City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, June 15, 2021

Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon

7:00 pm City Council Regular Meeting

City Council Executive Session
(ORS 192.660(2)(f), Exempt Public Records)
(Following the Regular Council Meeting)

Pursuant to House Bill 4212 (2020), these meetings will be conducted electronically and will be live streamed at https://www.youtube.com/user/CityofSherwood

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Home of the Tualatin River National Wildlife Refuge

AGENDA

SHERWOOD CITY COUNCIL
June 15, 2021

6:00 URA Boards of Directors Meeting
(See URA Board Agenda)

7:00 pm City Council Regular Meeting

City Council Executive Session
(ORS 192.660(2)(f), Exempt Public Records)

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https://www.youtube.com/user/CityofSherwood

7:00 PM REGULAR SESSION

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

   A. **Approval of May 27, 2021 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
   B. **Approval of June 1, 2021 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
   C. **Resolution 2021-032 Approving the City Investment Policy and Authorizing Investments** (David Bodway, Finance Director)
   D. **Resolution 2021-033 Authorizing the City Manager Pro Tem to enter into a Public Improvement Contract with Moore Excavation, Inc. for Construction of the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1** (Bob Galati, City Engineer)
   E. **Resolution 2021-034 Authorizing City Manager Pro Tem to purchase a Vermeer Directional Drill and Trailer for Sherwood Broadband** (Craig Sheldon, Public Works Director)
   F. **Resolution 2021-035 Authorizing the City Manager Pro Tem to sign a five-year Intergovernmental Agreement with Metro for the Solid Waste Community Enhancement Program** (David Bodway, Finance Director)
   G. **Resolution 2021-036 Certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues** (David Bodway, Finance Director)
   H. **Resolution 2021-038 Approving hiring in certain positions by the City Manager Pro Tem** (Christina Jones, Human Resource Manager)

6. **CITIZEN COMMENTS**

   Pursuant to House Bill 4212 (2020), citizen comments and testimony for public hearings must be submitted in writing to CityRecorder@Sherwoodoregon.gov. To be included in the record for this meeting, the email must clearly state either (1) that it is intended as a 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, and in either case must be received at least 24 hours in advance of the scheduled meeting time. 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.

7. **NEW BUSINESS**

   A. **Resolution 2021-037 Adopting the Capital Improvement Plan (CIP) for FY2021-22** (Julia Hajduk, Community Development Director)

8. PUBLIC HEARINGS

A. Resolution 2021-039 Adopting hiring standards, criteria, and policy directives for the City Manager position (Josh Soper, City Attorney)

B. Resolution 2021-040 Adopting a Supplemental Budget for FY2020-21 and making appropriations (David Bodway, Finance Director)

C. Resolution 2021-041 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)

D. Resolution 2021-042 Declaring the City's Election to receive State Shared Revenues (David Bodway, Finance Director)

E. Resolution 2021-043 Adopting the FY2021-22 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)

9. CITY MANAGER REPORT

10. COUNCIL ANNOUNCEMENTS

11. ADJOURN to EXECUTIVE SESSION

12. EXECUTIVE SESSION

A. ORS 192.660(2)(f), Exempt Public Records (Josh Soper, City Attorney)

13. ADJOURN

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

SHERWOOD CITY COUNCIL MEETING MINUTES

22560 SW Pine St., Sherwood, Or

Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at https://www.youtube.com/user/CityofSherwood

May 27, 2021

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Mays called the executive session to order at 5:35 pm.

2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Kim Young, Sean Garland, and Renee Brouse. Councilors Russell Griffin and Doug Scott were absent.

3. **STAFF PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, and IT Director Brad Crawford.

4. **TOPICS**

   A. ORS 192.660(2)(e), Real Property Transactions

5. **ADJOURN:**

   Mayor Mays adjourned the executive session at 5:47 pm and convened a special session.

SPECIAL SESSION

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 5:49 pm.

2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Kim Young, Sean Garland, and Renee Brouse. Councilors Russell Griffin and Doug Scott were absent.

3. **STAFF PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, and City Recorder Sylvia Murphy.

4. **APPROVAL OF AGENDA:**

   MOTION: FROM COUNCILOR YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCIL PRESIDENT ROSENER. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILORS GRIFFIN AND SCOTT WERE ABSENT).

Mayor Mays addressed the next agenda item.

5. NEW BUSINESS:

A. Resolution 2021-031 Authorizing the City Manager to Acquire Real Property

City Manager Pro Tem Kristen Switzer explained that it had been determined that there was a need to acquire property for future use for the City, and given the current market, there was a need for the City Manager to be able to respond quickly when property became available. She outlined that the proposed resolution requested that the City Manager be able to negotiate on the City's behalf for property up to $2 million. Mayor Mays commented that he felt it was a good idea and a good approach and he was in support of the proposed resolution. Councilor Young stated she was in support of the proposed resolution.

MOTION: FROM COUNCILOR YOUNG TO APPROVE RESOLUTION 2021-031 AUTHORIZING THE CITY MANAGER TO ACQUIRE REAL PROPERTY. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILORS GRIFFIN AND SCOTT WERE ABSENT).

6. ADJOURN:

Mayor Mays adjourned the special session at 5:51 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Keith Mays, Mayor

SHERWOOD CITY COUNCIL MEETING MINUTES

22560 SW Pine St., Sherwood, Or

Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at https://www.youtube.com/user/CityofSherwood

June 1, 2021

WORK SESSION

1. **CALL TO ORDER:** Mayor Mays called the work session to order at 6:34 pm.

2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Kim Young, Sean Garland, Renee Brouse, and Russell Griffin.

3. **STAFF PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, IT Director Brad Crawford, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Finance Director David Bodway, Police Chief Jeff Groth, Economic Development Manager Bruce Coleman, and City Recorder Sylvia Murphy.

4. **TOPICS**

A. Discussion on TEA East-West Collector Name

Mayor Mays reported that the road ran from Oregon Street to 124th Avenue through the Tonquin Employment Area. He said that Council could name the road anything they wished, but they could not use any street names that were already in use and commented that there were also naming convention rules regarding first responders (e.g. the use of the ampersand symbol was not allowed). Mayor Mays stated that the road was to be a “drive” and reported that he had discussed the name of the road with both Community Development Director Julia Hajduk and previous City Manager Joe Gall because he was not in favor of naming the road “Blake” because there was no “Blake” in Tualatin that connected to the road. He remarked he was in favor of a name that highlighted the fact that the road was in an industrial area or some other highlight. He referred to the construction of the new water treatment facility and put forward the names: Water Drive, H2O Drive, Industrial Drive, and Employment Drive. Mayor Mays stated that Council could name the street after an animal and commented he liked Roosevelt Elks. He recapped that the TEA was named after the Tonquin Scablands which were formed by the Missoula Floods and put forward the name “Missoula Drive” and added that there could be informative signage that explained the history of the area. Council President Rosener put forward the name “Bretz Drive” in reference to Harlen Bretz, a geologist who first proposed the idea that massive floods had carved out the scablands and commented interpretive signage could be used to explain the name. Councilor Griffin commented he liked “Missoula Drive” or a geological tie-in name and commented that Council should be aware of the Google searchability of the name. Councilor Brouse put forward “Ice Age Drive.” Discussion occurred. Community Development Director Julia Hajduk commented that any name that referenced water, ice, or

local geology made sense. She explained that the reason Council needed to name the road so soon was because the water treatment plant update referred to the road as "Orr Drive" after the previous landowner, and the sooner Council could rename the road and share that information the better. Councilor Scott asked if it was possible to use "Way" instead of "Drive"? Ms. Hajduk replied that it was not possible to use "Way" because there were specific naming rules that had to be followed to help emergency service providers and area mapping. She explained that Ways were looped local streets exceeding 180 degrees and Drives were curvilinear collectors (less than 180 degrees) that were at least 1,000 feet in length. She commented that it was possible to use "Street" as Streets were defined as continuous, east-west collectors or extensions thereof. Mayor Mays recapped that the proposed names were: Missoula Drive, Ice Age Drive, Bretz Drive, and Scablands Drive. Councilor Young asked if Council was against naming it after the previous landowner? Mayor Mays said he was not interested in naming it after the previous landowner. Councilor Garland explained that he thought naming it "Orr Drive" could be confusing since it sounds like "or" or "ore." Ms. Hajduk added that "Orr" could also be confused for "Oregon." Councilor Griffin referred to the importance of the new road and how long the road would be around and stated that Council should do something appropriate to the local area and commented he liked "Ice Age Drive" since it was close to the Ice Age Trail. Council President Rosener commented that Council could name the road after one of the founders of the significant historical industries and referred to brickyards or sawmills. Mayor Mays commented he liked geology names best and stated his top three choices were: Missoula Drive, Ice Age Drive, and Bretz Drive. Discussion regarding Harlen Bretz occurred. Councilor Scott commented he liked when streets used someone's full name when naming a street after a person. Councilor Garland commented that using Mr. Orr's full name would make the name less ambiguous. Councilor Garland commented he liked the geological names since that would make the area more cohesive. Council President Rosener put forward "Koch Pond." Councilor Young and Community Ms. Hajduk said they liked "Koch Pond." Mayor Mays and Councilor Griffin said they did not like "Koch Pond." Councilor Young put forward "Basalt Creek." Ms. Hajduk replied that there was already a "Basalt Creek" in Wilsonville. Discussion occurred. Councilor Scott put forward "Warp Drive." Ms. Hajduk explained that there was not a deadline for naming the road, but she was looking for Council direction so she could prepare a formal resolution that stated the new street name. She recapped that Council could pick a name at this meeting or a top three that they could vote on in another meeting. Mayor Mays recapped that Councilor Brouse liked "Ice Age Drive", Councilor Scott liked "Warp Drive," Councilor Garland liked "Ice Age Drive" and "Water Drive," Councilor Young liked "Water Drive." Discussion occurred. Ms. Hajduk commented that "Water Drive" was fine to use but explained that there were already water-type named streets in the area. Councilor Young commented she preferred "Ice Age Drive" over "Missoula Drive" because Missoula was already an established name. Councilor Garland and Councilor Young remarked they were in favor of "Ice Age Drive." Councilor Scott commented he liked "Harlen Bretz Drive," "Koch Pond Drive," and "Ice Age Drive." Council President Rosener stated he liked "Warp Drive" best. Councilor Scott added that he would vote for "Warp Drive." Council President Rosener stated that he liked "Harlen Bretz Drive," "Missoula Drive," and "Ice Age Drive." Councilor Young commented she was okay with "Harlen Bretz Drive" as long his history was looked into to ensure the City wanted to name a street after him. Councilor Griffin stated he liked "Ice Age Drive" and commented that he felt that if the road were to be named after a person, it should be after the landowner or a name appropriate to the region. Mayor Mays stated that the consensus was "Ice Age Drive." Ms. Hajduk stated she would draft the resolution.

5. ADJOURN:

Mayor Mays adjourned the work session at 6:56 pm and convened a regular session.

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 7:03 pm.

2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Kim Young, Sean Garland, Renee Brouse, and Russell Griffin.

3. **STAFF PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, IT Director Brad Crawford, Community Development Director Julia Hajduk, Police Chief Jeff Groth, Finance Director David Bodway, Public Works Director Craig Sheldon, and City Recorder Sylvia Murphy.

4. **APPROVAL OF AGENDA:**

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

   Mayor Mays addressed the next agenda item.

5. **CONSENT AGENDA:**

   A. **Approval of May 18, 2021 City Council Meeting Minutes**
   B. **Resolution 2021-029 Authorizing the City Manager to enter into a contract with VSS International, Inc. for the 2021-22 Slurry Seal Program**
   C. **Resolution 2021-030 Authorizing the City Manager to sign an Intergovernmental Agreement with Washington County for design work for Arrow Street**

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

   Mayor Mays addressed the next agenda item.

6. **CITIZEN COMMENTS:**

   No citizen comments had been submitted and Mayor Mays addressed the next agenda item.

7. **PRESENTATIONS:**

   A. **Recognition of Eagle Scout Award Recipient**

   Mayor Mays recognized Alexander Spurling for his achievement of attaining the rank of Eagle Scout and invited him to provide a description of his Eagle Scout Project that Council could share.

   Mayor Mays addressed the next agenda item. The City Recorder read the public hearings statement.

8. **PUBLIC HEARINGS:**

A. Ordinance 2021-006 amending Chapter 15.04 of the Sherwood Municipal Code to reflect the 2021 Oregon Building Code updates and Chapter 8.12 of the Sherwood Municipal Code to reflect the 2020 updates to Tualatin Valley Fire & Rescue's Fire Code *(Second Hearing)*

Community Development Director Julia Hajduk explained that the proposed ordinance was to amend the Sherwood Municipal Code to reflect updates that were made to three of the State Building Codes as well as an update to the TVF&R Fire Code. Mayor Mays stated that no public comments had been submitted regarding the proposed ordinance and closed the public hearing portion of the hearing and asked for questions or discussion from Council. Mayor Mays asked if the fire district followed a statewide Fire Code or if they were able to deviate from the State Fire Code with their own language? Ms. Hajduk replied she believed that the local fire district generally followed the State Fire Code and then they were able to further refine it and commented that she did not know if the further refinement qualified as a deviation. Mayor Mays recapped that there was a State Fire Code and then the local fire districts or fire departments within cities had the authority to make the code more or less restrictive. Ms. Hajduk replied that was correct. Mayor Mays asked for discussion or a motion from Council.

MOTION: FROM COUNCILOR BROUSE TO READ CAPTION AND ADOPT ORDINANCE 2021-006 AMENDING CHAPTER 15.04 OF THE SHERWOOD MUNICIPAL CODE TO REFLECT THE 2021 OREGON BUILDING CODE UPDATES AND CHAPTER 8.12 OF THE SHERWOOD MUNICIPAL CODE TO REFLECT THE 2020 UPDATES TO TUALATIN VALLEY FIRE & RESCUE'S FIRE CODE. SECONDED BY COUNCIL PRESIDENT ROSENER. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Mayor Mays addressed the next agenda item.

9. CITY MANAGER REPORT:

City Manager Pro Tem Kristen Switzer asked that Public Works Director Craig Sheldon provide an update on the water features. Mr. Sheldon reported that the water feature had been turned on this past weekend, but there had been some issues with the feature shutting off. He encouraged people to call the after-hours line for Public Works to report any issues. He reported that Public Works staff would check the water features at Cannery Square and Snyder Park three times a day. He explained that when the chemical levels were low, the water features automatically turned off due to water safety concerns. Councilor Young asked if the Public Works after-hours phone number was posted at Cannery Square? Mr. Sheldon replied that there was a sign posted at Cannery Square with the number on it. Councilor Garland asked if that was the same number people could use for any type of issue for Public Works such as public bathroom issues or overflowing garbage cans? Mr. Sheldon replied that was correct and added that the after-hours number would ring through to someone during business hours as well. He stated that Public Works did not monitor Facebook and stated they relied on emails or phone calls to respond to issues. Council President Rosener asked if the water feature shut off when the chemical levels in the tanks were low or when the chemical levels in the water were off? Mr. Sheldon replied that the water shut off when the chemical levels in the water were off. Council President Rosener asked if the equipment needed to be upgraded in order to save on staff time? Mr. Sheldon replied that staff would still need to regularly clear out the strainer of debris. He added that there probably was improved equipment available, but all of the equipment was in the ground, in a confined space, that had OSHA space requirements. He explained that per OSHA's rules, two people were required to be in the vault due to the chemicals, so two staff members were required on the weekends no matter what. He stated that he would like to have some

sort of SCADA (supervisory control and data acquisition) system that would allow them to monitor the chemical levels remotely and be able to send someone out before the feature turned off. Councilor Brouse complimented Mr. Sheldon and the Public Works employees for their work on the water feature. Mr. Sheldon reported that the Cannery Square water feature would run from 9:00 am-9:00 pm everyday except during the farmers market hours.

Mayor Mays addressed the next agenda item.

10. COUNCIL ANNOUNCEMENTS:

Councilor Young thanked City staff for putting up the flags in Old Town.

Councilor Griffin reported that the Robin Hood Festival was scheduled for September.

Councilor Scott reported that the Planning Commission held a work session last week to discuss residential design standards and stated that there would be further engagements and work sessions regarding residential design standards in the future. He reported that the Planning Commission would hold a public hearing on June 8th on a proposed development in Old Town on Pine and 2nd Street.

Councilor Brouse reported that the Library Advisory Committee and the Senior Advisory Committee would meet later this month.

Council President Rosener urged residents to get their COVID-19 vaccinations.

Mayor Mays reported that the Budget Committee had completed their work on the 21-22 budget and stated City Council would vote on the budget later this month. He reported he attended the 2021 Maid Marian crowning ceremony for the Maid Marian Court and the Junior Maid Marian Court. He reported he would meet with Representative Courtney Neron to discuss ARPA funds and commented she had pledged $1 million in ARPA funds towards broadband and business support between Wilsonville, Sherwood, and King City via a bill. He explained that each state representative had been allocated $2 million to disperse following ARPA guidelines and each state senator had $4 million to disperse following ARPA guidelines. Mayor Mays stated that Senator Thatcher had designated over $600,000 towards Sherwood Broadband and general broadband between Sherwood and Wilsonville. He explained that the State still needed to pass the bill in order to make those things a reality.

11. ADJOURN:

Mayor Mays adjourned the regular session at 7:28 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Keith Mays, Mayor

City Council Meeting Date: June 15, 2021

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Kristen Switzer, City Manager Pro Tem and Josh Soper, City Attorney

SUBJECT: **Resolution 2021-032, 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 2021-032, Approving the City Investment Policy and Authorizing Investments.

DRAFT

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

RESOLUTION 2021-032

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 15th day of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

CITY OF SHERWOOD
FINANCIAL POLICY

DEPARTMENT: Finance
POLICY STATEMENT: Investment Policy
ORIGINATION DATE: June 19, 2018
RE-APPROVAL DATES: June 18, 2019, June 16, 2020, June 15, 2021
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 Paper	100%
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 15, 2021

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Bob Galati, P.E., City Engineer
Through: Kristen Switzer, City Manager Pro Tem, Josh Soper, City Attorney and Julia Hajduk, Community Development Director

SUBJECT: **Resolution 2021-033, Authorizing the City Manager Pro Tem to Enter into a Public Improvement Contract with Moore Excavation, Inc. for Construction of the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1**

Issue:
Shall the City Council authorize the City Manager Pro Tem to enter into a Public Improvement Contract with Moore Excavation, Inc., for construction of the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase1 project?

Background:
The Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1 project is listed in the City Sanitary Sewer Master Plan (SS MP#4) as a near term importance project with condition and capacity issues which require its replacement. An additional driver for construction of the Phase 1 (SS MP#4) is the upcoming construction of Willamette Water Supply Project 66-inch diameter water trunk line down Tualatin-Sherwood Road, and the reconstruction of Tualatin-Sherwood Road by Washington County, both slated for commencing in FY21/22. Constructing the sanitary trunk line after these other WACO and WWSP project's construction would unnecessarily add design complications and construction costs.
Due to the size of the sewer line, the project costs are funded by CWS via reimbursement. As a result, CWS was involved in the project scoping, timing and budget. The Engineer's Estimate for the project was between $1.5 million and $1.7 million and the authorized project budget was for $1.75 million. The City solicited construction bids for the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1 project on March 24th and 26th in the Daily Journal of Commerce (DJC). The City received one (1) responsive bid, from Moore Excavation, Inc. with a bid amount of $1,929,226. The submitted bid exceeded the authorized project budget by a significant amount. Investigation into reasons for the high unit pricing provided two major issues in the current materials marketplace:

1) Very limited available raw materials and final products due to labor reductions during the Covid pandemic, which has not kept up with construction demand, even as construction activities have increased.
2) Limited transport availability as driver layoff occurred during the Covid pandemic and has not rebounded, with many independent drivers going out of business.

These two actions have resulted in product manufacturers not guaranteeing unit price until the product is placed on the transport truck, and delivery dates by the suppliers extending out weeks and possibly months for delivery of construction materials.

City staff consulted with CWS to determine funding capacity for the increased bid amount. Based on their input, City staff entered into negotiations with Moore Excavation Inc. to reduce the project scope of work to the minimum necessary to fit within the authorized budget. The revised bid amount submitted is for $1,510,326, with the caveat that the prices quoted may be significantly understated to when the actual unit price is determined by the manufacturer. The negotiations settled on using the ODOT Escalation, De-Escalation criteria (ODOT/APWA Standard Specifications for Construction, Edition 2021) Section 00195.12, for calculating the final unit price of the materials described below in the final contract amount:

a) Steel Casing Pipe
b) PVC/HDPE Pipe
c) Asphalt Cement Pavement

To cover these unknown material unit price costs, a contingency amount of 10% ($151,035) of the revised bid amount will be required. The estimated final contract amount is calculated at $1,661,259.

Financial Impacts:
The Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1 project is 100% cost allocated to Clean Water Services Regional Funding due to its pipe size (24-inch diameter). The IGA between the City and CWS includes the full costs of this project under the CWS fiscal budget. This includes engineering design and City staff costs. All costs are refunded to the City upon invoicing to CWS, which occurs on a monthly basis. There is no anticipated expenditure of City funds on this project.

Recommendation:
Staff respectfully recommends City Council approval of Resolution 2021-033, Authorizing the City Manager Pro Tem to enter into a Public Improvement Contract with Moore Excavation, Inc., for construction of the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1.

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

RESOLUTION 2021-033

AUTHORIZING THE CITY MANAGER PRO TEM TO ENTER INTO A PUBLIC IMPROVEMENT CONTRACT WITH MOORE EXCAVATION, INC. FOR CONSTRUCTION OF THE ROCK CREEK SANITARY SEWER TRUNK LINE UPSIZING PHASE 1

WHEREAS, the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1 project is listed in the City Sanitary Sewer Master Plan (SS MP#4) as a near term importance project; and

WHEREAS, this section of sanitary sewer trunk line is identified as having condition and capacity issues which require its replacement; and

WHEREAS, an additional driver for construction of the Phase 1 (SS MP#4) is the upcoming construction of Willamette Water Supply Project 66-inch diameter water trunk line down Tualatin-Sherwood Road, and the reconstruction of Tualatin-Sherwood Road by Washington County, both slated for commencing in FY21/22. Constructing the sanitary trunk line after these other WACO and WWSP project's construction would unnecessarily add design complications and construction costs; and

WHEREAS, the City completed the design and produced bid documents to solicit contractors using a competitive bidding process meeting the requirements of local and state contracting statutes and rules (ORS 279C, OAR 137-049); and

WHEREAS, the City opened bids on April 12, 2021 and issued the Notice of Intent to Award with the mandatory seven (7) day protest period; and

WHEREAS, Moore Excavation, Inc. was the only responsive bidder with a bid of $1,929,226; and

WHEREAS, the Engineer's Estimate of Construction Cost was between $1.5 million and $1.7 million, and the project budget was approved for $1.75 million, meaning the Bid far exceeded the approved project budget; and

WHEREAS, City staff entered into negotiations with Moore Excavation, Inc. for a reduction of the Scope of Work in the attempt to bring the bid amount to within the approved budgetary limits; and

WHEREAS, the negotiations with Moore Excavation, Inc. reduced the bid amount to $1,510,326, with the caveat that the unit prices quoted may be significantly understated to when the actual unit price is determined by the manufacturer, due to the extreme market fluctuations brought on by the Covid-19 pandemic and associated market impacts to manufacturers and suppliers; and

WHEREAS, negotiations settled on using Section 00195.12 – Material Price Escalation & De-Escalation Clause of the ODOT/APWA Standard Specifications for Construction, 2021 Edition, to establish the final material unit price for a) Steel Casing Pipe, b) PVC/HDPE Pipe, c) Asphalt Cement Pavement; and

WHEREAS, in using the Escalation & De-Escalation criteria, a contingency amount 10% of the Bid Amount is estimated as being needed to cover the estimated escalated material unit price costs.

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

Section 1. The City Manager Pro Tem is hereby authorized to execute a construction contract in a form substantially similar to the attached Exhibit A with the lowest responsive bidder (Moore Excavation, Inc.) in the Contract Amount of $1,510,326, and is further authorized to approve construction contract changes for unit price escalation and unforeseen conditions within a Construction Contingency amount of $151,033 (10%) of the Contract Amount for the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1 project (408SS).

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

Duly passed by the City Council this 15th day of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

EXHIBIT A

PUBLIC IMPROVEMENT CONTRACT FOR USE WITH OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION

BETWEEN: The City of Sherwood,
an Oregon Municipal Corporation

AND: Moore Excavation, Inc.

JOB NO.: 408SS

PROJECT: Rock Creek Sanitary Trunk Line Upsizing Phase 1

RECITALS

Contractor was the successful Bidder for the contract construction of the improvement ("Project") described in this Public Improvement Contract for use with Oregon Standard Specifications for Construction and Clean Water Services Design & Construction Standards (R&O 19-5 as amended by R&O 19-22) as supplemented by the City. (this "Document")

AGREEMENT TERMS AND CONDITIONS

1. **The Contract.** The Contract between the City and Contractor (the "Contract") includes this Document and its exhibits, the 2021 Oregon Standard Specifications for Construction issued by the Oregon Department of Transportation (ODOT) and Design & Construction Standards (R&O 19-5 as amended by R&O 19-22), as issued by Clean Water Services, together with all of the documents and materials included in the definition of the "Contract" under the 2021 ODOT Standard Specifications for Construction, as modified by the Technical Specifications and project Special Provisions. In addition, the Contract between the City and Contractor shall be deemed to incorporate all reports, records, laws, rules and orders referenced in the Contract Documents.

   This Document also includes and incorporates the following exhibits:

   Exhibit A – CITY OF SHERWOOD – STANDARD CONTRACT PROVISIONS
   Exhibit B – Certification of Bidder/Contractor Employee Drug Testing Program
   Exhibit C – Certification of Compliance with Oregon Tax Law
   Exhibit D – Certification of Registration with Contractors Board
   Exhibit E – Certification of Workers' Compensation Coverage

2. **Definitions.** Unless otherwise specifically defined in this Document, all capitalized terms which are not proper nouns shall have the meanings assigned thereto in the specifications.

3. **Work to be Performed.** Contractor agrees to furnish, as the "Work" all services, labor, materials and equipment which are described as the Contractor's responsibility in the plans and specifications, or as reasonably inferred therefrom, as the same may be modified in accordance with the Contract, and to construct the improvement described therein (the Project), all according to the provisions of the Contract. All parts of the Work are the sole responsibility of Contractor.

4. **Time of Commencement and Completion.** Time is of the Essence of the Contract. The time in which Contractor shall commence, prosecute and complete the Work is described in the specifications, as modified by any Addenda or subsequent Contract Change Order.

5. **Contract Sum.** The Contract sum is $1,510,326.00***** and consists of unit prices bid by Contractor multiplied by estimated quantities, together with lump sum amounts for portions of the Work, as described on the Contractor's Bid attached hereto.

   The following bid items are eligible for Material Price Escalation/De-escalation unit price adjustments per Section 00195 of the ODOT /APWA Standard Specifications for Construction manual, 2021 Edition:

   a) Steel Pipe Casing
   b) PE/PVC Pipe
   c) Asphalt Concrete Pavement

   *The per unit price escalation/de-escalation value shall be determined at the time the final material unit cost is established by the material supplier. This value shall be carried over to the final lump sum bid unit amount used in the final Contract amount.

   Unless the Contract states otherwise, the actual sum payable to Contractor for the Work shall be based on lump sum amounts and actual quantities, as modified by Change Orders and adjustments made in accordance with the specifications. Payment will be made as provided in the specifications.

6. **Indemnification**. Contractor's duty to indemnify is described in Section 00170.72 of the General Conditions in ODOT's 2021 Standard Specifications, as modified by the Special Provisions. Contractor's indemnity obligations survive acceptance of the Work and completion of the Contract.

7. **Insurance**. Contractor shall maintain in force for the duration of this contract the insurance coverages specified below and in specification Section 00170.70(a). Each policy required by these provisions shall be written as a primary policy, not contributing with or in excess of any coverage which City may carry. In accordance with the Special Provisions, a copy of each policy or a Certificate of Insurance satisfactory to City shall be delivered to City prior to commencement of the Work. Unless otherwise specified, each policy shall be written on an "occurrence" form with an admitted insurance carrier licensed to do business in the state of Oregon and shall contain an endorsement entitling City to not less than 30 days prior written notice of any material change, nonrenewal or cancellation. In the event the statutory limit of liability of a public body for claims arising out of a single accident or occurrence is increased above the combined single limit coverage requirements specified below, City shall have the right to require Contractor to increase the Contractor's coverages by the amount of the statutory limit increase for such claims and to increase the aggregate coverage by an amount that is twice as large as the statutory increase. The adequacy of all insurance required by these provisions shall be subject to approval by City's Risk Manager. Unless otherwise allowed by City, Contractor shall require all subcontractors to carry insurance at least equal to that required under this section. Failure to maintain any insurance coverage required by this contract shall be cause for immediate termination of this Contract by City.

   7.1 **Commercial General Liability**. Contractor shall maintain a broad form Commercial General Liability Insurance policy with coverage of not less than $1,000,000 combined single limit per occurrence, with an annual aggregate of not less than

$2,000,000.00, for bodily injury, personal injury or property damage. Such policy shall contain a contractual liability endorsement to cover Contractor's indemnification obligations under the Contract and products/completed operations liability. The policy shall also contain an endorsement naming City and others as appropriate as an additional insured, in a form satisfactory to City, and expressly providing that the interest of City shall not be affected by Contractor's breach of policy provisions. The policy shall be endorsed to state that the general aggregate limit of liability shall apply separately to the Contract.

7.2 **Commercial Automobile Liability**. Contractor shall maintain a Commercial Automobile Liability Insurance policy with coverage of not less than $1,000,000.00 combined single limit per occurrence, with an annual aggregate limit of not less than $1,000,000.00, for bodily injury, personal injury or property damage. The coverage shall include both hired and non-owned auto liability. The policy shall also contain an endorsement naming City and others as appropriate as an additional insured, in a form satisfactory to City, and expressly providing that the interest of City shall not be affected by Contractor's breach of policy provisions.

7.3 **Workers' Compensation Insurance**. All employers, including the Contractor and its Subcontractors, if any, that employ subject workers who are performing Work or providing labor or materials under the Contract in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation Coverage, unless such employers are exempt under ORS 656.126. The Contractor shall ensure that each of its Subcontractors complies with these requirements. Contractor shall provide City with such further assurances as City may require from time to time that Contractor is in compliance with these Workers' Compensation coverage requirements and the Workers' Compensation law. The Contractor shall ensure that its insurance carrier files a Guaranty Contract with the Oregon Workers' Compensation Division before performing any Work.

8. **Performance, Payment and Maintenance Bonds**. Prior to the commencement of the Work, Contractor shall provide good and sufficient Performance Bond and Payment Bond approved by the City, each in an amount equal to the 100% of the Contract sum, for the faithful performance of the Work in all respects and indemnifying City for any claims or liens for labor, work, equipment or material provided by others in the performance of the Work. The amount of the Performance Bond and Payment Bond shall be increased whenever the Contract Sum is increased for any reason.

At the conclusion of the Construction and prior to Final Acceptance of the Work by the City, the Contractor shall provide a 10% Maintenance Bond for a period of **two (2) years** from the date of Final Acceptance by the City. A surety licensed to do business as a surety in the state of Oregon shall provide the Maintenance Bond.

The acceptance by the Contractor of Final Payment shall be and shall operate as a release to the City of all claims and all liability to the Contract other than claims in stated amounts as may be specifically excepted by the Contractor in writing prior to the request for final payment for all things done or furnished in connection with this work and for every act and neglect of the City and its agents and others relating to or arising out of this work. However, any payment, final or otherwise, or any acceptance, shall not release the Contractor or its sureties from any obligations under the Contract Documents or the Performance and Payment Bonds or diminish the Agency's rights under the Guaranty Provisions.

In addition to and not in lieu of any other warranties required under the Contract make all

necessary repairs and replacements to remedy, in a manner satisfactory to the Engineer and at no cost to the Agency, any and all defects, breaks, or failures of the Work occurring during the specified warranty period due to faulty or inadequate materials or workmanship. Repair damage or disturbance to other improvements under within, or adjacent to the Work, whether or not caused by settling, washing, or slipping, when such damage or disturbance is caused, in whole or in part, from activities of the Contractor in performing his duties and obligations under this Contract when such defects or damage occur within the warranty period. The two-year maintenance period required shall, with relation to such required repair, be extended one year from the date of completion of such repair or to the end of the original two-year maintenance period, whichever comes later.

If Contractor, after written notice, fails within ten days to proceed to comply with the terms of this section, Agency may have the defects corrected, and Contractor and Contractor's Surety shall be liable for all expense incurred. In case of an emergency where, in the opinion of the Engineer, delay would cause serious loss or damage, repairs may be made without notice being given to the Contractor with the Contractor or surety paying the cost of repairs. Failure of the Engineer to act in case of an emergency shall not relieve Contractor or Surety from liability and payment of all such costs.

9. **Termination and Compensation**. City may terminate this contract or suspend the Work at any time as provided in the specifications.

10. **Performance for Goods and Services.** In performance of the Work, Contractor shall prefer materials that have been manufactured or produced in the state of Oregon, if price, fitness, availability and quality are otherwise equal.

11. **Non-Resident Contractor.** If Contractor is not a resident bidder as defined in ORS 279A.120, and the contract price exceeds $10,000, the Contractor must report to the Department of Revenue, on the department's form, the total contract price, terms of payment, length of contract and such other information as the department may require before the Contractor may receive final payment under the Contract. The Contractor must provide copies of all forms filed with the Department to the City to receive final payment.

12. **Laws and Ordinances**. In addition to those laws, rules and ordinances specifically identified in this Contract, Contractor shall comply with and require its Subcontractors to comply with all applicable provisions of Federal, State and local statutes, ordinances, orders, rules and regulations.

13. **Default and Willful Violation**. If the Contractor willfully violates any of the provisions of the Sherwood Code, or any of the provisions of law governing public contracts, or if Contractor knowingly files false affidavits of compliance required under the Contract, Contractor shall waive for a period of one year any right to bid upon any public improvement project let by City. If Contractor or any of Contractor's Subcontractors violates any such provisions or files any such false affidavits of compliance, or in the event Contractor otherwise fails to perform any of its obligations under this Contract, time and quality of performance being of the essence, City may, at its option, terminate this Contract upon written notice to Contractor. In the event of a termination of this Contract or a subcontract under these provisions, Contractor or the Subcontractor, if applicable, shall forfeit all rights under this Contract or the subcontract, as the case may be. The City's claim for damages under paragraph 15 and any other relief available to City resulting from the Contractor's breach shall survive a termination of the Contract.

14. **Liquidated Damages**. In the event the Work is not completed within the Contract Time as specified in Bid Statement, or as may be extended in accordance with the Contract's terms, Contractor will pay to City or City may withhold from any payment due Contractor, Liquidated Damages as specified in the specifications. The parties believe that due to the costs of bringing an action and the difficulty of establishing the exact amount of damages City will incur, it would be inconvenient and infeasible for City to bring an action for the actual damages it will incur because of Contractor's failure to complete the Work within the Contract Time. In order to compensate City for the damages City will suffer because of a delay, the amount City would be damaged for every Calendar Day completion is delayed is **$2,000.00 per Calendar Day**. The parties agree that the sum set as Liquidated Damages is reasonably related to City's anticipated damages per Calendar Day after the Completion Date that the Work is not completed. Contractor agrees that any liquidated damages imposed under the Contract is the best estimate of the City's damages and is not a penalty. Contractor will not contest such sum as being other than the best measure of damages in the event liquidated damages become payable under these provisions.

15. **Notices**. Any written notices permitted or required by this Contract shall be deemed given when personally delivered, or five days after deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to the representatives of the parties as set forth below or when delivered by electronically confirmed facsimile transmission to the FAX address and attention of the representatives of the parties set for below:

Contractor: _____, Project Superintendent

_____

_____

_____

City: Bob Galati P.E., City Engineer, City of Sherwood

or such other address as either party may provide to the other by notice given in accordance with this provision.

16. **Contract Documents/Interpretation.** Where possible, all parts of the Contract shall be interpreted in a manner that avoids conflict between the various documents and their provisions. In the event that any provision of this Document conflicts with any provision of the specifications, the provision that is most detailed shall prevail. In the event that any other component part of the Contract conflicts with any provision of any other component part, the precedence of documents shall be as set forth in the Special Provisions.

17. **Governing Law, Jurisdiction and Venue.** This Contract shall be governed by and interpreted in accordance with the laws of the State of Oregon, without respect to conflict of laws principles. Notwithstanding any contrary provisions in the Contract Documents, any litigation arising out of or relating to this Contract shall be tried to a court without a jury. Any claim or action must be brought in the Circuit Court of Washington County, Oregon. If a claim or action must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this paragraph be construed as a waiver by the City of any form of defense or immunity, whether sovereign immunity, governmental immunity or otherwise, from any claim or from the jurisdiction of any court. Contractor by execution of the Contract hereby consents to the personal jurisdiction of the courts referenced in this paragraph.

18. **Dispute Resolution.** Disputes will be resolved in accordance with Section 00199 of the General Conditions in ODOT's 2018 Standard Specifications as modified in the Supplemental Specifications and project Special Provisions.

    In any litigation, the entire text of any order or permit issued by a governmental or regulatory authority, as well as any documents referenced or incorporated therein by reference, shall be admissible for the purpose of Contract interpretation.

    The Contract shall not be construed against either party regardless of which party drafted it. Other than as modified by the Contract, the applicable rules of contract construction and evidence shall apply.

19. **Payment of Costs, Expenses and Attorney's Fees.** Notwithstanding any language to the contrary in the Contract Documents, each party is responsible for all of its own costs and fees, including expert fees and attorney fees. This includes any costs and fees incurred in any trial and in any appeal.

20. **No Third Party Beneficiaries.** The parties to this Contract do not intend to confer on any third party any rights under this Contract. All Subcontractors are third parties.

21. **Survival.** Any obligation arising under the Contract which is not, or cannot be performed or paid prior to the expiration or termination of the Contract, including, but not limited to, all provisions concerning the quality of the Work, warranties and obligations for payment, indemnification, and reimbursement, shall survive termination or expiration of the Contract.

22. **Integration; Amendment.** The Contract includes the entire agreement between the parties as of its date of execution and shall not be modified or amended, except as expressly provided in the Contract.

23. **Effective Date**. The effective date of the Contract shall be the latest date of signature by the parties.

24. **Prompt Payment.** The Contractor shall:

    (a) Make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the Contract.

    (b) Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the Contract.

    (c) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

    (d) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167.

25. **Drug Testing.**

    (a) The Contractor shall demonstrate that an employee drug testing program is in place at the time of submitting its bid, and that such program will be maintained throughout the Contract period, including any extensions. The failure of

Contractor to have, or to maintain such a drug testing program is grounds for rejection of a bid or immediate termination of this Contract.

(b) The City of Sherwood shall not be liable, either directly or indirectly, in any dispute arising out of the substance or procedure of Contractor's drug testing program. Nothing in this drug testing provision shall be construed as requiring Contractor to violate any legal, including constitutional, rights of any employee, including but not limited, to selection of which employees to test and the manner of such testing. The City shall not be liable for Contractor's negligence in establishing or implementing, failure to establish or implement a drug testing program, or for any damage or injury caused by Contractor's employees acting under the influence of drugs while performing work covered by this Contract. These are Contractor's sole responsibilities and nothing in this provision is intended to create any third party beneficiary rights against the City.

26. **Demolition Contracts to Require Material Salvage.** On demolition projects, the Contractor is required to salvage or recycle construction and demolition debris, if feasible and cost-effective.

27. **Landscape Maintenance Projects to Require Composting or Mulching.** On Landscape Maintenance Projects, the Contractor is required to compost or mulch yard waste material at an approved site; if feasible and cost-effective.

28. **Conditions Concerning Payment of Claims by Public Officers to Person Furnishing Labor of Services when Contractor Neglects or Refuses to Make Prompt Payment.** If the Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the Contractor or a subcontractor by any person in connection with this Contract as the claim becomes due, the City may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to the Contractor by reason of the Contract.

29. **Conditions Concerning Neglect or Refusal to Make Prompt Payment of Claim by Contractor or First-Tier Subcontractor to Persons Furnishing Labor or Materials.** If the Contractor or a first-tier subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with this contact within 30 days after receipt of payment from the City or the Contractor, the Contractor or first-tier subcontractor shall owe the person the amount due plus interest charges commencing at the end of the 10-day period that payment is due under ORS 279C.580(4) and ending upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. See additional text in ORS 279C.515(2).

30. **Complaints Concerning Contractor or Subcontractor Neglect or Refusal to Make Payment to Persons Furnishing Labor or Material.** If the Contractor or a subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public improvement contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580.

31. **Condition Concerning Hours of Labor.** A person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases, except in cases of contracts for personal services as defined in ORS 279C.100, the employee shall be paid at least time and a half pay:

(a) For all overtime in excess of eight hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or

(b) For all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and

(c) For all work performed on Saturday and on any legal holiday specified in ORS 279C.540.

32. **Condition Concerning Payment for Medical Care.** The Contractor and all subcontractors, as applicable, shall promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the Contractor or subcontractor, as applicable, of all sums that the Contractor or subcontractor, as applicable, agrees to pay for the services and all moneys and sums that the Contractor or subcontractor, as applicable, collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services.

33. **Condition Concerning Payment for Providing Workers' Compensation.** All subject employers working under the Contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

34. **Retainage.** The amount to be retained from progress payments will be 2.5% of the value of the Work accomplished as noted in Section 00195.50(b) of the specifications, and will retained in one of the forms specified in Section 00195.50(c) of the specifications.

33. **Contractor Claims. Notice of Claim.** Claims on public works bonds and payment bonds shall be submitted in writing and follow the procedures established by ORS 279C.600 and ORS 279C.605.

34. **Certified Statements Regarding Payment of Prevailing Rates of Wage; Retainage**. (1) The contractor or the contractor's surety and every subcontractor or the subcontractor's surety shall file certified statements with the public agency in writing, on a form prescribed by the Commissioner of the Bureau of Labor and Industries, certifying:

(a) The hourly rate of wage paid each worker whom the contractor or the subcontractor has employed upon the public works; and

(b) That no worker employed upon the public works has been paid less than the prevailing rate of wage or less than the minimum hourly rate of wage specified in the contract.

The certified statement shall be in accordance with ORS 279C.845.

CITY OF SHERWOOD	**CONTRACTOR**
By: _____	By: _____
Kristen Switzer, City Manager Pro Tem	(signature)
_____	_____
(print name)	(print name)
Date: _____	Date: _____

Approved as to form: _____
Josh Soper, City Attorney

City Council Meeting Date: June 15, 2021

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Craig Sheldon, Public Works Director
Through: Kristen Switzer, City Manager Pro Tem

SUBJECT: **Resolution 2021-034, Authorizing City Manager Pro Tem to Purchase a Vermeer Directional Drill and Trailer for Sherwood Broadband**

Issue:
Shall the City Council authorize the City Manager to purchase a Vermeer directional drill and trailer for Sherwood Broadband?

Background:
Sherwood Broadband was formed in 2004 by the City of Sherwood to operate as its telecommunication utility and serves mainly businesses in and around the City.

Resolution 2018-065 authorized a Broadband Resident Pilot Program to provide residential internet service in eleven existing developments and in newly constructed developments throughout Sherwood.

In order to continue with the expansion of the Sherwood Broadband Utility, the City needs to purchase additional equipment to perform this work.

Using SourceWell (a competitive bidding procurement vendor), the City received pricing from Vermeer to for a Vermeer D8X12 directional drill and trailer, totaling $131,497.77.

Financial Impacts:
This vehicle is included in the 2021/2022 budget and will be paid using funds from broadband loan. We will not purchase until July 2021.

Recommendation:
Staff respectfully recommends City Council approval of Resolution 2021-034, Authorizing the City Manager Pro Tem to Purchase a Vermeer Directional Drill and Trailer for Sherwood Broadband.

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

RESOLUTION 2021-034

AUTHORIZING THE CITY MANAGER PRO TEM TO PURCHASE A VERMEER DIRECTIONAL DRILL AND TRAILER FOR SHERWOOD BROADBAND

WHEREAS, Resolution 2018-065 authorized Sherwood Broadband to implement a Broadband Residential Pilot Program to provide residential internet service in eleven existing developments and in newly constructed developments throughout Sherwood; and

WHEREAS, ORS 279A.200 to 279A.255 defines and allows for cooperative procurement of goods, services and/or public improvements amongst the State, public agencies and qualified nonprofit agencies with disabilities; and

WHEREAS, the equipment is necessary to expand our Sherwood Broadband Utility; and

WHEREAS, the City used procurement site SourceWell to spec and price a directional drill and trailer for Sherwood Broadband.

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

Section 1. The City Manager Pro Tem is authorized to purchase a Vermeer Directional Drill and Trailer for Sherwood Broadband in the amount of $131,497.77.

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

Duly passed by the City Council this 15th day of June 2021.

_____
Keith Mays, Mayor

Attest:

_____
Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: June 15, 2021

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Kristen Switzer, City Manager Pro Tem and Josh Soper, City Attorney

SUBJECT: **Resolution 2021-035, Authorizing the City Manager Pro Tem to sign a five-year Intergovernmental Agreement with Metro for the Solid Waste Community Enhancement Program**

Issue:
Shall the City Council authorize the City Manager to sign a five-year intergovernmental agreement (IGA) with Metro for the Solid Waste Community Enhancement Program (CEP)?

Background:
Resolution 2020-034 approved an extension of the original IGA with Metro by one year. The current agreement expires on June 30, 2021 and Metro is proposing a new five-year IGA.

Financial Impacts:
The City is projected to receive $72,000 from Metro in FY21-22 for the CEP.

Recommendation:
Staff respectfully recommends approval of Resolution 2021-035, Authorizing the City Manager Pro Tem to sign a five-year IGA with Metro for the Solid Waste Community Enhancement Program.

RESOLUTION 2021-035

AUTHORIZING THE CITY MANAGER PRO TEM TO SIGN A FIVE-YEAR INTERGOVERNMENTAL AGREEMENT WITH METRO FOR THE SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM

WHEREAS, the Metro Solid Waste Code is set forth in Title V of the Metro Code; and

WHEREAS, Metro Solid Waste Code Chapter 5.06 contains the requirements for the Community Enhancement Program; and

WHEREAS, the City of Sherwood has a facility that participates in the Metro Community Enhancement Program; and

WHEREAS, through Resolution 2020-034, the City of Sherwood has a current IGA with Metro for the Community Enhancement Program; and

WHEREAS, the term of the original IGA was for five years but was extended by one year and is set to expire on June 30, 2021; and

WHEREAS, Metro has proposed this new IGA for a five-year period.

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

Section 1. The City Manager Pro Tem is hereby authorized to sign an Intergovernmental Agreement (IGA), in a form substantially similar to the attached Exhibit A, with Metro for the Solid Waste Community Enhancement Program.

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

Duly passed by the City Council this 15th day of June, 2021.

_____
Keith Mays, Mayor

Attest:

_____
Sylvia Murphy, MMC, City Recorder

Community Enhancement Grant Program Agreement

Metro
600 NE Grand Ave.
Portland, OR 97232-2736

Metro Contract No. 937321

Community Enhancement Grant Program Agreement

THIS AGREEMENT, entered into under the provisions of ORS Chapter 190, is between Metro, a Metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, Oregon 97232-2736, and the City of Sherwood (the "City") an Oregon municipal corporation, whose address is 22560 SW Pine Street, Sherwood, Oregon, 97140.

Section 1: Purpose

The purpose of this Agreement is to implement the provisions of Metro Code Chapter 5.06 related to the establishment of a Solid Waste Community Enhancement Program ("program") for Pride Recycling Company.

Section 2: Term

This Agreement begins on July 1, 2021 and terminates on June 30, 2026. The parties may agree to terminate this Agreement earlier. Either party may terminate this Agreement under Section 8. The parties mayextend the term of the Agreement by written amendment.

Section 3: Collection and Distribution of Community Enhancement Fee Funds

A. In accordance with Metro Code, Pride Recycling Company ("facility") must collect and remit to Metro a solid waste community enhancement fee of $1.00 on each ton of putrescible solid waste, including yard debris mixed with food waste, received at the facility. If the facility seeks to collect additional fees for community enhancement, the parties will amend this Agreement so the additional funds are distributed in compliance with the Agreement.

B. Metro will send to the City the solid waste community enhancement fee funds ("funds") collected in A above on the first business day in February, May, August, and November of each year this Agreement is in effect.

C. At the request of the City, Metro will provide quarterly reports of activity at the facility, including data on (I) the gross weight of solid waste received in vehicles that are weighed as they enter the facility; (2) the number of other vehicles assessed fees on an estimated volume basis; and (3) the tonnage of solid waste transferred from the facility.

D. At the request of the City, Metro will assist with the establishment and implementation of the program.

Section 4: The City Obligations

A. The City must establish and implement a program that complies with Metro Code Chapter 5.06 (Exhibit A), and Metro Administrative Procedures (Exhibit B). Exhibits A and B are incorporated into this Agreement and are binding on the City.

B. The City must establish a solid waste community enhancement program advisory committee ("committee") that complies with Exhibit A and Exhibit B. The City will monitor the committee for compliance with its duties, including without limitation establishment of a solid waste community enhancement area boundary and compliance with Exhibits A and B. The committee membership must include the mayor or chief executive officer of the City /County, at least two citizens of The City appointed by the Mayor, and the Metro Councilor whose district includes The City. The City may include additional members at its discretion. **OR** The City and the Metro Councilor whose district includes the City must perform the functions of the committee. At the request of the City, Metro will support the City's citizen member recruitment process and will provide best practices guidelines to the City. The best practices include recruitment of citizens who have experience with populations that are underserved by the community in terms of access to and participation in solid waste activities and benefits.

   All committee members must disclose any conflict of interest before participating in a grant decision, and must sign a conflict of interest form provided by The City and approved by the attorney representing The City.

C. The City must create a separate program account for deposit of the funds collected under Section 3. The City must ensure that only projects chosen by the committee receive these funds. The City must carry forward any funds not expended during a budget year to the following year. The City must not use the funds for general government purposes.

D. The City must promote the program within the solid waste community enhancement program boundary area. The City must publish information about the program, including without limitation funding criteria, goals, application process, and timeline, on its website.

E. The City must require the committee to provide an open public process for project review and selection.

F. The City must require the committee to prepare an annual budget. The budget must identify the expected distribution of funds for projects during a fiscal year. The committee may propose that there be no distribution of funds during a fiscal year, for a maximum of three consecutive years.

G. The City must ensure funding decisions are made by a majority vote of the committee.

H. The City must provide all necessary support to administer the program. The City may charge the fund no more than 20% of the annual budget, not to exceed $50,000, for the direct costs of administering the program. Direct costs include staff time and materials.

I. No later than October 1 of each year, the City must provide a written report to Metro on the program that includes revenues and expenditures of the program funds and the fund balance

carried forward, if any. The report also must include an accounting of any funds expended for program administration.

J. The City must maintain complete and accurate records related to the administration of the program and all funds expended and carried forward, and must make these records available to Metro for inspection, auditing and copying.

K. The City staff who administer the Community Enhancement Grant Program will attend an annual grant-making best practices training hosted by Metro.

Section 5: Notices

Legal notice provided under this Agreement must be delivered personally or by certified mail to the following individuals:

For The City:
Office of the City Attorney
City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140

For Metro:
Office of Metro Attorney
Metro
600 NE Grand Avenue
Portland, OR 97232

Management of this Agreement will be conducted by the following designated Project Managers:

For The City:
Leslie Dean
City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140

For Metro:
Rob Nathan
Metro
600 NE Grand Avenue
Portland, OR 97232

The City may change the above-designated Project Manager by written notice to Metro. Metro may change the above-designated Project Manager by written notice to the City.

Section 6: Indemnification

Subject to the limits of the Oregon Constitution and Oregon Tort Claims Act, the City shall hold harmless Metro, its officers and employees from any claims or damages to property or injury to persons or for any penalties or fines, for the City's actions under this Agreement.

Section 7: Dispute Resolution

The parties will attempt to negotiate resolutions to all disputes arising out of this Agreement.

Section 8: Termination
During the term of this Agreement, each party retains the right to terminate the Agreement by written notice delivered to the other party no later than 60 days prior to the anniversary date. Metro may terminate this Agreement at any time for nonperformance of any material term of the Agreement.

Section 9: Insurance
The City agrees to maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of this Agreement to levels necessary to protect against public body liability as specified in ORS 30.270. The City also agrees to maintain for the duration of this Agreement, Workers' Compensation Insurance coverage for all its employees as a self-insured employer, as provided by ORS chapter 656, or disability coverage under its Disability, Retirement and Death Benefits Plan.

Section 10: Integration and Amendment
This writing contains the entire Agreement between the parties, and may only be amended by written instrument, signed by both parties.

Section 11: Severability
If any portion of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless remains in full force and effect and the offending provision will be stricken.

Section 12: Notice of Default
If Metro determines that a default exists, Metro must give thirty days' written notice to the City describing the nature of the default and will give the City an opportunity to cure the default before taking any further action.

The City	Metro
By:_____	By:_____
_____	_____
Print name and title	Print name and title
_____	_____
Date	Date

CHAPTER 5.06

SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM[1]

5.06.010 Policy and Purpose
5.06.020 Authority and Jurisdiction
5.06.030 Amount of Enhancement Fee
5.06.040 Enhancement Fee Requirements and Exemptions for Solid Waste Facilities
5.06.050 Establishment and Administration of a Solid Waste Community Enhancement Program
5.06.060 Solid Waste Community Enhancement Program Advisory Committee
5.06.070 Eligibility Criteria for Solid Waste Community Enhancement Projects
5.06.080 Goals for Solid Waste Community Enhancement Projects
5.06.090 Compliance and Dispute Resolution

Repealed

5.06.100 Administrative Procedures
[Repealed Ord. 19-1441]

[1] Formerly "Community Enhancement Programs"; Ord. 14-1344, Sec. 1.

5.06.010 Policy and Purpose

It is the policy of Metro to establish and implement a solid waste community enhancement program at all eligible solid waste facilities in the Metro region. The purpose of the program is to rehabilitate and enhance the area around the facility from which the fees are collected. [Ord. 14-1344.]

5.06.020 Authority and Jurisdiction

Metro's solid waste authority, including the authority to collect an enhancement fee and establish and implement a solid waste community enhancement program, is established under the Oregon Constitution, ORS Chapters 268 and 459, and the Metro Charter. [Ord. 14-1344.]

5.06.030 Amount of Enhancement Fee

Solid waste facilities subject to this chapter shall collect an amount not exceeding $1.00 on each ton of putrescible solid waste delivered to the facility and remit the funds to Metro for use as a solid waste community enhancement fee. Eligible solid waste facilities may also collect an amount not exceeding $1.00 on each ton of non-putrescible waste delivered to the facility when the Metro Chief Operating Officer and facility owner determines it is in the public interest. The Metro Council will set the enhancement fee amount for any solid waste facility subject to the fee. [Ord. 14-1344; Ord. 19-1439.]

5.06.040 Enhancement Fee Requirements and Exemptions for Solid Waste Facilities

(a) Solid waste facilities that operate all or in part as disposal sites, transfer stations, reload facilities, compost facilities, and energy recovery facilities, as defined by Chapter 5.00, shall collect and remit an enhancement fee under this Chapter.

(b) Where only a portion of a solid waste facility's operations qualify for collection of a fee under subsection (a), the facility shall collect and remit an enhancement fee only on the solid waste it accepts as an eligible facility.

(c) Notwithstanding section (a) above, yard debris reload and yard debris composting facilities are not subject to the requirements of this Chapter. [Ord. 14-1344.]

5.06.050 Establishment of a Solid Waste Community Enhancement Program

(a) Upon approval of a license or franchise application, the Metro Chief Operating Officer will inform a solid waste facility of the requirement to collect a solid waste community enhancement fee. The Metro Chief Operating Officer will require collection of the fee in the facility license or franchise.

(b) The Metro Chief Operating Officer will inform the local government where the facility is located that a solid waste community enhancement fee will be collected by the facility and remitted to Metro.

(c) The solid waste community enhancement program will be administered by (1) Metro directly or through a contract; or (2) the local government where the facility is located, so long as Metro and the local government agree on the terms of an intergovernmental agreement.

(d) The Metro Councilor for the district where the facility is located shall be eligible to participate in the solid waste community enhancement program, including without limitation participation as a co-chair and voting member of the community enhancement committee, regardless of whether Metro or the local government, through an intergovernmental agreement, administers the program.

(e) The Metro Chief Operating Officer will establish a timeline for implementation of a solid waste community enhancement program.

(f) The funds collected and remitted to Metro shall be used for solid waste community enhancement projects chosen by a community enhancement committee and may include administrative costs in an amount set by the Metro Chief Operating Officer. [Ord. 14-1344.]

5.06.060 Solid Waste Community Enhancement Program Advisory Committee

A solid waste community enhancement program established under this section shall have a solid waste community enhancement committee. The committee is responsible for implementation of the program, including without limitation:

(a) Establishment of the enhancement area boundary.

(b) Creation of committee bylaws.

(c) Development of a process for soliciting and selecting solid waste community enhancement projects.

(d) Compliance with the eligibility criteria set forth in Section 5.06.070 and the goals set forth in Section 5.06.080 and creation of additional criteria and goals where needed.

(e) Annually review enhancement program revenue estimates provided by Metro staff and propose how these funds will be allocated for the upcoming fiscal year or funding cycle.

(f) Presentation of an annual report to the Metro Council on all projects approved for funding.

(g) Maintenance of complete and accurate records related to the administration of the program, submitted to Metro annually. [Ord. 14-1344.]

5.06.070 Eligibility Criteria for Solid Waste Community Enhancement Projects

A solid waste community enhancement project must meet the following criteria to be eligible for funding. A solid waste community enhancement committee may apply more restrictive eligibility criteria:

(a) The project must be located in the solid waste community enhancement area boundary as specified by the solid waste community enhancement committee or the project must benefit individuals or programs located inside the solid waste community enhancement area boundary.

(b) The project applicant must be:

(1) A non-profit organization, including without limitation a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service; or

(2) A school or institution of higher learning; or

(3) A local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer.

(c) The project must not be used to replace any other readily available source of federal, state, local or regional funds.

(d) The project must not promote or inhibit religion.

(e) The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.

(f) If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission. [Ord. 14-1344.]

5.06.080 Goals for Solid Waste Community Enhancement Projects

Projects shall meet one or more of the following goals and solid waste community enhancement committees shall give priority to projects that best meet with goals. A solid waste community enhancement committee may adopt additional funding goals. The project will:

(a) Improve the appearance or environmental quality of the community.

(b) Reduce the amount or toxicity of waste.

(c) Increase reuse and recycling opportunities.

(d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.

(e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.

(f) Result in improvement to, or an increase in, recreational areas and programs.

(g) Result in improvement in safety.

(h) Benefit youth, seniors, low income persons or underserved populations. [Ord. 14-1344.]

5.06.090 Compliance and Dispute Resolution

The Metro Chief Operating Office is responsible for ensuring compliance with this Chapter. [Ord. 14-1344.]

5.06.100 [Repealed Ord. 19-1441; Effective February 19, 2020]

METRO

SOLID WASTE ADMINISTRATIVE PROCEDURES

Published:

Administration of Metro Code Chapter 5.06 Solid Waste Community Enhancement Program

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Policy and Legal Authority

1.1 Policy and Legal Authority.

1.1.1 Metro's solid waste planning and implementing authority is established under the Metro Charter, the Constitution of the State of Oregon, and ORS Chapters 268 and 459.

1.1.2 Metro's solid waste community enhancement program is established based on state law (ORS 459.280 and 459.284).

1.1.3 All solid waste administrative procedure shall be subject to the authority of all other applicable laws, regulations or requirements in addition to those contained in this administrative procedure and performance standard.

1.1.4 Administrative procedures are adopted, as necessary, to implement the provisions of Metro Code Chapter 5.06 Solid Waste Community Enhancement Program.

1.1.5 The purpose of these administrative procedures is to protect and preserve the health, safety and welfare of the Metro residents; to protect and preserve the local environment, to implement cooperatively a solid waste community enhancement fee program; and to reduce the volume and toxicity of waste disposed through source reduction, reuse, recycling, and composting.

1.1.6 These administrative procedures and performance standards are issued by the Metro Chief Operating Officer ("Metro COO") pursuant to Metro Code Section 5.06.100.

Application and Purpose of Chapter 5.06

2.1 Application of Chapter 5.06

2.1.1 Chapter 5.06 shall apply to all eligible solid waste facilities within Metro's jurisdictional boundary that are licensed or franchised by Metro pursuant to Metro Code Chapter 5.01.

2.1.2 Metro Code Chapter 5.06 shall apply to all eligible solid waste facilities within Metro's jurisdictional boundaries that are owned by Metro.

2.2 Purpose

2.2.1 Metro has long recognized that certain solid waste facilities may present economic, environmental, health or other impacts on local host communities.

2.2.2 Metro's solid waste community enhancement program provides funds that are used for community enhancement grant projects located in the vicinity of each eligible solid waste facility. Funds are to be used for the rehabilitation and enhancement of the area in and around the facility from which the fees are collected, as determined by each solid waste community enhancement committee established in accordance with Metro Code Chapter 5.06.

Program Exempt and Program Eligible Facilities

3.1 Exempt Facility Types and Ineligible Solid Waste Activities

3.1.1 The following types of facilities are not subject to Metro Code Chapter 5.06.

3.1.1.1 Reuse or recycling facilities that (A) exclusively receive non-putrescible source-separated recyclable materials and (B) reuse or recycle such materials, or transfer, transport or deliver such materials to a person or facility that will reuse or recycle them.

3.1.1.2 Material recovery facilities that (A) exclusively receive non-putrescible solid waste and conduct material recovery on such waste, and may also (B) receive non-putrescible source-separated recyclable materials and reuse or recycle such materials or transfer, transport or deliver such materials to a person or facility that will reuse or recycle them.

3.1.2 The following types of solid waste activities are not subject to Metro Code Chapter 5.06.

3.1.2.1 Yard debris reloading.

3.1.2.2 Yard debris composting.

3.1.2.1 Material recovery on non-putrescible waste, except as provided in Section 3.3.

3.1.2.2 Recycling or reuse of non-putrescible materials.

3.2 Program Eligibility by Facility Type and Solid Waste Activity

3.2.1 Eligible facility types include, but are not limited to, the following:

3.2.1.1 Disposal sites.

3.2.1.2 Transfer stations.

3.2.1.3 Reload facilities.

3.2.1.4 Energy recovery facilities.

3.2.1.5 Compost facilities.

3.2.2 Eligible solid waste activities include, but are not limited to, the following:

3.2.2.1 Processing, reloading or transfer of putrescible waste (includes food waste and yard debris mixed with food waste).

3.2.2.2 Composting or any other processing of putrescible waste (includes food waste and yard debris mixed with food waste).

3.2.2.1 Energy recovery (including anaerobic digestion of putrescible waste to include food waste and yard debris mixed with food waste).

3.2.2.2 Disposal (includes landfilling and incineration).

3.3 Special conditions related to non-putrescible waste activities at an eligible facility

3.3.1 Non-putrescible waste that is subject to material recovery and delivered to a transfer station or other eligible solid waste facility shall be subject to Metro Code Chapter 5.06 when a facility owner/operator and the Metro COO determines it to be in the public interest.

3.3.2 For the purpose of this section the public interest shall include, but is not limited to: A) the historical program relationship established between a facility and host local government or community (e.g. Metro Central Transfer Station and Metro South Transfer Station), or B) such conditions necessary to operate a new facility, or at an existing facility conducting a new solid waste activity that is subject to Metro Code Chapter 5.06 and Metro Code Chapter 5.01.

Establishing a Solid Waste Community Enhancement Program

The purpose of this section is to establish a general process for Metro and a host local government to implement and administer a solid waste community enhancement program at an eligible solid waste facility.

4.1 New Facilities Without a Solid Waste Community Enhancement Program

4.1.1. Notification to a host local government.

Upon receipt of a complete Metro license or franchise application for a new eligible solid waste facility that is subject to this chapter, or a new eligible solid waste activity at an existing facility, the Metro COO shall notify the host local government that it qualifies for the solid waste community enhancement program.

4.1.2 Coordination with Metro and the host local government.

4.1.2.1 As part of Metro's license and franchise review or renewal process, the Metro COO will notify the local government hosting an eligible solid waste facility that a solid waste community enhancement program shall be established.

4.1.2.2 The Metro COO shall provide the host local government with an opportunity to enter into an intergovernmental agreement to administer the program. As provided in Section 5.1, Metro and the local government may consider other approaches to administer the program if an intergovernmental agreement cannot be established.

4.1.2.3 A host local government shall not be excluded or limited from participating in Metro's solid waste community enhancement program for an eligible solid waste facility, nor shall Metro be limited in implementing a solid waste community enhancement program when a host local government adopts: (1) a tax or charge that imposes a fee on haulers of commercial solid waste or other users of the facility; (2) any tax duly adopted by the local government which is generally applicable for all persons doing business in boundaries of the local government; or (3) any franchise fee collected by the local government from haulers collecting solid waste within the boundaries of the local government,

4.1.2.4 Metro shall not establish a solid waste community enhancement program at a solid waste facility if the respective host local government has implemented and is actively administering a solid waste community enhancement program

for that solid waste facility under separate authority of ORS 459.284 and 459.290.

4.1.2.5 Prior to establishing a solid waste community enhancement program at an eligible solid waste facility, the Metro COO shall inform the Metro Council President and the Metro Councilor whose district hosts the solid waste facility of the decision to establish a solid waste community enhancement program and provide the Metro Councilor with the opportunity to chair, co-chair, or otherwise participate in the solid waste community enhancement committee at the option of the Metro Councilor.

4.2 Programs Established Prior to January 1, 2014

Solid waste community enhancement programs that were established prior to January 1, 2014 and are administered through an intergovernmental agreement with a host local government shall be updated and reissued with an effective date of July 1, 2015 to provide consistency with all applicable provisions in Metro Code Chapter 5.06 and these administrative procedures.

4.3 Existing Eligible Facility Without a Solid Waste Community Enhancement Program

The Metro COO shall notify a host local government of an existing eligible solid waste facility within its jurisdictional boundaries regarding a timeframe and process for the implementation and administration of a solid waste community enhancement program in accordance with this chapter.

4.4 Funding

4.4.1 Except as provided in Section 3.3, solid waste facilities subject to Metro Code Chapter 5.06 shall collect an amount not exceeding $1.00 on each ton of putrescible solid waste delivered to the facility and remit the funds to Metro for use as a solid waste community enhancement fee.

4.4.2 Metro may periodically adjust the solid waste community enhancement fee based on the Consumer Price Index (CPI) up to the maximum amount set forth in ORS 459.284.

4.4.3 On a quarterly basis, Metro will remit the solid waste community enhancement funds to each host local government with a solid waste community enhancement program established by intergovernmental agreement with Metro in accordance with Metro Code Chapter 5.06.

4.4.4 Projects funded from a solid waste community enhancement fund will be made with the positive vote of a majority of the solid waste community enhancement committee created to administer such a program. Frequency of funding projects is also to be determined by the committee.

Establishing a Solid Waste Community Enhancement Committee

5.1 Establishing a Solid Waste Community Enhancement Committee

5.1.1 For the purpose of establishing a solid waste community enhancement committee, the Metro COO shall coordinate with the host local government and the Metro Councilor whose district hosts the eligible solid waste facility.

5.1.2 Metro may designate a solid waste community enhancement committee in accordance with Metro Code Chapter 2.19.

5.1.3 The Metro COO may enter into an intergovernmental agreement to designate the host local government as the solid waste community enhancement committee. Such a committee shall consist of at least five members and may include the Metro Councilor whose district hosts the solid waste facility (with the option to serve as co-chair to the committee), and three citizen representatives appointed by the mayor, city manager, or county administrator. In lieu of appointment of such a committee, the local government may designate itself and the Metro Council member representing the district that hosts the solid waste facility (with the option to serve as co-chair to the committee) to perform the function of such committee. The term for such intergovernmental agreements should be established to coincide with the term set forth in the subject facility's Metro license or franchise.

5.1.4 The Metro COO may enter into an agreement with a recognized non-profit community organization including, but not limited to, a neighborhood district coalition, neighborhood association, committee for citizen involvement or other similar community-based group having a legally constituted active board of directors. The designated solid waste community enhancement committee shall consist of at least five members, and may include the board of directors, the Metro Councilor whose district hosts the solid waste facility, and any number of citizen representatives appointed by the Metro Councilor whose district hosts the solid waste facility.

5.1.5 The Metro COO shall establish the terms and conditions of the agreements for the establishment and administration of a solid waste community enhancement committee as provided in Metro Code Chapter 5.06.

5.2 Administration

5.2.1 The administration and distribution of funds from a solid waste community enhancement program shall be subject to the approval of a solid waste community enhancement committee.

5.2.2 Each solid waste community enhancement committee or host local government shall promote, advertise, solicit and accept requests for proposals or projects to be funded from the solid waste community enhancement fund within its solid waste community enhancement program area boundary.

5.2.3 Either Metro or the host local government shall prepare and publish an annual budget for the solid waste community enhancement account. Each budget shall be subject to review and comment by the solid waste community enhancement committee and shall, at a minimum, identify the proposed allocation of grant funding and administrative costs for the upcoming fiscal year, except that a solid waste community enhancement committee may propose that there be no expenditure of funds during a fiscal year for up to a maximum of three consecutive fiscal years, or longer if approved by the Metro COO or the community enhancement committee.

5.2.4 Either Metro or the host local government shall segregate solid waste community enhancement funds by establishing a separate set of accounts for the revenues and expenditures of the solid waste community enhancement program to ensure that only committee-authorized plans, projects, and programs receive funding. Funds not expended during a budget year shall be carried forward to each subsequent year.

5.2.5 Each solid waste community enhancement committee or host local government shall publish and follow the project funding criteria in Section 6.1 and goals in Section 6.2 for selecting projects or programs to fund during the fiscal year. A solid waste community enhancement committee may request that Metro modify or change the criteria. A community enhancement committee may publish and follow more restrictive program funding criteria, and may adopt and publish additional goals and/or guidelines.

5.2.6 Each solid waste community enhancement committee or host local government shall, provide an annual written report to the Metro COO regarding all expenditures from the enhancement fund and shall itemize all enhancement fund expenditures including the amount of funds expended on each project under its jurisdiction including the funding balance by October 1 of each year.

5.2.7 Each solid waste community enhancement committee, upon request by the Metro COO, shall provide an oral presentation to the Metro Council at a time such presentation can be scheduled at a Metro Council meeting.

5.2.8 If administrative costs incurred by Metro or the host local government to administer the solid waste community enhancement program are reimbursed from the solid waste community enhancement funds as provided in Section 5.3. The annual report required in Section 5.2.6 shall include an accounting of the funds expended for program administration.

5.2.9 Each solid waste community enhancement committee will provide an open public process for project/program review and approval.

5.3 Administrative Cost Reimbursement

5.3.1 A solid waste community enhancement fund may be used to help defray the direct costs incurred to administer a solid waste community enhancement program by Metro or a host local government (e.g., staff time and materials necessary to set up and administer a solid waste community enhancement program).

5.3.2 No more than twenty percent (20%), and not more than $50,000 of a solid waste community enhancement fund that is collected during a program funding cycle may be used to pay for costs directly associated with administering a solid waste community enhancement program. Administrative costs in excess of these amounts shall not be borne by the solid waste community enhancement fund.

5.4 Recordkeeping and Audits

5.4.1 Each solid waste community enhancement committee or host local government shall maintain complete and accurate records related to the administration of the program and funds expended under its jurisdiction. The committee shall make these records available to Metro for inspection, auditing, and copying.

5.4.2 Metro may require, at Metro's expense, that a solid waste community enhancement committee submit to an independent audit conducted by an auditor chosen by Metro. The audit shall address only those matters reasonably related to the solid waste community enhancement program fund and its administration.

Eligibility Criteria and Goals

6.1 Eligibility Criteria for Funding Solid Waste Community Enhancement Projects

6.1.2 To qualify for funding, a proposed solid waste community enhancement project shall meet the following funding criteria. A designated solid waste community enhancement committee may adopt and publish more restrictive eligibility criteria.

6.1.2.1 Be within the solid waste community enhancement area boundaries specified by the designated solid waste community enhancement committee or benefit individuals or programs located inside the community enhancement area boundary.

6.1.2.2 Be from non-profit organizations including, but not limited to, neighborhood associations or charitable organizations with 501(c)(3) status under the Internal Revenue Service, or

6.1.2.3 Be from a school, or institution of higher learning, or

6.1.2.4 Be from a local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer, and, as a guideline, the requested funding not exceed 15% of an annual solid waste community enhancement program budget or funding cycle, or more as otherwise provided in an intergovernmental agreement between Metro and a host local government.

6.1.2.5 Not replace another readily available source of federal, state, regional or local funds.

6.1.2.6 All applicants must go through the official application, review and approval process established by the solid waste community enhancement committee.

6.1.2.7 Not promote or inhibit religion.

6.1.2.8 Not fund organizations, projects or programs that discriminate based upon race, ethnicity, age, gender or sexual orientation.

6.1.2.9 Be able show a clear public benefit if projects are on private land.

6.1.2.10 Have written landowner permission at the time of application.

6.2 Goals for Funding Solid Waste Community Enhancement Projects

6.2.1 Projects shall meet one or more of the following goals. Priority will be given to projects that best meet the goals and which offer benefits to the areas and populations most directly impacted by the solid waste facility. A designated solid waste community enhancement committee may adopt and publish additional funding goals. The order of the following listing does not imply ranking or weighting. Projects should:

6.2.1.1 Result in an improvement to the appearance or environmental quality of the area/neighborhood within the enhancement area boundaries.

6.2.1.2 Result in the reduction in the amount or toxicity of waste, or increase reuse and recycling opportunities within the enhancement area boundaries.

6.2.1.3 Result in rehabilitation, upgrading or direct increase in the real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code within the enhancement area boundaries.

6.2.1.4 Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas within the enhancement area boundaries, and/or improve the public awareness and the opportunities to enjoy them.

6.2.1.5 Result in improvement to, or an increase in, recreational areas and programs within the enhancement area boundaries.

6.2.1.6 Result in improvement in the safety of the area within the enhancement area boundaries.

6.2.1.7 Result in projects that benefit youth, seniors, low income persons or underserved populations within the enhancement area boundaries.

Dispute Resolution

7.1 The Metro COO shall, in good faith, attempt to negotiate resolutions to all disputes arising out of the implementation and administration of Metro Code Chapter 5.06 and these administrative procedures. Disputes arising out of or relating to the implementation or administration of Metro Code Chapter 5.06 or these administrative procedures shall be resolved as follows:

7.1.1 The Metro COO will review the matter or dispute to determine if there is sufficient reason or cause to take action.

7.1.2 When warranted, the Metro COO will notify the host local government and the solid waste community enhancement committee, the Council President and the corresponding councilor whose district hosts the solid waste facility in writing of the dispute or alleged breach. The notice shall describe the nature of the dispute or alleged breach. The notice shall prescribe a resolution process and include a date by which the host local government or solid waste community enhancement committee must respond to the Metro COO's notice.

7.1.3 Within the period specified by the Metro COO, the host local government or solid waste community enhancement committee shall respond to the notice provided by the Metro COO regarding the dispute. Such response may include information that proves that the dispute or alleged breach has been resolved, or that diligent efforts to correct the dispute or alleged violation is being made and is likely to succeed in a reasonable period of time.

7.1.4 If the Metro COO determines that the dispute or alleged violation has not or cannot be resolved within the manner prescribed and in a reasonable period of time, the Metro COO may take further action, including the modification or termination of an intergovernmental agreement to ensure that the dispute or breach is resolved within a reasonable period of time.

City Council Meeting Date: June 15, 2021

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Kristen Switzer, City Manager Pro Tem and Josh Soper, City Attorney

SUBJECT: **Resolution 2021-036, 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 taxes, 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 $385,115 in FY2021-22 General Fund revenue and $1,508,078 in FY2021-22 Street Fund revenue. The non-per capita based portion amounts to $235,000 in the General Fund.

Recommendation:
Staff respectfully recommends City Council adoption of Resolution 2021-036, Certifying the provision of certain Municipal Services in order to Qualify the City to receive State Revenues.

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

RESOLUTION 2021-036

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 15th day of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: June 15, 2021

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Christina Jones, HR Manager
Through: Kristen Switzer, City Manager Pro Tem, and Josh Soper, City Attorney

SUBJECT: **Resolution 2021-038, Approving hiring in certain positions by the City Manager Pro Tem**

Issue:
Shall the City Council approve the City Manager Pro Tem making appointments in specified positions?

Background:
Section 33 of the City Charter requires Council to appoint a City Manager Pro Tem when the position of City Manager becomes vacant. The City has appointed Kristen Switzer as the City Manager Pro Tem. Under the Charter, the City Manager Pro Tem has all of the authority and responsibilities of the City Manager except relative to the appointment and removal of City employees, which can only be done with Council approval.

There are vacant, budgeted positions that need to be filled as well as positions that are budgeted in FY2021-22 that staff would like to hire in the next 60-90 days. Staff is therefore requesting approval of Council to hire the positions as listed in Exhibit A to this Resolution.

Financial Impacts:
There are no immediate financial impacts of approving hiring these positions as they are the replacement of existing staff or are included in the proposed FY 2021-22 budget.

Recommendation:
Staff respectfully recommends City Council adoption of Resolution 2021-038, Approving hiring in certain positions by the City Manager Pro Tem.



RESOLUTION 2021-038

APPROVING HIRING IN CERTAIN POSITIONS BY THE CITY MANAGER PRO TEM

WHEREAS, Section 33 of the City Charter requires Council appoint a City Manager Pro Tem when the position of City Manager becomes vacant; and

WHEREAS, the City has appointed Kristen Switzer as City Manager Pro Tem; and

WHEREAS, under the Charter, Kristen Switzer, as City Manager Pro Tem, has all of the authority and responsibilities of the City Manager except relative to the appointment and removal of City employees, which can only be done with Council approval; and

WHEREAS, the Council has been informed that the City has a need to make appointments in certain positions to ensure the City's continuing municipal operations; and

WHEREAS, the Human Resources Manager, by and through the City Manager Pro Tem, has informed the Council that all appointments for which Council approval is sought are done consistent with the City's human resources policies and protocols.

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

Section 1. The City Council hereby approves the City Manager Pro Tem making appointments in the positions listed in the attached Exhibit A.

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

Duly passed by the City Council this 15th of June, 2021.

_____
Keith Mays, Mayor

Attest:

_____
Sylvia Murphy, MMC, City Recorder

Exhibit A

Number of Positions	Position Title	Position Justification
1	Court Clerk I	Vacant
2	Lead Maintenance Worker	Vacant
2	Lead Telecom Utility Worker	Requested in FY2021-22 budget
5	Telecommunication Utility Worker II	Requested in FY2021-22 budget
1	Public Works Technician	Requested in FY2021-22 budget
2	Administrative Assistant (one part-time and one full-time)	Vacant full-time position, Part-time Requested in FY2021-22 budget
1	Plans Examiner	Requested in FY2021-22 budget
1	IT Manager	Requested in FY2021-22 budget
1	Broadband Manager	Requested in FY2021-22 budget
1	HR Specialist (part-time)	Requested in FY2021-22 budget
4	Police Officers	1 Vacant, 3 Anticipated Vacancies
8	Seasonal Maintenance Worker	Vacant
2	Library Assistant I (On-Call)	Vacant
1	Police Chief (Limited Duration)	Anticipated vacancy
1	Sergeant (Limited Duration)	Anticipated vacancy

City Council Meeting Date: June 15, 2021

Agenda Item: New Business

TO: Sherwood City Council

FROM: Julia Hajduk, Community Development Director and David Bodway, Finance Director
Through: Kristen Switzer, City Manager Pro Tem

SUBJECT: **Resolution 2021-037, Adopting the Capital Improvement Plan (CIP) for FY2021-22**

Issue:
Should the City Council adopt the Capital Improvement Plan (CIP) for FY2021-22?

Background:
Many funding sources require a Capital Improvement Plan (CIP) to be adopted before funds can be spent. Having a CIP is a precursor to the expenditure of System Development Charges and revenue from sources outside the City of Sherwood. This staff report presents the FY2021-22 CIP and the adopting resolution.

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

City of Sherwood Five Year Capital Improvement Plan (FY 21 Through FY 25)

STREET PROJECTS; INCL STORM AND SANITARY	Estimated Cost	21/22	22/23	23/24	24/25	25/26
Tualatin-Sherwood Road widening coordination with County	$5,000	$5,000				
Oregon St Improvements (Design and Construction; includes regional WQF)	$7,127,494	$ 540,000	$6,587,494			
Sunset/Pine Blvd sidewalk infill	$15,000	$15,000				
Oregon St @ Tonquin Rd & Murdock Rd Improvements	$2,624,000		$500,000	$2,124,000		
Pine Street Phase II	$1,850,000		$1,850,000			
TEA East/West Collector	$10,919,535	$1,000,000	$9,919,535			
Meinecke RAB	$30,000					$30,000
Sidewalk on Meinecke/Washington north of City parking lot	$465,642		$465,642			
Sidewalk on Sunset - Cinnamon Hills to Main	$100,000					$100,000
Construction of Arrow Street	$1,115,420	$1,115,420				
Brookman Road preliminary design	$50,000		$50,000			
Elwert from Handley to Edy	$6,000,000					$6,000,000
Edy Road/Elwert Road intersection improvements	$4,500,000					$4,500,000
Traffic Calming	$400,000	$100,000	$100,000	$100,000	$100,000	
TSP update	$150,000			$150,000		
Shaumburg from Division to end of road (reconstruct)	$735,000	$25,000	$455,000	$255,000		
Washington from Tualatin to Shaumburg (reconstruct)	$145,000			$145,000		
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			
Borchers between Edy Road and Roy Rogers (grind and overlay)	$164,000		$164,000			
Borchers between Roy Rogers and Sydney (grind and overlay)	$28,000		$28,000			
Langer Drive from Sherwood Blvd to Holland (grind and overlay)	$400,466	$400,466				
Baler between T/S Road and Langer (grind and overlay)	$45,000			$45,000		
Willamette Street from Norton to Foundry (reconstruct)	$137,000		$137,000			
Willamette Street from Orcutt to Pine (reconstruct)	$79,000		$79,000			
Mansfield from Division to Smock (reconstruct)	$183,000	$183,000				
Timbrel from Middleton to Sunset (grind and overlay)	$110,919		$110,919			

Sidewalk on Borchers - in front of PGE property	$100,000		$100,000			
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	$38,472		$38,472			
Lee Dr (Shane Ct to Travis), grind overlay	$21,881		$21,881			
Shane Ct (Lee to cul de sac), grind overlay	$12,883		$12,883			
Alexander (Dead end to Smith), grind overlay	$20,222		$20,222			
Sunset (Eucalyptus to St. Charles) grind overlay	$44,925		$44,925			
Sunset (St. Charles to Myrica), grind and overlay	$37,017		$37,017			
Sunset (Myrcia to Main), grind and overlay	$129,894		$129,894			
Sunset (Main to Cinnamon Hill), grind and overlay	$140,494		$140,494			
Sunset (Cinnamon Hill to Pine), grind and overlay	$89,849			$89,849		
Sunset (Pine to Aldergrove), grind and overlay	$127,538			$127,538		
Sunset (Brittany to Murdock), grind and overlay	$75,716			$75,716		
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 overlay	$80,820				$80,820	
Nottingham Ct (Kelsey to Wert), grind and overlay	$72,771				$72,771	
Nottingham Ct (Wert to Merryman), grind and overlay	$89,827				$89,827	
Century between T/S and Sherwood Industrial	$182,464					$182,464
Fair Oaks	$100,000					$100,000
3rd St - at Pine	$40,000	$40,000				
	$39,471,308	$3,423,886	$ 21,465,695	$ 3,112,103	$557,160	$10,912,464
STORM WATER PROJECTS	**Estimated Cost**	**21/22**	**22/23**	**23/24**	**24/25**	**25/26**
2nd & Park St Storm Water Facility Rehab (Design & construction)	$300,000	$300,000				
Gleneagle Village Storm Water Facility	$125,000	$125,000				
St Charles (North) Storm Water Facility	$85,000	$85,000				
St Charles (South) Storm Water Facility	$95,000	$95,000				
Citywide Catch Basin Remediation program	$240,000	$60,000	$60,000	$60,000		$60,000
Drainage Swale Upgrade - Stella Olsen Park	$110,000		$110,000			
Willamette Street near Kathy Street	$25,000	$25,000				
Woodhaven Swales	$150,000	$50,000	$100,000			
Water Quality Facility Refurbishments	$200,000	$50,000	$50,000	$100,000		
Fair Oaks Drainage	$60,000		$60,000			
Update/Review Stormwater SDC methodology	$10,000	$10,000				
	$1,400,000	$800,000	$380,000	$160,000	$-	$60,000
SANITARY SEWER PROJECTS	**Estimated Cost**	**21/22**	**22/23**	**23/24**	**24/25**	**25/26**
Old Town Laterals	$144,000		$48,000	$48,000	$48,000	
Old Town Mid-block sewer point repair	$119,000	$119,000				
Gleneagle Dr Sanitary Sewer Rehab	$49,850		$49,850			
Rock Creek Trunk Capacity Upgrade Ph I-A	$1,200,000	$1,200,000	$-			
Rock Creek Trunk Capacity Upgrade Ph I-B	$3,500,000	$750,000	$2,750,000			
Rock Creek Trunk Capacity Upgrade Ph II	$2,501,229			$651,229	$1,850,000	
South Tonquin Employment Area Pipeline	$630,388		$126,000	$126,000	$126,000	$252,388
North Tonquin Employment Area Pipeline	$2,370,076		$474,000	$474,000	$474,000	$948,076
Brookman Area Sanitary Sewer Conveyance extension - CWS project (anticipated City share only)	$15,000	$5,000	$5,000	$5,000		
Sanitary Master Plan	$150,000	$50,000	$50,000	$50,000		
Update/Review Sanitary SDC methodology	$10,000	$10,000				
	$10,689,543	$2,134,000	$3,502,850	$1,354,229	$2,498,000	$1,200,464
WATER PROJECTS	**Estimated Cost**	**21/22**	**22/23**	**23/24**	**24/25**	**25/26**
WIF- Capacity improvements to 6.2 mgd	$292,758	$292,758				
TVWD capacity improvements 6.2 to 9.7 mgd	$806,000	$806,000				
WRWTP - 20.0 mgd Expansion	$8,428,863	$8,428,863				
WRWTP -Operations Repair and Replace	$450,675				$450,675	
Brookman Expansion - Loop from Prop SW Sherwood PRV to Hwy 99 (M7)	$68,000				$68,000	

Routine Waterline Replacement Program	$200,000	$50,000	$50,000	$50,000	$50,000	
Brookman exp look of 12" 3400 ft (reserve east to Ladd Hill	$925,000	$925,000				
Norton Fire flow improvements	$195,000		$195,000			
Brookman Expansion -Loop from prop SW Sherwood PRV to Hwy 99 (M8)	$204,000				$204,000	
Brookman Expansion - Loop from prop SW Sherwood PRV to Hwy 99 (M9)	$239,000				$239,000	
TEA Expansion Loop -Loop with existing Oregon Street mains (M29)	$190,412				$190,412	
SW Sherwood PRV (V-1)	$150,000				$150,000	
TEA Expansion Loop - with existing Oregon Street mains (M30 and M31)	$1,043,756				$1,043,756	
TEA Expansion Loop - with existing Oregon Street mains (M32, M33, and M34)	$721,531				$721,531	
AWIA - Risk and Resiliency Assessment (Fed Mandate)	$50,000	$50,000				
AWIA – Sherwood's water system	$46,975	$46,975				
SP-1 Pump Station Improvements (Sunset)	$52,000			$52,000		
SP-2Pump Station Improvements (Wyndham Ridge)	$45,000				$ 45,000	
Resiliency Improvements-Piping Oregon St-Backbone	$800,000	$800,000				
T/S County Conflict Improvements	$686,000	$400,000	$286,000			
SM-1.1 (tier 1 backbone - Near Hospital and Police; PW and Fire Station)	$2,560,000		$300,000	$1,130,000	$1,130,000	
SM-1.2 (tier 1 backbone - Near Sunset Reservoir and PS toward TVF&R and PW)	$370,000			$70,000	$300,000	
SM-1.3 (tier 1 backbone - Sunset Reservoir to Well #3)	$435,000				$60,000	$375,000
SR-1 Sunset Reservoir #1	$156,000					$156,000
SR-2 Sunset Reservoir #2	$116,000					$116,000
	$19,231,971	$11,799,596	$831,000	$1,302,000	$4,652,375	$647,000
GENERAL CONSTRUCTION PROJECTS	**Estimated Cost**	**21/22**	**22/23**	**23/24**	**24/25**	**25/26**
Cedar Creek Trail - Segment 8 Design & Construction (local contribution only)	$200,000	$150,000	$50,000			
Cedar Creek Trail - Segment 9A Design & Construction 99W to Edy	$2,860,000					$2,860,000
Cedar Creek Trail - Segment 9B Design & Construction Edy to Roy Rogers	$3,600,000	$600,000	$3,000,000			
Cedar Creek trail grade separated crossing of 99W	$4,875,000		$4,875,000			
Ice-Age Tonquin Trail Way Finding Signage Project	$75,588	$75,588				
Cedar Creek Trail - Segment 11 Design & Construction	$500,000					$500,000
Dog Park Design - North of Hwy 99	$100,000			$100,000		
Park SDC methodology update	$78,588	$78,588				
99W Pedestrian Bridge	$12,625,000	$125,000	$12,500,000			
Festival Plaza	$400,000	$400,000				
Public Works Facility Phase 1	$90,000	$90,000				
	$25,404,176	$1,519,176	$20,425,000	$100,000	$-	$3,360,000

Financial Impacts:

The financial impacts from this resolution have been taken into account within the FY2021-22 budget that was recently approved by the Budget Committee and that is being presented for adoption. There are no other financial impacts.

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2021-037, Adopting the Capital Improvement Plan (CIP) for FY2021-22.

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

RESOLUTION 2021-037

ADOPTING THE CAPITAL IMPROVEMENT PLAN (CIP) FOR FY2021-22

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

WHEREAS, the attached FY2021-22 Capital Improvement Plan represents capital improvement planning based on the current circumstances and priorities of the City; and

WHEREAS, this Capital Improvement Plan was the basis for projects included in the approved FY2021-22 Budget; and

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

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

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

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

Section 1. The FY2021-22 Capital Improvement Plan attached hereto as Exhibit A is hereby adopted.

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

Duly passed by the City Council this 15th day of June, 2021.

_____
Keith Mays, Mayor

Attest:

_____
Sylvia Murphy, MMC, City Recorder

DRAFT CAPITAL IMPROVEMENT PLAN



Kruger Road at Elwert Road

FY 2021/22-2026/27

JULY 1, 2021

CITY OF SHERWOOD, OREGON

City of Sherwood, Oregon

22560 SW Pine Street
Sherwood, OR 97140

Capital Improvement Plan

Fiscal Year 2021-2022

City Council

Mayor	Keith Mays
Council President	Tim Rosener
Council Member	Sean Garland
Council Member	Kim Young
Council Member	Renee Brouse
Council Member	Russell Griffin
Council Member	Doug Scott

City Staff

City Manager Pro Tem	Kristen Switzer
Former City Manager	Joseph Gall, ICMA-CM
Finance Director	David Bodway
Public Works Director	Craig Sheldon
Community Development Director	Julia Hajduk
Community Services Director	Kristen Switzer
City Engineer	Robert Galati, P.E.

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EXECUTIVE SUMMARY

SHERWOOD FIVE YEAR CAPITAL IMPROVEMENT PLAN (FISCAL YEARS 2021 TO 2026)

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

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

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

THE CIP PROCESS

The CIP is the result of an ongoing infrastructure planning process, which provides flexibility and takes advantage of opportunities for funding capital improvement expenditures. The Fiscal Years 2021-2026 CIP is developed utilizing adopted policies and current master plans, input from the public, professional peer review, and review and approval of the City's elected officials. A draft CIP is made available to the general public and elected officials for review and comment. Input from the public occurs at many levels. As Master Plans are developed and adopted, there are public input opportunities to ensure that the plans reflect community input and need.

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

HOW PROJECTS ARE ADDED TO OR REMOVED FROM THE CIP

The CIP development and review team consists of City staff and department directors who are responsible for development of the CIP project list, reviewing proposed CIP project scopes and schedules, and finally submitting recommendations to the City Manager. The City Manager recommendation is then presented to the City Council.

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

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

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

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

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

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

CIP CATEGORIES

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

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

2) Utility Infrastructure Projects

   a) Stormwater Capital Projects
   b) Stormwater Maintenance Projects
   c) Sanitary Sewer Capital Projects
   d) Sanitary Sewer Maintenance Projects
   e) Water System Capital Projects
   f) Water System Maintenance Projects

3) General Construction Capital Projects

4) Parks and Facilities Projects

   a) Parks and Facilities Capital Projects

5) Urban Renewal Agency (URA) Projects

   a) URA Capital Projects

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

HOW THE CIP IS FUNDED

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

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

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

PROJECT LISTS AND DETAIL SHEETS

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

The project detail sheet provides the following information:

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

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

COMPLETED PROJECTS

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

CAPITAL IMPROVEMENT PLAN

SECTION A

ONE-YEAR CAPITAL PROJECTS LIST

CITY OF SHERWOOD
CIP PROJECTS LISTING

ONE-YEAR CAPITAL IMPROVEMENT PROJECT LISTING

The following project list shows capital projects funded with capital funds proposed for the FY 2021-2022 budget cycle. These projects are a compilation of projects from the City's Master Plans, and Engineering and Public Works identified infrastructure improvement projects.

