



# City of Durham

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## CITY COUNCIL AGENDA

*Durham City Hall: April 28<sup>th</sup>, 2026, 8:00 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 meeting minutes from February 10, 2026, and March 24<sup>th</sup>, 2026 (pages 1-6)
- D. **CALENDAR OF MEETINGS & EVENTS**
  - Tuesday May 12<sup>th</sup>, 2026, Regular Meeting of the Planning Commission at 7:00 p.m.
  - Monday May 25<sup>th</sup>, 2026, City Hall closed in observance of Memorial Day
  - Tuesday May 26<sup>th</sup>, 2026, Regular Meeting of the City Council at 7:30 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 MEETING MINUTES FROM APRIL 14<sup>th</sup>, 2026** (pages 7-9)
- G. **RESOLUTION 695-26: A RESOLUTION OF DURHAM CITY COUNCIL CERTIFYING DURHAM'S ELIGABILITY STATUS FOR THE RECEIPT OF STATE-SHARED REVENUES UNDER ORS 221.760** (page 10)  
*Motion Required*
- H. **RESOLUTION 696-26: A RESOLUTION OF DURHAM CITY COUNCIL, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AND ACCEPT A HOUSING PLANNING ASSISTANCE GRANT** (pages 11-26)  
*Motion Required*
- I. **FIRST READING OF ORDINANCE 27X-26: AN ORDINANCE PROVIDING FOR LICENSING OF TRADES, SHOPS, OCCUPATIONS, PROFESSIONS, AND BUSINESSES FOR THE PURPOSES OF REVENUE AND REGULATION; PROVIDING THE METHOD OF ISSUING LICENSES; PROVIDING PENALTIES; AND REPEALING ORDINANCE 201-00 & 217-04** (pages 27-45)  
*Motion Required*
- J. **PROPOSED CITY TREE REMOVAL: DEAD & DYING TREES IN DURHAM PARK** (page 46-47)  
*Motion Required*
- K. **CHANGE OF AUDITORS - COUNCILOR STREICHER** (page 48)  
*Motion Required*
- L. **FINANCIAL REPORTS**
  - Financial Reports for April 2026 (pages 49-53)
  - Approval of Vendor Checks 17913-17927 totaling \$34,262.36 and EFTs & Payroll totaling \$18,218.65 (page 54)*Motion required*
- M. **ADMINISTRATOR'S REPORT**
- N. **COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS**
- O. **ADJOURN**



**City of Durham**  
**CITY COUNCIL WORK SESSION MINUTES**  
**February 10, 2026**

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**A. OPEN COUNCIL WORK SESSION.**

Mayor Joshua Drake opened the work session at 7:30 PM at Durham City Hall.

**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

Visitors: None

**C. CALENDAR OF MEETINGS.**

Mayor Drake reviewed the upcoming meetings as listed on the agenda: City Hall closure on February 16, 2026, in observance of Presidents' Day; the February 24, 2026, Regular City Council Meeting at the Juanita Pohl Center; and the March 10, 2026, Planning Commission meeting.

**D. CITY ATTORNEY'S WORKING DRAFT OF TREE ORDINANCE FOR DEVELOPED PROPERTIES "MUNICIPAL CODE".**

City Attorney Dougill introduced the revised draft municipal tree ordinance and stated her recommendation that Council focus on the five outstanding issues identified in the staff report, along with Councilor Streicher's previously submitted edits. The draft incorporated redline corrections, grammatical revisions, and several structural updates.

***Definitions – Canopy and Canopy Coverage (Section 162.03)***

City Attorney Dougill explained that definitions for "Canopy" and "Canopy Coverage" had been added from the Development Code to ensure consistency between code sections. Council expressed consensus to retain the added definitions without modification.

***Property Damage Tree Removal Language (Section 162.05.C.i.1)***

Council reviewed revised language clarifying when a tree causing material damage to property may be removed. After discussion regarding whether references to "repair" and "reasonably likely material damage" were necessary, Council directed removal of the "repair" language and simplification of the provision to state that removal is permitted when the structure or utility service cannot reasonably be moved without further material damage.

***Hazard Tree Determination Timeline (Section 162.07)***

Council engaged in extensive discussion regarding the timeline for hazard tree permit determinations. Councilor Streicher advocated for a five-business-day determination period for Hazard Tree permits to address situations where residents fear imminent danger. Concerns were raised about administrative burden, arborist availability, cost implications, and potential abuse of the hazard classification.

After deliberation, Council reached consensus to establish a ten (10) business day review period for hazard tree applications, compared to fifteen (15) business days for other application types. Council

also included qualifying language allowing exceptions to these timelines “under extenuating circumstances.”

***Mitigation Trees (Section 162.08.B.iii)***

Council discussed language regarding mitigation trees and whether trees planted as mitigation could be removed after two years. Council agreed to delete language implying mitigation trees could be removed after two years and instead clarify that mitigation trees remain subject to all permit removal requirements, including transfer of property ownership. Language was added to further clarify that the replacement of mitigation trees that die within the first two years can occur without acquiring a permit.

Additional edits were made to clarify that mitigation trees are “required by the City to be planted under this chapter,” and minor grammatical and structural corrections were incorporated.

***Violation Penalties – Mitigation Requirements (Section 162.10.A.ii)***

Council revisited penalties for violations of mitigation requirements. Councilor Streicher expressed concern that the existing structure could result in excessive cumulative penalties. Council discussed balancing compliance incentives with fairness and discretion.

Consensus was reached to revise the language to provide that violations of mitigation requirements “shall be assessed a penalty in an amount up to \$500 for each month that the violation exists.” Clarifying edits were made to simplify the related curing language. Council retained the existing \$4,000 cap structure for other violations and maintained language distinguishing continuing and non-continuing violations.

***Additional Revisions***

Council addressed several additional technical corrections, including:

- Adding “or penalty” to the appeal section to allow appeals of assessed penalties.
- Correcting cross-references and numbering errors.
- Revising DBH measurement language for clarity regarding diameter and circumference.
- Relocating and clarifying the term “topping” within the definition of removal.
- Removing reference to the January 2024 storm in the “Whereas” clause and replacing it with broader language referencing “extreme weather events.”
- Removing duplicative or unnecessary wording throughout the draft.
- Eliminating the word “discretionary” from the one-tree-per-year permit description.
- Making minor grammatical and formatting corrections.

Council also discussed whether the ordinance should be adopted as an emergency measure. While the draft contained emergency language, Council expressed concern about public perception and transparency. Council consensus was to proceed with a first reading on February 24, 2026 at the Juanita Pohl Center, allow public comment during the standard public comment period, and conduct a second reading at the subsequent meeting unless substantial amendments necessitated additional review.

The City Attorney advised that public comment on the ordinance would occur during the regular Public Forum portion of the meeting, with no direct Council response during testimony. Council supported

providing a clear opening statement outlining the process and expectations. Council also confirmed February 24, 2026 as the first reading date.

**E. CONFIRMATION OF COUNCIL GOALS.**

City Administrator Parente presented the consolidated 2026 Council Goal Priorities list developed during the January 14, 2026, goal-setting session and acknowledged the significant workload anticipated for 2026. Council confirmed that the presented list accurately reflected its priorities. No revisions were requested. Council members expressed appreciation for the collaborative effort of city staff that produced the revised tree ordinance and goal-setting framework.

**F. ADJOURN.**

Mayor Drake adjourned the meeting at 9:14 PM.

**Approved:**

\_\_\_\_\_  
**Joshua Drake, MAYOR**

**Attest:**

\_\_\_\_\_  
**Jordan Parente, CITY ADMINISTRATOR/RECORDER**



**A. OPEN COUNCIL WORK SESSION.**

Mayor Joshua Drake opened the work session at 6:30 PM at the Bridgeport Church.

**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

Visitors: CWS Interim Chief Executive Officer/General Manager Rick Shanley, CWS Chief Utility Relations Officer Joe Gall, CWS Chief Financial Officer Kathleen Leader

**C. CLEAN WATER SERVICES RATE PRESENTATION.**

Clean Water Services (CWS) Chief Financial Officer (CFO) Kathleen Leader, with support from CWS Chief Utility Relations Officer Joe Gall and CWS Interim Chief Executive Officer/General Manager Rick Shanley, presented the results of their cost-of-service study, financial plan, and projected rates. They explained a cost allocation review started in 2021 to reevaluate how sanitary sewer and surface water management costs are divided between regional and local services. CFO Leader reported that Durham's average monthly residential combined sanitary sewer and stormwater rate was \$66.95 in 2026 and was proposed to increase to \$71.23 in 2027, a \$4.28 monthly increase, or 6.4 percent. CWS representatives noted that projected future rates could change and emphasized efforts to moderate increases by limiting staffing growth, smoothing capital spending, and using reserves. They also explained that Durham customers pay both regional rates, which support treatment plants, large infrastructure, and broader regulatory and restoration work, and local rates, which support services such as sewer cleaning, inspections, street sweeping, and stormwater maintenance provided directly in Durham.

CWS representatives further explained that local sanitary sewer and stormwater rates had not fully covered program costs, making reserve use necessary to avoid steeper short-term increases. The average Durham customer's local sanitary increase was described as roughly \$2 per month. In response to Councilor Paul, CWS representatives confirmed that the comparison chart reflected Durham's proposed 2027 rate, while other cities were shown at their current 2026 rates pending completion of their own budget processes. They also reviewed major capital and reserve trends, noting substantial planned sanitary sewer and surface water investments over the current and next five years, followed by a gradual rebuilding of reserves. They concluded by outlining the upcoming rate adoption schedule, with board action on methodology and reserve policy set for April 14, budget review in May, final rate adoption in June, and implementation on July 1, 2026. It was noted that Clean Water Services is also beginning a utility billing feasibility study that could include customer assistance options.

**D. DURHAM 60TH CELEBRATION 4TH OF JULY CIVIC EVENT.**

City Administrator Parente introduced a discussion of options for a July 4<sup>th</sup> event at Durham Park to recognize the City's 60th anniversary. He explained that the City had already included a notice in the Spring newsletter because the Summer newsletter will likely be too late to provide sufficient notice. The

preliminary concept is a midday gathering from 12:00 p.m. to 3:00 p.m. with modest refreshments provided, such as ice cream or shaved ice.

Council discussed the event's purpose and scale. Mayor Drake supported a casual format similar to the City's 50th anniversary celebration. Councilor Paul suggested lawn games, and Councilor Streicher suggested small commemorative items bearing Durham's name/logo. City Administrator Parente stated that such ideas could be considered during the upcoming budget process and invited additional suggestions for the April 28 budget meeting.

Council also discussed whether to offer food beyond dessert items. Councilor Streicher asked about serving hamburgers and hot dogs, while City Administrator Parente noted that doing so would increase both cost and logistical complexity. Mayor Drake asked that staff gather more information on potential costs.

Councilor Lee suggested using the celebration not only as a social event but also as a community engagement opportunity, with possible participation from partner agencies such as police, fire, Clean Water Services, and Metro. Mayor Drake and Councilor Streicher agreed that the event could help connect residents with the City and other agencies.

City Administrator Parente noted that limited staff capacity would affect the event's scope and said volunteers or Planning Commission participation could help. Council President Gifford emphasized keeping costs low considering broader budget pressures, including upcoming police contract negotiations. Council generally agreed that staff should continue developing options and return with additional cost and concept information during the budget process.

#### **E. MISCELLANEOUS ITEMS.**

Under miscellaneous items, Mayor Drake reported that he had met with Washington County Commissioner Jason Snyder regarding a proposed county vehicle registration fee increase and would forward additional information to the Council. City Administrator Parente noted that a portion of the revenue would go to cities. He also added that Commissioner Snyder's office had contacted the City about appearing before the Council later in the year, likely in November.

City Administrator Parente also shared legislative and administrative updates, noting that the League of Oregon Cities was expected to provide a summary of the recent short session regarding some enacted bills that would affect cities. However, a beneficial update to the transient lodging tax (TLT) does not impact cities, like Durham, where it is not collected. Administrative Assistant Wyatt Bean reported that the City had received a draft intergovernmental agreement from Metro for the Local Share grant and that staff would review it and prepare any needed edits in advance of contract execution.

City Administrator Parente reminded the Council of the April 25 bulky waste pickup day and invasive weed-pulling event at the treed lot, noting that staff may do some cutting in advance to make volunteer work more manageable. He stated that prior weed-pulling events had drawn a couple dozen participants. He also noted upcoming outside events, including Pride Disposal's 40th anniversary event on March 31 and a Family Peace Center event on April 30.

City Administrator Parente then briefed the Council on early discussions regarding the upcoming Tualatin police services contract, reporting that the initial proposal reflected a significant first-year increase tied to a shift in the designated officer pay step used for the contract. He explained that he has responded with a counterproposal between the historic and proposed amounts.

Council also discussed whether to explore alternatives to Tualatin police service. City Administrator Parente stated that the current agreement spanned five years. Council President Gifford noted that prior annual increases had generally been around 4 percent and explained that Durham-specific police reporting is limited because Durham is grouped within a broader service area. City Administrator

Parente said he has discussed possible service options with the County Sheriff's Office but does not have a written proposal. Council agreed that alternative providers could be reviewed for comparison, while recognizing the value of the City's existing relationship with Tualatin.

**F. ADJOURN.**

Mayor Drake adjourned the work session at 7:24 PM.

**Approved:**

\_\_\_\_\_  
**Joshua Drake, MAYOR**

**Attest:**

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**Jordan Parente, CITY ADMINISTRATOR/RECORDER**

DRAFT



**City of Durham**  
**PLANNING COMMISSION MINUTES**  
**April 14, 2026**

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**A. CALL TO ORDER.**

Planning Chair Susan Deeming opened the meeting at 7:03 PM at Durham City Hall.

**B. ROLL CALL.**

Commissioners present: Planning Chair Susan Deeming, Commissioners Patricia Saab, Cheri Frazell, and Krista Bailey.

Commissioners absent: Vice Chair Matt Winkler, Commissioners Forrest Boleyn and Andrew Mast.

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

**C. APPROVAL OF MEETING MINUTES.**

The Commission considered approval of the March 10, 2026, meeting minutes. With no corrections offered, Commissioner Saab moved to approve the minutes as presented, and Commissioner Bailey seconded the motion. The minutes were approved unanimously (4-0).

**MO 041426-01**

**D. PUBLIC FORUM.**

Chair Deeming opened the public forum. No members of the public were present, and no testimony was received. Chair Deeming closed the public forum.

