City of Durham OREGON

Budget

FY 2018-2019

Approved June 26, 2018

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MEMORANDUM

TO: MEMBERS OF THE BUDGET COMMITTEE

FROM: LINDA TATE, BUDGET OFFICER

RE: BUDGET MESSAGE 2018-2019 FISCAL YEAR

DATE: APRIL 13, 2018, updated JUNE 1, 2018

This budget message is intended to provide background on financial policies in each of the City's funds and explain changes, if any, from prior budget policies.

The proposed budget continues to support the City's financial goals of:

- Maintaining expenditures at the lowest level possible while providing highly responsive service to the public; and
- Evaluating contract services in an effort to retain the most effective professional services possible; and
- Apportioning general administrative expenditures as equitably as possible across the various budget funds.

BASIS OF ACCOUNTING

The Durham City Council has established the cash basis of accounting as the method of accounting for the City's revenues and expenditures. The definition for qualification of an owned item as a capital asset has been set at $5000. The most important benefit to a small City of these policies is to reduce the amount of work necessary for compliance with the Governmental Accounting Standards Board Statement 34 requiring capitalization and depreciation of all assets in the combined financial statements of the City. The cash basis recognizes revenue only when it is actually received and expenditures only at the time actual payment is made. The cash basis eliminates the amount of work to be done and does not materially alter the financial picture of the City as presented in the monthly and annual statements. Lastly, some savings to the City are to be realized in lower outside accounting and auditing fees.

CITY FUND STRUCTURE

Durham has a relatively small number of budget funds that have been selected to track general administration, special revenue sources and debt service. The following tables provide a comparison between the actual ending budget for FY2016-17, the adopted budget for FY2017-18 and the proposed budget for FY2018-19 for total budget, expenditures and ending fund balances:

TOTAL BUDGET INCLUDING ENDING CASH BALANCES

FUND	FY16-17 ACTUAL	FY17-18 BUDGET	FY18-19 BUDGET
General	879,592	845,795	910,577
State Street	1,331,936	1,453,515	1,572,997
TDT	8,508	17,006	25,944
SDC	295,354	296,845	301,186
Greenspaces	21,415	18,606	17,816
Debt Service	272,251	281,171	192,999
Total	**2,809,056**	**2,912,938**	**3,021,519**

ENDING FUND BALANCES

FUND	FY16-17 ACTUAL	FY17-18 BUDGET	FY18-19 BUDGET
General	535,761	367,467	425,391
State Street	1,283,272	610,015	724,997
TDT	8,508	17,006	25,444
SDC	293,054	167,845	171,986
Greenspaces	18,472	2,906	516
Debt Service	61,451	57,971	68,199
Total	**2,200,518**	**1,223,210**	**1,416,533**

GENERAL FUND - RESOURCES

Beginning Cash Balance. The beginning cash balance is based on the balance on hand when the budget is prepared plus *good faith* estimates for revenues and expenditures through the end of the fiscal year. Staff continues to monitor this resource until the final budget is adopted by the City Council in June. In any case, if there is an unexpected resource or expenditure, budget law allows the Council to adopt up to a 10% change from the Budget Committee's approved budget.

The accuracy of the estimate for cash on hand is determined when the annual audit is done following the end of the fiscal year. Depending on circumstances, these projections can be either fairly close or quite a bit off.

Property Taxes. Durham's permanent tax rate of $0.4927 per $1,000 assessed valuation is among the lowest municipal rates in the state due to the cap resulting from Measure 50. Each year,

the Washington County Assessor provides data on the total taxable assessed value for Durham. The actual assessed value for FY2017-18 was set at $203,118,887 with a tax levy of $100,077. Annual property tax increases are capped at 3% by Ballot Measure 50. Using this 3% factor (not accounting for increases due to new construction), it is projected that Durham's total assessed value will be $209,212,454. The property tax assessment for FY2018-19 will be $103,079 with actual tax revenues of $96,894 listed as an expected resource for the General Fund. The reduced amount listed in the budget is based on multiplying the property tax assessment by the historic collection rate of 94%.

As part of the budget process, the Budget Committee sets the property tax rate; it is recommended that it be set at the full allowable amount of $0.4927 per $1,000 assessed valuation. Property taxes for the General Fund and the Debt Service Fund will be filed on the Form LB-50 after the budget is adopted.

Franchise Fees.

	FY16-17	FY17-18	FY18-19
UTILITY	**ACTUAL**	**BUDGET**	**BUDGET**
PGE	76,517.85	76,000	78,000
N.W. Natural	21,424.34	21,000	23,000
Pride	11,254.86	10,000	10,000
MACC	26,042.00	22,000	22,000
Tigard Water	4,549.36	4,500	4,500
CWS	12,363.82	10,000	12,000
Frontier	3,749.46	3,700	3,200
Total	**155,901.69**	**147,200**	**152,700**

Franchise fees represent the largest revenue source in the General Fund accounting for nearly half of all revenue received in the fiscal year (excluding grants and interfund transfers). The above table sets forth the seven utilities that pay franchise fees or taxes in lieu to the City of Durham. The franchise fees are based on percentages of revenues generated in the City by various agencies during the calendar (not fiscal) year. The table, however, sets forth the fees actually received during the City's FY2016-17 fiscal year and budgeted for FY2017-18 and FY2018-19.

As is evident from the table, two of the largest sources of franchise income are PGE and NW Natural. The fees usually increase over time as utilities raise their rates. Fees can also increase due to increased usage by residents of Durham. The franchise fees received from NW Natural and PGE can sometimes decrease from one year to the next due to weather and a possible decrease in consumption for the purposes of heating and cooling. The franchise fee received from MACC for

cable television services has increased to slightly above the level of NW Natural Gas. Frontier, on the other hand, has had a tendency to decrease from year to year due to residents converting from land lines to cell phones. The proposed budget projects a total of $152,700 in franchise fees based on what has actually been received to date this year, plus amounts anticipated to be received through the end of this fiscal year.

Other Revenue Sources. The majority of City money is kept in the State Investment Pool, which slightly outperforms traditional FDIC insured accounts. Given the current state of the economy and the lowering of interest rates amounts included in the budget are based on an annualized rate of less than 1% and constitute a very nominal source of revenue.

Building Department revenue projections are based on *best guess* estimates. Durham administers the issuance of building permits. From all of the fees collected 80% is remitted to the City of Tualatin to perform plan checking and building inspection. It is anticipated that the City share of 20% will be $2,000 for FY2017-18.

Business license fees and permit fees have been fairly stable resources. The figures in the "actual" column can vary depending upon when the apartment fees are received since the due date is at the end of the fiscal year. This year the annual telecommunications license fee has been moved to the license section of the general fund.

State funds from cigarette taxes, liquor taxes, marijuana taxes and revenue sharing are apportioned based on population. Projections for this and other State shared revenues are based on information provided by the League of Oregon Cities. The table below shows the expected state distribution per capita and the total dollars anticipated being received based on a population of 1880.

	FY18-19	FY18-19
SOURCE	**PER CAPITA**	**DOLLAR AMOUNT**
Liquor Tax	18.37	34,535
Cigarette Tax	1.21	2,275
Marijuana Tax	2.51	4,719
Revenue Sharing	9.57	17,992
Total	**31.66**	**59,521**

Resources that are *Passed Through*. The proposed budget does not include fees charged to developers for planning services, arborist, attorney, building inspections, etc. as revenue. Traditionally, these professional services are billed at an hourly rate, based on the billing from the service provider, to the developer or contractor and the amount collected is then remitted to the

service provider. The proposed budget treats such fees as pass-through funds, neither actual revenue nor actual expenditure. The income and expense are tracked in the City's accounting system, but not as part of the budget. This has the effect of reducing the total budget and portraying only the costs for those services that are a true expense of the City.

GENERAL FUND - EXPENDITURES (Personal Services)

City Employees. The City Administrator and Administrative Assistant are the only employees on the City's payroll. A salary study was conducted in 2012 that resulted in a new salary matrix for the position of Administrative Assistant. The current Administrative Assistant is placed at level 5 on the matrix based on years of employment. The personnel policy provides that the matrix be adjusted each year based on the Portland-Salem CPI-U. The applicable CPI-U for Portland – Salem is 4.2%. The U.S. Bureau of Labor Statistics has announced that they will discontinue the Portland-Salem CPI after 2017, so Durham will have to use the US City average CPI in the future unless the Council selects another method for adjusting the matrix. The Administrative Assistant salary for FY2018-19 is based on the level 5 amount of $23.35 times 5.5 hours per day for a total of 119.17 hours per month for 7 months. Then she will be at level 6 for the next 5 months.

