



City of Durham Budget

FY 2022-2023

Approved June 28, 2022

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MEMORANDUM

TO: MEMBERS OF THE BUDGET COMMITTEE
FROM: LINDA TATE, BUDGET OFFICER
RE: BUDGET MESSAGE 2022-2023 FISCAL YEAR
DATE: APRIL 15, 2022; Updated on May 27, 2022

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 and special revenue sources. The following tables provide a comparison between the actual ending budget for FY2020-21, the adopted budget for FY2021-22 and the proposed budget for FY2022-23 for total budget, expenditures and ending fund balances:

TOTAL BUDGET INCLUDING ENDING CASH BALANCES

	FY20-21	FY21-22	FY22-23
FUND	ACTUAL	BUDGET	BUDGET
General	1,234,128	1,228,422	1,758,867
State Street	1,825,287	2,042,655	2,165,050
TDT	17,197	343,908	362,483
SDC	186,929	221,058	219,545
Greenspaces	8,950	7,054	5,759
Total	3,272,491	3,843,097	4,511,704

ENDING FUND BALANCES

	FY20-21	FY21-22	FY22-23
FUND	ACTUAL	BUDGET	BUDGET
General	854,223	681,696	1,175,949
State Street	1,760,660	1,128,455	1,248,550
TDT	16,597	343,208	361,733
SDC	179,226	171,758	169,045
Greenspaces	7,500	1,504	609
Total	2,818,206	2,326,621	2,955,886

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 FY2021-22 was set at \$233,021,947 with a tax levy of \$114,810. 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 \$240,012,605. The property tax assessment for FY2022-23 will be \$118,254 with actual tax revenues of \$111,159 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 will be filed on the Form LB-50 after the budget is adopted.

Franchise Fees.

	FY20-21	FY21-22	FY22-23
UTILITY	ACTUAL	BUDGET	BUDGET
PGE	74,784.76	74,000	74,500
N.W. Natural	22,487.82	22,500	23,000
Pride	12,642.40	12,000	12,500
MACC	18,411.00	18,560	18,700
Tigard Water	24,327.17	22,000	24,000
CWS	14,131.60	14,000	14,200
Frontier	1,035.32	1,000	1,000
Total	167,820.07	164,060	167,900

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 FY2020-21 fiscal year and budgeted for FY2021-22 and FY2022-23.

As is evident from the table, two of the largest sources of franchise income were 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 historically increased, but the fee received from Frontier for phone has

had a tendency to decrease due to residents converting from land lines to cell phones. The franchise fee for Tigard Water has increased because of the new IGA which raised the percentage from 1% to 5%. The proposed budget projects a total of \$167,900 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 about .50% 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 \$3,000 for FY2022-23.

Business license fees and permit fees have been fairly stable resources. However, it is possible that they may decrease this year due to the impact of the pandemic. 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.

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 1950.

	FY22-23	FY22-23
SOURCE	PER CAPITA	DOLLAR AMOUNT
Liquor Tax	18.30	35,685
Cigarette Tax	.75	1,462
Marijuana Tax	1.25	2,438
Revenue Sharing	9.20	17,940
Total	29.50	57,525

The American Rescue Plan Act (ARPA) enacted a State and Local Fiscal Recovery Fund grant program. Durham received its first tranche of those funds in August of 2021 and expects to receive the final tranche in the summer of 2022. Council decided to use these funds for “Provision of Government Services” in the “Revenue Replacement” category of the guidance supplied by the US.

Department of the Treasury. Police Services and 9-1-1 Monies to WCCCA classify as “Provision of Government Services”.

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 that will be 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 from a Temp Agency which is paid from the Materials and Services section of the budget. However, once she is hired by the City she will be placed at level 1 on the matrix. The personnel policy provides that the matrix be adjusted each year based on the Seattle area CPI-U. The applicable CPI-U for the Seattle area is 4.6%. The Administrative Assistant salary for FY2022-23 is based on the level 1 amount of \$22.11 times 5.5 hours per day for a total of 119.17 hours per month for 12 months.

Administrative Assistant Salary History						
Year	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
2020 - 2021	\$ 20.79	\$ 21.78	\$ 22.76	\$ 23.73	\$ 24.70	\$ 25.69
2021 - 2022	\$ 21.14	\$ 22.15	\$ 23.15	\$ 24.13	\$ 25.12	\$ 26.13
2022 - 2023	\$ 22.11	\$ 23.17	\$ 24.21	\$ 25.24	\$ 26.28	\$ 27.33

The City Council requested that the budget be prepared with the salary for the City Administrator adjusted using the CPI-U for the Seattle area, and the Council altered it later.

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 remain 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 FY2022-23 is 23.49% 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 FY2021-22. The "Dues and Subscriptions" category was increased a few years ago 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 is the amount in the current Intergovernmental Agreement (IGA) with Tualatin. This is year two of a five-year IGA.

The budget for Legal Services remains at \$60,000 with \$500 included for Engineer Services that are not related to streets. Planning Services have been increased to \$40,000 in anticipation of work needed for the comprehensive plan update and utilization of the services of the planner more frequently for zoning and planning issues.

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

The cost of the building lease will increase to \$900 per month and a long-term lease of 3 years has been negotiated with no cost increase until 2025.

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.

