



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, June 24, 2025

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

6:00 pm City Council Special Meeting

URA Board of Director Meeting
(Following the 6:00 pm City Council meeting)

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



Home of the Tualatin River National Wildlife Refuge

6:00 PM SPECIAL CITY COUNCIL MEETING

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

- A. Resolution 2025-046, Approving the City Investment Policy and Authorizing Investments**
(David Bodway, Finance Director)
- B. Resolution 2025-047, Certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues** (David Bodway, Finance Director)
- C. Resolution 2025-048, Updating the City's Minimum Capitalization Threshold for Capital Assets**
(David Bodway, Finance Director)

6. CITIZEN COMMENTS

7. PUBLIC HEARINGS

- A. Resolution 2025-049, Adopting a Supplemental Budget for fiscal year 2024-25 and making appropriations** (David Bodway, Finance Director)
- B. Resolution 2025-050, Declaring the City's Election to Receive State Shared Revenues**
(David Bodway, Finance Director)
- C. Resolution 2025-051, Adopting a Schedule of Fees as authorized by the City Zoning and Community Development Code, establishing fees for miscellaneous city services and establishing an effective date** (David Bodway, Finance Director)
- D. Resolution 2025-052, Adopting the Biennial Year 2025-27 budget of the City of Sherwood for the biennial budget period July 1, 2025 - June 30, 2027, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget** (David Bodway, Finance Director)

8. ADJOURN TO URA BOARD OF DIRECTORS MEETING

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

AGENDA

SHERWOOD CITY COUNCIL June 24, 2025

6:00 pm City Council Special Meeting

URA Board of Directors Meeting (Following the 6:00 pm City Council Meeting)

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

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

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

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

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

TO: Sherwood City Council

FROM: David Bodway, Finance Director

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

SUBJECT: Resolution 2025-046, Approving the City Investment Policy and Authorizing Investments

Issue:

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

Background:

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

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

Financial Impacts:

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

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2025-046, Approving the City Investment Policy and Authorizing Investments.



RESOLUTION 2025-046

APPROVING THE CITY INVESTMENT POLICY AND AUTHORIZING INVESTMENTS

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

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

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

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

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

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

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

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

Duly passed by the City Council this 24th day of June, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



CITY OF SHERWOOD FINANCIAL POLICY

DEPARTMENT: Finance

POLICY STATEMENT: Investment Policy

ORIGINATION DATE: June 19, 2018

RE-APPROVAL DATES: June 18, 2019, June 16, 2020, June 15, 2021, June 29, 2022, June 20, 2023, June 18, 2024, June 24, 2025

REVISION DATES:

I. Purpose

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

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

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

II. Governing Authority

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

III. Scope

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

IV. General Objectives

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

1. Preservation of Invested Capital

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

2. Liquidity

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

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

3. Return

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

V. Standards of Care

1. Prudence

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

The "prudent person" standard states:

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

2. Ethics and Conflicts of Interest

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

3. Delegation of Authority and Responsibilities

i. Governing Body

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

ii. Delegation of Authority

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

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

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

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

iii. Investment Municipal Adviser

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

VI. Transaction Counterparties, Investment Advisers and Depositories

1. Broker/Dealers

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

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

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

C. Pending customer arbitration cases

D. Regulatory enforcement actions

2. Direct Issuers

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

3. Investment Advisers

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

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

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

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

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

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

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

A. Pending investigations by securities regulators

B. Significant changes in net capital

C. Pending customer arbitration cases

D. Regulatory enforcement actions

4. Depositories

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

5. Competitive Transactions

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

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

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

is encouraged to document quotations on comparable securities.

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

VII. Administration and Operations

1. Delivery vs. Payment

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

2. Third-Party Safekeeping

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

3. Internal Controls

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

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

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

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

VIII. Suitable and Authorized Investments

1. Permitted Investments

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

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

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

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

2. Approval of Permitted Investments

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

3. Prohibited Investments

i. Private Placement or "144A" Securities

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

ii. US Agency Mortgage-backed Securities

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

iii. Securities Lending

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

4. Demand Deposits and Time Deposits

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

IX. Investment Parameters

1. Credit Risk

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

i. Diversification

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

ii. Recognized Credit Ratings

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

iii. Portfolio Average Credit Rating

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

iv. Exposure Constraints and Minimum Investment Credit Ratings

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

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

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

⁽²⁾ 35% Maximum per ORS 294.035(D)

⁽³⁾ 5% Maximum per ORS 294.035(D)

v. Determining a Security's Rating

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

vi. Restriction on Issuers With Prior Default History

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

2. Liquidity Risk

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

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

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

Total Portfolio Maturity Constraints:

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

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

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

*The par amount issued under a single CUSIP.

3. Interest Rate Risk

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

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

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

X. Investment of Proceeds from Debt Issuance

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

XI. Investment of Reserve or Capital Improvement Funds

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

XII. Guideline Measurement and Adherence

1. Guideline Measurement

Guideline measurements will use market value of investments.

2. Guideline Compliance

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

XIII. Reporting and Disclosure

1. Compliance

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

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

2. Performance Standards/ Evaluation

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

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

3. Marking to Market

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

4. Audits

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

XIV. Policy Maintenance and Considerations

1. Review

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

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

2. Exemptions

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

3. Policy Adoption and Amendments

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

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

And either:

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

Or

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

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

TO: Sherwood City Council

FROM: David Bodway, Finance Director

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

SUBJECT: Resolution 2025-047, Certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues

Issue:

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

Background:

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

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

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

Financial Impacts:

There is a portion of the allocation of this revenue that is based on population. In Sherwood's case, this amounts to \$680,055 in Biennial Year (BY) 2025-27 General Fund revenue and \$3,410,699 in BY2025-27 Street Fund revenue. The non-per capita based portion for BY2025-27 amounts to \$725,000 in the General Fund.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2025-047, certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues.



RESOLUTION 2025-047

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

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

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

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

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

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

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

Duly passed by the City Council this 24th day of June, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: David Bodway, Finance Director

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

SUBJECT: Resolution 2025-048, Updating the City's Minimum Capitalization Threshold for Capital Assets

Issue:

Shall the City of Sherwood update their minimum capitalization threshold for capital assets?

Background:

The City of Sherwood capital asset policy sets the threshold for individual capitalized assets at \$5,000. This amount was determined to ensure compliance with federal grant reporting requirements.

In April 2024, the maximum capitalization threshold for capital asset purchases subject to the Code of Federal Regulations Uniform Guidance increased from \$5,000 to \$10,000 beginning in FY2025-2026.

Local governments that are recipients of federal awards should ensure capital asset thresholds will allow the government to meet federal requirements in the 2 CFR §200.313 related to tracking assets purchased with federal funds.

Increasing the capital asset threshold to \$10,000 starting in FY2025-2026 would allow the city to remain consistent with prior practice and to ensure that reporting is in compliance with federal grant requirements.

Financial Impacts:

There is no direct financial impact.

Recommendation:

Staff respectfully recommends that the City Council approve Resolution 2025-048, Updating the City's Minimum Capitalization Threshold for Capital Assets.



RESOLUTION 2025-048

UPDATING THE CITY'S MINIMUM CAPITALIZATION THRESHOLD FOR CAPITAL ASSETS

WHEREAS, the City of Sherwood's current individual capitalized asset threshold is \$5,000; and

WHEREAS, the maximum capitalization threshold for capital asset purchases subject to the Code of Federal Regulations Uniform Guidance increased from \$5,000 to \$10,000 beginning in FY2025-2026; and

WHEREAS, Local governments that are recipients of federal awards should ensure capital asset thresholds will allow the government to meet federal requirements in the 2 CFR §200.313 related to tracking assets purchased with federal funds; and

WHEREAS, Increasing the capital asset threshold to \$10,000 starting in FY2025-2026 would allow the city to remain consistent with prior practice and to ensure that reporting is in compliance with federal grant requirements.

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

Section 1. The individual capitalized asset threshold is set at \$10,000 for assets purchased in Fiscal Year 2025-2026 and after, is hereby approved and adopted.

Section 2. This Resolution shall be effective July 1, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Agenda Item: Public Hearing

TO: Sherwood City Council

FROM: David Bodway, Finance Director

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

SUBJECT: Resolution 2025-049, Adopting a Supplemental Budget for fiscal year 2024-25 and making appropriations

Issue:

Shall the City Council adopt a supplemental budget and approve the corresponding appropriation for fiscal year 2024-25?

Background:

Pursuant to ORS 294.463, Oregon Municipalities can transfer appropriation between existing categories during the budget year and pursuant to ORS 294.471 and 294.473, Oregon Municipalities can make one or more supplemental budgets. Our practice over the past years is to perform such transfers generally twice per year, once around mid-fiscal year and then at the end of the fiscal year, if necessary.

The purpose of the appropriation is to fund the purchase of a property identified by the City for a future park in Sherwood West. The decision was made to use Parks SDC Funds for this acquisition, which are accounted for within the General Construction Fund.

Financial Impacts:

The financial impacts are detailed in the Resolution itself. The net impact by fund is shown in the increases / (decreases) of "Total Unappropriated and Reserve Amounts".

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2025-049, adopting a supplemental budget for fiscal year 2024-25 and making appropriations.



RESOLUTION 2025-049

ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2024-25 AND MAKING APPROPRIATIONS

WHEREAS, on June 18, 2024, the City of Sherwood budget for fiscal year 2024-25 was adopted and funds were appropriated by the City Council; and

WHEREAS, certain unplanned events have occurred during the course of this budget year; and

WHEREAS, in order not to overspend appropriations in any category of expenditures, it is necessary to increase an appropriation within the General Construction Fund; and

WHEREAS, the purpose of this new appropriation as detailed in the staff report is for the purchase of property for a future park in the Sherwood West area; and

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

WHEREAS, pursuant to ORS 294.471 and 294.473, Oregon Municipalities can make one or more supplemental budgets; and

WHEREAS, in accordance with local budget law, notice was published on June 19, 2025 of the public hearing that was held before the City Council on June 24, 2025.

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

Section 1. **Adoption of an FY2024-25 Supplemental Budget.** The City Council of the City of Sherwood, Oregon hereby adopts the supplemental budget for FY2024-25 in the sum of \$1,952,742.

Section 2. Making Appropriations. The additional amounts for the fiscal year beginning July 1, 2024 shown below are hereby appropriated as follows:

Fund	General	TLT	Public Art	ED & Promotion	Community Investment	Grants	General Construction	Street Operations	Street Capital	Water	Sanitary	Storm	Total
Resources													
Beginning fund balance	-	-	-	-	-	-	-	-	-	-	-	-	-
Intergov	-	-	-	-	-	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure Development Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Resources	-	-	-	-	-	-	-	-	-	-	-	-	-
Requirements													
Administration	-	-	-	-	-	-	-	-	-	-	-	-	-
Comm. Development	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Services	-	-	-	-	-	-	-	-	-	-	-	-	-
PW Operations	-	-	-	-	-	-	-	-	-	-	-	-	-
Operations Department	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Department	-	-	-	-	-	-	1,952,742	-	-	-	-	-	1,952,742
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Appropriations	-	-	-	-	-	-	1,952,742	-	-	-	-	-	1,952,742
Total Unappropriated and Reserve Amounts	-	-	-	-	-	-	(1,952,742)	-	-	-	-	-	(1,952,742)
Total Requirements	-	-	-	-	-	-	-	-	-	-	-	-	-

Section 3. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 24th day of June, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: David Bodway, Finance Director

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

SUBJECT: Resolution 2025-050, declaring the City's Election to Receive State Shared Revenues

Issue:

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

Background:

The State of Oregon shares certain revenue with municipalities that choose to accept it. The only qualifications to receive these funds are to (1) hold public hearings on the use of the money, and (2) have levied a property tax in the preceding year. The City levied a property tax last year; it also held one hearing on May 29, 2025 during the Budget Committee meeting and will hold the other required hearing at this City Council meeting.

Financial Impacts:

There is a portion of the allocation of this revenue that is based on population. In Sherwood's case, this amounts to \$680,055 in Biennial Year (BY) 2025-27 General Fund revenue and \$3,410,699 in BY2025-27 Street Fund revenue. The non-per capita based portion for BY2025-27 amounts to \$725,000 in the General Fund.

Recommendation:

Staff respectfully recommends the City Council adoption of Resolution 2025-050, declaring the City's election to receive State Shared Revenues.



RESOLUTION 2025-050

DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES

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

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

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

WHEREAS, on May 29, 2025, a public hearing on the use of state revenues was held by the City of Sherwood Budget Committee and on June 24, 2025, a public hearing on the use of state revenues was held by the Sherwood City Council.

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

Section 1. Pursuant to ORS 221.770, the City of Sherwood hereby elects to receive state revenues for the Biennium beginning July 1, 2025.

Section 2. It is hereby certified that a public hearing before the Budget committee was held on May 29, 2025 and a public hearing before the City Council was held on June 24, 2025, giving citizens an opportunity to comment on use of State Revenue Sharing.

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

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

Duly passed by the City Council this 24th day of June, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: David Bodway, Finance Director

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

SUBJECT: **Resolution 2025-051, Adopting a Schedule of Fees as authorized by the City Zoning and Community Development Code, establishing fees for miscellaneous city services and establishing an effective date**

Issue:

Should the City of Sherwood adopt a new fee schedule, effective July 1, 2025?

Background:

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

- 2% increase as previously approved in Resolution 2017-008 (maximum amount allowed since CPI was 3.76%)
- 6.43% 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 some of the other miscellaneous new fees and minor proposed changes to the fee schedule, effective July 1, 2025.

Section 1 General Services

- **Business License** – updated fee schedule.

Section 3 Police

- **Police Reports** – *Copies of Report* fee update to flat rate.
- **Police Reports** – *Audio Recordings* -removal of report option.
- **Miscellaneous Police Fees** – *Removal of Axon Photo Retrieval and digital photographs/photo file option.*

Section 5 Parks and Recreation

- **Athletic Field User Charges** – Increase in non-profit non-resident and private reservation fees.
- **Field House** – *Increase in Team fees.*
- **Field House** – *Increase Player Cards – adult player cards.*

Section 5 Sherwood Center for the Arts

- **Standard Facility Rentals** – Increase in rental fees.
- **Single Production Rentals** – Increase in rental fees.
- **Multi-Day Production Rentals** – Increase in rental fees.

Section 5 Marjorie Stewart Senior Center

- **Hourly Facility Rentals** – Increase in non-resident rental fees, presentation change for non-profit rental fees.
- **Monthly Facility Rentals** – Increase in rental fees

Section 6 Utility Charges

- **Commercial Rates** – Increase base and consumption rates.
- **Fire Protection Service** – Increase in fees for total valuation amounts.
- **Hydrant Rentals** – Increase fees for unauthorized hydrant use, use of non-approved tank, failure to report water usage, hydrant meter deposit, hydrant meter daily rental and consumption per 100 gallons.
- **Other Additional Charges** – Increase in fees for initial testing and water model for development.
- **Re-Inspection Fees** – Increase in inspections fees.
- **Broadband** – Presentation change for IP addresses.

Section 7 System Development Charges

- **Storm SDC** – Increase in fees collected on behalf of Clean Water Services.
- **Parks SDC** – Clarification of filing challenge procedures.

Section 8 Engineering

- **Miscellaneous Fees** – Increase in fees for addressing, plans and specifications for capital projects, street trees, In-Lieu of, right of way, design and construction standards, as-built requests and reimbursement district formation.

Section 9 Planning

- **Other Fees** – Increase in chickens in residential zones, modification to application in review, outdoor seating permit, postponement/continuance hearings, pre-application conference, home occupation review application and zone verification letter fees.
- **Trees** – Increase in fees for trees
- **Signage** – Increase in permanent and banner sign fees.
- **Temporary Uses** – Increase in fees
- **Time Extension to Approval** – Increase in fees
- **Residential Design** – Increase in flat fees and other fees
- **Technology Fee** – Presentation change for technology fees.

Section 10 Building

- **Building permits** – Increase in permit fees.
- **Community Development Fee** – Addition of community development fee and processing fee for plans exempted from plan review.
- **Plan Review Fees** – Increase in fire and life safety plan review fee.
- **Phased Permit Plan Review** – Increase in minimum fees.
- **Deferred Submittals** – Increase in minimum fees.
- **Mechanical Permits Residential** – Increase in fees
- **Mechanical Permits Commercial, Industrial and Multi Family** – Increase in fees.
- **Plumbing Permits** – Increase in plumbing and medical gas permit fees.
- **Residential Fire Suppression** – Increase in fees
- **Solar Photovoltaic System Installation** – Increase in fees.
- **Other Inspection Fees** – Increase in inspection fees.
- **Refunds** – Increase in permit and plan review refund amounts.
- **Certificate of Occupancy** – Increase in permit fees.
- **Technology Fee** – Presentation fee for technology fee.

Appendix A: Fees Charged on Behalf of Other Agencies

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

Financial Impacts:

The proposed fee increases have been included in the Biennial Year 2025-27 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 2025-051, adopting a Schedule of Fees as authorized by the city zoning and community development code, establishing fees for miscellaneous city services, and establishing an effective date.



Home of the Tualatin River National Wildlife Refuge

The City of Sherwood, Oregon Master Fees and Charges

Effective 07/01/2025

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

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

Blue: Change from prior year

SECTION 1 GENERAL CHARGES FOR SERVICE

A. Staff Rates

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

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

B. Business License

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

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

Number of Employees	Fee
0-2	\$ 105.00
3-5	\$ 150.00
6-10	\$ 250.00
11-20	\$ 325.00
21-35	\$ 500.00
36-50	\$ 700.00
51-74	\$ 900.00
75-100	\$ 1,100.00
101-149	\$ 5,000.00
150+	\$ 7,500.00

10% discount for businesses located in city limits

Final employee counts that end in a partial FTE are rounded down

C. Liquor License

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

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

SECTION 1 GENERAL CHARGES FOR SERVICE

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

Franchise Fees (as set by franchise agreements):

Cable and Broadband Services

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

Cable and Broadband Services

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

Natural Gas

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

Garbage / Solid Waste

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

Privilege Taxes and Associated Fees:

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

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

SECTION 1
GENERAL CHARGES FOR SERVICE

E. Public Records Fees

Copies of Finance documents	
Budget	\$40.00 per copy
Comprehensive Annual Financial Report	\$25.00 per copy
Copies of planning documents	
Comprehensive plan	\$25.00 per copy
Local wetland inventory	\$25.00 per copy
Master plans	\$25.00 per copy
Copies of Maps	
8 ½ x 11 black and white	\$3.00 per copy
8 ½ x 11 color	\$5.00 per copy
11 x 17 black and white	\$6.00 per copy
Small size color 11 x17	\$10.00 per copy
Quarter section aerial	\$125.00 per copy
Full size color up to 36 x 48	\$25.00 per copy
General Service Copies	\$0.15 per single side
Copying	\$0.25 per double side
Copying	\$4.00 per sheet
24 x 36 large format plotter	
Audio and video copies	
<i>(City Council meeting recordings can be viewed onsite at no charge – contact City Recorder's office)</i>	
Audio	\$25.00 each
Video	\$25.00 each
Data disk	\$25.00 each
Document Research	
Staff time billed in 15 minute increments (see Staff Rates)	
Consultant/contractor time billed at actual cost	
Plus the cost of copying	
Faxing	\$2.00 plus \$1 per page
Lien search fee	\$10.00 per lot
NSF check charges	\$25.00 per occurrence
Notary fee	\$10.00 per signature
Credit Card Fee	3% per transaction

SECTION 2
LIBRARY

A. Library General Fees

No fees for overdue materials within Washington County Cooperative Library Services

Damaged/lost material	based on extent
Non-resident card	\$140.00 annually
Printing, black & white	\$0.10 per page (after 25 pgs.)
Printing, color	\$0.50 per page
Copying, black & white	\$0.10 per page (after 25 pgs.)
Copying, color	\$0.50 per side
3D printing (limits and restrictions may apply)	\$1.00 per print job
USB Drive	\$10.00 each

SECTION 3 POLICE

A. Police Reports

Staff Hourly Rate estimate/quote provided prior to completion.

Copies of report	Staff hourly rate	\$20
Audio recordings	Staff hourly rate	Staff hourly rate
Police Video	Staff hourly rate	Staff hourly rate

B. Vehicle Impound Fee

Whereas, state law and Sherwood municipal code chapters 8.04 and 10.08 authorize police officers to impound vehicles under specific circumstances.

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

Abandoned vehicle	\$50
Stored vehicle	\$50
Hazardous vehicle	\$250
Prohibited display	\$50
Parking time limit	\$50
No parking zone	\$100
Parking restriction on certain types of vehicles	\$100
Method of parking	\$50
Long-term violation per SMC 10.08.090(A)(2)	\$250
Long-term violation per SMC 10.08.090(A)(3)	\$500
Long-term violation per SMC 10.08.090(A)(4)	\$500
Reoccurring offenses per SMC 10.08.090(B)	\$500

D. Miscellaneous Police Fees

Axon Photo Retrieval	Staff hourly rate	
Copies of digital photographs/photo files	Staff hourly rate	
Fingerprinting*	\$28.61	\$29.18 per card
Records/Background checks*	\$17.16	\$17.50 per request

SECTION 4
MUNICIPAL COURT

A. Court Fees

Failure to appear – arraignments	\$50
Failure to appear – trials	\$150
Failure to comply or pay a fine	\$100
Turned over to collection agency (<i>Not to exceed \$250</i>)	25% of the amount owed
Payment plan installment fee - greater than 30 days	\$25
Vehicle compliance program – administrative fee	\$40
Seatbelt Diversion Program	\$40
Traffic School Diversion Programs	
• Class A Violation	\$315
• Class B Violation	\$185
• Class C Violation	\$110
• Class D Violation	\$75
Non-Sufficient Fund Check Fees	\$25

B. Fines set by the State of Oregon

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

C. Dog Fees

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

**SECTION 5
PARKS AND RECREATION**

A. Athletic Field User Charges

<u>Artificial Turf At Snyder Park</u>		<u>Non-Peak (8am -3pm)</u>		<u>Peak (3pm – dark)</u>	
Commercial/for profit-Resident	\$65	\$65	per hour	\$85	\$85 per hour
Commercial/for profit-Non-resident	\$75	\$75	per hour	\$100	\$100 per hour
Non-profit-Resident	\$50	\$60	per hour	\$65	\$70 per hour
Non-profit-Non-Resident	\$60	\$70	per hour	\$75	\$80 per hour
Private reservation-Resident	\$60	\$65	per hour	\$75	\$75 per hour
Private reservation-Non-Resident	\$75	\$80	per hour	\$100	\$100 per hour
Light Fee	\$25	\$25	per hour	\$25	\$25 per hour

B. Other Parks Charges

<u>Sherwood Veterans Park</u>	<u>Commemorative Bricks</u>
Camp/Tournament	\$125

<u>Robin Hood Plaza</u>	<u>Resident</u>	<u>Non-Resident</u>
Non-Profit Fee	\$120 per day	\$160 per day
For-Profit Fee	\$180 per day	\$240 per day

C. Picnic Shelters

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

D. Amphitheater Rental

less the cost to repair any damages to the facility.

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

When reserving the Amphitheater you must also reserve the picnic shelter

**SECTION 5
PARKS AND RECREATION**

E. Community Garden

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

F. Field House

Team Fees

Adult team	\$650	\$750 plus a \$50 late fee if not paid by the due date
Youth team	\$650	\$750 plus a \$25 late fee if not paid by the due date

Player Cards

Adult player cards	\$10	\$15
Youth player cards	\$10	

Rental Fees

Day time fees (7 a.m. – 3 p.m.)	\$40	\$50 per hour
Evening fees (3 p.m. – midnight)	\$80	per hour

Open Play Fees

Adult open play fees	\$7	per person
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Concessions and Merchandise

Varies

G. Special Events

Permit Fees

	<u>Resident</u>	<u>Non-Resident</u>
Non-Profit Fee	\$75	\$125
For-Profit Fee	\$150	\$200
Police Services	\$100 hour/per officer	\$100 hour/per officer

Street Closure for Special Event

Non-Profit Fee	\$125 per day per block	\$150 per day per block
For-Profit Fee	\$175 per day per block	\$200 per day per block

Street Closure for Festival (more than four blocks)

Non-Profit Fee	\$400 per day	\$425 per day
For-Profit Fee	\$450 per day	\$475 per day
Small productions (no street closures, staging, city services, or park closures)		\$250 per day
Large production (requires street closure, city services, staging, etc.)		\$1,000 per day

SECTION 5
SHERWOOD CENTER FOR THE ARTS

H. Standard Facility Rentals

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

Main Hall

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

Non-peak hours=weekdays 9-3

	<u>Resident</u>				<u>Non-Res</u>			
		<u>Peak</u>		<u>Non-peak</u>		<u>Peak</u>		<u>Non-peak</u>
Partial day (4 hours or less)	\$735	\$910	\$700	\$770	\$788	\$975	\$750	\$825
Full day (up to 8 hours)	\$1,365	\$1,690	\$1,300	\$1,430	\$1,470	\$1,820	\$1,400	\$1,540
Extended day (up to 16 hours)	\$2,520	\$3,120	\$2,400	\$2,640	\$2,730	\$3,380	\$2,600	\$2,860

20% Non-Profit Discount

Partial day (4 hours or less)	\$588	\$728	\$560	\$616	\$630	\$780	\$600	\$660
Full day (up to 8 hours)	\$1,092	\$1,352	\$1,040	\$1,144	\$1,176	\$1,456	\$1,120	\$1,232
Extended day (up to 16 hours)	\$2,016	\$2,496	\$1,920	\$2,112	\$2,184	\$2,704	\$2,080	\$2,288

Equipment & Additional Services

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

Chairs					Included	
Tables					Included	
Theatre Seating					Included	
Stage Riser				\$150	\$250	
Pipe and Drape System					\$225	
Kitchen				\$50	\$100	
Piano				\$50	\$100	
Carnival Games (charged per game, per day of use)					\$35	each
Basic Av (sounds & lights controlled from stage, mic, screen, projector, and podium)				\$50	\$75	
Advanced Tech (sound and lights controlled from booth; multiple mics, monitors, light cues)				\$120	\$150	
<i>Renters are required to have an approved technician if using Advanced AV. Technician must be approved by SCA Manager.</i>						
Lift (Must provide operator certification)				\$200	\$300	
Classroom(s) added to Main Hall rental				\$50	\$75	each partial day
				\$100	\$145	each full day+
Extra Facility Monitor**				\$25	\$35	per hour
				\$40	\$40	per hour
AV Technician (if provided by SCA. Must arrange in advance with SCA Manager)						

SECTION 5
SHERWOOD CENTER FOR THE ARTS

I. Standard Facility Rentals (continued)

Classroom

Includes use of classroom furniture and whiteboard. Can accommodate 25 in chair rows.

	<u>Resident</u>				<u>Non-Res</u>			
	<u>Peak</u>		<u>Non-peak</u>		<u>Peak</u>		<u>Non-peak</u>	
Meeting (2 hours or less)	\$84	\$104	\$80	\$88	\$94	\$117	\$90	\$99
Partial day (up to 4 hours)	\$157	\$195	\$150	\$165	\$178	\$221	\$170	\$187
Full day (up to 10 hours)	\$367	\$455	\$350	\$385	\$409	\$507	\$390	\$429

20% Non-Profit Discount

Meeting (2 hours or less)	\$67	\$83	\$64	\$70	\$75	\$101	\$72	\$79
Partial day (up to 4 hours)	\$126	\$156	\$120	\$132	\$142	\$177	\$136	\$150
Full day (up to 10 hours)	\$294	\$364	\$280	\$308	\$328	\$405	\$312	\$343

Equipment & Additional Services

All fees are one time charges based on usage as listed

Chairs		Included
Tables		Included
Kitchen	\$50	\$100
Portable Projector	\$30	\$35
Supplemental cleaning fee if confetti, petals, fake snow, bubbles, or any scattered decorative objects are used:	\$100	\$200

J. Single Production Rentals

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

All Production Rentals must provide their own technical crew, approved by SCA Manager. Technician referrals are available on request.

Absolutely no glitter is allowed in the Main Hall, including glittered hair products/hairspray.

Performance Days

	<u>Resident</u>		<u>Non-Res</u>	
Partial day (5 hours or less)	\$473	\$563	\$567	\$675
Full day (up to 10 hours)	\$630	\$750	\$756	\$900
Extended day (up to 16 hours)	\$840	\$1,000	\$1,008	\$1,200

SECTION 5
SHERWOOD CENTER FOR THE ARTS

K. Single Production Rentals (continued)

20% Non-Profit Discount

		<u>Resident</u>		<u>Non-Res</u>
Partial day (5 hours or less)	\$378	\$450	\$454	\$540
Full day (up to 10 hours)	\$504	\$600	\$605	\$720
Extended day (up to 16 hours)	\$672	\$800	\$806	\$960

Non-Performance Days (may not be used on Fridays after 3pm or on Saturdays)

		<u>Resident</u>		<u>Non-Res</u>
Partial day (5 hours or less)	\$315	\$375	\$378	\$450
Full day (up to 10 hours)	\$473	\$563	\$567	\$675
Extended day (up to 16 hours)	\$630	\$750	\$756	\$900

20% Non-Profit Discount

Partial day (5 hours or less)	\$252	\$300	\$302	\$360
Full day (up to 10 hours)	\$378	\$450	\$454	\$540
Extended day (up to 16 hours)	\$504	\$600	\$605	\$720

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	\$150	per day
Classroom(s) (as additional dressing room)			\$20	\$30	per day
Lift (Must provide operator certification)			\$200	\$300	per production

***NEW Rental Opportunities:**

			<u>Resident</u>		<u>Non-Resident</u>		
Dressing Room/Green Room only	\$70	\$85	\$60	\$75	\$84	\$102	\$72 \$90 per hour
Lobby only	\$70	\$85	\$60	\$75	\$84	\$102	\$72 \$90 per hour

L. Multi-Day Production Rentals

A fully refundable deposit in the amount of \$500 will be required for all Multi-Day Production Rentals and must be submitted with a signed contract to secure the facility rental. Rates are for public presentations occurring on MORE THAN ONE DAY (multiple performances in one day do not qualify), the main focus of which is theatrical, dance, musical, and/or otherwise artistic in nature. Rentals will include up to-20 hours of rehearsal and prep time. Performances are given priority; rehearsals scheduled for Fridays and Saturdays after 3pm will pay Performance Day rate.

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

Absolutely no glitter is allowed in the Main Hall, including glittered hair products/hairspray.

SECTION 5
SHERWOOD CENTER FOR THE ARTS

M. Multi-Day Production Rentals (continued)

	<u>Resident</u>				<u>Non-Res</u>			
<u>Performance Days</u>		<u>Peak</u>		<u>Non-peak</u>		<u>Peak</u>		<u>Non-peak</u>
Partial day (5 hours or less)	\$420	\$500	\$400	\$440	\$504	\$600	\$480	\$528
Full day (up to 10 hours)	\$630	\$750	\$600	\$660	\$756	\$900	\$720	\$792
Extended day (up to 16 hours)	\$840	\$1,000	\$800	\$880	\$1,008	\$1,200	\$960	\$1,056
20% Non-Profit Discount								
Partial day (5 hours or less)	\$336	\$400	\$320	\$352	\$384	\$480	\$384	\$422
Full day (up to 10 hours)	\$504	\$600	\$480	\$528	\$605	\$720	\$576	\$634
Extended day (up to 16 hours)	\$672	\$800	\$640	\$704	\$806	\$960	\$768	\$845
Additional Rehearsal Days								
	<u>Resident</u>				<u>Non-Res</u>			
<u>Non-Performance Days</u>		<u>Peak</u>		<u>Non-peak</u>		<u>Peak</u>		<u>Non-peak</u>
Partial day (5 hours or less)	\$315	\$375	\$300	\$330	\$378	\$450	\$360	\$396
Full day (up to 10 hours)	\$473	\$562	\$450	\$495	\$567	\$675	\$540	\$594
Extended day (up to 16 hours)	\$630	\$750	\$600	\$660	\$756	\$900	\$720	\$792
20% Non-Profit Discount								
Partial day (5 hours or less)	\$252	\$300	\$240	\$264	\$302	\$360	\$288	\$317
Full day (up to 10 hours)	\$378	\$450	\$360	\$396	\$454	\$540	\$432	\$475
Extended day (up to 16 hours)	\$504	\$600	\$480	\$528	\$605	\$720	\$576	\$633
Amenities and Equipment fees								
<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	\$75		
Tech booth usage fee (lights and sound)					\$100	\$150	per day	
Classroom(s) (as additional dressing room)					\$20	\$30	per day	
Lift (Must provide operator certification)					\$200	\$300	per production	

N. Discounts

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

SECTION 5
MARJORIE STEWART SENIOR CENTER

O. Marjorie Stewart Center

A fully refundable deposit will be required for facility rentals and must be submitted to secure the facility rental.

Events may require Facility Monitors \$25/hr. as determined by Manager.

Hourly Facility Rentals

	<u>Resident Non-Prof</u>		<u>Non-Res Non-Prof</u>		<u>Resident</u>		<u>Non-Resident</u>	
Dining Room (2 hr. minimum)	\$54	per hour	\$70	per hour	\$92	per hour	\$103	\$106 per hour
Dining Room Classroom, each	\$32	per hour	\$38	per hour	\$60	per hour	\$70	\$70 per hour
Large Classroom	\$32	per hour	\$38	per hour	\$60	per hour	\$70	\$70 per hour
Small Classroom	\$22	per hour	\$27	per hour	\$38	per hour	\$43	\$44 per hour
Lounge	\$22	per hour	\$27	per hour	\$38	per hour	\$43	\$44 per hour
Kitchen-Catering (2 hr. minimum)	\$27	per hour	\$32	per hour	\$38	per hour	\$43	\$44 per hour
Full Kitchen with Dining Room (2 hr. minimum)	\$103	per hour	\$124	per hour	\$146	per hour	\$167	\$168 per hour
Full Kitchen – Commercial	\$54	per hour	\$70	per hour	\$81	per hour	\$92	\$93 per hour
Entire Building**** <i>Not including kitchen</i>	\$124	per hour	\$135	per hour	\$178	per hour	\$200	\$205 per hour

20% Non-profit discount for hourly rentals

Monthly Facility Rentals	<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>7/1/2025</u>	<u>1/1/2026</u>					<u>7/1/2025</u>	<u>1/1/2026</u>				
Dining Room	\$130	\$156	\$187		\$324		\$65	\$78	\$94		\$162	
Large Classroom	\$86	\$103	\$124		\$216		\$43	\$52	\$62		\$108	
Small Classroom	\$65	\$78	\$94		\$162		\$32	\$38	\$46		\$81	
Lounge	\$65	\$78	\$94		\$162		\$32	\$38	\$46		\$81	
Entire building****	\$216				\$540		\$108				\$270 DnRm+LgCR	
Commercial Kitchen											\$324	

All monthly rentals are for a 4-hour block

Refundable Cleaning & Security Deposit

Dining Room & Kitchen	\$500
Lounge, Large Classroom, Small Classroom	\$100
Key Deposit	\$75

Monthly Ongoing Rental Storage

Ongoing rental space is subject to manager approval.

Storage for ongoing rentals is subject to availability and manager approval

Classroom Cupboard	\$60
DnRm/LgCR Closet	\$120
Pearl Rm/1/4 Lg Closet	\$220

Program Fees

Lunch Program - Adults 62 and older *	\$6	per meal	suggested donation
Lunch Program – Under age 62 *	\$10	per meal	suggested donation
Non-resident membership fee	\$35	per year	
Facility Monitor	\$25	per hour	

Sherwood Senior Shuttle

Curb to curb transport within the City of Sherwood	\$1 per stop
Curb to curb transport outside of City of Sherwood	\$5 per stop
Within 20 miles of Sherwood City Center.	
Curb to curb transport within Sherwood to/from MSSCC	Free

* Suggested donation

** Up to 4 hours per visit. Not to exceed 52 visits per year

*** Up to 4 hours per visit. Not to exceed 24 visits per year

**** Excluding full kitchen rental

SECTION 6
UTILITY CHARGES FOR SERVICE

Water Utility Rates

RESIDENTIAL, MULTI-FAMILY, AND COMMERCIAL WATER SERVICE

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

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

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

A. Residential and Multi-Family Rates*

Customer Class Meter Size	Base Charge (\$/Month)		Consumption Rate (\$/100 gallons)			
			First 21,000		Over 21,000	
5/8 - 3/4"	\$23.29	\$23.76	\$0.63	\$0.64	\$1.01	\$1.03
¾"	\$26.29	\$26.82	\$0.63	\$0.64	\$1.01	\$1.03
1"	\$28.79	\$29.37	\$0.63	\$0.64	\$1.01	\$1.03
1-1/2"	\$51.19	\$52.21	\$0.63	\$0.64	\$1.01	\$1.03
2"	\$74.44	\$75.93	\$0.63	\$0.64	\$1.01	\$1.03
3"	\$149.77	\$152.77	\$0.63	\$0.64	\$1.01	\$1.03
4"	\$253.82	\$258.90	\$0.63	\$0.64	\$1.01	\$1.03
6"	\$531.19	\$541.81	\$0.63	\$0.64	\$1.01	\$1.03
8"	\$983.23	\$1,002.89	\$0.63	\$0.64	\$1.01	\$1.03
10"	\$1,419.88	\$1,448.28	\$0.63	\$0.64	\$1.01	\$1.03

* 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

B. Commercial Rates

Customer Class Meter Size	Base Charge (\$/Month)	Consumption Rate (\$/100 gallons)			
		First 21,000		Over 21,000	
5/8 - 3/4"	\$25.04 \$25.79	\$0.73	\$0.75	\$0.73	\$0.75
¾"	\$28.25 \$29.10	\$0.73	\$0.75	\$0.73	\$0.75
1"	\$30.96 \$31.89	\$0.73	\$0.75	\$0.73	\$0.75
1-1/2"	\$55.03 \$56.68	\$0.73	\$0.75	\$0.73	\$0.75
2"	\$80.00 \$82.40	\$0.73	\$0.75	\$0.73	\$0.75
3"	\$160.97 \$165.80	\$0.73	\$0.75	\$0.73	\$0.75
4"	\$275.04 \$283.29	\$0.73	\$0.75	\$0.73	\$0.75
6"	\$570.93 \$588.06	\$0.73	\$0.75	\$0.73	\$0.75
8"	\$1,056.77 \$1,088.47	\$0.73	\$0.75	\$0.73	\$0.75
10"	\$1,526.05 \$1,571.83	\$0.73	\$0.75	\$0.73	\$0.75
Irrigation		\$1.05	\$1.08	\$1.05	\$1.08

C. Fire Protection Service

The following fees shall be charged for all applicable connections for automatic fire sprinklers, and fire hydrants service for private fire protection:

Customer Class

Meter Size

	Base Charge	
4" and under	\$35.54 \$36.61	
6"	\$59.39 \$61.17	
8"	\$84.33 \$86.86	
10"	\$116.00 \$119.48	
Water service connection in ROW		Actual time and materials

SECTION 6
UTILITY CHARGES FOR SERVICE

D. Hydrant Rentals

Fire hydrant permits - mandatory for fire hydrant use

Three month permit (plus water usage at current rate)*	\$64.19	\$65.47
Six month permit (plus water usage at current rate)*	\$93.37	\$95.24
Twelve month permit (plus water usage at current rate)*	\$151.71	\$154.74
Penalty for unauthorized hydrant use	\$535.81	\$546.53
Penalty for using non-approved (un-inspected tank)	\$1,018.03	\$1,038.39
Failure to report water usage (per day for period not reported)	\$16.07	\$16.39
Hydrant meter - refundable deposit	\$1,669.06	\$1,719.13
Hydrant meter – daily rental (plus water usage at current rate)	\$21.78	\$22.22
Hydrant meter read – monthly reads*	\$58.36	\$59.53
Hydrant meter setup – Initial setup of meter on hydrant*	\$58.36	\$59.53
Flow testing of fire hydrants*	\$186.73	\$190.46
Consumption (\$/100 gallons)	\$1.04	\$1.08

E. Account Activation and De-Activation

Water Service on or off at customer's request

Deposit for a NEW application of service for all tenant accounts & previous customers sent to collections	\$130.05	\$132.65
New account fee*	\$17.50	\$17.85
First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge	No Charge
Activation after office hours and weekends*	\$70.02	\$71.42
Leaks or emergencies beyond customer control anytime	No Charge	No Charge
Second call*	\$35.01	\$35.71
Non-leak or emergency turn offs after office hours or weekends*	\$58.36	\$59.53
All snowbird/vacant turn offs*	\$29.51	\$30.10

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

Turn on water during office hours, Monday through Friday*	\$70.02	\$71.42
After hours or weekends, an additional*	\$116.70	\$119.03
Meter tampering and/or using water without authority*	\$70.02	\$71.42
Broken promise turn off*	\$70.02	\$71.42
Door hangers (per door hanger)*	\$11.67	\$11.90

**SECTION 6
UTILITY CHARGES FOR SERVICE**

F. Additional Charges, If Necessary, To Enforce

Removal of meter*	\$93.38	\$95.25
Reinstallation of meter	No Charge	No Charge
Installation or removal of locking device-first occurrence*	\$58.37	\$59.54
Installation or removal of locking device-second occurrence*	\$87.53	\$89.28
Installation or removal of locking device-third occurrence *	\$175.06	\$178.56
Repair of breakage/damage to locking mechanism (curb stops, etc.)	Parts and Labor	Parts and Labor
Service off water at main or reinstating service	Parts and Labor	Parts and Labor

G. Other Additional Charges

Decreasing or increasing size of meter	parts and labor	
Removal of meter during construction	\$150.00	\$150.00
Loss of meter (replacement cost)	\$230-\$710	\$230-\$710
Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually be a State Certified Backflow Tester of their choice.	\$116.70	\$119.03
Backflow assembly test/repair (Contract services)	Parts and Labor	Parts and Labor
Damage or Repair to Water Utility	Actual time and material	Actual time and material
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)	\$2,000.00	\$2,040.00

H. Testing Water Meters at Customer/Owner's Request

Testing on premises (5/8"x 3/4", ¾", 1")*	\$93.38	\$95.25
Removal of meter for testing (5/8"x 3/4", 1")*	\$291.77	\$297.61
Testing of meters larger than 1"	parts & labor	Parts and Labor

I. Backflow Prevention Device Test Fee

Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually by a State Certified Backflow Tester of their choice. (Service on and off for non-compliance of annual testing and reporting, see Account Activation/De-Activation.)*	\$116.70	\$119.03
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SECTION 6
UTILITY CHARGES FOR SERVICE

J. Water Service/Meter Installation Services*

Drop-In Service: An existing condition where developers of a residential subdivision or commercial complex has installed water service to each serviceable and buildable lot in accordance with City specifications.

Dig-In Service: Condition where the City or its contractor must physically tap into a mainline to extend water service to the property. Meter installation over 2" will be installed at a time and materials rate by city staff or city authorized contractors.

<u>Meter Size</u>	<u>Drop-In Service</u>	<u>Dig-In Service</u>	
5/8" – 3/4"	\$420.15	\$2,445.00	\$2,493.90
3/4"	\$420.15	\$2,445.00	\$2,493.90
1"	\$851.95	\$2,876.81	\$2,934.35
1.5"	\$2,156.67	\$4,995.03	\$5,094.93
2"	\$3,559.56	\$6,418.87	\$6,547.25
3"	\$7,119.09	n/a	n/a
4"	\$9,254.83	n/a	n/a

K. Un-Authorized Water Hook Up*

Un-authorized water hook up	\$158.56	\$161.73
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L. Re-Inspection Fees (Sanitary, Street, Storm, Water, and Broadband)

Sanitary Sewer Interceptor Program – FOG

Includes Maintenance Bonds

	\$53.58	\$54.65
First re-inspection	\$107.16	\$109.30
Re-inspection fee after the first	\$160.74	\$163.95
All subsequent re-inspection fees		

M. Usage of Meter Key

Deposit refundable with key return	\$25.00	\$25.00
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N. Water Use Restriction - Penalties*

First notice of violation	\$114.87	\$117.17
Second notice of violation	\$349.29	\$356.28
Third notice of violation	\$585.83	\$597.55

SECTION 6
UTILITY CHARGES FOR SERVICE

O. Sanitary Rates - Residential

See appendix A for fees collected on behalf of CWS

Sherwood sewer utility user base rate per EDU *	\$6.07	\$6.19
Sherwood sewer utility usage rate per CCF*	\$0.37	\$0.38
Damage or Repair to Sewer Utility	Actual time and Actual time and material	
Illegal Discharge to Sewer Utility	Actual time and Actual time and material	

O.1 Sanitary Rates - Commercial

See appendix A for fees collected on behalf of CWS

Sherwood sewer utility user base rate per EDU *	\$6.99	\$7.34
Sherwood sewer utility usage rate per CCF*	\$0.43	\$0.45
Damage or Repair to Sewer Utility	Actual time and Actual time and material	
Illegal Discharge to Sewer Utility	Actual time and Actual time and material	

P. Storm Rates

See appendix A for fees collected on behalf of CWS

Sherwood storm water utility user rate per ESU*	\$15.87	\$16.19
Damage or Repair to Storm Utility	Actual time and material	Actual time and material

**SECTION 6
UTILITY CHARGES FOR SERVICE**

Q. Street Fees

	<u>Street Maintenance</u>		<u>Street Light</u>		<u>Sidewalk Repair</u>		<u>Safe/New Sidewalks</u>	
Single family residential *	\$2.33	\$2.38	\$2.71	\$2.76	\$0.60	\$0.61	\$0.80	\$0.82
Monthly per Account								
Multi Family *	\$2.33	\$2.38	\$2.71	\$2.76	\$0.60	\$0.61	\$0.80	\$0.82
Monthly per EDU								
Non – residential/Commercial *	\$2.33	\$2.38	\$2.71	\$0.78	\$0.19	\$0.20		
Monthly per ESU								

R. Broadband

	<u>Monthly Rate</u>
Residential - Standard Rates	
Residential Internet - 100mb	\$30.00
Residential Internet - 250mb Surfer	\$40.00
Residential Internet - 1gb Streamer	\$60.00
Residential Internet - 2gb with Wi-Fi Pro Enthusiast	\$80.00
Residential Internet - 5gb with Wi-Fi___33 Pro Gamer	\$100.00
Wi-Fi___33 Pro Add-on	\$15.00
Router Rental	\$10.00
IP Addresses	\$10.00
Business	
Small Business -250mb	\$99.00
Small Business - 500mb	\$175.00
Small Business - 1gb	\$250.00
Government Internet - 1gb	\$250.00
Government Point to Point - 1gb	\$250.00
IP Addresses	\$10.00
Damage or Repair to Broadband Utility	Actual time and material

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

A. Water SDC

<u>Meter Size</u>	<u>Reimbursement</u>		<u>Improvement</u>		<u>Administrative Charge</u>	
	<u>Charge</u>		<u>Charge</u>		<u>Per Meter</u>	
5/8-3/4"	\$2,800.19	\$2,869.36	\$7,231.05	\$7,409.66	\$123.23	\$125.84
¾"	\$4,199.71	\$4,303.45	\$10,847.73	\$11,115.66	\$184.30	\$188.20
1"	\$6,999.90	\$7,172.80	\$18,078.78	\$18,525.32	\$307.53	\$314.05
1-1/2"	\$13,998.66	\$14,344.43	\$36,157.55	\$37,050.64	\$615.05	\$628.09
2"	\$22,398.09	\$22,951.32	\$57,853.00	\$59,281.97	\$983.65	\$1,004.50
3"	\$48,995.88	\$50,206.08	\$126,552.58	\$129,678.42	\$2,151.59	\$2,197.20
4"	\$83,993.11	\$86,067.74	\$216,947.60	\$222,306.21	\$3,688.13	\$3,766.32
6"	\$174,984.97	\$179,307.10	\$451,973.98	\$463,137.73	\$7,683.79	\$7,846.68
8"	\$251,979.32	\$258,203.21	\$650,842.80	\$666,918.62	\$11,064.39	\$11,298.96

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	\$3,597.85	\$3,669.81
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B. Sewer SDC

UGB Minus Brookman and Tonquin Employment Area

<u>Use Type</u>	<u>Reimbursement</u>		<u>Improvement</u>		<u>Flow Count</u>
Single family residence	\$980.14	\$1,004.35	\$52.35	\$53.64	1 EDU
Two family residence (duplex)	\$980.14	\$1,004.35	\$52.35	\$53.64	1 EDU
Manufactured home/ single lot	\$980.14	\$1,004.35	\$52.35	\$53.64	1 EDU
Manufactured home parks	\$980.14	\$1,004.35	\$52.35	\$53.64	based on Engineer estimate
Multi-family residential	\$980.14	\$1,004.35	\$52.35	\$53.64	based on Engineer estimate
Commercial	\$980.14	\$1,004.35	\$52.35	\$53.64	based on Engineer estimate
Industrial	\$980.14	\$1,004.35	\$52.35	\$53.64	based on Engineer estimate
Institutional uses	\$980.14	\$1,004.35	\$52.35	\$53.64	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

SECTION 7
SYSTEM DEVELOPMENT CHARGES

B. Sewer SDC (continued)

Brookman Area

<u>Use Type</u>	<u>Reimbursement</u>		<u>Improvement</u>		<u>Flow Count</u>	
Single family residence	\$1,292.99	\$1,324.93	\$1,091.28	\$1,118.24	1 EDU	1 EDU
Two family residence (duplex)	\$1,292.99	\$1,324.93	\$1,091.28	\$1,118.24	1 EDU	1 EDU
Manufactured home/ single lot	\$1,292.99	\$1,324.93	\$1,091.28	\$1,118.24	1 EDU	1 EDU
Manufactured home parks	\$1,292.99	\$1,324.93	\$1,091.28	\$1,118.24	based on Engineer estir based on Engineer estimate	
Multi-family residential	\$1,292.99	\$1,324.93	\$1,091.28	\$1,118.24	based on Engineer estir based on Engineer estimate	
Commercial	\$1,292.99	\$1,324.93	\$1,091.28	\$1,118.24	based on Engineer estir based on Engineer estimate	
Industrial	\$1,292.99	\$1,324.93	\$1,091.28	\$1,118.24	based on Engineer estir based on Engineer estimate	
Institutional uses	\$1,292.99	\$1,324.93	\$1,091.28	\$1,118.24	based on Engineer estir based on Engineer estimate	

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

Tonquin Employment Area

<u>Use Type</u>	<u>Reimbursement</u>		<u>Improvement</u>		<u>Flow Count</u>	
Single family residence	\$955.17	\$978.76	\$1,073.22	\$1,099.73	1 EDU	
Two family residence (duplex)	\$955.17	\$978.76	\$1,073.22	\$1,099.73	1 EDU	
Manufactured home/ single lot	\$955.17	\$978.76	\$1,073.22	\$1,099.73	1 EDU	
Manufactured home parks	\$955.17	\$978.76	\$1,073.22	\$1,099.73	based on Engineer estimate	
Multi-family residential	\$955.17	\$978.76	\$1,073.22	\$1,099.73	based on Engineer estimate	
Commercial	\$955.17	\$978.76	\$1,073.22	\$1,099.73	based on Engineer estimate	
Industrial	\$955.17	\$978.76	\$1,073.22	\$1,099.73	based on Engineer estimate	
Institutional uses	\$955.17	\$978.76	\$1,073.22	\$1,099.73	based on Engineer estimate	

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

**SECTION 7
SYSTEM DEVELOPMENT CHARGES**

C. Storm SDC

Clean Water Services Storm SDC

Water quantity per ESU (SDC set by CWS)

Water quality per ESU (SDC set by CWS)

Total Storm Water SDC

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

Regional Storm Drainage Improvement Charge

\$372.90 **\$380.05**

\$305.10 **\$310.95**

\$678.00 **\$691.00**

City of Sherwood Storm SDC:

Reimbursement

Charge

Improvement

Charge

Administrative

Charge

Per ESU

\$234.59

\$240.38

\$1,405.27

\$1,439.98

\$39.26

\$40.09

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

D. Parks SDC

Parks and Recreation

Single family dwelling

Multi-family dwelling

Manufactured home

Accessory Dwelling Unit

Non – residential

Filing fee to challenge expenditures of Parks SDC's

(Refundable if challenge is successful)

Improvement

\$17,246.19 **\$17,672.17**

\$10,706.28 **\$10,970.73**

\$11,065.07 **\$11,338.38**

\$6,036.22 **\$6,185.31**

\$658.94 **\$675.22**

\$54.67 **\$54.67**

see SMC 15.20.110 for SDC challenges and appeals procedures and filing fee

E. Street SDC

Washington County Transportation Development Tax (TDT)

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

City of Sherwood Street SDC:

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

Residential Transportation SDC

Code

Fee

Fee

Type

Single Family – detached

210

\$2,251.18

\$2,306.11

dwelling unit

dwelling unit

Accessory Dwelling Unit (Detached)

212

\$2,251.18

\$2,306.11

dwelling unit

dwelling unit

Accessory Dwelling Unit (Attached)

214

\$1,167.79

\$1,196.28

dwelling unit

dwelling unit

Apartment

220

\$1,548.39

\$1,586.17

dwelling unit

dwelling unit

Residential Condominium/Townhouse

230

\$1,346.80

\$1,379.66

dwelling unit

dwelling unit

Mobile Home Park

240

\$1,167.56

\$1,196.05

dwelling unit

dwelling unit

Assisted Living

254

\$610.40

\$625.29

bed

bed

Continuing Care Retirement

255

\$544.58

\$557.87

unit

unit

Recreation Home

260

\$740.62

\$758.69

dwelling unit

dwelling unit

SECTION 7
SYSTEM DEVELOPMENT CHARGES

E. Street SDC (continued)

<u>Recreational Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Fee</u>	<u>Type</u>
City Park	411	\$1,460.22	\$1,495.85	acre
Regional Park	417	\$1,188.59	\$1,217.59	acre
Multipurpose Recreation/Arcade	435	\$8,524.61	\$8,732.63	thousand sq ft gross floor area
Movie Theater w/o Matinee	443	\$60,901.36	\$62,387.49	screen
Movie Theater w/Matinee	444	\$92,175.90	\$94,425.21	screen
Amusement/Theme Park	480	\$24,837.36	\$25,443.44	acre
Soccer Complex	488	\$16,988.96	\$17,403.53	field
Racquet/Tennis Club	491	\$8,492.41	\$8,699.64	court
Health/Fitness Club	492	\$7,221.20	\$7,397.41	thousand square ft gross floor a
Recreation/Community Center	495	\$6,526.77	\$6,686.04	thousand square ft gross floor a
<u>Institutional/Medical Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Fee</u>	<u>Type</u>
Elementary School (Public)	520	\$181.97	\$186.41	student student
Middle/Junior High School (Public)	522	\$228.17	\$233.73	student student
High School (Public)	530	\$240.83	\$246.71	student student
Private School (K – 12)	536	\$347.21	\$355.69	Student Student
Junior/Community College	540	\$5,100.17	\$5,224.62	thousand square ft gros thousand square ft gross floor a
University/College	550	\$407.40	\$417.34	student student
Church	560	\$3,148.60	\$3,225.43	thousand square ft gros thousand square ft gross floor a
Day Care Center/Preschool	565	\$254.82	\$261.04	student student
Library	590	\$12,017.61	\$12,310.87	thousand square ft gros thousand square ft gross floor a
Hospital	610	\$2,722.99	\$2,789.43	bed bed
Nursing Home	620	\$620.17	\$635.30	bed bed
Clinic	630	\$6,630.42	\$6,792.22	thousand square ft gros thousand square ft gross floor a
<u>Commercial/Services SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Fee</u>	<u>Type</u>
Hotel	310	\$1,870.43	\$1,916.07	Room Room
Motel	320	\$1,341.17	\$1,373.90	Room Room
Building Materials/Lumber Store	812	\$10,271.77	\$10,522.43	thousand square ft gros thousand square ft gross floor a
Free-Standing Discount Superstore	813	\$9,160.18	\$9,383.71	thousand square ft gros thousand square ft gross floor a
Variety Store	814	\$7,281.38	\$7,459.07	thousand square ft gros thousand square ft gross floor a
Free-Standing Discount Store	815	\$6,720.00	\$6,883.98	thousand square ft gros thousand square ft gross floor a
Hardware/Paint Store	816	\$6,171.19	\$6,321.78	thousand square ft gros thousand square ft gross floor a

