

City of Sherwood
2009-2010
Adopted Budget



**Photo taken by Madelene Yates, Junior at Sherwood High School
View of Mt. Hood from Ladd Hill Road in Sherwood, Oregon**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sherwood
Oregon**

For the Fiscal Year Beginning

July 1, 2008

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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, 2008.

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.

City of Sherwood, Oregon

22560 SW Pine Street
Sherwood, OR 97140

Adopted Budget

2009-2010



Budget Committee

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Council Member
Council Member
Council Member
Council Member
Council Member

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City Manager
Finance Director

Jim Patterson
Vacant

www.ci.sherwood.or.us

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Photo Taken by Madeline Olson, Sophomore at Sherwood High School

About the City

The City of Sherwood, incorporated in 1893, encompasses 4.1 square miles of land on the south edge of the Portland metropolitan area, in northwestern Oregon. Other cities that are part of or near the metro area, such as Tigard, Tualatin, and Wilsonville, are used for comparisons in this budget where data is available.



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 extend its corporate limits by annexation.

The City provides a full range of services, including police protection, library, construction and maintenance of streets, parks, and utility infrastructure, recreational activities and cultural events, current and long-range planning and development review, and building permits and inspection. Senior services are provided by a nonprofit organization, housed in the City-owned Senior Center. Certain services are provided by or in cooperation with regional organizations. Fire protection is through Tualatin Valley Fire and Rescue, a separate regional entity. The City owns its water utility; currently the Tualatin Valley Water District operates it under contract with the City. As of July 2009 the City of Sherwood will resume operating the water utility. Sherwood owns and operates the sanitary sewer and storm water collection facilities; treatment is by Clean Water Services, a regional authority. Electricity, Telephone service, and trash disposal are provided by private businesses. Sherwood is part of School District 88J.

Sherwood is governed by a City Council comprised of an elected Mayor and six Councilors. The City Council exercises policy-making and legislative authority and is responsible for City legislation, adopting the budget, appointing committees, and hiring the City Manager. The Mayor serves a two year term. Councilors serve for four years, with three of the six Councilor's terms expiring in each biennial election. The City Manager is responsible for carrying out the day-to-day operations of the City.

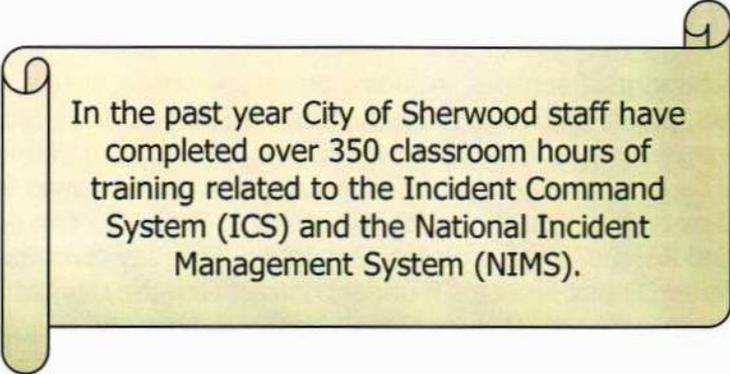
According to Portland State University's Population Research Center the City's population as of July 1, 2008 was 16,420, and is predicted to increase by 1,000 people per year for the next several years. The assessed value of real property exceeded one billion dollars in 2005-06.

In December 2002, the Metropolitan Service District, the regional land use planning entity, added about 300 acres to the City's Urban Growth Boundary (UGB). Planning for future land uses, civic services, and infrastructure improvements has begun. Annexation requires voter approval. Sherwood is in the Portland, Oregon – Vancouver, Washington metropolitan area. The economy of the metro area is broad and well diversified. According to Oregon Employment Department data, Sherwood's top four industries by the number of employees are food and drink services, manufacturing, specialty trade contractors, and educational services.

Sherwood has an Urban Renewal Agency (URA) which undertakes activities and projects in the portion of the City designated as the Urban Renewal District. Although the Sherwood City Council is the Board of Directors for the URA, The URA is a distinct municipal corporation and its budget is a separate document.

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

Current information about services and projects can be located at the City website:
www.ci.sherwood.or.us



In the past year City of Sherwood staff have completed over 350 classroom hours of training related to the Incident Command System (ICS) and the National Incident Management System (NIMS).

Budget Message for FY 2009-10

The 2009-10 Budget for the City of Sherwood meets all Oregon Revised Statutes, Oregon Administrative Rules and is developed in accordance with the best business practices recommended by GAAP (Generally Accepted Accounting Procedures), GASB (Government Accounting Standards Board), the GFOA (Government Finance Officers Association) and Oregon Department of Revenue.

This budget document outlines the resources needed during the 2009-10 fiscal year to continue with our authorized construction plans, operational commitments and future growth.

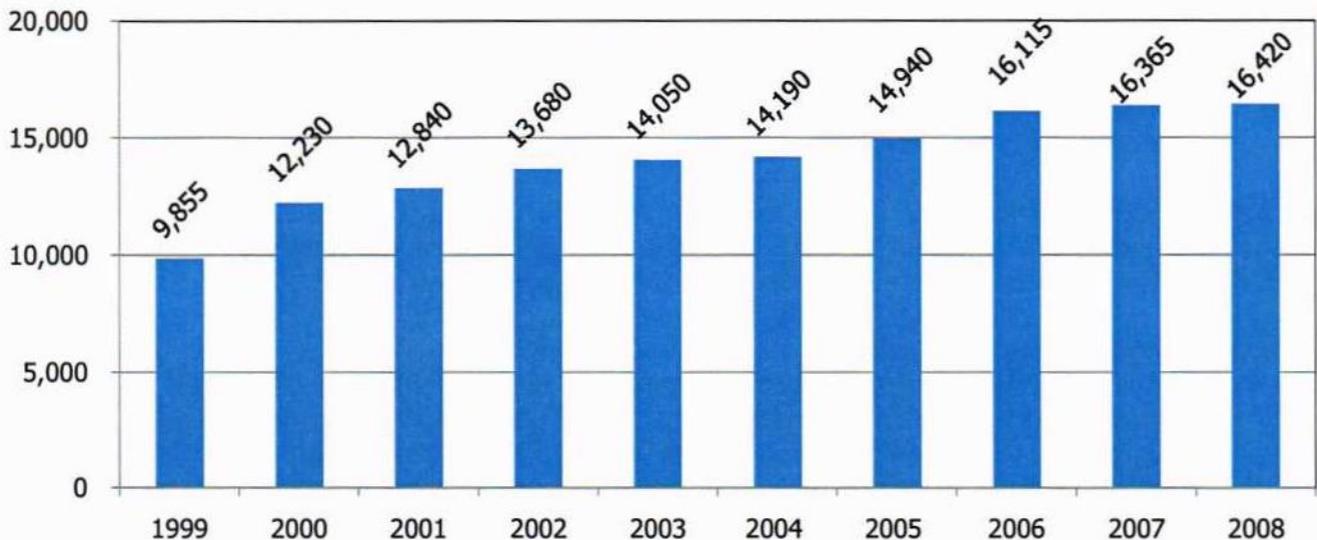
Overview

There are two main issues that are driving this budget, the state of the economy and population growth for the City.

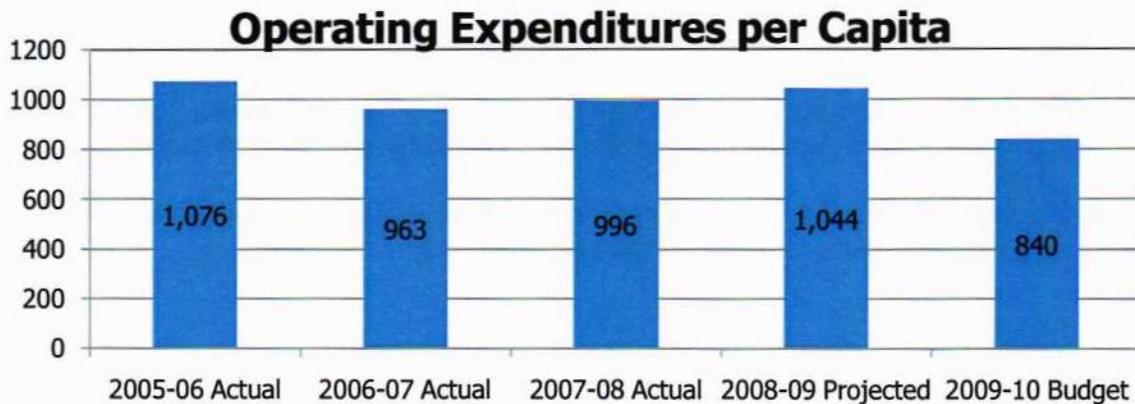
The city like the rest of the country is feeling the effects of the significant downturn in the economy. However, Sherwood is not seeing as drastic of issues that some cities around us are seeing. Construction is down, sales and market value of homes are down, but our collection of tax and state revenue are holding flat or with a slight increase.

Below is a graph showing Portland State University's track of population growth for our city. The methodology changed from 2003 to 2004. The increase in 2003-04 appears minimal when in fact the City has been growing by about 800 new residents annually until 2007. The city is experiencing a slowdown in growth as buildable land is diminishing. The city is working on plans to expand the Urban Growth boundary and to annex some property that will allow for continued growth.

City of Sherwood Population



Cost per capita for our citizens has decreased from the previous year.



Operational commitments will continue to increase as our City continues to provide infrastructure to meet continued growth. To respond to that growth, the proposed budget recommends adding 2.18 new FTE's (Please see our FTE Analysis on page 99).

Capital projects are budgeted at over \$26,000,000:

The budget includes resources to complete or substantially complete the following projects during 2009-10 (page 86-87 is a complete list of projects):

- Water Reservoir at Snyder Park
- Water Line to the Wilsonville water treatment plant
- Adams Street Construction
- Pine Street Phase 2 Design
- Krueger-Elwert-Hwy 99W Feasibility
- 3rd Street Sanitary Conveyance System Extension
- Brookman Area Sewer Projects
- Feasibility of the Cedar Creek Trail
- Parking Lot at Stella Olsen Park

Evolving Budget Priority

As with last year, our underlying financial goal for this budget year was to spend no more on the operating budget than was received in revenue. This budget responds to that goal.

Other Significant Budget Issues

- This budget proposes a General Fund Contingency estimate of \$1.7 million dollars. A portion of the contingency has been generated by the sale of the Cannery, an early recognition in 2008 by City staff of a declining economy and a subsequent re-evaluation of approved expenditures in the 08-09 budget, a decision to reduce or eliminate approved expenses in 08-09 budget, and fiscally conservative expenditure projections for the 09-10 budget year.
- In the short term, residential growth will trend flat or slightly upward. Buildable land inventories are slowly being increased by the addition of area 59, the Tonquin Industrial properties (area 48) and the Brookman Road areas (54-55).

Conclusions

From a financial standpoint the 2009-10 budget could be stronger. Operating revenue only covers operating expenses. One-time sale of assets and prudent decision making in reducing expenses in the 08-09 budget will be used to bolster our financial strength. The new City administration will look to minimize or eliminate risk in its decision making as it relates to investments and overall fiscal management. The City Manager and City staff recommends a cautious and conservative approach to spending. City staff recommends any remaining balance carried forward be allocated as contingency and not spent in the short term.

This budget addresses the challenges of keeping a competent staff and maintaining quality operations. The City maintains in this year's budget a strong commitment to essential staffing levels, Public Safety including emergency preparedness along with support for its public Library and maintaining the levels of essential services. Although, growth as a percentage continues to decline moderate growth continues and can be anticipated. At this time, all of the City's operational facilities are less than five years old, Master Plans for future growth are near completion, System development charges provide the money for growth to pay for itself, and a long term water supply for the City will be a reality discussed in the next budget document. The City staff is capable and well organized and our technology and processes to keep staff growth at a minimum are in place. We continue to address an imbalance of residential growth to sustainable business growth through our plans for economic development. It will be important in the year to come that Sherwood takes steps to expand its tax base. Most importantly, our elected officials are energetic and engaged and ready to meet challenges in the future.

I am optimistic for Sherwood even in challenging economic times. In 2007 Money Magazine selected Sherwood as the 18th Best Place to Live in America for cities under 50,000. Sherwood offers a combination of economic opportunity, great schools, safe streets, things to do and a real sense of community. Sherwood is a vibrant community, and with continued financial planning aimed at meeting the needs of a rapidly growing community, it will remain a great place to live and raise a family.

Respectfully submitted,

Jim Patterson, City Manager



Home of the Tualatin River National Wildlife Refuge

Mission Statement

The City of Sherwood will provide services and infrastructure to support the highest quality of life for our residents, businesses and visitors in a fiscally responsible manner.

Values

The City of Sherwood Values and Promotes:

- Quality Services
- Fiscal Responsibility
- Citizen Participation
- Community Pride
- Community Partnerships
- Community Livability

Goals

Public Safety

"The City of Sherwood will provide for the safety and security of the community and its citizens."

Infrastructure

"The City of Sherwood will provide and maintain infrastructure for its citizens to live, work and play."

Livability

"The City of Sherwood will provide opportunity for responsible community development and growth."

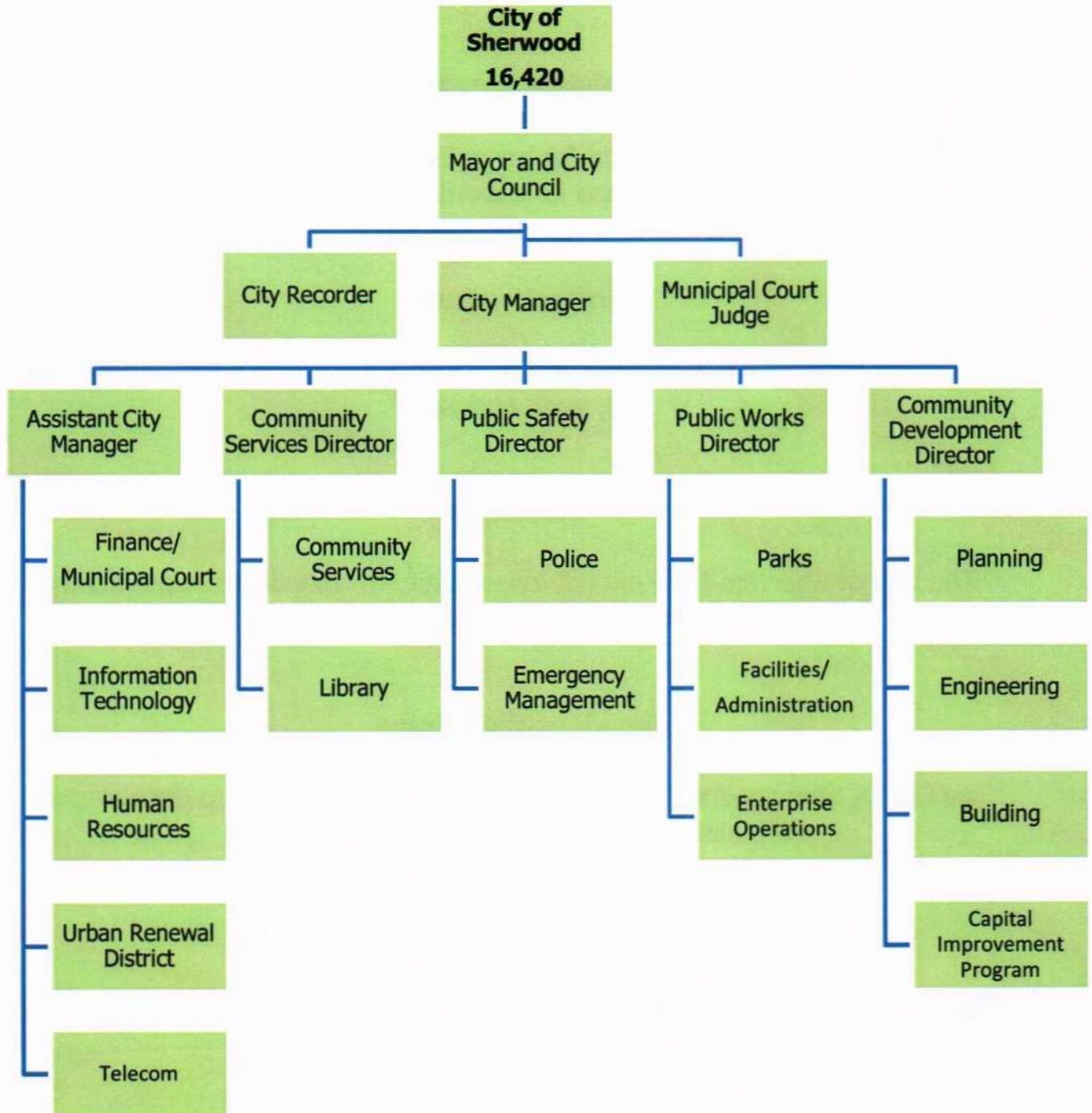
Resident Well Being

"The City of Sherwood will facilitate the provision of services to encourage a balanced quality of life for its citizens."

Economic Development

"The City of Sherwood will promote responsible economic development which benefits the community."

City of Sherwood Organizational Chart



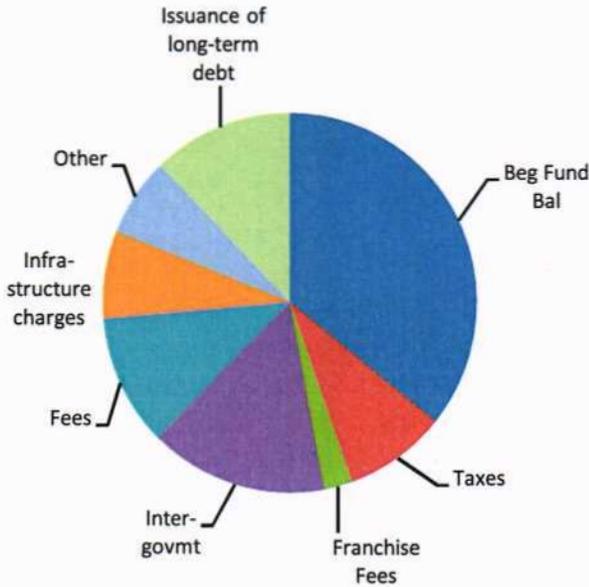
Budget in Total

This narrative walks through components of the Budget in Total. The major sections are sources, uses, and Capital Project expenditures.

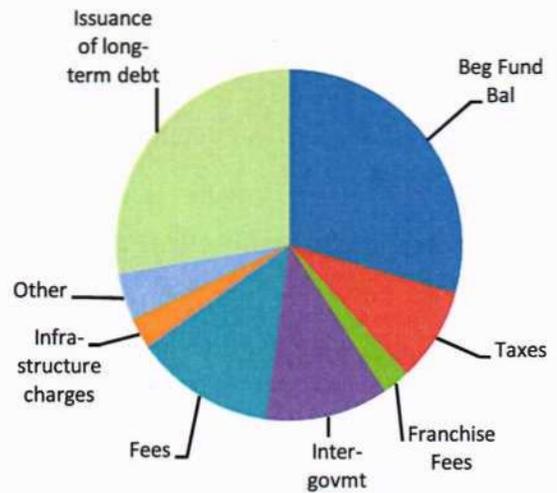
Sources

Budgeted sources, exclusive of transfers between funds, follow.

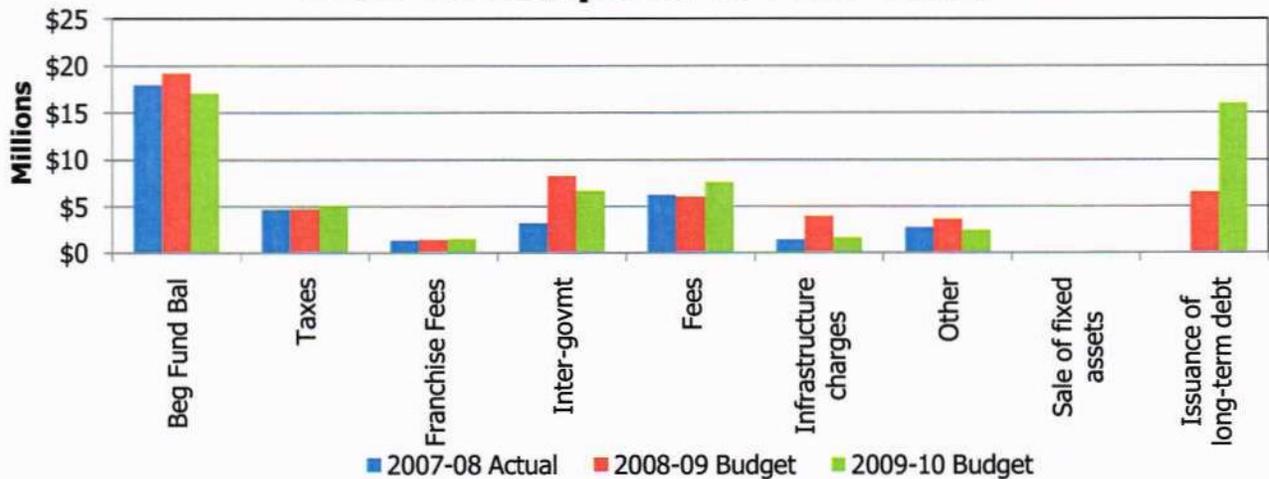
Sources - All Funds 08-09



Sources - All Funds 09-10



**Sources - All Funds
2009-10 Compared to Prior Years**



Beginning fund balance

The difference between total sources and total uses is budgeted as contingency. The alternative is to budget it as un-appropriated ending fund balance. The latter cannot be spent except in an emergency created by civil disturbance or natural disaster. Contingency allows the legal flexibility to spend if necessary.

If contingency is less than beginning fund balance, funds in the beginning balance has been used as a source of resources (expenditures exceeded revenues). If contingency is more than beginning fund balance, fund balance has been increased for use as a source in future years (revenues exceeded expenditures).

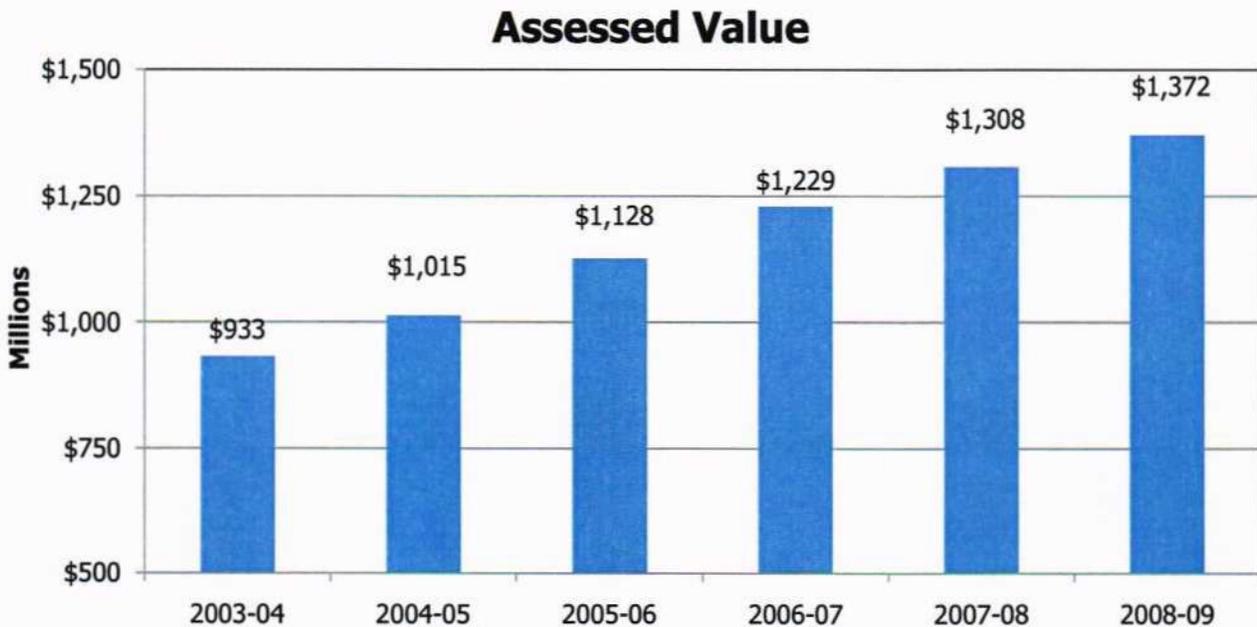
Taxes and franchise fees

Property taxes

Property taxes are levied for two purposes. The permanent rate levy for the City of Sherwood of \$3.2975 per \$1,000 of assessed value supports General Fund operations. Property taxes for the Debt Service Fund are levied in the amount needed to pay principle and interest on voter approved general obligation bonds.

The permanent rate levy was fixed by ballot initiatives in the 1990's and cannot be increased by the City. General Fund property tax revenue depends on assessed values, which are a function of increased development, the annual 3% statutory increment and the effect of the Sherwood Urban Renewal District. Please refer to the Property Tax Description on pages 23 and 24 for a detailed explanation.

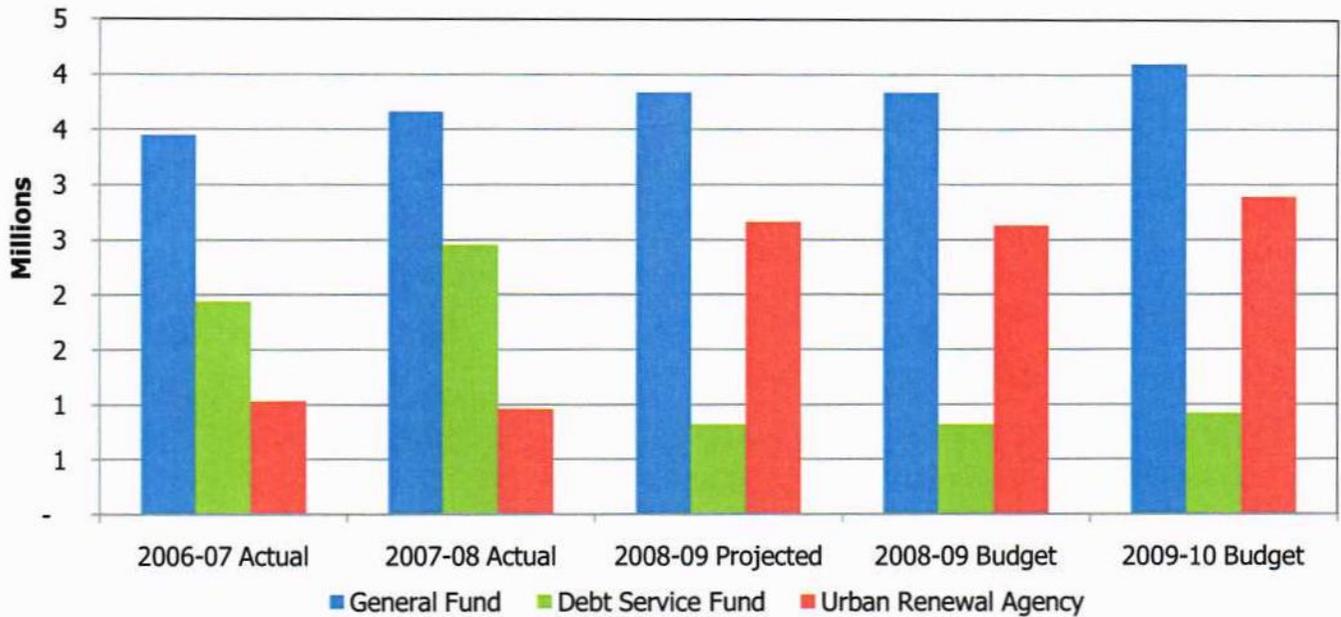
Total assessed value in the City of Sherwood is:



Assessed values are expected to continue growing at a similar rate for the foreseeable future as land is developed and areas within the Urban Growth Boundary are annexed.

The permanent rate levy is divided between the City General Fund and the Sherwood Urban Renewal Agency. Revenue for the General Fund, the URA, and the Debt Service Fund follow.

Property Tax Revenue

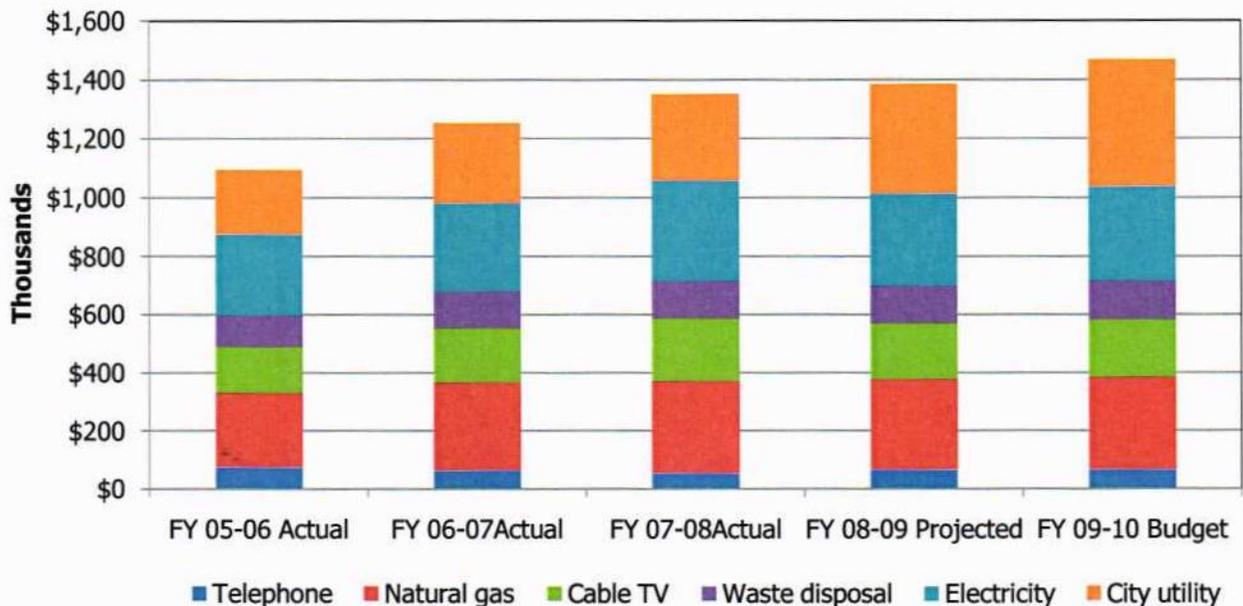


Property taxes represent 45% of General Fund revenue exclusive of reimbursements from the URA.

Franchise fees

Franchise fees are collected from utilities as compensation for use of the City’s rights of way. Franchise fees are based on utility revenue, so they generally increase with population growth.

Franchise Fees



Intergovernmental

Intergovernmental revenue includes:

- URA reimbursement for debt service.
- State distributions of shared revenue and vehicle fees.
- County support to the library as part of the Washington County Cooperative Library Service.
- Sherwood School District for shared services.
- Urban renewal agencies borrow money to make improvements that increase real property values, and then use the incremental property tax revenue to repay the debt. To take advantage of the best interest rates, available with the full faith and credit pledge of the City, the City has borrowed for some of the URA projects; there is an intergovernmental agreement for the URA to reimburse the City for debt service.

Charges for services

Significant rate changes in the 2009-10 budget:

- Water increase of 18% for debt service related to the new water system
- Increase storm rate to \$10.71 per ESU a month
- Increase sanitary rate to \$5.75 per EDU a month

Infrastructure development charges

These are fees for private development plan review and inspection and system development charges (SDC's) on new construction. SDC's are restricted to use for capital improvement projects that support capacity for growth.

Fines, interest and other

Other revenue includes fines for traffic infractions and other violations, library fines, and interest on our bank accounts.

Sale of fixed assets

The City plans to sell the Robin Hood parking lot to the Urban Renewal District in fiscal year 2009-10.

Issuance of long-term debt

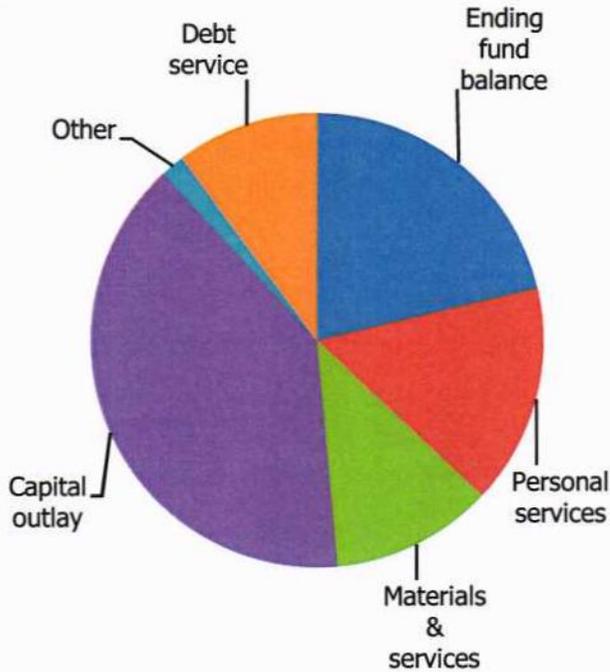
Long-term debt is to be issued for Water capital projects as follows:

- \$16,000,000 in bank financing for Water supply and storage construction.