Page #	Project Title	Estimated Project Cost	Previous Fiscal Year's Expend.	Estimated FY 21/22 Expend.	Future Fiscal Year's Expend.
T-2	Tualatin-Sherwood Road Widening Coordination with the County	$108,929	$103,929	$5,000	
T-9/SD-7	Oregon St Improvements (Design and Construction; includes WQF)	$7,382,996	$542,996	$540,000	$6,500,000
T-18	TEA East/West Collector	$10,919,535		$1,000,000	$9,919,535
T-19	Arrow Street construction	$1,311,453	$262,033	$1,115,420	
N/A	Traffic Calming	$500,000	$81,000	$100,000	$419,000
P-49	Sunset 99W Pedestrian Bridge	$12,625,000		$125,000	$12,500,000
C-1	Schamburg from Division to end of road (reconstruct)- includes sewer and storm rehab	$760,000	$25,000	$25,000	$710,000
C-1	Langer Drive from Sherwood Blvd to Holland	$400,466		$400,466	
C-1	Mansfield from Division to Smock (reconstruct)	$183,000		$183,000	
C-2	3rd Street at Pine	$40,000		$40,000	
SD-8	2nd and Park Storm Water Facility	$380,126	$80,126	$300,000	
SD 12	Gleneagle drive Storm Water Facility	$120,000		$120,000	
SD-9	St Charles (North) Storm Water Facility	$85,000		$85,000	
SD-10	St Charles (South) Storm Water Facility	$95,000		$95,000	
SD-29	Stormwater System Dev Charge Update	$20,000		$20,000	
C-2	Citywide Catch Basin Remediation Program	$480,000	$121,340	$60,000	$300,000
C-2	Woodhaven Swales	$441,074	$141,074	$100,000	$200,000
SD-1	Willamette Street near Kathy Street	$25,000		$25,000	
C-2	Water Quality Facility Refurbishments	$354,743	$54,743	$50,000	$250,000
SD-29	Update/Review Stormwater SDC methodology	$20,000	$10,000	$10,000	
C-2	Old Town Mid-block Sewer Point Repair	$140,084	$21,084	$119,000	
SS-4	Rock Creek Trunk Capacity Upgrade Ph I-A	$2,076,906	$876,906	$1,200,000	
SS-4	Rock Creek Trunk Capacity Upgrade Ph I-B	$3,500,000		$750,000	$2,750,000

CITY OF SHERWOOD
CIP PROJECTS LISTING

Page #	Project Title	Estimated Project Cost	Previous Fiscal Year's Expend.	Estimated FY 21/22 Expend.	Future Fiscal Year's Expend.
SS-25	Brookman Area Sanitary Sewer Conveyance extension - CWS project (anticipated City share only)	$23,258	$13,250	$5,000	$10,000
SS-28	Update/Review Sanitary SDC methodology	$20,000	$10,000	$10,000	
W-1	WIF - Capacity improvements to 6.2 mgd	$684,833	$392,075	$292,758	
W-2	TVWD Capacity Improvements 6.2 to 9.7 mgd	$806,000		$806,000	
W-4	WRWTP - 20.0 mgd Expansion	$9,939,192	$1,510,329	$8,428,863	
W-24	Routine Waterline Replacement Program	$380,000	$50,000	$50,000	$280,000
W-43	Brookman exp loop of 12" 3400 ft (reserve east to Ladd Hill	$952,000		$952,000	
W-33	AWIA – Risk and Resiliency Assessment (fed mandate)	$50,000		$50,000	
W-34	AWIA – Sherwood's Water System	$120,000	$73,025	$46,975	
W-39	Resiliency Improvements-Piping Oregon Street backbone	$800,000		$800,000	
C-2	TS Road County conflict improvements	$686,000		$400,000	$286,000
P-13	Cedar Creek Trail – Segment 8 Design & Construction (local contribution only)	$2,433,066	$2,223,066	$150,000	$50,000
P-4	Cedar Creek Trail – Grade separated crossing of 99W	$5,125,000		$125,000	$5,000,000
P-18a	Ice-age Tonquin trail wayfinding project	$115,000	$39,412	$75,588	
PK-6	Park SDC Methodology Update	$78,163		$78,163	
PK-9	Public Works Facility Phase 1	$21,000,000		$90,000	$20,910,000
URA-6	Festival Plaza	$500,000		$500,000	

CAPITAL IMPROVEMENT PLAN

SECTION B

FIVE-YEAR CAPITAL PROJECTS LIST

Council Goal		Original 5 year CIP Estimated Cost	Current estimated cost	FY20/21 or prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27& Future
STREET CAPITAL PROJECTS; INCLUDES STROM AND SANITARY AS APPLICABLE										
* I, L, PS	Tualatin-Sherwood Road widening coordination with County	$126,000	$108,929	$103,929$	**$5,000**					
* E, I, L	Oregon St Improvements & Regional WQF Design	$908,802	$632,996	$542,996	**$290,000**					
	Construction	$5,677,130	$6,750,000		**$250,000**	$6,500,0000				
* E,I, L, PS	Oregon St @ Tonquin Rd & Murdock Rd Improvements	$2,640,000	$2,624,000			$500,000	$2,124,000			
I, L, PS	Pine Street Phase II	$1,850,000	$1,850,000			$1,850,000				
* E, I	TEA East/West Collector	$10,919,535	$10,919,535		**1,000,000**	$9,919,535				
I, L, PS	Meinecke Roundabout improvement	$30,000	$30,000							$30,000
* I, L, PS	Sidewalk on Meinecke/Washington north of City parking lot	$465,642	$465,642			$465,642				
I, L, PS	Sidewalk on Sunset – Cinnamon Hills to Main	$100,000	$100,000							$100,000
* E, I	Construction of Arrow Street (construction cost only)	$1,165,420	$1,311,453	$262,033	**$1,115,420**					
I, L, PS	Traffic Calming - Placeholder	$500,000	$500,000	$81,000	**$100,000**	$100,000	$100,000	$100,000	$100,000	
* I, L, PS	Elwert from Handley to Edy	$6,000,000								$6,000,000
* I, L, PS	Edy Road/Elwert Road intersection improvements	$4,500,000								$4,500,000
*I, L, PS	Sunset/99W Pedestrian Bridge	$12,625,000			**$125,000**	$12,500,000				
* I, L, PS	TSP update	NEW to 5 yr CIP	$150,000				$150,000			
	STREET OPERATIONS; INCLUDING STORM AND SANITARY AS APPLICABLE									
I	Shaumburg from Division to end of road (reconstruct AND Sanitary improvement)	$180,000	$760,000	$25,000	**$25,000**	$455,000	$255,000			
I	Washington from Tualatin to Shaumburg (reconstruct)	$145,000	$145,000				$145,000			
I	Oregon Street from Lincoln to Hall (grind and overlay)	$154,000	$154,000			$154,000				
I	Oregon Street from Hall to Brickyard (reconstruct)	$182,000	$182,000			$182,000				
I	Oregon Street from Brickyard to Roundabout (grind and overlay)	$78,000	$78,000			$78,000				
I	Borchers between Edy Road and Roy Rogers (grind and overlay)	$164,000	$164,000			$164,000				

NEW to 5 yr indicates projects on existing plans that are added to the Five year CIP NEW indicates projects that are not currently in a Master Plan but were added due to need, public or Council input

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

Council Goals:

E – Economic Development I – infrastructure L – Livability PS- Public Safety FR – Fiscal responsibility CE – Citizen Engagement

Council Goal		Original 5 year CIP Estimated Cost	Current estimated cost	FY20/21 or prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27& Future
I	Borchers between Roy Rogers and Sydney (grind and overlay)	$28,000	$28,000			$ 28,000				
I	Langer Drive from Sherwood Blvd to Holland (grind and overlay)	$342,000	400,466		**$400,466**					
I	Baler between T/S Road and Langer (grind and overlay)	$45,000	$45,000,							
I	Willamette Street from Norton to Foundry (reconstruct)	$137,000	$137,000			$137,000				
I	Willamette Street from Orcutt to Pine (reconstruct)	$79,000	$79,000			$79,000				
I	Mansfield from Division to Smock (reconstruct)	$183,000	$183,000		**$183,000**					
I	Timbrel from Middleton to Sunset (grind and overlay)	$18,000	110,919			$110,919				
I, PS	Sidewalk on Borchers - in front of PGE property	$100,000	$100,000			$100,000				
I	Travis Ct. (cul de sac to Lee), grind overlay	$10,889	$10,889			$10,889				
I	Travis Ct. (Lee to Marshall), gring overlay	$48,428	$48,428			$48,428				
I	Lee Dr (Meinecke to Shane), grind overlay	$38,472	$38,472			$38,472				
I	Lee Dr (Shane Ct to Travis), grind overlay	$21,881	$21,881			$21,881				
I	Shane Ct (Lee to cul de sac), grind overlay	$12,883	$12,883			$12,883				
I	Alexander (Dead end to Smith), grind overlay	$20,222	$20,222			$20,222				
I	Sunset (Eucaluyptus to St. Charles) grind overlay	$44,925	$44,925			$44,925				
I	Sunset (St. Charles to Myrica), grind and overlay	$37,017	$37,017			$37,017				
I	Sunset (Myrcia to Main), grind and overlay	$129,894	$129,894			$129,894				
I	Sunset (Main to Cinnamon Hill), grind and overlay	$140,494	$140,494			$140,494				
I	Sunset (Cinnamon Hill to Pine), grind and overlay	$89,849	$89,849				$89,849			
I	Sunset (Pine to Aldergrove), grind and overlay	$127,538	$127,538				$127,538			
I	Sunset (Brittany to Murdock), grind and overlay	$75,716	$75,716				$75,716			
I	Cochran (Upper Roy to June Ct.), grind and overlay	$55,894	$55,894					$55,894		
I	Cochran (June Ct to Willamette), grind and overlay	$54,239	$54,239					$54,239		
I	June Ct (Cochran to cul de sac), grind and overlay	$33,996	$33,996					$33,996		
I	May Ct (Upper Roy to cul de sac), grind and overlay	$41,127	$41,127					$41,127		
I	Norton (Barnsdale to Forest), grind and overlay	$28,486	$28,486					$28,486		

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Council Goals:

E – Economic Development I – infrastructure L – Livability PS- Public Safety FR – Fiscal responsibility CE – Citizen Engagement

Council Goal		Original 5 year CIP Estimated Cost	Current estimated cost	FY20/21 or prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27& Future
I	Norton (Forest to Willamette), grind and overaly	$80,820	$80,820					$80,820		
I	Nottingham Ct (Kelsey to Wert), grind and overlay	$72,771	$72,771					$72,771		
I	Nottingham Ct (Wert to Merryman), grind and overlay	$89,827	$89,827					$89,827		
I	Century between T/S and Sherwood Industrial	$182,464	$182,464							$182,464
I	Fair Oaks	$100,000	$100,000							$100,000
	3rd Street at Pine	NEW to 5 yr CIP	$40,000		**$40,000**					
STORM WATER PROJECTS										
	2nd and Park Storm Water Facility	$375,943	$380,126	$80,126	**$300,000**					
I	Gleneagle Dr Storm Water Facility	$120,000	$125,000		**$125,000**					
I	Extended detention Basin, N side of Oregon Street	$149,930	$149,930			$149,930				
I	St Charles (North) Storm Water Facility	$85,000	$85,000		**$85,000**					
I	St Charles (South) Storm Water Facility	$95,000	$95,000		**$95,000**					
I	Citywide Catch Basin Remediation program	$480,000	$421,340	$121,340	**$60,000**	$60,000	$60,000	$60,000		$60,000
I	Drainage Swale Upgrade - Stella Olsen Park	$110,000	$110,000			$110,000				
I	Willamette Street near Kathy Street	$25,000	$25,000		**$25,000**					
I	Woodhaven Swales	$502,450	$441,074	$41,074	**$50,000**	$100,000	$100,000	$100,000	$100,000	
I	Water Quality Facility Refurbishments	$400,000	$354,743	$54,743	**$50,000**	$50,000	$50,000	$100,000	$50,000	
I	Fair Oaks Drainage	$60,000	$60,000			$60,000				
FR	Update/Review Storm water SDC Methodology	$20,000	$20,000	$10,000	**$10,000**					
SANITARY SEWER PROJECTS										
I	Old Town Laterals	$771,053	$771,053			$48,000	$48,000	$48,000	$48,000	$627,053
I	Old Town mid-block sewer point repair	$122,000	$140,084	$21,084	**$119,000**					
I	Gleneagle Dr Sanitary Sewer Rehab	$49,850	$49,850			$49,850				
* E, I	Rock Creek Trunk Capacity Upgrade – Phase I-A	$736,671 (design only)	$2,076,906	$876,906	**$1,200,000**					
* E, I	Rock Creek Trunk Capacity Upgrade – Phase I-B		$3,500,000		**$750,000**	$2,750,000				
* E, I	Rock Creek Trunk Capacity Upgrade – Phase II	$651,229	$2,510,101				$651,229	$1,850,000		
* E, I	South Tonquin Employment Area Pipeline	$630,388	$630,388			$126,000	$126,000	$126,000	$252,388	
* E, I	North Tonquin Employment Area Pipeline	$2,370,076	$2,370,076			$474,000	$474,000	$474,000	$948,076	

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Council Goal		Original 5 year CIP Estimated Cost	Current estimated cost	FY20/21 or prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27& Future
* I	Brookman Area Sanitary Sewer Conveyance extension - CWS project **(anticipated City share only)**	$25,540	$23,250,	$13,250	**$5000**	$5,000	$5,000			
FR	Update/Review Sanitary Sewer SDC Methodology	$20,000	$20,000	$10,000	**$10,000**					
	WATER PROJECTS									
I	WIF- Capacity improvements to 6.2 mgd	$ 842,808	$684,833	$392,075	**$ 292,758**					
I	TVWD capacity improvements 6.2 to 9.7 mgd	$ 806,000	$806,000		**$806,000**					
I	WRWTP - 20.0 mgd Expansion	$6,381,483	$9,939,192	$1,510,329	**$8,428,863**					
I	WRWTP - 30 mgd expansion	$12,441,677	$12,750,778							$12,750,778
I	WRWTP -Operations Repair and Replace	$4,928,044	$4,069,849					$450,675		$3,619,174
I	Brookman Expansion - Loop from Prop SW Sherwood PRV to Hwy 99 (M7)	$68,000	$68,000					$68,000		
I	Routine Waterline Replacement Program	$400,000	$380,000	$50,000	**$50,000**	$50,000	$50,000	$50,000	$50,000	$80,000
I	Brookman exp loop of 12" 3400 ft (reserve east to Ladd Hill	$952,000	$952,000		**$952,000**					
I	Norton Fire flow improvements	$195,000	$195,000			$195,000				
I	Brookman Expansion -Loop from prop SW Sherwood PRV to Hwy 99 (M8)	$204,000	$204,000					$204,000		
I	Brookman Expansion - Loop from prop SW Sherwood PRV to Hwy 99 (M9)	$239,000	$239,000					$239,000		
E, I	TEA Expansion Loop -Loop with existing Oregon Street mains (M29)	$190,412	$190,412					$190,412		
E, I	SW Sherwood PRV (V-1)	$150,000	$150,000					$150,000		
I	TEA Expansion Loop -Loop with existing Oregon Street mains (M30 and M31)	$1,043,756	$1,043,756					$1,043,756		
I	TEA Expansion Loop -Loop with existing Oregon Street mains (M32, M33, and M34)	$721,531	$721,531					$721,531		
I	AWIA - Risk and Resiliency Assessment (Fed Mandate)	$50,000	$50,000		**$ 50,000**					
I	AWIA – Sherwood's water system	NEW to 5 yr CIP	$120,000	$73,025	**$46,975**					
I	SP-1 Pump Station Improvements (Sunset)	NEW to 5 yr CIP	$52,000				$ 52,000			
I	SP-2Pump Station Improvements (Wyndham Ridge)	NEW to 5 yr CIP	$ 45,000					$ 45,000		
I	SW-1 Resiliency Upgrade - Well #3	NEW to 5 yr CIP	$ 61,000							$ 61,000
I	SW-3 Resiliency Upgrade - Well #5	NEW to 5 yr CIP	$ 34,000							$34,000

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Council Goals:

E – Economic Development I – infrastructure L – Livability PS- Public Safety FR – Fiscal responsibility CE – Citizen Engagement

Council Goal		Original 5 year CIP Estimated Cost	Current estimated cost	FY20/21 or prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27& Future
I	SW-4 Resiliency Upgrade - Well #6	NEW to 5 yr CIP	$61,000							$61,000
I	Resiliency Improvements-Piping Oregon St-Backbone	$700,000	$800,000		**$800,000**					
I	T/S County Conflict Improvements	NEW to 5 yr CIP	$686,000		**$400,000**	$286,000				
	Tier 1 backbone improvements									
I	SM-1.1 (tier 1 backbone - Near Hospital and Police; PW and Firestation)	NEW to 5 yr CIP	$2,560,000			$300,000	$1,130,000	$ 1,130,000		
I	SM-1.2 (tier 1 backbone - Near Sunset Reservoir and PS toward TVF&R and PW)	NEW to 5 yr CIP	$370,000				$70,000	$300,000		
I	SM-1.3 (tier 1 backbone - Sunset Reservoir to Well #3)	NEW to 5 yr CIP	$435,000					$60,000	$375,000	
I	SM-1.4 (tier 1 backbone - WTP to Sherwood owned reservoirs)	NEW to 5 yr CIP	$1,000,000							$1,000,000
I	SM-1.4 (tier 1 backbone - WTP to shared vault with Wilsonville)	NEW to 5 yr CIP	$1,000,000							$1,000,000
I	SR-1 Sunset Reservoir #1	NEW to 5 yr CIP	$156,000						$156,000	
I	SR-2 Sunset Reservoir #2	NEW to 5 yr CIP	$116,000						$116,000	
I	SR-3 Krueger Reservoir	NEW to 5 yr CIP	$156,000							$156,000
GENERAL CONSTRUCTION PROJECTS										
* I, L	Cedar Creek Trail - Segment 8 Design & Construction (local contribution only)	$899,894	$2,433,066	$2,223,066	**$150,000**	50,000				
* I, L	Cedar Creek Trail - Segment 9-A Design & Construction; 99W to Edy	$2,860,000	$2,860,000							$2,860,000
* I, L	Cedar Creek Trail - Segment 9-B Design & Construction; Edy to Roy Rogers	$3,000,000	$3,600,000			$600,000	$3,000,000			
* I, L, PS	Cedar Creek Trail – grade Separated Crossing of 99W	5,000,000	5,125,000		**$125,000**					$5,000,000
* I, L	Ice-Age Tonquin trail wayfinding project	$105,000	$115,000	$39,412	**$75,588**					
* I, L	Cedar Creek Trail – Segment 11	$500,000	$500,000							$500,000
* L	Dog Park - North of Hwy 99	$105,000	$105,000	$5,000					$100,000	
FR	Park SDC methodology update	$78,163	$78,163		**$78,163**					
* I, L	Library Expansion	$TBD	$TBD							
*L	Festival Plaza/Parking lot	New to 5 yr CIP	$500,000		**$500,000**					
* I	Public Works Facility Phase 1	New to 5 yr CIP	$21,000,000		**$90,000**					$20,910,000

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Council Goals:

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Council Goal		Original 5 year CIP Estimated Cost	Current estimated cost	FY20/21 or prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27& Future
* I, L	Cedar Creek Trail – Segment 11	$500,000	$500,000							$500,000
* L	Dog Park - North of Hwy 99	$105,000	$105,000	$5,000					$100,000	
FR	Park SDC methodology update	$78,163	$78,163		**$78,163**					
* I, L	Library Expansion	$TBD	$TBD							
***L**	Festival Plaza/Parking lot	New to 5 yr CIP	$500,000		**$500,000**					
* I	Public Works Facility Phase 1	New to 5 yr CIP	$21,000,000		**$90,000**					$20,910,000

NEW to 5 yr indicates projects on existing plans that are added to the Five year CIP NEW indicates projects that are not currently in a Master Plan but were added due to need, public or Council input

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Council Goals:

E – Economic Development I – infrastructure L – Livability PS- Public Safety FR – Fiscal responsibility CE – Citizen Engagement

CAPITAL IMPROVEMENT PLAN

SECTION C

FIVE-YEAR MAINTENANCE/OPERATIONAL CAPITALIZED PROJECTS LIST

Public Works 5-Year CIP Maintenance projects

	Current estimated cost	FY20/21 or prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27& Future
Street/transportation projects								
Traffic Calming - Placeholder	$500,000	$81,000	**$100,000**	$100,000	$100,000	$100,000	$100,000	
Shaumburg from Division to end of road (reconstruct AND Sanitary improvement)	$760,000	$25,000	**$25,000**	$455,000	$255,000			
Washington from Tualatin to Shaumburg (reconstruct)	$145,000				$145,000			
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				
Borchers between Edy Road and Roy Rogers (grind and overlay)	$164,000			$164,000				
Borchers between Roy Rogers and Sydney (grind and overlay)	$28,000			$ 28,000				
Langer Drive from Sherwood Blvd to Holland (grind and overlay)	400,466		**$400,466**					
Baler between T/S Road and Langer (grind and overlay)	$45,000,							
Willamette Street from Norton to Foundry (reconstruct)	$137,000			$137,000				
Willamette Street from Orcutt to Pine (reconstruct)	$79,000			$79,000				
Mansfield from Division to Smock (reconstruct)	$183,000		**$183,000**					
Timbrel from Middleton to Sunset (grind and overlay)	110,919			$110,919				
Sidewalk on Borchers - in front of PGE property	$100,000			$100,000				
Travis Ct. (cul de sac to Lee), grind overlay	$10,889			$10,889				
Travis Ct. (Lee to Marshall), gring overlay	$48,428			$48,428				
Lee Dr (Meinecke to Shane), grind overlay	$38,472			$38,472				
Lee Dr (Shane Ct to Travis), grind overlay	$21,881			$21,881				
Shane Ct (Lee to cul de sac), grind overlay	$12,883			$12,883				
Alexander (Dead end to Smith), grind overlay	$20,222			$20,222				
Sunset (Eucaluyptus to St. Charles) grind overlay	$44,925			$44,925				
Sunset (St. Charles to Myrica), grind and overlay	$37,017			$37,017				
Sunset (Myrcia to Main), grind and overlay	$129,894			$129,894				
Sunset (Main to Cinnamon Hill), grind and overlay	$140,494			$140,494				
Sunset (Cinnamon Hill to Pine), grind and overlay	$89,849				$89,849			
Sunset (Pine to Aldergrove), grind and overlay	$127,538				$127,538			
Sunset (Brittany to Murdock), grind and overlay	$75,716				$75,716			

	Current estimated cost	FY20/21 or prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27& Future
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		
Nottingham Ct (Kelsey to Wert), grind and overlay	$72,771					$72,771		
Nottingham Ct (Wert to Merryman), grind and overlay	$89,827					$89,827		
Century between T/S and Sherwood Industrial	$182,464							$182,464
Fair Oaks	$100,000							$100,000
3rd Street at Pine	$40,000		**$40,000**					
Storm Water Projects								
2nd and Park Storm Water Facility	$380,126	$80,126	**$300,000**					
Gleneagle Dr Storm Water Facility	$125,000		**$125,000**					
Extended detention Basin, N side of Oregon Street	$149,930			$149,930				
St Charles (North) Storm Water Facility	$85,000		**$85,000**					
St Charles (South) Storm Water Facility	$95,000		**$95,000**					
Citywide Catch Basin Remediation program	$421,340	$121,340	**$60,000**	$60,000	$60,000	$60,000		$60,000
Drainage Swale Upgrade - Stella Olsen Park	$110,000			$110,000				
Willamette Street near Kathy Street	$25,000		**$25,000**					
Woodhaven Swales	$441,074	$41,074	**$50,000**	$100,000	$100,000	$100,000	$100,000	
Water Quality Facility Refurbishments	$354,743	$54,743	**$50,000**	$50,000	$50,000	$100,000	$50,000	
Fair Oaks Drainage	$60,000			$60,000				
Sanitary Sewer Projects								
Old Town Laterals	$771,053			$48,000	$48,000	$48,000	$48,000	$627,053
Old Town mid-block sewer point repair	$140,084	$21,084	**$119,000**					
Gleneagle Dr Sanitary Sewer Rehab	$49,850			$49,850				
Water Projects								
Routine Waterline Replacement Program	$380,000	$50,000	**$50,000**	$50,000	$50,000	$50,000	$50,000	$80,000
Norton Fire flow improvements	$195,000			$195,000				
TS Road County conflict improvements	$686,000		**$400,000**	$286,000				

CAPITAL IMPROVEMENT PLAN

SECTION D

COMPLETE LISTING OF ALL CAPITAL PROJECTS DESCRIPTIONS

1 – 20 YEAR PLANNING PERIOD

CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULES

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 17-18**

CITY PROPERTY DERELICT HOUSE DEMOLITION

Department:	Engineering	MP Project #:	N/A
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$ 25,000		

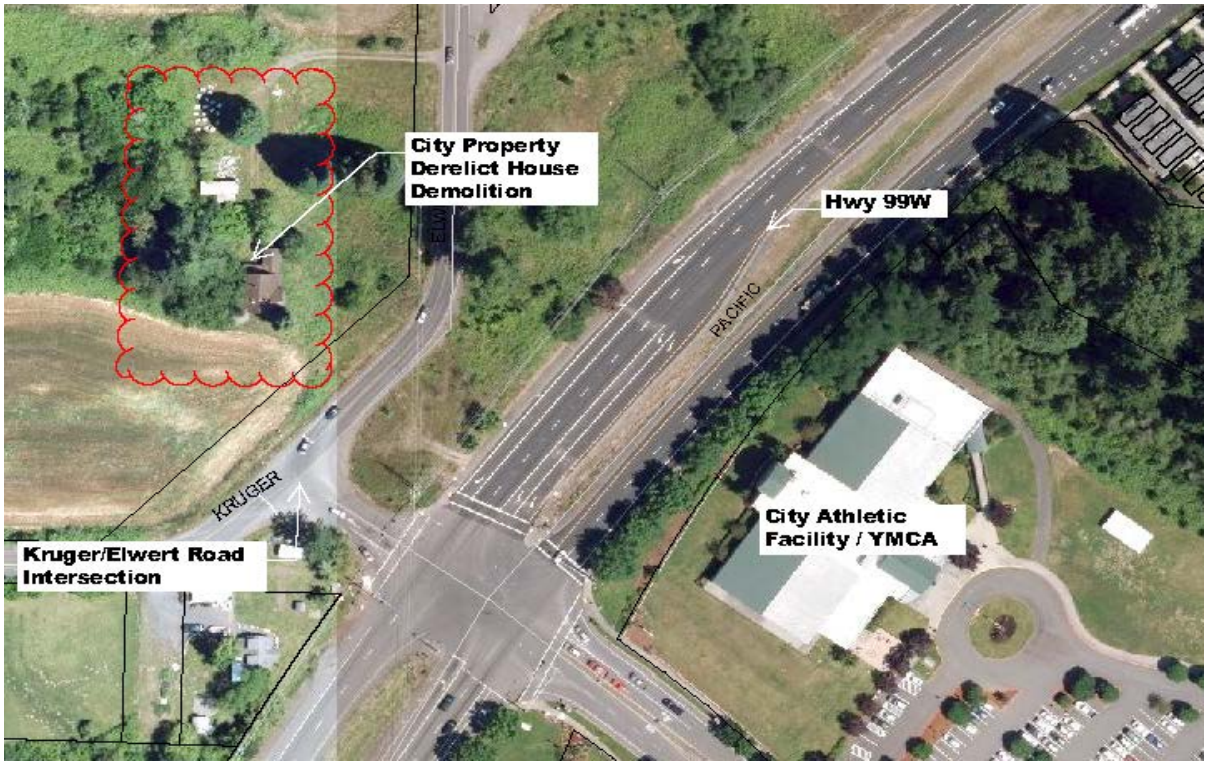
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes demolition of a derelict house included in the purchase of the property adjacent to Elwert Road. The house represents a health and safety liability to the City. The property was purchased with the intent of constructing intersection improvements to the Kruger/Elwert intersection. Pending Sherwood School District's High School project, house demolition process may occur earlier and be performed under the High School construction contract.

Ongoing Maintenance Description and Estimated Annual Cost

Demolition of the derelict house and out buildings will not result in any annual maintenance expenses or actions.



☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

TUALATIN-SHERWOOD ROAD WIDENING IMPROVEMENTS

Department:	Engineering	MP Project #:	D1
Category:	Capital Project-Transportation	Navigator Job#	153
Total Project Cost:	$108,929		

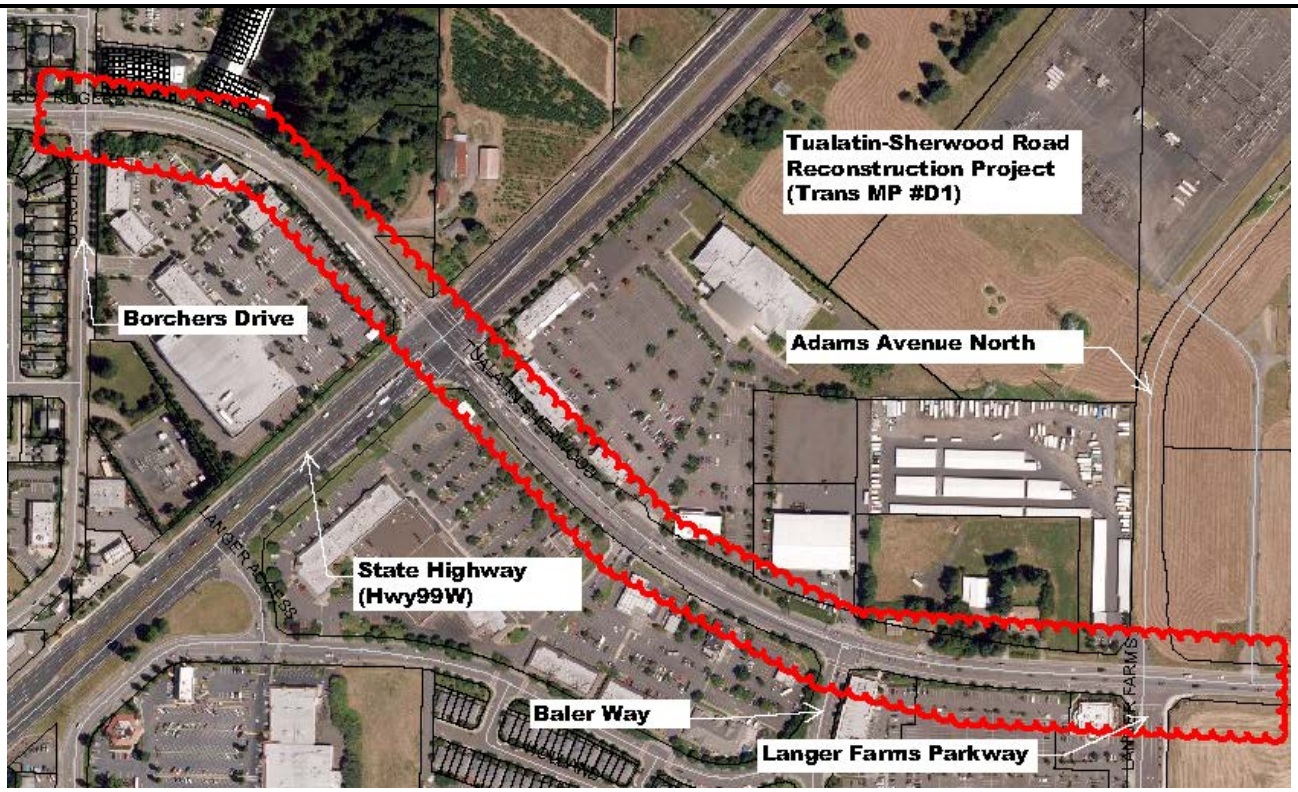
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☒ Replacement	☒ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes widening Tualatin-Sherwood Road from Langer Farms Parkway to Teton Avenue, include 5 travel lanes, bicycle lanes, sidewalks, and planter strips. Funding from WACO MSTIP. WACO DLUT responsible for design and construction of roadway improvements.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works does not have any maintenance responsibilities for Tualatin-Sherwood Road pavement section. Stormwater treatment facilities would be maintained by the City under agreement with WACO.



CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULES

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

TONQUIN ROAD SAFETY IMPROVEMENTS

Department:	Engineering	MP Project #:	D2
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$28,406,000		

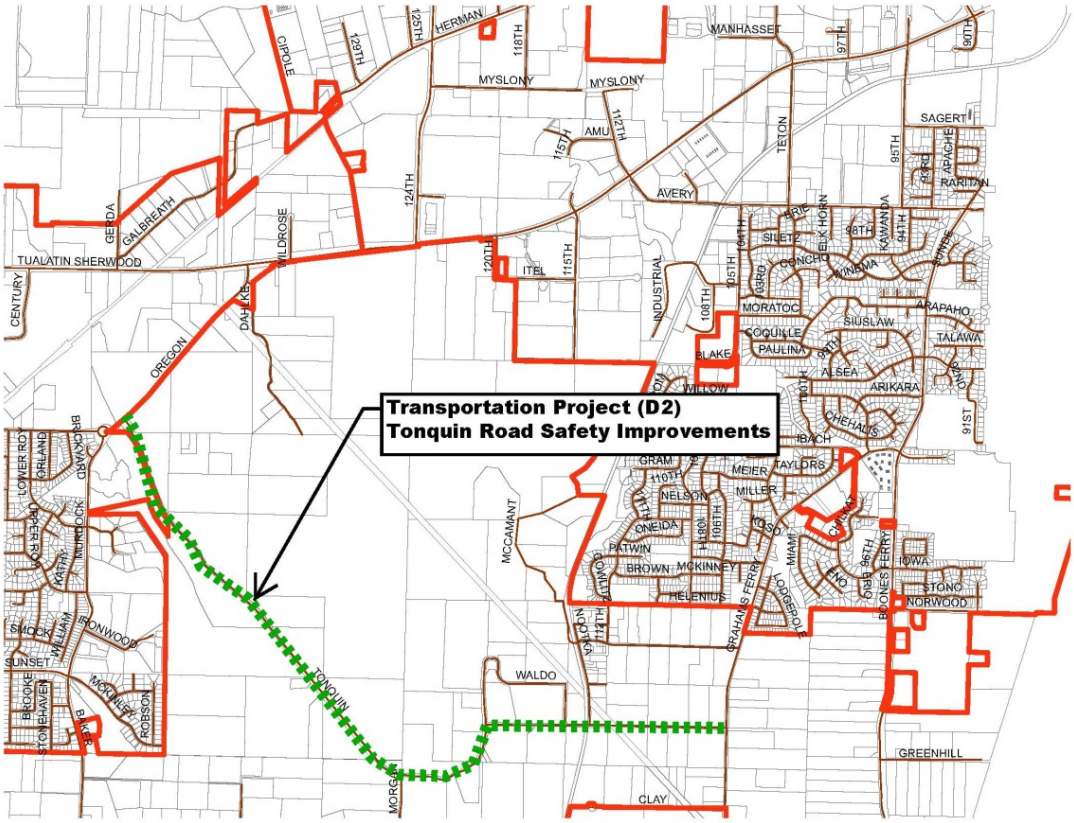
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes widening Tonquin Road from Grahams Ferry Road to Oregon Street to provide shoulders. Funding from WACO MSTIP. WACO DLUT responsible for design and construction of roadway improvements.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have maintenance responsibilities for keeping vegetation cut back from roadway for that section of Tonquin Road which is within the City Limits.



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

OREGON STREET INTERSECTION IMPROVEMENTS AT MURDOCK AND TONQUIN ROADS

Department:	Engineering	MP Project #:	D3
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$2,624,000		

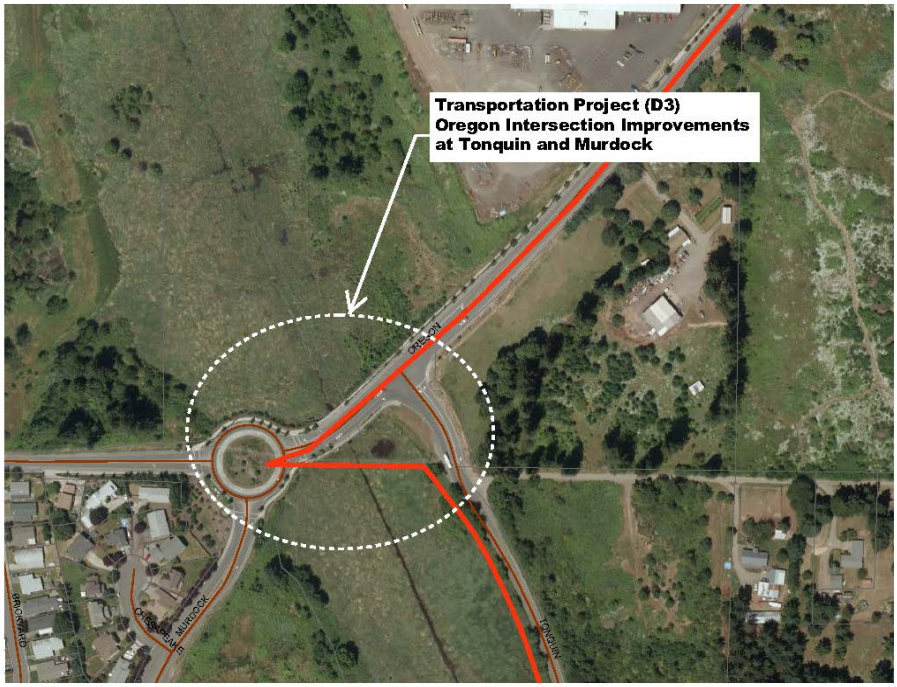
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes construction of a dumbbell roundabout at the Tonquin Road/Oregon Street intersection and Murdock Road/Oregon Street intersection. Dumbbell roundabout modifies existing Murdock Road roundabout by disallowing east circulating lane, the new Tonquin Road roundabout section of the dumbbell disallows the westbound circulating lane. Adds a second westbound approach lane to the Murdock Road roundabout for separated westbound left and westbound through lanes. Keep three lanes on bridge structure. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of City Transportation SDC's and Washington County TDT monies. Project includes purchase of necessary right-of-way lands.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping, lane striping, pavement surface repairs, street sweeping and storm system cleaning.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

ELWERT ROAD IMPROVEMENTS

Department:	Engineering	MP Project #:	D4
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$6,000,000		

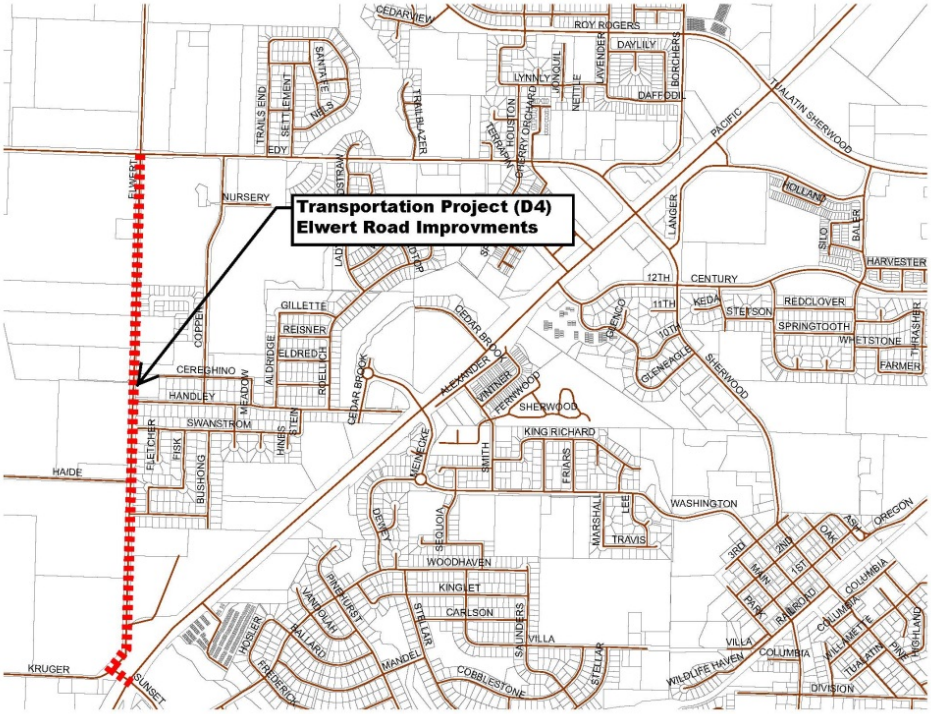
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes upgrading Elwert Road from Highway 99W to Edy Road, to a three lane arterial with bike lanes, sidewalks, and planter strips. This project may be phased with project D30 for design and construction purposes. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of City Transportation SDC's and Washington County TDT monies. Project includes purchase of necessary right-of-way lands.

Ongoing Maintenance Description and Estimated Annual Cost

Elwert is currently under WACO jurisdictional and maintenance control. If in the future Elwert Road is transferred into the City's jurisdictional control, Public Works would have long-term maintenance of the new facility. Maintenance items will include street sweeping, storm system cleaning, painted lane striping, planter strip landscaping, and sidewalk cleaning.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

BROOKMAN ROAD IMPROVEMENTS – THREE LANE ARTERIAL

Department:	Engineering	MP Project #:	D5
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$13,775,908		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

Implement Brookman Road Concept Plan improvements to Brookman Road from Highway 99W to Middleton Road. Upgrade road to three lane arterial facility with a shared use path on the north side. Reserve right-of-way width sufficient for potential widening to five-lane arterial consistent with I-5/Highway 99W Connector Plan for southern arterial. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of State, County and City monies. Project includes purchase of necessary right-of-way lands.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include street sweeping and storm system cleaning, lane striping, pavement management, planter strip landscaping, and sidewalk maintenance.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

EDY ROAD IMPROVEMENTS

Department:	Engineering	MP Project #:	D6
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$8,454,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes upgrading Edy Road from Borchers Drive to Elwert Road to a three-lane collector with bike lanes, sidewalks, and planter strips. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of County and City monies. Project includes purchase of necessary right-of-way lands.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items would include street sweeping and storm system cleaning, lane striping, pavement management, planter strip landscaping, and sidewalk maintenance.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

LADD HILL ROAD IMPROVEMENTS

Department:	Engineering	MP Project #:	D7
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$5,532,749		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes upgrading Ladd Hill Road from Sunset Boulevard to the City Urban Growth Boundary to a three-lane arterial with bike lanes, sidewalks, and planter strips. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of County and City monies. Project includes purchase of necessary right-of-way lands.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items would include street sweeping and storm system cleaning, lane striping, pavement management, planter strip landscaping, and sidewalk maintenance.



☒ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

OREGON STREET IMPROVEMENTS

Department:	Engineering	MP Project #:	D8
Category:	Capital Project-Transportation	Navigator Job#	706
Total Project Cost:	$7,582,996		

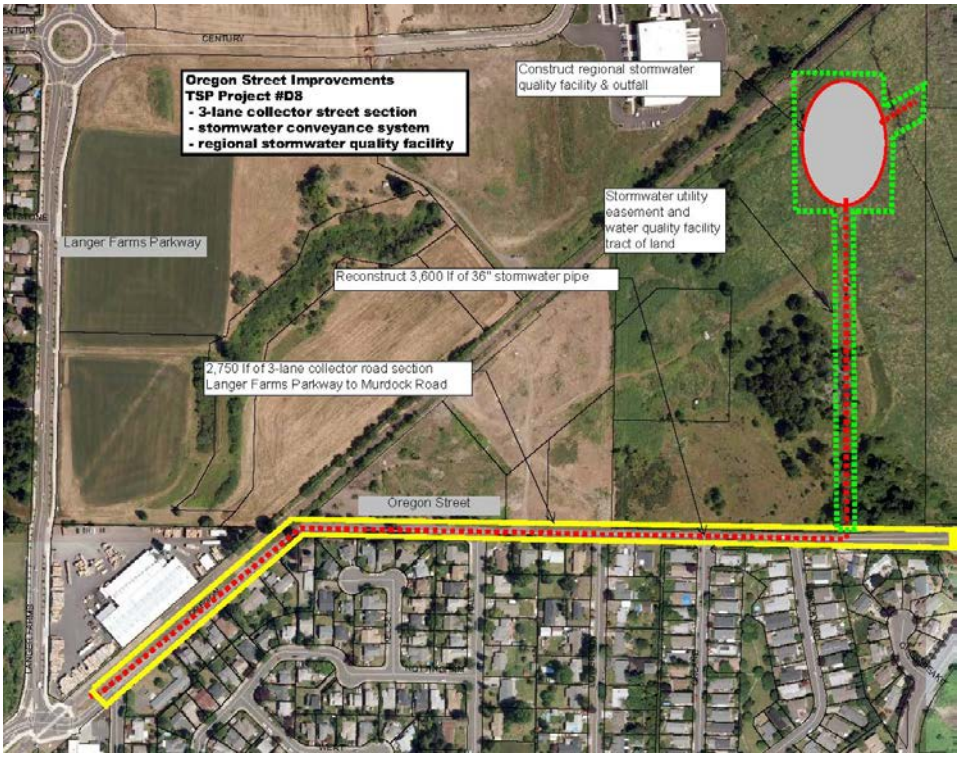
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes upgrading Oregon Street from existing railroad crossing east to Murdock Road roundabout with a three-lane collector road with bike lanes, sidewalks, and planter strips. A shared use path will be located on the north side of Oregon Street (part of the Ice Age Tonquin Trail project). Funding will consist of a combination of County TDT and City stormwater SDC monies. Project includes purchase of necessary right-of-way, easement and tract lands. Design from FY19/20 to FY20-21. Construction from FY21/22 to FY22-23.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items would include street sweeping and storm system cleaning, lane striping, pavement management, planter strip landscaping, and sidewalk maintenance.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

BALER TO HERMAN CONNECTION

Department:	Engineering	MP Project #:	D9
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$4,547,377		

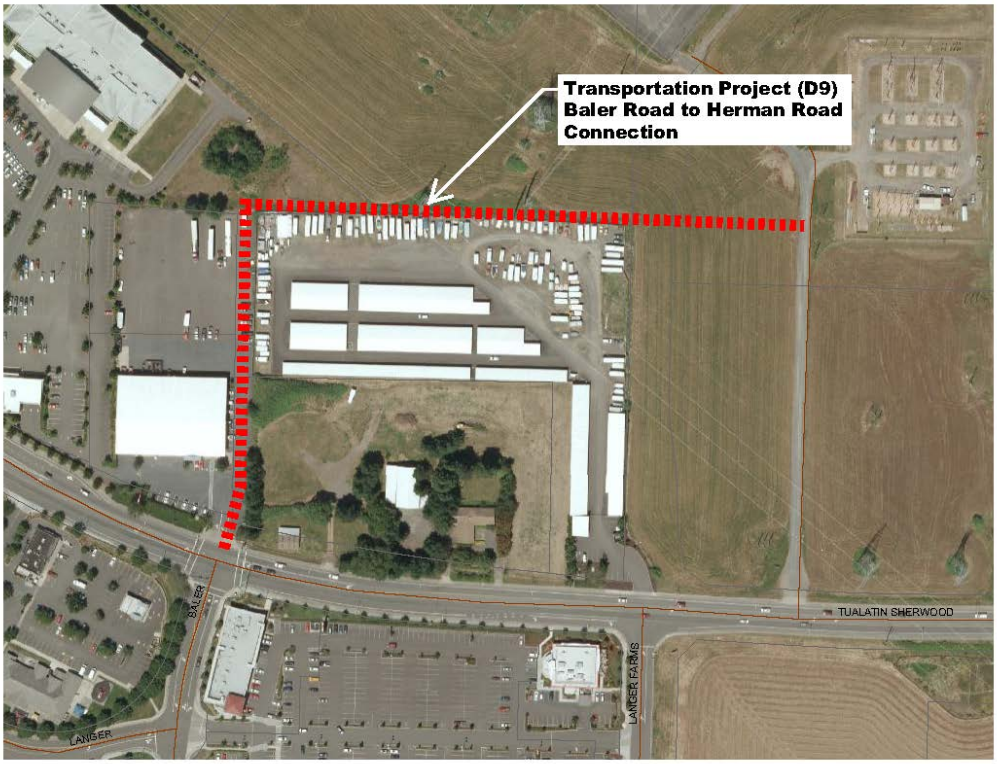
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project constructs a collector road connecting Baler Road at Tualatin-Sherwood Road to the future extension of Herman Road at Langer Farms Parkway, including bike lanes, sidewalks, and planter strips. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of County and City monies. Project includes purchase of necessary right-of-way lands.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items would include street sweeping and storm system cleaning, lane striping, pavement management, planter strip landscaping, and sidewalk maintenance.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

CEDAR BROOK WAY EXTENSION – SEGMENT 2

Department:	Engineering	MP Project #:	D11
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$8,532,750		

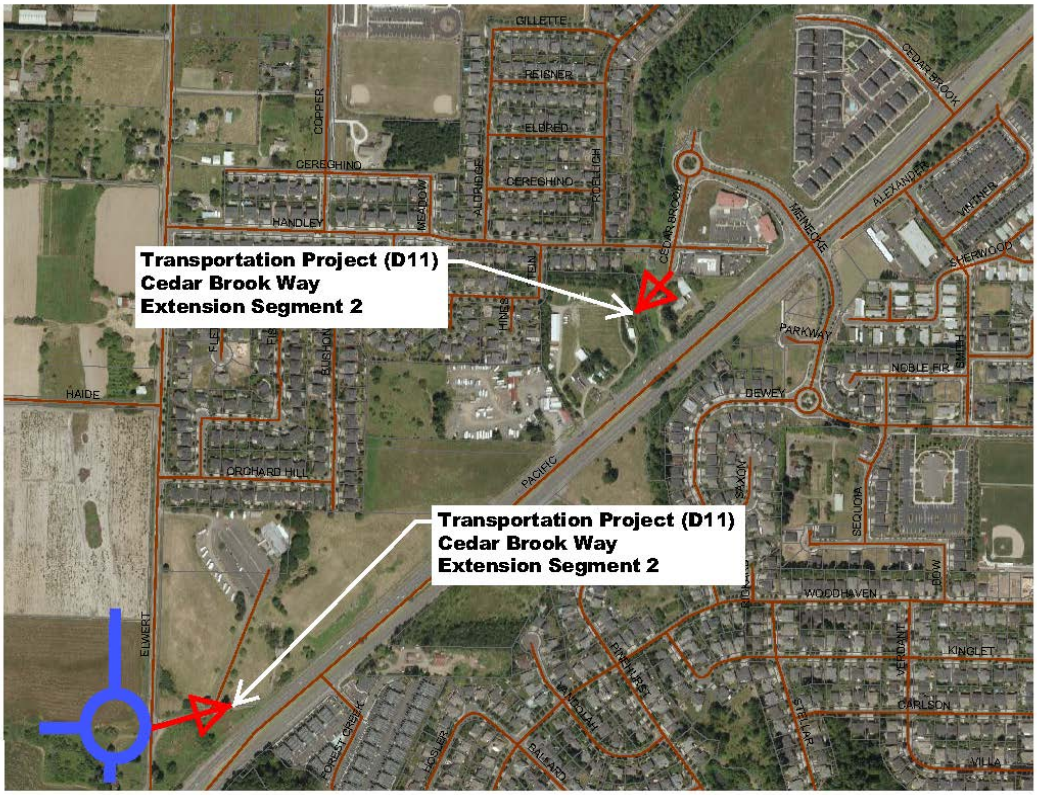
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project constructs a collector road from the existing terminus on Meinecke Road to Elwert Road, including bike lanes, sidewalks, and planter strips. Project may be constructed as part of adjacent private site development. Project alignment and funding has not been identified, nor has a project design/construction schedule been established.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items would include street sweeping and storm system cleaning, lane striping, pavement management, planter strip landscaping, and sidewalk maintenance.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

EXTENSION OF LANGER FARMS PARKWAY AT HIGHWAY 99W

Department:	Engineering	MP Project #:	D12
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$4,257,125		

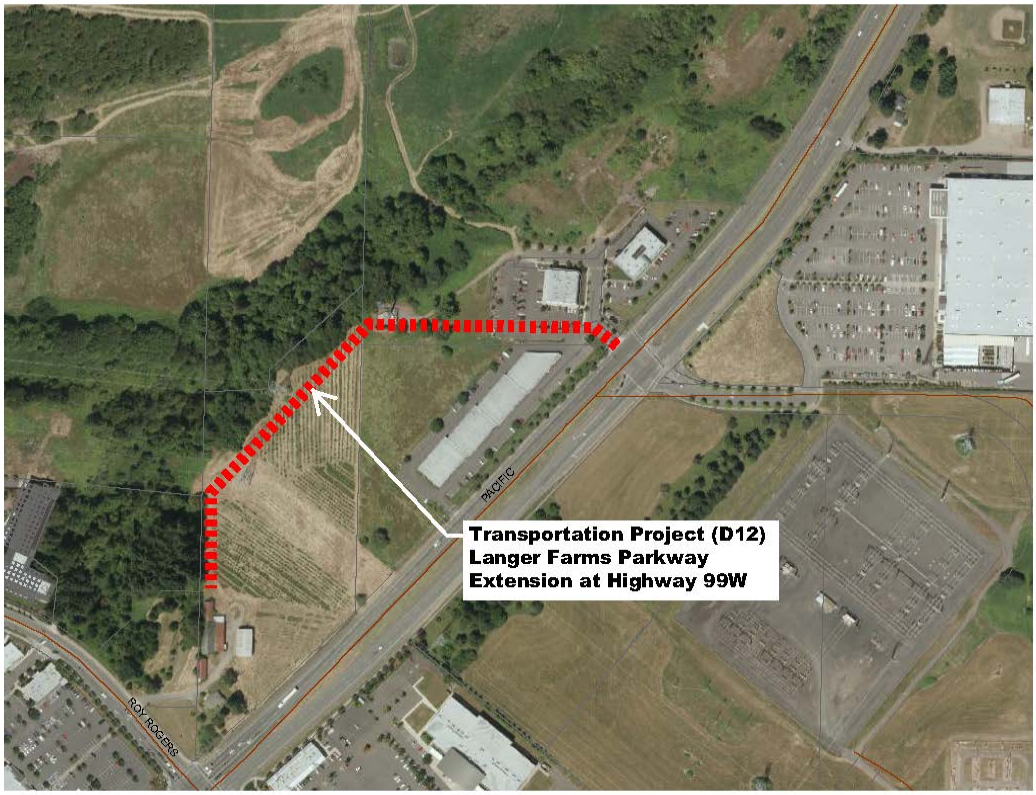
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project constructs a collector road extension of Langer Farm Parkway from the intersection with Highway 99W then running west terminating in a cul-de-sac. Includes bike lanes, sidewalks, and planter strips. Funding for this project has not been identified, nor has a design or construction schedule been established.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items would include street sweeping and storm system cleaning, lane striping, pavement management, planter strip landscaping, and sidewalk maintenance.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

HIGHWAY 99W / BROOKMAN ROAD TRAFFIC SIGNAL AND REALIGNMENT

Department:	Engineering	MP Project #:	D14
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$15,451,784		

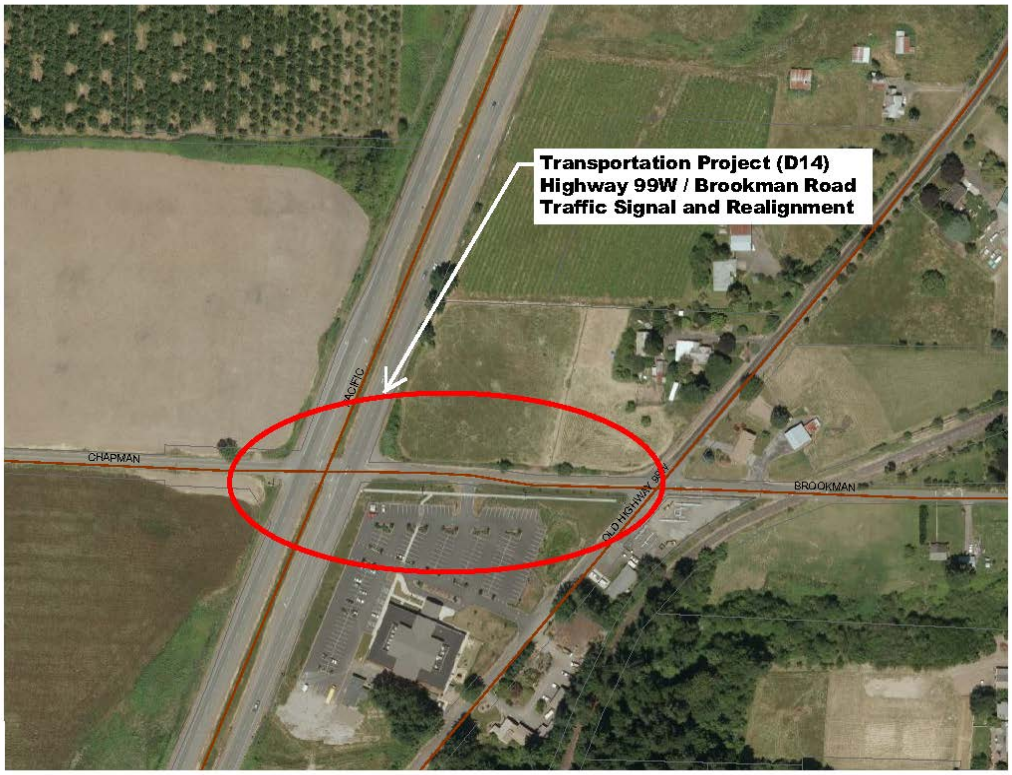
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

Redesign Brookman Road intersection with Highway 99W north ¼ mile current location, include installation of signal, turn lanes, and grade separated railroad crossing. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of State, County and City monies. Project includes purchase of necessary right-of-way lands.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items would include street sweeping and storm system cleaning, lane striping, pavement management, planter strip landscaping, and sidewalk maintenance.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SUNSET BOULEVARD IMPROVEMENTS

Department:	Engineering	MP Project #:	D15
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$6,812,674		

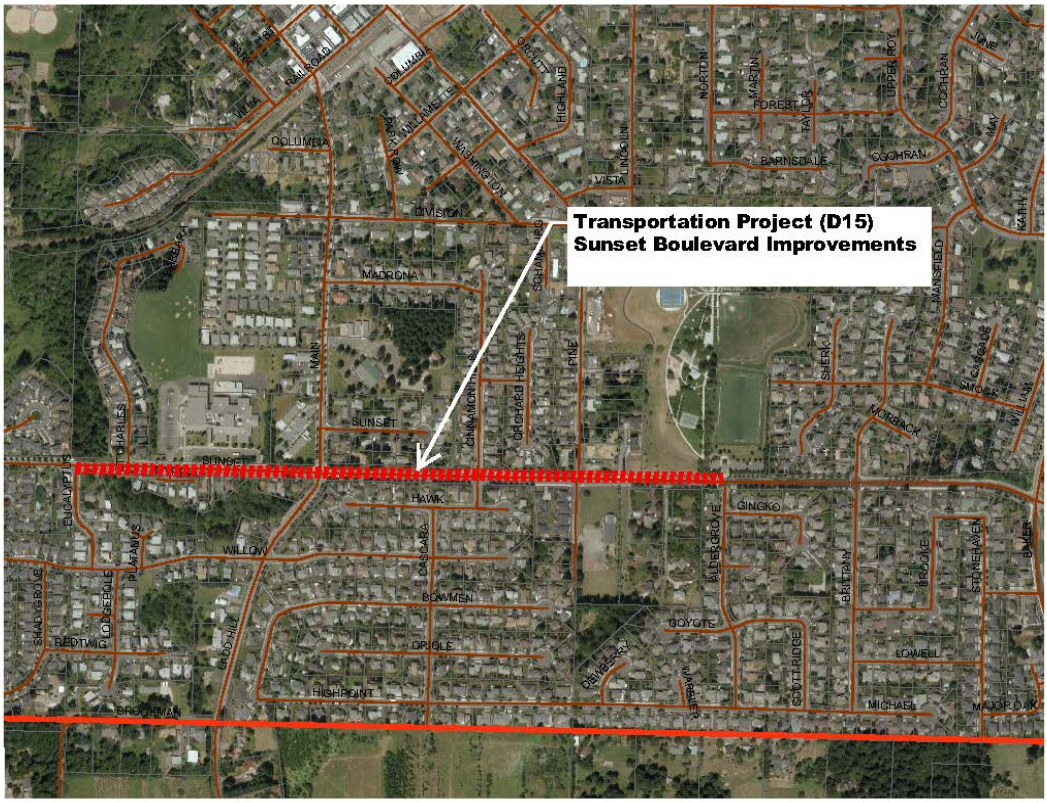
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

Upgrade Sunset Boulevard (from Aldergrove Avenue to Eucalyptus Terrace) to a three-lane arterial with bike lanes, sidewalks and planter strips. Address vertical crest sight distance issues near Pine Street. Project funding has not been identified, nor has a project design/construction schedule been established.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items would include street sweeping and storm system cleaning, lane striping, pavement management, planter strip landscaping, and sidewalk maintenance.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

EDY ROAD / HIGHWAY 99W INTERSECTION IMPROVEMENTS

Department:	Engineering	MP Project #:	D16
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$215,906		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

Restripe westbound Sherwood Boulevard approach to have a single left turn lane, a single through lane, and a single right turn lane. Eliminate split phase timing for the side streets and maintain the existing green phase on Highway 99W for northbound and southbound lanes. Add crosswalk to southbound approach. Possible phase with Pedestrian (P3) project.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items would include street sweeping and lane striping, pavement management, and sidewalk maintenance.



☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

MEINECKE ROAD / HIGHWAY 99W INTERSECTION IMPROVEMENTS

Department:	Engineering	MP Project #:	D17
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$102,813		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

Change the eastbound and westbound left turn phasing on Meinecke Road from permitted to permitted/protected and maintain the existing green timing for the northbound and southbound through movements. Possible coordination with Pedestrian Project (P3). Funding of project is listed in two parts; part a) is striping and signal timing which will be performed in the 5-year timeline, part b) is pedestrian crossing striping and safety zone which will be folded in to the Cedar Creek project.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items would include street sweeping and lane striping, and pavement management.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

LANGER DRIVE IMPROVEMENTS

Department:	Engineering	MP Project #:	D18
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$4,259,374		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

Construct improvements to Langer Drive from Sherwood Boulevard to Baler Way that are consistent with the Sherwood Town Center Plan. Includes buffered bike lanes, on-street parking, wider sidewalks, narrower travel lanes, removal of center left turn lane, and landscaping.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☒ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

TONQUIN EMPLOYMENT AREA EAST / WEST COLLECTOR (BLAKE STREET)

Department:	Engineering	MP Project #:	D20
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$10,919,535		

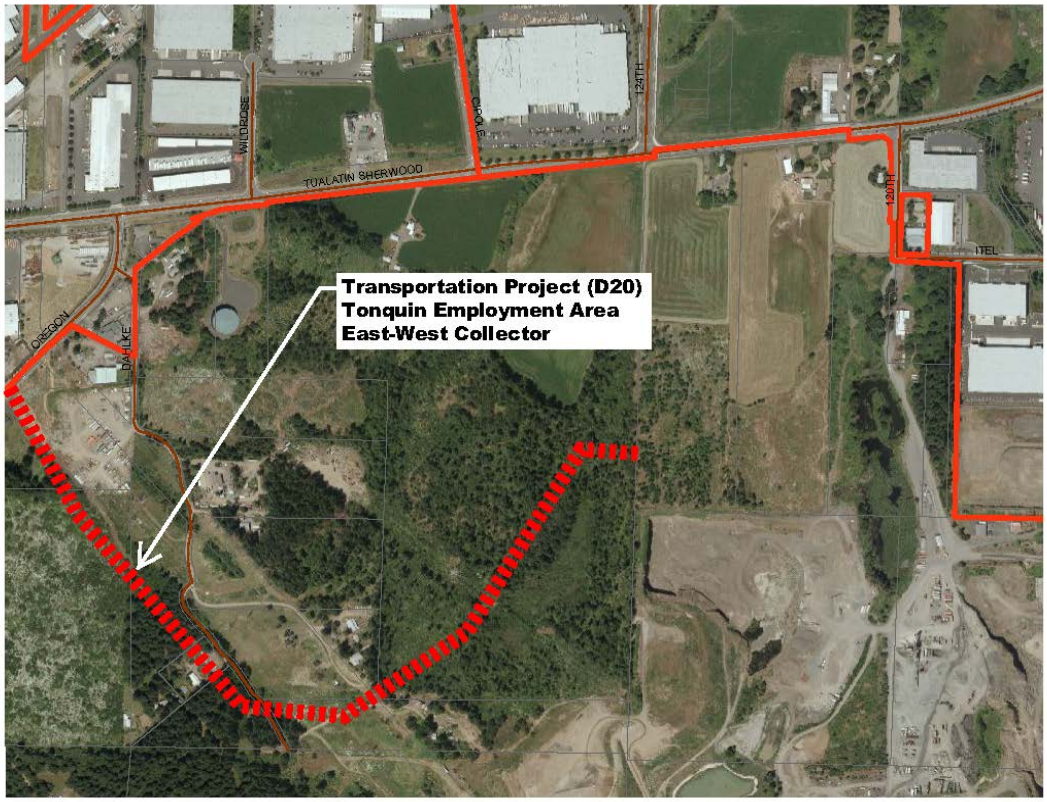
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project constructs an east-west collector road connecting 124th Avenue and Tonquin Road across the Tonquin Employment Area. Improvement to be coordinated with Transportation Project (D3).

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☒ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

HERMAN (ARROW STREET) ROAD EXTENSION

Department:	Engineering	MP Project #:	D21
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$13,993,186		

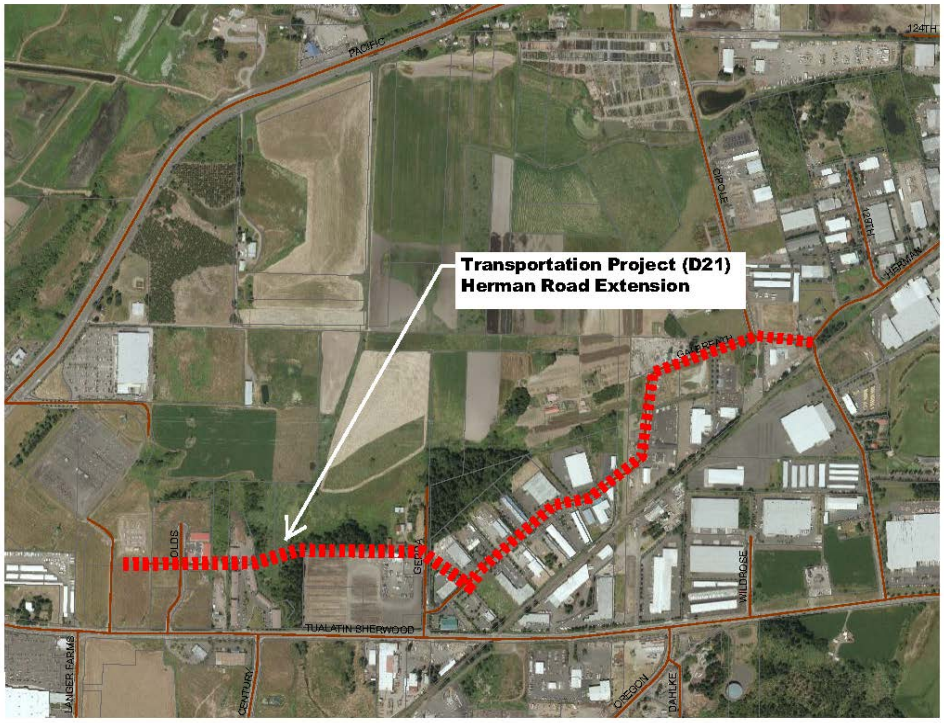
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

Extends Herman Road from its existing terminus at Cipole Road west to connect toLanger Farms Parkway via Arrow Street. Constructs either two or three lane collector. Includes bike lanes, sidewalks, and planter strips. Right-of-way purchase or dedication required. Funding has not been identified for the full project and will be done in phases.The first phase is the extension of Arrow from Langer Farms Parkway to the existing portion of Arrow Street..

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 20-21**

KRUGER / ELWERT / HWY99W INTERSECTION IMPROVEMENTS

Department:	Engineering	MP Project #:	D22
Category:	Capital Project - Transportation	Navigator Job#	709
Total Project Cost:	$1,391,674 (Land Acquisition) $81,557 (Coord with County)		

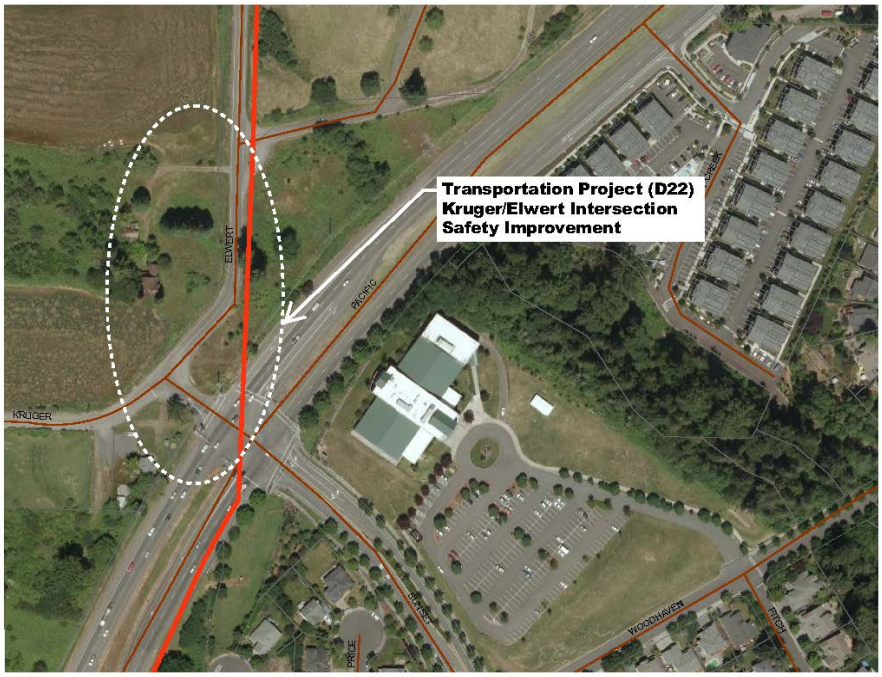
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes construction of a roundabout and relocation of the intersection of Kruger/Elwert Roads. This is joint City/County/State controlled project. The City has expended $1.3 million to purchase the property needed for the relocation of the Kruger/Elwert intersection. This project will improve safety and traffic volume along Elwert.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 18-19**

EDY ROAD / BORCHERS ROAD – RIGHT-IN / RIGHT-OUT AND EASTBOUND LANES

Department:	Engineering	MP Project #:	D23
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$2,000,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

The project converts the Edy Road / Borchers Drive intersection to right-in/right-out and eastbound left–in only movements. Includes the construction of a roundabout further west on Edy Road to provide access to adjacent lands for development. Funding for this project has not been defined and may include private development funding. The design and construction schedule for this project has also not been established.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SHERWOOD BOULEVARD / LANGER DRIVE INTERSECTION IMPROVEMENTS

Department:	Engineering	MP Project #:	D24
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$937,193		

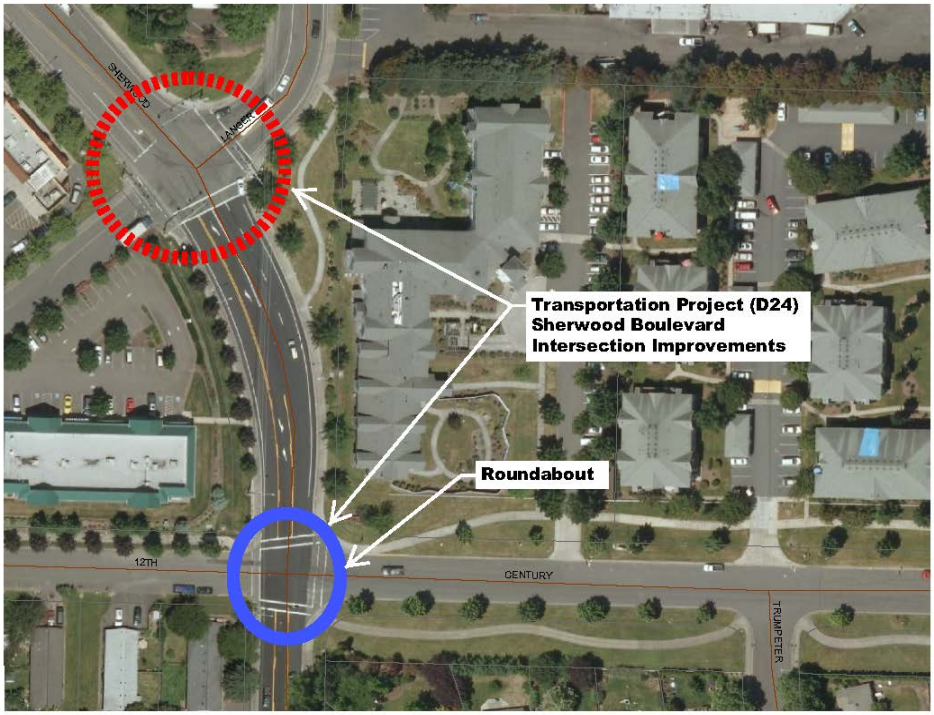
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes moving the existing traffic signal at Langer Drive to the intersection of Century Drive. The Langer Drive intersection would be converted to a right-in/right-out and left-in only movements. Turn lanes would be added at the Century Drive intersection in the eastbound and westbound direction. Funding for this project has not been identified at this time, but may include WACO and City combined funds. The design and construction schedule for this project has also not been established.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

SUNSET BOULEVARD / PINE STREET INTERSECTION IMPROVEMENTS

***Note: This project is incorporated into the project on page P-45.**

Department:	Engineering	MP Project #:	D25
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$6,000		

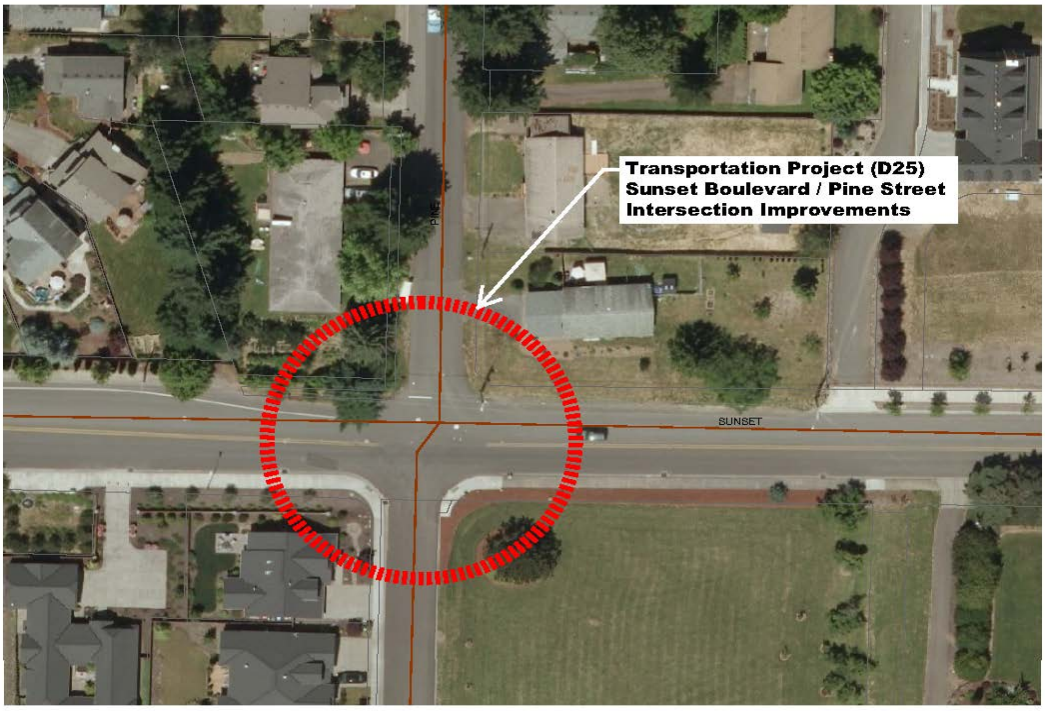
anking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes restriping Sunset Boulevard at Pine Street to add eastbound and westbound left turn lanes.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of restriping.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SUNSET BOULEVARD / MAIN STREET – TRAFFIC CONTROL ENHANCEMENTS

Department:	Engineering	MP Project #:	D26
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$605,936		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes installation of a traffic signal at the intersection of Sunset Boulevard and Main Street. Funding for this project has not been identified at this time, nor has a design and construction schedule for this project been established.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning and maintaining signal performance.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

BAKER ROAD IMPROVEMENTS

Department:	Engineering	MP Project #:	D27
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$1,702,588		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes upgrading Baker Road from Sunset Boulevard south to the City's southern Urban Growth Boundary, with a two-lane arterial including bike lanes, sidewalks and planter strips. Funding for this project has not been identified at this time, nor has a design and construction schedule for this project been established.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of street sweeping, storm drainage system cleaning, and leaf pick-up.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SUNSET BOULEVARD / TIMBREL LANE TRAFFIC CONTROL ENHANCEMENTS

Department:	Engineering	MP Project #:	D28
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$1,999,932		

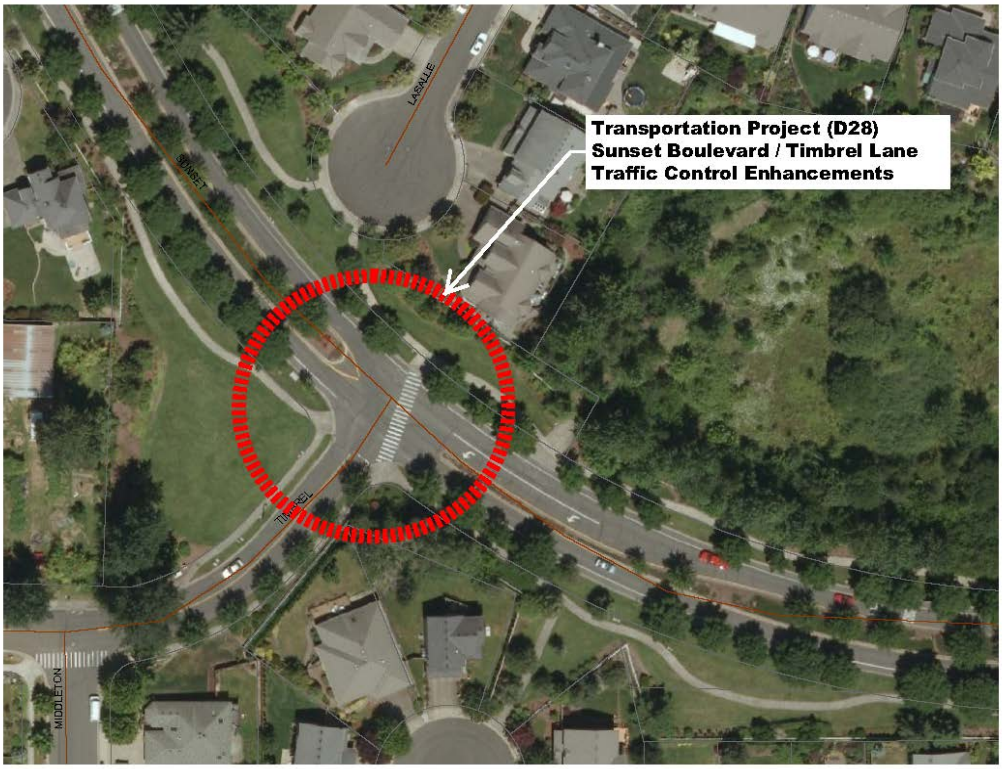
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes installation of a single lane roundabout at the Sunset Boulevard/Timbrel Lane intersection. Funding for this project has not been identified at this time, nor has a design and construction schedule for this project been established. Project would require purchasing land for roundabout right-of-way.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction it is anticipated that this work will be minimal and consist mostly of street sweeping, storm drainage system cleaning, and leaf pick-up.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

EDY ROAD TO ROY ROGERS ROAD COLLECTOR ROADWAY

Department:	Engineering	MP Project #:	D29
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$3,202,650		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes building a two-lane collector road between Edy Road and Roy Rogers Road, between Cedarview Way and Lynnly Way. Funding for this project has not been identified at this time, nor has a design and construction schedule for this project been established. This project would require purchasing land for road right-of-way.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of street sweeping, storm drainage system cleaning, and leaf pick-up.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

ELWERT ROAD / EDY ROAD ROUNDABOUT

Department:	Engineering	MP Project #:	D30
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$2,562,343		

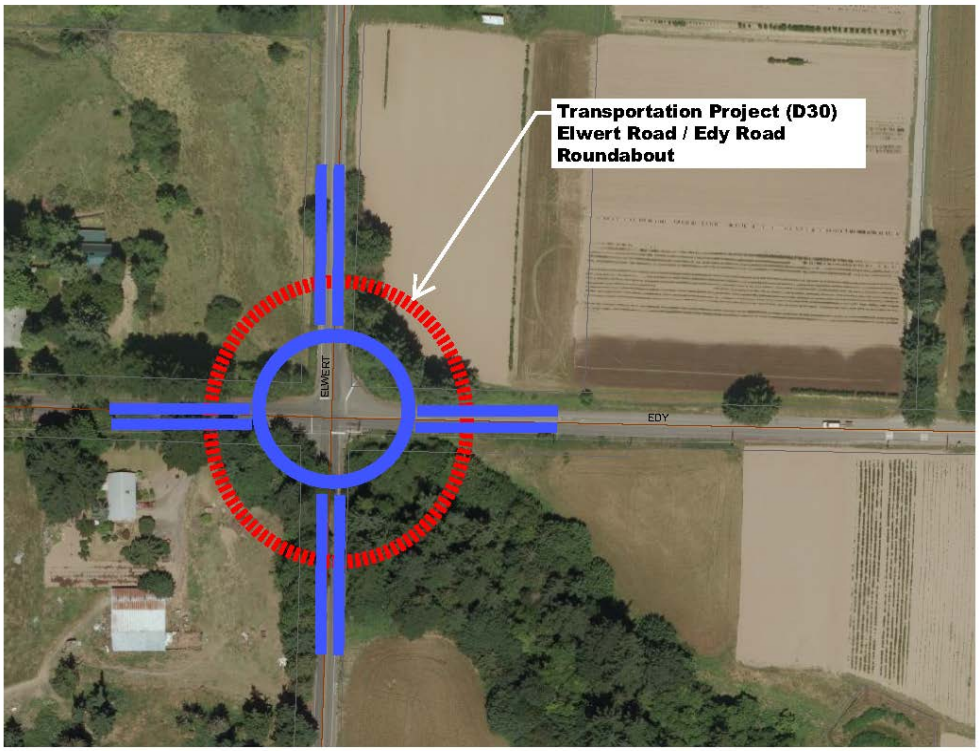
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes installing single lane roundabout at the intersection of Edy Road and Elwert Road. This project may be phased with Transportation Project (D4) for design and construction purposes. Funding for this project has not been identified at this time, nor has a design and construction schedule for this project been established. This project would require purchasing land for road right-of-way.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of street sweeping, storm drainage system cleaning, and leaf pick-up.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 20-21**

SUNSET BOULEVARD / HIGHWAY 99W IMPROVEMENTS

Department:	Engineering	MP Project #:	D31
Category:	Capital Project-Transportation	Navigator Job#	710
Total Project Cost:	$775,331		

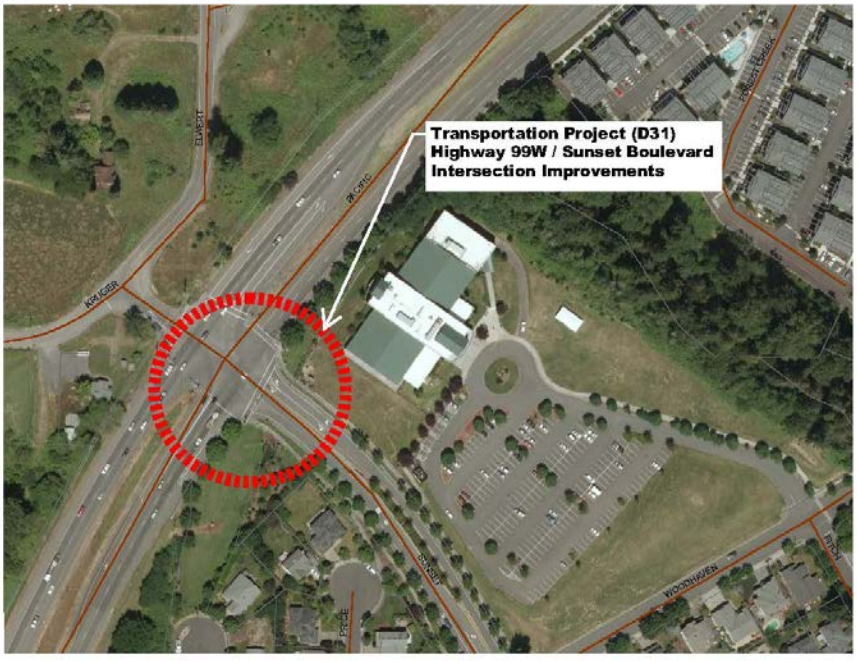
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes adding westbound and eastbound left turn lanes on Sunset Boulevard, and changing the signal phasing from permissive to protected/permissive phasing. . This project is being done in coordination with the Kruger/Elwert/99W project.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of restriping, street sweeping, and leaf pick-up.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

LADD HILL ROAD / BROOKMAN ROAD INTERSECTION IMPROVEMENTS

Department:	Engineering	MP Project #:	D32
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$226,466		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes adding a southbound right turn lane on Ladd Hill Road to Brookman Road. Funding for this project has not been identified at this time, nor has a design and construction schedule for this project been established. This project would require purchasing land for road right-of-way.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of street sweeping, storm drainage system cleaning, and leaf pick-up.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SUNSET BOULEVARD / MURDOCK ROAD TURN LANES

Department:	Engineering	MP Project #:	D33
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$508,322		

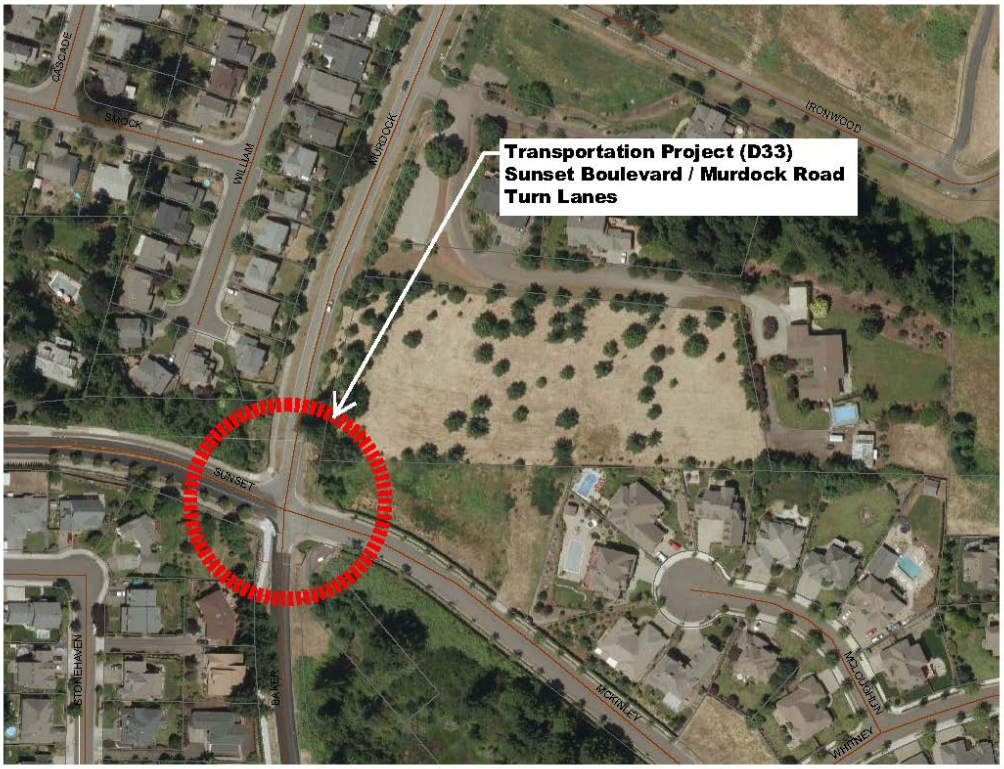
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes adding a southbound right-turn lane and northbound left-turn lane on Murdock Road at the intersection with Sunset Boulevard. Funding for this project has not been identified at this time, nor has a design and construction schedule for this project been established.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of street sweeping, restriping, and leaf pick-up.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

BROOKMAN ROAD / MIDDLETON ROAD TRAFFIC CONTROL ENHANCEMENTS

Department:	Engineering	MP Project #:	D34
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$138,945		

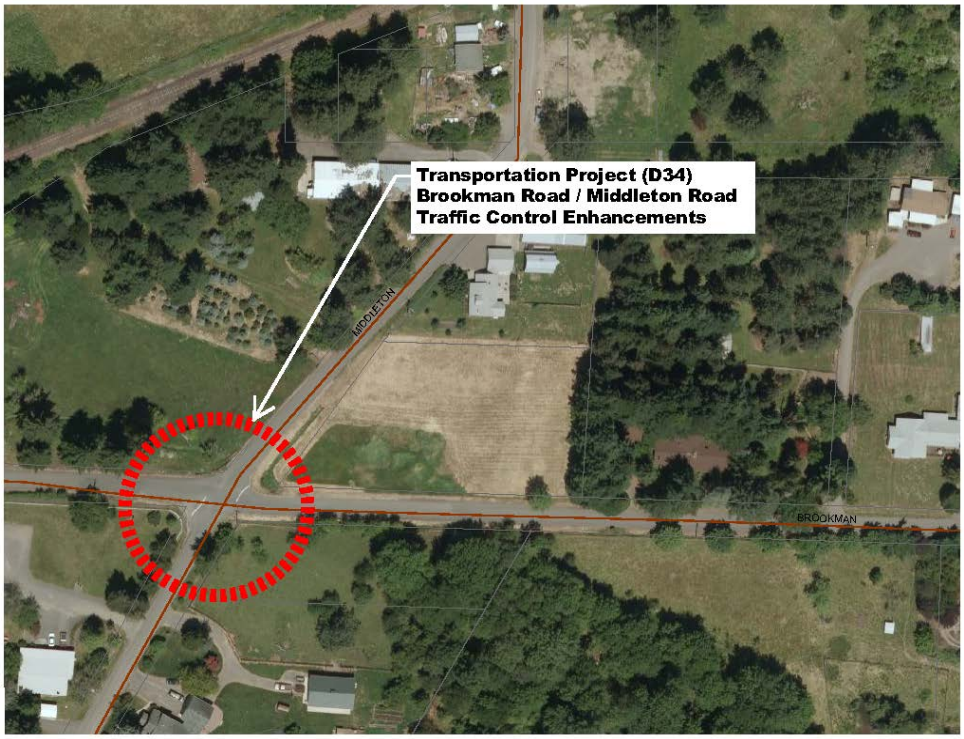
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes moving the existing stop signage to the north and south Middleton Road approaches, and adding a southbound left-turn lane on Brookman Road at the intersection. Funding for this project has not been identified at this time, nor has a design and construction schedule for this project been established.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of street sweeping, storm drainage system cleaning, and leaf pick-up.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

AREA 59 NEIGHBORHOOD ROUTE

Department:	Engineering	MP Project #:	D35
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$3,160,297		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes constructing a neighborhood classification road between Copper Terrace and Elwert Road as identified in the Area 59 concept plan. Funding for this project has not been identified at this time, nor has a design and construction schedule for this project been established. It is expected that private site development within this area will dedicate the needed right-of-way and construct the street.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of street sweeping, storm drainage system cleaning, and leaf pick-up.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

SHERWOOD SYSTEM MONITORING PROGRAM

Department:	Engineering	MP Project #:	D36
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$400,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low
Project Description			
Establish and maintain a program involving monitoring system performance measures semiannually. Program will monitor growth, performance targets, and identify when improvements are needed.			
Ongoing Maintenance Description and Estimated Annual Cost			
Maintain a monitoring program on an on-going basis.			

