



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Monday, June 21, 2021

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

6:00 pm City Council Special 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>



6:00 PM SPECIAL SESSION

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

A. Resolution 2021-028, Authorizing Full Faith and Credit Financing

(David Bodway, Finance Director)

B. Resolution 2021-044, Authorizing the City Manager Pro Tem to Enter into an Intergovernmental Agreement with the City of Wilsonville for Construction and Funding of a Water Treatment Plant Expansion/Improvement Project (Craig Sheldon, Public Works Director)

C. Resolution 2021-045 Reappointing Brian Amer to the Parks and Recreation Advisory Board (Kristen Switzer, City Manager Pro Tem)

D. Resolution 2021-046 Reappointing John Clifford to the Parks and Recreation Advisory Board (Kristen Switzer, City Manager Pro Tem)

E. Resolution 2021-047 Reappointing Joy Kuczer to the Parks and Recreation Advisory Board (Kristen Switzer, City Manager Pro Tem)

F. Resolution 2021-048 Reappointing Erin Odom to the Senior Advisory Board (Maiya Martin Burbank, Senior Center Manager)

G. Resolution 2021-049 Reappointing Nancy Phillips to the Senior Advisory Board (Maiya Martin Burbank, Senior Center Manager)

H. Resolution 2021-050 Reappointing Chris West to the Sherwood Police Advisory Board (Jeff Groth, Police Chief)

I. Resolution 2021-051 Reappointing Diane Foster to the Sherwood Police Advisory Board (Jeff Groth, Police Chief)

J. Resolution 2021-052 Reappointing Laurie Zwingli to the Sherwood Police Advisory Board (Jeff Groth, Police Chief)

K. Resolution 2021-053 Reappointing Megan Thornton to the Sherwood Police Advisory Board (Jeff Groth, Police Chief)

L. Resolution 2021-054 Reappointing Daniel Bantz to the Planning Commission (Erika Palmer, Planning Manager)

M. Resolution 2021-055 Reappointing Jean Simson to the Planning Commission (Erika Palmer, Planning Manager)

AGENDA

**SHERWOOD CITY COUNCIL
June 21, 2021**

6:00 pm City Council Special Meeting

Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at

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

5. PUBLIC HEARING

A. 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)

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.

6. 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.

TO: Sherwood City Council

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

SUBJECT: Resolution 2021-028, Authorizing Full Faith and Credit Financing

Issue:

Shall the City Council authorize the City Manager, or the person designated by the City Manager, to enter into the necessary agreements to finance the Projects?

Background:

As of June 30, 2020, the City had approximately \$27.5 million in outstanding debt made up of seven debt issuances. The City has identified a need to finance improvements to its Broadband System, construct a Pedestrian Bridge and improve/construct other infrastructure identified in the new 2021 Sherwood Urban Renewal Agency plan, and purchase property for future City use.

To capture interest rates while they are still low it is important to move quickly through the process once the decision is made to move forward with financing. This resolution would authorize the City Manager to execute the necessary steps to complete the proposed financing. Proposed closing date is July 14, 2021.

Financial Impacts:

The Financing Agreements may constitute \$40 million in unconditional obligations of the City, which are payable from all legally available funds of the City.

Recommendation:

Staff recommends adoption of Resolution 2021-028, Authorizing Full Faith and Credit Financing.



RESOLUTION 2021-028

AUTHORIZING FULL FAITH AND CREDIT FINANCING

WHEREAS, the City of Sherwood, Oregon (the “City”) is authorized by Oregon Revised Statutes Section 271.390 to enter into financing agreements to finance real or personal property which the City Council determines is needed; and

WHEREAS, the City Council determines that the following projects are needed: improvements to the City’s Broadband System, projects (the “Urban Renewal Projects”) described in the Sherwood 2021 Urban Renewal Plan as it has been and may be amended pursuant to its terms (the “Plan”), and purchase of property for future City uses (collectively including the Urban Renewal Projects, the “Projects”); and

WHEREAS, the Sherwood Urban Renewal Agency (the “Agency”) is projected to have sufficient tax increment revenues to pay the amounts due from the City in connection with the financing of the Urban Renewal Projects, and will enter into an intergovernmental agreement with the City to use tax increment revenues to pay those amounts; and

WHEREAS, the City or the Agency may incur expenditures (the “Expenditures”) to pay costs of the Projects prior to the issuance of the financing agreement and the City wishes to declare its official intent to reimburse itself or the Agency for any Expenditures the City or the Agency may make from its own funds on the Projects from the proceeds of the financing agreement, the interest on which may be excluded from gross income under Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”).

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

Section 1. **Full Faith and Credit Financing Agreements Authorized.** The City Council hereby authorizes the City to obtain up to \$40,000,000 in principal amount of full faith and credit-backed financing for the Projects pursuant to ORS 271.390, ORS 287A.315 and the other relevant provisions of ORS Chapter 287A.

Section 2. **Delegation.** The City Manager of the City or a person designated by the City Manager to act under this Resolution (each of whom is referred to herein as a “City Official”) is hereby authorized, on behalf of the City and without further action by the City Council, to:

1. Negotiate, execute and deliver one or more financing agreements (the “Financing Agreements”) to accomplish the financing authorized in Section 1. Subject to the limitations of this Resolution, the Financing Agreements may be in such form and contain such terms as the City Official may approve.
2. Negotiate, execute and deliver one or more escrow agreements or similar documents (the “Escrow Agreements”) that provide for the issuance of one or more series of “full faith and credit obligations” (the “Obligations”) that represent ownership interests in the principal and interest payments due from the City under the Financing Agreements.

Subject to the limitations of this Resolution, the Escrow Agreements and each series of Obligations may be in such form and contain such terms as the City Official may approve.

3. Deem final and authorize the distribution of a preliminary official statement for each series of Obligations, and authorize the preparation and distribution of a final official statement or other disclosure document for each series of Obligations.
4. Undertake to provide continuing disclosure for each series of Obligations in accordance with Rule 15c2-12 of the United States Securities and Exchange Commission.
5. Apply for ratings for each series of Obligations, determine whether to purchase municipal bond insurance or obtain other forms of credit enhancements for each series of Obligations, enter into agreements with the providers of credit enhancement, and execute and deliver related documents.
6. Enter into covenants which the City Official determines are desirable to obtain more favorable terms for the Financing Agreements.
7. Engage the services of escrow agents or trustees and any other professionals whose services are desirable for the financing.
8. Determine the final principal amount of each Financing Agreement, payment terms, and all other terms of each Financing Agreement and each series of Obligations.
9. Solicit competitive bids for the purchase of each series of the Obligations and award their sale to the bidder offering the most favorable terms to the City, or select one or more underwriters to purchase the Obligations and negotiate the terms of the sale of those Obligations with those underwriters, or place any Financing Agreement directly with a commercial bank or other lender.
10. Issue any qualifying Financing Agreement as a “tax-exempt bond” bearing interest that is excludable from gross income under the Code and enter into covenants to maintain the excludability of interest on those Financing Agreements from gross income under the Code.
11. Designate any qualifying Financing Agreement as a “qualified tax-exempt obligation” pursuant to Section 265(b)(3) of the Code, if applicable.
12. Execute and deliver any other certificates or documents and take any other actions which the City Official determines are desirable to carry out this Resolution.

Section 3. **Security.** Pursuant to ORS 287A.315, the City Official may pledge the City’s full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay the amounts due under the Financing Agreements. The City is not authorized to levy additional taxes to pay the amounts due under the Financing Agreements.

Section 4. **Payments from Tax Increment Revenues.** The City Official is authorized to enter into an intergovernmental agreement (the “2021 IGA”) with the Agency, under which the Agency agrees to provide tax increment revenues in sufficient amounts to pay all amounts due from the City under the portion of the Financing Agreements related to the Urban Renewal Projects. The 2021 IGA may also contain requirements that the Agency prepay portions of

the 2021 IGA if the Projects, or a portion of the Projects, are sold to private entities. The 2021 IGA shall be in the form approved by the City Official.

Section 5. **Reimbursement Declaration.** The City hereby declares its official intent to reimburse itself or the Agency with the proceeds of the Financing Agreements for any of the Expenditures incurred prior to the issuance of the Financing Agreements. This Resolution is adopted as official action of the City in order to comply with Treasury Regulation Section 1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Expenditures of the City or Agency incurred prior to the date of issue of the Financing Agreements.

Section 6. **Effective Date.** This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 21st day of June 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Craig Sheldon, Public Works Director
Through: Kristen Switzer, City Manager Pro Tem and Josh Soper, City Attorney

SUBJECT: Resolution 2021-044, Authorizing the City Manager Pro Tem to Enter into an Intergovernmental Agreement with the City of Wilsonville for Construction and Funding of a Water Treatment Plant Expansion/Improvement Project

Issue:

Shall the City Council authorize the City Manager Pro Tem to enter into an Intergovernmental Agreement (IGA) with the City of Wilsonville for Construction and Funding of a Water Treatment Plant Expansion/Improvement project?

Background:

The Willamette River Water Treatment Plant (WRWTP or plant) was commissioned in 2002 to serve the City of Wilsonville (City) with an initial capacity of 15 million gallons per day (mgd) and with space for future expansion.

In December 2006 the City of Sherwood entered into an IGA with Tualatin Valley Water District (TVWD) to acquire an undivided ownership interest of 5 mgd from a portion of TVWD's ownership interest in the water treatment plant facilities in Wilsonville. The City of Wilsonville has held an agreement with Veolia to operate and maintain the plant since it was initially commissioned. The City of Sherwood began taking water from the plant in 2013 and the plant then changed operations from daily start-stop to continuously operating on a 24/7 basis.

At that time, Sherwood also acquired an interest in the intake facilities, which draw water from the Willamette River for treatment at the treatment plant, in an amount corresponding to its ownership interest in the plant—that is, 5 mgd. In 2018 Sherwood agreed to purchase additional capacity ownership interest from TVWD in the intake facilities. That, added to Sherwood's existing ownership share, brought our ownership interest to 6.47 mgd for the intake facilities. Additionally, when a multi-jurisdictional project to expand and modify the intake facilities is complete, Sherwood's ownership interest will increase proportionally, with the end result being that Sherwood will own a total capacity of 9.7 mgd in the expanded intake facilities. This amount is projected to be sufficient to meet the City's needs for many years to come.

However, the City's share of the treatment plant capacity is still just 5 mgd, so it is necessary for the City to take advantage of opportunities to increase this amount in order to plan for future water needs in the City. The WRWTP Expansion/Upgrade Project will expand the plant's total maximum capacity from 15 to 20 mgd as well as make upgrades that will optimize performance and extend the useful life of the plant facilities. The 5 mgd increase in treatment capacity (as well as the costs for the project) would be allocated 1/3 to the Sherwood and 2/3 to Wilsonville, bringing Sherwood's treatment plant capacity up to 6.66 mgd.

The WRWTP 2017 Water Master Plan (WMP) established a “road map” to expand plant capacity to 20 mgd to meet increasing water demand from the Cities of Wilsonville and Sherwood. The WMP also identified improvements to life-safety, seismic, electrical and operations and maintenance (O&M) at the WTP. This Project will be implemented using the Construction Manager/General Contractor (CM/GC) delivery method. It is anticipated that the selected CM/GC will be under contract to the City of Wilsonville in August 2021 and will then begin working with the City and Design/Operations Team to review and comment on the 60% design and complete the 90% design as part of its Pre-Construction Services. The Basis of Design Report (BDR) and 30% design documents have been completed and provide an overview and understanding of the various plant elements which require expansion and upgrades.

One unique aspect of this Project is that a Pilot Filtration Study (Pilot Study) is currently being completed as a requirement by the Oregon Health Authority (OHA) in order to up-rate the existing four deep-bed, granular media filters to provide 20 mgd of filtration capacity.

The City of Wilsonville will request proposals from qualified firms in late June 2021 to provide CM/GC services for construction of improvements to the existing Willamette River Water Treatment Plant to meet future capacity and improve operational and safety measures.

Financial Impacts:

The funds are approved in both the 2020/2021 and 2021/2022 budget years. It is anticipated that this project will overlap multiple budget years as it is dependent on getting a contractor on board before we can set the schedule. As noted above, Sherwood would be responsible for 1/3 of the total project costs, with Wilsonville being responsible for the remaining 2/3. The total project costs will not be known until later in the process, but are currently estimated at approximately \$29 million, including contingencies.