**E. TREE REMOVAL REQUEST 846-26 GIBBONS 8257 SW KINGFISHER WAY.**

The Commission considered Tree Removal Request 846-26 for removal of one 19-inch DBH Big-leaf maple at 8257 SW Kingfisher Way. The application was submitted as a Type B permit based on the applicant's statement that the tree was damaging the driveway, causing grading issues, water runoff, and a tripping hazard. The application included an arborist report that found the tree to be in fair condition, but root loss associated with mitigating driveway damage would likely cause decline and structural instability of the tree. Removal was recommended by the arborist, with a Pacific dogwood to replace/mitigate the removed tree.

Commissioners discussed whether the request fit the current Type B criteria. Chair Deeming and Commissioner Frazell questioned whether the evidence clearly established damage to a "structure" or a sufficient hazard under the applicable code and noted concern that alternatives to removal had not been fully addressed. Commissioner Bailey and Commissioner Saab emphasized that the driveway was being lifted, the problem would likely worsen, and meaningful repair would likely damage the tree further and create a more hazardous condition. The Commission also discussed the tree's fair condition (noted to be 60%), its shaded location beneath larger conifers, and the suitability of the proposed mitigation tree.

The Commission then reviewed the staff report criteria and generally agreed the request had been properly processed as a Type 2 review. In applying the substantive criteria, the Commission concluded that criterion A was applicable. However, this criterion was not clearly met under a strict reading of the current code and the Commission's interpretation of danger to structures or property. The Commission found that criteria C, D, and E were applicable and could be met, as removal was not expected to create negative topographic or neighborhood impacts and mitigation planting was proposed.

Commissioner Saab moved to approve Tree Removal Request 846-26 with mitigation consisting of a Pacific dogwood as recommended by the arborist, and Commissioner Bailey seconded the motion. On



**City of Durham**  
**PLANNING COMMISSION MINUTES**  
**April 14, 2026**

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the first vote, Commissioners Saab and Bailey voted in favor, while Chair Deeming and Commissioner Frazell voted no, resulting in a 2-2 tie and failure of the motion. The split reflected concern that the application could not be approved based on driveway damage alone.

The Commission continued deliberations. Chair Deeming stated she could support approval not simply because of the driveway damage, but due to the tree's fair condition and the arborist's conclusion a driveway repair would cause the tree irreparable harm. Other considerations include the tree's relatively limited significance within a well-canopied area, and the proposed mitigation tree. Commissioner Frazell stated that tree significance was more prevalent in prior applications, but not in this case. She was satisfied with the arborist's report and the specific site context and supports approval. This demonstrated a change in rationale among the Commission, specifically toward a broader finding that removal was reasonable because of the tree's condition, limited site significance, future decline from driveway repair, and proposed mitigation.

Commissioner Saab again moved a motion to approve Tree Removal Request 846-26 with mitigation of a dogwood tree as suggested in the arborist report, and Commissioner Bailey seconded the motion. The motion passed unanimously (4-0).

**MO 041426-02**

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

The Commissioners discussed the Planning Commission's future direction following adoption of the new municipal tree code, including broader planning work and community engagement. Chair Deeming noted that community communication is identified in the Comprehensive Plan as one of the Commission's responsibilities. City Administrator Parente said the current Comprehensive Plan draft had been paused to allow for additional public engagement and suggested the City's July 4 celebration as a possible opportunity to gather input from community members. Commissioners also discussed future work on other development code updates and sign code work.

City Administrator Parente reported that the City had received a DLCD HAPO grant to support development code updates related to middle housing and legal review. He said the City Planner has started identifying code sections for revision, and Commissioners expressed interest in developing a future work plan and focusing early attention on middle housing-related provisions.

The Commission also received an update on Durham Estates. City Administrator Parente reported that on April 6 the City received a new application for a 32-lot middle housing development in addition to the previously submitted site design application tied to an earlier Middle Housing application. He explained that the applicant appeared to be pursuing multiple procedural paths to approval, and that staff would be meeting with the project team to discuss both applications. The Commission discussed the complexity of middle housing review timelines and the need for clearer code language.

In further discussion, City Administrator Parente reported that the hearings officer for the appeal related to Durham Estates had upheld the applicant's position regarding narrow private drive aisles, largely because of limitations in the current development code and state middle housing law. Commissioners discussed concerns about parking, safety, emergency access, and the limited ability of the City to enforce restrictions on private driveways. Staff also briefly reported on budget timing, permit activity in Durham Heights, and a recent Council matter involving a dead tree on private property, where Council declined to intervene because the tree did not meet the test of an imminent public health or safety threat.



**City of Durham**  
**PLANNING COMMISSION MINUTES**  
**April 14, 2026**

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

The next regular meeting of the Planning Commission was announced for May 12, 2026, at 7:00 p.m.

**H. ADJOURN.**

Chair Deeming adjourned the meeting at 8:15 PM.

**Approved:**

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**Susan Deeming, Chair**

**Attest:**

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

DRAFT

## **RESOLUTION NO. 695-26**

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

**WHEREAS**, ORS 221.760 provides as follows:

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

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

and

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

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

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

**PASSED & ADOPTED** by the City of Durham, Washington County, Oregon, on the 28<sup>th</sup> day of April 2026.

**CITY OF DURHAM**

**BY:**

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

**ATTEST:**

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

*City of Durham, Oregon*

**RESOLUTION NO. 696-26**

**A RESOLUTION OF DURHAM CITY COUNCIL, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AND ACCEPT A HOUSING PLANNING ASSISTANCE GRANT AGREEMENT WITH THE OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT FOR THE CITY OF DURHAM CONFORMING DEVELOPMENT CODE UPDATE**

**WHEREAS**, the Oregon Department of Land Conservation and Development (“DLCD”) has awarded the City of Durham a Housing Planning Assistance Grant for the City of Durham Conforming Development Code Update, Grant No. HA-27-027; and

**WHEREAS**, the Grant provides funding in the amount of \$44,990 for the purpose of assisting the City with a development code update to comply with housing laws and support the preparation of hearings-ready development code amendments; and

**WHEREAS**, Durham City Council finds that accepting this Grant and authorizing execution of the Grant Agreement is in the best interest of the City and will support the City’s housing planning and code compliance efforts;

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

**Section 1. Authorization.**

The City Council of the City of Durham hereby authorizes the acceptance of the Housing Planning Assistance Grant from the Oregon Department of Land Conservation and Development for the City of Durham Conforming Development Code Update, Grant No. HA-27-027, in the amount of \$44,990.

**Section 2. Authorization to Execute Agreement.**

The City Council authorizes the City Administrator to execute the Grant Agreement and any related documents necessary to accept and administer the Grant on behalf of the City, subject to legal review, if applicable.

**Section 3. Authority to Proceed.**

The City Council authorizes City staff to undertake all actions necessary to implement the Grant-funded project and to comply with the requirements of the Grant Agreement.

**Section 4. No Financial Obligation.**

This Resolution does not obligate the City to expenditures beyond those necessary to administer and appropriately use the awarded Grant funds in accordance with the terms of the Grant Agreement.

**Section 5. Effective Date.**

This Resolution shall take effect immediately upon its passage by the City Council.

**PASSED AND ADOPTED** by the City of Durham, Washington County, Oregon this 28th day of April 2026.

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

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

**ATTEST:**

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

DRAFT

**OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT**  
**HOUSING PLANNING ASSISTANCE**  
**GRANT AGREEMENT**

Project Name: City of Durham Conforming Development Code Update

Grant Number: HA-27-027

This Grant (“Grant”), dated as of the date the Grant is fully executed, is made by the State of Oregon, acting by and through its Department of Land Conservation and Development (“DLCD”), and City of Durham (“Recipient” or “Grantee”) for the project referred to above and described in Exhibit A (“Project”). This Grant becomes effective only when fully signed and approved as required by applicable law (“Effective Date”).

This Grant includes the following exhibits, listed in descending order of precedence for purposes of resolving any conflict between two or more of the parts:

Exhibit A	Contact Information and Project Description
Exhibit B	Project Budget
Exhibit C	Project Requirements
Exhibit D	Geographic Information System and Data File Requirements

**SECTION 1 - LEGAL BASIS FOR AWARD; PURPOSE**

Pursuant to Oregon Revised Statutes (“ORS”) 197A.030, DLCD is authorized to provide grants to local governments to enable them to implement the provisions of ORS chapter 197A. Pursuant to ORS 197.045 and Senate Bill (“SB”) 1537 (2024), Oregon Laws 2024, Chapter 110, DLCD’s Housing Accountability and Production Office (“HAPO”) is authorized to award grants and enter into grant agreements to assist local governments to enable them to comply with housing laws; reduce permitting and land use barriers to housing production; and support reliable and effective implementation of local procedures and standards relating to the approval of residential development projects. Under the applicable authority, DLCD is willing to make such a grant on the terms and conditions of this Grant. Accordingly, the parties agree as follows:

**SECTION 2 - GRANT AWARD; DISBURSEMENT**

- A. Grant Funds. In accordance with the terms and conditions of this Grant, DLCD shall provide Recipient \$44,990 (the “Grant Funds”).
- B. Disbursement of Grant Funds. Subject to Section 2.C, DLCD shall disburse the Grant Funds to Recipient on an expense reimbursement or costs-incurred basis. Recipient must submit each disbursement request on a DLCD-provided or DLCD-approved disbursement request form. DLCD will disburse the Grant Funds to Recipient as follows:
  - (1) Up to seventy-five percent (75%) of the Grant Funds will be promptly disbursed to Recipient upon DLCD’s acceptance of the Project status report that must be provided by Recipient to DLCD no later than September 1, 2026, as described in Exhibit C.

- (2) Reimbursement of up to the balance of Grant Funds upon completion of the Project and DLCD’s acceptance of the Project closeout report described in Exhibit C. Recipient must submit the final disbursement request no later than July 10, 2027.

C. Conditions Precedent to Disbursement. DLCD’s obligation to any disbursement of Grant Funds to Recipient is subject to each of the following conditions being satisfied:

- (1) DLCD (a) has received a completed disbursement request, (b) has received written evidence of materials and labor furnished to or work performed upon the Project, including itemized receipts or invoices for payment, and releases, satisfactions, or other signed statements or forms as DLCD may require, (c) is satisfied that all items listed in the disbursement request are reasonable, and (d) has determined that the disbursement is only for costs defined as eligible costs under this Grant.
- (2) The representations and warranties made in this Grant are true and correct on the date of disbursement as if made on such date.
- (3) DLCD has sufficient funds currently available and authorized for expenditure to finance the costs of this Grant. Notwithstanding the preceding sentence, payment of funds by DLCD is contingent on DLCD receiving appropriations, limitations, allotments, or other expenditure authority sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to continue to make payments in accordance with the terms of this Grant, and notwithstanding anything in this Grant, occurrence of such contingency does not constitute a default. Upon occurrence of such contingency, DLCD has no further obligation to disburse funds to Recipient.
- (4) All other conditions precedent under this Grant are met.
- (5) There is no Event of Default by Recipient.

### SECTION 3 - USE OF GRANT

- A. Eligible Use. Recipient’s use of the Grant Funds is limited to those expenses that are both reasonable and necessary to complete the activities described in Exhibit A (“Project Description”) and Exhibit B (“Project Budget”).
- B. Ineligible Use. Recipient shall not use the Grant Funds to retire any debt or to lobby, influence, or attempt to influence, any federal, state, or local government official. Any notice issued by Recipient that is eligible for reimbursement under ORS 227.186 – Notice to city property owners, or ORS 215.503 – Notice to county property owners for costs incurred for Measure 56, is not eligible for reimbursement under this Grant.
- C. Misexpended or Unexpended Grant Funds. Any Grant Funds disbursed to Recipient, or any interest earned by Recipient on the Grant Funds, that is not used according to this Grant or that remain after the Project is completed or this Grant is terminated shall be immediately returned to DLCD, unless otherwise directed by DLCD in writing.

### SECTION 4 - RECIPIENT’S REPRESENTATIONS AND WARRANTIES

- A. Existence and Power. Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Recipient represents and warrants to DLCD that Recipient has full power, authority, and legal right to enter into and agree to the terms of this Grant and to incur and perform its obligations under this Grant.

- B. Authority, No Contravention. The making and performance by Recipient of this Grant (a) have been duly authorized by all necessary action of Recipient; (b) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of its organizational documents; and (c) do not and will not result in the breach of, or constitute a default or require any consent, under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected.
- C. Binding Obligation. This Grant has been duly executed and delivered by Recipient and when duly executed and delivered by DLCD, constitutes legal, valid, and binding obligations of Recipient, enforceable in accordance with its terms, subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
- D. Approvals. No authorization, consent, license, approval of, filing or registration with, or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery, or performance by Recipient of this Grant.
- E. Misleading Statements. The Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading, in this Grant or any document submitted by or on behalf of the Recipient to DLCD. The information contained in this Grant is true and accurate in all respects.
- F. Compliance with Tax Laws. Recipient is not in violation of any Oregon tax laws, including but not limited to a state tax imposed by ORS 320.005 to ORS 320.150 and ORS 403.200 to ORS 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, and 323 and local taxes administered by the Department of Revenue under ORS 305.620.

**SECTION 5 - COVENANTS OF RECIPIENT**

- A. Project Completion Deadline. Recipient shall complete the Project by June 19, 2027 (“Project Completion Deadline”), unless the total amount of the Grant Funds is not available because one or more of the conditions in Section 2.C(1) to (3) are not satisfied. Recipient shall complete the Project and use its own fiscal resources or money from other sources to pay for any costs of the Project in excess of the total amount of financial assistance provided pursuant to this Grant.
- B. Compliance with Laws. Recipient shall comply with the requirements of any and all applicable federal and state laws, rules, regulations, and orders of any governmental authority, except to the extent an order of a governmental authority is contested in good faith and by proper proceedings.
- C. Notice of Adverse Change. Recipient shall promptly notify DLCD of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient, or the Project related to the ability of Recipient to perform all obligations required by this Grant.
- D. Notice of Event of Default. Recipient shall give DLCD prompt written notice of any Event of Default, or any circumstance that with notice or the lapse of time, or both, may become an Event of Default, as soon as Recipient becomes aware of its existence or reasonably believes an Event of Default is likely. Failure to provide notice may itself be construed as an Event of Default.
- E. Records and Inspection. Recipient shall keep proper books of account and records on all activities associated with this Grant and the Project. Recipient will maintain these books of account and records in accordance with generally accepted accounting principles and shall retain and keep accessible the books of account and records until the later of six years after the date set forth in Section 5.A or the date that all disputes, if any, arising under this Grant have been resolved.

