



# City of Durham

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## CITY COUNCIL AGENDA

*Durham City Hall: Tuesday, June 23<sup>rd</sup>, 2026, 7:30 p.m.*

- A. ≡ OPEN REGULAR COUNCIL MEETING at 7:30 p.m.**
- B. ROLL CALL OF COUNCIL MEMBERS**  
(Mayor Joshua Drake, Council President: Leslie Gifford, Councilors Gary Paul, David Streicher and Sean Lee)
- C. COUNCIL MINUTES** - Council will consider adopting May 26<sup>th</sup>, 2026, City Council meeting minutes (pages 1-7)
- D. CALENDAR OF MEETINGS & EVENTS**
- Friday July 3<sup>rd</sup>, 2026, City Hall Closed in observance of Independence Day
  - Saturday July 4<sup>th</sup>, 2026, Durham's 60<sup>th</sup> Anniversary & Independence Day Celebration 12:30 p.m. – 2:30 p.m.
  - Tuesday July 14<sup>th</sup>, 2026, Regular Meeting of the Planning Commission at 7:00 p.m.
  - Tuesday July 28<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 MINUTES FROM JUNE 9<sup>th</sup>, 2026** (pages 8-9)
- G. PRESENTATION BY WASHINGTON COUNTY SHERIFF'S OFFICE UNDERSHERIFF KOCH & COMMANDER TANNENBAUM**
- H. PRESENTATION BY METRO COUNCILOR ROSENTHAL**
- I. MCRAE CARMICHAEL MID WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS**
- J. INSTALLATION OF DOG WASTE STATION AT DURHAM PARK – COUNCILOR STREICHER** (pages 10-15)  
*Motion Required*
- K. BUDGET CONSENT AGENDA**  
The minutes of the Budget Committee meeting(s) and the following budget resolutions 702-26 and 703-26 may be passed as a group by a single motion to approve the consent agenda or individually, if requested.
- **Minutes of April 28<sup>th</sup>, 2026, Budget Committee Meeting** (pages 16-19)
  - **RESOLUTION 702-26: A RESOLUTION OF THE DURHAM CITY COUNCIL DECLARING THE CITY OF DURHAM'S ELECTION TO RECEIVE STATE REVENUES** (page 20)
  - **RESOLUTION 703-26: A RESOLUTION ADOPTING A BUDGET, MAKING APPROPRIATIONS, CATEGORIZING AND LEVYING TAXES FOR BUDGET FISCAL YEAR 2026-2027 FOR THE CITY OF DURHAM, WASHINGTON COUNTY, OREGON** (pages 21-41)  
*Motion(s) required*
- L. RESOLUTION 704-26 TO SIGN IGA WITH TUALATIN FOR POLICING SERVICES** (pages 42-49)  
*Motion Required*
- M. RESOLUTION 705-26 TO SIGN IGA WITH TUALATIN FOR MUNICIPAL COURT SERVICES** (pages 50-57)  
*Motion Required*
- N. PROPOSED CITY TREE REMOVAL RESOLUTION AND DEAD & DYING TREES REQUEST** (page 58-62)  
*Motion Required*
- O. FINANCIAL REPORTS**
- Financial Reports for May 2026 (pages 63-67)
  - Approval of Vendor Checks 17944-17956 totaling \$59,189.03 and EFTs & Payroll totaling \$ 20,019.74 (pages 68-69)  
*Motion required*
- P. ADMINISTRATOR'S REPORT**

- Q. EXECUTIVE SESSION ON ORS 192.660 (2) (h) – TO CONSULT WITH COUNSEL REGARDING LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED**
- R. EXECUTIVE SESSION ON ORS 192.660 (2) (i) – TO REVIEW AND EVALUATE THE EMPLOYMENT-RELATED PERFORMANCE OF THE CHIEF EXECUTIVE OFFICER OF ANY PUBLIC BODY, A PUBLIC OFFICER, EMPLOYEE OR STAFF MEMBER WHO DOES NOT REQUEST AN OPEN HEARING**
- S. CONSIDERATION TO ADJUST CITY ADMINISTRATOR SALARY**  
*Motion required*
- T. COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS**
- U. ADJOURN**



**City of Durham**  
**CITY COUNCIL MEETING MINUTES**  
**May 26, 2026**

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**A. OPEN REGULAR COUNCIL MEETING.**

Mayor Joshua Drake opened the regular council meeting at 7:35 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, and Sean Lee

Councilors absent: None

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

Visitors: Tualatin Valley Fire & Rescue Division Chief Brian Smith

**C. COUNCIL MINUTES.**

Council considered adoption of the March 24, 2026, and April 28, 2026, City Council meeting minutes. Councilor Paul asked whether the March 24 minutes had already been approved. City Administrator Parente clarified that the March 24 work session minutes had been approved previously, but the regular meeting minutes had not been included at that time. Councilor Streicher moved to approve the March 24, 2026, and April 28, 2026, City Council meeting minutes. Council President Gifford seconded the motion. The motion passed unanimously (5-0).

**MO 052626-01**

**D. CALENDAR OF MEETINGS & EVENTS.**

Mayor Drake reviewed the calendar of upcoming meetings and events, including the June 9, 2026, regular Planning Commission meeting at 7:00 p.m. and the June 23, 2026, regular City Council meeting at 7:30 p.m.

**E. PUBLIC FORUM.**

Mayor Drake opened the public forum, and no public comment was given. Mayor Drake closed the public forum.

**F. TVF&R PRESENTATION BY CHIEF SMITH.**

Tualatin Valley Fire & Rescue Division Chief Brian Smith presented TVF&R's State of the District update. He reported that TVF&R responded to 124 incidents in Durham in 2025, slightly below the five-year average of 138 calls, and stated that most calls were medical in nature while fire incidents were rare. Station 39 on McEwan Road provided the largest share of Durham responses, followed by Station 34 in Tualatin and other nearby stations. He noted that TVF&R provides fire, EMS, rescue, technical rescue, and hazardous materials response.

Chief Smith discussed wildfire season preparation, noting concerns about dry spring conditions and a potentially challenging season. He stated that crews completed annual wildland fire training in April and that specially trained wildland response team members may deploy within or outside the district. Chief

Smith stated that TVF&R does not own aircraft but can access aerial resources through partner agencies.

Chief Smith also discussed increasing low-acuity basic life support calls, which can affect response reliability for higher-acuity emergencies. He described efforts to better match resources to patient needs, including advanced practice community paramedics, care facility outreach, and nurse navigation, which allows some lower-acuity calls to be handled by phone rather than through an emergency apparatus response and hospital transport. In response to Mayor Drake, Chief Smith stated that nurse navigation can reduce unnecessary field response and emergency room use.

Chief Smith summarized TVF&R's 2022 bond-funded capital projects, including replacement of the King City fire station, relocation of Station 62, remodeling of Station 67 in Beaverton, and remodeling of the Sherwood training center. He stated that new and remodeled stations are being designed with seismic upgrades, adequate apparatus capacity, room for future growth, and improved accommodations for all firefighters.

Chief Smith concluded by discussing TVF&R's Struggle Well wellness initiative, a Boulder Crest Foundation program intended to help first responders process trauma and promote post-traumatic growth. He stated that TVF&R has found the program effective and may seek future legislative support to expand similar training to Washington County first responders. In response to Councilor Paul, Chief Smith stated that participation is voluntary, though TVF&R pays staff to attend. Council thanked Chief Smith for the presentation.

**G. FIRST READING OF ORDINANCE 275-26, AN ORDINANCE OF THE CITY OF DURHAM, OREGON ADOPTING BUILDING CODE PROVISIONS FOR APPLICATION WITHIN THE CITY OF DURHAM AND REPEALING ORDINANCE 271-25, AND DECLARING AN EMERGENCY.**

City Administrator Parente summarized Ordinance 275-26, explaining that it updates the City's building code framework and continues the practice of adopting applicable Oregon specialty codes by resolution. He stated that the ordinance addresses local authority for grading, demolition, fill, certain retaining walls, tanks, photovoltaic systems, antennas, towers, and flagpoles. He explained that it clarifies the relationship between the City's building official services agreement with Tualatin and the City Administrator's enforcement authority for matters not covered by that agreement, including unpermitted work, stop work orders, easements and rights-of-way, appeals, liens, and penalties. He also noted that electrical permitting remains handled by Washington County.

Councilor Streicher proposed amending Section 1 to state that the City Administrator "is directed to codify Exhibit A and is authorized" to make non-substantive edits, consistent with the language used in the City's Tree Ordinance (273-26). City Attorney Dougill agreed that the amendment made sense.

Councilor Streicher moved to approve the first reading of Ordinance 275-26 with the amended codification language. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

**MO 052626-02**

**H. SECOND READING OF ORDINANCE 274-26: 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.**

City Administrator Parente stated that only minor changes had been made since the first reading, primarily formatting and defined-term revisions. Administrative Assistant Bean explained that the ordinance modernizes the City's business license regulations, which had not been substantially updated since 2000. He stated that the ordinance clarifies rules, adds appeal and enforcement

provisions, removes fee amounts from the ordinance, and allows business license fees to be established by resolution through the Master Fee Schedule.

Councilor Streicher proposed adding the same codification language discussed for Ordinance 275-26. He also raised concern about language prohibiting written materials from being left on real property where a “No Solicitation” sign is posted, suggesting an exception for roadside mailboxes to avoid penalizing neighborhood flyers or similar notices. Council discussed federal regulation of mailboxes, whether the City should avoid implying permission to use them, whether defining solicitation would help, and whether content-based distinctions could create legal concerns. City Attorney Dougill advised caution about regulating based on the content of written materials. Council did not add the mailbox-related amendment.

Council President Gifford moved to approve the second reading of Ordinance 274-26 with the amendment directing the City Administrator to codify Exhibit A. Councilor Paul seconded the motion. The motion passed unanimously (5-0).

**MO 052626-03**

**I. SECOND READING OF ORDINANCE 275-26, AN ORDINANCE OF THE CITY OF DURHAM ADOPTING BUILDING CODE PROVISIONS FOR APPLICATION WITHIN THE CITY AND REPEALING ORDINANCE 271-25, AND DECLARING AN EMERGENCY.**

Council considered the second reading of Ordinance 275-26. Council President Gifford moved to approve the second reading with the codification language discussed during the first reading. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

**MO 052626-04**

**J. RESOLUTION 697-26; A RESOLUTION OF THE DURHAM CITY COUNCIL ADOPTING BUILDING CODE STANDARDS FOR THE CITY OF DURHAM, OREGON.**

City Administrator Parente explained that Resolution 697-26 is the companion resolution to Ordinance 275-26. It adopts current Oregon specialty codes applicable in Durham, including structural, mechanical, residential, plumbing, fire, manufactured dwelling installation, and energy efficiency codes. It also adopts optional provisions and local standards related to certain retaining walls, tanks, photovoltaic systems, towers, antennas, flagpoles, demolition, excavation, grading, and fill.

Councilor Streicher moved to approve Resolution 697-26. Council President Gifford seconded the motion. The motion passed unanimously (5-0).

**MO 052626-05**

**K. RESOLUTION 698-26; A RESOLUTION TO SIGN AN INTERGOVERNMENTAL AGREEMENT WITH METRO FOR THE REMEDIATION OF ENCAMPMENTS.**

City Attorney Dougill explained that the Metro encampment cleanup agreement required negotiation because of litigation risk and prior indemnification language required Durham to indemnify Metro for Metro’s own actions. She stated that the revised agreement narrows Metro’s role to cleanup services

and clarifies each party's responsibilities. City Administrator Parente stated that, historically, Durham generally handles encampment matters in-house but has maintained access to Metro's service.

Council discussed the division of responsibility. City Attorney Dougill explained that Durham remains responsible for ensuring the campsite is vacated, posting required notices, determining what qualifies as personal property, and storing personal property. Metro is responsible only for cleanup.

Councilor Streicher moved to approve Resolution 698-26. Councilor Paul seconded the motion. The motion passed unanimously (5-0).

**MO 052626-06**

**L. RESOLUTION 699-26; A RESOLUTION OF THE DURHAM CITY COUNCIL, OREGON, ACCEPTING A METRO LOCAL SHARE GRANT AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH METRO.**

Council considered Resolution 699-26, accepting the Metro Local Share grant and authorizing the City Administrator to execute the related intergovernmental agreement. City Administrator Parente confirmed that the resolution allows the City to accept the grant.

Council President Gifford moved to approve Resolution 699-26. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

**MO 052626-07**

**M. PUBLIC HEARING ON RESOLUTION 700-26; A RESOLUTION OF THE DURHAM CITY COUNCIL SETTING FEES, CONSOLIDATING FEES, AND ESTABLISHING A FEE SCHEDULE FOR THE CITY OF DURHAM, OREGON.**

Mayor Drake opened the public hearing on Resolution 700-26. No public comment was given. Mayor Drake closed the public hearing.

City Administrator Parente stated that the Master Fee Schedule should include a fill permit fee of \$250 plus actual cost, in addition to demolition, grading, and wall permit fees already present within the packet. Councilor Streicher raised concern that the public records fee language could be read to impose a \$25 minimum on every request. City Attorney Dougill recommended clarifying that the first 15 minutes are free, copies and materials are charged regardless of staff time, and time beyond 15 minutes is billed in the applicable increments.

Council also discussed business license fees. City Administrator Parente stated that the apartment business license fee would increase from \$12 per unit to \$15 per unit and would affect three apartment complexes. Councilor Lee asked whether business license fees are annual, which City Administrator Parente confirmed. Council agreed that the schedule should clarify annual business license fees and the annual small cell wireless license fee.

Council President Gifford moved to approve Resolution 700-26 with the discussed adjustments, including adding the fill permit fee for \$250, clarifying public records fee language, and clarifying the annual nature of business license and small cell wireless license fees. Councilor Lee seconded the motion. The motion passed unanimously (5-0)

**MO 052626-08**

**N. PUBLIC HEARING ON RESOLUTION 701-26; A RESOLUTION OF THE DURHAM CITY COUNCIL ESTABLISHING BUILDING PERMIT FEES FOR THE CITY OF DURHAM, OREGON.**

Mayor Drake opened the public hearing on Resolution 701-26. No public comment was received, and Mayor Drake closed the public hearing.

City Administrator Parente explained that Durham's IGA with Tualatin requires the City to charge no less than Tualatin's building permit fees. Because Tualatin plans a 5% increase effective July 1, 2026, followed by an additional 20% increase in August, staff recommended adopting a single 26% increase effective July 1. He stated that Durham's fees would remain in the lower third of comparison cities and second lowest for residential building fees among the cities reviewed.

City Administrator Parente also summarized related fee changes planned by the Building Official, including new fees for ventilation, plumbing re-pipes, and medical gas systems; increasing plan review fees to 70% of the permit fee; increasing hourly and flat fees to \$125; adding temporary certificate of occupancy and refund administrative fees; and increasing the technology fee from 3% to 5%.

Councilor Streicher moved to approve Resolution 701-26. Council President Gifford seconded the motion. The motion passed unanimously (5-0)

**MO 052626-09**

**O. PROPOSED CITY TREE REMOVAL: DEAD & DYING TREES IN DURHAM PARK.**

City Administrator Parente stated that the item returned after Council members had time to inspect the trees proposed for removal in Durham Park. He explained that the City arborist had recommended removing a dead cottonwood near a busy path area and several dead or declining alder trees near the top of the nature loop. The trees had been marked with ribbon, which was removed, and later with marking paint, which was also scraped off, or tree bark otherwise removed.

Mayor Drake stated that he was most concerned about trees or dead portions of trees leaning over the path, which he believed would eventually fall. Councilor Streicher stated that the trees are located on a narrow strip between the walking path and Fanno Creek, where bank erosion is a concern, and that removing trees near the bank could disturb roots that help stabilize the area. He also stated that the trees had not been scored as high-risk hazards and raised concerns about cost, staff time, and whether the City would lose recreational immunity if it did not remove them.

City Attorney Dougill explained that recreational immunity generally protects cities from ordinary negligence claims related to recreational use, but that risk may increase where a City knows of a dangerous condition and fails to act despite warnings or evidence that a reasonable person would address the issue. Council discussed whether the arborist had formally scored the trees or simply recommended removal based on condition and proximity to the path. Council generally agreed that obvious safety risks over the trail should be mitigated, while trees that do not present a high or extreme risk should remain.

Council directed staff to have the City arborist assess the identified trees using a risk assessment approach and to remove trees or portions of trees determined to be high-risk or extreme-risk hazards, especially those posing a safety risk to the path.

**P. LEGAL ADVICE REGARDING MUNICIPAL CODE – COUNCILOR STREICHER.**

Councilor Streicher raised concerns that the City's website links to some repealed ordinances within its online municipal code materials. He recommended replacing repealed materials with newly adopted laws, adding ordinances of general application such as the Pride Disposal solid waste ordinance and telecommunications license fee ordinance, and treating the effort as an interim fix until the City can complete a comprehensive codification project. He stated that the underlying ordinances control if any discrepancy exists.

Councilor Lee supported improving the website's accuracy, noting that public comments over the past year had reflected trust concerns and that making current laws easier to find would be a positive step. He suggested adding explanatory language that the original ordinance controls if there is any discrepancy. City Attorney Dougill agreed that the currently effective ordinance controls over any

codified or consolidated version and stated that she supports updating the materials conceptually, while cautioning that proper codification would require time and money.

City Administrator Parente explained that codification has not yet occurred because Durham's two-person staff has prioritized updating the most problematic ordinances. Durham's older ordinances are not in digital format, and staff are working through this substantial backlog for a 60-year-old City. He stated that Administrative Assistant Bean has been scanning ordinances and created a spreadsheet to track which ordinances amend or repeal others. He expressed concern that moving too quickly could make the City's legal materials more confusing should outdated, incorrectly organized, or unintended provisions are codified. He noted that Council members did not rank codification as a high priority for the calendar year during goal setting. Therefore, staff time has focused instead on making substantive ordinance updates, including the tree code, business license ordinance, building code ordinance, fee schedule, and enforcement tools. He clarified that the City does not have a dedicated webmaster, and that the City Administrator serves in this function. Contracted technical support focuses on IT security and not website management.

Council discussed whether to remove the existing municipal code document from the website and direct users to individual ordinances until comprehensive codification can be completed. No formal direction was given.

**Q. RESOLUTION TO SIGN IGA WITH TUALATIN FOR POLICING SERVICES.**

City Administrator Parente stated that the City was still waiting to hear back from Tualatin on the policing services IGA. Council agreed to bring the item back the following month.

