



# City of Durham

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

Jordan Parente - City Administrator

phone: 503.639.6851

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

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

Wyatt Bean - Administrative Assistant

## CITY COUNCIL AGENDA

*Bridgeport Church: Tuesday, March 24<sup>th</sup>, 2026, 7:30 p.m.*

- A. ➤ OPEN REGULAR COUNCIL MEETING at 7:30 p.m.**
- B. ROLL CALL OF COUNCIL MEMBERS**  
(Mayor Joshua Drake, Council President: Leslie Gifford, Councilors Gary Paul, David Streicher and Sean Lee)
- C. COUNCIL MINUTES** - Council will consider adopting City Council Work Session and Regular Meeting minutes from February 24<sup>th</sup>, 2026 (pages 1-5)
- D. CALENDAR OF MEETINGS**
  - Tuesday April 14<sup>th</sup>, 2026, Regular Meeting of the Planning Commission at 7:00 p.m.
  - Tuesday April 28<sup>th</sup>, 2026, Budget Committee Meeting at 6:30 p.m.
  - Tuesday April 28<sup>th</sup>, 2026, Regular Meeting of the City Council at 8:00 p.m.
- E. PUBLIC FORUM**  
For matters not appearing elsewhere on the agenda. Matters requiring further investigation or detailed answers will be referred to City Staff for follow-up at a future meeting. Please limit your comments to no more than three (3) minutes.
- F. PLANNING COMMISSION UPDATE**
  - Planning Commission Minutes March 10<sup>th</sup>, 2026 (pages 6-8)
- G. SECOND READING OF ORDINANCE 273-26; REGULATING THE REMOVAL OF TREES ON PRIVATE PROPERTY AND NOT CONNECTED TO THE DEVELOPMENT OF LAND** (pages 9-30)  
*Motion Required*
- H. RESOLUTION 693-26 REQUIRING COUNCIL AUTHORIZATION AND PUBLIC NOTICE FOR NON-EMERGENCY TREE REMOVALS** (pages 31-32)  
*Motion Required*
- I. RESOLUTION 694-26 MASTER FEE SCHEDULE UPDATE** (pages 33-37)  
*Motion Required*
- J. GILHAM NUISANCE ORDINANCE ENFORCEMENT REQUEST HAZARD TREE** (page 38)  
*Motion Required*
- K. WASHINGTON COUNTY POLICY ADVISORY BOARD (PAB) APPOINTMENT**  
*Motion Required*
- L. FINANCIAL REPORTS**
  - Financial Reports for February 2026 (pages 39-43)
  - Approval of Vendor Checks 17900-17912 totaling \$52,089.40 and EFTs & Payroll totaling \$ 18,048.57 (pages 44-45)*Motion required*
- M. ADMINISTRATOR'S REPORT**
- N. COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS**
- O. EXECUTIVE SESSION ON ORS 192.660 (2) (f) – TO CONSIDER INFORMATION OR RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTION**
- P. EXECUTIVE SESSION ON ORS 192.660 (2) (e) – TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS**

- Q. EXECUTIVE SESSION ON ORS 192.660 (2) (h) – TO CONSULT WITH LEGAL COUNSEL REGARDING LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED**
- R. EXECUTIVE SESSION ON ORS 192.660 (2) (h) – TO CONSULT WITH LEGAL COUNSEL REGARDING LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED**
- S. ITEMS REQUIRING MOTIONS FOLLOWING EXECUTIVE SESSION**
- T. ADJOURN**



**A. OPEN COUNCIL WORK SEESION**

Mayor Joshua Drake opened the work session at 6:45 PM at the Juanita Pohl Center in Tualatin. He noted that public comments would occur during the regular meeting and that the work session was reserved for Council discussion of remaining Tree Code items.

**B. ROLL CALL OF COUNCIL MEMBERS.**

Councilors present: Mayor Joshua Drake, Council President Leslie Gifford, Councilors Gary Paul, David Streicher (via Teams), and Sean Lee

Councilors absent: None

Staff present: City Administrator Jordan Parente, Administrative Assistant Wyatt Bean, City Attorney Ashleigh Dougill

**C. CONFIRMATION OF OUTSTANDING TREE ORDINANCE ITEMS.**

Council reviewed and discussed the five outstanding ordinance items identified in the packet.

***Section 162.05.E.iii – Emergency Tree Removal Clarification***

Council reviewed the City Attorney's added sentence clarifying that if a resident removes a tree believing it qualifies as an emergency removal, but later evidence shows it did not qualify, the action constitutes a violation. Council discussed evidentiary expectations, including the need for residents to provide documentation if removing a tree without prior review. Consensus was reached to keep the clarifying sentence with minor phrasing adjustments.

***Section 162.07.B – Timeline Clarifications***

The City Attorney explained that emergency removal review timelines were moved into the general timeline section for coherence. Council agreed this was a non-substantive structural change and had no objections.

***Section 162.10.A.ii – Penalty Structure and Final Month Waiver***

Council reviewed Councilor Streicher's suggestion to remove language requiring the City to waive the most recently assessed \$500 penalty. Consensus was reached to delete the sentence mandating waiver of the last month's \$500 penalty, as penalties may vary between \$0 and \$500 per month.

***Section 162.10.A – Default Treatment of Continuing Violations***

Council discussed whether violations should default to one-time or continuing penalties if not clarified elsewhere in the code. Councilor Streicher recommended making the default non-continuing unless otherwise stated, citing concerns about excessive fines. Other Councilors expressed that continuing penalties provide flexibility, especially for ongoing issues of non-compliance. The City Attorney noted that ambiguity existed in the current language. After extensive deliberation, Council reached consensus to keep continuing violation language and apply it monthly in 162.10 A iii.

***Additional Edits and Clarifications***

Council proceeded through several technical and grammatical corrections raised by Councilors and staff that did not substantively alter the ordinance. Council confirmed that all noted edits would be

incorporated, and the City Attorney stated she would read them aloud into the record at the first reading of the ordinance.

**D. ADDITIONAL TREE ORDINANCE ITEMS.**

City Administrator Parente provided informational materials related to implementation processes and supporting documents intended to support the processes established by the new ordinance. He emphasized that these were not for detailed discussion at the session but to ensure Council was aware of the administrative framework being prepared. Councilors offered brief comments and minor scrivener corrections but did not engage in substantive review.

**E. SECOND READING DATE.**

Council confirmed that the second reading of the Tree Ordinance could occur at the next regular Council meeting on March 24<sup>th</sup>, 2026. Council members indicated availability, and staff noted that enactment timing could be adjusted if needed, though the reading itself should proceed as scheduled.

**F. COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS.**

No additional comments were offered.

**G. ADJOURN.**

Mayor Drake adjourned the meeting at 7:28 PM.

**Approved:**

---

**Joshua Drake, MAYOR**

**Attest:**

---

**Jordan Parente, CITY ADMINISTRATOR/RECORDER**



**City of Durham**  
**CITY COUNCIL MEETING MINUTES**  
**February 24, 2026**

---

**A. OPEN REGULAR COUNCIL MEETING.**

Mayor Joshua Drake opened the regular council meeting at 7:31 PM at the Juanita Pohl Center in Tualatin.

**B. ROLL CALL OF COUNCIL MEMBERS.**

Councilors present: Mayor Joshua Drake, Council President Leslie Gifford, Councilors Gary Paul, David Streicher (via Teams), and Sean Lee

Councilors absent: None

Staff present: City Administrator Jordan Parente, Administrative Assistant Wyatt Bean, City Attorney Ashleigh Dougill

**C. COUNCIL MINUTES.**

Council considered the January 27, 2026, City Council meeting minutes. Council President Gifford moved to adopt the minutes, and Councilor Paul seconded. The motion passed unanimously (5-0).

**MO 022426-01**

**D. CALENDAR OF MEETINGS.**

Council reviewed the upcoming meeting schedule, including the March 10, 2026, regular Planning Commission meeting, the March 24, 2026, City Council work session, and the March 24, 2026, regular City Council meeting

**E. PUBLIC FORUM.**

Mayor Drake opened the public forum and reviewed the public comment process. Most testimony focused on the proposed tree ordinance, with residents expressing differing views on how well the draft balanced public safety, property owner concerns, and tree canopy preservation.

A resident of Afton Commons, and the chair of the tree ordinance committee, said she believed the draft reflected many of the committee's recommendations and described the work as thoughtful and constructive.

Several residents raised questions about the ordinance's terminology, purpose, and legal implications. Questions included how "preserved tree" would be defined and if the City would be liable if a permit were denied and damage later occurred. A resident asked what problem the ordinance was intended to address and if it was achieving that. Another resident asked whether pending applications would be reviewed under the existing or proposed code.

One attendee spoke about regional emergency water resilience. He explained that Tigard Water District is working with Durham, King City, and Tigard on earthquake preparedness and emergency water station planning and stated that the district was prepared to help fund those efforts.

Several residents from the Heron Grove areas described ongoing concerns about tree failures, overhanging branches, roof damage, and perceived safety risks near homes. Some said the draft ordinance gave too much discretion to the City, placed too much emphasis on canopy preservation

over resident safety, and too narrowly limited when trees could be removed. One Heron Grove resident commented that the ordinance functioned to preserve trees and lacks public safety measures.

Additional letters raised concerns related to hazard criteria, disease tracking, homeowner costs, and dangerous tree removal. One letter expressed support for canopy preservation and the use of a neutral City arborist.

**F. PLANNING COMMISSION UPDATE.**

City Administrator Parente reported there was no regular meeting of the Planning Commission held on February 10, 2026.

**G. FIRST READING OF ORDINANCE 273-26 AN ORDINANCE REGULATING THE REMOVAL OF TREES ON PRIVATE PROPERTY AND NOT CONNECTED TO THE DEVELOPMENT OF LAND.**

Council considered the first reading of Ordinance 273-26. Mayor Drake stated that the existing tree code was outdated and that the proposed ordinance was the result of extensive public discussion over many months, prompted in part by recent tree failures and broader concerns about safety, permitting, and long-term tree management.

City Administrator Parente explained that while some citizen requests, like tracking localized tree issues, are not in the new ordinance they do align with the intent. However, Durham has scarce resources and additional cost items will need to be covered by programmatic fees.

City Attorney Ashleigh Dougill clarified that applications already submitted would be processed under the code in effect at the time of filing, and that some emergency threats may be addressed under provisions of the nuisance ordinance. She said that liability for trees on private property generally remains with the property owner. Mr. Parente encouraged residents to apply for a new permit if the condition of a tree previously denied changes.

Council discussed root rot, hazard detection, emergency removal standards, fees, and the balance between resident safety, property rights, and canopy preservation. Council also discussed the City's limited staffing and financial capacity, the need for permit fees that cover the costs of processing a permit, and that fees for the new code will be established by a future resolution separate from the ordinance itself.

Before the motion, City Attorney Dougill read into the record several revisions made during the work session held before the meeting, including edits to definitions, permit language, review procedures, application requirements, emergency enforcement language, and the penalty section. Council President Gifford moved to approve the first reading of Ordinance 273-26 as edited by the City Attorney, and Councilor Paul seconded. The motion passed 4-1, with Mayor Drake, Council President Gifford, Councilor Paul, and Councilor Lee voting in favor, and Councilor Streicher voting against.

**MO 022426-02**

**H. TIGARD WATER DISTRICT PLANS & WAB BOARD SUPPORT - COUNCILOR STRIECHER.**

Councilor Streicher presented Tigard Water District's request that Durham support two emergency water preparedness projects and support King City becoming a permanent member of the Water Advisory Board. Council and staff clarified that supporting the proposals would not commit Durham to immediate costs but would express policy support for projects largely funded by Tigard Water District.

Councilor Streicher moved that the City of Durham endorse the Tigard Water District proposal dated February 22, 2026, calling for an emergency water station on Bull Mountain and a water filtration trailer near Cook Park. Council President Gifford seconded. The motion passed unanimously (5-0).

Councilor Streicher then moved that the City of Durham support King City becoming a permanent member of the Water Advisory Board. Councilor Paul seconded. The motion passed unanimously (5-0).

**I. FINANCIAL REPORTS.**

Council reviewed the January 2026 financial reports and the approval of vendor checks, along with EFTs and payroll. Council President Gifford moved to approve the financial reports and associated payments, and Councilor Lee seconded. The motion passed unanimously (5-0).

**J. ADMINISTRATOR'S REPORT.**

Mr. Parente reported that he had nothing further to report.

**K. COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS.**

Mayor Drake discussed a recent visit from Congresswoman Andrea Salinas, during which Durham's funding limitations, land constraints, and City Hall needs were reviewed, along with potential grant opportunities and assistance. Staff also reported that the City's Metro Local Share grant application was recommended to move forward, with funding intended for ADA improvements for Durham Park.

**L. ADJOURN.**

Mayor Drake adjourned the meeting at 9:17 PM.

**Approved:**

---

**Joshua Drake, MAYOR**

**Attest:**

---

**Jordan Parente, CITY ADMINISTRATOR/RECORDER**



**City of Durham**  
**PLANNING COMMISSION MINUTES**  
**March 10, 2026**

---

**A. CALL TO ORDER.**

Vice Chair Matt Winkler opened the meeting at 7:00 PM at Durham City Hall.