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

CLIFFORD COURT STREET RECONSTRUCTION

Department:	Engineering	MP Project #:	X2
Category:	Capital Project – Upgrade	Navigator Job#	N/A
Total Project Cost:	$2,375,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project reconstructs approximately 190 linear feet of Clifford Court from the intersection of Lincoln Street to the end of the cul-de-sac. This project upgrades the current road section to meet the City's TSP standards for a local street. Also included is the acquisition of right-of-way, the installation/upgrade of utility infrastructure (sanitary, storm, and water) to meet current standards, undergrounding of franchise utilities, and street lighting improvement. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of City SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

LINCOLN STREET (OREGON STREET TO WILLAMETTE STREET)

Department:	Engineering	MP Project #:	X3
Category:	Capital Project – Upgrade	Navigator Job#	N/A
Total Project Cost:	$2,970,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project reconstructs approximately 975 linear feet of Lincoln Street between Oregon Street and Willamette Street. This project upgrades the current road section to meet the City's TSP standards for a neighborhood street. Also included is the acquisition of right-of-way, the installation/upgrade of utility infrastructure (sanitary, storm, and water) to meet current standards, undergrounding of franchise utilities, and street lighting improvement. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of City SDC's and County TDT monies.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

LINCOLN STREET (WILLAMETTE STREET TO DIVISION STREET)

Department:	Public Works	MP Project #:	X4
Category:	Capital Project – Upgrade	Navigator Job#	
Total Project Cost:	$4,000,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project reconstructs approximately 1,100 linear feet of Lincoln Street between Willamette Street and Division Street. This project upgrades the current road section to meet the City's TSP standards for a neighborhood route. Also included is the acquisition of right-of-way, the installation/upgrade of utility infrastructure (sanitary, storm, and water) to meet current standards, undergrounding of franchise utilities, and street lighting improvement. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of City SDC's and County TDT monies.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of stormwater catch basins, street sweeping, and leaf disposal.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

HIGHLAND DRIVE (WILLAMETTE STREET TO PINE STREET)

Department:	Public Works	MP Project #:	X5
Category:	Capital Project – Upgrade	Navigator Job#	n/a
Total Project Cost:	$2,400,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project reconstructs Highland Drive between Willamette Street and Pine Street, approximately 870 linear feet. This project upgrades the current road section to meet the City's TSP standards for a residential street. Also included is the acquisition of right-of-way, the installation/upgrade of utility infrastructure (sanitary, storm, and water) to meet current standards, undergrounding of franchise utilities, and street lighting improvement. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of City SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

ORCUTT PLACE (WILLAMETTE STREET TO END OF CUL-DE-SAC)

Department:	Public Works	MP Project #:	X6
Category:	Capital Project – Upgrade	Navigator Job#	n/a
Total Project Cost:	$845,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project reconstructs approximately 340 linear feet of Orcutt Place from the intersection of Willamette Street to the end of the cul-de-sac. This project upgrades the current road section to meet the City's TSP standards for a neighborhood route. Also included is the acquisition of right-of-way, the installation/upgrade of utility infrastructure (sanitary, storm, and water) to meet current standards, undergrounding of franchise utilities, and street lighting improvement. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of City SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

AREA 54/55 IMPROVEMENTS

Department:	Public Works	MP Project #:	X7
Category:	Capital Project – Upgrade	Navigator Job#	n/a
Total Project Cost:	$13,365,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project consists of improving Brookman Road from Highway 99W to Ladd Hill Road to a collector road according to the TSP standards, approximately 1.75 miles. Project funding has not been identified, nor has a project design/construction schedule been established. Funding for this project is expected to be a combination of City SDC's, County TDT, and MSTIP monies.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

WILLAMETTE STREET (PINE STREET TO DIVISION STREET)

Department:	Public Works	MP Project #:	X8
Category:	Capital Project – Upgrade	Navigator Job#	N/A
Total Project Cost:	$2,250,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☒ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project reconstructs Willamette Street between Pine Street and Division Street, approximately 850 linear feet. This project upgrades the current road section to meet the City's TSP standards for a neighborhood route. Also included is the acquisition of right-of-way, the installation/upgrade of utility infrastructure (sanitary, storm, and water) to meet current standards, undergrounding of franchise utilities, and street lighting improvement. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of City SDC's and County TDT monies.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

VILLA ROAD / FIRST STREET CONNECTION

Department:	Public Works	MP Project #:	X9
Category:	Capital Project – Upgrade	Navigator Job#	N/A
Total Project Cost:	$2,885,000		

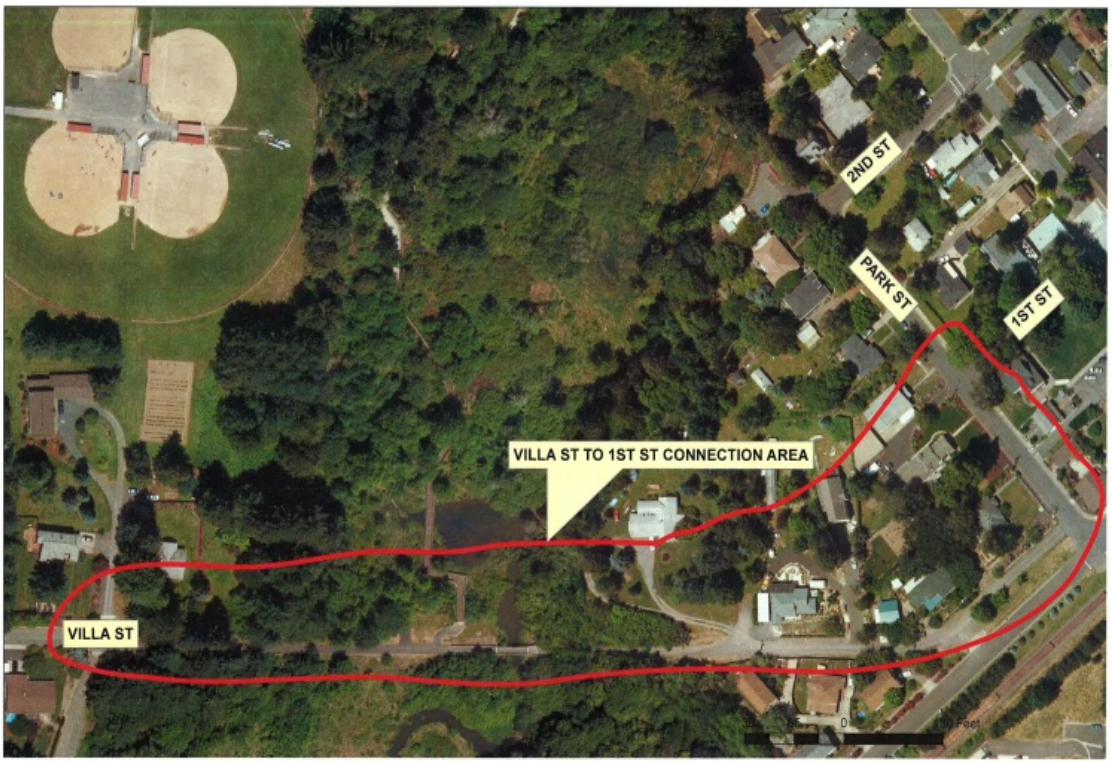
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project consists of connecting Villa Street to First Street. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of City SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

BALER WAY/TUALATIN-SHERWOOD ROAD INTERSECTION IMPROVEMENTS

Department:	Engineering	MP Project #:	X10
Category:	Capital Project- Transportation	Navigator Job#	N/A
Total Project Cost:	$250,000		

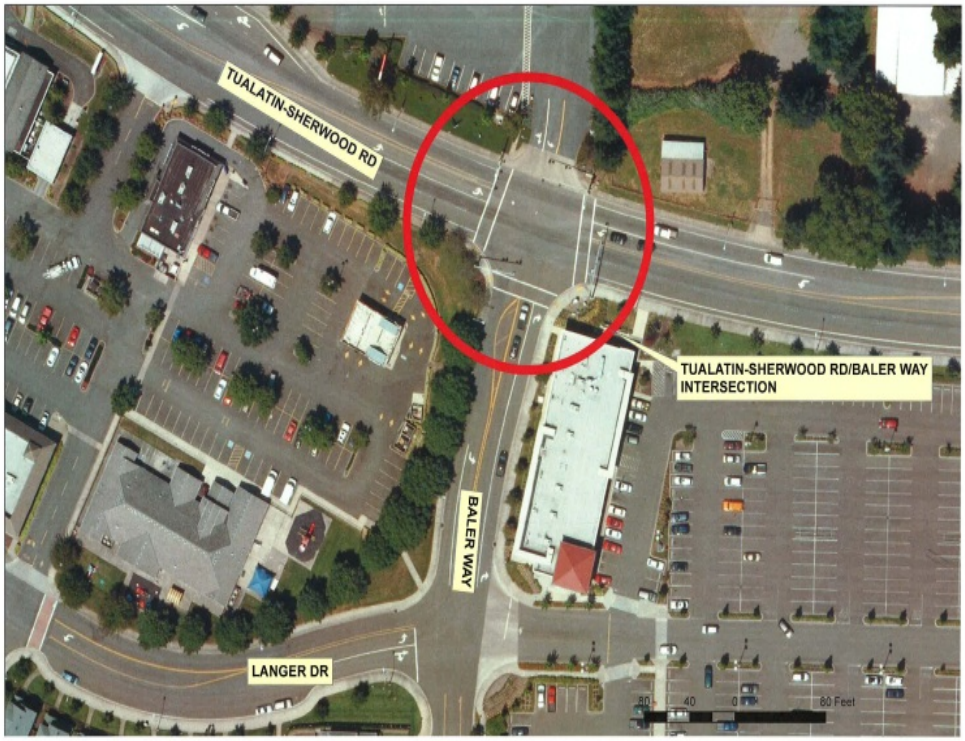
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project consists of removing the existing traffic signal once the new signal on Tualatin-Sherwood Road at Adams Avenue is built and installing raised median on Tualatin-Sherwood Road. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of WACO MSTIP funding and be constructed as part of the Tualatin-Sherwood Road reconfiguration project.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of Langer Drive after improvements are completed. Tualatin-Sherwood Road will be maintained by Washington County.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

ALEXANDER LANE (SMITH AVENUE TO STREET TERMINUS)

Department:	Engineering	MP Project #:	X11
Category:	Maintenance Project	Navigator Job#	N/A
Total Project Cost:	$23,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☒ Maintenance	☐ High ☐ Medium ☒ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project rehabilitates approximately 300 linear feet of Alexander Lane road surface from the Smith Avenue intersection to the end of Alexander Lane. This project rehabilitates the street surface by placing a new 2-inch AC pavement overlay on the existing pavement. The schedule for project design and construction has not been established for this project. The expectation is that funding will consist of street maintenance fund monies.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SUNSET BOULEVARD (GREENGATE DRIVE TO REDFERN DRIVE)

Department:	Engineering	MP Project #:	X12
Category:	Maintenance Project	Navigator Job#	N/A
Total Project Cost:	$143,500		

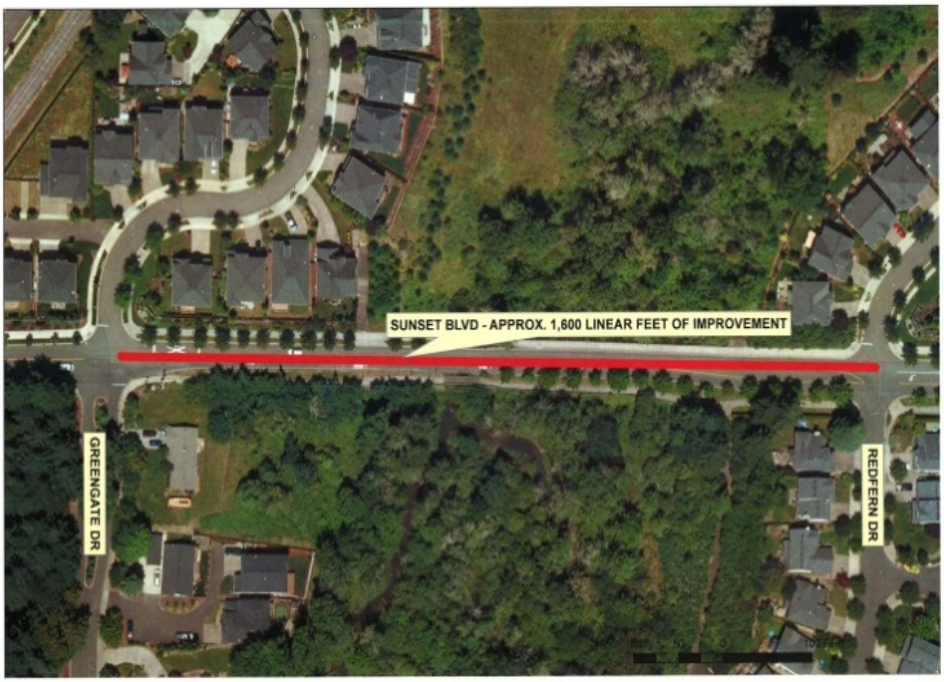
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☒ Maintenance	☐ High ☐ Medium ☒ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project rehabilitates approximately 1,600 linear feet of Sunset Boulevard road surface from the Greengate Drive intersection to the Redfern Drive intersection. This project rehabilitates the street surface by placing a new 2-inch AC pavement overlay on the existing pavement. The schedule for project design and construction has not been established for this project. The expectation is that funding will consist of street maintenance fund monies.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

OREGON STREET (LINCOLN STREET TO MURDOCK ROAD)

Department:	Engineering	MP Project #:	X13
Category:	Maintenance Project	Navigator Job#	N/A
Total Project Cost:	$260,500		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☒ Maintenance	☐ High ☐ Medium ☒ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project rehabilitates approximately 2,800 linear feet of Oregon Street road surface from the Lincoln Street intersection to the intersection with Murdock Road. This project rehabilitates the street surface by placing a new 2-inch AC pavement section on the existing pavement. A project design and construction schedule has not been established. The expectation is that funding will consist of street maintenance fund monies. This project will be performed if the Transportation MP project on page #T9 (total reconstruction of Oregon Street) does not occur.

Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

PINE STREET IMPROVEMENTS

Department:	Engineering	MP Project #:	Trans MP #XD1
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$1,850,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes construction of street improvements to bring Pine Street up to City standards, between Division Street and Sunset Boulevard. Plans exist, but will need to be updated before releasing for bid. New construction easements will need to be obtained as the existing construction easements have lapsed. Funding to come from City transportation SDC funds.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include street and sidewalk cleaning and repairs. Storm water system will receive regularly scheduled maintenance to meet CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

BROOKMAN ROAD PRELIMINARY DESIGN

Department:	Engineering	MP Project #:	D5/D14 – preliminary design
Category:	Capital project - planning	Navigator Job#	
Total Project Cost:	$50,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low
Project Description			
Conduct preliminary design for Brookman Road to help inform development and future funding decisions. This project is related to project D5 and D14			
Ongoing Maintenance Description and Estimated Annual Cost			
N/A			



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

MEINECKE ROUNDABOUT IMPROVEMENTS

Department:	Engineering	MP Project #:	N/A
Category:	Planning	Navigator Job#	
Total Project Cost:	TBD		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☒ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

Analyze potential improvements to increase safety and perceived safety at roundabout. Funding for identified improvements to be determined at a later date.

Ongoing Maintenance Description and Estimated Annual Cost

N/A.



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CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

HANDLEY STREET SIDEWALK INFILL

Department:	Engineering	MP Project #:	P1
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$17,889		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes construction of sidewalk along the north side of Handley Street from Elwert Road to the existing sidewalk terminus, approximately 250 feet east of Elwert Road. Funding for this project has not been identified. Design and construction schedule has not been established.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will be responsible for the long term observation of sidewalk maintenance conditions. The property owner whose property fronts the sidewalk will be responsible for the long term maintenance in compliance with City Code.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

HIGHWAY 99W SIDEWALK INFILL

Department:	Engineering	MP Project #:	P2
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$5,938,495		

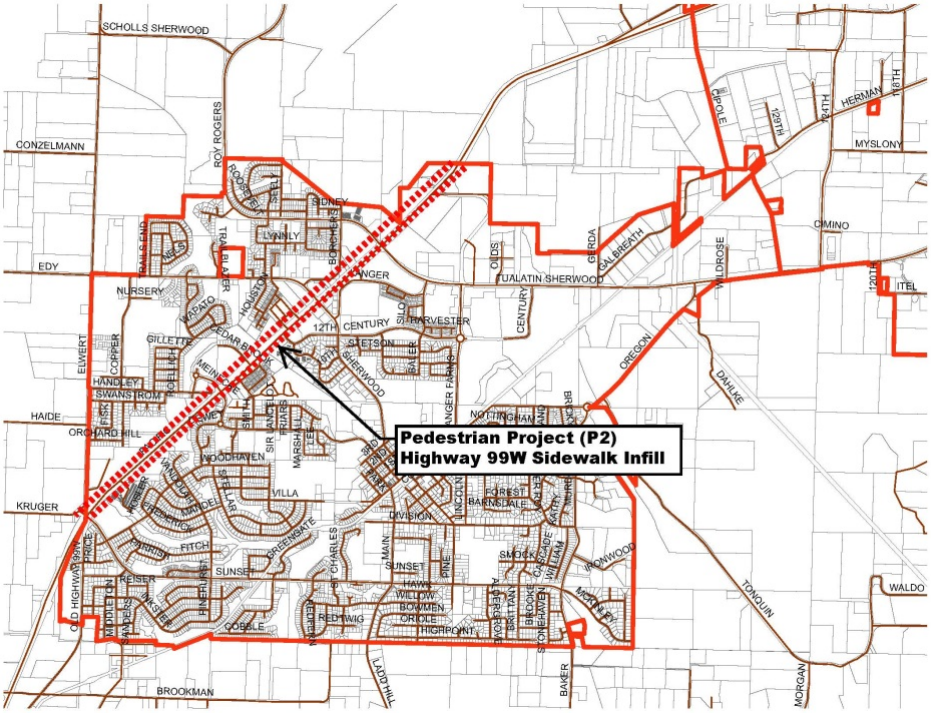
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes construction of sidewalk along both sides of Highway 99W between the north and south limits of the Urban Growth Boundary. Project is expected to include a combination of funding from State ODOT, City Transportation SDC's, and private developments. Funding for this project has not been identified. Design and construction schedule has not been established.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works staff will be responsible for the long term observation of sidewalk maintenance condition. Necessary maintenance repairs will be the responsibility of the property owner fronting the sidewalk, and the City in open space areas.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

HIGHWAY 99W CROSSWALKS

Department:	Engineering	MP Project #:	P3
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$10,003		

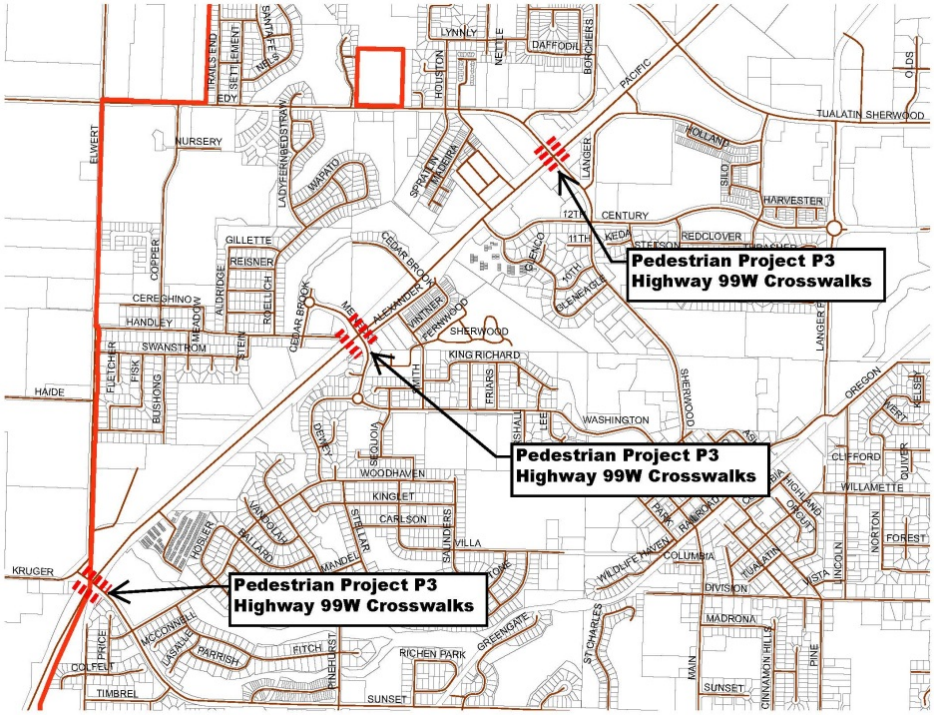
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes installation of pedestrian crosswalks at existing traffic signal locations on Highway 99W between Edy Road and Sunset Boulevard. The crosswalk improvements may be phased individually with their corresponding intersection improvement project (D16, D17 and D31). Funding for this project has not been identified. Design and construction schedule has not been established.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works staff will be responsible for the long term observation of crosswalk maintenance condition. ODOT maintenance program will be responsible for maintenance of the crosswalks.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

ICE AGE TONQUIN TRAIL / HIGHWAY 99W CONNECTION

Department:	Engineering	MP Project #:	P4
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$366,781		

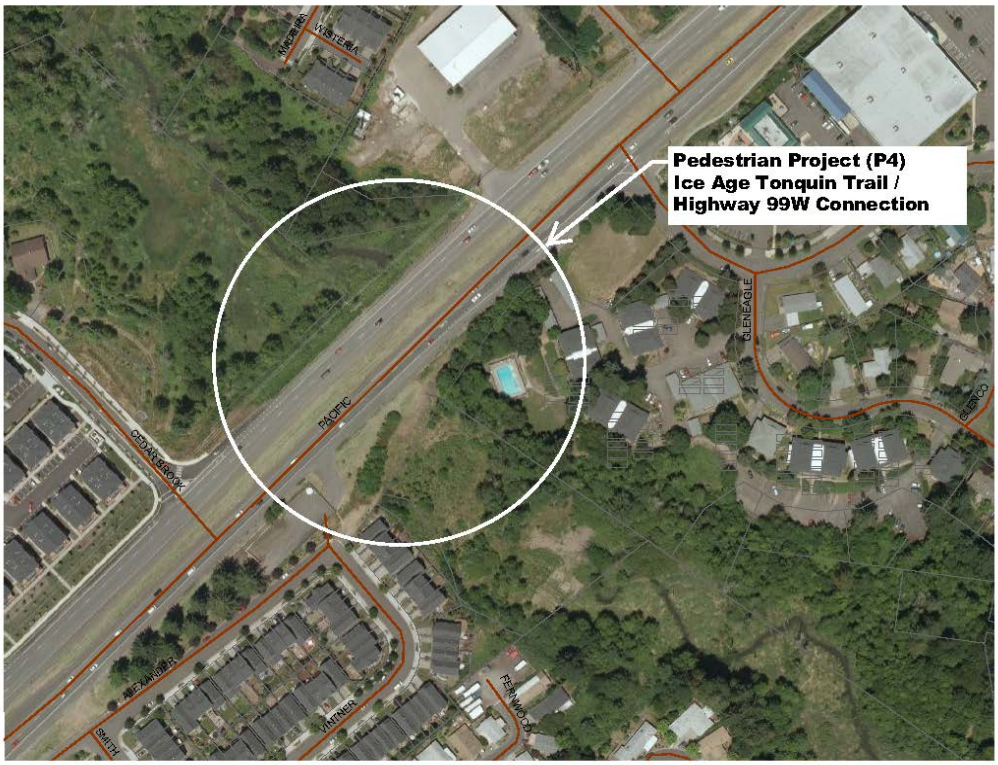
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes construction of a shared use path that connects the proposed Cedar Creek Trail / Tonquin Trail to Highway 99W and north to SW 12th Street. Funding for this project has not been identified, nor has a project design/construction schedule been established.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Yearly maintenance actions would include cleaning the trail surface, replacing any worn or damaged sections, keeping vegetation cut back from the trail, and maintaining any trail structural elements. Estimated at $10,000 per year.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

10TH STREET NEIGHBORHOOD GREENWAY

Department:	Engineering	MP Project #:	P5
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$10,500		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes construction of sidewalks and shared lane markings to 10th Street and Gleneagle Drive from Sherwood Boulevard to the planned Cedar Creek / Tonquin Trail connection. Funding for this project has not been identified. Design and construction schedule has not been established.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include restriping and sidewalk maintenance observation.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

SHERWOOD BOULEVARD IMPROVEMENTS

Department:	Engineering	MP Project #:	P6
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$1,273,618		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes constructing improvements to Sherwood Boulevard between Langer Drive and 3rd Street that are consistent with the Sherwood Town Center Plan. Major improvements include a shared use path on the east side, wider sidewalks on the west side, narrower travel lanes, and landscaping.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping, facility cleaning, and any structural repairs.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

LANGER TO TRUMPETER SHARED USE PATH

Department:	Engineering	MP Project #:	P7
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$435,976		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing a shared use path connecting Langer Drive and Trumpeter Drive.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and surfaces.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

ADMINISTRATION BUILDING (HOPKINS ELEMENTARY SCHOOL) N. SHARED USE PATH

Department:	Engineering	MP Project #:	P8
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$303,946		

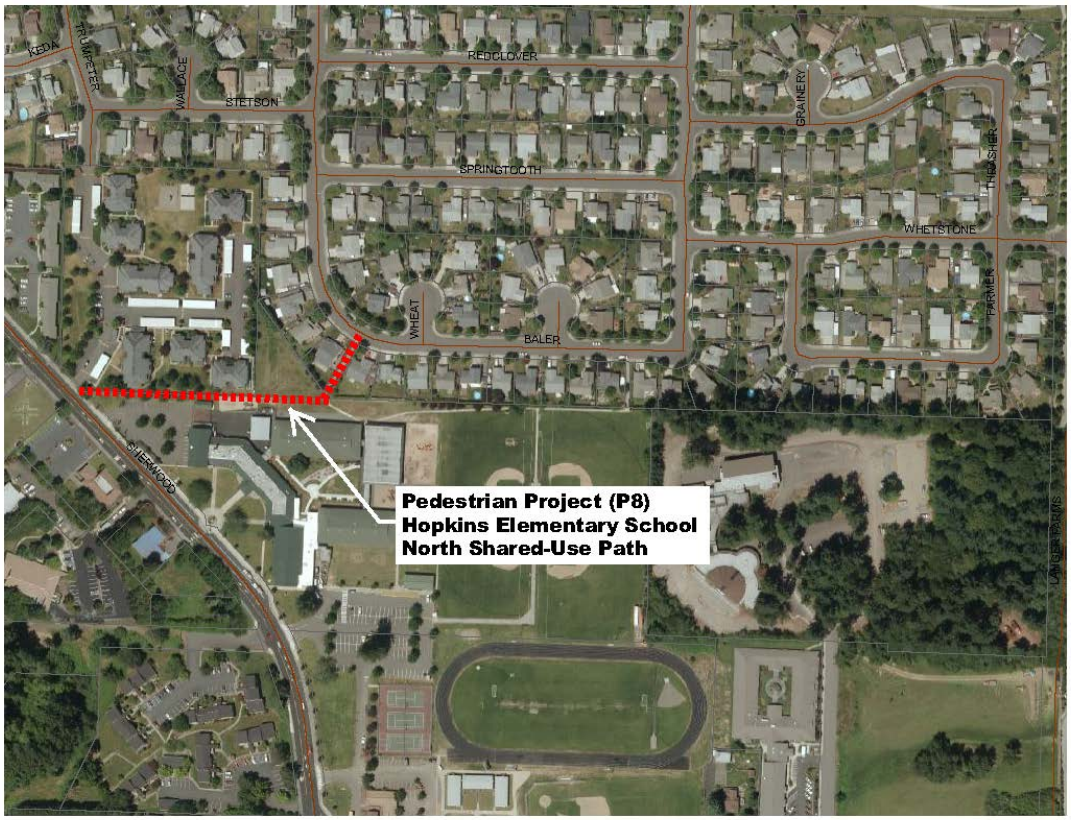
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing a shared use path along the north side of Hopkins School connecting Sherwood Boulevard to the existing trail south of Baler Way.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and surfaces.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

ADMINISTRATION BUILDING (HOPKINS ELEMENTARY SCHOOL) E. SHARED USE PATH

Department:	Engineering	MP Project #:	P9
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$495,319		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing a shared use path along the east side of Hopkins Elementary School, connecting the existing trail south of Baler Way to St Francis Church access road.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and structural maintenance of the pathway.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

HAWKS VIEW ELEMENTARY SHARED USE PATH

Department:	Engineering	MP Project #:	P10
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$529,091		

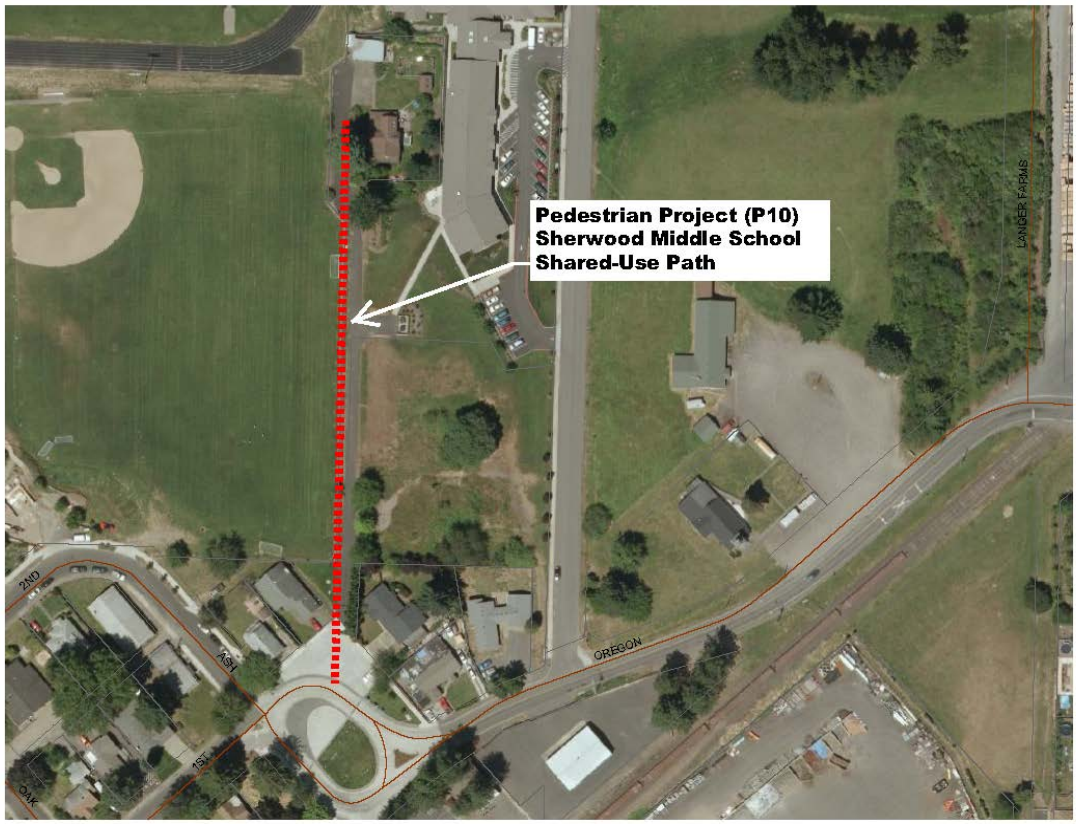
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing a shared use path on the east side of Sherwood Middle School, connecting the Hopkins Elementary School East Shared Use Path to the pear-about at the Oregon Street/Ash Street intersection.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and cleaning of sidewalks.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

ICE AGE TONQUIN TRAIL SEGMENT 6

Department:	Engineering	MP Project #:	P11
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$4,650,409		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing the Ice Age Tonquin Trail Segment 6 improvements from immediately west of the Tonquin Road/Morgan Road intersection to the Tonquin Road/Oregon Road intersection.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility within the City limits. Maintenance items will include landscaping and cleaning of sidewalks.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

ICE AGE TONQUIN TRAIL SEGMENT 7

Department:	Engineering	MP Project #:	P12
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$1,438,318		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes constructing the Ice Age Tonquin Trail Segment 7 improvements from immediately west of the Tonquin Road/Oregon Street intersection to immediately north of Park Street.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility within the City limits. Maintenance items will include landscaping and cleaning of sidewalks.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☒ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

ICE AGE TONQUIN TRAIL SEGMENT 8

Department:	Engineering	MP Project #:	P13
Category:	Capital Project-Pedestrian	Navigator Job#	200
Total Project Cost:	$2,433,066 City Share		

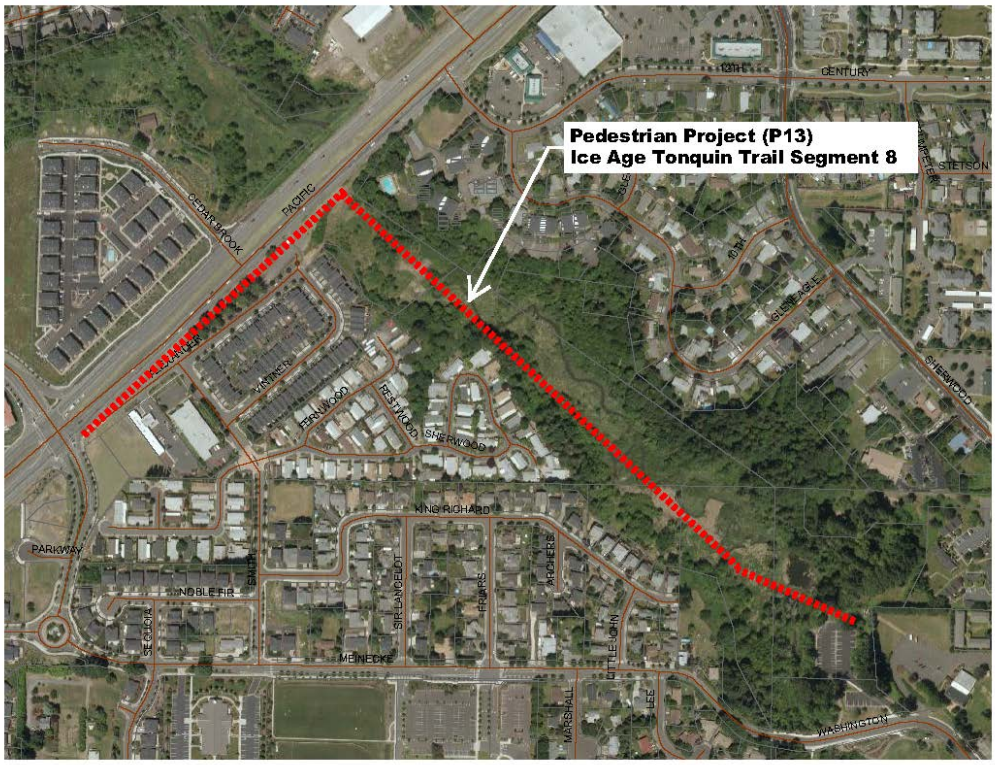
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes constructing Ice Age Tonquin Trail Segment 8 from immediately north of Park Street to immediately south of Hwy 99W, and the Hwy 99W crossing at Meinecke Road.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping, cleaning of sidewalks and repair of any damaged structural elements.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

ICE AGE TONQUIN TRAIL SEGMENT 9

Department:	Engineering	MP Project #:	P14
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$6,460,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes constructing Ice Age Tonquin Trail Segment 9 from immediately north of Highway 99W to Roy Rogers Road (including Roy Rogers intersection).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility within the City limits. Maintenance items will include landscaping, cleaning of sidewalks, and repair or replacement of damaged structural items.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

ICE AGE TONQUIN TRAIL SEGMENT 10

Department:	Engineering	MP Project #:	P15
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$1,867,725		

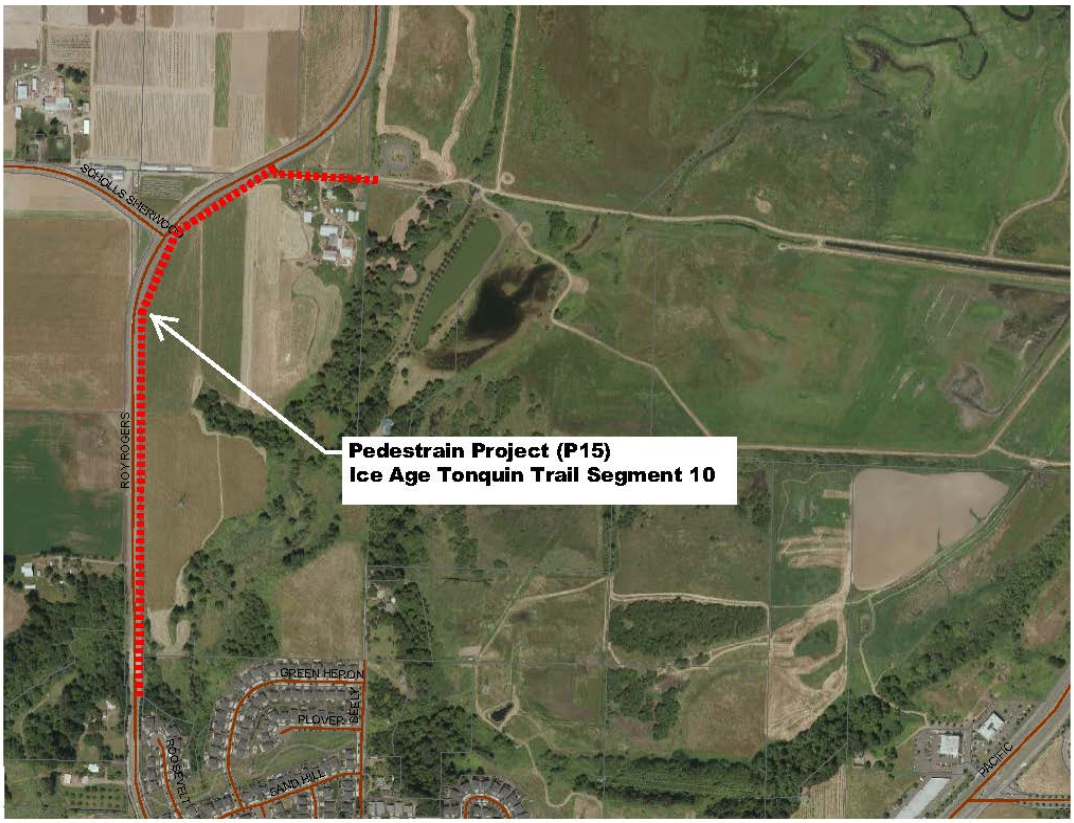
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing Ice Age Tonquin Trail Segment 10 improvements from Roy Rogers Road north to the Tualatin National Wildlife Refuge trailhead.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility within the City limits. Maintenance items will include landscaping, sidewalk cleaning, and repair or replacement of any damaged structural elements.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

ICE AGE TONQUIN TRAIL SEGMENT 11

Department:	Engineering	MP Project #:	P16
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$2,778,000		

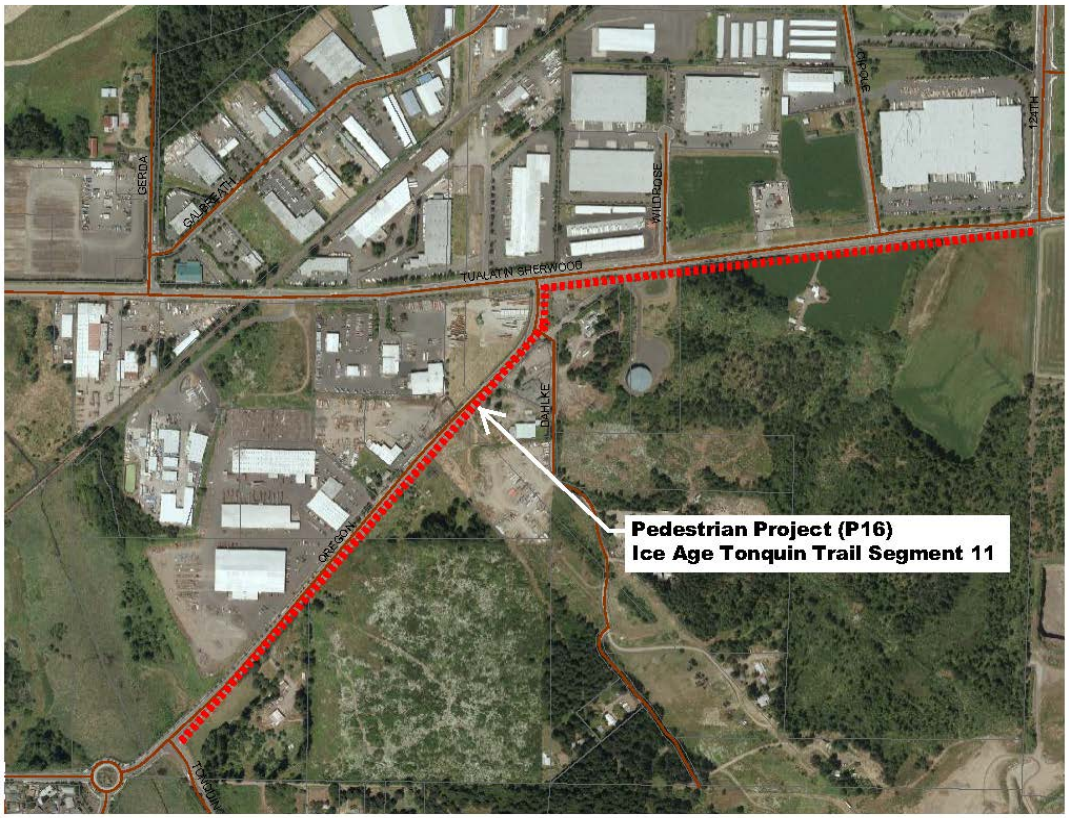
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing the Ice Age Tonquin Trail Segment 11 improvements from immediately east of Tonquin Road/Oregon Street intersection to immediately west of Cipole Road.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility within the City limits. Maintenance items will include landscaping, sidewalk cleaning, and repair or replacement of any damaged structural elements.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

ICE AGE TONQUIN TRAIL SEGMENT 12

Department:	Engineering	MP Project #:	P17
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$3,690,738		

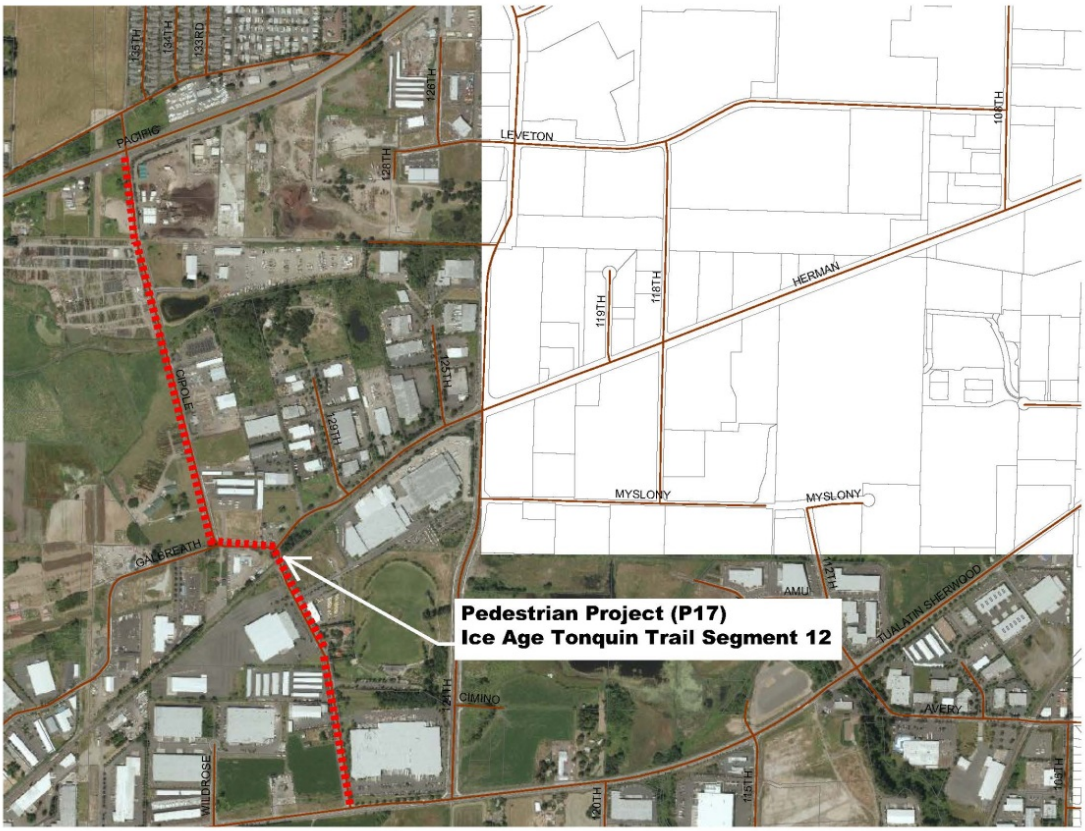
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing the Age Tonquin Trail Segment 12 improvements from immediately west of Cipole Road to immediately north of Highway 99W.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility within the City limits. Maintenance items will include landscaping, sidewalk cleaning, and repair or replacement of any damaged structural elements.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☒ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☐ **Project planned, further than 5 years**
- ☐ **Project complete**

ICE-AGE TONQUIN TRAIL WAYFINDING SIGNAGE

Department:	Engineering	MP Project #:	XP-2
Category:	Capital Project-Pedestrian	Navigator Job#	712
Total Project Cost:	$115,000		

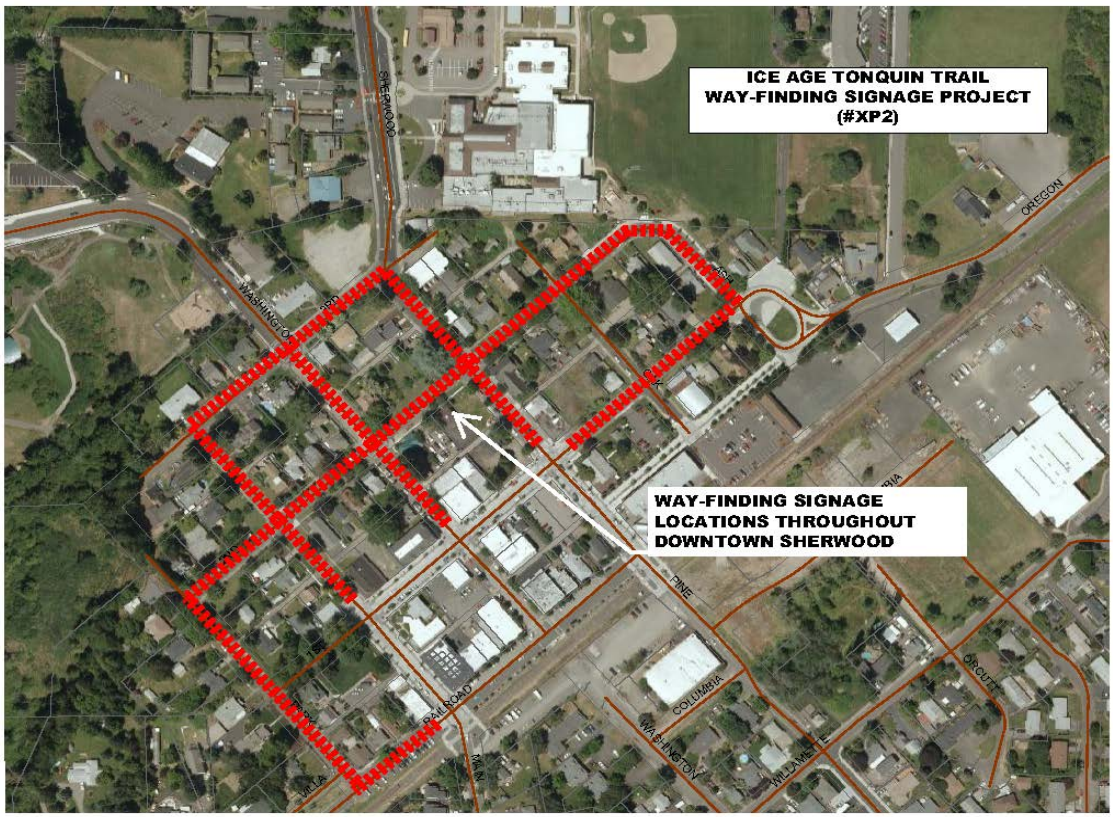
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes installation of wayfinding signage in conjunction with the Ice Age Tonquin Trail project. Funding is through Metro Neighborhood Grant.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include long term maintenance of the signage.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☐ **Project planned, further than 5 years**
- ☒ **Project complete FY 18-19**

ICE-AGE TONQUIN TRAIL WCVA BIKE STATION GRANT

Department:	Engineering	MP Project #:	XP-2
Category:	Capital Project-Pedestrian	Navigator Job#	714
Total Project Cost:	$57,898		

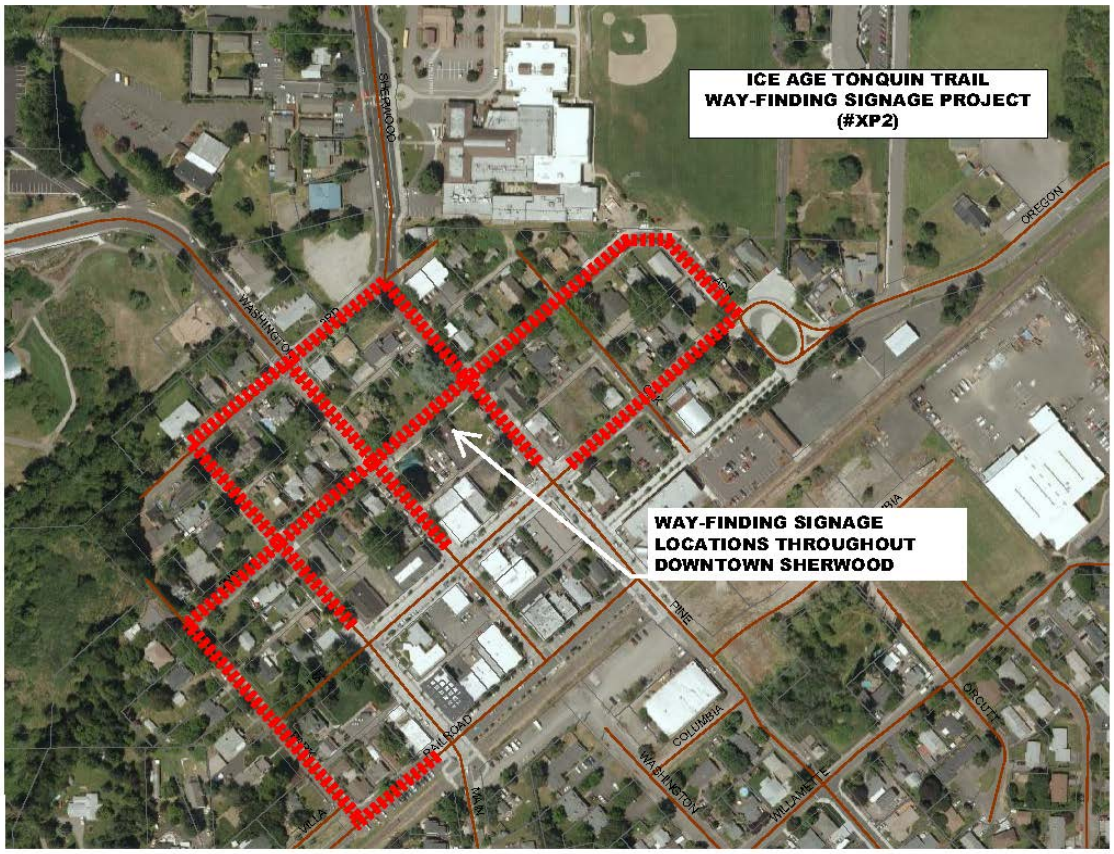
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project will install bike maintenance stations and covered bike racks throughout the Old Town area.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include long term maintenance of the stations and bike racks.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

CIPOLE ROAD SIDEWALK INFILL

Department:	Engineering	MP Project #:	P18
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$51,000		

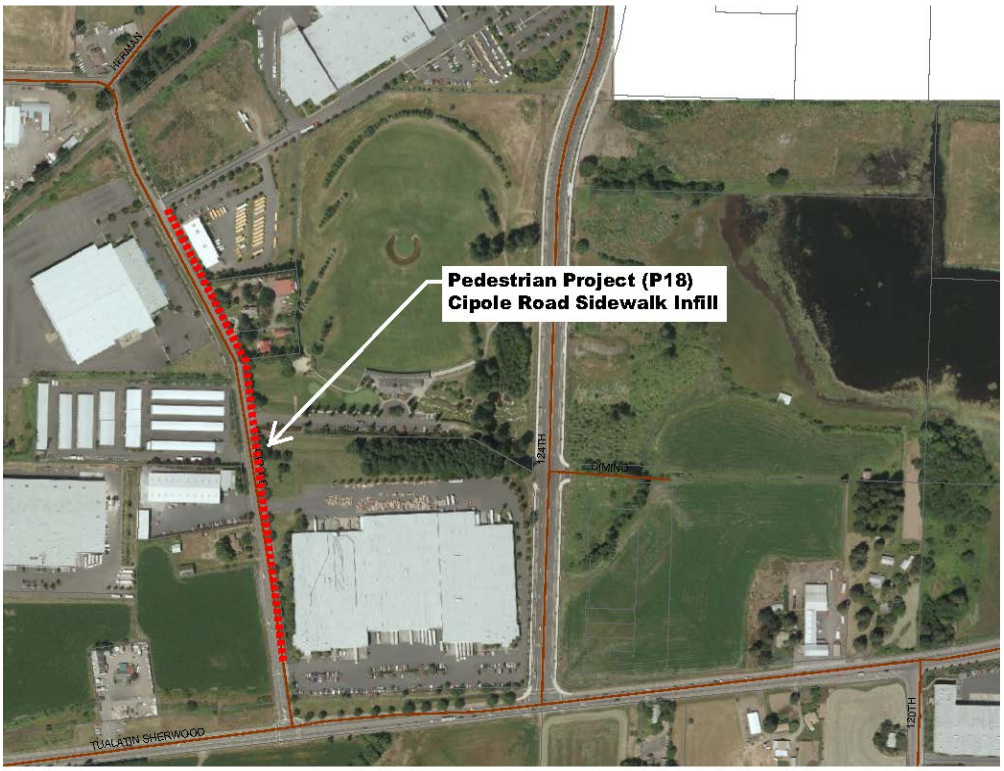
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes constructing approximately 800 feet of sidewalk along the east side of Cipole Road from approximately 1,250 feet north of Tualatin-Sherwood Road to the existing sidewalk terminus located approximately 450 feet north of Tualatin-Sherwood Road.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and cleaning of sidewalks.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

12TH STREET SIDEWALK INFILL

Department:	Engineering	MP Project #:	P19
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$70,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes constructing sidewalk along the south side of 12th Street from Highway 99W to Sherwood Boulevard. Design items include obtaining right-of-way and access easements.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and cleaning of sidewalks.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

DIVISION STREET SIDEWALK INFILL

Department:	Engineering	MP Project #:	P20
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$1,287,891		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes constructing sidewalk along both sides of Division Street from Main Street to Cuthill Place.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and cleaning of sidewalks.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

MEINECKE ROAD SIDEWALK INFILL

Department:	Engineering	MP Project #:	P21
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$465,642		

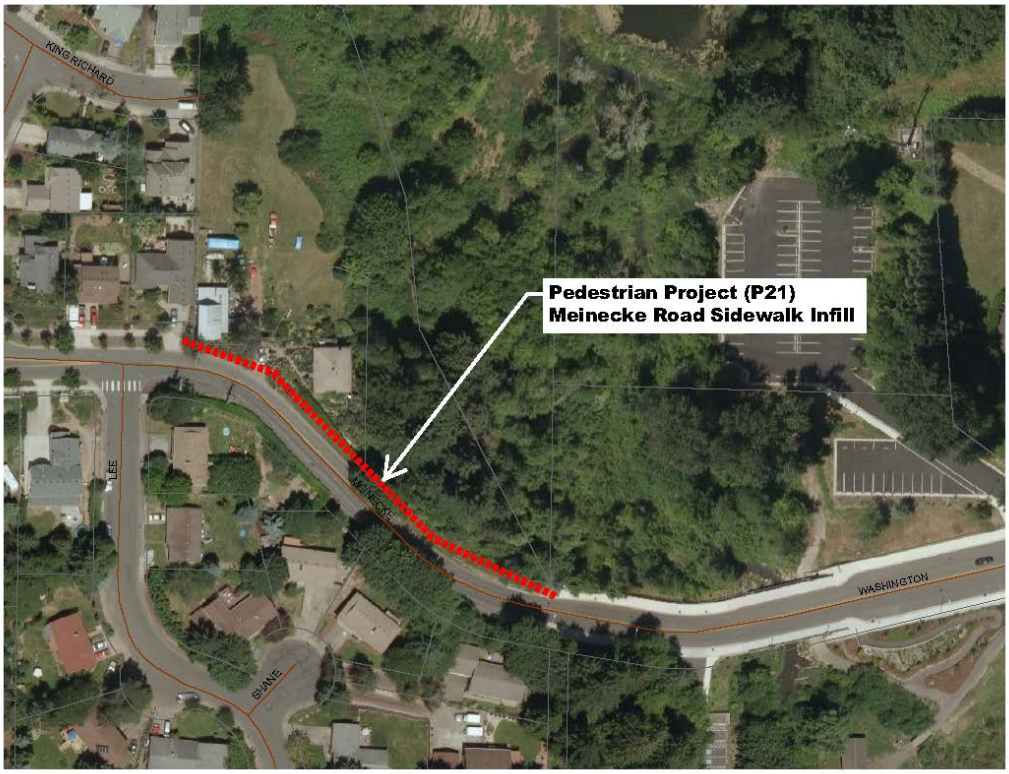
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes constructing sidewalk along the north side of Meinecke Road from Lee Drive to the existing sidewalk terminus to the east (approximately 400 feet).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and cleaning of sidewalks.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

PINE STREET SIDEWALK INFILL SEGMENT 1

Department:	Engineering	MP Project #:	P22
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$12,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low
Project Description			
This project includes constructing sidewalk along the west side of Pine Street from Willamette Street to Columbia Street.			
Ongoing Maintenance Description and Estimated Annual Cost			
Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and cleaning of sidewalk.			



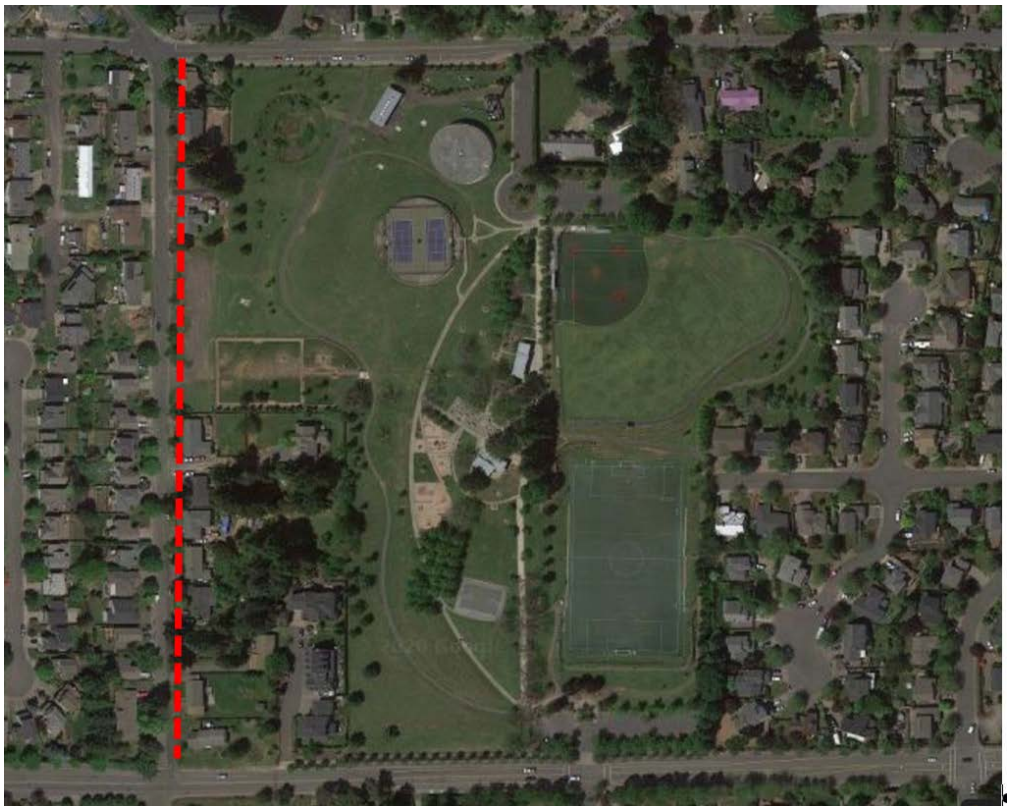
CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

PINE STREET SIDEWALK INFILL SEGMENT 2

Department:	Engineering	MP Project #:	P23
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$68,500		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☒ High ☐ Medium ☐ Low
Project Description			
This project includes constructing sidewalks along the east side of Pine Street from Division Street to Sunset Boulevard,.			
Ongoing Maintenance Description and Estimated Annual Cost			
Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and cleaning the sidewalks.			



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

WILLAMETTE STREET SIDEWALK INFILL SEGMENT 1

Department:	Engineering	MP Project #:	P24
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$929,411		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing sidewalk along the south side of Willamette Street from Division Street to Upper Roy Street.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and cleaning the sidewalks.



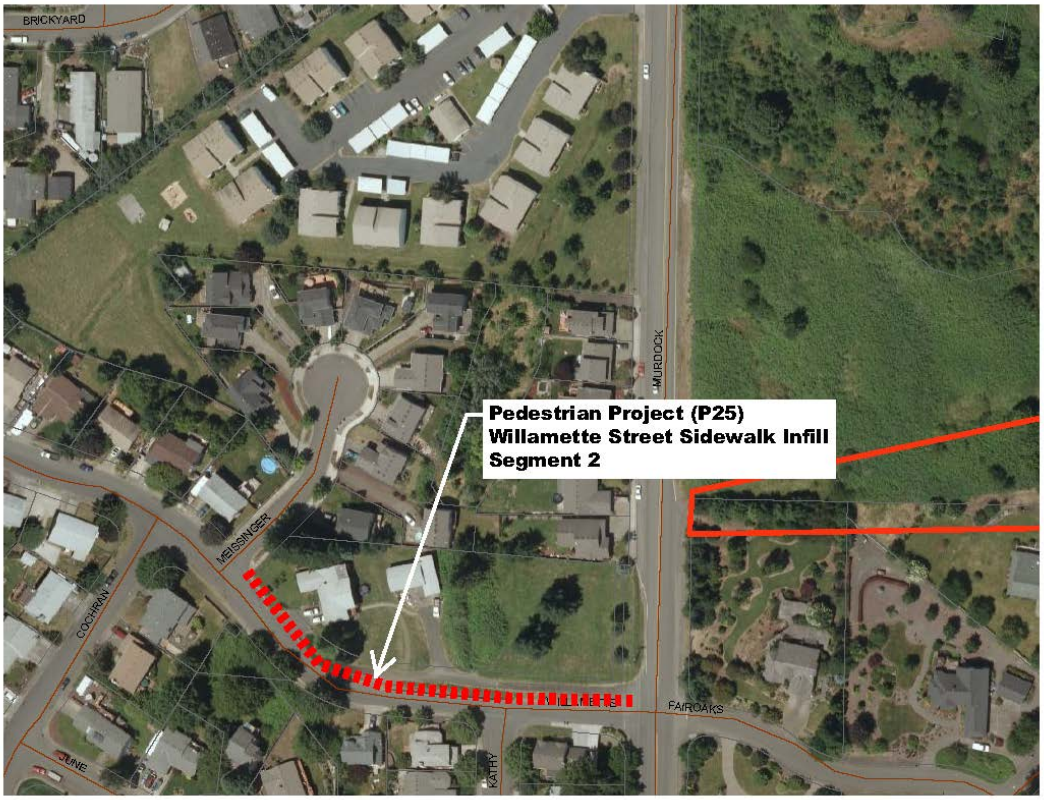
CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

WILLAMETTE STREET SIDEWALK INFILL SEGMENT 2

Department:	Engineering	MP Project #:	P25
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$8,500		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low
Project Description			
This project includes constructing sidewalk along the north side of Willamette Street from Cochran Drive to Murdock Road.			
Ongoing Maintenance Description and Estimated Annual Cost			
Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and cleaning of sidewalks.			



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

HIGHWAY 99W GRADE-SEPARATED CROSSING

Department:	Engineering	MP Project #:	P26
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$6,412,057		

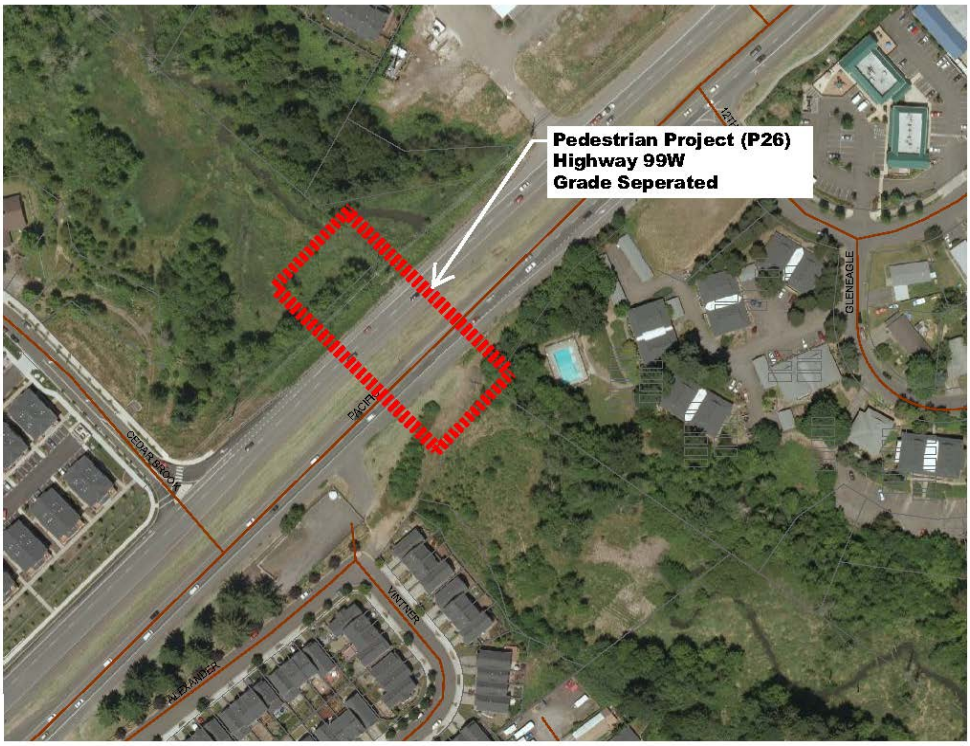
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes constructing a grade separated crossing of Highway 99W for pedestrians and bicyclists, providing a direct connection for the Ice Age Tonquin Trail east and west of the highway. Items will include constructing a combination pedestrian/wildlife habitat undercrossing of Highway 99W. The new undercrossing will be located within the existing stream culvert crossing corridor of Highway 99W. Significant coordination between ODOT, City, County, and other jurisdiction agencies will be necessary for the project. Project schedule and funding sources have not been determined at this time.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping, pavement surfaces, and non-structural items.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

WASHINGTON STREET SIDEWALK INFILL

Department:	Engineering	MP Project #:	P27
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$46,500		

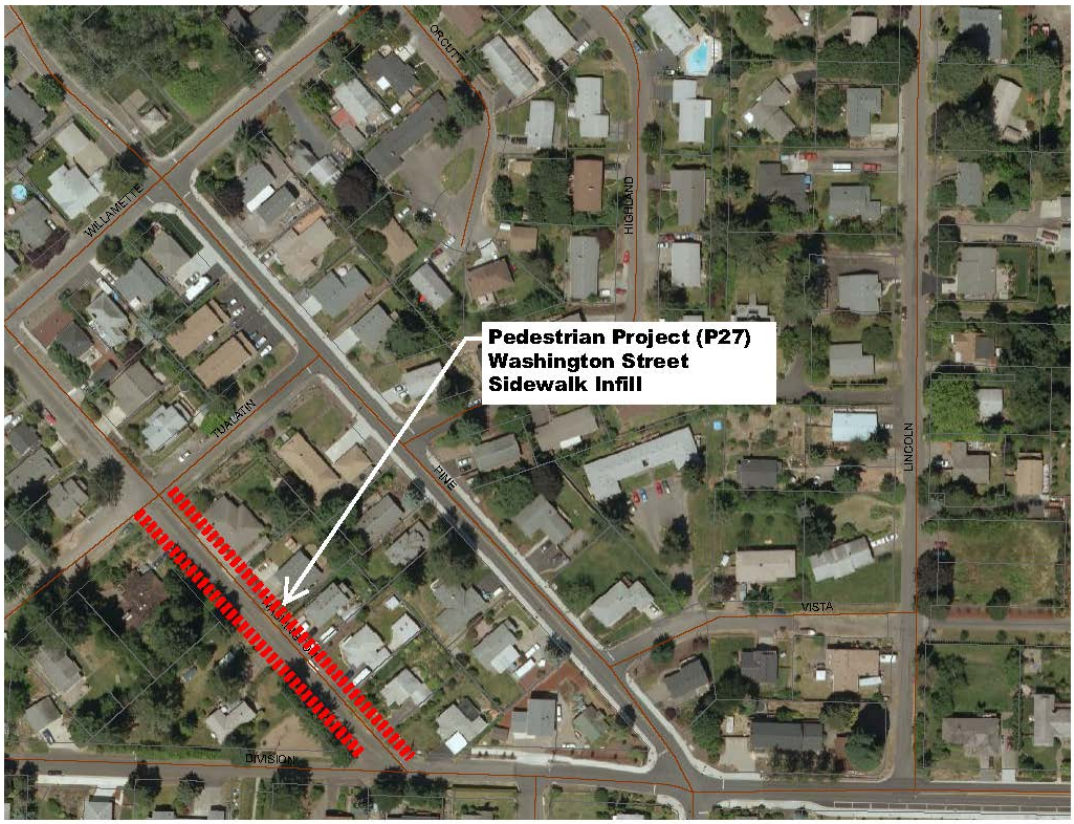
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing sidewalk along both sides of Washington Street from Division Street to Tualatin Street.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and sidewalk cleanings.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

PINE STREET / DIVISION STREET CROSSING IMPROVEMENTS

Department:	Engineering	MP Project #:	P28
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$1,000		

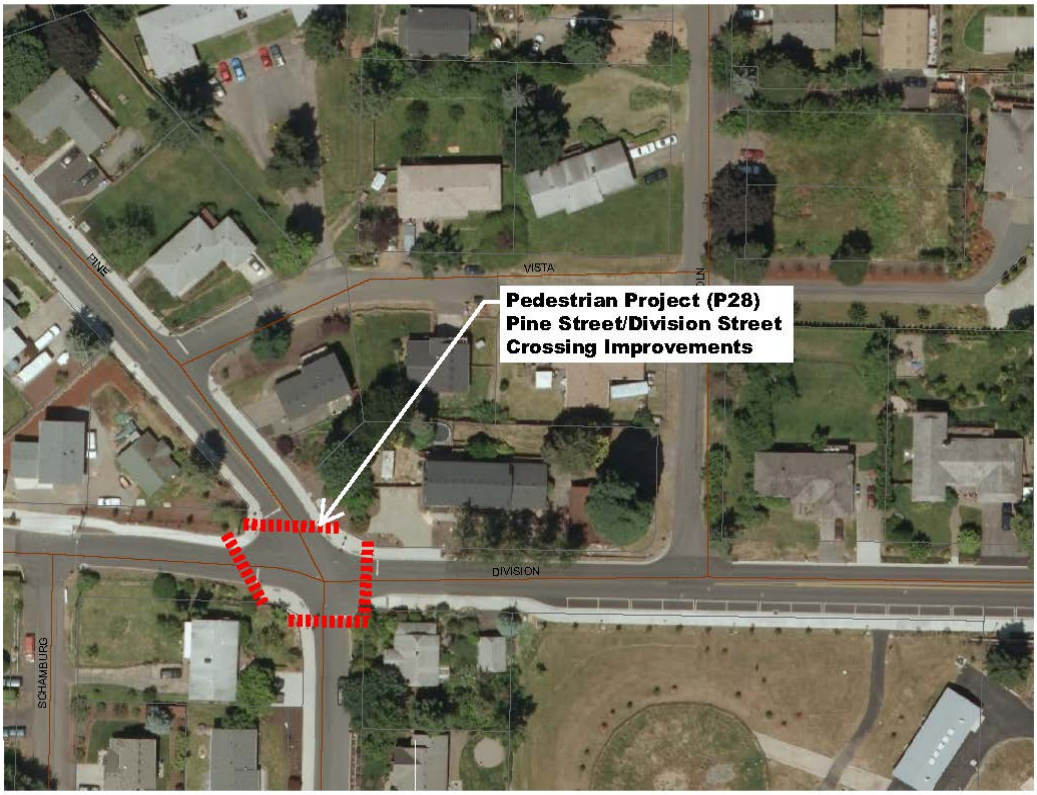
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes installing crosswalk markings at the Pine Street/Division Street intersection.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include restriping the intersection when needed.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 20-21**

PINE STREET / SUNSET BOULEVARD CROSSING IMPROVEMENTS

Department:	Engineering	MP Project #:	P29
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$6,000		

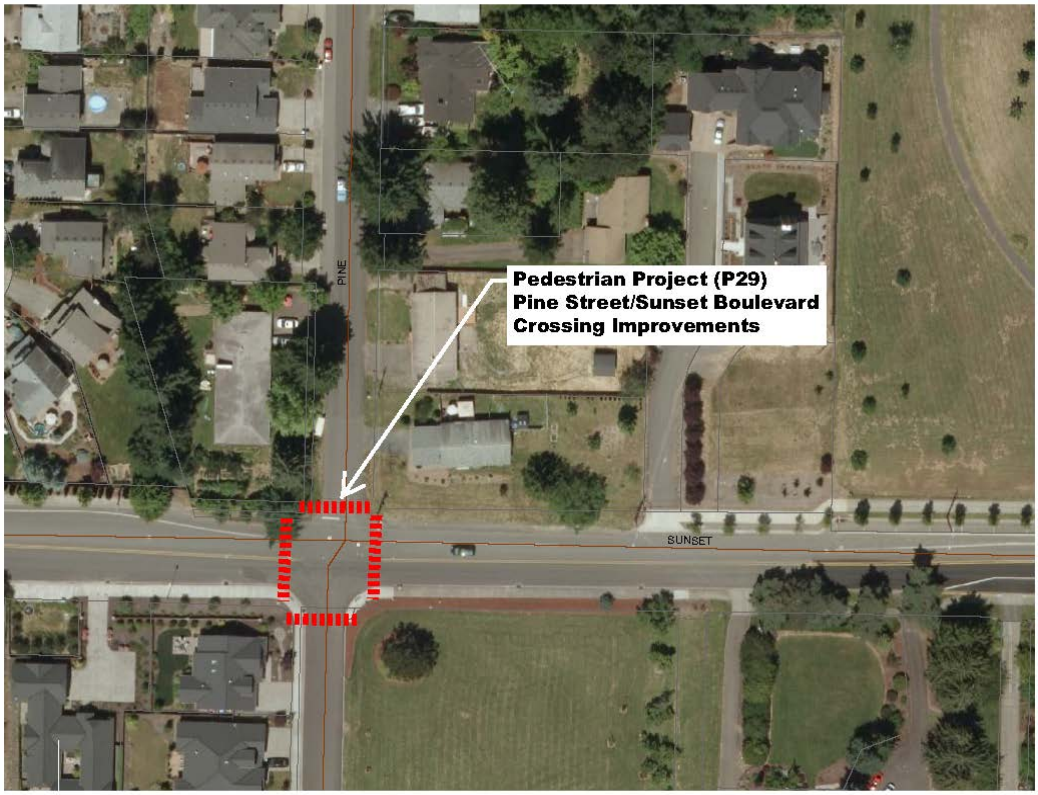
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes installation of crosswalk striping at the Pine Street/Sunset Boulevard intersection. This project was incorporated with project on page P-45.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include restriping the crossings when needed.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SUNSET BOULEVARD / ST. CHARLES WAY CROSSING IMPROVEMENTS

Department:	Engineering	MP Project #:	P30
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$1,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes installation of crosswalk striping at the intersection of Sunset Boulevard and St. Charles Way.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include restriping the crosswalk markings when needed.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

SUNSET BOULEVARD / REDFERN DRIVE CROSSING IMPROVEMENT

Department:	Engineering	MP Project #:	P31
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$10,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description
This project includes installation of pedestrian crossing at the Sunset Boulevard / Redfern Drive intersection.
Ongoing Maintenance Description and Estimated Annual Cost
Public Works would have long-term maintenance of the new facility. Maintenance items will include restriping the pedestrian crossing as needed.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SUNSET BOULEVARD / EXISTING TRAIL CROSSING IMPROVEMENTS

Department:	Engineering	MP Project #:	P35
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$1,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes installation of pedestrian crossing across Sunset Boulevard at the existing trail located west of Heatherwood Lane.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include restriping the crossing on an as-needed basis.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

LOCAL OFF-STREET TRAIL SEGMENT 1

Department:	Engineering	MP Project #:	P36
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$1,350,200		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing an off-street trail from the existing trail on Seely Lane to the Highway 99W/Home Depot access intersection (approximately 4,100 feet length).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and repairs of trail facilities on an as-needed basis.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

LOCAL OFF-STREET TRAIL SEGMENT 4

Department:	Engineering	MP Project #:	P39
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$337,550		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing an off-street trail from Highway 99W to Woodhaven Drive, approximately 150-feet west of Dewey Drive (approximately 1,000-feet length).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and repairs of trail facilities on an as-needed basis.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

LOCAL OFF-STREET TRAIL SEGMENT 5

Department:	Engineering	MP Project #:	P40
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$514,362		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing an off-street trail segment from the Stellar Drive trail to Sunset Boulevard at the Gatewood Drive pedestrian access, and an off-street trail segment connecting the Richen Park Terrace pedestrian access to Pinehurst Drive along the back of Woodhaven Park (approximately 1,600 feet length).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and repair of trail facilities on an as-needed basis.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

LOCAL OFF-STREET TRAIL SEGMENT 6

Department:	Engineering	MP Project #:	P41
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$273,037		

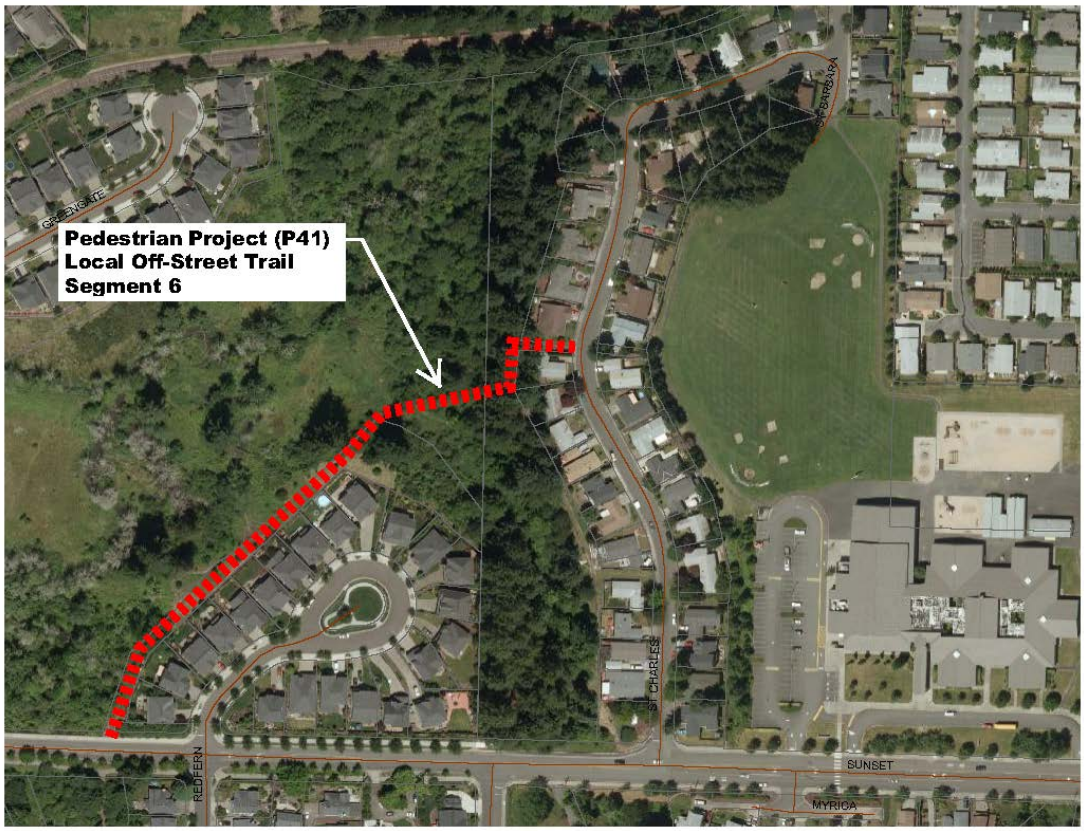
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes construction of off-street trail from Sunset Boulevard, just west of Redfern Drive, to the St. Charles Way trail (approximately 1,500 feet length).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and repairs to trail facilities on an as-needed basis.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

LOCAL OFF-STREET TRAIL SEGMENT 7

Department:	Engineering	MP Project #:	P42
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$218,430		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes construction of an off-street trail from the north end of the St Charles Way trail to Villa Road at the existing trail head (approximately 3,200 feet length).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and repairs to trail facilities on an as-needed basis.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

OREGON STREET SIDEWALK INFILL

Department:	Engineering	MP Project #:	P44
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$225,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes constructing sidewalk along the south side of Oregon Street between Hall Street and Orland Street. This project is incorporated into project on page T-9.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and repair of sidewalk facilities on an as-needed basis.



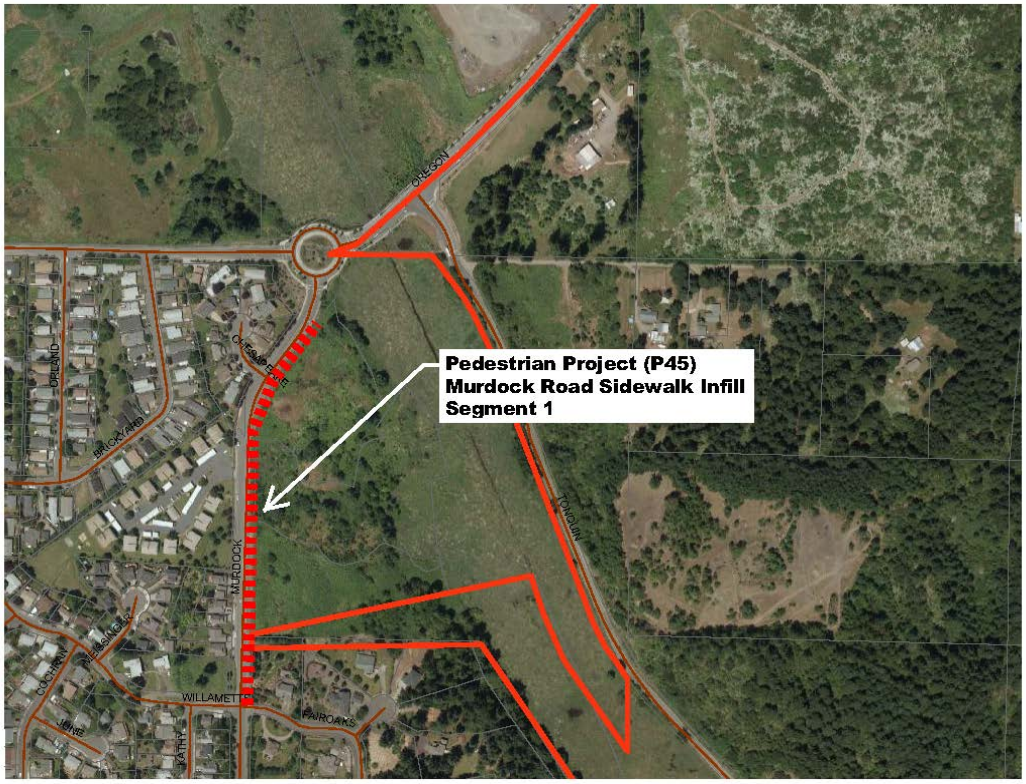
CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

MURDOCK ROAD SIDEWALK INFILL SEGMENT 1

Department:	Engineering	MP Project #:	P45
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$77,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low
Project Description			
This project includes construction of sidewalk along the east side of Murdock Road between Willamette Street and the Murdock Road/Oregon Street intersection.			
Ongoing Maintenance Description and Estimated Annual Cost			
Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping and repairs to trail facilities on an as-needed basis.			



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

MURDOCK ROAD SIDEWALK INFILL SEGMENT 2

Department:	Engineering	MP Project #:	P46
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$588,596		

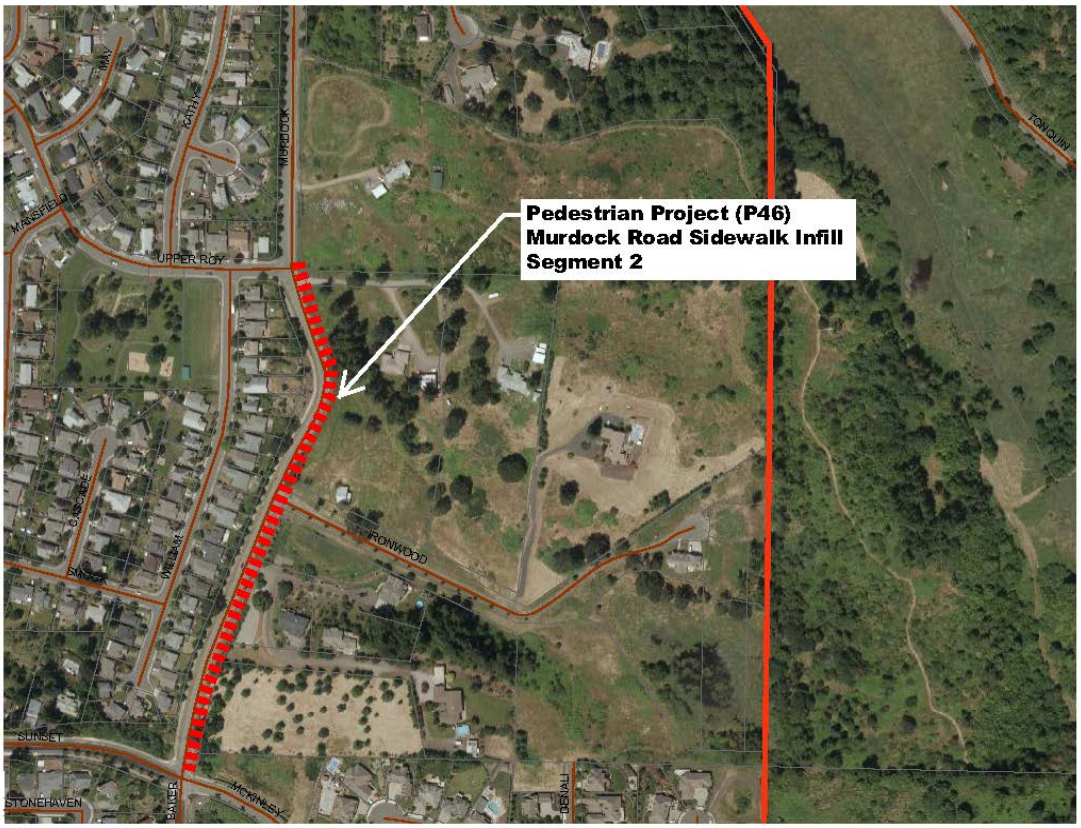
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes construction of pedestrian sidewalk along the east side of Murdock Road between Sunset Boulevard to the existing sidewalk terminus approximately 600 feet south of Upper Roy Street.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping, sidewalk cleaning, and repairs of the sidewalk facilities on an as-needed basis.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

ROY ROGERS ROAD CROSSING IMPROVEMENTS

Department:	Engineering	MP Project #:	P47
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$50,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description
This project includes installation of a pedestrian crossing on Roy Rogers Road between Lynnly Way and Lavender Avenue (e.g. at the Seely Lane alignment).
Ongoing Maintenance Description and Estimated Annual Cost
Public Works would have long-term maintenance of the new facility. Maintenance items will include restriping the pedestrian crossing on an as-needed basis.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

DOWNTOWN STREETSCAPES MASTER PLAN PHASE 3 (OLD TOWN SECONDARY STREETS)

Department:	Engineering	MP Project #:	P49
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$528,000		

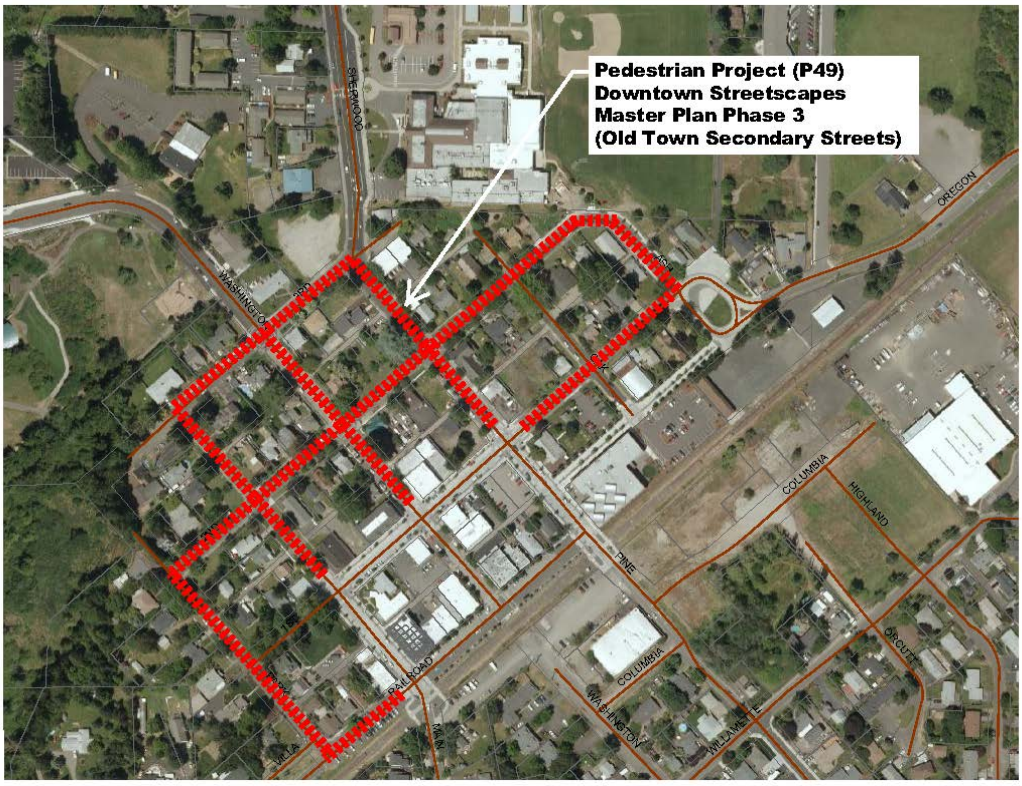
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes completing Phase 3 (Old Town Secondary Streets) of the Downtown Streetscapes Master Plan.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping, sidewalk cleaning, and repair of sidewalk facilities on an as-needed basis.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

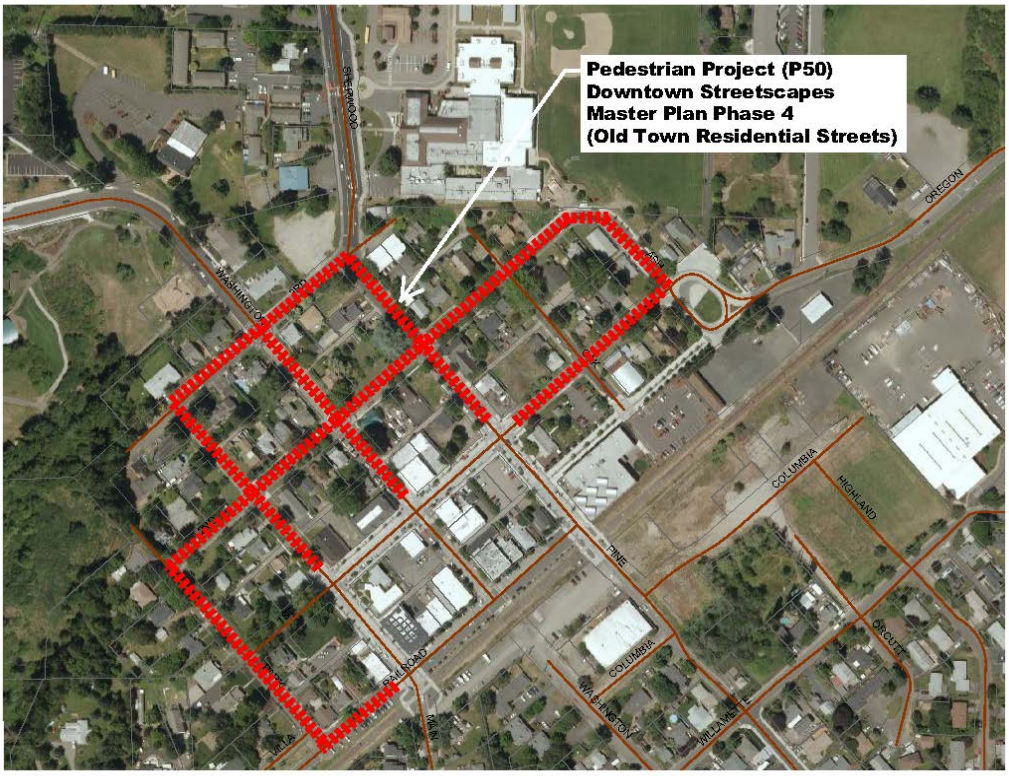
☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

DOWNTOWN STREETSCAPES MASTER PLAN PHASE 4 (OLD TOWN RESIDENTIAL STREETS)

Department:	Engineering	MP Project #:	P50
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$528,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description
This project includes completing Phase 4 (Old Town Residential Neighborhoods) of the Downtown Streetscapes Master Plan.
Ongoing Maintenance Description and Estimated Annual Cost
Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping, sidewalk cleaning, and repairs of sidewalk facilities on an as-needed basis.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 20-21**

SUNSET BOULEVARD SIDEWALK INFILL (DESIGN & CONSTRUCTION)

Department:	Engineering	MP Project #:	D-25 and XP-1
Category:	Capital Project-Pedestrian	Navigator Job#	708
Total Project Cost:	$404,046		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes constructing a public sidewalk along the north side of Sunset Boulevard, beginning the east side of the Pine Street intersection and extending east to connect to the existing sidewalk stub (approximately 190 l.f.). Sidewalks will be installed on Pine Street from Sunset to the existing sidewalk on Pine. The project also includes restriping Sunset Boulevard at Pine Street to add eastbound and westbound turn lanes and providing an ADA compliant pedestrian crossing at the intersection.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping, sidewalk cleaning, repairs of sidewalk facilities and minimal restriping on an as-needed basis.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 19-20**

WOODHAVEN DRIVE SIDEWALK

Department:	Engineering	MP Project #:	N/A
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$103,284		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes the installation of approximately 480 feet of 6-foot wide concrete sidewalk, and street trees along the west side of Woodhaven Drive from the intersection of Sunset Boulevard to the entrance of the Sherwood YMCA facility. This project is a land use condition of approval for the skate park facility project.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include leaf pickup and general maintenance of the planter strip area.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

BORCHERS DRIVE SIDEWALK

Department:	Engineering	MP Project #:	N/A
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	$100,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

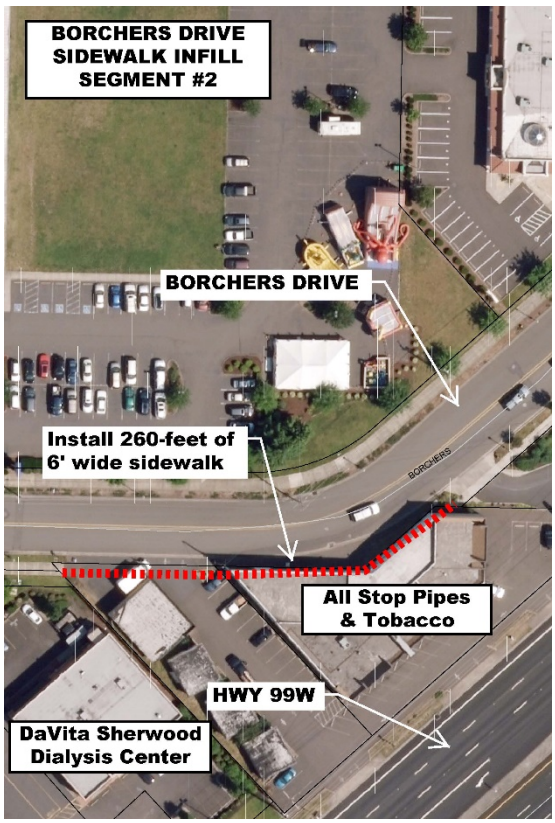
Project Description

This project includes construction of 570 ft of sidewalk on Borchers Drive adjacent to the PGE facility to eliminate a gap in the sidewalk system.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping, sidewalk cleaning, repairs of sidewalk facilities and minimal restriping on an as-needed basis.





CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 19-20**

HIGHWAY 99W PEDESTRIAN FEASIBILITY STUDY

Department:	Engineering	MP Project #:	N/A
Category:	Planning	Navigator Job#	
Total Project Cost:	$50,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low
Project Description			
This project will examine transportation and pedestrian needs at and near the 99W/Sunset intersection and identify a toolbox of options and alternatives to improve pedestrian connections and safety crossing the highway. Details of options will provide high level cost estimates and feasibility.			
Ongoing Maintenance Description and Estimated Annual Cost			
N/A.			

CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

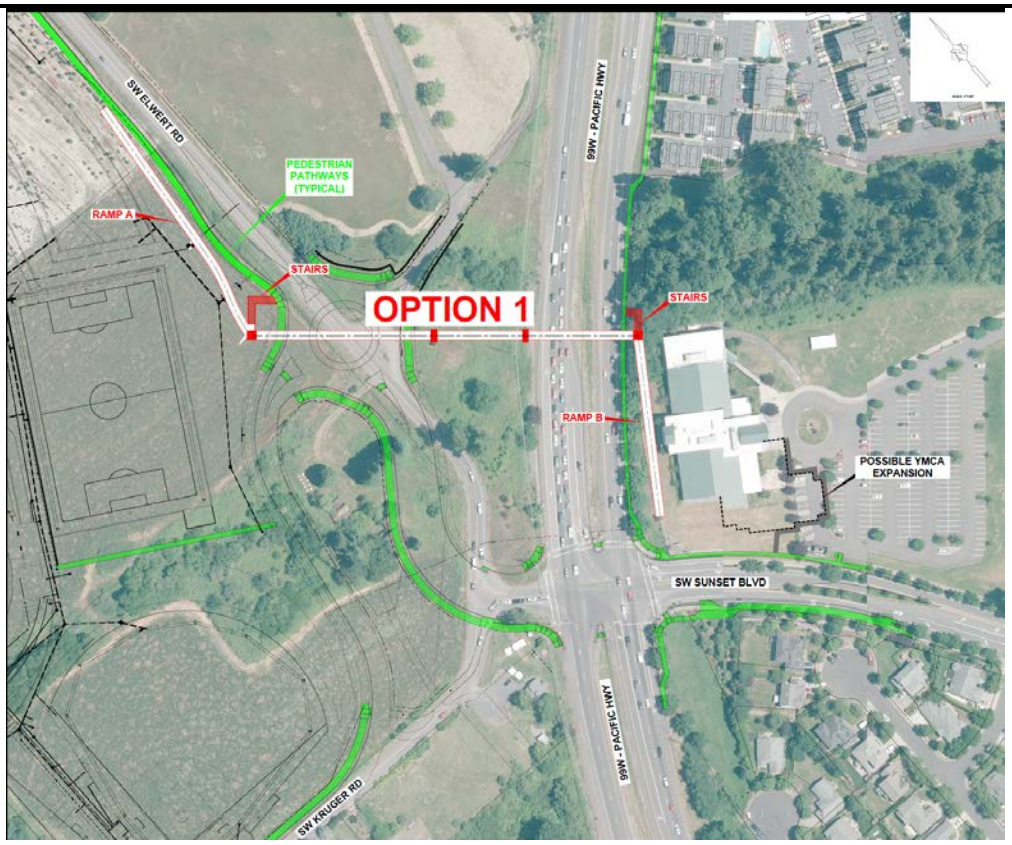
☒ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

HIGHWAY 99W PEDESTRIAN BRIDGE AT SUNSET

Department:	Community Development	MP Project #:	N/A
Category:	Capital Project – Pedestrian	Navigator Job#	
Total Project Cost:	$12,625,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description
Construct a 630 foot long, 12 foot wide pedestrian bridge across 99W, Elwert and Kruger.
Ongoing Maintenance Description and Estimated Annual Cost
To be determined. Structure will cross an ODOT and County facility, therefore agreements for inspection and maintenance will be needed.



CITY OF SHERWOOD
5-YEAR CIP PROJECT LISTING

☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

SUNSET BOULEVARD SIDEWALK INFILL – CINNAMON HILLS TO MAIN STREET

Department:	Engineering	MP Project #:	N/A
Category:	Capital Project – Pedestrian	Navigator Job#	
Total Project Cost:	$100,000 (placeholder)		

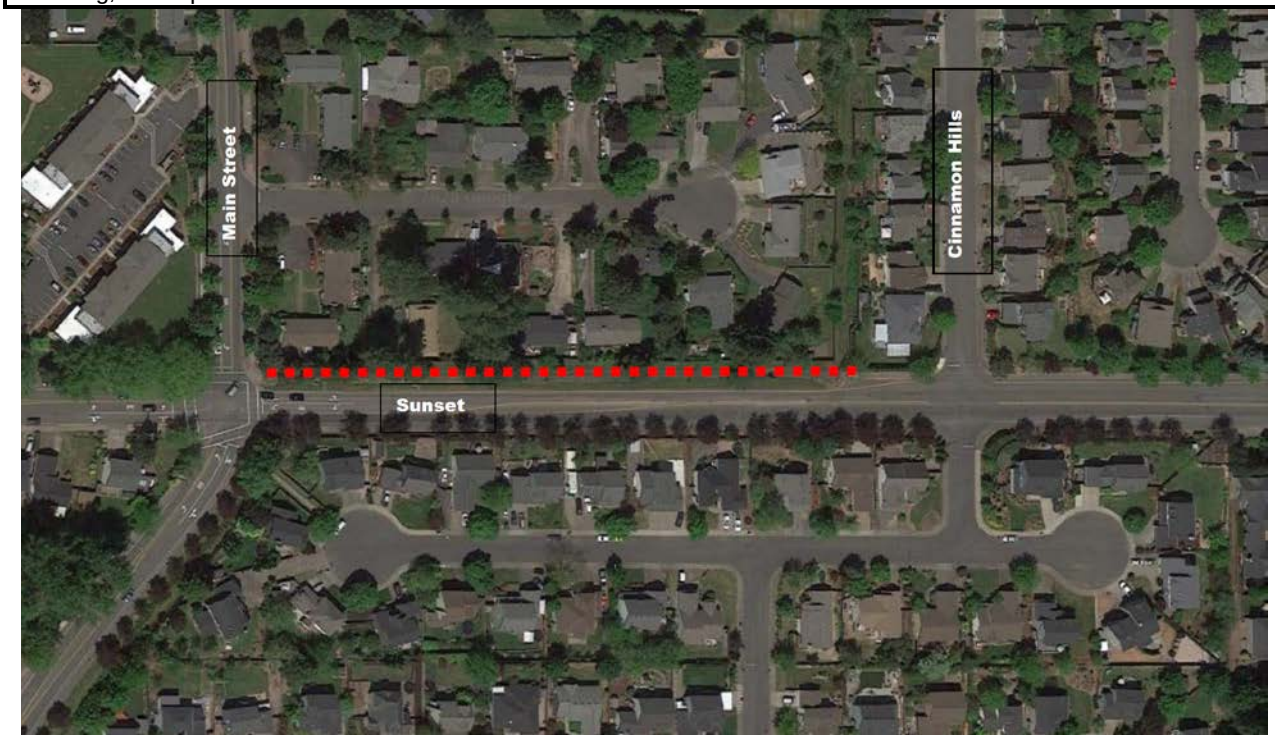
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

Infill sidewalks where missing along Sunset between Cinnamon Hill and Main Street.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long term maintenance of the new facility. Maintenance items will include landscaping, sidewalk cleaning, and repairs of sidewalk facilities.



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CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULES

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

WILLAMETTE STREET, NORTON AVENUE, MARTIN COURT, LINCOLN STREET, OREGON STREET – STORM WATER IMPROVEMENT PROJECT

Department:	Engineering	MP Project #:	SD MP #1
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$370,044		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☒ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes removing & replacing existing storm lines with new storm lines, sized 10" to 24", based on pipe and manhole conditions and capacity improvements. This is a medium term project (+10-years). Project to be funded from storm water improvement SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULES

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

MERRYMAN STREET TO OREGON STREET TO OUTFALL

Department:	Engineering	MP Project #:	SD MP #2
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$680,222		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes removing and replacing 12", 15" and 24" dia existing storm water mainline with new. Project includes crossing private property and under homes. Pipe bursting may be required. Project is identified as a long term project (20+ years)

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

HALL STREET TO OREGON STREET, LOWER ROY STREET TO OREGON STREET, BRICKYARD STREET TO OREGON STREET, AND NOTTINGHAM STREET

Department:	Engineering	MP Project #:	SD MP #3
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$580,638		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes removing and replacing existing storm pipe with new and upsizing where necessary. This is a long term project (20+ years). Funding for this project would come from City stormwater improvement SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

DAHLKE LANE TO TUALATIN-SHERWOOD ROAD, GALBREATH DRIVE NORTH

Department:	Engineering	MP Project #:	SD MP #4
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$80,668		

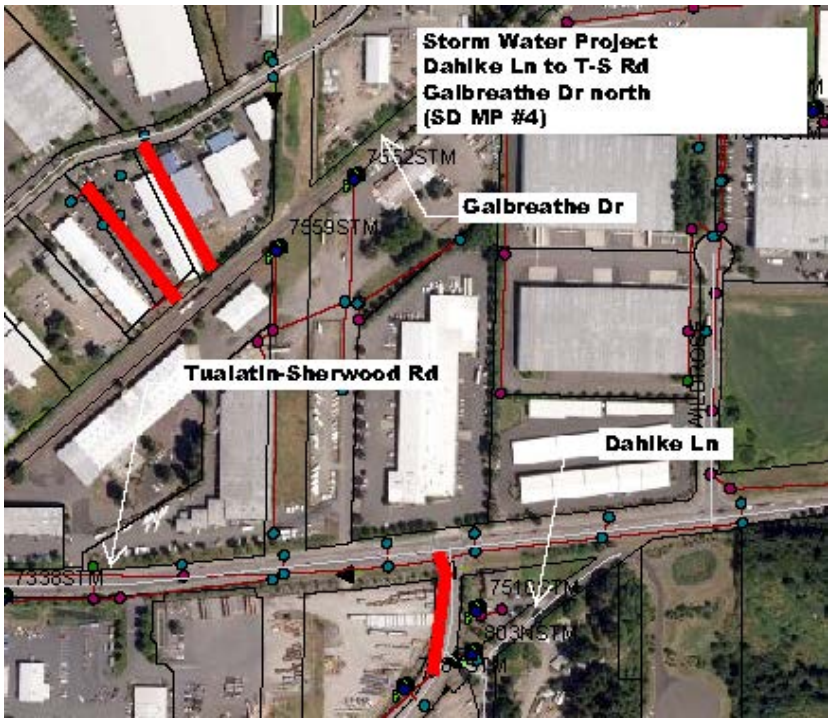
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes removing and replacing existing storm water pipe with new pipe. Replacement needed due to pipe condition and capacity issues. Project funded from City storm water improvement SDCs. This is a long term project schedule (20+ years).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

LEE DRIVE TO MEINECKE ROAD – PIPE REPLACEMENT

Department:	Engineering	MP Project #:	SD MP #5
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$80,928		

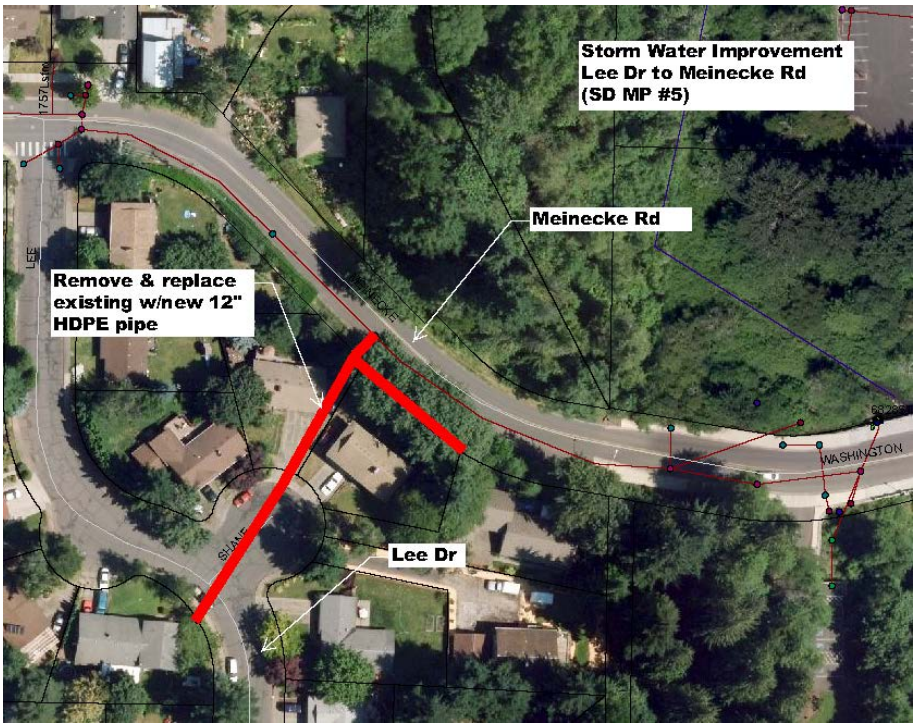
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes removing and replacing existing storm water pipe with new 12" HDPE pipe. Pipe alignment may run under homes or through private property. This is a long term project (20+ years). Project will be funded from storm water reimbursement SDCs.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

LANGER DRIVE, JONQUIL TERRACE, ROY ROGERS ROAD – PIPE REPLACEMENT

Department:	Engineering	MP Project #:	SD MP #6
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$332,828		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

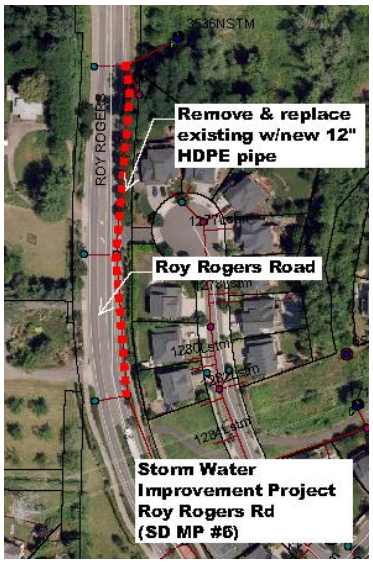
This project includes removal and replacement of existing 12" to 30" storm pipe w/new HDPE pipe. Replacement needed due to capacity and conditions issues with the pipe and manholes. Replacement is a long term project schedule (20+ years) Project funded from City SD reimbursement SDCs.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.







☒ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

OREGON STREET REGIONAL STORMWATER FACILITY*

***Note: Project design is being coordinated with project on page T-9 and SD-13.**

Department:	Engineering	MP Project #:	SD MP #7A & 7B
Category:	Capital Project – Storm	Navigator Job#	503SW
Total Project Cost:	$1,800,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project is identified in the City's Stormwater Master Plan. This project constructs a regional storm water treatment facility located north of Oregon Street and west of the Murdock Road roundabout, and which will serve the Tannery site acreage. The construction of this storm water quality facility will increase the redevelopment potential of the Tannery site. Project also includes design and construction of an extended detention basin on the existing system outfall..

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance will consist of inspection and cleaning the water quality facility to maintain its functionality. This work will be performed on a yearly basis.



☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

SW 2ND AND PARK STREETS, STORM WATER QUALITY FACILITY REHABILITATION DESIGN

Department:	Engineering	MP Project #:	SD MP #8
Category:	Capital Improvement	Navigator Job#	502
Total Project Cost:	$380,126		

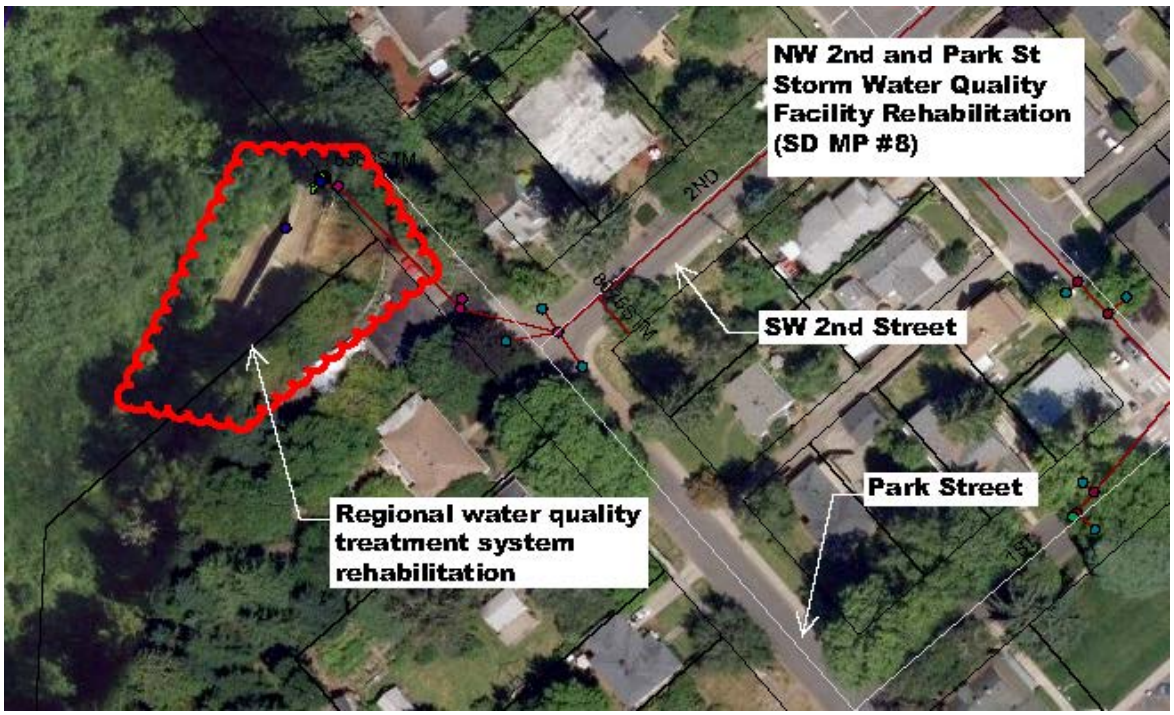
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes reviewing the existing facility and determining corrective measures to make the facility fully operable and able to meet CWS operational requirements. This is a near term project (<5+ years).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

ST CHARLES STREET (NORTH) PROPRIETARY CARTRIDGE CATCHBASIN INSTALLATION

Department:	Engineering	MP Project #:	SD MP #9
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$85,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☒ Low

Project Description

This project includes replacing an existing catchbasin with a proprietary stormwater cartridge catchbasin (x2 cartridges). This is a regulatory retrofit requirement needed to meet the requirements of the CWS MS4 permit. This is a short term timeline project (<5 years). This project will be funded through the City storm improvement SDCs.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



- ☒ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☐ **Project planned, further than 5 years**
- ☐ **Project complete**

ST CHARLES STREET (SOUTH) PROPRIETARY CARTRIDGE VAULT INSTALLATION

Department:	Engineering	MP Project #:	SD MP #10
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$95,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes installation of a proprietary storm water quality treatment vault system (multi-cartridge). This is a regulatory retrofit requirement needed to meet the requirements of the CWS MS4 permit. This is a short term timeline project (<5 years). This project will be funded through the use of City storm improvement SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

DRAINAGE SWALE UPGRADE AT STELLA OLSEN PARK

Department:	Engineering	MP Project #:	SD MP #11
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$110,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☒ Maintenance	☒ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes rehabilitating the swale by upgrading the side slopes, increasing bottom width, and overall conveyance capacity. Project is listed as a short term schedule (<5 years). Project funding would come from SD improvement SDC'

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULES

☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

INSTALLATION OF EXTENDED DETENTION STORM WATER BASIN AT GLENEAGLE DRIVE

Department:	Engineering	MP Project #:	SD MP #12
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$125,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes installation of a storm water extended detention basin, for conformance with anticipated hydro-modification requirements of CWS MS4 permit. This is listed as a medium term project schedule (>10+ years). Funding for this project would come from stormwater improvement SDC funds. Project may also include maintenance and access feeder trail for the Cedar Creek Trail.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

EXTENDED DETENTION BASIN, NORTH SIDE OF SW OREGON STREET

***Note: This project is combined with the project on page SD-7.**

Department:	Engineering	MP Project #:	SD MP #7B
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$149,930		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes design and construction of an extended detention basin on the existing system outfall. Project needed to conform with future hydro-modification requirements of CWS MS4 permit. This is listed as a medium term project schedule. Funding will come from SD Improvement SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

INSTALLATION OF STORM WATER QUALITY PROPRIETARY CATCHBASINS (1x4 CARTRIDGE CATCHBASIN AND 1x1 CARTRIDGE CATCHBASIN, SOUTHWEST OF 16678 SW GLENEAGLE DRIVE)

Department:	Engineering	MP Project #:	SD MP #14
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$80,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes installation of two storm water quality proprietary catchbasins (1x4 cartridge catchbasin, and 1x1 cartridge catchbasin) on an existing system outfall, located off Gleneagle Drive, behind 16678 Gleneagle Drive lot. Project needed to provide regional storm water quality treatment to existing untreated public systems, in conformance with CWS MS4 permit requirements. Project listed as a medium term project schedule (10+ years). Project will be funded from SD Improvement SDC funds.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

INSTALLATION OF STORM WATER QUALITY VAULT ON EXISTING SYSTEM (PROPRIETARY SYSTEM X8 CARTRIDGES) (GLENEAGLE DRIVE STORM)

Department:	Engineering	MP Project #:	SD MP #13
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$120,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes installation of an x8 cartridge proprietary storm water quality vault on an existing system outfall, located off Gleneagle Drive, behind 16574 Gleneagle Drive lot. Project needed to provide regional storm water quality treatment to existing untreated public systems, in conformance with CWS MS4 permit requirements. Project listed as a medium term project schedule (10+ years). Project will be funded from SD Improvement SDC funds.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

INSTALLATION OF EXTENDED DRY DETENTION BASIN – STORM WATER IMPROVEMENT

Department:	Engineering	MP Project #:	SD MP #16
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$220,103		

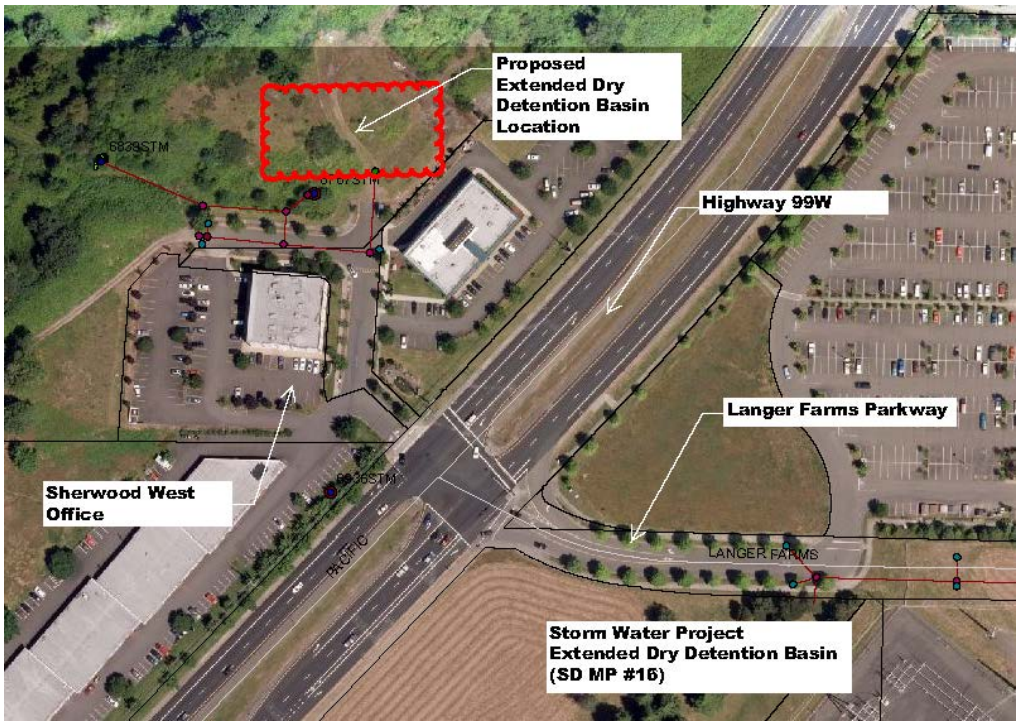
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes construction of an extended dry detention basin on an existing storm water system outfall. Project is needed to meet CWS MS4 permit requirement. Project is listed as a long term (20+ year) project in the MP. Project is funded from storm water improvement SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

INSTALLATION OF STORM WATER TREATMENT SWALE

Department:	Engineering	MP Project #:	SD MP #17
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$119,915		

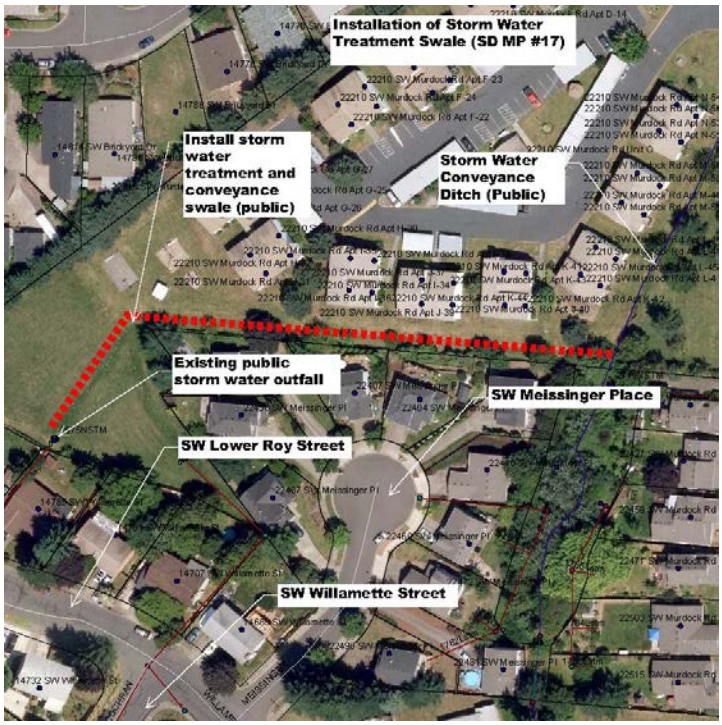
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes constructing a storm water treatment swale from existing public storm water outfall, towards public storm water conveyance ditch. Project is identified in MP as needed to meet CWS MS4 permit requirements. Project is listed as a long term goal (20+ years). Project would be paid with funds from storm water improvement SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled visual inspection, and replanting of water quality plantings for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

INSTALL STORM WATER QUALITY TREATMENT SWALE ON EXISTING OUTFALL

Department:	Engineering	MP Project #:	SD MP #18
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$120,839		

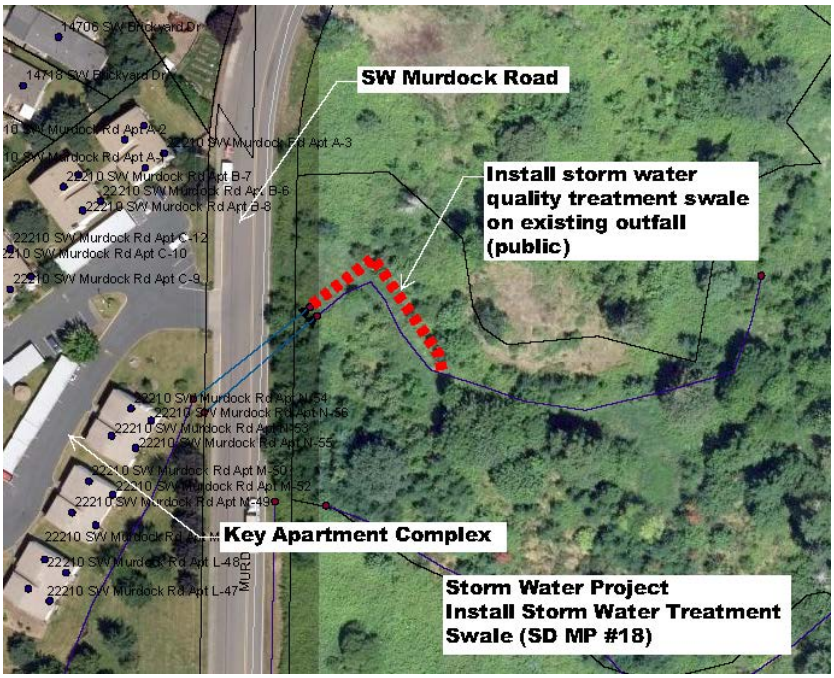
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes installation of a storm water quality treatment swale on the outfall of an existing storm water conveyance system (public). Project is identified in MP as needed to meet CWS MS4 permit requirements. Project is listed as a long term goal (20+ years). Project would be paid with funds from storm water improvement SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled visual inspection, and replanting of water quality plantings for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

EXTENDED DRY DETENTION BASIN EAST SIDE OF SW MURDOCK ROAD

Department:	Engineering	MP Project #:	SD MP #19
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$330,376		

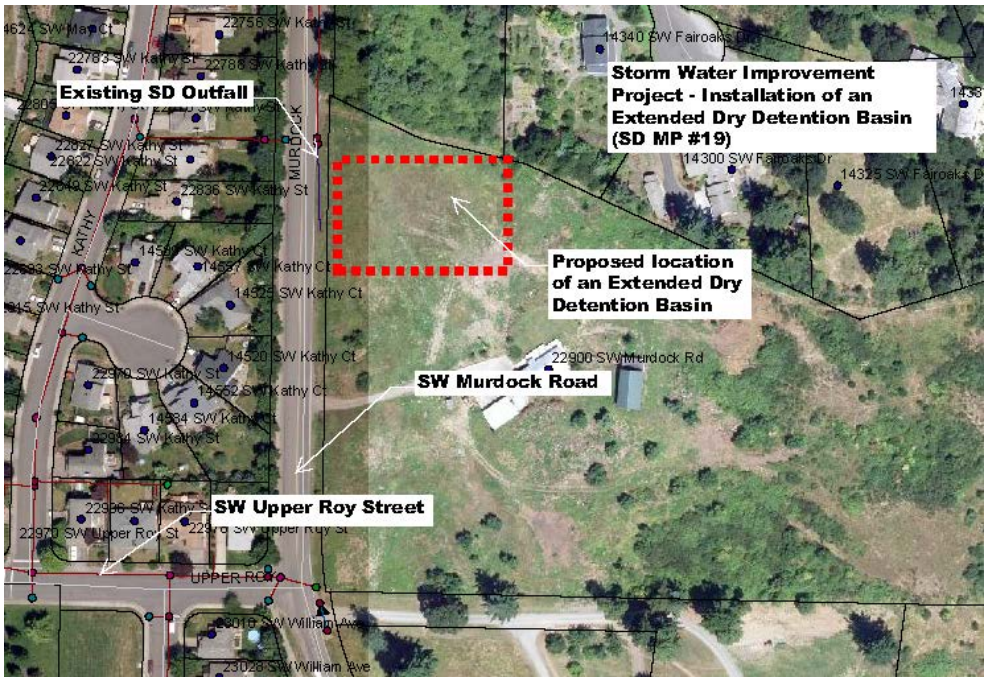
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes construction of an extended dry detention basin, located at the outfall of an existing storm water conveyance system. The basin is needed to meet regulatory requirements of CWS MS4 permit for storm water quality and treatment. This project is listed as a long term goal (20+ years). Funding will come from storm water improvement SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled invasive vegetation removal and replanting of water quality facilities vegetation for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

CEDAR CREEK RIPARIAN AREA PLANTING, SUNSET BOULEVARD TO CONFLUENCE WITH CHICKEN CREEK RIPARIAN AREA

Department:	Engineering	MP Project #:	SD MP #20
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$344,520		

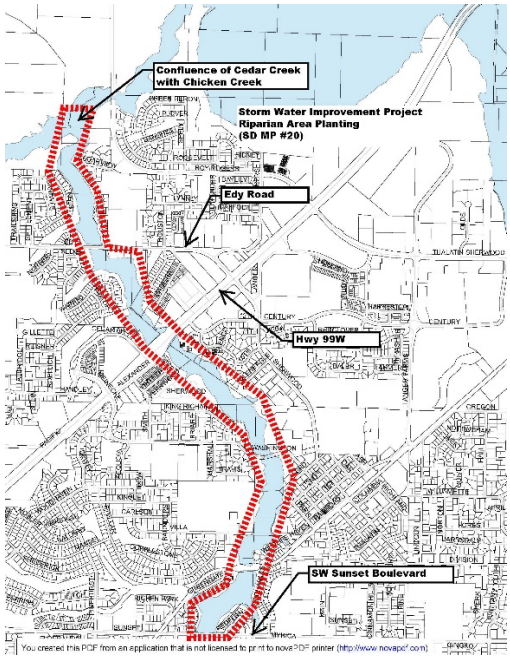
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes water quality and hydro-modification planting the Cedar Creek riparian area corridor of Cedar Creek from Sunset Blvd to the confluence with Chicken Creek riparian area. This is a regulatory requirement of CWS MS4 permit for hydro-modification. This is listed as a long term goal (20+ years). This project will be funded through SD improvement funds.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled removal of invasive species and replanting water quality vegetation for meeting CWS permit requirements.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

STORM WATER MASTER PLAN MINOR UPDATE RELATED TO CWS MS4 PERMIT CHANGES

Department:	Engineering	MP Project #:	SD MP #21
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$6,009		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes updating the existing storm water master plan to reflect project changes and updated requirements of CWS MS4 permit. This is listed as a short term project (5+ years). The project will be funded from SDC improvement funds.

Ongoing Maintenance Description and Estimated Annual Cost

There are no physical system maintenance requirements related to this project. The only effort will be in tracking project completed under the current master plan listing.

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

STORM WATER HYDRO-MODIFICATION STUDY

Department:	Engineering	MP Project #:	SD MP #22
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$120,750		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes conducting a study of the existing storm water natural conveyance system based on hydro-modification impacts to reflect updated requirements of CWS MS4 permit. This is listed as a medium term project (10+ years). The project will be funded from SDC improvement funds.

Ongoing Maintenance Description and Estimated Annual Cost

There are no physical system maintenance requirements related to this project. The only effort will be in performing the hydro-modification study and documenting potential changes to future master plan projects.

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

STORM WATER MASTER PLAN MAJOR UPDATE

Department:	Engineering	MP Project #:	SD MP #23
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$250,125		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes conducting a major update of the existing storm water master plan, to meet CWS MS4 permit requirements that will be in existence at the time of the update. This is listed as a long term goal (20+ years). The project will be funded through SD Improvement SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

There are no physical system maintenance requirements associated with this project, only tracking which projects have been completed.

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

BROOKMAN AREA (AREA 54/55) UPPER LADD HILL REGIONAL STORMWATER TREATMENT FACILITY FEASIBILITY STUDY AND DESIGN

Department:	Engineering	MP Project #:	N/A
Category:	Capital Project – Storm	Navigator Job#	
Total Project Cost:	$151,250		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

The project is to define an area where a regional stormwater quality treatment facility may be located and to provide a design for its construction. These design drawings will be provided to developers for their use in development of the Brookman Area (Areas 54/55). This level of work will not have any impact on Public Works maintenance staff. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of City SDC and CWS SWM CIP reimbursement monies.

Ongoing Maintenance Description and Estimated Annual Cost

No Public Works maintenance efforts will be required for this phase of the project.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

BROOKMAN AREA (AREA 54/55 EAST) REGIONAL STORMWATER FACILITY

Department:	Engineering	MP Project #:	N/A
Category:	Capital Project – Storm	Navigator Job#	
Total Project Cost:	$847,950		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project constructs a combined regional water quality and detention facility located near the north boundary of Area 54/55, just east of the railroad tracks. This project will treat runoff from future development area before entering the public system and also reduce peak runoff rates. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of City SDC and CWS SWM CIP reimbursement monies.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance will consist of inspection and cleaning the water quality facility to maintain its functionality. This work will be performed on a yearly basis.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

BROOKMAN ROAD (AREA 54/55 WEST) REGIONAL STORMWATER FACILITY

Department:	Engineering	MP Project #:	N/A
Category:	Capital Project – Storm	Navigator Job#	
Total Project Cost:	$427,950		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project constructs a combined regional water quality and detention facility located between Old Highway 99W and Middleton Road, just north of the railroad tracks. This project will treat runoff from future development area before discharging into Cedar Creek and also reduce peak runoff rates. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of City SDC and CWS SWM CIP reimbursement monies.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance will consist of inspection and cleaning the water quality facility to maintain its functionality. This work will be performed on a yearly basis.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

AREA 48 HEDGES CREEK STORMWATER FACILITY

Department:	Engineering	MP Project #:	N/A
Category:	Capital Project – Storm	Navigator Job#	
Total Project Cost:	$1,050,000		

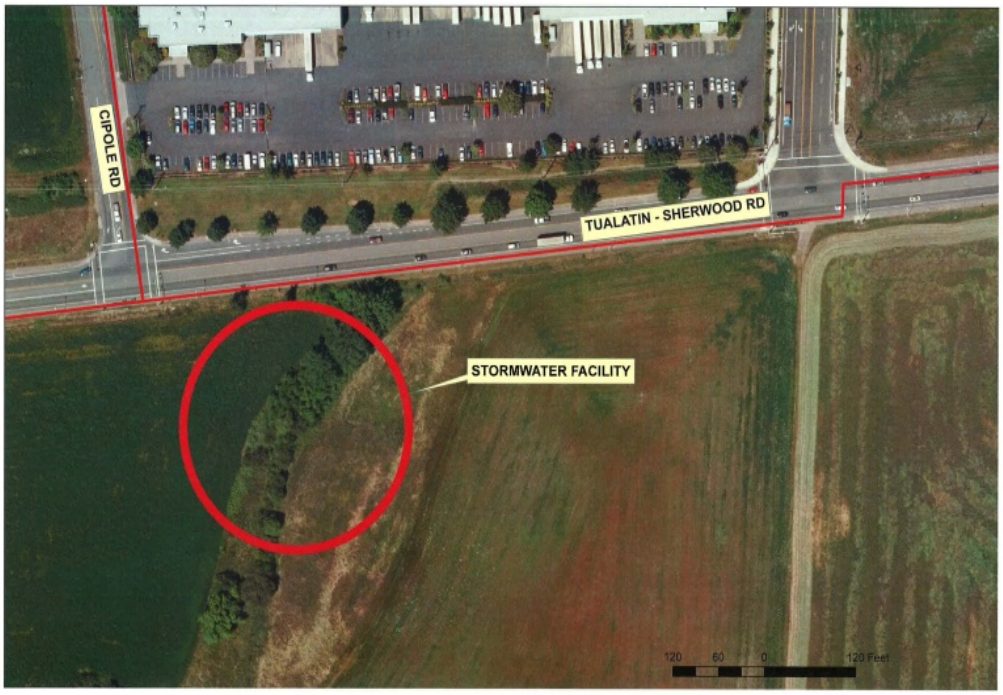
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project constructs a regional water quality and possible detention facility located on the south side of Tualatin-Sherwood Road across from Cipole Road. This project will treat runoff from future development area discharging into Hedges Creek. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of City SDC and CWS SWM CIP reimbursement monies.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance will consist of inspection and cleaning the water quality facility to maintain its functionality. This work will be performed on a yearly basis.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

AREA 48 COFFEE LAKE CREEK STORMWATER FACILITY

Department:	Engineering	MP Project #:	N/A
Category:	Capital Project – Storm	Navigator Job#	
Total Project Cost:	$500,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project constructs a regional water quality facility to treat runoff from future development area, located on the southeast corner of Area 48. This facility may also include detention time to reduce impacts to existing downstream culverts. Project funding has not been identified, nor has a project design/construction schedule been established. The expectation is that funding will consist of a combination of City SDC and CWS SWM CIP reimbursement monies.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance will consist of inspection and cleaning the water quality facility to maintain its functionality. This work will be performed on a yearly basis.



☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

STORMWATER SYSTEM DEVELOPMENT CHARGE UPDATE ANALYSIS

Department:	Engineering	MP Project #:	N/A
Category:	Capital project - planning	Navigator Job#	
Total Project Cost:	$20,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low
Project Description			
Review and update SDC methodology as needed to ensure adequate funding is available for needed projects			
Ongoing Maintenance Description and Estimated Annual Cost			
N/A			

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CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULES

☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

SOUTH TONQUIN EMPLOYMENT AREA SANITARY SEWER MAINLINE EXTENSION

Department:	Engineering	MP Project #:	SS MP #1
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$630,388		

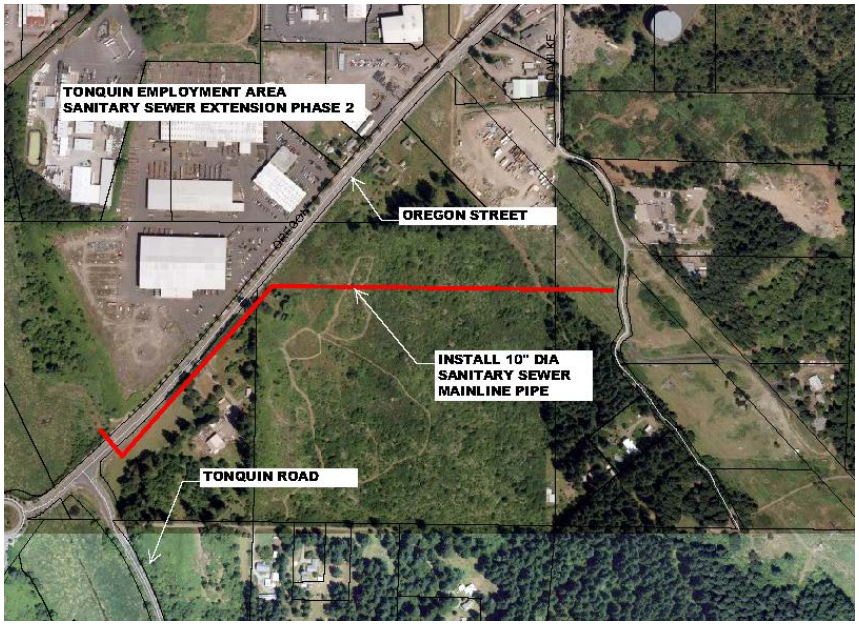
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes installation of approximately 2,700 lf of 10-inch diameter sanitary sewer mainline pipe from public trunk line located in Tonquin Road, east along the middle of the Tonquin Employment Area (TEA) to provide access to public sanitary sewer facilities for serving future TEA site development. Anticipate that need for mainline pipe installation will be within 5-years, or near term. Construction of mainline will be performed by private development in coordination with site development. SDC credits for oversizing the mainline pipe (between the standard 8-inch and required 10-inch size) will be available.

Ongoing Maintenance Description and Estimated Annual Costs

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULES

☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

NORTH TONQUIN EMPLOYMENT AREA SANITARY SEWER MAINLINE EXTENSION

Department:	Engineering	MP Project #:	SS MP #2
Category:	Capital Improvements	Navigator Job#	
Total Project Cost:	$2,370,000		

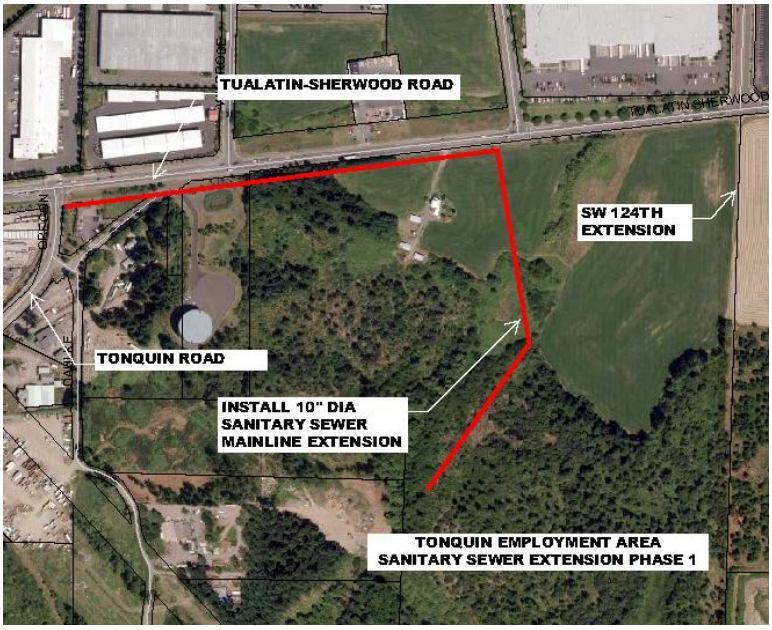
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes installation of approximately 4,100 lf of 10-inch diameter sanitary sewer mainline pipe from public trunk line located in Oregon Street, extending east along the Tualatin-Sherwood Road Frontage and extending into the Tonquin Employment Area (TEA) from the north to approximately mid-site, to provide access to public sanitary sewer facilities for serving future TEA site development. Anticipate that the need for installation of the mainline pipe will be within 5-years, or near term. Construction of mainline will be performed by private development in coordination with site development. SDC credit for oversizing the mainline pipe (between the standard 8-inch and required 10-inch size) will be available.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

BROOKMAN AREA SANITARY SEWER TRUNK LINE EXTENSION

***Note: This project was redefined as the project on page SS-25.**

Department:	Engineering	MP Project #:	SS MP #3
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$1,889,378		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

~~This project includes installation of approximately 5,500 lf of 10-inch diameter PVC sanitary sewer mainline pipe from public trunk line located at the existing City limits between Cobble Court and Redfern Avenue, within the wetlands corridor. The 10-inch line size provides service to the Brookman Area only. If the line is to also serve the Sherwood West Concept Area, then the line size will be increased to 15-inch diameter HDPE. It is anticipated that construction of the pipeline to service the Brookman Area is within 5-years, or near term. Upsizing of the line to 15-inch will depend on the development pressure exhibited by the Sherwood West Concept Area at the time of development within the Brookman Area. SDC credits for oversizing the trunk line (between the standard 8-inch and required 10-inch or 15-inch size) will be available.~~

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection meeting CWS reporting requirements.



☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

ROCK CREEK SANITARY TRUNK LINE UP-SIZING PROJECT PHASE 1, ONION FLATS TO 70 FEET SOUTH OF TUALATIN-SHERWOOD ROAD

Department:	Engineering	MP Project #:	SS MP #4
Category:	Capital Improvement	Navigator Job#	408
Total Project Cost:	$ 2,076,906		

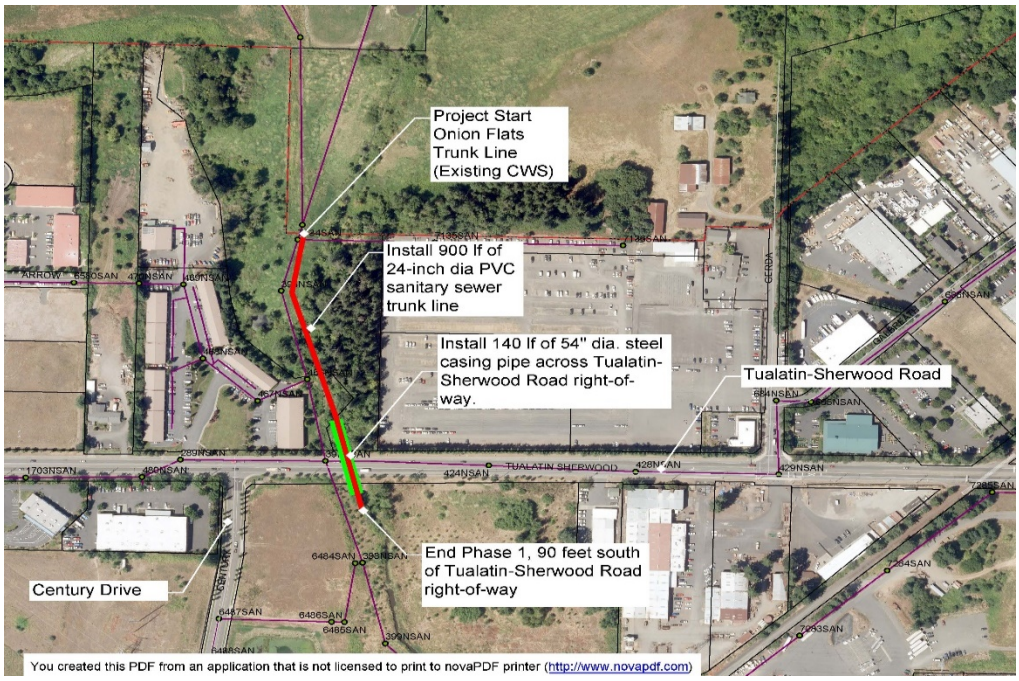
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☒ Replacement	☒ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes up-sizing approximately 900 lf of 18" diameter sanitary trunk line to 24" diameter trunk line, commencing where Onion Flats trunk line up-sizing (by CWS in 2016) was completed and ending 70 feet south of the Tualatin-Sherwood Road right-of-way. Project includes installation of 54" diameter casing pipe under the Tualatin-Sherwood Road right-of-way. Since project is up-sizing of large diameter trunk line, funding of project construction will primarily include CWS sanitary SDC's. Timing of project construction is critical so as to be in advance of construction of WWSP 66" diameter water line and Tualatin-Sherwood Road widening improvements.

Ongoing Maintenance Description and Estimated Annual Cost

CWS would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

OLD TOWN SANITARY SEWER MAINLINE REPLACEMENT

Department:	Engineering	MP Project #:	SS MP #8
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$238,508		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☒ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes installing approximately 3,214 lf of 8" diameter PVC sanitary sewer mainline pipe, replacing all Old Town mid-block sanitary mainline pipes which are undersized and deficient in service capacity and condition. Project would be funded from City sanitary improvement SDCs. Project would include asphalt paving of alley way surfaces, which would be funded separately from transportation SDCs.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

SW WASHINGTON STREET & SW SCHAMBURG DRIVE SANITARY SEWER UPGRADE

***Note: This project is being phased and incorporated into the Schamburg Street improvement project.**

Department:	Engineering	MP Project #:	SS MP #9
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$580,225		

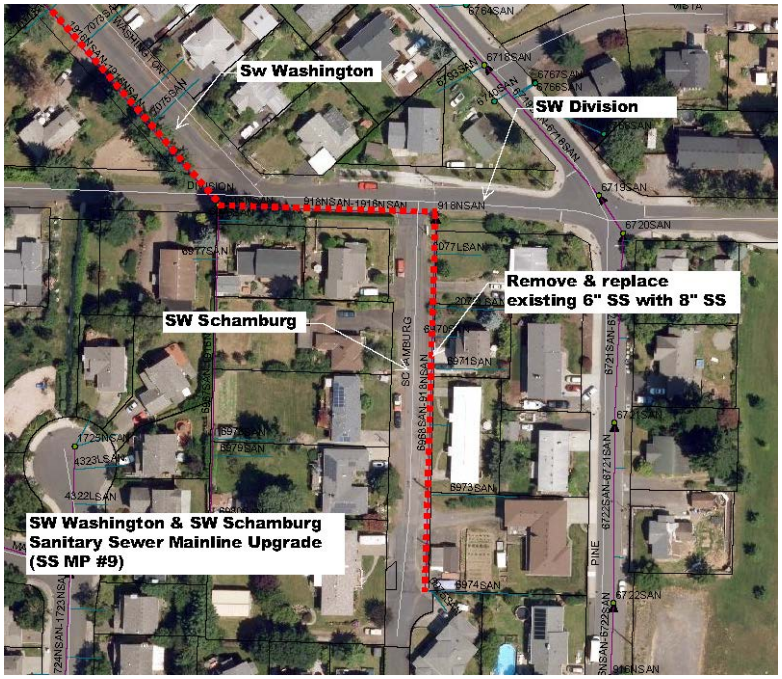
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☒ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes approximately 1,100 lf of removal and replacement of existing 6" diameter sanitary sewer mainline pipe with 8" diameter sanitary sewer mainline pipe. Commencing on Washington Street and ending at the end of Schamburg Drive. Project replaces undersized pipe to meet City standards, improve serviceability, and increase system life cycle.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

ROCK CREEK SANITARY SEWER TRUNK LINE UPSIZING PHASE 2, END PHASE 1 UPSIZING TO OREGON STREET

Department:	Engineering	MP Project #:	SS MP #10
Category:	Capital Improvement	Navigator Job#	409
Total Project Cost:	$2,5101,01		

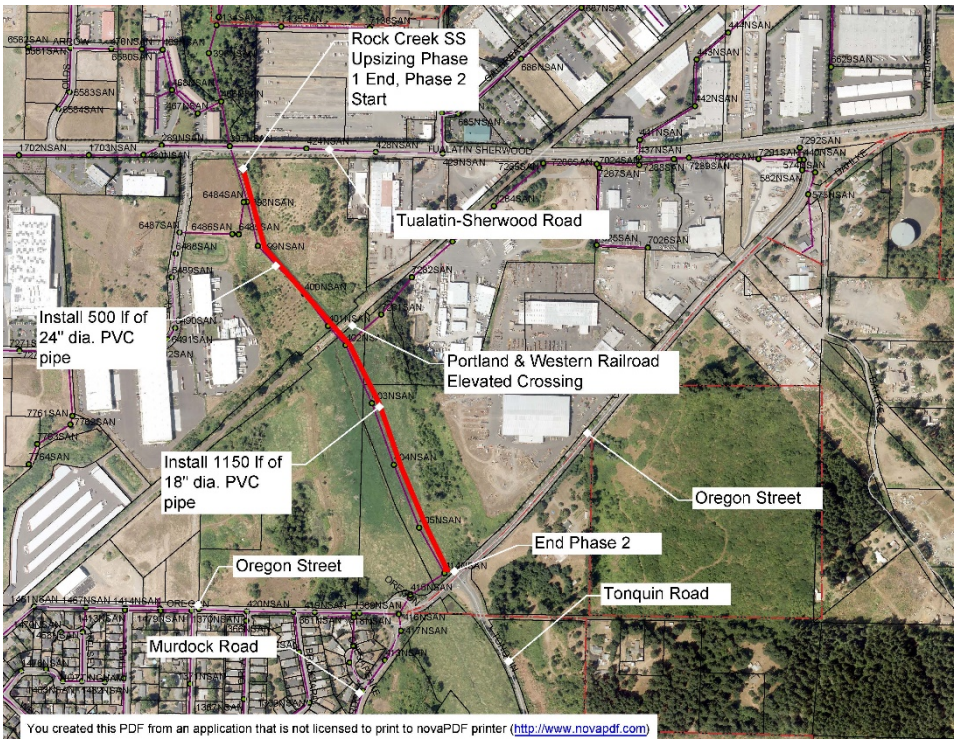
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☒ Replacement	☒ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes replacement of approximately 500 lf of 18" diameter RCP sanitary sewer trunk line with 24" diameter PVC pipe, and replacing approximately 2,600 lf of existing 15" diameter RCP sanitary sewer trunk pipeline with 18" diameter PVC sanitary sewer trunk line between the end of the Rock Creek SS Upsizing Phase 1 project, under the P&W Railroad right-of-way and ending near Oregon Street, Replacement needed due to existing system deficit condition and to provide capacity for future development. Anticipate need for replacement to be near term (within 5 years). Construction funding will be combination of CWS and City SS SDC funds,

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new 18" diameter facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

UPSIZE/REMOVE & REPLACE SANITARY SEWER PIPE – PARK STREET, PARK ROW AVENUE, COLUMBIA STREET, FOUNDRY AVENUE, & DIVISION STREET

Department:	Engineering	MP Project #:	SS MP #11
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$1,980,439		

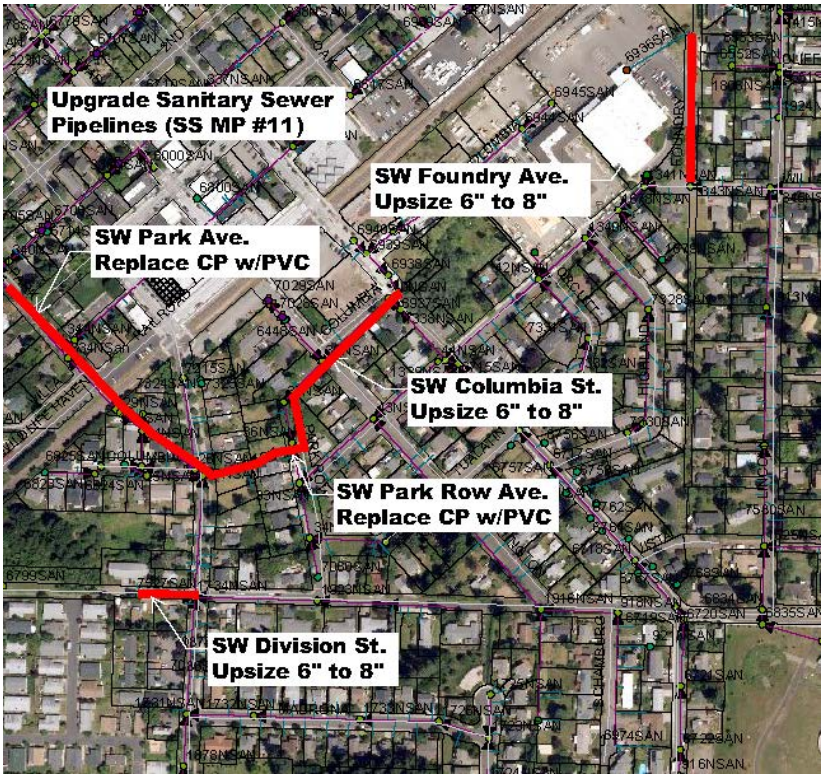
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes remove and replace existing concrete sewer pipe due to condition issues, and replace existing 6-inch diameter concrete sanitary mainline with 8-inch diameter PVC sanitary mainline pipe. Long term replacement/upgrade project, to increase system serviceability to existing residents.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection to meet CWS reporting requirements.



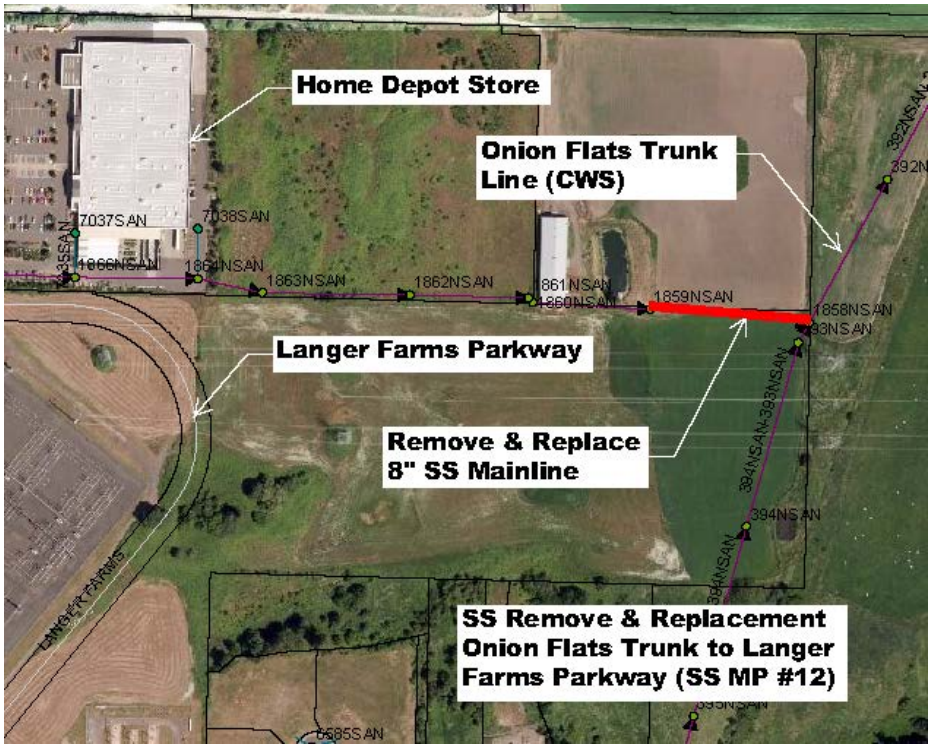
☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SANITARY SEWER REPLACEMENT – ONION FLATS TRUNK WEST TOWARDS LANGER FARMS PARKWAY

Department:	Engineering	MP Project #:	SS MP #12
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$90,699		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description
This project includes removal and replacement of approximately 300 lf of 8-inch diameter concrete sanitary sewer pipe with 8-inch diameter PVC sanitary sewer pipe. Replacement needed due to pipe condition and possible future failure issues.
Ongoing Maintenance Description and Estimated Annual Cost
Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

MCKILLIAN INDUSTRIAL AREA SANITARY SEWER MAINLINE UPSIZING

Department:	Engineering	MP Project #:	SS MP #13
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$380,149		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes removing and replacing approximately 800 lf of 8" CP with 10" PVC pipe, from Tualatin-Sherwood Road, paralleling Galbreath Dr., ending at the Wild Rose Ave. industrial park boundary. Replacement needed due to pipe condition and future serviceability. This is a long term project goal.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SW LADD HILL ROAD – SANITARY SEWER MAINLINE REPLACEMENT

Department:	Engineering	MP Project #:	SS MP #14
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$22,894		

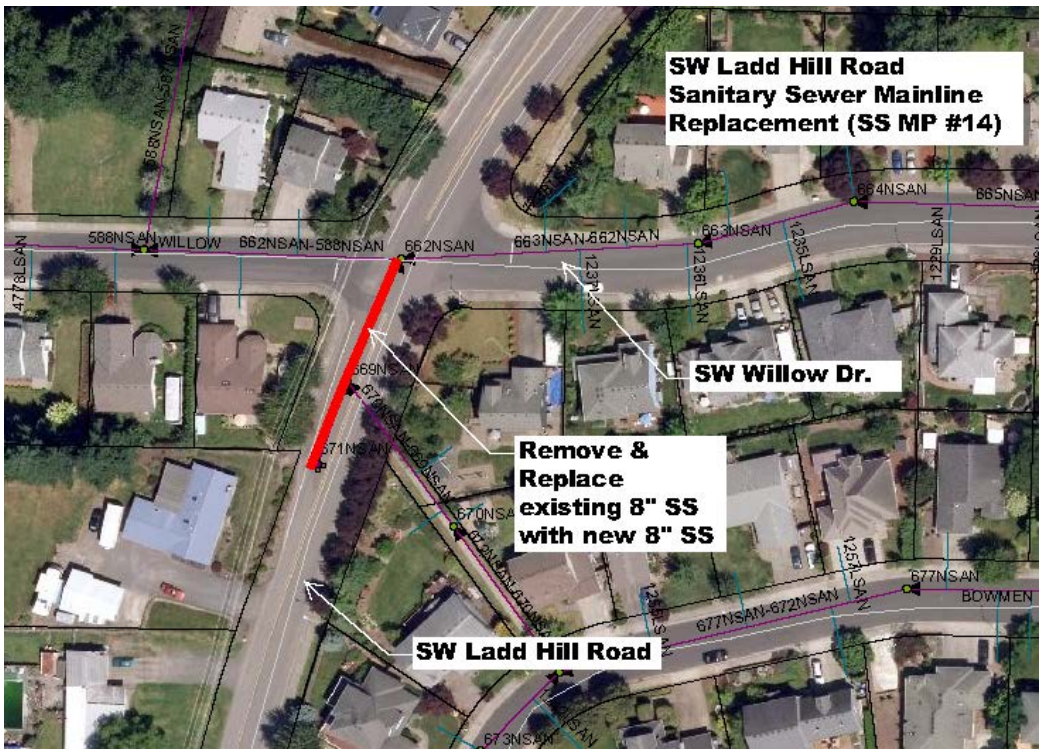
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes removing and replacing approximately 100 lf of 8" CP with 10" PVC pipe, from the intersection of SW Willow Drive, south. Replacement needed due to pipe condition and future serviceability. This is a long term project goal.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SW FOREST AVENUE – BURIED MANHOLE

Department:	Engineering	MP Project #:	SS MP #15
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$4,259		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☒ Maintenance	☐ High ☐ Medium ☒ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes uncovering a sanitary sewer manhole located within SW Forest avenue, determining the condition, and making repairs as needed to re-establish structural condition and flow capacity. This is a long term project goal.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SW HANDLEY STREET – SANITARY SEWER MANHOLE MAINTENANCE

Department:	Engineering	MP Project #:	SS MP #16
Category:	Maintenance	Navigator Job#	
Total Project Cost:	$5,574		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☒ Maintenance	☐ High ☐ Medium ☒ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes repair or replacement of sanitary sewer manhole due to condition deficiencies. This is a long term project goal (+20yr).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

15" DIAMETER SANITARY SEWER TRUNK LINE REPLACEMENT

Department:	Engineering	MP Project #:	SS MP #17
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$339,046		

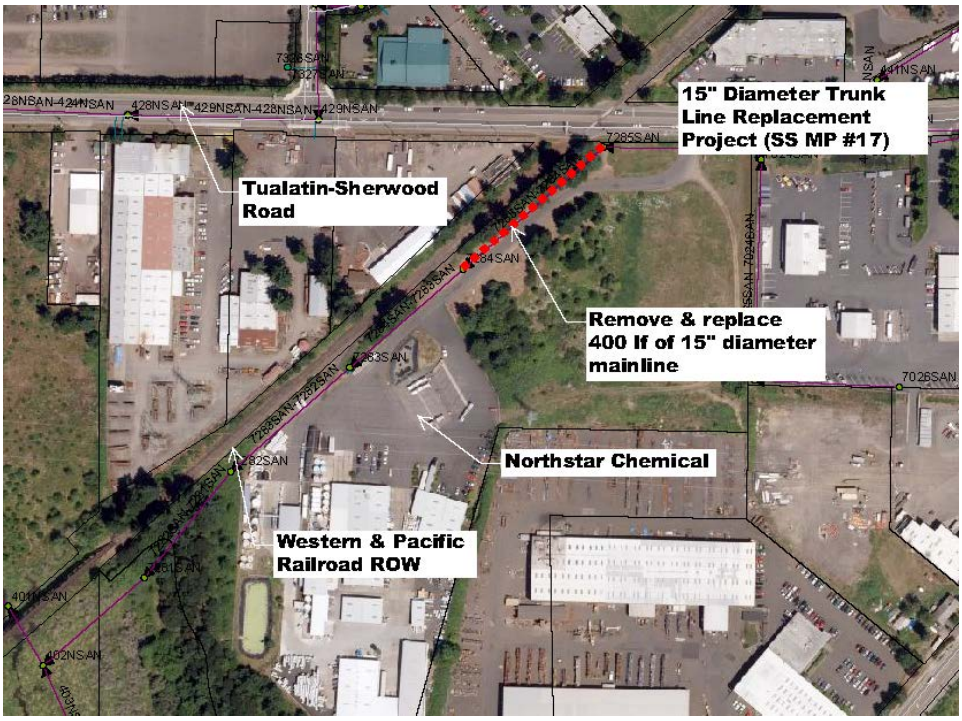
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes removing and replacing approximately 400 lf of 15" HDPE with 15" HDPE pipe, from Tualatin-Sherwood Road, paralleling Western & Pacific ROW. Replacement needed due to adverse pipe slope and future serviceability. This is a long term project goal.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

SW ORCUTT PLACE – SANITARY SEWER MAINLINE REPLACEMENT

Department:	Engineering	MP Project #:	SS MP #18
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$80,587		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes removing and replacing approximately 400 lf of existing 6" sanitary pipe with 8" PVC pipe, from Willamette St to end of cul-de-sac. Replacement needed due to pipe condition and future serviceability. This is a long term project goal.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SW HIGHLAND DRIVE – SANITARY SEWER MAINLINE REPLACEMENT

Department:	Engineering	MP Project #:	SS MP #19
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$140,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes removing and replacing approximately 600 lf of existing sanitary pipe with 8" PVC pipe, from SW Willamette St to end of existing limits. Replacement needed due to pipe condition and future serviceability. This is a long term project goal.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

SW GLENEAGLE DRIVE – SANITARY SEWER LINE REPLACEMENT

Department:	Engineering	MP Project #:	SS MP #20
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$49,850		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes removing and replacing approximately 100 lf of 8" RCP with 10" PVC pipe. Replacement needed due to pipe condition and future serviceability. This is a long term project goal (+20 yr)

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 17-18**

SW PINE STREET SANITARY SEWER IMPROVEMENT

Department:	Engineering	MP Project #:	SS MP #21
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$277,849		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes installing approximately 600 lf of 8" PVC pipe, from SW Sunset Blvd. to crest of SW Pine Street. Installation of pipe necessary to provide service to lots currently unserved, and underserved. This is a near term project.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

OLD TOWN LATERAL REPLACEMENT

Department:	Engineering	MP Project #:	SS MP #22
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$771,053		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes removing and replacing sanitary sewer lateral mainlines that run mid-block through the Old Town district. Replacement needed due to pipe condition and future serviceability. This is a long term project goal.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

SANITARY SEWER MASTER PLAN UPDATE

Department:	Engineering	MP Project #:	SS MP #25
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$250,035		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description
The Sanitary Sewer Master Plan is scheduled to be updated in a 5-year standard cycle. The update will take into account system performance over time, system expansion, and system conditions along with any new regulation requirements. This is a mid-term project.
Ongoing Maintenance Description and Estimated Annual Cost
There is no anticipated annual maintenance costs associated with the Master Plan update.

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 16-17**

ROCK CREEK TRUNK LINE REPLACEMENT PROJECT

Department:	Engineering	MP Project #:	SS MP CWS-1
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$2,429,973		

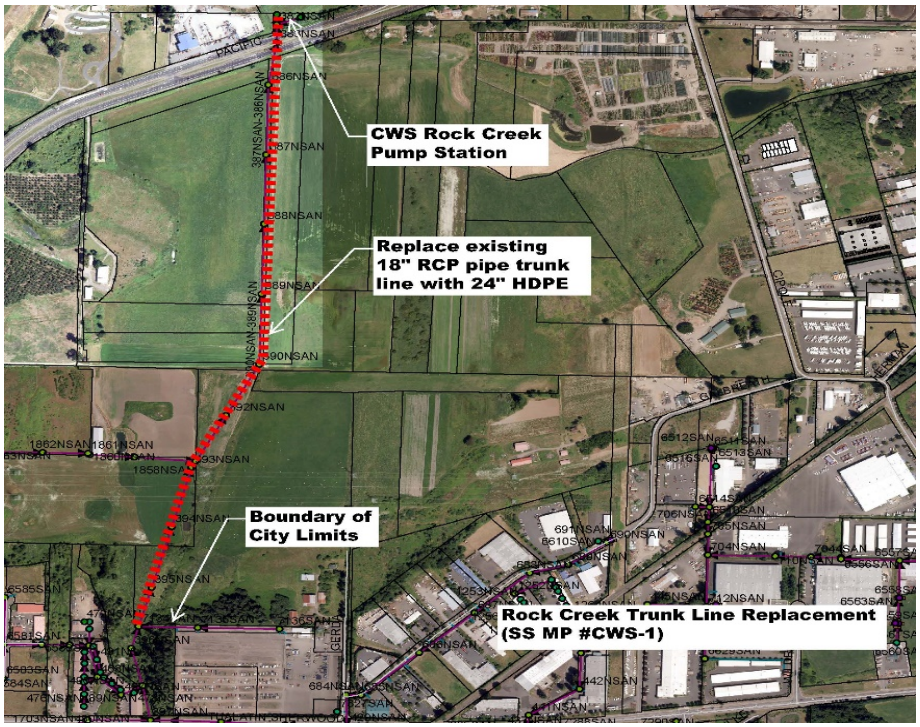
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes reconstructing the Rock Creek Trunk Line, changing the alignment and upsizing the pipe from the northern City limits to the Sherwood Sanitary Sewer Pump Station. Project will be funded, designed and constructed by CWS.

Ongoing Maintenance Description and Estimated Annual Cost

CWS will have long term maintenance responsibility for the trunk line. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

SHERWOOD PUMP STATION

Department:	Engineering	MP Project #:	SS MP #CWS-2
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	TBD by CWS		

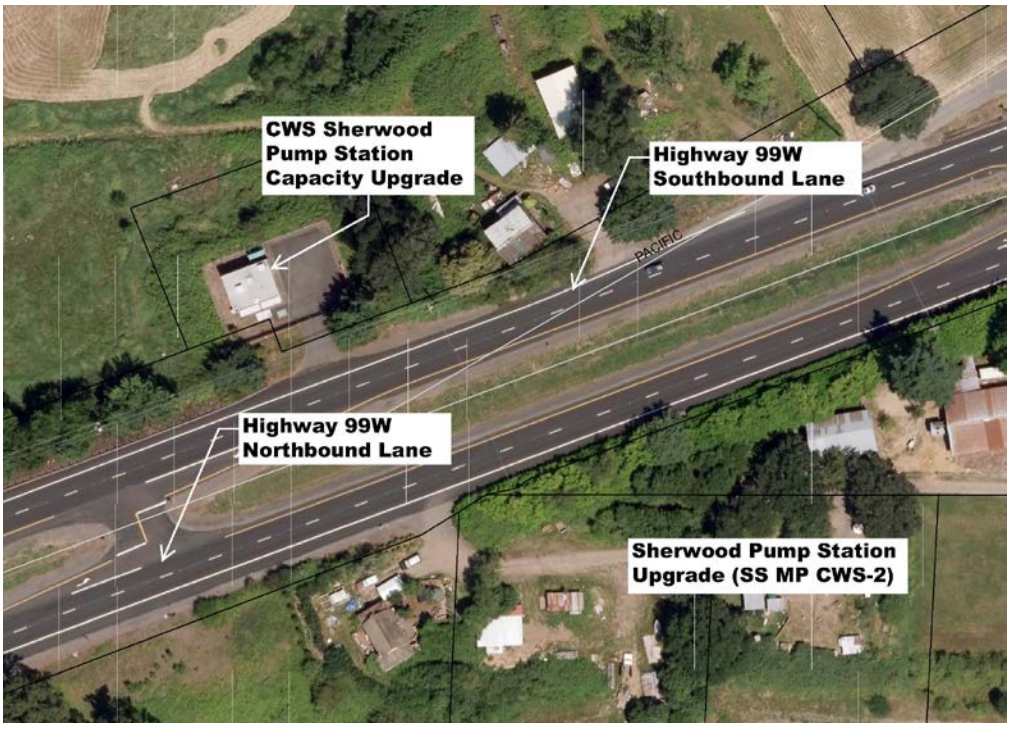
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes increasing the capacity of the pump station's existing equipment to handle the increase in flow from future City development areas (Tonquin Employment Area, Brookman Area, Sherwood West Area). This project will be funded, designed and constructed by CWS. Timing of the development will be based on development demand.

Ongoing Maintenance Description and Estimated Annual Cost

CWS would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

UPPER TUALATIN INTERCEPTOR IMPROVEMENT PROJECT

Department:	Engineering	MP Project #:	SS MP #CWS-3
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	TBD by CWS		

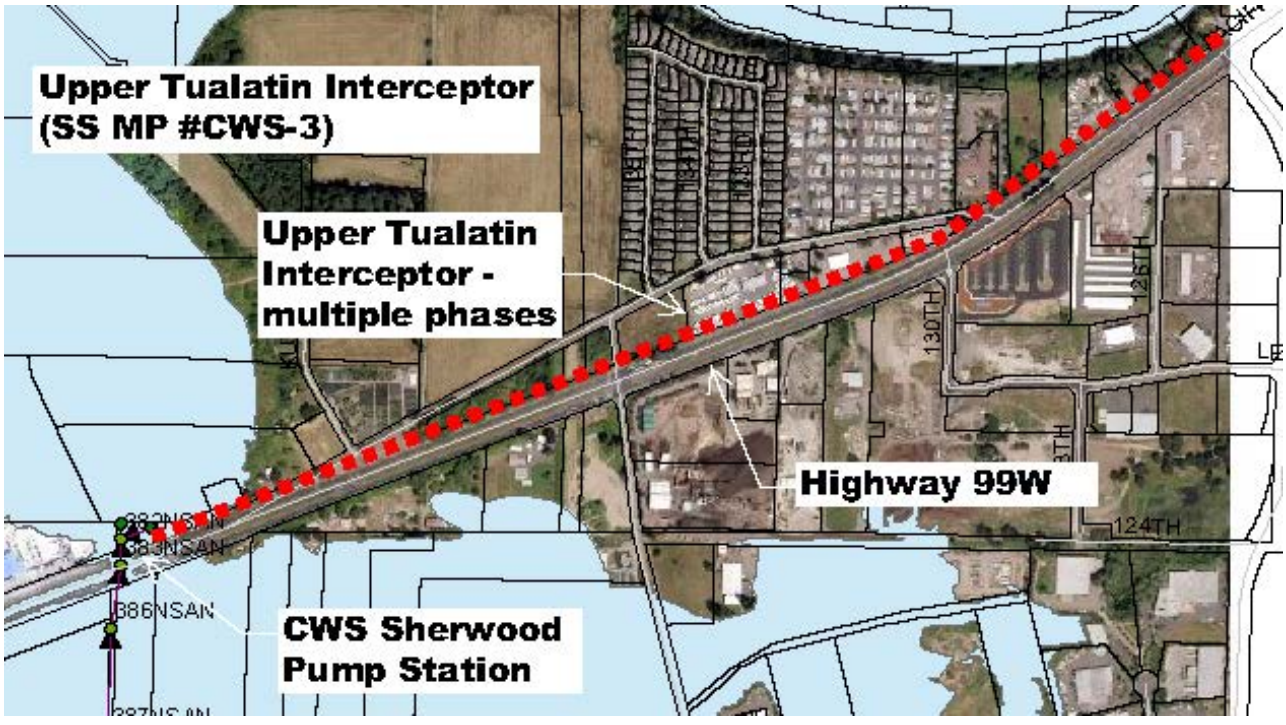
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes installation of new interceptor pipe from the Sherwood Pump Station to the Upper Tualatin Interceptor trunk line. Project will be funded, designed and constructed by CWS. Timing of project is based on future City development projects, and system capacity.

Ongoing Maintenance Description and Estimated Annual Cost

CWS will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

SHERWOOD TRUNK LINE UPSIZING PROJECT

Department:	Engineering	MP Project #:	SS MP #CWS-4
Category:	Capital Improvement	Navigator Job#	
Total Project Cost:	$7,130,000		

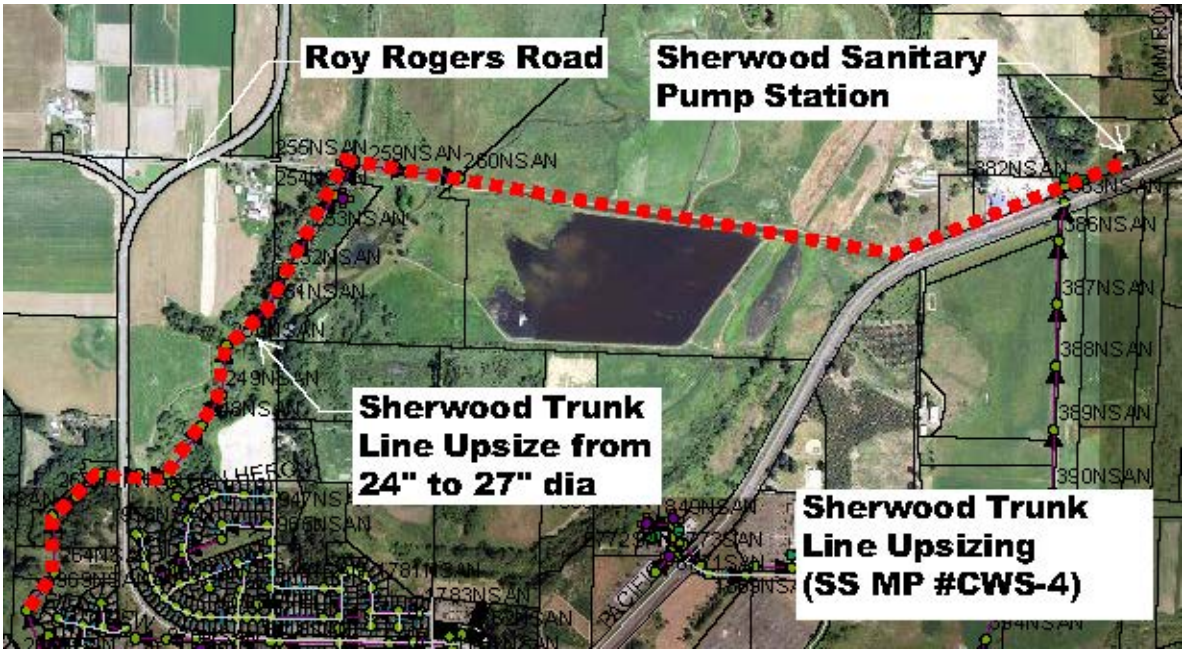
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes upsizing the existing 24" trunk to a 27" trunk line. Project will be funded, designed, and constructed by CWS. Project timeline is based on existing system capacity and condition, relative to future City development areas.

Ongoing Maintenance Description and Estimated Annual Cost

CWS will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

BROOKMAN SANITARY TRUNK LINE EXTENSION

Department:	Engineering	MP Project #:	CWS-1
Category:	Capital Project-Sanitary	Navigator Job#	410
Total Project Cost:	$23,250 *City Share Only		Redefines Project SS MP#3

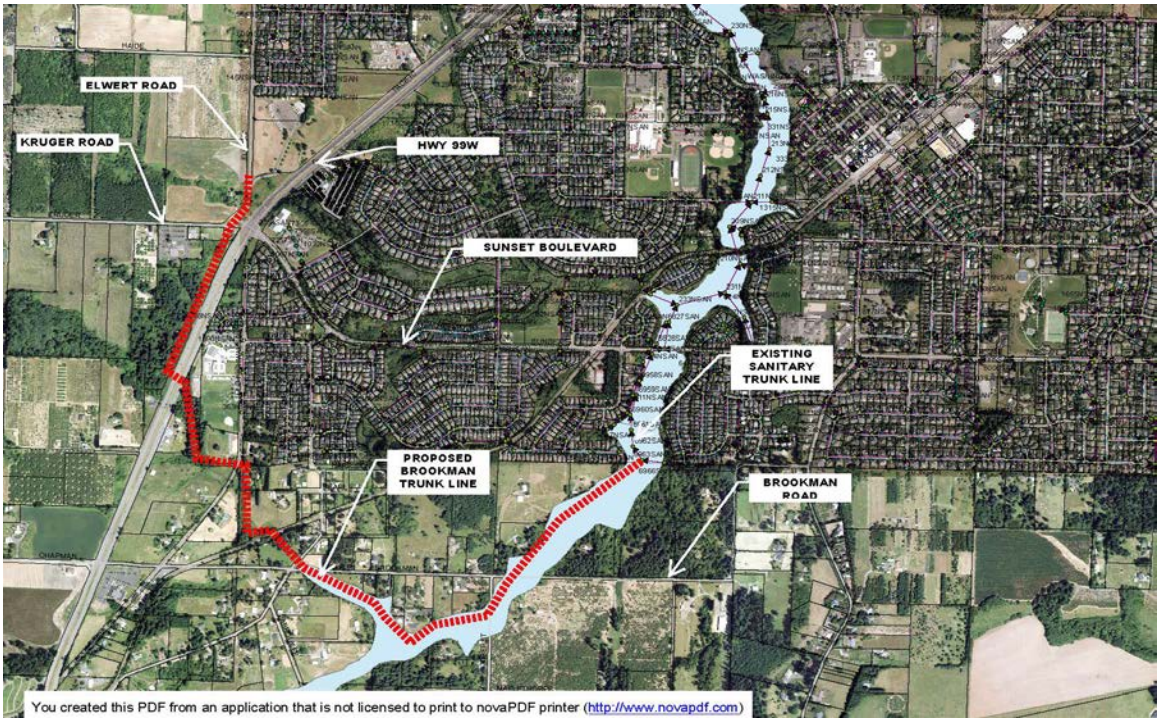
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project extends a public sanitary conveyance system mainline through the Brookman Area annexed property, west and north to serve the Sherwood West annexation property. This mainline extension will provide service for the future growth of both annexed areas. Funding will primarily come from CWS sanitary sewer SDC funds and from private development expansion within the area in the form of a CWS reimbursement district overlay payments. Project redefines and replaces project SS MP#3 listing.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance will consist mostly of inspection of the conveyance system on a bi-weekly basis and cleaning once every 5 to 10 years.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 16-17**

SUNSET BOULEVARD / PINE STREET SANITARY SEWER EXTENSION

Department:	Engineering	MP Project #:	SS MP #21
Category:	Capital Project-Sanitary	Navigator Job#	
Total Project Cost:	$252,800		

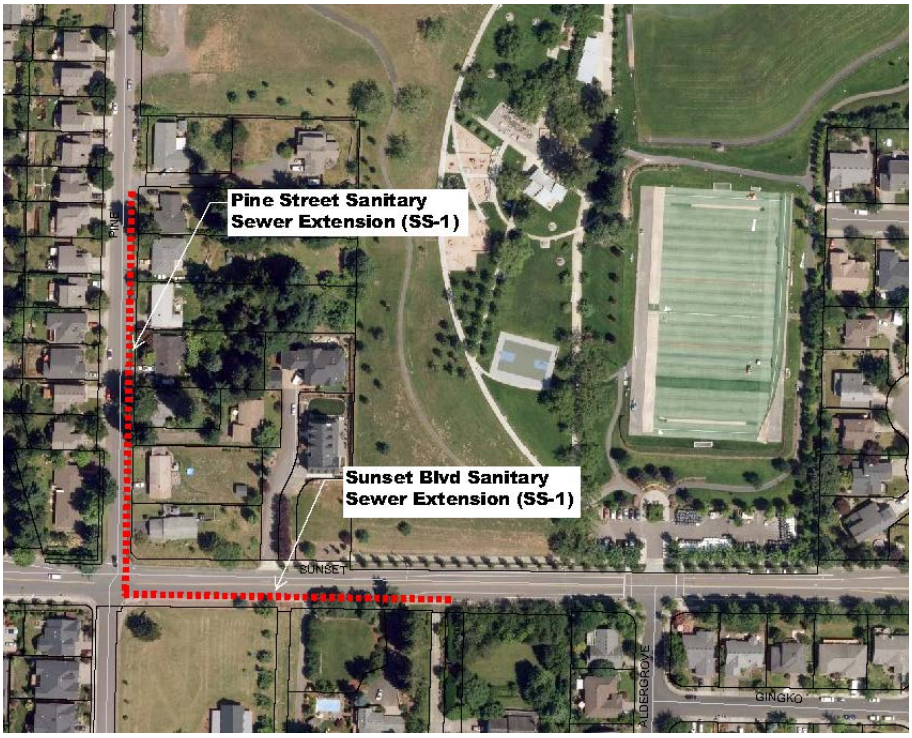
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

The project extends the existing sanitary sewer mainline within Sunset Boulevard, east 130 feet to serve several properties which currently rely on septic tanks. As these properties septic systems fail, access to the public sanitary sewer will allow connection of service laterals from the properties. Funding for this project will come from sanitary SDC's.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regular maintenance of the mainline meeting CWS standards.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 20-21**

GALBREATH DRIVE SANITARY SEWER EXTENSION

Department:	Engineering	MP Project #:	N/A
Category:	Capital Project-Sanitary	Navigator Job#	411SS
Total Project Cost:	$140,560		

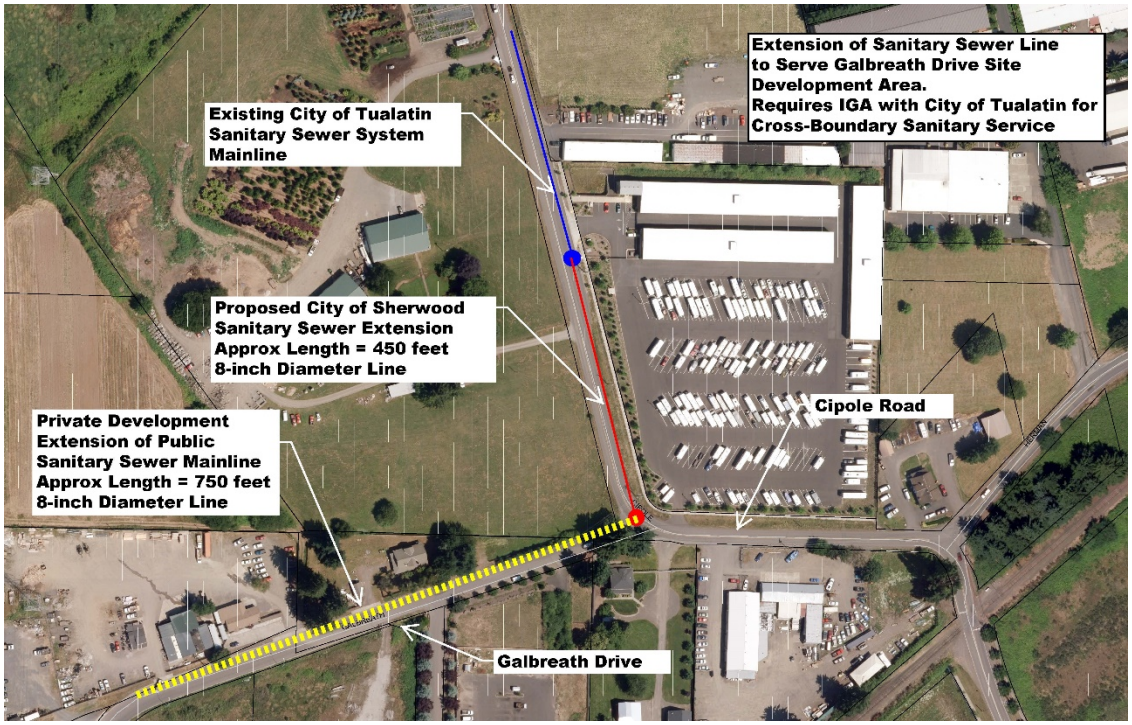
Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project extends the existing City of Tualatin sanitary sewer mainline south approximately 450-feet within Cipole Road to the intersection of Galbreath Drive. Private development will then extend the public main west approximately 750-feet within Galbreath Drive. This extension will serve a currently unserved area of the City of Sherwood development area. An IGA between the City of Sherwood, the City of Tualatin, and CWS will be required to document the cross jurisdictional boundary flow, and to formalize maintenance and service billing requirements.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULES

☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

SANITARY SEWER SYSTEM DEVELOPMENT CHARGE UPDATE ANALYSIS

Department:	Engineering	MP Project #:	N/A
Category:	Capital project - planning	Navigator Job#	
Total Project Cost:	$20,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low
Project Description			
Review and update SDC methodology as needed to ensure adequate funding is available for needed projects			
Ongoing Maintenance Description and Estimated Annual Cost			
N/A			

CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

☒ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

WIF CAPACITY IMPROVEMENTS TO 6.2 MGD

Department:	Public Works	MP Project #:	
Category:	Water Supply	Navigator Job#	305
Total Project Cost:	$684,833		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low
Project Description			
City share of Willamette Governance Group's capacity improvements at the water treatment plant.			
Ongoing Maintenance Description and Estimated Annual Cost			
N/A			



CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

TVWD CAPACITY IMPROVEMENTS 6.2 TO 9.7 MGD

Department:	Public Works	MP Project #:	
Category:	Water Supply	Navigator Job#	
Total Project Cost:	$806,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low
Project Description			
City contribution to TVWD capacity improvements at the water treatment plant.			
Ongoing Maintenance Description and Estimated Annual Cost			
N/A			



CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

WRWTP SURGE MITIGATION

***Note: Folded into the 20 MGD plant expansion on page W-4.**

Department:	Public Works	MP Project #:	WRWTP-
Category:	Water Supply	Navigator Job#	
Total Project Cost:	$622,514		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low
Project Description			
City's contribution towards surge mitigation at the Willamette River Water Treatment Plant.			
Ongoing Maintenance Description and Estimated Annual Cost			
N/A			



☒ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

WRWTP 20.0 MGD EXPANSION

Department:	Public Works	MP Project #:	
Category:	Water Supply	Navigator Job#	306
Total Project Cost:	$8,428,863		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description
City contribution to Willamette River Water Treatment Plant expansion to accommodate 20.0 mgd. This includes upgrades for life safety, seismic retrofits, etc.
Ongoing Maintenance Description and Estimated Annual Cost
N/A



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

WRWTP LIFE SAFETY REPAIRS

***Note: Folded into the 20 MGD plant expansion on page W-4.**

Department:	Public Works	MP Project #:	WRWTP-
Category:	Water Supply	Navigator Job#	320WA
Total Project Cost:	$35,877		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low
Project Description			
City's contribution towards necessary repairs and upgrades for life safety repairs at the Willamette River Water Treatment Plant.			
Ongoing Maintenance Description and Estimated Annual Cost			
N/A			



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

WRWTP SEISMIC RETROFITS

***Note: Folded into the 20 MGD plant expansion on page W-4.**

Department:	Public Works	MP Project #:	WRWTP-
Category:	Water Supply	Navigator Job#	321WA
Total Project Cost:	$488,297		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description
City contribution towards seismic upgrades at the Willamette River Water Treatment Plant.
Ongoing Maintenance Description and Estimated Annual Cost
N/A



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

WRWTP 30 MGD EXPANSION

Department:	Public Works	MP Project #:	WRWTP-
Category:	Water Supply	Navigator Job#	
Total Project Cost:	$12,750,778		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low
Project Description			
City contribution to expansion of the Willamette River Water Treatment Plant to get to 30.0 mgd.			
Ongoing Maintenance Description and Estimated Annual Cost			
N/A			



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

PROPOSED 1,600 GPM LADD HILL PUMP STATION

Department:	Public Works	MP Project #:	WTR-P1
Category:	Pump Station	Navigator Job#	
Total Project Cost:	$477,000		

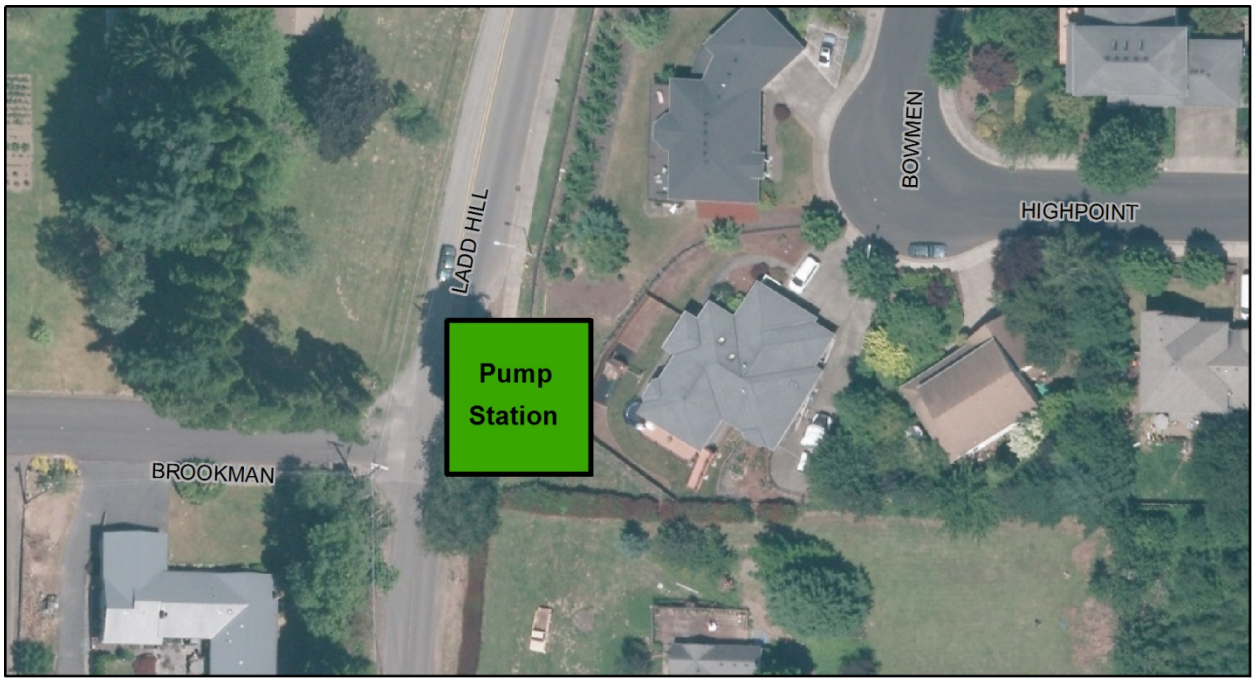
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project constructs a new pump station to serve future customers along Ladd Hill Road in the proposed 400 Brookman Zone.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

PROPOSED 2,400 GPM KRUGER PUMP STATION

Department:	Public Works	MP Project #:	WTR-P2
Category:	Pump Station	Navigator Job#	
Total Project Cost:	$2,547,000		

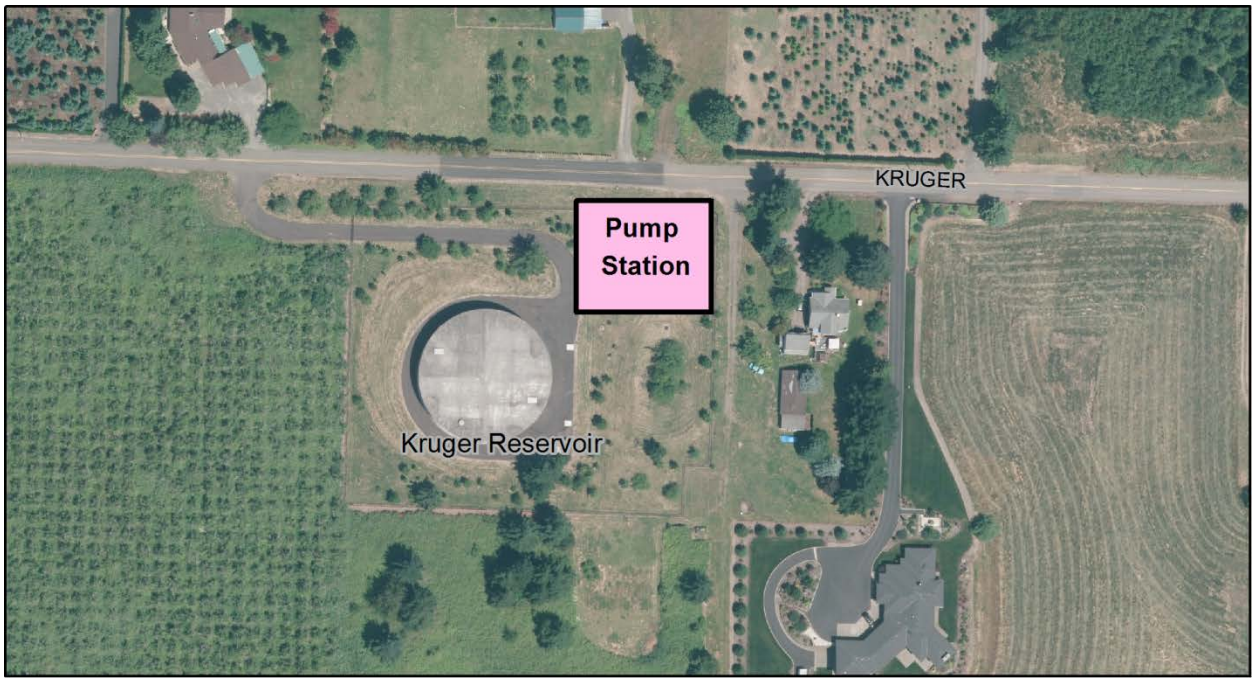
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project constructs a new pump station in the same location as the existing reservoir in order to boost water from the reservoir to provide customers with constant pressure service at an HGL of approximately 630 ft.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

PROPOSED 1,600 GPM EDY ROAD PUMP STATION

Department:	Public Works	MP Project #:	WTR-P3
Category:	Pump Station	Navigator Job#	
Total Project Cost:	$1,505,000		

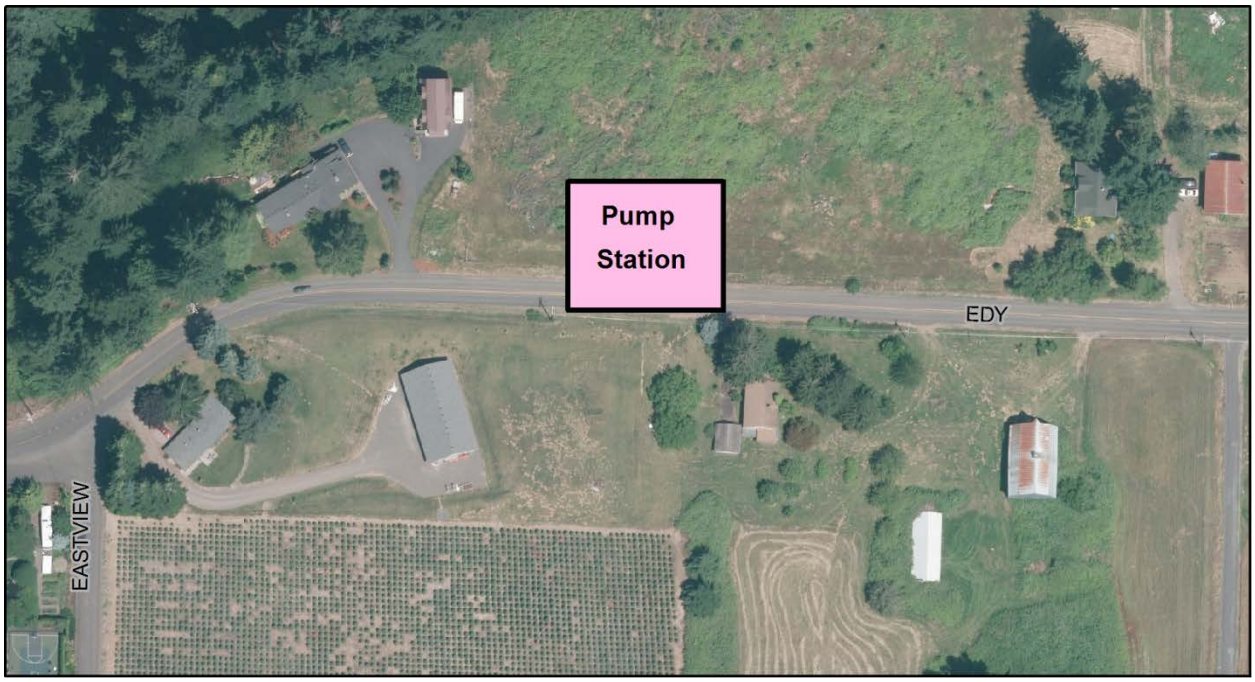
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project constructs a new pump station to serve future high-elevation customers along Edy Road near the western boundary of the West Urban Reserve in the proposed 475 West Zone.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☐ **Project planned, further than 5 years**
- ☒ **Project complete FY 16-17**

FIRE FLOW CAPACITY – MARJORIE STEWART COMMUNITY/SENIOR CENTER

Department:	Public Works	MP Project #:	M-1
Category:	Water Main	Navigator Job#	
Total Project Cost:	$36,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☒ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project will upgrade from an existing 6-inch to 8" line to serve the Sherwood Senior Center (21907 Sherwood Boulevard) from Sherwood Boulevard. The current sized pipeline does not support the necessary fire flow requirement for the land use/occupancy type.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the upgrade to include leak detection, hydrant and valve maintenance. Existing facilities are to be maintained the same. No increase in costs anticipated for ongoing maintenance. .



