

MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

APRIL 14, 2020

.....
CITY COUNCIL: ROSTOCIL, AUDRITSH, PRINSLOW, DODGE, THOMAS
.....

The Hubbard City Council will meet for its regular council meeting **via conference call**. This is to enable interested citizens to listen to the meeting. All public comment is suspended during this meeting due to platform restrictions. **Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting.**

(Comments may be limited at the Mayor's discretion.)

<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>)

One tap mobile

+16699006833,,567379156# US (San Jose)

+13462487799,,567379156# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Find your local number: <https://us02web.zoom.us/j/kc5txtNqgg>

Meeting ID: 567 379 156

Password: 044547

*****ACCESSABILITY NOTICE*****

Please contact the Director of Administration/City Recorder, Hubbard City Hall, 3720 2nd St., Hubbard OR 97032 (Phone No. 503-981-9633) prior to the scheduled meeting time if you need assistance accessing this electronic meeting. TCC users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

Agendas are posted at City Hall and on the City website at www.cityofhubbard.org.

You may schedule Agenda items by contacting the Director of Administration/City Recorder Vickie Nogle at 503-981-9633. (TTY / Voice 1-800-735-2900)

SEE ATTACHED AGENDA

Posted 4/08/2020

4:00 p.m.

Vickie L. Nogle, MMC

Director of Administration/City Recorder

HUBBARD CITY COUNCIL MEETING AGENDA
HUBBARD CITY HALL
3720 2ND STREET (503)981-9633

APRIL 14, 2020 – 7:00 PM

LOCATION: (CONFERENCE CALL -
***Refer to Cover Sheet for details*)**

MEETING Notice: This meeting will be held via conference call. This is to enable interested citizens to listen to the meeting. All public comment is suspended during this meeting due to platform restrictions. Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting. Comments may be limited at the Mayor's discretion.)

<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>

1) CALL TO ORDER.

A) Flag Salute.

2) PROCLAMATION - CHILD ABUSE PREVENTION MONTH

3) CALENDAR OF ORDINANCES. *(Refer to Director of Admin./Recorder report)*

A) Ordinance No. 367-2020. An Ordinance amending Sections 1.30.020 and 1.30.040 of the Municipal Code to permit alternative nominating procedures during declared State of Emergency.

(a) Motion to read by title only for first reading. (Reading by title only by the Mayor)

(b) Motion to read by title only for second reading. (Reading by title only by the Mayor)

(c) Motion to adopt Ordinance.

4) COMMUNITY REPORTS.

A) Farmers Market – Bethany Zito.

1. Discussion regarding Farmer's Market continue operating during "Stay at Home Order."

5) MAYOR'S AND/OR COUNCIL'S PRESENTATIONS.

6) APPOINT MEMBER OF CITY COUNCIL AS POINT OF CONTACT FOR DEPARTMENT HEADS AND EMERGENCY PROGRAM MANAGER DURING COVID-19.

7) STAFF REPORTS.

A) Police Department—Police Chief Dave Rash.

B) Hubbard Fire District – Fire Chief Joseph Budge.

C) Administrative Department—Director of Admin./Recorder Vickie Nogle.

D) Finance—Finance Director Judy Smith.

E) Public Works Department—Public Works Superintendent Mike Krebs.

8) CONSENT AGENDA.

(Matters listed within the Consent Agenda have been distributed to each member of the Hubbard City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda at the beginning of the meeting and placed on the Regular Agenda by request.)

A) Approval of meeting minutes.

- 1. March 10, 2020, City Council.**
- 2. March 23, 2020, Special City Council.**

B) Approval and acceptance of Kooiman Estates Subdivision Sewer Reimbursement District.

C) Approve to give Public Works Office Assistant Heidi Wheeler \$1.00 hour increase, effective April 16, 2020. (*Refer to Public Works Report*)

D) Resolution No. 693-2020. A Resolution confirming the City of Hubbard's intent to apply to the Local Government Grant Program through the Oregon Parks and Recreation Department for monies to be used for the Barendse Park Walking Path Lighting Project.

E) Approval of the March 2020 Check Register.

9) APPEARANCE OF INTERESTED CITIZENS.

(Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting. Comments may be limited at the Mayor's discretion.)

<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>

10) OTHER CITY BUSINESS.

11) COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO REVIEW AND EVALUATE EMPLOYMENT-RELATED PERFORMANCE OF EMPLOYEES ORS 192.660(2)(I). PURSUANT TO ORS 192.660(4) COUNCIL SPECIFICALLY REQUEST THAT MEMBERS OF THE MEDIA AND OTHER ATTENDEES NOT DISCLOSE MATTERS DISCUSSED IN THE EXECUTIVE SESSION.

12) COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING.

13) CONSIDER PERSONNEL CHANGES RELATED TO PROBATION AND STEP INCREASE FOR DEPARTMENT HEAD.

14) ADJOURNMENT. (Next regular scheduled City Council Meeting May 12, 2020, at 7:00 p.m.)

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BEFORE THE HUBBARD CITY COUNCIL

In the Matter of Proclaiming April)
Child Abuse Prevention Month.)

PROCLAMATION

This matter came before the Hubbard City Council at its regularly scheduled meeting of April 14, 2019, to proclaim April as Child Abuse Prevention Month.

WHEREAS, every child deserves to live in a safe, loving and caring family environment; and

WHEREAS, in 2018 there were 12,585 reported victims of child abuse and neglect in Oregon. Of those reported cases, 1,327 were victims in Marion County; and

WHEREAS, we endeavor to join together as individuals, organizations, and government agencies to prevent child abuse in our county by providing opportunities to educate, train, and support caregivers by raising awareness of relevant topics, including child development, basic-care skills, discipline strategies, and goal-setting for parents; and

WHEREAS, by strengthening families and providing safe, stable, and nurturing environments that are free from violence, abuse, and neglect, opportunities are created for children's optimal growth and success, ensuring a secure future for our communities, where the needs of children are a priority and the needs of families are met;

NOW THEREFORE, the Hubbard City Council asks everyone to join together in protecting our children, and do hereby proclaim April 2020, as

"CHILD ABUSE PREVENTION MONTH"

Dated at Hubbard, Oregon, this April 14, 2019.

Charles Rostocil - Mayor

ATTEST:

Vickie L. Nogle, MMC
Director of Administration/City Recorder



ORDINANCE NO. 367-2020

AN ORDINANCE AMENDING SECTIONS 1.30.020 AND 1.30.040 OF THE MUNICIPAL CODE TO PERMIT ALTERNATIVE NOMINATING PROCEDURES DURING DECLARED STATES OF EMERGENCY

WHEREAS, nomination petitions for City elective offices require the signatures of at least 10 City electors; and

WHEREAS, due to the COVID-19 pandemic, there is currently a declared state of emergency within the City; and

WHEREAS, the COVID-19 pandemic makes the solicitation of and collection of signatures unsafe and creates a risk to the health and safety of City residents; and

WHEREAS, such risks create the need for an alternative method for completing nomination petitions for City elective offices.

THE CITY OF HUBBARD ORDAINS AS FOLLOWS:

Section 1. Sections 1.30.020 and 1.30.040 of the Hubbard Municipal Code are hereby by adding the underlined language below as follows:

1.30.020 Nomination petition.

Nomination petitions shall be in form and content as follows:

(1) Nominations shall be by petition specifying the position sought in a form prescribed by the council. Such petition shall be signed by not fewer than 10 electors. The signatures to a nomination petition need not all be appended to one paper, but to each separate paper of the petition shall be attached an affidavit of the circulator thereof, indicating the number of signers of the paper and stating that each signature appended thereto was made in his presence and is the genuine signature of the person whose name it purports to be.

(2) With each signature shall be the signer's place of residence, identified by a street and number or other sufficient description.

(3) During any time period in which a state of emergency has been declared within the City by the federal government, the Governor or the City Council, a nomination petition may be accompanied by a fee in lieu of the signatures required by subsection (1). The fee in lieu shall be twenty-five dollars (\$25.00) unless a different amount is established through a resolution adopted by the City Council.

1.30.040 Inadequate petition.

If the petition is not signed by the required number of qualified electors, or during a declared state of emergency by a fee in lieu of the required number of signatures, the recorder shall notify the candidate and the person who filed the petition within five days after the filing. If the petition

Ordinance No. 367-2020

is insufficient in any other particular, the recorder shall return it immediately to the person who filed it, certifying in writing wherein the petition is insufficient. Such deficient petition may be amended and filed again as a new petition, or a substitute petition for the same candidate may be filed, within the regular time for filing nomination petitions

Section 2. The City Council for the City of Hubbard deems and desires it necessary for the preservation of the health, peace and safety of the City of Hubbard that this Ordinance take effect at once, and therefore, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage and approval..

The foregoing Ordinance was passed by the City Council of the City of Hubbard this 14th day of April 2020, by the following vote:

Ayes	_____
Nays	_____
Absent	_____

Whereupon, the Mayor declared the motion to be carried and the Ordinance adopted.


Passed and approved by the City Council of the City of Hubbard this 14th day of April 2020.

Charles Rostocil, Mayor

ATTEST:

Vickie L. Nogle, MMC
Director of Administration/City Recorder

Approved by the City Attorney:



Beery Elsner and Hammond LLP



Chief's Report

"Committed to our community"

TO: Mayor and City Council Members
FROM: David J. Rash, Chief of Police
DATE: April 6, 2020
RE: March 2020 Police Department Report

The Success Of Teamwork

"Coming together is a beginning; keeping together is progress; working together is success." – Henry Ford

- **Notable Police Activity March 2020**

On March 11, 2020, the police department was in receipt of an e-mail from a citizen expressing her gratitude that Officer Marcos let her know she left her garage door open when she went to bed.

Hubbard Police Officers made 20 arrests in the month of March, which 10 of those arrests were subjects with outstanding warrants.

Though we have not seen a spike in criminal activity last month, we are asking our citizens to stay vigilant and report any suspicious activity during these difficult times.

Please refer to the monthly statistical report for a complete list of incidents we responded to.

- **Coronavirus**

The police department working along side the other city departments and the city council are staying on top of information that flows in daily. The

police department along with the rest of city staff have implemented social distancing measures for the safety of all citizens and employees.

- **Training:**

All training in March and April 2020 has been cancelled due to the COVID-19

Respectfully Submitted,

David J. Rash, Chief of Police
Hubbard Police Department

HUBBARD POLICE

PO Box 380/3720 Second Street

Hubbard, OR 97032 503-981-8738



Monthly Statistical Report

To: Mayor and City Council Members

From: Chief David Rash

Date: April 1, 2020

RE: March 2020 Statistics

Arrests: 20

Citations Issued: 60

Towed Vehicles: 4

Calls for service: 382

HPD Calls for Service	
Mar-20	
Call Type	Total
911 Investigation	2
Alarm - Burg	5
Animal Complaint	5
Area Check	31
Assist - Fire	3
Assist Medical	1
Assist - Police	13
Assist - Public	21
Assist - Traffic	3
Attempt to Locate	6
Bar Check	3
Civil Situation	2
Crash - Hit and Run	1
Crash - Injury	3
Disturbance	4
EDP	1
Emergency Message	1
Family Disturbance	2
Fight	1
FIR	10
Follow Up	1
Foot Patrol	3
Forgery/Counterfeit	2
Fraud	1
Info	2
Insecure Premise	5
Intoxicated Subject	4
Narcotic Investigation	3
Noise Complaint	1
Ordinance - Other	2
Parking Violation	3
Property Lost/Found	3
Radar	2
Reckless Driving	2
Restraining Order Violation	1
SRO	3
Sex Offense	1
Shots Fired	1
Suspicious Activity	5
Suspicious Person/Vehicle	18
Theft - Other	3
Traffic Stop	182
Warrant Service	10
Welfare Check	5
Total:	382

DIRECTOR OF ADMINISTRATION/ CITY RECORDER MONTHLY REPORT



To: CITY COUNCIL
From: VICKIE NOGLE, MMC, Director of Administration/City Recorder
Date: APRIL 7, 2020
RE: REPORT FOR APRIL 14, 2020, CITY COUNCIL MEETING

ELECTIONS

The Mayor and two Council positions (Councilor Audritsh and Councilor Thomas) will be open for the General Election held November 3, 2020. The Mayor shall be elected for a term of two years, and the two Councilors shall be elected for a term of four years. The first day for local candidate to file declaration of candidacy or nominating petition is **June 3, 2020**. You may obtain more information from the Secretary of State's Elections website at: <http://sos.oregon.gov/elections/Pages/default.aspx>.

Ordinance 367-2020 - Currently the City Charter requires a candidate to be nominated; the Hubbard Municipal Code requires 10 electoral signatures in order to be nominated to serve on the City Council. Included on the Agenda for adoption is Ordinance 367-2020 allowing for a filing fee in lieu of signatures during a state of emergency.

STRATEGIC PLANNING/GOAL SETTING

I have requested available dates from Sue Dicipile for May and June and will be providing those once they are available.

PLANNING COMMISSION MEETING

The following application is scheduled for the April 21, 2020, Planning Commission Matt Kennedy - 3500 3rd Street Site Development Review and Partition Applications (Commercial spec building and pad site for future structures). This meeting will be a virtual meeting. I created a public comment signup page and the webmaster created the link on the City's Agenda Packet/Minutes page.

Pending Applications

- Water Master Plan Public Hearing.

BUSINESS REGISTRATION

No new Business Registrations to report for the month of March.

Administrative Assistant/Court Clerk Julie Hedden and I emailed the information and links for the COVID-19 assistance to the Businesses that are registered with the City. It was also uploaded onto the City's webpage and City's Facebook page.

NEWSLETTER

Please submit your information for the Newsletter no later than **April 15, 2020**. You can submit them in writing or e-mail at jhedden@cityofhubbard.org.

BUILDING PERMITS

3 building permit applications have been submitted from January – February 2020.

BUILDING PERMITS page 2

ISSUE DATE											
	Type of permit	Permit Amount	Receipt #	ROW	Receipt #	City Fee	SDC	Receipt #	EXCISE TAX	Valuation	C of O
1	SFR	\$ 2,905.95	4.00549	\$ 270.00	1.00911	\$ 209.40	\$ 16,518.00	1.00911	\$ 1,891.00	\$ 257,667.53	
2	Additional PYMNT 1/16/2020	\$ 18,679.00	1.00911								
3	SFR	\$ 3,058.66	10.000487	\$ 270.00	1.00911	\$ 217.20	\$ 16,518.00	1.00911	\$ 1,972.00	\$ 263,054.97	
4	Additional PYMNT 1/16/2020	\$ 18,760.00	1.00911								
5	SFR	\$ 3,017.60	10.000487	\$ 270.00	4.000549	\$ 210.70	\$ 16,518.00	4.000549	\$ 1,828.00	\$ 258,504.66	
6	Additional PYMNT 09/11/2019	\$ 18,616.00	4.000549								
7	SFR	\$ 806.52	4.000549	\$ 270.00	4.000549	\$ 134.42	\$ 16,518.00	4.000549	\$ 1,826.00	\$ 255,166.67	
8											
9	SFR	\$ 2,880.34	4.000549	\$ 270.00	1.008754	\$ 206.80	\$ 16,518.00	1.008754	\$ 16,518.00	\$ 255,116.67	
10	ADDITIONAL PYMNT 12/11/2019	\$ 18,614.00	1.008754								
11	SFR	\$ 3,707.54	4.000549	\$ 270.00	1.00911	\$ 197.70	\$ 16,518.00	1.00911	\$ 1,756.00	\$ 248,274.63	
12	ADDITIONAL PYMNT 1/16/2020	\$ 18,614.00	1.00911								
13	SFR	\$ 2,433.49	4.000549	\$ 270.00	1.00911	\$ 162.60	\$ 16,518.00	1.00911	\$ 1,603.00	\$ 221,497.34	
14	ADDITIONAL PYMNT 1/16/2020	\$ 18,391.00	1.00911								
15	REPLACE STORE FRONT	\$ 554.56	4.000515	N/A	N/A	\$ 55.05	N/A	N/A		\$ 30,000.00	N/A
16	REFUND CK #9557 Date 08/13/2019	\$ 12.32									
17	NEW MULTI-USE BLD	\$ 2,597.40	10.000414	\$ 225.00	1.008549	\$ 502.01	\$ 17,382.50	1.008549	\$ 17,382.50	\$ 573,122.38	
18	ADDITIONAL PYMNT 10/31/2019	\$ 26,394.32	1.008549	REFUND	\$ 2,597.40	ck#9796	11/13/2019				
19	SFR	\$ 2,190.15	4.000533	\$ 90.00	4.000554	\$ 508.47	\$ 16,518.00	4.000554	\$ 1,720.00	\$ 237,408.92	4/1/2020
20	ADTNL PYMNT \$21378.80 9/30/19	\$ 21,378.80	4.000554	REFUND	\$2,190.15	ck#9785	11/13/2019				
21	Office Space inside existing bld	\$ 1,256.37	1.008465	N/A	N/A	\$ 201.02	N/A	1.008465		\$ 153,888.60	
22	ADTNL PYMNT 9/24/2019	\$ 723.71	9.000021								
23	SIGN	\$ 187.84	1.008531	N/A	N/A	N/A	N/A	N/A		N/A	N/A
24	REFUND CK #9816 Date 11/13/2019	\$ 187.84									
25	ALTERATION										
26	DIRECT FROM MC										
27	INTERIOR RENOVATION										
28	DIRECT FROM MC										
29	SIGN	\$ 216.16	2.003016	N/A	N/A	N/A	N/A	N/A		N/A	N/A
30	REFUND CK #9839 Date 11/20/2019	\$ 216.16									
31	Tenant Improve./non-load bearing walls					\$ 25.00					
32	DIRECT FROM MC										
33	Spray Booth	\$ 244.28	9.000152	N/A	N/A	\$25.00	N/A	N/A		\$ 10,000.00	N/A
34	Applicant said to keep the \$.80	\$0.80									
35	Change of Occupancy/ TI					\$ 25.00					
36	DIRECT FROM MC										
37	Manufactured	\$ 372.20									
38											
39											
40											
41											
42											
43											

BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #
1	5/23/2019	9/11/2019	555-19-0038474-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2893 4TH STREET	041W33DB05300
2						
3	5/23/2019	8/1/2019	555-19-003961-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2895 4TH STREET	041WWDB05200
4						
5	5/23/2019	8/1/2019	55-19-003941-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2555 S LYDIA LOOP	0411W33DB05700
6						
7	5/23/2019	9/11/2019	555-19-003857-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2432 N LYDIA LOOP	041W33DB05800
8						
9	5/23/2019	9/11/2019	555-19-003854-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2540 N LYDIA LOOP	041W27CC06500
10						
11	5/23/2019	9/11/2019	555-19-003864-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2562 N LYDIA LOOP	04133DB05600
12						
13	5/23/2019	1/16/2020	555-19-003858-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2582 N LYDIA LOOP	041W33DB06100
14						
15	7/15/2019	7/31/2019	555-19-005236-STR	ALPROP CO/HARD CORE CNTRT	3574 PACIFIC HWY	041W34BC02500
16						
17	7/18/2019	10/7/2019	555-19-005305-STR	OREGON PACIFIC CONSTR CNT	2335 INDUSTRIAL AVENUE	041W33DC01600
18						
19	8/8/2019	8/8/2019	555-19-006087-DWL	CITI HOMES GROP CORP	2975 D STREET	041W33AD00201
20						
21	9/24/2019	11/18/2019	555-19-007224-STR	PACIFIC WEST CONSTRUCTION	2900 Industrial Avenue	041W33DA06300
22						
23	10/16/2019	10/24/2019	PER CNTY	RUDNICK ELECTRIC SIGNS	3776 PACIFIC HIGHWAY 99E	041W34BC02200
24			NOT REQUIRED			
25	10/9/2019	10/9/2019	555-19-006107-STR	BLAKE BURAL	2363 INDUSTRIAL AVENUE	04W33DD01500
26						
27	10/29/2019		555-19-007699	BLAKE BURAL	2310 INDUSTRIAL AVENUE	041W33DC01200
28						
29	11/18/2019	11/20/2019	PER CNTY	R & R PROPERTY HOLDINGS	3043 SCHMIDT LANE NE	
30			NOT REQUIRED			
31	12/23/2019		555-19-009126-STR	RAPHAEL GOODBLATT	2600 INDUSTRIAL AVE	041W33DD00600
32						
33	1/15/2020	1/27/2020	555-20-000399-STR	Spray Boths Northwest	2690 Industrial AVE	041W33DD00303
34						
35	2/7/2020	2/7/2020	555-19-009116-STR	Raphael Goodblatt	2670 Industrial Properties	041W33DD00600
36						
37	2/17/2020			J & M HOMES	3097 Rainbow loop	
38						
39						
40						
41						
42						

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FINANCE MONTHLY REPORT – APR 2020

To: City Council
From: Judy Smith
Date: April 6, 2020
Re: April 14, 2020 Council Meeting

Finance Reports & Notes:

1. Included are the following reports for your review:
 - a. Financial Statements - Balance Sheet and Rev/Exp Compared to Budget for March 2020 (soft close)
 - b. Revenue & Expense graphs
2. Budget Committee:
 - a. Two vacant positions still open
 - b. Budget Committee Meeting is scheduled for May 5, 2020 at 6:30pm.
 - i. We are working on setting up a virtual budget meeting, and I will make every effort to have the Proposed Budget available a week prior to the meeting.
3. Utility Payment Arrangements & Shut Off Day:
 - a. 15 customers called to make payment arrangements prior to shut off due to the COVID-19 pandemic. We are currently checking in with these customers if balance isn't paid by the date that was arranged.
 - b. No services were shut off on 3/30/2020, the regularly scheduled shut off day. Instead the list of customers who hadn't paid was printed and our Admin team contacted each customer to check in to see if they were doing well during the COVID-19 pandemic, and payment arrangements were made at that time.
 - c. We were able to collect all past due payments and/or make the necessary payment arrangements as well as check in on the people of our community.
 - i. Thank you to Vickie and Julie for being proactive in gathering this information, and when phone numbers were unavailable door hangers were requested for Public Works to hang.
 - ii. Thank you to Public Works for getting the door hangers out to our customers.
4. Seniors of Our Community During COVID-19 Pandemic:
 - a. Contact information for our seniors on the City's senior discount program was provided to Chief Rash for the Police Department to perform 'Well Checks'.
 - b. Julie and Molly have been invaluable gathering any new information on our seniors, and furnishing it to Chief Rash and the Police Officers.

Consent Agenda Reports:

1. Check listing for the month of March is included in your packet.

Comments/Questions: If you have any comments/questions, please don't hesitate to e-mail me at: jsmith@cityofhubbard.org – or - call me at 503-981-9633.

CITY OF HUBBARD
COMBINED CASH INVESTMENT
MARCH 31, 2020

COMBINED CASH ACCOUNTS

999-000-1005	CASH - COLUMBIA BANK	303,348.83
999-000-1010	CASH - XPRESS DEPOSIT ACCOUNT	3,261.55
999-000-1012	CASH CLEARING - UTILITIES	(40.85)
999-000-1014	CASH CLEARING - COURT	1,492.71
TOTAL COMBINED CASH		308,062.24
999-000-1001	CASH ALLOCATED TO OTHER FUNDS	(308,062.24)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

100	ALLOCATION TO GENERAL FUND	(2,070,535.34)
121	ALLOCATION TO STREET FUND	(467,605.72)
122	ALLOCATION TO STREET CONSTRUCTION FUND	(139,619.81)
123	ALLOCATION TO RESERVE FUND	167,319.87
125	ALLOCATION TO PARK IMPROVEMENT FUND	311,948.41
201	ALLOCATION TO SEWER UTILITY FUND	227,450.38
202	ALLOCATION TO SEWER CONSTRUCTION FUND	1,229,545.71
203	ALLOCATION TO SEWER BOND FUND	6,002.42
205	ALLOCATION TO WATER UTILITY FUND	470,437.65
206	ALLOCATION TO WATER CONSTRUCTION FUND	595,101.29
207	ALLOCATION TO WATER BOND FUND	(21,982.62)
TOTAL ALLOCATIONS TO OTHER FUNDS		308,062.24
ALLOCATION FROM 999-000-1001		(308,062.24)
ZERO PROOF IF ALLOCATIONS BALANCE		.00

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2020

GENERAL FUND

ASSETS

100-000-1001	CASH IN COMBINED CASH FUND	(2,070,535.34)	
100-000-1011	LGIP		3,611,497.62	
100-000-1012	PETTY CASH		50.00	
100-000-1013	CASH ON HAND		200.00	
100-000-1113	ACCOUNTS RECEIVABLE	(838.10)	
TOTAL ASSETS				1,540,374.18

LIABILITIES AND EQUITY

LIABILITIES

100-000-2021	FEDERAL TAX WITHHOLDING		1,020.25	
100-000-2022	STATE TAX WITHHOLDING		317.47	
100-000-2023	RETIREMENT		1,279.36	
100-000-2026	UNION DUES	(54.36)	
100-000-2032	SCHOOL EXISE TAX	(206.04)	
100-000-2276	STATE ASSESSMENT		4,015.80	
100-000-2277	DEPOSITS - UNITARY		319.69	
100-000-2278	DEPOSITS - LEMLA		8.80	
100-000-2279	DEPOSITS - OJD		32.49	
100-000-2280	DEPOSITS - MARION		564.92	
100-000-2281	DEPOSITS - LAND USE		2,096.38	
100-000-2285	DEPOSITS - MISC		274.53	
TOTAL LIABILITIES				9,669.29

FUND EQUITY

100-000-2520	BEG FUND BALANCE		1,110,931.62	
UNAPPROPRIATED FUND BALANCE:				
REVENUE OVER EXPENDITURES - YTD			419,773.27	
BALANCE - CURRENT DATE			419,773.27	
TOTAL FUND EQUITY				1,530,704.89
TOTAL LIABILITIES AND EQUITY				1,540,374.18

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES AND FRANCHISE FEES</u>					
100-300-3111 PROPERTY TAXES	16,219.22	854,828.55	906,880.00	52,051.45	94.3
100-300-3112 DELINQ PROP TAXES	661.34	19,256.57	25,000.00	5,743.43	77.0
100-300-3180 FF-ALL OTHER	.00	142.59	300.00	157.41	47.5
100-300-3181 FF-PGE	76,661.94	100,204.08	108,000.00	7,795.92	92.8
100-300-3182 FF-QWEST	.00	3,074.17	4,200.00	1,125.83	73.2
100-300-3183 FF-NW NATURAL	.00	14,604.44	25,000.00	10,395.56	58.4
100-300-3184 FF-WAVE	.00	7,559.29	11,500.00	3,940.71	65.7
100-300-3185 FF-REPUBLIC SERVICES	.00	29,617.42	34,000.00	4,382.58	87.1
100-300-3186 FF-DATAVISION	.00	933.00	1,200.00	267.00	77.8
100-300-3301 REVENUE SHARING	.00	31,655.38	20,000.00	(11,655.38)	158.3
100-300-3302 CIG TAX	215.32	2,884.00	3,900.00	1,016.00	74.0
100-300-3303 OLCC TAX	3,943.94	44,098.86	61,300.00	17,201.14	71.9
100-300-3305 MARIJUANA TAX - STATE	4,718.45	14,399.91	13,000.00	(1,399.91)	110.8
100-300-3306 MARIJUANA TAX - LOCAL	9,600.41	27,873.41	28,000.00	126.59	99.6
100-300-3415 GENERAL SERVICE FE	19,789.02	115,761.28	141,000.00	25,238.72	82.1
100-300-3601 MISCELLANEOUS REVENUE	10.50	315.00	3,000.00	2,685.00	10.5
100-300-3611 INTEREST INCOME	7,377.85	60,331.57	87,500.00	27,168.43	69.0
TOTAL TAXES AND FRANCHISE FEES	139,197.99	1,327,539.52	1,473,780.00	146,240.48	90.1
<u>MISC REVENUE</u>					
100-301-3211 BUSINESS REGISTRATION	400.00	5,225.00	4,600.00	(625.00)	113.6
100-301-3221 FARMERS MARKET REG FEE	34.00	494.00	3,385.00	2,891.00	14.6
100-301-3225 FOOD CARTS	.00	.00	500.00	500.00	.0
100-301-3401 LIEN SEARCH	300.00	2,700.00	2,000.00	(700.00)	135.0
100-301-3402 BUSINESS OLCC FEE	60.00	315.00	180.00	(135.00)	175.0
100-301-3601 MISCELLANEOUS REVENUE	(.80)	(205.59)	.00	205.59	.0
TOTAL MISC REVENUE	793.20	8,528.41	10,665.00	2,136.59	80.0
<u>POLICE REVENUE</u>					
100-302-3341 SEAT BELT GRANT	.00	571.24	2,000.00	1,428.76	28.6
100-302-3342 OACP GRANT DUII	.00	.00	2,000.00	2,000.00	.0
100-302-3346 BVP REIMB GRANT	.00	556.50	1,000.00	443.50	55.7
100-302-3351 PED. ENF. GRANT	.00	.00	2,000.00	2,000.00	.0
100-302-3401 FINGERPRINTS	.00	650.00	800.00	150.00	81.3
100-302-3402 VEHICLE IMPOUND	600.00	4,800.00	9,000.00	4,200.00	53.3
100-302-3403 POLICE REPORTS	40.00	640.00	1,000.00	360.00	64.0
100-302-3404 SALE OF SURP PROP	.00	.00	800.00	800.00	.0
100-302-3601 MISCELLANEOUS REVENUE	1,188.12	5,015.05	100.00	(4,915.05)	5015.1
100-302-3643 K9 PROGRAM REVENUE	.00	119.92	2,500.00	2,380.08	4.8
100-302-3644 PD TRAINING REV	111.05	941.24	1,500.00	558.76	62.8
TOTAL POLICE REVENUE	1,939.17	13,293.95	22,700.00	9,406.05	58.6

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>MUNICIPAL COURT REVENUE</u>					
100-303-3401	MUNICIPAL COURT	6,157.15	51,989.30	60,000.00	8,010.70	86.7
100-303-3402	MARION COUNTY COUR	.00	9,782.46	13,000.00	3,217.54	75.3
100-303-3405	TEMP OFFENSE SURCH	50.00	185.00	400.00	215.00	46.3
100-303-3611	COLLECTIONS INTERE	1,060.93	6,633.75	3,800.00	(2,833.75)	174.6
	TOTAL MUNICIPAL COURT REVENUE	7,268.08	68,590.51	77,200.00	8,609.49	88.9
	<u>MISCELLANEOUS REVENUE PARKS</u>					
100-304-3601	MISCELLANEOUS REVENUE PARKS	225.00	350.00	350.00	.00	100.0
	TOTAL SOURCE 304	225.00	350.00	350.00	.00	100.0
	<u>COMMUNITY DEV REVENUE</u>					
100-305-3305	SCHOOL EXCISE REVE	.00	939.08	1,000.00	60.92	93.9
100-305-3350	ECO DEV COMMUNITY PROJECT GRAN	.00	15,000.00	.00	(15,000.00)	.0
100-305-3401	LAND USE FEES	.00	20,721.46	55,000.00	34,278.54	37.7
100-305-3402	BUILDING PERMITS	.00	42,086.38	35,000.00	(7,086.38)	120.3
	TOTAL COMMUNITY DEV REVENUE	.00	78,746.92	91,000.00	12,253.08	86.5
	<u>TRANSFERS IN</u>					
100-391-3910	TRANSFER IN -WATER	.00	12,608.00	24,031.00	11,423.00	52.5
100-391-3912	TRANSFER IN SEWER	.00	12,499.42	23,963.00	11,463.58	52.2
100-391-3914	TRANSFER IN- SDC A	.00	7,217.00	9,960.00	2,743.00	72.5
100-391-3920	TRANS IN - OP OH	.00	42,281.35	82,333.00	40,051.65	51.4
	TOTAL TRANSFERS IN	.00	74,605.77	140,287.00	65,681.23	53.2
	<u>FUND BALANCE</u>					
100-399-9999	BEGINNING FUND BALANCE	.00	.00	890,444.00	890,444.00	.0
	TOTAL FUND BALANCE	.00	.00	890,444.00	890,444.00	.0
	TOTAL FUND REVENUE	149,423.44	1,571,655.08	2,706,426.00	1,134,770.92	58.1