**SECTION 7
SYSTEM DEVELOPMENT CHARGES**

E. Street SDC (continued)

<u>Commercial/Services SDC (continued)</u>	<u>Code</u>	<u>Fee</u>	<u>Fee</u>	<u>Type</u>
Nursery (Garden Center)	817	\$19,734.38	\$20,215.94	thousand square ft gross thousand square ft gross floor a
Shopping Center	820	\$4,925.23	\$5,045.42	thousand sq ft gross lea thousand sq ft gross leasable ar
Factory Outlet	823	\$6,808.17	\$6,974.30	thousand square ft gros thousand square ft gross floor a
Specialty Retail Center	826	\$9,665.60	\$9,901.46	thousand square ft gros thousand square ft gross floor a
New Car Sales	841	\$6,970.60	\$7,140.69	thousand square ft gros thousand square ft gross floor a
Automobile Parts Sales	843	\$6,487.61	\$6,645.92	thousand square ft gros thousand square ft gross floor a
Tire Store	848	\$4,068.38	\$4,167.65	thousand square ft gros thousand square ft gross floor a
Tire Superstore	849	\$3,267.57	\$3,347.30	thousand square ft gros thousand square ft gross floor a
Supermarket	850	\$11,275.58	\$11,550.73	thousand square ft gros thousand square ft gross floor a
Convenience Market (24 Hour)	851	\$58,780.33	\$60,214.70	thousand square ft gros thousand square ft gross floor a
Convenience Market w/Fuel Pump	853	\$34,133.38	\$34,966.32	vehicle fueling position vehicle fueling position
Discount Club	861	\$10,085.58	\$10,331.69	thousand square ft gros thousand square ft gross floor a
Home Improvement Superstore	862	\$3,984.42	\$4,081.66	thousand square ft gros thousand square ft gross floor a
Electronics Superstore	863	\$10,726.78	\$10,988.54	thousand square ft gros thousand square ft gross floor a
Pharmacy/Drugstore w/o Drive-Up	880	\$9,080.37	\$9,301.95	thousand square ft gros thousand square ft gross floor a
Pharmacy/Drugstore w/Drive-Up	881	\$8,770.99	\$8,985.02	thousand square ft gros thousand square ft gross floor a
Furniture Store	890	\$435.38	\$446.01	thousand square ft gros thousand square ft gross floor a
Bank/Savings w/Drive-Up	912	\$7,988.39	\$8,183.33	thousand square ft gros thousand square ft gross floor a
Quality Restaurant	931	\$8,910.98	\$9,128.43	thousand square ft gros thousand square ft gross floor a
High Turnover (Sit Down) Restaurant	932	\$12,524.36	\$12,829.98	thousand square ft gros thousand square ft gross floor a
Fast Food Restaurant w/o Drive-Up	933	\$24,435.58	\$25,031.87	thousand square ft gros thousand square ft gross floor a
Fast Food Restaurant w/Drive-Up	934	\$52,175.16	\$53,448.35	thousand square ft gros thousand square ft gross floor a
Drinking Place/Bar	936	\$36,889.98	\$37,790.18	thousand square ft gros thousand square ft gross floor a
Coffee/Donut Shop w/Drive-Up	937	\$79,825.08	\$81,772.99	thousand square ft gros thousand square ft gross floor a
Coffee/Kiosk	938	\$72,878.32	\$74,656.72	thousand square ft gros thousand square ft gross floor a
Quick Lubrication Vehicle Shop	941	\$12,360.60	\$12,662.23	service stall service stall
Automobile Care Center	942	\$7,405.98	\$7,586.70	thousand sq ft gross lea thousand sq ft gross leasable ar
Gasoline/Service Station	944	\$14,050.39	\$14,393.25	vehicle fueling position vehicle fueling position
Gasoline/Service Station w/Convenience Market	945	\$4,954.62	\$5,075.52	vehicle fueling position vehicle fueling position
Gasoline/Service Station w/Convenience Market and Car Wash	946	\$8,695.40	\$8,907.59	vehicle fueling position vehicle fueling position

SECTION 7
SYSTEM DEVELOPMENT CHARGES

E. Street SDC (continued)

<u>Office SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Fee</u>	<u>Type</u>
General Office Building	710	\$1,995.03	\$2,043.71	thousand square ft gros thousand square ft gross floor a
Corporate Headquarters Building	714	\$1,899.82	\$1,946.18	thousand square ft gros thousand square ft gross floor a
Single Tenant Office Building	715	\$2,774.81	\$2,842.52	thousand square ft gros thousand square ft gross floor a
Medical/Dental Office Building	720	\$6,504.41	\$6,663.14	thousand square ft gros thousand square ft gross floor a
Government Office Building	730	\$16,416.39	\$16,816.99	thousand square ft gros thousand square ft gross floor a
State Motor Vehicles Department	731	\$28,793.80	\$29,496.43	thousand square ft gros thousand square ft gross floor a
Us Post Office	732	\$21,042.01	\$21,555.49	thousand square ft gros thousand square ft gross floor a
Office Park	750	\$2,024.42	\$2,073.82	thousand square ft gros thousand square ft gross floor a
Research And Development Center	760	\$1,482.57	\$1,518.75	thousand square ft gros thousand square ft gross floor a
Business Park	770	\$2,247.03	\$2,301.87	thousand square ft gros thousand square ft gross floor a
 <u>Port/Industrial</u>	 <u>Code</u>	 <u>Fee</u>	 <u>Fee</u>	 <u>Type</u>
Truck Terminals	30	\$14,888.95	\$15,252.28	acre acre
Park And Ride Lot w/Bus Service	90	\$1,072.36	\$1,098.52	parking space parking space
Light Rail Transit Station w/Parking	93	\$597.81	\$612.40	parking space parking space
General Light Industrial	110	\$1,254.41	\$1,285.02	thousand square ft gros thousand square ft gross floor a
General Heavy Industrial	120	\$356.98	\$365.69	thousand square ft gros thousand square ft gross floor a
Industrial Park	130	\$1,271.21	\$1,302.23	thousand square ft gros thousand square ft gross floor a
Manufacturing	140	\$721.00	\$738.60	thousand square ft gros thousand square ft gross floor a
Warehouse	150	\$674.81	\$691.27	thousand square ft gros thousand square ft gross floor a
Mini-Warehouse	151	\$565.61	\$579.41	thousand square ft gros thousand square ft gross floor a
Data Center	160	\$236.61	\$242.38	thousand square ft gros thousand square ft gross floor a
Utilities (Private)	170	\$1,810.17	\$1,854.34	thousand square ft gros thousand square ft gross floor a

SECTION 8 ENGINEERING CHARGES FOR SERVICE

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

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

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

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

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

B. No Public Improvement; Subdivision Plan Reviews and Inspections

Plan Review Fee	Time and Materials
Inspection Fee	Time and Materials
Television Line Service Review	Time and Materials

C. Miscellaneous Fees

Addressing Fees			
Single - five (5) digit address	\$71.44	\$72.87	lot
0 to 10 - Suite Numbers	\$27.06	\$27.60	per suite
11 to 20 -Suite Numbers	\$276.02	\$281.54	plus \$15 per suite
21 and up Suite Numbers	\$441.63	\$450.46	plus \$10 per suite
Plans and Specifications for capital projects			varies by project - see photocopying fee schedule
Traffic and street signs (Includes post, sign, hardware, and labor to install)*	\$291.77	\$297.61	per sign
Street Trees	\$212.24	\$216.49	per tree

SECTION 8
ENGINEERING CHARGES FOR SERVICE

C. Miscellaneous Fees (continued)

Pre-submittal Consultation (consultation of projects prior to the submittal of a land use application, requiring more than 2 hours of staff time or on-call consultant services)	\$510.00	\$520.20	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	\$47.76	\$48.71	per linear ft
In-Lieu of Fee – Vault Placement	\$742.85	\$757.70	per vault
Right of Way Permit Fees			
ROW Small Wireless Facility Permit	\$902.03	\$920.07	per facility
ROW Construction Permit (for other than small wireless facilities)	\$162.36	\$165.61	per permit
Inspection fee	\$162.36	\$165.61	or 4% of project estimate, whichever is greater
ROW Use Permit	\$26.53	\$27.06	
Design and construction standards	\$53.06	\$54.12	on paper
Design and construction standards	\$26.53	\$27.06	per CD
As-Built Requests	\$26.53	\$27.06	per subdivision
As-Built Requests electronic media	\$26.53	\$27.06	per cd
Reimbursement District formation	\$510.00	\$520.20	deposit (applicant pays 100% of actual costs including staff time)

**SECTION 8
ENGINEERING CHARGES FOR SERVICE**

D. Grading and Erosion Control Fees

Grading Fees - Non Single Family Residential

Cubic yards	
0 to 100	\$74.29
101 to 1,000	\$74.29
	\$11.44
1,001 to 10,000	\$177.25
	\$15.92
10,001 to 100,000	\$320.53
	\$79.59
100,001 +	\$1,036.84
	\$38.74
Grading plan review fee	85% of the grading permit fee

Erosion Control Fees - Non-Single Family Residential

Erosion Control Plan Review Fee	65% of the erosion control inspection fee
Erosion Control Inspection Fee	Based on Total Area
0 to 1 Acre	\$244.08
1 Acre and up	\$244.08 (plus \$52per acre or fraction thereof over 1 acre)

Grading and Erosion Control Fees - Single Family Residential

Single Family Residential	<u>Plan Check</u>	<u>Inspection</u>
>1000 feet disturbance, existing development	\$74.29	\$111.42
New development	\$74.29	\$313.06

E. Vacations (Public right-of-way and easements)

Deposit plus staff time (See Section 1)	
(Applicant pays 100% of actual expenses including staff time)	\$4,244.83

SECTION 9 PLANNING

A. Annexations

Applicant pays 100% of actual expenses including staff time.	\$ 7,500.00	\$7,500.00	Deposit
Any balance owing is due within 30 days from the final annexation invoice date.			

B. Appeals

Type I or II actions (ORS 227.175) 10 (b)	\$ 250.00	\$250.00	
Type III or IV actions	50%	50%	of original fee(s)
Expedited and middle housing Land Division	\$ 300.00	\$300.00	

C. Conditional Use Permit

Conditional use permit without concurrent type III or IV application*	\$ 4,837.11	\$4,933.85	
Conditional use permit with concurrent type III or IV application*	\$ 2,417.98	\$2,466.34	

D. Land Divisions / Adjustments

Lot line adjustment*	\$ 867.26	\$884.60	
Minor land partition*	\$ 2,274.55	\$2,320.04	
Expedited and middle housing minor partition (added to the cost of the partition application)*	\$ 642.11	\$654.95	
Final plat processing (minor land partition)*	\$ 642.11	\$654.95	
Subdivision*	\$ 7,261.99	\$7,407.23	Flat fee+add'l lot fee
	\$ 22.88	\$23.34	per lot
Expedited and middle housing subdivision (Added to the cost of the subdivision application)*	\$ 2,573.06	\$2,624.52	
Final plat processing (Subdivision)*	\$ 1,286.54	\$1,312.27	

E. Other Fees

Chickens in residential zones	\$ 50.00	\$55.00	
Consultant as needed			Actual cost
Community Development Code Plan Check (payable at time of building permit submittal)			
Residential permits*	\$ 122.91	\$125.37	
ADUs Accessory Dwelling Units*	\$ 122.91	\$125.37	
Commercial, Industrial, Multi-Family Permits*	\$ 771.91	\$787.35	
(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 staff time (see section 1)
Detailed site analysis letter*	\$ 175.74	\$179.26	
Interpretive decisions by the Director*	\$ 384.80	\$392.50	
Land Use Compatibility Statement (LUCS) sign-off	\$ 50.00	\$50.00	
Medical Marijuana Facility Special Use Permit*	\$ 321.63	\$328.07	plus notification fee

SECTION 9 PLANNING

E. Other Fees (continued)

Other Fees - Continued

Non-conforming use modification*	\$ 1,167.07	\$1,190.41	
Modification to application in review <i>(If modified after the application is deemed complete and the modification is needed to adequately review the app.)</i>	\$ 500.00	\$550.00	
Other land use action			
Administrative*	\$ 321.63	\$328.07	
Hearing required and/or use of Hearings Officer*	\$ 2,774.87	\$2,830.37	
Outdoor Seating Permit	\$ 150.00	\$165	
Annual Renewal	No charge	No charge	
Planning Re-inspection fee*	\$ 68.69	\$70.06	each after 1st
Postponement/continuance hearings <i>(If applicant request is after notice has been published and/or staff report prepared)</i>	\$ 300.00	\$330.00	
Pre-application conference	\$ 400.00	\$400.00	
Publication/distribution of Notice Type II	\$ 600.00	\$600.00	
Pre-application conference (Type III and above)	\$ 284.00	\$312.40	
Publication/distribution of Notice Type III, IV and V	\$ 466.00	\$512.60	
Home Occupation Review of initial application (Class A)	\$ 50.00	\$55.00	
Home Occupation Review of renewal application (Class A)	\$ 25.00	\$27.50	
Zone verification letter	\$ 50.00	\$55.00	

F. Trees

Tree mitigation inspection	\$ 60.00	\$66.00	each after 1st
Street Tree Removal Permit	\$ 25.00	\$27.50	1st tree
	\$ 10.00	\$11.00	each add'l tree
Removal of more than 6 trees or 10% on private property	\$ 107.00	\$117.70	

G. Planned Unit Development (PUD)

Planned Unit Development (PUD) Preliminary*	\$ 2,573.06	\$2,624.52	
Planned Unit Development (PUD) - Final <i>(Plus appropriate application fees (i.e. subdivisions, site plan, town-homes, etc.))</i>			See Site Plan Review Fee

H. Refunds

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

SECTION 9 PLANNING

I. Signage

Permanent signs on private property	\$150.00	\$165.00	First 32 sq ft
(Excludes Home Occupation Signage)	\$1.00	\$1.10	each add'l sq ft of sign face
Banner signs – one month period	\$150.00	\$165.00	
Temporary portable sign violation			
First offense			No fine; collected and marked
Second offense	\$50.00	\$50.00	per sign
Third offense	\$100.00	\$100.00	per sign

J. Site Plan Review

Type III and IV (Additional \$102 for every 10,000 sq. ft. or portion thereof over the first 15,000 sq. ft. of building area)(Including Town-Homes, excluding projects in Old Town)*.	\$7,261.99	\$7,407.23	
• Final site plan review (Type III and IV) (Due at the time of Building Permit submittal)*	\$756.78	\$771.92	
Site plan review (Type II)*	\$2,363.92	\$2,411.20	
Minor modification to approved Site Plan*	\$321.63	\$328.07	
Major modification to approved Site Plan, Type II*	\$1,178.55	\$1,202.12	
Major modification to approved Site Plan, Type III or IV*	\$2,830.37	\$2,886.97	
Old Town overlay review*	\$291.77	\$297.60	added to application
<i>All uses excluding Single-Family detached dwellings.</i>			
<i>Application fee for Old Town projects is the application fee based on size of the project plus the Old Town Overlay review fee.</i>			

K. Temporary Uses

Administrative	\$335.00	\$368.50
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L. Time Extension to Approval

No hearing required	\$150.00	\$165.00
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M. Variance

Adjustment - (Per lot and per standard to be varied) *	\$58.58	\$59.75
Class A Variance - (Per lot and per standard to be varied) *	\$4,837.11	\$4,933.85
Class B Variance - (Per lot and per standard to be varied) *	\$1,286.54	\$1,312.27

N. Zone Amendments

Text amendment*	\$6,220.14	\$6,344.54
Map amendment*	\$6,220.14	\$6,344.54

O. Residential Design

	<u>Flat Fee</u>			<u>Total Fee</u>
Residential Design Checklist Review w/no adjustments to standards	\$150.00	\$157.50		\$157.50
Residential Design Checklist with Adjustment (Per lot and per standard to be varied)	\$150.00	\$157.50	\$56.31	\$219.44
Residential Design Checklist with Type B Variance (Per lot and per standard to be varied)	\$150.00	\$157.50	\$1,236.58	\$1,517.74
Residential Design Checklist with Type A Variance (Per lot and per standard to be varied)	\$150.00	\$157.50	\$4,649.28	\$5,271.70

P. Technology Fee

Technology Fee	5% of permit fee
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SECTION 10 BUILDING

A. Building Permits

Values are determined by the applicants total estimated value of the work which includes labor and materials, and/or are based on the most current Building Valuation Data, without state-specific modifiers, as published by the International Code Council and in compliance with OAR 918-050-0100 to 918-050-0110. Final building permit valuation shall be set by the Building Official.

Single Family and Two-Family Dwelling

Total Valuation Amount	FY25	FY26	
1 - 500	\$74.29	\$81.72	minimum fee
501 – 2,000	\$74.29	\$81.72	the first \$500
	\$1.22	\$1.34	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$92.59	\$101.82	the first \$2,000
	\$9.76	\$10.74	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$317.07	\$348.84	the first \$25,000
	\$7.64	\$8.40	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$508.07	\$558.84	the first \$50,000
	\$4.88	\$5.37	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$752.07	\$827.34	the first \$100,000
	\$4.27	\$4.70	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.

Commercial, Industrial and Multi-Family

Total Valuation Amount			
1 - 500	\$74.29	\$81.72	minimum fee
501 – 2,000	\$74.29	\$81.72	the first \$500
	\$1.85	\$2.04	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$102.04	\$112.32	the first \$2,000
	\$9.76	\$10.74	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$326.52	\$359.34	the first \$25,000
	\$8.24	\$9.06	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$532.52	\$585.84	the first \$50,000
	\$6.11	\$6.72	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$838.02	\$921.81	the first \$100,000
	\$4.27	\$4.70	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 the concrete slab, runners or foundations that are prescriptive, electrical feeder, plumbing connections, all cross-over connections and up to 30 lineal feet of site-utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.~~

~~Manufactured home set-up and installation fee~~

~~\$393.71~~

~~Site Plan Review~~

~~Residential Rate per Section 9.(E)~~

~~Manufactured Dwelling or Cabana Installation~~

~~See Appendix A for applicable state fees.~~

Area Development Permit (ADP) – Manufactured Dwelling/Recreational Vehicle Parks

~~The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home~~

~~Manufactured Dwelling Parks~~

~~See Table 2 in OAR 918-600-030~~

~~Recreational Vehicle Parks~~

~~See Table 2 in OAR 918-650-030~~

~~See also Appendix A for applicable state fees.~~

SECTION 10
BUILDING

~~Community Development Fee~~
~~Community Development Fee~~

~~0.5% of the final building permit valuation~~

~~Processing fee for plans exempted from a plan review by OAR 918-480-0130~~

~~\$160.00~~

B. Plan Review Fees - Building Permit

Plan review Fee	85%	85%	of building permit fee
Fire and life safety plan review fee (when required)	40%	60%	of building permit fee
Conventional Light Frame Construction processing fee for plans exempted from a plan review by OAR 918-480-0130		160%	

C. Phased Permit - Plan Review (When approved by the Building Official)

The Plan review fee for a phased project is in addition to standard plan review fees and is based on a minimum phasing fee, plus 10% of the total project building permit fee, not to exceed \$1,500 for each phase pursuant to the authority of OAR 918-050-0160

Commercial, Industrial, Multi-Family	\$100.00	\$110.00	Minimum Fee
Residential and Manufactured Dwellings	\$50.00	\$55.00	Minimum Fee

D. Deferred Submittals (When approved by the Building Official)

The fee for processing deferred submittals and reviewing deferred plan submittals shall be an amount equal to 65% of the permit fee calculated according to OAR 918-050-0170 using the value of the particular deferred portion or portions of the project, with a set minimum fee. This fee is in addition to the project plan review fee based on the total project value.

Commercial, Industrial, Multi-Family	\$150.00	\$175.00	Minimum Fee
Residential and Manufactured Dwellings	\$75.00	\$100.00	Minimum Fee

E. Fire Suppression

Residential

Standalone Systems (Structural permit) and Continuous Loop/Multipurpose (Plumbing permit) - fee includes plan review fee

Total Square Footage (including Garage)

0 to 2,000	\$106.12	\$116.73
2,001 to 3,600	\$159.18	\$175.10
3,601 to 7,200	\$265.30	\$291.83
7,201 and greater	\$318.36	\$350.20

Commercial - Alarms/Sprinklers

See Commercial, Industrial, and Multi-Family Fee table by valuation

Separate electrical permit application through Washington County may also be required.

F. Solar Photovoltaic System Installation – Structural Only

Electrical permits are also required through Washington County

Solar Photovoltaic (PV) installations that comply with the prescriptive path system described in the Oregon \$149.84 \$164.82 includes plan review

Solar Permit - Non-Prescriptive Path System

Structural Fees by valuation

Includes solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical

G. Mechanical Permits - Residential

**SECTION 10
BUILDING**

Minimum Fee	\$74.29	\$81.72	
Mechanical Plan Review - Residential	30%	50%	of mechanical permit fee (when required)
<i>See also Appendix A for applicable state fees.</i>			
<i>Air conditioner</i>	\$23.81	\$26.19	
<i>Air handling unit of up to 10,000 cfm</i>	\$17.85	\$19.67	includes ductwork
<i>Air handling unit greater than 10,000 cfm</i>	\$30.12	\$33.13	includes ductwork
<i>Appliance vent installation relocation or replacement not included in an appliance permit</i>	\$11.89	\$13.08	
<i>Attic/crawl space fans</i>	\$17.88	\$19.67	
<i>Chimney/liner/flue/vent</i>	\$23.81	\$26.19	
<i>Clothes dryer exhaust</i>	\$11.89	\$13.08	
<i>Decorative gas fireplace</i>	\$23.81	\$26.19	includes vent

**SECTION 10
BUILDING**

Ductwork – no appliance/fixture	\$11.89	\$13.08		
Evaporative cooler other than portable	\$23.81	\$26.19		
Floor furnace, including vent	\$23.81	\$26.19		
Flue vent for water heater or gas fireplace	\$11.89	\$13.08		
Furnace - up to 100,000 BTU	\$23.81	\$26.19		
Furnace - greater than 100,000 BTU	\$43.63	\$47.99		
Furnace/burner including duct work/vent/liner	\$23.81	\$26.19		
Gas or wood fireplace/insert	\$23.81	\$26.19	includes vent	
Gas fuel piping outlets (up to four outlets)	\$7.94	\$8.73		
Gas fuel piping outlets (over four outlets, per each)	\$2.02	\$2.22		
Heat pump	\$23.81	\$26.19	includes ductwork and vents	
Hood served by mechanical exhaust, including ducts for hood	\$17.88	\$19.67		
Hydronic hot water system	\$23.81	\$26.19		
Installation or relocation domestic-type incinerator	\$29.71	\$32.68		
Mini split system	\$23.81	\$26.19	includes ductwork an	includes ductwork and vents
Oil tank/gas/diesel generators	\$23.81	\$26.19		
Pool or spa heater, kiln	\$23.81	\$26.19		
Radon mitigation	\$17.88	\$19.67		
Range hood/other kitchen equipment	\$17.88	\$19.67	includes ductwork	includes ductwork
Suspended heater, recessed wall heater, or floor mounted unit heater	\$23.81	\$26.19		
Ventilation fan connected to single duct	\$11.89	\$13.08		
Ventilation system not a portion of heating or air-conditioning system authorized by perm	\$17.88	\$19.67		
Water heater	\$23.81	\$26.19	includes vent	includes vent
Wood/pellet stove	\$23.81	\$26.19	includes vent	includes vent
Other heating/cooling	\$23.81	\$26.19		
Other fuel appliance	\$23.81	\$26.19		
Other environment exhaust/ventilation	\$17.88	\$19.67		

Commercial, Industrial, and Multi-Family

Based on the total value of mechanical materials, equipment, installation, overhead and profit.

Plan review fee – Commercial 30% **50%** of Mechanical permit fee

Mechanical Permit Fee			Based on total valuation Amount
0 - 500	\$74.29	\$81.72	minimum fee
500.01 - 5,000	\$74.29	\$81.72	Plus additional below
	\$3.06	\$3.37	each add'l \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$211.99	\$233.37	for the first 5,000 plus additional below
	\$3.67	\$4.04	each add'l \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 100,000	\$395.49	\$435.37	for the first 10,000 plus additional below
	\$9.77	\$10.75	each add'l \$1,000 or fraction thereof, between \$10,000.01 and \$100,000
100,000.01 and up	\$1,274.79	\$1,402.87	for the first 100,000 plus additional below
	\$4.89	\$5.38	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**

H. Plumbing Permits – New One and Two Family Dwellings

Includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include

One Bathroom	\$311.20	\$342.32	
Two Bathrooms	\$384.43	\$422.87	
Three Bathrooms	\$457.65	\$503.42	
Additional Kitchen or Bathroom	\$189.17	\$208.09	

Plumbing Permits – Residential

Minimum Fee	\$74.29	\$81.72	
Plumbing Plan Review - Residential	30%	50%	of plumbing permit fee (when required)

Manufactured Dwelling Utility Connection	\$36.61	\$40.27	each
Absorption valve	\$18.31	\$20.14	each
Alternate potable water heating system	\$18.31	\$20.14	each
Backflow preventer	\$18.31	\$20.14	each
Backwater valve	\$18.31	\$20.14	each
Catch basin or area drain	\$18.31	\$20.14	each
Clothes washer	\$18.31	\$20.14	each
Dishwasher	\$18.31	\$20.14	each
Drinking fountain	\$18.31	\$20.14	each
Trench drain	\$18.31	\$20.14	each
Ejectors/sump pump	\$18.31	\$20.14	each
Expansion tank	\$18.31	\$20.14	each
Fixture cap	\$18.31	\$20.14	each
Floor drain/floor sink/hub drain	\$18.31	\$20.14	each
Garbage disposal	\$18.31	\$20.14	each
Hose bib	\$18.31	\$20.14	each
Ice maker	\$18.31	\$20.14	each
Interceptor/grease trap	\$18.31	\$20.14	each
Manholes	\$18.31	\$20.14	each
Primer	\$18.31	\$20.14	each
Roof drain	\$18.31	\$20.14	each
Septic abandonment	\$18.31	\$20.14	each
Sink/basin/lavatory	\$18.31	\$20.14	each
Stormwater retention/detention tank/facility	\$18.31	\$20.14	each
Swimming pool piping	\$18.31	\$20.14	each
Tub/shower/shower pan	\$18.31	\$20.14	each
Urinal	\$18.31	\$20.14	each
Water closet	\$18.31	\$20.14	each
Water heater	\$18.31	\$20.14	each
Other Fixture or Item	\$18.31	\$20.14	each

Water lines, Sanitary Sewer lines, Storm Sewer/ Footing lines (first 100 feet)	\$61.02	\$67.12	
Water lines, Sanitary Sewer lines, Storm Sewer/ Footing lines (over 100 feet)	\$33.57	\$36.93	each additional 100 ft.
<i>See appendix A for surcharge collected on behalf of the State.</i>			

**SECTION 10
BUILDING**

I. Plumbing Permits – Commercial, Industrial, and Multi-Family

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

Plan Review Fee – Commercial	30%	50% of plumbing permit fee (when required)
Minimum Fee	\$74.29	\$79.86

~~See Section H for individual fixture rates.~~

~~See also Appendix A for applicable state fees.~~

I. Medical Gas Permits – Commercial Plumbing

~~Based on the total value of installation costs and system equipment as applied to the following fee matrix.~~

~~See also Appendix A for applicable state fees.~~

Plan review fee – Commercial	30%	50%	of plumbing permit fee
Plumbing Permit Fee			Based on to Based on total valuation Amount
0 - 500	\$106.12	\$116.73	minimum fee
500.01 - 5,000	\$106.12	\$116.73	Plus additional below
	\$2.12	\$2.33	each additional \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$201.52	\$221.58	for the first 5,000 plus additional below
	\$3.18	\$3.50	each additional \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 50,000	\$360.52	\$396.58	for the first 10,000 plus additional below
	\$10.08	\$11.09	each additional \$1,000 or fraction thereof, between \$10,000.01 and \$50,000
50,000.01 - 100,000	\$763.72	\$840.18	for the first 50,000 plus additional below
	\$11.67	\$12.84	each additional \$1,000 or fraction thereof, between \$50,000.01 and \$100,000
100,000.01 and up	\$1,347.22	\$1,482.18	for the first 100,000 plus additional below
	\$7.43	\$8.17	each additional \$1,000 or fraction thereof over \$100,000

J. Residential Fire Suppression

~~Continuous Loop/Multipurpose (Plumbing permit) and Standalone Systems (Structural permit) fee includes plan review fee.~~

~~Total Square Footage (including Garage)~~

0 to 2,000	\$106.12
2,001 to 3,600	\$159.18
3,601 to 7,200	\$265.30
7,201 and greater	\$318.36

K. Commercial Fire Suppression – Alarms and Sprinklers (Structural Permit)

~~See Commercial, Industrial, and Multi-Family Fee table by valuation~~

~~Separate electrical permit application through Washington County may also be required.~~

M. Solar Photovoltaic System Installation – Structural Only

~~Electrical permits are also required through Washington County~~

Solar Photovoltaic (PV) installations that comply with the prescriptive path system described in the Oregon Structural Specialty Code.	\$149.84	\$161.08
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~~Solar Permit – Non-Prescriptive Path System: Includes solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.~~

~~Structural Fees by valuation.~~

J. Structural Demolition Permits - Not subject to state surcharge

Residential	\$234.46	\$257.91
Commercial	\$344.30	\$378.73

K. Manufactured Dwelling Installation Permits

SECTION 10
BUILDING

Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder, plumbing connections, all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.

Manufactured home set up and installation fee	\$393.71	\$433.08
Site Plan Review <i>(is not a fee assessed by building)</i>		Residential Rate per Section 9.(E)
Manufactured Dwelling or Cabana Installation		See Appendix A for applicable state fees.

L. Area Development Permit (ADP) - Manufactured Dwelling/Recreational Vehicle Parks

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp - and applying the valuation amount to Table 1 as referenced for each.

Manufactured Dwelling Parks	See Table 2 in OAR 918-600-030
Recreational Vehicle Parks	See Table 2 in OAR 918-650-030

See also Appendix A for applicable state fees.

M. Electrical Permits – Issued and Inspected by Washington County (503) 846-3470

**SECTION 10
BUILDING**

N. Other Inspections and Fees (Building, Mechanical, Plumbing, Grading and Erosion)

Re-inspection fee	\$90.00	\$99.00	
Inspections outside normal business hours (when approved by the Building Official)	\$90.00	\$99.00	per hour plus State surcharge (Minimum charge = 2 hours)
Inspection for which no fee is specifically indicated	\$90.00	\$99.00	per hour plus State surcharge (Minimum charge = ¼ hour)
Each additional inspection, above allowable - per each	\$90.00	\$99.00	per hour plus State surcharge (Minimum charge = ¼ hour)
Investigation fee	\$90.00	\$99.00	per hour to enforce the code, \$90 minimum.
Additional plan review required (Min charge = ¼ hour)	\$90.00	\$99.00	per hour or actual time (For changes, additions or revisions)
Re-stamp of lost, stolen or damaged plans	\$55.00	\$60.50	per plan set
Application/Permit extensions	\$50.00	\$55.00	
(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			of amount required for a new permit or a percentage as
Permit reinstatement fee	50%	50%	determined by the Building Official based on the remaining inspections required.

(This fee is for reinstatement of a permit, where a reinstatement request has been made in writing, and approval granted by the Building Official, provided no changes have been made in the

O. Refunds (Building Permit, Mechanical, Plumbing, and Erosion)

Permit refunds	\$90.00	\$99.00
Plan review refunds	\$90.00	\$99.00

P. Temporary Certificate of Occupancy (Valid for 30 days - As determined by the Building Official)

Temporary residential	\$50.00	\$200.00	per request
Temporary commercial/industrial	\$300.00	\$500.00	per request

Q. Certificate of Occupancy Application Fee (As determined by the Building Official) - when no permits are required

Dissimilar Use or Change in Occupancy Classification (Extensive Code Review)	\$132.65	\$250.00	minimum fee, includes 1 hour code review time
	\$90.00	\$90.00	per hour for review time greater than 1 hour

R. Technology Fee

Technology Fee 5% of permit amount, does not apply to System Development Charges

S. Community Development Fee

Community Development Fee 0.5% of project valuation

**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 fees known 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.

FY25 FY26

A. Clean Water Services Fees

The monthly sewer and surface water utility user charges for property within the City and served by Clean Water Services (CWS) of Washington County shall be established by CWS

Sewer Utility Charges

CWS regional sewer utility user base rate per EDU	\$29.52	\$30.41
CWS regional sewer utility user franchise fee per EDU	\$1.48	\$1.52
CWS regional sewer utility usage rate per CCF	\$1.96	\$2.02
CWS regional sewer utility usage franchise fee per CCF	\$0.10	\$0.10

Sewer SDC

CWS regional connection charge	\$7,009.00	\$7,139.00
Portion retained by the City (3.982 3.984%)	\$279.13	\$284.40
Portion remitted to CWS (96.018 96.016%)	\$6,729.87	\$6,854.60

Surface Water

CWS regional surface water base rate per ESU	\$2.74	\$2.82
CWS regional surface water base franchise fee per ESU	\$0.14	\$0.14

B. State of Oregon – Department of Consumer and Business Services

Fee charged on all building and mechanical permits; as well as commercial plumbing and medical gas permits.

State Surcharge	12% of Building Permit fee
Manufactured Dwelling or Cabana Installation	\$ 30.00

C. Sherwood School District

Fee charged on all building permits.

Residential CET	\$ 1.63	\$ 1.67	per square foot of dwelling
Non-Residential CET	\$ 0.82	\$ 0.84	per square foot maximum of \$41,800

D. 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 2025-051

ADOPTING A SCHEDULE OF FEES AS AUTHORIZED BY THE CITY ZONING AND COMMUNITY DEVELOPMENT CODE, ESTABLISHING FEES FOR MISCELLANEOUS CITY SERVICES AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the Sherwood Municipal Code authorizes certain administrative fees and charges to be established by Resolution of the City Council; and

WHEREAS, the City performs and offers certain services, the cost of which are most reasonably borne by the recipient, as opposed to paying for said services from general City funds; and

WHEREAS, the City Manager has developed a set of administrative fees and charges for the Council and City to use when assessing general fees for permits, applications, and services, and recovering general costs of performing actions requiring oversight and administration by City staff; and

WHEREAS, the City Council believes it is most appropriate and fiscally responsible that fees and charges for all services be set by the City Council, and at a level whereby reasonable costs are recovered; and

WHEREAS, the City has met the requirement for providing an opportunity for public comment prior to the adoption of this fee resolution as required by ORS 294.160.

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

Section 1. **Adoption:** The City of Sherwood Rates and Fees Schedule, attached hereto as Exhibit A, is hereby approved and adopted, and supersedes all prior development fee and charges schedules and miscellaneous fee schedules.

Section 2. **Effective Date:** This Resolution shall become effective July 1, 2025.

Duly passed by the City Council this 24th day of June, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



Home of the Tualatin River National Wildlife Refuge

The City of Sherwood, Oregon Master Fees and Charges

Effective 07/01/2025

SECTION 1
GENERAL CHARGES FOR SERVICE

A. Staff Rates

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

For individuals listed on the salary schedule.

Fully loaded hourly rate applicable at time of service

B. Business License

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

Number of Employees	Fee
0-2	\$ 105.00
3-5	\$ 150.00
6-10	\$ 250.00
11-20	\$ 325.00
21-35	\$ 500.00
36-50	\$ 700.00
51-74	\$ 900.00
75-100	\$ 1,100.00
101-149	\$ 5,000.00
150+	\$ 7,500.00

10% discount for businesses located in city limits

Final employee counts that end in a partial FTE are rounded down

C. Liquor License

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

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

SECTION 1
GENERAL CHARGES FOR SERVICE

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

Franchise Fees (as set by franchise agreements):

Cable and Broadband Services

Ziply (formally Frontier)

5% of gross revenue

Ordinance No. 2007-008 Exp 10/31/22

Cable and Broadband Services

Comcast

5% of gross revenue

Resolution No. 2000-857 Exp 9/5/26

Natural Gas

Northwest Natural Gas

5% of gross revenue collected

Ordinance No. 2006-016

Garbage / Solid Waste

Pride Disposal

5% of gross revenue

Ordinance No. 98-1049 Exp 11/1/29

Privilege Taxes and Associated Fees:

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

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

SECTION 1
GENERAL CHARGES FOR SERVICE

E. Public Records Fees

Copies of Finance documents		
Budget	\$40.00	per copy
Comprehensive Annual Financial Report	\$25.00	per copy
Copies of planning documents		
Comprehensive plan	\$25.00	per copy
Local wetland inventory	\$25.00	per copy
Master plans	\$25.00	per copy
Copies of Maps		
8 ½ x 11 black and white	\$3.00	per copy
8 ½ x 11 color	\$5.00	per copy
11 x 17 black and white	\$6.00	per copy
Small size color 11 x17	\$10.00	per copy
Quarter section aerial	\$125.00	per copy
Full size color up to 36 x 48	\$25.00	per copy
General Service Copies		
Copying	\$0.15	per single side
Copying	\$0.25	per double side
Copying	\$4.00	per sheet
24 x 36 large format plotter		
Audio and video copies		
<i>(City Council meeting recordings can be viewed onsite at no charge – contact City Recorder's office)</i>		
Audio	\$25.00	each
Video	\$25.00	each
Data disk	\$25.00	each
Document Research		
Staff time billed in 15 minute increments (see Staff Rates)		
Consultant/contractor time billed at actual cost		
Plus the cost of copying		
Faxing	\$2.00	plus \$1 per page
Lien search fee	\$10.00	per lot
NSF check charges	\$25.00	per occurrence
Notary fee	\$10.00	per signature
Credit Card Fee	3%	per transaction

SECTION 2
LIBRARY

A. Library General Fees

No fees for overdue materials within Washington County Cooperative Library Services

Damaged/lost material	based on extent
Non-resident card	\$140.00 annually
Printing, black & white	\$0.10 per page (after 25 pgs.)
Printing, color	\$0.50 per page
Copying, black & white	\$0.10 per page (after 25 pgs.)
Copying, color	\$0.50 per side
3D printing (limits and restrictions may apply)	\$1.00 per print job
USB Drive	\$10.00 each

SECTION 3
POLICE

A. Police Reports

Staff Hourly Rate estimate/quote provided prior to completion.

Copies of report
Police Video

\$20 Per Report
Staff hourly rate

B. Vehicle Impound Fee

Whereas, state law and Sherwood municipal code chapters 8.04 and 10.08 authorize police officers to impound vehicles under specific circumstances.

Police impounded vehicle fees

\$125 per vehicle

C. Parking Violation Fees

Abandoned vehicle	\$50
Stored vehicle	\$50
Hazardous vehicle	\$250
Prohibited display	\$50
Parking time limit	\$50
No parking zone	\$100
Parking restriction on certain types of vehicles	\$100
Method of parking	\$50
Long-term violation per SMC 10.08.090(A)(2)	\$250
Long-term violation per SMC 10.08.090(A)(3)	\$500
Long-term violation per SMC 10.08.090(A)(4)	\$500
Reoccurring offenses per SMC 10.08.090(B)	\$500

D. Miscellaneous Police Fees

Fingerprinting*	\$29.18 per card
Records/Background checks*	\$17.50 per request

SECTION 4
MUNICIPAL COURT

A. Court Fees

Failure to appear – arraignments	\$50
Failure to appear – trials	\$150
Failure to comply or pay a fine	\$100
Turned over to collection agency (<i>Not to exceed \$250</i>)	25% of the amount owed
Payment plan installment fee - greater than 30 days	\$25
Vehicle compliance program – administrative fee	\$40
Seatbelt Diversion Program	\$40
Traffic School Diversion Programs	
• Class A Violation	\$315
• Class B Violation	\$185
• Class C Violation	\$110
• Class D Violation	\$75
Non-Sufficient Fund Check Fees	\$25

B. Fines set by the State of Oregon

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

C. Dog Fees

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

**SECTION 5
PARKS AND RECREATION**

A. Athletic Field User Charges

<u>Artificial Turf At Snyder Park</u>	<u>Non-Peak (8am -3pm)</u>	<u>Peak (3pm – dark)</u>
Commercial/for profit-Resident	\$65 per hour	\$85 per hour
Commercial/for profit-Non-resident	\$75 per hour	\$100 per hour
Non-profit-Resident	\$60 per hour	\$70 per hour
Non-profit-Non-Resident	\$70 per hour	\$80 per hour
Private reservation-Resident	\$65 per hour	\$75 per hour
Private reservation-Non-Resident	\$80 per hour	\$100 per hour
Light Fee	\$25 per hour	\$25 per hour

B. Other Parks Charges

<u>Sherwood Veterans Park</u>	<u>Commemorative Bricks</u>
Camp/Tournament	\$125

<u>Robin Hood Plaza</u>	<u>Resident</u>	<u>Non-Resident</u>
Non-Profit Fee	\$120 per day	\$160 per day
For-Profit Fee	\$180 per day	\$240 per day

C. Picnic Shelters

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

D. Amphitheater Rental

less the cost to repair any damages to the facility.

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

When reserving the Amphitheater you must also reserve the picnic shelter

**SECTION 5
PARKS AND RECREATION**

E. Community Garden

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

F. Field House

Team Fees

Adult team	\$750 plus a \$50 late fee if not paid by the due date
Youth team	\$750 plus a \$25 late fee if not paid by the due date

Player Cards

Adult player cards	\$15
Youth player cards	\$10

Rental Fees

Day time fees (7 a.m. – 3 p.m.)	\$50 per hour
Evening fees (3 p.m. – midnight)	\$80 per hour

Open Play Fees

Adult open play fees	\$7 per person
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Concessions and Merchandise

Varies

G. Special Events

Permit Fees

	<u>Resident</u>	<u>Non-Resident</u>
Non-Profit Fee	\$75	\$125
For-Profit Fee	\$150	\$200
Police Services	\$100 hour/per officer	\$100 hour/per officer

Street Closure for Special Event

Non-Profit Fee	\$125 per day per block	\$150 per day per block
For-Profit Fee	\$175 per day per block	\$200 per day per block

Street Closure for Festival (more than four blocks)

Non-Profit Fee	\$400 per day	\$425 per day
For-Profit Fee	\$450 per day	\$475 per day
Small productions (no street closures, staging, city services, or park closures)		\$250 per day
Large production (requires street closure, city services, staging, etc.)		\$1,000 per day

SECTION 5
SHERWOOD CENTER FOR THE ARTS

H. Standard Facility Rentals

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

Main Hall

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

Non-peak hours=weekdays 9-3

	<u>Resident</u>		<u>Non-Resident</u>	
	<u>Peak</u>	<u>Non-peak</u>	<u>Peak</u>	<u>Non-peak</u>
Partial day (4 hours or less)	\$910	\$770	\$975	\$825
Full day (up to 8 hours)	\$1,690	\$1,430	\$1,820	\$1,540
Extended day (up to 16 hours)	\$3,120	\$2,640	\$3,380	\$2,860
<u>20% Non-Profit Discount</u>				
Partial day (4 hours or less)	\$728	\$616	\$780	\$660
Full day (up to 8 hours)	\$1,352	\$1,144	\$1,456	\$1,232
Extended day (up to 16 hours)	\$2,496	\$2,112	\$2,704	\$2,288

Equipment & Additional Services

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

Chairs	Included	
Tables	Included	
Theatre Seating	Included	
Stage Riser	\$250	
Pipe and Drape System	\$225	
Kitchen	\$100	
Piano	\$100	
Carnival Games (charged per game, per day of use)	\$35	each
Basic Av (sounds & lights controlled from stage, mic, screen, projector, and podium)	\$75	
Advanced Tech (sound and lights controlled from booth; multiple mics, monitors, light cues)	\$150	
<i>Renters are required to have an approved technician if using Advanced AV. Technician must be approved by SCA Manager.</i>		
Lift (Must provide operator certification)	\$300	
Classroom(s) added to Main Hall rental	\$75	each partial day
	\$145	each full day+
Extra Facility Monitor**	\$35	per hour
	\$40	per hour
AV Technician (if provided by SCA. Must arrange in advance with SCA Manager)		

SECTION 5
SHERWOOD CENTER FOR THE ARTS

I. Standard Facility Rentals (continued)

Classroom

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

	<u>Resident</u>		<u>Non-Resident</u>	
	<u>Peak</u>	<u>Non-peak</u>	<u>Peak</u>	<u>Non-peak</u>
Meeting (2 hours or less)	\$104	\$88	\$117	\$99
Partial day (up to 4 hours)	\$195	\$165	\$221	\$187
Full day (up to 10 hours)	\$455	\$385	\$507	\$429
20% Non-Profit Discount				
Meeting (2 hours or less)	\$83	\$70	\$101	\$79
Partial day (up to 4 hours)	\$156	\$132	\$177	\$150
Full day (up to 10 hours)	\$364	\$308	\$405	\$343

Equipment & Additional Services

All fees are one time charges based on usage as listed

Chairs	Included
Tables	Included
Kitchen	\$100
Portable Projector	\$35
Supplemental cleaning fee if confetti, petals, fake snow, bubbles, or any scattered decorative objects are used:	\$200

J. Single Production Rentals

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

All Production Rentals must provide their own technical crew, approved by SCA Manager. Technician referrals are available on request.

Absolutely no glitter is allowed in the Main Hall, including glittered hair products/hairspray.

	<u>Resident</u>	<u>Non-Resident</u>
<u>Performance Days</u>		
Partial day (5 hours or less)	\$563	\$675
Full day (up to 10 hours)	\$750	\$900
Extended day (up to 16 hours)	\$1,000	\$1,200

SECTION 5
SHERWOOD CENTER FOR THE ARTS

K. Single Production Rentals (continued)

	<u>Resident</u>	<u>Non-Resident</u>
20% Non-Profit Discount		
Partial day (5 hours or less)	\$450	\$540
Full day (up to 10 hours)	\$600	\$720
Extended day (up to 16 hours)	\$800	\$960
Non-Performance Days (may not be used on Fridays after 3pm or on Saturdays)	<u>Resident</u>	<u>Non-Resident</u>
Partial day (5 hours or less)	\$375	\$450
Full day (up to 10 hours)	\$563	\$675
Extended day (up to 16 hours)	\$750	\$900
20% Non-Profit Discount		
Partial day (5 hours or less)	\$300	\$360
Full day (up to 10 hours)	\$450	\$540
Extended day (up to 16 hours)	\$600	\$720

Amenities and Equipment fees

All fees are one time charges based on usage as listed

Dressing Room

Lobby

Theatre seating up to 400 capacity

Basic AV

Tech usage fee (lights and sound) \$150 per day

Classroom(s) (as additional dressing room) \$30 per day

Lift (Must provide operator certification) \$300 per production

*NEW Rental Opportunities:

	<u>Resident</u>	<u>Non-Resident</u>	
Dressing Room/Green Room only	\$85	\$75	\$102 \$90 per hour
Lobby only	\$85	\$75	\$102 \$90 per hour

L. Multi-Day Production Rentals

A fully refundable deposit in the amount of \$500 will be required for all Multi-Day Production Rentals and must be submitted with a signed contract to secure the facility rental. Rates are for public presentations occurring on MORE THAN ONE DAY (multiple performances in one day do not qualify), the main focus of which is theatrical, dance, musical, and/or otherwise artistic in nature. Rentals will include up to-20 hours of rehearsal and prep time. Performances are given priority; rehearsals scheduled for Fridays and Saturdays after 3pm will pay Performance Day rate.

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

Absolutely no glitter is allowed in the Main Hall, including glittered hair products/hairspray.

SECTION 5
SHERWOOD CENTER FOR THE ARTS

M. Multi-Day Production Rentals (continued)

<u>Performance Days</u>	<u>Resident</u>		<u>Non-Resident</u>	
	<u>Peak</u>	<u>Non-peak</u>	<u>Peak</u>	<u>Non-peak</u>
Partial day (5 hours or less)	\$500	\$440	\$600	\$528
Full day (up to 10 hours)	\$750	\$660	\$900	\$792
Extended day (up to 16 hours)	\$1,000	\$880	\$1,200	\$1,056
20% Non-Profit Discount				
Partial day (5 hours or less)	\$400	\$352	\$480	\$422
Full day (up to 10 hours)	\$600	\$528	\$720	\$634
Extended day (up to 16 hours)	\$800	\$704	\$960	\$845
<u>Additional Rehearsal Days</u>				
<u>Non-Performance Days</u>	<u>Resident</u>		<u>Non-Resident</u>	
	<u>Peak</u>	<u>Non-peak</u>	<u>Peak</u>	<u>Non-peak</u>
Partial day (5 hours or less)	\$375	\$330	\$450	\$396
Full day (up to 10 hours)	\$562	\$495	\$675	\$594
Extended day (up to 16 hours)	\$750	\$660	\$900	\$792
20% Non-Profit Discount				
Partial day (5 hours or less)	\$300	\$264	\$360	\$317
Full day (up to 10 hours)	\$450	\$396	\$540	\$475
Extended day (up to 16 hours)	\$600	\$528	\$720	\$633
<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			\$75	
Tech booth usage fee (lights and sound)			\$150	per day
Classroom(s) (as additional dressing room)			\$30	per day
Lift (Must provide operator certification)			\$300	per production

N. Discounts

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

SECTION 5
MARJORIE STEWART SENIOR CENTER

O. Marjorie Stewart Center

A fully refundable deposit will be required for facility rentals and must be submitted to secure the facility rental.

Events may require Facility Monitors \$25/hr. as determined by Manager.

Hourly Facility Rentals

Dining Room (2 hr. minimum)
Dining Room Classroom, each
Large Classroom
Small Classroom
Lounge
Kitchen-Catering (2 hr. minimum)
Full Kitchen with Dining Room (2 hr. minimum)
Full Kitchen – Commercial
Entire Building**** *Not including kitchen*
20% Non-profit discount for hourly rentals

Resident

\$92 per hour
\$60 per hour
\$60 per hour
\$38 per hour
\$38 per hour
\$38 per hour
\$146 per hour
\$81 per hour
\$178 per hour

Non-Resident

\$106 per hour
\$70 per hour
\$70 per hour
\$44 per hour
\$44 per hour
\$44 per hour
\$168 per hour
\$93 per hour
\$205 per hour

	Once a week**		Once a week**		Twice a month***		Twice a month***	
	Non Profit		For Profit		Non Profit		For Profit	
Monthly Facility Rentals	<u>7/1/2025</u>	<u>1/1/2026</u>			<u>7/1/2025</u>	<u>1/1/2026</u>		
Dining Room	\$156	\$187		\$324	\$78	\$94		\$162
Large Classroom	\$103	\$124		\$216	\$52	\$62		\$108
Small Classroom	\$78	\$94		\$162	\$38	\$46		\$81
Lounge	\$78	\$94		\$162	\$38	\$46		\$81
Entire building****				\$540				\$270 DnRm+LgCR
Commercial Kitchen								\$324
<i>All monthly rentals are for a 4-hour block</i>								

Refundable Cleaning & Security Deposit

Dining Room & Kitchen \$500
Lounge, Large Classroom, Small Classroom \$100
Key Deposit \$75

* 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

**** Including full kitchen rental

SECTION 5
MARJORIE STEWART SENIOR CENTER

O. Marjorie Stewart Center (Continued)

Monthly Ongoing Rental Storage

Ongoing rental space is subject to manager approval.

