

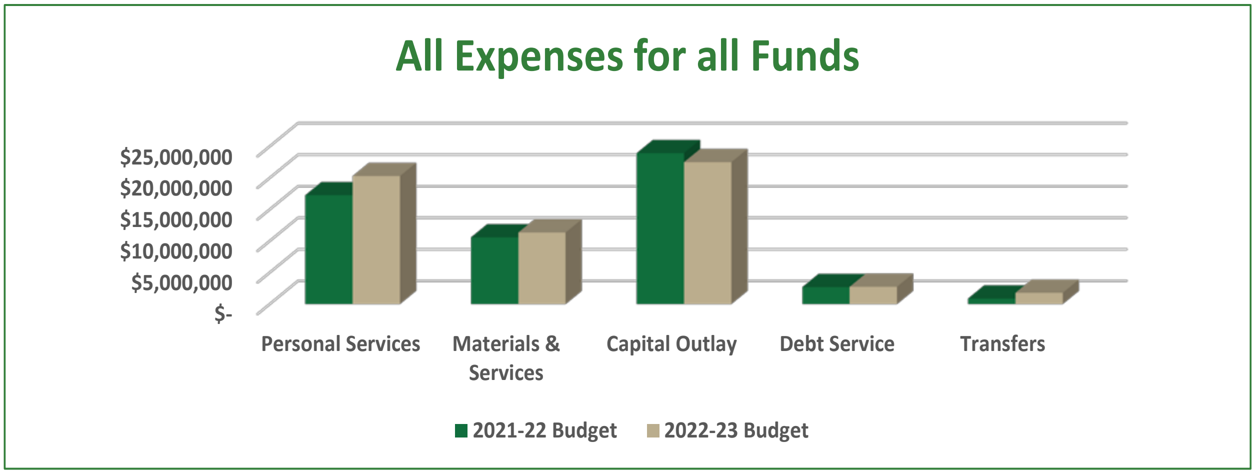
City-Wide Expenses by Category

Summary of Expenditures by Category

	Actual 2019-20	Actual 2020-21	Adopted Budget 2021-22	Approved Budget 2022-23
Personal Services	13,499,831	14,775,071	17,255,504	20,286,261
Materials and Services	9,421,827	9,958,537	10,572,482	11,343,167
Capital Outlay	2,984,595	5,229,275	23,922,030	22,488,401
Debt Service	2,231,729	12,880,404	2,691,333	2,742,658
Transfers Out	856,827	2,332,686	879,117	1,783,021
Total Current Expenses	$28,994,810	$45,175,973	$ 55,320,466	$ 58,643,509
Ending Fund Balance	41,940,815	42,395,847	42,608,109	46,269,096
Total Uses	**$70,935,625**	**$87,571,820**	**$ 97,928,575**	**$104,912,605**

Citywide operating costs are budgeted to increase 15.2% in FY2022-23, in part due to the planned expansion of Broadband infrastructure. This resulted in an increase in cost per capita for our citizens. Operating costs are made up of all City expenditures minus capital purchases made outside the General Fund.





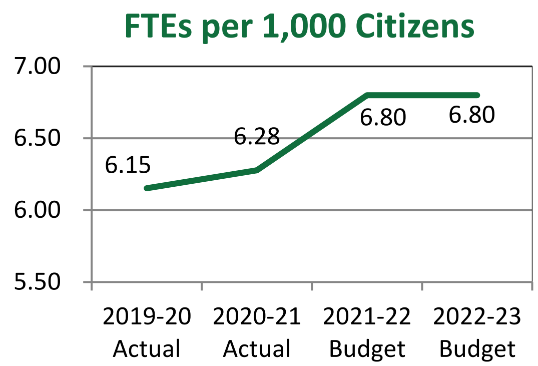
All Expenses for all Funds as a Percent

Personal services 35% Materials & services 19% Capital outlay 38% Debt service 5% Transfers 3%

Personal Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



Positions added in this budget are below:

- Records Coordinator (+0.5 FTE) in Administration
- Community Services Officer (+0.5 FTE) in Police
- Kitchen Coordinator (+0.5 FTE) in Community Services
- Lead Utility Worker (+1 FTE) in Broadband
- Install Technician (+1 FTE) in Broadband
- Utility Worker II (+4 FTE) in Broadband

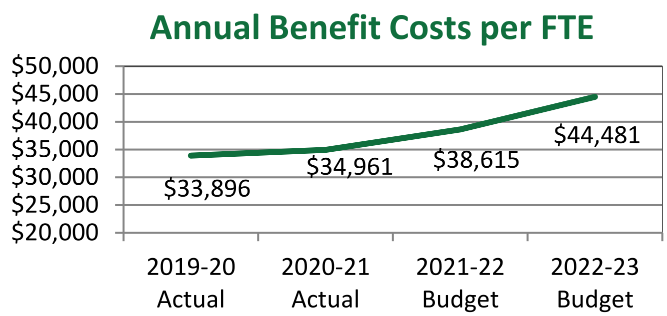
Wages

The budget includes a 5% cost of living increase as of July 1 for all employees (except 5.1% for AFSCME members).

Benefits

The major benefits are health insurance and PERS. Employee insurance costs are budgeted to increase an average of 0% for employees on the Regence plan and 4% for employees on the Kaiser plan in FY2022-23. 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:

	FY20-21	*FY21-22	FY22-23
Tier 1 & 2	26.61	26.54	26.54
OPSRP	18.28	20.53	20.53
OPSRP Police	22.91	24.89	24.89

*At the time of publication, the current percentage breakdown of total employees in each PERS Tier listed above is as follows:

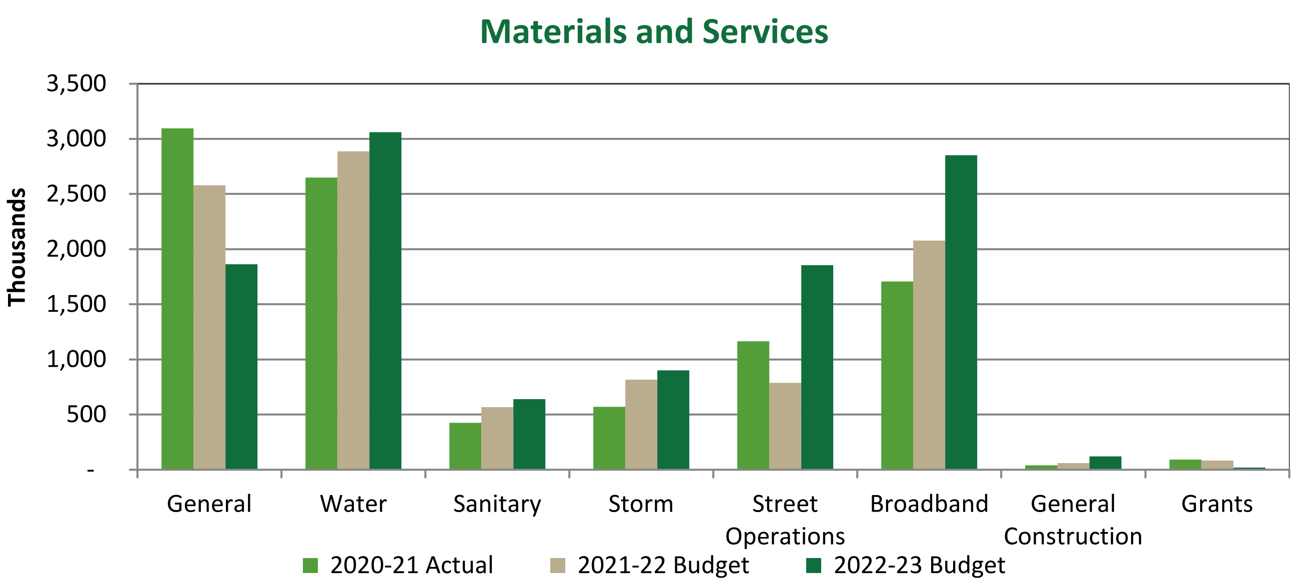
Tier 1 & 2:	22.5%
OPSRP:	66.7%
OPSRP Police:	10.8%

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 increase in FY2022-23. This is mainly due to increased infrastructure projects in Water and Broadband. The comparison of total materials and services expenses by fund is shown below.



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 40. 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 FY2022-23 capital outlay budgeted expenditures for vehicles and equipment are:

Program	Purchase	Cost
Fleet	Replace City Hall Jeeps x3	120,000
Fleet	Replace Patrol Interceptor Units x2	116,000
Fleet	Ford Explorer for Broadband	43,000
Fleet	Senior Center Van (ADA Accessible)	56,000
Fleet	Transit Van for Broadband	54,000
Fleet	F350 Chassis and Flatbed for Broadband	70,000
Fleet	F550 Service vehicles for Broadband x3	252,000
Fleet	Replace Flush Truck	450,000
Fleet	Replace Backhoe	140,000
Fleet	Replace Boom Truck	310,000
Fleet	Vac Unit for Broadband	118,600
Fleet	Medium Size Drill and Trailer for Broadband	175,000
Fleet	Supervisor's Vehicle for Broadband	40,000
Fleet	Reel Trailer for Broadband	12,000
Fleet	Compressor for Broadband	21,500
Fleet	Dump Truck for Broadband	119,000
Fleet	Barricades/Signage for Broadband	6,000
Parks	Replacement of Woodhaven Playground, Phase I	187,000
Parks	Replacement of Woodhaven Park Structures	10,000
Parks	Replacement of Cannery Square Park Structures	30,000
Parks	Replacement of Snyder Park Playground Equipment	30,000
Parks	Replacement of Stella Olsen Park Structures	95,000
Parks	Upgrade to Veterans Memorial	70,000
IT	Communication Equipment	123,500
Broadband	FTTH Core and Customer Equipment	250,000
Total Capital Outlay		$2,898,600

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 the first Sherwood URA for capital projects and two long term loans for the 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.

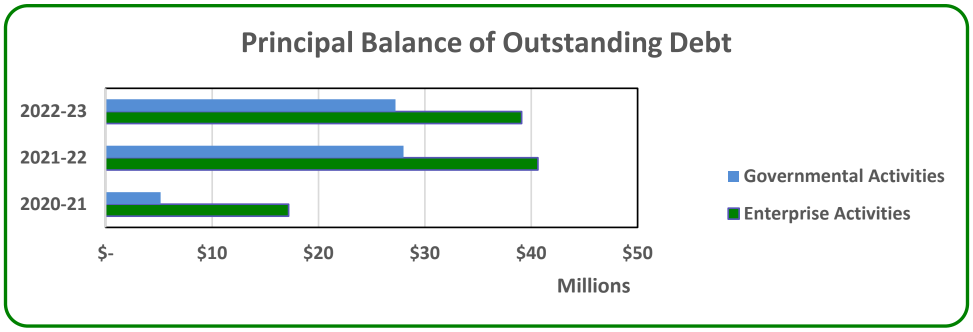
General Obligation Bond Limitations

Total assessed value on January 1, 2022:	$ 2,119,931,102
Debt limitation: 3% of total assessed value	63,597,933
Debt outstanding at June 30, 2022:	
General obligation bonds outstanding	-
Less amount available for repayment of GO bonds	(78,688)
Net debt outstanding that is subject to limitation	(78,688)
Amount of GO bonds that could be issued	$ 63,676,621

Summary of Long-Term Debt

	Original Amount	Outstanding June 30, 2022	Principal Pmt FY2022-23
Governmental activities			
Long-term Loans URA:			
2010 URA Cannery & Streets (interest 4.65%)	$7,065,000	$ 3,625,000	$ 385,000
2012 Civic bldg & Street Refunding (interest 3.0%)	5,245,000	760,000	375,000
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	19,640,000	-
Total Governmental Activities		28,000,300	760,000
Business-type Activities			
Long-term Obligations for Water activities			
2021 Water Refinancing (interest 2.4%)	8,895,000	8,340,000	460,000
2017 Water Refinancing (interest 3.83%)	9,189,000	6,022,000	651,000
2022 Water Issuance (interest 3.43%)	9,540,000	9,540,000	295,000
Long-term Obligations for Broadband activities			
2019 Broadband Expenasion (interest 2.51%)	2,000,000	1,755,593	118,791
2021 Series A Full Faith and Credit (interest 2.716%)	14,954,700	14,954,700	-
Total Business-type Activities		40,612,293	1,524,791
Total City Activities		$ 68,612,593	$ 2,284,791

Long-Term Debt Principal and Interest Schedule



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 6/30/22	6,022,000	8,340,000	9,540,000	1,755,593	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					
2023	781,449	793,600	684,458	159,948	323,103
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
2028-2032	2,721,814	3,957,000	3,429,050	799,738	6,136,870
2033-2037	-	3,174,000	3,422,250	319,895	6,140,559
2038-2042			3,431,200		4,382,154
	$ 6,627,774	$ 11,059,000	$ 13,709,158	$ 1,919,370	$ 19,179,648

City Loans for Sherwood Urban Renewal Agency Projects					
	2010 Streets & Cannery	2012 City Hall/Street Refinancing	2021 Series A Full Faith and Credit	2021 Series B Full Faith and Credit	Total Debt on behalf of URA
Original Amount	$ 7,065,000	$5,245,000	$ 3,975,300	$ 19,640,000	$ 35,925,300
Balance at 6/30/22	3,625,000	760,000	3,975,300	19,640,000	28,000,300
Payment Source		Tax Increment			
Paying Fund		URA Operations			
Year Ending June 30					
2023	553,563	388,806	85,888	785,600	1,813,857
2024	550,660	389,091	85,888	785,600	1,811,239
2025	552,060	-	85,888	785,600	1,423,548
2026	552,530	-	85,888	785,600	1,424,018
2027	552,070	-	326,338	785,600	1,664,008
2028-2032	1,663,453	-	1,631,320	3,928,000	7,222,773
2033-2037	-	-	1,632,301	3,928,000	5,560,301
2038-2042	-	-	1,164,877	6,151,200	7,316,077
2043-2047	-	-	-	11,693,600	11,693,600
2048-2051	-	-	-	9,355,600	9,355,600
	$ 4,424,336	$ 777,897	$ 5,098,388	$ 38,984,400	$ 49,285,021