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
100-410-1100 SALARIES AND WAGES	.00	.00	92,841.00	92,841.00	.0
100-410-1101 DIRECTOR OF ADMIN/RECORDER	3,860.28	36,891.52	.00 (36,891.52)	.0
100-410-1102 FINANCE DIRECTOR	2,407.37	20,018.13	.00 (20,018.13)	.0
100-410-1105 ADMIN ASSISTANT/COURT CLERK	486.46	3,657.96	.00 (3,657.96)	.0
100-410-4100 EMPLOYEE BENEFITS	.00	.00	50,539.00	50,539.00	.0
100-410-4110 EB-MEDICAL & DENTAL	1,538.82	13,655.39	.00 (13,655.39)	.0
100-410-4120 EB-INSURANCE (LIFE & DISAB)	18.27	157.31	.00 (157.31)	.0
100-410-4150 EB-EMPLOYER TAXES	516.70	4,850.26	.00 (4,850.26)	.0
100-410-4170 EB-PERS	2,304.64	28,426.26	8,750.00 (19,676.26)	324.9
100-410-4190 EB-WORKERS COMP	.00	29.76	.00 (29.76)	.0
100-410-5100 PROFESSIONAL SERVICES	2,666.13	38,089.21	47,400.00	9,310.79	80.4
100-410-5200 CONTRACTED SUPPORT	.00	.00	200.00	200.00	.0
100-410-5300 OPERATIONAL SUPPLIES	.00	12.00	200.00	188.00	6.0
100-410-6100 BUILDING MAINT & SUPPLIES	507.35	2,895.56	3,100.00	204.44	93.4
100-410-6200 RENTALS AND LEASES	(4.24)	1,120.49	1,800.00	679.51	62.3
100-410-6300 INSURANCE	.00	3,610.74	4,030.00	419.26	89.6
100-410-6400 ADVERTISING & RECRUITMENT	.00	148.55	1,000.00	851.45	14.9
100-410-6500 LEARNING, DUES & MEMBERSHIPS	2,167.93	7,761.92	12,400.00	4,638.08	62.6
100-410-6600 OFFICE SUPPLIES & MISC EXPENSE	746.44	4,296.10	8,050.00	3,753.90	53.4
100-410-6700 EQUIP MAINT & SUPPLIES	1,557.42	2,262.60	4,500.00	2,237.40	50.3
100-410-6900 UTILITIES	229.11	4,356.77	5,250.00	893.23	83.0
TOTAL ADMINISTRATION	19,002.68	172,240.53	240,060.00	67,819.47	71.8
<u>COURT</u>					
100-412-1100 SALARIES AND WAGES	.00	.00	27,198.00	27,198.00	.0
100-412-1101 DIRECTOR OF ADMIN/RECORDER	386.03	3,689.17	.00 (3,689.17)	.0
100-412-1102 FINANCE DIRECTOR	361.12	3,002.79	.00 (3,002.79)	.0
100-412-1105 ADMIN ASSISTANT/COURT CLERK	1,135.02	8,534.88	.00 (8,534.88)	.0
100-412-4100 EMPLOYEE BENEFITS	.00	.00	18,462.00	18,462.00	.0
100-412-4110 EB-MEDICAL & DENTAL	442.11	2,901.41	.00 (2,901.41)	.0
100-412-4120 EB-INSURANCE (LIFE & DISAB)	6.10	38.30	.00 (38.30)	.0
100-412-4150 EB-EMPLOYER TAXES	143.98	1,186.51	.00 (1,186.51)	.0
100-412-4170 EB-PERS	261.71	4,665.82	1,500.00 (3,165.82)	311.1
100-412-4190 EB-WORKERS COMP	.00	8.12	.00 (8.12)	.0
100-412-5100 PROFESSIONAL SERVICES	294.68	6,125.14	13,500.00	7,374.86	45.4
100-412-5300 OPERATIONAL SUPPLIES	.00	.00	50.00	50.00	.0
100-412-6100 BUILDING MAINT & SUPPLIES	50.74	309.51	775.00	465.49	39.9
100-412-6200 RENTALS AND LEASES	(1.78)	225.19	475.00	249.81	47.4
100-412-6300 INSURANCE	.00	934.19	795.00 (139.19)	117.5
100-412-6400 ADVERTISING & RECRUITMENT	.00	60.00	100.00	40.00	60.0
100-412-6500 LEARNING, DUES & MEMBERSHIPS	200.00	275.00	1,550.00	1,275.00	17.7
100-412-6600 OFFICE SUPPLIES & MISC EXPENSE	214.23	1,322.56	2,000.00	677.44	66.1
100-412-6700 EQUIP MAINT & SUPPLIES	.00	149.23	200.00	50.77	74.6
100-412-6900 UTILITIES	107.92	945.34	1,350.00	404.66	70.0
TOTAL COURT	3,601.86	34,373.16	67,955.00	33,581.84	50.6

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>					
100-413-5100 PROFESSIONAL SERVICES	790.00	1,785.65	15,000.00	13,214.35	11.9
100-413-5300 OPERATIONAL SUPPLIES	1,404.85	1,858.28	3,500.00	1,641.72	53.1
100-413-6500 DUES, EDUCATION & LEARNING	.00	.00	1,000.00	1,000.00	.0
100-413-6600 OFFICE SUPPLIES & MISC EXPENSE	.00	.00	690.00	690.00	.0
TOTAL COUNCIL	2,194.85	3,643.93	20,190.00	16,546.07	18.1
<u>COMMUNITY DEVELOPMENT</u>					
100-419-1100 SALARIES AND WAGES	.00	.00	19,929.00	19,929.00	.0
100-419-1101 CITY RECORDER	965.08	9,222.99	.00 (9,222.99)	.0
100-419-1102 FINANCE DIRECTOR	300.93	2,502.35	.00 (2,502.35)	.0
100-419-1104 PUBLIC WORKS SUPERINTENDENT	197.58	1,776.98	.00 (1,776.98)	.0
100-419-4100 EMPLOYEE BENEFITS	.00	.00	12,734.00	12,734.00	.0
100-419-4110 EB-MEDICAL & DENTAL	333.27	2,943.41	.00 (2,943.41)	.0
100-419-4120 EB-INSURANCE (LIFE & DISAB)	3.81	34.29	.00 (34.29)	.0
100-419-4150 EB-EMPLOYER TAXES	111.97	1,032.98	.00 (1,032.98)	.0
100-419-4170 EB-PERS	481.71	5,304.09	1,250.00 (4,054.09)	424.3
100-419-4190 EB-WORKERS COMP	.00	4.64	.00 (4.64)	.0
100-419-5100 PROFESSIONAL SERVICES	2,611.29	14,298.58	57,500.00	43,201.42	24.9
100-419-5400 INTERGOVERNMENTAL SE	3,879.03	52,296.22	84,200.00	31,903.78	62.1
100-419-5500 PROGRAM & GRANT EXPENSES	.00	.00	2,600.00	2,600.00	.0
100-419-5501 PROGRAM EXPENSES - FARMERS MKT	.00	407.00	.00 (407.00)	.0
100-419-6500 LEARNING, DUES & MEMBERSHIPS	.00	1,841.00	2,170.00	329.00	84.8
TOTAL COMMUNITY DEVELOPMENT	8,884.67	91,664.53	180,383.00	88,718.47	50.8

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
100-421-1100 SALARIES AND WAGES	.00	1,201.50	500,222.00	499,020.50	.2
100-421-1101 DIRECTOR OF ADMIN/RECORDER	128.68	1,229.74	.00 (1,229.74)	.0
100-421-1102 FINANCE DIRECTOR	120.37	1,000.91	.00 (1,000.91)	.0
100-421-1103 CHIEF OF POLICE	8,404.22	75,637.98	.00 (75,637.98)	.0
100-421-1105 ADMININSTRATIVE ASSISTANT	3,945.72	35,511.48	.00 (35,511.48)	.0
100-421-1106 POLICE OFFICERS	29,061.10	211,146.84	.00 (211,146.84)	.0
100-421-1212 OVERTIME	717.07	8,940.30	.00 (8,940.30)	.0
100-421-4100 EMPLOYEE BENEFITS	.00	.00	333,589.00	333,589.00	.0
100-421-4110 EB-MEDICAL & DENTAL	14,298.05	100,424.07	.00 (100,424.07)	.0
100-421-4120 EB-INSURANCE (LIFE & DISAB)	103.08	830.03	.00 (830.03)	.0
100-421-4150 EB-EMPLOYER TAXES	3,241.87	25,748.78	.00 (25,748.78)	.0
100-421-4170 EB-PERS	10,842.72	72,263.56	1,750.00 (70,513.56)	4129.4
100-421-4190 EB-WORKERS COMP	.00	4,643.44	.00 (4,643.44)	.0
100-421-5100 PROFESSIONAL SERVICES	825.05	13,686.69	26,210.00	12,523.31	52.2
100-421-5200 CONTRACTED SUPPORT	152.10	756.15	7,000.00	6,243.85	10.8
100-421-5300 OPERATIONAL SUPPLIES	1,342.14	4,386.55	10,000.00	5,613.45	43.9
100-421-5400 INTERGOVERNMENTAL	21,492.56	97,121.97	106,000.00	8,878.03	91.6
100-421-5500 PROGRAM & GRANT EXPENSES	.00	534.84	11,500.00	10,965.16	4.7
100-421-6100 BUILDING MAINT & SUPPLIES	558.08	3,205.00	3,200.00 (5.00)	100.2
100-421-6200 RENTALS AND LEASES	231.40	1,563.58	3,000.00	1,436.42	52.1
100-421-6300 INSURANCE	.00	18,639.15	17,650.00 (989.15)	105.6
100-421-6400 ADVERTISING & RECRUITMENT	.00	505.00	2,000.00	1,495.00	25.3
100-421-6500 LEARNING, DUES & MEMBERSHIPS	3,098.61	8,704.52	16,500.00	7,795.48	52.8
100-421-6600 OFFICE SUPPLIES & MISC EXPENSE	493.84	2,939.10	5,500.00	2,560.90	53.4
100-421-6700 EQUIP MAINT & SUPPLIES	4,305.97	26,886.31	75,000.00	48,113.69	35.9
100-421-6800 UNIFORMS	2,475.99	5,700.73	6,000.00	299.27	95.0
100-421-6900 UTILITIES	1,185.98	7,798.26	12,000.00	4,201.74	65.0
100-421-7000 CAPITAL OUTLAY	.00	.00	56,000.00	56,000.00	.0
TOTAL POLICE	107,024.60	731,006.48	1,193,121.00	462,114.52	61.3

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
100-452-1100 SALARIES AND WAGES	.00	.00	74,064.00	74,064.00	.0
100-452-1101 DIRECTOR OF ADMIN/RECORDER	128.68	1,229.74	.00 (1,229.74)	.0
100-452-1102 FINANCE DIRECTOR	120.37	1,000.91	.00 (1,000.91)	.0
100-452-1105 ADMINISTRATIVE ASSISTANT	1,281.22	11,333.86	.00 (11,333.86)	.0
100-452-1107 UTILITY WORKER 1	3,139.05	16,711.08	.00 (16,711.08)	.0
100-452-1108 PW ADMIN ASSISTANT	506.22	4,103.61	.00 (4,103.61)	.0
100-452-1109 PW MAINTENANCE PT	.00	6,188.40	.00 (6,188.40)	.0
100-452-1114 PUBLIC WORKS FOREMAN	1,317.17	11,846.41	.00 (11,846.41)	.0
100-452-4100 EMPLOYEE BENEFITS	.00	.00	48,622.00	48,622.00	.0
100-452-4110 EB-MEDICAL & DENTAL	1,879.92	15,051.30	.00 (15,051.30)	.0
100-452-4120 EB-INSURANCE (LIFE & DISAB)	15.92	124.41	.00 (124.41)	.0
100-452-4150 EB-EMPLOYER TAXES	496.71	4,024.21	.00 (4,024.21)	.0
100-452-4170 EB-PERS	1,716.99	13,967.93	500.00 (13,467.93)	2793.6
100-452-4190 EB-WORKERS COMP	.00	638.02	.00 (638.02)	.0
100-452-5100 PROFESSIONAL SERVICES	103.26	1,641.56	4,600.00	2,958.44	35.7
100-452-5200 CONTRACTED SUPPORT	.00	56.00	400.00	344.00	14.0
100-452-5300 OPERATIONAL SUPPLIES	890.82	8,219.59	18,800.00	10,580.41	43.7
100-452-6100 BUILDING MAINT & SUPPLIES	65.63	902.96	7,900.00	6,997.04	11.4
100-452-6200 RENTALS AND LEASES	4.92	166.78	600.00	433.22	27.8
100-452-6300 INSURANCE	.00	4,265.22	4,040.00 (225.22)	105.6
100-452-6400 ADVERTISING & RECRUITMENT	.00	148.20	500.00	351.80	29.6
100-452-6500 LEARNING, DUES & MEMBERSHIPS	335.00	1,040.77	1,400.00	359.23	74.3
100-452-6600 OFFICE SUPPLIES & MISC EXPENSE	117.83	412.48	1,800.00	1,387.52	22.9
100-452-6700 EQUIP MAINT & SUPPLIES	2,667.70	7,841.52	13,300.00	5,458.48	59.0
100-452-6800 UNIFORMS	.00	349.31	400.00	50.69	87.3
100-452-6900 UTILITIES	1,184.21	8,688.92	7,400.00 (1,288.92)	117.4
TOTAL PARKS	15,971.62	119,953.19	184,326.00	64,372.81	65.1
<u>TRANSFER OUT</u>					
100-491-8003 TRANS TO RESERVE FUND	.00	.00	47,731.00	47,731.00	.0
TOTAL TRANSFER OUT	.00	.00	47,731.00	47,731.00	.0
<u>CONTINGENCY</u>					
100-900-9900 CONTINGENCY	.00	.00	696,410.00	696,410.00	.0
TOTAL CONTINGENCY	.00	.00	696,410.00	696,410.00	.0
TOTAL FUND EXPENDITURES	156,680.28	1,152,881.82	2,630,176.00	1,477,294.18	43.8
NET REVENUE OVER EXPENDITURES	(7,256.84)	418,773.26	76,250.00 (342,523.26)	549.2

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2020

STREET FUND

ASSETS

121-000-1001	CASH IN COMBINED CASH FUND	(467,605.72)	
121-000-1011	LGIP		571,044.61	
	TOTAL ASSETS			103,438.89

LIABILITIES AND EQUITY

LIABILITIES

121-000-2021	FEDERAL TAX WITHHOLDING		304.57	
121-000-2022	STATE TAX WITHHOLDING		159.53	
121-000-2023	RETIREMENT		796.44	
	TOTAL LIABILITIES			1,260.54

FUND EQUITY

121-000-2520	BEG FUND BALANCE		62,811.41	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		39,366.94	
	BALANCE - CURRENT DATE		39,366.94	
	TOTAL FUND EQUITY			102,178.35
	TOTAL LIABILITIES AND EQUITY			103,438.89

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET FUND REVENUE</u>					
121-300-3190 GAS TAX	13,279.20	136,728.01	184,766.00	48,037.99	74.0
121-300-3407 TRANSPORTATION UTILITY	13,783.44	79,237.12	93,104.00	13,866.88	85.1
121-300-3408 ROW PERMITS	135.00	3,960.00	3,600.00	(360.00)	110.0
121-300-3601 MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
121-300-3611 INTEREST INCOME	.00	7,921.45	9,000.00	1,078.55	88.0
TOTAL STREET FUND REVENUE	27,197.64	227,846.58	290,570.00	62,723.42	78.4
<u>FUND BALANCE</u>					
121-399-9999 BEGINNING FUND BALANCE	.00	.00	48,456.00	48,456.00	.0
TOTAL FUND BALANCE	.00	.00	48,456.00	48,456.00	.0
TOTAL FUND REVENUE	27,197.64	227,846.58	339,026.00	111,179.42	67.2

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET FUND EXP</u>					
121-431-1100 SALARIES AND WAGES	.00	.00	75,777.00	75,777.00	.0
121-431-1101 DIRECTOR OF ADMIN/RECORDER	321.70	3,074.40	.00	(3,074.40)	.0
121-431-1102 FINANCE DIRECTOR	902.76	7,506.83	.00	(7,506.83)	.0
121-431-1105 ADMINISTRATIVE ASSISTANT	1,605.52	13,772.47	.00	(13,772.47)	.0
121-431-1107 UTILITY WORKER 1	3,347.66	18,616.19	.00	(18,616.19)	.0
121-431-1108 PW ADMIN ASSISTANT	506.22	4,103.61	.00	(4,103.61)	.0
121-431-1109 PW MAINTENANCE PT	.00	6,188.23	.00	(6,188.23)	.0
121-431-1114 PUBLIC WORKS FOREMAN	1,119.59	10,069.39	.00	(10,069.39)	.0
121-431-4100 EMPLOYEE BENEFITS	.00	.00	51,427.00	51,427.00	.0
121-431-4110 EB-MEDICAL & DENTAL	2,217.57	17,835.40	.00	(17,835.40)	.0
121-431-4120 EB-INSURANCE (LIFE & DISAB)	19.77	154.35	.00	(154.35)	.0
121-431-4150 EB-EMPLOYER TAXES	596.98	4,902.67	.00	(4,902.67)	.0
121-431-4170 EB-PERS	2,040.70	19,925.73	3,750.00	(16,175.73)	531.4
121-431-4190 EB-WORKERS COMP	.00	827.11	.00	(827.11)	.0
121-431-5100 PROFESSIONAL SERVICES	869.58	10,656.05	30,850.00	20,193.95	34.5
121-431-5200 CONTRACTED SUPPORT	1,948.00	17,493.15	26,700.00	9,206.85	65.5
121-431-5300 OPERATIONAL SUPPLIES	28.85	215.81	100.00	(115.81)	215.8
121-431-5500 PROGRAM & GRANT EXPENSES	684.00	3,967.66	13,200.00	9,232.34	30.1
121-431-6100 BUILDING MAINT & SUPPLIES	139.52	549.74	4,350.00	3,800.26	12.6
121-431-6200 RENTALS AND LEASES	7.16	147.34	400.00	252.66	36.8
121-431-6300 INSURANCE	.00	3,573.85	3,400.00	(173.85)	105.1
121-431-6400 ADVERTISING & RECRUITMENT	.00	24.30	500.00	475.70	4.9
121-431-6500 LEARNING, DUES & MEMBERSHIPS	.00	68.27	800.00	731.73	8.5
121-431-6600 OFFICE SUPPLIES & MISC EXPENSE	349.06	1,759.60	3,300.00	1,540.40	53.3
121-431-6700 EQUIP MAINT & SUPPLIES	441.43	3,121.81	7,600.00	4,478.19	41.1
121-431-6800 UNIFORMS	.00	248.82	300.00	51.18	82.9
121-431-6900 UTILITIES	3,111.96	27,398.93	38,200.00	10,801.07	71.7
TOTAL STREET FUND EXP	20,258.03	176,201.71	260,654.00	84,452.29	67.6
<u>TRANSFER OUT</u>					
121-491-8003 TRANS TO RESERVE FUND	.00	.00	6,700.00	6,700.00	.0
121-491-8701 OPERATIONAL OVERHEAD	.00	12,277.93	24,322.00	12,044.07	50.5
TOTAL TRANSFER OUT	.00	12,277.93	31,022.00	18,744.07	39.6
<u>CONTINGENCY</u>					
121-900-9900 CONTINGENCY	.00	.00	51,100.00	51,100.00	.0
TOTAL CONTINGENCY	.00	.00	51,100.00	51,100.00	.0
TOTAL FUND EXPENDITURES	20,258.03	188,479.64	342,776.00	154,296.36	55.0
NET REVENUE OVER EXPENDITURES	6,939.61	39,366.94	(3,750.00)	(43,116.94)	1049.8