**R. RESOLUTION TO SIGN IGA WITH TUALATIN FOR MUNICIPAL COURT SERVICE.**

City Administrator Parente stated that he had requested a few changes to the municipal court services IGA and that the agreement remained subject to negotiation. Council agreed to revisit the item after receiving Tualatin's response.

**S. CONSIDERATION TO ADJUST CITY ADMINISTRATOR SALARY.**

Mayor Drake stated that Council had not yet discussed the City Administrator's performance in executive session and would do so the following month. He also noted that salary discussion cannot occur in executive session and would be addressed separately at the following month's regular meeting.

**T. FINANCIAL REPORTS.**

Council considered the April 2026 financial reports and approval of vendor checks 17928 through 17943 totaling \$48,876.63 and EFTs and payroll totaling \$19,196.22. Council President Gifford moved to approve the financial reports and payments as presented. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

**MO 052626-10**

**U. ADMINISTRATOR'S REPORT.**

City Administrator Parente reported that Forrest Boleyn had resigned from serving on the Planning Commission for personal reasons. He also reported that City Planner Alice Cannon notified the City she plans to close out her services and will no longer serve as City Planner after August. He stated that Laura LaRoque had been recommended as a potential replacement planner, had received positive references, and would be available beginning in September. City Attorney Dougill stated that she had worked with Ms. LaRoque in another small jurisdiction and that Ms. LaRoque had done a good job.

City Attorney Dougill also informed Council that her firm would gradually transition Durham’s general legal work to another attorney within the firm due to a shuffle of internal client assignments. She stated that she would continue working with Durham on land use matters and that the transition would occur over several months.

City Administrator Parente reported that there would be no Planning Commission meeting in June due to lack of quorum. He also discussed planning for the City’s July 4, 2026, 60th anniversary event, stating that Tualatin Police and TVF&R had been contacted regarding participation. Council discussed whether to proceed with a modest event, whether to serve food given licensing requirements, and whether packaged foods, hot dogs, ice cream sandwiches, chips, a food truck, or catering would be simplest. Mayor Drake preferred exploring a food truck or catering option first, with grilling hot dogs as a backup. Council also discussed including historical City materials and photographs. City Administrator Parente stated that he would look into food service options and continue coordinating the event.

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

Mayor Drake opened the item for Council comments and miscellaneous informational items. No comments were made.

**W. ADJOURN.**

Mayor Drake adjourned the meeting at 9:38 PM.

**Approved:**

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**Joshua Drake, MAYOR**

**Attest:**

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**Jordan Parente, CITY ADMINISTRATOR/RECORDER**



**City of Durham**  
**PLANNING COMMISSION MINUTES**  
**June 09, 2026**

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**A. CALL TO ORDER.**

Planning Chair Susan Deeming opened the meeting at 7:02 PM at Durham City Hall.

**B. ROLL CALL.**

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

Commissioners absent: Commissioner Andrew Mast.

Staff present: City Administrator Jordan Parente.

**C. APPROVAL OF MEETING MINUTES.**

The Commission considered approval of the April 14, 2026, meeting minutes. With no corrections offered, Commissioner Bailey moved to approve the minutes as presented, and Commissioner Saab seconded the motion. The minutes were approved unanimously (5-0).

**MO 060926-01**

**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. CITY PLANNER & DEVELOPMENT CODE UPDATE.**

City Administrator Parente reported that contract planner Alice Cannon is reducing her practice and expects to conclude her work with the City during the summer. He stated that Ms. Cannon will continue assisting with current development matters during the transition. He identified the Mid-Willamette Valley Council of Governments and Laura LaRoque as potential replacements for planning services.

City Administrator Parente explained that the Development Code update is expected to be a significant project and may not begin in earnest until fall due to the planner transition. He said a blended approach may be useful, with one planning resource assisting with development review and another focusing more directly on Development Code updates. Commissioner Frazell suggested that he connect with her neighbor who is a planner with the City of Tualatin, as a potential resource. City Administrator Parente welcomed the suggestion and stated that he would be open to additional information and references.

**F. JULY 4TH CELEBRATION.**

City Administrator Parente updated the Commission on the City's planned July 4th celebration. He said Council had provided a budget and staff had explored food options. Because a temporary health permit for serving hot dogs would cost about \$300, he stated that the City may instead provide packaged food items. He noted that cotton candy may be exempt from permit requirements.

The event is expected to include a tent, music, Durham artifacts, and recognition of the north loop park area donated by local families. Commissioners also discussed a member of the public's request to install a garbage can at the dog off-leash area of Durham Park. City Administrator Parente expressed concern about maintenance and noted that existing garbage cans already serve park users.

Commissioners discussed event outreach and activities. Commissioner Saab suggested neighborhood signs and offered to place one in her yard. City Administrator Parente said the event had been included



**City of Durham**  
**PLANNING COMMISSION MINUTES**  
**June 09, 2026**

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in the newsletter. Commissioners also discussed lawn games such as cornhole, and City Administrator Parente encouraged participation in the event.

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

Chair Deeming raised concerns about several fences that appear to exceed the Development Code's six-foot height limit for residential setbacks and reviewed the applicable code provisions. The Commission discussed whether the fences posed safety, visibility, or neighborhood impacts and whether property owners should be asked to provide measurements and specifications. City Administrator Parente explained that the code does not provide a process for approving taller fences. He noted potential structural concerns and said the variance process is costly and may not apply in this case. Commissioners discussed the importance of enforcing the code, the possibility that the fences were constructed without knowledge of the requirements, and whether the issue should be addressed through future code updates. The Commission ultimately agreed to table the matter for further review of the Development Code, variance provisions, and possible options before notifying property owners.

City Administrator Parente reported that there is currently a Planning Commission vacancy following Forrest Boleyn's resignation and noted that, with six members, the Commission still requires four members for a quorum. Chair Deeming expressed a preference for keeping the position open and advertising the vacancy until an interested applicant comes forward. Commissioner Frazell agreed that advertising the opening could encourage community involvement. City Administrator Parente said he would move forward with advertising the position. He also reported that 2026 is a City Council election year, with two Council positions scheduled for the November 3, 2026, election. Election materials must be submitted to the City by August 25, 2026, with incumbents required to file one week earlier. Candidates must circulate a petition and obtain at least 10 eligible voter signatures, though he recommended collecting additional signatures in case any are deemed invalid.

City Administrator Parente stated that Impact West, a newer business located near City Hall, had submitted a sign application after installing a replacement sign for the space formerly occupied by California Closets. The application was not received in time for this meeting and will be presented at the July Planning Commission meeting.

He also provided an update on the City's new tree permit process under the municipal tree code, explaining that the City has transitioned to a digital form process that allows applicants to attach photos and submit information more easily. While implementation has been somewhat clunky, he said the process is improving, and the City will continue working with Sav-A-Tree as its arborist while evaluating the program before pursuing a formal request for proposals. He further noted that the City's engineering firm had been acquired and that engineering services may need to be revisited, and that the City's accountant had advised the City it would no longer provide services after the fiscal year. City Administrator Parente also reported on a recent arborist review of trees in City Park, stating that ribbons used to mark certain trees were removed and that, after he switched to marking paint, someone peeled or scratched bark from marked trees.

Commissioner Saab asked for an update on the status of the Durham Heights development. In response, City Administrator Parente reported that Durham Heights is nearly complete, with only a few homes remaining unsold. He also reported that Durham Estates has an approved site design plan and that the City is working with the developer on required improvements, as well as some improvements



# City of Durham

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Jordan Parente - City Administrator

Wyatt Bean - Administrative Assistant

## STAFF REPORT

DATE: June 23, 2026  
TO: City Council  
FROM: Jordan Parente, City Administrator  
RE: Dog Waste Station Request - Durham Park

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### Background

The City of Durham received a request from a Durham Park user to install a dog waste station at the northwest corner of the off-leash area. The proposed station would include a waste receptacle and dog waste bags, with park users who bring dogs proposing to fund and administer the station. The request arose after a park user began tying garbage bags to the fence near the Nature Loop for disposal of dog waste.

Durham Park includes an approximately 2.2-acre off-leash area, which is a valued amenity for many residents and park users. At the same time, the off-leash area has ongoing operational concerns and generates complaints, including dog owners failing to clean up after their dogs, and bagged dog waste being thrown into bushes or left along the Durham Park trail system.

### Existing Conditions

There are currently waste receptacles located at both entrances to Durham Park. A metal barrel is located near the entrance to Cook Family Park, less than 300 feet, approximately one city block, from the southeast corner of the off-leash area. This waste receptacle is emptied by the City of Tigard. A dumpster is also located about 700 feet from the west entrance to the off-leash area, about two city blocks, and is emptied by Pride Disposal as part of the City's franchise agreement with the company. Neither of these receptacles are managed directly by Durham staff, which is ideal given the City's limited staff capacity and financial resources.

Staff have observed that some park users continue to leave bags of dog waste along the park trails, in some cases less than 100 feet from an existing waste receptacle. Staff have also observed that the informal garbage bag tied near the off-leash area has at times been overfull or absent. When the bag is overfull, used dog waste bags are left in a pile; when the bag is absent, users have still placed bags of dog waste in the same location, suggesting that the informal practice has already begun to condition some users to treat that location as a disposal point. Over the past months the garbage bag has been located at the off-leash area, bags of dog waste continue to be left along the trail system.

### Discussion

The central issue is whether adding a new dog waste station would meaningfully reduce dog waste problems in Durham Park or instead create a new City service expectation that may be difficult to sustain. Although the requested station is proposed to be funded and administered by park users,

staff are concerned that volunteer administration may not remain consistent over time. If volunteer support declines, the City would likely inherit the ongoing maintenance obligation or face complaints about an overfull, missing, or poorly maintained station.

Providing dog waste bags also presents a practical concern. If bags are routinely available, some users may stop carrying their own bags. If the dispenser later becomes empty, the City may see more uncollected waste or more bags left near the dispenser. Similarly, once a receptacle is placed at the northwest corner of the off-leash area, users may continue leaving dog waste at that location even if the receptacle is full or later moved or removed.

Staff are also concerned that approval of this location may create expectations for additional waste stations elsewhere in the park. Durham Park is used by a range of users, and additional receptacles would create recurring costs, monitoring responsibilities, and maintenance needs. Since park users cannot exit the park without passing an existing trash receptacle, staff do not believe the present problem is primarily caused by a lack of disposal options. Instead, the issue appears to be inconsistent compliance by a small number of users and a developing habit of using the informal bag location.

### **Options for Council Consideration**

**Option 1 - Return to existing conditions:** Direct staff to remove the informal garbage bag and not add a new dog waste station. Park users would continue to be responsible for carrying dog waste to one of the two existing waste receptacles at the entrances to Durham Park. This option avoids creating a new maintenance obligation and reinforces that users are responsible for cleaning up after their dogs.

**Option 2 - Approve a limited trial:** Authorize a temporary, volunteer-supported dog waste station for a defined trial period, subject to clear conditions for maintenance, bag replacement, removal of overfull waste, and City removal if the station creates additional nuisance, litter, or maintenance concerns. This option may respond to the request, but it would require careful monitoring and is likely to create an expectation for permanent City service.

### **Recommendation**

The City Administrator recommends that City Council direct staff to return to existing conditions and not authorize a new dog waste station at the northwest corner of the off-leash area. Staff further recommend that park patrons using the off-leash area remain responsible for cleaning up after their dogs and disposing of waste in the two existing receptacles located at either end of Durham Park.

This recommendation recognizes the value of the off-leash area while avoiding a new ongoing service obligation for a small City with limited staff capacity. It also prevents the informal disposal location from becoming a permanent expectation and reinforces the existing standard that dog owners are responsible for carrying waste to an available receptacle when using Durham Park.

June 3, 2026  
Durham City Council  
City of Durham, Oregon

**RE: Request for Permission to Install a Community-Funded Dog Waste Station at Durham City Park**

Dear Mayor and Council Members,

My name is Jackie Mathys. I am a Tualatin resident of 20 years and a daily user of Durham City Park with my dog, Buddy.

I am writing to request permission from the City to install and maintain a simple dog-waste station within the off-leash area of Durham City Park.

This proposal does not request any City funding or upkeep.

**The Problem**

The dog park currently has two waste disposal options: the dumpster located in the parking lot and the trash receptacle near the Cook Park entrance. Both are a considerable distance from much of the off-leash area where dogs spend their time.

As a result, dog waste bags are frequently left along the walking path, in the grass, and in surrounding vegetation. In some cases, owners choose not to pick up after their dogs at all.

When disposal options are easily accessible, dog owners are more likely to pick up after their pets and properly dispose of waste. (See Exhibit A)

A strategically placed waste station would help keep the park clean and improve the experience for all park users. (See Exhibit B)

**The Proposed Solution**

The proposed station would consist of:

- A small waste receptacle with a removable liner bag (See Exhibit C)
- Dog waste bags available for park users
- Simple signage explaining the community-supported program
- A QR code\* linked to a fundraising page, where users may voluntarily contribute small donations to support supplies and maintenance

The station would be placed in a central location within the off-leash area, with the final location determined in consultation with City staff.

*\*A QR code is a small, scannable image that smartphone users can point their cameras at to instantly open a website, donation page, or other online resource without typing a web address.*

### **Benefits to the Community**

While the station is intended primarily to address dog waste within the off-leash area, the benefits extend to all park users.

A cleaner park improves the experience and environment for families, walkers, cyclists, and neighboring residents.

### **Cost to the City**

The project would be funded entirely through private donations. No City funds would be requested for installation, supplies, maintenance, servicing, or replacement costs.

### **Maintenance and Long-Term Sustainability**

To ensure long-term sustainability, the station is intentionally designed to be simple and easy to maintain.

I will personally coordinate installation, oversee fundraising efforts, and organize volunteer support for routine tasks such as emptying the receptacle and replenishing waste bags.

The goal is to create a community-supported amenity that remains reliable without creating additional obligations for City staff.

### **Conclusion**

This proposal offers a practical, tested solution to an existing park maintenance issue at no cost to the City. It improves park cleanliness, encourages responsible pet ownership, and enhances the experience of community members who use Durham's popular off-leash area.

I respectfully request the opportunity to present this proposal and answer any questions at the June Council meeting.

Thank you for your consideration.

Sincerely,

Jackie Mathys

Tualatin, OR 97062

### Exhibit A - Proof of concept

Before asking the City to approve anything, I wanted to see whether a conveniently located waste station would actually be used. So, I hung a kitchen garbage bag—with spare liners—near the off-leash area.

Park users immediately began using it, confirming that convenient access encourages responsible disposal of dog waste and reduces abandoned waste bags throughout the park.

An unexpected, but not surprising, finding was that visitors also used the bag for general trash.

This suggests the proposed permanent station should be located inside the park, near where dogs and their owners congregate, rather than along the walking paths outside the off-leash area.



Exhibit B - Area Map



Exhibit C - *Proposed product*



*To be sourced, purchased, installed and maintained by volunteers. This particular setup costs under \$185 at Vevor.com. Replacement bags and bin liners would be funded by microdonations through the GiveButter.com fundraising site.*



**City of Durham**  
**BUDGET COMMITTEE MINUTES**  
**April 28, 2026**

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**A. CALL TO ORDER.**

Committee Member Joshua Drake opened the Budget Committee meeting at 6:31 PM at Durham City Hall.

**B. ROLL CALL.**

Committee Members present: Committee Members Joshua Drake, Leslie Gifford, Gary Paul, David Streicher, Sean Lee, Brad Henry, Martha Rainey, and Kelly Garlick.

Committee Members absent: Committee Members Chuck Van Meter and Teresa Braun.

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

**C. SELECTION OF CHAIR.**

Committee Member Drake nominated Committee Member Leslie Gifford to serve as Chair of the Budget Committee. Committee Member Henry seconded the nomination. The motion passed unanimously (8-0).

**MO 042826-B-01**

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

Budget Officer Parente presented the proposed FY 2026-2027 budget, noting that the General Fund is budgeted at approximately \$1.42 million with an estimated beginning balance of \$820,028. He explained that franchise fees remain the City's largest ongoing revenue source, and that property tax revenue is constrained by the limits set on Durham's exceptionally low permanent rate due to Oregon Measure 50. The budget relies on approximately \$157,950 in General Fund savings to maintain current service levels, reflecting the increasing gap between stifled revenues and growing expenditures.

Budget Officer Parente summarized General Fund expenditures, including personnel services for the City's two full-time employees, public safety costs for police and 9-1-1 services, administrative materials and services, parks expenses, a \$150,000 transfer to the Building Fund, and a \$35,000 contingency. He also reviewed the State Street Fund, which is budgeted at approximately \$2.9 million and includes restricted transportation revenues, a projected Small City Allotment grant, street-related expenditures, and an \$88,500 transfer to the General Fund for administrative support.

Budget Officer Parente briefly reviewed the Greenspace, Transportation SDC, Park SDC, and Building Funds. He stated that the Greenspace Fund is primarily supported by Metro Local Share funding, the Transportation SDC Fund is reserved for future transportation capacity improvements, the Park SDC Fund includes potential capital improvements, and the Building Fund supports the City's long-term goal of securing a permanent facility. He concluded that the City remains financially stable due to conservative budgeting and reserves. However, Budget Officer Parente expressed a big concern that the rising costs and limited revenue growth are unsustainable. He said, that at the current service levels, the General Fund savings will be exhausted within the five-year 'mid-term' forecast if no new funding sources, such as a local option levy or utility fee, are not introduced.

Committee Member Garlick asked about the Greenspace Fund and whether the Metro funding was expiring. Budget Officer Parente clarified that the funds are not expiring at the end of the fiscal year but must be spent within Metro's timeline and requirements. He explained that the funds are tied to eligible



**City of Durham**  
**BUDGET COMMITTEE MINUTES**  
**April 28, 2026**

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park access improvements, including ADA improvements, and that the City has an intergovernmental agreement with Metro sent to the City Attorney for legal review. He also noted that the grant is reimbursement-based, meaning the City must complete eligible work before receiving reimbursement.

Committee Members Rainey and Garlick asked about the arborist-related line items in the General Fund. Budget Officer Parente explained that arborist costs had been separated due to the revised chart of accounts, with one line item for permit-related and administrative arborist work and another for public property and park-related work. He stated that the Parks arborist amount reflects early planning for ash tree management in the park, potentially using a phased approach recommended by the City arborist, and that staff may pursue grant funding and separate services for permitting, park work, and emergency tree response.

