

MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

APRIL 13, 2021

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

The Hubbard City Council will meet for their regular meeting. Council and Staff will meet at the Hubbard City Hall. Other attendees and members of the public may attend/view the meeting **via telephone, electronic device, and YouTube**. This is to enable interested citizens to listen to the open 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>

Join Zoom Meeting

<https://us02web.zoom.us/j/86066112731?pwd=U0pOZGF3bGNCYjk2WnJXTitOM3pNUT09>

Meeting ID: 860 6611 2731

Passcode: 215009

One tap mobile

+13462487799,,86066112731#,,,,*215009# US (Houston)

+14086380968,,86066112731#,,,,*215009# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC) Meeting ID: 860 6611 2731

Passcode: 215009

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

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

Please contact the Director of Administration/City Recorder prior to the scheduled meeting if you need assistance accessing this electronic meeting at the following: vnogle@cityofhubbard.org; Phone No. 503.981.9633; or Hubbard City Hall, 3720 2nd St., Hubbard OR 97032. TTY 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 4/8/2021, 4:00 p.m.

Vickie L. Nogle, MMC

Director of Administration/City Recorder

HUBBARD CITY COUNCIL MEETING AGENDA
CITY HALL: (503)981-9633, 3720 2ND Street

April 13, 2021 – 7:00 PM

**LOCATION: City Council and Staff will meet at the
HUBBARD CITY HALL (3720 2ND STREET)**

**(MEMBERS OF THE PUBLIC MAY CALL OR LOG IN WITH AN ELECTRONIC
DEVICE -Refer to Cover Sheet for details)**

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- 1) **CALL TO ORDER.**
 - A) Flag Salute.
 - B) Roll call.
- 2) **AWARDS PRESENTATION – Police Chief Dave Rash.**
- 3) **REPUBLIC SERVICES OF NORTH MARION COUNTY – KJ Lewis.**
- 4) **DISCUSS CITY HALL / POLICE DEPARTMENT GENERATOR AND SERVER. -
Refer to Police Chief Dave Rash memos.**
- 5) **RESOLUTION NO. 707-2021. A RESOLUTION REVISING THE
TRANSPORTATION UTILITY FEES FOR THE CITY OF HUBBARD AND
REPEALING RESOLUTION NO. 691-2020.**
- 6) **RESOLUTION NO. 708-2021. A RESOLUTION AUTHORIZING AN ANNUAL
ADJUSTMENT OF SYSTEMS DEVELOPMENT CHARGES, AMENDING
RESOLUTION NO. 533-2012, AND REPEALING RESOLUTION NO. 687-2020.**
- 7) **MAYOR'S AND/OR COUNCIL'S PRESENTATIONS.**
 - A) Goal setting review.
- 8) **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) **Public Works Department**—Public Works Superintendent Mike Krebs.

9) **DISCUSSION REGARDING VETERAN’S MEMORIAL EVENTS – Public Works.**

10) **WINTER STORM UPDATE – Public Works.**

11) **DISCUSS “G” STREET SIDEWALK IMPROVEMENT PROJECT (BETWEEN 2ND & 3RD STREET) – Public Works.**

12) **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 March 9, 2021 City Council meeting minutes.**

B) **Approve to give Public Works Office Assistant Heidi Wheeler \$1.00 hour increase, effective April 16, 2021. (*Refer to Public Works Report*)**

C) **Approval of the March 2021 Check Register Report.**

13) **APPEARANCE OF INTERESTED CITIZENS.**

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14) **ADJOURNMENT.** (Next regular scheduled City Council Meeting May 11, 2021, at 7:00 p.m.)

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City of Hubbard

2021 Updates and Rate Adjustment

KJ Lewis

Municipal Relationship Manager

Will Mathias

Finance Manager



2020 in Review



PANDEMIC

- National lockdown in March shuts businesses and schools, driving huge shift in volume to residential curb
- Implemented strict safety procedures to protect essential staff
- Commercial volume down 20%+
- Residential volume up 30%+
- Careful reopening of states shows some improved volume
- However, resurgence of cases keeps volume recovery at bay
- Work from home continues
- Major companies projecting return no earlier than July 2021

RECYCLING

- Monitoring investments in new/renewed domestic mills
- Commodity prices were largely flat from 4Q19
- Shift in material to residential curb, driving contamination concerns
- Continued investments in sorting technology to improve quality
- Increased demand for fiber, aluminum and certain plastics results in modest value improvement
- However, still seeing small and mid-size processors closing doors
- No indication of resolution
- Continued headwinds, made more complex by pandemic

National Sword is a permanent structural market change;
the global pandemic is placing additional pressure on the industry