**B. ROLL CALL.**

Commissioners present: Vice Chair Matt Winkler, Commissioners Patricia Saab, Andrew Mast, and Krista Bailey.

Commissioners absent: Planning Chair Susan Deeming, Commissioners Forrest Boleyn and Cheri Frazell.

Staff present: City Administrator Jordan Parente and Administrative Assistant Wyatt Bean.

**C. APPROVAL OF MEETING MINUTES.**

The Commission considered approval of the prior meeting minutes. With no discussion offered, Commissioner Saab moved to approve the minutes as presented, and Commissioner Mast seconded the motion. The minutes were approved unanimously (4-0).

**MO 031026-01**

**D. PUBLIC FORUM.**

Vice Chair Winkler opened the public forum and clarified that members of the public could comment, including items appearing on the agenda, so the Commission could deliberate afterward. Brad Henry, the future resident of the property being developed, spoke in support of Tree Removal Request 845-26. He stated that they had hoped to retain Tree 22 and had spent about \$3,000 pruning and windsailing it, but excavation for the home foundation revealed a significant root conflict. After considering the tree's condition, likely root disturbance, and the risk it could pose to their future home or neighboring properties, they concluded removal was the safest option.

Project arborist Kyle Offerdahl of Pacific Consulting Arborists also addressed the Commission regarding Tree 22. He explained that excavation uncovered three major roots, indicating the tree relied heavily on a limited structural root system to anchor the tree from south winds. He stated that the home's proximity, changes to drainage and soil conditions, and likely continued root conflicts during construction made long-term preservation uncertain. In his professional opinion, even if portions of the foundation were bridged, continued development activity and disturbance to the root system would create substantial future risk.

**E. SIGN PERMIT 479-26 AINSWORTH #230 17400 SW UPPER BOONES FERRY RD.**

The Commission reviewed Sign Permit 479-26 for Ainsworth, which proposed replacing the existing wall sign with a larger sign displaying "GDI" and "Ainsworth" with the existing logo. Staff explained that the new sign would measure 13.3 square feet, would remain well within the code's maximum size allowance, and involved a substantial change in size and material, requiring a Type II review by Planning Commission. Commissioners noted appreciation for having a physical sample of the material and agreed the revised sign would be more visible from the right-of-way while remaining within applicable code standards. Commissioner Bailey moved to approve the sign permit as submitted, and Commissioner Saab seconded the motion. The motion passed unanimously (4-0).

**MO 031026-02**



**City of Durham**  
**PLANNING COMMISSION MINUTES**  
**March 10, 2026**

---

**F. TREE REMOVAL REQUEST 844-26 DWH 16502 SW DEER TERRACE.**

The Commission considered Tree Removal Request 844-26 for removal of one 42-inch Deodar cedar at 16502 SW Deer Terrace in Durham Heights. Dave Cady, on behalf of David Weekley Homes, explained that the tree had originally been approved for removal during the subdivision process but had been left in place to preserve as many mature trees as possible. He stated that once a home was fitted to the lot, site constraints became clearer, including the triangular shape of the lot, setback limitations, and a Clean Water Services easement at the rear that prevented shifting the home farther back. He said the house footprint could not reasonably be redesigned around the tree without losing basic residential functionality.

The Commission discussed whether the application should be treated as a Type G permit for previously undeveloped property rather than a Type E permit. Staff explained that, although the application had been filed as Type E. However, staff administratively processed it as a Type G permit, which is the applicable tree removal permit type for the construction of single-family dwelling on a newly developed lot. Commissioners also discussed the history of prior removals and preservation decisions within Durham Heights, the difficulty of tracking canopy retention over time, and the proposed mitigation tree. Staff relayed concern from the City Arborist that Scotch pine may not be an ideal mitigation species because of its long-term susceptibility to pine beetle infestation, though it is on the City's approved list. The applicant indicated willingness to substitute another approved species and suggested allowing the future homeowner to choose from the City's approved tree list.

After reviewing the findings, the Commission agreed that the request should be processed as a Type G permit and that mitigation should be required. Commissioner Mast moved to approve Tree Removal Request 844-26 as a Type G permit with a mitigation tree, and Commissioner Saab seconded the motion. The motion passed unanimously (4-0)

**MO 031026-03**

**G. TREE REMOVAL REQUEST 845-26 HENRY 7888 SW ELLMAN LANE.**

The Commission considered Tree Removal Request 845-26 for removal of one 50-inch Douglas-fir identified as Tree 22 at 7888 SW Ellman Lane. Staff confirmed the request was being processed as a Type G permit, which is for tree removals to accommodate the construction of a single-family dwelling on a newly developed lot.

During discussion, Vice Chair Winkler asked whether removal of Tree 22 would affect neighboring trees. Mr. Offerdahl stated that, based on the site conditions and prevailing wind patterns, he did not believe removal would materially destabilize the remaining trees. Neighboring residents expressed support for the request and agreed the root conflict appeared legitimate, while also asking about a nearby tree on their property line. Mr. Offerdahl responded that earlier excavation had not revealed shallow roots near that tree and recommended monitoring it over time for soil movement rather than taking immediate action.

Commissioners acknowledged the applicant's efforts to preserve trees where possible and agreed it was preferable to address the issue before the home was built. The applicant confirmed willingness to plant a mitigation tree and work with staff on an appropriate species and timeline. Commissioner Mast moved to approve Tree Removal Request 845-26 with the condition that a mitigation tree from the City's approved list be planted within a reasonable timeframe, and Commissioner Bailey seconded the motion. The motion passed unanimously (4-0).

**MO 031026-04**



**City of Durham**  
**PLANNING COMMISSION MINUTES**  
**March 10, 2026**

---

Following approval, Mr. Henry asked whether the tree could be removed immediately to alleviate construction delays. Staff responded that the code includes an appeal period.

**H. COMMISSIONER COMMENTS / REPORTS / STAFF UPDATES.**

In staff updates, City Administrator Parente reported that the city had received a site and design review application for Durham Estates and was conducting a completeness review. He also reported that the first reading of the new municipal tree code had occurred on February 24, 2026, that the second reading was scheduled for March 24, 2026, and that the city was preparing for implementation, including updating the scope of work for a revised City Arborist role. He noted that the newsletter was going to print and was intended to reach residents ahead of the second reading, and that the city was considering moving the second reading to a larger venue.

The Commission discussed public reaction to the tree code update, including concerns about increased fees, perceived punitive language, and a need for civic engagement. It was suggested improved communication that the new fee structure is intended to properly fund consistent professional arborist review rather than rely on limited City staff capacity. Commissioners and staff also discussed the value of a City-retained arborist for consistency, the need for some discretion in enforcement, and the balance between preserving trees and maintaining a functional, affordable program. Additional updates included staff had not heard any updates regarding a potential In-N-Out Burger outside City jurisdiction, Durham's upcoming 60th anniversary celebration on July 4<sup>th</sup>, and notice of April 25 as the City's bulky waste pickup day and neighborhood weed pull event.

**I. NEXT REGULARLY SCHEDULED MEETING OF THE PLANNING COMMISSION.**

The next regular meeting of the Planning Commission was announced for April 14, 2026, at 7:00 p.m.

**J. ADJOURN.**

Vice Chair Winkler adjourned the meeting at 8:15 PM.

**Approved:**

---

**Susan Deeming, Chair**

**Attest:**

---

**Jordan Parente, City Administrator/Recorder**

*City of Durham, Oregon*

**ORDINANCE 273-26**

**AN ORDINANCE REGULATING THE REMOVAL OF TREES ON PRIVATE PROPERTY AND NOT CONNECTED TO THE DEVELOPMENT OF LAND**

**WHEREAS**, the City Council of the City of Durham recognizes trees as natural resources that provide aesthetic, economic, ecological, environmental, and health benefits to those who live in, work in, and visit the City; and

**WHEREAS**, the City Council of the City of Durham finds that the unregulated destruction, cutting, and removal of trees results in the loss of those benefits and the reduction in the overall quality of the City; and

**WHEREAS**, the City Council of the City of Durham finds that the treatment of trees on private properties within the City impacts private properties and the entire City; and

**WHEREAS**, the City Council of the City of Durham also recognizes that falling trees present serious risks to the public health and safety and to property, as evidenced by the harms to public health, safety, and property caused by falling trees during extreme weather events; and

**WHEREAS**, the City Council of the City of Durham finds that permitting the removal of certain trees is necessary to protect the public health and safety and is necessary to protect property; and

**WHEREAS**, in order to protect public health, safety, and property, and to preserve the benefits provided by trees in the City and prevent the uncontrolled destruction, cutting, and removal of trees on private properties within the City, the City Council of the City of Durham finds it necessary to regulate the removal of trees on private properties within the City; and

**WHEREAS**, The City Council of the City of Durham finds it advisable that this Ordinance take effect immediately upon its enactment.

**NOW, THEREFORE, THE CITY OF DURHAM, OREGON, ORDAINS AS FOLLOWS:**

Section 1. The regulations regarding the removal of trees on private property as set forth in Exhibit A are hereby adopted and incorporated into this Ordinance by reference. The City Administrator is directed to codify this Exhibit A in conformance with the City's existing codification of ordinances, to make non-substantive edits necessary for organization, formatting, and consistency, and to correct any scrivener's errors that may be found in Exhibit A during codification.

Section 2. If any provision, section, phrase, or word of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect any other provision that can be given effect without the invalid provision or application.

Section 3. This Ordinance shall take effect immediately upon its enactment because delay in implementing regulations regarding the removal of trees risks immediate and irreparable harm to public health, safety, and property.

**PASSED AND ADOPTED** by the City of Durham, Washington County, Oregon this [DAY] day of [MONTH], 2026.

**CITY OF DURHAM**  
**BY:**

\_\_\_\_\_  
Joshua Drake, Mayor

**ATTEST:**

\_\_\_\_\_  
Jordan Parente, City Administrator / Recorder

DRAFT

EXHIBIT A

CHAPTER 162: TREE CODE

- 162.01 Purpose.
- 162.02 Scope.
- 162.03 Definitions.
- 162.04 Tree Removal Permit Required.
- 162.05 Tree Removal Permit Classifications.
- 162.06 Permit Application Requirements.
- 162.07 Permit Application Review Procedures.
- 162.08 Mitigation.
- 162.9 Appeal.
- 162.10 Violations; Enforcement.

162.01. Purpose.

The purpose of this chapter is to permit and regulate the removal of trees on private property in order to protect public health and safety and to protect property from the risks of harm presented by certain trees while protecting trees as an important natural resource of the City.

162.02. Scope.

- A. This chapter shall apply to the removal of trees from private property located within the City of Durham.
- B. This chapter does not apply to the following:
  - i. The removal of a plant that does not meet the definition of tree under this chapter.
  - ii. The removal of a tree approved by a land action pursuant to the Durham Development Code.
  - iii. The removal of a tree from property owned by the City of Durham.

162.03. Definitions.

The following definitions apply to this chapter:

**Applicant:** An owner of a property within the City who applies for a tree removal permit under this Chapter.

**Canopy:** the area above ground that is covered by the trunk, branches, and foliage of a tree crown or group of tree crowns.

**Canopy coverage:** the amount of tree canopy that will be provided for a given lot or parcel through any combination of preserved trees and planting new trees, expressed as

the sum of all the canopy coverage of all preserved trees and newly planted trees, divided by the total canopy coverage for the entire lot or parcel prior to tree removal. In general, the formula grants bonus tree canopy credit based on the existing tree canopy of preserved trees and grants additional tree canopy credit based on the projected mature tree canopy of newly planted trees. Individual tree canopy coverage is identified in the City's tree list.

City: The City Administrator of the City of Durham or designee.

City Arborist: An individual who has met the criteria for certification from the International Society of Arboriculture and maintains accreditation and who possesses and maintains a Tree Risk Assessment Qualification.

Crown: The branches and leaves of a tree extending from the trunk.

Diameter at Breast Height ("DBH"): The tree trunk diameter measured at 4.5 ft. (54 in.) above mean ground level at the base of the trunk. If a tree splits into multiple trunks above ground but below 4.5 ft., the trunk diameter is measured at its most narrow point beneath the split. The diameter is calculated by dividing the circumference by  $\pi$  (3.14).

Dead or Declining Tree: A tree that is lifeless or is in a state of progressive and irreversible decline. Among the factors that could be considered to determine if the tree is lifeless include unseasonable lack of foliage, brittle dry branches, or lack of any growth during the growing season. Among the factors that could be considered to determine if the tree is in progressive and irreversible decline include chlorotic foliage, an overall thinning of the crown, significant branch mortality, top dieback, premature fall coloration and defoliation, or evidence of disease likely to lead to death.

Hazard Tree: A tree that presents a high or extreme risk on the International Society of Arboriculture qualitative tree risk assessment as determined by the City Arborist.

Improved Surface: A surface that has been improved with asphalt, concrete, or other paved surface of similar characteristics.

Owner: Any person who owns a property within the City of Durham upon which a tree's trunk is located.

Removal: The cutting down of a tree or removing of more than half of the crown, trunk, or root system of a tree; or topping or damage to a tree so as to cause the tree to decline, die, or to qualify as a hazard tree. "Removal" does not include the normal trimming, pruning, or other maintenance of trees that does not have the effect of causing the tree to decline, die, or to qualify as a hazard tree.

Structure: A building or structure constructed pursuant to a building permit.