Committee Members also asked about engineering and planning services. Budget Officer Parente explained that the \$45,000 line item supports general planning and engineering work, including the Durham Development Code update. He stated that the City has received a \$44,900 state grant for that work and that some legal review costs may also be eligible for reimbursement, while other non-eligible planning or engineering work would need to be paid from the appropriate City fund.

Committee Member Streicher asked about the City Hall lease, noting that it ends March 31, 2027, while the budget includes rent through June 30, 2027. Budget Officer Parente stated that the landlord has indicated a willingness to discuss an extension, and the proposed rent line assumes continuation of the current arrangement with an assumed \$100 increase for rent for April, May, and June 2027. He also discussed the City's first right of refusal, possible future purchase of the current City Hall property, and efforts to seek outside funding for a permanent facility.

Committee Members discussed the Building Fund and possible approaches to acquiring or financing a permanent City facility. Budget Officer Parente explained that the \$150,000 transfer continues to build the fund while preserving flexibility. He noted that the fund is not restricted like the Street Fund and could be changed through the budget process if necessary, but that it supports the City's long-term goal of securing a permanent location. Committee Members discussed potential financing options, including seller financing, loans, grants, and purchasing or developing property within the City.

Committee Member Streicher asked about the proposed \$88,500 transfer from the State Street Fund to the General Fund and how it relates to direct Street Fund expenditures. Budget Officer Parente explained that the transfer is intended to reflect staff time and administrative work performed for street-related purposes, including road permits, street complaints, right-of-way coordination, storm sewer issues, and development-related street work, not only for the administration of direct payments for street sweeping, streetlights, or maintenance. Committee Members discussed the accountant's recommendation for improved time tracking and chargeback documentation, the prior practice of adjusting transfer amounts over time, and the administrative burden of tracking staff time. Chair Gifford stated that a government auditor had indicated the historic method could be defensible if supported, while Committee Member Garlick recalled that the Committee had previously discussed moving toward the newer accounting approach at the 2025 budget meetings.

Committee Member Rainey asked about the increase in the Street Maintenance line item. Budget Officer Parente explained that the increase reflects the proposed \$250,000 Small City Allotment grant and that the City would not undertake the added work if the grant is not awarded. He stated that the



**City of Durham**  
**BUDGET COMMITTEE MINUTES**  
**April 28, 2026**

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application included crack sealing and street repair work on Rivendell, Woody End, and portions of Arkenstone, including areas with cracking, pavement deterioration, and drainage-related settlement.

Committee Member Lee asked about the public safety budget and negotiations with the Tualatin Police Department. Budget Officer Parente explained that the current agreement expires at the end of June and that Tualatin is seeking an increase, with the first year of a new agreement around \$200,000 and increasing over time. Committee Members discussed whether the City is receiving a full officer's worth of service, whether call volume supports that level of service, and whether residents would notice a reduction if Durham contracted for less service. Budget Officer Parente stated that Washington County Sheriff's Office representatives indicated the County may offer fractional service at a lower cost, though with a different service model and potentially slower follow-up for lower-priority calls. Committee Members discussed whether Tualatin, Washington County, Tigard, or another agency could provide alternative or partial service.

Committee Members further discussed whether the City could continue budgeting for the current service level while exploring alternatives, whether Tualatin should be asked about fractional service, and whether reduced service could create public concern. Budget Officer Parente stated that the proposed budget assumes the current service level and that reducing the budgeted amount would signal a need to pursue a lower service model. Committee Members also discussed possible future funding tools, including a local option levy or public safety utility fee, and noted that Durham's permanent property tax rate is very low compared to neighboring cities. The committee did not make any changes to the public safety budget.

**E. HEARING ON POSSIBLE USES OF STATE REVENUE SHARING.**

Chair Gifford opened the hearing on possible uses of state revenue sharing. She stated that state revenue sharing may be used for eligible services such as police protection, fire protection, street construction and maintenance, lighting, sanitary sewer, storm sewers, planning, zoning, subdivision control, and utility services. She noted that Durham provides the required services, including police protection, street construction, maintenance and lighting, storm sewers, and planning, zoning, and subdivision control. She explained that general revenue sharing, liquor taxes, marijuana taxes, and cigarette taxes are used for General Fund purposes, while gas tax and highway funds are restricted to road-related purposes.

Budget Officer Parente stated that the City should accept the money, and Committee Members generally agreed. No public comments were received and Chair Gifford closed the hearing.

**F. DISCUSS AND MOTION TO APPROVE BUDGET RECOMMENDATIONS & TAX LEVY.**

Committee Member Garlick asked about General Fund line items for IT services, travel, and training. Budget Officer Parente explained that travel and training includes professional association memberships and conference attendance, though the City does not always use the full amount and sometimes receives grant reimbursement. He stated that IT services include the City's outside IT provider, Microsoft licensing, phone system work, transition to the DurhamOregon.gov domain, and future website work needed for ADA compliance. Committee Members also discussed future official City email addresses for elected officials and records retention for official communications.

Chair Gifford stated that she was concerned the proposed budget may not include enough for accounting, auditing, and payroll services. Budget Officer Parente explained that 40% of these costs had been allocated to the Street Fund and would be tracked through chargebacks. Chair Gifford



**City of Durham**  
**BUDGET COMMITTEE MINUTES**  
**April 28, 2026**

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suggested increasing the General Fund accounting, auditing, and payroll service line item from \$21,000 to \$25,000. Committee Members discussed the amount and agreed to make that change.

Committee Member Paul moved to approve the budget as presented and amended, including the increase to the General Fund accounting, auditing, and payroll service line item from \$21,000 to \$25,000. Committee Member Rainey seconded the motion. The motion passed unanimously (8-0).

**MO 042826-B-02**

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

After the Budget Committee approved the proposed budget as amended, no additional Budget Committee meeting was scheduled.

**H. ADJOURN.**

Chair Gifford adjourned the meeting at 8:03 PM.

**Approved:**

\_\_\_\_\_  
**Leslie Gifford, Budget Committee Chair**

**Attest:**

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

**RESOLUTION NO. 702-26**

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

**WHEREAS**, the City Council of the City of Durham intends to participate in the State Revenue Sharing Program for the 2026-2027 fiscal year;

**NOW THEREFORE**, the City of Durham resolves as follows:

Section 1. Pursuant to ORS 221.770, the City of Durham hereby elects to receive state revenues for fiscal year 2026-2027.

**PASSED AND ADOPTED** by the City of Durham, Washington County, Oregon, on the 23<sup>rd</sup> day of June 2026.

**CITY OF DURHAM**

**BY:**

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Joshua Drake, Mayor

**ATTEST:**

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Jordan Parente, City Administrator/Recorder

I hereby certify that a public hearing before the Budget Committee was held on April 28<sup>th</sup>, 2026, and a public hearing before the City Council was held on June 23<sup>rd</sup>, 2026, giving citizens an opportunity to comment on use of State Revenue Sharing funds.

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Jordan Parente, City Administrator/Recorder

Date: June 29<sup>th</sup>, 2026

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



**City of Durham  
Approved Budget  
FY 2026-2027**

**June 23, 2026  
City Council Meeting  
Durham City Hall**

<b>Date:</b>	January 13, 2026
<b>To:</b>	Budget Committee Members
<b>From:</b>	Jordan Parente, Budget Officer
<b>RE:</b>	<b>First Budget Meeting – April 28<sup>th</sup>, 2026, 6:30 p.m., Durham City Hall</b>

The Proposed Budget will be distributed April 10<sup>th</sup>. Please let me know in advance if you cannot attend the meeting and public hearing.

**BUDGET PROCESS & CALENDAR**

Durham follows standard procedures established by Oregon Local Budget Law in the preparation and adoption of its annual budget. The following Budget Calendar outlines the basic tasks and time projections to accomplish the goal of adopting the budget by June 30, 2026.

- March - April: Preparation of Budget Document by Budget Officer.
- April 2: Publish Notice of First Budget Committee Meeting and Hearing for Possible Uses of State Revenue Sharing Funds in *The Times* (No more than 30 days prior to the hearing).
- April 9: Publish Second Notice of First Budget Committee Meeting on City website (at least 5 days after 1<sup>st</sup> notice, but not less than 5 days before the meeting).
- April 10: Budget Document Distributed to Committee and Available to the Public.
- April 10: Forward Budget Summary form (LB-1) to County Assessor’s Office.
- April 28: First Budget Committee Hearing/Meeting – 6:30 p.m. – 8:00 p.m. at Durham City Hall:**
  - **Budget Document and Message Presented by Budget Officer**
  - **Committee appoints Chair and Secretary**
  - **Hearing on Possible Uses of State Revenue Sharing**
  - **Discuss and approve budget sections as time allows**
  - **Approves Budget & Tax Levy, or sets additional budget meetings, as necessary**
- May 11-15: Additional meetings as necessary.
- May 26: Budget Committee Approves Budget & Tax Levy if not previously done (meeting held at 6:30 p.m. – prior to 7:30 p.m. City Council meeting).
- May 29: Publish Notice and Summary for City Council Hearing on Approved Budget including Revenue Sharing (5 to 30 days prior to hearing).
- June 23: City Council Public Hearing on Recommended Budget and Proposed Use of State Revenue Sharing; Council Adopts Budget by Resolution.
- July 1-3: File Budget and Certify Levy to County Tax Assessor (City Administrator LB-50).
- July 15: File resolutions with Oregon Department of Administrative Services (City Administrator).
- Sept. 30: File Budget with County Clerk (City Administrator).



# City of Durham

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

**Jordan Parente - City Administrator**

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

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

phone: 503.639.6851

**Wyatt Bean - Administrative Assistant**

## **FIRST BUDGET COMMITTEE MEETING AGENDA**

*Durham City Hall: Tuesday, April 28<sup>th</sup>, 2026, at 6:30 p.m.*

### **A. OPEN BUDGET MEETING**

### **B. ROLL CALL OF BUDGET COMMITTEE MEMBERS**

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

### **C. SELECTION OF CHAIR**

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

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

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

### **F. CLOSE HEARING**

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

There should be time to discuss and approve most budget items before adjourning to open the Council meeting at 8:00 p.m. At the last meeting of the Budget Committee the Committee will be asked to approve budget recommendations and property tax levy, but if there is time these motions can be made at this meeting.

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

If additional meetings are needed, the next scheduled meeting would be at 6:30 p.m. on May 26, 2026. The Committee could also set a meeting for a different time if needed and agreed upon.

### **I. CLOSE BUDGET MEETING**

# MEMORANDUM

**TO:** BUDGET COMMITTEE MEMBERS  
**FROM:** JORDAN PARENTE, BUDGET OFFICER  
**RE:** BUDGET MESSAGE FOR FISCAL YEAR 2026-2027  
**DATE:** APRIL 10<sup>th</sup>, 2026; UPDATED APRIL 13<sup>th</sup>, 2026

This budget message provides background on financial policies in each of the City’s funds and explains material changes from prior budget practices. The proposed budget for Fiscal Year 2026–2027 (FY2026-27) continues to support the City’s longstanding financial goals of:

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

## **BASIS OF ACCOUNTING**

The City of Durham continues to use the cash basis of accounting for its revenues and expenditures. An owned item qualifies as a capital asset if it meets or exceeds the \$5,000 threshold. This accounting method simplifies compliance with Governmental Accounting Standards Board (GASB) Statement 34, under which assets in the City’s combined financial statements must be capitalized and depreciated. In a cash basis accounting system, revenues are recorded when received and expenditures when paid, resulting in time and cost savings, including reduced accounting and audit effort.

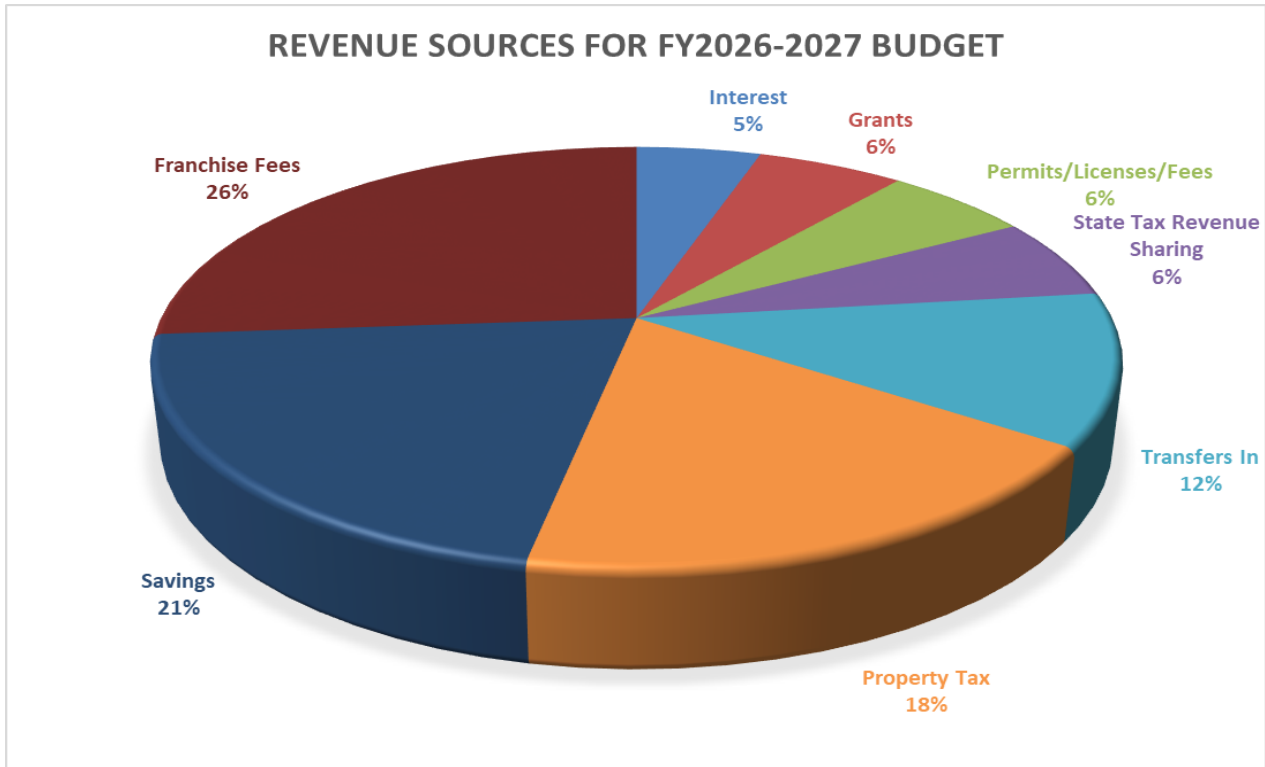
## **CITY FUND STRUCTURE**

For FY2026–27, Durham’s budget is organized into six funds: General, State Street, Transportation SDC, Park SDC, Greenspace, and Building. The following tables compare the actual FY2024–25 amounts, the adopted FY2025–26 budget, and the proposed FY2026–27 budget for ending cash balances and total budgets by fund:

<b>Ending Fund Cash Balances</b>	<b>FY24-25 Actual</b>	<b>FY25-26 Budget</b>	<b>FY26-27 Budget</b>
General	\$1,837,384	\$885,184	\$477,078
State Street	\$2,350,653	\$1,649,266	\$2,174,000
Transportation SDC	\$274,045	\$321,924	\$353,000
Park SDC	\$199,681	\$32,861	\$44,000
Greenspace	\$0	\$0	\$0
Building	\$0	\$772,500	\$0
<b>Total</b>	<b>\$4,661,763</b>	<b>\$3,661,735</b>	<b>\$3,048,078</b>

Total Fund Budget w/ Cash Balances	FY24-25 Actual	FY25-26 Budget	FY26-27 Budget
General	\$2,336,876	\$2,334,654	\$1,424,528
State Street	\$2,477,952	\$2,795,716	\$2,892,500
Transportation SDC	\$275,395	\$473,624	\$353,000
Park SDC	\$206,131	\$210,461	\$244,000
Greenspace	\$1,477	\$310,665	\$311,215
Building	\$0	\$772,500	\$957,500
<b>Total</b>	<b>\$5,297,831</b>	<b>\$6,897,620</b>	<b>\$6,182,743</b>

**GENERAL FUND - RESOURCES**



The proposed General Fund budget totals \$1,424,528, which includes a beginning cash balance estimated at \$820,028. As with all funds, this estimate is based on cash on hand at the time the budget was prepared together with good-faith estimates of revenues and expenditures through the close of the current fiscal year. Staff will continue to monitor this estimate through budget adoption, and Oregon budget law allows the Council to make limited adjustments if the final balance differs materially.

General Fund revenue for FY2026-27 has been organized into six categories. In order from largest to smallest, the revenue streams are Franchise Fees, Savings, Property Tax, Transfers In (from other funds), State Tax/Revenue Sharing, Grants and Interest,

Franchise fee revenue is projected at \$200,000 and remains the single largest source of General Fund revenue. These fees are assessed as percentages of utility revenues generated within City limits and are paid by agencies including Portland General Electric, NW Natural, Tigard Water, MACC, and others. Revenues fluctuate based on usage and rate changes and forecasts are based on conditions from the current fiscal year.

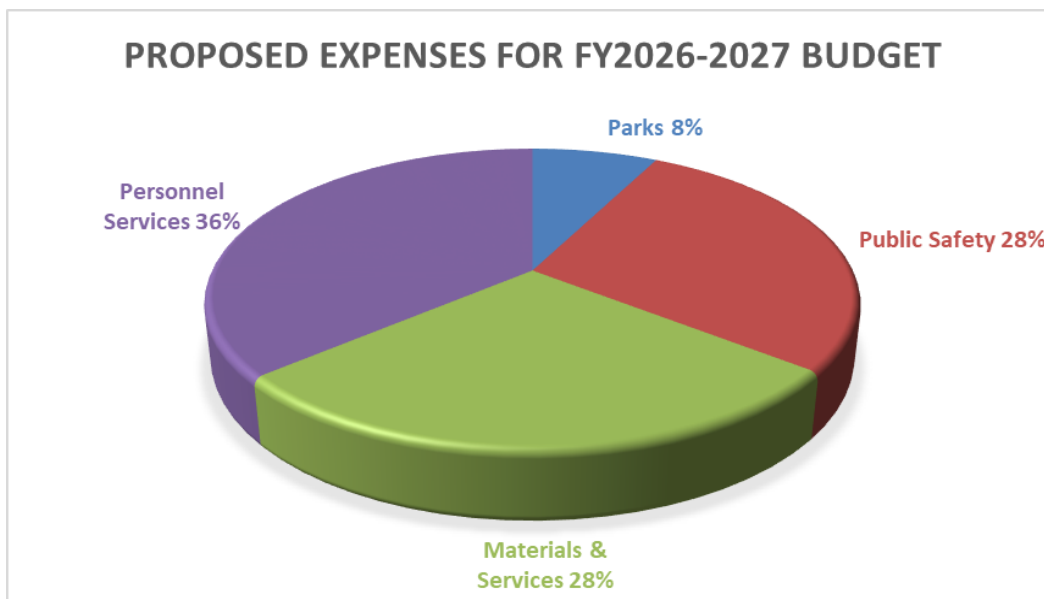
Property taxes remain an essential General Fund resource. Durham’s permanent tax rate of \$0.4927 per \$1,000 assessed valuation is among the lowest municipal rates in the state due to the cap resulting from Measure 50. Annual property tax increases are capped at 3% by Ballot Measure 50. It is recommended the Budget Committee levy the full permanent tax rate for an estimated total of \$140,000 for FY2026–27.