Administrative Assistant Salary History						
Year	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
2017 - 2018	$ 18.86	$ 19.76	$ 20.64	$ 21.53	$ 22.41	$ 23.30
2018 - 2019	$ 19.65	$ 20.59	$ 21.51	$ 22.43	$ 23.35	$ 24.28

The City Council completed a performance review of the City Administrator and voted to increase the salary by 3% for the next fiscal year.

Medical/Dental Insurance. The Administrator is the only staff member to receive medical and dental benefits. The Trust policies governing the City Insurance Services Benefits Program provide that if an employer does not contribute toward the cost of dependent coverage, then the employer must pay 100% of the premium for the employee. If the employer pays dependent coverage it must pay at least 50%. The City pays only the employee share of insurance premiums. The addition of other eligible family members to the insurance plan is paid for by the employee. This amount is eligible for the IRS Section 125 Premium Conversion Plan that enables the employee to deduct the portion of the premium paid as pre-tax dollars. Medical insurance cost is expected to rise 9% and is projected at $12,600.

Retirement Benefits. The Oregon Public Employees Retirement System (PERS) has undergone a number of changes due to legislative action and court rulings. The employer's obligation for FY2018-19 is 17.19% percent for the Administrator and Administrative Assistant as members of the Oregon Public Service Retirement Plan that replaced Tiers 1 and 2 for employees hired after 2004.

GENERAL FUND - EXPENDITURES (Materials and Services)

The budget for most line items in *Materials and Services* varies only slightly from FY2017-18. "Dues and Subscriptions" category has increased to accommodate membership in the Mayors Consortium.

Funding allocated for 9-1-1 services from the Washington County Consolidated Communications Agency (WCCCA) is based on WCCCA projections.

The cost for police services includes the annual increase of 3%. The 2016 Intergovernmental Agreement (IGA) included a provision for an annual increase of 3%. The budgeted amount of $135,280 represents the amount in the IGA for 2018-2019.

The budget for Legal Services remains at $60,000 and Planning Services includes $10,000 in anticipation of work needed for the comprehensive plan update or a new development.

Only minor changes, if any, are expected in the cost of audits, accounting and payroll services.

The cost of the building lease will remain at the current $850 per month and a long-term lease of 5 years has been negotiated with no cost increase until 2022.

The proposed budget for park maintenance remains at $36,000. This pays for the mowing and general cleanup of all areas, maintenance of the area adjacent to the loop trail, maintenance of the Heron Grove Park, and maintenance of the irrigation system in the ballfield area. Feedback from the citizens indicates that the level of service being provided has kept the park areas in very good condition.

The current Intergovernmental Agreement between Durham and Washington County provides for mosquito vector control in Durham at no charge.

$1,000 has been included for building maintenance. The $1,000 will be used for general maintenance that is the responsibility of the city as the lessee, including carpet cleaning, window cleaning, and one-time per year general cleaning service.

GENERAL FUND - EXPENDITURES (Capital Outlay and Contingency)

As noted earlier, the minimum expenditure for categorizing a purchase as Capital Outlay is $5,000. If an item is purchased for less than $5,000, it will be accounted for under a Materials and Services line item but still be inventoried as City property on a separate list. There are no plans to purchase a major capital item within the budget year

Oregon budget law limits the total contingency that can be transferred by council resolution to 15% without resorting to a supplemental budget process. The proposed budget continues the practice of allocating $35,000 to contingency.

STATE STREET FUND

The Street Fund receives its funding primarily from the State of Oregon Gasoline Tax Revenue Sharing Program. The anticipated amount for the coming fiscal year is $122,700. One percent of this amount is set aside for bike paths as required by law. The remainder can be used for road-related purposes. The City will begin to receive funds from the newly initiated vehicle registration fee from Washington County. It is projected that the City will receive $30,000 for the coming fiscal year. Additionally, the City received a $50,000 SCA grant from ODOT to be used for repaving Afton Lane.

$52,000 has been included for general street maintenance and repair. Though no specific projects have been identified, this amount is included in case the need should arise.

$50,000 has been included for bike paths and sidewalks. Part of this is used to cover the maintenance of the sidewalks and adjacent streetscape of the city owned property between Rivendell and Willowbottom.

$65,000 has been included for planning/engineering in the event that a need arises.

The only capital project planned is the $50,000 ODOT repaving to be done in the summer. However, additional Capital Outlay of $450,000 and $100,000 have been included for potential needs.

$31,000 has been included as a transfer to the general fund to cover administrative overhead and $35,000 has been included for contingencies.

TDT FUND

This is a fund created to account for revenues and expenditures related to the County-wide Transportation Development Tax. It is anticipated that the City will collect $8,706 in the coming

year based on construction of one new home. Proceeds from the TDT can be used to fund highway and transit capital improvements as identified in the county capital improvements list. These improvements provide additional capacity to the major transportation system. The TDT list currently has one project within the jurisdiction of Durham - adding two through lanes at the Tualatin River. The City has no plans to begin the addition of these through lanes, so there are no budgeted expenditures in the TDT fund in the 2018-19 fiscal year.

SDC FUND (Systems Development Charge)

The local SDC (Systems Development Charge) Fund tracks both street and park SDC's. The proposed budget sets forth the individual revenues and expenditures separately for better tracking of balances that remain in each fund at the end of the fiscal year. Fees are assessed for new building projects as set by Council resolutions. The current park fee is $1,320 for a new single-family residence. The street SDC's can only be used on projects the increase the transportation system capacity or level of service in response to growth pressures and are included in the City's Capital Improvement Plan. The park SDC's can only be used on capital improvement items in the Parks Capital Improvement Plan. $110,000 has been included in the budget to cover possible improvements from the new Park Plan. Oregon budget law allows transfers by Council resolution of 15% of the total appropriations in the fund without resorting to a supplemental budget process. The proposed budget allocates $16,500 to contingency.

GREENSPACES FUND

The Greenspaces Fund is used to track revenue and expenditures of monies received that are committed for the protection of "greenspaces". No grants are anticipated next year, but $10,000 has been budgeted for possible parks capital improvements and $6,000 has been budgeted for improvements that do not met the $5,000 capital asset amount.

DEBT SERVICE FUND – G.O. BONDS

The Debt Service Fund was established to track financial obligations related to the City's purchase of the Kingsgate Office Park property in 1999. In March of 2006 the City did an advance refunding of the 1999A and 1999B bonds. These bonds have now been paid off and the remaining debt service is for the 2006 Refunding portion.

Since payments do not occur until after taxes have been received, there is no need to maintain other than a small balance in this fund. Instead of using a larger amount in this line item to

compensate for the expected tax shortfall, tax expectations are now outlined in the budget message and on the public notice LB-1 form.

The total amount required to pay both the principal and interest on the bonds in FY2018-19 will be $124,800. Applying the historic collection rate of 94% to this amount, it is estimated that a tax levy of $132,766 would yield $124,800 in taxes. This amount would be added to the other listed resources to pay the bonds.

The approved amount of taxes will be used to fill out Form LB-50. It will be filed with Washington County and the assessor will take the $132,766 and convert that to a tax rate based on the assessed value for the City. The total estimated City valuation is $209,212,454. Converting the tax amount request of $132,766 for the bonds will yield a tax rate of about $0.6346 /$1,000 assessed value. This will be added to the City's fixed tax rate of $0.4927/$1,000 for a total City property tax rate of about $1.13/$1000 assessed value.

June 15	Principal	Interest	Total Debt Service
2019	120,000	4,800	124,800

FUNDING THE FUTURE

For the past several years, the possibility of a Local Option Levy has been mentioned in the budget messages as something that Durham might have to face in the future. However, projections of anticipated resources and expenditures would seem to preclude this necessity within the next few years. So far, a special option levy has been avoided by efficiencies in the City's operation, increased assessed property values and moneys transferred into the General Fund from the City's other special funds. However, due to the escalating cost of police services, the city should begin to explore funding options that will enable it to meet its obligation to provide policing services into the future.

The possibility of seeking a Local Option Levy stems mainly from the continuation of a number of factors and trends that include the following:

- New building activity, which underwrote a large portion of the General Fund in the 1990's, has continued to be flat or declining; and
- Contract service costs, such as police protection, will continue to increase and it will be incumbent on the Council and citizens to determine the future level of service that adequately serves the needs and expectations of Durham's residents.

- Personal services costs will likely increase for both salaries and benefits in order to remain competitive in the job market.

The City has and will continue to meet its fiscal challenges by remaining firm in its commitment to a policy of limiting costs through successfully contracting to provide its municipal services. Current City policies and priorities can be accomplished as presented in this proposed budget. I look forward to your comments and working with you to meet the City's budgetary goals.