Recipient will permit DLCD, the Secretary of State of the State of Oregon, and their duly authorized representatives to inspect its properties, all work done, labor performed, and materials furnished in and about the Project, and to review and make excerpts, transcripts, and copies of its books of account and records with respect to the receipt and disbursement of funds received from DLCD. Access to these books of account and records is not limited to the required retention period. The authorized representatives shall have access to records at any reasonable time for as long as the records are maintained.

## SECTION 6 - TERMINATION AND EVENTS OF DEFAULT; REMEDIES

- A. Mutual Termination. This Grant may be terminated by mutual consent of both parties.
- B. Termination by DLCD. DLCD may terminate this Grant upon written notice to Recipient under any of the following occurrences:
- (1) DLCD fails to receive sufficient appropriations or other expenditure authorizations to allow DLCD, in the reasonable exercise of its administrative discretion, to continue making payments under this Grant,
  - (2) There are not sufficient funds in the Fund, as determined by DLCD in the reasonable exercise of its administrative discretion, to permit DLCD to continue making payments under this Grant, or
  - (3) There is a change in federal or state laws, rules, regulations, or guidelines so that the Project funded by this Grant is no longer eligible for funding.
- C. Events of Default. Recipient shall be in default under this Grant upon the occurrence of any of the following events (“Events of Default”):
- (1) Recipient fails to perform, observe, or discharge any of its covenants, agreements, or obligations pertaining to this Grant, and such failure is not cured within fifteen days of written notice to Recipient from DLCD or a period of longer time established by DLCD in its notice; or
  - (2) Any representation, warranty, or statement made to DLCD by or on behalf of Recipient pertaining to this Grant or in any document or report provided by or on behalf of Recipient and relied upon by DLCD to measure progress, performance, or the expenditure of Grant Funds is untrue in any material respect when made; or
  - (3) Recipient (i) applies for or consents to the appointment of, or the taking of possession by, a receiver, custodian, trustee, or liquidator of itself, or of all or any substantial part of its property, (ii) admits in writing its inability, or is generally unable, to pay its debts as they become due, (iii) makes a general assignment for the benefit of its creditors, (iv) commences a voluntary case under the U.S. Bankruptcy Code (as now or hereafter in effect), (v) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (vi) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the U.S. Bankruptcy Code (as now or hereafter in effect), or (vii) takes any action for the purpose of effecting any of the foregoing; or
  - (4) A proceeding or case is commenced, without the application or consent of Recipient, in any court of competent jurisdiction, seeking (i) the liquidation, dissolution or winding-up, or the composition or readjustment of debts, of Recipient, (ii) the appointment of a trustee, receiver,

custodian, liquidator, or the like, of Recipient or of all or any substantial part of its assets, or (iii) similar relief in respect to Recipient under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty (60) consecutive days, or an order for relief against Recipient is entered in an involuntary case under the U.S. Bankruptcy Code (as now or hereafter in effect).

- D. Remedies Upon Default. Upon the occurrence of any Event of Default, DLCD may pursue any remedies available under this Grant, at law or in equity. Such remedies include, but are not limited to, termination of DLCD's obligation to make the Grant or any further disbursement under this Grant, return of all or a portion of the Grant Funds, payment of interest earned on the Grant Funds, and declaration of ineligibility for the receipt of future funds from DLCD. If, as a result of an Event of Default, DLCD demands return of all or a portion of the Grant Funds or payment of interest earned on the Grant Funds, Recipient shall pay the amount upon DLCD's demand. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.

## SECTION 7 - MISCELLANEOUS

- A. No Implied Waiver. The failure of DLCD to exercise, or any delay by DLCD in exercising, any right, power, or privilege under this Grant shall not operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or privilege under this Grant preclude any other or further exercise thereof or the exercise of any other such right, power, or privilege. Any waiver or consent, if made, will be effective only if in writing signed by the party against whom such waiver or consent is sought to be enforced and is effective only in the specific instance and for the specific purpose given.
- B. Choice of Law; Designation of Forum; Federal Forum.
- (1) The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Grant, including, without limitation, its validity, interpretation, construction, performance, and enforcement.
  - (2) Any party bringing a legal action or proceeding against any other party arising out of or relating to this Grant shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
  - (3) Notwithstanding Section 7.B(2), if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This Section applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This Section does not act as a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

- C. Formal Notices. Except as otherwise expressly provided in this Grant, any formal notices required or permitted must be given in writing by personal delivery, email, or by mailing the same, postage prepaid, to Recipient or DLCD at the addresses set forth below, or to such other persons or addresses that either party may subsequently indicate pursuant to this Section.

Any formal notice by personal delivery will be deemed effective when actually delivered to the addressee. Any formal notice so addressed and mailed will be deemed to be received and effective five days after mailing. Any communication or notice given by email becomes effective 1) upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system or 2) the recipient's confirmation of receipt, whichever is earlier. Notwithstanding this provision, the following notices may not be given by email: notice of default or notice of termination.

If to DLCD: Joel Madsen, Housing Accountability and Production Office Manager  
[joel.madsen@dlcd.oregon.gov](mailto:joel.madsen@dlcd.oregon.gov)  
Oregon Department of Land Conservation and Development  
635 Capitol Street NE Suite 150  
Salem, OR 97301-2540

If to Recipient: Jordan Parente, City Administrator  
[j.parente@durhamoregon.gov](mailto:j.parente@durhamoregon.gov)  
City of Durham  
17160 SW Upper Boones Ferry Rd  
Durham, OR 97224

- D. Amendments. Except as otherwise explicitly provided in Exhibit B, this Grant may not be altered, modified, supplemented, or amended in any manner except by written instrument signed by both parties.
- E. Successors and Assigns; No Third Party Beneficiary. This Grant shall be binding upon and inure to the benefit of DLCD, Recipient, and their respective successors and assigns, except that Recipient may not assign or transfer its rights or obligations hereunder or any interest herein without the prior consent in writing of DLCD. DLCD and Recipient are the only parties to this Grant and are the only parties entitled to enforce the terms of this Grant. Nothing in this Grant gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons, unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Grant.
- F. Entire Agreement. This Grant, including any exhibits, schedules, and attachments, which are by this reference incorporated herein, constitutes the entire agreement between the parties on the subject matter hereof. There are no other understandings, agreements, or representations, oral or written, regarding this Grant.
- G. Contributory Liability and Contractor Indemnification.
- (1) If any third party makes any claim or brings any action, suit, or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party may have liability, the Notified Party must promptly notify the other party in writing and deliver a copy of the claim, process, and all legal pleadings related to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing.

The foregoing provisions are conditions precedent for either party's liability to the other in regard to the Third Party Claim.

If the claims against the parties allege joint liability by the parties, the parties shall contribute to the amount of expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred and paid or payable in such proportion as is appropriate to reflect their respective relative liabilities. The relative liabilities of the parties shall be determined by reference to, among other things, the evidence indicating the extent of the parties' relative intent, knowledge, access to information, and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines, or settlement amounts. Each party's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if that party had sole liability in the proceeding. This Section shall survive termination of this Grant.

- (2) Recipient shall take all reasonable steps to require its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save, and hold harmless the State of Oregon and its officers, employees, and agents ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the claims, actions, liabilities, damages, losses, or expenses arising from any and all negligent or willful acts or omissions of Recipient's contractor or any of the officers, agents, employees, or subcontractors of the contractor (collectively, "Claims"). It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Recipient's contractors or any of the officers, agents, employees, or subcontractors of the contractor from and against any and all Claims. This Section shall survive termination of this Grant.

- H. Survival. All provisions of this Grant intended by their terms to survive termination and the following sections shall survive termination of this Grant: Section 3.C, Section 5.E, Section 6.D, Section 7.G, this Section 7.H, and Section 7.K.
- I. Severability. If any term or provision of this Grant is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Grant did not contain the particular term or provision held to be invalid.
- J. Relationship of Parties. The parties agree and acknowledge that their relationship is that of independent parties and neither party hereto shall be deemed an agent, partner, joint venturer, or related entity of the other by reason of this Grant.
- K. Attorney Fees and Other Expenses. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the prevailing party in any dispute arising from this Grant will be entitled to recover from the other its reasonable attorney fees and costs and expenses at trial, in a bankruptcy, receivership, or similar proceeding, and on appeal. Reasonable attorney fees shall not exceed the rate charged to DLCD by its attorneys.
- L. Counterparts. This Grant may be executed in more than one counterpart, which, when taken together, will constitute one and the same instrument, and either party may execute this Grant by signing any such counterpart.
- M. Disadvantaged Business Enterprises. ORS 200.090 requires all public agencies to "aggressively pursue a policy of providing opportunities for disadvantaged business enterprises, minority-owned

businesses, woman-owned businesses, businesses that service-disabled veterans owned and emerging small businesses....” DLCDC encourages Recipient, in its Grant activities, to follow good faith efforts described in ORS 200.045. The Governor’s Policy Advisor for Economic and Business Equity provides additional resources and the Certification Office for Business Inclusion and Diversity through the Oregon Business Development Department maintains a list of certified firms and can answer questions. Search for certified firms on the web at: [Certified Vendor Directory](#).

N. Non-Exclusive License. The following terms have the meanings set forth below:

- (1) “Recipient Intellectual Property” means any intellectual property owned by Recipient and developed independently from the Project.
- (2) “Third Party Intellectual Property” means any intellectual property owned by parties other than DLCDC or Recipient.
- (3) “Product(s)” means every invention, discovery, work of authorship, trade secret or other tangible or intangible item and all intellectual property rights therein that Recipient is required to deliver to DLCDC or create pursuant to the Project and this Grant, including but not limited to any Product(s) described in Exhibit A.

Recipient hereby grants to DLCDC, under Recipient Intellectual Property and under intellectual property created by Recipient pursuant to the Project, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Product(s) for governmental purposes, and to authorize others to do the same on DLCDC’s behalf. If a Product(s) created by Recipient pursuant to the Project is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Recipient shall secure on DLCDC’s behalf and in the name of DLCDC an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the pre-existing elements of the Third Party Intellectual Property employed in the Product(s), and to authorize others to do the same on DLCDC’s behalf. If a Product(s) is Third Party Intellectual Property, Recipient shall secure on DLCDC’s behalf and in the name of DLCDC, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the Third Party Intellectual Property, and to authorize others to do the same on DLCDC’s behalf.

O. Promotional Use of Recipient Information. Recipient agrees that DLCDC may use Recipient and information provided to DLCDC by Recipient in the promotion of State’s programs and services. The following typifies, but does not limit, the information State may use in its promotion(s): business name, general description of the Project, total Project cost, amount of the award.

P. Insurance; Workers’ Compensation. All employers, including Recipient, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers’ Compensation coverage, unless such employers are exempt under ORS 656.126. Employer’s liability insurance with coverage limits of not less than \$500,000 must be included. Recipient shall ensure that each of its Recipient(s), contractor(s), and subcontractor(s) complies with these requirements.

By signing below, the parties acknowledge they have read and understand this Grant and agree to be bound by its terms and conditions.

**STATE OF OREGON**  
acting by and through its  
Department of Land Conservation and  
Development

**CITY OF DURHAM**

By: \_\_\_\_\_  
Joel Madsen, Housing Accountability  
and Production Office Manager

By: \_\_\_\_\_  
Jordan Parente, City Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:**

\_\_\_\_\_  
Not Required per OAR 137-045-0030

## EXHIBIT A – CONTACT INFORMATION; PROJECT DESCRIPTION

### City of Durham Conforming Development Code Update

**Contact Information:** Except as otherwise expressly provided in this Grant, parties may use the contact information set forth below, or to such other persons or addresses that either party may subsequently indicate in writing pursuant to this Section:

#### **DLCD**

Department of Land Conservation and Development  
635 Capitol Street NE, Suite 150  
Salem, OR 97301-2540

Grant Administrator: Rachel Six  
Title: Housing Planner  
Telephone: 971-375-6352  
Email: [rachel.six@dlcd.oregon.gov](mailto:rachel.six@dlcd.oregon.gov)

#### **Recipient/Grantee**

City of Durham  
17160 SW Upper Boones Ferry Rd  
Durham, OR 97224

Contact: Jordan Parente  
Title: City Administrator  
Telephone: 503-639-6851  
Email: [j.parente@durhamoregon.gov](mailto:j.parente@durhamoregon.gov)

#### **Background:**

The purpose of this Project is to prepare a hearings-ready development code or recommendations for comprehensive plan and development code amendments for Recipient to comply with housing laws.

#### **Project Description:**

Recipient will, with the assistance of a professional consultant, properly licensed or certified (if applicable), complete the following:

- Project Kickoff and Management
- Code Audit
- Draft Code Update
- Final Code Update
- Adoption

#### **Grant Products:**

Recipient will submit Grant Products to DLCD, including but not limited to the following:

- Summary of major tasks and action items for the Project – must be submitted to DLCD within 60 days of Grant Effective Date
- Proposed Project schedule – must be submitted to DLCD within 60 days of Grant Effective Date
- Code Audit findings and recommendations (Code Concepts)
- HAPO courtesy review of Code Audit findings and recommendations
- Draft updates to the zoning ordinance, other development codes (if any), and comprehensive plan (if required)
- HAPO courtesy review of draft updates to the zoning ordinance, other development codes (if any) and comprehensive plan (if required)
- Final draft updates to the zoning ordinance, other development codes (if any), and comprehensive plan (if required)
- HAPO courtesy review of final draft updates to the zoning ordinance, other development codes (if any), and comprehensive plan (if required)

- Presentation materials, staff reports, meeting notices, hearing notices, agendas, and notes or meeting minutes for all Project-related meetings

**EXHIBIT B - PROJECT BUDGET**

<b>Line Items</b>	<b>DLCD Funds</b>
Project Kickoff and Management	\$14,690
Code Audit	\$7,595
Draft Code Update	\$11,275
Final Code Update	\$4,070
Adoption	\$7,360
<b>Total Grant Funds</b>	<b>\$44,990</b>

Any variance between budgeted line-item values within the total Grant Funds amount is subject to prior written approval (email acceptable) from the DLCD Grant Administrator, or successor.