It is anticipated that during Fiscal Year 2026-27 \$89,050 will be transferred to the General Fund from other City funds. The majority, \$88,500, will come from the State Street Fund for chargebacks for work performed on behalf of the Street Fund, with the \$550 balance coming as a transfer from the Greenspace Fund.

State shared revenues are projected at \$47,550 in the aggregate, comprised of revenue sharing, cigarette tax, liquor tax, and marijuana tax distributions. The budget includes \$44,900 for a development code update grant. Licenses, permits, and fees, including the City’s share of building department revenue, are projected at \$42,500. Interest earnings are projected at \$38,000, and the City anticipates collecting \$2,500 in administrative fees. To meet obligations, the budget requires \$157,950 from General Fund cash savings carried forward from prior years.

The City will continue its practice of pass-through charges billed to developers for professional services such as planning, legal, arborist, and building inspection work, which are not budgeted as City revenues or expenditures. These charges are tracked in the accounting system but excluded from the budget because they are collected and remitted on behalf of the service providers.

### **GENERAL FUND - EXPENDITURES**



The General Fund continues to support the City’s two employees, the City Administrator and the Administrative Assistant. Proposed personnel services and related payroll costs total \$276,450. This is the largest budget component amount, including staff compensation, PERS and health benefits, payroll taxes, and workers compensation coverage. The FY2026-27 budget factors a 3.9% increase and continues to use the 12-month CPI index for the Seattle area.

**Administrative Assistant Salary History & Proposed CPI Increase**

<b>Year</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
2025 - 2026	\$25.84	\$27.09	\$28.29	\$29.49	\$30.72	\$31.94
2026 - 2027	\$26.85	\$28.15	\$29.39	\$30.64	\$31.92	\$33.18

The next largest budget item is Public Safety with an expenditure total of \$214,750. Most of this expense goes towards police services, as well as, a small portion towards 9-1-1 contract services. This budget item reflects Durham’s reliance on intergovernmental service delivery. Durham’s intergovernmental agreement (IGA) with the Tualatin Police Department expires at the end of Fiscal Year 2025-2026 and is currently being negotiated.

Materials and services within the administrative program are proposed at \$214,250. Major categories include operating and office expenses, City Hall rent and utilities, accounting, payroll and auditing support, engineering and planning services, arborist services, legal services, information technology services, insurance, and training. The proposed budget continues to support modernization of City systems while maintaining conservative budgeting for outside professional services.

Parks-related General Fund expenditures total \$57,000 and include park maintenance, park utilities, and arborist services for public property.

The budget also includes a \$150,000 transfer of cash savings carried forward from prior years to continue building the Building Fund, as well as a \$35,000 for an operating contingency. After appropriations, the General Fund is projected to end FY2026–27 with an unappropriated ending balance of \$477,078.

**STATE STREET FUND**

The State Street Fund is a special fund for transportation-related uses, including street maintenance, pedestrian and bike infrastructure, and transportation planning. It is supported by the City’s share of state highway revenues and county gas taxes. For FY2026-27, the State Street Fund is budgeted at \$2,892,500. The beginning cash balance is projected at \$2,400,000. Additional resources include \$150,000 in gas tax revenue, \$25,000 in vehicle registration revenue, \$67,500 in interest earnings, and a projected \$250,000 Small City Allotment (SCA) grant.

The budget proposes \$530,000 in materials and services for street supplies, street maintenance, street lighting, bicycle and sidewalk work, and contract services, together with \$50,000 in capital outlay and a \$50,000 contingency. The fund also transfers \$88,500 to the General Fund for administrative overhead. The projected ending balance is \$2,174,000.

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

The Transportation SDC Fund, also referred to as the TDT Fund, accounts for revenues and expenditures related to Washington County’s countywide TDT program. This fund collects fees during the building permit process

when new residential units are developed. This money helps fund regional transportation infrastructure improvements and is budgeted at \$353,000 for FY2026–27.

The beginning cash balance is projected at \$315,000, with an additional \$25,000 in development charge revenue and \$13,000 in interest earnings. No materials and services, capital outlay, transfer, or contingency appropriations are currently proposed from this fund for FY2026–27. The projected ending balance is \$353,000.

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

The local SDC Fund tracks revenues and expenditures for Parks SDCs, which are one-time fees assessed on new development. The SDC rates have been in place since 1998 and are for projects that increase the system capacity or level of service in response to growth pressures included in the City’s Parks Improvement Plan. The Park SDC Fund is budgeted at \$244,000 for FY2026–27. Resources consist of a projected beginning cash balance of \$215,000, development charge revenue of \$20,000, and interest earnings of \$9,000. Expenditures include \$25,000 in materials and services and \$175,000 in capital outlay for park system capacity improvements. The projected ending balance is \$44,000.

### **GREENSPACES FUND**

The Greenspaces Fund manages funds committed to preserving and improving Durham’s natural areas. The primary funding source is Durham’s allocation from the Metro Local Share of the 2019 parks and nature bond. The Greenspace Fund is budgeted at \$311,215 for FY2026–27. The proposed budget carries forward a \$310,665 grant allocation and a \$550 beginning balance. The budget includes \$310,665 in capital outlay, allowing the City to proceed with eligible greenspace or park access improvements if project capacity and timing allow. The fund is projected to end the fiscal year with a \$0 ending balance after the separate \$550 transfer to the General Fund reflected in fund resources.

### **BUILDING FUND**

The Building Fund was created in Fiscal Year 2025-2026 because the current Durham City Hall is a leased space. The goal of the Building Fund is for the City to be able to maintain operations in a permanent location within city limits. The Building Fund is budgeted at \$957,500 for FY2026–27. The proposed resources include a beginning balance of \$780,000, interest earnings of \$27,500, and a \$150,000 transfer from the General Fund. The proposed budget includes \$957,500 in capital outlay, allowing funds to be spent in the fiscal year without requiring a supplemental budget. This fund is fully budgeted so that the City may respond quickly to procuring a future civic facility when the opportunity arises.

## **FUNDING THE FUTURE**

Durham has been able to preserve financial stability over time through fiscally conservative budgeting, careful management of cash savings, and a longstanding commitment to spending within its means. That approach has allowed the City to build savings, maintain service levels with limited staffing, and plan thoughtfully for future needs. At the same time, however, the City's available revenue tools have not kept pace with economic realities. Revenue growth remains constrained by Durham's limited funding options, including a property tax rate that is exceptionally low and subject to only a fixed 3% annual increase, regardless of the actual rate of inflation or rising service costs.

The City has taken steps to strengthen revenues in a measured and reasonable manner. In recent years, staff have worked to update City fees, so they are more comparable to those charged by surrounding jurisdictions and more reflective of the actual cost of providing services. Even so, Durham's revenue base remains limited, and fee adjustments alone cannot fully address the gap between ongoing revenues and increasing costs. This challenge is further compounded by rising contracted service costs, continued inflationary pressure, and the City's need to retain staff, modernize operations, maintain infrastructure, and address long-term facility needs.

One of those long-term priorities is securing permanent office space within Durham. Last fiscal year, the City began drawing down a significant portion of General Fund savings to establish the Building Fund in support of that goal. For FY2026–27, the proposed budget includes a much smaller transfer to the Building Fund, reflecting both the progress already made and the need to balance long-term capital planning with current operating demands.

While the proposed FY2026–27 budget does not include a Local Option Levy, or a public safety charge, the City's financial outlook makes clear that these types of funding tools may soon be needed as expenses continue to outpace revenues. Durham has been able to defer those measures through conservative financial stewardship and the use of savings from prior fiscal years. However, the gap between limited revenue growth and rising costs is narrowing. As a result, the City will need to continue evaluating sustainable long-term funding strategies to preserve service levels and meet community needs.

**RESOURCES  
GENERAL FUND**

(Fund)

**City of Durham**

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2026-2027			
	Actual		Adopted Budget This Year Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2023-24	First Preceding Year 2024-25						
1	1,536,107	1,702,976	1,813,676	1 Available cash on hand* (cash basis) or	820,028	820,028		1
2				2				2
3				3 <b>OTHER RESOURCES</b>				3
4	18,580	15,628	14,275	4 State Revenue Sharing	15,500	15,500		4
5	1,294	1,111	1,048	5 Cigarette Tax	1,000	1,000		5
6	36,503	31,066	28,234	6 Liquor Tax	28,250	28,250		6
7	3,374	2,832	2,812	7 Marijuana Tax	2,800	2,800		7
8	7,000	-	-	8 Grants	44,900	44,900		8
9	203,746	208,478	191,750	9 Franchise Fees	200,000	200,000		9
10	123,920	75,542	32,500	10 Licenses, Permits, and Fees (Incl. Building Dept)	42,500	42,500		10
11	2,644	2,889	2,000	11 Administrative Fees	2,500	2,500		11
12	77,027	83,440	25,000	12 Interest	38,000	38,000		12
13	109	1,694	-	13 Miscellaneous Revenues				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18 <b>TRANSFERS IN</b>				18
19	1,000	1,350	1,700	19 Transfer from Transportation SDC Fund				19
20	1,650	1,477	-	20 Transfer from Special Greenspaces Fund	550	550		20
21	4,750	6,450	7,600	21 Transfer from Park SDC Fund				21
22	55,250	75,250	86,450	22 Transfer from State Street Fund	88,500	88,500		22
23	-	-	-	23 Transfer from Building Fund				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	2,072,954	2,210,183	2,207,045	29 Total resources, except taxes to be levied	1,284,528	1,284,528	-	29
30			127,609	30 Taxes estimated to be received	140,000	140,000		30
31	118,843	126,693		31 Taxes collected in year levied				31
32	2,191,797	2,336,876	2,334,654	32 <b>TOTAL RESOURCES</b>	1,424,528	1,424,528	-	32

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

**GENERAL FUND**

**City of Durham**

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)  <u>ADMINISTRATION</u>	Budget for Next Year 2026-2027				
Actual		Adopted Budget This Year Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2023-24	First Preceding Year 2024-25							
1			1	PERSONNEL SERVICES				1
2	117,052	135,313	171,717	2 Salaries & Wages	178,450	178,450		2
3	57,840	13,356	16,108	3 Payroll Taxes	18,000	18,000		3
4	40,431	29,755	53,895	4 Benefits	79,500	79,500		4
5	392	394	550	5 Workers Comp Insurance	500	500		5
6				6				6
7				7				7
8	215,715	178,818	242,270	8 TOTAL PERSONNEL SERVICES	276,450	276,450	-	8
9	2.0	2.0	2.0	9 Total Full-Time Equivalent (FTE)	2.0	2.0	2.0	9
10				10 MATERIALS AND SERVICES				10
11	12,375	11,129	31,750	11 Operating/Office Expense	32,000	32,000		11
12	10,800	11,400	13,200	12 City Hall Rent	14,500	14,500		12
13	5,142	4,389	7,000	13 City Hall Utilities	6,000	6,000		13
14	635	381	1,000	14 City Hall Security	1,000	1,000		14
15	286	-	750	15 City Hall Maintenance	1,550	1,550		15
16	22,232	30,860	30,000	16 Accounting, auditing, and payroll service	21,000	25,000		16
17	-	13,513	-	17 Engineering & Planning Services	45,000	45,000		17
18	-	-	35,500	18 Arborist	12,500	12,500		18
19	-	16,792	52,500	19 Legal Services	50,000	50,000		19
20	-	-	15,000	20 IT Services	12,500	12,500		20
21	1,931	-	1,500	21 Other Contract Services	3,500	3,500		21
22	1,526	703	4,750	22 Travel & Training	4,000	4,000		22
23	5,225	6,226	7,500	23 Insurance	6,500	6,500		23
24	1,700	1,700	1,700	24 Donations & Contributions	1,700	1,700		24
25	248	-	-	25 Miscellaneous	2,500	2,500		25
26				26				26
27	62,100	97,093	202,150	27 TOTAL MATERIALS AND SERVICES	214,250	218,250	-	27
28				28 CAPITAL OUTLAY				28
29				29				29
30				30				30
31				31				31
32				32				32
33				33				33
34				34				34
35	-	-	-	35 TOTAL CAPITAL OUTLAY	-	-	-	35
36	277,815	275,911	444,420	36 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	490,700	494,700	-	36

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

**GENERAL FUND**

**City of Durham**

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)  <u>PARKS</u>	Budget for Next Year 2026-2027					
Actual		Adopted Budget This Year Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2023-24	First Preceding Year 2024-25								
1			1	PERSONNEL SERVICES				1	
2			2					2	
3			3					3	
4			4					4	
5			5					5	
6			6					6	
7			7					7	
8	-	-	-	8	<b>TOTAL PERSONNEL SERVICES</b>	-	-	-	8
9			9	<b>Total Full-Time Equivalent (FTE)</b>				9	
10			10	<b>MATERIALS AND SERVICES</b>				10	
11	34,366	35,114	37,500	11	Park Maintenance	35,000	35,000		11
12		1,585	1,750	12	Park Utilities	2,000	2,000		12
13				13	Arborist Services	20,000	20,000		13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27	34,366	36,699	39,250	27	<b>TOTAL MATERIALS AND SERVICES</b>	57,000	57,000	-	27
28				28	<b>CAPITAL OUTLAY</b>				28
29				29					29
30				30					30
31				31					31
32				32					32
33				33					33
34				34					34
35	-	-	-	35	<b>TOTAL CAPITAL OUTLAY</b>	-	-	-	35
36	34,366	36,699	39,250	36	<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	57,000	57,000	-	36

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

**GENERAL FUND**

**City of Durham**

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)  <u>PUBLIC SAFETY</u>	Budget for Next Year 2026-2027					
Actual		Adopted Budget This Year Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2023-24	First Preceding Year 2024-25								
1			1	PERSONNEL SERVICES				1	
2			2					2	
3			3					3	
4			4					4	
5			5					5	
6			6					6	
7			7					7	
8	-	-	-	8	TOTAL PERSONNEL SERVICES	-	-	-	8
9				9	Total Full-Time Equivalent (FTE)				9
10			10	MATERIALS AND SERVICES				10	
11	164,200	170,770	177,600	11	Police Services	200,500	200,500		11
12	12,440	16,112	13,200	12	911 Contract	14,250	14,250		12
13				13					13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27	176,640	186,882	190,800	27	TOTAL MATERIALS AND SERVICES	214,750	214,750	-	27
28				28	CAPITAL OUTLAY				28
29				29					29
30				30					30
31				31					31
32				32					32
33				33					33
34				34					34
35	-	-	-	35	TOTAL CAPITAL OUTLAY	-	-	-	35
36	176,640	186,882	190,800	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	214,750	214,750	-	36

FORM  
LB-30

**REQUIREMENTS SUMMARY**  
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

**GENERAL FUND**  
(name of fund)

**City of Durham**  
(name of Municipal Corporation)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2026-2027			
	Actual		Adopted Budget This Year Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2023-24	First Preceding Year 2024-25						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-	-	4
5				5 Total Full-Time Equivalent (FTE)				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7				7				7
8				8				8
9	-	-	-	9 TOTAL MATERIALS AND SERVICES	-	-	-	9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11				11				11
12				12				12
13	-	-	-	13 TOTAL CAPITAL OUTLAY	-	-	-	13
14				14 DEBT SERVICE				14
15				15				15
16				16				16
17	-	-	-	17 TOTAL DEBT SERVICE	-	-	-	17
18				18 SPECIAL PAYMENTS				18
19				19				19
20				20				20
21	-	-	-	21 TOTAL SPECIAL PAYMENTS	-	-	-	21
22				22 INTERFUND TRANSFERS				22
23	-	-	750,000	23 Transfer to Building Fund	150,000	150,000	-	23
24				24				24
25				25				25
26				26				26
27				27				27
28	-	-	750,000	28 TOTAL INTERFUND TRANSFERS	150,000	150,000	-	28
29			25,000	29 OPERATING CONTINGENCY	35,000	35,000		29
30				30 RESERVED FOR FUTURE EXPENDITURE				30
31			885,184	31 UNAPPROPRIATED ENDING BALANCE	477,078	473,078	-	31
32	-	-	1,660,184	32 Total Requirements NOT ALLOCATED	662,078	658,078	-	32
33	488,821	499,492	674,470	33 Total Requirements for ALL Org.Units/Programs within fund	762,450	766,450	-	33
34	1,702,976	1,837,384		34 Ending balance (prior years)				34
35	2,191,797	2,336,876	2,334,654	35 TOTAL REQUIREMENTS	1,424,528	1,424,528	-	35

FORM  
LB-10

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

(Fund)

**City of Durham**  
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2026-2027		
Actual		Adopted Budget This Year Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2023-24	First Preceding Year 2024-25					
1			1	RESOURCES		1
2	2,008,889	2,178,247	2	2,400,000		2
3	157,255	160,543	3	150,000		3
4	30,993	31,821	4	25,000		4
5	-	-	5	250,000		5
6	1,525	1,000	6			6
7	111,201	106,341	7	67,500		7
8		-	8			8
9			9			9
10	2,309,863	2,477,952	10	2,892,500		-
11			11			11
12			12			12
13	<b>2,309,863</b>	<b>2,477,952</b>	13	<b>2,892,500</b>		<b>-</b>
14			14	REQUIREMENTS **		14
15			15	Org Unit or Prog & Activity	Object Classification	Detail
16	18,553	1,946	16	Streets	M&S	Street Supplies
17	11,906	1,155	17	Streets	M&S	Street Maintenance
18	-	11,958	18	Streets	M&S	Street Light Utilities
19	45,907	35,835	19	Streets	M&S	Bike Paths & Sidewalks
20		1,155	20	Streets	M&S	Contract Services
21			21			
22		800,000	22	Streets	Cap Out	Capital Outlay
23			23			
24	55,250	75,250	24	Streets	Transfers	Transfer to General Fund
25			25			
26		40,000	26	Streets	Contingency	Contingency
27			27			
28			28			
29	2,178,247	2,350,653	29	Ending balance (prior years)		-
30		1,649,266	30	UNAPPROPRIATED ENDING FUND BALANCE		-
31	<b>2,309,863</b>	<b>2,477,952</b>	31	<b>2,892,500</b>		<b>-</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year      *Proposed 4/10*      *Approved 4/28*      *Adopted 5/23*