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 FY2022-23 to FY2026-27 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 FY2022-23 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 $121.3 million. Roughly $46.1 million of the projects are utility projects, $48.9 are parks and ground projects and $26.3 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 $1.2 million charges for services, $10.2 million long-term debt, $0.5 million intergovernmental funding and $0.2 million development taxes. Transportation projects are expected to be funded through $0.9 million charges for services, $0.2 million intergovernmental funding and $2.7 million development taxes. Parks and grounds projects are expected to be funded through $0.75 million intergovernmental funding and $0.9 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 23 Through FY 27)						
STREET PROJECTS; INCL STORM AND SANITARY	**Estimated Cost**	**22/23**	**23/24**	**24/25**	**25/26**	**26/27**
Oregon St Improvements (Design and Construction; includes	$ 6,695,850	$ 543,900	$ 5,347,650	$ 804,300		
Shaumburg from Division to end of road (reconstruct)	$ 906,345	$ 218,175	$ 251,000	$ 437,170		
Traffic Calming	$ 300,000	$ 100,000	$ 100,000	$ 100,000		
Oregon St @ Tonquin Rd & Murdock Rd Improvements	$ 2,624,000	$ 500,000	$ 2,124,000			
Tualatin-Sherwood Road widening coordination with County	$ 7,500	$ 7,500				
Arrow Street	$ 1,525,000	$ 1,525,000				
Sunset Pedestrian Safety Study-99W to Pinehurst	$ 50,000	$ 50,000				
Langer Drive from Sherwood Blvd to Holland (grind and overlay)	$ 150,000	$ 150,000				
Third Street - at Pine	$ 90,963	$ 90,963				
Willamette Street from Norton to Foundry (reconstruct)	$ 160,000	$ 160,000				
Timbrel from Middleton to Sunset (grind and overlay)	$ 110,919	$ 110,919				
Travis Ct. (cul de sac to Lee), grind overlay	$ 10,889	$ 10,889				
Travis Ct (Lee to Marshall), grind overlay	$ 48,428	$ 48,428				
Lee Dr (Meinecke to Shane), grind overlay	$ 55,000	$ 55,000				
Lee Dr (Shane Ct to Travis), grind overlay	$ 42,000	$ 42,000				
Shane Ct (Lee to cul de sac), grind overlay	$ 13,000	$ 13,000				
Alexander (Dead end to Smith), grind overlay	$ 39,000	$ 39,000				
Edy Road	$ 6,400,000		$ 1,920,000	$ 4,480,000		
Pine Street Phase II	$ 1,850,000		$ 1,850,000			
Sidewalk on Meinecke/washington north of City parking lot	$ 465,642		$ 465,642			
Brookman Road preliminary design	$ 50,000		$ 50,000			
TSP update	$ 150,000		$ 150,000			
Oregon Street from Lincoln to Hall (grind and overlay)	$ 154,000		$ 154,000			
Oregon Street from Hall to Brickyard (reconstruct)	$ 182,000		$ 182,000			
Oregon Street from Brickyard to Roundabout (grind and overlay)	$ 78,000		$ 78,000			
Washington from Tualatin to Shaumburg (reconstruct)	$ 500,000			$ 500,000		
Willamette Street from Orcutt to Pine (reconstruct)	$ 50,000			$ 50,000		
Sunset (Eucaluyptus to St. Charles) grind overlay	$ 52,000			$ 52,000		
Sunset (St. Charles to Myrica), grind and overlay	$ 42,000			$ 42,000		
Sunset (Myrcia to Main), grind and overlay	$ 195,000			$ 195,000		
Sunset (Main to Cinnamon Hill), grind and overlay	$ 145,000			$ 145,000		
Sunset (Cinnamon Hill to Pine), grind and overlay	$ 100,000			$ 100,000		
Meinecke RAB	$ 30,000				$ 30,000	
Sidewalk on Sunset - Cinnamon Hills to Main	$ 100,000				$ 100,000	
Elwert from Handley to Edy	$ 6,000,000				$ 6,000,000	
Edy Road/Elwert Road intersection improvements	$ 4,500,000				$ 4,500,000	
Borchers between Edy Road and Roy Rogers (grind and overlay)	$ 238,000				$ 238,000	
Sidewalk on Borchers - in front of PGE property	$ 100,000				$ 100,000	
Borchers between Roy Rogers and Sydney (grind and overlay)	$ 28,000				$ 28,000	
Baler between T/S Road and Langer (grind and overlay)	$ 95,000				$ 95,000	
Sunset (Pine to Aldergrove), grind and overlay	$ 145,000				$ 145,000	
Sunset (Brittany to Murdock), grind and overaly	$ 155,000				$ 155,000	
Century between T/S and Sherwood Industrial	$ 182,464				$ 182,464	
Fair Oaks	$ 100,000				$ 100,000	
Brookman Road	$ 13,775,000					$ 13,775,000
Cedarbrook Way	$ 8,500,000					$ 8,500,000
Langer Farms Parkway North	$ 4,250,000					$ 4,250,000
Cochran (Upper Roy to June Ct.), grind and overlay	$ 55,894					$ 55,894
Cochran (June Ct to Willamette), grind and overlay	$ 54,239					$ 54,239
June Ct (Cochran to cul de sac), grind and overlay	$ 33,996					$ 33,996
May Ct (Upper Roy to cul de sac), grind and overlay	$ 41,127					$ 41,127
Norton (Barnsdale to Forest), grind and overlay	$ 28,486					$ 28,486
Norton (Forest to Willamette), grind and overaly	$ 80,820					$ 80,820
	$ 34,916,000	$ 3,664,774	$ 12,672,292	$ 6,905,470	$ 11,673,464	$ -
STORM WATER PROJECTS	**Estimated Cost**	**22/23**	**23/24**	**24/25**	**25/26**	**26/27**
Stella Olsen Park Drainage Swale Upgrade	$ 110,000	$ 110,000				
Gleneagle drive storm outfall retofit	$ 490,000	$ 300,000	$ 190,000			
Citywide Catch Basin Remediation program	$ 300,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000
Woodhaven Swales	$ 400,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	
Water Quality Facility Refurbishments	$ 250,000	$ 50,000	$ 50,000	$ 100,000	$ 50,000	
2nd & Park St Storm Water Facility Rehab (Design & construct	$ 300,000			$ 300,000		
	$ 950,000	$ 210,000	$ 210,000	$ 260,000	$ 210,000	$ 60,000

SANITARY SEWER PROJECTS	Estimated Cost	22/23	23/24	24/25	25/26	26/27
Old Town Laterals	$ 819,053	$ 48,000	$ 48,000	$ 48,000	$ 48,000	$ 627,053
Rock Creek Trunk Capacity Upgrade Ph II	$ 3,081,229	$ 580,000	$ 651,229	$ 1,850,000		
Brookman Area Sanitary Sewer Conveyance extension - CWS project **(anticpated City share only)**	$ 3,510,000	$ 5,000	$ 5,000	$ 3,500,000		
South Tonquin Employment Area Pipeline	$ 630,388		$ 126,000	$ 126,000	$ 126,000	$ 252,388
	$ 7,410,282	$ 633,000	$ 704,229	$ 5,398,000	$ 48,000	$ 627,053

WATER PROJECTS	Estimated Cost	22/23	23/24	24/25	25/26	26/27
Routine Waterline Replacement Program	$ 250,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
T/S County Conflict Improvements	$ 749,491	$ 366,559	$ 272,060	$ 110,872		
WIF- Capacity improvements to 6.2 mgd	$ 157,975	$ 157,975				
TVWD capacity improvements 6.2 to 9.7 mgd	$ 806,000	$ 806,000				
WRWTP - 20.0 mgd Expansion	$ 9,261,344	$ 9,261,344				
Norton Fire flow improvements	$ 230,000	$ 230,000				
SM-1.2 (tier 1 backbone - Near Sunset Reservoir and PS toward TVF&R and PW)	$ 407,601		$ 74,986	$ 332,615		
SP-1 Pump Station Improvements (Sunset)	$ 55,704		$ 55,704			
Resiliency Improvements-Piping Oregon St-Backbone	$ 1,300,000		$ 1,300,000			
Brookman Expansion - Loop from Prop SW Sherwood PRV to Hwy 99 (M7)	$ 73,393			$ 73,393		
Brookman Expansion -Loop from prop SW Sherwood PRV to Hwy 99 (M8)	$ 226,178			$ 226,178		
Brookman Expansion - Loop from prop SW Sherwood PRV to Hwy 99 (M9)	$ 264,984			$ 264,984		
TEA Expansion Loop -Loop with existing Oregon Street mains (M29)	$ 864,529			$ 864,529		
SW Sherwood PRV (V-1)	$ 166,308			$ 166,308		
TEA Expansion Loop -Loop with existing Oregon Street mains (M30 and M31)	$ 422,422			$ 422,422		
TEA Expansion Loop -Loop with existing Oregon Street mains (M32, M33, and M34)	$ 721,531			$ 721,531		
SP-2Pump Station Improvements (Wyndham Ridge)	$ 49,892			$ 49,892		
SM-1.3 (tier 1 backbone - Sunset Reservoir to Well #3)	$ 496,844			$ 66,523	$ 430,321	
SR-1 Sunset Reservoir #1	$ 179,014				$ 179,014	
SR-2 Sunset Reservoir #2	$ 133,113				$ 133,113	
SW-1 Resiliency Upgrade - Well #3	$ 61,000					$ 61,000
SW-3 Resiliency Upgrade - Well #5	$ 34,000					$ 34,000
SW-4 Resiliency Upgrade - Well #6	$ 61,000					$ 61,000
SM-1.1 (tier 1 backbone - Near Hospital and Police; PW and Firestation)	$ 2,772,935					$ 2,772,935
SM-1.4 (tier 1 backbone - WTP to Sherwood owned reservoirs)	$ 1,208,471					$ 1,208,471
SM-1.4 (tier 1 backbone - WTP to shared vault with Wilsonville)	$ 1,208,471					$ 1,208,471
WRWTP - 30 mgd expansion	$ 12,750,778					$ 12,750,778
Brookman exp look of 12" 3400 ft (reserve east to Ladd Hill	$ 952,000					$ 952,000
SR-3 Krueger Reservoir	$ 185,279					$ 185,279
	$ 35,050,766	$ 10,455,319	$ 1,430,690	$ 3,188,375	$ 742,448	$ 19,233,934

GENERAL CONSTRUCTION PROJECTS	Estimated Cost	22/23	23/24	24/25	25/26	26/27
Cedar Creek Trail - Segment 8 Design & Construction (local contribution only)	$ 50,000	$ 50,000				
Cedar Creek Trail local project improvements	$ 500,000	$ 500,000				
Cedar Creek trail grade separated crossing of 99W	$ 5,275,000	$ 400,000	$ 4,875,000			
Cedar Creek Trail - Segment 9B Design & Construction Edy to Roy Rogers	$ 3,000,000		$ 3,000,000			
Dog Park Design - North of Hwy 99	$ 100,000		$ 100,000			
Cedar Creek Trail - Segment 9A Design & Construction 99W to Edy	$ 2,860,000				$ 2,860,000	
Cedar Creek Trail - Segment 11 Design & Construction	$ 500,000				$ 500,000	
	$ 12,285,000	$ 950,000	$ 7,975,000	$ -	$ 3,360,000	$ -

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 FY22-23 are:

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.

Schaumburg from Division to end of road: This is primarily a maintenance project will include both sewer improvement and road maintenance.

Traffic Calming: This will be for projects identified by the Traffic Safety Committee.

Oregon Street at Tonquin Rd & Murdock Rd: This project is for design and construction. This project is closely tied to the Oregon Street project as well as development of the TEA. The timing of this project may change based on need and outside funding opportunities.

Tualatin Sherwood Road Widening: This project includes widening Tualatin Sherwood Road to include two westbound lanes between Langer Farms Parkway and Borchers. It is the first phase of a three-phase project that extends the entire length of Roy Rogers and Tualatin Sherwood Roads. This is a joint project with the County.

Arrow Street Construction: This project will connect Olds Place to Langer Farms Parkway making another connection for businesses and traffic. This is a joint project with the County.

Sunset Pedestrian Safety Study 99Wto Pinehurst: This project will examine existing conditions and needs for pedestrian safety along Sunset between 99W and Pinehurst and identify short, medium and long term solutions for consideration.

Langer Drive from Sherwood Blvd to Holland: This project will grind off the existing road surface and place one or more layers of asphalt pavement.

Third Street at Pine: This project will grind off the existing road surface and place one or more layers of asphalt pavement.

Willamette Street From Norton to Foundry: This project consist 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.

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.

Travis Court cul de sac to Lee Dr: 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.

Travis Court from Lee Dr to Mashal: 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.

Lee Drive from Meinecke to Shane: 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.

Lee Drive from Shane Ct to Travis Ct: 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.

Shane Ct from Lee Dr to cul de sac: 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.

Alexander Rd dead end to Smith: This project consists of reconstruction of the road surface and place one or more layers of asphalt pavement.

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 FY22-23 are:

Stella Olsen Park Drainage Swale Upgrade: This project includes rehabilitating the swale by upgrading the side slopes, increasing bottom width, and overall conveyance capacity.

Gleneagle Village Storm Outfall Retrofit: This project Installs an 8-cartridge vault due to constrained area conditions and installs a mechanical storm water runoff treatment system within the public right-of-way.

City Wide Catch Basin Remediation program: This program consists of replacement of un-sumped 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.

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.

Second & Park Street Storm Water Facility: This project consists of reviewing the facility and determining corrective measure to make the facility fully operable.

Sanitary Capital Projects

The Sanitary Fund collects SDCs for sanitary infrastructure expansion. Planned projects for FY22-23 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.

South Tonquin Employment Area Pipeline: This project consists of the installation of sanitary sewer mainline pipe to the Tonquin Employment Area lots on the south side of Oregon Street between Tonquin Road and Dahlke Lane.

Water Capital Projects

The Water Fund collects SDCs and user charges for water infrastructure expansion and capital construction. Planned projects for FY22-23 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 uprated 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.

Norton Fire Flow Improvements: This project includes upgrading 6 - inch to 8 – inch mainline along SW. Norton Street from SW. Willamette Street south to fire hydrant on SW. Forest Ave Also this project will address fire flow in this residential area

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 FY22-23 are:

Cedar Creek Trail, Segments 8: This project consists of construction of the trail between Washington Street and 99W with at-grade pedestrian improvements along 99W to Meinecke.

Cedar Creek Trail, local project improvements: This project is to supplement the Federally funded trail project to provide elements that were not able to be included in the federally funded project such as trail amenities, screening wall replacement along Alexander Lane, and feeder trails

Cedar Creek Trail, grade separated crossing of 99W: This project is identified in the Cedar Creek Trail feasibility study, completed in 2009. This project will conduct preliminary design which includes: survey, wetland delineation, preliminary hydraulic analysis, identification and preliminary solutions to design issues and updated cost estimates and proceed to 30% design

Actual 2019-20	Actual 2020-21	Budget 2021-22		Proposed 2022-23	Approved 2022-23	Adopted 2022-23
			RESOURCES			
$37,410,184	$41,940,810	$ 46,028,993	Beginning fund balance	$ 66,014,375	$ 66,014,375	$ 66,014,375
			Revenue			
6,501,380	6,867,322	6,971,527	Taxes	7,830,570	7,830,570	-
2,048,939	2,141,407	2,091,000	Franchise Fees	2,337,000	2,337,000	-
98,720	68,564	82,230	Licenses and permits	86,500	86,500	-
4,485,304	6,736,121	7,968,613	Intergovernmental	8,639,023	8,639,023	-
11,674,707	12,791,837	13,121,251	Charges for services	13,971,172	13,971,172	-
2,583,305	1,329,811	1,492,400	Infrastructure development	1,125,000	1,125,000	-
3,248,018	2,616,738	2,895,254	Fines, interest and other	3,125,944	3,125,944	-
30,640,372	32,551,799	34,622,275	Total revenue	37,115,209	37,115,209	-
			Other sources			
856,827	2,332,686	879,117	Transfers in	1,783,021	1,783,021	-
28,275	10,946	-	Sale of fixed assets	-	-	-
-	-	-	Capital Lease Proceeds	-	-	-
2,000,000	10,735,580	18,000,000	Issuance of long-term debt	-	-	-
2,885,102	13,079,212	18,879,117	Total other sources	1,783,021	1,783,021	-
70,935,658	**87,571,820**	**99,530,385**	**Total resources**	**104,912,605**	**104,912,605**	**66,014,375**
			REQUIREMENTS			
			Expenditures			
			Personal services			
8,683,408	9,662,728	11,057,300	Salaries and wages	12,725,053	12,725,053	-
748,940	812,162	996,706	Payroll taxes	1,191,497	1,191,497	-
4,067,484	4,300,181	5,201,498	Benefits	6,369,712	6,369,712	-
13,499,831	14,775,071	17,255,504	Total personal services	20,286,261	20,286,261	-
			Materials and services			
2,217,687	3,100,881	2,991,467	Professional & technical	2,731,535	2,731,535	-
3,949,526	3,496,248	4,327,551	Facility and equipment	4,821,472	4,821,472	-
1,773,660	1,782,751	2,185,378	Other purchased services	2,401,320	2,401,320	-
869,790	783,742	739,296	Supplies	1,053,726	1,053,726	-
214,096	501,546	26,250	Community activities	43,321	43,321	-
403,828	200,004	346,113	Minor equipment	364,700	364,700	-
15,192	109,933	20,000	Other materials & services	82,000	82,000	-
(21,960)	(16,568)	(63,573)	Cost Allocation	(154,907)	(154,907)	-
9,421,819	9,958,537	10,572,482	Total materials & services	11,343,167	11,343,167	-
			Capital outlay			
1,780,648	4,770,504	22,076,300	Infrastructure	19,754,801	19,754,801	-
182,280	84,306	232,000	Buildings	-	-	-
-	-	18,000	Other improvements	-	-	-
339,250	246,776	385,000	Vehicles	711,000	711,000	-
682,417	127,689	1,215,730	Furniture and equipment	2,022,600	2,022,600	-
2,984,595	5,229,275	23,927,030	Total capital outlay	22,488,401	22,488,401	-
25,906,246	29,962,883	51,755,016	Total expenditures	54,117,830	54,117,830	-
			Debt service			
1,454,362	11,940,045	1,640,581	Principal	1,524,791	1,524,791	-
737,567	798,125	900,752	Interest	1,217,867	1,217,867	-
39,800	142,234	150,000	Issuance costs	-	-	-
2,231,729	12,880,404	2,691,333	Total debt service	2,742,658	2,742,658	-
			Other uses			
856,827	2,332,686	879,117	Transfers out	1,783,021	1,783,021	-
856,827	2,332,686	879,117	Total other uses	1,783,021	1,783,021	-
41,940,855	42,395,847	-	Ending Fund Balance	-		
-	-	1,518,311	Contingency	6,212,301	6,212,301	-
-	-	42,686,608	Reserved for Future Years	40,056,795	40,056,795	66,014,375
$70,935,658	**$87,571,820**	**$ 99,530,385**	**Total requirements**	**$104,912,605**	**$104,912,605**	**$66,014,375**