Storage for ongoing rentals is subject to availability and manager approval

Classroom Cupboard	\$60
DnRm/LgCR Closet	\$120
Pearl Rm/1/4 Lg Closet	\$220

Program Fees

Lunch Program - Adults 62 and older *	\$6	per meal	suggested donation
Lunch Program – Under age 62 *	\$10	per meal	suggested donation
Non-resident membership fee	\$35	per year	
Facility Monitor	\$25	per hour	

Sherwood Senior Shuttle

Curb to curb transport within the City of Sherwood	\$1 per stop
Curb to curb transport outside of City of Sherwood	\$5 per stop
Within 20 miles of Sherwood City Center.	
Curb to curb transport within Sherwood to/from MSSCC	Free

* Suggested donation

** Up to 4 hours per visit. Not to exceed 52 visits per year

*** Up to 4 hours per visit. Not to exceed 24 visits per year

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SECTION 6 UTILITY CHARGES FOR SERVICE

Water Utility Rates

RESIDENTIAL, MULTI-FAMILY, AND COMMERCIAL WATER SERVICE

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

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

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

A. Residential and Multi-Family Rates*

Customer Class Meter Size	Base Charge (\$/Month)	Consumption Rate (\$/100 gallons)	
		First 21,000	Over 21,000
5/8 - 3/4"	\$23.76	\$0.64	\$1.03
3/4"	\$26.82	\$0.64	\$1.03
1"	\$29.37	\$0.64	\$1.03
1-1/2"	\$52.21	\$0.64	\$1.03
2"	\$75.93	\$0.64	\$1.03
3"	\$152.77	\$0.64	\$1.03
4"	\$258.90	\$0.64	\$1.03
6"	\$541.81	\$0.64	\$1.03
8"	\$1,002.89	\$0.64	\$1.03
10"	\$1,448.28	\$0.64	\$1.03

* Indicates Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6
UTILITY CHARGES FOR SERVICE

B. Commercial Rates

Customer Class Meter Size	Base Charge (\$/Month)	Consumption Rate (\$/100 gallons)	
		First 21,000	Over 21,000
5/8 - 3/4"	\$25.79	\$0.75	\$0.75
¾"	\$29.10	\$0.75	\$0.75
1"	\$31.89	\$0.75	\$0.75
1-1/2"	\$56.68	\$0.75	\$0.75
2"	\$82.40	\$0.75	\$0.75
3"	\$165.80	\$0.75	\$0.75
4"	\$283.29	\$0.75	\$0.75
6"	\$588.06	\$0.75	\$0.75
8"	\$1,088.47	\$0.75	\$0.75
10"	\$1,571.83	\$0.75	\$0.75
Irrigation		\$1.08	\$1.08

C. Fire Protection Service

The following fees shall be charged for all applicable connections for automatic fire sprinklers, and fire hydrants service for private fire protection:

Customer Class

Meter Size

Base Charge

4" and under

\$36.61

6"

\$61.17

8"

\$86.86

10"

\$119.48

Water service connection in ROW

Actual time and materials

SECTION 6
UTILITY CHARGES FOR SERVICE

D. Hydrant Rentals

Fire hydrant permits - mandatory for fire hydrant use

Three month permit (plus water usage at current rate)*	\$65.47
Six month permit (plus water usage at current rate)*	\$95.24
Twelve month permit (plus water usage at current rate)*	\$154.74
Penalty for unauthorized hydrant use	\$546.53
Penalty for using non-approved (un-inspected tank)	\$1,038.39
Failure to report water usage (per day for period not reported)	\$16.39
Hydrant meter - refundable deposit	\$1,719.13
Hydrant meter – daily rental (plus water usage at current rate)	\$22.22
Hydrant meter read – monthly reads*	\$59.53
Hydrant meter setup – Initial setup of meter on hydrant*	\$59.53
Flow testing of fire hydrants*	\$190.46
Consumption (\$/100 gallons)	\$1.08

E. Account Activation and De-Activation

Water Service on or off at customer's request

Deposit for a NEW application of service for all tenant accounts & previous customers sent to collections	\$132.65
New account fee*	\$17.85
First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge
Activation after office hours and weekends*	\$71.42
Leaks or emergencies beyond customer control anytime	No Charge
Second call*	\$35.71
Non-leak or emergency turn offs after office hours or weekends*	\$59.53
All snowbird/vacant turn offs*	\$30.10

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

Turn on water during office hours, Monday through Friday*	\$71.42
After hours or weekends, an additional*	\$119.03
Meter tampering and/or using water without authority*	\$71.42
Broken promise turn off*	\$71.42
Door hangers (per door hanger)*	\$11.90

* Indicates Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6
UTILITY CHARGES FOR SERVICE

F. Additional Charges, If Necessary, To Enforce

Removal of meter*	\$95.25
Reinstallation of meter	No Charge
Installation or removal of locking device-first occurrence*	\$59.54
Installation or removal of locking device-second occurrence*	\$89.28
Installation or removal of locking device-third occurrence *	\$178.56
Repair of breakage/damage to locking mechanism (curb stops, etc.)	Parts and Labor
Service off water at main or reinstating service	Parts and Labor

G. Other Additional Charges

Decreasing or increasing size of meter	
Removal of meter during construction	\$150.00
Loss of meter (replacement cost)	\$230-\$710
Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually by a State Certified Backflow Tester of their choice.	\$119.03
Backflow assembly test/repair (Contract services)	Parts and Labor
Damage or Repair to Water Utility	Actual time and material
Water Model for Development	\$2,040.00

(Developments of 20 plus lots, development of industrial or commercial higher elevation developments and/or as determined necessary by Public Works)

H. Testing Water Meters at Customer/Owner's Request

Testing on premises (5/8"x 3/4", 3/4", 1")*	\$95.25
Removal of meter for testing (5/8"x 3/4", 1")*	\$297.61
Testing of meters larger than 1"	Parts and Labor

SECTION 6 UTILITY CHARGES FOR SERVICE

I. Backflow Prevention Device Test Fee

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

\$119.03

J. Water Service/Meter Installation Services*

Drop-In Service: An existing condition where developers of a residential subdivision or commercial complex has installed water service to each serviceable and buildable lot in accordance with City specifications.

Dig-In Service: Condition where the City or its contractor must physically tap into a mainline to extend water service to the property. Meter installation over 2" will be installed at a time and materials rate by city staff or city authorized contractors.

<u>Meter Size</u>	<u>Drop-In Service</u>	<u>Dig-In Service</u>
5/8" – ¾"	\$428.55	\$2,493.90
¾"	\$428.55	\$2,493.90
1"	\$868.99	\$2,934.35
1.5"	\$2,199.80	\$5,094.93
2"	\$3,630.75	\$6,547.25
3"	\$7,261.47	n/a
4"	\$9,439.93	n/a

K. Un-Authorized Water Hook Up*

Un-authorized water hook up

\$161.73

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

Sanitary Sewer Interceptor Program – FOG

Includes Maintenance Bonds

	\$54.65
First re-inspection	\$109.30
Re-inspection fee after the first	\$163.95
All subsequent re-inspection fees	

M. Usage of Meter Key

Deposit refundable with key return

\$25.00

SECTION 6
UTILITY CHARGES FOR SERVICE

N. Water Use Restriction - Penalties*

First notice of violation	\$117.17
Second notice of violation	\$356.28
Third notice of violation	\$597.55

O. Sanitary Rates - Residential

See appendix A for fees collected on behalf of CWS

Sherwood sewer utility user base rate per EDU *	\$6.19
Sherwood sewer utility usage rate per CCF*	\$0.38
Damage or Repair to Sewer Utility	Actual time and material
Illegal Discharge to Sewer Utility	Actual time and material

O.1 Sanitary Rates - Commercial

See appendix A for fees collected on behalf of CWS

Sherwood sewer utility user base rate per EDU *	\$7.34
Sherwood sewer utility usage rate per CCF*	\$0.45
Damage or Repair to Sewer Utility	Actual time and material
Illegal Discharge to Sewer Utility	Actual time and material

P. Storm Rates

See appendix A for fees collected on behalf of CWS

Sherwood storm water utility user rate per ESU*	\$16.19
Damage or Repair to Storm Utility	Actual time and material

* Indicates Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6
UTILITY CHARGES FOR SERVICE

Q. Street Fees

	Street <u>Maintenance</u>	Street <u>Light</u>	Sidewalk <u>Repair</u>	Safe/New <u>Sidewalks</u>
Single family residential *	\$2.38	\$2.76	\$0.61	\$0.82
Monthly per Account				
Multi Family *	\$2.38	\$2.76	\$0.61	\$0.82
Monthly per EDU				
Non – residential/Commercial *	\$2.38	\$0.78	\$0.20	
Monthly per ESU				

R. Broadband

	<u>Monthly Rate</u>
Residential - Standard Rates	
Residential Internet - 100mb	\$30.00
Residential Internet - 250mb Surfer	\$40.00
Residential Internet - 1gb Streamer	\$60.00
Residential Internet - 2gb with Wi-Fi P Enthusiast	\$80.00
Residential Internet - 5gb with Wi-Fi_ Gamer	\$100.00
Wi-Fi___33 Pro Add-on	\$15.00
Router Rental	\$10.00
Business	
Small Business -250mb	\$99.00
Small Business - 500mb	\$175.00
Small Business - 1gb	\$250.00
Government Internet - 1gb	\$250.00
Government Point to Point - 1gb	\$250.00
IP Addresses	\$10.00
Damage or Repair to Broadband Utility	Actual time and material

**SECTION 7
SYSTEM DEVELOPMENT CHARGES**

A. Water SDC

<u>Meter Size</u>	<u>Reimbursement Charge</u>	<u>Improvement Charge</u>	<u>Administrative Charge Per Meter</u>
5/8-3/4"	\$2,869.36	\$7,409.66	\$125.84
3/4"	\$4,303.45	\$11,115.66	\$188.20
1"	\$7,172.80	\$18,525.32	\$314.05
1-1/2"	\$14,344.43	\$37,050.64	\$628.09
2"	\$22,951.32	\$59,281.97	\$1,004.50
3"	\$50,206.08	\$129,678.42	\$2,197.20
4"	\$86,067.74	\$222,306.21	\$3,766.32
6"	\$179,307.10	\$463,137.73	\$7,846.68
8"	\$258,203.21	\$666,918.62	\$11,298.96

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 \$3,669.81

B. Sewer SDC

UGB Minus Brookman and Tonquin Employment Area

<u>Use Type</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Flow Count</u>
Single family residence	\$1,004.35	\$53.64	1 EDU
Two family residence (duplex)	\$1,004.35	\$53.64	1 EDU
Manufactured home/ single lot	\$1,004.35	\$53.64	1 EDU
Manufactured home parks	\$1,004.35	\$53.64	based on Engineer estimate
Multi-family residential	\$1,004.35	\$53.64	based on Engineer estimate
Commercial	\$1,004.35	\$53.64	based on Engineer estimate
Industrial	\$1,004.35	\$53.64	based on Engineer estimate
Institutional uses	\$1,004.35	\$53.64	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

**SECTION 7
SYSTEM DEVELOPMENT CHARGES**

B. Sewer SDC (continued)

Brookman Area

<u>Use Type</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Flow Count</u>
Single family residence	\$1,324.93	\$1,118.24	1 EDU
Two family residence (duplex)	\$1,324.93	\$1,118.24	1 EDU
Manufactured home/ single lot	\$1,324.93	\$1,118.24	1 EDU
Manufactured home parks	\$1,324.93	\$1,118.24	based on Engineer estimate
Multi-family residential	\$1,324.93	\$1,118.24	based on Engineer estimate
Commercial	\$1,324.93	\$1,118.24	based on Engineer estimate
Industrial	\$1,324.93	\$1,118.24	based on Engineer estimate
Institutional uses	\$1,324.93	\$1,118.24	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

Tonquin Employment Area

<u>Use Type</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Flow Count</u>
Single family residence	\$978.76	\$1,099.73	1 EDU
Two family residence (duplex)	\$978.76	\$1,099.73	1 EDU
Manufactured home/ single lot	\$978.76	\$1,099.73	1 EDU
Manufactured home parks	\$978.76	\$1,099.73	based on Engineer estimate
Multi-family residential	\$978.76	\$1,099.73	based on Engineer estimate
Commercial	\$978.76	\$1,099.73	based on Engineer estimate
Industrial	\$978.76	\$1,099.73	based on Engineer estimate
Institutional uses	\$978.76	\$1,099.73	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

**SECTION 7
SYSTEM DEVELOPMENT CHARGES**

C. Storm SDC

<u>Clean Water Services Storm SDC</u>	<u>Regional Storm Drainage Improvement Charge</u>
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Water quantity per ESU (SDC set by CWS)	\$380.05
Water quality per ESU (SDC set by CWS)	\$310.95
Total Storm Water SDC	\$691.00

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

<u>City of Sherwood Storm SDC:</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Administrative</u>
	<u>Charge</u>	<u>Charge</u>	<u>Charge</u>
Per ESU	\$240.38	\$1,439.98	\$40.09

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

D. Parks SDC

<u>Parks and Recreation</u>	<u>Improvement</u>
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Single family dwelling	\$17,672.17
Multi-family dwelling	\$10,970.73
Manufactured home	\$11,338.38
Accessory Dwelling Unit	\$6,185.31
Non – residential	\$675.22
Filing fee to challenge expenditures of Parks SDC's	\$54.67

(Refundable if challenge is successful) see SMC 15.20.110 for SDC challenges and appeals procedures and filing fee

E. Street SDC

Washington County Transportation Development Tax (TDT)

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

City of Sherwood Street SDC:

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

<u>Residential Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Single Family – detached	210	\$2,306.11	dwelling unit
Accessory Dwelling Unit (Detached)	212	\$2,306.11	dwelling unit
Accessory Dwelling Unit (Attached)	214	\$1,196.28	dwelling unit
Apartment	220	\$1,586.17	dwelling unit
Residential Condominium/Townhouse	230	\$1,379.66	dwelling unit
Mobile Home Park	240	\$1,196.05	dwelling unit
Assisted Living	254	\$625.29	bed
Continuing Care Retirement	255	\$557.87	unit
Recreation Home	260	\$758.69	dwelling unit

**SECTION 7
SYSTEM DEVELOPMENT CHARGES**

E. Street SDC (continued)

<u>Recreational Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
City Park	411	\$1,495.85	acre
Regional Park	417	\$1,217.59	acre
Multipurpose Recreation/Arcade	435	\$8,732.63	thousand sq ft gross floor area
Movie Theater w/o Matinee	443	\$62,387.49	screen
Movie Theater w/Matinee	444	\$94,425.21	screen
Amusement/Theme Park	480	\$25,443.44	acre
Soccer Complex	488	\$17,403.53	field
Racquet/Tennis Club	491	\$8,699.64	court
Health/Fitness Club	492	\$7,397.41	thousand square ft gross floor area
Recreation/Community Center	495	\$6,686.04	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	\$186.41	student
Middle/Junior High School (Public)	522	\$233.73	student
High School (Public)	530	\$246.71	student
Private School (K – 12)	536	\$355.69	Student
Junior/Community College	540	\$5,224.62	thousand square ft gross floor area
University/College	550	\$417.34	student
Church	560	\$3,225.43	thousand square ft gross floor area
Day Care Center/Preschool	565	\$261.04	student
Library	590	\$12,310.87	thousand square ft gross floor area
Hospital	610	\$2,789.43	bed
Nursing Home	620	\$635.30	bed
Clinic	630	\$6,792.22	thousand square ft gross floor area
<u>Commercial/Services SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Hotel	310	\$1,916.07	Room
Motel	320	\$1,373.90	Room
Building Materials/Lumber Store	812	\$10,522.43	thousand square ft gross floor area
Free-Standing Discount Superstore	813	\$9,383.71	thousand square ft gross floor area
Variety Store	814	\$7,459.07	thousand square ft gross floor area
Free-Standing Discount Store	815	\$6,883.98	thousand square ft gross floor area
Hardware/Paint Store	816	\$6,321.78	thousand square ft gross floor area

SECTION 7
SYSTEM DEVELOPMENT CHARGES

E. Street SDC (continued)

<u>Commercial/Services SDC (continued)</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Nursery (Garden Center)	817	\$20,215.94	thousand square ft gross floor area
Shopping Center	820	\$5,045.42	thousand sq ft gross leasable area
Factory Outlet	823	\$6,974.30	thousand square ft gross floor area
Specialty Retail Center	826	\$9,901.46	thousand square ft gross floor area
New Car Sales	841	\$7,140.69	thousand square ft gross floor area
Automobile Parts Sales	843	\$6,645.92	thousand square ft gross floor area
Tire Store	848	\$4,167.65	thousand square ft gross floor area
Tire Superstore	849	\$3,347.30	thousand square ft gross floor area
Supermarket	850	\$11,550.73	thousand square ft gross floor area
Convenience Market (24 Hour)	851	\$60,214.70	thousand square ft gross floor area
Convenience Market w/Fuel Pump	853	\$34,966.32	vehicle fueling position
Discount Club	861	\$10,331.69	thousand square ft gross floor area
Home Improvement Superstore	862	\$4,081.66	thousand square ft gross floor area
Electronics Superstore	863	\$10,988.54	thousand square ft gross floor area
Pharmacy/Drugstore w/o Drive-Up	880	\$9,301.95	thousand square ft gross floor area
Pharmacy/Drugstore w/Drive-Up	881	\$8,985.02	thousand square ft gross floor area
Furniture Store	890	\$446.01	thousand square ft gross floor area
Bank/Savings w/Drive-Up	912	\$8,183.33	thousand square ft gross floor area
Quality Restaurant	931	\$9,128.43	thousand square ft gross floor area
High Turnover (Sit Down) Restaurant	932	\$12,829.98	thousand square ft gross floor area
Fast Food Restaurant w/o Drive-Up	933	\$25,031.87	thousand square ft gross floor area
Fast Food Restaurant w/Drive-Up	934	\$53,448.35	thousand square ft gross floor area
Drinking Place/Bar	936	\$37,790.18	thousand square ft gross floor area
Coffee/Donut Shop w/Drive-Up	937	\$81,772.99	thousand square ft gross floor area
Coffee/Kiosk	938	\$74,656.72	thousand square ft gross floor area
Quick Lubrication Vehicle Shop	941	\$12,662.23	service stall
Automobile Care Center	942	\$7,586.70	thousand sq ft gross leasable area
Gasoline/Service Station	944	\$14,393.25	vehicle fueling position
Gasoline/Service Station w/Convenience Market	945	\$5,075.52	vehicle fueling position
Gasoline/Service Station w/Convenience Market and Car Wash	946	\$8,907.59	vehicle fueling position

SECTION 7
SYSTEM DEVELOPMENT CHARGES

E. Street SDC (continued)

<u>Office SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
General Office Building	710	\$2,043.71	thousand square ft gross floor area
Corporate Headquarters Building	714	\$1,946.18	thousand square ft gross floor area
Single Tenant Office Building	715	\$2,842.52	thousand square ft gross floor area
Medical/Dental Office Building	720	\$6,663.14	thousand square ft gross floor area
Government Office Building	730	\$16,816.99	thousand square ft gross floor area
State Motor Vehicles Department	731	\$29,496.43	thousand square ft gross floor area
Us Post Office	732	\$21,555.49	thousand square ft gross floor area
Office Park	750	\$2,073.82	thousand square ft gross floor area
Research And Development Center	760	\$1,518.75	thousand square ft gross floor area
Business Park	770	\$2,301.87	thousand square ft gross floor area

<u>Port/Industrial</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Truck Terminals	30	\$15,252.28	acre
Park And Ride Lot w/Bus Service	90	\$1,098.52	parking space
Light Rail Transit Station w/Parking	93	\$612.40	parking space
General Light Industrial	110	\$1,285.02	thousand square ft gross floor area
General Heavy Industrial	120	\$365.69	thousand square ft gross floor area
Industrial Park	130	\$1,302.23	thousand square ft gross floor area
Manufacturing	140	\$738.60	thousand square ft gross floor area
Warehouse	150	\$691.27	thousand square ft gross floor area
Mini-Warehouse	151	\$579.41	thousand square ft gross floor area
Data Center	160	\$242.38	thousand square ft gross floor area
Utilities (Private)	170	\$1,854.34	thousand square ft gross floor area

SECTION 8
ENGINEERING CHARGES FOR SERVICE

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

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

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

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

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

B. No Public Improvement; Subdivision Plan Reviews and Inspections

Plan Review Fee	Time and Materials
Inspection Fee	Time and Materials
Television Line Service Review	Time and Materials

SECTION 8 ENGINEERING CHARGES FOR SERVICE

C. Miscellaneous Fees

Addressing Fees

Single - five (5) digit address	\$72.87	lot
0 to 10 - Suite Numbers	\$27.60	per suite
11 to 20 -Suite Numbers	\$281.54	plus \$15 per suite
21 and up Suite Numbers	\$450.46	plus \$10 per suite

Plans and Specifications for capital projects varies by project - see photocopying fee schedule

Traffic and street signs (Includes post, sign, hardware, and labor to install)* \$297.61 per sign

Street Trees \$216.49 per tree

C. Miscellaneous Fees (continued)

Pre-submittal Consultation (consultation of projects prior to the submittal of a land use application, requiring more than 2 hours of staff time or on-call consultant services)

\$520.20 Deposit

(Applicant pays 100% of actual expenses including staff time, if an application is submitted these fees will be credited against the plan review fees)

In-Lieu of Fee – Fiber Optic Conduit Installation \$48.71 per linear ft

In-Lieu of Fee – Vault Placement \$757.70 per vault

Right of Way Permit Fees

ROW Small Wireless Facility Permit \$920.07 per facility

ROW Construction Permit (for other than small wireless facilities) \$165.61 per permit

Inspection fee \$165.61 or 4% of project estimate, whichever is greater

ROW Use Permit \$27.06

Design and construction standards \$54.12 on paper

Design and construction standards \$27.06 per CD

As-Built Requests \$27.06 per subdivision

As-Built Requests electronic media \$27.06 per cd

Reimbursement District formation \$520.20 deposit (applicant pays 100% of actual costs including staff time)

SECTION 8
ENGINEERING CHARGES FOR SERVICE

D. Grading and Erosion Control Fees

Grading Fees - Non Single Family Residential

Cubic yards

0 to 100 \$74.29

101 to 1,000 \$74.29

\$11.44

1,001 to 10,000 \$177.25

\$15.92

10,001 to 100,000 \$320.53

\$79.59

100,001 + \$1,036.84

\$38.74

Grading plan review fee 85% of the grading permit fee

Erosion Control Fees - Non-Single Family Residential

Erosion Control Plan Review Fee 65% of the erosion control inspection fee

Erosion Control Inspection Fee Based on Total Area

0 to 1 Acre \$244.08

1 Acre and up \$244.08 (plus \$52per acre or fraction thereof over 1 acre)

Grading and Erosion Control Fees - Single Family Residential

Single Family Residential

Plan Check

Inspection

>1000 feet disturbance, existing development \$74.29 \$111.42

New development \$74.29 \$313.06

E. Vacations (Public right-of-way and easements)

Deposit plus staff time (See Section 1)

(Applicant pays 100% of actual expenses including staff time) \$4,244.83

**SECTION 9
PLANNING**

A. Annexations

Applicant pays 100% of actual expenses including staff time.	\$7,500.00	Deposit
Any balance owing is due within 30 days from the final annexation invoice date.		

B. Appeals

Type I or II actions (ORS 227.175) 10 (b)	\$250.00	
Type III or IV actions		50% of original fee(s)
Expedited and middle housing Land Division	\$300.00	

C. Conditional Use Permit

Conditional use permit without concurrent type III or IV application*	\$4,933.85	
Conditional use permit with concurrent type III or IV application*	\$2,466.34	

D. Land Divisions / Adjustments

Lot line adjustment*	\$884.60	
Minor land partition*	\$2,320.04	
Expedited and middle housing minor partition (added to the cost of the partition application)*	\$654.95	
Final plat processing (minor land partition)*	\$654.95	
Subdivision*	\$7,407.23	Flat fee+add'l lot fee
	\$23.34	per lot
Expedited and middle housing subdivision <i>(Added to the cost of the subdivision application)*</i>	\$2,624.52	
Final plat processing (Subdivision)*	\$1,312.27	

E. Other Fees

Chickens in residential zones	\$55.00	
Consultant as needed		actual costs
Community Development Code Plan Check <i>(payable at time of building permit submittal)</i>		
Residential permits*	\$125.37	
ADUs Accessory Dwelling Units*	\$125.37	
Commercial, Industrial, Multi-Family Permits*	\$787.35	
<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*	\$179.26	
Interpretive decisions by the Director*	\$392.50	
Land Use Compatibility Statement (LUCS) sign-off	\$50.00	
Medical Marijuana Facility Special Use Permit*	\$328.07	plus notification fee

**SECTION 9
PLANNING**

E. Other Fees (continued)

Other Fees - Continued

Non-conforming use modification*	\$1,190.41	
Modification to application in review	\$550.00	
<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*	\$328.07	
Hearing required and/or use of Hearings Officer*	\$2,830.37	
Outdoor Seating Permit	\$165.00	
Annual Renewal	No charge	
Planning Re-inspection fee*	\$70.06	each after 1st
Postponement/continuance hearings	\$330.00	
<i>(If applicant request is after notice has been published and/or staff report prepared)</i>		
Pre-application conference	\$400.00	
Publication/distribution of Notice Type II	\$600.00	
Pre-application conference (Type III and above)	\$312.40	
Publication/distribution of Notice Type III, IV and V	\$512.60	
Home Occupation Review of initial application (Class A)	\$55.00	
Home Occupation Review of renewal application (Class A)	\$27.50	
Zone verification letter	\$55.00	

F. Trees

Tree mitigation inspection	\$66.00	each after 1st
Street Tree Removal Permit	\$27.50	1st tree
	\$11.00	each add'l tree
Removal of more than 6 trees or 10% on private property	\$117.70	

G. Planned Unit Development (PUD)

Planned Unit Development (PUD) Preliminary*	\$2,624.52	
Planned Unit Development (PUD) - Final	See Site Plan Review Fee	
<i>(Plus appropriate application fees (i.e. subdivisions, site plan, town-homes, etc.)</i>		

H. Refunds

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

SECTION 9 PLANNING

I. Signage

Permanent signs on private property	\$165.00	First 32 sq ft
(Excludes Home Occupation Signage)	\$1.10	each add'l sq ft of sign face
Banner signs – one month period	\$165.00	
Temporary portable sign violation		
First offense	No fine; collected and marked	
Second offense	\$50.00	per sign
Third offense	\$100.00	per sign

J. Site Plan Review

Type III and IV (Additional \$102 for every 10,000 sq. ft. or portion thereof over the first 15,000 sq. ft. of building area)(Including Town-Homes, excluding projects in Old Town)*.	\$7,407.23	
• Final site plan review (Type III and IV) (Due at the time of Building Permit submittal)*	\$771.92	
Site plan review (Type II)*	\$2,411.20	
Minor modification to approved Site Plan*	\$328.07	
Major modification to approved Site Plan, Type II*	\$1,202.12	
Major modification to approved Site Plan, Type III or IV*	\$2,886.97	
Old Town overlay review*	\$297.60	added to application
<i>All uses excluding Single-Family detached dwellings.</i>		
<i>Application fee for Old Town projects is the application fee based on size of the project plus the Old Town Overlay review fee.</i>		

K. Temporary Uses

Administrative	\$368.50
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L. Time Extension to Approval

No hearing required	\$165.00
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M. Variance

Adjustment - (Per lot and per standard to be varied) *	\$59.75
Class A Variance - (Per lot and per standard to be varied) *	\$4,933.85
Class B Variance - (Per lot and per standard to be varied) *	\$1,312.27

N. Zone Amendments

Text amendment*	\$6,344.54
Map amendment*	\$6,344.54

O. Residential Design

	<u>Flat Fee</u>	<u>Per Lot</u>	<u>Total Fee</u>
Residential Design Checklist Review w/no adjustments to standards	\$157.50		\$157.50
Residential Design Checklist with Adjustment (Per lot and per standard to be varied)	\$157.50	\$61.94	\$219.44
Residential Design Checklist with Type B Variance (Per lot and per standard to be varied)	\$157.50	\$1,360.24	\$1,517.74
Residential Design Checklist with Type A Variance (Per lot and per standard to be varied)	\$157.50	\$5,114.20	\$5,271.70

P. Technology Fee

Technology Fee	5% of permit fee
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**SECTION 10
BUILDING**

A. Building Permits

Values are determined by the applicants total estimated value of the work which includes labor and materials, and/or are based on the most current Building Valuation Data, without state-specific modifiers, as published by the International Code Council and in compliance with OAR 918-050-0100 to 918-050-0110. Final building permit valuation shall be set by the Building Official.

Single Family and Two-Family Dwelling

Total Valuation Amount		
1 - 500	\$81.72	minimum fee
501 – 2,000	\$81.72	the first \$500
	\$1.34	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$101.82	the first \$2,000
	\$10.74	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$348.84	the first \$25,000
	\$8.40	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$558.84	the first \$50,000
	\$5.37	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$827.34	the first \$100,000
	\$4.70	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.

Commercial, Industrial and Multi-Family

Total Valuation Amount		
1 - 500	\$81.72	minimum fee
501 – 2,000	\$81.72	the first \$500
	\$2.04	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$112.32	the first \$2,000
	\$10.74	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$359.34	the first \$25,000
	\$9.06	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$585.84	the first \$50,000
	\$6.72	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$921.81	the first \$100,000
	\$4.70	each additional \$1,000 or fraction thereof over \$100,00)

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

B. Plan Review Fees - Building Permit

Plan review Fee	85%	of building permit fee
Fire and life safety plan review fee (when required)	60%	of building permit fee
Conventional Light Frame Construction processing fee for plans exempted from a plan review by OAR 918-480-0130	160%	

C. Phased Permit - Plan Review (When approved by the Building Official)

The Plan review fee for a phased project is in addition to standard plan review fees and 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	\$110.00	Minimum Fee
Residential and Manufactured Dwellings	\$55.00	Minimum Fee

D. Deferred Submittals (When approved by the Building Official)

**SECTION 10
BUILDING**

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	\$175.00	Minimum Fee
Residential and Manufactured Dwellings	\$100.00	Minimum Fee

E. Fire Suppression

Residential

Standalone Systems (Structural permit) and Continuous Loop/Multipurpose (Plumbing permit) - fee includes plan review fee

Total Square Footage (including Garage)

0 to 2,000	\$116.73
2,001 to 3,600	\$175.10
3,601 to 7,200	\$291.83
7,201 and greater	\$350.20

Commercial - Alarms/Sprinklers

See Commercial, Industrial, and Multi-Family Fee table by valuation

Separate electrical permit application through Washington County may also be required.

F. Solar Photovoltaic System Installation – Structural Only

Electrical permits are also required through Washington County

Solar Photovoltaic (PV) installations that comply with the prescriptive path system described in the Oregon **\$164.82** includes plan review

Solar Permit - Non-Prescriptive Path System Structural Fees by valuation

Includes solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical

G. Mechanical Permits - Residential

Minimum Fee	\$81.72
Mechanical Plan Review - Residential	50% of mechanical permit fee (when required)

See also Appendix A for applicable state fees.

<i>Air conditioner</i>	\$26.19	
<i>Air handling unit of up to 10,000 cfm</i>	\$19.67	includes ductwork
<i>Air handling unit greater than 10,000 cfm</i>	\$33.13	includes ductwork
<i>Appliance vent installation relocation or replacement not included in an appliance permit</i>	\$13.08	
<i>Attic/crawl space fans</i>	\$19.67	
<i>Chimney/liner/flue/vent</i>	\$26.19	
<i>Clothes dryer exhaust</i>	\$13.08	
<i>Decorative gas fireplace</i>	\$26.19	includes vent

**SECTION 10
BUILDING**

Ductwork – no appliance/fixture	\$13.08		
Evaporative cooler other than portable	\$26.19		
Floor furnace, including vent	\$26.19		
Flue vent for water heater or gas fireplace	\$13.08		
Furnace - up to 100,000 BTU	\$26.19		
Furnace - greater than 100,000 BTU	\$47.99		
Furnace/burner including duct work/vent/liner	\$26.19		
Gas or wood fireplace/insert	\$26.19	includes vent	
Gas fuel piping outlets (up to four outlets)	\$8.73		
Gas fuel piping outlets (over four outlets, per each)	\$2.22		
Heat pump	\$26.19	includes ductwork and vents	
Hood served by mechanical exhaust, including ducts for hood	\$19.67		
Hydronic hot water system	\$26.19		
Installation or relocation domestic-type incinerator	\$32.68		
Mini split system	\$26.19	includes ductwork an	includes ductwork and vents
Oil tank/gas/diesel generators	\$26.19		
Pool or spa heater, kiln	\$26.19		
Radon mitigation	\$19.67		
Range hood/other kitchen equipment	\$19.67	includes ductwork	includes ductwork
Suspended heater, recessed wall heater, or floor mounted unit heater	\$26.19		
Ventilation fan connected to single duct	\$13.08		
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$19.67		
Water heater	\$26.19	includes vent	includes vent
Wood/pellet stove	\$26.19	includes vent	includes vent
Other heating/cooling	\$26.19		
Other fuel appliance	\$26.19		
Other environment exhaust/ventilation	\$19.67		

Mechanical Permits – Commercial, Industrial, and Multi-Family

Based on the total value of mechanical materials, equipment, installation, overhead and profit.

Plan review fee – Commercial	50% of Mechanical permit fee		
Mechanical Permit Fee	Based on total valuation Amount		
0 - 500	\$81.72	minimum fee	
500.01 - 5,000	\$81.72	Plus additional below	
	\$3.37	each add'l \$100 or fraction thereof between \$500.01 and \$5,000	
5,000.01 - 10,000	\$233.37	for the first 5,000 plus additional below	
	\$4.04	each add'l \$100 or fraction thereof, between \$5,000.01 and \$10,000	
10,000.01 - 100,000	\$435.37	for the first 10,000 plus additional below	
	\$10.75	each add'l \$1,000 or fraction thereof, between \$10,000.01 and \$100,000	
100,000.01 and up	\$1,402.87	for the first 100,000 plus additional below	
	\$5.38	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**

H. Plumbing Permits – New One and Two Family Dwellings

Includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include

One Bathroom	\$342.32
Two Bathrooms	\$422.87
Three Bathrooms	\$503.42
Additional Kitchen or Bathroom	\$208.09

Plumbing Permits – Residential

Minimum Fee	\$81.72
Plumbing Plan Review - Residential	50% of plumbing permit fee (when required)

Manufactured Dwelling Utility Connection	\$40.27	each
Absorption valve	\$20.14	each
Alternate potable water heating system	\$20.14	each
Backflow preventer	\$20.14	each
Backwater valve	\$20.14	each
Catch basin or area drain	\$20.14	each
Clothes washer	\$20.14	each
Dishwasher	\$20.14	each
Drinking fountain	\$20.14	each
Trench drain	\$20.14	each
Ejectors/sump pump	\$20.14	each
Expansion tank	\$20.14	each
Fixture cap	\$20.14	each
Floor drain/floor sink/hub drain	\$20.14	each
Garbage disposal	\$20.14	each
Hose bib	\$20.14	each
Ice maker	\$20.14	each
Interceptor/grease trap	\$20.14	each
Manholes	\$20.14	each
Primer	\$20.14	each
Roof drain	\$20.14	each
Septic abandonment	\$20.14	each
Sink/basin/lavatory	\$20.14	each
Stormwater retention/detention tank/facility	\$20.14	each
Swimming pool piping	\$20.14	each
Tub/shower/shower pan	\$20.14	each
Urinal	\$20.14	each
Water closet	\$20.14	each
Water heater	\$20.14	each
Other Fixture or Item	\$20.14	each
Water lines, Sanitary Sewer lines, Storm Sewer/ Footing lines (first 100 feet)	\$67.12	
Water lines, Sanitary Sewer lines, Storm Sewer/ Footing lines (over 100 feet)	\$36.93	each additional 100 ft.
<i>See appendix A for surcharge collected on behalf of the State.</i>		

**SECTION 10
BUILDING**

I. Medical Gas Permits – Commercial Plumbing

Based on the total value of installation costs and system equipment as applied to the following fee matrix.

See also Appendix A for applicable state fees.

Plan review fee – Commercial	50% of plumbing permit fee
Plumbing Permit Fee	Based on to: Based on total valuation Amount
0 - 500	\$116.73 minimum fee
500.01 - 5,000	\$116.73 Plus additional below
	\$2.33 each additional \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$221.58 for the first 5,000 plus additional below
	\$3.50 each additional \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 50,000	\$396.58 for the first 10,000 plus additional below
	\$11.09 each additional \$1,000 or fraction thereof, between \$10,000.01 and \$50,000
50,000.01 - 100,000	\$840.18 for the first 50,000 plus additional below
	\$12.84 each additional \$1,000 or fraction thereof, between \$50,000.01 and \$100,000
100,000.01 and up	\$1,482.18 for the first 100,000 plus additional below
	\$8.17 each additional \$1,000 or fraction thereof over \$100,000

J. Structural Demolition Permits - Not subject to state surcharge

Residential	\$257.91
Commercial	\$378.73

K. Manufactured Dwelling Installation Permits

Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder, plumbing connections, all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.

Manufactured home set up and installation fee	\$433.08
Site Plan Review <i>(is not a fee assessed by building)</i>	Residential Rate per Section 9.(E)
Manufactured Dwelling or Cabana Installation	<i>See Appendix A for applicable state fees.</i>

L. Area Development Permit (ADP) - Manufactured Dwelling/Recreational Vehicle Parks

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp - and applying the valuation amount to Table 1 as referenced for each.

Manufactured Dwelling Parks	See Table 2 in OAR 918-600-030
Recreational Vehicle Parks	See Table 2 in OAR 918-650-030

See also Appendix A for applicable state fees.

M. Electrical Permits – Issued and Inspected by Washington County (503) 846-3470

**SECTION 10
BUILDING**

N. Other Inspections and Fees (Building, Mechanical, Plumbing, Grading and Erosion)

Re-inspection fee	\$99.00	
Inspections outside normal business hours (when approved by the Building Official)	\$99.00	per hour plus State surcharge (Minimum charge = 2 hours)
Inspection for which no fee is specifically indicated	\$99.00	per hour plus State surcharge (Minimum charge = ½ hour)
Each additional inspection, above allowable - per each	\$99.00	per hour plus State surcharge (Minimum charge = ½ hour)
Investigation fee	\$99.00	per hour to enforce the code, \$90 minimum.
Additional plan review required (Min charge = ½ hour)	\$99.00	per hour or actual time (For changes, additions or revisions)
Re-stamp of lost, stolen or damaged plans	\$60.50	per plan set
Application/Permit extensions	\$55.00	
<i>(Renewal of an application or permit where an extension has been requested in writing, and approval granted by the Building Official, prior to the original expiration date, provided no changes</i>		
Permit reinstatement fee		of amount required for a new permit or a percentage as 50% 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</i>		

O. Refunds (Building Permit, Mechanical, Plumbing, and Erosion)

Permit refunds	\$99.00
Plan review refunds	\$99.00

P. Temporary Certificate of Occupancy (Valid for 30 days - As determined by the Building Official)

Temporary residential	\$200.00	per request
Temporary commercial/industrial	\$500.00	per request

Q. Certificate of Occupancy Application Fee (As determined by the Building Official) - when no permits are required

Dissimilar Use or Change in Occupancy Classification (Extensive Code Review)	\$250.00	minimum fee, includes 1 hour code review time
	\$90.00	per hour for review time greater than 1 hour

R. Technology Fee

Technology Fee	5% of permit amount, does not apply to System Development Charges
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S. Community Development Fee

Community Development Fee	0.5% of project valuation
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**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 fees known at the time this fee schedule was adopted. Any changes to the fees imposed by the other jurisdictions may not be reflected in this section.

A. Clean Water Services Fees

The monthly sewer and surface water utility user charges for property within the City and served by Clean Water Services (CWS) of Washington

Sewer Utility Charges

CWS regional sewer utility user base rate per EDU	\$30.41
CWS regional sewer utility user franchise fee per EDU	\$1.52
CWS regional sewer utility usage rate per CCF	\$2.02
CWS regional sewer utility usage franchise fee per CCF	\$0.10

Sewer SDC

CWS regional connection charge	\$7,139.00
Portion retained by the City (3.984%)	\$284.40
Portion remitted to CWS (96.016%)	\$6,854.60

Surface Water

CWS regional surface water base rate per ESU	\$2.82
CWS regional surface water base franchise fee per ESU	\$0.14

B. State of Oregon – Department of Consumer and Business Services

Fee charged on all building and mechanical permits; as well as commercial plumbing and medical gas permits.

State Surcharge

Manufactured Dwelling or Cabana Installation	12% of Building Permit fee
	\$ 30.00

C. Sherwood School District

Fee charged on all building permits.

Residential CET	\$ 1.67 per square foot of dwelling
Non-Residential CET	\$ 0.84 per square foot maximum of \$41,800

D. 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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TO: Sherwood City Council

FROM: David Bodway, Finance Director

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

SUBJECT: **Resolution 2025-052, Adopting the Biennial Year 2025-27 budget of the City of Sherwood for the biennial budget period July 1, 2025 - June 30, 2027, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget**

Issue:

Shall the Sherwood City Council adopt the Biennial Year (BY) 2025-27 City of Sherwood Budget as approved by the Sherwood Budget Committee?

Background:

On May 22, 2025 the Sherwood Budget Committee received the budget message, reviewed the proposed budget, and heard public comment if any. Then on June 5, 2025, the Budget Committee approved the proposed budget.

Notice of the approved budget has been published in accordance with Oregon Local Budget Law. The final steps of the budget process are for City Council to hold a public hearing per ORS 294.453 and then adopt the BY2025-27 budget.

Financial Impacts:

The impacts of this resolution are shown on Exhibit 1 to the Staff Report.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2025-052, adopting the Biennial Year 2025-27 budget of the City of Sherwood for the biennial budget period July 1, 2025 - June 30, 2027, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget.

Budget Detail

City by Fund

	General Fund	General Construction Fund	Debt Service Fund	Public Art Fund	Economic Development & Promotion Fund	Transient Lodging Tax Fund	Grants Fund	Street Operations Fund	Community Investment Fund	Street Capital Fund	Water Fund	Sanitary Fund	Storm Fund	Broadband Fund	Total 2025-27 Budget
RESOURCES															
Beginning fund balance	\$ 5,508,377	\$ 5,258,687	\$ -	\$ 27,568	\$ 141,358	\$ 65,561	\$ 63,860	\$ 4,793,651	\$ 4,072,936	\$ 10,421,105	\$ 25,560,515	\$ 4,412,425	\$ 10,438,687	\$ (186,649)	\$ 70,578,082
Revenue															
Taxes	18,646,625	-	-	-	-	-	-	-	-	-	-	-	-	-	18,646,625
Franchise Fees	5,881,298	38,000	-	-	-	-	-	-	-	-	-	-	-	-	5,919,298
Licenses and permits	394,000	-	-	-	-	-	-	-	-	-	-	-	-	-	394,000
Intergovernmental	4,827,356	-	-	-	-	323,000	200,000	4,263,699	-	-	-	804,400	-	9,006,870	19,425,325
Charges for services	4,190,452	168,000	-	-	-	-	-	1,590,345	-	138,000	13,360,000	1,714,000	5,215,600	5,408,296	31,784,693
Infrastructure development	-	1,515,368	-	-	-	-	-	-	-	5,187,138	837,156	107,978	135,244	-	7,782,884
Fines, interest and other	5,124,983	335,000	-	5,500	11,300	9,250	9,750	488,200	85,000	1,080,000	2,618,820	556,300	1,005,500	1,035,000	12,364,603
Total revenue	39,064,714	2,056,368	-	5,500	11,300	332,250	209,750	6,342,244	85,000	6,405,138	16,815,976	3,182,678	6,356,344	15,450,166	96,317,428
Other sources															
Transfers in	376,059	-	-	85,634	171,266	-	-	-	-	1,500,000	-	-	-	-	2,132,959
Issuance of long-term debt	-	-	-	-	-	-	-	-	-	-	-	-	-	15,500,000	15,500,000
Total other sources	376,059	-	-	85,634	171,266	-	-	-	-	1,500,000	-	-	-	15,500,000	17,632,959
Total resources	44,949,150	7,315,055	-	118,702	323,924	397,811	273,610	11,135,895	4,157,936	18,326,243	42,376,491	7,595,103	16,795,031	30,763,517	184,528,469
REQUIREMENTS															
Expenditures															
Personal services															
Salaries and wages	20,974,196	94,370	-	-	133,412	-	-	1,204,731	-	423,637	1,493,638	703,757	1,639,368	3,755,269	30,422,378
Payroll taxes	2,046,948	9,770	-	-	12,554	-	-	133,053	-	40,776	162,563	77,409	183,408	382,397	3,048,878
Benefits	11,239,423	40,423	-	-	69,442	-	-	559,245	-	284,114	773,385	394,805	821,390	2,303,168	16,485,395
Total personal services	34,260,566	144,564	-	-	215,408	-	-	1,897,029	-	748,527	2,429,586	1,175,971	2,644,166	6,440,834	49,956,651
Materials and services															
Professional & technical	4,664,024	580,000	-	-	8,000	-	181,170	62,600	-	-	320,490	483,600	551,120	68,900	6,919,904
Facility and equipment	3,263,619	13,000	-	-	-	-	-	2,397,858	-	-	4,488,191	3,325	236,800	719,630	11,122,423
Other purchased services	3,305,669	-	-	-	16,500	-	-	110,380	-	2,000	1,263,998	287,454	385,007	612,256	5,983,264
Supplies	945,444	-	-	-	-	-	-	202,100	-	1,000	305,900	28,000	90,650	707,000	2,280,094
Community activities	112,840	-	-	-	10,200	-	-	-	-	-	-	-	-	-	123,040
Minor equipment	484,250	-	-	-	600	-	-	18,000	-	-	13,800	21,500	22,700	115,000	675,850
Other materials & services	118,500	-	-	-	-	-	-	-	-	-	-	-	-	-	118,500
Cost Allocation	(7,942,071)	70,850	-	-	68,001	-	-	856,363	-	653,423	1,111,029	513,787	1,416,084	2,521,953	(730,581)
Total materials & services	4,952,276	663,850	-	-	103,301	-	181,170	3,647,301	-	656,423	7,503,408	1,337,666	2,702,361	4,744,739	26,492,495
Capital outlay															
Infrastructure	-	150,000	-	-	-	-	-	-	-	4,305,584	2,918,150	2,326,599	1,362,155	9,006,870	20,069,358
Vehicles	615,500	-	-	-	-	-	-	-	-	-	-	-	-	-	615,500
Furniture and equipment	377,722	125,000	-	-	-	-	-	-	-	-	-	-	-	10,000	512,722
Total capital outlay	993,222	275,000	-	-	-	-	-	-	-	4,305,584	2,918,150	2,326,599	1,362,155	9,016,870	21,197,580
Total expenditures	40,206,064	1,083,414	-	-	318,709	-	181,170	5,544,330	-	5,710,534	12,851,144	4,840,236	6,708,682	20,202,443	97,646,726
Debt service															
Principal	-	-	-	-	-	-	-	-	-	-	3,180,000	97,318	-	1,552,953	4,830,271
Interest	-	-	-	-	-	-	-	-	-	-	1,303,293	55,419	-	928,637	2,287,349
Total debt service	-	-	-	-	-	-	-	-	-	-	4,483,293	152,737	-	2,481,590	7,117,620
Other uses															
Transfers out	256,900	-	-	-	-	367,000	9,059	1,500,000	-	-	-	-	-	-	2,132,959
Total other uses	256,900	-	-	-	-	367,000	9,059	1,500,000	-	-	-	-	-	-	2,132,959
Contingency	1,953,235	-	-	118,702	5,000	-	83,381	634,224	1,157,936	-	805,282	199,470	333,030	1,545,016	6,835,276
Reserved for Future Years	2,532,951	6,231,641	-	-	216	30,811	-	3,457,341	3,000,000	12,615,708	24,236,772	2,402,661	9,753,319	6,534,468	70,795,888
Total requirements	\$ 44,949,150	\$ 7,315,055	\$ -	\$ 118,702	\$ 323,924	\$ 397,811	\$ 273,610	\$ 11,135,895	\$ 4,157,936	\$ 18,326,243	\$ 42,376,491	\$ 7,595,103	\$ 16,795,031	\$ 30,763,517	\$ 184,528,469



RESOLUTION 2025-052

ADOPTING THE BIENNIAL YEAR 2025-27 BUDGET OF THE CITY OF SHERWOOD FOR THE BIENNIAL BUDGET PERIOD JULY 1, 2025 - JUNE 30, 2027, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET

WHEREAS, the Sherwood Budget Committee has reviewed and acted on the proposed City budget; and

WHEREAS, the Sherwood Budget Committee approved and recommended a balanced budget to the City Council on June 5, 2025; and

WHEREAS, in accordance with State law, the Sherwood City Council has held a public hearing on the budget as approved and recommended by the Sherwood Budget Committee; and

WHEREAS, the City Council desires to adopt the approved budget and carry out the programs identified in the budget.

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

Section 1: **Adoption of the BY2025-27 Biennial Budget.** The City Council of the City of Sherwood, Oregon hereby adopts the budget for the 2025-27 biennial budget period in the sum of \$184,528,469, now on file at City Hall and attached hereto as Exhibit A.

Section 2: Making Appropriations. The amounts for the 2025-27 biennial budget period and for the purposes shown below are hereby appropriated as follows:

	General	General Construction	Public Art	Economic Dev & Promotion	Transient Lodging Tax	Grants	Community Investment	Street Operations	Street Capital	Water	Sanitary	Storm	Broadband
Administration	7,626,236												
Comm. Dev.	4,410,342												
Public Safety	14,901,086												
Comm. Serv.	6,818,702												
Public Works	6,449,697												
Operations				318,709		181,170		5,544,330		9,577,588	1,810,237	4,359,396	20,202,443
Capital		1,083,414							5,710,534	3,273,556	3,029,998	2,349,287	
Debt Service										4,483,293	152,737		2,481,590
Transfers Out	256,900				367,000	9,059		1,500,000					
Contingency	1,953,235		118,702	5,000		83,381	1,157,936	634,224		805,282	199,470	333,030	1,545,016
Total Appropriations	42,416,198	1,083,414	118,702	323,709	367,000	273,610	1,157,936	7,678,554	5,710,534	18,139,719	5,192,442	7,041,713	24,229,049
Total Unappropriated and Reserve Amounts	2,532,951	6,231,641		216	30,811		3,000,000	3,457,341	12,615,708	24,236,772	2,402,661	9,753,319	6,534,468
	\$44,949,150	\$7,315,055	\$118,702	\$323,924	\$397,811	\$273,610	\$4,157,936	\$11,135,895	\$18,326,243	\$42,376,491	\$7,595,103	\$16,795,031	\$30,763,517

Total Adopted Budget for BY2025-27 \$184,528,469

Section 3: **Imposing and Categorizing Taxes.** The City Council of the City of Sherwood hereby imposes the taxes provided for in the adopted budget at the City's permanent rate of \$3.2975 per \$1,000 of assessed value for permanent rate tax; and that these taxes are hereby imposed for tax year 2025-26 and 2026-27 upon the assessed value of all taxable property within the City of Sherwood as of 1:00 a.m. July 1, 2025.

The City of Sherwood hereby categorizes the taxes imposed for purposes of Article XI section 11b as follows:

	<u>Subject to the General Government Limitation</u>
Permanent Rate Tax	\$3.2975 / \$1,000

Section 4: **Filing.** The Budget Officer shall certify to the County Clerk and County Assessor of Washington County and the Oregon State Department of Revenue the tax levy made by this resolution and shall file with them a copy of the budget as finally adopted.

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

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

Duly passed by the City Council this 24th day of June, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



CITY OF SHERWOOD

BY 2025-2027 APPROVED BUDGET



City of Sherwood Biennial Budget

For the Budget Period

July 1, 2025 - June 30, 2027

CITY COUNCIL:

Tim Rosener, *Mayor*

Kim Young, *Council President*

Renee Brouse, *Council Member*

Taylor Giles, *Council Member*

Keith Mays, *Council Member*

Doug Scott, *Council Member*

Dan Standke, *Council Member*

BUDGET COMMITTEE:

Kady Strode, *Chair*

Matt Kaufman, *Vice Chair*

Brian Fairbanks

Lana Painter

Thomas Sherwood

Nancy Taylor

Aaron Wiebe

CITY STAFF:

Craig Sheldon, *City Manager*

David Bodway, *Finance Director*



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Sherwood

Oregon

For the Fiscal Year Beginning

July 1, 2024

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Sherwood, Oregon for its annual budget for the fiscal year beginning July 1, 2024.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide as a financial plan, and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

How to Make the Most of the Budget Document

This budget document serves to:

- Present the City Council and the public with a clear picture of the services the city provides.
- Provide city management with a financial and operating plan that adheres to the city's financial policies.
- Communicate the vision of the City Council and Leadership Team for the City of Sherwood.
- Present financial and organizational operations for each of the city's departments.

Reader's Guide

The reader's guide provides a variety of information about the city.

- Awards
- Budget Message
- Sherwood's history
- Demographic information
- Council Mission, Values, and Goals
- City organization chart
- Oregon budget process, including an explanation of funds

Revenues & Expenditures

This section includes current revenue by source and current expenses by major category. This section also includes an overview of the main sources of revenue for the city, including a review of Oregon's

property tax system; as well as an overview of the major categories of expenses; personal services, materials and services, and capital outlay.

Debt Service & Capital Improvement Plan (CIP)

This section includes information on our Broadband Bonds, Water Bonds and URA Bonds.

The CIP establishes, prioritizes, and ensures funding for projects to improve existing and develop new infrastructure and facilities. While the CIP serves as a long-range plan (20 years), it is reviewed and revised annually.

Budget Detail

This section includes the detailed biennial budgets for the City as a whole, each fund, division, and program in the City.

Appendix

The Appendix includes the FTE schedules, salary schedules, financial policies, and a glossary with acronyms.

Sherwood City Manager Budget Message
Biennial Years 2025-27
May 22, 2025

To the Honorable Mayor Tim Rosener, members of the Sherwood City Council, members of the Sherwood Budget Committee, and to the citizens of Sherwood:

I am proud to present the City of Sherwood's first biennial budget for Fiscal Years 2025–2027. This marks a significant milestone, offering a more strategic and long-term approach to fiscal planning and service delivery.

Despite a challenging financial environment, this budget establishes a strong foundation for preserving core services, advancing City Council priorities, and ensuring long-term fiscal sustainability. It was developed with careful consideration of current economic conditions, including persistent inflation and uncertainties around key revenue sources. As a result, we made several difficult but necessary decisions to reduce expenditures responsibly and sustainably.

Sherwood faces declining revenue from photo enforcement, slowing private development, reduced state-shared revenues, and flat franchise fees, all while demand for City services continues to grow. At the same time, costs related to employee compensation, infrastructure maintenance, and general service delivery continue to rise. These pressures have required reductions in staffing and operating budgets, which may lead to service delays, reduced capacity, and added strain on employees. However, these adjustments were made strategically to protect essential services and support the City's long-term resilience.

Thanks to Sherwood's conservative fiscal practices and robust five-year forecasting model, this proposed biennial budget is balanced, both as required by state law and in accordance with the City's financial policies. It is structurally sound, with ongoing revenues aligned with ongoing expenditures. While we will continue to monitor and adjust to economic shifts, this budget reflects a disciplined and forward-looking approach to meeting current needs while planning for the future.

The City Council's adopted goals provide the framework for aligning daily operations with long-term community priorities, ranging from Economic Development, Infrastructure, Livability & Workability, Public Safety, Fiscal Responsibility to Citizen Engagement. This budget reflects the Council's commitment to addressing Sherwood's evolving needs.

In addition to the General Fund, the City manages several enterprise funds including Water, Wastewater, Stormwater, Broadband, and Streets, which are supported by user rates rather than property taxes. Though these funds also face inflationary pressures, annual rate reviews and adjustments help ensure continued investment in maintenance, compliance, and reliable service delivery.

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

Total Budget (All Funds)

The proposed total budget for BY2025-27 for all funds is \$263.7 million. When comparing FY2024-25 to the first year of the biennial budget, the year-over-year increase is 24.4%, and when comparing the first year to the second year of the biennial budget, the change is a decrease of 5.8%.