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2021-044, Authorizing the City Manager Pro Tem to Enter into an Intergovernmental Agreement with the City of Wilsonville for Construction and Funding of a Water Treatment Plant Expansion/Improvement Project.



RESOLUTION 2021-044

AUTHORIZING THE CITY MANAGER PRO TEM TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF WILSONVILLE FOR CONSTRUCTION AND FUNDING OF A WATER TREATMENT PLANT EXPANSION/IMPROVEMENT PROJECT

WHEREAS, in December 2006 the City of Sherwood entered into an Intergovernmental Agreement (IGA) with Tualatin Valley Water District to acquire an undivided ownership interest of 5 million gallons per day (mgd) in the Willamette River Water Treatment Plant (WRWTP) in order to use the Willamette River as a long term water source for the City of Sherwood; and

WHEREAS, the WRWTP Expansion/Upgrade project will expand the plant's total maximum capacity from 15 mgd to 20 mgd, with one-third of this amount being allocated to the City of Sherwood, and will provide updates that will optimize performance and extend the useful life of the plant facilities, with the City of Sherwood ultimately having an increased capacity ownership interest of 6.66 mgd.

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

Section 1. The City Council hereby authorizes the City Manager Pro Tem to enter into an Intergovernmental Agreement (IGA) with the City of Wilsonville for Construction and Funding of a Water Treatment Plant Expansion/Improvement project in a form substantially similar to the attached Exhibit A.

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

Duly passed by the City Council this 21st of June 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITIES OF SHERWOOD AND WILSONVILLE REGARDING CONSTRUCTION AND FUNDING FOR A WATER TREATMENT PLANT EXPANSION/IMPROVEMENT PROJECT

The above entitled Agreement (“Agreement”) is made and entered into this ___ day of _____ 2021 (“Effective Date”), by and between the **City of Sherwood**, an Oregon municipal corporation (“Sherwood”), and the **City of Wilsonville**, an Oregon municipal corporation (“Wilsonville”), referred to individually as a “Party” and collectively as the “Parties.”

RECITALS

A. WHEREAS, Tualatin Valley Water District (“TVWD”) and Wilsonville partnered to construct and own undivided ownership shares in the Willamette River Water Treatment Plant (“WRWTP”) and appurtenances thereto from the raw water intake in the Willamette River through Segment 1 of the finished 63-inch water transmission line (“Supply Facilities”). The treatment plant portion of the WRWTP has a current designed capacity of 15 million gallons per day (“mgd”). Subsequently, based on certain conditions, Wilsonville consented to Sherwood’s purchasing certain interests in the WRWTP Supply Facilities from TVWD’s interests, which included a capacity purchase from TVWD of TVWD’s 1/3 or 5 mgd of the 15 mgd capacity, while Wilsonville owns 2/3 or 10 mgd of the WRWTP capacity. In addition, Wilsonville and TVWD own larger capacity interests in other appurtenant facilities; and

B. WHEREAS, TVWD does not currently use the WRWTP. Wilsonville and Sherwood, as the only current users, wish to expand the WRWTP capacity from 15 mgd to 20 mgd, as well as make additional WRWTP upgrades that will optimize performance and extend the useful life of the WRWTP facilities; and

C. WHEREAS, the WRWTP 2017 Water Master Plan (“WMP”) established a road map to expand the WRWTP capacity to 20 mgd in order to meet increasing water demand from Sherwood and Wilsonville, with the added 5 mgd to be owned and allocated 66.70% to Wilsonville and 33.30% to Sherwood; and

D. WHEREAS, the WMP also identified other related improvements to life-safety, seismic, electrical, and operations and maintenance for the WRWTP; and

E. WHEREAS, the project cost estimate for the foregoing WRWTP expansion and improvement project – Wilsonville CIP #1144 (“Project”), including Stantec Consulting Services Inc.’s design and engineering Professional Services Agreement, Wilsonville project management costs, and the Construction Manager/General Contractor (“CM/GC”) Contract still being developed and not yet awarded, is \$29,101,675. Both contracts are collectively referred to herein as the “Contract”; and

F. WHEREAS, whatever the final cost of the Project, Wilsonville will pay 66.70% and Sherwood will pay 33.30% of the total final Project costs (“Project Costs”); and

G. WHEREAS, it is recognized by the Parties that it is necessary to enter into this Intergovernmental Agreement pursuant to ORS Chapter 190 to accomplish the objectives of the Recitals set forth above; and

H. WHEREAS, the Parties have the authority to enter into this Agreement pursuant to their applicable charters and ordinances and ORS 190.003 – 190.030;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals.** The Recitals set forth above are incorporated by reference and made a part of this Agreement.

2. **Consideration.** In consideration of the terms and conditions set forth below, the Parties enter into this Agreement.

3. **Term.** This Agreement will be effective upon the Effective Date and will continue until all obligations set forth herein have been completed.

4. **Purpose and Framework.** As described in the Recitals of this Agreement, the primary purpose of this Agreement is to set out the agreement between the Parties as to the following matters:

4.1. Reimbursement to Wilsonville by Sherwood of 33.30% of the total Project Costs.

4.2. Responsibilities for management and oversight of the Project.

5. **Responsibilities of Wilsonville.** Wilsonville will be responsible for all contracting of obligations and services required by this IGA, subject to active involvement and coordination with Sherwood on all key aspects of the Project. Specifically:

5.1. Wilsonville will perform or cause to be performed all tasks needed to design and construct the Project, including all permitting, management of the Stantec Contract, solicitation for and selection of a CM/GC Contractor (with input from Sherwood), and development of all construction documents, including the CM/GC Contract.

5.2. Wilsonville will make all Project design and construction plans and information available to Sherwood for review and comment. Such information will include: Project milestones; permitting; specifications; opinions of probable construction costs; plans, applications, and permit documents; and any other information as required for successful coordination and collaboration. The documentation will be available electronically and hosted by Wilsonville.

5.3. Wilsonville will prepare design plans and technical specifications for the Project. Wilsonville will provide Sherwood the opportunity to review and comment on the design prior to final design documents (minimum five (5) business days). Design documents include plans/drawings, specifications, standard details, engineer's opinion of probable construction costs, and other documents that are required for each milestone.

5.4. Wilsonville will prepare the Project construction package(s), including Request for Proposals, Proposal Rating Forms, Contract Forms, Standard General

Conditions, Special Provisions, Technical Specifications, design plans, and others as required for successful bidding and construction of the Project (collectively, “Contract Documents”) and will provide Sherwood the opportunity to review and comment on these documents prior to their finalization (minimum five (5) business days).

5.5. Wilsonville will administer the Project in compliance with all public contracting laws.

5.6. Wilsonville will be responsible for the overall management and administration of the Project.

5.7. Wilsonville will invite Sherwood to all regular design and construction coordination meetings, public information and outreach meetings, and other meetings as required for successful coordination and completion of the Project.

5.8. Wilsonville will be solely responsible for managing the Project schedule, including establishing milestones. Wilsonville will provide the construction contractor’s baseline schedule and monthly schedule updates for Sherwood’s review and comment (minimum five (5) business days).

5.9. In all instances where Wilsonville is required by the above provisions to provide Sherwood an opportunity to review and comment on documents, Wilsonville will incorporate reasonable Sherwood review comments that do not significantly impact Project Costs or Project schedule, and will also give consideration to reasonable Sherwood comments that may or will impact costs or schedule.

5.10. Wilsonville will provide Sherwood with a minimum of ten (10) calendar days to evaluate the CM/GC proposals prior to selecting the CM/GC and issuing notice of intent to award the Contract for the Project. Wilsonville will invite Sherwood to participate in CM/GC interviews. Prior to issuing notice of intent to award the Contract, Wilsonville will evaluate all bids and determine the best qualified contractor to be selected, based on a tabulation of scoring criteria. The contract will be awarded to the Contractor with the highest point score (not necessarily lowest initial bid), as long as the bid is under \$22,000,000 (the anticipated GC share of the estimated \$29,101,675 total Project amount).

5.11. Because this is a CM/GC contract, the maximum price for design and construction is not finally determined when the Contract is awarded. Wilsonville will keep Sherwood advised of any changes in the proposed price from the time of initial contract award as the design moves forward. Prior to or at the time of receipt of the final guaranteed maximum price, Wilsonville and Sherwood will confer to approve or disapprove the guaranteed maximum price for the total Project if it exceeds the estimated \$29,101,675 by more than 10%. If it does exceed this amount by more than 10%, the Parties will confer how to move forward and make a mutually acceptable determination.

5.12. Wilsonville will cause the CM/GC to name and endorse Wilsonville and Sherwood, their elected or appointed officials, officers, employees, consultants, and agents as additional insureds on all policies provided by the construction contractor under the Contract. The endorsements to policies shall provide for not less than thirty (30) days’ written notice of cancellation. Wilsonville will provide Sherwood with a copy of the

certificates for its records. Wilsonville will cause the construction contractor to extend indemnity and hold harmless provisions given to Wilsonville to Sherwood, its elected or appointed officials, officers, employees, consultants, and agents.

5.13. Wilsonville will have overall responsibility for Project administration and inspection of the work performed and will be responsible to monitor and manage the construction contractor's work as provided in the construction Contract Documents. Wilsonville's assigned Project Manager is Mike Nacrelli, who will be Sherwood's primary point of contact for the Project.

5.14. Wilsonville will provide a final cost accounting for the Project and Sherwood's share, including all internal and external costs, within forty-five (45) days of Final Completion of the Project and payment to all contractors and suppliers.

5.15. Wilsonville will require the CM/GC to submit a Quarterly Spending Report by the fifteenth (15th) day of the last month for each calendar quarter for the entire duration of the Contract. Wilsonville will provide a copy of the Quarterly Spending Report to Sherwood when it receives it from the construction contractor. This report shall include, at a minimum, the following information:

5.15.1. Total amount spent by the CM/GC and each subcontractor, vendor, and supplier for the quarter;

5.15.2. Subcontractor/subconsultant name, address, and type of service(s) provided; and

5.15.3. Other business information that may be required by Wilsonville or requested by Sherwood.

5.16. Wilsonville will submit to Sherwood all Project Change Orders, Construction Change Directives, or other proposed revisions to the Project for review if they have impacts on Project Costs or schedule. Wilsonville will endeavor to provide notice of potential Project Change Orders, claims, or disputes as early as reasonably possible.

5.17. Wilsonville will notify Sherwood of any significant disputes, delays, or claims relating to the Project.

5.18. Wilsonville will promptly notify Sherwood of any Contract claim or request for Change Order, along with Wilsonville's proposed response. If a claim or request for Change Order would increase Sherwood's share of the Project Costs, Sherwood will have five (5) business days to respond whether it approves or disapproves of the claim or request for Change Order. Wilsonville may resolve or settle any single claim or cumulative claims for Change Orders of up to \$50,000 without Sherwood's written approval. Thereafter, Sherwood must give written approval for all Change Orders.

6. **Responsibilities of Sherwood.** Sherwood designates Craig Sheldon as its Project Manager, who will be the designated point of contact for Wilsonville's Project Manager. The Wilsonville Project Manager shall have authority to accept and act upon the written directions and decisions of the Sherwood Project Manager. Sherwood agrees to diligently and timely respond to

all notices and requests from Wilsonville pertaining to the Project. It is Sherwood's responsibility to review and understand all Contract Documents and promptly raise any noted concerns with Wilsonville. If Sherwood disputes a Change Order, Sherwood will follow the processes outlined in **Section 8.3** below.