- ☒ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☐ **Project planned, further than 5 years**
- ☐ **Project complete**

FIRE FLOW CAPACITY – NORTON AVENUE

Department:	Public Works	MP Project #:	M-2
Category:	Water Main	Navigator Job#	
Total Project Cost:	$195,000		

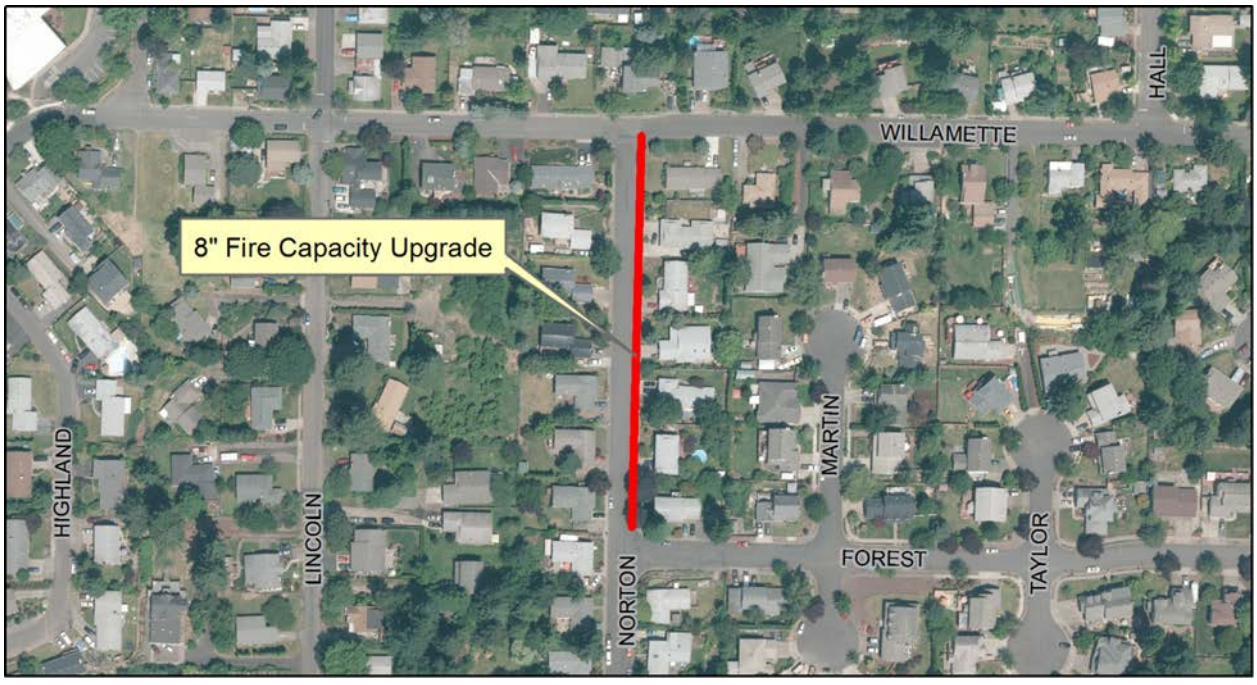
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☒ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project will upgrade 6-inch main along Norton Street from Willamette Street south to fire hydrant at Forest Avenue to an 8" water mainline. The current sized pipeline does not support the necessary fire flow requirement for the land use/occupancy type.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the upgrade to include leak detection, hydrant and valve maintenance. Existing facilities are to be maintained the same. No increase in costs anticipated for ongoing maintenance.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 19-20**

FIRE FLOW CAPACITY – JUNE COURT

Department:	Public Works	MP Project #:	M-60
Category:	Water Main	Navigator Job#	
Total Project Cost:	$90,037		

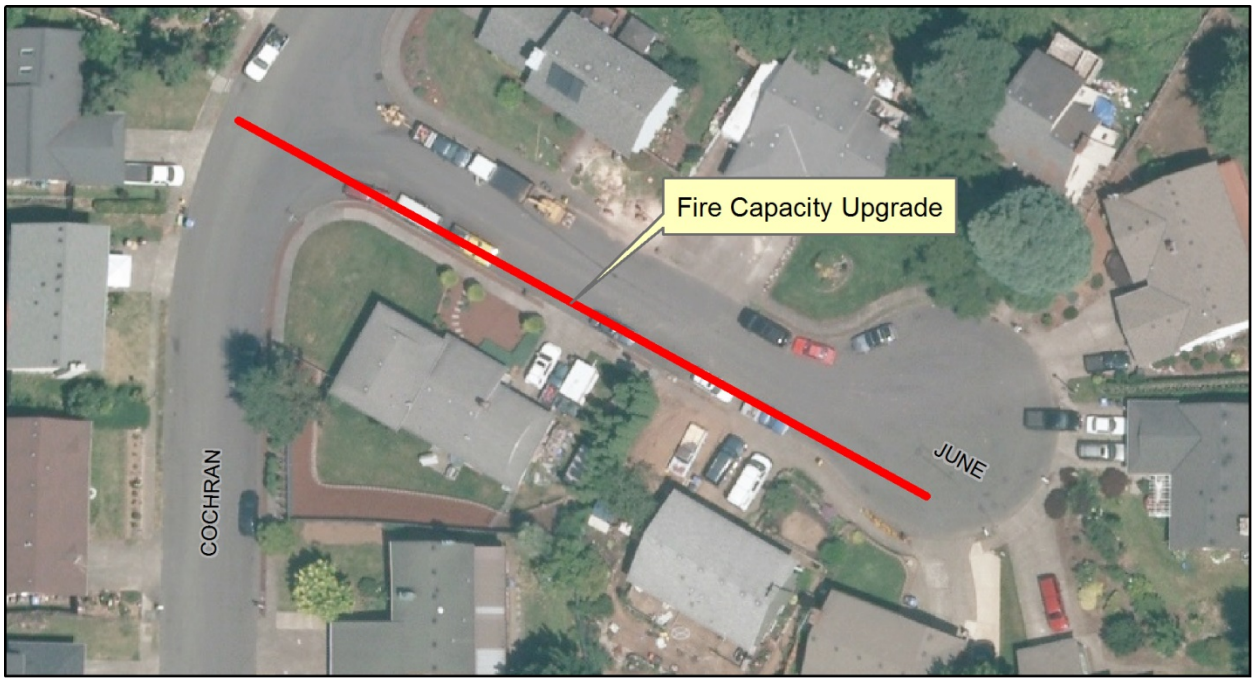
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☒ Maintenance	☐ High ☒ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☒ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project will upgrade 300 feet of 2-inch galvanized main with an addition of a fire hydrant on June Court from Cochran Avenue to end of cul-de-sac.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

EXPANSION TO BROOKMAN – LOOP FROM PROP SW SHERWOOD PRV TO HWY 99W

Department:	Public Works	MP Project #:	M-7
Category:	Water Main	Navigator Job#	
Total Project Cost:	$68,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project will install new main along Old Hwy 99W from existing dead end south of Crooked River Lane to proposed Southwest Sherwood PRV (V-1). Projects to be phased as development proceeds. Funding by private development.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

EXPANSION TO BROOKMAN – LOOP FROM PROP SW SHERWOOD PRV TO HWY 99W

Department:	Public Works	MP Project #:	M-8
Category:	Water Main	Navigator Job#	
Total Project Cost:	$204,000		

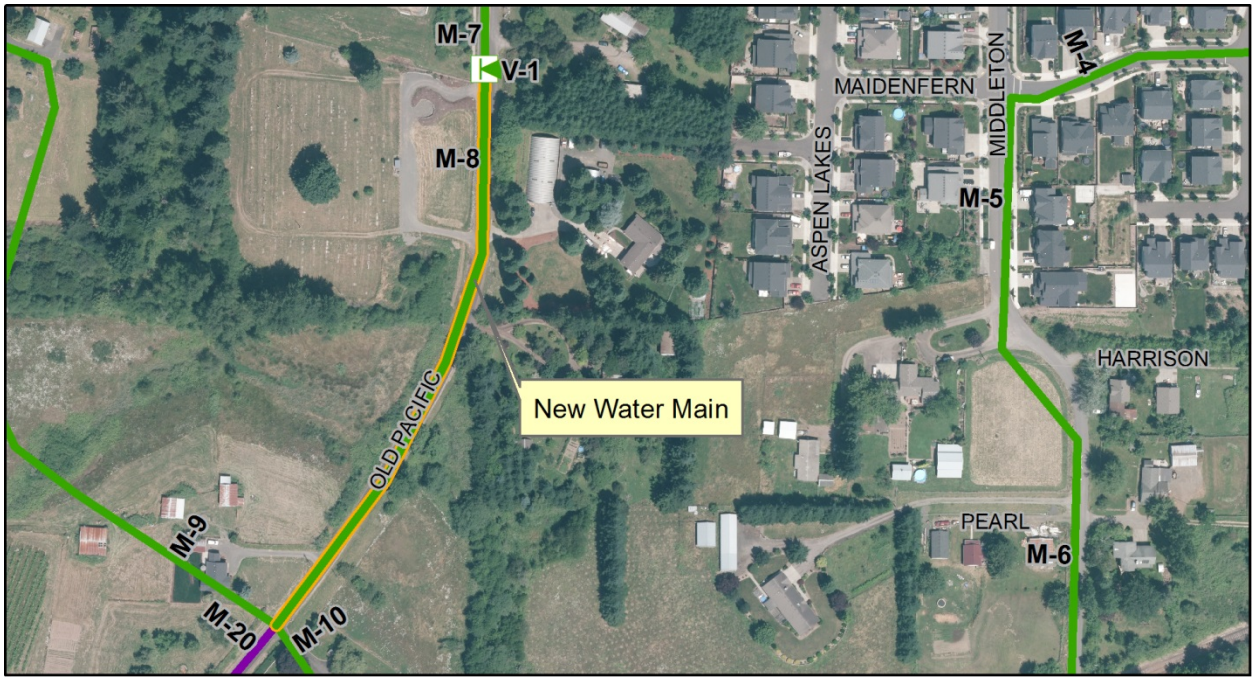
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project will install new main along Old Hwy 99W from proposed Southwest Sherwood PRV (V-1) across Goose Creek. Projects to be phased as development proceeds. Supports development of future Brookman area. Funding by private development.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

EXPANSION TO BROOKMAN – LOOP FROM PROP SW SHERWOOD PRV TO HWY 99W

Department:	Public Works	MP Project #:	M-9
Category:	Water Main	Navigator Job#	
Total Project Cost:	$239,000		

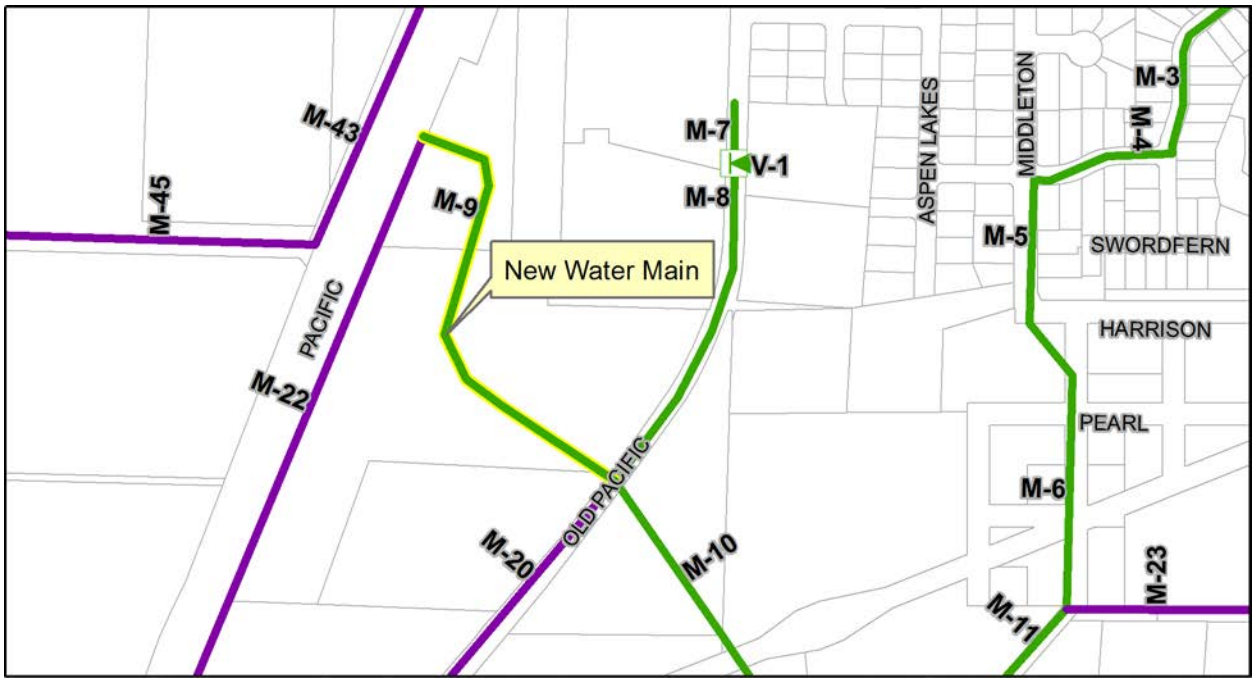
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project will install new main along proposed Goose Creek arterial from Old Hwy 99W northwest to Hwy 99W. Projects to be phased as development proceeds. Supports development of future Brookman area. Funding by private development.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

EXPANSION TO TEA – LOOP WITH EXISTING OREGON STREET MAINS

Department:	Public Works	MP Project #:	M-29
Category:	Water Main	Navigator Job#	
Total Project Cost:	$190,412		

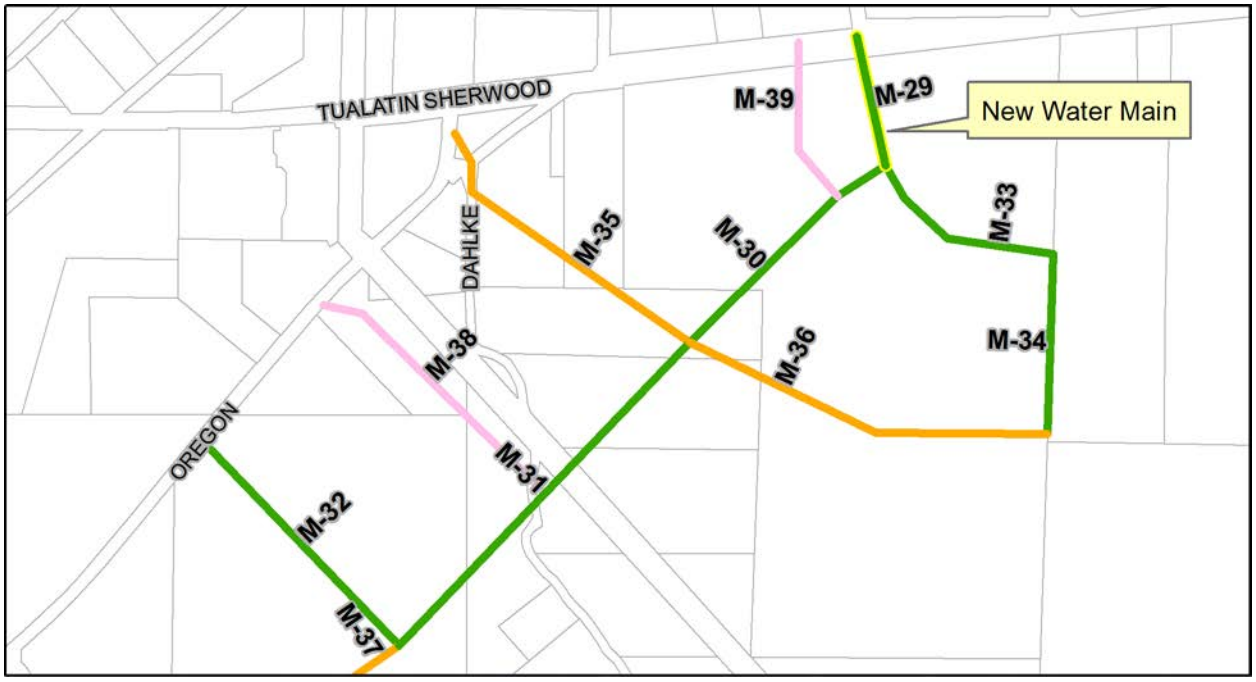
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project will extend Cipole Road main south from Tualatin Sherwood Road to proposed TEA water main backbone. Projects to be phased as development proceeds. Supports development of future Tonquin Employment area. Funding by private development.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

EXPANSION TO TEA – LOOP WITH EXISTING OREGON STREET MAINS

Department:	Public Works	MP Project #:	M-30 and M-31
Category:	Water Main	Navigator Job#	
Total Project Cost:	$1,043,757		

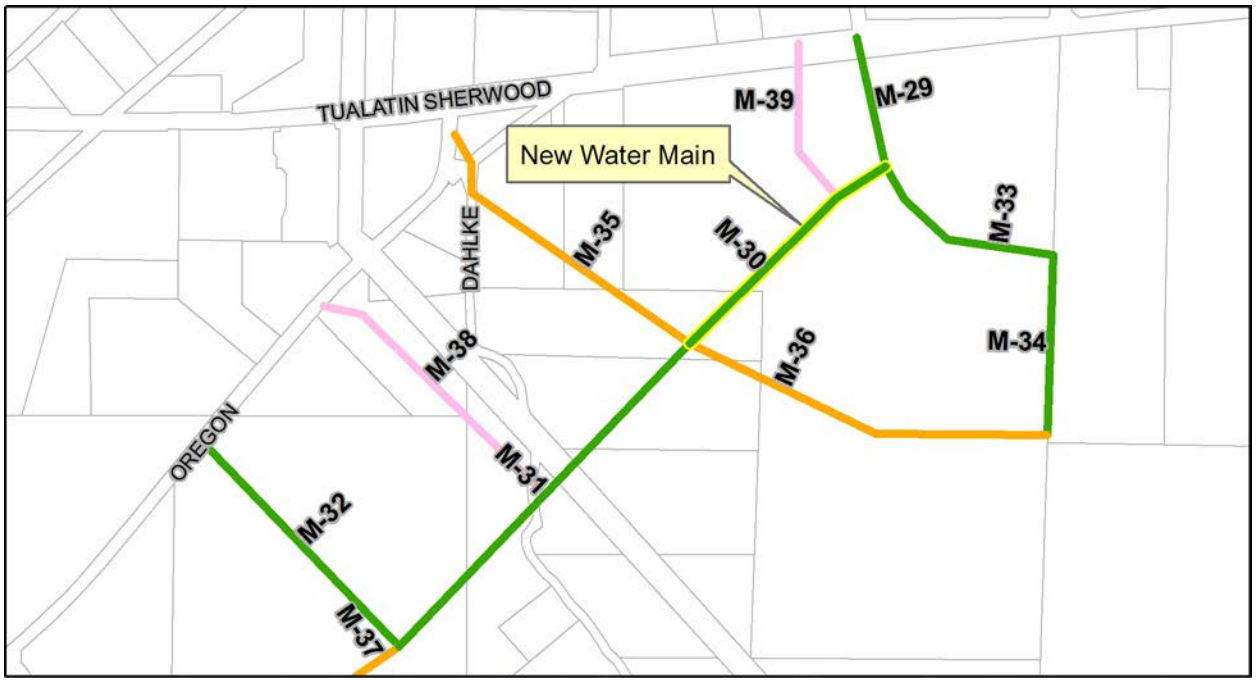
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project will install new main to form TEA water main backbone running northeast to southwest across TEA parallel to Oregon Street. Supports development of future Tonquin Employment area. Funding by private development.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

EXPANSION TO TEA – LOOP WITH EXISTING OREGON STREET MAINS

Department:	Public Works	MP Project #:	M-32, M-33 and M-34
Category:	Water Main	Navigator Job#	
Total Project Cost:	$721,531		

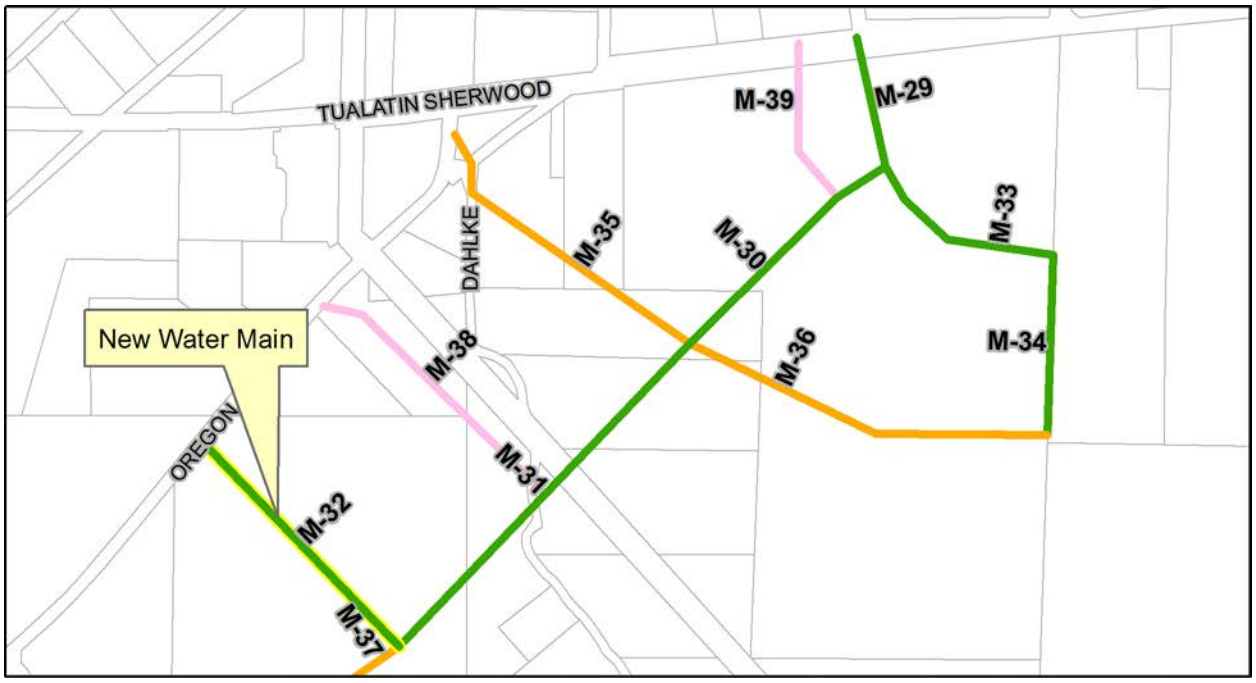
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project will install new main across 21600 Oregon Street property to TEA water main backbone. Supports development of future Tonquin Employment area. Funding by private development.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

10-YEAR (2029) PROJECTS – UPGRADE EXISTING WATER MAINS

Department:	Public Works	MP Project #:	M-3, M-4 & M-5
Category:	Water Main	Navigator Job#	
Total Project Cost:	$300,000		

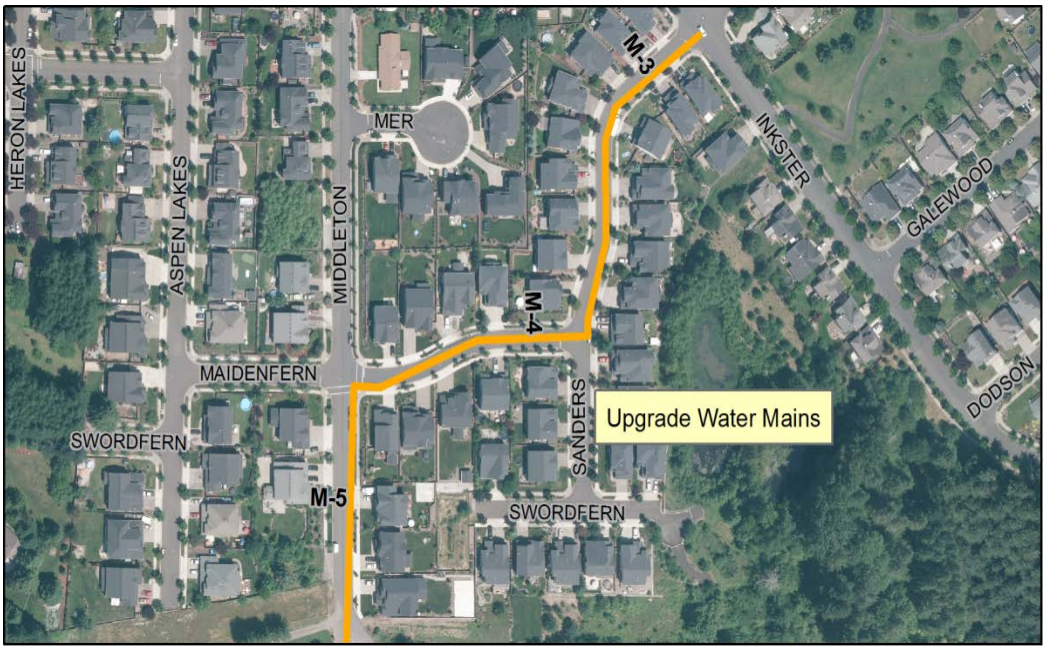
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☒ Low
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project will upgrade water mainlines along Sanders Terrace, Maidenfern Land and Middleton Road to transfer services from 455 to 380 Zone for fire flow to Brookman Expansion. Size increase is needed to support growth, fire flow requirements. Projects to be phased as development proceeds. Funding by private development.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

10-YEAR (2029) PROJECTS – CONSTRUCT WATER MAINS FOR FUTURE EXPANSION

Department:	Public Works	MP Project #:	M-6, 10 to 19B, 35 to 37, 40 to 42
Category:	Water Main	Navigator Job#	
Total Project Cost:	$5,275,000		

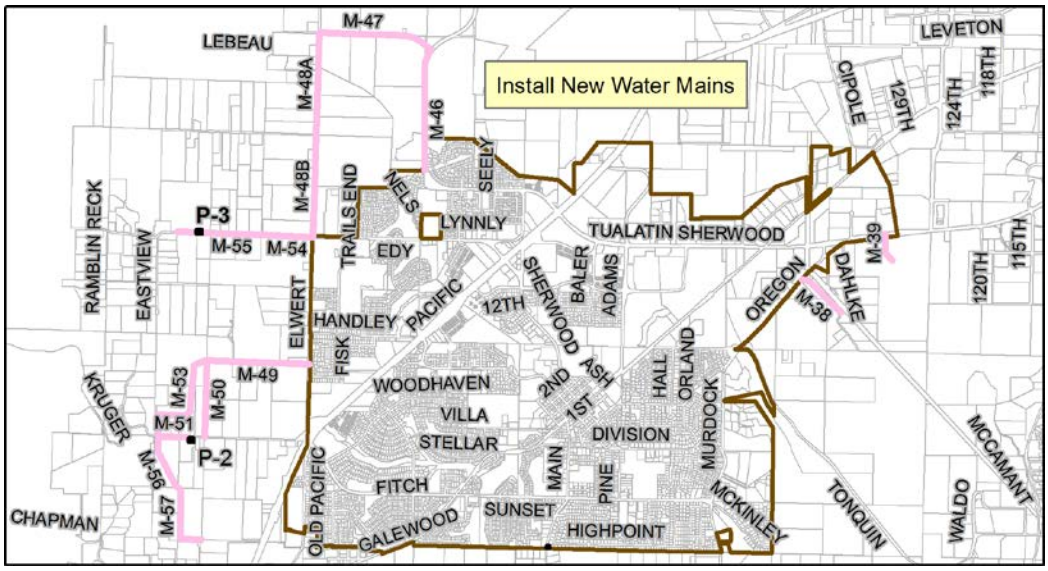
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes installation of mains in various locations to connect to the Brookman Expansion 380 Zone (M-6, 10 to 19B), to the TEA Expansion 380 Zone (M-35 to 37) and to the West Expansion 380 Zone (M-40 to 42).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

20-YEAR (2039) PROJECTS – CONSTRUCT WATER MAINS FOR FUTURE EXPANSION

Department:	Public Works	MP Project #:	M-20 to 28, 43 to 45
Category:	Water Main	Navigator Job#	
Total Project Cost:	$3,295,000		

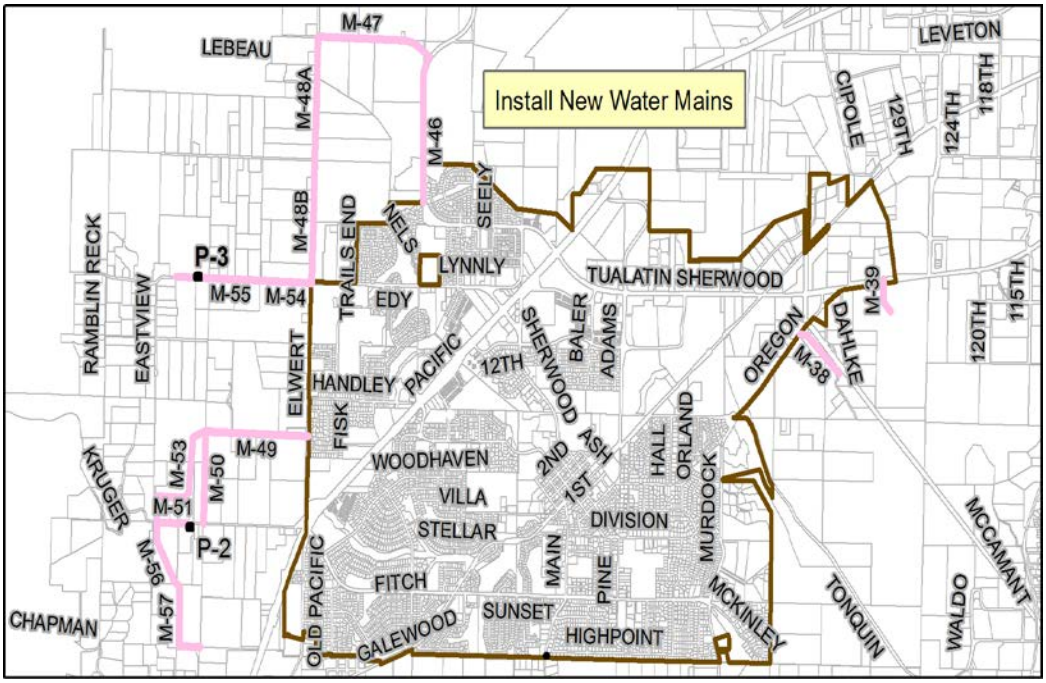
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes installation of mains in various locations to connect to the Brookman Expansion 380 Zone and 400 Zone (M-20 to 28) and to the West Expansion 455 Zone (M-43 to 45).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

BEYOND 20-YEAR PROJECTS – CONSTRUCT WATER MAINS FOR FUTURE EXPANSION

Department:	Public Works	MP Project #:	M-38,39, 40 To 59
Category:	Water Main	Navigator Job#	
Total Project Cost:	$7,183,000		

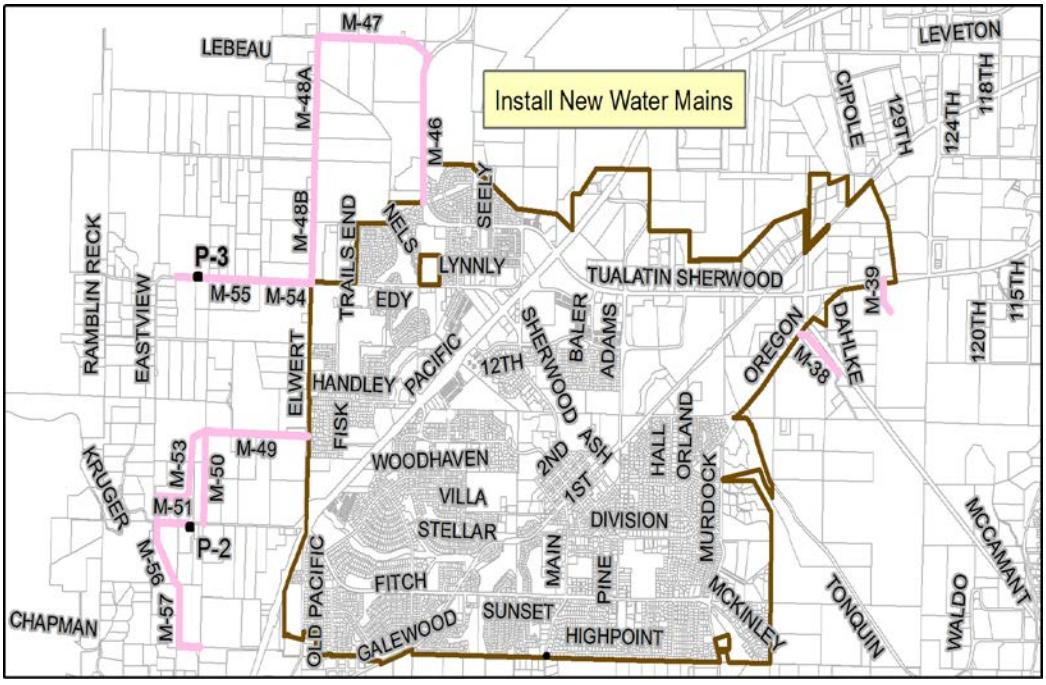
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project includes installation of mains in various locations to connect to the TEA Expansion 380 Zone (M-38, 39) and to the West Expansion 380, 455 and 630 Zones (M-46 to 59).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

☒ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

ROUTINE WATERLINE PIPE REPLACEMENT PROGRAM

Department:	Public Works	MP Project #:	WTR-(X)
Category:	Water Main	Navigator Job#	
Total Project Cost:	$50,000 Annually		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☒ Medium ☐ Low
☒ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

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 (City, County or State) projects.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance programs to include uni-directional flushing, valve maintenance, leak detection, hydrant maintenance and more.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

SW SHERWOOD PRV INSTALLATION

Department:	Public Works	MP Project #:	WTR-V-1
Category:	PRV	Navigator Job#	
Total Project Cost:	$150,000		

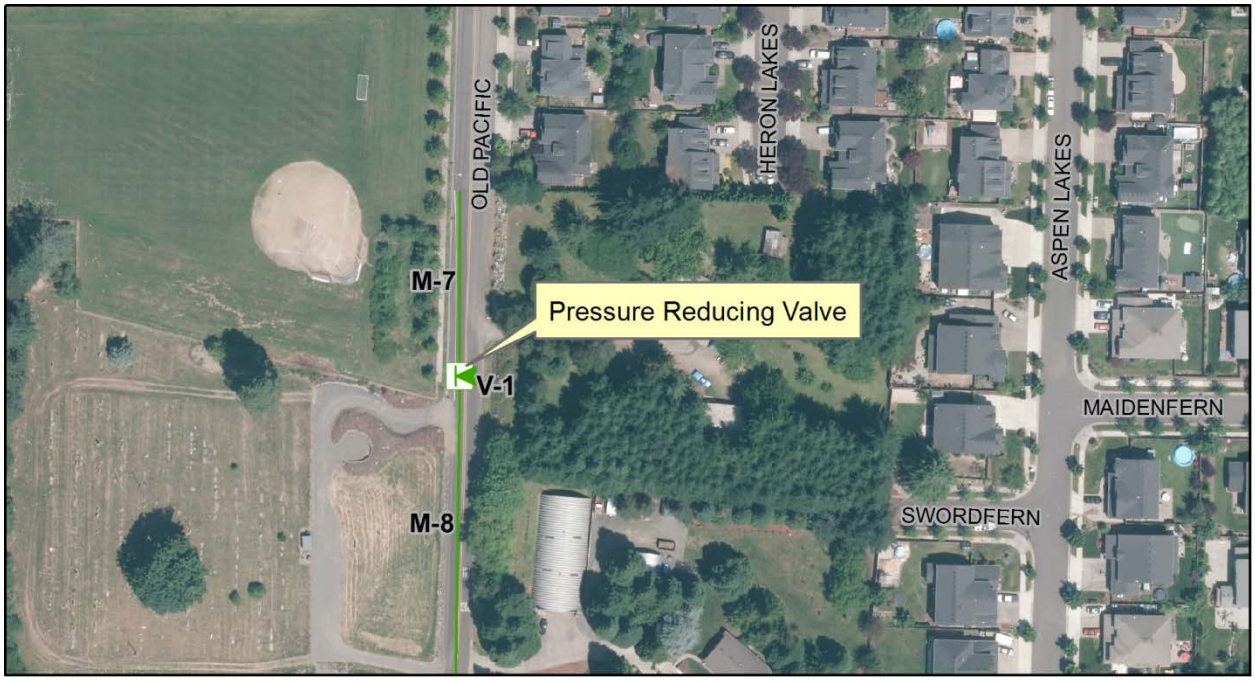
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project will install a pressure reducing valve to provide an emergency connection between the existing 455 Zone distribution mains and future 380 Zone mains on Old Highway 99W at the Brookman Annexation Boundary.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

HANDLEY PRV INSTALLATION

Department:	Public Works	MP Project #:	WTR-V-2
Category:	PRV	Navigator Job#	
Total Project Cost:	$150,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project will install a pressure reducing valve to provide an emergency connection between the existing 455 Zone distribution mains and future 380 Zone mains on Elwert Road at Handley Street.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

HAIDE PRV INSTALLATION

Department:	Public Works	MP Project #:	WTR-V-3
Category:	PRV	Navigator Job#	
Total Project Cost:	$150,000		

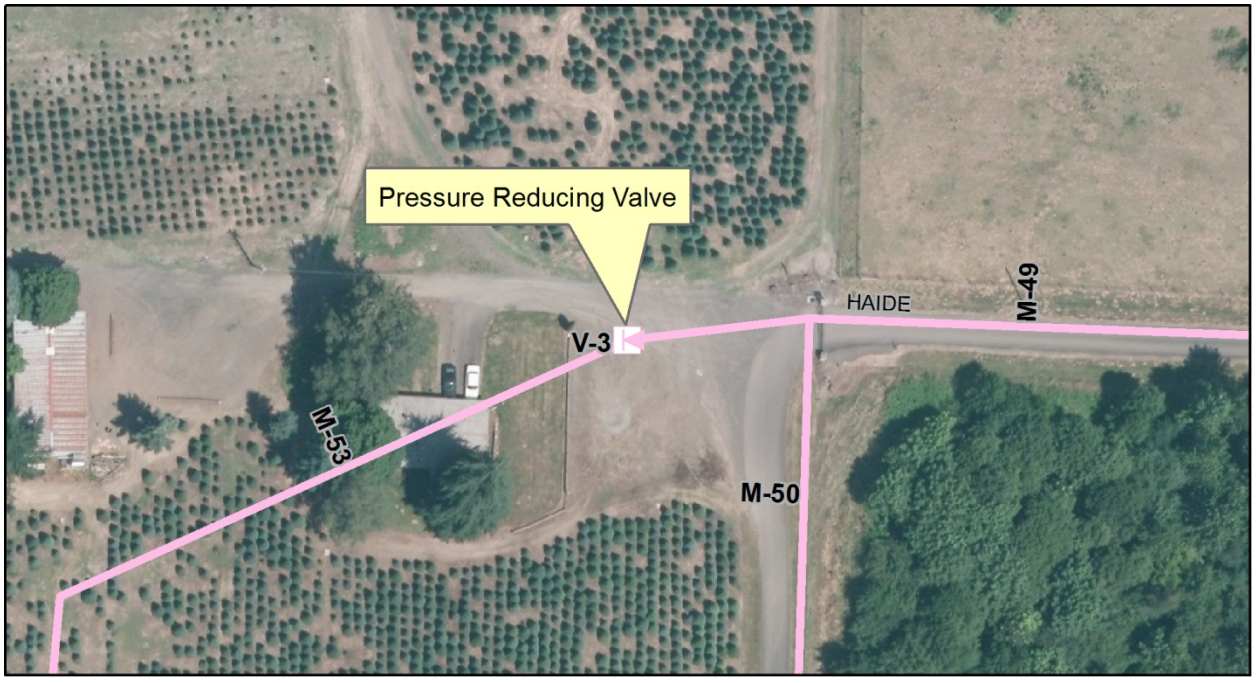
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project will install a pressure-reducing valve to provide an emergency connection between the future 630 West Pressure Zone and 455 Zone future expansion in the West Urban Reserve.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

195TH PRV INSTALLATION

Department:	Public Works	MP Project #:	WTR-V-4
Category:	PRV	Navigator Job#	
Total Project Cost:	$150,000		

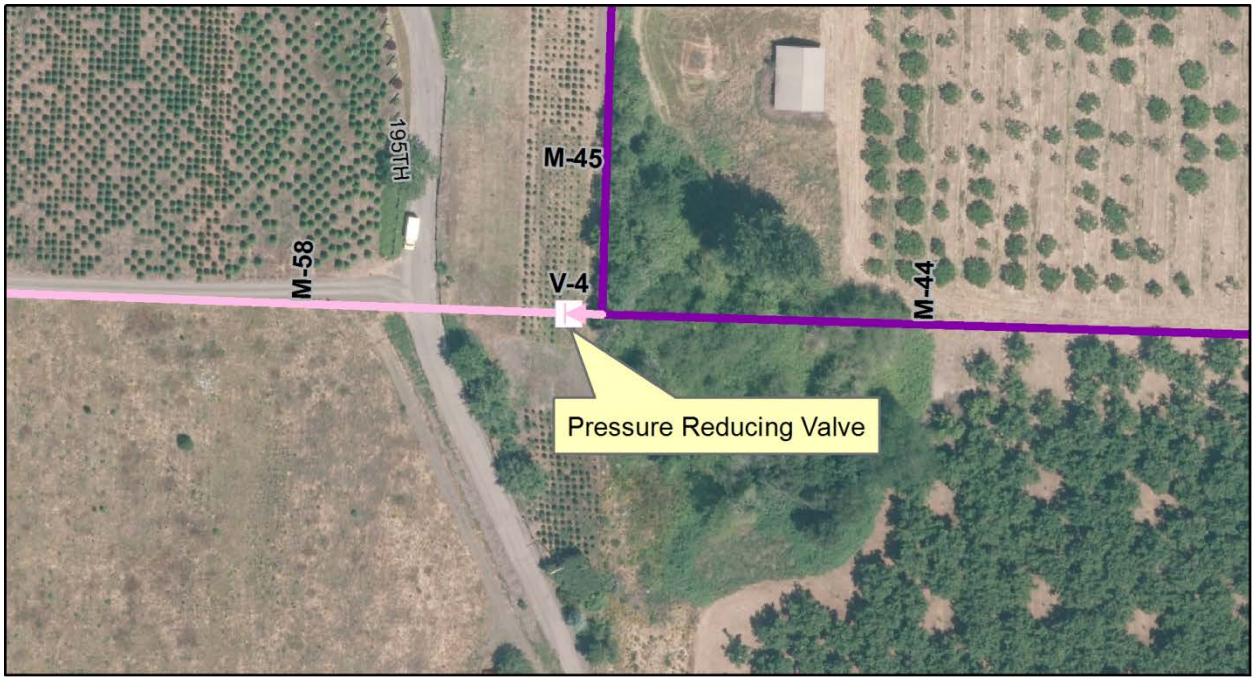
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☒ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

This project will install a pressure-reducing valve to provide an emergency connection between the future 630 West Pressure Zone and 455 Zone future expansion in the West Urban Reserve.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 19-20**

UPGRADE SCADA SYSTEM

Department:	Public Works	MP Project #:	WTR-(X)
Category:	Other	Navigator Job#	
Total Project Cost:	$98,650		

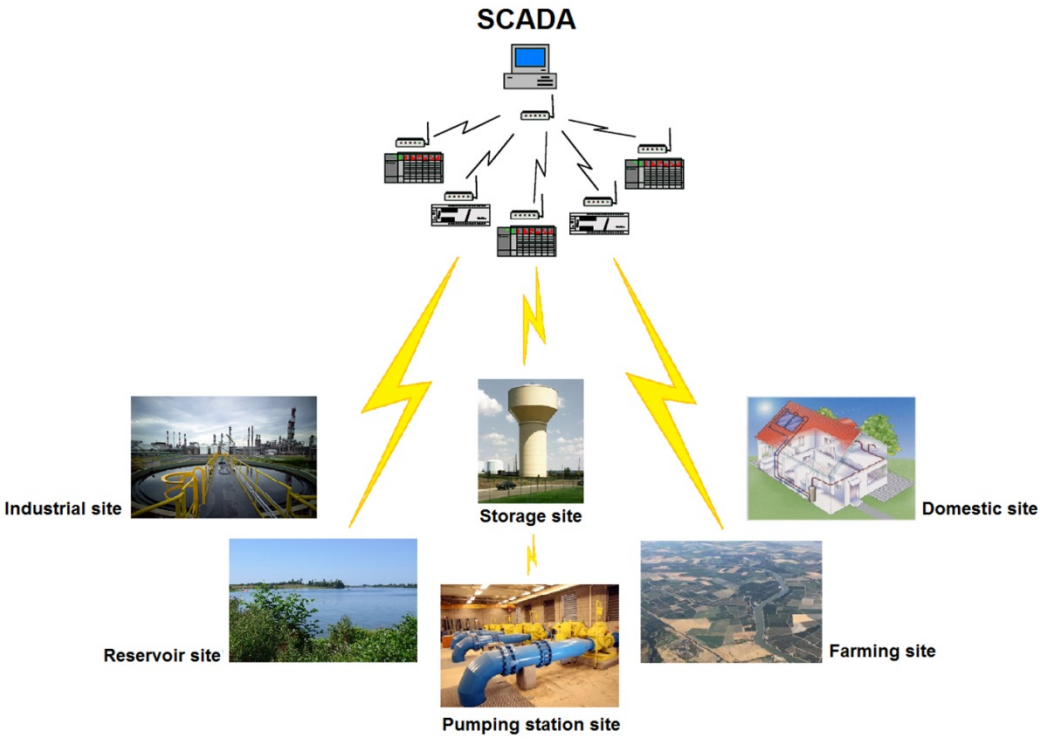
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☒ High ☐ Medium ☐ Low
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project will upgrade the existing system, which is over 13 years old, to increase reliability and to replace the collective appurtenances.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. No additional maintenance demands.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 18-19**

UPDATE WATER MANAGEMENT AND CONSERVATION PLAN

Department:	Public Works	MP Project #:	WTR-(X)
Category:	Planning	Navigator Job#	
Total Project Cost:	$75,000		

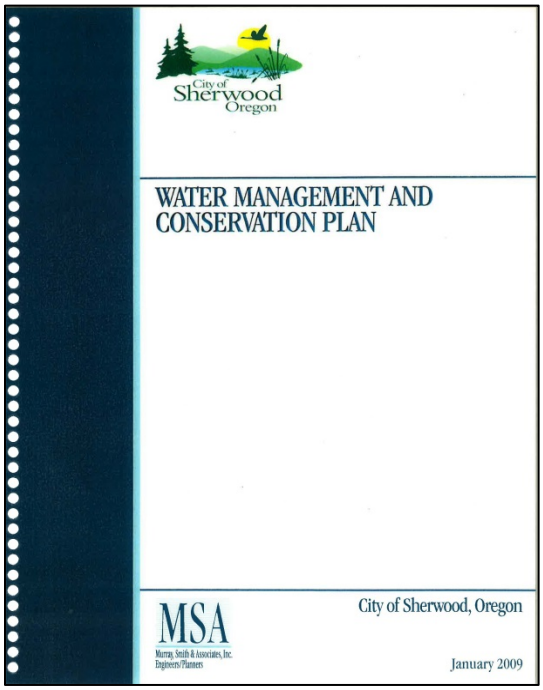
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☒ Maintenance	☒ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes compliance with Oregon Water Resources Department (OWRD) requirements for groundwater permit holders. The City is required to complete an update of their Water Management and Conservation Plan (WMCP) every 10 years.

Ongoing Maintenance Description and Estimated Annual Cost

Various components of plan will impact staff resources for repairing, leak detection programs, etc. It is not known if new plan will be more or less restrictive.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 19-20**

UPDATE VULNERABILITY ASSESSMENT

Department:	Public Works	MP Project #:	N/A – Planning Task
Category:	Planning	Navigator Job#	316
Total Project Cost:	$231,205		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☒ Maintenance	☒ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes updating the existing Water System Vulnerability Assessment within the next 10 years to identify any additional security measures or operational procedures which may be needed to protect water facilities.

Ongoing Maintenance Description and Estimated Annual Cost

Update of the Vulnerability Assessment could identify additional maintenance needs and recommend system improvements. Annual costs are unknown at this time and will be identified upon plan completion.



CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 19-20**

UPGRADE RESILIENCY PLAN

Department:	Public Works	MP Project #:	WTR-(X)
Category:	Planning	Navigator Job#	310
Total Project Cost:	$182,201		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☒ Regulatory Requirement	☒ Maintenance	☒ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes addressing the need for a local water system resilience plan to achieve the seismic response and recovery goals for Willamette Valley water utilities presented in the Oregon Resilience Plan.

Ongoing Maintenance Description and Estimated Annual Cost

The Resiliency Plan would identify additional maintenance needs and recommend system improvements. Annual costs are unknown at this time and will be identified upon plan completion.



☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

AWIA – RISK AND RESILIENCY ASSESSMENT

Department:	Public Works	MP Project #:	N/A
Category:	Water Supply	Navigator Job#	
Total Project Cost:	$50,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description
Section 2013 of American's Water Infrastructure Act of 2018 require communities over 3,300 to compile risk and resilience assessment and develop an emergency response plan. Plans due June 2021 and December 2021.
Ongoing Maintenance Description and Estimated Annual Cost
N/A

☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

AWIA – SHERWOOD WATER SYSTEM

Department:	Public Works	MP Project #:	N/A
Category:	Water Supply	Navigator Job#	
Total Project Cost:	$120,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☒ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description
Section 2013 of American's Water Infrastructure Act (AWIA) of 2018 require communities over 3,300 to compile risk and resilience assessment and develop an emergency response plan.
Ongoing Maintenance Description and Estimated Annual Cost
N/A

☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

RESILIENCY – BACKBONE TIER 1 IMPROVEMENTS

Department:	Public Works	MP Project #:	N/A
Category:	Water Supply	Navigator Job#	
Total Project Cost:	$5,365,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☒ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

State developed the Oregon Resilience Plan (ORP) due to the risk of an eminent threat and risk of a Cascadia Subduction Zone earthquake. Oregon Health Authority (OHA) Oregon Administrative Rules (OAR's) requires water systems to include seismic risk assessment and mitigation plan as part of the Water Master Plan (WMP). Outcome of plan determined improvements required to the water system water main line backbone (backbone serves critical customers). Specific projects include:
SM-1.1 – Near hospital and police, public works and fire station.
SM-1.2 – Near Sunset reservoir and Pine Street toward TVF&R and public works.
SM-1.3 – Sunser reservoir well #3.
SM-1.4 – WTP to Sherwood-owned reservoirs.
SM-1.5 – WTP to shared vault with Wilsonville.

Ongoing Maintenance Description and Estimated Annual Cost

N/A

CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

RESILIENCY – PUMP STATION IMPROVEMENTS AT SUNSET AND WYNDHAM RIDGE

Department:	Public Works	MP Project #:	N/A
Category:	Water Supply	Navigator Job#	
Total Project Cost:	$97,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☒ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description
State developed the Oregon Resilience Plan (ORP) due to the risk of an eminent threat and risk of a Cascadia Subduction Zone earthquake. Oregon Health Authority (OHA) Oregon Administrative Rules (OAR's) requires water systems to include seismic risk assessment and mitigation plan as part of the Water Master Plan (WMP). Outcome of plan determined improvements required to the water system reservoirs Seismic Resiliency Plan was completed December 2019
Ongoing Maintenance Description and Estimated Annual Cost
N/A

CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

RESILIENCY – RESERVOIR IMPROVEMENTS (SUNSET #1, SUNSET #2 AND KRUGER)

Department:	Public Works	MP Project #:	N/A
Category:	Water Supply	Navigator Job#	
Total Project Cost:	$428,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☒ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

State developed the Oregon Resilience Plan (ORP) due to the risk of an eminent threat and risk of a Cascadia Subduction Zone earthquake. Oregon Health Authority (OHA) Oregon Administrative Rules (OAR's) requires water systems to include seismic risk assessment and mitigation plan as part of the Water Master Plan (WMP). Outcome of plan determined improvements required at Sunset Reservoirs #1 and #2 and Kruger reservoirs.

Ongoing Maintenance Description and Estimated Annual Cost

N/A

CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

RESILIENCY – WELL IMPROVEMENTS (WELL #3, #5 AND #6)

Department:	Public Works	MP Project #:	N/A
Category:	Water Supply	Navigator Job#	
Total Project Cost:	$147,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☒ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description
State developed the Oregon Resilience Plan (ORP) due to the risk of an eminent threat and risk of a Cascadia Subduction Zone earthquake. Oregon Health Authority (OHA) Oregon Administrative Rules (OAR's) requires water systems to include seismic risk assessment and mitigation plan as part of the Water Master Plan (WMP). Outcome of plan determined improvements required to the water system reservoirs Seismic Resiliency Plan was completed December 2019
Ongoing Maintenance Description and Estimated Annual Cost
N/A

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

RESILIENCY IMPROVEMENTS – PIPING OREGON STREET BACKBONE

Department:	Public Works	MP Project #:	N/A
Category:	Water Supply	Navigator Job#	
Total Project Cost:	$800,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☒ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description
State developed the Oregon Resilience Plan (ORP) due to the risk of an eminent threat and risk of a Cascadia Subduction Zone earthquake. Oregon Health Authority (OHA) Oregon Administrative Rules (OAR's) requires water systems to include seismic risk assessment and mitigation plan as part of the Water Master Plan (WMP). Outcome of plan determined improvements required to the water system main line backbone (Oregon Street broke out from backbone due to schedule of Oregon Street Rd Improvements, Seismic Resiliency Plan was completed December 2019
Ongoing Maintenance Description and Estimated Annual Cost
N/A

CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

WATER EMERGENCY RESPONSE PLAN

***Note: This project was folded into the resiliency plan on page W-33.**

Department:	Public Works	MP Project #:	N/A
Category:	Water Supply	Navigator Job#	
Total Project Cost:	$25,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description
Section 2013 of American's Water Infrastructure Act of 2018 require communities over 3,300 to compile risk and resilience assessment and develop an emergency response plan. Plans for emergency response plans is due December 2021.
Ongoing Maintenance Description and Estimated Annual Cost
N/A

WRWTP – OPERATIONS REPAIR AND REPLACE

***Note: This project was folded into the 20 mgd plant expansion on page W-4.**

Department:	Public Works	MP Project #:	N/A
Category:	Water Supply	Navigator Job#	
Total Project Cost:	$4,928,044		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☒ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☒ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description
Existing infrastructure repairs/replace to Willamette River Water Treatment Plan (WRWTP) .
Ongoing Maintenance Description and Estimated Annual Cost
Funds are identified through our partnership with the City of Wilsonville regarding the WRWTP and on-going repairs and maintenance to ensure on-going operability.

☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

WRWTP – RESILIENCY IMPROVEMENTS

***Note: This project was folded into the 20 mgd plant expansion on page W-4.**

Department:	Public Works	MP Project #:	N/A
Category:	Water Supply	Navigator Job#	
Total Project Cost:	$1,638,902		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☒ Regulatory Requirement	☒ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☒ Outside Funding/Partnership	☒ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☐ Low
Project Description			
The WRWTP Resiliency Plan identified improvements needed. The projects will replace existing aging infrastructure of WRWTP (pump/chemical fee systems, filters, etc.).			
Ongoing Maintenance Description and Estimated Annual Cost			
N/A			

CITY OF SHERWOOD
CIP PROJECTS LISTING AND SCHEDULE

☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

EXPANSION TO BROOKMAN – LOOP FROM PROP SW SHERWOOD PRV TO HWY 99W

Department:	Public Works	MP Project #:	
Category:	Water line	Navigator Job#	
Total Project Cost:	$952,000		

Ranking Criteria Met		Project Type	Priority
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☐ Medium ☒ Low

Project Description

Installation of 3400 feet of a 12" water line in Brookman Road from the Reserve subdivision to Ladd Hill to ensure a looped system.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance for the improvements to include leak detection, hydrant and valve maintenance. Increased maintenance costs will be minimal with new water improvements.



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☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

SHERWOOD DOG PARK – NORTH OF HWY 99W (DESIGN)

Department:	Public Works	MP Project #:	Parks #1
Category:	Capital Project – Parks & Facilities	Navigator Job#	209
Total Project Cost:	$105,000		

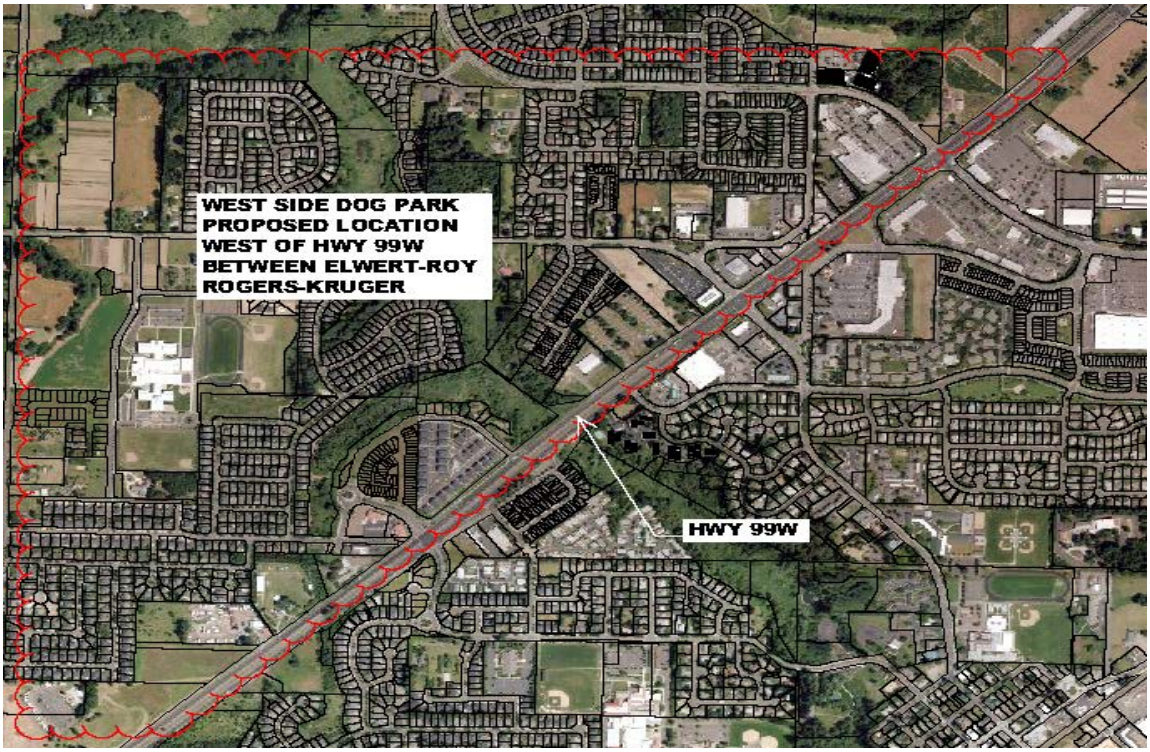
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes purchase of property, design and construction of a public dog park located north of Hwy 99W.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items would include regularly scheduled cleaning and video inspections for meeting CWS reporting requirements



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 19-20**

SHERWOOD SKATE PARK (DESIGN & CONSTRUCTION)

Department:	Engineering	MP Project #:	Parks #2
Category:	Capital Project – Parks & Facilities	Navigator Job#	
Total Project Cost:	$580,000		

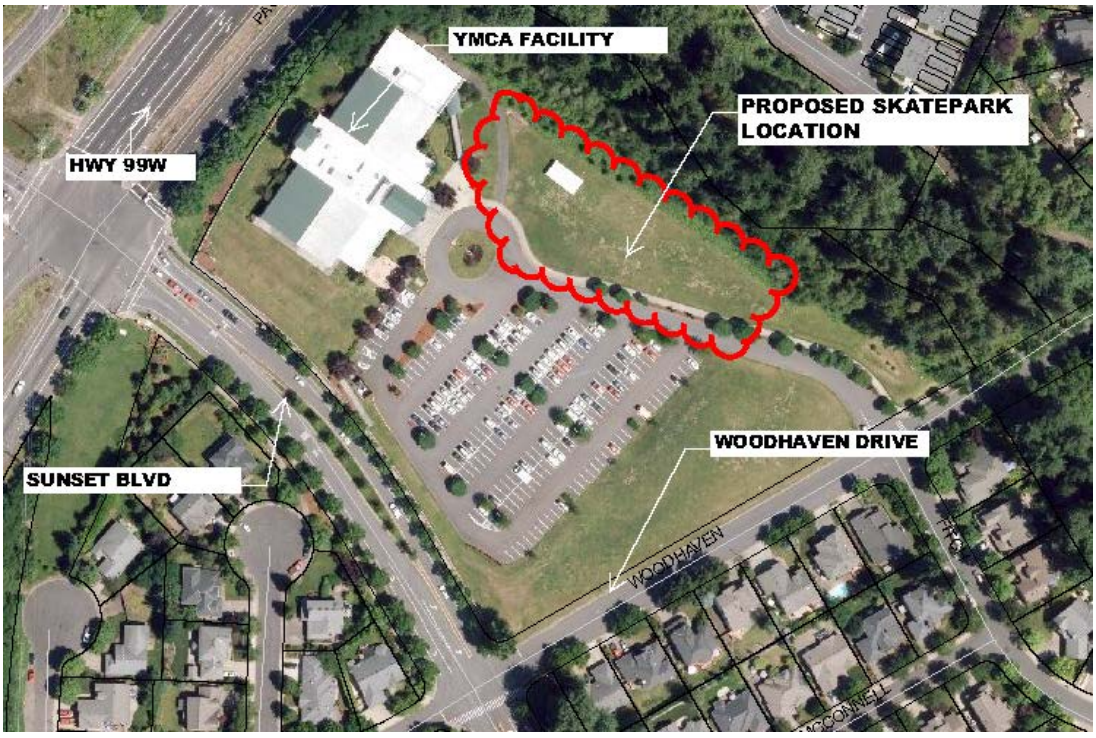
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes design and construction of a skate park located at the City's recreation facility site at the corner of Sunset Boulevard and Hwy 99W. Project is being funded from Parks Improvement SDC funds. Construction anticipated to occur in the next fiscal year (FY 18/19).

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include regularly scheduled cleaning and video inspection for meeting CWS reporting requirements.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☐ **Project planned, further than 5 years**
- ☒ **Project complete FY 17-18**

CANNERY SQUARE RESTROOM INSTALLATION

Department:	Public Works	MP Project #:	Parks #3
Category:	Capital Project – Parks & Facilities	Navigator Job#	
Total Project Cost:	$130,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project includes constructing permanent restroom facilities for the Cannery Square site. Anticipate using pre-fabricated restroom facility.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items would include daily/weekly cleaning of the facility to maintain health standards, and facility maintenance on a monthly basis to maintain facility integrity.



- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☐ **Project planned, further than 5 years**
- ☒ **Project complete FY 16-17**

WOODHAVEN PARK PHASE 2 CONSTRUCTION

Department:	Engineering	MP Project #:	Parks #4
Category:	Capital Project – Parks & Facilities	Navigator Job#	
Total Project Cost:	$799,142		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project provides the construction for upgrades and expands the park facilities at the Woodhaven Park, located off Sunset Boulevard. Facilities include walking trail, parking lot, restroom facility, sports fields, playground equipment, and landscaping.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include landscaping care, facility care, and restroom maintenance.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 20-21**

SHERWOOD PARKS MASTER PLAN UPDATE

Department:	Engineering	MP Project #:	Parks #5
Category:	Capital Project – Parks & Facilities	Navigator Job#	211
Total Project Cost:	$175,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project develops a Parks Master Plan. A Parks Master Plan is needed to define goals, projects, and budget information. Project would be paid for out of Parks SDC funds. Schedule for this project has not been established but would be considered to be a near-term project.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works maintenance requirements created from the projects developed from the Master Plan would be defined as part of the Master Plan work effort.

☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

SHERWOOD PARKS SDC METHODOLOGY

Department:	Engineering	MP Project #:	Parks #6
Category:	Capital Project – Parks & Facilities	Navigator Job#	
Total Project Cost:	$78,163		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low
Project Description			
Update Parks SDC Methodology.			
Ongoing Maintenance Description and Estimated Annual Cost			
N/A			

☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 19-20**

YMCA EXPANSION PLAN

Department:	Engineering	MP Project #:	Parks #7
Category:	Capital Project – Parks & Facilities	Navigator Job#	
Total Project Cost:	$81,500		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description
Retain architect to develop plans and cost estimate for a potential expansion of the YMCA facility.
Ongoing Maintenance Description and Estimated Annual Cost
N/A

- ☐ **Project on 1 year CIP list (budgeted)**
- ☐ **Project on 5 year CIP list**
- ☒ **Project planned, further than 5 years**
- ☐ **Project complete**

SHERWOOD LIBRARY

Department:	Engineering	MP Project #:	Parks #8
Category:	Capital Project – Parks & Facilities	Navigator Job#	
Total Project Cost:	TBD		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low
Project Description			
Ongoing Maintenance Description and Estimated Annual Cost			

☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

PUBLIC WORKS FACILITY MASTER PLAN and EXPANSION OF FACILITY

Department:	Engineering	MP Project #:	Parks #9
Category:	Capital Project – Parks & Facilities	Navigator Job#	
Total Project Cost:	Phase 1 - $90,000 Phase 2&3 – TBD, est $21,000,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☒ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project is identified in phases:
Phase 1 - Public Works Master Plan
Analysis of existing facility. and review of current conditions and facility needs and development of a master plan for new site. This project would be funded by a variety of funds (water, sewer, storm, streets, parks, facility, fleet, broadband and urban renewal). Phase 1 of the project could cost $75k-$90k. Having already completed some of the environmental work as part of the Tannery Cleanup grant and the work we started in 2019, this amount could be high and does not include purchase of property.

Phase 2 – (If council approves phase 1, work moves to phase 2 and I would expect the following)

- Intermediate Design – further develop selected alternative design, perform civil, structural and electrical engineering and landscape design work, prepare 50% drawing plans, and update any design development estimates.
- Final Design - prepare 90% drawing, prepare draft construction documents including specifications, and prepare updated design estimates. Once coordination team approved then we would take it back to Council. From that we would need to revise final design as required by Council input. Then we would start permitting process.

Phase 3 – (If Council approves phase 2 work and funding is available then we would move to phase 3)

- Clean up and construction of a new Public Works Facility.

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Ongoing Maintenance Description and Estimated Annual Cost

N/A

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☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 17-18**

DOWNTOWN PARKING LOT PAVING

Department:	URA	MP Project #:	URA-1
Category:	Capital Project-Infrastructure	Navigator Job#	
Total Project Cost:	$185,010		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project utilizes vacant City property located on 1st Street between Pine and Oak Streets and constructs a public parking lot. Project will include land-use application.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility. Maintenance items will include general maintenance of plantings and pavement surface and markings. Leaf pickup on an annual basis is also expected.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

OLD TOWN SIDEWALK IMPROVEMENTS

Department:	URA	MP Project #:	URA-2
Category:	Capital Project-Infrastructure	Navigator Job#	
Total Project Cost:	$200,000		

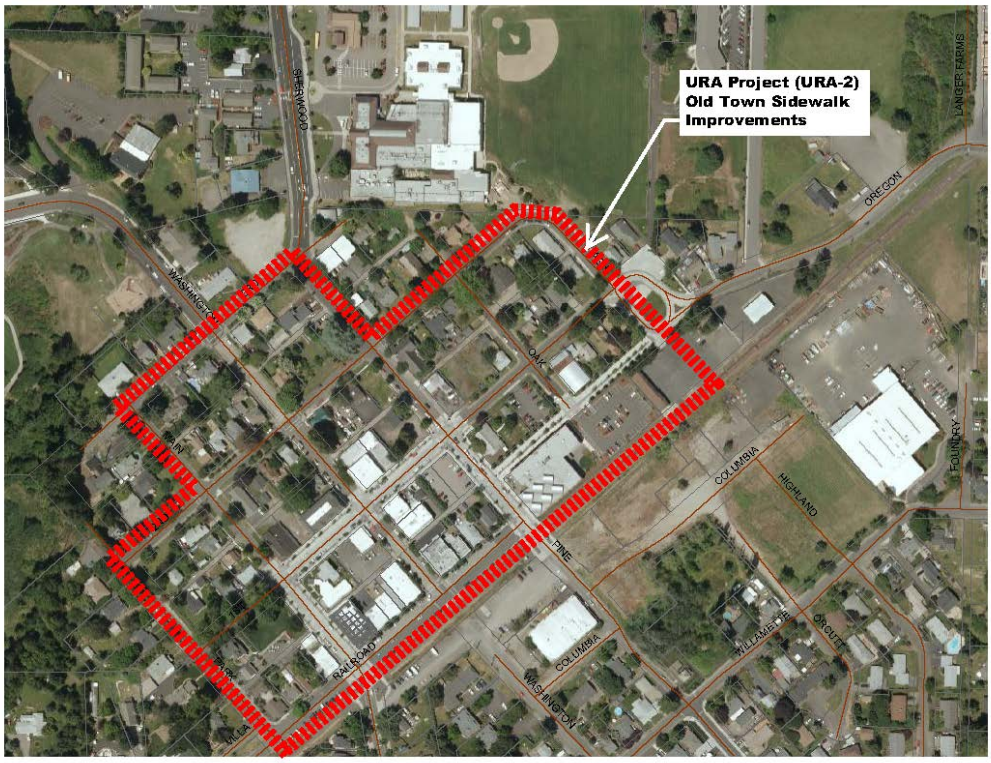
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This project constructs sidewalks within Old Town limits where none exist currently.

Ongoing Maintenance Description and Estimated Annual Cost

Property owners would have maintenance responsibilities for installed sidewalks per City Code requirements. Sidewalks that show signs of failure will fall under the City's Sidewalk Program.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☒ **Project planned, further than 5 years**
☐ **Project complete**

OLD TOWN ALLEY PAVEMENT IMPROVEMENTS

Department:	URA	MP Project #:	URA-3
Category:	Capital Project-Infrastructure	Navigator Job#	URA-3
Total Project Cost:	$100,000		

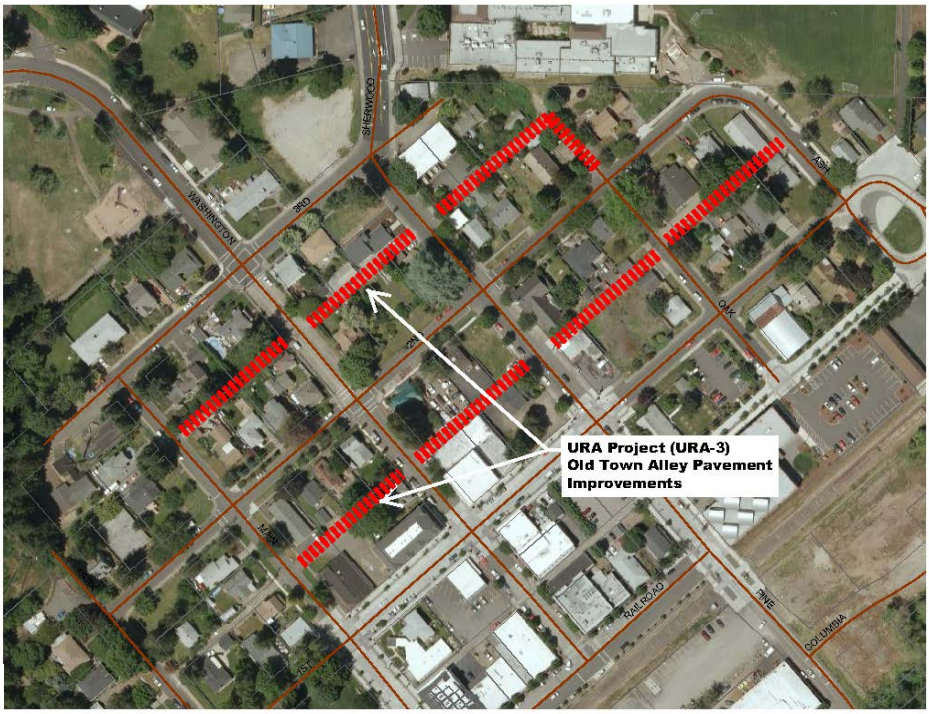
Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

This installs asphalt pavement within the public alleys within the Old Town limits. Project funding comes from URA capital funds. Any storm drainage issues would be resolved using stormwater SDC funds.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will be responsible for the long term maintenance of the asphalt pavement and any installed stormwater systems.



☐ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☒ **Project complete FY 16-17**

DOWNTOWN MONUMENT REMOVAL (CONSTRUCTION)

Department:	Engineering	MP Project #:	URA-4
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	$250,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☒ Maintenance	☒ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion	☐ High ☐ Medium ☐ Low

Project Description

This project includes removal of all the concrete pedestals at three intersections. Safety issues, citizen complaints and City Council directive warrant monument removal. Project removal plans and specifications occurred in previous FY15/16. Project not included in TSP or previous FY CIP listing.

Ongoing Maintenance Description and Estimated Annual Cost

Removal of the monuments will eliminate the need for maintenance.



☐ **Project on 1 year CIP list (budgeted)**
☒ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

SHERWOOD BOULEVARD PROPERTY SANITARY SEWER EXTENSION

Department:	URA	MP Project #:	URA-5
Category:	Capital Project - Infrastructure	Navigator Job#	
Total Project Cost:	$175,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☐ High ☒ Medium ☐ Low

Project Description

This project includes constructing approximately 500 lf of 8-inch public sanitary sewer line, extending from the existing sanitary trunk line within the vegetated corridor southwest of the site, up to the southern property boundary. The project is funded from URA maintenance funds.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works will be responsible for the long-term maintenance of the system, Including regularly scheduled cleaning and video inspection to meet CWS reporting requirements.



☒ **Project on 1 year CIP list (budgeted)**
☐ **Project on 5 year CIP list**
☐ **Project planned, further than 5 years**
☐ **Project complete**

FESTIVAL PLAZA

Department:	Community Development	MP Project #:	N/A
Category:	Capital Project – Parks & Facilities	Navigator Job#	
Total Project Cost:	$500,000		

Ranking Criteria Met		Project Type	Priority
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance	☐ High ☐ Medium ☐ Low
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement	☐ High ☐ Medium ☐ Low
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion	☒ High ☐ Medium ☐ Low

Project Description

Construction of a Festival Plaza on the former Robinhood Theater lot. Plaza will have lighting, electrical and sound capabilities for use during festivals and events. The plaza will be multi-functional and utilized for parking when festivals and events are not occurring.

Ongoing Maintenance Description and Estimated Annual Cost

Public Works would have long-term maintenance of the new facility.



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City Council Meeting Date: June 15, 2021

Agenda Item: Public Hearing

TO: Sherwood City Council

FROM: Josh Soper, City Attorney
Through: Kristen Switzer, City Manager Pro Tem

SUBJECT: **Resolution 2021-039, Adopting hiring standards, criteria, and policy directives for the City Manager position**

Issue:
Should the City Council adopt hiring standards, criteria, and policy directives for the City Manager position?

Background:
The City is currently in the process of recruiting to fill the vacant City Manager position. In order to comply with requirements of Oregon law, the City must take certain steps before the City Council can meet in executive session as part of this hiring process. Most of those steps (e.g. advertising the position) have already been taken, but the City Council must also adopt hiring standards, criteria, and policy directives for the hiring process, and provide an opportunity for public comment on the hiring of a City Manager generally and on the hiring standards, criteria, and policy directives specifically.

This Resolution would adopt those standards, criteria, and policy directives, and the public hearing on this Resolution would fulfill the public comment opportunity requirements. The proposed standards, criteria, and policy directives are generally based on the position profile created by the recruitment firm hired by the City to assist with this hiring process, and also include authorization to pay for reasonable travel expenses for finalist candidates to attend an in-person interview in Sherwood.

Financial Impacts:
The only financial impact from approval of this resolution is that the City will incur the cost of travel expenses for finalist candidates. The precise amount of those costs cannot be known at this time but is not expected to be substantial.

Recommendation:
Staff respectfully recommends City Council hold a public hearing and approve Resolution 2021-039, Adopting hiring standards, criteria, and policy directives for the City Manager position.

DRAFT

RESOLUTION 2021-039

ADOPTING HIRING STANDARDS, CRITERIA, AND POLICY DIRECTIVES FOR THE CITY MANAGER POSITION

WHEREAS, the position of City Manager for the City of Sherwood is currently vacant, and Kristen Switzer is currently serving as City Manager Pro Tem; and

WHEREAS, in order to comply with ORS 192.660(7), it is necessary for the City to take certain steps prior to City Council meeting in executive session under ORS 192.660(2)(a) to consider the employment of a City Manager as part of the process of filling this vacant position; and

WHEREAS, the City has advertised a vacancy in the position of City Manager has previously adopted regular hiring procedures in its Employee Manual which will generally apply to this hiring process; and

WHEREAS, the City must now therefore provide an opportunity for the public to comment on the employment of a City Manager and must adopt hiring standards, criteria, and policy directives in a meeting open to the public in which the public has had the opportunity to comment on the standards, criteria, and policy directives; and

WHEREAS, the City Council held a public hearing on this proposed Resolution on June 15, 2021.

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

Section 1. After considering the full record before the City Council and any testimony provided at the public hearing on June 15, 2021, the City Council finds that it is necessary and appropriate to adopt the standards, criteria, and policy directives for the filling of the vacant City Manager position set forth in Exhibit A, attached hereto and incorporated herein by reference.

Section 2. The standards, criteria, and policy directives for the filling of the vacant City Manager position set forth in Exhibit A are hereby adopted.

Section 3. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 15th day of June, 2021.

_____
Keith Mays, Mayor

Attest:

_____
Sylvia Murphy, MMC, City Recorder

Exhibit A

STANDARDS, CRITERIA, AND POLICY DIRECTIVES
FOR THE FILLING OF THE VACANT CITY MANAGER POSITION

The successful candidate for this role will have demonstrated success in strategic and visionary planning, innovation, responsiveness, and empowerment of a strong, seasoned, and committed leadership team.

Additional attributes of the ideal candidate include:

- Ability to lead with courage and conviction, exhibit decisiveness, and advance the collective direction of the Council.
- Track record of fostering a culture of learning, mentorship, recognition, accountability, and professional growth.
- A proactive, effective, honest, and transparent communicator.
- Someone who can provide and articulate the City's vision, be forward-thinking, and anticipate potential issues.
- A leader who values business principles for management and operations while also understanding how to successfully navigate and achieve in a public sector setting.
- Command of project management principles and methodologies.
- Ability to successfully manage change in challenging circumstances.
- A servant leadership mentality with a passion for public service; a genuine and accessible "people person" who will seek out opportunities to engage with members of the Sherwood team and community.

The minimum educational requirement for this position is a bachelor's degree in a relevant field from an accredited college or university. A master's degree, ICMA-CM, and/or CPM is highly desirable.

The City is seeking candidates with five or more years of experience as a City Manager, Deputy City Manager, Assistant City Manager or senior-level public administrator in a full-service city or comparable organization of similar size and complexity to Sherwood.

The City Manager Pro Tem is authorized to arrange, purchase, and/or reimburse reasonable travel expenses for finalists to attend in-person interviews in Sherwood.

City Council Meeting Date: June 15, 2021

Agenda Item: Public Hearing

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Kristen Switzer, City Manager Pro Tem and Josh Soper, City Attorney

SUBJECT: **Resolution 2021-040, Adopting a Supplemental Budget for FY2020-21 and making appropriations**

Issue:
Shall the City Council adopt a supplemental budget and approve the corresponding appropriations for FY2020-21?

Background:
Pursuant to ORS 294.463, Oregon Municipalities can transfer appropriation between existing categories during the budget year and pursuant to ORS 294.471 and 294.473, Oregon Municipalities can make one or more supplemental budgets. 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.

The purposes for the appropriations have been detailed in Exhibit 1 and sorted by the source of funding for each expenditure. Please refer to that exhibit for additional information.

Financial Impacts:
The financial impacts are detailed in Exhibit 2 to the Staff Report as well as in the Resolution itself. The net impact by fund is shown in the increases / (decreases) of "Total Unappropriated and Reserve Amounts". All funds have a positive net impact of this supplemental budget aside from the TLT Fund, Street Capital Fund and Sherwood Broadband Fund which have negative net impacts.

Recommendation:
Staff respectfully recommends City Council approval of Resolution 2021-040, Adopting a Supplemental Budget for FY2020-21 and making appropriations.

Exhibit 1
Requested appropriations by source of funding

GENERAL FUND

1. The City received $1,495,676 in additional funds from Washington County through the Federal CARES Act.

   The Administration appropriation is being increased by $148,000. This is to account for the expenditures associated with the Community Psyche Grant we received through Washington County, City Manager Recruitment and Software Subscriptions.

   The Community Development appropriation is being increased by $260,791. This is to account for the City's additional Local Small Business Grant Programs offered during the pandemic and the legal description for the New 2021 Sherwood URA.

Federal Cares Act Funding	$ 1,495,676	**Ongoing annual**
Total to General Fund	**1,495,676**	-
Community Psyche Grant Program	120,000	-
City Manager Recruitment	12,000	-
Software Subscriptions	16,000	-
Additional Business Grant Programs	205,791	-
Legal Description for the New 2021 Sherwood URA	55,000	
Total proposed FY20-21 uses of funds	**$ 408,791**	**-**
Remaining funds	**$ 1,086,885**	**-**

GENERAL CONSTRUCTION FUND

1. The transfer in revenue line from the Street Capital Fund is being increased by $1,405,000.

   The Capital appropriation is being increased by $1,405,000. This is to account for the additional costs associated with the Cedar Creek Trail Project.

Transfer In from the Street Capital Fund	**$1,405,000**
Cedar Creek Trail	1,405,000
Total proposed FY20-21 uses of funds	**$1,405,000**

STREET CAPITAL FUND

1. The transfer in from the Street Operations Fund is being increased by $110,000.

   The transfer out to the General Construction Fund is being increased by $1,405,000 for the Cedar Creek Trail Project. The Capital appropriation is being increased by $730,000 while reducing unappropriated ending balance and reserved for future expenditures by $2,025,000. Due to timing of projects, some of these funds were budgeted in prior fiscal year and are being rolled over.

Transfer In from Street Operation	**$ 110,000**
Transfer Out to General Construction Fund	1,405,000
Capital	730,000
Total proposed FY20-21 uses of funds	**$ 2,135,000**
Reserve for Future Years	**$(2,025,000)**

STREET OPERATIONS FUND

1. The transfer out to the Street Capital Fund is being increased by $110,000 while reducing contingency by $110,000.

Transfer Out to Street Capital Fund	$ 110,000
Total proposed FY20-21 uses of funds	**110,000**
Contingency	**$(110,000)**

STORM FUND

1. The Operations appropriation is being increased by $555,000 while reducing the Capital appropriation by $555,000. This is to account for projects currently budgeted under Capital but should have been budgeted under Operations.

Operations	555,000
Capital	(555,000)
Total proposed FY20-21 uses of funds	**$ 0**

WATER FUND

1. The Debt Service appropriation is being increased by $195,985 while reducing contingency by $195,985 to account for the first payment on the recent Debt Refunding Transaction.

Debt Service	$ 195,985
Total proposed FY20-21 uses of funds	**$ 195,985**
Contingency	**$(195,985)**

Exhibit 2

Supplemental Budget, Appropriations and Financial Impacts FY 20-21

Fund	General	TLT	Debt Service	Grants	General Construction	Street Operations	Street Capital	Water	Sanitary	Storm	Sherwood Broadband	Total
Resources												
Beginning fund balance	-	-	-	-	-	-	-	-	-	-	-	-
Intergov	1,495,676	-	-	-	-	-	-	-	-	-	-	1,495,676
Charges for services	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure Development Fees	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	1,405,000	-	110,000	-	-	-	-	1,515,000
Total Resources	**1,495,676**	**-**	**-**	**-**	**1,405,000**	**-**	**110,000**	**-**	**-**	**-**	**-**	**3,010,676**
Requirements												
Administration	148,000	-	-	-	-	-	-	-	-	-	-	148,000
Comm. Development	260,791	-	-	-	-	-	-	-	-	-	-	260,791
Public Safety	-	-	-	-	-	-	-	-	-	-	-	-
Community Services	-	-	-	-	-	-	-	-	-	-	-	-
PW Operations	-	-	-	-	-	-	-	-	-	-	-	-
Operations Department	-	-	-	-	-	-	-	-	-	555,000	-	555,000
Capital Department	-	-	-	-	1,405,000	-	730,000	-	-	(555,000)	-	1,580,000
Debt Service	-	-	-	-	-	-	-	195,985	-	-	-	195,985
Transfers Out	-	-	-	-	-	110,000	1,405,000	-	-	-	-	1,515,000
Contingency	-	-	-	-	-	(110,000)	-	(195,985)	-	-	-	(305,985)
Total Appropriations	**408,791**	**-**	**-**	**-**	**1,405,000**	**-**	**2,135,000**	**-**	**-**	**-**	**-**	**3,948,791**
Total Unappropriated and Reserve Amounts	1,086,885	-	-	-	-	-	(2,025,000)	-	-	-	-	(938,115)
Total Requirements	**1,495,676**	**-**	**-**	**-**	**1,405,000**	**-**	**110,000**	**-**	**-**	**-**	**-**	**3,010,676**

RESOLUTION 2021-040

ADOPTING A SUPPLEMENTAL BUDGET FOR FY2020-21 AND MAKING APPROPRIATIONS

WHEREAS, on June 16, 2020, the City of Sherwood budget for FY2020-21 was adopted and funds were appropriated by the City Council; and

WHEREAS, the City of Sherwood has since received or expects to soon receive unanticipated revenues and a supplemental budget is required in order to expend those revenues; and

WHEREAS, certain unplanned events have occurred during the course of this budget year; and

WHEREAS, in order not to overspend appropriations in any category of expenditures, it is necessary to transfer appropriations within several funds from certain expenditure categories to other expenditure categories; and

WHEREAS, the purpose of all new and transferred appropriations are detailed in Exhibit 1 attached hereto; and

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

WHEREAS, pursuant to ORS 294.471 and 294.473, Oregon Municipalities can make one or more supplemental budgets; and

WHEREAS, in accordance with local budget law, notice was published on June 10, 2021 of the public hearing that was held before the City Council on June 15, 2021.