	General Fund	General Construction Fund	Debt Service Fund	Transient Lodging Tax Fund	Grants Fund	Street Operations Fund	Street Capital Fund	Water Fund	Sanitary Fund	Storm Fund	Broadband Fund	Adopted 2022-23 Budget
RESOURCES												
Beginning fund balance	$ 6,655,712	$ 1,536,117	$78,287	$198,372	$2,227,121	$4,345,560	$4,447,004	$26,792,370	$2,941,419	$6,444,899	$10,347,515	$ 66,014,375
Revenue												
Taxes	7,830,570	-	-	-	-	-	-	-	-	-	-	7,830,570
Francise Fees	2,307,000	30,000	-	-	-	-	-	-	-	-	-	2,337,000
Licenses and permits	86,500	-	-	-	-	-	-	-	-	-	-	86,500
Intergovernmental	2,059,309	-	-	135,000	2,272,711	1,924,104	-	-	581,900	-	1,666,000	8,639,023
Charges for services	2,160,470	70,000	-	-	-	735,944	60,000	6,339,500	792,000	2,482,377	1,330,881	13,971,172
Infrastructure development	-	300,000	-	-	-	-	700,000	-	75,000	50,000	-	1,125,000
Fines, interest and other	2,549,494	11,000	450	1,000	10,000	52,000	30,000	291,000	22,000	79,000	80,000	3,125,944
Total revenue	16,993,343	411,000	450	136,000	2,282,711	2,712,048	790,000	6,630,500	1,470,900	2,611,377	3,076,881	37,115,209
Other sources												
Transfers in	83,021	950,000	-	-	-	-	750,000	-	-	-	-	1,783,021
Total other sources	83,021	950,000	-	-	-	-	750,000	-	-	-	-	1,783,021
Total resources	**$23,732,076**	**$ 2,897,117**	**$78,737**	**$334,372**	**$4,509,832**	**$7,057,607**	**$5,987,004**	**$33,422,870**	**$4,412,319**	**$9,056,276**	**$13,424,396**	**$ 104,912,605**
REQUIREMENTS												
Expenditures												
Personal services												
Salaries and wages	9,069,979	28,005	-	-	-	500,013	76,599	580,715	243,886	510,690	1,715,166	12,725,053
Payroll taxes	828,216	2,519	-	-	-	50,405	6,797	58,901	25,440	55,288	163,931	1,191,497
Benefits	4,477,230	14,864	-	-	-	222,125	34,997	282,888	119,478	250,412	967,718	6,369,712
Total personal services	14,375,425	45,388	-	-	-	772,543	118,392	922,504	388,804	816,390	2,846,815	20,286,261
Materials and services												
Professional & technical	1,775,140	-	-	-	19,595	213,300	-	142,350	95,250	120,900	365,000	2,731,535
Facility and equipment	1,807,203	79,000	-	-	-	950,971	-	1,673,715	2,628	53,273	254,683	4,821,472
Other purchased services	1,314,748	-	-	-	-	30,777	-	562,795	122,165	161,945	208,890	2,401,320
Supplies	463,690	-	-	-	-	110,100	-	150,836	16,200	56,900	256,000	1,053,726
Community activities	43,321	-	-	-	-	-	-	-	-	-	-	43,321
Minor equipment	277,250	-	-	-	-	7,200	-	26,000	10,000	10,500	33,750	364,700
Other materials & services	82,000	-	-	-	-	-	-	-	-	-	-	82,000
Cost Allocation	(3,900,436)	40,947	-	-	-	542,894	33,911	504,250	393,335	497,532	1,732,660	(154,907)
Total materials & services	1,862,915	119,947	-	-	19,595	1,855,243	33,911	3,059,946	639,578	901,050	2,850,983	11,343,167
Capital outlay												
Infrastructure	-	950,000	-	-	-	-	3,377,255	11,024,052	1,602,739	984,755	1,816,000	19,754,801
Vehicles	711,000	-	-	-	-	-	-	-	-	-	-	711,000
Furniture and equipment	1,766,600	-	-	-	-	-	-	-	-	-	256,000	2,022,600
Total capital outlay	2,477,600	950,000	-	-	-	-	3,377,255	11,024,052	1,602,739	984,755	2,072,000	22,488,401
Total expenditures	18,715,940	1,115,335	-	-	19,595	2,627,786	3,529,558	15,006,502	2,631,121	2,702,195	7,769,798	54,117,830
Debt service												
Principal	-	-	-	-	-	-	-	1,406,000	-	-	118,791	1,524,791
Interest	-	-	-	-	-	-	-	853,607	-	-	364,260	1,217,867
Total debt service	-	-	-	-	-	-	-	2,259,607	-	-	483,051	2,742,658
Other uses												
Transfers out	-	-	78,737	-	3,483	750,000	950,000	-	-	-	-	1,783,021
Total other uses	-	-	78,737	-	3,483	750,000	950,000	-	-	-	-	1,783,021
Contingency	849,667	-	-	-	4,481,755	135,602	-	290,025	40,195	107,369	307,688	6,212,301
Reserved for Future Years	4,166,469	1,781,782	-	334,372	4,999	3,544,219	1,507,446	15,866,736	1,741,003	6,246,713	4,863,859	40,056,795
Total requirements	**$23,732,076**	**$ 2,897,117**	**$78,737**	**$334,372**	**$4,509,832**	**$7,057,607**	**$5,987,004**	**$33,422,870**	**$4,412,319**	**$9,056,276**	**$13,424,396**	**$ 104,912,605**

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 5,552,559	$ 5,325,013	$ 7,173,050	Beginning fund balance	$ 6,655,712	$ 6,655,712	$ 6,655,712
			Revenue			
6,224,127	6,594,623	6,971,527	Taxes	7,830,570	7,830,570	-
2,016,311	2,111,047	2,061,000	Franchise Fees	2,307,000	2,307,000	-
98,720	68,564	82,230	Licenses and permits	86,500	86,500	-
2,099,753	4,243,217	1,953,228	Intergovernmental	2,059,309	2,059,309	-
1,504,814	1,853,076	2,512,774	Charges for services	2,160,470	2,160,470	-
2,470,706	2,302,563	2,398,940	Fines, interest and other	2,549,494	2,549,494	-
14,414,431	17,173,088	15,979,699	Total revenue	16,993,343	16,993,343	-
			Other sources			
-	4,629	4,117	Transfers in	83,021	83,021	-
11,575	10,946	-	Sale of fixed assets	-	-	-
11,575	15,575	4,117	Total other sources	83,021	83,021	-
19,978,565	**22,513,676**	**23,156,866**	**Total resources**	**23,732,076**	**23,732,076**	**6,655,712**
			REQUIREMENTS			
			Expenditures			
			Personal services			
7,062,684	7,726,047	8,308,222	Salaries and wages	9,069,979	9,069,979	-
617,314	629,017	738,405	Payroll taxes	828,216	828,216	-
3,338,132	3,449,306	3,999,059	Benefits	4,477,230	4,477,230	-
11,018,130	11,804,370	13,045,686	Total personal services	14,375,425	14,375,425	-
			Materials and services			
1,392,589	1,462,472	2,065,828	Professional & technical	1,775,140	1,775,140	-
1,264,469	1,172,165	1,507,040	Facility and equipment	1,807,203	1,807,203	-
941,407	910,682	1,206,591	Other purchased services	1,314,748	1,314,748	-
406,330	353,800	426,696	Supplies	463,690	463,690	-
213,417	501,546	26,250	Community activities	43,321	43,321	-
270,934	85,625	234,613	Minor equipment	277,250	277,250	-
15,192	108,733	20,000	Other materials & services	82,000	82,000	-
(1,514,014)	(1,499,996)	(2,907,366)	Cost Allocation	(3,900,436)	(3,900,436)	-
2,990,325	3,095,029	2,579,652	Total materials & services	1,862,915	1,862,915	-
			Capital outlay			
170,000	84,306	232,000	Buildings	-	-	-
-	-	18,000	Other improvements	-	-	-
243,012	246,776	385,000	Vehicles	711,000	711,000	-
232,085	110,145	1,015,730	Furniture and equipment	1,766,600	1,766,600	-
645,097	441,227	1,650,730	Total capital outlay	2,477,600	2,477,600	-
14,653,552	15,340,626	17,276,068	Total expenditures	18,715,940	18,715,940	-
5,325,013	7,173,050	-	Ending Fund Balance	-	-	-
-	-	798,985	Contingency	849,667	849,667	-
-	-	297,788	Reserved for Future Years - Fleet	225,184	225,184	225,184
-	-	4,784,025	Reserved for Future Years	3,941,285	3,941,285	6,430,528
$ 19,978,565	**$ 22,513,676**	**$ 23,156,866**	**Total requirements**	**$ 23,732,076**	**$ 23,732,076**	**$ 6,655,712**

2019-20 Actual	2020-21 Actual	2021-22 Budget	General Fund Resources	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
$ 5,552,559	$ 5,325,013	$ 7,173,050	Beginning fund balance	$ 6,655,712	$ 6,655,712	$ 6,655,712
			Revenue			
6,224,127	6,594,623	6,971,527	Taxes	7,830,570	7,830,570	-
2,016,311	2,111,047	2,061,000	Franchise Fees	2,307,000	2,307,000	-
98,720	68,564	82,230	Licenses and permits	86,500	86,500	-
2,099,753	4,243,217	1,953,228	Intergovernmental	2,059,309	2,059,309	-
1,504,814	1,853,076	2,512,774	Charges for services	2,160,470	2,160,470	-
2,470,706	2,302,563	2,398,940	Fines, interest and other	2,549,494	2,549,494	-
14,414,431	17,173,088	15,979,699	Total revenue	16,993,343	16,993,343	-
			Other sources			
-	4,629	4,117	Transfers in	83,021	83,021	-
11,575	10,946	-	Sale of fixed assets	-	-	-
11,575	15,575	4,117	Total other sources	83,021	83,021	-
19,978,565	**22,513,676**	**23,156,866**	**Total resources**	**23,732,076**	**23,732,076**	**6,655,712**
			Requirements			
			Administration Division			
			Personal services			
1,394,590	1,570,347	1,628,991	Salaries and wages	1,682,964	1,682,964	-
147,760	97,621	138,022	Payroll taxes	148,583	148,583	-
616,920	595,188	690,187	Benefits	803,335	803,335	-
2,159,270	2,263,156	2,457,200	Total personal services	2,634,882	2,634,882	-
			Materials and services			
568,058	484,621	1,123,442	Professional & technical	714,000	714,000	-
211,616	150,040	258,950	Facility and equipment	185,568	185,568	-
692,142	704,220	822,007	Other purchased services	897,315	897,315	-
23,332	16,172	15,850	Supplies	31,700	31,700	-
7,654	2,502	9,200	Community activities	13,800	13,800	-
245,947	40,584	101,000	Minor equipment	101,000	101,000	-
108	106,155	-	Other materials & services	50,000	50,000	-
(927,500)	(1,064,604)	(1,535,348)	Cost Allocation	(1,793,961)	(1,793,961)	-
821,357	439,690	795,101	Total materials & services	199,422	199,422	-
			Capital outlay			
20,661	30,200	70,000	Furniture and equipment	123,500	123,500	-
20,661	30,200	70,000	Total capital outlay	123,500	123,500	-
3,001,287	**2,733,047**	**3,322,301**	**Total Administration Expenditures**	**2,957,804**	**2,957,804**	**-**
			Community Development			
			Personal services			
1,124,248	1,258,001	1,323,493	Salaries and wages	1,311,520	1,311,520	-
92,708	102,366	113,737	Payroll taxes	111,817	111,817	-
543,261	585,701	677,242	Benefits	674,508	674,508	-
1,760,217	1,946,068	2,114,472	Total personal services	2,097,845	2,097,845	-
			Materials and services			
413,800	562,320	416,400	Professional & technical	505,000	505,000	-
5,516	9,772	9,200	Facility and equipment	10,681	10,681	-
55,322	49,222	89,598	Other purchased services	91,608	91,608	-
5,168	1,898	5,880	Supplies	8,550	8,550	-
198,551	456,481	1,000	Community activities	1,121	1,121	-
21	-	1,200	Minor equipment	11,000	11,000	-
(122,897)	(128,114)	(88,109)	Cost Allocation	(207,810)	(207,810)	-
555,480	951,580	435,169	Total materials & services	420,150	420,150	-
$ 2,315,697	**$ 2,897,648**	**$ 2,549,641**	**Total Community Dev. Expenditures**	**$ 2,517,995**	**$ 2,517,995**	**$ -**

2019-20 Actual	2020-21 Actual	2021-22 Budget	General Fund Requirements Continued	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			Police Sevices			
			Personal services			
2,511,017	2,736,506	3,014,840	Salaries and wages	3,221,261	3,221,261	-
207,804	229,583	254,885	Payroll taxes	289,434	289,434	-
1,273,316	1,358,113	1,537,593	Benefits	1,716,988	1,716,988	-
3,992,137	4,324,202	4,807,318	Total personal services	5,227,683	5,227,683	-
			Materials and services			
233,500	263,807	265,000	Professional & technical	320,000	320,000	-
23,060	43,966	37,100	Facility and equipment	71,239	71,239	-
100,856	92,642	159,700	Other purchased services	171,500	171,500	-
47,078	58,029	73,500	Supplies	83,500	83,500	-
2,909	414	3,500	Community activities	3,500	3,500	-
4,653	-	36,000	Minor equipment	25,000	25,000	-
15,085	2,578	20,000	Other materials & services	32,000	32,000	-
427,140	461,435	594,800	Total materials & services	706,739	706,739	-
21,171	-	-	Furniture and equipment	-	-	-
21,171	-	-	Total capital outlay	-	-	-
4,440,448	**4,785,637**	**5,402,118**	**Total Police Expenditures**	**5,934,422**	**5,934,422**	**-**
			Community Services			
			Personal services			
1,330,073	1,384,781	1,524,596	Salaries and wages	1,912,895	1,912,895	-
111,050	118,506	140,463	Payroll taxes	171,643	171,643	-
584,252	578,454	696,588	Benefits	810,779	810,779	-
2,025,375	2,081,741	2,361,647	Total personal services	2,895,317	2,895,317	-
			Materials and services			
109,771	38,547	98,701	Professional & technical	113,500	113,500	-
6,881	10,978	10,230	Facility and equipment	12,299	12,299	-
52,548	28,720	72,771	Other purchased services	82,155	82,155	-
171,709	188,196	212,896	Supplies	210,950	210,950	-
3,946	41,817	10,050	Community activities	12,400	12,400	-
11,087	9,352	22,338	Minor equipment	11,250	11,250	-
355,942	317,609	426,986	Total materials & services	442,554	442,554	-
16,612	-	38,210	Furniture and equipment	-	-	-
16,612	-	38,210	Total capital outlay	-	-	-
$ 2,397,928	**$ 2,399,350**	**$ 2,826,843**	**Total Community Services Expenditures**	**$ 3,337,871**	**$ 3,337,871**	**$ -**