## EXHIBIT C – PROJECT REQUIREMENTS

Recipient shall comply with the following Project requirements, as applicable to their Project and outlined in further detail below:

### A. Grant Products:

- (1) Provide all draft and final Grant Products, including any memos, reports, and maps produced by this Agreement in a digital media format to the DLCD Grant Administrator and [dlcd.hapo@dlcd.oregon.gov](mailto:dlcd.hapo@dlcd.oregon.gov). The term “digital media” means a compact disc, digital video disc, USB flash drive, e mail, or FTP submittal authorized by DLCD.
- (2) Recipient shall follow Exhibit D - Geographic Information System and Data File Requirements if applicable to the Project and any Grant Products.
- (3) All reports, studies, and other documents produced under the Project must indicate on the cover or the title page an acknowledgement of the financial assistance provided by DLCD by bearing the following statement: “This project is funded by Oregon HAPO Fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.”
- (4) A final draft Grant Product (e.g., ordinances, maps, websites, databases, supporting documents, and photographs) may be accepted for approval instead of an adopted Product when requested in writing and received by the DLCD Grant Administrator and to the DLCD Grant Administrator and [dlcd.hapo@dlcd.oregon.gov](mailto:dlcd.hapo@dlcd.oregon.gov) at least 60 days prior to Project Completion Deadline. The request will be reviewed and approved in writing by DLCD if substantial progress has been made toward adoption and adoption is scheduled to occur on or before the date that is 120 days after the Project Completion Deadline. Any final draft Grant Product shall be a hearings-ready draft approved by a resolution of the governing body and shall be accompanied by a report detailing why the product was not adopted and a timeframe for the future adoption of the product.
- (5) Post Acknowledgement Plan Amendments: Any applicable final Grant Products must also be separately submitted to DLCD using [Form 1, “Notice of Proposed Change”](#), at least 35 days before the first evidentiary hearing as set forth in ORS 197.610 and OAR 660-018-0020, OAR 660-018-0021, and OAR 660-018-0022. The products must be adopted by the governing body and submitted using [Form 2, “Notice of Adoption”](#) as set forth in ORS 197.615 and OAR 660-018-0040.

B. Provide a legible copy of signed agreements or contracts between Recipient and any contractors hired to provide Project services to Recipient no later than three business days after both parties have signed the contract or agreement.

C. Ensure consistent, coordinated use of population, employment, housing, and land needs projections associated with any of the following activities: (1) the periodic review work programs and related tasks; (2) the transportation system plans being prepared pursuant to OAR 660 012-0000; (3) any post-acknowledgment plan and land use regulation amendments proposed by the Recipient.

D. Commit to overall management of Grant Funds, Project activities, and reporting obligations to ensure compliance with Grant terms.

E. Maintain regular correspondence with DLCD to discuss Project status, challenges, or potential changes to the Project, and to provide an opportunity for review of draft Grant Products.

- F. Provide notice to DLCD and any other applicable parties, of public meetings, workshops, work sessions, and hearings to develop, review or approve products prepared under this Grant.
- G. Provide Project status reports to DLCD. Project status reports are due September 1, 2026, and March 1, 2027. Project status reports must be in the format provided by DLCD and completed in a manner determined to be acceptable by DLCD and must include the following:
- (1) Summary: A brief overview of the Project's progress, major achievements, and any significant changes or challenges encountered during the period.
  - (2) Progress on Objectives: Detailed updates on the progress toward each Project objective, specific activities completed, milestones achieved, and any deviations from the planned timeline and objectives.
  - (3) Challenges and Solutions: Description of any challenges or obstacles encountered and steps taken to overcome these challenges.
  - (4) Upcoming Activities: Outline of planned activities and objectives for the next reporting period, as well as adjustments to the timeline or Project plan, if necessary.
- H. Provide Project closeout report to DLCD no later than July 10, 2027. The Project closeout report must be in the format provided by DLCD and completed in a manner determined to be acceptable by DLCD, and must include the following:
- (1) Project Summary: A concise overview of the Project, including objectives, activities, engagement, and outcomes.
  - (2) Final Outcomes and Impact: Detailed description of the Project's achievements and its impact, including evaluation of how well the Project met its original goals and objectives.
  - (3) Compliance and Certification: Confirmation that all Grant terms and conditions were met.

## EXHIBIT D – GEOGRAPHIC INFORMATION SYSTEM AND DATA FILE REQUIREMENTS

The Recipient shall follow the following requirements for all Geographic Information System (GIS) and data files related to the Project:

### A. Format and Delivery:

- (1) Provide all data files created, revised, or updated under this Grant in widely used, open, non-proprietary formats whenever possible. For spatial GIS data, acceptable formats include ESRI-compatible file geodatabases, shapefiles, or feature classes. For non-spatial data, acceptable formats include CSV, Excel (XLSX), or JSON.
- (2) All files must be clearly labeled and organized in a logical folder structure. A summary document describing the content of the deliverables, the purpose of each dataset, source data (if applicable), field definitions, and any known data limitations or assumptions must accompany the data.
- (3) If the Recipient lacks GIS capability, spatial data files may be submitted as high-resolution digital maps (PDF) along with supporting data in tabular formats (e.g. Excel, CSV) with prior written approval from the DLCD Grant Manager.

### B. Coordinate System for Spatial Data:

- (1) All spatial datasets must have a defined and consistent coordinate system. The projection may be determined by the Recipient but must be documented in both the dataset properties and metadata.

### C. Data Quality and Standards:

- (1) Spatial data must be free of topological errors (e.g., overlaps, gaps, slivers) and maintain logical consistency in geometry and attributes.
- (2) All datasets (spatial and non-spatial) must include clear, complete, and consistent attribute fields. Field names should be intuitive and defined in accompanying documentation or metadata.
- (3) When applicable, domain values or code lists must be included or referenced.

### D. Metadata:

- (1) Spatial datasets should include metadata compliant with the [Oregon GIS Metadata Standard](#).
- (2) Metadata must include, at a minimum: dataset title, abstract, spatial extent (if applicable), data creation date, responsible party, projection, and attribute descriptions.
- (3) Non-spatial datasets must include a data dictionary or documentation that defines all fields, units, and any codes or classifications used.

### E. Ownership and Use:

- (1) DLCD may display, integrate, or distribute data files in internal systems, public data portals, or with partner agencies unless otherwise restricted by written agreement.
- (2) Recipient and their agents are not responsible for any use, interpretation, or redistribution of the data by DLCD once it has been submitted and accepted.



# City of Durham

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

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

Jordan Parente - City Administrator

Wyatt Bean - Administrative Assistant

## STAFF REPORT

DATE: April 24, 2026  
TO: City Council  
FROM: Jordan Parente, City Administrator  
RE: Business License Ordinance Update

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### Background

The City of Durham regulates business licenses under Ordinance 201-00, as amended by Ordinance 217-04. Those ordinances established the City's business license program for revenue and regulatory purposes, including requirements for businesses operating within the City, procedures for license applications, license fees, delinquency penalties, and limited door-to-door solicitation standards.

The proposed Business License Ordinance updates, clarifies, and consolidates Durham's business license regulations into a single ordinance. The ordinance repeals Ordinance 201-00 and Ordinance 217-04, while preserving the validity of previously issued licenses, previously assessed fees, and any obligations or violations that occurred under the prior ordinances before the new ordinance takes effect.

The update is intended to modernize the City's business license program, improve administration, strengthen compliance language, and move fee amounts out of the ordinance and into the City's Master Fee Schedule by resolution. Staff intend to bring an updated fee resolution for Council consideration alongside the second reading of the ordinance.

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### Summary of Ordinance

The proposed ordinance maintains Durham's existing business license framework while updating the ordinance to improve clarity, enforceability, and administrative flexibility by:

#### **Repealing and Replacing Prior Business License Ordinances:**

Repeals Ordinance 201-00 and Ordinance 217-04 and consolidates the City's business license requirements into one updated ordinance. This reduces reliance on older, amended provisions and provides a clearer single reference for staff, businesses, and the public.

#### **Strengthening Purpose and Regulatory Language:**

Clarifies that a Durham business license is both a regulatory and revenue measure, and that issuance of a business license does not authorize any use, activity, occupancy, or improvement that is otherwise prohibited by zoning, building, fire, health, or other applicable law.

#### **Clarifying Who Must Obtain a License:**

Maintains the requirement that businesses operating within the City obtain a current, valid business license unless exempt, while adding clearer language regarding separate businesses, separate business locations, home occupations, nonresident proprietors, and businesses operating under agents or representatives.

#### **Expanding Definitions and Administrative Standards:**

Adds and updates definitions for terms such as "ownership change," "separate business," "separate business location," "suspension," and "revocation." These additions help clarify how the ordinance applies to modern

business structures and provide better administrative guidance when reviewing applications or enforcing license requirements.

**Updating Application and Information Requirements:**

Clarifies the information required with an application, including ownership information, emergency contacts, business location, whether the business is home-based, mobile, temporary, or fixed-location, average number of employees working in Durham, and hazardous materials information. The ordinance also requires licensees to notify the City of material changes in business information.

**Strengthening Denial, Suspension, Revocation, and Nonrenewal Provisions:**

Provides clearer authority for the City Administrator to deny, suspend, revoke, or decline to renew a license when an application is incomplete, information is false or misleading, fees or penalties remain unpaid, the business activity is unlawful at the proposed location, or the business is operating in violation of the ordinance. The ordinance also establishes written notice and appeal procedures.

**Clarifying Door-to-Door Solicitation Rules:**

Maintains restrictions on solicitation hours and “No Solicitation” postings while adding clearer provisions regarding consent to enter residential property, the legal effect of posted signage, identification requirements, and enforcement of solicitation violations.

**Moving Fees to Resolution:**

Removes the fixed fee table from the ordinance and provides that business license fees, classifications, late fees, amended-license fees, duplicate-license fees, ownership-change fees, and similar administrative charges may be established by City Council resolution. This allows the Council to update fees through the Master Fee Schedule without needing to amend the ordinance each time a fee adjustment is needed.

**Strengthening Enforcement and Penalties:**

Clarifies that violations are civil infractions punishable by a fine of up to \$1,000 per violation, with each calendar day of a continuing violation treated as a separate violation. The ordinance also expressly allows the City to pursue cumulative remedies, including collection of unpaid fees and penalties, code enforcement, injunctive relief, nuisance abatement, and other remedies authorized by law.

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**Fee Update**

The proposed ordinance establishes the legal framework for business license fees to be set by City Council resolution rather than embedded directly in the ordinance. Staff intend to present an updated fee resolution alongside the second reading of the ordinance so that the business license fee schedule can be incorporated into the City’s Master Fee Schedule before the next license cycle.

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**Recommendation**

The City Administrator recommends that City Council determine a Door-to-Door Violation fine amount and approve the first reading of the Business License Ordinance as otherwise drafted. The ordinance updates and consolidates Durham’s business license regulations, repeals outdated prior ordinances, strengthens compliance and enforcement language, improves administrative clarity, and allows business license fees to be updated by resolution as part of the City’s Master Fee Schedule.

*City of Durham*

**ORDINANCE 27X-26**

**AN ORDINANCE PROVIDING FOR LICENSING OF TRADES, SHOPS, OCCUPATIONS, PROFESSIONS, AND BUSINESSES FOR THE PURPOSES OF REVENUE AND REGULATION; PROVIDING THE METHOD OF ISSUING LICENSES; PROVIDING PENALTIES; AND REPEALING ORDINANCE 201-00 AND 217-04**

**WHEREAS**, the City Council of the City of Durham finds businesses operating within the City benefit from City services, infrastructure, and regulatory oversight; and

**WHEREAS**, the City Council of the City of Durham finds requiring business licenses, payment of license fees, and submission of current business information is necessary to provide revenue for municipal purposes and to administer regulations applicable to businesses operating within the City; and

**WHEREAS**, the City Council of the City of Durham finds it to be in the public interest the City’s business license regulations be updated, clarified, and consolidated into a single ordinance to reflect current business practices, improve administration, and align requirements and fees for businesses operating within the City prior to the start of the fiscal year; and

**WHEREAS**, the City Council for the City of Durham desires to consolidate all City-related into one master fee schedule, adopted via resolution; and

**WHEREAS**, the City Council of the City of Durham declares an emergency and finds it in the City’s best interest for this ordinance to come into effect immediately upon its enactment;

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

**Section 1.** The regulations regarding business licenses as set forth in Exhibit A are hereby adopted and incorporated into this Ordinance by reference. The City Administrator is authorized to make non-substantive edits necessary for organization, formatting for consistency, and to correct any scrivener’s errors that may be found in Exhibit “A” during codification.

**Section 2.** Ordinance No. 201-00, Ordinance No. 217-04, and any other ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

**Section 3.** The repeal of prior ordinances by Section 2 of this Ordinance does not affect the validity of licenses previously issued or fees previously assessed under those ordinances, does not relieve any obligation incurred under those ordinances, and does not prevent enforcement or prosecution of a violation committed before the effective date of this Ordinance.

**Section 4.** 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 other provisions that can be given effect without the invalid provision or application.

**Section 5.** This Ordinance shall take effect immediately upon its enactment.

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**PASSED AND ADOPTED** by the City of Durham, Oregon, this \_\_\_<sup>th</sup> day of \*Month\* 2026

**First Reading:** \*Month Day\*, 2026

**Second Reading:** \*Month Day\*, 2026

**CITY OF DURHAM**

**By:** \_\_\_\_\_

Joshua Drake, Mayor

**ATTEST:**

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

*City of Durham*

**ORDINANCE 27X-26 Exhibit “A”**

**Business License Ordinance**

**1. Title for citation.**

The ordinance codified herein shall be known as the “Business License Ordinance”, and may so be cited and pleaded, and shall be cited herein as “this ordinance.”

**2. Purpose.**

It is declared to be in the public interest for the City of Durham to establish this ordinance relative to the matters of regulating business licenses to:

- A. Ensure businesses comply with City of Durham zoning regulations.
- B. Provide revenue for municipal purposes.
- C. License fees levied as a result of this ordinance are in addition to any other license or permit fees required to engage in a business.
- D. Nothing in this ordinance shall be construed to apply to a person transacting and carrying on a business that is exempt from city taxation by virtue of the constitutions or statutes of the United States or the State of Oregon.
- E. The levy or collection of a license fee shall not be construed to be a license or permit to engage in a business or actions that are otherwise unlawful, illegal, or prohibited by the laws of the City of Durham, Washington County, the State of Oregon, or the United States of America.
- F. A Durham business license is a regulatory revenue measure and does not authorize any use, activity, occupancy, or improvement otherwise prohibited by zoning, building, fire, health, or other applicable law.