\$2,000 has been included for building maintenance. This 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. It also includes the possible replacement of the fridge, bathroom floor, or some other minor improvement.

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 \$149,000. 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 also receives funds from Washington County. The County collects a gas tax and a vehicle registration fee. It is projected that the City will receive \$36,000 from the County for the coming fiscal year.

\$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 amount for street lights has increased because PGE increased their street light tariff and it is anticipated that there will be new lights installed in the new housing development that is being proposed. PGE has a recent policy of replacing HPS lights with LED when the need arises, so \$5,000 has been budgeted for street light replacements.

Durham was recently awarded a \$100,000 grant from ODOT through the Small City Allotment grant program. No other specific projects are planned, but Capital Outlay of \$450,000 and \$100,000 have been included for potential needs.

\$40,500 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. The Durham Heights 36-home planned residential development was approved in November. The potential date for construction of these houses is unknown, but this budget anticipates collecting funds in the coming year for all 36 homes. 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 2022-23 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 that 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. \$40,000 has been included in the budget to cover possible improvements from the 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. Therefore, the proposed budget allocates \$7,000 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 \$3,500 has been budgeted for possible improvements.

FUNDING THE FUTURE

For 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. So far, a Local 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. Projections of anticipated resources and expenditures seem to preclude a need for a Local Option Levy at this time.

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.

City of Durham, Oregon

RESOLUTION NO. 652-22

**A RESOLUTION ADOPTING A BUDGET, MAKING APPROPRIATIONS,
CATEGORIZING, AND LEVYING TAXES FOR BUDGET FISCAL YEAR 2022-23 FOR
THE CITY OF DURHAM, WASHINGTON COUNTY, OREGON.**

WHEREAS, on April 26, 2022, the Budget Committee of the City of Durham approved the budget for the fiscal year 2022-23 in the sum of \$4,511,704; 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

WHEREAS, the City Council held a public budget hearing on June 28, 2022;

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 2022-23 in the sum of \$4,511,704 now on file in the office of the City Recorder.

That the amounts for the fiscal year beginning July 1, 2022 and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

Personal Services	174,958
Materials & Services	372,960
Capital Outlay	0
Transfers	0
Contingencies	35,000
Total	\$582,918

STATE STREET FUND

Personal Services	0
Materials & Services	191,000
Capital Outlay	650,000
Transfers	40,500
Contingencies	35,000
Total	\$916,500

TDT FUND

Personal Services	0
Materials & Services	0
Capital Outlay	0
Transfers	750
Contingencies	0
Total	\$750

SPECIAL GREENSPACES FUND

Personal Services	0
Materials & Services	3,500
Capital Outlay	0
Transfers	1,650
Contingencies	0
Total	\$5,150

SDC FUND

Personal Services	0
Materials & Services	10,000
Capital Outlay	30,000
Transfers	3,500
Contingencies	7,000
Total	\$50,500

DEBT SERVICE FUND

Bond (Principal)	0
Bond (Interest)	0
Materials & Services	0
Total	0

TOTAL APPROPRIATIONS ALL FUNDS:	\$1,555,818
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3. In addition to the appropriated amounts, the total non-appropriated budget requirements are:

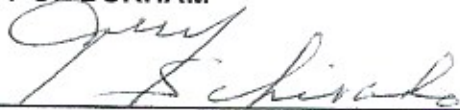
GENERAL FUND – Unappropriated Ending Fund Balance	1,175,949
STATE STREET FUND – Unappropriated Ending Fund Balance	1,248,550
SDC FUND – Unappropriated Ending Fund Balance	169,045
TDT FUND – Unappropriated Ending Fund Balance	361,733
DEBT SERVICE FUND – Unappropriated Ending Fund Balance	0
GREENSPACES FUND– Unappropriated Ending Fund Balance	609
TOTAL UNAPPROPRIATED ENDING FUND BALANCE	\$2,955,886

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 that these taxes are imposed and categorized for the tax year 2022-23 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	

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 2022-23, as adopted by this resolution, shall be submitted to the Washington County Clerk.

CITY OF DURHAM


Gery Schirado, Mayor

ATTEST:


Linda Tate, City Administrator / Recorder

Date: June 28, 2022

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

To assessor of Washington County

FORM OR-LB-50
2022-2023

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

☐ Check here if this is an amended form.

The City of Durham has the responsibility and authority to place the following property tax, fee, charge or assessment

on the tax roll of Washington County. The property tax, fee, charge or assessment is categorized as stated by this form.

17160 SW Upper Boones Ferry Road Durham OR 97224 June 29, 2022
Mailing Address of District City State ZIP code Date
Linda Tate City Administrator 503.639.6851 cityofdurham@comcast.net
Contact Person Title Daytime Telephone Contact Person E-Mail

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	
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.		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
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.	0	

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	ORS Authority**	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 ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

