



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, June 18, 2024

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

5:30 pm City Council Executive Session

(ORS 192.660(2)(i), Performance Evaluation and ORS 192.660(2)(e), Real Property Transactions)

6:00 pm City Council Work Session

6:30 pm Community Enhancement Program (CEP) Committee Mtg.

(See CEP Meeting Agenda)

7:00 pm City Council Regular Meeting

URA Board of Directors Meeting

(Following the Regular 7:00 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

5:30 PM CITY COUNCIL EXECUTIVE SESSION

1. **ORS 192.660(2)(i), Performance Evaluation**
(Sebastian Tapia, Interim City Attorney)
2. **ORS 192.660(2)(e), Real Property Transactions**
(Sebastian Tapia, Interim City Attorney)

6:00 PM CITY COUNCIL WORK SESSION

1. **City Manager Next Steps** (Sebastian Tapia, Interim City Attorney)

6:30 PM COMMUNITY ENHANCEMENT PROGRAM (CEP) MEETING

1. See CEP Meeting Agenda

7:00 PM REGULAR SESSION

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**
 - A. **Approval of June 4, 2024, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
 - B. **Resolution 2024-038, Reappointing Michelle Nedwek to the Sherwood Cultural Arts Commission** (Chanda Hall, Arts Center Manager)
 - C. **Resolution 2024-039, Approving the City Investment Policy and Authorizing Investments** (David Bodway, Finance Director)
 - D. **Resolution 2024-040, Certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues** (David Bodway, Finance Director)
 - E. **Resolution 2024-041, Authorizing the City Manager Pro Tem to execute a construction contract for the Downtown Streetscapes Phase 1 Furnishing Repainting Project** (Jason Waters, City Engineer)
 - F. **Resolution 2024-042, Adopting the City of Sherwood Employee Handbook 2024** (Lydia McEvoy, HR Director)
 - G. **Resolution 2024-043, Authorizing City Manager Pro Tem to sign an MOU with American Federation of State, County and Municipal Employees (AFSCME) Local 1777 regarding Workers Compensation** (Lydia McEvoy, HR Director)
 - H. **Resolution 2024-044, Authorizing the City Manager Pro Tem to sign an MOU with Sherwood Police Officers Association (SPOA) Regarding Workers Compensation** (Lydia McEvoy, HR Director)

AGENDA

**SHERWOOD CITY COUNCIL
June 18, 2024**

5:30 pm City Council Executive Session
(ORS 192.660(2)(i), Performance Evaluation
and 192.660(2)(e), Real Property Transactions)

6:00 pm City Council Work Session

**6:30 pm Community Enhancement
Program (CEP) Committee Mtg.**
(See CEP Meeting Agenda)

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URA Board of Directors Meeting
(Following the 7:00pm City Council Meeting)
(See URA Board Meeting Agenda)

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

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

6. CITIZEN COMMENTS

7. PRESENTATIONS

A. **Patriot Award Presentation** (Tim Rosener, Mayor)

8. NEW BUSINESS

A. **Resolution 2024-045, Adopting the Capital Improvement Plan (CIP) for FY2024-25**
(Craig Sheldon, City Manager Pro Tem)

9. PUBLIC HEARINGS

A. **Resolution 2024-046, Declaring the City's Election to Receive State Shared Revenues**
(David Bodway, Finance Director)

B. **Resolution 2024-047, Adopting a Schedule of Fees as authorized by the city zoning and community development code, establishing fees for miscellaneous city services and establishing an effective date** (David Bodway, Finance Director)

C. **Resolution 2024-048, Adopting the FY2024-25 budget of the City of Sherwood, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget** (David Bodway, Finance Director)

10. CITY MANAGER REPORT

11. COUNCIL ANNOUNCEMENTS

12. ADJOURN TO URA BOARD OF DIRECTORS MEETING

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

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

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

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



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
June 4, 2024

WORK SESSION

1. **CALL TO ORDER:** Council President Young called the meeting to order at 5:34 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse, Doug Scott, and Dan Standke. Mayor Tim Rosener was absent.
3. **STAFF PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Public Works Utility Manager Rich Sattler, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, HR Director Lydia McEvoy, Records Technician Katie Corgan, Economic Development Manager Bruce Coleman, City Engineer Jason Waters, and City Recorder Sylvia Murphy.

3. TOPICS:

A. Sherwood West Pump Station Update

City Manager Pro Tem Craig Sheldon stated that this work session was to discuss putting in a pump station by the property on Roy Rogers and explained that Clean Water Services (CWS) had completed several renderings for Council's consideration. He stated that CWS needed to know if Council wanted to move forward or not by the end of the work session. CWS representatives Andy Braun, Joe Gall, Jeff Hart, and Chris Faulkner introduced themselves and Mr. Braun explained that CWS wished to support the growth of Sherwood West through infrastructure needs. Jeff Hart presented the "Chicken Creek Pump Station" PowerPoint presentation (see record Exhibit A) and explained that the purpose of this work session was to reach a consensus on next steps regarding the construction of a pump station on city property. He provided an overview of CWS and pump stations and reported that CWS currently had 44 pump stations within Washington County. He explained that CWS was responsible for the operation and maintenance of its pump stations. He outlined that a new pump station was needed to provide sewer service for the planned expansion of Sherwood city limits, the decommissioning of an aging trunk sewer through the Tualatin River National Wildlife Refuge, and the upgrading and optimization of the Sherwood Pump Station. He explained that the current pipeline and pump station did not have the capacity to handle the forecasted growth of the Sherwood West area over the next 20 years. He explained that the pipeline that traversed the Tualatin River National Wildlife Refuge was aging and was difficult to maintain. Mr. Hart explained that a new pump station would alleviate the outlined issues. The new pump station would capture the flow from the Brookman area and potentially the urban reserve area. He outlined that constructing a new pump station would expand Sherwood's path network and trail access, the pump station would be integrated to connect the natural environment and essential public infrastructure, and a public amenity would be enhanced while creating an educational opportunity for the community. He noted that restrooms and a parking area could be constructed alongside

the pump station to help add a public benefit. Mr. Hart provided an overview of the city's trail plan/network near the potential pump station site on pages 7-8 of the presentation. Councilor Scott asked if the existing Sherwood pump station would still be utilized if a new pump station was constructed and Mr. Hart replied that it would still be utilized. Councilor Scott asked if the existing pump station could be upgraded to handle a higher capacity and Mr. Hart explained that the existing pump station's capacity could be upgraded, but the waste would not be able to reach the existing pump station due to the limitations of the gravity pipeline. He provided an overview of the rendering of a potential site layout. He outlined that the pump station would be roughly 7,500 square feet in size and would include a parking lot, restroom facilities, a play area, and an open space. He provided an overview of the Dawson Creek Pump Station on page 10 of the presentation and explained that the new pump station could be similar in design. He outlined how a pump station worked and explained that there was an extensive odor control system in place and the station would abide by city noise ordinances. Mr. Hart provided an overview of the various pump station architectural styles on pages 12-13 of the presentation. Councilor Mays commented that this was potentially forcing the city's hand in deciding how this space would be utilized. He explained that Council had not had the opportunity to discuss what could be done with this property beyond leveraging its natural areas. He asked how much CWS would pay the city for the property and CWS staff replied that they estimated they would pay around \$824,000. Councilor Mays stated that he supported building out and ensuring that the city's waste was handled but he wanted to make certain that the site offered parking, bathrooms, other amenities, and "significant" money for the property if the city were to proceed. Councilor Scott commented that a park was one of several options for the space and stated that he would like to see a more fleshed out plan and that bathrooms and a parking lot were required. He asked that city staff and/or the Parks and Recreation Advisory Board provide input on the types of amenities that would be suitable for the site. Councilor Standke commented he liked that the external design of the pump station was so customizable. Councilor Scott asked that staff have final sign off on the design of the pump station. Councilor Giles commented that his biggest concerns were noise, odor, aesthetics, and ensuring that the trees were kept. He referred to the potential park and stated that the city was looking to provide different play opportunities throughout the city and commented that there was already a traditional park close to this site. He stated that he supported the project. Councilor Mays asked that a maintenance agreement be drafted to clearly define CWS' obligations. Councilor Scott commented that the property was highly visible and in a prime location. Council President Young stated that she agreed with other Councilor's comments regarding the necessary aesthetics of the new pump station and asked that city staff work with CWS to determine more details on the project.

4. ADJOURN:

Council President Young adjourned the work session at 6:03 pm and convened a Community Enhancement Program (CEP) meeting. See CEP meeting records. The City Council's regular meeting started after the CEP meeting.

REGULAR SESSION

- 1. CALL TO ORDER:** Council President Young called the meeting to order at 7:11 pm.
- 2. COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse, Doug Scott, and Dan Standke. Mayor Tim Rosener was absent.
- 3. STAFF PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Public Works Utility Manager Rich Sattler, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, HR Director Lydia McEvoy, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCILOR GILES TO AMEND THE AGENDA, MOVING PRESENTATIONS BEFORE CITIZEN COMMENT. SECONDED BY COUNCILOR MAYS. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (MAYOR ROSENER WAS ABSENT).

MOTION: FROM COUNCILOR MAYS TO APPROVE THE AMENDED AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (MAYOR ROSENER WAS ABSENT).

Council President Young addressed the next agenda item.

5. CONSENT AGENDA:

- A. Approval of May 21, 2024, City Council Meeting Minutes**
- B. Resolution 2024-033, Reappointing Diane Foster to the Sherwood Police Advisory Board**
- C. Resolution 2024-034, Reappointing Mike Schultz to the Sherwood Police Advisory Board**
- D. Resolution 2024-035, Reappointing Richard Amicci to the Sherwood Police Advisory Board**
- E. Resolution 2024-036, Reappointing Jason Wuertz to the Sherwood Traffic Safety Committee**
- F. Resolution 2024-037, Reappointing Tony Bevel to the Sherwood Traffic Safety Committee**

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR MAYS. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (MAYOR ROSENER WAS ABSENT).

Council President Young addressed the next agenda item.

6. PRESENTATIONS:

A. Recognition of 2024 Robin Hood Festival Association Maid Marian Court

Jessica Mulkey came forward and introduced the court members and provided a brief bio for each member. The Council presented Maid Marian Rileigh Petty and Court members Sophie Fletcher, Madeline Lapp, Samantha Russell, Hazel Helmick, Cora Lotsberg, Eloise McKinney, and Aylin Thompson with certificates.

Council President Young addressed the next agenda item.

7. CITIZEN COMMENT:

Sherwood resident Jim Claus came forward and spoke on exhausting administrative remedies and reaching finality. He spoke on the city’s record destruction policies and stated that there were issues with the Urban Renewal District. He spoke on the spending of public money in the Urban Renewal District and Old Town. He stated that citizens would need to turn to federal agencies to prosecute “waste, fraud, and abuse of public money.” He spoke on sign regulations. He stated that the city did not hold public meetings because citizens were not given the opportunity to provide feedback. He spoke on waste, fraud, abuse of public money, restraint of trade, restrictions to the 14th Amendment, the Tucker Act, and Title 42 USC 1983.

Sherwood resident Susan Claus came forward and stated that it was a mistake to “clear the meetings and

to discourage citizens involvement.” She stated that this did not mean that the citizens did not care, it meant that people did not want to show up and be “harassed.” She referred to the Urban Renewal District, \$166 million and spoke on home rule charter and citizen oversight. She stated that Council was not open to citizen input, which troubled her, and she spoke on the wildlife refuge. She referred to the Highway 99W pedestrian bridge and stated that the bridge only served to extend the skate park. She stated that the cost of the construction of the pedestrian bridge was taking away the city’s ability to pay for other projects. She referred to city boards and committees and stated that they only served to make recommendations to Council, but Council could change any part of their recommendations. She referred to the previous Urban Renewal District and Sherwood Center for the Arts and spoke on the need for citizens to have more input into Council decisions.

Sherwood resident Mike Lowry came forward and stated that he agreed with Jim and Susan Claus and expressed his displeasure with Council. He explained that he felt unsafe as a pedestrian in town due to the speeding of drivers. He stated that Council “did not take the time” and asked that Council be more aware of the issue. He stated that he was “ashamed of the City of Sherwood.”

Council President Young addressed the next agenda item.

8. CITY MANAGER REPORT:

City Manager Pro Tem Craig Sheldon reported that the three design concepts for the Murdock Park Master Plan would be published on the city’s website and the city was seeking public feedback on the designs. He reported that Crusin’ Sherwood would be held on June 15th.

Council President Young addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

Councilor Mays gave his kudos to City Manager Pro Tem Sheldon and city staff and spoke on the budget process.

Councilor Scott reported that the Parks and Recreation Advisory Board had several vacancies and encouraged residents to apply. He reported that he attended the most recent Parks and Recreation Advisory Board.

Councilor Standke reported that the Planning Commission did not meet last week and reported that there was a vacancy on the Commission. He thanked city staff for their work on the budget.

Councilor Brouse reported she would attend the upcoming Water Consortium meeting. She reported that Cruisin’ Sherwood was seeking volunteers to help with the event.

Councilor Giles reported on his attendance at the most recent Sherwood School District meeting where the new Superintendent was announced. He encouraged citizens to reach out to Council to provide feedback.

Council President Young reported on her attendance at the Region 1 Commission on Transportation meeting where they heard an update on summer projects. She gave her kudos to city staff for their work on the budget process.

10. ADJOURN:

Council President Young adjourned the regular session at 7:43 pm and convened a work session.

WORK SESSION

- 1. **CALL TO ORDER:** Council President Young called the meeting to order at 7:45 pm.
- 2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse, Doug Scott, and Dan Standke. Mayor Tim Rosener was absent.
- 3. **STAFF PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Public Works Utility Manager Rich Sattler, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, HR Director Lydia McEvoy, and City Recorder Sylvia Murphy.
- 4. **TOPICS:**

A. Employee Manual Review

City Manager Pro Tem Craig Sheldon recapped that the goal was to implement the new employee handbook by July 1st to coincide with the new AFSCME contract. HR Director Lydia McEvoy presented the “City of Sherwood Proposed Employee Handbook 2024” PowerPoint presentation (see record, Exhibit B.1) and referred to the “Employee Handbook 2024” (see record, Exhibit B.2), “Use of City Email and Electronic Equipment and Services Policy” (see record, Exhibit B.3), and extracted pages from the 2024 Employee Handbook (see record, B.4) handouts. She explained that the documents in front of Council had been edited since they were previously sent to Council via email (see record, Exhibit C and Exhibit D). Ms. McEvoy outlined that the 2024 employee handbook contained a combination of the approved 2012 City of Sherwood handbook, the 2018 draft employee handbook, the 2020 draft employee handbook, existing stand-alone policies, and the 2024 CIS recommended and approved employee handbook. She recapped that the 2024 handbook was a complete overhaul of the 2012 employee manual and provided an overview of the key changes to the manual on page 3 of Exhibit B.1. She addressed the “Proposed Policies/Sections Added” slide of Exhibit B.1 and explained that the non-highlighted items were sections of the draft handbook that were included in the CIS recommended handbook and/or sections that had not been edited beyond updating verbiage. She explained that the green highlighted sections mirrored AFSCME policy and was new to the handbook but was included in the collective bargaining agreement. She addressed the Telecommuting Policy and reported that this was new to the handbook and was not a CIS policy. She stated that this policy had been overseen by previous HR leadership and the City Attorney and the policy had been discussed with the city’s senior leadership team. She outlined that the policy clarified that working from home was “not a right” and was a discretionary policy that was subject to certain rules and frameworks. Councilor Mays asked if staff had reviewed other local municipalities’ policies and Ms. McEvoy replied that she had, and discussion occurred. Councilor Mays asked if Council should adopt the telecommuting policy separately. Councilor Scott asked if the policy should be adopted on a temporary basis instead and HR Director McEvoy explained that the policy stated that it could be revoked at any time. Councilor Giles referred to the “Ad-hoc” section of the telecommuting policy and asked for clarification. Ms. McEvoy explained that it meant that an employee who had a city-issued laptop could work from home in the event of an unforeseen circumstance that kept them from coming into the office and provided the example of someone experiencing car trouble. Councilor Scott asked if there were any positions within the city that would be eligible for 100% remote work and Ms. McEvoy replied that senior leadership had determined that no position should be eligible for 100% remote work. Councilor Giles commented that leadership should be open to 100% remote work eligibility for difficult-to-fill

positions. HR Director McEvoy explained that senior leadership had determined that it would be too difficult for the city to navigate HR rules and payroll taxes for employees working outside of Oregon at this time. She reported that she was seeking Council feedback regarding if the employee handbook's policies could be updated individually as needed. She provided an overview of the "Key Recommended Modifications" on slides 6-7 of Exhibit B.1 and stated that these were not new policies but were policies that had been updated and provided an overview of the modifications. Ms. McEvoy referred to the changes under "Workers Compensation" and explained that she recommended that the same policy be used within the handbook, the SPOA contract, and the AFSCME contract. She provided an overview of the Workers Compensation Policy and Council signaled their agreement with the proposed policy. Councilor Mays commented that updating the city's employee handbook was long overdue and asked if changes to the handbook had to be tracked similar to legislation. Interim City Attorney Sebastian Tapia replied that ordinarily, yes, changes would need to be tracked but this was an entirely new handbook. Ms. McEvoy added that there was a version control page within the handbook to track future changes. She asked for Council feedback on if Council wished to review future policy changes. Councilor Scott stated he would like to review any policies that had a "significant financial impact" and commented that the other policies were administrative in nature, and he did not have enough context to weigh-in on such policies. Councilor Mays asked what the best practices were for employee manuals. HR Director McEvoy replied that Council would need to adopt the 2024 employee handbook, but Council could decide that going forward, only policies with certain elements would need to be reviewed and adopted by Council. Councilor Giles recommended that staff be able to update the administrative policies as needed, but have Council review the updated policies every year or two and discussion occurred. Ms. McEvoy stated that she preferred that Council give the city the ability to "own" the handbook as it was mainly an internal document and come to Council if there was something that was of a substantive financial impact. Council President Young commented that she agreed. Councilor Mays asked regarding best practices for tracking changes and record retentions for employee manuals. The City Recorder stated that if an employee manual was adopted via legislation, it had a permanent retention. She explained that in such a case, every time there was an update, those updates would need to be adopted and the document would need to be amended via legislation. HR Director McEvoy asked Interim City Attorney Tapia if it could be determined that only certain elements of the handbook needed to come before Council in order to change them. Mr. Tapia replied that the new handbook must be approved by Council, but some operational items that were not included in the handbook could be updated. He clarified that any changes to policies within the adopted handbook would have to be approved by Council. Ms. McEvoy asked if Council approved of updates to the handbook being placed on the agenda under consent. Council stated they approved of handbook updates that did not have a substantial financial impact to the city be placed on the consent agenda. Councilor Scott asked that the resolution adopting the new handbook include language that stated that the new handbook superseded any previous policy or manual. Ms. McEvoy referred to the stipulation that the City Manager did not need Council approval to sign contracts under \$150,000 and suggested that a similar financial threshold be used for updating the employee handbook. She continued that any employee handbook update with a higher financial impact than \$150,000 would not be placed on the consent agenda and Council signaled their agreement. Councilor Giles asked regarding potential significant future policies and reviewing the handbook on an annual basis and HR Director McEvoy replied that if there was a policy that was significant, she would not wait for the yearly Council review of the handbook to introduce it. Discussion occurred and Interim City Attorney Tapia clarified that the employee handbook was intended to give managers discretion on certain matters, and a small change would be within that discretion. If an entire policy was expanded or restricted, that would come to Council for discussion and approval. Ms. McEvoy recapped that if there was a minor change to a policy, the change would be placed on the consent agenda. If there was a change that altered the intent of a policy that changed the way the city managed its employees, then a work session would be needed. Council President Young referred to COLA (cost-of-living adjustment) language in the handbook that referenced the Budget Committee and stated that that language was incorrect, and the City Council was the approving body. HR Director McEvoy replied that

she would update the language. Council President Young referred to paragraph two of the PERS section of the handbook and stated that she recommended changing the wording from “will” to “may” for the workback program. Ms. McEvoy replied that changing the language from “will” to “may” could open the city up to discrimination litigation. Council President Young recapped next steps and City Manager Pro Tem Sheldon reported the handbook would be on the June 18th City Council meeting agenda for implementation on July 1st. He commented that the city’s safety manual also needed to be reviewed and updated.

5. ADJOURN:

Council President Young adjourned the work session at 8:31 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor

TO: Sherwood City Council

FROM: Chanda Hall, Arts Center Manager
Through: Kristen Switzer, Assistant City Manager and Craig Sheldon, City Manager Pro Tem

SUBJECT: **Resolution 2024-038, Reappointing Michelle Nedwek to the Sherwood Cultural Arts Commission**

Issue:

Should the City Council reappoint Michelle Nedwek to the Sherwood Cultural Arts Commission?

Background:

Michelle Nedwek served a partial term in Position 6 on the Cultural Arts Commission since September 2023. She has already been such an asset to the Arts Commission and she would like to serve a full term. The Arts Commission currently has two other vacancies. The Council Liaison to the Arts Commission, Keith Mays, Arts Center Manager Chanda Hall, and Chairperson Winnie Parmar unanimously recommend the reappointment of Michelle Nedwek. The mayor has recommended this reappointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Financial Impacts:

There are no financial impacts from this proposed action.

Recommendation:

Staff respectfully recommends City Council's adoption of Resolution 2024-038, reappointing Michelle Nedwek to the Sherwood Cultural Arts Commission.



RESOLUTION 2024-038

REAPPOINTING MICHELLE NEDWEK TO THE SHERWOOD CULTURAL ARTS COMMISSION

WHEREAS, Michelle Nedwek currently holds Position 6 on the Cultural Arts Commission; and

WHEREAS, the term was a partial term which expires on June 30, 2024 and she is seeking reappointment; and

WHEREAS, the Mayor has recommended to City Council that Michelle Nedwek be reappointed; and

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

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

Section 1. The Sherwood City Council hereby reappoints Michelle Nedwek to Position 6 of the Cultural Arts Commission for a term expiring at the end of June 2027.

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

Duly passed by the City Council this 18th of June 2024.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Craig Sheldon, City Manager Pro Tem

SUBJECT: **Resolution 2024-039, 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 2024-039, Approving the City Investment Policy and Authorizing Investments.



RESOLUTION 2024-039

APPROVING THE CITY INVESTMENT POLICY AND AUTHORIZING INVESTMENTS

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

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

WHEREAS, the City’s current investment policy was originally 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 18th day of June 2024.

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

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 / Fitch	Ratings S&P /
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 Pro Tem

SUBJECT: Resolution 2024-040, 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 \$420,100 in FY2024-25 General Fund revenue and \$1,676,050 in FY2024-25 Street Fund revenue. The non-per capita based portion amounts to \$385,100 in the General Fund.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2024-040, certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues.



RESOLUTION 2024-040

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 18th day of June 2024.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Jason Waters, City Engineer

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

SUBJECT: Resolution 2024-041, Authorizing the City Manager Pro Tem to execute a construction contract for the Downtown Streetscapes Phase 1 Furnishing Repainting Project

Issue: Should City Council authorize the City Manager Pro Tem to execute a construction contract with the lowest responsive bidder for the construction from the preferred bid option as selected by the Sherwood City Manager Pro Tem upon conclusion of the seven (7) day protest period?

Background: Downtown Streetscapes Phase 1 consisted of street and sidewalk improvements as well as downtown beautification via blue colored streetlights and other furnishing features. These improvements were constructed in approximately 2006 located at SW Pine Street (between SW Railroad Street and SW 1st Street), SW Main Street (between SW Railroad Street and SW 1st Street), SW 1st Street (between SW Pine Street and SW Main Street), the trail corridor northwest of city hall, and at the SW Oregon Street/SW 1st Street/SW Ash Street round-about. The coloring of these furnishing features has faded over time and is in need of a paint refresher.

The City's plans and bid documents provides for repainting these furnishing features via 2 painting options and 4 total options to provide the city with the flexibility of choosing between a primer and paint option and an electrostatic powder coating option. This bid document also allows for removal of signs and appurtenances to either be done by the contractor or performed by city personnel. Upon receiving bids, the City Manager Pro Tem will select which option is to be selected.

The city advertised for bids in the Oregon DJC on June 3rd and June 5th, 2024. Bidding closed on June 18th, 2024 at 2:00 PM. The City Manager Pro Tem has reviewed the bids to determine which option is being accepted and to determine the apparent low bidder for that option. Staff will be posting a Notice of Intent to Award a Contract upon a background check of the apparent low bidder.

The Notice of Intent to Award a Contract letter includes information required for the city to award a Contract including the name of the apparent low bid contractor and the base bid Contract Amount authorized by this Resolution. Upon posting of the Notice of Intent to Award a Contract, a seven (7) day protest period ensues before the Notice to Award a Contract may be issued, and contracts signed.

Scheduling information will be posted online and sent out with general construction notifications with details pending the contractor's detailed schedule. City staff anticipates the pre-construction meeting being held by the end of June 2024. The project is to be performed during the summer months with no work being allowed between July 18-21, 2024, due to the Robin Hood Festival.

Financials: The engineer's estimated range of probable cost is \$175,000 to \$200,000. Funding for the project was included in the FY24-25 budget.

Recommendation: Staff respectfully requests City Council adoption of Resolution 2024-041, authorizing the City Manager Pro Tem to execute a construction contract with the Apparent Low Bid Contractor for the Downtown Streetscapes Phase 1 Furnishing Repainting Project upon completion of the seven (7) day protest period.



RESOLUTION 2024-041

AUTHORIZING THE CITY MANAGER PRO TEM TO EXECUTE A CONSTRUCTION CONTRACT FOR THE DOWNTOWN STREETSCAPES PHASE 1 FURNISHING REPAINTING PROJECT

WHEREAS, the City has identified the need to repaint the street lights and other furnishing features associated with the Downtown Streetscapes Phase 1 project located at SW Pine Street (between SW Railroad Street and SW 1st Street), SW Main Street (between SW Railroad Street and SW 1st Street), SW 1st Street (between SW Pine Street and SW Main Street), the trail corridor northwest of city hall, and at the SW Oregon Street/SW 1st Street/SW Ash Street round-about; and

WHEREAS, the City completed the design, produced bid documents and solicited contractors using a competitive bidding process per ORS chapter 279C, OAR chapter 137-049; and

WHEREAS, the City has budgeted for the construction cost of this project within the fiscal year budget (FY 24/25); and

WHEREAS, the City Council authorizes the City Manager Pro Tem to execute a Construction Contract with the low-bid contractor for the base-bid amount posted in the Public Notice of Intent to Award a Contract once the seven (7) day protest period is complete.

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

Section 1: The City Manager Pro Tem is hereby authorized to execute a Construction Contract upon the completion of the seven (7) day protest period with the low responsive bidder for the base-bid amount posted in the Public Notice of Intent to Award a Contract.

Section 2: The City Manager Pro Tem is hereby authorized to execute contract change orders up to 15% of the initial base-bid Contract Amount.

Section 3: This Resolution shall be in effect upon its approval and adoption.

Duly passed by the City Council this 18th of June 2024.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Lydia McEvoy, HR Director
Through: Craig Sheldon, City Manager Pro-Tem, and Sebastian Tapia, Interim City Attorney

SUBJECT: Resolution 2024-042, Adopting the City of Sherwood Employee Handbook 2024

Issue:

Should the City Council approve a new City of Sherwood Employee Handbook?

Background:

The current City of Sherwood Employee Manual was adopted in 2012 and requires replacing due to statutory changes in law, accepted best practices, changes to policies and changes to ways of working.

The recommended new Employee Handbook incorporates elements of the existing City of Sherwood Employee Manual, Statutory updates, CIS handbook template policies, and policies previously adopted by Council.

The new Handbook has been compiled by Lydia McEvoy, HR Director in consultation with Department Directors and reviewed and vetted by CIS, Sebastian Tapia, Interim City Attorney, Ryan Adams, City Attorney and the Senior Leadership Team.

This Employee Handbook shall replace City of Sherwood personnel policies and procedures in effect prior to the effective date of this Resolution, including, but not limited to, the 2012 Employee Manual and any adopted amendments thereafter.

To keep the new Handbook current, Human Resources will continually monitor employment legislation and implement changes as they become required.

The City Manager has the authority to make adjustments or interpretations to the Employee Handbook that are necessary to effectively and efficiently manage the daily operations of the City. Any changes affecting compensation and benefits will be reviewed by the City Council prior to approval.

Financial Impact:

No financial impact or additional funds needed by this resolution.

Recommendation:

Staff respectfully recommend adoption of Resolution 2024-042, Adopting the City of Sherwood Employee Handbook 2024.



RESOLUTION 2024-042

ADOPTING THE CITY OF SHERWOOD EMPLOYEE HANDBOOK 2024

WHEREAS, the current City of Sherwood Employee Manual was adopted and amended by Resolution 2012-034 on June 19, 2012; and

WHEREAS, statutory changes in law, best practices, changes to ways of working and changes to policies require the City of Sherwood Employee Manual 2012 to be updated; and

WHEREAS, Craig Sheldon, as City Manager Pro Tem has the authority and responsibilities of the City Manager; and

WHEREAS, the Employee Handbook 2024 and its contents will repeal and replace the 2012 Employee Manual and any adopted amendments thereafter, and any existing personnel policies and procedures which are addressed in the Employee Handbook 2024; and

WHEREAS, the City Manager has the authority to make adjustments or interpretations to the attached Employee Handbook 2024 that are necessary to effectively and efficiently manage the daily operations of the City; and

WHEREAS, City County Insurance, the City Manager Pro Tem, the Human Resources Director, the Interim City Attorney, the City Attorney and the Senior Leadership Team have reviewed the Employee Handbook 2024 and recommend approval by the Sherwood City Council.

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

Section 1. The City Council approves the City of Sherwood Employee Handbook 2024, attached hereto as Exhibit A.

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

Duly passed by the City Council this 18th of June 2024.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



City of
Sherwood
Oregon

Home of the Tualatin River National Wildlife Refuge

EMPLOYEE HANDBOOK
2024

Welcome!

Welcome to the City of Sherwood, we're glad to have you on our team. We believe that our employees are our most valuable assets. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We hope that during your employment with the City, you will become a productive and successful member of the City's team.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between the City and its employees, other than those found in applicable collective bargaining agreements. The policies stated in this handbook are subject to change at any time at the sole discretion of the City with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City that are inconsistent with its provisions. It does not, however, substitute for collective bargaining agreement provisions. To the extent that a provision in a valid collective bargaining agreement contradicts or is inconsistent with what is in this employee handbook, the collective bargaining agreement provision controls.

This handbook does not create a contract of employment between the City and its employees. With the exception of employees who are subject to a collective bargaining agreement or a contract of employment, all employment at the City of Sherwood is "at will." That means that either you or the City may terminate this relationship at any time, for any lawful reason, with or without notice (unless you are subject to a collective bargaining agreement or written contract of employment). No supervisor, manager, or representative of the City other than the City Manager has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by the City (or that is included in a collective bargaining agreement/contract of employment).

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask Human Resources.

Sincerely,

Craig Sheldon
City Manager Pro Tem
City of Sherwood

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I. Equal Employment Opportunity (EEO) Policies

The following EEO Policies apply to all employees. Members of management, elected officials, and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with Human Resources or their Supervisor at any time if they have questions relating to the issues of harassment, discrimination, or bullying, or what it means to work in a respectful workplace.

A. No-Discrimination, No-Retaliation Policy

The City provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The City also recognizes an employee's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

For purposes of this and all other City policies, "race" is defined to include physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hair styles. Further, "protective hairstyles" is defined as "hairstyle, hair color or manner of wearing hair, including braids (regardless of whether the braids are created with extensions or styled with adornments, locs and twists)."

The City's commitment to equal opportunity applies to all aspects of the employment relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

B. Statement Regarding Pay Equity

The city supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon or federal law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the City pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with their supervisor or Human Resources.

See also "Statement Regarding Pay Practices" policy, below.

C. No-Harassment Policy

The City prohibits harassment and sexual assault in the workplace, or harassment and sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, the City prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with Human Resources, at any time if they have questions relating to the issues of discrimination or harassment.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Sherwood related or City of Sherwood sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of City's employees. **Such harassment is prohibited whether committed by City employees or by non-employees (including elected officials, members of the community, volunteers, interns and vendors).**

i. Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individual's sexual orientation or gender identity; or discriminatory treatment based on sex.

This is not a complete list.

ii. Other Forms of Prohibited Harassment

The City of Sherwood's policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

The City's policy also prohibits harassment such as verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on City property;
- "Teasing" or mimicking the characteristics of someone with a physical or mental impairment or disability;
- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who does not have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity;
- Written or graphic material that speaks badly of or shows hatred toward an individual or group because of one or more protected statuses; or
- Negative comments or teasing a person about their natural hair, hair texture, hair type or hair style (see definition of "race" on page 1). Employees may not touch another employee's hair without permission to do so, even if the touch is extended out of curiosity or as a compliment.

This is not a complete list. All employees are expected to exercise common sense and always demonstrate professional conduct in the workplace.

iii. Complaint Procedure

Employees, volunteers, or interns who have experienced a sexual assault, any harassment or discrimination in violation of this policy, who have witnessed such behavior, or who have information about such behavior occurring, are expected and should bring the matter to the attention of Human Resources or the City Manager, or a supervisor or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that they want it to stop.

iv. Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the City will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other applicable law, whether criminal or civil. Although the City cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against the City, they must provide written notice of the claim to the City within 180 days of the act or omission the employee claims caused them harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

v. Protection Against Retaliation

The City prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, harassing or discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to Human Resources or the City Manager or any supervisor or member of management. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

See also the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

vi. Other Resources Available to Employees

The City provides an Employee Assistance Program (EAP) through Canopy to employees and dependents who are enrolled in the City's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to canopywell.com. The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

vii. Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing their experience.

The City is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has

developed for addressing good-faith complaints. However, Oregon law requires the City to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City regarding their experience and/or employment status, the employee should contact Human Resources. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the City and employee do reach an agreement, the City will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about their experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the City or making comments that would lower the City in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that the City and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

D. No-Bullying Policy

The City strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with coworkers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for coworkers, managers or supervisors or elected officials.

This is not a complete list.

Employees who have experienced bullying in violation of this policy, who have witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred, the City will take prompt, appropriate action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

E. Disability Accommodation Policy

The City is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

i. Accommodations

The City will make reasonable efforts to accommodate a qualified applicant or employee with a known disability unless such accommodation creates an undue hardship on the operations of the City.

ii. Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, the City) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations or training materials provided by the City, providing readers and interpreters, or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with Human Resources or the Supervisor and should specify which essential functions of the employee's job cannot be performed without reasonable accommodation. In most cases, an employee will need to secure medical verification of their need for a reasonable accommodation. Both the City and employee must monitor the employee's accommodation situation and make adjustments as needed.

F. Pregnancy Accommodation Policy

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact Human Resources to discuss their options for continuing to work and, if necessary, leave of absence options. The City will provide one or more reasonable accommodations for employees with known limitations unless such accommodations impose an undue hardship on the City's operations.

Although this policy refers to "employees," the City will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.

i. Requesting a Pregnancy-Related Accommodation

Employees who are concerned that their pregnancy, childbirth or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made with Human Resources and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the City and the employee find an effective accommodation, or to verify the employee's need for an accommodation. Both the City and employee must monitor the employee's accommodation situation and make adjustments as needed.

ii. No Discrimination, No Retaliation

The City prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the City; or (3) needed an accommodation.

Employees who ask about, request or use accommodations under this policy and applicable law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation.

iii. Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Paid Leave Oregon, Oregon's sick leave law, the Oregon Family Leave Act and the Family Medical Leave Act. See policies on page 28 or speak with Human Resources.

G. Reporting Improper or Unlawful Conduct – No Retaliation

Employees may report concerns about the City's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the City;
- A violation of law, regulation, or standard pertaining to safety and health in the place of employment;
- Mismanagement, gross waste of funds, abuse of authority;
- A substantial and specific danger to public health and safety resulting from actions of the City or one of its employees; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

i. Employee Reporting Options

In addition to the City's Open Door Policy ([see section V. H.](#)) employees who wish to report improper or unlawful conduct should first talk to their supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with Human Resources. Supervisors and managers are required to inform the Human Resources Department about reports of improper or unlawful conduct they receive from employees.

The City will not disclose the identity of any employee who reports any of the information described in this policy during an investigation without the written consent of the employee. Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation. If the City were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

ii. Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the employee's disclosure must relate to the conduct of their coworker or supervisor acting within the course and scope of their employment. The disclosure must have been made to: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City; or (4) an Oregon-licensed attorney

who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

iii. Policy Against Retaliation

The City will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes they are disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by City policy).

In addition, the City prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The City may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy. This policy is not intended to protect an employee from the consequences of their own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

II. Classification and Compensation

A. Probationary Period of Employment

All new employees, including current employees who are promoted or transferred within the City, are hired into an introductory training period that generally lasts no less than 180 days. The probationary period is an extension of the employee selection process. During this period, employees are considered to be in training and under observation and evaluation by your manager. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if your knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for you to decide if the City meets your expectations of an employer.

At or before the end of the introductory period, a decision about your employment status will be made. The City of Sherwood will decide whether to: (1) Extend your probationary period; (2) Move you to regular, full-time or regular, part-time status; or (3) Terminate your employment.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and the City may terminate the employment relationship during the introductory period for any lawful reason. Notice of termination by the City will be provided in writing. Further, completion of the introductory period or continuation of employment after the introductory period does not entitle you to remain employed by the City for any definite period of time. Both you and the City are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.

B. Employee Classification

The City classifies employees as follows:

1. Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in The City's benefit programs.
2. Regular Part-time (Benefits Eligible): Employment requiring 20 hours per week but less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees are eligible to participate in the City's benefit programs.
3. Regular Part-time (Not Benefits Eligible): Employment requiring less than 20 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 20 hours will not constitute a change in benefit status. Regular, part-time employees

working 20 hours or less per week are not eligible for benefits except those mandated by applicable law.

4. Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employment can either be full-time or part-time. Temporary employees are not eligible for benefits other than those mandated by applicable law.
5. Seasonal: Employment in a job established for a specific purpose or for a specific period of time. Seasonal employment can either be full-time or part-time and is typically subject to a regular schedule. Hours worked must not exceed 1040 hours in rolling 12-month period. Seasonal employees are not eligible for benefits other than those mandated by applicable law. Returning Seasonal employees may be eligible for step increases subject to satisfactory performance.
6. On Call: Employment in a job on an 'ad-hoc' basis as operational needs of the City require. Hours worked are irregular and subject to a maximum of 1040 hours per year. On-Call employees are not eligible for benefits other than those mandated by applicable law.

Additionally, all employees are defined by federal and Oregon law as either "exempt" or "non-exempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City rules and procedures.

C. The Workweek

The City of Sherwood has established regular working hours to promote a productive work environment that will serve our citizens. The general office hours are Monday through Friday, 8 a.m. to 5 p.m.

In general, the regular City workday consists of a work shift of eight (8) consecutive work hours plus an unpaid sixty (60) minute meal period within any consecutive twenty-four (24) hour period. Saturdays, Sundays, and recognized City holidays are generally not considered regular City workdays, except as otherwise established by this manual or applicable Collective Bargaining Agreement. The defined City work week is a period of one hundred sixty-eight (168) consecutive hours that begins at 12.01 am Sunday and ends at midnight on the following Saturday. If you are a non-exempt employee, you should not begin work before your normal starting time nor continue to work beyond the normal quitting time without advance approval from your direct supervisor.

The City Manager, Department Head or direct supervisor may establish work hours and schedules different from the regular workdays for individual employees, certain classes of employees, or exempt employees, based upon the best business interest of the City and the needs of each department. Provided, however that the departmental procedure shall not nullify, modify, or run counter to these rules. Department rules, regulations, and procedures shall be approved by the City Manager. Employees shall

work all the hours and days assigned. Management reserves the right to modify or flex schedules consistent with the needs of the City.

D. Meal Periods and Rest Breaks

Non-exempt employees are required to take a paid, uninterrupted 10-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a 10-minute rest break for that segment.

Non-exempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform their supervisor before the end of the shift so that the City may pay the employee for that work.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to start work late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available should contact Human Resources.

Length of Work Period	Rest Breaks	Meal Periods
2 hours or less	0	0
2 hrs & 1 min – 5 hrs & 59 min	1	0
6 hours	1	1
6 hrs & 1 min – 10 hrs	2	1
10 hrs & 1 min – 13 hr & 59 min	3	1

E. Rest Breaks for Expression of Breast Milk

The City will provide reasonable rest periods to accommodate an employee who needs to express milk for their child eighteen (18) months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not possible, the employee is entitled to take a reasonable period each time the employee needs to express milk.

Rest breaks needed to express milk for children one (1) year or younger will be considered paid time if the employee is also working. The City will treat the rest breaks used by the employee for expressing milk for children over one (1) year of age to eighteen (18)

months as paid rest breaks up to the amount of time the City is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed during an employee's scheduled working hours beyond the paid rest breaks and/or meal periods for children one (1) year to eighteen (18) months will be unpaid.

The City will make a reasonable effort to provide the employee with a private location within close proximity to the employee's work area to express milk. For purposes of this policy, "close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee's work area, the City will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee's break period.

i. Notice

An employee who intends to express milk during work hours must give their supervisor or Human Resources reasonable oral or written notice of her intention to do so in order to allow the City time to make any preparations necessary for compliance with this rule.

ii. Storage

Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

F. Cost of Living Allowance (COLA)

The Budget Committee shall recommend to Sherwood City Council for approval, an annual Cost of Living Allowance, based on recommendations from the City Manager and HR Director. The percentage of the COLA increase shall be based on the CPIW, West Index average from the prior calendar year and shall not exceed five (5) percent. If approved, the COLA increase will be an across the board increase effective the first full payroll after July 1st of each fiscal year.

G. Overtime

It is the policy of the City to minimize the need for overtime work. All overtime, except in cases of emergency, must be authorized by the employee's supervisor prior to the employee working overtime. Overtime compensation for represented employees is addressed in the applicable collective bargaining agreement. Unrepresented employees are eligible for overtime compensation pursuant to these rules and/or federal and state law.

i. **Time-and-a-Half**

The City pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 in any workweek. See "Employee Classification," above.

ii. **Limitation on Overtime Pay**

Overtime is calculated based on hours actually worked. Discretionary time off, such as PTO, Comp Time, Sick Leave, Family Leave will not be counted toward the 40 hours worked per week required to receive overtime pay.

iii. **Assignment of Overtime Work**

When overtime work is required by the City on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the non-exempt employee performing that job at the conclusion of their straight-time hours will normally be expected to continue to perform the job on an overtime basis. When overtime work is assigned by the City on a Saturday, Sunday, or holiday, it generally will be assigned first on a voluntary basis in order of seniority to the employees who regularly perform the particular work involved. No employee may refuse to work scheduled overtime, overtime necessitated by emergencies, overtime necessitated by staff shortages, or any other reasonable requirement for overtime work that is in the best business interest of the City.

When overtime is required by the City on a Sunday or on a holiday, the City will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such Sunday or holiday.

iv. **Supervisor Authorization**

No overtime may be worked by non-exempt employees unless specifically authorized in writing by a supervisor or manager. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

v. **Compensatory (Comp) Time**

All authorized overtime work by employees, except as exempted in the Overtime/exceptions section, may be compensated for with time off in lieu of pay, at the employee's option. The compensation rate will be one and one half (1 ½) hours for each hour of employment worked in excess of the employee's regular forty (40) hour work week. The maximum accrual is twenty (20) hours of compensation time. Such non-exempt employees shall receive cash payment for all unused compensation time off upon resignation, layoff, or dismissal. Such excess of unused compensation overtime shall be paid at the employee's regular rate of pay.

H. Timekeeping Requirements

All employees must accurately record time worked on a timecard for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the meal period. Unless directly instructed otherwise by a Supervisor, filling out another employee's timecard, allowing another employee to fill out your timecard, or altering any timecard will be grounds for discipline up to and

including termination. An employee who fails to record their time may be subjected to discipline as well.

I. Employee-Incurred Expenses and Reimbursements

The City will pay actual and reasonable business-related expenses incurred by employees during the performance of their job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by the employee's supervisor/manager before they are incurred. The City will not pay for or reimburse the costs incurred by a spouse, registered domestic partner or travel companion who accompanies the employee on City-approved travel. Employees are expected to use a City Purchasing Card for expenses incurred where practically possible.

Employees who fail to provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred risks forfeiting their payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City will reimburse/pay for are:

- *City approved Conferences or Workshops:*
- *City approved Education:*
- *Meals:* The City shall use the current daily per diem for meals and lodging per the US General Services Administration website per diem www.gsa.gov. A statement of the meals and lodging claimed should be provided to the Finance Department with other expense reimbursement documentation in order to receive the per diem. The meal and lodging per diem may be requested in advance of the planned travel in approved by the Department Head.
- *Mileage, Ride-Share Expenses and Parking:* Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. Finally, employees using a ride-share service to travel to or from an airport or in connection with work-related travel may also be reimbursed upon submission of receipts on an expense report (the least expensive, but private, option must be selected). Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City.

As part of each employee's official compensation package, employees may retain any travel benefit program rewards such as frequent flier miles for the employee's own personal use. If the employee receives such travel benefit awards for their personal use, the employee may need to report the value of such rewards for income tax purposes. An Employee may accept non-monetary compensation (for example Meal Vouchers) from a carrier for delay or interruption of travel, or similar situation provided there is no additional cost to the City. Any vouchers or refunds for unused transportation or lodging paid for by the City are the property of the City of Sherwood.

J. Payroll Policies

You will be paid every other week based on hours worked in a predetermined fourteen (14) day period. The City does not provide advance payments of salary or loans from salary to be earned

Net pay will be directly deposited into the employee's bank account, unless an employee requests otherwise. If an employee requests to pick up their paycheck from City, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to City for someone else to receive the check.

K. Statement Regarding Pay Practices

The City makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City has made any improper deductions, has failed to pay you for all hours worked or for overtime, has failed to pay you in accordance with the law, or has failed to properly calculate your wages in any way, you must immediately report the error to Human Resources. The City will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the City's pay practices.

See also "Statement Regarding Pay Equity" policy, above.

L. Reporting Changes to an Employee's Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current with regard to pay, deductions, benefits and other matters is important. If you have changes in any of the following items, please notify Human Resources to ensure that the proper updates are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;
- Other information having a bearing on your employment; and
- Tax withholding.

Employees may not intentionally withhold information from City about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, City may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

M. Performance Reviews

All City employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, step increases, job assignments, employee development, promotions, retention and discipline/termination.

The City's goal is to provide an employee with their first formal performance evaluation within six months after hire or promotion. After the initial evaluation, the City will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work;
- A review of exceptional employee accomplishments;
- Establishment of goals for career development and job enrichment;
- A review of areas needing improvement; and
- Setting of performance goals for the employee for the following year.

Employees shall be evaluated with the following summary ratings:

- a. Meets or Exceeds Standards or Outstanding (eligible for increase)
- b. Does Not Meet Standards (not eligible for increase)

Any employee who receives a 'Does Not Meet Standards' performance rating shall not receive a pay step increase as per the compensation section. Any employee who fails to satisfactorily perform the duties or tasks of their position will be placed on a Performance Improvement Plan (PIP). A PIP is a tool designed to assist an employee in improving their performance. Employees who fail to successfully complete a PIP will be subject to disciplinary action (including termination).

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed no later than 30 days following the date the performance evaluation was received.

Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

N. Pay Steps

The pay steps shall include for each classification or group of classifications a minimum and maximum rate. The rate for each class shall be coordinated based upon the ranges of pay steps for other classes, the requisite duties, responsibilities, and entry level qualifications of positions in each class, the rate of pay for similar work in the public and private sector, cost of living data, fringe benefits, the City's financial policies and positions, or any other relevant considerations. Nothing contained in the Employee Handbook, City Policies, the compensation plan, or the City's past practices or customs shall prevent the City from reducing its work force, laying off, promoting, demoting, reclassifying, or dismissing employees or otherwise managing and directing the operation of City government in the best business interest of the City.

i. Rates of Pay

Each employee shall be paid within the range designated for the classification. Normally an employee will be appointed at the first step of the range established for the classification. An appointing authority may request in writing that the City Manager approve an appointment to a step higher than the first step. The City Manager will make this decision, based on the recommendation of the HR Director, a consideration of whether the applicant's current qualifications are in excess of the entry level qualifications required for the class, whether there is a shortage of qualified applicants available at the minimum pay step, whether qualified applicants decline employment at the minimum pay step, the availability of budgeted and sustainable funds, the pay equity law or other factors in the best business interest of the City.

ii. Advancement

Advancement to successive pay steps for a class of positions shall be based on an employee's efficient and fully satisfactory performance of the duties and responsibilities of the positions. The maximum pay step is considered the full pay rate for an incumbent who is meeting all the requirements of his or her duties. Advancement to the next successive pay step shall be based solely on merit and performance, not on an employees' longevity or seniority. Advancement is not automatic.

iii. Timing

An employee may be considered for advancement to a higher pay step on his or her yearly anniversary date. Provided, however, that probationary employees may be considered for advancement to a higher pay step upon successful completion of the probationary employment period, as provided for in the Probationary Employment section. The anniversary date shall be adjusted for employees on leave without pay status. Employees shall only be advanced to the next successive pay step for his or her class of positions.

iv. Reinstatement

Upon reinstatement, the employee shall be paid the same step in the salary range that the employee was being paid at the time of separation, or the salary specified by the body that directed the reinstatement. The employee's anniversary date shall remain the same, unless otherwise directed by the terms of the reinstatement.

v. Recall from Layoff

When an individual is recalled from a layoff to a position in the same class in which the person was previously employed, the employee shall be paid the same salary step at which the employee was being paid at the time of layoff.

vi. Re-employment

Upon re-employment, an employee may be paid at or below the step at which the employee was being paid at the time of separation from employment, at the discretion of the appointing authority.

vii. Promotion

When an employee is promoted, the employee's pay step in the new position shall be at least a five percent (5%) increase from the pay step from which the employee was promoted. The anniversary date of an employee who is promoted shall be adjusted so that it falls one (1) year from the effective date of the promotion unless a probationary period has been agreed, see Probationary Periods below. An exception would include an appointing authority requesting in writing that the City Manager approval a promotion to a higher rate within the new range. The City Manager shall review the matter and consider the qualifications, prior experience of the candidate, the City budget, the pay equity law and any other relevant factors.

viii. Demotion

When a voluntary classification demotion or demotion in lieu of layoff occurs the employee's salary shall be set the step or hourly rate within the salary range of the lower classification closest to the employee's current regularly assigned salary. The new salary may not be greater than the employee's regularly assigned salary prior to the demotion. When an involuntary demotion occurs, the appointing authority shall make a recommendation to the City Manager as to an appropriate pay step and the City Manager shall review and approve the recommended lower pay step or determine what a more appropriate pay step is. An employee who is demoted shall be adjusted so that their anniversary date falls one (1) year from the effective date of the demotion.

ix. Reclassification

When an employee's position is reclassified to a higher salary range it will be considered a promotion and the employee's current salary shall be adjusted by at least five percent (5%) and moved to the closest higher step in the new class of positions. The anniversary date of an employee who is reclassified shall be adjusted so that it falls one (1) year from the effective date of the reclassification.

When assigned to a classification with the same salary range, the employee will retain their current salary rate and anniversary date.

When assigned to a classification with a lower salary range, the employee's salary shall be adjusted to the step or rate in the pay range closest to his or her current rate without a reduction in pay, or be "Y-rated". The anniversary date of the employee shall remain the same.

x. Transfer

When an employee transfers to a different position in the same classification, the employee retains the same pay, performance evaluation, salary increase date and anniversary date. When an employee transfers to a position in a different classification with the same pay range, the employee's pay remains the same.

xi. Military Reserve

Regular employees who are members of the armed forces reserve program and who are called up to active duty or annual training will not have their salary/step increase eligibility affected by the military leave of absence.

xii. Probationary Periods

The Department Head may, with approval from the City Manager, grant a promoted, demoted or reclassified employee a pay increase upon successful completion of a new six-month trial period following the action. If a pay increase is granted, the anniversary date shall become the date of the completion of the new trial period.

xiii. Timing

Proposals for promotions, reclassifications and new positions shall be submitted to the City Manager, or designee, through the HR Director; with ample time to complete the process. If the promotion, reclassification or new position is approved, the new pay class, step and job description will become effective upon adoption.

xiv. Administrative Leave

Employees exempt from overtime pay may receive an administrative compensation credit of paid time off each calendar year based on their classification as indicated below:

12 Hours	Business Systems Analyst Public Works Program Analyst	
20 Hours	Customer Service Supervisor Engineering Associate II Building Official Civil Engineer Snr Civil Engineer	
40 Hours	Finance Manager Court Supervisor Fleet Supervisor Art Center Manager Public Works Utility Supervisor Library Manager City Recorder Payroll Specialist Recreation Supervisor Executive Assistant Systems Administrator HR Specialist Planning Manager City Engineer Community Development Director	Finance Director Public Works Director Community Services Director HR Director Police Chief Police Captain Utility Manager IT Director Senior IT Analyst Senior Network Engineer Economic Development Mgr Library Operations Supervisor Admin Assistant III-Conf. Adult Community Center Mgr Operations Supervisor

The City Manager may, in his or her sole discretion, add, remove, or otherwise alter the placement of classifications in the matrix in subsection (a) above.

Administrative leave is credited in the payroll period closest to January 1 of each year and must be used by the end of the calendar year or it is forfeited. No administrative leave shall be carried over to the next calendar year, nor shall unused administrative leave be converted to compensation. Employees appointed to a qualifying position after the first of the year may be granted administrative leave on a prorated basis. Eligible employees transferring to an ineligible position after the first of the year will forfeit any unused administrative leave. Employees are to schedule administrative leave in the same manner as PTO with the approval of their supervisor.

III. Time Off and Leaves of Absence

A. Attendance, Punctuality and Reporting Absences

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work their entire work schedule, except for unpaid break periods or when required to leave on authorized City business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via phone call, text or email no later than the start of the employee's shift/workday. If the Supervisor is unavailable the employee shall notify their Department Head or Human Resources. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.

B. Paid Time Off (PTO)

It is the policy of City to provide each full-time employee with PTO time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of their employment anniversary date. For regular, full-time employees, vacation accrues as follows:

Years of Continuous Service	Accrual Rate Per Pay Period	Yearly Accrual Rate	Maximum Accrual
< 3 years	5.23 hours	17 days	26 days
=> 3 years	5.85 hours	19 days	29 days
=> 6 years	6.46 hours	21 days	32 days
=> 9 years	7.08 hours	23 days	35 days
=> 12 years	7.69 hours	25 days	38 days
=> 15 years	8.31 hours	27 days	41 days

Part time employees shall accrue PTO at a prorated rate of full time employees. Eligible employees are paid hours proportionate to the percentage of hours worked to a full 40-hour work week.

i. Scheduling PTO

To schedule days off other than for illness or injury, an employee must submit a request to the immediate supervisor as far in advance as possible. All requests will be granted on a “first come, first served” basis. The immediate supervisor shall respond with the approval or denial within one (1) week of receipt of the request. All requests must be made in writing to be considered. Requests may be denied based upon staffing and workload requirements of the City. Approval of requests will not be unreasonably withheld.

Employees must indicate in writing the number of PTO hours for which payment is requested. The combined total of hours worked and PTO hours cannot exceed the normal working time in any given pay period, except for authorized overtime.

ii. PTO Maximum Accumulation

If the maximum accrual is reached, additional vacation leave will not accrue until the leave balance has been brought down below the maximum hours allowed. The City may approve temporary accruals and carryovers of more than the maximum allowable amount when the employee is unable to take time off due to City Staffing and work load requirements, or other legitimate reasons, that in the opinion of the Department Head, make use of accrued paid time off benefits unfeasible. Temporary accruals in excess of the allowable amount shall be approved in writing by the City Manager or their designee.

iii. Cash Out

Upon written request by an employee and written approval by the City Manager, an employee shall be allowed to convert a block of up to forty (40) hours of accrued PTO time into cash at the employee's then-current rate of pay once per fiscal year. To be eligible for the cash-out, the employee must have already taken at least eighty (80) hours of PTO within the past twelve (12) month period. Employees will be required to maintain a balance of a minimum of eighty (80) hours of accrued PTO, after cash-out, to be eligible for cash-out under this policy. The cash out process may take up to 2 pay periods to process and accrual caps will not be increased to allow for the processing time. Employees should plan accordingly. The City Manager will approve or deny any such PTO cash-outs in writing and may disallow or reduce the requested cash-out based on the ability of City finances to absorb the cost.

iv. PTO Upon Termination

Upon separation of employment, employees who have successfully completed their probation period or have a minimum 6 months of employment with satisfactory performance as determined by the Department Head, will be paid for unused PTO time that has been earned through the last day of work.

v. Longevity

When employees reach milestones outlined in this policy, they will receive a one-time additional PTO award of:

- 10 years = 1 day of PTO
- 15 years = 3 days of PTO

In instances where the employee has accrued the maximum paid time off, the City may approve temporary accruals and carryovers of more than the maximum allowable amount when the employee is unable to take time off due to City staffing and workload requirements, or other legitimate reasons, that in the opinion of the Department Head, make use of accrued paid time off benefits unfeasible. Temporary accruals in excess of the allowable amount shall be approved in writing by the City Manager.

vi. Sabbatical Leave

Employees shall earn eighty (80) hours of sabbatical leave to be taken in conjunction with an equivalent amount of PTO leave from the employee's bank in the applicable anniversary fiscal year beginning on the employee's twentieth (20th) anniversary year of service and every fifth (5th) year thereafter. Unused sabbatical time shall not carry over. Sabbatical leave shall be used in a single block taken with an equivalent amount of PTO once in the eligibility year. It is the responsibility of the employees to ensure that they have enough PTO accrued to be eligible for the amount of sabbatical leave they request. Employees who have passed their twentieth (20th) anniversary date at the effective date of this policy shall be immediately eligible for sabbatical leave, however, in no event shall an employee take more than one sabbatical within a three (3) year period.

C. Sick Leave

The City provides eligible employee with paid sick leave in accordance with Oregon's Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees with questions about this policy may contact Human Resources. Please also refer to the Oregon Sick Leave Law poster that is posted on employee bulletin boards and is incorporated here: <https://www.oregon.gov/boli/employers/pages/required-worksite-postings.aspx>

i. Eligibility and Accrual of Paid Sick Leave

Under Oregon's Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt and non-exempt employees. Sick leave runs concurrently with Oregon Family Leave Act leave, federal Family and Medical Leave Act and other leave where allowed by law. Employees using Paid Leave Oregon can use accrued Sick leave in addition to Paid Leave Oregon.

Employees begin to accrue paid sick leave on the first day of employment. Regular full-time employees shall accrue sick leave at a rate of 3.7 hours per pay period. Regular part-time employees shall accrue sick leave proportionate to the percentage of hours worked to a full 40-hour work week.

ii. Pay Rate and Carryover

Sick leave will be paid at the employee's regular rate of pay. Exempt employees are presumed to work 40 hours in each workweek for purposes of their sick leave accrual unless their normal workweek is less than 40 hours, in which case sick leave is accrued based on the employee's normal workweek. Generally, sick leave pay will be included

in the paycheck for the next payroll period after sick leave is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined in the "Use of Sick Leave" section below.

Sick leave is meant to be used or carried over; any unused sick leave will not be cashed out upon separation from employment. If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

Sick leave accrual is capped at 720 hours.

iii. Use of Sick Leave

Paid sick leave may be used each calendar year for any of the following reasons:

1. For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or their covered family member.
 - a. "Family member" means the employee's:
 - Spouse or registered domestic partner;
 - Child or the child's spouse or registered domestic partner;
 - Parent or the parent's spouse or registered domestic partner;
 - Sibling or stepsibling or the sibling's or stepsibling's spouse or registered domestic partner;
 - Grandparent or the grandparent's spouse or registered domestic partner;
 - Grandchild or the grandchild's spouse or registered domestic partner; or
 - Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
2. To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability, completed within 12 months after birth or placement of the child.
3. To recover from or seek treatment for a health condition that renders the employee unable to perform at least one essential function of the position.
4. Absence associated with the death of a family member (attending funeral, making arrangements, grieving the death)
5. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault, stalking or bias crime as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).
6. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

Employees absent from work for one or more of the qualifying reasons above must use accrued sick time hours for that reason and on each subsequent day of absence.

iv. Employee Notice of Need for Sick Leave

a. Foreseeable Sick Leave

If the need for sick leave is foreseeable, an employee must notify their supervisor as soon as practicable before the leave begins. Generally, an employee must provide at least ten (10) days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of City. Employees must notify their supervisor of any change in the expected duration of sick leave as soon as is practicable.

b. Unforeseeable Sick Leave

If the need for sick leave is unforeseeable, the employee must inform their supervisor via phone call, text or email no later than the start of the employee's shift/workday. If the supervisor is unavailable the employee shall notify their Department Head or Human Resources.

Employees must contact their supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. Employees shall inform their supervisor of any change in the duration of sick leave as soon as practicable.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and operations, the City may deny the use and legal protections of sick leave.

v. Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, the City may require reasonable documentation showing that the employee was absent for an approved reason and for future absences. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault, bias crimes, or stalking.

vi. Sick Leave Abuse

If the City suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations, and paydays, the City may require documentation from a healthcare provider. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

D. Holidays

The City recognizes ten holidays each year. It is the policy of the City of Sherwood to be open the maximum number of days each year so as best to serve the public. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion to their normally scheduled number of hours equals 40 hours per week. (See examples below)

- Regularly scheduled 20 hrs./wk. = 50% = 4 hours paid
- Regularly scheduled 25 hrs./wk. = 62.5% = 5 hours paid
- Regularly scheduled 30 hrs./wk. = 75% = 6 hours paid
- Regularly scheduled 35 hrs./wk. = 87.5% = 7 hours paid
- Regularly scheduled 40 hrs./wk. = 100% = 8 hours paid

The holidays celebrated are:

1.	New Year's Day	January 1 st
2.	Martin Luther King Day	3 rd Monday in January
3.	Memorial Day	Last Monday in May
4.	Juneteenth	June 19 th
5.	Independence Day	July 4 th
6.	Labor Day	First Monday in September
7.	Veteran's Day	November 11 th
8.	Thanksgiving Day	4 th Thursday in November
9.	Day after Thanksgiving	Friday after Thanksgiving
10.	Christmas Day	December 25 th

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

To be eligible for holiday pay, an employee must have worked their regularly scheduled hours the workday before and the workday after the holiday or have been on an approved vacation day or any other excused absence under City policy. If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation at a later date.

E. Family Medical Leave

Oregon Family Leave Act (OFLA) Policy

The following is a summary of Oregon Family Leave Act (OFLA) policy and procedures. Generally, and as will be discussed, eligible employees are entitled to 12 weeks of unpaid leave for the reasons identified below. Oregon law prohibits retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or used OFLA Leave. In all cases, applicable Oregon laws, rules, policies, and collective bargaining agreements govern the employee's and the City's rights and obligations, not this policy.

Employees seeking further information should contact Human Resources. Please also refer to the "Oregon Family Leave Act" notices posted on Employee Bulletin Boards, which is incorporated here by reference.

i. Definitions

a. Family Member/Child

Family Member - Is defined as a spouse or domestic partner, a child of a covered individual or the child's spouse or domestic partner, a parent of a covered individual or the parent's spouse or domestic partner, a sibling or stepsibling of a covered individual or the sibling's or stepsibling's spouse or domestic partner, a grandparent of a covered individual or the grandparent's spouse or domestic partner, a grandchild of a covered individual or the grandchild's spouse or domestic partner, any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

Child - Includes a biological, adopted, foster or stepchild, the child of a registered domestic partner, or a child with whom the employee is in a relationship of in loco parentis, under the age of 18 or over 18 if incapable of self-care because of a mental or physical disability.

b. Eligible Employee

OFLA. To qualify for OFLA leave an employee must have been employed for at least 180 days and worked an average of at least 25 hours per week

Oregon Military Family Leave Act (OMFLA). For purposes of Oregon Military Family Leave Act leave, the employee need have only worked 20 hours per week (no minimum length of employment required). A different calculation method applies for reemployed service members under USERRA who seek OMFLA leave; see Human Resources for more information.

Public Health Emergency Leave. Employees are eligible to take any OFLA leave during a Public Health Emergency if they have worked: (a) more than 30 days immediately before the date on which the leave would begin; or (b) an average of 25 hours per week in the

30 days immediately before the date on which the leave would begin. This is available to employees who are eligible for OFLA only. See the definition of “public health emergency” below.

c. Public Health Emergency

A “public health emergency” is a public health emergency declared under ORS 433.441 or an emergency declaration declared under ORS 401.165. An example of this is when the State of Oregon declared a COVID-19 state of emergency in March 2020 and the wildfire state of emergency in June 2021.

d. Reasons for Taking Leave

OFLA Leave may be taken for any of the following purposes:

1. **Pregnancy Disability Leave:** For incapacity due to pregnancy, prenatal medical care or birth.
2. **Sick Child Leave:** To care for a child who suffers from an illness or injury that requires home care or has a serious health condition, or to care for a child whose school or place of care has been closed due to a public health emergency. This type of leave does not provide for routine medical and dental appointments or issues surrounding the availability of childcare when the child is not ill or injured.
3. **Bereavement Leave.** To deal with the death of a Family Member by attending the funeral of the Family Member, making arrangements necessitated by the death of the Family Member, or grieving the Family Member's death. Employees are eligible for two (2) weeks per family member, up to a maximum of four (4) weeks per leave year.
4. **Oregon Military Family Leave Act Leave (“OMFLA”):** During a period of military conflict, as defined by the statute, eligible employees with a spouse or registered domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces (“Military Spouse”), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of 14 days of unpaid leave per deployment after the Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment.
5. **Public Health Emergency Leave -** Employees are eligible to take any OFLA leave during a Public Health Emergency if they have worked: (a) more than 30 days immediately before the date on which the leave would begin; or (b) an average of 25 hours per week in the 30 days immediately before the date on which the leave would begin. This is available to employees who are eligible for OFLA only. See the definition of “public health emergency” section above.

If applicable, OFLA leave will run concurrently with FMLA when permitted.

i. Length of Leave

In any One-Year Period, eligible employees may take up to 12 weeks of unpaid protected time off per leave year. Employees are eligible to take up to two (2) weeks of unpaid Bereavement leave, up to a maximum of four (4) weeks per leave year.

ii. One-Year Period

For purposes of determining the amount of OFLA leave that an eligible employee may take, "One-Year Period" means a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which the employee's OFLA leave begins.

iii. Intermittent Leave

Intermittent or reduced-schedule leave may be taken when medically necessary. Employees must make reasonable efforts to schedule planned medical treatments to minimize disruption of the City's operations, including consulting management prior to the scheduling of treatment to work out a treatment schedule which best suits the needs of both the City and the employee.

iv. Employee Responsibilities - Notice

Employees must provide at least 30 days' notice before OFLA leave is to begin. If 30 days' notice is not practicable, because of a lack of knowledge of approximately when leave will be required to begin or a change in circumstances, notice must be given as soon as practicable. If the situation giving rise to a Sick Child Leave is unforeseeable, an employee must give verbal or written notice to the City within 24 hours of commencement of the leave.

Whether leave is to be continuous or is to be taken intermittently or on a reduced schedule basis, notice need only be given one time, but the employee shall advise [Contact] as soon as practicable if dates of scheduled leave change or are extended or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, the employee must notify [Contact] within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with the City's normal call-in procedures. Employees who fail to comply with the City's call-in procedures may be disciplined or may have their period of OFLA leave reduced.

v. Certification

Generally speaking, employees may be required to provide sufficient information for the City to determine if the leave may qualify for OFLA protection and the anticipated timing and duration of the leave. An employee will be required to provide a note from a doctor or healthcare provider if the employee has used more than three days (*i.e.*, one, three-day occurrence or three separate instances) of sick child leave within a One-Year Period,

Employees must furnish the City's requested medical certification information within 15 calendar days after such information is requested by the City.

vi. Substitution of Paid Leave for Unpaid Leave

Employees are required to use accrued paid leave, including Sick, PTO, Comp Time and where applicable Admin Leave prior to a period of unpaid leave of absence on OFLA leave.

vii. Holiday Pay While on Leave

Employees using Sick, PTO, Comp Time or Admin Leave during a portion of approved OFLA leave in which a holiday occurs will qualify to receive holiday pay.

viii. Benefits While on Leave

The City will continue the employee's health coverage under any group health plan during a period of approved OFLA leave on the same terms as if the employee had continued to work. The employee must continue to make any regular contributions to the cost of the health insurance premiums during the period of approved OFLA leave. Employees will not accrue vacation, sick leave or other benefits (other than health insurance) while the employee is on an unpaid OFLA leave. The leave period, however, will be treated as continuous service (i.e., no break in service) for purposes of vesting and eligibility to participate in the City's benefit plans.

ix. Job Protection

Employees returning to work from OFLA Leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring OFLA Leave have been resolved, even if leave was originally approved for a longer period. If an employee does not return to work at the end of a designated OFLA Leave period, reinstatement may not be available unless the law requires otherwise.

The use of OFLA Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

x. Restoration of Leave Bank at Time of Re-Employment

An employee who leaves employment with the City for any reason may be eligible for OFLA leave if they are re-employed by the City within 180 days of the separation and if the employee was eligible for OFLA leave at the time of the separation. Special rules apply to employees who temporarily stop working for the City for 180 days or less; please speak with Human Resources for more information.