City of Durham, Oregon

RESOLUTION NO. 607-18

A RESOLUTION ADOPTING A BUDGET, MAKING APPROPRIATIONS, CATEGORIZING, AND LEVYING TAXES FOR BUDGET FISCAL YEAR 2018-19 FOR THE CITY OF DURHAM, WASHINGTON COUNTY, OREGON.

WHEREAS, on May 22, 2018, the Budget Committee of the City of Durham approved the budget for the fiscal year 2018-19 in the sum of $3,021,519; and

WHEREAS, the Budget Committee approved imposing taxes at the City's permanent rate of $0.4927 per $1,000 assessed value for operations, which are subject to General Government Limitation; and in the amount of $132,766 for bonds that are Excluded from Limitation; and

WHEREAS, the City Council held a public budget hearing on June 26, 2018;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DURHAM, OREGON:

1. That the City Council of the City of Durham hereby adopts the annual Budget for the fiscal year 2018-19 in the sum of $3,021,519 now on file in the office of the City Recorder.

That the amounts for the fiscal year beginning July 1, 2018 and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

Personal Services	144,499
Materials & Services	305,687
Capital Outlay	0
Transfers	0
Contingencies	35,000
Total	**$485,186**

STATE STREET FUND

Personal Services	0
Materials & Services	182,000
Capital Outlay	600,000
Transfers	31,000
Contingencies	35,000
Total	**$848,000**

TDT FUND

Personal Services	0
Materials & Services	0
Capital Outlay	0
Transfers	500
Contingencies	0
Total	**$500**

SPECIAL GREENSPACES FUND

Personal Services	0
Materials & Services	6,000
Capital Outlay	10,000
Transfers	1,300
Contingencies	0
Total	**$17,300**

SDC FUND

Personal Services	0
Materials & Services	10,000
Capital Outlay	100,000
Transfers	2,700
Contingencies	16,500
Total	**$129,200**

DEBT SERVICE FUND

Bond (Principal)	120,000
Bond (Interest)	4,800
Materials & Services	0
Total	**$124,800**

TOTAL APPROPRIATIONS ALL FUNDS:	$1,604,986

3. In addition to the appropriated amounts, the total non-appropriated budget requirements are:

GENERAL FUND – Unappropriated Ending Fund Balance	425,391
STATE STREET FUND – Unappropriated Ending Fund Balance	724,997
SDC FUND – Unappropriated Ending Fund Balance	171,986
TDT FUND – Unappropriated Ending Fund Balance	25,444
DEBT SERVICE FUND – Unappropriated Ending Fund Balance	68,199
GREENSPACES FUND– Unappropriated Ending Fund Balance	516
TOTAL UNAPPROPRIATED ENDING FUND BALANCE	**$1,416,533**

4. That the City Council of the City of Durham hereby imposes the taxes provided for in the adopted budget at the City's permanent rate of $0.4927 per $1,000 assessed value for operations; and in the amount of $132,766 for bonds; and that these taxes are imposed and categorized for the tax year 2018-19 upon the assessed value of all taxable property within the City of Durham.

	General Government Limitation	Excluded from Limitation
General Fund	$0.4927 per $1,000	
Debt Service Fund		$132,766

5. That the City Administrator / Recorder shall submit two copies of this resolution, the budget pages for each Fund and two copies of a completed Form LB-50 levying and categorizing taxes to the Washington County Assessor; one copy of the complete City of Durham Budget for Fiscal Year 2018-19, as adopted by this resolution, shall be submitted to the Washington County Clerk.

CITY OF DURHAM

Gery Schirado

Gery Schirado, Mayor

ATTEST:

Linda Tate

Linda Tate, City Administrator / Recorder

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Washington County

FORM LB-50
2018-2019

☐ Check here if this is an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The **City of Durham** (District Name) has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of **Washington** (County Name) County. The property tax, fee, charge or assessment is categorized as stated by this form.

Mailing Address of District	City	State	ZIP code	Date
17160 SW Upper Boones Ferry Road	Durham	OR	97224	June 28, 2018

Contact Person	Title	Daytime Telephone	Contact Person E-Mail
Linda Tate	City Administrator	503.639.6851	cityofdurham@comcast.net

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.

☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits: Rate -or- Dollar Amount	Excluded from Measure 5 Limits: Dollar Amount of Bond Levy
1. Rate per $1,000 **or** Total dollar amount levied (within permanent rate limit)	1	0.4927	
2. Local option operating tax	2		
3. Local option capital project tax	3		
4. City of Portland Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters **prior** to October 6, 2001	5a.		132,766
5b. Levy for bonded indebtedness from bonds approved by voters **on or after** October 6, 2001	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.		132,766

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per $1,000	6	0.4927
7. Election date when your **new district** received voter approval for your permanent rate limit	7	n/a
8. **Estimated** permanent rate limit for newly **merged/consolidated district**	8	n/a

PART III: SCHEDULE OF LOCAL OPTION TAXES

- Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

150-504-073-7 (Rev. 12-15)

(see the back for worksheet for lines 5a, 5b, and 5c)

File with your assessor no later than JULY 15, unless granted an extension in writing.

FORM
LB-20

RESOURCES
GENERAL
Fund

	Historical Data				Budget for Next Year: 2018-19			
	Actual		Adopted Budget This Year 2017-18	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2015-16	First Preceding Year 2016-17						
				Beginning Fund Balance:				
1	507,531	518,401	503,635	1. Available cash on hand* (cash basis) or	533,527	533,527	533,527	1
2				2. Net working capital (accrual basis)				2
3	1,281	1,155	1,200	3. Previously levied taxes estimated to be received	1,000	1,000	1,000	3
4	3,179	5,527	3,200	4. Interest	5,335	5,335	5,335	4
5				5. **OTHER RESOURCES**				5
6	10,101	4,797	4,000	6. Building Dept. 20%	2,000	2,000	2,000	6
7	17,771	22,926	14,000	7. Permits & Licenses (including telecom)	24,000	24,000	24,000	7
8	428	445	100	8. Administrative Fees	100	100	100	8
9	147,074	155,910	147,200	9. Franchise Fees	152,700	152,700	152,700	9
10				10				10
11	0	0	0	11. Planning Revenues	0	0	0	11
12	10,502	18,102	14,589	12. State Revenue Sharing	17,992	17,992	17,992	12
13	2,303	2,540	2,256	13. Cigarette Taxes	2,275	2,275	2,275	13
14	27,023	28,270	29,084	14. Liquor Taxes	34,535	34,535	34,535	14
15				15. Marijuana Taxes	4,719	4,719	4,719	15
16				16. Fines	0	0	0	16
17	141	202	40	17. Miscellaneous	0	0	0	17
18	1,000	0	1,000	18. Grant	0	0	0	18
19				19				19
20				20. **TRANSFERS**				20
21	0	0	0	21. Transfer from Transportation Dev. Tax Fund	0	500	500	21
22	1,000	1,100	1,200	22. Transfer from Special Greenspaces Fund	1,200	1,300	1,300	22
23	2,143	2,300	2,500	23. Transfer from SDC Fund	2,500	2,700	2,700	23
24	23,600	26,000	28,500	24. Transfer from State Street Fund	28,500	31,000	31,000	24
25								25
26								26
27								27
28								28
29	**755,078**	**787,675**	**752,504**	**29.TOTAL RESOURCES EXCEPT TAXES TO BE LEVIED**	**810,383**	**813,683**	**813,683**	29
30			93,291	**30. Taxes necessary to balance**	96,894	96,894	96,894	30
31	89,162	91,917		31. Taxes collected in year levied				31
32	**844,240**	**879,592**	**845,795**	32. **TOTAL RESOURCES**	**907,277**	**910,577**	**910,577**	32