7. Invoicing and Payment Responsibilities of Parties. Wilsonville and Sherwood will establish an account and an Irrevocable Limited Power of Attorney Agreement with the Local Government Investment Pool ("Account"), which will authorize Wilsonville's Director of Finance to make monthly withdrawals from an account established by Sherwood for Sherwood's monthly share of each invoice submitted for the Project. The Power of Attorney Agreement will be signed and an account will be opened. The account will be fully funded by Sherwood, including a contingency in the amount of 20% of Sherwood's estimated share of the Project Costs. Sherwood's initial deposit for the cost of design work, consultation, and Wilsonville project management will be agreed upon by the Parties and deposited by Sherwood when the CM/GC is selected. Thereafter, Sherwood will make an additional deposit when the CM/GC maximum price is agreed upon, in the amount of Sherwood's 33.3% share of said price plus a 20% contingency. Wilsonville project management costs are estimated at 5.0% (and will not exceed 6.0% without the written approval of Sherwood) of the total design, CM/GC, and construction contracted amounts. The Account funding amount will be modified to reflect actual bid amounts prior to the Notice to Proceed. If subsequent Change Orders cause there to be insufficient funds remaining in the Account to pay for all of Sherwood's share of the Project Costs, Sherwood will deposit additional funds, as required, within thirty (30) days of written notice and supporting documentation thereof from Wilsonville. Before Sherwood's initial deposit, as described above, Sherwood will also reimburse Wilsonville for Sherwood's percentage share of all Project Costs already incurred, including payments already made by Wilsonville to Stantec and Wilsonville's own actual administrative costs already incurred.

7.1. Wilsonville will submit monthly invoices to Sherwood generally as described below:

7.1.1. Each invoice shall be accompanied with documentation supporting all requested costs for compensation or reimbursement.

7.1.2. Account withdrawals shall follow issuance of invoices. Each invoice shall show the actual cost and the percentage allocation between Sherwood and Wilsonville.

7.2. Wilsonville will submit a final invoice to Sherwood within forty-five (45) days of final completion of the Project.

7.3. If insufficient funds remain in Sherwood's account to pay the final invoice, Sherwood will pay the difference within thirty (30) days of receipt of the final invoice and supporting documentation.

8. Construction Change Directives and Change Orders.

8.1. Construction Change Directives will be as defined in the Contract between Wilsonville and the CM/GC. Wilsonville may unilaterally issue a Construction Change Directive that does not increase the Project Costs to Sherwood or materially affect the

Project schedule. Wilsonville will have sole responsibility to prepare Construction Change Directives, and all Construction Change Directives shall be issued through Wilsonville.

8.2. All modifications to either Contract that will change shared costs or impact the schedule will not be effective until approved by a written Change Order approved, in writing, by Wilsonville and the contractor requesting the Change Order. Change Orders that raise the Project Cost by more than \$50,000, as described in **Section 5.18**, must be approved, in writing, by both Wilsonville and Sherwood. Sherwood must respond with approval or disapproval for Change Orders to Wilsonville within five (5) days following receipt of the proposed Change Order. Wilsonville may direct the applicable contractor to perform the Change Order without Sherwood's prior consent if it reasonably deems emergency conditions exist or action is necessary to prevent adverse health or safety issues or prevent the plant operations from being stopped or delayed. In emergency circumstances, Wilsonville will provide notice reasonable under the circumstances, and Sherwood will respond in a timely manner reasonable under the circumstances. If Sherwood fails to respond to a Change Order request within five (5) days, Wilsonville will be entitled to assume Sherwood approves the Change Order and Wilsonville can sign and approve it.

8.3. If Sherwood disputes a Change Order, Sherwood will provide Wilsonville with the reason for the objection. Wilsonville may still elect to proceed with the Change Order, but with the understanding that Sherwood reserves all rights to contest payment and determine responsibility for payment under the Dispute Resolution provisions set forth below.

9. **Dispute Resolution.** If a dispute arises between the Parties regarding breach of this Agreement, interpretation of any term of this Agreement, or the validity of any Change Order, Construction Change Directive, or invoice, the Parties shall first attempt to resolve the dispute by negotiation, followed by mediation and, if unsuccessful, litigation.

9.1. Step One – Negotiation: The respective Public Works Directors of the Parties, or their designees, will negotiate on behalf of the Party each represents. If the dispute is resolved at this Step One, there shall be a written determination of such resolution, signed by each Party's City Manager and ratified by each governing body, if required by the governing body, which shall be binding upon the Parties. Step One will be deemed concluded and unsuccessful when a Party delivers notice, in writing, to the other Party that the Party desires to proceed to Step Two.

9.2. Step Two – Mediation: If the dispute cannot be resolved within ten (10) calendar days of Step One, or earlier after written notice given by either Party, the Parties shall submit the matter to non-binding mediation by a professional engineer with demonstrated substantial experience in the design, construction, and operation of complex municipal water treatment, transmission, distribution, and storage systems. The Parties shall attempt to agree on a mediator. If they cannot agree, the Parties shall request a list of five mediators from an entity or firm experienced in providing engineering mediation services who does not have an existing professional relationship with either Party. The Parties will mutually agree upon a mediator from the list provided. If the Parties cannot agree, one of the five names will be randomly selected by blind drawing. Any common

costs of mediation shall be borne equally by the Parties, who shall each bear their own costs and attorney fees. If the issue(s) is resolved at this Step Two, a written determination of such resolution shall be signed by each Party's City Manager and approved by their respective governing bodies, if required by the governing body, which shall be binding upon the Parties.

9.3. Step Three – Litigation: If mediation does not resolve the issue within thirty (30) calendar days of submission of the issue to mediation, either Party may initiate litigation in Clackamas County Circuit Court to resolve the dispute.

9.4. Equitable Remedies: The Parties understand and agree that water service is critical to each Party's customers and that monetary damages may be an insufficient remedy, considering the infrastructure involved. Therefore, the Parties expressly agree that equitable remedies, such as injunction or specific performance, must be contemplated and allowed by this Agreement at any time, and without the need of first going through Steps One or Two, if doing so would cause significant or irreparable harm.

10. **Default.** Either Party will be deemed to be in default if it fails to comply with any term, condition, or covenant in this Agreement. The Parties agree time is of the essence in the performance of this Agreement. The non-defaulting Party will provide the defaulting Party with written notice of default and allow thirty (30) calendar days within which to cure or diligently commence to cure the defect within a reasonable time. If a defaulting Party fails to cure or fails to diligently commence to cure the default within that time, the non-defaulting Party may elect to terminate this Agreement and sue for the amount owed by the defaulting Party to complete the Project. In the event there is any dispute over the amount due to be paid under this Agreement by either Party, the undisputed amount shall be paid immediately and the Agreement shall not be in default while the solution to the disputed payment portion is resolved under **Section 9**. As noted above, the Parties understand and agree that water service is critical to each Party's customers and that monetary damages may be an insufficient remedy, considering the infrastructure involved. Therefore, the Parties expressly agree that equitable remedies such as injunction or specific performance are specifically contemplated and allowed by this Agreement.

11. **Notices.** Notices regarding performance, breach, default, dispute resolution, or termination shall be deemed sufficient at the time of personal delivery or four business days (Monday-Friday, excluding holidays when city offices are closed) after deposited in the United States Mail, Certified Mail, Return Receipt Requested, postage prepaid, addressed to the Parties as follows:

City Manager
City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140
Email: gallj@sherwoodoregon.gov
Telephone: (503) 625-4200

City Manager
City of Wilsonville
29799 SW Town Center Loop East
Wilsonville, OR 97070
Email: cosgrove@ci.wilsonville.or.us
Telephone: (503) 570-1504

Notice may also be sent by email for faster delivery, as long as it is still delivered by one of the two methods provided above. Either Party may change its notice contact information above at any time by written notice to the other Party.

12. **Insurance and Indemnity.** To the full extent permitted by law, each Party agrees to indemnify and hold harmless the other, its elected officials, counsel, officers, employees, and agents from any and all claims, demands, damages, actions, or other harm caused by the sole negligence or intentional acts of that Party, including any attorney fees or other costs of defense. Further, independent of the indemnity obligation, and as may be allowed under law, each Party agrees to maintain general liability insurance in an amount not less than the current Oregon Tort Claim limits applicable to public agencies, as set forth in ORS 30.260 – 30.300.

13. **Succession.** This Agreement shall be binding upon any successors to the respective Parties, whether through merger, consolidation, or any other means. No transfer to a private, non-public entity is permissible without the consent of both Parties.

14. **Amendment.** The terms of this Agreement may be amended or supplemented by mutual written agreement, signed by Wilsonville and Sherwood and approved by their respective governing bodies.

15. **Good Faith and Cooperation.** The Parties agree and represent to each other good faith, complete cooperation, and due diligence in the performance of all obligations of the Parties pursuant to this Agreement.

16. **Governing Law and Venue.** This Agreement is governed by the laws of the State of Oregon. Venue will be in Clackamas County, Oregon.

17. **Legal Action/Attorney Fees.** If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing Party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

18. **Counterparts.** This Agreement may be signed in two counterparts, each of which shall be deemed an original and, when taken together, shall constitute one and the same agreement.

19. **Instruments of Further Assurance.** From time to time, at the request of either Party, each Party shall, without further consideration, execute and deliver such further instruments and shall take such further action as may be reasonably required to fully effectuate the purposes of this Agreement.

20. **Severability.** In case any one or more of the provisions contained in this Agreement shall be judicially deemed invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

21. **Time of the Essence.** Time is expressly made of the essence in the performance of this Agreement.

22. **Interpretation.** Wilsonville and Sherwood acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each Party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any Party.

23. **Authority.** Each Party signing on behalf of its City hereby warrants actual authority to bind their respective City.

IN WITNESS WHEREOF, the Parties, pursuant to official action of their respective governing bodies duly authorizing the same, have caused their respective authorized official to execute this Agreement on their City's behalf.

CITY OF SHERWOOD,
an Oregon municipal corporation

CITY OF WILSONVILLE,
an Oregon municipal corporation

Kristen Switzer, City Manager Pro Tem

Bryan Cosgrove, City Manager

APPROVED AS TO FORM

APPROVED AS TO FORM

Josh Soper, City Attorney

Barbara Jacobson, City Attorney

TO: Sherwood City Council

FROM: Kristen Switzer, City Manager Pro Tem

SUBJECT: Resolution 2021-045, Reappointing Brian Amer to the Parks and Recreation Advisory Board

Issue:

Shall the City Council reappoint Brian Amer to the Parks and Recreation Advisory Board?

Background:

A vacancy will exist in Position 1 on the Parks and Recreation Advisory Board due to the fact that Brian Amer's term will expire on June 30, 2021. The Mayor has recommended this reappointment to City Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

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

Financial Impacts:

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

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2021-045, reappointing Brian Amer to the Parks and Recreation Advisory Board.



RESOLUTION 2021-045

REAPPOINTING BRIAN AMER TO THE PARKS AND RECREATION ADVISORY BOARD

WHEREAS, a vacancy exists within Position 1 on the Parks and Recreation Advisory Board; and

WHEREAS, Brian Amer's term expires on June 30, 2021; and

WHEREAS, the Mayor has recommended to City Council that Brian Amer be reappointed; and

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

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

Section 1. The Sherwood City Council hereby reappoints Brian Amer to Position 1 of the Parks and Recreation Advisory Board for a term expiring at the end of June 2024.

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

Duly passed by the City Council this 21st day of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Kristen Switzer, City Manager Pro Tem

SUBJECT: Resolution 2021-046, Reappointing John Clifford to the Parks and Recreation Advisory Board

Issue:

Shall the City Council reappoint John Clifford to the Parks and Recreation Advisory Board?

Background:

A vacancy will exist in Position 4 on the Parks and Recreation Advisory Board due to the fact that John Clifford's term will expire on June 30, 2021. The Mayor has recommended this reappointment to City Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

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

Financial Impacts:

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

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2021-046, Reappointing John Clifford to the Parks and Recreation Advisory Board.



RESOLUTION 2021-046

**REAPPOINTING JOHN CLIFFORD TO THE PARKS AND RECREATION
ADVISORY BOARD**

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

WHEREAS, John Clifford's term expires on June 30, 2021; and

WHEREAS, the Mayor has recommended to City Council that John Clifford be reappointed; and

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

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

Section 1. The Sherwood City Council hereby reappoints John Clifford to Position 4 of the Parks and Recreation Advisory Board for a term expiring at the end of June 2024.

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

Duly passed by the City Council this 21st of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Kristen Switzer, City Manager Pro Tem

SUBJECT: Resolution 2021-047, Reappointing Joy Kuczer to the Parks and Recreation Advisory Board

Issue:

Shall the City Council reappoint Joy Kuczer to the Parks and Recreation Advisory Board?

Background:

A vacancy will exist in Position 8 on the Parks and Recreation Advisory Board due to the fact that Joy Kuczer's term will expire on June 30, 2021. The Mayor has recommended this reappointment to City Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

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

Financial Impacts:

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

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2021-047, Reappointing Joy Kuczer to the Parks and Recreation Advisory Board.