Tree: A woody plant having a DBH of six inches or larger, or any mitigation tree required by the City to be planted under this chapter. If a tree splits into multiple trunks above

ground, it is considered one tree. If the tree splits into multiple trunks below ground, each trunk shall be considered one tree.

Trunk: The main stem of a tree that connects the roots to the branches.

Utility Service: The physical systems and infrastructure providing utility services including, but not limited to water, sewer, electricity, natural gas, and communications.

#### 162.04. Tree Removal Permit Required.

- A. Except as provided by Section 162.05(E) of this chapter, no person may remove a tree from private property within the City without first obtaining a tree removal permit. A separate tree removal permit is required for each tree to be removed.
- B. The removal of a tree without a tree removal permit is a violation of this chapter and is subject to the penalties set forth herein.

#### 162.05. Tree Removal Permit Classifications

Applicants may apply for a tree removal permit under the following classifications:

##### A. Hazard Tree Removal Permit

The City shall issue a hazard tree removal permit if the City Arborist determines that the tree is a hazard tree as defined by this chapter.

##### B. Dead or Declining Tree Removal Permit

The City shall issue a dead or declining tree removal permit if the City Arborist determines that the tree is a dead or declining tree as defined by this chapter.

##### C. Property Damage Tree Removal Permit

- i. The City shall issue a permit for the removal of a tree causing material damage to property if the applicant demonstrates that the tree is causing material damage or is reasonably likely to cause material damage to an existing structure or utility service; and
  - 1. The City determines that such existing structure or utility service cannot be reasonably moved without further material damage to the existing structure or utility service; and
  - 2. The City Arborist determines that the damage cannot be reasonably prevented or alleviated by measures including, but not limited to, root pruning or installation of root barriers.

##### D. One Tree Per Year Removal Permit

The City shall issue, once per year per physical address, a permit for the removal of a tree between six inches (6”) and ten inches (10”) DBH.

E. Emergency Tree Removal Permit

- i. The City shall issue an emergency tree removal permit if the applicant demonstrates that the condition of a tree presents an immediate danger to persons or property. For the purposes of this section, “immediate danger to persons or property” shall include any of the following:
  1. The tree begins uprooting, or is starting to progressively lean;
  2. There are cracks in the tree where the main branches connect to the trunk;
  3. The tree is leaning on a structure;
  4. The tree is leaning on another tree; or
  5. The tree is in immediate danger of collapse such that a nonemergency tree removal permit could not first be obtained.
- ii. The City shall review and issue or deny an emergency tree removal permit within two (2) business days of the city’s acceptance of an application.
- iii. If the owner determines that a tree presents an immediate danger to persons or property, the owner may remove the tree prior to the issuance of an emergency tree removal permit if the owner applies for an emergency tree removal permit within five (5) business days of the tree’s removal. If the City determines that the tree did not qualify for an emergency tree removal permit, the removal of the tree is a violation of this chapter and is subject to the penalties set forth herein.

F. Removal of Trees Pursuant to Issued Building Permits

- i. The City shall issue a permit for the removal of trees that must be removed in order to execute an issued building permit under the following conditions:
  1. At least 20% of all trees on the property must be preserved;
  2. At least 40% of all the property’s existing canopy coverage must be preserved; and

3. The preserved trees must be dispersed across at least 50% of the total area of the property, less the building footprint and any man-made surface that reduces or prevents the absorption of water.
- ii. If an applicant under this Section is unable to comply with the requirements of Section 162.05(F)(i), above, then the applicant must submit a written narrative and supporting information demonstrating that compliance with any of Section 162.05(F)(i) is not possible and that removing more trees than allowed by these subsections is necessary due to one or more of the following:
  1. Removal is necessary due to existing or proposed utilities that cannot be relocated to an alternative location; or
  2. Removal is necessary due to the topography of the subject lot or parcel and the tree or trees to be removed are located within or abutting areas of cuts or fills that are deemed threatening to the life of the tree, as determined by the City Arborist.

162.06. Permit Application Requirements.

- A. An application for a tree removal permit may only be submitted by the owner of the property, as defined by this chapter. If the trunk of the tree proposed to be removed straddles multiple property lines, an application for the removal of that tree must be joined by the owner of each property straddled by the tree's trunk.
- B. An application for a tree removal permit shall be made on forms prescribed by the City.
- C. An application for a tree removal permit shall contain, at minimum, the following information:
  - i. The applicant's name, phone number, mailing address, email address, and address of the property from which tree removal is proposed;
  - ii. The applicant's statement that the applicant is the owner of the property from which tree removal is proposed;
  - iii. The DBH and species of the tree proposed to be removed;
  - iv. The location of the tree proposed to be removed marked on a site plan of the property;

- v. A statement of the reason(s) for proposed removal of the tree and the type of tree removal permit sought;
- vi. Photographic or video evidence of the tree proposed to be removed that clearly demonstrates that the condition of the tree meets the requirements of the tree removal permit classification;
- vii. If applicable, information regarding the non-feasibility of replanting on-site as required mitigation planting, if applicant alleges that on-site mitigation planting is not feasible;
- viii. The applicant's consent for City officials, including the City Arborist, to enter the property to conduct a tree assessment for which a removal permit is sought;
- ix. The applicant's signed statement affirming that all information submitted with the tree removal application is complete, accurate, and true;
- x. All applicable fees established by City council resolution; and
- xi. Any other information reasonably required by the City.

162.07. Permit Application Review Procedures.

- A. The City shall not review an application until the application contains all the information and the permit fee required by this chapter.
- B. Within two (2) business days of receipt of an emergency tree removal application, or within ten (10) business days of receipt of a hazard tree application, or within fifteen (15) business days of receipt of an application for all other application types, except under extenuating circumstances, as determined by the City in its sole discretion, the City shall do one of the following:
  - i. Determine if the application for the proposed tree removal permit satisfies the requirements of this chapter and issue the permit;
  - ii. Determine if the application for the proposed tree removal permit does not satisfy the requirements of this chapter and deny the permit; or
  - iii. Determine if additional information is required to determine whether the application satisfies the requirements of this chapter and make a written request for additional information to the applicant.

- C. The City shall send written notice of its determination under Section 162.07(B) to the mailing address or email address listed on the application.

162.08. Mitigation.

- A. Mitigation shall be required for any tree removed pursuant to a tree removal permit issued under this chapter and any tree removed in violation of this chapter.
- B. The mitigation requirement shall be satisfied by one of the following:
  - i. If the City Arborist determines that mitigation planting on the property from which the tree was removed is feasible, then the applicant shall plant a tree of a species from the City's approved tree species list on the property that, at maturity, would provide at least as much canopy coverage as the tree that was removed; or
  - ii. If the City Arborist determines that mitigation planting on the property from which the tree was removed is not feasible, then the applicant shall pay an in lieu of fee in the amount established by resolution of the City Council instead of planting a mitigation tree. Payment of the in lieu of fee must be made within thirty (30) calendar days of the issuance of the tree removal permit under this chapter.
- C. Mitigation planting must be completed and proof of mitigation planting, including the species of tree planted, must be submitted to the City within six months of the issuance of the tree removal permit under this chapter. Any tree planted as mitigation under this chapter shall be subject to all permit removal conditions, even after transfers of underlying property. Notwithstanding anything to the contrary contained within this chapter, any tree planted as mitigation under this chapter that dies within the first two years following its planting must be replaced and the replacement tree shall be subject to the requirements of 162.08(B)(i), above. The City may, at its discretion, review the status of any tree planted as mitigation under this chapter.
- D. The City Administrator is hereby authorized to administratively adopt and maintain an approved mitigation tree species list for replacement planting. Such list shall not include any invasive tree species.

162.09. Appeal.

The City's decision regarding a tree removal permit or penalty may be appealed to the City Council in accordance with the following process:

- A. The applicant must submit a written notice of appeal to the City within ten (10) calendar days of the date of mailing of the City's determination under Section 162.07(C). The written notice of appeal must be accompanied by the appeal fee in the amount established by resolution of the City Council. Appeals received more than ten (10) calendar days after the date of mailing of the City's determination under Section 162.07(C) will be dismissed without review by the City Council.
  - B. Technical reports supporting the appeal, such as those written by an arborist or engineer, and all other ancillary evidence for City Council consideration, shall be submitted to the City no later than ten (10) business days prior to the date of the hearing.
  - C. The applicant's written notice of appeal must contain the following information. Appeals lacking any of the required information will be dismissed without review by the City Council.
    - i. The applicant's name and contact information;
    - ii. A statement of the facts; and
    - iii. A statement of the grounds for the applicant's appeal.
  - D. Except as described in Section 162.09(E), below, the appeal will be heard at the first regular City Council meeting following the City's receipt of the applicant's written notice of appeal but not sooner than fourteen (14) calendar days after the City's receipt of the applicant's written notice of appeal. The applicant shall be provided written notice of the appeal hearing date at least fourteen (14) calendar days before the scheduled hearing.
  - E. If an applicant appeals the denial of a hazard tree removal permit, then the appeal will be heard at the first regular Council meeting following the date of the applicant's written notice of appeal. As soon as reasonably practicable, the applicant shall be provided written notice of the appeal hearing date.
  - F. The City may grant a request to continue the hearing for good cause.
  - G. The City Council's review of a denial shall be limited to determining whether the applicant's tree removal permit application meets the requirements of this chapter. The City Council shall make its decision based on the applicant's application, the applicant's written appeal, and any evidence presented by City staff and the applicant at the appeal hearing. The City Council's decision shall be final.
- 162.10. Violations; Enforcement.

- A. Any violation of this chapter shall be a civil violation and subject to enforcement in accordance with the Durham Municipal Code. Except as otherwise noted, violations are continuing in nature.
- i. Violations of Section 162.04(B) of this chapter shall be assessed a penalty in an amount not more than four thousand dollars (\$4,000). Violations of Section 162.04(B) are not continuing in nature.
  - ii. Any violation of Section 162.08 of this chapter shall be assessed a penalty in an amount not more than five hundred dollars (\$500) for each month that the violation exists until proof that the applicable requirements of Section 162.08 are satisfied.
  - iii. Violations of any other section of this chapter shall be assessed a penalty in an amount not more than four thousand dollars (\$4,000) for each month that the violation exists until proof that the applicable requirements of the Chapter are satisfied.
- B. If the owner fails to pay any penalty imposed under this chapter, the City may impose a lien upon the owner's real property on which the violation occurred to recover the amount of the penalty.
- C. The rights, remedies, and penalties provided in this chapter are cumulative, are not mutually exclusive, and are in addition to any other rights, remedies, and penalties available to the City under any other provisions of law.
-

*City of Durham, Oregon*

**ORDINANCE 273-26**

**AN ORDINANCE REGULATING THE REMOVAL OF TREES ON PRIVATE PROPERTY AND NOT CONNECTED TO THE DEVELOPMENT OF LAND**

**WHEREAS**, the City Council of the City of Durham recognizes trees as natural resources that provide aesthetic, economic, ecological, environmental, and health benefits to those who live in, work in, and visit the City; and

**WHEREAS**, the City Council of the City of Durham finds that the unregulated destruction, cutting, and removal of trees results in the loss of those benefits and the reduction in the overall quality of the City; and

**WHEREAS**, the City Council of the City of Durham finds that the treatment of trees on private properties within the City impacts private properties and the entire City; and

**WHEREAS**, the City Council of the City of Durham also recognizes that falling trees present serious risks to the public health and safety and to property, as evidenced by the harms to public health, safety, and property caused by falling trees during extreme weather events; and

**WHEREAS**, the City Council of the City of Durham finds that permitting the removal of certain trees is necessary to protect the public health and safety and is necessary to protect property; and

**WHEREAS**, in order to protect public health, safety, and property, and to preserve the benefits provided by trees in the City and prevent the uncontrolled destruction, cutting, and removal of trees on private properties within the City, the City Council of the City of Durham finds it necessary to regulate the removal of trees on private properties within the City; and

**WHEREAS**, The City Council of the City of Durham finds it advisable that this Ordinance take effect immediately upon its enactment.

**NOW, THEREFORE, THE CITY OF DURHAM, OREGON, ORDAINS AS FOLLOWS:**

Section 1. The regulations regarding the removal of trees on private property as set forth in Exhibit A are hereby adopted and incorporated into this Ordinance by reference. The City Administrator is directed to codify this Exhibit A in conformance with the City's existing codification of ordinances, to make non-substantive edits necessary for organization, formatting, and consistency, and to correct any scrivener's errors that may be found in Exhibit A during codification.

Section 2. If any provision, section, phrase, or word of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect any other provision that can be given effect without the invalid provision or application.

Section 3. This Ordinance shall take effect immediately upon its enactment because delay in implementing regulations regarding the removal of trees risks immediate and irreparable harm to public health, safety, and property.

**PASSED AND ADOPTED** by the City of Durham, Washington County, Oregon this [DAY] day of [MONTH], 2026.

**CITY OF DURHAM  
BY:**

\_\_\_\_\_  
Joshua Drake, Mayor

**ATTEST:**

\_\_\_\_\_  
Jordan Parente, City Administrator / Recorder

DRAFT

EXHIBIT A  
*CHAPTER 162: TREE CODE*

- 162.01 Purpose.
- 162.02 Scope.
- 162.03 Definitions.
- 162.04 Tree Removal Permit Required.
- 162.05 Tree Removal Permit Classifications.
- 162.06 Permit Application Requirements.
- 162.07 Permit Application Review Procedures.
- 162.08 Mitigation.
- 162.9 Appeal.
- 162.10 Violations; Enforcement.