Form LB -31

DETAILED EXPENDITURES
GENERAL

CITY OF DURHAM
Name of Municipal Corporation

	HISTORICAL DATA					Budget for Next Year: 2018-19			
	Actual		Adopted Budget	EXPENDITURE DESCRIPTION	*Number of Employees				
	Second Preceding 2015-16	First Preceding 2016-17	This Year 2017-18			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1.				1. **Personal Services**					1.
2.	58,025	63,800	67,000	2. Salary - City Administrator	1 (FTE)	69,010	69,010	69,010	2.
3.	27,925	30,355	35,000	3. Salary - Administrative Assistant	1 (PTE)	35,000	35,000	35,000	3.
4.	2,160		-	4. Attorney		-			4.
5.			-	5.					5.
6.	7,620	8,022	8,684	6. Payroll Taxes		9,410	9,410	9,410	6.
7.	9,769	10,679	17,533	7. PERS Retirement		17,879	17,879	17,879	7.
8.	9,595	9,964	11,500	8. Medical Insurance		11,500	12,600	12,600	8.
9.	-		-	9. Vacation/sick leave acrual		-			9.
10	529	528	650	10. Workers Comp Insurance		600	600	600	10
11.	**115,621**	**123,348**	**140,367**	**11. TOTAL PERSONAL SERVICES**		**143,399**	**144,499**	**144,499**	11.
12.				12.					12.
13.				13. **Materials & Services**					13.
14.	2,591	3,007	3,000	14. Office Supplies / Expenses (Includes Postage)		3,000	3,000	3,000	14.
15.	-	480	1,100	15. Equipment OPS & Maintenance		1,100	1,100	1,100	15.
16.	148	602	750	16. Publications & Notices		750	750	750	16.
17.	2,525	2,798	2,940	17. Insurance / Fidelity Bond		3,325	3,325	3,325	17.
18.	1,817	2,097	2,232	18. Dues & Subscriptions		2,748	2,748	2,748	18.
19.	1,491	936	3,000	19. Conference & Education		3,000	3,000	3,000	19.
20.	680	585	1,000	20. Automobile Expenses		1,000	1,000	1,000	20.
21.			-	21.					21.
22.	13,770	14,076	14,389	22. 9-1-1 Monies to WCCCA		11,384	11,384	11,384	22.
23.	123,800	127,500	131,340	23. Police Services		135,280	135,280	135,280	23.
24.			-	24.					24.
25.	1,898	6,087	60,000	25. Professional Services Legal and Other		60,000	60,000	60,000	25.
26.	-		10,000	26. Planning Services /Arborists		10,000	10,000	10,000	26.
27.	7,940	8,260	8,500	27. Audit		8,750	8,750	8,750	27.
28.	5,849	5,886	6,600	28. Accounting and payroll service		6,650	6,650	6,650	28.
29.	10,200	10,200	10,200	29. City Hall Lease		10,200	10,200	10,200	29.
30.	3,878	4,183	4,760	30. City Hall Utilities + Communications		4,750	4,750	4,750	30.
31.	385	397	450	31. City Hall: Security Alarm Monitoring		450	450	450	31.
32.	22,783	25,831	36,000	32. Park - Maintenance		36,000	36,000	36,000	32.
33.	921	1,250	1,400	33. Park - Utilities		1,400	1,400	1,400	33.
34.	-		-	34. Mosquito Vector Control		-			34.
35.	554	588	600	35. Miscellaneous		600	600	600	35.
35.	**201,229**	**214,763**	**298,261**	**35. Subtotal Materials & Services**		**300,387**	**300,387**	**300,387**	35.

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Form LB -31

DETAILED EXPENDITURES

GENERAL
Fund

CITY OF DURHAM
Name of Municipal Corporation

	HISTORICAL DATA					Budget for Next Year: 2018-19			
	Actual		Adopted Budget	EXPENDITURE DESCRIPTION	Number of Employees				
	Second Preceding 2015-16	First Preceding 2016-17	This Year 2017-18			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1.				**1. Materials & Services (continued)**					1.
2.	201,229	214,763	298,261	2. Subtotal Materials & Services from Page 1		300,387	300,387	300,387	2.
3.	1,200	1,200	1,200	3. Donations (Senior Center)		1,200	1,200	1,200	3.
4.	-			4. Donations (Miscellaneous)		500	500	500	4.
5.	6,567	1,128	1,000	5. Miscellaneous		1,000	1,000	1,000	5.
6.	498	516	600	6. Newsletter (Printing)		600	600	600	6.
7.	164	2,475	500	7. Meals & Entertainment		600	600	600	7.
8.	160		1,000	8. City Hall Building Maintenance		1,000	1,000	1,000	8.
9.	400	400	400	9. Bond Refunding		400	400	400	9.
10.	**210,218**	**220,482**	**302,961**	**10. TOTAL MATERIALS & SERVICES**		**305,687**	**305,687**	**305,687**	10.
11.				11.					11.
12.				**12. Capital Outlay**					12.
13.				13. Office Equipment					13.
14.				14. Capital Outlay Other					14.
15.				15.					15.
16.				16.					16.
17.				**17. TOTAL CAPITAL OUTLAY**					17.
18.				18.					18.
19.				**19. Transfers**					19.
20.				20.					20.
21.				21.					21.
22.				22.					22.
23.				23.					23.
24.				**24. TOTAL TRANSFERS**					24.
25.				25.					25.
26.		-	**35,000**	**26. CONTINGENCIES**		**35,000**	**35,000**	**35,000**	26.
27.				27.					27.
28.				28.					28.
29.									29.
30.									30.
31.	**115,621**	**123,348**	**140,367**	**29. TOTAL PERSONAL SERVICES (PG. 1)**		**143,399**	**144,499**	**144,499**	31.
32.									32.
33.	**325,839**	**343,831**	**478,328**	**33. TOTAL EXPENDITURES**		**484,086**	**485,186**	**485,186**	33.
34.	**518,401**	**535,761**	**367,467**	**34. Unappropriated Ending Fund Balance**		**423,191**	**425,391**	**425,391**	34.
35.	**844,240**	**879,592**	**845,795**	**35. TOTAL**		**907,277**	**910,577**	**910,577**	35.

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Form LB -10

SPECIAL FUND
RESOURCES AND REQUIREMENTS
STATE STREET FUND

Fund

CITY OF DURHAM

Name of Municipal Corporation

	HISTORICAL DATA			DESCRIPTION	Budget for Next Year: 2018-19			
	Actual		Adopted Budget	RESOURCES AND REQUIREMENTS				
	2nd Preceding Year 2015-16	First Preceding Year 2016-17	This Year 2017-18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
				RESOURCES				
				Beginning Fund Balance				
1.	1,049,168	1,191,598	1,272,208	1. *Cash on Hand (Cash Basis) or	1,347,297	1,347,297	1,347,297	1.
2.				2. *Working Capital (Accrual Basis)				2.
3.	7,035	13,161	9,000	3. Earning from Temporary Investments - Interest	16,000	16,000	16,000	3.
4.			50,000	4. ODOT Grant	50,000	50,000	50,000	4.
5.	1,115	1,127	1,083	5. 1% State Gas Tax - Bike and Ped	1,227	1,227	1,227	5.
6.	110,346	111,525	107,224	6. State Highway Tax	121,473	121,473	121,473	6.
7.	7,107	7,025	6,500	7. Washington County Gas Tax	7,000	7,000	7,000	7.
8.	78,001	7,500	7,500	8. Miscellaneous / Wash County Vehicle reg fee	30,000	30,000	30,000	8.
9.	1,252,772	1,331,936	1,453,515	**9. Total Resources Except Taxes to be Levied**	1,572,997	1,572,997	1,572,997	9.
10.				10. Taxes Necessary to Balance				10.
11.				11. Taxes Collected in Year Levied				11.
12.	**1,252,772**	**1,331,936**	**1,453,515**	**12. TOTAL RESOURCES**	**1,572,997**	**1,572,997**	**1,572,997**	12.
				REQUIREMENTS				
1.				1. Personal Services (see General Fund)				1.
2.				2.				2.
3.				3. Materials & Services				3.
4				4.				4.
5.	114	-	65,000	5. Professional Services Planning/Engineering	65,000	65,000	65,000	5.
6.	10,408	11,630	13,000	6. Street Lights (PGE billing)	13,000	13,000	13,000	6.
7.	6,355	525	50,000	7. Street Maintenance / Repair	50,000	52,000	52,000	7.
8.	2,207	60	2,000	8. Street Signs	2,000	2,000	2,000	8.
9.	15,989	9,949	50,000	9. Bike Paths & Sidewalks	50,000	50,000	50,000	9.
10.	2,000		-	10. Miscellaneous	-	-	-	10.
11.	500	500		11. Street Light Replacements/storage				11.
12.					-			12.
13.								13.
14.								14.
15.								15.
16.								16.
17.	**37,573**	**22,664**	**180,000**	**17. TOTAL MATERIALS & SERVICES**	**180,000**	**182,000**	**182,000**	17.