FMLA Policy

The following is a summary of the policy and procedures under the federal Family Medical Leave Act (FMLA).

Generally, and as will be discussed, eligible employees are entitled to 12 weeks of unpaid leave for the reasons identified below. Federal law prohibits retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or used FMLA. In all cases, applicable federal laws, rules, policies and collective bargaining agreements govern the employee's and the City's rights and obligations, not this policy.

Employees seeking further information should contact Human Resources. Please also refer to the "Employee Rights and Responsibilities Under the Family Medical Leave Act" posted on Employee Bulletin Boards, which are incorporated here by reference.

i. Definitions

Child/Son or Daughter

A "son or daughter" is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis* who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time FMLA leave is to commence. FMLA military family leave are not restricted by age — see below.

Eligible Employee

Employees are eligible for FMLA leave if they have worked for a covered employer for at least one year (which may be based on separate stints of employment) and for 1,250 hours during the 12 months preceding the date leave is to begin. They must also be employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

Leave under FMLA and OFLA will run concurrently when permitted. If applicable, leave under FMLA will also run concurrently with Paid Leave Oregon leave – see Paid Leave Oregon policy below.

Family Medical Leave

This includes all the types of leave identified in the section below, entitled "Reasons for Taking Leave," unless otherwise specified.

Family Member

- A "family member" is defined as a spouse, parent or a "son" or "daughter" (defined above).

Serious Health Condition

“Serious health condition” is defined as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

Other conditions may meet the definition of a “serious health condition;” see Human Resources for more information. The common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, and cosmetic treatments (without complications), are examples of conditions that are not generally defined as serious health conditions.

ii. Reasons for Taking Leave

FMLA may be taken under any of the following circumstances:

1. **Call to Active Duty Leave:** Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the regular Armed Forces, National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain “qualifying exigencies.” “Qualifying exigencies” may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
2. **Employee's Serious Health Condition Leave:** To recover from or seek treatment for an employee's serious health condition, including pregnancy-related conditions and prenatal care.
3. **Family Member's Serious Health Condition Leave:** To care for a family member with a serious health condition.
4. **Parental Leave:** For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care. Parental leave must be completed within 12 months of the birth of a newborn or placement of an adopted or foster child.
5. **Servicemember Family Leave:** Eligible employees may take up to 26 weeks of leave to care for a “covered servicemember” during a single 12-month period. A “covered servicemember” is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform their duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Under some circumstances, a veteran will be considered a “covered servicemember.”

iii. Length of Leave

In any one-year period, eligible employees may take up to 12 weeks of unpaid protected leave.

When leave is taken for Servicemember Family Leave, an eligible employee may take up to 26 weeks of leave during the One-Year Period to care for the servicemember. During the One-Year Period in which Servicemember Family Leave is taken, an eligible employee is entitled to a combined total of 26 weeks of FMLA Leave (some of which may include other types of FMLA-specific leaves of absence).

iv. One-Year Period

The "12-month period" during which leave is available (also referred to as the "One-Year Period") is a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which the employee's FMLA leave begins.

v. Intermittent Leave

Intermittent or reduced schedule leave may be taken during a period of Family Member or Employee Serious Health Condition Leave or Servicemember Family Leave. Additionally, Call to Active Duty Leave may be taken on an intermittent or reduced leave schedule basis. An employee may be temporarily reassigned to a position that better accommodates an intermittent or reduced schedule. Employees must make reasonable efforts to schedule planned medical treatments to minimize disruption of the City operations, including consulting management prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the City and the employee. Intermittent leave for Parental Leave is not available.

vi. Employee Responsibilities - Notice

Employees must provide at least 30 days' notice before FMLA leave is to begin if the reason for leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned treatment for a serious injury or illness of a covered servicemember (Servicemember Family Leave). If 30 days' notice is not practicable, because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

For Call to Active Duty Leave, notice must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

Whether leave is to be continuous or is to be taken intermittently or on a reduced schedule basis, notice need only be given one time, but the employee must let Human Resources know as soon as practicable if dates of scheduled leave change or are extended or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, the employee must notify Human Resources within three business days, or as soon as possible. Further, employees must provide written notice within three days of returning to work.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with the City's normal call-in procedures. Employees who fail to comply with the City's leave procedures may be denied leave, subject to discipline, or the start date of the employee's FMLA leave may be delayed.

vii. Certification

Generally speaking, employees must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for either Call to Active Duty or Servicemember Family Leave.

Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. Additionally, Employees requesting serious health condition leave for themselves or to care for a covered family member will be required to provide certification from the healthcare provider of the employee or the covered family member to support the request.

Employees must furnish the City's requested medical certification information within 15 calendar days after such information is requested by the City. In some cases the City may require a second or third opinion, at the City's expense. Employees also may be required to submit subsequent medical verification.

Employees will not be asked for, and they should not provide, any genetic information about themselves or a family member in connection with a medical certification.

viii. Medical Certification Prior to Returning to Work

If FMLA leave is for the employee's own serious health condition, the employee must furnish, prior to returning to work, medical certification from their healthcare provider stating that the employee is able to resume work.

ix. Substitution of Paid Leave for Unpaid Leave

If an Employee is not receiving Paid Leave Oregon Benefits, employees are required to use accrued paid leave, including floating holidays, vacation, compensatory time, and sick leave prior to a period of unpaid leave of absence when on a FMLA leave. Use of accrued paid leave will run concurrently with FMLA leave.

x. Holiday Pay While on Leave

Employees using vacation pay or sick pay during a portion of approved FMLA leave in which a holiday occurs will qualify to receive holiday pay. Employees who are on unpaid leave during a holiday will not qualify to receive holiday pay.

xi. On-the-Job Injury or Illness

Periods of employee disability resulting from a compensable on-the-job injury or illness will qualify for FMLA Leave if the injury or illness is a "serious health condition" as defined by applicable law.

If the employee's serious health condition is the result of an on-the-job injury or illness, the employee may qualify for workers' compensation time-loss benefits.

xii. Benefits While on Leave

If an employee is on approved FMLA Leave, the City will continue the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. An employee wishing to maintain health insurance during a period of approved FMLA leave will be responsible for bearing the cost of their share of group health plan premiums which had been paid by the employee prior to the FMLA leave. Employees will not accrue vacation, sick leave or other benefits (other than health insurance) while the employee is on an unpaid FMLA leave. The leave period, however, will be treated as continuous service (i.e., no break in service) for purposes of vesting and eligibility to participate in the City benefit plans.

xiii. Job Protection

Employees returning to work from FMLA leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring FMLA leave have been resolved, even if leave was originally approved for a longer period. If an employee does not return to work at the end of a designated FMLA leave period, reinstatement may not be available unless the law requires otherwise.

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employees who work for other employers during a "serious health condition" leave may be subject to discipline up to and including termination. Additionally, all employees who use FMLA leave for reasons other than the reason for which leave had been granted may be subject to discipline up to and including termination.

F. Paid Leave Oregon (PLO)

Paid Leave Oregon (PLO) is a state-run program, administered by the Oregon Employment Department (OED), that allows eligible employees to take up to twelve (12) weeks of paid time off per benefit year, for the following reasons:

- **Family leave** – for an employee to care for an eligible family member with a serious illness or injury, or to bond with a new child after birth, adoption, or foster care placement, or to effectuate the legal process required for placement of a foster child or the adoption of a child (eff. 01/01/2025)
- **Medical leave** – for an employee experiencing their own serious health condition or disability due to pregnancy.
- **Safe leave** – for an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, bias, or stalking.

The Paid Leave program also allows employees to take an additional two (2) weeks of Paid Leave for pregnancy, childbirth, or related medical conditions.

i. Notification Requirements

Although the Paid Leave Oregon program is administered by the Oregon Employment Department (OED), employees are required to notify the City when they have applied for leave.

Foreseeable Leave: If the need for Paid Leave is foreseeable or planned, the employee is required to provide Human Resources with at least 30 days' written notice before paid leave begins.

Unforeseeable Leave: If the need for Paid Leave is unforeseeable or unplanned, an employee is required to provide oral notice to Human Resources within 24 hours of the start of the leave, and the employee must also provide written notice within three (3) days after the start of the leave.

Written notice must include the employee's first and last name, type of leave, explanation of the need for leave, and anticipated timing and duration of leave. Timing and duration of leave should include the employee's plan for taking leave on an intermittent basis (and the proposed schedule) or in one block of time.

If the employee's dates of scheduled leave change, are extended by the PLO program, or if the reason for leave becomes known and/or, if circumstances change during the leave and the leave period differs from the employee's original notice, the employee must notify Human Resources within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees are expected to comply with City's normal call-in procedures.

Under Oregon law, an employee who fails to follow these notification requirements may receive reduced PLO benefits; specifically, the first weekly benefit amount will be reduced by 25 percent (the penalty calculated for leaves that are taken in increments of less than a full work week differs). See OAR 471-070-1310(9) and (10).

ii. Concurrent Use of FMLA Leave

If an employee's Paid Leave is also eligible for protected leave under FMLA, FMLA leave must be taken concurrently with Paid Leave.

Employees must provide sufficient information for the City to determine if the Paid Leave qualifies for FMLA leave. Employees who have applied for Paid Leave benefits are required to complete an FMLA Leave Request Form and return it to Human Resources.

If an employee is eligible for FMLA leave due to a serious health condition or has a family member with a serious health condition, employees must furnish medical certification information as required by the City's leave policy.

iii. Accrued Leave and Holiday Pay While on Leave

Employees using accrued leave in addition to receiving PLO benefits will continue to accrue sick, PTO, or other employer-provided leave, and receive holiday pay. Employees who do not use accrued leave while on a Paid Leave will not accrue sick, vacation, or other employer-provided leave, and will not receive holiday pay.

iv. Benefits While on Leave

If an employee is receiving Paid Leave benefits, the City will continue the employee's healthcare, life, disability, and all eligible voluntary coverage, on the same terms as if the employee had continued to work. An employee wishing to maintain coverage when on Paid Leave is responsible for paying their share of premiums, the same as when premiums were paid by the employee, prior to receiving Paid Leave benefits.

If the City chooses to pay the employee's portion of the insurance coverage during the period of Paid Leave, employees are expected to repay the City for those premiums. Upon return to work, the City will deduct those premiums from an employee's pay, up to 10% of an employee's gross pay, each period, until the City has been paid back.

v. Medical Certification Prior to Returning to Work

If an employee uses more than three consecutive scheduled workdays for their own serious health condition, and the Paid Leave is used concurrently with FMLA, prior to returning to work the employee must furnish medical certification from their healthcare provider stating that the employee is able to resume work.

vi. Job Protection

Employees who worked for the City for more than 90 consecutive calendar days prior to taking Paid Leave may be reinstated to their former position if the position still exists. If the position has been eliminated, the employee may be restored to a similar position with similar job duties with the same employment benefits and pay.

Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring Paid Leave have been resolved. If an employee does not return to work at the end of their Paid Leave, reinstatement may not be available.

vii. Use of Accrued Leave During Paid Leave

PLO benefits may not provide employees with 100% of their gross regular wages. Employees receiving PLO benefits may choose to use accrued paid leave (Sick, PTO, Admin Leave, etc.), and/or Comp time in addition to receiving PLO benefits.

viii. Complaint Procedure

The City prohibits retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested, or used Paid Leave.

ix. Who to Contact for More Information

For more information, or if you have questions about the Paid Leave Oregon policy, contact Human Resources.

For more information about the PLO program, including steps for applying for PLO benefits and contact information, go to <https://paidleave.oregon.gov/>

A poster with Paid Leave Oregon information, including information about how to apply for benefits is posted on Employee Bulletin Boards, which is incorporated here by reference.

G. Leave Donation

The City of Sherwood recognizes that employees or an employee's eligible family member (Parent, Spouse or child) may experience a Medical Emergency resulting in the need for additional time off in excess of their available accrued paid leave. A "Medical Emergency" is defined as a medical condition that requires the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available. To address this need, eligible employees may donate accrued PTO hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary. Donated leave shall not be used to extend employment beyond the point that would otherwise end by operation of any law, rule, policy or regulation.

i. Eligibility Guidelines

Employees may request to receive donated leave from their co-workers if the employee, or an immediate family member, experiences a medical condition that requires the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent. Employees who have experienced the death of a spouse, child or parent, may also request donated leave.

To qualify for donated leave, the employee must:

- (1) Have worked for City of Sherwood for not less than six (6) months prior to the Medical Emergency, or have been employed by the City of Sherwood for no less than thirty (30) days prior to the death of a spouse, child, or parent, in a benefit-eligible position;
- (2) Meet the eligibility requirements of the Family Medical Leave Act (FMLA) and/or the Oregon Family Leave Act (OFLA) for a medical emergency;
- (3) Have no more than forty (40) hours of unused PTO, Sick, Admin or Comp time accumulated;
- (4) Have exhausted Paid Leave Oregon (PLO) benefits;
- (5) Reasonably demonstrate that all accrued leave will be exhausted;
- (6) Not be receiving, or eligible to receive, long-term/short-term disability benefits or any other supplemental income*

* If eligible, an employee must apply for the City of Sherwood's short-term and/or long-term disability benefits.

Employees may receive no more than 240 hours of donated leave within a 12-month period. Donated leave will not be granted or used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation.

ii. Leave Requests

Employees requesting donated leave must complete a Donated Leave Request Form and submit it to Human Resources. Employees seeking donated leave may be required to provide the City of Sherwood with medical certification that reasonably substantiates the request. A request for donated leave is not approved until it is approved by Human Resources, the employee's Department Director and the City Manager or their designee.

iii. Leave Donations

Employees may voluntarily donate hours of PTO for contribution to a Donated Leave Bank administered by the HR Department. No other type of leave may be donated. The following donation guidelines apply:

1. The donor may not donate more than forty (40) hours of leave per in a 12-month period, unless permission for larger donated amounts is granted by the City Manager or their designee;
2. Donations must be in increments of whole hours;
3. The donation of leave is on an hourly basis, without regard to the dollar value of the donated or used leave;
4. Employees cannot borrow against future leave to donate;
5. Donors must complete and sign a Leave Donation Form containing a declaration that the donation is intended as a gift and has been given freely and voluntarily without coercion, compensation or for other consideration; and
6. The donation must be made irrevocably, with the understanding that the donated leave is lost to the donor forever for all purposes including, but not limited to, use for paid time off, payoff upon termination, and retirement credit.

H. Bereavement Leave

Under this policy, "Family Member" means the employee's:

- Spouse or registered domestic partner;
- Child or the child's spouse or registered domestic partner;
- Sibling or stepsibling or the sibling's or stepsibling's spouse or registered domestic partner;
- Grandparent or the grandparent's spouse or registered domestic partner;
- Grandchild or the grandchild's spouse or registered domestic partner; or
- An individual related by blood or affinity whose close association with an employee taking bereavement leave is the equivalent of a family relationship.

Employees who have worked for the City for 180 calendar days, and averaged at least twenty-five (25) hours per week, may take up to two (2) weeks of unpaid bereavement leave per death of a Family Member up to a maximum of four (4) weeks per leave year. Employees who have worked for the City for 90-180 days and who have experienced the death of a Family Member may use up to forty (40) hours of accrued sick leave for bereavement purposes. Employees who have worked for the City for fewer than ninety (90) days may not be eligible for leave. Contact Human Resources for more information.

I. Jury and Witness Duty

i. Jury Duty

The City will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. Employees who are called to serve on a jury, or served with a subpoena as a witness in any court proceeding, shall be allowed time off from work without loss of pay or accrued benefits. Any fees received shall be endorsed over to the City for deposit in the City's General Fund, provided, however, that any fees received for such duty occurring on days that are not regular workdays for the employee shall be retained by the employee. Employees excused from jury duty or court proceedings are expected to work the remainder of their regular workday. It is the employee's responsibility to keep their supervisor or manager informed about the amount of time required for jury duty.

ii. Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to Human Resources upon receipt.

Except for employee absences covered under City's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," or PLO Safe Leave, employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee must take unpaid leave. Employees must

present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than twenty-four (24) hours after being served.

J. Religious Observances Leave and Accommodation Policy

The City respects the sincerely held religious beliefs and observances of all employees. The City will make, upon request, an accommodation for such beliefs and observances when a reasonable accommodation is available that does not create an undue hardship on the City's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with Human Resources, and may require information from the employee in support of the request for accommodation or leave.

K. Crime Victim Leave Policy

Any employee who has worked an average of at least twenty-five (25) hours per week for 180 days immediately before the date the employee takes leave is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or their immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

"Immediate family member" includes a spouse, registered domestic partner, father, mother, sibling, child, stepchild, or grandparent of the employee.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of their intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to Human Resources as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

L. Domestic Violence Leave and Accommodation Policy

All employees are eligible for reasonable unpaid leave to address domestic violence or the crimes of harassment, sexual assault, bias or stalking (either the employee or the employee's minor dependents).

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for

or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave. Employees should also determine whether Paid Leave Oregon may provide pay during this type of leave. See the "Paid Leave Oregon" policy for more information.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of their intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to Human Resources as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give verbal or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault, bias crimes or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City. Please contact Human Resources immediately with requests for reasonable safety accommodations.

M. Military Leave

Employees who wish to serve in the military and take military leave should contact Human Resources for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

All employees who are members of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service are entitled to a paid leave of absence from duties for a period not exceeding twenty-one (21) work days in any federal fiscal year (October 1st through September 30th) for training, provided the employee is employed at least six months prior to the leave. Employees who have not worked for the City for six (6) months will also receive up to twenty-one (21) work days in any federal fiscal year for the same purposes, but such leave will not be paid. Employees are not required to take their leave in one block of time but may use the paid leave allowed under this rule over the course of the

federal fiscal year. The actual number of paid work hours allowed is dependent on the employee's standard work schedule but must be consistent with the intent of this rule. Employees may use military leave for active duty or inactive duty for training, state active duty and duty under Title 10 or 32 of the United States Code.

The total number of paid days for both training and active duty shall not exceed the total amount allowed above in any federal fiscal year.

Absences incurred for additional active duty or inactive duty for training, state active duty and duty under Title 10 or 32 of the United States Code may be charged to accrued paid time off such as vacation or compensatory time or taken as unpaid leave.

To be eligible for military leave with pay the employee must provide advance written or verbal notice of the absence except in in

stances involving military necessity or where giving notice is otherwise impossible or unreasonable. To receive pay for the annual active duty for training, the employee must provide before, during or after the leave, documentation indicating that the call-up was for annual active duty for training or active duty in lieu of annual training.

IV. Employee Benefits

Generally, health and welfare benefits provided to unrepresented employees will closely mirror those provided to employees covered by the collective bargaining agreement between the City and AFSCME.

A. Healthcare Benefits

Employees who meet the definition of "benefit eligible" under both City policy and that of its health insurance provider are entitled to the benefit options offered by the City. Generally speaking, that means the City offers medical insurance for all of its regular, full-time employees unless otherwise established by law. The City pays ninety percent (90%) of the cost of coverage for its regular, full-time employees. Part-time employees working less than twenty (20) hours per week are not eligible for health-insurance coverage.

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by City. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by City, employees will be advised and provided with copies of relevant plan documents. Copies are available from Human Resources.

B. Employee Assistance Program (EAP)

This free, confidential service is provided by Canopy and is available to all employees and dependents covered on a CIS Regence or Kaiser medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large

or small. Each covered employee and eligible family members can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depressions, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.

Canopy also provides educational tools as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts.

More information regarding this service can be obtained by contacting Human Resources, or you can contact Canopy directly at 1-800-433-2320, or at www.canopywell.com.

C. Workers' Compensation and Safety on the Job

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

iii. Steps to Take if You are Injured on the Job

If you are injured on the job, City wants to know about it and expects to learn about it no later than twenty-four (24) hours after your injury (report all work-related injuries to your supervisor).

If you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all of the following:

1. Immediately call the CIS Rapid Care line at (855) 959 2741 to report any work-related injury and to complete the state required 801 form.
2. Seek medical treatment and follow-up care if required.
3. Notify your Supervisor within twenty-four (24) hours of the injury

Failure to timely follow these steps may negatively affect your ability to receive benefits.

iv. Return to Work

If you require workers' compensation leave, you will — under most circumstances — be reinstated to the same position that you held at the time your leave began, or to an equivalent position, if available. However, you must first submit documentation from a healthcare provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of your position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples, and all reinstatement/reemployment decisions are subject to the terms of any applicable collective bargaining

agreement. The City does not discriminate against employees who suffer a workplace injury or illness.

v. Pay During Workers' Compensation Leave

a. First 120 days

If eligible for time loss due to an on-the-job injury or occupational illness and a worker's compensation accepted claim, the City shall issue a gross-up check each pay period in an amount which is the difference between any worker's compensation payments and the employee's regular gross wages, excluding overtime for that period covered by the compensation payments. Employees shall retain any time loss payment/checks received by the City's workers compensation provider. Employees may be required to provide Payroll with evidence of the workers compensation payment so that Payroll may calculate the gross-up check amount. The City will endeavor to process the gross up check as soon as operationally possible, however, depending on the date of the workers compensation payment, the gross up check may be paid in the following pay period.

The employee shall receive any general salary adjustments (COLA) and will be eligible for any salary step increase subject to satisfactory performance at the date of injury.

During the period of the first 120-days, the City will deduct the employee's insurance cost share premium contributions or the other required deductions through payroll deductions from any gross-up payments made to the employee each pay period.

During the first 120-day period, the employee will continue to accrue all benefits, including but not limited to sick leave, vacation accrual, health insurance and PERS contribution. The PERS contribution is limited to the value paid by the city as the gross-up payment each pay period.

b. After 120 days

Employees shall use available sick leave balances in order to gross-up and receive their regular gross wages. The employee's sick leave bank shall only be charged the difference between the employee's time loss payments/checks and their regular gross pay. If the employee's sick leave bank is depleted, the employee may elect to use available Comp Time or PTO to make up the difference. Employee medical benefits will continue for a maximum of 12 months and leave accruals will be calculated proportionately to the amount of leave used by the employee to supplement their wages.

vi. Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by the City, injured employees and their treating physicians, and our workers' compensation

insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, the City will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with the City. While you are on modified or transitional work, you are still subject to all other City rules and procedures.

vii. Overlap with Other Laws

The City will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA) and FMLA/OFLA or Paid Leave Oregon. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

D. PERS (Public Employees' Retirement System) Benefits

The City participates in the Public Employees Retirement System (PERS); therefore, your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS. For information about City's contributions to employee PERS or OPSRP plans, please see Human Resources.

The City will consider allowing PERS-eligible employees to retire from their employment with the City and then rehiring them, as permitted under Oregon law. The City will consider, among other factors, the uniqueness of the employee's skills or experience, the needs of the City, and the ability of existing employees to perform the work of the retiring employee. Please refer to the Work Back policy and contact Human Resources for more information.

V. Miscellaneous Policies

A. Alcohol/Drug Use, Abuse and Testing

The City works to maintain a safe and efficient work environment. An employee's off-the-job as well as on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

The City expects employees to report to work free of illegal drugs and alcohol and in a condition that is conducive to performing their duties in a safe, effective, and efficient manner.

This policy applies to all employees (except where noted in this policy or where it is inconsistent with applicable law and/or collective bargaining agreement provisions.) This policy revises and supersedes all previous drug and alcohol testing policies and practices.

i. Prohibited Conduct

The following examples of prohibited conduct do not apply to law enforcement employees who possess drugs, alcohol or other items identified in this policy in connection with law enforcement work.

- Possession, transfer, use or being under the influence of any alcohol while on City property, on City time, while driving City vehicles (or personal vehicles while on City business), or in other circumstances which adversely affect City operations or safety of City employees or others.
 - The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover" adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee's blood alcohol content exceeds .02 percent, the employee will be deemed "under the influence" for purposes of this rule.
- Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on City property, on City time, while driving City vehicles (or personal vehicles while on City business), or in other circumstances which adversely affect City operations or safety of City employees. Employees may not have any detectable amount of narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance in system while on City property or on City time.
 - The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee tests "positive" for any such substances by

screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.

- As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington, or any other state's law.
- Bringing to City property, or possessing, items or objects on City property that contain any "controlled substance," including, for example, "pot brownies," "edibles," and candy containing marijuana. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to coworkers, members of the public, or elected officials while on work time or on/in City property.
- Bringing equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana (or controlled substances), such as pipes, bongs, "vape" pens, smoking masks, roach clips, and or other drug paraphernalia.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to City property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

ii. Prescription Drugs and Medical Marijuana

With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed healthcare professional, where its use does not present a safety hazard or otherwise adversely impact an employee's performance or City operations.

Employees must inform their supervisor about their use of any prescription or over-the-counter drugs that could affect their ability to safely perform the duties of their position. If an employee's use of such prescription drugs could adversely affect City operations or safety of City employees or other persons, the City may reassign the employee using the prescription drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee is not required to provide City with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

The use of marijuana, which is a Schedule 1 controlled substance under federal law, is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their supervisor other means of accommodating the disability in the workplace, as City will not agree to allow an employee to use medical marijuana as an accommodation. (See "Disability Accommodation Policy," above.)

iii. **Testing**

The City reserves the right to:

- a. Subject applicants who are given a condition offer of employment in a safety-sensitive position to a drug and alcohol test;
- b. Test employees reasonably suspected of using drugs or alcohol in violation of this policy;
- c. Discipline or discharge employee who test positive or otherwise violate this policy; and
- d. Test employees when they: (1) cause or contribute to accidents that seriously damage a City vehicle, machinery, equipment or property; (2) result in an injury to themselves or another employee requiring offsite medical attention; and (3) when City reasonably suspects that the accident or injury may have been caused by drug or alcohol use.

iv. **Reasonable Cause Testing**

If there is reasonable cause to suspect that an employee is under the influence of controlled substances or alcohol during work hours or has used drugs or alcohol in violation of this policy, City may require the employee to undergo testing for controlled substances or alcohol.

As used in this policy, unless the context indicates otherwise:

- The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, and other tests of saliva, blood and urine. No testing shall be performed under this rule without the approval of the City Manager or the City Manager's designee.
- "Reasonable cause" as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:
 - a pattern of abnormal or erratic behavior;
 - information provided by a reliable and credible source;
 - direct observation of drug or alcohol use;
 - presence of the physical symptoms of drug or alcohol use (*i.e.*, glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
 - unexplained significant deterioration in individual job performance;
 - unexplained or suspicious absenteeism or tardiness;
 - employee admissions regarding drug or alcohol use; and
 - unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or

controlled substance testing of an employee or a search. This documentation shall be forwarded to Human Resources. Whenever possible, supervisors should locate a second employee or witness to corroborate their "reasonable cause" findings.

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by Human Resources. The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.

v. Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City property or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, the City may search furniture, equipment or other property provided to the employee by the City, including but not limited to, clothes (uniforms), locker, toolbox, and desk. Employees should have no expectation of privacy in any property, equipment or supplies provided by the City to employee.

vi. Employee Refusal to Test/Search

An employee who refuses to consent to a test or a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.

An employee who refuses to cooperate with any tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

vii. Crimes Involving Drugs and/or Alcohol

Employees shall report the following within one business day of the event:

- Any criminal arrest or conviction for drug- or alcohol-related activity;
- Entry into a drug court or diversion program; or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).

Failure to report as required will result in disciplinary action up to and including termination.

viii. Drug and Alcohol Treatment

The City recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. The City is willing to help such employees obtain appropriate treatment.

An employee who believes they have a problem involving the use of alcohol or drugs should ask a supervisor or Human Resources for assistance.

The City will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and the City to the extent its existing benefits package covers some or all program costs.

Although the City recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of City policy is discovered, the employee's willingness to seek City or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

ix. Discipline and Consequences of Prohibited Conduct

An employee who violates this policy will be subject to either termination or a last-chance agreement.

A last-chance agreement is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address their substance abuse issue and/or performance or safety issues. The last-chance agreement will inform the employee of the problems noted with their performance and specify the performance required for the employee to achieve in order to continue to be employed by the City. Violation of the provisions of a last-chance agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

x. Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or the City is prohibited unless written authorization is obtained from the employee.

B. Mobile Devices Policy

This policy applies to employee use of cell phones, smart phones, tablets and similar devices, all of which are referred to as "mobile devices" in this policy.

i. Cell Phones and Mobile Devices in General

Employees are allowed to bring personal mobile devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or City-provided mobile devices may not violate the City's policies against harassment, bullying, and discrimination. Thus, employees who use a personal or City-provided mobile device to send a text or instant message or DM to another employee (or to someone not employed by the City) that is in violation of the City's policies prohibiting discrimination, harassment, and bullying will be subject to discipline up to and including termination.

Non-exempt employees may not use their personal or City-provided mobile device for work purposes outside of their normal work schedule without written authorization in advance from their supervisor. This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination. Nothing in this policy removes a non-exempt employee's obligation from recording time for all hours worked.

ii. Employee Use of City - Provided or Paid for Mobile Devices

Mobile devices are made available to City employees on a limited basis to conduct City's business. Determinations as to which employees receive City-provided mobile devices will be made on a case-by-case basis; employees are not guaranteed a cell phone or cellular device. In some cases, the City may provide a monthly cellular telephone allowance to employees who regularly make work calls from their mobile device on behalf of the City away from the office.

Employees who receive a mobile device from the City must agree to not use the mobile device for personal use except in emergency situations and must abide by all aspects of the Mobile Device Policy. Further, employees who receive a cell phone or mobile device from the City must acknowledge and understand that because the mobile device is paid for and provided by the City, or subsidized by the City, any communications (including text messages) received by or sent from the mobile device may be subject to inspection and review if the City has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Mobile Device Policy or any other City policy. Employees should have no reasonable expectation of privacy in a City-provided or -paid for mobile device. An employee who refuses to provide the City access to their personal mobile device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Family and friends may not use an employee's City-provided mobile device.

iii. Mobile Devices and Public Records

City-related business conducted on City-provided or personal cell phones/cellular devices may be subject to disclosure and production under Oregon's Public Records laws or in connection with litigation filed against the City or individual employees.

iv. Employee Use of Mobile Devices with Cameras

Cameras of any type, including mobile devices with built-in cameras and video photography options, may not be used by employees during working hours, or at any City-sponsored function unless directly related to work activities and/or authorized to do so by the Supervisor or Function Organizer. Use of cameras must not violate personal

privacy, confidentiality of information, or be used to harass other staff or members of the public.

v. Mobile Device Use While Driving

The use of a mobile device while driving may present a hazard to the driver, other employees and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of handheld cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of City vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by the City.

Employees are prohibited from using handheld cell phones for any purpose while driving on City-authorized or City-related business. This policy also prohibits employees from using a cell phone or other mobile device to send or receive text or "instant" messages or DMs while driving on City business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

C. Use of City Email and Electronic Equipment and Services Policy

The City uses multiple types of electronic equipment and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, the Internet and any new technologies used in the future. This policy governs the use of such City property.

i. Ownership

All information and communications in any format, stored by any means on or received or transmitted via City's electronic equipment or services is the sole property of the City.

ii. Use

All the City's electronic equipment and services are provided and intended for City business purposes only and not for personal matters, communications, or entertainment. This means, for example, that employees may not use the City-provided Internet, or City electronic equipment and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate the City's no-harassment, no-discrimination or bullying policies;
- Play games (including social media games) or to use apps of any kind;

- Engage in any activity that violates the rights of any person or the City, and that is protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the right to privacy, of protected healthcare information or otherwise, or other City-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, spyware, adware and other malware);
- Download or view streaming videos for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work; or
- Download any files for personal and/or non-business use.

In addition to the prohibited activities above, employees must ensure their occasional personal use of City systems:

- Does not adversely affect official duties;
- Is of reasonable duration and frequency;
- Does not adversely affect any City Equipment, systems or programs;
- Does not reflect adversely on the City of Sherwood;
- Does not overburden any communications system; and
- Creates no significant additional cost.

Further, employees may not use City-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). City email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.

Employees are responsible for any damage that may occur from their personal use of City systems and must follow all city policies regardless if they are using systems for personal use. Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

iii. Inspection and Monitoring – No Right to Privacy

Employee communications, both business and personal, made using City electronic equipment and services are not private. Any data created, received, or transmitted using City equipment services are the property of the City and may be recovered even though deleted by the user.

All information and communications in any format, stored by any means on City's electronic equipment or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect City's ownership of the electronic information, electronic equipment, or services, or the City's right to inspect such information. The City reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail, and other such material to monitor the use of all the City's electronic equipment and services, including all communications and internet usage and

resources/sites visited. The City will override all personal passwords if it becomes necessary to do so for any reason.

iv. Hardware and Software

Employees may not install any hardware or software on the City systems or mobile devices without approval from the IT Department. All software installed on the City's systems must be licensed. Copying or transferring of City-owned software to a personal device/equipment may be done only for personal devices/equipment used for City business and with the written authorization of the IT Department.

v. Unauthorized Access

Employees are not permitted access to the electronic communications of other employees or third parties unless authorized to do so by the City Manager, City Attorney, Assistant City Manager, IT Director or HR Director. No employee can examine, change, or use another person's files, output, username or password unless they have explicit authorization from the City Manager, City Attorney, Assistant City Manager, IT Director or HR Director to do so.

Employees are not permitted to access information systems that they are not authorized to access and/or that are necessary for their job duties.

vi. Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception. These methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

vii. Inappropriate Web Sites

The City's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful, or other objectionable materials, or that would otherwise violate the City's policies.

Please reference the full IT Acceptable Use policy

D. Social Media

i. Employee's Personal Social Media

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal, or diary, personal or commercial website, social networking website, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of

coworkers, or otherwise adversely affects our residents or people who work on behalf of the City or the City's legitimate business interests may result in disciplinary action up to and including termination.

ii. Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate any City policies, including the City's no-harassment and no-discrimination and workplace violence policies. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

Do not create a link from your blog, website or other social networking site to a City-owned or maintained website without identifying yourself as a City employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City unless you are authorized by your manager/supervisor to do so. If the City is a subject of the content you are creating, be clear and open about the fact that you are a City employee and make it clear that your views do not represent those of the City or its employees or elected officials.

iii. Encouraged Conduct

Always be fair and courteous to coworkers, the residents we serve, the City's employees and elected officials, and suppliers or other third parties who do business with the City.

Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your coworkers, or by utilizing our Open-Door Policy, than by posting complaints to a social media outlet. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, coworkers, City employees or elected officials, that might constitute harassment or bullying, and/or that violate City policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

Maintain the confidentiality of the City's confidential information. Do not post internal reports, policies, procedures or other internal, City-related confidential communications or information. (See "Confidential City Information" policy, below.)

Nothing in this policy is meant to prevent an employee from exercising their right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt the City operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against the City's interest in the effective and efficient fulfillment of its responsibilities to the public.

iv. Request for Employee Social Media Passwords

The City's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant to disclose or to provide access through the employee's or applicant's username and password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a username and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City.

Nothing in this policy prohibits the City from requiring an employee to produce content from their social media or internet account in connection with a City-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

v. City Sponsored Social Media Policy

"Social Media" includes Blogs, Facebook, LinkedIn, YouTube and other similar accounts. The City Manager and IT Director will approve authorized users. Only authorized users are allowed to use social media on behalf of the City. No one may use their social media accounts to post information, or reply to comments on behalf of the City.

a. New Social Media Sites or Accounts

An authorized user must seek and obtain approval from the IT Director prior to setting up a new account on a site. If an authorized user would like to add a site onto the approved list, the authorized user must first seek and obtain approval from the IT Director who will determine if it is possible to retain public records from that site.

b. Maintaining a City Social Media Account

An authorized user must:

- 1) Maintain all social media accounts preauthorized by the City and ensure the accounts comply with the City's code; charter; and policies, including this policy.
- 2) Provide the City's terms of use and disclaimer on all social media accounts maintained by the authorized user. An approved form is attached as Exhibit 1. If an authorized user wishes to modify the approved terms of use and disclaimer, then the authorized user must send it to the City Attorney's Office for review and approval.
- 3) Not discriminate based on content or viewpoint of a person's speech. Behaviors that are prohibited include blocking a person from a site or removing comments based on a viewpoint expressed by a person. Nevertheless, an authorized user may limit comments relevant to City business, related to the purpose of the social media account and consistent with the terms of use and disclaimer in Exhibit 1. An authorized user may remove comments that do not follow these guidelines. If an authorized user is unsure about removing a comment, the authorized user should first consult with the City Attorney's Office to ensure that removal is not inconsistent with free speech laws.

- 4) Record the content of any comment removed by the authorized user if the comment was removed pursuant to subsection (3), and to include the time, date, and identity of the poster.
- 5) Be inclusive and post with the community's varied usage of devices and platforms in mind to promote opportunities for interaction with all members of the city.
- 6) Consider the potential impact of statements made on social media sites prior to posting. Posts that express bias against any individual or group of individuals based on a protected class may expose the City to liability and legal costs.
- 7) Consider whether liking, sharing, reposting, retweeting, or commenting on another social media post could be perceived as an official endorsement of the City.
- 8) Not divulge confidential information; post information that would invade the privacy of others; or post information or opinions on legal matters or litigation, or any parties involved in legal matters or litigation.
- 9) Comply with the Terms of Use of each site.

vi. Responsibilities of Department Head of an Authorized User:

A department head or their designee, supervising the authorized user must routinely review the content posted by the authorized user. If the content does not comply with the City's code, charter, and policies, then the department head or their designee, must cause the content posted to be removed from the site. The content of any post removed by the department head or their designee must be documented, include the time, date and reason for removal.

vii. Public Records Retention

- 1) Authorized users must ensure that they take appropriate steps to preserve original public records created or maintained on the City's social media accounts.
- 2) The content of the public record dictates how long the City must preserve the record. Exhibit 2 provides a guide on the City's retention schedule for common types of public records created or maintained on social media. Authorized users should consult with the City Recorder if they have questions on the appropriate retention schedule.
- 3) If an authorized user receives a public records request for public records created or maintained on the City's social media account, the authorized user must refer the person making the request to the City Recorder.

viii. Content Ownership

Content created or maintained by an authorized user on social media for City business is the property of the City and is considered 'work made for hire' under 17 U.S.C §101-810.

ix. Terminating a Social Media Account

Before terminating a Social Media Account, the IT Director and City Manager will perform a review process in which engagement and overall organizational goals are measured. If the review determines that the account longer meets goals and needs, the City Manager will authorize termination of the social media account. The authorized user must then post a notice informing the public that the City will no longer be posting content to the account before terminating the account. The authorized user must coordinate with the City Attorney and City Recorder before posting the notice and before termination of the account.

Exhibit 1. Approved Disclaimer Statement

TERMS OF USE & DISCLAIMER

- A. As the City's social media site is a limited public forum, comments should relate to city matters and to the topics being discussed in the original post. They should not contain spam, advertising, or solicitations of commerce; advocate illegal activity or violence; promote products or political organizations; infringe on copyrights or intellectual property rights of others; or disclose information that must be kept confidential by law or administrative rule.
- B. Comments should be family friendly and not contain abusive or vulgar language, sexually explicit subjects, hate speech, derogatory terms, or offensive conduct.
- C. Comments should not contain personal or defamatory remarks about a person's age, education, ethnicity, race, family status, gender, national origin, class, physical ability or qualities, religion, and social orientation.
- D. The City reserves the right to determine which comments are unacceptable for its page, and people who repeatedly violate this policy may be prohibited from posting. Only comments that comply with the standard outlined above in A through C will be approved on the City's page.
- E. A posted comment is the opinion of the poster only and does not imply endorsement or agreement by the City of Sherwood, its elected officials, or employees.
- F. Use of the City's page constitutes acceptance of this policy. Any information posted here is public information and may be subject to monitoring, moderation, or disclosure to third parties under Oregon Public Records Law. If you do not agree to these terms, you should not use the site.

Exhibit 2. Record Retention Schedule

The City does not have to maintain duplicate records. Therefore, if a public record on a site has an official record on the City's website or Records Management System, then the authorized user does not have to retain his or her post on social media as a separate record. For example, if an authorized user tweets a link to a news release that already exists on the City's website, that tweet does not have to be retained as a separate record.

If it is not a duplicate record, original public records must be retained depending on the content of the public record. The following table provides examples of common information on social media and the retention schedule for those records:

Type of Public Record	Retention Schedule
Records involving City policy or historically significant content	Permanently
Records documenting citizen awards by the City to honor volunteers for civic contributions (ex. Photographs, videos, etc.)	Six-year period from the date of the award
Records providing notice of public hearings and meetings	Three-year period from the date of the publication
Records that are routine press releases that communicate the City's activities to the public	Two-year period from the date of the publication

E. Confidential City Information Policy

This policy does not supplant Department-specific policies, or state and federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).

Employees must not access, use, or disclose sensitive or confidential information or data except in accordance with City policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use, or disclose confidential information contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of City) may be removed from our premises without permission from the City Manager. Likewise, any materials developed by the City's employees in the performance of their jobs is the property of the City and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the City's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know and holding the appropriate credentials are to be informed of test results. Disclosure of such information to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee.

City employees, elected officials, volunteers and those doing business with the City are expected to maintain the confidentiality of the City of Sherwood's confidential information. Do not post internal reports of any kind, policies, procedures or other internal City-related confidential communications or information.

Request for public information should be directed to the City Recorder's Office.

F. Artificial Intelligence in the Workplace Policy

This policy aims to ensure that employee use of AI Chatbots conforms with City's policies and goals relating to privacy, confidentiality and data security and is used to enhance productivity and efficiency.

Although AI takes many forms and can serve many different functions, this policy addresses only the use of a web-based interface to ask or "prompt" the chatbot in a conversational manner to find answers to questions or to create or edit written content (for example, Open AI's ChatGPT and Google's Bard). This policy applies to all City employees and to all work associated with City that those employees perform, regardless of location (on or off City premises).

i. AI Usage in General

Employees wishing to use AI chatbots in connection with work should discuss the parameters of the intended use with their supervisor or manager. The supervisor or manager may approve, deny or modify the requested parameters as best meets City policy, legal requirements or other needs of the City. A supervisor or manager may not approve any request to use AI when the use will involve entering propriety or confidential City data without review by the City Attorney.

All AI chatbot-generated content must be properly cited as “AI chatbot-generated content” when used as a resource for City work, except for general correspondence (such as email or text).

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify actual information generated by the chatbot, that information cannot be used for work purposes.

Authorized AI-generated uses include general knowledge questions meant to enhance your understanding on a work-related topic; to brainstorm ideas related to projects you are working on; to create formulas for Excel spreadsheets or similar programs; to develop or debug code (to be verified before use); to draft an email or letter; for drafting job descriptions or job announcements; or to summarize online research or to create outlines for projects.

Employees must always comply with Oregon's record retention and public records laws, and any City policy relating to the retention or destruction of public records.

ii. Prohibited AI Uses

Prohibited AI-generated uses include:

- Using any text created by an AI chatbot in final work products of any kind (except as noted above);
- Copying/pasting, typing or in any way submitting City content or data of any kind into the AI chatbot;
- Inputting confidential or sensitive information about City employees (past or present), any individual with reasonable or legally protected privacy interests, or descriptions of City personnel matters into the AI chatbot; or
- Inputting data or information into an AI chatbot that discloses confidential or propriety information of the City.

iii. Ethical Use

Employees must use generative AI chatbots in accordance with all City policies and values. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the City. Such misuse will result in discipline, up to and including termination of employment.

iv. Monitoring

All City policies relating to computer usage, mobile devices and the like apply when using AI chatbots on work time, regardless of whether the equipment is owned or provided by the City.

G. Ethics Policy

The City believes in treating people with respect and adhering to ethical and fair business practices. Employees must avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of the City or the City's residents.

City's employees are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. Information on Oregon's ethics laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

If you have questions about whether an activity meets the City's or Oregon's ethical standards, please talk with the City Attorney. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

H. Open-Door Policy

The City's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. City's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are identified early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in City, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by Human Resources.

I. Outside Employment

Generally, employees may obtain employment with an employer other than City or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.

An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.

Employees may not accept outside employment that involves:

- The use of City time (including the employee's work time), City facilities, equipment and supplies, or the prestige or influence of the employee's position with the City. In other words, the employee may not engage in private business interests or other employment activities on the City's time or using the City's property;

- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works (or by a State agency); or
- Receipt of money or anything of value for performance of duties that the employee is required to perform for the City.

The City requires employees to report outside employment to their Supervisor before the outside employment begins. Thereafter, an employee must provide an update to their supervisor on an annual basis, or sooner if any changes in outside employment occur. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

J. Criminal Arrests and Convictions Policy

Employees must promptly and fully disclose to their supervisor on the next working day:

1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on City property, or in a City vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy above);
2. All arrests, citations, convictions, guilty pleas or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
3. If you are arrested, cited, or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, including termination.

K. Political Activity Policy

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of City employees to express their personal political views); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

L. Bad Weather/Emergency Closing Policy

It is the policy of the City of Sherwood to be open the maximum number of days each year in order to best serve the public. In the event of inclement weather conditions, all employees shall make a good faith effort to report to work on time. This includes, but is not limited to, allowing sufficient travel time and using alternative routes or methods of transportation. All employees are expected to report to work, regardless of the employee's location of residence and the proximity to city facilities. If staff cannot reach the office and are able to serve City from home, you should do so subject to approval by your manager or supervisor. Safety and a trustworthy approach are your guides. Emergency personnel are excluded from this policy.

i. Inability to Report to Work

Where the City Manager has not determined that a schedule change or closure is appropriate, an employee who is not able to serve the city from home and who is unable to report to work due to inclement weather conditions shall first use any accrued Paid Time Off or Comp Time. The employee shall be placed on leave without pay if other paid leave has been exhausted. Employees will be required to utilize paid leave prior to authorization for unpaid leave. It is the employee's responsibility to report such an inability to report to work as soon as possible to their supervisor.

ii. Request For Adjusted Work Schedule

Requests to report to work at a later time and/or requests to leave early due to inclement weather conditions shall be made as soon as practicable to the immediate supervisor. Employees will be paid for adjusted work schedules as noted in Section i. of this policy.

iii. Request to Make Up Work

An employee may request to be allowed to make up work hours missed due to inclement weather conditions during the same pay period. Hours will be paid at straight time. Approval shall be at the sole discretion of the Department Manager.

iv. City Implemented Schedule Changes

In the event the City implements late arrival and/or early release times, employees who are able to work from home are expected to do so during the closure hours and then report to work for the remainder of their shift. All other employees will be paid for their full shift; provided they reported for work as required by the schedule change notice and as noted in Section i. of this policy.

v. City Closures

The City Manager may choose to close some, or all City Facilities. In the event the City closes all facilities, employees who are able to work from home are expected to do so. All other employees will be paid for their full shift, that shift does not count towards hours worked for the purpose of calculating overtime unless otherwise stated in the appropriate Collective Bargaining Agreement. If some City Facilities remain open, the City may require that employees report to a facility other than their usual place of work.

vi. Previously Scheduled Leave

Employees on leave for previously scheduled Paid Time Off or Comp Time will have their leave designated as originally scheduled.

Employees will be responsible to call the Employee Information Line (503) 625-4232 for information on inclement weather schedule changes.

M. Driving While on Business Policy

Employees working in positions where driving is an essential function of their duties must possess a valid driver's license and must carry auto liability insurance on any personal vehicles used to conduct City business. Employees who use their own vehicles for authorized City business use should make any necessary arrangements with their insurance carriers.

The City may verify the validity of an employee's driver's license and/or driving record at the time of hire and at any point during their employment if driving is an essential function of their job or if so doing relates to a legitimate business purpose of the City. The City receives automated reports from the Department of Motor Vehicles (DMV) regarding its employees' driving records and notifies the City when there are transactions on an employee's driving record such as speeding tickets and citations.

While on City business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Mobile Device Use While Driving" in the Mobile Devices Policy (B) above.

Employees who receive a ticket or citation while driving a City-owned vehicle or while on City business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline up to and including termination.

N. Workplace Violence Policy

Threats and acts of violence made by an employee against another employee, volunteer, elected official, or member of the public with respect to that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by the City.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with the City, or that threaten the safety, security or financial interests of the City. Employees are also strongly encouraged to

report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer or elected official. Employees should make such reports directly to the City Manager.

The City also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of coworkers or others. See policy on "Workplace Inspections (O)"

O. Workplace Inspections – No Right to Privacy Policy

This policy applies to inspections conducted by City pursuant to policy, established practice or law unless otherwise addressed in a different policy in this Handbook or applicable CBA.

Any City-led inspection may include a search of any organization-provided property, such as desks, work areas, file cabinets, voicemail/phone systems and computer systems (including email accounts maintained by the City and internet browsing history). *Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail/phone and computer systems assigned to them by the City; **these areas are not private.***

P. Smoke-Free Workplace Policy

The City provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, vaping, cigars and e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. Marijuana is also prohibited under this policy. This policy applies to employees, volunteers, and any visitors to City property, vehicles or facilities/buildings.

City buildings and vehicles are tobacco- and marijuana-free areas. Tobacco/marijuana use is prohibited during working hours. Further, City prohibits tobacco/marijuana use in or around City vehicles and equipment or machinery.

Employees who smoke must do so outside of City's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. The City has established employee smoking areas; please contact Human Resources for more information.

Q. Hiring of Family Members Policy

Relatives of current employees, or individuals involved in an intimate personal or financial relationship with a current employee, are eligible for hire at the City subject to the same selection and evaluation process and job requirements as any other applicant. However, persons will not be hired or promoted into positions in which one family member (as defined by Oregon law) or person involved in an intimate personal or

financial relationship, would fall under the direct line of supervision of the other family member or partner.

All employees shall avoid being in a position where they are subject to supervisory or oversight authority by a family member, member of their household, or a person with whom they have an intimate personal or financial relationship. If the relative relationship is established after employment as a result of organizational restructuring, marriage, or a development of an intimate personal or financial relationship, the employees involved have an obligation to immediately inform Human Resources. The employees and the City will jointly make a good faith effort to find an alternative assignment for one of the two employees. Depending on business need, this may include, but is not limited to restructuring duties, assignment to another position, and assignment to another shift or change in supervision. If no alternative assignment is available, the two employees will have 30 days to decide who will resign. If a decision is not made within 30 days, the City will make the final decision, based on the City's operational and financial needs.

Policy violations including, but not limited to, failure to disclose a family relation, or an intimate personal or financial relationship, will be investigated by the City. Policy violations may result in discipline, up to and including termination of employment. Supervisors and lead workers may be disciplined for taking employment actions based upon the relationship.

R. Prohibition on Secret Recordings Policy

Employees may not obtain or attempt to obtain the whole or any part of a conversation by means of any device without first obtaining permission from all of the people in the conversation. This rule applies to the recording of conversations made during work hours, while at work-related functions, or in connection with work between or among employees, supervisors/managers, elected officials, or members of the public. It does not apply to conversations where there is no expectation of privacy, such as a City Council meeting, a Board of Commissioners work session, and the like.

This policy does not apply to law enforcement employees who record conversations in connection with their official public safety duties. Nothing in this policy prohibits or restricts an employee's right under the federal or Oregon constitutions to make recordings outside of working hours or while not representing or working on behalf of the City. If anything in this policy contradicts existing CBA provisions on the recordings of personnel meetings, or Oregon or federal law that provide for lawful secret recordings, the CBA provision or law will apply.

Employees who secretly record meetings with supervisors, coworkers, elected officials, members of the public or others while on duty will be subject to discipline, up to and including termination of employment.

S. Employee Photo Identification and Access

i. Policy

All City of Sherwood employees, volunteers, and contract employees who are scheduled to work for a period of thirty (30) days or longer will be issued ID Cards. Volunteers whose duties for the City necessitate access to protected City property may be issued an ID Card. The ID Cards are required to be worn in a visible location while on duty. Failure to abide by the procedures in this section may result in a termination of privileges.

ii. Guidelines and Reporting Requirements

a. Applicability

An employee ID Card will include your photo, full name, and job title. It can be used to enter certain City Buildings and other City locations. Each ID Card has specific access rights based on your assigned location and access needs. ID's cards issued to volunteers and other individuals may include a photo but will include full name and job title.

b. Loss of ID Card

In the event an ID Card is lost or misplaced, inform your supervisor, IT and Human Resources (HR) staff as soon as possible. Employees should work with IT and HR to make every effort to replace the ID Card prior to their next scheduled shift.

c. Return of ID Card

Upon separation of employment or discontinuation of City activities, each employee or other individual shall return their ID Card to Human Resources or their immediate supervisor, no later than their last working day.

d. Restrictions of Use

The City may grant access to City facilities for contract employees or others utilizing City buildings and amenities. Access may be restricted, revoked, or denied at the discretion of City management. Upon completion of business with the City, access cards shall be returned to appropriate personnel (Human Resources, IT, reception, etc.). City property shall not be tampered with or removed from any City facility without express permission from City management. Access cards must never be shared or given to unauthorized personnel. In the event an access card is misplaced, lost or stolen, the holder shall immediately notify the City so the card can be deactivated.

T. Financial Stewardship Policy

i. Scope

This procedure will apply to all employees, volunteers, and elected officials of the City of Sherwood who are entrusted with or oversee financial or other assets of the City. This includes budgets, equipment, supplies and financial assets other than purchasing cards which are addressed in a separate policy. The City desires that its employees, volunteers, elected officials, and agents are and remain good steward of the financial and other assets entrusted to them or under their purview.

ii. Guidelines and Reporting Requirements

a. Financial Stewardship

As public employees, we are constantly reminded that we must be good stewards of the public trust, ensuring the resources of our organization are well protected and used efficiently to accomplish the missions of our services. The public sector environment can be quite different from that encountered in the private sector employment, with more laws and rules guiding the processes used to make purchase decisions and the expenditure of funds. Employees, elected officials, volunteers and other agents of the City must familiarize yourself with the City's policies and practices around making purchases and other financial decisions.

Individuals covered by this policy should be aware of fiduciary obligations, such as the duty of good faith and fair dealing, the duty of care, the duty of confidentiality, and the duty of loyalty. Essentially, these require conduct that is in the best interest of the City and requires the individual to avoid self-dealing (or workplace conduct and decision making that benefits them to the detriment of the City).

If a City employee, volunteer, elected official or other agent believes in good faith that another City employee, volunteer, elected official or other agent has not acted consistent with these duties or as a good steward, then they should report this concern immediately to their supervisor or to Human Resources.

Examples of conduct that would not be permissible under this policy include but are not limited to the following:

1. Taking home, or lending out City equipment for personal use, even if the equipment will be returned.
2. Loaning or giving inventory or supplies to a vendor or private person or entity even if there is an intention to return or replace the inventory or supplies.
3. Manipulating a bid received by the City to lower the cost or "rotate" the award of a contract to or for another vendor.
4. Failure to disclose and ownership, management or other interest in an entity that responds to a City bidding opportunity, whether or not the

contract is awarded to you or the entity you are affiliated with.

5. Installing broadband first at your house or filling the pothole in front of your house because it's your house, when others are scheduled to receive the installation or service before you.
6. Using a City vehicle to drive a relative to a personal medical appointment, lunch, or another personal errand.

This list is not comprehensive.

U. Recruitment Policy

The City of Sherwood has designed and will provide a system for filling positions that open and competitive. Recruitment and selection will be coordinated between Human Resources and the hiring department, including City leadership when necessary or appropriate to the position.

i. Guidelines and Other Requirements

a. Generally

The City shall use whatever means are appropriate to recruit qualified applicants for any job vacancies, including but not necessarily limited to, internal job postings, help-wanted advertisements, or public and private employment agencies. All job postings will be posted on the City website simultaneously with external posting.

b. Publication

Any published announcements of position vacancies shall include class and position title, minimum and maximum rates of pay for the classification, required minimum qualifications, principal job duties, the dates applications will be accepted, and the place and manner of filing applications. All announcements shall state that the City is an "Equal Opportunity Employer." The City may add any additional information to the published announcements, as deemed appropriate.

c. Forms

All applications for open positions shall be made on the forms provided and in the manner required by the City. Any information submitted shall be verified and investigated by the City prior to hiring to the extent necessary to determine the applicant's qualifications. Any false information supplied as part of an application for employment may be grounds for rejection of the applicant or immediate dismissal of an employee. Applications, once submitted, become the property of the City and may be disposed of in accordance with state law. A separate application must be submitted for each job vacancy. The City may require additional or supplemental materials from applicants.

d. Merit and Fitness

The City Manager, with Human Resources, shall establish procedures for the initial selection or promotion of employees. All selection procedures and rules shall relate to the applicants' or employees' merit, fitness and ability to discharge the duties and responsibilities of the position to which the applicant or employee seeks appointment or promotion. Prior experience and training may be considered when evaluating an applicant's or employee's fitness for a particular position.

e. Examinations

Human Resources will work with departments to determine the type of competitive examination the City will administer in order to fairly test and determine an applicant's qualifications to perform the duties of the vacant position. Selection procedures may include examinations that measure the applicants' or employees' job-related ability, knowledge and skills. The appropriate form of each examination shall be determined according to the requirements of the job and may include, but need not be limited to, oral, written, graded, pass-fail, or physical examinations, resume analysis, employment references, reports of supervisors, performance evaluations, and work sampling. All selection procedures shall comply with state and federal law, and the City's Equal Employment Opportunity policies.

f. Equal Opportunity

The City provides equal employment opportunity to all persons in matters affecting them including but not limited to recruitment, promotions, training, and discipline, without regard to a person's race, color, religion, national origin, sex, age, marital status, domestic partnership, veteran status, disability, familial status, sexual orientation, gender identity, source of income, or any other legally protected status. Also, the City will make reasonable accommodation for qualified disabled applicants seeking employment with the City.

g. Physical Examinations

Any medical or physical examination required by the City of an applicant or employee will be conducted at the City's expense by a qualified health care provider before an applicant is appointed or an employee is promoted to a particular position. Where appropriate, minimum medical and physical standards may be established that relate to the essential functions of the duties and responsibilities of a particular position. The standards may differ based on the duties and responsibilities of each position. No appointment or promotion shall be effective until the applicant or employee demonstrates satisfaction of any required minimum medical or physical standards. Failure to meet the required standards will result in disqualification for appointment or promotion of the position.

h. Pre-Employment Drug Testing

All final applicants for employment (excluding emergency hires) in Safety Sensitive roles shall be required to submit to a urinalysis. If the test is positive, employment is denied

unless a defense for authorized prescription drugs is successful. Applicants can provide the defense by providing evidence to the Human Resources Department that the positive result is as a result from a legally prescribed drug. The applicant may reapply in one year. Reference Appendix E – Alcohol and Drug Policy.

ii. Other Recruitment Topics

a. Employment of Relatives

Individuals who are related by blood, marriage or adoption will be given equal consideration for employment with other applicants for positions, or with other employees for transfers or promotions. Related individuals will not, however, be considered for positions when the City Manager determines that a reporting, auditing, or supervisory relationship would exist between the related individuals.

b. Residency

Residency within the City of Sherwood shall not be a condition of initial appointment or continued employment, except as otherwise required by the provisions of State law, the City Charter, or applicable City ordinances and resolutions; provided, however, that an employee's selection of residence shall not interfere with the daily performance of his or her duties and responsibilities, as determined by the City Manager or Department Head. Telephones may be required of employees.

c. Veteran Preference

Human Resources will add appropriate veteran preference points to the application, testing, and interview scores according to the procedure set forth in the Oregon Revised Statutes (ORS Chapter 408).

d. Disqualification

The Human Resources Director or designee may disqualify an applicant at any time during the recruitment process from employment consideration for reasons including but not limited to:

1. Failure to meet the minimum qualifications of the classification for which the application was made.
2. Inability to perform the essential duties of the class specifications with or without reasonable accommodation.
3. Conviction of a crime which would disqualify the applicant from the duties of the position.
4. Use or attempted use of political influence, bribery, threats, or intimidation to secure an advantage in obtaining employment.

5. False or misleading statement or material omission in the application or at any stage in the hiring process.
6. Failure of the applicant to be present at the time and place designated for any portion of the examination process or inappropriate behavior during the interview process.
7. Poor job performance while employed in another position in the City or other employment.
8. Failure to pass a background check, Department of Motor Vehicles check, drug/alcohol test, if applicable, physical examination, or any other pre-employment examination required for the position.

e. Trial Employment

The trial employment period shall be considered an integral part of the employee selection and examination process. The trial employment period shall be utilized to closely observe the employee's work, to secure the most effective adjustment of the new employee to his or her position, and for dismissing any employee whose overall work performance does not meet required performance standards.

The trial employment period shall be the first one hundred eighty-two (182) calendar days of continuous employment for all employees. The trial employment period may be extended by the City Manager or Department Head for any period not to exceed one hundred eighty-three (183) additional calendar days. The trial period applies to new employees and to promoted, demoted, and reclassified employees.

During the trial employment period, an employee's supervisor, Department Head or the City Manager shall evaluate the employee's performance at regular intervals. A written performance evaluation shall be completed during the last month of the trial employment period or before the conclusion of any extended trial employment period.

Employees may be dismissed by the employee's Department Head or the City Manager at any time during the trial employment period for failure to meet acceptable performance standards, or for any other aspect of job performance or behavior that warrants dismissal, in the opinion of the employee's supervisor, Department Head, or the City Manager. Notice of dismissal shall be in writing.

V. Personnel Records

This procedure will apply to all employees, volunteers, and elected officials of the City of Sherwood who have or require access to personnel records. This is not intended to address the creation of such records, or the retention or destruction of records, all of which are addressed by other City policies or by state public records laws including but not limited to administrative rules.

The City of Sherwood must protect personnel records as highly confidential and limit access as necessary to do so. Generally speaking, volunteers, vendors and independent contractors should not have access to these records unless their work directly and expressly requires such access. An example of this might include an independent contractor hired to assist with payroll or as administrative support to Human Resources staff. Personnel records, documents and files may be stored in electronic and/or paper format with access to records and documents limited as described in this policy.

i. **Guidelines and Reporting Requirements**

a. Content

Personnel records shall be maintained on all City employees and shall be located in the Human Resource Department. Departments/Divisions may also create and maintain employee files, which may contain duplicates of items in the personnel file and other information that would assist the supervisor in monitoring the performance and in completing annual evaluations.

b. Confidentiality

Employees' personnel records are confidential, except as provided in the following section. Only the employee, the employee's immediate supervisor, Department Head, and the City Manager, or other personnel authorized by the City Manager may examine an employee's confidential personnel records. Confidential personnel records shall not be released to any unauthorized individuals except with the written consent of the employee. No documents shall be copied or removed from an employees' personnel file without the City Manager's approval, provided, however, employees have the right to copy documents from their own personnel file at any time, subject to notification of the City Manager. Authorized inspections shall take place in the presence of the City Manager, or the Human Resource Director.

c. Public Information

The following information from an employee's personnel file is available for public inspection, subject to any reasonable regulations on the time and manner of inspection that may be determined by the City Manager: Employment applications, examination materials, position titles, prior position(s) held, employees' classified or unclassified status, dates of appointment and separation, and the compensation authorized. The City will comply with state law, including but not limited to the Oregon Department of Justice regulations regarding disclosure of public records.

d. Other Employee Files

These files are kept separate and accessed appropriately per City guidelines and procedures and may include: recruitment and selection files, grievance and complaint files, employee benefits, worker's compensation and medical records containing information documenting an employee's work related medical history.

e. Discipline Authority

Unless otherwise prohibited by the City Charter, Resolutions or Ordinances approved by Council, or the municipal code, the City Manager has the ultimate authority to hire and terminate employees. Department Heads and supervisors have the responsibility to recommend the hiring of employees and to investigate complaints and to recommend discipline within the general guidelines. To ensure consistent decision-making, all disciplinary actions should be reviewed by the Department Head and Human Resources prior to being issued. Department Heads and supervisors should maintain job performance records to document poor performance when it occurs and written records of investigations and rule infractions when no disciplinary action is taken. Documentation of all disciplinary action, including oral reprimands should be sent to the Human Resources for inclusion in the personnel file. Records related to coaching and counseling, though not disciplinary in nature, should also be sent to Human Resources.

W. Telecommuting Policy

Telecommuting allows employees to work at home, while traveling, or in a satellite location for an agreed upon part of their workweek. The City considers telecommuting to be a viable, flexible work option when the employee, the position and the organizational needs are suited to such an arrangement. Telecommuting may be appropriate for some employees and positions, but not for others. Telecommuting is not an entitlement, it is not a benefit, and does not constitute a change in the terms and conditions of employment with the City.

i. Procedures

Telecommuting can be temporary or intermittent, such as working from home for a short-term project or on while traveling for business, or a set schedule of working away from the office. Either an employee or a supervisor/manager can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made may be discontinued at-will and at any time at the request of either the employee, or the supervisor, manager, or City leadership. Reasonable effort will be made to provide one (1) week's notice of any change to the telecommuting arrangement to accommodate commuting, dependent care, and other issues that may arise. There may be instances, however, when no advance notice is possible. A telecommuting agreement must be reviewed, signed and approved before beginning any telecommuting arrangement.

ii. Eligibility

Any individual who is telecommuting must meet all job expectations with no active or ongoing discipline in the last 12 months and maintain a “meets job standards” or above, on all performance measures and attendance.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the Human Resources Department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- The ability of the employee to accomplish their work satisfactorily and on time, without being on the premises for some portion of their regular work schedule, and without detrimental impact on their productivity or on their work group.
- The needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters (e.g. good communication skills, a solid work plan, and demonstrated accountability and responsiveness within reasonable timeframes.)
- The employee's work responsibilities and whether the work is appropriate for a telecommuting arrangement.
- Ongoing Telecommute arrangements are limited to Oregon residents; however, a temporary Telecommute agreement for non-Oregon residents may be considered in limited circumstances upon approval of the City Attorney and City Manager. Approval of out-of-state remote work will be made on a case-by-case basis and may be informed by factors that include legal compliance obligations of the other state. Remote work outside of the of the 50 United States of America and the District of Columbia is prohibited.
- The ability of the employee to meet established work objectives, fully complete clearly defined tasks, and accomplish measurable results.
- Equipment needs, workspace design considerations, and scheduling issues. The employee and their supervisor or manager will review the physical workspace needs and the appropriate location for the telecommute arrangement.
- Employee's demonstrated capability to work productively without direct supervision. Indicators include consistent high performance, excellent attendance, a positive attitude toward assigned work, self-motivation, and no active or ongoing discipline in the last 12 months.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions on working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and their supervisor or manager agree, and the Human Resources Department concurs, a telecommuting agreement will be prepared and signed by all

parties. For the purposes of any employee represented by AFSCME, the employee and the City are not precluded from entering telework agreements without further Union involvement or bargaining obligation.

Evaluation of telecommuter performance will include regular, as agreed upon, interaction by phone, e-mail and/or virtual video (with Camera on) or conversations between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. As identified periodically and annually, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications.

Implementation of a telework arrangement by the City does not set any precedent or right to continued use. The City may discontinue any or all telework agreements in the City's sole discretion

Human Resources staff will work with the employee and their supervisor or manager to evaluate such a request and, if appropriate, develop and authorize the remote work arrangement. In order to ensure compliance with the City's disability accommodation obligations, remote work arrangements authorized as an ADA accommodation will need to go through the ADA interactive process. As with other remote work assignment requests, such accommodations are considered on a case-by-case basis and include additional consideration of the employee's job-related medical restrictions/limitations and their impact on the employee's ability to perform the essential duties of the position. For more information on this or other disability accommodation options, employees are encouraged to contact the Human Resources Department.

iii. Temporary Eligibility

Supervisors may not ask employees who are on a medical leave to work remotely. Employees may ask a Supervisor for permission to temporarily work remotely as an alternative to taking leave if the employee is mentally and physically able to perform their duties but unable to physically return to their regular work location. **If an employee requests a remote work arrangement as an ADA accommodation, the supervisor must immediately contact the City's Human Resources Department.**

iv. Equipment

On a case-by-case basis, the City will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, phone and other office equipment) for each telecommuting arrangement. The Human Resources and Information Technology departments will serve as resources in this matter. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the City is to be used for City business purposes only. The telecommuter must sign an inventory of all City

property received and agree to take appropriate action to protect the items from damage and theft. Upon termination of employment or the telecommuting arrangement, all of the City's property will be returned, unless other arrangements have been made.

Only approved equipment should be connected or attached to any City equipment and/or hardware.

The employee will establish an appropriate and safe work environment within their home or other work site for work purposes. The City will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

v. Security

Consistent with the City's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary City and customer information accessible from their remote work site. Steps include the use of locked file cabinets and desks, regular password maintenance, passing of cybersecurity training and Phish tests, security requirements imposed by the Information Technology Department (including but not limited to ensuring software and applications are currently updated with security patches, maintaining a personal firewall and updated anti-virus and anti-spyware programs, and keeping their operating system configured securely), and any other measures appropriate for the job and the environment. Telecommuting employees shall remain subject to the City's acceptable use policy. Failure to adhere to security measures may lead to corrective or disciplinary action.

vi. Time Worked

Telecommuting does not otherwise alter the basic terms and conditions of employment including wages, overtime compensation, insurance benefits, paid leave, salary reviews, workers compensation, etc.

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the City's time-keeping system. Hours worked more than those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with these requirements may result in the immediate termination of the telecommuting agreement and other disciplinary action.

Telecommuting is not a substitute for dependent care. Employees are paid to perform work duties and not to provide dependent care when engaged in work duties. Employees must ensure that they are accessible within a reasonable timeframe during their scheduled work hours and able to complete work assignments on time. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

vii. Reimbursement

Generally, the City does not reimburse costs associated with teleworking and will not pay or reimburse the employee for:

- Time involved in travel between the regular office and the telework site.
- Purchasing computer equipment, internet service, printer/ink cartridges, or any other office supplies not already supplied by the City (See Equipment Clause above for obtaining supplies.)
- Any purchase, service charge, or cost related to telecommuting that is not specified in the agreement.

viii. Other Requirements

Telecommuting shall not adversely affect customer service, employee productivity, or the progress of an individual or team assignment. Employees must be available to report for work at any time during their regularly scheduled hours.