162.01. Purpose.

The purpose of this chapter is to permit and regulate the removal of trees on private property in order to protect public health and safety and to protect property from the risks of harm presented by certain trees while protecting trees as an important natural resource of the City.

162.02. Scope.

- A. This chapter shall apply to the removal of trees from private property located within the City of Durham.
- B. This chapter does not apply to the following:
  - i. The removal of a plant that does not meet the definition of tree under this chapter.
  - ii. The removal of a tree approved by a land action pursuant to the Durham Development Code.
  - iii. The removal of a tree from property owned by the City of Durham.

162.03. Definitions.

The following definitions apply to this chapter:

**Applicant:** An owner of a property within the City who applies for a tree removal permit under this Chapter.

**Canopy:** the area above ground that is covered by the trunk, branches, and foliage of a tree crown or group of tree crowns.

**Canopy coverage:** the amount of tree canopy that will be provided for a given lot or parcel through any combination of preserved trees and planting new trees, expressed as

the sum of all the canopy coverage of all preserved trees and newly planted trees, divided by the total canopy coverage for the entire lot or parcel [prior to tree removal](#). In general, the formula grants bonus tree canopy credit based on the existing tree canopy of preserved trees and grants additional tree canopy credit based on the projected mature tree canopy of newly planted trees. Individual tree canopy coverage is identified in the City's tree list.

City: The City Administrator of the City of Durham or designee.

City Arborist: An individual who has met the criteria for certification from the International Society of Arboriculture and maintains accreditation and who possesses and maintains a Tree Risk Assessment Qualification.

Crown: The branches and leaves of a tree extending from the trunk.

Diameter at Breast Height ("DBH"): The tree trunk diameter measured at 4.5 ft. (54 in.) above mean ground level at the base of the trunk. If a tree splits into multiple trunks above ground but below 4.5 ft., the trunk diameter is measured at its most narrow point beneath the split. The diameter is calculated by dividing the circumference by  $\pi$  (3.14).

Dead or Declining Tree: A tree that is lifeless or is in a state of progressive and irreversible decline. Among the factors that could be considered to determine if the tree is lifeless include unseasonable lack of foliage, brittle dry branches, or lack of any growth during the growing season. Among the factors that could be considered to determine if the tree is in progressive and irreversible decline include chlorotic foliage, an overall thinning of the crown, significant branch mortality, top dieback, premature fall coloration and defoliation, or evidence of disease likely to lead to death.

Hazard Tree: A tree that presents a high or extreme risk on the International Society of Arboriculture qualitative tree risk assessment as determined by the City Arborist.

Improved Surface: A surface that has been improved with asphalt, concrete, or other paved surface of similar characteristics.

Owner: Any person who owns a property within the City of Durham upon which a tree's trunk is located.

Removal: The cutting down of a tree or removing of more than half of the crown, trunk, or root system of a tree; or topping or damage to a tree so as to cause the tree to decline, die, or to qualify as a hazard tree. "Removal" does not include the normal trimming, pruning, or other maintenance of trees that does not have the effect of causing the tree to decline, die, or to qualify as a hazard tree.

Structure: A building or structure constructed pursuant to a building permit.

Tree: A woody plant having a DBH of six inches or larger, or any mitigation tree required by the City to be planted under this chapter. If a tree splits into multiple trunks above

ground, it is considered one tree. If the tree splits into multiple trunks below ground, each trunk shall be considered one tree.

Trunk: The main stem of a tree that connects the roots to the branches.

Utility Service: The physical systems and infrastructure providing utility services including, but not limited to water, sewer, electricity, natural gas, and communications.

162.04. Tree Removal Permit Required.

- A. Except as provided by Section 162.05(E) of this chapter, no person may remove a tree from private property within the City without first obtaining a tree removal permit. A separate tree removal permit is required for each tree to be removed.
- B. The removal of a tree without a tree removal permit is a violation of this chapter and is subject to the penalties set forth herein.

162.05. Tree Removal Permit Classifications

Applicants may apply for a tree removal permit under the following classifications:

A. Hazard Tree Removal Permit

The City shall issue a hazard tree removal permit if the City Arborist determines that the tree is a hazard tree as defined by this chapter.

B. Dead or Declining Tree Removal Permit

The City shall issue a dead or declining tree removal permit if the City Arborist determines that the tree is a dead or declining tree as defined by this chapter.

C. Property Damage Tree Removal Permit

- i. The City shall issue a permit for the removal of a tree causing material damage to property if the applicant demonstrates that the tree is causing material damage or is reasonably likely to cause material damage to an existing structure or utility service; and
  - 1. The City determines that such existing structure or utility service cannot be reasonably moved without further material damage to the existing structure or utility service; and
  - 2. The City Arborist determines that the damage cannot be reasonably prevented or alleviated by measures including, but not limited to, root pruning or installation of root barriers.

D. One Tree Per Year Removal Permit

The City shall issue, once per year per physical address, a permit for the removal of a tree between six inches (6”) and ten inches (10”) DBH.

E. Emergency Tree Removal Permit

- i. The City shall issue an emergency tree removal permit if the applicant demonstrates that the condition of a tree presents an immediate danger to persons or property. For the purposes of this section, “immediate danger to persons or property” shall include any of the following:
  1. The tree begins uprooting, or is starting to progressively lean;
  2. There are cracks in the tree where the main branches connect to the trunk;
  3. The tree is leaning on a structure;
  4. The tree is leaning on another tree; or
  5. The tree is in immediate danger of collapse such that a nonemergency tree removal permit could not first be obtained.
- ii. The City shall review and issue or deny an emergency tree removal permit within two (2) business days of the city’s acceptance of an application.
- iii. If the owner determines that a tree presents an immediate danger to persons or property, the owner may remove the tree prior to the issuance of an emergency tree removal permit if the owner applies for an emergency tree removal permit within five (5) business days of the tree’s removal. If the City determines that the tree does not qualify for an emergency tree removal permit, the removal of the tree is a violation of this chapter and is subject to the penalties set forth herein.

F. Removal of Trees Pursuant to Issued Building Permits

- i. The City shall issue a permit for the removal of trees that must be removed in order to execute an issued building permit under the following conditions:
  1. At least 20% of all trees on the property must be preserved;
  2. At least 40% of all the property’s existing canopy coverage must be preserved; and

3. The preserved trees must be dispersed across at least 50% of the total area of the property, less the building footprint and any man-made surface that reduces or prevents the absorption of water.
- ii. If an applicant under this Section is unable to comply with the requirements of Section 162.05(F)(i), above, then the applicant must submit a written narrative and supporting information demonstrating that compliance with ~~either one or both of these subsections~~any of Section 162.05(F)(i) is not possible and that removing more trees than allowed by these subsections is necessary due to one or more of the following:
    1. Removal is necessary due to existing or proposed utilities that cannot be relocated to an alternative location; or
    2. Removal is necessary due to the topography of the subject lot or parcel and the tree or trees to be removed are located within or abutting areas of cuts or fills that are deemed threatening to the life of the tree, as determined by the City Arborist.
- 162.06. Permit Application Requirements.
- A. An application for a tree removal permit may only be submitted by the owner of the property, as defined by this chapter. If the trunk of the tree proposed to be removed straddles multiple property lines, an application for the removal of that tree must be joined by the owner of each property straddled by the tree's trunk.
  - B. An application for a tree removal permit shall be made on forms prescribed by the City.
  - C. An application for a tree removal permit shall contain, at minimum, the following information:
    - i. The applicant's name, phone number, mailing address, email address, and address of the property from which tree removal is proposed;
    - ii. The applicant's statement that the applicant is the owner of the property from which tree removal is proposed;
    - iii. The ~~number~~, DBH, and species of the tree proposed to be removed;
    - iv. The location of the tree proposed to be removed marked on a site plan of the property;

- v. A statement of the reason(s) for proposed removal of the tree and the type of tree removal permit sought;
- vi. Photographic or video evidence of the tree proposed to be removed that clearly demonstrates that the condition of the tree meets the requirements of the tree removal permit classification;
- vii. If applicable, information regarding the non-feasibility of replanting on-site as required mitigation planting, if applicant alleges that on-site mitigation planting is not feasible;
- viii. The applicant's consent for City officials, including the City Arborist, to enter the property to conduct a ~~tree~~ assessment ~~of the tree~~ for which a removal permit is sought;
- ix. The applicant's signed statement affirming that all information submitted with the tree removal application is complete, accurate, and true;
- x. All applicable fees established by City council resolution; and
- xi. Any other information reasonably required by the City.

Formatted: Not Highlight

162.07. Permit Application Review Procedures.

- A. The City shall not review an application until the application contains all the information and the permit fee required by this chapter.
- B. Within two (2) business days of receipt of an emergency tree removal application, or within ten (10) business days of receipt of a hazard tree application, or within fifteen (15) business days of receipt of an application for all other application types, except under extenuating circumstances, as determined by the City in its sole discretion, the City shall do one of the following:
  - i. Determine ~~that-if~~ the application for the proposed tree removal permit satisfies the requirements of this chapter and issue the permit;
  - ii. Determine ~~that-if~~ the application for the proposed tree removal permit does not satisfy the requirements of this chapter and deny the permit; or
  - iii. Determine ~~that-if~~ additional information is required to determine whether the application satisfies the requirements of this chapter and make a written request for additional information to the applicant.

- C. The City shall send written notice of its determination under Section 162.07(B) to the mailing address or email address listed on the application.

162.08. Mitigation.

- A. Mitigation shall be required for any trees removed pursuant to a tree removal permit issued under this chapter and any trees removed in violation of this chapter.
- B. The mitigation requirement shall be satisfied by one of the following:
  - i. If the City Arborist determines that mitigation planting on the property from which the tree was removed is feasible, then the applicant shall plant a tree of a species from the City's approved tree species list on the property that, at maturity, would provide at least as much canopy coverage as the tree that was removed; or
  - ii. If the City Arborist determines that mitigation planting on the property from which the tree was removed is not feasible, then the applicant shall pay an in lieu of fee in the amount established by resolution of the City Council instead of planting a mitigation tree. Payment of the in lieu of fee must be made within thirty (30) calendar days of the issuance of the tree removal permit under this chapter.
- C. Mitigation planting must be completed and proof of mitigation planting, including the species of tree planted, must be submitted to the City within six months of the issuance of the tree removal permit under this chapter. Any tree planted as mitigation under this chapter shall be subject to all permit removal conditions, even after transfers of underlying property. Notwithstanding anything to the contrary contained within this chapter, any tree planted as mitigation under this chapter that dies within the first two years following its planting must be replaced and the replacement tree shall be subject to the requirements of 162.08(B)(i), above. The City may, at its discretion, review the status of any tree planted as mitigation under this chapter.
- D. The City Administrator is hereby authorized to administratively adopt and maintain an approved mitigation tree species list for replacement planting. Such list shall not include any invasive tree species.

162.09. Appeal.

The City's decision regarding a tree removal permit or penalty may be appealed to the City Council in accordance with the following process:

- A. The applicant must submit a written notice of appeal to the City within ten (10) calendar days of the date of mailing of the City's determination under Section 162.07(C). The written notice of appeal must be accompanied by the appeal fee in the amount established by resolution of the City Council. Appeals received more than ten (10) calendar days after the date of mailing of the City's determination under Section 162.07(C) will be dismissed without review by the City Council.
  - B. Technical reports supporting the appeal, such as those written by an arborist or engineer, and all other ancillary evidence for City Council consideration, shall be submitted to the City no later than ten (10) business days prior to the date of the hearing.
  - C. The applicant's written notice of appeal must contain the following information. Appeals lacking any of the required information will be dismissed without review by the City Council.
    - i. The applicant's name and contact information;
    - ii. A statement of the facts; and
    - iii. A statement of the grounds for the applicant's appeal.
  - D. Except as described in Section 162.09(E), below, the appeal will be heard at the first regular City Council meeting following the City's receipt of the applicant's written notice of appeal but not sooner than fourteen (14) calendar days after the City's receipt of the applicant's written notice of appeal. The applicant shall be provided written notice of the appeal hearing date at least fourteen (14) calendar days before the scheduled hearing.
  - E. If an applicant appeals the denial of a hazard tree removal permit, then the appeal will be heard at the first regular Council meeting following the date of the applicant's written notice of appeal. As soon as reasonably practicable, the applicant shall be provided written notice of the appeal hearing date.
  - F. The City may grant a request to continue the hearing for good cause.
  - G. The City Council's review of a denial shall be limited to determining whether the applicant's tree removal permit application meets the requirements of this chapter. The City Council shall make its decision based on the applicant's application, the applicant's written appeal, and any evidence presented by City staff and the applicant at the appeal hearing. The City Council's decision shall be final.
- 162.10. Violations; Enforcement.