150-504-010 (rev. 6-87)

Form LB -10

SPECIAL FUND
REQUIREMENTS (continued)
STATE STREET FUND
Fund

CITY OF DURHAM
Name of Municipal Corporation

	HISTORICAL DATA			DESCRIPTION	Budget for Next Year: 2018-19			
	Actual		Adopted Budget	REQUIREMENTS				
	2nd Preceding Year 2015-16	First Preceding Year 2016-17	This Year 2017-18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
				REQUIREMENTS				
1.	**37,573**	**22,664**	**180,000**	**1. Total Materials & Services** (from Page 1)	**180,000**	**182,000**	**182,000**	1.
2.				2.				2.
3.				3.				3.
4.				4. Capital Outlay				4.
5.		-	450,000	5. Street Projects	450,000	450,000	450,000	5.
6.		-	100,000	6. Sidewalks & Paths	100,000	100,000	100,000	6.
7.			50,000	7. ODOT grant	50,000	50,000	50,000	7.
8.								8.
9.				9.				9.
10.	-	-	**600,000**	**10. TOTAL CAPITAL OUTLAY**	**600,000**	**600,000**	**600,000**	10.
11.				11.				11.
12.				12.				12.
13.				13. Transfers				13.
14.	23,600	26,000	28,500	14. Transfer to General Fund	28,500	31,000	31,000	14.
15.				15.				15.
16.				16.				16.
17.	**23,600**	**26,000**	**28,500**	**17. TOTAL TRANSFERS**	**28,500**	**31,000**	**31,000**	17.
18.				18.				18.
19.				19.				19.
20.			**35,000**	**20. CONTINGENCIES**	**35,000**	**35,000**	**35,000**	20.
21.				21.				21.
22.				22.				22.
23.				23.				23.
24.	**61,173**	**48,664**	**843,500**	**24. TOTAL EXPENDITURES**	**843,500**	**848,000**	**848,000**	24.
25.	**1,191,599**	**1,283,272**	**610,015**	**25. UNAPPROPRIATED ENDING FUND BALANCE**	**729,497**	**724,997**	**724,997**	25.
26.	**1,252,772**	**1,331,936**	**1,453,515**	**26. TOTAL REQUIREMENTS**	**1,572,997**	**1,572,997**	**1,572,997**	26.
27.								27.
28.								28.
29.								29.
30.								30.

150-504-010 (rev. 6-87)

SPECIAL FUND
RESOURCES AND REQUIREMENTS

TDT (Transportation Development Tax)
Fund

CITY OF DURHAM
Name of Municipal Corporation

HISTORICAL DATA			DESCRIPTION	Budget for Next Year: 2018-19			
Actual		Adopted Budget					
2nd Preceding Year 2015-16	First Preceding Year 2016-17	This Year 2017-18	RESOURCES AND REQUIREMENTS	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
			RESOURCES				
			Beginning Fund Balance				
144	145	8,483	1. *Cash on Hand (Cash Basis) or	17,098	17,098	17,098	1.
			2. *Working Capital (Accrual Basis)				2.
1	85	65	3. Earning from Temporary Investments	140	140	140	3.
			4.				4.
			5.				5.
0	8,278	8,458	6. Development Charges	8,458	8,706	8,706	6.
			7.				7.
			8.				8.
145	8,508	17,006	9. Total Resources Except Taxes to be Levied	25,696	25,944	25,944	9.
			10. Taxes Necessary to Balance				10.
			11. Taxes Collected in Year Levied				11.
145	**8,508**	**17,006**	**12. TOTAL RESOURCES**	**25,696**	**25,944**	**25,944**	12.
			REQUIREMENTS				
			1. Materials & Services				1.
			2. Miscellaneous				2.
			3. TOTAL MATERIALS & SERVICES				3.
			4.				4.
			5. Capital Outlay				5.
	-	-	6. Road Improvements UBFR	-	-	-	6.
			7. Sidewalks				7.
	-		**8. TOTAL CAPITAL OUTLAY**	-	-	-	8.
			9.				9.
			10. Transfers				10.
	-	-	11. Transfer to General Fund - Administration	-	500	500	11.
			12.				12.
-	-	-	**13. TOTAL TRANSFERS**	-	**500**	**500**	13.
			14. CONTINGENCIES				14.
-	-	-	**15. TOTAL EXPENDITURES**	-	**500**	**500**	15.
145	**8,508**	**17,006**	**16. UNAPPROPRIATED ENDING BALANCE**	**25,696**	**25,444**	**25,444**	16.
145	**8,508**	**17,006**	**17. TOTAL REQUIREMENTS**	**25,696**	**25,944**	**25,944**	17.

Form LB -10

SPECIAL FUND
RESOURCES AND REQUIREMENTS

SDC (Systems Development Charges)
Fund

CITY OF DURHAM
Name of Municipal Corporation

	HISTORICAL DATA			DESCRIPTION	Budget for Next Year: 2018-19			
	Actual		Adopted Budget	RESOURCES AND REQUIREMENTS				
	2nd Preceding Year 2015-16	First Preceding Year 2016-17	This Year 2017-18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
				RESOURCES				
				Beginning Fund Balance				
1.	291,183	290,905	292,725	1. Cash on Hand (Cash Basis) - Parks	295,366	295,366	295,366	1.
2.	43		-	2. Cash on Hand (Cash Basis) - Streets				2.
3.	1,823	3,128	2,800	3. Earning from Temporary Investments - Parks	4,500	4,500	4,500	3.
4.	-	-	-	4. Earning from Temporary Investments - Streets				4.
5.				5.				5.
6.		-	-	6. Development Charges - Streets				6.
7.	-	1,320	1,320	7. Development Charges - Parks	1,320	1,320	1,320	7.
8.				8.			-	8.
9.	293,049	295,354	296,845	9. Total Resources Except Taxes to be Levied	301,186	301,186	301,186	9.
10.				10. Taxes Necessary to Balance				10.
11.				11. Taxes Collected in Year Levied				11.
12.	**293,049**	**295,354**	**296,845**	**12. TOTAL RESOURCES**	**301,186**	**301,186**	**301,186**	12.
				REQUIREMENTS				
1.				1. Materials & Services				1.
2.				2. Miscellaneous Streets				2.
3.			10,000	3. Miscellaneous Parks	10,000	10,000	10,000	3.
4.			**10,000**	**4. TOTAL MATERIALS & SERVICES**	**10,000**	**10,000**	**10,000**	4.
5.				5.				5.
6.				6. Capital Outlay				6.
7.	-	-	-	7. Transportation System Improvements	-	-	-	7.
8.			100,000	8. Parks Improvements	100,000	100,000	100,000	8.
9.	-	-	**100,000**	**9. TOTAL CAPITAL OUTLAY**	**100,000**	**100,000**	**100,000**	9.
10.				10. Transfers				10.
11.	43		-	11. Transfer to General Fund - Administration Street	-	-	-	11.
12.	2,100	2,300	2,500	12. Transfer to General Fund - Administration Parks	2,500	2,700	2,700	12.
13.	**2,143**	**2,300**	**2,500**	**14. TOTAL TRANSFERS**	**2,500**	**2,700**	**2,700**	13.
14.								14.
15.				15. Contingencies				15.
16.		-	16,500	16. Contingencies Parks	16,500	16,500	16,500	16.
17.		-		17. Contingencies Streets				17.
18.	-	-	**16,500**	**18. TOTAL CONTINGENCIES**	**16,500**	**16,500**	**16,500**	18.
19.	**43**	-	-	**19. Total Expenditures Streets**	-	-	-	19.
20.	**2,100**	**2,300**	**129,000**	**20. Total Expenditures Parks**	**129,000**	**129,200**	**129,200**	20.
21.	**290,905**	**293,054**	**167,845**	**21. Unappropriated Ending Fund Balance Parks**	**172,186**	**171,986**	**171,986**	21.
22.	-	-	-	**22. Unappropriated Ending Fund Balance Streets**	-	-	-	22.
23.	**293,049**	**295,354**	**296,845**	**23. TOTAL REQUIREMENTS**	**301,186**	**301,186**	**301,186**	23.