Employees who have been telecommuting prior to the implementation of this Telecommuting Policy and Procedure must promptly complete a Telecommuting Agreement and comply with all of the requirements of this policy.

ix. Ad-Hoc Arrangements

Temporary and ad-hoc telecommuting arrangements can be approved for circumstances such as inclement weather, special projects or business travel. These arrangements have no expectation of ongoing continuance.

x. Use of Employees Equipment

Employees acknowledge that usage of their personal property to conduct City business is subject to public records law, as well as other state and federal laws, such as HIPAA, subpoena, court order, and other requirements that may require the employee to grant the City full access to their personal property for inspection and duplication of the information contained in the property.

xi. Termination and/or Suspension

The City of Sherwood has the right to offer a telecommuting arrangement to an employee and to terminate a Telecommuting Agreement at any time without grievance, appeal, or other bargaining obligation. In most cases, probationary employees are not eligible for telecommute agreements unless otherwise agreed in writing by the Department Director.

Unless specifically stated as a condition of employment, telecommuting is voluntary, and employees may decline a telecommuting arrangement if the option is presented. The employee may also discontinue the arrangement at any time, unless otherwise specified in the Telecommuting Agreement.

Telecommuting may be discontinued or suspended in the City's sole discretion at any time.

Supervisors and managers will monitor the work environment for any negative effects a telecommuting arrangement may have on the workload or morale of the co-workers of the telecommuter and may need to suspend or terminate the telecommuting arrangement to ensure equal workloads amongst staff.

X. Vehicle Safety and Usage Policy

This procedure will apply to all employees, volunteers, and elected officials of the City of Sherwood. Also, included is any person on a grant program funded by the Federal Government, which requires Worker's Compensation coverage as a prerequisite of the grant. Emergency vehicles may be exempted due to Departmental operating policies. In any situation where the terms of this policy conflict with any provision of the Sherwood Police Department Operating Procedures, Policies and Training in effect, the SPD Operating Procedures, Policies and Training shall be the controlling document for employees covered by those policies. City business is defined as driving at the request, or for the benefit, of employer. It does not include normal commuting to and from work.

The City of Sherwood vehicles are for use of employees in the performance of their duties. ORS 244 (Government Standards and Practices) prohibits public officials, which by definition includes government employees, from availing themselves of a benefit not available to the general public. City vehicle assignments are not to be used as fringe benefits, but rather to enhance the performance of the City employees carrying out their duties. The Department Supervisor or the City Manager must approve exceptions in writing.

Individuals contracting with the City for the purpose of providing goods and services are required to provide their own transportation and will not use City vehicles. They are required to provide automobile liability coverage.

i. Driver Guidelines and Reporting Requirements

1. The City of Sherwood vehicles are to be driven by authorized persons only, except in the case of repair testing by a mechanic or other authorized agent of the City.

2. Any employee who has a driver's license revoked or suspended shall immediately notify their supervisor the next business day and immediately discontinue operation of the City vehicle. Failure to do so may result in disciplinary action, up to and including termination of employment.

3. All accidents in City vehicles, regardless of severity, must be reported to the employee's immediate supervisor, and if necessary, to the police in the jurisdiction where the accident occurred. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in personal vehicles while on City business must follow these same

accident procedures. Accidents involving the employee's personal injury must be reported to Human Resources for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.

4. Drivers must report all ticket convictions received and/or no contest pleas made during the operation of a City vehicle, or while driving a personal vehicle on City business, within 72 hours to their supervisor. Employees are personally responsible for all fines imposed due to convictions and/or no contest pleas.

5. Motor Vehicle Records will be obtained on all drivers prior to employment. The City may obtain DMV records on a more frequent basis if an employee's driving record posts a conviction, accident, and/or suspension. A driving record that is considered by the Department Supervisor and/or the Risk Manager to be in violation of the intent of this procedure will result in a loss of the privilege of driving a City vehicle.

ii. Driver Criteria and Administration

Employees must have a valid and current driver's license to operate City vehicles or a personal vehicle with current auto insurance while on City business.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. The Department Supervisor and/or Human Resource Manager are responsible for reviewing records, including accidents, moving violations, etc., to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation for disqualification of City vehicle driving privileges. All employees who drive City vehicles as a part of their employment will have driving records monitored in compliance with the Department of Motor Vehicles; State of Oregon automated reporting systems (A.R.S.).

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three (3) or more minor moving violations within a three-year period.
- Two (2) or more chargeable accidents within a three-year period. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration. Any citation issued at the site of an accident will be considered a single incident.
- Any combination of accidents and/or moving violations based on the attached Driver Screening Guidelines.
- Suspension of Driver's License.
- Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations.

iii. Driver Safety Rules

1) The use of a City of Sherwood vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for

discipline, including termination of employment. Absolutely no use of alcohol is permitted for four hours prior to operating a City vehicle or a personal vehicle on City business.

- 2) Cellphone use while driving must be hands-free, according to Oregon State law, and should be kept to a minimum. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, drivers should complete calls while the vehicle is parked. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
- 3) No driver should operate a City vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- 4) All drivers and passengers operating or riding in a City vehicle must wear seat belts, even if air bags are available.
- 5) Drivers are responsible for the security of City vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- 6) The use of head lights and/or driving lights is encouraged at all times, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen. Emergency vehicles may be exempted due to Departmental operating policies.
- 7) All State and Local laws must be obeyed, including relevant Oregon Revised Statutes (ORS) Traffic Codes.

iv. Accident Procedures

- In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
- Call for medical aid if necessary.
- Call the police. Accidents, regardless of severity, may need to be reported to the police. If the driver cannot get to a phone, he/she should write a note giving location to a reliable appearing motorist and ask him to notify the police.
- Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Do not argue with anyone.
- Provide the other party with your name, address, driver's license number, and insurance information. (Insurance cards are located in each City vehicle.)
- Immediately report the accident to your supervisor. Provide a copy of the accident report and/or your written description of the accident to the Human Resource/Risk Manager.
- There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.

v. **General Rules and Regulations for the Use of City Vehicles**

a. Vehicle Priority

Priority #1 - 24-Hour assigned vehicle

Priority #2 - Used during work day

A vehicle assigned to an employee under Priority #1 may be used for personal transportation only as specifically defined in the personal use, passengers and authorized drivers of City vehicles section at the end of this procedure. An employee to whom a 24-hour vehicle is assigned shall be fully responsible for the coordination of general maintenance and proper care of the vehicle.

The vehicle color, factory options and equipment are standardized and shall not be altered, except as authorized by the City.

It is the responsibility of the assigned driver to inform their Department Supervisor of any vehicle maintenance needs or safety problems they become aware of.

Employees shall drive vehicles with reasonable prudence to conserve fuel and sustain them the highest operating efficiency.

Employees to whom a 24-hour assigned vehicle is issued will be held accountable for maintaining proper fluid levels and tire air pressure. Present the vehicle for repair, service or adjustment whenever such is needed, and preventative maintenance when time is due.

City vehicles are provided to eligible employees to enable them to efficiently perform their job functions for the City. They are not intended to be fringe benefit items.

No employee will be allowed the use of a City vehicle and/or fuel credit for their personal use or gain.

No vehicle will be used for transporting any bulk material that protrudes from truck/cargo area or interior compartment without properly securing based on the loading requirements.

Assigned City fuel credit cards are to be used for fuel and/or required maintenance products only, and for the assigned vehicle only, unless otherwise authorized by the Supervisor. Employees are to use regular unleaded gas only, unless otherwise specified.

City vehicles must not be taken out of the State of Oregon without prior supervisor approval.

Copies of the Vehicle Registration, a Copy of the Insurance Card, and a Vehicle Accident Report Packet must be always kept in the vehicle.

b. Personal Automobiles

The City's insurance coverage only extends to the City for liability that may occur as a result of an accident in excess of your personal auto insurance while a personal automobile is being used by the employee for official City business. Damage to employee-owned personal autos (including an employee's personal auto deductible), as well as injury to passengers and/or third parties, are the responsibility of the employee. Employees who use personal vehicles for City business must maintain all insurances required under State law.

Those employees who occasionally use their personal vehicle for City business will be reimbursed on a mileage basis pursuant to current employment policies and the current Federal Government reimbursement rate (see Employee incurred expenses and reimbursements section on page X).

c. Personal Use, Passengers and Authorized Drivers of City Vehicles

The use of a City-owned auto must be within the course and scope of an employee's employment. Personal use of City-owned vehicles is not allowed unless the employee has an emergency response role and is on call at the time of use. Any liability that may result from the personal use of a City-owned auto outside the course and scope of employment is the sole responsibility of the employee.

City vehicles are to be driven by authorized employees only, or in case of repair, testing, by a mechanic. Spouses, other family members, or other non-employee, are not authorized to drive City vehicles. Passengers are normally limited to those individuals who need to ride the vehicle to conduct City business, or as approved by the Department Supervisor.

d. Supplement to Vehicle Safety & Usage Procedure

Drivers are required to always maintain a safe following distance. Drivers should keep a two (2) second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four (4) seconds.

Drivers must yield to right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.

Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as forty (40) mph.

Radar Detectors are strictly prohibited in City Vehicles. Drivers are to drive at the speed of traffic but never to exceed the posted speed limit.

Turn signals must be used to show where you are heading, while going into traffic and before every turn or lane change.

When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into that lane.

Be alert of other vehicles, pedestrians, and bicyclist when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.

When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.

When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary and may prevent you from being pushed into the car in front of you if you are rear-ended.

Avoid backing where possible, but, when necessary, keep the distance traveled to a minimum and be particularly careful.

VI. Termination of Employment

A. Workplace Rules and Prohibited Conduct

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and the City's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment, time or other City records.
- Recording time worked of anyone other than yourself; allowing another employee to record your work time.
- Theft or the deliberate or careless damage or destruction of any City property, or the property of any other employee, member of the public, vendor or third party.
- Unauthorized use of City equipment, materials, or facilities.
- Provoking a fight or fighting during work hours or on City property.
- Carrying firearms or any other dangerous weapon on City premises at any time with the exception of Law Enforcement Officers.
- Engaging in criminal conduct while at work.
- Causing, creating, or participating in a significant or substantial disruption of work during working hours on City property.
- Insubordination, including but not limited to failure or refusal to follow the lawful orders or instructions of a supervisor or member of management.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. Employees are expected to be at work on time, remain until the workday ends, and perform the work assigned to or requested.
- Sleeping on the job; faking illness or injury to avoid working.
- Excessive personal telephone calls or texting during working hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City.
- Misrepresentation of City policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City. Employees may not use the City's name, logo, likeness, facilities, assets, or other resources of the City for personal gain or private interests.
- Violation of any safety, health, security or City policy, rule, or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City or outside regulatory or legislative bodies.
- Failing to timely pay water/sewer/tax accounts with the City on time, and/or whose City-provided services are disconnected. This includes, without limitation, situations where the employee writes a check to the City that is refused for payment due to non-sufficient funds.

This statement of prohibited conduct does not alter the City's policy of at-will employment. Except for employees subject to a collective bargaining agreement or

contract of employment, the City remains free to terminate the employment relationship at any time, with or without cause or notice.

B. Corrective Action/Discipline Policy

Employees are expected to always perform to the best of their abilities. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet City standards, the City will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating the employment of an employee for serious violations of City policies, procedures, and rules and for other inappropriate behavior or conduct, the City may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. The City may also choose to send the employee to a training or an education opportunity.

In all cases, the City will determine the nature and extent of any discipline based upon the circumstances of each individual case and, where applicable, collective bargaining agreement provisions. The City may proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the City deems such action appropriate. The City retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).

C. Retirement or Resignation from Employment

Employees choosing to resign or retire are asked to give City as much notice as possible — preferably a minimum of two weeks. When giving two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. Employees who do not give two-weeks' notice of their intent to leave City will not be eligible for re-employment at a later date.

Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with their Supervisor and Human Resources before making a final decision.

Employees must return all City property, including phones, computers, identification cards, credit cards, keys, and manuals, to their Supervisor on or before their last day of work.

D. Layoffs

This procedure will apply to all employees of the City of Sherwood. Unless provided for in a collective bargaining agreement, part-time exempt non benefit eligible, limited duration, and seasonal employees are at will employees and have no layoff rights. The City of Sherwood works diligently to manage its budget and staff needs so that layoffs will not be necessary. However, whether due to changes in the law, or unforeseen or other circumstances, layoffs may occasionally be necessary.

Any applicable collective bargaining agreement will take precedence over this policy if there is a conflict between the two.

i. Guidelines and Requirements

a. Generally

Employees may be laid off whenever the City Manager or City Council determines that there is a shortage of work or funds, abolishment of a position, a material change in duties resulting in the employee not meeting the qualifications for the position, or other changes in the City's organization is in the best interest of the City.

b. Procedures

The department will identify the position(s) to be eliminated, however, the City Manager shall have full discretion, for purposes of layoff. Typically, the least senior employee in the affected job classifications shall be laid off first. The order of layoff will be based on the following factors:

- Retention of specific programs or services;
- Job skills and ability;
- History of discipline and/or corrective actions;
- Performance Evaluations;
- Special skills, licenses, registrations, and/or certifications;
- Efficiency of City operation;
- Experience, education, and training;
- The division, location, and work to be performed.

c. Notice

All affected employees shall receive written notice of the cause(s) for the layoff. Written notice of layoff shall be delivered personally or mailed by registered, certified or other similar special mail to the employee at his or her last known address. The City will strive to provide at least 10 calendar days' notice of the impending layoff.

When employees are laid off, a list of those employees eligible for rehire will be created. The order of names on layoff eligible lists shall be determined by seniority of service. If a laid off employee is notified in writing that they are being recalled, the employee must report to work within 14 calendar days. If they do not report to work, their name will be

removed from the layoff eligible list. The City will attempt to contact the employee by certified mail at the last address listed in the employee's personnel file. If the letter is returned unclaimed, the employee's name will be removed from the layoff eligible list.

d. Recall

An employee will remain on the layoff list and be eligible for recall for twelve (12) months. Employees laid off for a period of more than twelve (12) months lose all seniority credits. Employees recalled within twelve (12) months of their date of layoff shall be recalled in the inverse order of layoff; provided, however, that a department director may, with approval of the Human Resources Director, decline to re-employ an employee from a layoff list when, in the judgment of the Department Director, the position to be filled requires knowledge, skills, and abilities which the employee does not possess in sufficient amount to make it probable the employee can satisfactorily perform the duties. If an employee is refused re-employment, such refusal shall not cause the employee's name to be removed from the layoff list.

If an employee declines to return from a layoff either expressly or by not presenting for work within ten (10) days of the date of the notice that they have been recalled, their name will be removed from the layoff list.

e. Reinstatement

The City has no duty to recall laid-off employees when the circumstances necessitating the reduction in the number of employees change, nor to afford the laid-off employee preferential standing in the process of recruitment and selection of the new employees. Laid-off employees who are reinstated shall, however, be credited with their former length of service for the purposes of calculating seniority and leave accruals.

E. References

All requests for references or recommendations must be directed to Human Resources. No manager, supervisor or employee is authorized to give references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, City discloses only the dates of employment and position(s) held of former employees. Former employees who authorize City to make additional disclosures must make a request to do so in writing.

Employee Acknowledgement

Acknowledgment of Receipt of the City of Sherwood Employee Handbook 2024

I acknowledge that I have received and will read a copy of City's 2024 Employee Handbook. I also understand that a copy of the City of Sherwood Handbook 2024 is available to me at any time to review in the Human Resources Department, on the Bamboo HRIS and on the intranet.

I understand that City has adopted the City of Sherwood Employee Handbook 2024 only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in City's sole discretion. I also understand that the Personnel Policies in the Employee Handbook, control over any other contradictory statements, other than those found in applicable collective bargaining agreements. I acknowledge that the Personnel Policies in the Employee handbook are not an employment contract and are not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either City or I may terminate my employment relationship at any time, for any lawful reason and with or without notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review City's policies regarding equal employment opportunity and that the City aims to provide a workplace free of harassment, discrimination, and retaliation. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation, or harassment to Human Resources, the City Manager, or any trusted manager or supervisor.

During my employment with City, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new policies are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Employee Signature

Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.

VERSION CONTROL

SECTION/POLICY	SUMMARY OF CHANGE	DATE OF REVISION	AUTHORIZED BY

TO: Sherwood City Council

FROM: Lydia McEvoy, HR Director
Through: Craig Sheldon, City Manager Pro-Tem, and Sebastian Tapia, Interim City Attorney

SUBJECT: **Resolution 2024-043, Authorizing City Manager Pro Tem to sign an MOU with American Federation of State, County and Municipal Employees (AFSCME) Local 1777 regarding Workers Compensation**

Issue:

Should the City Council authorize the City Manager Pro Tem to sign an MOU with AFSCME to amend the section on Workers Compensation?

Background:

Workers Compensation language is inconsistent between the City of Sherwood Employee Handbook 2024 and the Collective Bargaining Agreement between City of Sherwood and AFSCME Local 1777 (exp. June 2026).

City Staff are recommending that the AFSCME contract incorporate the same Workers Compensation language as the Employee Handbook 2024. This requires the City Manager Pro Tem to be authorized to sign an MOU with AFSCME to replace Article 13 – Paid Time Off, Section 11 – On-the-Job Injury, with the same language as Section C. Workers Compensation and Safety on the Job from the Employee Handbook 2024.

Financial Impact:

Minimal financial impact or additional funds needed by this resolution.

Recommendation:

Staff respectfully recommends adoption of Resolution 2024-043, Authorizing City Manager Pro Tem to sign an MOU with American Federation of State, County and Municipal Employees (AFSCME) Local 1777 regarding Workers Compensation.



RESOLUTION 2024-043

AUTHORIZING CITY MANAGER PRO TEM TO SIGN AN MOU WITH AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) LOCAL 1777 REGARDING WORKERS COMPENSATION

WHEREAS, the current AFSCME collective Bargaining Agreement was adopted and amended by Resolution 2024-017 on March 19, 2024; and

WHEREAS, the current City of Sherwood Employee Handbook 2024 was adopted previously in this Council Meeting by Resolution 2024-042; and

WHEREAS, the City desires that the Collective Bargaining Agreement between the City of Sherwood and AFSCME Local 1777 contains the same language regarding Workers Compensation as the new City of Sherwood Employee Handbook 2024; and

WHEREAS, Craig Sheldon, as City Manager Pro Tem has the authority and responsibilities of the City Manager; and

WHEREAS, the MOU and its contents will repeal and replace the language contained within the current Collective Bargaining Agreement, Article 13 – PAID TIME OFF, Section 11 On the Job Injury; and replace it with the language from the City of Sherwood Employee Handbook 2024, Section IV. Employee Benefits, Subsection C. Workers Compensation and Safety on the Job.

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

Section 1. The City Council authorizes the City Manager Pro Tem to sign an MOU, attached hereto as Exhibit A, with AFSCME Local 1777 to modify the Workers Compensation Language.

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

Duly passed by the City Council this 18th of June 2024.

 Tim Rosener, Mayor

Attest:

 Sylvia Murphy, MMC, City Recorder

**AMENDMENT TO THE
COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE CITY OF SHERWOOD AND
AFSCME LOCAL 1777**

The City of Sherwood (City) and AFSCME Local 1777 (AFSCME) have reached the following agreement regarding Workers' Compensation and the Early Return-to-Work Program:

1. Article 13, Section 11 of the Collective Bargaining Agreement between City and AFSCME (CBA) is hereby amended by replacing existing Section 11 with the following:

Section 11. Worker's Compensation

A. Pay During Workers' Compensation Leave

1) During the First 120 days. If eligible for time loss due to an on-the-job injury or occupational illness and a worker's compensation accepted claim, the City shall issue a gross-up check each pay period in an amount which is the difference between any worker's compensation payments and the employee's regular gross wages, excluding overtime for that period covered by the compensation payments. Employees shall retain any time loss payment/checks received by the City's workers compensation provider. Employees may be required to provide Payroll with evidence of the workers compensation payment so that Payroll may calculate the gross-up check amount. The City will endeavor to process the gross up check as soon as operationally possible, however, depending on the date of the workers compensation payment, the gross up check may be paid in the following pay period.

The employee shall receive any general salary adjustments (COLA) and will be eligible for any salary step increase subject to satisfactory performance at the date of injury.

During the period of the first 120-days, the City will deduct the employee's insurance cost share premium contributions or the other required deductions through payroll deductions from any gross-up payments made to the employee each pay period.

During the first 120-day period, the employee will continue to accrue all benefits, including but not limited to sick leave, vacation accrual, health insurance and PERS contribution. The PERS contribution is limited to the value paid by the city as the gross-up payment each pay period.

2) After 120 Days. Employees shall use available sick leave balances in order to gross-up and receive their regular gross wages. The employee's sick leave bank shall only be charged the difference between the employee's time loss payments/checks and their regular gross pay. If the employee's sick leave bank is depleted, the employee may elect to use available Comp Time or PTO to make up the difference. Employee medical benefits will continue for a maximum of 12 months and leave accruals will be calculated proportionately to the amount of leave used by the employee to supplement their wages.

- B. Early Return-to-Work Program. Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by the City, injured employees and their treating physicians, and our workers' compensation insurance

carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, the City will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with the City. While you are on modified or transitional work, you are still subject to all other City rules and procedures.

2. Disputes of this agreement are governed by the grievance process contained in the collective bargaining agreement.
3. This agreement is subject to ratification by City Council and is effective upon execution thereafter, as of the date last set forth below.

City of Sherwood

AFSCME

Craig Sheldon, City Manager Pro Tem

Philip Smith, President

Date: _____

Date: _____

TO: Sherwood City Council

FROM: Lydia McEvoy, HR Director
Through: Craig Sheldon, City Manager Pro-Tem and Sebastian Tapia, Interim City Attorney

SUBJECT: Resolution 2024-044, Authorizing the City Manager Pro Tem to sign an MOU with Sherwood Police Officers Association (SPOA) regarding Workers Compensation

Issue:

Should the City Council authorize the City Manager Pro Tem to sign an MOU with Sherwood Police Officers Association (SPOA) to amend the section on Workers Compensation?

Background:

Workers Compensation language is inconsistent between the City of Sherwood Employee Handbook 2024 and the Collective Bargaining Agreement between City of Sherwood and Sherwood Police Officers Association (exp. June 2025).

City Staff are recommending that the Sherwood Police Officers Association Collective Bargaining Agreement, incorporate the same Workers Compensation language as the Employee Handbook 2024. This requires the City Manager Pro Tem to be authorized to sign an MOU with SPOA to replace Article 23 – PAID LEAVES, Section 9 Workers Compensation; and replace it with the language from the City of Sherwood Employee Handbook 2024, Section IV. Employee Benefits, Subsection C. Workers Compensation and Safety on the Job.

Financial Impact:

Minimal financial impact or additional funds needed by this resolution.

Recommendation:

Staff respectfully recommends adoption of Resolution 2024-044, Authorizing the City Manager Pro Tem to sign an MOU with Sherwood Police Officers Association (SPOA) regarding Workers Compensation.



RESOLUTION 2024-044

AUTHORIZING THE CITY MANAGER PRO TEM TO SIGN AN MOU WITH SHERWOOD POLICE OFFICERS ASSOCIATION (SPOA) REGARDING WORKERS COMPENSATION

WHEREAS, the current SPOA collective Bargaining Agreement was adopted and amended by Resolution 2023-006 on January 3, 2023; and

WHEREAS, the current City of Sherwood Employee Handbook 2024 was adopted previously in this Council meeting by Resolution 2024-042; and

WHEREAS, the City desires that the Collective Bargaining Agreement between the City of Sherwood and SPOA contains the same language regarding Workers Compensation as the new City of Sherwood Employee Handbook 2024; and

WHEREAS, Craig Sheldon, as City Manager Pro Tem has the authority and responsibilities of the City Manager; and

WHEREAS, the MOU and its contents will repeal and replace the language contained within the current Collective Bargaining Agreement, Article 23 – PAID LEAVES, Section 9 Workers Compensation; and replace it with the language from the City of Sherwood Employee Handbook 2024, Section IV. Employee Benefits, Subsection C. Workers Compensation and Safety on the Job.

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

Section 1. The City Council authorizes the City Manager Pro Tem to sign an MOU, attached hereto as Exhibit A, with SPOA to modify the Workers Compensation Language.

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

Duly passed by the City Council this 18th of June 2024.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

**AMENDMENT TO THE
COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE CITY OF SHERWOOD AND
THE SHERWOOD POLICE OFFICERS ASSOCIATION**

The City of Sherwood (City) and the Sherwood Police Officers Association (Association) have reached the following agreement regarding Workers' Compensation and the Early Return-to-Work Program:

1. Article 23, Section 9 of the Collective Bargaining Agreement between City and Association (CBA) is hereby amended by replacing existing Section 9 with the following:

Section 9. Worker's Compensation

A. Pay During Workers' Compensation Leave

1) During the First 120 days. If eligible for time loss due to an on-the-job injury or occupational illness and a worker's compensation accepted claim, the City shall issue a gross-up check each pay period in an amount which is the difference between any worker's compensation payments and the employee's regular gross wages, excluding overtime for that period covered by the compensation payments. Employees shall retain any time loss payment/checks received by the City's workers compensation provider. Employees may be required to provide Payroll with evidence of the workers compensation payment so that Payroll may calculate the gross-up check amount. The City will endeavor to process the gross up check as soon as operationally possible, however, depending on the date of the workers compensation payment, the gross up check may be paid in the following pay period.

The employee shall receive any general salary adjustments (COLA) and will be eligible for any salary step increase subject to satisfactory performance at the date of injury.

During the period of the first 120-days, the City will deduct the employee's insurance cost share premium contributions or the other required deductions through payroll deductions from any gross-up payments made to the employee each pay period.

During the first 120-day period, the employee will continue to accrue all benefits, including but not limited to sick leave, vacation accrual, health insurance and PERS contribution. The PERS contribution is limited to the value paid by the city as the gross-up payment each pay period.

2) After 120 Days. Employees shall use available sick leave balances in order to gross-up and receive their regular gross wages. The employee's sick leave bank shall only be charged the difference between the employee's time loss payments/checks and their regular gross pay. If the employee's sick leave bank is depleted, the employee may elect to use available Comp Time or PTO to make up the difference. Employee medical benefits will continue for a maximum of 12 months and leave accruals will be calculated proportionately to the amount of leave used by the employee to supplement their wages.

- B. Early Return-to-Work Program. Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by the City, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest

possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, the City will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with the City. While you are on modified or transitional work, you are still subject to all other City rules and procedures.

2. Disputes of this agreement are governed by the grievance process contained in the collective bargaining agreement.
3. This agreement is subject to ratification by City Council and is effective upon execution thereafter, as of the date last set forth below.

City of Sherwood

Sherwood Police Officers Association

Craig Sheldon, City Manager Pro Tem

Kelley Bertrand, President

Date: _____

Date: _____

City Council Meeting Date: June 18, 2024

Agenda Item: New Business

TO: Sherwood City Council

FROM: Craig Sheldon, City Manager Pro Tem
Through: David Bodway, Finance Director and Ryan Adams, City Attorney

SUBJECT: Resolution 2024-045, adopting the Capital Improvement Plan (CIP) for FY2024-25

Issue:

Should the City Council adopt the Capital Improvement Plan (CIP) for FY2024-25?

Background:

Many funding sources require a Capital Improvement Plan (CIP) to be adopted before funds can be spent. Having a CIP is a precursor to the expenditure of System Development Charges and revenue from sources outside the City of Sherwood. This staff report presents the FY2024-25 CIP and the adopting resolution.

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

City of Sherwood Five Year Capital Improvement Plan (FY 25 Through FY 29)						
TRANSPORTATION SYSTEM IMPROVEMENTS & STREET MAINTENANCE	Estimated Cost	24/25	25/26	26/27	27/28	28/29
Ice Age Drive Design & Construction (Job #7235Treet)	\$ 19,078,615	\$ 4,000,000	\$ 5,092,459	\$ 3,316,545	\$ -	\$ -
Oregon St Design & Construction (Job #7065Treet)	8,780,990	225,050	3,269,069	4,712,040	-	-
99W Pedestrian Bridge (Job #3345Treet)	29,834,772	19,114,250	2,000,000	-	-	-
Tualatin-Sherwood Rd. Improvements by WashCo DLUT	182,580	17,000	-	-	-	-
Washington Street Sidewalk Infill, North Side (Stella Olsen Park to Lee Drive)	460,000	-	460,000	-	-	-
Arrow Street Improvements (7245T)	1,675,091	1,000,000	525,000	-	-	-
Oregon-Tonquin Intersection Improvements (Signal or Roundabout)	2,800,000	50,000	450,000	2,300,000	-	-
Cedar Creek Trail Supplemental Work + Alexander Fence	1,332,499	150,000	-	-	-	-
FEMA/FIRM Map Correction for Cedar Creek Trail Grade Separate Crossing of Hwy 99	24,000,000	160,000	-	-	-	23,800,000
Transportation System Plan (TSP) Update	460,000	350,000	110,000	-	-	-
Edy Road Improvements (Borchers Dr. to Trails End Dr.) MSTIP 3F	7,900,000	-	900,000	2,000,000	5,000,000	-
Edy-Elwert Intersection Improvements (Signal or Roundabout) MSTIP 3F	5,250,000	-	250,000	750,000	4,250,000	-
Sunset-Timbrei Crosswalk Enhancements & RRFB *Includes entire project costs w/ reimbursement grant funds*	375,000	300,000	75,000	-	-	-
Traffic Safety & Calming (Annual Program)	568,021	100,000	100,000	100,000	100,000	100,000
Pine Street Improvements Phase 2 (Division St. to Sunset Blvd)	1,850,000	-	1,000,000	850,000	-	-
Elwert Road Improvements (Haede/Handley Rd. to Edy Rd.)	6,000,000	-	3,000,000	3,000,000	-	-
Brookman Road Improvements (99W to Ladd Hill Rd.)	16,000,000	-	50,000	2,000,000	8,000,000	5,950,000
Cedarbrook Way Improvements (Meinecke Rd. to Elwert Rd)	8,800,000	-	-	-	-	8,800,000
Langer Farms Parkway North (99W to Roy Rogers)	4,750,000	-	-	-	600,000	4,150,000
Cedar Creek Trail Segment 8 FHWA Federally Funded Project	1,950,000	-	-	-	-	-
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	-
Cedar Creek Trail Segment 11 (Design/Construction Roy Rogers to Wildlife Refuge)	900,000	-	-	-	-	900,000
Timbrei from Middleton to Sunset (grind and overlay)-pci 62	103,276	68,276	-	-	-	-
Shaumburg from Division to End of Road (Reconstruct) (Storm/San)-pci 59	1,135,029	1,061,159	-	-	-	-
Sunset (Eucalyptus to St. Charles) (grind and overlay)-pci 62	169,544	134,544	-	-	-	-
Sunset (St. Charles to Myrica) (grind and overlay)-pci 62	95,806	75,806	-	-	-	-
Sunset (Myrica to Main) (grind and overlay)-pci 63	187,112	152,112	-	-	-	-
Meinecke Roundabout-pci 66	91,876	66,876	-	-	-	-
Edy Rd (Terrapln-Houston)-pci 57	161,214	161,214	-	-	-	-
Edy Rd (Houston-Cherry Orchard)-pci 68	88,054	88,054	-	-	-	-
Washington St from Tualatin to Division/Shaumburg (reconstruct)-pci 67	450,060	-	450,060	-	-	-
Sunset Pedestrian Safety Study 99W to Pinehurst	50,000	-	-	-	-	-
Timbrei from Middleton to Old Pacific Hwy- 99w (grind and overlay)-pci 76	119,057	-	-	-	-	119,057
Alexander (Dead end to Smith) (grind and overlay)-pci 53	78,000	-	-	-	39,000	39,000
Oregon Street (Lincoln to Hall) (grind and overlay)-pci 77	248,747	-	-	248,747	-	-
Oregon Street (Orland to Brickyard and 70' east) (reconstruct)-pci 70	67,467	-	-	67,467	-	-
Oregon Street (Lower Roy to Orland) (reconstruct)-pci 58	42,484	-	-	42,484	-	-
Oregon Street (Hall to Lower Roy) (reconstruct)-pci 69	49,744	-	-	49,744	-	-
Willamette St from Orcutt to Pine St. (reconstruct)-pci 72	87,975	-	-	87,975	-	-
Sunset (Main to Cinnamon Hill) (grind and overlay)-pci 69	379,138	-	379,138	-	-	-
Sunset (Cinnamon Hills to Pine) (grind and overlay)-pci 70	410,078	-	-	-	410,078	-
Meinecke (Cedarbrook Way to 99w)-pci 68	275,513	-	-	275,513	-	-
Meinecke (99w-Dewey Roundabout)-pci 70	195,557	-	-	-	195,557	-
Sidewalk on Sunset from Cinnamon Hills to Main	100,000	-	-	-	-	100,000
Borchers between Edy Road and Daffodil St (grind and overlay)-pci 70	261,849	-	-	261,849	-	-
Borchers between Daffodil St and Roy Rogers (grind and overlay)-pci 61	131,022	-	-	131,022	-	-
Sidewalk on Borchers - Infront of PGE property	100,000	-	-	-	-	100,000
Borchers between Roy Rodgers and Sydney (grind and overlay)-pci 68	43,450	-	-	43,450	-	-
Baler between T/S Road and Langer (grind and overlay)-pci 73	74,947	-	-	-	-	74,947
Sunset (Pine to Aldergrove) (grind and overlay)-pci 77	240,876	-	-	-	-	240,876
Sunset (Brittany to Murdock) (grind and overlay)-pci 65	221,000	-	-	-	221,000	-
Century between T/S and Sherwood Industrial (grind and overlay)-pci 65	376,567	-	-	376,567	-	-

TRANSPORTATION SYSTEM IMPROVEMENTS & STREET MAINTENANCE	Estimated Cost	24/25	25/26	26/27	27/28	28/29
Fair Oaks Ct. (Fair Oaks Drtp Cul de sac)-pci 85	27,867	-	-	-	-	27,867
Fair Oaks Dr. (Cul de sac-Fair Oaks)-pci 79	51,333	-	-	-	-	51,333
Fair Oaks Dr (Fair Oaks to Murdock)-pci 74	61,453	-	-	-	-	61,453
Cochran (Upper Roy to June Ct) (grind and overlay)-pci 71	102,489	-	-	-	-	102,489
Cochran (June Ct to Willamette) (grind and overlay)-pci 72	53,613	-	-	-	-	53,613
June Ct (Cochran to cul-de-sac) (grind and overlay)-pci 72	51,333	-	-	-	-	51,333
May Ct (Upper Roy to cul-de-sac) (grind and overlay)-pci 81	73,578	-	-	-	-	73,578
Norton (Bamsdale to Forest) (grind and overlay)-83	52,232	-	-	-	-	52,232
Norton (Forest to Willamette) (grind and overlay)-81	111,522	-	-	-	-	111,522
Lincoln St (Daria Kay-Clifford) (grind and overlay)-pci 71	15,253	-	-	-	-	15,253
Lincoln St (Oregon-Daria Kay) (grind and overlay)-pci 71	87,083	-	-	-	-	87,083
Lincoln St (Clifford-Willamette) (grind and overlay)-pci 73	25,813	-	-	-	-	25,813
Railroad/1st alley (Park-Main) (grind and overlay)-pci 72	45,650	-	-	-	-	45,650
Railroad (Park-Main) (grind and overlay)-pci	16,060	-	-	-	-	16,060
Handley St (Roellich-Cedarbrook Wy) (grind and overlay)-pci 73	98,694	-	-	-	-	98,694
Langer Dr (Holland E.-Baier) (grind and overlay)-pci 73	105,698	-	-	-	-	105,698
Park Row (Division-Willamette) (reconstruct)-pci 74	56,479	-	-	-	-	56,479
Villa Rd (Park to pedestrian path) (reconstruct)-pci 72	34,467	-	-	-	-	34,467
	\$ 157,461,174	\$ 28,366,800	\$ 18,018,267	\$ 24,113,403	\$ 21,915,635	\$ 45,444,497

SANITARY SYSTEM IMPROVEMENTS & MAINTENANCE	Estimated Cost	24/25	25/26	26/27	27/28	28/29
Rock Creek Upsizing Phase 1 - Construction (408SS) COMPLETED	\$ 2,442,131	\$ -	\$ -	\$ -	\$ -	\$ -
Rock Creek Upsizing Phase 2 - Design & ROW (409SS) IN-PROGRESS	416,938	150,000	150,000	-	-	-
Rock Creek Upsizing Phase 2 - Construction (409SS) BID: Dec'25-Jan'26 CONSTRUCTION: Mar'26-Nov'27	2,400,000	-	350,000	1,250,000	800,000	-
Brookman Sanitary Trunkline Project Phase 1 (Feasibility, Design) FEASIBILITY COMPLETED	532,608	400,000	-	-	-	-
Brookman Sanitary Trunkline Project Phase 2 (Construction) LOCAL MATCH ONLY	2,550,000	500,000	1,350,000	700,000	-	-
Sanitary Sewer Master Plan Update w/ SDGs & Fee Refresh	300,000	10,000	290,000	-	-	-
	\$ 8,641,678	\$ 1,060,000	\$ 2,140,000	\$ 1,950,000	\$ 800,000	\$ -

STORM SYSTEM IMPROVEMENTS & MAINTENANCE	Estimated Cost	24/25	25/26	26/27	27/28	28/29
Oregon Street Regional WQF - Design (503SD)	\$ 372,998	\$ 85,000	\$ -	\$ -	\$ -	\$ -
Oregon Street Regional WQF - Construction (503SD)	600,000	-	150,000	450,000	-	-
2nd and Park Street Stormwater Facility Rehabilitation (Improvement)	335,000	250,000	20,306	-	-	-
Gleneagle Drive Regional Storm New Facility (extended detention basin)	305,153	175,000	-	-	-	-
Stormwater Master Plan Update w/ SDGs & Fee Refresh	300,000	10,000	290,000	-	-	-
Stella Olsen Park Drainage Swale Upgrade	160,000	-	-	-	50,000	50,000
Annual Storm Water Quality Facility Refurbishments	434,558	50,000	50,000	50,000	50,000	50,000
Annual Citywide Catch Basin Remediation Program	430,086	60,000	60,000	60,000	60,000	60,086
Woodhaven Swales	500,000	100,000	100,000	100,000	100,000	75,000
Fair Oaks Drainage	60,000	-	-	60,000	-	-
	\$ 3,497,795	\$ 730,000	\$ 670,306	\$ 720,000	\$ 260,000	\$ 235,086

Financial Impacts:

The financial impacts from this resolution have been considered within the City Manager’s proposed FY2024-25 budget. The FY2024-25 budget has been approved by the Budget Committee prior to the June 18, 2024, City Council meeting. In the event the budget process necessitates changes to the CIP, this item can be postponed, or an amendment can be brought forward later. There are no other financial impacts.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2024-045, Adopting the Capital Improvement Plan for FY2024-25.



RESOLUTION 2024-045

ADOPTING THE CAPITAL IMPROVEMENT PLAN (CIP) FOR FY2024-25

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

WHEREAS, the attached FY2024-25 Capital Improvement Plan represents capital improvement planning based on the current circumstances and priorities of the City; and

WHEREAS, this Capital Improvement Plan is the basis for projects included in the City Manager’s proposed FY2024-25 Budget; and

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

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

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

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

Section 1. The FY2024-25 Capital Improvement Plan attached hereto as Exhibit A is hereby adopted.

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

Duly passed by the City Council this 18th day of June 2024.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



CAPITAL IMPROVEMENT PLAN



Groundbreaking Ceremony for the Hwy 99W Pedestrian Crossing Project

FY 2024/25-2029/30

JULY 1, 2024

CITY OF SHERWOOD, OREGON

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

Capital Improvement Plan

Fiscal Year 2024-2025

City Council

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

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

City Staff

City Manager Pro Tem & Public Works Director
Finance Director
Community Development Director
Assistant City Manager & Community Services Director
City Engineer

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

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EXECUTIVE SUMMARY

SHERWOOD FIVE YEAR CAPITAL IMPROVEMENT PLAN (FISCAL YEARS 2024 TO 2029)

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

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

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

THE CIP PROCESS

The CIP is the result of an ongoing infrastructure planning process, which provides flexibility and takes advantage of opportunities for funding capital improvement expenditures. The Fiscal Years 2024-2029 CIP is developed utilizing adopted policies and current master plans, input from the public, professional peer review, and review and approval of the City's elected officials. A draft CIP is made available to the general public and elected officials for review and comment. Input from the public occurs at many levels. As Master Plans are developed and adopted, there are public input opportunities to ensure that the plans reflect community input and need.

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

HOW PROJECTS ARE ADDED TO OR REMOVED FROM THE CIP

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



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

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

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

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

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

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

CIP CATEGORIES

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

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



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

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

HOW THE CIP IS FUNDED

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

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

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

PROJECT LISTS AND DETAIL SHEETS

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

The project detail sheet provides the following information:

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



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

COMPLETED PROJECTS

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

CAPITAL IMPROVEMENT PLAN
SECTION A
ONE-YEAR CAPITAL PROJECTS LIST

**CITY OF SHERWOOD
CIP PROJECTS LISTING**

ONE-YEAR CAPITAL IMPROVEMENT PROJECT LISTING

The following project list shows capital projects funded with capital funds proposed for the FY 2024-2025 budget cycle. These projects are a compilation of projects from the City’s Master Plans, and Engineering and Public Works identified infrastructure improvement projects.

Project Title	Estimated Project Cost	Previous Fiscal Year's Expend.	Estimated FY 24/25 Expend.	Future Fiscal Year's Expend.
Ice Age Drive (*URA project)	19,078,621	6,669,617	4,000,000	8,409,004
Oregon St Improvements (Design and Construction; includes WQF)	9,753,988	862,829	310,050	8,581,109
99W Pedestrian Bridge (*URA project)	29,834,772	8,720,522	19,114,250	2,000,000
Tualatin-Sherwood Road Widening Coordination with the County	182,580	143,818	17,000	0
Arrow Street Improvements	1,675,091	150,091	1,000,000	525,000
Oregon St @ Tonquin Rd & Murdock Rd Improvements	2,800,000	0	50,000	2,750,000
Cedar Creek Trail Supplemental Work and SW Alexander Lane Fence	1,332,499	1,182,499	150,000	0
Cedar Creek Trail Grade Separated Crossing and FEMA FIRM Map Correction	24,000,000	40,000	160,000	23,800,000
Transportation System Plan (TSP) Update	460,000	0	350,000	110,000
Sunset-Timbrel Crosswalk Enhancements & RRFB	375,000	0	300,000	75,000
Traffic Safety and Calming	568,021	68,021	100,000	400,000
Timbrel from Middleton to Sunset (grind and overlay)	103,276	35,000	68,276	0
Schamburg from Division to end of road (reconstruct)- includes sewer and storm rehab	1,135,029	73,870	1,061,159	0
Sunset Blvd (Eucalyptus to St Charles) Grind & Overlay	169,544	35,000	134,544	0
Sunset Blvd (St Charles to Myrica) Grind & Overlay	95,806	20,000	75,806	0
Sunset Blvd (Myrica to Main) Grind & Overlay	187,112	35,000	152,112	0
Meinecke Roundabout	91,876	25,000	66,876	0
Edy Rd (Terrapin to Houston)	161,214	0	161,214	0
Edy Rd (Houston to Cherry Orchard)	88,054	0	88,054	0
Rock Creek Trunk Capacity Upgrade – Phase II Design	416,938	116,938	150,000	150,000
Brookman Area SS Trunkline Extension Design	532,608	132,608	400,000	0
Brookman Area SS Trunkline Extension Construction	2,550,000	0	500,000	2,050,000
Sanitary Sewer Master Plan Update	300,000	0	10,000	290,000
2 nd & Park Streets Stormwater Facility Rehabilitation	335,000	64,694	250,000	20,306

**CITY OF SHERWOOD
CIP PROJECTS LISTING**

Project Title	Estimated Project Cost	Previous Fiscal Year's Expend.	Estimated FY 24/25 Expend.	Future Fiscal Year's Expend.
Gleneagle Drive Storm Water Facility	305,153	130,153	175,000	0
Stormwater Master Plan Update	300,000	0	10,000	290,000
Water Quality Facility Refurbishments	434,558	184,558	50,000	200,000
Citywide Catch Basin Remediation Program	430,086	130,000	60,000	240,086
Woodhaven Swales	500,000	25,000	100,000	375,000
TVWD Capacity Improvements to 6.2mgd	806,000	0	806,000	0
WRWTP - 20.0 mgd Expansion	10,128,801	9,928,801	200,000	0
Routine Waterline Replacement Program	250,000	0	50,000	\$200,000
TS Road County conflict improvements	567,646	417,646	150,000	0
Wyndham Ridge Pump Station (Flex Connections)	50,000	0	50,000	0
Murdock Park Improvements & Restroom	2,246,000	70,000	30,000	2,146,000
Trail Network Expansion	900,000	150,000	150,000	600,000
Tannery Site Cleanup	7,270,141	195,141	675,000	6,400,000
Adjacent Lot to Art Center	1,600,000	0	100,000	1,500,000

CAPITAL IMPROVEMENT PLAN
SECTION B
FIVE-YEAR CAPITAL PROJECTS LIST

FY 24-25 Engineering Five Year Capital Improvement Plan

Council Goal		Current estimated cost	FY 23/24 or prior	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29+
STREETS; INCLUDES STORM AND SANITARY AS APPLICABLE								
* E, I, L	Oregon St Improvements & Regional WQF Design	\$9,153,988	\$862,829	\$310,050	\$3,269,069	\$4,712,040		
	Construction	\$600,000			\$150,000	\$450,000		
* I, L, PS	Tualatin-Sherwood Road Widening Coordination with County	\$182,580	\$143,818	\$17,000				
* I, L, PS	Sidewalk on Meinecke/Washington North Side from Stella Olsen Park to Lee Dr	\$460,000			\$460,000			
* E, I	Arrow Street	\$1,675,091	\$150,091	\$1,000,000	\$525,000			
* E, I, L, PS	Oregon St @ Tonquin Rd & Murdock Rd Improvements	\$2,800,000		\$50,000	\$450,000	\$2,300,000		
* I, L	Cedar Creek Trail – Supplemental Work and SW Alexander Lane Fence	\$1,332,499	\$1,182,499	\$150,000				
* I, L, PS	Cedar Creek Trail – Grade Separated Crossing of 99W & FEMA/FIRM Map Correction	\$24,000,000	\$40,000	\$160,000				\$23,800,000
* I, L, PS	Transportation System Plan (TSP) Update	\$460,000		\$350,000	\$110,000			
* I, L, PS	Edy Road Improvements from Borchers to Trails End – MSTIP 3F	\$7,900,000			\$900,000	\$2,000,000	\$5,000,000	
* I, L, PS	Edy Road/Elwert Road intersection improvements (signal or roundabout)	\$5,250,000			\$250,000	\$750,000	\$4,250,000	
* I, L, PS	Sunset-Timbrel Crosswalk Enhancements & RRFB	\$375,000		\$300,000	\$75,000			
I, L, PS	Traffic Safety and Calming	\$568,021	\$68,021	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
I, L, PS	Pine Street Phase II	\$1,850,000			\$1,000,000	\$850,000		
* I, L, PS	Elwert Road Improvements from Haide/Handley to Edy	\$6,000,000			\$3,000,000	\$3,000,000		

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

Council Goals:

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

Council Goal		Current estimated cost	FY 23/24 or prior	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29+
* I, L, PS	Brookman Road Improvements from 99W to Ladd Hill Rd	\$16,000,000			\$50,000	\$2,000,000	\$8,000,000	\$5,950,000
*I, L, PS	Cedarbrook Way Improvements from Meinecke to Elwert	\$8,800,000						\$8,800,000
*I, E	Langer Farms Parkway North from 99W to Roy Rogers	\$4,750,000					\$600,000	\$4,150,000
* I, L	Cedar Creek Trail - Segment 9-A Design & Construction from 99W to Edy	\$3,900,000	\$400,000			\$3,500,000		
* I, L	Cedar Creek Trail - Segment 9-B Design & Construction from Edy to Roy Rogers	\$3,600,000	\$500,000				\$3,100,000	
*I, L, PS	Cedar Creek Trail - Segment 11 Design & Construction from Roy Rogers to Wildlife Refuge	\$900,000						\$900,000
SANITARY								
* E, I	Rock Creek Trunk Capacity Upgrade – Phase II Design & ROW	\$416,938	\$116,938	\$150,000	\$150,000			
	Phase II Construction	\$2,400,000			\$350,000	\$1,250,000	\$800,000	
I	Brookman Area SS Trunkline Extension Design	\$532,608	\$132,608	\$400,000				
	Brookman Area SS Trunkline Extension Construction	\$2,550,000		\$500,000	\$1,350,000	\$700,000		
FR	Sanitary System Master Plan and SDC Fee Update	\$300,000		\$10,000	\$290,000			
STORM								
I	2 nd and Park Storm Water Facility Rehabilitation	\$335,000	\$64,694	\$250,000	\$20,306			
I	Gleneagle Dr Regional Storm Water New Facility (extended detention basin)	\$305,153	\$130,153	\$175,000				
FR	Stormwater Master Plan and SDC Fee Update	\$300,000		\$10,000	\$290,000			
WATER								
I	TVWD Capacity Improvements 6.2 to 9.7mgd	\$806,000		\$806,000				
I	WRWTP – 20.0 MGD Expansion	\$10,128,801	\$9,928,801	\$200,000				

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

Council Goals:

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

Council Goal		Current estimated cost	FY 23/24 or prior	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29+
FR	Water Master Plan and SDC Fee Update	\$310,000			\$10,000	\$300,000		
I	Brookman Expansion Loop from SW Sherwood PRV to 99W (M7)	\$184,000						\$184,000
I	Brookman Expansion Loop from SW Sherwood PRV to 99W (M8)	\$558,000						\$558,000
I	Brookman Expansion Loop from SW Sherwood PRV to 99W (M9)	\$675,000						\$675,000
I	SW Sherwood PRV (V-1)	\$166,308						\$166,308
I	SM-1.1 Tier 1 Backbone Near Hospital, Police, PW and Fire Station	\$1,130,000						\$1,130,000
I	SM-1.2 Tier 1 Backbone Near Sunset Reservoir and PS toward TVF&R and PW	\$370,000						\$370,000
I	SM-1.3 Tier 1 Backbone – Sunset Reservoir to Well #3	\$425,000						\$425,000
I	SM-1.4 Tier 1 Backbone – WTP to Sherwood Owned Reservoirs	\$1,000,000						\$1,000,000
I	SM-1.4 Tier 1 Backbone – WTP to Shared Vault with Wilsonville	\$1,000,000						\$1,000,000
PARKS								
I, L	Murdock Park Improvements and Restroom	\$2,246,000	\$70,000	\$30,000	\$215,000			\$1,931,000
I, L	Skate Park Restrooms	\$250,000			\$250,000			
I, L	Moser Pass PUD Restroom	\$215,000				\$215,000		
I, L	Dog Park North of 99W	\$150,000						\$150,000
I, L	Universally Accessible Destination Play Area (Inclusive) Infill Project	\$1,750,000						\$1,750,000

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

Council Goals:

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

Council Goal		Current estimated cost	FY 23/24 or prior	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29+
I, L	Trail Network Expansion Improvements Infill Project	\$900,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
I, L	Sherwood West 30 Acre Sports Complex	\$12,750,000						\$12,750,000
I, L	Sherwood West 15 Acre Park and Two 3 Acre Neighborhood Parks	\$12,600,000						\$12,600,000
I, L	Brookman Concept Area Parks	\$6,375,000						\$6,375,000
I, L	Sherwood Field House Replacement	\$7,500,000						\$7,500,000
I, L	Disc Golf Course	\$75,000						\$75,000
GENERAL CONSTRUCTION								
PS	Tannery Site Cleanup (Part of Regional Storm Project)	\$7,270,141	\$195,141	\$675,000	\$1,200,000	\$3,200,000	\$2,000,000	
I, L	Adjacent Lot to Arts Center	\$1,600,000		\$100,000	\$180,000	\$700,000	\$620,000	
I, L	New Public Works Facility	\$25,000,000				\$2,175,000	\$2,175,000	\$20,650,000
URA								
* E, I	Ice Age Drive	\$19,078,621	\$6,669,617	\$4,000,000	\$5,092,459	\$3,316,545		
*I, L, PS	99W Pedestrian Bridge	\$29,834,772	\$8,720,522	\$19,114,250	\$2,000,000			

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

Council Goals:

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

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

FY 24-25 Public Works Five Year Capital Improvement Plan Maintenance Projects

	Current estimated cost	FY 23/24 or prior	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29+
STREETS; INCLUDES STORM AND SANITARY AS APPLICABLE							
Timbrel from Middleton to Sunset (grind and overlay)	\$103,276	\$35,000	\$68,276				
Schamburg from Division to End of Road (reconstruct AND Sanitary improvement)	\$1,135,029	\$73,870	\$1,061,159				
Sunset (Eucalyptus to St. Charles) grind overlay	\$169,544	\$35,000	\$134,544				
Sunset (St. Charles to Myrica), grind and overlay	\$95,806	\$20,000	\$75,806				
Sunset (Myrica to Main), grind and overlay	\$187,112	\$35,000	\$152,112				
Meinecke Roundabout improvement	\$91,876	\$25,000	\$66,876				
Edy Rd from Terrapin to Houston	\$161,214		\$161,214				
Edy Rd from Houston to Cherry Orchard	\$88,054		\$88,054				
Washington from Tualatin to Shamburg (reconstruct)	\$450,060			\$450,060			
Timbrel from Middleton to Old Pacific Hwy (grind and overlay)	\$119,057						\$119,057
Alexander Lane from Dead End to Smith (grind and overlay)	\$78,000					\$39,000	\$39,000
Oregon Street from Lincoln to Hall (grind and overlay)	\$248,747				\$248,747		
Oregon Street from Orland to Brickyard and 70' East (reconstruct)	\$67,467				\$67,467		
Oregon Street from Lower Roy to Orland (reconstruct)	\$42,484				\$42,484		
Oregon Street from Hall to Lower Roy (reconstruct)	\$49,744				\$49,744		
Willamette Street from Orcutt to Pine (reconstruct)	\$87,975				\$87,975		
Sunset (Main to Cinnamon Hill), grind and overlay	\$379,138			\$379,138			
Sunset (Cinnamon Hill to Pine), grind and overlay	\$410,078					\$410,078	
Meinecke from Cedar Brook Way to 99W	\$275,513				\$275,513		
Meinecke from 99W to Dewey Roundabout	195,557					\$195,557	
Sidewalk on Sunset From Cinnamon Hills to Main	\$100,000						\$100,000

	Current estimated cost	FY 23/24 or prior	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29+
Borchers from Edy to Daffodil (grind and overlay)	\$261,849				\$261,849		
Borchers from Daffodil to Roy Rogers (grind and overlay)	\$131,022				\$131,022		
Sidewalk on Borchers – In front of PGE property	\$100,000						\$100,000
Borchers from Roy Rogers to Sydney (grind and overlay)	\$43,450				\$43,450		
Baler from T-S Rd and Langer (grind and overlay)	74,947						\$74,947
Sunset from Pine to Aldergrove (grind and overlay)	\$240,876						\$240,876
Sunset (Brittany to Murdock), grind and overlay	\$221,000					\$221,000	
Century from T-S Rd and Sherwood Industrial (grind and overlay)	\$376,567					\$376,567	
Fair Oaks Ct from Fair Oaks Dr to cul-de-sac	\$27,867						\$27,867
Fair Oaks Dr from cul-de-sac to Fair Oaks	\$51,333						\$51,333
Fair Oaks Dr from Fair Oaks to Murdock	\$61,453						\$61,453
Cochran from Upper Roy to June Ct (grind and overlay)	\$102,489						\$102,489
Cochran from June Ct to Willamette (grind and overlay)	\$53,613						\$53,613
June Ct from Cochran to cul-de-sac (grind and overlay)	\$51,333						\$51,333
May Ct from Upper Roy to cul-de-sac (grind and overlay)	\$73,578						\$73,578
Norton Ave from Barnsdale to Forest (grind and overlay)	\$52,232						\$52,232
Norton Ave from Forest to Willamette (grind and overlay)	\$111,522						\$111,522
Lincoln St from Darla Kay to Clifford (grind and overlay)	\$15,253						\$15,253
Lincoln St from Oregon to Darla Kay (grind and overlay)	\$87,083						\$87,083
Lincoln St from Clifford to Willamette (grind and overlay)	\$25,813						\$25,813

	Current estimated cost	FY 23/24 or prior	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29+
Railroad/1 st alley (Park and Main) (grind and overlay)	\$45,650						\$45,650
Railroad at Park/Main (grind and overlay)	\$16,060						\$16,060
Handley St from Roellich to Cedar Brook Wy (grind and overlay)	\$98,694						\$98,694
Langer Drive from Holland to E Baler (grind and overlay)	\$105,698						\$105,698
Park Row from Division to Willamette (reconstruct)	\$56,479						\$56,479
Villa Rd from Park to pedestrian path (reconstruct)	\$34,467						\$34,467
SANITARY							
Old Town Laterals (Transfer to Operations)							
STORM							
Stella Olsen Park Drainage Swale Upgrade	\$160,000	\$60,000				\$50,000	\$50,000
Water Quality Facility Refurbishments	\$on-going	\$184,558	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Citywide Catch Basin Remediation program	\$on-going	\$130,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Woodhaven Swales	\$on-going	\$25,000	\$100,000	\$100,000	\$100,000	\$100,000	\$75,000
Fair Oaks Drainage	\$60,000				\$60,000		
WATER							
Routine Waterline Replacement Program	\$on-going		\$50,000	\$ 50,000	\$ 50,000	\$50,000	\$50,000
T/S County Conflict Improvements	\$567,646	\$417,646	150,000	100,000			
Resiliency Improvements-Piping Oregon St-Backbone	\$1,300,000			\$1,300,000			
SP-2 Pump Station Improvements (Wyndham Ridge)	\$50,000		\$50,000				
SR-1 Sunset Reservoir #1	\$179,014			\$179,014			
SR-2 Sunset Reservoir #2	\$133,113			\$133,113			
SR-3 Krueger Reservoir	\$156,000			\$156,000			
SW-4 Resiliency Upgrade - Well #6	\$61,000					\$61,000	

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Craig Sheldon, City Manager Pro Tem

SUBJECT: Resolution 2024-046, Declaring the City of Sherwood's Election to Receive State Shared Revenues

Issue:

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

Background:

The State of Oregon shares certain revenue with municipalities that choose to accept it. The only qualifications to receive these funds are to (1) hold public hearings on the use of the money, and (2) have levied a property tax in the preceding year. The City levied a property tax last year; it also held one public hearing on May 23, 2024 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 \$420,100 in FY2024-25 General Fund revenue and \$1,676,050 in FY2024-25 Street Fund revenue. The non-per capita based portion amounts to \$385,100 in the General Fund.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2024-046, Declaring the City of Sherwood's election to receive State Shared Revenues.



RESOLUTION 2024-046

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

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

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

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

WHEREAS, on May 23, 2024, a public hearing on the use of state revenues was held by the City of Sherwood Budget Committee and on June 18, 2024, a public hearing on the use of state revenues was held by the Sherwood City Council.

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

Section 1. Pursuant to ORS 221.770, the City of Sherwood hereby elects to receive state revenues for the Fiscal Year 2024-25.

Section 2. It is hereby certified that a public hearing before the Budget committee was held on May 23, 2024 and a public hearing before the City Council was held on June 18, 2024, 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 18th day of June 2024.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: David Bodway, Finance Director

Through: Craig Sheldon, City Manager Pro Tem

SUBJECT: **Resolution 2024-047, 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, 2024?

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 the miscellaneous other new fees and minor proposed changes to the fee schedule, effective July 1, 2024.

Section 2 Library Fines and Fees

- **General Fees** – 3% per transaction.

Section 2 Library

- **Library General Fees** – Update of type of service provided.

Section 5 Parks and Recreation

- **Other Field User Charges** – Removal of fees related to the Snyder Park field usage.
- **Other Parks Charges** – Addition of fees related to Robin Hood Plaza usage and Veterans Park Commemorative Bricks.
- **Field House** – *Increase in Team fees.*
- **Field House** – *Increase in evening rental fees.*
- **Field House** – *increase in adult open play fees and removal of pre-school play fees and 10 play punch cards.*

Section 5 Marjorie Stewart Senior Center

- **Program Fees** – Increase of suggested donation for meals for ages under 62.

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.
- **Additional Charges, If Necessary, To Enforce** – Increase in fee for Water Meter and locks.
- **Account Activation and De-Activation** – increase in deposit for a new application for service.
- **Other Additional Charges** – Increase in fees for water model for development.
- **Re-Inspection Fees** – Increase in inspections fees.
- **Broadband** – Addition of fees related to residential services, damage or repair to Broadband Utility and removal of cross connect fee.

Section 8 Engineering

- **Miscellaneous Fees** – Increase in fees for addressing, plans and specifications for capital projects, street trees, In-Lieu of, right of way, design and construction standards and as-built requests.
- **Erosion Control Fees** – Increase in fees to total valuation amounts.

Section 9 Planning

- **Other Fees** – Clarification pre-application conference classification and addition of Type III and above 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 FY2024-25 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 2024-047, 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 07/01/2024

*** 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): <ol style="list-style-type: none">a. Small/new business - Business has been in business less than one year or has fewer than five (5) full-time employees as defined in SMC 5.04.b. Business is headquartered (including U.S or North American headquarters) or has its principle place of business in Sherwood.c. Manufacturing/technology business - Business is in NAICS code categories 37, 32, 33, or 57, or otherwise qualifies as a manufacturing/technology business as determined by City Manager.

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

Zipty (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
24 x 36 large format plotter	\$4.00 per sheet
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
Computer & wireless printing (first 25 pgs. free)	\$0.10 per page (after 25 pgs.)
Printing, black & white	\$0.10 per page (after 25 pgs.)
Printing, color	\$0.50 per page
General copies on the public copier, black & white	\$0.10 per side
Copying, black & white	\$0.10 per page (after 25 pgs.)
General copies on the public copier, color	\$0.50 per side
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

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

B. Vehicle Impound

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

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

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

D. Miscellaneous Police Fees

Axon Photo Retrieval	\$15	
Copies of digital photographs/photo files	\$25	per disc
Fingerprinting*	\$28.05	\$28.61 per card
Records/Background checks*	\$16.82	\$17.16 per request

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

SECTION 4
 MUNICIPAL COURT

A. Court Fees

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

B. Fines set by the State of Oregon

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

C. Dog Fees

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

**SECTION 5
 PARKS AND RECREATION**

A. Athletic Field User Charges

Artificial Turf At Snyder Park

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

B. Other Field User Charges

Snyder Park Tennis Court

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

Snyder Park Concessions Stand

	<u>Resident</u>	<u>Non-Resident</u>
	\$20 per day	N/A
	\$100 per month	

B. Other Parks Charges

Sherwood Veterans Park

Commemorative Bricks
 \$125

Robin Hood Plaza

	<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	\$600	\$650 plus a \$50 late fee if not paid by the due date
Youth team	\$600	\$650 plus a \$25 late fee if not paid by the due date

Player Cards

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

Rental Fees

Day time fees (7 a.m. – 3 p.m.)	\$40	\$40 per hour
Evening fees (3 p.m. – midnight)	\$75	\$80 per hour

Open Play Fees

Pre-school play fees	\$3	per child
10 play punch card	\$25	
Adult open play fees	\$5	\$7 per person

Concessions and Merchandise

Varies

G. Special Events

Permit Fees

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

Street Closure for Special Event

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

Street Closure for Festival (more than four blocks)

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

SECTION 5
SHERWOOD CENTER FOR THE ARTS

H. Standard Facility Rentals

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

Main Hall

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

Non-peak hours=weekdays 9-3

	<u>Resident</u>	<u>Resident</u>		<u>Non-Res</u>	<u>Non-Res</u>	
	<u>Resident</u>	<u>Peak</u>	<u>Non-peak</u>	<u>Non-Res</u>	<u>Peak</u>	<u>Non-peak</u>
Partial day (4 hours or less)	\$700	\$735	\$700	\$750	\$788	\$750
Full day (up to 8 hours)	\$1,300	\$1,365	\$1,300	\$1,400	\$1,470	\$1,400
Extended day (up to 16 hours)	\$2,400	\$2,520	\$2,400	\$2,600	\$2,730	\$2,600
20% Non-Profit Discount						
Partial day (4 hours or less)	\$560	\$588	\$560	\$600	\$630	\$600
Full day (up to 8 hours)	\$1,040	\$1,092	\$1,040	\$1,120	\$1,176	\$1,120
Extended day (up to 16 hours)	\$1,920	\$2,016	\$1,920	\$2,080	\$2,184	\$2,080

Equipment & Additional Services

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

Chairs	Included					
Tables	Included					
Theatre Seating	Included					
Stage Riser	\$100	\$150				
Pipe and Drape System	\$175	\$225				
Kitchen	\$50					
Piano	\$50					
Carnival Games (charged per game, per day of use)	\$35		each			
Basic Av (sounds & lights controlled from stage, mic, screen, projector, and podium)	\$50					
Advanced Tech (sound and lights controlled from booth; multiple mics, monitors, light cues)	\$120					
						<i>requires an AV Technician for the event</i>
						<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					
Classroom(s) added to Main Hall rental	\$50		each partial day			
	\$100		each full day+			
Extra Facility Monitor**	\$15	\$25	per hour			
AV Technician (required if using Advanced Tech if provided by SCA. Must arrange in advance with SCA Manager)	\$35	\$40	per hour			

I. Standard Facility Rentals (continued)

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

SECTION 5
SHERWOOD CENTER FOR THE ARTS

Classroom

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

	<u>Resident</u>	<u>Resident</u>		<u>Non-Res</u>	<u>Non-Res</u>	
	<u>Resident</u>	<u>Peak</u>	<u>Non-peak</u>	<u>Non-Res</u>	<u>Peak</u>	<u>Non-peak</u>
Meeting (2 hours or less)	\$80	\$84	\$80	\$90	\$94	\$90
Partial day (up to 4 hours)	\$150	\$157	\$150	\$170	\$178	\$170
Full day (up to 10 hours)	\$350	\$367	\$350	\$390	\$409	\$390

20% Non-Profit Discount

Meeting (2 hours or less)	\$64	\$67	\$64	\$72	\$75	\$72
Partial day (up to 4 hours)	\$120	\$126	\$120	\$136	\$142	\$136
Full day (up to 10 hours)	\$280	\$294	\$280	\$312	\$328	\$312

Equipment & Additional Services

All fees are one time charges based on usage as listed

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

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

K. Single Production Rentals (continued)

20% Non-Profit Discount

Partial day (5 hours or less)	\$360	\$378		\$432	\$454	
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**Events may require additional Facility Monitors as determined by Manager.

**SECTION 5
 SHERWOOD CENTER FOR THE ARTS**

Full day (up to 10 hours)	\$480	\$504	\$576	\$605
Extended day (up to 16 hours)	\$640	\$672	\$768	\$806

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

		<u>Resident</u>		<u>Non-Res</u>
Partial day (5 hours or less)	\$300	\$315	\$360	\$378
Full day (up to 10 hours)	\$450	\$473	\$540	\$567
Extended day (up to 16 hours)	\$600	\$630	\$720	\$756

20% Non-Profit Discount

Partial day (5 hours or less)	\$240	\$252	\$288	\$302
Full day (up to 10 hours)	\$360	\$378	\$432	\$454
Extended day (up to 16 hours)	\$480	\$504	\$576	\$605

Amenities and Equipment fees

All fees are one time charges based on usage as listed

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

***NEW Rental Opportunities:**

Dressing Room/Green Room only	\$70/hour	\$60/hour	\$84/hour	\$72/hour
Lobby only	\$70/hour	\$60/hour	\$84/hour	\$72/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 4 PARTIAL DAY rental blocks for 20 hours of rehearsal and prep time. Performances are given priority; rehearsals scheduled for Fridays and Saturdays after 3pm will pay Performance Day rate. ~~Rehearsal time may not be used on Fridays after 3pm or on Saturdays.~~

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.

M. Multi-Day Production Rentals (continued)

<u>Performance Days</u>	<u>Resident</u>	<u>Resident</u>		<u>Non-Res</u>	<u>Non-Res</u>	
	<u>Peak</u>	<u>Non-peak</u>		<u>Peak</u>	<u>Non-peak</u>	

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

SECTION 5
SHERWOOD CENTER FOR THE ARTS

Partial day (5 hours or less)	\$400	\$420	\$400	\$480	\$504	\$480
Full day (up to 10 hours)	\$600	\$630	\$600	\$720	\$756	\$720
Extended day (up to 16 hours)	\$800	\$840	\$800	\$960	\$1,008	\$960

20% Non-Profit Discount

Partial day (5 hours or less)	\$320	\$336	\$320	\$384	\$384	\$384
Full day (up to 10 hours)	\$480	\$504	\$480	\$576	\$605	\$576
Extended day (up to 16 hours)	\$640	\$672	\$640	\$768	\$806	\$768

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

Non-Performance Days	<u>Resident</u>			<u>Non-Res</u>		
	<u>Resident</u>	<u>Peak</u>	<u>Non-peak</u>	<u>Non-Res</u>	<u>Peak</u>	<u>Non-peak</u>
Partial day (5 hours or less)	\$300	\$315	\$300	\$360	\$378	\$360
Full day (up to 10 hours)	\$450	\$473	\$450	\$540	\$567	\$540
Extended day (up to 16 hours)	\$600	\$630	\$600	\$720	\$756	\$720

20% Non-Profit Discount

Partial day (5 hours or less)	\$240	\$252	\$240	\$288	\$302	\$288
Full day (up to 10 hours)	\$360	\$378	\$360	\$432	\$454	\$432
Extended day (up to 16 hours)	\$480	\$504	\$480	\$576	\$605	\$576

Amenities and Equipment fees

All fees are one time charges based on usage as listed

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

N. Discounts

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

**SECTION 5
 MARJORIE STEWART SENIOR CENTER**

O. Marjorie Stewart Center

A fully refundable deposit will be required for facility rentals and must be submitted to secure the facility rental.
 Events may require Facility Monitors \$25/hr. as determined by Manager.