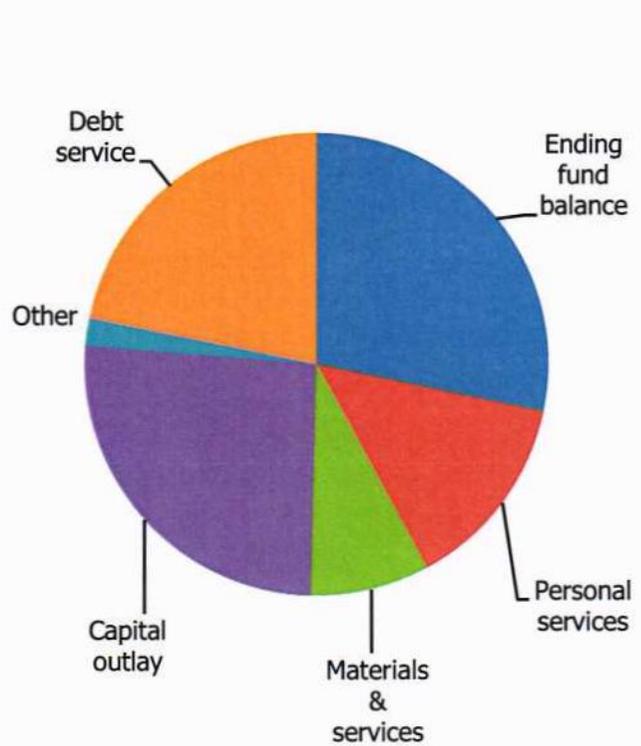
Uses

Uses for all funds are:

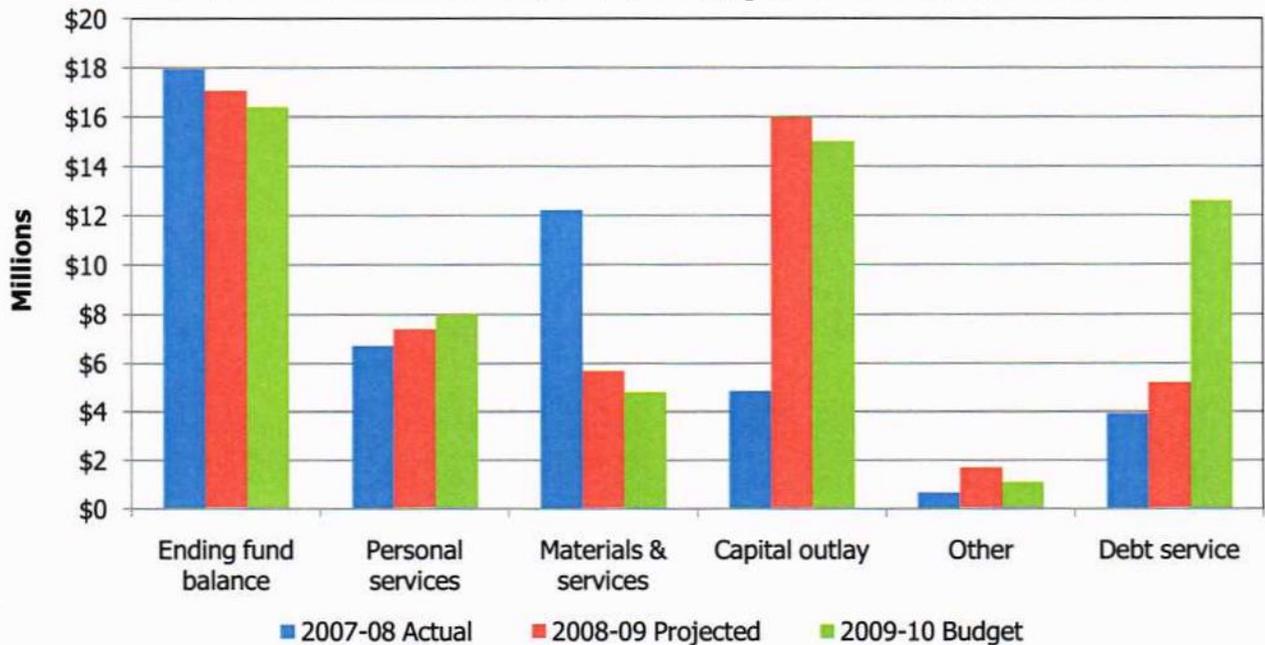
Uses All Funds 08-09



Uses All Funds 09-10



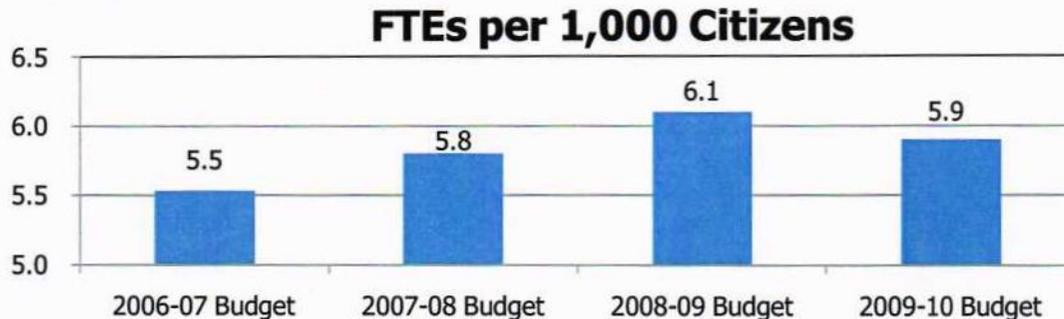
Uses - All Funds 2009-10 Compared to Prior Years



Personal Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



New positions in this budget are detailed in the Personnel FTE Comparison to Prior Years on page 99. Significant additions are:

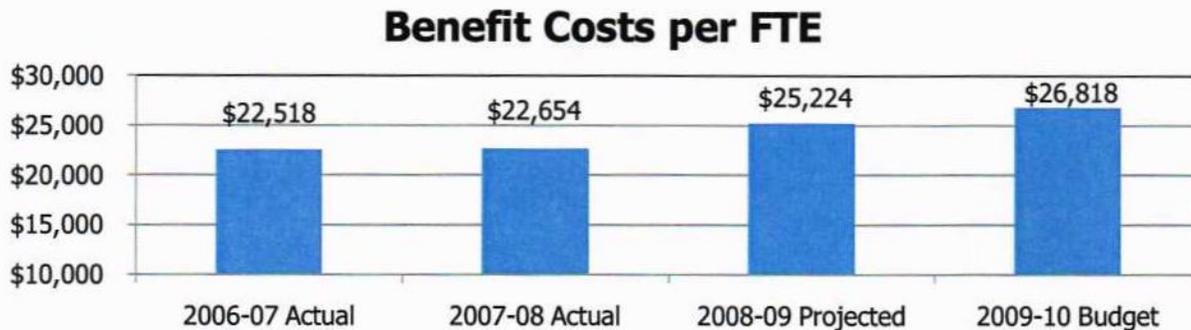
- Water Administrative Assistant
- 2 Water Maintenance Workers
- Telecom Supervisor

Wages

The budget includes a 2.5% cost of living increase at July 1 for all employees.

Benefits

Benefit costs continue to increase faster than inflation and property tax revenue. The average cost of benefits per employee follows:



The major benefits are health insurance and PERS. Employee insurance costs are budgeted to increase 15% in 2009-10.

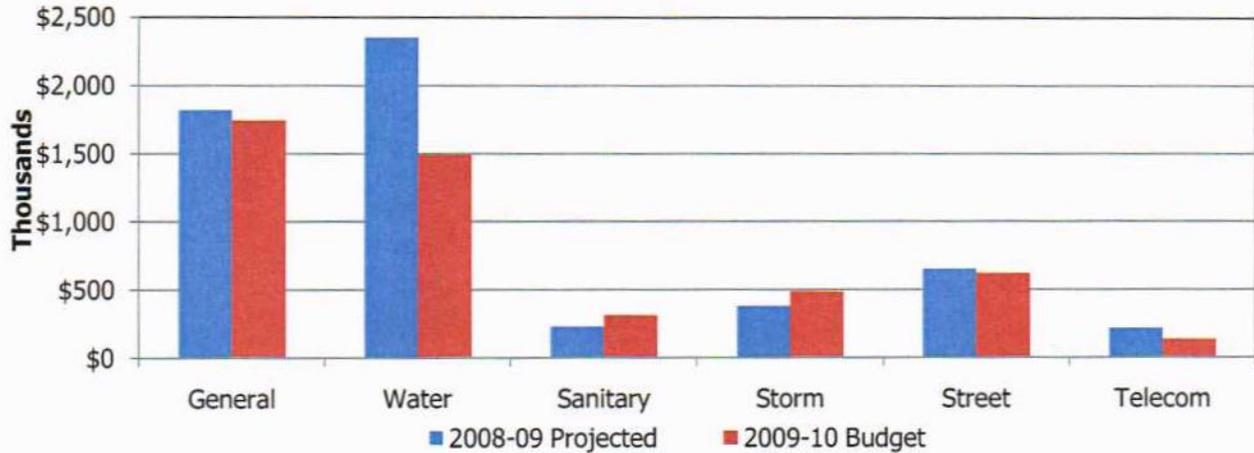
PERS, the state-wide Public Employees Retirement System, had severe investment losses in the late 1990s and is recovering them from employers over several years. The most recently adopted rates for the City of Sherwood are:

- 10.48% for Tier 1 & Tier 2 covered employees
- 8.39% for OPSRP covered employees
- 11.10% for OPSRP Police covered employees

Materials and Services

Materials and services for operations, by fund, are:

Materials and Services - Operations



In the Water Fund, the increase is for operations contracted with TWWD and franchise fees associated with the Water rate increase. In Sanitary and Storm, the increase is Clean Water Service’s share of the increase in estimated charges for services.

Capital Outlay

Capital project expenditures are discussed in the Capital Improvement Program section. Capital outlays are single purchases that are budgeted within the operational budgets of the city whose value exceeds \$5,000. The only significant capital outlay expenditures this year are:

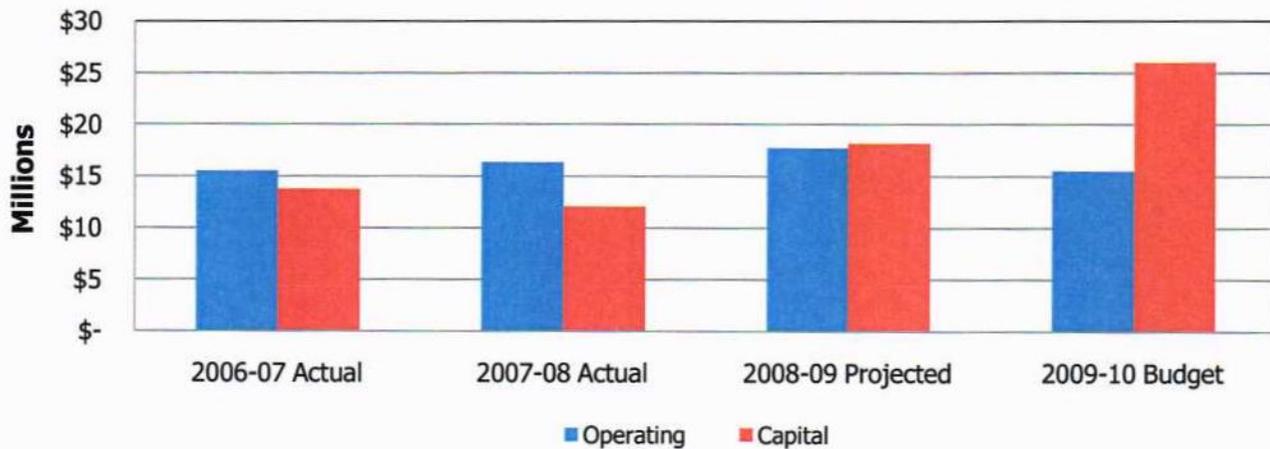
- Interoperability equipment for the Police Department will only be purchased if a grant is obtained to cover the costs.
- A new police car
- New phone system
- Truck for leaf pickup and tree trimming
- Mechanics vehicle lift

The average lifespan of an asphalt pavement surface is 25 years, with good maintenance.

Capital Project Expenditures

A substantial portion of the total city budget is for capital projects for building or improving the City infrastructure to handle growth. The projects and their total costs are detailed in the Capital Projects section. Expenditures for capital projects may vary dramatically between years, depending on the particular projects in process.

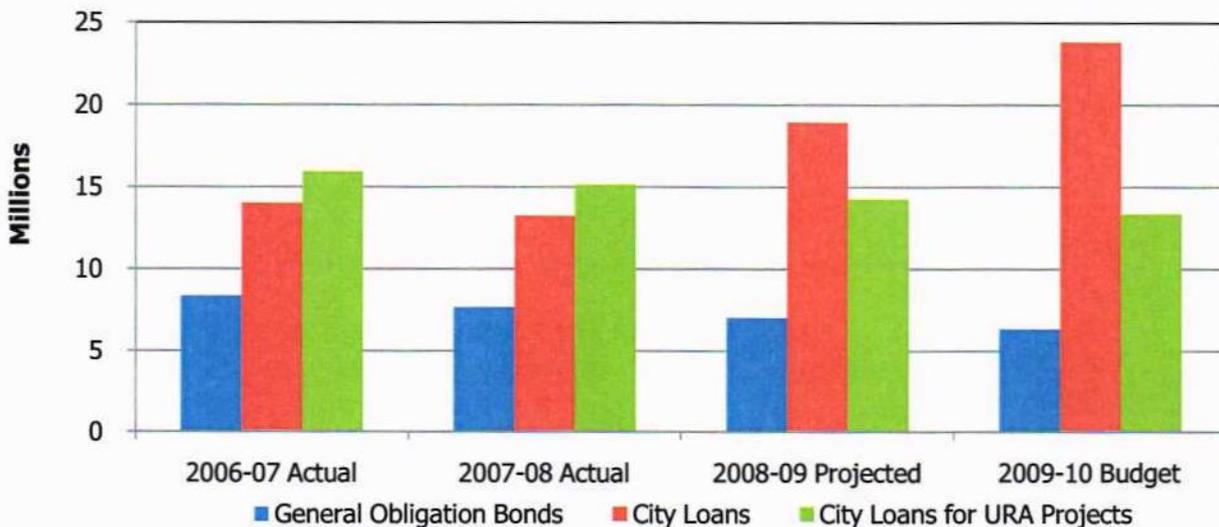
Operating vs. Capital Expenditure



Debt Service

The principle balance of outstanding debt is: \$40,212,078

Principle Balance of Outstanding Debt



Payment sources for all debt expected to be outstanding at June 30, 2009 are shown in the Debt Service Expenditures to Maturity schedule on pages 103-106.

Financial Condition and Outlook

The bond rating from Moody's Investors Services for the last general obligation bond, issued in 2004 to refund those originally issued in 1996, was A2, an upper medium grade investment. The City's bond rating was reviewed and confirmed as A2 in fiscal year 08-09.

Fees and charges are reviewed annually. Changes are proposed by staff, reviewed by the Budget Committee, and adopted by the City Council. Fees are intended to recover the costs of services which can be specifically attributed to a particular user, as with fees for land use applications and building permits, or to make some contribution toward cost, such as fees for league use of ball fields. In particular, the Council has mandated that development pay for the costs it imposes.

Operations Outlook

Revenue sources for the General Fund are stable; one-time revenue is invariably restricted to specific, limited-time expenditures. However, as detailed in the Budget Message, routine expenditures continue to grow faster than revenue.

The Water, Sanitary sewer, and Storm water funds are self-supporting with user charges for services for operating needs. However, rate increases will be needed to keep up with costs.

Street Fund operations rely on apportionment of vehicle and gasoline taxes and licenses from the state and county. These revenues are stable, but are not increasing at the same rate as the cost of long-term preventative maintenance and rebuilding needs. As a result, the City implemented a Street Utility fee in 2007 to provide for adequate funds for street maintenance and lighting.

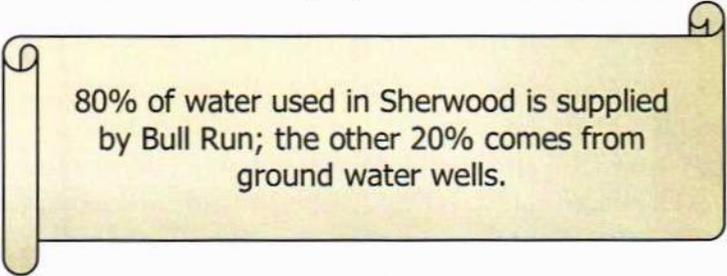
Capital Project Outlook

Water, Sanitary sewer, and Storm water funds collect system development charges for infrastructure expansion; the Water Fund also reserves a portion of user charges for capital construction and related debt service. These sources are adequate to fund needs for the existing City service area.

Area 54/55 is a 200 acre UGB expansion that has complex and costly infrastructure requirements. Concept planning shows that public infrastructure will not entirely be funded by system development charges generated in the area. Funding mechanisms to address the funding shortfall will need to be identified as development moves forward.

Area 48 is a 300 acre UGB expansion that has complex and costly infrastructure requirements. A portion of the expansion area will require a sanitary sewer lift station to provide service. Funding needs and potential funding mechanisms for infrastructure will be addressed during the concept planning.

The Street Fund relies on County traffic improvement fees and City system development charges. Capital needs identified in the TSP exceed the projected funding, requiring that future construction is carefully prioritized.



80% of water used in Sherwood is supplied by Bull Run; the other 20% comes from ground water wells.

Financial Organization

The City's financial records are organized by fund: operating and capital, and divisions and departments. These views are explained below.

Funds

Funds are required by generally accepted accounting principles for local governments and by Oregon budget law. The purpose of funds is to demonstrate compliance with legal restrictions on the use of resources. The nine funds, grouped by type are described below.

General: The General Fund is the main operating fund. It includes all resources not accounted for in other funds. General fund revenues can generally be used for any government purpose.

Special revenue: The Asset Depreciation Fund is a reserve fund, defined in Oregon budget law, which accumulates money from year to year to provide for the unexpected purchase, improvement, or repair of major capital assets, such as city buildings.

Debt service: This fund accounts for property tax revenues levied for payment of general obligation bonds.

Capital projects: The General Construction Fund accounts for acquisition or construction of capital assets, other than those financed by Enterprise funds. It includes city buildings, parks, sports fields, recreational facilities, and trails.

Enterprise: Enterprise funds are used for activities that are similar to business enterprises, where the intent is that costs be recovered primarily through user charges or where determination of net income or loss is useful for public policy. The enterprise funds for Water, Sanitary, Storm, and Street are divided into operations and capital departments to reflect budgetary responsibility

Telecommunications: Telecommunications 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. Telecommunications also support economic development within Sherwood and the surrounding area.

Divisions and Departments

The General Fund is split into departments which reflect city programs and managerial responsibilities. These are grouped into five divisions for purposes of appropriations. The divisions are:

- Administration
- Public Safety
- Public Works
- Community Development
- Community Services

Operating and Capital

The budget includes both operation and capital items. The operating budget encompasses recurring expenditures necessary for day-to-day operations. The capital budget is for construction of infrastructure and other long-lived fixed assets. The operating budget generally changes incrementally, as population and services increase. The capital budget is more erratic, depending on when loan funds are received and construction expenditures incurred.

FINANCIALS

BUDGET IN TOTAL

Budget in Total

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 26,846,547	\$ 26,595,345	\$ 19,133,757	\$ 17,958,460	\$ 17,073,789	\$ 17,073,789	\$ 17,073,789
Revenue							
Taxes	4,542,529	4,735,945	4,733,033	4,751,733	5,015,984	5,015,984	5,015,984
Franchise Fees	1,250,410	1,348,650	1,317,250	1,382,400	1,464,071	1,464,071	1,464,071
Licenses and permits	96,208	89,669	83,400	81,500	81,500	81,500	81,500
Intergovernmental	3,249,290	3,254,268	8,226,521	7,323,347	6,636,783	6,636,783	6,636,783
Charges for services	6,365,368	6,169,212	5,884,685	6,028,624	7,665,622	7,456,622	7,456,622
Infrastructure development	2,079,621	1,440,310	3,993,000	2,973,732	1,622,350	1,622,350	1,622,350
Fines, interest and other	2,171,904	1,947,092	1,711,520	1,233,549	1,329,688	1,348,940	1,348,940
Total revenue	19,755,330	18,985,145	25,949,409	23,774,885	23,815,998	23,626,250	23,626,250
Other sources							
Transfers in	1,056,506	782,541	1,908,937	1,693,056	1,116,517	1,116,517	1,116,517
Sale of fixed assets				3,065,000	135,000	135,000	135,000
Issuance of long-term debt	8,200,000		6,500,000	6,500,000	16,000,000	16,000,000	16,000,000
Total other sources	9,256,506	782,541	8,408,937	11,258,056	17,251,517	17,251,517	17,251,517
Total sources	55,858,383	46,363,031	53,492,103	52,991,401	58,141,304	57,951,556	57,951,556
USES							
Expenditures							
Personal services							
Salaries and wages	4,368,141	4,599,548	5,383,773	4,961,954	5,591,828	5,404,729	5,404,729
Payroll taxes	540,750	584,442	617,665	591,261	678,548	653,518	653,518
Benefits	1,475,287	1,531,020	2,026,422	1,830,224	1,988,828	1,923,237	1,923,237
Total personal services	6,384,178	6,715,010	8,027,860	7,383,439	8,259,204	7,981,484	7,981,484
Materials and services							
Professional & technical	6,422,541	9,401,248	2,911,535	2,897,742	1,665,840	1,655,840	1,655,840
Facility and equipment	772,276	1,044,934	1,171,193	1,143,606	1,236,508	1,236,508	1,236,508
Other purchased services	758,630	823,328	1,043,892	937,549	1,162,865	1,160,865	1,160,865
Supplies	345,064	371,016	460,923	453,253	561,317	548,167	548,167
Community activities	31,198	36,771	64,055	66,555	43,008	51,508	51,508
Minor equipment	219,813	404,046	175,524	170,561	203,016	194,520	194,520
Other materials & services	(42,258)	60,925	(13,492)	8,743	(43,478)	(43,093)	(43,093)
Total materials & services	8,507,264	12,142,268	5,813,630	5,678,009	4,829,076	4,804,315	4,804,315
Capital outlay							
Land	39,000	182,837		264,000			
Infrastructure	9,557,407	4,295,514	20,188,576	15,318,892	14,475,136	14,412,136	14,412,136
Buildings	185,430		50,000	50,000	50,000	50,000	50,000
Other improvements	10,528						
Vehicles	76,593	178,841	149,400	199,850	80,360	80,360	80,360
Furniture and equipment	62,607	184,823	453,500	136,000	485,000	466,000	466,000
Total capital outlay	9,931,565	4,842,015	20,841,476	15,968,742	15,090,496	15,008,496	15,008,496
Debt service							
Principal	1,970,761	2,371,472	3,287,424	3,290,621	11,798,808	11,798,808	11,798,808
Interest	1,401,853	1,549,965	1,903,744	1,903,744	828,414	828,414	828,414
Issuance costs	10,913	1,300					
Total debt service	3,383,527	3,922,737	5,191,168	5,194,365	12,627,222	12,627,222	12,627,222
Total expenditures	28,206,534	27,622,030	39,874,134	34,224,555	40,805,998	40,421,517	40,421,517
Other uses							
Transfers out	1,056,506	782,541	1,908,937	1,693,056	1,116,517	1,116,517	1,116,517
Ending Fund Balance	26,595,345	17,958,460			500,000	500,000	-
Contingency			11,709,032	17,073,789	15,718,789	15,913,522	16,413,522
Total uses	55,858,385	46,363,031	53,492,103	52,991,401	58,141,304	57,951,556	57,951,556

FINANCIALS**BUDGET IN TOTAL BY FUND****Budget in Total by Fund**

	2009-10 Total Budget	General	Asset Depreciation	General Construction
SOURCES				
Beginning fund balance	17,073,789	1,050,470	326,787	100,566
Revenue				
Taxes	5,015,984	4,099,284		
Francise Fees	1,464,071	1,464,071		
Licenses and permits	81,500	81,500		
Intergovernmental	6,636,783	1,500,903		519,870
Charges for services	7,456,622	651,602		
Infrastructure development	1,622,350	178,350		270,000
Fines, interest and other	1,348,940	721,962	9,000	31,650
Total revenue	23,626,250	8,697,672	9,000	821,520
Other sources				
Transfers in	1,116,517	370,000	130,004	11,500
Sale of fixed assets	135,000	135,000		
Issuance of long-term debt	16,000,000			
Total other sources	17,251,517	505,000	130,004	11,500
Total sources	57,951,556	10,253,142	465,791	933,586
USES				
Expenditures				
Personal services				
Salaries and wages	5,404,729	4,098,572		24,188
Payroll taxes	653,518	483,969		2,571
Benefits	1,923,237	1,440,926		7,707
Total personal services	7,981,484	6,023,467	-	34,466
Materials and services				
Professional & technical	1,655,840	859,168		
Facility and equipment	1,236,508	704,358		
Other purchased services	1,160,865	614,976		151
Supplies	548,167	311,465		
Community activities	51,508	51,508		
Minor equipment	194,520	134,740		
Other materials & services	(43,093)	(934,611)		28,584
Total materials & services	4,804,315	1,741,604	-	28,735
Capital outlay				
Infrastructure	14,412,136	30,000		322,772
Buildings	50,000		50,000	
Vehicles	80,360	65,360		
Furniture and equipment	466,000	402,000		
Total capital outlay	15,008,496	497,360	50,000	322,772
Debt service				
Principal	11,798,808	136,596		522,250
Interest	828,414	50,418		17,050
Total debt service	12,627,222	187,014	-	539,300
Total expenditures	40,421,517	8,449,445	50,000	925,273
Other uses				
Transfers out	1,116,517	11,500		
Ending Fund Balance				
Contingency	16,413,522	1,792,197	415,791	8,313
Total uses	57,951,556	10,253,142	465,791	933,586

FINANCIALS

BUDGET IN TOTAL BY FUND

Budget in Total by Fund

Debt Service	Water	Sanitary	Enterprise Funds Storm	Street	Telecom
17,543	7,659,791	4,161,441	69,727	3,651,906	35,559
916,700					
	2,000,000	737,260		1,878,750	
	4,286,812	487,105	1,350,103	356,000	325,000
	270,000	201,000	152,500	550,500	
2,000	470,398	23,200	11,730	79,000	
918,700	7,027,210	1,448,565	1,514,333	2,864,250	325,000
	210,013			395,000	
	16,000,000				
-	16,210,013	-	-	395,000	-
936,243	30,897,014	5,610,006	1,584,060	6,911,156	360,559
	482,968	210,668	277,101	248,842	62,390
	62,427	24,997	38,320	35,236	5,998
	191,499	75,220	100,259	85,162	22,464
-	736,894	310,885	415,680	369,240	90,852
	571,472	45,780	137,876	26,544	15,000
	142,440	23,640	24,312	321,759	20,000
	338,988	43,164	97,568	15,039	50,979
	137,428	12,104	21,104	51,066	15,000
	39,000	9,580	6,700	4,500	
	259,211	174,002	196,003	200,234	33,485
-	1,488,539	308,270	483,563	619,142	134,464
	9,758,681	406,217	13,580	3,780,887	100,000
	15,000				
	6,000	8,000		35,000	15,000
-	9,779,681	414,217	13,580	3,815,887	115,000
670,000	10,221,440	33,406	135,776	79,340	
265,700	457,244	4,692	22,168	11,142	
935,700	10,678,684	38,098	157,944	90,482	-
935,700	22,683,798	1,071,469	1,070,767	4,894,751	340,316
	365,004	145,421	475,421	119,171	
543	7,848,212	4,393,116	37,872	1,897,234	20,243
936,243	30,897,014	5,610,006	1,584,060	6,911,156	360,559

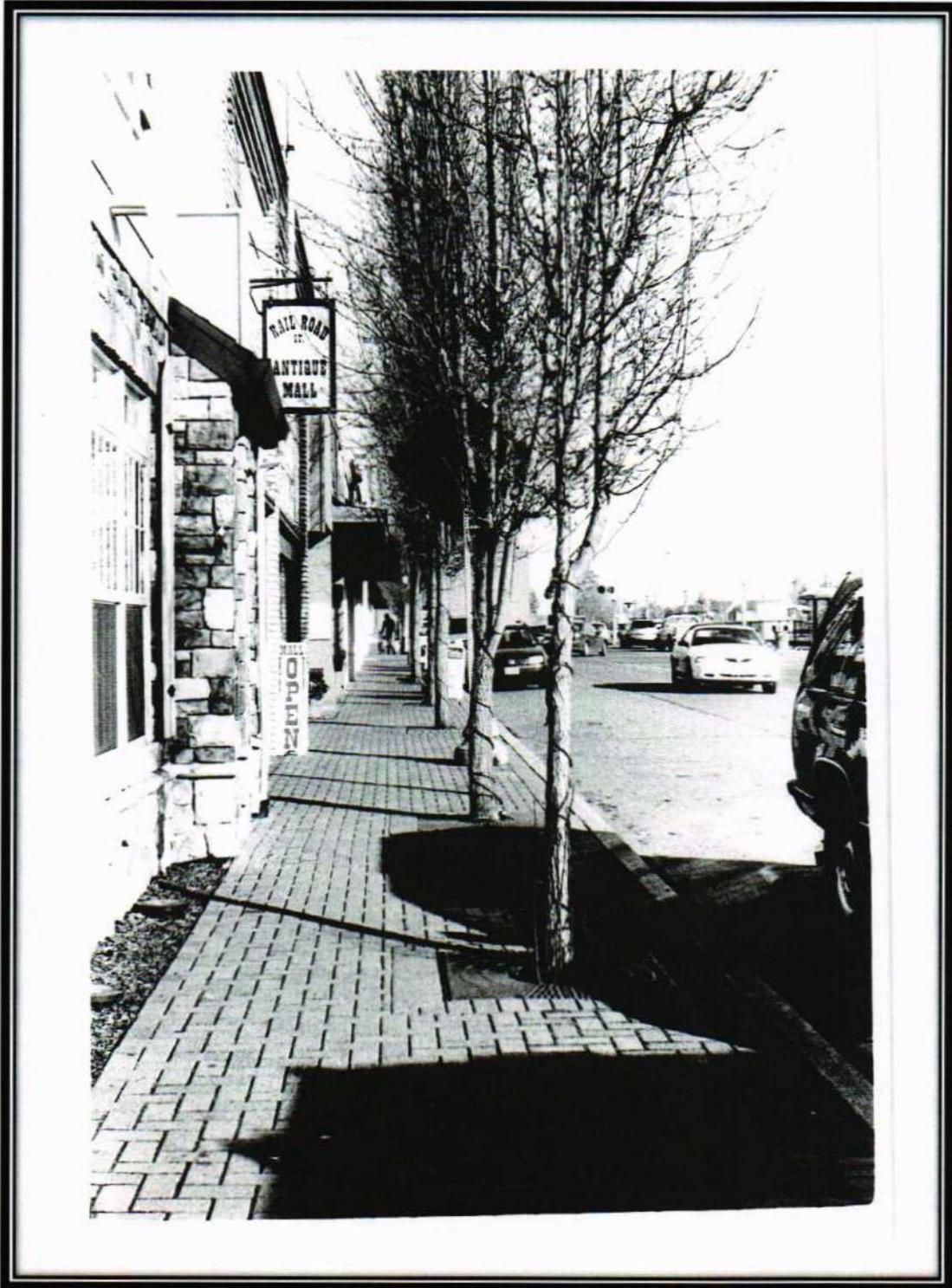


Photo taken by Adriane Long, Sophomore at Sherwood High School

General Fund

The General Fund is the main operating fund. It includes all resources not accounted for in other funds. General fund revenues can generally be used for any government purpose. The General Fund is split into departments which reflect city programs and managerial responsibilities. These are grouped into five divisions for purposes of appropriations.

The divisions are:

- Administration
- Public Safety
- Public Works
- Community Development
- Community Services

Property Tax Levies

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 principle and interest payments on general obligation bonds approved by the voters. Local option levies, which Sherwood currently does not have, 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

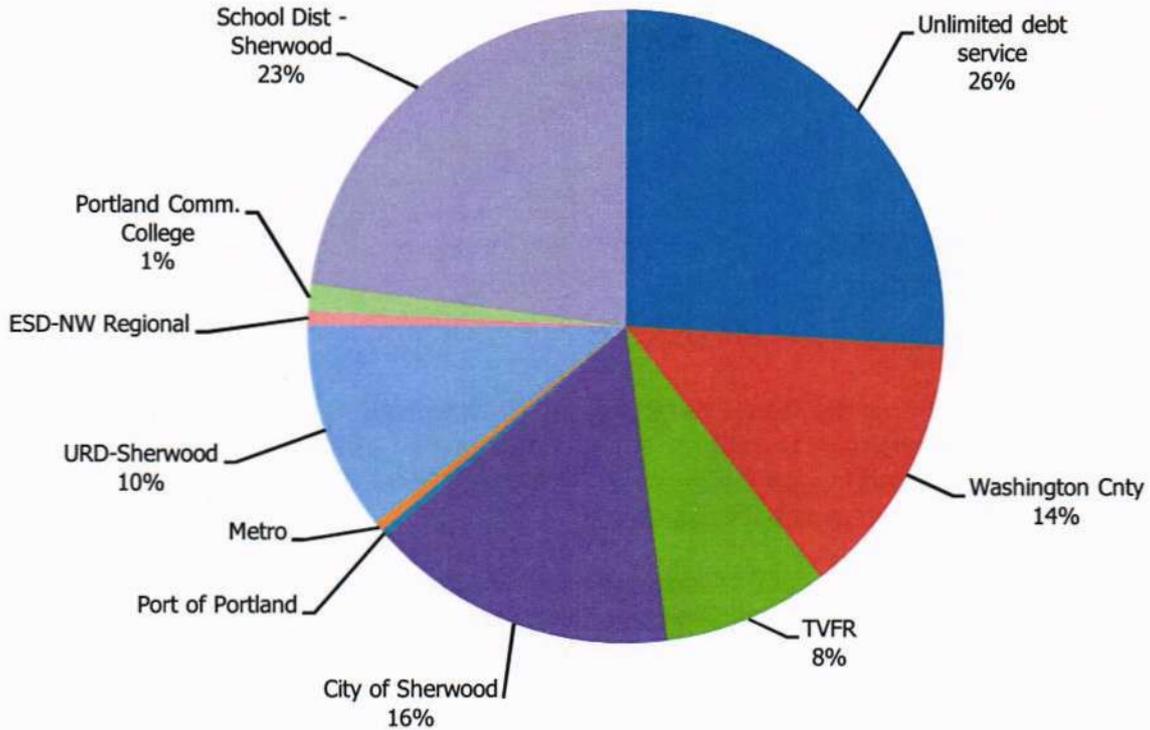
The total tax on a given piece of property is limited as follows:

- General Government: \$10 per \$1,000 of Real Market Value
- Schools: \$5 per \$1,000 of Real Market Value
- 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.

In 2008-09, Sherwood property owners paid tax as follows:

2008-09 Tax Levy Categories



Effect of the Sherwood Urban Renewal Agency

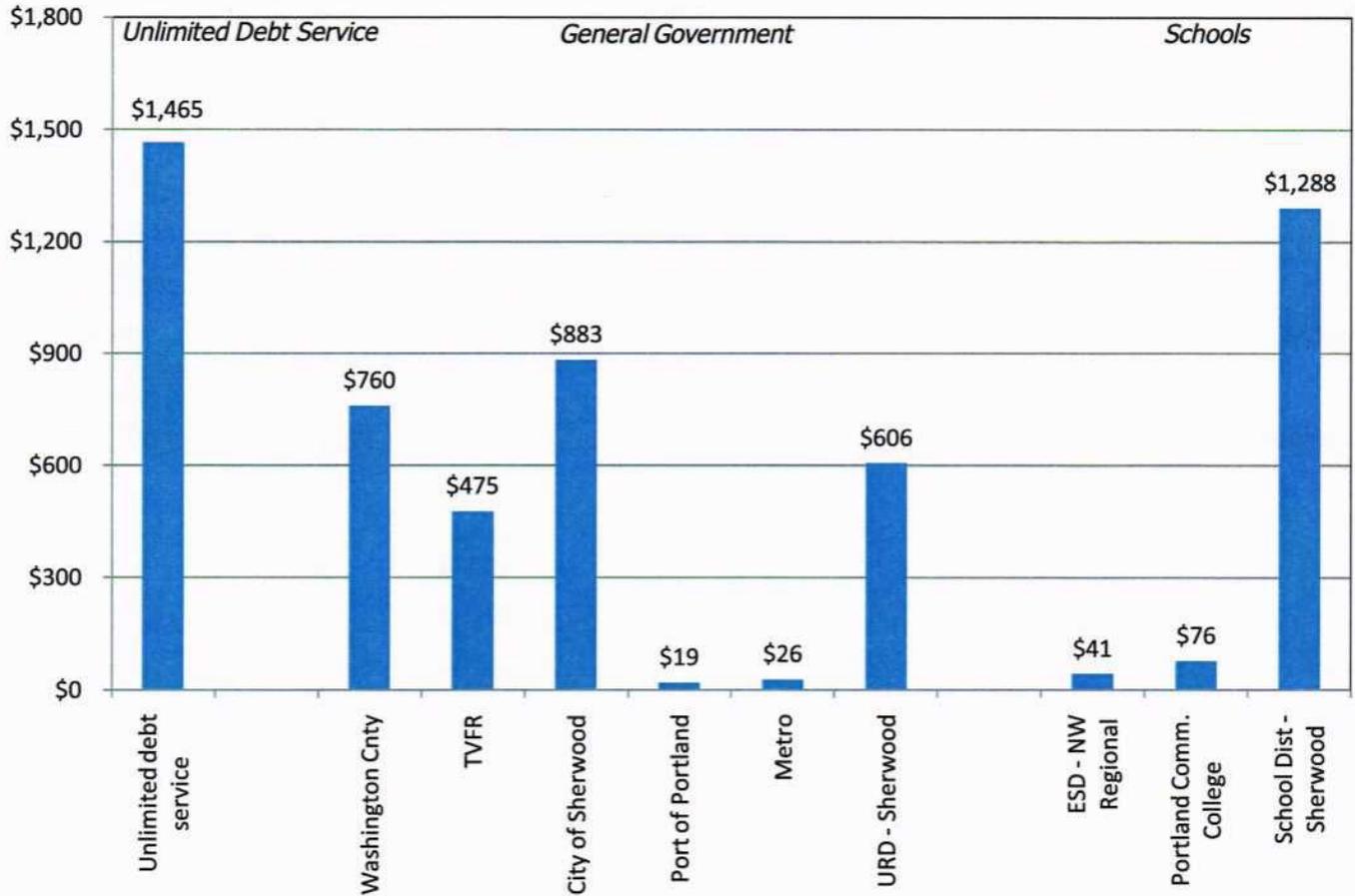
The Urban Renewal District is a geographic area within the City of Sherwood, defined in the Urban Renewal Plan. The purpose of the district is to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the Urban Renewal Plan. The District borrows money to fund infrastructure and other improvements, receives property taxes calculated on the increased assessed values, and uses the taxes to pay debt service on the borrowings. The URA began operations in 2001-02. The assessed value in the district was determined at that date and became the frozen base. In subsequent years, the incremental assessed value is the difference between the assessed value in the district and the frozen base. Each year, the URA receives property tax attributable to the incremental assessed value; the city general fund receives property tax attributable to the city’s assessed value less the URA incremental value.