2021 Legislative Update: Bills to Track

SB 14 Establishes product stewardship for plastic packaging and plastic food serviceware

SB 582 Directs DEQ to make recommendations to modernize Oregon's recycling system ([moving into -2 amendments](#))

SB 57 modifies fees for disposal of hazardous waste

SB 46 redefines radioactive waste

SB 570 Establishes product stewardship program for mattresses

SB 581 Prohibits sale of products that make deceptive or misleading claims about recycling ([dying bill – will resurface next session](#))

HB 2395 modifies definition of 'recycled paper checkout bag' to include bags that contain non-wood renewable fiber

HB 2955 Extended producer responsibility for household hazardous waste

Priority on Safety and Business Continuity



Proper PPE, in greater frequency



Plexiglass partitions



Leverage outdoor locations where possible



Create additional breakrooms, bathrooms and meeting rooms



Additional and more frequent cleaning and sanitation procedures

Quickly deployed measures to protect employees and ensure business continuity

2021 Storm

At the peak, we had 109 coworkers without power

-Six employees and their families had to stay in hotels

\$4,200 in meal assistance

Procured generators for some after power had returned for most

Hubbard is home to two of our best drivers and they have both been with us for more than 10 years.



Service Facts: City of Hubbard

Republic Services has 5 drivers servicing your City

Drivers are at the curbs of 937 homes each week

Approximately 89,952 carts are picked up each year

Approximate Material hauled in 2020:



Residential tons – 1,655



Commercial tons – 623



Industrial tons – 3,188



Customer Service: Hubbard Review

Customer Group	Number of Lifts	Reported Complaints	% of Total	Average per month
Residential	89,952	1	0.001%	0.08
Commercial	9,000	1	0.011%	0.17
Industrial	3,120	0	0.000%	0.00

Hubbard Customer Compliments

Amy: "One of your drivers took the time to move my containers to the correct stop for service and wanted to say thank you for taking the care of that."

Janice: "Appreciate your drivers very much! They are excellent and I appreciate their bravery during the fires."

Kevin: "My favorite driver is Dennis, request him for all additional services, because he really knows his stuff –and he's a firecracker. Merry Christmas and Happy New year!"

Customer Service: Oregon Update

Woodburn and Corvallis Call Centers

17 Oregon Customer Service Representatives

Call wait times in this period averaged 12 seconds

Our staff's efficiency has only improved since transitioning to work-from-home



We'll handle it from here.®

Financials: Statement of Income Graph

Profit Compared to Acceptable Profitability Range (8% - 12%)