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2020

STREET CONSTRUCTION FUND

ASSETS

122-000-1001	CASH IN COMBINED CASH FUND	(139,619.81)	
122-000-1011	LGIP		409,336.79	
	TOTAL ASSETS			269,716.98

LIABILITIES AND EQUITY

FUND EQUITY

122-000-2520	BEG FUND BALANCE		378,034.99	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(108,318.01)	
	BALANCE - CURRENT DATE	(108,318.01)	
	TOTAL FUND EQUITY			269,716.98
	TOTAL LIABILITIES AND EQUITY			269,716.98

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

STREET CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>STREET CONSTRUCTION REVENUE</u>					
122-300-3190	GAS TAX	4,426.40	45,575.98	61,589.00	16,013.02	74.0
122-300-3341	SPECIAL ALLOTMENT	.00	.00	100,000.00	100,000.00	.0
122-300-3550	ASSESSMENT PRINCIPAL	.00	.00	100.00	100.00	.0
122-300-3551	SDC-IMPROVEMENT	.00	46,856.50	38,290.00	(8,566.50)	122.4
122-300-3554	SDC ADMINISTRATION	.00	2,444.00	1,940.00	(504.00)	126.0
122-300-3611	INTEREST INCOME	720.44	7,043.52	8,400.00	1,356.48	83.9
	<u>TOTAL STREET CONSTRUCTION REVENUE</u>	<u>5,146.84</u>	<u>101,920.00</u>	<u>210,319.00</u>	<u>108,399.00</u>	<u>48.5</u>
	<u>FUND BALANCE</u>					
122-399-9999	BEGINNING FUND BALANCE	.00	.00	317,933.00	317,933.00	.0
	<u>TOTAL FUND BALANCE</u>	<u>.00</u>	<u>.00</u>	<u>317,933.00</u>	<u>317,933.00</u>	<u>.0</u>
	<u>TOTAL FUND REVENUE</u>	<u>5,146.84</u>	<u>101,920.00</u>	<u>528,252.00</u>	<u>426,332.00</u>	<u>19.3</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

STREET CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>STREET CONST. FUND EXP</u>					
122-431-7000	CAPITAL OUTLAY	.00	208,764.01	265,900.00	57,135.99	78.5
	TOTAL STREET CONST. FUND EXP	.00	208,764.01	265,900.00	57,135.99	78.5
	<u>TRANSFER OUT</u>					
122-491-8801	SDC ADMINISTRATION	.00	1,474.00	1,940.00	466.00	76.0
	TOTAL TRANSFER OUT	.00	1,474.00	1,940.00	466.00	76.0
	<u>CONTINGENCY</u>					
122-900-9900	CONTINGENCY	.00	.00	325,412.00	325,412.00	.0
	TOTAL CONTINGENCY	.00	.00	325,412.00	325,412.00	.0
	TOTAL FUND EXPENDITURES	.00	210,238.01	593,252.00	383,013.99	35.4
	NET REVENUE OVER EXPENDITURES	5,146.84	(108,318.01)	(65,000.00)	43,318.01	(166.6)

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2020

RESERVE FUND

ASSETS

123-000-1001 CASH IN COMBINED CASH FUND
123-000-1011 LGIP

167,319.87
42,191.41

TOTAL ASSETS

209,511.28

LIABILITIES AND EQUITY

FUND EQUITY

123-000-2520 BEG FUND BALANCE

259,399.71

UNAPPROPRIATED FUND BALANCE:
REVENUE OVER EXPENDITURES - YTD

(49,888.43)

BALANCE - CURRENT DATE

(49,888.43)

TOTAL FUND EQUITY

209,511.28

TOTAL LIABILITIES AND EQUITY

209,511.28

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>RESERVE FUND REVENUE</u>					
123-300-3611	INTEREST	74.26	792.94	1,000.00	207.06	79.3
	TOTAL RESERVE FUND REVENUE	74.26	792.94	1,000.00	207.06	79.3
	<u>TRANSFERS IN</u>					
123-391-0100	TRANS FROM-GENERAL	.00	.00	47,731.00	47,731.00	.0
123-391-0121	TRANS FROM-STREETS	.00	.00	6,700.00	6,700.00	.0
123-391-0201	TRANS FROM-SEWER	.00	.00	5,000.00	5,000.00	.0
123-391-0205	TRANS FROM-WATER	.00	.00	10,500.00	10,500.00	.0
	TOTAL TRANSFERS IN	.00	.00	69,931.00	69,931.00	.0
	<u>FUND BALANCE</u>					
123-399-9999	BEGINNING FUND BALANCE	.00	.00	170,914.00	170,914.00	.0
	TOTAL FUND BALANCE	.00	.00	170,914.00	170,914.00	.0
	TOTAL FUND REVENUE	74.26	792.94	241,845.00	241,052.06	.3

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>RESERVE FUND EXP</u>					
123-423-7505 BACKHOE	.00	.00	50,000.00	50,000.00	.0
123-423-7515 PLOTTER	.00	.00	6,859.00	6,859.00	.0
123-423-7710 PUB WRKS PICK UP	1,773.39	42,844.24	45,000.00	2,155.76	95.2
123-423-7726 CITY HALL SIDING	.00	7,837.13	.00	(7,837.13)	.0
123-423-7740 POLICE VEHICLE	.00	.00	55,000.00	55,000.00	.0
TOTAL RESERVE FUND EXP	1,773.39	50,681.37	156,859.00	106,177.63	32.3
<u>CONTINGENCY</u>					
123-900-9900 CONTINGENCY	.00	.00	84,986.00	84,986.00	.0
TOTAL CONTINGENCY	.00	.00	84,986.00	84,986.00	.0
TOTAL FUND EXPENDITURES	1,773.39	50,681.37	241,845.00	191,163.63	21.0
NET REVENUE OVER EXPENDITURES	(1,699.13)	(49,888.43)	.00	49,888.43	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2020

PARK IMPROVEMENT FUND

ASSETS

125-000-1001	CASH IN COMBINED CASH FUND	311,948.41	
125-000-1011	LGIP	40,233.45	
	TOTAL ASSETS		352,181.86

LIABILITIES AND EQUITY

FUND EQUITY

125-000-2520	BEG FUND BALANCE	305,648.52	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	46,533.34	
	BALANCE - CURRENT DATE	46,533.34	
	TOTAL FUND EQUITY		352,181.86
	TOTAL LIABILITIES AND EQUITY		352,181.86

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

PARK IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PARK IMPROVMENT REVENUE</u>					
125-300-3301	STATE SHARED REVEN	.00	.00	20,000.00	20,000.00	.0
125-300-3551	SDC-IMPROVEMENT	.00	38,918.00	35,380.00	(3,538.00)	110.0
125-300-3552	SDC-REIMBURSEMENT	.00	6,072.00	5,520.00	(552.00)	110.0
125-300-3554	SDC-ADMINISTRATION	.00	1,881.00	1,710.00	(171.00)	110.0
125-300-3611	INTEREST INCOME	70.81	711.84	700.00	(11.84)	101.7
	<u>TOTAL PARK IMPROVMENT REVENUE</u>	<u>70.81</u>	<u>47,582.84</u>	<u>63,310.00</u>	<u>15,727.16</u>	<u>75.2</u>
	<u>BEGINNING FUND BALANCE</u>					
125-399-9999	BEGINNING FUND BALANCE	.00	.00	300,628.00	300,628.00	.0
	<u>TOTAL BEGINNING FUND BALANCE</u>	<u>.00</u>	<u>.00</u>	<u>300,628.00</u>	<u>300,628.00</u>	<u>.0</u>
	<u>TOTAL FUND REVENUE</u>	<u>70.81</u>	<u>47,582.84</u>	<u>363,938.00</u>	<u>316,355.16</u>	<u>13.1</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

		PARK IMPROVEMENT FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARK IMPROV FUND EXP</u>						
125-452-7000	CAPITAL OUTLAY	23.50	23.50	226,000.00	225,976.50	.0
	TOTAL PARK IMPROV FUND EXP	23.50	23.50	226,000.00	225,976.50	.0
<u>TRANSFER OUT</u>						
125-491-8000	TRANSFERS OUT	.00	1,026.00	1,710.00	684.00	60.0
	TOTAL TRANSFER OUT	.00	1,026.00	1,710.00	684.00	60.0
<u>CONTINGENCY</u>						
125-900-9900	CONTINGENCY	.00	.00	136,228.00	136,228.00	.0
	TOTAL CONTINGENCY	.00	.00	136,228.00	136,228.00	.0
	TOTAL FUND EXPENDITURES	23.50	1,049.50	363,938.00	362,888.50	.3
	NET REVENUE OVER EXPENDITURES	47.31	46,533.34	.00	(46,533.34)	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2020

SEWER UTILITY FUND

ASSETS

201-000-1001	CASH IN COMBINED CASH FUND	227,450.38	
201-000-1011	LGIP	28,378.81	
TOTAL ASSETS			255,829.19

LIABILITIES AND EQUITY

LIABILITIES

201-000-2021	FEDERAL TAX WITHHOLDING	748.53	
201-000-2022	STATE TAX WITHHOLDING	268.29	
201-000-2023	RETIREMENT	2,853.88	
TOTAL LIABILITIES			3,870.70

FUND EQUITY

201-000-2520	BEG FUND BALANCE	106,316.12	
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		145,642.37	
BALANCE - CURRENT DATE		145,642.37	
TOTAL FUND EQUITY			251,958.49
TOTAL LIABILITIES AND EQUITY			255,829.19

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

SEWER UTILITY FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>SEWER UTILITY REVENUE</u>					
201-300-3441	SERVICE CHARGES SE	68,180.36	401,226.46	479,266.00	78,039.54	83.7
201-300-3601	MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
201-300-3611	INTEREST INCOME	.00	.00	50.00	50.00	.0
	<u>TOTAL SEWER UTILITY REVENUE</u>	<u>68,180.36</u>	<u>401,226.46</u>	<u>479,416.00</u>	<u>78,189.54</u>	<u>83.7</u>
	<u>BEGINNING FUND BALANCE</u>					
201-399-9999	BEGINNING FUND BALANCE	.00	.00	85,304.00	85,304.00	.0
	<u>TOTAL BEGINNING FUND BALANCE</u>	<u>.00</u>	<u>.00</u>	<u>85,304.00</u>	<u>85,304.00</u>	<u>.0</u>
	<u>TOTAL FUND REVENUE</u>	<u>68,180.36</u>	<u>401,226.46</u>	<u>564,720.00</u>	<u>163,493.54</u>	<u>71.1</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER UTILITY FUND EXP</u>					
201-432-1100 SALARIES AND WAGES	.00	.00	130,676.00	130,676.00	.0
201-432-1101 DIRECTOR OF ADMIN/RECORDER	321.70	3,074.40	.00 (3,074.40)	.0
201-432-1102 FINANCE DIRECTOR	902.76	7,506.83	.00 (7,506.83)	.0
201-432-1105 ADMINISTRATIVE ASSISTANT	1,767.68	14,991.82	.00 (14,991.82)	.0
201-432-1107 UTILITY WORKER 1	1,381.77	6,640.95	.00 (6,640.95)	.0
201-432-1108 PW ADMIN ASSISTANT	506.22	4,103.61	.00 (4,103.61)	.0
201-432-1109 PW MAINTENANCE PT	.00	3,094.24	.00 (3,094.24)	.0
201-432-1114 PUBLIC WORKS FOREMAN	2,634.34	23,692.79	.00 (23,692.79)	.0
201-432-4100 EMPLOYEE BENEFITS	.00	.00	91,935.00	91,935.00	.0
201-432-4110 EB-MEDICAL & DENTAL	2,007.45	16,692.28	.00 (16,692.28)	.0
201-432-4120 EB-INSURANCE (LIFE & DISAB)	17.86	144.24	.00 (144.24)	.0
201-432-4150 EB-EMPLOYER TAXES	574.88	4,914.34	.00 (4,914.34)	.0
201-432-4170 EB-PERS	2,216.27	21,773.12	3,750.00 (18,023.12)	580.6
201-432-4190 EB-WORKERS COMP	.00	856.60	.00 (856.60)	.0
201-432-5100 PROFESSIONAL SERVICES	899.08	10,073.14	22,750.00	12,676.86	44.3
201-432-5200 CONTRACTED SUPPORT	220.00	12,279.05	23,900.00	11,620.95	51.4
201-432-5300 OPERATIONAL SUPPLIES	34.45	1,996.64	7,400.00	5,403.36	27.0
201-432-6100 BUILDING MAINT & SUPPLIES	218.73	865.18	6,900.00	6,034.82	12.5
201-432-6200 RENTALS AND LEASES	29.36	708.91	1,800.00	1,091.09	39.4
201-432-6300 INSURANCE	.00	8,693.65	8,250.00 (443.65)	105.4
201-432-6400 ADVERTISING & RECRUITMENT	.00	52.50	500.00	447.50	10.5
201-432-6500 LEARNING, DUES & MEMBERSHIPS	.00	3,653.19	5,800.00	2,146.81	63.0
201-432-6600 OFFICE SUPPLIES & MISC EXPENSE	1,143.75	8,430.17	8,000.00 (430.17)	105.4
201-432-6700 EQUIP MAINT & SUPPLIES	2,563.16	13,431.57	28,886.00	15,454.43	46.5
201-432-6800 UNIFORMS	.00	289.05	600.00	310.95	48.2
201-432-6900 UTILITIES	3,688.28	32,676.04	42,000.00	9,323.96	77.8
TOTAL SEWER UTILITY FUND EXP	21,127.74	200,634.31	383,147.00	182,512.69	52.4
<u>TRANSFER OUT</u>					
201-491-8003 TRANS TO RESERVE FUND	.00	.00	5,000.00	5,000.00	.0
201-491-8006 TRANS TO SEWER BOND	.00	27,243.00	54,486.00	27,243.00	50.0
201-491-8601 FRANCHISE FEE	.00	12,499.42	23,963.00	11,463.58	52.2
201-491-8701 OPERATIONAL OVERHEAD	.00	15,207.36	27,143.00	11,935.64	56.0
TOTAL TRANSFER OUT	.00	54,949.78	110,592.00	55,642.22	49.7
<u>CONTINGENCY</u>					
201-900-9900 CONTINGENCY	.00	.00	74,731.00	74,731.00	.0
TOTAL CONTINGENCY	.00	.00	74,731.00	74,731.00	.0
TOTAL FUND EXPENDITURES	21,127.74	255,584.09	568,470.00	312,885.91	45.0

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	47,052.62	145,642.37	(3,750.00)	(149,392.37)	3883.8

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2020

SEWER CONSTRUCTION FUND

ASSETS

202-000-1001	CASH IN COMBINED CASH FUND	1,229,545.71	
202-000-1011	LGIP	305,262.65	
	TOTAL ASSETS		1,534,808.36

LIABILITIES AND EQUITY

FUND EQUITY

202-000-2520	BEG FUND BALANCE	1,345,918.87	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	188,889.49	
	BALANCE - CURRENT DATE	188,889.49	
	TOTAL FUND EQUITY		1,534,808.36
	TOTAL LIABILITIES AND EQUITY		1,534,808.36

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

SEWER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SEWER CONSTRUCTION REVENUE</u>					
202-300-3550	WASTEWATER REUSE R	21,867.60	128,086.39	156,532.00	28,445.61	81.8
202-300-3551	SDC-IMPROVEMENT	.00	15,313.00	12,250.00	(3,063.00)	125.0
202-300-3552	SDC-REIMBURSEMENT	.00	42,948.00	34,360.00	(8,588.00)	125.0
202-300-3554	SDC-ADMINISTRATION	.00	4,024.00	3,220.00	(804.00)	125.0
202-300-3611	INTEREST INCOME	537.27	5,737.10	7,800.00	2,062.90	73.6
	<u>TOTAL SEWER CONSTRUCTION REVENUE</u>	<u>22,404.87</u>	<u>196,108.49</u>	<u>214,162.00</u>	<u>18,053.51</u>	<u>91.6</u>
	<u>BEGINNING FUND BALANCE</u>					
202-399-9999	BEGINNING FUND BALANCE	.00	.00	1,337,987.00	1,337,987.00	.0
	<u>TOTAL BEGINNING FUND BALANCE</u>	<u>.00</u>	<u>.00</u>	<u>1,337,987.00</u>	<u>1,337,987.00</u>	<u>.0</u>
	<u>TOTAL FUND REVENUE</u>	<u>22,404.87</u>	<u>196,108.49</u>	<u>1,552,149.00</u>	<u>1,356,040.51</u>	<u>12.6</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

SEWER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SEWER CONST FUND EXP</u>					
202-432-7000	CAPITAL OUTLAY	.00	4,805.00	130,000.00	125,195.00	3.7
	TOTAL SEWER CONST FUND EXP	.00	4,805.00	130,000.00	125,195.00	3.7
	<u>TRANSFER OUT</u>					
202-491-8000	TRANSFERS OUT	.00	2,414.00	3,220.00	806.00	75.0
	TOTAL TRANSFER OUT	.00	2,414.00	3,220.00	806.00	75.0
	<u>CONTINGENCY</u>					
202-900-9900	CONTINGENCY	.00	.00	1,418,929.00	1,418,929.00	.0
	TOTAL CONTINGENCY	.00	.00	1,418,929.00	1,418,929.00	.0
	TOTAL FUND EXPENDITURES	.00	7,219.00	1,552,149.00	1,544,930.00	.5
	NET REVENUE OVER EXPENDITURES	22,404.87	188,889.49	.00	(188,889.49)	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2020

SEWER BOND FUND

ASSETS

203-000-1001	CASH IN COMBINED CASH FUND	6,002.42	
203-000-1011	LGIP	6,590.61	
	TOTAL ASSETS		12,593.03

LIABILITIES AND EQUITY

FUND EQUITY

203-000-2520	BEG FUND BALANCE	39,632.06	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	(27,039.03)	
	BALANCE - CURRENT DATE	(27,039.03)	
	TOTAL FUND EQUITY		12,593.03
	TOTAL LIABILITIES AND EQUITY		12,593.03

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

SEWER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SEWER BOND REVENUE</u>					
203-300-3611	INTEREST INCOME	11.60	203.97	800.00	596.03	25.5
	TOTAL SEWER BOND REVENUE	11.60	203.97	800.00	596.03	25.5
	<u>TRANSFERS IN</u>					
203-391-0201	TRANS FROM-SEWER UTILITY FUND	.00	27,243.00	54,486.00	27,243.00	50.0
	TOTAL TRANSFERS IN	.00	27,243.00	54,486.00	27,243.00	50.0
	<u>BEGINNING FUND BALANCE</u>					
203-399-9999	BEGINNING FUND BALANCE	.00	.00	39,464.00	39,464.00	.0
	TOTAL BEGINNING FUND BALANCE	.00	.00	39,464.00	39,464.00	.0
	TOTAL FUND REVENUE	11.60	27,446.97	94,750.00	67,303.03	29.0

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

SEWER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
203-432-9001	LOAN INTEREST	.00	8,833.00	8,833.00	.00	100.0
203-432-9002	LOAN PRINCIPAL	.00	45,653.00	45,653.00	.00	100.0
	TOTAL DEBT SERVICE	.00	54,486.00	54,486.00	.00	100.0
	<u>CONTINGENCY</u>					
203-900-9990	RESERVE FUTURE EXPENDITURES	.00	.00	40,264.00	40,264.00	.0
	TOTAL CONTINGENCY	.00	.00	40,264.00	40,264.00	.0
	TOTAL FUND EXPENDITURES	.00	54,486.00	94,750.00	40,264.00	57.5
	NET REVENUE OVER EXPENDITURES	11.60	(27,039.03)	.00	27,039.03	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2020

WATER UTILITY FUND

ASSETS

205-000-1001	CASH IN COMBINED CASH FUND	470,437.65	
205-000-1011	LGIP	53,305.42	
205-000-1800	UB CUSTOMER DEPOSIT	43.16	
		<hr/>	
	TOTAL ASSETS		523,786.23
			<hr/>

LIABILITIES AND EQUITY

LIABILITIES

205-000-2021	FEDERAL TAX WITHHOLDING	394.84	
205-000-2022	STATE TAX WITHHOLDING	184.53	
205-000-2023	RETIREMENT	1,791.96	
205-000-2281	UB DEPOSITS	16,790.00	
		<hr/>	
	TOTAL LIABILITIES		19,161.33

FUND EQUITY

205-000-2520	BEG FUND BALANCE	346,476.43	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	158,148.47	
		<hr/>	
	BALANCE - CURRENT DATE	158,148.47	
		<hr/>	
	TOTAL FUND EQUITY		504,624.90
			<hr/>
	TOTAL LIABILITIES AND EQUITY		523,786.23
			<hr/>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER UTILITY REVENUE</u>					
205-300-3401 SERVICE CHARGES WA	58,945.32	381,394.20	470,625.00	89,230.80	81.0
205-300-3402 CONNECTION CHGS WA	.00	.00	6,000.00	6,000.00	.0
205-300-3403 RECONNECTION FEE	.00	2,908.16	4,000.00	1,091.84	72.7
205-300-3404 SALE OF SURP PROP	301.23	301.23	.00	(301.23)	.0
205-300-3601 MISCELLANEOUS REVENUE	978.07	6,220.18	10,000.00	3,779.82	62.2
205-300-3611 INTEREST INCOME	93.82	1,001.83	1,300.00	298.17	77.1
205-300-3620 LEASE-WATER TOWER T MOBILE	658.85	5,929.65	7,200.00	1,270.35	82.4
205-300-3622 VERZION LEASE	2,640.00	12,720.00	15,240.00	2,520.00	83.5
TOTAL WATER UTILITY REVENUE	63,617.29	410,475.25	514,365.00	103,889.75	79.8
<u>BEGINNING FUND BALANCE</u>					
205-399-9999 BEGINNING FUND BALANCE	.00	.00	327,925.00	327,925.00	.0
TOTAL BEGINNING FUND BALANCE	.00	.00	327,925.00	327,925.00	.0
TOTAL FUND REVENUE	63,617.29	410,475.25	842,290.00	431,814.75	48.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER UTILITY FUND EXP</u>					
205-461-1100 SALARIES AND WAGES	.00	.00	103,913.00	103,913.00	.0
205-461-1101 DIRECTOR OF ADMIN/RECORDER	321.70	3,074.40	.00 (3,074.40)	.0
205-461-1102 FINANCE DIRECTOR	902.76	7,506.83	.00 (7,506.83)	.0
205-461-1105 ADMINISTRATIVE ASSISTANT	2,092.00	17,430.36	.00 (17,430.36)	.0
205-461-1107 UTILITY WORKER 1	2,734.08	15,005.39	.00 (15,005.39)	.0
205-461-1108 PW ADMIN ASSISTANT	506.23	4,103.55	.00 (4,103.55)	.0
205-461-1109 PW MAINTENANCE PT	.00	5,157.02	.00 (5,157.02)	.0
205-461-1114 PUBLIC WORKS FOREMAN	1,317.17	11,846.41	.00 (11,846.41)	.0
205-461-4100 EMPLOYEE BENEFITS	.00	.00	70,337.00	70,337.00	.0
205-461-4110 EB-MEDICAL & DENTAL	2,191.37	17,485.41	.00 (17,485.41)	.0
205-461-4120 EB-INSURANCE (LIFE & DISAB)	20.06	153.49	.00 (153.49)	.0
205-461-4150 EB-EMPLOYER TAXES	602.30	4,991.90	.00 (4,991.90)	.0
205-461-4170 EB-PERS	2,033.51	20,423.01	3,750.00 (16,673.01)	544.6
205-461-4190 EB-WORKERS COMP	.00	710.23	.00 (710.23)	.0
205-461-5100 PROFESSIONAL SERVICES	899.08	13,030.29	24,950.00	11,919.71	52.2
205-461-5200 CONTRACTED SUPPORT	140.00	2,462.50	12,000.00	9,537.50	20.5
205-461-5300 OPERATIONAL SUPPLIES	5,420.63	17,813.26	27,900.00	10,086.74	63.9
205-461-6100 BUILDING MAINT & SUPPLIES	207.22	1,135.87	6,700.00	5,564.13	17.0
205-461-6200 RENTALS AND LEASES	29.37	2,167.07	2,500.00	332.93	86.7
205-461-6300 INSURANCE	.00	11,609.50	10,995.00 (614.50)	105.6
205-461-6400 ADVERTISING & RECRUITMENT	.00	65.00	500.00	435.00	13.0
205-461-6500 LEARNING, DUES & MEMBERSHIPS	.00	1,382.22	11,700.00	10,317.78	11.8
205-461-6600 OFFICE SUPPLIES & MISC EXPENSE	1,065.01	6,782.03	11,700.00	4,917.97	58.0
205-461-6700 EQUIP MAINT & SUPPLIES	503.70	34,865.34	57,486.00	22,620.66	60.7
205-461-6800 UNIFORMS	.00	309.19	600.00	290.81	51.5
205-461-6900 UTILITIES	2,711.60	25,412.45	38,400.00	12,987.55	66.2
TOTAL WATER UTILITY FUND EXP	23,697.79	224,922.72	383,431.00	158,508.28	58.7
<u>TRANSFER OUT</u>					
205-491-8003 TRANS TO RESERVE FUND	.00	.00	10,500.00	10,500.00	.0
205-491-8009 TRANS TO WATER BOND	.00	.00	95,727.00	95,727.00	.0
205-491-8601 TRANS OUT - FRANCH	.00	12,608.00	24,031.00	11,423.00	52.5
205-491-8701 TRANS OUT OP OH	.00	14,796.06	30,868.00	16,071.94	47.9
TOTAL TRANSFER OUT	.00	27,404.06	161,126.00	133,721.94	17.0
<u>CONTINGENCY</u>					
205-900-9900 CONTINGENCY	.00	.00	301,483.00	301,483.00	.0
TOTAL CONTINGENCY	.00	.00	301,483.00	301,483.00	.0
TOTAL FUND EXPENDITURES	23,697.79	252,326.78	846,040.00	593,713.22	29.8

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	39,919.50	158,148.47	(3,750.00)	(161,898.47)	4217.3

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2020

WATER CONSTRUCTION FUND

ASSETS

206-000-1001	CASH IN COMBINED CASH FUND	595,101.29	
206-000-1011	LGIP	330,274.06	
	TOTAL ASSETS		925,375.35

LIABILITIES AND EQUITY

FUND EQUITY

206-000-2520	BEG FUND BALANCE	806,544.75	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	118,830.60	
	BALANCE - CURRENT DATE	118,830.60	
	TOTAL FUND EQUITY		925,375.35
	TOTAL LIABILITIES AND EQUITY		925,375.35

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

WATER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>WATER CONSTRUCTION REVENUE</u>					
206-300-3550	WATER STATIC REVEN	15,127.73	89,239.42	110,000.00	20,760.58	81.1
206-300-3551	SDC-IMPROVEMENT	.00	4,762.00	3,810.00	(952.00)	125.0
206-300-3552	SDC-REIMBURSEMENT	.00	32,014.00	25,610.00	(6,404.00)	125.0
206-300-3554	SDC-ADMINISTRATION	.00	3,848.00	3,090.00	(758.00)	124.5
206-300-3611	INTEREST INCOME	581.29	6,207.16	8,400.00	2,192.84	73.9
	<u>TOTAL WATER CONSTRUCTION REVENUE</u>	<u>15,709.02</u>	<u>136,070.58</u>	<u>150,910.00</u>	<u>14,839.42</u>	<u>90.2</u>
	<u>BEGINNING FUND BALANCE</u>					
206-399-9999	BEGINNING FUND BALANCE	.00	.00	744,507.00	744,507.00	.0
	<u>TOTAL BEGINNING FUND BALANCE</u>	<u>.00</u>	<u>.00</u>	<u>744,507.00</u>	<u>744,507.00</u>	<u>.0</u>
	<u>TOTAL FUND REVENUE</u>	<u>15,709.02</u>	<u>136,070.58</u>	<u>895,417.00</u>	<u>759,346.42</u>	<u>15.2</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

WATER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>WATER CONST FUND EXP</u>					
206-461-7000	CAPITAL OUTLAY	.00	14,936.98	150,000.00	135,063.02	10.0
	TOTAL WATER CONST FUND EXP	.00	14,936.98	150,000.00	135,063.02	10.0
	<u>TRANSFER OUT</u>					
206-491-8000	TRANSFERS OUT	.00	2,303.00	3,090.00	787.00	74.5
	TOTAL TRANSFER OUT	.00	2,303.00	3,090.00	787.00	74.5
	<u>CONTINGENCY</u>					
206-900-9900	CONTINGENCY	.00	.00	742,327.00	742,327.00	.0
	TOTAL CONTINGENCY	.00	.00	742,327.00	742,327.00	.0
	TOTAL FUND EXPENDITURES	.00	17,239.98	895,417.00	878,177.02	1.9
	NET REVENUE OVER EXPENDITURES	15,709.02	118,830.60	.00	(118,830.60)	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2020

WATER BOND FUND

ASSETS

207-000-1001	CASH IN COMBINED CASH FUND	(21,982.62)	
207-000-1011	LGIP		9,358.33	
	TOTAL ASSETS			(12,624.29)

LIABILITIES AND EQUITY

FUND EQUITY

207-000-2520	BEG FUND BALANCE		82,926.74	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(95,551.03)	
	BALANCE - CURRENT DATE	(95,551.03)	
	TOTAL FUND EQUITY			(12,624.29)
	TOTAL LIABILITIES AND EQUITY			(12,624.29)

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

WATER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>WATER BOND REVENUE</u>					
207-300-3611	INTEREST INCOME	16.47	175.90	200.00	24.10	88.0
	TOTAL WATER BOND REVENUE	16.47	175.90	200.00	24.10	88.0
	<u>TRANSFERS IN</u>					
207-391-0251	TRANS FROM-WATER UTLITY FUND	.00	.00	95,727.00	95,727.00	.0
	TOTAL TRANSFERS IN	.00	.00	95,727.00	95,727.00	.0
	<u>BEGINNING FUND BALANCE</u>					
207-399-9999	BEGINNING FUND BALANCE	.00	.00	82,852.00	82,852.00	.0
	TOTAL BEGINNING FUND BALANCE	.00	.00	82,852.00	82,852.00	.0
	TOTAL FUND REVENUE	16.47	175.90	178,779.00	178,603.10	.1

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2020

WATER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
207-461-9001	BOND INTEREST	4,618.04	9,858.38	9,858.00	(.38)	100.0
207-461-9002	BOND PRINCIPAL	43,245.42	85,868.55	85,869.00	.45	100.0
	TOTAL DEBT SERVICE	47,863.46	95,726.93	95,727.00	.07	100.0
	<u>CONTINGENCY</u>					
207-900-9990	RESERVE FUTURE EXPENDITURES	.00	.00	83,052.00	83,052.00	.0
	TOTAL CONTINGENCY	.00	.00	83,052.00	83,052.00	.0
	TOTAL FUND EXPENDITURES	47,863.46	95,726.93	178,779.00	83,052.07	53.5
	NET REVENUE OVER EXPENDITURES	(47,846.99)	(95,551.03)	.00	95,551.03	.0

Monthly Revenue Overview

Total YTD Revenues
\$1,572,657

Variance to Budget \$7,401

FAVORABLE

YTD Taxes
\$874,085

Variance to Budget \$-30,215

UNFAVORABLE

YTD Franchise Fees
\$156,135

Variance to Budget \$3,275

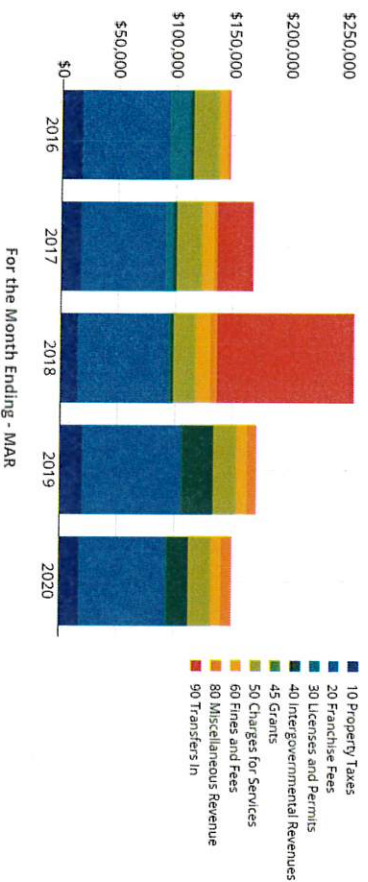
FAVORABLE

YTD Intergovernmental
\$120,912

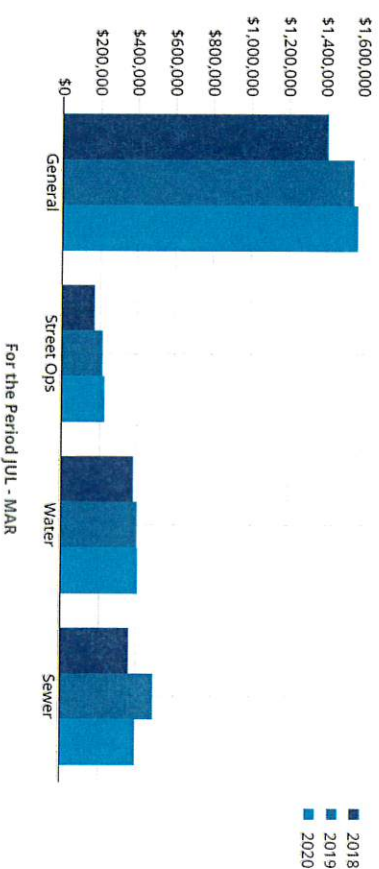
Variance to Budget \$31,779

FAVORABLE

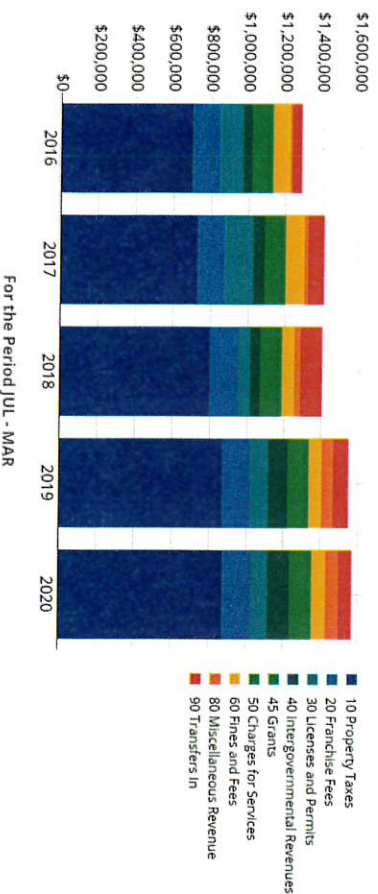
Historical Revenues for Current Month



Year to Date Revenues by Fund



Year to Date Revenues by Source



Sources of Revenue - YTD

Source	For the Period JUL - MAR				
	2016	2017	2018	2019	2020
Charges for Services	\$111,789	\$113,910	\$114,791	\$114,870	\$115,761
Fines and Fees	\$97,120	\$99,355	\$66,504	\$69,241	\$74,972
Franchise Fees	\$145,134	\$142,829	\$153,825	\$153,736	\$156,135
Grants	\$1,660	\$2,929	\$1,835	\$953	\$2,128
Intergovernmental	\$51,180	\$56,303	\$57,609	\$103,507	\$120,912
Licenses and Permits	\$121,247	\$157,146	\$62,569	\$94,129	\$88,131
Miscellaneous	\$7,199	\$20,457	\$31,992	\$58,474	\$65,928
Property Taxes	\$700,565	\$730,734	\$797,912	\$870,792	\$874,085
Transfers In	\$53,678	\$90,697	\$120,696	\$85,849	\$74,606

Monthly Expenditure Overview General Fund

Total YTD Expenses
\$1,152,868

Variance to Budget \$-328,930

FAVORABLE

YTD Salaries & Benefits
\$779,320

Variance to Budget \$-162,326

FAVORABLE

YTD Purchased Services
\$76,439

Variance to Budget \$-56,808

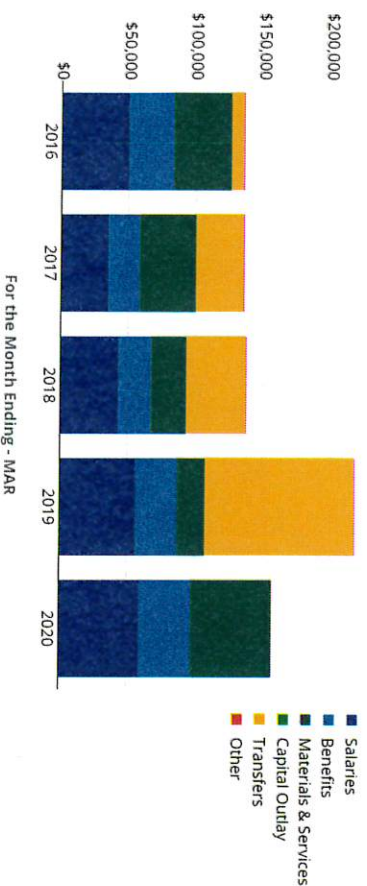
FAVORABLE

YTD Other Expenses
\$297,109

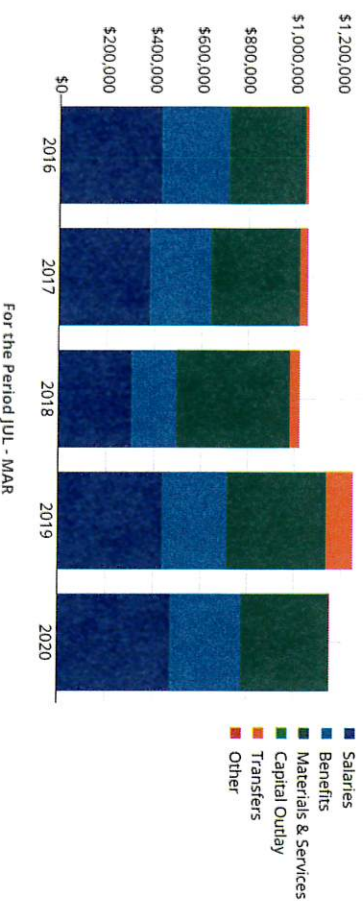
Variance to Budget \$-109,795

FAVORABLE

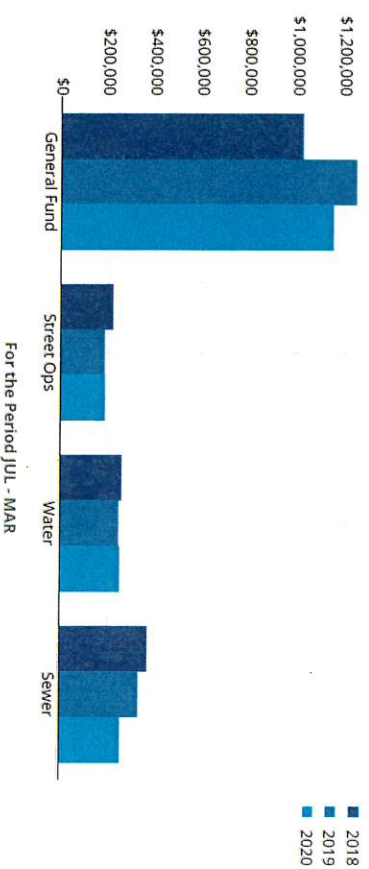
Historical Expenses for Current Month



Year to Date Expenses by Object



Year to Date Expenses



For the Period JUL - MAR

Detail Object	2016	2017	2018	2019	2020
Salaries	\$430,317	\$382,186	\$307,060	\$439,231	\$476,380
Benefits	\$286,699	\$260,707	\$191,603	\$277,067	\$302,940
Services	\$229,382	\$274,710	\$369,006	\$267,582	\$225,857
Supplies	\$42,382	\$44,370	\$46,409	\$75,043	\$73,949
Utilities	\$117,708	\$16,767	\$18,112	\$18,983	\$21,789
Program Expenses	\$0	\$3,185	\$989	\$7,769	\$942
Capital	\$0	\$0	\$0	\$0	\$0
Other	\$37,618	\$38,218	\$45,314	\$53,023	\$51,010
Transfers	\$9,907	\$35,408	\$43,699	\$110,000	\$0

Report Criteria:

Suppress employee name and number

Employee.Employee number <> 104

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
Administration							
133	Anderson-Smith, Judy	Vac	87.06	6.68	.00	93.74	2,805.65
		Sic	20.00	8.00	.00	28.00	
		Hol	.00	.00	.00	.00	.00
		Com	75.51	15.00	10.00	80.51	2,409.67
137	Hedden, Julie	Vac	.00	.00	.00	.00	.00
		Sic	30.75	8.00	.00	38.75	
		Hol	.00	.00	.00	.00	.00
		Com	31.88	.00	.00	31.88	596.37
117	Nogle, Vickie Lynne	Vac	236.42	17.34	2.17	251.59	9,102.30
		Sic	820.25	8.00	.00	828.25	
		Hol	.00	.00	.00	.00	.00
		Com	62.20	5.63	7.83	60.00	2,170.75
Total Administration:			1,364.07	68.65	20.00	1,412.72	
Police Department							
101	Anderson, Chris	Vac	113.99	12.00	.00	125.99	4,651.29
		Sic	1,096.00	8.00	3.00	1,101.00	
		Hol	174.50	.00	10.00	164.50	6,072.99
		Com	38.82	.00	.00	38.82	1,433.15
103	Bentley, Glen W	Vac	225.02	13.34	.00	238.36	7,596.51
		Sic	1,270.50	8.00	.00	1,278.50	
		Hol	24.50	.00	16.00	8.50	270.89
		Com	9.00	.00	.00	9.00	286.83
139	Holliman, Steve	Vac	.00	.00	.00	.00	.00
		Sic	4.00	8.00	.00	12.00	
		Hol	.00	.00	.00	.00	.00
		Com	1.50	.00	.00	1.50	40.87
130	Jimenez, Marcos	Vac	66.84	6.68	.00	73.52	2,086.26
		Sic	155.00	8.00	.00	163.00	
		Hol	57.00	.00	.00	57.00	1,617.48
		Mil	50.00	.00	.00	50.00	.00
128	Rash, David	Com	27.38	.00	.00	27.38	776.96
		Vac	114.20	6.68	20.00	100.88	4,891.26
		Sic	172.00	8.00	.00	180.00	
		Hol	.00	.00	.00	.00	.00
129	Schwartz, Molly	Com	17.25	6.00	12.00	11.25	545.47
		Vac	24.36	6.68	.00	31.04	706.59
		Sic	30.75	8.00	14.50	24.25	
		Hol	.00	.00	.00	.00	.00
135	Thommen, Grant	Com	10.63	.00	1.50	9.13	207.83
		Vac	.00	6.68	.00	6.68	162.25
		Sic	96.00	8.00	10.00	94.00	
		Hol	89.00	.00	.00	89.00	2,161.68
			9.00	.00	.00	9.00	218.60
Total Police Department:			3,877.24	114.06	87.00	3,904.30	
Public Works							
138	Caballero, Aaron	Vac	.00	.00	.00	.00	.00
		Sic	16.00	8.00	.00	24.00	
		Hol	.00	.00	.00	.00	.00
		Com	.00	.00	.00	.00	.00

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
109	Hernandez, Juan M	Vac	214.57	10.68	.00	225.25	5,182.89
		Sic	513.50	8.00	.00	521.50	
		Hol	6.00	.00	6.00	.00	.00
		Com	13.77	.00	2.00	11.77	270.71
112	Krebs, Michael R	Vac	281.07	20.68	.00	301.75	10,959.26
		Sic	1,182.50	8.00	.00	1,190.50	
		Hol	9.50	.00	2.00	7.50	272.39
		Com	109.04	4.50	8.00	105.54	3,833.11
118	Olinger, Melinda L	Vac	273.36	16.68	.00	290.04	8,575.53
		Sic	1,107.25	8.00	.00	1,115.25	
		Hol	.00	.00	.00	.00	.00
		Com	100.88	3.75	.50	104.13	3,078.78
124	Steele, Timothy	Vac	105.04	6.68	.00	111.72	2,141.60
		Sic	126.50	8.00	7.00	127.50	
		Hol	2.00	.00	.00	2.00	38.34
		Com	8.00	.00	3.00	5.00	95.85
136	Wheeler, Heidi	Vac	.00	.00	.00	.00	.00
		Sic	36.95	3.97	6.25	34.67	588.62
Total Public Works:			4,105.92	106.94	34.75	4,178.11	
Grand Totals:			9,347.22	289.65	141.75	9,495.12	

Pay Code Summary

Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
1,741.93	130.80	22.17	1,850.56	58,861.39
6,677.95	123.97	40.75	6,761.17	
362.50	.00	34.00	328.50	10,433.77
50.00	.00	.00	50.00	.00
514.85	34.88	44.83	504.90	15,964.95

Report Criteria:

Suppress employee name and number
Employee.Employee number <> 104

- MONTHLY REPORT -

DATE: April 14, 2020
TO: City Council
FROM: Public Works Department

ITEM #1 On the Consent Agenda is a request for acceptance and authorization for the Mayor to sign Resolution No. 693-2020 confirming the City's intent to apply for funding through the Local Government Grant program for the Barendse Park Walking Path Lighting Project.

The project cost estimate is \$169,000, and the grant request will be for \$75,000. This project includes the installation of 30 decorative lights along the walking path at Barendse Park as planned for in the City's Master Parks Plan.

ITEM #2 On the Consent Agenda is a request for authorization to award Heidi Wheeler a \$1.00/hour increase effective April 16, 2020, based on her annual performance review. Heidi continues to display the qualities we look for in this position. She takes on new tasks and assignments with enthusiasm and is an asset to our Public Works team!

ITEM #3 The wiring project for the City's new generator received through the SPIRE grant program has been completed as of the week of March 30, 2020.

ITEM #4 The 7th Street infiltration tests were completed. Although we are still waiting for the final lab reports and engineer recommendation, unfortunately it does not look promising for a potential drywell to help alleviate the ponding in this area as even at 15 feet down it was not percolating. Staff anticipates we should have more information by the May Council meeting.

ITEM #5 Our City Engineer is currently working on the drawings for our 5th Street (between "G" & "J" Streets) Sidewalk and Paving (SCA) Project. Staff has requested our City Engineer include an addendum to extend these improvements an additional block to "F" Street. Once the bids are received, the City can make the determination based on the cost of whether to accept the one-block addition or only accept the portion included in the original grant (i.e. between "G" and "J" Streets).

ITEM #6 There are no updates on the "G" Street (between 2nd and 3rd Streets) Sidewalk Project at the time I am writing this report.

ITEM #7 Replacement Soccer Goals for Barendse Park were purchased awhile back and were recently installed.

ITEM #8 The City Hall interior painting project has been awarded to Sterling & Noble Painting Services for one color, in the amount of \$5,126.00. The color will be chosen at a later date once this project is ready to move forward.

Three proposals for the City Hall carpeting have been received, and Staff is working to determine the appropriate direction to go with this part of the project.

ITEM #9 Staff has reached out to ODOT to address the overgrown trees on the corner of Pacific Hwy 99E and "A" Street which are obstructing the traffic view in this area. ODOT indicated they would dispatch a crew to take care of the issue.

The Public Works Department completed 22 requests for locates for the month of March.
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**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
MARCH 10, 2020**

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Charles Rostocil at 7:00 p.m. at the Hubbard City Hall, 3720 2nd Street, Hubbard.

FLAG SALUTE: Mayor Charles Rostocil led the group in reciting the Pledge of Allegiance.

CITY COUNCIL PRESENT: Mayor Charles Rostocil, City Councilor Michelle Dodge, City Councilor Robert Prinslow, City Councilor Tyler Thomas, City Councilor James Audritsh.

STAFF PRESENT: Director of Administration/City Recorder Vickie Nogle, Finance Director Judy Smith, Public Works Superintendent Michael Krebs, Police Chief Dave Rash, Public Works Administrative Manager Melinda Olinger,

Mayor Charles Rostocil added the February 2020 check register that was provided in the Financial Packet to the consent agenda.

Mayor Charles Rostocil said that he misread Agenda Item # 10 and Agenda Item # 11 and had asked Director of Administration/City Recorder Vickie Nogle to pull out from the consent agenda. He went on to ask if anyone had any objections to adding it back into the Consent Agenda.

City Councilor Michelle Dodge said she had questions about why numbers from Seattle were used. Mayor Charles Rostocil said it would be left out for discussion and then added to the Consent Agenda if agreed on.

**AWARD OF FUNDS FROM MARION COUNTY COMMUNITY SERVICES –
County Commissioner Willis, County Commissioner Brentano.** Jason Schneider, Economic Development Coordinator for Marion County, said he was excited to present a check to The City for \$45,000 for being a participant in the Community Prosperity Initiative. He stated they have done away with all of their Grant programs and have found the most equitable way to support Cities is to contract with them for 3 years and give them \$15,000 a year without a pre-prescribed idea of what the money will be spent on, as long as it goes toward economic development. This is to help build a better relationship between the Economic Development team of the County and the City Council and Staff to better help the communities.

A photo was taken with City Council, City Staff, and County Commissioners awarding the check.

CALENDAR OF ORDINANCES.

A) Ordinance No. 366-2020. An Ordinance annexing property to the City of Hubbard, amending the Hubbard Zoning Map

MSA/City Councilor Tyler Thomas/City Councilor Robert Prinslow moved to read Ordinance No. 366-2020 by title only for the first reading. Mayor Charles Rostocil, City Councilor Michelle Dodge, City Councilor James Audritsh, City Councilor Tyler Thomas, and City Councilor Robert Prinslow were in favor. Motion passed.

Mayor Charles Rostocil read Ordinance No. 366-2020 by title only for the first reading.

MSA/City Councilor Michelle Dodge/City Councilor James Audritsh moved to read Ordinance No. 366-2020 by title only for the second reading. Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor Michelle Dodge, City Councilor Robert Prinslow and City Councilor Tyler Thomas were in favor. Motion passed.

Mayor Charles Rostocil read Ordinance No. 365-2020 by title only for the second reading.

MSA/City Councilor Robert Prinslow/City Councilor James Audritsh moved to adopt Ordinance No. 366-2020 annexing property to the City of Hubbard, amending the Hubbard Zoning Map. Mayor Charles Rostocil, City Councilor Michelle Dodge, City Councilor James Audritsh, City Councilor Tyler Thomas, and City Councilor Robert Prinslow were in favor. Ordinance adopted unanimously.

DISCUSS THE NEED FOR AN EXCHANGE CLUB IN HUBBARD – Jerry Thompson, National Exchange Club Field Representative. Jerry Thompson, National Exchange Club Field Representative said his job is to problem solve and build new clubs, and they are considering building a new Club in Hubbard. He went on to say the National Exchange Club began in Detroit, Michigan in 1911, the idea of a jeweler named Charles Berkey. It was formed when a group of local businessmen got together to exchange ideas, discuss news of the day, and address local needs. In 1917 the National Exchange Club was officially incorporated and is now the Nation's largest service organization with local clubs serving communities throughout the United States and Puerto Rico. Furthermore, they are organized in Regions and Districts and this district is Oregon, Washington, and Hawaii. The club's focus is on Community Service, Youth, Americanism, and their national project is the prevention of child abuse and opened a child abuse prevention center in Salem in 1989 and it is one of 66 child abuse prevention centers around the country. He stated their core values are community, family and country with the motto "unity through service".

Jerry Thompson said his purpose for coming to this meeting tonight is to assess the interest in the community to build and facilitate a formation of an Exchange Club in Hubbard. He said they had a very successful building of a club in Aumsville, Oregon this past year which is a similar community as Hubbard that is why they were wanting to do an assessment in Hubbard.

Ron Harding, City Administrator for the City of Aumsville, 5990 Fort Stewart Court, Salem, Oregon said it was an initiative of the City Council of Aumsville to build a local community service organization because they did not have one. He went on to say they really liked the values and fit for the City of the National Exchange Club, it is very generic and not focused on mission specific like other service clubs. He said The Capital Club was very helpful in helping to organize the club, and he said that it took a year or so of having community meetings to be

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able to gauge the level of interest. They have 17 members that are very active, they volunteered between 200 and 400 hours last year for the community. Furthermore, he said it does that the support of City Council, the Community, and Staff to build the Club.

Councilor Michelle Dodge asked if the volunteers were mainly business people in the community or citizens.

Ron Harding responded they have a small business district and that most of their volunteers are residents, but they have been able to get more of the business community involved in more Community events using the volunteer force of the Exchange Club.

Councilor James Audritsh said it sounds like the Hubbard Hop Fest Committee, Community Garden, and Budget Committee that we have now that is struggling to get people to volunteer and help, so why would this be different.

Mayor Charles Rostocil said the challenge our City has is volunteers, we have a lot of the same individuals cross volunteering. He went on to ask Ron Harding, City Administrator for the City of Aumsville, how they generate interest in volunteering.

Ron Harding responded a lot of interest has been generated through the formation of events, there have been some new events started over the past 3 years and they have been extremely successful, and have been structured for the purpose of bringing the community together, not for making a profit. R. Harding said they are getting ready to host a volunteer appreciation dinner and when going through his roster of volunteers, they have 105 individual volunteers in groups, which now make up about 240 active volunteers from last year. He stated having the foundation or structure of a club seems to be the key for getting the volunteers.

Councilor Michelle Dodge asked if all 240 volunteers paid dues to the Exchange Club.

Aumsville City Administrator Ron Harding responded the Exchange Club has 17 members and they were the ones that paid the dues. He said once you get to the amount of members needed for the Exchange club, they provide the Insurance, the Charter and the non-profit application fee. There is a \$25 application fee to join and then there is a monthly fee of \$15 for the Aumsville Charter, but the Club can set their own amount for the monthly fee. The monthly fee helps pay for the insurance and administrative costs, and everything else is fund raising.

City Councilor James Audritsh asked if they just wanted the Council to say it is a good idea to have an Exchange Club. He said locally there is Kiwanas and Lions in Canby and Rotary in Woodburn.

Jerry Thompson replied that there is no Hubbard Club, and that is what this would be.

Jerry Thompson of the National Exchange Club said that if the City is interested that he would be happy to put together a plan to build something. He stated a number of members in the Exchange Club in Aumsville are new to the community and they joined to get connected to the community.

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Mayor Charles Rostocil said he liked the idea of an exchange club, but we struggle so much with getting volunteers. He stated he would be more than happy to reach out to see if he could find anyone that would be interested in picking this up and if he finds someone he can put them in contact with Jerry Thompson of the National Exchange Club.

Jerry Thompson replied they would be happy to deal with it and can take the problem on with trying to find volunteers.

Mayor Rostocil said he will ask around to see who might be interested.

COMMUNITY REPORTS.

A) Farmers Market – Bethany Zito

Bethany Zito said this Saturday at 9:00 a.m. is the Jubilee Garden clean up. There are currently 2 families renting beds that will be there as well as the Farmers Market Committee.

Mayor Charles Rostocil asked if there could be an announcement put out on the City page.

Director of Administration/City Record Vickie Nogle said if Bethany wanted to email her regarding the cleanup day, she could post it.

Bethany Zito said she would get something to her.

Bethany Zito said in their committee meeting they voted on extending the Farmers Market season to the end of September but will not be open Labor Day weekend. She stated they talked about signage and putting a sign on the bathroom at Barendse Park, getting sandwich board signs that could easily be put up and taken down, hanging them from the church sign, and also hanging them from the light post on Third Street. B. Zito said they are updating the application and handbook, and along with updating the application seeing if it is possible to have a digital application that could be filled out online.

Director of Administration/City Recorder Vickie Nogle said she would check into that with the webmaster to see if it could be done.

Bethany Zito said they talked in their committee meeting about upping the vendor fees at the Hop Fest because business is very good that day and the extra fees would be used as a donation to the Hop Fest. She stated the committee is contacting the vendors from last year to see if they want to participate this year, and they are also searching out new vendors.

APPEARANCE OF INTERESTED CITIZENS.

Robert Gender, President of Volunteer Firefighters for the Hubbard Firefighters, said that last month the City Council voted in support of a letter and presented a handout of the letter to the City Council. Robert Gender said the letter will be sent to the County and then it will be included with the ballot that is sent out.

MAYOR'S AND/OR COUNCIL'S PRESENTATIONS.

Councilor Tyler Thomas said he was approached by a citizen about speed humps and what the City thinks about utilizing them in town.

Police Chief Dave Rash said they usually get a request and then they do an assessment or monitor traffic to come up with stats and it is a bit of a lengthy process.

Public Works Administrative Manager Melinda Olinger said they have a program for it where there is some reimbursement for it to the City.

Public Works Superintendent Michael Krebs said the cost is picked up by the people that live on the streets where they are put in and the cost per speed hump is approximately \$2000.

Police Chief Dave Rash said if he knew what streets they were talking about the speed trailer could be put on the street in question to see if there is a problem, which would save time in the assessment process.

Sergeant Chris Anderson said that the speed trailer has the capability of accumulating the data needed to make a proper assessment of the situation.

STAFF REPORTS:

PUBLIC WORKS DEPARTMENT-Public Works Superintendent Michael Krebs. Public Works Superintendent Mike Krebs said he would like to add an update to the painting and carpeting of City Hall to his report, saying he should have all the information he needs to be able to get City Council's approval at the April meeting. He stated he is waiting on one more bid for the carpet, but the big question right now is does the City Council still want to put hardwood plank or linoleum flooring in the council chambers. The floor is uneven so it would be hard to put a free floating floor to sit right so a glued down linoleum floor would work better, but the cost for that would be about \$6000 more than carpet, and the life span of the product they are looking at is about 30 years.

Director of Administration/City Record said that it was mentioned there might be some echoing with the linoleum product.

Public Works Superintendent Mike Krebs replied using another product besides carpet would change the acoustics of the room and could get more sound vibrations from it.

Mayor Charles Rostocil asked if there is any resolve to the area on "7th" Street where there seems to be a pool that keeps forming.

Public Works Superintendent Mike Krebs said they took the berm down and spread it over a larger area, unfortunately because of the typography in that area, it is the low spot and without having a way to get rid of that water there is no place for it to go. He stated he mentioned to the renter that it might be worth their while to dig a trench to their back yard, but the City cannot do anything more without putting in underground pipe, and because it is private property the homeowner would have to do it. The question was asked if it the City could do it if it is causing damage to the asphalt. Public Works Superintendent Mike Krebs responded it is a gray area

having the City do public work on private property and that would be setting precedence for other people.

Mayor Charles Rostocil asked if there could be a drywell right next to it.

Mike Krebs said a drywell only takes you so far and it would take a permit from DEQ to be able to do that.

City Councilor Robert Prinslow asked if a permit were issued by DEQ, what would be the requirements as far as how deep and how far you could run the lines.

Public Works Superintendent Mike Krebs said that the line could go 18” deep now, but it would have to run the line all the way to “D” Street and with only an 18” drop it would not carry all the way to “D” Street. He said he will look into it.

City Councilor Robert Prinslow asked how the Pool/Spa Certification benefits the City.

Public Works Superintendent Mike Krebs said it is required by the County for the Splash Fountain, they have it registered as a wading pool and anytime you have a pool you need to have someone certified. He stated there are now 2 people certified and he would like to have everyone cross trained and certified.

Mayor Charles Rostocil said the Splash Fountain is about 3 months away from being turned on and asked if it will be ready.

Public Works Superintendent Mike Krebs said he should have all the pump parts they need, and it should be ready to go at that time. He stated there was a problem last year with a leak and no one caught it and both pumps were destroyed, so he has been talking with the electrician to have a warning system installed so that a light will come on indicating there is an issue.

HUBBARD FIRE DISTRICT – Chief Joseph Budge. Chief Joseph Budge said at the direction of the Governor the State Fire Marshall has formed an Incident Response Team to deal with the Corona Virus that will work under the authority of the Governor and under the direction of the Oregon Health Authority. He stated their efforts right now are concentrated on getting good information from the Oregon Health Authority and getting it out to the public. If there should be an outbreak the Incident Response Team will manage the resources and responses in the region. J. Budge said is getting daily updates from them, and will work with Chief Dave Rash and City Staff should there become a need for a more aggressive or involved approach in case of an outbreak, for now they are watching to see how this develops.

Chief Joseph Budge said they have developed an informational brochure about the operational levy that will be presented to the voters in May. He stated he gave a copy to Director of Administration/City Recorder Vickie Nogle to review and would like to insert it in with the April water bills. It will be information only and have the same information that will be in the voter’s pamphlet.

FINANCE DEPARTMENT – Finance Director Judy Smith. Finance Director Judy Smith said at the last Council meeting her report would be late so that is why the Council received it today. She stated the only thing she had to add was under item # 4, B, the CIS Conference, the 5% increase is for benefits.

Mayor Charles Rostocil had a question on item # 4, A, it shows information on how the budget process should flow, are we doing anything wrong.

Finance Director Judy Smith said we are not doing anything wrong, but she just feels the way the budget is done is not very user friendly to the Community or the Council and she is trying to become more transparent in the communication to the public and the Council.

Mayor Charles Rostocil asked if the Charts and Graphs she has been working on are ready to go public yet.

Finance Director Judy Smith responded she is still working on that and to please email her with any suggestions.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. Director of Administration/City Recorder Vickie Nogle had nothing to add to her report.

Mayor Charles Rostocil said he needed Finance Director Judy Smith to set up 2 vacant positions on the Budget Committee and asked if a posting could be put on the Social Media page. Finance Director Judy Smith replied a posting would be put up at the post office, Facebook, and the Newsletter.

POLICE DEPARTMENT- Police Chief Dave Rash. Police Chief Dave Rash said February was the second month of having fulltime officers working up until the morning and arrests have gone up on self-initiated activity with a lot of DUII arrests.

1. Department Plans and Precautions.

Police Chief Dave Rash said they have been given response protocols from METCOM regarding the Coronavirus. Officers are being encouraged to put gloves on when they need to go in and respond to a situation and have masks for the people that are sick that they may have to encounter. He stated a letter came out from the Chief's Association explaining the ORS law enforcement act to keep the quarantine if someone gets quarantined and he sent the letter to the Attorney's office so they know about it and they will seek guidance from them in regards to it.

City Councilor James Audritsh asked if we were getting any DUII grant money.

Police Chief Dave Rash said they were not; they got it for distracted driver/cell phone, no seatbelt, pedestrian in crosswalks. He stated he called them last year to see if they were giving out grant money for DUII and was told they are not giving out as much money for that, but he is hoping with the increased activity in DUII, that there will be more money in the way of DUII grants, which information on that will come out after July.

DISCUSS STRATEGIC PLANNING/GOAL SETTING CONTRACTOR. Director of Administration/City Recorder Vickie Nogle said she had sent the City Council information and examples from one person, Sue Dicile, but the other person from the MWVCOG never did send anything. She stated in order to move forward the MWVCOG would need to know which person the Council would like to go with. V. Nogle said Sue Dicile did provide her with dates and times when she would be available.

The consensus of Council is to use Sue Dicile.

Director of Administration/City Recorder Vickie Nogle handed out dates and times to the City Council that Sue Dicile has available and asked the City Council to email her with dates and times that will work for them based off of the time schedule that Sue Dicile has available so we can move forward and set up a meeting.

RESOLUTION NO 687-2020. A RESOLUTION AUTHORIZING AN ANNUAL ADJUSTMENT OF SYSTEMS DEVELOPMENT CHARGES, AMENDING RESOLUTION NO. 533-2012, AND REPEALING RESOLUTION NO. 66-2019. Mayor Charles Rostocil added to the Consent Agenda.

RESOLUTION NO. 691-2020. A RESOLUTION REVISING THE TRANSPORTATION UTILITY FEES FOR THE CITY OF HUBBARD AND REPEALING RESOLUTION NO. 667-2019. Mayor Charles Rostocil added to Consent Agenda.

CONSENT AGENDA.

City Councilor Michelle Dodge asked why numbers from Seattle are used for adjusting SDC instead of using numbers from Oregon.

Director of Administration/City Recorder Vickie Nogle replied back in 2012 when the SDC Methodology was updated that is what was recommended by the Consultant. She believes it is because it is the city closest to Oregon that has the ENR Index, all the other cities are on the East Coast, but that would need to be verified, and can research that if requested.

Mayor Charles Rostocil read Items A – E as written and will add Agenda Items 10 & 11, and also the February Check Register.

A) Approval of the February 11, 2020, City Council meeting minutes.

B) Resolution No. 690-2020. A Resolution confirming the City of Hubbard's intent to apply to the Land and Water Conservation Grant Program through the Oregon Parks and Recreation Department for monies to be used for the refurbishment of the tennis courts at Barendse Park. (*Refer to Public Works Report*)

C) Approval of annual step increase for Police Officer Marcos Jimenez from step B to step C of the Hubbard Salary Schedule, retroactive to February 1, 2020.

- D) **Approval for a 2% Incentive Pay Increase to Tim Steele (Utility Worker I) for obtaining the Pool & Spa Operator (CPO) certification, effective March 1, 2020.**
(Refer to Public Works report)
- E) **Approval to remove Julie Hedden (Administrative Assistant/Court Clerk) from probation and to step C of the Hubbard Salary Schedule, effective March 16, 2020.**
(Refer to Director of Administration / City Recorder report)
- F) **Resolution No. 687-2020. A Resolution authorizing an annual adjustment of Systems Development Charges, amending Resolution No. 533-2012, and repealing Resolution No. 666-2019.**
- G) **Resolution No. 691-2020. A Resolution revising the Transportation Utility fees for the City of Hubbard and repealing Resolution No. 667-2019.**
- H) **Approval of the February 2020 Check Register.**

MSA/City Councilor James Audritsh/City Councilor Tyler Thomas motioned to approve Consent Agenda as amended. City Councilor Robert Prinslow, City Councilor Michelle Dodge, City Councilor Tyler Thomas, City Councilor James Audritsh and Mayor Charles Rostocil were in favor. Motion passed unanimously.

OTHER CITY BUSINESS. None

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS APRIL 14, 2020, AT 7:00 P.M.) MSA/City Councilor Robert Prinslow/City Councilor Michelle Dodge motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor Tyler Thomas, City Councilor Michelle Dodge, City Councilor James Audritsh and Mayor Charles Rostocil were in favor. Meeting adjourned at 8:04 p.m.

ATTEST:

Charles Rostocil, Mayor

Vickie L. Nogle MMC
Director of Administration / City Recorder
Recording

Julie Hedden
Administrative Assistant / Court Clerk
Transcribing

**CITY OF HUBBARD
SPECIAL CITY COUNCIL
MEETING MINUTES MARCH 23, 2020**

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Charles Rostocil at 10:00 a.m. via conference call at the Hubbard City Hall, 3720 2nd Street, Hubbard.

FLAG SALUTE: Mayor Charles Rostocil led the group in reciting the Pledge of Allegiance.

CITY COUNCIL PRESENT: City Councilor Michelle Dodge, City Councilor Robert Prinslow, City Councilor James Audritsh, City Councilor Tyler Thomas, Mayor Charles Rostocil.

STAFF PRESENT: Director of Administration/City Recorder Vickie Nogle, Finance Director Judy Smith, Public Works Superintendent Michael Krebs, Public Works Administrative Manager Melinda Olinger, Police Chief Dave Rash, Administrative Assistant/Court Clerk Julie Hedden.

RESOLUTION NO 692-2020. A RESOLUTION DECLARING A STATE OF EMERGENCY IN THE CITY LIMITS OF THE CITY OF HUBBARD, OREGON AS A RESULT OF THE CORONAVIRUS (COVID-19) PANDEMIC. MSA/City Councilor James Audritsh/City Councilor Robert Prinslow moved to adopt Resolution No. 692-2020. Mayor Charles Rostocil, City Councilor Michelle Dodge, City Councilor James Audritsh, City Councilor Tyler Thomas, and City Councilor Robert Prinslow were in favor. Motion passed unanimously.

OTHER CITY BUSINESS. Mayor Charles Rostocil said the Governor had a conference call yesterday regarding her plan Stay Home, Stay Healthy order that she plans on releasing today. The target of her order is focused on limiting public gatherings as well as insuring businesses have social distancing in place. He stated if business cannot accommodate social distancing, the expectation for those businesses will be for them to shut their doors, specific businesses would be hair salons and tattoo parlors. C. Rostocil said for City Councilors there is a list of links and references to be able to help local businesses if they are feeling the impact of the COVID-19 pandemic and City Staff is working on contacting local businesses to try to ensure they have the information they need if they need to file declaration worksheets. He asked the Police Department to remind people that are gathering at public areas of social distancing requirements and as soon there is more information on how this order will affect public parks and gatherings he will release that out to City Staff and City Councilors.

Mayor Charles Rostocil said how the Stay Home/Stay Healthy order will be enforced is TBD, most of the bigger cities and Governor Brown did not have an update on how they plan to enforce it, but the order will come out that violators will be cited with a Class C misdemeanor.

There was a consensus of the City Council to make sure the City and City Council does our part to help keep the Citizens informed and do our best to make sure the information is posted as many places as possible and everyone is kept up to date.

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Mayor Charles Rostocil said he will draft another message and get it to City Staff so they can get it posted and out to the Community.

Director of Administration/City Recorder Vickie Nogle said the Farmers Market would like to hold a virtual meeting she told them she would ask the City Council since the Farmer's Market may not be considered essential.

Mayor Charles Rostocil replied he had no issue with them setting up a virtual meeting and asked if it could be set up easily and who would handle the logistics.

Director of Administration Vickie Nogle said that since it is a public meeting she would have to do it and set it up just like she did this particular meeting.

Mayor Charles Rostocil said their meeting would be tomorrow and asked Vickie Nogle if that would be enough time.

Director of Administration/City Recorder Vickie Nogle said the minimum required time for posting is 24 hours.

Mayor Charles Rostocil said if it can be supported he has no issues with them having a virtual meeting.

Finance Director Judy Smith commented because of what is going on with the COVID-19 pandemic, we can have the virtual meeting for the Farmer's Market but is this going to be to delay the Farmers Market.

Mayor Charles Rostocil said that is TBA and he did not know how long the Governors orders will be in place, but he does know the Farmers Market is in the midst of trying to get things in place to do their launch in June. He went on to say that needs to be brought up in the Farmers Market meeting, maybe some contingency plans on what can be done to mitigate if we have to delay opening.

Finance Director Judy Smith said her point in asking if it is essential or if it is going to be pushed out.

Mayor Charles Rostocil said he does not know yet, but he does not consider the Farmers Market Commission to be essential to City Operations at this point.

Mayor Charles Rostocil told the City Council he has been approached by Citizens that would like suggestions on how they might be able to donate, what charities, etc., to be able to help those in need during this pandemic. He said he did not have a ready answer so he is asking City Council for recommended charities they could point citizens to.

City Councilor James Audritsh said the food bank right now is helping a lot of people, and Love Inc. at Hardcastle and 99E are helping people right now also.

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Mayor Charles Rostocil will extract the information on these charities so we can get the information out to the public.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS TUESDAY, APRIL 14, 2020 AT 7:00 P.M.) MSA/City Councilor Tyler Thomas/City Councilor Michelle Dodge motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor Tyler Thomas, City Councilor Michelle Dodge, Council President James Audritsh, and Mayor Charles Rostocil were in favor. Motion passed unanimously. Meeting adjourned at 10:19 a.m.

ATTEST:

Charles Rostocil, Mayor

Vickie L. Nogle MMC
Director of Administration / City Recorder
Recording

Julie Hedden
Administrative Assistant / Court Clerk
Transcribing



South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
213 Water Ave. NW, Suite 100
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97501

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

February 26, 2020

City of Hubbard
Attn: Mike Krebs – Public Works Superintendent
3720 2nd Street
Hubbard, Oregon 97032

**Re: City of Hubbard – Sewer Reimbursement District
Kooiman Estates Subdivision**

Dear Mr. Krebs:

Pursuant to Chapter 3.07 of the City of Hubbard Municipal Code, Civil West Engineering Services, Inc., has reviewed the supplementary information provided (Jan 15, 2020) by the applicant regarding their application (initially submitted on July 31, 2018).

1. The applicant has financed the cost of the sewer improvements, which has additional capacity to provide service to neighboring properties.
2. The Reimbursement District includes Tax Lot (TL) 100 (76.87 acres), TL 701 (1.26 acres), TL 2700 (1.93 acres), TL 2800 (2.19 acres), and the Kooiman Estates subdivision (4.80 acres). This represents 5 parcels, totaling 87.05 acres.
3. Per the applicant, the total cost of the public improvement is \$341,047. The applicant has provided invoices for the construction and has estimated "construction engineering" (see comment #7a)
4. The applicant is proposing to distribute the cost of the improvements based on the linear footage that each property fronts to the improvements, as summarized below:

<u>Tax Lot</u>	<u>Street Frontage</u>	<u>Percentage of Total Frontage</u>	<u>Prorated Cost</u>
100	468 l.f.	16.12%	\$54,976.77
701	342 l.f.	11.78%	\$40,175.34
2700	629 l.f.	21.66%	\$73,870.78
2800	914 l.f.	31.47%	\$107,327.49
Kooiman Est.	<u>551 l.f.</u>	<u>18.97%</u>	<u>\$64,696.62</u>
Total	2,904 lf	100%	\$341,047.00

5. An administration fee should be included to provide for the City staff and consultants to manage the District. This would include costs to track, collect, and make payments to the original developer. It is recommended

to implement a \$2,000 fee per TL to be deducted from the from the reimbursement fee upon payment as projects are connected.

6. Constructed improvements meet City standards.

7. Because the constructed improvements provide a value to neighboring parcels, we feel that it is fair and is in the public's interest to create a Reimbursement District with the following amendments to the proposed valuation and assessment methodology:
- a. Project Valuation: Per City Code 3.07.040(3), the cost of a project which is eligible to be reimbursed does NOT include, among other items, "design engineering". Per the cost breakdown provided by the applicant "Engineering design" was a portion of the 13.5% allowance. Surveying and inspection services are an allowable inclusion to the total cost. Documentation of these costs should be clearly documented.
 - b. The methodology proposed by the developer to distribute costs does not accurately reflect the benefit provided to each tax lot. A public sewer system provides capacity to serve upstream customers. Therefore, the benefit to each customer is a function of the potential discharge flow volume into the system. The potential discharge flow volume is based on use, density, and area. We recommend that the methodology be based on TL area (within the UGB), rather than frontage. This changes the distribution as follows:

<u>Tax Lot</u>	<u>Area</u>	<u>Percentage of Total Area</u>	<u>Prorated Cost</u>
100	76.87 total acres, 54.06 acres within UGB	85.15%	\$287,001.88
701	1.26 acres	1.96%	\$6,689.28
2700	1.93 acres	3.00%	\$10,246.28
2800	2.19 acres	3.41%	\$11,626.60
Kooiman Est.	<u>4.80 acres</u>	<u>7.47%</u>	<u>\$25,482.96</u>
Total	64.24 acres	100%	\$341,047.00

Please contact me with any questions about the content provided or if additional information is needed.

Respectfully,



Matt Wadlington, P.E., Principal
Willamette Valley Regional Manager

Civil West Engineering Services, Inc.
(541) 223-5130
mwadlington@civilwest.net

RESOLUTION NO. 693-2020

A RESOLUTION CONFIRMING THE CITY OF HUBBARD'S INTENT TO APPLY TO THE LOCAL GOVERNMENT GRANT PROGRAM THROUGH THE OREGON PARKS AND RECREATION DEPARTMENT FOR MONIES TO BE USED FOR THE BARENDSE PARK WALKING PATH LIGHTING PROJECT

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Hubbard desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, per the City of Hubbard's Master Parks Plan, the City of Hubbard has identified the need to install lighting along the Barendse Park walking path as a high priority need in the City of Hubbard, Marion County; and

WHEREAS, the City of Hubbard has available local matching funds to fulfill its share of obligation related to this grant application should grant funds be awarded; and

WHEREAS, the City of Hubbard will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

IT IS HEREBY ORDERED the City of Hubbard be authorized to apply for a Local Government grant from the Oregon Parks and Recreation Department for improvements at Barendse Park as specified above.

INTRODUCED AND ADOPTED this 14th day of April 2020, effective immediately.

CITY OF HUBBARD, OREGON

APPROVED AS TO FORM:

BY: _____
MAYOR



CITY ATTORNEY

ATTEST:

BY: _____
CITY RECORDER

Check Number	Check Issue Date	Name	Description	Amount
10062	03/10/20	911 Supply	Uniforms	213.94
10063	03/10/20	AKS Engineering & Forestry, LLC	3000 3rd Street	405.00
10064	03/10/20	Beery Elsner & Hammond, LLP	Legal Services	1,600.30
10065	03/10/20	BlackPoint IT Services Inc	IT Services	809.55
10066	03/10/20	Canby Rental & Equip, Inc	Equipment Maint/Supplies	331.64
10067	03/10/20	Cascade Columbia Distribution	Supplies	340.60
10068	03/10/20	Caselle Inc	Contracted Support	1,963.00
10069	03/10/20	CIT	Water	216.07
10070	03/10/20	Civil West Engineering Services Inc	Engineering Services	1,275.00
10071	03/10/20	Code Publishing Co.	Municipal Code Web Hosting	105.00
10072	03/10/20	Complete Wireless Solutions	Equipment Maint/Supplies	828.81
10073	03/10/20	Correct Equipment Inc	Operational Supplies	3,459.00
10074	03/10/20	Covanta Energy, LLC	Disposal - COV10896	33.78
10075	03/10/20	DATAVISION	Phone/Internet	803.69
10076	03/10/20	Dryden Electric, Inc.	Equipment Maint/Supplies	1,570.45
10077	03/10/20	ELAN Corporate Payment Systems	Operational Supplies	4,852.43
10078	03/10/20	Ferguson Waterworks #3011	Supplies	681.54
10079	03/10/20	Furrow Pump	Operational Supplies	476.45
10080	03/10/20	Gametime	Operational Supplies	595.99
10081	03/10/20	Great Western Sweeping, Inc.	Street Sweeping	1,948.00
10082	03/10/20	GW Hardware Center	Equip Maint/Supplies	91.76
10083	03/10/20	Hattenhauer Energy Co LLC	Equip Maint/Supplies	82.55
10084	03/10/20	Holum, Glenn	AWARD BANQUET	1,320.00
10085	03/10/20	Hubbard Chevrolet, Inc.	Equipment Maint/Supplies	575.47
10086	03/10/20	Jimenez, Marcos	Mileage Reimb	171.35
10087	03/10/20	Kustom Kreations	Uniforms	98.16
10088	03/10/20	Language Line Services	Interpreter Services	37.05
10089	03/10/20	Les Schwab-W	Equip Maint/Supplies	544.46
10090	03/10/20	Marion County Treasury Dept	Municipal Court Payments	291.20
10091	03/10/20	Mid-Willamette Valley	Land Use Services	1,754.58
10092	03/10/20	Net Assets Corporation	Lien Searches	12.00
10093	03/10/20	NW Natural Gas	Utilities 454934-1	362.60
10094	03/10/20	Office Depot	Supplies	290.90
10095	03/10/20	Oregon Assoc Chiefs of Police	OACP Membership	305.00
10096	03/10/20	Oregon Dept of Revenue	Municipal Court Payments	1,126.00
10097	03/10/20	Pacific Office Automation	Copier Lease/Copies	197.78
10098	03/10/20	PGE- Portland General Electric	Utilities	6,641.00
10099	03/10/20	Pitney Bowes Global Financial Services	Folder Lease	322.11
10100	03/10/20	Profectus, INC.	Janitorial Services	442.16
10101	03/10/20	Republic Services	Utilities	535.46
10102	03/10/20	Secretary of State- Audits Division	Audit Sec of State Fee	250.00
10103	03/10/20	Smith, Judy	Mileage Reimb/Meals	216.82
10104	03/10/20	Smith-Wagar Brucker Consulting	Consultant Services	345.00
10105	03/10/20	Symbol Arts	Badge	652.75
10106	03/10/20	The Police & Sheriffs Press Inc.	ID Cards	92.92
10107	03/10/20	TransUnion Risk	Background Check Service	77.10
10108	03/10/20	Verizon Wireless	Cell Phone 342001806-00001	772.86
10109	03/10/20	Walmart Community	Office Supplies	120.13
10110	03/10/20	Waste Connections	Shredding Services	41.78
10111	03/10/20	WEX Bank	Fuel	1,776.55
10112	03/10/20	Willamette Valley Security, In	Security Services	119.70
10113	03/10/20	Wolfers, Inc.	Building Maint/Supplies	1,249.00
10114	03/10/20	Wou, Mike	CPR/First Aid Certification	75.00
10115	03/19/20	AKS Engineering & Forestry, LLC	Project 33: City Design Standards/Codes Update	207.50
10116	03/19/20	Beery Elsner & Hammond, LLP	Legal Services	1,330.50
10117	03/19/20	BlackPoint IT Services Inc	IT Services	2,047.92
10118	03/19/20	Canby Rental & Equip, Inc	Equipment Maint/Supplies	93.93
10119	03/19/20	CIT	Streets	216.07
10120	03/19/20	Code Publishing Co.	Municipal Code Web Hosting	105.00

Check Number	Check Issue Date	Name	Description	Amount
10121	03/19/20	Ferguson Waterworks #3011	Supplies	334.99
10122	03/19/20	GFOA	Membership -Finance Director	160.00
10123	03/19/20	Hubbard Chevrolet, Inc.	PW Vehicle Equip	666.25
10124	03/19/20	Legacy Health	HEPB Vaccine	75.00
10125	03/19/20	Metcom 9-1-1	Dispatch Services	21,492.56
10126	03/19/20	Office Depot	Supplies	314.46
10127	03/19/20	PGE- Portland General Electric	Utilities	2,745.17
10128	03/19/20	Ritz Safety LLC	Supplies	115.39
10129	03/19/20	Rogers Machinery Inc.	Equip Maint/Supplies	2,086.00
10130	03/19/20	Smith-Wagar Brucker Consulting	Consultant Services	1,236.25
10131	03/19/20	Washington Federal	INTREST - WATER BOND	47,863.46
10132	03/19/20	Waterlab Corporation	Routine Lab Tests	360.00
10135	03/30/20	911 Supply	Uniforms	2,163.89
10136	03/30/20	ELAN Corporate Payment Systems	EEquip Maint / Supplies	4,585.78
10137	03/30/20	Hattenhauer Energy Co LLC	Equip maint/supplies	216.78
10138	03/30/20	Hubbard Chevrolet, Inc.	Equipment Maint/Supplies	1,425.72
10139	03/30/20	Mid-Willamette Valley	Land Use Services	2,124.45
10140	03/30/20	Office Depot	Supplies	172.03
10141	03/30/20	Overhead Door Company	Equip Maint & Supplies	225.00
10142	03/30/20	Valley Pacific Floral	Flower Arrangement	84.85
10143	03/30/20	Verizon Wireless	Verizon PW Bill 864287314-00001	238.58
10144	03/30/20	Walmart Community	Building Maint/Supplies	57.56
10145	03/30/20	Wheeler, Heidi	Reimb Office Expense	7.98
10146	03/30/20	Wooddell, Sheba	Bailiff Services	60.00
Grand Totals:				136,314.51