Property tax for the URA is a portion of the permanent rate levy for the city and each overlapping tax district, not an addition to it. The amount of tax for the URA is *determined* by the incremental assessed value in the Urban Renewal District, but the tax is *collected* by dividing the city’s (and each taxing entity’s) permanent rate levy. Thus, tax for the URA appears on each tax bill in Sherwood, not just those in the URD. Absent the URA, the tax would go to the City and other taxing districts -- but without urban renewal efforts and expenditures, the assessed values presumably would not have increased.

The URD will cease to exist after it has incurred and repaid the maximum indebtedness specified in the plan, \$35,347,600.

2008-09 Tax

A Sherwood homeowner with an assessed value of \$300,000 would have paid \$5,764 in property taxes, as follows:



The City of Sherwood's portion of unlimited debt service is \$255.00; the remainder is for other jurisdictions such as Tualatin Valley Fire, Sherwood School Dist, and Washington County.

Property Tax Levies

General Fund

Taxable assessed value (exclusive of URA incremental assessed value)	\$ 1,224,220,020
Multiplied by the permanent rate	0.0032975
Levy	<u>4,036,866</u>
Plus tax on farmland previously deferred	14,051
Less amount uncollectable in the year levied	(161,475)
General fund property taxes to balance the budget	<u><u>\$ 3,889,441</u></u>

Debt Service Fund

Levy	\$ 916,700
Less amount uncollectable in the year levied	-
Debt service fund property taxes to balance the budget	<u><u>\$ 916,700</u></u>

FINANCIALS

GENERAL FUND

General Fund in Total

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ (1,321,745)	\$ (889,032)	\$ 1,972,050	\$ (1,231,189)	\$ 1,050,470	\$ 1,050,470	\$ 1,050,470
Revenue							
Taxes	3,499,115	3,756,911	3,914,920	3,933,620	4,099,284	4,099,284	4,099,284
Franchise Fees	1,250,410	1,348,650	1,317,250	1,382,400	1,464,071	1,464,071	1,464,071
Licenses and permits	96,208	89,669	83,400	81,500	81,500	81,500	81,500
Intergovernmental	2,458,023	2,407,665	3,325,005	3,537,847	1,500,903	1,500,903	1,500,903
Charges for services	793,782	895,255	905,289	656,860	651,602	651,602	651,602
Infrastructure fees	163,543	334,184	234,600	161,700	178,350	178,350	178,350
Fines, interest and other	763,822	680,420	794,900	596,529	702,710	721,962	721,962
Total revenue	9,024,903	9,512,754	10,575,364	10,350,456	8,678,420	8,697,672	8,697,672
Other sources							
Transfer in				27,300	370,000	370,000	370,000
Sale of fixed assets				3,065,000	135,000	135,000	135,000
Total other sources	-	-	-	3,092,300	505,000	505,000	505,000
Total sources	7,703,158	8,623,722	12,547,414	12,211,567	10,233,890	10,253,142	10,253,142
USES							
Expenditures							
Personal services							
Salaries and wages	4,368,141	4,348,219	4,193,718	3,928,761	4,241,704	4,098,572	4,098,572
Payroll taxes	540,750	561,524	480,373	457,242	501,667	483,969	483,969
Benefits	1,475,287	1,443,102	1,579,047	1,437,996	1,488,453	1,440,926	1,440,926
Total personal services	6,384,178	6,352,845	6,253,138	5,823,999	6,231,824	6,023,467	6,023,467
Materials and services							
Professional & technical	698,459	1,113,242	803,011	841,418	859,168	859,168	859,168
Facility and equipment	472,196	507,600	622,139	634,152	704,358	704,358	704,358
Other purchased serv	364,398	423,100	630,232	539,945	614,976	614,976	614,976
Supplies	222,536	281,796	338,511	342,341	311,465	311,465	311,465
Community activities	31,157	36,771	64,055	66,555	43,008	51,508	51,508
Minor equipment	131,713	123,916	137,024	127,811	134,740	134,740	134,740
Other materials & serv	(1,323,762)	(1,013,964)	(598,428)	(730,501)	(963,320)	(934,611)	(934,611)
Total materials & serv	596,697	1,472,463	1,996,544	1,821,721	1,704,395	1,741,604	1,741,604
Capital outlay							
Land		51	264,000	264,000			
Infrastructure			30,000	30,000	30,000	30,000	30,000
Vehicles	76,593	122,821	23,400	23,400	65,360	65,360	65,360
Furniture and equip	23,565	92,844	303,500	36,000	402,000	402,000	402,000
Total capital outlay	100,158	215,716	620,900	353,400	497,360	497,360	497,360
Debt service							
Principal	708,582	1,076,277	1,006,368	1,009,565	136,596	136,596	136,596
Interest	502,575	709,948	698,412	698,412	50,418	50,418	50,418
Total debt service	1,211,157	1,786,225	1,704,780	1,707,977	187,014	187,014	187,014
Total expenditures	8,292,190	9,827,249	10,575,362	9,707,097	8,620,593	8,449,445	8,449,445
Other uses							
Transfers out	300,000	27,663	1,453,187	1,454,000	11,500	11,500	11,500
Ending Fund Balance	(889,032)	(1,231,189)			500,000	500,000	
Contingency			518,865	1,050,470	1,101,796	1,292,197	1,792,197
Total uses	7,703,158	8,623,722	12,547,414	12,211,567	10,233,890	10,253,142	10,253,142

General Fund in Total by Division

	Administration	Community Development	Public Safety	Community Services	Public Works Operations	2009-10 Budget
SOURCES						
Beginning fund balance	1,050,470					\$ 1,050,470
Revenue						
Taxes	4,099,284					4,099,284
Francise Fees	1,464,071					1,464,071
Licenses and permits	71,500		10,000			81,500
Intergovernmental	377,800	100,500	292,200	676,381	54,022	1,500,903
Charges for services	25,000	473,602	3,000	146,445	3,555	651,602
Infrastructure & dev. fees		178,350				178,350
Fines, interest and other	584,762	200	47,000	30,000	60,000	721,962
Total revenue	6,622,417	752,652	352,200	852,826	117,577	8,697,672
Other Sources						
Transfers in	370,000					370,000
Sale of fixed assts	135,000					135,000
Total other sources	505,000	-	-	-	-	505,000
Total sources	8,177,887	752,652	352,200	852,826	117,577	10,253,142
USES						
Expenditures						
Personal services						
Salaries and wages	862,942	587,328	1,676,878	596,651	374,773	4,098,572
Payroll taxes	81,026	62,068	226,293	59,473	55,109	483,969
Benefits	298,335	190,060	603,151	181,990	167,390	1,440,926
Total personal services	1,242,303	839,456	2,506,322	838,114	597,272	6,023,467
Materials and services						
Profes & tech services	180,660	286,850	177,000	65,582	149,076	859,168
Facility and equipment	164,750	4,500	85,000	2,500	447,608	704,358
Other purchased services	481,982	36,112	43,040	25,870	27,972	614,976
Supplies	14,730	5,220	44,500	132,075	114,940	311,465
Community activities	3,150	150	2,500	35,000	10,708	51,508
Minor equipment	55,000	28,440	14,500	3,000	33,800	134,740
Other materials & services	(1,763,775)	96,106	900,987	320,225	(488,155)	(934,612)
Total materials & services	(863,503)	457,378	1,267,527	584,252	295,949	1,741,603
Capital outlay						
Infrastructure					30,000	30,000
Vehicles			40,360		25,000	65,360
Furniture and equipment	100,000		275,000		27,000	402,000
Total capital outlay	100,000	-	315,360	-	82,000	497,360
Debt service						
Principal	92,750			21,923	21,923	136,596
Interest	44,260			3,079	3,079	50,418
Total debt service	137,010	-	-	25,002	25,002	187,014
Total expenditures	615,810	1,296,834	4,089,209	1,447,368	1,000,223	8,449,444
Other uses						
Transfers out					11,500	11,500
Ending Fund Balance						
Contingency	1,792,197					1,792,197
Total uses	2,408,008	1,296,834	4,089,209	1,447,368	1,011,723	10,253,142
Net sources (uses)	\$ 5,769,879	\$ (544,182)	\$ (3,737,009)	\$ (594,542)	\$ (894,146)	\$ -

Administration Division

Administration provides leadership and support for all City functions including the City Council. Administration includes the City Council, City Recorder, City Manager, Assistant City Manager, Information Technology, Human Resources and Finance.

All general government revenue such as taxes and franchise fees are posted to the Administration.

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Adopted
Revenue					
Taxes	3,499,115	3,756,911	3,914,920	3,933,620	4,099,284
Franchise Fees	1,250,410	1,348,650	1,317,250	1,382,400	1,464,071
Licenses and Permits	80,333	75,457	71,500	71,500	71,500
Intergovernmental	1,810,521	1,615,749	2,158,578	2,576,800	377,800
Charges for Services			10,620	25,785	25,000
Other	667,246	602,443	646,039	472,059	584,762
Transfers in & Other Sources				3,065,000	505,000
Total revenue	7,307,625	7,399,209	8,118,907	11,527,164	7,127,417
Expenditures					
Personal services	1,170,735	1,313,540	1,135,939	1,212,758	1,242,303
Materials and services	(1,101,631)	(973,462)	(667,159)	(851,771)	(863,503)
Capital outlay	12,750	8,463	300,000	300,000	100,000
Debt service	1,198,656	1,736,221	1,704,780	1,707,977	137,010
Transfers out & Other Sources	300,000		1,453,187	1,454,000	
Total expenditures	1,580,510	2,084,762	3,926,747	3,822,964	615,810
Net revenue (expenditures)	5,727,115	5,314,448	4,192,160	7,704,200	6,511,607

There are approximately 104 employees and over 27 volunteers that support the activities of the City.

City Manager

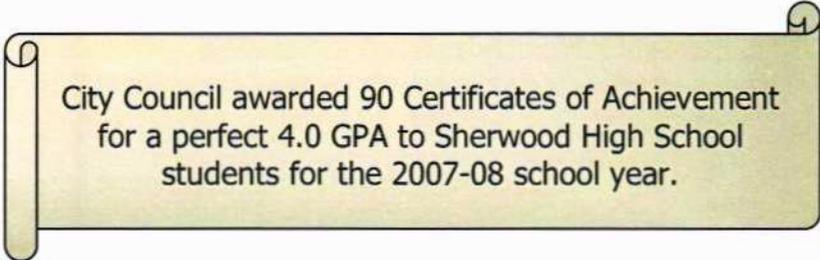
City Manager provides leadership, coordination and management for the City and is responsible for establishing general policies that govern the operations of the city. The City Manager also supports and assists the Mayor and City Councilors in their roles as policy makers by providing accurate and timely information and appropriate policy alternatives. This role also provides oversight for the City Attorney contract, budget development, official records, legislative activities, public information and municipal elections.

Accomplishments

- Completion of the Sunset Reservoir II
- Begin Development of the Cannery Property
- Begin Implementation of the Parks Master Plan
- Improved Citizen Communication and outreach

2009-2010 Goals, Strategies, Values and Activities

Oversee all divisions and departments in their efforts to meet the City's goals.

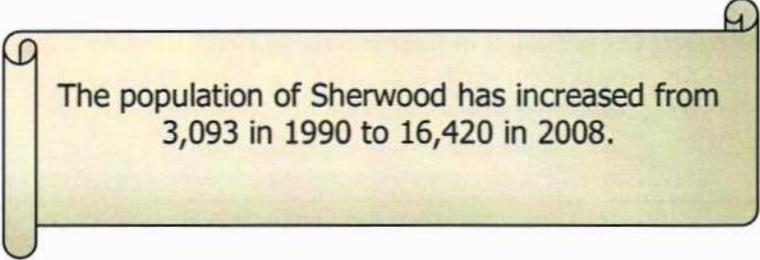


City Council awarded 90 Certificates of Achievement for a perfect 4.0 GPA to Sherwood High School students for the 2007-08 school year.

Assistant City Manager

The Assistant City Manager functions as the operations officer for the City Manager, monitoring City activities and projects to assure timely coordination and completion. The Assistant City Manager oversees the Human Resources Division, Finance, Information Technology and the Urban Renewal District. This role also makes recommendations to the City Manager for policies and procedures and City wide budget development and implementation.

The Assistant City Manager position is unfunded for fiscal year 09-10.



The population of Sherwood has increased from 3,093 in 1990 to 16,420 in 2008.

City Council and Recorder

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 two years. 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. City Council meets in regular monthly meetings. In addition, many special meetings and Council work sessions are held to study upcoming issues. The City Recorder is responsible for the management of City records and provides administrative support to the Council.

Accomplishments

- City Council meetings available on community access channel as well as City website.
- Complete successful election of new Council members and Mayor.
- Continue maintaining complete and accurate City Council records.

2009-2010 Goals, Strategies, Values and Activities

The City of Sherwood, **City Recorder** supports all other departments in achieving the Goals of the City by **Supporting** the **Values** identified as important by City leaders.

Value: *The City of Sherwood Values and Promotes Quality Services & Fiscal Responsibility*

Strategies:

Develop and Implement a Records Management program

Activities:

- Provide staff training
- Conduct quarterly all City records management day
- Prepare records for records room (create electronic file, file paper record accordingly, review retention dates, prepare records for destruction)
- Fulfill requests for records
- Abide by Secretary of State, records archiving rules
- Record documents with other state and local agencies
- Responsible for maintaining the Sherwood Municipal Code and providing the public link via the City website

City Council and Recorder

Value: *The City of Sherwood Values and Promotes Quality Services & Citizen Participation*

Strategies:

Provide excellent City Council support.

Activities:

- Prepare council agenda's and meeting materials
- Prepare and post public notices
- Prepare legislation for adoption
- Transcribe meeting minutes
- Ensure Council meeting records are complete and accurate
- Manage all correspondences of elected officials (electronic and paper)
- Serve as contact person for elected officials
- Manage elected officials calendars
- Coordinate annual student achievement awards
- Coordinate monthly Boy Scout and Girl Scout achievement awards
- Produce and manage City Council/City Recorder annual budget

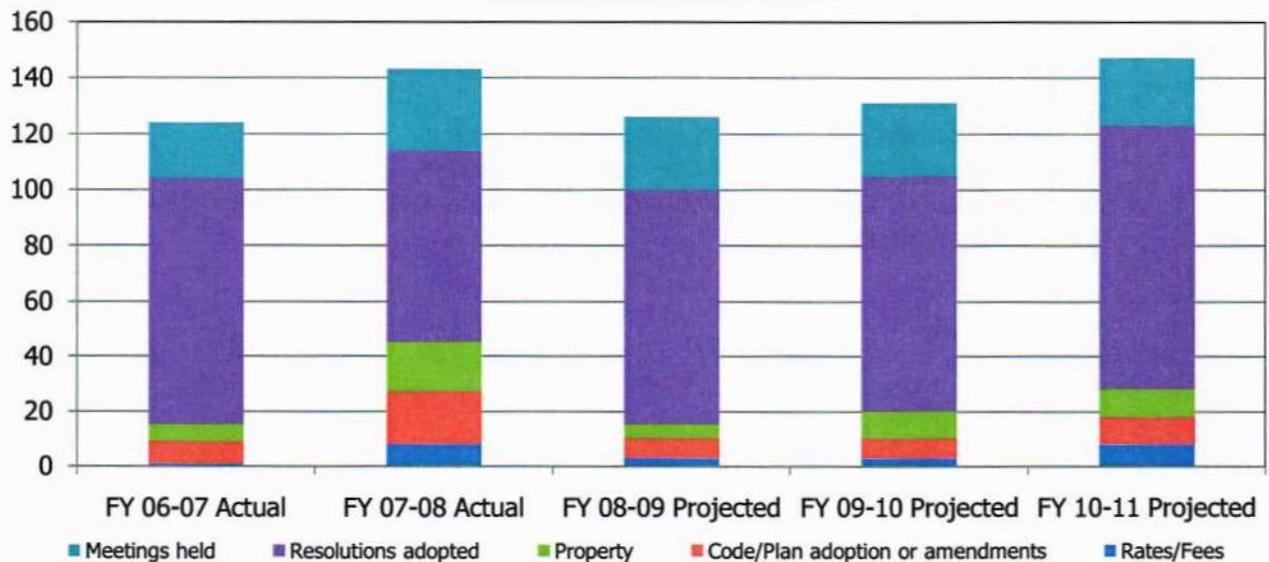
Serve as the City Elections Official

Activities:

- Ensure and abide by Oregon Election Laws
- Coordinate and oversee City elections
- Prepare ballot measures
- Prepare and post Public Notices
- Canvass election results and record accordingly

Performance Measure

Council Activities



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.

Accomplishments

- Upgraded all city systems to the latest version of Microsoft Office
- Completed an upgrade and enhancement of the police electronic ticketing system
- Completed an upgrade of the municipal court system
- Assisted in the implementation of the utility billing system
- Completed the redesign of the cities website
- Brought on line the Sherwood public access channel
- Finished the initial phase of server consolidation efforts

2009-2010 Goals, Strategies, Values and Activities

The City of Sherwood Information Technology Department supports all the technical needs of the employees of Sherwood along with support to the Sherwood Broadband utility and its customers.

Value: *The City of Sherwood Values and Promotes Quality Services*

Strategies:

Improve service request processes and knowledge transfer

Activities:

- Knowledgebase integration
- Asset integration
- Create performance reports

Develop an on-demand employee training and testing solution

Activities:

- Create an internal training website
- Assist departments in creating their own training

Add enhanced services on the city's website

Activities

- On line bill payment
- Implement user/department specific content management
- ADA enhancements

Information Technologies

Value: *The City of Sherwood Values and Promotes Community Pride*

Strategies:

Unify (look and feel) the cities external media resources (Web, Print, TV)

Activities:

- Create a common layout for media resources
- Look at extending that layout to other communication forms

Enhance content offering on the city’s television channel

Activities:

- Work with school district to include their content
- Look for other non-Sherwood specific content (other government content)

Value: *The City of Sherwood Values and Promotes Fiscal Responsibility*

Strategies:

Increase equipment consolidation, saving ongoing maintenance and utility costs

Activities:

- Continue moving physical servers to a virtualized environment
- Investigate desktop virtualization

Decrease desktop administration time and effort

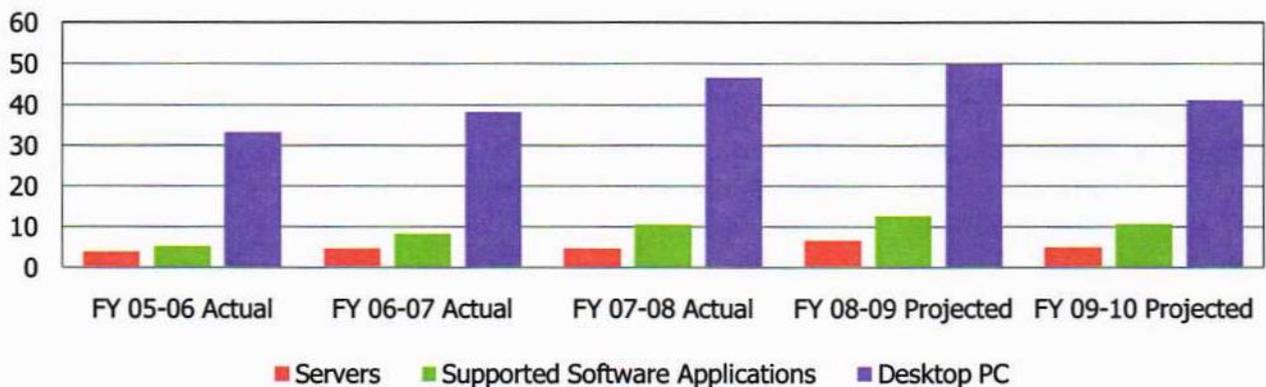
Activities:

- Purchase improved desktop administration tools
- Improve desktop deployment automation

Information Technologies

Performance Measure

Number of Systems Supported per IT FTE



Human Resources & Risk Management

The Human Resource Department provides personnel support for all City employees. This department also includes recruitment, training and development, benefit and compensation, and salary classifications. Manages two union contracts and leads employee advocacy. Risk Management is responsible for managing the policies and processing claims for workers' compensation, property and liability insurance. This department also reviews and manages the City's benefit package to insure the best possible rates and protection for employees at a reasonable rate.

Accomplishments

- Retain, recruit and train a top quality work force.
- Manage all lines of insurance coverage for the City.
- Proactive Risk Management.
- Lead in employee advocacy.

2009-10 Goals, Values, Strategies and, Activities

The City of Sherwood Human Resource Department goals are the **Values** identified as important by City leaders.

Value: *The City of Sherwood Values and Promotes Fiscal Responsibility*

Strategies:

Develop and Implement a fiscally responsible Risk Management Plan

Activities:

- Create and implement Risk Management Tools.
- Promote a safe work environment by providing proper training and ergonomic work place for employees.
- Manage Workers' Compensation Claims and promote an "Early Return to Work" plan.
- Provide employee safety training for improved on the job safety.

Develop successful Employee Recruitment & Retention

Activities:

- Create Assessment Center processes for qualifying applicants.
- Promote a healthy and productive work environment with on-going incentive plans.
- Manage employee health benefit plans and programs that are cost effective.
- Employee Advocacy through maintaining a positive work environment with employees and unions. Implementing positive evaluations for employee feedback.
- Create "Ideas in Motion" a program for employees to communicate ideas that can be implemented within the City, making the City more efficient.

Human Resources & Risk Management

Value: *The City of Sherwood Values and Promotes Quality Services*

Strategies:

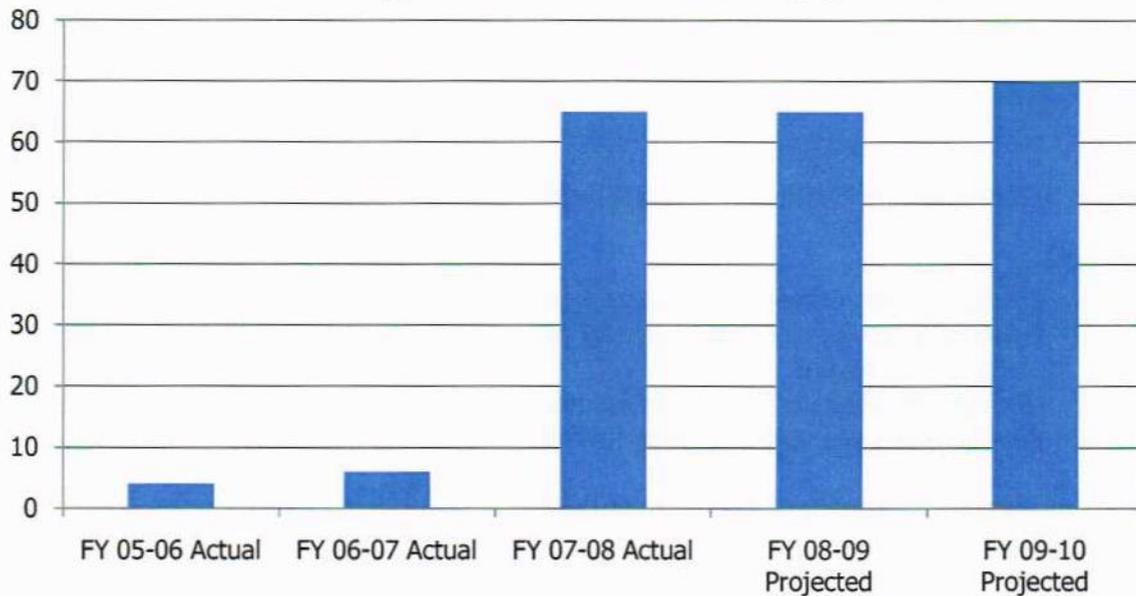
Develop and Implement Employee Training

Activities:

- Create and On-Line Employee Orientation and Training Tool
- Organize on-site training for employees and management
- Attend Risk Management, Employee Relations and Policy Training Seminars to keep up to date on HR Trends.

Performance Measure

Average Hours of Training per FTE



Sherwood University is an internal training program offered to all employees.

Finance

The Finance department provides financial information, oversight and management. Finance is responsible for the annual budget, annual audit, debt management, payroll, cash management, reception, and accounts payable. Municipal Court is part of the Finance Department, and is responsible for processing all citations and violations issued by the Sherwood Police Department. This department is also responsible for filing all cases referred to the court, scheduling and conducting court trials, maintaining court dockets, and monitoring bench probations and diversions.

Accomplishments

- Received the GFOA Budget Award for Fiscal Year 2008-2009.
- Upgraded the Municipal Court software.
- Implemented Report Beam software for the Police department and Court.
- Implementation of Utility billing.
- Met all CAFR deadlines

2009-10 Goals, Values, Strategies and, Activities

The City of Sherwood Finance Department supports all other departments in achieving the Goals of the City by **Supporting** the **Values** identified as important by City leaders.

Value: *The City of Sherwood Values and Promotes Fiscal Responsibility*

Strategies:

Develop and implement a fiscally responsible budget

Activities:

- Budget preparation and monitoring
- Process receipts, purchasing, payments and deposits
- Develop and implement a Utility Billing System

Comply with State Auditing Guidelines

Activities:

- Prepare work papers and coordinate Comprehensive Annual Financial Report (Audit)

Update and maintain the City's Payroll System

Activities:

- Review and process time sheets
- Process all Federal and State Tax Reporting
- Update and Maintain PERS reporting requirements

Develop and Implement City Financing and Investment portfolios

Activities

- Monitor Bank and LGIP accounts
- Develop and implement financing arrangements for City projects

Finance

Value: *The City of Sherwood Values and Promotes Quality Services*

Strategies:

Provide excellent reception services for customers at City Hall

Activities:

- Maintain knowledge of City departments and staff
- Assist customers with information referrals
- Assist customers with applicable forms and applications, including Business Licensing

Develop and Maintain Customer Oriented Court Administration

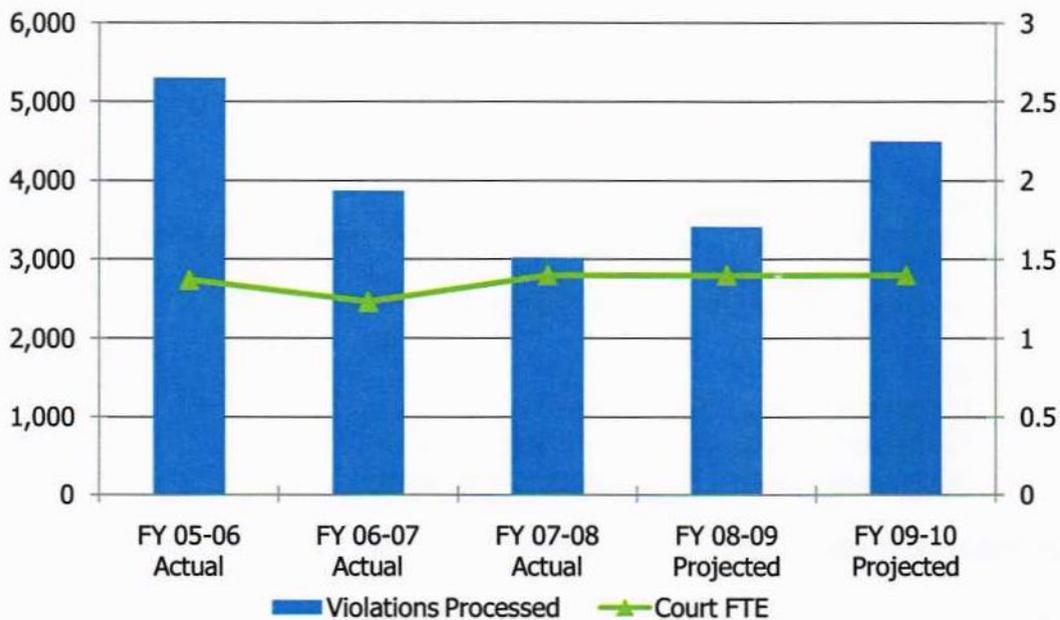
Activities:

- Import and track citations
- Process arraignment and trial sessions
- Assure compliance with Oregon Statutes and Administrative Rules

Performance Measure

This graph shows the number of Court violations processed by the number of FTE. The temporary decline in the number of violations processed is due to vacancies in the police department. Court staffing levels have remained stable which has allowed us to reduce our backlogs.

Citations Processed per Court FTE



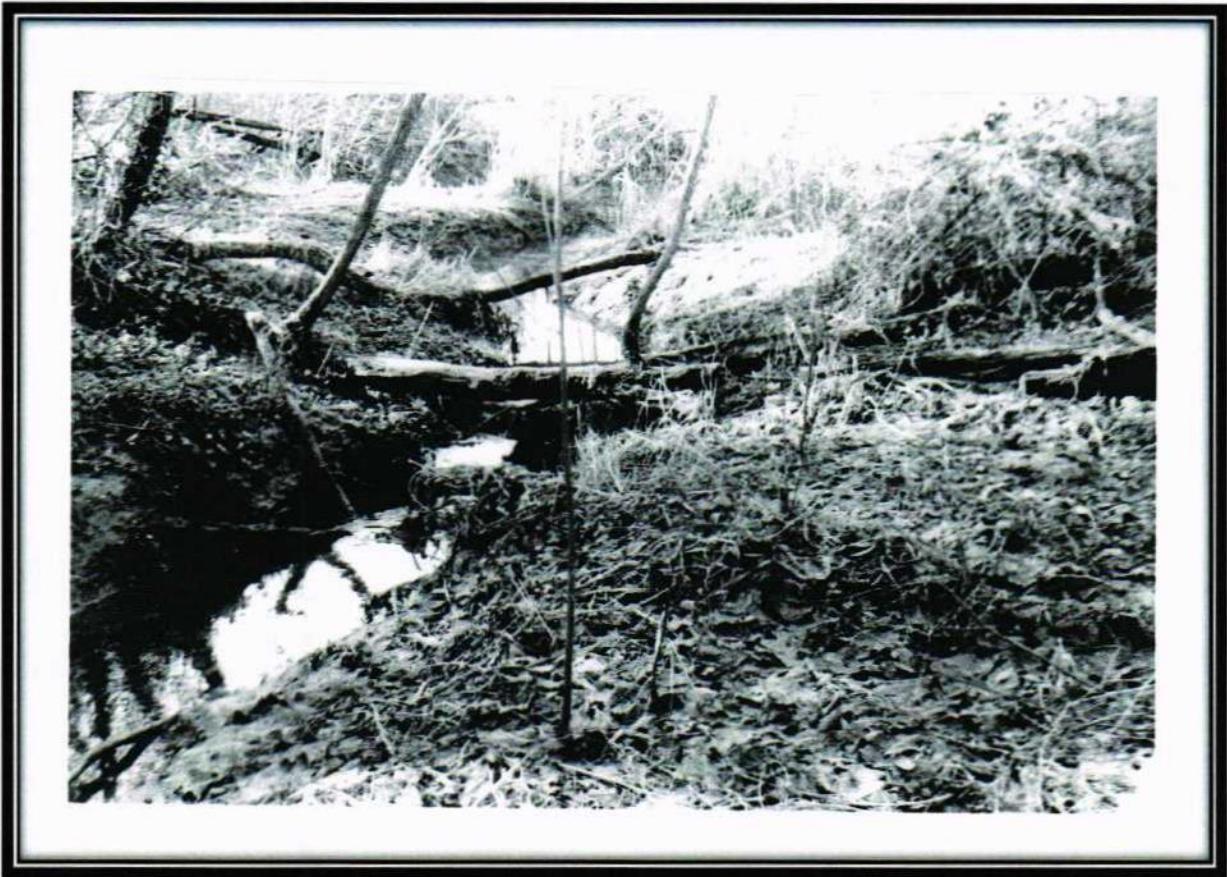


Photo taken by Joshua Huffman, Junior at Sherwood High School

Community Development Division

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

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Adopted
Revenue					
Intergovernmental	\$ 40,000	\$ 110,051	\$ 185,000	\$ 185,500	\$ 100,500
Charges for services	626,718	702,457	753,419	484,598	473,602
Infrastructure fees	160,441	333,479	234,000	161,700	178,350
Other	407	4,041	600	600	200
Transfers in & Other Sources				27,300	
Total revenue	827,566	1,150,029	1,173,019	859,698	752,652
Expenditures					
Personal services	1,113,195	1,085,423	993,064	835,372	839,456
Materials and services	427,580	666,909	592,502	487,065	457,378
Capital outlay		51			
Debt service					
Total expenditures	1,540,775	1,752,383	1,585,566	1,322,437	1,296,834
Net revenue (expenditures)	(713,209)	(602,354)	(412,547)	(462,739)	(544,182)

More than 80% of the houses in Sherwood did not exist before 1990.

Community Development Division**2009-10 Goals, Values, Strategies and, Activities**

The City of Sherwood Community Development Department provides quality current and long range planning, building and engineering services to support the infrastructure, livability, well being and economic development of the community.

Value: *The City of Sherwood Values and Promotes Fiscal Responsibility*

Strategies:

Ensure that staff is efficient and effective in providing the highest level of customer service and development review

Activities:

- Track time spent on activities including customer service

Value: *The City of Sherwood Values and Promotes Quality Services*

Strategies:

Provide excellent customer services for citizens, developers and customers at City Hall

Activities:

- Assist customers with applicable forms and applications
- Provide prompt response to phone calls, e-mails and in-person inquiries
- Attend trainings as necessary and appropriate to ensure continued knowledge in the field
- Provide over the counter assistance whenever possible
- Provide efficient processes for developers
- Prepare forms, applications and instructions whenever possible
- Maintain and provide current City Codes and Standards in a user friendly format
- Assure compliance with adopted current Statewide and Regional codes and Standards

Goal: *Public Safety: "The City of Sherwood will provide for the safety and security of the community and its citizens."*

Strategies:

Require projects to follow up to date Codes and Standards to ensure public safety

Activities:

- Maintain and provide current City Codes and Standards
- Assure compliance with adopted current City, Statewide and Regional Codes and Standards through plan review and inspection.
- Design projects to comply with all Codes, Standards and Applicable Permits

Community Development Division

Goal: Infrastructure: *"The City of Sherwood will provide and maintain infrastructure for its citizens to live, work and play."*

Strategies:

Develop Capital Improvement Programs to ensure infrastructure is available for citizens and development

Activities:

- Prepare Capital Improvement Plans
- Prepare and update Master Plans
- Provide recommendations for financial plans to ensure funds are available to create and maintain infrastructure

Design and construct capital projects in a timely manner to allow orderly development

Activities:

- Adams Avenue South
- Adams Avenue North
- Gerda/Tualatin-Sherwood signal
- Area 54/55 Upper Ladd Hill Regional Stormwater Facility
- 3rd Street Sanitary Conveyance System Extension
- Brookman Area Sewer Conveyance System Extension and Capacity Upgrades
- Cedar Creek Feasibility Study
- Stella Olsen off-street parking
- Senior Center parking lot

Goal: Livability: *"The City of Sherwood will provide opportunity for responsible community development and growth."*

Strategies:

Develop concept plans for undeveloped areas in the Urban Growth Boundary for implementation

Activities:

- Area 54/55 Brookman
- Area 48 Industrial Area
- Adams Avenue North
- Work with Regional Partners to develop consistent plans that will benefit Sherwood and the surrounding communities

Monitor and participate in projects of local and regional significance

Activities:

- Urban/Rural Reserve Process
- I-5/99W Connector
- Comprehensive Plan Periodic Review

Community Development Division

Review and modify development code as needed to ensure it continues to reflect community values and goals

Activities:

- Review sign code (wall signs, temporary signs)
- Review park and open space requirements
- Develop Commercial/Industrial design standards (finish)

Goal: Resident Well Being: "The City of Sherwood will facilitate the provision of services to encourage a balanced quality of life for its citizens"

Strategies:

Work with Regional Partners to provide amenities consistent with the Transportation and Park Master Plans

Activities:

- Participate with partners on the Tonquin Trail Master Plan
- Apply for applicable funds for street, bike and pedestrian facilities
- Cedar Creek Trail

Goal: Economic Development: "The City of Sherwood will promote responsible economic development which benefits the community."