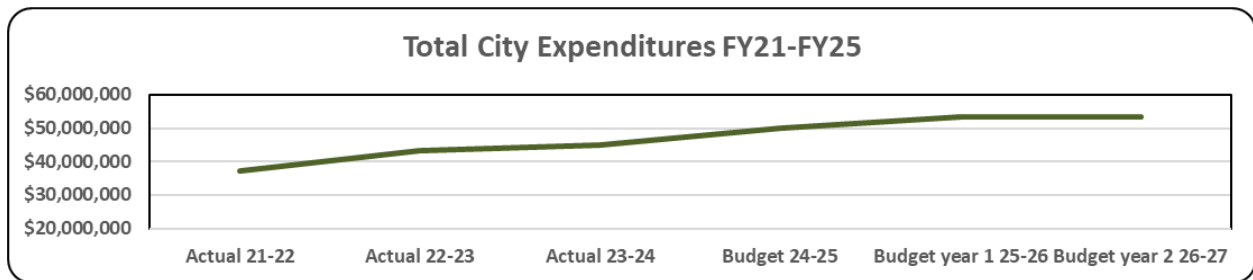
Within the proposed biennial budget, Personal Services in total is \$49.9 million. In the first year of the biennium, Personal Services accounts for \$24.3 million, an increase of 5.2% over FY2024-25. In the second year of the biennium, Personal Services accounts for \$25.6 million, an increase of 5.4% over the first year. Personal Services includes all salaries and wages, payroll taxes and employee benefits.

Budget in Brief				
	2024-25 Budget	Biennial		2025-27 Total Proposed
		2025-27 1st Year	2025-27 2nd Year	
Expenditures				
General Fund				
Administration	\$ 3,786,303	\$ 3,792,887	\$ 3,833,349	\$ 7,626,236
Community Development	2,517,154	2,100,551	2,309,791	4,410,342
Police Services	6,982,818	7,249,078	7,652,008	14,901,086
Community Services	3,198,656	3,322,918	3,495,784	6,818,702
Public Works	4,054,217	3,295,255	3,154,442	6,449,697
Transfers Out	105,000	127,400	129,500	256,900
Subtotal General Fund	20,644,148	19,888,089	20,574,875	40,462,964
General Construction Fund	1,371,986	562,087	521,327	1,083,414
Public Art Fund	150,501	-	-	-
Economic Development & Promotion Fund	188,187	176,864	184,526	361,390
Transient Lodging Tax Fund	155,000	182,000	185,000	367,000
Grants Fund	215,455	105,210	85,019	190,229
Street Operations Fund	3,168,499	3,551,156	3,491,925	7,043,081
Investment Fund	341,410	-	-	-
Street Capital Fund	4,803,916	3,058,755	2,651,779	5,710,534
Subtotal General Govt. Funds	31,039,102	27,524,160	27,694,452	55,218,612
Water Enterprise Fund	8,033,777	8,508,980	8,825,457	17,334,437
Sanitary Enterprise Fund	2,730,582	1,531,149	3,309,086	4,840,235
Storm Enterprise Fund	2,889,244	3,729,615	2,979,067	6,708,682
Telecommunications Fund	5,256,839	12,098,469	10,583,563	22,682,032
Subtotal Enterprise Funds	18,910,442	25,868,213	25,697,173	51,565,386
Total All Funds	\$ 49,949,544	\$ 53,392,373	\$ 53,391,625	\$ 106,783,998

Materials and services (M&S) expenses are operating expenses incurred during the normal course of business including professional services, supplies, utilities, and property and liability insurance. Within the proposed biennial budget, Materials and Services (M&S) in total is \$26.5 million. In the first year of the biennium, M&S accounts for \$13.1 million, a decrease of 2.2% over FY2024-25. In the second year of the biennium, M&S accounts for \$13.4 million, an increase of 2.3% over the first year.

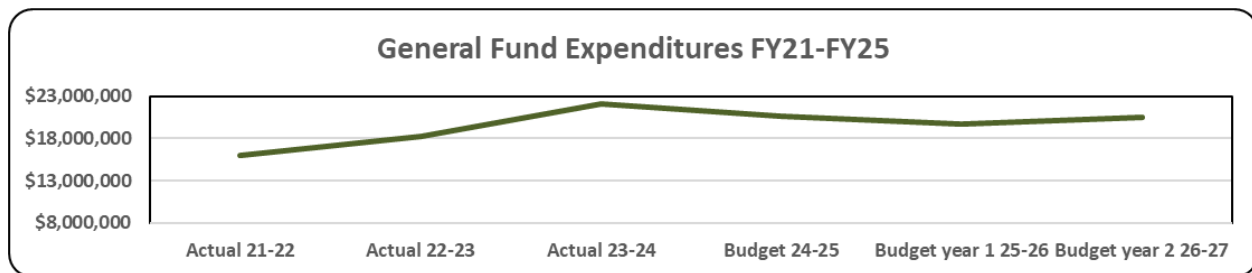
Capital Outlay consists of vehicle and large equipment purchases as well as infrastructure improvements within the General Construction, Water, Storm and Streets funds. Within the proposed biennial budget, Capital Outlay in total is \$21.2 million. In the first year of the biennium, Capital Outlay accounts for \$11.9 million, an increase of 36.5% over FY2024-25. In the second year of the biennium, Capital Outlay accounts for \$9.3 million, a decrease of 21.5% over the first year. Within the proposed biennial budget, Debt Service, the payment of outstanding financing for capital improvements in total is \$7.1 million. In the first year of the biennium, Debt Service accounts for \$3.1 million, an increase of 14.8% over FY2024-25. In the second year of the biennium, Debt Service accounts for \$4.0 million, an increase of 29.0% over the first year.

Total expenditures in the proposed biennial budget are \$107.0 million. In the first year of the biennium, total expenditures are \$53.5 million, an increase of 7.0% over FY2024-25. In the second year of the biennium, total expenditures are \$53.4 million, a slight decrease over the first year.



General Fund

The General Fund is the primary operating fund of the City including administration, police services, community development, community services, and a portion of public works. Since General Fund revenues are unrestricted in use, citizens usually focus a great deal of attention on this fund in reviewing the budget. Revenues for this fund largely consist of property taxes, franchise fees, licenses, permits, and court fines.



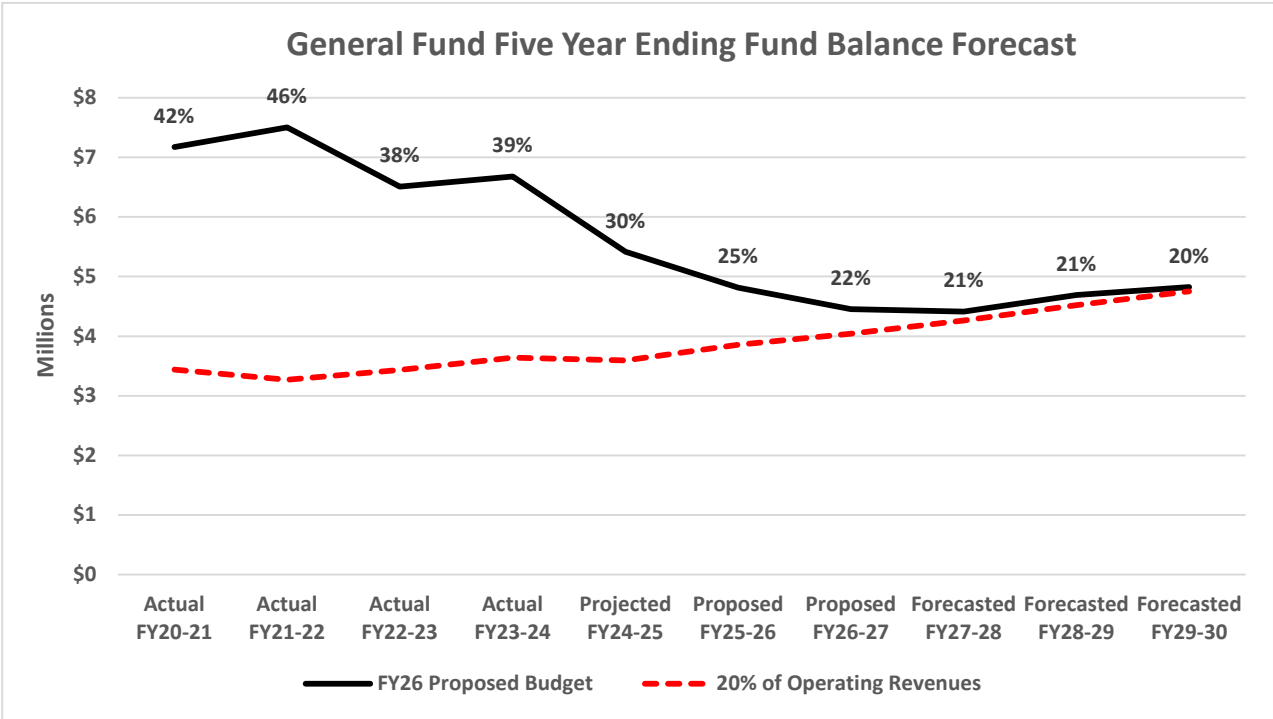
Within the proposed biennial budget for the General Fund, total Personal Services is \$34.3 million. In the first year of the biennium Personal Services is \$16.7 million, a 0.4% decrease over FY2024-25, and in the second year of the biennium Personal Services is \$17.6 million, a 5.3% increase over the first year. Within the proposed biennial budget total M&S is \$5.0 million. In the first year of the biennium M&S is \$2.4 million, a 19.1% decrease over FY2024-25, and in the second year of the biennium M&S is \$2.6 million, a 5.9% increase over the first year. Within the proposed biennial budget, total Capital Outlay is \$1.0 million. In the first year of the biennium Capital Outlay is \$0.7 million, a 17.0% decrease over FY2024-25, and in the second year of the biennium Capital Outlay is \$0.3 million, a 50.4% decrease over the first year. This Capital Outlay includes routine large expenditures such vehicle purchases, communication equipment, and other large equipment. Excluding the one-time transfers out, the combination of these changes in each of these categories leads to an overall increase of 3.5% in the proposed General Fund expenditures biennium budget.

I am recommending the use of a portion of the General Fund ending fund balance as well as one-time revenues to fund one-time expenditures of \$611,632 while adhering to the City Council fiscal policy of retaining 20% of our operating revenues in our ending fund balance each year.

General Fund

As part of our normal five-year financial forecasting, we have updated our General Fund Ending Fund Balance forecast using this proposed budget. Some key assumptions in this forecast include:

- The City of Sherwood continuing with its past practice of preparing a “conservative” forecast. A conservative forecast is cautious on revenues while assuming “worst case” for expenditures.
- Beginning July 2025, the City’s biennium required contribution PERS rates were changed: 29.39% for Tier 1 and Tier 2 employees, 24.39% for OPSRP General Services and 29.66% for OPSRP Police and Fire employees.
- The impact of the City’s 2021 Urban Renewal Agency.
- City wide assessed property tax value “new growth” increasing on average 1.1%. This is in addition to the assumed 3% increase.
- With the completion of construction on Tualatin-Sherwood Road and the new design of the intersection, traffic revenues have declined. This budget and forecast reduce future revenue because of the new design.



It is important to note a few major aspects related to our General Fund balance:

- In recent years City Council has decided to use some of the General Fund balance towards one-time projects and for maintenance that had been deferred. This proposed budget again uses some of the ending fund balance for one-time expenditures.
- Our financial policies require an unrestricted fund balance of 20% of fund revenue. Our ending fund balance for BY2025-27 is projected to be 22%, which exceeds our financial goal. The five-year forecast shows a projected ending fund balance of 20%.
- The forecasted General Fund balance at the end of FY29-30 is \$4,824,704. Built into the forecast is the city’s asset replacement plan for Fleet, Parks and Facilities. Those costs amount to \$1,691,670. Additionally, deficit spending occurs from July 1st through November 1st every year in the General Fund. Property taxes, a major source of revenue for the General Fund, do not start coming in until the middle of November. Deficit spending in FY24-25 amounted to \$3,206,069 during this time frame.

20% Financial Policy	\$ 4,824,704
Asset Replacement	(1,691,670)
Deficit Spending	(3,206,069)
Total	\$ (73,035)

The change in the General Fund balance excludes one-time revenues and one-time transfers is broken down as follows:

	Biennial Budget	
	Proposed 1st Year	Proposed 2nd Year
Operating Revenue	\$ 19,287,514	\$ 20,153,259
Operating Expenses	19,278,457	20,032,829
	9,057	120,430
Less One-Time Expenses Net	(609,632)	(542,046)
Change in Fund Balance	\$ (600,575)	\$ (421,616)

Additional General Fund factors for our Sherwood Police Department:

- The Sherwood Police Department is continuing to work to address Career Cycle Planning as we take a proactive approach to address upcoming retirements. The challenge is that the lead time to replace experienced officers is significant. For lateral police hires it can take 4-5 months before they can be self-sufficient. A new police hire can take 16 months before they can be self-sufficient. As such, the city continues to bring in staff in advance of retirements to meet police staffing demands.
- The Sherwood Police Department is working with the Drug Enforcement Administration (DEA) and is starting to receive expected funding support. This money cannot be budgeted, but will be included in future and supplemental budgets as these funds are recognized. The money, once received, can only be used for materials and services in the police department.

Special Revenue, Capital, and Proprietary Funds**Grants Fund**

This is a special revenue fund where the uses of revenues that are designated for a specific purpose are tracked. The proposed budget includes the Metro Community Enhancement Program (CEP).

Transient Lodging Tax (TLT) Fund

This is a special revenue fund where the uses of revenues that are designated for a specific purpose are tracked. The City implemented a local TLT effective April 1, 2019, and there is currently one operating hotel in Sherwood. As per state law the City will allocate 30% of these funds, which are unrestricted, with the remaining 70% be allocated to the Public Art Fund and Sherwood Arts Center.

Public Art Fund

This is a special revenue fund where the uses of revenues that are designated for a specific purpose are tracked. This fund was created to provide funding to encourage art within the community and promote tourism within the city.

Community Investment Fund

This is a special revenue fund where the uses of revenues that are designated for a specific purpose are tracked. This fund was created to help support various projects and needs the city has.

Economic Development and Promotion Fund

This is a special revenue fund where the uses of revenues that are designated for a specific purpose are tracked. This fund is to assist in promoting and sponsoring local events as well as assist with business retention, expansion, and recruitment.

Street Operations Fund

An increase of 2% in rates are in this proposed budget. The Street Operations Fund accounts for all maintenance projects related to City streets and sidewalks. The fund balance remains strong at this time and additional maintenance projects have been included in this proposed budget to keep the City's annual street maintenance program up to date.

Street Capital Fund

This fund is used to manage capital projects related to streets and to account for all transportation SDC's (System Development Charges) and TDT's (Transportation Development Taxes). Operating funds are also transferred into the Street Capital Fund from the Street Operations Fund to cover capital projects related to existing streets. The largest expense in this fund for BY2025-27 is improvements to Arrow Street, Edy Road and Washington Street. Other projects include Oregon Street design, construction, and traffic calming.

General Construction Fund

This fund is used to manage capital projects related to parks, the senior center, and other city facilities. The largest expense in this fund for BY2025-27 is for Murdock Park Improvements and Restroom. Other projects include hiring a consultant for the Lot Adjacent to the Art Center and Trail Network Expansion Improvements (Infill projects).

Water Fund

An increase of 2% in rates for residential and 3% for commercial are in this proposed budget. The city continues to work to ensure a reliable water source will be available even as our population continues to grow. Complete improvements which include improvements to the Water Treatment facility include increasing the ACTi flow rate from 6.2 mgd (million gallons per day) per basin, to 9.7 mgd per day, updating the Water Master Plan and water line replacement.

Sanitary and Stormwater Funds

An increase of 2% in rates for both the city sewer and stormwater rates are in this proposed budget, with the exception of city sewer commercial rates increasing by 5%. Sanitary projects include the Rock Creek Trunk Capacity Upgrade Phase II, Brookman Sanitary Trunkline construction and updating the Sanitary Sewer Master Plan. Stormwater included funds for facility improvements and updating the Stormwater Master Plan.

Broadband Fund

Sherwood Broadband continues its expansion and build out into residential areas with the Fiber to the Home project (FTTH). The fiber project will enable smart technologies today and into the future. Sherwood Broadband is under the direction and oversight of the Sherwood City Council. In addition to residential services, Sherwood Broadband also has projects lined up to extend service to businesses in Sherwood and the surrounding areas. Progress on the Sherwood Broadband Fiber to the Home (FTTH) project is moving along.

Personnel Services changes

The proposed budget funds a total workforce of 137 Full Time Equivalent (FTE) positions, a decrease of 8.0 budgeted FTE positions from the current workforce. For a complete list of staffing reductions, see page 118 of this document.

Within the proposed biennial budget, Total Personnel Services costs are \$34.3 million for the General Fund and \$49.9 million for all funds. In the first year of the biennium, Personnel Services in the General Fund will decrease by 0.4% over FY2024-25 and will increase by 5.3% in the second year of the biennium when compared to the first year. In the first year of the biennium, Personnel Services for all funds will increase by 5.1% over FY2024-25, and will increase by 5.3% in the second year of the biennium when compared to the first year.

Key personnel services cost increases in this proposed budget are as follows:

In the first year of the biennium, increases in salaries result from cost-of-living increases, as salaries will be increasing by 2.8% for all employees.

PERS rates are set for a biennium period and will be changing for this upcoming budget period. The City currently pays between 30.39% and 35.66% of salaries towards retirement for each eligible employee. This amount includes the employer and the employee share of PERS for all employees.

I want to express my sincere appreciation to the Sherwood City Council and Budget Committee for their guidance and continued service to our community. Your thoughtful input has strengthened this document and ensured alignment with our shared values. The budget is more than a financial plan - it tells the story of our city's priorities, challenges, and aspirations. The Committee's approval reflects strong community support and confidence in Sherwood's direction.

Special thanks to David Bodway and the Finance Department for their outstanding work coordinating this budget, and to the entire Senior Leadership Team and City staff for their dedication and professionalism. This budget is the result of a collaborative effort and more importantly, a shared dedication to serving the Sherwood community.

As Sherwood grows and evolves, this budget reaffirms our focus on sound financial management, operational efficiency, and delivering high-quality services that reflect the values of our community. We remain committed to responsibly stewarding the public resources entrusted to us.

Respectfully Submitted,



Craig Sheldon
Sherwood City Manager

Budget Committee Changes from Proposed to Approved Budget

- Split out performance measures by year versus combining the biennium together.
- Update presentation of beginning fund balance for each fund.
- Update the presentation of contingency for the funds that have this included.
- Update the presentation of reserved for future years for each fund.

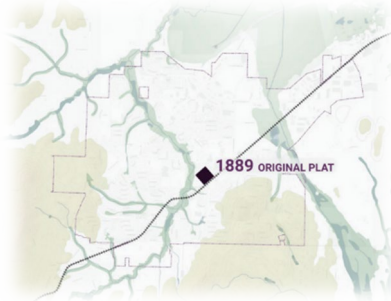
History

The first wagon train arrived in Oregon in 1843. By 1853, Sherwood was being settled by farmers. They built their houses of the logs taken from the forest that once covered the area. They grew nearly everything they needed.

By 1870, many families had moved into the area that we now call Sherwood. In 1885, J.C. Smock granted the railroad the right-of-way through his property. In 1889, he and his wife, Mary Ellen Sebastian, planned and named the streets surrounding the railroad tracks. The town that emerged was known as Smockville, later renamed Sherwood, and incorporated in 1893.



Aerial photo of Sherwood, 1951

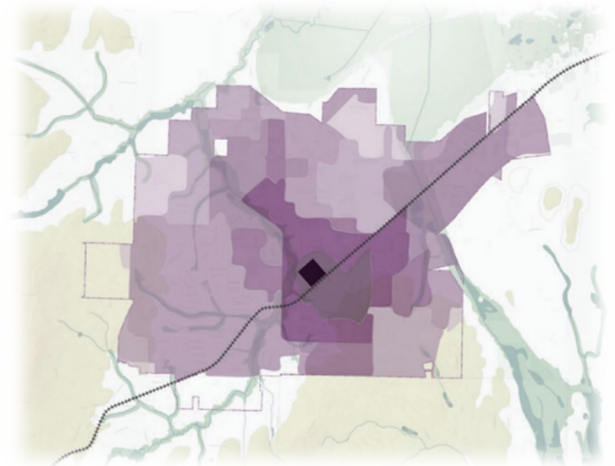


Original Smockville plot, 1889

In the early 1890's, Sherwood's main industry was a brickyard that supplied building bricks for most of Portland's growth. Most of Sherwood's commercial buildings were built at this time, including the nine-block area known as Old Town. The original home of J.C. Smock and Mary Ellen Sebastian still stands on Park Street, next to the Morback House, as a component of the Sherwood Heritage Center.

When the brickyard closed in 1895, the economy diversified to include a fruit and vegetable cannery, and a tannery, which supported Sherwood until 1971.

In 1911, Sherwood's City limits were one square mile and had a population of 350. As of December 15, 2024, the City is four and a half square miles and has a population of 20,781.



The City has expanded to its present size

Authority

The City of Sherwood has all powers granted to municipal corporations by State statutes, including the power to issue debt, levy taxes on real property within its boundaries, and to extend its corporate limits by annexation.

Services

The city provides a full range of services: public safety; library; construction and maintenance of streets, parks, and utility infrastructure; recreational activities and cultural events; current and long-range planning; development review; building permits; and construction inspection.

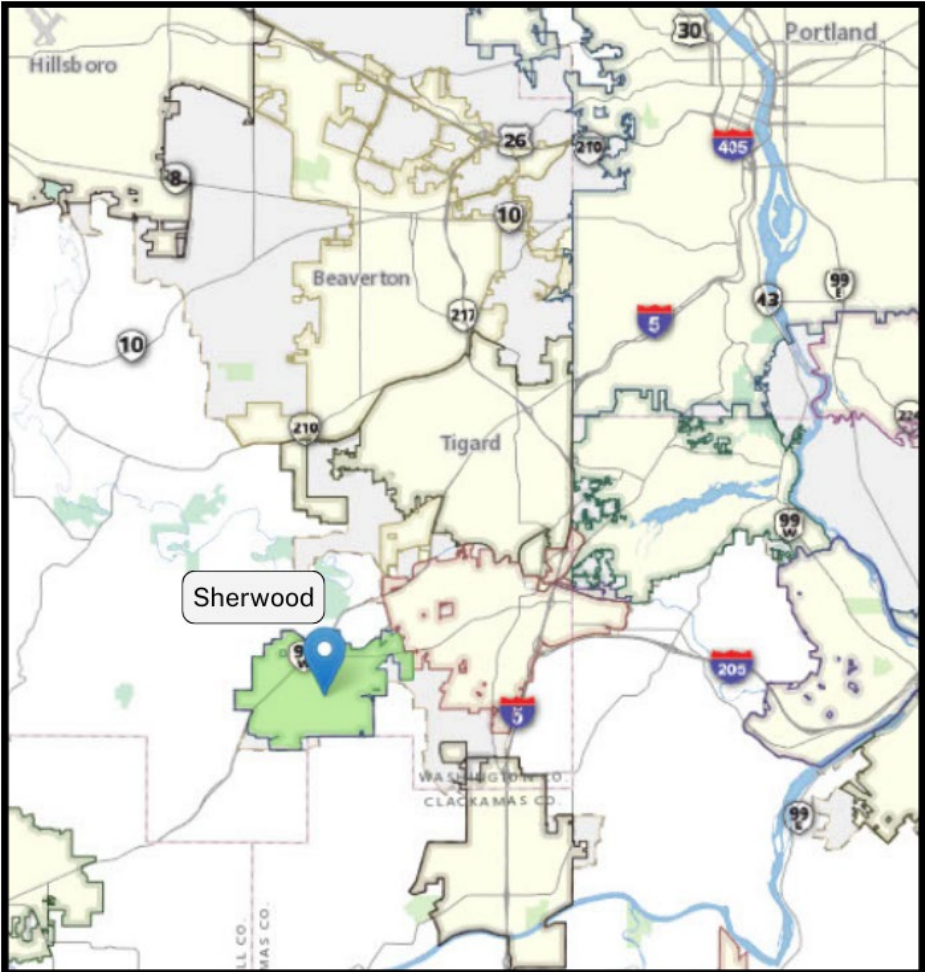
Sherwood owns and operates a water system and, jointly with the City of Wilsonville, a water treatment plant. The city also owns and operates the sanitary sewer and stormwater collection facilities with treatment provided by Clean Water Services, a regional services district.



Senior services are provided by the City in the Marjorie Stewart Senior Center. Fire protection is provided by TVF&R, a regional special district. Electricity, phone, and trash disposal are provided by private businesses. Sherwood is part of School District 88J.

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





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

Location

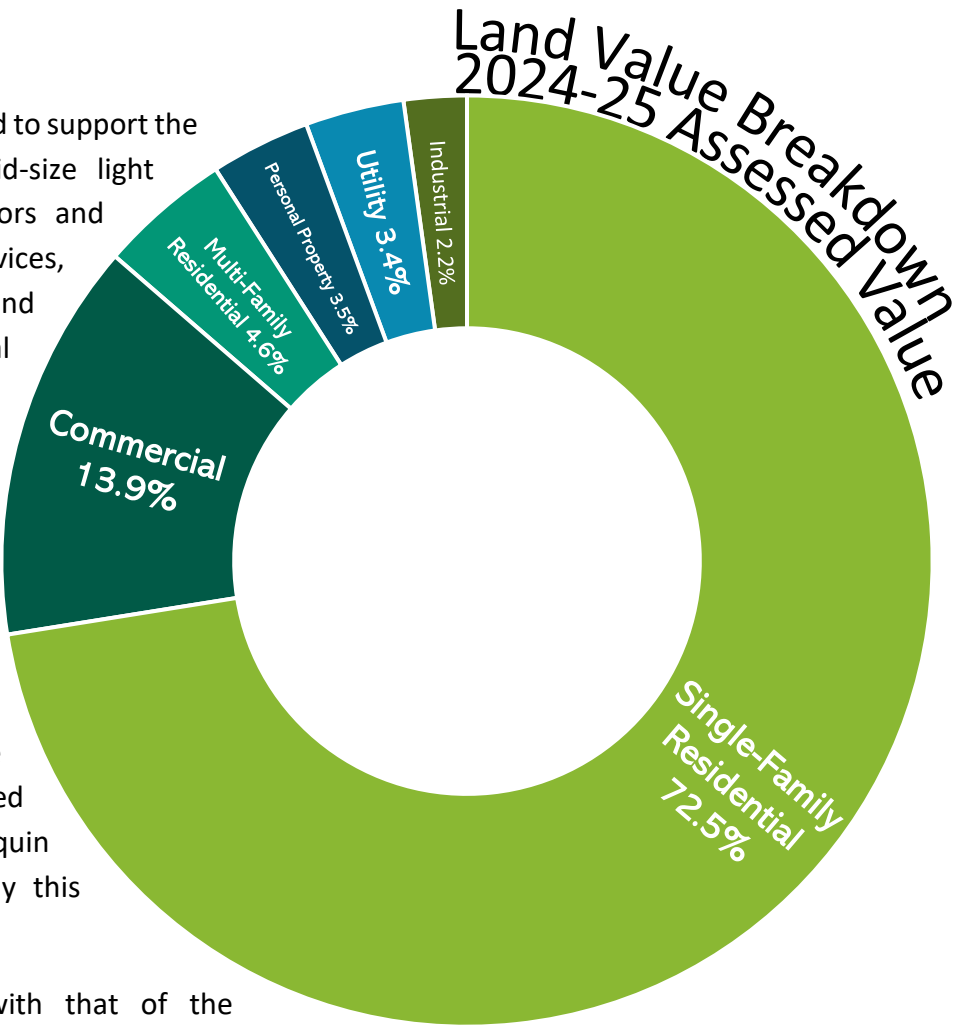
Sherwood’s City limits span four and a half square miles along State Highway 99W via Interstate 5. The rapidly growing city is part of the Willamette Valley, located in southwest Washington County. Sherwood is the home of the Tualatin River National Wildlife Refuge to the north, bordered by Yamhill County to the south, and the City of Tualatin to the east.

Economy

The City of Sherwood is highly suited to support the following industries: small to mid-size light manufacturing, specialty contractors and construction firms, creative services, amusement, recreation, sporting and lodging hospitality, educational facilities, and nursing and health care support services and facilities. Several new businesses, which fall into these categories, are in the process of being built, or are projected to come to Sherwood within the near future. Most employed residents currently commute outside of the city for work. The city has completed a concept plan for the Tonquin Employment Area to help remedy this imbalance.

The City’s economy is linked with that of the Portland/Vancouver Metro Region, but is more insulated from economic downturns due to the high education and skill level of its population.

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



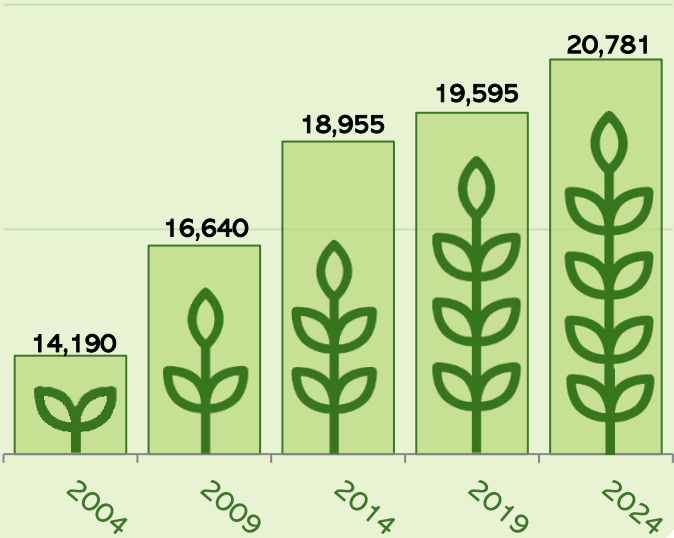
Age 60+	15.43%
Age 45-59	28.69%
Age 20-44	24.06%
Age 0-19	31.82%

Demographics

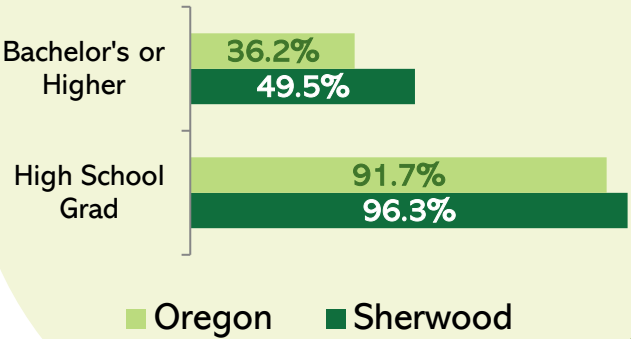
Over the last two decades, Sherwood has been one of the faster growing communities in the State. Between 2004 and 2024, the population has increased 46.4%. Sherwood has an average of 2.9 people per household, compared to 2.5 in Oregon as a whole. 49% of Sherwood’s population is female, compared to 50% in Oregon as a whole.

60% of the homes in Sherwood are less than 30 years old. Owner-occupied homes represent 73% of the community, as opposed to 59% of Oregon as a whole.

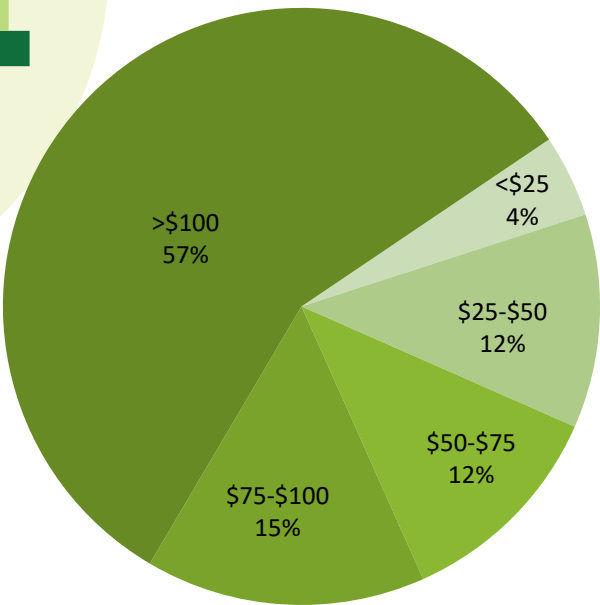
City of Sherwood Population



Population Age 25 and Over

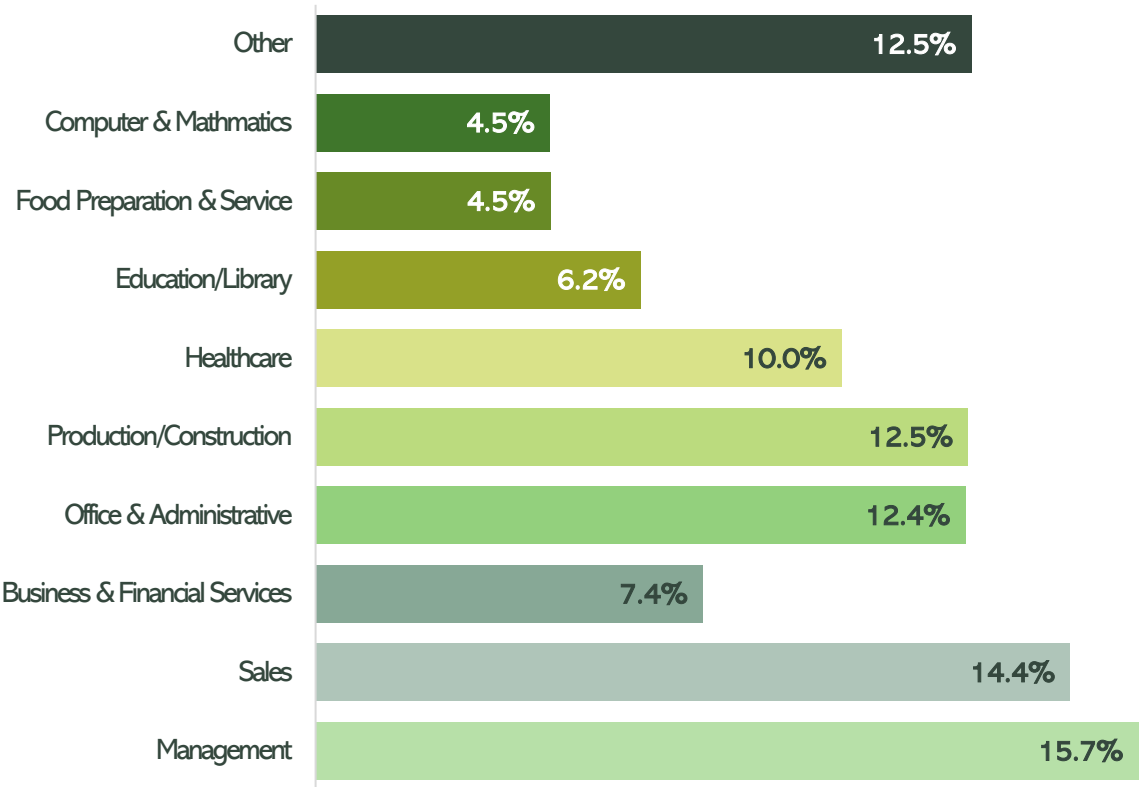


Household Income Distribution (\$'s in thousands)



Population Age Distribution

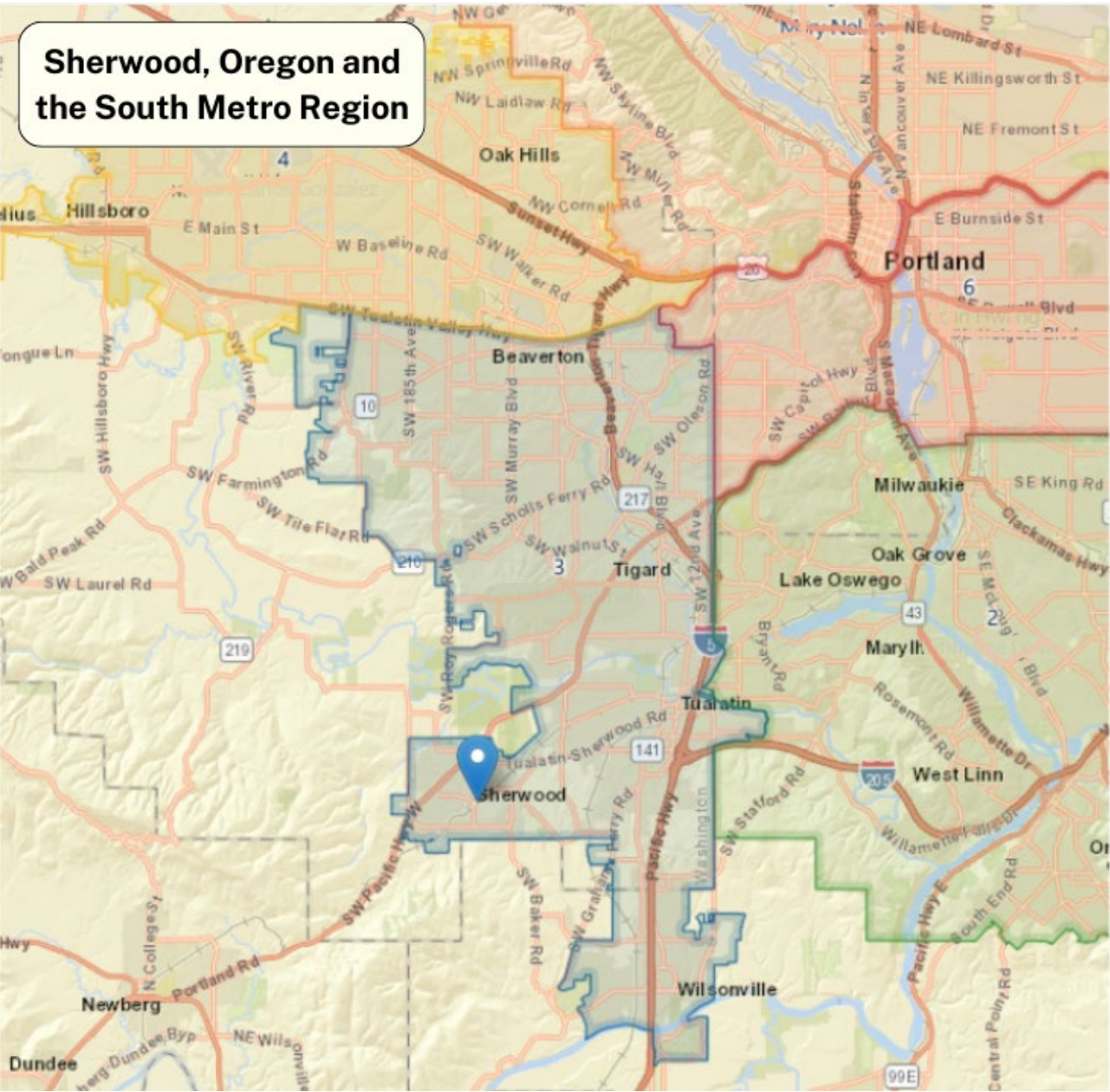
Job Types Held by Sherwood Citizens



Principal Employers		
Employer	2025	
	Employees	% of Total City Employment
Wal-Mart Stores, Inc.	276	5%
Allied Systems Company	250	4%
Lam Research Corporation	200	3%
Target Store T1868	193	3%
Northwest Natural Gas Company	185	3%
Treske Precision Machining	150	3%
Sundt Construction, Inc.	150	3%
Safeway #1800	149	3%
PNW Flatwork, Inc	140	2%
Showplace Landscape Services	135	2%
Total employees	5815	
Source: City of Sherwood Business License Database		

PRINCIPAL TAXPAYERS CURRENT YEAR AND TEN YEARS AGO						
Taxpayer	2025			2015		
	Taxable Assessed Value	Rank	Percentage of Total Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Assessed Value
Wilshire Sherwood Owner LLC	\$47,421,520	1	0.9%			
Portland General Electric	46,782,890	2	0.9%	\$23,280,000	1	1.6%
Rhino Holdings Sherwood, LLC	26,161,040	3	0.5%			
WalMart Stores, Inc	26,723,741	4	0.5%			
Mountain High Apartment LLC & TSL Sherwood, LLC	22,785,400	5	0.4%			
Big Sunfield Lakes OR, LLE	21,789,500	6	0.4%	16,213,470	4	1.1%
Sherwood Commerce Center LLC	12,227,350	7	0.2%			
Target Corporation	21,000,522	8	0.4%	16,242,715	3	1.1%
Lipt SW Cedard Brook Way LLC	18,248,270	9	0.4%			
Northwest Natural Gas Co	19,338,980	10	0.4%			
MGP X Properties LLC	N/A			19,256,520	2	1.3%
Creekview Crossing SPE LLC	N/A			13,578,460	5	0.9%
Allied Systems Company	N/A			11,319,760	6	0.8%
Juniper Ridge Investments	N/A			10,904,570	7	0.7%
Home Depot USA, Inc.	N/A			10,055,308	8	0.7%
FPWL Sherwood LLC	N/A			9,633,730	9	0.6%
Comcast Corp	N/A			9,546,700	10	0.6%
	<u>\$262,479,213</u>		<u>3.3%</u>	<u>\$127,662,133</u>		<u>7.8%</u>

Source: Washington County Assessor's records



Mission Statement

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



Overarching Pillars, Goals & Deliverables

The Sherwood City Council has established six city-wide goals. These goals reflect the City's duty to maintain and improve the quality of life for all residents. Within these goals are actions outlining specific objectives City staff is charged to pursue. Many of the department goals further delineate and detail how these objectives are to be accomplished. The departmental goals are outlined in the Budget Detail.

Pillar 1: Economic Development

Goals:

- ◊ *Promote Strong Diverse Economic Growth Opportunities*
- ◊ *Support New Commercial and Industrial Development in Targeted Employment Areas*
- ◊ *Encourage Balancing of Sherwood's Tax Base*
- ◊ *Bring Jobs to Sherwood that Provide Wages that Allow People to Live and Work in Sherwood*
- ◊ *Continue Revitalization of Old Town by Exploring Tools that Encourage it's Distinctive Character*

Deliverables:	Deliverable Time Frame		
	2025/26	2026/27	2027/28
Promote Strong Diverse Economic Growth Opportunities			
<i>Improve Development Code to Promote Stronger Economic Development</i>	X	X	
<i>Explore economic development opportunities utilizing Sherwood's broadband service as an asset</i>	X	X	X
Support New Commercial and Industrial Development in Targeted Employment Areas			
<i>Maintain and facilitate collaborations with schools on programmatic and facility partnerships</i>	X	X	X
<i>Actively explore out-of-state and out-of country industry prospects</i>	X	X	X
<i>Explore financing options available to support necessary infrastructure for economic development</i>	X	X	X
<i>Pursue development in Sherwood west that includes a broad housing mix, and affordable housing options, hospitality and leisure options, and pedestrian friendly configuration.</i>	X	X	X
Encourage Balancing of Sherwood's Tax Base			
<i>Create Annexation Policies & Processes to Manage our Growth Goals as it Relates to Infrastructure, School Capacity, & Long-Term Community Needs</i>	X	X	X
<i>Target Metrics for Jobs/Housing Balance</i>	X		
Bring Jobs to Sherwood that Provide Wages that Allow People to Live and Work in Sherwood			
<i>Explore potential use of incentives (expedited review, financial tools/URA)</i>	X	X	
Continue Revitalization of Old Town by Exploring Tools that Encourage it's Distinctive Character			
<i>Complete Old Town Strategic Action Plan</i>	X	X	

Pillar 2: Infrastructure**Goals:**

- ◊ *Build Key Pedestrian Connectors (Including Between Sherwood East and West and Cedar Creek Pedestrian Wildlife Undercrossing)*
- ◊ *Support major intersection improvements*
- ◊ *Continue to invest in Sherwood Broadband Utility as an Important Infrastructure for Sherwood and Beyond*
- ◊ *Continue Steps to Develop a New Public Works Facility*
- ◊ *Undertake Important Facility and Infrastructure Master Plans*

Deliverables:	Deliverable Time Frame		
	2025/26	2026/27	2027/28
Build Key Pedestrian Connectors			
<i>Construct Pedestrian Bridge Over Highway 99</i>	X	X	
<i>Cedar Creek Pedestrian Wildlife Undercrossing</i>	X	X	
Support major intersection improvements			
<i>Complete design of Chapman/99w Intersection</i>			
Continue to invest in Sherwood Broadband Utility as an Important Infrastructure for Sherwood and Beyond			
<i>Complete Sherwood Broadband Fiber to the Home Build Out</i>	X	X	X
<i>Explore grant opportunities for broadband expansion/enhancement</i>	X	X	X
Continue Steps to Develop a New Public Works Facility			
<i>Identify Funding Sources</i>	X	X	X
<i>Design for Brownfield Clean Up Project</i>	X	X	X
Undertake Important Facility and Infrastructure Master Plans			
<i>Update 2014 Transportation Master Plan</i>	X	X	X
<i>Update 2015 Water Master Plan</i>	X	X	X
<i>Update 2016 Storm Master Plan</i>	X	X	X
<i>Update 2016 Sanitary/Sewer Master Plan</i>	X	X	X

Pillar 3: Livability & Workability**Goals:**

- ◇ *Support and Promote Community Wellbeing*
- ◇ *Work to Improve the Interconnectivity and Walkability of the Trail System*
- ◇ *Promote and Monitor Diverse Housing that will Accommodate a Wide Variety of Life Stages and Needs*
- ◇ *Evaluate opportunities to promote environmental initiatives that are achievable and impactful*
- ◇ *Invest in Community Enhancements, Parks and Public Spaces*

Deliverables:	Deliverable Time Frame		
	2025/26	2025/26	2026/27
Support and Promote Community Wellbeing			
<i>Improve Access to Mental Health Resources for the Community</i>	X	X	X
Work to Improve the Interconnectivity and Walkability of the Trail System			
<i>Explore trail connectivity improvements as part of TSP update</i>	X	X	
<i>Cedar Creek Trail/Ice Age Tonquin Trail</i>	X	X	X
<i>Analyze trail requirements for new development</i>	X	X	
Promote and Monitor Diverse Housing that will Accommodate a Wide Variety of Life Stages and Needs			
<i>Outreach to development community to discuss industry trends</i>	X	X	
<i>Discuss housing industry trends and put forth action items as needed</i>	X		
<i>Actively Participate, as Needed, with Legislature and Rule Making Committees</i>	X	X	X
Evaluate opportunities to promote environmental initiatives that are achievable and impactful			
<i>Practice environmental stewardship where financially feasible and economically viable</i>	X		
<i>Review benefits and topics of a Climate Action Plan (what would be the scope, and required research)</i>	X		
<i>Review benefits and offer perspectives for amending City tree code</i>	X	X	
Invest in Community Enhancements, Parks and Public Spaces			
<i>Identify and prioritize investments in public art</i>	X	X	X
<i>Review use of TLT funds</i>	X	X	
<i>Design Concepts for Single-Story Flex Building on Lot in Front of Arts Building</i>	X	X	
<i>Acquire Park Land in Sherwood West Area</i>	X	X	X

Pillar 4: Public Safety**Goals:**

- ◇ *Continue Police Career Cycle Planning*
- ◇ *Encourage Pedestrian, Bicycle and Driver Safety*
- ◇ *Enhance Overall Community Safety*

Deliverables:	Deliverable Time Frame		
	2025/26	2026/27	2027/28
Continue Police Career Cycle Planning			
<i>Programs to Recruit and Retain Officers</i>	X	X	X
Encourage Pedestrian, Bicycle and Driver Safety			
<i>Improve Safety on County Owned Roads in Sherwood and UGB</i>	X	X	X
<i>Evaluate further measures that can be taken to expand pedestrian safety, primarily in school zones</i>	X		
<i>Establish Traffic Safety Advisory Board</i>	X		
Enhance Overall Community Safety			
<i>Discuss need for increased law enforcement coverage-MHRT</i>	X	X	
<i>Proactively review law enforcement needs for planned Sherwood West area</i>	X	X	X
<i>Evaluate financial impact and opportunities from opioid settlement dollars</i>	X		

Pillar 5: Fiscal Responsibility**Goals:**

- ◇ *Pursue, Evaluate and Position the City to Maximize Available Revenue Sources*
- ◇ *Invest in Business Process Improvements to Improve Efficient Service Delivery to Sherwood Residents*
- ◇ *Be Transparent and Proactive in the Regular Reporting of the City's Fiscal Condition*
- ◇ *Explore opportunities for technological enhancements/innovation*

Deliverables:	Deliverable Time Frame		
	2025/26	2026/27	2027/28
Pursue, Evaluate and Position the City to Maximize Available Revenue Sources			
<i>Pursue Federal and State Grants</i>	X	X	X
<i>Explore current and prospective revenue opportunities</i>	X	X	X
Invest in Business Process Improvements to Improve Efficient Service Delivery to Sherwood Residents			
<i>Actively pursue best-practice and innovative efforts in financial management</i>	X	X	X
<i>Comprehensive review of strategies to mitigate inflationary pressures on capital and operating budgets</i>	X	X	X
<i>Explore process improvements, collaboration and efficiency opportunities</i>	X	X	X
<i>Identify Long Term Sustainable Funding Model for Library</i>	X	X	X
Be Transparent and Proactive in the Regular Reporting of the City's Fiscal Condition			
<i>Evaluate Open Gov to Ensure it's Effectiveness as a Tool for City's Website</i>	X		
Explore opportunities for technological enhancements/innovation			
<i>Utilize staff and expert outside assistance to evaluate opportunities for technological efficiencies</i>	X	X	X

Pillar 6: Citizen Engagement**Goals:**

- ◇ *Improve Effective Communication to Modernize City-Wide Interaction*
- ◇ *Apply an Organizational Lens of Diversity, Equity, Inclusion, and Accessibility When Offering Services and Amenities to our Citizens*
- ◇ *Engage Youth in Local Government*

Deliverables:	Deliverable Time Frame		
	2025/26	2026/27	2027/28
Improve Effective Communication and Citizen Engagement			
<i>Develop and Implement Branding Communication and Marketing Strategies</i>	X	X	X
<i>Update Citizen Academy Program</i>	X	X	X
Apply an Organizational Lens of Diversity, Equity, Inclusion, and Accessibility When Offering Services and Amenities to our Citizens			
<i>Develop standards, KPIs and benchmarks for inclusionary events and activities for all residents</i>	X	X	X
Engage Youth in Local Government			
<i>Youth Advisory Board</i>	X	X	X

Long-Range Operating Financial Plans

Rooted in the financial policies, long-range operating financial plans are developed to be conservative in nature to address the financial vulnerabilities of the city while bolstering the City's overarching goals and projects. The goal of these policies is to provide the financial stability needed to navigate through economic changes, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents.

As part of the biennial budget process, the City of Sherwood maintains a minimum five-year revenue and expenditure forecast. This forecast is created using an objective, analytical process incorporating applicable projections from the State of Oregon's latest Economic Forecast and conservative assumptions where State developed data is not available. Revenues are estimated realistically and prudently using best practices as defined by the Government Finance Officers Association. The forecast is continuously changing as new information becomes available.

These financial plans are one step in pursuing a sustainable approach to the delivery of high-quality services to the community. By providing a framework of financial stability for the future, the focus can be on achieving the strategic goals of the City.

Future issues that may have financial impacts on the City:

- Cost to maintain services outpacing resources
- Biennial PERS rate increases
- Medical premium increases
- Funding for infrastructure
- Inflation
- Contract negotiations with the City's three bargaining units



A comprehensive list of current positions is included in the Appendix.

Budget Process

The biennial budget is one of the most important and informative documents City officials will use. In simple terms, the City's biennial budget is a financial plan for two fiscal years. The budget shows the estimated costs of expenditures (items or services the city plans to purchase in the coming fiscal years) and other budget requirements that must be planned for, but won't actually be spent. It also shows the resources that will be available to pay for those expenditures.

Budget Calendar

The budget authorizes the city to spend money and limits how much money can be spent. It also justifies the levy of property taxes. In order to levy taxes through the County assessor, cities must prepare a budget following Oregon local budget law.

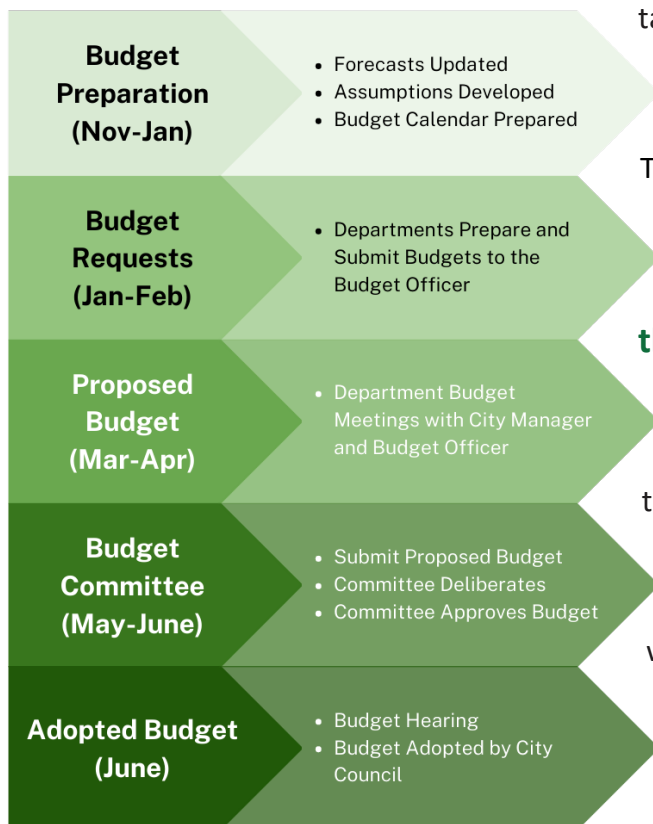
The City's fiscal year begins July 1 and ends June 30.

Phase 1: Establish Priorities and Goals for the Next Fiscal Year

The strategic planning process begins as the City Manager and Senior Leadership Team collaborate to identify needs and assumptions for the short and long term and update objectives.

Work on the biennial budget begins in December, when forecasts for revenues and expenditures are updated.

In January the City Council typically has planning meetings to decide Council goals, priorities, and policies.



Phase 2: Prepare Proposed Biennial Budget for Budget Committee

Below is an outline of the steps required by the Oregon Department of Revenue for budget preparation and adoption.

Appoint Budget Officer:

Every local government is required to have a Budget Officer, either appointed by the governing body or designated in its charter.

Prepare a Proposed Budget:

The Budget Officer is responsible for presenting the proposed biennial budget presentation to the Budget Committee. The Capital Improvement Plan is also updated for the next five years.

Publish Public Notices:

Upon completion of the proposed biennial budget a “Notice of Budget Committee Meeting” is published in a newspaper and posted prominently on the City’s website.

Budget Committee Meets:

The budget message and proposed biennial budget document is presented to the Budget Committee for review. The public is given the opportunity to comment on the proposed biennial budget during the meeting.

Committee Approves the Budget:

When the Budget Committee is satisfied that the proposed biennial budget will meet the needs of the citizens of Sherwood, they will forward it to the City Council for adoption.

Phase 3: Adopt Biennial Budget and Certify Property Taxes**Publish Notice of Public Hearing:**

After the biennial budget is approved by the budget committee, a budget hearing must be held. The Budget Officer must publish a “Notice of Budget Hearing” in a newspaper or by mail or hand delivery.