With 3.95% Rate Adjustment

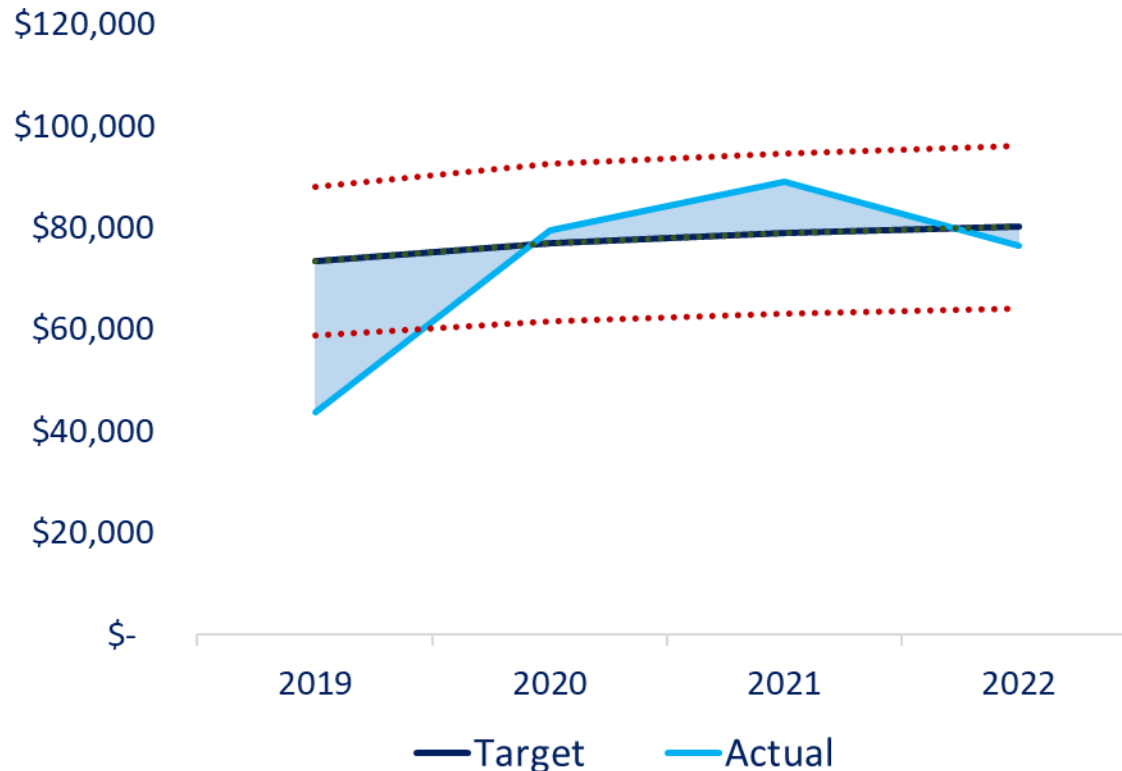


Chart notes: The light blue shaded area above represents the lost opportunity cost of not earning a 10% margin (10% is widely considered the mid-point of acceptable margins of 8% to 12%). The chart specifically shows profit for the three years prior and for the next two years projected assuming a price increase is not implemented.

Financials: Statement of Income

	2019	2020	% Δ	2021	% Δ	2022	% Δ
	Actuals			Forecasted			
Revenue	\$734,071	\$770,699	5.0%	\$788,457	2.3%	\$801,141	1.6%
Cost of Operations	\$586,296	\$599,235	2.2%	\$601,734	0.4%	\$617,622	2.6%
Gross Profit	\$147,775	\$171,464	16.0%	\$186,723	8.9%	\$183,520	-1.7%
Sales, General and Administrative	\$86,437	\$60,004	-30.6%	\$60,887	1.5%	\$61,790	1.5%
Operating Income	\$61,338	\$111,460	81.7%	\$125,836	12.9%	\$121,730	-3.3%
<i>Op Income as a % of Revenue</i>	<i>8.4%</i>	<i>14.5%</i>		<i>16.0%</i>		<i>15.2%</i>	
Income Taxes	\$17,543	\$31,878	81.7%	\$36,706	15.1%	\$45,247	23.3%
Net Income	\$43,796	\$79,582	81.7%	\$89,130	12.0%	\$76,483	-14.2%
<i>Net Income as a % of Revenue</i>	<i>6.0%</i>	<i>10.3%</i>		<i>11.3%</i>		<i>9.5%</i>	