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

Section 1. **Adoption of an FY2020-21 Supplemental Budget.** The City Council of the City of Sherwood, Oregon hereby adopts the supplemental budget for FY2020-21 in the sum of $3,010,676.

Section 2. Making Appropriations. The additional amounts for the fiscal year beginning July 1, 2020 shown below are hereby appropriated as follows:

Fund	General	TLT	Debt Service	Grants	General Construction	Street Operations	Street Capital	Water	Sanitary	Storm	Sherwood Broadband
Resources											
Beginning fund balance	-	-	-	-	-	-	-	-	-	-	-
Intergov	1,495,676	-	-	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-	-	-	-
Infrastructure Development Fees	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	1,405,000	-	110,000	-	-	-	-
Total Resources	**1,495,676**	**-**	**-**	**-**	**1,405,000**	**-**	**110,000**	**-**	**-**	**-**	**-**
Requirements											
Administration	148,000	-	-	-	-	-	-	-	-	-	-
Comm. Development	260,791	-	-	-	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-	-	-	-	-
Community Services	-	-	-	-	-	-	-	-	-	-	-
PW Operations	-	-	-	-	-	-	-	-	-	-	-
Operations Department	-	-	-	-	-	-	-	-	-	555,000	-
Capital Department	-	-	-	-	1,405,000	-	730,000	-	-	(555,000)	-
Debt Service	-	-	-	-	-	-	-	195,985	-	-	-
Transfers Out	-	-	-	-	-	110,000	1,405,000	-	-	-	-
Contingency	-	-	-	-	-	(110,000)	-	(195,985)	-	-	-
Total Appropriations	**408,791**	**-**	**-**	**-**	**1,405,000**	**-**	**2,135,000**	**-**	**-**	**-**	**-**
Total Unappropriated and Reserve Amounts	1,086,885	-	-	-	-	-	(2,025,000)	-	-	-	-
Total Requirements	**1,495,676**	**-**	**-**	**-**	**1,405,000**	**-**	**110,000**	**-**	**-**	**-**	**-**

Section 3. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 15th day of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Exhibit 1
Requested appropriations by source of funding

GENERAL FUND

1. The City received $1,495,676 in additional funds from Washington County through the Federal CARES Act.

   The Administration appropriation is being increased by $148,000. This is to account for the expenditures associated with the Community Psyche Grant we received through Washington County, City Manager Recruitment and Software Subscriptions.

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Federal Cares Act Funding	$ 1,495,676	**Ongoing annual**
Total to General Fund	**1,495,676**	-
Community Psyche Grant Program	120,000	-
City Manager Recruitment	12,000	-
Software Subscriptions	16,000	-
Additional Business Grant Programs	205,791	-
Legal Description for the New 2021 Sherwood URA	55,000	
Total proposed FY20-21 uses of funds	**$ 408,791**	**-**
Remaining funds	**$ 1,086,885**	**-**

GENERAL CONSTRUCTION FUND

1. The transfer in revenue line from the Street Capital Fund is being increased by $1,405,000.

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Total proposed FY20-21 uses of funds	**$1,405,000**

STREET CAPITAL FUND

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STREET OPERATIONS FUND

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Total proposed FY20-21 uses of funds	**110,000**
Contingency	**$(110,000)**

STORM FUND

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Operations	555,000
Capital	(555,000)
Total proposed FY20-21 uses of funds	**$ 0**

WATER FUND

1. The Debt Service appropriation is being increased by $195,985 while reducing contingency by $195,985 to account for the first payment on the recent Debt Refunding Transaction.

Debt Service	$ 195,985
Total proposed FY20-21 uses of funds	**$ 195,985**
Contingency	**$(195,985)**

Council Meeting Date: June 15, 2021

Agenda Item: Public Hearing

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Kristen Switzer, City Manager Pro Tem and Josh Soper, City Attorney

SUBJECT: **Resolution 2021-041, 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, 2021?

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 four categories.

- 1.5% CPI increase as previously approved in Resolution 2017-008
- 2% increase for certain building fees
- 4.01% ENR and 2.4% CPI-W 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, 2021.

Section 2 Library Fines and Fees

- **General Fees –** Removal of overdue fees and replacement cards.

Section 9 Planning

- **Residential Design –** Addition of fees for residential design checklist.

Section 10 Building

- **Single Family & Two-Family Dwelling -** Increase in fees for total valuation amounts.
- **Manufactured Dwelling Installation Permits –** Increase in manufactured home setup and installation fee.
- **Commercial, Industrial and Multi-Family -** Increase in fees for total valuation amounts.
- **Mechanical Permits Residential –** Increase in fees for minimum fees, air handling, boilers/compressors, fire/smoke dampers/duct smoke detectors, heat pumps, install/replace furnace/ burner, refrigeration units, and miscellaneous items.
- **Mechanical Permits Commercial, Industrial, and Multi-Family -** Increases based on total valuation amount.
- **Plumbing Permits New One and Two Family Dwellings –** Increases bases on the number of bathrooms and additional items.

- **Plumbing Permits – One and Two Family and Manufactured Dwelling for Additions, Alterations and Repairs -** Increases for minimums, new/additional, alterations, and manufactured dwelling utility connection.
    - **Water/Sewer/Storm Lines –** Increases per 100 feet.
- **Plumbing Permits – Commercial, Industrial, and Multi-Family -** Increases for minimums, new/additional, and alterations.
    - **Water/Sewer/Storm Lines –** Increases per 100 feet.
- **Residential Fire Sprinkler System Fees -** Increases per total square footage.
- **Prescriptive Solar Photovoltaic System Installation – Structural Only** – Increase for installation of system.
- **Demolition Permits –** Increase for residential and commercial.
- **Medical Gas Permits – Commercial -** Increase in fees for total valuation amounts.
- **Grading and Erosion Control Fees (Private Property Only) -** Increase per cubic yard.
- **Change of Use/Occupancy Certificate Application Fee (As determined by the Building Official) -** Increase for similar use (minor code review) and dissimilar use, or change in occupancy.

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.

Financial Impacts:

The proposed fee increases have been included in the FY2021-22 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 2021-041, 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.



The City of Sherwood, Oregon
Master Fees and Charges

Effective 07/01/2021

Increases included in this document

Green: Rate increase from prior year – 1.5% (CPI) as per Resolution 2017-008

Purple: Rate Increase from prior year rate ENR 4.01%, CPI-W 2.4% per Resolution 2018-049

Blue: Changed from prior year

Highlighted: Other



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SECTION 1
GENERAL CHARGES FOR SERVICE

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.

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.

Liquor License

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

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

SECTION 1
GENERAL CHARGES FOR SERVICE

Franchise Fees, Privilege Taxes, and Other Associated Fees

Franchise Fees (as set by franchise agreements):

Cable and Broadband Services	**Natural Gas**
Ziply (formally Frontier)	Northwest Natural Gas
5% of gross revenue	5% of gross revenue collected
Ordinance No. 2007-008 Exp 10/31/22	Ordinance No. 2006-016
Cable and Broadband Services	**Garbage / Solid Waste**
Comcast	Pride Disposal
5% of gross revenue	5% of gross revenue
Resolution No. 2000-857 Exp 9/5/26	Ordinance No. 98-1049 Exp 11/1/29

Privilege Taxes and Associated Fees:

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

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

SECTION 1
GENERAL CHARGES FOR SERVICE

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

General Fees

No fees for overdue materials within Washington County Cooperative Library Services

Damaged/lost material	based on extent
~~Overdue materials (except juvenile materials)~~	~~$0.25 per day~~
~~Overdue Library of Things~~	~~$1.00 per day~~
Non-resident card	$140.00 annually
Computer & wireless printing (first 25 pgs free)	$0.10 per page (after 25 pgs)
~~Replacement library card~~	~~$1.00 per card~~
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	$2.00 each
Test Proctoring	$25.00 per session

SECTION 3
POLICE

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

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

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		

Miscellaneous Police Fees

Copies of photographs (12 exposure)	$15		plus processing costs
Copies of digital photographs/photo files	$25		per disc
Fingerprinting*	**$26.83**	$26.43	per card
Records/Background checks*	**$16.09**	$15.85	per request

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

SECTION 4
MUNICIPAL COURT

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

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

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

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*
Lunch Program – Under age 55	$6 per meal
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

* 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.

Player Fees

	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

Athletic Field User Charges

Natural Turf	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	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

High School Stadium/Turf	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)

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	

Gym Fees	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	
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

Robin Hood Theater Sign

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

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

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

Community Garden

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

Field House

Team Fees		
Adult team	$500	plus a $50 late fee if not paid by the due date
Youth team	$500	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	

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

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; mulitple 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.

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

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
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

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

Rehearsals (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

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.

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

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

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

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.

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.

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"	$21.84 $21.52	$0.60 $0.59	$0.94 $0.93
¾”	$24.65 $24.29	$0.60 $0.59	$0.94 $0.93
1"	$27.00 $26.60	$0.60 $0.59	$0.94 $0.93
1-1/2"	$48.00 $47.29	$0.60 $0.59	$0.94 $0.93
2"	$69.80 $68.77	$0.60 $0.59	$0.94 $0.93
3"	$140.44 $138.36	$0.60 $0.59	$0.94 $0.93
4"	$238.01 $234.49	$0.60 $0.59	$0.94 $0.93
6"	$498.10 $490.74	$0.60 $0.59	$0.94 $0.93
8"	$921.98 $908.35	$0.60 $0.59	$0.94 $0.93
10"	$1,331.43 $1,311.75	$0.60 $0.59	$0.94 $0.93

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

Commercial Rates

Customer Class / Meter Size	Base Charge ($/Month)	Consumption Rate ($100/gallons) First 21,000	Consumption Rate ($100/gallons) Over 21,000
5/8 - 3/4"	$22.25	$0.65	$0.65
¾”	$25.10	$0.65	$0.65
1"	$27.51	$0.65	$0.65
1-1/2"	$48.89	$0.65	$0.65
2"	$71.08	$0.65	$0.65
3"	$143.02	$0.65	$0.65
4"	$244.37	$0.65	$0.65
6"	$507.26	$0.65	$0.65
8"	$938.93	$0.65	$0.65
10"	$1,355.88	$0.65	$0.65
Irrigation	Base charge from above	$0.93	$0.93

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
6"	$54.35
8"	$77.17
10"	$106.16
Water service connection in ROW	Actual time and materials

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

Hydrant Rentals

Fire hydrant permits - mandatory for fire hydrant use

Three month permit (plus water usage at current rate)*	**$60.19**	$59.30
Six month permit (plus water usage at current rate)*	**$87.55**	$86.26
Twelve month permit (plus water usage at current rate)*	**$142.26**	$140.16
Penalty for unauthorized hydrant use	$500	
Penalty for using non-approved (un-inspected tank)	$950	
Failure to report water usage (per day for period not reported)	$15	
Hydrant meter - refundable deposit	$1,180	
Hydrant meter – daily rental (plus water usage at current rate)	$20.32	
Hydrant meter read – monthly reads*	**$54.73**	$53.92
Hydrant meter setup – Initial setup of meter on hydrant*	**$54.73**	$53.92
Flow testing of fire hydrants*	**$175.10**	$172.51

Account Activation and De-Activiation

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*	**$16.41**	$16.17
First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge	
Activation after office hours and weekends*	**$65.66**	$64.69
Leaks or emergencies beyond customer control anytime	No Charge	
Second call*	**$32.83**	$32.34
Non-leak or emergency turn offs after office hours or weekends*	**$54.73**	$53.92
All snowbird/vacant turn offs*	**$27.67**	$27.26

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

Turn on water during office hours, Monday through Friday*	**$65.66**	$64.69
After hours or weekends, an additional*	**$109.43**	$107.81
Meter tampering and/or using water without authority*	**$65.66**	$64.69
Broken promise turn off*	**$65.66**	$64.69
Door hangers (per door hanger)*	**$10.94**	$10.78

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

Additional Charges, If Necessary, To Enforce			
Removal of meter*	**$87.55**	$86.26	
Reinstallation of meter	No Charge		
Installation or removal of locking device-first occurrence*	**$54.73**	$53.92	
Installation or removal of locking device-second occurrence*	**$82.07**	$80.86	
Installation or removal of locking device-third occurrence *	**$164.16**	$161.73	and meter pulled
Repair of breakage/damage to locking mechanism (curb stops, etc)	parts and labor		
Service off water at main or reinstating service	parts and labor		

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		
Damage to AMI Radio*	**$82.07**	$80.86	
Damage to AMI Register*	**$82.07**	$80.86	
Damage to AMI Antenna*	**$27.36**	$26.96	
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)	$1,000.00		

Testing Water Meters at Customer/Owner's Request			
Testing on premises (5/8”x 3/4”, ¾”, 1")*	**$87.55**	$86.26	
Removal of meter for testing (5/8”x 3/4”, 1”)*	**$273.59**	$269.55	
Testing of meters larger than 1”	parts and labor		

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

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.)*	**$109.43**	$107.81

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"	**$393.97**	$388.15	**$2,292.68**	$2,258.80
¾"	**$393.97**	$388.15	**$2,292.68**	$2,258.80
1"	**$798.88**	$787.07	**$2,697.60**	$2,657.73
1.5"	**$2,002.69**	$1,973.09	**$4,683.86**	$4,614.64
2"	**$3,337.81**	$3,288.48	**$6,018.99**	$5,930.04
3"	**$6,675.59**	$6,576.94	n/a	
4"	**$8,678.28**	$8,550.03	n/a	

Un-Authorized Water Hook Up*

Un-authorized water hook up	**$160.94**	$158.56	Plus water use charges billed at current rate

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

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

Usage of Meter Key

Deposit refundable with key return	$25

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

Water Use Restriction - Penalties*

First notice of violation	**$107.71**	$106.12
Second notice of violation	**$327.53**	$322.69
Third notice of violation	**$549.34**	$541.22

Sanitary Rates

See appendix A for fees collected on behalf of CWS

Sherwood sewer utility user base rate per EDU *	**$5.69**	$5.61
Sherwood sewer utility usage rate per CCF*	**$0.35**	$0.34
Damage or Repair to Sewer Utility	actual time and material	
Illegal Discharge to Sewer Utility	actual time and material	

Storm Rates

See appendix A for fees collected on behalf of CWS

Sherwood storm water utility user rate per ESU*	**$14.88**	$14.27
Damage or Repair to Storm Utility	actual time and material	

Street Fees

	Street Maintenace		Street Light		Sidewalk Repair		Safe/New Sidewalks	
Single family residential * Monthly per Account	**$2.18**	$2.15	**$2.55**	$2.51	**$0.57**	$0.56	**$0.74**	$0.73
Multi Family * Monthly per EDU	**$2.18**	$2.15	**$2.55**	$2.51	**$0.57**	$0.56	**$0.74**	$0.73
Non – residential/Commercial * Monthly per ESU	**$2.18**	$2.15	**$0.72**	$0.71	**$0.18**	$0.18		

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

Water SDC

Meter Size	Improvement Charge		Reimbursement Charge		Administrative Charge Per Meter	
5/8-3/4"	**$2,107.94**	$2,026.97	**$4,348.15**	$4,181.14	**$84.37**	$84.24
¾"	**$3,161.33**	$3,039.90	**$6,522.81**	$6,282.06	**$125.44**	$125.23
1"	**$5,268.10**	$5,065.74	**$10,872.12**	$10,454.51	**$209.80**	$209.47
1-1/2"	**$10,537.38**	$10,132.63	**$21,743.08**	$20,907.90	**$419.61**	$418.94
2"	**$16,858.87**	$16,211.30	**$34,789.86**	$33,453.54	**$670.48**	$669.43
3"	**$36,879.07**	$35,462.52	**$76,102.52**	$73,179.35	**$1,467.51**	$1,465.22
4"	**$63,220.77**	$60,792.40	**$130,461.97**	$125,454.07	**$2,515.41**	$2,511.48
6"	**$131,710.81**	$126,652.77	**$271,794.88**	$261,354.97	**$5,240.63**	$5,232.43
8"	**$189,663.48**	$182,378.33	**$391,385.90**	$376,352.40	**$7,546.24**	$7,534.43

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

Sewer SDC

UGB Minus Brookman and Tonquin Employment Area

Use Type	Reimbursement		Improvement		Flow Count
Single family residence	**$815.70**	$784.22	**$43.56**	$41.88	1 EDU
Two family residence (duplex)	**$815.70**	$784.22	**$43.56**	$41.88	1 EDU
Manufactured home/ single lot	**$815.70**	$784.22	**$43.56**	$41.88	1 EDU
Manufactured home parks	**$815.70**	$784.22	**$43.56**	$41.88	based on Engineer estimate
Multi-family residential	**$815.70**	$784.22	**$43.56**	$41.88	based on Engineer estimate
Commercial	**$815.70**	$784.22	**$43.56**	$41.88	based on Engineer estimate
Industrial	**$815.70**	$784.22	**$43.56**	$41.88	based on Engineer estimate
Institutional uses	**$815.70**	$784.22	**$43.56**	$41.88	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

Brookman Area*

Use Type	Reimbursement		Improvement		Flow Count
Single family residence	**$1,076.06**	$732.10	**$908.20**	$822.58	1 EDU
Two family residence (duplex)	**$1,076.06**	$732.10	**$908.20**	$822.58	1 EDU
Manufactured home/ single lot	**$1,076.06**	$732.10	**$908.20**	$822.58	1 EDU
Manufactured home parks	**$1,076.06**	$764.24	**$908.20**	$858.69	based on Engineer estimate
Multi-family residential	**$1,076.06**	$764.24	**$908.20**	$858.69	based on Engineer estimate
Commercial	**$1,076.06**	$764.24	**$908.20**	$858.69	based on Engineer estimate
Industrial	**$1,076.06**	$764.24	**$908.20**	$858.69	based on Engineer estimate
Institutional uses	**$1,076.06**	$764.24	**$908.20**	$858.69	based on Engineer estimate

**FY20/21 Reimbursement Fees for Brookman Area and Tonquin Employment Area were transposed. Fees charged to clients were verified and were charged correctly.*

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**	$1,034.53	**$893.16**	$873.14	1 EDU
Two family residence (duplex)	**$794.92**	$1,034.53	**$893.16**	$873.14	1 EDU
Manufactured home/ single lot	**$794.92**	$1,034.53	**$893.16**	$873.14	1 EDU
Manufactured home parks	**$794.92**	$1,034.53	**$893.16**	$873.14	based on Engineer estimate
Multi-family residential	**$794.92**	$1,034.53	**$893.16**	$873.14	based on Engineer estimate
Commercial	**$794.92**	$1,034.53	**$893.16**	$873.14	based on Engineer estimate
Industrial	**$794.92**	$1,034.53	**$893.16**	$873.14	based on Engineer estimate
Institutional uses	**$794.92**	$1,034.53	**$893.16**	$873.14	based on Engineer estimate

**FY20/21 Reimbursement Fees for Brookman Area and Tonquin Employment Area were transposed. Fees charged to clients were verified and were charged correctly.*

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

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.

Parks SDC

Parks and Recreation	**Administration**		**Improvement**		**Total Fee**	
Single family dwelling	**$815.39**	$776.86	**$8,183.53**	$7,824.96	**$8,998.93**	$8,601.82
Multi-family dwelling	**$613.34**	$584.36	**$6,140.58**	$5,871.52	**$6,753.92**	$6,455.88
Manufactured home	**$1,102.61**	$1,050.51	**$8,764.63**	$8,380.69	**$9,867.24**	$9,431.20
Non – residential	**$7.57**	$7.21	**$86.00**	$82.22	**$93.57**	$89.43
Filing fee to challenge expenditures of Parks SDC's					$50	
(Refundable if challenge is successful)						

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**	$1,805	dwelling unit
Apartment	220	**$1,289.40**	$1,241	dwelling unit
Residential Condominium/Townhouse	230	**$1,121.53**	$1,080	dwelling unit
Mobile Home Park	240	**$972.28**	$936	dwelling unit
Assisted Living	254	**$508.30**	$489	bed
Continuing Care Retirement	255	**$453.49**	$437	unit
Recreation Home	260	**$616.74**	$594	dwelling unit

Recreational Transportation SDC	**Code**	**Fee**	**Type**

City Park	411	**$1,215.97**	$1,171	acre
Regional Park	417	**$989.78**	$953	acre
Multipurpose Recreation/Arcade	435	**$7,098.74**	$6,834	thousand sq ft gross floor area
Movie Theater w/o Matinee	443	**$50,714.70**	$48,123	screen
Movie Theater w/Matinee	444	**$76,758.12**	$73,895	screen
Amusement/Theme Park	480	**$20,682.94**	$19,912	acre
Soccer Complex	488	**$14,147.31**	$136,120	field
Racquet/Tennis Club	491	**$7,071.92**	$6,808	court
Health/Fitness Club	492	**$6,013.34**	$5,789	thousand square ft gross floor area
Recreation/Community Center	495	**$5,435.07**	$5,232	thousand square ft gross floor area

Institutional/Medical Transportation SDC	**Code**	**Fee**		**Type**
Elementary School (Public)	520	**$151.54**	$146	student
Middle/Junior High School (Public)	522	**$190.01**	$183	student
High School (Public)	530	**$200.54**	$193	student
Private School (K – 12)	536	**$289.13**	$278	Student
Junior/Community College	540	**$4,247.09**	$4,089	thousand square ft gross floor area
University/College	550	**$339.26**	$327	student
Church	560	**$2,621.95**	$2,524	thousand square ft gross floor area
Day Care Center/Preschool	565	**$212.20**	$204	student
Library	590	**$10,007.48**	$9,634	thousand square ft gross floor area
Hospital	610	**$2,267.53**	$2,183	bed
Nursing Home	620	**$516.44**	$497	bed
Clinic	630	**$5,521.38**	$5,315	thousand square ft gross floor area

Commercial/Services SDC	**Code**	**Fee**		**Type**
Hotel	310	**$1,557.57**	$1,499	Room
Motel	320	**$1,116.84**	$1,075	Room
Building Materials/Lumber Store	812	**$8,553.67**	$8,235	thousand square ft gross floor area
Free-Standing Discount Superstore	813	**$7,628.00**	$7,344	thousand square ft gross floor area
Variety Store	814	**$6,063.47**	$5,837	thousand square ft gross floor area
Free-Standing Discount Store	815	**$5,595.98**	$5,387	thousand square ft gross floor area
Hardware/Paint Store	816	**$5,138.97**	$4,947	thousand square ft gross floor area
Nursery (Garden Center)	817	**$16,433.51**	$15,821	thousand square ft gross floor area

Commercial/Services SDC (continued)	**Code**	**Fee**	**Type**

Shopping Center	820	**$4,101.41**	$3,948	thousand sq ft gross leasable area
Factory Outlet	823	**$5,669.40**	$5,458	thousand square ft gross floor area
Specialty Retail Center	826	**$8,048.88**	$7,749	thousand square ft gross floor area
New Car Sales	841	**$5,804.66**	$5,588	thousand square ft gross floor area
Automobile Parts Sales	843	**$5,402.46**	$5,201	thousand square ft gross floor area
Tire Store	848	**$3,387.88**	$3,262	thousand square ft gross floor area
Tire Superstore	849	**$2,721.02**	$2,620	thousand square ft gross floor area
Supermarket	850	**$9,389.57**	$9,039	thousand square ft gross floor area
Convenience Market (24 Hour)	851	**$48,948.45**	$47,123	thousand square ft gross floor area
Convenience Market w/Fuel Pump	853	**$28,424.07**	$27,364	vehicle fueling position
Discount Club	861	**$8,398.62**	$8,085	thousand square ft gross floor area
Home Improvement Superstore	862	**$3,317.97**	$3,194	thousand square ft gross floor area
Electronics Superstore	863	**$8,932.57**	$8,599	thousand square ft gross floor area
Pharmacy/Drugstore w/o Drive-Up	880	**$7,561.55**	$7,280	thousand square ft gross floor area
Pharmacy/Drugstore w/Drive-Up	881	**$7,303.91**	$7,031	thousand square ft gross floor area
Furniture Store	890	**$362.56**	$349	thousand square ft gross floor area
Bank/Savings w/Drive-Up	912	**$6,652.22**	$6,404	thousand square ft gross floor area
Quality Restaurant	931	**$7,420.49**	$7,144	thousand square ft gross floor area
High Turnover (Sit Down) Restaurant	932	**$10,429.48**	$10,040	thousand square ft gross floor area
Fast Food Restaurant w/o Drive-Up	933	**$20,348.37**	$19,589	thousand square ft gross floor area
Fast Food Restaurant w/Drive-Up	934	**$43,448.09**	$41,828	thousand square ft gross floor area
Drinking Place/Bar	936	**$30,719.58**	$29,574	thousand square ft gross floor area
Coffee/Donut Shop w/Drive-Up	937	**$66,473.16**	$63,994	thousand square ft gross floor area
Coffee/Kiosk	938	**$60,688.35**	$58,425	thousand square ft gross floor area
Quick Lubrication Vehicle Shop	941	**$10,293.11**	$9,909	service stall
Automobile Care Center	942	**$6,167.22**	$5,937	thousand sq ft gross leasable area
Gasoline/Service Station	944	**$11,700.25**	$11,264	vehicle fueling position
Gasoline/Service Station w/Convenience Market	945	**$4,125.88**	$3,972	vehicle fueling position
Gasoline/Service Station w/Convenience Market and Car Wash	946	**$7,240.97**	$6,971	vehicle fueling position

Office SDC	**Code**	**Fee**	**Type**

General Office Building	710	**$1,661.33**	$1,599	thousand square ft gross floor area
Corporate Headquarters Building	714	**$1,582.04**	$1,523	thousand square ft gross floor area
Single Tenant Office Building	715	**$2,310.68**	$2,224	thousand square ft gross floor area
Medical/Dental Office Building	720	**$5,416.45**	$5,214	thousand square ft gross floor area
Government Office Building	730	**$13,670.51**	$13,161	thousand square ft gross floor area
State Motor Vehicles Department	731	**$23,977.61**	$23,083	thousand square ft gross floor area
Us Post Office	732	**$17,522.42**	$16,869	thousand square ft gross floor area
Office Park	750	**$1,685.80**	$1,623	thousand square ft gross floor area
Research And Development Center	760	**$1,234.59**	$1,189	thousand square ft gross floor area
Business Park	770	**$1,871.18**	$1,801	thousand square ft gross floor area

Port/Industrial	**Code**	**Fee**		**Type**
Truck Terminals	30	**$12,398.56**	$11,936	acre
Park And Ride Lot w/Bus Service	90	**$893.00**	$860	parking space
Light Rail Transit Station w/Parking	93	**$497.82**	$479	parking space
General Light Industrial	110	**$1,044.59**	$1,006	thousand square ft gross floor area
General Heavy Industrial	120	**$297.27**	$286	thousand square ft gross floor area
Industrial Park	130	**$1,058.58**	$1,019	thousand square ft gross floor area
Manufacturing	140	**$600.40**	$578	thousand square ft gross floor area
Warehouse	150	**$561.93**	$541	thousand square ft gross floor area
Mini-Warehouse	151	**$471.00**	$453	thousand square ft gross floor area
Data Center	160	**$197.03**	$190	thousand square ft gross floor area
Utilities (Private)	170	**$1,507.39**	$1,451	thousand square ft gross floor area

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
Granding
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
Granding
Sewer
Erosion Control
Storm (on-site detention and non-proprietary treatment systems)

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		

Miscellaneous Fees

Addressing Fees			
Single - five (5) digit address	$67.32		lot
0 to 10 - Suite Numbers	$25.50		per suite
11 to 20 -Suite Numbers	$260.10		plus $15 per suite
21 and up Suite Numbers	$416.16		plus $10 per suite
Plans and Specifications for capital projects	varies with project		
Traffic and street signs (Includes post, sign, hardware, and labor to install)*	**$273.59**	$269.55	per sign
Street Trees	$200.00		per tree

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

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	$30	per linear ft
Right of Way Permit Fees		
ROW Small Wireless Facility Permit	$850	per facility
ROW Construction Permit (for other than small wireless facilities)	$153	per permit
Inspection fee	$153 or 4% of project estimate	whichever is greater
ROW Use Permit	$25	
Design and construction standards	$50	on paper
Design and construction standards	$25	per CD
As-Built Requests	$25	per subdivision
As-Built Requests electronic media	$25	per cd

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
1 Acre and up	$230 *(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	$70	$105
New development	$70	$295
Non-single family residential	Covered in engineering compliance agreement	

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

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

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.			
Appeals			
Type I or II actions (ORS 227.175) 10 (b)	$250		
Type III or IV actions	50%		of original fee(s)
Expedited Land Division	$300		
Conditional Use Permit			
Conditional use permit without concurrent type III or IV application*	**$4,535.77**	$4,468.74	
Conditional use permit with concurrent type III or IV application*	**$2,267.35**	$2,233.84	
Land Divisions / Adjustments			
Lot line adjustment*	**$813.23**	$801.21	
Minor land partition*	**$2,132.85**	$2,101.33	
Expedited minor partition (added to the cost of the partition application)*	**$602.11**	$593.21	
Final plat processing (minor land partition)*	**$602.11**	$593.21	
Subdivision*	**$6,809.59**	$6,708.96	Flat fee+add'n lot fee
	$21.46	$21.14	per lot
Expedited subdivision *(Added to the cost of the subdivision application)**	**$2,412.77**	$2,377.11	
Final plat processing (Subdivision)*	**$1,206.39**	$1,188.56	
Other Fees			
Consultant as needed	actual costs		
Community Development Code Plan Check *(payable at time of building permit submittal)*			
Residential permits*	**$115.25**	$113.55	
ADUs Accessory Dwelling Units*	**$115.25**	$113.55	
Commercial, Industrial, Multi-Family Permits*	**$723.83**	$713.13	
(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*	**$164.80**	$162.36	
Interpretive decisions by the Director*	**$360.83**	$355.50	
Medical Marijuana Facility Special Use Permit*	**$301.60**	$297.14	plus notification fee

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

Other Fees - Continued			
Non-conforming use modification*	**$1,094.36**	$1,078.19	
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*	**$301.60**	$297.14	
Hearing required and/or use of Hearings Officer*	**$2,602.00**	$2,563.55	
Planning Re-inspection fee	**$64.41**	$63.46	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		

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

Planned Unit Development (PUD)			
Planned Unit Development (PUD) Preliminary*	**$2,412.77**	$2,377.11	
Planned Unit Development (PUD) - Final	See Site Plan Review Fee		
(Plus appropriate application fees (i.e. subdivisions, site plan, town-homes, etc.)			

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.

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
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)*.	**$6,809.59**	$6,708.96	
• Final site plan review (Type III and IV) (Due at the time of Building Permit submittal)*	**$709.64**	$699.15	
Site plan review (Type II)*	**$2,216.66**	2183.9	
Minor modification to approved Site Plan*	**$301.60**	$297.14	
Major modification to approved Site Plan, Type II*	**$1,105.13**	$1,088.80	
Major modification to approved Site Plan, Type III or IV*	**$2,654.04**	$2,614.82	
Old Town overlay review*	**$273.59**	$269.55	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.

Temporary Uses	
Administrative	$335
Time Extension to Approval	
No hearing required	$150

Residential Desgin	**Flat Fee**	**Per Lot**	**Total Fee**
Residential Design Checklist Review w/no adjustments to standards	$150		$150.00
Residential Design Checklist with Adjustment (Per lot and per standard to be varied)	$150	$54.93	$204.93
Residential Design Checklist with Type B Variance (Per lot and per standard to be varied)	$150	$1,206.39	$1,356.39
Residential Design Checklist with Type A Variance (Per lot and per standard to be varied)	$150	$4,535.77	$4,685.77

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

Variance		
Adjustment - *(Per lot and per standard to be varied)* *	**$54.93**	$54.12
Class A Variance - *(Per lot and per standard to be varied)* *	**$4,535.77**	$4,468.74
Class B Variance - *(Per lot and per standard to be varied)* *	**$1,206.39**	$1,188.56
Zone Amendments		
Text amendment*	**$5,832.65**	$5,746.45
Map amendment*	**$5,832.65**	$5,746.45

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

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**	$72.83	minimum fee
501 – 2,000	**$74.29**	$72.83	the first $500
	$1.22	$1.20	each additional $100 or fraction thereof, up to and including $2,000)
2,001 – 25,000	**$92.59**	$90.83	the first $2,000
	$9.76	$9.57	each additional $1,000 or fraction thereof, up to and including $25,000)
25,001 – 50,000	**$317.07**	$310.94	the first $25,000
	$7.64	$7.49	each additional $1,000 or fraction thereof, up to and including $50,000)
50,001 – 100,000	**$508.07**	$498.19	the first $50,000
	$4.88	$4.78	each additional $1,000 or fraction thereof, up to and including $100,000)
100,001 and up	**$752.07**	$737.19	the first $100,000
	$4.27	$4.19	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**	$385.99	
Plan Review	$90		per hour (min 1/2 hr)
Site Plan Review	Residential Rate per Section 10.(F)		

Commercial, Industrial and Multi-Family

Total Valuation Amount			
1 - 500	**$74.29**	$72.83	minimum fee
501 – 2,000	**$74.29**	$72.83	the first $500
	$1.85	$1.81	each additional $100 or fraction thereof, up to and including $2,000)
2,001 – 25,000	**$102.04**	$99.98	the first $2,000
	$9.76	$9.57	each additional $1,000 or fraction thereof, up to and including $25,000)
25,001 – 50,000	**$326.52**	$320.09	the first $25,000
	$8.24	$8.08	each additional $1,000 or fraction thereof, up to and including $50,000)
50,001 – 100,000	**$532.52**	$522.09	the first $50,000
	$6.11	$5.99	each additional $1,000 or fraction thereof, up to and including $100,000)
100,001 and up	**$838.02**	$821.59	the first $100,000
	$4.27	$4.19	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.

Plan Reivew 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

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

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

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**	$72.83	
See appendix A for surcharge collected on behalf of the State			
Air Handling			
Air Handling Unit ≤ 10,000 CFMs	**$17.85**	$17.50	includes ductwork
Air Handling Unit >10,000 CFMs	**$30.12**	$29.53	includes ductwork
Air Conditioning Unit	**$23.81**	$23.34	Site Plan Required
Boilers/Compressors			
≤100,000 BTUs or 3 HP	**$23.81**	$23.34	includes ductwork
>100,000 (3HP) to ≤ 500,000 BTUs (15HP)	**$43.63**	$42.77	includes ductwork
>500,000 (15HP) to ≤ 1,000,000 BTUs (30HP)	**$59.49**	$58.32	includes ductwork
>1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP)	**$89.27**	$87.52	includes ductwork
>1,750,000 BTUs or 50HP	**$148.65**	$145.73	includes ductwork
Fire/Smoke Dampers/Duct Smoke Detectors	**$17.88**	$17.53	
Heat Pump	**$23.81**	$23.34	Site Plan Required, includes ductwork and vents
Install/Replace Furnace/Burner			
Furnace ≤ 100,000 BTUs	**$23.81**	$23.34	
Furnace ≥ 100,000 BTUs	**$43.63**	$42.77	
Install/Replace/Relocate Heaters (Suspended, Wall, or Floor mounted)	**$23.81**	$23.34	
Vent for appliance other than furnace	**$11.89**	$11.66	
Refrigeration Units (includes installation of controls)			
≤ 100,000 BTUs or 3 HP	**$23.81**	$23.34	
> 100,000 (3HP) to ≤ 500,000 BTUs (15HP)	**$43.63**	$42.77	
> 500,000 (15HP) to ≤ 1,000,000 BTUs (30HP)	**$59.49**	$58.32	
> 1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP)	**$89.27**	$87.52	
> 1,750,000 BTUs or 50HP	**$148.65**	$145.73	

Miscellaneous

Appliance vent	**$11.89**	$11.66	
Dryer exhaust	**$11.89**	$11.66	
Exhaust fan with single duct	**$11.89**	$11.66	
Hoods	**$17.88**	$17.53	includes ductwork
Exhaust system apart from heating or air conditioning	**$17.88**	$17.53	
Fuel piping and distribution (up to four outlets)	**$7.94**	$7.78	
Fuel piping and distribution (over four outlets)	**$2.02**	$1.98	per outlet
Insert, decorative fireplace or wood/pellet stoves	**$23.81**	$23.34	includes vent
Gas fired water heater	**$23.81**	$23.34	includes vent
Install/relocate domestic type incinerator	**$29.71**	$29.13	
Install/relocate commercial type incinerator	**$118.99**	$116.66	

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**	$72.83	minimum fee
500.01 - 5,000	**$74.29**	$72.83	Plus additional below
	$3.06	$3.00	each add'l $100 or fraction thereof between $500.01 and $5,000
5,000.01 - 10,000	**$211.99**	$207.83	for the first 5,000 plus additional below
	$3.67	$3.60	each add'l $100 or fraction thereof, between $5,000.01 and $10,000
10,000.01 - 100,000	**$395.49**	$387.83	for the first 10,000 plus additional below
	$9.77	$9.58	each add'l $1,000 or fraction thereof, between $10,000.01 and $100,000
100,000.01 and up	**$1,274.79**	$1,250.03	for the first 100,000 plus additional below
	$4.89	$4.79	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.

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**	$305.10
Two Bathrooms	**$384.43**	$376.89
Three Bathrooms	**$457.65**	$448.68
Additional Kitchen or Bathroom	**$189.17**	$185.46
Additional Fixture or Item	**$18.31**	$17.95 each
Additional 100 feet of each utility line	**$33.57**	$32.91 each

Plumbing Permits – One and Two Family and Manufactured Dwelling for Additions, Alterations and Repairs

Minimum Fee	**$74.29**	$72.83
New and/or Additional fixture, item or appurtenance	**$18.31**	$17.95 each
Alteration of fixture, item or appurtenance	**$18.31**	$17.95 each
Manufactured Dwelling Utility Connection	**$36.61**	$35.89 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**	$59.82	**$61.02**	$59.82	**$61.02**	$59.82
For each additional 100 feet or fraction thereof	**$33.57**	$32.91 each	**$33.57**	$32.91 each	**$33.57**	$32.91 each

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**	$71.40
New and/or Additional fixture, item or appurtenance	**$18.31**	$17.60 each
Alteration of fixture, item or appurtenance	**$18.31**	$17.60 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**	$58.65	**$61.02**	$58.65	**$61.02**	$58.65
For each additional 100 feet or fraction thereof	**$33.57**	$32.26 each	**$33.57**	$32.26 each	**$33.57**	$32.26 each

Residential Fire Sprinkler System Fees

Total Square Footage (including Garage)

0 to 2,000	**$106.12**	$104.04	includes plan review
2,001 to 3,600	**$159.18**	$156.06	includes plan review
3,601 to 7,200	**$265.30**	$260.10	includes plan review
7,201 and greater	**$318.36**	$312.12	includes plan review

Electrical Permits – Issued and Inspected by Washington County (503) 846-3470

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**	$146.90
For Plans that do not meet the prescriptive path, typical structural fee calculations and processes will apply.		Typical Structural Fees will apply

Demolition Permits

Residential	**$234.46**	$229.87
Commercial	**$344.30**	$337.55

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**	$104.04	minimum fee
500.01 - 5,000	**$106.12**	$104.04	Plus additional below
	$2.12	$2.08	each additional $100 or fraction thereof between $500.01 and $5,000
5,000.01 - 10,000	**$201.52**	$197.64	for the first 5,000 plus additional below
	$3.18	$3.12	each additional $100 or fraction thereof, between $5,000.01 and $10,000
10,000.01 - 50,000	**$360.52**	$353.64	for the first 10,000 plus additional below
	$10.08	$9.88	each additional $1,000 or fraction thereof, between $10,000.01 and $50,000
50,000.01 - 100,000	**$763.72**	$748.84	for the first 50,000 plus additional below
	$11.67	$11.44	each additional $1,000 or fraction thereof, between $50,000.01 and $100,000
100,000.01 and up	**$1,347.22**	$1,320.84	for the first 100,000 plus additional below
	$7.43	$7.28	each additional $1,000 or fraction thereof over $100,000

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**	$72.83	minimum fee
101 to 1,000	**$74.29**	$72.83	first 100 yards plus additional fee below
	$11.44	$11.22	for each additional 100 yards or fraction thereof
1,001 to 10,000	**$177.25**	$173.81	first 1,000 yards plus additional fee below
	$15.92	$15.61	for each additional 1,000 yards or fraction thereof
10,001 to 100,000	**$320.53**	$314.30	first 10,000 yards plus additional fee below
	$79.59	$78.03	for each additional 10,000 yards or fraction thereof
100,001 +	**$1,036.84**	$1,016.57	first 100,000 yards plus additional fee below
	$38.74	$37.98	for each additional 10,000 yards or fraction thereof
Grading plan review fee	85% of the grading permit fee		

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	$50	

(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)

Permit reinstatement fee — 50% of amount required for a new permit or a percentage as determined by the Building Official based on the remaining inspections required.

(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.)

SECTION 10
BUILDING

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	
Certificate of Occupancy (As determined by the Building Official)			
Temporary residential	$50	per request	
Temporary commercial/industrial	$300	maximum per request	
Change of Use/Occupancy Certificate Application Fee (As determined by the Building Official)			
Similar use (Minor code review)	**$74.29**	$72.83	
Dissimilar Use, or Change in Occupancy (Extensive Code Review)	**$132.65**	$130.05	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.

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**	$25.11
CWS regional sewer utility user franchise fee per EDU	**$1.31**	$1.26
CWS regional sewer utility usage rate per CCF	**$1.74**	$1.66
CWS regional sewer utility usage franchise fee per CCF	**$0.09**	$0.08
Sewer SDC		
CWS regional connection charge	**$6,085**	$5,800
Portion retained by the City (3.983%)	**$242.37**	$231.00
Portion remitted to CWS (96.017%)	**$5,842.63**	$5,569.00
Surface Water		
CWS regional surface water base rate per EDU	**$2.43**	$2.31
CWS regional surface water base franchise fee per EDU	**$0.12**	$0.12

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

Sherwood School District

Fee charged on all building permits.

Residential CET	$1.39	per square foot of dwelling
Non-Residential CET	$0.69	per square foot maximum of $34,600

Metro

Fee charged on building permits.

METRO CET	0.12% of the total value of the improvement when it exceeds $100,000 valuation

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

RESOLUTION 2021-041

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, 2021.

Duly passed by the City Council this 15th day of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



The City of Sherwood, Oregon
Master Fees and Charges

Effective 07/01/2021



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SECTION 1
GENERAL CHARGES FOR SERVICE

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.

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.

Liquor License

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

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

SECTION 1
GENERAL CHARGES FOR SERVICE

Franchise Fees, Privilege Taxes, and Other Associated Fees

Franchise Fees (as set by franchise agreements):

Cable and Broadband Services	**Natural Gas**
Ziply (formally Frontier)	Northwest Natural Gas
5% of gross revenue	5% of gross revenue collected
Ordinance No. 2007-008 Exp 10/31/22	Ordinance No. 2006-016
Cable and Broadband Services	**Garbage / Solid Waste**
Comcast	Pride Disposal
5% of gross revenue	5% of gross revenue
Resolution No. 2000-857 Exp 9/5/26	Ordinance No. 98-1049 Exp 11/1/29

Privilege Taxes and Associated Fees:

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

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

SECTION 1
GENERAL CHARGES FOR SERVICE

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

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	$2.00	each
Test Proctoring	$25.00	per session

SECTION 3
POLICE

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

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

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

Miscellaneous Police Fees

Copies of photographs (12 exposure)	$15	plus processing costs
Copies of digital photographs/photo files	$25	per disc
Fingerprinting*	$26.83	per card
Records/Background checks*	$16.09	per request

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

SECTION 4
MUNICIPAL COURT

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

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

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

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*
Lunch Program – Under age 55	$6 per meal
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

* 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.

Player Fees

	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

Athletic Field User Charges

Natural Turf	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	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

High School Stadium/Turf	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)

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	

Gym Fees	**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	
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

Robin Hood Theater Sign

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

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

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

Community Garden

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

Field House

Team Fees		
Adult team	$500	plus a $50 late fee if not paid by the due date
Youth team	$500	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	

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

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; mulitple 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.

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

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
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

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

Rehearsals (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

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.

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

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

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

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.

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.

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.

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"	$21.84	$0.60	$0.94
¾"	$24.65	$0.60	$0.94
1"	$27.00	$0.60	$0.94
1-1/2"	$48.00	$0.60	$0.94
2"	$69.80	$0.60	$0.94
3"	$140.44	$0.60	$0.94
4"	$238.01	$0.60	$0.94
6"	$498.10	$0.60	$0.94
8"	$921.98	$0.60	$0.94
10"	$1,331.43	$0.60	$0.94

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

Commercial Rates

Customer Class / Meter Size	Base Charge ($/Month)	Consumption Rate ($100/gallons) First 21,000	Consumption Rate ($100/gallons) Over 21,000
5/8 - 3/4"	$22.25	$0.65	$0.65
¾”	$25.10	$0.65	$0.65
1"	$27.51	$0.65	$0.65
1-1/2"	$48.89	$0.65	$0.65
2"	$71.08	$0.65	$0.65
3"	$143.02	$0.65	$0.65
4"	$244.37	$0.65	$0.65
6"	$507.26	$0.65	$0.65
8"	$938.93	$0.65	$0.65
10"	$1,355.88	$0.65	$0.65
Irrigation	Base charge from above	$0.93	$0.93

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
6"	$54.35
8"	$77.17
10"	$106.16
Water service connection in ROW	Actual time and materials

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

Hydrant Rentals

Fire hydrant permits - mandatory for fire hydrant use

Three month permit (plus water usage at current rate)*	$60.19
Six month permit (plus water usage at current rate)*	$87.55
Twelve month permit (plus water usage at current rate)*	$142.26
Penalty for unauthorized hydrant use	$500
Penalty for using non-approved (un-inspected tank)	$950
Failure to report water usage (per day for period not reported)	$15
Hydrant meter - refundable deposit	$1,180
Hydrant meter – daily rental (plus water usage at current rate)	$20.32
Hydrant meter read – monthly reads*	$54.73
Hydrant meter setup – Initial setup of meter on hydrant*	$54.73
Flow testing of fire hydrants*	$175.10

Account Activation and De-Activiation

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*	$16.41
First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge
Activation after office hours and weekends*	$65.66
Leaks or emergencies beyond customer control anytime	No Charge
Second call*	$32.83
Non-leak or emergency turn offs after office hours or weekends*	$54.73
All snowbird/vacant turn offs*	$27.67

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

Turn on water during office hours, Monday through Friday*	$65.66
After hours or weekends, an additional*	$109.43
Meter tampering and/or using water without authority*	$65.66
Broken promise turn off*	$65.66
Door hangers (per door hanger)*	$10.94

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

Additional Charges, If Necessary, To Enforce	
Removal of meter*	$87.55
Reinstallation of meter	No Charge
Installation or removal of locking device-first occurrence*	$54.73
Installation or removal of locking device-second occurrence*	$82.07
Installation or removal of locking device-third occurrence *	$164.16 and meter pulled
Repair of breakage/damage to locking mechanism (curb stops, etc)	parts and labor
Service off water at main or reinstating service	parts and labor

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	$100
Backflow assembly test/repair (Contract services)	parts and labor
Damage or Repair to Water Utility	actual time and material
Damage to AMI Radio*	$82.07
Damage to AMI Register*	$82.07
Damage to AMI Antenna*	$27.36
Water Model for Development (Developments of 20 plus lots, development of industrial or commercial higher elevation developments and/or as determined necessary by Public	$1,000.00

Testing Water Meters at Customer/Owner's Request	
Testing on premises (5/8”x 3/4”, ¾”, 1")*	$87.55
Removal of meter for testing (5/8”x 3/4”, 1”)*	$273.59
Testing of meters larger than 1”	parts and labor

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

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 $109.43

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.

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"	$393.97	$2,292.68
¾"	$393.97	$2,292.68
1"	$798.88	$2,697.60
1.5"	$2,002.69	$4,683.86
2"	$3,337.81	$6,018.99
3"	$6,675.59	n/a
4"	$8,678.28	n/a

Un-Authorized Water Hook Up*

Un-authorized water hook up $160.94 Plus water use charges billed at current rate

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

Sanitary Sewer Interceptor Program – FOG

Includes Maintenance Bonds	$50 each
First re-inspection	$100 each
Re-inspection fee after the first	$150 each
All subsequent re-inspection fees	

Usage of Meter Key

Deposit refundable with key return $25

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

Water Use Restriction - Penalties*	
First notice of violation	$107.71
Second notice of violation	$327.53
Third notice of violation	$549.34

Sanitary Rates	
See appendix A for fees collected on behalf of CWS	
Sherwood sewer utility user base rate per EDU *	$5.69
Sherwood sewer utility usage rate per CCF*	$0.35
Damage or Repair to Sewer Utility	actual time and material
Illegal Discharge to Sewer Utility	actual time and material

Storm Rates	
See appendix A for fees collected on behalf of CWS	
Sherwood storm water utility user rate per ESU*	$14.88
Damage or Repair to Storm Utility	actual time and material

Street Fees

	Street Maintenace	**Street Light**	**Sidewalk Repair**	**Safe/New Sidewalks**
Single family residential *	$2.18	$2.55	$0.57	$0.74
Monthly per Account				
Multi Family *	$2.18	$2.55	$0.57	$0.74
Monthly per EDU				
Non – residential/Commercial *	$2.18	$0.72	$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

Water SDC

Meter Size	Improvement Charge	Reimbursement Charge	Administrative Charge Per Meter
5/8-3/4"	$2,107.94	$4,348.15	$84.37
¾”	$3,161.33	$6,522.81	$125.44
1"	$5,268.10	$10,872.12	$209.80
1-1/2"	$10,537.38	$21,743.08	$419.61
2"	$16,858.87	$34,789.86	$670.48
3"	$36,879.07	$76,102.52	$1,467.51
4"	$63,220.77	$130,461.97	$2,515.41
6"	$131,710.81	$271,794.88	$5,240.63
8"	$189,663.48	$391,385.90	$7,546.24

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

Sewer SDC

UGB Minus Brookman and Tonquin Employment Area

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

Brookman Area*

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

**FY20/21 Reimbursement Fees for Brookman Area and Tonquin Employment Area were transposed. Fees charged to clients were verified and were charged correctly.*

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	$893.16	1 EDU
Two family residence (duplex)	$794.92	$893.16	1 EDU
Manufactured home/ single lot	$794.92	$893.16	1 EDU
Manufactured home parks	$794.92	$893.16	based on Engineer estimate
Multi-family residential	$794.92	$893.16	based on Engineer estimate
Commercial	$794.92	$893.16	based on Engineer estimate
Industrial	$794.92	$893.16	based on Engineer estimate
Institutional uses	$794.92	$893.16	based on Engineer estimate

**FY20/21 Reimbursement Fees for Brookman Area and Tonquin Employment Area were transposed. Fees charged to clients were verified and were charged correctly.*

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

Storm SDC

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

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

Parks SDC

Parks and Recreation	Administration	Improvement	Total Fee
Single family dwelling	$815.39	$8,183.53	$8,998.93
Multi-family dwelling	$613.34	$6,140.58	$6,753.92
Manufactured home	$1,102.61	$8,764.63	$9,867.24
Non – residential	$7.57	$86.00	$93.57
Filing fee to challenge expenditures of Parks SDC's			$50
(Refundable if challenge is successful)			

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	dwelling unit
Apartment	220	$1,289.40	dwelling unit
Residential Condominium/Townhouse	230	$1,121.53	dwelling unit
Mobile Home Park	240	$972.28	dwelling unit
Assisted Living	254	$508.30	bed
Continuing Care Retirement	255	$453.49	unit
Recreation Home	260	$616.74	dwelling unit

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

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

Commercial/Services SDC	**Code**	**Fee**	**Type**
Hotel	310	$1,557.57	Room
Motel	320	$1,116.84	Room
Building Materials/Lumber Store	812	$8,553.67	thousand square ft gross floor area
Free-Standing Discount Superstore	813	$7,628.00	thousand square ft gross floor area
Variety Store	814	$6,063.47	thousand square ft gross floor area
Free-Standing Discount Store	815	$5,595.98	thousand square ft gross floor area
Hardware/Paint Store	816	$5,138.97	thousand square ft gross floor area
Nursery (Garden Center)	817	$16,433.51	thousand square ft gross floor area

Commercial/Services SDC (continued)	Code	Fee	Type
Shopping Center	820	$4,101.41	thousand sq ft gross leasable area
Factory Outlet	823	$5,669.40	thousand square ft gross floor area
Specialty Retail Center	826	$8,048.88	thousand square ft gross floor area
New Car Sales	841	$5,804.66	thousand square ft gross floor area
Automobile Parts Sales	843	$5,402.46	thousand square ft gross floor area
Tire Store	848	$3,387.88	thousand square ft gross floor area
Tire Superstore	849	$2,721.02	thousand square ft gross floor area
Supermarket	850	$9,389.57	thousand square ft gross floor area
Convenience Market (24 Hour)	851	$48,948.45	thousand square ft gross floor area
Convenience Market w/Fuel Pump	853	$28,424.07	vehicle fueling position
Discount Club	861	$8,398.62	thousand square ft gross floor area
Home Improvement Superstore	862	$3,317.97	thousand square ft gross floor area
Electronics Superstore	863	$8,932.57	thousand square ft gross floor area
Pharmacy/Drugstore w/o Drive-Up	880	$7,561.55	thousand square ft gross floor area
Pharmacy/Drugstore w/Drive-Up	881	$7,303.91	thousand square ft gross floor area
Furniture Store	890	$362.56	thousand square ft gross floor area
Bank/Savings w/Drive-Up	912	$6,652.22	thousand square ft gross floor area
Quality Restaurant	931	$7,420.49	thousand square ft gross floor area
High Turnover (Sit Down) Restaurant	932	$10,429.48	thousand square ft gross floor area
Fast Food Restaurant w/o Drive-Up	933	$20,348.37	thousand square ft gross floor area
Fast Food Restaurant w/Drive-Up	934	$43,448.09	thousand square ft gross floor area
Drinking Place/Bar	936	$30,719.58	thousand square ft gross floor area
Coffee/Donut Shop w/Drive-Up	937	$66,473.16	thousand square ft gross floor area
Coffee/Kiosk	938	$60,688.35	thousand square ft gross floor area
Quick Lubrication Vehicle Shop	941	$10,293.11	service stall
Automobile Care Center	942	$6,167.22	thousand sq ft gross leasable area
Gasoline/Service Station	944	$11,700.25	vehicle fueling position
Gasoline/Service Station w/Convenience Market	945	$4,125.88	vehicle fueling position
Gasoline/Service Station w/Convenience Market and Car Wash	946	$7,240.97	vehicle fueling position

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

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

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
Granding
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
Granding
Sewer
Erosion Control
Storm (on-site detention and non-proprietary treatment systems)

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

Miscellaneous Fees

Addressing Fees		
Single - five (5) digit address	$67.32	lot
0 to 10 - Suite Numbers	$25.50	per suite
11 to 20 -Suite Numbers	$260.10	plus $15 per suite
21 and up Suite Numbers	$416.16	plus $10 per suite
Plans and Specifications for capital projects	varies with project	
Traffic and street signs (Includes post, sign, hardware, and labor to install)*	$273.59	per sign
Street Trees	$200.00	per tree

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

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	$30	per linear ft
Right of Way Permit Fees		
ROW Small Wireless Facility Permit	$850	per facility
ROW Construction Permit (for other than small wireless facilities)	$153	per permit
Inspection fee	$153 or 4% of project estimate	whichever is greater
ROW Use Permit	$25	
Design and construction standards	$50	on paper
Design and construction standards	$25	per CD
As-Built Requests	$25	per subdivision
As-Built Requests electronic media	$25	per cd

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
1 Acre and up	$230 *(plus $50 per acre or fraction thereof over 1 acre)*

Erosion control with building permit

	Plan Check	Inspection
Single Family Residential		
>1000 feet disturbance, existing development	$70	$105
New development	$70	$295
Non-single family residential	Covered in engineering compliance agreement	

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

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

SECTION 9
PLANNING

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.		
Appeals		
Type I or II actions (ORS 227.175) 10 (b)	$250	
Type III or IV actions	50%	of original fee(s)
Expedited Land Division	$300	
Conditional Use Permit		
Conditional use permit without concurrent type III or IV application*	$4,535.77	
Conditional use permit with concurrent type III or IV application*	$2,267.35	
Land Divisions / Adjustments		
Lot line adjustment*	$813.23	
Minor land partition*	$2,132.85	
Expedited minor partition (added to the cost of the partition application)*	$602.11	
Final plat processing (minor land partition)*	$602.11	
Subdivision*	$6,809.59	Flat fee+add'n lot fee
	$21.46	per lot
Expedited subdivision *(Added to the cost of the subdivision application)**	$2,412.77	
Final plat processing (Subdivision)*	$1,206.39	
Other Fees		
Consultant as needed	actual costs	
Community Development Code Plan Check *(payable at time of building permit submittal)*		
Residential permits*	$115.25	
ADUs Accessory Dwelling Units*	$115.25	
Commercial, Industrial, Multi-Family Permits*	$723.83	
(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*	$164.80	
Interpretive decisions by the Director*	$360.83	
Medical Marijuana Facility Special Use Permit*	$301.60	plus notification fee

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

Other Fees - Continued

Non-conforming use modification*	$1,094.36	
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*	$301.60	
Hearing required and/or use of Hearings Officer*	$2,602.00	
Planning Re-inspection fee	$64.41	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	

Trees

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

Planned Unit Development (PUD)

Planned Unit Development (PUD) Preliminary*	$2,412.77
Planned Unit Development (PUD) - Final	See Site Plan Review Fee

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

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.

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

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)*.	$6,809.59	
• Final site plan review (Type III and IV) (Due at the time of Building Permit submittal)*	$709.64	
Site plan review (Type II)*	$2,216.66	
Minor modification to approved Site Plan*	$301.60	
Major modification to approved Site Plan, Type II*	$1,105.13	
Major modification to approved Site Plan, Type III or IV*	$2,654.04	
Old Town overlay review*	$273.59	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.

Temporary Uses

Administrative	$335

Time Extension to Approval

No hearing required	$150

Residential Desgin

	Flat Fee	Per Lot	Total Fee
Residential Design Checklist Review w/no adjustments to standards	$150		$150.00
Residential Design Checklist with Adjustment (Per lot and per standard to be varied)	$150	$54.93	$204.93
Residential Design Checklist with Type B Variance (Per lot and per standard to be varied)	$150	$1,206.39	$1,356.39
Residential Design Checklist with Type A Variance (Per lot and per standard to be varied)	$150	$4,535.77	$4,685.77

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

Variance	
Adjustment - *(Per lot and per standard to be varied)* *	$54.93
Class A Variance - *(Per lot and per standard to be varied)* *	$4,535.77
Class B Variance - *(Per lot and per standard to be varied)* *	$1,206.39
Zone Amendments	
Text amendment*	$5,832.65
Map amendment*	$5,832.65

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

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)	

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.

Plan Reivew 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

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

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

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	Site Plan Required, 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	

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	

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.

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

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

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	$61.02 each	$33.57 each	$33.57 each

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

Electrical Permits – Issued and Inspected by Washington County (503) 846-3470

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

Demolition Permits

Residential	$234.46
Commercial	$344.30

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

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	$72.83	minimum fee
101 to 1,000	$74.29	$72.83	first 100 yards plus additional fee below
	$11.44	$11.22	for each additional 100 yards or fraction thereof
1,001 to 10,000	$177.25	$173.81	first 1,000 yards plus additional fee below
	$15.92	$15.61	for each additional 1,000 yards or fraction thereof
10,001 to 100,000	$320.53	$314.30	first 10,000 yards plus additional fee below
	$79.59	$78.03	for each additional 10,000 yards or fraction thereof
100,001 +	$1,036.84	$1,016.57	first 100,000 yards plus additional fee below
	$38.74	$37.98	for each additional 10,000 yards or fraction thereof
Grading plan review fee	85% of the grading permit fee		

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	$90	per hour plus State surcharge (Minimum charge = 2 hours)
(when approved by the Building Official)		
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	$50	
(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)		
Permit reinstatement fee	50% of amount required for a new permit or a percentage as determined by the Building Official based on the remaining inspections required.	
(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.)		

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

SECTION 10
BUILDING

Certificate of Occupancy (As determined by the Building Official)		
Temporary residential	$50	per request
Temporary commercial/industrial	$300	maximum per request
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.

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
CWS regional sewer utility user franchise fee per EDU	$1.31
CWS regional sewer utility usage rate per CCF	$1.74
CWS regional sewer utility usage franchise fee per CCF	$0.09

Sewer SDC

CWS regional connection charge	$6,085
Portion retained by the City (3.983%)	$242.37
Portion remitted to CWS (96.017%)	$5,842.63

Surface Water

CWS regional surface water base rate per EDU	$2.43
CWS regional surface water base franchise fee per EDU	$0.12

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

Sherwood School District

Fee charged on all building permits.

Residential CET	$1.39	per square foot of dwelling
Non-Residential CET	$0.69	per square foot maximum of $34,600

Metro

Fee charged on building permits.

METRO CET	0.12% of the total value of the improvement when it exceeds $100,000 valuation

City Council Meeting Date: June 15, 2021

Agenda Item: Public Hearing

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Kristen Switzer, City Manager Pro Tem and Josh Soper, City Attorney

SUBJECT: **Resolution 2021-042, Declaring the City's election to receive State Shared Revenues**

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

Background:
The State of Oregon shares certain revenue with municipalities that choose to accept it. The only qualifications to receive these funds are to (1) hold public hearings on the use of the money, and (2) have levied a property tax in the preceding year. The City levied a property tax last year; it also held one hearing on May 27, 2021 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 $385,115 in FY2021-22 General Fund revenue and $1,508,078 in FY2021-22 Street Fund revenue. The non-per capita based portion amounts to $235,000 in the General Fund.

Recommendation:
Staff respectfully recommends City Council adoption of Resolution 2021-042, Declaring the City's election to receive State Shared Revenues.

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

RESOLUTION 2021-042

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 May 27, 2021, a public hearing on the use of state revenues was held by the City of Sherwood Budget Committee and on June 15, 2021, 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 2021-22.

Section 2. It is hereby certified that a public hearing before the Budget committee was held on May 27, 2021 and a public hearing before the City Council was held on June 15, 2021, giving citizens an opportunity to comment on use of State Revenue Sharing.

Section 3. The City Manager, or her 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 15th day of June, 2021.

_____
Keith Mays, Mayor

Attest:

_____
Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: June 15, 2021

Agenda Item: Public Hearing

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Kristen Switzer, City Manager Pro Tem and Josh Soper, City Attorney

SUBJECT: **Resolution 2021-043, Adopting the FY2021-22 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 FY2021-22 City of Sherwood Budget as approved by the Sherwood Budget Committee?

Background:
On May 20 and May 27, the Sherwood Budget Committee received the budget message, reviewed the proposed budget, and heard public comment. Then, on May 27, 2021, the Budget Committee approved the proposed budget with certain amendments. These amendments consisted of removing the requested added positions for the Library in the General Fund $42,386, increasing the intergovernmental revenue in the Sanitary Fund by $1,950,000 and minor wording cleanup in the Debt Service & CIP section of the document.

Notice of the approved budget has been published in accordance with Oregon Local Budget Law and House Bill 4212 (2020). The final steps of the budget process are for City Council to hold a public hearing per ORS 294.453 and House Bill 4212 (2020), then adopt the FY2021-22 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 2021-043, Adopting the FY2021-22 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 2021-22 Budget
RESOURCES												
Beginning fund balance	$ 6,580,078	$ 1,976,366	$ 76,477	$ 62,716	$2,055,638	$2,561,404	$3,571,494	$15,839,311	$2,211,728	$5,869,959	$ (532,406)	$ 40,272,765
Revenue												
Taxes	6,971,527	-	-	-	-	-	-	-	-	-	-	6,971,527
Francise Fees	2,061,000	30,000	-	-	-	-	-	-	-	-	-	2,091,000
Licenses and permits	82,230	-	-	-	-	-	-	-	-	-	-	82,230
Intergovernmental	1,953,228	-	-	62,400	2,098,007	1,903,078	-	-	1,951,900	-	-	7,968,613
Charges for services	2,578,666	55,000	-	-	-	697,581	58,500	5,967,153	749,651	2,055,153	1,025,439	13,187,143
Infrastructure development	-	260,000	-	-	-	-	625,000	530,000	45,900	31,500	-	1,492,400
Fines, interest and other	2,333,048	14,500	700	475	7,500	28,000	48,000	146,500	26,139	49,500	175,000	2,829,362
Total revenue	15,979,699	359,500	700	62,875	2,105,507	2,628,659	731,500	6,643,653	2,773,590	2,136,153	1,200,439	34,622,275
Other sources												
Transfers in	4,117	875,000	-	-	-	-	-	-	-	-	-	879,117
Issuance of long-term debt	-	-	-	-	-	-	-	-	-	-	18,000,000	18,000,000
Total other sources	4,117	875,000	-	-	-	-	-	-	-	-	18,000,000	18,879,117
Total resources	**$22,563,894**	**$ 3,210,866**	**$ 77,177**	**$125,591**	**$4,161,145**	**$5,190,063**	**$4,302,994**	**$22,482,964**	**$4,985,318**	**$8,006,112**	**$18,668,033**	**$ 93,774,157**
REQUIREMENTS												
Expenditures												
Personal services												
Salaries and wages	8,308,222	59,059	-	-	-	355,804	72,263	563,851	231,802	458,769	1,007,530	11,057,300
Payroll taxes	738,605	5,145	-	-	-	34,886	6,412	53,895	22,717	46,151	89,095	996,906
Benefits	3,999,059	27,926	-	-	-	166,458	33,016	237,983	104,008	171,708	461,340	5,201,498
Total personal services	13,045,886	92,130	-	-	-	557,148	111,691	855,729	358,527	676,628	1,557,965	17,255,704
Materials and services												
Professional & technical	2,065,828	-	-	-	82,339	107,200	-	155,300	100,600	96,450	383,750	2,991,467
Facility and equipment	1,507,040	-	-	-	-	813,841	-	1,687,532	2,461	46,797	269,880	4,327,551
Other purchased services	1,206,591	-	-	-	-	29,693	-	550,859	114,342	151,057	132,835	2,185,378
Supplies	426,696	-	-	-	-	84,200	-	153,700	17,000	51,700	6,000	739,296
Community activities	26,250	-	-	-	-	-	-	-	-	-	-	26,250
Minor equipment	234,613	-	-	-	-	11,000	-	14,500	8,500	11,500	66,000	346,113
Other materials & services	20,000	-	-	-	-	-	-	-	-	-	-	20,000
Cost Allocation	(2,907,366)	59,110	-	-	-	386,324	69,266	323,963	325,158	459,380	1,220,592	(63,573)
Total materials & services	2,579,652	59,110	-	-	82,339	1,432,258	69,266	2,885,854	568,061	816,884	2,079,057	10,572,482
Capital outlay												
Infrastructure	-	1,644,176	-	-	-	-	3,178,673	11,953,596	2,291,174	1,145,000	1,858,681	22,071,300
Buildings	232,000	-	-	-	-	-	-	-	-	-	-	232,000
Other improvements	18,000	-	-	-	-	-	-	-	-	-	-	18,000
Vehicles	385,000	-	-	-	-	-	-	-	-	-	-	385,000
Furniture and equipment	1,015,730	-	-	-	-	-	-	-	-	-	200,000	1,215,730
Total capital outlay	1,650,730	1,644,176	-	-	-	-	3,178,673	11,953,596	2,291,174	1,145,000	2,058,681	23,922,030
Total expenditures	17,276,268	1,795,416	-	-	82,339	1,989,406	3,359,630	15,695,179	3,217,762	2,638,512	5,695,703	51,750,216
Debt service												
Principal	-	-	-	-	-	-	-	1,081,000	-	-	559,581	1,640,581
Interest	-	-	-	-	-	-	-	496,686	-	-	404,066	900,752
Issuance costs	-	-	-	-	-	-	-	-	-	-	150,000	150,000
Total debt service	-	-	-	-	-	-	-	1,577,686	-	-	1,113,647	2,691,333
Other uses												
Transfers out	-	-	-	-	4,117	-	875,000	-	-	-	-	879,117
Total other uses	-	-	-	-	4,117	-	875,000	-	-	-	-	879,117
Contingency	798,985	-	-	-	105,275	131,433	-	302,233	38,135	84,508	120,044	1,580,613
Reserved for Future Years	4,488,641	1,415,450	77,177	125,591	3,969,413	3,069,223	68,364	4,907,865	1,729,421	5,283,092	11,738,639	36,872,878
Total requirements	**$22,563,894**	**$ 3,210,866**	**$ 77,177**	**$125,591**	**$4,161,145**	**$5,190,063**	**$4,302,994**	**$22,482,964**	**$4,985,318**	**$8,006,112**	**$18,668,033**	**$ 93,774,157**

RESOLUTION 2021-043

ADOPTING THE FY2021-22 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 May 27, 2021; and

WHEREAS, in accordance with State law and House Bill 4212 (2020), 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 FY2021-22 Budget.** The City Council of the City of Sherwood, Oregon hereby adopts the budget for FY2021-22 in the sum of $93,774,157, now on file at City Hall and attached hereto as Exhibit A.

Section 2: Making Appropriations. The amounts for the fiscal year beginning July 1, 2021 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	3,322,301										
Comm. Dev.	2,549,641										
Public Safety	5,402,118										
Comm. Serv.	2,827,043										
Public Works	3,175,165										
Operations					82,339	1,989,406		3,828,161	997,240	1,453,391	5,695,703
Capital		1,795,416					3,359,630	11,867,018	2,220,522	1,185,121	
Debt Service								1,577,686			1,113,647
Transfers Out					4,117		875,000				
Contingency	798,985				105,275	131,433		302,233	38,135	84,508	120,044
Total Appropriations	**18,075,253**	**1,795,416**	**0**	**0**	**191,731**	**2,120,839**	**4,234,630**	**17,575,098**	**3,255,897**	**2,723,020**	**6,929,394**
Total Unappropriated and Reserve Amounts	4,488,641	1,415,450	77,177	125,591	$3,969,413	3,069,223	68,364	4,907,865	1,729,421	5,283,092	11,738,639
	$22,563,894	**$3,210,866**	**$77,177**	**$125,591**	**$4,161,145**	**$5,190,063**	**$4,302,994**	**$22,482,964**	**$4,985,318**	**$8,006,112**	**$18,668,033**

Total Adopted Budget for FY2021-22 $93,774,157

Section 3: **Imposing and Categorizing Taxes.** The City Council of the City of Sherwood hereby imposes the taxes provided for in the adopted budget at the City's permanent rate of $3.2975 per one thousand of assessed value for operations; and these taxes are hereby imposed for tax year 2021-22 upon the assessed value of all taxable property within the district.

The City of Sherwood hereby categorizes the taxes as follows:

General Government	
General Fund	$3.2975 per $1,000

Section 4: **Filing.** The Budget Officer shall certify to the County Clerk and County Assessor of Washington County and the Oregon State Department of Revenue the tax levy made by this resolution and shall file with them a copy of the budget as finally adopted.

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

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

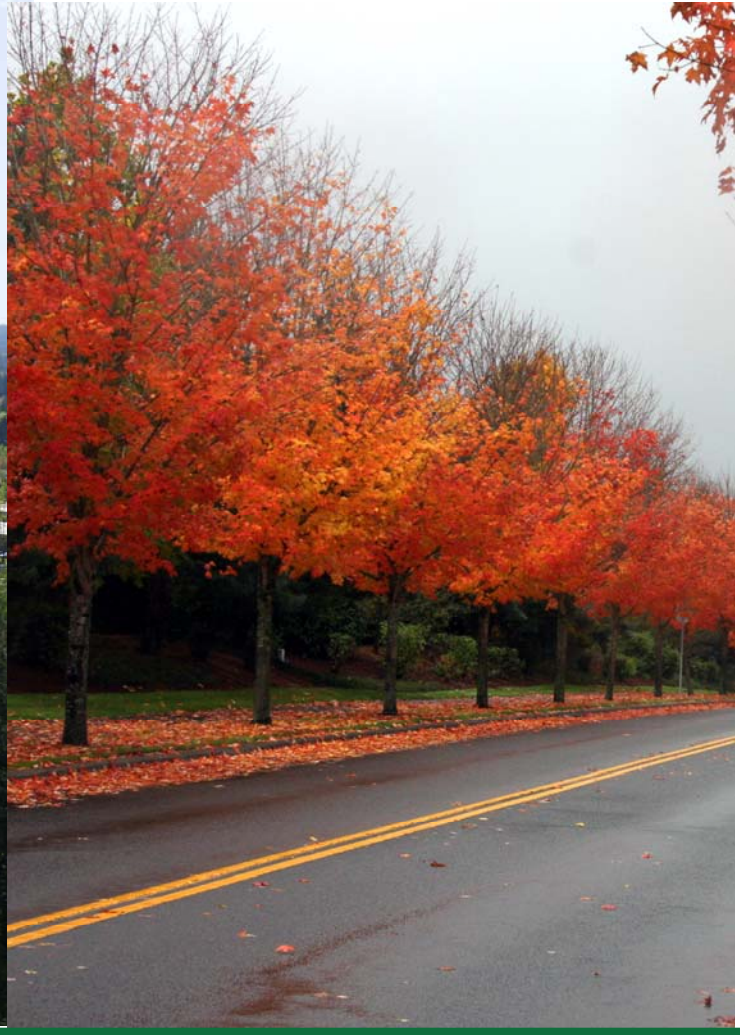
Duly passed by the City Council this 15th day of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder





CITY OF SHERWOOD

FY 2021-2022 APPROVED BUDGET



City of Sherwood Annual Budget

For the Fiscal Year

July 1, 2021 - June 30, 2022

CITY COUNCIL:

Keith Mays, *Mayor*

Tim Rosener, *Council President*

Renee Brouse, *Council Member*

Sean Garland, *Council Member*

Russell Griffin, *Council Member*

Doug Scott, *Council Member*

Kim Young, *Council Member*

BUDGET COMMITTEE:

Kady Strode, *Chair*

Thomas Sherwood, *Vice Chair*

Brian Fairbanks

Matt Kaufman

Paul Mayer

Lana Painter

Nancy Taylor

CITY STAFF:

Joseph Gall, *City Manager*

David Bodway, *Finance Director*


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

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General Government

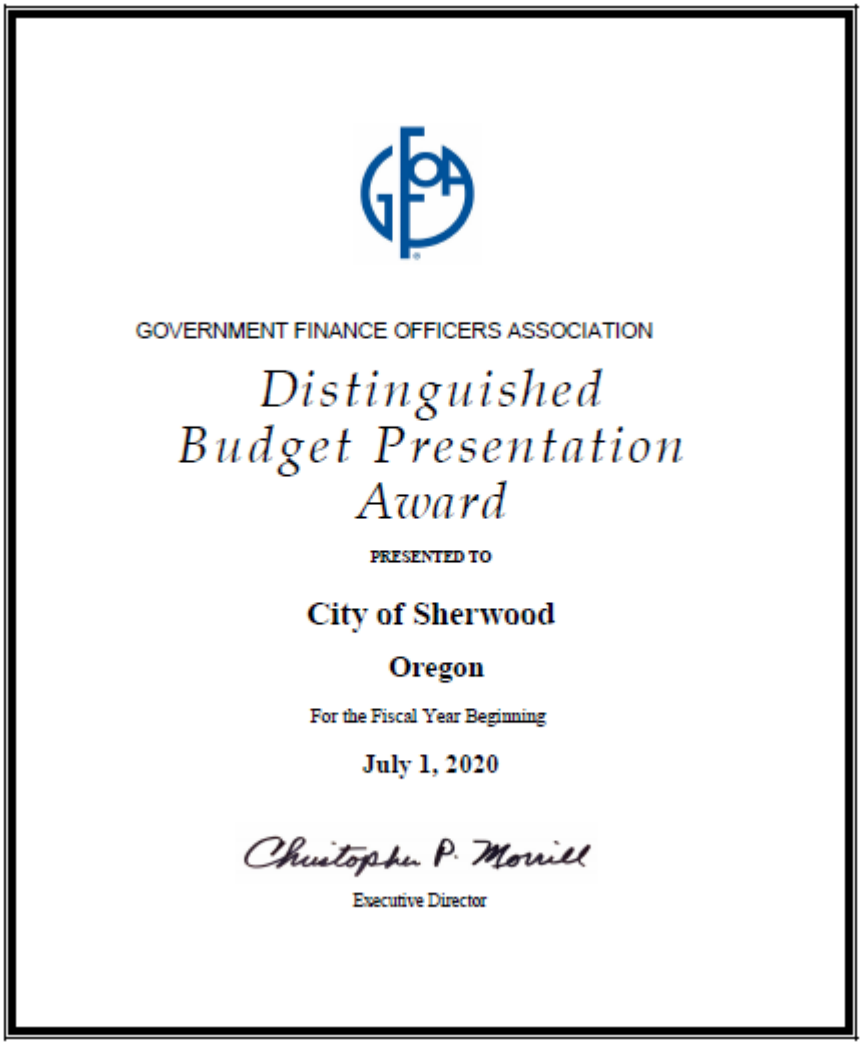
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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Sherwood, Oregon for its annual budget for the fiscal year beginning July 1, 2020.

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 to 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.

Fiscal Year 2021-22
City Manager's Budget Message
May 14, 2021
The Honorable Mayor Keith Mays
Members of the Sherwood City Council
Members of the Sherwood Budget Committee

As City Manager for the City of Sherwood, it is my pleasure to present the proposed Fiscal Year 2021-22 (FY2021-22) budget for the City of Sherwood. This $55.4 million budget funds many services you have come to expect from the City, including public safety, clean water, libraries and parks. It also invests in solving problems our community faces, such as growth impacts, economic opportunities and underserved populations. I have continued to listen and learn from community members, council and staff to guide the City towards its future.

It is important to acknowledge that this proposed budget has been developed during the on-going Covid-19 pandemic in our community. This global pandemic has altered the world in which we are living in unprecedented terms. It is both a health crisis and an economic crisis. One of the biggest challenges for all of us is the tremendous uncertainty in relation to both of these ongoing crises. We do not know the length of time nor the impacts that the pandemic will ultimately have on our organization and our community. It has been difficult to plan when we are in midst of one of the biggest storms in our nation's history. The proposed budget is based upon where we are and what we know as of mid-May 2021. As we have all experienced during this pandemic, our lives are very fluid right now with adjustments and new information being presented on an almost daily basis. As the new fiscal year plays out over the rest of 2021 and into 2022, I anticipate that we may need to make adjustments to the budget as the pandemic continues to evolve and hopefully diminishes.

Budget Overview

I present to you a well-developed proposed budget that is driven by current City Council goals. Specifically, increases in personnel are specifically targeted towards Economic Development and Sherwood Broadband. Proposed changes do not significantly impact the services and programs that are currently offered to our citizens. However, there are changes in some areas due to the ongoing Covid-19 crisis such as the current cancellation of our normal summer events and activities, closure of the Center for the Arts for large events and rentals, and other various programs.

As we near the end of the current fiscal year, I am happy to report that overall city finances are stronger than anticipated a year ago. For example, we initially budgeted an ending fund balance for the General Fund to be $4.3 million (or 28% of total operating revenues). The projected ending fund balance for the current year is currently estimated to be $6.6 million (or 41% of total operating revenues). This is well above our overall fiscal policy of having an ending fund balance equal to at least 20% of total operating revenues. This result is caused almost entirely by the very strong fund balance that was carried forward from the end of FY2019-20, along with property taxes, federal CARES reimbursements, development fees, and prudent spending by City staff during the Covid-19 pandemic.

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

Total Budget (All Funds)

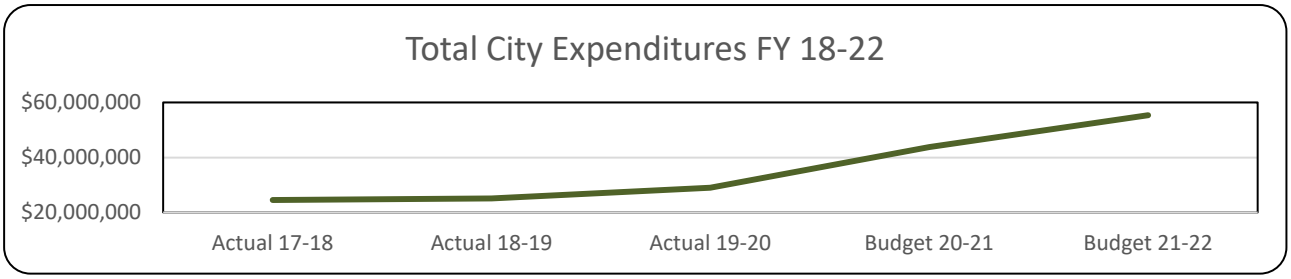
The proposed total budget for FY2021-22 for all funds is $55.4 million. This represents an increase of $11.6 million or 26.4% from the current adopted FY2020-21 budget. Within this proposed total budget, Personal Services accounts for $17.3 million. This figure is 15.6% higher than the current FY2020-21 budget. Personal Services includes all salaries and wages, payroll taxes and employee benefits.

Budget in Brief

Expenditures	2020-21 Budget	2021-22 Proposed	Variance	% Change
General Fund				
Administration	2,884,730	3,322,301	437,571	15.2%
Community Development	2,587,441	2,549,641	(37,800)	-1.5%
Police Services	5,034,881	5,402,118	367,237	7.3%
Community Services	2,606,891	2,869,429	262,538	10.1%
Public Works	2,934,616	3,175,165	240,549	8.2%
Subtotal General Fund	**16,048,558**	**17,318,654**	**1,270,096**	**7.9%**
Debt Service Fund	270,300	-	(270,300)	-100.0%
General Construction Fund	555,528	1,795,416	1,239,888	223.2%
Transient Lodging Tax Fund	-	-	-	0.0%
Grants Fund	92,581	86,456	(6,125)	-6.6%
Street Operations Fund	2,857,530	1,989,406	(868,124)	-30.4%
Street Capital Fund	2,693,113	4,234,630	1,541,517	57.2%
Subtotal General Govt. Funds	**22,517,610**	**25,424,562**	**2,906,952**	**12.9%**
Water Enterprise Fund	12,324,377	17,272,865	4,948,488	40.2%
Sanitary Enterprise Fund	3,507,915	3,217,762	(290,153)	-8.3%
Storm Enterprise Fund	3,277,081	2,638,512	(638,569)	-19.5%
Telecommunications Fund	2,174,931	6,809,350	4,634,419	213.1%
Subtotal Enterprise Funds	**21,284,304**	**29,938,490**	**8,654,186**	**40.7%**
Total All Funds	**$ 43,801,914**	**55,363,051**	**$11,561,137**	**26.4%**

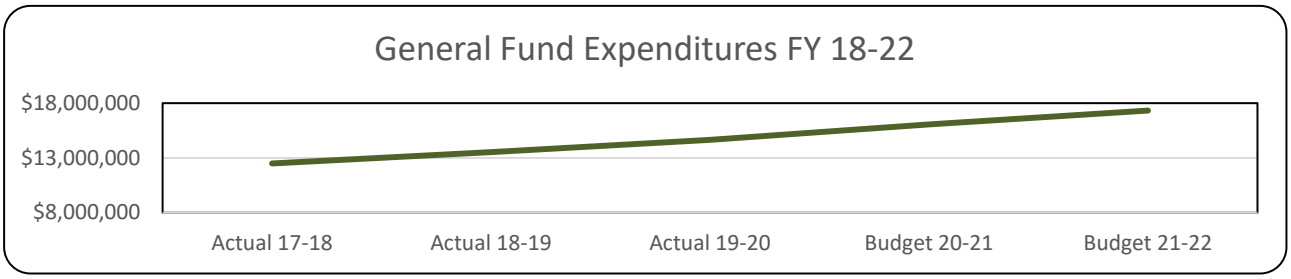
Materials and services (M&S) expenses are operating expenses incurred during the normal course of business including professional services, supplies, utilities, and property and liability insurance. The total M&S expenses for the proposed total budget are $10.6 million, a 7.0% increase from the current 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 $23.9 million, which is an 49.8% increase from the current fiscal year budget and is contributing to the overall total expenditure increase of 26.4%.



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 particular 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, Personal Services accounts for $13.1 million. This figure is 9.6% higher than the current FY2020-21 budget. The total M&S expenses for the proposed budget is $2.6 million, a 26.7% decrease from the current fiscal year budget. Capital Outlay is proposed at $1.7 million, an increase of 180.8% over the current fiscal year budget. This Capital Outlay includes routine large expenditures such as scheduled roof replacement, vehicle purchases, and other large equipment. The combination of these changes in each of these categories leads to an overall increase of 7.9% in the proposed General Fund expenditures budget.

As in past years, I am again recommending the use of a portion of the General Fund ending fund balance as well as one-time revenues to fund one-time expenditures ($1,496,718) while adhering to the City Council fiscal goal of retaining 20% of our operating revenues in our ending fund balance each year.

Strategic Goals and Strategies

This proposed budget reflects the current economic and political environment in which we operate. As stated earlier, due to the ongoing Covid-19 crisis, this environment will likely

change as the pandemic continues. Before describing them in detail, I want to enumerate the key principles used to develop this proposed budget.

Continued Focus upon Core, Essential Services – As the management team tackled budget preparation this year, we continually asked ourselves whether the service or program under consideration could be categorized as a Core, Essential Service. Core, Essential Services include local government services such as public safety services (police and emergency management), utilities (water and sewer), and infrastructure (roads).

Invest in Infrastructure Maintenance – this proposed budget funds all of our planned expenditures in our various asset management plans as well as completing a number of deferred projects from our previous budget cycle.

Align with City Financial Policies, especially in terms of using fund balance – The City Council has adopted financial policies to guide management in making sound budgetary and financial decisions. Two key financial policies, strictly adhered to in this proposed budget, are:

- *The City of Sherwood will identify sustainable revenue levels and, to the extent possible, current operations will be funded by current sustainable revenues.*
- *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.*

Personal Services changes

The proposed budget funds a total workforce of 135.25 Full Time Equivalent (FTE) positions, an increase of 12.25 FTE positions from the current workforce. Of these positions, only 3.88 FTEs are paid for out of the General Fund. The following is a summary of these personnel changes:

- Add one Information Technology Manager (+1.0 FTE) in IT (General Fund)
- Add one Commercial Plans Examiner (+1.0 FTE) in Building (General Fund)
- Add a part-time Administrative Assistant I (+0.5 FTE) in Senior Center (General Fund)
- Add a part-time Human Resources Specialist (+0.5 FTE) in HR (General Fund)
- Increase the hours of the City Records Technician from 0.5 to 0.75 (+0.25) in City Recorder (General Fund)
- Increase the hours of a Library Tech from 0.8 to 1.0 (+0.2) in Library (General Fund)
- Increase the hours of a Library Assistant from 0.5 to 0.8 (+0.3) in Library (General Fund)
- Increase the hours of the Emergency Management Coordinator from 0.5 to 1.0 (+0.5) in (Various Funds), 18% of this position's salary will be paid for from the General Fund
- Add two Lead Utility Workers (+2.0 FTE) in Broadband (Broadband Fund)
- Add five Utility II Workers (+5.0 FTE) in Broadband (Broadband Fund)
- Add one Public Works Tech (+1.0) in various Enterprise Funds

Total Personal Services costs will increase by 9.6% for the General Fund and 15.6% for all funds between the current year budget and the proposed FY2021-22 budget. Key personal services cost increases in this proposed budget are as follows:

- Salaries have increased due to the addition of the new positions listed above. Additional increases in salaries result from cost-of-living increases, as salaries will be increasing by 1.8% in accordance with the CPI-W west index (annual average) for exempt employees and SPOA employees (police officers), 2.0% for AFSCME employees as well as step increases throughout the fiscal year.

- PERS rates are set for a biennium period and will change for this upcoming budget period, however, the changes are minimal in comparison to prior years as the rates are beginning to stabilize. The City currently pays between 24.28% and 32.61% of a given employee's payroll, depending on which retirement plan they are in. In addition, the City also currently "picks up" an additional 6% that is considered the "employee contribution" for SPOA and AFSCME members. In the proposed FY2021-22 budget, the City is therefore contributing between 24.53% and 32.54% of salaries towards retirement for each eligible employee.

Priorities and Issues

This proposed budget provides funding for several key projects and programs within our community that are important to highlight in this budget message including:

- Significant investments in the Broadband Fund to implement the City Council's goal of expanding Sherwood Broadband throughout the City for residents and businesses.
- Planned improvements to the Water Treatment facility in Wilsonville as well as infrastructure improvements in the water infrastructure within both the Brookman and Tonquin Employment Areas.
- With the anticipated creation of the new Urban Renewal Plan by City Council, major capital improvement projects such as the Pedestrian Bridge and Festival Plaza parking lot in Old Town are proposed to move forward next fiscal year.

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 recently announced American Rescue Plan (ARP) funds. The TLT fund does not have any expenditures budgeted in it except for a transfer to the General Fund. The fund balance has not yet reached a high enough level to begin spending 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 begins to grow.

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 FY2021-22 is construction of Arrow Street. Other projects include the TEA East/West Collector, Oregon Street Improvements, Reconstruction of Mansfield from Division to Smock and Traffic Calming projects.

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 FY2021-2022 is for the Cedar Creek Trail project which began construction in May 2021. Other projects include the Park SDC Methodology Update, 99W Pedestrian Bridge, Festival Plaza Parking Lot and Phase 1 design of the new Public Works Facility.

Water Fund

The City continues to work to ensure that 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. Expansions in the Brookman Area and Resiliency Improvements are all included in this proposed budget.

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, Sanitary Master Plan and the Old Town Mid-Block Sewer Point Repair. Several stormwater projects are included such as the Woodhaven Swale maintenance project, Water Quality Facility Refurbishments and the 2nd and Park Street Storm Water Facility Rehabilitation.

Broadband Fund

Sherwood Broadband will continue its broadband expansion in the residential pilot areas and develop a growth plan that will outline a roadmap to extend residential service throughout the city.

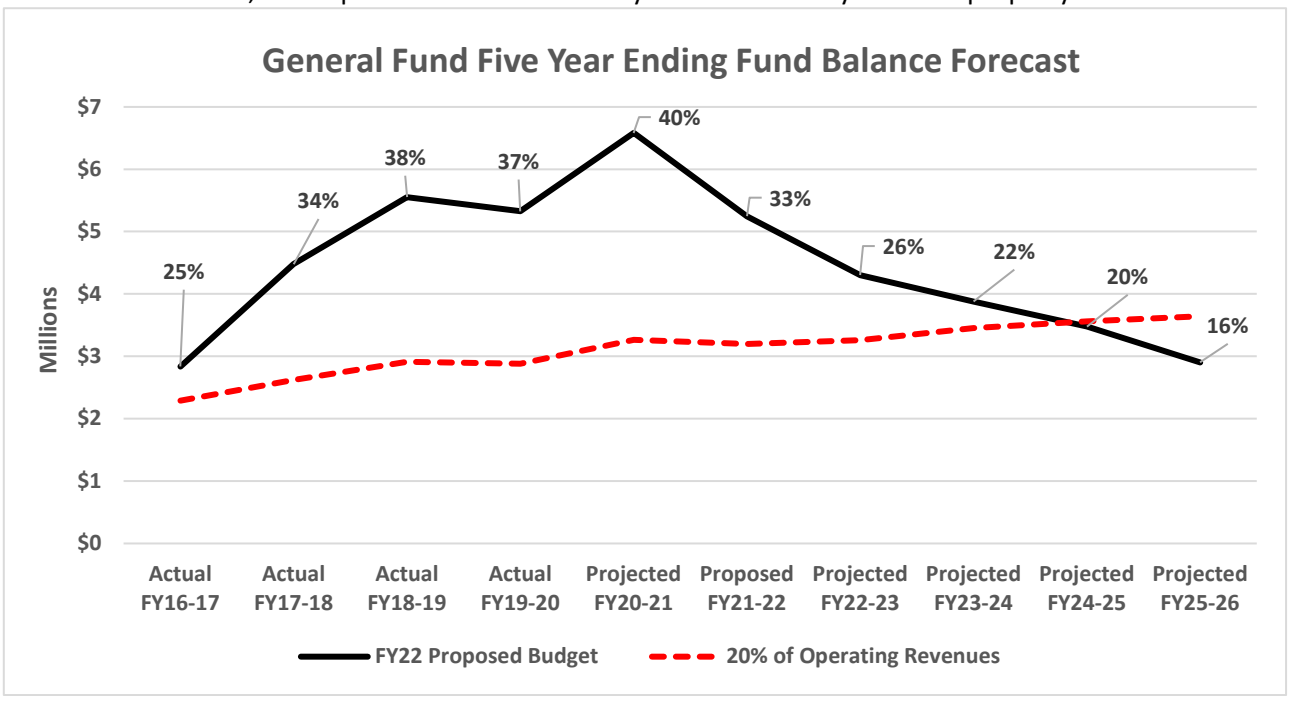
Fund Balances

Below is a chart showing the proposed change in fund balances for FY2021-22:

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	6,580,078	1,976,366	76,477	62,716	2,055,638	2,561,404	3,571,494	15,839,311	2,211,728	5,869,959	(532,406)
Increase in Fund Balance	-	-	700	62,875	2,019,051	639,253	-	-	-	-	12,391,089
Decrease in Fund Balance	(1,334,838)	(560,916)	-	-	-	-	(3,503,130)	(10,629,212)	(2,394,172)	(502,359)	-
Ending Fund Balance	5,245,240	1,415,450	77,177	125,591	4,074,689	3,200,656	68,364	5,210,098	(182,444)	5,367,600	11,858,683

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:

- Any additional personnel increases will be offset by a corresponding funding source.
- The 6% employee contribution portion of PERS will continue to not be covered by the City for all exempt employees.
- Beginning July 2021, the City's required contribution PERS rates are changing, (.07%) for Tier 1/2 employees, 2.25% for OPSRP GS and 1.98% for OPSRP PF employees. Beginning in July 2023, advisory rates project a decrease for all three Tiers.
- The City's current Urban Renewal Agency will close in June 2023.
- The City's new Urban Renewal Agency will open in July 2021.
- Property tax revenues will increase an extra 5% in 2022 and another 3% in 2023 before returning to normal annual increases due to properties that were either recently built, are under construction, or are planned within the next year that are not yet on the property tax rolls.