Hold the Budget Hearing:

The budget hearing must be held by the governing body (City Council) on the date specified on the public notice and must allow for public testimony.

Adopt Budget, Make Appropriations, and Levy Taxes:

The governing body adopts the biennial budget prior to June 30th. The biennial budget and tax levy certification are then filed with the County Assessor.

Phase 4: Budget Changes After Adoption

Oregon budget law requires all City funds to be appropriated. Appropriations, the legal authority to spend, are by division in all funds.

Appropriations may be changed during the biennium, within the limitations imposed by budget law. City staff monitors actual events and recommends changes as needed. The City Council makes changes by resolution. Changes are categorized as appropriation transfers or supplemental budgets.

An appropriation transfer decreases an existing appropriation and increases another by the same amount. Supplemental budgets typically create new appropriations, funded by increased revenues. Supplemental budgets are used for occurrences or conditions which were not known at the time the budget was prepared. Directors and managers may amend their budgets for individual accounts without Council approval so long as appropriations at the legal level of control are not changed.

Basis of Budgeting

All of the funds are budgeted using the modified accrual basis of accounting in accordance with budgetary accounting practices. In modified accrual, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the city considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Long- term compensated absences, however, are recorded only when payment is due.

Basis of Auditing

The audit, as reported in the Comprehensive Annual Financial Report, accounts for the City's finances on the basis of generally accepted accounting principles (GAAP). GAAP is defined as conventions, rules, and procedures necessary to describe accepted accounting practice at a particular time. The modified accrual basis of accounting, a GAAP approved method, is also used in the audit for all funds except for the Proprietary Fund types. The audit uses the full-accrual method of accounting for the Proprietary Funds. The Comprehensive Annual Financial Report shows all of the City's funds on both a budgetary and GAAP basis for comparison.

Budgetary Basis of Accounting

There is no appreciable difference in the basis of accounting used for financial statements and the accounting method used for budgeting. The budgetary basis of accounting for budgeting purposes is also modified accrual.

The City of Sherwood uses a modified accrual basis of accounting for budgeting purposes. This means revenues are recognized when they become measurable and available.

Fund Structure and Description

The City of Sherwood uses various funds to account for its revenue and expenditures. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Also, funds are categorized by fund type as defined by generally accepted accounting principles (GAAP) and Oregon Budget Law.

The revenues in each fund may be spent only for the purpose specified by the fund.

General

General Fund – accounts for the financial operations of the City that are not accounted for in any other fund. Principal sources of revenue are property taxes, franchise fees, court fines, and state and county shared revenue. Primary expenditures are for public safety, general government, parks and recreation, and library services.

Special Revenue

Grants Fund – accounts for Federal, State, and Local grants. Funds received must be used in accordance with the grant agreement(s). For the current biennium, the only grant funded program accounted for in this fund is the Community Enhancement Program (CEP).

Transient Lodging Tax (TLT) Fund – accounts for Transient Lodging Taxes received from short term lodging establishments like hotels or bed and breakfasts. This fund will begin to support the Center for the Arts.

Public Art Fund – accounts for funding provided by the General Fund. This fund is newly established and was created to provide funding to encourage art within the community and promote tourism within the city.

Community Investment Fund – accounts for a one-time transfer of reserves from the General Fund. This fund is newly established and was created to help support various projects and needs the city has.

Economic Development and Promotion Fund – accounts for funding provided by the General Fund. This fund is newly established and will begin to assist in promoting and sponsoring local events as well as assist with business retention, expansion, and recruitment.

Street Operations Fund – accounts for the repair and maintenance of City streets. Principal sources of revenue are street utility fees, gas taxes received from Washington County, and vehicle taxes from the Oregon Department of Transportation.

Debt Service

Debt Service Fund – accounts for the payment of principal and interest on general obligation bonds. Resources are provided by property taxes.

Capital Projects

General Construction Fund – accounts for the acquisition and construction of capital assets not related to the Proprietary Funds. This includes City buildings, parks and trails, sports fields, and recreational facilities.

Street Capital Fund – accounts for funds received from system development charges (SDCs) and are restricted for construction and major improvements of City streets.

Business-Type

Water Fund – accounts for the operation and maintenance of water facilities and for major expansions of the water system. Primary sources of revenue consist of charges for use of the water system and SDCs charged on new construction.

Sanitary Fund – accounts for the operation and maintenance of the sewer system and for major expansions of the sewer system. Primary sources of revenue consist of charges for sewer services, and SDCs charged on new construction.

Stormwater Fund – accounts for storm drain services and for the expansion of the storm water system. Primary sources of revenue consist of charges for services, and SDCs charged on new construction.

Broadband Fund – accounts for communication services provided to customers through the Sherwood Broadband Utility.

Fund Structure, Appropriation Level, and Major/Non-Major Fund Designation

General Government Funds						
Appropriation Level	General Fund (Major)	General Construction (Non-Major)	Debt Service (Non-Major)	Grants, TLT, Public Art, Economic Development and Promotion, Community Investment Funds (Non-Major)	Street Operations (Major)	Street Capital (Major)
Administration City Council, City Recorder, City Manager, City Attorney IT, HR, Finance, Court	X					
Community Development Planning, Building	X					
Police Services	X					
Community Services Library, Events & Volunteers Fieldhouse/Recreation Center for the Arts Marjorie Stewart Center	X					
Public Works Facilities, Fleet & Equipment Parks Maintenance, Engineering	X					
General Construction		X				
Debt Service			X			
Transient Lodging Tax (TLT)				X		
Public Art				X		
Economic Development and Promotion				X		
Community Investment				X		
Grants Operations				X		
Street Operations					X	
Street Capital						X
Debt Service	X	X	X		X	X
Transfers Out	X	X	X	X	X	X
Contingency/Reserve	X	X	X	X	X	X

Fund Structure, Appropriation Level, and Major/Non-Major Fund Designation - Continued				
Proprietary Funds				
Appropriation Level	Water (Major)	Sanitary (Major)	Stormwater (Major)	Broadband (Major)
Operations	X	X	X	
Capital	X	X	X	
Broadband				X
Debt Service	X	X	X	X
Transfers Out	X	X	X	X
Contingency/Reserve	X	X	X	X

All funds are appropriated at the division level, with debt service, transfers out, and contingency/reserves being appropriated separately from the individual divisions.

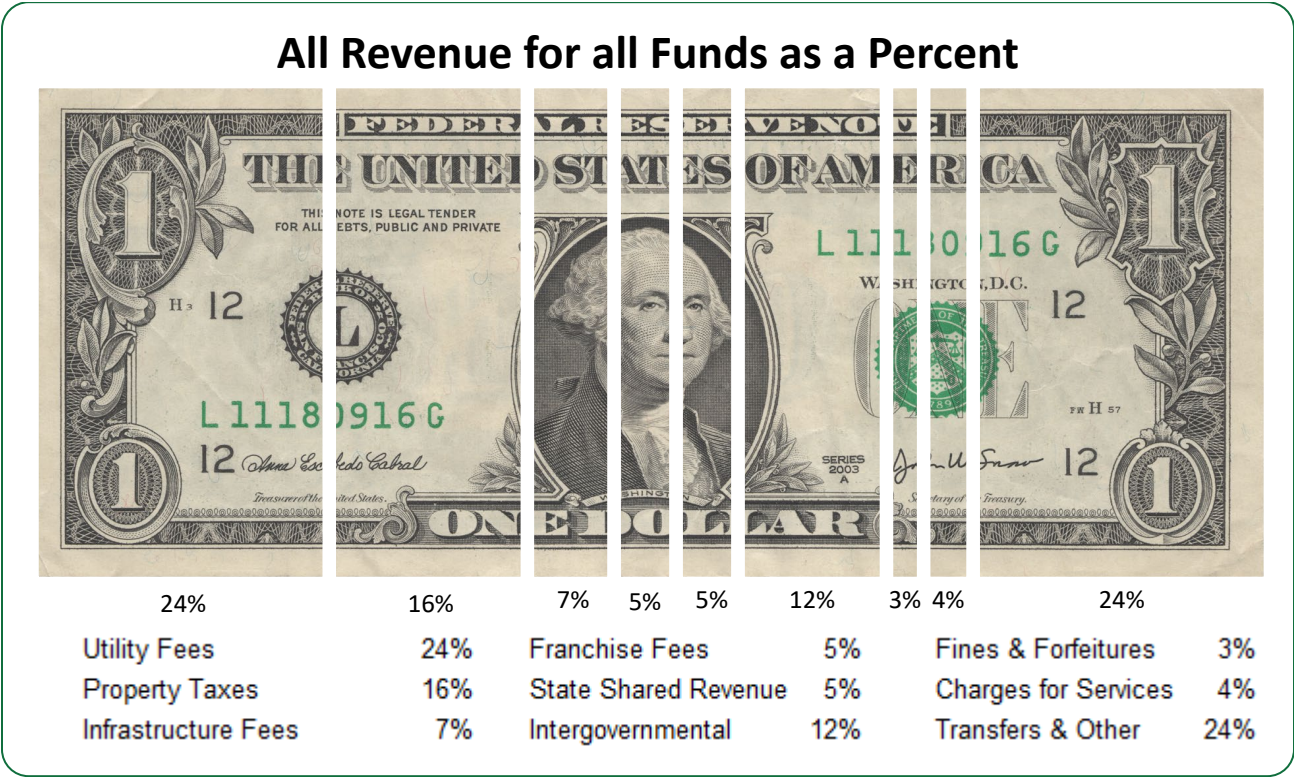
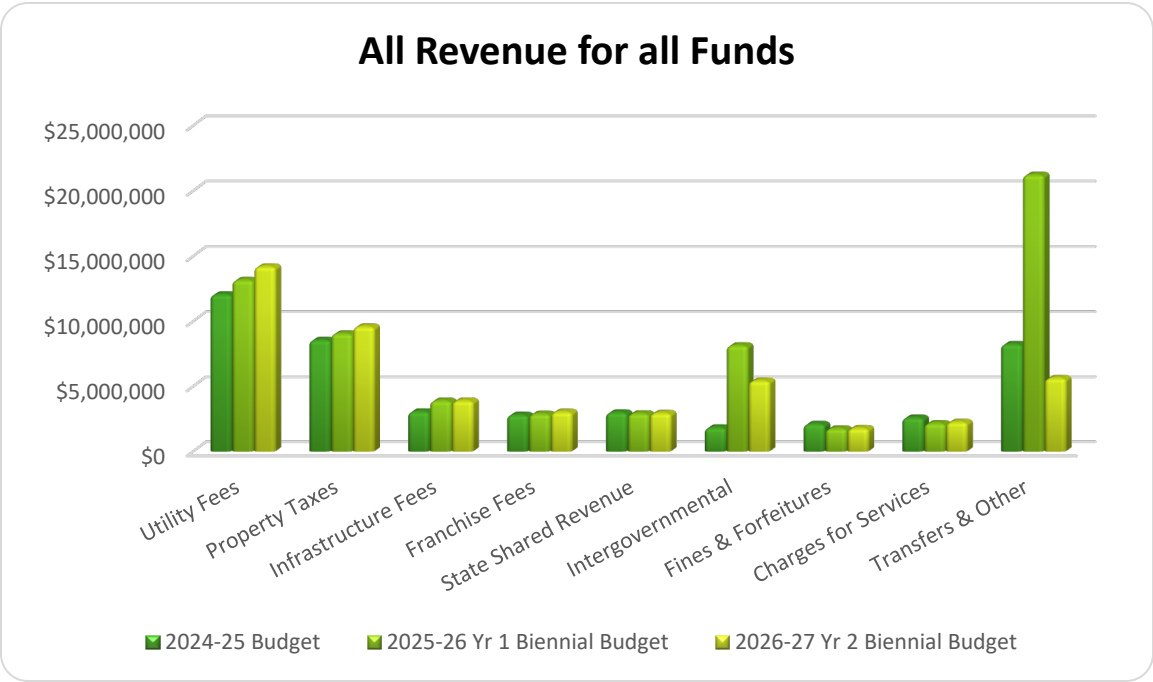
City-Wide Revenue Summary by Source

Summary of Resources by Source

	Actual 2022-23	Actual 2023-24	Adopted Budget 2024-25	Biennial Budget		Total Budget 2025-27
				1st Year 2025-26	2nd Year 2026-27	
Utility Fees	\$ 11,930,207	\$ 12,313,181	\$ 12,056,940	\$ 13,168,200	\$ 14,201,041	\$ 27,369,241
Taxes	7,450,324	8,009,568	8,559,149	9,051,042	9,595,583	18,646,625
Infrastructure Fees	3,938,761	5,071,054	3,057,817	3,891,442	3,891,442	7,782,884
Franchise Fees	2,415,789	2,668,203	2,803,000	2,883,731	3,035,567	5,919,298
State Shared Revenue	2,878,944	2,850,425	2,981,500	2,910,990	2,943,264	5,854,254
Intergovernmental	7,100,150	3,403,031	1,829,090	8,141,128	5,429,943	13,571,071
Fines and Forfeitures	1,151,486	1,786,811	2,103,400	1,754,300	1,779,200	3,533,500
Charges for Services	3,482,675	2,303,202	2,589,488	2,157,291	2,258,161	4,415,452
Licenses and Permits	93,924	102,954	85,500	195,500	198,500	394,000
Interest and Other Revenue	1,316,501	3,324,620	3,179,705	4,466,919	4,364,184	8,831,103
Transfers In	1,548,111	6,092,192	1,982,903	1,064,410	1,068,549	2,132,959
Sale of Fixed Assets	53,667	3,088	-	-	-	-
Capital Lease Proceeds	54,750	28,335	-	-	-	-
Debt Proceeds	-	-	3,000,000	15,500,000	-	15,500,000
Total Current Resources	43,415,290	47,956,663	44,228,492	65,184,953	48,765,434	113,950,387
Beginning Fund Balance	66,099,371	62,978,823	69,787,788	70,578,082	82,313,743	70,578,082
Total Resources	\$109,514,661	\$110,935,486	\$ 114,016,280	\$ 135,763,035	\$ 131,079,177	\$ 184,528,469

Detail of Transfers between Funds

Transfer From:		Transfer To:			
Fund		General Fund	Public Art	Economic Development & Promotion	Street Capital
1	General Fund	\$ -	\$ 85,634	\$ 171,266	\$ -
2	TLT Fund	367,000	-	-	-
3	Grants Fund	9,059	-	-	-
4	Street Operations Fund	-	-	-	1,500,000
5	Street Capital Fund	-	-	-	-
Total		<u>\$ 376,059</u>	<u>\$ 85,634</u>	<u>\$ 171,266</u>	<u>\$ 1,500,000</u>
Purpose:					
1	Transfer for recently created city funds				
2	Transfer to support Center for the Arts				
3	Transfer for administrative costs incurred				
4	Transfer for capital Projects				



Beginning and Ending Fund Balance

Beginning fund balance is equal to the prior year's ending fund balance.

Ending fund balance is the difference between total estimated sources and total estimated uses. Ending fund balance is budgeted in two categories:

1. *Operating Contingency* is budgeted at 5%-10% of operational revenue in the operating funds. Contingency funds can be spent once authorized by a supplemental budget or transfer resolution.
2. *Reserved for future years* are total sources, less total expenses and contingency. Reserved for future years funds can only be spent if authorized by a supplemental budget.

Utility Fees

The city charges utility fees for the water, sanitary, storm, and street systems. The fees are charged to customers based on usage of the systems. The rates collected for each fund can only be used to support that individual fund's operational and capital needs. Annual revenue projections are based on historical average increases, while taking into account any planned rate increases.

Property taxes

There are three types of property tax levies in Oregon. The permanent rate levy funds general City operations. The debt service levy is used for principal and interest payments on general obligation bonds approved by the voters. Local option levies are voter-approved, time-limited levies for specified purposes.

The Washington County Department of Assessment and Taxation determines assessed values and collects taxes. Property is assessed January 1 for the fiscal year beginning July 1. Taxes are due beginning November 15, and discounts are allowed for taxes paid in full by November 15.

Assessed Value

Each local government's tax rate was determined by the state in 1997. Sherwood's permanent rate is \$3.2975 per \$1,000 of assessed value. No action of the city can increase the permanent tax rate.

Ballot Measure 50, implemented in the 1997-98 tax year, limits assessed value to the lower of Maximum Assessed Value (MAV) or Real Market Value (RMV). Maximum Assessed Value increases by 3% annually.

There are exceptions to the 3% annual increase. Maximum Assessed Value may increase by more than 3% if:

- There is new construction or improvements
- The property is partitioned or subdivided
- Rezoning occurs and the property is used consistent with rezoning

Limits and Compression

The total tax on a given piece of property is limited as follows:

- General Govt: \$10 per \$1,000 of RMV
- Schools: \$5 per \$1,000 of RMV
- Unlimited debt service: levies to pay bonds for capital construction projects are not subject to limitation

If the total tax bill exceeds the limits, taxes are reduced in a process called compression.

Effect of the 2021 Sherwood Urban Renewal Agency

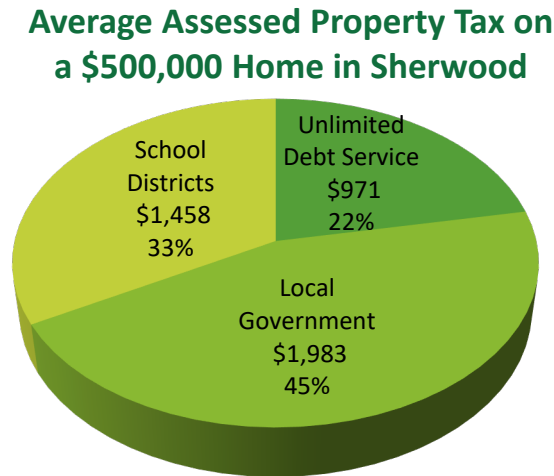
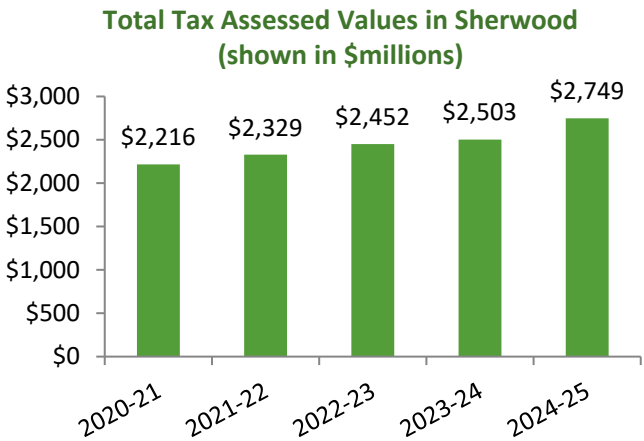
The Urban Renewal district is a geographic area within the City of Sherwood, defined in the Urban Renewal Plan. The purpose of the district is to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the Urban Renewal Plan. The Agency borrows money to fund infrastructure and other improvements, receive property taxes calculated on the increased assessed values, and uses the taxes to pay debt service on the borrowings.

The current agency opened in FY2020-21. The assessed value in the district was determined at the start date of the agency and became the frozen base. In subsequent years, the incremental assessed value is the difference between the assessed value in the district and the frozen base. Each year, the URA will receive property tax attributable to the incremental assessed value; the City's General Fund receives property tax attributable to the City's assessed value less the URAs incremental value.

Property taxes for the URA are a portion of the permanent rate levy for the City and each overlapping tax district, not an addition to the tax base.

Each taxing jurisdiction has a tax rate that is applied to a parcel's assessed value to determine the amount of property taxes owed by that parcel. The County Assessor lowers these other taxing jurisdiction's tax rates based upon the Urban Renewal District's incremental assessed value and the taxing jurisdiction's overall assessed value and mathematically derives a tax rate to be applied to each parcel for Urban Renewal.

The Agency will cease to exist after it has incurred and repaid the maximum indebtedness specified in the plan: For the FY2020-21 URA plan \$166,600,000.

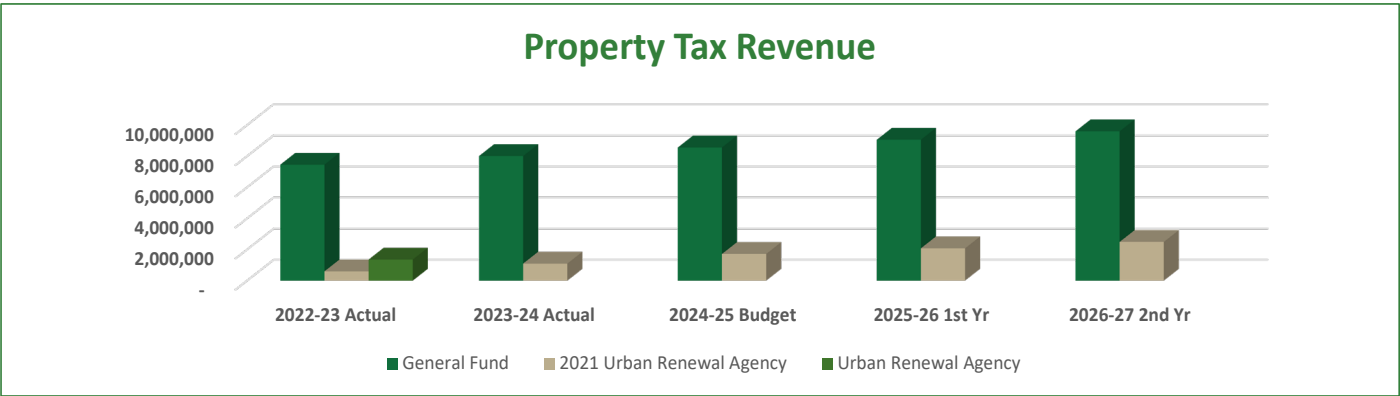


Local Governments include the City of Sherwood, Washington County, Sherwood 2021 Urban Renewal Agency, Tualatin Valley Fire and Rescue, Metro, Port of Portland and Tualatin Soil and Water Conservation District. School Districts include Sherwood School District, Portland Community College and ESD – NW Regional.

Property Tax Allocation



Property taxes represent approximately 47% of General Fund revenue.

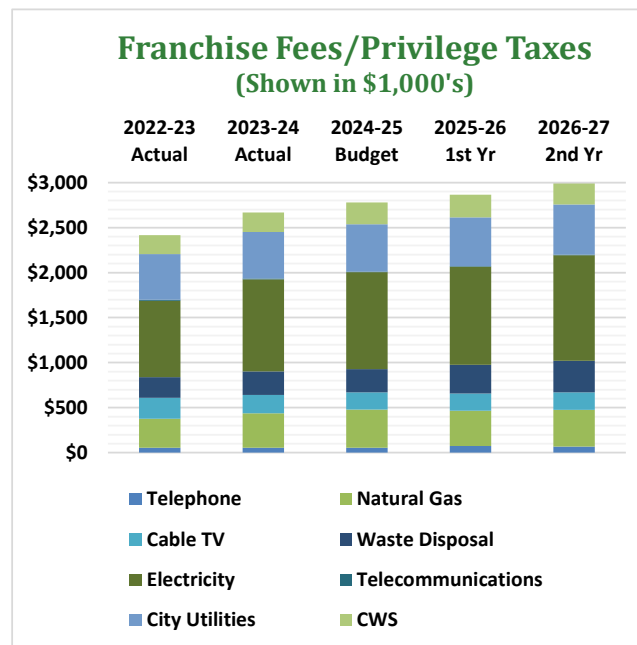


Infrastructure Development Fees

These are fees for private development plan review and inspection and system development charges (SDCs) on new construction. SDCs are restricted for Capital Improvement Projects that support capacity for growth. Development fee revenue is projected based on the known development activity, as well as projections of projects that are likely to be submitted.

Franchise Fees/Privilege Taxes

Fees are collected from utilities as compensation for use of the City's rights of way. These fees are based on utility revenue, so they generally increase with population growth. Franchise fee revenue is estimated based on prior year actuals plus an inflationary increase.



Fines and Forfeitures

These fines are for traffic infractions, municipal code violations, and library fines. Revenue estimates are based on the prior year actuals plus anticipated increases due to new programs.

Intergovernmental Revenue

These include fees and taxes that are collected by other government agencies and passed through to the city as well as fees collected from other governments for the services the city provides to them.

- State shared revenue, liquor and cigarette tax and vehicle fees revenue estimates are provided by the State
- County support to the library as part of the Washington County Cooperative Library Service Revenue estimates are provided by the County
- County distribution of gas tax
- Sherwood School District for shared services Revenue based on IGA
- Clean Water Services for shared services Revenue based on IGA
- Federal, State, and Local grants

Charges for services

- Building, Planning, and Engineering permits, revenue estimates are based on projected development activity
- Recreation fees, revenue estimates are based on the number of registered leagues
- Advertising and sponsor fees
- Business and liquor licenses, revenue estimates are based on prior year actuals and adjusted for programmatic changes

Transfers and Other Revenue

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



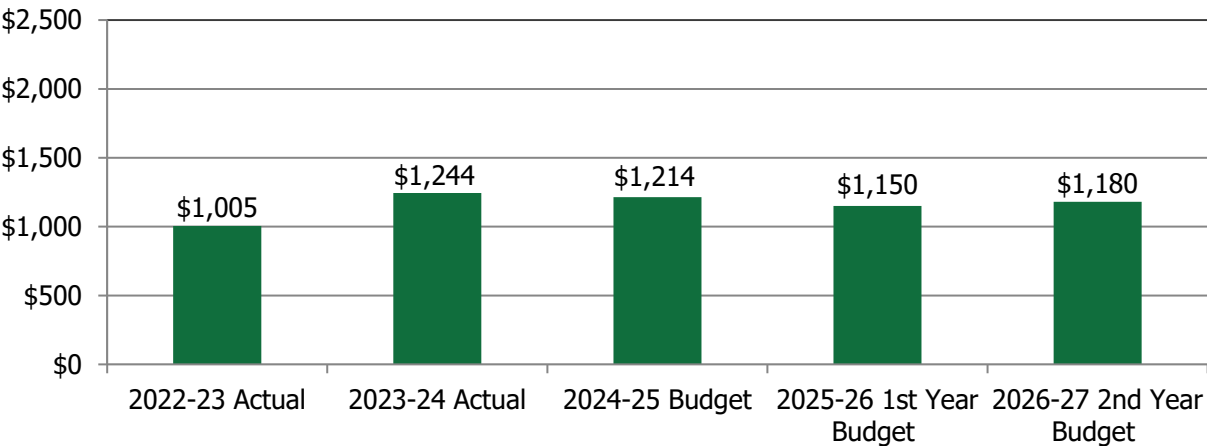
City-Wide Expenses by Category

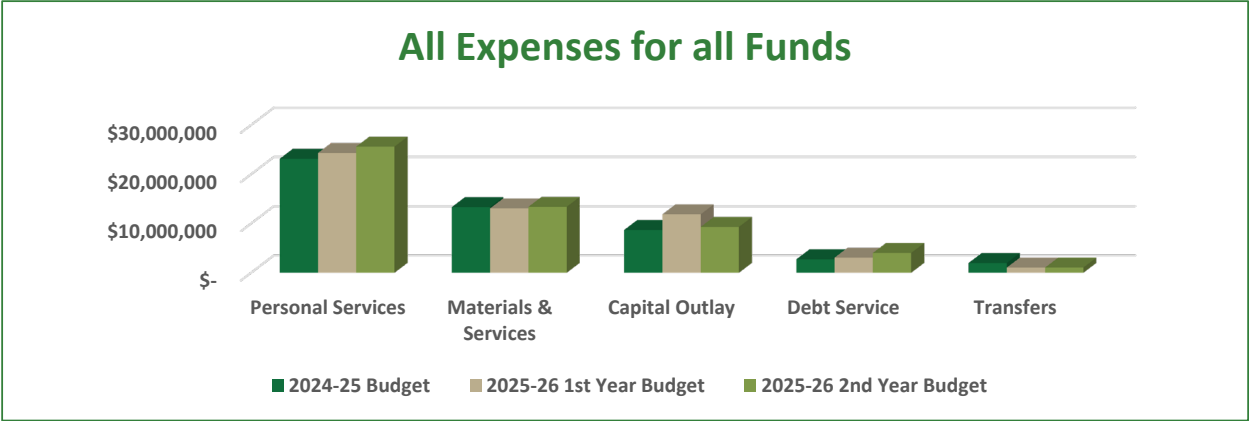
Summary of Expenditures by Category

	Actual 2022-23	Actual 2023-24	Adopted Budget 2024-25	Biennial Budget		Total Budget 2025-27
				1st Year 2025-26	2nd Year 2026-27	
Personal Services	\$ 17,475,594	\$ 19,056,487	\$ 23,156,161	\$ 24,329,245	\$ 25,627,406	\$ 49,956,651
Materials and Services	11,027,816	10,665,119	13,357,541	13,089,237	13,403,258	26,492,495
Capital Outlay	10,635,650	6,402,413	8,698,391	11,877,793	9,319,787	21,197,580
Debt Service	2,742,558	2,743,670	2,740,548	3,088,607	4,029,013	7,117,620
Transfers Out	1,548,111	6,092,192	1,997,903	1,064,410	1,068,549	2,132,959
Total Current Expenses	43,429,729	44,959,880	49,950,544	53,449,292	53,448,013	106,897,305
Ending Fund Balance	66,084,932	65,975,606	64,065,736	82,313,743	77,631,164	77,631,164
Total Uses	\$109,514,661	\$110,935,486	\$ 114,016,280	\$ 135,763,035	\$ 131,079,177	\$184,528,469

Citywide operating costs are budgeted to increase 7.0% in the first year of the biennium budget when compared to FY2024-25 and remain flat in the second year of the biennium budget when compared to the first year. This is in part due to staffing reductions and less capital purchases. This will result in a decrease in cost per capita for our citizens from prior years. Operating costs are made up of all City expenditures minus capital purchases made outside the General Fund.

Operating Expenditures per Capita





All Expenses for all Funds as a Percent

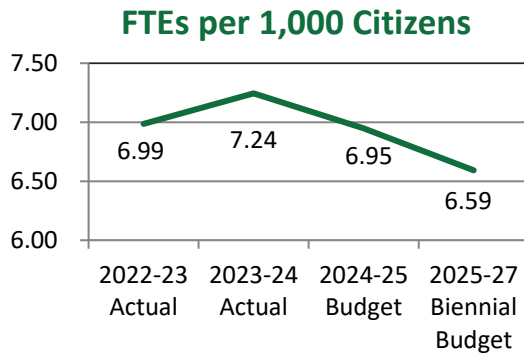


Revenue & Expenditures Overview of Major Categories of Expense

Personal Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



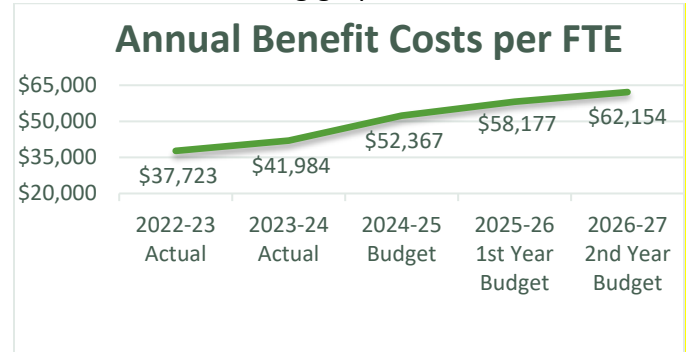
Wages

The budget includes a 2.8% cost of living increase as of July 1 for all employees in the first year of the biennium.

Benefits

The major benefits are health insurance and PERS. Employee insurance costs are budgeted to increase an average of 9% for employees on the Regence plan and 13% for employees on the Kaiser plan in the first year of the biennium. Overall benefit costs increased, mainly due to increases in insurance rates.

The average cost of benefits per employee is shown in the following graph:



The most recently adopted PERS rates (as a percent of salary) for the City of Sherwood and the prior two fiscal years are:

	FY23-24	FY24-25	BY 25-27
Tier 1 & 2	27.52	27.52	29.39
OPSRP	21.96	21.96	24.39
OPSRP Police	26.75	26.75	29.66

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

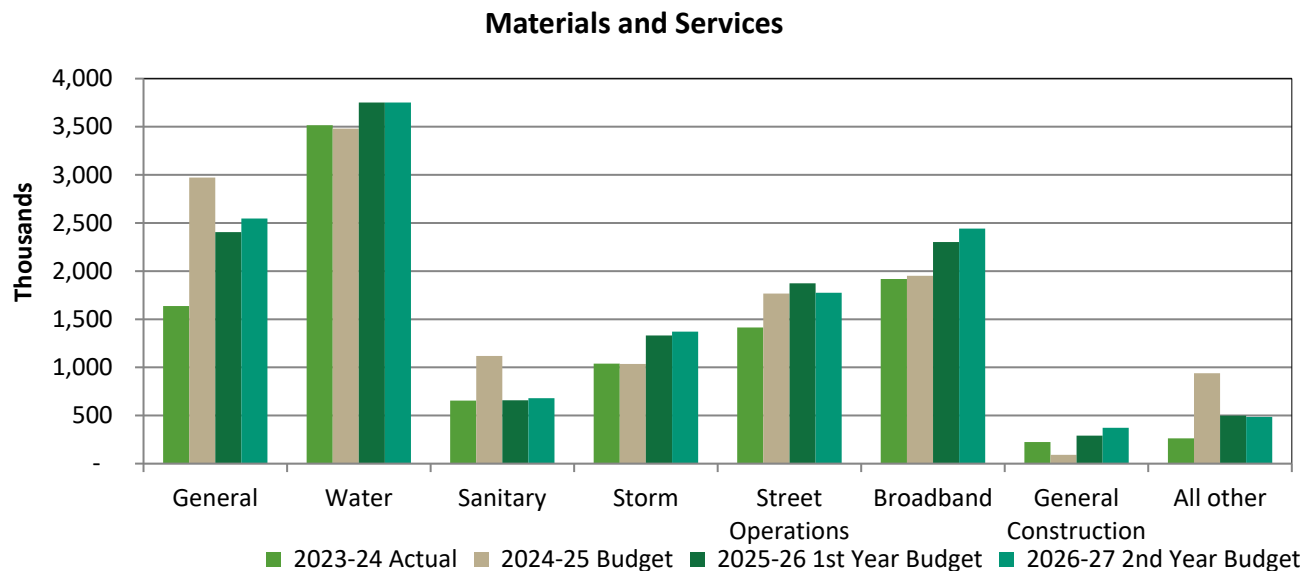
Tier 1 & 2:	15.70%
OPSRP:	71.51%
OPSRP Police:	12.79%

Materials and Services

Materials and services include costs for:

- Utilities
- Training
- Professional services
- Insurance
- Software maintenance
- Uniforms
- Office supplies and book stock

Overall materials and services expenses are proposed to remain similar to prior years in both years of the biennial budget. The comparison of total materials and services expenses by fund is shown below.



Revenue & Expenditures Overview of Major Categories of Expense

Capital Outlay

Capital outlay are expenditures related to vehicles and equipment as well as to capital projects. This section will cover the capital outlay for vehicles and equipment only. The capital improvement plan can be found on page 51. The City's Capital Outlay threshold is any single piece of equipment that costs over \$5,000 and expected to last more than one year. The significant BY2025-27 capital outlay budgeted expenditures for vehicles and equipment are:

Program	Purchase	Cost
FY25-26 Fleet	F450 with Service Body and Crane	\$130,000
FY25-26 Fleet	Police Evidence Van	33,000
FY25-26 Fleet	PIU Build from 2025	17,500
FY25-26 Fleet	Police Patrol Vehicle	76,000
FY25-26 Fleet	Police Convert Vehicle to Patrol	22,500
FY25-26 IT	SAN and Server Replacement	200,000
FY25-26 IT	PEG Server Replacement	125,000
FY25-26 IT	Security Software	50,000
Total Capital Outlay 1st Year		\$654,000

FY26-27 Fleet	Replace 10-25 Truck	\$75,000
FY26-27 Fleet	Police Cruiser	94,000
FY26-27 Fleet	Toro Xero Turn Mower	86,000
FY26-27 IT	Security Software	50,000
FY26-27 Public Works	WACCA Radios	29,500
Total Capital Outlay 2nd Year		\$334,500

Description of Long-Term Debt

The City's debt is separated into two categories: governmental activities and business-type activities.

Governmental activities include two long term loans on behalf of 2021 URA capital projects. There are intergovernmental agreements for the URA to make the debt service payments on the existing URA loans used to construct capital assets.

Business-type activities include three loans for water projects to provide a long-term water solution for the City and two long term loans for the expansion of Sherwood Broadband services within the City.

Sherwood's rating for both General Obligation Debt and Full Faith and Credit obligations is currently very good at Aa2. In February 2021, Moody's upgraded the City's Full Faith and Credit obligations from Aa3 to Aa2.

General Obligation Bond Limitations

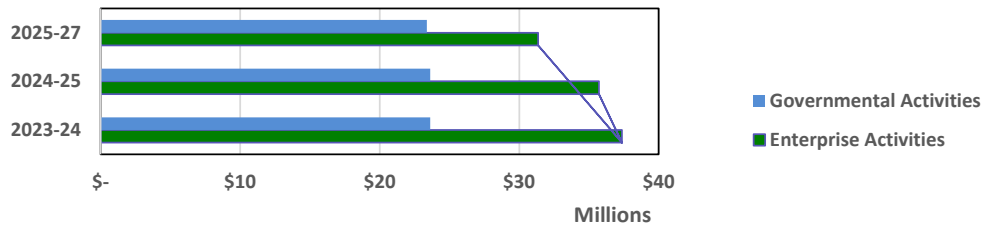
Total assessed value on January 1, 2025:	<u>\$ 2,611,441,330</u>
Debt limitation: 3% of total assessed value	78,343,240
Debt outstanding at June 30, 2025:	
General obligation bonds outstanding	-
Less amount available for repayment of GO bonds	-
Net debt outstanding that is subject to limitation	-
Amount of GO bonds that could be issued	<u>\$ 78,343,240</u>

Summary of Long-Term Debt

	Original Amount	Principal Balance June 30, 2025	Scheduled Principal	Scheduled Interest	Principal Balance June 30, 2027
Governmental activities					
Long-term Loans 2021 URA:					
2021 Series A Full Faith and Credit (interest 2.716%)	\$ 3,975,300	\$ 3,975,300	\$ 240,450	\$ 171,776	\$ 3,734,850
2021 Series B Full Faith and Credit (interest 4.0%)	19,640,000	19,640,000	-	1,571,200	19,640,000
Total Governmental Activities		<u>23,615,300</u>	<u>240,450</u>	<u>1,742,976</u>	<u>23,374,850</u>
Business-type Activities					
Long-term Obligations for Water activities					
2021 Water Refinancing (interest 2.4%)	8,895,000	6,905,000	1,015,000	533,200	5,890,000
2017 Water Refinancing (interest 3.83%)	9,189,000	4,024,000	1,410,000	152,193	2,614,000
2022 Water Issuance (interest 3.43%)	9,540,000	8,550,000	755,000	617,700	7,795,000
Long-term Obligations for Broadband activities					
2019 Broadband Expansion (interest 2.51%)	2,000,000	1,274,319	259,136	60,759	1,015,183
2021 Series A Full Faith and Credit (interest 2.716%)	14,954,700	14,954,700	904,550	646,206	14,050,150
Total Business-type Activities		<u>35,708,019</u>	<u>\$ 4,343,686</u>	<u>\$ 2,010,058</u>	<u>31,364,333</u>
Total City Activities		<u>\$ 59,323,319</u>			<u>\$ 54,739,183</u>

Long-Term Debt Principal and Interest Schedule

Principal Balance of Outstanding Debt



City Loans					
	Water Fund			Broadband Fund	
	2017 Water Refinancing	2021 Water Refinancing	2022 Water Bonds	2019 Broadband Expansion	2021 Series A Full Faith and Credit
Original Amount	\$ 9,189,000	\$ 8,895,000	\$ 9,540,000	\$ 2,000,000	\$ 14,954,700
Balance at 6/30/25	4,024,000	6,905,000	8,550,000	1,274,319	14,954,700
Payment Source	Water Rates	Water Rates	Water Rates	Broadband Rates	Broadband Rates
Paying Fund	Water	Water	Water	Broadband	Broadband
Year Ending June 30					
2026	781,169	756,200	686,250	159,947	323,103
2027	781,024	792,000	686,450	159,948	1,227,653
2028	780,514	790,600	686,050	159,947	1,227,599
2029	780,625	788,400	685,050	159,948	1,226,014
2030	779,358	790,400	683,450	159,947	1,227,027
2031-2035	381,317	3,966,000	3,428,750	639,791	6,140,510
2036-2040	-	795,600	3,426,000	-	6,140,580
2041-2045	-	-	1,373,200	-	697,853
	<u>\$ 4,284,007</u>	<u>\$ 8,679,200</u>	<u>\$ 11,655,200</u>	<u>\$ 1,439,528</u>	<u>\$ 18,210,340</u>

City Loans for Sherwood Urban Renewal Agency Projects			
	2021 Series A Full Faith and Credit	2021 Series B Full Faith and Credit	Total Debt on behalf of URA
Original Amount	\$ 3,975,300	\$ 19,640,000	\$ 23,615,300
Balance at 6/30/25	3,975,300	19,640,000	23,615,300
Payment Source	Tax Increment		
Paying Fund	URA Operations		
Year Ending June 30			
2026	85,888	785,600	871,488
2027	326,338	785,600	1,111,938
2028	326,324	785,600	1,111,924
2029	325,903	785,600	1,111,503
2030	326,172	785,600	1,111,772
2031-2035	1,632,288	3,928,000	5,560,288
2036-2040	1,632,306	3,928,000	5,560,306
2041-2045	185,505	10,811,200	10,996,705
2046-2050	-	11,692,400	11,692,400
2051	-	2,340,000	2,340,000
	<u>\$ 4,840,723</u>	<u>\$ 36,627,600</u>	<u>\$ 41,468,323</u>

Capital Improvement Plan

The City of Sherwood's Capital Improvement Plan (CIP) establishes, prioritizes, and plans funding for projects to improve existing and develop new infrastructure and facilities. This plan promotes efficient use of the City's limited financial resources, reduces costs, and assists in the coordination of public and private development.

The City's CIP is a twenty-year roadmap which identifies the major expenditures beyond routine annual operating expenses in all categories. The CIP is used to document anticipated capital projects and includes projects in which a need has been identified, but which may not have funding sources determined.

The CIP is a long-range planning document that is reviewed and updated annually to maintain flexibility within the City's biennial budget cycle. This annual review allows the city to respond to emerging infrastructure needs, leverage new funding opportunities, and adjust to changing community priorities. The CIP documents anticipated capital projects and include both funded projects and those for which a need has been identified but funding has not yet been secured.

The CIP Process

The CIP is the result of an ongoing infrastructure planning process. Planning for the five-year CIP period provides flexibility to take advantage of opportunities for capital investments. The BY2025-27 to BY2029-31 CIP is developed through agreement with adopted policies and master plans, the public, professional staff, and elected and appointed City officials. The draft CIP is reviewed by City staff and then presented to the City Council. The projects listed in BY2025-27 become the basis for preparation of the City's budget for that biennium.

The overall goal of the CIP is to develop recommendations that: preserve the past, by investing in the continued maintenance of City assets and infrastructure; protect the present with improvements to City facilities and infrastructure; and plan for future development for the needs as the city grows and evolves. Projects generally fit within the three primary categories:

- Utilities – projects involving water, storm, and sewer infrastructure.
- Transportation – projects affecting streets, bike lanes, pedestrian crossings, paths, trails, and rail.
- Parks and Recreation – projects affecting parks and open spaces, including parks facilities.

Capital Improvement Policies

This working CIP document is designed to forecast capital needs for the next five fiscal years and the plan will be produced every year. Looking at the City's capital projects in terms of revenue over the next five years also allows the City to be more strategic in matching large capital projects with competitive grant opportunities that require significant advance planning and coordination to accomplish. Examples are projects with federal funding, or those projects so large they are likely to need financing.

CIP Project Lists and Details

On the following pages is a summary of projects that are sorted by fiscal year and presented by category. Projects in this five-year CIP total approximately \$163.9 million. Roughly \$14.2 million of the projects are utility projects, \$78.3 million are parks and ground projects, \$71.4 million in transportation projects and \$33.6 million in general construction projects have been identified. Detailed project sheets are grouped by category and sorted by fiscal year for all funded projects included in the CIP. Project sheets are designed to explain the need for the project, type of project, the criteria met, funding sources, and provide cost information including potential on-going costs.

Funding Overview

During the preparation of the CIP document, public input from the budget workshops and staff recommendations are taken into consideration to assign a priority level to all listed projects. Generally, prioritized projects and those with a designated or committed funding source will be initiated. Lower priority projects will generally be considered if additional funding comes available.

Many transportation and utility projects are funded by transfers from the operating budget to the capital fund for the current year. The city utilizes development taxes, intergovernmental funds, road taxes, and can also refinance debt and issue new borrowing to fund capital projects.

Funding for the current biennium budget has been identified as follows: Utility projects are expected to be \$9.3 million charges for services and \$1.1 million development taxes. Transportation projects are expected to be funded through \$1.7 million charges for services and \$5.2 million development taxes. Parks and grounds projects are expected to be funded through \$1.5 million development taxes.

Operating Budget Impact

The CIP document identifies the costs required to construct City facilities and infrastructure. However, the completion of these projects creates effects in continuing costs that must be absorbed in the operating budget. These costs include new personnel, maintenance, and various utilities need. As the City develops the CIP document, attempts are made to identify and plan for operating costs resulting from the projects undertaken. The city is not anticipating any significant operational cost savings due to the Capital Improvement Plan (CIP).

Debt Service & CIP

Current Year Capital Projects

City of Sherwood Five Year Capital Improvement Plan (FY25 Through FY29)*							
STREET PROJECTS; INCL STORM AND SANITARY	Estimated Cost	25/26	26/27	27/28	28/29	29/30	
Washington St from Tualatin to Division/Schaumburg (reconstruct)	\$ 977,702	\$ 877,702	\$ -	\$ -	\$ -	\$ -	-
Arrow Street Improvements	1,675,091	500,000	-	-	-	-	-
Sunset-Timbrel Crosswalk Enhancement (PHB)	520,000	413,700	-	-	-	-	-
Transportation System Plan (TSP) Update	694,500	335,000	121,000	82,500	41,000	-	-
Sunset (Main to Cinnamon Hill) (grind and overlay)	285,104	285,104	-	-	-	-	-
Edy-Elwert Intersection Improvements (Signal or Roundabout)	5,200,000	200,000	-	-	750,000	4,250,000	-
Oregon St Design & Construction	9,153,988	181,440	181,439	7,981,109	-	-	-
Traffic Calming	600,000	100,000	100,000	100,000	100,000	100,000	-
Edy Road Improvements (Borchers Dr. to Copper Terr.)	7,900,000	-	900,000	-	2,000,000	5,000,000	-
Meinecke (Cedarbrook Way to 99w)	331,260	-	331,260	-	-	-	-
Borchers between Daffodil St and Roy Rodgers (grind and overlay)	154,156	-	154,156	-	-	-	-
Willamette St from Orcutt to Pine St. (reconstruct)	79,890	-	79,890	-	-	-	-
Borchers between Roy Rodgers and Sydney (grind and overlay)	70,998	-	70,998	-	-	-	-
Borchers between Edy Road and Daffodil St (grind and overlay)	303,944	-	-	303,944	-	-	-
Brookman Road Improvements (99W to Ladd Hill Rd.)	15,550,000	-	-	50,000	2,000,000	13,500,000	-
Oregon-Tonquin Intersection Improvements	2,800,000	-	-	50,000	450,000	2,300,000	-
Cedar Creek Trail Segment 9a (Design/Construction 99W to Edy)	3,900,000	-	-	-	3,500,000	-	-
Cedar Creek Trail Segment 9b (Design/Construction Edy to Roy Rogers)	3,600,000	-	-	-	3,100,000	-	-
Pine Street Improvements Phase 2 (Division St. to Sunset Blvd)	1,850,000	-	-	-	1,000,000	850,000	-
Pine Street Improvements Phase 2 (Division St. to Sunset Blvd)	1,850,000	-	-	-	1,000,000	850,000	-
Langer Farms Parkway North (99W to Roy Rogers)	4,750,000	-	-	-	600,000	4,150,000	-
Washington Street Sidewalk Infill, North Side (Stella Olsen Park to Lee Dr)	460,000	-	-	-	460,000	-	-
Sunset (Cinnamon Hills to Pine) (grind and overlay)	410,078	-	-	-	410,078	-	-
Century between T/S and Sherwood Industrial (grind and overlay)	376,567	-	-	-	376,567	-	-
Oregon Street (Lincoln to Hall) (grind and overlay)	248,747	-	-	-	248,747	-	-
Sunset (Brittany to Murdock) (grind and overlay)	221,000	-	-	-	221,000	-	-
Meinecke (99w-Dewey Roundabout)	195,557	-	-	-	195,557	-	-
Oregon Street (Orland to Brickyard and 70' east) (reconstruct)	67,467	-	-	-	67,467	-	-
Oregon Street (Hall to Lower Roy) (reconstruct)	49,744	-	-	-	49,744	-	-
Oregon Street (Lower Roy to Orland) (reconstruct)	42,484	-	-	-	42,484	-	-
Alexander Lane from Dead End to Smith (grind and overlay)	78,000	-	-	-	39,000	39,000	-
Cedarbrook Way Improvements from Meinecke to Elwert	8,800,000	-	-	-	-	8,800,000	-
Cedar Creek Trail-Segment 11 Design/Construction Roy Rogers/Refuge	900,000	-	-	-	-	900,000	-
Sunset from Pine to Aldergrove (grind and overlay)	240,876	-	-	-	-	240,876	-
Timbrel from Middleton-Old Hwy 99w (grind and overlay)	119,057	-	-	-	-	119,057	-
Sidewalk on Sunset from Cinnamon Hills to Main	100,000	-	-	-	-	100,000	-
Sidewalk on Borchers-In front of PGE property	219,057	-	-	-	-	100,000	-
Baler from T-S Rd and Langer (grind and overlay)	74,947	-	-	-	-	74,947	-
	\$ 74,850,214	\$ 2,892,946	\$ 1,938,743	\$ 8,567,553	\$ 16,651,644	\$ 41,373,880	

Debt Service & CIP

Current Year Capital Projects

SANITARY SEWER SYSTEMS	Estimated Cost	25/26	26/27	27/28	28/29	29/30
Sanitary Sewer Master Plan Update	\$ 360,000	\$ 180,000	\$ 180,000	\$ -	\$ -	\$ -
Brookman Sanitary Trunkline Project - Construction	5,160,000	-	1,900,000	-	-	3,200,000
Rock Creek Upsizing Phase 2	405,500	-	124,500	260,000	-	-
Downtown Sanitary	\$ 1,830,000	-	-	-	-	1,830,000
	\$ 7,755,500	\$ 180,000	\$ 2,204,500	\$ 260,000	\$ -	\$ 5,030,000
STORMWATER SYSTEMS	Estimated Cost	25/26	26/27	27/28	28/29	29/30
Cedar Creek Trail Grade Separate Crossing of Hwy 99	\$ 80,000	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -
Gleneagle Drive Regional Storm New Facility	520,000	390,000	-	-	-	-
2nd and Park Street Stormwater Facility Rehabilitation	335,000	235,000	-	-	-	-
Stormwater Master Plan Update	360,000	180,000	180,000	-	-	-
Woodhaven Swales	500,000	100,000	100,000	100,000	100,000	100,000
Annual Citywide Catch Basin Remediation Program	420,086	60,000	60,000	60,000	60,000	60,000
Annual Storm Water Quality Facility Refurbishments	320,000	50,000	50,000	50,000	50,000	50,000
Fair Oaks Drainage	60,000	-	-	-	60,000	-
	\$ 2,595,086	\$ 1,055,000	\$ 430,000	\$ 210,000	\$ 210,000	\$ 210,000
WATER SYSTEMS	Estimated Cost	25/26	26/27	27/28	28/29	29/30
TVWD Capacity Improvements 6.2 to 9.7 MGD	\$ 806,000	\$ 806,000	\$ -	\$ -	\$ -	\$ -
WRWTP-Seismic Resilience-Roof/HVAC	1,048,550	181,418	867,132	-	-	-
Water Master Plan Update	360,000	180,000	180,000	-	-	-
T/S County Conflict Improvements	650,000	75,000	-	-	-	-
WRWTP - 20 MGD Expansion	10,128,801	60,473	-	-	-	-
Routine Waterline Replacement	350,000	50,000	50,000	50,000	50,000	50,000
SR - 1 - Sunset Reservoir #1	179,014	-	179,014	-	-	-
SR - 3 Kruger Reservoir	156,000	-	156,000	-	-	-
SR - 2 - Sunset Reservoir #2	133,113	-	133,113	-	-	-
Resiliency Pipe Improvements - Oregon St Backbone	1,300,000	-	-	-	1,300,000	-
SW - 4 - Resiliency Upgrade Well #6	61,000	-	-	-	61,000	-
	\$ 15,172,478	\$ 1,352,891	\$ 1,565,259	\$ 50,000	\$ 1,411,000	\$ 50,000
GENERAL CONSTRUCTION	Estimated Cost	25/26	26/27	27/28	28/29	29/30
Murdock Park Improvement and Restroom	\$ 3,473,951	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 3,082,641
Adj. Art Center-design 23/24	1,600,000	100,000	180,000	700,000	620,000	-
Cedar Creek Trail Grade Separate Crossing of Hwy 99	23,920,000	-	-	-	-	23,840,000
Trail Network Expansion Improvements (Infill projects)	900,000	75,000	75,000	300,000	150,000	150,000
Street Restroom Moser PUD (Depends on development)	215,000	-	-	215,000	-	-
Design of Chapman, Brookman and 99w intersection	50,000	-	-	50,000	-	-
Skate Park Restroom	250,000	-	-	-	250,000	-
Sherwood West 30 Acre Sports Complex	12,750,000	-	-	-	-	12,750,000
Sherwood West 15 Acre Park and Two 3 Acre Neighborhood Parks	12,600,000	-	-	-	-	12,600,000
Sherwood Fieldhouse Replacement	7,500,000	-	-	-	-	7,500,000
Brookman Concept Area Park	6,375,000	-	-	-	-	6,375,000
Universally Accessible Destination Play Area (Inclusive) (Infill project)	1,750,000	-	-	-	-	1,750,000
Dog Park North of Hwy 99	150,000	-	-	-	-	150,000
Disc Golf Course	75,000	-	-	-	-	75,000
	\$ 72,941,450	\$ 325,000	\$ 405,000	\$ 1,265,000	\$ 1,020,000	\$ 68,272,641

Street Capital Projects

The Street Capital Fund relies on County traffic improvement fees and City system development charges, as well as transfers in from Street Operations. Planned projects for BY2025-27 are:

Sunset-Timbrel Crosswalk Enhancements: This project will consist of realigning existing crosswalks, updating ADA ramps and adding Pedestrian Hybrid Beacon.