RESOLUTION 2021-047

REAPPOINTING JOY KUCZER TO THE PARKS AND RECREATION ADVISORY BOARD

WHEREAS, a vacancy exists within Position 8 on the Parks and Recreation Advisory Board; and

WHEREAS, Joy Kuczer's term expires on June 30, 2021; and

WHEREAS, the Mayor has recommended to City Council that Joy Kuczer be reappointed; and

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

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

Section 1. The Sherwood City Council hereby reappoints Joy Kuczer to Position 8 of the Parks and Recreation Advisory Board for a term expiring at the end of June 2022.

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

Duly passed by the City Council this 21st of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Maiya Martin Burbank, Senior Center Manager
Through: Kristen Switzer, City Manager Pro Tem

SUBJECT: Resolution 2021-048, Reappointing Erin Odom to the Senior Advisory Board

Issue:

Shall the City Council reappoint Erin Odom to the Senior Advisory Board?

Background:

A vacancy will exist in Position 3 on the Senior Advisory Board due to the fact that Erin Odom's term will expire on June 30, 2021. The Mayor has recommended this reappointment to City Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

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

Financial Impacts:

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

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2021-048, Reappointing Erin Odom to the Senior Advisory Board.



RESOLUTION 2021-048

REAPPOINTING ERIN ODOM TO THE SENIOR ADVISORY BOARD

WHEREAS, a vacancy exists within Position 3 on the Senior Advisory Board; and

WHEREAS, Erin Odom's term expires on June 30, 2021; and

WHEREAS, the Mayor has recommended to City Council that Erin Odom be reappointed; and

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

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

Section 1. The Sherwood City Council hereby reappoints Erin Odom to Position 3 of the Senior Advisory Board for a term expiring at the end of June 2024.

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

Duly passed by the City Council this 21st of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Maiya Martin Burbank, Senior Center Manager
Through: Kristen Switzer, City Manager Pro Tem

SUBJECT: Resolution 2021-049, Reappointing Nancy Phillips to the Senior Advisory Board

Issue:

Shall the City Council reappoint Nancy Phillips to the Senior Advisory Board?

Background:

A vacancy will exist in Position 1 on the Senior Advisory Board due to the fact that Nancy Phillips' term will expire on June 30, 2021. The Mayor has recommended this reappointment to City Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

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

Financial Impacts:

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

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2021-049, Reappointing Nancy Phillips to the Senior Advisory Board.



RESOLUTION 2021-049

REAPPOINTING NANCY PHILLIPS TO THE SENIOR ADVISORY BOARD

WHEREAS, a vacancy exists within Position 1 on the Senior Advisory Board; and

WHEREAS, Nancy Phillips' term expires on June 30, 2021; and

WHEREAS, the Mayor has recommended to City Council that Nancy Phillips be reappointed; and

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

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

Section 1. The Sherwood City Council hereby reappoints Nancy Phillips to Position 1 of the Senior Advisory Board for a term expiring at the end of June 2024.

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

Duly passed by the City Council this 21st of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Jeff Groth, Police Chief
Through: Kristen Switzer, City Manager Pro-Tem

SUBJECT: Resolution 2021-050, Reappointing Chris West to the Sherwood Police Advisory Board

Issue:

Should the City Council reappoint Chris West to the Sherwood Police Advisory Board?

Background:

Position #6 on the Police Advisory Board is currently held by Chris West. The term of office for this position expires on June 30, 2021. Chris West is seeking reappointment to this position with a new term that will expire June 30, 2022. Council Liaison Kim Young supports the reappointment of Chris West and the Mayor has recommended this appointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Financial Impacts:

There are no financial impacts from this proposed action.

Recommendation:

Staff respectfully recommends City Council's adoption of Resolution 2021-050, reappointing Chris West to position #6 on the Sherwood Police Advisory Board.



RESOLUTION 2021-050

REAPPOINTING CHRIS WEST TO THE SHERWOOD POLICE ADVISORY BOARD

WHEREAS, position #6 on the Police Advisory Board is currently held by Chris West and the term of this position expires on June 30, 2021; and

WHEREAS, Chris West is seeking reappointment to this position with a new expiration date of June 30, 2022; and

WHEREAS, Council Liaison Kim Young and Chief Jeff Groth support the reappointment of Chris West to this position; and

WHEREAS, the Mayor has recommended to Council that Chris West be reappointed; and

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

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

Section 1. The Sherwood City Council hereby appoints Chris West to the Sherwood Police Advisory Board, position #6, for a term expiring at the end of June 2022.

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

Duly passed by the City Council this 21st day of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Jeff Groth, Police Chief
Through: Kristen Switzer, City Manager Pro-Tem

SUBJECT: **Resolution 2021-051, Reappointing Diane Foster to the Sherwood Police Advisory Board**

Issue:

Should the City Council reappoint Diane Foster to the Sherwood Police Advisory Board?

Background:

Position #1 on the Police Advisory Board is currently held by Diane Foster. The term of office for this position expires on June 30, 2021. Diane Foster is seeking reappointment to this position with a new term that will expire June 30, 2024. Council Liaison Kim Young supports the reappointment of Diane Foster and the Mayor has recommended this appointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Financial Impacts:

There are no financial impacts from this proposed action.

Recommendation:

Staff respectfully recommends City Council's adoption of Resolution 2021-051, reappointing Diane Foster to the Sherwood Police Advisory Board.



RESOLUTION 2021-051

REAPPOINTING DIANE FOSTER TO THE SHERWOOD POLICE ADVISORY BOARD

WHEREAS, position #1 on the Police Advisory Board is currently held by Diane Foster and the term of this position expires on June 30, 2021; and

WHEREAS, Diane Foster is seeking reappointment to this position with a new expiration date of June 30, 2024; and

WHEREAS, Council Liaison Kim Young and Chief Jeff Groth support the reappointment of Diane Foster to this position; and

WHEREAS, the Mayor has recommended to Council that Diane Foster be reappointed; and

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

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

Section 1. The Sherwood City Council hereby appoints Diane Foster to the Sherwood Police Advisory Board, position #1, for a term expiring at the end of June 2024.

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

Duly passed by the City Council this 21st day of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Jeff Groth, Police Chief
Through: Kristen Switzer, City Manager Pro-Tem

SUBJECT: Resolution 2021-052, Reappointing Laurie Zwingli to the Sherwood Police Advisory Board

Issue:

Should the City Council reappoint Laurie Zwingli to the Sherwood Police Advisory Board?

Background:

Position #7 on the Police Advisory Board is currently held by Laurie Zwingli. The term of office for this position expires on June 30, 2021. Laurie Zwingli is seeking reappointment to this position with a new term that will expire June 30, 2023. Council Liaison Kim Young supports the reappointment of Laurie Zwingli and the Mayor has recommended this appointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Financial Impacts:

There are no financial impacts from this proposed action.

Recommendation:

Staff respectfully recommends City Council's adoption of Resolution 2021-052, reappointing Laurie Zwingli to the Sherwood Police Advisory Board.



RESOLUTION 2021-052

REAPPOINTING LAURIE ZWINGLI TO THE SHERWOOD POLICE ADVISORY BOARD

WHEREAS, position #7 on the Police Advisory Board is currently held by Laurie Zwingli and the term of this position expires on June 30, 2021; and

WHEREAS, Laurie Zwingli is seeking reappointment to this position with a new expiration date of June 30, 2023; and

WHEREAS, Council Liaison Kim Young and Chief Jeff Groth support the reappointment of Laurie Zwingli to this position; and

WHEREAS, the Mayor has recommended to Council that Laurie Zwingli be reappointed; and

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

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

Section 1. The Sherwood City Council hereby appoints Laurie Zwingli to the Sherwood Police Advisory Board, position #7, for a term expiring at the end of June 2023.

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

Duly passed by the City Council this 21st day of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Jeff Groth, Police Chief
Through: Kristen Switzer, City Manager Pro-Tem

SUBJECT: **Resolution 2021-053, Reappointing Megan Thornton to the Sherwood Police Advisory Board**

Issue:

Should the City Council reappoint Megan Thornton to the Sherwood Police Advisory Board?

Background:

Position #5 on the Police Advisory Board is currently held by Megan Thornton. The term of office for this position expires on June 30, 2021. Megan Thornton is seeking reappointment to this position with a new term that will expire June 30, 2024. Council Liaison Kim Young and supports the reappointment of Diane Foster and the Mayor has recommended this appointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Financial Impacts:

There are no financial impacts from this proposed action.

Recommendation:

Staff respectfully recommends City Council's adoption of Resolution 2021-053, reappointing Megan Thornton to the Sherwood Police Advisory Board.



RESOLUTION 2021-053

REAPPOINTING MEGAN THORNTON TO THE SHERWOOD POLICE ADVISORY BOARD

WHEREAS, position #5 on the Police Advisory Board is currently held by Megan Thornton and the term of this position expires on June 30, 2021; and

WHEREAS, Megan Thornton is seeking reappointment to this position with a new expiration date of June 30, 2024; and

WHEREAS, Council Liaison Kim Young and Chief Jeff Groth support the reappointment of Megan Thornton to this position; and

WHEREAS, the Mayor has recommended to Council that Megan Thornton be reappointed; and

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

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

Section 1. The Sherwood City Council hereby appoints Megan Thornton to the Sherwood Police Advisory Board, position #5, for a term expiring at the end of June 2024.

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

Duly passed by the City Council this 21st day of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Erika Palmer, Planning Manager
Through: Kristen Switzer, City Manager Pro Tem

SUBJECT: Resolution 2021-054, Reappointing Daniel Bantz to the Planning Commission

Issue:

Should the Council reappoint Daniel Bantz to the Planning Commission?

Background:

A Planning Commission vacancy exists due to a four-year term expiring on June 30, 2021. Planning Commissioner Daniel Bantz is seeking reappointment of position #3, a four year term. Daniel Bantz was appointed to serve on the Planning Commission on October 6, 2020 filling a vacant position (Resolution 2020-070).

Erika Palmer, Planning Manager, Jean Simson, Planning Commission Chair, and Council Liaison Doug Scott, recommended to Mayor Keith Mays that Daniel Bantz be reappointed to the Commission to fill position #3, which expires in June 2025. Mayor Keith Mays has recommended this appointment to Council. In accordance with Council Rules, all such appointments are subject to City Council's approval by resolution.

Financial Impacts:

There are no financial impacts from this proposed action.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2021-054 reappointing Daniel Bantz to the Planning Commission.



RESOLUTION 2021-054

REAPPOINTING DANIEL BANTZ TO THE SHERWOOD PLANNING COMMISSION

WHEREAS, a Planning Commission vacancy exists in position #3, due to Commissioner Bantz’s term expiring; and

WHEREAS, Commissioner Bantz is seeking reappointment; and

WHEREAS, the City posted a request for applications on the City website, and announced the vacancy before both the Planning Commission and the City Council; and

WHEREAS, Daniel Bantz applied to be reappointed;

WHEREAS, Planning Commission Chair, Jean Simson, Council Liaison, Doug Scott, and Planning Manager, Erika Palmer recommended to Mayor Mays that Daniel Bantz be reappointed to fill said vacancy; and

WHEREAS, Mayor Keith Mays has recommended to Council that Daniel Bantz be reappointed; and

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

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

Section 1. The Sherwood City Council hereby reappoints Daniel Bantz to fill position #3, a four-year term on the Planning Commission expiring at the end of June 2025.

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

Duly passed by the City Council this 21st day of June 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Erika Palmer, Planning Manager
Through: Kristen Switzer, City Manager Pro Tem

SUBJECT: Resolution 2021-055, Reappointing Jean Simson to the Planning Commission

Issue:

Should the Council reappoint Jean Simson to the Planning Commission?

Background:

A Planning Commission vacancy exists due to a four-year term expiring on June 30, 2021. Planning Commissioner Chair, Jean Simson, is seeking reappointment of position #6, a four year term. Erika Palmer, Planning Manager, and Doug Scott, Council Liaison to the Planning the Commission, recommended to Mayor Keith Mays that Jean Simson be reappointed to the Commission to fill position #6, which expires in June 2025. Mayor Keith Mays has recommended this appointment to Council. In accordance with Council Rules, all such appointments are subject to City Council's approval by resolution.