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 FY2021-22 is projected to be 32.8%, which exceeds our financial goal.
- While the five-year forecast shows the General Fund balance going below the 20% target, this forecast does not include changes to the 6% contribution for non-exempt staff. If negotiations are successful and/or if additional state legislation changes, the projected General Fund balance in future years will improve significantly.

The change in the General Fund balance is broken down as follows:

Operating Revenue	$15,833,633
Operating Expense	(15,821,936)
Net Normal Operations	$ 11,697
Less One-Time Expenses Net	(1,496,718)
Change in Fund Balance	($ 1,334,838)

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 eighth 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 in the face of rising costs and uncertain revenues.

This proposed budget presents a spending plan for FY2021-22 that reflects the priorities, policies and goals of the Sherwood City Council and the citizens it represents. I would like to acknowledge and thank all involved for their efforts in developing the budget and contributing to the process, especially the Senior Leadership team for their ongoing input and support. In particular, I also want to thank David Bodway, our Finance Director, who did an amazing job in putting the pieces

of this proposed budget together (especially during an on-going pandemic).

Respectfully Submitted,



Joseph P. Gall, ICMA-CM
City Manager

Budget Committee Changes from Proposed to Approved Budget

- Increase revenue 1,950,000 in Sanitary Capital fund for expected reimbursement from Clean Water Services.
- Decrease personnel expenses $42,386 in the General Fund, Community Services.

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, 2019, the City is four and a half square miles and has a population of 19,885.

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.

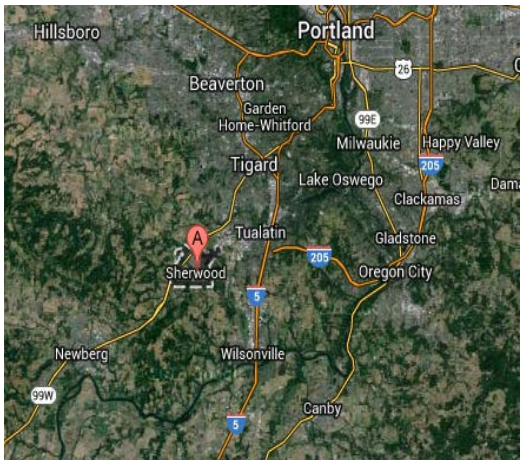
Sherwood owns and operates a water system and, jointly with the City of Wilsonville, a water treatment plant. The City also owns and operates the sanitary sewer and stormwater collection facilities with treatment provided by Clean Water Services, a regional services district.

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

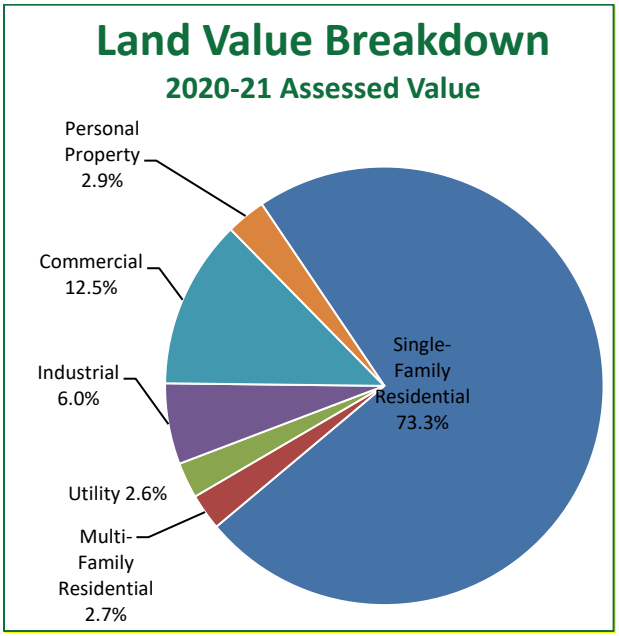
Economy

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.

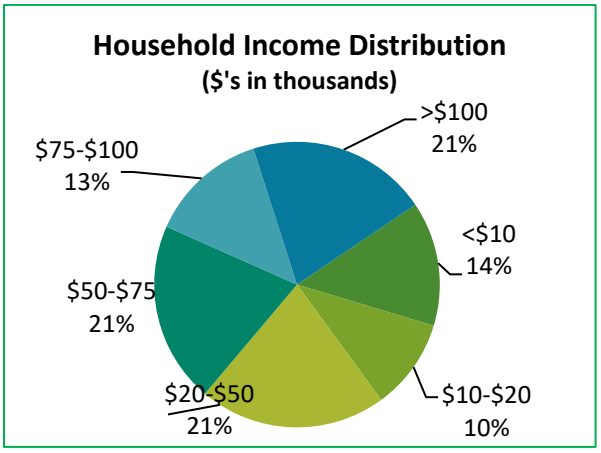
The City's economy is linked with that of the Portland/Vancouver Metro Region but is more insulated from economic downturns due to the high education and skill level of its population.

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.



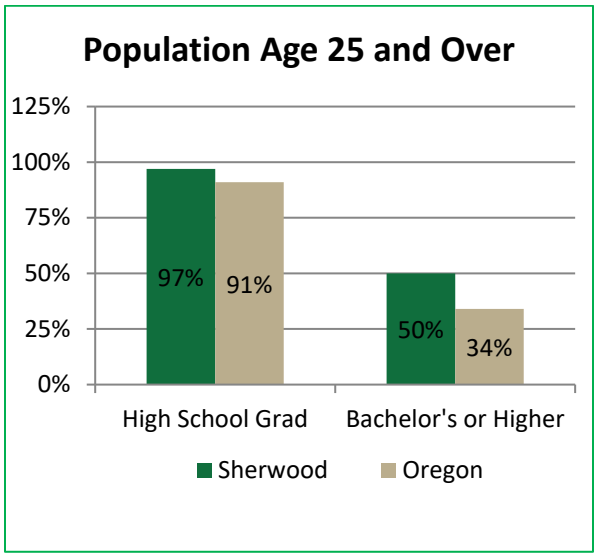
Demographics

Over the last two decades, Sherwood has been one of the faster growing communities in the State. Between 2000 and 2020, the population has grown 69%. Sherwood has an average of 3.5 people per household as compared to 3.2 in Oregon as a whole. 51% of Sherwood's population is female, as compared to 50% in Oregon as a whole.

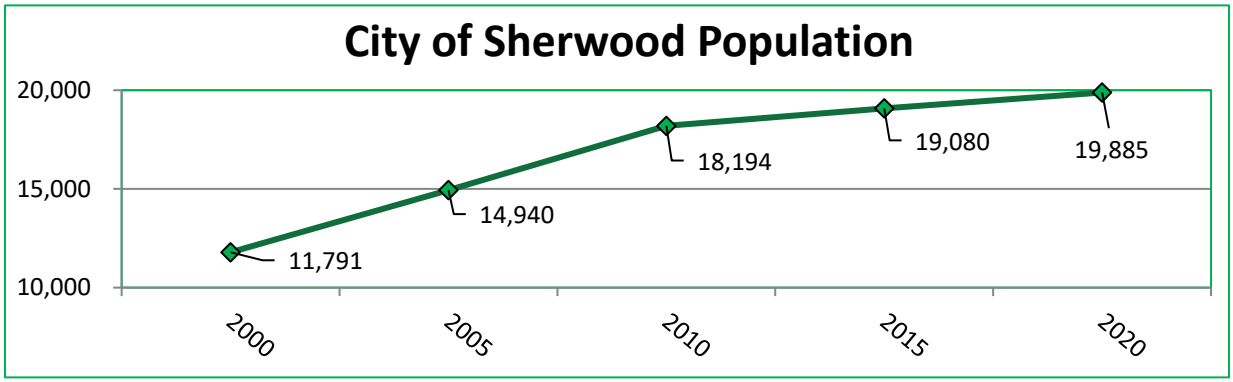


AGE DISTRIBUTION	
Age	Percent
0-19	34.6%
20-39	22.2%
40-59	29.4%
60+	13.8%

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%



CITY OF SHERWOOD
PRINCIPAL EMPLOYERS

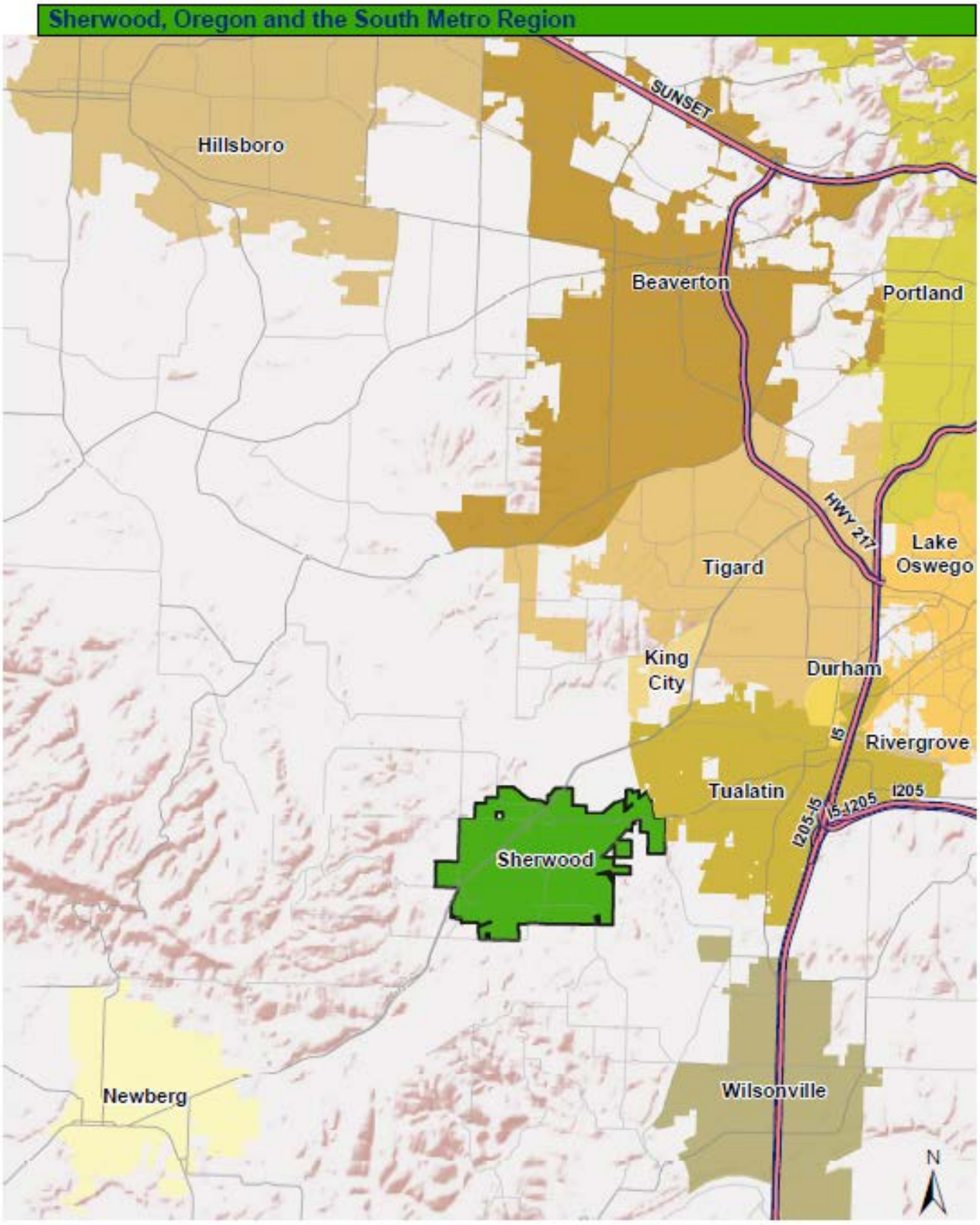
Employer	2021 Employees	2021 % of Total City Employment
Sherwood School District	619	12%
Allied Systems Company.	250	5%
Wal-Mart Stores, Inc	227	5%
NW Natural	176	4%
PNW Flatwork, Inc. dba Fettig	141	3%
City of Sherwood	141	3%
Safeway	119	2%
Treske Precision Machining	111	2%
Performance Insulation & Energy Services	103	2%
Target	99	2%

Source: 2020 Business License data provided to the City

CITY OF SHERWOOD
PRINCIPAL PROPERTY TAXPAYERS TODAY AND NINE YEARS AGO

Taxpayer	2021 Assessed Value	2021 Rank	2021 % of Total City Taxable Assessed Value	2012 Assessed Value	2012 Rank	2012 % of Total City Taxable Assessed Value
Walmart Stores, Inc.	$ 30,400,816	1	1.37%	N/A		-
Portland General Electric	30,059,000	2	1.36%	11,677,768	5	0.82%
MGP X Properties LLC	22,809,370	3	1.03%	N/A		-
Big Sunfield Lakes OR, LLC	19,359,700	4	0.87%	14,837,640	2	1.04%
Target Corporation	18,879,054	5	0.85%	14,526,892	3	1.02%
Creekview Crossing SPE LLC	16,213,360	6	0.73%	12,426,230	4	0.87%
Sherwood Senior Living, LLC	15,540,640	7	0.70%	N/A		-
Allied Systems Co.	13,181,890	8	0.59%	11,146,840	7	0.78%
Tacke LLC & LAF LLC	13,133,726	9	0.59%	N/A		-
Northwest Natural Gas Co.	12,818,000	10	0.58%	11,220,900	6	0.79%
Retail Property Partners	N/A	-	-	17,929,370	1	1.26%
Frontier Communications	N/A	-	-	11,110,000	8	0.78%
JPMCC 2006-CIBC14 12th St	N/A	-	-	10,997,290	9	0.77%
Juniper Ridge Investments LLC	N/A	-	-	9,979,250	10	0.70%
	$1,92395,556		8.68%	$125,852,180		8.82%

Source: Washington County Assessor's records


Sherwood, Oregon and the South Metro Region
SUNSET
Hillsboro
Beaverton
Portland
HWY 217
Lake Oswego
Tigard
King City
Durham
I5
Rivergrove
Tualatin
I205
I205-I5
I5-I205
Sherwood
Newberg
Wilsonville
N

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 Goals & Projects

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.

Goal 1: Economic Development

Update Economic Development Plan as part of the Comprehensive Plan Project
Build Infrastructure to Entice new Commercial and Industrial Development
Strive toward balancing our Tax Base
Pursue Annexation of Tonquin Employment Area to Open Up Financing Options for Infrastructure Funding and Construction

Goal 2: Infrastructure

Make a Decision on Recreation Center/Pool Expansion
Build Pedestrian Connectors between Sherwood East and West
Continue to invest in Sherwood Broadband Utility as important infrastructure for our City
Consider Urban Growth Boundary Expansion as it relates to infrastructure, school capacity and long-term community goals
Engage Urban Renewal Agency
Begin early visioning for new Public Works Building
Continue Cedar Creek Tunnel Bridge Planning

Goal 3: Livability

Continue Senior Services and consider how to leverage lessons learned from Covid to provide needed services for a post Covid world
Continue Steps to Provide Missing Middle Housing
Design Plan for Cedar Creek Trail Amenities
Design and Build Festival Plaza
Create Initial Fund for Public Art and leverage those funds for grants

Goal 4: Public Safety

Continue to Implement Police Staffing Plan
Collaborate with School District Regarding Safe Routes to School
Development of a Traffic Calming Program

Goal 5: Fiscal Responsibility

Pursue New Internal and External Revenue Sources
Organizational Assessment to Develop and Maintain Efficient Service Delivery

Goal 6: Citizen Engagement

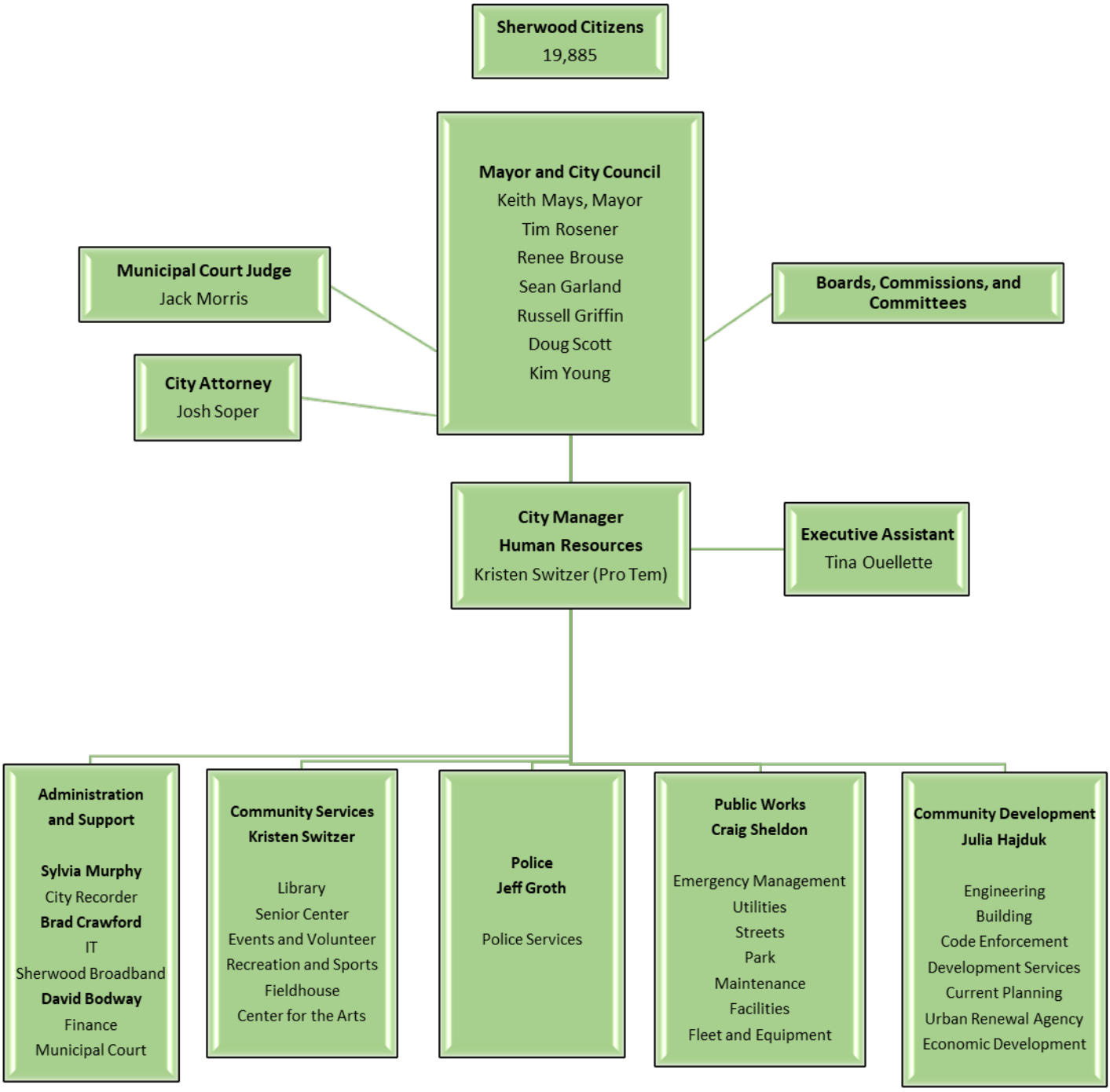
Consider Adding Youth Advisory Board
Develop a Communication Plan that is Comprehensive and Strategic
Develop a Citizen Engagement Plan
Adopt Diversity, Equity, Inclusion and Accessibility Statement and Practices

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 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 2018-19	Actual 2019-20	Adopted Budget 2020-21	Approved Budget 2021-22
Utility Fees	9,828,302	10,092,724	9,773,111	9,797,396
Taxes	6,134,611	6,501,380	6,871,732	6,971,527
Infrastructure Fees	1,695,042	2,583,305	1,556,687	1,492,400
Franchise Fees	2,015,453	2,048,939	2,095,152	2,091,000
State Shared Revenue	2,316,206	2,231,117	2,574,162	2,553,493
Intergovernmental	1,745,468	2,254,187	2,765,097	5,415,120
Fines and Forfeitures	2,244,830	2,179,178	2,511,025	2,153,250
Charges for services	2,349,426	1,581,983	1,842,859	3,389,747
Licenses and permits	42,005	98,720	84,000	82,230
Interest and Other Revenue	1,123,445	1,068,840	782,494	676,112
Transfers In	103,916	856,827	804,629	879,117
Sale of Fixed Assets	14,762	28,275	-	-
Capital Lease Proceeds	264,510	-	-	-
Debt Proceeds	-	2,000,000	-	18,000,000
Total Current Resources	$29,877,975	$33,525,475	$ 31,660,948	$53,501,392
Beginning fund balance	$32,837,633	$37,410,182	$ 41,940,809	$40,272,765
Total Resources	**$62,715,608**	**$70,935,656**	**$ 73,601,757**	**$93,774,157**

Detail of Transfers between Funds:

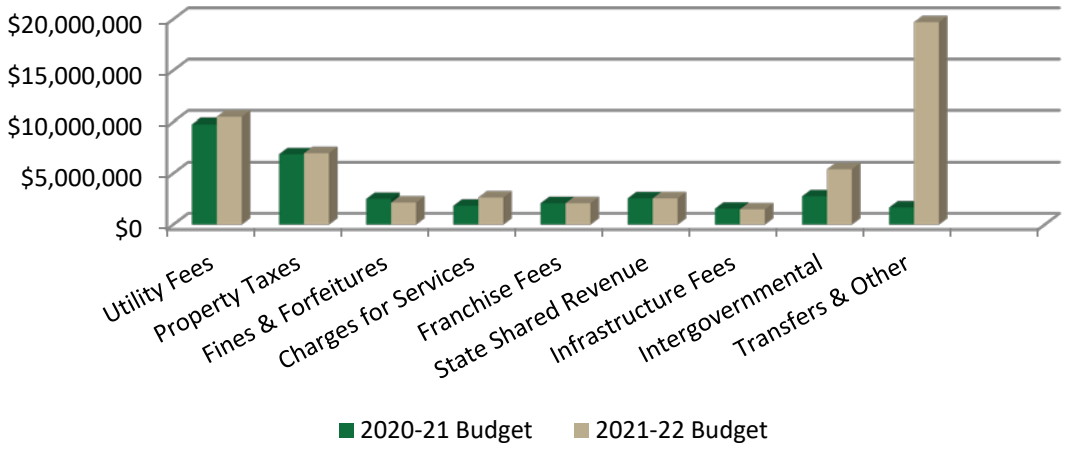
	Transfer From:	Transfer To:		
	Fund	General Fund	General Construction	Street Capital
1	Grants Fund	4,117	-	-
2	Street Capital Fund	-	875,000	-
	Total	$ 4,117	$ 875,000	$ 600,000

Purpose:

1 Transfer for administrative costs incured

2 Transfer for Cedar Creek Trail projects

All Revenue for all Funds



All Revenue for all Funds as a Percent



20% 13% 4% 5% 4% 5% 3% 10% 37%

Utility Fees	20%	Charges for Services	5%	Infrastructure Fees	3%
Property Taxes	13%	Franchise Fees	4%	Intergovernmental	10%
Fines & Forfeitures	4%	State Shared Revenue	5%	Transfers & Other	37%

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 Agency

The Urban Renewal district is a geographic area within the City of Sherwood, defined in the Urban Renewal Plan. The purpose of the district is to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the Urban Renewal Plan. The Agency borrows money to fund infrastructure and other improvements, receives property taxes calculated on the increased assessed values, and uses the taxes to pay debt service on the borrowings.

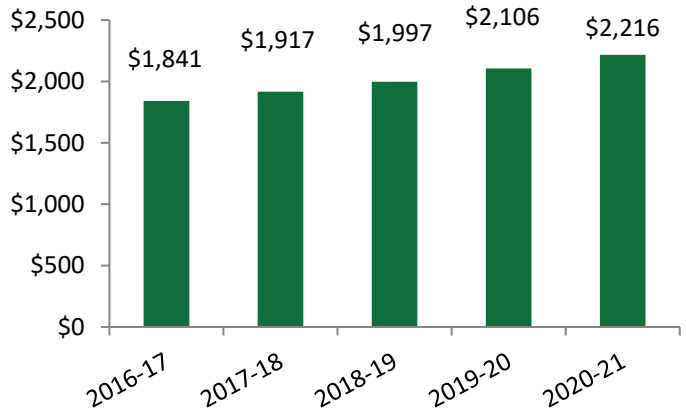
The Urban Renewal Agency began operations in FY2001-02. The assessed value in the district was determined at that date and became the frozen base. In subsequent years, the incremental assessed value is the difference between the assessed value in the district and the frozen base. Each year, the URA receives 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 URA incremental value.

Property tax for the URA is a portion of the permanent rate levy for the City and each overlapping tax district, not an addition to it.

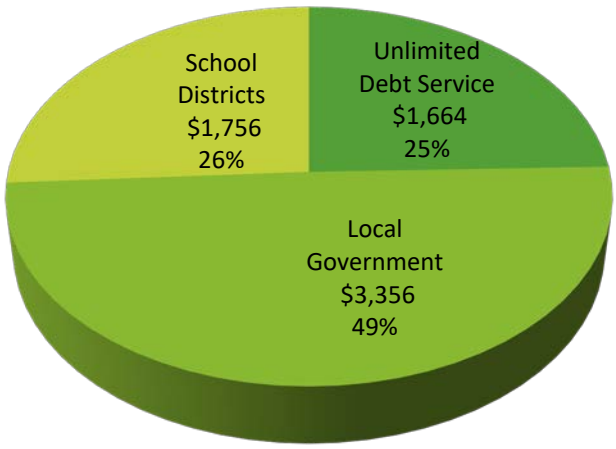
Each taxing jurisdiction has a tax rate that is applied to a parcel's assessed value to determine the amount of property taxes owed by that parcel. The County Assessor lowers these other taxing jurisdiction's tax rates based upon the Urban Renewal District's incremental assessed value and the taxing jurisdiction's overall assessed value, and mathematically derives a tax rate to be applied to each parcel for Urban Renewal.

The Agency will cease to exist after it has incurred and repaid the maximum indebtedness specified in the plan: $ 45,133,469.

Total Tax Assessed Values in Sherwood (shown in $millions)



Average Annual Property Tax on a $350,000 Home in Sherwood



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



Unlimited debt service 25%

School Dist 24%

City of Sherwood 16%

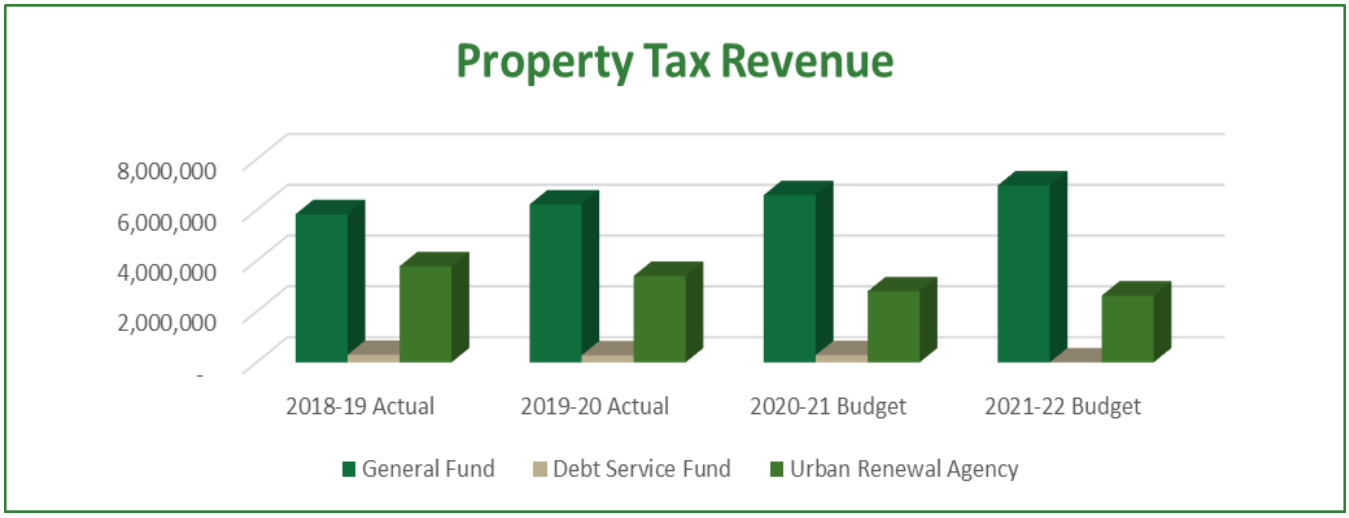
Washington Cnty 15%

Sherwood URA 7%

TVFR 10%

Other 3%

Property taxes represent approximately 41% of General Fund revenue.

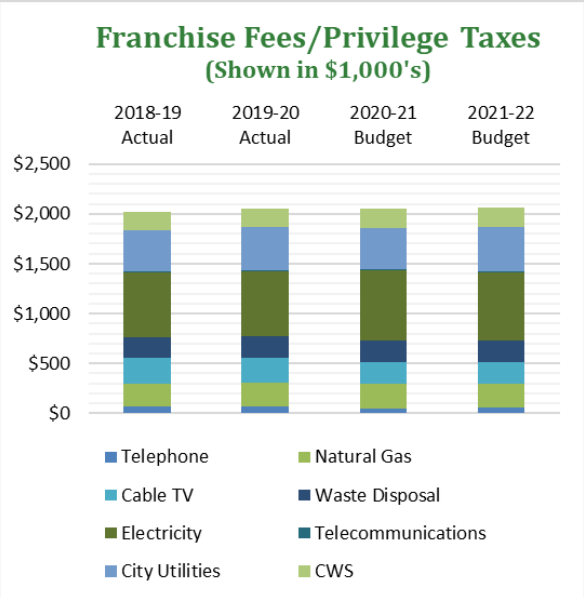


Infrastructure Development Fees

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

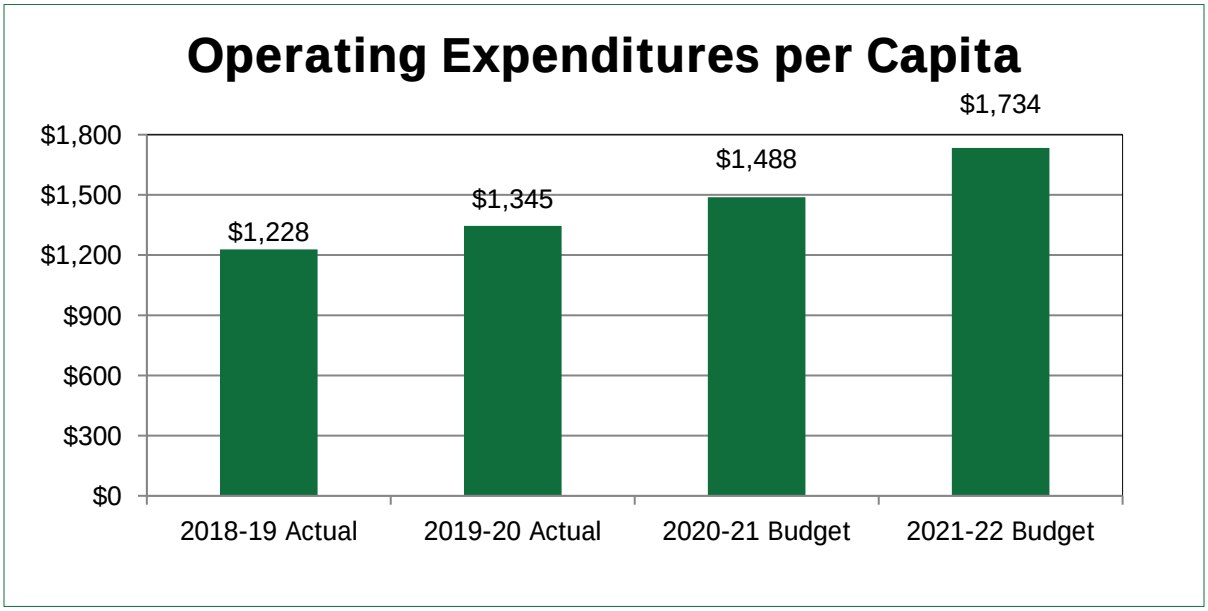
- Transfers in from other funds
- Interest earned on bank accounts
- Sale of fixed assets
- Proceeds from the issuance of debt

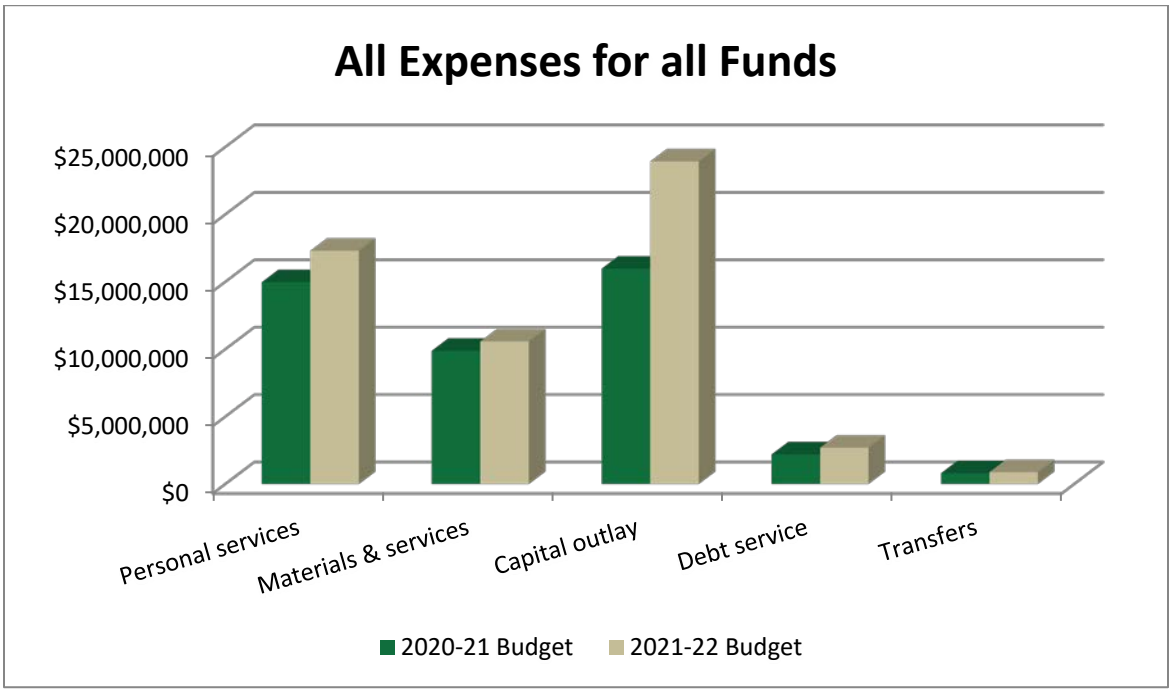
City-Wide Expenses by Category

Summary of Expenditures by Category

	Actual 2018-19	Actual 2019-20	Adopted Budget 2020-21	Approved Budget 2021-22
Personal Services	12,198,378	13,499,831	14,965,706	17,255,704
Materials and Services	8,104,578	9,421,860	9,877,258	10,572,482
Capital Outlay	2,658,675	2,984,595	15,969,943	23,922,030
Debt Service	2,028,156	2,231,729	2,194,007	2,691,333
Transfers Out	103,916	856,827	804,629	879,117
Total Current Expenses	$25,093,701	$28,994,843	$ 43,811,543	$55,320,666
Ending Fund Balance	37,621,914	41,940,813	29,790,214	38,453,491
Total Uses	**$62,715,608**	**$70,935,656**	**$ 73,601,757**	**$93,774,157**

Citywide operating costs are budgeted to increase 17.2% in FY2021-22, 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 31%

Materials & services 19%

Capital outlay 43%

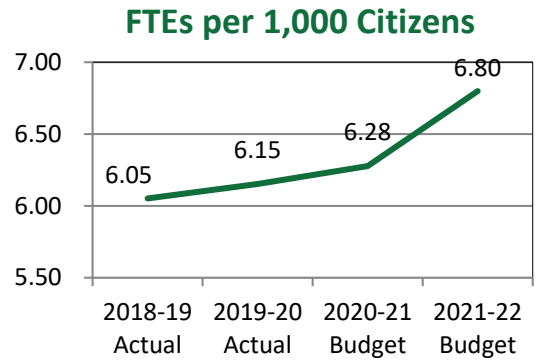
Debt service 5%

Transfers 2%

Personal Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



Positions added in this budget are below:

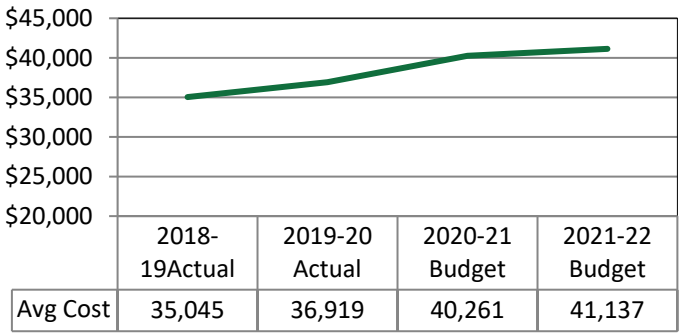
- IT Manager (+ 1 FTE) in Administration
- HR Specialist (+ 0.5 FTE) in Administration
- Increase City Records Technician from 0.5 to .075 (+ .25 FTE) in Administration
- Commercial Planner (+ 1 FTE) in Community Development
- Administrative Assistant I (+ 0.5 FTE) in Community Services
- Increase Library Assistant from 0.5 to 0.8 (+0.3 FTE) in Community Services
- Increase Library Tech from 0.8 to 1.0 (+ 0.2 FTE) in Community Services
- Increase Emergency Management Coordinator from 0.5 to 1.0 (+0.5 FTE) in Public Works
- Public Works Tech (+ 1 FTE) in Public Works
- Lead Utility Worker (+2 FTE) in Broadband
- Utility Worker II (+5 FTE) in Broadband

Wages

The budget includes a 1.8% cost of living increase as of July 1 for all employees (except 2.0% for AFSCME members).

Benefits

The major benefits are health insurance and PERS. Employee insurance costs are budgeted to increase an average of 0.0% for employees on the Regence plan and 6.0% for employees on the Kaiser plan in FY2021-22. Overall benefit costs increased, mainly due to increases in certain insurance rates and PERS employer contribution rates changing. 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:

	FY19-20	FY20-21	FY21-22
Tier 1 & 2	26.61	26.61	26.54
OPSRP	18.28	18.28	20.53
OPSRP Police	22.91	22.91	24.89

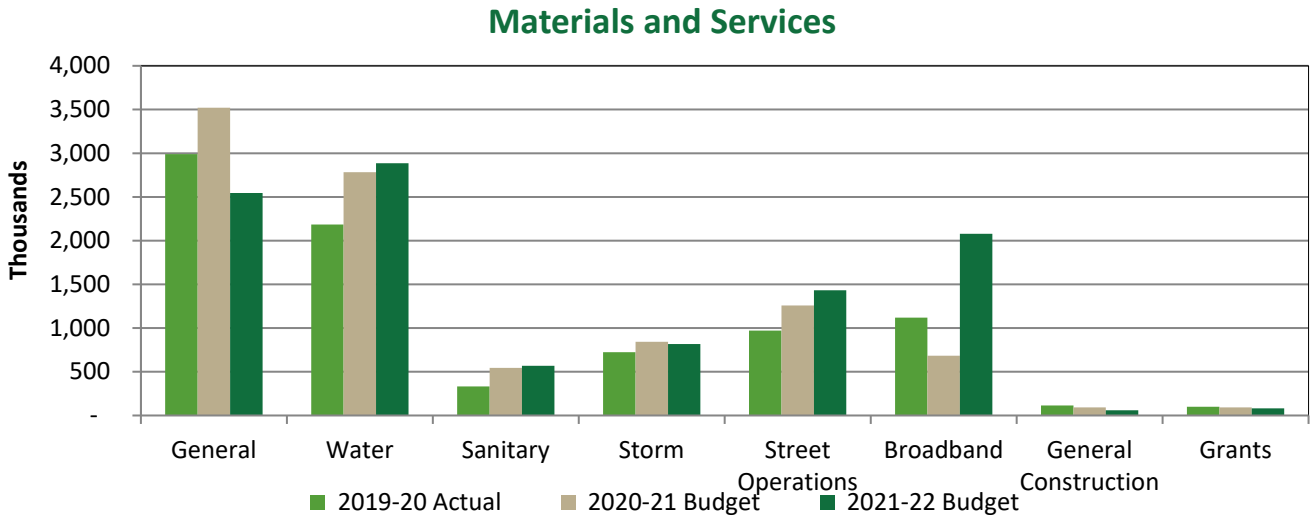
Materials and Services

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 FY2021-22. This is mainly due to increased infrastructure projects in Water and Broadband. The comparison of total materials and services expenses by fund is shown in the graph on the following page.



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 38. 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 FY2021-22 capital outlay budgeted expenditures for vehicles and equipment are:

Program	Purchase	Cost
Fleet	Replace Parks truck	30,000
Fleet	Utility Supervisors Truck	35,000
Fleet	New Patrol Interceptor Unit	54,000
Fleet	3 Broadband/IT service trucks	180,000
Fleet	Senior Center Van (ADA Accessible)	56,000
Fleet	Utility truck	30,000
Fleet	Replace Flush Truck	395,000
Fleet	Broadband Dump Truck	119,000
Fleet	Broadband Mini Excavator	91,000
Fleet	Broadband Excavator Trailer	29,000
Fleet	Broadband small drill	154,000
Fleet	Broadband Puller/Trencher	25,000
Fleet	Broadband Reel Trailer	12,000
Fleet	Charge Point Stations (2 each)	15,000
Library	Replace 2 Self-Check machines	38,210
Parks	Snyder Park Score Boards	20,000
IT	Computer/communication equipment	133,000
Total Capital Outlay		$1,850,730

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 Sherwood URA for capital projects.

A General Obligation bond to build the Sherwood Police Department and a URA loan to fund the improvements at Cannery Square within the URA district boundaries were paid off in FY20-21.

There are intergovernmental agreements for the URA to make the debt service payments on the two existing URA loans used to construct capital assets.

Business-type activities include the following:

- Two loans for water projects to provide a long-term water solution for the City
- One long term loan for the expansion of 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.

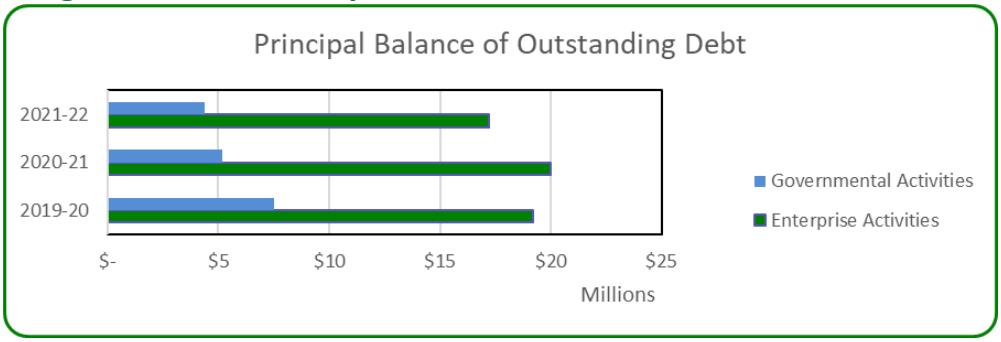
General Obligation Bond Limitations

Total assessed value on January 1, 2021:	$ 2,049,998,842
Debt limitation: 3% of total assessed value	61,499,965
Debt outstanding at June 30, 2021:	
General obligation bonds outstanding	-
Less amount available for repayment of GO bonds	(75,664)
Net debt outstanding that is subject to limitation	(75,664)
Amount of GO bonds that could be issued	$ 61,575,629

Summary of Long-Term Debt

	Original Amount	Outstanding June 30, 2021	Principal Pmt FY2021-22
Governmental Activities			
Long-term Loans URA			
2010 URA Cannery & Streets (interest 4.65%)	$ 7,065,000	$ 3,995,000	$ 370,000
2012 Civic bldg & Street Refunding (interest 3.0%)	5,245,000	1,165,000	405,000
Total Governmental Activities		5,160,000	775,000
Business-type Activities			
Long-term Obligations for Water Activities			
2021 Water Refinancing (interest 4.0%)	8,895,000	8,785,000	445,000
2017 Water Refinancing (interest 4.0%)	9,189,000	6,658,000	636,000
Long-term Obligations for Broadband Activities			
2019 Broadband Expansion (interest 2.51%)	2,000,000	1,755,593	115,882
Total Business-type Activities		17,198,593	1,196,882
Total City Activities		$ 22,358,593	$ 1,971,882

Long-Term Debt Principal and Interest Schedule



City Loans			
	2017 Water Refinancing	2021 Water Refinancing	2019 Broadband Expansion
Original Amount	$ 9,189,000	$ 8,895,000	$ 2,000,000
Balance at 6/30/21	6,658,000	8,785,000	1,755,593
Payment Source	Water Rates		Broadband Rates
Paying Fund	Water Fund		Broadband Fund
Year Ending June 30			
2022	781,186	796,400	159,947
2023	781,449	793,600	159,948
2024	781,370	795,200	159,947
2025	780,947	791,000	159,948
2026	781,169	756,200	159,947
2027-2031	3,502,839	3,957,800	799,738
2032-2036	-	3,965,200	479,843
	$ 7,408,960	$ 11,855,400	$ 2,079,318

City Loans for Sherwood Urban Renewal Agency Projects			
	2010 Streets & Cannery	2012 City Hall/Street Refinancing	Total Debt on behalf of URA
Original Amount	$ 7,065,000	$ 5,245,000	$ 27,210,000
Balance at 6/30/21	3,995,000	1,165,000	5,160,000
Payment Source	Tax Increment		
Paying Fund	URA Operations		
Year Ending June 30			
2022	555,768	430,506	986,274
2023	553,563	388,806	942,369
2024	550,660	389,091	939,751
2025	552,060	-	552,060
2026	552,530	-	552,530
2027-2030	2,215,523	-	2,215,523
	$ 4,980,104	$ 1,208,403	$ 6,188,507

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 FY2021-22 to FY2025-26 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 FY2021-22 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 $96.2 million. Roughly $31.3 million of the projects are utility projects, $25.4 are parks and ground projects and $39.5 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 $8.4 million charges for services, $0.8 million long-term debt, $2.0 million intergovernmental funding and $4.0 million development taxes. Transportation projects are expected to be funded through $0.6 million charges for services and $2.4 million development taxes. Parks and grounds projects are expected to be funded through $0.1 million charges for services, $0.5 million intergovernmental funding and $1.1 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 needs. 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 22 Through FY 26)						
STREET PROJECTS; INCL STORM AND SANITARY	**Estimated Cost**	**21/22**	**22/23**	**23/24**	**24/25**	**25/26**
Tualatin-Sherwood Road widening coordination with County	$ 5,000	$ 5,000				
Oregon St Improvements (Design and Construction; includes regional WQF)	$ 7,127,494	$ 540,000	$ 6,587,494			
Sunset/Pine Blvd sidewalk infill	$ 15,000	$ 15,000				
Oregon St @ Tonquin Rd & Murdock Rd Improvements	$ 2,624,000		$ 500,000	$ 2,124,000		
Pine Street Phase II	$ 1,850,000		$ 1,850,000			
TEA East/West Collector	$ 10,919,535	$ 1,000,000	$ 9,919,535			
Meinecke RAB	$ 30,000					$ 30,000
Sidewalk on Meinecke/Washington north of City parking lot	$ 465,642		$ 465,642			
Sidewalk on Sunset - Cinnamon Hills to Main	$ 100,000					$ 100,000
Construction of Arrow Street	$ 1,115,420	$ 1,115,420				
Brookman Road preliminary design	$ 50,000		$ 50,000			
Elwert from Handley to Edt	$ 6,000,000					$ 6,000,000
Edy Road/Elwert Road intersection improvements	$ 4,500,000					$ 4,500,000
Traffic Calming	$ 400,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	
TSP update	$ 150,000			$ 150,000		
Schaumburg from Division to end of road (reconstruct)	$ 735,000	$ 25,000	$ 455,000	$ 255,000		
Washington from Tualatin to Schaumburg (reconstruct)	$ 145,000			$ 145,000		
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			
Borchers between Edy Road and Roy Rogers (grind and overlay)	$ 164,000		$ 164,000			
Borchers between Roy Rogers and Sydney (grind and overlay)	$ 28,000		$ 28,000			
Langer Drive from Sherwood Blvd to Holland (grind and overlay)	$ 400,466	$ 400,466				
Baler between T/S Road and Langer (grind and overlay)	$ 45,000			$ 45,000		
Willamette Street from Norton to Foundry (reconstruct)	$ 137,000		$ 137,000			
Willamette Street from Orcutt to Pine (reconstruct)	$ 79,000		$ 79,000			
Mansfield from Division to Smock (reconstruct)	$ 183,000	$ 183,000				
Timbrel from Middleton to Sunset (grind and overlay)	$ 110,919		$ 110,919			
Sidewalk on Borchers - in front of PGE property	$ 100,000		$ 100,000			
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	$ 38,472		$ 38,472			
Lee Dr (Shane Ct to Travis), grind overlay	$ 21,881		$ 21,881			
Shane Ct (Lee to cul de sac), grind overlay	$ 12,883		$ 12,883			
Alexander (Dead end to Smith), grind overlay	$ 20,222		$ 20,222			
Sunset (Eucalyptus to St. Charles) grind overlay	$ 44,925		$ 44,925			
Sunset (St. Charles to Myrica), grind and overlay	$ 37,017		$ 37,017			
Sunset (Myrcia to Main), grind and overlay	$ 129,894		$ 129,894			
Sunset (Main to Cinnamon Hill), grind and overlay	$ 140,494		$ 140,494			
Sunset (Cinnamon Hill to Pine), grind and overlay	$ 89,849			$ 89,849		
Sunset (Pine to Aldergrove), grind and overlay	$ 127,538			$ 127,538		
Sunset (Brittany to Murdock), grind and overlay	$ 75,716			$ 75,716		
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 overlay	$ 80,820				$ 80,820	
Nottingham Ct (Kelsey to Wert), grind and overlay	$ 72,771				$ 72,771	
Nottingham Ct (Wert to Merryman), grind and overlay	$ 89,827				$ 89,827	
Century between T/S and Sherwood Industrial	$ 182,464					$ 182,464
Fair Oaks	$ 100,000					$ 100,000
3rd St - at Pine	$ 40,000	$ 40,000				
	$ 39,471,308	$ 3,423,886	$ 21,465,695	$ 3,112,103	$ 557,160	$ 10,912,464
STORM WATER PROJECTS	**Estimated Cost**	**21/22**	**22/23**	**23/24**	**24/25**	**25/26**
2nd & Park St Storm Water Facility Rehab (Design & construction)	$ 300,000	$ 300,000				
Gleneagle Village Storm Water Facility	$ 125,000	$ 125,000				
St Charles (North) Storm Water Facility	$ 85,000	$ 85,000				
St Charles (South) Storm Water Facility	$ 95,000	$ 95,000				
Citywide Catch Basin Remediation program	$ 240,000	$ 60,000	$ 60,000	$ 60,000		$ 60,000
Drainage Swale Upgrade - Stella Olsen Park	$ 110,000		$ 110,000			
Willamette Street near Kathy Street	$ 25,000	$ 25,000				
Woodhaven Swales	$ 150,000	$ 50,000	$ 100,000			
Water Quality Facility Refurbishments	$ 200,000	$ 50,000	$ 50,000	$ 100,000		
Fair Oaks Drainage	$ 60,000		$ 60,000			
Update/Review Stormwater SDC methodology	$ 10,000	$ 10,000				
	$ 1,400,000	$ 800,000	$ 380,000	$ 160,000	$ -	$ 60,000

SANITARY SEWER PROJECTS	Estimated Cost	21/22	22/23	23/24	24/25	25/26
Old Town Laterals	$ 144,000		$ 48,000	$ 48,000	$ 48,000	
Old Town Mid-block sewer point repair	$ 119,000	$ 119,000				
Gleneagle Dr Sanitary Sewer Rehab	$ 49,850		$ 49,850			
Rock Creek Trunk Capacity Upgrade Ph I-A	$ 1,200,000	$ 1,200,000	$ -			
Rock Creek Trunk Capacity Upgrade Ph I-B	$ 3,500,000	$ 750,000	$ 2,750,000			
Rock Creek Trunk Capacity Upgrade Ph II	$ 2,501,229			$ 651,229	$ 1,850,000	
South Tonquin Employment Area Pipeline	$ 630,388		$ 126,000	$ 126,000	$ 126,000	$ 252,388
North Tonquin Employment Area Pipeline	$ 2,370,076		$ 474,000	$ 474,000	$ 474,000	$ 948,076
Brookman Area Sanitary Sewer Conveyance extension - CWS project (anticipated City share only)	$ 15,000	$ 5,000	$ 5,000	$ 5,000		
Sanitary Master Plan	$ 150,000	$ 50,000	$ 50,000	$ 50,000		
Update/Review Sanitary SDC methodology	$ 10,000	$ 10,000				
	$ 10,689,543	$ 2,134,000	$ 3,502,850	$ 1,354,229	$ 2,498,000	$ 1,200,464

WATER PROJECTS	Estimated Cost	21/22	22/23	23/24	24/25	25/26
WIF- Capacity improvements to 6.2 mgd	$ 292,758	$ 292,758				
TVWD capacity improvements 6.2 to 9.7 mgd	$ 806,000	$ 806,000				
WRWTP - 20.0 mgd Expansion	$ 8,428,863	$ 8,428,863				
WRWTP -Operations Repair and Replace	$ 450,675				$ 450,675	
Brookman Expansion - Loop from Prop SW Sherwood PRV to Hwy 99 (M7)	$ 68,000				$ 68,000	
Routine Waterline Replacement Program	$ 200,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	
Brookman exp look of 12" 3400 ft (reserve east to Ladd Hill	$ 925,000	$ 925,000				
Norton Fire flow improvements	$ 195,000		$ 195,000			
Brookman Expansion -Loop from prop SW Sherwood PRV to Hwy 99 (M8)	$ 204,000				$ 204,000	
Brookman Expansion - Loop from prop SW Sherwood PRV to Hwy 99 (M9)	$ 239,000				$ 239,000	
TEA Expansion Loop -Loop with existing Oregon Street mains (M29)	$ 190,412				$ 190,412	
SW Sherwood PRV (V-1)	$ 150,000				$ 150,000	
TEA Expansion Loop - with existing Oregon Street mains (M30 and M31)	$ 1,043,756				$ 1,043,756	
TEA Expansion Loop - with existing Oregon Street mains (M32, M33, and M34)	$ 721,531				$ 721,531	
AWIA - Risk and Resiliency Assessment (Fed Mandate)	$ 50,000	$ 50,000				
AWIA – Sherwood's water system	$ 46,975	$ 46,975				
SP-1 Pump Station Improvements (Sunset)	$ 52,000			$ 52,000		
SP-2Pump Station Improvements (Wyndham Ridge)	$ 45,000				$ 45,000	
Resiliency Improvements-Piping Oregon St-Backbone	$ 800,000	$ 800,000				
T/S County Conflict Improvements	$ 686,000	$ 400,000	$ 286,000			
SM-1.1 (tier 1 backbone - Near Hospital and Police; PW and Fire station)	$ 2,560,000		$ 300,000	$ 1,130,000	$ 1,130,000	
SM-1.2 (tier 1 backbone - Near Sunset Reservoir and PS toward TVF&R and PW)	$ 370,000			$ 70,000	$ 300,000	
SM-1.3 (tier 1 backbone - Sunset Reservoir to Well #3)	$ 435,000				$ 60,000	$ 375,000
SR-1 Sunset Reservoir #1	$ 156,000					$ 156,000
SR-2 Sunset Reservoir #2	$ 116,000					$ 116,000
	$ 19,231,971	$ 11,799,596	$ 831,000	$ 1,302,000	$ 4,652,375	$ 647,000

GENERAL CONSTRUCTION PROJECTS	Estimated Cost	21/22	22/23	23/24	24/25	25/26
Cedar Creek Trail - Segment 8 Design & Construction (local contribution only)	$ 200,000	$ 150,000	$ 50,000			
Cedar Creek Trail - Segment 9A Design & Construction 99W to Edy	$ 2,860,000					$ 2,860,000
Cedar Creek Trail - Segment 9B Design & Construction Edy to Roy Rogers	$ 3,600,000	$ 600,000	$ 3,000,000			
Cedar Creek trail grade separated crossing of 99W	$ 4,875,000		$ 4,875,000			
Ice-Age Tonquin Trail Way Finding Signage Project	$ 75,588	$ 75,588				
Cedar Creek Trail - Segment 11 Design & Construction	$ 500,000					$ 500,000
Dog Park Design - North of Hwy 99	$ 100,000			$ 100,000		
Park SDC methodology update	$ 78,588	$ 78,588				
99W Pedestrian Bridge	$ 12,625,000	$ 125,000	$ 12,500,000			
Festival Plaza	$ 400,000	$ 400,000				
Public Works Facility Phase 1	$ 90,000	$ 90,000				
	$ 25,404,176	$ 1,519,176	$ 20,425,000	$ 100,000	$ -	$ 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 FY21-22 are:

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.

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.

Sunset Boulevard North Side Sidewalk: This project is to construct a new sidewalk at Sunset Boulevard and Pine Street and plant rain gardens.

TEA East-West Collector: This project will ultimately construct a new street within the Tonquin Employment Area between Oregon Street and 124th Avenue.

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.

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

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

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.

Mansfield from Division to Smock: This project consists of reconstruction of the road surface and stormwater improvements.

Third Street at Pine: This project will grind off the existing 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 FY21-22 are:

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

Gleneagle Village Storm Water Facility: 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.

St. Charles (North) Storm Water Facility: This project installs 2x2 cartridge catch basin.

St. Charles (South) Storm Water Facility: This project installs 2x2 cartridge catch basin.

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.

Willamette Street near Kathy Street: This project consists of culvert upgrades as needed.

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.

Sanitary Capital Projects

The Sanitary Fund collects SDCs for sanitary infrastructure expansion. Planned projects for FY21-22 are:

Old Town Mid-Block Sewer Point Repair: This project consists of designing and constructing a point repair to overcome an obstruction that impedes correct operation of the sanitary sewer conveyance system. This obstruction creates a health and safety issue for the local residents and businesses who must rely on the system for sanitary waste disposal.

Rock Creek Sanitary Trunk Line Capacity Upgrade Phase IA: 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.

Water Capital Projects

The Water Fund collects SDCs and user charges for water infrastructure expansion and capital construction. Planned projects for FY21-22 are:

WGG – 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.

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 (City, County or State) projects.

AWIA Risk and Resiliency Assessment (Federal Mandate): Section 2013 of American's Water Infrastructure Act of 2018 require communities over 3,300 to compile risk and resilience assessment and develop an emergency response plan, which will occur for the WRWTP.

AWIA – Sherwood Water System: Section 2013 of American's Water Infrastructure Act of 2018 require communities over 3,300 to compile risk and resilience assessment and develop an emergency response plan, which will occur for the City water system.

T/S County Conflict Improvements: This project consists of relocation of water services, hydrants, valves, valve cans due to the County road widening project.

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 FY21-22 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, Segments 9A: This project consists of construction of the trail between 99W to Edy Road.

Cedar Creek Trail, Segments 9B: This project consists of construction of the trail between Edy Road to Roy Rogers Road.

Ice-Age Tonquin Trail Wayfinding Signage: This project consists of providing wayfinding signage along the City's portion of the regional Ice-Age Tonquin trail,

99W Pedestrian Bridge at Sunset: This project will design and construct a pedestrian bridge across 99W and Elwert road near the Sunset and 99W intersection. Funding will be from multiple sources.

Festival Plaza: This project consists of construction a festival plaza for use during community events and celebrations that includes power, water and lighting and that can be utilized for public parking during the remainder of the year.

Public Works Facility Phase 1: This project includes analysis of existing facility, review of current conditions and facility needs and development of a master plan for a new site.

Actual 2018-19	Actual 2019-20	Budget 2020-21		Proposed 2021-22	Approved 2021-22	Adopted 2021-22
			RESOURCES			
$32,837,633	$37,410,182	$ 41,940,809	Beginning fund balance	$ 40,272,765	$ 40,272,765	$ 40,272,765
			Revenue			
6,134,611	6,501,380	6,871,732	Taxes	6,971,527	6,971,527	-
2,015,453	2,048,939	2,095,152	Franchise Fees	2,091,000	2,091,000	-
42,005	98,720	84,000	Licenses and permits	82,230	82,230	-
4,061,674	4,485,304	5,339,259	Intergovernmental	6,018,613	7,968,613	-
12,177,728	11,674,707	11,615,970	Charges for services	13,187,143	13,187,143	-
1,695,042	2,583,305	1,556,687	Infrastructure development	1,492,400	1,492,400	-
3,368,275	3,248,018	3,293,519	Fines, interest and other	2,829,362	2,829,362	-
29,494,788	30,640,372	30,856,319	Total revenue	32,672,275	34,622,275	-
			Other sources			
103,916	856,827	804,629	Transfers in	879,117	879,117	-
14,762	28,275	-	Sale of fixed assets	-	-	-
264,510	-	-	Capital Lease Proceeds	-	-	-
-	2,000,000	-	Issuance of long-term debt	18,000,000	18,000,000	-
383,188	2,885,102	804,629	Total other sources	18,879,117	18,879,117	-
62,715,608	**70,935,656**	**73,601,757**	**Total resources**	**91,824,157**	**93,774,157**	**40,272,765**
			REQUIREMENTS			
			Expenditures			
			Personal services			
8,066,915	8,683,408	9,753,380	Salaries and wages	11,089,386	11,057,300	-
754,620	748,940	858,710	Payroll taxes	999,391	996,906	-
3,376,842	4,067,484	4,353,616	Benefits	5,209,313	5,201,498	-
12,198,378	13,499,831	14,965,706	Total personal services	17,298,090	17,255,704	-
			Materials and services			
2,062,525	2,217,687	2,504,500	Professional & technical	2,991,467	2,991,467	-
3,515,814	3,949,526	4,139,871	Facility and equipment	4,327,551	4,327,551	-
1,660,376	1,773,660	1,923,640	Other purchased services	2,185,378	2,185,378	-
642,433	869,790	771,880	Supplies	739,296	739,296	-
19,416	214,096	274,060	Community activities	26,250	26,250	-
180,554	403,828	282,725	Minor equipment	346,113	346,113	-
43,847	15,192	10,000	Other materials & services	20,000	20,000	-
(20,394)	(21,920)	(29,418)	Cost Allocation	(63,573)	(63,573)	-
8,104,570	9,421,860	9,877,258	Total materials & services	10,572,482	10,572,482	-
			Capital outlay			
315,782	-	-	CWIP	-	-	-
1,762,605	1,780,648	15,382,126	Infrastructure	22,071,300	22,071,300	-
10,000	182,280	65,000	Buildings	232,000	232,000	-
110,619	-	-	Other improvements	18,000	18,000	-
273,121	339,250	287,517	Vehicles	385,000	385,000	-
186,547	682,417	235,300	Furniture and equipment	1,215,730	1,215,730	-
2,658,675	2,984,595	15,969,943	Total capital outlay	23,922,030	23,922,030	-
22,961,623	25,906,286	40,812,907	Total expenditures	51,792,602	51,750,216	-
			Debt service			
1,279,000	1,454,362	1,480,045	Principal	1,640,581	1,640,581	-
749,156	737,567	713,962	Interest	900,752	900,752	-
-	39,800	-	Issuance costs	150,000	150,000	-
2,028,156	2,231,729	2,194,007	Total debt service	2,691,333	2,691,333	-
			Other uses			
103,916	856,827	804,629	Transfers out	879,117	879,117	-
103,916	856,827	804,629	Total other uses	879,117	879,117	-
37,621,914	41,940,813	-	Ending Fund Balance	-		
-	-	1,368,563	Contingency	1,580,613	1,580,613	-
-	-	28,421,651	Reserved for Future Years	34,880,492	36,872,878	40,272,765
$62,715,608	**$70,935,656**	**$ 73,601,757**	**Total requirements**	**$91,824,157**	**$93,774,157**	**$40,272,765**

	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 2021-22 Budget
RESOURCES												
Beginning fund balance	$ 6,580,078	$ 1,976,366	$ 76,477	$ 62,716	$2,055,638	$2,561,404	$3,571,494	$15,839,311	$2,211,728	$5,869,959	$ (532,406)	$ 40,272,765
Revenue												
Taxes	6,971,527	-	-	-	-	-	-	-	-	-	-	6,971,527
Francise Fees	2,061,000	30,000	-	-	-	-	-	-	-	-	-	2,091,000
Licenses and permits	82,230	-	-	-	-	-	-	-	-	-	-	82,230
Intergovernmental	1,953,228	-	-	62,400	2,098,007	1,903,078	-	-	1,951,900	-	-	7,968,613
Charges for services	2,578,666	55,000	-	-	-	697,581	58,500	5,967,153	749,651	2,055,153	1,025,439	13,187,143
Infrastructure development	-	260,000	-	-	-	-	625,000	530,000	45,900	31,500	-	1,492,400
Fines, interest and other	2,333,048	14,500	700	475	7,500	28,000	48,000	146,500	26,139	49,500	175,000	2,829,362
Total revenue	15,979,699	359,500	700	62,875	2,105,507	2,628,659	731,500	6,643,653	2,773,590	2,136,153	1,200,439	34,622,275
Other sources												
Transfers in	4,117	875,000	-	-	-	-	-	-	-	-	-	879,117
Issuance of long-term debt	-	-	-	-	-	-	-	-	-	-	18,000,000	18,000,000
Total other sources	4,117	875,000	-	-	-	-	-	-	-	-	18,000,000	18,879,117
Total resources	**$22,563,894**	**$ 3,210,866**	**$ 77,177**	**$125,591**	**$4,161,145**	**$5,190,063**	**$4,302,994**	**$22,482,964**	**$4,985,318**	**$8,006,112**	**$18,668,033**	**$ 93,774,157**
REQUIREMENTS												
Expenditures												
Personal services												
Salaries and wages	8,308,222	59,059	-	-	-	355,804	72,263	563,851	231,802	458,769	1,007,530	11,057,300
Payroll taxes	738,605	5,145	-	-	-	34,886	6,412	53,895	22,717	46,151	89,095	996,906
Benefits	3,999,059	27,926	-	-	-	166,458	33,016	237,983	104,008	171,708	461,340	5,201,498
Total personal services	13,045,886	92,130	-	-	-	557,148	111,691	855,729	358,527	676,628	1,557,965	17,255,704
Materials and services												
Professional & technical	2,065,828	-	-	-	82,339	107,200	-	155,300	100,600	96,450	383,750	2,991,467
Facility and equipment	1,507,040	-	-	-	-	813,841	-	1,687,532	2,461	46,797	269,880	4,327,551
Other purchased services	1,206,591	-	-	-	-	29,693	-	550,859	114,342	151,057	132,835	2,185,378
Supplies	426,696	-	-	-	-	84,200	-	153,700	17,000	51,700	6,000	739,296
Community activities	26,250	-	-	-	-	-	-	-	-	-	-	26,250
Minor equipment	234,613	-	-	-	-	11,000	-	14,500	8,500	11,500	66,000	346,113
Other materials & services	20,000	-	-	-	-	-	-	-	-	-	-	20,000
Cost Allocation	(2,907,366)	59,110	-	-	-	386,324	69,266	323,963	325,158	459,380	1,220,592	(63,573)
Total materials & services	2,579,652	59,110	-	-	82,339	1,432,258	69,266	2,885,854	568,061	816,884	2,079,057	10,572,482
Capital outlay												
Infrastructure	-	1,644,176	-	-	-	-	3,178,673	11,953,596	2,291,174	1,145,000	1,858,681	22,071,300
Buildings	232,000	-	-	-	-	-	-	-	-	-	-	232,000
Other improvements	18,000	-	-	-	-	-	-	-	-	-	-	18,000
Vehicles	385,000	-	-	-	-	-	-	-	-	-	-	385,000
Furniture and equipment	1,015,730	-	-	-	-	-	-	-	-	-	200,000	1,215,730
Total capital outlay	1,650,730	1,644,176	-	-	-	-	3,178,673	11,953,596	2,291,174	1,145,000	2,058,681	23,922,030
Total expenditures	17,276,268	1,795,416	-	-	82,339	1,989,406	3,359,630	15,695,179	3,217,762	2,638,512	5,695,703	51,750,216
Debt service												
Principal	-	-	-	-	-	-	-	1,081,000	-	-	559,581	1,640,581
Interest	-	-	-	-	-	-	-	496,686	-	-	404,066	900,752
Issuance costs	-	-	-	-	-	-	-	-	-	-	150,000	150,000
Total debt service	-	-	-	-	-	-	-	1,577,686	-	-	1,113,647	2,691,333
Other uses												
Transfers out	-	-	-	-	4,117	-	875,000	-	-	-	-	879,117
Total other uses	-	-	-	-	4,117	-	875,000	-	-	-	-	879,117
Contingency	798,985	-	-	-	105,275	131,433	-	302,233	38,135	84,508	120,044	1,580,613
Reserved for Future Years	4,488,641	1,415,450	77,177	125,591	3,969,413	3,069,223	68,364	4,907,865	1,729,421	5,283,092	11,738,639	36,872,878
Total requirements	**$22,563,894**	**$ 3,210,866**	**$ 77,177**	**$125,591**	**$4,161,145**	**$5,190,063**	**$4,302,994**	**$22,482,964**	**$4,985,318**	**$8,006,112**	**$18,668,033**	**$ 93,774,157**

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 4,478,427	$ 5,552,559	$ 5,325,013	Beginning fund balance	$ 6,580,078	$ 6,580,078	$ 6,580,078
			Revenue			
5,836,667	6,224,127	6,587,917	Taxes	6,971,527	6,971,527	-
1,980,159	2,016,311	2,064,152	Franchise Fees	2,061,000	2,061,000	-
41,274	98,720	84,000	Licenses and permits	82,230	82,230	-
1,925,943	2,099,753	2,873,407	Intergovernmental	1,953,228	1,953,228	-
2,330,873	1,504,814	1,550,559	Charges for services	2,512,774	2,512,774	-
2,443,617	2,470,706	2,749,438	Fines, interest and other	2,398,940	2,398,940	-
14,558,532	14,414,431	15,909,473	Total revenue	15,979,699	15,979,699	-
			Other sources			
-	-	4,629	Transfers in	4,117	4,117	-
14,762	11,575	-	Sale of fixed assets	-	-	-
19,012	-	-	Capital Lease Proceeds	-	-	-
33,774	11,575	4,629	Total other sources	4,117	4,117	-
19,070,732	**19,978,565**	**21,239,115**	**Total resources**	**22,563,894**	**22,563,894**	**6,580,078**
			REQUIREMENTS			
			Expenditures			
			Personal services			
6,676,553	7,062,684	7,771,629	Salaries and wages	8,340,308	8,308,222	-
616,926	617,314	668,471	Payroll taxes	741,090	738,405	-
2,807,944	3,338,132	3,499,416	Benefits	4,006,874	3,999,059	-
10,101,422	11,018,130	11,939,516	Total personal services	13,088,272	13,045,686	-
			Materials and services			
1,271,585	1,392,589	1,553,970	Professional & technical	2,065,828	2,065,828	-
1,154,211	1,264,469	1,522,242	Facility and equipment	1,507,040	1,507,040	-
922,270	941,407	1,077,192	Other purchased services	1,206,591	1,206,591	-
372,156	406,330	452,530	Supplies	426,696	426,696	-
19,416	213,417	274,060	Community activities	26,250	26,250	-
128,809	270,934	214,725	Minor equipment	234,613	234,613	-
11,106	15,192	10,000	Other materials & services	20,000	20,000	-
(1,162,552)	(1,514,014)	(1,583,494)	Cost Allocation	(2,907,366)	(2,907,366)	-
2,717,001	2,990,325	3,521,225	Total materials & services	2,579,652	2,579,652	-
			Capital outlay			
171,845	-	-	Infrastructure	-	-	-
10,000	170,000	65,000	Buildings	232,000	232,000	-
110,619	-	-	Other improvements	18,000	18,000	-
273,121	243,012	287,517	Vehicles	385,000	385,000	-
134,165	232,085	235,300	Furniture and equipment	1,015,730	1,015,730	-
699,750	645,097	587,817	Total capital outlay	1,650,730	1,650,730	-
13,518,173	14,653,552	16,048,558	Total expenditures	17,318,654	17,276,068	-
5,552,559	5,325,013	-	Ending Fund Balance	-	-	-
-	-	666,477	Contingency	798,985	798,985	-
-	-	297,788	Reserved for Future Years - Fleet	225,184	225,184	225,184
-	-	4,226,292	Reserved for Future Years	4,221,071	4,263,657	6,354,894
$ 19,070,732	**$ 19,978,565**	**$ 21,239,115**	**Total requirements**	**$ 22,563,894**	**$ 22,563,894**	**$ 6,580,078**

2018-19 Actual	2019-20 Actual	2020-21 Budget	General Fund Resources	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
$ 4,478,427	$ 5,552,559	$ 5,325,012	Beginning fund balance	$ 6,580,078	$ 6,580,078	$ 6,580,078
			Revenue			
5,836,667	6,224,127	6,587,917	Taxes	6,971,527	6,971,527	-
1,980,159	2,016,311	2,064,152	Franchise Fees	2,061,000	2,061,000	-
41,274	98,720	84,000	Licenses and permits	82,230	82,230	-
2,046,766	2,099,753	2,873,407	Intergovernmental	1,953,228	1,953,228	-
2,210,050	1,504,814	1,550,559	Charges for services	2,578,666	2,578,666	-
2,443,617	2,470,706	2,749,438	Fines, interest and other	2,333,048	2,333,048	-
14,558,532	14,414,431	15,909,473	Total revenue	15,979,699	15,979,699	-
			Other sources			
-	-	4,629	Transfers in	4,117	4,117	-
14,762	11,575	-	Sale of fixed assets	-	-	-
19,012	-	-	Capital Lease Proceeds	-	-	-
33,774	11,575	4,629	Total other sources	4,117	4,117	-
19,070,732	**19,978,565**	**21,239,114**	**Total resources**	**22,563,894**	**22,563,894**	**6,580,078**
			Requirements			
			Administration Division			
			Personal services			
1,445,486	1,394,590	1,483,165	Salaries and wages	1,628,991	1,628,991	-
123,367	147,760	123,503	Payroll taxes	138,022	138,022	-
560,063	616,920	602,348	Benefits	690,187	690,187	-
2,128,916	2,159,270	2,209,016	Total personal services	2,457,200	2,457,200	-
			Materials and services			
469,223	568,058	646,482	Professional & technical	1,123,442	1,123,442	-
107,766	211,616	200,090	Facility and equipment	258,950	258,950	-
661,343	692,142	731,297	Other purchased services	822,007	822,007	-
12,279	23,332	24,375	Supplies	15,850	15,850	-
10,650	7,654	9,110	Community activities	9,200	9,200	-
72,270	245,947	75,500	Minor equipment	101,000	101,000	-
106	108	-	Other materials & services	-	-	-
(780,511)	(927,500)	(1,011,141)	Cost Allocation	(1,535,348)	(1,535,348)	-
553,126	821,357	675,714	Total materials & services	795,101	795,101	-
			Capital outlay			
10,000	-	-	Buildings	-	-	-
124,314	20,661	-	Furniture and equipment	70,000	70,000	-
134,314	20,661	-	Total capital outlay	70,000	70,000	-
2,816,356	**3,001,287**	**2,884,730**	**Total Administration Expenditures**	**3,322,301**	**3,322,301**	**-**
			Community Development			
			Personal services			
1,000,141	1,124,248	1,220,489	Salaries and wages	1,323,493	1,323,493	-
86,413	92,708	104,185	Payroll taxes	113,737	113,737	-
444,897	543,261	580,964	Benefits	677,242	677,242	-
1,531,451	1,760,217	1,905,638	Total personal services	2,114,472	2,114,472	-
			Materials and services			
419,468	413,800	458,000	Professional & technical	416,400	416,400	-
1,751	5,516	5,550	Facility and equipment	9,200	9,200	-
51,144	55,322	60,495	Other purchased services	89,598	89,598	-
6,259	5,168	7,555	Supplies	5,880	5,880	-
736	198,551	251,500	Community activities	1,000	1,000	-
4,815	21	4,450	Minor equipment	1,200	1,200	-
1,000	-	-	Other materials & services	-	-	-
(87,583)	(122,897)	(105,747)	Cost Allocation	(88,109)	(88,109)	-
397,590	555,480	681,803	Total materials & services	435,169	435,169	-
$ 1,929,041	**$ 2,315,697**	**$ 2,587,441**	**Total Community Dev. Expenditures**	**$ 2,549,641**	**$ 2,549,641**	**$ -**

2018-19 Actual	2019-20 Actual	2020-21 Budget	General Fund Requirements Continued	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			Police Sevices			
			Personal services			
2,345,066	2,511,017	2,879,072	Salaries and wages	3,014,840	3,014,840	-
234,225	207,804	237,168	Payroll taxes	254,885	254,885	-
1,067,992	1,273,316	1,389,896	Benefits	1,537,593	1,537,593	-
3,647,283	3,992,137	4,506,136	Total personal services	4,807,318	4,807,318	-
			Materials and services			
221,928	233,500	232,000	Professional & technical	265,000	265,000	-
25,398	23,060	32,200	Facility and equipment	37,100	37,100	-
116,217	100,856	145,545	Other purchased services	159,700	159,700	-
46,281	47,078	69,500	Supplies	73,500	73,500	-
2,049	2,909	3,500	Community activities	3,500	3,500	-
3,519	4,653	36,000	Minor equipment	36,000	36,000	-
10,000	15,085	10,000	Other materials & services	20,000	20,000	-
425,392	427,140	528,745	Total materials & services	594,800	594,800	-
-	21,171	-	Furniture and equipment	-	-	-
-	21,171	-	Total capital outlay	-	-	-
4,072,675	**4,440,448**	**5,034,881**	**Total Police Expenditures**	**5,402,118**	**5,402,118**	**-**
			Community Services			
			Personal services			
1,241,364	1,330,073	1,429,183	Salaries and wages	1,556,682	1,524,596	-
108,457	111,050	126,141	Payroll taxes	143,148	140,463	-
462,908	584,252	598,775	Benefits	704,403	696,588	-
1,812,730	2,025,375	2,154,099	Total personal services	2,404,233	2,361,647	-
			Materials and services			
97,628	109,771	137,000	Professional & technical	98,701	98,701	-
1,637	6,881	5,390	Facility and equipment	10,230	10,230	-
53,055	52,548	83,152	Other purchased services	72,771	72,771	-
179,393	171,709	204,050	Supplies	212,896	212,896	-
5,299	3,946	8,900	Community activities	10,050	10,050	-
19,340	11,087	14,300	Minor equipment	22,338	22,338	-
356,352	355,942	452,792	Total materials & services	426,986	426,986	-
-	16,612	-	Furniture and equipment	38,210	38,210	-
-	16,612	-	Total capital outlay	38,210	38,210	-
$ 2,169,082	**$ 2,397,928**	**$ 2,606,891**	**Total Community Services Expenditures**	**$ 2,869,429**	**$ 2,826,843**	**$ -**

2018-19 Actual	2019-20 Actual	2020-21 Budget	General Fund Requirements Continued	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			Public Works			
			Personal services			
644,620	702,770	759,720	Salaries and wages	816,302	816,302	-
64,426	57,993	77,474	Payroll taxes	91,298	91,298	-
271,996	320,370	327,433	Benefits	397,449	397,449	-
981,042	1,081,133	1,164,627	Total personal services	1,305,049	1,305,049	-
			Materials and services			
63,338	67,461	80,488	Professional & technical	162,285	162,285	-
1,017,661	1,017,396	1,279,012	Facility and equipment	1,191,560	1,191,560	-
40,509	40,539	56,703	Other purchased services	62,515	62,515	-
127,943	159,043	147,050	Supplies	118,570	118,570	-
683	357	1,050	Community activities	2,500	2,500	-
28,865	9,227	84,475	Minor equipment	74,075	74,075	-
(294,458)	(463,617)	(466,606)	Cost Allocation	(1,283,909)	(1,283,909)	-
984,542	830,406	1,182,172	Total materials & services	327,596	327,596	-
			Capital outlay			
171,845	-	-	Infrastructure	-	-	-
-	170,000	65,000	Buildings	232,000	232,000	-
110,619	-	-	Other improvements	18,000	18,000	-
273,121	243,012	287,517	Vehicles	385,000	385,000	-
9,851	173,641	235,300	Furniture and equipment	907,520	907,520	-
565,436	586,653	587,817	Total capital outlay	1,542,520	1,542,520	-
2,531,020	**2,498,192**	**2,934,616**	**Total Public Works Expenditures**	**3,175,165**	**3,175,165**	**-**
			Unallocated Expenditures			
-	-	-	Transfers to Grants	-	-	-
5,552,559	5,325,012		Ending Fund Balance			
		795,474	Contingency	798,985	798,985	-
		297,788	Reserved for Future Years - fleet	225,184	225,184	225,184
		4,097,294	Reserved for Future Years	4,221,071	4,263,657	6,354,894
$ 19,070,732	**$ 19,978,565**	**$ 21,239,114**	**Total requirements**	**$ 22,563,894**	**$22,563,894**	**$ 6,580,078**

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.

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			Revenue			
5,836,667	6,224,127	6,587,917	Taxes	6,971,527	6,971,527	-
1,980,159	2,016,311	2,064,152	Franchise Fees	2,061,000	2,061,000	-
37,104	15,310	5,500	Licenses and Permits	5,500	5,500	-
571,641	626,289	918,108	Intergovernmental	685,415	685,415	-
60,724	62,218	64,507	Charges for Services	65,800	65,800	-
2,401,712	2,344,937	2,651,030	Fines, Interest, and Other	2,256,750	2,256,750	-
19,012	-	4,629	Transfers in & Other Sources	4,117	4,117	-
10,907,019	11,289,192	12,295,843	Total revenue	12,050,109	12,050,109	-
			Expenditures			
2,128,916	2,159,256	2,209,016	Personal services	2,457,200	2,457,200	-
553,126	821,357	675,714	Materials and services	795,101	795,101	-
134,314	20,661	-	Capital outlay	70,000	70,000	-
$ 2,816,356	$ 3,001,273	$ 2,884,730	Total expenditures	$ 3,322,301	$ 3,322,301	$ -

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.

FY2020-21 Highlights

- Projected to adopt 16 ordinances and 75 resolutions.

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Increase transparency	Council meetings	20	21	24
	Work sessions	27	30	30
	Executive sessions	15	12	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	4	4	2
	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	58	56	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.

2020-21 Highlights

- Elections - Coordinated a General Election, including an Initiative Petition regarding recreational marijuana
- Oversaw 8 Municipal Code Amendments
- Reviewed and prepared 127 years of City Council *Legislative* records (1893-2020) for migration into new Records Management System
- Reviewed and prepared 127 years of City Council *Meeting Records* (1893-2020) for migration into new Records Management System
- Compile City Administrative Policies for review by City Management Team

2021-22 Goals

- Continue implementation and migration of records into TRIM/ORMS, Records Management System
- 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)
- Draft Policy, Creating and Implementing Administrative Policies
- Draft Policy, Identification and Management of Vital City Records
- Draft Policy, Records Disaster Recovery Plan

Performance Measures

Strategy	Measures	FY19 -20 Actual	FY20-21 Projected	FY21-22 Projected
Adhere to public records law and respond to public records requests	Public records requests	20	40	40
	Responded within 5 business days	17	35	35
Maintain Current Code Updates Coordinate Accurate and Transparent	Municipal Code updates	10	10	10
	Process Election fillings, coordinate special and general	7	1	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.

2020-21 Goals

- Hold Sherwood Citizen University sessions once pandemic rules allow
- Continue to Develop and Implement Improved Citizen Engagement Strategies
- Continue to support enhanced programs and activities to engage the public on issues facing the community
- Continue to implement enhancements to City intranet to ensure efficient sharing of important information to employees

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Increase communication with the public	Newsletter Frequency	Every Two Months	Every Two Months	Every Two Months
	Number of Facebook Friends	3,430	4,110	4,500
	Number of Twitter Followers	700	950	1,100

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. Primarily, these services are in the areas of 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, occasionally, in court; and analyzing public record 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.

2020-21 Highlights

- Completed year four of the City's law clerk program; expanded program to include externship for class credit and continued leveraging federal work-study funds.
- Numerous COVID-19 related projects, including negotiating, drafting, and reviewing a variety of intergovernmental grant agreements, policies, and procedures.
- Implementation of ballot measure 34-299 regarding recreational marijuana facilities, including code updates and intergovernmental agreement with the Dept. of Revenue.
- Assisted with major solicitations including Sherwood Broadband fiber to the home project.
- Prepared and reviewed numerous ordinances, including updating business license code, establishing traffic safety committee, creating a business food waste program, and setting expectations for police services.

2021-22 Goals

- Continue to improve the City's law clerk program.
- Assist with successful start-up of new Urban Renewal Area and associated projects. (City-wide Goal – Economic Development, Livability)
- Continue to review City ordinances and perform housekeeping updates.

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Keep Council Informed	Frequency of Tort Claim Updates	Quarterly	Quarterly	Quarterly
Law Clerk Program	Duration of Student Position	~75% Year	Full Year	Full Year
Maintain and Update Municipal Code	Ordinances Enacted	15	14	14

Human Resources

The Human Resources department provides personnel support for all City employees. This department also includes recruitment, training and development, benefit, compensation, and salary classifications, and is responsible for managing and updating the City of Sherwood Employee Manual and Employee Policies. In addition, HR manages the City's two union contracts, leads employee relations, and processes claims for workers' compensation insurance. This department also reviews and manages the City's benefit package to insure the best possible rates and protection for employees at a reasonable rate.

2020-21 Highlights

- Retained, recruited and trained a top-quality workforce
- Managed all lines of insurance coverage for the City
- Successfully negotiated a new Collective Bargaining Agreement with SPOA (Sherwood Police Officers Association)
- Revised Personnel Policies to ensure compliance with changes in employment law

2021-22 Goals

- Continue to improve the efficiency and responsiveness of the Human Resources Department
- Provide training to ensure employee success and retention
- Implement updated employee manual to assist managers and employees (City-wide Goal – Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Provide efficient external recruitment service	Recruitments Conducted	31	20	30
	Employment applications received	460	230	400
Perform facility inspections by Safety Committee to minimize unsafe conditions	Number of identified unsafe practices eliminated	2	2	2
Maintain a low number of accidents and the cost of worker compensation claims	Number of Workers'	7	2	N/A
	Time loss (days)	59	11	N/A
	Paid Loss (fiscal year)	20,906	3,174	N/A

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.

2020-21 Highlights

- Hired a Desktop Support Technician
- Supported a move to remote work due to COVID
    - Implemented new VPN and remote work procedures
    - Implemented additional security software to support remote work
    - Deployed several new cell phones to support remote work
- Implemented a new spam filtering solution
- Upgraded 2 major software applications
- Implemented 3-GIS to support Sherwood Broadband
- Implemented a new automated patching system for non-Microsoft applications

2021-22 Goals

- Finished the city phone system to a hosted solution
- Retire on-premises Infor servers, upgrade city firewalls
- Upgrade city network switches/routers
- Explore enhancements to current backup systems to better protect against ransomware (City-wide Goal – Fiscal Responsibility)
- Improve security by leverage existing investments in 2 Factor Authentication and Single Sign-On(City-wide Goal – Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Effectively maintain and support computer and informational systems throughout the City	Major Software Applications Supported	67	70	65
	Computer Systems Supported	250	290	280
	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	900	694*	600*
	Help desk tickets resolved within 30 min. (Estimate)	10%	15%	15%
	Satisfaction Rate: Good or better	100%	100%	100%
	IT Staff Training Hours	20	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.

2020-21 Highlights

- Received the GFOA Budget Award for the FY2020-21 budget document
- Submitted for the GFOA Award for Excellence in Financial Reporting for FY2019-20
- Implement use of TRIM/ORMS Records Management System for electronic storage of financial records to increase efficiency and decrease staff time

2021-22 Goals

- Continue to increase passive revenues through sound investments and a diverse investment strategy (City-wide Goal – Fiscal Responsibility)
- Research and analyze options to decrease fees associated with credit card and banking fees (City-wide Goal – Fiscal Responsibility)
- Continue to streamline workflow for optimal performance and audit success
- Research new financial software system to improve performance and reporting capabilities (City-wide Goal – Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 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	Aa3	Aa2	Aa2
	Actual cost to deliver financial services	$556,615	$608,493	$671,255
	Cost to deliver financial services as a % of total City budget	1.6%	1.3%	1.2%

Municipal Court

Municipal Court is responsible for processing all traffic violations and non-felony offenses within the City. The goal of the Municipal Court is to promote compliance with laws and regulations by processing citations for violations equitably and timely.

2020-21 Highlights

- Ensure staff communication and support working remotely
- Alternative plan for court operations due to COVID (Art Center)
- Scanned over 28,000 closed court cases into TRIM (State of OR Digitalize program)
- Continue to streamline and find efficiencies in workflow

2021-22 Goals

- Catch up backlog of cases due to COVID-19 restrictions (City-wide Goal – Fiscal Responsibility)
- Implementation of E-Abstracts to DMV

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Manage an efficient and effective Municipal Court	Traffic violations	20,446	18,000	22,660
	Parking violations	209	250	300
	City Ordinance violations	14	35	40
	Total violations processed	20,669	18,300	23,000
	Number of court staff	4	4	4
	Number of violations processed annually per staff (includes supervisor)	5,167	4,575	5,750
	Operating expenses	681,577	648,757	732,446
	Operating expenses per processed violation	$32.98	$35.45	$31.85

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.

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			Revenue			
-	80,679	75,000	Licenses and Permits	73,500	73,500	-
28,807	8,912	587,725	Intergovernmental	188,050	188,050	-
1,618,697	1,032,380	967,097	Charges for Services	2,112,669	2,112,669	-
30,084	(0)	-	Fines, Interest, and Other	-	-	-
1,677,588	1,121,971	1,629,822	Total revenue	2,374,219	2,374,219	-
			Expenditures			
1,531,451	1,760,217	1,905,638	Personal services	2,114,472	2,114,472	-
397,590	555,480	681,803	Materials and services	435,169	435,169	-
$ 1,929,041	$ 2,315,697	$ 2,587,441	Total expenditures	$ 2,549,641	$ 2,549,641	$ -

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.

2020-21 Highlights

- Approved over 750,000 SF of new industrial, commercial, and institutional space and 69 new single-family lots.
- Five out of the six Comprehensive Plan themes have been reviewed by the Community Advisory Committee, Technical Advisory Committee, Planning Commission, and City Council
- Managed the Brookman Addition Concept Plan update
- Adopted the 2019-2039 Housing Needs Analysis
- Started the Housing Code Update to create residential design standards and to implement House Bill 2001 and the Sherwood West Concept Plan Update

2021-22 Goals

- Continue to build the Comprehensive Plan, 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 2040 Comprehensive Plan Update (City-wide Goal – Livability)
- Adopt the Economic Opportunities Analysis (City-wide Goal – Economic Development)
- Adopt the Sherwood West Concept Plan Update (City-wide Goal – Livability)
- Adopt the Housing Code Update (City-wide Goal – Livability)

Performance Measures

Strategy	Measures	FY19-20 Actual	FY 20-21 Projected	FY 21-22 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 extensions)	100%	100%	100%
	Total number of site plan review applications	8	5	6
	Land use decisions made by City staff (Type II)	4	7	6
	Land use decisions made by City staff (Type I)	97	85	90
	Land use decisions made by Hearing Officer or Planning Commission	10	9	9
	Land use decisions made by City Council	4	7	6
Improve clarity and effectiveness of Code	Code amendment projects undertaken	3	5	3

Building

The Building Department's responsibilities are to review and approve plans, issue permits, and perform inspections for new construction in compliance with the State of Oregon's building, plumbing, mechanical, solar, manufactured dwelling, and energy codes. 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.

2020-21 Highlights

- Completed all inspections and approvals for the New Sherwood High School, and other school transformation projects.
- Completed occupancy approvals for Timber Crossing III, Middleton Estates, and Copper Ter. residential sub-divisions.

2021-22 Goals

- Complete plan reviews, inspections, and final occupancy approvals for multiple projected residential and commercial sub-divisions. (City-wide Goal – Livability)
- Complete annual state mandated training for staff.

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Provide timely service	Building inspection performed same day	100%	100%	100%
	Plan review turnaround within 2 weeks' time for single family homes	98%	98%	95%
	Plan review turnaround within 2 weeks' time for commercial improvements	98%	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	668	560	680
	New single-family homes/ADU's	31	23	97
	New Multi-family homes	0 Units	0 Units	5 Units
	Residential remodel/additions	21	18	25
	New commercial buildings	5	8	10
	Commercial tenant improvement	20	19	25
	Miscellaneous (Mech, Plumb, AS)	495	453	520
	Number of inspections	2,435	1,840	2,800

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.

2020-21 Highlights

- Continued coordination efforts with the Sherwood School District and their contractor to finalize site development construction of the new Sherwood High School.
- Continued coordinating with Washington County to finalize the construction of the Kruger/Elwert intersection improvement project and for the Sherwood School District High School project off-site public facilities mitigation improvement projects.
- Oversee construction efforts for the Cedar Creek Trail project.
- Continued coordination with CWS on the design of the Brookman Sanitary Sewer Trunk Line Extension Project.
- Completing design and bidding of the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1 project. Commencing construction immediately FY21/22.
- 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
- Provided design coordination efforts between ODOT, WACO, CWS, and developers on private site developments. The major projects include Middlebrook Subdivision, The Reserve at Cedar Creek Subdivision, London Estates Subdivision, Cipole Road Industrial Site Development, Willamette Water Supply Program (WWSP) site development (TEA), Trammel-Crowe Corporate Park site development, Sherwood Industrial Site Development (TEA), Denali Subdivision, and several smaller developments located on SW Olds Place.