- A. Any violation of this chapter shall be a civil violation and subject to enforcement in accordance with the Durham Municipal Code. Except as otherwise noted, violations are continuing in nature.
- i. Violations of Section 162.04(B) of this chapter shall be assessed a penalty in an amount not more than four thousand dollars (\$4,000). Violations of Section 162.04(B) are not continuing in nature.
  - ii. Any violation of Section 162.08 of this chapter shall be assessed a penalty in an amount not more than five hundred dollars (\$500) for each month that the violation exists until proof that the applicable requirements of Section 162.08 are satisfied. ~~Upon such submission, the City shall waive the most recently assessed five hundred dollar (\$500) penalty. However, the remainder of the total cumulative penalty, if any, shall remain owing to the City.~~
  - iii. Violations of any other section of this chapter shall be assessed a penalty in an amount not more than four thousand dollars (\$4,000) for each month that the violation exists until proof that the applicable requirements of the Chapter are satisfied.
- B. If the owner fails to pay any penalty imposed under this chapter, the City may impose a lien upon the owner's real property on which the violation occurred to recover the amount of the penalty.
- C. The rights, remedies, and penalties provided in this chapter are cumulative, are not mutually exclusive, and are in addition to any other rights, remedies, and penalties available to the City under any other provisions of law.
-

*City of Durham, Oregon*

**RESOLUTION 693-26**

**A RESOLUTION OF THE DURHAM CITY COUNCIL, OREGON, REQUIRING CITY COUNCIL AUTHORIZATION AND PUBLIC NOTICE OF NON-EMERGENCY TREE REMOVALS FROM CITY PROPERTY**

**WHEREAS**, the City Council of the City of Durham recognizes trees as natural resources that provide aesthetic, economic, ecological, environmental, and health benefits to the City and members of the public; and

**WHEREAS**, the City Council of the City of Durham finds that the unregulated destruction, cutting, and removal of trees may result in result in the loss of those benefits and the reduction in the overall quality of the City; and

**WHEREAS**, the City Council of the City of Durham finds that the treatment of trees on City-owned properties can have significant impacts upon the entire City; and

**WHEREAS**, the City Council of the City of Durham also recognizes that the falling of trees presents serious risks to the public health and safety and to property, as evidenced by the harms to public health, safety, and property caused by the falling of trees during severe storms; and

**WHEREAS**, the City Council of the City of Durham finds that permitting the removal of certain trees is necessary to protect the public health and safety and is necessary to protect property; and

**WHEREAS**, in order to protect public health, safety, and property, and to preserve the benefits provided by trees in the City and prevent the uncontrolled destruction, cutting, and removal of trees on City-owned properties, the City Council of the City of Durham finds it necessary to regulate the removal of trees on City-owned properties within the City.

**NOW, THEREFORE, THE CITY OF DURHAM, OREGON ORDAINS AS FOLLOWS:**

1. Council Review.

The removal of trees, as defined by Ordinance No. 273-26, on City-owned property shall be subject to review and approval by City Council. The City Administrator shall report to City Council the conditions or reasons why it is necessary to remove the tree(s). City Council shall review the proposed removals and consider factors such as the location, health, and condition of each the tree proposed for removal and the significance of the impact of the tree's removal to the community.

2. Public Notice.

City staff shall give public notice of the proposed removal of a tree from City-owned property by posting a sign on the property a minimum of one week prior to removal.

3. Removal of Hazard Trees.

Upon determination by the City Arborist, as defined in Ordinance No. 273-26, that a tree is a hazard tree as defined by Ordinance No. 273-26, the City Administrator may remove the tree without

Council review and public notice. However, the City Administrator shall report the removal to the City Council at the next regular meeting of the City Council. Such report shall include the conditions or reasons why the tree was a hazard tree.

4. Emergency Removals.

Upon determination by the City Administrator that a tree presents an immediate danger to persons or property, as defined by Ordinance No. 273-26, the City Administrator may remove the tree without Council review and public notice. However, the City Administrator shall report the removal to the City Council at the next regular meeting of the City Council. Such report shall include the conditions or reasons why the tree required emergency removal.

**PASSED AND ADOPTED** by the City of Durham, Washington County, Oregon this 24 day of March, 2026.

**CITY OF DURHAM**  
**BY:**

\_\_\_\_\_  
Joshua Drake, Mayor

**ATTEST:**

\_\_\_\_\_  
Jordan Parente, City Administrator / Recorder

*City of Durham, Oregon*

**RESOLUTION NO. 694-26**

**A RESOLUTION OF THE DURHAM CITY COUNCIL, OREGON UPDATING A MASTER FEE SCHEDULE FOR THE CITY OF DURHAM, OREGON**

**WHEREAS**, the City of Durham (“City”) adopts fees and charges that are necessary to cover programmatic expenses, and;

**WHEREAS**, the City’s fees do not reflect current market conditions, and;

**WHEREAS**, Oregon State law allows local jurisdictions to recover actual costs; and

**WHEREAS**, the City previously adopted multiple different fee resolutions to address different fees, and also adopted some fees via ordinance; and

**WHEREAS**, the City desires to ultimately consolidate all previously adopted fees into one resolution; and

**WHEREAS**, while the fee schedule adopted by this resolution reflects many of the City’s current fees, some fees may still exist in City ordinances. The City resolves to update the fee schedule periodically to reflect those fees currently captured in other City ordinances or resolutions, as time and resources allow.

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

1. The fees attached in “Exhibit A” are hereby adopted. The fees in “Exhibit A” supersede and replace all fees previously established in Resolutions 690-26 and all other resolutions that establish fees of the types expressly set forth herein.
2. City Council resolves to update the fees attached in “Exhibit A” periodically and to review, update, and consolidate all City fees into one fee schedule, to the reasonable extent permitted by City time and resources. The City Administrator is authorized to correct any scrivener’s errors that may be found in Exhibit “A” during codification.
3. City Council hereby ratifies and authorizes all fees charged by the City of Durham prior to the effective date of Resolution 694-26, to the extent required. If any provision of this Master Fee Schedule are held to be invalid, illegal, or unenforceable, the remaining provisions shall be unaffected and shall remain in full force and effect.
4. This Resolution shall be effective immediately upon its adoption by the City Council.

**PASSED AND ADOPTED** by the City of Durham, Washington County, Oregon, this 24<sup>th</sup> day of March, 2026.

**CITY OF DURHAM  
BY:**

\_\_\_\_\_  
Joshua Drake, Mayor

**ATTEST:**

\_\_\_\_\_  
Jordan Parente, City Administrator / Recorder

*City of Durham, Oregon*

**RESOLUTION 694-26 EXHIBIT “A”  
MASTER FEE SCHEDULE**

*Effective March 24, 2026*

***General Fees***

**Billable Hourly Rates**

Any work performed by staff for research or review during regular business hours. Overtime hours shall be billed as the calculated hourly rate multiplied by 125 percent. The City Administrator is authorized to adjust calculated billings to reflect the impact of unusual circumstances or situations.

City Staff	Billable Hourly Rates
City Attorney	City's Actual Cost + 10% administration fee
City Engineer	City's Actual Cost + 10% administration fee
City Planner	City's Actual Cost + 10% administration fee
City Arborist	City's Actual Cost + 10% administration fee
Administrative Assistant, City Administrator, or Other Staff	\$175 per hour

**Business License Fees**

Item	Fee
Apartment Business License	\$50 + \$12 Per Unit
Business License 0-10 Employees	\$50
Business License 11-50 Employees	\$100
Business License 51 Employees or more	\$200
Home Occupation	Included in Business License Fee
Late Business License Renewals	\$10 per month late

**Miscellaneous Administration Fees**

Item	Fee
NSF Check Charge	\$25 + City's Actual Cost
Special Use Permit	\$75 Per Use

## Public Records Fees

Item	Charge	Charge Basis
Lien Search Request	\$40.00	Per Search
Photocopy and Printing	\$1 for black and white; \$2 for color	Per Impression
Public Records Request 1	City Staff time + copies and materials, or,	\$50 per hour, charged per 15 min increment, first 15 min. free (\$25 minimum) + copies and materials
Public Records Request 2	Contracted City Staff rate + copies and materials	actual charge + copies and materials
Postage and Materials	Actual Cost	Per Item
Other City-created documents	Staff Billable hours + materials	

## Right of Way (ROW) Permit Fees

Item	Improved Surface Fee
Construction Permit	\$150 permit fee plus \$150 inspection fee, or, 4% of total construction value, whichever is greater
Sidewalk/Driveway Apron Permit	\$150 permit fee plus \$150 inspection fee, or, 4% of total construction value, whichever is greater
Inspection Fee	\$150.00

## Telecom Annual License Fee

Item	Fee
Franchise/Telecom License; (Due 12.31 for coming year)	Greater of \$3,000 annually or 5% of gross revenue, as stated in the franchise ordinance.
Interest for fees not paid	9% compounded daily from due date until paid

## Tree Removal and Mitigation Fees Unrelated to Development

Item	Fee
Tree Removal: (B) Dead or Declining	\$50 per tree
Tree Removals: (A) Hazard, (D) One Tree Per Year (C) Property Damage, (E) Emergency	\$150 per tree
Tree Removal: (F) Issued Building Permit	\$250 Per Tree for first five trees; \$500 per tree for each additional tree removed
In-Lieu of Tree Mitigation Fee	\$500 per tree not mitigated

## Small Cell Wireless License

Item	Fee
ROW Application for siting Small Cell Wireless Facilities on existing infrastructure	\$500 for up to 5 sites & \$100 for each additional
New Small Cell Supports in ROW	\$1,000 per new support structure
Per attachment in the Right of Way; (Due 12.31 for coming year)	\$270

## ***Planning Department Fees***

### **Development Actions**

#### **Definitions:**

Fee: a sum paid or charged for a city service.

Deposit: an act of placing an amount of money with the city to use for development expenditure.

Development Costs: The applicant is required to bear the full cost of the development review process, including but not limited to costs and fees for the City's planning consultant, engineer and attorney. The development fee schedule listed below represents an estimate of the minimum fees to cover these costs.

The initial application fee will be based on this schedule. If the City's fees exceed those initially paid, the City will invoice the applicant for such additional fees. The City will invoice the applicant for all fees accrued at the end of each phase of the development review process. All such invoices shall be paid to the City before the City processes the succeeding phase(s) of the development review process.

If any fee invoiced is not paid when due, the amount invoiced shall bear interest at the legal rate from the date of the invoice until payment is received. If collection action becomes necessary, the applicant agrees to pay the City's attorney fees and all costs of collection, including preliminary fees and costs, and those awarded at trial and on appeal.

Any questions regarding the applicant's obligations to pay fees under this paragraph shall be addressed to the City Administrator.

## Development Fees

Item	Fee
Adjustment	\$500 + City's Actual Cost
Appeal: Types 1, 2, and 3	\$250 + City's Actual Costs allowed under ORS 227.175.10
Appeal to City Council	\$2,000 + City's Actual Cost
Hearings Officer	\$250 + City's Actual Cost
Business Park Overlay Development	\$2,500 + City's Actual Cost
Comprehensive Plan Amendment	\$6,000 + City's Actual Cost
Conditional Use	\$3,000 + City's Actual Cost
Demolition	\$250 + City's Actual Cost
Grading Permit	\$250 + City's Actual Cost
Wall Permit	\$250 + City's Actual Cost
Tree Removals	\$250 Per Tree for first five trees; \$500 per tree for each additional tree removed
In-Lieu of Tree Mitigation Fee	\$1,500 per tree not mitigated
Expedited Land Division -- Tentative	\$2,500 + City's Actual Cost
Middle Housing Land Division	\$2,500 + City's Actual Cost
Mandatory Adjustments	\$2,500 + City's Actual Cost
Development Review (Site & Design Review)	\$400 + City's Actual Cost
Final Plat Review -- Partition	\$1,500 + City's Actual Cost
Flood Management	\$2,500 + City's Actual Cost
Final Plat Review -- Subdivision	\$3,000 + City's Actual Cost
Land Use Compatibility Statement & DMV Permit	\$250 + City's Actual Cost
Legal Lot Determination	\$1,000 + City's Actual Cost
Partition -- Tentative/Preliminary	\$2,500 + City's Actual Cost
Pre-Application Meeting	\$500 for first hour + City's Actual Cost
Property Line Adjustment	\$1,500 + City's Actual Cost
Sign Permit	\$250 Type I; \$700 Type II; \$2,000 Comprehensive Sign Program
Staff Time (Per Hour)	See Billable Hourly
Street Creation/Vacation	\$4,000 + City's Actual Cost
Subdivision -- Tentative/Preliminary	\$5,500 up to four lots + \$100 per lot for every additional lot
Temporary Use	Temporary Use -- \$100 for 90 days or less; \$300 for over 90 days, \$500 for over one year, not to exceed 18 months
Text Amendment	\$8,000 + City's Actual Cost
Variance (Requires Public Hearing)	\$3,500 + City's Actual Cost
Comprehensive Plan/Zoning Map Amendment -- Legislative	\$8,000 + City's Actual Cost
Comprehensive Plan/Zoning Map Amendment -- Quasi-Judicial	\$8,000 + City's Actual Cost
Minor or Major Modification to an Existing approved land use	Same fee as original application fee and process used to approve original application.



Alison Gilham

To: You <cityofdurham@comcast.net>



Tue 3/17/2026 9:00 AM

You replied on Wed 3/18/2026 10:32 AM

[View conversation](#)

Hey Jordan!

It would be incredibly helpful if TVF&R could somehow verify with something written, *no matter how basic*, that the dead fir is a fire hazard. And it would be **ideal** if they include that it needs to be removed ASAP. Better yet, that THEY contact Knudsen's and make arrangements for removal. Otherwise, Knudsen's have absolutely NO motivation to remove this tree.