RESOURCES
GENERAL
Fund

Historical Data				RESOURCE DESCRIPTION	Budget for Next Year: 2022-23			
Actual		Adopted Budget This Year 2021-22	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2019-20	First Preceding Year 2020-21							
				Beginning Fund Balance:				
1	670,292	787,017	816,710	1. Available cash on hand* (cash basis) or	1,121,850	1,121,850	1,121,850	1
2				2. Net working capital (accrual basis)				2
3	1,945	1,591	1,000	3. Previously levied taxes estimated to be received	1,200	1,200	1,200	3
4	15,543	6,371	7,000	4. Interest	5,583	5,583	5,583	4
5				5. OTHER RESOURCES				5
6	3,063	3,367	1,500	6. Building Dept. 20%	3,000	3,000	3,000	6
7	43,470	38,043	30,000	7. Permits & Licenses (including telecom)	30,000	30,000	30,000	7
8	736	2,925	250	8. Administrative Fees	250	250	250	8
9	168,688	167,820	164,060	9. Franchise Fees	167,900	167,900	167,900	9
10				10				10
11	0	0	0	11. Planning Revenues	0	0	0	11
12	17,717	19,119	16,494	12. State Revenue Sharing	17,940	17,940	17,940	12
13	2,095	1,802	1,433	13. Cigarette Taxes	1,462	1,462	1,462	13
14	30,201	36,643	34,891	14. Liquor Taxes	35,685	35,685	35,685	14
15	6,731	5,957	2,394	15. Marijuana Taxes	2,438	2,438	2,438	15
16			0	16. Fines	0	0	0	16
17	52,290	14,558	0	17. Miscellaneous	0	0	0	17
18	1,000	0	1,000	18. Grant	0	0	0	18
19				19. ARPA - SLFRF Grant	214,000	214,000	214,000	19
20				20. TRANSFERS				20
21	550	600	700	21. Transfer from Transportation Dev. Tax Fund	700	750	750	21
22	1,400	1,450	1,550	22. Transfer from Special Greenspaces Fund	1,550	1,650	1,650	22
23	2,950	3,100	3,300	23. Transfer from SDC Fund	3,300	3,500	3,500	23
24	33,800	36,000	38,200	24. Transfer from State Street Fund	38,200	40,500	40,500	24
25				25				25
26								26
27								27
28								28
29	1,052,471	1,126,365	1,120,482	29. TOTAL RESOURCES EXCEPT TAXES TO BE LEVIED	1,645,058	1,647,708	1,647,708	29
30			107,940	30. Taxes necessary to balance	111,159	111,159	111,159	30
31	105,981	107,763		31. Taxes collected in year levied				31
32	1,158,452	1,234,128	1,228,422	32. TOTAL RESOURCES	1,756,217	1,758,867	1,758,867	32

DETAILED EXPENDITURES

CITY OF DURHAM

Name of Municipal Corporation

GENERAL

Fund

	HISTORICAL DATA			EXPENDITURE DESCRIPTION	*Number of Employees	Budget for Next Year: 2022-23		
	Second Preceding 2019-20	Actual First Preceding 2020-21	Adopted Budget This Year 2021-22			Proposed by Budget Officer	Approved by Budget Committee	
1.				1. Personal Services				1.
2.	72,500	74,313	81,744	2. Salary - City Administrator	1 (FTE)	85,504	85,504	87,000 2.
3.	32,268	31,390	37,000	3. Salary - Administrative Assistant	1 (PTE)	35,000	35,000	35,000 3.
4.				4.		-		4.
5.				5.				5.
6.	9,331	9,311	10,985	6. Payroll Taxes		11,000	11,000	11,100 6.
7.	19,912	24,263	27,893	7. PERS Retirement		28,306	28,306	28,658 7.
8.	9,817	9,231	12,800	8. Medical Insurance		12,600	12,600	12,600 8.
9.				9. Vacation/sick leave accrual		-		9.
10.	520	519	600	10. Workers Comp Insurance		600	600	600 10.
11.	144,349	149,026	170,822	11. TOTAL PERSONAL SERVICES		173,010	173,010	174,958 11.
12.				12.				12.
13.				13. Materials & Services				13.
14.	1,495	1,716	3,000	14. Office Supplies / Expenses (Includes Postage)		3,500	3,500	3,500 14.
15.	200	99	1,500	15. Equipment OPS & Maintenance		1,500	1,500	1,500 15.
16.	-	254	750	16. Publications & Notices		750	750	750 16.
17.	3,136	3,305	3,915	17. Insurance / Fidelity Bond		4,266	4,266	4,994 17.
18.	1,343	2,774	3,098	18. Dues & Subscriptions		3,500	3,500	4,200 18.
19.	2,246	114	3,000	19. Conference & Education		3,000	3,000	3,000 19.
20.	779	323	1,000	20. Automobile Expenses		1,000	1,000	1,000 20.
21.				21.				21.
22.	11,384	8,538	11,726	22. 9-1-1 Monies to WCCCA		12,078	12,078	12,078 22.
23.	139,338	143,518	151,815	23. Police Services		157,888	157,888	157,888 23.
24.				24.				24.
25.	4,744	3,930	60,500	25. Professional Services Legal and Other		60,500	60,500	60,500 25.
26.			20,000	26. Planning Services /Arborists		40,000	40,000	40,000 26.
27.	9,300	10,330	10,400	27. Audit		11,200	11,200	11,200 27.
28.	8,357	8,372	10,550	28. Accounting and payroll service		10,550	10,550	10,550 28.
29.	10,200	10,200	10,200	29. City Hall Lease		10,800	10,800	10,800 29.
30.	4,238	4,292	5,300	30. City Hall Utilities + Communications		5,300	5,300	5,300 30.
31.	466	240	500	31. City Hall: Security Alarm Monitoring		850	850	850 31.
32.								
33.	25,138	19,125	36,000	32. Park - Maintenance		36,000	36,000	36,000 32.
34.	1,820	1,062	2,000	33. Park - Utilities		2,000	2,000	2,000 33.
35.	467	-	750	34. Mosquito Vector Control		-		750 34.
35.				35. Miscellaneous		750	750	750 35.
35.	224,651	218,192	336,004	35. Subtotal Materials & Services		365,132	365,432	366,860 35.