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
TRANSPORTATION SDC FUND - TDT**

(Fund)

**City of Durham**  
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2026-2027			
Actual		Adopted Budget This Year Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2023-24	First Preceding Year 2024-25						
1			1	RESOURCES			1
2	15,679	15,463	2	Cash on hand * (cash basis), or	315,000	315,000	2
3	-	252,516	3	SDC Charges	25,000	25,000	3
4	-	-	4	Miscellaneous Revenue	-	-	4
5	784	7,416	5	Interest	13,000	13,000	5
6	-	-	6	Transferred IN, from other funds			6
7			7				7
8			8				8
9			9				9
10	16,463	275,395	10	Total Resources, except taxes to be levied	353,000	353,000	-
11			11	Taxes estimated to be received			
12			12	Taxes collected in year levied			
13	<b>16,463</b>	<b>275,395</b>	13	<b>TOTAL RESOURCES</b>	<b>353,000</b>	<b>353,000</b>	<b>-</b>
14			14	REQUIREMENTS **			14
15			15	Org Unit or Prog & Activity	Object Classification	Detail	
16	-	-	16	Streets	M&S	Materials & Services	-
17			17				
18	-	-	18	Streets	Cap Out	Capital Outlay	-
19			19				
20	1,000	1,350	20	Streets	Transfers	Transfer to General Fund	-
21			21				
22			22	Streets	Contingency	Contingency	
23			23				
24			24				
25			25				
26			26				
27			27				
28			28				
29	15,463	274,045	29	Ending balance (prior years)			
30			30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			353,000
31	<b>16,463</b>	<b>275,395</b>	31	<b>TOTAL REQUIREMENTS</b>			<b>353,000</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year  
*Proposed 4/10      Approved 4/28      Adopted 5/23*

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
PARK SDC FUND**

(Fund)

**City of Durham**  
(Name of Municipal Corporation)

1	Historical Data			2	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2026-2027			1
	Actual		Adopted Budget This Year Year 2025-26			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2023-24	First Preceding Year 2024-25							
2	170,921	169,837	181,701	2	Cash on hand * (cash basis), or	215,000	215,000		2
3	8,550	27,722	23,760	3	System Development Charges	20,000	20,000		3
4	-	-	-	4	Miscellaneous Revenue	-	-		4
5	-	8,572	5,000	5	Interest	9,000	9,000		5
6	-	-	-	6	Transferred IN, from other funds				6
7				7					7
8				8					8
9				9					9
10	179,471	206,131	210,461	10	Total Resources, except taxes to be levied	244,000	244,000	-	10
11				11	Taxes estimated to be received				11
12				12	Taxes collected in year levied				12
13	<b>179,471</b>	<b>206,131</b>	<b>210,461</b>	13	<b>TOTAL RESOURCES</b>	<b>244,000</b>	<b>244,000</b>	<b>-</b>	13
14				14	REQUIREMENTS **				14
15				15	Org Unit or Prog & Activity	Object Classification	Detail		15
16	4,884	-	10,000	16	Parks	M&S	Materials & Services	25,000	25,000
17				17					17
18	-	-	150,000	18	Parks	Cap Out	Capital Outlay	175,000	175,000
19				19					19
20	4,750	6,450	7,600	20	Parks	Transfers	Transfer to General Fund	-	-
21				21					21
22			10,000	22	Parks	Contingency	Contingency		
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29	169,837	199,681		29	Ending balance (prior years)				
30			32,861	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			44,000	44,000
31	<b>179,471</b>	<b>206,131</b>	<b>210,461</b>	31	<b>TOTAL REQUIREMENTS</b>			<b>244,000</b>	<b>244,000</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year      Proposed 4/10      Approved 4/28      Adopted 5/23

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
GREENSPACE FUND**

(Fund)

**City of Durham**  
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2026-2027				
Actual		Adopted Budget This Year Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2023-24	First Preceding Year 2024-25							
1			1	RESOURCES			1	
2	2,402	972	-	2	550	550	2	
3	-	-	-	3			3	
4	-	-	310,665	4	310,665	310,665	4	
5	120	5	-	5			5	
6	100	500	-	6			6	
7	-	-	-	7			7	
8				8			8	
9				9			9	
10	2,622	1,477	310,665	10	311,215	311,215	-	
11				11			11	
12				12			12	
13	<b>2,622</b>	<b>1,477</b>	<b>310,665</b>	13	<b>311,215</b>	<b>311,215</b>	<b>-</b>	
14				14	REQUIREMENTS **			14
15				15	Org Unit or Prog & Activity	Object Classification	Detail	15
16	-	-	-	16	Parks	M&S	Materials & Services	16
17				17				17
18	-	-	310,665	18	Parks	Cap Out	Capital Outlay	18
19				19				19
20	1,650	1,477	-	20	Parks	Transfers	Transfer to General Fund	20
21				21				21
22			-	22	Parks	Contingency	Contingency	22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	972	-		29	Ending balance (prior years)			29
30			-	30	UNAPPROPRIATED ENDING FUND BALANCE			30
31	<b>2,622</b>	<b>1,477</b>	<b>310,665</b>	31	<b>TOTAL REQUIREMENTS</b>			<b>-</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year      *Proposed 4/10*      *Approved 4/28*      *Adopted 5/23*

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
BUILDING FUND  
(Fund)**

**City of Durham**  
(Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS			Budget for Next Year 2026-2027			
Actual		Adopted Budget This Year Year 2025-26	Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2023-24	First Preceding Year 2024-25									
1			1	RESOURCES						1
2		-	2	Cash on hand * (cash basis), or	780,000	780,000				2
3		-	3	Grants	-	-				3
4		-	4	Miscellaneous Revenue	-	-				4
5		22,500	5	Interest	27,500	27,500				5
6		750,000	6	Transferred IN, from other funds	150,000	150,000			-	6
7			7							7
8			8							8
9			9							9
10	-	-	10	Total Resources, except taxes to be levied	957,500	957,500			-	10
11			11	Taxes estimated to be received						11
12			12	Taxes collected in year levied						12
13	-	-	13	<b>TOTAL RESOURCES</b>	<b>957,500</b>	<b>957,500</b>			-	13
14			14	REQUIREMENTS **						14
15			15	Org Unit or Prog & Activity	Object Classification	Detail				15
16		-	16	Admin	M&S	Materials & Services	-			16
17			17							17
18		-	18	Admin	Cap Out	Capital Outlay	957,500	957,500		18
19			19							19
20		-	20	Admin	Transfers	Transfers Out	-			20
21			21							21
22		-	22	Admin	Contingency	Contingency	-			22
23			23							23
24			24							24
25			25							25
26			26							26
27			27							27
28			28							28
29			29	Ending balance (prior years)						29
30		772,500	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			-	-	-	30
31	-	-	31	<b>TOTAL REQUIREMENTS</b>			<b>957,500</b>	<b>957,500</b>	-	31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year      *Proposed 4/10*      *Approved 4/28*      *Adopted 5/23*

*City of Durham, Oregon*

**RESOLUTION NO. 703-26**

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

**WHEREAS**, on April 28<sup>th</sup>, 2026, the Budget Committee of the City of Durham approved the budget for the fiscal year 2026-27 in the sum of \$6,182,743\*; and

**WHEREAS**, the Budget Committee approved imposing taxes at the City’s permanent rate of \$0.4927 per \$1,000 assessed value for operations, which are subject to General Government Limitation; and

**WHEREAS**, Durham City Council held a public budget hearing on June 23<sup>rd</sup>, 2026;

**NOW THEREFORE, BE IT RESOLVED THAT**

1. That the City Council of the City of Durham hereby adopts the annual Budget for the fiscal year 2026-27 in the sum of \$6,182,743 now on file in the office of the City Recorder.
2. That the amounts for the fiscal year beginning July 1<sup>st</sup>, 2026, and for the purposes shown below are hereby appropriated as follows:

**GENERAL FUND**

Personal Services	\$276,450
Materials & Services	\$490,000
Capital Outlay	\$0
Transfers	\$150,000
Contingencies	\$35,000
<b>Total</b>	<b>\$951,450</b>

**SDC FUND**

Personal Services	\$0
Materials & Services	\$25,000
Capital Outlay	\$175,000
Transfers	\$0
Contingencies	\$0
<b>Total</b>	<b>\$200,000</b>

**STATE STREET FUND**

Personal Services	\$0
Materials & Services	\$530,000
Capital Outlay	\$50,000
Transfers	\$88,500
Contingencies	\$50,000
<b>Total</b>	<b>\$718,500</b>

**TDT FUND**

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

**GREENSPACES FUND**

Personal Services	\$0
Materials & Services	\$0
Capital Outlay	\$310,665
Transfers	\$550
Contingencies	\$0
<b>Total</b>	<b>\$311,215</b>

**BUILDING FUND**

Personal Services	\$0
Materials & Services	\$0
Capital Outlay	\$957,500
Transfers	\$0
Contingencies	\$0
<b>Total</b>	<b>\$957,500</b>

**DEBT SERVICE FUND**

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

**TOTAL APPROPRIATIONS ALL FUNDS: \$3,138,665\***

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

GENERAL FUND - Unappropriated Ending Fund Balance	\$473,078
STATE STREET FUND - Unappropriated Ending Fund Balance	\$2,174,000
SDC FUND - Unappropriated Ending Fund Balance	\$44,000
TDT FUND - Unappropriated Ending Fund Balance	\$353,000
BUILDING FUND - Unappropriated Ending Fund Balance	\$0
GREENSPACES FUND - Unappropriated Ending Fund Balance	\$0
DEBT SERVICES FUND - Unappropriated Ending Fund Balance	\$0
<b>Total</b>	<b>\$3,044,078</b>

4. That the City Council of the City of Durham hereby imposes the taxes provided for in the adopted budget at the City’s permanent rate of \$0.4927 per \$1,000 assessed value for operations; and that these taxes are imposed and categorized for the tax year 2026-27 upon the assessed value of all taxable property within the City of Durham.

	<b>General Government Limitation</b>	<b>Excluded from Limitation</b>
General Fund	\$0.4927 per \$1,000	

5. That the City Administrator / Recorder shall submit two copies of this resolution, the budget pages for each Fund and two copies of a completed Form LB-50 levying and categorizing taxes to the Washington County Assessor; one copy of the complete City of Durham Budget for Fiscal Year 2026-27, as adopted by this resolution, shall be submitted to the Washington County Clerk.

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

**PASSED AND ADOPTED** by the City of Durham, Washington County, Oregon this 23<sup>rd</sup> day of June 2026.

**CITY OF DURHAM**

**BY:**

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

**ATTEST:**

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

Date: June 29<sup>th</sup>, 2026

*City of Durham, Oregon*

**RESOLUTION NO. 704-26**

**A RESOLUTION OF THE DURHAM CITY COUNCIL APPROVING AN  
INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF DURHAM AND CITY  
OF TUALATIN FOR POLICE SERVICES**

**WHEREAS**, Durham City Council wishes to enter an Intergovernmental Agreement with the City of Tualatin for the provision of police services; and

**WHEREAS**, the Parties are local governments authorized to enter into intergovernmental agreements pursuant to ORS 190.010.

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

**1. Section 1. Authorization.**

The City of Durham hereby approves the Intergovernmental Agreement with the City of Tualatin for the provision of police services.

**2. Section 2. Signatory.**

The City Administrator is hereby authorized to execute and endorse the attached Intergovernmental Agreement.

**3. Section 3. Authorization to Proceed.**

This resolution shall take effect immediately upon its adoption by the City Council.

**PASSED AND ADOPTED** by the City of Durham, Washington County, Oregon this 23<sup>rd</sup> day of June 2026.

**CITY OF DURHAM  
BY:**

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

**ATTEST:**

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

## INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF TUALATIN AND CITY OF DURHAM FOR POLICE SERVICES

This Agreement is entered into by and between the City of Tualatin, a municipal corporation in the state of Oregon (“Tualatin”) and the City of Durham, a municipal corporation in the state of Oregon (“Durham”), as of the date last provided on the signature page (“Effective Date”). Tualatin and Durham are each referred to herein as a “party” and collectively as the “parties.”

### RECITALS:

**WHEREAS**, Tualatin is a public body engaged in providing municipal services, including public safety, to its citizens; and

**WHEREAS**, Durham is a public body engaged in providing municipal services to its citizens; and

**WHEREAS**, ORS 190.010 et. seq. authorizes the parties to enter into an intergovernmental agreement; and

**WHEREAS**, Tualatin and Durham mutually desire to execute this Agreement for police services.

### **NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**Section 1. Term.** The term of this Agreement shall be effective when signed by all the parties and will expire on June 30, 2027, unless terminated sooner as provided under the terms of this Agreement.

**Section 2. Purpose.** The purpose of this Agreement is for Tualatin to furnish law enforcement services to Durham in exchange for a fee for services, as specifically set forth in this Agreement.

### **Section 3. Tualatin Obligations.**

- A.** Tualatin will provide law enforcement services to Durham 24 hours a day, 7 days per week, 365 days per year and consider Durham as part of Tualatin’s service area. These law enforcement services include, but are not limited to:
  - a.** Patrol services, both proactive and reactive, within Durham city limits, to enforce Durham-adopted traffic, and criminal codes, to respond to calls for service, to prevent and deter criminal activity, and to provide other community police services as requested by Durham.
  - b.** Respond to calls for police services originating in or directed to Durham. Response to calls will be made according to priorities established by Interagency Agreement and the Washington County Consolidated Communications Agency.

- c. Traffic enforcement.
  - d. Necessary court time as a result of citations or complaints issued by the Tualatin Police Department officers in Durham.
  - e. Follow-up investigations, detective work, court time, report writing, mandated training for certified officers, supervision, vehicles, equipment and materials, records management, property/evidence storage, and administration as needed.
  - f. Services provided do not include Code Enforcement of the Durham Municipal Code.
  - g. The services provided by Tualatin shall include the duties and law enforcement functions customarily rendered by Tualatin under the statutes of the state of Oregon and the laws and ordinances of Durham and Tualatin.
- B.** All services include report writing, training, supervision, use of equipment and materials, and administrative needs connected to those services.
  - C.** Tualatin will be the seizing agency and Durham will be the forfeiting agency for purposes of state and federal criminal or civil asset forfeiture for property seized by Tualatin within Durham city limits.
  - D.** Tualatin, through the chain of command of its police department, will exercise sole discretion and responsibility for decisions as to the nature and extent of response to specific requests for emergency service
  - E.** Tualatin will provide Durham with a summary of police activities in Durham on a monthly basis and give an annual report / summary to the Durham City Council.
  - F.** Tualatin shall determine and be solely responsible for training requirements that may include firearms training, emergency vehicle operations and pursuit intervention techniques, hazardous materials response, first aid and cardio-pulmonary resuscitation, and other in-service training.
  - G.** Tualatin shall furnish such resources and equipment deemed by Tualatin as necessary to provide the level of law enforcement services described in this Section.

**Section 4. Durham Obligations.**

- A. In exchange for the City of Tualatin providing police services as outlined in Section 3, Durham will pay the following amounts for the term of the agreement:

Year 1	FY 26/27	\$195,000
--------	----------	-----------

- B. Payments will be paid on a quarterly basis. Should Durham be in arrears in payment of its fees hereunder, such default will not be deemed a material breach unless Durham's entire uncontested balance is still unpaid more than 45 days after written notice by Tualatin of intent to terminate.
- C. Tualatin may provide additional officers to perform operational overtime for unusual occurrences within Durham. Overtime, when requested in these categories, will be billable at the actual overtime rate of the officer(s) on duty.
  - a. If Durham experiences a disaster or unusual occurrence that is confined within its boundaries and officer overtime is requested by the City to stabilize the situation, the actual overtime expenditures will be billed only if disaster relief reimbursement funds are not approved. Examples of this include, but are not limited to, a plane crash or riot.
  - b. In the case of a county, state, or national declared disaster for which overtime is required to manage the event, the overtime expense will be billed to the appropriate agency (e.g., FEMA). If reimbursement for overtime is not granted, Durham shall be responsible for the direct overtime expenses of additional officers performing duties within Durham.
- D. Undisputed payments shall be due within 30 days after invoicing by Tualatin. Payments shall be sent to the address in Section 6.H below.

## **Section 5. Independent Contract and Administrative Responsibility.**

- A. Employees of City of Tualatin.** Tualatin will have full authority and responsibility over hiring, training, discipline, scheduling, and assignment of personnel assigned to perform and to supervise services provided under this Agreement. Tualatin will indemnify, defend, and hold Durham harmless from any liability for the direct payment of any salaries, wages, or other compensation to any Tualatin personnel performing services for Durham under this Agreement. Except as otherwise provided herein, Tualatin, its officers, agents and employees have not assumed any liability for acts of Durham, or of any Durham officer, employee, or agent.
- B. Services to Other Agencies.** Tualatin may contract to provide police services to other agencies in its discretion. Tualatin will provide 30 days' prior notice to Durham before providing police services to other agencies.
- C. Independent Contract Relationship.** Tualatin through its officers, employees, and agents, will provide the services described in this Agreement as an independent contractor, and nothing herein will be interpreted or construed as creating or establishing the relationship of employer/employee, principal/agent, partnership, joint venture, association, or any other type of legal or business relationship between Tualatin and Durham. No party or its

employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.

- D. Durham has no right to direct or control the manner or method by which Tualatin provides the services that Tualatin agrees to provide through this Agreement.
- E. Upon reasonable written notice and during normal business hours, either party or its designee may inspect or, at its own cost, audit the records of the other party pertaining to services performed under this Agreement. All records provided by either party pursuant to this Agreement shall be subject to the state public records law and state laws governing pretrial discovery.