This tree can NOT be here this summer since we already KNOW that it will be a dry summer. TVF&R is concerned about mitigating fire hazards, RIGHT????!!!

Thank you for your help with this!

Alison

On Fri, Mar 13, 2026 at 8:04AM Alison Gilham < > wrote:

Good Morning, Jordan!

Hey - any good news from TVF&R regarding officially acknowledging the status of the dead fir? This will really help support future damage claims that we may have to pursue.

Thanks!  
Alison



**City of Durham**  
**Treasury Report as of**  
**2/28/2026**

<b>Checking/Savings</b>		
1110 Petty Cash	150.00	0.0%
1120 Checking	20,845.47	0.44%
1130 State Investment Pool	4,770,222.69	99.56%
<b>Total Checking/Savings</b>	<b>4,791,218.16</b>	<b>100.0%</b>
<b>1400 Due (To)/From Other Funds</b>		
10 - General Fund	1,028,128.33	21.46%
20 - Streets Fund	2,443,300.09	51.0%
22 - TDT Fund	340,054.05	7.1%
30 - Greenspaces Fund	506.91	0.01%
32 - Parks SDC Fund	207,030.25	4.32%
50 - Building Fund	772,198.53	16.12%
<b>Total Cash &amp; Cash Equivalents</b>	<b>4,791,218.16</b>	<b>100.0%</b>

City of Durham, Oregon  
 Budget vs. Actuals: FY26 - General Fund  
 July 2025 - February 2026

	10 - GENERAL FUND				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>								
4001 Beginning Fund Balance (Budget)		1,813,676.00	-1,813,676.00		\$0.00	\$1,813,676.00	\$ -1,813,676.00	0.00%
4100 Property Tax Revenue		127,609.00	-127,609.00		\$0.00	\$127,609.00	\$ -127,609.00	0.00%
4110 Property Tax - Current	129,101.40		129,101.40		\$129,101.40	\$0.00	\$129,101.40	0.00%
4120 Property Tax - Prior	1,533.97		1,533.97		\$1,533.97	\$0.00	\$1,533.97	0.00%
4130 Other Tax Revenue	56.35		56.35		\$56.35	\$0.00	\$56.35	0.00%
<b>Total 4100 Property Tax Revenue</b>	<b>130,691.72</b>	<b>127,609.00</b>	<b>3,082.72</b>	<b>102.42 %</b>	<b>\$130,691.72</b>	<b>\$127,609.00</b>	<b>\$3,082.72</b>	<b>102.42 %</b>
4200 Intergovernmental Revenue					\$0.00	\$0.00	\$0.00	0.00%
4210 State Revenue Sharing	12,582.49	14,275.00	-1,692.51	88.14 %	\$12,582.49	\$14,275.00	\$ -1,692.51	88.14 %
4230 Cigarette Tax	710.95	1,048.00	-337.05	67.84 %	\$710.95	\$1,048.00	\$ -337.05	67.84 %
4240 Liquor Tax	21,207.29	28,234.00	-7,026.71	75.11 %	\$21,207.29	\$28,234.00	\$ -7,026.71	75.11 %
4250 Marijuana Tax	1,450.81	2,812.00	-1,361.19	51.59 %	\$1,450.81	\$2,812.00	\$ -1,361.19	51.59 %
4280 Grant Revenues					\$0.00	\$0.00	\$0.00	0.00%
4281 State Grants	2,000.00		2,000.00		\$2,000.00	\$0.00	\$2,000.00	0.00%
<b>Total 4280 Grant Revenues</b>	<b>2,000.00</b>	<b></b>	<b>2,000.00</b>	<b></b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>0.00%</b>
<b>Total 4200 Intergovernmental Revenue</b>	<b>37,951.54</b>	<b>46,369.00</b>	<b>-8,417.46</b>	<b>81.85 %</b>	<b>\$37,951.54</b>	<b>\$46,369.00</b>	<b>\$ -8,417.46</b>	<b>81.85 %</b>
4300 Franchise Fees		191,750.00	-191,750.00		\$0.00	\$191,750.00	\$ -191,750.00	0.00%
4310 Water Franchise Fees	17,277.58		17,277.58		\$17,277.58	\$0.00	\$17,277.58	0.00%
4340 Garbage Franchise Fees	12,313.83		12,313.83		\$12,313.83	\$0.00	\$12,313.83	0.00%
4350 Phone Franchise Fees	188.67		188.67		\$188.67	\$0.00	\$188.67	0.00%
4360 Cable Franchise Fees	5,428.45		5,428.45		\$5,428.45	\$0.00	\$5,428.45	0.00%
<b>Total 4300 Franchise Fees</b>	<b>35,208.53</b>	<b>191,750.00</b>	<b>-156,541.47</b>	<b>18.36 %</b>	<b>\$35,208.53</b>	<b>\$191,750.00</b>	<b>\$ -156,541.47</b>	<b>18.36 %</b>
4400 Licenses, Permits, & Fees	0.00	25,000.00	-25,000.00	0.00 %	\$0.00	\$25,000.00	\$ -25,000.00	0.00 %
4410 Licenses	0.00		0.00		\$0.00	\$0.00	\$0.00	0.00%
4411 Business License Fee	12,289.42		12,289.42		\$12,289.42	\$0.00	\$12,289.42	0.00%
4412 Telecom License	18,000.00		18,000.00		\$18,000.00	\$0.00	\$18,000.00	0.00%
<b>Total 4410 Licenses</b>	<b>30,289.42</b>	<b></b>	<b>30,289.42</b>	<b></b>	<b>\$30,289.42</b>	<b>\$0.00</b>	<b>\$30,289.42</b>	<b>0.00%</b>
4430 Permits					\$0.00	\$0.00	\$0.00	0.00%
4431 Building Permit (20%)	15,108.00	7,500.00	7,608.00	201.44 %	\$15,108.00	\$7,500.00	\$7,608.00	201.44 %
4432 Tree Removal Permit	1,250.00		1,250.00		\$1,250.00	\$0.00	\$1,250.00	0.00%
4433 ROW Permit	7,655.89		7,655.89		\$7,655.89	\$0.00	\$7,655.89	0.00%
4434 Special Event Permit	450.00		450.00		\$450.00	\$0.00	\$450.00	0.00%
4436 Sign Permit	1,900.00		1,900.00		\$1,900.00	\$0.00	\$1,900.00	0.00%
<b>Total 4430 Permits</b>	<b>26,363.89</b>	<b>7,500.00</b>	<b>18,863.89</b>	<b>351.52 %</b>	<b>\$26,363.89</b>	<b>\$7,500.00</b>	<b>\$18,863.89</b>	<b>351.52 %</b>
4450 Fees					\$0.00	\$0.00	\$0.00	0.00%
4451 Development Fees	5,500.00		5,500.00		\$5,500.00	\$0.00	\$5,500.00	0.00%
<b>Total 4450 Fees</b>	<b>5,500.00</b>	<b></b>	<b>5,500.00</b>	<b></b>	<b>\$5,500.00</b>	<b>\$0.00</b>	<b>\$5,500.00</b>	<b>0.00%</b>
4490 Other Fines & Fees	250.00		250.00		\$250.00	\$0.00	\$250.00	0.00%
<b>Total 4400 Licenses, Permits, &amp; Fees</b>	<b>62,403.31</b>	<b>32,500.00</b>	<b>29,903.31</b>	<b>192.01 %</b>	<b>\$62,403.31</b>	<b>\$32,500.00</b>	<b>\$29,903.31</b>	<b>192.01 %</b>
4500 Administrative Fees		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
4510 Lien Search Request	1,025.00		1,025.00		\$1,025.00	\$0.00	\$1,025.00	0.00%
4520 Public Records Request	110.00		110.00		\$110.00	\$0.00	\$110.00	0.00%
4530 10% Pass-Through Fee	2,167.45		2,167.45		\$2,167.45	\$0.00	\$2,167.45	0.00%
4540 City Staff Time	3,150.00		3,150.00		\$3,150.00	\$0.00	\$3,150.00	0.00%
<b>Total 4500 Administrative Fees</b>	<b>6,452.45</b>	<b>2,000.00</b>	<b>4,452.45</b>	<b>322.62 %</b>	<b>\$6,452.45</b>	<b>\$2,000.00</b>	<b>\$4,452.45</b>	<b>322.62 %</b>
4800 Interest Income	32,013.09	25,000.00	7,013.09	128.05 %	\$32,013.09	\$25,000.00	\$7,013.09	128.05 %
4900 Miscellaneous Revenue	100.50		100.50		\$100.50	\$0.00	\$100.50	0.00%
<b>Total Income</b>	<b>\$304,821.14</b>	<b>\$2,238,904.00</b>	<b>\$ -1,934,082.86</b>	<b>13.61 %</b>	<b>\$304,821.14</b>	<b>\$2,238,904.00</b>	<b>\$ -1,934,082.86</b>	<b>13.61 %</b>
<b>GROSS PROFIT</b>	<b>\$304,821.14</b>	<b>\$2,238,904.00</b>	<b>\$ -1,934,082.86</b>	<b>13.61 %</b>	<b>\$304,821.14</b>	<b>\$2,238,904.00</b>	<b>\$ -1,934,082.86</b>	<b>13.61 %</b>
<b>Expenses</b>								
5000 Personnel Services					\$0.00	\$0.00	\$0.00	0.00%
5100 Salaries & Wages		5,000.00	-5,000.00		\$0.00	\$5,000.00	\$ -5,000.00	0.00%
5110 City Administrator	68,686.53	100,282.00	-31,595.47	68.49 %	\$68,686.53	\$100,282.00	\$ -31,595.47	68.49 %
5120 Admin. Assistant	36,946.06	66,435.00	-29,488.94	55.61 %	\$36,946.06	\$66,435.00	\$ -29,488.94	55.61 %
<b>Total 5100 Salaries &amp; Wages</b>	<b>105,632.59</b>	<b>171,717.00</b>	<b>-66,084.41</b>	<b>61.52 %</b>	<b>\$105,632.59</b>	<b>\$171,717.00</b>	<b>\$ -66,084.41</b>	<b>61.52 %</b>
5200 Payroll Taxes	10,017.75	16,108.00	-6,090.25	62.19 %	\$10,017.75	\$16,108.00	\$ -6,090.25	62.19 %
5300 Workers Comp Ins	395.06	550.00	-154.94	71.83 %	\$395.06	\$550.00	\$ -154.94	71.83 %
5400 Employee Benefits					\$0.00	\$0.00	\$0.00	0.00%
5410 PERS	22,132.16	39,545.00	-17,412.84	55.97 %	\$22,132.16	\$39,545.00	\$ -17,412.84	55.97 %
5430 Med/Den/Vision Ins	6,234.98	14,350.00	-8,115.02	43.45 %	\$6,234.98	\$14,350.00	\$ -8,115.02	43.45 %
<b>Total 5400 Employee Benefits</b>	<b>28,367.14</b>	<b>53,895.00</b>	<b>-25,527.86</b>	<b>52.63 %</b>	<b>\$28,367.14</b>	<b>\$53,895.00</b>	<b>\$ -25,527.86</b>	<b>52.63 %</b>
<b>Total 5000 Personnel Services</b>	<b>144,412.54</b>	<b>242,270.00</b>	<b>-97,857.46</b>	<b>59.61 %</b>	<b>\$144,412.54</b>	<b>\$242,270.00</b>	<b>\$ -97,857.46</b>	<b>59.61 %</b>
6000 Materials & Services					\$0.00	\$0.00	\$0.00	0.00%
6100 Operating Expense					\$0.00	\$0.00	\$0.00	0.00%
6110 Office Supplies	3,571.55	5,750.00	-2,178.45	62.11 %	\$3,571.55	\$5,750.00	\$ -2,178.45	62.11 %
6120 Marketing & Newsletters	2,687.75	7,000.00	-4,312.25	38.40 %	\$2,687.75	\$7,000.00	\$ -4,312.25	38.40 %
6130 Street Supplies					\$0.00	\$0.00	\$0.00	0.00%