DETAILED EXPENDITURES

CITY OF DURHAM

Name of Municipal Corporation

GENERAL

Fund

	HISTORICAL DATA			EXPENDITURE DESCRIPTION	Number of Employees	Budget for Next Year: 2022-23		
	Actual		Adopted Budget This Year 2021-22			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding 2019-20	First Preceding 2020-21						
1.				1. Materials & Services (continued)				1.
2.	224,651	218,192	336,004	2. Subtotal Materials & Services from Page 1		365,132	365,432	366,860
3.	1,200	1,200	1,200	3. Donations (Senior Center)		1,200	1,200	1,200
4.	500	500	500	4. Donations (Miscellaneous)		500	500	500
5.	152	10,438	-	5. Miscellaneous		-	-	-
6.	525	548	600	6. Newsletter (Printing and delivery)		1,800	1,800	1,800
7.	57	-	600	7. Meals & Entertainment		600	600	600
8.	-	-	2,000	8. City Hall Building Maintenance		2,000	2,000	2,000
9.	-	-	-	9.		-	-	-
10.	227,085	230,878	340,904	10. TOTAL MATERIALS & SERVICES		371,232	371,532	372,960
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
27.				27.				27.
28.				28.				28.
29.				29.				29.
30.				30.				30.
31.	144,349	149,026	170,822	29. TOTAL PERSONAL SERVICES (PG. 1)		173,010	173,010	174,958
32.				32.				32.
33.	371,434	379,904	546,726	33. TOTAL EXPENDITURES		579,242	579,542	582,918
34.	787,017	854,223	681,696	34. Unappropriated Ending Fund Balance		1,176,975	1,179,325	1,175,949
35.	1,158,452	1,234,128	1,228,422	35. TOTAL		1,756,217	1,758,867	1,758,867

SPECIAL FUND
RESOURCES AND REQUIREMENTS
STATE STREET FUND

Page 1 of 2

CITY OF DURHAM

Name of Municipal Corporation

HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year: 2022-23		
Actual		Adopted Budget This Year 2021-22	Proposed by Budget Officer		Approved by Budget Committee	Adopted by Governing Body	
2nd Preceding Year 2019-20	First Preceding Year 2020-21						
				RESOURCES			
				Beginning Fund Balance			
1.	1,506,376	1,639,034	1,754,537	1. *Cash on Hand (Cash Basis) or	1,870,697	1,870,697	1,870,697
2.				2. *Working Capital (Accrual Basis)			
3.	33,127	13,084	13,160	3. Earning from Temporary Investments - Interest	9,353	9,353	9,353
4.	-	-	100,000	4. ODOT Grant	100,000	100,000	100,000
5.	1,333	1,356	1,430	5. 1% State Gas Tax - Bike and Ped	1,490	1,490	1,490
6.	131,989	134,259	141,528	6. State Highway Tax	147,510	147,510	147,510
7.	6,472	5,414	6,000	7. Washington County Gas Tax	6,000	6,000	6,000
8.	32,203	32,140	26,000	8. Miscellaneous / Wash County Vehicle reg fee	30,000	30,000	30,000
9.	1,711,500	1,825,287	2,042,655	9. Total Resources Except Taxes to be Levied	2,165,050	2,165,050	2,165,050
10.				10. Taxes Necessary to Balance			
11.				11. Taxes Collected in Year Levied			
12.	1,711,500	1,825,287	2,042,655	12. TOTAL RESOURCES	2,165,050	2,165,050	2,165,050
				REQUIREMENTS			
1.				1. Personal Services (see General Fund)			
2.				2.			
3.				3. Materials & Services			
4.				4.			
5.	1,340	256	65,000	5. Professional Services Planning/Engineering	65,000	65,000	65,000
6.	11,161	11,433	17,000	6. Street Lights (PGE billing)	17,000	17,000	17,000
7.	270	135	52,000	7. Street Maintenance / Repair	52,000	52,000	52,000
8.	93	156	2,000	8. Street Signs	2,000	2,000	2,000
9.	25,802	16,646	50,000	9. Bike Paths & Sidewalks	50,000	50,000	50,000
10.	-	-	-	10. Miscellaneous	-	-	-
11.	0	0	5,000	11. Street Light Replacements	5,000	5,000	5,000
12.					-		
13.							
14.							
15.							
16.							
17.	38,666	28,627	191,000	17. TOTAL MATERIALS & SERVICES	191,000	191,000	191,000

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**SPECIAL FUND
REQUIREMENTS (continued)
STATE STREET FUND**