Strategies:

Provide Infrastructure for City owned lands to stimulate economic development

Activities:

- Cannery Public Infrastructure
- Downtown Streetscapes Phase II

In 2002 Metro added more than 320 acres of employment lands to the City of Sherwood. This land is currently under review to provide more jobs in Sherwood.

Planning

The Planning Department is responsible for guiding, updating, and implementing the Comprehensive Plan, the long-range planning tool of the community, which envisions the design and function of Sherwood’s built and natural environments. The essential duties of the Department are current planning, such as development review, permitting, and enforcement of the City’s zoning code; long range planning that entails updates to the Comprehensive Plan and master planning; and special projects developed by the City Manager’s Office and the Planning Commission, such as policy evaluation and site analysis. This year’s budget reflects the continuation of the above technical services along with specific projects.

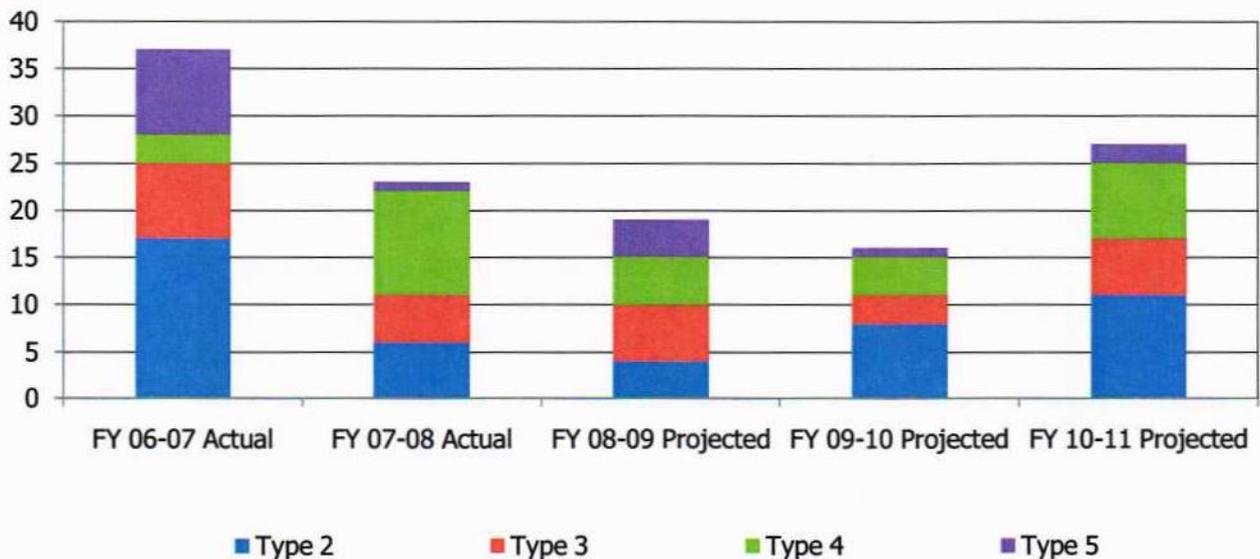
Accomplishments

- Development of Brookman Road Concept Plan complete or very close to completion
- Continued to process the majority of land use applications within 6-8 weeks
- Continued participation on the Tonquin Trail Master Plan in coordination with Metro, Wilsonville, Tualatin, Clackamas County and Washington County.
- Continued coordination and participation with regional partners on issues of regional and local importance.

Performance Measure

Type 2 applications are staff level decisions. Generally these are more straight forward and smaller in size.
Type 3 applications require a public hearing and decision by a Hearings Officer.
Type 4 applications require a public hearing and decision by the Planning Commission.
Type 5 applications require a legislative decision made by the City Council after a public hearing and recommendation from the Planning Commission and a public hearing at the Council level as well.

Land Use Applications Processed



Building

The Building Department responsibilities are to review and approve plans, issue permits, and perform inspections for new construction in compliance with the State of Oregon’s building, mechanical and plumbing codes. The Department assists the public with information relevant to the City’s building development codes, works with local jurisdictions and builders in order to improve the construction standards in the city, and provides efficient service to the construction industry and the public.

Accomplishments

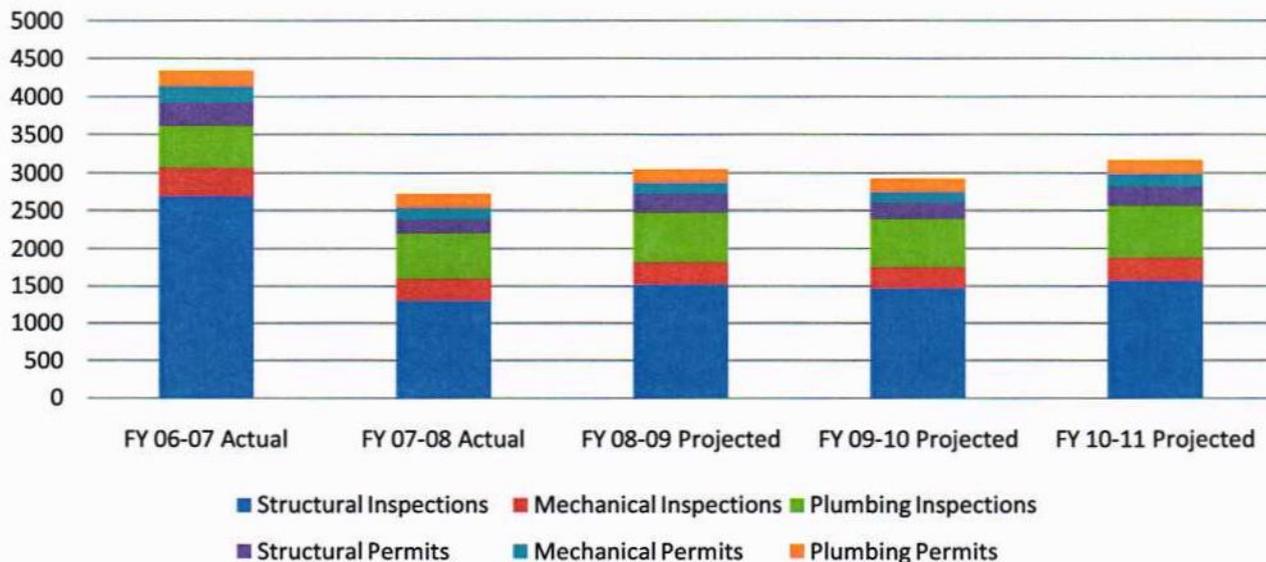
- As a team we worked with the contractors and school district to facilitate the completion and granting of the Certificate of Occupancy for the new Sherwood High School Grandstand prior to the first scheduled home game of the season.
- We have continued to provide excellent, knowledgeable customer service to people planning any type of construction in Sherwood.
- Continued working within the Community Development Division as one part of a multifaceted team supporting and encouraging development in Sherwood.
- All three Building Permit Specialist have received certificates of Achievements from FEMA for their participation in the National Incident Management System training.
- We have been available and willing to assist any department in whatever capacity is needed within the City when severe weather or other emergency have arisen.
- We have continued to educate the public concerning permit requirements and the benefits permits provide in protecting their property and their safety.
- As a group submitted several articles to local publications with helpful information regarding when and why permits are needed.

Performance Measure

FTE per year to process permits and inspections

FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Projected	FY 09-10 Projected	FY 10-11 Projected
6	4	3.5	3.5	4

Building Permits and Inspections



Engineering

The Engineering Department plans, designs, and oversees construction of the City’s Capital Improvement Projects (CIP’s), which include streets, storm water systems, sanitary sewer systems, water systems, and park facilities. The Department is also responsible for review and approval of all private development projects that include installation of public infrastructure as part of the development. The Department conducts inspection on the construction of public infrastructure projects to ensure that these facilities meet the City’s standards for materials and installation. The Department issues right-of-way permits for all work performed within the public right-of-way, and oversee erosion and sediment runoff control on any construction activity within the City.

Accomplishments

- Completed reconstruction of the Pine Street Phase 1 project (Willamette Ave. to Division St.).
- Design of the Pine Street Phase 2 project (Division Street to Sunset Boulevard) reconstruction is complete and ready for the public bidding and construction process.
- Completed construction of the Stella Olsen Park Bridge and associated Cedar Creek Trail section.
- A contract for the Cedar Creek Trail feasibility study was negotiated and work on the feasibility study has begun.
- A contract for the North Adams Avenue concept planning and engineering design was negotiated and work has begun.
- In-house engineering design and construction management for the reconstruction of the Washington Street off-street parking lot, across from Stella Olsen Park, has begun.
- Project delineation and submission of documentation to various government agencies for the Federal Economic Stimulus Package program.
- Developed and implemented an *Engineering Design and Standard Details Manual* for the City.
- Provided review and approval for 20 number of private development projects within the City.

Performance Measure

Capital project work continues to rise while Private Development is decreasing.

Capital and Private Development Trends

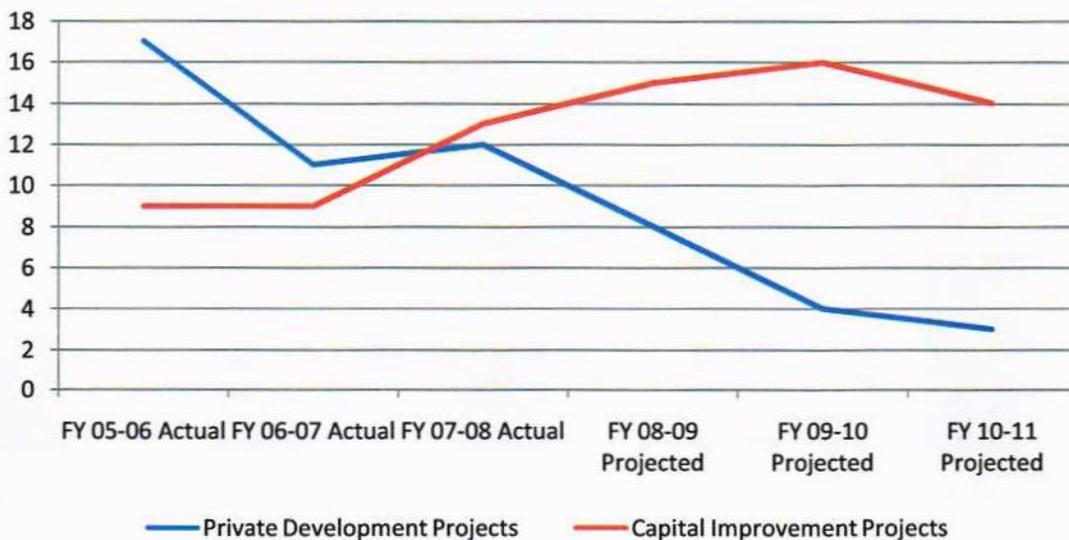




Photo taken by Destaney Bletcher, Sophomore at Sherwood High School

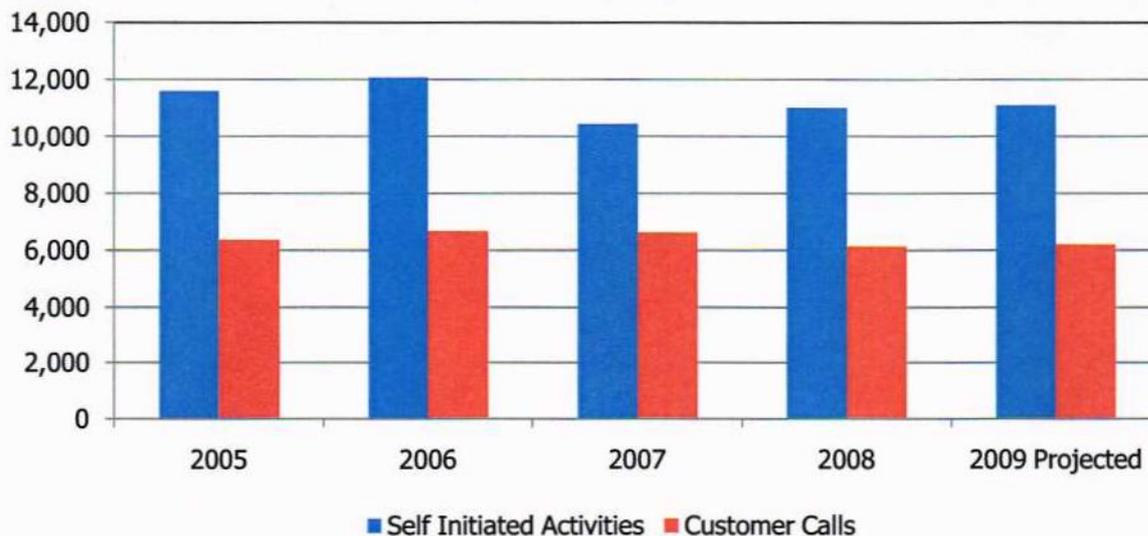
Public Safety Division

The Division of Public Safety coordinates all public safety services for the city. Public Safety includes all law enforcement services delivered through the Police Department and all emergency operations services delivered through the Emergency Management Department. The Public Safety Division's focus is on developing a coordinated and integrated approach and environment that works closely with our partners in the community and region.

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Adopted
Revenue					
Licenses and permits	15,875	14,213	11,900	10,000	10,000
Intergovernmental	240,697	82,760	264,500	9,620	292,200
Charges for services	2,885	2,880	1,500	3,000	3,000
Fines, interest and other	72,293	50,323	55,000	33,700	47,000
Total revenue	331,750	150,175	332,900	56,320	352,200
Expenditures					
Personal services	2,210,874	2,249,242	2,645,031	2,362,370	2,506,322
Materials and services	1,194,599	1,383,531	1,252,775	1,332,488	1,267,527
Capital outlay	76,593	141,605	290,900	23,400	315,360
Total expenditures	3,482,065	3,774,378	4,188,706	3,718,258	4,089,209
Net revenue (expenditures)	(3,150,315)	(3,624,202)	(3,855,806)	(3,661,938)	(3,737,009)

- Self initiated calls or stops that are initiated by the officer.
- Customer calls are calls from citizens that are made to dispatch and then sent to the officers.

Police Call Volume



Police

Vision

The men and women of the Sherwood Police Department are committed to becoming a highly respected police agency that will exemplify the pinnacle of law enforcement. We will strive to be technically superior and constantly evolving. We will become an agency of destination for professional law enforcement officers. We will remain flexible while keeping ahead of growth and we will establish ourselves as pacesetters in the law enforcement community.

Mission

"The Sherwood Police Department is dedicated to providing a safe and secure environment and preserving the quality of life for its citizens and community."

The above mission is accomplished by establishing and maintaining effective law enforcement services for the City through a focused application of Community Policing.

The police department is comprised of three (3) organizational sections;

- The Administration Section is managed by the Chief of Police and provides overall leadership, direction and guidance for the police department. This includes policy development, budget development and accountability, community and city involvement, regional involvement, labor relations and Chaplaincy and support services. The Administrative Section includes the Chief of Police, two (2) Police Captains and administrative staff.
- The Patrol Operations Section is managed by a Police Captain and provides leadership, direction and supervision of the daily operations of the police department. These operations include patrol services, traffic enforcement services, tactical response and preparation, community activities and events, police canines and police reserves.
- The Patrol Support Section is managed by a Police Captain and provides leadership, direction and supervision of the support functions of the police department. These functions include special investigation services, juvenile services, property and evidence, training, records and information systems, professional standards, public information, human resource and hiring liaison, risk management and mitigation and code compliance.

Values

The Sherwood Police Department Values and Promotes:

Integrity - Upright in action and resolute in conviction.

Professionalism - Character, competence, proficiency and training.

Accountability - Responsible, self-disciplined and transparent.

Reliability - Vigilant, responsive and steadfast.

Courage - Strength in the face of danger or uncertainty.

Compassion - Understanding, human and kind.

Police**Accomplishments**

- Reached 100% patrol staffing
- Began the Policy Manual review and revision process, including evaluating agency accreditation standards
- Began work to re-establish the Police Reserve program
- Re-established an in-service training program to meet all state mandated DPSST training requirements for police officers and increased police officer training hours by 50%
- Established effective promotion criteria for supervisory and management personnel
- Began a process of establishing and/or repairing critical internal control systems
- Re-established Sherwood Police Department's involvement in regional activities and partnerships, including partnerships with neighboring agencies

2009-10 Goals, Values, Strategies and, Activities

The City of Sherwood Police Department supports the **Public Safety** and **Resident Well Being** Goals identified as important by City leaders.

Goal: *The City of Sherwood will provide for the safety and security of the community and its citizens*

Strategies:

Provide effective department leadership and critical systems oversight.

Activities

- Provide and demonstrate the highest level of leadership and direction from the office of Police Chief
- Develop and retain effective Command Staff
- Develop and implement critical internal systems

Provide responsive and preventative patrol operational services.

Activities

- Recruit, Hire and retain competent police officers
- Provide initial and ongoing training
- Deploy adequate staffing levels 24 hours a day (Current is 2 FTE, optimum would be 3 FTE)
- Maintain adequate supervision

Provide effective and responsive traffic safety and crash reduction initiatives.

Activities

- Adequately staff traffic officers
- Conduct routine traffic surveys
- Provide traffic crash response and investigation
- Implement data driven violation and crash reduction programs
- Maintain adequate supervision

Police

Provide effective and responsive patrol support services.

Activities

- Develop and sustain a specialized investigative unit and capabilities
- Utilize existing resources to address juvenile related demands
- Manage critical internal systems
- Maintain adequate supervision

Goal: *The City of Sherwood will facilitate the provision of services to encourage a balanced quality of life for its citizens.*

Strategy:

Provide emergency response to address life safety concerns.

Activities

- Provide community caretaking functions
- Respond to medical calls
- Provide initial and basic social services
- Provide code compliance services

Engage and partner with community groups and activities.

Activities

- Participate in the planning and control of various parades and runs
- Participate in community events, functions and civic organizations
- Support charitable organizations

2009-2010 Performance Measures

- Reach 100% total department staffing; including all support section personnel and all command and supervisory positions within budgetary allowances.
- Allocate all departmental command and supervisory responsibilities regarding critical internal systems as outlined by organizational structure, based on 100% department staffing.
- Receive, document and respond to 100% of all personnel complaints with documented outcomes.
- Establish and maintain patrol supervisory coverage and availability 100% of the time.
- Respond to 100% of all traffic related complaints with documented outcomes.
- Conduct a minimum of 12 traffic surveys in response to traffic complaints and areas of concern.
- Implement a data driven red light violation and crash reduction program.
- Participate in 100% of community events and activities including pre-planning.
- Host four quarterly "Chief Chats" at the police department to foster better communication between the community and the police.

Emergency Management

Vision

The Emergency Management and Preparedness component of the City of Sherwood Public Safety Division is committed to facilitating and coordinating all activities necessary to attain the highest levels of readiness as it assists the City of Sherwood Staff, Businesses, and Residents Plan and Prepare For, Mitigate Against, Respond To, and Recover From Emergency situations and events.

Mission

"The City of Sherwood Emergency Management and Preparedness team is dedicated to enhancing livability by encouraging resilience, preparation, and cooperation in order to preserve the quality of life for Sherwood's citizens and community both before, during, and after a major emergency event."

Values

The Sherwood Emergency Management and Preparedness team Values and Promotes:

Collaboration - Development of productive relationships in a team environment.

Initiative - Constant and ongoing positive steps toward established goals and objectives.

Inclusiveness - Bring together all stake holders – Staff, Businesses, Residents.

Accountability - Responsible, self-disciplined, self-reliant, and transparent.

Professional - Focus on education, training, public stewardship, and continuous improvement.

Compassion - Aware of and considering the needs of ALL, especially the most vulnerable.

Accomplishments

- Developed and completed the Emergency Management Plan
- Completed a local hazards analysis to be used for setting hazard response priorities
- Reached 100% NIMS compliance
- Conducted in excess of 1000 hours of emergency management training
- Conducted 2 table-top exercises and participated in regional exercises
- Hosted and sponsored the first ever Best Practices workshop for Information Technology in support of an emergency operations center
- Increased the awareness level of the community with respect to emergency preparedness and began preparations for a local Community Emergency Response Team

Emergency Management

2009-10 Goals, Values, Strategies and, Activities

The City of Sherwood Emergency Management and Preparedness team supports the **Public Safety** and **Infrastructure** Goals identified as important by City leaders.

Goal: *The City of Sherwood will provide for the safety and security of the community and its citizens*

Strategies:

Provide an effective and comprehensive approach to emergency preparedness

Activities

- Communicate clearly hazards for which City must be prepared
- Develop guidelines and goals to define progress
- Include all stakeholders (to include Sherwood School District)
- Finalize and publish Emergency Management Plans
- Develop and publish Hazard Mitigation plans
- Comply with National Incident Management System (NIMS) goals and requirements for receipt of FEMA/DHS grants

Provide responsive and trained emergency response personnel and team

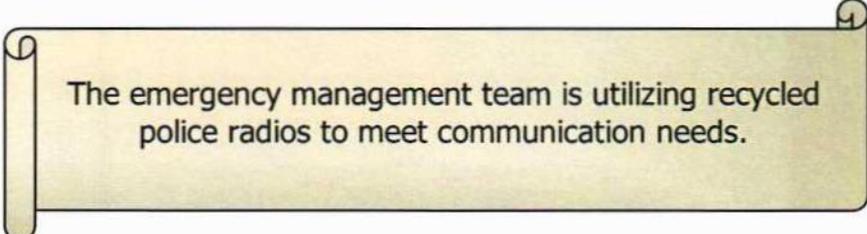
Activities:

- Identify and select Emergency Operations Center (EOC) staff
- Provide baseline and advanced training for EOC staff
- Provide on-going training, to include hazard related exercises
- Conduct evaluations of team performance in a "safe" environment, promoting continuous improvement
- Provide collaborative leadership

Educate City Staff, Businesses, and Residents in principles, ideals, activities, and needs of emergency preparedness

Activities:

- Provide frequent, clear, and pertinent reminders
- Establish a forward looking and effective Community Emergency Response Team (CERT) program
- Participate in community events that offer opportunities to highlight preparedness and citizen participation



The emergency management team is utilizing recycled police radios to meet communication needs.

Emergency Management

Create systems, procedures, and means for effectively notifying staff, residents, and businesses of potentially hazardous events/situations

Activities:

- Provide weather alerts to City Staff and to self-selected residents and businesses, within budgetary allowances
- Evaluate and select system to provide emergency related information to Staff, residents, and businesses
- Continuously evaluate effectiveness of these activities

Goal: *The City of Sherwood will provide and maintain infrastructure for its citizens to live, work and play*

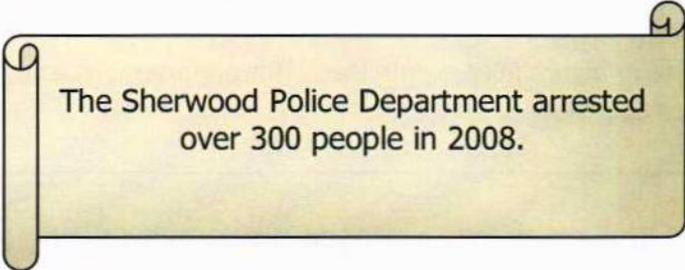
Encourage resilience and continuity in City systems and infrastructure

Activities:

- Conduct frequent and regular exercises that evaluate the resilience of City infrastructure and systems in the face of emergency conditions
- Equip the EOC so that it can continue to provide independent coordination and support for City emergency services in a disaster or major emergency situation
- Engage in networking opportunities that facilitate the support of City systems and infrastructure by external entities in the event of emergency
- Exercise the employment of interoperable communication systems by City first responders – police, fire, and public works

2009-2010 Performance Measures

- Publish and circulate a monthly emergency preparedness newsletter
- Participate in 100% of community events through pre-planning and contingency planning
- Coordinate and facilitate quarterly emergency operations exercises for city staff
- Conduct semi-annual training or actual activations of the Emergency Operations Center
- Conduct a minimum of two training courses to establish a Community Emergency Response Team
- Establish a fully trained and prepared Community Emergency Response Team comprised of sixty volunteers



The Sherwood Police Department arrested over 300 people in 2008.

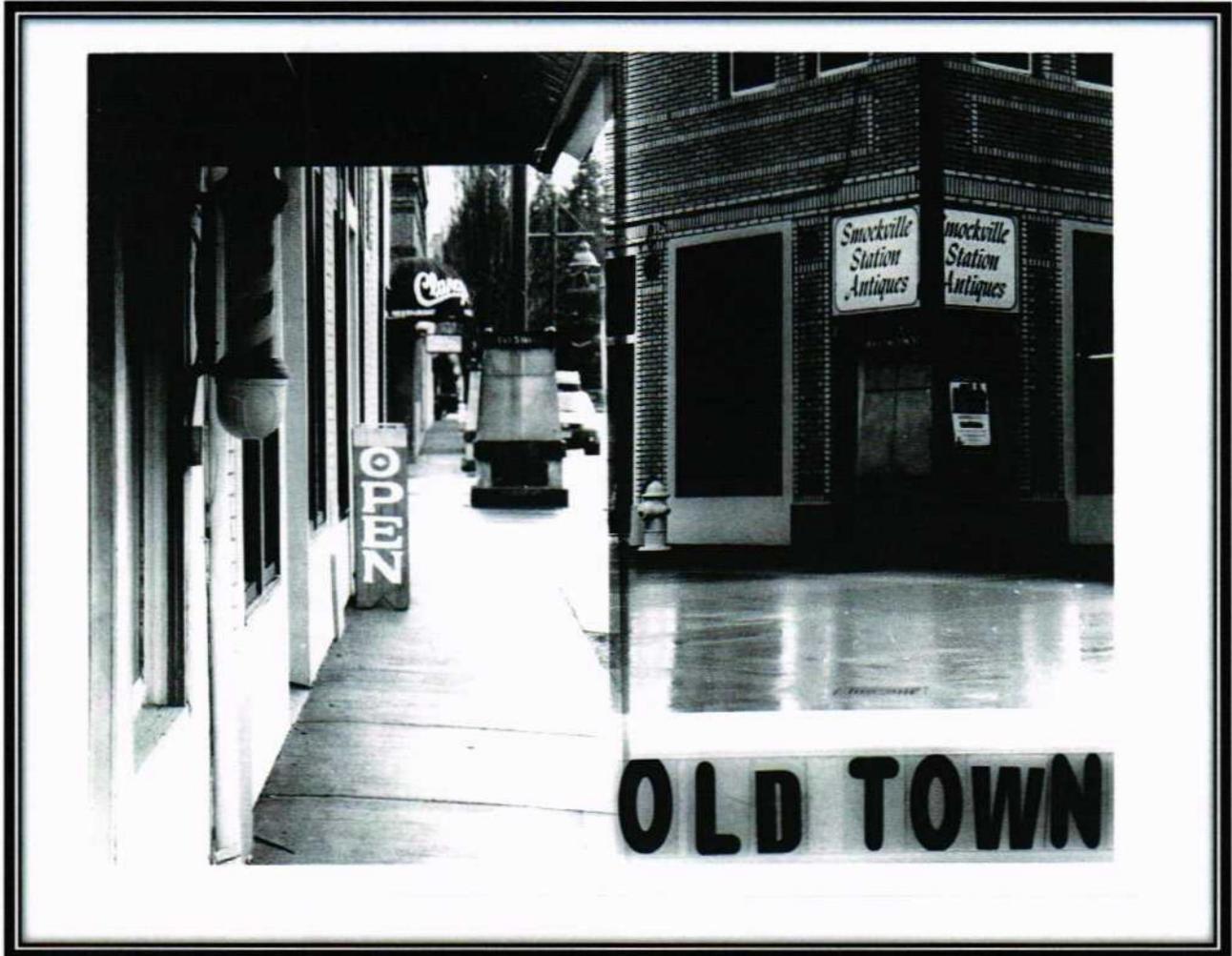


Photo taken by Karissa Olsen, Senior at Sherwood High School

Community Services Division

The Community Services Department encompasses Library services, the Sherwood Old Town Field House operations, volunteer services, field and gym scheduling, and the coordinating and planning of various cultural activities and events. As part of the Washington County Cooperative Library Services (WCCLS), the Sherwood Library provides access to resources from all 12 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.

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Adopted
Revenue					
Intergovernmental	315,891	598,604	663,377	663,377	676,381
Charges for services	143,402	174,806	136,195	139,922	146,445
Fines, interest and other	41,004	35,110	33,861	30,170	30,000
Total revenue	500,298	808,520	833,433	833,469	852,826
Expenditures					
Personal services	692,176	758,513	888,505	825,326	838,114
Materials and services	525,556	586,585	576,548	611,323	584,252
Debt service	12,502	25,002			25,002
Total expenditures	1,230,234	1,370,100	1,465,053	1,436,649	1,447,368
Net revenue (expenditures)	(729,936)	(561,580)	(631,620)	(603,180)	(594,542)

In fiscal year 07-08 the Old Town Field House served 20,128 people.

Community Services Division**2009-10 Goals, Values, Strategies and, Activities**

Goal: Resident Well Being: The City of Sherwood will facilitate the provision of services to encourage a balanced quality of life for its citizens.

Strategies:

Provide quality Library Services

Activities:

- Provide a diverse collection of materials and resources
- Increase circulation, add new patron card holders and strengthen collection size
- Develop a stable funding strategy for Library Services
- Maximize use of volunteers in the Library
- Offer programming opportunities such as Summer Reading and Story Times

Provide an opportunity for citizens to partake in cultural and community events and activities

Activities:

- Offer seven weeks of Music on the Green
- Offer Movies in the Park three times each year
- Partner with the Sherwood Cultural Arts Commission, Sherwood Foundation for the Arts, Robin Hood Festival Association, Sherwood Historical Society to provide opportunities and events such as Missoula Children's Theatre and the Robin Hood Festival

Provide quality recreation opportunities for the citizen of Sherwood

Activities:

- Operate the Old Town Field House
- Schedule all the gyms and fields
- Work with public works to maintain quality fields and practice space for our youth
- Partner with the YMCA and the Senior Center to ensure that quality programming and recreational opportunities exist for the citizens of Sherwood

Provide excellent customer service to those that visit the Library and the Field House

Activities:

- Maintain a knowledgeable and trained staff
- Assist customers with information and referrals
- Provide 60 hours of Library services each week

Library

The Sherwood Library strives to meet the community’s informational, educational, cultural and recreational needs through appropriate and useful resources and programs, equitable service policies and equitable access. The Library operates in the most effective and efficient manner possible and continuously seeks to improve and expand services which promote the use of the library, encourage an informed citizenry, and respond to community needs. As a member of Washington County Cooperative Library Services, the Sherwood Library provides access to materials from all 12 county libraries as well as regional, national, and international sources.

Accomplishments

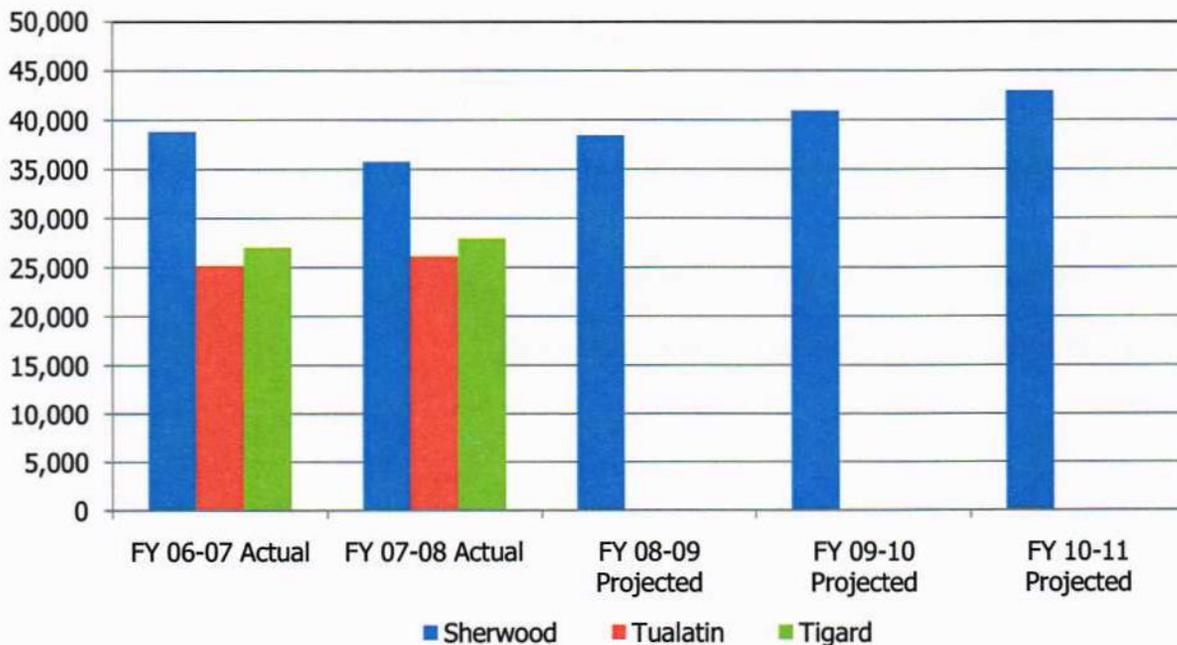
- Established a successful volunteer program to support Library staff.
- Developed and implemented a successful patron behavior policy which has effectively reduced inappropriate behavior in the Library.
- Continued increases in circulation, registration of new patrons and size and scope of the collection

Hours the Sherwood Library is open on a weekly basis compared to Tualatin and Tigard Libraries.

FY 06-07		FY 07-08	
Sherwood	52	Sherwood	60
Tualatin	65	Tualatin	65
Tigard	55	Tigard	66

Performance Measure

Library Circulation per FTE



Recreation and Event Services

The Community Services Department is responsible for planning and implementing recreation and cultural activities, volunteer services, and coordinating events such as Music on the Green and acting as a liaison to the YMCA, the Senior Center and other community groups.