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Gr

SPECIAL FUND
RESOURCES AND REQUIREMENTS
SPECIAL GREENSPACES FUND

Fund

CITY OF DURHAM

Name of Municipal Corporation

	HISTORICAL DATA			DESCRIPTION	Budget for Next Year: 2018-19			
	Actual		Adopted Budget					
	2nd Preceding Year 2015-16	First Preceding Year 2016-17	This Year 2017-18	RESOURCES AND REQUIREMENTS	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
				RESOURCES				
				Beginning Fund Balance				
1.	21,725	19,817	18,456	1. *Cash on Hand (Cash Basis) or	17,541	17,541	17,541	1.
2.				2. *Working Capital (Accrual Basis)				2.
3.	126	198	150	3. Earning from Temporary Investments	275	275	275	3.
4.	1,000	1,400		4. Miscellaneous				4.
5.				5. Metro Bond Local Share				5.
6.	0	0		6. Nature in Neighborhoods Grant				6.
7.				7.				7.
8.				8.				8.
9.	22,850	21,415	18,606	**9. Total Resources Except Taxes to be Levied**	17,816	17,816	17,816	9.
10.				10. Taxes Necessary to Balance				10.
11.				11. Taxes Collected in Year Levied				11.
12.	**22,850**	**21,415**	**18,606**	**12. TOTAL RESOURCES**	**17,816**	**17,816**	**17,816**	12.
				REQUIREMENTS				
1.				1. Materials & Services				1.
2.			4,500	2. Miscellaneous	4,500	6,000	6,000	2.
3.			**4,500**	**3. TOTAL MATERIALS & SERVICES**	**4,500**	**6,000**	**6,000**	3.
4				4.				4.
5.				5. Capital Outlay				5.
6.	2,033	1,843	10,000	6. Park Improvements	10,000	10,000	10,000	6.
7.	-	-		7. NIN Restoration and Enhancement				7.
8.	**2,033**	**1,843**	**10,000**	**8. TOTAL CAPITAL OUTLAY**	**10,000**	**10,000**	**10,000**	8.
9.				9.				9.
10.	**1,000**	**1,100**	**1,200**	**10. TRANSFER TO GENERAL FUND**	**1,200**	**1,300**	**1,300**	**10.**
11.				11.				11.
12.				12.				12.
13.				**13. CONTINGENCIES**				**13.**
14.	**3,033**	**2,943**	**15,700**	**14. TOTAL EXPENDITURES**	**15,700**	**17,300**	**17,300**	**14.**
15.	**19,817**	**18,472**	**2,906**	**15. UNAPPROPRIATED ENDING BALANCE**	**2,116**	**516**	**516**	15.
16.	**22,850**	**21,415**	**18,606**	**16. TOTAL REQUIREMENTS**	**17,816**	**17,816**	**17,816**	16.

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FORM LB-35

RESOURCES AND REQUIREMENTS

DEBT SERVICE - G. O. BONDS

Fund

CITY OF DURHAM

Name of Municipal Corporation

	HISTORICAL DATA			DESCRIPTION OF RESOURCES & REQUIREMENTS	Budget for Next Year: 2018-19			
	Actual		Adopted Budget					
	2nd Preceding Year 2015-16	1st Preceding Year 2016-17	This Year 2017-18		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				Resources				
				Beginning Fund Balance:				
1.	45,648	53,311	53,871	1. Cash On Hand (Cash Basis)	65,599	65,599	65,599	1.
2.				2. Prepaid Discount Amortization Balance Forwarded				2.
3.	3,462	2,937	3,000	3. Previously Levied Taxes Est.to be Received (1999~On)	1,500	1,500	1,500	3.
4.	1,005	2,024	1,100	4. Earnings from Temporary Investments	1,100	1,100	1,100	4.
5.				5.				5.
6.				6.				6.
7.	50,115	58,273	57,971	7. Total Resources, Except Taxes to be Levied	68,199	68,199	68,199	7.
8.		213,978	223,200	8. Taxes Necessary to Balance	124,800	124,800	124,800	8.
9.	216,396			9. Taxes Collected in Year Levied				9.
10.	**266,511**	**272,251**	**281,171**	**10. Total Resources**	**192,999**	**192,999**	**192,999**	10.
				Requirements				
				Bond Principal Payments				
				Issue Date Budgeted Payment Date				
1.								1.
2.								2.
3.	185,000	190,000	210,000	3. 3-15-06 **6-15-19**	120,000	120,000	120,000	3.
4.	**185,000**	**190,000**	**210,000**	**4. Total Principal**	**120,000**	**120,000**	**120,000**	4.
				Bond Interest Payments				
				Issue Date Budgeted Payment Date				
5.								5.
6.								6.
7.								7.
8.								8.
9.	14,100	10,400	6,600	9. 3-15-06 **12-15-18**	2,400	2,400	2,400	9.
10.	14,100	10,400	6,600	10. 3-15-06 **6-15-19**	2,400	2,400	2,400	10.
11.	**28,200**	**20,800**	**13,200**	**11. Total Interest**	**4,800**	**4,800**	**4,800**	11.
				Unappropriated Balance & Amortization Reserve				
				For following Year by: Issue Date				
16.				16.				16.
17.		**210,800**	**223,200**	**17. Total Expenditures**	**124,800**	**124,800**	**124,800**	17.
18.	**53,311**	**61,451**	**57,971**	**18.Total Unappropriated Ending Fund Balance**	**68,199**	**68,199**	**68,199**	18.
19.	**266,511**	**272,251**	**281,171**	**19. Total Requirements**	**192,999**	**192,999**	**192,999**	19.

110-504-035 (REV. 9-92)

BUDGET COMMITTEE FY 2018-2019

APPOINTEES (3 YEAR TERMS)

Name/Address	Phone	Term Expires
Brad Henry 17230 SW Withywindle Court	(503) 639-2519	Dec. 31, 2020
Teresa Braun 7980 SW Kingfisher Way	(503) 620-2841	Dec. 31, 2020
David Pahl 17287 SW Arkenstone Drive	(503) 639-8415	Dec. 31, 2018
Andrew Mast 7783 SW Willowbottom Way	(503) 504-8158	Dec. 31, 2018
Joan Pasley 17261 SW Arkenstone Drive	(503) 620-7753	Dec. 31, 2019

COUNCIL MEMBERS

Name/Address	Phone	Term Expires
Mayor Gery Schirado 8000 SW Ellman Lane	(503) 620-4548	December 31, 2018
Chris Hadfield 8253 SW Woody End	(503) 349-3297	December 31, 2018
Keith Jehnke 8015 SW Peters Road	(503) 572-9386	December 31, 2020
Chuck Van Meter 17688 SW 80th Place	(503) 332-7093	December 31, 2020
Leslie Gifford 7751 SW Willowbottom Way	(503) 639-6989	December 31, 2020

Budget Officer

Linda Tate, City Administrator/Recorder

CITY OF DURHAM
BUDGET COMMITTEE MINUTES FOR FY 2018-2019 – 1ST MEETING
April 24, 2018 – Durham City Hall, 6:30 pm

1. **Open the Meeting and Call Roll.** Mayor Schirado brought the meeting to order at approximately 6:30 pm at Durham City Hall.
   Committee Members Present: Gery Schirado, Christopher Hadfield, Leslie Gifford, Keith Jehnke, David Pahl, Teresa Braun, Brad Henry, Andrew Mast, and Joan Pasley.
   Committee Members Absent: Chuck Van Meter
   Staff Present: Budget Officer Linda Tate and Administrative Assistant Lynn Schroder

2. **Selection of Chair for FY 18-19 Budget Committee.** Mayor Schirado nominated Leslie Gifford to be the Budget Chair for FY2018-19. Keith Jehnke seconded the nomination. The Budget Committee approved the selection unanimously (9-0).

3. **Budget Message Presented by Budget Officer.** Budget Officer Tate presented the proposed budget for the Fiscal Year 2018-19. Tate stated that the City of Durham uses a cash basis of accounting as a method of accounting for revenue and expenditures. The City has six separate funds used to track general administration, special revenue sources, and debt services.

   Tate outlined the revenue for the General Fund. Tate stated that the current property tax for the City of Durham is $0.4927 per $1,000 assessed valuation. The City assumes a 94% collection rate for property taxes. The estimated property tax collection for FY18-19 is $97,000. Tate recommended that the Budget Committee authorize the continuation of the full allowable property tax rate for FY18-19.

   Franchise fees are the largest revenue source in the General Fund. Tate projects $152,700 in franchise fee income for FY 18-19. She anticipates lower building permit revenue ($2,000) for the upcoming year due to reduced building activity. Tate moved the telecom license revenue from the street fund to the general fund. She projects telecom licenses, business licenses, and tree permits revenue to increase to $24,000.

   State funds from cigarette, liquor, marijuana, and revenue sharing taxes are apportioned based on population. Projections for these revenues are based on information provided by the League of Oregon Cities. Durham is projected to receive $59,521.

   General Fund Expenditures include employee salaries, health insurance, and retirement benefits. The City Council approved a 3% salary increase for the City Administrator for FY18-19. The administrative assistant salary increase for FY18-19 is 4.2%. Tate noted that the administrative assistant salary matrix will need to be updated for FY19-20 because the City's personnel policy provides that the salary matrix be adjusted each year based on the Portland-Salem CPI-U. The U.S. Bureau of Labor and Statistics has announced that they are discontinuing the Portland CPI.