Hourly Facility Rentals

Dining Room (2 hr. minimum)	\$54 per hour	\$70 per hour	\$92 per hour	\$103 per hour
Dining Room Classroom, each	\$32 per hour	\$38 per hour	\$60 per hour	\$70 per hour
Large Classroom	\$32 per hour	\$38 per hour	\$60 per hour	\$70 per hour
Small Classroom	\$22 per hour	\$27 per hour	\$38 per hour	\$43 per hour
Lounge	\$22 per hour	\$27 per hour	\$38 per hour	\$43 per hour
Kitchen-Catering (2 hr. minimum)	\$27 per hour	\$32 per hour	\$38 per hour	\$43 per hour
Full Kitchen with Dining Room (2 hr. rr)	\$103 per hour	\$124 per hour	\$146 per hour	\$167 per hour
Full Kitchen – Commercial	\$54 per hour	\$70 per hour	\$81 per hour	\$92 per hour
Entire Building****	\$124 per hour	\$135 per hour	\$178 per hour	\$200 per hour

Refundable Cleaning & Security Deposit

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

Program Fees

Lunch Program - Adults 62 and older	\$6	per meal	suggested donation
Lunch Program – Under age 62	\$8	\$10 per meal	suggested donation
Non-resident membership fee	\$35	per year	
Facility Monitor	\$25	per hour	

	<u>Once a week**</u>	<u>Once a week**</u>	<u>Twice a month***</u>	<u>Twice a month***</u>
	<u>Non Profit</u>	<u>For Profit</u>	<u>Non Profit</u>	<u>For Profit</u>
Monthly Facility Rentals				
Dining Room	\$130	\$324	\$65	\$162
Large Classroom	\$86	\$216	\$43	\$108
Small Classroom	\$65	\$162	\$32	\$81
Lounge	\$65	\$162	\$32	\$81
Entire building****	\$216	\$540	\$108	\$270 DnRm+LgCR

Monthly Ongoing Rental Storage

Ongoing rental space is subject to manager approval.
 Storage for ongoing rentals is subject to availability and manager approval

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

Sherwood Senior Shuttle

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

* Suggested donation
 ** Up to 4 hours per visit. Not to exceed 52 visits per year
 *** Up to 4 hours per visit. Not to exceed 24 visits per year
 **** Excluding full kitchen rental.

SECTION 6
 UTILITY CHARGES FOR SERVICE

Water Utility Rates

RESIDENTIAL, MULTI-FAMILY, AND COMMERCIAL WATER SERVICE

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

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

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

A. Residential and Multi-Family Rates*

Customer Class Meter Size	Base Charge (\$/Month)	Consumption Rate (\$/100 gallons)				
		First 21,000	Over 21,000			
5/8 - 3/4"	\$22.84	\$23.29	\$0.62	\$0.63	\$0.99	\$1.01
3/4"	\$25.78	\$26.29	\$0.62	\$0.63	\$0.99	\$1.01
1"	\$28.23	\$28.79	\$0.62	\$0.63	\$0.99	\$1.01
1-1/2"	\$50.18	\$51.19	\$0.62	\$0.63	\$0.99	\$1.01
2"	\$72.98	\$74.44	\$0.62	\$0.63	\$0.99	\$1.01
3"	\$146.83	\$149.77	\$0.62	\$0.63	\$0.99	\$1.01
4"	\$248.84	\$253.82	\$0.62	\$0.63	\$0.99	\$1.01
6"	\$520.78	\$531.19	\$0.62	\$0.63	\$0.99	\$1.01
8"	\$963.95	\$983.23	\$0.62	\$0.63	\$0.99	\$1.01
10"	\$1,392.04	\$1,419.88	\$0.62	\$0.63	\$0.99	\$1.01

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

**SECTION 6
 UTILITY CHARGES FOR SERVICE**

B. Commercial Rates

Customer Class Meter Size	Base Charge (\$/Month)	Consumption Rate (\$/100 gallons)			
		First 21,000	Over 21,000	First 21,000	Over 21,000
5/8 - 3/4"	\$24.31	\$25.04	\$0.71	\$0.73	\$0.73
3/4"	\$27.43	\$28.25	\$0.71	\$0.73	\$0.73
1"	\$30.06	\$30.96	\$0.71	\$0.73	\$0.73
1-1/2"	\$53.42	\$55.03	\$0.71	\$0.73	\$0.73
2"	\$77.67	\$80.00	\$0.71	\$0.73	\$0.73
3"	\$156.28	\$160.97	\$0.71	\$0.73	\$0.73
4"	\$267.03	\$275.04	\$0.71	\$0.73	\$0.73
6"	\$554.30	\$570.93	\$0.71	\$0.73	\$0.73
8"	\$1,025.99	\$1,056.77	\$0.71	\$0.73	\$0.73
10"	\$1,481.61	\$1,526.05	\$0.71	\$0.73	\$0.73
Irrigation			\$1.02	\$1.05	\$1.05

C. Fire Protection Service

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

Customer Class Meter Size		
4" and under	\$34.50	\$35.54
6"	\$57.66	\$59.39
8"	\$81.87	\$84.33
10"	\$112.62	\$116.00
Water service connection in ROW		

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

SECTION 6
 UTILITY CHARGES FOR SERVICE

D. Hydrant Rentals

Fire hydrant permits - mandatory for fire hydrant use

Three month permit (plus water usage at current rate)*	\$62.93	\$64.19
Six month permit (plus water usage at current rate)*	\$91.54	\$93.37
Twelve month permit (plus water usage at current rate)*	\$148.74	\$151.71
Penalty for unauthorized hydrant use	\$525.30	\$535.81
Penalty for using non-approved (un-inspected tank)	\$998.07	\$1,018.03
Failure to report water usage (per day for period not reported)	\$15.76	\$16.07
Hydrant meter - refundable deposit	\$1,435.00	\$1,669.06
Hydrant meter – daily rental (plus water usage at current rate)	\$21.35	\$21.78
Hydrant meter read – monthly reads*	\$57.22	\$58.36
Hydrant meter setup – Initial setup of meter on hydrant*	\$57.22	\$58.36
Flow testing of fire hydrants*	\$183.07	\$186.73
Consumption (\$/100 gallons)	\$1.02	\$1.04

E. Account Activation and De-Activation

Water Service on or off at customer's request

Deposit for a NEW application of service for all tenant accounts & previous customers sent to collections	\$127.50	\$130.05
New account fee*	\$17.16	\$17.50
First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge	No Charge
Activation after office hours and weekends*	\$68.65	\$70.02
Leaks or emergencies beyond customer control anytime	No Charge	No Charge
Second call*	\$34.32	\$35.01
Non-leak or emergency turn offs after office hours or weekends*	\$57.22	\$58.36
All snowbird/vacant turn offs*	\$28.93	\$29.51

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

Turn on water during office hours, Monday through Friday*	\$68.65	\$70.02
After hours or weekends, an additional*	\$114.41	\$116.70
Meter tampering and/or using water without authority*	\$68.65	\$70.02
Broken promise turn off*	\$68.65	\$70.02
Door hangers (per door hanger)*	\$11.44	\$11.67

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

**SECTION 6
 UTILITY CHARGES FOR SERVICE**

F. Additional Charges, If Necessary, To Enforce

Removal of meter*	\$91.54	\$93.38
Reinstallation of meter	No Charge	No Charge
Installation or removal of locking device-first occurrence*	\$57.22	\$58.37
Installation or removal of locking device-second occurrence*	\$85.81	\$87.53
Installation or removal of locking device-third occurrence *	\$171.62	\$175.06
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		
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 by a State Certified Backflow Tester of their choice.	\$114.41	\$116.70
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)	\$1,040.40	\$2,000.00

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

Testing on premises (5/8"x 3/4", 3/4", 1")*	\$91.54	\$93.38
Removal of meter for testing (5/8"x 3/4", 1")*	\$286.05	\$291.77
Testing of meters larger than 1"	parts & labor	parts & labor

I. Backflow Prevention Device Test Fee

Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually by a State Certified Backflow Tester of their choice. (Service on and off for non-compliance of annual testing and reporting, see Account Activation/De-Activation.)*	\$114.41	\$116.70
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* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 6
UTILITY CHARGES FOR SERVICE

J. Water Service/Meter Installation Services*

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

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

<u>Meter Size</u>	<u>Drop-In Service</u>		<u>Dig-In Service</u>	
5/8" – 3/4"	\$411.91	\$420.15	\$2,397.06	\$2,445.00
3/4"	\$411.91	\$420.15	\$2,397.06	\$2,445.00
1"	\$835.24	\$851.95	\$2,820.40	\$2,876.81
1.5"	\$2,114.39	\$2,156.67	\$4,897.09	\$4,995.03
2"	\$3,489.76	\$3,559.56	\$6,293.01	\$6,418.87
3"	\$6,979.50	\$7,119.09	n/a	n/a
4"	\$9,073.36	\$9,254.83	n/a	n/a

K. Un-Authorized Water Hook Up*

Un-authorized water hook up \$158.56

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

Sanitary Sewer Interceptor Program – FOG

Includes Maintenance Bonds

First re-inspection	\$52.53	\$53.58
Re-inspection fee after the first	\$105.06	\$107.16
All subsequent re-inspection fees	\$157.59	\$160.74

M. Usage of Meter Key

Deposit refundable with key return \$25.00 \$25.00

N. Water Use Restriction - Penalties*

First notice of violation	\$112.61	\$114.87
Second notice of violation	\$342.44	\$349.29
Third notice of violation	\$574.34	\$585.83

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

**SECTION 6
 UTILITY CHARGES FOR SERVICE**

O. Sanitary Rates - Residential

See appendix A for fees collected on behalf of CWS

Sherwood sewer utility user base rate per EDU *
 Sherwood sewer utility usage rate per CCF*
 Damage or Repair to Sewer Utility
 Illegal Discharge to Sewer Utility

Residential

\$5.95	\$6.07
\$0.37	\$0.37
Actual time and material	Actual time and material
Actual time and material	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 *
 Sherwood sewer utility usage rate per CCF*
 Damage or Repair to Sewer Utility
 Illegal Discharge to Sewer Utility

Commercial

\$6.85	\$6.99
\$0.42	\$0.43
Actual time and material	Actual time and material
Actual time and material	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*
 Damage or Repair to Storm Utility

\$15.55	\$15.87
Actual time and material	Actual time and material

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

SECTION 6
 UTILITY CHARGES FOR SERVICE

Q. Street Fees

	<u>Street Maintenance</u>		<u>Street Light</u>		<u>Sidewalk Repair</u>		<u>Safe/New Sidewalks</u>	
Single family residential *	\$2.28	\$2.33	\$2.66	\$2.71	\$0.59	\$0.60	\$0.78	\$0.80
Monthly per Account								
Multi Family *	\$2.28	\$2.33	\$2.66	\$2.71	\$0.59	\$0.60	\$0.78	\$0.80
Monthly per EDU								
Non – residential/Commercial *	\$2.28	\$2.33	\$0.75	\$2.71	\$0.19	\$0.19		
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 F Enthusiast	\$80.00
Residential Internet - 5gb with Wi-Fi_ Gamer	\$100.00
Wi-Fi___33 Pro Add-on	\$15.00
Router Rental	\$10.00
IP Addresses	\$10.00
Business	
Small Business -250mb	\$99.00
Small Business - 500mb	\$175.00
Small Business - 1gb	\$250.00
Cross Connect	\$100.00
Government Internet - 1gb	\$250.00
Government Point to Point - 1gb	\$250.00

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.

SECTION 7
SYSTEM DEVELOPMENT CHARGES

A. Water SDC

<u>Meter Size</u>	<u>Reimbursement Charge</u>		<u>Improvement Charge</u>		<u>Administrative Charge Per Meter</u>	
5/8-3/4"	\$2,631.02	\$2,800.19	\$6,794.18	\$7,231.05	\$118.76	\$123.23
¾"	\$3,945.99	\$4,199.71	\$10,192.36	\$10,847.73	\$177.62	\$184.30
1"	\$6,577.00	\$6,999.90	\$16,986.54	\$18,078.78	\$296.38	\$307.53
1-1/2"	\$13,152.93	\$13,998.66	\$33,973.08	\$36,157.55	\$592.76	\$615.05
2"	\$21,044.90	\$22,398.09	\$54,357.79	\$57,853.00	\$948.00	\$983.65
3"	\$46,035.78	\$48,995.88	\$118,906.86	\$126,552.58	\$2,073.62	\$2,151.59
4"	\$78,918.64	\$83,993.11	\$203,840.65	\$216,947.60	\$3,554.48	\$3,688.13
6"	\$164,413.20	\$174,984.97	\$424,667.83	\$451,973.98	\$7,405.35	\$7,683.79
8"	\$236,755.92	\$251,979.32	\$611,521.94	\$650,842.80	\$10,663.45	\$11,064.39

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**

B. Sewer SDC

UGB Minus Brookman and Tonquin Employment Area

<u>Use Type</u>	<u>Reimbursement</u>		<u>Flow Count</u>	
Single family residence	\$920.92	\$980.14	\$49.18	\$52.35 1 EDU
Two family residence (duplex)	\$920.92	\$980.14	\$49.18	\$52.35 1 EDU
Manufactured home/ single lot	\$920.92	\$980.14	\$49.18	\$52.35 1 EDU
Manufactured home parks	\$920.92	\$980.14	\$49.18	\$52.35 based on Engine
Multi-family residential	\$920.92	\$980.14	\$49.18	\$52.35 based on Engine
Commercial	\$920.92	\$980.14	\$49.18	\$52.35 based on Engine
Industrial	\$920.92	\$980.14	\$49.18	\$52.35 based on Engine
Institutional uses	\$920.92	\$980.14	\$49.18	\$52.35 based on Engine

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>Flow Count</u>	
Single family residence	\$1,214.88	\$1,292.99	\$1,025.35	\$1,091.28	1 EDU
Two family residence (duplex)	\$1,214.88	\$1,292.99	\$1,025.35	\$1,091.28	1 EDU
Manufactured home/ single lot	\$1,214.88	\$1,292.99	\$1,025.35	\$1,091.28	1 EDU
Manufactured home parks	\$1,214.88	\$1,292.99	\$1,025.35	\$1,091.28	based on Engine
Multi-family residential	\$1,214.88	\$1,292.99	\$1,025.35	\$1,091.28	based on Engine
Commercial	\$1,214.88	\$1,292.99	\$1,025.35	\$1,091.28	based on Engine
Industrial	\$1,214.88	\$1,292.99	\$1,025.35	\$1,091.28	based on Engine
Institutional uses	\$1,214.88	\$1,292.99	\$1,025.35	\$1,091.28	based on Engine

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>Flow Count</u>	
Single family residence	\$897.46	\$955.17	\$1,008.38	\$1,073.22	1 EDU
Two family residence (duplex)	\$897.46	\$955.17	\$1,008.38	\$1,073.22	1 EDU
Manufactured home/ single lot	\$897.46	\$955.17	\$1,008.38	\$1,073.22	1 EDU
Manufactured home parks	\$897.46	\$955.17	\$1,008.38	\$1,073.22	based on Engine
Multi-family residential	\$897.46	\$955.17	\$1,008.38	\$1,073.22	based on Engine
Commercial	\$897.46	\$955.17	\$1,008.38	\$1,073.22	based on Engine
Industrial	\$897.46	\$955.17	\$1,008.38	\$1,073.22	based on Engine
Institutional uses	\$897.46	\$955.17	\$1,008.38	\$1,073.22	based on Engine

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

	<u>Regional Storm Drainage Improvement Charge</u>	
Water quantity per ESU (SDC set by CWS)	\$363.00	\$372.90
Water quality per ESU (SDC set by CWS)	\$297.00	\$305.10
Total Storm Water SDC	\$660.00	\$678.00

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

City of Sherwood Storm SDC:

		<u>Reimbursement</u>		<u>Improvement</u>		<u>Administrative</u>
		<u>Charge</u>		<u>Charge</u>		<u>Charge</u>
Per ESU	\$220.42	\$234.59	\$1,320.37	\$1,405.27	\$37.84	\$39.26

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

D. Parks SDC

Parks and Recreation

Single family dwelling	\$16,204.26	\$17,246.19
Multi-family dwelling	\$10,059.46	\$10,706.28
Manufactured home	\$10,396.57	\$11,065.07
Accessory Dwelling Unit	\$5,671.54	\$6,036.22
Non – residential	\$619.13	\$658.94
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>Fee</u>	<u>Type</u>
Single Family – detached	210	\$2,119.81	\$2,251.18	dwelling unit
Accessory Dwelling Unit (Detached)	212	\$2,119.81	\$2,251.18	dwelling unit
Accessory Dwelling Unit (Attached)	214	\$1,099.64	\$1,167.79	dwelling unit
Apartment	220	\$1,458.03	\$1,548.39	dwelling unit
Residential Condominium/Townhouse	230	\$1,268.20	\$1,346.80	dwelling unit
Mobile Home Park	240	\$1,099.44	\$1,167.56	dwelling unit
Assisted Living	254	\$574.78	\$610.40	bed
Continuing Care Retirement	255	\$512.81	\$544.58	unit
Recreation Home	260	\$697.39	\$740.62	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	\$1,374.99	\$1,460.22	acre
Regional Park	417	\$1,119.23	\$1,188.59	acre
Multipurpose Recreation/Arcade	435	\$8,027.12	\$8,524.61	thousand sq ft gross floor area
Movie Theater w/o Matinee	443	\$57,347.21	\$60,901.36	screen
Movie Theater w/Matinee	444	\$86,796.62	\$92,175.90	screen
Amusement/Theme Park	480	\$23,387.88	\$24,837.36	acre
Soccer Complex	488	\$15,997.51	\$16,988.96	field
Racquet/Tennis Club	491	\$7,996.79	\$8,492.41	court
Health/Fitness Club	492	\$6,799.77	\$7,221.20	thousand square ft gross floor area
Recreation/Community Center	495	\$6,145.89	\$6,526.77	thousand square ft gross floor area
<u>Institutional/Medical Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Fee</u>	<u>Type</u>
Elementary School (Public)	520	\$171.36	\$181.97	student
Middle/Junior High School (Public)	522	\$214.87	\$228.17	student
High School (Public)	530	\$226.76	\$240.83	student
Private School (K – 12)	536	\$326.94	\$347.21	Student
Junior/Community College	540	\$4,802.54	\$5,100.17	thousand square ft gross floor area
University/College	550	\$383.62	\$407.40	student
Church	560	\$2,964.85	\$3,148.60	thousand square ft gross floor area
Day Care Center/Preschool	565	\$239.94	\$254.82	student
Library	590	\$11,316.26	\$12,017.61	thousand square ft gross floor area
Hospital	610	\$2,564.08	\$2,722.99	bed
Nursing Home	620	\$583.99	\$620.17	bed
Clinic	630	\$6,243.46	\$6,630.42	thousand square ft gross floor area
<u>Commercial/Services SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Fee</u>	<u>Type</u>
Hotel	310	\$1,761.26	\$1,870.43	Room
Motel	320	\$1,262.91	\$1,341.17	Room
Building Materials/Lumber Store	812	\$9,672.33	\$10,271.77	thousand square ft gross floor area
Free-Standing Discount Superstore	813	\$8,625.61	\$9,160.18	thousand square ft gross floor area
Variety Store	814	\$6,856.45	\$7,281.38	thousand square ft gross floor area
Free-Standing Discount Store	815	\$6,327.82	\$6,720.00	thousand square ft gross floor area
Hardware/Paint Store	816	\$5,811.05	\$6,171.19	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>Fee</u>	<u>Type</u>
Nursery (Garden Center)	817	\$18,582.70	\$19,734.38	thousand square ft gross floor area
Shopping Center	820	\$4,637.78	\$4,925.23	thousand sq ft gross leasable area
Factory Outlet	823	\$6,410.86	\$6,808.17	thousand square ft gross floor area
Specialty Retail Center	826	\$9,101.52	\$9,665.60	thousand square ft gross floor area
New Car Sales	841	\$6,563.80	\$6,970.60	thousand square ft gross floor area
Automobile Parts Sales	843	\$6,108.99	\$6,487.61	thousand square ft gross floor area
Tire Store	848	\$3,830.96	\$4,068.38	thousand square ft gross floor area
Tire Superstore	849	\$3,076.89	\$3,267.57	thousand square ft gross floor area
Supermarket	850	\$10,617.55	\$11,275.58	thousand square ft gross floor area
Convenience Market (24 Hour)	851	\$55,349.98	\$58,780.33	thousand square ft gross floor area
Convenience Market w/Fuel Pump	853	\$32,141.39	\$34,133.38	vehicle fueling position
Discount Club	861	\$9,497.00	\$10,085.58	thousand square ft gross floor area
Home Improvement Superstore	862	\$3,751.89	\$3,984.42	thousand square ft gross floor area
Electronics Superstore	863	\$10,100.78	\$10,726.78	thousand square ft gross floor area
Pharmacy/Drugstore w/o Drive-Up	880	\$8,550.46	\$9,080.37	thousand square ft gross floor area
Pharmacy/Drugstore w/Drive-Up	881	\$8,259.13	\$8,770.99	thousand square ft gross floor area
Furniture Store	890	\$409.98	\$435.38	thousand square ft gross floor area
Bank/Savings w/Drive-Up	912	\$7,522.20	\$7,988.39	thousand square ft gross floor area
Quality Restaurant	931	\$8,390.95	\$8,910.98	thousand square ft gross floor area
High Turnover (Sit Down) Restaurant	932	\$11,793.46	\$12,524.36	thousand square ft gross floor area
Fast Food Restaurant w/o Drive-Up	933	\$23,009.55	\$24,435.58	thousand square ft gross floor area
Fast Food Restaurant w/Drive-Up	934	\$49,130.27	\$52,175.16	thousand square ft gross floor area
Drinking Place/Bar	936	\$34,737.11	\$36,889.98	thousand square ft gross floor area
Coffee/Donut Shop w/Drive-Up	937	\$75,166.59	\$79,825.08	thousand square ft gross floor area
Coffee/Kiosk	938	\$68,625.23	\$72,878.32	thousand square ft gross floor area
Quick Lubrication Vehicle Shop	941	\$11,639.24	\$12,360.60	service stall
Automobile Care Center	942	\$6,973.78	\$7,405.98	thousand sq ft gross leasable area
Gasoline/Service Station	944	\$13,230.42	\$14,050.39	vehicle fueling position
Gasoline/Service Station w/Convenience Market	945	\$4,665.46	\$4,954.62	vehicle fueling position
Gasoline/Service Station w/Convenience Market and Car Wash	946	\$8,187.94	\$8,695.40	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	\$1,878.59	\$1,995.03	thousand square ft gross floor area
Corporate Headquarters Building	714	\$1,788.94	\$1,899.82	thousand square ft gross floor area
Single Tenant Office Building	715	\$2,612.87	\$2,774.81	thousand square ft gross floor area
Medical/Dental Office Building	720	\$6,124.81	\$6,504.41	thousand square ft gross floor area
Government Office Building	730	\$15,458.35	\$16,416.39	thousand square ft gross floor area
State Motor Vehicles Department	731	\$27,113.41	\$28,793.80	thousand square ft gross floor area
Us Post Office	732	\$19,814.01	\$21,042.01	thousand square ft gross floor area
Office Park	750	\$1,906.27	\$2,024.42	thousand square ft gross floor area
Research And Development Center	760	\$1,396.06	\$1,482.57	thousand square ft gross floor area
Business Park	770	\$2,115.88	\$2,247.03	thousand square ft gross floor area
<u>Port/Industrial</u>	<u>Code</u>	<u>Fee</u>	<u>Fee</u>	<u>Type</u>
Truck Terminals	30	\$14,020.06	\$14,888.95	acre
Park And Ride Lot w/Bus Service	90	\$1,009.79	\$1,072.36	parking space
Light Rail Transit Station w/Parking	93	\$562.92	\$597.81	parking space
General Light Industrial	110	\$1,181.20	\$1,254.41	thousand square ft gross floor area
General Heavy Industrial	120	\$336.16	\$356.98	thousand square ft gross floor area
Industrial Park	130	\$1,197.02	\$1,271.21	thousand square ft gross floor area
Manufacturing	140	\$678.92	\$721.00	thousand square ft gross floor area
Warehouse	150	\$635.42	\$674.81	thousand square ft gross floor area
Mini-Warehouse	151	\$532.60	\$565.61	thousand square ft gross floor area
Data Center	160	\$222.80	\$236.61	thousand square ft gross floor area
Utilities (Private)	170	\$1,704.54	\$1,810.17	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
- Inspection Fee
- Television Line Service Review

- Time and Materials
- Time and Materials
- Time and Materials

C. Miscellaneous Fees

Addressing Fees			
Single - five (5) digit address	\$70.04	\$71.44	lot
0 to 10 - Suite Numbers	\$26.53	\$27.06	per suite
11 to 20 -Suite Numbers	\$270.61	\$276.02	plus \$15 per suite
21 and up Suite Numbers	\$432.97	\$441.63	plus \$10 per suite
Plans and Specifications for capital projects			varies by project - see photocopying fee schedule
Traffic and street signs (Includes post, sign, hardware, and labor to install)*	\$286.05	\$291.77	per sign
Street Trees	\$208.08	\$212.24	per tree

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

**SECTION 8
 ENGINEERING CHARGES FOR SERVICE**

C. Miscellaneous Fees (continued)

Pre-submittal Consultation (consultation of projects prior to the submittal of a land use application, requiring more than 2 hours of staff time or on-call consultant services)	\$500	\$510.00	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	\$46.82	\$47.76	per linear ft
In-Lieu of Fee – Vault Placement	\$728.28	\$742.85	per vault
Right of Way Permit Fees		\$0.00	
ROW Small Wireless Facility Permit	\$884.34	\$902.03	per facility
ROW Construction Permit (for other than small wireless facilities)	\$159.18	\$162.36	per permit
Inspection fee	\$159.18	\$162.36	or 4% of project estimate, whichever is greater
ROW Use Permit	\$26.01	\$26.53	
Design and construction standards	\$52.02	\$53.06	on paper
Design and construction standards	\$26.01	\$26.53	per CD
As-Built Requests	\$26.01	\$26.53	per subdivision
As-Built Requests electronic media	\$26.01	\$26.53	per cd
Reimbursement District formation	\$500.00	\$510.00	deposit (applicant pays 100% of actual costs including staff time)

D. Erosion Control Fees

Activities which require a grading and/or erosion control permit and are not included in a building permit. Permit is based upon the total acreage of the site.

Erosion Control Plan Review Fee	65% of the erosion control inspection fee		
Erosion Control Inspection Fee	Based on Total Area		
0 to 1 Acre	\$239.29	\$244.08	
1 Acre and up	\$239.29	\$244.08	(plus \$5152 per acre or fraction thereof over 1 acre)

Erosion control with building permit

Single Family Residential	Plan Check	Inspection
>1000 feet disturbance, existing development	\$72.83 \$74.29	\$109.24 \$111.42
New development	\$72.83 \$74.29	\$306.92 \$313.06
Non-single family residential	Covered in engineering compliance agreement	

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

Deposit plus staff time (See Section 1)		
<i>(Applicant pays 100% of actual expenses including staff time)</i>	\$4,161.60	\$4,244.83

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

**SECTION 9
 PLANNING**

A. Annexations

Applicant pays 100% of actual expenses including staff time. \$7,500.00 \$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* \$4,742.26 **4,837.11**
 Conditional use permit with concurrent type III or IV application* \$2,370.57 **\$2,417.98**

D. Land Divisions / Adjustments

Lot line adjustment* \$850.25 **\$867.26**
 Minor land partition* \$2,229.95 **\$2,274.55**
 Expedited and middle housing minor partition (added to the cost of the partition application)* \$629.52 **\$642.11**
 Final plat processing (minor land partition)* \$629.52 **\$642.11**
 Subdivision* \$7,119.60 **\$7,261.99** Flat fee+add'l lot fee
\$22.43 **\$22.88** per lot
 Expedited and middle housing subdivision (Added to the cost of the subdivision application)* \$2,522.61 **\$2,573.06**
 Final plat processing (Subdivision)* \$1,261.31 **\$1,286.54**

E. Other Fees

Chickens in residential zones \$50.00 \$50.00
 Consultant as needed actual costs Actual cost
 Community Development Code Plan Check (payable at time of building permit submittal)
 Residential permits* \$120.50 **\$122.91**
 ADUs Accessory Dwelling Units* \$120.50 **\$122.91**
 Commercial, Industrial, Multi-Family Permits* \$756.78 **\$771.91**
 (Final Site Plan Review fee, if a final site plan review is not required this fee is not charged)
 Design review team consultations/recommendations staff time (see section 1)
 Detailed site analysis letter* \$172.30 **\$175.74**
 Interpretive decisions by the Director* \$377.26 **\$384.80**
 Land Use Compatibility Statement (LUCS) sign-off \$50.00 \$50.00
 Medical Marijuana Facility Special Use Permit* \$315.33 **\$321.63** plus notification fee

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

**SECTION 9
 PLANNING**

E. Other Fees (continued)

Other Fees - Continued

Non-conforming use modification*	\$1,144.18	\$1,167.07	
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	\$500.00	
Other land use action			
Administrative*	\$315.33	\$321.63	
Hearing required and/or use of Hearings Officer*	\$2,720.46	\$2,774.87	
Outdoor Seating Permit	\$150.00	\$150.00	
Annual Renewal	No charge	No charge	
Planning Re-inspection fee*	\$67.34	\$68.69	each after 1st
Postponement/continuance hearings <i>(If applicant request is after notice has been published and/or staff report prepared)</i>	\$300.00	\$300.00	
Pre-application conference (Type II and below)	\$400.00	\$400.00	
Pre-application conference (Type III and above)		\$600.00	
Publication/distribution of Notice Type II	\$284.00	\$284.00	
Publication/distribution of Notice Type III, IV and V	\$466.00	\$466.00	
Home Occupation Review of initial application (Class A)	\$50.00	\$50.00	
Home Occupation Review of renewal application (Class A)	\$25.00	\$25.00	
Zone verification letter	\$50.00	\$50.00	

F. Trees

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

G. Planned Unit Development (PUD)

Planned Unit Development (PUD) Preliminary*	\$2,522.61	\$2,573.06	
Planned Unit Development (PUD) - Final <i>(Plus appropriate application fees (i.e. subdivisions, site plan, town-homes, etc.))</i>	See Site Plan	See Final Site Plan	Review Fee

H. Refunds

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

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

**SECTION 9
 PLANNING**

I. Signage

Permanent signs on private property <i>(Excludes Home Occupation Signage)</i>	\$150.00	\$150.00	First 32 sq ft
	\$1.00	\$1.00	each add'l sq ft of sign face
Banner signs – one month period	\$150.00	\$150.00	
Temporary portable sign violation			
First offense		No fine; colle	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)*.	\$7,119.60	\$7,261.99	
• Final site plan review (Type III and IV) (Due at the time of Building Permit submittal)*	\$741.94	\$756.78	
Site plan review (Type II)*	\$2,317.57	\$2,363.92	
Minor modification to approved Site Plan*	\$315.33	\$321.63	
Major modification to approved Site Plan, Type II*	\$1,155.44	\$1,178.55	
Major modification to approved Site Plan, Type III or IV*	\$2,774.87	\$2,830.37	
Old Town overlay review*	\$286.05	\$291.77	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	\$335.00	
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L. Time Extension to Approval

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

Adjustment - <i>(Per lot and per standard to be varied) *</i>	\$57.43	\$58.58	
Class A Variance - <i>(Per lot and per standard to be varied) *</i>	\$4,742.26	\$4,837.11	
Class B Variance - <i>(Per lot and per standard to be varied) *</i>	\$1,261.31	\$1,286.54	

N. Zone Amendments

Text amendment*	\$6,098.18	\$6,220.14	
Map amendment*	\$6,098.18	\$6,220.14	

O. Residential Design

	<u>Flat Fee</u>		<u>Total Fee</u>
Residential Design Checklist Review w/no adjustments to standards	\$150.00		\$150.00
Residential Design Checklist with Adjustment (Per lot and per standard to be varied)	\$150.00	\$56.31	\$206.31
Residential Design Checklist with Type B Variance (Per lot and per standard to be varied)	\$150.00	\$1,236.58	\$1,386.58
Residential Design Checklist with Type A Variance (Per lot and per standard to be varied)	\$150.00	\$4,649.28	\$4,799.28

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

**SECTION 10
 BUILDING**

A. Building Permits

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

Single Family and Two-Family Dwelling

Total Valuation Amount

1 - 500	\$74.29	minimum fee
501 – 2,000	\$74.29	the first \$500
	\$1.22	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$92.59	the first \$2,000
	\$9.76	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$317.07	the first \$25,000
	\$7.64	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$508.07	the first \$50,000
	\$4.88	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$752.07	the first \$100,000
	\$4.27	each additional \$1,000 or fraction thereof over \$100,00)

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

Manufactured Dwelling Installation Permits

Includes prescriptive foundation system, plumbing and crossover connections, 30 lineal feet of sanitary sewer, storm and water lines.

Manufactured home set up and installation fee	\$393.71
Plan Review	\$90.00 per hour (min 1/2 hr.)
Site Plan Review	

**SECTION 10
 BUILDING**

A. Building Permits (continued)

Commercial, Industrial and Multi-Family

Total Valuation Amount

1 - 500	\$74.29	minimum fee
501 – 2,000	\$74.29	the first \$500
	\$1.85	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$102.04	the first \$2,000
	\$9.76	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$326.52	the first \$25,000
	\$8.24	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$532.52	the first \$50,000
	\$6.11	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$838.02	the first \$100,000
	\$4.27	each additional \$1,000 or fraction thereof over \$100,00)

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

B. Plan Review Fees - Building Permit

Plan review Fee	85%	of building permit fee
Fire and life safety plan review fee (when required)	40%	of building permit fee

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

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

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

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

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

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

**SECTION 10
 BUILDING**

E. Mechanical Permits - Residential

Mechanical permits for Single Family Dwelling, Two-Family dwellings and Manufactured Dwellings for new construction, additions, alterations and repairs. Fees are based on the number of appliances and related equipment with a set minimum fee.

Minimum Fee	\$74.29	
<i>See appendix A for surcharge collected on behalf of the State</i>		
Air Handling		
Air Handling Unit ≤ 10,000 CFMs	\$17.85	includes ductwork
Air Handling Unit >10,000 CFMs	\$30.12	includes ductwork
Air Conditioning Unit	\$23.81	Site Plan Required
Boilers/Compressors		
≤100,000 BTUs or 3 HP	\$23.81	includes ductwork
>100,000 (3HP) to ≤ 500,000 BTUs (15HP)	\$43.63	includes ductwork
>500,000 (15HP) to ≤ 1,000,000 BTUs (30HP)	\$59.49	includes ductwork
>1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP)	\$89.27	includes ductwork
>1,750,000 BTUs or 50HP	\$148.65	includes ductwork
Fire/Smoke Dampers/Duct Smoke Detectors	\$17.88	
Heat Pump	\$23.81	includes ductwork and vents
Install/Replace Furnace/Burner		
Furnace ≤ 100,000 BTUs	\$23.81	
Furnace ≥ 100,000 BTUs	\$43.63	
Install/Replace/Relocate Heaters (Suspended, Wall, or Floor mounted)	\$23.81	
Vent for appliance other than furnace	\$11.89	
Refrigeration Units (includes installation of controls)		
≤ 100,000 BTUs or 3 HP	\$23.81	
> 100,000 (3HP) to ≤ 500,000 BTUs (15HP)	\$43.63	
> 500,000 (15HP) to ≤ 1,000,000 BTUs (30HP)	\$59.49	
> 1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP)	\$89.27	
> 1,750,000 BTUs or 50HP	\$148.65	

**SECTION 10
 BUILDING**

E. Mechanical Permits - Residential (continued)

Miscellaneous

Appliance vent	\$11.89	
Dryer exhaust	\$11.89	
Exhaust fan with single duct	\$11.89	
Hoods	\$17.88	includes ductwork
Exhaust system apart from heating or air conditioning	\$17.88	
Fuel piping and distribution (up to four outlets)	\$7.94	
Fuel piping and distribution (over four outlets)	\$2.02	per outlet
Insert, decorative fireplace or wood/pellet stoves	\$23.81	includes vent
Gas fired water heater	\$23.81	includes vent
Install/relocate domestic type incinerator	\$29.71	
Install/relocate commercial type incinerator	\$118.99	

F. Mechanical Permits – Commercial, Industrial, and Multi-Family

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

Plan review fee – Commercial	30% of Mechanical permit fee based on total valuation amount
Mechanical Permit Fee	
0 - 500	\$74.29 minimum fee
500.01 - 5,000	\$74.29 Plus additional below
	\$3.06 each add'l \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$211.99 for the first 5,000 plus additional below
	\$3.67 each add'l \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 100,000	\$395.49 for the first 10,000 plus additional below
	\$9.77 each add'l \$1,000 or fraction thereof, between \$10,000.01 and \$100,000
100,000.01 and up	\$1,274.79 for the first 100,000 plus additional below
	\$4.89 each add'l \$1,000 or fraction thereof over \$100,000

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

**SECTION 10
 BUILDING**

G. Plumbing Permits – New One and Two Family Dwellings

Includes one kitchen, 100 feet of sanitary sewer, storm and water lines, standard plumbing fixtures and appurtenances, and are based on the number of bathrooms, from one to three on a graduated scale.

One Bathroom	\$311.20
Two Bathrooms	\$384.43
Three Bathrooms	\$457.65
Additional Kitchen or Bathroom	\$189.17
Additional Fixture or Item	\$18.31 each
Additional 100 feet of each utility line	\$33.57 each

H. Plumbing Permits – One and Two Family and Manufactured Dwelling for Additions, Alterations and Repairs

Minimum Fee	\$74.29
New and/or Additional fixture, item or appurtenance	\$18.31 each
Alteration of fixture, item or appurtenance	\$18.31 each
Manufactured Dwelling Utility Connection	\$36.61 each

Charged only when connections are not concurrent with new set-up and installation

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

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

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

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

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

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

**SECTION 10
 BUILDING**

J. Residential Fire Sprinkler System Fees

Total Square Footage (including Garage)

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

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

L. Prescriptive Solar Photovoltaic System Installation – Structural Only

Electrical permits are also required through Washington County

Fees for installation of Solar Photovoltaic (PV) system installation that comply with the prescriptive path described in the Oregon Structural Specialty Code.

\$149.84

For Plans that do not meet the prescriptive path, typical structural fee calculations and processes will apply.

Typical Structural Fees will apply

M. Demolition Permits

Residential	\$234.46
Commercial	\$344.30

N. Medical Gas Permits – Commercial

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

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

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

**SECTION 10
 BUILDING**

O. Grading and Erosion Control Fees (Private Property Only)

Permits issued by the City of Sherwood. Grading is inspected by the Building Department and erosion control is inspected by Clean Water Services or the City of Sherwood.

Grading Fees

Cubic yards	
0 to 100	\$74.29 minimum fee
101 to 1,000	\$74.29 first 100 yards plus additional fee below \$11.44 for each additional 100 yards or fraction thereof
1,001 to 10,000	\$177.25 first 1,000 yards plus additional fee below \$15.92 for each additional 1,000 yards or fraction thereof
10,001 to 100,000	\$320.53 first 10,000 yards plus additional fee below \$79.59 for each additional 10,000 yards or fraction thereof
100,001 +	\$1,036.84 first 100,000 yards plus additional fee below \$38.74 for each additional 10,000 yards or fraction thereof
Grading plan review fee	85% of the grading permit fee

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

Re-inspection fee (Minimum charge = 1 hour)	\$90.00 per hour plus State surcharge
Inspections outside normal business hours <i>(when approved by the Building Official)</i>	\$90.00 per hour plus State surcharge (Minimum charge = 2 hours)
Inspection for which no fee is specifically indicated	\$90.00 per hour plus State surcharge (Minimum charge = ½ hour)
Investigative fee for working without a permit	\$90.00 per hour to enforce the code, \$90 minimum.
Additional plan review required	\$90.00 per hour or actual time (For changes, additions or revisions) (Min charge = ½ hour)
Re-stamp of lost, stolen or damaged plans	\$55.00 per plan set
Application/Permit extensions	\$50.00

(Renewal of an application or permit where an extension has been requested in writing, and approval granted by the Building Official, prior to the original expiration date, provided no changes have been made in the original plans and specifications for such work)

Permit reinstatement fee 50% of amount required for a new permit or a percentage as determined by the Building Official based on the remaining inspections required.

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

SECTION 10
BUILDING

Q. Refunds (Building Permit, Mechanical, Plumbing, Grading/Erosion)

Permit refunds	\$90.00	per hr. Admin fee (min 1 hr.) Provided the permit is still valid
Plan review refunds	\$90.00	per hr. Admin fee (min 1 hr.) Provided no plan review was started

R. Certificate of Occupancy (As determined by the Building Official)

Temporary residential	\$50.00	per request
Temporary commercial/Industrial	\$300.00	maximum per request

S. Change of Use/Occupancy Certificate Application Fee (As determined by the Building Official)

Similar use (Minor code review)	\$74.29	
Dissimilar Use, or Change in Occupancy (Extensive Code Review)	\$132.65	minimum fee, includes 1 hour code review time
	\$90.00	per hour for review time greater than 1 hour

**APPENDIX A:
 FEES CHARGED ON BEHALF OF OTHER AGENCIES**

Note: The fees in this section are set by other jurisdictions and the City has agreed to collect the fee on their behalf. The fees listed are provided as a courtesy and are based on the fee set at the time this fee schedule was adopted. Any changes to the fees imposed by the other jurisdictions may not be reflected in this section.

A. Clean Water Services Fees

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

Sewer Utility Charges

CWS regional sewer utility user base rate per EDU	\$28.38	\$29.52
CWS regional sewer utility user franchise fee per EDU	\$1.42	\$1.48
CWS regional sewer utility usage rate per CCF	\$1.88	\$1.96
CWS regional sewer utility usage franchise fee per CCF	\$0.09	\$0.10

Sewer SDC

CWS regional connection charge	\$6,824.00	\$7,009.00
Portion retained by the City (3.982%)	\$271.76	\$279.13
Portion remitted to CWS (96.018%)	\$6,552.24	\$6,729.87

Surface Water

CWS regional surface water base rate per ESU	\$2.63	\$2.74
CWS regional surface water base franchise fee per ESU	\$0.13	\$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	\$ 1.56	\$1.63	per square foot of dwelling
Non-Residential CET	\$ 0.78	\$0.82	per square foot maximum of \$39,100

D. Metro

Fee charged on building permits.

METRO CET	0.12% of the total value of the improvement when it exceeds \$100,000 valuation Capped at a ceiling of \$12,000
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RESOLUTION 2024-047

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, 2024.

Duly passed by the City Council this 18th of June 2024.

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 07/01/2024

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): <ol style="list-style-type: none">a. Small/new business - Business has been in business less than one year or has fewer than five (5) full-time employees as defined in SMC 5.04.b. Business is headquartered (including U.S or North American headquarters) or has its principle place of business in Sherwood.c. Manufacturing/technology business - Business is in NAICS code categories 37, 32, 33, or 57, or otherwise qualifies as a manufacturing/technology business as determined by City Manager.

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

Ziplay (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
24 x 36 large format plotter	\$4.00 per sheet
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

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

B. Vehicle Impound

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

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

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

D. Miscellaneous Police Fees

Axon Photo Retrieval	\$15
Copies of digital photographs/photo files	\$25 per disc
Fingerprinting*	\$28.61 per card
Records/Background checks*	\$17.16 per request

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

SECTION 4
MUNICIPAL COURT

A. Court Fees

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

B. Fines set by the State of Oregon

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

C. Dog Fees

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

**SECTION 5
 PARKS AND RECREATION**

A. Athletic Field User Charges

Artificial Turf At Snyder Park

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

B. Other Parks Charges

Sherwood Veterans Park

Commemorative Bricks

\$125

Robin Hood Plaza

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

Player Cards

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

Rental Fees

Day time fees (7 a.m. – 3 p.m.)	\$40	per hour
Evening fees (3 p.m. – midnight)	\$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	\$100

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

Partial day (4 hours or less)

Full day (up to 8 hours)

Extended day (up to 16 hours)

20% Non-Profit Discount

Partial day (4 hours or less)

Full day (up to 8 hours)

Extended day (up to 16 hours)

	<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	\$700	\$788	\$750
Full day (up to 8 hours)	\$1,365	\$1,300	\$1,470	\$1,400
Extended day (up to 16 hours)	\$2,520	\$2,400	\$2,730	\$2,600
<i>20% Non-Profit Discount</i>				
Partial day (4 hours or less)	\$588	\$560	\$630	\$600
Full day (up to 8 hours)	\$1,092	\$1,040	\$1,176	\$1,120
Extended day (up to 16 hours)	\$2,016	\$1,920	\$2,184	\$2,080

Equipment & Additional Services

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

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

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

**SECTION 5
 SHERWOOD CENTER FOR THE ARTS**

I. Standard Facility Rentals (continued)

Classroom

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

	<u>Resident</u>		<u>Non-Res</u>	
	<u>Peak</u>	<u>Non-peak</u>	<u>Peak</u>	<u>Non-peak</u>
Meeting (2 hours or less)	\$84	\$80	\$94	\$90
Partial day (up to 4 hours)	\$157	\$150	\$178	\$170
Full day (up to 10 hours)	\$367	\$350	\$409	\$390
20% Non-Profit Discount				
Meeting (2 hours or less)	\$67	\$64	\$75	\$72
Partial day (up to 4 hours)	\$126	\$120	\$142	\$136
Full day (up to 10 hours)	\$294	\$280	\$328	\$312

Equipment & Additional Services

All fees are one time charges based on usage as listed

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

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)	\$450	\$540
Full day (up to 10 hours)	\$600	\$720
Extended day (up to 16 hours)	\$800	\$960

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

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	\$454
Full day (up to 10 hours)	\$504	\$605
Extended day (up to 16 hours)	\$672	\$806

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	\$378
Full day (up to 10 hours)	\$473	\$567
Extended day (up to 16 hours)	\$630	\$756

20% Non-Profit Discount	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$252	\$302
Full day (up to 10 hours)	\$378	\$454
Extended day (up to 16 hours)	\$504	\$605

Amenities and Equipment fees

All fees are one time charges based on usage as listed

Dressing Room		Included	
Lobby		Included	
Theatre seating up to 400 capacity		Included	
Basic AV		Included	
Tech usage fee (lights and sound)		\$100	per day
Classroom(s) (as additional dressing room)		\$20	per day
Lift (Must provide operator certification)		\$200	per production
*NEW Rental Opportunities:			
	<u>Resident</u>		<u>Non-Res</u>
Dressing Room/Green Room only	\$70/hour	\$60/hour	\$84/hour
Lobby only	\$70/hour	\$60/hour	\$84/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.

M. Multi-Day Production Rentals (continued)

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

SECTION 5
SHERWOOD CENTER FOR THE ARTS

	<u>Resident</u>		<u>Non-Res</u>	
	<u>Peak</u>	<u>Non-peak</u>	<u>Peak</u>	<u>Non-peak</u>
<u>Performance Days</u>				
Partial day (5 hours or less)	\$420	\$400	\$504	\$480
Full day (up to 10 hours)	\$630	\$600	\$756	\$720
Extended day (up to 16 hours)	\$840	\$800	\$1,008	\$960
<u>20% Non-Profit Discount</u>				
Partial day (5 hours or less)	\$336	\$320	\$384	\$384
Full day (up to 10 hours)	\$504	\$480	\$605	\$576
Extended day (up to 16 hours)	\$672	\$640	\$806	\$768

Additional Rehearsal Days

	<u>Resident</u>		<u>Non-Res</u>	
	<u>Peak</u>	<u>Non-peak</u>	<u>Peak</u>	<u>Non-peak</u>
<u>Non-Performance Days</u>				
Partial day (5 hours or less)	\$315	\$300	\$378	\$360
Full day (up to 10 hours)	\$473	\$450	\$567	\$540
Extended day (up to 16 hours)	\$630	\$600	\$756	\$720
<u>20% Non-Profit Discount</u>				
Partial day (5 hours or less)	\$252	\$240	\$302	\$288
Full day (up to 10 hours)	\$378	\$360	\$454	\$432
Extended day (up to 16 hours)	\$504	\$480	\$605	\$576

Amenities and Equipment fees

All fees are one time charges based on usage as listed

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

N. Discounts

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

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

**SECTION 5
 MARJORIE STEWART SENIOR CENTER**

O. Marjorie Stewart Center

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

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

Hourly Facility Rentals

Dining Room (2 hr. minimum)	\$54 per hour	\$70 per hour	\$92 per hour	\$103 per hour
Dining Room Classroom, each	\$32 per hour	\$38 per hour	\$60 per hour	\$70 per hour
Large Classroom	\$32 per hour	\$38 per hour	\$60 per hour	\$70 per hour
Small Classroom	\$22 per hour	\$27 per hour	\$38 per hour	\$43 per hour
Lounge	\$22 per hour	\$27 per hour	\$38 per hour	\$43 per hour
Kitchen-Catering (2 hr. minimum)	\$27 per hour	\$32 per hour	\$38 per hour	\$43 per hour
Full Kitchen with Dining Room (2 hr. m	\$103 per hour	\$124 per hour	\$146 per hour	\$167 per hour
Full Kitchen – Commercial	\$54 per hour	\$70 per hour	\$81 per hour	\$92 per hour
Entire Building****	\$124 per hour	\$135 per hour	\$178 per hour	\$200 per hour

Refundable Cleaning & Security Deposit

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

Program Fees

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

	<u>Once a week**</u>	<u>Once a week**</u>	<u>Twice a month***</u>	<u>Twice a month***</u>
	<u>Non Profit</u>	<u>For Profit</u>	<u>Non Profit</u>	<u>For Profit</u>
<u>Monthly Facility Rentals</u>				
Dining Room	\$130	\$324	\$65	\$162
Large Classroom	\$86	\$216	\$43	\$108
Small Classroom	\$65	\$162	\$32	\$81
Lounge	\$65	\$162	\$32	\$81
Entire building****	\$216	\$540	\$108	\$270 DnRm+LgCR

Monthly Ongoing Rental Storage

Ongoing rental space is subject to manager approval.

Storage for ongoing rentals is subject to availability and manager approval

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

Sherwood Senior Shuttle

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

* Suggested donation

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

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

**** Excluding full kitchen rental.

**SECTION 6
 UTILITY CHARGES FOR SERVICE**

Water Utility Rates

RESIDENTIAL, MULTI-FAMILY, AND COMMERCIAL WATER SERVICE

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

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

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	\$0.63	\$1.01
¾"	\$26.29	\$0.63	\$1.01
1"	\$28.79	\$0.63	\$1.01
1-1/2"	\$51.19	\$0.63	\$1.01
2"	\$74.44	\$0.63	\$1.01
3"	\$149.77	\$0.63	\$1.01
4"	\$253.82	\$0.63	\$1.01
6"	\$531.19	\$0.63	\$1.01
8"	\$983.23	\$0.63	\$1.01
10"	\$1,419.88	\$0.63	\$1.01

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

**SECTION 6
 UTILITY CHARGES FOR SERVICE**

B. Commercial Rates

Customer Class Meter Size	Base Charge (\$/Month)	Consumption Rate (\$/100 gallons)	
		First 21,000	Over 21,000
5/8 - 3/4"	\$25.04	\$0.73	\$0.73
3/4"	\$28.25	\$0.73	\$0.73
1"	\$30.96	\$0.73	\$0.73
1-1/2"	\$55.03	\$0.73	\$0.73
2"	\$80.00	\$0.73	\$0.73
3"	\$160.97	\$0.73	\$0.73
4"	\$275.04	\$0.73	\$0.73
6"	\$570.93	\$0.73	\$0.73
8"	\$1,056.77	\$0.73	\$0.73
10"	\$1,526.05	\$0.73	\$0.73
Irrigation		\$1.05	\$1.05

C. Fire Protection Service

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

Customer Class

Meter Size

4" and under	\$35.54
6"	\$59.39
8"	\$84.33
10"	\$116.00
Water service connection in ROW	

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

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

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
New account fee*	\$17.50
First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge
Activation after office hours and weekends*	\$70.02
Leaks or emergencies beyond customer control anytime	No Charge
Second call*	\$35.01
Non-leak or emergency turn offs after office hours or weekends*	\$58.36
All snowbird/vacant turn offs*	\$29.51

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

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

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

**SECTION 6
 UTILITY CHARGES FOR SERVICE**

F. Additional Charges, If Necessary, To Enforce

Removal of meter*	\$93.38
Reinstallation of meter	No Charge
Installation or removal of locking device-first occurrence*	\$58.37
Installation or removal of locking device-second occurrence*	\$87.53
Installation or removal of locking device-third occurrence *	\$175.06
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.	\$116.70
Backflow assembly test/repair (Contract services)	Parts and Labor
Damage or Repair to Water Utility	Actual time and material
Water Model for Development (Developments of 20 plus lots, development of industrial or commercial higher elevation developments and/or as determined necessary by Public Works)	\$2,000.00

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

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

I. Backflow Prevention Device Test Fee

Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually by a State Certified Backflow Tester of their choice. (Service on and off for non-compliance of annual testing and reporting, see Account Activation/De-Activation.)*	\$116.70
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* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

**SECTION 6
 UTILITY CHARGES FOR SERVICE**

J. Water Service/Meter Installation Services*

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

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

<u>Meter Size</u>	<u>Drop-In Service</u>	<u>Dig-In Service</u>
5/8" – ¾"	\$420.15	\$2,445.00
¾"	\$420.15	\$2,445.00
1"	\$851.95	\$2,876.81
1.5"	\$2,156.67	\$4,995.03
2"	\$3,559.56	\$6,418.87
3"	\$7,119.09	n/a
4"	\$9,254.83	n/a

K. Un-Authorized Water Hook Up*

Un-authorized water hook up \$158.56

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

Sanitary Sewer Interceptor Program – FOG

Includes Maintenance Bonds

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

M. Usage of Meter Key

Deposit refundable with key return \$25.00

N. Water Use Restriction - Penalties*

First notice of violation	\$114.87
Second notice of violation	\$349.29
Third notice of violation	\$585.83

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

SECTION 6
UTILITY CHARGES FOR SERVICE

O. Sanitary Rates - Residential

See appendix A for fees collected on behalf of CWS

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

O.1 Sanitary Rates - Commercial

See appendix A for fees collected on behalf of CWS

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

P. Storm Rates

See appendix A for fees collected on behalf of CWS

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

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

**SECTION 6
 UTILITY CHARGES FOR SERVICE**

Q. Street Fees

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

**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"	\$2,800.19	\$7,231.05	\$123.23
¾"	\$4,199.71	\$10,847.73	\$184.30
1"	\$6,999.90	\$18,078.78	\$307.53
1-1/2"	\$13,998.66	\$36,157.55	\$615.05
2"	\$22,398.09	\$57,853.00	\$983.65
3"	\$48,995.88	\$126,552.58	\$2,151.59
4"	\$83,993.11	\$216,947.60	\$3,688.13
6"	\$174,984.97	\$451,973.98	\$7,683.79
8"	\$251,979.32	\$650,842.80	\$11,064.39

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

B. Sewer SDC

UGB Minus Brookman and Tonquin Employment Area

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

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>Flow Count</u>	
Single family residence	\$1,292.99	\$1,091.28	1 EDU
Two family residence (duplex)	\$1,292.99	\$1,091.28	1 EDU
Manufactured home/ single lot	\$1,292.99	\$1,091.28	1 EDU
Manufactured home parks	\$1,292.99	\$1,091.28	based on Engine
Multi-family residential	\$1,292.99	\$1,091.28	based on Engine
Commercial	\$1,292.99	\$1,091.28	based on Engine
Industrial	\$1,292.99	\$1,091.28	based on Engine
Institutional uses	\$1,292.99	\$1,091.28	based on Engine

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>Flow Count</u>	
Single family residence	\$955.17	\$1,073.22	1 EDU
Two family residence (duplex)	\$955.17	\$1,073.22	1 EDU
Manufactured home/ single lot	\$955.17	\$1,073.22	1 EDU
Manufactured home parks	\$955.17	\$1,073.22	based on Engine
Multi-family residential	\$955.17	\$1,073.22	based on Engine
Commercial	\$955.17	\$1,073.22	based on Engine
Industrial	\$955.17	\$1,073.22	based on Engine
Institutional uses	\$955.17	\$1,073.22	based on Engine

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)	\$372.90
Water quality per ESU (SDC set by CWS)	\$305.10
Total Storm Water SDC	\$678.00

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

Regional Storm Drainage Improvement Charge

City of Sherwood Storm SDC:

	<u>Reimbursement</u>	<u>Improvement</u>	<u>Administrative</u>
	<u>Charge</u>	<u>Charge</u>	<u>Charge</u>
Per ESU	\$234.59	\$1,405.27	\$39.26

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

D. Parks SDC

Parks and Recreation

Single family dwelling	\$17,246.19
Multi-family dwelling	\$10,706.28
Manufactured home	\$11,065.07
Accessory Dwelling Unit	\$6,036.22
Non – residential	\$658.94
Filing fee to challenge expenditures of Parks SDC's	\$54.67

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

(Refundable if challenge is successful)

E. Street SDC

Washington County Transportation Development Tax (TDT)

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

City of Sherwood Street SDC:

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

<u>Residential Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Single Family -- detached	210	\$2,251.18	dwelling unit
Accessory Dwelling Unit (Detached)	212	\$2,251.18	dwelling unit
Accessory Dwelling Unit (Attached)	214	\$1,167.79	dwelling unit
Apartment	220	\$1,548.39	dwelling unit
Residential Condominium/Townhouse	230	\$1,346.80	dwelling unit
Mobile Home Park	240	\$1,167.56	dwelling unit
Assisted Living	254	\$610.40	bed
Continuing Care Retirement	255	\$544.58	unit
Recreation Home	260	\$740.62	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	\$1,460.22	acre
Regional Park	417	\$1,188.59	acre
Multipurpose Recreation/Arcade	435	\$8,524.61	thousand sq ft gross floor area
Movie Theater w/o Matinee	443	\$60,901.36	screen
Movie Theater w/Matinee	444	\$92,175.90	screen
Amusement/Theme Park	480	\$24,837.36	acre
Soccer Complex	488	\$16,988.96	field
Racquet/Tennis Club	491	\$8,492.41	court
Health/Fitness Club	492	\$7,221.20	thousand square ft gross floor area
Recreation/Community Center	495	\$6,526.77	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	\$181.97	student
Middle/Junior High School (Public)	522	\$228.17	student
High School (Public)	530	\$240.83	student
Private School (K – 12)	536	\$347.21	Student
Junior/Community College	540	\$5,100.17	thousand square ft gross floor area
University/College	550	\$407.40	student
Church	560	\$3,148.60	thousand square ft gross floor area
Day Care Center/Preschool	565	\$254.82	student
Library	590	\$12,017.61	thousand square ft gross floor area
Hospital	610	\$2,722.99	bed
Nursing Home	620	\$620.17	bed
Clinic	630	\$6,630.42	thousand square ft gross floor area
<u>Commercial/Services SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Hotel	310	\$1,870.43	Room
Motel	320	\$1,341.17	Room
Building Materials/Lumber Store	812	\$10,271.77	thousand square ft gross floor area
Free-Standing Discount Superstore	813	\$9,160.18	thousand square ft gross floor area
Variety Store	814	\$7,281.38	thousand square ft gross floor area
Free-Standing Discount Store	815	\$6,720.00	thousand square ft gross floor area
Hardware/Paint Store	816	\$6,171.19	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	\$19,734.38	thousand square ft gross floor area
Shopping Center	820	\$4,925.23	thousand sq ft gross leasable area
Factory Outlet	823	\$6,808.17	thousand square ft gross floor area
Specialty Retail Center	826	\$9,665.60	thousand square ft gross floor area
New Car Sales	841	\$6,970.60	thousand square ft gross floor area
Automobile Parts Sales	843	\$6,487.61	thousand square ft gross floor area
Tire Store	848	\$4,068.38	thousand square ft gross floor area
Tire Superstore	849	\$3,267.57	thousand square ft gross floor area
Supermarket	850	\$11,275.58	thousand square ft gross floor area
Convenience Market (24 Hour)	851	\$58,780.33	thousand square ft gross floor area
Convenience Market w/Fuel Pump	853	\$34,133.38	vehicle fueling position
Discount Club	861	\$10,085.58	thousand square ft gross floor area
Home Improvement Superstore	862	\$3,984.42	thousand square ft gross floor area
Electronics Superstore	863	\$10,726.78	thousand square ft gross floor area
Pharmacy/Drugstore w/o Drive-Up	880	\$9,080.37	thousand square ft gross floor area
Pharmacy/Drugstore w/Drive-Up	881	\$8,770.99	thousand square ft gross floor area
Furniture Store	890	\$435.38	thousand square ft gross floor area
Bank/Savings w/Drive-Up	912	\$7,988.39	thousand square ft gross floor area
Quality Restaurant	931	\$8,910.98	thousand square ft gross floor area
High Turnover (Sit Down) Restaurant	932	\$12,524.36	thousand square ft gross floor area
Fast Food Restaurant w/o Drive-Up	933	\$24,435.58	thousand square ft gross floor area
Fast Food Restaurant w/Drive-Up	934	\$52,175.16	thousand square ft gross floor area
Drinking Place/Bar	936	\$36,889.98	thousand square ft gross floor area
Coffee/Donut Shop w/Drive-Up	937	\$79,825.08	thousand square ft gross floor area
Coffee/Kiosk	938	\$72,878.32	thousand square ft gross floor area
Quick Lubrication Vehicle Shop	941	\$12,360.60	service stall
Automobile Care Center	942	\$7,405.98	thousand sq ft gross leasable area
Gasoline/Service Station	944	\$14,050.39	vehicle fueling position
Gasoline/Service Station w/Convenience Market	945	\$4,954.62	vehicle fueling position
Gasoline/Service Station w/Convenience Market and Car Wash	946	\$8,695.40	vehicle fueling position

**SECTION 7
 SYSTEM DEVELOPMENT CHARGES**

E. Street SDC (continued)

<u>Office SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
General Office Building	710	\$1,995.03	thousand square ft gross floor area
Corporate Headquarters Building	714	\$1,899.82	thousand square ft gross floor area
Single Tenant Office Building	715	\$2,774.81	thousand square ft gross floor area
Medical/Dental Office Building	720	\$6,504.41	thousand square ft gross floor area
Government Office Building	730	\$16,416.39	thousand square ft gross floor area
State Motor Vehicles Department	731	\$28,793.80	thousand square ft gross floor area
Us Post Office	732	\$21,042.01	thousand square ft gross floor area
Office Park	750	\$2,024.42	thousand square ft gross floor area
Research And Development Center	760	\$1,482.57	thousand square ft gross floor area
Business Park	770	\$2,247.03	thousand square ft gross floor area

<u>Port/Industrial</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Truck Terminals	30	\$14,888.95	acre
Park And Ride Lot w/Bus Service	90	\$1,072.36	parking space
Light Rail Transit Station w/Parking	93	\$597.81	parking space
General Light Industrial	110	\$1,254.41	thousand square ft gross floor area
General Heavy Industrial	120	\$356.98	thousand square ft gross floor area
Industrial Park	130	\$1,271.21	thousand square ft gross floor area
Manufacturing	140	\$721.00	thousand square ft gross floor area
Warehouse	150	\$674.81	thousand square ft gross floor area
Mini-Warehouse	151	\$565.61	thousand square ft gross floor area
Data Center	160	\$236.61	thousand square ft gross floor area
Utilities (Private)	170	\$1,810.17	thousand square ft gross floor area

**SECTION 8
 ENGINEERING CHARGES FOR SERVICE**

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

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

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

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

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

B. No Public Improvement; Subdivision Plan Reviews and Inspections

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

C. Miscellaneous Fees

Addressing Fees	
Single - five (5) digit address	\$71.44 lot
0 to 10 - Suite Numbers	\$27.06 per suite
11 to 20 -Suite Numbers	\$276.02 plus \$15 per suite
21 and up Suite Numbers	\$441.63 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 per sign
Street Trees	\$212.24 per tree

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

**SECTION 8
 ENGINEERING CHARGES FOR SERVICE**

C. Miscellaneous Fees (continued)

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

\$510.00 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

\$47.76 per linear ft

In-Lieu of Fee – Vault Placement

\$742.85 per vault

Right of Way Permit Fees

ROW Small Wireless Facility Permit

\$902.03 per facility

ROW Construction Permit (for other than small wireless facilities)

\$162.36 per permit

Inspection fee

\$162.36 or 4% of project estimate, whichever is greater

ROW Use Permit

\$26.53

Design and construction standards

\$53.06 on paper

Design and construction standards

\$26.53 per CD

As-Built Requests

\$26.53 per subdivision

As-Built Requests electronic media

\$26.53 per cd

Reimbursement District formation

\$510.00 deposit (applicant pays 100% of actual costs including staff time)

D. Erosion Control Fees

Activities which require a grading and/or erosion control permit and are not included in a building permit. Permit is based upon the total acreage of the site.

Erosion Control Plan Review Fee

65% of the erosion control inspection fee

Erosion Control Inspection Fee

Based on Total Area

0 to 1 Acre

\$244.08

1 Acre and up

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

Erosion control with building permit

Single Family Residential

Plan Check

Inspection

>1000 feet disturbance, existing development

\$74.29

\$111.42

New development

\$74.29

\$313.06

Non-single family residential

Covered in engineering compliance agreement

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

Deposit plus staff time (See Section 1)

(Applicant pays 100% of actual expenses including staff time)

\$4,244.83

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

**SECTION 9
 PLANNING**

A. Annexations

Applicant pays 100% of actual expenses including staff time. \$7,500.00 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* 4,837.11
 Conditional use permit with concurrent type III or IV application* \$2,417.98

D. Land Divisions / Adjustments

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

E. Other Fees

Chickens in residential zones \$50.00
 Consultant as needed Actual cost
 Community Development Code Plan Check (payable at time of building permit submittal)
 Residential permits* \$122.91
 ADUs Accessory Dwelling Units* \$122.91
 Commercial, Industrial, Multi-Family Permits* \$771.91
 {Final Site Plan Review fee, if a final site plan review is not required this fee is not charged}
 Design review team consultations/recommendations staff time (see section 1)
 Detailed site analysis letter* \$175.74
 Interpretive decisions by the Director* \$384.80
 Land Use Compatibility Statement (LUCS) sign-off \$50.00
 Medical Marijuana Facility Special Use Permit* \$321.63 plus notification fee

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

**SECTION 9
 PLANNING**

E. Other Fees (continued)

Other Fees - Continued

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

F. Trees

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

G. Planned Unit Development (PUD)

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

H. Refunds

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

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

**SECTION 9
PLANNING**

I. Signage

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

J. Site Plan Review

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

K. Temporary Uses

Administrative	\$335.00
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L. Time Extension to Approval

No hearing required	\$150.00
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M. Variance

Adjustment - <i>(Per lot and per standard to be varied) *</i>	\$58.58
Class A Variance - <i>(Per lot and per standard to be varied) *</i>	\$4,837.11
Class B Variance - <i>(Per lot and per standard to be varied) *</i>	\$1,286.54

N. Zone Amendments

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

O. Residential Design

	<u>Flat Fee</u>	<u>Per Lot</u>	<u>Total Fee</u>
Residential Design Checklist Review w/no adjustments to standards	\$150.00		\$150.00
Residential Design Checklist with Adjustment (Per lot and per standard to be varied)	\$150.00	\$56.31	\$206.31
Residential Design Checklist with Type B Variance (Per lot and per standard to be varied)	\$150.00	\$1,236.58	\$1,386.58
Residential Design Checklist with Type A Variance (Per lot and per standard to be varied)	\$150.00	\$4,649.28	\$4,799.28

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

**SECTION 10
 BUILDING**

A. Building Permits

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

Single Family and Two-Family Dwelling

Total Valuation Amount

1 - 500	\$74.29	minimum fee
501 – 2,000	\$74.29	the first \$500
	\$1.22	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$92.59	the first \$2,000
	\$9.76	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$317.07	the first \$25,000
	\$7.64	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$508.07	the first \$50,000
	\$4.88	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$752.07	the first \$100,000
	\$4.27	each additional \$1,000 or fraction thereof over \$100,00)

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

Manufactured Dwelling Installation Permits

Includes prescriptive foundation system, plumbing and crossover connections, 30 lineal feet of sanitary sewer, storm and water lines.