## **Section 6. Other Terms and Conditions.**

### **A. Indemnification.**

- a. Tualatin will indemnify, defend, hold and save Durham, its officers, elected and appointed officials, employees, and agents harmless from any and all claims that arise against Durham, its officers, elected and appointed officials, employees, or agents in the performance of the duties required by the terms of this Agreement, unless such claims arise as a result of some act or omission by Durham, its officers, elected or appointed officials, employees, or agents.
- b. Durham will indemnify, defend, hold and save Tualatin, its officers, employees, and agents harmless from any and all claims that arise against Tualatin, its officers, employees, or agents in the performance of the duties required by the terms of this agreement, unless such claims arise as a result of some act or omission by Tualatin, its officers, employee, or agents.

**B. Insurance:** Each party agrees to maintain insurance levels or self-insurance in accordance with the Oregon Tort Claims Act for the duration of this Agreement at levels necessary to protect the public body from liability.

**C. Compliance with Applicable Law.** Both parties agree to comply with all federal, state, county and local laws, ordinances, and regulations applicable to the services to be provided under this Agreement. Failure or neglect on the part of the other party to comply with any or all such laws, ordinances, rules, and regulations shall not relieve the other party of its obligations or requirements under this Agreement. Both parties certify that they are equal opportunity employers.

**D. Governing Law.** This Agreement shall be governed construed in accordance with the laws of the State of Oregon, without resort to any jurisdiction's conflicts of law rules and doctrines. Any litigation between Tualatin and Durham that

arises out of or relates to performance of this Agreement shall occur, if in the state courts, in the Washington County Circuit Court.

- E. Severability.** If any term or provision of this Agreement 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 the Agreement did not contain the particular term or provision held to be invalid.
- F. Waiver.** The failure of a party to enforce any provision of this Agreement against the other party shall not constitute a waiver of that provision or any other provision.
- G. Third Party Beneficiaries.** Durham and Tualatin are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, or is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to any third party unless such person is individually identified by name herein and expressly described as intended beneficiaries of this Agreement.
- H. Survival.** The terms, conditions, representations, and warranties contained in this Agreement shall survive termination or expiration of this Agreement.
- I. Counterparts.** This Agreement may be executed in several counterparts, each of which shall be an original, each of which shall constitute one and the same instrument.
- J. Warranties.** The parties represent and warrant that they have the authority to enter into and perform this Agreement, and that this Agreement, when executed, shall be a valid and binding obligation enforceable in accordance with its terms.
- K. Other Necessary Acts.** Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
- L. Notices.** All notices regarding this Agreement should be sent to the parties at the following addresses:

To : City of Tualatin  
Greg Pickering, Chief of Police  
8650 SW Tualatin Road  
Tualatin, OR 97062  
503.691.4820  
gpickering@tualatin.gov

To: City of Durham  
Jordan Parente, City Administrator

17160 SW Upper Boones Ferry Road  
Durham, OR 97224  
503.639.6851  
j.parente@durhamoregon.gov

**Section 7. Merger.** This Agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

**Section 8. Modifications of Agreement.** Modifications to this Agreement are valid only if made in writing and signed by all parties. No amendment, consent, or waiver of terms of this Agreement shall bind either party unless in writing and signed by both parties. Any such amendment, consent, or waiver shall be effective only in the specific instance and for the specific purpose given.

**Section 9. Termination.** Either party may terminate the agreement upon the giving of no fewer than 120 days' prior written notice to the other party of the intent to terminate.

**Section 10. Breach; Default; Disputes.** If a party breaches a covenant in this Agreement, the non-breaching party may seek all remedies available at law or equity or may revoke this Agreement upon giving thirty (30) days' written notice of the alleged breach. If the breach is not cured within that time, the non-breaching party may send a second notice terminating this Agreement immediately, and the Agreement will be terminated unless the disputing parties request dispute resolution in writing. Upon notice of a desire for dispute resolution the following process will apply:

- A. City Manager of Tualatin and the City Administrator of Durham will meet in an effort to resolve the matter within 30 days of the notice.
- B. If resolution is unsuccessful, then within ten (10) days any party may request mediation. If the parties cannot agree on a mediator, they will use a mediator selected by the Presiding Judge of the Circuit Court of the State of Oregon for Washington County. Mediation will be concluded within sixty (60) days unless the disputing party agrees to a different schedule. If resolved, a written agreement shall be executed and approved by the appropriate decision maker.
- C. If mediation is unsuccessful, within fifteen (15) days, any party may seek any legal or equitable remedy in the Circuit Court of the State of Oregon for Washington County.
- D. If any suit, action, arbitration, mediation or other proceeding is instituted to enforce rights or otherwise pursue, defend, or litigate issues related to this Agreement, or any other controversy arises from this Agreement and regardless of any statute to the contrary, each party may pursue reasonable attorneys fees and costs against the other. The award of costs and expenses

on appeal from a judgment entered after trial will be to the prevailing party designated as such by the appeals court.

**Section 11. Non-Appropriations.** In the event that the Durham City Council reduces, changes, eliminates or otherwise modifies fundings for this Agreement, then Durham may terminate this Agreement, in whole or in party, effective upon delivery of written notice to Tualatin, or at such later date as established by Durham.

**Section 12. Signatures.** The parties, by their signatures below, acknowledge having read this Agreement, understand it, have authority to bind their respective governments, and agree to be bound by its terms and conditions. As evidence of their intent to make their Agreement, the parties' duly authorized representatives have signed this Agreement on the dates noted by their signature below.

CITY OF TUALATIN

BY \_\_\_\_\_  
SHERILYN LOMBOS                      Date  
City Manager

CITY OF DURHAM

BY \_\_\_\_\_  
JORDAN PARENTE                      Date  
City Administrator

APPROVED AS TO FORM

BY \_\_\_\_\_  
Tualatin City Attorney

*City of Durham, Oregon*

**RESOLUTION NO. 705-26**

**A RESOLUTION OF THE DURHAM CITY COUNCIL APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF DURHAM AND CITY OF TUALATIN FOR COURT SERVICES**

**WHEREAS**, Durham City Council wishes to enter an Intergovernmental Agreement with the City of Tualatin for the provision of court services; and

**WHEREAS**, the Parties are local governments authorized to enter into intergovernmental agreements pursuant to ORS 190.010.

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

**1. Section 1. Authorization.**

The City of Durham hereby approves the Intergovernmental Agreement with the City of Tualatin for the provision of court services.

**2. Section 2. Signatory.**

The City Administrator is hereby authorized to execute and endorse the attached Intergovernmental Agreement.

**3. Section 3. Authorization to Proceed.**

This resolution shall take effect immediately upon its adoption by the City Council.

**PASSED AND ADOPTED** by the City of Durham, Washington County, Oregon this 23<sup>rd</sup> day of June 2026.

**CITY OF DURHAM  
BY:**

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

**ATTEST:**

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF TUALATIN AND CITY OF DURHAM FOR COURT SERVICES**

This Agreement is entered into by and between the City of Tualatin, a municipal corporation in the state of Oregon (“Tualatin”) and the City of Durham, a municipal corporation in the state of Oregon (“Durham”), as of the date last provided on the signature page (“Effective Date”). Tualatin and Durham are each referred to herein as a “party” and collectively as the “parties.”

**RECITALS:**

**WHEREAS**, Tualatin is a public body engaged in providing municipal services, including public safety, to its citizens; and

**WHEREAS**, Durham is a public body engaged in providing municipal services to its citizens; and

**WHEREAS**, ORS 190.010 et. seq. encourages intergovernmental cooperation and authorizes the parties to delegate to each other authority to perform their respective functions as necessary and enter into intergovernmental agreements; and

**WHEREAS**, ORS 221.355 authorizes Tualatin to provide municipal court services to Durham;

**WHEREAS**, Tualatin and Durham mutually desire to execute this Agreement for municipal court services;

**NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**Section 1. Term.** This Agreement shall be effective when signed by all the parties and will expire on June 30, 2027, unless terminated sooner as provided under the terms of this Agreement.

**Section 2. Purpose.** The purpose of this Agreement is for Tualatin to furnish municipal court services to Durham in exchange for a fee for services, as specifically set forth in this Agreement.

**Section 3. Services Provided.**

- A.** Tualatin will provide municipal court services to Durham. The Tualatin Municipal Court Judge will have all judicial jurisdiction, authority, powers, functions and duties of the municipal court of Durham with respect to all and any violations of the charter or ordinances of Durham. The exercise of jurisdiction under this Agreement by a municipal judge shall not constitute the holding of more than one office.

- B.** Tualatin will set the court schedules, times of meetings and otherwise provide any and all necessary services to operate and administer the Durham Municipal Court (“Court”) as provided by the Durham charter and ordinances. Further, Tualatin will maintain all records, including financial records, of the Court in compliance with all applicable laws and as necessary for accounting and auditing purposes in the same manner as Tualatin does for the Tualatin Municipal Court.
- C.** Tualatin will furnish all office supplies and equipment, and pay all expenses, fees, filing fees, transcript fees, jury fees, witness fees, indigent defense fees, and any other out-of-pocket expenses needed to operate the Court.
- D.** Tualatin will accept citation payments and collecting other funds from fines imposed by the Court. Tualatin will be responsible for paying any and all portions of fine revenue owed to the State of Oregon or Washington County
- E.** Tualatin will provide, by employment or otherwise, all personnel necessary to staff the Court including clerical and support staff.
- F.** Unless Tualatin determines otherwise,, Tualatin will ensure that Durham municipal court is held at the same place as Tualatin municipal court and on days when Tualatin municipal court is also in session. Tualatin will, as practicable, schedule trials to be convenient with the work schedule of Durham employees that are required to appear at the trial.
- G.** The parties understand and agree that Tualatin will not provide Durham with legal services of any nature. If Durham wishes to prosecute any violation, such prosecution must be provided by Durham.

**Section 4. Proceeds Of Fines.** In exchange for Tualatin providing the services, the disbursement of fines will be as follows:

- A. Traffic.** 100% of the proceeds from fines collected by Tualatin for traffic violations will be retained by Tualatin. Notwithstanding the foregoing, if Durham installs traffic cameras within Durham city limits, Durham shall receive 90% of all fees, fines, and other costs generated by the traffic cameras.
- B. Durham Charter or Ordinances.** Any fees, fines or other costs collected for violations of the Durham Municipal Code and Development Code occurring within the corporate limits of Durham which require the use of the Court will be split among the parties as follows: with 90% being paid to Durham and 10% being retained by Tualatin.

**C. State Requirements.** The proceeds provided in Subsection A and B above are net of any requirements in ORS 153.640 (Disposition of fines for traffic offenses) to 153.680 (Costs).

**Section 5. Municipal Judge.** For time spent adjudicating violations of Durham Charter or Ordinances, Durham will pay Tualatin the current rate of pay for the judge based on Tualatin's adopted salary schedule, for a minimum of one hour of adjudication and rounded to the nearest half-hour. If the judge hears both one or more Durham cases and one or more Tualatin cases within an hour, each party will pay for one-half hour's time.

**Section 6. Records Inspection.** Upon reasonable written notice and during normal business hours, either party or its designee may inspect or, at its own cost, audit the records of the other party pertaining to services performed under this Agreement. All records provided by either party pursuant to this contract shall be subject to the state public records law and state laws governing pretrial discovery.

**Section 7. Independent Contract And Administrative Responsibility.**

- A. Employees of City of Tualatin.** Tualatin will have full authority and responsibility over hiring, training, discipline, scheduling, and assignment of personnel assigned to perform and to supervise services provided under this Agreement. City of Tualatin will have full discretion and authority to assign priority service among conflicting service demands at any given time.
- B. Subcontracting.** Tualatin may contract to provide services to other agencies in its discretion, but it may not subcontract services provided to Durham without Durham's express written consent.
- C. Independent Contract Relationship.** Tualatin through its officers, employees, and agents, will provide the services described in this Agreement as an independent contractor, and nothing herein will be interpreted or construed as creating or establishing the relationship of employer/employee, principal/agent, partnership, joint venture, association, or any other type of legal or business relationship between the Tualatin and Durham. No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.
- D.** Durham has no right to direct or control the manner or method by which Tualatin provides the services that Tualatin agrees to provide through this Agreement.

## Section 8. Other Terms And Conditions.

- A. Indemnification.** To the fullest extent permitted by the Oregon Constitution, laws of the State of Oregon regarding units of local government and subject to the monetary limits of ORS 30.260 – 30.300, each party agrees to indemnify, defend and hold the other party, and that party's officers, elected and appointed officials, agents, and employees harmless from any liability claim or injury arising from that party's acts or omissions in connection with the performance of this Agreement. Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this Agreement.
- B. Insurance:** Each party agrees to maintain insurance levels or self-insurance in accordance with the Oregon Tort Claims Act for the duration of this Agreement at levels necessary to protect the public body from liability.
- C. Compliance with Applicable Law.** Both parties agree to comply with all federal, state, county and local laws, ordinances, and regulations applicable to the services to be provided under this Agreement. Failure or neglect on the part of the other party to comply with any or all such laws, ordinances, rules, and regulations shall not relieve the other party of its obligations or requirements under this Agreement. Both parties certify that they are equal opportunity employers.
- D. Force Majeure.** Neither Party shall be held responsible for delay caused by fire, riot, acts of God and war which are unforeseeable and beyond its reasonable control. The affected party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.
- E. Governing Law.** This Agreement shall be governed construed in accordance with the laws of the State of Oregon, without resort to any jurisdiction's conflicts of law rules and doctrines. Any litigation between Tualatin and Durham that arises out of or relates to performance of this Agreement shall occur, if in the state courts, in the Washington County Circuit Court; and if in the federal court, in the U.S. District Court for the District of Oregon- Portland Division
- F. Severability.** If any term or provision of this Agreement 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 the Agreement did not contain the particular term or provision held to be invalid.
- G. Waiver.** The failure of a party to enforce any provision of this Agreement against the other party shall not constitute a waiver of that provision or any other provision.

- H. Third Party Beneficiaries.** Durham and Tualatin are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, or is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to any third party unless such person is individually identified by name herein and expressly described as intended beneficiaries of this Agreement.
- I. Survival.** The terms, conditions, representations, and warranties contained in this Agreement shall survive termination or expiration of this Agreement.
- J. Counterparts.** This Agreement may be executed in several counterparts, each of which shall be an original, each of which shall constitute one and the same instrument.
- K. Warranties.** The parties represent and warrant that they have the authority to enter into and perform this Agreement, and that this Agreement, when executed, shall be a valid and binding obligation enforceable in accordance with its terms.
- L. Other Necessary Acts.** Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
- M. Merger.** This Agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.
- N. Notices.** All notices regarding this Agreement should be sent to the parties at the following addresses:

To : City of Tualatin  
 Don Hudson, Assistant City Manager/Finance Director  
 18880 SW Martinazzi Avenue  
 Tualatin, OR 97062  
 503.691.3050  
 dhudson@Tualatin.gov

To: City of Durham  
 Jordan Parente, City Administrator  
 17160 SW Upper Boones Ferry Road  
 Durham, OR 97224  
 503.639.6851  
 j.parente@durhamoregon.gov

**Section 9. Modifications Of Agreement.** Modifications to this Agreement are valid only if made in writing and signed by all parties. No amendment, consent, or waiver of

terms of this Agreement shall bind either party unless in writing and signed by both parties. Any such amendment, consent, or waiver shall be effective only in the specific instance and for the specific purpose given.

**Section 10. Termination.** Either party may terminate the agreement upon the giving of no fewer than 120 days prior written notice to the other party of the intent to terminate.

**Section 11. Breach; Default; Disputes.** If a party materially breaches a covenant in this Agreement, the non-breaching party may seek all remedies available at law or equity or may revoke this Agreement upon giving thirty (30) days' written notice of the alleged material breach. If the breach is not cured within that time, the non-breaching party may send a second notice terminating this Agreement immediately, and the Agreement will be terminated unless the disputing party requests dispute resolution in writing. Upon notice of a desire for dispute resolution the following process will apply:

- A. City Manager of Tualatin and the City Administrator of Durham will meet in an effort to resolve the matter within 30 days of the notice.
- B. If resolution is unsuccessful, then within ten (10) days any party may request mediation. If the parties cannot agree on a mediator, they will use a mediator selected by the Presiding Judge of the Circuit Court of the State of Oregon for Washington County. Mediation will be concluded within sixty (60) days unless the disputing party agrees to a different schedule. If resolved, a written agreement shall be executed and approved by the appropriate decision maker.
- C. If mediation is unsuccessful, within fifteen (15) days, any party may seek any legal or equitable remedy in the Circuit Court of the State of Oregon for Washington County.
- D. If any suit, action, arbitration, mediation or other proceeding is instituted to enforce rights or otherwise pursue, defend, or litigate issues related to this Agreement, or any other controversy arises from this Agreement and regardless of any statute to the contrary, each party may pursue reasonable attorneys fees and costs against the other. The award of costs and expenses on appeal from a judgment entered after trial will be to the prevailing party designated as such by the appeals court.

**Section 12. Non-Appropriations.** In the event that the Durham City Council reduces, changes, eliminates or otherwise modifies fundings for this Agreement, then Durham may terminate this Agreement, in whole or in part, effective upon delivery of written notice to Tualatin, or at such later date as established by Durham.

**Section 13. Signatures.** The parties, by their signatures below, acknowledge having read this Agreement, understand it, have authority to bind their respective governments, and agree to be bound by its terms and conditions. As evidence of their intent to make

their Agreement, the parties' duly authorized representatives have signed this Agreement on the dates noted by their signature below.

CITY OF TUALATIN

CITY OF DURHAM

BY \_\_\_\_\_  
SHERILYN LOMBOS                      Date  
City Manager

BY \_\_\_\_\_  
JORDAN PARENTE                      Date  
City Administrator

APPROVED AS TO FORM

BY \_\_\_\_\_  
Tualatin City Attorney

*City of Durham, Oregon*

**RESOLUTION 7XX-26**

**A RESOLUTION OF THE DURHAM CITY COUNCIL, OREGON, REPEALING RESOLUTION 693-26 AND ESTABLISHING UPDATED STANDARDS AND PROCEDURES FOR REMOVAL OF TREES FROM CITY PROPERTY**

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

**WHEREAS**, the City Council finds that trees on City-owned property should be managed in a manner that preserves those benefits while also protecting public health, safety, access, infrastructure, and property; and

**WHEREAS**, the City Council previously adopted Resolution 693-26 requiring City Council authorization and public notice for certain non-emergency tree removals from City property; and

**WHEREAS**, Resolution 693-26 is ineffective because non-emergency removal hazard tree standards require a permanent target even when a dead or dying tree is located adjacent to a public path, street, or other area where failure may cause harm; and

**WHEREAS**, the City markings, ribbons, or paint identifying trees for proposed removal have been removed from City property, interfering with administration, maintenance planning, and public works operations; and

**WHEREAS**, the City Council finds that dead or dying trees located near public streets, roads, drives, lanes, sidewalks, paths, or public or private structures may present a sufficient risk of harm to persons or property to warrant removal and liability risk to the City even when a tree does not satisfy the hazard tree definition in Ordinance No. 273-26; and

**WHEREAS**, the City Council desires to repeal Resolution 693-26 and establish a more functional removal standard for trees on City-owned property while retaining emergency removal authority when a tree presents an immediate danger to persons or property.