   Tate stated that medical/dental insurance cost is expected to rise 9%. However, Tate reduced coverage, so the projected cost for FY18-19 remains $11,500. Joan Pasley objected to reducing medical coverage for employees and requested that the medical/dental budget expenditure be increased to cover the increased cost for existing coverage. David Pahl agreed.

Oregon PERS has undergone some changes due to legislative action and court rulings. The City's PERS obligation for FY18-19 is 17.19%.

The Material and Services Expenditures are the same as the previous fiscal year except for an annual 3% increase for police services.

Tate added a $500 donation to the new Washington County Family Justice Center per the City Council. The General Fund includes a $35,000 contingency for the City Council to allocate by resolution should the need arise.

The State Street Fund receives its funding primarily from the state gas tax revenue sharing program. The anticipated amount for FY18-19 is $122,700. The City will receive new funds from the Washington County Vehicle Registration fee program. The projected revenue is $30,000 for FY18-19. Additionally, Durham will receive another $50,000 SCA grant from ODOT to repave Afton Lane this summer. Tate included $50,000 for general street maintenance and repair. Two new street light poles will be placed along Upper Boones Ferry Road. The work will be completed this summer. No other specific street projects have been identified for FY 18-19. Tate also included $50,000 for bike paths and sidewalks. Part of this will be used for maintenance of the sidewalks and adjacent streetscape of the city-owned property between Rivendell and Willowbottom.

Tate projected TDT revenue of approximately $8,706 based the construction of one new home. There are no expenditures in the fund for FY18-19. Tate noted that there is one new house in the development process.

The SDC Fund tracks City street and park system development charges on new building projects. The Street SDC can only be used on projects to increase the transportation system capacity. The Park SDC can only be used on capital improvements items in the Parks Capital Improvement Plan. Tate included $110,000 to cover possible improvements from the new park plan.

The Green Spaces Fund track revenues and expenditures of monies received for the protection of "green spaces." No grants are anticipated in the next year. Tate budgeted $10,000 for possible park capital improvement and $4,500 for improvements that do not meet $5,000 capital asset amount.

Debt Service Fund. Tate noted that the final payment for City bonds will be June 15, 2019.

Tate stated that the City has been monitoring the cost of police services with the possibility of a Local Option Levy if the future cost exceeds the City's general fund revenue. She noted that the anticipated resources and expenditures appear to preclude a LOL within the next few years.

4. **Open Hearing on Possible Uses of State Revenue Sharing.** Chair Gifford closed the Budget Committee meeting and opened a public hearing on possible uses of State Revenue Sharing. No members of the public were present to comment.

5. **Close Hearing.** Chair Gifford closed the public hearing and reopened the Budget Committee meeting.

6. **Budget Transfers**. Chair Gifford proposed to increase the administrative transfers from the following accounts to the General Fund:

   TDT Fund – transfer $500 to General Fund to cover costs to administer the Fund;
   Green Spaces Fund - increase transfer from $1,200 to $1,300;
   SDC Fund – increase transfer from $2,500 to $2,700; and
   State Street Fund – increase transfer from $28,500 to $31,000.

   Andrew Mast asked about the rationale for the transfer from the Greenspaces fund given that it results in a reduced cash balance in the fund. Gifford stated that the intent of the transfer is to recognize the administrative overhead costs. Andrew Mast asked for clarification of the differences between the Greenspaces and Park SDC Funds. Tate stated that the Park SDC funds are used for capital improvement projects. The Greenspace Fund was created to administer a grant for environmental improvements at the park. Currently, tree mitigation fees are deposited in the fund. The Greenspaces Fund can only be used for the protection and improvement of greenspaces.

   Gifford proposed to increase the budget expenditure for employee medical and dental insurance by 9%.

   Chris Hadfield requested that the Budget Committee add a discretionary line item in the State Street Fund expenditures for street sweeping neighborhood streets beyond what Clean Water Services does every month. Hadfield stated that the line item addition would facilitate the street sweeping and allow the city administrator to hire a contractor to sweep the street should the need arise. He requested that Budget Committee provide funds for the expenditure. Andrew Mast agreed. He thought that leaves on the street turn into soup in the fall. Gifford stated that last year the Budget Committee decided not to fund snow removal. Tate stated that last year she researched what other cities did regarding leaves in the street. Surrounding cities do not sweep streets beyond the monthly sweeping by CWS. She also noted that residents blow leaves, needles, and debris into the street for the street sweeper to pick up. She stated that the City Council would need to authorize any street sweeping expenditure. Pasley agreed that residents blow the debris into the street. Pasley volunteered to investigate the cost and availability of sweeping Durham streets.

7. **Set additional Budget Committee Meetings as Necessary.** The Committee set the next budget meeting for May 22, 2017, at 7:00 pm at Durham City Hall.

8. **Close Budget Meeting. David Pahl** moved to adjourn the Budget Committee meeting. Teresa Braun seconded the motion. Chair Gifford adjourned the meeting at 7:35 pm.

Approved:

Leslie J. Gifford

Leslie Gifford, Chair

Attest:

Linda Tate

Linda Tate, City Administrator/Recorder

CITY OF DURHAM
BUDGET COMMITTEE MINUTES FOR FY 2018-2019 – SECOND MEETING
May 22, 2018 – Durham City Hall, 7:00 pm

1. **OPEN THE MEETING AND CALL ROLL.** Chair Gifford brought the meeting to order at approximately 7:00 pm at Durham City Hall.
   Committee Members Present: Gery Schirado, Christopher Hadfield, Leslie Gifford, Chuck Van Meter, Teresa Braun, Brad Henry, Andrew Mast, and Joan Pasley.
   Committee Members Absent: Keith Jehnke, David Pahl
   Staff Present: Budget Officer Linda Tate and Administrative Assistant Lynn Schroder

2. **APPROVAL OF MINUTES FOR THE FIRST BUDGET COMMITTEE MEETING.** Mayor Schirado moved to approve the April 24, 2018 Budget Committee meeting minutes. Teresa Braun seconded and the minutes were approved (8-0).

3. **DISCUSS AND APPROVE BUDGET ITEMS.** Budget Officer Tate listed the transfers that were requested at the April 24, 2018 Budget Committee meeting. She noted that she placed an additional $2,000 in the Street Fund materials and services expense to provide two street sweeping events should the need arise. She based the expense on cost estimates gathered by Joan Pasley. Joan Pasley asked what the procedure would be to use the funds. Hadfield stated that the City Administrator would make the decision to order additional street sweeping. Tate stated that she would consult with the City Council before authorizing additional street sweeping. Mayor Schirado stated that he thought that citizens would likely call in to request street sweeping and the City Administrator would evaluate the need.

   Gery Schirado moved to recommend the proposed budget, tax levy, and proposed uses of state revenue sharing funds for the 2018-2019 fiscal year to the City Council. Joan Pasley seconded the motion. The Budget Committee approved the motion (8-0).

4. **CLOSE BUDGET MEETING.** Gery Schirado moved to adjourn the Budget Committee meeting. Teresa Braun seconded the motion. Chair Gifford adjourned the meeting at 7:15 pm.

Approved:

Leslie J. Gifford
Leslie Gifford, Chair

Attest:

Linda Tate
Linda Tate, City Administrator/Recorder

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Durham City Council will be held on June 26, 2018 at 7:30 pm at Durham City Hall located at 17160 SW Upper Boones Ferry Road, Durham, OR 97224. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the City of Durham Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 17160 SW Upper Boones Ferry Road, Durham, Oregon, between the hours of 9:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Linda Tate Telephone: 503.639.6851 Email: cityofdurham@comcast.net

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2016 - 2017	Adopted Budget This Year 2017 - 2018	Approved Budget Next Year 2018 - 2019
Beginning Fund Balance/Net Working Capital	2,074,178	2,149,378	2,276,428
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	180,681	161,300	176,800
Federal, State and all Other Grants, Gifts, Allocations and Donations	0	51,000	50,000
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	29,400	32,200	35,500
All Other Resources Except Current Year Property Taxes	214,809	198,369	261,097
Current Year Property Taxes Estimated to be Received	309,986	320,691	221,694
Total Resources	**2,809,055**	**2,912,938**	**3,021,519**

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	123,348	140,367	144,499
Materials and Services	243,146	497,461	497,687
Capital Outlay	1,843	710,000	716,000
Debt Service	210,800	223,200	124,800
Interfund Transfers	29,400	32,200	35,500
Contingencies	0	86,500	86,500
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	2,200,518	1,223,210	1,416,533
Total Requirements	**2,809,055**	**2,912,938**	**3,021,519**

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program **FTE** for that unit or program			
City of Durham	**2,809,055**	**2,912,938**	**3,021,519**
FTE	1	1	1
Total Requirements	**2,809,055**	**2,912,938**	**3,021,519**
Total FTE	**1**	**1**	**1**

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The primary changes in the budget from the previous year are the addition of marijuana tax income and county vehicle registration fee income.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2016 - 2017	Rate or Amount Imposed This Year 2017 - 2018	Rate or Amount Approved Next Year 2018 - 2019
Permanent Rate Levy (rate limit per $1,000)	0.4927	0.4927	0.4927
Local Option Levy			
Levy For General Obligation Bonds	224,255	237,447	132,766

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	$120,000	$0
Other Bonds	$0	$0
Other Borrowings	$0	$0
Total	$120,000	$0

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

150-504-073-2 (Rev. 02-14)

Pamplin MediaGroup

6605 SE Lake Road, Portland, OR 97222
PO Box 22109 Portland, OR 97269-2169
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Washington, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the **The Times**, a newspaper of general circulation, serving Bvtn/Tigard/Tualatin/Sherwood in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

City of Durham
Notice of Budget Committee Hearing - First Notice
Ad#: 39783

A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
04/05/2018

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 04/05/2018.