**3. Definitions.**

The following definitions apply:

**Applicant:** the agent or owner of the named business.

**Business:** An enterprise, activity, profession, occupation or undertaking for profit, including the holding out of premises for tenancy by others.

**Doing Business:** An act or series of acts performed in the course or pursuit of a business activity on more than one occasion or day in a calendar quarter and not as a one-time isolated event.

**License:** The permission granted for the carrying on of a business, profession or occupation within the city limits.

**Licensee:** The business as specified and named by the applicant.

Non-profit: An entity that exists to accomplish some purpose for which the United States and the State of Oregon have granted an exemption from taxation on income and that is formally recognized as a not-for-profit entity by either jurisdiction.

Ownership Change: Any sale, assignment, conveyance, merger, reorganization, transfer, or other change in the legal or beneficial ownership of a business, whether in whole or in part, that results in a different person or entity controlling the business. This includes a change in the person or entity holding a majority ownership interest in the business but does not include a change that only affects a minority ownership interest and does not change control of the business.

Person: In addition to its ordinary meaning, any business entity recognized by the state of Oregon.

Revocation (of any business license): Withdrawal of approval to operate a business.

Separate Business: A business that is legally distinct from another business or that operates a materially distinct activity, trade, profession, or undertaking, whether at the same location or a different location.

Separate Business Location: Each fixed place at which business is conducted within the city.

Solicit and solicitation: The entry onto real property used for residential purposes by a person for the purpose of communicating with an occupant of the property, whether the communication is verbal, visual, or in writing.

Suspension (of business license): An official order to suspend business operations pending correction or ceasing of certain conditions or practices.

#### 4. License Required.

- A. Unless exempt under Section 5 of this ordinance, a license fee is imposed on any business operating in the city, and no person shall do business within the City without a current, valid city business license.
- B. Unless exempt under Section 5 of this ordinance, no person shall do business within the City as the employee, agent, or representative of another person unless either the principal or the employee, agent or representative has a current, valid City business license for that business, no matter where the principal offices of that business are situated.
- C. A separate business license shall be required for each separate business and each separate business location within the City, unless specifically provided otherwise by this ordinance or by City Council resolution.
- D. Multiple legally distinct businesses operating at the same address may each be required to obtain a separate license.
- E. A home occupation shall comply with all applicable Durham land use and development regulations in addition to obtaining a business license when required.
- F. The agent or agents of a nonresident proprietor engaged in any business for which a license is required by this ordinance shall be liable for any failure to comply with the provisions of this

**BUSINESS LICENSE ORDINANCE 27X-26 – EXHIBIT “A”**

chapter, or for any penalty assessed under this chapter, to the extent, and with the like effect, as if such agent, or agents, were themselves the proprietors or owners of the business.

- G. A person representing himself/herself as being a business or exhibiting any sign or advertisement that he/she is engaged in a business within the city on which a license fee is levied by this ordinance shall be deemed to be actually engaged in such business and shall be liable for the payment of such license fee and subject to the penalties for failure to comply with the requirements of this ordinance.
- H. The city may require proof of bonding or state registration. An applicant shall possess any required county or state license or authorization, or, if city approval is a prerequisite, shall be awaiting final approval by the county or state, before a city license will be issued.
- I. The city, at the city manager's discretion, may require bonding or insurance of any business which: (1) may be financially unstable; or (2) poses a public health or safety hazard. The city may refuse to grant a business license if compliance with the city manager's requirement of a bond or insurance is not proven.
- J. In addition to any other requirement of this chapter, each licensee shall:
  - a. Conform to all federal, state, and local laws and regulations, the provisions of this ordinance, and any rules adopted hereunder, with the exception of the federal Controlled Substances Act as it pertains to marijuana legal under the laws of the State of Oregon;
  - b. Notify the city within ten days of any change in material information contained in the application, related materials, or license;
  - c. Display a business license upon request to any person with whom he/she is dealing as part of the licensed activity or to an officer or employee of the city.

## **5. Exemptions and Disclaimers.**

- A. None of the fees, bonds or insurance requirements provided for in this chapter or the rules adopted under this chapter shall be required if the applicant is a public body as defined in ORS 174.109.
- B. No person whose income is based solely on a wage or salary shall, for the purpose of this ordinance, be deemed a person transacting or carrying on any business in the city, and it is the intention that all license taxes and fees will be borne by the employer.
- C. Any business paying a franchise tax or fee under any city ordinance or resolution now existing is exempt from paying any fee under this ordinance, but is subject to all other provisions of this ordinance unless expressly exempted by ordinance or resolution.
- D. Wholesalers making deliveries or taking orders from licensed retail outlets within the city are exempt from this ordinance.

- E. Any person sixteen years of age or younger who operates a business on a part-time basis, which business has an annual gross income of less than five hundred dollars or any public school sponsored business activity, is exempt from this ordinance.
- F. Any person who, when conducting business within the city, performs work or services only for the city is exempt from this ordinance.
- G. A person who claims to be exempt from the license requirement of this Ordinance under provision of ORS 696.365 (relating to real estate salespersons working under a broker with principal offices outside the city), ORS 701.015 (relating to contractors and landscape contractors licensed by the Metropolitan Service District) or any other provision of state or local law shall show proof to the City Administrator of the business license or receipt for business tax given by the other jurisdiction, if any, or other proof of the person's current, valid entitlement to such exemption.
- H. A nonprofit is not exempt from the requirement to obtain a City business license, but shall be exempt from payment of the license fee upon submission of satisfactory proof to the City Administrator that the United States Internal Revenue Service and, where applicable, the Oregon Department of Revenue have granted tax-exempt status.
- I. The levy or collection of a license fee upon any business shall not be construed to be a license or permit by the city to the person engaged therein to carry on business if such business is unlawful, illegal or prohibited by the laws of the state or the United States or ordinances of the city.
- J. The license fees levied pursuant to this ordinance shall be in addition to general ad valorem taxes now or hereafter levied pursuant to law.

**6. Door-to-Door Solicitation.**

**A. It is unlawful for any person to:**

- a. Solicit at any time before 8 AM and after 9 PM unless with the prior express permission of the person in possession or control of the residence;
- b. Leave written materials upon real property where a “No Solicitation” sign is posted;
- c. Solicit where a “No Solicitation” sign is posted;
- d. Allow or permit any person soliciting on their behalf or under their direction to commit any act prohibited by this section;
- e. Solicit at any time without carrying on or about the person a legible copy of a current valid City Business license available for inspection on demand by any person to whom an offer or solicitation is made. A person who is exempt from the business license required by this Ordinance shall carry and make available in lieu of same, printed identification showing the person's true name and the true business name of the other person or the entity that the solicitor represents.

**B. Consent to enter real property.**

- a. It shall be an affirmative defense to an alleged violation of this section that the person charged received actual or constructive consent of the occupant prior to entering the real property. Constructive consent may be implied from the circumstances of each instance, the relationship of the parties, and actual or implied contractual relationships.
  - b. The occupant of real property shall be considered to have given constructive consent to enter real property for the purpose of solicitation between the hours of 8:00 a.m. and 9:00 p.m. if they have not posted a “No Solicitation” sign, pursuant to this section.
- C. Effect of posting “No Soliciting” sign.
- a. If an occupant of real property chooses to not invite solicitors, or certain types of solicitors, onto their property, the occupant may post a sign indicating their preference, such as a sign stating, “No Solicitation.” The effect of posting a sign stating, “No Solicitation,” or similar words to that effect, is to express the refusal of the occupant to grant consent to any person to enter their real property to solicit.
  - b. Signs posted pursuant to this section shall be posted on or near the boundaries of the property at the normal points of entry.
  - c. For real property possessing no apparent barriers to entry at the boundaries of the property that limit access to the primary entrance of a structure located on the property, placement on the sign at the primary entrance to the structure constitutes compliance with this section.
- D. Violations. A person who enters or remains unlawfully on property posted with a “No Solicitation,” “No Trespassing,” or similar sign is subject to a [fine amount].
- E. Compatibility. Nothing in this section shall relieve any person or entity who solicits and conducts business in the city from compliance with the remaining sections of this ordinance.
- F. Severability. The subsections of this section are severable. The invalidity of any subsection shall not affect the validity of the remaining subsections.

## 7. When Fees Due.

- A. Business licenses required under this ordinance are for a term commencing on July 1 of a calendar year and ending on June 30 of the following year, unless otherwise provided by City Council resolution for temporary businesses or another specific class of license.
- B. The business license fee shall be due on or before July 1 for persons doing business as of that date, or on or before the date a person commences doing business in Durham.
- C. Payment not received within 30 days of the due date is delinquent and is subject to penalties as provided herein and/or by City Council resolution.
- D. A person who first commences doing business in Durham on or after January 1 of a calendar year shall be entitled to a 50 percent reduction of the applicable annual license fee for the license period ending June 30 of that year, unless otherwise provided by City Council resolution.
- E. In no case is a business license fee refundable, except where payment was made in error as determined by the City Administrator.
- F. Failure of the City to send a renewal notice shall not relieve any person of the obligation to obtain or renew a business license or to pay any fee, penalty, or other charge due under

this ordinance.

- G. No business license or permit required by this ordinance may be issued unless the license or permit fee and all outstanding penalties are paid in full.

## 8. Information to be Submitted.

- A. Application for a business license or for renewal of a business license shall be submitted to the City Administrator. Each application shall include the following information:
- a. The date of application;
  - b. The name of the business;
  - c. A description of the business to be conducted in the City;
  - d. The name and title of the applicant and all persons having an ownership interest in the business;
  - e. The person who may be contacted in case of an emergency and the phone number and email address at which that person may be reached;
  - f. The location where the business is to be conducted;
    - i. The name of the property owner or manager on which the business is located, if applicable;
    - ii. The street address and mailing address of the business;
    - iii. Whether the business is home-based, mobile, temporary, or conducted from a fixed commercial location;
  - g. The average number of employees working in Durham, including working owners, expected during the licensing cycle being applied for;
  - h. The types of hazardous materials, if any, regularly maintained on the premises as defined under ORS 466.605;
  - i. The license fee tendered with the application;
  - j. Any other information necessary to enable the City Administrator or designee to review the application and determine whether the application should be approved.
- B. The City Administrator may verify the information submitted for a business license by any information available. Review of an application shall not begin until all requested information has been provided.
- C. A licensee shall notify the City Administrator in writing within 30 days of any material change in the information submitted with their application, including but not limited to a change in business name, business address, mailing address, ownership, emergency contact, or cessation of operations within the City.

**9. License Issuance; Denial; Suspension; Revocation; Nonrenewal; Transfer.**

**A. License approval.**

- a. Upon receipt of a complete application, payment of all required fees, and satisfactory review of the application, the City Administrator may issue a business license or renew a business license.
- b. The city administrator may request the planning department, the building department, the police department or other governmental agencies to inspect the premises or records of a business or applicant prior to issuing a business license or renewal of business license. The applicant's allowance of any inspections contemplated above is a requisite to obtaining a business license or renewal.
- c. If an application for a new or renewed license is approved, the city administrator shall notify the applicant in writing. The notice shall state any conditions or limitations placed on the license as a condition of maintaining the license which the city administrator deems necessary to protect the public health, safety or welfare, or which are required by federal, state, or county law, or this ordinance.
- d. Licenses or license renewals shall be kept and displayed at the licensed business premises and shall be supplied to any governmental agency upon request.

**B. The City Administrator may deny, suspend, revoke, or decline to renew a business license if the City Administrator finds that:**

- a. The application is incomplete;
- b. The applicant has made a material false statement, misrepresentation, or omission in the application or in information submitted to the City;
- c. Required license fees, penalties, or other amounts due under this ordinance remain unpaid;
- d. The proposed or existing business activity is not lawful at the location identified in the application;
- e. The business is being operated in violation of this ordinance after notice and reasonable opportunity to cure, where appropriate;
- f. The license was issued in error; or

**C. Denial, suspension, revocation, or nonrenewal shall be in writing and shall state the reasons for the decision and the right to appeal under Section 10 of this ordinance. The notice shall be given at least ten days before a revocation becomes effective, unless the city administrator determines that property, public health or safety is endangered if the business continues to operate during the ten-day notice period. If the violation ends within the fifteen days, the city administrator may discontinue the revocation proceedings**

**D. A business license issued under this ordinance is nontransferable.**

- E. Reapplication. A person whose application for a business license has been denied or whose license has been revoked may, after ninety days from the date of denial or revocation, apply for a license upon payment of the application fee and submission of an application form and related documents.
- F. Disqualification. A person whose application for any business license has been denied or whose license has been revoked twice within any twelve-month period or who has a total of four denials or revocations, shall be disqualified from applying for a license for a period of two years from the date of the last revocation or denial.
- G. Summary Suspension. Upon determining that a licensed activity or device presents an immediate danger to a person or property, the city administrator may summarily suspend the license for the activity or device. The suspension takes effect immediately upon notice of the suspension being received by the licensee, or being delivered to the licensee's business address as stated on the licensee's application for the license being suspended. Such notice shall state the reason for the suspension and inform the licensee of the provisions for appeal under Section 10. The city may continue a suspension as long as the reason for the suspension exists or until a determination on appeal regarding the suspension is made under Section 10.

## **10. Appeals**

- A. A person aggrieved by a determination of the City Administrator regarding fee classification, exemption status, denial, suspension, revocation, nonrenewal, or other determination made under this ordinance, may appeal in writing to the City Council. The written notice of appeal must be accompanied by an appeal fee equal to the appellant's business license fee.
- B. An appeal shall be filed with the City Administrator within ten (10) days of the date of mailing of the City's written determination being appealed. Appeals received more than ten (10) days after the date of mailing of the City's written determination will be dismissed without review by the City Council.
- C. The City Council shall hear the appeal at its next available meeting or as soon thereafter as practicable.
- D. The City may grant a request to continue the hearing for good cause.
- E. The City Council may affirm, reverse, or modify the determination of the City Administrator. The City Council's decision shall be final.

## **11. Fees Imposed.**

- A. A license fee is imposed on the act of doing business within the City of Durham in an amount set by City Council resolution.
- B. Nothing contained in this ordinance shall vest any right in a license as a contract obligation on the part of the city as to the amount of the fee. The fees, as set by council resolution, may be increased or decreased, additional fees may be imposed, and

classifications may be changed by City Council resolution unless otherwise required by law.

- C. A person operating more than one business shall pay the license fee prescribed for each of the businesses, except as specifically provided by ordinance or City Council resolution.
- D. The City Council may establish by resolution fees for amended licenses, reissued licenses, ownership changes, duplicate licenses, and similar administrative actions.