Financial Impacts:

There are no financial impacts from this proposed action.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2021-055, reappointing Jean Simson to the Planning Commission.



RESOLUTION 2021-055

REAPPOINTING JEAN SIMSON TO THE SHERWOOD PLANNING COMMISSION

WHEREAS, a Planning Commission vacancy exists in position #6, due to Commissioner Simson's term expiring; and

WHEREAS, Commissioner Simson is seeking reappointment; and

WHEREAS, the City posted a request for applications on the City website, and announced the vacancy before both the Planning Commission and the City Council; and

WHEREAS, Council Liaison, Doug Scott and Planning Manager, Erika Palmer recommended to Mayor Mays that Jean Simson be reappointed to fill said vacancy; and

WHEREAS, Mayor Keith Mays has recommended to Council that Jean Simson be reappointed; and

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

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

Section 1. The Sherwood City Council hereby appoints Jean Simson to fill position #6, a four-year term on the Planning Commission expiring at the end of June 2025.

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

Duly passed by the City Council this 21st day of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

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.

- 2% 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.



Home of the Tualatin River National Wildlife Refuge

The City of Sherwood, Oregon Master Fees and Charges

Effective 07/01/2021

Increases included in this document

Green: Rate increase from prior year – 2% (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): <ol style="list-style-type: none">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

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

Cable and Broadband Services

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

Natural Gas

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

Garbage / Solid Waste

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

Privilege Taxes and Associated Fees:

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

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

**SECTION 1
GENERAL CHARGES FOR SERVICE**

Public Records Fees

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

SECTION 2
LIBRARY

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
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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*	\$26.96	\$26.43 per card
Records/Background checks*	\$16.17	\$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 (<i>Not to exceed \$250</i>)	25% of the amount owed
Set-up fee for citation time payment plan paid in full, less than 30 days	\$10
Set-up fee for citation time payment plan paid in full in greater than 30 days (<i>Not to exceed \$250</i>)	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

SECTION 4
MUNICIPAL COURT

Dog Fees

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

SECTION 5
MARJORIE STEWART SENIOR CENTER

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.

<u>Hourly Facility Rentals</u>	<u>Resident Non-Prof</u>	<u>Non-Res Non-Prof</u>	<u>Resident</u>	<u>Non-Resident</u>
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

	<u>Once a week**</u>	<u>Once a week**</u>	<u>Twice a month***</u>	<u>Twice a month***</u>
	<u>Non Profit</u>	<u>For Profit</u>	<u>Non Profit</u>	<u>For Profit</u>
<u>Monthly Facility Rentals</u>				
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.

SECTION 5
PARKS AND RECREATION

Player Fees

	<u>Resident</u>	<u>Non-Resident</u>
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

<u>Natural Turf</u>	<u>Non-Peak (8am -3pm)</u>	<u>Peak (3pm – dark)</u>
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

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

High School Stadium/Turf

	<u>Resident</u>	<u>Non-Resident</u>
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

	<u>Resident</u>	<u>Non-Resident</u>
Camp/Tournament	\$25 per hour	\$35 per hour

SECTION 5
PARKS AND RECREATION

<u>Snyder Park Concessions Stand</u>	<u>Resident</u>	<u>Non-Resident</u>
	\$20 per day	N/A
	\$100 per month	
 <u>Gym Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
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)
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Picnic Shelters

	<u>Resident</u>	<u>Non-Resident</u>
Rentals at Pioneer Park, Murdock Park, and Woodhaven Park	\$50 4 hours	\$80 4 hours
	\$100 per day	\$150 per day
Rentals at Snyder Park and Stella Olsen Park	\$60 4 hours	\$90 4 hours
	\$120 per day	\$160 per day

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.

	<u>Resident</u>	<u>Non-Resident</u>
Amphitheater Rental	\$75 4 hours	\$100 4 hours
	\$150 per day	\$200 per day

When reserving the Amphitheater you must also reserve the picnic shelter

Community Garden

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

SECTION 5
PARKS AND RECREATION

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

SECTION 5
SHERWOOD CENTER FOR THE ARTS

Standard Facility Rentals

A fully refundable deposit in the amount of \$200 will be required for all Standard Facility Rentals and must be submitted with a signed contract to secure the facility rental. For rentals under \$200 in total fees, a deposit of \$50 must be submitted with a signed contract to secure the facility rental.

Main Hall

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

	<u>Resident</u>	<u>Non-Res</u>
Partial day (4 hours or less)	\$700	\$750
Full day (up to 8 hours)	\$1,300	\$1,400
Extended day (up to 16 hours)	\$2,400	\$2,600
 20% Non-Profit Discount		
Partial day (4 hours or less)	\$560	\$600
Full day (up to 8 hours)	\$1,040	\$1,120
Extended day (up to 16 hours)	\$1,920	\$2,080

Equipment & Additional Services

All fees are one-time charges based on usage as listed

Chairs	Included
Tables	Included
Theatre Seating	Included
Stage Riser	\$100
Pipe and Drape System	\$175
Kitchen	\$50
Piano	\$50
Carnival Games (charged per game, per day of use)	\$35 each
Basic Av (sounds & lights controlled from stage, mic, screen, projector, and podium)	\$50
Advanced Tech (sound and lights controlled from booth; multiple mics, monitors, light cues)	\$120
<i>requires an AV Technician for the event</i>	
Lift (Must provide operator certification)	\$200
Classroom(s) added to Main Hall rental	\$50 each partial day \$100 each full day+
Facility Monitor**	\$15 per hour
AV Technician (required if using Advanced Tech)	\$35 per hour

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

SECTION 5
SHERWOOD CENTER FOR THE ARTS

Classroom

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

	<u>Resident</u>	<u>Non-Res</u>
Meeting (2 hours or less)	\$80	\$90
Partial day (up to 4 hours)	\$150	\$170
Full day (up to 10 hours)	\$350	\$390

20% Non-Profit Discount

Meeting (2 hours or less)	\$64	\$72
Partial day (up to 4 hours)	\$120	\$136
Full day (up to 10 hours)	\$280	\$312

Equipment & Additional Services

All fees are one time charges based on usage as listed

Chairs	Included
Tables	Included
Kitchen	\$50
Portable Projector	\$30

Single Production Rentals

A fully refundable deposit in the amount of \$200 will be required for all Single Day Production Rentals and must be submitted with a signed contract to secure the facility rental. Rates are for public presentations occurring on a SINGLE DAY, the main focus of which is theatrical, dance, musical, and/or otherwise artistic in nature.

All Production Rentals must provide their own technical crew. Technician referrals are available on request.

Performance Days

	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$450	\$540
Full day (up to 10 hours)	\$600	\$720
Extended day (up to 16 hours)	\$800	\$960

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.

SECTION 5
SHERWOOD CENTER FOR THE ARTS

<u>Rehearsals</u> (may not be used on Fridays after 3pm or on Saturdays)	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$300	\$360
Full day (up to 10 hours)	\$450	\$540
Extended day (up to 16 hours)	\$600	\$720

20% Non-Profit Discount

Partial day (5 hours or less)	\$240	\$288
Full day (up to 10 hours)	\$360	\$432
Extended day (up to 16 hours)	\$480	\$576

Amenities and Equipment fees

All fees are one time charges based on usage as listed

Dressing Room	Included
Lobby	Included
Theatre seating up to 400 capacity	Included
Basic AV	Included
Tech usage fee (lights and sound)	\$100 per day
Classroom(s) (as additional dressing room)	\$20 per day
Lift (Must provide operator certification)	\$200 per production

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.

<u>Performance Days</u>	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$400	\$480
Full day (up to 10 hours)	\$600	\$720
Extended day (up to 16 hours)	\$800	\$960

20% Non-Profit Discount

Partial day (5 hours or less)	\$320	\$384
Full day (up to 10 hours)	\$480	\$576
Extended day (up to 16 hours)	\$640	\$768

SECTION 5
SHERWOOD CENTER FOR THE ARTS

Additional Rehearsal Days (may not be used on Fridays after 3pm or on Saturdays)

<u>Non-Performance Days</u>	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$300	\$360
Full day (up to 10 hours)	\$450	\$540
Extended day (up to 16 hours)	\$600	\$720

20% Non-Profit Discount

Partial day (5 hours or less)	\$240	\$288
Full day (up to 10 hours)	\$360	\$432
Extended day (up to 16 hours)	\$480	\$576

Amenities and Equipment fees

All fees are one time charges based on usage as listed

Dressing Room	Included
Lobby	Included
Theatre seating up to 400 capacity	Included
Basic AV	Included
Tech usage fee (lights and sound)	\$100 per day
Classroom(s) (as additional dressing room)	\$20 per day
Lift (Must provide operator certification)	\$200 per production

Discounts

The Arts Center Manager, in consultation with the City Manager, is authorized to offer discounted rates when he or she determines it is in the best interest of the Arts Center.

SECTION 6
UTILITY CHARGES FOR SERVICE

Water Utility Rates

RESIDENTIAL, MULTI-FAMILY, AND COMMERCIAL WATER SERVICE

A **residential customer** is defined as a customer whose meter service serves only one-single family dwelling unit. All dwelling units served by individual meters shall be charged the residential rate for service. For example, the residential rate shall apply where separate water meters provide service to each side of the duplex.

Multi-family customers are defined as customers whose meter services more than one dwelling unit. For the purposes of this rate resolution, dwelling unit shall be defined as any place of human habitation designed for occupancy based upon separate leases, rental agreements, or other written instruments. are defined as customers whose meter services more than one dwelling unit. For the purposes of this rate resolution, dwelling unit shall be defined as any place of human habitation designed for occupancy based upon separate leases, rental agreements, or other written instruments.

Commercial customers are defined as customers whose meter is for any use other than residential and Multi-family. Some examples of commercial uses include, but are not limited to: schools, hospitals, restaurants, and service stations.

Residential and Multi-Family Rates*

<u>Customer Class</u> <u>Meter Size</u>	<u>Base Charge</u>		<u>Consumption Rate (\$100/gallons)</u>			
	<u>(\$/Month)</u>		<u>First 21,000</u>		<u>Over 21,000</u>	
5/8 - 3/4"	\$21.95	\$21.52	\$0.60	\$0.59	\$0.95	\$0.93
3/4"	\$24.78	\$24.29	\$0.60	\$0.59	\$0.95	\$0.93
1"	\$27.13	\$26.60	\$0.60	\$0.59	\$0.95	\$0.93
1-1/2"	\$48.24	\$47.29	\$0.60	\$0.59	\$0.95	\$0.93
2"	\$70.15	\$68.77	\$0.60	\$0.59	\$0.95	\$0.93
3"	\$141.13	\$138.36	\$0.60	\$0.59	\$0.95	\$0.93
4"	\$239.18	\$234.49	\$0.60	\$0.59	\$0.95	\$0.93
6"	\$500.55	\$490.74	\$0.60	\$0.59	\$0.95	\$0.93
8"	\$926.52	\$908.35	\$0.60	\$0.59	\$0.95	\$0.93
10"	\$1,337.99	\$1,311.75	\$0.60	\$0.59	\$0.95	\$0.93

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

SECTION 6
UTILITY CHARGES FOR SERVICE

Commercial Rates

<u>Customer Class</u>	<u>Base Charge</u> <u>(\$/Month)</u>	<u>Consumption Rate (\$100/gallons)</u>	
		<u>First 21,000</u>	<u>Over 21,000</u>
<u>Meter Size</u>			
5/8 - 3/4"	\$22.25	\$0.65	\$0.65
3/4"	\$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:

<u>Customer Class</u>	<u>Base Charge</u>
<u>Meter Size</u>	
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.