Jerrin L Sipe

NOTARY PUBLIC FOR OREGON

Acct #: 101495
Attn: Linda Tate
DURHAM, CITY OF
17160 SW UPPER BOONES FERRY ROAD
DURHAM, OR 97224

OFFICIAL STAMP
JERRIN L. SIPE
NOTARY PUBLIC - OREGON
COMMISSION NO. 941161
MY COMMISSION EXPIRES JULY 28, 2019

Notice of Budget Committee Meeting

A public meeting of the Budget Committee of the **City of Durham**, Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2018 to June 30, 2019 will be held at Durham City Hall, 17160 SW Upper Boones Ferry Rd., Durham, Oregon. The meeting will take place on **Tuesday, April 24, 2018, beginning at 6:30 p.m.** The purpose of this meeting is to receive the budget message and to receive comment from the public on the budget. As per ORS 221.770, the anticipated uses of State Revenue Sharing funds will also be discussed.

A copy of the budget document may be inspected or obtained on or after April 13, 2018, at Durham City Hall, 17160 SW Upper Boones Ferry Road, Durham, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday.

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

Publish 04/05/2018. TT39783

Pamplin MediaGroup

6605 SE Lake Road, Portland, OR 97222
PO Box 22109 Portland, OR 97269-2169
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewspapers.com

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City of Durham
Notice of Budget Committee Hearing - Second Notice
Ad#: 39786

A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
04/12/2018

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 04/12/2018.

NOTARY PUBLIC FOR OREGON

Acct #: 101495
Attn: Linda Tate
DURHAM, CITY OF
17160 SW UPPER BOONES FERRY ROAD
DURHAM, OR 97224

OFFICIAL STAMP
SHAWN M SROUFE
NOTARY PUBLIC - OREGON
COMMISSION NO. 956603
MY COMMISSION EXPIRES NOVEMBER 17, 2020

Notice of Budget Committee Meeting

A public meeting of the Budget Committee of the **City of Durham**, Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2018 to June 30, 2019 will be held at Durham City Hall, 17160 SW Upper Boones Ferry Rd., Durham, Oregon. The meeting will take place on **Tuesday, April 24, 2018, beginning at 6:30 p.m.** The purpose of this meeting is to receive the budget message and to receive comment from the public on the budget. As per ORS 221.770, the anticipated uses of State Revenue Sharing funds will also be discussed.

The First Notice of the meeting was published in The Times on April 5, 2018. A copy of the budget document may be inspected or obtained on or after April 13, 2018, at Durham City Hall, 17160 SW Upper Boones Ferry Road, Durham, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday.

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

Publish 04/12/2018. TT39786

Pamplin MediaGroup

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PO Box 22109 Portland, OR 97269-2169
Phone: 503-684-0360 Fax: 503-620-3433
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AFFIDAVIT OF PUBLICATION

State of Oregon, County of Washington, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the The Times, a newspaper of general circulation, published at Bvtn/ Tigard/Tualatin/Sherwood, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

Ad#: 50564
Owner: City of Durham
Description: Form LB-1 Notice of Budget Hearing

A copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 week(s) in the following issue:
06/07/2018

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 06/07/18

Jerrin L Sipe

NOTARY PUBLIC FOR OREGON

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Durham City Council will be held on June 28, 2018 at 7:30 pm at Durham City Hall located at 17160 SW Upper Boones Ferry Road, Durham, OR 97224. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the City of Durham Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 17160 SW Upper Boones Ferry Road, Durham, Oregon, between the hours of 9:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Linda Tate Telephone: 503.639.6851 Email: cityofdurham@comcast.net

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2015 - 2017	Adopted Budget This Year 2017 - 2018	Approved Budget Next Year 2018 - 2019
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Federal, State and all Other Grants, Gifts, Allocations and Donations	0	51,000	50,000
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	29,400	32,200	35,500
All Other Resources Except Current Year Property Taxes	214,809	198,369	261,097
Current Year Property Taxes Estimated to be Received	309,986	320,691	221,694
Total Resources	2,809,055	2,912,938	3,021,519

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

	123,342	140,367	144,499
Personnel Services	243,146	497,461	497,687
Materials and Services	1,843	710,000	710,000
Capital Outlay	210,600	223,200	124,800
Debt Service	29,400	32,200	35,500
Interfund Transfers	0	86,500	86,500
Contingencies	0	0	0
Special Payments	2,200,516	1,223,210	1,418,533
Unappropriated Ending Balance and Reserved for Future Expenditure	2,809,055	2,912,938	3,021,519
Total Requirements			

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program / FTE for that unit or program			
City of Durham	2,809,055	2,912,938	3,021,519
FTE	1	1	1
Total Requirements	2,809,055	2,912,938	3,021,519
Total FTE	1	1	1

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The primary changes in the budget from the previous year are the addition of marijuana tax income and county vehicle registration fee income.

Acct #: 101495
Attn:
DURHAM, CITY OF
17160 SW UPPER BOONES FERRY ROAD
DURHAM, OR 97224

OFFICIAL STAMP
JERRIN L. SIPE
NOTARY PUBLIC - OREGON
COMMISSION NO. 941161
MY COMMISSION EXPIRES JULY 28, 2019

City of Durham, Oregon

RESOLUTION NO. 603-18

A RESOLUTION OF THE DURHAM CITY COUNCIL CERTIFYING THE CITY OF DURHAM'S ELIGIBILITY STATUS FOR THE RECEIPT OF STATE-SHARED REVENUES UNDER ORS 221.760.

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to Cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more or the following services:

(1) Police protection
(2) Fire protection
(3) Street construction maintenance and lighting
(4) Sanitary sewer
(5) Storm sewers
(6) Planning, zoning and subdivision control
(7) One or more utility services

and

WHEREAS, city officials of the City of Durham recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

NOW THEREFORE, BE IT RESOLVED THAT the City of Durham hereby certifies that it provides the following four municipal services enumerated in Section 1, ORS 221.760:

1. Police protection
2. Street construction, maintenance and lighting
3. Storm sewers
4. Planning, zoning and subdivision control

PASSED AND ADOPTED by the City of Durham, Washington County, Oregon this 24th day of April, 2018.

CITY OF DURHAM

Gery Schirado

Gery Schirado, Mayor

ATTEST:

Linda Tate

Linda Tate, City Administrator/Recorder

City of Durham, Oregon

RESOLUTION NO. 606-18

A RESOLUTION OF THE DURHAM CITY COUNCIL DECLARING THE CITY OF DURHAM'S ELECTION TO RECEIVE STATE REVENUES

WHEREAS, the City Council of the City of Durham intends to participate in the State Revenue Sharing Program for the 2018-19 fiscal year;

NOW THEREFORE, the City of Durham resolves as follows:

Section 1. Pursuant to ORS 221.770, the City of Durham hereby elects to receive state revenues for fiscal year 2018-19.

PASSED AND ADOPTED by the City of Durham, Oregon this 26th day of June, 2018.

CITY OF DURHAM

Gery Schirado, Mayor

ATTEST:

Linda Tate, City Administrator/Recorder

Date: June 26, 2018

I hereby certify that a public hearing before the Budget Committee was held on April 24, 2018, and a public hearing before the City Council was held on June 26, 2018, giving citizens an opportunity to comment on use of State Revenue Sharing funds.

Linda Tate, City Administrator/Recorder

Date: June 26, 2018

Return to:
Department of Administrative Services
Shared Financial Services
Attn: Valya Rizzo
155 Cottage St. NE
Salem, OR 973O1-3972