2019-20 Actual	2020-21 Actual	2021-22 Budget	General Fund Requirements Continued	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			Public Works			
			Personal services			
702,770	776,439	816,302	Salaries and wages	941,339	941,339	-
57,993	80,933	91,298	Payroll taxes	106,739	106,739	-
320,370	331,831	397,449	Benefits	471,620	471,620	-
1,081,133	1,189,203	1,305,049	Total personal services	1,519,698	1,519,698	-
			Materials and services			
67,461	113,177	162,285	Professional & technical	122,640	122,640	-
1,017,396	957,410	1,191,560	Facility and equipment	1,527,415	1,527,415	-
40,539	35,878	62,515	Other purchased services	72,170	72,170	-
159,043	89,505	118,570	Supplies	128,990	128,990	-
357	333	2,500	Community activities	12,500	12,500	-
9,227	35,689	74,075	Minor equipment	129,000	129,000	-
(463,617)	(307,278)	(1,283,909)	Cost Allocation	(1,898,665)	(1,898,665)	-
830,406	924,713	327,596	Total materials & services	94,050	94,050	-
			Capital outlay			
170,000	84,306	232,000	Buildings	-	-	-
-	-	18,000	Other improvements	-	-	-
243,012	246,776	385,000	Vehicles	711,000	711,000	-
173,641	79,945	907,520	Furniture and equipment	1,643,100	1,643,100	-
586,653	411,027	1,542,520	Total capital outlay	2,354,100	2,354,100	-
2,498,192	**2,524,944**	**3,175,165**	**Total Public Works Expenditures**	**3,967,848**	**3,967,848**	**-**
			Unallocated Expenditures			
-	-	-	Transfers to Grants	-	-	-
5,325,013	7,173,050		Ending Fund Balance			
		798,985	Contingency	849,667	849,667	-
		297,788	Reserved for Future Years - fleet	225,184	225,184	225,184
		4,784,025	Reserved for Future Years	3,941,285	3,941,285	6,430,528
$ 19,978,565	**$ 22,513,676**	**$ 23,156,866**	**Total requirements**	**$ 23,732,076**	**$23,732,076**	**$ 6,655,712**

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.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			Revenue			
6,224,127	6,594,623	6,971,527	Taxes	7,830,570	7,830,570	-
2,016,311	2,111,047	2,061,000	Franchise Fees	2,307,000	2,307,000	-
15,310	2,880	5,500	Licenses and Permits	3,000	3,000	-
626,289	2,268,713	685,415	Intergovernmental	745,300	745,300	-
62,218	65,192	65,800	Charges for Services	70,300	70,300	-
2,344,937	2,192,832	2,256,750	Fines, Interest, and Other	2,438,000	2,438,000	-
-	4,629	4,117	Transfers in & Other Sources	83,021	83,021	-
11,289,192	13,239,915	12,050,109	Total revenue	13,477,191	13,477,191	-
			Expenditures			
2,159,270	2,263,156	2,457,200	Personal services	2,634,882	2,634,882	-
821,357	439,690	795,101	Materials and services	199,422	199,422	-
20,661	30,200	70,000	Capital outlay	123,500	123,500	-
$ 3,001,287	$ 2,733,047	$ 3,322,301	Total expenditures	$ 2,957,804	$ 2,957,804	$ -

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.

2021-22 Highlights

- Projected to adopt 16 ordinances and 75 resolutions.

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Increase transparency	Council meetings	35	30	24
	Work sessions	26	30	24
	Executive sessions	13	15	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	9
	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	50	62	62

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.

2021-22 Highlights

- Oversaw 5 Municipal Code Amendments
- Migrated City Boards & Commission Records into TRIM/ORMS, City's Records Management System
- Migrated *Recorded (Recorded at County Level)* Records (1922-2020) into TRIM/ORMS
- Compile City Administrative Policies for review by City Management Team
- Activated WebDrawer (TRIM/ORMS Public Portal)
- Coordinated process for filing Council Vacancy
- Coordinated Citywide Records Management Cleanup Day

2022-23 Goals

- Continue implementation and migration of records into TRIM/ORMS
- Continue audit and migration of records into TRIM/ORMS, disengaging current City Records Management System (ongoing)
- 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

2022-23 Changes

- Hire a part-time Records Coordinator

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Adhere to public records law and respond to public records requests	Public records requests	32	40	40
	Responded within 5 business days	25	35	35
Maintain Current Code Updates	Municipal Code updates	8	5	5
Coordinate Accurate and Transparent	Process Election fillings, coordinate special and general	7	0	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.

2021-22 Highlights

- Hired and transitioned in a new city manager
- Hired a new chief of police
- Updated Council Pillars, Goals and Deliverables

2022-23 Goals

- Enhance community outreach and information sharing to stakeholders via website and social media
- Communicate, update and successfully complete adopted deliverables of the city council
- Monthly health and wellness programs for the internal and externa stakeholders

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.

2021-22 Highlights

- Completed year five of the City’s law clerk program, leveraging federal work-study funds.
- Prepared, reviewed, and otherwise assisted with numerous adopted ordinances, including amendments to regulations regarding the City’s commercial land use districts, mandating certain disclosures for commercial tenancies, and regulating backyard chickens.
- Assisted Council with City Manager transition.
- Negotiated, drafted, and otherwise assisted with numerous intergovernmental agreements, including expansion of the Wilsonville Water Treatment Plant, 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.
- Assisted with development of an innovative murals plan for the City.

2022-23 Goals

- Continue to improve the City’s law clerk program.
- Assist with successful completion of Council priority projects.
- Continue to review City ordinances and perform housekeeping updates.

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Keep Council Informed	Frequency of Tort Claim Updates	Quarterly	Quarterly	Quarterly
Law Clerk Program	Duration of Student Position	Full Year	~66% Year	Full Year
Maintain and Update Municipal Code	Ordinances Enacted	14	12	13

Human Resources

The vision for the Human Resources department is to provide leadership in human resources management that is responsive to the goals and needs of the City and its workforce. This department oversees all recruitment and selection, classification and compensation, training and development, benefits administration, prepares and updates the Employee Handbook and develops, prepares and delivers policies for the City. In addition, HR negotiates, interprets and applies the City's two union contracts and leads employee relations. The mission of HR Is to address the diverse human resources needs of our customers through effective consultation, guidance and training.

2021-22 Highlights

- Total recruitments increased by 65% due to retirements, the great resignation and the expansion of broadband.
- Total applications received increased by 69% due to total recruitments increased and in the 4th quarter added more targeted advertisements and outreach.
- Developed and implemented a Telecommute Policy, Procedure and Agreement for all employees.

2022-23 Goals

- Develop and deliver annual Wellness Program for Employees and the Community.
- Update Employee Handbook to be relevant, clear and tailored to the modern workplace.
- Present Total Compensation Rewards statements to all employees and new hires.
- Negotiate two union contracts.
- Create and deliver mandatory online and in-person employee training and development.

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Recruit and Retain a Competitive and Diverse Workforce	Applications Received	446	754	904
	Recruitments	26	43	53.75
	New Hires	8	22	31
	Time-to-fill (non-management roles)	N/A*	N/A*	45 days
	Cost per Hire	N/A*	N/A*	$1,500
Develop and Deliver Annual Wellness Program	Develop curriculum centered around Mental Health, Financial Wellness and Physical Wellness	N/A	July 1 Class	12 Classes online/in person

*New metric tracking history to begin in FY22-23

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.

2021-22 Highlights

- Hired a IT Manager
- Replaced City Firewalls
- Replaced all virtual servers and upgraded software versions
- Completed 2 factor authentication project
- Replaced and added security cameras at city facilities
- Completed several systems upgrade and enhancement projects
- Supported online and adaptive meetings

2022-23 Goals

- Replace Public works field laptops
- Complete city phone system migration
- Upgrade city network switches/routers
- Update infrastructure monitoring system
- Disaster recovery improvements
- Cyber security improvements
- Redesign of the city website

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Effectively maintain and support computer and informational systems throughout the City	Major Software Applications Supported	67	70	70
	Computer Systems Supported	290	300	386
	Network Systems Supported	48	48	48
	Terabytes of data maintained onsite	26 TB	24 TB	24TB
Productivity Through IT Service Management process improvement	Help desk tickets submitted	694	800	1000
	Help desk tickets resolved within 30 min. (Estimate)	15%	15%	15%
	Satisfaction Rate: Good or better	100%	100%	100%
	IT Staff Training Hours	0	0	20

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, and accounts payable. The Finance department prepares a wide range of internal and external financial reports.

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2021-22 Highlights

- Received the GFOA Budget Award for the Fiscal Year 2021-22 budget document
- Received the GFOA Award for Excellence in Financial Reporting for FY 2019-20
- Submitted for the GFOA Award for Excellence in Financial Reporting for FY 2020-21
- Continued the implementation and use of TRIM/ORMS Records Management System for electronic storage of financial records.

2022-23 Goals

- Continue to increase passive revenues through sound investments and a diverse investment strategy (City-wide Value – Fiscal Responsibility)
- Research and analyze options for a new financial ERP system (City-wide Value – Fiscal Responsibility)
- Continue to streamline workflow for optimal performance and audit success (City-wide Value – Fiscal Responsibility)
- Conduct and complete banking RFP (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	$603,819	$593,780	$620,897
	Cost to deliver financial services as a % of total City budget	1.3%	1.3%	0.8%

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.

2021-22 Highlights

- Hired one new court clerk
- Completed 10-year write-off project (on-going)
- Revised photo enforcement forms/instructions to reduce confusion
- Scanned over 17,000 closed court cases into TRIM (State of OR Digitalize program)
- Scanned the past three years of court deposits and month end reconciliation reports (TRIM)

2022-23 Goals

- Continue staff communication and support working remotely
- Continue Implementation of E-Abstracts to DMV
- Continue to streamline and find workflow efficiencies
- Purge Court Records (non-scanned) per State Records Retention schedule (on-going)

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Manage an efficient and effective Municipal Court	Traffic violations	20,681	21,000	22,000
	Parking violations	209	225	200
	City Ordinance violations	14	25	30
	Total violations processed	20,904	21,250	22,230
	Number of court staff	4	4	4
	Number of violations processed annually per staff (includes supervisor)	5,226	5,313	5,558
	Operating expenses	661,687	764,410	790,418
	Operating expenses per processed violation	$31.65	$35.97	$35.57

Community Development

The Community Development Division provides overall management and administrative support for the City's planning, engineering, and building departments. Community Development strives to provide efficient, consistent, and seamless private and public development services.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			Revenue			
80,679	63,244	73,500	Licenses and Permits	80,000	80,000	-
8,912	856,173	188,050	Intergovernmental	82,785	82,785	-
1,032,380	1,644,586	2,112,669	Charges for Services	1,739,720	1,739,720	-
(0)	-	-	Fines, Interest, and Other	-	-	-
1,121,971	2,564,002	2,374,219	Total revenue	1,902,505	1,902,505	-
			Expenditures			
1,760,217	1,946,068	2,114,472	Personal services	2,097,845	2,097,845	-
555,480	951,580	435,169	Materials and services	420,150	420,150	-
$ 2,315,697	$ 2,897,648	$ 2,549,641	Total expenditures	$ 2,517,995	$ 2,517,995	$ -

Planning

The Planning department plays an integral role in shaping the long-term character of the City through the development and implementation of the Sherwood Comprehensive Plan and other long range planning documents. The plans are intended to protect the personal, environmental, and economic health of the community.

2021-22 Highlights

- The City of Sherwood continued to facilitate public and private development projects for commercial, industrial, institutional, and residential land in 2021. The City approved over 452,000 SF of new industrial, commercial, and institutional space and a three-story mixed used building in Old Town
- Adopted the 2040 Comprehensive Plan and Economic Opportunities Analysis
- Adopted Residential Design Standards for all housing types permitted in Sherwood and residential development standards to implement House Bill 2001
- Managing the Sherwood West Concept Plan Update
- Annexations in the TEA and Brookman areas
- Adopted code updates pertaining to signs, mixed use buildings in commercial land use districts, and marijuana uses

2022-23 Goals

- Continue to implement the Comprehensive Plan on solid sources of information, including the Economic Opportunities Analysis and Housing Needs Analysis to construct meaningful plan policies for Sherwood's future (City-wide Goal – Livability)
- Adopt the Sherwood West Concept Plan Re-look

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 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	4	6
	Land use decisions made by City staff (Type I)	85	94	85
	Land use decisions made by Hearing Officer and Planning Commission	9	11	9
	Land use decisions made by City Council	7	7	7
Improve clarity and effectiveness of Code	Code amendment projects undertaken	5	5	4

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. The Department assists the public and professionals with information relevant to the City's building and development codes. Staff 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.

2021-22 Highlights

- Completed plan reviews, inspections, and occupancy approvals for several Commercial/Industrial tenants.
- Started construction on Denali Meadows, Denali Summit, London Estates, Middlebrook, and The Reserves at Cedar Creek residential sub-divisions.

2022-23 Goals

- Complete plan reviews, inspections, and final occupancy approvals for multiple projected residential and commercial sub-divisions.
- Complete annual state mandated training for staff.

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 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%	95%	95%
Permits: Identify and track workload measures to enable appropriate staffing	Total number of permits-Issued	636	680	700
	New single-family dwellings/ADU's	15	75	125
	New Multi-family dwellings	0 Units	5 Units	25 Units
	Residential remodel/additions	25	25	25
	New commercial/Industrial buildings	6	5	10
	Commercial tenant improvement	16	20	20
	Miscellaneous (Mech., Plumb, AS)	574	500	520
	Number of inspections	1,923	2,200	2,500

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 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.

2021-22 Highlights

- Continued coordinating with Washington County to finalize the construction of the Kruger/Elwert intersection improvement project.
- Oversee construction efforts for the Cedar Creek Trail project.
- Coordination with CWS on the design of the Brookman Sanitary Sewer Trunk Line Extension Project.
- Completed design/permitting and easement acquisition, and commenced construction of the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1 project.
- Commenced 30% design level engineering work for the Hwy99W Pedestrian Bridge project.
- Commenced 30% design level engineering work for the Ice Age Drive collector road improvements.
- Commenced design level engineering work for the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 2 project.
- Commenced design level engineering work for the Oregon Street Improvement project, which includes a regional storm water quality treatment facility.
- Completed the design and construction management of several Public Works paving and stormwater maintenance projects.
- Continuing a traffic data analysis program, which is designed to provide technical response to complaints of traffic volume and speed at specific location within the City, to city management and the City Transportation Safety Committee.
- Provided design coordination efforts between ODOT, WACO, CWS, and developers on private site developments.

2022-23 Goals

- Teaming with City Police Department on implementation of a traffic calming program to respond to citizen transportation concerns.
- Continue coordination with CWS on preliminary design analysis of sanitary sewer trunk line running through the Brookman area.
- Complete design effort for improvements to Oregon Street from Langer Farms Parkway to the Murdock Road roundabout, bringing Oregon Street up to City standards for collector roads.
- Complete construction of the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1 project and continue design of the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 2 project, which completes the upsizing of the Rock Creek Sanitary Sewer Trunk Line.
- Complete design of the Hwy99W Pedestrian Bridge project.
- Complete design of the Ice Age Drive improvement project.