SECTION 6
UTILITY CHARGES FOR SERVICE

Hydrant Rentals

Fire hydrant permits - mandatory for fire hydrant use

Three month permit (plus water usage at current rate)*	\$60.49 \$59.30
Six month permit (plus water usage at current rate)*	\$87.99 \$86.26
Twelve month permit (plus water usage at current rate)*	\$142.96 \$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*	\$55.00 \$53.92
Hydrant meter setup – Initial setup of meter on hydrant*	\$55.00 \$53.92
Flow testing of fire hydrants*	\$175.96 \$172.51

Account Activation and De-Activation

Water Service on or off at customer's request

Deposit for a NEW application of service for all tenant accounts & previous customers sent to collections	\$125
New account fee*	\$16.49 \$16.17
First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge
Activation after office hours and weekends*	\$65.98 \$64.69
Leaks or emergencies beyond customer control anytime	No Charge
Second call*	\$32.99 \$32.34
Non-leak or emergency turn offs after office hours or weekends*	\$55.00 \$53.92
All snowbird/vacant turn offs*	\$27.81 \$27.26

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

Turn on water during office hours, Monday through Friday*	\$65.98 \$64.69
After hours or weekends, an additional*	\$109.97 \$107.81
Meter tampering and/or using water without authority*	\$65.98 \$64.69
Broken promise turn off*	\$65.98 \$64.69
Door hangers (per door hanger)*	\$11.00 \$10.78

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

SECTION 6
UTILITY CHARGES FOR SERVICE

Additional Charges, If Necessary, To Enforce

Removal of meter*	\$87.99	\$86.26	
Reinstallation of meter			No Charge
Installation or removal of locking device-first occurrence*	\$55.00	\$53.92	
Installation or removal of locking device-second occurrence*	\$82.48	\$80.86	
Installation or removal of locking device-third occurrence *	\$164.96	\$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 by 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*	\$82.48	\$80.86	
Damage to AMI Register*	\$82.48	\$80.86	
Damage to AMI Antenna*	\$27.50	\$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", 3/4", 1")*	\$87.99	\$86.26	
Removal of meter for testing (5/8"x 3/4", 1")*	\$274.94	\$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.

SECTION 6
UTILITY CHARGES FOR SERVICE

Backflow Prevention Device Test Fee

Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually by a State Certified Backflow Tester of their choice. (Service on and off for non-compliance of annual testing and reporting, see Account Activation/De-Activation.)*

\$109.97 \$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.

<u>Meter Size</u>	<u>Drop-In Service</u>		<u>Dig-In Service</u>	
5/8" – 3/4"	\$395.91	\$388.15	\$2,303.98	\$2,258.80
3/4"	\$395.91	\$388.15	\$2,303.98	\$2,258.80
1"	\$802.81	\$787.07	\$2,710.88	\$2,657.73
1.5"	\$2,012.55	\$1,973.09	\$4,706.93	\$4,614.64
2"	\$3,354.25	\$3,288.48	\$6,048.64	\$5,930.04
3"	\$6,708.48	\$6,576.94	n/a	
4"	\$8,721.03	\$8,550.03	n/a	

Un-Authorized Water Hook Up*

Un-authorized water hook up **\$161.73** \$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.

SECTION 6
UTILITY CHARGES FOR SERVICE

Water Use Restriction - Penalties*

First notice of violation	\$108.24	\$106.12
Second notice of violation	\$329.14	\$322.69
Third notice of violation	\$552.04	\$541.22

Sanitary Rates

See appendix A for fees collected on behalf of CWS

Sherwood sewer utility user base rate per EDU *	\$5.72	\$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*	\$14.94	\$14.27
Damage or Repair to Storm Utility		actual time and material

Street Fees

	<u>Street Maintenance</u>	<u>Street Light</u>	<u>Sidewalk Repair</u>	<u>Safe/New Sidewalks</u>
Single family residential *	\$2.19 \$2.15	\$2.56 \$2.51	\$0.57 \$0.56	\$0.74 \$0.73
Monthly per Account				
Multi Family *	\$2.19 \$2.15	\$2.56 \$2.51	\$0.57 \$0.56	\$0.74 \$0.73
Monthly per EDU				
Non – residential/Commercial *	\$2.19 \$2.15	\$0.72 \$0.71	\$0.18 \$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

<u>Meter Size</u>	<u>Improvement Charge</u>	<u>Reimbursement Charge</u>	<u>Administrative Charge Per Meter</u>
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

<u>Use Type</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Flow Count</u>
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

SECTION 7
SYSTEM DEVELOPMENT CHARGES

Brookman Area*

<u>Use Type</u>	<u>Reimbursement</u>		<u>Improvement</u>		<u>Flow Count</u>
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*

<u>Use Type</u>	<u>Reimbursement</u>		<u>Improvement</u>		<u>Flow Count</u>
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

SECTION 7
SYSTEM DEVELOPMENT CHARGES

Storm SDC

Water quantity per ESU (SDC set by CWS)
Water quality per ESU (SDC set by CWS)
Total Storm Water SDC

Regional Storm Drainage Improvement Charge

\$321.75 \$308.00
\$263.25 \$252.00
\$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 <i>(Refundable if challenge is successful)</i>			\$50

Street SDC

Washington County Transportation Development Tax (TDT)

Reference Washington County for fees - <http://www.co.washington.or.us/>

City of Sherwood Street SDC:

The following charges are calculated by multiplying trip generation by the following:

<u>Residential Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Single Family – detached	210	\$1,874.64 \$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

SECTION 7
SYSTEM DEVELOPMENT CHARGES

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
<u>Institutional/Medical Transportation SDC</u>	<u>Code</u>		<u>Fee</u>	<u>Type</u>
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
<u>Commercial/Services SDC</u>	<u>Code</u>		<u>Fee</u>	<u>Type</u>
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
<u>Commercial/Services SDC (continued)</u>	<u>Code</u>		<u>Fee</u>	<u>Type</u>

SECTION 7
SYSTEM DEVELOPMENT CHARGES

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

SECTION 7
SYSTEM DEVELOPMENT CHARGES

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

<u>Port/Industrial</u>	<u>Code</u>	<u>Fee</u>		<u>Type</u>
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

SECTION 8
ENGINEERING CHARGES FOR SERVICE

Public Improvement Plans, Reviews, and Inspections (Subdivisions, Site Plans, Partitions)

Plan Review – 4% of Construction Cost for public infrastructure and non-proprietary on-site storm water treatment and detention systems (Fees due at plan review submittal. Fee based on engineer’s construction cost estimate. If estimate changes during the course of review, any balance or credit due will be payable at the time of the Compliance Agreement) includes review of the following:

- Water
- Street
- Grading
- Sewer
- Erosion Control
- Storm (on-site detention and non-proprietary treatment systems)

Inspections – 5% of Construction Costs for public infrastructure and non-proprietary on-site storm water treatment and detention system (Fees payable at the time the Compliance Agreement is signed). Includes inspection of the following for which permits were obtained:

- Water
- Street
- Grading
- Sewer
- Erosion Control
- Storm (on-site detention and non-proprietary treatment systems)

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)*	\$274.94	\$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.

SECTION 8
ENGINEERING CHARGES FOR SERVICE

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
<i>(Applicant pays 100% of actual expenses including staff time, if an application is submitted these fees will be credited against the plan review fees)</i>		
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)	
<i>(Applicant pays 100% of actual expenses including staff time)</i>	\$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*	\$4,558.11	\$4,468.74
Conditional use permit with concurrent type III or IV application*	\$2,278.52	\$2,233.84

Land Divisions / Adjustments

Lot line adjustment*	\$817.23	\$801.21	
Minor land partition*	\$2,143.36	\$2,101.33	
Expedited minor partition (added to the cost of the partition application)*	\$605.07	\$593.21	
Final plat processing (minor land partition)*	\$605.07	\$593.21	
Subdivision*	\$6,843.14	\$6,708.96	Flat fee+add'n lot fee
	\$21.56	\$21.14	per lot
Expedited subdivision <i>(Added to the cost of the subdivision application)*</i>	\$2,424.65	\$2,377.11	
Final plat processing (Subdivision)*	\$1,212.33	\$1,188.56	

Other Fees

Consultant as needed		actual costs
Community Development Code Plan Check <i>(payable at time of building permit submittal)</i>		
Residential permits*	\$115.82	\$113.55
ADUs Accessory Dwelling Units*	\$115.82	\$113.55
Commercial, Industrial, Multi-Family Permits*	\$727.39	\$713.13
<i>(Final Site Plan Review fee, if a final site plan review is not required this fee is not charged)</i>		
Design review team consultations/recommendations		staff time (see section 1)
Detailed site analysis letter*	\$165.61	\$162.36
Interpretive decisions by the Director*	\$362.61	\$355.50
Medical Marijuana Facility Special Use Permit*	\$303.08	\$297.14 plus notification fee

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

SECTION 9
PLANNING

Other Fees - Continued

Non-conforming use modification*	\$1,099.75	\$1,078.19	
Modification to application in review		\$500	
<i>(If modified after the application is deemed complete and the modification is needed to adequately review the app.)</i>			
Other land use action			
Administrative*	\$303.08	\$297.14	
Hearing required and/or use of Hearings Officer*	\$2,614.82	\$2,563.55	
Planning Re-inspection fee	\$64.73	\$63.46	each after 1st
Postponement/continuance hearings		\$300	
<i>(If applicant request is after notice has been published and/or staff report prepared)</i>			
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*	\$2,424.65	\$2,377.11
Planned Unit Development (PUD) - Final		See Site Plan Review Fee
<i>(Plus appropriate application fees (i.e. subdivisions, site plan, town-homes, etc.)</i>		

Refunds

- 75% refund if application is withdrawn prior to 30 day completeness
- 50% refund if withdrawn prior to public notice
- 25% refund if withdrawn prior to staff report

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

SECTION 9
PLANNING

Signage

Permanent signs on private property	\$150	First 32 sq ft
<i>(Excludes Home Occupation Signage)</i>	\$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)*.	\$6,843.14	\$6,708.96	
• Final site plan review (Type III and IV) (Due at the time of Building Permit submittal)*	\$713.13	\$699.15	
Site plan review (Type II)*	\$2,227.58	2183.9	
Minor modification to approved Site Plan*	\$303.08	\$297.14	
Major modification to approved Site Plan, Type II*	\$1,110.58	\$1,088.80	
Major modification to approved Site Plan, Type III or IV*	\$2,667.12	\$2,614.82	
Old Town overlay review*	\$274.94	\$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
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Time Extension to Approval

No hearing required	\$150
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Residential Design

	<u>Flat Fee</u>	<u>Per Lot</u>	<u>Total Fee</u>
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.

SECTION 9
PLANNING

Variance

Adjustment - <i>(Per lot and per standard to be varied) *</i>	\$55.20	\$54.12
Class A Variance - <i>(Per lot and per standard to be varied) *</i>	\$4,558.11	\$4,468.74
Class B Variance - <i>(Per lot and per standard to be varied) *</i>	\$1,212.33	\$1,188.56

Zone Amendments

Text amendment*	\$5,861.38	\$5,746.45
Map amendment*	\$5,861.38	\$5,746.45

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

SECTION 10
BUILDING

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)

SECTION 10
BUILDING

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

SECTION 10
BUILDING

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	
<i>See appendix A for surcharge collected on behalf of the State</i>			
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	

SECTION 10
BUILDING

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.

SECTION 10
BUILDING

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

	<u>Water lines</u>		<u>Sanitary Sewer Lines</u>		<u>Storm Sewer/ Footing Lines</u>	
For the first 100 feet or fraction thereof	\$61.02	\$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.

	<u>Water lines</u>		<u>Sanitary Sewer Lines</u>		<u>Storm Sewer/ Footing Lines</u>	
For the first 100 feet or fraction thereof	\$61.02	\$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

SECTION 10
BUILDING

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

SECTION 10
BUILDING

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 <i>(when approved by the Building Official)</i>	\$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	
<i>(Renewal of an application or permit where an extension has been requested in writing, and approval granted by the Building Official, prior to the original expiration date, provided no changes have been made in the original plans and specifications for such work)</i>		
Permit reinstatement fee		50% of amount required for a new permit or a percentage as determined by the Building Official based on the remaining inspections required.
<i>(This fee is for reinstatement of a permit, where a reinstatement request has been made in writing, and approval granted by the Building Official, provided no changes have been made in the original plans and specifications for such work.)</i>		

SECTION 10
BUILDING

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
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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, notwithstanding Resolution 2017-008, Council believes it is necessary and appropriate that the fees identified in that resolution be increased by 2% effective July 1, 2021 in order to partially account for past years in which inflation exceeded 2%; 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 21st day of June, 2021.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



Home of the Tualatin River National Wildlife Refuge

The City of Sherwood, Oregon Master Fees and Charges

Effective 07/01/2021



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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): <ol style="list-style-type: none">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

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

Cable and Broadband Services

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

Natural Gas

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

Garbage / Solid Waste

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

Privilege Taxes and Associated Fees:

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

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

**SECTION 1
GENERAL CHARGES FOR SERVICE**

Public Records Fees

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

SECTION 2
LIBRARY

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 hazariously located.