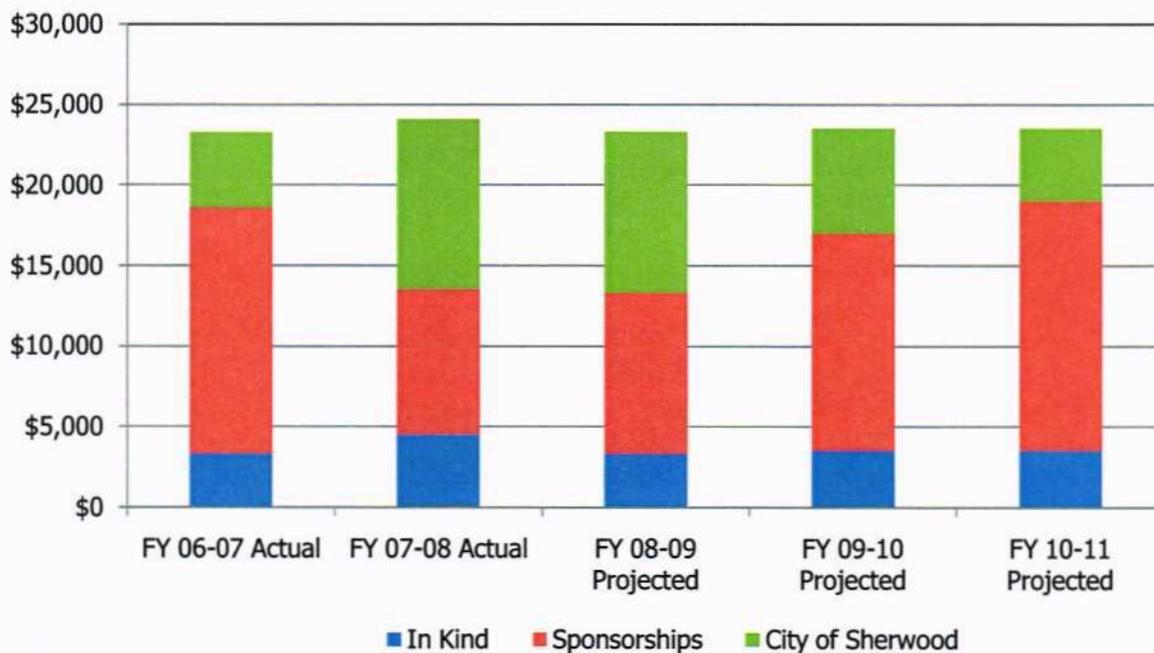
Accomplishments

- Increased participation at the Field House by over 50% from fiscal year 06/07 to 07/08.
- Completed the Stella Olsen Park Master Plan.
- Secured a Presenting Sponsor for Movies in the Park.
- Began Cedar Creek Trail Feasibility Study.

Performance Measure

The Field House is projected to be open 3,322 hours in Fiscal year 08-09.

Revenue Sources for Music on the Green



Grant Requests

Organization	Cash Requested 08-09	Adopted Budget 08-09	In-Kind 08-09	Cash Requested 09-10	Adopted 09-10
Robin Hood Festival	\$ 16,000	\$ 10,000	\$ 3,500	\$ 15,000	\$15,000
Faith in Action	\$ 5,000			\$ 5,000 *	
Sherwood Senior Citizens Inc.	\$ 10,000	\$ 5,000	(a)	\$ 5,000 *	
Loaves and Fishes				\$ 5,000 *	
Raindrops To Refuge	\$ 10,000	\$ 10,000		\$ 10,000	\$ 5,000
Sherwood Cultural Arts Commission				\$ 5,000	\$ 5,000
Sherwood Foundation for the Arts	\$ 20,000	\$ 15,000		\$ 6,100	\$ 6,100
Sherwood Historical Society	\$ 8,000	\$ 8,000		\$ 11,000(b) *	
TOTAL	\$79,000	\$48,000	\$28,363	\$62,100	\$31,100

(a) Services are provided under an inter-governmental agreement.

(b) On 1/29/09 we received a request from the Historical Society to add a sprinkler system to the back yard (facing Park Street) at the Morback House/Museum. This request is in lieu of a financial request.

* Grant requests were received after the December 30th deadline.

The Sherwood Public Library provides 85% of its services to Sherwood residents – leading all libraries in Washington County in service to local patrons.



Photo taken by Allison Schierholtz, Sophomore at Sherwood High School

Public Works

The Public Works Department is responsible for operation and maintenance activities of the City's infrastructure. Maintenance includes: water, sewer, storm, streets, parks, sport fields, facilities and fleet.

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Adopted
Revenue					
Intergovernmental	50,913	500	53,550	102,550	54,022
Charges for services	4,955	4,320	3,555	3,555	3,555
Fines, interest and other	1,796		60,000	60,000	60,000
Total revenue	57,664	4,820	117,105	166,105	117,577
Expenditures					
Personal services	1,075,052	946,127	590,599	588,173	597,272
Materials and services	(327,744)	(191,101)	241,878	242,615	295,949
Capital outlay	10,815	65,598	30,000	30,000	82,000
Debt service		25,002			25,002
Transfers out & other uses		27,663			11,500
Total expenditures	758,123	873,289	862,477	860,788	1,011,723
Net revenue (expenditures)	(700,459)	(868,469)	(745,372)	(694,683)	(894,146)

From 2007 to 2008, the Sherwood Police Department saw a 50% increase in residential burglaries.

Facilities & Administration

The Facilities and Administration Division is responsible for the environmental health, safety, operation maintenance and repair of all city facilities.

Accomplishments

- Provided on-going facility maintenance to all City-owned facilities and School District athletic fields.
- Provided updates to the Sherwood Office Complex.
- Track all work using work order system.
- Provided training to all Public Works employees for continued growth opportunities.
- Provided upgraded technology to allow each division to work more efficiently.
- Provided City wide GIS support.
- Prepare and oversee implementation of each division budget.
- Completed transfer of all Public Works documents into document locator.
- Completed several bid proposals for maintenance projects, equipment and consulting services.

2009-10 Goals, Values, Strategies and, Activities

Goal: *"The City of Sherwood will provide and maintain infrastructure for its citizens to live, work and play."*

Strategies:

Administrative: Provide leadership and management in support of city strategic plans, objectives, values and goals.

Activities

- Asset Management Accountability. Maintain accurate accounting records of all work activities and track labor, equipment and material expenditures for each activity or project as pertains to all assets.
- Provide staff support and resources to enable each division to meet goals.
- Prepare and oversee implementation of each division's budget.
- Support and oversee the city-wide geographic information system (GIS).
- Continue to improve the asset management work order system (HANSEN).
- Continue participation of city-wide emergency management training plan and participate at county level.
- Provide management and administrative support to the public work divisions for water distribution, wastewater collection, street maintenance, stormwater maintenance, parks, fleet/facility maintenance.
- Provide emergency on-call assistance for public works.
- Provide educational outreach for our citizens of Sherwood on water conservation and other programs (leaf program, recycling, paving program) or concerns to the city relative to public works.

Facilities & Administration

Fleet: Repair and maintain all city vehicles and equipment to industry standards.

Activities

- Fleet (equipment, vehicles) is replaced when it is determined by its age, condition, operations and maintenance cost, and depreciation, which is no longer economical to keep. This is referred to the life expectancy of the equipment.
- Maintain vehicles and equipment to support city-wide departments.

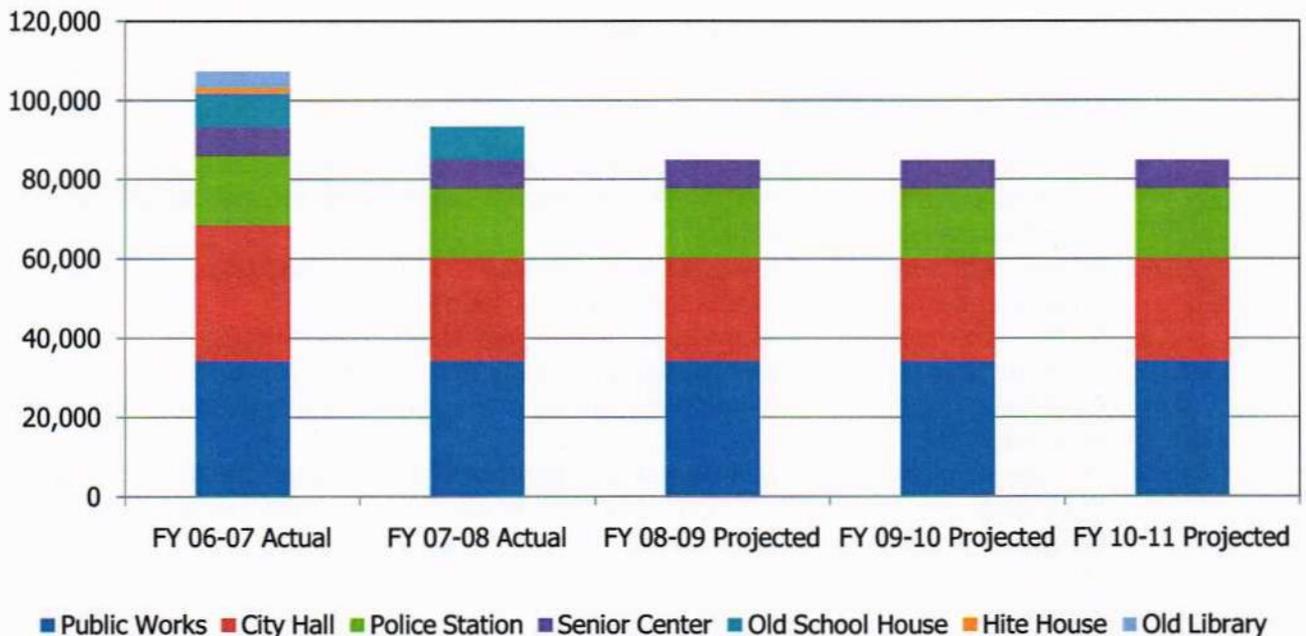
Facilities: Provide environmental health, safety, operation maintenance and repair of all city facilities.

Activities

- Ensure city-owned facilities are maintained in accordance to city, state and federal regulations.
- Ensure safety of citizens of the community and the lifecycle of the structure.

Performance Measure

Square Footage of Buildings Maintained by Public Works



Parks

The Parks Department maintains the parks, trail systems and athletic fields for the City.

Accomplishments

- Provided playground inspections weekly during the year through peak use and bi-weekly during off season.
- Provided weekly mowing for parks and athletic fields for 40 weeks out of the year.
- Provided trash pickup three times a week during peak usage.
- Track all work using work order system.

2009-10 Goals, Values, Strategies and, Activities

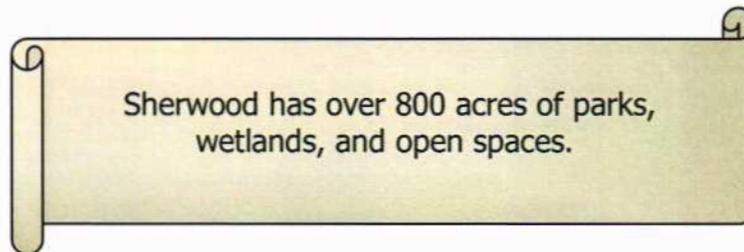
Goal: *"The City of Sherwood will provide and maintain infrastructure for its citizens to live, work and play."*

Strategies:

Maintain the parks, trail systems and athletic fields for the citizens of Sherwood and other visitors.

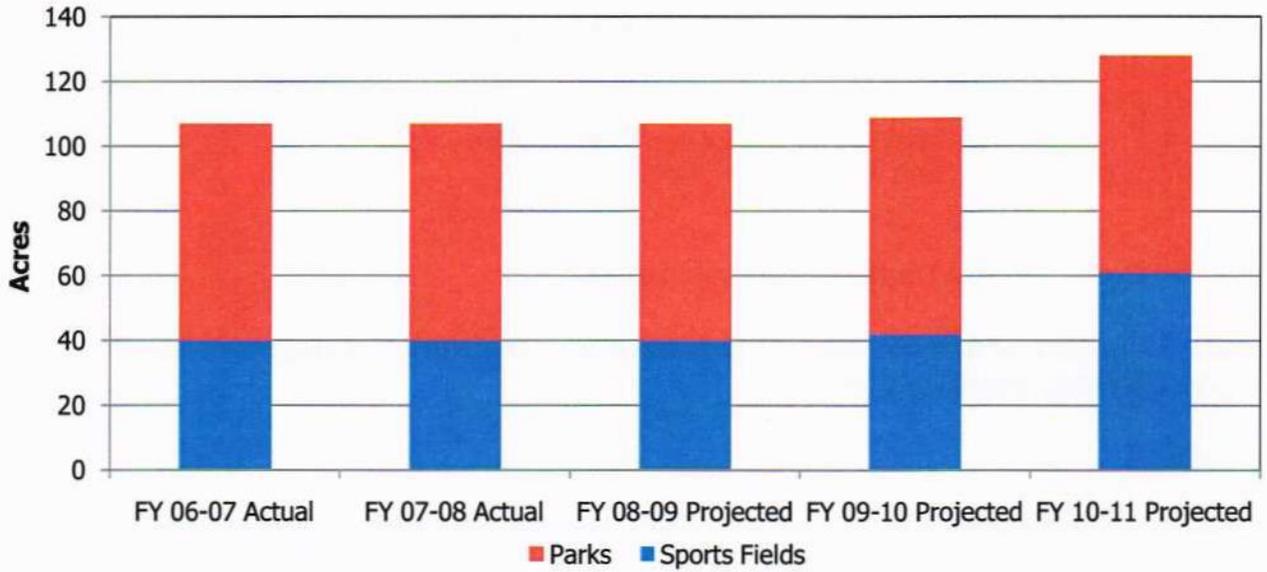
Activities

- Maintain all city park areas and facilities in a safe, clean, attractive and affordable manner by using responsible and efficient procedures.
- Work with independent contractors to ensure contract agreements are followed and that work progresses smoothly.
- Managing the City's irrigation system through a computerized software program (Calsense), which maximizes water efficiency

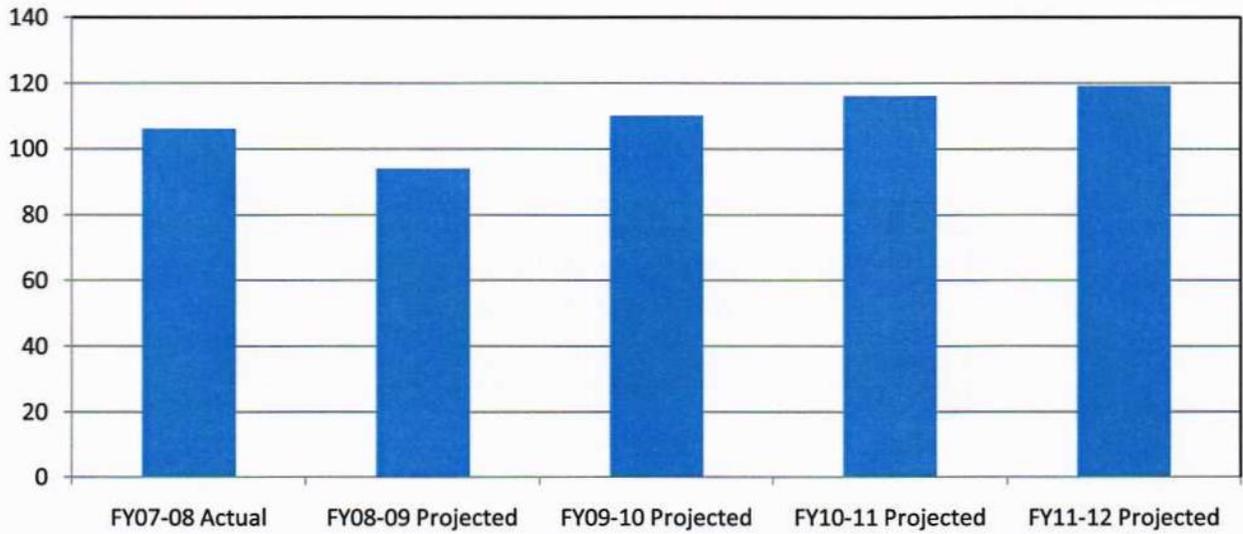


Performance Measure

Acres of Parks and Sports fields maintained



Park Reservations



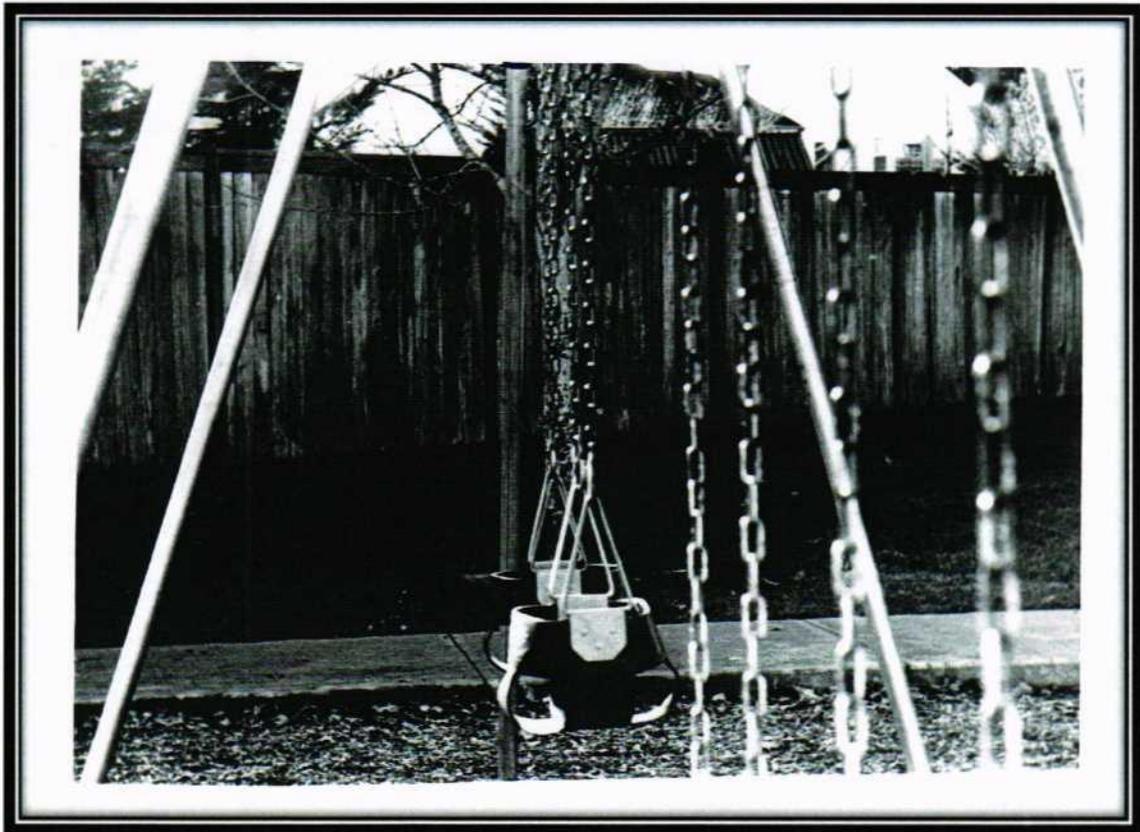


Photo taken by Mackenzie Bignall, Junior at Sherwood High School

Asset Depreciation Fund

The Asset Depreciation Fund is a reserve fund, defined in Oregon budget law, which accumulates money from year to year to provide for the unexpected purchase, improvement, or repairs of major capital assets, such as city buildings.

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 178,426	\$ 186,003	\$ 795,158	\$ 293,787	\$ 326,787	\$ 326,787	\$ 326,787
Revenue							
Fines, interest and other	7,578	7,784	9,000	9,000	9,000	9,000	9,000
Total revenue	7,578	7,784	9,000	9,000	9,000	9,000	9,000
Other sources							
Transfers in		100,000	74,000	74,000	130,004	130,004	130,004
Total other sources	-	100,000	74,000	74,000	130,004	130,004	130,004
Total sources	186,003	293,787	878,158	376,787	465,791	465,791	465,791
USES							
Expenditures							
Personal services							
Total personal services	-	-	-	-	-	-	-
Materials and services							
Total materials & services	-	-	-	-	-	-	-
Capital outlay							
Total capital outlay	-	-	50,000	50,000	50,000	50,000	50,000
Debt service							
Total debt service	-	-	-	-	-	-	-
Total expenditures	-	-	50,000	50,000	50,000	50,000	50,000
Other uses							
Ending Fund Balance	186,003	293,787					
Contingency			828,158	326,787	415,791	415,791	415,791
Total uses	186,003	293,787	878,158	376,787	465,791	465,791	465,791

By moving to LCD computer monitors Sherwood decreased its energy consumption by 80%.

Debt Service

The Debt Service fund accounts for property tax revenues levied for payment of general obligation bonds. Payment of long-term debt other than general obligation bonds is accounted for in the funds responsible for paying the debt.

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 4,543	\$ 98,387	\$ 124,619	\$ 135,942	\$ 17,543	\$ 17,543	\$ 17,543
Revenue							
Taxes	1,043,414	979,034	818,113	818,113	916,700	916,700	916,700
Fines, interest and other	12,668	14,660		3,600	2,000	2,000	2,000
Total revenue	1,056,082	993,694	818,113	821,713	918,700	918,700	918,700
Other sources							
Total other sources	-	-	-	-	-	-	-
Total sources	1,060,625	1,092,081	942,732	957,655	936,243	936,243	936,243
USES							
Expenditures							
Personal services							
Total personal services	-	-	-	-	-	-	-
Materials and services							
Other purchased services							
Total materials & services	-	-	-	-	-	-	-
Capital outlay							
Total capital outlay	-	-	-	-	-	-	-
Debt service							
Principal	645,000	655,000	655,000	655,000	670,000	670,000	670,000
Interest	317,239	301,139	285,112	285,112	265,700	265,700	265,700
Total debt service	962,239	956,139	940,112	940,112	935,700	935,700	935,700
Total expenditures	962,239	956,139	940,112	940,112	935,700	935,700	935,700
Other uses							
Ending Fund Balance	98,387	135,942					
Contingency			2,618	17,543	543	543	543
Total uses	1,060,625	1,092,081	942,730	957,655	936,243	936,243	936,243

All City vehicles go through DEQ even though they are exempt from this process.



Photo taken by Hailey Rethaford, Junior at Sherwood High School

FINANCIALS

WATER FUND IN TOTAL

Water Fund

The Water fund consists of two departments, operations and capital. The operations department is responsible for ongoing maintenance of the water utility. The Capital department is responsible for construction of water infrastructure.

Water Fund Budget in Total

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 18,495,383	\$ 13,328,442	\$ 6,374,566	\$ 8,746,312	\$ 7,659,790	\$ 7,659,790	\$ 7,659,790
Revenue							
Intergovernmental			2,492,316	3,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Charges for services	2,783,277	2,867,092	3,004,800	4,008,264	4,286,812	4,286,812	4,286,812
Infrastructure devel fees	492,722	249,045	606,000	626,732	270,000	270,000	270,000
Fines, interest and other	677,494	566,569	552,000	288,000	470,398	470,398	470,398
Total revenue	3,953,493	3,682,706	6,655,116	7,922,996	7,027,210	7,027,210	7,027,210
Other sources		-	6,073,750	6,000,000	16,210,013	16,210,013	16,210,013
Total other sources	-	-	6,073,750	6,000,000	16,210,013	16,210,013	16,210,013
Total sources	22,448,876	17,011,149	19,103,432	22,669,308	30,897,013	30,897,013	30,897,013
USES							
Expenditures							
Personal services							
Salaries and wages		28,601	324,227	255,674	482,968	482,968	482,968
Payroll taxes		2,550	37,718	31,815	62,427	62,427	62,427
Benefits		10,105	126,035	104,171	191,499	191,499	191,499
Total personal services	-	41,257	487,980	391,660	736,894	736,894	736,894
Materials and services							
Professional & technical	1,405,746	3,194,498	1,923,504	1,778,504	571,472	571,472	571,472
Facility and equipment	20,926	55,751	103,500	103,500	142,440	142,440	142,440
Other purchased serv	157,965	183,489	198,093	276,812	338,988	338,988	338,988
Supplies	39,873	1,118	17,000	16,000	137,428	137,428	137,428
Minor equipment		97,622	1,500	1,500	39,000	39,000	39,000
Other Materials & Services	97,954	191,110	159,372	178,779	260,902	259,211	259,211
Total materials & serv	1,722,463	3,723,588	2,402,969	2,355,095	1,490,230	1,488,539	1,488,539
Capital outlay							
Infrastructure	6,962,630	3,924,151	12,766,736	10,270,696	9,758,681	9,758,681	9,758,681
Vehicles			67,000	67,000	15,000	15,000	15,000
Furniture and equip		15,000	100,000	100,000	6,000	6,000	6,000
Total capital outlay	6,962,630	3,939,151	12,933,736	10,437,696	9,779,681	9,779,681	9,779,681
Debt service							
Principal	9,101	9,527	972,500	972,500	10,221,440	10,221,440	10,221,440
Interest	417,726	414,865	841,934	841,934	457,244	457,244	457,244
Issuance Costs	8,513	1,300					
Total debt service	435,340	425,692	1,814,434	1,814,434	10,678,684	10,678,684	10,678,684
Total expenditures	9,120,433	8,129,688	17,639,119	14,998,885	22,685,489	22,683,798	22,683,798
Other uses							
Transfers out		135,150		10,633	365,004	365,004	365,004
Ending Fund Balance	\$ 13,328,442	\$ 8,746,312					
Contingency			1,464,313	7,659,790	7,846,520	7,848,211	7,848,211
Total uses	22,448,876	17,011,149	19,103,432	22,669,308	30,897,013	30,897,013	30,897,013

FINANCIALS**SANITARY FUND IN TOTAL****Sanitary Fund**

The Sanitary fund consists of two departments, operations and capital. The operations department is responsible for ongoing maintenance of the sanitary utility. The Capital department is responsible for construction of sanitary infrastructure.

Sanitary Fund Budget in Total

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 4,511,872	\$ 4,545,879	\$ 4,776,622	\$ 4,418,258	\$ 4,161,440	\$ 4,161,440	\$ 4,161,440
Revenue							
Intergovernmental					737,260	737,260	737,260
Charges for services	2,164,049	1,497,143	828,000	443,500	487,105	487,105	487,105
Infrastructure devel fees	355,011	284,402	130,200	130,500	201,000	201,000	201,000
Fines, interest and other	154,611	148,616	120,000	70,000	23,200	23,200	23,200
Total revenue	2,673,671	1,930,161	1,078,200	644,000	1,448,565	1,448,565	1,448,565
Other sources		25,000					
Total other sources	-	25,000	-	-	-	-	-
Total sources	7,185,543	6,501,041	5,854,822	5,062,258	5,610,005	5,610,005	5,610,005
USES							
Expenditures							
Personal services							
Salaries and wages		46,645	188,330	203,686	210,668	210,668	210,668
Payroll taxes		4,249	21,287	24,902	24,997	24,997	24,997
Benefits		18,383	70,976	76,431	75,220	75,220	75,220
Total personal services	-	69,277	280,593	305,019	310,885	310,885	310,885
Materials and services							
Professional & technical	2,247,358	1,335,402	28,008	30,008	45,780	45,780	45,780
Facility and equipment	5,288	11,238	15,708	15,808	23,640	23,640	23,640
Other purchased serv	109,543	119,903	129,848	46,283	43,164	43,164	43,164
Supplies	4,441	5,019	10,308	5,308	12,104	12,104	12,104
Minor equipment	1,380	4,630	10,000	8,000	9,580	9,580	9,580
Other Materials & Services	222,964	153,430	92,568	122,003	174,740	174,002	174,002
Total materials & serv	2,590,974	1,629,621	286,440	227,410	309,008	308,270	308,270
Capital outlay							
Infrastructure			82,129	115,844	406,217	406,217	406,217
Vehicles			12,000	37,450			
Furniture and equip	7,794	41,856	25,000		8,000	8,000	8,000
Total capital outlay	7,794	41,856	119,129	153,294	414,217	414,217	414,217
Debt service							
Principal	29,124	30,486	31,913	31,913	33,406	33,406	33,406
Interest	8,973	7,611	6,185	6,185	4,692	4,692	4,692
Total debt service	38,097	38,098	38,098	38,098	38,098	38,098	38,098
Total expenditures	2,636,866	1,778,852	724,260	723,821	1,072,208	1,071,470	1,071,470
Other uses							
Transfers out	2,798	303,931	355,000	176,997	145,421	145,421	145,421
Ending Fund Balance	\$ 4,545,879	\$ 4,418,259					
Contingency			4,775,562	4,161,440	4,392,376	4,393,114	4,393,114
Total uses	7,182,745	6,501,041	5,854,822	5,062,258	5,610,005	5,610,005	5,610,005

FINANCIALS

STORM FUND IN TOTAL

Storm Fund

The Storm fund consists of two departments, operations and capital. The operations department is responsible for ongoing maintenance of the stormwater utility. The Capital department is responsible for construction of stormwater infrastructure.

Storm Fund Budget in Total

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 3,375,996	\$ 2,521,096	\$ 2,098,440	\$ 1,656,622	\$ 69,727	\$ 69,727	\$ 69,727
Revenue							
Charges for services	569,647	479,548	436,596	424,000	1,350,103	1,350,103	1,350,103
Infrastructure devel fees	80,546	107,830	110,200	153,800	152,500	152,500	152,500
Fines, interest and other	137,852	115,328	99,000	54,400	11,730	11,730	11,730
Total revenue	788,044	702,706	645,796	632,200	1,514,333	1,514,333	1,514,333
Other sources			808,000	978,000			
Total other sources	-	-	808,000	978,000	-	-	-
Total sources	4,164,040	3,223,802	3,552,236	3,266,822	1,584,060	1,584,060	1,584,060
USES							
Expenditures							
Personal services							
Salaries and wages		46,711	281,787	232,135	277,101	277,101	277,101
Payroll taxes		4,283	32,858	31,704	38,320	38,320	38,320
Benefits		13,126	110,512	88,522	100,259	100,259	100,259
Total personal services	-	64,120	425,157	352,361	415,680	415,680	415,680
Materials and services							
Professional & technical	448,096	893,517	125,500	122,300	137,876	137,876	137,876
Facility and equipment	4,500	7,512	16,212	16,212	24,312	24,312	24,312
Other purchased serv	28,865	36,827	33,701	36,548	97,568	97,568	97,568
Supplies	11,188	9,766	21,804	18,804	21,104	21,104	21,104
Minor equipment	120	4,061	10,000	10,000	6,700	6,700	6,700
Other Materials & Services	312,925	247,207	139,216	174,753	196,973	196,003	196,003
Total materials & serv	805,693	1,198,889	346,433	378,617	484,533	483,563	483,563
Capital outlay							
Infrastructure	35,921	20,914	2,533,821	2,353,069	13,580	13,580	13,580
Vehicles		30,915	12,000	37,000			
Furniture and equip			25,000				
Total capital outlay	35,921	51,829	2,570,821	2,390,069	13,580	13,580	13,580
Debt service							
Principal	36,406	38,108	39,891	39,891	135,776	135,776	135,776
Interest	11,217	9,514	7,731	7,731	22,168	22,168	22,168
Total debt service	47,623	47,622	47,622	47,622	157,944	157,944	157,944
Total expenditures	889,237	1,362,460	3,390,033	3,168,669	1,071,737	1,070,767	1,070,767
Other uses							
Transfers out	753,708	204,720	9,000	28,426	475,421	475,421	475,421
Ending Fund Balance	\$ 2,521,096	\$ 1,656,622					
Contingency			153,203	69,727	36,902	37,872	37,872
Total uses	4,164,040	3,223,802	3,552,236	3,266,822	1,584,060	1,584,060	1,584,060

FINANCIALS**STREET FUND IN TOTAL****Street Fund**

The Street fund consists of two departments, operations and capital. The operations department is responsible for ongoing maintenance of the street utility. The Capital department is responsible for construction of street infrastructure

Street Fund Budget in Total

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 194,559	\$ 6,053,552	\$ 2,968,888	\$ 3,982,102	\$ 3,651,906	\$ 3,651,906	\$ 3,651,906
Revenue							
Intergovernmental	\$ 791,267	\$ 824,811	2,320,200	752,500	\$ 1,878,750	\$ 1,878,750	\$ 1,878,750
Charges for services		341,910	565,000	356,000	565,000	356,000	356,000
Infrastructure devel fees	548,885	391,689	2,712,000	1,401,000	550,500	550,500	550,500
Fines, interest and other	308,120	272,334	37,020	192,020	79,000	79,000	79,000
Total revenue	1,648,272	1,830,744	5,634,220	2,701,520	3,073,250	2,864,250	2,864,250
Other sources	8,956,506	171,765	-	-	395,000	395,000	395,000
Total other sources	8,956,506	171,765	-	-	395,000	395,000	395,000
Total sources	10,799,336	8,056,061	8,603,108	6,683,622	7,120,156	6,911,156	6,911,156
USES							
Expenditures							
Personal services							
Salaries and wages		85,963	305,512	278,472	292,809	248,842	248,842
Payroll taxes		7,865	36,252	38,988	42,568	35,236	35,236
Benefits		29,696	108,250	103,001	103,226	85,162	85,162
Total personal services	-	123,524	450,014	420,461	438,603	369,240	369,240
Materials and services							
Professional & technical	1,379,682	2,515,400	14,512	14,512	36,544	26,544	26,544
Facility and equipment	219,853	296,669	353,634	343,634	321,758	321,758	321,758
Other purchased serv	3,915	9,130	6,495	8,730	17,039	15,039	15,039
Supplies	37,667	66,129	58,300	55,800	64,216	51,066	51,066
Community Activities	40						
Minor equipment	2,125	6,772	17,000	17,000	12,996	4,500	4,500
Other Materials & Services	586,380	312,250	150,168	211,539	224,856	200,234	200,234
Total materials & serv	2,229,662	3,206,350	600,109	651,215	677,409	619,141	619,141
Capital outlay							
Land	39,000	182,785					
Infrastructure	2,384,240	335,934	4,005,326	1,829,559	3,843,887	3,780,887	3,780,887
Vehicles		25,106	35,000	35,000			
Furniture and Equipment					54,000	35,000	35,000
Total capital outlay	2,423,240	543,824	4,040,326	1,864,559	3,897,887	3,815,887	3,815,887
Debt service							
Principal	69,169	72,405	75,792	75,792	79,340	79,340	79,340
Interest	21,312	18,077	14,689	14,689	11,142	11,142	11,142
Issuance Costs	2,400						
Total debt service	92,881	90,482	90,481	90,481	90,482	90,482	90,482
Total expenditures	4,745,784	3,964,180	5,180,930	3,026,716	5,104,381	4,894,750	4,894,750
Other uses							
Transfers out		109,780	73,750	5,000	119,171	119,171	119,171
Ending Fund Balance	\$ 6,053,552	\$ 3,982,102					
Contingency			3,348,428	3,651,906	1,896,604	1,897,235	1,897,235
Total uses	10,799,336	8,056,061	8,603,108	6,683,622	7,120,156	6,911,156	6,911,156

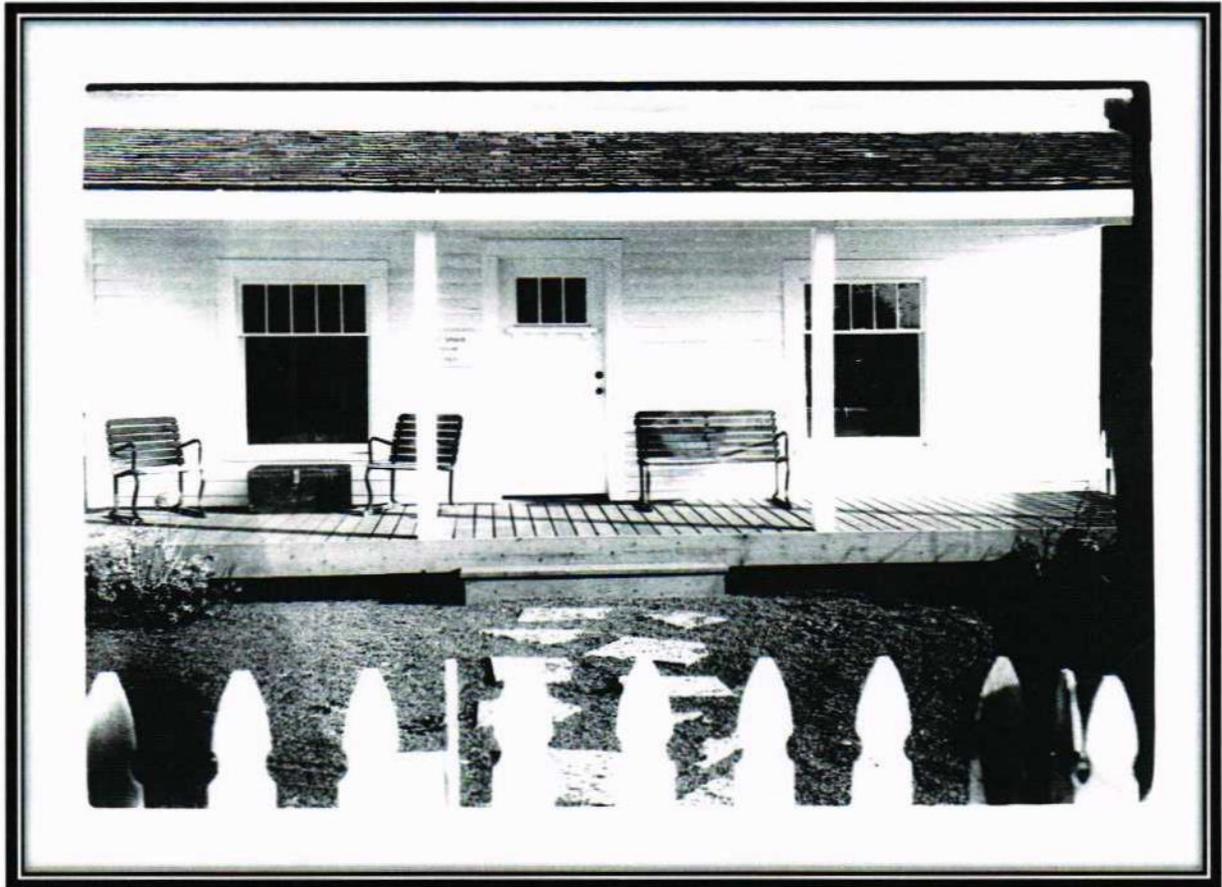


Photo taken by Kyle Dowdle, Junior at Sherwood High School

Water Operations

The Water Operation Division’s primary responsibility is to repair, maintain and expand the water system while providing a high quality, dependable water supply to its customers.