	10 - GENERAL FUND				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6132 Street Signs	15.09		15.09		\$15.09	\$0.00	\$15.09	0.00%
<b>Total 6130 Street Supplies</b>	<b>15.09</b>		<b>15.09</b>		<b>\$15.09</b>	<b>\$0.00</b>	<b>\$15.09</b>	<b>0.00%</b>
6150 Dues & Subscriptions	5,388.58	4,500.00	888.58	119.75 %	\$5,388.58	\$4,500.00	\$888.58	119.75 %
6170 Equipment Expense	4,897.44	8,500.00	-3,602.56	57.62 %	\$4,897.44	\$8,500.00	\$-3,602.56	57.62 %
6190 Other Operating Expense	0.05	6,000.00	-5,999.95	0.00 %	\$0.05	\$6,000.00	\$-5,999.95	0.00 %
<b>Total 6100 Operating Expense</b>	<b>16,560.46</b>	<b>31,750.00</b>	<b>-15,189.54</b>	<b>52.16 %</b>	<b>\$16,560.46</b>	<b>\$31,750.00</b>	<b>\$-15,189.54</b>	<b>52.16 %</b>
6200 Facilities					\$0.00	\$0.00	\$0.00	0.00%
6210 City Hall					\$0.00	\$0.00	\$0.00	0.00%
6211 City Hall Rent	9,900.00	13,200.00	-3,300.00	75.00 %	\$9,900.00	\$13,200.00	\$-3,300.00	75.00 %
6212 City Hall Utilities	3,882.67	7,000.00	-3,117.33	55.47 %	\$3,882.67	\$7,000.00	\$-3,117.33	55.47 %
6213 Security	393.78	1,000.00	-606.22	39.38 %	\$393.78	\$1,000.00	\$-606.22	39.38 %
6214 City Hall Maintenance & Repair	71.97	750.00	-678.03	9.60 %	\$71.97	\$750.00	\$-678.03	9.60 %
<b>Total 6210 City Hall</b>	<b>14,248.42</b>	<b>21,950.00</b>	<b>-7,701.58</b>	<b>64.91 %</b>	<b>\$14,248.42</b>	<b>\$21,950.00</b>	<b>\$-7,701.58</b>	<b>64.91 %</b>
6220 Park Utilities & Maintenance					\$0.00	\$0.00	\$0.00	0.00%
6221 Park Maintenance	18,066.25	37,500.00	-19,433.75	48.18 %	\$18,066.25	\$37,500.00	\$-19,433.75	48.18 %
6222 Park Utilities	1,132.53	1,750.00	-617.47	64.72 %	\$1,132.53	\$1,750.00	\$-617.47	64.72 %
<b>Total 6220 Park Utilities &amp; Maintenance</b>	<b>19,198.78</b>	<b>39,250.00</b>	<b>-20,051.22</b>	<b>48.91 %</b>	<b>\$19,198.78</b>	<b>\$39,250.00</b>	<b>\$-20,051.22</b>	<b>48.91 %</b>
6250 Street Fund					\$0.00	\$0.00	\$0.00	0.00%
6252 Street Light Utilities	1,081.34		1,081.34		\$1,081.34	\$0.00	\$1,081.34	0.00%
6255 Bike Paths & Sidewalk Maint/Repair	1,257.24		1,257.24		\$1,257.24	\$0.00	\$1,257.24	0.00%
<b>Total 6250 Street Fund</b>	<b>2,338.58</b>		<b>2,338.58</b>		<b>\$2,338.58</b>	<b>\$0.00</b>	<b>\$2,338.58</b>	<b>0.00%</b>
<b>Total 6200 Facilities</b>	<b>35,785.78</b>	<b>61,200.00</b>	<b>-25,414.22</b>	<b>58.47 %</b>	<b>\$35,785.78</b>	<b>\$61,200.00</b>	<b>\$-25,414.22</b>	<b>58.47 %</b>
6300 Contract Services					\$0.00	\$0.00	\$0.00	0.00%
6310 Accounting					\$0.00	\$0.00	\$0.00	0.00%
6311 Audit Fees		16,350.00	-16,350.00		\$0.00	\$16,350.00	\$-16,350.00	0.00%
6312 Accounting Fees	16,071.94	13,000.00	3,071.94	123.63 %	\$16,071.94	\$13,000.00	\$3,071.94	123.63 %
6313 Payroll Fees	636.00	650.00	-14.00	97.85 %	\$636.00	\$650.00	\$-14.00	97.85 %
<b>Total 6310 Accounting</b>	<b>16,707.94</b>	<b>30,000.00</b>	<b>-13,292.06</b>	<b>55.69 %</b>	<b>\$16,707.94</b>	<b>\$30,000.00</b>	<b>\$-13,292.06</b>	<b>55.69 %</b>
6330 Planning Services	15,155.00		15,155.00		\$15,155.00	\$0.00	\$15,155.00	0.00%
6340 Arborist	460.00	35,500.00	-35,040.00	1.30 %	\$460.00	\$35,500.00	\$-35,040.00	1.30 %
6350 Legal Services	69,625.90	52,500.00	17,125.90	132.62 %	\$69,625.90	\$52,500.00	\$17,125.90	132.62 %
6360 Police Services	89,221.66	177,600.00	-88,378.34	50.24 %	\$89,221.66	\$177,600.00	\$-88,378.34	50.24 %
6370 911 Contract	6,598.80	13,200.00	-6,601.20	49.99 %	\$6,598.80	\$13,200.00	\$-6,601.20	49.99 %
6380 IT Services	477.50	15,000.00	-14,522.50	3.18 %	\$477.50	\$15,000.00	\$-14,522.50	3.18 %
6390 Other Contract Services		1,500.00	-1,500.00		\$0.00	\$1,500.00	\$-1,500.00	0.00%
<b>Total 6300 Contract Services</b>	<b>198,246.80</b>	<b>325,300.00</b>	<b>-127,053.20</b>	<b>60.94 %</b>	<b>\$198,246.80</b>	<b>\$325,300.00</b>	<b>\$-127,053.20</b>	<b>60.94 %</b>
6400 Travel & Training		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
6410 Vehicle Expense	479.24	1,000.00	-520.76	47.92 %	\$479.24	\$1,000.00	\$-520.76	47.92 %
6420 Meals & Entertainment		750.00	-750.00		\$0.00	\$750.00	\$-750.00	0.00%
6430 Conferences & Education		3,000.00	-3,000.00		\$0.00	\$3,000.00	\$-3,000.00	0.00%
<b>Total 6400 Travel &amp; Training</b>	<b>479.24</b>	<b>4,750.00</b>	<b>-4,270.76</b>	<b>10.09 %</b>	<b>\$479.24</b>	<b>\$4,750.00</b>	<b>\$-4,270.76</b>	<b>10.09 %</b>
6500 Insurance		7,500.00	-7,500.00		\$0.00	\$7,500.00	\$-7,500.00	0.00%
6510 Property Insurance	987.84		987.84		\$987.84	\$0.00	\$987.84	0.00%
6520 Liability Insurance	5,121.90		5,121.90		\$5,121.90	\$0.00	\$5,121.90	0.00%
<b>Total 6500 Insurance</b>	<b>6,109.74</b>	<b>7,500.00</b>	<b>-1,390.26</b>	<b>81.46 %</b>	<b>\$6,109.74</b>	<b>\$7,500.00</b>	<b>\$-1,390.26</b>	<b>81.46 %</b>
6700 Donations & Contributions	1,700.00	1,700.00	0.00	100.00 %	\$1,700.00	\$1,700.00	\$0.00	100.00 %
<b>Total 6000 Materials &amp; Services</b>	<b>258,882.02</b>	<b>432,200.00</b>	<b>-173,317.98</b>	<b>59.90 %</b>	<b>\$258,882.02</b>	<b>\$432,200.00</b>	<b>\$-173,317.98</b>	<b>59.90 %</b>
8100 Transfers					\$0.00	\$0.00	\$0.00	0.00%
8110 Transfer to General Fund	-95,750.00	-95,750.00	0.00	100.00 %	\$-95,750.00	\$-95,750.00	\$0.00	100.00 %
8150 Transfer to Building Fund	750,000.00	750,000.00	0.00	100.00 %	\$750,000.00	\$750,000.00	\$0.00	100.00 %
<b>Total 8100 Transfers</b>	<b>654,250.00</b>	<b>654,250.00</b>	<b>0.00</b>	<b>100.00 %</b>	<b>\$654,250.00</b>	<b>\$654,250.00</b>	<b>\$0.00</b>	<b>100.00 %</b>
8900 Contingency (Budget)		25,000.00	-25,000.00		\$0.00	\$25,000.00	\$-25,000.00	0.00%
<b>Total Expenses</b>	<b>\$1,057,544.56</b>	<b>\$1,353,720.00</b>	<b>\$-296,175.44</b>	<b>78.12 %</b>	<b>\$1,057,544.56</b>	<b>\$1,353,720.00</b>	<b>\$-296,175.44</b>	<b>78.12 %</b>
NET OPERATING INCOME	<b>\$-752,723.42</b>	<b>\$885,184.00</b>	<b>\$-1,637,907.42</b>	<b>-85.04 %</b>	<b>\$-752,723.42</b>	<b>\$885,184.00</b>	<b>\$-1,637,907.42</b>	<b>-85.04 %</b>
Other Income								
9100 Pass Through Revenue					\$0.00	\$0.00	\$0.00	0.00%
9110 State Surcharge	2,592.37		2,592.37		\$2,592.37	\$0.00	\$2,592.37	0.00%
9130 Planning Pass Through	11,830.00		11,830.00		\$11,830.00	\$0.00	\$11,830.00	0.00%
9150 Engineering Pass Through	6,554.40		6,554.40		\$6,554.40	\$0.00	\$6,554.40	0.00%
9160 Metro CET Pass Through	4,810.36		4,810.36		\$4,810.36	\$0.00	\$4,810.36	0.00%
9170 TTSD CET Pass Through	30,301.62		30,301.62		\$30,301.62	\$0.00	\$30,301.62	0.00%
9180 Legal Pass Through	2,683.00		2,683.00		\$2,683.00	\$0.00	\$2,683.00	0.00%
9190 Arborist Pass Through	115.00		115.00		\$115.00	\$0.00	\$115.00	0.00%
<b>Total 9100 Pass Through Revenue</b>	<b>58,886.75</b>		<b>58,886.75</b>		<b>\$58,886.75</b>	<b>\$0.00</b>	<b>\$58,886.75</b>	<b>0.00%</b>
9200 BP Revenue					\$0.00	\$0.00	\$0.00	0.00%
9210 BP Building Permit	14,037.70		14,037.70		\$14,037.70	\$0.00	\$14,037.70	0.00%
9220 BP Plan Review	25,611.18		25,611.18		\$25,611.18	\$0.00	\$25,611.18	0.00%
9230 BP Mechanical Permit	3,470.57		3,470.57		\$3,470.57	\$0.00	\$3,470.57	0.00%
9240 BP Plumbing Permit	4,970.41		4,970.41		\$4,970.41	\$0.00	\$4,970.41	0.00%
<b>Total 9200 BP Revenue</b>	<b>48,089.86</b>		<b>48,089.86</b>		<b>\$48,089.86</b>	<b>\$0.00</b>	<b>\$48,089.86</b>	<b>0.00%</b>
<b>Total Other Income</b>	<b>\$106,976.61</b>	<b>\$0.00</b>	<b>\$106,976.61</b>	<b>0.00%</b>	<b>\$106,976.61</b>	<b>\$0.00</b>	<b>\$106,976.61</b>	<b>0.00%</b>
Other Expenses								
9300 Pass Through Expense					\$0.00	\$0.00	\$0.00	0.00%

	10 - GENERAL FUND				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
9310 State Surcharge Pass Through	6,745.13		6,745.13		\$6,745.13	\$0.00	\$6,745.13	0.00%
9320 Building Permits	82,362.89		82,362.89		\$82,362.89	\$0.00	\$82,362.89	0.00%
9330 Planning Pass Through	13,454.00		13,454.00		\$13,454.00	\$0.00	\$13,454.00	0.00%
9350 Engineering PassThrough	4,158.75		4,158.75		\$4,158.75	\$0.00	\$4,158.75	0.00%
9360 Metro CET Pass Through	4,614.00		4,614.00		\$4,614.00	\$0.00	\$4,614.00	0.00%
9370 TTSD CET Pass Through	30,401.25		30,401.25		\$30,401.25	\$0.00	\$30,401.25	0.00%
9380 Legal Pass Through	3,135.00		3,135.00		\$3,135.00	\$0.00	\$3,135.00	0.00%
9390 Arborist Pass Through	115.00		115.00		\$115.00	\$0.00	\$115.00	0.00%
<b>Total 9300 Pass Through Expense</b>	<b>144,986.02</b>		<b>144,986.02</b>		<b>\$144,986.02</b>	<b>\$0.00</b>	<b>\$144,986.02</b>	<b>0.00%</b>
9400 BP Expense					\$0.00	\$0.00	\$0.00	0.00%
9420 BP Expense - 20% to City	15,108.00		15,108.00		\$15,108.00	\$0.00	\$15,108.00	0.00%
<b>Total 9400 BP Expense</b>	<b>15,108.00</b>		<b>15,108.00</b>		<b>\$15,108.00</b>	<b>\$0.00</b>	<b>\$15,108.00</b>	<b>0.00%</b>
<b>Total Other Expenses</b>	<b>\$160,094.02</b>	<b>\$0.00</b>	<b>\$160,094.02</b>	<b>0.00%</b>	<b>\$160,094.02</b>	<b>\$0.00</b>	<b>\$160,094.02</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$ -53,117.41</b>	<b>\$0.00</b>	<b>\$ -53,117.41</b>	<b>0.00%</b>	<b>\$ -53,117.41</b>	<b>\$0.00</b>	<b>\$ -53,117.41</b>	<b>0.00%</b>
NET INCOME	<b>\$ -805,840.83</b>	<b>\$885,184.00</b>	<b>\$ -1,691,024.83</b>	<b>-91.04 %</b>	<b>\$ -805,840.83</b>	<b>\$885,184.00</b>	<b>\$ -1,691,024.83</b>	<b>-91.04 %</b>

City of Durham, Oregon  
 Budget vs. Actuals: FY26 - Street Fund  
 July 2025 - February 2026