Police impounded vehicle fees	\$125 per vehicle
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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*	\$26.96 per card
Records/Background checks*	\$16.17 per request

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 <i>(Not to exceed \$250)</i>	25% of the amount owed
Set-up fee for citation time payment plan paid in full, less than 30 days	\$10
Set-up fee for citation time payment plan paid in full in greater than 30 days <i>(Not to exceed \$250)</i>	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

SECTION 4
MUNICIPAL COURT

Dog Fees

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

SECTION 5
MARJORIE STEWART SENIOR CENTER

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.

<u>Hourly Facility Rentals</u>	<u>Resident Non-Prof</u>	<u>Non-Res Non-Prof</u>	<u>Resident</u>	<u>Non-Resident</u>
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

	<u>Once a week**</u>	<u>Once a week**</u>	<u>Twice a month***</u>	<u>Twice a month***</u>
	<u>Non Profit</u>	<u>For Profit</u>	<u>Non Profit</u>	<u>For Profit</u>
<u>Monthly Facility Rentals</u>				
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
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SECTION 5
PARKS AND RECREATION

Player Fees

	<u>Resident</u>	<u>Non-Resident</u>
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

<u>Natural Turf</u>	<u>Non-Peak (8am -3pm)</u>	<u>Peak (3pm – dark)</u>
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
<u>Artificial Turf</u>	<u>Non-Peak (8am -3pm)</u>	<u>Peak (3pm – dark)</u>
Commercial/for profit-Resident	\$65 per hour	\$85 per hour
Commercial/for profit-Non-resident	\$75 per hour	\$100 per hour
Non-profit-Resident	\$50 per hour	\$65 per hour
Non-profit-Non-Resident	\$60 per hour	\$75 per hour
Private reservation-Resident	\$60 per hour	\$75 per hour
Private reservation-Non-Resident	\$75 per hour	\$100 per hour
Light Fee	\$25 per hour	\$25 per hour
<u>High School Stadium/Turf</u>	<u>Resident</u>	<u>Non-Resident</u>
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)
<u>Snyder Park Tennis Court</u>	<u>Resident</u>	<u>Non-Resident</u>
Camp/Tournament	\$25 per hour	\$35 per hour
<u>Snyder Park Concessions Stand</u>	<u>Resident</u>	<u>Non-Resident</u>
	\$20 per day	N/A
	\$100 per month	

SECTION 5
PARKS AND RECREATION

Gym Fees

	<u>Resident</u>	<u>Non-Resident</u>
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)
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Picnic Shelters

	<u>Resident</u>	<u>Non-Resident</u>
Rentals at Pioneer Park, Murdock Park, and Woodhaven Park	\$50 4 hours	\$80 4 hours
	\$100 per day	\$150 per day
Rentals at Snyder Park and Stella Olsen Park	\$60 4 hours	\$90 4 hours
	\$120 per day	\$160 per day

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.

	<u>Resident</u>	<u>Non-Resident</u>
Amphitheater Rental	\$75 4 hours	\$100 4 hours
	\$150 per day	\$200 per day

When reserving the Amphitheater you must also reserve the picnic shelter

Community Garden

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

SECTION 5
PARKS AND RECREATION

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

	<u>Resident</u>	<u>Non-Resident</u>
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

SECTION 5
SHERWOOD CENTER FOR THE ARTS

Standard Facility Rentals

A fully refundable deposit in the amount of \$200 will be required for all Standard Facility Rentals and must be submitted with a signed contract to secure the facility rental. For rentals under \$200 in total fees, a deposit of \$50 must be submitted with a signed contract to secure the facility rental.

Main Hall

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

	<u>Resident</u>	<u>Non-Res</u>
Partial day (4 hours or less)	\$700	\$750
Full day (up to 8 hours)	\$1,300	\$1,400
Extended day (up to 16 hours)	\$2,400	\$2,600
 20% Non-Profit Discount		
Partial day (4 hours or less)	\$560	\$600
Full day (up to 8 hours)	\$1,040	\$1,120
Extended day (up to 16 hours)	\$1,920	\$2,080

Equipment & Additional Services

All fees are one-time charges based on usage as listed

Chairs	Included
Tables	Included
Theatre Seating	Included
Stage Riser	\$100
Pipe and Drape System	\$175
Kitchen	\$50
Piano	\$50
Carnival Games (charged per game, per day of use)	\$35 each
Basic Av (sounds & lights controlled from stage, mic, screen, projector, and podium)	\$50
Advanced Tech (sound and lights controlled from booth; multiple mics, monitors, light cues)	\$120
<i>requires an AV Technician for the event</i>	
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.
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SECTION 5
SHERWOOD CENTER FOR THE ARTS

Classroom

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

	<u>Resident</u>	<u>Non-Res</u>
Meeting (2 hours or less)	\$80	\$90
Partial day (up to 4 hours)	\$150	\$170
Full day (up to 10 hours)	\$350	\$390

20% Non-Profit Discount

Meeting (2 hours or less)	\$64	\$72
Partial day (up to 4 hours)	\$120	\$136
Full day (up to 10 hours)	\$280	\$312

Equipment & Additional Services

All fees are one time charges based on usage as listed

Chairs	Included
Tables	Included
Kitchen	\$50
Portable Projector	\$30

Single Production Rentals

A fully refundable deposit in the amount of \$200 will be required for all Single Day Production Rentals and must be submitted with a signed contract to secure the facility rental. Rates are for public presentations occurring on a SINGLE DAY, the main focus of which is theatrical, dance, musical, and/or otherwise artistic in nature.

All Production Rentals must provide their own technical crew. Technician referrals are available on request.

Performance Days

	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$450	\$540
Full day (up to 10 hours)	\$600	\$720
Extended day (up to 16 hours)	\$800	\$960

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

SECTION 5
SHERWOOD CENTER FOR THE ARTS

<u>Rehearsals</u> (may not be used on Fridays after 3pm or on Saturdays)	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$300	\$360
Full day (up to 10 hours)	\$450	\$540
Extended day (up to 16 hours)	\$600	\$720
<i>20% Non-Profit Discount</i>		
Partial day (5 hours or less)	\$240	\$288
Full day (up to 10 hours)	\$360	\$432
Extended day (up to 16 hours)	\$480	\$576
<u>Amenities and Equipment fees</u>		
<i>All fees are one time charges based on usage as listed</i>		
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.

<u>Performance Days</u>	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$400	\$480
Full day (up to 10 hours)	\$600	\$720
Extended day (up to 16 hours)	\$800	\$960
<i>20% Non-Profit Discount</i>		
Partial day (5 hours or less)	\$320	\$384
Full day (up to 10 hours)	\$480	\$576
Extended day (up to 16 hours)	\$640	\$768

SECTION 5
SHERWOOD CENTER FOR THE ARTS

Additional Rehearsal Days (may not be used on Fridays after 3pm or on Saturdays)

<u>Non-Performance Days</u>	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$300	\$360
Full day (up to 10 hours)	\$450	\$540
Extended day (up to 16 hours)	\$600	\$720

20% Non-Profit Discount

Partial day (5 hours or less)	\$240	\$288
Full day (up to 10 hours)	\$360	\$432
Extended day (up to 16 hours)	\$480	\$576

Amenities and Equipment fees

All fees are one time charges based on usage as listed

Dressing Room	Included
Lobby	Included
Theatre seating up to 400 capacity	Included
Basic AV	Included
Tech usage fee (lights and sound)	\$100 per day
Classroom(s) (as additional dressing room)	\$20 per day
Lift (Must provide operator certification)	\$200 per production

Discounts

The Arts Center Manager, in consultation with the City Manager, is authorized to offer discounted rates when he or she determines it is in the best interest of the Arts Center.

SECTION 6
UTILITY CHARGES FOR SERVICE

Water Utility Rates

RESIDENTIAL, MULTI-FAMILY, AND COMMERCIAL WATER SERVICE

A **residential customer** is defined as a customer whose meter service serves only one-single family dwelling unit. All dwelling units served by individual meters shall be charged the residential rate for service. For example, the residential rate shall apply where separate water meters provide service to each side of the duplex.

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*

<u>Customer Class</u> <u>Meter Size</u>	<u>Base Charge</u> <u>(\$/Month)</u>	<u>Consumption Rate (\$100/gallons)</u>	
		<u>First 21,000</u>	<u>Over 21,000</u>
5/8 - 3/4"	\$21.95	\$0.60	\$0.95
¾"	\$24.78	\$0.60	\$0.95
1"	\$27.13	\$0.60	\$0.95
1-1/2"	\$48.24	\$0.60	\$0.95
2"	\$70.15	\$0.60	\$0.95
3"	\$141.13	\$0.60	\$0.95
4"	\$239.18	\$0.60	\$0.95
6"	\$500.55	\$0.60	\$0.95
8"	\$926.52	\$0.60	\$0.95
10"	\$1,337.99	\$0.60	\$0.95

* Indicates rates that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.
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SECTION 6
UTILITY CHARGES FOR SERVICE

Commercial Rates

<u>Customer Class</u>	<u>Base Charge</u> <u>(\$/Month)</u>	<u>Consumption Rate (\$100/gallons)</u>	
		<u>First 21,000</u>	<u>Over 21,000</u>
<u>Meter Size</u>			
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:

<u>Customer Class</u>	<u>Base Charge</u>
<u>Meter Size</u>	
4" and under	\$32.52
6"	\$54.35
8"	\$77.17
10"	\$106.16
Water service connection in ROW	Actual time and materials

SECTION 6
UTILITY CHARGES FOR SERVICE

Hydrant Rentals

Fire hydrant permits - mandatory for fire hydrant use

Three month permit (plus water usage at current rate)*	\$60.49
Six month permit (plus water usage at current rate)*	\$87.99
Twelve month permit (plus water usage at current rate)*	\$142.96
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*	\$55.00
Hydrant meter setup – Initial setup of meter on hydrant*	\$55.00
Flow testing of fire hydrants*	\$175.96

Account Activation and De-Activation

Water Service on or off at customer's request

Deposit for a NEW application of service for all tenant accounts & previous customers sent to collections	\$125
New account fee*	\$16.49
First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge
Activation after office hours and weekends*	\$65.98
Leaks or emergencies beyond customer control anytime	No Charge
Second call*	\$32.99
Non-leak or emergency turn offs after office hours or weekends*	\$55.00
All snowbird/vacant turn offs*	\$27.81

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

Turn on water during office hours, Monday through Friday*	\$65.98
After hours or weekends, an additional*	\$109.97
Meter tampering and/or using water without authority*	\$65.98
Broken promise turn off*	\$65.98
Door hangers (per door hanger)*	\$11.00

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.
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SECTION 6
UTILITY CHARGES FOR SERVICE

Additional Charges, If Necessary, To Enforce

Removal of meter*	\$87.99
Reinstallation of meter	No Charge
Installation or removal of locking device-first occurrence*	\$55.00
Installation or removal of locking device-second occurrence*	\$82.48
Installation or removal of locking device-third occurrence *	\$164.96 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 by 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*	\$82.48
Damage to AMI Register*	\$82.48
Damage to AMI Antenna*	\$27.50
Water Model for Development	\$1,000.00
(Developments of 20 plus lots, development of industrial or commercial higher elevation developments and/or as determined necessary by Public	

Testing Water Meters at Customer/Owner's Request

Testing on premises (5/8" x 3/4", 3/4", 1")*	\$87.99
Removal of meter for testing (5/8" x 3/4", 1")*	\$274.94
Testing of meters larger than 1"	parts and labor

SECTION 6
UTILITY CHARGES FOR SERVICE

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

\$109.97

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.