Traffic Calming: This will be for projects identified by the Traffic Safety Committee and recommended to City Council.

Oregon Street Design & Construction: This project includes upgrading Oregon Street from railroad crossing east to Murdock Road roundabout to include a three-lane collector road with bike lanes, sidewalks and planter strips.

Arrow Street Improvements: This project will extend Arrow Street to Langer Farms Parkway. This is a joint project with the County.

Sunset Overlay (Main-Cinnamon Hills): This project consists of grinding off the existing roadway surface and overlay a new surface and upgrading curb ramp improvements within the project area to current ADA Standards.

Edy/Elwert Intersection Improvements: The project will determine the alignment of Elwert and Edy Roadway intersection.

Washington Reconstruction (Tualatin-Division): This is primarily a maintenance project that will include both sewer improvements, storm improvements and road maintenance.

Transportation System Plan (TSP) Update: Update current Transportation System Plan.

Edy Road Improvements (Borchers-Copper Terr.): This project is to evaluate the addition of sidewalks, bicycle lanes, pedestrian crossings, street lighting and center turn lanes as needed.

Meinecke (Cedarbrook-99W): This project consists of grinding off the existing roadway surface and overlay a new surface and upgrading curb ramp improvements within the project area to current ADA Standards.

Borchers Overlay (Daffodil-Roy Rogers): This project consists of grinding off the existing roadway surface and overlay a new surface and upgrading curb ramp improvements within the project area to current ADA Standards.

Willamette Street Reconstruction (Orcutt-Pine): This project consists of grinding off the existing roadway surface and overlay a new surface and upgrading curb ramp improvements within the project area to current ADA Standards.

Street Capital Projects (Continued)

Borchers Overlay (Roy Rogers-Sydney): This project consists of grinding off the existing roadway surface and overlay a new surface and upgrading curb ramp improvements within the project area to current ADA Standards.

Sanitary Capital Projects

The Sanitary Fund collects SDCs for sanitary infrastructure expansion. Planned projects for BY2025-27 are:

Sanitary Master Plan Update with SDC's and Fee Refresh: Update current Master Plan that was completed in 2016.

Brookman Sanitary Trunkline Construction: This project extends a public sanitary conveyance system mainline through the Brookman Area annexed property. This mainline extension will provide service for the future growth of the area.

Rock Creek Upsizing Phase 2: This project includes up-sizing approximately 1,910 linear feet of 18" diameter sanitary trunk line to 24" diameter.

Stormwater Capital Projects

The Stormwater Fund collects SDCs for storm infrastructure expansion and reserves a portion of user charges for capital construction. Planned projects for BY2025-27 are:

Annual Storm Water Quality Facility Refurbishments: Water Quality Facility Rehabilitation is needed to remove sediments from the facility to ensure continued operation of existing structural facilities that protect surface waters from adverse impacts of stormwater runoff. These ponds are responsible for holding water, removing pollutants and providing flood prevention and water quality treatment.

Annual City Wide Catch Basin Remediation program: This program consists of replacement of un-sumped catch basins located within the City's storm drainage conveyance system, in compliance with Clean Water Service's MS4 Permit.

Cedar Creek Trail Grade Separate Crossing of Hwy 99: This project is dependent upon grant funding. If funding becomes available, the money will complete the Preliminary Design phase for a pedestrian crossing under SW Pacific Hwy at Cedar Creek including determination of the type of bridge or culvert structure that will span the creek & highway.

Woodhaven Swales: Water Quality Facility Rehabilitation is needed to remove sediments from the facility to ensure continued operation of existing structural facilities that protect surface waters from adverse impacts of stormwater runoff. These ponds are responsible for holding water, removing pollutants and providing flood prevention and water quality treatment.

Stormwater Capital Projects (Continued)

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

Cedar Creek Trail Grade Separate Crossing of Hwy 99: This project consists of updating the Cedar Creek floodplain area.

Gleneagle Drive Regional Storm New Facility: This project will construct a regional storm facility behind the Sherwood Senior Center, east of SW Gleneagle Drive to treat the existing developed upstream basin and prevent erosion of the downstream open channels & ditches that flow into Cedar Creek.

Storm Master Plan Update with SDC's and Fee Refresh: Update current Master Plan that was last completed in 2016.

Water Capital Projects

The Water Fund collects SDCs and user charges for water infrastructure expansion and capital construction. Planned projects for BY2025-27 are:

Routine Waterline Replacement Program: This project includes replacement of pipes based on a 100-year life cycle adopting the following prioritization: 1. Known pipe capacity and condition issues 2. Pipe material – based on City record of pipe material and era of manufacture; highest priorities are galvanized pipe and post-1950 cast iron 3. Pipe age – coordinate replacement of pipes 50 years or older with other City utilities and transportation projects.

T/S County Conflict Improvements: This project consists of relocation of water services, hydrants, valves, due to the County Road widening project.

TVWD capacity improvements 6.2 to 9.7 mgd: This project consists of the City's contribution to TVWD capacity improvements at the water treatment plant.

WRWTP Water Treatment Plant 20.0 mgd Expansion: The existing treatment plant was upgraded for 20 mgd (millions of gallons per day) capacity and completed in 2024. This project will be for the installation of a transformer which has had a long lead time due to supply chain issues.

Water Treatment Plant-HAVC: This project will add seismic resilience, roof and HAVC improvements to finish water pump station, seismic improvement to wash water equalization basin an ozone and chemical system pipe supports.

Water Capital Projects (Continued)

Water Master Plan Update with SDC's and Fee Refresh: Update current Master Plan that was last completed in 2015.

Sunset Reservoir #1: This project consists of seismic upgrade from wall to roof and programming the actuated valve.

Kruger Reservoir: This project consists of a seismic upgrade of break-away hatches and evaluating roof slab for potential slosh waves.

Sunset Reservoir #2: This project consists of a seismic upgrade by replacing reservoir hatch doors with break-way hatch doors to allow slosh waves to release to the atmosphere.

General Construction Projects

The General Construction Fund collects system development charges for park infrastructure expansion. This fund also accounts for park and trail projects that are funded from multiple combined sources. Planned projects for BY2025-27 are:

Cedar Creek Trail Grade Separate Crossing of Hwy 99: This project is dependent upon grant funding. If funding becomes available, the money will complete the Preliminary Design phase for a pedestrian crossing under SW Pacific Hwy at Cedar Creek including determination of the type of bridge or culvert structure that will span the creek & highway.

Trail Network Expansion Improvements: This project will conduct feasibility work which includes preliminary solutions to design issues and updated cost estimates on a portion of trail for the future undercrossing of the Cedar Creek Trail (Highway 99 to SW. Elwert Road).

Adjacent Lot to Art Center: This project will evaluate development options for the gravel lot northwest of the Sherwood Center for the Arts, next to the railroad tracks, and complete design plans to further develop this gravel area.

Murdock Park Improvements & Restroom: This project will consist of design and construction documents so this project can become shovel ready for future grant opportunities.

Budget Detail

City in Total

			Biennial			
Actual 2022-23	Actual 2023-24	Budget 2024-25		2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
RESOURCES						
\$ 66,099,371	\$ 62,978,823	\$ 69,787,788	Beginning fund balance	\$ 70,578,082	\$ 82,313,743	\$ 70,578,082
			Revenue			
7,450,324	8,009,568	8,559,149	Taxes	9,051,042	9,595,583	18,646,625
2,415,789	2,668,203	2,803,000	Franchise Fees	2,883,731	3,035,567	5,919,298
93,924	102,954	85,500	Licenses and permits	195,500	198,500	394,000
9,979,094	6,253,456	4,810,590	Intergovernmental	11,052,118	8,373,207	19,425,325
15,412,881	14,616,383	14,646,428	Charges for services	15,325,491	16,459,202	31,784,693
3,938,761	5,071,054	3,057,817	Infrastructure development	3,891,442	3,891,442	7,782,884
2,467,987	5,111,431	5,273,105	Fines, interest and other	6,221,219	6,143,384	12,364,603
41,758,762	41,833,048	39,235,589	Total revenue	48,620,542	47,696,886	96,317,428
			Other sources			
1,548,111	6,092,192	1,982,903	Transfers in	1,064,410	1,068,549	2,132,959
53,667	3,088	-	Sale of fixed assets	-	-	-
54,750	28,335	-	Capital Lease Proceeds	-	-	-
-	-	3,000,000	Issuance of long-term debt	15,500,000	-	15,500,000
1,656,528	6,123,615	4,982,903	Total other sources	16,564,410	1,068,549	17,632,959
109,514,661	110,935,486	114,006,280	Total resources	135,763,035	131,079,177	184,528,469
REQUIREMENTS						
			Expenditures			
			Personal services			
11,074,726	12,046,360	14,307,701	Salaries and wages	14,869,220	15,553,158	30,422,378
1,120,240	1,193,664	1,423,226	Payroll taxes	1,489,795	1,559,083	3,048,878
5,280,628	5,816,462	7,425,234	Benefits	7,970,230	8,515,165	16,485,395
17,475,594	19,056,487	23,156,161	Total personal services	24,329,245	25,627,406	49,956,651
			Materials and services			
2,842,467	2,721,548	4,127,927	Professional & technical	3,380,006	3,539,899	6,919,904
3,865,997	4,499,525	5,522,901	Facility and equipment	5,634,086	5,488,337	11,122,423
2,197,697	2,596,732	2,971,221	Other purchased services	2,916,879	3,066,386	5,983,264
1,830,118	933,410	852,470	Supplies	1,120,156	1,159,938	2,280,094
42,517	53,335	73,800	Community activities	59,650	63,390	123,040
339,376	375,659	241,115	Minor equipment	279,725	396,125	675,850
12,270	67,534	81,050	Other materials & services	58,500	60,000	118,500
(102,627)	(582,624)	(512,943)	Cost Allocation	(359,765)	(370,816)	(730,581)
11,027,815	10,665,119	13,357,541	Total materials & services	13,089,237	13,403,258	26,492,495
			Capital outlay			
-	-	-	Land	-	-	-
7,950,919	5,223,713	7,861,981	Infrastructure	11,084,071	8,985,287	20,069,358
224,194	371,995	-	Buildings	-	-	-
-	-	37,000	Other improvements	-	-	-
768,506	565,443	666,910	Vehicles	360,500	255,000	615,500
1,692,031	241,262	137,500	Furniture and equipment	433,222	79,500	512,722
10,635,650	6,402,413	8,703,391	Total capital outlay	11,877,793	9,319,787	21,197,580
39,139,060	36,124,019	45,217,093	Total expenditures	49,296,275	48,350,451	97,646,726
			Debt service			
1,524,791	1,607,772	1,655,829	Principal	1,912,186	2,918,085	4,830,271
1,217,767	1,135,898	1,084,719	Interest	1,176,421	1,110,928	2,287,349
2,742,558	2,743,670	2,740,548	Total debt service	3,088,607	4,029,013	7,117,620
			Other uses			
1,548,111	6,092,192	1,982,903	Transfers out	1,064,410	1,068,549	2,132,959
1,548,111	6,092,192	1,982,903	Total other uses	1,064,410	1,068,549	2,132,959
66,084,932	65,975,606	-	Ending Fund Balance	-	-	-
-	-	1,275,147	Contingency	-	6,835,276	6,835,276
-	-	62,790,589	Reserved for Future Years	82,313,743	70,795,888	70,795,888
\$109,514,661	\$110,935,486	\$ 114,006,280	Total requirements	\$135,763,035	\$131,079,177	\$ 184,528,469

Budget Detail

City by Fund

	General Fund	General Construction Fund	Debt Service Fund	Public Art Fund	Economic Development & Promotion Fund	Transient Lodging Tax Fund	Grants Fund	Street Operations Fund	Community Investment Fund	Street Capital Fund	Water Fund	Sanitary Fund	Storm Fund	Broadband Fund	Total 2025-27 Budget
RESOURCES															
Beginning fund balance	\$ 5,508,377	\$ 5,258,687	\$ -	\$ 27,568	\$ 141,358	\$ 65,561	\$ 63,860	\$ 4,793,651	\$ 4,072,936	\$ 10,421,105	\$ 25,560,515	\$ 4,412,425	\$ 10,438,687	\$ (186,649)	\$ 70,578,082
Revenue															
Taxes	18,646,625	-	-	-	-	-	-	-	-	-	-	-	-	-	18,646,625
Franchise Fees	5,881,298	38,000	-	-	-	-	-	-	-	-	-	-	-	-	5,919,298
Licenses and permits	394,000	-	-	-	-	-	-	-	-	-	-	-	-	-	394,000
Intergovernmental	4,827,356	-	-	-	-	323,000	200,000	4,263,699	-	-	-	804,400	-	9,006,870	19,425,325
Charges for services	4,190,452	168,000	-	-	-	-	-	1,590,345	-	138,000	13,360,000	1,714,000	5,215,600	5,408,296	31,784,693
Infrastructure development	-	1,515,368	-	-	-	-	-	-	-	5,187,138	837,156	107,978	135,244	-	7,782,884
Fines, interest and other	5,124,983	335,000	-	5,500	11,300	9,250	9,750	488,200	85,000	1,080,000	2,618,820	556,300	1,005,500	1,035,000	12,364,603
Total revenue	39,064,714	2,056,368	-	5,500	11,300	332,250	209,750	6,342,244	85,000	6,405,138	16,815,976	3,182,678	6,356,344	15,450,166	96,317,428
Other sources															
Transfers in	376,059	-	-	85,634	171,266	-	-	-	-	1,500,000	-	-	-	-	2,132,959
Issuance of long-term debt	-	-	-	-	-	-	-	-	-	-	-	-	-	15,500,000	15,500,000
Total other sources	376,059	-	-	85,634	171,266	-	-	-	-	1,500,000	-	-	-	15,500,000	17,632,959
Total resources	44,949,150	7,315,055	-	118,702	323,924	397,811	273,610	11,135,895	4,157,936	18,326,243	42,376,491	7,595,103	16,795,031	30,763,517	184,528,469
REQUIREMENTS															
Expenditures															
Personal services															
Salaries and wages	20,974,196	94,370	-	-	133,412	-	-	1,204,731	-	423,637	1,493,638	703,757	1,639,368	3,755,269	30,422,378
Payroll taxes	2,046,948	9,770	-	-	12,554	-	-	133,053	-	40,776	162,563	77,409	183,408	382,397	3,048,878
Benefits	11,239,423	40,423	-	-	69,442	-	-	559,245	-	284,114	773,385	394,805	821,390	2,303,168	16,485,395
Total personal services	34,260,566	144,564	-	-	215,408	-	-	1,897,029	-	748,527	2,429,586	1,175,971	2,644,166	6,440,834	49,956,651
Materials and services															
Professional & technical	4,664,024	580,000	-	-	8,000	-	181,170	62,600	-	-	320,490	483,600	551,120	68,900	6,919,904
Facility and equipment	3,263,619	13,000	-	-	-	-	-	2,397,858	-	-	4,488,191	3,325	236,800	719,630	11,122,423
Other purchased services	3,305,669	-	-	-	16,500	-	-	110,380	-	2,000	1,263,998	287,454	385,007	612,256	5,983,264
Supplies	945,444	-	-	-	-	-	-	202,100	-	1,000	305,900	28,000	90,650	707,000	2,280,094
Community activities	112,840	-	-	-	10,200	-	-	-	-	-	-	-	-	-	123,040
Minor equipment	484,250	-	-	-	600	-	-	18,000	-	-	13,800	21,500	22,700	115,000	675,850
Other materials & services	118,500	-	-	-	-	-	-	-	-	-	-	-	-	-	118,500
Cost Allocation	(7,942,071)	70,850	-	-	68,001	-	-	856,363	-	653,423	1,111,029	513,787	1,416,084	2,521,953	(730,581)
Total materials & services	4,952,276	663,850	-	-	103,301	-	181,170	3,647,301	-	656,423	7,503,408	1,337,666	2,702,361	4,744,739	26,492,495
Capital outlay															
Infrastructure	-	150,000	-	-	-	-	-	-	-	4,305,584	2,918,150	2,326,599	1,362,155	9,006,870	20,069,358
Vehicles	615,500	-	-	-	-	-	-	-	-	-	-	-	-	-	615,500
Furniture and equipment	377,722	125,000	-	-	-	-	-	-	-	-	-	-	-	10,000	512,722
Total capital outlay	993,222	275,000	-	-	-	-	-	-	-	4,305,584	2,918,150	2,326,599	1,362,155	9,016,870	21,197,580
Total expenditures	40,206,064	1,083,414	-	-	318,709	-	181,170	5,544,330	-	5,710,534	12,851,144	4,840,236	6,708,682	20,202,443	97,646,726
Debt service															
Principal	-	-	-	-	-	-	-	-	-	-	3,180,000	97,318	-	1,552,953	4,830,271
Interest	-	-	-	-	-	-	-	-	-	-	1,303,293	55,419	-	928,637	2,287,349
Total debt service	-	-	-	-	-	-	-	-	-	-	4,483,293	152,737	-	2,481,590	7,117,620
Other uses															
Transfers out	256,900	-	-	-	-	367,000	9,059	1,500,000	-	-	-	-	-	-	2,132,959
Total other uses	256,900	-	-	-	-	367,000	9,059	1,500,000	-	-	-	-	-	-	2,132,959
Contingency	1,953,235	-	-	118,702	5,000	-	83,381	634,224	1,157,936	-	805,282	199,470	333,030	1,545,016	6,835,276
Reserved for Future Years	2,532,951	6,231,641	-	-	216	30,811	-	3,457,341	3,000,000	12,615,708	24,236,772	2,402,661	9,753,319	6,534,468	70,795,888
Total requirements	\$ 44,949,150	\$ 7,315,055	\$ -	\$ 118,702	\$ 323,924	\$ 397,811	\$ 273,610	\$ 11,135,895	\$ 4,157,936	\$ 18,326,243	\$ 42,376,491	\$ 7,595,103	\$ 16,795,031	\$ 30,763,517	\$ 184,528,469

Budget Detail

General Fund in Total

			Biennial			
2022-23	2023-24	2024-25		2025-26	2026-27	2025-27
Actual	Actual	Budget		1st Year	2nd Year	Total Budget
RESOURCES						
\$ 7,173,050	\$ 7,503,534	\$ 6,182,695	Beginning fund balance	\$ 5,508,377	\$ 4,907,803	\$ 5,508,377
			Revenue			
7,450,324	8,009,568	8,559,149	Taxes	9,051,042	9,595,583	18,646,625
2,389,192	2,646,520	2,778,000	Franchise Fees	2,863,731	3,017,567	5,881,298
93,924	102,954	85,500	Licenses and permits	195,500	198,500	394,000
6,497,469	2,569,408	2,391,340	Intergovernmental	2,399,472	2,427,884	4,827,356
3,259,823	2,124,537	2,456,488	Charges for services	2,046,791	2,143,661	4,190,452
1,421,591	2,297,363	2,588,747	Fines, interest and other	2,543,969	2,581,014	5,124,983
21,112,323	17,750,350	18,859,224	Total revenue	19,100,504	19,964,210	39,064,714
Other sources						
137,393	491,531	492,903	Transfers in	187,010	189,049	376,059
22,319	-	-	Sale of fixed assets	-	-	-
54,750	28,335	-	Capital Lease Proceeds	-	-	-
214,462	519,866	492,903	Total other sources	187,010	189,049	376,059
28,499,835	25,773,749	25,534,822	Total resources	24,795,891	25,061,061	44,949,150
REQUIREMENTS						
Expenditures						
Personal services						
8,795,151	9,525,077	10,408,651	Salaries and wages	10,252,176	10,722,019	20,974,196
844,510	925,980	1,018,288	Payroll taxes	1,000,374	1,046,574	2,046,948
4,043,124	4,551,057	5,339,696	Benefits	5,439,040	5,800,383	11,239,423
13,682,785	15,002,114	16,766,635	Total personal services	16,691,590	17,568,976	34,260,566
Materials and services						
1,803,525	1,722,437	2,392,765	Professional & technical	2,283,596	2,380,429	4,664,024
1,578,253	1,527,160	1,898,650	Facility and equipment	1,671,894	1,591,725	3,263,619
1,158,906	1,479,934	1,825,739	Other purchased services	1,595,187	1,710,483	3,305,669
385,159	437,589	455,130	Supplies	465,656	479,788	945,444
38,412	48,067	63,300	Community activities	54,650	58,190	112,840
263,748	315,898	191,115	Minor equipment	169,550	314,700	484,250
12,270	67,534	81,050	Other materials & services	58,500	60,000	118,500
(3,212,320)	(3,960,931)	(3,934,646)	Cost Allocation	(3,893,656)	(4,048,415)	(7,942,071)
2,027,952	1,637,688	2,973,103	Total materials & services	2,405,377	2,546,899	4,952,276
Capital outlay						
4,200	-	-	Infrastructure	-	-	-
224,194	371,995	-	Buildings	-	-	-
768,506	565,443	666,910	Vehicles	360,500	255,000	615,500
1,523,532	109,344	132,500	Furniture and equipment	303,222	74,500	377,722
2,520,431	1,046,782	799,410	Total capital outlay	663,722	329,500	993,222
18,231,168	17,686,584	20,539,148	Total expenditures	19,760,689	20,445,375	40,206,064
Other uses						
-	4,429,667	105,000	Transfers out	127,400	129,500	256,900
-	4,429,667	105,000	Total other uses	127,400	129,500	256,900
10,268,668	3,657,499		Ending Fund Balance			
-	-	942,961	Contingency	-	1,953,235	1,953,235
-	-	3,947,713	Reserved for Future Years	4,907,803	2,532,951	2,532,951
\$ 28,499,835	\$ 25,773,749	\$ 25,534,822	Total requirements	\$ 24,795,891	\$ 25,061,061	\$ 44,949,150

Budget Detail

General Fund by Division

2022-23 Actual	2023-24 Actual	2024-25 Budget	General Fund Resources	Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
\$ 7,173,050	\$ 7,503,534	\$ 6,182,695	Beginning fund balance	\$ 5,508,377	\$ 4,907,803	\$ 5,508,377
7,450,324	8,009,568	8,559,149	Revenue			
2,389,192	2,646,520	2,778,000	Taxes	9,051,042	9,595,583	18,646,625
93,924	102,954	85,500	Franchise Fees	2,863,731	3,017,567	5,881,298
6,497,469	2,569,408	2,391,340	Licenses and permits	195,500	198,500	394,000
3,259,823	2,124,537	2,456,488	Intergovernmental	2,399,472	2,427,884	4,827,356
1,421,593	2,297,363	2,588,747	Charges for services	2,046,791	2,143,661	4,190,452
21,112,325	17,750,350	18,859,224	Fines, interest and other	2,543,969	2,581,014	5,124,983
			Total revenue	19,100,504	19,964,210	39,064,714
137,393	491,531	492,903	Other sources			
22,319	-	-	Transfers in	187,010	189,049	376,059
54,750	28,335	-	Sale of fixed assets	-	-	-
214,462	519,866	492,903	Capital Lease Proceeds	-	-	-
28,499,837	25,773,749	25,534,822	Total other sources	187,010	189,049	376,059
			Total resources	24,795,891	25,061,061	44,949,150
			Requirements			
			Administration Division			
1,714,696	2,113,797	2,459,801	Personal services			
158,563	198,162	229,922	Salaries and wages	2,265,154	2,351,526	4,616,680
737,564	886,976	1,246,223	Payroll taxes	208,483	216,932	425,415
2,610,823	3,198,935	3,935,946	Benefits	1,161,361	1,233,469	2,394,829
			Total personal services	3,634,997	3,801,927	7,436,924
641,572	656,285	879,670	Materials and services			
318,120	166,998	224,880	Professional & technical	952,291	912,410	1,864,700
894,360	1,105,856	1,403,302	Facility and equipment	208,083	221,685	429,768
15,480	52,736	32,500	Other purchased services	1,256,140	1,356,625	2,612,765
15,462	25,891	37,900	Supplies	30,200	28,250	58,450
132,253	157,975	61,000	Community activities	32,200	37,200	69,400
12,270	218	-	Minor equipment	40,750	181,750	222,500
(1,461,292)	(3,079,742)	(2,838,895)	Other materials & services	-	-	-
568,224	(913,783)	(199,643)	Cost Allocation	(2,611,774)	(2,756,497)	(5,368,271)
			Total materials & services	(92,110)	(18,577)	(110,688)
75,745	43,335	50,000	Capital outlay			
75,745	43,335	50,000	Furniture and equipment	250,000	50,000	300,000
\$ 3,254,792	\$ 2,328,487	\$ 3,786,303	Total capital outlay	250,000	50,000	300,000
			Total Administration Expenditures	\$ 3,792,887	\$ 3,833,349	\$ 7,626,236
			Community Development			
836,225	861,978	1,091,872	Personal services			
76,624	80,994	104,718	Salaries and wages	980,428	1,025,398	2,005,826
394,824	414,379	568,914	Payroll taxes	90,348	94,502	184,850
1,307,674	1,357,351	1,765,504	Benefits	471,875	503,556	975,431
			Total personal services	1,542,651	1,623,456	3,166,107
465,430	521,311	663,000	Materials and services			
4,665	4,824	6,130	Professional & technical	505,000	630,000	1,135,000
63,565	99,197	76,950	Facility and equipment	8,100	8,750	16,850
3,525	2,474	3,370	Other purchased services	38,850	40,725	79,575
1,667	674	2,000	Supplies	4,950	5,800	10,750
-	-	200	Community activities	700	710	1,410
538,852	628,480	751,650	Minor equipment	300	350	650
-	-	-	Total materials & services	557,900	686,335	1,244,235
-	-	-	Land	-	-	-
-	-	-	Total capital outlay	-	-	-
\$ 1,846,526	\$ 1,985,831	\$ 2,517,154	Total Community Dev. Expenditures	\$ 2,100,551	\$ 2,309,791	\$ 4,410,342

Budget Detail

General Fund by Division

2022-23	2023-24	2024-25
Actual	Actual	Budget

3,440,741	3,601,032	3,708,230
325,075	344,253	355,147
1,636,276	1,846,016	2,011,861
5,402,092	5,791,301	6,075,238

360,695	333,412	352,500
45,256	49,265	51,620
89,645	95,152	163,000
80,477	90,282	94,500
1,053	3,387	3,500
32,190	85,980	55,000
-	67,316	81,050
609,316	724,795	801,170

-	-	81,410
120,504	-	25,000
120,504	-	106,410
6,131,911	6,516,096	6,982,818

1,639,161	1,720,015	1,739,713
155,785	166,148	172,869
704,317	786,315	787,534
2,499,263	2,672,478	2,700,116

148,925	150,730	165,750
12,544	46,462	15,265
58,655	71,753	76,060
211,741	195,490	203,750
12,402	9,359	14,400
13,253	5,637	23,315
457,520	479,431	498,540
58,232	-	-
58,232	-	-
\$ 3,015,015	\$ 3,151,909	\$ 3,198,656

General Fund Requirements Continued

Police Services

Personal services

Salaries and wages	
Payroll taxes	
Benefits	
Total personal services	

Materials and services

Professional & technical	
Facility and equipment	
Other purchased services	
Supplies	
Community activities	
Minor equipment	
Other materials & services	
Total materials & services	

Vehicles

Furniture and equipment

Total capital outlay

Total Police Expenditures

Community Services

Personal services

Salaries and wages	
Payroll taxes	
Benefits	
Total personal services	

Materials and services

Professional & technical	
Facility and equipment	
Other purchased services	
Supplies	
Community activities	
Minor equipment	
Total materials & services	
Furniture and equipment	
Total capital outlay	

Total Community Services Expenditures

Biennial		
2025-26	2026-27	2025-27
1st Year	2nd Year	Total Budget

3,850,429	4,046,700	7,897,129
364,170	382,378	746,548
2,184,767	2,335,289	4,520,056
6,399,366	6,764,368	13,163,734

385,582	416,500	802,082
54,130	54,140	108,270
152,000	157,500	309,500
96,500	96,500	193,000
3,000	3,000	6,000
100,000	100,000	200,000
58,500	60,000	118,500
849,712	887,640	1,737,352

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7,249,078	7,652,008	14,901,086
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1,799,490	1,883,105	3,682,595
171,650	179,704	351,354
864,480	920,124	1,784,604
2,835,620	2,982,934	5,818,554

177,344	188,315	365,659
16,050	16,548	32,598
56,228	60,512	116,740
207,726	219,196	426,922
17,750	14,780	32,530
12,200	13,500	25,700
487,298	512,851	1,000,149

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\$ 3,322,918	\$ 3,495,784	\$ 6,818,702
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Budget Detail

2022-23 Actual	2023-24 Actual	2024-25 Budget
1,164,438	1,228,085	1,409,035
128,462	136,422	155,632
570,142	617,371	725,164
1,863,042	1,981,878	2,289,831
186,904	60,698	331,845
1,197,667	1,259,611	1,600,755
52,681	107,976	106,427
73,935	96,607	121,010
7,828	8,756	5,500
86,052	66,306	51,600
(1,751,028)	(881,188)	(1,095,751)
(145,961)	718,765	1,121,386
4,200	-	-
224,194	371,995	-
768,506	565,443	585,500
1,269,051	66,009	57,500
2,265,951	1,003,447	643,000
3,983,032	3,704,090	4,054,217
-	113,501	35,000
-	4,089,130	-
-	227,036	70,000
-	4,429,667	105,000
10,268,561	3,657,669	
-	-	942,961
-	-	3,947,713
\$ 28,499,837	\$ 25,773,749	\$ 25,534,822

General Fund by Division

General Fund Requirements Continued	Biennial		
	2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
Public Works			
Personal services			
Salaries and wages	1,356,675	1,415,289	2,771,964
Payroll taxes	165,723	173,058	338,781
Benefits	756,558	807,945	1,564,503
Total personal services	2,278,956	2,396,292	4,675,248
Materials and services			
Professional & technical	263,379	233,204	496,583
Facility and equipment	1,385,531	1,290,602	2,676,133
Other purchased services	91,969	95,121	187,090
Supplies	126,280	130,042	256,322
Community activities	1,000	2,500	3,500
Minor equipment	16,300	19,100	35,400
Cost Allocation	(1,281,882)	(1,291,918)	(2,573,800)
Total materials & services	602,577	478,651	1,081,228
Capital outlay			
Infrastructure	-	-	-
Buildings	-	-	-
Vehicles	360,500	255,000	615,500
Furniture and equipment	53,222	24,500	77,722
Total capital outlay	413,722	279,500	693,222
Total Public Works Expenditures	3,295,255	3,154,442	6,449,697
Unallocated Expenditures			
Transfers out			
Transfers to Public Art Fund	42,467	43,167	85,634
Transfers to Investment Fund	-	-	-
Transfers to Economic Development	84,933	86,333	171,266
Total Transfers Out	127,400	129,500	256,900
Ending Fund Balance			
Contingency	-	1,953,235	1,953,235
Reserved for Future Years	4,907,803	2,532,951	2,532,951
Total requirements	\$24,795,891	\$25,061,061	\$ 44,949,150

Administration

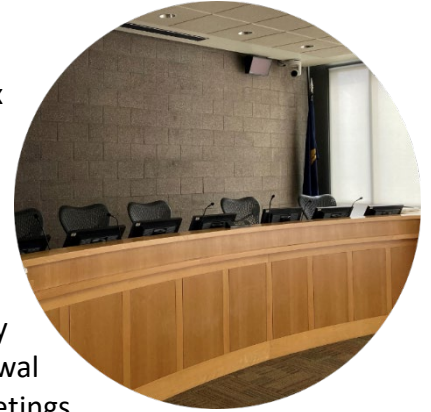
The Administration Division provides leadership and support for all City functions. Administration includes the City Council, City Recorder, City Manager, City Attorney, Information Technology, Human Resources, Finance and Municipal Court.

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
			Revenue			
7,450,324	8,009,568	8,559,149	Taxes	9,051,042	9,595,583	18,646,625
2,389,192	2,646,520	2,778,000	Franchise Fees	2,863,731	3,017,567	5,881,298
9,883	11,848	-	Licenses and Permits	-	-	-
799,465	778,881	838,200	Intergovernmental	738,379	736,676	1,475,055
122,654	80,653	90,000	Charges for Services	116,400	120,976	237,376
1,307,742	2,144,148	2,447,000	Fines, Interest, and Other	2,065,195	2,090,495	4,155,690
136,267	33,385	342,903	Transfers in & Other Sources	5,010	4,049	9,059
12,215,526	13,705,002	15,055,252	Total revenue	14,839,756	15,565,346	30,405,103
			Expenditures			
2,610,714	3,199,106	3,935,946	Personal services	3,634,997	3,801,927	7,436,924
568,224	(913,783)	(199,643)	Materials and services	(92,110)	(18,577)	(110,688)
75,745	43,335	50,000	Capital outlay	250,000	50,000	300,000
-	4,429,667	105,000	Transfers out & Other Sources	127,400	129,500	256,900
\$ 3,254,683	\$ 6,758,325	\$ 3,891,303	Total expenditures	\$ 3,920,287	\$ 3,962,849	\$ 7,883,136

*Beginning July 1, 2023, budgeting for the Economic Development Manger will be included under Administration within the City Managers budget.

City Council

The seven-member City Council is composed of an elected Mayor and six elected Councilors. The Council members serve a four-year term and the Mayor serves for a two-year term. The City Council is the legislative branch of our local government, which is responsible for setting policies. This is accomplished through the adoption of ordinances and resolutions. The City Council meets in regular monthly meetings and occasional executive sessions. In addition, City Council work sessions are held to study upcoming issues. The City Council also serves as the City's Urban Renewal District Board, which similar to the City Council, holds regular business meetings.

**FY 2024-25 Highlights**

- Held joint work session with Board and Commission Chairs in preparation for Annual Goal Setting session
- Updated Annual Goals and Objectives and Deliverables
- Attended League of Oregon Cities training
- Three City Councilors attended the National League of Cities conference in Washington DC
- Mayor and City Manager lobbied for federal funding in Washington DC
- Five students attended the youth portion of the National League of Cities conference in Washington DC
- Application approved by Metro to expand the Urban Growth Boundary
- Conducted State of the City event with over 180 people in attendance
- Adopted legislation to form the Youth Advisory Board and the Traffic Safety Board
- Council served as liaisons to a variety of City Boards and Commissions and partner agencies

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Increase transparency	Council meetings	32	28	28	28
	Work sessions	23	23	23	23
	Executive sessions	12	15	15	15
Training for Council members & Regional Meeting participation	Conferences (attendees): Oregon Mayor's Association Conf. Or. League of Cities Annual Conf. National League of Cities Annual Conf.	5	5	5	5
	Regional Meetings: Regional Mayor's Meetings (12) Wa. Co. Coordinating Committee (12) Willamette River Water Coalition (4) Regional Water Providers Consortium (4) Note: Meetings held monthly or quarterly	32	32	32	32

City Recorder

The City Recorder is the custodian of records and responsible for the management of City records and provides administrative support to the City Council and URA Board. The City Recorder also serves as the City's Elections official.

FY 2024-25 Highlights

- Completed audit and review of Human Resources Dept. Archived Records
- Near completion of review, prepare to purge - Human Resources Dept. Archived Records, Engineering Dept. Records (in Document Locator System), Public Works Dept. Records (in Document Locator System), and Finance Dept. Archived Records
- Digitization of historical city photos, historical documents (plat, deeds, maps, etc.) migrated to Content Manager, publicly available via WebDrawer
- Continue citywide implementation and migration of records into Content Manager

BY 2025-27 Goals

- Continue to audit and digitize Legal Dept. Records
- Audit Human Resources Dept. Records Management processes, recommend best practices
- Identify and prepare active personnel records for migration into Content Manager
- Audit Engineering Dept. Records Management processes, recommend best practices
- Identify and prepare Engineering Dept. records for migration into Content Manager
- Audit Public Works Dept. Records Management processes, recommend best practices
- Identify and prepare Public Works Dept. records for migration into Content Manager

Performance Measures

Strategy	Measures	FY23-24	FY24-25	FY25-26	FY26-27
		Actual	Projected	Budget	Budget
Adhere to public records law and respond to public records requests	Public records requests (approx.)	80	85	85	85
	Responded within 5 business days (approx.)	65	65	65	65
Maintain Current Code Updates	Municipal Code updates	8	6	5	5
Coordinate Accurate and Transparent Elections	Process Election fillings, measures, coordinate special and general elections	0	5	0	4

City Manager

The City Manager's office provides leadership, coordination and management for the City and is responsible for establishing general administrative policies that govern the operations of the City. The City Manager, with input from the Senior Management team, also supports and assists the Mayor and City Councilors in their roles as policy makers by providing accurate and timely information and appropriate policy alternatives.

FY 2024-25 Highlights

- Updated Council Pillars, Goals and Deliverables.
- Restructured to fund the Assistant City Manager position.
- Successfully negotiated Sergeant's contract.
- Updated out of date employee policies and procedures.
- Completed Organizational Assessment

BY 2025-27 Goals

- Work to complete the deliverables on the City Council Goals. (Economic Development, Citizens Engagement, Livability Workability, Financial Responsibility, Infrastructure, Public Safety)
- Continue work with lobbyist for outside funding. (Economic Development, Citizens Engagement, Livability Workability, Financial Responsibility, Infrastructure, Public Safety)
- Increase public engagement through multiple platforms. (Citizens Engagement)
- Continue to improve communication with Staff, Council and Board and Commission members. (Livability Workability / Citizens Engagement)
- Reinstate the Youth Advisory Board and reintroduce Citizen's University (Citizen Engagement)
- Implement a Communication Plan. (Citizen Engagement)
- Evaluate opportunities for Branding. (Citizen Engagement)

Performance Measures

Strategy	Measures	FY23-24	FY24-25	FY25-26	FY26-27
		Actual	Projected	Budget	Budget
Increase communication with the public	Newsletter Frequency	Every Two Months	Every Two Months	Every Two Months	Every Two Months
	Number of Facebook Followers	4,000	5,200	5,500	5,700
	Number of Twitter/X Followers	1,000	1,100	1,300	1,500
Promote Employee Satisfaction and Engagement	Employee Satisfaction Score (Bamboo survey)	11	43	45	47
	Internal email communication/engagement	38	44	45	45

City Attorney & Risk Management

The Office of the City Attorney is the in-house legal department for the City. The Office of the City Attorney consists of the City Attorney, the Deputy City Attorney and the Law Clerk. It provides a broad range of legal services to City officials, management, and staff, including: researching legal questions and providing legal advice; preparing and reviewing contracts, ordinances, resolutions, and other legal documents; conducting negotiations; representing the City in administrative proceedings and court; prosecuting municipal offenses; and analyzing public records requests and exemptions. Areas of law most frequently encountered include employment law, tort liability, constitutional law, elections law, public contracting, public meetings, public records, real property, and land use. The Office also retains and manages outside legal counsel for certain projects. Additionally, as part of its risk management function, the Office is responsible for processing claims for property, auto, equipment, and liability insurance and performing other insurance-related services.

FY 2024-25 Highlights

- Prepared, reviewed, and otherwise assisted with numerous legislative changes
- Actively engaged in City litigation, including appraising Council of details related to potential resolutions.
- Actively engaged with outside legal counsel to be able to better advise staff when matters could be kept in-house.

BY 2025-27 Goals

- Provide contract and procurement training (Infrastructure)
- Facilitate regular public meetings law training by the Oregon Government Ethics Commission (Infrastructure)
- Assist with successful completion of Council priority projects. (Infrastructure)
- Hire a law clerk to assist with legal research, review archived materials for retention evaluation, and prosecution of represented traffic trials. (Fiscal Responsibility)
- Obtain additional training on land use and development to attempt to reduce the reliance on outside counsel (Fiscal Responsibility)
- Improve skills to reduce the reliance on outside counsel (Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Keep Council Informed	Frequency of Tort Claim Updates	Quarterly	Quarterly	Quarterly	Quarterly
Law Clerk Program	Duration of Student Position	None	Full Year	Part-time	Full Year
Maintain and Update Municipal Code	Ordinances Enacted	N/A	13	13	15

Human Resources

The vision for the Human Resources department is to provide leadership in Strategic Human Resources Management that is responsive to the goals and needs of the City and its workforce. This department oversees all recruitment and selection, leadership development, legal compliance with labor laws, classification and compensation, training and development, benefits education and administration, Workers Comp claims, prepares and updates the Employee Handbook and develops, prepares and delivers policies & procedures for the City. In addition, HR negotiates, interprets and applies the City's two union contracts and leads employee relations and champions employee wellbeing. The mission of HR is to address the diverse human resources needs of our customers through effective consultation, guidance and training.

FY 2024-25 Highlights

- Recruitment and Onboarding of 37 Employees
- Hosted first Annual Health and Benefits Fair for all employees
- AFSCME Contract negotiated and implemented
- New Employee Handbook implemented
- Full implementation of Bamboo HRIS
- Discrimination and Harassment training for all employees

BY 2025-27 Goals

- Complete full review of all HR Files and ensure compliance with Record Retention rules
- Streamline processes using HRIS (Fiscal Responsibility)
- Review fit for purpose status of current suppliers of HR Services (Fiscal Responsibility)
- Review use of NeoGov as the primary Recruitment/Applicant Tracking System (Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Recruit and Retain a Competitive and Diverse Workforce	Applications Received	904	1012	900	900
	Total Annual Turnover Rate - excluding Seasonals and Temps	14.5	15.00%	15%	15%
Develop and Deliver Annual Wellness Program	Beyond well Engaged Members (Jan - Dec)	90	106	110	110
	Rewards Earned (Jan - Dec)	\$8,080	\$10,601	\$11,000	\$11,200

Information Technologies

The Information Technologies department provides technical support, troubleshooting and maintenance of computer hardware and software used by the City. The department operates and maintains the network, servers, phone systems, Sherwood Broadband, and Sherwood public access channel. This department also manages software licensing, assists departments in improving service through effective use of technology and provides training to staff.

FY 2024-25 Highlights

- Redesigned remote access capabilities to improve security and user experience.
- Supported the transition to a new e-permitting system, the migration to an updated version of ERP software and the red light camera system to a new software vendor.
- Continue infrastructure consolidation efforts to reduce the systems maintained or supported
- Moved the IT Helpdesk to new platform for improved service and management
- Implemented new City website and mobile app that includes new services and capabilities.

BY 2025-27 Goals

- Upgrade the hardware and software on our security camera system to support additional cameras. (Infrastructure & Public Safety)
- Upgrade our server storage infrastructure to enhance performance, capacity, and data protection. (Infrastructure)
- Upgrade the Senior Center's Audio/Visual equipment to ensure compliance with Americans with Disabilities Act accessibility standards. (Citizen Engagement)
- Upgrade video/audio components in the City Hall Community room (Citizen Engagement)
- Develop a city-wide Artificial Intelligence policy. (Fiscal Responsibility)
- Continue cyber security enhancements (Public Safety)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Effectively maintain and support computer and informational systems throughout the City	Major Software Applications Supported	75	77	80	80
	Computer Systems Supported	386	380	390	400
	Network Systems Supported	48	53	55	60
	Terabytes of data maintained onsite	24TB	24TB	30TB	35TB
Productivity Through IT Service Management process improvement	Help desk tickets submitted	1458	1800	1800	1800
	Help desk tickets resolved within 30 min. (Estimate)	0.15	0.1	0.1	0.15
	Satisfaction Rate: Good or better	98	100	100	100
	IT Staff Training Hours	120	100	100	100

Finance

The Finance department provides financial information, oversight and management. Finance is responsible for the biennial budget, annual audit, debt management, payroll, cash management, accounts receivable, accounts payable and administering the Community Enhancement Grant program. The Finance department prepares a wide range of internal and external financial reports.

FY 2024-25 Highlights

- Received the GFOA Budget Award for the Fiscal Year 2024-25 budget document
- Received the GFOA Award for Excellence in Financial Reporting for FY 2022-23
- Submitted for the GFOA Award for Excellence in Financial Reporting for FY 2023-24
- Upgraded financial ERP system to improve performance and data security
- Initiated new payroll processing platform to improve reporting, reduce staff needs and increase employee accessibility
- Began implementation of biennial budgeting process within the city

BY 2025-27 Goals

- Continue to increase passive revenues through sound investments and a diverse investment strategy (Fiscal Responsibility)
- Continue to update financial policies (Fiscal Responsibility)
- Revamp ACFR document for improved reader experience and reporting compliance (Citizen Engagement)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Maintain high levels of financial integrity	Independent auditor opinion	Unqualified	Unqualified	Unqualified	Unqualified
	Number of GFOA reviewer comments on the CAFR	16	4	4	4
Deliver efficient, effective financial services	Credit rating	Aa2	Aa2	Aa2	Aa2
	Actual cost to deliver financial services	\$710,782	\$797,023	\$1,004,099	\$1,049,581
	Cost to deliver financial services as a % of total City budget	1.3%	0.7%	0.8%	0.9%

Municipal Court

Municipal Court is responsible for processing all traffic violations and non-felony offenses within the City of Sherwood. The goal of the Municipal Court is to promote compliance with laws and regulations by processing citations for violations equitably and timely.



FY 2024-25 Highlights

- Converted to new photo enforcement vender and implemented new court processes
- Updated all courts documents for efficiency
- Implemented & updated all court software releases
- Prompt follow-up to citizen's questions & concerns

BY 2025-27 Goals

- Transfer from WebLEDS to LEDS 2020 for cost savings/efficiency (Fiscal Responsibility)
- Review/possible modification of court schedule (days/times).
- Add Pro Tem Judges to current rotation.
- Continue to ensure citations are processed consistently & accurately.
- Continue to ensure citation overdue process is done in a timely manner.

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Manage an efficient and effective Municipal Court	Traffic violations	21,969	15,000	16,000	17,000
	Parking violations	57	130	140	150
	City Ordinance violations	28	50	60	70
	Total violations processed	21,211	14,500	15,500	16,500
	Number of court staff	4	4	4	4
	Number of violations processed annually per staff (includes supervisor)	5,303	3,625	3,875	4,125
	Operating expenses	642,164	802,712	778,246	810,535
	Operating expenses per processed violation	\$56.83	\$35.68	\$48.64	\$47.68

Community Development

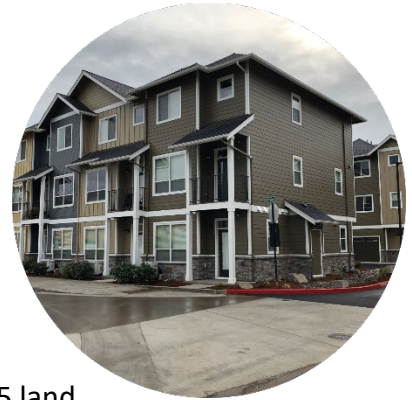
The Community Development Division provides overall management and administrative support for the City's planning and building departments. Community Development strives to provide efficient, consistent, and seamless private and public development services.

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26	2026-27	2025-27
				1st Year	2nd Year	Total Budget
			Revenue			
81,867	87,142	82,000	Licenses and Permits	192,000	195,000	387,000
50,106	145,081	153,900	Intergovernmental	253,000	303,000	556,000
1,867,630	1,378,627	1,341,588	Charges for Services	939,216	978,885	1,918,101
-	-	-	Fines, Interest, and Other	310,630	312,715	623,345
6,429	-	-	Transfers in & Other Sources	-	-	-
2,006,031	1,610,850	1,577,488	Total revenue	1,694,846	1,789,600	3,484,446
			Expenditures			
1,307,674	1,357,351	1,765,504	Personal services	1,542,651	1,623,456	3,166,107
538,852	628,480	751,650	Materials and services	557,900	686,335	1,244,235
-	-	-	Capital outlay	-	-	-
\$ 1,846,526	\$ 1,985,831	\$ 2,517,154	Total expenditures	\$ 2,100,551	\$ 2,309,791	\$ 4,410,342

*Beginning July 1, 2023, budgeting for the Engineering Department was included under Public Works.

Planning

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



FY 2024-25 Highlights

- Approved 566,500 SF of new commercial and industrial space and 5 land use applications.
- Managed the Sherwood West Concept Plan to adoption by the Metro.
- Adopted development code updates to implement state mandated Climate Friendly Equitable Communities (CFEC) regulations and provide standards to conditionally permit food cart pods.
- Started work on the Old Town Strategic Action Plan

BY 2025-27 Goals

- Improve the development code and land use procedures to promote stronger economic development (Economic Development, Livability)
- Begin work on the Sherwood West Comprehensive Plan Amendment (Livability)
- Complete work on the Old Town Strategic Action Plan (Economic Development)
- Develop annexation policy criteria to manage growth related to infrastructure, school capacity, and long-term community needs (Livability)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Meet State mandated deadlines for land use decisions and produce sound decisions	Perform completeness review within 30 days of submittal	100%	100%	100%	100%
	Produce decisions within 120 days (if no extension)	100%	100%	100%	100%
	Land use decisions by City staff (Type II)	4	2	2	2
	Land use decisions by City staff (Type I)	89	80	75	75
	Land use decisions made by Hearing Officer and Planning Commission	5	6	4	4
	Land use decisions by City Council	0	0	1	1
Code and policy updates	Code and plan amendment projects undertaken	3	3	2	2

Building

The Building Department’s responsibilities are to review and approve plans, issue permits, and perform inspections for new construction and remodels in compliance with the State of Oregon’s building, plumbing, mechanical, solar, manufactured dwelling, and energy codes. The Department assists the public and design professionals with information relevant to the City’s building and development codes and works with local jurisdictions, agencies, and builders to uphold construction standards and ensure the public’s health and safety.



FY 2024-25 Highlights

- Issued building permits for new flex industrial buildings totaling over 1 million square feet including Rock Creek Industrial Park, Sherwood Commerce Center Phases 2 and 3
- Issued occupancy permits for businesses in key target industries including Studsun, Maxco Chain and others within the Sherwood Commerce Center
- Implemented new software system to comply with state standards

BY 2025-27 Goals

- Issue occupancy permits for Sherwood Commerce Center Phases 2 and 3, Cascadia Columbia Distribution, and other projects (Infrastructure, Economic Development)
- Complete plan reviews, inspections, and occupancy approvals with high quality customer service and complete state mandated training for staff (Economic Development)

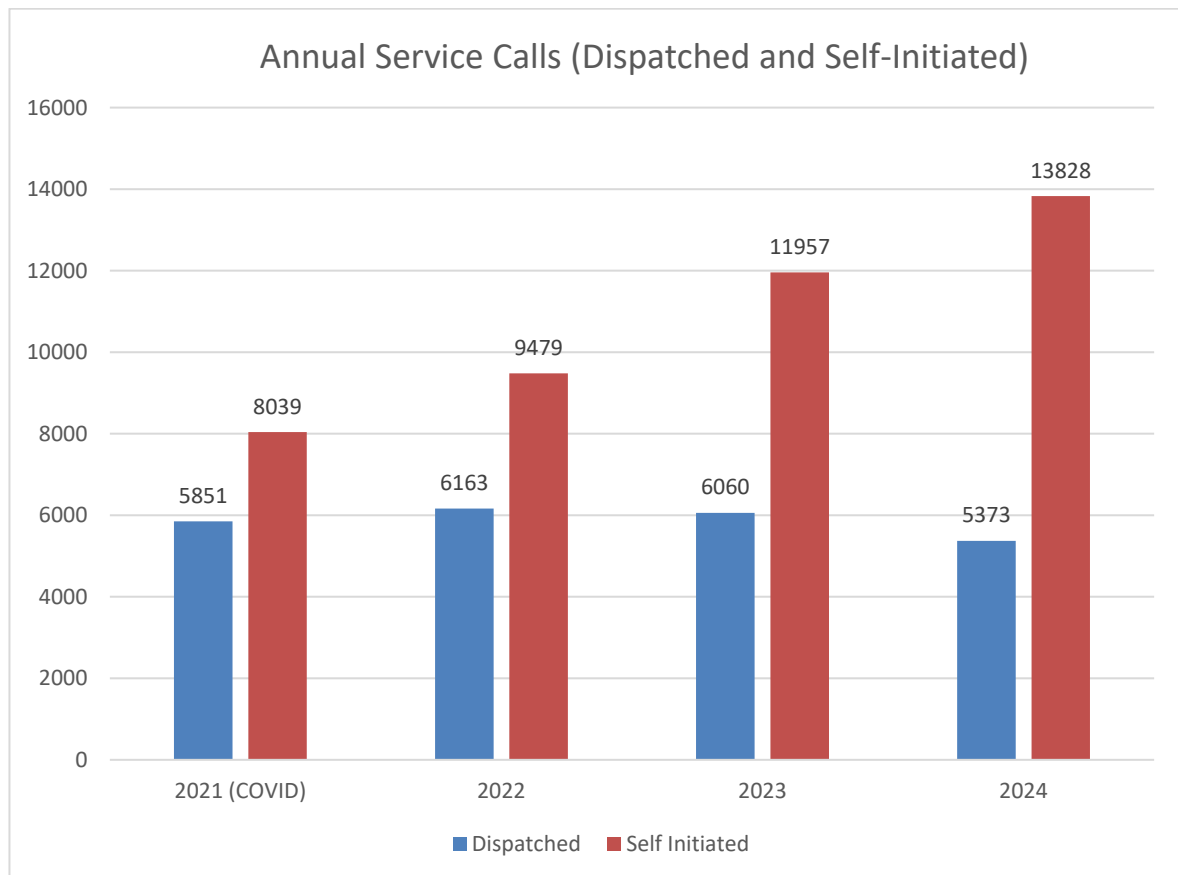
Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Provide timely service	Building inspection performed same	100%	100%	100%	100%
	Plan review turnaround within 2 weeks’ time for single family homes	95%	95%	95%	95%
	Plan review turnaround within 2 weeks’ time for commercial	95%	95%	95%	95%
	Plan review turnaround within 4 weeks’ time for new commercial	90%	90%	90%	90%
Permits: Identify and track workload measures to enable appropriate staffing	Total number of permits-Issued	742	850	875	915
	New single-family dwellings/ADU’s	54	70	75	80
	New Multi-family dwellings	8	0	0	10
	Residential remodel/additions	26	20	20	30
	New commercial/Industrial buildings	9	5	9	7
	Commercial tenant improvement	17	20	20	20
	Miscellaneous (Mech., Plumb, AS)	634	500	520	550
	Number of inspections	2,598	2,70	2,600	2,800

Police

The Sherwood Police Department's primary purpose is to serve the community. The Police Department exists for the community and believes in the philosophy that the police are the public and the public are the police. We believe that law enforcement is a fundamental and critical service to the community and must be maintained as a priority.