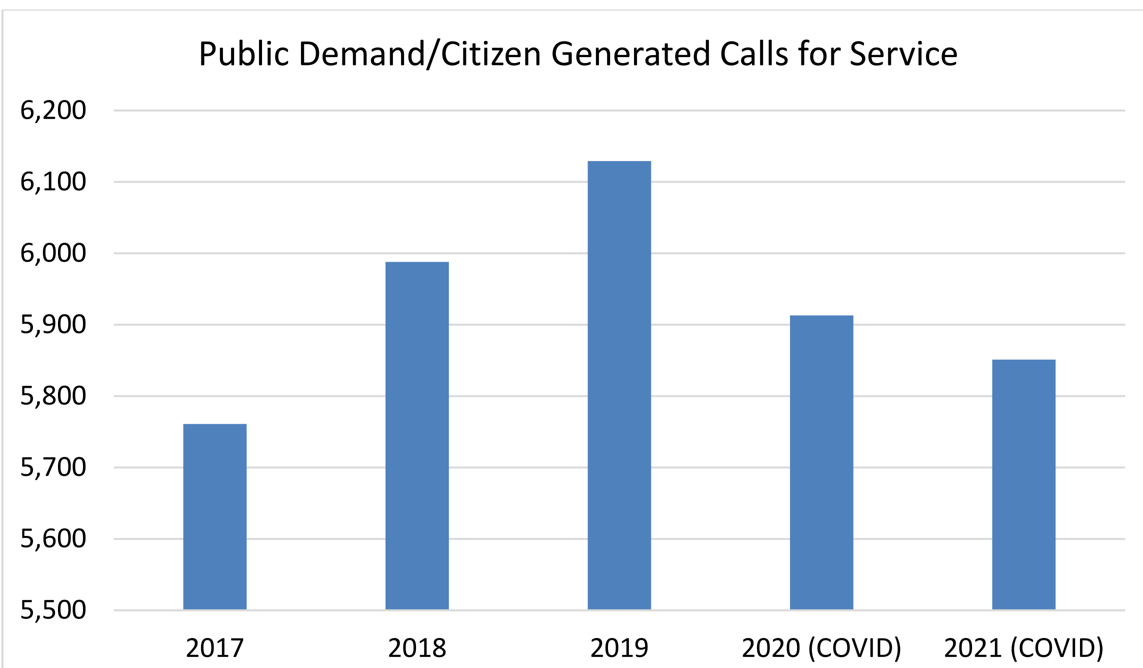
Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Provide professional infrastructure design and management services	Capital projects designed, managed, and/or inspected	10	8	8
	Public improvement projects designed managed & inspected	6	8	8
	Private development pre-applications reviewed	10	15	12
	Private development applications reviewed for final approval	10	8	10
Protect infrastructure and right-of-ways **Enforce engineering design and construction standards**	Right-of-way permits issued	57	11	25
	SFR lot ESC plan reviews performed	30	40	40
	SFR lot ESC inspections performed	165	320	250
	ESC inspections performed under Compliance Agreement projects	475	500	475

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.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			Revenue			
2,730	2,440	3,230	Licenses and Permits	3,500	3,500	-
63,364	759	74,500	Intergovernmental	76,500	76,500	-
6,723	4,982	2,300	Charges for Services	6,300	6,300	-
559	0	50	Fines, Interest, and Other	100	100	-
840	8,667	-	Transfers in & Other Sources	-	-	-
74,216	16,849	80,080	Total revenue	86,400	86,400	-
			Expenditures			
3,992,137	4,324,202	4,807,318	Personal services	5,227,683	5,227,683	-
427,140	461,435	594,800	Materials and services	706,739	706,739	-
21,171	-	-	Capital outlay	-	-	-
$ 4,440,448	$ 4,785,637	$ 5,402,118	Total expenditures	$ 5,934,422	$ 5,934,422	$ -



Police

2021-22 Highlights -

- Joined the South Cities-Mental Health Response Team (MHRT) Program
- Hired 1 Reserve Officer
- Hired 3 Full Time Officer
- New School Resource Officer
- Reaccredited through the Oregon Accreditation Alliance (OAA)

2019 (94)	2020 (62)	2021 (26)
Methamphetamine (43)	Methamphetamine (27)	Methamphetamine (14)
Marijuana (26)	Heroin (15)	Heroin (7)
Heroin (16)	Marijuana (15)	Marijuana (5)

2022-23 Goals – COVID-19 delayed many of our programs and efforts; we want to pick up and continue with many of the programs identified for 2020-21 and 2021-22.

- Look to increase crime/drug prevention opportunities in Sherwood schools (City-wide Goal – Livability, Citizen Engagement, Public Safety)
- Enhance succession planning through training of officers and sergeants in appropriate leadership training and opportunities (City-wide Goal – Public Safety)
- Continue efforts to enhance service delivery through the efficient use of technology
- Reestablish Citizens Academy (City-wide Goal – Citizen Engagement, Public Safety)
- Reengage with community members through our different venues and programs, i.e. Coffee With a Cop, Cruisin' Sherwood, Robin Hood (City-wide Goal – Citizen Engagement)

2022-23 Changes

- Hire a Community Services Officer (Hire date 1/1/2023)

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Maintain safety through proactive activities	Number of sworn officers	26	27	27
	Population served	19,595	20,115	20,465
	Number of proactive activities	7,391	8,039	12,500
	Total all calls & activities	12,958	13,890	19,000

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.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			Revenue			
953,427	957,864	985,080	Intergovernmental	1,134,535	1,134,535	-
395,777	132,781	320,080	Charges for Services	292,500	292,500	-
91,477	72,297	71,892	Fines, Interest, and Other	48,612	48,612	-
1,440,681	1,162,942	1,377,052	Total revenue	1,475,647	1,475,647	-
			Expenditures			
2,025,374	2,081,741	2,361,647	Personal services	2,895,317	2,895,317	-
355,942	317,609	426,986	Materials and services	442,554	442,554	-
16,612	-	38,210	Capital outlay	-	-	-
$ 2,397,928	$ 2,399,350	$ 2,826,843	Total expenditures	$ 3,337,871	$ 3,337,871	$ -

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 nearly 25,000 people, over 57% of whom 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 53,000 books, audiobooks, movies, CDs, magazines, newspapers, a "Library of Things", games and more. 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, 60 hours 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.

2021-22 Highlights

- Reopened the facility in April and full hours again by August, while still offering curbside, virtual services, and limited in-person events during the pandemic.
- Provided over 244,000 uses of the library's physical and digital collections, valued at $5.3M.
- Welcomed nearly 15,000 visits & over 600 new registered library users.
- Added 7,800 items to the local collection.
- Provided 228 events and classes with 4,700 participants.
- Added Chromebooks and Wi-Fi hotspots for checkout and 3D printing for the public.
- Implemented a diversity audit of the print collection to identify and fill gaps.
- Conducted a User Survey--98.6% of respondents routinely get service that exceeds expectations or routinely get service that meets expectations.
- Participated in the countywide process to revise and approve the next joint Intergovernmental Agreement between WCCLS and member libraries.

2022-23 Goals

- Restore in-person events and increase access to services and resources. (City-wide Goals—Livability; Resident Well Being)
- Integrate the Facility Master Plan into citywide planning (City-wide Goal— Infrastructure)
- Implement Strategic Plan for 2022-2024 (City-wide Goals— Livability; Resident Well Being)

Performance Measures (Actual for FY20-21 and Projected for FY21-22 reflect COVID-19 impacts)

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Increase access and use of library materials	Total annual physical and digital checkouts	244,324	360,000	370,000
Enhance library services to reflect inclusion, diversity and accessibility	World language materials circulation	759	2,000	2,500
	National Edge Assessment score for technology accessibility (out of 100)	738	774	782

Field House and Sports Recreation

The Sherwood Old Town Field House offers a large indoor arena featuring "Field Turf" (new in 2015). 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.

2021-22 Highlights

- The Field House was able to open with some restrictions in 2021. We have had a couple of short closures because of the pandemic.
- We were able to start three of our adult leagues back up, although they are smaller than in the past. We also have rentals most nights which are starting to pick up.
- We have made some adjustments at the Field House due to the growth of Sherwood Broadband. We have given up our party room to P/W for office space.
- We also have limited the start time of rentals due to parking issues.

2022-2023 Goals

- Currently, we are still trying to get on our feet after the 2020 closure and 2021 restrictions. the Field House (City-wide Goals– Resident Well Being; Livability)
- Grow as many of the adult leagues back to pre-pandemic levels as we can' (City-wide Goals– Resident Well Being, Livability)
- Work to get our youth league sessions back up and running. (We had zero interest in 2021) (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)
- Continue to try and hire some part time employees so that we can open more hours at the Field House. (City-wide Goals– Resident Well Being, Livability)

Performance Measures (Actual for FY20-21 and Projected for FY21-22 reflect COVID-19 impacts)

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Provide quality recreational opportunities for health & fitness for Sherwood citizens	Number people served in the Fieldhouse	8,500	13,000	16,500
	Number of leagues per year in the Fieldhouse	8	13	16
	Number of hours rented at Snyder Park	950	1025	1100
	Number of referrals in finding recreation opportunities.	15	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, the Community Services Fair and the Veterans Day Ceremony.

2021-22 Highlights

- Maintained contact with volunteers throughout pandemic.
- Maintained volunteer crew at senior center to assure senior meals got delivered daily
- Provided remote volunteering opportunities during pandemic.
- Coordinated various Eagle Scout projects, Adopt a Road program, and park clean ups.
- Maintained a fully leased community garden with waitlist.
- Brought back Music on the Green and Movies in the Park on a limited basis.

2022-23 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	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Increase City-wide volunteer opportunities	Volunteer Hours	2,243*	3400*	8,000
Accommodate special events and festivals	Special Event Permits Issued	8*	5*	20*
Increase attendance at City sponsored events	Attendance at Music on the Green	Cancelled*	3,000*	5,000
	Attendance at Movies in the Park	Cancelled*	600*	800

*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.*

2021-22 Highlights

- Offered ArtSmart summer camps while implementing all required protocols and trainings to operate under the state's COVID summer camp guidance.
- Safely hosted a record number of arts organizations and performers.
- Worked with Sherwood Main Street, city staff, professional artists, and local business Symposium to complete Sherwood's first public art mural.
- Fully returned to in-person classes, Art Walks, and gallery exhibits, while engaging online.
- The Arts Center and Cultural Arts Commission successfully partnered with community members to execute a Lunar New Year celebration and Lantern Festival.

2022-23 Goals

- Explore upgrades to the building's equipment and sound, lights, and technology capabilities to remain competitive in the performance venue/rental arena (City-wide Goals—Fiscal Responsibility; Economic Development; Forward Thinking)
- Optimize use of the building through partnerships and increase the capabilities of the space through livestreaming (City-wide Goals—Forward Thinking; Citizen Engagement; Economic Development)
- Explore grant funding for place-making, live events, and public art (City-wide Goals—Economic Development; Community Pride; Citizen Engagement; Livability)

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Increase participation and utilization of the Center for the Arts facility and programs	Number of registrations for classes, workshops or camps	392	950	1,500
	Number of days of usage	166	285	300
	Number of production rentals	14	42	50
	Number of facility rentals	51	62	70
	Number of attendees to free arts events	265	600	1,000
	Number of attendees to visiting events & rentals	4,185	27,600	35,000
	Number of tickets sold to Center for the Arts programs & events	100	530	1,980

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 a gift shop. 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.

2021-22 Highlights

- Secured Older American Act funds to cover meal costs through June 2023, up to $192,000.
- Increased older adult meals served by over 1000 from previous year despite Covid-19 restrictions.
- Adapted to changing Covid-19 restrictions while providing in-person, Zoom, and hybrid programing including our first Healthy Aging Symposium with attendees world-wide.
- Secured funding and matching grants in partnership with the Friends of the Marjorie Stewart Center to purchase an accessible van to provide older adult transportation in Sherwood.

2022-23 Goals

- Increase participation in Meal program (City-wide Goals– Resident Well Being; Livability)
- Continue to utilize hybrid in-person/ Zoom model for programming (City-wide Goals– Resident Well Being; Livability)
- Increase older adult mental health support offerings at the Center (City-wide Goals– Resident Well Being; Livability)
- Increase Sherwood community transportation options for older adults (City-wide Goals– Resident Well Being; Livability)

2022-23 Changes

- Hire a part-time Kitchen Assistant

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Provide quality programs for Seniors.	Number of programs offered per month	57*	75*	85*
Provide a meal program for Seniors	Number of Seniors served meals	9,545	10,500	11,500
Provide daily enriching activities	Number of attendees	1,650*	2,500*	3,000*

*Projection based on a prolonged recovery from Covid 19 impact to programming.

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.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			Revenue			
447,761	159,707	20,183	Intergovernmental	20,189	20,189	-
7,718	5,535	11,925	Charges for Services	51,650	51,650	-
33,733	37,432	70,248	Fines, Interest, and Other	62,782	62,782	-
10,735	2,279	-	Transfers in & Other Sources	-	-	-
499,946	204,953	102,356	Total revenue	134,621	134,621	-
			Expenditures			
1,081,133	1,189,203	1,305,049	Personal services	1,519,698	1,519,698	-
830,406	924,713	327,596	Materials and services	94,050	94,050	-
586,653	411,027	1,542,520	Capital outlay	2,354,100	2,354,100	-
$ 2,498,192	$ 2,524,944	$ 3,175,165	Total expenditures	$ 3,967,848	$ 3,967,848	$ -

Fleet and Equipment

The Fleet Maintenance department maintains and repairs city vehicles and equipment with an emphasis on safety, cost effectiveness and dependability.

2021-22 Highlights

- Completed annual reporting requirements to the State
- Purchased 100% of budgeted equipment
- Specified and purchased Broadband equipment and vehicles.
- Outfitted one (1) Police vehicle, one (1) Parks vehicle, one (1) Utility vehicle
- Auctioned vehicles and equipment through Surplus Program that were scheduled in 2021/22
- Replaced three (3) Charge point Stations throughout City

2022-23 Goals

- Meet annual state requirements (City-wide Goal – Infrastructure)
- Produce detailed cost reports to each division for fleet costs (City-wide Value – Fiscal Responsibility)
- 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 three (3) City electric charging stations (City-wide Value – Community Livability)
- Specify and purchase Broadband equipment if Teams 4 and 5 are hired (City-wide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 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	187	190	200
	Number of scheduled equipment maintenance work orders	153	95	105
	Total number of equipment work orders	531	390	450
	Total number of vehicle work orders	554	506	600
	Number of Generators maintained	6	6	6
	Total Amount of Fuel used City-wide	37,569	39,500	46,000

Facilities

The Facilities department is responsible for environmental health, safety, operations, maintenance, and repair of all city facilities.

2021-22 Highlights

- Completed annual reporting requirements to the State
- Completed weekly inspections of all City facilities
- Completed inspections of all contracted work
- Replaced equipment storage in the Police Department (Gun Safes) (City-wide Goal – Infrastructure)
- Installed six (6) new workstations at Public Works (City-wide Goal – Infrastructure)
- Replaced Workstation countertop in the Police Department (City-wide Goal – Infrastructure)
- Replaced Roof at Civic Building (City-Wide Goal- infrastructure)
- Repaired automatic blinds in the Library (City-wide Goal – Infrastructure)
- Updated cubicles in IT Department. (City-wide Goal – Infrastructure)
- Continued to implement COVID protections (City-wide goal- Infrastructure)
- Additional cleaning of PD and PW for COVID protection (City-wide goal- Infrastructure)

2022-23 Goals

- Preventative Maintenance of HVAC Systems for all City facilities (City-wide Goal – Infrastructure)
- Complete weekly inspections of all City facilities (City-wide Goal – Infrastructure)
- Set up and take down for all City meetings (City-wide Goal – Livability)
- Replace carpet at the Police Department and Senior Center (City-wide Goal – Infrastructure)
- Sealing and mortar replacement at YMCA building (City-wide Goal – Infrastructure)
- New workstations at Public Works (City-wide Goal – Infrastructure)
- Firing range update and repairs at Police Department (City-wide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 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	0	0

Parks Maintenance

The Parks department maintains the parks, trail systems, athletic fields and open spaces.

2021-22 Highlights

- Completed weekly playground inspections during peak season
- Completed trash pickup three times a week during peak usage
- Maintained 8,137 irrigation heads
- Completed 44 park reservations (Parks were closed part of the year)
- Provided 7-day/week staffing coverage during peak season
- Worked with independent contractors to ensure contract agreements are followed
- Completed weekly mowing for parks, athletic fields
- Maintained two (2) water features
- Replace scoreboards at Snyder Baseball and the Soccer field (City-wide Goal-Infrastructure)
- Completed the following trail repairs: Trail #1, #3, #4, #5, #6 (City-wide Goal-Infrastructure)
- Replaced log seating at Snyder Park (City-wide Goal-Infrastructure)
- Provided staff to assist at Music on the Green and Movies in the Park.