Manufactured home set up and installation fee	\$393.71
Plan Review	\$90.00 per hour (min 1/2 hr.)
Site Plan Review	

**SECTION 10
 BUILDING**

A. Building Permits (continued)

Commercial, Industrial and Multi-Family

Total Valuation Amount

1 - 500	\$74.29	minimum fee
501 – 2,000	\$74.29	the first \$500
	\$1.85	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$102.04	the first \$2,000
	\$9.76	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$326.52	the first \$25,000
	\$8.24	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$532.52	the first \$50,000
	\$6.11	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$838.02	the first \$100,000
	\$4.27	each additional \$1,000 or fraction thereof over \$100,00)

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

B. Plan Review Fees - Building Permit

Plan review Fee	85%	of building permit fee
Fire and life safety plan review fee (when required)	40%	of building permit fee

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

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

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

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

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

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

**SECTION 10
 BUILDING**

E. Mechanical Permits - Residential

Mechanical permits for Single Family Dwelling, Two-Family dwellings and Manufactured Dwellings for new construction, additions, alterations and repairs. Fees are based on the number of appliances and related equipment with a set minimum fee.

Minimum Fee	\$74.29	
<i>See appendix A for surcharge collected on behalf of the State</i>		
Air Handling		
Air Handling Unit ≤ 10,000 CFMs	\$17.85	includes ductwork
Air Handling Unit >10,000 CFMs	\$30.12	includes ductwork
Air Conditioning Unit	\$23.81	Site Plan Required
Boilers/Compressors		
≤100,000 BTUs or 3 HP	\$23.81	includes ductwork
>100,000 (3HP) to ≤ 500,000 BTUs (15HP)	\$43.63	includes ductwork
>500,000 (15HP) to ≤ 1,000,000 BTUs (30HP)	\$59.49	includes ductwork
>1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP)	\$89.27	includes ductwork
>1,750,000 BTUs or 50HP	\$148.65	includes ductwork
Fire/Smoke Dampers/Duct Smoke Detectors	\$17.88	
Heat Pump	\$23.81	includes ductwork and vents
Install/Replace Furnace/Burner		
Furnace ≤ 100,000 BTUs	\$23.81	
Furnace ≥ 100,000 BTUs	\$43.63	
Install/Replace/Relocate Heaters (Suspended, Wall, or Floor mounted)	\$23.81	
Vent for appliance other than furnace	\$11.89	
Refrigeration Units (includes installation of controls)		
≤ 100,000 BTUs or 3 HP	\$23.81	
> 100,000 (3HP) to ≤ 500,000 BTUs (15HP)	\$43.63	
> 500,000 (15HP) to ≤ 1,000,000 BTUs (30HP)	\$59.49	
> 1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP)	\$89.27	
> 1,750,000 BTUs or 50HP	\$148.65	

**SECTION 10
 BUILDING**

E. Mechanical Permits - Residential (continued)

Miscellaneous

Appliance vent	\$11.89	
Dryer exhaust	\$11.89	
Exhaust fan with single duct	\$11.89	
Hoods	\$17.88	includes ductwork
Exhaust system apart from heating or air conditioning	\$17.88	
Fuel piping and distribution (up to four outlets)	\$7.94	
Fuel piping and distribution (over four outlets)	\$2.02	per outlet
Insert, decorative fireplace or wood/pellet stoves	\$23.81	includes vent
Gas fired water heater	\$23.81	includes vent
Install/relocate domestic type incinerator	\$29.71	
Install/relocate commercial type incinerator	\$118.99	

F. Mechanical Permits – Commercial, Industrial, and Multi-Family

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

Plan review fee – Commercial	30% of Mechanical permit fee based on total valuation amount
Mechanical Permit Fee	
0 - 500	\$74.29 minimum fee
500.01 - 5,000	\$74.29 Plus additional below
	\$3.06 each add'l \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$211.99 for the first 5,000 plus additional below
	\$3.67 each add'l \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 100,000	\$395.49 for the first 10,000 plus additional below
	\$9.77 each add'l \$1,000 or fraction thereof, between \$10,000.01 and \$100,000
100,000.01 and up	\$1,274.79 for the first 100,000 plus additional below
	\$4.89 each add'l \$1,000 or fraction thereof over \$100,000

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

**SECTION 10
 BUILDING**

G. Plumbing Permits – New One and Two Family Dwellings

Includes one kitchen, 100 feet of sanitary sewer, storm and water lines, standard plumbing fixtures and appurtenances, and are based on the number of bathrooms, from one to three on a graduated scale.

One Bathroom	\$311.20
Two Bathrooms	\$384.43
Three Bathrooms	\$457.65
Additional Kitchen or Bathroom	\$189.17
Additional Fixture or Item	\$18.31 each
Additional 100 feet of each utility line	\$33.57 each

H. Plumbing Permits – One and Two Family and Manufactured Dwelling for Additions, Alterations and Repairs

Minimum Fee	\$74.29
New and/or Additional fixture, item or appurtenance	\$18.31 each
Alteration of fixture, item or appurtenance	\$18.31 each
Manufactured Dwelling Utility Connection	\$36.61 each

Charged only when connections are not concurrent with new set-up and installation

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

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

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

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

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

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

**SECTION 10
 BUILDING**

J. Residential Fire Sprinkler System Fees

Total Square Footage (including Garage)

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

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

L. Prescriptive Solar Photovoltaic System Installation – Structural Only

Electrical permits are also required through Washington County

Fees for installation of Solar Photovoltaic (PV) system installation that comply with the prescriptive path described in the Oregon Structural Specialty Code. \$149.84

For Plans that do not meet the prescriptive path, typical structural fee calculations and processes will apply. Typical Structural Fees will apply

M. Demolition Permits

Residential	\$234.46
Commercial	\$344.30

N. Medical Gas Permits – Commercial

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

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

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

**SECTION 10
 BUILDING**

O. Grading and Erosion Control Fees (Private Property Only)

Permits issued by the City of Sherwood. Grading is inspected by the Building Department and erosion control is inspected by Clean Water Services or the City of Sherwood.

Grading Fees

Cubic yards	
0 to 100	\$74.29 minimum fee
101 to 1,000	\$74.29 first 100 yards plus additional fee below \$11.44 for each additional 100 yards or fraction thereof
1,001 to 10,000	\$177.25 first 1,000 yards plus additional fee below \$15.92 for each additional 1,000 yards or fraction thereof
10,001 to 100,000	\$320.53 first 10,000 yards plus additional fee below \$79.59 for each additional 10,000 yards or fraction thereof
100,001 +	\$1,036.84 first 100,000 yards plus additional fee below \$38.74 for each additional 10,000 yards or fraction thereof
Grading plan review fee	85% of the grading permit fee

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

Re-inspection fee (Minimum charge = 1 hour)	\$90.00 per hour plus State surcharge
Inspections outside normal business hours <i>(when approved by the Building Official)</i>	\$90.00 per hour plus State surcharge (Minimum charge = 2 hours)
Inspection for which no fee is specifically indicated	\$90.00 per hour plus State surcharge (Minimum charge = ½ hour)
Investigative fee for working without a permit	\$90.00 per hour to enforce the code, \$90 minimum.
Additional plan review required	\$90.00 per hour or actual time (For changes, additions or revisions) (Min charge = ½ hour)
Re-stamp of lost, stolen or damaged plans	\$55.00 per plan set
Application/Permit extensions	\$50.00

(Renewal of an application or permit where an extension has been requested in writing, and approval granted by the Building Official, prior to the original expiration date, provided no changes have been made in the original plans and specifications for such work)

Permit reinstatement fee 50% of amount required for a new permit or a percentage as determined by the Building Official based on the remaining inspections required.

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

**SECTION 10
BUILDING**

Q. Refunds (Building Permit, Mechanical, Plumbing, Grading/Erosion)

Permit refunds	\$90.00	per hr. Admin fee (min 1 hr.) Provided the permit is still valid
Plan review refunds	\$90.00	per hr. Admin fee (min 1 hr.) Provided no plan review was started

R. Certificate of Occupancy (As determined by the Building Official)

Temporary residential	\$50.00	per request
Temporary commercial/industrial	\$300.00	maximum per request

S. Change of Use/Occupancy Certificate Application Fee (As determined by the Building Official)

Similar use (Minor code review)	\$74.29	
Dissimilar Use, or Change in Occupancy (Extensive Code Review)	\$132.65	minimum fee, includes 1 hour code review time
	\$90.00	per hour for review time greater than 1 hour

**APPENDIX A:
 FEES CHARGED ON BEHALF OF OTHER AGENCIES**

Note: The fees in this section are set by other jurisdictions and the City has agreed to collect the fee on their behalf. The fees listed are provided as a courtesy and are based on the fee set at the time this fee schedule was adopted. Any changes to the fees imposed by the other jurisdictions may not be reflected in this section.

A. Clean Water Services Fees

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

Sewer Utility Charges

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

Sewer SDC

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

Surface Water

CWS regional surface water base rate per ESU	\$2.74
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	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 per square foot of dwelling
Non-Residential CET	\$0.82 per square foot maximum of \$39,100

D. Metro

Fee charged on building permits.

METRO CET	0.12% of the total value of the improvement when it exceeds \$100,000 valuation Capped at a ceiling of \$12,000
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TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Craig Sheldon, City Manager Pro Tem

SUBJECT: **Resolution 2024-048, Adopting the FY2024-25 budget of the City of Sherwood, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget**

Issue:

Shall the Sherwood City Council adopt the FY2024-25 City of Sherwood Budget as approved by the Sherwood Budget Committee?

Background:

On May 16th the Sherwood Budget Committee received the budget message, reviewed the proposed budget, and heard public comment if any. Then on May 23, 2024, 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 FY2024-25 budget.

Financial Impacts:

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

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2024-048, Adopting the FY2024-25 budget of the City of Sherwood, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget.

Budget Detail

City by Fund

	General Fund	General Construction Fund	Debt Service Fund	Public Art Fund	Economic Development & Promotion Fund	Transient Lodging Tax Fund	Grants Fund	Street Operations Fund	Community Investment Fund	Street Capital Fund	Water Fund	Sanitary Fund	Storm Fund	Broadband Fund	Approved 2024-25 Budget
RESOURCES															
Beginning fund balance	\$ 6,111,982	\$ 3,919,796	\$ -	\$ -	\$ 246,957	\$ -	\$ 150,040	\$ 4,535,150	\$ 4,270,840	\$ 9,473,592	\$ 22,733,753	\$ 3,013,467	\$ 9,509,569	\$ 1,191,086	\$ 65,156,232
Revenue															
Taxes	8,559,149	-	-	-	-	-	-	-	-	-	-	-	-	-	8,559,149
Franchise Fees	2,778,000	25,000	-	-	-	-	-	-	-	-	-	-	-	-	2,803,000
Licenses and permits	82,000	-	-	-	-	-	-	-	-	-	-	-	-	-	82,000
Intergovernmental	1,508,140	-	-	-	-	150,000	100,000	2,092,050	-	-	-	77,200	-	-	3,927,390
Charges for services	3,408,285	85,000	-	-	-	-	-	780,590	-	62,150	6,233,500	797,100	2,452,000	1,779,600	15,598,225
Infrastructure development	-	752,075	-	-	-	-	-	-	-	1,403,235	700,486	158,203	43,818	-	3,057,817
Fines, interest and other	2,478,650	160,000	-	2,000	5,000	5,000	4,500	210,000	50,000	425,000	1,136,000	186,000	378,000	77,000	5,117,150
Total revenue	18,814,224	1,022,075	-	2,000	5,000	155,000	104,500	3,082,640	50,000	1,890,385	8,069,986	1,218,503	2,873,818	1,856,600	39,144,731
Other sources															
Transfers in	416,493	635,000	-	35,000	70,000	-	-	-	-	750,000	-	-	-	-	1,906,493
Sale of fixed assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interfund Loan Pmts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Long-term debt proceeds	-	-	-	-	-	-	-	-	-	-	-	600,000	-	2,400,000	3,000,000
Total other sources	416,493	635,000	-	35,000	70,000	-	-	-	-	750,000	-	600,000	-	2,400,000	4,906,493
Total resources	25,342,699	5,576,871	-	37,000	321,957	155,000	254,540	7,617,790	4,320,840	12,113,977	30,803,739	4,831,970	12,383,387	5,447,686	109,207,456
REQUIREMENTS															
Expenditures															
Personal services															
Salaries and wages	10,408,651	38,387	-	-	63,337	-	-	402,583	-	61,018	646,095	309,755	711,433	1,666,442	14,307,701
Payroll taxes	1,018,288	3,745	-	-	6,340	-	-	45,180	-	5,752	69,524	32,811	76,377	165,209	1,423,226
Benefits	5,339,696	16,741	-	-	30,110	-	-	203,903	-	30,577	323,559	159,574	335,191	985,883	7,425,234
Total personal services	16,766,635	58,873	-	-	99,787	-	-	651,666	-	97,347	1,039,178	502,140	1,123,001	2,817,534	23,156,161
Materials and services															
Professional & technical	2,392,765	-	-	-	70,000	-	203,962	37,800	-	510,000	157,600	623,400	96,500	35,900	4,127,927
Facility and equipment	1,898,650	10,000	-	-	-	-	-	1,283,638	-	-	1,944,873	1,650	88,200	295,890	5,522,901
Other purchased services	1,759,377	-	-	-	7,900	-	-	34,756	-	1,500	581,154	124,989	176,846	218,337	2,904,859
Supplies	455,130	-	-	-	-	-	-	90,550	-	1,500	141,590	12,650	43,050	108,000	852,470
Community activities	63,300	-	-	-	10,500	-	-	-	-	-	-	-	-	-	73,800
Minor equipment	191,115	-	-	-	-	-	-	4,000	-	-	6,500	8,000	10,000	21,500	241,115
Other materials & services	56,500	-	-	-	-	-	-	-	-	-	-	-	-	-	56,500
Cost Allocation	(3,934,646)	80,724	-	-	-	-	-	316,589	-	133,478	649,385	347,753	621,647	1,272,127	(512,943)
Total materials & services	2,882,191	90,724	-	-	88,400	-	203,962	1,767,333	-	646,478	3,481,102	1,118,442	1,036,243	1,951,754	13,266,629
Capital outlay															
Land	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure	-	985,000	-	-	-	-	-	-	-	3,050,091	1,256,000	1,110,000	730,000	-	7,131,091
Buildings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other improvements	-	-	-	37,000	-	-	-	-	-	-	-	-	-	-	37,000
Vehicles	480,500	-	-	-	-	-	-	-	-	-	-	-	-	-	480,500
Furniture and equipment	107,500	-	-	-	-	-	-	-	-	-	-	-	-	5,000	112,500
Total capital outlay	588,000	985,000	-	37,000	-	-	-	-	-	3,050,091	1,256,000	1,110,000	730,000	5,000	7,761,091
Total expenditures	20,236,826	1,134,597	-	37,000	188,187	-	203,962	2,418,999	-	3,793,916	5,776,280	2,730,582	2,889,244	4,774,288	44,183,881
Debt service															
Principal	-	-	-	-	-	-	-	-	-	-	1,531,000	-	-	124,829	1,655,829
Interest	-	-	-	-	-	-	-	-	-	-	726,497	-	-	358,222	1,084,719
Issuance costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total debt service	-	-	-	-	-	-	-	-	-	-	2,257,497	-	-	483,051	2,740,548
Other uses															
Transfers out	105,000	-	-	-	-	155,000	11,493	750,000	250,000	635,000	-	-	-	-	1,906,493
Total other uses	105,000	-	-	-	-	155,000	11,493	750,000	250,000	635,000	-	-	-	-	1,906,493
Contingency	940,711	-	-	-	32,196	-	25,888	154,132	1,070,840	-	182,975	43,315	73,700	185,660	2,709,417
Reserved for Future Years	4,060,162	4,442,274	-	-	101,574	-	13,197	4,294,659	3,000,000	7,685,061	22,586,987	2,058,073	9,420,443	4,687	57,667,117
Total requirements	\$25,342,699	\$ 5,576,871	\$ -	\$ 37,000	\$ 321,957	\$ 155,000	\$ 254,540	\$ 7,617,790	\$ 4,320,840	\$ 12,113,977	\$ 30,803,739	\$ 4,831,970	\$ 12,383,387	\$ 5,447,686	\$ 109,207,456



RESOLUTION 2024-048

ADOPTING THE FY2024-25 BUDGET OF THE CITY OF SHERWOOD, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET

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

WHEREAS, the Sherwood Budget Committee approved and recommended a balanced budget to the City Council on May 23, 2024; 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 FY2024-25 Budget.** The City Council of the City of Sherwood, Oregon hereby adopts the budget for FY2024-25 in the sum of \$109,207,456, now on file at City Hall and attached hereto as Exhibit A.

Section 2: Making Appropriations. The amounts for the fiscal year beginning July 1, 2024 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	3,719,941												
Comm. Dev.	2,517,154												
Public Safety	6,851,858												
Comm. Serv.	3,198,656												
Public Works	3,949,217												
Operations				188,187		203,962		2,418,999		4,300,424	801,856	2,006,310	4,774,288
Capital		1,134,597	37,000						3,793,916	1,475,856	1,928,726	882,934	
Debt Service										2,257,497			483,051
Transfers Out	105,000				155,000	11,493	250,000	750,000	635,000				
Contingency	940,711			32,196		25,888	1,070,840	154,132		182,975	43,315	73,700	185,660
Total Appropriations	21,282,537	1,134,597	37,000	220,383	155,000	241,343	1,320,840	3,323,131	4,428,916	8,216,752	2,773,897	2,962,944	5,442,999
Total Unappropriated and Reserve Amounts	4,060,162	4,442,274		101,574		\$13,197	3,000,000	4,294,659	7,685,061	22,586,987	2,058,073	9,420,443	4,687
	\$25,342,699	\$5,576,871	\$37,000	\$321,957	\$155,000	\$254,540	\$4,320,840	\$7,617,790	\$12,113,977	\$30,803,739	\$4,831,970	\$12,383,387	\$5,447,686

Total Adopted Budget for FY2024-25 \$109,207,456

Section 3: **Imposing and Categorizing Taxes.** The City Council of the City of Sherwood hereby imposes the taxes provided for in the adopted budget at the City's permanent rate of \$3.2975 per one thousand of assessed value for operations; and that these taxes are hereby imposed for tax year 2024-25 upon the assessed value of all taxable property within the district.

The City of Sherwood hereby categorizes the taxes as follows:

General Government
General Fund \$3.2975 per \$1,000

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

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

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

Duly passed by the City Council this 18th of June 2024.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



CITY OF SHERWOOD

FY 2024-2025 APPROVED BUDGET



Resolution 2024-048, EXH A
June 18, 2024, Page 1 of 140



City of Sherwood Annual Budget

For the Fiscal Year

July 1, 2024 - June 30, 2025

CITY COUNCIL:

Tim Rosener, *Mayor*

Kim Young, *Council President*

Renee Brouse, *Council Member*

Taylor Giles, *Council Member*

Doug Scott, *Council Member*

Dan Standke, *Council Member*

Keith Mays, *Council Member*

BUDGET COMMITTEE:

Kady Strode, *Chair*

Lana Painter, *Vice Chair*

Brian Fairbanks

Matt Kaufman

Paul Mayer

Thomas Sherwood

Nancy Taylor

CITY STAFF:

Craig Sheldon, *City Manager Pro Tem*

Kristen Switzer, *Assistant 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, 2023

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, 2023.

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

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

How to Make the Most of the Budget Document

This budget document serves to:

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

Reader's Guide

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

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

Revenues & Expenditures

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

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

Debt Service & Capital Improvement Plan (CIP)

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

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

Budget Detail

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

Appendix

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

**Sherwood City Manager Pro Tem Budget Message
Fiscal Year 2024-25
May 13th, 2024**

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

It is my privilege to present Sherwood’s Budget for Fiscal Year 2024-25. This proposed budget is submitted as required by Chapter 294 of the Oregon Revised Statutes and Chapter VIII, Section 33.e.6 of the Sherwood Municipal Code. As an important reminder to citizens reviewing this proposed budget, state budget law provides for three levels of review and scrutiny of this budget: the City Manager, the Budget Committee, and the City Council. At any step in this process, the reviewing body can alter the proposed budget if they believe it is in the best interest of the City of Sherwood. I greatly appreciate the history of responsible stewardship that has placed the City in a strong financial position today.

The City budget serves as the financial blueprint for Sherwood's priorities, programs, and services in the upcoming year, ensuring the needs of the community are met. Our five-year forecast model instills confidence in maintaining service levels. This document not only outlines City Council priorities but also guides staff operations, fostering transparent communication for taxpayers and residents. It takes intention and care to maintain the City’s fiscal health, meet community expectations for service, and provide for future needs. The FY2024-25 budget is balanced, as required by state law, and is structurally balanced with ongoing revenues equaling ongoing expenses in accordance with the City’s financial policies. We will continue to evaluate delivery of services to ensure that we are operating in an efficient and fiscally responsible manner.

City Council Goals set long-term outcomes for the community, guiding the completion of specific projects by City staff. These goals ensure that organizational priorities are in line with the community's needs, reflecting the City Council's commitment to the community's well-being.

This budget message focuses mostly on the General Fund. Within the City’s enterprise funds, revenues come primarily from the ratepayers who pay for the quantity of the water and wastewater services they use.

Ratepayers also pay for broadband services, stormwater services and street services. Like General Fund functions, these functions are not immune to pressure from increasing costs; they experience the same pressure that the General Fund experiences. The difference is that the City Council has much greater control over revenues, and therefore the City Council annually reviews rates and makes decisions based on the need to invest in the maintenance of the systems and the need to comply with increasing regulation.

In my 24 years with the City of Sherwood, I continue to be impressed with the dedication and professionalism of City staff and leadership. I am proud of the high level of City services that we provide to the community and the careful stewardship of public funds.

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

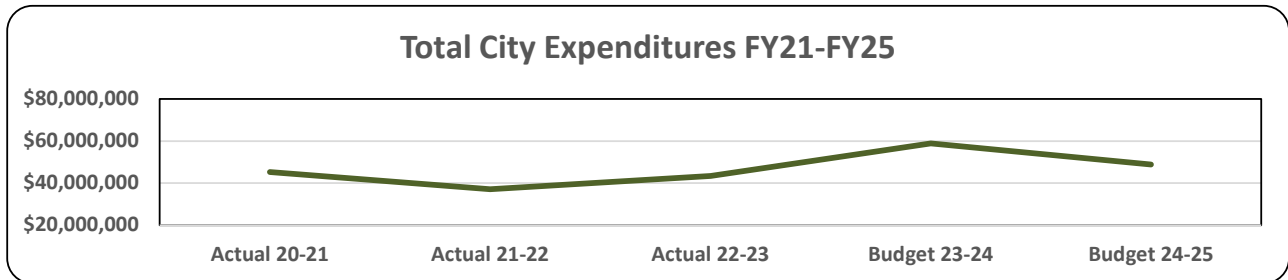
Total Budget (All Funds)

The proposed total budget for FY2024-25 for all funds is \$109.2 million. This represents a decrease of \$2.1 million or 1.9% from the current adopted FY2024-25 budget. Within this proposed total budget, Personal Services accounts for \$23.2 million. This figure is 13.2% higher than the current budget for FY2023-24. Personal Services includes all salaries and wages, payroll taxes and employee benefits.

Expenditures	Budget in Brief			
	2023-24 Budget	2024-25 Proposed	Variance	% Change
General Fund				
Administration	\$ 2,551,656	\$ 3,719,941	\$ 1,168,285	45.8%
Community Development	2,049,236	2,517,154	467,918	22.8%
Police Services	6,539,287	6,851,858	312,571	4.8%
Community Services	3,191,697	3,198,656	6,959	0.2%
Public Works	4,114,154	3,949,217	(164,937)	-4.0%
Transfers Out	4,458,388	105,000	(4,353,388)	100.0%
Subtotal General Fund	22,904,418	20,341,826	(2,562,592)	-11.2%
General Construction Fund	1,281,852	1,134,597	(147,255)	-11.5%
Public Art Fund	110,777	37,000	(73,777)	100.0%
Economic Development & Promotion Fund	10,000	188,187	178,187	100.0%
Transient Lodging Tax Fund	527,512	155,000	(372,512)	100.0%
Grants Fund	89,370	215,455	126,085	141.1%
Street Operations Fund	3,020,626	3,168,999	148,373	4.9%
Investment Fund	-	250,000	250,000	0.0%
Street Capital Fund	2,447,334	4,428,916	1,981,582	81.0%
Subtotal General Govt. Funds	30,391,889	29,919,980	(471,909)	-1.6%
Water Enterprise Fund	14,628,135	8,033,777	(6,594,358)	-45.1%
Sanitary Enterprise Fund	4,510,287	2,730,582	(1,779,705)	-39.5%
Storm Enterprise Fund	2,882,349	2,889,244	6,895	0.2%
Telecommunications Fund	6,514,525	5,257,339	(1,257,186)	-19.3%
Subtotal Enterprise Funds	28,535,296	18,910,942	(9,624,354)	-33.7%
Total All Funds	\$ 58,927,185	\$ 48,830,922	\$ (10,096,263)	-17.1%

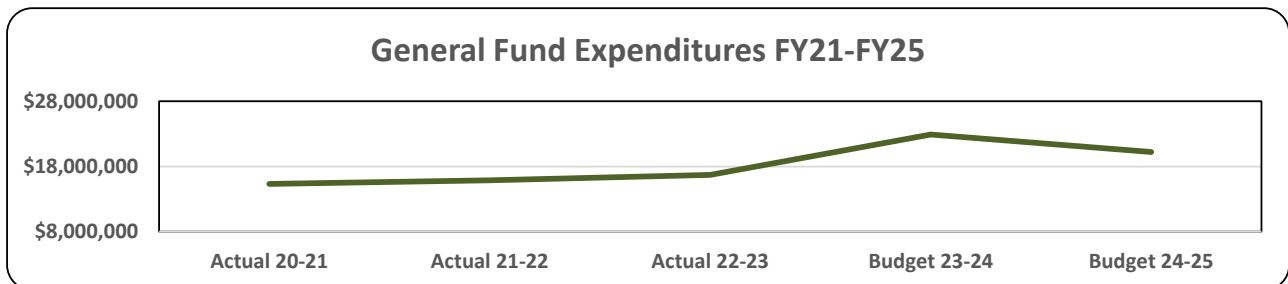
Materials and services (M&S) expenses are operating expenses incurred during the normal course of business including professional services, supplies, utilities, and property and liability insurance. The total M&S expenses for the proposed total budget are \$13.3 million, a 15.7% increase from the current fiscal year budget.

Capital Outlay consists of vehicle and large equipment purchases as well as infrastructure improvements within the General Construction, Water, Storm and Streets funds. Capital Outlay expenses are \$7.8 million, which is a 55.9% decrease from the current fiscal year. Debt Service, the payment of outstanding financing for capital improvements is \$2.7 million, an increase of 0.0% from the current fiscal year. The overall total expenditure decrease is 17.1%.



General Fund

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



Within the proposed General Fund budget, Personnel Services accounts for \$16.8 million. This figure is 8.4% higher than the current FY2023-24 budget. The total Materials & Services expenses for the proposed budget is \$2.9 million, a 1.0% increase from the current fiscal year budget. Capital Outlay is proposed at \$0.6 million, a decrease of 44.5% over the current fiscal year budget. This Capital Outlay includes routine large expenditures such vehicle purchases, communication equipment, and other large equipment. Excluding the one-time transfers out, the combination of these changes in each of these categories leads to an overall increase of 10.0% in the proposed General Fund expenditures budget.

I am recommending the use of a portion of the General Fund ending fund balance as well as one-time revenues to fund one-time expenditures of \$1,122,249 while adhering to the City Council fiscal policy of retaining 20% of our operating revenues in our ending fund balance each year.

Fund Balances

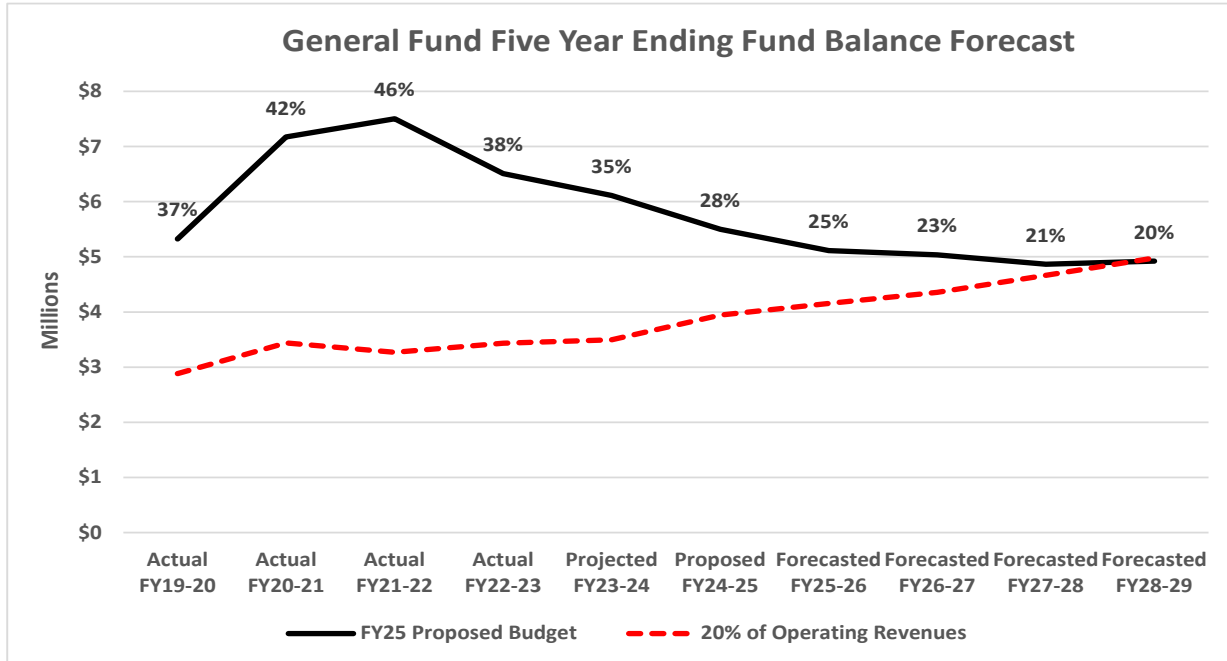
Below is a chart showing the proposed change in fund balances for FY2024-25:

Change in Fund Balance	General		Debt		Economic		Transient		Street		Community		Street		Broadband
	General Fund	Construction Fund	Service Fund	Public Art Fund	Development & Promotion Fund	Lodging Tax Fund	Grants Fund	Operations Fund	Investment Fund	Capital Fund	Water Fund	Sanitary Fund	Storm Fund		
Beginning Fund Balance	\$ 6,111,982	\$ 3,919,796	\$ -	\$ -	\$ 246,957	\$ -	\$ 150,040	\$ 4,535,150	\$ 4,270,840	\$ 9,473,592	\$ 22,733,753	\$ 3,013,467	\$ 9,509,569	\$ 1,191,086	
Increase in Fund Balance	-	522,478	-	-	-	-	-	-	-	-	36,209	-	-	-	
Decrease in Fund Balance	(1,111,109)	-	-	-	(113,187)	-	(110,955)	(86,359)	(200,000)	(1,788,531)	-	(912,079)	(15,426)	(1,000,739)	
Ending Fund Balance	\$ 5,000,873	\$ 4,442,274	\$ -	\$ -	\$ 133,770	\$ -	\$ 39,085	\$ 4,448,791	\$ 4,070,840	\$ 7,685,061	\$ 22,769,962	\$ 2,101,388	\$ 9,494,143	\$ 190,347	

General Fund

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

- The City of Sherwood continuing with its past practice of preparing a “conservative” forecast. A conservative forecast is cautious on revenues while assuming “worst case” for expenditures.
- Beginning July 2023, the City’s biennium required contribution PERS rates were changed: 27.52% for Tier 1 and Tier 2 employees, 21.96% for OPSRP General Services and 26.75% 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 1.30%. This is in addition to the assumed 3% increase.
- At the time of preparing this five-year forecast, inflation was hovering just below 3.5% at 3.48%. Most forecasts agree inflation will continue to trend downwards, with short-term inflation expectations coming in at 3%. The Federal Reserve has been aggressively trying to beat high inflation by holding the federal funds rate high, at a target of 5.25% to 5.50%, until the economy shows more definitive signs of slowing. The question still remains when will inflation hit the Feds target level of 2%. Aligning with the City’s conservative forecast approach, we have factored in an average increase of 3.5% in the first two years of the forecast. The average increase over the five years is 3%.
- This forecast does not include any Funds that have been allocated to the Public Art Fund, Economic Development and Promotion Fund, and Investment Fund.
- Construction on Tualatin-Sherwood Road continues to impact the traffic cameras on Hwy 99. This continued to cause a reduction in revenue for the FY 2023-24 budget. This budget and forecast reduce future revenue in anticipation of new designs that will lower expected traffic fines.



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

- In recent years City Council has decided to use some of the General Fund balance towards one-time projects and for maintenance that had been deferred. This proposed budget again uses some of the ending fund balance for one-time expenditures.
- Our financial policies require an unrestricted fund balance of 20% of fund revenue. Our ending fund balance for FY2024-25 is projected to be 28%, which exceeds our financial goal. The five-year forecast shows a projected ending fund balance of 20%.

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

Operating Revenue	\$ 19,125,717
Operating Expense	<u>(19,114,577)</u>
Net Normal Operations	11,140
Less One-Time Expenses Net	<u>(1,122,249)</u>
Change in Fund Balance	<u><u>(\$ 1,111,109)</u></u>

Additional General Fund factors for our Sherwood Police Department:

- The Sherwood Police Department is continuing to work to address Career Cycle Planning as we take a proactive approach to address upcoming retirements. The challenge is that the lead time to replace experienced officers is significant. For lateral police 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 and the city expects to use the rest of the \$250,000 allocated from the Community Investment Fund for this Career Cycle Planning.

- The Sherwood Police Department is working with the Drug Enforcement Administration (DEA) and in the future will be receiving 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 FY2024-25 is improvements to Arrow 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 FY2024-25 is for Trail Network Expansion Improvements (Infill projects). Other projects include hiring a consultant for the Lot Adjacent to the Art Center and improvements to Murdock Park.

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 7.5 mgd (million gallons per day) per basin, to 10 mgd per day and increasing the ozonation basin flow rage from 7.5 mgd to 10 mgd.

Sanitary and Stormwater Funds

An increase of 2% in rates for both the city sewer and stormwater rates are in this proposed budget. Sanitary projects include the Rock Creek Trunk Capacity Upgrade Phase II Design and ROW and Brookman Sanitary Trunkline extension, design, and construction. Stormwater included funds for facility improvements and a detention basin extension.

Broadband Fund

Sherwood Broadband continues its expansion and build out into residential areas with the Fiber to the Home project (FTTH). The fiber project will enable smart technologies today and into the future. Sherwood Broadband is under the direction and oversight of the Sherwood City Council. In addition to residential services, Sherwood Broadband also has projects lined up to extend service to businesses in Sherwood and the surrounding areas in FY2025-26. 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 145 Full Time Equivalent (FTE) positions, a decrease of 1.5 budgeted FTE positions from the current workforce. The following is a summary of these personnel changes:

- Unbudgeted Communications/Marketing Manager
- Unbudgeted part-time Finance Tech

Total Personnel Services costs will increase by 8.4% for the General Fund and 13.2% for all funds when compared to the current year budget. Key personnel services cost increases in this proposed budget are as follows:

Increases in salaries result from cost-of-living increases, as salaries will be increasing by 4.0% for exempt employees, 4.1% for SPOA represented police officers, and 4.0% for AFCME represented employees as well as step increases throughout the fiscal year. The city will also be moving AFCME and exempt employees to a 7 step pay scale versus the current 13 step pay scale.

PERS rates are set for a biennium period and will not change for this upcoming budget period, however, recent changes have been minimal in comparison to prior years as the rates are beginning to stabilize. The City currently pays between 27.96% and 33.52% of salaries towards retirement for each eligible employee. This amount includes the employer and the employee share of PERS for all employees.

My thanks to the Sherwood City Council and community members of the Budget Committee for their support and hard work through the years. This budget is just a proposal, it is, until approved, merely a draft. Your input will only improve the quality of the final product. The budget should be the narrative and the reflection of the values of our community, and the approval of the Budget Committee is a statement of support.

This budget document was the result of a team effort amongst staff and the Senior Leadership team. A special thanks to David Bodway, who did an outstanding job of coordinating and organizing the proposed budget. I also want to acknowledge the hard work of City staff in developing this budget and the hard work they do every day.

Respectfully Submitted,



Craig Sheldon
Sherwood City Manager Pro Tem

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.

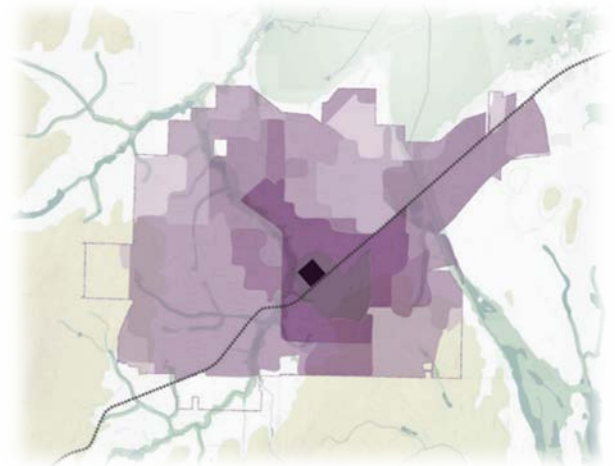


Original Smockville plot, 1889

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, 2023, the City is four and a half square miles and has a population of 20,868.



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.

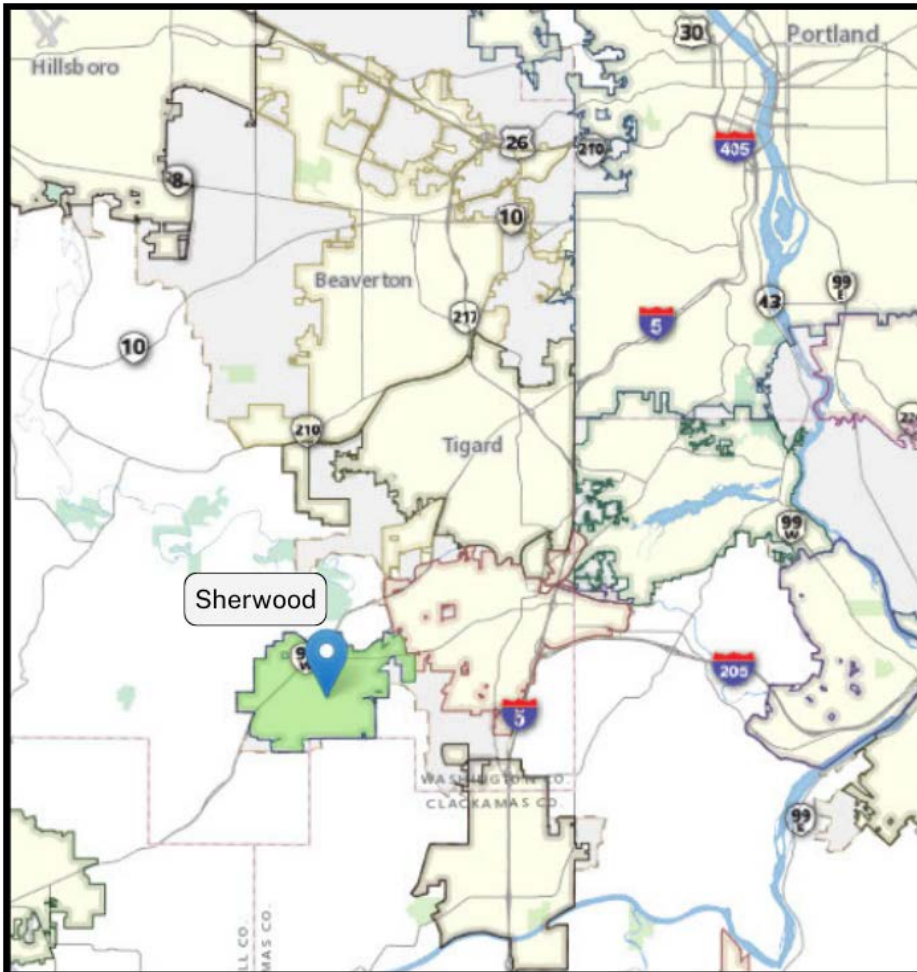
Sherwood owns and operates a water system and, jointly with the City of Wilsonville, a water treatment plant. The City also owns and operates the sanitary sewer and stormwater collection facilities with treatment provided by Clean Water Services, a regional services district.



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

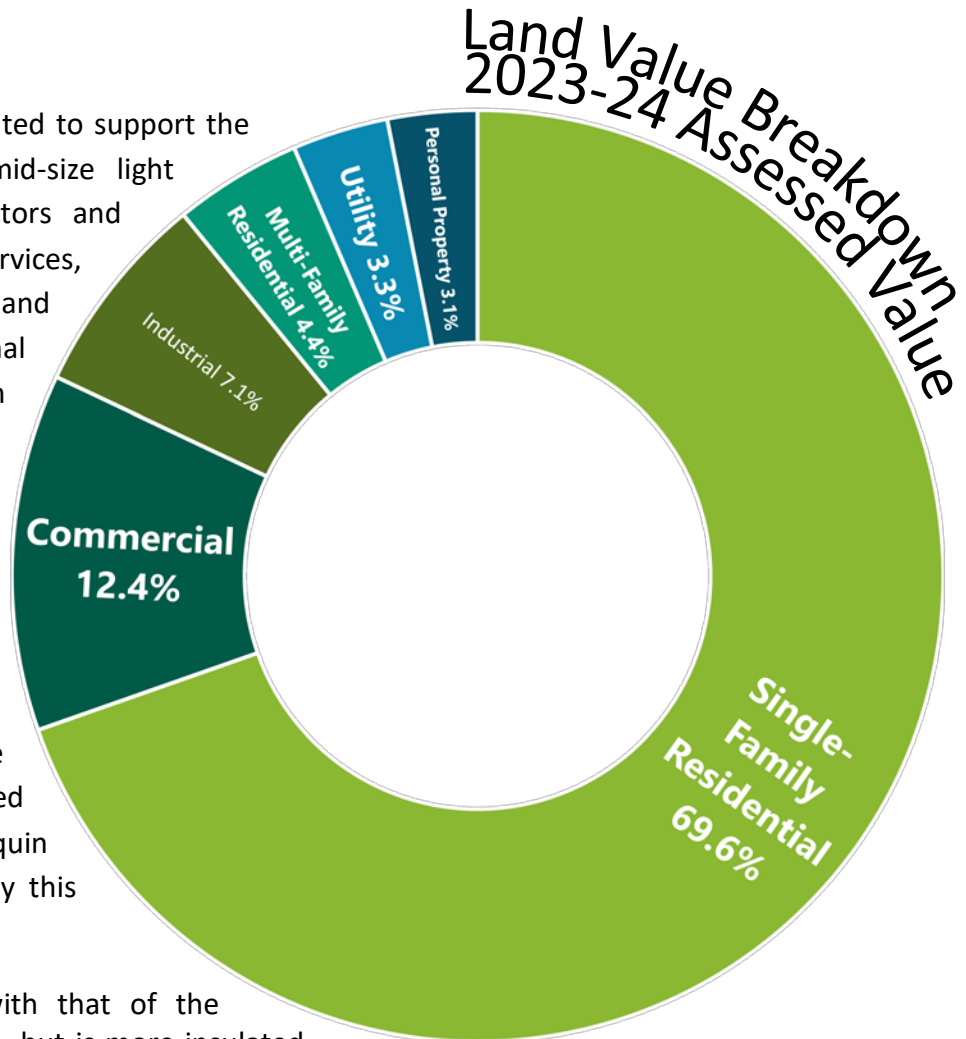
Sherwood’s City limits span four and a half square miles along State Highway 99W via Interstate 5. The rapidly growing city is part of the Willamette Valley, located in southwest Washington County. Sherwood is the home of the Tualatin River National Wildlife Refuge to the north, bordered by Yamhill County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

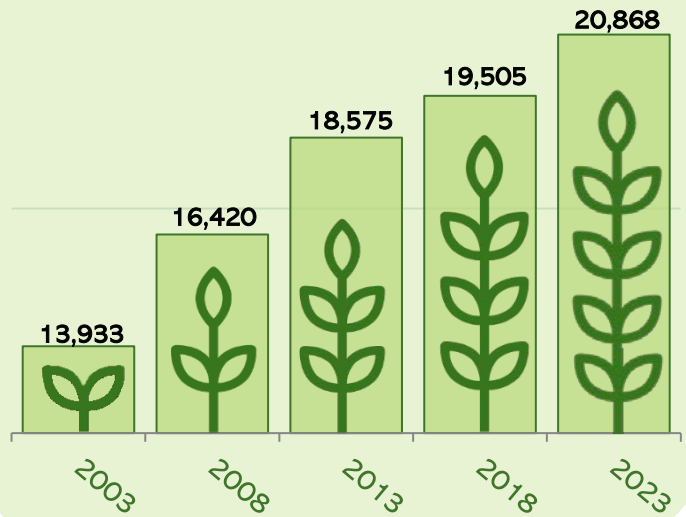


Demographics

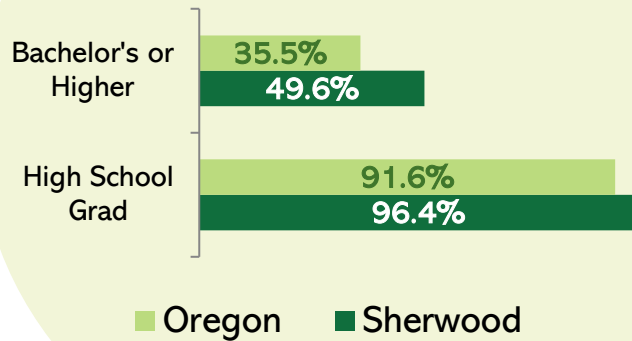
Over the last two decades, Sherwood has been one of the faster growing communities in the State. Between 2003 and 2023, the population has grown 50%. Sherwood has an average of 3.5 people per household, compared to 3.0 in Oregon as a whole. 51% of Sherwood's population is female, compared to 51% in Oregon as a whole.

63% of the homes in Sherwood are less than 30 years old. Owner-occupied homes represent 77% of the community, as opposed to 62% of Oregon as a whole.

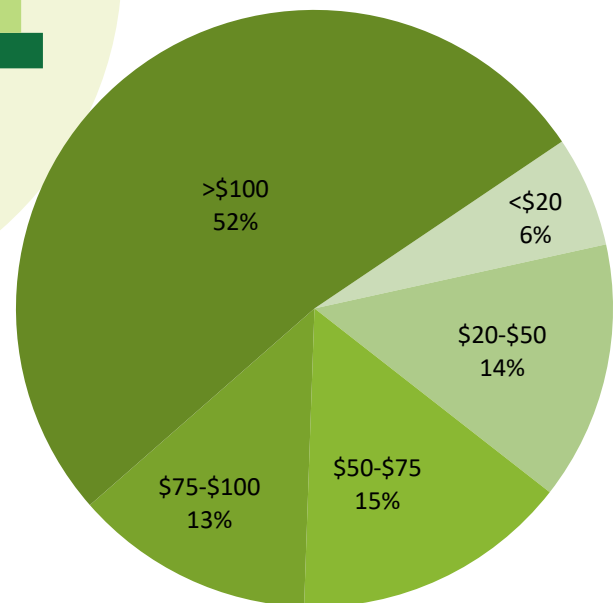
City of Sherwood Population



Population Age 25 and Over



Household Income Distribution (\$'s in thousands)



Population Age Distribution

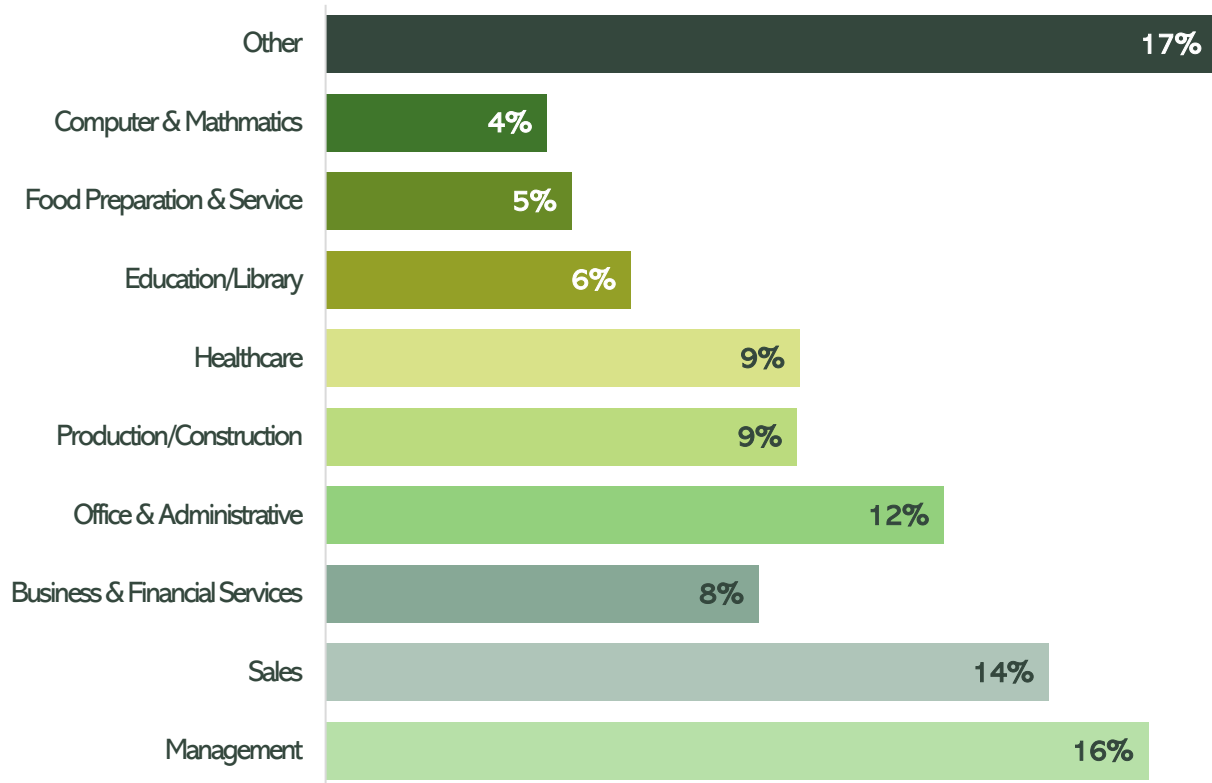
Age 60+
24.70%

Age 45-59
18.30%

Age 20-44
34.30%

Age 0-19
22.70%

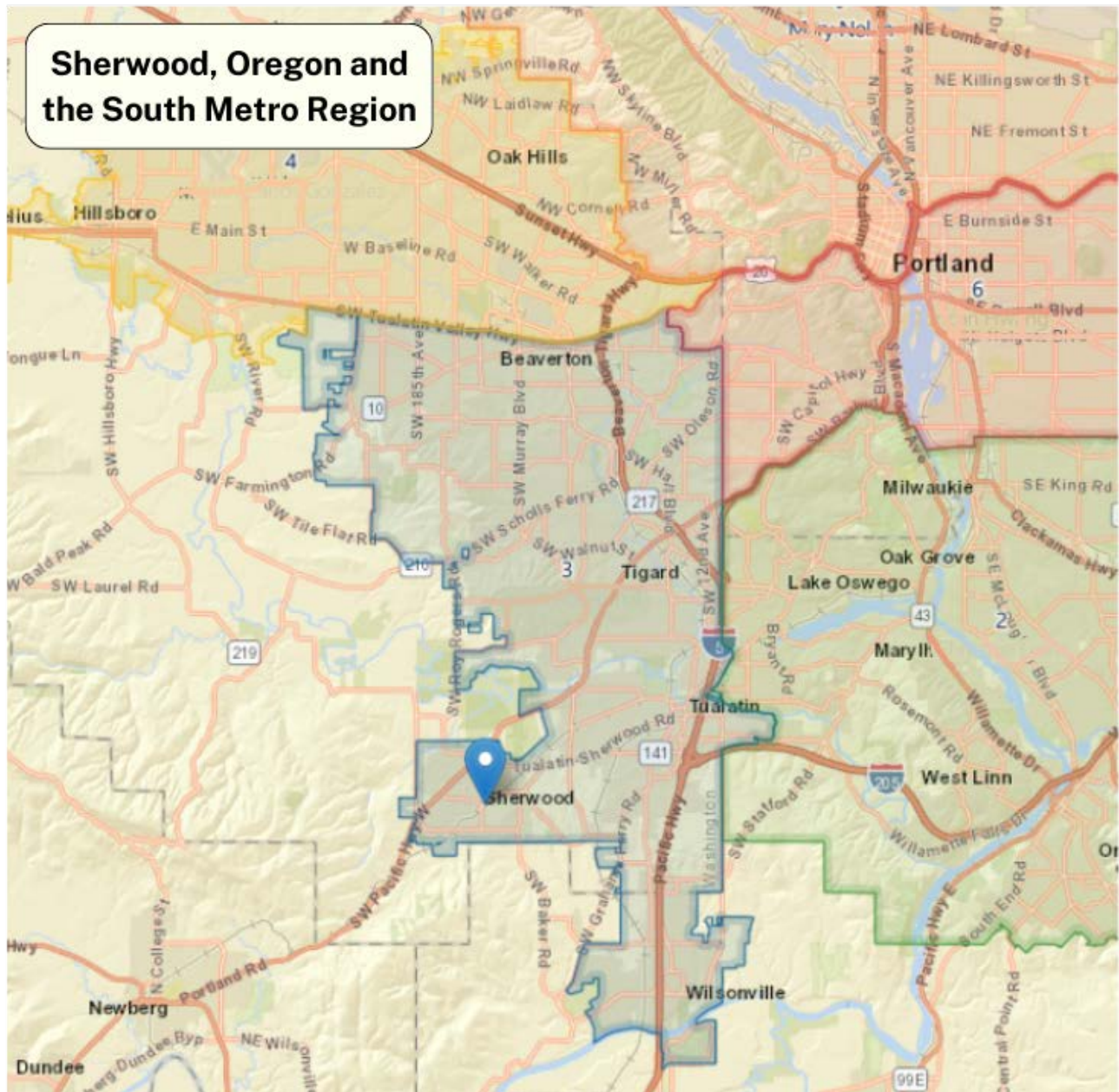
Job Types Held by Sherwood Citizens



PRINCIPAL EMPLOYERS		
<i>Employer</i>	<i>Employees</i>	<i>% of Total City Employment</i>
AKS Engineering & Forestry	337	5%
Wal-Mart Stores Inc.	261	4%
Allied Systems Company	260	4%
LAM Research Corporation	215	3%
Pence/Kelly Construction	195	3%
PNW Flatwork, Inc	190	3%
Northwest Natural Gas Company	177	3%
Target Store T1868	175	3%
Treske Precision Machining	150	2%
Home Depot USA Inc	144	2%
Total employees: 6571		
<i>Source: City of Sherwood Business License Database</i>		

Principal Taxpayers Current Year and Nine Years Ago						
Taxpayer	2024			2015		
	Taxable Assessed Value	Rank	Percentage of Total Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Assessed Value
Portland General Electric	45,804,920	1	1.79%	\$15,248,000	4	0.94%
Wilshire Sherwood Owner LLC	\$30,161,810	2	1.18%	N/A	-	0.00%
Rhino Holdings Sherwood LLC	\$25,432,420	3	1.00%	N/A	-	0.00%
Mountain High Apartment LLC & TSL Sherwood, LLC	\$22,121,750	4	0.87%	N/A	-	0.00%
Big Sunfield Lakes, OR, LLE	\$21,154,860	5	0.83%	N/A	-	0.00%
Wal-Mart Stores Inc	\$22,927,100	6	0.90%	\$7,617,560	14	0.47%
Target Corp	\$20,690,207	7	0.81%	\$15,961,911	2	0.99%
Creekview Crossing SPE LLC	\$17,716,770	8	0.69%	\$13,182,980	5	0.81%
Sherwood Senior Living LLC	\$16,981,660	9	0.66%	N/A	-	0.00%
Northwest Natural Gas Co	\$17,762,000	10	0.70%	8,103,000	12	0.50%
Cipole LLC	16,297,150	11	0.64%	N/A	-	0.00%
Tacke LLC & LAF LLC	14,302,106	12	0.56%	N/A	-	0.00%
Treske Precision Machining Inc	15,102,090	13	0.59%	N/A	-	0.00%
Regency Realty Group Inc	13,774,190	14	0.54%	\$5,819,720	17	0.36%
Allied Systems Company	13,869,130	15	0.54%	\$11,008,540	6	0.68%
<i>Total:</i>	\$314,098,163		12.29%	\$76,941,711		4.75%

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:			
<ul style="list-style-type: none"> ◊ <i>Promote Strong Diverse Economic Growth Opportunities</i> ◊ <i>Support New Commercial and Industrial Development in Targeted Employment Areas</i> ◊ <i>Encourage Balancing of Sherwood's Tax Base</i> ◊ <i>Bring Jobs to Sherwood that Provide Wages that Allow People to Live and Work in Sherwood</i> ◊ <i>Continue Revitalization of Old Town by Exploring Tools that Encourage it's Distinctive Character</i> 			
			Deliverable Time Frame
Deliverables:			2024/25 2025/26 2026/27
Promote Strong Diverse Economic Growth Opportunities			
<i>Improve Development Code to Promote Stronger Economic Development</i>	X	X	
<i>Identify target industries that will realistically offer diverse economy in Sherwood</i>	X	X	X
<i>Marketing approaches for available property</i>	X	X	X
Support New Commercial and Industrial Development in Targeted Employment Areas			
<i>Ask Metro to include Sherwood West into the UGB</i>	X		
<i>Explore collaborations with schools on programmatic and facility partnerships</i>	X	X	X
<i>Clarify infrastructure required and financial approach for targeted sites</i>	X		
<i>Explore financing options available to support necessary infrastructure for economic development</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>Undertake analysis identifying industries in Portland area with higher than median household income</i>	X	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:			
<ul style="list-style-type: none"> ◊ <i>Build Key Pedestrian Connectors (Including Between Sherwood East & West and Cedar Creek Pedestrian Wildlife Undercrossing)</i> ◊ <i>Continue to invest in Sherwood Broadband Utility as an Important Infrastructure for Sherwood and Beyond</i> ◊ <i>Continue Steps to Develop a New Public Works Facility</i> ◊ <i>Undertake Important Facility and Infrastructure Master Plans</i> 			
	Deliverable Time Frame		
	2024/25	2025/26	2026/27
Deliverables:			
Build Key Pedestrian Connectors			
Between Sherwood East and West: <i>Construct Pedestrian Bridge Over Highway 99</i>	X	X	
Cedar Creek Pedestrian Wildlife Undercrossing:			
<i>Update Flood Plain Maps</i>	X	X	
<i>Pursue State and Federal Grant Opportunities</i>	X	X	X
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>Develop Shovel Ready Fiber Expansion Projects</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	
<i>Update 2015 Water Master Plan</i>			X
<i>Update 2016 Storm Master Plan</i>		X	X
<i>Update 2016 Sanitary/Sewer Master Plan</i>		X	X
<i>Continue with high quality pavement condition as judged by the Pavement Condition Index (PCI) score</i>	X	X	X
<i>Asset Manage Plans</i>	X	X	X

Pillar 3: Livability & Workability			
Goals:			
◊ <i>Age Friendly Community Initiative</i>			
◊ <i>Work to Improve the Interconnectivity and Walkability of the Trail System</i>			
◊ <i>Promote and Monitor Diverse Housing that will Accommodate a Wide Variety of Life Stages and Needs</i>			
◊ <i>Invest in Community Enhancements and Art</i>			
◊ <i>Invest in Parks and Public Gathering Spaces</i>			
			Deliverable Time Frame
Deliverables:			2024/25 2025/26 2026/27
Age Friendly Community Initiative			
Implementation of ADA Transition Plan Recommendations	X	X	X
Recognition for Age Friendly Businesses	X	X	X
Work to Improve the Interconnectivity and Walkability of the Trail System			
Construction of Feeder Trail from Sherwood Blvd to Cedar Creek Trail	X	X	
Pursue State and Federal Grant Opportunities	X	X	X
Promote and Monitor Diverse Housing that will Accommodate a Wide Variety of Life Stages and Needs			
Assess and Monitor Housing Diversity by Type, Track Progress as possible	X	X	X
Outreach to development community to discuss industry trends	X	X	X
Actively Participate, as Needed, with Legislature and Rule Making Committees	X	X	X
Invest in Community Enhancements and Art			
Continue Investments by Public Art Fund (TLT Funding)	X	X	
Staff to develop program identifying and prioritize different investments in civic art		X	X
Invest in Parks and Public Gathering Spaces			
Design Concepts for Single-Story Flex Building on Lot in Front of Arts Building	X	X	
Acquire Park Land in Sherwood West Area	X	X	X

Pillar 4: Public Safety				
Goals:				
<ul style="list-style-type: none"> ◊ <i>Continue Police Career Cycle Planning</i> ◊ <i>Collaborate with School District on Efforts that Enhance the Safety and Security of Sherwood Youth</i> ◊ <i>Encourage Pedestrian, Bicycle and Driver Safety</i> ◊ <i>Enhance Overall Community Safety</i> ◊ <i>Continue Momentum Toward Addressing Mental Health Challenges in the Community</i> 				
				Deliverable Time Frame
				2024/25 2025/26 2026/27
Deliverables:				
Continue Police Career Cycle Planning				
<i>Programs to Recruit and Retain Officers</i>	X	X	X	
Collaborate with School District on Efforts that Enhance the Safety and Security of Sherwood Youth				
<i>Work with SSD on Safe Route to School Programs</i>	X	X	X	
<i>Maintain successful School Resource Officer program</i>	X	X	X	
<i>Enhance School Safety</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>Safety Improvements in School Zones</i>	X	X	X	
Enhance Overall Community Safety				
<i>Police Reserve Program</i>	X	X	X	
<i>Use available data to assess community safety</i>	X	X	X	
Continue Momentum Toward Addressing Mental Health Challenges in the Community				
<i>Involve the Community and other Government Partners in Discussions on the Importance of Community Wellness and Mental Health Awareness</i>	X	X	X	

Pillar 5: Fiscal Responsibility			
Goals:			
<ul style="list-style-type: none"> ◊ 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 			
			Deliverable Time Frame
Deliverables:			2024/25 2025/26 2026/27
Pursue, Evaluate and Position the City to Maximize Available Revenue Sources			
Pursue Federal Grants and Monies	X	X	X
Pursue State Grants and Monies	X	X	X
Explore current and prospective revenue opportunities		X	
Invest in Business Process Improvements to Improve Efficient Service Delivery to Sherwood Residents			
Banking Request For Proposal	X		
Invest in Software Enhancements	X		
Evaluate Transaction Processing Fees	X		
Organizational Assessment of Service Delivery	X	X	
Identify Long Term Sustainable Funding Model for Library	X	X	X
Be Transparent and Proactive in the Regular Reporting of the City's Fiscal Condition			
Quarterly Budget Committee Meetings	X	X	X
Evaluate Open Gov to Ensure it's Effectiveness as a Tool for City's Website	X		

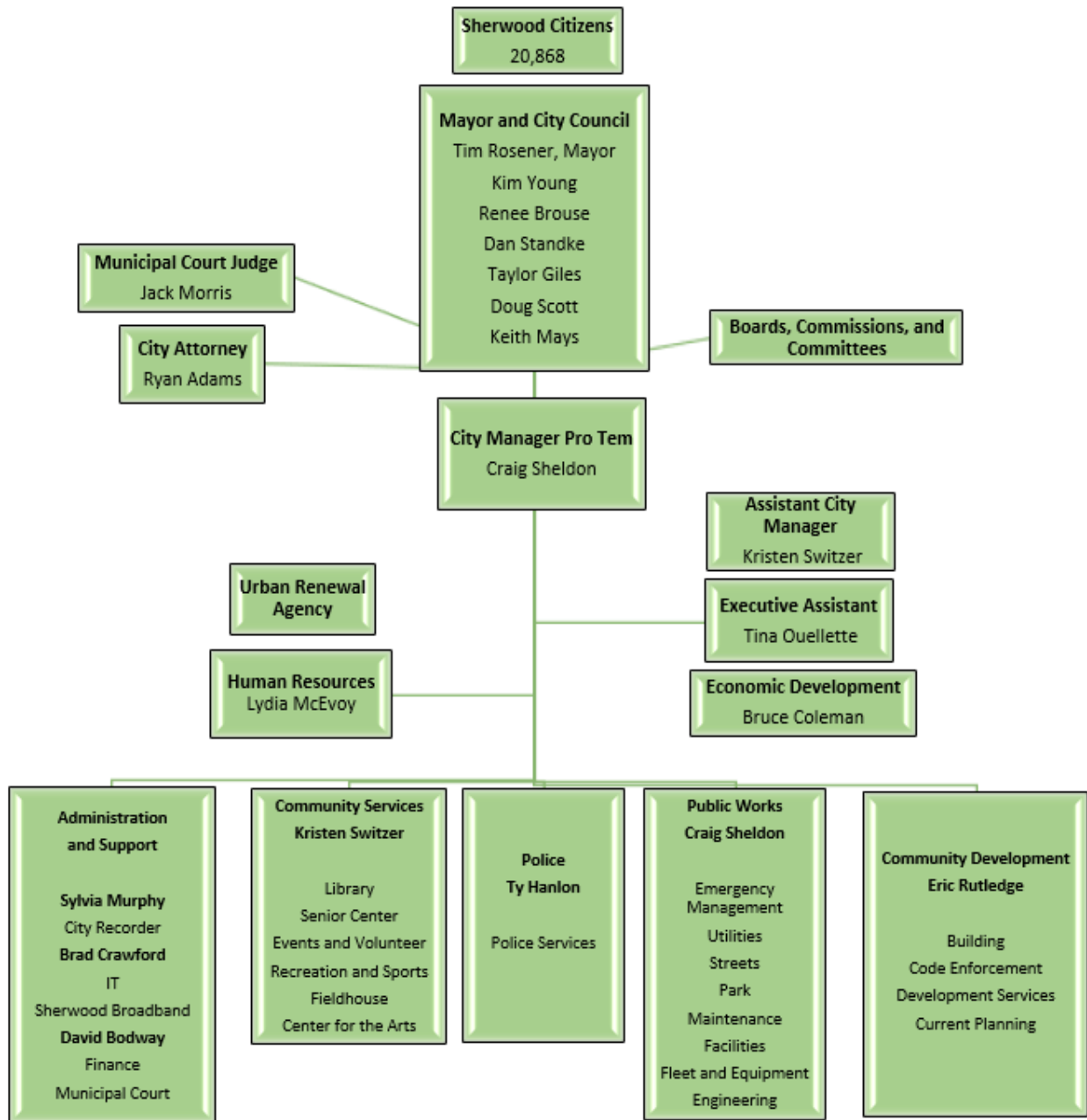
Pillar 6: Citizen Engagement			
Goals:			
<ul style="list-style-type: none"> ◊ Improve Effective Communication to Modernize City-Wide Interaction ◊ Promote a High Level of Customer-Centric Approach to Citizens Interacting with the City ◊ Apply an Organizational Lens of Diversity, Equity, Inclusion, and Accessibility When Offering Services and Amenities to our Citizens ◊ Engage Youth in Local Government 			
			Deliverable Time Frame
Deliverables:			2024/25 2025/26 2026/27
Improve Effective Communication to Modernize City-Wide Interaction			
Create new Website Platform and Enhance Social Media	X		
Utilize Modern Communication Tools (Mobile Surveys, Text Messaging) to Solicited Feedback from Residents	X		
Improve Engagement and Communication	X	X	X
Promote a High Level of Customer-Centric Approach to Citizens Interacting with the City			
Update Citizen Academy Program		X	X
Develop a Comprehensive Approach to doing Surveys that Enables the Organization to Improve both the Strategy and Execution	X		
Apply an Organizational Lens of Diversity, Equity, Inclusion, and Accessibility When Offering Services and Amenities to our Citizens			
Provide inclusive events and activities for all residents	X	X	X
Engage Youth in Local Government			
Continue Development of Youth Advisory Board	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 annual budget process, the City of Sherwood maintains a minimum five-year revenue and expenditure forecast. This forecast is created using an objective, analytical process incorporating applicable projections from the State of Oregon's latest Economic Forecast and conservative assumptions where State developed data is not available. Revenues are estimated realistically and prudently using best practices as defined by the Government Finance Officers Association.

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



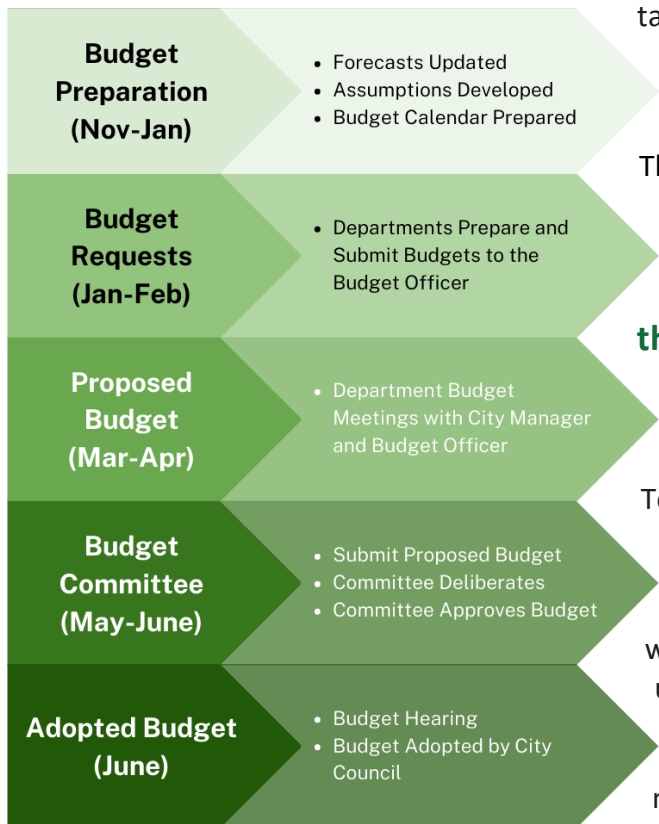
A comprehensive list of current positions is included in the Appendix.