2021-22 Goals

- Teaming with City Police Department on implementation of a traffic calming program to respond to citizen transportation concerns (City-wide Goal – Public Safety)
- Coordinate with Washington County to finalize the construction of the Kruger/Elwert Road Intersection Improvement project, and the Sherwood School District High School project off-site public facilities mitigation improvements. (City-wide Goal – Infrastructure, Economic Development, Livability)

- Coordinate with Washington County to finalize the construction of improvements to the Sunset Boulevard/Highway 99W intersection based on City's Transportation System Plan (TSP), and coordinate with design work being performed by Washington County on the Kruger/Elwert/Hwy 99W Intersection Project (City-wide Goal – Infrastructure, Public Safety).
- Continue coordination with CWS on preliminary design analysis of sanitary sewer trunk line running through the Brookman area. Coordinate with CWS on design goals, timelines, and budget development (City-wide Goal – Infrastructure, Economic Development, Livability)
- Conduct 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 (City-wide Goal – Infrastructure, Public Safety, Economic Development and Livability)
- Perform construction of the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1 project, which crosses Tualatin-Sherwood Road. Upgrade the portion of the sanitary trunk line crossing Tualatin- Sherwood Road prior to installation of large diameter waterline running from Tualatin to Hillsboro, and reconstruction of Tualatin-Sherwood Road by WACO (City-wide Goal – Infrastructure, Livability and Economic Development).
- Commence 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. Commencing at the end of Phase 1 improvements, upsizing trunk line size up to Oregon Street/Murdoc Road intersection. (City-wide Goal – Infrastructure, Livability and Economic Development).

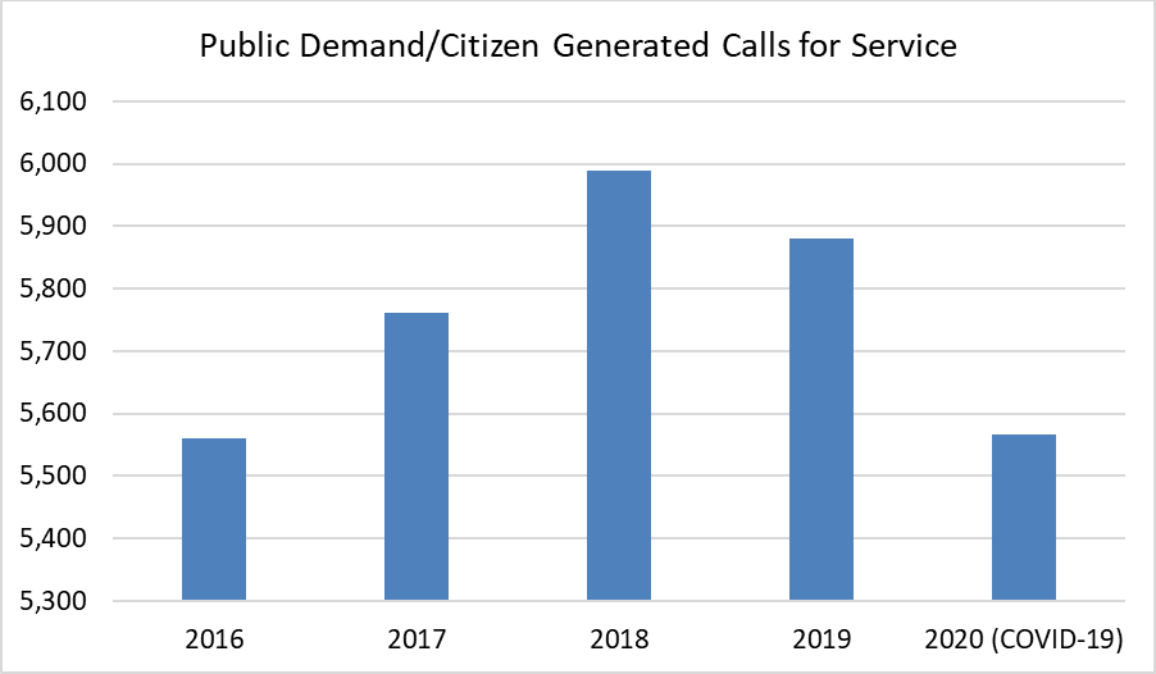
Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Provide professional infrastructure design and management services	Capital projects designed, managed, and/or inspected	10	12	10
	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	12	10
Protect infrastructure and right-of-ways	Right-of-way permits issued	60	57	50
Enforce engineering design and construction standards	SFR lot ESC plan reviews performed	40	30	80
	SFR lot ESC inspections performed	425	165	320
	ESC inspections performed under Compliance Agreement projects	250	475	450

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.

e Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			Revenue			
4,170	2,730	3,500	Licenses and Permits	3,230	3,230	-
87,295	63,364	73,512	Intergovernmental	74,500	74,500	-
7,238	6,723	6,900	Charges for Services	2,300	2,300	-
4,065	559	120	Fines, Interest, and Other	50	50	-
-	840	-	Transfers in & Other Sources	-	-	-
102,767	74,216	84,032	Total revenue	80,080	80,080	-
			Expenditures			
3,647,283	3,992,137	4,506,136	Personal services	4,807,318	4,807,318	-
425,392	427,140	528,745	Materials and services	594,800	594,800	-
-	21,171	-	Capital outlay	-	-	-
$ 4,072,675	$ 4,440,448	$ 5,034,881	Total expenditures	$ 5,402,118	$ 5,402,118	$ -



Police

2020-21 Highlights

- Lead startup of Traffic Safety Committee
- Hired 2 reserves
- Hired 2 Full Time Officers
- High Drug Arrests for low proactive year.

2019 (94)	**2020 (62)**	**2021 (1/1-2/9) (16)**
Methamphetamine (43)	Methamphetamine (27)	Methamphetamine (6)
Marijuana (26)	Heroin (15)	Heroin (5)
Heroin (16)	Marijuana (15)	Marijuana (5)

2021-22 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

- Continue to build new Enhanced Police Volunteers Program (City-wide Goal – Citizen Engagement, Public Safety)
- 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)

Performance Measures

Strategy	Measures	2019 Actual	2020 Actual	2021 Projected
Maintain safety through proactive activities	Number of sworn officers	25	26	27
	Population served	19,350	19,595	20,115
	Number of proactive activities	12,015	7,391	10,000
	Total all calls & activities	17,895	12,958	15,811

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.

Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			Revenue			
917,200	953,427	956,502	Intergovernmental	985,080	985,080	-
511,235	395,777	485,630	Charges for Services	320,080	320,080	-
86,707	91,477	68,637	Fines, Interest, and Other	71,892	71,892	-
1,515,142	1,440,681	1,510,769	Total revenue	1,377,052	1,377,052	-
			Expenditures			
1,812,730	2,025,374	2,154,099	Personal services	2,404,233	2,361,647	-
356,352	355,942	452,792	Materials and services	426,986	426,986	-
-	16,612	-	Capital outlay	38,210	38,210	-
$ 2,169,082	$ 2,397,928	$ 2,606,891	Total expenditures	$ 2,869,429	$ 2,826,843	$ -

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. 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, and online learning resources. The local collection includes 52,000 books, movies, CDs, audiobooks, magazines, newspapers, a "Library of Things", games and more. Internet access and productivity 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 local property taxes and a five-year operational levy.

2020-21 Highlights

- Library services and events pivoted to virtual at the start of the COVID-19 pandemic.
- Curbside services opened in June, following guidance from Washington Co. Public Health.
- We provided 427 events and classes with over 11,000 participants during the year.
- The Levy for Countywide Library Services, Measure 34-297, passed on May 19, 2020, by over 68%, providing 40% of the funding for WCCLS and 20% for Sherwood Public Library.
- Welcomed nearly 173,000 visits & 1,006 new registered library users, for a total of 13,043.
- Provided 321,000 uses of the library's physical and digital collections, only a 20% decrease.
- Added 6,700 items to the local collection.
- Created new Strategic Focus Areas with the Library Advisory Board and staff.
- Added in-person computer appointments, with in-person browsing coming soon.

2021-22 Goals

- Reopen all in-person library services. (City-wide Goal— Livability; Citizen Engagement)
- Revisit the Facility Master Plan draft with a pandemic lens (City-wide Goal— Infrastructure)
- Launch Strategic Planning for 2022-2024 (City-wide Goal— Livability)
- Increase accessibility for technology (City-wide Goals— Livability; Economic Development)
- Increase availability and use of popular materials (City-wide Goal— Livability)

Performance Measures (Projected for FY19-20 and FY20-21 reflect COVID-19 impacts)

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Increase availability and use of popular materials	Children's fiction, picture books, board books, and new releases	62,410	40,000	60,000
	New collections: Library of Things, games, new arrivals, new languages	984	600	1,000
Enhance library services to reflect inclusion, diversity and accessibility	World language materials circulation	2,834	1,000	3000
	National Edge Assessment score for technology accessibility (out of 1000)	n/a*	n/a*	752

*Impacted by COVID-19 pandemic and allowed activities

Field House and Sports Recreation

The Sherwood Old Town Field House offers a large indoor arena featuring "Field Turf". The Field House hosts a wide array of activities including adult and youth soccer, softball, baseball and lacrosse. The Field House is also available for private rentals, birthday parties, pre- school play and sports clinics. The Recreation department is responsible for scheduling the use of all City and school district owned fields and gyms. The fields and gyms are primarily used by the youth sports leagues and are occasionally used for private rentals.

2020-21 Highlights

- The Field House was shut down on March 12th, 2020 due to the pandemic. This provided the opportunity to perform nonroutine maintenance including: deep clean the whole facility, repaint the floors and a deep clean of the turf.
- In July of 2020 the Sherwood School District ended the Inter-Governmental Agreement with the City of Sherwood for field /gym scheduling and field maintenance

2021-2022 Goals

- As the pandemic restrictions are lifted, start as many of the adult leagues back up (City-wide Goal– Livability)
- Maximize the use of open Field House time for rentals and or other community use. (City-wide Goal– Livability)
- Continue to rent the fields at Snyder park and continue to help residents find opportunities for recreation. (City-wide Goal– Livability)

Performance Measures (Projected for FY19-20 and FY20-21 reflect COVID-19 impacts)

Strategy	Measures	FY19 20 Actual	FY20 21 Projected	FY21 22 Projected
Provide quality recreational opportunities for health & fitness for Sherwood citizens	Number people served in the Fieldhouse	17,000	20,000	16,500
	Number of leagues per year in the Fieldhouse	18	20	16
	Number of sports leagues served	166	180	400
	Number of children participating in sports practice and games	4,500	4,300	900

*Impacted by COVID-19 pandemic and allowed activities

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.

2020-21 Highlights

- Maintained contact with volunteers throughout pandemic
- Coordinated virtual Veterans Day recognition program
- Coordinated various Eagle Scout projects, a modified Trashpalooza, Adopt a Road program and park clean ups
- Continued partnership with SOLVE for a modified Trashpalooza
- Maintained a fully leased community garden with waitlist

2021-22 Goals

- Develop Adopt a Park and Adopt A Trail program for Cedar Creek Trail (City-wide Goal– Livability)
- Secure presenting sponsors for Music on the Green and Movies in the Park (City-wide Goal – Economic Development; Livability)
- Increase attendance at community events (City-wide Goal– 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)

Performance Measures

Strategy	Measures	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
Increase City-wide volunteer opportunities	Volunteer Hours	8,164	2400*	8,000*
Accommodate special events and festivals	Special Event Permits Issued	36	8*	20*
Increase attendance at City sponsored events	Attendance at Music on the Green	9,100	Cancelled*	900*
	Attendance at Movies in the Park	1,800	Cancelled*	600*

*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 the quality of life.*

2020-21 Highlights

- Continued the second year of ArtSmart Summer Camps, transforming the program to fit the OHA's new Summer Camp Guidance, working with 10 local teaching artists and partnering with four metro arts organizations to bring programs to 124 students
- Increased online engagement with online art exhibits, craft features, links to cultural performances, a live Open Mic Night, online classes/workshops, and weekly features
- Hosted American Red Cross Blood Drives, utilizing the parking lot and the main hall
- Successfully showcased small businesses and local artists through two in-person, outdoor Art Walks, and held an online Winter Art Walk/Holiday Market
- Transitioned several art exhibits online, and held limited in-person viewing hours

2021-22 Goals

- Finalize Sherwood Murals Plan (City-wide Goal— Citizen Engagement)
- Work with the Cultural Arts Commission and local entities to execute public art in the community in accordance with the Public Art Master Plan (City-wide Goal—Economic Development, Citizen Engagement, Livability)
- Optimize use of the building and increase space flexibility to continue to meet the needs of the community (City-wide Goal— Economic Development)
- Explore grant funding for place-making and public art, and continuing to work with the Friends of the SCA to increase support (City-wide Goal— Economic Development, Livability)

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Increase participation and utilization of the Center for the Arts facility and programs	Number of registrations for classes, workshops or camps	1,376	360	1,400
	Number of days of usage	246	147	280
	Number of production rentals	17	9	12
	Number of facility rentals	65	56	100
	Number of attendees to free arts events	3,830	925	3,800
	Number of attendees to visiting events & rentals	22,841	6,100	15,000
	Number of tickets sold to Center for the Arts programs & events	1,542	200	1,900

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 five 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 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.

2020-21 Highlights

- Moved from a congregant meal program to a successful senior meal home delivery and pick-up model
- Provided a meal (lunch) 5 times a week; serving a total of 8,550 meals served
- Pivoted in-person programming to a diverse selection of online and call-in programs
- Facilitated the use of the Center to provide needed senior services during pandemic shutdown.
- Supported the establishment of the Sherwood Senior Advisory Council.

2021-22 Goals

- Increase participation in Meal program (City-wide Goal– Livability)
- Build hybrid in-person / Zoom model for programming (City-wide Goal– Livability)
- Diversity center offerings to be appealing to a wide section of age groups and experiences (City-wide Goal – Livability)

Performance Measures (Projected for FY19-20 and FY20-21 reflect COVID-19 impacts)

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Provide quality programs for Seniors. Provide a meal program for Seniors	Number of programs offered per month	104	60*	75*
	Number of Seniors served meals	8,015	8,550	9,550
Provide daily enriching activities	Number of attendees	8,545	1,112*	2,500*

*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.

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			Revenue			
321,000	447,761	337,560	Intergovernmental	20,183	20,183	-
12,155	7,718	26,425	Charges for Services	11,925	11,925	-
41,917	33,733	29,651	Fines, Interest, and Other	70,248	70,248	-
14,762	10,735	-	Transfers in & Other Sources	-	-	-
389,834	499,946	393,636	Total revenue	102,356	102,356	-
			Expenditures			
981,042	1,081,133	1,164,627	Personal services	1,305,049	1,305,049	-
984,542	830,406	1,182,172	Materials and services	327,596	327,596	-
565,436	586,653	587,817	Capital outlay	1,542,520	1,542,520	-
$ 2,531,020	$ 2,498,192	$ 2,934,616	Total expenditures	$ 3,175,165	$ 3,175,165	$ -

Fleet and Equipment

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

2020-21 Highlights

- Completed annual reporting requirements to the State
- Purchased 100% of budgeted equipment
- Spec'd and Purchased van for Broadband
- Outfitted two (2) police vehicles and one (1) Community Development vehicle
- Surplus vehicles and equipment scheduled in 2020/21
- Maintained three (3) Charge point Stations throughout City

2021-22 Goals

- Meet annual state requirements (City-wide Goal – Infrastructure)
- Produce detailed cost reports to each division for fleet costs (City-wide Goal – Fiscal Responsibility)
- Look at ways to improve sustainable practices (City-wide Goal – Community Livability)
- Minimize percentage of fleet vehicles or equipment that are out of service at any time (City-wide Goal – Infrastructure)
- Purchase and outfit one (1) police vehicles; spec and purchase 100% of budgeted equipment (City-wide Goal – Infrastructure)
- Spec and purchase Broadband equipment when additional crews are hired (City-wide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 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	178	185	190
	Number of scheduled equipment maintenance work orders	73	85	95
	Total number of equipment work orders	454	361	390
	Total number of vehicle work orders	534	510	506
	Number of Generators maintained	6	6	6
	Total Amount of Fuel used City-wide	37,308	38,045	39,500

Facilities

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

2020-21 Highlights

- Completed annual reporting requirements to the State
- Completed weekly inspections of all City facilities, completed inspections of contracted work
- Replaced the roof at the Police Station
- Repaired HVAC unit in the Field House
- Installed bottle filling stations at the YMCA
- Replaced concrete at the Art Center
- Repaired the automatic blinds in the Library
- Updated sinks with new counter tops at City Hall (due to vandalism)
- Sealed floors in the PD public restrooms
- Purchased, built and installed a variety of safety equipment per COVID requirements
- Completed foundation repairs to Morback House
- Completed feasibility study for a Public Works facility
- Completed drainage project at Public Works facility
- Completed Senior Center roof and gutter replacement project
- Sanitized and deep-cleaned artificial turf field in Fieldhouse

2021-22 Goals

- Preventative Maintenance of HVAC Systems for 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)
- Eye wash station at Public Works (City-wide Goal – Infrastructure)
- Update Facilities Asset plan (City-wide Goal – Infrastructure)
- Replace Civic Building roof (City-wide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 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, School District property, athletic fields and open spaces.

2020-21 Highlights

- Completed weekly playground inspections during peak season
- Completed trash pickup three times a week during peak usage
- Worked with contractors to ensure scope of work is followed per agreement
- Completed weekly mowing for parks and athletic fields (36 weeks out of the year)
- Seal Coat Trail #2, Seal Coat North Parking lot at Stella Olsen Park
- Installed sun-shade over sandbox at Woodhaven Park
- Resurfaced the basketball court at Snyder Park
- Secured playground areas due to COVID restrictions and placed signage throughout park
- Replaced two benches at Snyder Park playground area
- Sanitized and deep-cleaned artificial turf fields at Snyder Park
- Installed additional holiday street tree lighting for downtown streets

2021-22 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)
- Maintain all City parks and a variety of open spaces (City-wide Goal – Livability)
- Snyder Baseball field irrigation upgrade (City-wide Goal – Infrastructure)
- Replace Park benches per asset plan (City-wide Goal – Infrastructure)
- Replace holiday decorations (City-wide Goal – Livability)
- Replace scoreboard at Snyder Park (City-wide Goal – Infrastructure)
- Repair and resurface trails per asset plan (City-wide Goal – Livability)
- Replace water feature pump at Snyder Park (City-wide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Support and maintain parks, recreation land, and natural areas	Developed park acres	57.41	61.56	61.56
	Restrooms cleaned daily	10	10*	10
	Number of park reservations	129	0	65
	Number of sports fields maintained (multi use)	24	24**	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.

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 1,687	$ 5,743	$ 9,932	Beginning fund balance	$ 62,716	$ 62,716	$ 62,716
			Revenue			
3,972	4,016	51,993	Intergovernmental	62,400	62,400	-
85	173	435	Fines, interest and other	475	475	-
4,056	4,189	52,428	Total revenue	62,875	62,875	-
5,743	**9,932**	**62,360**	**Total resources**	**125,591**	**125,591**	**62,716**
			REQUIREMENTS			
			Expenditures			
			Materials and services			
-	0	-	Other purchased services	-	-	-
-	0	-	Total materials & services	-	-	-
-	0	-	Total expenditures	-	-	-
5,743	9,932	-	Ending Fund Balance	-	-	-
-	-	-	Contingency	-	-	-
-	-	62,360	Reserved for Future Years	125,591	125,591	62,716
$ 5,743	**$ 9,932**	**$ 62,360**	**Total requirements**	**$ 125,591**	**$ 125,591**	**$ 62,716**

2021-22 Goals

- Continue to accumulate revenue from Transient Lodging Tax.

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 the summer 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 only grant-funded programs were the Metro Community Enhancement Program (CEP) and the American Rescue Plan (ARP).

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 42,564	$ 66,516	$ 48,816	Beginning fund balance	$ 2,055,638	$ 2,055,638	$ 2,055,638
			Revenue			
92,028	82,055	74,000	Intergovernmental	2,098,007	2,098,007	-
473	100	65	Fines, interest and other	7,500	7,500	-
92,501	82,155	74,065	Total revenue	2,105,507	2,105,507	-
135,065	**148,671**	**122,881**	**Total resources**	**4,161,145**	**4,161,145**	**2,055,638**
			REQUIREMENTS			
			Expenditures			
			Materials and services			
68,229	99,175	92,581	Professional & technical	82,339	82,339	-
-	0	-	Other purchased services	-	-	-
320	-	-	Supplies	-	-	-
-	680	-	Community activities	-	-	-
68,549	99,855	92,581	Total materials & services	82,339	82,339	-
68,549	99,855	92,581	Total expenditures	82,339	82,339	-
			Other uses			
-	-	4,629	Transfers out	4,117	4,117	-
-	-	4,629	Total other uses	4,117	4,117	-
66,516	48,816	-	Ending Fund Balance	-	-	-
-	-	4,510	Contingency	105,275	105,275	-
-	-	21,161	Reserved for Future Years	3,969,413	3,969,413	2,055,638
$ 135,065	**$ 148,671**	**$ 122,881**	**Total requirements**	**$ 4,161,145**	**$ 4,161,145**	**$ 2,055,638**

2020-21 Highlights

- Awarded funds to community applicants totaling $92,581
- Updated program materials for clarity and consistency in accordance with Metro's guidelines

2021-22 Goals

- Provide opportunities to groups who haven't learned about the program yet

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Actual	FY21-22 Projected
Increase awareness to potential grant recipients.	Number of applications	19	12	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.

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 38,176	$ 67,655	$ 75,664	Beginning fund balance	$ 76,477	$ 76,477	$ 76,477
			Revenue			
297,944	277,253	283,815	Taxes	-	-	-
1,010	1,457	1,160	Fines, interest and other	700	700	-
298,954	278,710	284,975	Total revenue	700	700	-
337,130	**346,364**	**360,639**	**Total resources**	**77,177**	**77,177**	**76,477**
			UNALLOCATED REQUIREMENTS			
			Debt service			
245,000	255,000	265,000	Principal - 2011 Police Ref GO	-	-	-
24,475	15,700	5,300	Interest - 2011 Police Ref GO	-	-	-
269,475	270,700	270,300	Total debt service	-	-	-
67,655	75,664	90,339	Ending Fund Balance	-	-	-
-	-	-	Reserved for Future Years	77,177	77,177	76,477
$ 337,130	**$ 346,364**	**$ 360,639**	**Total requirements**	**$ 77,177**	**$ 77,177**	**$ 76,477**

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.

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 2,083,695	$ 2,518,669	$ 2,805,943	Beginning fund balance	$ 2,561,404	$ 2,561,404	$ 2,561,404
			Revenue			
1,821,288	1,693,857	1,991,302	Intergovernmental	1,903,078	1,903,078	-
648,411	659,356	669,700	Charges for services	697,581	697,581	-
55,318	54,636	38,838	Fines, interest and other	28,000	28,000	-
2,525,017	2,407,848	2,699,840	Total revenue	2,628,659	2,628,659	-
4,608,712	**4,926,517**	**5,505,783**	**Total resources**	**5,190,063**	**5,190,063**	**2,561,404**
			REQUIREMENTS			
			Expenditures			
			Personal services			
237,814	255,727	346,561	Salaries and wages	355,804	355,804	-
23,833	20,844	33,606	Payroll taxes	34,886	34,886	-
111,543	123,486	158,158	Benefits	166,458	166,458	-
373,190	400,057	538,325	Total personal services	557,148	557,148	-
			Materials and services			
75,155	63,237	116,186	Professional & technical	107,200	107,200	-
918,669	608,730	790,230	Facility and equipment	813,841	813,841	-
33,258	26,815	31,203	Other purchased services	29,693	29,693	-
26,855	88,435	73,700	Supplies	84,200	84,200	-
2,985	5,985	7,500	Minor equipment	11,000	11,000	-
204,551	177,316	239,130	Cost Allocation	386,324	386,324	-
1,261,474	970,518	1,257,949	Total materials & services	1,432,258	1,432,258	-
			Capital outlay			
445,649	-	461,256	Infrastructure	-	-	-
9,730	-	-	Furniture and equipment	-	-	-
455,379	-	461,256	Total capital outlay	-	-	-
2,090,043	1,370,575	2,257,530	Total expenditures	1,989,406	1,989,406	-
			Other uses			
-	750,000	600,000	Transfers out	-	-	-
-	750,000	600,000	Total other uses	-	-	-
2,518,669	2,805,943	-	Ending Fund Balance	-	-	-
-	-	134,992	Contingency	131,433	131,433	-
-	-	183,319	Reserved for Future Years - Maint.	169,048	169,048	169,048
-	-	2,329,942	Reserved for Future Years	2,900,175	2,900,175	2,392,356
$ 4,608,712	**$ 4,926,517**	**$ 5,505,783**	**Total requirements**	**$ 5,190,063**	**$ 5,190,063**	**$ 2,561,404**

Street Operations

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.

2020-21 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 the Sidewalk program; completed 757 sidewalk deficiencies, 711 shaves and 46 replacements
- Continued Tree Trimming program
- Updated Pavement Condition Index (PCI)for streets

2021-22 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 – Livability)
- Paint 25% of light poles and bollards in Old Town

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Maintain roads and right-of-way to the highest quality standard	City-wide average PCI rating	84	83	83
	Number of street segments	789	793	820
	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	15.37	13.6
	Number of thermo-plastic street legends installed or replaced	51	80	60
	Street Signs	2,163	2,247	2,350

FY2021-22 Street Capital Projects

- TEA East-West Collector
- Edy Rd/Elwert Intersection Improvements
- Arrow Street Construction
- Traffic Calming
- Oregon Street Improvements

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

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 4,643,557	$ 5,087,978	$ 6,149,317	Beginning fund balance	$ 3,571,494	$ 3,571,494	$ 3,571,494
			Revenue			
57,875	58,631	59,000	Charges for services	58,500	58,500	-
536,256	1,839,099	745,334	Infrastructure development	625,000	625,000	-
122,360	128,289	101,000	Fines, interest and other	48,000	48,000	-
716,491	2,026,019	905,334	Total revenue	731,500	731,500	-
			Other sources			
-	750,000	600,000	Transfers in	-	-	-
-	750,000	600,000	Total other sources	-	-	-
5,360,048	**7,863,997**	**7,654,651**	**Total resources**	**4,302,994**	**4,302,994**	**3,571,494**
			REQUIREMENTS			
			Expenditures			
			Personal services			
46,132	61,008	51,539	Salaries and wages	72,263	72,263	-
3,986	5,016	4,401	Payroll taxes	6,412	6,412	-
20,396	30,902	25,178	Benefits	33,016	33,016	-
70,514	96,926	81,118	Total personal services	111,691	111,691	-
			Materials and services			
11,807	158,575	-	Professional & technical	-	-	-
-	645,401	-	Facility and equipment	-	-	-
377	1,599	-	Other purchased services	-	-	-
54,657	81,351	57,259	Cost Allocation	69,266	69,266	-
66,840	886,926	57,259	Total materials & services	69,266	69,266	-
			Capital outlay			
30,800	624,000	2,354,736	Infrastructure	3,178,673	3,178,673	-
30,800	624,000	2,354,736	Total capital outlay	3,178,673	3,178,673	-
168,154	1,607,852	2,493,113	Total expenditures	3,359,630	3,359,630	-
			Other uses			
103,916	106,827	200,000	Transfers out	875,000	875,000	-
103,916	106,827	200,000	Total other uses	875,000	875,000	-
5,087,978	6,149,318	-	Ending Fund Balance	-	-	-
-	-	4,961,538	Reserved for Future Years	68,364	68,364	3,571,494
$ 5,360,048	**$ 7,863,997**	**$ 7,654,651**	**Total requirements**	**$ 4,302,994**	**$ 4,302,994**	**$ 3,571,494**

FY2021-22 General Construction Projects

- Cedar Creek Trail
  - Segment 8
  - Segment 9A
  - Segment 9B
- Ice-Age Tonquin Trail Way Finding Signage project
- 99W Pedestrian Bridge
- Festival Plaza

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

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 1,264,684	$ 1,311,418	$ 1,578,428	Beginning fund balance	$ 1,976,366	$ 1,976,366	$ 1,976,366
			Revenue			
35,294	32,628	31,000	Franchise Fees	30,000	30,000	-
201,429	151,713	-	Intergovernmental	-	-	-
18,456	16,455	22,000	Charges for services	55,000	55,000	-
325,389	254,043	250,000	Infrastructure development	260,000	260,000	-
34,487	29,526	23,700	Fines, interest and other	14,500	14,500	-
615,055	484,365	326,700	Total revenue	359,500	359,500	-
			Other sources			
103,916	106,827	200,000	Transfers in	875,000	875,000	-
103,916	106,827	200,000	Total other sources	875,000	875,000	-
1,983,655	**1,902,610**	**2,105,128**	**Total resources**	**3,210,866**	**3,210,866**	**1,976,366**
			REQUIREMENTS			
			Expenditures			
			Personal services			
32,503	23,335	32,696	Salaries and wages	59,059	59,059	-
2,847	1,894	2,777	Payroll taxes	5,145	5,145	-
16,755	13,270	16,168	Benefits	27,926	27,926	-
52,105	38,499	51,641	Total personal services	92,130	92,130	-
			Materials and services			
40,632	50,893	59,683	Professional & technical	-	-	-
3,984	32,908	-	Other purchased services	-	-	-
13,590	46	-	Supplies	-	-	-
863	-	-	Minor equipment	-	-	-
32,740	-	-	Other materials & services	-	-	-
36,875	30,102	33,585	Cost Allocation	59,110	59,110	-
128,685	113,950	93,268	Total materials & services	59,110	59,110	-
			Capital outlay			
491,447	156,995	410,619	Infrastructure	1,644,176	1,644,176	-
-	14,738	-	Furniture and equipment	-	-	-
491,447	171,733	410,619	Total capital outlay	1,644,176	1,644,176	-
672,237	324,182	555,528	Total expenditures	1,795,416	1,795,416	-
1,311,418	1,578,429	-	Ending Fund Balance	-	-	-
-	-	1,549,600	Reserved for Future Years	1,415,450	1,415,450	1,976,366
$ 1,983,655	**$ 1,902,610**	**$ 2,105,128**	**Total requirements**	**$ 3,210,866**	**$ 3,210,866**	**$ 1,976,366**

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.

2018-19 Actual	2019-20 Actual (Restated)	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 12,372,608	$ 14,023,108	$ 15,537,148	Beginning fund balance	$ 15,839,311	$ 15,839,311	$ 15,839,311
			Revenue			
731	-	-	Licenses and permits	-	-	-
6,077,938	5,788,867	5,547,393	Charges for services	5,967,153	5,967,153	-
606,364	400,291	466,666	Infrastructure development	530,000	530,000	-
370,734	332,183	218,100	Fines, interest and other	146,500	146,500	-
7,055,767	6,521,341	6,232,159	Total revenue	6,643,653	6,643,653	-
19,428,375	**20,544,449**	**21,769,307**	**Total resources**	**22,482,964**	**22,482,964**	**15,839,311**
			REQUIREMENTS			
			Expenditures			
			Personal services			
446,126	479,253	485,439	Salaries and wages	563,851	563,851	-
42,271	39,552	47,305	Payroll taxes	53,895	53,895	-
179,406	221,048	209,987	Benefits	237,983	237,983	-
667,802	739,853	742,731	Total personal services	855,729	855,729	-
			Materials and services			
385,328	117,028	216,595	Professional & technical	155,300	155,300	-
1,318,199	1,213,238	1,617,771	Facility and equipment	1,687,532	1,687,532	-
425,660	446,307	479,945	Other purchased services	550,859	550,859	-
96,424	91,970	135,300	Supplies	153,700	153,700	-
917	860	5,500	Minor equipment	14,500	14,500	-
323,698	316,151	327,775	Cost Allocation	323,963	323,963	-
2,550,226	2,185,555	2,782,886	Total materials & services	2,885,854	2,885,854	-
			Capital outlay			
216,826	320,611	7,035,001	Infrastructure	11,953,596	11,953,596	-
216,826	320,611	7,035,001	Total capital outlay	11,953,596	11,953,596	-
3,434,854	3,246,019	10,560,618	Total expenditures	15,695,179	15,695,179	-
			Debt service			
1,034,000	1,068,000	1,102,000	Principal	1,081,000	1,081,000	-
724,681	693,281	661,759	Interest	496,686	496,686	-
-	-	-	Issuance costs	-	-	-
1,758,681	1,761,281	1,763,759	Total debt service	1,577,686	1,577,686	-
14,234,839	15,537,149	-	Ending Fund Balance	-	-	-
-	-	280,695	Contingency	302,233	302,233	-
-	-	175,661	Reserved for Future Years - Fleet	205,661	205,661	205,661
-	-	7,900,144	Reserved for Future Years - Ops	8,510,834	8,510,834	8,174,262
-	-	1,088,430	Reserved for Future Years - Cap	(3,808,630)	(3,808,630)	7,459,388
$ 19,428,375	**$ 20,544,449**	**$ 21,769,307**	**Total requirements**	**$ 22,482,964**	**$ 22,482,964**	**$ 15,839,311**

Water Operations

2018-19 Actual	2019-20 Actual (Restated)	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 6,207,310	$ 6,741,733	$ 7,998,860	Beginning fund balance	$ 8,379,923	$ 8,379,923	$ 8,379,923
			Revenue			
731	-	-	Licenses and permits	-	-	-
5,227,938	4,938,867	5,497,393	Charges for services	5,967,153	5,967,153	-
2,789	-	-	Infrastructure development	-	-	-
206,911	176,421	116,500	Fines, interest and other	77,500	77,500	-
5,438,369	5,115,288	5,613,893	Total revenue	6,044,653	6,044,653	-
11,645,679	**11,857,021**	**13,612,753**	**Total resources**	**14,424,576**	**14,424,576**	**8,379,923**
			REQUIREMENTS			
			Expenditures			
			Personal services			
444,790	477,705	469,154	Salaries and wages	531,637	531,637	-
42,160	39,424	45,763	Payroll taxes	50,999	50,999	-
178,815	220,119	203,364	Benefits	223,136	223,136	-
665,765	737,248	718,281	Total personal services	805,772	805,772	-
			Materials and services			
98,747	40,683	216,595	Professional & technical	155,300	155,300	-
1,318,199	1,213,238	1,617,771	Facility and equipment	1,687,532	1,687,532	-
425,660	446,307	479,945	Other purchased services	550,859	550,859	-
96,424	91,970	135,300	Supplies	153,700	153,700	-
917	860	5,500	Minor equipment	14,500	14,500	-
322,289	313,990	319,102	Cost Allocation	306,498	306,498	-
2,262,236	2,107,049	2,774,213	Total materials & services	2,868,389	2,868,389	-
			Capital outlay			
5,532	143,377	-	Infrastructure	154,000	154,000	-
5,532	143,377	-	Total capital outlay	154,000	154,000	-
2,933,533	2,987,674	3,492,494	Total expenditures	3,828,161	3,828,161	-
			Debt service			
1,034,000	1,068,000	1,102,000	Principal	1,081,000	1,081,000	-
724,681	693,281	661,759	Interest	496,686	496,686	-
-	-	-	Issuance costs	-	-	-
1,758,681	1,761,281	1,763,759	Total debt service	1,577,686	1,577,686	-
6,953,465	7,108,066	-	Ending Fund Balance	-	-	-
-	-	280,695	Contingency	302,233	302,233	-
-	-	175,661	Reserved for Future Years - Fleet	205,661	205,661	205,661
-	-	7,900,144	Reserved for Future Years	8,510,834	8,510,834	8,174,262
$ 11,645,679	**$ 11,857,021**	**$ 13,612,753**	**Total requirements**	**$ 14,424,576**	**$ 14,424,576**	**$ 8,379,923**

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.

2020-21 Highlights

- Completed annual reporting requirements to the State
- Coordinated and managed testing of all 3,046 active backflow assemblies
- Completed AWIA-Risk and Resilience Assessment
- Completed hydrant maintenance program (1/2 of system)
- Completed Uni-Directional flushing program
- Completed meter replacements per Water Management Conservation Plan
- Completed meter testing of 2" and larger meters
- Responded to three (3) water main break emergencies
- Replaced 150 feet of 8" water line on Pine Street

2021-22 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 AWIA-Emergency Response Plan (City-wide Goal – Infrastructure)
- Complete meter maintenance program (City-wide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Provide clean and safe water via an efficiently maintained and operated water system	Million gallons of water used City-wide annually	650.4	700	700
	Million gallons of water flushed to maintain water quality	1.4	1.4	1.5
	Miles of water lines maintained	83.8	83.8	86
	Active service connections	6,126	6,160	6,250
	Number of water quality samples taken annually	298	300	300
Assure back flow prevention program is current and meets all requirements	Number of backflow systems installed	2,974	3,046	3,200
	Percentage of backflow systems tested	96%	100%	100%

FY2021-22 Water Capital Projects

- Willamette River Water Treatment Plant 20.0 mgd Expansion
- TVWD Capacity Improvements 6.2 to 9.7 mgd
- WGG Capacity Improvements to 6.2 mgd
- Routine Water Replacement Program
- AWIA Risk and Resiliency Assessment
- AWIA – Sherwood Water System
- Resiliency Improvement-Piping Oregon Street backbone
- Tualatin-Sherwood Road County Conflict Improvements

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

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 6,165,302	$ 7,281,379	$ 7,538,288	Beginning fund balance	$ 7,459,388	$ 7,459,388	$ 7,459,388
			Revenue			
850,000	850,000	50,000	Charges for services	-	-	-
603,575	400,291	466,666	Infrastructure development	530,000	530,000	-
163,822	155,761	101,600	Fines, interest and other	69,000	69,000	-
1,617,398	1,406,053	618,266	Total revenue	599,000	599,000	-
7,782,700	**8,687,432**	**8,156,554**	**Total resources**	**8,058,388**	**8,058,388**	**7,459,388**
			REQUIREMENTS			
			Expenditures			
			Personal services			
1,336	1,548	16,285	Salaries and wages	32,214	32,214	-
110	128	1,542	Payroll taxes	2,896	2,896	-
591	929	6,623	Benefits	14,847	14,847	-
2,037	2,605	24,450	Total personal services	49,957	49,957	-
			Materials and services			
286,581	76,344	-	Professional & technical	-	-	-
1,409	2,161	8,673	Cost Allocation	17,465	17,465	-
287,991	78,506	8,673	Total materials & services	17,465	17,465	-
			Capital outlay			
211,293	177,234	7,035,001	Infrastructure	11,799,596	11,799,596	-
211,293	177,234	7,035,001	Total capital outlay	11,799,596	11,799,596	-
501,321	258,345	7,068,124	Total expenditures	11,867,018	11,867,018	-
7,281,379	8,429,087	-	Ending Fund Balance	-	-	-
-	-	1,088,430	Reserved for Future Years	(3,808,630)	(3,808,630)	7,459,388
$ 7,782,700	**$ 8,687,432**	**$ 8,156,554**	**Total requirements**	**$ 8,058,388**	**$ 8,058,388**	**$ 7,459,388**

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.

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 3,005,317	$ 3,204,218	$ 3,485,260	Beginning fund balance	$ 2,211,728	$ 2,211,728	$ 2,211,728
			Revenue			
2,014	453,910	1,700	Intergovernmental	1,900	1,951,900	-
724,723	727,464	728,150	Charges for services	749,651	749,651	-
172,729	52,382	55,701	Infrastructure development	45,900	45,900	-
88,141	76,769	52,758	Fines, interest and other	26,139	26,139	-
987,607	1,310,525	838,309	Total revenue	823,590	2,773,590	-
3,992,924	**4,514,743**	**4,323,569**	**Total resources**	**3,035,318**	**4,985,318**	**2,211,728**
			REQUIREMENTS			
			Expenditures			
			Personal services			
205,188	199,984	245,031	Salaries and wages	231,802	231,802	-
20,140	16,489	23,804	Payroll taxes	22,717	22,717	-
76,818	89,728	104,145	Benefits	104,008	104,008	-
302,145	306,201	372,980	Total personal services	358,527	358,527	-
			Materials and services			
20,774	17,627	151,861	Professional & technical	100,600	100,600	-
3,933	1,155	3,063	Facility and equipment	2,461	2,461	-
104,250	106,930	110,375	Other purchased services	114,342	114,342	-
12,360	9,083	15,250	Supplies	17,000	17,000	-
2,497	(721)	11,500	Minor equipment	8,500	8,500	-
219,787	197,416	252,882	Cost Allocation	325,158	325,158	-
363,602	331,490	544,931	Total materials & services	568,061	568,061	-
			Capital outlay			
106,085	391,794	2,590,004	Infrastructure	2,291,174	2,291,174	-
16,875	-	-	Furniture and equipment	-	-	-
122,960	391,794	2,590,004	Total capital outlay	2,291,174	2,291,174	-
788,707	1,029,485	3,507,915	Total expenditures	3,217,762	3,217,762	-
3,204,218	3,485,260	-	Ending Fund Balance	-	-	-
-	-	37,293	Contingency	38,135	38,135	-
-	-	195,510	Reserved for Future Years - Fleet	225,510	225,510	225,510
-	-	442,680	Reserved for Future Years - Ops	372,823	372,823	645,508
-	-	140,172	Reserved for Future Years - Cap	(818,912)	1,131,088	1,340,710
$ 3,992,924	**$ 4,514,743**	**$ 4,323,569**	**Total requirements**	**$ 3,035,318**	**$ 4,985,318**	**$ 2,211,728**

Sanitary Operations

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 920,400	$ 852,780	$ 822,850	Beginning fund balance	$ 871,018	$ 871,018	$ 871,018
			Revenue			
2,014	2,203	1,700	Intergovernmental	1,900	1,900	-
602,723	727,464	728,150	Charges for services	749,651	749,651	-
25,740	20,820	16,000	Fines, interest and other	11,139	11,139	-
630,477	750,487	745,850	Total revenue	762,690	762,690	-
1,550,877	**1,603,267**	**1,568,700**	**Total resources**	**1,633,708**	**1,633,708**	**871,018**
			REQUIREMENTS			
			Expenditures			
			Personal services			
187,023	168,964	197,779	Salaries and wages	199,608	199,608	-
18,645	13,934	19,763	Payroll taxes	19,900	19,900	-
69,814	76,297	83,467	Benefits	89,494	89,494	-
275,483	259,195	301,009	Total personal services	309,002	309,002	-
			Materials and services			
20,771	17,627	131,861	Professional & technical	100,600	100,600	-
3,933	1,155	3,063	Facility and equipment	2,461	2,461	-
104,134	106,872	110,375	Other purchased services	114,342	114,342	-
12,360	9,083	15,250	Supplies	17,000	17,000	-
2,497	(721)	11,500	Minor equipment	8,500	8,500	-
199,540	158,345	200,986	Cost Allocation	293,161	293,161	-
343,236	292,361	473,035	Total materials & services	536,064	536,064	-
			Capital outlay			
62,504	-	119,174	Infrastructure	152,174	152,174	-
16,875	-	-	Furniture and equipment	-	-	-
79,379	-	119,174	Total capital outlay	152,174	152,174	-
698,097	551,556	893,218	Total expenditures	997,240	997,240	-
852,780	1,051,711	-	Ending Fund Balance	-	-	-
-	-	37,293	Contingency	38,135	38,135	-
-	-	195,510	Reserved for Future Years - Fleet	225,510	225,510	225,510
-	-	442,680	Reserved for Future Years	372,823	372,823	645,508
$ 1,550,877	**$ 1,603,267**	**$ 1,568,700**	**Total requirements**	**$ 1,633,708**	**$ 1,633,708**	**$ 871,018**

Sanitary Operations

The Sanitary Operations program manages and operates over 60 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.

2020-21 Highlights

- Met all required CWS performance measures
- Cleaned 80,336 feet of sanitary main lines, 1/4 of our Sanitary System
- Videoed 40,168 feet of sanitary main lines, 1/8 of our Sanitary System
- Completed brushing and posting program
- Completed annual inspections at City businesses to ensure Fat Oil and Grease (FOG) compliance
- Provide semi-annual cleaning of sanitary sewer mainlines which are inherent to FOG from our food establishments

2021-22 Goals

- Meet CWS performance measures (City-wide Goal – Infrastructure)
- Continue to increase public awareness of FOG (City-wide Goal – Infrastructure)
- No sanitary sewer overflows (City-wide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY 21-22 Projected
Scheduled maintenance of wastewater infrastructure	Total feet of sanitary lines	319,955	321,346	323,000
	Percentage of lines cleaned	40%	25%	25%
	Percentage of lines video inspected	21%	13%	13%
	Number of overflows or backups	0	1	0
	Percentage of businesses inspected and in compliance with City’s FOG Program	100%	100%	100%
	Percentage of manholes inspected	24%	12.5%	12.5%

FY2021-22 Sanitary Capital Projects

- Rock Creek Trunk Capacity Upgrade, Phase I
- Old Town Mid-Block Sanitary Sewer Point Repair
- Brookman Area Conveyance Extension

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

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 2,084,918	$ 2,351,438	$ 2,662,410	Beginning fund balance	$ 1,340,710	$ 1,340,710	$ 1,340,710
			Revenue			
-	451,706	-	Intergovernmental	-	1,950,000	-
122,000	-	-	Charges for services	-	-	-
172,729	52,382	55,701	Infrastructure development	45,900	45,900	-
62,401	55,949	36,758	Fines, interest and other	15,000	15,000	-
357,130	560,038	92,459	Total revenue	60,900	2,010,900	-
2,442,048	**2,911,476**	**2,754,869**	**Total resources**	**1,401,610**	**3,351,610**	**1,340,710**
			REQUIREMENTS			
			Expenditures			
			Personal services			
18,164	31,019	47,252	Salaries and wages	32,194	32,194	-
1,495	2,555	4,041	Payroll taxes	2,817	2,817	-
7,003	13,432	20,678	Benefits	14,514	14,514	-
26,662	47,006	71,971	Total personal services	49,525	49,525	-
			Materials and services			
-	-	20,000	Professional & technical	-	-	-
116	58	-	Other purchased services	-	-	-
20,251	39,071	51,896	Cost Allocation	31,997	31,997	-
20,367	39,129	71,896	Total materials & services	31,997	31,997	-
			Capital outlay			
43,581	391,794	2,470,830	Infrastructure	2,139,000	2,139,000	-
43,581	391,794	2,470,830	Total capital outlay	2,139,000	2,139,000	-
90,611	477,929	2,614,697	Total expenditures	2,220,522	2,220,522	-
2,351,438	2,433,547	-	Ending Fund Balance	-	-	-
-	-	140,172	Reserved for Future Years	(818,912)	1,131,088	1,340,710
$ 2,442,048	**$ 2,911,476**	**$ 2,754,869**	**Total requirements**	**$ 1,401,610**	**$ 3,351,610**	**$ 1,340,710**

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.

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 4,489,276	$ 5,261,463	$ 5,948,518	Beginning fund balance	$ 5,869,959	$ 5,869,959	$ 5,869,959
			Revenue			
1,966,615	2,007,067	2,060,782	Charges for services	2,055,153	2,055,153	-
54,303	37,490	38,986	Infrastructure development	31,500	31,500	-
121,800	124,001	93,025	Fines, interest and other	49,500	49,500	-
2,142,718	2,168,558	2,192,793	Total revenue	2,136,153	2,136,153	-
			Other sources			
-	16,700	-	Sale of fixed assets	-	-	-
-	16,700	-	Total other sources	-	-	-
6,631,994	**7,446,721**	**8,141,311**	**Total resources**	**8,006,112**	**8,006,112**	**5,869,959**
			REQUIREMENTS			
			Expenditures			
			Personal services			
327,710	372,844	400,761	Salaries and wages	458,769	458,769	-
36,536	28,761	40,180	Payroll taxes	46,151	46,151	-
121,228	147,760	163,943	Benefits	171,708	171,708	-
485,474	549,364	604,884	Total personal services	676,628	676,628	-
			Materials and services			
84,234	87,502	169,524	Professional & technical	96,450	96,450	-
13,155	15,758	53,115	Facility and equipment	46,797	46,797	-
129,123	137,736	147,555	Other purchased services	151,057	151,057	-
97,355	65,935	55,100	Supplies	51,700	51,700	-
3,084	(721)	13,500	Minor equipment	11,500	11,500	-
249,914	417,481	404,750	Cost Allocation	459,380	459,380	-
576,867	723,691	843,544	Total materials & services	816,884	816,884	-
			Capital outlay			
291,316	225,147	1,828,653	Infrastructure	1,145,000	1,145,000	-
16,875	-	-	Furniture and equipment	-	-	-
308,191	225,147	1,828,653	Total capital outlay	1,145,000	1,145,000	-
1,370,532	1,498,203	3,277,081	Total expenditures	2,638,512	2,638,512	-
5,261,463	5,948,518	-	Ending Fund Balance	-	-	-
-	-	86,089	Contingency	84,508	84,508	-
-	-	-	Reserved for Future Years - Fleet	-	-	-
-	-	4,056,433	Reserved for Future Years - Ops	4,325,834	4,325,834	4,173,579
-	-	721,708	Reserved for Future Years - Cap	957,259	957,259	1,696,380
$ 6,631,994	**$ 7,446,721**	**$ 8,141,311**	**Total requirements**	**$ 8,006,112**	**$ 8,006,112**	**$ 5,869,959**

Stormwater Operations

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 3,323,061	$ 3,633,837	$ 3,855,063	Beginning fund balance	$ 4,173,579	$ 4,173,579	$ 4,173,579
			Revenue			
1,566,615	1,607,067	1,660,782	Charges for services	1,655,153	1,655,153	-
73,603	75,367	61,000	Fines, interest and other	35,000	35,000	-
1,640,218	1,682,434	1,721,782	Total revenue	1,690,153	1,690,153	-
			Other sources			
-	16,700	-	Sale of fixed assets	-	-	-
-	16,700	-	Total other sources	-	-	-
4,963,279	**5,332,971**	**5,576,845**	**Total resources**	**5,863,732**	**5,863,732**	**4,173,579**
			REQUIREMENTS			
			Expenditures			
			Personal services			
314,095	343,964	381,553	Salaries and wages	443,160	443,160	-
35,432	26,408	38,541	Payroll taxes	44,393	44,393	-
114,366	130,627	156,167	Benefits	164,562	164,562	-
463,892	501,000	576,261	Total personal services	652,115	652,115	-
			Materials and services			
81,047	63,119	149,524	Professional & technical	96,450	96,450	-
13,155	15,758	53,115	Facility and equipment	46,797	46,797	-
129,123	137,736	147,555	Other purchased services	151,057	151,057	-
97,356	65,934	55,100	Supplies	51,700	51,700	-
3,084	(721)	13,500	Minor equipment	11,500	11,500	-
235,144	362,647	389,268	Cost Allocation	443,772	443,772	-
558,910	644,474	808,062	Total materials & services	801,276	801,276	-
			Capital outlay			
289,769	164,232	50,000	Infrastructure	-	-	-
16,875	-	-	Furniture and equipment	-	-	-
306,644	164,232	50,000	Total capital outlay	-	-	-
1,329,445	1,309,706	1,434,323	Total expenditures	1,453,391	1,453,391	-
3,633,834	4,023,265	-	Ending Fund Balance	-	-	-
-	-	86,089	Contingency	84,508	84,508	-
-	-	-	Reserved for Future Years - Fleet	-	-	-
-	-	4,056,433	Reserved for Future Years	4,325,834	4,325,834	4,173,579
$ 4,963,279	**$ 5,332,971**	**$ 5,576,845**	**Total requirements**	**$ 5,863,732**	**$ 5,863,732**	**$ 4,173,579**

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.

2020-21 Highlights

- Cleaned 56,000 feet of Stormwater main lines
- Cleaned/inspected 1,821 catch basins
- Cleaned 85 water quality manholes semi-annually
- Treated 1,775 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 1,260 yards of leaves
- Planted 1,150 trees (only one tree planting this year due to COVID)
- Completed monthly street sweeping and city parking lots

2021-22 Goals

- Meet CWS Performance Standards (City-wide Goal – 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	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Scheduled maintenance of Stormwater infrastructure	Total feet of Stormwater lines	336,567	341,236	343,000
	Percentage of system videoed	11%	13%	13%
	Percentage of Stormwater lines cleaned	14%	17%	17%
	Total number of sumped catch basins	1760	1,775	1,790
	Percentage of catch basins cleaned	98	100	100
	Number of WQFs, LIDA rehabilitated/enhanced	3	44	3

FY2021-22 Stormwater Capital Projects

- Gleneagle Village Stormwater facility
- St. Charles (North) Stormwater Facility
- St. Charles (South) Stormwater Facility
- Citywide Catch Basin Remediation Program
- Willamette Street near Kathy Street
- Water Quality Facility Refurbishments

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

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 1,166,213	$ 1,627,625	$ 2,093,455	Beginning fund balance	$ 1,696,380	$ 1,696,380	$ 1,696,380
			Revenue			
400,000	400,000	400,000	Charges for services	400,000	400,000	-
54,303	37,490	38,986	Infrastructure development	31,500	31,500	-
48,197	48,635	32,025	Fines, interest and other	14,500	14,500	-
502,500	486,124	471,011	Total revenue	446,000	446,000	-
1,668,713	**2,113,749**	**2,564,466**	**Total resources**	**2,142,380**	**2,142,380**	**1,696,380**
			REQUIREMENTS			
			Expenditures			
			Personal services			
13,615	28,880	19,208	Salaries and wages	15,609	15,609	-
1,105	2,352	1,639	Payroll taxes	1,758	1,758	-
6,862	17,133	7,776	Benefits	7,146	7,146	-
21,582	48,365	28,623	Total personal services	24,513	24,513	-
			Materials and services			
3,188	24,383	20,000	Professional & technical	-	-	-
14,772	54,834	15,482	Cost Allocation	15,608	15,608	-
17,959	79,216	35,482	Total materials & services	15,608	15,608	-
			Capital outlay			
1,548	60,915	1,778,653	Infrastructure	1,145,000	1,145,000	-
1,548	60,915	1,778,653	Total capital outlay	1,145,000	1,145,000	-
41,089	188,496	1,842,758	Total expenditures	1,185,121	1,185,121	-
1,627,625	1,925,253	-	Ending Fund Balance	-	-	-
-	-	721,708	Reserved for Future Years	957,259	957,259	1,696,380
$ 1,668,713	**$ 2,113,749**	**$ 2,564,466**	**Total requirements**	**$ 2,142,380**	**$ 2,142,380**	**$ 1,696,380**

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.

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
			RESOURCES			
$ 417,639	$ 310,855	$ 976,771	Beginning fund balance	$ (532,406)	$ (532,406)	$ (532,406)
			Revenue			
15,000	-	346,857	Intergovernmental	-	-	-
473,660	912,052	978,386	Charges for services	1,025,439	1,025,439	-
9,385	30,179	15,000	Fines, interest and other	175,000	175,000	-
498,046	942,230	1,340,243	Total revenue	1,200,439	1,200,439	-
			Other sources			
-	2,000,000	-	Issuance of long-term debt	18,000,000	18,000,000	-
245,498	-	-	Issuance of long-term debt	-	-	-
245,498	2,000,000	-	Total other sources	18,000,000	18,000,000	-
1,161,183	**3,253,085**	**2,317,014**	**Total resources**	**18,668,033**	**18,668,033**	**(532,406)**
			REQUIREMENTS			
			Expenditures			
			Personal services			
94,891	228,573	419,724	Salaries and wages	1,007,530	1,007,530	-
8,082	19,072	38,166	Payroll taxes	89,095	89,095	-
42,751	103,157	176,621	Benefits	461,340	461,340	-
145,725	350,801	634,511	Total personal services	1,557,965	1,557,965	-
			Materials and services			
104,783	231,060	144,100	Professional & technical	383,750	383,750	-
107,600	200,775	153,450	Facility and equipment	269,880	269,880	-
41,454	79,957	77,370	Other purchased services	132,835	132,835	-
23,370	207,993	40,000	Supplies	6,000	6,000	-
41,399	127,490	30,000	Minor equipment	66,000	66,000	-
52,716	272,276	238,695	Cost Allocation	1,220,592	1,220,592	-
371,322	1,119,551	683,615	Total materials & services	2,079,057	2,079,057	-
			Capital outlay			
315,782	-	-	CWIP	-	-	-
8,638	62,101	696,857	Infrastructure	1,858,681	1,858,681	-
-	12,280	-	Buildings	-	-	-
-	96,238	-	Vehicles	-	-	-
8,902	435,594	-	Furniture and equipment	200,000	200,000	-
333,322	606,213	696,857	Total capital outlay	2,058,681	2,058,681	-
850,368	2,076,565	2,014,983	Total expenditures	5,695,703	5,695,703	-
			Debt service			
-	131,362	113,045	Principal	559,581	559,581	-
-	28,586	46,903	Interest	404,066	404,066	-
-	39,800	-	Issuance costs	150,000	150,000	-
-	199,748	159,948	Total debt service	1,113,647	1,113,647	-
310,815	976,771	-	Ending Fund Balance	-	-	-
-	-	158,508	Contingency	120,044	120,044	-
-	-	(16,425)	Reserved for Future Years	11,738,639	11,738,639	(532,406)
$ 1,161,183	**$ 3,253,085**	**$ 2,317,014**	**Total requirements**	**$18,668,033**	**$18,668,033**	**$ (532,406)**

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.

2020-21 Highlights

- Continued offering residential Internet service to roughly 600 residents
- Completed construction along Baker and Bell roads providing service to 80 homeowners
- Completed construction on a grant funded project to bring service to portions of Chapman Road
- Migrated 160 homes in the Arbor Terrace subdivision over to Sherwood Broadband
- Completed an exercise to develop the Sherwood Broadband brand and are currently integrating it into a Sherwood Broadband marketing plan
- Completed construction to 4 Newberg school sites (Completed June ’21)
- Completed a Fiber to the Home (FTTH) engineering project that created construction plans for bringing Sherwood Broadband service to all residents (Completed June ’21)
- Developed a Fiber to the Home financial forecast and cost estimates for City Council consideration

2021-22 Goals

- If approved by City Council begin construction of the Fiber to the Home project (City-wide Goal – Infrastructure)
    - Hire a Broadband Manager to oversee daily operations of the utility and hire broadband support staff
    - Implement new residential network equipment to support residential speeds of up to 10 Gigabit and implement software integrations with various systems
- Implement billing improvements and integrate with the new Infor billing system (City-wide Goal – Fiscal Responsibility)
- Implement the Sherwood Broadband Marketing Plan and begin on-going marketing efforts (City-wide Goal – Infrastructure, Fiscal Responsibility, Livability)

Performance Measures

Strategy	Measures	FY19-20 Actual	FY20-21 Projected	FY21-22 Projected
Provide quality broadband services to the business community	Total number of accounts	118	440	1000*
	Number of business accounts	57	70	75
	Number of rural accounts	4	102	105

Personnel FTE Comparison to Prior Years

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Actual	Adopted 2020-21 Budget	Proposed 2021-22 Budget	Approved 2021-22 Budget	Adopted 2021-22 Budget
Administration	19.1	19.2	17.9	16.3	16.4	17.2	17.2	-
Community Development	12.7	13.0	13.5	14.1	15.0	16.0	16.0	-
Public Safety	23.8	24.6	27.2	30.0	32.0	32.0	32.0	-
Community Services	19.3	20.2	20.7	21.1	21.1	22.1	21.6	-
Public Works Operations	12.6	12.6	11.7	12.4	11.4	11.5	11.5	-
General Fund Total	87.5	89.5	91.0	93.9	95.9	98.8	98.3	-
Water Operations	6.5	6.4	6.5	6.3	6.5	6.8	6.8	-
Water Capital	-	-	-	0.2	0.1	0.1	0.1	-
Water Fund Total	6.5	6.4	6.5	6.5	6.6	6.9	6.9	-
Sanitary Operations	2.7	2.5	3.0	2.8	3.0	2.7	2.7	-
Sanitary Capital	0.2	0.2	0.2	0.5	0.5	0.5	0.5	-
Sanitary Fund Total	2.9	2.7	3.2	3.3	3.5	3.2	3.2	-
Storm Operations	4.2	5.4	5.3	7.5	5.9	5.8	5.8	-
Storm Capital	0.4	0.1	0.2	0.7	0.2	0.5	0.5	-
Storm Fund Total	4.6	5.5	5.5	8.2	6.1	6.3	6.3	-
Transient Lodging Tax	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Street Operations	4.0	3.6	3.6	5.2	4.7	4.5	4.5	-
Street Capital	0.4	0.2	0.5	0.8	0.5	0.3	0.3	-
General Construction	0.4	0.3	0.4	0.5	0.3	0.2	0.2	-
Broadband	0.6	0.8	0.9	1.1	4.9	14.7	14.7	-
URA Operations	1.0	1.0	0.3	0.5	0.5	0.3	0.3	-
URA Capital	-	-	-	-	-	-	-	-
Total	107.9	110.0	111.9	120.0	123.0	135.2	134.7	-

Changes to personnel for Aprroved FY21-22

Administration	
Deputy Recorder from .5 to .75	0.25
HR Specialist	0.5
IT Manager	1.0
Community Development	
Commercial Planner	1.0
Community Services	
Administrative Assistant - Senior Center	0.5
Emergency Management Coordinator from .5 to 1.0	0.5
Public Works Tech	1.0
Lead Utility Worker Broadband	2.0
Utility Worker II	5.0
	11.75

Management/Supervisory/Confidential (Effective July 1, 2021)

Position	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Admin Asst III – Confidential	1100N	$26.41	$33.49	$4,578	$5,805
Executive Assistant	1200N	$28.51	$36.15	$4,942	$6,266
Fleet Supervisor Court Supervisor	1300N	$31.65	$40.14	$5,486	$6,958
PW Program Analyst Systems Administrator Adult Community Center Manager Emergency Management Coordinator	1400N	$33.86	$42.94	$5,869	$7,443
Accounting Supervisor Art Center Manager PW Utility Supervisor Recreation Supervisor	1500N	$36.58	$46.39	$6,341	$8,041
Civil Engineer Library Operations Supervisor PW Operations Supervisor Senior IT Analyst	1600N	$39.86	$50.55	$6,909	$8,762
City Recorder Human Resources Manager Planning Manager Economic Development Manager Police Sergeant Senior Network Engineer	1700N	$43.05	$54.59	$7,462	$9,462
Building Official Library Manager Utility Manager	1800N	$45.65	$57.89	$7,913	$10,034
City Engineer Police Captain	1900N	$52.03	$65.98	$9,019	$12,922
IT Director Community Develop Director Finance Director Public Works Director Community Services Director	2000N	$58.79	$74.55	$10,190	$12,922
Police Chief	2100N	$62.31	$79.01	$10,800	$13,696
Municipal Judge City Attorney City Manager	Contract Employees				

SPOA/AFSCME (Effective July 1, 2021)

SPOA Represented	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Police Officer		$31.15	$39.75	$5,399	$6,891
Community Services Officer (CSO)		$27.85	$35.55	$4,827	$6,162
AFSCME Represented					
Library Page Recreation Assistant	500	$14.31	$18.69	$2,480	$3,240
No current positions	600	$16.45	$21.49	$2,851	$3,724
Library Asst. I	700	$18.09	$23.63	$3,136	$4,096
Admin Asst II Library Asst II Maintenance Worker I	800	$20.81	$27.18	$3,607	$4,711
City Records Technician Court Clerk I Planning Technician Kitchen Coordinator Recreation Specialist Utility Billing Technician	900	$22.67	$29.61	$3,929	$5,132
Police Records Specialist Maintenance Worker II Permit Specialist	1000	$24.50	$32.00	$4,247	$5,547
Court Clerk II Engineering Tech II Engineering Program Associate Finance Tech II Lead Permit Specialist Lead Utility Billing Tech Librarian I Mechanic Program and Event Coordinator City Volunteer Coordinator	1100	$26.46	$34.56	$4,586	$5,990
Asset Management Specialist Engineering Tech III Code Compliance/Evidence Tech Lead Maintenance Worker	1200	$28.57	$37.32	$4,952	$6,468
Accountant Associate Planner Environmental Program Coordinator GIS Programmer/Analyst Librarian II Technical Services Librarian	1300	$31.71	$41.42	$5,496	$7,719
No current positions	1400	$33.93	$44.32	$5,881	$7,682
Senior Planner	1500	$36.65	$47.87	$6,353	$8,297

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

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.

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.

Approved Budget - The budget recommended by the Budget Committee for adoption by the City Council.

Appropriation - Authorization to spend a specific amount of money. The City Council gives appropriation authority by adopting the budget.

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 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 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 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.

Comprehensive Annual Financial Report, the audited report of the City's finances for the fiscal year.

Contingency - An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget.

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.

Division - An organizational unit with a distinct budget.

Department - Units within a division consisting of one or more.

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.

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.

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.

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.

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.

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.

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.

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.

SPOA - Sherwood Police Officers' Association union.

Supplemental Budget - Appropriations established to meet the needs not anticipated at the time the budget was proposed.

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.

Sherwood City Council Meeting

Date: June 15, 2021

- List of Meeting Attendees: N/A
- Request to Speak Forms: N/A
- Documents submitted at meeting:

Regular Session

- "Supplemental Budget" PowerPoint presentation from Finance Director David Bodway, Exhibit A
- "State Shared Revenue Public Hearing" PowerPoint presentation from Finance Director David Bodway, Exhibit B

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

SUPPLEMENTAL BUDGET

June 15, 2021

6/15/2021 Date

City Council Gov. Body

Pub. Hearing Agenda Item

A Exhibit #

Res. 2021-040

Background

- Supplemental budgets or budget transfers are common and authorized by Oregon State Law (ORS 294.463, 294.471 and 294.473) to account for unforeseen financial needs or for new revenue sources.
- The City of Sherwood typically does one mid year adjustment and one close to the end of the year.
- This year the amount of the adjustment is large enough to require a public hearing.

General Fund

Federal Cares Act Funding	$ 1,495,676	**Ongoing annual**
Total to General Fund	**1,495,676**	-
Community Psyche Grant Program	120,000	-
City Manager Recruitment	12,000	-
Software Subscriptions	16,000	-
Additional Business Grant Programs	205,791	-
Legal Description for the New 2021 Sherwood URA	55,000	
Total proposed FY20-21 uses of funds	**$ 408,791**	**-**
Remaining funds	**$ 1,086,885**	**-**

General Construction Fund

Transfer In from the Street Capital Fund	**$1,405,000**
Cedar Creek Trail	1,405,000
Total proposed FY20-21 uses of funds	**$1,405,000**

Street Capital Fund

Transfer In from Street Operation	**$ 110,000**
Transfer Out to General Construction Fund	1,405,000
Capital	730,000
Total proposed FY20-21 uses of funds	**$ 2,135,000**
Reserve for Future Years	**$(2,025,000)**

Street Operations Fund

Transfer Out to Street Capital Fund	$ 110,000
Total proposed FY20-21 uses of funds	**110,000**
Contingency	**$(110,000)**

Storm Fund

Operations	555,000
Capital	(555,000)
Total proposed FY20-21 uses of funds	**$ 0**

Water Fund

Debt Service	$ 195,985
Total proposed FY20-21 uses of funds	**$ 195,985**
Contingency	**$(195,985)**

Appropriations Summary by Fund

Fund	General	TLT	Debt Service	Grants	General Construction	Street Operations	Street Capital	Water	Sanitary	Storm	Sherwood Broadband
Resources											
Beginning fund balance	-	-	-	-	-	-	-	-	-	-	-
Intergov	1,495,676	-	-	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-	-	-	-
Infrastructure Development Fees	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	1,405,000	-	110,000	-	-	-	-
Total Resources	**1,495,676**	**-**	**-**	**-**	**1,405,000**	**-**	**110,000**	**-**	**-**	**-**	**-**
Requirements											
Administration	148,000	-	-	-	-	-	-	-	-	-	-
Comm. Development	260,791	-	-	-	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-	-	-	-	-
Community Services	-	-	-	-	-	-	-	-	-	-	-
PW Operations	-	-	-	-	-	-	-	-	-	-	-
Operations Department	-	-	-	-	-	-	-	-	-	555,000	-
Capital Department	-	-	-	-	1,405,000	-	730,000	-	-	(555,000)	-
Debt Service	-	-	-	-	-	-	-	195,985	-	-	-
Transfers Out	-	-	-	-	-	110,000	1,405,000	-	-	-	-
Contingency	-	-	-	-	-	(110,000)	-	(195,985)	-	-	-
Total Appropriations	**408,791**	**-**	**-**	**-**	**1,405,000**	**-**	**2,135,000**	**-**	**-**	**-**	**-**
Total Unappropriated and Reserve Amounts	1,086,885	-	-	-	-	-	(2,025,000)	-	-	-	-
Total Requirements	**1,495,676**	**-**	**-**	**-**	**1,405,000**	**-**	**110,000**	**-**	**-**	**-**	**-**

QUESTIONS?

State Shared Revenue Public Hearing

June 15, 2021

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

6/15/2021
Date

City Council
Gov. Body

Pub. Hearing
Agenda Item

B
Exhibit #

Res. 2021-042

Estimates (provided by League of Oregon Cities)

Per Capita State Shared Revenues for Cities

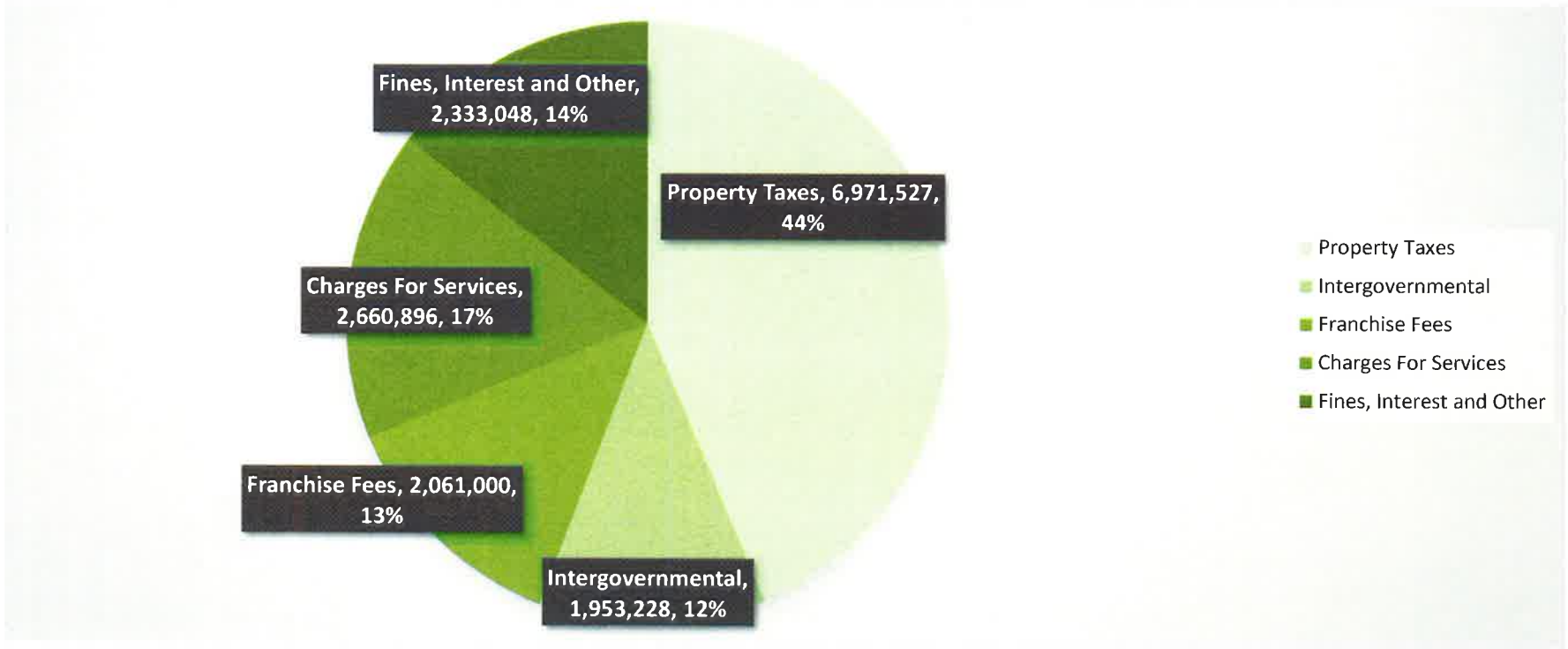
Per capita distributions for revenue sources are calculated based on certified population statistics from Portland State University's Center for Population Research (PSUCPR). Population estimates compiled each July are typically certified on December 15, and thereafter begin to govern the distributions. A copy of the certified estimate applicable to 2021 distributions is available near the end of the report.

	Highway Trust Fund Revenues (Gas Tax)	Liquor Revenues (20% of Total Share)	Marijuana Tax Revenues (75% of City's Share)	Cigarette Tax Revenues	9-1-1 Tax Revenues
2018-19 Actuals	$71.15	$16.58	$2.74	$1.15	$5.05
2019-20 Actuals	$69.21	$17.66	$3.46	$1.10	$6.09
2020-21 Estimates	$68.61	$19.25	$3.06	$0.93	$7.21
2021-22 Estimates	$75.84	$18.51	$1.27	$0.76	$9.12
2022-23 Estimates	$76.32	$19.27	$1.26	$0.73	$9.15

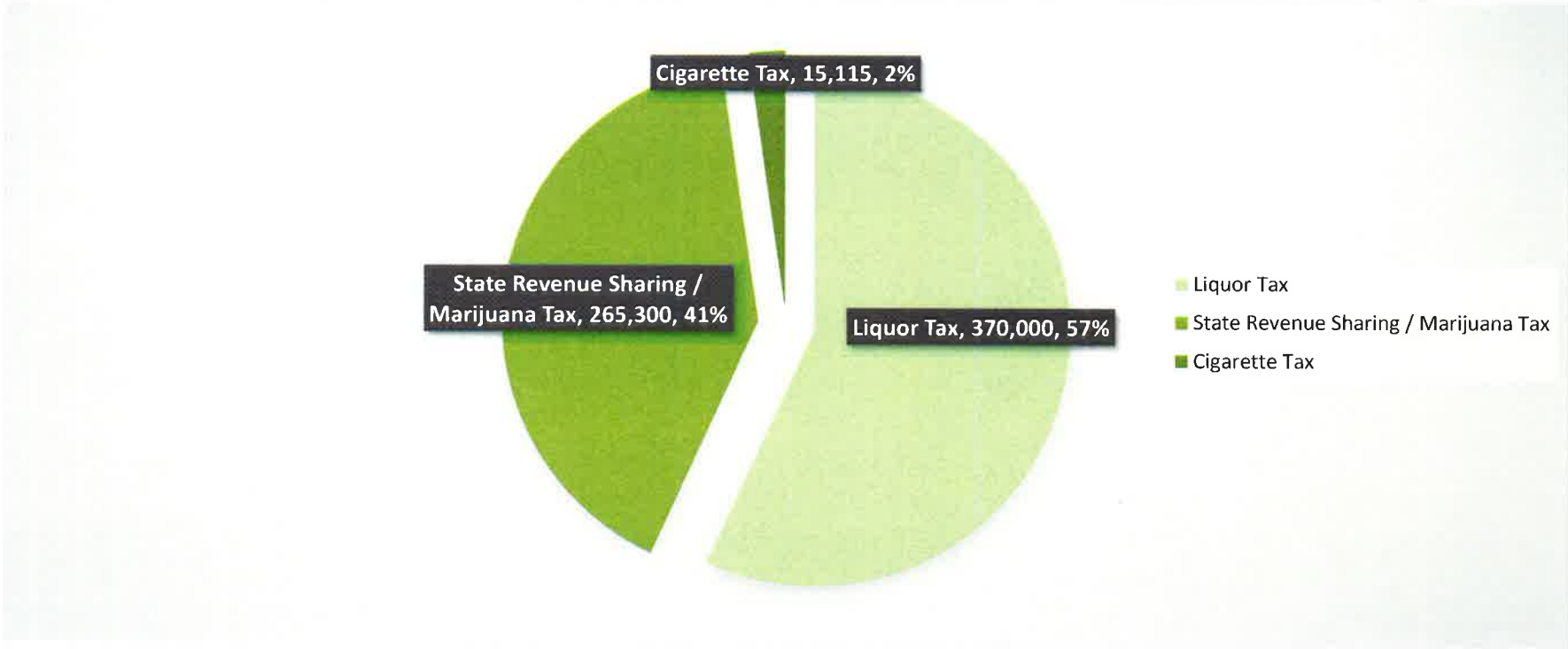
(Note that most cities do not receive 9-1-1 distributions, see the full write-up for a detailed explanation.)

City of Sherwood Certified Population as of December 15, 2020: 19,885

Revenues – General Fund (total 15.9 million)

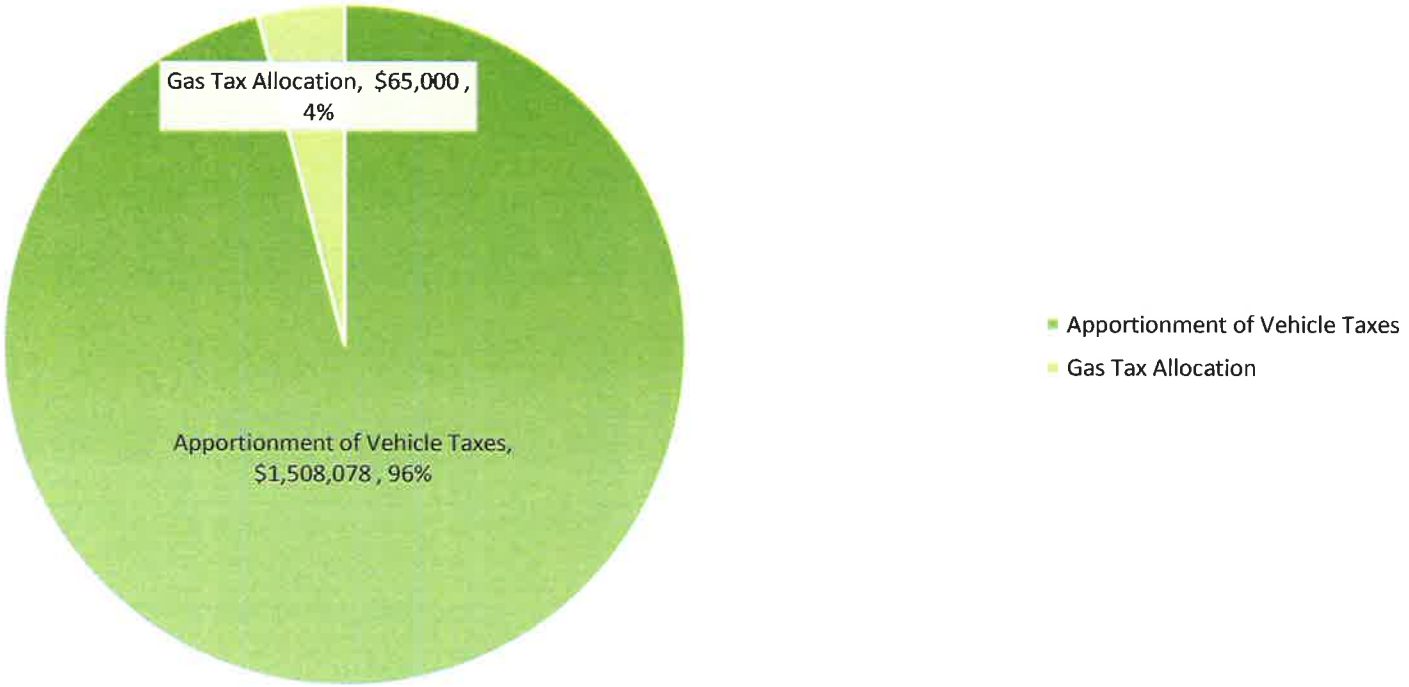


State Shared Revenue-General Fund (Total 650,415)



States Shared Revenue – Street Operations

(total 1.5 million)



Use of State Shared Revenue funds

- General Fund
  - Combined with all other non-restricted funds
  - Not specifically designated but rather support general operations
  - Activities supported include:
    - Public safety
    - Administration
    - Community Services
    - Facilities
    - Community Development
- Street Operations
  - Used only for expenses related to streets such as:
    - Paving
    - Streetscape maintenance
    - Street trees
    - Slurry seal
    - Crack seal
    - Equipment
    - Personnel

Public Comment

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

Approved Minutes

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

SHERWOOD CITY COUNCIL MEETING MINUTES

22560 SW Pine St., Sherwood, Or

Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at https://www.youtube.com/user/CityofSherwood

June 15, 2021

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 7:11 pm.

2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Kim Young, Sean Garland, Renee Brouse, and Russell Griffin. Councilor Doug Scott was absent.

3. **STAFF PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, IT Director Brad Crawford, Community Development Director Julia Hajduk, Police Chief Jeff Groth, Finance Director David Bodway, Public Works Director Craig Sheldon, Human Resources Manager Christina Jones, City Engineer Bob Galati, Library Manager Adrienne Doman Calkins, Police Captain Ty Hanlon, and City Recorder Sylvia Murphy.

4. **APPROVAL OF AGENDA:**

   MOTION: FROM COUNCILOR YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCILOR GRIFFIN. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

   Mayor Mays addressed the next agenda item.

5. **CONSENT AGENDA:**

   A. **Approval of May 27, 2021 City Council Meeting Minutes**
   B. **Approval of June 1, 2021 City Council Meeting Minutes**
   C. **Resolution 2021-032 Approving the City Investment Policy and Authorizing Investments**
   D. **Resolution 2021-033 Authorizing the City Manager Pro Tem to enter into a Public Improvement Contract with Moore Excavation, Inc. for Construction of the Rock Creek Sanitary Sewer Trunk Line Upsizing Phase 1**
   E. **Resolution 2021-034 Authorizing City Manager Pro Tem to purchase a Vermeer Directional Drill and Trailer for Sherwood Broadband**
   F. **Resolution 2021-035 Authorizing the City Manager Pro Tem to sign a five-year Intergovernmental Agreement with Metro for the Solid Waste Community Enhancement Program**

G. **Resolution 2021-036 Certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues**
H. **Resolution 2021-038 Approving hiring in certain positions by the City Manager Pro Tem**

MOTION: FROM COUNCILOR GRIFFIN TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR YOUNG. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

Mayor Mays addressed the next agenda item.

6. CITIZEN COMMENTS:

No citizen comments had been submitted and Mayor Mays addressed the next agenda item.

7. NEW BUSINESS:

A. Resolution 2021-037 Adopting the Capital Improvement Plan (CIP) for FY2021-22

Community Development Director Julia Hajduk explained that this resolution was a team effort between Community Development, Public Works, and Finance. She explained that the one-year CIP projects list were the projects that would be funded next year, pending budget approval. The five-year CIP list identified what city projects the city wanted to accomplish in the next five years. She stated that the proposed resolution included both the one-year CIP project list as well as the five-year CIP project list and included the projects that were incorporated into the city's various master plans. Mayor Mays stated that Council had reviewed the CIP multiple times every year. Mayor Mays asked for discussion or questions from Council on the proposed resolution. With no comments, the following motion was stated.

MOTION: FROM COUNCILOR YOUNG TO ADOPT RESOLUTION 2021-037 ADOPTING THE CAPITAL IMPROVEMENT PLAN (CIP) FOR FY2021-22. SECONDED BY COUNCILOR GRIFFIN. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

Mayor Mays addressed the next agenda item. The City Recorder read the public hearing statement for all five public hearings. The City Recorder reported that no public testimony had been received for any of the public hearing items.

8. PUBLIC HEARINGS:

A. Resolution 2021-039 Adopting hiring standards, criteria, and policy directives for the City Manager position

City Attorney Josh Soper recapped that the city was currently in the process of recruiting a new city manager, and under Oregon law, in order to be able to conduct parts of the recruitment process in executive sessions (e.g. interviewing candidates or discussing council preferences regarding candidates they had interviewed or received applications from), it was necessary for Council to first adopt hiring standards criteria and policy directives for the hiring process. He explained that the standards criteria and policy directives were largely taken from the position profile that was developed by the City's recruiter and had already been advertised. He reported that there had been the addition of authorizing the City Manager

Pro Tem to be able to reimburse candidates for expenses for traveling to an interview. Mayor Mays asked for discussion or questions from Council. With no comments, the following motion was stated.

MOTION: FROM COUNCILOR BROUSE TO ADOPT RESOLUTION 2021-039 ADOPTING HIRING STANDARDS, CRITERIA, AND POLICY DIRECTIVES FOR THE CITY MANAGER POSITION. SECONDED BY COUNCIL PRESIDENT ROSENER. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

B. Resolution 2021-040 Adopting a Supplemental Budget for FY2020-21 and making appropriations

Finance Director David Bodway presented the "Supplemental Budget" PowerPoint presentation (see record, Exhibit A) and provided background on Oregon and local budget law. He stated that supplemental budgets were common and authorized by Oregon State Law to account for unforeseen financial needs or for new revenue sources. He explained that the city typically completed one mid-year adjustment and another adjustment near the end of the year. He reported that this year's adjustment amount was large enough to necessitate a public hearing. He reviewed the proposed changes to the General Fund. General Fund changes included accounting for the additional CARES money the City had received through Washington County, additional expenditures included an IGA with Washington County for the community Psyche grant program and city manager recruitment. He explained that two-thirds of the city manager recruitment expenditure would occur this fiscal year and the remaining recruitment expenditure was budgeted for the next fiscal year. He reported there were additional costs for software subscriptions, costs associated with remote work, and the creation of the new 2021 Sherwood URA. He reported that roughly $1.1 million would go into the City's reserves for future years. The General Construction Fund included an additional $1.4 million associated with the Cedar Creek Trail Project with funds coming from the Street Capital Fund to cover the costs. The Street Capital Fund had an additional $110,000 transferred in from Street Operations. He explained that some of the capital projects moved more quickly than others, which required the City to use some of the reserve for future years for the projects. Council President Rosener asked if the negative $2 million was the balance or the amount that was moved out of the fund? Mr. Bodway replied that typically in a budget there were revenues, expenditures, and reserves for future years amounts and explained that there was roughly $5-6 million reserved for future years and the City was reducing that reserve for future years by that amount. He explained that the way Oregon budget law worked was that there were only certain funds that a city could budget for contingency and because this was a Capital Project Fund it did not allow the city to budget for any kind of contingency. He explained the City was allowed to remove that fund balance or reserve for future years. He stated an additional $110,000 was transferred into the Street Operations Fund and that the Street Operations Fund had contingency and no reserves for future years were used. Mr. Bodway recapped the Storm Fund and explained that last year the City budgeted all of the capital projects under the Capital-side of the Storm Fund when in actuality some of the projects were a part of the Operations-side of the fund, but this year the projects were budgeted under their appropriate headings. For the Water Fund he explained that the city had completed a debt refinance transaction in February 2021 which would save the Water Fund roughly $3 million over the remaining life of the loan. He explained that the City had to account for the first initial payment after the new debt refinance on June 1st and explained that the figure on page 6 of the presentation was the cost of principal and interest for that June 1st payment. Mayor Mays asked for discussion or questions from Council on the proposed resolution. With no comments, the following motion was stated.

MOTION: FROM COUNCILOR GRIFFIN TO ADOPT RESOLUTION 2021-040 ADOPTING A SUPPLEMENTAL BUDGET FOR FY2020-21 AND MAKING APPROPRIATIONS. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

C. Resolution 2021-041 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

Mayor Mays commented that he would ask that Council continue the hearing on the proposed resolution to Monday, June 21st after they received the report because of an adjustment Council needed to make on a short list of fees after Finance Director Bodway provided an overview. Finance Director David Bodway explained that each year during the budget process, Finance asked department supervisors to review the fees that they charge. He stated the proposed fees fell into four categories. He provided examples of some of the changes to the Fee Schedule such as a reduction for business license fees for new small businesses headquartered in Sherwood or manufacturing technology businesses. He reported that library fines and fees were removed. In planning and residential design there were additional fees added for residential design checklist. In the building section there was a fee increase for total valuation for single-family and two-family dwellings, manufactured dwelling installation permits, increases for the home setup and installation fees, and total valuation for commercial industrial and multi-family among others. He reported that the fees were included in the proposed FY21-22 budget and stated that there were no additional financial impacts of the proposed resolution. Councilor Young asked Mayor Mays why he wanted Council to wait to vote on this resolution? Mayor Mays explained that there was a short list of fees that were regulated by the charter, and since that charter change occurred, the annual inflation rate has exceeded that limitation, but the City had kept it to the 2% limit, and this year was the first year that it came in under that limit. He commented it was best to stick with the 2% to make up a little bit of what the City had lost or got behind on from prior years. Finance Director Bodway provided background and reported that in 2019 the CPI index was 2.8%, in 2018 and 2017 it was 3.1%. Councilor Garland asked if waiting to vote on the proposed resolution would have an impact on approving the budget at this meeting? Mayor Mays replied that delaying voting on this resolution would not impact voting on the proposed budget at this meeting as long as everything was accomplished by the end of June. The following motion was stated:

MOTION: FROM MAYOR MAYS TO CONTINUE THE PUBLIC HEARING ON RESOLUTION 2021-041 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, TO JUNE 21, 2021. SECONDED BY COUNCIL PRESIDENT ROSENER. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

Mayor Mays closed the public hearing for Resolutions 2021-039 and 2021-040.

D. Resolution 2021-042 Declaring the City's Election to receive State Shared Revenues

Finance Director Bodway presented the "State Shared Revenue Public Hearing" PowerPoint presentation (see record, Exhibit B) and explained that the City was required to hold two public hearings for this resolution in order to obtain and receive State Shared Revenues per state-law. He stated that the first

hearing was held on May 27th during the final Budget Committee meeting. He explained that the State Shared Revenue Sherwood received was allocated based on Sherwood's population of 19,885 residents as of December 15, 2020. He reported that the revenue fell into the intergovernmental revenue of the General Fund and the intergovernmental revenues of the Street Operations Fund. He provided an overview of the various State Shared Revenue's on pages 3-5 of the presentation. He recapped what the State Shared Revenue funds could be used for on page 6. Councilor Young clarified that the State Shared Revenue of the marijuana funds was not restricted, only the local was restricted. Mr. Bodway replied that was correct. Mayor Mays closed the public hearing portion and asked for discussion or questions from Council. Councilor Garland asked if the amount the City received from the marijuana taxes in the first year was $265,000? Mr. Bodway reported that he was required to combine the marijuana tax revenue with the other state Shared Revenues because there was a local operator. He explained that there was the local tax portion as well as the money the City was receiving through the state, so for the current fiscal year, Measure 110 was only supposed to affect the last quarter of this fiscal year and he was projecting in totality around $65-70,000. He commented that the marijuana revenue would decrease significantly for the upcoming fiscal year due to Measure 110 and commented that the City was expecting roughly $25-30,000. Councilor Garland asked if that would affect the local amount? Mr. Bodway replied that it did not affect the local amount, only the State Shared portion was capped at a specific amount. No comments from Council were received and the following motion was stated.

MOTION: FROM COUNCILOR GRIFFIN TO ADOPT RESOLUTION 2021-042 DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

E. Resolution 2021-043 Adopting the FY2021-22 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

Finance Director Bodway referred to the table on page 432 of the City Council meeting packet and explained that the final Budget Committee meeting was held on May 27th where they voted on the proposed budget. He reported that several changes had been made by the Budget Committee. The Budget Committee increased the intergovernmental revenue in the Sanitary Fund by $1.95 million and explained that that figure was the reimbursement the City was receiving from Clean Water Services for the Rock Creek Trunk Project. He reported that in the General Fund, salaries were decreased because there were requests for positions for the library and the Budget Committee wished to see what the future of the intergovernmental agreement and library cooperative would look like, so the positions were removed from the budget. He reported there was language clean up in the Capital Improvement Plan. He explained that the budget was now ready to be voted on by the Council and formally adopted. He stated this was the final opportunity for citizens to provide public comment on the proposed budget and noted that no public comments had been submitted. Mr. Bodway thanked the Budget Committee and Finance staff for their hard work on the proposed budget. With no comments or questions, the following motion was stated.

MOTION: FROM COUNCIL PRESIDENT ROSENER TO ADOPT RESOLUTION 2021-043 ADOPTING THE FY2021-22 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. SECONDED BY COUNCILOR GRIFFIN.

MOTION PASSED 5:1, MAYOR MAYS, COUNCIL PRESIDENT ROSENER, COUNCILORS GARLAND, YOUNG, AND GRIFFIN VOTED IN FAVOR. COUNCILOR BROUSE OPPOSED, (COUNCILOR SCOTT WAS ABSENT).

Mayor Mays gave his kudos to City staff and the Budget Committee for their work on putting the budget together during a pandemic.

Mayor Mays addressed the next agenda item.

9. CITY MANAGER REPORT:

City Manager Pro Tem Kristen Switzer provided a status update on the city manager recruitment process and explained that the recruitment period closed on June 14th and reported that the recruiter had received 34 applications from 13 different states.

Councilor Griffin asked if the June 22nd meeting would be virtual or in-person? Mayor Mays replied that the meeting would be in-person. Councilor Brouse asked regarding the meeting start times for both upcoming meetings. City Manager Pro Tem Switzer replied both meetings would start at 6:00 pm.

Mayor Mays addressed the next agenda item.

10. COUNCIL ANNOUNCEMENTS:

Councilor Garland commented regarding his children attending Archer Glen and gave his kudos and thanks to the teachers and administration at Archer Glen.

Councilor Brouse reported that both the Senior Center and the Library Advisory Board were continuing to open their facilities safely for their clients in order to serve the community. She encouraged people to visit the new Sherwood business "Meadowlark Mercantile."

Councilor Griffin reported on his attendance at the Parks and Recreation Advisory Board meeting where they discussed pickleball in Sherwood and announced that the Parks and Recreation Advisory Board had a vacancy.

Councilor Young reported on her attendance of the Washington County CDBG Policy Advisory Board meeting and explained in January they had allocated $200,000 of CARES spending towards a shower trailer and announced they had opened the application process and received one application. She reported that the board was currently reviewing and scoring that application. She explained the applicant proposed to purchase two-based shower stalls which will move around the county for people to use who do not have access to shower facilities. She reported that the YMCA facility had fully reopened, with no mask requirements for fully vaccinated individuals. She recapped YMCA summer programs.

Council President Rosener attended the WRWC meeting where they heard project updates. He gave his kudos to Washington County for leading the state in percentage of people who are at least partially vaccinated. He encouraged residents to get their COVID vaccines.

Mayor Mays reported that Sherwood would host the board of the League of Oregon Cities on June 18th at the Arts Center. He reported that past president of the LOC, the Mayor of Maupin, Dennis Ross had passed away. He attended the WCCC meeting where they discussed a potential future MSTIP program and a review of the bylaws.

11. ADJOURN:

Mayor Mays adjourned the regular session at 8:01 pm and convened an executive session.

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Mays called the executive session to order at 8:03 pm.

2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Kim Young, Sean Garland, Renee Brouse, and Russell Griffin.

3. **STAFF PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, IT Director Brad Crawford, Finance Director David Bodway, and Public Works Director Craig Sheldon.

   OTHERS PRESENT: John Honker and Ross Schultz.

4. **TOPICS**

   A. ORS 192.660(2)(f), Exempt Public Records

5. **ADJOURN:**

   Mayor Mays adjourned the executive session at 9:32 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Keith Mays, Mayor