Page 2 of 2

CITY OF DURHAM

Name of Municipal Corporation

	HISTORICAL DATA			DESCRIPTION REQUIREMENTS	Budget for Next Year: 2022-23		
	2nd Preceding Year 2019-20	Actual First Preceding Year 2020-21	Adopted Budget This Year 2021-22		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
				REQUIREMENTS			
1.	38,666	28,627	191,000	1. Total Materials & Services (from Page 1)	191,000	191,000	191,000
2.				2.			2.
3.				3.			3.
4.				4.			4.
5.	-	-	450,000	5. Street Projects	450,000	450,000	450,000
6.	-	-	100,000	6. Sidewalks & Paths	100,000	100,000	100,000
7.	-	-	100,000	7. ODOT grant	100,000	100,000	100,000
8.				8.			8.
9.				9.			9.
10.	-	-	650,000	10. TOTAL CAPITAL OUTLAY	650,000	650,000	650,000
11.				11.			11.
12.				12.			12.
13.				13.			13.
14.	33,800	36,000	38,200	14. Transfer to General Fund	38,200	40,500	40,500
15.				15.			15.
16.				16.			16.
17.	33,800	36,000	38,200	17. TOTAL TRANSFERS	38,200	40,500	40,500
18.				18.			18.
19.				19.			19.
20.	-	-	35,000	20. CONTINGENCIES	35,000	35,000	35,000
21.				21.			21.
22.				22.			22.
23.				23.			23.
24.	72,466	64,627	914,200	24. TOTAL EXPENDITURES	914,200	916,500	916,500
25.	1,639,034	1,760,660	1,128,455	25. UNAPPROPRIATED ENDING FUND BALANCE	1,250,850	1,248,550	1,248,550
26.	1,711,500	1,825,287	2,042,655	26. TOTAL REQUIREMENTS	2,165,050	2,165,050	2,165,050
27.				27.			27.
28.				28.			28.
29.				29.			29.
30.				30.			30.

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

SPECIAL FUND
RESOURCES AND REQUIREMENTS
TDI (Transportation Development Tax)

CITY OF DURHAM

Name of Municipal Corporation

HISTORICAL DATA			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year: 2022-23		
2nd Preceding Year 2019-20	Actual First Preceding Year 2020-21	Adopted Budget This Year 2021-22		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			RESOURCES			
			Beginning Fund Balance			
17,255	17,066	16,601	1. *Cash on Hand (Cash Basis) or	15,975	15,975	15,975
			2. *Working Capital (Accrual Basis)			
361	130	125	3. Earning from Temporary Investments	80	80	80
			4.			
			5.			
0	0	327,182	6. Development Charges	346,428	346,428	346,428
			7.			
			8.			
17,616	17,197	343,908	9. Total Resources Except Taxes to be Levied	362,483	362,483	362,483
			10. Taxes Necessary to Balance			
			11. Taxes Collected in Year Levied			
17,616	17,197	343,908	12. TOTAL RESOURCES	362,483	362,483	362,483
			REQUIREMENTS			
			1. Materials & Services			
			2. Miscellaneous			
			3. TOTAL MATERIALS & SERVICES			
			4.			
			5. Capital Outlay			
-	-	-	6. Road Improvements UBFR	-	-	-
			7. Sidewalks			
-	-	-	8. TOTAL CAPITAL OUTLAY	-	-	-
			9.			
			10. Transfers			
550	600	700	11. Transfer to General Fund - Administration	700	750	750
			12.			
550	600	700	13. TOTAL TRANSFERS	700	750	750
			14. CONTINGENCIES			
			15. TOTAL EXPENDITURES			
550	600	700	16. UNAPPROPRIATED ENDING BALANCE	700	750	750
17,066	16,597	343,208	17. TOTAL REQUIREMENTS	361,783	361,733	361,733
17,616	17,197	343,908		362,483	362,483	362,483

SPECIAL FUND
RESOURCES AND REQUIREMENTS
SDC (Systems Development Charges)

CITY OF DURHAM

Name of Municipal Corporation

	HISTORICAL DATA			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year: 2022-23		
	Actual		Adopted Budget This Year 2021-22		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	2nd Preceding Year 2019-20	First Preceding Year 2020-21					
				RESOURCES			
				Beginning Fund Balance			
1.	299,032	185,490	174,866	1. Cash on Hand (Cash Basis) - Parks	171,169	171,169	171,169
2.	-	-		2. Cash on Hand (Cash Basis) - Streets			
3.	4,893	1,439	1,312	3. Earning from Temporary Investments - Parks	856	856	856
4.	-	-		4. Earning from Temporary Investments - Streets			
5.				5.			
6.	-	-		6. Development Charges - Streets			
7.	-	-	44,880	7. Development Charges - Parks	47,520	47,520	47,520
8.			-	8.			
9.	303,925	186,929	221,058	9. Total Resources Except Taxes to be Levied	219,545	219,545	219,545
10.				10. Taxes Necessary to Balance			
11.				11. Taxes Collected in Year Levied			
12.	303,925	186,929	221,058	12. TOTAL RESOURCES	219,545	219,545	219,545
				REQUIREMENTS			
1.				1. Materials & Services			
2.				2. Miscellaneous Streets			
3.	15,486	-	10,000	3. Miscellaneous Parks	10,000	10,000	10,000
4.	15,486	-	10,000	4. TOTAL MATERIALS & SERVICES	10,000	10,000	10,000
5.				5.			
6.				6. Capital Outlay			
7.	-	-	-	7. Transportation System Improvements	-	-	-
8.	100,000	4,603	30,000	8. Parks Improvements	30,000	30,000	30,000
9.	100,000	4,603	30,000	9. TOTAL CAPITAL OUTLAY	30,000	30,000	30,000
10.				10. Transfers			
11.			-	11. Transfer to General Fund - Administration Street	-	-	-
12.	2,950	3,100	3,300	12. Transfer to General Fund - Administration Parks	3,300	3,500	3,500
13.	2,950	3,100	3,300	14. TOTAL TRANSFERS	3,300	3,500	3,500
14.							
15.				15. Contingencies			
16.	-	-	6,000	16. Contingencies Parks	7,000	7,000	7,000
17.	-	-		17. Contingencies Streets			
18.	-	-	6,000	18. TOTAL CONTINGENCIES	7,000	7,000	7,000
19.	-	-	-	19. Total Expenditures Streets	-	-	-
20.	118,436	7,703	49,300	20. Total Expenditures Parks	50,300	50,500	50,500
21.	185,490	179,226	171,758	21. Unappropriated Ending Fund Balance Parks	169,245	169,045	169,045
22.	-	-	-	22. Unappropriated Ending Fund Balance Streets	-	-	-
23.	303,925	186,929	221,058	23. TOTAL REQUIREMENTS	219,545	219,545	219,545

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
SPECIAL GREENSPACES FUND**

CITY OF DURHAM

Name of Municipal Corporation

	HISTORICAL DATA			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year: 2022-23		
	2nd Preceding Year 2019-20	Actual First Preceding Year 2020-21	Adopted Budget This Year 2021-22		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
				RESOURCES			
				Beginning Fund Balance			
1.	10,299	8,890	7,002	1. *Cash on Hand (Cash Basis) or	5,730	5,730	5,730
2.				2. *Working Capital (Accrual Basis)			
3.	193	60	52	3. Earning from Temporary Investments	29	29	29
4.	250	0		4. Miscellaneous			
5.				5. Metro Bond Local Share			
6.	0	0		6. Nature in Neighborhoods Grant			
7.				7.			
8.				8.			
9.	10,741	8,950	7,054	9. Total Resources Except Taxes to be Levied	5,759	5,759	5,759
10.				10. Taxes Necessary to Balance			
11.				11. Taxes Collected in Year Levied			
12.	10,741	8,950	7,054	12. TOTAL RESOURCES	5,759	5,759	5,759
				REQUIREMENTS			
1.				1. Materials & Services			
2.	451	-	4,000	2. Miscellaneous	3,500	3,500	3,500
3.	451	-	4,000	3. TOTAL MATERIALS & SERVICES	3,500	3,500	3,500
4				4.			
5.				5. Capital Outlay			
6.	-	-	-	6. Park Improvements	-	-	-
7.	-	-	-	7. NIN Restoration and Enhancement			
8.	-	-	-	8. TOTAL CAPITAL OUTLAY	-	-	-
9.				9.			
10.	1,400	1,450	1,550	10. TRANSFER TO GENERAL FUND	1,550	1,650	1,650
11.				11.			
12.				12.			
13.				13. CONTINGENCIES	-		
14.	1,851	1,450	5,550	14. TOTAL EXPENDITURES	5,050	5,150	5,150
15.	8,890	7,500	1,504	15. UNAPPROPRIATED ENDING BALANCE	709	609	609
16.	10,741	8,950	7,054	16. TOTAL REQUIREMENTS	5,759	5,759	5,759

150-504-010 (rev. 6-97)

BUDGET COMMITTEE FY 2022-2023

APPOINTEES (3 YEAR TERMS)

Name/Address	Phone	Term Expires
Brad Henry 17230 SW Withywindle Court	(503) 639-2519	Dec. 31, 2023
Teresa Braun 7980 SW Kingfisher Way	(503) 620-2841	Dec. 31, 2023
Kelly Garlick 17287 SW Arkenstone Drive	(530) 400-9318	Dec. 31, 2024
Vacant		
Cheri Frazell 17365 SW Rivendell Drive	(303) 931-0140	Dec. 31, 2022

COUNCIL MEMBERS

Name/Address	Phone	Term Expires
Mayor Gery Schirado 8000 SW Ellman Lane	(503) 789-1743	December 31, 2022
Chris Hadfield 8253 SW Woody End	(503) 349-3297	December 31, 2022
Keith Jehnke 8015 SW Peters Road	(503) 572-9386	December 31, 2024
Chuck Van Meter 17688 SW 80 th Place	(503) 332-7093	December 31, 2024
Leslie Gifford 7751 SW Willowbottom Way	(503) 639-6989	December 31, 2024

Budget Officer

Linda Tate, City Administrator/Recorder

City of Durham
BUDGET COMMITTEE MINUTES
April 26th, 2022

1. **OPEN THE MEETING AND ROLL CALL.** Mayor Schirado brought the meeting to order at 6:30 pm via Zoom. *Committee Members Present:* Gery Schirado, Chris Hadfield, Leslie Gifford, Chuck Van Meter, Teresa Braun, Brad Henry, Cheri Frazell and Kelly Garlick.
Committee Members Absent: Keith Jehnke.
Staff Present: Budget Officer Linda Tate.
2. **SELECTION OF CHAIR.** Mayor Schirado nominated Leslie Gifford to be the Budget Chair for FY 2022-23. Councilor Gifford accepted the nomination. The Budget Committee approved Gifford as Chair (8-0). **MO 042622-1**
3. **BUDGET MESSAGE PRESENTED BY BUDGET OFFICER.** Budget Officer Tate presented an overview of the proposed budget for the Fiscal Year 2022-2023 and expected revenues. Tate presented the expected distribution of several state-collected taxes and their proposed uses in the General Fund. Tate also presented the projected receipt of State and County gas tax and vehicle registration fees and their proposed uses in the Street Fund.
4. **OPEN HEARING ON POSSIBLE USES OF STATE REVENUE SHARING.** Chair Gifford opened a public hearing on possible uses of state revenue sharing at 6:46 PM. There was no public comment
5. **CLOSE HEARING.** Chair Gifford closed the public hearing at 6:47 PM.
6. **DISCUSS AND APPROVE BUDGET ITEMS.** Tate continued going over the budget message and expected expenditures.

Schirado asked Tate to clarify the Police Services expense.

Chair Gifford said that she thinks the security alarm monitoring number should increase by \$300.00. The members of the budget committee were in agreement with that change.

Chris Hadfield asked for clarification on the budgeted figure for the legal fees and committee discussed the proper amount to have in the budget.

Tate noted the planning services increase to cover planning needs brought on by HB2001.

Brad Henry asked when the City would start receiving building permit fees for the new development that has been approved. Tate responded that it was uncertain when construction would commence.

Chair Gifford proposed increasing all of the transfers to the General Fund. She recommended increasing the transfers for the TDT Fund from \$700 to \$750, the Greenspaces Fund from \$1550 to \$1650, the SDC Fund from \$3300 to \$3500, and the State Street Fund from \$38,200 to \$40,500. Cheri Frazell asked several questions about the reasoning for the increases and their amounts, and Gifford explained the costs to administer the fund.

Park maintenance and graffiti were discussed at length.

Tate continued going over the funds and expected resources and expenditures.

Schirado asked if there was a schedule for the Small City Allotment grant work to be done, and Tate responded that it had not gone out for bid yet.

Chuck Van Meter asked if \$30,000 was enough to put in a new play structure in Heron Grove Park. Tate responded that the SDC funds can only be used for items in the Park Plan and a play structure in the Heron Grove Park was not part of that plan. Therefore, a new Park Plan would need to be adopted in order to add a play structure in Heron Grove Park.

Teresa Braun moved to approve the budget for FY2022-2023 with the corrections. Frazell seconded the motion. The vote was unanimous (8-0). **MO 042622-2**

Braun moved to recommend the property tax levy at the full amount of 0.4927 per \$1,000 assessed valuation. Henry seconded the motion. The vote was unanimous (8-0). **MO 042622-3**

7. **SET ADDITIONAL BUDGET COMMITTEE MEETINGS, AS NECESSARY.** Tate said there will be no meeting in May 2022 since the budget and property tax levy were already approved by the Budget Committee. Schirado and Gifford thanked the Budget Committee for their service.
8. **CLOSE BUDGET MEETING.** Van Meter moved to adjourn the meeting. Frazell seconded the motion. The vote was unanimous (8-0). **MO 042622-4**
Gifford closed the meeting at 7:25 PM.

Approved:



GERY SCHIRADO, MAYOR

Attest:



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 28, 2022 at 7:30 p.m. at Durham City Hall located at 17160 SW Upper Bones Ferry Road, Durham, OR 97224. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2022 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 2020 - 2021	Adopted Budget This Year 2021 - 2022	Approved Budget Next Year 2022 - 2023
Beginning Fund Balance/Net Working Capital	2,637,498	2,769,716	3,185,421
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	208,788	194,310	198,150
Federal, State and all Other Grants, Gifts, Allocations and Donations	0	101,000	314,000
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	41,150	43,750	46,400
All Other Resources Except Current Year Property Taxes	275,700	625,381	655,374
Current Year Property Taxes Estimated to be Received	109,354	108,940	112,359
Total Resources	3,272,490	3,843,097	4,511,704

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	149,026	170,822	173,010
Materials and Services	259,505	545,904	576,032
Capital Outlay	4,603	680,000	680,000
Debt Service	0	0	0
Interfund Transfers	41,150	43,750	46,400
Contingencies	0	76,000	77,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	2,818,206	2,326,621	2,959,262
Total Requirements	3,272,490	3,843,097	4,511,704

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	3,272,490	3,843,097	4,511,704
FTE	1	1	1
Total Requirements	3,272,490	3,843,097	4,511,704
Total FTE	1	1	1

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The primary change in the budget from the previous year is the expected receipt of American Rescue Plan Act (ARPA) grant funds.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2020 - 2021	Rate or Amount Imposed This Year 2021 - 2022	Rate or Amount Approved Next Year 2022 - 2023
Permanent Rate Levy (rate limit per \$1,000)	0.4927	0.4927	0.4927
Local Option Levy			
Levy For General Obligation Bonds	0	0	0

STATEMENT OF INDEBTEDNESS

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

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

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, Clackamas, 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 afore-said county and state, as defined by ORS 193.010 and 193.020, that

City of Durham
Notice of Budget Committee Meeting
Ad#: 237392

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):

04/07/2022

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
04/07/2022.

Kristin C. Olson

NOTARY PUBLIC FOR OREGON

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

Notice of Budget Committee Meeting

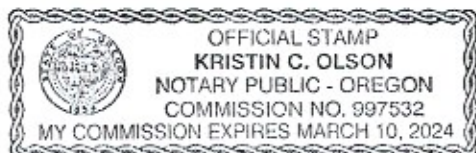
A public meeting of the Budget Committee of the City of Durham, Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2022 to June 30, 2023 will be held via Zoom (a virtual meeting platform) on Tuesday, April 26, 2022, beginning at 6:30 p.m. The purpose of this meeting 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 is available for public viewing on or after April 15, 2022. Please email cityofdurham@comcast.net if you wish to view it.

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. If you wish to attend the meeting, please email cityofdurham@comcast.net prior to 4:30 p.m. on April 22. If you wish to submit anything to be considered at the budget meeting, please email the submission to cityofdurham@comcast.net by 4:30 p.m. on April 22.

Publish April 7, 2022

TT237392





Public Notice for Budget Meeting

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, 2022 to June 30, 2023 will be held via Zoom (a virtual meeting platform) on Tuesday, April 26, 2022, 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 7, 2022. A copy of the budget document is available for public viewing. Please email cityofdurham@comcast.net if you wish to view it.

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. If you wish to attend the meeting, please email cityofdurham@comcast.net prior to 4:30 p.m. on April 22. If you wish to submit anything to be considered at the budget meeting, please email the submission to cityofdurham@comcast.net by 4:30 p.m. on April 22.

Posted on April 14, 2022

Pamplin Media Group

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Phone: 503-684-0360 Fax: 503-620-3433
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City of Durham
NOTICE OF BUDGET HEARING on June 28, 2022 at 7:30 p.m. FORM LB-1
Ad#: 245193

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):
06/09/2022

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
06/09/2022.

James John Fodemesi
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, 2022 at 7:30 p.m. 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, 2022 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 2020 - 2021	Adopted Budget This Year 2021 - 2022	Approved Budget Next Year 2022 - 2023
Beginning Fund Balance/Net Working Capital	2,637,498	2,768,716	3,185,4
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	208,788	194,310	198,1
Federal, State and All Other Grants, Gifts, Allocations and Donations	0	101,000	314,0
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	41,150	43,750	46,4
All Other Resources Except Current Year Property Taxes	275,700	525,381	655,3
Current Year Property Taxes Estimated to be Received	109,354	108,340	112,3
Total Resources	3,272,490	3,843,097	4,511,3

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	149,028	170,822	173,1
Materials and Services	258,505	545,804	576,1
Capital Outlay	4,603	680,000	680,1
Debt Service	0	0	0
Interfund Transfers	41,150	43,750	46,4
Contingencies	0	78,000	77,1
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	2,818,205	2,326,621	2,958,3
Total Requirements	3,272,490	3,843,097	4,511,3

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	3,272,490	3,843,097	4,511,3
FTE	1	1	1
Total Requirements	3,272,490	3,843,097	4,511,3
Total FTE	1	1	1

STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING *			
The primary change in the budget from the previous year is the expected receipt of American Rescue Plan Act (ARPA) grant funds.			

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2020 - 2021	Rate or Amount Imposed This Year 2021 - 2022	Rate or Amount Approved Next Year 2022 - 2023
Permanent Rate Levy (rate limit per \$1,000)	0.4927	0.4927	0.4927
Local Option Levy	0	0	0
Levy For General Obligation Bonds	0	0	0

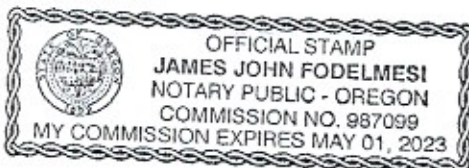
STATEMENT OF INDEBTEDNESS		
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Other Borrowings	\$0	\$0
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150-564-073-2 (Rev. 02-14)
Publish June 9, 2022

TT245193

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



City of Durham, Oregon

RESOLUTION NO. 650-22

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 of 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

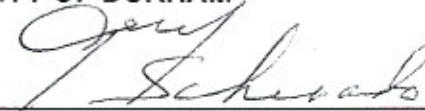
WHEREAS, city officials of the City of Durham recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

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 26th day of April, 2022.

CITY OF DURHAM


Gery Schirado, Mayor

ATTEST:


Linda Tate, City Administrator/Recorder

City of Durham, Oregon

RESOLUTION NO. 651-22

**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 2022-23 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 2022-23.

PASSED AND ADOPTED by the City of Durham, Oregon this 28th day of June, 2022.

CITY OF DURHAM



Gery Schirado, Mayor

ATTEST:


Linda Tate, City Administrator/Recorder

Date: June 28, 2022

I hereby certify that a public hearing before the Budget Committee was held on April 26, 2022, and a public hearing before the City Council was held on June 28, 2022, giving citizens an opportunity to comment on use of State Revenue Sharing funds.


Linda Tate, City Administrator/Recorder

Date: June 28, 2022

Return to:
Department of Administrative Services
Shared Financial Services
Attn: Disbursements Accountant
155 Cottage St. NE
Salem, OR 97301-3972