Budget Process

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

Budget Calendar

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



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

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

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

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

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

Phase 2: Prepare Proposed Budget for Budget Committee

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

Appoint Budget Officer:

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

Prepare a Proposed Budget:

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

Publish Public Notices:

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

Budget Committee Meets:

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

Committee Approves the Budget:

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

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

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

Hold the Budget Hearing:

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

Adopt Budget, Make Appropriations, and Levy Taxes:

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

Phase 4: Budget Changes After Adoption

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

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

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

Basis of Budgeting

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

Basis of Auditing

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

Budgetary Basis of Accounting

There is no appreciable difference in the basis of accounting used for financial statements and the accounting method used for budgeting. The budgetary basis of accounting for budgeting purposes is also modified accrual.

The City of Sherwood uses a modified accrual basis of accounting for budgeting purposes. This means revenues are recognized when they become measurable and available.

Fund Structure and Description

The City of Sherwood uses various funds to account for its revenue and expenditures. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Also, funds are categorized by fund type as defined by generally accepted accounting principles (GAAP) and Oregon Budget Law.

The revenues in each fund may be spent only for the purpose specified by the fund.

General

General Fund – accounts for the financial operations of the City that are not accounted for in any other fund. Principal sources of revenue are property taxes, franchise fees, court fines, and state and county shared revenue. Primary expenditures are for public safety, general government, parks and recreation, and library services.

Special Revenue

Grants Fund – accounts for Federal, State, and Local grants. Funds received must be used in accordance with the grant agreement(s). For the current fiscal year, the only grant funded program accounted for in this fund is the Community Enhancement Program (CEP).

Transient Lodging Tax (TLT) Fund – accounts for Transient Lodging Taxes received from short term lodging establishments like hotels or bed and breakfasts. This fund will begin to support the Center for the Arts.

Public Art Fund – accounts for funding provided by the General Fund. This fund is newly established and was created to provide funding to encourage art within the community and promote tourism within the city.

Community Investment Fund – accounts for a one-time transfer of reserves from the General Fund. This fund is newly established and was created to help support various projects and needs the city has.

Economic Development and Promotion Fund – accounts for funding provided by the General Fund. This fund is newly established and will begin to assist in promoting and sponsoring local events as well as assist with business retention, expansion, and recruitment.

Street Operations Fund – accounts for the repair and maintenance of City streets. Principal sources of revenue are street utility fees, gas taxes received from Washington County, and vehicle taxes from the Oregon Department of Transportation.

Debt Service

Debt Service Fund – accounts for the payment of principal and interest on general obligation bonds. Resources are provided by property taxes.

Capital Projects

General Construction Fund – accounts for the acquisition and construction of capital assets not related to the Proprietary Funds. This includes City buildings, parks and trails, sports fields, and recreational facilities.

Street Capital Fund – accounts for funds received from system development charges (SDCs) and are restricted for construction and major improvements of City streets.

Business-Type

Water Fund – accounts for the operation and maintenance of water facilities and for major expansions of the water system. Primary sources of revenue consist of charges for use of the water system and SDCs charged on new construction.

Sanitary Fund – accounts for the operation and maintenance of the sewer system and for major expansions of the sewer system. Primary sources of revenue consist of charges for sewer services, and SDCs charged on new construction.

Stormwater Fund – accounts for storm drain services and for the expansion of the storm water system. Primary sources of revenue consist of charges for services, and SDCs charged on new construction.

Broadband Fund – accounts for communication services provided to customers through the Sherwood Broadband Utility.

Fund Structure, Appropriation Level, and Major/Non-Major Fund Designation

General Government Funds						
Appropriation Level	General Fund (Major)	General Construction (Non-Major)	Debt Service (Non-Major)	Grants, TLT, Public Art, Economic Development and Promotion, Community Investment Funds (Non-Major)	Street Operations (Major)	Street Capital (Non-Major)
Administration City Council, City Recorder, City Manager, City Attorney IT, HR, Finance, Court	X					
Community Development Planning, Building	X					
Police Services	X					
Community Services Library, Events & Volunteers Fieldhouse/Recreation Center for the Arts Marjorie Stewart Center	X					
Public Works Facilities, Fleet & Equipment Parks Maintenance, Engineering	X					
General Construction		X				
Debt Service			X			
Transient Lodging Tax (TLT)				X		
Public Art				X		
Economic Development and Promotion				X		
Community Investment				X		
Grants Operations				X		
Street Operations					X	
Street Capital						X
Debt Service	X	X	X		X	X
Transfers Out	X	X	X	X	X	X
Contingency/Reserve	X	X	X	X	X	X

Fund Structure, Appropriation Level, and Major/Non-Major Fund Designation - Continued				
Proprietary Funds				
Appropriation Level	Water (Major)	Sanitary (Major)	Stormwater (Major)	Broadband (Major)
Operations	X	X	X	
Capital	X	X	X	
Broadband				X
Debt Service	X	X	X	X
Transfers Out	X	X	X	X
Contingency/Reserve	X	X	X	X

All funds are appropriated at the division level, with debt service, transfers out, and contingency/reserves being appropriated separately from the individual divisions.

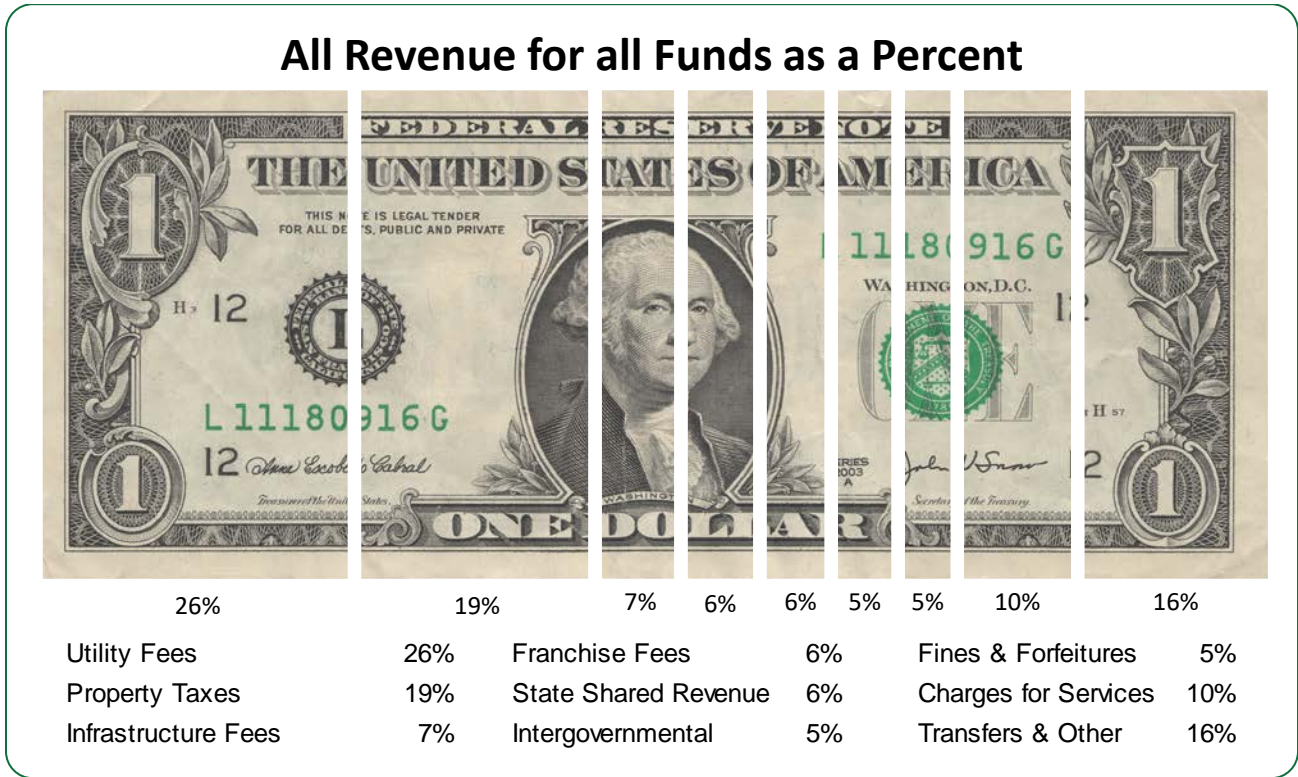
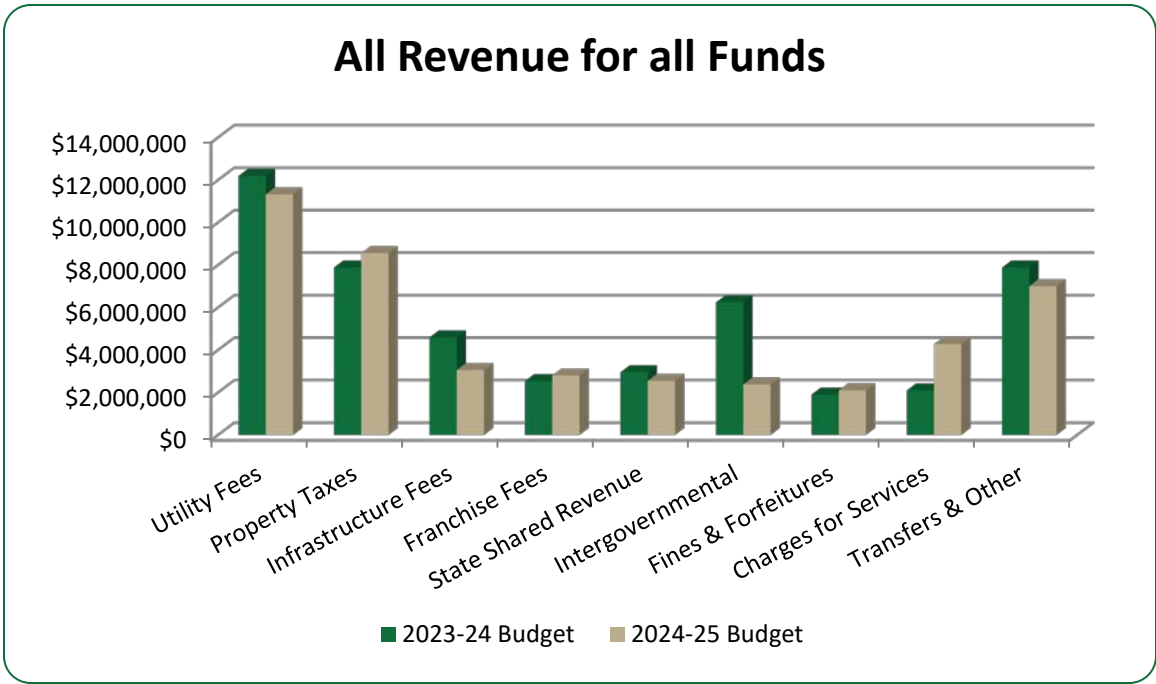
City-Wide Revenue Summary by Source

Summary of Resources by Source

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Approved Budget 2024-25
Utility Fees	\$ 10,695,312	\$ 11,930,207	\$ 12,191,060	\$ 11,324,350
Taxes	6,813,554	7,450,324	7,880,818	8,559,149
Infrastructure Fees	4,094,775	3,938,761	4,590,581	3,057,817
Franchise Fees	2,191,084	2,415,789	2,538,500	2,803,000
State Shared Revenue	2,854,767	2,878,944	2,952,242	2,547,250
Intergovernmental	2,398,473	7,100,150	6,240,046	2,380,140
Fines and Forfeitures	2,089,239	1,151,486	1,903,100	2,102,400
Charges for services	3,239,936	3,482,675	2,096,295	4,273,875
Licenses and permits	84,846	93,924	83,500	82,000
Interest and Other Revenue	552,051	1,316,501	1,383,884	2,014,750
Transfers In	830,439	1,548,111	6,404,088	1,906,493
Sale of Fixed Assets	10,725	53,667	8,000	-
Capital Lease Proceeds	-	54,750	-	-
Debt Proceeds	24,952,103	-	-	3,000,000
Total Current Resources	60,807,304	43,415,290	48,272,114	44,051,224
Beginning fund balance	42,395,854	66,099,371	63,015,936	65,156,232
Total Resources	\$103,203,158	\$109,514,661	\$ 111,288,050	\$109,207,456

Detail of Transfers between Funds

	Transfer From: Fund	Transfer To:				
		General Fund	Public Art	Economic Development & Promotion	General Construction	Street Capital
1	General Fund	\$ -	\$ 35,000	\$ 70,000	\$ -	\$ -
2	TLT Fund	155,000	-	-	-	-
3	Grants Fund	11,493	-	-	-	-
4	Street Operations Fund	-	-	-	-	750,000
5	Street Capital Fund	-	-	-	635,000	-
6	Community Investment Fund	250,000	-	-	-	-
	Total	\$ 416,493	\$ 35,000	\$ 70,000	\$ 635,000	\$ 750,000
Purpose:						
1	Transfer to support Public Art and Economic Development & Promotion					
2	Transfer to support Center for the Arts					
3	Transfer for Administrative Costs incurred					
4	Transfer for Capital Projects					
5	Transfer for Trail projects					
6	Transfer to support Public Safety Career Cycle Planning					



Beginning and Ending Fund Balance

Beginning fund balance is equal to the prior year's ending fund balance.

Ending fund balance is the difference between total estimated sources and total estimated uses. Ending fund balance is budgeted in two categories:

1. *Operating Contingency* is budgeted at 5%-10% of operational revenue in the operating funds. Contingency funds can be spent once authorized by a supplemental budget or transfer resolution.
2. *Reserved for future years* are total sources less total expenses and contingency. Reserved for future years funds can only be spent if authorized by a supplemental budget.

Utility Fees

The City charges utility fees for the water, sanitary, storm, and street systems. The fees are charged to customers based on usage of the systems. The rates collected for each fund can only be used to support that individual fund's operational and capital needs. Annual revenue projections are based on historical average increases, while taking into account any planned rate increases.

Property taxes

There are three types of property tax levies in Oregon. The permanent rate levy funds general City operations. The debt service levy is used for principal and interest payments on general obligation bonds approved by the voters. Local option levies are voter-approved, time-limited levies for specified purposes.

The Washington County Department of Assessment and Taxation determines assessed values and collects taxes. Property is assessed January 1 for the fiscal year beginning July 1. Taxes are due beginning November 15, and discounts are allowed for taxes paid in full by November 15.

Assessed Value

Each local government's tax rate was determined by the state in 1997. Sherwood's permanent rate is \$3.2975 per \$1,000 of assessed value. No action of the City can increase the permanent tax rate.

Ballot Measure 50, implemented in the 1997-98 tax year, limits assessed value to the lower of Maximum Assessed Value (MAV) or Real Market Value (RMV). Maximum Assessed Value increases by 3% annually.

There are exceptions to the 3% annual increase. Maximum Assessed Value may increase by more than 3% if:

- There is new construction or improvements
- The property is partitioned or subdivided
- Rezoning occurs and the property is used consistent with rezoning

Limits and Compression

The total tax on a given piece of property is limited as follows:

- General Govt: \$10 per \$1,000 of RMV
- Schools: \$5 per \$1,000 of RMV
- Unlimited debt service: levies to pay bonds for capital construction projects are not subject to limitation

If the total tax bill exceeds the limits, taxes are reduced in a process called compression.

Effect of the 2021 Sherwood Urban Renewal Agency

The Urban Renewal district is a geographic area within the City of Sherwood, defined in the Urban Renewal Plan. The purpose of the district is to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the Urban Renewal Plan. The Agency borrows money to fund infrastructure and other improvements, receive property taxes calculated on the increased assessed values, and uses the taxes to pay debt service on the borrowings.

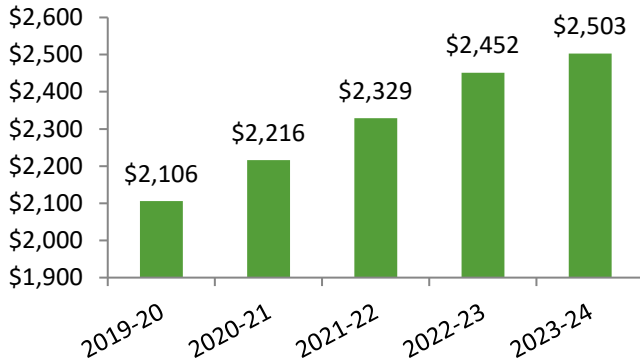
The current agency opened in FY2020-21. The assessed value in the district was determined at the start date of the agency and became the frozen base. In subsequent years, the incremental assessed value is the difference between the assessed value in the district and the frozen base. Each year, the URA will receive property tax attributable to the incremental assessed value; the City's General Fund receives property tax attributable to the City's assessed value less the URAs incremental value.

Property taxes for the URA is a portion of the permanent rate levy for the City and each overlapping tax district, not an addition to the tax base.

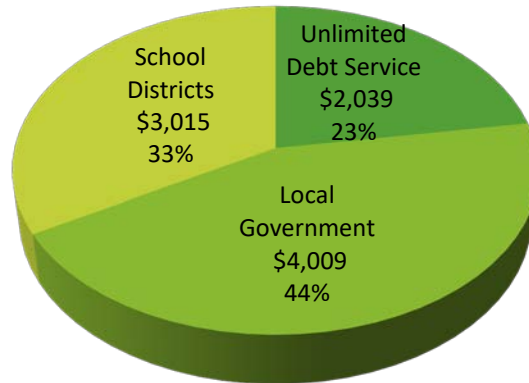
Each taxing jurisdiction has a tax rate that is applied to a parcel's assessed value to determine the amount of property taxes owed by that parcel. The County Assessor lowers these other taxing jurisdiction's tax rates based upon the Urban Renewal District's incremental assessed value and the taxing jurisdiction's overall assessed value, and mathematically derives a tax rate to be applied to each parcel for Urban Renewal.

The Agency will cease to exist after it has incurred and repaid the maximum indebtedness specified in the plan: For the FY2020-21 URA plan \$166,600,000.

Total Tax Assessed Values in Sherwood (shown in \$millions)



Average Assessed Property Tax on a \$500,000 Home in Sherwood



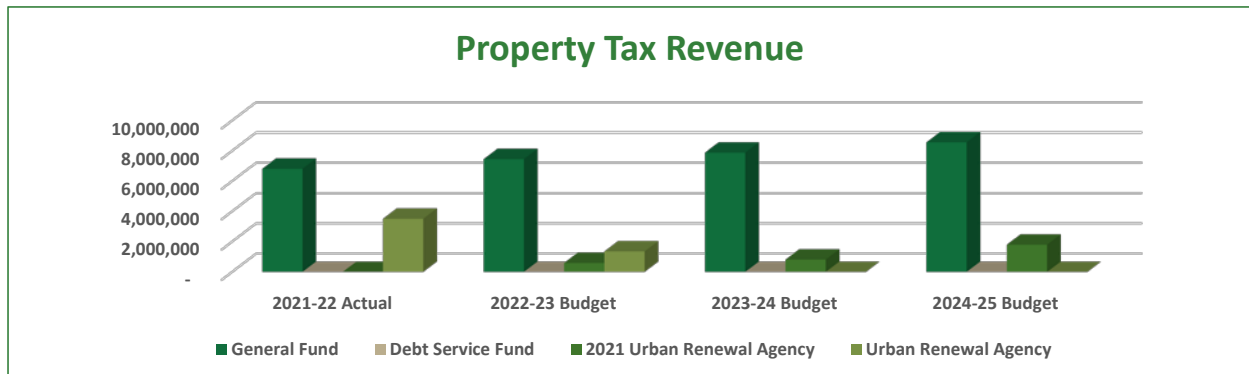
Local Governments include City of Sherwood, Washington County, Sherwood 2021 Urban Renewal Agency, Tualatin Valley Fire and Rescue, Metro, Port of Portland and Tualatin Soil and Water Conservation District.

School Districts include Sherwood School District, Portland Community College and ESD – NW Regional.

Property Tax Allocation



Property taxes represent approximately 45% of General Fund revenue.

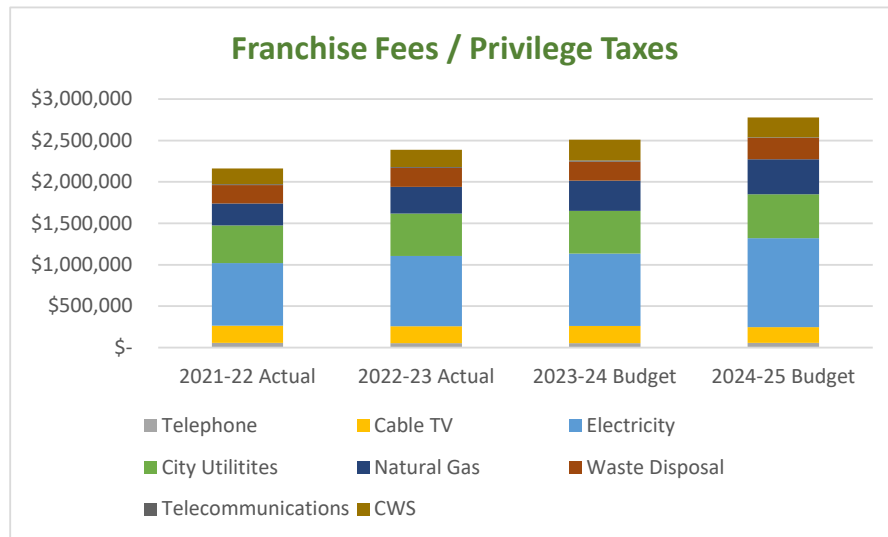


Infrastructure Development Fees

These are fees for private development plan review and inspection and system development charges (SDCs) on new construction. SDCs are restricted for Capital Improvement Projects that support capacity for growth. Development fee revenue is projected annually based on the known development activity, as well as projections of projects that are likely to be submitted.

Franchise Fees/Privilege Taxes

Fees are collected from utilities as compensation for use of the City’s rights of way. These fees are based on utility revenue, so they generally increase with population growth. Franchise fee revenue is estimated based on prior year actuals plus an inflationary increase.



Fines and Forfeitures

These fines are for traffic infractions, municipal code violations, and library fines. Revenue estimates are based on the prior year actuals plus anticipated increases due to new programs.

Intergovernmental Revenue

These include fees and taxes that are collected by other government agencies and passed through to the City as well as fees collected from other governments for services the City provides to them.

- State shared revenue, liquor and cigarette tax and vehicle fees revenue estimates are provided by the State
- County support to the library as part of the Washington County Cooperative Library Service Revenue estimates are provided by the County
- County distribution of gas tax
- Sherwood School District for shared services Revenue based on IGA
- Clean Water Services for shared services Revenue based on IGA
- Federal, State, and Local grants

Charges for services

- Building, Planning, and Engineering permits, revenue estimates are based on projected development activity
- Recreation fees, revenue estimates are based on the number of registered leagues
- Advertising and sponsor fees
- Business and liquor licenses, revenue estimates are based on prior year actuals and adjusted for programmatic changes

Transfers and Other Revenue

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

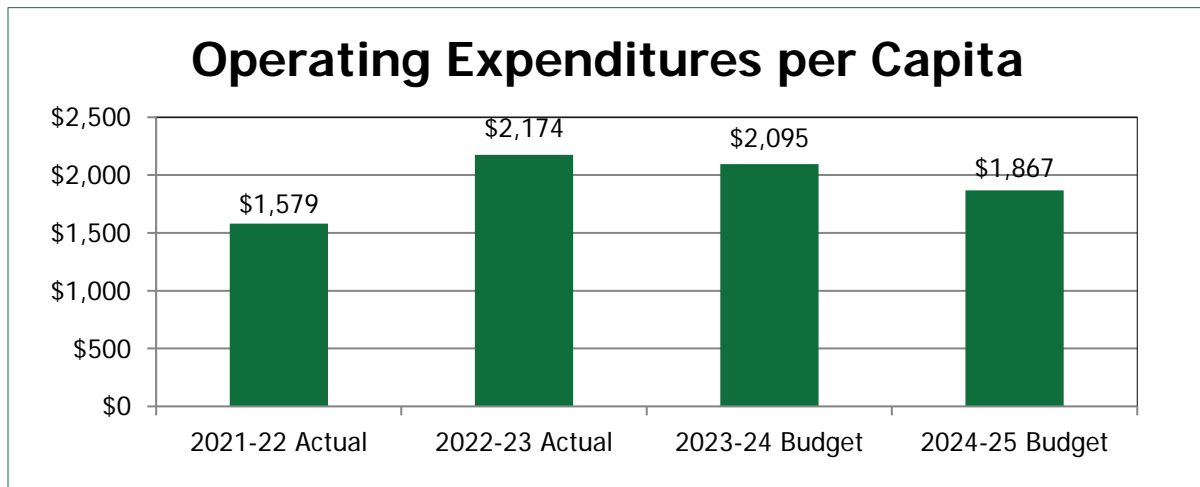


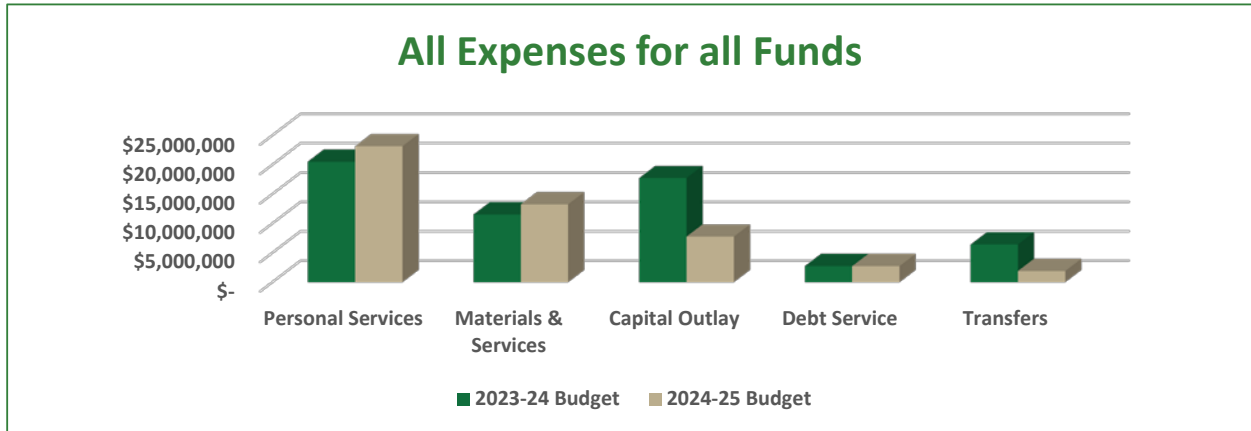
City-Wide Expenses by Category

Summary of Expenditures by Category

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Approved Budget 2024-25
Personal Services	\$ 15,701,116	\$ 17,475,594	\$ 20,529,121	\$ 23,156,161
Materials and Services	11,672,996	11,027,816	11,525,125	13,266,629
Capital Outlay	6,603,219	10,635,650	17,722,980	7,761,091
Debt Service	2,296,700	2,742,558	2,744,671	2,740,548
Transfers Out	830,439	1,548,111	6,404,088	1,906,493
Total Current Expenses	37,104,469	43,429,729	58,932,185	48,830,922
Ending Fund Balance	66,098,689	66,084,932	52,355,865	60,376,534
Total Uses	\$103,203,158	\$109,514,661	\$ 111,288,050	\$109,207,456

Citywide operating costs are budgeted to decrease 16.6% in FY2024-25, in part due to less Capital purchases. This resulted in a decrease in cost per capita for our citizens. Operating costs are made up of all City expenditures minus capital purchases made outside the General Fund.





All Expenses for all Funds as a Percent

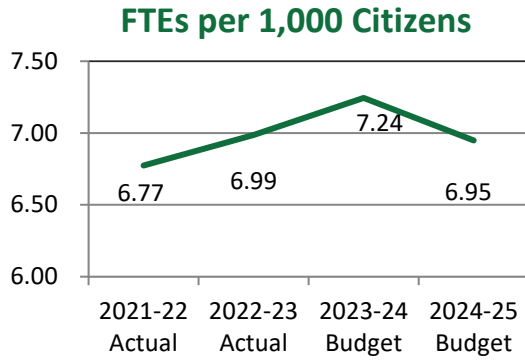


Revenue & Expenditures Overview of Major Categories of Expense

Personal Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



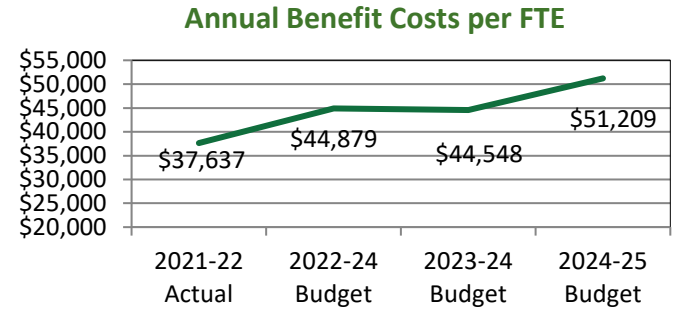
Wages

The budget includes a 4% cost of living increase as of July 1 for all employees (except 4.1% for SPOA members).

Benefits

The major benefits are health insurance and PERS. Employee insurance costs are budgeted to increase an average of 10% for employees on the Regence plan and 10% for employees on the Kaiser plan in FY2024-25. 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:

	FY22-23	FY23-24	*FY24-25
Tier 1 & 2	26.54	27.52	27.52
OPSRP	20.53	21.96	21.96
OPSRP Police	24.89	26.75	26.75

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

Tier 1 & 2:	17.48%
OPSRP:	66.44%
OPSRP Police:	16.08%

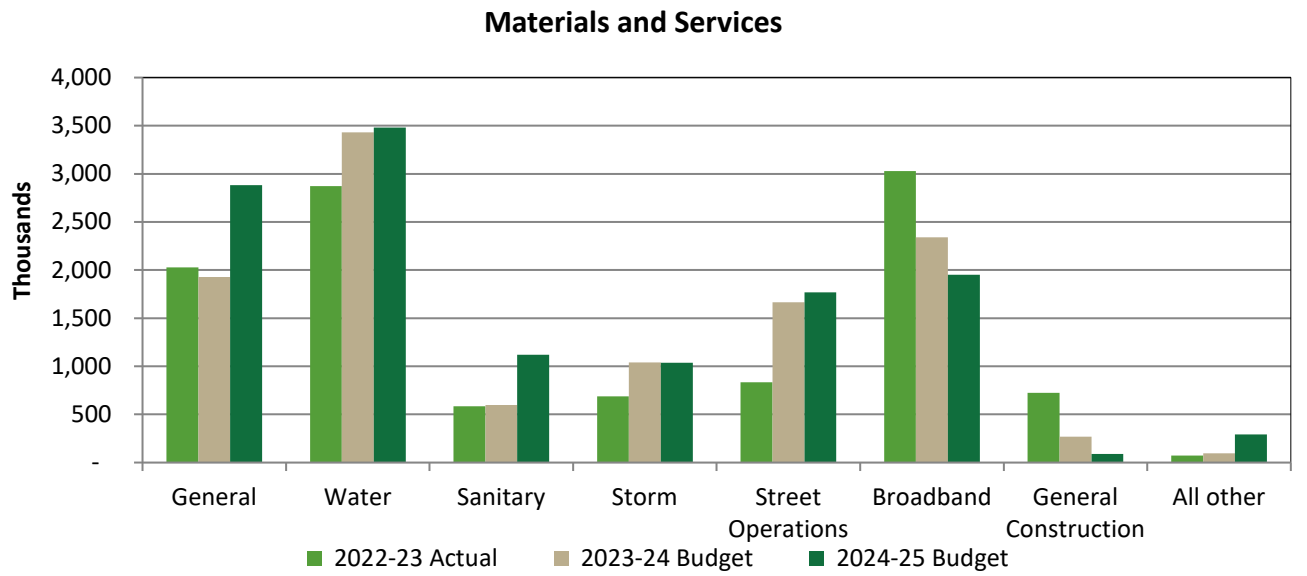
Revenue & Expenditures Overview of Major Categories of Expense

Materials and Services

Materials and services include costs for:

- Utilities
- Training
- Professional services
- Insurance
- Software maintenance
- Uniforms
- Office supplies and book stock

Overall materials and services expenses are proposed to remain similar to prior years in FY2024-25. The comparison of total materials and services expenses by fund is shown below.



Revenue & Expenditures Overview of Major Categories of Expense

Capital Outlay

Capital outlay are expenditures related to vehicles and equipment as well as to capital projects. This section will cover the capital outlay for vehicles and equipment only. The capital improvement plan can be found on page 50. The City’s Capital Outlay threshold is any single piece of equipment that costs over \$5,000 and expected to last more than one year. The significant FY2024-25 capital outlay budgeted expenditures for vehicles and equipment are:

Program	Purchase	Cost
Fleet	Facilities Van	\$65,000
Fleet	Police Department Vehicle (Cruiser)	75,000
Fleet	Police Department Vehicle (K-9)	78,500
Fleet	Police Department Vehicle for (Sergeant)	82,000
Fleet	Police Department Vehicle (PIO Career Cycle Planning)	75,000
Fleet	Toto Zero Turn 72”	22,500
Fleet	John Deere 72”	35,000
Fleet	PW Fleet Vehicle	40,000
Fleet	¾ Ton Chevy Pickup	65,000
Facilities	Replace Morback House Wheelchair Lift	84,000
Total Capital Outlay		\$622,000

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.

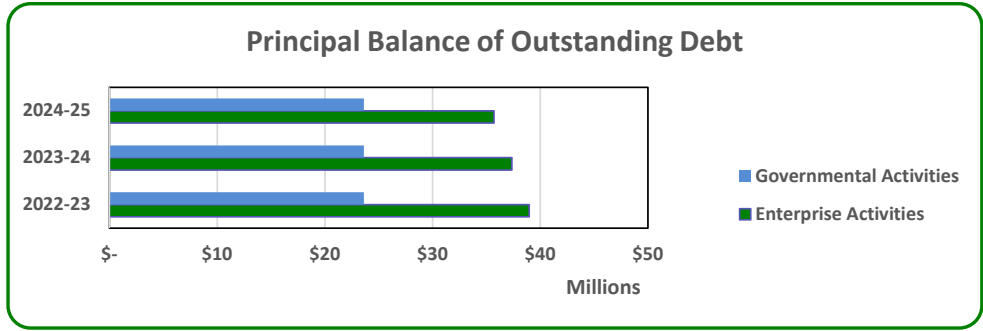
General Obligation Bond Limitations

Total assessed value on January 1, 2023:	<u>\$ 2,593,822,787</u>
Debt limitation: 3% of total assessed value	77,814,684
Debt outstanding at June 30, 2024:	
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>\$ 77,814,684</u>

Summary of Long-Term Debt

	Original Amount	Outstanding June 30, 2024	Principal Pmt FY2024-25
Governmental activities			
Long-term Loans 2021 URA:			
2021 Series A Full Faith and Credit (interest 2.716%)	\$ 3,975,300	\$ 3,975,300	\$ -
2021 Series B Full Faith and Credit (interest 4.0%)	19,640,000	19,640,000	-
Total Governmental Activities		<u>23,615,300</u>	<u>-</u>
Business-type Activities			
Long-term Obligations for Water activities			
2021 Water Refinancing (interest 2.4%)	8,895,000	7,400,000	495,000
2017 Water Refinancing (interest 3.83%)	9,189,000	4,705,000	681,000
2022 Water Issuance (interest 3.43%)	9,540,000	8,905,000	355,000
Long-term Obligations for Broadband activities			
2019 Broadband Expenasion (interest 2.51%)	2,000,000	1,399,148	124,829
2021 Series A Full Faith and Credit (interest 2.716%)	14,954,700	14,954,700	-
Total Business-type Activities		<u>37,363,848</u>	<u>1,655,829</u>
Total City Activities		<u>\$ 60,979,148</u>	<u>\$ 1,655,829</u>

Long-Term Debt Principal and Interest Schedule



	City Loans				
	Water Fund			Broadband Fund	
	2017 Water Refinancing	2021 Water Refinancing	2022 Water Bonds	2019 Broadband Expansion	2021 Series A Full Faith and Credit
Original Amount	\$ 9,189,000	\$ 8,895,000	\$ 9,540,000	\$ 2,000,000	\$ 14,954,700
Balance at 6/30/2024	4,705,000	7,400,000	8,905,000	1,399,148	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					
2025	780,947	791,000	685,450	159,948	323,103
2026	781,169	756,200	686,250	159,947	323,103
2027	781,024	792,000	686,450	159,948	1,227,653
2028	780,514	790,600	686,050	159,947	1,227,599
2029	780,625	788,400	685,050	159,948	1,226,014
2030-2034	1,160,675	3,961,400	3,427,300	799,738	6,139,513
2035-2039	-	1,590,600	3,424,700	-	6,141,082
2040-2042	-	-	2,059,400	-	1,925,375
	<u>\$ 5,064,954</u>	<u>\$ 9,470,200</u>	<u>\$ 12,340,650</u>	<u>\$ 1,599,475</u>	<u>\$ 18,533,443</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 6/30/2024	3,975,300	19,640,000	23,615,300
Payment Source		Tax Increment	
Paying Fund		URA Operations	
Year Ending June 30			
2025	85,888	785,600	871,488
2026	85,888	785,600	871,488
2027	326,338	785,600	1,111,938
2028	326,324	785,600	1,111,924
2029	325,903	785,600	1,111,503
2030-2034	1,632,023	3,928,000	5,560,023
2035-2039	1,632,439	3,928,000	5,560,439
2040-2044	511,809	9,260,400	9,772,209
2045-2049	-	11,692,400	11,692,400
2050-2051	-	4,676,400	4,676,400
	<u>\$ 4,926,611</u>	<u>\$ 37,413,200</u>	<u>\$ 42,339,811</u>

Capital Improvement Plan

The City of Sherwood's Capital Improvement Plan (CIP) establishes, prioritizes, and plans funding for projects to improve existing and develop new infrastructure and facilities. This plan promotes efficient use of the City's limited financial resources, reduces costs, and assists in the coordination of public and private development.

The City's CIP is a twenty-year roadmap which identifies the major expenditures beyond routine annual operating expenses in all categories. The CIP is used to document anticipated capital projects and includes projects in which a need has been identified, but which may not have funding sources determined.

The CIP is a long-range plan that is reviewed and revised annually as priorities may change due to funding opportunities, unanticipated deterioration of assets or changes to the needs of the City. The CIP is a basic tool for documenting anticipated capital projects and includes projects in which a need has been identified, but a funding source has not yet been determined.

The CIP Process

The CIP is the result of an ongoing infrastructure planning process. Planning for the five-year CIP period provides the flexibility to take advantage of opportunities for capital investments. The FY2024-25 to FY2028-29 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 FY2024-25 become the basis for preparation of the City's budget for that year.

The overall goal of the CIP is to develop recommendations that: preserve the past, by investing in the continued maintenance of City assets and infrastructure; protect the present with improvements to City facilities and infrastructure; and plan for future development for the needs as the City grows and evolves. Projects generally fit within the three primary categories:

- Utilities – projects involving water, storm, and sewer infrastructure.
- Transportation – projects affecting streets, bike lanes, pedestrian crossings, paths, trails, and rail.
- Parks and Recreation – projects affecting parks and open spaces, including parks facilities.

Capital Improvement Policies

This working CIP document is designed to forecast capital needs for the next five fiscal years. The plan will be produced every year prior to the annual budget process. Looking at the City's capital projects in terms of revenue over the next five years also allows the City to be more strategic in matching large capital projects with competitive grant opportunities that require significant advance planning and coordination to accomplish. Examples are projects with federal funding, or those projects so large they are likely to need financing.

CIP Project Lists and Details

On the following pages is a summary of projects that is sorted by fiscal year and presented by category. Projects in this five-year CIP total approximately \$233.5 million. Roughly \$17.7 million of the projects are utility projects, \$44.3 million are parks and ground projects, \$137.9 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 budget year has been identified as follows: Utility projects are expected to be \$4.3 million charges for services, \$0.6 in debt proceeds and \$1.0 million development taxes. Transportation projects are expected to be funded through \$0.8 million charges for services, \$1.4 million development taxes. Parks and grounds projects are expected to be funded through \$0.8 million development taxes.

Operating Budget Impact

The CIP document identifies the costs required to construct City facilities and infrastructure. However, the completion of these projects creates effects in continuing costs that must be absorbed in the operating budget. These costs include new personnel, maintenance, and various utilities need. As the City develops the CIP document, attempts are made to identify and plan for operating costs resulting from the projects undertaken. The City is not anticipating any significant operational cost savings due to the Capital Improvement Plan (CIP).

City of Sherwood Five Year Capital Improvement Plan (FY 25 Through FY 29)							
TRANSPORTATION SYSTEM IMPROVEMENTS & STREET MAINTENANCE	Estimated Cost	24/25	25/26	26/27	27/28	28/29	
Ice Age Drive Design & Construction (Job #723STreet)	\$ 19,078,615	\$ 4,000,000	\$ 5,092,459	\$ 3,316,545	\$ -	\$ -	
Oregon St Design & Construction (Job #706STreet)	8,780,990	225,050	3,269,069	4,712,040	-	-	
99W Pedestrian Bridge (Job #334STreet)	29,834,772	19,114,250	2,000,000	-	-	-	
Tualatin-Sherwood Rd. Improvements by WashCo DLUT	182,580	17,000	-	-	-	-	
Washington Street Sidewalk Infill, North Side (Stella Olsen Park to Lee Drive)	460,000	-	460,000	-	-	-	
Arrow Street Improvements (724ST)	1,675,091	1,000,000	525,000	-	-	-	
Oregon-Tonquin Intersection Improvements (Signal or Roundabout)	2,800,000	50,000	450,000	2,300,000	-	-	
Cedar Creek Trail Supplemental Work + Alexander Fence	1,332,499	150,000	-	-	-	-	
FEMA/FIRM Map Correction for Cedar Creek Trail Grade Separate Crossing of Hwy 99	24,000,000	160,000	-	-	-	23,800,000	
Transportation System Plan (TSP) Update	460,000	350,000	110,000	-	-	-	
Edy Road Improvements (Borchers Dr. to Trails End Dr.) MSTIP 3F	7,900,000	-	900,000	2,000,000	5,000,000	-	
Edy-Elwert Intersection Improvements (Signal or Roundabout) MSTIP 3F	5,250,000	-	250,000	750,000	4,250,000	-	
Sunset-Timbrel Crosswalk Enhancements & RRFB *Includes entire project costs w/ reimbursement grant funds*	375,000	300,000	75,000	-	-	-	
Traffic Safety & Calming (Annual Program)	568,021	100,000	100,000	100,000	100,000	100,000	
Pine Street Improvements Phase 2 (Division St. to Sunset Blvd)	1,850,000	-	1,000,000	850,000	-	-	
Elwert Road Improvements (Haede/Handley Rd. to Edy Rd.)	6,000,000	-	3,000,000	3,000,000	-	-	
Brookman Road Improvements (99W to Ladd Hill Rd.)	16,000,000	-	50,000	2,000,000	8,000,000	5,950,000	
Cedarbrook Way Improvements (Meinecke Rd. to Elwert Rd)	8,800,000	-	-	-	-	8,800,000	
Langer Farms Parkway North (99W to Roy Rogers)	4,750,000	-	-	-	600,000	4,150,000	
Cedar Creek Trail Segment 8 FHWA Federally Funded Project	1,950,000	-	-	-	-	-	
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	-	
Cedar Creek Trail Segment 11 (Design/Construction Roy Rogers to Wildlife Refuge)	900,000	-	-	-	-	900,000	
Timbrel from Middleton to Sunset (grind and overlay)-pci 62	103,276	68,276	-	-	-	-	
Shaumburg from Division to End of Road (Reconstruct) (Storm/San)-pci 59	1,135,029	1,061,159	-	-	-	-	
Sunset (Eucalyptus to St. Charles) (grind and overlay)-pci 62	169,544	134,544	-	-	-	-	
Sunset (St. Charles to Myrica) (grind and overlay)-pci 62	95,806	75,806	-	-	-	-	
Sunset (Myrica to Main) (grind and overlay)-pci 63	187,112	152,112	-	-	-	-	
Meinecke Roundabout-pci 66	91,876	66,876	-	-	-	-	
Edy Rd (Terrapin-Houston)-pci 57	161,214	161,214	-	-	-	-	
Edy Rd (Houston-Cherry Orchard)-pci 68	88,054	88,054	-	-	-	-	
Washington St from Tualatin to Division/Shaumburg (reconstruct)-pci 67	450,060	-	450,060	-	-	-	
Sunset Pedestrian Safety Study 99W to Pinehurst	50,000	-	-	-	-	-	
Timbrel from Middleton to Old Pacific Hwy- 99W (grind and overlay)-pci 76	119,057	-	-	-	-	119,057	
Alexander (Dead end to Smith) (grind and overlay)-pci 53	78,000	-	-	-	39,000	39,000	
Oregon Street (Lincoln to Hall) (grind and overlay)- pci 77	248,747	-	-	248,747	-	-	
Oregon Street (Orland to Brickyard and 70' east) (reconstruct)-pci 70	67,467	-	-	67,467	-	-	
Oregon Street (Lower Roy to Orland) (reconstruct)-pci 58	42,484	-	-	42,484	-	-	
Oregon Street (Hall to Lower Roy) (reconstruct)-pci 69	49,744	-	-	49,744	-	-	
Willamette St from Orcutt to Pine St. (reconstruct)- pci 72	87,975	-	-	87,975	-	-	
Sunset (Main to Cinnamon Hill) (grind and overlay)-pci 69	379,138	-	379,138	-	-	-	
Sunset (Cinnamon Hills to Pine) (grind and overlay)-pci 70	410,078	-	-	-	410,078	-	
Meinecke (Cedarbrook Way to 99w)-pci 68	275,513	-	-	275,513	-	-	
Meinecke (99w-Dewey Roundabout)-pci 70	195,557	-	-	-	195,557	-	
Sidewalk on Sunset from Cinnamon Hills to Main	100,000	-	-	-	-	100,000	
Borchers between Edy Road and Daffodil St (grind and overlay)-pci 70	261,849	-	-	261,849	-	-	
Borchers between Daffodil St and Roy Rogers (grind and overlay)-pci 61	131,022	-	-	131,022	-	-	
Sidewalk on Borchers - Infront of PGE property	100,000	-	-	-	-	100,000	
Borchers between Roy Rodgers and Sydney (grind and overlay)-pci 68	43,450	-	-	43,450	-	-	
Baler between T/S Road and Langer (grind and overlay)-pci 73	74,947	-	-	-	-	74,947	
Sunset (Pine to Aldergrove) (grind and overlay)-pci 77	240,876	-	-	-	-	240,876	
Sunset (Brittany to Murdock) (grind and overlay)-pci 65	221,000	-	-	-	221,000	-	
Century between T/S and Sherwood Industrial (grind and overlay)-pci 65	376,567	-	-	376,567	-	-	

Debt Service & CIP

Current Year Capital Projects

TRANSPORTATION SYSTEM IMPROVEMENTS & STREET MAINTENANCE	Estimated Cost	24/25	25/26	26/27	27/28	28/29
Fair Oaks Ct. (Fair Oaks Dr tp Cul de sac)-pci 85	27,867	-	-	-	-	27,867
Fair Oaks Dr. (Cul de sac-Fair Oaks)-pci 79	51,333	-	-	-	-	51,333
Fair Oaks Dr (Fair Oaks to Murdock)-pci 74	61,453	-	-	-	-	61,453
Cochran (Upper Roy to June Ct) (grind and overlay)-pci 71	102,489	-	-	-	-	102,489
Cochran (June Ct to Willamette) (grind and overlay)-pci 72	53,613	-	-	-	-	53,613
June Ct (Cochran to cul-de-sac) (grind and overlay)-pci 72	51,333	-	-	-	-	51,333
May Ct (Upper Roy to cul-de-sac) (grind and overlay)-pci 81	73,578	-	-	-	-	73,578
Norton (Barnsdale to Forest) (grind and overlay)-83	52,232	-	-	-	-	52,232
Norton (Forest to Willamette) (grind and overlay)-81	111,522	-	-	-	-	111,522
Lincoln St (Darla Kay-Clifford) (grind and overlay)-pci 71	15,253	-	-	-	-	15,253
Lincoln St (Oregon-Darla Kay) (grind and overlay)-pci 71	87,083	-	-	-	-	87,083
Lincoln St (Clifford-Willamette) (grind and overlay)-pci 73	25,813	-	-	-	-	25,813
Railroad/1st alley (Park-Main) (grind and overlay)-pci 72	45,650	-	-	-	-	45,650
Railroad (Park-Main) (grind and overlay)-pci	16,060	-	-	-	-	16,060
Handley St (Roellich-Cedarbrook Wy) (gind and overlay)-pci 73	98,694	-	-	-	-	98,694
Langer Dr (Holland E.-Baler) (grind and overlay)-pci 73	105,698	-	-	-	-	105,698
Park Row (Division-Willmatte) (reconstruct)-pci 74	56,479	-	-	-	-	56,479
Villa Rd (Park to pedestrian path) (reconstruct)-pci 72	34,467	-	-	-	-	34,467
	\$ 157,461,174	\$ 28,366,800	\$ 18,018,267	\$ 24,113,403	\$ 21,915,635	\$ 45,444,497

SANITARY SYSTEM IMPROVEMENTS & MAINTENANCE	Estimated Cost	24/25	25/26	26/27	27/28	28/29
Rock Creek Upsizing Phase 1 - Construction (408SS) COMPLETED	\$ 2,442,131	\$ -	\$ -	\$ -	\$ -	\$ -
Rock Creek Upsizing Phase 2 - Design & ROW (409SS) IN-PROGRESS	416,938	150,000	150,000	-	-	-
Rock Creek Upsizing Phase 2 - Construction (409SS) BID: Dec'25-Jan'26 CONSTRUCTION: Mar'26-Nov'27	2,400,000	-	350,000	1,250,000	800,000	-
Brookman Sanitary Trunkline Project Phase 1 (Feasibility, Design) FEASIBILITY COMPLETED	532,608	400,000	-	-	-	-
Brookman Sanitary Trunkline Project Phase 2 (Construction) LOCAL MATCH ONLY	2,550,000	500,000	1,350,000	700,000	-	-
Sanitary Sewer Master Plan Update w/ SDCs & Fee Refresh	300,000	10,000	290,000	-	-	-
	\$ 8,641,678	\$ 1,060,000	\$ 2,140,000	\$ 1,950,000	\$ 800,000	\$ -

STORM SYSTEM IMPROVEMENTS & MAINTENANCE	Estimated Cost	24/25	25/26	26/27	27/28	28/29
Oregon Street Regional WQF - Design (503SD)	\$ 372,998	\$ 85,000	\$ -	\$ -	\$ -	\$ -
Oregon Street Regional WQF - Construction (503SD)	600,000	-	150,000	450,000	-	-
2nd and Park Street Stormwater Facility Rehabilitation (Improvement)	335,000	250,000	20,306	-	-	-
Gleneagle Drive Regional Storm New Facility (extended detention basin)	305,153	175,000	-	-	-	-
Stormwater Master Plan Update w/ SDCs & Fee Refresh	300,000	10,000	290,000	-	-	-
Stella Olsen Park Drainage Swale Upgrade	160,000	-	-	-	50,000	50,000
Annual Storm Water Quality Facility Refurbishments	434,558	50,000	50,000	50,000	50,000	50,000
Annual Citywide Catch Basin Remediation Program	430,086	60,000	60,000	60,000	60,000	60,086
Woodhaven Swales	500,000	100,000	100,000	100,000	100,000	75,000
Fair Oaks Drainage	60,000	-	-	60,000	-	-
	\$ 3,497,795	\$ 730,000	\$ 670,306	\$ 720,000	\$ 260,000	\$ 235,086

Debt Service & CIP

Current Year Capital Projects

WATER SYSTEM IMPROVEMENTS & MAINTENANCE	Estimated Cost	24/25	25/26	26/27	27/28	28/29
WIF Capacity Improvements to 6.2 MGD	\$ 813,519	\$ -	\$ -	\$ -	\$ -	\$ -
TVWD Capacity Improvements 6.2 to 9.7 MGD	806,000	806,000	-	-	-	-
WRWTP - 20 MGD Expansion	10,128,801	200,000	-	-	-	-
Water Master Plan Update w/ SDCs & Fee Refresh	310,000	-	10,000	300,000	-	-
Brookman Expansion - Loop from SW Sherwood PRV to Hwy 99 (M7)	184,000	-	-	-	-	184,000
Brookman Expansion - Loop from SW Sherwood PRV to Hwy 99 (M8)	558,000	-	-	-	-	558,000
Brookman Expansion - Loop from SW Sherwood PRV to Hwy 99 (M9)	675,000	-	-	-	-	675,000
SW Sherwood PRV (V-1)	166,308	-	-	-	-	166,308
SM-1.1 (tier 1 backbone - Near Hospital and Police; PW and Firestation)	1,130,000	-	-	-	-	1,130,000
SM-1.2 (tier 1 backbone - Near Sunset Reservoir and PS toward TVF&R and PW)	370,000	-	-	-	-	370,000
SM-1.3 (tier 1 backbone - Sunset Reservoir to Well #3)	425,000	-	-	-	-	425,000
SM-1.4 (tier 1 backbone - WTP to Sherwood owned reservoirs)	1,000,000	-	-	-	-	1,000,000
SM-1.4 (tier 1 backbone - WTP to shared vault with Wilsonville)	1,000,000	-	-	-	-	1,000,000
Routine Waterline Replacement	250,000	50,000	50,000	50,000	50,000	50,000
Tualatin / Sherwood Road Widening Project County Conflicts	567,646	150,000	-	-	-	-
Resiliency Pipe Improvements - Oregon St Backbone	1,300,000	-	1,300,000	-	-	-
Sunset Pump Station (Flex Connections)	26,397	-	-	-	-	-
Wyndham Ridge Pump Station (Flex Connections)	50,000	50,000	-	-	-	-
Park Row to Division Waterline Upgrade (design 11k, const 125-175k)	130,000	-	-	-	-	-
SR -1 - Sunset Reservoir #1	179,014	-	179,014	-	-	-
SR - 2- Sunset Reservoir #2	133,113	-	133,113	-	-	-
SR - 3 Kruger Reservoir	156,000	-	156,000	-	-	-
SW -4 - Resiliency Upgrade Well #6	61,000	-	-	-	61,000	-
	\$ 20,419,797	\$ 1,256,000	\$ 1,828,127	\$ 350,000	\$ 111,000	\$ 5,558,308

PARKS IMPROVEMENTS & MAINTENANCE	Estimated Cost	24/25	25/26	26/27	27/28	28/29
Murdock Park Improvements & Restroom	\$ 2,246,000	\$ 30,000	\$ 215,000	\$ -	\$ -	\$ 1,931,000
Mosure Pass PUD Restroom	215,000	-	-	215,000	-	-
Dog Park North of Hwy 99 (if we have existing land)	150,000	-	-	-	-	150,000
Universally Accessible Destination Play Area (Inclusive) (Infill project)	1,750,000	-	-	-	-	1,750,000
Trail Network Expansion Improvements (Infill projects)	900,000	150,000	150,000	150,000	150,000	150,000
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
Brookman Concept Area Parks	6,375,000	-	-	-	-	6,375,000
Sherwood Fieldhouse Replacement	7,500,000	-	-	-	-	7,500,000
Disc Golf Course (if we have land)	75,000	-	-	-	-	75,000
	\$ 44,561,000	\$ 180,000	\$ 365,000	\$ 365,000	\$ 150,000	\$ 43,281,000

GENERAL CONSTRUCTION & MAINTENANCE (property, buildings, mixed-funds)	Estimated Cost	24/25	25/26	26/27	27/28	28/29
Tannery Site Cleanup, Pre-Development & Site Grading Project	\$ 7,270,141	\$ 675,000	\$ 1,200,000	\$ 3,200,000	\$ 2,000,000	\$ -
Adjacent Lot to Art Center (RFP for consultant in FY24/25)	1,600,000	100,000	180,000	700,000	620,000	-
New Public Works Facility	25,000,000	-	-	2,175,000	2,175,000	20,650,000
	\$ 33,870,141	\$ 775,000	\$ 1,380,000	\$ 6,075,000	\$ 4,795,000	\$ 20,650,000

*Pending adoption by City Council of the Capital Improvement Plan

Street Capital Projects

The Street Capital Fund relies on County traffic improvement fees and City system development charges, as well as transfers in from Street Operations. Planned projects for FY24-25 are:

Sunset-Timbrel Crosswalk Enhancements: This project is dependent upon Safe Routes to School grant funding. If awarded, the project will consist of realigning existing crosswalks, updating ADA ramps and adding rectangular rapid flashing beacons.

Edy Road (Terrapin-Houston): This project includes grinding off the existing road surface, overlaying a new surface and upgrading the curb ramp improvements within the project area to meet current ADA standards.

Edy Road (Houston-Cherry Orchards): This project includes grinding off the existing road surface, overlaying a new surface and upgrading the curb ramp improvements within the project area to meet current ADA standards.

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

Oregon Street Improvements: This project includes upgrading Oregon Street from railroad crossing east to Murdock Road roundabout to include a three-lane collector road with bike lanes, sidewalks and planter strips.

Arrow Street Improvements: This project will extend Arrow Street to Langer Farms Parkway. This is joint project with the County.

Oregon Street - Tonquin Rd Improvements: this project will design & ultimately construct either a signal or roundabout at the Oregon-Tonquin intersection and modernize the roundabout nearby at SW Murdock Rd and the road connection between.

Tualatin Sherwood Road Improvements by WashCo DLUT: This project includes widening Tualatin Sherwood Road to include two westbound lanes between Langer Farms Parkway and Borchers. The project is broken into 3 phases extending from Chicken Creek on Roy Rogers to SW 124th Ave and Tualatin Sherwood Rd. This is a joint project with the County.

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

Timbrel from Middleton to Sunset: This project consists of grinding off the existing road surface and overlaying a new surface with storm improvements and upgrading curb ramp improvements within the project area to current American with Disabilities Act standard.

Sunset – Eucalyptus to St. Charles: This project consists of grinding off the existing road surface and overlaying a new surface with upgrading curb ramp improvements within the project area to current American with Disabilities Act standard.

Sunset – St. Charles to Myrica: This project consists of grinding off the existing road surface and overlaying a new surface with upgrading curb ramp improvements within the project area to current American with Disabilities Act standard.

Sunset – Myrica to Main: This project consists of grinding off the existing road surface and overlaying a new surface with upgrading curb ramp improvements within the project area to current American with Disabilities Act standard.

Meineke Roundabout: This project consists of grinding off the existing road surface and overlaying a new surface.

Sanitary Capital Projects

The Sanitary Fund collects SDCs for sanitary infrastructure expansion. Planned projects for FY24-25 are:

Rock Creek Sanitary Trunk Line Capacity Upgrade Phase II: This project includes up-sizing approximately 1,910 linear feet of 18” diameter sanitary trunk line to 24” diameter.

Brookman Sanitary Sewer Trunk Line: This project extends a public sanitary conveyance system mainline through the Brookman Area annexed property. This mainline extension will provide service for the future growth of the area.

Stormwater Capital Projects

The Stormwater Fund collects SDCs for storm infrastructure expansion and reserves a portion of user charges for capital construction. Planned projects for FY24-25 are:

Water Quality Facility Refurbishments: Water Quality Facility Rehabilitation is needed to remove sediments from the facility to ensure continued operation of existing structural facilities that protect surface waters from adverse impacts of stormwater runoff. These ponds are responsible for holding water, removing pollutants and providing flood prevention and water quality treatment.

City Wide Catch Basin Remediation program: This program consists of replacement of un-sumped catch basins located within the City’s storm drainage conveyance system, in compliance with Clean Water Service’s MS4 Permit.

Woodhaven Swales: Water Quality Facility Rehabilitation is needed to remove sediments from the facility to ensure continued operation of existing structural facilities that protect surface waters from adverse impacts of stormwater runoff. These ponds are responsible for holding water, removing pollutants and providing flood prevention and water quality treatment.

Oregon Street Regional Water Quality Facility: This project will design a regional stormwater facility below SW Oregon St and SW Brickyard Terrace that will treat the existing developed upstream basin towards Snyder Park, the portion of SW Oregon St. to be improved between the railroad tracks and Murdock roundabout and the Tannery Site after it's developed.

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

Gleneagle Drive Regional Storm New Facility: This project will design, permit and construct a regional storm facility behind the Sherwood Senior Center, east of SW Gleneagle Drive to treat the existing developed upstream basin and prevent erosion of the downstream open channels & ditches that flow into Cedar Creek.

Water Capital Projects

The Water Fund collects SDCs and user charges for water infrastructure expansion and capital construction. Planned projects for FY24-25 are:

Routine Waterline Replacement Program: This project includes replacement of pipes based on a 100-year life cycle adopting the following prioritization: 1. Known pipe capacity and condition issues 2. Pipe material – based on City record of pipe material and era of manufacture; highest priorities are galvanized pipe and post-1950 cast iron 3. Pipe age – coordinate replacement of pipes 50 years or older with other City utilities and transportation projects.

T/S County Conflict Improvements: This project consists of relocation of water services, hydrants, valves, valve cans due to the County road widening project.

TVWD capacity improvements 6.2 to 9.7 mgd: This project consists of the City's contribution to TVWD capacity improvements at the water treatment plant.

Water Treatment Plant 20.0 mgd Expansion: The existing treatment processes will be updated for the 20 mgd (millions of gallons per day) WRWTP expansion. Increasing the Actiflo® flow rate from 7.5 mgd per basin to 10 mgd per basin. Increasing the ozonation basin flow rate from 7.5 mgd per basin to 10 mgd per basin.

Wyndham Ridge Pump Station: Project includes seismic upgrades to existing water pump station.

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 FY24-25 are:

Cedar Creek Trail Grade Separate Crossing of Hwy 99: This project will complete the Preliminary Design phase for a pedestrian crossing under SW Pacific Hwy at Cedar Creek including determination of the type of bridge or culvert structure that will span the creek & highway.

Cedar Creek Trail Supplemental Work: This project consists of designing & constructing a feeder trail between the new regional trail and SW Sherwood Blvd and will restore the visual corridor landscaping & an acoustic fence along SW Alexander Lane.

Trail Network Expansion Improvements: This project will conduct feasibility work which includes preliminary solutions to design issues and updated cost estimates on a portion of trail (P 14) from the future undercrossing of the Cedar Creek Trail (Highway 99 to SW. Elwert Road).

Tannery Site Cleanup, Pre-Development & Site Grading Project: This is the first phase of the project and will acquire the Tannery Site properties fee simple from Washington County after the City's consultant completes a Prospective Purchaser Agreement (PPA), and the project will also produce a refreshed scope, schedule and budget for the second phase of the project.

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: Completion of the Parks Master Plan that will guide future improvements.