	20 - STREET FUND				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>								
4001 Beginning Fund Balance (Budget)		2,327,662.00	-2,327,662.00		\$0.00	\$2,327,662.00	\$ -2,327,662.00	0.00%
4200 Intergovernmental Revenue					\$0.00	\$0.00	\$0.00	0.00%
4220 Gas Tax	108,715.20	148,054.00	-39,338.80	73.43 %	\$108,715.20	\$148,054.00	\$ -39,338.80	73.43 %
4270 Vehicle Registration	19,146.79	25,000.00	-5,853.21	76.59 %	\$19,146.79	\$25,000.00	\$ -5,853.21	76.59 %
4280 Grant Revenues					\$0.00	\$0.00	\$0.00	0.00%
4281 State Grants		250,000.00	-250,000.00		\$0.00	\$250,000.00	\$ -250,000.00	0.00%
<b>Total 4280 Grant Revenues</b>		<b>250,000.00</b>	<b>-250,000.00</b>		<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$ -250,000.00</b>	<b>0.00%</b>
<b>Total 4200 Intergovernmental Revenue</b>	<b>127,861.99</b>	<b>423,054.00</b>	<b>-295,192.01</b>	<b>30.22 %</b>	<b>\$127,861.99</b>	<b>\$423,054.00</b>	<b>\$ -295,192.01</b>	<b>30.22 %</b>
4400 Licenses, Permits, & Fees					\$0.00	\$0.00	\$0.00	0.00%
4490 Other Fines & Fees	10,000.00		10,000.00		\$10,000.00	\$0.00	\$10,000.00	0.00%
<b>Total 4400 Licenses, Permits, &amp; Fees</b>	<b>10,000.00</b>		<b>10,000.00</b>		<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>0.00%</b>
4800 Interest Income	67,733.56	45,000.00	22,733.56	150.52 %	\$67,733.56	\$45,000.00	\$22,733.56	150.52 %
<b>Total Income</b>	<b>\$205,595.55</b>	<b>\$2,795,716.00</b>	<b>\$ -2,590,120.45</b>	<b>7.35 %</b>	<b>\$205,595.55</b>	<b>\$2,795,716.00</b>	<b>\$ -2,590,120.45</b>	<b>7.35 %</b>
<b>GROSS PROFIT</b>	<b>\$205,595.55</b>	<b>\$2,795,716.00</b>	<b>\$ -2,590,120.45</b>	<b>7.35 %</b>	<b>\$205,595.55</b>	<b>\$2,795,716.00</b>	<b>\$ -2,590,120.45</b>	<b>7.35 %</b>
<b>Expenses</b>								
6000 Materials & Services					\$0.00	\$0.00	\$0.00	0.00%
6100 Operating Expense					\$0.00	\$0.00	\$0.00	0.00%
6130 Street Supplies					\$0.00	\$0.00	\$0.00	0.00%
6131 Light/Pole Replacement		25,000.00	-25,000.00		\$0.00	\$25,000.00	\$ -25,000.00	0.00%
6132 Street Signs	54.20	2,500.00	-2,445.80	2.17 %	\$54.20	\$2,500.00	\$ -2,445.80	2.17 %
6139 Misc Street Supplies		2,500.00	-2,500.00		\$0.00	\$2,500.00	\$ -2,500.00	0.00%
<b>Total 6130 Street Supplies</b>	<b>54.20</b>	<b>30,000.00</b>	<b>-29,945.80</b>	<b>0.18 %</b>	<b>\$54.20</b>	<b>\$30,000.00</b>	<b>\$ -29,945.80</b>	<b>0.18 %</b>
<b>Total 6100 Operating Expense</b>	<b>54.20</b>	<b>30,000.00</b>	<b>-29,945.80</b>	<b>0.18 %</b>	<b>\$54.20</b>	<b>\$30,000.00</b>	<b>\$ -29,945.80</b>	<b>0.18 %</b>
6200 Facilities					\$0.00	\$0.00	\$0.00	0.00%
6250 Street Fund					\$0.00	\$0.00	\$0.00	0.00%
6251 Street Maintenance & Repair	6,944.99	50,000.00	-43,055.01	13.89 %	\$6,944.99	\$50,000.00	\$ -43,055.01	13.89 %
6252 Street Light Utilities	8,738.71	25,000.00	-16,261.29	34.95 %	\$8,738.71	\$25,000.00	\$ -16,261.29	34.95 %
6255 Bike Paths & Sidewalk Maint/Repair	11,150.90	50,000.00	-38,849.10	22.30 %	\$11,150.90	\$50,000.00	\$ -38,849.10	22.30 %
<b>Total 6250 Street Fund</b>	<b>26,834.60</b>	<b>125,000.00</b>	<b>-98,165.40</b>	<b>21.47 %</b>	<b>\$26,834.60</b>	<b>\$125,000.00</b>	<b>\$ -98,165.40</b>	<b>21.47 %</b>
<b>Total 6200 Facilities</b>	<b>26,834.60</b>	<b>125,000.00</b>	<b>-98,165.40</b>	<b>21.47 %</b>	<b>\$26,834.60</b>	<b>\$125,000.00</b>	<b>\$ -98,165.40</b>	<b>21.47 %</b>
6300 Contract Services					\$0.00	\$0.00	\$0.00	0.00%
6320 Engineering		32,500.00	-32,500.00		\$0.00	\$32,500.00	\$ -32,500.00	0.00%
6330 Planning Services		32,500.00	-32,500.00		\$0.00	\$32,500.00	\$ -32,500.00	0.00%
<b>Total 6300 Contract Services</b>		<b>65,000.00</b>	<b>-65,000.00</b>		<b>\$0.00</b>	<b>\$65,000.00</b>	<b>\$ -65,000.00</b>	<b>0.00%</b>
<b>Total 6000 Materials &amp; Services</b>	<b>26,888.80</b>	<b>220,000.00</b>	<b>-193,111.20</b>	<b>12.22 %</b>	<b>\$26,888.80</b>	<b>\$220,000.00</b>	<b>\$ -193,111.20</b>	<b>12.22 %</b>
7000 Capital Outlay		800,000.00	-800,000.00		\$0.00	\$800,000.00	\$ -800,000.00	0.00%
8100 Transfers					\$0.00	\$0.00	\$0.00	0.00%
8110 Transfer to General Fund	86,450.00	86,450.00	0.00	100.00 %	\$86,450.00	\$86,450.00	\$0.00	100.00 %
<b>Total 8100 Transfers</b>	<b>86,450.00</b>	<b>86,450.00</b>	<b>0.00</b>	<b>100.00 %</b>	<b>\$86,450.00</b>	<b>\$86,450.00</b>	<b>\$0.00</b>	<b>100.00 %</b>
8900 Contingency (Budget)		40,000.00	-40,000.00		\$0.00	\$40,000.00	\$ -40,000.00	0.00%
<b>Total Expenses</b>	<b>\$113,338.80</b>	<b>\$1,146,450.00</b>	<b>\$ -1,033,111.20</b>	<b>9.89 %</b>	<b>\$113,338.80</b>	<b>\$1,146,450.00</b>	<b>\$ -1,033,111.20</b>	<b>9.89 %</b>
<b>NET OPERATING INCOME</b>	<b>\$92,256.75</b>	<b>\$1,649,266.00</b>	<b>\$ -1,557,009.25</b>	<b>5.59 %</b>	<b>\$92,256.75</b>	<b>\$1,649,266.00</b>	<b>\$ -1,557,009.25</b>	<b>5.59 %</b>
<b>NET INCOME</b>	<b>\$92,256.75</b>	<b>\$1,649,266.00</b>	<b>\$ -1,557,009.25</b>	<b>5.59 %</b>	<b>\$92,256.75</b>	<b>\$1,649,266.00</b>	<b>\$ -1,557,009.25</b>	<b>5.59 %</b>

# Checking Account Detail - Prior Month - Council

City of Durham, Oregon

February 2026

DISTRIBUTION ACCOUNT	NUM	TRANSACTION DATE	NAME	MEMO/DESCRIPTION	AMOUNT
<b>Bill Payment (Check)</b>					
1120 Checking	17900	02/02/2026	Staples	Printer Ink Cartridges, Sheet Protectors, Copy Paper, Pilot G2 Pens, Acrylic Sign Holder, Docking Station, Tape, Compressed Air, Binder Clips	-607.58
1120 Checking	17901	02/02/2026	Reeve Kearns PC	Hearings Officer - Durham Estates ELD Appeal - Jan 2026	-9,480.00
1120 Checking	17902	02/06/2026	PGE	Jan 2026 PGE	-1,095.54
1120 Checking	17903	02/06/2026	OCCMA	2026 OCCMA Membership Fee - Jordan Parente	-226.62
1120 Checking	17904	02/09/2026	Jordan D. Parente	January 2026 Expenses	-392.84
1120 Checking	17905	02/09/2026	Merina+Co	June - Nov 2025 Accounting Services	-6,528.75
1120 Checking	17906	02/09/2026	Staples	Folders (Assorted 100 ct) & Brother Label Maker Tape (x4)	-87.27
1120 Checking	17907	02/09/2026	Beery Elsner & Hammond, LLP	Dec 2025 & Jan 2026 Legal Services	-25,493.10
1120 Checking	17908	02/09/2026	Cannon Planning Services	January 2026 Planning Services	-2,065.00
1120 Checking	17909	02/10/2026	Oregon Dept. of Transportation	RVB15563-000 02	-8.07
1120 Checking	17910	02/17/2026	Securitas Technology	City Hall Security - 04/01- 06/30/26	-133.38
1120 Checking	17911	02/19/2026	T. Olson Properties	Mar 2026 City Hall Rent	-1,100.00
1120 Checking	17912	02/19/2026	Merina+Co	January 2026 Accountant Services	-4,871.25
<b>Total for Bill Payment (Check)</b>					<b>-</b> <b>\$52,089.40</b>
<b>Expense</b>					
1120 Checking	Debit 2026.02.02	02/02/2026	Costco	Costco - Deposit Slips	-49.69
1120 Checking	EFT	02/03/2026	Gusto	Jan 2026 Monthly Payroll Fees Autopay	-104.00
1120 Checking	EFT	02/03/2026	PGE	Monthly City Hall Electric Bill	-91.44
1120 Checking	EFT	02/03/2026	PGE	Monthly Arkenstone Park Electric Bill	-25.46
1120 Checking	EFT	02/03/2026	PGE	Monthly Heron Grove Path Electric Bill	-32.87
1120 Checking	EFT	02/04/2026	Gusto	November 2025 Monthly Payroll Fees Autopay	-104.00
1120 Checking	EFT	02/04/2026	NW Natural Gas	Monthly Gas Bill Autopay	-133.64
1120 Checking	EFT	02/05/2026	Zipty Fiber	Feb 2026 Zipty Autopay	-261.21
1120 Checking	EFT	02/06/2026	CIS - Employee Benefits	Feb 2026 Employee Benefits Autopay	-1,166.90
1120 Checking	EFT - IAP	02/12/2026	PERS	PERS IAP for 01/21 - 02/05/2026 Employer Statement	-233.89
1120 Checking	EFT - Pension	02/12/2026	PERS	PERS Pension for 01/21 - 02/05/2026 Employer Statement	-937.12
1120 Checking	Debit 2026.02.12	02/12/2026	Costco	Costco - Drinks & Light Bulbs	-39.67
1120 Checking	Debit 2026.02.13	02/13/2026	USPS	USPS - Stamps	-62.40
1120 Checking	EFT	02/15/2026	Turboscribe	Feb 2026 Monthly Turboscribe Subscription	-20.00
1120 Checking	EFT	02/18/2026	Chat GPT - Open AI	Feb '26 ChatGPT Monthly Subscription - Invoice #CE923226-0016	-20.00
1120 Checking	EFT	02/19/2026	T-Mobile	February '26 CA Monthly Cell Phone Bill	-36.12
1120 Checking	10001471280864	02/27/2026	Intuit Quickbooks	Feb 2026 QBO Monthly Subscription	-115.00
1120 Checking	EFT - Pension	02/27/2026	PERS	PERS Pension for 02/06 - 02/20/2026 Employer Statement	-937.12
1120 Checking	EFT - IAP	02/27/2026	PERS	PERS IAP for 02/06 - 02/20/2026 Employer Statement	-233.89

# Checking Account Detail - Prior Month - Council

City of Durham, Oregon

February 2026

DISTRIBUTION ACCOUNT	NUM	TRANSACTION DATE	NAME	MEMO/DESCRIPTION	AMOUNT
<b>Total for Expense</b>					<b>-\$4,604.42</b>
Journal Entry					
1120	FY26-02.13.26-	02/13/2026		02/13/2026 Net Pay	-4,492.47
Checking	Payroll				
1120	FY26-02.13.26-	02/13/2026		02/13/2026 Taxes	-2,227.24
Checking	Payroll				
1120	FY26-02.27.26-	02/27/2026		02/27/2026 Net Pay	-4,496.93
Checking	Payroll				
1120	FY26-02.27.26-	02/27/2026		02/27/2026 Taxes	-2,227.51
Checking	Payroll				
<b>Total for Journal Entry</b>					<b>-</b>
					<b>\$13,444.15</b>
<b>TOTAL</b>					<b>-</b>
					<b>\$70,137.97</b>

$$\$4,604.42 + \$13,444.15 = \$18,048.57$$

$$\$18,048.57 + \$52,089.40 = \$70,137.97$$