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

**1. Repeal of Resolution 693-26.**

Resolution 693-26 is hereby repealed in its entirety and replaced by this Resolution.

**2. Applicability.**

This Resolution applies to the removal of trees, as defined by Ordinance No. 273-26, from City-owned property. Nothing in this Resolution limits any requirement imposed by the Durham Development Code, the Durham Municipal Code, a development approval, a permit condition, or other applicable law.

**3. Administrative Removal Standard for Dead or Dying Trees.**

The City Administrator may authorize the removal of a tree from City-owned property without prior City Council approval and without public notice when the City Administrator determines, after consultation with the City Arborist or other qualified tree professional as appropriate, that the tree is dead or dying and is likely to cause harm to persons or property damage due to its proximity to a public street, road, drive, lane, sidewalk, path, or public or private structure.

**4. City Council Review for Other Non-Emergency Removals.**

Except for removals authorized under Section 3 or Section 5 of this Resolution, the removal of trees

from City-owned property shall be subject to review and approval by City Council. The City Administrator shall report to City Council the conditions or reasons why removal is proposed. City Council may consider factors including the location, health, condition, species, size, and community significance of each tree proposed for removal, as well as the purpose and public benefit of the proposed removal.

**5. Emergency Removals.**

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

**6. Reporting of Administrative Removals.**

For removals authorized under Section 3 of this Resolution, the City Administrator shall report the removal to City Council at the next regular meeting of the City Council or as part of a periodic City Administrator report. The report shall identify the general location of the tree or trees removed and summarize the conditions or reasons supporting removal.

**7. No Mandatory Public Notice or Marking.**

Public notice, tree ribbons, marking paint, or similar field markings are not required before removal of trees authorized under Section 3 or Section 5 of this Resolution. The City Administrator may provide notice or use field markings when useful for administration, coordination, or public information, but the absence or removal of such notice or markings shall not prevent or delay removal authorized by this Resolution.

**8. Effective Date.**

This Resolution is effective immediately upon passage by the City Council.

**PASSED AND ADOPTED** by the City of Durham, Washington County, Oregon this 23 day of June, 2026.

**CITY OF DURHAM  
BY:**

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

**ATTEST:**

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



Top Left: Dead Cottonwood, Top Right: Dead and Dying Alders, Bottom: Dead Cherry



# City of Durham

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

phone: 503.639.6851

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

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

Jordan Parente - City Administrator

Wyatt Bean - Administrative Assistant

## MEMORANDUM

DATE: June 23, 2026  
TO: City Council  
FROM: Jordan Parente, City Administrator  
RE: Update on Proposed Removal of Dead or Dying Trees in Durham Park

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### Background

On April 28, 2026, the City Administrator brought the proposed removal of dead and dying trees in Durham Park to City Council in accordance with Resolution 693-26. The trees are adjacent to the pedestrian path and were recommended for removal by Trevor March, the City Arborist with Sav-A-Tree. City Council requested that the decision be held over to a subsequent meeting.

Since that meeting, staff have received updated recommendations from the City Arborist. The City Arborist recommended immediate removal of the declining tree located across the north loop path. As this tree was obstructing a public path and created an immediate safety and access concern, staff requested that the public works contractor remove that tree.

### Updated Arborist Recommendations

In addition to the tree across the path, the City Arborist recommends that City Council approve the removal of four dead or declining alder trees at the end of the north loop, including one alder on the bank that should be cut to the point of the remaining live branch. The City Arborist also recommends removal of the dead cottonwood at the Fanno Creek Trail conversion point and one large dead cherry tree at the west end of the north loop.

The recommendations are limited to dead or declining trees located near public access areas within Durham Park. Their condition and proximity to the public path and trail system may increase future maintenance needs and create safety concerns for trail users if caused by falling branches or complete structural tree failure.

### Environmental and Work Conditions

The City Arborist urged caution that no trees or debris be felled into the creek. Staff will communicate this requirement to the contractor before work begins. Staff also recommend that the City continue the practice of checking for active bird nests before removal work occurs. The preferred window for tree removal is November 2 through February 2, outside of bird nesting season; however, staff may need to proceed sooner if a tree presents an immediate access, safety, or maintenance concern. No nesting sites were observed in the trees proposed for removal.

Where feasible, staff will continue to evaluate whether portions of suitable trees can be retained as habitat poles, provided the retained height does not exceed the distance to the public path or otherwise create a public safety concern. For alder trees near the creek bank, root systems will be left intact where feasible to support erosion control and bank stabilization.

## Resolution 693-26 and Updated Standards

Resolution 693-26 has created inefficiencies in the ability to address public safety concerns on City property in an effective of efficient manner. The current process requires City Council authorization and public notice for non-emergency removals, while the exception for staff-level removal is tied to whether a tree qualifies as a “hazard tree.” In practice, many dead or dying trees recommended for removal by the City Arborist are adjacent to a public path or other public access area but may not satisfy the hazard tree standard because that standard can depend on the existence of a permanent target.

Resolution 693-26 also requires public notice before removal. Staff have experienced multiple occasions where trees marked for removal with ribbons or marking paint were later unmarked by members of the public. This has made the process inefficient and has impacted on staff’s ability to coordinate timely removal work.

To address these concerns, staff have prepared an updated resolution that would repeal Resolution 693-26 and establish a new standard for removal of trees on public property. The updated standard would allow removal when a tree is dead or dying and is likely to cause harm or property damage due to its proximity to a public street, road, drive, lane, sidewalk, path, or public or private structure. The updated resolution retains emergency removal authority for trees that present an immediate danger to persons or property.

## Recommendation

The City Administrator recommends that City Council approve the remaining tree work recommended by the City Arborist, excluding the declining tree across the north loop path that staff already referred to the public works contractor for removal. Approval would authorize removal of four dead or declining alder trees at the end of the north loop, the dead cottonwood at the Fanno Creek Trail conversion point, and the large dead cherry tree at the west end of the north loop, subject to the environmental and work conditions described in this memorandum.

**Suggested Motion:** I move to approve the City Arborist’s recommended tree work in Durham Park, including removal of four dead or declining alder trees at the end of the north loop, the dead cottonwood at the Fanno Creek Trail conversion point, and the large dead cherry tree at the west end of the north loop, subject to staff coordination with the contractor to avoid felling trees or debris into the creek and to check for active bird nests before removal work occurs.

**City of Durham  
Treasury Report as of  
5/31/2026**

<b>Checking/Savings</b>		
1110 Petty Cash	150.00	0.0%
1120 Checking	50,633.76	1.01%
1130 State Investment Pool	4,941,180.50	98.98%
<b>Total Checking/Savings</b>	<b>4,991,964.26</b>	<b>100.0%</b>
<b>1400 Due (To)/From Other Funds</b>		
10 - General Fund	1,135,865.49	22.75%
20 - Streets Fund	2,460,517.70	49.29%
22 - TDT Fund	393,075.93	7.87%
30 - Greenspaces Fund	511.99	0.01%
32 - Parks SDC Fund	222,045.11	4.45%
50 - Building Fund	779,948.04	15.62%
<b>Total Cash &amp; Cash Equivalent</b> s	<b>4,991,964.26</b>	<b>100.0%</b>

# City of Durham, Oregon

## Budget vs. Actuals: Budget\_FY26\_By\_Fund - FY26 P&L Classes

July 2025 - May 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	132,004.52		132,004.52		\$132,004.52	\$0.00	\$132,004.52	0.00%
4120 Property Tax - Prior	2,479.93		2,479.93		\$2,479.93	\$0.00	\$2,479.93	0.00%
4130 Other Tax Revenue	97.90		97.90		\$97.90	\$0.00	\$97.90	0.00%
<b>Total 4100 Property Tax Revenue</b>	<b>134,582.35</b>	<b>127,609.00</b>	<b>6,973.35</b>	<b>105.46 %</b>	<b>\$134,582.35</b>	<b>\$127,609.00</b>	<b>\$6,973.35</b>	<b>105.46 %</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	914.62	1,048.00	-133.38	87.27 %	\$914.62	\$1,048.00	\$ -133.38	87.27 %
4240 Liquor Tax	25,942.73	28,234.00	-2,291.27	91.88 %	\$25,942.73	\$28,234.00	\$ -2,291.27	91.88 %
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>43,629.40</b>	<b>46,369.00</b>	<b>-2,739.60</b>	<b>94.09 %</b>	<b>\$43,629.40</b>	<b>\$46,369.00</b>	<b>\$ -2,739.60</b>	<b>94.09 %</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	31,421.93		31,421.93		\$31,421.93	\$0.00	\$31,421.93	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>224,771.71</b>	<b>191,750.00</b>	<b>33,021.71</b>	<b>117.22 %</b>	<b>\$224,771.71</b>	<b>\$191,750.00</b>	<b>\$33,021.71</b>	<b>117.22 %</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	12,514.42		12,514.42		\$12,514.42	\$0.00	\$12,514.42	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>33,514.42</b>	<b></b>	<b>33,514.42</b>	<b></b>	<b>\$33,514.42</b>	<b>\$0.00</b>	<b>\$33,514.42</b>	<b>0.00%</b>
4430 Permits					\$0.00	\$0.00	\$0.00	0.00%
4431 Building Permit (20%)	18,081.56	7,500.00	10,581.56	241.09 %	\$18,081.56	\$7,500.00	\$10,581.56	241.09 %
4432 Tree Removal Permit	1,750.00		1,750.00		\$1,750.00	\$0.00	\$1,750.00	0.00%
4433 ROW Permit	7,955.89		7,955.89		\$7,955.89	\$0.00	\$7,955.89	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>30,212.45</b>	<b>7,500.00</b>	<b>22,712.45</b>	<b>402.83 %</b>	<b>\$30,212.45</b>	<b>\$7,500.00</b>	<b>\$22,712.45</b>	<b>402.83 %</b>
4450 Fees					\$0.00	\$0.00	\$0.00	0.00%
4451 Development Fees	8,800.00		8,800.00		\$8,800.00	\$0.00	\$8,800.00	0.00%
<b>Total 4450 Fees</b>	<b>8,800.00</b>	<b></b>	<b>8,800.00</b>	<b></b>	<b>\$8,800.00</b>	<b>\$0.00</b>	<b>\$8,800.00</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>72,776.87</b>	<b>32,500.00</b>	<b>40,276.87</b>	<b>223.93 %</b>	<b>\$72,776.87</b>	<b>\$32,500.00</b>	<b>\$40,276.87</b>	<b>223.93 %</b>
4500 Administrative Fees		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
4510 Lien Search Request	1,345.00		1,345.00		\$1,345.00	\$0.00	\$1,345.00	0.00%
4520 Public Records Request	110.00		110.00		\$110.00	\$0.00	\$110.00	0.00%
4530 10% Pass-Through Fee	2,774.40		2,774.40		\$2,774.40	\$0.00	\$2,774.40	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>7,379.40</b>	<b>2,000.00</b>	<b>5,379.40</b>	<b>368.97 %</b>	<b>\$7,379.40</b>	<b>\$2,000.00</b>	<b>\$5,379.40</b>	<b>368.97 %</b>
4800 Interest Income	43,571.26	25,000.00	18,571.26	174.29 %	\$43,571.26	\$25,000.00	\$18,571.26	174.29 %
4900 Miscellaneous Revenue	100.50		100.50		\$100.50	\$0.00	\$100.50	0.00%
<b>Total Income</b>	<b>\$526,811.49</b>	<b>\$2,238,904.00</b>	<b>\$ -1,712,092.51</b>	<b>23.53 %</b>	<b>\$526,811.49</b>	<b>\$2,238,904.00</b>	<b>\$ -1,712,092.51</b>	<b>23.53 %</b>
<b>GROSS PROFIT</b>	<b>\$526,811.49</b>	<b>\$2,238,904.00</b>	<b>\$ -1,712,092.51</b>	<b>23.53 %</b>	<b>\$526,811.49</b>	<b>\$2,238,904.00</b>	<b>\$ -1,712,092.51</b>	<b>23.53 %</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	92,075.67	100,282.00	-8,206.33	91.82 %	\$92,075.67	\$100,282.00	\$ -8,206.33	91.82 %
5120 Admin. Assistant	50,587.80	66,435.00	-15,847.20	76.15 %	\$50,587.80	\$66,435.00	\$ -15,847.20	76.15 %
<b>Total 5100 Salaries &amp; Wages</b>	<b>142,663.47</b>	<b>171,717.00</b>	<b>-29,053.53</b>	<b>83.08 %</b>	<b>\$142,663.47</b>	<b>\$171,717.00</b>	<b>\$ -29,053.53</b>	<b>83.08 %</b>
5200 Payroll Taxes	13,491.19	16,108.00	-2,616.81	83.75 %	\$13,491.19	\$16,108.00	\$ -2,616.81	83.75 %
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	31,890.19	39,545.00	-7,654.81	80.64 %	\$31,890.19	\$39,545.00	\$ -7,654.81	80.64 %
5430 Med/Den/Vision Ins	9,596.30	14,350.00	-4,753.70	66.87 %	\$9,596.30	\$14,350.00	\$ -4,753.70	66.87 %
<b>Total 5400 Employee Benefits</b>	<b>41,486.49</b>	<b>53,895.00</b>	<b>-12,408.51</b>	<b>76.98 %</b>	<b>\$41,486.49</b>	<b>\$53,895.00</b>	<b>\$ -12,408.51</b>	<b>76.98 %</b>
<b>Total 5000 Personnel Services</b>	<b>198,036.21</b>	<b>242,270.00</b>	<b>-44,233.79</b>	<b>81.74 %</b>	<b>\$198,036.21</b>	<b>\$242,270.00</b>	<b>\$ -44,233.79</b>	<b>81.74 %</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	4,318.55	5,750.00	-1,431.45	75.11 %	\$4,318.55	\$5,750.00	\$ -1,431.45	75.11 %

	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	5,843.68	4,500.00	1,343.68	129.86 %	\$5,843.68	\$4,500.00	\$1,343.68	129.86 %
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	0.20	6,000.00	-5,999.80	0.00 %	\$0.20	\$6,000.00	\$-5,999.80	0.00 %
<b>Total 6100 Operating Expense</b>	<b>18,965.53</b>	<b>31,750.00</b>	<b>-12,784.47</b>	<b>59.73 %</b>	<b>\$18,965.53</b>	<b>\$31,750.00</b>	<b>\$-12,784.47</b>	<b>59.73 %</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	13,200.00	13,200.00	0.00	100.00 %	\$13,200.00	\$13,200.00	\$0.00	100.00 %
6212 City Hall Utilities	5,300.12	7,000.00	-1,699.88	75.72 %	\$5,300.12	\$7,000.00	\$-1,699.88	75.72 %
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>18,965.87</b>	<b>21,950.00</b>	<b>-2,984.13</b>	<b>86.40 %</b>	<b>\$18,965.87</b>	<b>\$21,950.00</b>	<b>\$-2,984.13</b>	<b>86.40 %</b>
6220 Park Utilities & Maintenance					\$0.00	\$0.00	\$0.00	0.00%
6221 Park Maintenance	29,658.84	37,500.00	-7,841.16	79.09 %	\$29,658.84	\$37,500.00	\$-7,841.16	79.09 %
6222 Park Utilities	1,461.43	1,750.00	-288.57	83.51 %	\$1,461.43	\$1,750.00	\$-288.57	83.51 %
<b>Total 6220 Park Utilities &amp; Maintenance</b>	<b>31,120.27</b>	<b>39,250.00</b>	<b>-8,129.73</b>	<b>79.29 %</b>	<b>\$31,120.27</b>	<b>\$39,250.00</b>	<b>\$-8,129.73</b>	<b>79.29 %</b>
6250 Street Fund					\$0.00	\$0.00	\$0.00	0.00%
6255 Bike Paths & Sidewalk Maint/Repair	225.00		225.00		\$225.00	\$0.00	\$225.00	0.00%
<b>Total 6250 Street Fund</b>	<b>225.00</b>	<b></b>	<b>225.00</b>	<b></b>	<b>\$225.00</b>	<b>\$0.00</b>	<b>\$225.00</b>	<b>0.00%</b>
<b>Total 6200 Facilities</b>	<b>50,311.14</b>	<b>61,200.00</b>	<b>-10,888.86</b>	<b>82.21 %</b>	<b>\$50,311.14</b>	<b>\$61,200.00</b>	<b>\$-10,888.86</b>	<b>82.21 %</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	12,800.94	13,000.00	-199.06	98.47 %	\$12,800.94	\$13,000.00	\$-199.06	98.47 %
6313 Payroll Fees	844.00	650.00	194.00	129.85 %	\$844.00	\$650.00	\$194.00	129.85 %
<b>Total 6310 Accounting</b>	<b>23,364.94</b>	<b>30,000.00</b>	<b>-6,635.06</b>	<b>77.88 %</b>	<b>\$23,364.94</b>	<b>\$30,000.00</b>	<b>\$-6,635.06</b>	<b>77.88 %</b>
6320 Engineering	131.25		131.25		\$131.25	\$0.00	\$131.25	0.00%
6330 Planning Services	12,841.15		12,841.15		\$12,841.15	\$0.00	\$12,841.15	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	51,026.70	52,500.00	-1,473.30	97.19 %	\$51,026.70	\$52,500.00	\$-1,473.30	97.19 %
6360 Police Services	133,621.66	177,600.00	-43,978.34	75.24 %	\$133,621.66	\$177,600.00	\$-43,978.34	75.24 %
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	4,357.50	15,000.00	-10,642.50	29.05 %	\$4,357.50	\$15,000.00	\$-10,642.50	29.05 %
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>235,701.40</b>	<b>325,300.00</b>	<b>-89,598.60</b>	<b>72.46 %</b>	<b>\$235,701.40</b>	<b>\$325,300.00</b>	<b>\$-89,598.60</b>	<b>72.46 %</b>
6400 Travel & Training		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
6410 Vehicle Expense	632.23	1,000.00	-367.77	63.22 %	\$632.23	\$1,000.00	\$-367.77	63.22 %
6420 Meals & Entertainment	11.50	750.00	-738.50	1.53 %	\$11.50	\$750.00	\$-738.50	1.53 %
6430 Lodging	213.39		213.39		\$213.39	\$0.00	\$213.39	0.00%
6440 Conferences & Education	676.99	3,000.00	-2,323.01	22.57 %	\$676.99	\$3,000.00	\$-2,323.01	22.57 %
<b>Total 6400 Travel &amp; Training</b>	<b>1,534.11</b>	<b>4,750.00</b>	<b>-3,215.89</b>	<b>32.30 %</b>	<b>\$1,534.11</b>	<b>\$4,750.00</b>	<b>\$-3,215.89</b>	<b>32.30 %</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>314,321.92</b>	<b>432,200.00</b>	<b>-117,878.08</b>	<b>72.73 %</b>	<b>\$314,321.92</b>	<b>\$432,200.00</b>	<b>\$-117,878.08</b>	<b>72.73 %</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>\$1,175,908.13</b>	<b>\$1,353,720.00</b>	<b>\$-177,811.87</b>	<b>86.86 %</b>	<b>\$1,175,908.13</b>	<b>\$1,353,720.00</b>	<b>\$-177,811.87</b>	<b>86.86 %</b>
<b>NET OPERATING INCOME</b>	<b>\$-649,096.64</b>	<b>\$885,184.00</b>	<b>\$-1,534,280.64</b>	<b>-73.33 %</b>	<b>\$-649,096.64</b>	<b>\$885,184.00</b>	<b>\$-1,534,280.64</b>	<b>-73.33 %</b>
Other Income								
9100 Pass Through Revenue					\$0.00	\$0.00	\$0.00	0.00%
9110 State Surcharge	3,612.34		3,612.34		\$3,612.34	\$0.00	\$3,612.34	0.00%
9130 Planning Pass Through	12,950.00		12,950.00		\$12,950.00	\$0.00	\$12,950.00	0.00%
9150 Engineering Pass Through	6,641.90		6,641.90		\$6,641.90	\$0.00	\$6,641.90	0.00%
9160 Metro CET Pass Through	7,690.09		7,690.09		\$7,690.09	\$0.00	\$7,690.09	0.00%
9170 TTSD CET Pass Through	45,708.38		45,708.38		\$45,708.38	\$0.00	\$45,708.38	0.00%
9180 Legal Pass Through	7,300.00		7,300.00		\$7,300.00	\$0.00	\$7,300.00	0.00%
9190 Arborist Pass Through	360.00		360.00		\$360.00	\$0.00	\$360.00	0.00%
<b>Total 9100 Pass Through Revenue</b>	<b>84,262.71</b>	<b></b>	<b>84,262.71</b>	<b></b>	<b>\$84,262.71</b>	<b>\$0.00</b>	<b>\$84,262.71</b>	<b>0.00%</b>
9200 BP Revenue	100.00		100.00		\$100.00	\$0.00	\$100.00	0.00%
9210 BP Building Permit	20,381.40		20,381.40		\$20,381.40	\$0.00	\$20,381.40	0.00%
9220 BP Plan Review	31,449.69		31,449.69		\$31,449.69	\$0.00	\$31,449.69	0.00%
9230 BP Mechanical Permit	4,714.87		4,714.87		\$4,714.87	\$0.00	\$4,714.87	0.00%
9240 BP Plumbing Permit	6,311.67		6,311.67		\$6,311.67	\$0.00	\$6,311.67	0.00%
<b>Total 9200 BP Revenue</b>	<b>62,957.63</b>	<b></b>	<b>62,957.63</b>	<b></b>	<b>\$62,957.63</b>	<b>\$0.00</b>	<b>\$62,957.63</b>	<b>0.00%</b>
<b>Total Other Income</b>	<b>\$147,220.34</b>	<b>\$0.00</b>	<b>\$147,220.34</b>	<b>0.00%</b>	<b>\$147,220.34</b>	<b>\$0.00</b>	<b>\$147,220.34</b>	<b>0.00%</b>
Other Expenses								
9300 Pass Through Expense					\$0.00	\$0.00	\$0.00	0.00%