## 12. Enforcement and Violations.

- A. It is a violation of this ordinance to:
  - a. Do business within the City without a current, valid business license when a license is required;
  - b. Submit materially false, misleading, or incomplete information in an application or other document required under this ordinance;
  - c. Fail to comply with the conditions of licensure imposed under this ordinance;
  - d. Conduct door-to-door solicitation in violation of Section 7;
  - e. Fail to pay fees or penalties due under this ordinance; or
  - f. Fail to comply with a lawful written notice issued under this ordinance.
- B. A violation of this ordinance is a civil infraction and is punishable by a fine not to exceed \$1,000.00 for each violation.
- C. Each calendar day that a violation continues shall constitute a separate violation for purposes of imposing a penalty.
- D. Violations of this ordinance shall be processed in accordance with Ordinance 270-25, or Durham's Municipal Court Ordinance, as amended.
- E. Whenever there exists cause to suspect a violation of any provisions of this ordinance, or when necessary to investigate an application for, or revocation or suspension of a license under any of the procedures prescribed in this ordinance, officials responsible for enforcement or administration of this ordinance, or their duly authorized representatives, may enter on any site, or into any structure, for the purpose of investigation, provided they do so in a reasonable manner. No secured building shall be entered without the consent of the owner or occupant unless under authority of a lawful warrant.
- F. Any business which is established, operated, moved, altered, enlarged or maintained contrary to the licensing requirements is, and is declared to be, unlawful and a public nuisance, and may be abated in the same manner provided by law and ordinance for the abatement of other nuisances.
- G. In addition to denial, suspension, revocation, or nonrenewal of a business license, the City may pursue any lawful civil remedy, including collection of unpaid fees and penalties, code enforcement, seeking injunctive relief to enforce the provisions of this

chapter, obtaining a judgment and enforcing collection thereon, or other remedy authorized by ordinance or law.

- H. The rights, remedies, and penalties provided under this ordinance 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  
COUNTY OF WASHINGTON, STATE OF OREGON  
ORDINANCE No. 201-00**

**AN ORDINANCE PROVIDING FOR LICENSING OF TRADES, SHOPS, OCCUPATIONS, PROFESSIONS, AND BUSINESSES FOR THE PURPOSES OF REVENUE AND REGULATION; PROVIDING THE METHOD OF ISSUING LICENSES; PROVIDING PENALTIES; AND REPEALING ORDINANCES NO. 124-84 AND 187-97.**

**Whereas**, the Council finds that various fees and policies in Ordinance 122-84, as amended by Ordinance No. 187-97, should be changed to reflect the types of businesses being conducted in the City and assessing business license fees accordingly; now, therefore,

**The City of Durham, Oregon, ordains as follows:**

**Section 1. Purposes.**

- A. This ordinance is enacted to provide revenue for municipal purposes.
- B. The license fees levied by this ordinance are in addition to any other license or permit fees required to engage in a business.
- C. Nothing in this ordinance shall be construed to apply to a person transacting and carrying on a business that is exempt from city taxation by virtue of the constitutions or statutes of the United States or the state of Oregon.
- D. The levy or collection of a license fee shall not be construed to be a license or permit to engage in a business that is unlawful, illegal or prohibited by the laws of the state of Oregon or the United States or by city or county ordinances.

**Section 2. Definitions.** As used in this ordinance, "Business" means an enterprise, activity, profession or occupation or undertaking for profit, including the holding out of premises for tenancy by others. "Doing business" means an act or series of acts performed in the course or pursuit of a business activity on more than one occasion or day in a calendar quarter and not as a one-time isolated event. "Non-profit" means an entity that exists to accomplish some purpose for which the United States and the State of Oregon have granted an exemption from taxation on income and that is formally recognized as a not for profit entity by either jurisdiction. "Person" means, in addition to its ordinary meaning, any business entity recognized by the state of Oregon.

**Section 3. License Required.** Unless exempt under the provisions of subsections A or B, no person shall do business within the City without a current, valid city business license. No person shall do business within the City as the employee, agent, or representative of another person unless either the principal or the employee, agent or representative has a current, valid City business license for that business, no matter where the principal offices of that business are situated.

- A. A person who claims to be exempt from the license requirement of this Ordinance under provision of ORS 696.365 (relating to real estate salespersons working under a broker with principal offices outside the city), ORS 701.015 (relating to contractors and landscape contractors licensed by the Metropolitan Service District) or any other provision of state or local law shall show proof to the City Administrator of the business license or receipt for business tax given by the other jurisdiction, if any, or other proof of the person's current, valid entitlement to such exemption.
- B. A person who claims to be exempt from the license requirement of this Ordinance as a non-profit shall show proof to the City Administrator that the United States Internal

Revenue Service and the Oregon Department of Revenue have granted that status to the person.

**Section 4. Door-to-Door Solicitation.** No person shall offer goods or services for sale or solicit money or anything having money value from another person or property occupied as a residence:

- A. At any time before 8 AM and after 9 PM unless with the prior express permission of the person in possession or control of the residence; and,
- B. At no time if the premises are posted with a sign stating “No Solicitors,” “No Peddlers” or words to similar effect unless with the prior express permission of the person in possession or control of the residence; and
- C. At no time without carrying on or about the person a legible copy of a current valid City Business license available for inspection on demand by any person to whom an offer or solicitation is made. A person who is exempt from the business license required by this Ordinance shall carry and make available in lieu of same, printed identification showing the person’s true name and the true business name of the other person or the entity that the solicitor represents.

**Section 5. When Fees Due.** Business licenses required under this Ordinance are for a term commencing on July 1 of a calendar year and ending on June 30 of the following year. The business license fee shall be due on or before July 1 for persons doing business as of that date or on or before the date a person commences doing business in Durham. Payment not received within 30 days of the due date is delinquent and is subject to penalties as provided for herein. A person who first commences doing business in Durham on or after January 1 of a calendar year, shall be entitled to a 50% reduction of the license fee for the license period ending June 30 of that year. In no case is a business license fee refundable.

**Section 6. Information to be Submitted.**

- A. On or before the date that a business license is due, a person doing business in Durham shall submit to the City Administrator the following information:
  1. The date of the application.
  2. The name of the business.
  3. A description of the business to be conducted in the city.
  4. The name and title of the applicant and all persons having an interest in the business.
  5. The person who may be contacted in case of an emergency and the phone number at which that person may be reached.
  6. The location where the business is to be conducted.
    - a. Name of the property owner or manager on which the business is located.
    - b. Street and mailing address(es) of the business.
  7. The average number of persons regularly employed.
  8. The types of hazardous materials, if any, regularly maintained on the premises as defined under ORS 466.605.
  9. The license fee tendered with the application.
  10. Any other information necessary to enable the City Administrator or designee to review the application to determine whether the application should be approved.
- B. The City Administrator may verify the information submitted for a business license by any information available and shall determine the license fee due from the person. A person who disagrees with the Administrator’s determination may appeal the matter to the City Council, who shall hear the appeal at its next available meeting. The City Council’s determination of the business license fee due from a person shall be final.

**Section 7. Fees Imposed.**

A. A license fee is imposed on the act of doing business within the City of Durham according to the following table:

Minimum Fee:	\$50.00
1 – 10 employees	\$50.00
11 – 50 employees	\$100.00
51 or more employees	\$200.00

- B. A person doing business in Durham, for whom payment of a business license fee is delinquent, shall pay as a penalty for delinquency the additional sum of \$10.00 for each calendar month or fraction thereof for which payment remains delinquent.
- C. Nothing contained in this ordinance shall vest any right in a license as a contract obligation on the part of the city as to the amount of the fee. The fees provided for in this ordinance may be increased or decreased, additional fees may be imposed, and classifications may be changed.
- D. A person operating more than one business shall pay the license fee prescribed for each of the businesses, except as specifically provided by ordinance.

**Section 8. Saving Clause.** The repeal of ordinances by Section 11 does not affect the validity of licenses issued or fees assessed under those ordinances. Repeal of those ordinances does not relieve an obligation incurred under those ordinances nor prevent prosecution of a violation of those ordinances that was committed before the effective date of this ordinance.

**Section 9. Severability.** The sections of this ordinance are severable. The invalidity of a section does not affect the remaining sections.

**Section 10. Effective Date.** This Ordinance shall be effective as to all persons doing business in Durham on and after July 1, 2000.

**Section 8. Repeal.** Ordinance No. 122-84, enacted January 18, 1984 and Ordinance No. 187-97, enacted May 27, 1997, are repealed.

**PASSED AND ADOPTED** by the City Council this 28<sup>th</sup> day of March, 2000.

**First Reading:** February 22, 2000.

**Second Reading:** March 28, 2000.

**CITY OF DURHAM**

By: \_\_\_\_\_

Mayor

**ATTEST:**

\_\_\_\_\_  
Roel C. Lundquist, City Administrator / Recorder

## ORDINANCE 217-04

### An Ordinance Amending Ordinance 201-00 Relating to Business Licenses and Declaring an Emergency

**Whereas**, the Council finds that the purposes for enactment of an ordinance requiring business licenses and payment of a fee therefore, as first enacted by Ordinance 124-84 and as modified by Ordinances 187-97 and 201-00, remain valid, and

**Whereas**, the Council finds that the basis for calculation of the business license fee should more accurately reflect the value to those persons who are subject to obtaining a license and paying the fee of the privilege of doing business within the City of Durham and enjoying the public services that the City provides to them,

**Now, therefore**, The City of Durham ordains as follows:

Section 7 of Ordinance 201-00 is amended to read as follows:

- A. A license fee is imposed on the act of doing business within the City of Durham according to the following table:
- |  |                                   |
|--|-----------------------------------|
| Minimum Fee:                           | \$50.00                           |
| 1 –10 employees                        | \$50.00                           |
| 11 – 50 employees                      | \$100.00                          |
| 51 or more employees                   | \$200.00                          |
| Multi-Unit Residential Rental Business | \$12.00 per unit plus Minimum Fee |
- B. A person doing business in Durham, for whom payment of a business license fee is delinquent, shall pay as a penalty for delinquency the additional sum of \$10.00 for each calendar month or fraction thereof for which payment remains delinquent.
- C. Nothing contained in this ordinance shall vest any right in a license as a contract obligation on the part of the city as to the amount of the fee. The fees provided for in this ordinance may be increased or decreased, additional fees may be imposed, and classifications may be changed.
- D. A person operating more than one business shall pay the license fee prescribed for each of the businesses, except as specifically provided by ordinance.
- E. As of the date of implementation of this ordinance any increase in fees due for fiscal year 2004 –2005 shall be credited with any amount already paid for that fiscal year.

The Council finds that the City's need for revenue to offset the immediate and ongoing service demands posed by certain categories of business within the City is not met by the property taxes paid by those businesses. The Council finds also that the amendments to the business license fees enacted by this Ordinance should be effective as soon as possible so as to reflect that business license fees are imposed and are payable on a City-fiscal year basis. The Council therefore declares an emergency to exist, and this Ordinance shall be effective upon its passage.

**PASSED AND ADOPTED** by the City of Durham, Oregon this 28th day of September, 2004.

**First Reading: 8/24/04**

**Second Reading: 9/28/04**

[https://durhamoregon-my.sharepoint.com/personal/j\\_parente\\_durhamoregon\\_gov/Documents/City Administration/Council \(Committees & Meetings\)/Meetings \(Agendas Minutes, Packets\)/Future Council Meetings/2026-04-28/12 217-04 Businesss License Amend.doc](https://durhamoregon-my.sharepoint.com/personal/j_parente_durhamoregon_gov/Documents/City%20Administration/Council%20(Committees%20&%20Meetings)/Meetings%20(Agendas%20Minutes,%20Packets)/Future%20Council%20Meetings/2026-04-28/12%20217-04%20Businesss%20License%20Amend.doc)

**CITY OF DURHAM**

By: \_\_\_\_\_  
Gery Schirado, Mayor

**ATTEST:**

\_\_\_\_\_  
Roland Signett, City Administrator/Recorder



# City of Durham

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

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

Jordan Parente - City Administrator

Wyatt Bean - Administrative Assistant

## MEMORANDUM

DATE: April 24, 2026  
TO: City Council  
FROM: Jordan Parente, City Administrator  
RE: Proposed Removal of Dead or Dying Trees in Durham Park

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### Background

On March 24, 2026, the City Council adopted Resolution 693-26, requiring City Council authorization before City staff remove trees from City-owned property, unless the removal qualifies as a hazard tree removal or emergency removal under the resolution. The resolution also requires staff to provide Council with information regarding the location, health, and condition of each tree proposed for removal, as well as the significance of the tree removal's impact on the community.

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### Request

On April 10, 2026, the City Administrator attended Durham Park upon receiving a complaint about two trees in the path of the Schirado Nature Loop. The City Administrator had the Public Works Contractor remove two trees that were dead and fell into the path. The City Administrator walked the park and marked nine additional dead or dying trees for removal. The City Administrator requests Council authorization to remove eight dying birch trees located at the north end of the Schirado Nature Loop and one dead cottonwood tree located near the junction to Cook Family Park.

The eight birch trees were identified by the City Arborist as being in declining condition and are not expected to recover. Their proximity to the path and continued deterioration may increase future maintenance needs and could create safety concerns for trail users if branches or trunks fail. The dead cottonwood near the junction to Cook Family Park similarly presents a safety concern due to its condition and location near an area highly travelled by the public.

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### Community Impact

The proposed removals are limited to trees that are either dead or dying. While the removal of any tree from public property has some impact on the City's tree canopy and the character of the surrounding natural area, the requested removals are intended to address declining trees before they create greater safety or maintenance concerns. The affected trees are in poor condition and their long-term contribution to the public canopy is limited.

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### Recommendation

The City Administrator recommends that Council authorize the removal of the eight dying birch trees at the north end of the Schirado Nature Loop and the one dead cottonwood tree near the junction to Cook Family Park. Staff will provide public notice by posting a sign on the property at least one week prior to removal, consistent with Resolution 693-26.