Budget Detail

City in Total

Actual 2021-22	Actual 2022-23	Budget 2023-24		Proposed 2024-25	Approved 2024-25	Adopted 2024-25
RESOURCES						
\$ 42,395,854	\$ 66,099,371	\$ 63,015,936	Beginning fund balance	\$ 65,156,232	\$ 65,156,232	
			Revenue			
6,813,554	7,450,324	7,880,818	Taxes	8,559,149	8,559,149	
2,191,084	2,415,789	2,538,500	Franchise Fees	2,803,000	2,803,000	
84,846	93,924	83,500	Licenses and permits	82,000	82,000	
5,253,240	9,979,094	9,192,288	Intergovernmental	3,927,390	3,927,390	
13,935,248	15,412,881	14,287,355	Charges for services	15,598,225	15,598,225	
4,094,775	3,938,761	4,590,581	Infrastructure development	3,057,817	3,057,817	
2,641,290	2,467,987	3,286,984	Fines, interest and other	5,117,150	5,117,150	
<u>35,014,038</u>	<u>41,758,762</u>	<u>41,860,026</u>	Total revenue	<u>39,144,731</u>	<u>39,144,731</u>	-
			Other sources			
830,439	1,548,111	6,404,088	Transfers in	1,906,493	1,906,493	
10,725	53,667	8,000	Sale of fixed assets	-	-	
-	54,750	-	Capital Lease Proceeds	-	-	
24,952,103	-	-	Long-term debt proceeds	3,000,000	3,000,000	
<u>25,793,267</u>	<u>1,656,528</u>	<u>6,412,088</u>	Total other sources	<u>4,906,493</u>	<u>4,906,493</u>	-
103,203,158	109,514,661	111,288,050	Total resources	109,207,456	109,207,456	-
REQUIREMENTS						
Expenditures						
			Personal services			
10,133,828	11,074,726	12,685,093	Salaries and wages	14,307,701	14,307,701	
949,258	1,120,240	1,317,784	Payroll taxes	1,423,226	1,423,226	
4,618,030	5,280,628	6,526,244	Benefits	7,425,234	7,425,234	
<u>15,701,116</u>	<u>17,475,594</u>	<u>20,529,121</u>	Total personal services	<u>23,156,161</u>	<u>23,156,161</u>	-
			Materials and services			
3,223,280	2,842,467	2,910,945	Professional & technical	4,127,927	4,127,927	
3,157,296	3,865,997	4,715,997	Facility and equipment	5,522,901	5,522,901	
2,124,727	2,197,697	2,648,749	Other purchased services	2,904,859	2,904,859	
2,976,890	1,830,118	1,034,400	Supplies	852,470	852,470	
18,372	42,517	46,200	Community activities	73,800	73,800	
205,339	339,376	450,220	Minor equipment	241,115	241,115	
30,781	12,270	34,000	Other materials & services	56,500	56,500	
(63,690)	(102,627)	(315,386)	Cost Allocation	(512,943)	(512,943)	
<u>11,672,995</u>	<u>11,027,816</u>	<u>11,525,125</u>	Total materials & services	<u>13,266,629</u>	<u>13,266,629</u>	-
			Capital outlay			
620,235	-	-	Land	-	-	-
3,892,308	7,950,919	16,518,268	Infrastructure	7,131,091	7,131,091	
479,030	224,194	383,635	Buildings	-	-	
27,914	-	110,777	Other improvements	37,000	37,000	
459,750	768,506	250,000	Vehicles	480,500	480,500	
1,123,982	1,692,031	466,500	Furniture and equipment	112,500	112,500	
<u>6,603,219</u>	<u>10,635,650</u>	<u>17,729,180</u>	Total capital outlay	<u>7,761,091</u>	<u>7,761,091</u>	-
<u>33,977,331</u>	<u>39,139,060</u>	<u>49,783,426</u>	Total expenditures	<u>44,183,881</u>	<u>44,183,881</u>	-
			Debt service			
1,196,882	1,524,791	1,607,772	Principal	1,655,829	1,655,829	
819,776	1,217,767	1,136,899	Interest	1,084,719	1,084,719	
280,041	-	-	Issuance costs	-	-	-
<u>2,296,700</u>	<u>2,742,558</u>	<u>2,744,671</u>	Total debt service	<u>2,740,548</u>	<u>2,740,548</u>	-
			Other uses			
830,439	1,548,111	6,404,088	Transfers out	1,906,493	1,906,493	
<u>830,439</u>	<u>1,548,111</u>	<u>6,404,088</u>	Total other uses	<u>1,906,493</u>	<u>1,906,493</u>	-
66,098,689	66,084,932	-	Ending Fund Balance	-	-	
-	-	1,763,949	Contingency	2,709,417	2,709,417	
-	-	50,591,916	Reserved for Future Years	57,667,117	57,667,117	
\$ 103,203,158	\$ 109,514,661	\$ 111,288,050	Total requirements	\$ 109,207,456	\$ 109,207,456	\$ -

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	Investment Fund	Street Capital Fund	Water Fund	Sanitary Fund	Storm Fund	Broadband Fund	Approved 2024-25 Budget
RESOURCES															
Beginning fund balance	\$ 6,111,982	\$ 3,919,796	\$ -	\$ -	\$ 246,957	\$ -	\$ 150,040	\$ 4,535,150	\$ 4,270,840	\$ 9,473,592	\$ 22,733,753	\$ 3,013,467	\$ 9,509,569	\$ 1,191,086	\$ 65,156,232
Revenue															
Taxes	8,559,149	-	-	-	-	-	-	-	-	-	-	-	-	-	8,559,149
Francise Fees	2,778,000	25,000	-	-	-	-	-	-	-	-	-	-	-	-	2,803,000
Licenses and permits	82,000	-	-	-	-	-	-	-	-	-	-	-	-	-	82,000
Intergovernmental	1,508,140	-	-	-	-	150,000	100,000	2,092,050	-	-	-	77,200	-	-	3,927,390
Charges for services	3,408,285	85,000	-	-	-	-	-	780,590	-	62,150	6,233,500	797,100	2,452,000	1,779,600	15,598,225
Infrastructure development	-	752,075	-	-	-	-	-	-	-	1,403,235	700,486	158,203	43,818	-	3,057,817
Fines, interest and other	2,478,650	160,000	-	2,000	5,000	5,000	4,500	210,000	50,000	425,000	1,136,000	186,000	378,000	77,000	5,117,150
Total revenue	18,814,224	1,022,075	-	2,000	5,000	155,000	104,500	3,082,640	50,000	1,890,385	8,069,986	1,218,503	2,873,818	1,856,600	39,144,731
Other sources															
Transfers in	416,493	635,000	-	35,000	70,000	-	-	-	-	750,000	-	-	-	-	1,906,493
Sale of fixed assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Lease Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interfund Loan Pmts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Issuance of long-term debt	-	-	-	-	-	-	-	-	-	-	-	600,000	-	2,400,000	3,000,000
Total other sources	416,493	635,000	-	35,000	70,000	-	-	-	-	750,000	-	600,000	-	2,400,000	4,906,493
Total resources	\$25,342,699	\$ 5,576,871	\$ -	\$ 37,000	\$ 321,957	\$ 155,000	\$ 254,540	\$ 7,617,790	\$ 4,320,840	\$ 12,113,977	\$ 30,803,739	\$ 4,831,970	\$ 12,383,387	\$ 5,447,686	\$ 109,207,456
REQUIREMENTS															
Expenditures															
Personal services															
Salaries and wages	10,408,651	38,387	-	-	63,337	-	-	402,583	-	61,018	646,095	309,755	711,433	1,666,442	14,307,701
Payroll taxes	1,018,288	3,745	-	-	6,340	-	-	45,180	-	5,752	69,524	32,811	76,377	165,209	1,423,226
Benefits	5,339,696	16,741	-	-	30,110	-	-	203,903	-	30,577	323,559	159,574	335,191	985,883	7,425,234
Total personal services	16,766,635	58,873	-	-	99,787	-	-	651,666	-	97,347	1,039,178	502,140	1,123,001	2,817,534	23,156,161
Materials and services															
Professional & technical	2,392,765	-	-	-	70,000	-	203,962	37,800	-	510,000	157,600	623,400	96,500	35,900	4,127,927
Facility and equipment	1,898,650	10,000	-	-	-	-	-	1,283,638	-	-	1,944,873	1,650	88,200	295,890	5,522,901
Other purchased services	1,759,377	-	-	-	7,900	-	-	34,756	-	1,500	581,154	124,989	176,846	218,337	2,904,859
Supplies	455,130	-	-	-	-	-	-	90,550	-	1,500	141,590	12,650	43,050	108,000	852,470
Community activities	63,300	-	-	-	10,500	-	-	-	-	-	-	-	-	-	73,800
Minor equipment	191,115	-	-	-	-	-	-	4,000	-	-	6,500	8,000	10,000	21,500	241,115
Other materials & services	56,500	-	-	-	-	-	-	-	-	-	-	-	-	-	56,500
Cost Allocation	(3,934,646)	80,724	-	-	-	-	-	316,589	-	133,478	649,385	347,753	621,647	1,272,127	(512,943)
Total materials & services	2,882,191	90,724	-	-	88,400	-	203,962	1,767,333	-	646,478	3,481,102	1,118,442	1,036,243	1,951,754	13,266,629
Capital outlay															
Land	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CWIP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure	-	985,000	-	-	-	-	-	-	-	3,050,091	1,256,000	1,110,000	730,000	-	7,131,091
Buildings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other improvements	-	-	-	37,000	-	-	-	-	-	-	-	-	-	-	37,000
Vehicles	480,500	-	-	-	-	-	-	-	-	-	-	-	-	-	480,500
Furniture and equipment	107,500	-	-	-	-	-	-	-	-	-	-	-	-	5,000	112,500
Total capital outlay	588,000	985,000	-	37,000	-	-	-	-	-	3,050,091	1,256,000	1,110,000	730,000	5,000	7,761,091
Total expenditures	20,236,826	1,134,597	-	37,000	188,187	-	203,962	2,418,999	-	3,793,916	5,776,280	2,730,582	2,889,244	4,774,288	44,183,881
Debt service															
Principal	-	-	-	-	-	-	-	-	-	-	1,531,000	-	-	124,829	1,655,829
Interest	-	-	-	-	-	-	-	-	-	-	726,497	-	-	358,222	1,084,719
Issuance costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total debt service	-	-	-	-	-	-	-	-	-	-	2,257,497	-	-	483,051	2,740,548
Other uses															
Transfers out	105,000	-	-	-	-	155,000	11,493	750,000	250,000	635,000	-	-	-	-	1,906,493
Total other uses	105,000	-	-	-	-	155,000	11,493	750,000	250,000	635,000	-	-	-	-	1,906,493
Contingency	940,711	-	-	-	32,196	-	25,888	154,132	1,070,840	-	182,975	43,315	73,700	185,660	2,709,417
Reserved for Future Years	4,060,162	4,442,274	-	-	101,574	-	13,197	4,294,659	3,000,000	7,685,061	22,586,987	2,058,073	9,420,443	4,687	57,667,117
Total requirements	\$25,342,699	\$ 5,576,871	\$ -	\$ 37,000	\$ 321,957	\$ 155,000	\$ 254,540	\$ 7,617,790	\$ 4,320,840	\$ 12,113,977	\$ 30,803,739	\$ 4,831,970	\$ 12,383,387	\$ 5,447,686	\$ 109,207,456

Budget Detail

General Fund in Total

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			RESOURCES			
\$ 7,173,050	\$ 7,504,224	\$ 10,242,478	Beginning fund balance	\$ 6,111,982	\$ 6,111,982	
			Revenue			
6,813,554	7,450,324	7,880,818	Taxes	8,559,149	8,559,149	
2,161,853	2,389,192	2,508,500	Franchise Fees	2,778,000	2,778,000	
84,846	93,924	83,500	Licenses and permits	82,000	82,000	
2,028,454	6,497,469	2,406,483	Intergovernmental	1,508,140	1,508,140	
2,941,737	3,259,823	1,911,240	Charges for services	3,408,285	3,408,285	
2,296,100	1,421,591	2,257,044	Fines, interest and other	2,478,650	2,478,650	
16,326,544	21,112,323	17,047,585	Total revenue	18,814,224	18,814,224	-
			Other sources			
4,117	137,393	532,562	Transfers in	416,493	416,493	-
10,725	22,319	8,000	Sale of fixed assets	-	-	-
-	54,750	-	Capital Lease Proceeds	-	-	-
14,842	214,462	540,562	Total other sources	416,493	416,493	-
23,514,436	28,831,010	27,830,625	Total resources	25,342,699	25,342,699	-
			REQUIREMENTS			
			Expenditures			
			Personal services			
7,927,743	8,795,151	9,600,213	Salaries and wages	10,408,651	10,408,651	-
723,398	844,510	975,967	Payroll taxes	1,018,288	1,018,288	-
3,597,377	4,043,124	4,880,657	Benefits	5,339,696	5,339,696	-
12,248,517	13,682,785	15,456,837	Total personal services	16,766,635	16,766,635	-
			Materials and services			
1,985,262	1,803,525	2,160,150	Professional & technical	2,392,765	2,392,765	-
1,200,151	1,578,253	1,548,030	Facility and equipment	1,898,650	1,898,650	-
1,162,343	1,158,906	1,533,475	Other purchased services	1,759,377	1,759,377	-
387,627	385,159	479,450	Supplies	455,130	455,130	-
18,372	38,412	46,200	Community activities	63,300	63,300	-
136,512	263,748	356,720	Minor equipment	191,115	191,115	-
30,781	12,270	34,000	Other materials & services	56,500	56,500	-
(2,290,270)	(3,212,320)	(4,228,967)	Cost Allocation	(3,934,646)	(3,934,646)	-
2,630,779	2,027,952	1,929,058	Total materials & services	2,882,191	2,882,191	-
			Capital outlay			
5,880	4,200	-	Infrastructure	-	-	-
228,876	224,194	383,635	Buildings	-	-	-
18,954	18,954	-	Other improvements	-	-	-
459,750	459,750	250,000	Vehicles	480,500	480,500	-
312,007	312,007	426,500	Furniture and equipment	107,500	107,500	-
1,025,467	1,019,105	1,060,135	Total capital outlay	588,000	588,000	-
15,904,763	16,729,841	18,446,030	Total expenditures	20,236,826	20,236,826	-
			Other uses			
-	-	4,458,388	Transfers out	105,000	105,000	-
-	-	4,458,388	Total other uses	105,000	105,000	-
7,504,224	10,006,056	-	Ending Fund Balance	-	-	-
-	-	852,379	Contingency	940,711	940,711	-
-	-	225,184	Reserved for Future Years - Fleet	305,134	305,134.00	-
-	-	3,848,644	Reserved for Future Years	3,755,028	3,755,028.00	-
\$ 23,514,436	\$ 28,831,010	\$ 27,830,625	Total requirements	\$ 25,342,699	\$ 25,342,699	\$ -

Budget Detail

General Fund by Division

2021-22 Actual	2022-23 Actual	2023-24 Budget	General Fund Resources	2024-25 Proposed	2024-25 Approved	2024-25 Adopted
\$ 7,173,050	\$ 7,504,224	\$ 10,242,478	Beginning fund balance	\$ 6,111,982	\$ 6,111,982	\$ 6,111,982
			Revenue			
6,813,554	7,450,324	7,880,818	Taxes	8,559,149	8,559,149	-
2,161,853	2,389,192	2,508,500	Franchise Fees	2,778,000	2,778,000	-
84,846	93,924	83,500	Licenses and permits	82,000	82,000	-
2,028,454	6,497,469	2,406,483	Intergovernmental	1,508,140	1,508,140	-
2,941,737	3,259,823	1,911,240	Charges for services	3,408,285	3,408,285	-
2,296,100	1,421,591	2,257,044	Fines, interest and other	2,478,650	2,478,650	-
<u>16,326,544</u>	<u>21,112,323</u>	<u>17,047,585</u>	Total revenue	<u>18,814,224</u>	<u>18,814,224</u>	<u>-</u>
			Other sources			
4,117	137,393	532,562	Transfers in	416,493	416,493	-
10,725	22,319	8,000	Sale of fixed assets	-	-	-
-	54,750	-	Capital Lease Proceeds	-	-	-
<u>14,842</u>	<u>214,462</u>	<u>540,562</u>	Total other sources	<u>416,493</u>	<u>416,493</u>	<u>-</u>
<u>23,514,436</u>	<u>28,831,010</u>	<u>27,830,625</u>	Total resources	<u>25,342,699</u>	<u>25,342,699</u>	<u>6,111,982</u>
			Requirements			
			Administration Division			
			Personal services			
1,651,751	1,714,416	2,103,073	Salaries and wages	2,459,801	2,459,801	-
142,650	158,563	205,783	Payroll taxes	229,922	229,922	-
648,846	737,564	998,967	Benefits	1,246,223	1,246,223	-
<u>2,443,247</u>	<u>2,610,543</u>	<u>3,307,823</u>	Total personal services	<u>3,935,946</u>	<u>3,935,946</u>	<u>-</u>
			Materials and services			
544,238	641,572	905,070	Professional & technical	879,670	879,670	-
145,086	318,120	144,255	Facility and equipment	224,880	224,880	-
960,816	894,360	1,084,288	Other purchased services	1,336,940	1,336,940	-
24,473	15,480	22,100	Supplies	32,500	32,500	-
9,241	15,462	22,300	Community activities	37,900	37,900	-
64,023	132,253	224,000	Minor equipment	61,000	61,000	-
115	12,270	-	Other materials & services	-	-	-
<u>(1,283,218)</u>	<u>(1,461,292)</u>	<u>(3,243,180)</u>	Cost Allocation	<u>(2,838,895)</u>	<u>(2,838,895)</u>	<u>-</u>
<u>464,774</u>	<u>568,224</u>	<u>(841,167)</u>	Total materials & services	<u>(266,005)</u>	<u>(266,005)</u>	<u>-</u>
			Capital outlay			
76,754	75,745	85,000	Furniture and equipment	50,000	50,000	-
<u>76,754</u>	<u>75,745</u>	<u>85,000</u>	Total capital outlay	<u>50,000</u>	<u>50,000</u>	<u>-</u>
<u>2,984,775</u>	<u>3,254,512</u>	<u>2,551,656</u>	Total Administration Expenditures	<u>3,719,941</u>	<u>3,719,941</u>	<u>-</u>
			Community Development			
			Personal services			
1,310,212	1,310,212	907,845	Salaries and wages	1,091,872	1,091,872	-
112,771	112,771	87,945	Payroll taxes	104,718	104,718	-
598,902	598,902	493,636	Benefits	568,914	568,914	-
<u>2,021,885</u>	<u>2,021,885</u>	<u>1,489,426</u>	Total personal services	<u>1,765,504</u>	<u>1,765,504</u>	<u>-</u>
			Materials and services			
970,804	970,804	470,000	Professional & technical	663,000	663,000	-
11,969	11,969	5,810	Facility and equipment	6,130	6,130	-
66,565	66,565	76,530	Other purchased services	76,950	76,950	-
5,187	5,187	3,770	Supplies	3,370	3,370	-
447	447	3,500	Community activities	2,000	2,000	-
-	-	200	Minor equipment	200	200	-
15,109	15,109	-	Other materials & services	-	-	-
<u>(112,658)</u>	<u>(112,658)</u>	<u>-</u>	Cost Allocation	<u>-</u>	<u>-</u>	<u>-</u>
<u>957,423</u>	<u>957,423</u>	<u>559,810</u>	Total materials & services	<u>751,650</u>	<u>751,650</u>	<u>-</u>
<u>\$ 2,979,308</u>	<u>\$ 2,979,308</u>	<u>\$ 2,049,236</u>	Total Community Dev. Expenditures	<u>\$ 2,517,154</u>	<u>\$ 2,517,154</u>	<u>\$ -</u>

Budget Detail

General Fund by Division

2021-22 Actual	2022-23 Actual	2023-24 Budget	General Fund Requirements Continued	2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			Police Services			
			Personal services			
2,778,526	3,440,741	3,551,258	Salaries and wages	3,708,230	3,708,230	-
248,196	325,075	355,579	Payroll taxes	355,147	355,147	-
1,426,855	1,636,276	1,884,330	Benefits	2,011,861	2,011,861	-
4,453,576	5,402,092	5,791,167	Total personal services	6,075,238	6,075,238	-
			Materials and services			
294,458	360,695	333,000	Professional & technical	352,500	352,500	-
40,664	45,256	49,620	Facility and equipment	51,620	51,620	-
94,705	89,645	178,500	Other purchased services	163,000	163,000	-
82,270	80,477	94,500	Supplies	94,500	94,500	-
2,917	1,053	3,500	Community activities	3,500	3,500	-
10,704	32,190	55,000	Minor equipment	55,000	55,000	-
15,558	-	34,000	Other materials & services	56,500	56,500	-
541,275	609,316	748,120	Total materials & services	776,620	776,620	-
-	120,504	-	Furniture and equipment	-	-	-
-	120,504	-	Total capital outlay	-	-	-
4,994,852	6,131,912	6,539,287	Total Police Expenditures	6,851,858	6,851,858	-
			Community Services			
			Personal services			
1,434,307	1,639,161	1,724,798	Salaries and wages	1,739,713	1,739,713	-
130,840	155,785	174,961	Payroll taxes	172,869	172,869	-
572,780	704,317	813,598	Benefits	787,534	787,534	-
2,137,927	2,499,263	2,713,357	Total personal services	2,700,116	2,700,116	-
			Materials and services			
112,822	148,925	155,100	Professional & technical	165,750	165,750	-
10,347	12,544	14,100	Facility and equipment	15,265	15,265	-
47,635	58,655	88,720	Other purchased services	76,060	76,060	-
217,612	211,741	197,400	Supplies	203,750	203,750	-
3,851	12,402	11,400	Community activities	14,400	14,400	-
7,504	13,253	11,620	Minor equipment	23,315	23,315	-
399,770	457,520	478,340	Total materials & services	498,540	498,540	-
29,382	58,232	-	Furniture and equipment	-	-	-
29,382	58,232	-	Total capital outlay	-	-	-
\$ 2,567,079	\$ 3,015,015	\$ 3,191,697	Total Community Services Expenditures	\$ 3,198,656	\$ 3,198,656	\$ -

Budget Detail

General Fund by Division

2021-22 Actual	2022-23 Actual	2023-24 Budget	General Fund Requirements Continued	2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			Public Works			
			Personal services			
752,338	790,454	1,313,239	Salaries and wages	1,409,035	1,409,035	-
88,921	94,280	151,699	Payroll taxes	155,632	155,632	-
349,934	380,012	690,126	Benefits	725,164	725,164	-
<u>1,191,193</u>	<u>1,264,746</u>	<u>2,155,064</u>	Total personal services	<u>2,289,831</u>	<u>2,289,831</u>	-
			Materials and services			
62,941	177,496	296,980	Professional & technical	331,845	331,845	-
992,085	1,193,318	1,334,245	Facility and equipment	1,600,755	1,600,755	-
(7,378)	47,066	105,437	Other purchased services	106,427	106,427	-
58,086	70,402	161,680	Supplies	121,010	121,010	-
1,916	7,798	5,500	Community activities	5,500	5,500	-
54,282	83,889	65,900	Minor equipment	51,600	51,600	-
(894,394)	(1,666,459)	(985,787)	Cost Allocation	(1,095,751)	(1,095,751)	-
<u>267,538</u>	<u>(86,490)</u>	<u>983,955</u>	Total materials & services	<u>1,121,386</u>	<u>1,121,386</u>	-
			Capital outlay			
5,880	4,200	-	Infrastructure	-	-	-
228,876	224,194	383,635	Buildings	-	-	-
18,954	-	250,000	Other improvements	-	-	-
459,750	768,506	341,500	Vehicles	480,500	480,500	-
312,007	1,269,051	-	Furniture and equipment	57,500	57,500	-
<u>1,025,467</u>	<u>2,265,951</u>	<u>975,135</u>	Total capital outlay	<u>538,000</u>	<u>538,000</u>	-
<u>2,484,198</u>	<u>3,444,207</u>	<u>4,114,154</u>	Total Public Works Expenditures	3,949,217	3,949,217	-
			Unallocated Expenditures			
			Transfers out			
-	-	123,086	Transfers to Public Art Fund	35,000	35,000	-
-	-	4,089,130	Transfers to Investment Fund	-	-	-
-	-	246,172	Transfers to Economic Development	70,000	70,000	-
<u>-</u>	<u>-</u>	<u>4,458,388</u>	Total Transfers Out	<u>105,000</u>	<u>105,000</u>	-
7,504,224	10,006,056		Ending Fund Balance			
		852,379	Contingency	940,711	940,711	-
		225,184	Reserved for Future Years - fleet	305,134	305,134	-
		3,848,644	Reserved for Future Years	3,755,028	3,755,028	-
<u>\$ 23,514,436</u>	<u>\$ 28,831,010</u>	<u>\$ 27,830,625</u>	Total requirements	\$ 25,342,699	\$25,342,699	\$ -

Administration

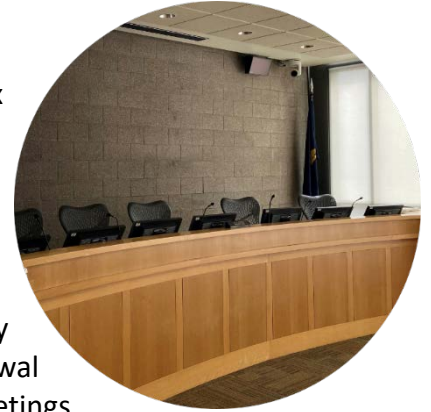
The Administration Division provides leadership and support for all City functions. Administration includes the City Council, City Recorder, City Manager, City Attorney, Information Technology, Human Resources, Finance and Municipal Court.

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			Revenue			
\$ 6,813,554	\$ 7,450,324	\$ 7,880,818	Taxes	\$ 8,559,149	\$ 8,559,149	\$ -
2,161,853	2,389,192	2,508,500	Franchise Fees	2,778,000	2,778,000	-
9,214	9,883	-	Licenses and Permits	-	-	-
766,021	799,465	854,100	Intergovernmental	838,200	838,200	-
67,770	122,654	79,328	Charges for Services	90,000	90,000	-
2,171,440	1,307,742	2,123,000	Fines, Interest, and Other	2,349,000	2,349,000	-
4,117	136,267	5,050	Transfers in & Other Sources	359,493	359,493	-
<u>11,993,968</u>	<u>12,215,526</u>	<u>13,450,796</u>	Total revenue	<u>14,973,842</u>	<u>14,973,842</u>	<u>-</u>
			Expenditures			
2,443,527	2,610,543	3,307,823	Personal services	3,935,946	3,935,946	-
464,774	568,224	(841,167)	Materials and services	(266,005)	(266,005)	-
76,754	75,745	85,000	Capital outlay	50,000	50,000	-
-	-	4,458,388	Transfers out & Other Sources	105,000	105,000	-
<u>\$ 2,985,055</u>	<u>\$ 3,254,512</u>	<u>\$ 7,010,044</u>	Total expenditures	<u>\$ 3,824,941</u>	<u>\$ 3,824,941</u>	<u>\$ -</u>

*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.



2023-24 Highlights

- City Council held two joint work sessions with the Sherwood School District Board of Directors
- Updated Annual Goals and Objectives
- 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
- Submitted application for consideration to Metro to expand the Urban Growth Boundary
- Conducted State of the City event with over 165 people in attendance
- Appointed two members to Youth Advisory Council
- Liaison to a variety of City Boards and Commissions and partner agencies

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Increase transparency	Council meetings	32	28	30
	Work sessions	23	23	23
	Executive sessions	12	17	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	8	8
	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

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.

2023-24 Highlights

- Issued 5 new Content Manager (TRIM/ORMS) Licenses & Trained Staff
- Performed audit and digitization of 2000-2015 city’s legal records (25 boxes)
- Coordinated Citywide Records Management Cleanup Day
- Coordinated with Municipal Court to digitization 100% of 2019-2023 citation records
- Audit and digitization of Finance department archive room records
- Continue implementation and migration of records into Content Manager

2024-25 Goals

- Continue to audit and digitize legal records
- Audit of Human Resources department records
- Audit of Engineering department records
- Continue audit and digitization of Finance department archive room records
- Audit and digitization of historical city photos, migrate to Content Manager
- Continue implementation and migration of records into Content Manager
- Continue to coordinate with City Records Management Committee to oversee Management of City Records
- Continue to purge City records per State Records Retention Schedule (ongoing)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Adhere to public records law and respond to public records requests	Public records requests (approx.)	80	85	85
	Responded within 5 business days (approx.)	65	65	65
Maintain Current Code Updates	Municipal Code updates	8	5	5
Coordinate Accurate and Transparent Elections	Process Election fillings, measures, coordinate special and general elections	0	6	0

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.

2023-24 Highlights

- Updated Council Pillars, Goals and Deliverables
- Successful transition from previous City Manager to City Manager Pro-Tem and Assistant City Manager
- Assisted in successfully negotiated ASFCME contract
- Assisted in Charter review committee recommendations to Council
- Assisted in sale agreement of recreation facility to the YMCA
- Updated out of date employee policies and procedures
- Actively pursued future land acquisition
- Partnered with School District to Implement Youth Advisory Board
- Improved communication with staff, Council and Board and Commission members

2024-25 Goals

- Work to complete the deliverables on the City Council Goals
- Work closely with Senior Leadership to determine needs and goals for coming year
- Continue work with Lobbyist for outside funding
- Increase public engagement through multiple platforms
- Actively pursue future land acquisition
- Continue to improve communication with staff, Council and Board and Commission members
- Re-evaluate Youth Advisory Board

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Increase communication with the public	Newsletter Frequency	Every Two Months	Every Two Months	Every Two Months
	Number of Facebook Followers	4,000	4,900	5,200
	Number of Twitter/X Followers	1,000	1,100	1,300

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.

2023-24 Highlights

- Hired an Interim City Attorney May 2024
- Prepared, reviewed, and otherwise assisted with all adopted ordinances and resolutions
- Assisted in City Manager transition
- Negotiated and bargained AFSCME contract in place of outside counsel resulting in substantial savings to City
- Took on a more substantial role in City litigation
- Developed level of service expectations and legal request tracking system for staff, reduced unnecessary bureaucracy and increased efficiency, and cut outside legal expenses to City

2024-25 Goals

- Hire a law clerk
- Assist with successful completion of Council priority projects
- Continue to review City ordinances and perform housekeeping updates

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Keep Council Informed	Frequency of Tort Claim Updates	Quarterly	Quarterly	Quarterly
Law Clerk Program	Duration of Student Position	None	Full Year	Full Year
Maintain and Update Municipal Code	Ordinances Enacted	N/A	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.

2023-24 Highlights

- Purchase and Implement Bamboo HRIS
- Highway to Health, Safety and Wellbeing Fair – benefits, safety and health information for employees and families before Open Enrollment (18 vendors attended)
- Facilitation of PERS workshop presentations for all employees
- Delivery of Discrimination and Harassment training for all employees
- AFSCME Contract Bargained
- Sherwood Police Department – Career Cycle Planning
- Navigated Paid Leave Oregon Implementation
- Introduced New Employee Benefit – Asset Perks
- Supervisor and Manager Skills Training
- Employee Appreciation events

2024-25 Goals

- Complete full review of all HR Files and ensure compliance with Record Retention rules.
- Review NEOGOV against competitors and make recommendations
- Increase Employee and Dependents knowledge and uptake of supplementary benefits including Beyond Well
- Roll out more HRIS functionality to enable better access to information and accurate Metrics
- Review Job Classifications and implement new Pay Steps

Performance Measures

Strategy	Measures	FY22-23 Actual	FY 23-24 Projected	FY24-25 Projected
Recruit and Retain a Competitive and Diverse Workforce	Applications Received	904	1012	1000
	Beyond well Engaged Members	90	106	110
Develop and Deliver Annual Wellness Program	Rewards Earned	\$8,080	\$10,601	\$11,000

Information Technologies

The Information Technologies department provides technical support, troubleshooting and maintenance of computer hardware and software used by the City. The department operates and maintains the network, servers, phone systems, Sherwood Broadband, and Sherwood public access channel. This department also manages software licensing, assists departments in improving service through effective use of technology and provides training to staff.

2023-24 Highlights

- Replaced all network switches throughout the city
- Held a Cyber Security tabletop exercise with CISA (Dept. Homeland Security) and exec staff
- Replaced all wireless access points throughout the city for better WiFi coverage
- Made AV improvements to conference rooms at City Hall
- Migrated and upgraded the city financial software (In Progress)
- Replaced several security cameras at various city locations]
- Began a project to update the City Website, completion expected in Summer '24

2024-25 Goals

- Complete the city website and mobile app project
- Implement changes to remote access to add additional capabilities
- Implement new IT helpdesk software for better tracking of assets and metrics
- Evaluate moving onsite server infrastructure to a cloud
- Continue cyber security improvements and added capabilities
- Hire unfilled Senior IT Analyst position

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Effectively maintain and support computer and informational systems throughout the City	Major Software Applications Supported	70	75	75
	Computer Systems Supported	386	386	400
	Network Systems Supported	48	48	55
	Terabytes of data maintained onsite	24 TB	24TB	30TB
Productivity Through IT Service Management process improvement	Help desk tickets submitted	1,400	2,000	2,000
	Help desk tickets resolved within 30 min. (Estimate)	15%	10%	10%
	Satisfaction Rate: Good or better	100%	100%	100%
	IT Staff Training Hours	60	100	80

Finance

The Finance department provides financial information, oversight and management. Finance is responsible for the annual budget, annual audit, debt management, payroll, cash management, accounts receivable, accounts payable and administering the Community Enhancement Grant program. The Finance department prepares a wide range of internal and external financial reports.

2023-24 Highlights

- Submitted the GFOA Budget Award for the Fiscal Year 2023-24 budget document (City-wide Value – Fiscal Responsibility)
- Received the GFOA Award for Excellence in Financial Reporting for FY 2021-22 (City-wide Value – Fiscal Responsibility)
- Submitted for the GFOA Award for Excellence in Financial Reporting for FY 2022-23 (City-wide Value – Fiscal Responsibility)
- Continue to revamp this budget document for improved reader experience (City-wide Value – Citizen Engagement)

2024-25 Goals

- Continue to increase passive revenues through sound investments and a diverse investment strategy (City-wide Value – Fiscal Responsibility)
- Outsource payroll and go live 8-1-24 (City-wide Value – Fiscal Responsibility)
- Update the procurement card policy (City-wide Value – Fiscal Responsibility)
- Update the travel policy (City-wide Value – Fiscal Responsibility)
- Complete financial software upgrade (City-wide Value – Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Maintain high levels of financial integrity	Independent auditor opinion	Unqualified	Unqualified	Unqualified
	Number of GFOA reviewer comments on the CAFR	4	3	3
Deliver efficient, effective financial services	Credit rating	Aa2	Aa2	Aa2
	Actual cost to deliver financial services	\$602,632	\$745,026	\$805,135
	Cost to deliver financial services as a % of total City budget	1.0%	1.3%	1.0%

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.



2023-24 Highlights

- Completed last paper retention schedule – 2018 closed citations (15,000, non-scanned) 100% Digital TRIM
- Completed (2nd) Remission Order from Governor Kotek’s office regarding outstanding traffic fines (approximately 120 cases)
- Processing/refunding of Hwy 99 N/B Dismissal Order (over 6,000 citations)

2024-25 Goals

- Complete all dismissal refunds of Hwy 99 N/B Dismissal Order project
- Transfer from WebLEDS to LEDS 2020 (Law Enforcement Data System)
- Review/possible modification of court schedule (days/times)
- Add Pro Tem Judges to current rotation

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Manage an efficient and effective Municipal Court	Traffic violations	11,100	21,000	11,000
	Parking violations	49	60	50
	City Ordinance violations	35	40	50
	Total violations processed	11,300	22,500	15,000
	Number of court staff	4	4	4
	Number of violations processed annually per staff (includes supervisor)	2,825	5,625	3,750
	Operating expenses	642,164	802,712	887,439
	Operating expenses per processed violation	\$56.83	\$35.68	\$59.16

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.

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			Revenue			
\$ 72,532	\$ 81,867	\$ 80,000	Licenses and Permits	\$ 82,000	\$ 82,000	\$ -
53,292	50,106	77,100	Intergovernmental	153,900	153,900	-
2,471,562	1,867,629	846,052	Charges for Services	1,341,588	1,341,588	-
15,000	6,429	-	Fines, Interest, and Other	-	-	-
<u>2,612,386</u>	<u>2,006,031</u>	<u>1,003,152</u>	Total revenue	<u>1,577,488</u>	<u>1,577,488</u>	<u>-</u>
			Expenditures			
2,022,401	1,307,674	1,489,426	Personal services	1,765,504	1,765,504	-
957,423	538,852	559,810	Materials and services	751,650	751,650	-
<u>\$ 2,979,824</u>	<u>\$ 1,846,526</u>	<u>\$ 2,049,236</u>	Total expenditures	<u>\$ 2,517,154</u>	<u>\$ 2,517,154</u>	<u>\$ -</u>

*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.



2023-24 Highlights

- Approved over 400,000 SF of new industrial buildings in the Tonquin Employment Area
- Completed and accepted the Sherwood West Concept Plan in July 2023
- Completed the North District Refinement Study for Sherwood West in March 2024
- Complete a zone change and partition for the Sherwood Family YMCA

2024-25 Goals

- Complete the Dahlke Corridor Development Readiness Study to promote further employment growth in the Tonquin Employment Area
- Adopt new application policy to manage growth and provide adequate infrastructure to serve new development
- Continue to monitor the 2024 Urban Growth Management Decision and receive approval of the Sherwood West expansion proposal
- Encourage additional housing development in the Brookman Addition and throughout the city to address the city’s housing needs

Performance Measures

Strategy	Measures	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Meet State mandated deadlines for land use decisions and produce sound decisions	Perform completeness review within 30 days of submittal	100%	100%	100%
	Produce decisions within 120 days (if no extension)	100%	100%	100%
	Land use decisions made by City staff (Type II)	8	7	9
	Land use decisions made by City staff (Type I)	89	90	95
	Land use decisions made by Hearing Officer and Planning Commission	11	10	8
	Land use decisions made by City Council	3	4	4
Code and policy updates	Code and plan amendment projects undertaken	3	4	4

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.



2023-24 Highlights

- Completed plan reviews, inspections, and final approvals for Sherwood Commerce Center shell buildings. Issued deferred submittal permits and completed inspections for the Willamette Water Supply Program’s Water Treatment Plant
- Issued occupancy approvals for three homes that were shown in this year’s Sherwood Street of Dreams show. Construction continues at Denali Summit, Reserves at Cedar Creek, Middlebrook, and Riverside at Cedar Creek residential subdivisions

2024-25 Goals

- Complete plan reviews, inspections, and final occupancy approvals to facilitate continued industrial and commercial sector growth
- Continue to issue permits and occupancy for residential units to provide additional housing opportunities in the city

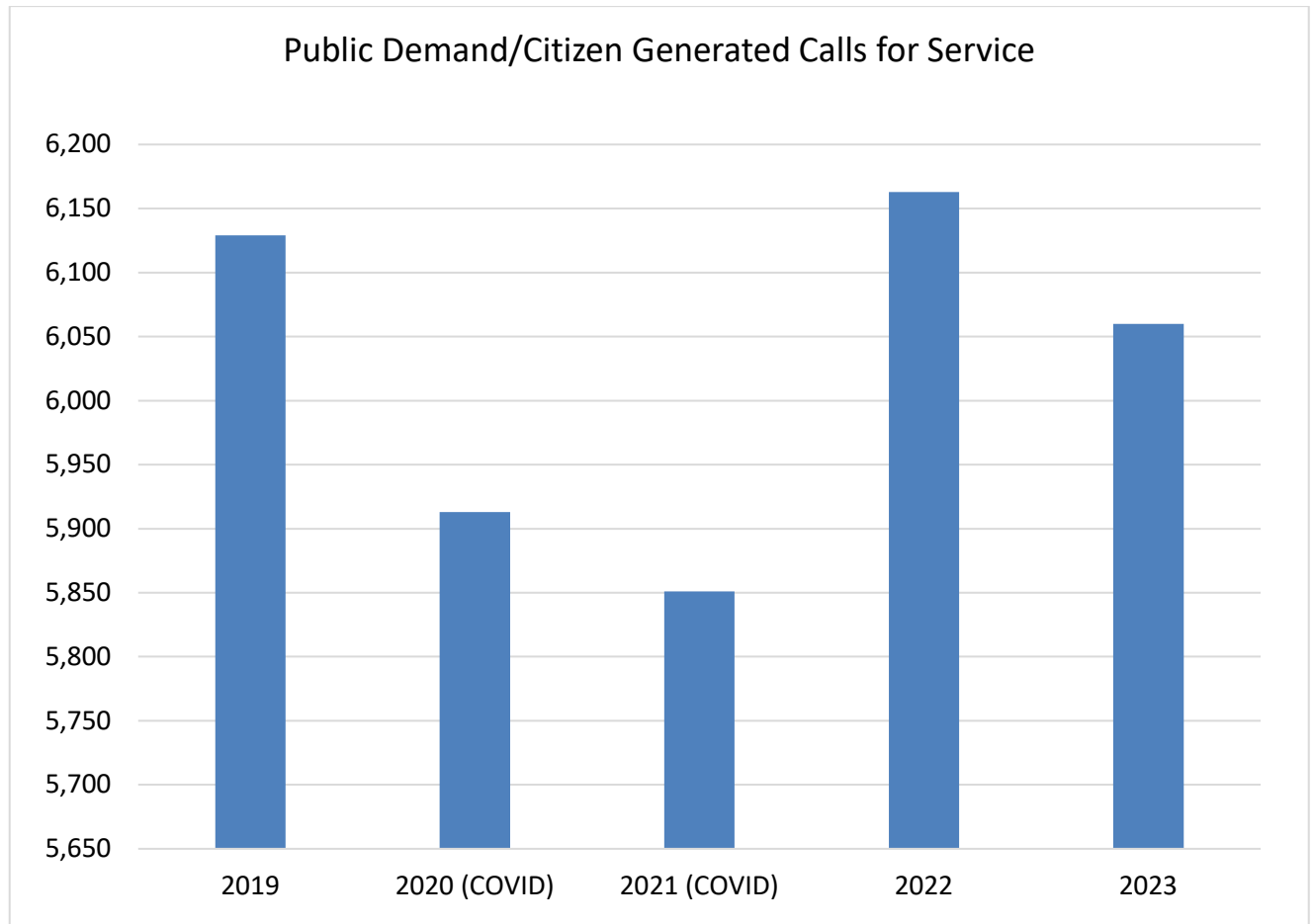
Performance Measures

Strategy	Measures	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Provide timely service	Building inspection performed same day	100%	100%	100%
	Plan review turnaround within 2 weeks’ time for single family homes	95%	95%	95%
	Plan review turnaround within 2 weeks’ time for commercial improvements	95%	95%	95%
	Plan review turnaround within 4 weeks’ time for new commercial buildings	90%	90%	90%
Permits: Identify and track workload measures to enable appropriate staffing	Total number of permits-Issued	742	850	875
	New single-family dwellings/ADU’s	54	90	75
	New Multi-family dwellings	8	0	0
	Residential remodel/additions	26	20	20
	New commercial/Industrial buildings	9	5	9
	Commercial tenant improvement	17	20	20
	Miscellaneous (Mech., Plumb, AS)	634	500	520
Number of inspections	2,598	2,700	2,600	

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.

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			Revenue			
\$ 3,100	\$ 2,175	\$ 3,500	Licenses and Permits	\$ 3,500	\$ 3,500.00	\$ -
47,230	4,517,068	89,000	Intergovernmental	188,180	188,180	-
7,352	10,475	7,300	Charges for Services	9,000	9,000	-
75	622	250	Fines, Interest, and Other	250	250	-
4,550	66,830	8,000	Transfers in & Other Sources	-	-	-
<u>62,307</u>	<u>4,597,170</u>	<u>108,050</u>	Total revenue	<u>200,930</u>	<u>200,930</u>	<u>-</u>
			Expenditures			
4,453,576	5,402,092	5,791,167	Personal services	6,075,238	6,075,238	-
541,275	609,316	748,120	Materials and services	776,620	776,620	-
-	120,504	-	Capital outlay	-	-	-
<u>\$ 4,994,852</u>	<u>\$ 6,131,911</u>	<u>\$ 6,539,287</u>	Total expenditures	<u>\$ 6,851,858</u>	<u>\$ 6,851,858</u>	<u>\$ -</u>



2023-24 Highlights

- Hired 4 Full Time Officers
- Hired 1 Full Time Evidence Technician
- Hired 1 Full Time Community Services Officer
- Hired 2 Reserve Officers

Mental/Behavioral Health (Total)

2021	2022 (1512)	2023 (1741)
MHRT Involved (35)	MHRT Involved (61)	MHRT Involved (40) Unwanted Subject (47)

Youth Involved Calls for Service

2021	2022	2023
DHS/CPS (52)	DHS/CPS (58)	DHS/CPS (179)
School Generated (23)	School Generated (49)	School Generated (36)
Missing/Runaway (23)	Missing/Runaway (23)	Missing/Runaway (4)
MIP (10)	MIP (10)	

Theft (Total)

2021 (324)	2022 (393)	2023 (657)
Calls For Service (296)	Calls For Service (336)	Calls For Service (444)
Self-Initiated (28)	Self-Initiated (57)	Self-Initiated (213)

Substance Abuse Calls for Service

2021	2022	2023
Methamphetamine (14)	Amphetamines (5)	Amphetamines (7)
Marijuana (15)	Marijuana (5)	Marijuana (11)
Heroin (7)	Other Narcotics (3)	Other Narcotics (10)
DUII (29)	DUII (72)	DUII (105)

Performance Measures

Strategy	Measures	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Maintain safety through proactive activities	Number of sworn officers	27	28	30
	Population served	20,465	21,128	21,500
	Number of proactive activities	11,300	11,957	12,500
	Total all calls & activities	17,463	18,017	18,500

2024-25 Goals – In 2024, Sherwood Officers were engaged in approximately 18,017 activities, which comprised of calls for service and self-initiated activities. Officers responded to 1,741 Mental/Behavioral Health calls, 634 disturbances, 657 thefts, 399 traffic crashes, and made 736 arrests, which was 129 arrests higher than the previous year.

Officers conducted approximately 4,653 traffic stops, resulting in 1,202 citations and 3,378 warnings and 105 DUUI arrests which was 33 higher than the previous year.

We want to pick up and continue with many of the programs identified for 2024-25.

- Increase Theft prevention/response measures (City-wide Goal – Livability, Public Safety)
- Increase crime/drug prevention in Sherwood Schools (City-wide Goal – Livability, Citizen Engagement, Public Safety)
- Enhance Behavioral Health response/training (City-wide Goal – Citizen Engagement, Public Safety)
- Enhance succession planning through mentorship of officers and sergeants in appropriate leadership, training, and opportunities (City-wide Goal – Public Safety)
- Re-establish Citizens Academy (City-wide Goal – 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 (City-wide Goal – 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.

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			Revenue			
\$ 1,158,070	\$ 1,114,488	\$ 1,177,648	Intergovernmental	\$ 1,166,060	\$ 1,166,060	\$ -
377,436	457,116	425,560	Charges for Services	455,412	455,412	-
74,854	27,822	92,012	Fines, Interest, and Other	106,485	106,485	-
-	-	527,512	Transfers in & Other Sources	150,000	150,000	-
<u>1,610,360</u>	<u>1,599,425</u>	<u>2,222,732</u>	Total revenue	<u>1,877,957</u>	<u>1,877,957</u>	<u>-</u>
			Expenditures			
2,137,927	2,499,263	2,713,357	Personal services	2,700,116	2,700,116	-
399,770	457,520	478,340	Materials and services	498,540	498,540	-
29,382	58,232	-	Capital outlay	-	-	-
<u>\$ 2,567,079</u>	<u>\$ 3,015,015</u>	<u>\$ 3,191,697</u>	Total expenditures	<u>\$ 3,198,656</u>	<u>\$ 3,198,656</u>	<u>\$ -</u>

Library

The mission of Sherwood Public Library is to inspire discovery, enrich lives and build community through equitable access to life-long learning. The Library serves the greater Sherwood area of about 25,000 people. 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.



2023-24 Highlights

- Providing nearly 440,000 checkouts of physical and digital collections, 12% annual growth and up 17% from pre-pandemic. Adding 7000 items to the local collection
- Welcoming over 170,000 visits and registered 1,300 new library users
- Provided 354 events and classes with 16,000 participants for early literacy, digital literacy, citizenship, book discussions, and other citizen engagement opportunities last year
- Liaison to the formation of a new 501(c)(3) nonprofit, Sherwood Library Foundation
- Enhanced usability of the existing facility by adding shelving capacity in the children’s area.
- Aligning Strategic Plan with City Council goals

2024-25 Goals

- Participate in the WCCLS Funding & Governance Evaluation Project (City-wide Goals— Fiscal Responsibility; Community Partnerships)
- Collaborate with the new Sherwood Library Foundation (City-wide Goals— Fiscal Responsibility; Community Partnerships)
- Improve usability of the existing facility. (City-wide Goals— Fiscal Responsibility; Livability)
- Nurture partnerships with Sherwood School District and other service organizations (City-wide Goals—Community Partnerships)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Increase access and use of library materials	Total annual physical and digital checkouts	391,000	440,000	450,000
Enhance library services to reflect inclusion, diversity, and accessibility	Adult classes presented in Spanish	0	9	12
	National Edge Assessment score for technology accessibility	98 th percentile (774/1000)	n/a	98 th percentile (780/1000)

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.



2023-24 Highlights

- Adult leagues are back and have almost returned to pre-pandemic size. Most regular evening rentals have returned
- Victory Academy (a school for autistic children) has increased their rental time to 2-3 days each week
- Hired two part-time on call employees for weekend work
- Ran one regular youth session league and a smaller, half session youth league

2024-25 Goals

- Grow as many of the adult leagues to capacity as we can' (City-wide Goals– Resident Well Being, Livability)
- Work to get more interest in our youth leagues and grow them as much as possible. (City- wide Goals– Resident Well Being; Livability)
- Continue to rent the fields at Snyder Park as much as possible. Continue to help residents find opportunities for recreation (City-wide Goals– Resident Well Being, Livability)
- Work to retain some part time employees so that we can open more hours at the Field House (City-wide Goals– Resident Well Being, Livability)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Provide quality recreational opportunities for health & fitness for Sherwood citizens	Number people served in the Fieldhouse	13,000	14,000	14,500
	Number of leagues per year in the Fieldhouse	15	17	18
	Number of hours rented at Snyder Park	850	925	1000
	Number of interactions with community regarding recreation opportunities.	16	20	25
	Number of Interactions with community regarding field rentals	234	245	255

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.



2023-24 Highlights

- 60% increase in volunteer hours over previous year
- Outstanding teen engagement at Summer Reading Program, Bilingual Storytime in the Park, and at senior center
- Significantly increased volunteer opportunities at senior center, including *group* volunteering opportunities
- Coordinated various Eagle Scout projects, Adopt a Road program, and park clean ups
- Continued partnership with Sherwood School District in planting trees with local 2nd grade classes in celebration of Arbor Day
- Increased Music on the Green to 5 concerts

2024-25 Goals

- Develop Adopt a Park and Adopt a Trail program for Cedar Creek Trail (City-wide Goals– Resident Well Being; Livability)
- Focus on Corporate engagement in volunteer program (City-wide Goals- Resident Well Being; Livability)
- Secure presenting sponsors for Music on the Green and Movies in the Park (City-wide Goals – Economic Development; Resident Well Being)
- Increase attendance at community events (City-wide Goals– Resident Wellbeing, Livability)
- Implement and communicate effective safety measures to ensure readiness for a return to large events when allowed (City-wide Goals—Fiscal Responsibility; Citizen Engagement; Livability; Forward Thinking)

Performance Measures

Strategy	Measures	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Increase City-wide volunteer opportunities	Volunteer Hours	9,191	10,000	10,500
Accommodate special events and festivals	Special Event Permits Issued	21	17	19
Increase attendance at City sponsored events	Attendance at Music on the Green	5,200	6,000	6,200
	Attendance at Movies in the Park	750	830	900

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.*



2023-24 Highlights

- ArtSmart Summer Camp continues to be a community success, serving 542 children and increasing revenue by 30%. The program is limited only by our building capacity, with many camps full and others with a waiting list
- Record numbers of people attended free cultural activities including Summer and Winter Art Walks, the Diwali celebration and Lunar New Year Festival. Our small business community, Main Street, and Arts Center collaborated on the Art Walks as well as the Great Fall’oween Window Painting Contest, and we continue to partner successfully with the Cultural Arts Commission to provide these cultural festivals as well as a community ofrenda
- A revitalized Friends of the SCA organization has begun planning new ways to support the Arts Center and its work
- New lighting and sound designs have been completed for the theater space, and the addition of new LED lighting has begun, which is an important step in upgrading the Arts Center’s capabilities
- Number of days of usage have soared since FY 21-22 (almost double), as more classes are offered, and new patrons and groups have discovered the facility. The Arts Center has welcomed 11 new rental organizations this past year. All are planning to return
- A second successful “Winter at the Center” week involved curated live events for adults and families, with a successful return to showing a movie on the large screen thanks to our new energy-efficient laser projector

2024-25 Goals

- Continue to implement upgrades to the auditorium’s equipment and sound, lights, and technology capabilities to remain competitive in the performance venue/rental arena, so we can continue to serve Sherwood and Washington County at the highest level (City-wide Goals—Fiscal Responsibility; Community Pride; Economic Development; Forward Thinking)
- Update the Public Art Plan to respond to current and future opportunities (City-wide Goals—Livability; Citizen Engagement)
- Grow the relationship between the Cultural Arts Commission, Main Street, local businesses/organizations, and work with City staff as we take on public art projects and thoughtfully execute the updated plan (City-wide Goals—Economic Development; Community Pride; Citizen Engagement; Livability)
- Continue to explore grant funding to expand cultural festivals, special events, and place-making/public art, especially as the Arts Center heads into its 10th year serving and inspiring the citizens of Sherwood and surrounding area (City-wide Goals— Economic Development; Community Pride; Citizen Engagement; Livability)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Increase participation and utilization of the Center for the Arts facility and programs	Number of registrations for classes, workshops or camps	1,236	1,380	1,600
	Number of days of usage	307	318	325
	Number of production rentals	43	33	45
	Number of facility rentals	85	72	80
	Number of attendees to free arts events	1,300	2,100	2,500
	Number of attendees to visiting events &	47,145	48,000	48,300
	Number of tickets sold to Center for the Arts programs & events	1,225	1,300	1,600

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.



2023-24 Highlights

- Over 6,000 hours of volunteer service at the center with the creation of several new volunteer positions including greeter, Sherwood Senior Shuttle Driver, and other program specific volunteer leaders
- Assisting the Senior Advisory Board and Sherwood City Council to earn Age-Friendly Community status, creating an environment for community members of all ages to thrive
- Growth of the Pearl Room Older Adult Mental Health Support Center programing, offering one-on-one counseling, support groups, depression management, conversation groups, and isolation and loneliness interruption programming to Sherwood older adults
- The beginning of the Sherwood Senior Shuttle, providing curb-to-curb transportation service for Sherwood area older adults. This year also saw the return of excursions, taking older adults to destinations to engage and socialize

2024-25 Goals

- Increase local awareness & utilization of the Sherwood Senior Shuttle (City-wide Goals– Resident Well Being; Livability; Quality Service)
- Continue to build partnerships with local stakeholders to increase access to and availability of programming and services (City-wide Goals– Resident Well Being; Community Partnerships; Quality Service)
- Increase local awareness & utilizations of older adult mental health support offerings at the Center (City-wide Goals– Resident Well Being; Livability)
- Support Sherwood Senior Advisory Board in Age-Friendly City efforts (City-wide Goals– Resident Well Being; Livability)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Provide quality programs for Seniors. Provide a meal program for Seniors	Number of programs offered per month	103	125	130
	Number of Seniors served meals	15,213	15,500	16,000
Provide daily enriching activities	Number of attendees	7,000	9,250	10,000

Public Works

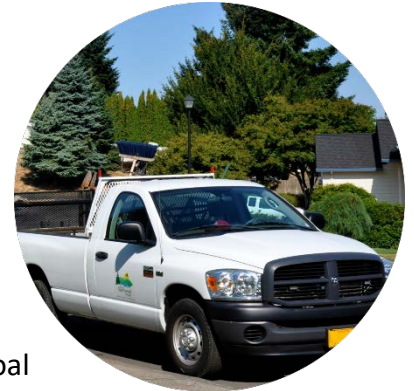
The Public Works Division is responsible for operation and maintenance activities of the City’s infrastructure. Maintenance includes: water, sewer, stormwater, streets, parks, sport fields, facilities and fleet. Public Works provides critical services 24/7 to all residents.

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
Revenue						
\$ 159,707	\$ 20,183	\$ 208,635	Intergovernmental	\$ -	\$ -	\$ -
5,535	11,925	553,000	Charges for Services	580,500	580,500	-
37,432	70,248	41,782	Fines, Interest, and Other	15,000	15,000	-
2,279	-	-	Transfers in & Other Sources	-	-	-
<u>204,953</u>	<u>102,356</u>	<u>803,417</u>	Total revenue	<u>595,500</u>	<u>595,500</u>	<u>-</u>
Expenditures						
1,189,203	1,305,049	2,155,064	Personal services	2,289,831	2,289,831	-
924,713	327,596	983,955	Materials and services	1,121,386	1,121,386	-
411,027	1,542,520	975,135	Capital outlay	538,000	538,000	-
<u>\$ 2,524,944</u>	<u>\$ 3,175,165</u>	<u>\$ 4,114,154</u>	Total expenditures	<u>\$ 3,949,217</u>	<u>\$ 3,949,217</u>	<u>\$ -</u>

*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.



2023-24 Highlights

- Completed annual reporting requirements to the State (Citywide Goal – Infrastructure)
- Specified and purchased 100% of budgeted equipment (Citywide Goal – Infrastructure)
- Outfitted two (2) Police vehicles, one (1) Community Development vehicle, two (2) Utility vehicles, one (1) Facility vehicle (Citywide Goal – Infrastructure)
- Oversaw surplus program (Citywide Goal – Infrastructure)
- Purchased and installed updated City fuel station to provide better data (Citywide Goal – Infrastructure)

2024-25 Goals

- Meet annual state requirements (Citywide Goal – Infrastructure)
- Produce detailed cost reports to each division for fleet costs (Citywide Goal – Fiscal Responsibility)
- Look at ways to improve sustainable practices (Citywide Goal – Community Livability)
- Minimize percentage of fleet vehicles or equipment that are out of service at any time (Citywide Goal – Infrastructure)
- Specify and purchase 100% of budgeted vehicles and equipment (Citywide Goal – Infrastructure)
- Maintain five (5) City electric charging stations (Citywide Goal – Community Livability)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Maintain City’s fleet of vehicles and equipment at a high level of quality with minimal cost	Number of scheduled vehicle maintenance work orders	154	194	200
	Number of scheduled equipment maintenance work orders	171	160	175
	Total number of equipment work orders	431	350	390
	Total number of vehicle work orders	539	550	560
	Number of Generators maintained	6	6	6
	Total gallons of Fuel used City-wide	37,333	37,363	39000

Facilities

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



2023-24 Highlights

- Completed annual reporting requirements to the State (Citywide Goal – Infrastructure)
- Completed weekly inspections of all City facilities (Citywide Goal – Infrastructure)
- Completed inspections of all contracted work (Citywide Goal – Infrastructure)
- Updated 5 Childrens Area Book shelves (Citywide Goal – Infrastructure)
- Installed new Windows 2nd Floor Morback House (Citywide Goal – Infrastructure)
- Reprogramming and commissioning of HVAC controls at Civic building (Citywide Goal-Infrastructure)
- Replacement of Art center backup battery (Citywide Goal – Infrastructure)
- Updating City Hall & Public Works fire panel cellular transmitter (Citywide Goal – Infrastructure)
- Replace windows and siding at Senior Center (Citywide Goal – Infrastructure, Livability & Workability)

2024-2025 Goals

- Perform preventative maintenance of HVAC systems for all City facilities (Citywide Goal – Infrastructure)
- Complete weekly inspections of all City facilities (Citywide Goal – Infrastructure)
- Reprogramming and commissioning of HVAC controls at Police department (Citywide Goal-Infrastructure)
- Police Department re-carpet (Citywide Goal – Infrastructure)
- Replace windows 1st floor of the Morback House (Citywide Goal – Infrastructure, Livability & Workability)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Provide attractive, clean, safe, and well-maintained facilities for the public and City employees	Number of facility inspections per month	5	5	5
	Number of OSHA or safety violations reported	0	0	0
	Met requirements for meeting set-up and tear-down as requested	100%	100%	100%
	Number of insurance claims involving City facilities	0	0	0

Parks Maintenance

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



2023-24 Highlights

- Completed weekly playground inspections during peak season (Citywide Goal – Infrastructure, Livability & Workability)
- Completed trash pickup three times a week during peak usage (Citywide Goal – Infrastructure, Livability & Workability)
- Maintained 8,137 irrigation heads (Citywide Goal – Infrastructure, Livability & Workability)
- Completed 281 park reservations (Citywide Goal – Infrastructure, Livability & Workability)
- Provided 7-day/week staffing coverage during peak season (Citywide Goal – Infrastructure, Livability & Workability)
- Provided staff to assist at Music on the Greens and Movies in the Park and all city sponsored Festivals (Citywide Goal – Infrastructure, Livability & Workability)
- Installed 2 permanent Pickell ball nets at Snyder Park (Citywide Goal-Infrastructure, Livability & Workability)
- Painted Murdock Shelter (Citywide Goal-Infrastructure, Livability & Workability)
- Replaced backboards on basketball hoops at Snyder Park (Citywide Goal – Infrastructure, Livability & Workability)
- Repaired home plate at Snyder Park’s baseball field (Citywide Goal – Infrastructure, Livability & Workability)

2024-25 Goals

- Provide weekly playground inspections (Citywide Goal-Infrastructure, Livability & Workability)
- Provide weekly mowing at parks, athletic fields (Citywide Goal-Infrastructure, Livability & Workability)
- Provide 7-day/week staffing during peak season (Citywide Goal-Infrastructure, Livability & Workability)
- Snyder Park Parking lot Seal Coat (Citywide Goal-Infrastructure, Livability & Workability)
- Cannery Square Audio System Up Grade (Citywide Goal-Infrastructure, Livability & Workability)
- Snyder baseball field Cut outs turf replaced (Citywide Goal-Infrastructure, Livability & Workability)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Support and maintain parks, recreation land, and natural areas	Developed Park acres	61.56	61.56	61.56
	Restrooms cleaned daily	10	10	10
	Number of park reservations	236	281	303
	Number of sports fields maintained	3	3	3
	Number of playgrounds inspected weekly during peak season	9	9	9

Engineering

The Engineering department plans, designs, and oversees construction of the City's Capital Improvement Projects (CIP's), which include streets, stormwater systems, sanitary sewer systems, water systems, and park facilities. The department is 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.

**2023-24 Highlights**

- Received Letter of Final Acceptance from ODOT for the federally funded Cedar Creek Trail project, allowing the City to complete the remaining locally funded work (Citywide Goal – Infrastructure, Livability & Workability)
- Hired consultants, prepared, and submitted a \$5M EPA Brownfields Cleanup Grant Application through the grants.gov portal and acquired the properties (Citywide Goal – Infrastructure, Livability & Workability)
- Bid and began the Cedar Creek feeder trail project that will provide access to the Senior Center parking lot and SW Sherwood Blvd (Citywide Goal – Infrastructure, Livability & Workability)
- Completed the visual corridor improvement restoration work along SW Alexander Lane, including installation of a taller and improved fence and denser, low-maintenance landscaping (Citywide Goal – Infrastructure, Livability & Workability)
- Began work on the Gleneagle Regional Stormwater Management Retrofit Project and the FEMA-FIRM Floodplain Map Correction Project (Citywide Goal – Infrastructure, Livability & Workability)
- Bid the Highway 99W Pedestrian Bridge Project, including Value Engineering and award of the contract (Citywide Goal – Economic Development, Infrastructure, Livability & Workability, Public Safety)
- Coordinated with CWS staff to complete the design, bidding and start construction on the Brookman Sanitary Sewer Trunk Line Extension (Citywide Goal – Economic Development, Infrastructure and Livability)
- Achieved final acceptance of the Rock Creek Sanitary Trunkline Phase 1 project and hired a consultant to begin design work on Phase 2 (Citywide Goal – Economic Development, Infrastructure, Livability & Workability)
- Completed 60-90% design plans for SW Ice Age Drive Improvements and started the ROW acquisition phase (Citywide Goal – Economic Development, Infrastructure, Livability & Workability)
- Completed agreement with Kinder Morgan and an early bid package for Ice Age Drive (Citywide Goal – Economic Development, Infrastructure, Livability & Workability)
- Completed RFP for all Architectural & Engineering services to cover on call services (Citywide Goal – Economic Development, Infrastructure, Livability & Workability, Public Safety)

- Completed SW Sunset Blvd Crosswalk Safety Study, and prepared bike/pedestrian action plan for the Middleton Elementary School Walking Shed (Citywide Goal – Infrastructure, Livability & Workability, Public Safety)
- Provided design coordination efforts between ODOT, WACO, CWS, and developers on private site developments (Citywide Goal – Economic Development, Infrastructure, Livability & Workability, Public Safety).

2024-25 Goals

- Update City of Sherwood Engineering Design Manual (Citywide Goal – Economic Development, Infrastructure, Livability & Workability, Public Safety)
- Issue RFP for consultant roster and execute all related contracts to help w/ general City services and delivery of the CIP plan (Citywide Goal – Economic Development, Infrastructure, Livability & Workability, Public Safety)
- Begin work on TSP Update Project (Citywide Goal – Economic Development, Infrastructure, Livability & Workability, Public Safety)
- Work on Hwy 99W Pedestrian Bridge project with substantial completion goal by September 2025.
- Continue work on CIP projects identified in Capital Improvement Plan (Citywide Goal – Economic Development, Infrastructure, Livability & Workability, Public Safety)
- Continue to work with ODOT on SW Ice Age Drive Improvements for construction starting as early as Spring 2025 (Citywide Goal – Economic Development, Infrastructure, Livability & Workability)
- Complete FEMA-FIRM Floodplain Remapping project so that materials can be submitted to FEMA (Citywide Goal – Infrastructure, Livability & Workability, Public Safety)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Provide professional infrastructure design and management services	Capital projects designed, managed, and/or inspected	8	9	11
	Public improvement projects designed managed & inspected	8	8	6
	Private development pre-applications reviewed	15	15	13
	Private development applications reviewed for final approval	8	9	9
Protect infrastructure and right-of-ways. Enforce engineering design and construction standards	Right-of-way permits issued	11	25	25
	SFR lot ESC plan reviews performed	40	38	25
	SFR lot ESC inspections performed	320	260	225
	ESC inspections performed under Compliance Agreement projects	500	450	450

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 City Council with feedback from the Cultural Arts Commission.

2023-24 Highlights

- Completed RFP and obtained proposals for the Oregon Street Roundabout Art Project. (City-wide Goals-Livability & Workability)
 - Selected artist and negotiated contract for artwork.

2024-25 Goals

- Update the Public Art Master Plan. (City-wide Goals-Livability & Workability)
- Install artwork for Oregon Street Roundabout. (City-wide Goals-Livability & Workability)
- Support public art projects located on city property and murals owned by the city but located on either private or city owned property. (City-wide Goals-Livability & Workability)

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			RESOURCES			
\$ -	\$ -	\$ -	Beginning fund balance	\$ -	\$ -	\$ -
			Revenue			
-	-	2,310	Fines, interest and other	2,000	2,000	-
-	-	2,310	Total revenue	2,000	2,000	-
			Other sources			
-	-	123,086	Transfers in	35,000	35,000	-
-	-	123,086	Total other sources	35,000	35,000	-
-	-	125,396	Total resources	37,000	37,000	-
			REQUIREMENTS			
			Expenditures			
			Capital outlay			
-	-	110,777	Other improvements	37,000	37,000	-
-	-	110,777	Total capital outlay	37,000	37,000	-
-	-	110,777	Total expenditures	37,000	37,000	-
-	-	-	Ending Fund Balance	-	-	-
-	-	12,309	Contingency	-	-	-
-	-	2,310	Reserved for Future Years	-	-	-
\$ -	\$ -	\$ 125,396	Total requirements	\$ 37,000	\$ 37,000	\$ -

Performance Measures

As this fund becomes more established, performance measures will be established and outlined in future years.

Economic Development and Promotion

The Economic Development and Promotion Fund is the face for the City business community. Economic Development's responsibility is to promote, develop and assist with opportunities for business, industrial and entrepreneurial development. The fund will help drive economic development, support businesses that provide jobs for residents by building on assets, developing the necessary infrastructure to retain existing businesses, support new businesses and promote/sponsor local events. Economic development also will be supported by maintaining our livability and character as a clean, healthy, and vibrant community where one can work, play, live, shop and do business. The fund assists with business retention, expansion and recruitment as well as improving the business climate within the City.

2023-24 Highlights

- Completion of Development of Phase I of the Sherwood Commerce Center (Citywide Goal – Economic Development)
- Completed 2023 Economic Opportunities Analysis Update (EOA Update) (Citywide Goal – Economic Development)
- Attracted Panattoni Development to develop 400,000 square foot Rock Creek Corporate Park (Citywide Goal – Economic Development)
- Participated in 35+ Trade Shows and business networking events in Metro Portland (Citywide Goal – Economic Development)
- Worked Extensively with Metro and Various Partners on Sherwood West Urban Growth Boundary Expansion (Citywide Goal – Economic Development)
- Obtained Business Oregon Industrial Site Readiness Grant for Dahlke Corridor/Tonquin Employment Area (Citywide Goal – Economic Development)

2024-25 Goals

- Complete Old Town Strategic Action Plan (Citywide Goal – Economic Development)
- Encourage and Facilitate Approval of Phases 2 and 3 of Sherwood Commerce Center (Citywide Goal – Economic Development)
- Facilitate development and recruitment of businesses to Panattoni Rock Creek Corporate Park (Citywide Goal – Economic Development)
- Participate in 40 Trade Shows and business networking events in Metro Portland (Citywide Goal – Economic Development)
- Continue to work with existing industrial and retail business to help them remain and grow in Sherwood (Citywide Goal – Economic Development)
- Facilitate opportunities for private redevelopment of Sherwood Cinema Center (Citywide Goal – Economic Development)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Continue Proactive Economic Marketing Outreach Initiatives	Participate in Trade Shows and Business Networking Events	--	35+	40
	Expand LinkedIn Market Initiatives	--	15	26
	Conduct Existing Business Retention Expansion (BRE) to Existing Companies	--	5	15
	Conduct Familiarization Tours of Sherwood with Commercial Developers and Brokers	--	15	25

2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
RESOURCES					
\$ -	\$ -	Beginning fund balance	\$ 246,957	\$ 246,957	\$ 246,957
-	4,430	Revenue			
-	4,430	Fines, interest and other	5,000	5,000	-
		Total revenue	5,000	5,000	-
Other sources					
-	246,172	Transfers in	70,000	70,000	-
-	246,172	Total other sources	70,000	70,000	-
-	250,602	Total resources	321,957	321,957	246,957
REQUIREMENTS					
Expenditures					
Personal services					
-	-	Salaries and wages	63,337	63,337	-
-	-	Payroll taxes	6,340	6,340	-
-	-	Benefits	30,110	30,110	-
-	-	Total personal services	99,787	99,787	-
Materials and services					
-	10,000	Professional & technical	70,000	70,000	-
-	-	Other purchased services	7,900	7,900	-
-	-	Community activities	10,500	10,500	-
-	10,000	Total materials & services	88,400	88,400	-
-	10,000	Total expenditures	188,187	188,187	-
-	-	Ending Fund Balance	-	-	-
-	123,086	Contingency	32,196	32,196	-
-	117,516	Reserved for Future Years	101,574	101,574	246,957
\$ -	\$ 250,602	Total requirements	\$ 321,957	\$ 321,957	\$ 246,957

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.

2023-24 Highlights

- Developed and implemented a plan and strategy on how best to utilize current and future TLT Funds (City-wide Value – Fiscal Responsibility and Livability & Workability)

2024-25 Goals

- Continue to research and develop a plan to potentially grow this tax program (City-wide Value – Fiscal Responsibility)
- Continue to support Sherwood Center for the Arts (City-wide Value – Livability & Workability)

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			RESOURCES			
\$ 70,847	\$ 207,330	\$ 376,512	Beginning fund balance	\$ -	\$ -	\$ -
			Revenue			
135,688	157,769	150,000	Intergovernmental	150,000	150,000	-
795	4,948	1,000	Fines, interest and other	5,000	5,000	-
136,483	162,717	151,000	Total revenue	155,000	155,000	-
207,330	370,047	527,512	Total resources	155,000	155,000	-
			REQUIREMENTS			
			Expenditures			
			Total expenditures	-	-	-
			Other uses			
		527,512	Transfers out	155,000	155,000	-
		527,512	Total other uses	155,000	155,000	-
207,330	370,047	-	Ending Fund Balance	-	-	-
-	-	-	Contingency	-	-	-
-	-	-	Reserved for Future Years	-	-	-
\$ 207,330	\$ 370,047	\$ 527,512	Total requirements	\$ 155,000	\$ 155,000	\$ -

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).

2023-24 Highlights

- Awarded funds to community applicants totaling \$84,320 (City-wide Value – Livability & Workability)

2024-25 Goals

- Provide opportunities to groups who have not learned about the CEP program (City-wide Value – Citizen Engagement)
- Expand advertising and outreach (City-wide Value – Citizen Engagement)

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			RESOURCES			
\$ 24,306	\$ 49,033	\$ 38,780	Beginning fund balance	\$ 150,040	\$ 150,040	\$ 150,040
73,333	154,746	101,000	Revenue			
12,849	63,236	-	Intergovernmental	100,000	100,000	-
86,182	217,982	101,000	Fines, interest and other	4,500	4,500	-
110,488	267,015	139,780	Total revenue	104,500	104,500	-
			Total resources	254,540	254,540	150,040
			REQUIREMENTS			
			Expenditures			
			Materials and services			
57,339	73,171	84,320	Professional & technical	203,962	203,962	-
57,339	73,171	84,320	Total materials & services	203,962	203,962	-
57,339	73,171	84,320	Total expenditures	203,962	203,962	-
			Other uses			
4,117	59,359	5,050	Transfers out	11,493	11,493	-
4,117	59,359	5,050	Total other uses	11,493	11,493	-
49,033	134,485	-	Ending Fund Balance	-	-	-
-	-	6,989	Contingency	25,888	25,888	-
-	-	43,421	Reserved for Future Years	13,197	13,197	150,040
\$ 110,488	\$ 267,015	\$ 139,780	Total requirements	\$ 254,540	\$ 254,540	\$ 150,040

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Actual	FY24-25 Projected
Increase awareness to potential grant recipients.	Number of applications	11	10	19

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.

2023-24 Highlights

- \$250,000 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.

2024-25 Goals

- Build fund balance through investment income.