	10 - GENERAL FUND				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
9310 State Surcharge Pass Through	7,259.62		7,259.62		\$7,259.62	\$0.00	\$7,259.62	0.00%
9320 Building Permits	88,588.04		88,588.04		\$88,588.04	\$0.00	\$88,588.04	0.00%
9330 Planning Pass Through	15,694.00		15,694.00		\$15,694.00	\$0.00	\$15,694.00	0.00%
9350 Engineering PassThrough	5,558.75		5,558.75		\$5,558.75	\$0.00	\$5,558.75	0.00%
9360 Metro CET Pass Through	7,792.00		7,792.00		\$7,792.00	\$0.00	\$7,792.00	0.00%
9370 TTSD CET Pass Through	47,488.48		47,488.48		\$47,488.48	\$0.00	\$47,488.48	0.00%
9380 Legal Pass Through	8,230.50		8,230.50		\$8,230.50	\$0.00	\$8,230.50	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>180,971.39</b>		<b>180,971.39</b>		<b>\$180,971.39</b>	<b>\$0.00</b>	<b>\$180,971.39</b>	<b>0.00%</b>
9400 BP Expense					\$0.00	\$0.00	\$0.00	0.00%
9420 BP Expense - 20% to City	18,081.56		18,081.56		\$18,081.56	\$0.00	\$18,081.56	0.00%
<b>Total 9400 BP Expense</b>	<b>18,081.56</b>		<b>18,081.56</b>		<b>\$18,081.56</b>	<b>\$0.00</b>	<b>\$18,081.56</b>	<b>0.00%</b>
<b>Total Other Expenses</b>	<b>\$199,052.95</b>	<b>\$0.00</b>	<b>\$199,052.95</b>	<b>0.00%</b>	<b>\$199,052.95</b>	<b>\$0.00</b>	<b>\$199,052.95</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$ -51,832.61</b>	<b>\$0.00</b>	<b>\$ -51,832.61</b>	<b>0.00%</b>	<b>\$ -51,832.61</b>	<b>\$0.00</b>	<b>\$ -51,832.61</b>	<b>0.00%</b>
NET INCOME	<b>\$ -700,929.25</b>	<b>\$885,184.00</b>	<b>\$ -1,586,113.25</b>	<b>-79.18 %</b>	<b>\$ -700,929.25</b>	<b>\$885,184.00</b>	<b>\$ -1,586,113.25</b>	<b>-79.18 %</b>

# City of Durham, Oregon

## Budget vs. Actuals: Budget\_FY26\_By\_Fund - FY26 P&L Classes

July 2025 - May 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	148,329.73	148,054.00	275.73	100.19 %	\$148,329.73	\$148,054.00	\$275.73	100.19 %
4270 Vehicle Registration	29,076.02	25,000.00	4,076.02	116.30 %	\$29,076.02	\$25,000.00	\$4,076.02	116.30 %
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>177,405.75</b>	<b>423,054.00</b>	<b>-245,648.25</b>	<b>41.93 %</b>	<b>\$177,405.75</b>	<b>\$423,054.00</b>	<b>\$ -245,648.25</b>	<b>41.93 %</b>
4400 Licenses, Permits, & Fees					\$0.00	\$0.00	\$0.00	0.00%
4430 Permits					\$0.00	\$0.00	\$0.00	0.00%
4433 ROW Permit	779.20		779.20		\$779.20	\$0.00	\$779.20	0.00%
<b>Total 4430 Permits</b>	<b>779.20</b>		<b>779.20</b>		<b>\$779.20</b>	<b>\$0.00</b>	<b>\$779.20</b>	<b>0.00%</b>
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>10,779.20</b>		<b>10,779.20</b>		<b>\$10,779.20</b>	<b>\$0.00</b>	<b>\$10,779.20</b>	<b>0.00%</b>
4800 Interest Income	91,980.92	45,000.00	46,980.92	204.40 %	\$91,980.92	\$45,000.00	\$46,980.92	204.40 %
<b>Total Income</b>	<b>\$280,165.87</b>	<b>\$2,795,716.00</b>	<b>\$ -2,515,550.13</b>	<b>10.02 %</b>	<b>\$280,165.87</b>	<b>\$2,795,716.00</b>	<b>\$ -2,515,550.13</b>	<b>10.02 %</b>
<b>GROSS PROFIT</b>	<b>\$280,165.87</b>	<b>\$2,795,716.00</b>	<b>\$ -2,515,550.13</b>	<b>10.02 %</b>	<b>\$280,165.87</b>	<b>\$2,795,716.00</b>	<b>\$ -2,515,550.13</b>	<b>10.02 %</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	107.66	2,500.00	-2,392.34	4.31 %	\$107.66	\$2,500.00	\$ -2,392.34	4.31 %
6139 Misc Street Supplies	32.48	2,500.00	-2,467.52	1.30 %	\$32.48	\$2,500.00	\$ -2,467.52	1.30 %
<b>Total 6130 Street Supplies</b>	<b>140.14</b>	<b>30,000.00</b>	<b>-29,859.86</b>	<b>0.47 %</b>	<b>\$140.14</b>	<b>\$30,000.00</b>	<b>\$ -29,859.86</b>	<b>0.47 %</b>
<b>Total 6100 Operating Expense</b>	<b>140.14</b>	<b>30,000.00</b>	<b>-29,859.86</b>	<b>0.47 %</b>	<b>\$140.14</b>	<b>\$30,000.00</b>	<b>\$ -29,859.86</b>	<b>0.47 %</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	9,434.99	50,000.00	-40,565.01	18.87 %	\$9,434.99	\$50,000.00	\$ -40,565.01	18.87 %
6252 Street Light Utilities	13,163.89	25,000.00	-11,836.11	52.66 %	\$13,163.89	\$25,000.00	\$ -11,836.11	52.66 %
6255 Bike Paths & Sidewalk Maint/Repair	17,528.14	50,000.00	-32,471.86	35.06 %	\$17,528.14	\$50,000.00	\$ -32,471.86	35.06 %
<b>Total 6250 Street Fund</b>	<b>40,127.02</b>	<b>125,000.00</b>	<b>-84,872.98</b>	<b>32.10 %</b>	<b>\$40,127.02</b>	<b>\$125,000.00</b>	<b>\$ -84,872.98</b>	<b>32.10 %</b>
<b>Total 6200 Facilities</b>	<b>40,127.02</b>	<b>125,000.00</b>	<b>-84,872.98</b>	<b>32.10 %</b>	<b>\$40,127.02</b>	<b>\$125,000.00</b>	<b>\$ -84,872.98</b>	<b>32.10 %</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	8,381.00		8,381.00		\$8,381.00	\$0.00	\$8,381.00	0.00%
<b>Total 6310 Accounting</b>	<b>14,861.00</b>		<b>14,861.00</b>		<b>\$14,861.00</b>	<b>\$0.00</b>	<b>\$14,861.00</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	26,649.00		26,649.00		\$26,649.00	\$0.00	\$26,649.00	0.00%
<b>Total 6300 Contract Services</b>	<b>44,173.85</b>	<b>65,000.00</b>	<b>-20,826.15</b>	<b>67.96 %</b>	<b>\$44,173.85</b>	<b>\$65,000.00</b>	<b>\$ -20,826.15</b>	<b>67.96 %</b>
<b>Total 6000 Materials &amp; Services</b>	<b>84,441.01</b>	<b>220,000.00</b>	<b>-135,558.99</b>	<b>38.38 %</b>	<b>\$84,441.01</b>	<b>\$220,000.00</b>	<b>\$ -135,558.99</b>	<b>38.38 %</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>\$170,891.01</b>	<b>\$1,146,450.00</b>	<b>\$ -975,558.99</b>	<b>14.91 %</b>	<b>\$170,891.01</b>	<b>\$1,146,450.00</b>	<b>\$ -975,558.99</b>	<b>14.91 %</b>
<b>NET OPERATING INCOME</b>	<b>\$109,274.86</b>	<b>\$1,649,266.00</b>	<b>\$ -1,539,991.14</b>	<b>6.63 %</b>	<b>\$109,274.86</b>	<b>\$1,649,266.00</b>	<b>\$ -1,539,991.14</b>	<b>6.63 %</b>
<b>NET INCOME</b>	<b>\$109,274.86</b>	<b>\$1,649,266.00</b>	<b>\$ -1,539,991.14</b>	<b>6.63 %</b>	<b>\$109,274.86</b>	<b>\$1,649,266.00</b>	<b>\$ -1,539,991.14</b>	<b>6.63 %</b>

# City of Durham, Oregon

## Checking Account Detail - Prior Month - Council

May 2026

DISTRIBUTION ACCOUNT	NUM	TRANSACTION DATE	NAME	DESCRIPTION	AMOUNT
<b>Bill Payment (Check)</b>					
1120 Checking	17944	05/01/2026	City of Tualatin	Jan - Mar 2026 Quarterly Police Services	-44,400.00
1120 Checking	17945	05/04/2026	American Sani-Can	May 2026 Durham Park Seasonal Restroom	-290.44
1120 Checking	17946	05/06/2026	PGE	Account #*****0000	-1,143.71
1120 Checking	17947	05/06/2026	Alexonet	April 2026 IT Services and Microsoft Subscription	-306.40
1120 Checking	17948	05/08/2026	Jordan D. Parente	April 2026 Expenses	-12.33
1120 Checking	17949	05/13/2026	Beery Elsner & Hammond, LLP	March 2026 Legal Services	-3,011.00
1120 Checking	17950	05/13/2026	Merina+Co	April 2026 Accounting Services	-1,687.50
1120 Checking	17951	05/13/2026	Oregon Dept. of Transportation	April 2026 Monthly ODOT Bill	-23.00
1120 Checking	17952	05/20/2026	T. Olson Properties	Durham City Hall Rent	-1,100.00
1120 Checking	17953	05/21/2026	MacKay	Project #010483.000	-1,312.50
1120 Checking	17954	05/26/2026	Hager Handyman Service	May 2026 City Maintenance	-5,520.00
1120 Checking	17955	05/28/2026	Hager Handyman Service	May 28 2026 City Maintenance	-225.00
1120 Checking	17956	05/29/2026	American Sani-Can	June '26 Durham Park Seasonal Restroom	-157.15
<b>Total for Bill Payment (Check)</b>					<b>-</b> <b>\$59,189.03</b>
<b>Expense</b>					
1120 Checking	EFT	05/04/2026	PGE	Monthly City Hall Electric Bill	-92.03
1120 Checking	EFT	05/04/2026	PGE	Monthly Arkenstone Park Electric Bill	-25.46
1120 Checking	EFT	05/04/2026	PGE	Monthly Heron Grove Path Electric Bill	-30.29
1120 Checking	EFT	05/05/2026	Gusto	April 2026 Monthly Payroll Fees	-104.00
1120 Checking	EFT	05/05/2026	NW Natural Gas	May 2026 Monthly Gas Bill Autopay	-73.59
1120 Checking	Debit 2026.05.05	05/05/2026	Peet's Coffee	Drinks (x2) - City Administrator Meeting w/ Tualatin PD Chief	-11.50
1120 Checking	EFT	05/06/2026	Zipty Fiber	May 2026 Zipty Autopay	-243.99
1120 Checking	EFT	05/06/2026	CIS - Employee Benefits	May 2026 Employee Benefits Autopay	-1,166.90
1120 Checking	Debit 2026.05.08	05/08/2026	Lowe's	Paint, Weed Control, Pest Control	-65.32
1120 Checking	EFT - Pension	05/12/2026	PERS	PERS Pension for 04/21 - 05/05/2026 Employer Statement	-1,485.46
1120 Checking	EFT - IAP	05/12/2026	PERS	PERS IAP for 04/21 - 05/05/2026 Employer Statement	-370.74
1120 Checking	EFT	05/14/2026	Clean Water Services	Bi-Monthly CWS Bill - Mar/Apr 2026	-79.10
1120 Checking	Debit 2026.05.15-01	05/15/2026	League of Oregon Cities	2026 OCCMA Summer Conference - Jordan Parente	-500.00
1120 Checking	EFT	05/15/2026	Turboscribe	May 2026 Monthly Turboscribe Subscription	-20.00
1120 Checking	Debit 2026.05.15-02	05/15/2026	Ashland Hills Hotel	Hotel for 2026 OCCMA Summer Conference - Jordan Parente	-176.99
1120 Checking	CE923226-0019	05/19/2026	Chat GPT - Open AI	May '26 ChatGPT Monthly Subscription	-20.00

# City of Durham, Oregon

## Checking Account Detail - Prior Month - Council

May 2026

DISTRIBUTION ACCOUNT	NUM	TRANSACTION DATE	NAME	DESCRIPTION	AMOUNT
1120 Checking	EFT	05/19/2026	T-Mobile	May '26 CA Monthly Cell Phone Bill	-36.65
1120 Checking	10001496676449	05/27/2026	Intuit Quickbooks	May 2026 QuickBooks Online Monthly Fees	-115.00
1120 Checking	EFT - Pension	05/28/2026	PERS	PERS Pension for 05/06 - 05/20/2026 Employer Statement	-1,485.62
1120 Checking	EFT - IAP	05/28/2026	PERS	PERS IAP for 05/06 - 05/20/2026 Employer Statement	-370.79
1120 Checking	Debit 2026.05.28-02	05/28/2026	Amazon/Whole Foods	Order #114-3880391-4650642 - Swiffer Pads, Foaming Soap Dispenser, Clorox Wipes, Odor Absorber, Work Gloves, Pruning Shears, Essential Oil	-74.68
1120 Checking	Debit 2026.05.28-01	05/28/2026	Amazon/Whole Foods	Order #114-3836177-7232247 - Wooden Essential Oil Diffuser	-7.57
<b>Total for Expense</b>					<b>-\$6,555.68</b>
<hr/>					
Journal Entry					
1120 Checking	FY26-05.08.26- Payroll	05/08/2026		05/08/2026 Net Pay	-4,381.08
1120 Checking	FY26-05.08.26- Payroll	05/08/2026		05/08/2026 Taxes	-2,356.11
1120 Checking	FY26-05.22.26- Payroll	05/22/2026		05/22/2026 Net Pay	-4,374.57
1120 Checking	FY26-05.22.26- Payroll	05/22/2026		05/22/2026 Taxes	-2,352.30
<b>Total for Journal Entry</b>					<b>-</b> <b>\$13,464.06</b>
<b>TOTAL</b>					<b>-</b> <b>\$79,208.77</b>

$$\text{\$13,464.06} + \text{\$6,555.68} = \text{\$20,019.74}$$