2022-23	2023-24	2024-25		Biennial		
				2025-26	2026-27	2025-27
				1st Year	2nd Year	Total Budget
Actual	Actual	Budget				
Revenue						
2,175	3,965	3,500	Licenses and Permits	3,500	3,500	7,000
4,517,068	291,687	233,180	Intergovernmental	198,615	213,207	411,822
10,475	11,918	9,000	Charges for Services	9,000	9,000	18,000
622	3,725	250	Fines, Interest, and Other	250	250	500
66,830	-	-	Transfers in & Other Sources	-	-	-
4,597,170	311,295	245,930	Total revenue	211,365	225,957	437,322
Expenditures						
5,402,092	5,791,301	6,075,238	Personal services	6,399,366	6,764,368	13,163,734
609,316	724,795	801,170	Materials and services	849,712	887,640	1,737,352
120,504	-	106,410	Capital outlay	-	-	-
\$ 6,131,911	\$ 6,516,096	\$ 6,982,818	Total expenditures	\$ 7,249,078	\$ 7,652,008	\$ 14,901,086



FY 2024-25 Highlights

- Implemented Drone Program
- Hired 1 Full Time Lateral Officer
- Hired 2 Full Time Officers from our Reserve Program
- Hired 2 Reserve Officers

Mental/Behavioral Health (Total)

<u>2022 (1512)</u>	<u>2023 (1741)</u>	<u>2024 (1708)</u>
MHRT Involved (61)	MHRT Involved (40)	MHRT Involved (33)

Youth Involved Calls for Service

<u>2022</u>	<u>2023</u>	<u>2024</u>
DHS/CPS (58)	DHS/CPS (179)	DHS/CPS (152)
School Generated (49)	School Generated (36)	School Generated (117)
Missing/Runaway (23)	Missing/Runaway (44)	Missing/Runaway (32)
MIP (10)	MIP (10)	MIP (10)

Theft/Fraud (Total)

<u>2022 (393)</u>	<u>2023 (657)</u>	<u>2024 (432)</u>
Calls For Service (336)	Calls For Service (444)	Calls For Service (362)
Self-Initiated (57)	Self-Initiated (213)	Self-Initiated (70)

Substance Abuse Calls for Service

<u>2022</u>	<u>2023</u>	<u>2024</u>
Amphetamines (5)	Amphetamines (7)	Amphetamines (17)
Marijuana (5)	Marijuana (11)	Marijuana (9)
Other Narcotics (3)	Other Narcotics (10)	Other Narcotics (9)
DUII (72)	DUII (105)	DUII (87)
		Overdose (13) <i>Overdose Death (4)</i>

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Maintain safety through proactive activities	Number of sworn officers	28	28	28	28
	Population served	20,868	2,100	21,000	21,000
	Number of proactive activities	13,828	14,000	14,500	15,000
	Number of dispatched activities	5,373	5,800	6,100	6,300
	Total all calls & activities	19,201	19,800	20,600	21,300

BY 2025-27 Goals

In 2024, Sherwood Officers were engaged in approximately 19,201 activities, which comprised of calls for service and self-initiated activities. Officers responded to 1708 Mental/Behavioral Health involved calls, 643 Citizen Reports of Suspicious (circumstances, people, or vehicles), 432 Thefts/Frauds, 228 Traffic Crashes, 95 Domestic Disturbances and made 627 arrests. Officers conducted approximately 4,796 traffic stops, resulting in 1,327 citations and 3,469 warnings and 87 DUII arrests.

We want to pick up and continue with many of the programs identified for 2024-25

- Increase Theft/Fraud prevention/response measures (Livability, Public Safety)
- Increase crime/drug prevention in Sherwood Schools (Livability, Citizen Engagement, Public Safety)
- Enhance Behavioral Health response/training. (Citizen Engagement, Public Safety)
- Enhance succession planning through mentorship of officers and sergeants in appropriate leadership, training, and opportunities (Public Safety)
- Re-establish Citizens Academy (Citizen Engagement, Public Safety)
- Continue to engage with community members through our different venues and programs, i.e. Coffee with a Cop, Bowling with a Cop, Cruisin' Sherwood, Robin Hood, Street of Dreams (Citizen Engagement)
- Continue efforts to enhance service delivery through the efficient use of technology
- Continue efforts to bolster our community connection and communication through multimedia

Community Services

The Community Services Division encompasses Library services, the Sherwood Old Town Field House operations, the Sherwood Center for the Arts, the Marjorie Stewart Center, volunteer services, field and gym scheduling, and the coordinating and planning of various events. As part of the Washington County Cooperative Library Services (WCCLS), the Sherwood Library provides access to resources from all 13 County libraries as well as regional, national, and international sources. The Sherwood Old Town Field House is an indoor soccer facility that offers soccer leagues, facility rentals and field time for a variety of sports and activities. The Center for the Arts opened in February 2015 and features a 393-seat theater/multi-purpose space, visual arts gallery and two classrooms. The Marjorie Stewart Center offers programs, classes and meals for seniors.

2022-23	2023-24	2024-25		Biennial		
				2025-26	2026-27	2025-27
				Actual	Actual	Budget
Revenue						
1,114,488	1,145,124	1,166,060	Intergovernmental	1,164,478	1,175,001	2,339,479
457,116	459,509	455,400	Charges for Services	496,675	517,200	1,013,875
27,822	105,606	106,497	Fines, Interest, and Other	140,010	149,670	289,680
-	486,481	150,000	Transfers in & Other Sources	182,000	185,000	367,000
1,599,425	2,196,719	1,877,957	Total revenue	1,983,163	2,026,871	4,010,034
Expenditures						
2,499,263	2,672,478	2,700,116	Personal services	2,835,620	2,982,934	5,818,554
457,520	479,431	498,540	Materials and services	487,298	512,851	1,000,149
58,232	-	-	Capital outlay	-	-	-
\$ 3,015,015	\$ 3,151,909	\$ 3,198,656	Total expenditures	\$ 3,322,918	\$ 3,495,784	\$ 6,818,702

Library

The mission of Sherwood Public Library is to inspire discovery, enrich lives and build community through equitable access to life-long learning. The Library serves the greater Sherwood area of about 25,000 people. Over 17,000 people have a library card registered at Sherwood Public Library. As a member of Washington County Cooperative Library Services (WCCLS), Sherwood Public Library provides access to nearly 2 million items—including e-books and digital audiobooks, streaming video, and online learning resources. The local collection includes 53,000 books, audiobooks, movies, CDs, magazines, newspapers, a “Library of Things”, games and more. Library staff coordinate community events, provide classes and story times, give tech help, and other programs for all ages. Internet access and software is available at 14 public computers. The children’s area is an active hub for playing and learning. The Library is open seven days a week. The majority of library funding is from WCCLS through the county’s general fund from local property taxes and a five-year operational levy.



FY 2024-25 Highlights

- Providing over 450,000 checkouts of physical and digital collections and adding 6000 new items to the local collection.
- Welcoming nearly 200,000 visits and 2,000 new library users.
- Partnered with Sherwood School District and WCCLS to issue library cards to 800 students.
- Provided 419 events and classes with 23,000 participants for early literacy, digital literacy, citizenship, book discussions, cultural events, and more last year.
- Implemented Strategic Plan initiatives for efficiencies, accessibility, and more. Met 100% of the state requirements and 91% of the indicators from the Oregon Library Association’s Public Library Standards

BY 2025-27 Goals

- Finish the Funding & Governance Evaluation Project with WCCLS and member libraries, including a new Intergovernmental Agreement (Fiscal Responsibility)
- Voter education for the levy for countywide library services (Citizen Engagement; Fiscal Responsibility)
- Continue Strategic Plan for 2023-2025 and update with community input for 2026-2028 (Citizen Engagement; Livability & Workability)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Increase access and use of library	Total annual physical and digital checkouts	436,377	459,000	477,000	480,000
Enhance library services to reflect inclusion, diversity, and accessibility	Events/classes presented in languages other than English	14	12	12	12
	Participate in national and regional assessments	Meeting or exceeding benchmark	n/a	Meeting or exceeding benchmark	Meeting or exceeding benchmark

Field House and Sports Recreation

The Sherwood Old Town Field House offers a large indoor arena featuring "Field Turf". The Field House hosts a wide array of activities including adult and youth soccer, softball, baseball, and lacrosse. The Field House is also available for private rentals and sports clinics. The Recreation department is responsible for scheduling the use of the Snyder Park fields. These fields are primarily used by the youth sports leagues and are occasionally used for private rentals. The Recreation department also helps new or existing residents find opportunities for active recreation.



FY 2024-25 Highlights

- The Field House successfully hosted 14 adult leagues, and 3 youth leagues this year.
- Adult leagues have experienced steady growth, with an increase in the number of teams participating in each session.
- Added an additional softball club to utilize the Field House for their training sessions.
- Expanded our team with two part-time on-call employees to assist with weekend operations.
- Substantially increased rentals of Snyder Parks baseball field.

BY 2025-27 Goals

- Continue to grow the adult leagues as close to capacity as we can. (Livability)
- Work to get more interest in our youth leagues and grow them as much as possible. (Livability)
- Continue to help residents find opportunities for recreation. (Livability)
- Continue to rent the fields at Snyder Park as much as possible. (Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Provide quality recreational opportunities for health & fitness for Sherwood citizens. Continue to rent out Snyder Park .	Number people served in the Fieldhouse	11500	12000	12500	13000
	Number of leagues per year in the Fieldhouse	17	18	19	20
	Number of hours rented at Snyder Park	900	925	1000	1050
	Number of interactions with community regarding recreation opportunities.	20	24	28	32
	Number of Interactions with community regarding field rentals	250	265	275	300

Events and Volunteers

The Events and Volunteers department is responsible for planning and implementing the volunteer program, issuing Special Event Permits, coordinating events such as Music on the Green, Movies in the Park and the Veterans Day Ceremony.



FY 2024-25 Highlights

- Volunteer hours exceeded projections by 35%, demonstrating strong community involvement.
- Exceptional teen engagement across key programs, including Summer Reading, Bilingual Storytime in the Park, and activities at the senior center.
- Enhanced volunteer participation at the senior center by introducing new volunteer opportunities.
- Successfully launched the Adopt-a-Trail program, adding four new trail segments, including Cedar Creek Trail.
- Continued collaboration with the Sherwood School District to plant trees with local 4th graders in honor of Arbor Day.
- Presented five vibrant Music on the Green concerts at Stella Olsen Park throughout the summer.

BY 2025-27 Goals

- Strengthen corporate engagement and volunteer opportunities. (Economic Development, Citizen Engagement, Livability & Workability)
- Secure sponsors for Music on the Green and Movies in the Park (Economic Development, Citizen Engagement, Livability & Workability)
- Increase attendance at community events (Citizen Engagement, Livability & Workability)
- Boost community pride and involvement through targeted events and volunteer opportunities (Citizen Engagement, Livability & Workability)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Increase City-wide volunteer opportunities	Volunteer Hours	12,471	14,250	17,100	18,200
Accommodate special events and festivals	Special Event Permits Issued	25	27	30	30
Increase attendance at City sponsored events	Attendance at Music on the Green	5,200	6,200	7,000	7,500
	Attendance at Movies in the Park	750	830	925	1150

Sherwood Center for the Arts

Sherwood Center for the Arts is the premier performance and event venue for Sherwood and the surrounding community. With vibrant year-round arts education, live events, gallery space, a theater that seats up to 420, and two classrooms/meeting rooms, this flexible, state-of-the-art community space is the heart of Old Town Sherwood. The Sherwood Center for the Arts exists to *inspire, educate, and enrich the Sherwood community through diverse activities that enhance quality of life.*



FY 2024-25 Highlights

- Art Events Held ArtSmart Summer Camp, serving 559 children. Our third annual “Winter at the Center” included events for adults and families, a holiday movie, and a Winter Art Walk
- Community arts activities included Summer and Winter Art Walks, the Diwali celebration, art gallery openings, Open Mic nights, and Lunar New Year. The Lunar New Year celebration for the Year of the Dragon was at capacity.
- The Crestron AV system received an upgrade and essential sound and lighting equipment was repaired or replaced.
- The Arts Center welcomed eight new rental organizations this fiscal year.

BY 2025-27 Goals

- Continue to implement upgrades to the auditorium’s equipment, lighting design, and tech capabilities and train all users in these programs (Fiscal Responsibility; Economic Development; Livability and Workability)
- Implement public art in accordance with the Public Art Plan, and energize the Cultural Arts Commission and other stakeholders around these opportunities (Livability and Workability; Citizen Engagement)
- Celebrate the impact of the Arts Center in its 10th year of serving our community, and plan for its sustainable future by holding several events, including a 10th Anniversary Gala in September (Economic Development; Citizen Engagement; Livability and Workability)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Increase participation and utilization of the Center for the Arts facility and programs	Number of registrations for classes, workshops or camps	1,241	1,250	1,400	1,450
	Number of days of usage	319	325	330	335
	Number of production rentals	35	36	38	38
	Number of facility rentals	84	86	90	95
	Number of attendees to free arts events	2,905	3,000	3,250	3,500
	Number of attendees to visiting events & rentals	40,000	41,000	42,000	42,500
	Number of tickets sold to Center for the Arts programs & events	1,280	1,400	1,600	1,700

Marjorie Stewart Center

The Marjorie Stewart Center opened in 1982 and was originally built utilizing a Community Development Block Grant and many hours of volunteer labor. The City has been awarded 5 subsequent Block Grants to expand and improve the facility. The Center features a commercial kitchen, a dining room that seats 125, 3 classrooms, Lounge, Library, and the Pearl Room Mental Health Support Center. The Marjorie Stewart Senior Community Center provides services and activities to nurture the health and wellbeing of the Sherwood senior community. In addition to serving delicious, fresh-cooked meals Monday through Friday, the center has a multitude of activities including games, classes, writing & painting groups, as well as providing social services and referrals to the community.



FY 2024-25 Highlights

- Projected to serve more than 17,000 meals, over double the pre-pandemic meals.
- Launched the Sherwood Senior Shuttle curb-to-curb shuttle service, completing 654 rides between May 2024 and December 2024.
- Increased usage of Pearl Room Older Adult Mental Health Support Center programs.
- Renewed Older Americans Act funding for the Older Adult Nutrition Program.
- Received Community Health Improvement Plan grant to utilize new evidence-based health programs.

BY 2025-27 Goals

- Increase awareness & ridership of the Sherwood Senior Shuttle (Livability)
- Continue to build partnerships with local stakeholders to increase access to and availability of programming and services (Livability)
- Increase local awareness & utilizations of older adult mental health support offerings at the Center (Livability)
- Support Sherwood Senior Advisory Board in Age-Friendly City efforts (Livability)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Provide quality programs for Seniors. Provide a meal program for Seniors	Number of programs offered per month	103	125	125	125
	Number of Seniors served meals	15,213	17,000	17,000	17,000
Provide daily enriching activities	Number of attendees	7,000	9,250	10,000	12,500

Public Works

The Public Works Division is responsible for operation and maintenance activities of the City's infrastructure. Maintenance includes: water, sewer, stormwater, streets, parks, sport fields, facilities and fleet. Public Works provides critical services 24/7 to all residents.

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
			Revenue			
20,183	208,635	-	Intergovernmental	45,000	-	45,000
11,925	193,831	580,500	Charges for Services	485,500	517,600	1,003,100
70,248	43,884	15,000	Fines, Interest, and Other	27,884	27,884	55,768
-	-	-	Transfers in & Other Sources	-	-	-
102,356	446,350	595,500	Total revenue	558,384	545,484	1,103,868
			Expenditures			
1,305,049	1,981,878	2,289,831	Personal services	2,278,956	2,396,292	4,675,248
327,596	718,765	1,121,386	Materials and services	602,577	478,650	1,081,227
1,542,520	1,003,447	538,000	Capital outlay	413,722	279,500	693,222
\$ 3,175,165	\$ 3,704,090	\$ 3,949,217	Total expenditures	\$ 3,295,255	\$ 3,154,442	\$ 6,449,697

*Beginning July 1, 2023, budgeting for the Engineering Department was included in Public Works.

Fleet and Equipment

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



FY 2024-25 Highlights

- Completed annual reporting requirements to the State
- Specified and purchased 100% of budgeted equipment
- Outfitted four (4) Police vehicles, two (2) Public Works vehicles, one (1) Utility vehicle, one (1) Support vehicle
- Oversaw surplus program (

BY 2025-27 Goals

- Meet annual state requirements (Infrastructure)
- Produce detailed cost reports to each division for fleet costs (Fiscal Responsibility)
- Look at ways to improve sustainable practices (Community Livability)
- Minimize percentage of fleet vehicles or equipment that are out of service at any time (Infrastructure)
- Specify and purchase 100% of budgeted vehicles and equipment (Infrastructure)
- Maintain five (5) City electric charging stations (Community Livability)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Maintain City's fleet of vehicles and equipment at a high level of quality with minimal cost	Number of scheduled vehicle maintenance work orders	241	220	240	245
	Number of scheduled equipment maintenance work orders	78	182	200	220
	Total number of equipment work orders	347	364	390	410
	Total number of vehicle work orders	598	564	570	575
	Number of Generators maintained	6	6	6	6
	Total gallons of Fuel used City-wide	42,157	48,766	50,000	51,000

Facilities

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



FY 2024-25 Highlights

- Completed annual reporting requirements to the State
- Responded to 218 Service request.
- Completed weekly inspections of all City facilities
- Completed inspections of all contracted work
- Police Department re-carpet
- Replace wheelchair lift at Morback House
- Reprograming and commissioning of HVAC Controls at Police department Phase 1
- Replace windows 1st floor of the Morback House
- Updating City Hall & Public Works fire panel cellular transmitter
- Replace windows and siding at Senior Center

BY 2025-27 Goals

- Perform preventative maintenance of HVAC systems for all City facilities (Infrastructure)
- Complete weekly inspections of all City facilities (Infrastructure)
- Police Dept HVAC Controls Reprogram (Phase 2) (Infrastructure)
- Implement schedule for ADA identified improvements to city facilities (Public Safety and Livability)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Provide attractive, clean, safe, and well-maintained facilities for the public and City employees	Number of facility inspections per month	5	5	5	5
	Number of OSHA or safety violations reported	0	0	0	0
	Met requirements for meeting set-up and tear-down as requested	100%	100%	100%	100%
	Number of insurance claims involving City facilities	0	0	0	0

Parks Maintenance

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



FY 2024-25 Highlights

- Completed weekly playground inspections during peak season
- Completed trash pickup three times a week during peak usage
- Maintained 8,137 irrigation heads
- Completed 294 park reservations
- Provided 7-day/week staffing coverage during peak season
- Provided staff to assist at Music on the Greens and Movies in the Park and all city sponsored Festivals
- Snyder Park Parking lot Seal Coat
- Cannery Square Audio System Up Grade
- Maintained two (2) water features
- Snyder baseball field Cut outs turf replaced
- Skate Park Repairs and sealing of surfacing

BY 2025-27 Goals

- Oregon Trail Park repave pathway (Infrastructure, Livability & Workability)
- Woodhaven Park Basketball Court reseal and paint (Infrastructure, Livability & Workability)
- Snyder Park Tennis court resurface (Infrastructure, Livability & Workability)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Support and maintain parks, recreation land, and natural areas	Developed Park acres	61.56	61.56	61.56	61.56
	Restrooms cleaned daily	10	10	10	10
	Number of park reservations	294	335	335	376
	Number of sports fields maintained	3	3	3	3
	Number of playgrounds inspected weekly during peak season	9	9	9	9

Engineering

The Engineering department plans, designs, and oversees construction of the City's Capital Improvement Projects (CIP's), which include streets, stormwater systems, sanitary sewer systems, water systems, and park facilities. The department is responsible for management of the FEMA regulated floodplains and leads the administration of the DEQ-MS4 permit issued to Clean Water Services. The department is also responsible for review and approval of all private development projects that include installation of public infrastructure as part of the development. The department conducts inspections on the construction of public infrastructure projects to ensure that these facilities meet the City's standards for materials and installation. Engineering Department staff issues right-of-way (ROW) permits for all work performed within the public right-of-way and related easements and oversees grading permits and the erosion & sediment control program. The department also leads the implementation of the SDC and TDT programs and fees paid by developers.



FY 2024-25 Highlights

- Completed Cedar Creek Regional Trail soundwall along SW Alexander Lane and a feeder trail to SW Sherwood Blvd
- Executed design phase IGA with Clean Water Services to reimburse 100% of the design phase costs to the City for the Rock Creek Sanitary Trunkline Phase B project in sequence with the Tannery Site Cleanup efforts
- Completed 90% of construction of the Hwy 99W Pedestrian Bridge
- Completed ROW acquisition, bidding phase, and started construction of the SW Ice Age Drive Improvements project
- Completed final bid documents for the Timbrel-Sunset Crosswalk Safety project
- Completed the SW Schamburg Drive Utility Infrastructure Improvements project
- Coordinated and secured direct access to \$5M EPA Brownfields Grant funds and started work on site plans and environmental permitting for the Tannery Site Cleanup project
- Provided design coordination efforts between ODOT, WACO, CWS, and developers on private site developments

BY 2025-27 Goals

- Complete Hwy 99W Pedestrian Bridge construction (Economic Development, Infrastructure, Livability & Workability, Public Safety)
- Complete Transportation System Plan (TSP) Update (Infrastructure and Livability)
- Obtain all environmental and construction permits necessary to bid and have commenced cleanup work on the Tannery Site Cleanup project with cleanup work underway by the end of this biennium budget period (Infrastructure and Livability)
- Complete review of design & construction manual and implement changes (Infrastructure)
- Complete construction of the SW Ice Age Drive Improvements project (Infrastructure)
- Complete FEMA-FIRM remapping project with new Base Floodplain Elevation (Economic Development, Infrastructure & Livability)
- Design coordination efforts between ODOT, WACO, CWS, and developers on private site developments (Economic Development, Infrastructure, Livability & Workability, Public Safety)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Provide professional infrastructure design and management services	Capital projects designed, managed, and/or inspected	9	11	12	9
	Public improvement projects designed managed & inspected	8	6	5	6
	Private development pre-applications reviewed	15	13	11	10
	Private development applications reviewed for final approval	9	9	10	8
Protect infrastructure and right-of-ways. Enforce engineering design and construction standards	Right-of-way permits issued	25	25	30	30
	SFR lot ESC plan reviews performed	38	25	23	26
	SFR lot ESC inspections performed	260	225	240	220
	ESC inspections performed under Compliance Agreement projects	450	450	440	420

Public Art

The Public Art Fund is a newly created fund. It was created to provide funding to encourage art within the community and promote tourism within the city. All projects funded will be approved by the City Council with feedback from the Cultural Arts Commission.

FY 2024-25 Highlights

- Selected and commissioned Oregon artist to create custom bronze pieces depicting wildlife native to the area for the Oregon Street Roundabout

BY 2025-27 Goals

- Update the Public Art Master Plan (Livability & Workability)
- Install artwork for Oregon Street Roundabout (Livability & Workability)
- Seek partnerships to promote art projects within the community (Livability & Workability)
- Peruse grant funding opportunities (Livability & Workability)

			Biennial		
2022-23	2023-24	2024-25	2025-26	2026-27	2025-27
Actual	Actual	Budget	1st Year	2nd Year	Total Budget
RESOURCES					
\$	-	\$ 118,968	\$ 27,568	\$ 72,535	\$ 27,568
Beginning fund balance					
Revenue					
	-	5,467	2,500	3,000	5,500
Fines, interest and other					
	-	5,467	2,500	3,000	5,500
Total revenue					
Other sources					
	-	113,501	42,467	43,167	85,634
Transfers in					
	-	113,501	42,467	43,167	85,634
Total other sources					
	-	118,968	72,535	118,702	118,702
Total resources					
REQUIREMENTS					
Expenditures					
Capital outlay					
	-	113,501	-	-	-
Infrastructure					
	-	37,000	-	-	-
Other improvements					
	-	150,501	-	-	-
Total capital outlay					
	-	150,501	-	-	-
Total expenditures					
	-	118,968	-	-	-
Ending Fund Balance					
	-	-	-	118,702	118,702
Contingency					
	-	5,467	72,535	-	-
Reserved for Future Years					
\$	-	\$ 118,968	\$ 72,535	\$ 118,702	\$ 118,702
Total requirements					

Performance Measures

As this fund becomes more established, performance measures will be established and outlined in future years.

Economic Development and Promotion

The Economic Development and Promotion Fund is the face for the City business community. Economic Development's responsibility is to promote, develop and assist with opportunities for business, industrial and entrepreneurial development. The fund will help drive economic development, support businesses that provide jobs for residents by building on assets, developing the necessary infrastructure to retain existing businesses, support new businesses and promote/sponsor local events. Economic development also will be supported by maintaining our livability and character as a clean, healthy, and vibrant community where one can work, play, live, shop and do business. The fund assists with business retention, expansion and recruitment as well as improving the business climate within the City.

FY 2024-25 Highlights

- Developed a strategic plan for fund allocation
- Sponsored key local events to support community engagement
- Hosted 35+ Familiarization (Fam) Tours for site selectors and economic groups
- Attended over 50 economic development-related events at local and state levels
- Placed multiple paid advertorials and participated in local media interviews

BY 2025-27 Goals

- Continue hosting Fam Tours and engaging with site selectors. (Economic Development)
- Attend 50+ economic development events annually. (Economic Development)
- Complete the Old Town Strategic Plan and implement economic development recommendations (Economic Development)
- Strengthen workforce development initiatives - partnerships with high schools and colleges. Attract high-paying industries to invest in Sherwood's business ecosystem. (Economic Development)
- Target and recruit industries aligned with City Council's goals and strategic priorities. (Economic Development)
- Attract small to mid-sized hotel chains to establish a presence in Sherwood. (Economic Development)
- Promote Sherwood as premier hospitality and Wine Country destination (Economic Development)
- Advocate for Sherwood West's development through promotion, branding, and presentations. (Economic Development)
- Develop a world-class Economic Development section on the city website. (Economic Development)
- Identify and secure grants and loans for Old Town businesses and citywide economic growth. (Economic Development)

Economic Development and Promotion Fund

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Continue Proactive Economic Marketing Outreach Initiatives	Participate in Trade Shows and Business Networking Events	35	40	45	45
	Local and Regional Event Sponsorship	1	3	6	6
	Conduct Existing Business Retention Expansion (BRE) to Existing Companies	N/A	5	15	15
	Conduct Familiarization Tours of Sherwood with Commercial Developers and Brokers	8	10	20	20

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Transient Lodging Tax (TLT)

The Transient Lodging Tax Fund is a special revenue fund used to account for the tax charged to anyone occupying a hotel, motel, dwelling unit used for temporary overnight occupancy or recreational vehicle spaces for 30 consecutive calendar days or less. This tax has been in existence since 1972. On July 1, 2006, the tax was increased to 9% and on April 1, 2019, a local TLT was imposed of 3%. A minimum of 70% of net revenue from County and Local TLT receipts must be used for the promotion of tourism; the remaining 30% can be used for any purpose.

FY 2024-25 Highlights

- Support Sherwood Center for the Arts

BY 2025-27 Goals

- Research and develop a plan to potentially grow this tax program (Fiscal Responsibility)

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
\$ 207,330	\$ 370,047	\$ 43,161	RESOURCES			
			Beginning fund balance	\$ 65,561	\$ 46,061	\$ 65,561
157,769	142,448	150,000	Revenue			
4,948	17,146	5,000	Intergovernmental	158,000	165,000	323,000
			Fines, interest and other	4,500	4,750	9,250
162,717	159,594	155,000	Total revenue	162,500	169,750	332,250
370,047	529,642	198,161	Total resources	228,061	215,811	397,811
			REQUIREMENTS			
-	-	-	Expenditures	-	-	-
-	-	-		-	-	-
			Other uses			
-	486,481	155,000	Transfers out	182,000	185,000	367,000
-	486,481	155,000	Total other uses	182,000	185,000	367,000
370,047	43,161	-	Ending Fund Balance	-	-	-
-	-	43,161	Reserved for Future Years	46,061	30,811	30,811
\$ 370,047	\$ 529,642	\$ 198,161	Total requirements	\$ 228,061	\$ 215,811	\$ 397,811

Grants

The Grants Fund is a special revenue fund used to account for Federal, State, and Local grants. Funds received must be used only in accordance with the grant agreement(s). For the current fiscal year, the grant-funded program was the Metro Community Enhancement Program (CEP).

FY 2024-25 Highlights

- Awarded funds to community applicants totaling \$165,393

BY 2025-27 Goals

- Provide opportunities to groups who have not learned about the CEP program (Citizen Engagement)
- Expand advertising and outreach (Citizen Engagement)

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
RESOURCES						
\$ 49,033	\$ 134,485	\$ 163,315	Beginning fund balance	\$ 63,860	\$ 63,400	\$ 63,860
154,746	106,837	100,000	Revenue			
63,236	5,458	4,500	Intergovernmental	100,000	100,000	200,000
217,982	112,295	104,500	Fines, interest and other	4,750	5,000	9,750
			Total revenue	104,750	105,000	209,750
267,015	246,780	267,815	Total resources	168,610	168,400	273,610
REQUIREMENTS						
			Expenditures			
73,171	55,512	203,962	Materials and services			
-	21,433	-	Professional & technical	100,200	80,970	181,170
-	50	-	Facility and equipment	-	-	-
-	1,420	-	Other purchased services	-	-	-
73,171	78,415	203,962	Supplies	-	-	-
			Total materials & services	100,200	80,970	181,170
73,171	78,415	203,962	Total expenditures	100,200	80,970	181,170
59,359	5,050	11,493	Other uses			
59,359	5,050	11,493	Transfers out	5,010	4,049	9,059
			Total other uses	5,010	4,049	9,059
134,485	163,315	-	Ending Fund Balance	-	-	-
-	-	-	Contingency	-	83,381	83,381
-	-	52,360	Reserved for Future Years	63,400	-	-
\$ 267,015	\$ 246,780	\$ 267,815	Total requirements	\$ 168,610	\$ 168,400	\$ 273,610

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Increase awareness to potential grant recipients.	Number of applications	18	20	20	20

Community Investment Fund

The Investment Fund is a newly created fund last fiscal year. There are many projects and needs that require funding. This fund will be utilized to help support those projects and needs.

FY 2024-25 Highlights

- \$331,410 to the Police Department for Career Cycle Planning
- \$600,000 loan to the Sanitary fund for Schamburg Sanitary Line Replacement
- \$2.4 million loan to the Sherwood Broadband utility

BY 2025-27 Goals

- Build fund balance through investment income

			Biennial			
2022-23	2023-24	2024-25		2025-26	2026-27	2025-27
Actual	Actual	Budget		1st Year	2nd Year	Total Budget
			RESOURCES			
\$ -	\$ -	\$ 4,271,346	Beginning fund balance	\$ 4,072,936	\$ 4,112,936	\$ 4,072,936
			Revenue			
-	182,216	50,000	Fines, interest and other	40,000	45,000	85,000
-	182,216	50,000	Total revenue	40,000	45,000	85,000
			Other sources			
-	4,089,130	-	Transfers in	-	-	-
-	4,089,130	-	Total other sources	-	-	-
-	4,271,346	4,321,346	Total resources	4,112,936	4,157,936	4,157,936
			REQUIREMENTS			
-	-	-	Expenditures	-	-	-
-	-	-		-	-	-
			Other uses			
-	-	341,410	Transfers out	-	-	-
-	-	341,410	Total other uses	-	-	-
-	4,271,346	-	Ending Fund Balance	-	-	-
-	-	-	Contingency	-	1,157,936	1,157,936
-	-	3,979,936	Reserved for Future Years	4,112,936	3,000,000	3,000,000
\$ -	\$ 4,271,346	\$ 4,321,346	Total requirements	\$ 4,112,936	\$ 4,157,936	\$ 4,157,936

Performance Measures

As this fund becomes more established, performance measures will be established and outlined in future years.

Debt Service Fund

The Debt Service fund accounts for property tax revenues levied for payment of general obligation bonds. Payments on long-term debt other than general obligation bonds are accounted for in the funds responsible for paying the debt. The final payment on the City's general obligation bonds occurred in FY2020-21 and the remaining fund balance was returned to the General Fund in FY2022-23.

Oregon Budget Law requires data for three historical years to be included in the budget details. Once there is no data reflected in those years, the fund will no longer be represented in the budget document.

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
RESOURCES						
\$ 77,281	\$ -	\$ -	Beginning fund balance	\$ -	\$ -	\$ -
752	-	-	Revenue			
752	-	-	Fines, interest and other	-	-	-
			Total revenue	-	-	-
78,033	-	-	Total resources	-	-	-
REQUIREMENTS						
-	-	-	Expenditures	-	-	-
-	-	-		-	-	-
			Other uses			
78,033	-	-	Transfers out	-	-	-
78,033	-	-	Total other uses	-	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	Reserved for Future Years	-	-	-
\$ 78,033	\$ -	\$ -	Total requirements	\$ -	\$ -	\$ -

Budget Detail

Street Operations Fund

Street Operations Fund

			Biennial			
2022-23	2023-24	2024-25		2025-26	2026-27	2025-27
Actual	Actual	Budget		1st Year	2nd Year	Total Budget
RESOURCES						
\$ 3,795,430	\$ 4,536,936	\$ 4,773,405	Beginning fund balance	\$ 4,793,651	\$ 4,395,158	\$ 4,793,651
			Revenue			
2,011,386	2,036,688	2,092,050	Intergovernmental	2,117,361	2,146,338	4,263,699
752,127	741,862	780,590	Charges for services	787,052	803,293	1,590,345
60,308	226,213	210,000	Fines, interest and other	249,000	239,200	488,200
2,823,821	3,004,764	3,082,640	Total revenue	3,153,413	3,188,831	6,342,244
			Other sources			
18,186	-	-	Sale of fixed assets	-	-	-
18,186	-	-	Total other sources	-	-	-
6,637,437	7,541,700	7,856,045	Total resources	7,947,064	7,583,989	11,135,895
REQUIREMENTS						
			Expenditures			
			Personal services			
312,948	359,398	402,083	Salaries and wages	593,437	611,294	1,204,731
36,100	40,568	45,180	Payroll taxes	65,169	67,884	133,053
168,928	188,648	203,903	Benefits	270,633	288,612	559,245
517,976	588,614	651,166	Total personal services	929,239	967,790	1,897,029
			Materials and services			
84,390	182,195	37,800	Professional & technical	31,300	31,300	62,600
439,964	684,736	1,283,638	Facility and equipment	1,273,309	1,124,549	2,397,858
28,001	35,587	34,756	Other purchased services	54,661	55,719	110,380
36,954	94,165	90,550	Supplies	100,200	101,900	202,100
1,406	266	4,000	Minor equipment	9,000	9,000	18,000
241,810	419,595	316,589	Cost Allocation	404,197	452,166	856,363
832,524	1,416,543	1,767,333	Total materials & services	1,872,667	1,774,634	3,647,301
1,350,500	2,005,157	2,418,499	Total expenditures	2,801,906	2,742,425	5,544,330
			Other uses			
750,000	763,138	750,000	Transfers out	750,000	750,000	1,500,000
750,000	763,138	750,000	Total other uses	750,000	750,000	1,500,000
4,536,936	4,773,405	-	Ending Fund Balance	-	-	-
-	-	-	Contingency	-	634,224	634,224
-	-	4,687,546	Reserved for Future Years	4,395,158	3,457,341	3,457,341
\$ 6,637,437	\$ 7,541,700	\$ 7,856,045	Total requirements	\$ 7,947,064	\$ 7,583,989	\$ 11,135,895

Street Operations

The Street Operations fund is responsible for the repair and maintenance of over 60 miles of transportation system which includes paved streets, alleyways, sidewalks, signals, pedestrian crossings, streetlights, signs and markings.



FY 2024-25 Highlights

- Responded to storm events
- Continued street sign reflectivity program
- Completed Pavement Management Program projects/slurry seal/crack sealing
- Continued implementation of ADA ramp program
- Completed inspection of all contract work
- Continued the Sidewalk program: completed over 250 repairs
- Continued Tree Trimming program
- Completed City-wide ADA Transition Plan

BY 2025-27 Goals

- Pavement Management Program projects/slurry seal (Infrastructure)
- Continue reflectivity of City's street signs program (Infrastructure)
- Sidewalk Replacement Program (Infrastructure)
- Continue implementation of ADA ramp program (Infrastructure, Livability and Public Safety)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Maintain roads and right-of-way to the highest quality standard	City-wide average PCI rating	84	84	83	82
	Number of street segments	772	800	807	812
	Number of street segments reconstructed	8	7	2	3
	Number of street segments slurry sealed	47	13	50	50
	Number of street segments cracks sealed	179	90	100	120
	Number of signs updated/replaced	55	90	120	120
Maintain street signage and striping for safety	Number of lane miles restriped	2	12	12	12
	Number of thermo-plastic street legends installed or replaced	45	50	60	60
	Street Signs	2,438	2,480	2,500	2,530

Street Capital Projects

- Edy Rd Improvements
- Oregon Street Design and Construction
- Sunset-Timbrel Crosswalk Enhancements
- Washington Street Reconstruction
- Arrow Street Improvements
- Borchers (Roy Rogers to Sydney)
- TSP Update
- Edy-Elwert Intersection Improvements
- Traffic Calming
- Sunset (Main to Cinnamon Hill)
- Borchers (Daffodil to Roy Rogers)
- Willamette (Orcutt to Pine)
- Meineke (Cedarbrook way to 99W)

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

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
\$ 6,883,844	\$ 8,862,890	\$ 11,188,959	RESOURCES			
			Beginning fund balance	\$ 10,421,105	\$11,308,918	\$ 10,421,105
			Revenue			
62,888	65,078	62,150	Charges for services	68,000	70,000	138,000
2,194,561	1,695,835	1,403,235	Infrastructure development	2,593,569	2,593,569	5,187,138
125,051	432,608	425,000	Fines, interest and other	535,000	545,000	1,080,000
2,382,500	2,193,521	1,890,385	Total revenue	3,196,569	3,208,569	6,405,138
			Other sources			
750,000	763,138	750,000	Transfers in	750,000	750,000	1,500,000
750,000	763,138	750,000	Total other sources	750,000	750,000	1,500,000
10,016,344	11,819,548	13,829,344	Total resources	14,367,674	15,267,487	18,326,243
			REQUIREMENTS			
			Expenditures			
			Personal services			
30,160	29,404	61,018	Salaries and wages	207,665	215,972	423,637
2,825	2,934	5,752	Payroll taxes	19,978	20,798	40,776
14,462	14,658	30,577	Benefits	137,572	146,542	284,114
47,446	46,996	97,347	Total personal services	365,215	383,312	748,527
			Materials and services			
101,187	121,953	510,000	Professional & technical	-	-	-
2,709	-	-	Facility and equipment	-	-	-
54,708	2,711	1,500	Other purchased services	1,000	1,000	2,000
-	1,293	1,500	Supplies	500	500	1,000
35,793	49,231	133,478	Cost Allocation	325,199	328,224	653,423
194,398	175,187	646,478	Total materials & services	326,699	329,724	656,423
			Capital outlay			
250,893	550	3,425,091	Infrastructure	2,366,841	1,938,743	4,305,584
250,893	550	3,425,091	Total capital outlay	2,366,841	1,938,743	4,305,584
492,737	222,733	4,168,916	Total expenditures	3,058,755	2,651,779	5,710,534
			Other uses			
660,718	407,856	635,000	Transfers out	-	-	-
660,718	407,856	635,000	Total other uses	-	-	-
8,862,890	11,188,959	-	Ending Fund Balance	-	-	-
-	-	9,025,428	Reserved for Future Years	11,308,918	12,615,708	12,615,708
\$ 10,016,344	\$ 11,819,548	\$ 13,829,344	Total requirements	\$ 14,367,674	\$15,267,487	\$ 18,326,243

General Construction Projects

- Murdock Park Improvement and Restroom
- Trail Network Expansion Improvements
- Adjacent Art Center Design

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

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
\$ 1,657,706	\$ 2,348,776	\$ 4,166,985	RESOURCES			
			Beginning fund balance	\$ 5,258,687	\$ 5,731,284	\$ 5,258,687
			Revenue			
26,597	21,683	25,000	Franchise Fees	20,000	18,000	38,000
83,467	87,909	85,000	Charges for services	82,000	86,000	168,000
703,467	1,677,155	752,075	Infrastructure development	757,684	757,684	1,515,368
46,445	178,513	160,000	Fines, interest and other	175,000	160,000	335,000
859,976	1,965,260	1,022,075	Total revenue	1,034,684	1,021,684	2,056,368
			Other sources			
660,718	407,856	635,000	Transfers in	-	-	-
660,718	407,856	635,000	Total other sources	-	-	-
3,178,400	4,721,892	5,824,060	Total resources	6,293,371	6,752,968	7,315,055
			REQUIREMENTS			
			Expenditures			
			Personal services			
22,143	21,481	38,387	Salaries and wages	46,260	48,110	94,370
2,117	2,105	3,745	Payroll taxes	4,782	4,989	9,770
12,035	10,733	16,741	Benefits	19,558	20,865	40,423
36,295	34,319	58,873	Total personal services	70,600	73,964	144,564
			Materials and services			
100,033	163,490	-	Professional & technical	250,000	330,000	580,000
-	-	10,000	Facility and equipment	6,500	6,500	13,000
957	16,606	-	Other purchased services	-	-	-
604,210	-	-	Supplies	-	-	-
28,622	44,144	80,724	Cost Allocation	34,987	35,863	70,850
733,822	224,240	90,724	Total materials & services	291,487	372,363	663,850
			Capital outlay			
3,008	229,687	1,222,389	Infrastructure	75,000	75,000	150,000
56,499	66,660	-	Furniture and equipment	125,000	-	125,000
59,507	296,347	1,222,389	Total capital outlay	200,000	75,000	275,000
829,625	554,907	1,371,986	Total expenditures	562,087	521,327	1,083,414
2,348,776	4,166,985	-	Ending Fund Balance	-	-	-
-	-	4,452,074	Reserved for Future Years	5,731,284	6,231,641	6,231,641
\$ 3,178,400	\$ 4,721,892	\$ 5,824,060	Total requirements	\$ 6,293,371	\$ 6,752,968	\$ 7,315,055

Water Fund in Total

The Water fund consists of two programs: operations and capital. The operations program is responsible for ongoing maintenance of the water utility. The capital program is responsible for construction of water infrastructure.

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26	2026-27	2025-27
				1st Year	2nd Year	Total Budget
RESOURCES						
\$ 26,646,682	\$24,859,318	\$ 24,071,595	Beginning fund balance	\$25,560,515	\$25,395,113	\$ 25,560,515
7,045,802	7,141,803	6,233,500	Revenue			
695,673	1,279,858	700,486	Charges for services	6,614,000	6,746,000	13,360,000
445,787	1,131,509	1,136,000	Infrastructure development	418,578	418,578	837,156
8,187,262	9,553,170	8,069,986	Fines, interest and other	1,311,000	1,307,820	2,618,820
			Total revenue	8,343,578	8,472,398	16,815,976
3,949	772	-	Other sources			
3,949	772	-	Sale of fixed assets	-	-	-
			Total other sources	-	-	-
34,837,893	34,413,260	32,141,581	Total resources	33,904,093	33,867,511	42,376,491
REQUIREMENTS						
			Expenditures			
			Personal services			
558,910	543,111	646,095	Salaries and wages	728,909	764,729	1,493,638
59,197	57,500	69,524	Payroll taxes	79,341	83,222	162,563
268,486	262,664	323,559	Benefits	373,083	400,302	773,385
886,593	863,274	1,039,178	Total personal services	1,181,333	1,248,253	2,429,586
			Materials and services			
148,424	135,861	157,600	Professional & technical	158,690	161,800	320,490
1,564,566	1,968,497	1,944,873	Facility and equipment	2,205,343	2,282,848	4,488,191
585,641	594,078	581,154	Other purchased services	625,459	638,539	1,263,998
77,456	149,110	141,590	Supplies	152,950	152,950	305,900
1,096	3,557	6,500	Minor equipment	6,800	7,000	13,800
495,314	665,409	649,385	Cost Allocation	601,795	509,234	1,111,029
2,872,496	3,516,513	3,481,102	Total materials & services	3,751,037	3,752,371	7,503,408
			Capital outlay			
3,959,973	3,701,256	1,256,000	Infrastructure	1,352,891	1,565,259	2,918,150
3,959,973	3,701,256	1,256,000	Total capital outlay	1,352,891	1,565,259	2,918,150
7,719,062	8,081,044	5,776,280	Total expenditures	6,285,261	6,565,883	12,851,144
			Debt service			
1,406,000	1,486,000	1,531,000	Principal	1,547,000	1,633,000	3,180,000
853,508	774,620	726,497	Interest	676,719	626,574	1,303,293
2,259,508	2,260,620	2,257,497	Total debt service	2,223,719	2,259,574	4,483,293
24,859,323	24,071,595	-	Ending Fund Balance	-	-	-
-	-	182,975	Contingency	-	805,282	805,282
-	-	7,515,292	Reserved for Future Years - Ops	5,072,037	1,236,700	1,236,700
-	-	16,409,538	Reserved for Future Years - Cap	20,323,076	23,000,072	23,000,072
\$ 34,837,893	\$ 34,413,260	\$ 32,141,581	Total requirements	\$ 33,904,093	\$33,867,511	\$ 42,376,491

Water Operations

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26	2026-27	2025-27
				1st Year	2nd Year	Total Budget
RESOURCES						
\$ 9,738,745	\$ 10,104,111	\$ 10,596,688	Beginning fund balance	\$ 8,050,044	\$ 5,072,037	\$ 8,050,044
6,395,802	6,491,803	3,133,500	Revenue			
175,413	529,456	526,000	Charges for services	3,314,000	3,380,000	6,694,000
6,571,215	7,021,259	3,659,500	Fines, interest and other	691,000	667,820	1,358,820
			Total revenue	4,005,000	4,047,820	8,052,820
			Other sources			
3,949	772	-	Sale of fixed assets	-	-	-
3,949	772	-	Total other sources	-	-	-
16,313,909	17,126,142	14,256,188	Total resources	12,055,044	9,119,857	16,102,864
REQUIREMENTS						
			Expenditures			
			Personal services			
546,686	519,714	587,319	Salaries and wages	647,983	679,757	1,327,740
57,823	55,164	63,877	Payroll taxes	71,446	74,929	146,375
263,067	254,569	295,261	Benefits	335,699	360,301	696,000
867,576	829,447	946,457	Total personal services	1,055,128	1,114,987	2,170,116
			Materials and services			
148,424	127,200	157,600	Professional & technical	158,690	161,800	320,490
1,564,380	1,968,367	1,944,873	Facility and equipment	2,205,343	2,282,848	4,488,191
585,066	593,503	581,154	Other purchased services	625,459	638,539	1,263,998
77,456	127,148	141,590	Supplies	152,950	152,950	305,900
1,096	3,557	6,500	Minor equipment	6,800	7,000	13,800
494,945	619,611	522,250	Cost Allocation	554,917	460,177	1,015,094
2,871,366	3,439,387	3,353,967	Total materials & services	3,704,159	3,703,314	7,407,473
			Capital outlay			
211,348	-	-	Infrastructure	-	-	-
211,348	-	-	Total capital outlay	-	-	-
3,950,290	4,268,834	4,300,424	Total expenditures	4,759,288	4,818,301	9,577,588
			Debt service			
1,406,000	1,486,000	1,531,000	Principal	1,547,000	1,633,000	3,180,000
853,508	774,620	726,497	Interest	676,719	626,574	1,303,293
2,259,508	2,260,620	2,257,497	Total debt service	2,223,719	2,259,574	4,483,293
10,104,111	10,596,688	-	Ending Fund Balance	-	-	-
-	-	182,975	Contingency	-	805,282	805,282
-	-	7,515,292	Reserved for Future Years	5,072,037	1,236,700	1,236,700
\$ 16,313,909	\$ 17,126,142	\$ 14,256,188	Total requirements	\$ 12,055,044	\$ 9,119,857	\$ 16,102,864

Water Operations

The Water Operation program's primary responsibility is to repair, maintain and expand the water system while providing a high quality, dependable water supply to its customers.

FY 2024-25 Highlights

- Completed annual reporting requirements to the State (Infrastructure)
- Coordinated and managed testing of all 3,350 active backflow assemblies (Infrastructure)
- Completed hydrant maintenance program (half of system) (Infrastructure)
- Completed Uni-Directional flushing program (Infrastructure)
- Completed meter testing of 2" and larger meters (Infrastructure)
- Responded to one (1) water main break emergencies (Infrastructure)
- Completed installation of Norton Waterline Replacement (Infrastructure)
- Completed Park Row Waterline Replacement with staff (Infrastructure)

BY 2025-27 Goals

- Implement recommended CIP Program (Infrastructure)
- Perform preventative maintenance on half of public fire hydrants (Infrastructure)
- Provide Uni-Directional flushing program (Infrastructure)
- All Backflow Assemblies tested annually (Infrastructure)
- Complete various Resiliency Projects (Infrastructure)
- Complete meter maintenance program (Infrastructure)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Provide clean and safe water via an efficiently maintained and operated water system	Million gallons of water used City-wide annually	748	742	743	744
	Million gallons of water flushed to maintain water quality	1.4	1.5	1.5	1.5
	Miles of water lines maintained	88	89	90	92
	Active service connections	6,303	6,400	6,450	6,500
	Number of water quality samples taken annually	267	300	320	330
Assure back flow prevention program is current and meets all requirements	Number of backflow systems installed	3,106	3,350	3,400	3,450
	Percentage of backflow systems tested	92%	98%	100%	100%

Water Capital Projects

- Willamette River Water Treatment Plant 20.0 mgd Expansion
- TVWD Capacity Improvements 6.2 to 9.7 mgd
- Tualatin-Sherwood Road County Conflict Improvements
- Routine Water Replacement Program
- WRWTP – Seismic Resilience

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

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
\$ 16,907,937	\$14,755,206	\$ 13,474,908	RESOURCES			
			Beginning fund balance	\$ 17,510,472	\$20,323,076	\$ 17,510,472
			Revenue			
650,000	650,000	3,100,000	Charges for services	3,300,000	3,366,000	6,666,000
695,673	1,279,858	700,486	Infrastructure development	418,578	418,578	837,156
270,369	602,053	610,000	Fines, interest and other	620,000	640,000	1,260,000
1,616,042	2,531,911	4,410,486	Total revenue	4,338,578	4,424,578	8,763,156
18,523,979	17,287,117	17,885,394	Total resources	21,849,050	24,747,654	26,273,628
			REQUIREMENTS			
			Expenditures			
			Personal services			
12,224	23,396	58,776	Salaries and wages	80,926	84,972	165,898
1,374	2,335	5,647	Payroll taxes	7,894	8,293	16,187
5,419	8,095	28,298	Benefits	37,384	40,001	77,385
19,017	33,827	92,721	Total personal services	126,204	133,266	259,471
			Materials and services			
-	8,661	-	Professional & technical	-	-	-
185	131	-	Facility and equipment	-	-	-
575	575	-	Other purchased services	-	-	-
-	21,961	-	Supplies	-	-	-
370	45,799	127,135	Cost Allocation	46,878	49,057	95,935
1,130	77,126	127,135	Total materials & services	46,878	49,057	95,935
			Capital outlay			
3,748,626	3,701,256	1,256,000	Infrastructure	1,352,891	1,565,259	2,918,150
3,748,626	3,701,256	1,256,000	Total capital outlay	1,352,891	1,565,259	2,918,150
3,768,773	3,812,209	1,475,856	Total expenditures	1,525,973	1,747,582	3,273,556
14,755,206	13,474,908	-	Ending Fund Balance	-	-	-
-	-	16,409,538	Reserved for Future Years	20,323,076	23,000,072	23,000,072
\$ 18,523,979	\$ 17,287,117	\$ 17,885,394	Total requirements	\$ 21,849,050	\$24,747,654	\$ 26,273,628

Sanitary Fund in Total

The Sanitary fund consists of two programs: operations and capital. The operations program is responsible for ongoing maintenance of the sanitary utility. The capital program is responsible for construction of sanitary infrastructure.

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
			RESOURCES			
\$ 3,587,200	\$ 3,771,588	\$ 3,980,848	Beginning fund balance	\$ 4,412,425	\$ 4,394,597	\$ 4,412,425
			Revenue			
823,368	32,250	77,200	Intergovernmental	402,200	402,200	804,400
860,879	776,807	797,100	Charges for services	848,500	865,500	1,714,000
243,713	262,157	158,203	Infrastructure development	53,989	53,989	107,978
66,099	187,053	186,000	Fines, interest and other	285,000	271,300	556,300
1,994,060	1,258,267	1,218,503	Total revenue	1,589,689	1,592,989	3,182,678
			Other sources			
3,291	772	-	Sale of fixed assets	-	-	-
-	-	600,000	Issuance of long-term debt	-	-	-
3,291	772	600,000	Total other sources	-	-	-
5,584,550	5,030,627	5,799,348	Total resources	6,002,114	5,987,586	7,595,103
			REQUIREMENTS			
			Expenditures			
			Personal services			
224,417	243,740	309,755	Salaries and wages	343,430	360,327	703,757
24,709	26,580	32,811	Payroll taxes	37,754	39,655	77,409
104,689	123,000	159,574	Benefits	190,400	204,405	394,805
353,815	393,320	502,140	Total personal services	571,584	604,387	1,175,971
			Materials and services			
46,566	73,963	623,400	Professional & technical	241,800	241,800	483,600
3,410	759	1,650	Facility and equipment	1,650	1,675	3,325
120,139	142,003	124,989	Other purchased services	145,471	141,983	287,454
52,485	22,751	12,650	Supplies	13,900	14,100	28,000
7,924	1,792	8,000	Minor equipment	12,500	9,000	21,500
354,019	413,793	347,753	Cost Allocation	242,145	271,642	513,787
584,543	655,061	1,118,442	Total materials & services	657,466	680,200	1,337,666
			Capital outlay			
874,604	1,397	1,110,000	Infrastructure	302,099	2,024,500	2,326,599
874,604	1,397	1,110,000	Total capital outlay	302,099	2,024,500	2,326,599
1,812,962	1,049,778	2,730,582	Total expenditures	1,531,149	3,309,086	4,840,236
			Debt service			
-	-	-	Principal	47,445	49,873	97,318
-	-	-	Interest	28,923	26,496	55,419
-	-	-	Total debt service	76,368	76,369	152,737
3,771,588	3,980,848	-	Ending Fund Balance	-	-	-
-	-	43,315	Contingency	-	199,470	199,470
-	-	920,056	Reserved for Future Years - Ops	1,162,290	966,298	966,298
-	-	2,105,395	Reserved for Future Years - Cap	3,232,307	1,436,363	1,436,363
\$ 5,584,550	\$ 5,030,627	\$ 5,799,348	Total requirements	\$ 6,002,114	\$ 5,987,586	\$ 7,595,103

Budget Detail

Sanitary Operations

Sanitary Operations

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
\$ 1,064,842	\$ 953,001	\$ 898,927	RESOURCES			
			Beginning fund balance	\$ 1,134,042	\$ 1,162,290	\$ 1,134,042
			Revenue			
2,542	32,250	2,200	Intergovernmental	2,200	2,200	4,400
860,879	776,807	797,100	Charges for services	848,500	865,500	1,714,000
-	-	-	Infrastructure development	-	-	-
20,051	66,285	67,000	Fines, interest and other	140,000	136,300	276,300
883,473	875,342	866,300	Total revenue	990,700	1,004,000	1,994,700
			Other sources			
3,291	772	-	Sale of fixed assets	-	-	-
3,291	772	-	Total other sources	-	-	-
1,951,605	1,829,115	1,765,227	Total resources	2,124,742	2,166,290	3,128,742
			REQUIREMENTS			
			Expenditures			
			Personal services			
210,765	226,990	240,764	Salaries and wages	283,859	297,777	581,636
23,421	24,991	26,579	Payroll taxes	32,157	33,770	65,927
97,931	113,601	121,466	Benefits	155,452	166,883	322,335
332,117	365,582	388,809	Total personal services	471,468	498,429	969,897
			Materials and services			
28,369	16,690	63,400	Professional & technical	61,800	61,800	123,600
3,410	759	1,650	Facility and equipment	1,650	1,675	3,325
119,117	142,003	124,989	Other purchased services	145,471	141,983	287,454
52,485	22,751	12,650	Supplies	13,900	14,100	28,000
7,924	1,792	8,000	Minor equipment	12,500	9,000	21,500
336,580	379,214	192,358	Cost Allocation	169,295	197,166	366,461
547,886	563,209	403,047	Total materials & services	404,616	425,724	830,340
			Capital outlay			
118,601	1,397	10,000	Infrastructure	10,000	-	10,000
118,601	1,397	10,000	Total capital outlay	10,000	-	10,000
998,604	930,188	801,856	Total expenditures	886,084	924,153	1,810,237
			Debt service			
-	-	-	Principal	47,445	49,873	97,318
-	-	-	Interest	28,923	26,496	55,419
-	-	-	Total debt service	76,368	76,369	152,737
953,001	898,927	-	Ending Fund Balance	-	-	-
-	-	43,315	Contingency	-	199,470	199,470
-	-	920,056	Reserved for Future Years	1,162,290	966,298	966,298
\$ 1,951,605	\$ 1,829,115	\$ 1,765,227	Total requirements	\$ 2,124,742	\$ 2,166,290	\$ 3,128,742

Sanitary Operations

The Sanitary Operations program manages and operates 70.6 miles of pipe ranging in size from 6”-21” in the wastewater collection system in the city limits of Sherwood. The Sanitary Operations program maintains and operates a safe and reliable wastewater collection system that protects public health, protects the environment, and meets or exceeds all regulatory standards.