2022-23 Goals

- Provide weekly playground inspections (City-wide Goal – Infrastructure)
- Provide weekly mowing at parks, athletic fields (City-wide Goal – Infrastructure)
- Provide 7-day/week staffing during peak season (City-wide Goal – Infrastructure)
- Re-Stain Woodhaven Shelter (city-wide Goal-Infrastructure)
- Refinish Stella Olsen Bridge and Stage (City-wide Goal-Infrastructure)
- Replace park benches at Oregon Trail and Lady Fern Parks (City-wide Goal-Infrastructure)
- Phase 1 replacement of Woodhaven Park Playground (City-wide Goal-Infrastructure)

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 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	44	50	110
	Number of sports fields maintained (multi use)	3	3	3
	Number of playgrounds inspected weekly during peak season	9	9	9

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.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 5,743	$ 9,932	$ 70,847	Beginning fund balance	$ 198,372	$ 198,372	$ 198,372
			Revenue			
4,016	60,706	62,400	Intergovernmental	135,000	135,000	-
173	209	475	Fines, interest and other	1,000	1,000	-
4,189	60,915	62,875	Total revenue	136,000	136,000	-
9,932	**70,847**	**133,722**	**Total resources**	**334,372**	**334,372**	**198,372**
			REQUIREMENTS			
			Expenditures			
9,932	70,847	-	Ending Fund Balance	-	-	-
-	-	-	Contingency	-	-	-
-	-	133,722	Reserved for Future Years	334,372	334,372	198,372
$ 9,932	**$ 70,847**	**$ 133,722**	**Total requirements**	**$ 334,372**	**$ 334,372**	**$ 198,372**

2022-23 Goals

- Continue to accumulate revenue from Transient Lodging Tax.
- Determine how to allocate funds

Performance Measures

At this time the fund is only accumulating a balance, until there is enough money built up to fund projects. Once it reaches this level, performance measures will be put into place. With the opening of the City's first hotel in spring of 2020, the City has begun collecting revenue more quickly than in prior years.

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 programs were the Metro Community Enhancement Program (CEP) and the American Rescue Plan Act (ARPA).

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 66,516	$ 48,816	$ 2,055,638	Beginning fund balance	$ 2,227,121	$ 2,227,121	$ 2,227,121
			Revenue			
82,055	72,691	2,098,007	Intergovernmental	2,272,711	2,272,711	-
100	9	7,500	Fines, interest and other	10,000	10,000	-
82,155	72,700	2,105,507	Total revenue	2,282,711	2,282,711	-
148,671	**121,516**	**4,161,145**	**Total resources**	**4,509,832**	**4,509,832**	**2,227,121**
			REQUIREMENTS			
			Expenditures			
			Materials and services			
99,175	92,581	82,339	Professional & technical	19,595	19,595	-
680	-	-	Community activities	-	-	-
99,855	92,581	82,339	Total materials & services	19,595	19,595	-
99,855	92,581	82,339	Total expenditures	19,595	19,595	-
			Other uses			
-	4,629	4,117	Transfers out	3,483	3,483	-
-	4,629	4,117	Total other uses	3,483	3,483	-
48,816	24,306	-	Ending Fund Balance	-	-	-
-	-	4,510	Contingency	4,481,755	4,481,755	-
-	-	4,070,179	Reserved for Future Years	4,999	4,999	2,227,121
$ 148,671	**$ 121,516**	**$ 4,161,145**	**Total requirements**	**$ 4,509,832**	**$ 4,509,832**	**$ 2,227,121**

2021-22 Highlights

- Awarded funds to community applicants totaling $82,339

2022-23 Goals

- Provide opportunities to groups who have not learned about the program

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Increase awareness to potential grant recipients.	Number of applications	12	2	15

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.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 67,655	$ 75,664	$ 78,689	Beginning fund balance	$ 78,287	$ 78,287	$ 78,287
			Revenue			
277,253	272,699	-	Taxes	-	-	-
1,457	624	700	Fines, interest and other	450	450	-
278,710	273,323	700	Total revenue	450	450	-
346,364	**348,986**	**79,389**	**Total resources**	**78,737**	**78,737**	**78,287**
			UNALLOCATED REQUIREMENTS			
			Debt service			
255,000	265,000	-	Principal - 2011 Police Ref GO	-	-	-
15,700	5,299	-	Interest - 2011 Police Ref GO	-	-	-
270,700	270,299	-	Total debt service	-	-	-
-	-	-	Transfers out	78,737	78,737	-
-	-	-	Total other uses	78,737	78,737	-
75,664	78,687	79,389	Ending Fund Balance	-	-	-
-	-	-	Reserved for Future Years	-	-	78,287
$ 346,364	**$ 348,986**	**$ 79,389**	**Total requirements**	**$ 78,737**	**$ 78,737**	**$ 78,287**

Street Operations Fund

The Street Operations fund is responsible for the repair and maintenance of over 55 miles of transportation system, which includes paved streets, sidewalks, signals, streetlights, signs and markings.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 2,518,669	$ 2,805,943	$ 2,586,771	Beginning fund balance	$ 4,345,560	$ 4,345,560	$ 4,345,560
			Revenue			
1,693,857	1,874,607	1,903,078	Intergovernmental	1,924,103	1,924,103	-
659,356	739,211	697,581	Charges for services	735,944	735,944	-
-	-	-	Infrastructure development	-	-	-
54,636	24,903	28,000	Fines, interest and other	52,000	52,000	-
2,407,848	2,638,721	2,628,659	Total revenue	2,712,047	2,712,047	-
4,926,517	**5,444,664**	**5,215,430**	**Total resources**	**7,057,607**	**7,057,607**	**4,345,560**
			REQUIREMENTS			
			Expenditures			
			Personal services			
255,727	333,051	355,804	Salaries and wages	500,013	500,013	-
20,844	32,797	34,886	Payroll taxes	50,405	50,405	-
123,486	148,928	166,458	Benefits	222,125	222,125	-
400,057	514,775	557,148	Total personal services	772,543	772,543	-
			Materials and services			
63,237	121,395	107,200	Professional & technical	213,300	213,300	-
608,820	638,717	813,841	Facility and equipment	950,971	950,971	-
26,815	25,454	29,693	Other purchased services	30,777	30,777	-
88,435	87,885	84,200	Supplies	110,100	110,100	-
5,985	1,949	11,000	Minor equipment	7,200	7,200	-
177,316	290,341	386,324	Cost Allocation	542,894	542,894	-
970,608	1,165,740	1,432,258	Total materials & services	1,855,243	1,855,243	-
			Capital outlay			
-	467,378	-	Infrastructure	-	-	-
-	467,378	-	Total capital outlay	-	-	-
1,370,665	2,147,893	1,989,406	Total expenditures	2,627,786	2,627,786	-
			Other uses			
750,000	710,000	-	Transfers out	750,000	750,000	-
750,000	710,000	-	Total other uses	750,000	750,000	-
2,805,853	2,586,771	-	Ending Fund Balance	-	-	-
-	-	131,433	Contingency	135,602	135,602	-
-	-	183,319	Reserved for Future Years - Maint.	169,048	169,048	169,048
-	-	2,911,272	Reserved for Future Years	3,375,171	3,375,171	4,176,512
$ 4,926,517	**$ 5,444,664**	**$ 5,215,430**	**Total requirements**	**$ 7,057,607**	**$ 7,057,607**	**$ 4,345,560**

Street Operations

The Street Operations fund is responsible for the repair and maintenance of over 57.7 miles of transportation system which includes paved streets, alleyways, sidewalks, signals, pedestrian crossings, streetlights, signs and markings.

2021-22 Highlights

- Responded to storm events
- Completed landscape right-of-way maintenance
- Continued street sign reflectivity program
- Completed Pavement Management Program projects/slurry seal/crack sealing
- Continue implementation of ADA ramp program
- Completed inspection of all contract work
- Continued Sidewalk program; completed 457 deficiencies, 423 shaves and 34 replacements
- Annual inspection of Street Lights

2022-23 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)
- Paint 100% of light poles, bollards and benches in Old Town (City-wide Goal – Infrastructure)
- Complete City-wide ADA Transition Plan (City-wide Goal – Infrastructure and Livability)

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Maintain roads and right-of-way to the highest quality standard	City-wide average PCI rating	84	86	86
	Number of street segments	789	748*	755
	Number of street segments reconstructed	7	7	2
	Number of street segments slurry sealed	51	32	32
	Number of street segments cracks sealed	131	169	90
Maintain street signage and striping for safety	Number of signs updated/replaced	110	100	100
	Number of lane miles restriped	15.37	13.6	13.6
	Number of thermo-plastic street legends installed or replaced	51	80	60
	Street Signs	2,247	2,500	2,650

*Cleaned up inventory of street segments in 2021/22

Street Capital Projects

- Tualatin-Sherwood Rd widening
- Oregon St (Tonquin & Murdoc
- Travis Ct (cul de sac to Lee Dr)
- Travis Ct (Lee Dr to Marshal)
- Lee Dr (Meinecke to Shane)
- Lee Dr (Shane Ct to Travis Ct)
- Shane Ct (Lee Dr to cul de sac)
- Alexander (Dead end to Smith)
- Arrow Street Construction
- Traffic Calming
- Sunset Pedestrian Safety Study
- Shaumburg (Division to end)
- Langer Dr(Sherwood Blvd to Holland)
- Willamette St (Norton to Foundry)
- Timbrel (Middleton to Sunset)
- Oregon Street Improvements

For a complete description of these projects, refer to the Debt Service & CIP Section

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 5,087,978	$ 6,149,317	$ 5,427,968	Beginning fund balance	$ 4,447,004	$ 4,447,004	$ 4,447,004
			Revenue			
58,631	59,894	58,500	Charges for services	60,000	60,000	-
1,839,099	814,628	625,000	Infrastructure development	700,000	700,000	-
128,289	49,596	48,000	Fines, interest and other	30,000	30,000	-
2,026,019	924,119	731,500	Total revenue	790,000	790,000	-
			Other sources			
750,000	710,000	-	Transfers in	750,000	750,000	-
750,000	710,000	-	Total other sources	750,000	750,000	-
7,863,997	**7,783,436**	**6,159,468**	**Total resources**	**5,987,004**	**5,987,004**	**4,447,004**
			REQUIREMENTS			
			Expenditures			
			Personal services			
61,008	52,996	72,263	Salaries and wages	76,599	76,599	-
5,016	4,253	6,412	Payroll taxes	6,797	6,797	-
30,902	25,519	33,016	Benefits	34,997	34,997	-
96,926	82,768	111,691	Total personal services	118,392	118,392	-
			Materials and services			
158,575	135,614	-	Professional & technical	-	-	-
645,401	(1,500)	-	Facility and equipment	-	-	-
1,599	6,968	-	Other purchased services	-	-	-
-	232	-	Supplies	-	-	-
-	1,200	-	Other materials & services	-	-	-
81,351	70,971	69,266	Cost Allocation	33,911	33,911	-
886,926	213,486	69,266	Total materials & services	33,911	33,911	-
			Capital outlay			
624,000	441,157	3,178,673	Infrastructure	3,377,255	3,377,255	-
624,000	441,157	3,178,673	Total capital outlay	3,377,255	3,377,255	-
1,607,852	737,412	3,359,630	Total expenditures	3,529,558	3,529,558	-
			Other uses			
106,827	1,618,057	875,000	Transfers out	950,000	950,000	-
106,827	1,618,057	875,000	Total other uses	950,000	950,000	-
6,149,317	5,427,967	-	Ending Fund Balance	-	-	-
-	-	1,924,838	Reserved for Future Years	1,507,446	1,507,446	4,447,004
$ 7,863,997	**$ 7,783,436**	**$ 6,159,468**	**Total requirements**	**$ 5,987,004**	**$ 5,987,004**	**$ 4,447,004**

General Construction Projects

- Cedar Creek Trail Segment 8 & 9
- Cedar Creek Trail Local Project Improvements
- Cedar Creek Trail grade separated crossing of 99W

For a complete description of these projects, refer to Debt Service & CIP section

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 1,311,418	$ 1,578,428	$ 1,792,586	Beginning fund balance	$ 1,536,117	$ 1,536,117	$ 1,536,117
			Revenue			
32,628	30,360	30,000	Franchise Fees	30,000	30,000	-
151,713	-	-	Intergovernmental	-	-	-
16,455	66,201	55,000	Charges for services	70,000	70,000	-
254,043	133,955	260,000	Infrastructure development	300,000	300,000	-
29,526	14,348	14,500	Fines, interest and other	11,000	11,000	-
484,365	244,865	359,500	Total revenue	411,000	411,000	-
			Other sources			
106,827	1,618,057	875,000	Transfers in	950,000	950,000	-
106,827	1,618,057	875,000	Total other sources	950,000	950,000	-
1,902,610	**3,441,350**	**3,027,086**	**Total resources**	**2,897,117**	**2,897,117**	**1,536,117**
			REQUIREMENTS			
			Expenditures			
			Personal services			
23,335	27,939	59,059	Salaries and wages	28,005	28,005	-
1,894	2,233	5,145	Payroll taxes	2,519	2,519	-
13,270	13,776	27,926	Benefits	14,864	14,864	-
38,499	43,948	92,130	Total personal services	45,388	45,388	-
			Materials and services			
50,893	-	-	Professional & technical	-	-	-
-	-	-	Facility and equipment	79,000	79,000	-
32,908	3,327	-	Other purchased services	-	-	-
46	-	-	Supplies	-	-	-
30,102	37,378	59,110	Cost Allocation	40,947	40,947	-
113,950	40,705	59,110	Total materials & services	119,947	119,947	-
			Capital outlay			
156,995	1,564,111	1,644,176	Infrastructure	950,000	950,000	-
14,738	-	-	Furniture and equipment	-	-	-
171,733	1,564,111	1,644,176	Total capital outlay	950,000	950,000	-
324,182	1,648,764	1,795,416	Total expenditures	1,115,335	1,115,335	-
1,578,428	1,792,586	-	Ending Fund Balance	-	-	-
-	-	1,231,670	Reserved for Future Years	1,781,782	1,781,782	1,536,117
$ 1,902,610	**$ 3,441,350**	**$ 3,027,086**	**Total requirements**	**$ 2,897,117**	**$ 2,897,117**	**$ 1,536,117**

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.

2019-20 Actual (Restated)	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 14,023,108	$ 15,537,148	$ 16,461,810	Beginning fund balance	$ 26,792,370	$ 26,792,370	$ 26,792,370
			Revenue			
5,788,867	6,402,114	5,967,153	Charges for services	6,339,500	6,339,500	-
400,291	331,183	530,000	Infrastructure development	-	-	-
332,183	137,297	146,500	Fines, interest and other	291,000	291,000	-
6,521,341	6,870,594	6,643,653	Total revenue	6,630,500	6,630,500	-
			Other sources			
-	10,735,580	-	Issuance of long-term debt	-	-	-
-	10,735,580	-	Total other sources	-	-	-
20,544,449	**33,143,322**	**23,105,463**	**Total resources**	**33,422,870**	**33,422,870**	**26,792,370**
			REQUIREMENTS			
			Expenditures			
			Personal services			
479,253	503,796	563,851	Salaries and wages	580,715	580,715	-
39,552	47,504	53,895	Payroll taxes	58,901	58,901	-
221,048	218,728	237,983	Benefits	282,888	282,888	-
739,853	770,027	855,729	Total personal services	922,504	922,504	-
			Materials and services			
117,028	309,767	155,300	Professional & technical	142,350	142,350	-
1,213,238	1,472,288	1,687,532	Facility and equipment	1,673,715	1,673,715	-
446,307	489,117	550,859	Other purchased services	562,795	562,795	-
91,970	70,863	153,700	Supplies	150,836	150,836	-
860	3,941	14,500	Minor equipment	26,000	26,000	-
316,151	303,246	323,963	Cost Allocation	504,250	504,250	-
2,185,555	2,649,223	2,885,854	Total materials & services	3,059,946	3,059,946	-
			Capital outlay			
320,611	812,059	11,953,596	Infrastructure	11,024,052	11,024,052	-
320,611	812,059	11,953,596	Total capital outlay	11,024,052	11,024,052	-
3,246,019	4,231,309	15,695,179	Total expenditures	15,006,502	15,006,502	-
			Debt service			
1,068,000	11,562,000	1,081,000	Principal	1,406,000	1,406,000	-
693,281	745,969	496,686	Interest	853,607	853,607	-
-	142,234	-	Issuance costs	-	-	-
1,761,281	12,450,203	1,577,686	Total debt service	2,259,607	2,259,607	-
15,537,149	16,461,810	-	Ending Fund Balance	-	-	-
-	-	302,233	Contingency	290,025	290,025	-
-	-	175,661	Reserved for Future Years - Fleet	205,661	205,661	205,661
-	-	8,134,830	Reserved for Future Years - Ops	9,862,728	9,862,728	10,523,472
-	-	(2,780,122)	Reserved for Future Years - Cap	5,798,348	5,798,348	16,063,237
$ 20,544,449	**$ 33,143,322**	**$ 23,105,468**	**Total requirements**	**$ 33,422,870**	**$ 33,422,870**	**$ 26,792,370**

Water Operations

2019-20 Actual (Restated)	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 6,741,733	$ 7,108,066	$ 7,973,919	Beginning fund balance	$ 10,729,133	$ 10,729,133	$ 10,729,133
			Revenue			
4,938,867	5,802,114	5,967,153	Charges for services	5,689,500	5,689,500	-
176,421	73,145	77,500	Fines, interest and other	111,000	111,000	-
5,115,288	5,875,259	6,044,653	Total revenue	5,800,500	5,800,500	-
			Other sources			
-	10,735,580	-	Issuance of long-term debt	-	-	-
-	10,735,580	-	Total other sources	-	-	-
11,857,021	**23,718,904**	**14,018,572**	**Total resources**	**16,529,633**	**16,529,633**	**10,729,133**
			REQUIREMENTS			
			Expenditures			
			Personal services			
477,705	502,178	531,637	Salaries and wages	546,696	546,696	-
39,424	47,212	50,999	Payroll taxes	55,848	55,848	-
220,119	218,230	223,136	Benefits	265,346	265,346	-
737,248	767,619	805,772	Total personal services	867,890	867,890	-
			Materials and services			
40,683	192,241	155,300	Professional & technical	142,350	142,350	-
1,213,238	1,472,288	1,687,532	Facility and equipment	1,673,715	1,673,715	-
446,307	489,117	550,859	Other purchased services	562,795	562,795	-
91,970	70,863	153,700	Supplies	150,836	150,836	-
860	3,941	14,500	Minor equipment	26,000	26,000	-
313,990	301,898	306,498	Cost Allocation	488,027	488,027	-
2,107,049	2,530,348	2,868,389	Total materials & services	3,043,723	3,043,723	-
			Capital outlay			
143,377	(3,185)	154,000	Infrastructure	-	-	-
143,377	(3,185)	154,000	Total capital outlay	-	-	-
2,987,674	3,294,783	3,828,161	Total expenditures	3,911,613	3,911,613	-
			Debt service			
1,068,000	11,562,000	1,081,000	Principal	1,406,000	1,406,000	-
693,281	745,969	496,686	Interest	853,607	853,607	-
-	142,234	-	Issuance costs	-	-	-
1,761,281	12,450,203	1,577,686	Total debt service	2,259,607	2,259,607	-
7,108,066	7,973,919	-	Ending Fund Balance	-	-	-
-	-	302,233	Contingency	290,025	290,025	-
-	-	175,661	Reserved for Future Years - Fleet	205,661	205,661	205,661
-	-	8,134,830	Reserved for Future Years	9,862,728	9,862,728	10,523,472
$ 11,857,021	**$ 23,718,904**	**$ 14,018,572**	**Total requirements**	**$ 16,529,633**	**$ 16,529,633**	**$ 10,729,133**

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.

2021-22 Highlights

- Completed annual reporting requirements to the State (City wide goal-infrastructure)
- Coordinated and managed testing of all 3,046 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 AWIA-Emergency Response Plan (City wide goal-infrastructure)
- Completed meter testing of 2" and larger meters (City wide goal-infrastructure)
- Responded to three (3) water main break emergencies (City wide goal-infrastructure)

2022-23 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 installation of Norton Waterline Replacement (City wide goal-infrastructure)
- Complete meter maintenance program (City wide goal-infrastructure)

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Provide clean and safe water via an efficiently maintained and operated water system	Million gallons of water used City-wide annually	771	710	710
	Million gallons of water flushed to maintain water quality	1.4	1.4	1.5
	Miles of water lines maintained	83.8	84	85
	Active service connections	6,124	6,200	6,250
	Number of water quality samples taken annually	300	300	320
Assure back flow prevention program is current and meets all requirements	Number of backflow systems installed	3,000	3,084	3,200
	Percentage of backflow systems tested	98%	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
- Norton Fire Flow Improvements
- Tualatin-Sherwood Road County Conflict Improvements

For a complete description of these projects, refer to Debt Service & CIP section.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 7,281,379	$ 8,429,087	$ 8,487,896	Beginning fund balance	$ 16,063,237	$ 16,063,237	$ 16,063,237
			Revenue			
850,000	600,000	-	Charges for services	650,000	650,000	-
400,291	331,183	530,000	Infrastructure development	-	-	-
155,761	64,152	69,000	Fines, interest and other	180,000	180,000	-
1,406,053	995,335	599,000	Total revenue	830,000	830,000	-
			Other sources			
-	-	-	Issuance of long-term debt	-	-	-
-	-	-	Total other sources	-	-	-
8,687,432	**9,424,422**	**9,086,896**	**Total resources**	**16,893,237**	**16,893,237**	**16,063,237**
			REQUIREMENTS			
			Expenditures			
			Personal services			
1,548	1,618	32,214	Salaries and wages	34,019	34,019	-
128	292	2,896	Payroll taxes	3,053	3,053	-
929	498	14,847	Benefits	17,542	17,542	-
2,605	2,408	49,957	Total personal services	54,614	54,614	-
			Materials and services			
76,344	117,526	-	Professional & technical	-	-	-
2,161	1,349	17,465	Cost Allocation	16,223	16,223	-
78,506	118,874	17,465	Total materials & services	16,223	16,223	-
			Capital outlay			
177,234	815,243	11,799,596	Infrastructure	11,024,052	11,024,052	-
177,234	815,243	11,799,596	Total capital outlay	11,024,052	11,024,052	-
258,345	936,526	11,867,018	Total expenditures	11,094,889	11,094,889	-
8,429,087	8,487,896	-	Ending Fund Balance	-	-	-
-	-	(2,780,122)	Reserved for Future Years	5,798,348	5,798,348	16,063,237
$ 8,687,432	**$ 9,424,422**	**$ 9,086,896**	**Total requirements**	**$ 16,893,237**	**$ 16,893,237**	**$ 16,063,237**

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.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 3,204,218	$ 3,485,260	$ 3,420,693	Beginning fund balance	$ 2,941,419	$ 2,941,419	$ 2,941,419
			Revenue			
453,910	138,029	1,951,900	Intergovernmental	581,900	581,900	-
727,464	785,373	749,651	Charges for services	792,000	792,000	-
52,382	38,288	45,900	Infrastructure development	75,000	75,000	-
76,769	32,119	26,139	Fines, interest and other	22,000	22,000	-
1,310,525	993,808	2,773,590	Total revenue	1,470,900	1,470,900	-
4,514,743	**4,479,068**	**6,194,283**	**Total resources**	**4,412,319**	**4,412,319**	**2,941,419**
			REQUIREMENTS			
			Expenditures			
			Personal services			
199,984	220,860	231,802	Salaries and wages	243,886	243,886	-
16,489	21,041	22,717	Payroll taxes	25,440	25,440	-
89,728	95,563	104,008	Benefits	119,478	119,478	-
306,201	337,464	358,527	Total personal services	388,804	388,804	-
			Materials and services			
17,627	61,216	100,600	Professional & technical	95,250	95,250	-
1,155	2,188	2,461	Facility and equipment	2,628	2,628	-
106,930	112,381	114,342	Other purchased services	122,165	122,165	-
9,083	7,758	17,000	Supplies	16,200	16,200	-
(721)	10,026	8,500	Minor equipment	10,000	10,000	-
197,416	232,371	325,158	Cost Allocation	393,335	393,335	-
331,490	425,941	568,061	Total materials & services	639,578	639,578	-
			Capital outlay			
391,794	294,969	2,291,174	Infrastructure	1,602,739	1,602,739	-
391,794	294,969	2,291,174	Total capital outlay	1,602,739	1,602,739	-
1,029,485	1,058,375	3,217,762	Total expenditures	2,631,121	2,631,121	-
3,485,260	3,420,693	-	Ending Fund Balance	-	-	-
-	-	38,135	Contingency	40,195	40,195	-
-	-	195,510	Reserved for Future Years - Fleet	225,510	225,510	225,510
-	-	482,087	Reserved for Future Years - Ops	43,036	43,036	350,683
-	-	2,260,790	Reserved for Future Years - Cap	1,472,456	1,472,456	2,365,225
$ 4,514,743	**$ 4,479,068**	**$ 6,194,283**	**Total requirements**	**$ 4,412,319**	**$ 4,412,319**	**$ 2,941,419**

Sanitary Operations

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 852,780	$ 822,850	$ 950,282	Beginning fund balance	$ 576,193	$ 576,193	$ 576,193
			Revenue			
2,203	6,818	1,900	Intergovernmental	1,900	1,900	-
727,464	785,373	749,651	Charges for services	792,000	792,000	-
20,820	11,325	11,139	Fines, interest and other	10,000	10,000	-
750,487	803,516	762,690	Total revenue	803,900	803,900	-
1,603,267	**1,626,366**	**1,712,972**	**Total resources**	**1,380,093**	**1,380,093**	**576,193**
			REQUIREMENTS			
			Expenditures			
			Personal services			
168,964	191,818	199,608	Salaries and wages	204,866	204,866	-
13,934	18,744	19,900	Payroll taxes	22,020	22,020	-
76,297	85,578	89,494	Benefits	100,432	100,432	-
259,195	296,141	309,002	Total personal services	327,318	327,318	-
			Materials and services			
17,627	61,216	100,600	Professional & technical	95,250	95,250	-
1,155	2,188	2,461	Facility and equipment	2,628	2,628	-
106,872	102,546	114,342	Other purchased services	120,165	120,165	-
9,083	7,758	17,000	Supplies	16,200	16,200	-
(721)	10,026	8,500	Minor equipment	10,000	10,000	-
158,349	196,208	293,161	Cost Allocation	347,617	347,617	-
292,365	379,943	536,064	Total materials & services	591,860	591,860	-
			Capital outlay			
-	-	152,174	Infrastructure	152,174	152,174	-
-	-	152,174	Total capital outlay	152,174	152,174	-
551,560	676,085	997,240	Total expenditures	1,071,352	1,071,352	-
1,051,707	950,282	-	Ending Fund Balance	-	-	-
-	-	38,135	Contingency	40,195	40,195	-
-	-	195,510	Reserved for Future Years - Fleet	225,510	225,510	225,510
-	-	482,087	Reserved for Future Years	43,036	43,036	350,683
$ 1,603,267	**$ 1,626,366**	**$ 1,712,972**	**Total requirements**	**$ 1,380,093**	**$ 1,380,093**	**$ 576,193**

Sanitary Operations

The Sanitary Operations program manages and operates 61.6 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.

2021-22 Highlights

- Met all required CWS performance measures (City-wide Goal – Infrastructure)
- Cleaned 81,2856 feet of sanitary main lines, 1/4 of our Sanitary System (City-wide Goal – Infrastructure)
- Videoed 40,642 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)

2022-23 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	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Scheduled maintenance of wastewater infrastructure	Total feet of sanitary lines	319,955	325,139	327,000
	Percentage of lines cleaned	40%	25%	25%
	Percentage of lines video inspected	21%	13%	13%
	Number of overflows or backups	0	2	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	12.5	20	20

Sanitary Capital Projects

- Rock Creek Trunk Capacity Upgrade, Phase II
- Old Town Laterals
- Brookman Area Conveyance Extension

For a complete description of these projects, refer to Debt Service & CIP section.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 2,351,438	$ 2,662,410	$ 2,470,412	Beginning fund balance	$ 2,365,225	$ 2,365,225	$ 2,365,225
			Revenue			
451,706	131,211	1,950,000	Intergovernmental	580,000	580,000	-
52,382	38,288	45,900	Infrastructure development	75,000	75,000	-
55,949	20,794	15,000	Fines, interest and other	12,000	12,000	-
560,038	190,292	2,010,900	Total revenue	667,000	667,000	-
2,911,476	**2,852,702**	**4,481,312**	**Total resources**	**3,032,225**	**3,032,225**	**2,365,225**
			REQUIREMENTS			
			Expenditures			
			Personal services			
31,019	29,042	32,194	Salaries and wages	39,020	39,020	-
2,555	2,297	2,817	Payroll taxes	3,420	3,420	-
13,432	9,984	14,514	Benefits	19,046	19,046	-
47,006	41,323	49,525	Total personal services	61,486	61,486	-
			Materials and services			
58	9,835	-	Other purchased services	2,000	2,000	-
39,071	36,163	31,997	Cost Allocation	45,718	45,718	-
39,129	45,998	31,997	Total materials & services	47,718	47,718	-
			Capital outlay			
391,794	294,969	2,139,000	Infrastructure	1,450,565	1,450,565	-
391,794	294,969	2,139,000	Total capital outlay	1,450,565	1,450,565	-
477,929	382,290	2,220,522	Total expenditures	1,559,769	1,559,769	-
2,433,547	2,470,412	-	Ending Fund Balance	-	-	-
-	-	2,260,790	Reserved for Future Years	1,472,456	1,472,456	2,365,225
$ 2,911,476	**$ 2,852,702**	**$ 4,481,312**	**Total requirements**	**$ 3,032,225**	**$ 3,032,225**	**$ 2,365,225**

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.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 5,261,462	$ 5,948,518	$ 7,700,926	Beginning fund balance	$ 6,444,899	$ 6,444,899	$ 6,444,899
			Revenue			
-	16	-	Intergovernmental	-	-	-
2,007,067	2,116,224	2,055,153	Charges for services	2,482,377	2,482,377	-
37,490	11,755	31,500	Infrastructure development	50,000	50,000	-
124,001	51,060	49,500	Fines, interest and other	79,000	79,000	-
2,168,558	2,179,055	2,136,153	Total revenue	2,611,377	2,611,377	-
			Other sources			
16,700	-	-	Sale of fixed assets	-	-	-
16,700	-	-	Total other sources	-	-	-
7,446,720	**8,127,573**	**9,837,079**	**Total resources**	**9,056,276**	**9,056,276**	**6,444,899**
			REQUIREMENTS			
			Expenditures			
			Personal services			
372,844	366,717	458,769	Salaries and wages	510,690	510,690	-
28,761	37,925	46,151	Payroll taxes	55,288	55,288	-
147,760	169,112	171,708	Benefits	250,412	250,412	-
549,364	573,755	676,628	Total personal services	816,390	816,390	-
			Materials and services			
87,502	95,854	96,450	Professional & technical	120,900	120,900	-
15,758	23,851	46,797	Facility and equipment	53,273	53,273	-
137,736	145,560	151,057	Other purchased services	161,945	161,945	-
65,934	23,044	51,700	Supplies	56,900	56,900	-
(721)	10,168	11,500	Minor equipment	10,500	10,500	-
417,481	270,570	459,380	Cost Allocation	497,532	497,532	-
723,690	569,049	816,884	Total materials & services	901,050	901,050	-
			Capital outlay			
225,147	885,655	1,145,000	Infrastructure	984,755	984,755	-
225,147	885,655	1,145,000	Total capital outlay	984,755	984,755	-
1,498,202	2,028,458	2,638,512	Total expenditures	2,702,195	2,702,195	-
5,948,518	6,099,116	-	Ending Fund Balance	-	-	-
-	-	84,508	Contingency	107,369	107,369	-
-	-	-	Reserved for Future Years - Fleet	-	-	-
-	-	5,925,362	Reserved for Future Years - Ops	5,180,633	5,180,633	4,729,975
-	-	1,188,697	Reserved for Future Years - Cap	1,066,080	1,066,080	1,714,924
$ 7,446,720	**$ 8,127,574**	**$ 9,837,079**	**Total requirements**	**$ 9,056,276**	**$ 9,056,276**	**$ 6,444,899**

Stormwater Operations

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 3,633,837	$ 4,023,265	$ 5,773,108	Beginning fund balance	$ 4,729,975	$ 4,729,975	$ 4,729,975
			Revenue			
-	16	-	Intergovernmental	-	-	-
1,607,067	1,716,224	1,655,153	Charges for services	2,082,377	2,082,377	-
-	-	-	Infrastructure development	-	-	-
75,367	33,602	35,000	Fines, interest and other	65,000	65,000	-
1,682,434	1,749,843	1,690,153	Total revenue	2,147,377	2,147,377	-
			Other sources			
16,700	-	-	Sale of fixed assets	-	-	-
16,700	-	-	Total other sources	-	-	-
5,332,971	**5,773,108**	**7,463,261**	**Total resources**	**6,877,352**	**6,877,352**	**4,729,975**
			REQUIREMENTS			
			Expenditures			
			Personal services			
343,964	337,898	443,160	Salaries and wages	465,973	465,973	-
26,408	35,671	44,393	Payroll taxes	51,346	51,346	-
130,627	153,755	164,562	Benefits	225,576	225,576	-
501,000	527,324	652,115	Total personal services	742,895	742,895	-
			Materials and services			
63,119	95,854	96,450	Professional & technical	120,900	120,900	-
15,758	23,851	46,797	Facility and equipment	53,273	53,273	-
137,736	145,560	151,057	Other purchased services	161,945	161,945	-
65,934	23,043	51,700	Supplies	56,900	56,900	-
(721)	10,168	11,500	Minor equipment	10,500	10,500	-
362,647	233,200	443,772	Cost Allocation	442,938	442,938	-
644,474	531,678	801,276	Total materials & services	846,456	846,456	-
			Capital outlay			
164,232	542,809	-	Infrastructure	-	-	-
164,232	542,809	-	Total capital outlay	-	-	-
1,309,706	1,601,810	1,453,391	Total expenditures	1,589,351	1,589,351	-
4,023,265	4,171,298	-	Ending Fund Balance	-	-	-
-	-	84,508	Contingency	107,369	107,369	-
-	-	-	Reserved for Future Years - Fleet	-	-	-
-	-	5,925,362	Reserved for Future Years	5,180,633	5,180,633	4,729,975
$ 5,332,971	**$ 5,773,108**	**$ 7,463,261**	**Total requirements**	**$ 6,877,352**	**$ 6,877,352**	**$ 4,729,975**

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.

2021-22 Highlights

- Cleaned 58,642 feet of stormwater main lines
- Cleaned/inspected 1,833 catch basins
- Cleaned 90 water quality manholes semi-annually
- Treated 1,781 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 1,660 yards of leaves
- Planted 950 trees (only one tree planting this year due to COVID)
- Completed monthly street sweeping and city parking lots

2022-23 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 % of functional facilities (City-wide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Scheduled maintenance of Stormwater infrastructure	Total feet of Stormwater lines	341,062	351,849	353,000
	Percentage of system videoed	13%	13%	13%
	Percentage of Stormwater lines cleaned	14%	17%	17%
	Total number of sumped catch basins	1,760	1,787	1,820
	Percentage of catch basins cleaned	98%	100%	100%
	Number of WQFs, LIDA rehabilitated/enhanced	44	3	3

Stormwater Capital Projects

- Gleneagle Village Storm Outfall Retrofit
- Citywide Catch Basin Remediation Program
- Stella Olsen Park Drainage Swale Upgrade
- Woodhaven Swales
- Water Quality Facility Refurbishments

For a complete description of these projects, refer to Debt Service & CIP section.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 1,627,625	$ 1,925,253	$ 1,927,818	Beginning fund balance	$ 1,714,924	$ 1,714,924	$ 1,714,924
			Revenue			
400,000	400,000	400,000	Charges for services	400,000	400,000	-
37,490	11,755	31,500	Infrastructure development	50,000	50,000	-
48,635	17,457	14,500	Fines, interest and other	14,000	14,000	-
486,124	429,212	446,000	Total revenue	464,000	464,000	-
2,113,749	**2,354,465**	**2,373,818**	**Total resources**	**2,178,924**	**2,178,924**	**1,714,924**
			REQUIREMENTS			
			Expenditures			
			Personal services			
28,880	28,820	15,609	Salaries and wages	44,717	44,717	-
2,352	2,254	1,758	Payroll taxes	3,942	3,942	-
17,133	15,357	7,146	Benefits	24,836	24,836	-
48,365	46,431	24,513	Total personal services	73,495	73,495	-
			Materials and services			
24,383	-	-	Professional & technical	-	-	-
54,835	37,370	15,608	Cost Allocation	54,594	54,594	-
79,217	37,370	15,608	Total materials & services	54,594	54,594	-
			Capital outlay			
60,915	342,846	1,145,000	Infrastructure	984,755	984,755	-
60,915	342,846	1,145,000	Total capital outlay	984,755	984,755	-
188,497	426,647	1,185,121	Total expenditures	1,112,844	1,112,844	-
1,925,252	1,927,818	-	Ending Fund Balance	-	-	-
-	-	1,188,697	Reserved for Future Years	1,066,080	1,066,080	1,714,924
$ 2,113,749	**$ 2,354,465**	**$ 2,373,818**	**Total requirements**	**$ 2,178,924**	**$ 2,178,924**	**$ 1,714,924**

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.

2019-20 Actual	2020-21 Actual	2021-22 Budget		2022-23 Proposed	2022-23 Approved	2022-23 Adopted
			RESOURCES			
$ 310,855	$ 976,771	$ (739,985)	Beginning fund balance	$ 10,347,515	$ 10,347,515	$ 10,347,515
			Revenue			
-	346,856	-	Intergovernmental	1,666,000	1,666,000	-
912,052	769,744	1,025,439	Charges for services	1,330,881	1,330,881	-
30,179	4,013	175,000	Fines, interest and other	80,000	80,000	-
942,230	1,120,613	1,200,439	Total revenue	3,076,881	3,076,881	-
			Other sources			
2,000,000	-	18,000,000	Issuance of long-term debt	-	-	-
2,000,000	-	18,000,000	Total other sources	-	-	-
3,253,085	**2,097,384**	**18,460,454**	**Total resources**	**13,424,396**	**13,424,396**	**10,347,515**
			REQUIREMENTS			
			Expenditures			
			Personal services			
228,573	431,322	1,007,530	Salaries and wages	1,715,166	1,715,166	-
19,072	37,392	89,095	Payroll taxes	163,931	163,931	-
103,157	179,250	461,340	Benefits	967,718	967,718	-
350,802	647,964	1,557,965	Total personal services	2,846,815	2,846,815	-
			Materials and services			
231,060	821,980	383,750	Professional & technical	365,000	365,000	-
200,775	188,538	269,880	Facility and equipment	254,683	254,683	-
79,957	89,261	132,835	Other purchased services	208,890	208,890	-
207,993	240,161	6,000	Supplies	256,000	256,000	-
127,490	88,294	66,000	Minor equipment	33,750	33,750	-
272,276	278,550	1,220,592	Cost Allocation	1,732,660	1,732,660	-
1,119,551	1,706,784	2,079,057	Total materials & services	2,850,983	2,850,983	-
			Capital outlay			
62,101	305,175	1,858,681	Infrastructure	1,816,000	1,816,000	-
12,280	-	-	Buildings	-	-	-
-	-	-	Other improvements	-	-	-
96,238	-	-	Vehicles	-	-	-
435,594	17,544	200,000	Furniture and equipment	256,000	256,000	-
606,213	322,719	2,058,681	Total capital outlay	2,072,000	2,072,000	-
2,076,566	2,677,467	5,695,703	Total expenditures	7,769,798	7,769,798	-
			Debt service			
131,362	113,045	559,581	Principal	118,791	118,791	-
28,586	46,857	404,066	Interest	364,260	364,260	-
39,800	-	150,000	Issuance costs	-	-	-
199,748	159,902	1,113,647	Total debt service	483,051	483,051	-
976,771	(739,985)	-	Ending Fund Balance	-	-	-
-	-	158,508	Contingency	307,688	307,688	-
-	-	11,492,596	Reserved for Future Years	4,863,859	4,863,859	10,347,515
$ 3,253,085	**$ 2,097,384**	**$ 18,460,454**	**Total requirements**	**$ 13,424,396**	**$ 13,424,396**	**$ 10,347,515**

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.

2021-22 Highlights

- Continued expanding residential and commercial Internet service throughout pilot areas and new development.
- Completed construction along Kruger Rd. This extended the service to 30 rural homeowners.
- Ongoing construction on Chapman Road Grant area, 20+ homeowners completed.
- Completed Cipole Industrial and TS Corp Buildout, enabling rapid business services for new tenants.
- Completed multiple relocation efforts related to TSR widening.
- Awarded $1.6M state grant for broadband expansion.
- Begin construction of the Fiber to the Home project
    - Continued progress on material acquisition

2022-23 Goals

- Continue construction of the Fiber to the Home project.
    - Continued progress on material acquisition.
    - Public outreach and marketing utilizing internal and external resources.
- Collaborate with Public Works for Broadband Customer Support and Billing
- Continue to pursue new grant opportunities.
- Continue to expand partnerships with local agencies.
- Continue various expansion and maintenance initiatives.

2022-23 Changes

- Hire an Install Technician, Telecommunication Lead Worker and 4 Telecommunication Utility Worker II's.

Performance Measures

Strategy	Measures	FY20-21 Actual	FY21-22 Projected	FY22-23 Projected
Provide quality broadband services to the business community	Total number of accounts/opportunities	407	48 2	1200
	Number of business	61	76	80
	Number of rural accounts	98	144	160
	Number of accounts lost	8	4	10

Personnel FTE Allocation Comparison to Prior Years

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	Adopted 2021-22 Budget	Proposed 2022-23 Budget	Approved 2022-23 Budget	Adopted 2022-23 Budget
Administration	19.2	17.9	16.3	16.4	17.2	16.9	16.9	-
Community Development	13.0	13.5	14.1	15.0	16.0	16.0	16.0	-
Public Safety	24.6	27.2	30.0	32.0	32.0	32.5	32.5	-
Community Services	20.2	20.7	21.1	21.1	21.6	22.1	22.1	-
Public Works Operations	12.6	11.7	12.4	11.4	11.5	11.9	11.9	-
General Fund Total	89.5	91.0	93.9	95.9	98.3	99.4	99.4	-
Water Operations	6.4	6.5	6.3	6.5	6.8	7.0	7.0	-
Water Capital	-	-	0.2	0.1	0.1	0.2	0.2	-
Water Fund Total	6.4	6.5	6.5	6.6	6.9	7.2	7.2	-
Sanitary Operations	2.5	3.0	2.8	3.0	2.7	2.7	2.7	-
Sanitary Capital	0.2	0.2	0.5	0.5	0.5	0.3	0.3	-
Sanitary Fund Total	2.7	3.2	3.3	3.5	3.2	3.0	3.0	-
Storm Operations	5.4	5.3	7.5	5.9	5.8	5.8	5.8	-
Storm Capital	0.1	0.2	0.7	0.2	0.5	0.4	0.4	-
Storm Fund Total	5.5	5.5	8.2	6.1	6.3	6.2	6.2	-
Transient Lodging Tax	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Street Operations	3.6	3.6	5.2	4.7	4.5	4.8	4.8	-
Street Capital	0.2	0.5	0.8	0.5	0.3	0.4	0.4	-
General Construction	0.3	0.4	0.5	0.3	0.2	0.2	0.2	-
Broadband	0.8	0.9	1.1	4.9	15.7	20.5	20.5	-
2000 URA Operations	1.0	0.3	0.5	0.5	0.3	0.5	0.5	-
2021 URA Operations	-	-	-	-	-	0.5	0.5	-
2021 URA Capital	-	-	-	-	-	0.5	0.5	-
Total	110.0	111.9	120.0	123.0	135.7	143.2	143.2	-

Changes to personnel for Approved FY22-23

Administration	
P/T Records Coordinator - City Recorder	0.5
Police	
Community Services Officer (Hire date 1/1/2023)	0.5
Community Services	
P/T Kitchen Coordinator - Senior Center	0.5
Broadband	
Install Technician	1.0
Telecommunication Lead Worker	1.0
Telecommunication Utility Worker II	1.0
Telecommunication Utility Worker II	1.0
Telecommunication Utility Worker II (Flagging/Floater)	1.0
Telecommunication Utility Worker II (Flagging/Floater)	1.0
	7.5

Salary Schedule - Effective July 1, 2022

AFSCME Represented Positions	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Library Page Recreation Assistant	500	$ 15.04	$ 19.07	$ 2,607	$ 3,306
No current positions	600	$ 17.29	$ 21.92	$ 2,997	$ 3,800
Administrative Assistant I Library Assistant I	700	$ 19.01	$ 24.11	$ 3,296	$ 4,179
Administrative Assistant II Library Assistant II Maintenance Worker I	800	$ 21.87	$ 27.73	$ 3,791	$ 4,807
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	$ 23.83	$ 30.21	$ 4,130	$ 5,237
Maintenance Worker II Police Records Specialist	1000	$ 25.75	$ 32.65	$ 4,463	$ 5,660
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	1100	$ 27.81	$ 35.26	$ 4,820	$ 6,113
Asset Management Specialist Assistant Planner Code Compliance Officer Engineering Technician III Lead Maintenance Worker	1200	$ 30.03	$ 38.08	$ 5,205	$ 6,600
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	$ 33.33	$ 42.26	$ 5,777	$ 7,325
Building Inspector-Plans Examiner III Senior Accountant	1400	$ 35.66	$ 45.22	$ 6,181	$ 7,838
Senior Planner	1500	$ 38.52	$ 48.85	$ 6,677	$ 8,467

***At the time of publishing, AFSCME and the City are continuing contract negotiations**

Salary Schedule - Effective July 1, 2022 (continued)

SPOA Represented Positions	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Police Officer	*	$ 32.71	$ 41.74	$ 5,669	$ 7,236
Community Services Officer (CSO)	*	$ 29.24	$ 37.32	$ 5,069	$ 6,469
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	$ 27.73	$ 34.65	$ 4,807	$ 6,095
Desktop Support Technician Executive Assistant Human Resources Specialist	1200N	$ 29.94	$ 37.40	$ 5,189	$ 6,580
Business Systems Analyst Court Supervisor Fleet Supervisor	1300N	$ 33.23	$ 41.52	$ 5,760	$ 7,305
Adult Community Center Manager Emergency Management Coordinator Program Analyst Senior Telecommunication Technician Systems Administrator	1400N	$ 35.55	$ 44.42	$ 6,163	$ 7,815
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	$ 38.41	$ 47.99	$ 6,658	$ 8,442
Civil Engineer Library Operations Supervisor Public Works Operations Supervisor Senior IT Analyst	1600N	$ 41.85	$ 52.29	$ 7,255	$ 9,199
City Recorder Economic Development Manager Human Resources Manager Planning Manager Police Sergeant Senior Network Engineer	1700N	$ 45.20	$ 56.47	$ 7,835	$ 9,936
Broadband Manager Building Official Information Technology Manager Library Manager Utility Manager	1800N	$ 47.93	$ 59.88	$ 8,308	$ 10,536
City Engineer Police Captain	1900N	$ 54.63	$ 68.25	$ 9,469	$ 12,008
Community Development Director Community Services Director Finance Director IT Director Public Works Director	2000N	$ 61.73	$ 77.12	$ 10,700	$ 13,568
Assistant City Manager Police Chief	2100N	$ 65.43	$ 81.74	$ 11,340	$ 14,381
Municipal Judge City Attorney City Manager	Contract Employees				

***At the time of publishing, SPOA and the City are continuing contract negotiations**

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 polices 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 arranges 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 10% of fund revenue and strive to maintain 20%.

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 as 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.