Two Trees across Schirado Nature Loop removed April 10, 2026



Stand of 8 dead Birch Trees North end of Schirado Nature Loop proposed for removal



Dead Cottonwood Tree near Cook Family Park junction proposed for removal

## INDEPENDENT AUDITORS OF SMALL OREGON CITIES

<u>City</u>	<u>Auditor</u>
Aurora	REDW
Banks	Jarrard Seibert Pollard
Brownsville	REDW
Canby	REDW
Dayton	REDW
Donald	Accuity
Dundee	REDW
Gervais	REDW
Hubbard	Accuity
Jefferson	REDW
King City	Pauly Rogers
Lafayette	REDW
Lebanon	Singer Lewak
Maywood Park	Pauly Rogers
Molalla	Singer Lewak
Mt. Angel	Singer Lewak
Scio	Accuity
Sheridan	Singer Lewak
Silverton	Singer Lewak
St. Helens	Clear Trail
St. Paul	Dougall Conradie, LLC
Sublimity	REDW
Tangent	Tuchscherer, CPA
Vernonia	REDW

**City of Durham**  
**Treasury Report as of**  
**3/31/2026**

<b>Checking/Savings</b>		
1110 Petty Cash	150.00	0.0%
1120 Checking	167,491.65	3.37%
1130 State Investment Pool	4,805,379.77	96.63%
<b>Total Checking/Savings</b>	<b>4,973,021.42</b>	<b>100.0%</b>
<b>1400 Due (To)/From Other Funds</b>		
10 - General Fund	1,207,798.00	24.29%
20 - Streets Fund	2,418,862.77	48.64%
22 - TDT Fund	354,384.47	7.13%
30 - Greenspaces Fund	508.63	0.01%
32 - Parks SDC Fund	216,651.91	4.36%
50 - Building Fund	774,815.64	15.58%
<b>Total Cash &amp; Cash Equivalents</b>	<b>4,973,021.42</b>	<b>100.0%</b>

City of Durham, Oregon  
 Budget vs. Actuals: FY26 - General Fund  
 July 2025 - March 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	131,462.07		131,462.07		\$131,462.07	\$0.00	\$131,462.07	0.00%
4120 Property Tax - Prior	1,548.09		1,548.09		\$1,548.09	\$0.00	\$1,548.09	0.00%
4130 Other Tax Revenue	95.99		95.99		\$95.99	\$0.00	\$95.99	0.00%
<b>Total 4100 Property Tax Revenue</b>	<b>133,106.15</b>	<b>127,609.00</b>	<b>5,497.15</b>	<b>104.31 %</b>	<b>\$133,106.15</b>	<b>\$127,609.00</b>	<b>\$5,497.15</b>	<b>104.31 %</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	782.98	1,048.00	-265.02	74.71 %	\$782.98	\$1,048.00	\$ -265.02	74.71 %
4240 Liquor Tax	23,138.85	28,234.00	-5,095.15	81.95 %	\$23,138.85	\$28,234.00	\$ -5,095.15	81.95 %
4250 Marijuana Tax	2,189.56	2,812.00	-622.44	77.86 %	\$2,189.56	\$2,812.00	\$ -622.44	77.86 %
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>40,693.88</b>	<b>46,369.00</b>	<b>-5,675.12</b>	<b>87.76 %</b>	<b>\$40,693.88</b>	<b>\$46,369.00</b>	<b>\$ -5,675.12</b>	<b>87.76 %</b>
4300 Franchise Fees		191,750.00	-191,750.00		\$0.00	\$191,750.00	\$ -191,750.00	0.00%
4310 Water Franchise Fees	47,520.68		47,520.68		\$47,520.68	\$0.00	\$47,520.68	0.00%
4320 Natural Gas Franchise Fees	34,335.61		34,335.61		\$34,335.61	\$0.00	\$34,335.61	0.00%
4330 Electric Franchise Fees	103,389.05		103,389.05		\$103,389.05	\$0.00	\$103,389.05	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	7,915.77		7,915.77		\$7,915.77	\$0.00	\$7,915.77	0.00%
<b>Total 4300 Franchise Fees</b>	<b>205,663.61</b>	<b>191,750.00</b>	<b>13,913.61</b>	<b>107.26 %</b>	<b>\$205,663.61</b>	<b>\$191,750.00</b>	<b>\$13,913.61</b>	<b>107.26 %</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	21,000.00		21,000.00		\$21,000.00	\$0.00	\$21,000.00	0.00%
<b>Total 4410 Licenses</b>	<b>33,289.42</b>	<b></b>	<b>33,289.42</b>	<b></b>	<b>\$33,289.42</b>	<b>\$0.00</b>	<b>\$33,289.42</b>	<b>0.00%</b>
4430 Permits					\$0.00	\$0.00	\$0.00	0.00%
4431 Building Permit (20%)	16,030.86	7,500.00	8,530.86	213.74 %	\$16,030.86	\$7,500.00	\$8,530.86	213.74 %
4432 Tree Removal Permit	1,400.00		1,400.00		\$1,400.00	\$0.00	\$1,400.00	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	525.00		525.00		\$525.00	\$0.00	\$525.00	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>27,511.75</b>	<b>7,500.00</b>	<b>20,011.75</b>	<b>366.82 %</b>	<b>\$27,511.75</b>	<b>\$7,500.00</b>	<b>\$20,011.75</b>	<b>366.82 %</b>
4450 Fees					\$0.00	\$0.00	\$0.00	0.00%
4451 Development Fees	8,400.00		8,400.00		\$8,400.00	\$0.00	\$8,400.00	0.00%
<b>Total 4450 Fees</b>	<b>8,400.00</b>	<b></b>	<b>8,400.00</b>	<b></b>	<b>\$8,400.00</b>	<b>\$0.00</b>	<b>\$8,400.00</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>69,451.17</b>	<b>32,500.00</b>	<b>36,951.17</b>	<b>213.70 %</b>	<b>\$69,451.17</b>	<b>\$32,500.00</b>	<b>\$36,951.17</b>	<b>213.70 %</b>
4500 Administrative Fees		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
4510 Lien Search Request	1,145.00		1,145.00		\$1,145.00	\$0.00	\$1,145.00	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>6,572.45</b>	<b>2,000.00</b>	<b>4,572.45</b>	<b>328.62 %</b>	<b>\$6,572.45</b>	<b>\$2,000.00</b>	<b>\$4,572.45</b>	<b>328.62 %</b>
4800 Interest Income	35,604.86	25,000.00	10,604.86	142.42 %	\$35,604.86	\$25,000.00	\$10,604.86	142.42 %
4900 Miscellaneous Revenue	100.50		100.50		\$100.50	\$0.00	\$100.50	0.00%
<b>Total Income</b>	<b>\$491,192.62</b>	<b>\$2,238,904.00</b>	<b>\$ -1,747,711.38</b>	<b>21.94 %</b>	<b>\$491,192.62</b>	<b>\$2,238,904.00</b>	<b>\$ -1,747,711.38</b>	<b>21.94 %</b>
<b>GROSS PROFIT</b>	<b>\$491,192.62</b>	<b>\$2,238,904.00</b>	<b>\$ -1,747,711.38</b>	<b>21.94 %</b>	<b>\$491,192.62</b>	<b>\$2,238,904.00</b>	<b>\$ -1,747,711.38</b>	<b>21.94 %</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	76,482.91	100,282.00	-23,799.09	76.27 %	\$76,482.91	\$100,282.00	\$ -23,799.09	76.27 %
5120 Admin. Assistant	41,482.91	66,435.00	-24,952.09	62.44 %	\$41,482.91	\$66,435.00	\$ -24,952.09	62.44 %
<b>Total 5100 Salaries &amp; Wages</b>	<b>117,965.82</b>	<b>171,717.00</b>	<b>-53,751.18</b>	<b>68.70 %</b>	<b>\$117,965.82</b>	<b>\$171,717.00</b>	<b>\$ -53,751.18</b>	<b>68.70 %</b>
5200 Payroll Taxes	11,176.71	16,108.00	-4,931.29	69.39 %	\$11,176.71	\$16,108.00	\$ -4,931.29	69.39 %
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	24,474.18	39,545.00	-15,070.82	61.89 %	\$24,474.18	\$39,545.00	\$ -15,070.82	61.89 %
5430 Med/Den/Vision Ins	7,355.42	14,350.00	-6,994.58	51.26 %	\$7,355.42	\$14,350.00	\$ -6,994.58	51.26 %
<b>Total 5400 Employee Benefits</b>	<b>31,829.60</b>	<b>53,895.00</b>	<b>-22,065.40</b>	<b>59.06 %</b>	<b>\$31,829.60</b>	<b>\$53,895.00</b>	<b>\$ -22,065.40</b>	<b>59.06 %</b>
<b>Total 5000 Personnel Services</b>	<b>161,367.19</b>	<b>242,270.00</b>	<b>-80,902.81</b>	<b>66.61 %</b>	<b>\$161,367.19</b>	<b>\$242,270.00</b>	<b>\$ -80,902.81</b>	<b>66.61 %</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	4,116.89	5,750.00	-1,633.11	71.60 %	\$4,116.89	\$5,750.00	\$ -1,633.11	71.60 %

	10 - GENERAL FUND				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6120 Marketing & Newsletters	3,755.66	7,000.00	-3,244.34	53.65 %	\$3,755.66	\$7,000.00	\$-3,244.34	53.65 %
6150 Dues & Subscriptions	8,594.28	4,500.00	4,094.28	190.98 %	\$8,594.28	\$4,500.00	\$4,094.28	190.98 %
6170 Equipment Expense	5,047.44	8,500.00	-3,452.56	59.38 %	\$5,047.44	\$8,500.00	\$-3,452.56	59.38 %
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>21,514.32</b>	<b>31,750.00</b>	<b>-10,235.68</b>	<b>67.76 %</b>	<b>\$21,514.32</b>	<b>\$31,750.00</b>	<b>\$-10,235.68</b>	<b>67.76 %</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	11,000.00	13,200.00	-2,200.00	83.33 %	\$11,000.00	\$13,200.00	\$-2,200.00	83.33 %
6212 City Hall Utilities	4,373.47	7,000.00	-2,626.53	62.48 %	\$4,373.47	\$7,000.00	\$-2,626.53	62.48 %
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>15,839.22</b>	<b>21,950.00</b>	<b>-6,110.78</b>	<b>72.16 %</b>	<b>\$15,839.22</b>	<b>\$21,950.00</b>	<b>\$-6,110.78</b>	<b>72.16 %</b>
6220 Park Utilities & Maintenance					\$0.00	\$0.00	\$0.00	0.00%
6221 Park Maintenance	20,466.25	37,500.00	-17,033.75	54.58 %	\$20,466.25	\$37,500.00	\$-17,033.75	54.58 %
6222 Park Utilities	1,346.73	1,750.00	-403.27	76.96 %	\$1,346.73	\$1,750.00	\$-403.27	76.96 %
<b>Total 6220 Park Utilities &amp; Maintenance</b>	<b>21,812.98</b>	<b>39,250.00</b>	<b>-17,437.02</b>	<b>55.57 %</b>	<b>\$21,812.98</b>	<b>\$39,250.00</b>	<b>\$-17,437.02</b>	<b>55.57 %</b>
<b>Total 6200 Facilities</b>	<b>37,652.20</b>	<b>61,200.00</b>	<b>-23,547.80</b>	<b>61.52 %</b>	<b>\$37,652.20</b>	<b>\$61,200.00</b>	<b>\$-23,547.80</b>	<b>61.52 %</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	9,720.00	16,350.00	-6,630.00	59.45 %	\$9,720.00	\$16,350.00	\$-6,630.00	59.45 %
6312 Accounting Fees	10,611.94	13,000.00	-2,388.06	81.63 %	\$10,611.94	\$13,000.00	\$-2,388.06	81.63 %
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>20,967.94</b>	<b>30,000.00</b>	<b>-9,032.06</b>	<b>69.89 %</b>	<b>\$20,967.94</b>	<b>\$30,000.00</b>	<b>\$-9,032.06</b>	<b>69.89 %</b>
6320 Engineering	131.25		131.25		\$131.25	\$0.00	\$131.25	0.00%
6330 Planning Services	12,701.15		12,701.15		\$12,701.15	\$0.00	\$12,701.15	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	44,110.90	52,500.00	-8,389.10	84.02 %	\$44,110.90	\$52,500.00	\$-8,389.10	84.02 %
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	9,898.20	13,200.00	-3,301.80	74.99 %	\$9,898.20	\$13,200.00	\$-3,301.80	74.99 %
6380 IT Services	917.50	15,000.00	-14,082.50	6.12 %	\$917.50	\$15,000.00	\$-14,082.50	6.12 %
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>178,408.60</b>	<b>325,300.00</b>	<b>-146,891.40</b>	<b>54.84 %</b>	<b>\$178,408.60</b>	<b>\$325,300.00</b>	<b>\$-146,891.40</b>	<b>54.84 %</b>
6400 Travel & Training		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
6410 Vehicle Expense	575.67	1,000.00	-424.33	57.57 %	\$575.67	\$1,000.00	\$-424.33	57.57 %
6420 Meals & Entertainment		750.00	-750.00		\$0.00	\$750.00	\$-750.00	0.00%
6430 Lodging	213.39		213.39		\$213.39	\$0.00	\$213.39	0.00%
6440 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>789.06</b>	<b>4,750.00</b>	<b>-3,960.94</b>	<b>16.61 %</b>	<b>\$789.06</b>	<b>\$4,750.00</b>	<b>\$-3,960.94</b>	<b>16.61 %</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>246,173.92</b>	<b>432,200.00</b>	<b>-186,026.08</b>	<b>56.96 %</b>	<b>\$246,173.92</b>	<b>\$432,200.00</b>	<b>\$-186,026.08</b>	<b>56.96 %</b>
8100 Transfers					\$0.00	\$0.00	\$0.00	0.00%
8110 Transfer to General Fund	-86,450.00	-95,750.00	9,300.00	90.29 %	\$-86,450.00	\$-95,750.00	\$9,300.00	90.29 %
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>663,550.00</b>	<b>654,250.00</b>	<b>9,300.00</b>	<b>101.42 %</b>	<b>\$663,550.00</b>	<b>\$654,250.00</b>	<b>\$9,300.00</b>	<b>101.42 %</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>\$1,071,091.11</b>	<b>\$1,353,720.00</b>	<b>\$-282,628.89</b>	<b>79.12 %</b>	<b>\$1,071,091.11</b>	<b>\$1,353,720.00</b>	<b>\$-282,628.89</b>	<b>79.12 %</b>
<b>NET OPERATING INCOME</b>	<b>\$-579,898.49</b>	<b>\$885,184.00</b>	<b>\$-1,465,082.49</b>	<b>-65.51 %</b>	<b>\$-579,898.49</b>	<b>\$885,184.00</b>	<b>\$-1,465,082.49</b>	<b>-65.51 %</b>
Other Income								
9100 Pass Through Revenue					\$0.00	\$0.00	\$0.00	0.00%
9110 State Surcharge	2,846.97		2,846.97		\$2,846.97	\$0.00	\$2,846.97	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	5,715.70		5,715.70		\$5,715.70	\$0.00	\$5,715.70	0.00%
9170 TTSD CET Pass Through	34,472.79		34,472.79		\$34,472.79	\$0.00	\$34,472.79	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>64,217.86</b>		<b>64,217.86</b>		<b>\$64,217.86</b>	<b>\$0.00</b>	<b>\$64,217.86</b>	<b>0.00%</b>
9200 BP Revenue					\$0.00	\$0.00	\$0.00	0.00%
9210 BP Building Permit	15,762.25		15,762.25		\$15,762.25	\$0.00	\$15,762.25	0.00%
9220 BP Plan Review	27,977.70		27,977.70		\$27,977.70	\$0.00	\$27,977.70	0.00%
9230 BP Mechanical Permit	3,845.39		3,845.39		\$3,845.39	\$0.00	\$3,845.39	0.00%
9240 BP Plumbing Permit	5,118.81		5,118.81		\$5,118.81	\$0.00	\$5,118.81	0.00%
<b>Total 9200 BP Revenue</b>	<b>52,704.15</b>		<b>52,704.15</b>		<b>\$52,704.15</b>	<b>\$0.00</b>	<b>\$52,704.15</b>	<b>0.00%</b>
<b>Total Other Income</b>	<b>\$116,922.01</b>	<b>\$0.00</b>	<b>\$116,922.01</b>	<b>0.00%</b>	<b>\$116,922.01</b>	<b>\$0.00</b>	<b>\$116,922.01</b>	<b>0.00%</b>
Other Expenses								
9300 Pass Through Expense					\$0.00	\$0.00	\$0.00	0.00%
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	14,679.00		14,679.00		\$14,679.00	\$0.00	\$14,679.00	0.00%