Accomplishments

- The State of Oregon approved Sherwood’s Water Conservation and Management Plan
- Sunset Reservoir II and Pump Station under construction
- Transition of Water Operations from TVWD to Sherwood

2009-10 Goals, Values, Strategies, and Activities

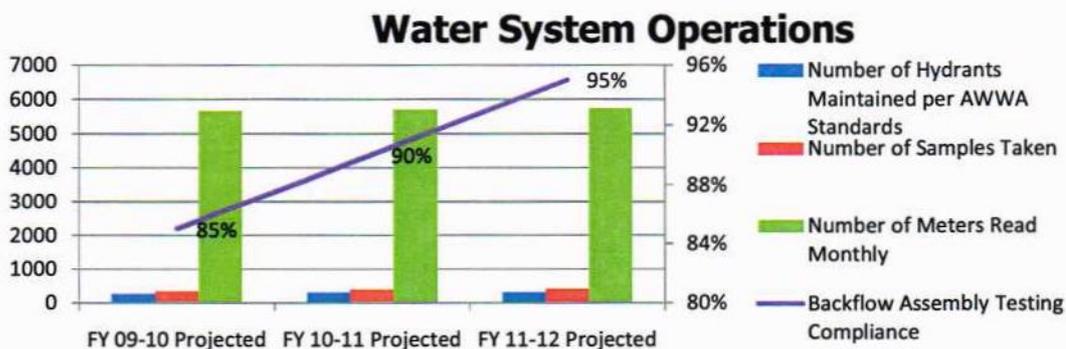
Goal: “The City of Sherwood will provide and maintain infrastructure for its citizens to live, work and play.”

Strategies

Maintain, repair, and expand the water system while at the same time providing a high-quality, dependable water supply to its customers.

Activities

- Prepare and distribute the Consumer Confidence Report which is an annual report on water quality that is mandated by state and federal regulations.
- Water quality sampling is performed throughout the City to ensure compliance with federal Safe Drinking Water Act, Drinking Water Rules, and Regulators. Results are reported monthly for microbiological samples and chlorine residuals. Other testing is completed in accordance with federal and state requirements.
- Operate and repair over 68 miles of water mains, 1800 valves, 560 fire hydrants, and 5700 meters, 2 reservoirs, 4 wells, and 2 pump stations that deliver water to customers at all times.
- Maintain a flushing program
- Operate a valve survey and exercise program.
- Coordinate and manage cross-connection program.
- Target water conservation measures to reduce peak water demand.
- Primary responsibility for all utility locates that relate to water, sanitary, storm and broadband.



FINANCIALS

WATER OPERATIONS

Water Operations Budget

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 4,302,581	\$ 4,707,418	\$ 2,818,450	\$ 3,909,504	\$ 1,190,937	\$ 1,190,937	\$ 1,190,937
Revenue							
Intergovernmental					\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Charges for services	2,090,664	689,454	4,800	8,264	4,286,812	4,286,812	4,286,812
Infrastructure devel fees	29,760	16,020	6,000	26,732	20,000	20,000	20,000
Fines, interest and other	160,782	190,330	150,000	86,000	305,515	305,515	305,515
Total revenue	2,281,206	895,804	160,800	120,996	6,612,327	6,612,327	6,612,327
Other sources					136,263	136,263	136,263
Total other sources	-	-	-	-	136,263	136,263	136,263
Total sources	6,583,787	5,603,222	2,979,250	4,030,500	7,939,527	7,939,527	7,939,527
USES							
Expenditures							
Personal services							
Salaries and wages		17,835	254,731	228,423	393,018	393,018	393,018
Payroll taxes		1,568	30,997	29,330	51,823	51,823	51,823
Benefits		6,621	99,947	93,991	161,716	161,716	161,716
Total personal services	-	26,025	385,675	351,744	606,557	606,557	606,557
Materials and services							
Professional & technical	1,200,670	895,354	1,923,504	1,778,504	571,472	571,472	571,472
Facility and equipment	20,926	55,751	103,500	103,500	142,440	142,440	142,440
Other purchased serv	135,930	177,171	195,335	276,041	337,721	337,721	337,721
Supplies	39,873	1,118	17,000	16,000	137,428	137,428	137,428
Minor Equipment				1,500	39,000	39,000	39,000
Other Materials & Serv	52,143	119,682	126,708	133,368	212,310	210,934	210,934
Total materials & serv	1,449,541	1,249,076	2,366,047	2,308,913	1,440,371	1,438,995	1,438,995
Capital outlay							
Vehicles			67,000	67,000	15,000	15,000	15,000
Furniture and equip			100,000	100,000	6,000	6,000	6,000
Total capital outlay	-	-	167,000	167,000	21,000	21,000	21,000
Debt service							
Principal	9,101	9,527	9,972	9,972	221,440	221,440	221,440
Interest	417,726	383,941	1,934	1,934	457,244	457,244	457,244
Total debt service	426,827	393,468	11,906	11,906	678,684	678,684	678,684
Total expenditures	1,876,368	1,668,568	2,930,628	2,839,563	2,746,612	2,745,236	2,745,236
Other uses							
Transfers out		25,150			35,004	35,004	35,004
Ending Fund Balance	\$ 4,707,418	\$ 3,909,504					
Contingency			48,622	1,190,937	5,157,911	5,159,287	5,159,287
Total uses	6,583,787	5,603,222	2,979,250	4,030,500	7,939,527	7,939,527	7,939,527

Sanitary Operations

The Sanitary Division manages and operates over 62 miles of pipe in the wastewater collection system in the city limits of Sherwood.

Accomplishments

- Cleaned 111,998 feet sanitary sewer main lines.
- Videoed 47,999 feet of sanitary main lines.
- Added 1 mile of new sanitary main lines that were cleaned and videoed.
- Track all work using work order system.

2009-10 Goals, Values, Strategies, and Activities

Goal: *"The City of Sherwood will provide and maintain infrastructure for its citizens to live, work and play."*

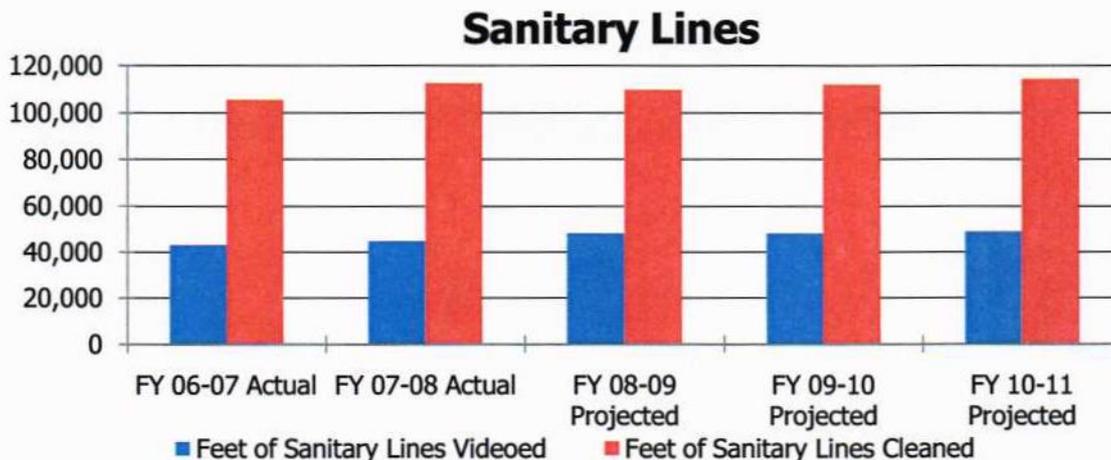
Strategies

Manage and operate over 62 miles of pipe in the wastewater collection system within the city limits of Sherwood.

Activities

- To ensure compliance with the City of Sherwood’s maintenance standards which are adopted by Clean Water Services. This work section provides all warranty video inspection of all main line construction projects (private and capital).
- Television inspection program is on a 7 year cycle and provides updated information on needed sanitary main line repairs and replacements.
- The sanitary pipe lines are on a 3 year cleaning cycle to prevent blockages that could cause overflows.
- Root cutting is on annual schedule to prevent blockages.
- Fat Oil and Grease Program. Provide inspections to ensure compliance with City ordinance to minimize maintenance costs.

Performance Measure



FINANCIALS

SANITARY OPERATIONS

Sanitary Operations Budget

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 499,624	\$ 487,852	\$ 580,475	\$ 258,704	\$ 258,560	\$ 258,560	\$ 258,560
Revenue							
Charges for services	2,163,959	1,497,143	828,000	443,500	487,105	487,105	487,105
Infrastructure devel fees	5,866	10,214	10,200	500	1,000	1,000	1,000
Fines, interest and other	19,732	17,102	12,000	5,000	11,600	11,600	11,600
Total revenue	2,189,557	1,524,459	850,200	449,000	499,705	499,705	499,705
Other sources							
Total other sources	-	-	-	-	-	-	-
Total sources	2,689,181	2,012,311	1,430,675	707,704	758,265	758,265	758,265
USES							
Expenditures							
Personal services							
Salaries and wages		45,177	101,432	96,649	117,697	117,697	117,697
Payroll taxes		4,114	13,164	13,643	15,279	15,279	15,279
Benefits		17,914	40,576	36,863	43,309	43,309	43,309
Total personal services	-	67,204	155,172	147,155	176,285	176,285	176,285
Materials and services							
Professional & technical	1,838,010	1,143,573	28,008	30,008	45,780	45,780	45,780
Facility and equipment	5,288	11,238	15,708	15,808	23,640	23,640	23,640
Other purchased serv	109,445	119,868	128,567	45,887	42,905	42,905	42,905
Supplies	4,291	5,019	10,308	5,308	12,104	12,104	12,104
Minor equipment	1,380	4,630	10,000	8,000	9,580	9,580	9,580
Other Materials & Services	197,022	126,179	49,860	56,430	63,580	63,168	63,168
Total materials & serv	2,155,438	1,410,507	242,451	161,441	197,589	197,177	197,177
Capital outlay							
Vehicles			12,000	37,450			
Furniture and equip	7,794	41,856	25,000		8,000	8,000	8,000
Total capital outlay	7,794	41,856	37,000	37,450	8,000	8,000	8,000
Debt service							
Principal	29,124	30,486	31,913	31,913	33,406	33,406	33,406
Interest	8,973	7,611	6,185	6,185	4,692	4,692	4,692
Total debt service	38,097	38,097	38,098	38,098	38,098	38,098	38,098
Total expenditures	2,201,329	1,557,664	472,721	384,144	419,972	419,560	419,560
Other uses							
Transfers out		195,943	65,000	65,000	80,421	80,421	80,421
Ending Fund Balance	\$ 487,852	\$ 258,704					
Contingency			892,954	258,560	257,872	258,284	258,284
Total uses	2,689,181	2,012,311	1,430,675	707,704	758,265	758,265	758,265

Storm Operations

The Storm Water Division manages and operates over 59 miles of pipe in the storm water collection and treatment system within the City.

Accomplishments

- Cleaned 79,815 feet of storm sewer main lines.
- Videoed 45,608 feet of storm sewer main lines.
- Cleaned 1789 catch basins.
- Collect 219 cubic yards of leaves from curbside program.
- Track all work using work order system.

2009-10 Goals, Values, Strategies, and Activities

Goal: *"The City of Sherwood will provide and maintain infrastructure for its citizens to live, work and play."*

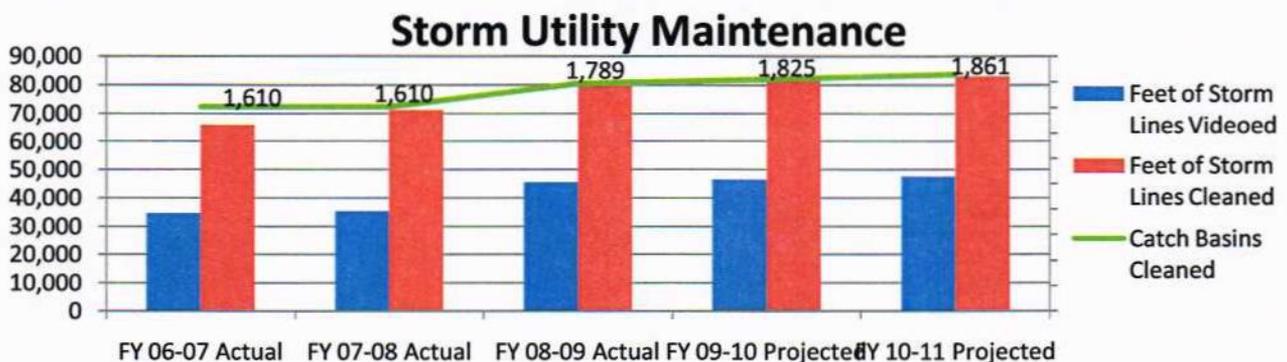
Strategies

Manage the storm water collection and treatment systems within the City of Sherwood.

Activities

- To ensure compliance with the City of Sherwood’s maintenance standards which are adopted by Clean Water Services. This work section provides all warranty video inspection of all main line construction projects (private and capital).
- Television inspection program is on a 7 year cycle and provides updated information on needed storm main line repairs and replacements.
- Clean water quality manholes twice yearly and catch basins yearly.
- Maintain maintenance program of water quality facilities and storm water filters.
- West Nile Virus Program consists of sampling, treatment, and monitoring.
- The storm pipe lines are on a 4 year cleaning cycle to prevent blockages that could cause flooding.
- Leaf Program prevents street flooding and helps minimize maintenance costs.
- Street Sweeping consists of working with independent contractors to ensure contract agreements are followed and that work progresses smoothly.
- Healthy Streams plan consists of tree planting in accordance with Clean Water Services Healthy Streams programs.

Performance Measure



FINANCIALS

STORM OPERATIONS

Storm Operations Budget

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 171,880	\$ 106,591	\$ 198,816	\$ (145,278)	\$ 12,847	\$ 12,847	\$ 12,847
Revenue							
Charges for services	569,622	479,548	436,596	424,000	1,350,103	1,350,103	1,350,103
Infrastructure development	5,893	13,111	10,200	3,800	2,500	2,500	2,500
Fines, interest and other	7,472	1,380	3,000	400	10,000	10,000	10,000
Total revenue	582,986	494,039	449,796	428,200	1,362,603	1,362,603	1,362,603
Other sources				370,000			
Total other sources	-	-	-	370,000	-	-	-
Total sources	754,866	600,630	648,612	652,922	1,375,450	1,375,450	1,375,450
USES							
Expenditures							
Personal services							
Salaries and wages		29,621	170,715	161,769	204,398	204,398	204,398
Payroll taxes		2,698	22,303	24,335	30,673	30,673	30,673
Benefits		11,829	70,548	62,636	76,143	76,143	76,143
Total personal services	-	44,149	263,566	248,740	311,214	311,214	311,214
Materials and services							
Professional & technical	235,684	172,589	125,500	122,300	137,876	137,876	137,876
Facility and equipment	4,500	7,512	16,212	16,212	24,312	24,312	24,312
Other purchased services	28,635	32,266	33,701	35,946	97,309	97,309	97,309
Supplies	11,188	9,766	21,804	18,804	21,104	21,104	21,104
Minor equipment	120	4,061	10,000	10,000	6,700	6,700	6,700
Other materials & services	284,604	206,394	83,904	94,451	110,417	109,701	109,701
Total materials & services	564,731	432,588	291,121	297,713	397,718	397,002	397,002
Capital outlay							
Infrastructure	35,921	20,914					
Vehicles		30,915	12,000	37,000			
Furniture and equipment			25,000				
Total capital outlay	35,921	51,829	37,000	37,000	-	-	-
Debt service							
Principal	36,406	38,108	39,891	39,891	135,776	135,776	135,776
Interest	11,217	9,514	7,731	7,731	22,168	22,168	22,168
Total debt service	47,623	47,622	47,622	47,622	157,944	157,944	157,944
Total expenditures	648,275	576,188	639,309	631,075	866,876	866,160	866,160
Other uses							
Transfers out		169,720	9,000	9,000	475,421	475,421	475,421
Ending Fund Balance	\$ 106,591	\$ (145,278)					
Contingency			303	12,847	33,153	33,869	33,869
Total uses	754,866	600,630	648,612	652,922	1,375,450	1,375,450	1,375,450

Street Operations

The Street Division is responsible for the repair and maintenance of 50 miles of transportation system which includes paved streets, sidewalks, signals, street lights, signs and markings.

Accomplishments

- Pavement management – Repaved Sunset Blvd. from Cinnamon Hills to St. Charles using street utility funds.
- Repaired and/or Replaced 1,377 Sq. ft. of sidewalk in Old Town this year.
- Maintained 1,548 street signs and replaced 311 with the new reflectivity per the new MUTCD law.
- Track all work using work order system.

2009-10 Goals, Values, Strategies, and Activities

Goal: *“The City of Sherwood will provide and maintain infrastructure for its citizens to live, work and play.”*

Strategies

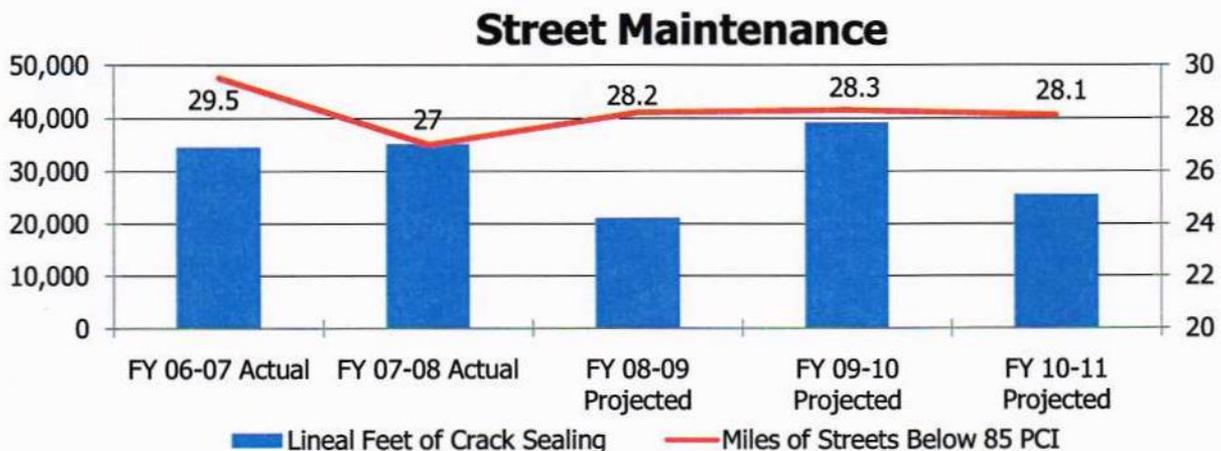
Maintain transportation system assets.

Activities

- Pavement Management and street restoration responsibilities include base repair, sanding, perform street condition rating (every three years), slurry seal, overlays and crack seal.
- Right of Way Maintenance including sidewalk repairs, vegetation and barricade maintenance.
- Transportation Management Responsibilities include traffic signal inspections and maintenance, quarterly street light inspections, traffic sign maintenance and pavement markings.

Performance Measure

PCI is the pavement condition index. The City’s goal is to have all streets at 85 or higher.



FINANCIALS

STREET OPERATIONS

Street Operations Budget

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 123,569	\$ 71,340	\$ (153,111)	\$ 258,250	\$ 19,334	\$ 19,334	\$ 19,334
Revenue							
Intergovernmental	791,267	779,257	820,200	740,000	740,000	740,000	740,000
Charges for services		341,910	565,000	356,000	565,000	356,000	356,000
Infrastructure devel fees	6,470	342	12,000	1,000	500	500	500
Fines, interest and other	56,776	44,107	37,020	7,020	7,000	7,000	7,000
Total revenue	854,513	1,165,616	1,434,220	1,104,020	1,312,500	1,103,500	1,103,500
Other sources							
Total other sources	-	-	-	-	-	-	-
Total sources	978,082	1,236,956	1,281,109	1,362,270	1,331,834	1,122,834	1,122,834
USES							
Expenditures							
Personal services							
Salaries and wages		52,473	199,068	179,253	188,961	144,994	144,994
Payroll taxes		4,778	26,022	28,507	31,600	24,268	24,268
Benefits		20,011	73,594	65,641	70,639	52,575	52,575
Total personal services	-	77,262	298,684	273,401	291,200	221,837	221,837
Materials and services							
Professional & technical	21,700	51,423	14,512	14,512	36,544	26,544	26,544
Facility and equipment	219,461	296,621	353,634	343,634	321,758	321,758	321,758
Other purchased serv	2,801	6,598	6,255	8,449	16,780	14,780	14,780
Supplies	36,429	63,854	58,300	55,800	64,216	51,066	51,066
Minor equipment	2,125	6,772	17,000	17,000	12,996	4,500	4,500
Other materials & serv	408,063	193,020	97,848	104,659	102,078	77,819	77,819
Total materials & serv	690,579	618,288	547,549	544,054	554,372	496,467	496,467
Capital outlay							
Infrastructure	125,682	76,849	400,000	400,000	291,000	228,000	228,000
Vehicles		25,106	35,000	35,000			
Furniture and equipment					54,000	35,000	35,000
Total capital outlay	125,682	101,954	435,000	435,000	345,000	263,000	263,000
Debt service							
Principal	69,169	72,405	75,792	75,792	79,340	79,340	79,340
Interest	21,312	18,077	14,689	14,689	11,142	11,142	11,142
Total debt service	90,481	90,482	90,481	90,481	90,482	90,482	90,482
Total expenditures	906,742	887,986	1,371,714	1,342,936	1,281,054	1,071,786	1,071,786
Other uses							
Transfers out		90,720			45,421	45,421	45,421
Ending Fund Balance	\$ 71,340	\$ 258,250					
Contingency			(90,605)	19,334	5,359	5,627	5,627
Total uses	978,082	1,236,956	1,281,109	1,362,270	1,331,834	1,122,834	1,122,834

Telecommunications

Telecommunications 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 40 sites within this network and over 60 miles of fiber optic cable. Telecommunications also support economic development within Sherwood and the surrounding area.

Accomplishments

- Installed a backup wireless network at the three main city facilities
- Increased revenue by over 60% (estimated).
- Installed fiber to the following public facilities.
 - Sherwood High School
 - Bus Barn
 - Ladyfern Park
 - Stella Olsen Park
 - Hopkins/Middle School ball fields

2009-2010 Goals, Strategies, Values and Activities

Goal: Infrastructure: *"The City of Sherwood will provide and maintain infrastructure for its citizens to live, work and play."*

Strategies:

Attain sustainability of the Sherwood Broadband utility

Activities:

- Find a long term service providers
- Secure long term contracts with existing customers

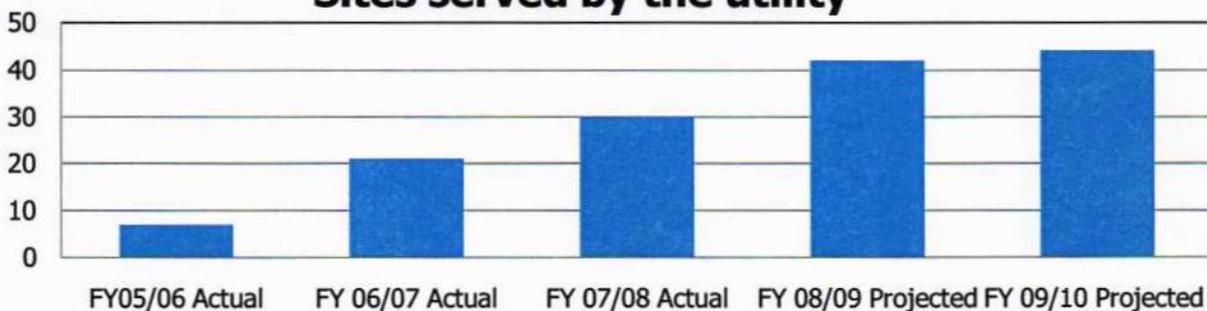
Increase utilization of the Sherwood Broadband network for community benefit

Activities:

- Deploy free wireless access in new locations
- Work with Police to create and deploy a public safety network
- Integrate Sherwood Broadband into the city's economic development strategy

Performance Measure

Sites served by the utility



Telecommunications Budget

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ (494,479)	\$ (469,315)	\$ (764,725)	\$ (754,604)	\$ 35,558	\$ 35,558	\$ 35,558
Revenue							
Intergovernmental				\$ 28,000			
Charges for services	54,613	88,262	145,000	140,000	325,000	325,000	325,000
Fines, interest and other		225					
Total revenue	54,613	88,487	145,000	168,000	325,000	325,000	325,000
Other sources							
Transfers in	300,000			950,000			
Total other sources	300,000	-	-	950,000	-	-	-
Total sources	(139,866)	(380,828)	(619,725)	363,396	360,558	360,558	360,558
USES							
Expenditures							
Personal services							
Salaries and wages		22,798	72,597	35,773	62,390	62,390	62,390
Payroll taxes		2,093	7,476	3,682	5,998	5,998	5,998
Benefits		8,082	24,936	10,857	22,464	22,464	22,464
Total personal services	-	32,973	105,009	50,312	90,852	90,852	90,852
Materials and services							
Professional & technical	56,384	31,365	17,000	111,000	15,000	15,000	15,000
Facility and equipment	47,065	150,245	60,000	30,300	20,000	20,000	20,000
Other purchased services	90,791	45,369	44,660	29,089	50,979	50,979	50,979
Supplies	25,000	4,671	15,000	15,000	15,000	15,000	15,000
Minor equipment	27,297	12,465		6,250			
Other materials & services	23,918	61,956	35,684	20,887	33,703	33,485	33,485
Total materials & services	270,454	306,071	172,344	212,526	134,682	134,464	134,464
Capital outlay							
Infrastructure	9,907	14,515	75,000	65,000	100,000	100,000	100,000
Furniture and equipment	34,818	19,765			15,000	15,000	15,000
Total capital outlay	44,725	34,280	75,000	65,000	115,000	115,000	115,000
Debt service							
Principal							
Interest	14,271						
Total debt service	14,271	-	-	-	-	-	-
Total expenditures	329,450	373,324	352,353	327,838	340,534	340,316	340,316
Other uses							
Transfers Out		451					
Ending Fund Balance	(469,315)	(754,604)					
Contingency			(972,078)	35,558	20,024	20,242	20,242
Total uses	(139,866)	(380,828)	(619,725)	363,396	360,558	360,558	360,558

FINANCIALS

CAPITAL IMPROVEMENT PLAN

Capital Improvement Plan

	Total Project Budget	Projected thru June 30, 2009	Budget 2009-10	Fiscal Year Expenditures			
				Forecast			After 06/30/2013
				2010-11	2011-12	2012-13	
GENERAL CONSTRUCTION							
Washington St Parking Lot	300,380	270,380	30,000				
Cedar Creek Trail Feasibility	249,700	103,606	146,094				
Senior Center Parking Lot	146,589		20,250	126,339			
Stella Olsen Park Restrooms	375,538		63,538	312,000			
Woodhaven Park	1,250,000				75,000	1,175,000	
Land for future parks	700,000				700,000		
Total general construction	\$ 3,022,207	\$ 373,986	\$ 259,882	\$ 438,339	\$ 775,000	\$ 1,175,000	\$ -
WATER							
Water- Reservoir & Pump Station	10,779,886	9,799,857	980,029				
Water - Pipeline from Wilsonville	24,384,387	5,763,418	8,280,000	6,180,000	4,160,969		
Utility Billing	945,180	755,180	190,000				
Reservoir #1 Seismic Upgrade	485,750		485,750				
ASR #6 well	2,065,500			2,065,500			
Pine St	166,010			166,010			
Siting & property needs	70,000			70,000			
Wilsonville treatment plant expansion	500,000			250,000	250,000		
Automatic Meter Reading	1,000,000			100,000	100,000	100,000	700,000
Sunset Blvd	158,180				158,180		
SW Gerda Lane	65,390				65,390		
Gleneagle Improvements	426,692					426,692	
Highpoint Dr	89,830					89,830	
SW Cipole Rd Stub-out	41,080						41,080
Highway 99W crossing	10,530						10,530
535 foot Reservoir #1	2,100,000						2,100,000
Total water	\$ 43,288,415	\$ 16,318,455	\$ 9,935,779	\$ 8,831,510	\$ 4,734,539	\$ 616,522	\$ 2,851,610
SANITARY							
Brookman Area Extension Phase 1	1,164,824	150,395	63,179	947,751			
Brookman Area Extension Phase 2	680,300	84,094	96,206	500,000			
Brookman Area Capacity Upgrade	580,100	100,000	80,100	400,000			
3rd St Conveyance System Ext.	413,700		413,700				
Area 48 N. Capacity Upgrade Phase 1	1,752,000					876,000	876,000
Rock Creek Capacity Upgrade P-1	910,000					455,000	455,000
Rock Creek Capacity Upgrade P-2	950,000					475,000	475,000
Area 48 N. Extension Phase 1	744,560						744,560
Area 48 N. Extension Phase 2	630,700						630,700
Rehab SW Willamette at Orcutt	76,382						76,382
Rehab SW Willamette at Highland	124,912						124,912
Rehab SW Gleneagle	30,595						30,595
Rehab SW Washington	52,750						52,750
Rehab SW Schamburg to Division	245,182						245,182
Rehab SW Sunset	168,800						168,800
Rehab SW Pine and SW Park	76,382						76,382
Rehab Old Town Laterals	40,000						40,000
Rehab Ash St. Manhole	10,000						10,000
Total sanitary	\$ 8,651,187	\$ 334,489	\$ 653,185	\$ 1,847,751	\$ -	\$ 1,806,000	\$ 4,006,263

Capital Improvement Plan Continued

	Total Project Budget	Projected thru June 30, 2009	Budget 2009-10	Fiscal Year Expenditures			
				Forecast			After 06/30/2014
				2010-11	2011-12	2012-13	
STORM							
Stella Olsen Culvert	3,030,547	2,850,000	180,547				
Area 54/55 Upper Ladd Hill	151,250		25,000	126,250			
Area 54/55 Brookman Additional	560,000			150,000	410,000		
Cannery Regional WQ Facility	1,500,000				400,000	1,100,000	
Area 54/55 West Brookman Rd	260,000				80,000	180,000	
Area 48 Lower Rock Creek	340,000					100,000	240,000
Area 48 Tonquin Rd North	165,000					165,000	
Area 48 Tonquin Rd South	1,100,000					200,000	900,000
Area 48 Hedges Creek	850,000					100,000	750,000
Area 48 Coffee Creek	400,000					100,000	300,000
Oregon St	310,000						310,000
Ladd Hill	425,000						425,000
Murdock Rd North	350,000						350,000
West Division St	110,000						110,000
South Stella Olsen Park	200,000						200,000
Community Campus Park	200,000						200,000
Gleneagle Dr	105,000						105,000
Glencoe Court	75,000						75,000
Gleneagle Village Water Quality	95,000						95,000
Saint Charles North	70,000						70,000
Saint Charles South	80,000						80,000
Total storm	\$ 10,376,797	\$ 2,850,000	\$ 205,547	\$ 276,250	\$ 890,000	\$ 1,945,000	\$ 4,210,000
STREET							
Pine St Design Phase 1 & 2	1,261,700	1,162,285	99,415				
Pine Street Construction P-1	2,478,794	2,378,794	100,000				
Adams Avenue South Design	1,500,000	1,093,949	350,000	56,051			
Transportation System Plan	56,650	44,817	11,833				
Krueger-Elwert-Hwy 99w Feasib	51,150	26,229	24,921				
Adams Avenue North Design	1,520,000	600,723	800,000	119,277			
Adams/Oregon Signal Const	2,350,000	12,500	1,737,000	600,500			
Adams/Oregon Rail Crossing	700,000	50,336	550,000	99,664			
Downtown Streetscapes Future	4,501,250		151,250	350,000	2,000,000	2,000,000	
Century Drive Extension	500,000			500,000			
Pine St Phase II Construction	1,850,000			650,000	1,100,000	100,000	
Adams Avenue North Const	2,000,000				2,000,000		
Gerda/Tualatin-Sherwood Signal	500,000				250,000	250,000	
Area 54/55 Improvements	3,000,000				500,000	1,000,000	1,500,000
Edy Rd/Borchers Dr	600,000					300,000	300,000
Main St/Sunset Blvd	500,000					250,000	250,000
Sherwood Blvd/Langer Dr	500,000					250,000	250,000
Sherwood Blvd/Century Dr	750,000					375,000	375,000
Langer/Tualatin Sherwood Rd	250,000						250,000
Krueger-Elwert-Hwy 99w Design & Construction	4,500,000				1,000,000	2,500,000	1,000,000
Total street	\$ 29,369,544	\$ 5,369,633	\$ 3,824,419	\$ 2,375,492	\$ 6,850,000	\$ 7,025,000	\$ 3,925,000

General Construction Capital Projects

The General Construction Fund accounts for the acquisition and construction of capital assets that are not financed by Enterprise Funds. It includes city buildings, parks, sports fields, recreational facilities and trails.