FY 2024-25 Highlights

- Met all required CWS performance measures
- Cleaned 84,795 feet of sanitary main lines, 1/4 of our Sanitary System
- Videoed 42,398 feet of sanitary main lines, 1/8 of our Sanitary System
- Completed brushing and posting program
- Completed annual inspections at City businesses to ensure Fat, Oil, and Grease (FOG) compliance
- Provided semi-annual cleaning of sanitary sewer mainlines which are essential to FOG from our food establishments

BY 2025-27 Goals

- Meet CWS performance measures (Infrastructure)
- Continue to increase public awareness of FOG (Infrastructure)
- No sanitary sewer overflows (Infrastructure)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Scheduled maintenance of wastewater infrastructure	Total feet of sanitary lines	325,139	339,186	340,000	341,000
	Percentage of lines cleaned	28%	25%	25%	25%
	Percentage of lines video inspected	14%	13%	13%	13%
	Number of overflows or backups	1	0	0	0
	Percentage of businesses inspected and in compliance with City’s FOG Program	100%	100%	100%	100%
	Percentage of manholes inspected performance measure changed for manhole inspections	25%	25%	25%	25%

Sanitary Capital Projects

- Rock Creek Upsizing Phase 2
- Brookman Sanitary Sewer Trunk Line

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

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26	2026-27	2025-27
				1st Year	2nd Year	Total Budget
RESOURCES						
\$ 2,522,355	\$ 2,818,584	\$ 3,081,918	Beginning fund balance	\$ 3,278,383	\$ 3,232,307	\$ 3,278,383
			Revenue			
820,826	-	75,000	Intergovernmental	400,000	400,000	800,000
243,713	262,157	158,203	Infrastructure development	53,989	53,989	107,978
46,047	120,768	119,000	Fines, interest and other	145,000	135,000	280,000
1,110,587	382,925	352,203	Total revenue	598,989	588,989	1,187,978
			Other sources			
-	-	600,000	Issuance of long-term debt	-	-	-
-	-	600,000	Total other sources	-	-	-
3,632,942	3,201,509	4,034,121	Total resources	3,877,372	3,821,296	4,466,361
REQUIREMENTS						
			Expenditures			
			Personal services			
13,652	16,750	68,991	Salaries and wages	59,571	62,550	122,121
1,288	1,590	6,232	Payroll taxes	5,597	5,885	11,482
6,758	9,399	38,108	Benefits	34,948	37,523	72,471
21,698	27,738	113,331	Total personal services	100,116	105,957	206,073
			Materials and services			
18,197	57,273	560,000	Professional & technical	180,000	180,000	360,000
1,022	-	-	Other purchased services	-	-	-
17,439	34,579	155,395	Cost Allocation	72,850	74,476	147,326
36,658	91,852	715,395	Total materials & services	252,850	254,476	507,326
			Capital outlay			
756,003	-	1,100,000	Infrastructure	292,099	2,024,500	2,316,599
756,003	-	1,100,000	Total capital outlay	292,099	2,024,500	2,316,599
814,359	119,590	1,928,726	Total expenditures	645,065	2,384,933	3,029,998
2,818,584	3,081,918	-	Ending Fund Balance	-	-	-
-	-	2,105,395	Reserved for Future Years	3,232,307	1,436,363	1,436,363
\$ 3,632,942	\$ 3,201,509	\$ 4,034,121	Total requirements	\$ 3,877,372	\$ 3,821,296	\$ 4,466,361

Budget Detail

Stormwater Fund in Total

Stormwater Fund in Total

The Stormwater fund consists of two programs: operations and capital. The operations program is responsible for ongoing maintenance of the stormwater utility. The capital program is responsible for construction of stormwater infrastructure.

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
\$ 6,920,085	\$ 8,106,977	\$ 9,405,633	RESOURCES			
			Beginning fund balance	\$ 10,438,687	\$ 9,868,694	\$ 10,438,687
			Revenue			
-	35,000	-	Intergovernmental	-	-	-
2,377,889	2,520,854	2,452,000	Charges for services	2,582,000	2,633,600	5,215,600
101,346	156,050	43,818	Infrastructure development	67,622	67,622	135,244
122,047	384,639	378,000	Fines, interest and other	510,000	495,500	1,005,500
2,601,283	3,096,542	2,873,818	Total revenue	3,159,622	3,196,722	6,356,344
			Other sources			
3,949	1,544	-	Sale of fixed assets	-	-	-
3,949	1,544	-	Total other sources	-	-	-
9,525,316	11,205,063	12,279,451	Total resources	13,598,309	13,065,416	16,795,031
			REQUIREMENTS			
			Expenditures			
			Personal services			
422,011	471,326	711,433	Salaries and wages	799,960	839,408	1,639,368
48,842	53,628	76,377	Payroll taxes	89,596	93,811	183,408
211,698	231,189	335,191	Benefits	396,715	424,675	821,390
682,551	756,142	1,123,001	Total personal services	1,286,271	1,357,894	2,644,166
			Materials and services			
51,604	147,059	96,500	Professional & technical	275,520	275,600	551,120
30,121	72,768	88,200	Facility and equipment	118,300	118,500	236,800
159,678	194,758	176,846	Other purchased services	190,187	194,820	385,007
27,612	72,569	43,050	Supplies	44,950	45,700	90,650
8,629	1,792	10,000	Minor equipment	13,100	9,600	22,700
411,084	549,387	621,647	Cost Allocation	689,132	726,953	1,416,084
688,728	1,038,333	1,036,243	Total materials & services	1,331,189	1,371,173	2,702,361
			Capital outlay			
47,061	4,955	730,000	Infrastructure	1,112,155	250,000	1,362,155
47,061	4,955	730,000	Total capital outlay	1,112,155	250,000	1,362,155
1,418,339	1,799,430	2,889,244	Total expenditures	3,729,615	2,979,067	6,708,682
8,106,977	9,405,633	-	Ending Fund Balance	-	-	-
-	-	73,700	Contingency	-	333,030	333,030
-	-	5,702,555	Reserved for Future Years - Ops	5,508,018	4,618,888	4,618,888
-	-	3,613,952	Reserved for Future Years - Cap	4,360,676	5,134,431	5,134,431
\$ 9,525,316	\$ 11,205,063	\$ 12,279,451	Total requirements	\$ 13,598,309	\$ 13,065,416	\$ 16,795,031

Budget Detail

Stormwater Operations

Stormwater Operations

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
\$ 4,664,818	\$ 5,433,503	\$ 6,308,565	RESOURCES			
			Beginning fund balance	\$ 5,981,013	\$ 5,508,018	\$ 5,981,013
			Revenue			
-	35,000	-	Intergovernmental	-	-	-
1,977,889	2,120,854	1,227,000	Charges for services	1,292,000	1,317,800	2,609,800
25,439	87,233	-	Infrastructure development	-	-	-
79,084	253,677	247,000	Fines, interest and other	365,000	355,500	720,500
2,082,412	2,496,764	1,474,000	Total revenue	1,657,000	1,673,300	3,330,300
			Other sources			
3,949	1,544	-	Sale of fixed assets	-	-	-
3,949	1,544	-	Total other sources	-	-	-
6,751,179	7,931,811	7,782,565	Total resources	7,638,013	7,181,318	9,311,313
			REQUIREMENTS			
			Expenditures			
			Personal services			
403,574	457,103	671,641	Salaries and wages	701,135	735,642	1,436,777
47,168	52,296	72,725	Payroll taxes	80,450	84,198	164,648
201,558	224,182	314,559	Benefits	337,319	361,062	698,381
652,301	733,581	1,058,925	Total personal services	1,118,904	1,180,902	2,299,806
			Materials and services			
51,604	85,850	96,500	Professional & technical	95,520	95,600	191,120
30,121	72,768	88,200	Facility and equipment	118,300	118,500	236,800
159,553	194,154	175,846	Other purchased services	190,187	194,820	385,007
27,612	17,294	43,050	Supplies	44,950	45,700	90,650
8,629	1,792	10,000	Minor equipment	13,100	9,600	22,700
387,857	517,807	533,789	Cost Allocation	549,034	584,279	1,133,312
665,375	889,664	947,385	Total materials & services	1,011,091	1,048,499	2,059,589
			Capital outlay			
-	-	-	Infrastructure	-	-	-
-	-	-	Total capital outlay	-	-	-
1,317,676	1,623,245	2,006,310	Total expenditures	2,129,995	2,229,400	4,359,396
5,433,503	6,308,565	-	Ending Fund Balance	-	-	-
-	-	73,700	Contingency	-	333,030	333,030
-	-	5,702,555	Reserved for Future Years	5,508,018	4,618,888	4,618,888
\$ 6,751,179	\$ 7,931,811	\$ 7,782,565	Total requirements	\$ 7,638,013	\$ 7,181,318	\$ 9,311,313

Stormwater Operations

The Stormwater Operations program provides a safe and reliable Stormwater system and implements watershed protection and restoration actions that consistently promote surface water quality and stream health.



FY 2024-25 Highlights

- Cleaned 70,621 feet of stormwater main lines
- Cleaned/inspected 2,002 catch basins
- Cleaned 101 water quality manholes semi-annually
- Treated 2,050 catch basins for prevention of West Nile Virus
- Completed leaf curbside pickup for all public city streets and held 1 leaf drop off date at Public Works facility; collected 903 yards of leaves
- Planted 500 trees (only one tree planting)
- Completed monthly sweeping of streets and city parking lots

BY 2025-27 Goals

- Meet CWS Performance Standards (Infrastructure)
- All private water quality facilities (WQF) are operational (Infrastructure)
- Perform monthly street sweeping (Infrastructure), continue to provide extra sweeping schedule to Tualatin-Sherwood Rd and downtown streets
- Retro-fit six (6) unsumped catch basins to sumped (Infrastructure)
- Rehabilitate three (6) public WQF's, continue to increase number of functional facilities (Infrastructure)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Scheduled maintenance of Stormwater infrastructure	Total feet of Stormwater lines	351,849	353,106	354,500	356,000
	Percentage of system videoed	20%	20%	15%	15%
	Percentage of Stormwater lines cleaned	29%	20%	17%	17%
	Total number of sumped catch basins	1,787	1,831	1,860	1,880
	Percentage of catch basins cleaned	99%	100%	100%	100%
	Number of WQFs, LIDA rehabilitated/enhanced	3	5	3	3

Stormwater Capital Projects

- Cedar Creek Trail Crossing of Hwy 99
- Woodhaven Swales
- Stormwater Quality Facility Refurbishments
- Citywide Catch Basin Remediation Program
- 2nd & Park Steet Stormwater Facility Rehabilitation
- Gleneagle Drive Regional Storm New Facility

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

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
\$ 2,255,267	\$ 2,673,474	\$ 3,097,068	RESOURCES			
			Beginning fund balance	\$ 4,457,674	\$ 4,360,676	\$ 4,457,674
			Revenue			
400,000	400,000	1,225,000	Charges for services	1,290,000	1,315,800	2,605,800
75,908	68,816	43,818	Infrastructure development	67,622	67,622	135,244
42,963	130,962	131,000	Fines, interest and other	145,000	140,000	285,000
518,870	599,778	1,399,818	Total revenue	1,502,622	1,523,422	3,026,044
2,774,137	3,273,252	4,496,886	Total resources	5,960,296	5,884,098	7,483,718
			REQUIREMENTS			
			Expenditures			
			Personal services			
18,436	14,223	39,792	Salaries and wages	98,825	103,766	202,591
1,674	1,331	3,652	Payroll taxes	9,146	9,613	18,759
10,140	7,006	20,632	Benefits	59,396	63,613	123,009
30,250	22,561	64,076	Total personal services	167,367	176,993	344,360
			Materials and services			
-	61,209	-	Professional & technical	180,000	180,000	360,000
125	604	1,000	Other purchased services	-	-	-
-	55,275	-	Supplies	-	-	-
23,228	31,580	87,858	Cost Allocation	140,098	142,674	282,772
23,353	148,669	88,858	Total materials & services	320,098	322,674	642,772
			Capital outlay			
47,061	4,955	730,000	Infrastructure	1,112,155	250,000	1,362,155
47,061	4,955	730,000	Total capital outlay	1,112,155	250,000	1,362,155
100,663	176,184	882,934	Total expenditures	1,599,620	749,667	2,349,287
2,673,474	3,097,068	-	Ending Fund Balance	-	-	-
-	-	3,613,952	Reserved for Future Years	4,360,676	5,134,431	5,134,431
\$ 2,774,137	\$ 3,273,252	\$ 4,496,886	Total requirements	\$ 5,960,296	\$ 5,884,098	\$ 7,483,718

Broadband Fund

The Broadband fund supports the communication needs of the City, local businesses, school district, and residents. Services within this utility are primarily sold and managed through third party service providers. Currently there are over 70 sites within this network and over 100 miles of fiber optic cable. Broadband also supports economic development within Sherwood and the surrounding area.

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
\$ 8,770,555	\$ 2,484,273	\$ 1,191,086	RESOURCES			
			Beginning fund balance	\$ (186,649)	\$ 11,941,115	\$ (186,649)
			Revenue			
334,355	1,330,825	-	Intergovernmental	5,875,085	3,131,785	9,006,870
970,005	1,157,532	1,779,600	Charges for services	2,297,148	3,111,148	5,408,296
109,268	62,254	77,000	Fines, interest and other	555,000	480,000	1,035,000
1,413,628	2,550,611	1,856,600	Total revenue	8,727,233	6,722,933	15,450,166
			Other sources			
1,974	-	-	Sale of fixed assets	-	-	-
-	-	2,400,000	Issuance of long-term debt	15,500,000	-	15,500,000
1,974	-	2,400,000	Total other sources	15,500,000	-	15,500,000
10,186,157	5,034,884	5,447,686	Total resources	24,040,584	18,664,048	30,763,517
			REQUIREMENTS			
			Expenditures			
			Personal services			
706,332	849,164	1,665,942	Salaries and wages	1,831,985	1,923,284	3,755,269
101,940	84,371	165,209	Payroll taxes	186,657	195,740	382,397
457,207	434,513	985,883	Benefits	1,109,587	1,193,581	2,303,168
1,265,479	1,368,048	2,817,034	Total personal services	3,128,229	3,312,605	6,440,834
			Materials and services			
433,563	122,738	35,900	Professional & technical	34,900	34,000	68,900
246,975	224,172	295,890	Facility and equipment	357,090	362,540	719,630
89,668	127,005	218,337	Other purchased services	296,914	315,342	612,256
656,041	154,514	108,000	Supplies	342,000	365,000	707,000
4,106	1,268	-	Community activities	-	-	-
56,573	52,353	21,500	Minor equipment	68,500	46,500	115,000
1,543,051	1,236,748	1,272,127	Cost Allocation	1,203,231	1,318,722	2,521,953
3,029,978	1,918,798	1,951,754	Total materials & services	2,302,635	2,442,104	4,744,739
			Capital outlay			
2,811,181	1,285,867	-	Infrastructure	5,875,085	3,131,785	9,006,870
112,000	65,258	5,000	Furniture and equipment	5,000	5,000	10,000
2,923,181	1,351,125	5,000	Total capital outlay	5,880,085	3,136,785	9,016,870
7,218,638	4,637,971	4,773,788	Total expenditures	11,310,949	8,891,493	20,202,443
			Debt service			
118,791	121,772	124,829	Principal	317,741	1,235,212	1,552,953
364,259	361,278	358,222	Interest	470,779	457,858	928,637
483,050	483,050	483,051	Total debt service	788,520	1,693,070	2,481,590
2,484,469	(86,137)	-	Ending Fund Balance	-	-	-
-	-	-	Contingency	-	1,545,016	1,545,016
-	-	190,847	Reserved for Future Years	11,941,115	6,534,468	6,534,468
\$ 10,186,157	\$ 5,034,884	\$ 5,447,686	Total requirements	\$ 24,040,584	\$ 18,664,048	\$ 30,763,517

Broadband

The Broadband fund supports the communication needs of the City, local businesses, school district, and residents. Services within this utility are sold directly or through third party service providers. Broadband also supports economic development within Sherwood and the surrounding area.



FY 2024-25 Highlights

- Completed 12th Fiber to the Home area, making Sherwood Broadband service available to 3500 Sherwood residents, Brought service to the Sherwood Commerce Center sites
- Obtained a \$1M Federal Broadband Grant through Representative Salinas for rural expansion North and South of Sherwood
- Obtained a \$9M Federal/State Broadband Deployment Program grant for rural expansion south of Sherwood
- Completed the \$1.66M State Broadband grant for expansion along Roy Rogers, Scholls Ferry, and Beef Bend.
- Upgraded backbone links to 100GB
- Completed outreach efforts to increase reviews of service, as of January '25 all reviews have been five stars.
- Completed multiple Marketing outreach efforts, for both construction notification, and new customer solicitation.

BY 2025-27 Goals

- Continue construction of the Fiber to the Home project. (Infrastructure)
 - Continued refining operational and construction processes to build efficiency.
 - Grow new marketing efforts to attract new customers.
 - Increase outreach to business customers in our service areas.
- Evaluate and pursue BEAD grant opportunities. (Infrastructure)
- Continue to pursue new revenue opportunities. (Fiscal Responsibility)
- Continue to expand partnerships with local agencies. (Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY23-24 Actual	FY24-25 Projected	FY25-26 Budget	FY26-27 Budget
Provide quality broadband services to the business community	Total number of accounts	1192	1700	2500	3200
	Number of business accounts	98	115	130	145
	Number of rural accounts	150	155	350	450
	Number of accounts churn (move outs)	7	11	15	15

Personnel FTE Allocation Comparison to Prior Years

	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Actual	Adopted 2024-25 Budget	Total 2025-27 Budget
Administration	16.4	18.0	16.9	17.9	16.6	13.8
Community Development	15.0	15.1	16.0	10.0	14.0	8.1
Public Safety	32.0	28.7	32.5	33.0	33.0	33.0
Community Services	21.1	20.3	22.1	22.9	21.9	21.4
Public Works Operations	11.4	11.2	11.9	17.9	12.2	11.0
General Fund Total	95.9	93.3	99.4	101.7	97.7	87.3
Water Operations	6.5	6.1	7.0	7.2	6.8	6.9
Water Capital	0.1	0.1	0.2	0.2	0.5	0.2
Water Fund Total	6.6	6.2	7.2	7.4	7.3	7.1
Sanitary Operations	3.0	3.0	2.7	2.7	2.7	2.8
Sanitary Capital	0.5	0.1	0.3	0.4	0.7	0.4
Sanitary Fund Total	3.5	3.1	3.0	3.1	3.4	3.2
Storm Operations	5.9	5.9	5.8	6.2	8.5	8.3
Storm Capital	0.2	0.1	0.4	0.4	0.3	0.9
Storm Fund Total	6.1	6.0	6.2	6.6	8.8	9.2
Transient Lodging Tax	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Public Art	-	-	-	-	-	-
Economic Development and Promotion	-	-	-	-	0.5	0.5
Investment	-	-	-	-	-	-
Street Operations	4.7	4.4	4.8	4.3	4.9	6.7
Street Capital	0.5	0.6	0.4	0.7	0.4	1.8
General Construction	0.3	0.3	0.2	0.3	0.2	0.1
Broadband	4.9	8.4	20.5	21.0	19.5	19.0
2000 URA Operations	0.5	0.3	0.5	-	-	-
2021 URA Operations	-	-	0.5	1.1	1.8	1.3
2021 URA Capital	-	0.1	0.5	0.8	0.6	1.3
Total	123.0	122.7	143.2	146.5	145.0	137.0

Changes to personnel for Proposed BY25-27

Administration

Communications / Engagement Coordinator - City Manager	0.25
Records Management Coordinator - Recording	-0.5
Information Technology Manager - IT	-1.0
Court Clerk I - Municipal Court	-1.0
Court Clerk I - Municipal Court	-0.5

Community Development

Planning Coordinator - Planning	-1.0
Plans Examiner (Vacant)	-1.0
Code Compliance Officer	-1.0

Public Safety

Contracted Police Officer	-0.5
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Community Services

Librarian I Youth Services - Library	-0.5
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Public Works

Maintenance Worker II - Parks	-1.0
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Enterprise Funds

Communications / Engagement Coordinator	0.5
Engineering Tech II - Public Works	-1.0

Broadband

Communications / Engagement Coordinator	0.25
	-8.0

Salary Schedule - Effective July 1, 2025

AFSCME Represented Positions	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Library Page Recreation Assistant	500	\$ 16.73	\$ 21.20	\$ 2,899	\$ 3,674
No current positions	600	\$ 19.22	\$ 24.37	\$ 3,332	\$ 4,225
Administrative Assistant I Library Assistant I	700	\$ 21.14	\$ 26.80	\$ 3,664	\$ 4,645
Administrative Assistant II Library Assistant II Maintenance Worker I	800	\$ 24.32	\$ 30.84	\$ 4,216	\$ 5,346
City Records Technician Court Clerk I Engineering Technician I Finance Technician I Kitchen Coordinator Permit Specialist Planning Technician Recreation Specialist Telecommunications Utility Worker I Utility Billing Technician	900	\$ 26.49	\$ 33.60	\$ 4,592	\$ 5,823
Maintenance Worker II Police Records Specialist	1000	\$ 28.63	\$ 36.31	\$ 4,962	\$ 6,294
Broadband Install Tech City Volunteer Coordinator Court Clerk II Deputy City Recorder Engineering Program Associate Engineering Technician II Finance Technician II Lead Billing Technician Lead Permit Specialist Librarian I Maintenance Worker III Mechanic Planning Coordinator (Unfunded) Program and Event Coordinator Telecommunications Utility Worker II Records Management Coordinator (Unfunded)	1100	\$ 30.92	\$ 39.21	\$ 5,360	\$ 6,796
Asset Management Specialist Assistant Planner Code Compliance Officer (Unfunded) Engineering Technician III Lead Maintenance Worker	1200	\$ 33.39	\$ 42.34	\$ 5,788	\$ 7,340
Accountant Associate Planner Building Inspector-Plans Examiner II Engineering Associate I Environmental Program Coordinator GIS Programmer/Analyst Lead Telecommunications Utility Worker Librarian II Technical Services Librarian	1300	\$ 37.06	\$ 46.98	\$ 6,424	\$ 8,143
Building Inspector-Plans Examiner III Senior Accountant	1400	\$ 39.65	\$ 50.28	\$ 6,873	\$ 8,715
Senior Planner	1500	\$ 42.83	\$ 54.31	\$ 7,423	\$ 9,414
SPOA Represented Positions	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Police Officer	*	\$ 35.41	\$ 45.19	\$ 6,138	\$ 7,834
Community Services Officer (CSO)	*	\$ 31.66	\$ 40.41	\$ 5,488	\$ 7,004
*At the time of publishing, SPOA and the City are continuing contract negotiations					
*The above salary schedule has been carried over from FY 24-25					

Salary Schedule - Effective July 1, 2025 (continued)

SPSA Represented Positions	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Police Sergeant	*	\$ 50.26	\$ 63.73	\$ 8,712	\$ 11,047
Non-Represented Positions	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Administrative Assistant III Confidential Payroll Financial Specialist	1100N	\$ 30.83	\$ 39.10	\$ 5,344	\$ 6,777
Desktop Support Technician Executive Assistant Human Resources Specialist	1200N	\$ 33.29	\$ 42.21	\$ 5,770	\$ 7,316
Court Supervisor	1300N	\$ 36.95	\$ 46.86	\$ 6,404	\$ 8,122
Communications / Engagement Coordinator Emergency Management Coordinator Fleet Supervisor Program Analyst Senior Telecommunication Technician Systems Administrator	1400N	\$ 39.54	\$ 50.13	\$ 6,853	\$ 8,689
Adult Community Center Manager Art Center Manager Customer Services Supervisor Engineering Associate II IT Analyst Network Engineer Recreation Supervisor	1500N	\$ 42.71	\$ 54.15	\$ 7,404	\$ 9,386
Civil Engineer Library Operations Supervisor Public Works Operations Supervisor Senior IT Analyst	1600N	\$ 46.54	\$ 59.02	\$ 8,067	\$ 10,229
City Recorder Economic Development Manager Finance Manager Planning Manager Senior Civil Engineer Senior Network Engineer	1700N	\$ 50.26	\$ 63.73	\$ 8,712	\$ 11,047
Broadband Manager Building Official Information Technology Manager (Unfunded) Library Manager Utility Manager	1800N	\$ 53.29	\$ 67.58	\$ 9,237	\$ 11,714
City Engineer Police Captain	1900N	\$ 60.74	\$ 77.03	\$ 10,529	\$ 13,352
Community Development Director Community Services Director (Unfunded) Finance Director HR Director IT Director Public Works Director	2000N	\$ 68.64	\$ 87.04	\$ 11,898	\$ 15,086
Assistant City Manager Police Chief	2100N	\$ 72.74	\$ 92.24	\$ 12,608	\$ 15,989
Municipal Judge City Attorney City Manager	Contract Employees				

Overview of Financial Policies

Purpose

In order to carry out the mission of the City of Sherwood and support the City's values, this set of financial policies has been created by the City of Sherwood.

The purpose of these financial policies is to guide in assessing the long-term financial and budget implications of current decisions and to provide a cohesive long-term approach to financial management of the City of Sherwood. These policies establish a means for guiding today's financial decisions in order to achieve the mission of the City of Sherwood in a manner that reflects the City's values.

Goal

The goal of these policies is to provide the financial stability needed to navigate through economic changes, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents.

Responsibilities

1. **Stewardship:** The City of Sherwood is a steward of public funds. These funds are entrusted to the City through the payment of taxes, fees, and fund transfers from other governments. The City of Sherwood is responsible for using all funds efficiently and effectively and for the purposes for which they were intended.
2. **Asset Protection:** The assets of the City of Sherwood exist in a variety of forms. All these assets must be protected through an effective accounting and internal control System. The System must track assets and document the costs of acquisition, maintenance, and replacement.
3. **Legal Conformance:** The City of Sherwood is subject to federal, state, and local statutes and rules regarding purchasing, entering into debt, budgeting, accounting, and auditing: regulations that govern virtually all financial transactions. The City also voluntarily enters into contracts which include significant financial and operational covenants. The City of Sherwood is responsible for conforming to laws, rules, and covenants to which it is subject.
4. **Standards:** The Government Finance Officers Association (GFOA) and the Governmental Accounting Standards Board (GASB) set policies and guidelines for public sector accounting and financial reporting. The City of Sherwood is responsible for adhering to the requirements of these organizations and for seeking guidance from policies, standards and best practices set forth by these organizations.
5. **Authority:** The Sherwood City Council is the sole authority for deleting, modifying, or adding to these policies. Every two years, the Council shall engage the Budget Committee to review and update these policies.

Policy 1 - Funds

1. The City of Sherwood will maintain an orderly and logical fund structure that provides stakeholders with ready access to financial information.
2. The City of Sherwood will conform to Generally Accepted Accounting Principles (GAAP) and the Government Finance Officers Association's best practices for establishing and maintaining funds.
3. The City of Sherwood will establish and maintain those funds required by law and sound financial administration. Acknowledging that unnecessary funds result in inflexibility, complexity, and inefficient financial administration, only the minimum number of funds consistent with legal and operating requirements will be established.
4. The criteria for establishing a new fund are variable, but include triggers such as:
 - a. Inauguration of a new dedicated revenue stream and a concurrent service
 - b. The need for increased clarity of financial information
 - c. The establishment of a new enterprise
 - d. Covenants embodied in financing agreements and
 - e. Changes in state law or financial management/accounting standards
5. Only the Sherwood City Council has the authority to create or delete funds. The Council shall create or delete funds by resolution.

Policy 2 - Budgeting

1. The City of Sherwood budget process shall consist of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets.
2. The purpose of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process.
3. The City of Sherwood budget process shall:
 - a. Incorporate a long-term perspective (minimum five fiscal years)
 - b. Establish linkages to broad organizational goals
 - c. Focus budget decisions on results and outcomes
 - d. Involve and promote effective communication with stakeholders
4. All budgetary procedures will conform to existing state and local regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state:
 - a. The budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund, and
 - b. The total of all resources of the municipality must equal the total of all expenditures and all requirements for the municipality.
5. A cost allocation plan will be developed and incorporated into the City of Sherwood budget. The cost allocation plan will be the basis for distribution of general government and internal service costs to other funds, divisions, and capital projects.
6. The Sherwood City Council shall adopt the budget at the fund, division, or program level (as appropriate to each fund) as a total dollar amount for all appropriations except contingency, unappropriated ending fund balance and reserves, which shall be stated separately.
7. Inter-fund Transfers shall be kept to a minimum. Inter-fund loans shall be documented in a resolution that cites the terms of the loan.
8. As part of the biennial budget process, the City of Sherwood will maintain a five-year revenue and expenditure forecast. This forecast will be created using an objective, analytical process incorporating applicable projections from the State of Oregon's latest Economic Forecast and conservative assumptions where State developed data is not available. Revenues will be estimated realistically and prudently using best practices as defined by the Government Finance Officers Association. Revenues shall be forecasted conservatively.

Policy 2 – Budgeting (Continued)

9. Oregon budget law provides a means to adjust the budget for emergency expenditures or unforeseen circumstances. All resolutions adjusting the budget will be prepared by the Finance department for City Council approval to ensure compliance with budget laws.
10. Prior to submittal to City Council, the Budget Officer will convene the Budget Committee to review supplemental budget resolutions. If time does not allow for this action, Budget Committee members shall be informed of the City Council's action on the resolution promptly.
11. A mid-year review process will be conducted by the City Manager and Finance Director in order to make any necessary adjustments to the Adopted budget.
12. In the City's effort to strive for excellence, the City of Sherwood will make every effort to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association (GFOA).
13. Reports comparing actual to budgeted expenditures will be prepared quarterly by the Finance Department and distributed to the City Council, City Manager and Department Directors.

Policy 3 - Revenue

1. City of Sherwood revenues are either unrestricted or dedicated. Unrestricted revenues can be used for any purpose. Dedicated revenues are restricted in the ways they can be used by federal or state regulations, contractual obligations, or by City Council action. The City of Sherwood will adhere to the restrictions applied to dedicated revenues.
2. The City of Sherwood will maintain a diversified revenue stream that is managed strategically to mitigate the impact of short-term fluctuations in any revenue source.
3. The City of Sherwood will identify sustainable revenue levels and, to the extent possible, current operations will be funded by current sustainable revenues.
4. One-time revenues will be used for one-time expenditures or as contributions to reserves and will not be used to pay for established services.
5. The City of Sherwood will not respond to long-term revenue shortfalls with deficit financing and borrowing to support established services. Expenses will be reduced and/or revenues will be increased to conform to the long-term revenue forecasts.
6. During the budget process, the Sherwood City Council will identify those programs which are to be supported in whole or in part by cost recovery and ensure that revenue collections reflect the cost of providing associated services by adjusting fees accordingly.
7. The City of Sherwood will charge fees for services where such an approach is permissible, and where a limited and specific group of beneficiaries who can pay such charges is identifiable.
8. New or expanded unrestricted revenue streams should first be applied to support existing programs. When existing programs are adequately funded, such revenue may be used as contributions to reserves or to fund new or expanded programs.

Policy 4 - Expenditures**Controls**

1. By resolutions, the City Council will establish a purchasing policy that conforms to state statutory requirements for purchasing and contracting and invests the City Manager with purchasing and contracting authority.
2. By Budget and Supplemental Budget Resolutions, the City Council shall establish and limit expenditure appropriations by statutory categories. The City Manager shall be responsible for limiting expenditures to those appropriation levels.

Specific Expenditures

1. **Personal Services.** Pursuant to the City Charter, the City Manager or designee is responsible for the management of employee staffing and compensation. The City Manager or designee shall negotiate salaries and benefits for represented employee groups in conformance with the Oregon Public Employees Collective Bargaining Act and the Employee Relations Board decisions and arbitration decisions that emanate from the Act.
2. **Capital Improvement Impacts.** Whenever Capital Improvement expenditures will result in increases to future operating expenses or asset replacement contributions, estimates of those impacts shall be incorporated into the long-term financial plan.
3. **Capital Outlay.** By resolution, the City Council shall define the characteristics of a capital asset by specifying the minimum purchase price and minimum term of service. The City will provide for adequate maintenance of Capital Assets.
4. **Capital Improvement Plan.** The City Manager or designee will prepare a five-year Capital Improvement Plan (CIP) annually and submit it to the City Council for approval via resolution.

Policy 5 - Revenue Constraints and Fund Balance**Nature of Constraints**

The City of Sherwood will maintain the following categories of revenue constraints in conformance with GASB 54. Fund Balances shall be accounted for on the basis of these categories.

1. **Non-spendable.** Assets that are not in a spendable form or are required to be maintained intact.
2. **Restricted.** Cash that can be spent only for specific purposes stipulated by third parties or by statutes. Only the constraining party can lift constraints on Restricted funds.
3. **Committed.** Cash that can be used only as directed by formal action of City Council. Council action may be in the form of a motion or resolution. Only the City Council can lift constraints on committed funds. Such a change must be made using the same action that established the constraint.
4. **Assigned.** Cash the City intends to use for specific purposes. The City Council delegates the authority to create this constraint to the City Manager. In addition, for all funds except the general fund, all cash not in one of the Non-spendable, Restricted, or Committed categories, or specifically assigned under this category will, by default, be assigned to this category.
5. **Unassigned.** General Fund cash that is not otherwise categorized fund balance is the residual classification for the general fund and includes all amounts not contained in the other classifications.

Other Considerations

1. **Stabilization.** The purpose of stabilization arrangements is to provide a revenue source to maintain service delivery during periods of diminished revenues. The City may choose to create stabilization arrangements either by creating new funds or dedicating revenues within existing funds. Stabilization arrangements will be created by the City Council and the authorizing legislation shall include the policies on funding and accessing the arrangement.
2. **Order of Use.** If multiple categories of fund balance are applicable to an expenditure, the City shall access funds in the following order: Restricted, Committed, Assigned, Unassigned.
3. **Purpose of Special Revenue Funds.** Special Revenue funds are general government funds created to track the use of dedicated revenues. The City legislation creating a special revenue fund will specify which specific revenues and other resources are authorized to be reported in the fund.
4. **Fund Balance.** Unrestricted fund balance is the sum of Committed, Assigned and Unassigned fund balance in any individual fund. In the General Fund, the City will maintain an Unrestricted fund balance of at least 20% of fund revenue.

Policy 6 - Continuing Disclosure**Continuing Disclosure In General**

Issuers of municipal securities and entities working on their behalf disclose material information to the marketplace such as annual financial information and material event notices. In December 2008, the Securities and Exchange Commission directed the Municipal Securities Rulemaking Board to establish a continuing disclosure service of the MSRB's Electronic Municipal Market Access (EMMA) system effective July 1, 2009. The continuing disclosure service of EMMA collects continuing disclosure documents from the issuer community and makes them available to the public for free through EMMA.

In conformance with the "Continuing Disclosure Certificate" entered into by the City of Sherwood in bond issuances, the City shall comply with Rule 15c2-12 of the Securities Exchange Act of 1934 (Exchange Act). As noted above, these disclosures generally are divided between submissions made to update financial or operating information about the issuer and notices that disclose the occurrence of specific events that may have an impact on the bonds. These disclosures are described below.

City Responsibility

The Finance Director shall be responsible for adhering to the City's Continuing Disclosure Obligations.

Debt

The City will borrow only to finance capital assets. The City will not borrow for operating purposes.

No bonds will mature more than 30 years from the date of issuance. No debt will be issued with a life exceeding the estimated useful life of the capital assets being financed. The City will limit bonded debt to 3% or less of total assessed value, as required by ORS 287.004. Repayment sources are identified for every debt prior to issuance.

Policy 6 - Continuing Disclosure (continued)**Rule 15c2-12 Disclosures**

Rule 15c2-12 rule requires, for most new offerings of municipal securities, that the following types of information be provided to the MSRB's EMMA system:

1. Financial or operational information
 - a. Annual financial information concerning issuers or other obligated persons, or other financial information and operating data provided by issuers or other obligated persons
 - b. Audited financial statements for issuers or other obligated persons, if available
2. Event Notices
 - a. Principal and interest payment delinquencies
 - b. Non-payment related defaults, if material
 - c. Unscheduled draws on debt service reserves reflecting financial difficulties
 - d. Unscheduled draws on credit enhancements reflecting financial difficulties
 - e. Substitution of credit or liquidity providers, or their failure to perform
 - f. Adverse tax opinions, Internal Revenue Service (IRS) notices or material events affecting the tax status of the security
 - g. Modifications to rights of security holders, if material
 - h. Bond calls, if material
 - i. Tender offers
 - j. Defeasances, release, substitution, or sale of property securing repayment of the securities, if material
 - k. Rating changes
 - l. Bankruptcy, insolvency, receivership or similar event;
 - m. Merger, consolidation, or acquisition, if material; and appointment of a successor or additional trustee, or the change of name of a trustee, if material
 - n. Notices of failures to provide annual financial information on or before the date specified in the written agreement

Accrual basis - A method of timing in the recognition of transactions and events. Please see modified accrual basis for the alternative method. Accrual basis records revenue when earned and expenses as soon as a liability is incurred.

Adopted Budget - The final budget appropriations approved by the City Council, which becomes the budget of the City.

AFSCME - American Federation of State, County and Municipal Employees. One of the union organizations representing the bargaining employees of the City.

American Rescue Plan Act (ARPA) – Federal stimulus program to provide direct relief to cities, towns and villages in the United States of America.

Annual Comprehensive Financial Report, the audited report of the City’s finances for the fiscal year.

Appropriation - Authorization to spend a specific amount of money. The City Council gives appropriation authority by adopting the budget.

Approved Budget - The budget recommended by the Budget Committee for adoption by the City Council.

Assessed value - The value set on real and personal property as a basis for imposing taxes. Assessed values are determined by Washington County.

Biennial Year (BY) – The twenty-four-month period to which the operating budget applies.

Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given purpose and/or period. The budget is the financial plan of the City’s allocations of the resources to provide services, and to accomplish the City’s objectives.

Budget Calendar - Key dates or events which a government follows in the preparation and adoption of the budget.

Budget Committee - A committee required by Oregon Local Budget Law (ORS 294.305) which must recommend a budget and approve the maximum tax levy.

Budget Message - A written explanation of the budget and the City’s financial priorities presented to the Budget Committee by the City Manager which is required by Oregon Local Budget Law, ORS 294.

Budget Officer - The Finance Director or other person appointed by the City Council to prepare the proposed budget. This designation is required by Oregon Local Budget Law (ORS 294.305)

Capital Assets - Items which have a useful life of two or more years and a cost of \$5,000 or more. These include land, infrastructure, buildings, improvements other than buildings, vehicles, and certain furniture and equipment.

Capital Improvement Plan (CIP) - A schedule of planned capital projects and their costs, for three or more years.

Capital Lease - Lease of a capital asset. The lease may or may not result in the City's ownership of the item at the end of the lease term.

Capital Outlay - Expenditures for capital assets. Includes all purchased capital assets. Expenditures for constructed capital projects appear in capital outlay, materials and services, and reimbursements, depending on the nature of the expenditure.

Capital Projects - Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

COLA - Cost of living. A COLA increases all salaries at all classes and steps by the same percentage.

Consolidated Appropriations Act (CAA) – Federal continuation of the CARES Act in response to the COVID-19 pandemic.

Contingency - An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget.

Coronavirus Aid, Relief and Economic Security (CARES) Act - provided economic assistance for American workers, families, small business and industries in response to the COVID-19 pandemic.

COVID-19 - is the disease caused by SARS-CoV-2, the coronavirus that emerged in December 2019.

CWS - Clean Water Services, the regional sewer treatment entity. CWS is a County Service District, defined by ORS 451. The City of Sherwood owns and operates sewer and storm water pumping and transmission facilities; CWS receives and treats the wastewater.

Debt Service - Principal and interest payments on long-term debt.

Department - Units within a division consisting of one or more.

Division - An organizational unit with a distinct budget.

ESC - Erosion and Sediment Control.

Fiscal Year - The twelve-month period to which the operating budget applies. The City's fiscal year is July 1 through June 30.

Franchise Fee - Fees charged to utilities for the use of public right-of-way.

FTE - Full-Time Equivalent - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

Fund - A fiscal and accounting entity, segregating resources for the purpose of carrying on specific activities in accordance with legal restrictions.

Fund Balance - The amount of available, spendable, financial resources in any given fund at a specified date.

GAAP – Generally Accepted Accounting Principles A common set of accounting principles, standards and procedures issued by the Financial Accounting Standards Board.

GASB - The Governmental Accounting Standards Board, the body that defines generally accepted accounting principles for governments.

General Fund - The City's primary operating fund. There are no restrictions as to the purpose in which the revenues in this fund can be used.

General Obligation Bond (G. O. Bond) - A government pledge of full faith and credit to the repayment of the bonds issued by the government. They are usually issued to pay for general capital improvements.

GFOA - Government Finance Officers Association.

Goal - A statement of direction, purpose or intent based on the needs of the community, generally to be completed in a specified amount of time.

Grant - A donation or contribution by one government unit or organization to another. This is usually made to aid a specified purpose.

Infrastructure - Infrastructure are assets that are immovable and of value only to the City. It includes roads, bridges, curbs and gutters, sidewalks, drainage systems, lighting systems, and water and sewer systems.

Interfund Loan - A loan made by one fund to another and authorized by the City Council.

Levy - The amount of property tax certified by the City Council.

Major fund – A government's most important fund as determined by revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds AND at least 5 percent of the aggregate amount for all governmental and enterprise funds, as well as any fund that management believes is important to users of the information.

Materials and Services - Expendable items purchased for delivery of services. This includes supplies, repairs, maintenance and replacement parts that are not of capital nature.

Mission - Defines the primary purpose of the City.

Modified Accrual - A method of timing in the recognition of transactions and events. Please see Accrual basis for the alternative method. Modified accrual basis records revenue when earned, if they are collectible within the period or soon enough afterwards to be used to pay liabilities of the period. Expenditures are recorded when a liability is incurred except that debt service payments and other specific accrued liabilities are recognized only when payment is due.

Nonmajor Funds – A fund that mathematically is not significant but are used to account for specified revenues or activities.

Objective - What we want to accomplish. City-wide objectives are longer term than one year, cross departments, and/or are comprehensive in scope.

Operating Budget - Sources and uses necessary for day-to-day operations.

Ordinance - A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it as the full force and effect of law within the boundaries of the municipality to which it applies.

ORS - Oregon Revised Statutes, laws of the State of Oregon.

PEG - Public, Educational and Governmental Access Channel designations for cable television. Certain franchise fee revenue from cable providers is restricted to the costs of providing such access.

Performance Measure - Data collected to determine how effective or efficient a program is in achieving its objectives.

PERS - Public Employees Retirement System. A State of Oregon defined benefit pension plan to which both employees and employer contribute.

Personal Services - Expenditures for payroll, payroll taxes, and employee benefits.

Project - Projects are distinct, with a definable result, process, and beginning and end. Projects are capital or operating.

Property Tax Levy - Based upon the assessed value of property and is used as the source of monies to pay general obligation debts and to support the general fund.

Proposed Budget – The initial budget appropriations proposed by the City Manager for approval of the Budget Committee and adoption by the City Council.

Proprietary Funds - A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. The City's proprietary funds are the Water, Sanitary, Storm, and Telecommunications funds.

PSU - Portland State University. The University prepares populations estimates each July 1 for all Oregon Municipalities.

Reserved for Future Years - An amount budgeted, but not appropriated, that is not anticipated to be spent in the fiscal year, but rather carried forward into future fiscal years.

Resolution - An action by the governing body which requires less formality and has a lower legal status than an ordinance.

Resources - Financial resources that are or will be available for expenditure during the fiscal year.

Restricted Revenue - Financial resources that are subject to some level of restriction based on statutory, legislative or council action.

Revenue - The gross receipts and receivables that the City receives such as: tax payments, licenses, fines and forfeitures, grants and interest income.

SFR - Single Family Residential.

SPOA - Sherwood Police Officers' Association union.

Supplemental Budget - Appropriations established to meet the needs not anticipated at the time the budget was proposed.

System Development Charges (SDC) - Fees charged upon issuance of building permits to offset the cost of infrastructure improvements that are or will be required to provide capacity to serve the development. SDC's are charged for parks, water, sanitary, stormwater, and streets.

Transfers - Amounts moved from one fund to finance activities in another fund, with no requirement of repayment.

TRNWR - Tualatin River National Wildlife Refuge. The Refuge lies in and outside the northwest edge of Sherwood.

TSP - Transportation System Plan. A long-range plan for transportation needs and facilities.

TVWD - Tualatin Valley Water District, a regional water supplier.

Unappropriated Ending Fund Balance - An amount set aside in the budget to be used as a cash carryover to the next year's budget; providing the local government with operating cash until tax money is received in November.

Unrestricted Revenue - Revenue that may be used for any legitimate City purpose. Please refer to "restricted revenue."

URA - The City of Sherwood Urban Renewal Agency. The Agency is a municipal corporation distinct from the City. The Sherwood City Council serves as the Board of Directors for the URA, and its budget may be obtained from the City of Sherwood.

URD - The urban renewal district, the geographic area encompassed by the City of Sherwood Urban Renewal Agency.

User Charges - A fee charged for services to a person who directly benefits from the service.

Uses - The ways in which financial resources will be used during the fiscal year.

WCCLS - Washington County Cooperative Library Services. This regional entity receives property taxes from each city in the consortium. The money is used to fund county-wide services such as the circulation software and interlibrary loan. A portion is returned to each city based on a formula that includes circulation, open hours, and other service-related measures.

Sherwood City Council Meeting Date:

June 24, 2025

ATTENDANCE SHEET

NAME

ADDRESS

PHONE

Approved Minutes



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
June 24, 2025

SPECIAL CITY COUNCIL MEETING

1. **CALL TO ORDER:** Council President Kim Young called the meeting to order at 6:00 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Taylor Giles, Mayor Tim Rosener (remote), Councilor Doug Scott (remote). Councilors Dan Standke and Renee Brouse were absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA

Council President Young addressed approval of the agenda and asked for a motion.

MOTION: FROM MAYOR ROSENER TO ADOPT THE AGENDA. SECONDED BY COUNCILOR MAYS. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

Council President Young addressed the consent agenda and asked for a motion.

5. CONSENT AGENDA

- A. Resolution 2025-046, Approving the City Investment Policy and Authorizing Investments
- B. Resolution 2025-047, Certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues
- C. Resolution 2025-048, Updating the City's Minimum Capitalization Threshold for Capital Assets

MOTION: FROM COUNCILOR MAYS TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR STANDKES AND BROUSE WERE ABSENT.

6. CITIZEN COMMENTS

No comments were received. Council President Young addressed the next agenda item, and the City Recorder read the public hearing statement.

7. PUBLIC HEARINGS

A. Resolution 2025-049, Adopting a Supplemental Budget for fiscal year 2024-25 and making appropriations

Finance Director David Bodway presented the staff report and stated the purpose of the supplemental budget was to fund a property purchase identified by the city for a future park in Sherwood West. He said the decision was to use Park SDC funds which were accounted for in the general construction fund. He stated that park SDCs are restricted funds and this purchase was eligible. Mayor Rosener added that the funds were restricted and cannot be used in the city's general fund. With no other comments or questions from the Council, Council President Young opened the public hearing. With no public comments received, the public hearing was closed. The following motion was stated:

MOTION: FROM COUNCILOR MAYS TO ADOPT RESOLUTION 2025-049 ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2024-25 AND MAKING APPROPRIATIONS, SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

Council President Young addressed the next agenda item and asked for the staff report.

B. Resolution 2025-050, Declaring the City's Election to Receive State Shared Revenues

Finance Director David Bodway recapped the staff report and stated the State of Oregon shares certain revenues with municipalities that choose to accept them, and the resolution listed under tonight's consent agenda was one of those steps in order to qualify for state shared revenue. He stated additionally, the city was required to hold one public hearing during the budget committee meeting which was held on May 29th and is required to hold a public hearing at the Council level. He stated that the funds go into two areas, the general fund and into operations and those are in the street operations fund. With no council questions or comments, Council President Young opened the public hearing. With no public comments received, the public hearing was closed, and the following motion was stated:

MOTION: FROM COUNCILOR MAYS TO ADOPT RESOLUTION 2025-050, DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

Council President Young addressed the next agenda item and asked for the staff report.

C. Resolution 2025-051, Adopting a Schedule of Fees as authorized by the City Zoning and Community Development Code, establishing fees for miscellaneous city services and establishing an effective date

Finance Director Bodway presented the staff report and stated during the budget process the city reviews annually all fees and updates them. He stated the fee changes fall into three categories; the 2% increase as previously approved via Resolution 2017-008, and stated this was the increase even though the CPI index was 3.76%. The second was 6.43% increase previously approved via Resolution 2018-049 for SDC and TDP, and there were miscellaneous other fees and minor changes. David recapped some of the changes which were also noted in the staff report. Councilor Giles confirmed that events previously or currently scheduled at the Arts Center or Field House would not be affected by the increased fees. Staff confirmed.

Council President Young asked regarding effective dates of increased fees at the Senior Center, effective July 1st and January 1, 2026. Kristen Switzer explained this was mainly for monthly rentals and these were for nonprofits that use the facility. She stated the fee was currently \$50 and there would be a substantial increase and staff wanted to provide the groups with time to prepare for the increased fees therefore staggering the increases. With no other Council questions or comments, Councilor President Young opened the public hearing. With no public comments received, the public hearing was closed and the following motion was stated:

MOTION: FROM COUNCILOR GILES TO ADOPT RESOLUTION 2025-051, ADOPTING A SCHEDULE OF FEES AS AUTHORIZED BY THE CITY ZONING AND COMMUNITY DEVELOPMENT CODE, ESTABLISHING FEES FOR MISCELLANEOUS CITY SERVICES AND ESTABLISHING AN EFFECTIVE DATE. SECONDED BY COUNCILOR MAYS. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

Council President Young addressed the next agenda item and asked for the staff report.

D. Resolution 2025-052, Adopting the Biennial Year 2025-27 budget of the City of Sherwood for the biennial budget period July 1, 2025 - June 30, 2027, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget

Finance Director Bodway presented the staff report and stated on May 22, 2025 the city's budget committee received the budget message and on June 5, 2025 they approved the proposed budget. Mr. Bodway stated all budget laws were followed including public noticing and said the final step in the budget process was for the City Council to hold a public hearing per ORS 294.453 and adopt the budget. He noted that changes discussed during the budget committee meetings were reflected in this budget. Mr. Bodway offered to answer council questions. Council President Young commented that this was one of the more robust budget committee sessions with a lot of good questions that expanded over three meetings. She mentioned there were many questions regarding personnel layoffs with budget committee members trying to understand the city's processes and budget and touching on the 5-year forecast. She thanked staff for their work on the first city biennial budget. Councilor Giles stated going through this budget process opened his eyes to look at other sources of revenue and referred to photo redlight cameras and decreases in building and making sure we have more of a buffer. He stated that he appreciated staff and their work. He spoke of revenue shortfalls and the effects to personnel and commented regarding addressing issues in their next planning sessions and stabilizing the city. Mayor Rosener commented regarding photo redlight and not counting on this revenue to fund city operations. He said there were a lot of outside pressures impacting the city's budget, and the state PERS system continues to grow at an unacceptable rate, and construction costs continue to grow. He stated the state continues to place unfunded mandates on cities. He said in addition to looking for additional revenue sources, we need to talk to our state legislature. Council President Young added that it appeared that found revenues were more for one-time expenses and our issues were operational. With no other council comments or questions, Council President Young opened the public hearing. With no public comments received the public hearing was closed and the following motion was stated:

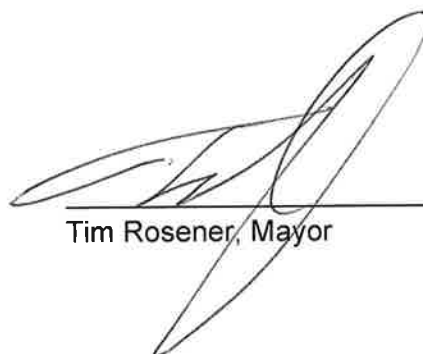
MOTION: FROM COUNCILOR MAYS TO APPROVE RESOLUTION 2025-052, ADOPTING THE BIENNIAL YEAR 2025-27 BUDGET OF THE CITY OF SHERWOOD FOR THE BIENNIAL BUDGET PERIOD JULY 1, 2025 - JUNE 30, 2027, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

Council President Young adjourned the meeting at 6:21 pm and convened a URA Board of Directors meeting.

8. ADJOURN

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor