



# **City of Durham Budget**

## **FY 2025-2026**

*Adopted June 24, 2025*

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# MEMORANDUM

**TO:** BUDGET COMMITTEE MEMBERS

**FROM:** JORDAN PARENTE, BUDGET OFFICER

**RE:** BUDGET MESSAGE FOR FISCAL YEAR 2025-2026

**DATE:** APRIL 11<sup>th</sup>, 2025

This budget message provides background on financial policies in each of the City's funds and explains any changes from prior budget practices. The proposed budget for FY2025–26 continues to support the City's longstanding financial goals of:

- Maintaining expenditures at low while providing responsive public services;
- Evaluating contract services to retain the most effective professional support; and
- Apportioning general administrative expenditures as equitably as possible across budget funds.

## **BASIS OF ACCOUNTING**

The City of Durham continues to use the **cash basis of accounting** for its revenues and expenditures. An owned item qualifies as a capital asset if it meets or exceeds the \$5,000 threshold.

This accounting method simplifies compliance with Governmental Accounting Standards Board (GASB) Statement 34, which requires capitalization and depreciation of assets in the City's combined financial statements. Under the cash basis, revenues are recorded when received and expenditures when paid, resulting in significant time and cost savings, including reduced audit fees.

## **CITY FUND STRUCTURE**

Historically, Durham uses five funds to track general administration expenses and special revenue sources. These funds are called: General, State Street, TDT, SDC and Greenspaces. For FY2025–26, the City has created a Building Fund using cash reserves from the General Fund. The following tables provide a comparison between the actual ending budget for FY2023-24 with the adopted budget for FY2024-25 and the proposed FY2025-26 budgets' ending cash balances and total budgets across all funds:

### **ENDING CASH BALANCES BY FUND**

	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>
<b>FUND</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
General	\$1,640,325	\$1,488,695	\$909,322
State Street	\$2,233,497	\$1,559,889	\$1,626,694
SDC	\$169,837	\$142,605	\$34,404
TDT	\$15,463	\$463,869	\$317,567
Greenspaces	\$972	\$0	\$0
Building	-	-	\$772,500
Total	<b>\$4,060,094</b>	<b>\$3,655,058</b>	<b>\$3,660,487</b>

## TOTAL BUDGET BY FUND, INCLUDING ENDING CASH BALANCES

	FY23-24	FY24-25	FY25-26
FUND	ACTUAL	BUDGET	BUDGET
General	\$2,129,147	\$2,136,239	\$2,360,311
State Street	\$2,365,113	\$2,517,139	\$2,795,716
SDC	\$169,837	\$199,055	\$210,461
TDT	\$15,463	\$465,219	\$473,624
Greenspaces	\$2,622	\$312,915	\$310,665
Building	-	-	\$0
Total	\$4,682,182	\$5,630,567	\$6,150,777

***\*Note: Fund Transfers that are spent in the same fiscal year appear as double entries when reporting Total Budget by Fund, Including Cash Balances. This discrepancy may give the appearance that more resources are allocated than available.***

### GENERAL FUND - RESOURCES

**Beginning Cash Balance.** The beginning cash balance of \$1,813,949, and like all funds, 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 monitor this resource until the final budget is adopted by the City Council in June. This figure may be adjusted if significant revenues or expenditures are realized before the close of FY2024–25. State budget law permits a 10% modification of the adopted budget by Council should the final balance differ materially. 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 very 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. Annual property tax increases are capped at 3% by Ballot Measure 50. For FY2024-25 the Washington County Assessor assessed the total taxable value for Durham at \$266,998,841, which accounts for property values as of January 1<sup>st</sup>. As a result, new construction may only be partially considered. This value multiplied by the City’s tax levy of 0.4927 per \$1,000 of value and equals \$131,550.33 in property tax revenue. The budgeted amount listed is multiplied by the expected collection rate of 97%, totaling \$127,609, which is a resource for the General Fund.

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 Form LB-50 after the budget is adopted.



### FRANCHISE FEES

	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>
<b>UTILITY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
PGE	\$89,562	\$88,000	\$92,500
N.W. Natural	\$34,916	\$30,000	\$30,000
Pride	\$17,112	\$13,000	\$13,500
MACC	\$14,944	\$12,000	\$11,000
Tigard Water	\$28,169	\$28,000	\$28,000
CWS	\$17,458	\$17,000	\$15,500
Frontier	\$1,585	\$1,250	\$1,250
Total	<b>\$203,746</b>	<b>\$189,250</b>	<b>\$191,750</b>

Franchise fee revenue is projected at **\$191,750**, representing the single largest resource in the General Fund outside of property taxes. These fees are assessed as percentages of utility revenues generated within City limits and are paid by agencies including Portland General Electric, NW Natural, Tigard Water, MACC, and others. These revenues fluctuate based on usage and rate changes and are forecasts considering the current year's receipts.

#### **Other Revenue Sources.**

- **Interest earnings** are projected at **\$25,000**, reflecting gains from the State Investment Pool amidst continued high federal interest rates. This amount is expected to be less than the previous fiscal year due to the transfer of reserves to the new Building Fund.
- **Building Department revenue** (20% City share of permit fees) is forecast at **\$7,500**, driven by new home construction in Durham Heights and Durham Estates.
- **Permits and Licenses** are estimated at **\$25,000**, a stable revenue stream from telecom and business licensing.
- **Administrative fees** from developers and contractors are estimated at **\$2,000**.
- **State Shared Revenues** include:
  - Liquor Tax: \$28,234
  - Revenue Sharing: \$14,275
  - Marijuana Tax: \$2,812
  - Cigarette Tax: \$1,048

These projections are based on per capita distributions and Durham's updated population of **1,973**. These revenues have been declining in recent years and are susceptible to macroeconomic trends.

- **Miscellaneous and Grant Revenues** are not anticipated for the General Fund, due to less funds expected to be available through Federal and State opportunities.

**Transfers In.** Interfund transfers include:

- **\$109,022** from the State Street Fund.
- **\$6,057** from the SDC Fund.
- **\$6,057** from the TDT Fund.

Transfers to the General Fund account for the citywide administrative services of Funds.

**Total General Fund Resources** are projected at **\$2,232,704**.

**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)**

**Personal Services.** The General Fund provides compensation for two employees: the City Administrator and the Administrative Assistant. The Administrative Assistant compensation is based on findings from a 2012 study which resulted in the creation of a salary matrix. The personnel policy provides yearly adjustments based on the Seattle area CPI-U, currently set at 2.8%. The FY2025–26 budget reflects a stable staffing level, with key adjustments as follows:

- **City Administrator:** The position remains full-time, and salary increases come at the discretion of City Council. Compensation is adjusted according to the 2.8% Seattle CPI-U, and health insurance benefits cost savings are shared equally with the City.
- **Administrative Assistant:** The role is budgeted at full-time status for the second consecutive year. The budget reflects the maximum compensation Level 6 on the salary matrix, with hourly wages set at \$31.94. Health insurance benefits are included to ensure parity and retention.
- **Project Intern:** A \$5,000 stipend is budgeted again to fund specialized student assistance on tasks such as I.T., urban forestry mapping or records digitization.

**Total Personal Services:** \$242,270

#### **Payroll-Related Costs**

- **Payroll Taxes:** \$16,108
- **PERS Retirement (23.72% rate):** \$39,545
- **Medical Insurance (1 FTE):** \$14,350
- **Workers Compensation Insurance:** \$550

<b>Administrative Assistant Salary History</b>						
Year	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
2024 - 2025	\$ 25.14	\$ 26.35	\$ 27.52	\$ 28.69	\$ 29.88	\$ 31.07
2025 - 2026	\$ 25.84	\$ 27.09	\$ 28.29	\$ 29.49	\$ 30.72	\$ 31.94

### **GENERAL FUND - EXPENDITURES (Materials and Services)**

The City anticipates increased investments in modernization, system upgrades, and ongoing municipal services.

Key highlights:

- **Information Technology:** Upgrades to computing systems and software systems continue and have been supported by grant funding. Email and website transitions to a secure .gov domain are planned.
- **Legal and Planning Services:** These costs remain conservative. Legal services are budgeted at \$52,500. Arborist and Planning, \$35,500 services are expected to remain within historical levels.
- **Parks Maintenance:** \$37,500 is budgeted for public property upkeep, irrigation, and trail maintenance. The City continues to receive favorable public feedback on the condition of its parks.
- **City Hall Lease:** Considering the lease expiration in March 2025, City Hall rent increased \$200 per month. The Building Fund has been established to pursue a potential purchase of the facility.

**Total Materials & Services:** \$432,200

### **GENERAL FUND - EXPENDITURES (Capital Outlay and Contingency)**

The Capital Outlay for FY2025-26 is \$0 because no major capital purchases are planned.

**Contingency:** The budget sets aside \$25,000 to accommodate unforeseen expenses, consistent with Oregon budget law limits on mid-year transfers.

**Transfers.**

The budget includes an initial fund transfer of **\$750,000** from cash reserves to the Building Fund to establish the fund and ensure the City has a place of business. The budget also includes a transfer of **\$1,519** to the Greenspace fund to zero the balance due to lower than expected revenue in the current fiscal year.

### **STATE STREET FUND**

The State Street Fund is a special fund for transportation-related uses, including street maintenance, pedestrian and bike infrastructure, and transportation planning. It is supported by the City's share of state highway revenues and county gas taxes.

### **Resources.**

For FY2025–26, the City projects total resources of **\$2,795,716**, with a beginning cash balance of **\$2,327,662**.

Additional revenue includes:

- **State Highway Tax:** \$142,753
- **Washington County Gas Tax:** \$3,778
- **Vehicle Registration Fee (Washington County):** \$25,000
- **ODOT Grant (projected):** \$250,000
- **Interest Income:** \$45,000
- **1% State Gas Tax for Bicycle and Pedestrian Facilities:** \$1,523

These figures reflect both historical receipts and current year-to-date activity.

### **Expenditures.**

Materials and Services are budgeted at **\$220,000**, covering:

- Routine road maintenance
- Engineering or planning work related to future street improvements
- Street lighting upgrades and electricity costs

Capital Outlay includes:

- **Street Projects:** \$450,000
- **Sidewalks and Paths:** \$100,000
- **ODOT Grant (if awarded):** \$250,000

Total Capital Outlay is budgeted at **\$800,000**, aligning with the City's ongoing strategy of preparing for major infrastructure investments, even if shovel-ready projects are not yet identified.

### **Transfers.**

The fund includes an interfund transfer of **\$109,022** to the General Fund, reflecting a 45% allocation of citywide personal services cost for administering the State Street Fund.

## **SDC (SYSTEMS DEVELOPMENT CHARGE) FUND**

The local SDC Fund tracks revenues and expenditures from both **Parks SDCs** and **Streets SDCs**, which are one-time fees assessed on new development. The SDC rates have been in place since 1998 and are for projects that increase the system capacity or level of service in response to growth pressures included in the City's Capital or Parks Improvement Plans.

### **Resources.**

For FY2025–26, total resources are projected at **\$210,461**, consisting of:

- **Beginning Cash Balance (Parks):** \$181,701
- **Development Charges (Parks):** \$23,760

- **Interest Income (Parks):** \$5,000

Like the TDT Fund, delays with developments in FY2024-25 mean the anticipated SDC revenue was lower than expected, resulting in a lower starting fund balance. Housing development in FY2025-26 will result in additional collections.

**Expenditures.**

The proposed budget allocates **\$150,000** for potential capital projects identified in the Parks Capital Improvement Plan. These could include enhancements to park infrastructure or capacity in response to ongoing residential development.

**Transfers.**

The fund includes an interfund transfer of **\$6,057** to the General Fund, reflecting a 2.5% allocation of personal services cost, for administering the SDC Fund.

**TDT (TRANSPORTATION DEVELOPMENT TAX) FUND**

The TDT Fund accounts for revenues and expenditures related to Washington County's countywide TDT program. This fund collects fees during the building permit process on new residential development to help fund regional transportation infrastructure improvements.

**Resources.**

Total resources for FY2025–26 are projected at **\$473,624**, including:

- **Beginning Cash Balance:** \$259,770
- **Development Charges:** \$206,604
- **Interest Income:** \$7,250

The TDT beginning balance is less than expected due to development delays in FY2023-24. Continued housing development in FY2025-26 means that additional TDT revenues will be collected.

Durham anticipates collecting TDT funds for new residential construction at Durham Heights and Durham Estates. Effective July 1, 2025, the TDT rate will increase to **\$12,433** per single family dwelling.

**Expenditures.**

The City budgeted \$50,000 for road improvements and \$100,000 for sidewalk improvements from the TDT Fund. Durham's share of the County's Capital Improvement Plan includes a Tualatin River crossing upgrade project, but the design work has not yet commenced and is unlikely to happen in the coming fiscal year.

**Transfers.**

The fund includes an interfund transfer of **\$6,057** to the General Fund, reflecting a 2.5% allocation of personal services cost, for administering the TDT Fund.

## **GREENSPACES FUND**

The Greenspaces Fund manages funds committed to preserving and improving Durham's natural areas. The primary funding source is Durham's allocation from the **Metro Local Share** of the 2019 parks and nature bond. The city will most likely require additional staff resources to complete this project.

### **Resources.**

Total resources for FY2025–26 are projected at **\$310,665**, comprised entirely of a **Metro Local Share grant allocation**. This grant does not require matching funds and is available through **December 31, 2030**. The City has not yet begun the formal application process, but funds are included in the budget to enable access once projects are identified.

Other minor revenues include:

- **Beginning Balance:** Negative placeholder of **(\$1,519)** to balance technical entries
- **Transfer in from General Fund:** **\$1,519** to bring the fund to a zero balance as less funds were received than expected in FY2023-24
- **Investment Income:** \$0 forecasted

### **Expenditures.**

The City anticipates using this fund to implement park improvements identified in long-range planning. The budget includes the Metro Local Share grant in the event the City has staff capacity in FY2025–26.

The 2.5% transfer to the General Fund for personal services costs are not proposed currently due to a lack of funds.

## **BUILDING FUND**

The City of Durham has had over three happy decades as a tenant in its current City Hall location and is establishing a Building fund so this may continue. During lease negotiations, the City's landlord was reluctant to commit to more than a two-year lease, as to not burden a new owner in the event of a sale. There are little to no suitable options for leasing in Durham and relocating City Hall would be burdensome. The City negotiated the first right of refusal to purchase City Hall in its renewed 2025-2027 lease. The Fund established sets out to fully capitalize **\$1,500,000** in cash reserves by the start of Fiscal Year 2026-2027. This is based on City Hall's Real Market Value, as determined by the Washington County Assessor plus anticipated transactional fees. No additional taxes, bonds or assessments are planned for the Building Fund. The City may pursue an interfund loan from the cash reserves in its other Funds, if needed.

### **Resources.**

**Beginning Balance:** The new fund has a **zero-beginning balance**.

**Transfers and Income:** The fund is capitalized through a transfer of cash reserves of **\$750,000** from the General Fund. It is anticipated the Building Fund will earn **\$22,500** in interest income in FY2025–26.

## **Expenditures.**

The 2.5% transfer to the General Fund for personal services costs are not proposed currently due to a lack of funds. There are currently **no planned capital expenditures** for FY2025–26.

## **FUNDING THE FUTURE**

For several years, the potential need for a **Local Option Levy** has been noted in the City’s long-term financial planning. Through careful fiscal management, efficient staffing, and the strategic use of fund transfers, Durham has continued to avoid this path. The FY2025–26 budget reflects continued financial stability without the need for increased taxation.

The City’s ability to maintain strong fund balances across all operating areas, especially in the **General Fund**, has made it possible to **create the new Building Fund** without seeking voter-approved bonds or additional taxes. The intention is to capitalize at least **\$1.5 million** at the start of FY2026-27 to support the **acquisition of Durham City Hall**. The City holds a **two-year lease and first right of refusal to purchase**.

Looking ahead, the City’s financial future remains influenced by the following trends:

- **Limited new development:** Buildable land within Durham remains scarce, and long-term growth is expected to taper off once current subdivisions are completed.
- **Rising service costs:** The City’s reliance on intergovernmental agreements for police and other contracted services means that inflation and regional wage trends will likely continue to exert pressure on the General Fund.
- **Unstable economic outlook:** An economic downturn is a looming possibility. This may greatly increase City expenses due to proposed tariffs on goods and greatly decrease revenues, namely fees associated with development. Revenues received through State and Federal funding and grants are also in jeopardy.
- **Staff retention and modernization:** Competitive compensation and investment in digital services remain necessary to attract and retain qualified personnel and maintain high-quality administrative services.

Despite these challenges, the City remains committed to:

- Limiting costs through efficient staffing and shared service models;
- Maximizing the use of grants and intergovernmental resources;
- Planning responsibly for future infrastructure and facility needs.

As such, **no Local Option Levy is proposed at this time**, but the issue may warrant reevaluation in future years depending on development trends, contract service inflation, and facility needs.

The FY2025–26 budget reflects Durham’s ongoing commitment to conservative financial management and community-oriented planning. It meets current priorities while thoughtfully preparing for what lies ahead.



# City of Durham

17160 SW Upper Boones Ferry Rd.  
Durham, Oregon, 97224

Jordan Parente - City Administrator

website: [www.durham-oregon.us](http://www.durham-oregon.us)

e-mail: [cityofdurham@comcast.net](mailto:cityofdurham@comcast.net)

phone: 503.639.6851

Kait Garlick - Administrative Assistant

## FIRST BUDGET COMMITTEE MEETING AGENDA

*Durham City Hall: Tuesday, April 29<sup>th</sup>, 2025, at 6:30 p.m.*

### A. OPEN BUDGET MEETING

### B. ROLL CALL OF BUDGET COMMITTEE MEMBERS

Joshua Drake, Leslie Gifford, Gary Paul, David Streicher, Sean Lee, Teresa Braun, Brad Henry, Martha Rainey, Kelly Garlick, and Chuck Van Meter

### C. SELECTION OF CHAIR

### D. BUDGET MESSAGE PRESENTED BY THE BUDGET OFFICER

### E. OPEN HEARING ON POSSIBLE USES OF STATES REVENUE SHARING

State revenue sharing from several state-collected taxes is distributed to cities based on per capita. General Revenue Sharing, Liquor Taxes, Marijuana Taxes and Cigarette Taxes are used for General Fund purposes. Gas tax highway funds are restricted to road-related purposes.

### F. CLOSE HEARING

### G. DISCUSS AND MOTION TO APPROVE BUDGET RECOMMENDATIONS & TAX LEVY

There should be time to discuss and approve most budget items before adjourning to open the Council meeting at 7:30 p.m. At the last meeting of the Budget Committee the Committee will be asked to approve budget recommendations and property tax levy, but if there is time these motions can be made at this meeting.

### H. SET ADDITIONAL BUDGET COMMITTEE MEETINGS AS NECESSARY

If additional meetings are needed, the next scheduled meeting would be at 6:30 p.m. on May 27, 2025. The Committee could also set a meeting for a different time if needed and agreed upon.

### I. CLOSE BUDGET MEETING





# City of Durham

17160 SW Upper Boones Ferry Rd.  
Durham, Oregon, 97224

Jordan Parente - City Administrator

website: [www.durham-oregon.us](http://www.durham-oregon.us)

e-mail: [cityofdurham@comcast.net](mailto:cityofdurham@comcast.net)

phone: 503.639.6851

Kait Garlick - Administrative Assistant

## SECOND BUDGET COMMITTEE MEETING AGENDA

*Juanita Pohl Center: Tuesday, May 27<sup>th</sup>, 2025, at 6:30 p.m.*

### A. OPEN BUDGET MEETING

### B. ROLL CALL OF BUDGET COMMITTEE MEMBERS

Budget Chair Leslie Gifford, Joshua Drake, Gary Paul, David Streicher, Sean Lee, Teresa Braun, Brad Henry, Martha Rainey, Kelly Garlick, and Chuck Van Meter

### C. DISCUSS AND MOTION TO APPROVE BUDGET RECOMMENDATIONS & TAX LEVY

There should be time to discuss and approve most budget items before adjourning to open the Council meeting at 7:30 p.m. At the last meeting of the Budget Committee the Committee will be asked to approve budget recommendations and property tax levy, but if there is time these motions can be made at this meeting.

*Motion Required*

### D. SET ADDITIONAL BUDGET COMMITTEE MEETINGS AS NECESSARY

If additional meetings are needed, the next scheduled meeting would be at 6:30 p.m. on June 10, 2025. The Committee could also set a meeting for a different time if needed and agreed upon.

### E. CLOSE BUDGET MEETING



# City of Durham

17160 SW Upper Boones Ferry Road  
Durham, Oregon 97224

**Jordan Parente - City Administrator**

website: durham-oregon.us  
e-mail: cityofdurham@comcast.net  
phone: 503.639.6851

**Kait Garlick - Administrative Assistant**

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## MEMORANDUM

DATE: May 22<sup>nd</sup>, 2025  
TO: Budget Committee  
FROM: Jordan Parente, City Administrator  
RE: Budget Items: Interfund Transfers and Building Fund

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On April 27<sup>th</sup>, 2025, Durham held the first Budget Meeting, and two main issues **Interfund Transfers** and **Building Fund** were held over for the following meeting. This Budget Memorandum seeks to clarify the issues and propose a path forward.

### 1. Interfund Transfers

Expenses associated with operating the City's funds are accounted for by performing interfund transfers to the General Fund. The City initially calculated an interfund transfer amount to charge funds and has increased this amount proportionally over time based on changes to the General Fund's Personnel Expenses. The Budget Officer submitted a new calculation in the Fiscal Year 2025-26 Proposed Budget that allocated 45% of the Personnel Expenses to the General Fund and Street Fund, and 2.5% of the Personnel Expenses to the Transportation Development Tax, System Development Charges Funds. No transfers are recommended from Greenspace or the proposed Building Fund, due to the lack of required funding. Based on feedback from the first Budget Meeting, the allocation of Personnel Expenses requires more data. The Budget Officer recognizes the apportioned fee will need adjustment and other General Fund expenses should be added, such as accounting and (City Hall) operating costs.

**Recommendation:** For future budgets, the Budget Officer recommends formalizing a policy to define how the General Fund will apply an **Administrative Fee** to the other funds in future years. **The Budget Officer recommends moving forward with the proposed interfund transfers as an interim step.**

### 2. Building Fund

The budget proposal to initiate a Building Fund also generated a lot of discussion. The following is a 30-year cost comparison with four options for securing office space for the City of Durham. The model accounts for rent escalations, property appreciation, borrowing costs, rental income, and operating expenses.



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Jordan Parente - City Administrator

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durham-oregon.us

e-mail:

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phone:

503.639.6851

Kait Garlick - Administrative Assistant

## Options Evaluated:

### 1. Lease Existing Office Space

Lease 1,000 sq ft at \$28.50/sq ft, increasing 2.5% annually.

### 2. Purchase City Hall Building

Purchase price: \$1,563,014 at 3% interest. Includes property taxes, rental income (\$2,500/month net of 10% management and \$7,500 expenses), and 5% opportunity cost on a \$750,000 down payment. Buildings appreciate \$31,507 annually.

### 3. Construct New City Hall on City-Owned Land (1,500 sq ft)

Build in 2027 at \$1,000/sq ft. No land cost. Entire cost financed at 3% interest. Asset valued at \$2,000,000 in 2027, appreciating \$31,507/year. City-owned land is valued at \$1,500,000.

### 4. Purchase Land and Construct New City Hall (1,500 sq ft + \$1.25M land)

Same as Option 3 but includes a \$1,250,000 land purchase in 2027. Total project cost is fully financed at 3%.

## 30-Year Financial Results:

30 Year Financial Results			
Option	Leasing vs Option Breakeven Year	30 Year Net (Cost - Asset Value)	Asset Value
1. Lease	-	~\$1,800,000	\$0
2. Purchase City Hall	Year 20	~\$165,000	\$2,508,224
3. Build on City Owned Land	Year 14	(~\$2,982,196)*	\$4,382,196*
4. Purchase Land & Build	Year 23	(~\$2,732,196)	\$4,132,196
* assumption includes a starting land asset value of \$1,500,000			



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Durham, Oregon 97224

Jordan Parente - City Administrator

website:

durham-oregon.us

e-mail:

cityofdurham@comcast.net

phone:

503.639.6851

Kait Garlick - Administrative Assistant

## 30-Year Financial Outcomes (Net Cost After Appreciation):

- Leasing produces no equity and has the highest cumulative cost, surpassing \$1.8 million by Year 30.
- Purchasing the existing City Hall becomes more favorable than leasing after Year 20. This results in older improvements but more square footage and rent revenues.
- Building a new City Hall on land already owned by the City is the most cost-effective strategy over the full term, breaking even with leasing in fewer than 15 years. This option takes advantage of an existing City asset with a starting value of \$1,500,000. Arguably, the Asset Value for all other options could be increased by this amount.
- Purchasing property to build a new City Hall costs more up front but still outperforms leasing by a wide margin and closes the gap with purchasing by Year 25.



## Recommendation:

If the City intends to retain office space long term and owns suitable land, constructing a new facility offers the most financially prudent path. However, this path also includes political hurdles of developing City-owned land that Durham's residents and guests treat as park. If land must be purchased, construction still outperforms leasing and becomes competitive with purchase in the longer term. **Purchasing the existing City Hall property provides a reasonable middle-ground option.** Leasing, though flexible, is the least cost-effective over time and should only be used for short-term or transitional needs.



# City of Durham

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Durham, Oregon 97224

**Jordan Parente - City Administrator**

website: [www.durham-oregon.us](http://www.durham-oregon.us)

e-mail: [cityofdurham@comcast.net](mailto:cityofdurham@comcast.net)

Phone: 503.639.6851

**Kait Garlick - Administrative Assistant**

## MEMORANDUM

DATE: June 20<sup>th</sup>, 2025  
TO: City Council  
FROM: Jordan Parente  
RE: Budget changes

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On April 29, 2025, the Budget Committee held a hearing regarding State Revenue Sharing. The Budget Committee conclude discussions on the new proposed Building Fund and Interfund Transfers and met again on May 27, 2025. On May 27, 2025, the Budget Committee recommended the proposed budget changes:

1. Transfer \$86,450 from the Streets Fund to the General Fund.
2. Transfer \$7,600 from the SDC Fund to the General Fund.
3. Transfer \$1,700 from the TDT Fund to the General Fund.
4. Transfer \$273.25 from the General Fund to the Greenspaces Fund in the current fiscal year (2024-2025) and no transfers between these two funds in Fiscal Year 2025-2026.
5. The Budget Committee proposed a total transfer amount of \$95,750 to the General Fund.
6. The Budget Committee agreed with the Budget Officer's recommendation to transfer \$750,000 from the General Fund to the newly created Building Fund.

The end balances in all funds were adjusted to account for the above changes.

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

## FORM OR-LB-50 2025-2026

To assessor of Washington County

• Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions.

☐ 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  
District name

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

<u>17160 SW Upper Boones Ferry Road</u> <small>Mailing address of district</small>	<u>Durham</u> <small>City</small>	<u>OR</u> <small>State</small>	<u>97224</u> <small>ZIP code</small>	<u>June 25, 2025</u> <small>Date submitted</small>
<u>Jordan Parente</u> <small>Contact person</small>	<u>City Administrator</u> <small>Title</small>	<u>503.639.6851</u> <small>Daytime telephone number</small>	<u>cityofdurham@comcast.net</u> <small>Contact person e-mail address</small>	

**CERTIFICATION**—You **must** check one box if you are 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		Excluded from Measure 5 Limits
3. Local option capital project tax ..... 3		
4. City of Portland Levy for pension and disability obligations ..... 4		Dollar Amount of Bond Levy
5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 ..... 5a		
5b. Levy for bonded indebtedness from bonds approved by voters <b>after</b> October 6, 2001 ..... 5b		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) ..... 5c		

### 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	
8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated</b> district ..... 8	

**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.

*City of Durham, Oregon*

**RESOLUTION NO. 678-25**

**A RESOLUTION ADOPTING A BUDGET, MAKING APPROPRIATIONS, CATEGORIZING,  
AND LEVYING TAXES FOR BUDGET FISCAL YEAR 2025-26 FOR THE CITY OF  
DURHAM, WASHINGTON COUNTY, OREGON**

**WHEREAS**, on May 27<sup>th</sup>, 2025, the Budget Committee of the City of Durham approved the budget for the fiscal year 2025-26 in the sum of \$6,897,619\*; 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**, Durham City Council held a public budget hearing on June 24<sup>th</sup>, 2025;

**NOW THEREFORE, BE IT RESOLVED THAT**

1. That the City Council of the City of Durham hereby adopts the annual Budget for the fiscal year 2025-26 in the sum of \$6,897,619 now on file in the office of the City Recorder.
2. That the amounts for the fiscal year beginning July 1<sup>st</sup>, 2025, and for the purposes shown below are hereby appropriated as follows:

**GENERAL FUND**

Personal Services	\$242,270
Materials & Services	\$432,200
Capital Outlay	\$0
Transfers	\$750,000
Contingencies	\$25,000
<b>Total</b>	<b>\$1,449,470</b>

**SDC FUND**

Personal Services	\$0
Materials & Services	\$10,000
Capital Outlay	\$150,000
Transfers	\$7,600
Contingencies	\$10,000
<b>Total</b>	<b>\$177,600</b>

**STATE STREET FUND**

Personal Services	\$0
Materials & Services	\$220,000
Capital Outlay	\$800,000
Transfers	\$86,450
Contingencies	\$40,000
<b>Total</b>	<b>\$1,146,450</b>

**TDT FUND**

Personal Services	\$0
Materials & Services	\$0
Capital Outlay	\$150,000
Transfers	\$1,700
Contingencies	\$0
<b>Total</b>	<b>\$151,700</b>

**GREENSPACES FUND**

Personal Services	\$0
Materials & Services	\$0
Capital Outlay	\$310,665
Transfers	\$0
Contingencies	\$0
<b>Total</b>	<b>\$310,665</b>

**BUILDING FUND**

Personal Services	\$0
Materials & Services	\$0
Capital Outlay	\$0
Transfers	\$0
Contingencies	\$0
<b>Total</b>	<b>\$0</b>

**DEBT SERVICE FUND**

Bond (Principal)	\$0
Bond (Interest)	\$0
Materials & Services	\$0
<b>Total</b>	<b>\$0</b>

**TOTAL APPROPRIATIONS ALL FUNDS: \$3,235,885\***

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

GENERAL FUND – Unappropriated Ending Fund Balance	\$885,183
STATE STREET FUND – Unappropriated Ending Fund Balance	\$1,649,266
SDC FUND – Unappropriated Ending Fund Balance	\$32,861
TDT FUND – Unappropriated Ending Fund Balance	\$321,924
BUILDING FUND – Unappropriated Ending Fund Balance	\$772,500
GREENSPACES FUND– Unappropriated Ending Fund Balance	\$0
DEBT SERVICE FUND – Unappropriated Ending Fund Balance	\$0
<b>TOTAL UNAPPROPRIATED ENDING FUND BALANCE</b>	<b>\$3,661,734*</b>

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 2025-26 upon the assessed value of all taxable property within the City of Durham.

	<b>General Government Limitation</b>	<b>Excluded from Limitation</b>
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 2025-26, as adopted by this resolution, shall be submitted to the Washington County Clerk.

*\*Note: Budget for fiscal year equals the sum of Total Appropriations + Unappropriated funds*

**PASSED AND ADOPTED** by the City of Durham, Washington County, Oregon this 24<sup>th</sup> day of June 2025.

**CITY OF DURHAM**

**BY:**

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Joshua Drake, Mayor

**ATTEST:**

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Jordan Parente, City Administrator/Recorder

Date: June 24<sup>th</sup>, 2025





**Oregon**  
Tina Kotek, Governor

Department of Administrative Services  
Enterprise Goods & Services | Shared Financial Services  
155 Cottage Street NE  
Salem, OR 97301-3969  
PHONE: 503-378-2222  
FAX: 503-378-2901

**AN ORDINANCE/RESOLUTION DECLARING THE CITY'S ELECTION TO  
RECEIVE STATE REVENUES**

The City of Durham ordains as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2025-2026.

Passed by the Common Council the 24th day of June, 2025.

Approved by the Mayor this 24<sup>TH</sup> day JUNE, 2025.

Mayor \_\_\_\_\_

Attest \_\_\_\_\_

I certify that a public hearing before the Budget Committee was held on April 29th, 2025 and a public hearing before the City Council was held on June 24th, 2025, giving citizens an opportunity to comment on use of State Revenue Sharing.

\_\_\_\_\_  
City Recorder

*Mission: We support state government to serve the people of Oregon.*

# RESOURCES GENERAL FUND

**CITY OF DURHAM**

Name of Municipal Corporation

	Historical Data			RESOURCES DESCRIPTION	Budget for Next Year: 2025-26			
	Actual		Adopted Budget This Year 2024-25		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2nd Preceding FY2022-23	1st Preceding FY2023-24						
				Beginning Fund Balance:				
1	1,162,224	1,536,107	1,569,805	1. Available cash on hand* (cash basis) or	1,813,949	1,813,676	1,813,676	1
2				2. Net working capital (accrual basis)				2
3	994	2,627	1,200	3. Previously levied taxes estimated to be received				3
4	40,416	77,027	50,000	4. Interest	25,000	25,000	25,000	4
5				5. OTHER RESOURCES				5
6	2,420	77,816	10,000	6. Building Dept. 20%	7,500	7,500	7,500	6
7	49,315	46,104	32,000	7. Permits & Licenses (including telecom)	25,000	25,000	25,000	7
8	981	2,644	750	8. Administrative Fees	2,000	2,000	2,000	8
9	187,470	203,746	189,250	9. Franchise Fees	191,750	191,750	191,750	9
10								
11				11. Planning Revenues				11
12	19,508	18,580	19,380	12. State Revenue Sharing	14,275	14,275	14,275	12
13	1,428	1,294	1,377	13. Cigarette Taxes	1,048	1,048	1,048	13
14	38,480	36,503	41,163	14. Liquor Taxes	28,234	28,234	28,234	14
15	2,515	3,374	2,674	15. Marijuana Taxes	2,812	2,812	2,812	15
16				16. Fines				16
17	60,198	109		17. Miscellaneous				17
18	500	7,000	15,000	18. Grants				18
19	214,119	0	0	19. ARPA - SLFRF Grant	0			19
20				20. TRANSFERS				20
21	750	1,000	1,350	21. Transfer from Transportation Dev. Tax Fund	6,057	1,700	1,700	21
22	1,650	1,650	1,750	22. Transfer from Special Greenspaces Fund	0			22
23	3,500	4,750	6,450	23. Transfer from SDC Fund	6,057	7,600	7,600	23
24	40,500	55,250	75,250	24. Transfer from State Street Fund	109,022	86,450	86,450	24
25				25. Transfer from Building Fund				25
26								
27								
28	1,826,967	2,075,581	2,017,399	28.TOTAL NON-TAX LEVIED RESOURCES	2,232,704	2,207,045	2,207,045	28
31			118,840	31. Taxes necessary to balance	127,609	127,609	127,609	31
32	114,339	116,216		32. Taxes collected in year levied				32
33	1,941,306	2,191,797	2,136,239	33. TOTAL RESOURCES	2,360,313	2,334,654	2,334,654	33

**DETAILED EXPENDITURES**  
**GENERAL FUND**

**CITY OF DURHAM**

Name of Municipal Corporation

	HISTORICAL DATA		Adopted Budget This Year 2024-25	EXPENDITURES DESCRIPTION	* Number of Employees	Budget for Next Year: 2025-26			
	Actual					Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	2nd Preceding FY2022-23	1st Preceding FY2023-24							
1				1. <b>Personal Services</b>					1
2	87,000	131,048	99,085	2. Salary - City Administrator	1 (FTE)	100,282	100,282	100,282	2
3	23,867	28,316	59,880	3. Salary - Administrative Assistant	1 (FTE)	66,435	66,435	66,435	3
4			5,000	4. Project Intern		5,000	5,000	5,000	4
5									5
6	9,731	14,350	14,485	6. Payroll Taxes		16,108	16,108	16,108	6
7	23,989	34,986	37,706	7. PERS Retirement		39,545	39,545	39,545	7
8	10,067	5,445	13,750	8. Medical Insurance		14,350	14,350	14,350	8
9		1,177	0	9. Vacation/sick leave accrual		0	0	0	9
10	421	392	650	10. Workers Comp Insurance		550	550	550	10
11									11
12	155,075	215,715	230,556	12. <b>TOTAL PERSONAL SERVICES</b>		242,270	242,270	242,270	12
13									13
14				14. <b>Materials &amp; Services</b>					14
15	1,571	5,417	9,500	15. Office Supplies / Expenses (Includes Postage)		5,750	5,750	5,750	15
16	86	1,586	2,000	16. Equipment OPS & Maintenance		6,000	6,000	6,000	16
17	303	532	500	17. Publications & Notices		500	500	500	17
18	4,722	5,225	7,500	18. Insurance / Fidelity Bond		7,500	7,500	7,500	18
19	3,721	2,954	4,477	19. Dues & Subscriptions		4,500	4,500	4,500	19
20	375	384	3,000	20. Conference & Education		3,000	3,000	3,000	20
21	316	529	1,000	21. Automobile Expenses		1,000	1,000	1,000	21
22			950	22. Software		5,000	5,000	5,000	22
23	12,078	12,440	12,441	23. 9-1-1 Monies to WCCCA		13,200	13,200	13,200	23
24	157,888	164,200	170,770	24. Police Services		177,600	177,600	177,600	24
25			17,250	25. IT Support		15,000	15,000	15,000	25
26	-	1,606	50,500	26. Professional Services Legal and Other		52,500	52,500	52,500	26
27	1,495	325	32,250	27. Planning Services /Arborists		35,500	35,500	35,500	27
28	12,330	14,110	14,000	28. Audit		16,350	16,350	16,350	28
29	9,244	8,122	10,750	29. Accounting and payroll service		13,650	13,650	13,650	29
30	10,800	10,800	11,200	30. City Hall Lease		13,200	13,200	13,200	30
31	4,912	5,142	7,200	31. City Hall Communications & Utilities		7,000	7,000	7,000	31
32	508	635	600	32. City Hall: Security Alarm Monitoring		1,000	1,000	1,000	32
33									33
34	24,025	32,332	37,250	34. Park - Maintenance		37,500	37,500	37,500	34
35	839	1,257	2,000	35. Park - Utilities		1,750	1,750	1,750	35
36		-		36. Mosquito Vector Control		1,500	1,500	1,500	36
37	1,162	777	750	37. Miscellaneous		1,000	1,000	1,000	37
38	246,375	268,373	395,888	38. Subtotal Materials & Services		420,000	420,000	420,000	38

**DETAILED EXPENDITURES  
GENERAL FUND**

**CITY OF DURHAM**

Name of Municipal Corporation

	HISTORICAL DATA			EXPENDITURES DESCRIPTION	*Number of Employees	Budget for Next Year: 2025-26			
	Actual		Adopted Budget This Year 2024-25			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	2nd Preceding FY2022-23	1st Preceding FY2023-24							
1				1. Materials & Services (continued)					1
2	246,375	268,373	395,888	2. Subtotal Materials & Services (page 1)		420,000	420,000	420,000	2
3	1,200	1,200	1,200	3. Donations (Senior Center)		1,200	1,200	1,200	3
4	500	500	500	4. Donations (Miscellaneous)		500	500	500	4
5	275	248	1,000	5. Miscellaneous City Hall /Furniture		2,500	2,500	2,500	5
6	1,683	1,886	2,250	6. Newsletter (Printing and delivery)		6,500	6,500	6,500	6
7	21	612	600	7. Meals & Entertainment		750	750	750	7
8	70	287	550	8. City Hall Building Maintenance		750	750	750	8
9									9
10	250,124	273,106	401,988	10. TOTAL MATERIALS & SERVICES		432,200	432,200	432,200	10
11									11
12				12. Capital Outlay					12
13				13. Capital Office Equipment		-	-	-	13
14				14. Capital Outlay Other					14
15									15
16									16
17				17. TOTAL CAPITAL OUTLAY		-	-	-	17
18									18
19									19
20				20. Transfers					20
21				21. Transfer to Building Fund		750,000	750,000	750,000	21
22				22. Transfer to Greenspace Fund		1,519	-	-	22
23				23. TOTAL TRANSFERS		751,519	750,000	750,000	23
24				24.					24
25	-	-	15,000	25. CONTINGENCIES		25,000	25,000	25,000	25
26									26
27									27
28	136,985	215,715	230,556	28. TOTAL PERSONAL SERVICES (page 1)		242,270	242,270	242,270	28
29									29
30									30
31	387,109	488,822	647,544	31. TOTAL EXPENDITURES		1,450,989	1,449,470	1,449,470	31
32	1,536,107	1,640,325	1,488,695	32. Unappropriated Ending Fund Balance		909,322	885,183	885,183	32
33	1,923,216	2,129,147	2,136,239	33. TOTAL		2,360,311	2,334,653	2,334,653	33

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
**STATE STREET FUND**

**CITY OF DURHAM**

Name of Municipal Corporation

	HISTORICAL DATA			RESOURCES & REQUIREMENTS DESCRIPTION	Budget for Next Year: 2025-26			
	Actual		Adopted Budget This Year 2024-25		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	2nd Preceding FY2022-23	1st Preceding FY2023-24						
				RESOURCES				
				Beginning Fund Balance				
1	1,873,518	2,008,889	2,163,919	1. *Cash on Hand (Cash Basis) or	2,327,662	2,327,662	2,327,662	1
2				2. *Working Capital (Accrual Basis)				2
3	54,997	111,201	70,000	3. Earning from Temporary Investments - Interest	45,000	45,000	45,000	3
4	100,000	-	100,000	4. ODOT Grant	250,000	250,000	250,000	4
5	1,522	1,525	1,502	5. 1% State Gas Tax - Bike and Ped	1,523	1,523	1,523	5
6	150,650	150,931	148,718	6. State Highway Tax	142,753	142,753	142,753	6
7	6,284	6,324	5,500	7. Washington County Gas Tax	3,778	3,778	3,778	7
8	37,850	30,993	27,500	8. Miscellaneous / Wash County Vehicle reg fee	25,000	25,000	25,000	8
9	2,360,192	2,309,863	2,517,139	9. Total Resources Except Taxes to be Levied	2,795,716	2,795,716	2,795,716	9
10				10. Taxes Necessary to Balance	-			10
11				11. Taxes Collected in Year Levied				11
12								12
13								13
14	2,360,192	2,309,863	2,517,139	14. TOTAL RESOURCES	2,795,716	2,795,716	2,795,716	14
15								15
16				REQUIREMENTS				16
17				17. Personal Services (see General Fund)				17
18								18
19				19. Materials & Services				19
20								20
21	360	-	65,000	21. Professional Services Planning/Engineering	65,000	65,000	65,000	21
22	11,505	18,415	25,000	22. Street Lights (PGE billing)	25,000	25,000	25,000	22
23	296	192	50,000	23. Street Maintenance / Repair	50,000	50,000	50,000	23
24	806	138	2,000	24. Street Signs	2,500	2,500	2,500	24
25	34,166	45,907	50,000	25. Bike Paths & Sidewalks	50,000	50,000	50,000	25
26	-	11,714	-	26. Miscellaneous	2,500	2,500	2,500	26
27	2,523	-	5,000	27. Street Light Replacements	25,000	25,000	25,000	27
28					-			28
29								29
30	49,656	76,366	197,000	30. TOTAL MATERIALS & SERVICES	220,000	220,000	220,000	30

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

**CITY OF DURHAM**

Name of Municipal Corporation

	HISTORICAL DATA			REQUIREMENTS DESCRIPTION	Budget for Next Year: 2025-26			
	Actual		Adopted Budget This Year 2024- 25		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	2nd Preceding FY2022-23	1st Preceding FY2023-24						
				REQUIREMENTS				
1.	49,656	76,366	197,000	1. Total Materials & Services <i>(from Page 1)</i>	220,000	220,000	220,000	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.	24,892	-	100,000	6. Sidewalks & Paths	100,000	100,000	100,000	6.
7.	100,885	-	100,000	7. ODOT grant	250,000	250,000	250,000	7.
8.				8.				8.
9.				9.				9.
10.	125,777	-	650,000	10. TOTAL CAPITAL OUTLAY	800,000	800,000	800,000	10.
11.				11.				11.
12.				12.				12.
13.				13. Transfers				13.
14.	40,500	55,250	75,250	14. Transfer to General Fund	109,022	86,450	86,450	14.
15.				15.				15.
16.				16.				16.
17.	40,500	55,250	75,250	17. TOTAL TRANSFERS	109,022	86,450	86,450	17.
18.				18.				18.
19.				19.				19.
20.	-	-	35,000	20. CONTINGENCIES	40,000	40,000	40,000	20.
21.				21.				21.
22.				22.				22.
23.				23.				23.
24.	215,933	131,616	957,250	24. TOTAL EXPENDITURES	1,169,022	1,146,450	1,146,450	24.
25.	2,008,889	2,233,497	1,559,889	25. UNAPPROPRIATED ENDING FUND BALANCE	1,626,694	1,649,266	1,649,266	25.
26.	2,224,822	2,365,113	2,517,139	26. TOTAL REQUIREMENTS	2,795,716	2,795,716	2,795,716	26.

**RESTRICTED SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
SDC (Systems Development Charges) FUND**

**CITY OF DURHAM**

Name of Municipal Corporation

	HISTORICAL DATA			RESOURCES & REQUIREMENTS DESCRIPTION	Budget for Next Year: 2025-26			
	Actual		Adopted Budget This Year 2024-25		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	2nd Preceding FY2022-23	1st Preceding FY2023-24						
				RESOURCES				
				Beginning Fund Balance				
1	172,284	170,921	167,381	1. Cash on Hand (Cash Basis) - Parks	181,701	181,701	181,701	1
2	-	-		2. Cash on Hand (Cash Basis) - Streets				2
3	4,838	-	1,674	3. Earning from Temporary Investments - Parks	5,000	5,000	5,000	3
4	-	-		4. Earning from Temporary Investments - Streets				4
5								5
6	-	-		6. Development Charges - Streets				6
7	-	8,550	30,000	7. Development Charges - Parks	23,760	23,760	23,760	7
8								8
9	177,122	179,471	199,055	9. Total Resources Except Taxes to be Levied	210,461	210,461	210,461	9
10				10. Taxes Necessary to Balance				10
11				11. Taxes Collected in Year Levied				11
12	177,122	179,471	199,055	12. TOTAL RESOURCES	210,461	210,461	210,461	12
13				REQUIREMENTS				13
14				14. Materials & Services				14
15				15. Miscellaneous Streets				15
16	2,701	4,884	10,000	16. Miscellaneous Parks	10,000	10,000	10,000	16
17	2,701	4,884	10,000	17. TOTAL MATERIALS & SERVICES	10,000	10,000	10,000	17
18								18
19				19. Capital Outlay				19
20								20
21	-	-	30,000	21. Parks Improvements	150,000	150,000	150,000	21
22	-	-	30,000	22. TOTAL CAPITAL OUTLAY	150,000	150,000	150,000	22
23								23
24				24. Transfers				24
25			-	25. Transfer to General Fund - Administration Street	-	-	-	25
26	3,500	4,750	6,450	26. Transfer to General Fund - Administration Parks	6,057	7,600	7,600	26
27	3,500	4,750	6,450	27. TOTAL TRANSFERS	6,057	7,600	7,600	27
28								28
29				29. Contingencies				29
30	-	-	10,000	30. Contingencies Parks	10,000	10,000	10,000	30
31	-	-		31. Contingencies Streets				31
32	-	-	10,000	32. TOTAL CONTINGENCIES	10,000	10,000	10,000	32
33	-	-	-	33. Total Expenditures Streets	-	-	-	33
34	6,201	9,634	56,450	34. Total Expenditures Parks	176,057	177,600	177,600	34
35								35
36	170,921	169,837	142,605	36. Unappropriated Ending Fund Balance Parks	34,404	32,861	32,861	36
37	-	-	-	37. Unappropriated Ending Fund Balance Streets	-	-	-	37
38	170,921	169,837	199,055	38. TOTAL REQUIREMENTS	210,461	210,461	210,461	38

**RESTRICTED SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
TDT (Transportation Development Tax) FUND**

**CITY OF DURHAM**

Name of Municipal Corporation

	HISTORICAL DATA			RESOURCES & REQUIREMENTS DESCRIPTION	Budget for Next Year: 2025-26			
	Actual		Adopted Budget  This Year 2024-25		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	2nd Preceding Year FY2022-23	1st Preceding FY2023-24						
				RESOURCES				
				Beginning Fund Balance				
1	15,986	15,679	15,153	1. *Cash on Hand (Cash Basis) or	259,770	259,770	259,770	1
2			-	2. *Working Capital (Accrual Basis)	-	-	-	2
3	443	784	156	3. Earning from Temporary Investments	7,250	7,250	7,250	3
4	0	0	449,910	4. Development Charges	206,604	206,604	206,604	4
5								5
6	16,429	16,463	465,219	6. Total Resources Except Taxes to be Levied	473,624	473,624	473,624	6
7				7. Taxes Necessary to Balance				7
8				8. Taxes Collected in Year Levied				8
								9
								10
11	16,429	16,463	465,219	11. TOTAL RESOURCES	473,624	473,624	473,624	11
								12
				REQUIREMENTS				13
14				14. Materials & Services				14
15				15. Miscellaneous				15
16	-	-	-	16. TOTAL MATERIALS & SERVICES				16
								17
18				18. Capital Outlay				18
19	-	-	-	19. Road Improvements UBFR	50,000	50,000	50,000	19
20				20. Sidewalks	100,000	100,000	100,000	20
21	-	-	-	21. TOTAL CAPITAL OUTLAY	150,000	150,000	150,000	21
								22
23				23. Transfers				23
24	750	1,000	1,350	24. Transfer to General Fund - Administration	6,057	1,700	1,700	24
								25
26	750	1,000	1,350	26. TOTAL TRANSFERS	6,057	1,700	1,700	26
27				27. CONTINGENCIES				27
								28
								29
30	750	1,000	1,350	30. TOTAL EXPENDITURES	156,057	151,700	151,700	30
31	15,679	15,463	463,869	31. UNAPPROPRIATED ENDING BALANCE	317,567	321,924	321,924	31
32	15,679	15,463	465,219	32. TOTAL REQUIREMENTS	473,624	473,624	473,624	32



**RESOURCES AND REQUIREMENTS**  
**SPECIAL GREENSPACES FUND (COMMITTED)**

CITY OF DURHAM

Name of Municipal Corporation

	HISTORICAL DATA			RESOURCES & REQUIREMENTS DESCRIPTION	Budget for Next Year: 2025-26			
	Actual		Adopted Budget This Year 2024-25		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	2nd Preceding FY2022-23	1st Preceding FY2023-24						
				RESOURCES				
				Beginning Fund Balance				
1	6,235	2,402	2,250	1. *Cash on Hand (Cash Basis) or	(1,519)	-		1
2				2. *Working Capital (Accrual Basis)				2
3	67	120	-	3. Earning from Temporary Investments	-	-	-	3
4	1,250	100		4. Miscellaneous				4
5			310,665	5. Metro Bond Local Share	310,665	310,665	310,665	5
6	0	0		6. Nature in Neighborhoods Grant				6
7				7. Transfer from General Fund	1,519	-		7
8								8
9	7,552	2,622	312,915	9. Total Resources Except Taxes to be Levied	310,665	310,665	310,665	9
10				10. Taxes Necessary to Balance				10
11				11. Taxes Collected in Year Levied				11
12								12
13								13
14	7,552	2,622	312,915	14. TOTAL RESOURCES	310,665	310,665	310,665	14
15								15
16				REQUIREMENTS				16
17				17. Materials & Services				17
18	3,500	-	500	18. Miscellaneous	-	-		18
19	3,500	-	500	19. TOTAL MATERIALS & SERVICES	-	-	-	19
20								20
21				21. Capital Outlay				21
22	-	-	-	22. Park Improvements	-	-	-	22
23	-	-	310,665	23. Metro Bond Local Share	310,665	310,665	310,665	23
24	-	-	310,665	24. TOTAL CAPITAL OUTLAY	310,665	310,665	310,665	24
25								25
26	1,650	1,650	1,750	26. TRANSFER TO GENERAL FUND	-	-		26
27								27
28				28. CONTINGENCIES	-			28
29								29
30								30
31	5,150	1,650	312,915	31. TOTAL EXPENDITURES	310,665	310,665	310,665	31
32	2,402	972	-	32. UNAPPROPRIATED ENDING BALANCE	-	-	-	32
33	7,552	2,622	312,915	33. TOTAL REQUIREMENTS	310,665	310,665	310,665	33

**NEW COMMITTED SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
BUILDING FUND (ASSIGNED)**

**CITY OF DURHAM**

Name of Municipal Corporation

	HISTORICAL DATA			RESOURCES & REQUIREMENTS DESCRIPTION	Budget for Next Fiscal Year: 2025-26			
	Actual		Adopted Budget This Fiscal Year		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2nd Preceding FY2022-23	1st Preceding FY2023-24						
				Resources				
				Beginning Fund Balance:				
1	-	-	-	1. Cash On Hand (Cash Basis)	-	-	-	1
2				2. Bond or Levy Income				2
3	-	-	-	3. Administration Fee Income	-	-	-	3
4	-	-	-	4. Earnings from Temporary Investments	22,500	22,500	22,500	4
5				5. Transfer from General Fund	750,000	750,000	750,000	5
6				6. Transfer from Systems Development Charges	-			6
7	-	-	-					7
8	-	-	-	8. Total Resources	772,500	772,500	772,500	8
9								9
10				Fund Cost Estimates				10
11				11. Building Expense				11
12				12. Land Expense				12
13	-	-	-	13. Transaction Costs (6.581%)				13
14								14
15	-	-	-	15. Total Principal Cost	-	-	-	15
16								16
17				Requirements				17
18				18. Building Expense	-			18
19				19. Land Expense	-			19
20	-	-	-	20. Transaction Costs (6.581%)	-	-	-	20
21	-	-	-	21. Total Principal Cost	-	-	-	21
22								22
23				23. Transfer to General Fund	0	0		23
24				24. Contingencies	0	0		24
25								25
26								26
27	-	-	-	27. Total Expenditures	-	-	-	27
28	-	-	-	28. Total Unappropriated Ending Fund Balance	772,500	772,500	772,500	28
29	-	-	-	29. Total Requirements	772,500	772,500	772,500	29

**BUDGET COMMITTEE FY 2025-2026**

**APPOINTEES (3 YEAR TERMS)**

<b>Name/Address</b>	<b>Phone</b>	<b>Term Expires</b>
Brad Henry [REDACTED] SW Withywindle Court	( [REDACTED] ) [REDACTED] - [REDACTED]	Dec. 31, 2026
Teresa Braun [REDACTED] SW Kingfisher Way	( [REDACTED] ) [REDACTED] - [REDACTED]	Dec. 31, 2026
Kelly Garlick [REDACTED] SW Arkenstone Drive	( [REDACTED] ) [REDACTED] - [REDACTED]	Dec. 31, 2027
Martha Rainey [REDACTED] SW Kingfisher Way	( [REDACTED] ) [REDACTED] - [REDACTED]	Dec. 31, 2025
Chuck Van Meter [REDACTED] SW 80 <sup>th</sup> Place	( [REDACTED] ) [REDACTED] - [REDACTED]	Dec. 31, 2027

**CITY COUNCIL MEMBERS**

<b>Name/Address</b>	<b>Phone</b>	<b>Term Expires</b>
Leslie Gifford [REDACTED] SW Willowbottom Way	( [REDACTED] ) [REDACTED] - [REDACTED]	December 31, 2028
Joshua Drake [REDACTED] SW Woody End	( [REDACTED] ) [REDACTED] - [REDACTED]	December 31, 2026
Councilor Gary Paul [REDACTED] SW Kingfisher Way	( [REDACTED] ) [REDACTED] - [REDACTED]	December 31, 2028
Councilor Sean Lee [REDACTED] SW Rivendell Drive	( [REDACTED] ) [REDACTED] - [REDACTED]	December 31, 2026
Councilor David Streicher [REDACTED] SW Peters Road	( [REDACTED] ) [REDACTED] - [REDACTED]	December 31, 2028

**Budget Officer**

**Jordan Parente, City Administrator/Recorder**



**City of Durham**  
**BUDGET COMMITTEE MINUTES**  
**April 29, 2025**

---

A. **OPEN BUDGET COMMITTEE MEETING.** Mayor Joshua Drake opened the meeting at 6:33 PM at Durham City Hall.

B. **ROLL CALL.**

*Committee Members Present:* Joshua Drake, Leslie Gifford, Gary Paul, David Streicher, Sean Lee, Teresa Braun, Brad Henry, Kelly Garlick, Martha Rainey, and Chuck Van Meter.

*Committee Members Absent:* None.

*Staff Present:* Budget Officer Jordan Parente and Administrative Assistant Kait Garlick.

C. **SELECTION OF CHAIR.** Committee member Van Meter nominated Leslie Gifford to be the Budget Chair for Fiscal Year 2025-26. Member Braun seconded the motion. The vote passed (10-0).

**MO 042925-1**

D. **BUDGET MESSAGE PRESENTED BY BUDGET OFFICER.**

City budget officer, Jordan Parente, presented the initial budget proposal for the 2025–2026 fiscal year. The fiscal year will begin on July 1, 2025, and run through June 30, 2026. A second budget meeting may be held if needed, and Council is expected to adopt the budget in June.

Overall, the budget remains like last year's, with the most notable change being the introduction of a proposed Building Fund. The City's financial health continues to improve, with growing cash reserves and conservative revenue estimates. Steady growth is expected in building fees and permits, while franchise fees and property taxes remain the largest sources of revenue. The total proposed budget across all funds is \$6,150,777.

Among the significant revenue streams is the State Street Fund, which will receive a healthy contribution from the state. CPIU for the fiscal year is set at 2.8%. On the expense side, personnel costs are a major component, covering the city administrator and administrative assistant. Personnel expenses total \$242,270. Another major cost is police services, provided through an intergovernmental agreement with the City of Tualatin.

The general fund is proposed at \$1.8 million, with a proposed transfer of \$750,000 to establish a new Building Fund. The Street Fund is also strong, with a balance of \$2.3 million, and a proposed \$109,022 transfer to the General Fund. Personnel costs are split primarily between the General and State Street Funds (each covering 45%), with smaller allocations from other funds like the SDC (System Development Charges) and TDT (Transportation Development Tax), which contribute about 2.5%.

The SDC fund, which receives developer contributions (currently around \$1,300 per new home for parks), is growing and includes a \$6,000 proposed transfer to cover administrative costs. The TDT rate, set by the County, is increasing to \$12,433 per home starting in July. These fees are designed to keep pace with new development—Durham Heights, for example, has added around 10% to the housing stock, suggesting a need for proportional investment in infrastructure like parks and transportation.

Finally, the Green Space Fund—used in conjunction with Metro grants—will be replenished at the start of the year with a transfer to offset its negative balance. Up to 10% of those funds may also be used to cover related personnel costs.

This biggest proposed change to the City's budget is to establish a new fund, with the specific purpose of setting money aside for a potential building purchase to house City Hall. The City has leased its current location for City Hall since 1991. The rent, while incredibly affordable, has recently increased over 20%. The landlord has also indicated a likely sale of the building within the coming years. During the lease renewal process in March, "first right of refusal" was added to the lease language. This will give the City the option to purchase the building in the case of a sale.

In addition to the building that houses City Hall, there is another building with several office suites that would likely be sold alongside. Mr. Parente gave the committee members a breakdown of costs to lease or purchase, along with estimates for maintenance, management fees, and interest costs. Some concerns were raised regarding the age of the buildings and what upkeep and upgrades would end up costing. On the other hand, the City may be able to gain a new revenue stream by owning and leasing out the other office suites tied to the property.

Overall, the location and size of City Hall's current location are ideal, however, Mr. Parente stressed the need to start thinking about the future and plan now for a potential purchase or new build in the scenario the property goes up for sale. He also assured the committee members that having the funds set aside does not mean the money is mandated for use. If the City decided to go in a different direction, the funds could be moved back into the general fund.

Questions were raised about building on City land or potentially adding a bond measure to pay for a new build. It was acknowledged that both options would be a tough sell to residents, but it is important to keep them in mind. The remainder of the discussion was talking about the various ways to finance a purchase or potential build. For now, the question is: does the City agree to move money into this new fund now and then decide further down the road how to deploy those funds towards a permanent City Hall location? The committee will discuss further at the next meeting.

**E. PUBLIC HEARING ON STATE REVENUE SHARING.**

Chair Gifford opened a public hearing on possible uses of state revenue sharing. There was no public comment. Chair Gifford closed the public hearing.

**F. DISCUSS AND APPROVE BUDGET ITEMS.**

The budget discussion transitioned into a more detailed analysis, beginning with the general fund and specifically the methodology behind revenue transfers. A central point of debate was the justification and defensibility of how personnel costs are allocated across various funds. Mr. Parente, who prepared the budget figures, explained his method: he allocated 45% of personnel expenses to both the general fund and the street fund, and the remaining 10% was spread across smaller funds like the SDC and TDT, which are becoming more administratively demanding due to recent development.

There was some concern from others about whether this 45% allocation—particularly the \$109,000 transferred from the State Street Fund—would be acceptable to auditors or meet legal requirements. While Mr. Parente consulted with auditors and was told it's largely an internal matter, some committee members remained unconvinced about the potential audit implications. The main issue was whether there is sufficient documentation to justify these percentages, since there is no formal time tracking for how staff time is split among the funds.

An alternative approach was suggested: to base transfers on a standard percentage increase over the previous year's figures. Using this method, and applying a 5.1% increase, the transfer total would come out closer to \$87,000–\$89,000. This more conservative approach has been used in the past and has gone through audits without issue.

The last item noted was the City has applied for a \$250,000 Small City Allotment Grant to support anticipated road work in the upcoming year. These projects will be labor-intensive and contribute to the justification for the personnel cost allocations.

Due to time constraints, discussion was paused until the next meeting at the end of May.

Before adjourning, Councilor Streicher asked for 3 items to be earmarked for the budget: 1) technology be added to City Hall that will make it easier for remote participation in City meetings (e.g., a projector with screen, tv with a camera, etc.), 2) add email direct addresses for councilors and mayor, and 3) more visibility for city staff and board members on the City's website by adding head shots.

**G. SET ADDITIONAL BUDGET COMMITTEE MEETINGS, AS NECESSARY.**

A second budget meeting will be held Tuesday, May 27, 2025 at 6:30 PM at the Juanita Pohl Center.

**H. ADJOURN.**

Mayor Drake adjourned the meeting at 7:36 PM.

**Approved:**

\_\_\_\_\_  
**LESLIE GIFFORD, BUDGET COMMITTEE CHAIR**

**Attest:**

\_\_\_\_\_  
**JORDAN PARENTE, CITY ADMINISTRATOR/RECORDER**



**City of Durham**  
**BUDGET COMMITTEE MINUTES**  
**May 27, 2025**

---

A. **OPEN BUDGET COMMITTEE MEETING.** Budget Committee Chair Gifford opened the meeting at 6:30 PM at the Juanita Pohl Center.

B. **ROLL CALL.**

*Committee Members Present:* Budget Chair Leslie Gifford, Joshua Drake, Gary Paul, David Streicher, Sean Lee, Kelly Garlick, Martha Rainey, and Chuck Van Meter.

*Committee Members Absent:* Teresa Braun, Brad Henry

*Staff Present:* Budget Officer Jordan Parente

C. **DISCUSS AND APPROVE BUDGET ITEMS.**

The Budget Committee discussed final adjustments and approvals related to the annual budget, including the establishment of a new building fund. The building fund will be created by transferring \$750,000 from the general fund, with the option to return the funds if unused.

Updated administrative cost transfers were proposed based on a revised increase of 12.9%, reflecting both wages and professional fees (legal, audit, and accounting). This replaces the previously considered 5.1% wage-only increase. The revised transfers are as follows:

- \$86,450 from the street fund to the general fund
- \$7,600 from the SDC fund to the general fund
- \$1,700 from the TDT fund to the general fund

Total transfer amount: \$95,750

It was noted that the green space fund currently carries a negative balance of \$273.25. The Budget Committee agreed to make that fund whole with a year-end transfer. The green space fund's typical allocation was redistributed among the other three funds to maintain the total transfer amount.

There was discussion about equity in contributions from SDC and TDT funds. Although in past years the TDT fund lacked sufficient resources, it now has a higher balance than the SDC fund. The Budget Committee agreed to revisit allocation proportions next budget cycle.

The Budget Committee also reviewed a budgeted increase for mosquito control services (\$1,500), anticipating reduced county funding. Additionally, there was discussion about the city newsletter budget increasing from \$2,250 to \$6,500 due to expanded distribution. The Budget Committee discussed potential future transitions to digital-only newsletters, with an opt-out system planned to help manage paper costs.

Discussion continued regarding street fund budgeting, including a \$250,000 grant application for street repair work (Rivendell, Woody End, and Arkenstone), contingent on ODOT approval.

In the SDC fund discussion, it was reiterated that Durham's \$1,320 fee is significantly lower than surrounding cities. Staff will investigate whether the current methodology allows for CPI-based increases. If not, a formal update study will be required.

No active projects are currently budgeted in the TDT fund, but potential future uses were discussed, including the Durham-Tualatin bridge and other regional transportation improvements. It was clarified that TDT funds can only be spent on approved capacity-adding projects.

Regarding the green space fund the Budget Committee noted the existing balance and discussed reimbursement processes related to Metro grant funding for accessibility improvements. The city must show commitment to spending these funds by next year.

The Budget Committee confirmed the setup of a new building fund and concluded the discussion by moving to adopt the full budget as revised.

Mayor Drake moved to approve the 2025/2026, including the establishment of a new Building Fund. Councilor Lee seconded the motion. The vote passed (8-0).

**MO 052725-01**

**D. SET ADDITIONAL BUDGET COMMITTEE MEETINGS, AS NECESSARY.** None.

**E. ADJOURN.**

Budget Committee Chair Gifford adjourned the meeting at 7:05 PM.

**Approved:**

\_\_\_\_\_  
**LESLIE GIFFORD, BUDGET COMMITTEE CHAIR**

**Attest:**

\_\_\_\_\_  
**JORDAN PARENTE, CITY ADMINISTRATOR/RECORDER**



FORM LB-1

City of Durham

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2023-2024	Adopted Budget This Year 2024 - 2025	Proposed Budget Next Year 2025 - 2026
Beginning Fund Balance/Net Working Capital	3,733,998	3,918,508	4,582,809
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	338,860	457,720	419,286
Federal, State and all Other Grants, Gifts, Allocations and Donations	7,000	425,665	560,665
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	62,650	84,800	845,750
All Other Resources Except Current Year Property Taxes	438,865	625,034	361,501
Current Year Property Taxes Estimated to be Received	118,843	118,840	127,609
<b>Total Resources</b>	<b>4,700,216</b>	<b>5,630,567</b>	<b>6,897,620</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	215,715	230,556	307,271
Materials and Services	354,356	609,487	597,200
Capital Outlay	0	990,665	1,410,665
Debt Service	0	0	0
Interfund Transfers	62,650	84,800	845,750
Contingencies	0	60,000	75,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	4,067,495	3,655,059	3,661,734
<b>Total Requirements</b>	<b>4,700,216</b>	<b>5,630,567</b>	<b>6,897,620</b>

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 1	City of Durham 2	City of Durham 2
FTE			
FTE			
Not Allocated to Organizational Unit or Program FTE			
<b>Total Requirements</b>	<b>4,700,216</b>	<b>5,630,567</b>	<b>6,897,620</b>
<b>Total FTE</b>	<b>1</b>	<b>2</b>	<b>2</b>

STATEMENT OF CHANGES IN ACTIVITIES & SOURCES OF FINANCING *
The primary change in the budget from the previous year the addition of a Building Fund. The inclusion of funds and capital outlay in the Greenspace Fund for receiving the Local Share Funds from Metro for parks/greenspace use.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2023-2024	Rate or Amount Imposed This Year 2024-2025	Rate or Amount Proposed Next Year 2025 - 2026
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 1st	Estimated Debt Authorized But Not Incurred on July 1st
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

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E-mail: legals@commnewspapers.co

# AFFIDAVIT OF PUBLICATI

State of Oregon, County of Washington  
Nichole Lee DeBuse, being first duly  
depose and say that I am the Region  
lisher of the **The Times**, a newspa  
general circulation, published in Was  
County, Oregon, as defined by ORS 1  
and 193.020, that

**City of Durham**  
**Notice of Budget Hearing to be publi**  
**in The Times on June 12, 2025.**  
**Ad#: 361666**

A copy of which is hereto annexed, wa  
published in the entire issue of said  
newspaper(s) for 1 week(s) in the  
following issue(s):  
**06/12/2025**

*Nichole Lee DeBuse*  
Nichole Lee DeBuse (Regional Publi

Subscribed and sworn to before me this  
06/12/2025.

*Elizabeth Ann Hutchison*  
NOTARY PUBLIC FOR OREGON

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

**FORM LB-1** **NOTICE OF BUDGET HEARING**

A public hearing of the Durham City Council will be held on June 12, 2025 at 7:30 p.m. at Durham City Hall located at 17160 SW Upper Boones Ferry Road, Durham, OR 97224. The purpose of this hearing is to discuss the budget for the fiscal year beginning July 1, 2025 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 4:00 p.m., at which time the budget may be inspected. This budget is for the annual budget period. This budget was prepared at a time of emergency due to the state of the economy.

Account Name	2024-2025	2025-2026	2026-2027
<b>TOTAL OF ALL REVENUE</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>REVENUE SOURCES - REVENUE</b>			
General Fund Revenue	1,500,000	1,500,000	1,500,000
State Grants	200,000	200,000	200,000
Federal Grants	100,000	100,000	100,000
Local Grants	100,000	100,000	100,000
Other Revenue	100,000	100,000	100,000
<b>TOTAL REVENUE</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>EXPENDITURE SOURCES - EXPENDITURE</b>			
General Fund Expenditure	1,500,000	1,500,000	1,500,000
State Grants	200,000	200,000	200,000
Federal Grants	100,000	100,000	100,000
Local Grants	100,000	100,000	100,000
Other Expenditure	100,000	100,000	100,000
<b>TOTAL EXPENDITURE</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>

**STATEMENT OF CHANGES IN REVENUE AND EXPENDITURE**

The primary change in the budget from the previous year is the addition of a building fund. The Local Health Funds have been reduced as a result of the budget. Funding for the Durham Health Fund for public health services.

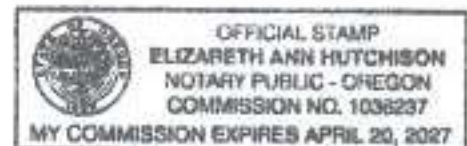
Account Name	2024-2025	2025-2026	2026-2027
Building Fund	100,000	100,000	100,000
Local Health Funds	100,000	100,000	100,000
<b>TOTAL CHANGES</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>

**STATEMENT OF FUND BALANCES**

Fund Name	2024-2025	2025-2026	2026-2027
General Fund	1,500,000	1,500,000	1,500,000
State Grants	200,000	200,000	200,000
Federal Grants	100,000	100,000	100,000
Local Grants	100,000	100,000	100,000
Other Funds	100,000	100,000	100,000
<b>TOTAL FUND BALANCES</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>

Publish June 12, 2025

TT361666





CITY OF BANKS  
PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN THAT a **public hearing will be held by the City of Banks City Council at or shortly after 6:00 PM on Tuesday, April 8, to consider a proposed Zoning Code Text Amendment (CA 24-01)**. Proposed changes include amending Sections 151.050, 151.053, and 151.054 to remove certain heavy industrial uses from being permitted outright or conditionally in the General Industrial (I) zone, or to otherwise create a new Light Industrial zone.

The hearing will take place at Banks City Hall at 13680 NW Main Street, Banks, OR 97106 and via Zoom. See agenda at <https://www.cityofbanks.org/calendar> for link.

A complete copy of the project record, including the staff report, findings, and recommendations, will be available at City Hall (13680 NW Main Street) for viewing on or about seven (7) days prior to the hearing.

Approval of the proposal is subject to demonstrating compliance with the requirements of the Banks Municipal Code Sections 151.300-151.306 (Amendments to the Comprehensive Plan Map, Zoning Map or Code).

Oral or written testimony may be presented at the public hearing. Written comments on the proposal are also welcome prior to the hearing. To have your written comments or testimony distributed to the City Council before the meeting, it must be received by 2 pm on April 7, 2025. Direct written comments to City Recorder Angie Lanter at 13680 NW Main Street, Banks, OR 97106 or [alanter@cityofbanks.org](mailto:alanter@cityofbanks.org).

Posted & Published March 28, 2025 NT356005

CITY OF CORNELIUS  
NOTICE OF BUDGET COMMITTEE MEETING

The City of Cornelius Budget Committee and Cornelius Urban Renewal District, Washington County, State of Oregon will hold a meeting to discuss the budget for the fiscal year July 1, 2025 to June 30, 2026. The meeting will take place on Wednesday, April 23, 2025 at 6:00p.m. and will be held at 1355 N Barlow St, Cornelius, Oregon 97113. The ability to join the meeting virtually will also be available. Please visit [www.corneliusor.gov](http://www.corneliusor.gov) for directions to join the meeting online.

A second meeting will be held, if needed, on Wednesday, April 30, 2025 at 6:00 pm.

The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget and State Revenue Sharing. Public comment will be heard for both the City’s budget and the Urban Renewal Agency budget during the meeting on April 23, 2025. This is a meeting where deliberation of the Budget Committee will take place. Any person may request to speak at the meeting and discuss the proposed programs with the Budget Committee.

A copy of the budget document may be inspected online at [www.corneliusor.gov](http://www.corneliusor.gov) on or after April 11, 2025, via email request to [info@corneliusor.gov](mailto:info@corneliusor.gov) , or phone request via phone message to 503-357-9112.

Publish April 3, 10, 2025 NT355905

Extra Space Storage, on behalf of itself or its affiliates, Life Storage or Storage Express, will hold a public auction to sell personal property belonging to those individuals listed below at the location indicated:

Facility 1: 2909 SE 67th Ave Beaverton, OR 97078 503-207-3668 04/15/2025 9:30 AM

A264 Tabby Baker, A356 William Gray, I24 Kevin Foth

Facility 2: 575 NW 185th Ave Beaverton, OR 97006 503-207-3692 04/15/2025 9:30 AM

B132 Rebecca Best, C203 Jay Gill

Facility 3: 19730 SW Shaw St Beaverton, OR 97007 503-210-9009 04/15/2025 9:30 AM

1085 Kiley Clements

Facility 4: 11123 SW 68th Parkway Tigard, OR 97223 503-212-4700 04/15/2025 9:30 AM

1080 Mindi Permin, 1155 Ahbreonna Austin, 1168 Alicia Stubbs

Facility 5: 7600 SW Atlanta St Tigard, OR 97223 503-766-5171 04/15/2025 9:30 AM

2072 Ashley McBride, 5075A Isaac Anderson

Facility 6: 3250 NE 15th Ave Hillsboro, OR 97124 503-867-7522 04/15/2025 9:30 AM

C122 Amanda Bowen, C157 Claudia Rodas, C211 April Gutman

The auction will be listed and advertised on [www.storage-reasures.com](http://www.storage-reasures.com). Purchases must be made with cash only and paid at the above referenced facility in order to complete the transaction. Extra Space Storage may refuse any bid and may rescind any purchase up until the winning bidder takes possession of the personal property.

Publish March 27 and April 3, 2025 TT354810

NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the City of Dundee Urban Renewal Agency, Yamhill County, State of Oregon, to discuss the budget for the fiscal year July 1, 2025, to June 30, 2026, will take place on the 17th of April at 7:00 pm or following the completion of the City of Dundee Budget Committee Meeting. With it continuing on April 24, 2025, if need be. The purpose of the meeting is to receive the budget message and receive public comment on the budget. This is a public meeting where deliberation of the Budget Committee will take place. The meeting will be held at the Dundee Fire Station Community Room and teleconferenced via Zoom platform. Instructions to participate in the Dundee Urban Renewal Budget Committee meeting will be provided on the City of Dundee website [www.dundeeecity.org](http://www.dundeeecity.org) along with a copy of the budget document that may be inspected or obtained on or after April 3rd, 2025. Persons not able to access the City of Dundee website may call Dundee City at (503) 538-3922 for alternate arrangements.

Publish April 3, 10, 2025 NG355765

Notice of Budget Committee Meeting

This notice is for 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, 2025, to June 30, 2026. The meeting will take place on Tuesday, April 29, 2025, at Durham City Hall, 17160 SW Upper Boones Ferry Road, Durham, Oregon. The meeting purpose is to receive the budget message and to receive public comments 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 will be available for public viewing on or after April 11, 2025, at Durham City Hall, 17160 SW Upper Boones Ferry Road, Durham, Oregon, between the hours of 9 a.m. - 4 p.m., Monday through Friday.

This is a public meeting where the 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 submit anything for the Budget Committee’s consideration, or want to attend the meeting remotely by the virtual platform Zoom, please email the [cityofdurham@comcast.net](mailto:cityofdurham@comcast.net) by April 25, 2025, at 4 p.m.

Publish April 3, 2025 TT354768

NOTICE OF PUBLIC HEARINGS  
FOREST GROVE PLANNING COMMISSION  
ECONOMIC OPPORTUNITIES ANALYSIS UPDATE  
FILE NUMBER 311-25-000002-PLNG

NOTICE IS HEREBY GIVEN that the Forest Grove Planning Commission will hold a public hearing on **Monday, March 3, 2025**, or thereafter, at the Community Auditorium, 1915 Main Street and via Zoom video conferencing, to consider approval of the City’s Economic Opportunities Analysis (EOA) Update. The EOA Update is a legislative amendment to the Forest Grove Comprehensive Plan and the Planning Commission will consider this proposal and base its decision on applicable policies in the Forest Grove Comprehensive Plan, Metro Regional Framework Plan, the Metro Urban Growth Management Functional Plan, and Oregon Administrative Rules Chapter 660-009 pertaining to Oregon Statewide Land Use Planning Goal 9 (Economic Development).

At the time and place noted above, all persons will be given reasonable opportunity to give testimony about the proposal and how the proposal addresses the review criteria. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the Planning Commission to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals.

The hearings will be held in a “hybrid” format allowing the public to attend the meeting virtual via Zoom and in-person. A copy of the meeting agenda with Zoom instructions and staff report are available seven days prior to the hearing and are published on the City’s website at [www.forest-grove-or.gov](http://www.forest-grove-or.gov). To provide testimony via Zoom, please email [scurtis@forestgrove-or.gov](mailto:scurtis@forestgrove-or.gov) at least 24 hours prior to the hearing. Written comments or testimony must be submitted at the hearings or sent prior to the hearings to the attention of the Planning Commission Coordinator, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, [scurtis@forestgrove-or.gov](mailto:scurtis@forestgrove-or.gov). Questions about the proposal should be directed to Daniel Riordan, Senior Planner, at (503) 992-3226 or [driordan@forestgrove-or.gov](mailto:driordan@forestgrove-or.gov).

###

Mariah S. Woods, City Recorder  
City of Forest Grove

Publish February 20, 27 and April 3, 2025 NT354138

Pursuant to Section 50.40.4 of the Beaverton Development Code, public notice of the following development application is being provided:

**LU2025-00193 DIVISION MEADOWS SUBDIVISION EXTENSION (EXT22025-00192 / EXT22025-00214 / EXT22025-00215 / EXT22025-00216 / EXT22025-00217)**

The applicant, 7 Oaks Engineering, Inc., requests approval for a two-year extension of the Division Meadows applications that were originally approved on April 12, 2023: LD2022-0001, ADJ2022-0001, ADJ2022-0002, TP2022-0001 and LLD2022-0004. The applicant will not modify the original design, use, or conditions of approval from the previously approved applications.

The original approvals were for a Preliminary Subdivision, two Minor Adjustments, Tree Plan Two, and Legal Lot Determination approval to subdivide an existing tax lot to create nine (9) new lots and construct a three-quarter local street for access. The first Minor Adjustment is to reduce the standard lot size of the R7 zone for Lot 1 from 7,000 square feet to 6,300 square feet. The second Minor Adjustment is to reduce the standard lot width of the R7 zone by ten percent from 65 feet to 58.5 feet for Lots 2 to 7. The Tree Plan Two is required to remove 43 of the 55 Community Trees on site. The Legal Lot Determination will memorialize the existing lot as a legal lot of record.

The site is located at 15660 SW Division Street, specifically identified as Tax Lot 02900 on Washington County Assessor’s Map 1S117CA. The site is zoned Residential Mixed C (RMC) and is located in the West Beaverton Neighborhood Association Committee (NAC) area. The site was originally zoned R7 Residential Urban Standard Density District (R7) when the applications were first submitted in 2021.

Any decision on the above development proposal shall be based on the Approval Criteria contained in the following section of the Beaverton Development Code: Section 50.93 Extension of a Decision.

NOTE: The Community Development Department is currently open to the public on a limited basis, Monday through Thursday from 8:30 a.m. to 4:30 p.m. Please note that the Community Development Department is not open to the public on Fridays at this time. Staff recommends visiting <https://www.beavertonoregon.gov/183/Community-Development> for the most up-to-date information about in-person and virtual services.

Staff strongly encourages you to submit any testimony, comments, or questions via email to the Project Planner. Written comments on the above development proposal may also be mailed to the Current Planning Division, at PO Box 4755, Beaverton, OR 97076. Written comments, either emailed or mailed, on the above development proposal shall be received no later than 5:00 p.m. on Thursday,

Tuesday, April 1, 2025 /Thursday, April 3, 2025 /Friday, April 4, 2025

April 23, 2025. Please reference the Case File Number and Project Name in your written comments and include your mailing address if you wish to receive a copy of the decision. Failure to raise an issue or failure to provide statements or evidence with sufficient specificity to afford the decision-making authority an opportunity to respond to such issue, may preclude appeal to the Land Use Board of Appeals on that issue.

Public Comment Period Ends: April 23, 2025

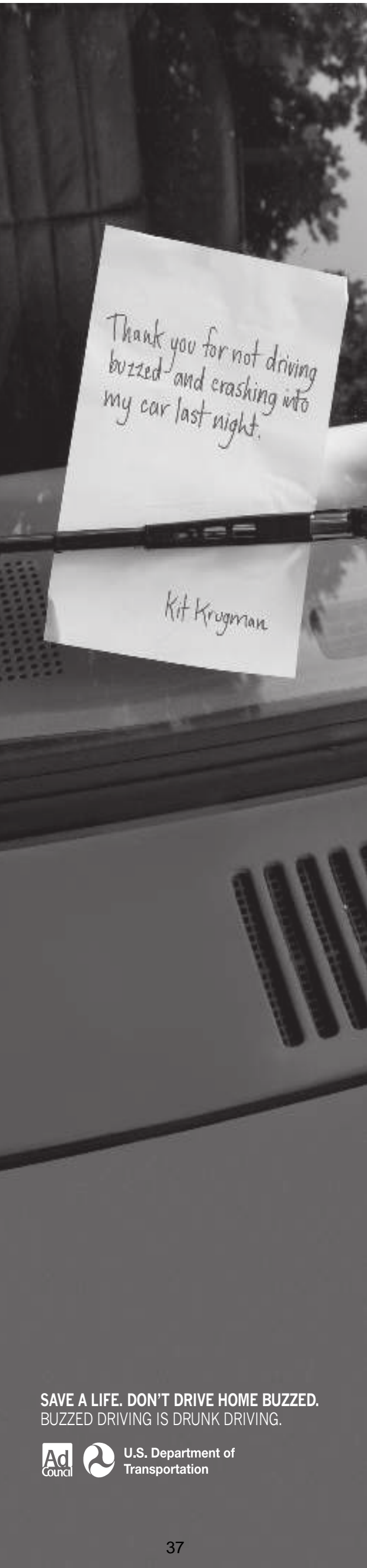
The Director is the decision-making authority for the above application and shall issue a written decision on the above development proposal on or around April 25, 2025, pursuant to Section 50.40.10. Copies of the decision will be made available on the City’s website <https://apps3.beavertonoregon.gov/DevelopmentProjects>, via the Beaverton Electronic Permitting System (BEPS) Public Portal <https://prod.buildinginbeaverton.org/record-details/#intdetails/planning/intid/3361>, or may be provided by the Project Planner upon request.

For more information and to access plans and additional information on the application, you can visit the project specific page on the Beaverton Electronic Permitting System (BEPS) Public Portal at the following link: <https://prod.buildinginbeaverton.org/record-details/#intdetails/planning/intid/3361>

For more information, please contact the Project Planner Lina Smith at 971-313-4244 or [lsmith@beavertonoregon.gov](mailto:lsmith@beavertonoregon.gov).

**Accessibility Information:** This information can be made available in large print or audio tape upon request. Assistive listening devices, sign language interpreters, or qualified bilingual interpreters can be made available at any public meeting or program with 72 hours advance notice. To request these services, contact Lina Smith at 711-971-313-4244 or [lsmith@beavertonoregon.gov](mailto:lsmith@beavertonoregon.gov).

Dated this 3rd day of April 2025  
Steve Regner, Senior Planner, City of Beaverton  
Publish April 3, 2025 TT355907





City of Durham, Oregon

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## Public Notice of Budget Committee Meeting

April 29, 2025

### **“Second Hearing Notice”**

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, 2025, to June 30, 2026, will be held at Durham City Hall, 17160 SW Upper Boones Ferry Road, Durham, Oregon. The meeting will take place on Tuesday, April 29, 2025, beginning at 6:30 p.m. The purpose of this meeting is to receive the budget message and to receive public comments 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 April 3, 2025. A copy of the budget document is available for public viewing on or after April 11, 2025, at Durham City Hall, 17160 SW Upper Boones Ferry Road, Durham, Oregon, between the hours of 9 a.m. and 4 p.m., Monday through Friday.

This is a public meeting where the 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 submit anything for the Budget Committee’s consideration, or want to attend the meeting remotely by Zoom (virtual platform), please email the [cityofdurham@comcast.net](mailto:cityofdurham@comcast.net) by April 25, 2025, at 4 p.m.

Posted on April 10, 2025

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City of Durham, Oregon

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Planning Commission

Notice of Land Use Actions

Land Use Planning

Tree Removal Permits

Building Permits

## Public Notice of Budget Committee Meeting May 27 6:30pm

### "Second Budget 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, 2025, to June 30, 2026, will be held at the **Juanita Pohl Center, 8513 SW Tualatin Road, Tualatin, Oregon**. The meeting will take place on Tuesday, May 27, 2025, beginning at 6:30 p.m. The purpose of this meeting is to adopt the proposed budget.

This is a public meeting where the 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 submit anything for the Budget Committee's consideration or want to attend the meeting remotely by Zoom (virtual platform), please email the [cityofdurham@comcast.net](mailto:cityofdurham@comcast.net).

Revised on May 20, 2025

## **RESOLUTION NO. 674-25**

### **A RESOLUTION OF DURHAM CITY COUNCIL CERTIFYING 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 & ADOPTED** by the City of Durham, Washington County, Oregon,  
on the 29<sup>th</sup> day of April 2025.

**CITY OF DURHAM**

**BY:**

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Joshua Drake, Mayor

**ATTEST:**

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Jordan Parente, City Administrator/Recorder

## **RESOLUTION NO. 677-25**

### **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 2025-2026 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 2025-2026.

**PASSED AND ADOPTED** by the City of Durham, Washington County, Oregon,  
on the 24<sup>th</sup> day of June 2025.

**CITY OF DURHAM**

**BY:**

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Joshua Drake, Mayor

**ATTEST:**

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Jordan Parente, City Administrator/Recorder

I hereby certify that a public hearing before the Budget Committee was held on April 29<sup>th</sup>, 2025, and a public hearing before the City Council was held on June 24<sup>th</sup>, 2025, giving citizens an opportunity to comment on use of State Revenue Sharing funds.

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Jordan Parente, City Administrator/Recorder

Date: June 24<sup>th</sup>, 2025

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