	Total Project Budget	Projected thru 6/30/09	Budget 2009-10	Fiscal Year Expenditures			
				Forecast			After 06/30/2014
				2010-11	2011-12	2012-13	
GENERAL CONSTRUCTION							
Washington St Parking Lot	300,380	270,380	30,000				
Cedar Creek Trail Feasibility	249,700	103,606	146,094				
Senior Center Parking Lot	146,589		20,250	126,339			
Stella Olsen Park Restrooms	375,538		63,538	312,000			
Woodhaven Park	1,250,000				75,000	1,175,000	
Land for future parks	700,000				700,000		
Total general construction	\$ 3,022,207	\$ 373,986	\$ 259,882	\$ 438,339	\$ 775,000	\$ 1,175,000	\$ -

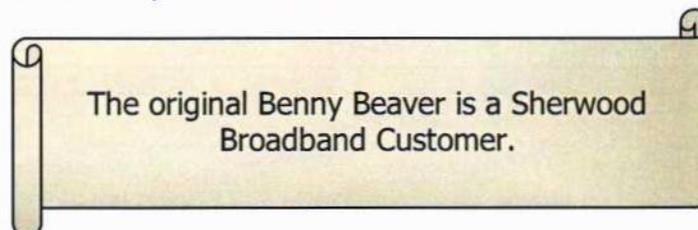
General Construction Project Description

City of Sherwood Washington Street Off-Street Parking Lot: This project reconstructs the existing Public Works maintenance yard into a public parking lot serving the Stella Olsen Park stage and playground area. The parking lot will also serve an adjacent church as overflow parking. Public Works maintenance work will be limited and consist mostly of street sweeping and leaf removal.

Cedar Creek Trail Feasibility – This phase of the project will complete the Feasibility of the proposed trail which will start at the Stella Olsen Park and end at the Tualatin River National Wildlife Refuge. This trail will be a multi-use path, parallel to Cedar Creek and approximately 1.5 miles long. The trail will be a segment of the future regional Tonquin Trail. Public Works staff will have maintenance responsibility for the trail and areas immediately surrounding it.

City of Sherwood Senior Center Parking Lot Expansion: This project expands that existing parking lot stall count and provides a new AC pavement overlay for the portion of the parking lot not affected by the expansion. Public Works maintenance work will be limited and consist mostly of street sweeping and leaf removal.

City of Sherwood Stella Olsen Parking Restroom Facility: This project designs and constructs a 4 to 6 stall restroom facility in the Stella Olsen Park stage and playground area. The project includes the design and construction of the restroom structure and underground services (water, sewer, electrical). Public Works maintenance will consist mostly of daily cleaning of open restroom stalls and yearly maintenance of the restroom facility structure.



FINANCIALS**GENERAL CONSTRUCTION****General Construction Budget**

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 1,901,993	\$ 1,220,333	\$ 788,141	\$ 711,230	\$ 100,566	\$ 100,566	\$ 100,566
Revenue							
Intergovernmental		21,792	353,000	5,000	519,870	519,870	519,870
Infrastructure development	438,914	73,159	200,000	500,000	270,000	270,000	270,000
Fines, interest and other	109,759	141,607	99,600	20,000	31,650	31,650	31,650
Total revenue	548,674	236,558	652,600	525,000	821,520	821,520	821,520
Other sources							
Transfers in		485,325		163,756	11,500	11,500	11,500
Total other sources	-	485,325	-	163,756	11,500	11,500	11,500
Total sources	2,450,667	1,942,216	1,440,741	1,399,986	933,586	933,586	933,586
USES							
Expenditures							
Personal services							
Salaries and wages		20,610	17,602	27,453	24,188	24,188	24,188
Payroll taxes		1,878	1,701	2,928	2,571	2,571	2,571
Benefits		8,526	6,666	9,246	7,707	7,707	7,707
Total personal services	-	31,014	25,969	39,627	34,466	34,466	34,466
Materials and services							
Professional & technical	186,817	317,823					
Facility and equipment	2,448	15,920					
Other purchased services	3,153	5,510	139	142	151	151	151
Supplies	4,360	2,516					
Minor equipment	57,179	154,581					
Other materials & services	37,362	108,937	8,652	31,284	28,669	28,584	28,584
Total materials & services	291,319	605,287	8,791	31,426	28,820	28,735	28,735
Capital outlay							
Land							
Infrastructure	164,708		695,564	654,726	322,772	322,772	322,772
Buildings	185,430						
Other improvements	10,528						
Furniture and equipment	(3,570)	15,358					
Total capital outlay	357,097	15,358	695,564	654,726	322,772	322,772	322,772
Debt service							
Principal	473,380	489,670	505,960	505,960	522,250	522,250	522,250
Interest	108,539	88,811	49,681	49,681	17,050	17,050	17,050
Total debt service	581,919	578,481	555,641	555,641	539,300	539,300	539,300
Total expenditures	1,230,334	1,230,140	1,285,965	1,281,420	925,358	925,273	925,273
Other uses							
Transfers out		846	18,000	18,000			
Ending Fund Balance	1,220,333	711,230					
Contingency			136,776	100,566	8,228	8,313	8,313
Total uses	2,450,667	1,942,216	1,440,741	1,399,986	933,586	933,586	933,586

Water Capital Projects

	Total Project Budget	Projected thru June 30, 2009	Fiscal Year Expenditures				
			Budget 2009-10	Forecast			After 06/30/2014
				2010-11	2011-12	2012-13	
WATER							
Water- Reservoir & Pump Station	10,779,886	9,799,857	980,029				
Water - Pipeline from Wilsonville	24,384,387	5,763,418	8,280,000	6,180,000	4,160,969		
Utility Billing	945,180	755,180	190,000				
Reservoir #1 Seismic Upgrade	485,750		485,750				
ASR #6 well	2,065,500			2,065,500			
Pine St	166,010			166,010			
Siting & property needs	70,000			70,000			
Wilsonville treatment plant	500,000			250,000	250,000		
Automatic Meter Reading	1,000,000			100,000	100,000	100,000	700,000
Sunset Blvd	158,180				158,180		
SW Gerda Lane	65,390				65,390		
Gleneage Improvements	426,692					426,692	
Highpoint Dr	89,830					89,830	
SW Cipole Rd Stub-out	41,080						41,080
Highway 99W crossing	10,530						10,530
535 foot Reservoir #1	2,100,000						2,100,000
Total water	\$ 43,288,415	\$ 16,318,455	\$ 9,935,779	\$ 8,831,510	\$ 4,734,539	\$ 616,522	\$ 2,851,610

Water Capital Project Description

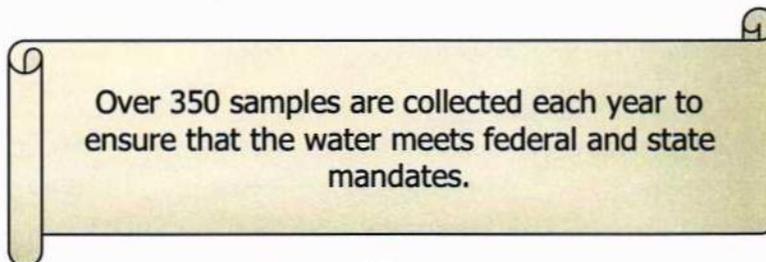
Long Term Water Supply– This project entails the planning, design and construction for the needed improvements to secure a long term water source for the City.

A seismic upgrade is needed at the existing reservoir #1 at Snyder Park. The improvements are necessary to extend the service life of the reservoir that was built in the early 70’s. If these improvements are completed the reservoir will have a life expectancy of between 12 to 15 years or longer.

Current utility billing functions are being completed by Tualatin Valley Water District. The City of Sherwood is currently in the process of transitioning the water system back to Sherwood. During this transition we are currently implementing a software program that will allow monthly billing.

Accomplishments

- Secured a permit of up to 20 million gallons per day in the Wilsonville Water Treatment Plant.
- Construction of a 4 million gallon reservoir and pump station at Snyder Park was bid and construction was started on schedule.
- Design was completed on the water transmission main from Sherwood to Wilsonville.



FINANCIALS**WATER CAPITAL****Water Capital Budget**

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 9,032,112	\$ 3,460,334	\$ 3,556,116	\$ 4,836,808	\$ 6,468,853	\$ 6,468,853	\$ 6,468,853
Revenue							
Intergovernmental			2,492,316	3,000,000			
Charges for services	692,613	2,152,212	3,000,000	4,000,000			
Infrastructure develo fees	462,962	233,025	600,000	600,000	250,000	250,000	250,000
Fines, interest and other	516,712	484,609	402,000	202,000	164,883	164,883	164,883
Total revenue	1,672,287	2,869,846	6,494,316	7,802,000	414,883	414,883	414,883
Other sources							
Transfers in		451	73,750		73,750	73,750	73,750
Issuance of long-term debt			6,000,000	6,000,000	16,000,000	16,000,000	16,000,000
Total other sources	-	451	6,073,750	6,000,000	16,073,750	16,073,750	16,073,750
Total sources	10,704,399	6,330,631	16,124,182	18,638,808	22,957,486	22,957,486	22,957,486
USES							
Expenditures							
Personal services							
Salaries and wages		11,433	69,496	27,251	89,950	89,950	89,950
Payroll taxes		1,034	6,721	2,485	10,604	10,604	10,604
Benefits		4,286	26,088	10,180	29,783	29,783	29,783
Total personal services	-	16,752	102,305	39,916	130,337	130,337	130,337
Materials and services							
Professional & technical	205,076	1,289,580					
Other purchased services	22,035	6,241	2,758	771	1,267	1,267	1,267
Other Materials & Services	45,811	71,250	34,164	45,411	48,591	48,277	48,277
Total materials & services	272,923	1,367,071	36,922	46,182	49,858	49,544	49,544
Capital outlay							
Infrastructure	6,962,630		12,766,736	10,270,696	9,758,681	9,758,681	9,758,681
Total capital outlay	6,962,630	-	12,766,736	10,270,696	9,758,681	9,758,681	9,758,681
Debt service							
Principal			962,528	962,528	10,000,000	10,000,000	10,000,000
Interest			840,000	840,000			
Issuance costs	8,513						
Total debt service	8,513	-	1,802,528	1,802,528	10,000,000	10,000,000	10,000,000
Total expenditures	7,244,065	1,383,823	14,708,491	12,159,322	19,938,876	19,938,562	19,938,562
Other uses							
Transfers out		110,000		10,633	330,000	330,000	330,000
Ending Fund Balance	\$ 3,460,334	\$ 4,836,808					
Contingency			1,415,691	6,468,853	2,688,610	2,688,924	2,688,924
Total uses	10,704,399	6,330,631	16,124,182	18,638,808	22,957,486	22,957,486	22,957,486

Sanitary Capital Projects

	Total Project Budget	Projected thru June 30, 2009	Fiscal Year Expenditures				
			Budget 2009-10	Forecast			After 06/30/2014
				2010-11	2011-12	2012-13	
SANITARY							
Brookman Area Extension Phase 1	1,164,824	150,395	63,179	947,751			
Brookman Area Extension Phase 2	680,300	84,094	96,206	500,000			
Brookman Area Capacity Upgrade	580,100	100,000	80,100	400,000			
3rd St Conveyance System Ext.	413,700		413,700				
Area 48 N. Capacity Upgrade Phase 1	1,752,000					876,000	876,000
Rock Creek Capacity Upgrade P-1	910,000					455,000	455,000
Rock Creek Capacity Upgrade P-2	950,000					475,000	475,000
Area 48 N. Extension Phase 1	744,560						744,560
Area 48 N. Extension Phase 2	630,700						630,700
Rehab SW Willamette at Orcutt	76,382						76,382
Rehab SW Willamette at Highland	124,912						124,912
Rehab SW Gleneagle	30,595						30,595
Rehab SW Washington	52,750						52,750
Rehab SW Schamburg to Division	245,182						245,182
Rehab SW Sunset	168,800						168,800
Rehab SW Pine and SW Park	76,382						76,382
Rehab Old Town Laterals	40,000						40,000
Rehab Ash St. Manhole	10,000						10,000
Total sanitary	\$ 8,651,187	\$ 334,489	\$ 653,185	\$ 1,847,751	\$ -	\$ 1,806,000	\$ 4,006,263

Sanitary Capital Project Description

Brookman Area (Area 54/55) Sewer System Capacity Upgrade: This project is identified in both the City's Sanitary Sewer Master Plan and CWS's Master Plan as a needed upgrade that will correct a capacity deficiency when future development of the Brookman Area occurs. City Public Works maintenance will consist of scheduled periodic TV inspection and cleaning if necessary.

Brookman Area (Area 54/55) Sewer Conveyance System Extension – Phase 1: This project is identified in both the City's Sanitary Sewer Master Plan and CWS's Sanitary Sewer Master Plan, as needed to promote development of the Brookman Area (approx 247 acres). This project consists of installation of approximately 1,875 lineal feet of 15-inch diameter pipe and appurtenances. The proposed pipe alignment may run through existing wetlands which would require CWS, DSL, DEQ and USACE permits and approvals. City Public Works maintenance will consist of scheduled periodic TV inspection and cleaning if necessary.

Brookman Area (Area 54/55) Sewer Conveyance System Extension – Phase 2: This project continues the extension of the Brookman Area Phase 1 Sewer Conveyance System Extension. This extension is needed for the future development of the Brookman Area and consists of installation of approximately 2,555 lineal feet of 12-inch diameter pipe. It is anticipated that a proposed pipe alignment may cross existing wetland areas 2 or more times and would require CWS, DSL, DEQ and USACE permits and approvals. City Public Works maintenance will consist of scheduled periodic TV inspection and cleaning if necessary.

3rd Street Sanitary Conveyance System Extension: This project completes the extension of the sanitary sewer system that began with the Stella Olsen Park Culvert project. This project installs a 15-inch pipe that run south on Washington Street and west on 3rd Street and will serve the downtown area and local residents. City Public Works maintenance will consist of scheduled periodic TV inspection and cleaning if necessary.

Sanitary Capital Budget

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 4,045,231	\$ 4,091,010	\$ 4,196,147	\$ 4,159,556	\$ 3,902,882	\$ 3,902,882	\$ 3,902,882
Revenue							
Intergovernmental					\$ 737,260	\$ 737,260	\$ 737,260
Charges for services	91	327					
Infrastructure devel fees	349,145	274,189	120,000	130,000	200,000	200,000	200,000
Fines, interest and other	134,879	140,789	108,000	65,000	11,600	11,600	11,600
Total revenue	484,114	415,305	228,000	195,000	948,860	948,860	948,860
Other sources							
Transfers in		25,000					
Total other sources	-	25,000	-	-	-	-	-
Total sources	4,529,345	4,531,315	4,424,147	4,354,556	4,851,742	4,851,742	4,851,742
USES							
Expenditures							
Personal services							
Salaries and wages		2,142	86,898	107,037	92,971	92,971	92,971
Payroll taxes		198	8,123	11,259	9,718	9,718	9,718
Benefits		671	30,400	39,568	31,911	31,911	31,911
Total personal services	-	3,010	125,421	157,864	134,600	134,600	134,600
Materials and services							
Professional & technical	409,347	234,692					
Other purchased services	97	41	1,281	396	259	259	259
Supplies	150						
Other Materials & Services	25,942	27,250	42,708	65,573	111,159	110,834	110,834
Total materials & services	435,537	261,983	43,989	65,969	111,418	111,093	111,093
Capital outlay							
Infrastructure			82,129	115,844	406,217	406,217	406,217
Total capital outlay	-	-	82,129	115,844	406,217	406,217	406,217
Debt service							
Total debt service	-	-	-	-	-	-	-
Total expenditures	435,537	264,993	251,539	339,677	652,235	651,910	651,910
Other uses							
Transfers out	2,798	106,765	290,000	111,997	65,000	65,000	65,000
Ending Fund Balance	\$ 4,091,010	\$ 4,159,556					
Contingency			3,882,608	3,902,882	4,134,507	4,134,832	4,134,832
Total uses	4,529,345	4,531,315	4,424,147	4,354,556	4,851,742	4,851,742	4,851,742

Of the 5,670 water customers, 93% are residential; consuming 66 % of the total Cities water demand.

Storm Capital Projects

	Total Project Budget	Projected thru 6/30/09	Fiscal Year Expenditures				
			Budget 2009-10	Forecast			After 06/30/2014
				2010-11	2011-12	2012-13	
Stella Olsen Culvert Replacement	3,030,547	2,850,000	180,547				
Area 54/55 Upper Ladd Hill	151,250		25,000	126,250			
Area 54/55 Brookman Additional	560,000			150,000	410,000		
Cannery Regional WQ Facility	1,500,000				400,000	1,100,000	
Area 54/55 West Brookman Rd	260,000				80,000	180,000	
Area 48 Lower Rock Creek	340,000					100,000	240,000
Area 48 Tonquin Rd North	165,000					165,000	
Area 48 Tonquin Rd South	1,100,000					200,000	900,000
Area 48 Hedges Creek	850,000					100,000	750,000
Area 48 Coffee Creek	400,000					100,000	300,000
Oregon St	310,000						310,000
Ladd Hill	425,000						425,000
Murdock Rd North	350,000						350,000
West Division St	110,000						110,000
South Stella Olsen Park	200,000						200,000
Community Campus Park	200,000						200,000
Geneagle Dr	105,000						105,000
Glencoe Court	75,000						75,000
Geneagle Village Water Quality	95,000						95,000
Saint Charles North	70,000						70,000
Saint Charles South	80,000						80,000
Total storm	\$ 10,376,797	\$ 2,850,000	\$ 205,547	\$ 276,250	\$ 890,000	\$ 1,945,000	\$ 4,210,000

Storm Capital Project Description

Stella Olsen Culvert Replacement – This project is located on Washington Street over Cedar Creek next to Stella Olsen Park. The current culvert has limited conveyance capacity and is a fish passage barrier; it was identified in the "Healthy Streams Plan" adopted by Clean Water Services as a "Priority Culvert". The project consists of removing the existing culvert and replacing it with a bridge which will meet the current flood capacity and restore the stream channel. This project also includes the construction of a trail along the creek and an under road crossing at Washington Street. Washington County under an IGA with the City will perform bridge maintenance. The bridge will be registered with ODOT.

Brookman Area (Area 54/55) Upper Ladd Hill Regional Stormwater Facility Feasibility Study: This project is to define an area where a regional stormwater quality facility may be located and the rough extents of the facility. This information will be used for planning future development of the Brookman Area. This project will run concurrently with the Brookman Area (Area 54/55) Sewer Conveyance System Extension - Phase 1 project. This level of work will have no impact on City Public Works maintenance staff.

Storm Capital Budget

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 3,201,840	\$ 2,412,228	\$ 1,899,624	\$ 1,801,900	\$ 56,880	\$ 56,880	\$ 56,880
Revenue							
Charges for services	25						
Infrastructure development	74,652	97,631	100,000	150,000	150,000	150,000	150,000
Fines, interest and other	130,380	113,948	96,000	54,000	1,730	1,730	1,730
Total revenue	205,058	211,579	196,000	204,000	151,730	151,730	151,730
Other sources							
Transfers in			308,000	108,000			
Issuance of long-term debt			500,000	500,000			
Total other sources	-	-	808,000	608,000	-	-	-
Total sources	3,406,898	2,623,807	2,903,624	2,613,900	208,610	208,610	208,610
USES							
Expenditures							
Personal services							
Salaries and wages		17,595	111,072	70,366	72,703	72,703	72,703
Payroll taxes		1,632	10,555	7,369	7,647	7,647	7,647
Benefits		1,373	39,964	25,886	24,116	24,116	24,116
Total personal services	-	20,600	161,591	103,621	104,466	104,466	104,466
Materials and services							
Professional & technical	212,411	720,928					
Other purchased services	230	4,567	724	602	259	259	259
Other Materials & Services	28,320	40,812	54,588	80,302	86,556	86,301	86,301
Total materials & services	240,962	766,307	55,312	80,904	86,815	86,560	86,560
Capital outlay							
Infrastructure			2,533,821	2,353,069	13,580	13,580	13,580
Total capital outlay	-	-	2,533,821	2,353,069	13,580	13,580	13,580
Debt service							
Total debt service	-	-	-	-	-	-	-
Total expenditures	240,962	786,907	2,750,724	2,537,594	204,861	204,606	204,606
Other uses							
Transfers out	753,708	35,000		19,426			
Ending Fund Balance	\$ 2,412,228	\$ 1,801,900					
Contingency			152,900	56,880	3,749	4,004	4,004
Total uses	3,406,898	2,623,807	2,903,624	2,613,900	208,610	208,610	208,610

219 cubic yards of leaves were picked up in the first year of the "Curb-Side Leaf program." The collection of leaves minimizes the occurrence of flooding due to plugged catch basins.

Street Capital Projects

	Total Project Budget	Projected thru June 30, 2009	Fiscal Year Expenditures				
			Budget 2009-10	Forecast			After 06/30/2014
			2010-11	2011-12	2012-13		
STREET							
Pine St Design Phase 1 & 2	1,261,700	1,162,285	99,415				
Pine Street Construction P-1	2,478,794	2,378,794	100,000				
Adams Avenue South Design	1,500,000	1,093,949	350,000	56,051			
Transportation System Plan	56,650	44,817	11,833				
Krueger-Elwert-Hwy 99w Feasib	51,150	26,229	24,921				
Adams Avenue North Design	1,520,000	600,723	800,000	119,277			
Adams/Oregon Signal Const	2,350,000	12,500	1,737,000	600,500			
Adams/Oregon Rail Crossing	700,000	50,336	550,000	99,664			
Downtown Streetscapes Future	4,501,250		151,250	350,000	2,000,000	2,000,000	
Century Drive Extension	500,000			500,000			
Pine St Phase II Construction	1,850,000			650,000	1,100,000	100,000	
Adams Avenue North Const	2,000,000				2,000,000		
Gerda/Tualatin-Sherwood Signal	500,000				250,000	250,000	
Area 54/55 Improvements	3,000,000				500,000	1,000,000	
Edy Rd/Borchers Dr	600,000					300,000	
Main St/Sunset Blvd	500,000					250,000	
Sherwood Blvd/Langer Dr	500,000					250,000	
Sherwood Blvd/Century Dr	750,000					375,000	
Langer/Tualatin Sherwood Rd	250,000					250,000	
Krueger-Elwert-Hwy 99w Design & Construction	4,500,000				1,000,000	2,500,000	
Total street	\$ 29,369,544	\$ 5,369,633	\$ 3,824,419	\$ 2,375,492	\$ 6,850,000	\$ 7,025,000	\$ 3,925,000

Street Capital Project Descriptions

Pine Street Construction Phase 2: This project reconstructs Pine Street between Division Street and Sunset Boulevard. This project upgrades current road section to meet City's TSP standards for a collector street. Also included are installation of new utility infrastructure (sanitary, storm and water) to accommodate existing peak load and future growth. City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction it is anticipated that this work will be minimal and consist mostly of cleaning of stormwater catch basins.

Adams Avenue South Construction: This project constructs Adams Avenue between Oregon Street and Tualatin-Sherwood Road. This road is designated as a collector by the City's TSP and is intended to relieve traffic congestion through downtown Sherwood. City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction it is anticipated that this work will be minimal and consist mostly of cleaning of stormwater catch basins.

Adams Avenue/Oregon Street Signal Construction: This project installs a traffic control signal at the Adams Avenue/Oregon Street. This intersection is to be built in conjunction with the Adams Avenue South project. Washington County maintains signals for the City. It is anticipated that City Public Works staff will not have any maintenance duties with this improvement.

Adams Avenue/Oregon Railroad Crossing (Portland and Western Railroad): This project reconstructs the railroad crossing and Oregon Street alignment through the railroad crossing. This project is to be built in conjunction with the Adams Avenue South road construction project. The railroad crossing will be maintained by the Portland and Western Railroad. It is anticipated that City Public Works staff will have no maintenance duties with this improvement.

Adams Avenue North Feasibility Study and Design: This project provides alignment analysis and design for the extension of Adams Avenue north of Tualatin-Sherwood Road and connecting to Highway 99W at the existing intersection to Home Depot. This project is to provide for future development in the area. This level of work will have no impact on City Public Works maintenance staff.

Street Capital Budget

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 75,394	\$ 5,986,617	\$ 3,121,999	\$ 3,723,852	\$ 3,632,573	\$ 3,632,573	\$ 3,632,573
Revenue							
Intergovernmental		45,554	1,500,000	12,500	1,138,750	1,138,750	1,138,750
Infrastructure fees	542,416	391,347	2,700,000	1,400,000	550,000	550,000	550,000
Fines, interest and other	251,343	237,615		185,000	72,000	72,000	72,000
Total revenue	793,759	674,516	4,200,000	1,597,500	1,760,750	1,760,750	1,760,750
Other sources							
Transfers in	756,506	171,765			395,000	395,000	395,000
Issuance of long-term debt	8,200,000						
Total other sources	8,956,506	171,765	-	-	395,000	395,000	395,000
Total sources	9,825,659	6,832,898	7,321,999	5,321,352	5,788,323	5,788,323	5,788,323
USES							
Expenditures							
Personal services							
Salaries and wages		34,835	106,444	99,219	103,848	103,848	103,848
Payroll taxes		3,211	10,230	10,481	10,968	10,968	10,968
Benefits		10,104	34,656	37,360	32,587	32,587	32,587
Total personal services	-	48,150	151,330	147,060	147,403	147,403	147,403
Materials and services							
Professional & technical	1,357,981	2,475,879					
Facility and equipment	392	48					
Other purchased serv	1,114	2,534	240	281	259	259	259
Supplies	1,238	2,275					
Community activities	40						
Other materials & serv	178,317	119,230	52,320	106,879	122,778	122,415	122,415
Total materials & serv	1,539,083	2,599,966	52,560	107,160	123,037	122,674	122,674
Capital outlay							
Land	39,000	182,785					
Infrastructure	2,258,558	259,085	3,605,326	1,429,559	3,552,887	3,552,887	3,552,887
Total capital outlay	2,297,558	441,870	3,605,326	1,429,559	3,552,887	3,552,887	3,552,887
Debt service							
Issuance costs	2,400						
Total debt service	2,400	-	-	-	-	-	-
Total expenditures	3,839,042	3,089,986	3,809,216	1,683,779	3,823,327	3,822,964	3,822,964
Other uses							
Transfers out		19,060	73,750	5,000	73,750	73,750	73,750
Ending Fund Balance	\$ 5,986,617	\$ 3,723,852					
Contingency			3,439,033	3,632,573	1,891,246	1,891,609	1,891,609
Total uses	9,825,659	6,832,898	7,321,999	5,321,352	5,788,323	5,788,323	5,788,323

All 1,548 regulatory street signs have to be replaced by 2011.

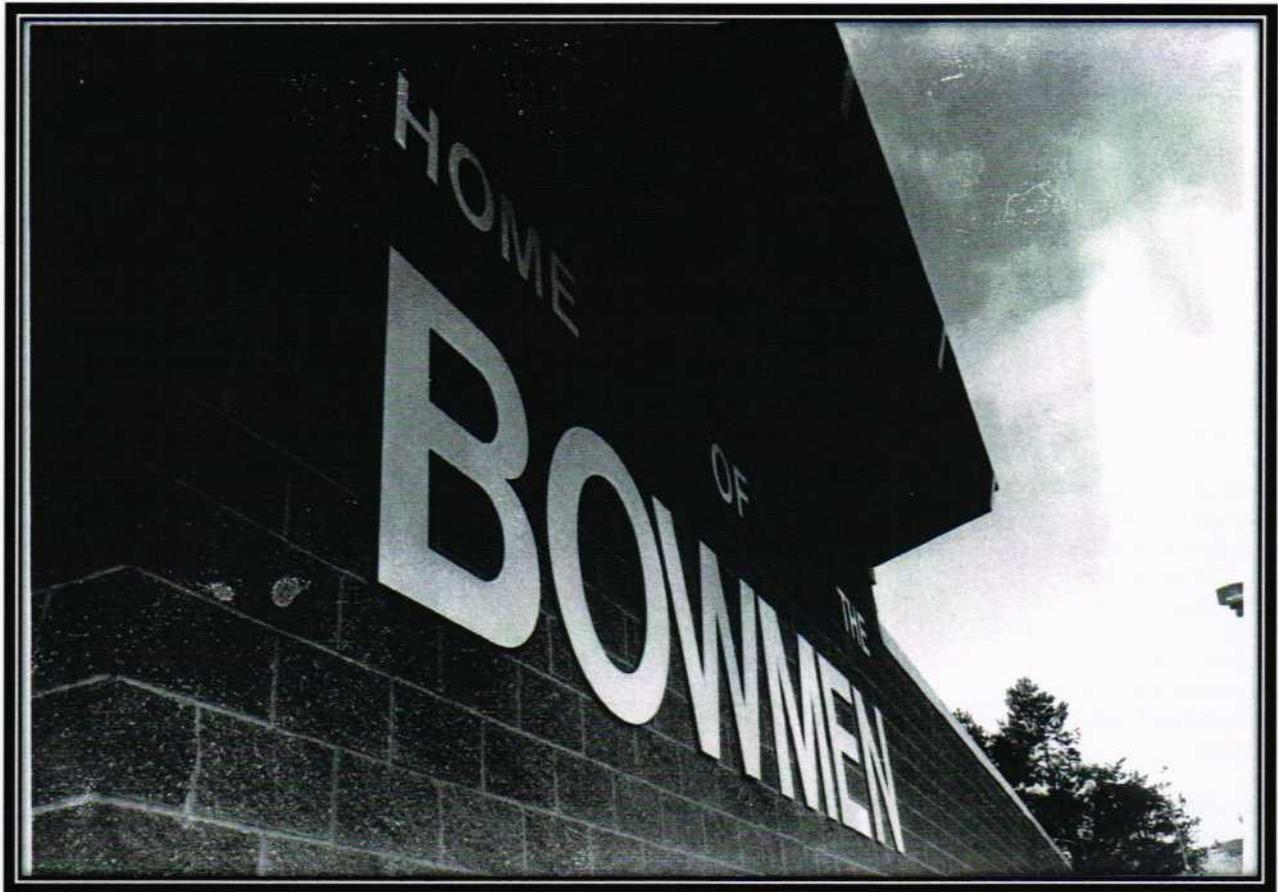


Photo taken by Joe Fischer, Junior at Sherwood High School

APPENDICES**PERSONNEL AND MONTHLY SALARY SCHEDULE****Personnel FTE Comparison to Prior Year**

	2007-08 Budget	2008-09 Budget	(Deletions) Additions	2009-10 Budget
Administration	15.50	17.15	0.45	17.60
Community Development	17.50	17.50		17.50
Public Safety	26.00	28.50	0.50	29.00
Community Services	12.88	13.96	(0.52)	13.44
Public Works Operations	21.50	24.50	0.75	25.25
Total	93.38	101.61	1.18	102.79

Reasons for change from 2008-09 to 2009-10:

Administration	City Recorder –Admin increase hours to half time	0.35
	Telecom Supervisor	1.00
	Finance – Judge went from temp to employee	0.10
	Transfer Utility Billing employee to Public Works	(1.00)
		<u>0.45</u>
Public Safety	Increase Emergency Management Coordinator to full time	0.50
		<u>0.50</u>
Community Services	Reallocate hours and classifications of current staff	(0.52)
		<u>(0.52)</u>
Public Works Operations	Maintenance Worker II - Water	1.00
	Maintenance Worker II - Water	1.00
	Admin I - Water	1.00
	Transfer Utility Billing employee to Public Works	1.00
	Reallocate Seasonal Employees to Professional Services	(3.25)
		<u>0.75</u>
	Total	<u>1.18</u>

Approved positions that will remain vacant for part or all of the 09-10 budget year.

Assistant City Manager
 Public Safety Director
 Police Sergeant
 Police Officer
 DBA/Developer
 Engineering Tech for six months
 Building Inspector for ten months

Management/Supervisory/Confidential

Position	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Admin Asst III - Confidential	A1	17.66	22.60	3,062	3,918
Program/Project Supervisor I	A2	19.92	25.49	3,452	4,419
Program/Project Supervisor II	B	21.37	27.36	3,704	4,742
PW Operations Supervisor Supervising Librarian Emergency Management Coord. Recreation Coordinator	C	23.51	30.09	4,075	5,216
City Recorder System Administrator Budget/Finance Analyst Water Operations Supervisor Engineering Associate II	D	25.63	32.80	4,442	5,686
Civil Engineer Police Sgt (non-exempt) Project Engineer Planning Manager	E	27.93	35.76	4,842	6,198
Building Official Library Manager	F	30.17	38.61	5,229	6,693
Human Resource Manager IT Director Captain Economic Development Manager	G	32.58	41.70	5,647	7,229
City Engineer Community Services Director	H	34.86	44.62	6,043	7,735
Community Develop Director Finance Director Public Works Director	I	37.30	47.75	6,465	8,276
Assistant City Manager Police Chief Public Safety Director	J	39.91	51.09	6,917	8,855

AFSCME Represented

Position	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Library Page 1 Recreational Assistant	1	10.06	12.88	1,744	2,233
Library Page 2	2	11.77	15.07	2,041	2,612
Admin Asst I Library Asst I Recreation Specialist	3	13.54	17.33	2,347	3,004
Admin Asst II Library Asst II Maintenance Worker I	4	15.30	19.58	2,652	3,395
Admin Asst III Maintenance Worker II Engineering Tech I	5	16.98	21.74	2,944	3,768
Finance Tech Code Compliance/Evidence Tech Department/Program Coordinator Maintenance Worker III Permit Specialist Public Works Tech Mechanic	6	18.68	23.91	3,238	4,145
Assistant Planner Librarian Maintenance Worker Lead Accountant Court Administrator	7	20.37	26.07	3,530	4,519
Associate Planner CADD/GIS Tech Engineering Associate I Inspector I	8	22.20	28.41	3,847	4,925
Inspector II Senior Accountant	9	23.97	30.69	4,155	5,319
Business System Analyst Senior Planner	10	25.65	32.84	4,446	5,692

SPOA Represented

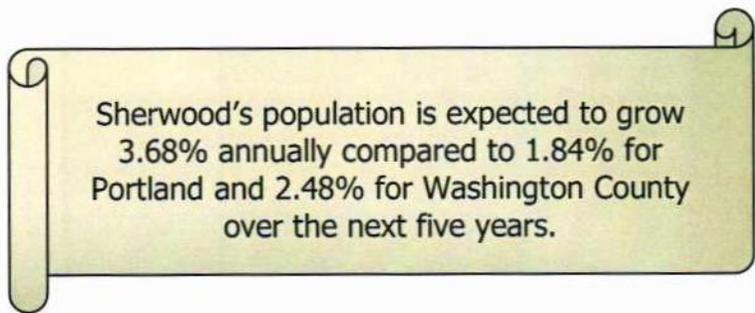
Position	Group Range	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Police Officer	1	23.20	29.70	4,021	5,148

A Sherwood business installed 315 solar panels on the roof of their building. The estimated annual power production is 77,000 KWH, which is enough to power approximately eight U.S. households.

Description of Long-Term Debt

All debt with repayment terms in excess of one year is shown on the following schedule. Debt, which the City plans to issue in fiscal year 2009-10, is shown, and debt service on planned loans is budgeted.

The debt is in two sections. The first section is City debt independent of the URA. This includes general obligation bonds and loans paid from City resources. The second section is City loans for Urban Renewal Agency projects. There are intergovernmental agreements for the URA to reimburse the City for debt service on these loans. For all debt to outside parties, "debt service expenditures to maturity" represents principle and interest payments, both of which appear as expenditures in the budget.



Sherwood's population is expected to grow 3.68% annually compared to 1.84% for Portland and 2.48% for Washington County over the next five years.