	10 - GENERAL FUND				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
9350 Engineering PassThrough	4,246.25		4,246.25		\$4,246.25	\$0.00	\$4,246.25	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	6,160.00		6,160.00		\$6,160.00	\$0.00	\$6,160.00	0.00%
9390 Arborist Pass Through	360.00		360.00		\$360.00	\$0.00	\$360.00	0.00%
<b>Total 9300 Pass Through Expense</b>	<b>149,568.52</b>		<b>149,568.52</b>		<b>\$149,568.52</b>	<b>\$0.00</b>	<b>\$149,568.52</b>	<b>0.00%</b>
9400 BP Expense					\$0.00	\$0.00	\$0.00	0.00%
9420 BP Expense - 20% to City	16,030.86		16,030.86		\$16,030.86	\$0.00	\$16,030.86	0.00%
<b>Total 9400 BP Expense</b>	<b>16,030.86</b>		<b>16,030.86</b>		<b>\$16,030.86</b>	<b>\$0.00</b>	<b>\$16,030.86</b>	<b>0.00%</b>
<b>Total Other Expenses</b>	<b>\$165,599.38</b>	<b>\$0.00</b>	<b>\$165,599.38</b>	<b>0.00%</b>	<b>\$165,599.38</b>	<b>\$0.00</b>	<b>\$165,599.38</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$ -48,677.37</b>	<b>\$0.00</b>	<b>\$ -48,677.37</b>	<b>0.00%</b>	<b>\$ -48,677.37</b>	<b>\$0.00</b>	<b>\$ -48,677.37</b>	<b>0.00%</b>
NET INCOME	<b>\$ -628,575.86</b>	<b>\$885,184.00</b>	<b>\$ -1,513,759.86</b>	<b>-71.01 %</b>	<b>\$ -628,575.86</b>	<b>\$885,184.00</b>	<b>\$ -1,513,759.86</b>	<b>-71.01 %</b>

City of Durham, Oregon  
 Budget vs. Actuals: FY26 - Street Fund  
 July 2025 - March 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	122,473.47	148,054.00	-25,580.53	82.72 %	\$122,473.47	\$148,054.00	\$ -25,580.53	82.72 %
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>141,620.26</b>	<b>423,054.00</b>	<b>-281,433.74</b>	<b>33.48 %</b>	<b>\$141,620.26</b>	<b>\$423,054.00</b>	<b>\$ -281,433.74</b>	<b>33.48 %</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	75,911.53	45,000.00	30,911.53	168.69 %	\$75,911.53	\$45,000.00	\$30,911.53	168.69 %
<b>Total Income</b>	<b>\$227,531.79</b>	<b>\$2,795,716.00</b>	<b>\$ -2,568,184.21</b>	<b>8.14 %</b>	<b>\$227,531.79</b>	<b>\$2,795,716.00</b>	<b>\$ -2,568,184.21</b>	<b>8.14 %</b>
<b>GROSS PROFIT</b>	<b>\$227,531.79</b>	<b>\$2,795,716.00</b>	<b>\$ -2,568,184.21</b>	<b>8.14 %</b>	<b>\$227,531.79</b>	<b>\$2,795,716.00</b>	<b>\$ -2,568,184.21</b>	<b>8.14 %</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	69.29	2,500.00	-2,430.71	2.77 %	\$69.29	\$2,500.00	\$ -2,430.71	2.77 %
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>69.29</b>	<b>30,000.00</b>	<b>-29,930.71</b>	<b>0.23 %</b>	<b>\$69.29</b>	<b>\$30,000.00</b>	<b>\$ -29,930.71</b>	<b>0.23 %</b>
<b>Total 6100 Operating Expense</b>	<b>69.29</b>	<b>30,000.00</b>	<b>-29,930.71</b>	<b>0.23 %</b>	<b>\$69.29</b>	<b>\$30,000.00</b>	<b>\$ -29,930.71</b>	<b>0.23 %</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	7,609.99	50,000.00	-42,390.01	15.22 %	\$7,609.99	\$50,000.00	\$ -42,390.01	15.22 %
6252 Street Light Utilities	10,915.59	25,000.00	-14,084.41	43.66 %	\$10,915.59	\$25,000.00	\$ -14,084.41	43.66 %
6255 Bike Paths & Sidewalk Maint/Repair	13,133.14	50,000.00	-36,866.86	26.27 %	\$13,133.14	\$50,000.00	\$ -36,866.86	26.27 %
<b>Total 6250 Street Fund</b>	<b>31,658.72</b>	<b>125,000.00</b>	<b>-93,341.28</b>	<b>25.33 %</b>	<b>\$31,658.72</b>	<b>\$125,000.00</b>	<b>\$ -93,341.28</b>	<b>25.33 %</b>
<b>Total 6200 Facilities</b>	<b>31,658.72</b>	<b>125,000.00</b>	<b>-93,341.28</b>	<b>25.33 %</b>	<b>\$31,658.72</b>	<b>\$125,000.00</b>	<b>\$ -93,341.28</b>	<b>25.33 %</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	6,480.00		6,480.00		\$6,480.00	\$0.00	\$6,480.00	0.00%
6312 Accounting Fees	7,075.00		7,075.00		\$7,075.00	\$0.00	\$7,075.00	0.00%
<b>Total 6310 Accounting</b>	<b>13,555.00</b>		<b>13,555.00</b>		<b>\$13,555.00</b>	<b>\$0.00</b>	<b>\$13,555.00</b>	<b>0.00%</b>
6320 Engineering		32,500.00	-32,500.00		\$0.00	\$32,500.00	\$ -32,500.00	0.00%
6330 Planning Services	2,663.85	32,500.00	-29,836.15	8.20 %	\$2,663.85	\$32,500.00	\$ -29,836.15	8.20 %
6350 Legal Services	25,515.00		25,515.00		\$25,515.00	\$0.00	\$25,515.00	0.00%
<b>Total 6300 Contract Services</b>	<b>41,733.85</b>	<b>65,000.00</b>	<b>-23,266.15</b>	<b>64.21 %</b>	<b>\$41,733.85</b>	<b>\$65,000.00</b>	<b>\$ -23,266.15</b>	<b>64.21 %</b>
<b>Total 6000 Materials &amp; Services</b>	<b>73,461.86</b>	<b>220,000.00</b>	<b>-146,538.14</b>	<b>33.39 %</b>	<b>\$73,461.86</b>	<b>\$220,000.00</b>	<b>\$ -146,538.14</b>	<b>33.39 %</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>\$159,911.86</b>	<b>\$1,146,450.00</b>	<b>\$ -986,538.14</b>	<b>13.95 %</b>	<b>\$159,911.86</b>	<b>\$1,146,450.00</b>	<b>\$ -986,538.14</b>	<b>13.95 %</b>
<b>NET OPERATING INCOME</b>	<b>\$67,619.93</b>	<b>\$1,649,266.00</b>	<b>\$ -1,581,646.07</b>	<b>4.10 %</b>	<b>\$67,619.93</b>	<b>\$1,649,266.00</b>	<b>\$ -1,581,646.07</b>	<b>4.10 %</b>
<b>NET INCOME</b>	<b>\$67,619.93</b>	<b>\$1,649,266.00</b>	<b>\$ -1,581,646.07</b>	<b>4.10 %</b>	<b>\$67,619.93</b>	<b>\$1,649,266.00</b>	<b>\$ -1,581,646.07</b>	<b>4.10 %</b>

## Checking Account Detail - Prior Month - Council

City of Durham, Oregon

March 2026

DISTRIBUTION ACCOUNT	NUM	TRANSACTION DATE	NAME	MEMO/DESCRIPTION	AMOUNT
<b>Expense</b>					
1120 Checking	EFT	03/02/2026	PGE	Monthly City Hall Electric Bill	-99.52
1120 Checking	EFT	03/02/2026	PGE	Monthly Arkenstone Park Electric Bill	-25.48
1120 Checking	EFT	03/02/2026	PGE	Monthly Heron Grove Path Electric Bill	-32.83
1120 Checking	EFT	03/04/2026	Gusto	February 2026 Monthly Payroll Fees Autopay	-104.00
1120 Checking		03/05/2026	Clean Water Services	Bi-Monthly CWS Bill	-76.79
1120 Checking	EFT	03/06/2026	CIS - Employee Benefits	Mar 2026 Employee Benefits Autopay	-1,166.90
1120 Checking	EFT	03/09/2026	Ziply Fiber	Mar 2026 Ziply Autopay	-248.53
1120 Checking	EFT	03/09/2026	NW Natural Gas	Monthly Gas Bill Autopay	-106.63
1120 Checking	EFT	03/11/2026	Clean Water Services	Bi-Monthly CWS Bill - Jan/Feb 2026	-79.10
1120 Checking	EFT - IAP	03/12/2026	PERS	PERS IAP for 02/21 - 03/05/2026 Employer Statement	-233.89
1120 Checking	EFT - Pension	03/12/2026	PERS	PERS Pension for 02/21 - 03/05/2026 Employer Statement	-937.12
1120 Checking	5D4D8B4A-0017	03/16/2026	Turboscribe	Mar 2026 Monthly Turboscribe Subscription	-20.00
1120 Checking	Debit 2026.03.17	03/17/2026	Secretary of State	FY 2025 Audit Filing Fee	-300.00
1120 Checking	CE923226-0017	03/18/2026	Chat GPT - Open AI	Mar '26 ChatGPT Monthly Subscription	-20.00
1120 Checking	EFT	03/23/2026	T-Mobile	March '26 CA Monthly Cell Phone Bill	-36.12
1120 Checking	10001479643817	03/27/2026	Intuit Quickbooks	Mar 2026 QuickBooks Online Monthly Fees	-115.00
1120 Checking	EFT - Pension	03/27/2026	PERS	PERS Pension for 03/06 - 03/20/2026 Employer Statement	-937.12
1120 Checking	EFT - IAP	03/27/2026	PERS	PERS IAP for 03/06 - 03/20/2026 Employer Statement	-233.89
<b>Total for Expense</b>					<b>-\$4,772.92</b>
<b>Bill Payment (Check)</b>					
1120 Checking	17913	03/03/2026	Hager Handyman Service	February 2026 City Maintenance	-3,790.00
1120 Checking	17914	03/04/2026	Alexonet	Jan & Feb '26 IT + Microsoft GCC Tenant Setup	-3,605.60
1120 Checking	17915	03/06/2026	Cannon Planning Services	February 2026 Planning Services	-1,435.00
1120 Checking	17916	03/09/2026	Wyatt Bean	Feb 2026 Expenses - WB	-1.45
1120 Checking	17917	03/09/2026	PGE	Feb 2026 PGE Street Lights	-1,095.54
1120 Checking	17918	03/09/2026	Jordan D. Parente	Feb 2026 Expenses - JP	-487.15
1120 Checking	17919	03/09/2026	Staples	HP 218X High Yield Toner (x4)	-516.56
1120 Checking	17920	03/09/2026	CMG Oregon	Account #101495 - Ad ID #381675	-107.09
1120 Checking	17921	03/11/2026	Curran-McLeod, Inc.	February 2026 Engineering Services	-218.75
1120 Checking	17922	03/12/2026	Merina+Co	February 2026 Accountant Services	-1,500.00
1120 Checking	17923	03/13/2026	Savatree		-245.00
1120 Checking	17924	03/17/2026	Washington Co. Consolidated Communication	Q4 FY 25/26 WCCCA Fee	-3,299.40
1120 Checking	17925	03/20/2026	T. Olson Properties	April 2026 City Hall Rent	-1,100.00
1120 Checking	17926	03/20/2026	Pauly, Rogers and Co., P.C.	FY 2025 Audit	-15,900.00
1120 Checking	17927	03/24/2026	GISI Marketing Group	Spring 2026 Newsletter & Postage	-960.82
<b>Total for Bill Payment (Check)</b>					<b>-</b>
					<b>\$34,262.36</b>
<b>Journal Entry</b>					
1120 Checking	FY26-03.13.26-Payroll	03/13/2026		03/13/2026 Net Pay	-4,500.96
1120 Checking	FY26-03.13.26-Payroll	03/13/2026		03/13/2026 Taxes	-2,229.37
1120 Checking	FY26-03.27.26-Payroll	03/27/2026		03/27/2026 Net Pay	-4,491.08
1120 Checking	FY26-03.27.26-Payroll	03/27/2026		03/27/2026 Taxes	-2,224.32
<b>Total for Journal Entry</b>					<b>-</b>
					<b>\$13,445.73</b>
<b>TOTAL</b>					<b>-</b>
					<b>\$52,481.01</b>

\$4,772.92 + \$13,445.73 = \$18,218.65