<u>Meter Size</u>	<u>Drop-In Service</u>	<u>Dig-In Service</u>
5/8" – 3/4"	\$395.91	\$2,303.98
3/4"	\$395.91	\$2,303.98
1"	\$802.81	\$2,710.88
1.5"	\$2,012.55	\$4,706.93
2"	\$3,354.25	\$6,048.64
3"	\$6,708.48	n/a
4"	\$8,721.03	n/a

Un-Authorized Water Hook Up*

Un-authorized water hook up \$161.73 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.
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SECTION 6
UTILITY CHARGES FOR SERVICE

Water Use Restriction - Penalties*

First notice of violation	\$108.24
Second notice of violation	\$329.14
Third notice of violation	\$552.04

Sanitary Rates

See appendix A for fees collected on behalf of CWS

Sherwood sewer utility user base rate per EDU *	\$5.72
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*	\$14.94
Damage or Repair to Storm Utility	actual time and material

Street Fees

	<u>Street Maintenance</u>	<u>Street Light</u>	<u>Sidewalk Repair</u>	<u>Safe/New Sidewalks</u>
Single family residential *	\$2.19	\$2.56	\$0.57	\$0.74
Monthly per Account				
Multi Family *	\$2.19	\$2.56	\$0.57	\$0.74
Monthly per EDU				
Non – residential/Commercial *	\$2.19	\$0.72	\$0.18	
Monthly per ESU				

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.
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SECTION 7
SYSTEM DEVELOPMENT CHARGES

Water SDC

<u>Meter Size</u>	<u>Improvement Charge</u>	<u>Reimbursement Charge</u>	<u>Administrative Charge Per Meter</u>
5/8-3/4"	\$2,107.94	\$4,348.15	\$84.37
3/4"	\$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
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Sewer SDC

UGB Minus Brookman and Tonquin Employment Area

<u>Use Type</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Flow Count</u>
Single family residence	\$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

SECTION 7
SYSTEM DEVELOPMENT CHARGES

Brookman Area*

<u>Use Type</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Flow Count</u>
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*

<u>Use Type</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Flow Count</u>
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

SECTION 7
SYSTEM DEVELOPMENT CHARGES

Storm SDC

<u>Storm SDC</u>	<u>Regional Storm Drainage Improvement Charge</u>
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
<i>One equivalent service unit (ESU) equals 2,640 square feet.</i>	

Parks SDC

<u>Parks and Recreation</u>	<u>Administration</u>	<u>Improvement</u>	<u>Total Fee</u>
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 <i>(Refundable if challenge is successful)</i>			\$50

Street SDC

Washington County Transportation Development Tax (TDT)

Reference Washington County for fees - <http://www.co.washington.or.us/>

City of Sherwood Street SDC:

The following charges are calculated by multiplying trip generation by the following:

<u>Residential Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Single Family – detached	210	\$1,874.64	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

SECTION 7
SYSTEM DEVELOPMENT CHARGES

<u>Recreational Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
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
<u>Institutional/Medical Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
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
<u>Commercial/Services SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
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

SECTION 7
SYSTEM DEVELOPMENT CHARGES

<u>Commercial/Services SDC (continued)</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
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

SECTION 7
SYSTEM DEVELOPMENT CHARGES

<u>Office SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
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

<u>Port/Industrial</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
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

SECTION 8
ENGINEERING CHARGES FOR SERVICE

Public Improvement Plans, Reviews, and Inspections (Subdivisions, Site Plans, Partitions)

Plan Review – 4% of Construction Cost for public infrastructure and non-proprietary on-site storm water treatment and detention systems (Fees due at plan review submittal. Fee based on engineer’s construction cost estimate. If estimate changes during the course of review, any balance or credit due will be payable at the time of the Compliance Agreement) includes review of the following:

- Water
- Street
- Grading
- Sewer
- Erosion Control
- Storm (on-site detention and non-proprietary treatment systems)

Inspections – 5% of Construction Costs for public infrastructure and non-proprietary on-site storm water treatment and detention system (Fees payable at the time the Compliance Agreement is signed). Includes inspection of the following for which permits were obtained:

- Water
- Street
- Grading
- Sewer
- Erosion Control
- Storm (on-site detention and non-proprietary treatment systems)

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)*	\$274.94 per sign
Street Trees	\$200.00 per tree

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.
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SECTION 8
ENGINEERING CHARGES FOR SERVICE

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
<i>(Applicant pays 100% of actual expenses including staff time, if an application is submitted these fees will be credited against the plan review fees)</i>		
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)	\$4,000
<i>(Applicant pays 100% of actual expenses including staff time)</i>	

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* \$4,558.11
Conditional use permit with concurrent type III or IV application* \$2,278.52

Land Divisions / Adjustments

Lot line adjustment* \$817.23
Minor land partition* \$2,143.36
Expedited minor partition (added to the cost of the partition application)* \$605.07
Final plat processing (minor land partition)* \$605.07
Subdivision* \$6,843.14 Flat fee+add'n lot fee
\$21.56 per lot
Expedited subdivision (*Added to the cost of the subdivision application*)* \$2,424.65
Final plat processing (Subdivision)* \$1,212.33

Other Fees

Consultant as needed actual costs
Community Development Code Plan Check (*payable at time of building permit submittal*)
 Residential permits* \$115.82
 ADUs Accessory Dwelling Units* \$115.82
 Commercial, Industrial, Multi-Family Permits* \$727.39
 (*Final Site Plan Review fee, if a final site plan review is not required this fee is not charged*)
Design review team consultations/recommendations staff time (see section 1)
Detailed site analysis letter* \$165.61
Interpretive decisions by the Director* \$362.61
Medical Marijuana Facility Special Use Permit* \$303.08 plus notification fee

SECTION 9
PLANNING

Other Fees - Continued

Non-conforming use modification*	\$1,099.75
Modification to application in review <i>(If modified after the application is deemed complete and the modification is needed to adequately review the app.)</i>	\$500
Other land use action	
Administrative*	\$303.08
Hearing required and/or use of Hearings Officer*	\$2,614.82
Planning Re-inspection fee	\$64.73 each after 1st
Postponement/continuance hearings <i>(If applicant request is after notice has been published and/or staff report prepared)</i>	\$300
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*	\$2,424.65
Planned Unit Development (PUD) - Final <i>(Plus appropriate application fees (i.e. subdivisions, site plan, town-homes, etc.)</i>	See Site Plan Review Fee

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

SECTION 9
PLANNING

Signage

Permanent signs on private property <i>(Excludes Home Occupation Signage)</i>	\$150	First 32 sq ft
	\$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)*.	\$6,843.14	
• Final site plan review (Type III and IV) (Due at the time of Building Permit submittal)*	\$713.13	
Site plan review (Type II)*	\$2,227.58	
Minor modification to approved Site Plan*	\$303.08	
Major modification to approved Site Plan, Type II*	\$1,110.58	
Major modification to approved Site Plan, Type III or IV*	\$2,667.12	
Old Town overlay review*	\$274.94	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
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Time Extension to Approval

No hearing required	\$150
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Residential Design

	<u>Flat Fee</u>	<u>Per Lot</u>	<u>Total Fee</u>
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

SECTION 9
PLANNING

Variance

Adjustment - <i>(Per lot and per standard to be varied) *</i>	\$55.20
Class A Variance - <i>(Per lot and per standard to be varied) *</i>	\$4,558.11
Class B Variance - <i>(Per lot and per standard to be varied) *</i>	\$1,212.33

Zone Amendments

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

SECTION 10
BUILDING

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)

SECTION 10
BUILDING

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

SECTION 10
BUILDING

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	
<i>See appendix A for surcharge collected on behalf of the State</i>		
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

SECTION 10
BUILDING

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

SECTION 10
BUILDING

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

	<u>Water lines</u>	<u>Sanitary Sewer Lines</u>	<u>Storm Sewer/ Footing Lines</u>
For the first 100 feet or fraction thereof	\$61.02	\$61.02	\$61.02
For each additional 100 feet or fraction thereof	\$33.57 each	\$33.57 each	\$33.57 each

Plumbing Permits – Commercial, Industrial, and Multi-Family

Based on the number of fixtures, appurtenances and piping with a set minimum fee.

Plan Review Fee – Commercial	30% of plumbing permit fee (when required)
Minimum Fee	\$74.29
New and/or Additional fixture, item or appurtenance	\$18.31 each
Alteration of fixture, item or appurtenance	\$18.31 each

See appendix A for surcharge collected on behalf of the State.

	<u>Water lines</u>	<u>Sanitary Sewer Lines</u>	<u>Storm Sewer/ Footing Lines</u>
For the first 100 feet or fraction thereof	\$61.02	\$61.02	\$61.02
For each additional 100 feet or fraction thereof	\$61.02 each	\$33.57 each	\$33.57 each

Residential Fire Sprinkler System Fees

Total Square Footage (including Garage)

SECTION 10
BUILDING

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.

SECTION 10
BUILDING

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 <i>(when approved by the Building Official)</i>	\$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	
<i>(Renewal of an application or permit where an extension has been requested in writing, and approval granted by the Building Official, prior to the original expiration date, provided no changes have been made in the original plans and specifications for such work)</i>		
Permit reinstatement fee	50% of amount required for a new permit or a percentage as determined by the Building Official based on the remaining inspections required.	
<i>(This fee is for reinstatement of a permit, where a reinstatement request has been made in writing, and approval granted by the Building Official, provided no changes have been made in the original plans and specifications for such work.)</i>		

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
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Approved Minutes



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 21, 2021

SPECIAL MEETING

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 6:04 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, Public Works Director Craig Sheldon, Police Chief Jeff Groth, Senior IT Analyst Andrew Thomas, Finance Director David Bodway, and City Recorder Sylvia Murphy.

4. **APPROVAL OF AGENDA:**

MOTION: FROM COUNCILOR GRIFFIN TO APPROVE THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

5. **CONSENT AGENDA**

- A. **Resolution 2021-028, Authorizing Full Faith and Credit Financing**
- B. **Resolution 2021-044, Authorizing the City Manager Pro Tem to Enter into an Intergovernmental Agreement with the City of Wilsonville for Construction and Funding of a Water Treatment Plant Expansion/Improvement Project**
- C. **Resolution 2021-045 Reappointing Brian Amer to the Parks and Recreation Advisory Board**
- D. **Resolution 2021-046 Reappointing John Clifford to the Parks and Recreation Advisory Board**
- E. **Resolution 2021-047 Reappointing Joy Kuczer to the Parks and Recreation Advisory Board**
- F. **Resolution 2021-048 Reappointing Erin Odom to the Senior Advisory Board**
- G. **Resolution 2021-049 Reappointing Nancy Phillips to the Senior Advisory Board**
- H. **Resolution 2021-050 Reappointing Chris West to the Sherwood Police Advisory Board**
- I. **Resolution 2021-051 Reappointing Diane Foster to the Sherwood Police Advisory**
- J. **Resolution 2021-052 Reappointing Laurie Zwingli to the Sherwood Police Advisory Board**
- K. **Resolution 2021-053 Reappointing Megan Thornton to the Sherwood Police Advisory Board**
- L. **Resolution 2021-054 Reappointing Daniel Bantz to the Planning Commission**
- M. **Resolution 2021-055 Reappointing Jean Simson to the Planning Commission**

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCIL PRESIDENT ROSENER. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

6. PUBLIC HEARING

A. 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 Recorder read the public hearing statement and reported that no public comments had been submitted.

Finance Director David Bodway explained that this hearing was a continuation from the June 15th Council meeting regarding the fee schedule. He reported that Council had suggested that the CPI be increased from 1.5% to 2%. He explained that every item highlighted in green in the agenda packet had since been increased to the recommended 2%. Mr. Bodway explained that these fees were reviewed yearly during the budget process in order to determine if there needed to be any fee increases to keep up with inflation. Councilor Griffin asked Mr. Bodway to explain what the different font colors meant in the document. Mr. Bodway explained that green meant that there was a rate increase from the prior year (2% CPI) as per Resolution 2017-008, purple meant that there had been a rate increase from the prior year rate (ENR 4.01%, CPI-W 2.4%) per Resolution 2018-049, blue meant that it had been changed from the prior year, and the yellow highlight meant "other." Councilor Young clarified that the CPI for this year was only 1.5%, but the City had the allowance where it could raise the CPI to 2% per a previous ballot measure that was now a part of the City Charter. Mr. Bodway replied that was correct and added that there had been years when the CPI was more than 2%, but the City did not charge more than 2%, which caused the City to fall behind, and this would allow the City to help recover from prior fiscal years. Mayor Mays closed the public hearing portion and asked for discussion or a motion.


MOTION: FROM COUNCILOR YOUNG TO APPROVE 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. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

7. ADJOURN

Mayor Mays adjourned the meeting at 6:12 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Keith Mays, Mayor