Debt Service Expenditures to Maturity

	Total Debt to Outside Parties	General Obligation Bonds			City Loans		
		2004 A & B Refunding	2001 Police	Subtotal in Debt Service Fund	2001 YMCA	2002 Public Works Fieldhouse	
Original amount	\$ 66,215,708	\$ 6,045,000	\$ 3,840,000	\$ 9,885,000	\$ 1,461,332	\$ 508,668	\$ 1,900,000
Balance at 06/30/09	40,667,078	4,305,000	2,730,000	7,035,000	905,240	294,760	714,986
Payment source		Property taxes			Rent of buildings	Parks SDCs	Rent of buildings & Unrestricted
Paying fund Year Ending June 30		Debt Service			General	General Construction	General, Water, Sanitary, Storm, Street
2010	14,171,078	637,700	298,370	936,070	137,010	47,639	238,110
2011	4,591,727	624,088	295,871	919,959	139,782	48,604	238,110
2012	2,156,024	619,238	298,006	917,244	138,451	48,141	238,110
2013	4,421,209	622,825	299,521	922,346	140,442	48,833	59,528
2014	4,050,612	621,419	300,396	921,815	138,347	48,104	
2015	3,900,554	623,194	295,780	918,974	139,580	48,533	
2016	3,907,063	628,594	300,541	929,135	136,714	47,537	
2017	3,901,846	622,500	299,494	921,994	137,166	47,694	
2018	3,092,487		297,731	297,731			
2019	3,098,054		300,209	300,209			
2020	3,095,908		301,750	301,750			
2021	3,022,189		302,375	302,375			
2022	2,581,940						
2023	2,540,584						
2024	2,541,509						
2025	2,101,656						
2026	2,106,343						
2027	2,105,156						
2028	1,621,000						
2029	1,621,000						
2030	1,195,000						
Total	\$ 69,006,939	\$ 4,999,558	\$ 3,590,044	\$ 8,589,602	\$ 1,107,492	\$ 385,085	\$ 773,858

Debt Service Expenditures to Maturity

City Loans for Sherwood Urban Renewal Agency Projects

	2003 Bank Civic Building	2003 OECD Civic Bldg & Streets	2004 Cannery Loan	2005 Old School & Sports Fields	2006 B of A Streets	2006 OECD Streets	Total City Debt on Behalf of URA
Original amount	\$ 2,435,000	\$ 5,845,708	\$ 350,000	\$ 830,000	\$ 1,800,000	\$ 6,400,000	\$ 17,660,708
Balance at 06/30/09	1,110,000	4,742,837	175,000	664,000	1,546,061	6,014,194	\$ 14,252,092
Payment source	Reimbursement from the Sherwood Urban Renewal Agency						
Paying fund	General	General	General	General	General	General	
Year Ending June 30							
2010	299,406	436,251	43,426	80,177	175,388	484,619	1,519,267
2011	300,176	435,250	41,554	79,754	175,396	481,820	1,513,950
2012	305,590	438,486	39,681	80,336	175,396	483,820	1,523,309
2013	305,472	435,853	37,809	78,769	175,416	485,419	1,518,738
2014		437,879	35,983	80,145	175,398	481,619	1,211,024
2015		434,138		80,314	175,396	482,619	1,172,467
2016		434,738		79,334	175,386	483,219	1,172,677
2017		434,938		80,239	175,396	483,419	1,173,992
2018		434,483		80,657	175,396	483,220	1,173,756
2019		438,353		80,487	175,386	482,619	1,176,845
2020		436,313		79,830	175,396	481,619	1,173,158
2021		438,553			175,398	484,863	1,098,814
2022		434,828			43,849	482,263	960,940
2023		435,496				484,088	919,584
2024		435,233				485,276	920,509
2025						480,656	480,656
2026						485,343	485,343
2027						484,156	484,156
2028							
2029							
2030							
Total	\$ 1,210,644	\$ 6,540,792	\$ 198,453	\$ 880,042	\$ 2,148,597	\$ 8,700,657	\$ 19,679,185

APPENDICES

DEBT MARGIN/TRANSFERS

Debt Margin

Total assessed value on January 1, 2009:	<u>\$ 1,371,784,821</u>
Debt limitation: 3% of total assessed value	\$ 41,153,545
Debt outstanding at June 30, 2009:	
General obligation bonds outstanding	\$ 7,035,000
Less amount available for repayment of general obligation bonds	<u>(17,543)</u>
Net debt outstanding that is subject to limitation	<u>7,017,457</u>
Amount of general obligation bonds that could be issued	<u>\$ 34,136,088</u>

Transfers

<u>Transfer from:</u>	<u>Transfer to:</u>					Total
	General Fund	General Construction Fund	Water Fund	Street Fund	Asset Depreciation Fund	
1 General		11,500				11,500
2 Water					35,004	35,004
3 Water				330,000		330,000
2 Sanitary					35,000	35,000
4 Sanitary			45,421			45,421
5 Sanitary				65,000		65,000
6 Storm	370,000					370,000
2 Storm					60,000	60,000
4 Storm			45,421			45,421
7 Streets			73,750			73,750
4 Streets			45,421			45,421
Total	<u>\$ 370,000</u>	<u>\$ 11,500</u>	<u>\$ 210,013</u>	<u>\$ 395,000</u>	<u>\$ 130,004</u>	<u>\$ 1,116,517</u>

Purpose:

- 1 General Fund contribution to the Senior Center Parking Lot
- 2 Set aside money to purchase a cleaning truck for public works.
- 3 Water portion of Street projects
- 4 Utility Billing service charge
- 5 Sanitary portion of Street projects
- 6 Repay transfer from General Fund in 08-09
- 7 Street portion of Water projects

City of Sherwood Budget Process

The strategic planning process begins anew each October as the City Manager and Management Team meet to identify assumptions for the long term and update department objectives for the next five years.

The objective throughout the budgeting process is to strive to achieve the City's mission, values, and goals.

The mission statement is: *"The City of Sherwood will provide services and infrastructure to support the highest quality of life for our residents, businesses, and visitors in a fiscally responsible manner."*

Work on the annual budget begins in December, when forecasts for revenues and expenditures for the General Fund and Enterprise Funds are updated. The Capital Improvement Plan is updated for the next five years.

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

After the Council planning meetings, any necessary modifications are made to the departmental objectives articulated earlier.

The Oregon State Department of Revenue has broken down the budget process into nine steps. They are as follows:

1. Appoint Budget Officer - Every local government is required to have a Budget Officer, either appointed by the governing body or designated in its charter.
2. Prepare a Proposed Budget – The Budget Officer is responsible for the preparing of the proposed budget presentation to the Budget Committee.
3. Budget Officer publishes notices – Upon completion of the budget a "Notice of Budget Committee Meeting" is advertised either in the local newspaper, by mailing or hand delivery. ORS requires that if the notice is published in a newspaper it must be published at least twice, five to 30 days before the scheduled budget committee meeting, if the notice is mailed or hand delivered, it must be done not later than 10 days prior to the meeting date.
4. Budget Committee Meets – The Budget Officer presents the budget message and the proposed budget document to the Budget Committee for further review.
5. 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 this to the City Council for adoption.
6. Notice of Hearing and Financial Summary – After the budget is approved, a budget hearing must be held. The Budget Officer must publish a summary of the budget approved by the Budget Committee and notice of budget hearing five to 30 days before the scheduled hearing.
7. Budget Hearing held – The budget hearing must be held by the governing body on the date specified on the public notice and must allow for public testimony.

8. Adopted Budget, Make Appropriations, Levy Taxes – The governing body may make changes in the approved budget before or after it is adopted, but no later than the beginning of the fiscal year to which the budget relates. However, there are limitations to these changes.
 - a. Taxes may not be increased beyond the amount approved by the budget committee.
 - b. Estimated expenditures in a fund may not be increased by more than \$5,000 or 10 percent, whichever is greater.

9. Budget filed and Levy Certified to Assessor – The final step in the budget cycle is to certify any necessary property tax levy.

Budget Calendar

Event	Lead Person/Group	Date
Draft budget ready for City Manager review	Finance Director	February 23
Proposed budget to the Budget Committee	Finance Director	March 31
1st Budget Committee meeting, with public comment	Budget Committee	April 6
2nd Budget Committee meeting, and budget approval	Budget Committee	April 15
3rd Budget Committee meeting, if needed	Budget Committee	April 21
Approved budget delivered to the City Council	Finance Director	May 8
Public hearing on the approved budget	City Council	June 2
Adopt budget	City Council	June 16
Adopted budget available	Finance Director	July 6

Budget Changes after Adoption

By Oregon law, all City funds must be appropriated. Appropriations, the legal authority to spend, are by division in the General, Water, Sanitary, Storm, and Street Funds and by type (e.g. materials and services) for all other 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 resolution transfers or supplemental budgets.

A resolution transfer decreases an existing appropriation and increases another by the same amount. A typical example is to reduce contingency and increase materials and services. The second type of change, a supplemental budget, typically creates a new appropriation, funded by increased revenues. Supplemental budgets are used for occurrences or conditions which were not known at the time the budget was prepared which require a change in financial planning. Supplemental budgets require a public hearing; resolution transfers do not. 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.

Measurement Focus and Basis of Accounting

Consistent with Oregon budget law, the City budgets current financial resources, on a modified accrual basis, in all funds. The budget shows sources and uses of resources; that is, increases and decreases in the amount available to spend. Ending fund balance represents spendable resources available for the subsequent budget year. This differs from the accounting used by businesses. Businesses measure net income, on an accrual basis.

As a practical matter, the essential differences between governmental and business accounting are the treatment of long-term debt and capital assets:

- When the City borrows money, it records the debt proceeds as a source of resources. Principle payments are recorded as a use. In a business, the debt would not appear in the budget; it would be recorded as a liability, and principle payments would reduce the liability.
- When the City buys a vehicle, building, or other capital asset, the cost is a use of resources. Depreciation is not recorded. In a business, the purchase would not appear in the budget; it would be recorded as an asset. Depreciation expense would be budgeted and recorded over the useful life of the asset.

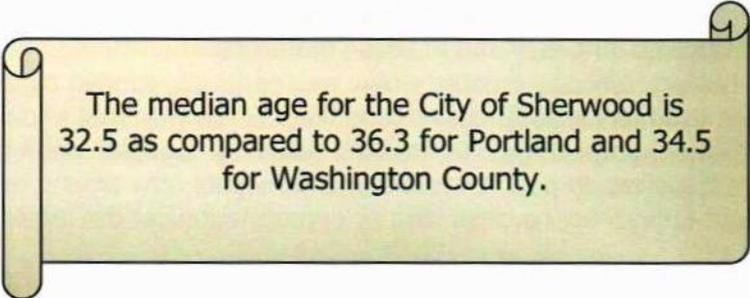
Generally accepted accounting principles (GAAP) for governments require that the enterprise funds be accounted for in the same way as businesses. Consequently, actual results for the enterprise funds are shown on both the budgetary (current financial resources and modified accrual) and GAAP basis (economic resources and accrual) in the City's annual financial report.

2008-09 Budget and 2008-09 Projected

As required by Oregon budget law, the 2008-09 budget columns shows the adopted budget after changes made by the City Council during the year. The 2008-09 projected columns show the latest forecast of activity through June 30, 2009.

Fund Balance and Contingency

Fund balance represents available spendable resources, at the beginning or end of the fiscal year. Oregon budget law provides that the difference between sources and uses for the year be budgeted as un-appropriated ending fund balance or contingency. The City budgets all excesses as contingency. If it is not appropriated during the year, contingency will be the amount of ending fund balance at June 30.



The median age for the City of Sherwood is 32.5 as compared to 36.3 for Portland and 34.5 for Washington County.

Financial Policies

Financial policies, approved by the City Manager, are intended to ensure that the City maintains the ability to meet its immediate and long-term service objectives.

Financial policies are designed to:

- Provide timely, accurate information useful to the City's management, elected officials, and citizenry in making good business decisions.
- Ensure compliance with all finance-related statutory and contractual requirements.
- Promote sound financial management.
- Safeguard the City's assets.

Specific policies include the following:

Financial Planning

Financial forecasts are maintained which include at least the next three years operations for the General Fund and Enterprise funds.

Budgeting***Contingency***

To ensure sufficient cash flow and provide for unanticipated events, the annual budget includes contingency equal to at least 10% of budgeted revenue in the City's General Fund and in the Operations departments of the Water, Sanitary, Storm, and Street funds.

Balanced budget

Negative fund balances or cash balances by restricted revenue source will be avoided.

Budget changes subsequent to adoption

Changes in circumstances which will affect the current year's budget are monitored and reported to the City Council as part of the monthly financial report. Changes needed to comply with budget law or to maintain the budget as an effective tool for monitoring financial performance are submitted to the City Council as needed, generally in January and June.

Financial Reporting

Financial reports are prepared monthly for the City Council, City Manager, and all Directors/Managers with budgetary responsibility. The City prepares a comprehensive annual financial report, audited by independent CPAs.

Capital Improvement Planning and Monitoring***Capital Improvement Plan (CIP):***

A CIP is maintained which includes at least the next five years. The CIP is updated at least annually, and is included in the annual budget. (Page 86 and 67)

Integration with operations forecasts

Whenever a capital improvement is likely to have a material impact on future operating expenditures, estimates of the impact will be made and incorporated into financial forecasts.

Revenue and Expenditures***Restricted resources***

Restrictions on the use of financial resources are imposed by laws, grant awards, loan agreements, contracts, and City ordinances and resolutions. Allowable expenditures are funded first by restricted resources, from the most restrictive to the least.

Purchasing

Purchase orders are required for certain purchases. Purchasing approvals are governed by policy; processes are governed by Local Contract Review Board rules.

Debt***Operating loans***

The City will borrow only to finance capital assets. The City will not borrow for operating purposes.

Debt

No bonds will mature more than 20 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.

Cash and Investments

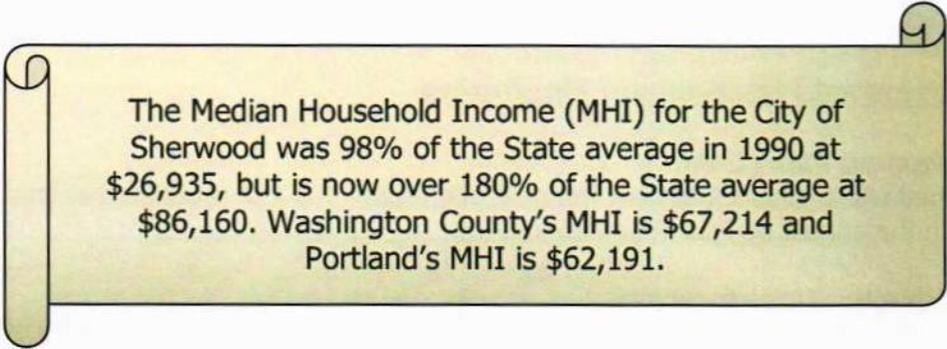
Cash balances are insured and collateralized. Cash in excess of immediate needs is invested in the Oregon State Treasury's Local Government Investment Pool.

Capital Assets

The capital asset inventory is updated annually. Capital asset purchases – items other than those constructed as part of the CIP -- are incorporated in the long-term financial forecasts.

Accounting Structure

The account structure, cost accounting processes, and internal controls are documented.



The Median Household Income (MHI) for the City of Sherwood was 98% of the State average in 1990 at \$26,935, but is now over 180% of the State average at \$86,160. Washington County's MHI is \$67,214 and Portland's MHI is \$62,191.

Glossary

Activity - A task, general or specific, undertaken to accomplish objectives, operate programs, or complete projects.

Adopted Budget - The final budget appropriations approved by the City Council, which becomes the budget of the City.

AFSCME - American Federation of State, County and Municipal Employees. One of the union organizations representing the bargaining employees of the City.

Accrual basis - A method of timing in the recognition of transactions and events. Please see Modified accrual basis for the alternative method. Accrual basis records revenue when earned and expenses as soon as a liability is incurred.

Approved Budget - The budget recommended by the Budget Committee for adoption by the City Council.

Appropriation - Authorization to spend a specific amount of money. The City Council gives appropriation authority by adopting the budget.

Assessed value - The value set on real and personal property as a basis for imposing taxes. Assessed values are determined by Washington County.

Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given purpose and/or period. The budget is the financial plan of the City's allocations of the resources to provide services, and to accomplish the City's objectives.

Budget Calendar - The schedule of 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)

CAFR - The Comprehensive Annual Financial Report, the audited report of the City's finances for the fiscal year.

Capital Lease - Lease of a capital asset. The lease may or may not result in the City's ownership of the item at the end of the lease term.

Capital Assets - Items which have a useful life of two or more years and a cost of \$5,000 or more. These include land, infrastructure, buildings, improvements other than buildings, vehicles, and certain furniture and equipment.

Capital Budget - The budget for capital projects, as opposed to operations.

Capital Improvement Plan (CIP) - A schedule of planned capital projects and their costs, for three or more years.

Capital Outlay - Expenditures for capital assets. Includes all purchased capital assets. Expenditures for constructed capital projects appear in capital outlay, materials and services, and reimbursements, depending on the nature of the expenditure.

Capital Projects - Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

COLA - Cost of living. A COLA increases all salaries at all classes and steps by the same percentage.

Contingency - An amount set aside for unforeseen spending that may become necessary. If the contingency is not used, it will be the amount of fund balance at the end of the fiscal year.

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 - Principle and interest payments on long-term debt.

Division - An organizational unit with a distinct budget.

Depreciation - Expensing the cost of a capital asset over its useful life.

Department - Units within a division consisting of one or more.

Enterprise 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 enterprise funds are the Water, Sanitary, Storm, Street, and Telecommunications funds.

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 position. A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

Fund - A fiscal and accounting entity, segregating resources for the purpose of carrying on specific activities in accordance with legal restrictions.

Fund Balance - The amount of available, spendable, financial resources in any given fund at a specified date.

GASB - The Governmental Accounting Standards Board, the body that defines generally accepted accounting principles for governments.

General Fund - The City's primary operating fund. There are no restrictions as to the purpose in which the revenues in this fund can be used.

General Obligation Bond (G. O. Bond) – A government pledge of full faith and credit to the repayment of the bonds issued by the government. They are usually issued to pay for general capital improvements.

GFOA – Government Finance Officers Association.

GIS - Geographic information system, a computerized mapping program.

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 Transfer - 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.

Local Improvement District (LID) - A specific geographic area in which debt service for bonds issued to construct public infrastructure are repaid by assessments on the specific properties benefited by the improvements.

Materials and Services – Expendable items purchased for delivery of services. This includes supplies, repairs, maintenance and replacement parts that are not of capital nature.

Mission – Defines the primary purpose of the City.

Modified Accrual - A method of timing in the recognition of transactions and events. Please see Accrual basis for the alternative method. Modified accrual basis records revenue when earned, if they are collectible within the period or soon enough afterwards to be used to pay liabilities of the period. Expenditures are recorded when a liability is incurred except that debt service payments and other specific accrued liabilities are recognized only when payment is due.

Objective - What we want to accomplish. City-wide objectives are longer term than one year, cross departments, and/or are comprehensive in scope.

Operating Budget - Sources and uses necessary for day-to-day operations.

Ordinance – A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it 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.

Phase - A segment of a project, typically defined by set of related activities or a given period of time.

Program - A definable function. Programs may be ongoing or time limited, within or across departments, and relate to single or multiple objectives. Also refers to a cluster of related departments, such as the Community Development program.

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.

PSU - Portland State University. The University prepares populations estimates each July 1 for all Oregon Municipalities.

Reimbursements - Repayments from the funds and departments responsible for particular expenditures to the funds and departments that initially paid for them. Reimbursements increase expenditures in the reimbursing fund and department, and decrease expenditures in the reimbursed fund and department.

Reserve Fund - A fund, defined in Oregon budget law, which accumulates monies from year to year for a specific purpose. The City's Asset Depreciation Fund is a reserve fund.

Resolution – An action by the governing body which requires less formality and has a lower legal status than an ordinance.

Restricted Revenue - Revenue that may be expended only in accordance with limitations imposed by State statute, City Ordinances or Resolutions, or other legal restriction.

Revenue – The gross receipts and receivables that the City receives such as: tax payments, licenses, fines and forfeitures, grants and interest income.

Revenue Bonds – Bonds issued pledging future revenues. Usually water, sewer, or storm drainage charges, to make debt service payments.

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, storm, and streets.

Sources - Financial resources that are or will be available for expenditure during the fiscal year.

SPOA - Sherwood Police Officers' Association union.

Supplemental Budget – Appropriations established to meet the needs not anticipated at the time the budget was adopted.

TIF - Traffic Impact Fee, a regional SDC. TIF's are governed by Washington County, but collected and used on development within Sherwood by the City.

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. TVWD contracted to operate Sherwood's water utility in October 2000. The contract is for 5 years, with renewal options.

UGB - Urban Growth Boundary. A statewide land use designation that limits the geographic spread of certain types of development.

Unrestricted Revenue - Revenue that may be used for any legitimate City purpose. Please refer to "restricted revenue".

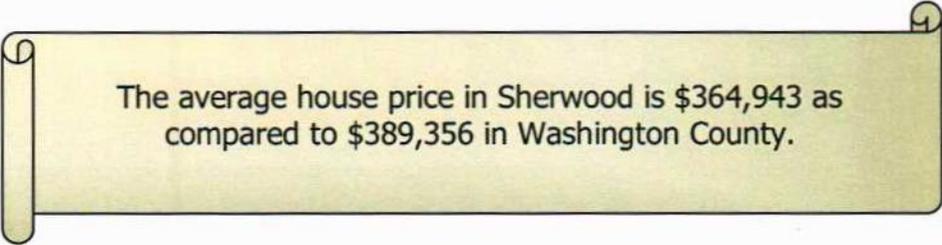
URA - The City of Sherwood Urban Renewal Agency. The Agency is a municipal corporation distinct from the City. The Sherwood City Council serves as the Board of Directors for the URA, and its' budget may be obtained from the City of Sherwood.

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.



The average house price in Sherwood is \$364,943 as compared to \$389,356 in Washington County.



Photo taken by Mackenzie Rowlands, Junior at Sherwood High School

City of Sherwood, Oregon Urban Renewal District

22560 SW Pine Street
Sherwood, OR 97140

Adopted Budget

2009-2010



Budget Committee

Board of Directors

Board Chair
Board President
Board Member
Board Member
Board Member
Board Member
Board Member

Keith Mays
Dave Heironimus
Del Clark
Robyn Folsom
Dave Grant
Linda Henderson
Lee Weislogel

Citizens

Chair
Vice Chair
Citizen Member
Citizen Member
Citizen Member
Citizen Member
Citizen Member

Timothy Carkin
Perry Francis
Irene Baker
Steve Munsterman
Ivonne Pflaum
Kimberly Rocha-Pearson
Lynette Waller

District Administrator
Finance Director

Jim Patterson
Vacant

www.ci.sherwood.or.us

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SHERWOOD OLD CANNERY SITE | THE CANNERY SHOPS - 01.09.2009



ANERSON WOLGAN ARCHITECTS

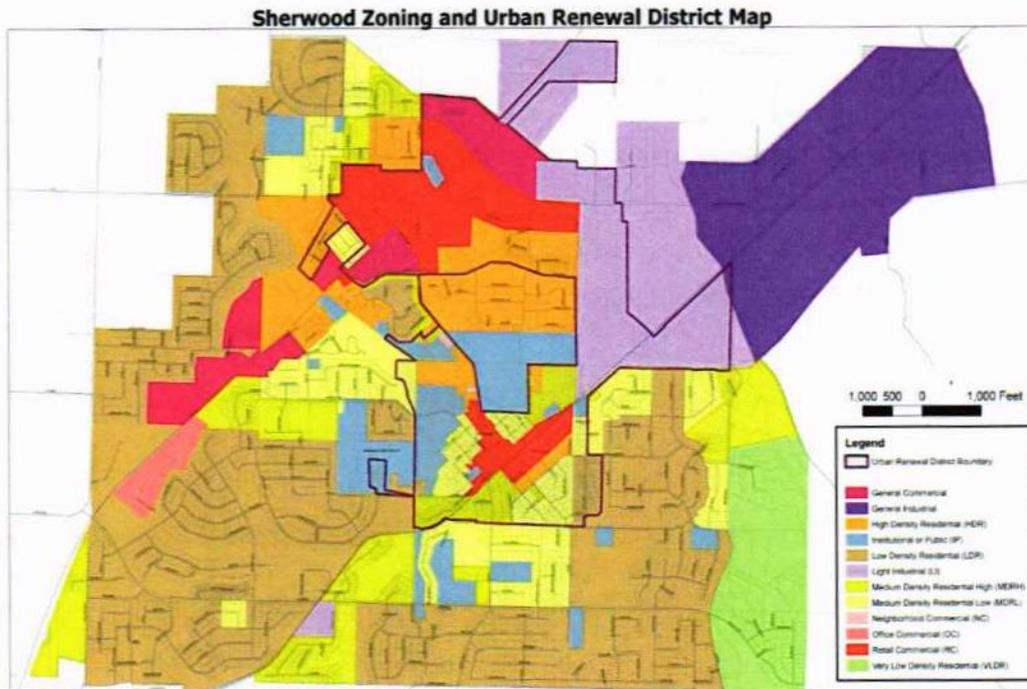
CAPSTONE
Portland, OR

Budget Message for FY 2009-10

The City of Sherwood Urban Renewal Agency (URA) is a legally separate entity from the City. The Sherwood City Council serves as the Board of Directors for the URA and is financially accountable for its operations. In accordance with Oregon budget law, the URA prepares its own budget, and the Board of Directors approves its annual appropriations.

Urban renewal agencies are designed to borrow money and make expenditure for economic and community development projects included in the Urban Renewal Plan. When the Sherwood Urban Renewal Plan was adopted in 2000, property values were frozen. The taxes collected on that frozen value continues to flow to the taxing authorities (City, County, Schools, TVF&R, etc.). The taxes collected on increased property values that occur with NEW development generate incremental tax revenue. This tax increment is then used to repay the URA debt and implement the URA plan.

Urban Renewal Tax Collections are not an additional tax, and do not take revenue away from other taxing districts. Urban Renewal Tax Collections are used to initiate development that would not be financially feasible without infrastructure improvements made possible by urban renewal financing.



Accomplishments for FY 09-10

- Façade Grants totaling \$60,000 for Smockville Antiques, Lavender Tea House and the Old Town Dental projects
- Cannery agreements were negotiated and signed
- Purchase of properties for redevelopment including: the Cannery, Machine Shop, 1st Street properties, and 3rd & Pine
- Appointed and retained two new and two existing members to SURPAC
- Completed Market Analysis and Downtown Development Plan
- Commissioned Downtown Parking Study
- Negotiated \$7,065,000 line of credit

2009-2010 Goals, Strategies, Values and Activities

Goal: *The City of Sherwood will promote responsible Economic Development which benefits the community*

Strategies:

Support existing businesses and recruit additional businesses that provide local family wage jobs.

Activities

- Coordinate Cannery Redevelopment
- Promote Sherwood through OECD, Regional Partners, and OEDA involvement
- Promote Certification of Industrial Sites

Support Tourism as an Economic Engine

Activities

- Assist in the development of a Marketing Plan for Old Town
- Coordinate Tourism promotion with WCVA and State of Oregon Tourism department
- Coordinate the development of a Hotel site in Sherwood

Develop the infrastructure and services necessary to support economic development in Sherwood.

Activities

- Develop and implement an infrastructure Financing Plan for the Urban Renewal District
- Promote a I-5/99W Connector solution that is advantageous for Sherwood

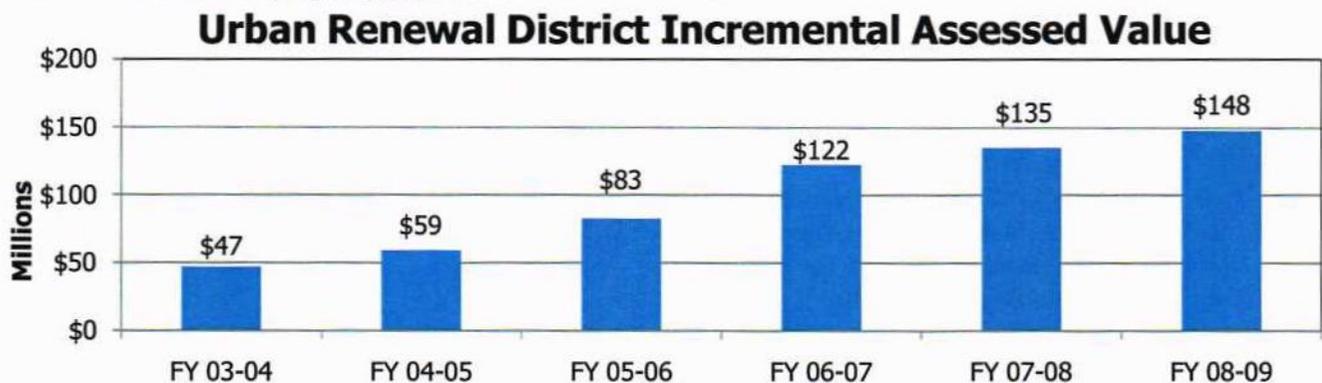
Develop a local workforce of residents whose skills are compatible with the needs of local business.

Activities

- Work with local partners to conduct an Economic Development Business Survey which would include examination of workforce needs.
- Strategize with PCC and the Chamber to provide necessary training

Performance Measure

Increase the value of property in the Urban Renewal Area



URBAN RENEWAL DISTRICT

BUDGET

Urban Renewal Budget

	2006-07 Actual	2007-08 Actual	2008-09 Budget	2008-09 Projected	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
SOURCES							
Beginning fund balance	\$ 512,228	\$ 1,001,041	\$ 1,210,686	\$ 1,181,141	\$ 362,561	\$ 362,561	\$ 362,561
Revenue							
Taxes	1,959,939	2,495,608	2,654,000	2,715,002	2,888,302	2,888,302	2,888,302
Fines, interest and other	52,377	61,805	48,000	80,000	51,200	51,200	51,200
Total revenue	2,012,316	2,557,413	2,702,000	2,795,002	2,939,502	2,939,502	2,939,502
Other sources							
Issuance of long-term debt			8,000,000	6,065,000	8,500,000	8,500,000	8,500,000
Total other sources	-	-	8,000,000	6,065,000	8,500,000	8,500,000	8,500,000
Total sources	2,524,544	3,558,454	11,912,686	10,041,143	11,802,063	11,802,063	11,802,063
USES							
Expenditures							
Personal services							
Salaries and wages		55,391	98,663	117,762	110,103	110,103	110,103
Payroll taxes		5,137	9,258	10,866	10,151	10,151	10,151
Benefits		16,984	27,783	37,538	34,284	34,284	34,284
Total personal services	-	77,512	135,704	166,166	154,538	154,538	154,538
Materials and services							
Professional & technical	5,681	151,688	105,000	682,000	305,000	305,000	305,000
Facility and equipment		7,655		5,980			
Other purchased services	1,041	9,223	15,956	19,380	19,667	19,667	19,667
Supplies		1,250		2,000	2,000	2,000	2,000
Community activities	9,169	4,359		145,000	150,000	150,000	150,000
Other materials & services	60,961	103,395	198,492	68,757	84,478	84,093	84,093
Total materials & services	76,852	277,570	319,448	923,117	561,145	560,760	560,760
Capital outlay							
Land		589,000	3,329,000	3,329,000	135,000	135,000	135,000
Infrastructure		19,292	4,500,000	3,012,500	8,638,750	8,638,750	8,638,750
Buildings	450,000	361,000	150,000	150,000			
Total capital outlay	450,000	969,292	7,979,000	6,491,500	8,773,750	8,773,750	8,773,750
Debt service							
Principal	588,736	522,408	1,153,442	1,153,442	911,000	911,000	911,000
Interest	407,915	530,531	944,357	944,357	858,269	858,269	858,269
Total debt service	996,651	1,052,939	2,097,799	2,097,799	1,769,269	1,769,269	1,769,269
Total expenditures	1,523,503	2,377,313	10,531,951	9,678,582	11,258,702	11,258,317	11,258,317
Other uses							
Ending Fund Balance	1,001,041	1,181,141					
Contingency			1,380,735	362,561	543,361	543,746	543,746
Total uses	2,524,544	3,558,454	11,912,686	10,041,143	11,802,063	11,802,063	11,802,063

The assessed value of property in the Urban Renewal District has increased by over \$140 million since the inception of the district.

Debt Service Expenditures to Maturity

City Loans for Shērwod Urban Renewal Agency Projects							
	2003 Bank Civic Building	2003 OECD Bldg & Streets	2004 Cannery Loan	2005 Old School & Sports Fields	2006 B of A Streets	2006 OECD Streets	Total City Debt on Behalf of URA
Original amount	\$ 2,435,000	\$ 5,845,708	\$ 350,000	\$ 830,000	\$ 1,800,000	\$ 6,400,000	\$ 17,660,708
Balance at 06/30/09	1,110,000	4,742,837	175,000	664,000	1,546,061	6,014,194	\$ 14,252,092
Year Ending June 30							
2010	299,406	436,251	43,426	80,177	175,388	484,619	1,519,267
2011	300,176	435,250	41,554	79,754	175,396	481,820	1,513,950
2012	305,590	438,486	39,681	80,336	175,396	483,820	1,523,309
2013	305,472	435,853	37,809	78,769	175,396	485,419	1,518,718
2014		437,879	35,983	80,145	175,396	481,619	1,211,022
2015		434,138		80,314	175,396	482,619	1,172,467
2016		434,738		79,334	175,396	483,219	1,172,687
2017		434,938		80,239	175,396	483,419	1,173,992
2018		434,483		80,657	175,396	483,220	1,173,756
2019		438,353		80,487	175,396	482,619	1,176,855
2020		436,313		79,830	175,396	481,619	1,173,158
2021		438,553			175,396	484,863	1,098,812
2022		434,828			43,849	482,263	960,940
2023		435,496				484,088	919,584
2024		435,233				485,276	920,509
2025						480,656	480,656
2026						485,343	485,343
2027						484,156	484,156
2028							-
2029							-
2030							-
Total	\$ 1,210,644	\$ 6,540,792	\$ 198,453	\$ 880,042	\$ 2,148,593	\$ 8,700,657	\$ 19,679,181

78.5% of the homes in Sherwood are owner occupied as compared to less than 60% in Washington County.

Debt Service Expenditures to Maturity

<u>URA Loans</u>				
	<u>2008 URA</u>		<u>Total URA</u>	<u>Total Debt on</u>
	<u>Line of Credit</u>	<u>2010 URA Loan</u>	<u>Debt</u>	<u>Behalf of URA</u>
Original amount	\$ 7,065,000	\$ 7,500,000	\$ 14,565,000	\$ 32,225,708
Balance at 06/30/09	6,065,000		6,065,000	\$ 20,317,092
<u>Year Ending June 30</u>				
2010	250,000		250,000	1,769,267
2011	7,065,000	576,571	7,641,571	9,155,521
2012		576,571	576,571	2,099,880
2013		576,571	576,571	2,095,289
2014		576,571	576,571	1,787,593
2015		576,571	576,571	1,749,038
2016		576,571	576,571	1,749,258
2017		576,571	576,571	1,750,563
2018		576,571	576,571	1,750,327
2019		576,571	576,571	1,753,426
2020		576,571	576,571	1,749,729
2021		576,571	576,571	1,675,383
2022		576,571	576,571	1,537,511
2023		576,571	576,571	1,496,155
2024		576,571	576,571	1,497,080
2025		576,571	576,571	1,057,227
2026		576,571	576,571	1,061,914
2027		576,571	576,571	1,060,727
2028		576,571	576,571	576,571
2029		576,571	576,571	576,571
2030		576,571	576,571	576,571
Total	\$ 7,315,000	\$ 11,531,420	\$ 18,846,420	\$ 38,525,601

Average monthly rent paid in Sherwood is \$676 compared to \$695 in Washington County.



Photo taken by Jordan Miller, Sophomore at Sherwood High School