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
\$ -	\$ -	\$ -	RESOURCES			
			Beginning fund balance	\$ 4,270,840	\$ 4,270,840	\$ 4,270,840
			Revenue			
-	-	39,200	Fines, interest and other	50,000	50,000	-
-	-	39,200	Total revenue	50,000	50,000	-
			Other sources			
-	-	4,089,130	Transfers in	-	-	-
-	-	4,089,130	Total other sources	-	-	-
-	-	4,128,330	Total resources	4,320,840	4,320,840	4,270,840
			REQUIREMENTS			
			Expenditures			
			Other uses			
-	-	-	Transfers out	250,000	250,000	-
-	-	-	Total other uses	250,000	250,000	-
-	-	-	Ending Fund Balance	-	-	-
-	-	4,089,130	Contingency	1,070,840	1,070,840	-
-	-	39,200	Reserved for Future Years	3,000,000	3,000,000	4,270,840
\$ -	\$ -	\$ 4,128,330	Total requirements	\$ 4,320,840	\$ 4,320,840	\$ 4,270,840

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.

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
RESOURCES						
\$ 78,687	\$ 77,281	\$ -	Beginning fund balance	\$ -	\$ -	\$ -
(1,406)	752	-	Revenue	-	-	-
(1,406)	752	-	Fines, interest and other	-	-	-
77,281	78,033	-	Total revenue	-	-	-
			Total resources	-	-	-
UNALLOCATED REQUIREMENTS						
-	-	-	Debt service	-	-	-
-	-	-	Total debt service	-	-	-
-	78,033	-	Transfers out	-	-	-
-	78,033	-	Total other uses	-	-	-
77,281	-	-	Ending Fund Balance	-	-	-
-	-	-	Reserved for Future Years	-	-	-
\$ 77,281	\$ 78,033	\$ -	Total requirements	\$ -	\$ -	\$ -

Street Operations Fund

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			RESOURCES			
\$ 2,586,771	\$ 3,795,430	\$ 3,547,879	Beginning fund balance	\$ 4,535,150	\$ 4,535,150	\$ -
			Revenue			
2,035,025	2,011,386	2,040,529	Intergovernmental	2,092,050	2,092,050	-
686,427	752,127	723,000	Charges for services	780,590	780,590	-
738,723	-	-	Infrastructure development	-	-	-
24,053	62,766	75,000	Fines, interest and other	210,000	210,000	-
<u>3,484,229</u>	<u>2,826,279</u>	<u>2,838,529</u>	Total revenue	<u>3,082,640</u>	<u>3,082,640</u>	<u>-</u>
			Other sources			
-	18,186	-	Sale of fixed assets	-	-	-
<u>-</u>	<u>18,186</u>	<u>-</u>	Total other sources	<u>-</u>	<u>-</u>	<u>-</u>
			Total resources	7,617,790	7,617,790	-
			REQUIREMENTS			
			Expenditures			
			Personal services			
317,351	315,406	368,382	Salaries and wages	402,583	402,583	-
35,104	36,100	43,325	Payroll taxes	45,180	45,180	-
<u>157,312</u>	<u>168,928</u>	<u>178,969</u>	Benefits	<u>203,903</u>	<u>203,903</u>	<u>-</u>
<u>509,767</u>	<u>520,434</u>	<u>590,676</u>	Total personal services	<u>651,666</u>	<u>651,666</u>	<u>-</u>
			Materials and services			
102,978	84,390	39,300	Professional & technical	37,800	37,800	-
559,080	439,964	961,366	Facility and equipment	1,283,638	1,283,638	-
25,415	28,001	30,945	Other purchased services	34,756	34,756	-
93,852	36,954	91,500	Supplies	90,550	90,550	-
3,687	1,406	7,500	Minor equipment	4,000	4,000	-
<u>225,113</u>	<u>241,810</u>	<u>536,201</u>	Cost Allocation	<u>316,589</u>	<u>316,589</u>	<u>-</u>
<u>1,010,125</u>	<u>832,524</u>	<u>1,666,812</u>	Total materials & services	<u>1,767,333</u>	<u>1,767,333</u>	<u>-</u>
			Capital outlay			
5,678	-	-	Infrastructure	-	-	-
<u>5,678</u>	<u>-</u>	<u>-</u>	Total capital outlay	<u>-</u>	<u>-</u>	<u>-</u>
			Total expenditures	2,418,999	2,418,999	-
<u>1,525,570</u>	<u>1,352,958</u>	<u>2,257,488</u>	Other uses			
750,000	750,000	763,138	Transfers out	750,000	750,000	-
<u>750,000</u>	<u>750,000</u>	<u>763,138</u>	Total other uses	<u>750,000</u>	<u>750,000</u>	<u>-</u>
			Ending Fund Balance	-	-	-
3,795,430	4,536,936	-	Contingency	154,132	154,132	-
-	-	141,926	Reserved for Future Years - Maint.	86,646	86,646	-
-	-	169,048	Reserved for Future Years	4,208,013	4,208,013	-
-	-	3,054,807	Total requirements	\$ 7,617,790	\$ 7,617,790	\$ -
<u>\$ 6,071,000</u>	<u>\$ 6,639,895</u>	<u>\$ 6,386,408</u>				

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.



2023-24 Highlights

- Responded to storm events (City-wide Goal – Infrastructure and Livability)
- Continued street sign reflectivity program (City-wide Goal – Infrastructure and Livability)
- Completed Pavement Management Program projects/slurry seal/crack sealing (City-wide Goal – Infrastructure and Livability)
- Continued implementation of ADA ramp program (City-wide Goal – Infrastructure and Livability)
- Completed inspection of all contract work (City-wide Goal – Infrastructure and Livability)
- Continued Tree Trimming program (City-wide Goal – Infrastructure and Livability)
- Completed City-wide ADA Transition Plan (City-wide Goal – Infrastructure and Livability)

2024-25 Goals

- Pavement Management Program projects/slurry seal (City-wide Goal – Infrastructure)
- Continue reflectivity of City’s street signs program (City-wide Goal – Infrastructure)
- Sidewalk Replacement Program (City-wide Goal – Infrastructure)
- Continue implementation of ADA ramp program (City-wide Goal – Infrastructure)
- Repaint Old Town streetlights, bollards and street appurtenances (City-wide Goal – Infrastructure and Livability)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Maintain roads and right-of-way to the highest quality standard	City-wide average PCI rating	85	86	84
	Number of street segments	764	772	790
	Number of street segments reconstructed	6	5	4
	Number of street segments slurry sealed	00	48	11
	Number of street segments cracks sealed	48	198	122
Maintain street signage and striping for safety	Number of signs updated/replaced	55	150	160
	Number of lane miles restriped	13.6	13.6	13.6
	Number of thermo-plastic street legends installed or replaced	29	50	60
	Street Signs	2,247	2,417	2,500

Street Capital Projects

- Tualatin-Sherwood Rd Improvements
- Oregon Street Design and Construction
- Sunset-Timbrel Crosswalk Enhancements
- Ice Age Drive Design & Construction
- Shaumburg (Division to end)
- Arrow Street Improvements
- 99W Pedestrian Bridge
- Cedar Creek Trail Supplement Work
- Traffic Calming
- Sunset (Eucalyptus to St. Charles)
- Sunset (St. Charles to Myrica)
- Sunset (Myrica to Main)
- Meineke Roundabout

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

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			RESOURCES			
\$ 5,427,968	\$ 6,883,844	\$ 7,360,995	Beginning fund balance	\$ 9,473,592	\$ 9,473,592	\$ -
			Revenue			
60,791	62,888	64,000	Charges for services	62,150	62,150	-
1,666,478	2,194,561	2,287,565	Infrastructure development	1,403,235	1,403,235	-
35,765	125,051	145,000	Fines, interest and other	425,000	425,000	-
1,763,035	2,382,499	2,496,565	Total revenue	1,890,385	1,890,385	-
			Other sources			
750,000	750,000	763,138	Transfers in	750,000	750,000	-
750,000	750,000	763,138	Total other sources	750,000	750,000	-
7,941,003	10,016,343	10,620,698	Total resources	12,113,977	12,113,977	-
			REQUIREMENTS			
			Expenditures			
			Personal services			
49,009	30,160	75,790	Salaries and wages	61,018	61,018	-
4,255	2,825	7,536	Payroll taxes	5,752	5,752	-
23,239	14,462	42,181	Benefits	30,577	30,577	-
76,503	47,446	125,507	Total personal services	97,347	97,347	-
			Materials and services			
248,626	101,187	-	Professional & technical	510,000	510,000	-
199	2,709	-	Facility and equipment	-	-	-
1,161	54,708	1,500	Other purchased services	1,500	1,500	-
30,116	-	-	Supplies	1,500	1,500	-
2,824	-	-	Minor equipment	-	-	-
60,756	35,793	157,189	Cost Allocation	133,478	133,478	-
343,682	194,398	158,689	Total materials & services	646,478	646,478	-
			Capital outlay			
560,651	250,893	1,513,138	Infrastructure	3,050,091	3,050,091	-
560,651	250,893	1,513,138	Total capital outlay	3,050,091	3,050,091	-
980,837	492,737	1,797,334	Total expenditures	3,793,916	3,793,916	-
			Other uses			
76,322	660,718	650,000	Transfers out	635,000	635,000	-
76,322	660,718	650,000	Total other uses	635,000	635,000	-
6,883,844	8,862,888	-	Ending Fund Balance	-	-	-
-	-	8,173,364	Reserved for Future Years	7,685,061	7,685,061	-
\$ 7,941,003	\$ 10,016,343	\$ 10,620,698	Total requirements	\$ 12,113,977	\$ 12,113,977	\$ -

General Construction Projects

- Tannery Site Cleanup – pre-development
- Adjacent Art Center Design

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

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
\$ 1,792,586	\$ 1,657,706	\$ 2,030,102	RESOURCES			
			Beginning fund balance	\$ 3,919,796	\$ 3,919,796	\$ -
			Revenue			
29,231	26,597	30,000	Franchise Fees	25,000	25,000	-
86,554	83,467	86,000	Charges for services	85,000	85,000	-
750,577	703,467	1,355,013	Infrastructure development	752,075	752,075	-
13,356	46,445	65,000	Fines, interest and other	160,000	160,000	-
<u>879,718</u>	<u>859,976</u>	<u>1,536,013</u>	Total revenue	<u>1,022,075</u>	<u>1,022,075</u>	<u>-</u>
			Other sources			
76,322	660,718	650,000	Transfers in	635,000	635,000	-
<u>76,322</u>	<u>660,718</u>	<u>650,000</u>	Total other sources	<u>635,000</u>	<u>635,000</u>	<u>-</u>
<u>2,748,626</u>	<u>3,178,400</u>	<u>4,216,115</u>	Total resources	<u>5,576,871</u>	<u>5,576,871</u>	<u>-</u>
			REQUIREMENTS			
			Expenditures			
			Personal services			
41,766	22,143	39,072	Salaries and wages	38,387	38,387	-
3,579	2,117	3,895	Payroll taxes	3,745	3,745	-
21,922	12,035	21,564	Benefits	16,741	16,741	-
<u>67,267</u>	<u>36,295</u>	<u>64,531</u>	Total personal services	<u>58,873</u>	<u>58,873</u>	<u>-</u>
			Materials and services			
97,143	100,033	180,000	Professional & technical	-	-	-
156	-	6,500	Facility and equipment	10,000	10,000	-
1,147	957	-	Other purchased services	-	-	-
716	594,411	-	Supplies	-	-	-
45,141	28,622	80,821	Cost Allocation	80,724	80,724	-
<u>144,303</u>	<u>724,023</u>	<u>267,321</u>	Total materials & services	<u>90,724</u>	<u>90,724</u>	<u>-</u>
			Capital outlay			
620,235	-	-	Land	-	-	-
-	3,008	950,000	Infrastructure	985,000	985,000	-
250,154	-	-	Buildings	-	-	-
8,960	-	-	Other improvements	-	-	-
-	56,499	-	Furniture and equipment	-	-	-
<u>879,349</u>	<u>59,507</u>	<u>950,000</u>	Total capital outlay	<u>985,000</u>	<u>985,000</u>	<u>-</u>
<u>1,090,919</u>	<u>819,826</u>	<u>1,281,852</u>	Total expenditures	<u>1,134,597</u>	<u>1,134,597</u>	<u>-</u>
1,657,706	2,358,575	-	Ending Fund Balance	-	-	-
-	-	2,934,263	Reserved for Future Years	4,442,274	4,442,274	-
<u>\$ 2,748,626</u>	<u>\$ 3,178,400</u>	<u>\$ 4,216,115</u>	Total requirements	<u>\$ 5,576,871</u>	<u>\$ 5,576,871</u>	<u>\$ -</u>

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.

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			RESOURCES			
\$ 16,461,810	\$ 26,646,682	\$ 24,180,611	Beginning fund balance	\$ 22,733,753	\$ 22,733,753	\$ -
			Revenue			
6,332,047	7,045,802	6,563,055	Charges for services	6,233,500	6,233,500	-
725,087	695,673	719,532	Infrastructure development	700,486	700,486	-
123,557	445,787	481,000	Fines, interest and other	1,136,000	1,136,000	-
<u>7,180,690</u>	<u>8,187,262</u>	<u>7,763,587</u>	Total revenue	<u>8,069,986</u>	<u>8,069,986</u>	<u>-</u>
			Other sources			
-	3,949	-	Sale of fixed assets	-	-	-
9,997,403	-	-	Issuance of long-term debt	-	-	-
<u>9,997,403</u>	<u>3,949</u>	<u>-</u>	Total other sources	<u>-</u>	<u>-</u>	<u>-</u>
33,639,903	34,837,893	31,944,198	Total resources	30,803,739	30,803,739	-
			REQUIREMENTS			
			Expenditures			
			Personal services			
486,390	558,910	617,171	Salaries and wages	646,095	646,095	-
50,295	59,197	68,731	Payroll taxes	69,524	69,524	-
216,134	268,486	307,804	Benefits	323,559	323,559	-
<u>752,818</u>	<u>886,593</u>	<u>993,706</u>	Total personal services	<u>1,039,178</u>	<u>1,039,178</u>	<u>-</u>
			Materials and services			
147,526	148,424	150,975	Professional & technical	157,600	157,600	-
1,187,223	1,564,566	1,768,930	Facility and equipment	1,944,873	1,944,873	-
511,331	585,641	590,423	Other purchased services	581,154	581,154	-
132,224	77,456	138,250	Supplies	141,590	141,590	-
7,645	1,096	14,500	Minor equipment	6,500	6,500	-
339,655	495,314	768,021	Cost Allocation	649,385	649,385	-
<u>2,325,605</u>	<u>2,872,496</u>	<u>3,431,099</u>	Total materials & services	<u>3,481,102</u>	<u>3,481,102</u>	<u>-</u>
			Capital outlay			
2,192,698	3,959,973	7,941,710	Infrastructure	1,256,000	1,256,000	-
<u>2,192,698</u>	<u>3,959,973</u>	<u>7,941,710</u>	Total capital outlay	<u>1,256,000</u>	<u>1,256,000</u>	<u>-</u>
<u>5,271,120</u>	<u>7,719,062</u>	<u>12,366,515</u>	Total expenditures	<u>5,776,280</u>	<u>5,776,280</u>	<u>-</u>
			Debt service			
1,081,000	1,406,000	1,486,000	Principal	1,531,000	1,531,000	-
496,586	853,508	775,620	Interest	726,497	726,497	-
144,515	-	-	Issuance costs	-	-	-
<u>1,722,101</u>	<u>2,259,508</u>	<u>2,261,620</u>	Total debt service	<u>2,257,497</u>	<u>2,257,497</u>	<u>-</u>
26,646,682	24,859,322	-	Ending Fund Balance	-	-	-
-	-	306,203	Contingency	182,975	182,975	-
-	-	205,661	Reserved for Future Years - Fleet	97,586	97,586	-
-	-	8,283,294	Reserved for Future Years - Ops	7,151,105	7,151,105	-
-	-	8,520,905	Reserved for Future Years - Cap	15,338,296	15,338,296	-
\$ 33,639,903	\$ 34,837,893	\$ 31,944,198	Total requirements	\$ 30,803,739	\$ 30,803,739	\$ -

Budget Detail

Water Operations

Water Operations

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
\$ 7,973,919	\$ 9,738,745	\$ 9,218,815	RESOURCES			
			Beginning fund balance	\$ 10,330,087	\$10,330,087	\$ -
			Revenue			
6,332,047	6,395,802	5,913,055	Charges for services	3,133,500	3,133,500	-
66,206	175,413	211,000	Fines, interest and other	526,000	526,000	-
6,398,252	6,571,215	6,124,055	Total revenue	3,659,500	3,659,500	-
			Other sources			
-	3,949	-	Sale of fixed assets	-	-	-
-	3,949	-	Total other sources	-	-	-
14,372,171	16,313,909	15,342,870	Total resources	13,989,587	13,989,587	-
			REQUIREMENTS			
			Expenditures			
			Personal services			
485,727	546,686	580,370	Salaries and wages	587,319	587,319	-
50,007	57,823	64,942	Payroll taxes	63,877	63,877	-
215,814	263,067	286,810	Benefits	295,261	295,261	-
751,548	867,576	932,122	Total personal services	946,457	946,457	-
			Materials and services			
127,145	148,424	150,975	Professional & technical	157,600	157,600	-
1,187,223	1,564,380	1,768,930	Facility and equipment	1,944,873	1,944,873	-
511,331	585,066	590,423	Other purchased services	581,154	581,154	-
132,224	77,456	138,250	Supplies	141,590	141,590	-
7,645	1,096	14,500	Minor equipment	6,500	6,500	-
338,725	494,945	690,892	Cost Allocation	522,250	522,250	-
2,304,293	2,871,366	3,353,970	Total materials & services	3,353,967	3,353,967	-
			Capital outlay			
-	211,348	-	Infrastructure	-	-	-
-	211,348	-	Total capital outlay	-	-	-
3,055,840	3,950,290	4,286,092	Total expenditures	4,300,424	4,300,424	-
			Debt service			
1,081,000	1,406,000	1,486,000	Principal	1,531,000	1,531,000	-
496,586	853,508	775,620	Interest	726,497	726,497	-
1,577,586	2,259,508	2,261,620	Total debt service	2,257,497	2,257,497	-
9,738,745	10,104,111	-	Ending Fund Balance	-	-	-
-	-	306,203	Contingency	182,975	182,975	-
-	-	205,661	Reserved for Future Years - Fleet	97,586	97,586	-
-	-	8,283,295	Reserved for Future Years	7,151,105	7,151,105	-
\$ 14,372,171	\$ 16,313,909	\$ 15,342,870	Total requirements	\$ 13,989,587	\$ 13,989,587	\$ -

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.

2023-24 Highlights

- Completed annual reporting requirements to the State (City wide goal-infrastructure)
- Coordinated and managed testing of all 3239 active backflow assemblies (City wide goal - Infrastructure)
- Completed hydrant maintenance program (1/2 of system) (City wide goal- Infrastructure)
- Completed Uni-Directional flushing program (City wide goal- Infrastructure)
- Completed replacement of 250 water meters (City wide goal - Infrastructure)
- Completed meter testing of 2" and larger meters (City wide goal – Infrastructure)
- Responded to two () water main break emergencies (City wide goal - Infrastructure)
- Complete installation of Park Row Waterline Replacement (City wide goal – Infrastructure) Complete Resiliency Project at Snyder Pump Station (City wide goal - Infrastructure)
- Replaced 5 fire hydrant assemblies

2024-25 Goals

- Implement recommended CIP Program (City wide goal – Infrastructure)
- Perform preventative maintenance on half of public fire hydrants (City wide goal – Infrastructure)
- Provide Uni-Directional flushing program (City wide goal – Infrastructure)
- All Backflow Assemblies tested annually (City wide goal – Infrastructure)
- Complete various Resiliency Projects (City wide goal - Infrastructure)
- Complete meter maintenance program (City wide goal – Infrastructure)
- Complete Water Service Line Inventory (City wide goal – Infrastructure)
- Implement Cross Connection Control Tracking Program (City wide goal – Infrastructure)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Provide clean and safe water via an efficiently maintained and operated water system	Million gallons of water used City-wide annually	748	742	750
	Million gallons of water flushed to maintain water quality	1.4	1.4	1.4
	Miles of water lines maintained	85.87	87.4	88
	Active service connections	6,124	6339	6,400
	Number of water quality samples taken annually	267	320	330
Assure back flow prevention program is current and meets all requirements	Number of backflow systems installed	3106	3,239	3,300
	Percentage of backflow systems tested	98.3%	92%	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
- Wyndham Ridge Pump Station

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

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
\$ 8,487,896	\$ 16,907,937	\$ 14,961,796	RESOURCES			
			Beginning fund balance	\$ 12,403,666	\$ 12,403,666	\$ -
			Revenue			
-	650,000	650,000	Charges for services	3,100,000	3,100,000	-
725,087	695,673	719,532	Infrastructure development	700,486	700,486	-
57,346	270,369	270,000	Fines, interest and other	610,000	610,000	-
782,433	1,616,042	1,639,532	Total revenue	4,410,486	4,410,486	-
			Other sources			
9,997,403	-	-	Issuance of long-term debt	-	-	-
9,997,403	-	-	Total other sources	-	-	-
			Total resources	16,814,152	16,814,152	-
19,267,732	18,523,979	16,601,328	REQUIREMENTS			
			Expenditures			
			Personal services			
663	12,224	36,801	Salaries and wages	58,776	58,776	-
288	1,374	3,789	Payroll taxes	5,647	5,647	-
320	5,419	20,994	Benefits	28,298	28,298	-
1,270	19,017	61,584	Total personal services	92,721	92,721	-
			Materials and services			
20,382	-	-	Professional & technical	-	-	-
-	185	-	Facility and equipment	-	-	-
-	575	-	Other purchased services	-	-	-
930	370	77,129	Cost Allocation	127,135	127,135	-
21,312	1,130	77,129	Total materials & services	127,135	127,135	-
			Capital outlay			
2,192,698	3,748,626	7,941,710	Infrastructure	1,256,000	1,256,000	-
2,192,698	3,748,626	7,941,710	Total capital outlay	1,256,000	1,256,000	-
			Total expenditures	1,475,856	1,475,856	-
			Debt service			
144,515	-	-	Issuance costs	-	-	-
144,515	-	-	Total debt service	-	-	-
			Ending Fund Balance	-	-	-
16,907,937	14,755,206	-	Reserved for Future Years	15,338,296	15,338,296	-
-	-	8,520,905	Total requirements	\$ 16,814,152	\$ 16,814,152	\$ -
\$ 19,267,732	\$ 18,523,979	\$ 16,601,328				

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.

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
\$ 3,420,694	\$ 3,587,200	\$ 2,760,710	RESOURCES			
			Beginning fund balance	\$ 3,013,467	\$ 3,013,467	\$ 3,013,467
			Revenue			
980,739	823,368	2,978,276	Intergovernmental	77,200	77,200	-
814,211	860,879	832,000	Charges for services	797,100	797,100	-
135,852	243,713	158,515	Infrastructure development	158,203	158,203	-
22,537	66,099	67,000	Fines, interest and other	186,000	186,000	-
<u>1,953,340</u>	<u>1,994,060</u>	<u>4,035,791</u>	Total revenue	<u>1,218,503</u>	<u>1,218,503</u>	<u>-</u>
			Other sources			
-	-	-	Long-term loan proceeds	600,000	600,000	-
-	3,291	-	Sale of fixed assets	-	-	-
-	3,291	-	Total other sources	<u>600,000</u>	<u>600,000</u>	<u>-</u>
<u>5,374,034</u>	<u>5,584,551</u>	<u>6,796,501</u>	Total resources	4,831,970	4,831,970	3,013,467
			REQUIREMENTS			
			Expenditures			
			Personal services			
233,849	224,417	261,289	Salaries and wages	309,755	309,755	-
24,281	24,709	29,730	Payroll taxes	32,811	32,811	-
112,335	104,689	134,082	Benefits	159,574	159,574	-
<u>370,466</u>	<u>353,815</u>	<u>425,101</u>	Total personal services	<u>502,140</u>	<u>502,140</u>	<u>-</u>
			Materials and services			
47,697	46,566	99,400	Professional & technical	623,400	623,400	-
1,674	3,410	2,450	Facility and equipment	1,650	1,650	-
115,589	120,139	126,549	Other purchased services	124,989	124,989	-
3,138	52,485	14,050	Supplies	12,650	12,650	-
12,607	7,924	10,000	Minor equipment	8,000	8,000	-
216,201	354,019	345,317	Cost Allocation	347,753	347,753	-
<u>396,906</u>	<u>584,543</u>	<u>597,766</u>	Total materials & services	<u>1,118,442</u>	<u>1,118,442</u>	<u>-</u>
			Capital outlay			
1,019,462	874,604	3,487,420	Infrastructure	1,110,000	1,110,000	-
<u>1,019,462</u>	<u>874,604</u>	<u>3,487,420</u>	Total capital outlay	<u>1,110,000</u>	<u>1,110,000</u>	<u>-</u>
<u>1,786,833</u>	<u>1,812,962</u>	<u>4,510,287</u>	Total expenditures	<u>2,730,582</u>	<u>2,730,582</u>	<u>-</u>
3,587,200	3,771,588	-	Ending Fund Balance	-	-	-
-	-	43,045	Contingency	43,315	43,315	-
-	-	225,510	Reserved for Future Years - Fleet	150,740	150,740	-
-	-	578,815	Reserved for Future Years - Ops	887,619	887,619	-
-	-	1,438,844	Reserved for Future Years - Cap	1,019,714	1,019,714	-
<u>\$ 5,374,034</u>	<u>\$ 5,584,551</u>	<u>\$ 6,796,501</u>	Total requirements	\$ 4,831,970	\$ 4,831,970	\$ -

Budget Detail

Sanitary Operations

Sanitary Operations

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
\$ 950,282	\$ 1,064,842	\$ 882,280	RESOURCES			
			Beginning fund balance	\$ 1,017,230	\$ 1,017,230	\$ 1,017,230
			Revenue			
2,449	2,542	1,900	Intergovernmental	2,200	2,200	-
814,211	860,879	832,000	Charges for services	797,100	797,100	-
8,228	20,051	27,000	Fines, interest and other	67,000	67,000	-
<u>824,887</u>	<u>883,473</u>	<u>860,900</u>	Total revenue	<u>866,300</u>	<u>866,300</u>	<u>-</u>
			Other sources			
-	3,291	-	Sale of fixed assets	-	-	-
<u>-</u>	<u>3,291</u>	<u>-</u>	Total other sources	<u>-</u>	<u>-</u>	<u>-</u>
1,775,169	1,951,605	1,743,180	Total resources	1,883,530	1,883,530	1,017,230
			REQUIREMENTS			
			Expenditures			
			Personal services			
215,350	210,765	219,091	Salaries and wages	240,764	240,764	-
22,762	23,421	25,607	Payroll taxes	26,579	26,579	-
104,758	97,931	109,343	Benefits	121,466	121,466	-
<u>342,869</u>	<u>332,117</u>	<u>354,041</u>	Total personal services	<u>388,809</u>	<u>388,809</u>	<u>-</u>
			Materials and services			
42,039	28,369	99,400	Professional & technical	63,400	63,400	-
1,674	3,410	2,450	Facility and equipment	1,650	1,650	-
115,493	119,117	126,549	Other purchased services	124,989	124,989	-
3,138	52,485	14,050	Supplies	12,650	12,650	-
12,607	7,924	10,000	Minor equipment	8,000	8,000	-
192,507	336,580	256,319	Cost Allocation	192,358	192,358	-
<u>367,459</u>	<u>547,886</u>	<u>508,768</u>	Total materials & services	<u>403,047</u>	<u>403,047</u>	<u>-</u>
			Capital outlay			
-	118,601	33,000	Infrastructure	10,000	10,000	-
<u>-</u>	<u>118,601</u>	<u>33,000</u>	Total capital outlay	<u>10,000</u>	<u>10,000</u>	<u>-</u>
<u>710,328</u>	<u>998,604</u>	<u>895,809</u>	Total expenditures	<u>801,856</u>	<u>801,856</u>	<u>-</u>
1,064,842	953,001	-	Ending Fund Balance	-	-	-
-	-	43,045	Contingency	43,315	43,315	-
-	-	225,510	Reserved for Future Years - Fleet	150,740	150,740.00	-
-	-	578,816	Reserved for Future Years	887,619	887,619.00	-
\$ 1,775,169	\$ 1,951,605	\$ 1,743,180	Total requirements	\$ 1,883,530	\$ 1,883,530	\$ -

Sanitary Operations

The Sanitary Operations program manages and operates 62.1 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.

2023-24 Highlights

- Met all required CWS performance measures (City-wide Goal – Infrastructure)
- Cleaned 81,994 feet of sanitary main lines, 1/4 of our Sanitary System (City-wide Goal – Infrastructure)
- Videoed 40,997 feet of sanitary main lines, 1/8 of our Sanitary System (City-wide Goal – Infrastructure)
- Completed brushing and posting program (City-wide Goal – Infrastructure)
- Completed annual inspections at City businesses to ensure Fat Oil and Grease (FOG) compliance (City-wide Goal – Infrastructure)
- Provided semi-annual cleaning of sanitary sewer mainlines which are essential to FOG from our food establishments (City-wide Goal – Infrastructure)

2024-25 Goals

- Meet CWS performance measures (City-wide Value – Infrastructure)
- Continue to increase public awareness of FOG (City-wide Goal – Infrastructure)
- No sanitary sewer overflows (City-wide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY 24-25 Projected
Scheduled maintenance of wastewater infrastructure	Total feet of sanitary lines	325,139	327,976	330,000
	Percentage of lines cleaned	28%	25%	25%
	Percentage of lines video inspected	14%	13%	13%
	Number of overflows or backups	1	0	0
	Percentage of businesses inspected and in compliance with City’s FOG Program	100%	100%	100%
	Percentage of manholes inspected performance measure changed for manhole inspections	30%	25%	25%

Sanitary Capital Projects

- Rock Creek Trunk Capacity Upgrade, Phase II
- South Tonquin Employment Trunkline
- Brookman Sanitary Sewer Trunk Line

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

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
\$ 2,470,412	\$ 2,522,355	\$ 1,878,431	RESOURCES			
			Beginning fund balance	\$ 1,996,237	\$ 1,996,237	\$ 1,996,237
			Revenue			
978,291	820,826	2,976,376	Intergovernmental	75,000	75,000	-
135,852	243,713	158,515	Infrastructure development	158,203	158,203	-
14,310	46,047	40,000	Fines, interest and other	119,000	119,000	-
<u>1,128,453</u>	<u>1,110,587</u>	<u>3,174,891</u>	Total revenue	<u>352,203</u>	<u>352,203</u>	<u>-</u>
			Other sources			
-	-	-	Long-term loan proceeds	600,000	600,000	-
<u>-</u>	<u>-</u>	<u>-</u>	Total other sources	<u>600,000</u>	<u>600,000</u>	<u>-</u>
<u>3,598,865</u>	<u>3,632,942</u>	<u>5,053,322</u>	Total resources	<u>2,948,440</u>	<u>2,948,440</u>	<u>1,996,237</u>
			REQUIREMENTS			
			Expenditures			
			Personal services			
18,499	13,652	42,198	Salaries and wages	68,991	68,991	-
1,519	1,288	4,123	Payroll taxes	6,232	6,232	-
7,578	6,758	24,739	Benefits	38,108	38,108	-
<u>27,596</u>	<u>21,698</u>	<u>71,060</u>	Total personal services	<u>113,331</u>	<u>113,331</u>	<u>-</u>
			Materials and services			
5,658	18,197	-	Professional & technical	560,000	560,000	-
96	1,022	-	Other purchased services	-	-	-
23,698	17,439	88,998	Cost Allocation	155,395	155,395	-
<u>29,452</u>	<u>36,658</u>	<u>88,998</u>	Total materials & services	<u>715,395</u>	<u>715,395</u>	<u>-</u>
			Capital outlay			
1,019,462	756,003	3,454,420	Infrastructure	1,100,000	1,100,000	-
<u>1,019,462</u>	<u>756,003</u>	<u>3,454,420</u>	Total capital outlay	<u>1,100,000</u>	<u>1,100,000</u>	<u>-</u>
<u>1,076,510</u>	<u>814,359</u>	<u>3,614,478</u>	Total expenditures	<u>1,928,726</u>	<u>1,928,726</u>	<u>-</u>
2,522,355	2,818,583	-	Ending Fund Balance	-	-	-
<u>-</u>	<u>-</u>	<u>1,438,844</u>	Reserved for Future Years	1,019,714	1,019,714	1,996,237
<u>\$ 3,598,865</u>	<u>\$ 3,632,942</u>	<u>\$ 5,053,322</u>	Total requirements	<u>\$ 2,948,440</u>	<u>\$ 2,948,440</u>	<u>\$ 1,996,237</u>

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.

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
			RESOURCES			
\$ 6,099,115	\$ 6,920,086	\$ 7,502,644	Beginning fund balance	\$ 9,509,569	\$ 9,509,569	\$ -
			Revenue			
2,081,045	2,377,889	2,760,000	Charges for services	2,452,000	2,452,000	-
78,058	101,346	69,956	Infrastructure development	43,818	43,818	-
40,969	122,047	100,000	Fines, interest and other	378,000	378,000	-
<u>2,200,071</u>	<u>2,601,283</u>	<u>2,929,956</u>	Total revenue	<u>2,873,818</u>	<u>2,873,818</u>	<u>-</u>
			Other sources			
-	3,949	-	Sale of fixed assets	-	-	-
<u>-</u>	<u>3,949</u>	<u>-</u>	Total other sources	<u>-</u>	<u>-</u>	<u>-</u>
8,299,186	9,525,318	10,432,600	Total resources	12,383,387	12,383,387	-
			REQUIREMENTS			
			Expenditures			
			Personal services			
401,376	422,011	519,035	Salaries and wages	711,433	711,433	-
45,936	48,842	60,996	Payroll taxes	76,377	76,377	-
197,153	211,698	256,067	Benefits	335,191	335,191	-
<u>644,465</u>	<u>682,551</u>	<u>836,098</u>	Total personal services	<u>1,123,001</u>	<u>1,123,001</u>	<u>-</u>
			Materials and services			
115,517	51,607	59,300	Professional & technical	96,500	96,500	-
16,474	30,121	87,300	Facility and equipment	88,200	88,200	-
150,047	159,678	167,342	Other purchased services	176,846	176,846	-
16,194	27,612	48,650	Supplies	43,050	43,050	-
13,130	8,629	10,000	Minor equipment	10,000	10,000	-
315,334	411,084	668,659	Cost Allocation	621,647	621,647	-
<u>626,696</u>	<u>688,731</u>	<u>1,041,251</u>	Total materials & services	<u>1,036,243</u>	<u>1,036,243</u>	<u>-</u>
			Capital outlay			
107,939	47,061	1,005,000	Infrastructure	730,000	730,000	-
<u>107,939</u>	<u>47,061</u>	<u>1,005,000</u>	Total capital outlay	<u>730,000</u>	<u>730,000</u>	<u>-</u>
<u>1,379,100</u>	<u>1,418,342</u>	<u>2,882,349</u>	Total expenditures	<u>2,889,244</u>	<u>2,889,244</u>	<u>-</u>
6,920,086	8,106,975	-	Ending Fund Balance	-	-	-
-	-	122,000	Contingency	73,700	73,700	-
-	-	-	Reserved for Future Years - Fleet	15,220	15,220	-
-	-	5,652,111	Reserved for Future Years - Ops	6,041,000	6,041,000	-
-	-	1,776,140	Reserved for Future Years - Cap	3,364,223	3,364,223	-
\$ 8,299,186	\$ 9,525,318	\$ 10,432,600	Total requirements	\$ 12,383,387	\$ 12,383,387	\$ -

Budget Detail

Stormwater Operations

Stormwater Operations

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
\$ 4,171,298	\$ 4,664,818	\$ 5,071,193	RESOURCES			
			Beginning fund balance	\$ 6,662,230	\$ 6,662,230	\$ -
			Revenue			
1,681,045	1,977,889	2,360,000	Charges for services	1,227,000	1,227,000	-
44,115	25,439	-	Infrastructure development	-	-	-
29,013	79,084	80,000	Fines, interest and other	247,000	247,000	-
<u>1,754,173</u>	<u>2,082,412</u>	<u>2,440,000</u>	Total revenue	<u>1,474,000</u>	<u>1,474,000</u>	<u>-</u>
			Other sources			
-	3,949	-	Sale of fixed assets	-	-	-
<u>-</u>	<u>3,949</u>	<u>-</u>	Total other sources	<u>-</u>	<u>-</u>	<u>-</u>
5,925,471	6,751,179	7,511,193	Total resources	8,136,230	8,136,230	-
			REQUIREMENTS			
			Expenditures			
			Personal services			
375,453	403,574	481,596	Salaries and wages	671,641	671,641	-
43,794	47,168	57,356	Payroll taxes	72,725	72,725	-
<u>182,586</u>	<u>201,558</u>	<u>234,872</u>	Benefits	<u>314,559</u>	<u>314,559</u>	<u>-</u>
<u>601,833</u>	<u>652,301</u>	<u>773,824</u>	Total personal services	<u>1,058,925</u>	<u>1,058,925</u>	<u>-</u>
			Materials and services			
115,517	51,607	59,300	Professional & technical	96,500	96,500	-
16,474	30,121	87,300	Facility and equipment	88,200	88,200	-
150,047	159,553	167,342	Other purchased services	175,846	175,846	-
16,194	27,612	48,650	Supplies	43,050	43,050	-
13,130	8,629	10,000	Minor equipment	10,000	10,000	-
<u>278,701</u>	<u>387,857</u>	<u>590,666</u>	Cost Allocation	<u>533,789</u>	<u>533,789</u>	<u>-</u>
<u>590,063</u>	<u>665,378</u>	<u>963,258</u>	Total materials & services	<u>947,385</u>	<u>947,385</u>	<u>-</u>
			Capital outlay			
68,756	-	-	Infrastructure	-	-	-
<u>68,756</u>	<u>-</u>	<u>-</u>	Total capital outlay	<u>-</u>	<u>-</u>	<u>-</u>
<u>1,260,652</u>	<u>1,317,679</u>	<u>1,737,082</u>	Total expenditures	<u>2,006,310</u>	<u>2,006,310</u>	<u>-</u>
4,664,818	5,433,501	-	Ending Fund Balance	-	-	-
-	-	122,000	Contingency	73,700	73,700	-
-	-	-	Reserved for Future Years - Fleet	15,220	15,220	-
-	-	5,652,111	Reserved for Future Years	6,041,000	6,041,000	-
\$ 5,925,471	\$ 6,751,179	\$ 7,511,193	Total requirements	\$ 8,136,230	\$ 8,136,230	\$ -

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.



2023-24 Highlights

- Cleaned 120,000 feet of stormwater main lines (Citywide Goal – Infrastructure)
- Cleaned/inspected 1,884 catch basins (Citywide Goal – Infrastructure)
- Cleaned 91 water quality manholes semi-annually (Citywide Goal – Infrastructure)
- Treated 1,831 catch basins for prevention of West Nile Virus (Citywide Goal – Infrastructure)
- Completed leaf curbside pickup for all public city streets and held 1 leaf drop off date at Public Works facility; collected 1405 yards of leaves (Citywide Goal – Infrastructure)
- Planted 1,100 trees (only one tree planting) (Citywide Goal – Infrastructure)
- Completed monthly sweeping of streets and city parking lots (Citywide Goal – Infrastructure)

2024-25 Goals

- Meet CWS Performance Standards (Citywide Goal – Infrastructure)
- All private water quality facilities (WQF) are operational (Citywide Goal – Infrastructure)
- Perform monthly street sweeping (Citywide Goal – Infrastructure), continue to provide extra sweeping schedule to Tualatin-Sherwood Rd and downtown streets
- Retro-fit six (8) unsumped catch basins to sumped (Citywide Goal – Infrastructure)
- Rehabilitate three (3) public WQF’s, continue to increase number of functional facilities (Citywide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Scheduled maintenance of Stormwater infrastructure	Total feet of Stormwater lines	351,849	353,106	356,000
	Percentage of system videoed	12%	26%	13%
	Percentage of Stormwater lines cleaned	17%	34%	17%
	Total number of sumped catch basins	1,787	1,831	1,860
	Percentage of catch basins cleaned	99.3%	100%	100%
	Number of WQFs, LIDA rehabilitated/enhanced	3	3	3

Stormwater Capital Projects

- Citywide Catch Basin Remediation Program
- Stella Olsen Park Drainage Swale Upgrade
- Woodhaven Swales
- Water Quality Facility Refurbishments
- Oregon Street Regional Water Quality Facility
- Second & Park Steet Storm Water Facility
- Gleneagle Drive Regional Storm New Facility

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

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
\$ 1,927,817	\$ 2,255,267	\$ 2,431,451	RESOURCES			
			Beginning fund balance	\$ 2,847,339	\$ 2,847,339	\$ 2,847,339
			Revenue			
400,000	400,000	400,000	Charges for services	1,225,000	1,225,000	-
33,943	75,908	69,956	Infrastructure development	43,818	43,818	-
11,956	42,963	20,000	Fines, interest and other	131,000	131,000	-
445,898	518,870	489,956	Total revenue	1,399,818	1,399,818	-
2,373,715	2,774,137	2,921,407	Total resources	4,247,157	4,247,157	2,847,339
			REQUIREMENTS			
			Expenditures			
			Personal services			
25,923	18,436	37,439	Salaries and wages	39,792	39,792	-
2,142	1,674	3,640	Payroll taxes	3,652	3,652	-
14,567	10,140	21,195	Benefits	20,632	20,632	-
42,631	30,250	62,274	Total personal services	64,076	64,076	-
			Materials and services			
-	125	-	Other purchased services	1,000	1,000	-
36,634	23,228	77,993	Cost Allocation	87,858	87,858	-
36,634	23,353	77,993	Total materials & services	88,858	88,858	-
			Capital outlay			
39,183	47,061	1,005,000	Infrastructure	730,000	730,000	-
39,183	47,061	1,005,000	Total capital outlay	730,000	730,000	-
118,449	100,663	1,145,267	Total expenditures	882,934	882,934	-
2,255,267	2,673,474	-	Ending Fund Balance	-	-	-
-	-	1,776,140	Reserved for Future Years	3,364,223	3,364,223	2,847,339
\$ 2,373,715	\$ 2,774,137	\$ 2,921,407	Total requirements	\$ 4,247,157	\$ 4,247,157	\$ 2,847,339

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.

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
\$ (739,985)	\$ 8,770,555	\$ 4,975,225	RESOURCES			
			Beginning fund balance	\$ 1,191,086	\$ 1,191,086	\$ 1,191,086
			Revenue			
-	334,355	1,516,000	Intergovernmental	-	-	-
932,436	970,005	1,348,060	Charges for services	1,779,600	1,779,600	-
72,716	109,268	50,000	Fines, interest and other	77,000	77,000	-
<u>1,005,152</u>	<u>1,413,628</u>	<u>2,914,060</u>	Total revenue	<u>1,856,600</u>	<u>1,856,600</u>	<u>-</u>
			Other sources			
-	1,974	-	Sale of fixed assets	-	-	-
14,954,700	-	-	Long-term debt proceeds	2,400,000	2,400,000	-
<u>14,954,700</u>	<u>1,974</u>	<u>-</u>	Total other sources	<u>2,400,000</u>	<u>2,400,000</u>	<u>-</u>
<u>15,219,867</u>	<u>10,186,157</u>	<u>7,889,285</u>	Total resources	<u>5,447,686</u>	<u>5,447,686</u>	<u>1,191,086</u>
			REQUIREMENTS			
			Expenditures			
			Personal services			
676,345	706,528	1,204,141	Salaries and wages	1,666,442	1,666,442	-
62,410	101,940	127,604	Payroll taxes	165,209	165,209	-
292,559	457,207	704,920	Benefits	985,883	985,883	-
<u>1,031,314</u>	<u>1,265,675</u>	<u>2,036,665</u>	Total personal services	<u>2,817,534</u>	<u>2,817,534</u>	<u>-</u>
			Materials and services			
421,193	433,563	127,500	Professional & technical	35,900	35,900	-
192,339	246,975	341,421	Facility and equipment	295,890	295,890	-
157,694	89,668	198,515	Other purchased services	218,337	218,337	-
2,313,022	656,041	262,500	Supplies	108,000	108,000	-
-	4,106	-	Community activities	-	-	-
28,934	56,573	51,500	Minor equipment	21,500	21,500	-
1,024,380	1,543,051	1,357,373	Cost Allocation	1,272,127	1,272,127	-
<u>4,137,561</u>	<u>3,029,978</u>	<u>2,338,809</u>	Total materials & services	<u>1,951,754</u>	<u>1,951,754</u>	<u>-</u>
			Capital outlay			
-	2,811,181	1,616,000	Infrastructure	-	-	-
705,838	112,000	40,000	Furniture and equipment	5,000	5,000	-
<u>705,838</u>	<u>2,923,181</u>	<u>1,656,000</u>	Total capital outlay	<u>5,000</u>	<u>5,000</u>	<u>-</u>
<u>5,874,714</u>	<u>7,218,834</u>	<u>6,031,474</u>	Total expenditures	<u>4,774,288</u>	<u>4,774,288</u>	<u>-</u>
			Debt service			
115,882	118,791	121,772	Principal	124,829	124,829	-
323,190	364,259	361,279	Interest	358,222	358,222	-
135,526	-	-	Issuance costs	-	-	-
<u>574,599</u>	<u>483,050</u>	<u>483,051</u>	Total debt service	<u>483,051</u>	<u>483,051</u>	<u>-</u>
8,770,555	2,484,273	-	Ending Fund Balance	-	-	-
-	-	291,406	Contingency	185,660	185,660	-
-	-	1,083,354	Reserved for Future Years	4,687	4,687	1,191,086
<u>\$ 15,219,867</u>	<u>\$ 10,186,157</u>	<u>\$ 7,889,285</u>	Total requirements	<u>\$ 5,447,686</u>	<u>\$ 5,447,686</u>	<u>\$ 1,191,086</u>

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.



2023-24 Highlights

- Developed in-house splicing program allowing all phases of fiber construction and activation to be done by city staff.
- Completed three fiber to the home neighborhoods with a fourth nearly complete.
- Completion of Wilsonville and King City state broadband grant project.
- Began offering IT services as a Sherwood Broadband product.
- Provided more services to our government partners.
- Extended broadband services to the Tonquin employment area
- Extended duties to existing staff member to help support marketing efforts.
- Hired remaining operational staff members (Install Tech, and Senior Network Engineer)

2024-25 Goals

- Continue construction of the Fiber to the Home project.
 - 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.
- Apply and obtain new state broadband grants.
- Continue to pursue new revenue opportunities.
- Continue to expand partnerships with local agencies.

Performance Measures

Strategy	Measures	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected
Provide quality broadband services to the business community	Total number of accounts	701	1260	1760
	Number of business accounts	76	105	125
	Number of rural accounts	140	152	160
	Number of accounts churn (move outs)	24	20	30

Personnel FTE Allocation Comparison to Prior Years

	2019-20	2020-21	2021-22	2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget
Administration	16.3	16.4	18.0	16.9	17.9	16.6	16.6	-
Community Development	14.1	15.0	15.1	16.0	10.0	14.0	14.0	-
Public Safety	30.0	32.0	28.7	32.5	33.0	33.0	33.0	-
Community Services	21.1	21.1	20.3	22.1	22.9	21.9	21.9	-
Public Works Operations	12.4	11.4	11.2	11.9	17.9	12.2	12.2	-
General Fund Total	93.9	95.9	93.3	99.4	101.7	97.7	97.7	-
Water Operations	6.3	6.5	6.1	7.0	7.2	6.8	6.8	-
Water Capital	0.2	0.1	0.1	0.2	0.2	0.5	0.5	-
Water Fund Total	6.5	6.6	6.2	7.2	7.4	7.3	7.3	-
Sanitary Operations	2.8	3.0	3.0	2.7	2.7	2.7	2.7	-
Sanitary Capital	0.5	0.5	0.1	0.3	0.4	0.7	0.7	-
Sanitary Fund Total	3.3	3.5	3.1	3.0	3.1	3.4	3.4	-
Storm Operations	7.5	5.9	5.9	5.8	6.2	8.5	8.5	-
Storm Capital	0.7	0.2	0.1	0.4	0.4	0.3	0.3	-
Storm Fund Total	8.2	6.1	6.0	6.2	6.6	8.8	8.8	-
Transient Lodging Tax	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Public Art	-	-	-	-	-	-	-	-
Economic Development and Promotion	-	-	-	-	-	0.5	0.5	-
Investment	-	-	-	-	-	-	-	-
Street Operations	5.2	4.7	4.4	4.8	4.3	4.9	4.9	-
Street Capital	0.8	0.5	0.6	0.4	0.7	0.4	0.4	-
General Construction	0.5	0.3	0.3	0.2	0.3	0.2	0.2	-
Broadband	1.1	4.9	8.4	20.5	21.0	19.5	19.5	-
2000 URA Operations	0.5	0.5	0.3	0.5	-	-	-	-
2021 URA Operations	-	-	-	0.5	1.1	1.8	1.8	-
2021 URA Capital	-	-	0.1	0.5	0.8	0.6	0.6	-
Total	120.0	123.0	122.7	143.2	146.5	145.0	145.0	-

Salary Schedule - Effective July 1, 2024 (There may be slight rounding differences when compared to rates reported online)

AFSCME Represented Positions	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Library Page Recreation Assistant	500	\$ 16.27	\$ 20.62	\$ 2,819	\$ 3,574
No current positions	600	\$ 18.70	\$ 23.71	\$ 3,241	\$ 4,110
Administrative Assistant I Library Assistant I	700	\$ 20.56	\$ 26.07	\$ 3,564	\$ 4,518
Administrative Assistant II Library Assistant II Maintenance Worker I	800	\$ 23.66	\$ 30.00	\$ 4,101	\$ 5,200
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	\$ 25.77	\$ 32.68	\$ 4,467	\$ 5,664
Maintenance Worker II Police Records Specialist	1000	\$ 27.85	\$ 35.32	\$ 4,828	\$ 6,122
Broadband Install Tech City Volunteer Coordinator Court Clerk II Engineering Program Associate Engineering Technician II Finance Technician II Lead Billing Technician Lead Permit Specialist Librarian I Maintenance Worker III Mechanic Planning Coordinator Program and Event Coordinator Telecommunications Utility Worker II Records Management Coordinator	1100	\$ 30.08	\$ 38.14	\$ 5,213	\$ 6,610
Asset Management Specialist Assistant Planner Code Compliance Officer Engineering Technician III Lead Maintenance Worker	1200	\$ 32.48	\$ 41.19	\$ 5,630	\$ 7,139
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	\$ 36.05	\$ 45.70	\$ 6,248	\$ 7,921
Building Inspector-Plans Examiner III Senior Accountant	1400	\$ 38.57	\$ 48.91	\$ 6,686	\$ 8,477
Senior Planner	1500	\$ 41.66	\$ 52.83	\$ 7,221	\$ 9,157

Salary Schedule - Effective July 1, 2024 (continued) (There may be slight rounding differences when compared to rates reported online)

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
Non-Represented Positions	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Administrative Assistant III Confidential Legal Assistant Human Resources Technician Payroll Financial Specialist	1100N	\$ 29.99	\$ 37.95	\$ 5,199	\$ 6,578
Desktop Support Technician Executive Assistant Human Resources Specialist	1200N	\$ 32.38	\$ 40.96	\$ 5,612	\$ 7,101
Business Systems Analyst Court Supervisor	1300N	\$ 35.94	\$ 45.48	\$ 6,230	\$ 7,883
Adult Community Center Manager Emergency Management Coordinator Fleet Supervisor Program Analyst Senior Telecommunication Technician Systems Administrator	1400N	\$ 38.46	\$ 48.66	\$ 6,666	\$ 8,435
Accounting Supervisor Art Center Manager Customer Services Supervisor Engineering Associate II Human Resources Analyst IT Analyst Network Engineer Public Works Utility Supervisor Recreation Supervisor	1500N	\$ 41.55	\$ 52.57	\$ 7,202	\$ 9,112
Civil Engineer Library Operations Supervisor Public Works Operations Supervisor Senior IT Analyst	1600N	\$ 45.27	\$ 57.28	\$ 7,847	\$ 9,929
City Recorder Economic Development Manager Finance Manager Human Resources Manager Planning Manager Police Sergeant Senior Civil Engineer Senior Network Engineer	1700N	\$ 48.89	\$ 61.86	\$ 8,474	\$ 10,723
Broadband Manager Building Official Information Technology Manager Library Manager Utility Manager	1800N	\$ 51.84	\$ 65.60	\$ 8,986	\$ 11,371
City Engineer Police Captain	1900N	\$ 59.09	\$ 74.77	\$ 10,243	\$ 12,960
Community Development Director Community Services Director Finance Director HR Director IT Director	2000N	\$ 66.77	\$ 84.48	\$ 11,573	\$ 14,644
Assistant City Manager Police Chief Public Works Director	2100N	\$ 70.76	\$ 89.54	\$ 12,265	\$ 15,520
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 polices and guidelines for public sector accounting and financial reporting. The City of Sherwood is responsible for adhering to the requirements of these organizations and for seeking guidance from policies, standards and best practices set forth by these organizations.
5. **Authority:** The Sherwood City Council is the sole authority for deleting, modifying, or adding to these policies. Every two years, the Council shall engage the Budget Committee to review and update these policies.

Policy 1 - Funds

1. The City of Sherwood will maintain an orderly and logical fund structure that provides stakeholders with ready access to financial information.
2. The City of Sherwood will conform to Generally Accepted Accounting Principles (GAAP) and the Government Finance Officers Association's best practices for establishing and maintaining funds.
3. The City of Sherwood will establish and maintain those funds required by law and sound financial administration. Acknowledging that unnecessary funds result in inflexibility, complexity, and inefficient financial administration, only the minimum number of funds consistent with legal and operating requirements will be established.
4. The criteria for establishing a new fund are variable, but include triggers such as:
 - a. Inauguration of a new dedicated revenue stream and a concurrent service
 - b. The need for increased clarity of financial information
 - c. The establishment of a new enterprise
 - d. Covenants embodied in financing agreements and
 - e. Changes in state law or financial management/accounting standards
5. Only the Sherwood City Council has the authority to create or delete funds. The Council shall create or delete funds by resolution.

Policy 2 - Budgeting

1. The City of Sherwood budget process shall consist of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets.
2. The purpose of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process.
3. The City of Sherwood budget process shall:
 - a. Incorporate a long-term perspective (minimum three fiscal years)
 - b. Establish linkages to broad organizational goals
 - c. Focus budget decisions on results and outcomes
 - d. Involve and promote effective communication with stakeholders
4. All budgetary procedures will conform to existing state and local regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state:
 - a. The budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund, and
 - b. The total of all resources of the municipality must equal the total of all expenditures and all requirements for the municipality.
5. A cost allocation plan will be developed and incorporated into the City of Sherwood budget. The cost allocation plan will be the basis for distribution of general government and internal service costs to other funds, divisions, and capital projects.
6. The Sherwood City Council shall adopt the budget at the fund, division, or program level (as appropriate to each fund) as a total dollar amount for all appropriations except contingency, unappropriated ending fund balance and reserves, which shall be stated separately.
7. Inter-fund Transfers shall be kept to a minimum. Inter-fund loans shall be documented in a resolution that cites the terms of the loan.
8. As part of the annual budget process, the City of Sherwood will maintain a three-year revenue and expenditure forecast. This forecast will be created using an objective, analytical process incorporating applicable projections from the State of Oregon's latest Economic Forecast and conservative assumptions where State developed data is not available. Revenues will be estimated realistically and prudently using best practices as defined by the Government Finance Officers Association. Revenues shall be forecasted conservatively.

Policy 2 – Budgeting (Continued)

9. Oregon budget law provides a means to adjust the budget for emergency expenditures or unforeseen circumstances. All resolutions adjusting the budget will be prepared by the Finance department for City Council approval to ensure compliance with budget laws.
10. Prior to submittal to City Council, the Budget Officer will convene the Budget Committee to review supplemental budget resolutions. If time does not allow for this action, Budget Committee members shall be informed of the City Council’s action on the resolution promptly.
11. A mid-year review process will be conducted by the City Manager and Finance Director in order to make any necessary adjustments to the Adopted budget.
12. In the City’s effort to strive for excellence, the City of Sherwood will make every effort to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association (GFOA).
13. Reports comparing actual to budgeted expenditures will be prepared quarterly by the Finance Department and distributed to the City Council, City Manager and Department Directors.

Policy 3 - Revenue

1. City of Sherwood revenues are either unrestricted or dedicated. Unrestricted revenues can be used for any purpose. Dedicated revenues are restricted in the ways they can be used by federal or state regulations, contractual obligations, or by City Council action. The City of Sherwood will adhere to the restrictions applied to dedicated revenues.
2. The City of Sherwood will maintain a diversified revenue stream that is managed strategically to mitigate the impact of short-term fluctuations in any revenue source.
3. The City of Sherwood will identify sustainable revenue levels and, to the extent possible, current operations will be funded by current sustainable revenues.
4. One-time revenues will be used for one-time expenditures or as contributions to reserves and will not be used to pay for established services.
5. The City of Sherwood will not respond to long-term revenue shortfalls with deficit financing and borrowing to support established services. Expenses will be reduced and/or revenues will be increased to conform to the long-term revenue forecasts.
6. During the budget process, the Sherwood City Council will identify those programs which are to be supported in whole or in part by cost recovery and ensure that revenue collections reflect the cost of providing associated services by adjusting fees accordingly.
7. The City of Sherwood will charge fees for services where such an approach is permissible, and where a limited and specific group of beneficiaries who can pay such charges is identifiable.
8. New or expanded unrestricted revenue streams should first be applied to support existing programs. When existing programs are adequately funded, such revenue may be used as contributions to reserves or to fund new or expanded programs.

Policy 4 - Expenditures**Controls**

1. By resolutions, the City Council will establish a purchasing policy that conforms to state statutory requirements for purchasing and contracting and invests the City Manager with purchasing and contracting authority.
2. By Budget and Supplemental Budget Resolutions, the City Council shall establish and limit expenditure appropriations by statutory categories. The City Manager shall be responsible for limiting expenditures to those appropriation levels.

Specific Expenditures

1. **Personal Services.** Pursuant to the City Charter, the City Manager or designee is responsible for the management of employee staffing and compensation. The City Manager or designee shall negotiate salaries and benefits for represented employee groups in conformance with the Oregon Public Employees Collective Bargaining Act and the Employee Relations Board decisions and arbitration decisions that emanate from the Act.
2. **Capital Improvement Impacts.** Whenever Capital Improvement expenditures will result in increases to future operating expenses or asset replacement contributions, estimates of those impacts shall be incorporated into the long-term financial plan.
3. **Capital Outlay.** By resolution, the City Council shall define the characteristics of a capital asset by specifying the minimum purchase price and minimum term of service. The City will provide for adequate maintenance of Capital Assets.
4. **Capital Improvement Plan.** The City Manager or designee will prepare a five-year Capital Improvement Plan (CIP) annually and submit it to the City Council for approval via resolution.

Policy 5 - Revenue Constraints and Fund Balance

Nature of Constraints

The City of Sherwood will maintain the following categories of revenue constraints in conformance with GASB 54. Fund Balances shall be accounted for on the basis of these categories.

1. **Non-spendable.** Assets that are not in a spendable form or are required to be maintained intact.
2. **Restricted.** Cash that can be spent only for specific purposes stipulated by third parties or by statutes. Only the constraining party can lift constraints on Restricted funds.
3. **Committed.** Cash that can be used only as directed by formal action of City Council. Council action may be in the form of a motion or resolution. Only the City Council can lift constraints on committed funds. Such a change must be made using the same action that established the constraint.
4. **Assigned.** Cash the City intends to use for specific purposes. The City Council delegates the authority to create this constraint to the City Manager. In addition, for all funds except the general fund, all cash not in one of the Non-spendable, Restricted, or Committed categories, or specifically assigned under this category will, by default, be assigned to this category.
5. **Unassigned.** General Fund cash that is not otherwise categorized fund balance is the residual classification for the general fund and includes all amounts not contained in the other classifications.

Other Considerations

1. **Stabilization.** The purpose of stabilization arrangements is to provide a revenue source to maintain service delivery during periods of diminished revenues. The City may choose to create stabilization arrangements either by creating new funds or dedicating revenues within existing funds. Stabilization arrangements will be created by the City Council and the authorizing legislation shall include the policies on funding and accessing the arrangement.
2. **Order of Use.** If multiple categories of fund balance are applicable to an expenditure, the City shall access funds in the following order: Restricted, Committed, Assigned, Unassigned.
3. **Purpose of Special Revenue Funds.** Special Revenue funds are general government funds created to track the use of dedicated revenues. The City legislation creating a special revenue fund will specify which specific revenues and other resources are authorized to be reported in the fund.
4. **Fund Balance.** Unrestricted fund balance is the sum of Committed, Assigned and Unassigned fund balance in any individual fund. In the General Fund, the City will maintain an Unrestricted fund balance of at least 20% of fund revenue.

Policy 6 - Continuing Disclosure**Continuing Disclosure In General**

Issuers of municipal securities and entities working on their behalf disclose material information to the marketplace such as annual financial information and material event notices. In December 2008, the Securities and Exchange Commission directed the Municipal Securities Rulemaking Board to establish a continuing disclosure service of the MSRB's Electronic Municipal Market Access (EMMA) system effective July 1, 2009. The continuing disclosure service of EMMA collects continuing disclosure documents from the issuer community and makes them available to the public for free through EMMA.

In conformance with the "Continuing Disclosure Certificate" entered into by the City of Sherwood in bond issuances, the City shall comply with Rule 15c2-12 of the Securities Exchange Act of 1934 (Exchange Act). As noted above, these disclosures generally are divided between submissions made to update financial or operating information about the issuer and notices that disclose the occurrence of specific events that may have an impact on the bonds. These disclosures are described below.

City Responsibility

The Finance Director shall be responsible for adhering to the City's Continuing Disclosure Obligations.

Debt

The City will borrow only to finance capital assets. The City will not borrow for operating purposes.

No bonds will mature more than 30 years from the date of issuance. No debt will be issued with a life exceeding the estimated useful life of the capital assets being financed. The City will limit bonded debt to 3% or less of total assessed value, as required by ORS 287.004. Repayment sources are identified for every debt prior to issuance.

Policy 6 - Continuing Disclosure (continued)**Rule 15c2-12 Disclosures**

Rule 15c2-12 rule requires, for most new offerings of municipal securities, that the following types of information be provided to the MSRB's EMMA system:

1. Financial or operational information
 - a. Annual financial information concerning issuers or other obligated persons, or other financial information and operating data provided by issuers or other obligated persons
 - b. Audited financial statements for issuers or other obligated persons, if available
2. Event Notices
 - a. Principal and interest payment delinquencies
 - b. Non-payment related defaults, if material
 - c. Unscheduled draws on debt service reserves reflecting financial difficulties
 - d. Unscheduled draws on credit enhancements reflecting financial difficulties
 - e. Substitution of credit or liquidity providers, or their failure to perform
 - f. Adverse tax opinions, Internal Revenue Service (IRS) notices or material events affecting the tax status of the security
 - g. Modifications to rights of security holders, if material
 - h. Bond calls, if material
 - i. Tender offers
 - j. Defeasances, release, substitution, or sale of property securing repayment of the securities, if material
 - k. Rating changes
 - l. Bankruptcy, insolvency, receivership or similar event;
 - m. Merger, consolidation, or acquisition, if material; and appointment of a successor or additional trustee, or the change of name of a trustee, if material
 - n. Notices of failures to provide annual financial information on or before the date specified in the written agreement

Accrual basis - A method of timing in the recognition of transactions and events. Please see modified accrual basis for the alternative method. Accrual basis records revenue when earned and expenses as soon as a liability is incurred.

Adopted Budget - The final budget appropriations approved by the City Council, which becomes the budget of the City.

AFSCME - American Federation of State, County and Municipal Employees. One of the union organizations representing the bargaining employees of the City.

American Rescue Plan Act (ARPA) – Federal stimulus program to provide direct relief to cities, towns and villages in the United States of America.

Annual Comprehensive Financial Report, the audited report of the City’s finances for the fiscal year.

Appropriation - Authorization to spend a specific amount of money. The City Council gives appropriation authority by adopting the budget.

Approved Budget - The budget recommended by the Budget Committee for adoption by the City Council.

Assessed value - The value set on real and personal property as a basis for imposing taxes. Assessed values are determined by Washington County.

Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given purpose and/or period. The budget is the financial plan of the City’s allocations of the resources to provide services, and to accomplish the City’s objectives.

Budget Calendar - Key dates or events which a government follows in the preparation and adoption of the budget.

Budget Committee - A committee required by Oregon Local Budget Law (ORS 294.305) which must recommend a budget and approve the maximum tax levy.

Budget Message - A written explanation of the budget and the City’s financial priorities presented to the Budget Committee by the City Manager which is required by Oregon Local Budget Law, ORS 294.

Budget Officer - The Finance Director or other person appointed by the City Council to prepare the proposed budget. This designation is required by Oregon Local Budget Law (ORS 294.305)

Capital Assets - Items which have a useful life of two or more years and a cost of \$5,000 or more. These include land, infrastructure, buildings, improvements other than buildings, vehicles, and certain furniture and equipment.

Capital Improvement Plan (CIP) - A schedule of planned capital projects and their costs, for three or more years.

Capital Lease - Lease of a capital asset. The lease may or may not result in the City's ownership of the item at the end of the lease term.

Capital Outlay - Expenditures for capital assets. Includes all purchased capital assets. Expenditures for constructed capital projects appear in capital outlay, materials and services, and reimbursements, depending on the nature of the expenditure.

Capital Projects - Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

COLA - Cost of living. A COLA increases all salaries at all classes and steps by the same percentage.

Consolidated Appropriations Act (CAA) – Federal continuation of the CARES Act in response to the COVID-19 pandemic.

Contingency - An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget.

Coronavirus Aid, Relief and Economic Security (CARES) Act - provided economic assistance for American workers, families, small business and industries in response to the COVID-19 pandemic.

COVID-19 - is the disease caused by SARS-CoV-2, the coronavirus that emerged in December 2019.

CWS - Clean Water Services, the regional sewer treatment entity. CWS is a County Service District, defined by ORS 451. The City of Sherwood owns and operates sewer and storm water pumping and transmission facilities; CWS receives and treats the wastewater.

Debt Service - Principal and interest payments on long-term debt.

Department - Units within a division consisting of one or more.

Division - An organizational unit with a distinct budget.

ESC - Erosion and Sediment Control.

Fiscal Year - The twelve month period to which the operating budget applies. The City's fiscal year is July 1 through June 30.

Franchise Fee - Fees charged to utilities for the use of public right-of-way.

FTE - Full-Time Equivalent - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

Fund - A fiscal and accounting entity, segregating resources for the purpose of carrying on specific activities in accordance with legal restrictions.

Fund Balance - The amount of available, spendable, financial resources in any given fund at a specified date.

GAAP – Generally Accepted Accounting Principles A common set of accounting principles, standards and procedures issued by the Financial Accounting Standards Board.

GASB - The Governmental Accounting Standards Board, the body that defines generally accepted accounting principles for governments.

General Fund - The City’s primary operating fund. There are no restrictions as to the purpose in which the revenues in this fund can be used.

General Obligation Bond (G. O. Bond) - A government pledge of full faith and credit to the repayment of the bonds issued by the government. They are usually issued to pay for general capital improvements.

GFOA - Government Finance Officers Association.

Goal - A statement of direction, purpose or intent based on the needs of the community, generally to be completed in a specified amount of time.

Grant - A donation or contribution by one government unit or organization to another. This is usually made to aid a specified purpose.

Infrastructure - Infrastructure are assets that are immovable and of value only to the City. It includes roads, bridges, curbs and gutters, sidewalks, drainage systems, lighting systems, and water and sewer systems.

Interfund Loan - A loan made by one fund to another and authorized by the City Council.

Levy - The amount of property tax certified by the City Council.

Major fund – A government’s most important fund as determined by revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds AND at least 5 percent of the aggregate amount for all governmental and enterprise funds, as well as any fund that management believes is important to users of the information.

Materials and Services - Expendable items purchased for delivery of services. This includes supplies, repairs, maintenance and replacement parts that are not of capital nature.

Mission - Defines the primary purpose of the City.

Modified Accrual - A method of timing in the recognition of transactions and events. Please see Accrual basis for the alternative method. Modified accrual basis records revenue when earned, if they are collectible within the period or soon enough afterwards to be used to pay liabilities of the period. Expenditures are recorded when a liability is incurred except that debt service payments and other specific accrued liabilities are recognized only when payment is due.

Nonmajor Funds – A fund that mathematically is not significant but are used to account for specified revenues or activities.

Objective - What we want to accomplish. City-wide objectives are longer term than one year, cross departments, and/or are comprehensive in scope.

Operating Budget - Sources and uses necessary for day-to-day operations.

Ordinance - A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

ORS - Oregon Revised Statutes, laws of the State of Oregon.

PEG - Public, Educational and Governmental Access Channel designations for cable television. Certain franchise fee revenue from cable providers is restricted to the costs of providing such access.

Performance Measure - Data collected to determine how effective or efficient a program is in achieving its objectives.

PERS - Public Employees Retirement System. A State of Oregon defined benefit pension plan to which both employees and employer contribute.

Personal Services - Expenditures for payroll, payroll taxes, and employee benefits.

Project - Projects are distinct, with a definable result, process, and beginning and end. Projects are capital or operating.

Property Tax Levy - Based upon the assessed value of property and is used as the source of monies to pay general obligation debts and to support the general fund.

Proposed Budget – The initial budget appropriations proposed by the City Manager for approval of the Budget Committee and adoption by the City Council.

Proprietary Funds - A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. The City's proprietary funds are the Water, Sanitary, Storm, and Telecommunications funds.

PSU - Portland State University. The University prepares population 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.