Financials: Schedule of Expenses

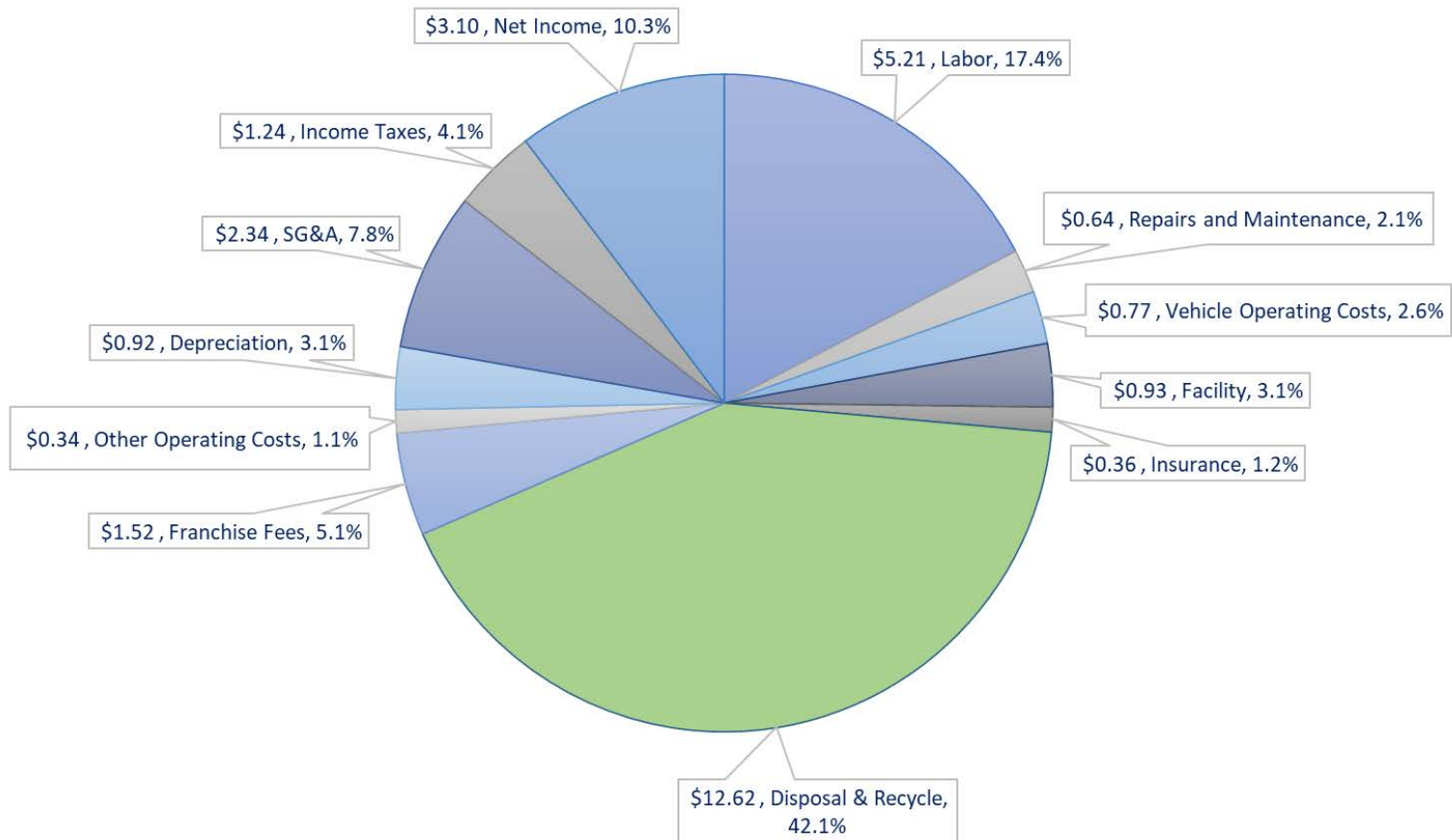
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Repairs and Maintenance	\$15,590	\$16,543	6.1%	\$16,543	0.0%	\$16,543	0.0%
Vehicle Operating Costs	\$20,411	\$19,886	-2.6%	\$24,857	25.0%	\$37,286	50.0%
Facility	\$13,433	\$23,998	78.6%	\$23,998	0.0%	\$23,998	0.0%
Insurance	\$4,262	\$9,340	119.1%	\$9,340	0.0%	\$9,340	0.0%
Disposal & Recycle	\$312,583	\$324,184	3.7%	\$318,168	-1.9%	\$318,168	0.0%
Franchise Fees	\$37,597	\$38,957	3.6%	\$38,957	0.0%	\$38,957	0.0%
Other Operating Costs	\$15,519	\$8,852	-43.0%	\$8,852	0.0%	\$8,852	0.0%
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Bad Debt Expense	\$1,592	\$838	-47.4%	\$838	0.0%	\$838	0.0%
Sales, General, and Administrative	\$86,437	\$60,004	-30.6%	\$60,887	1.5%	\$61,790	1.5%

Chart notes: This expense schedule is based on **NO** rate adjustment taking effect for 2021-2022. The only two line-items that we would expect to see changed with a rate adjustment are Franchise Fees and Bad Debt. Some COSA expense classifications have changed in our 2020 reporting , consequently some 2020 expense line items may not align precisely with how expenses were previously reported.

Financials: Schedule of Expenses

What does my monthly payment go towards?

(Based on figures for a 35-gallon customer)



Financials: Schedule of Expenses

What does my monthly payment go towards?

(Based on figures for a 35-gallon customer)



Category	%	\$
Disposal & Recycle	42.1%	\$12.62
Labor	17.4%	\$5.21
Net Income	10.3%	\$3.10
SG&A	7.8%	\$2.34
Franchise Fees	5.1%	\$1.52
Income Taxes	4.1%	\$1.24
Facility	3.1%	\$0.93
Depreciation	3.1%	\$0.92
Vehicle Operating Costs	2.6%	\$0.77
Repairs and Maintenance	2.1%	\$0.64
Insurance	1.2%	\$0.36
Other Operating Costs	1.1%	\$0.34
Total:	100.0%	\$30.01

2020 Financials: Rates

2021 Rate Adjustment 3.95%

Residential Services

Cart Services

20 gallon	\$27.78
35 gallon	\$31.20
64 gallon	\$36.25
90 gallon	\$41.20

Commercial Services

Cart Services

35 gallon	\$24.60
35 gallon EXT (extra trip)	\$27.36
96 gallon	\$48.38
96 gallon EXT (extra trip)	\$33.31



Chart notes: Residential roll cart service includes weekly trash and bi-weekly recycling and yard debris. In contrast, Commercial roll cart service only covers trash. A complete updated rate sheet has been included in our Council Packet.

2020 Financials: Rate Stabilization

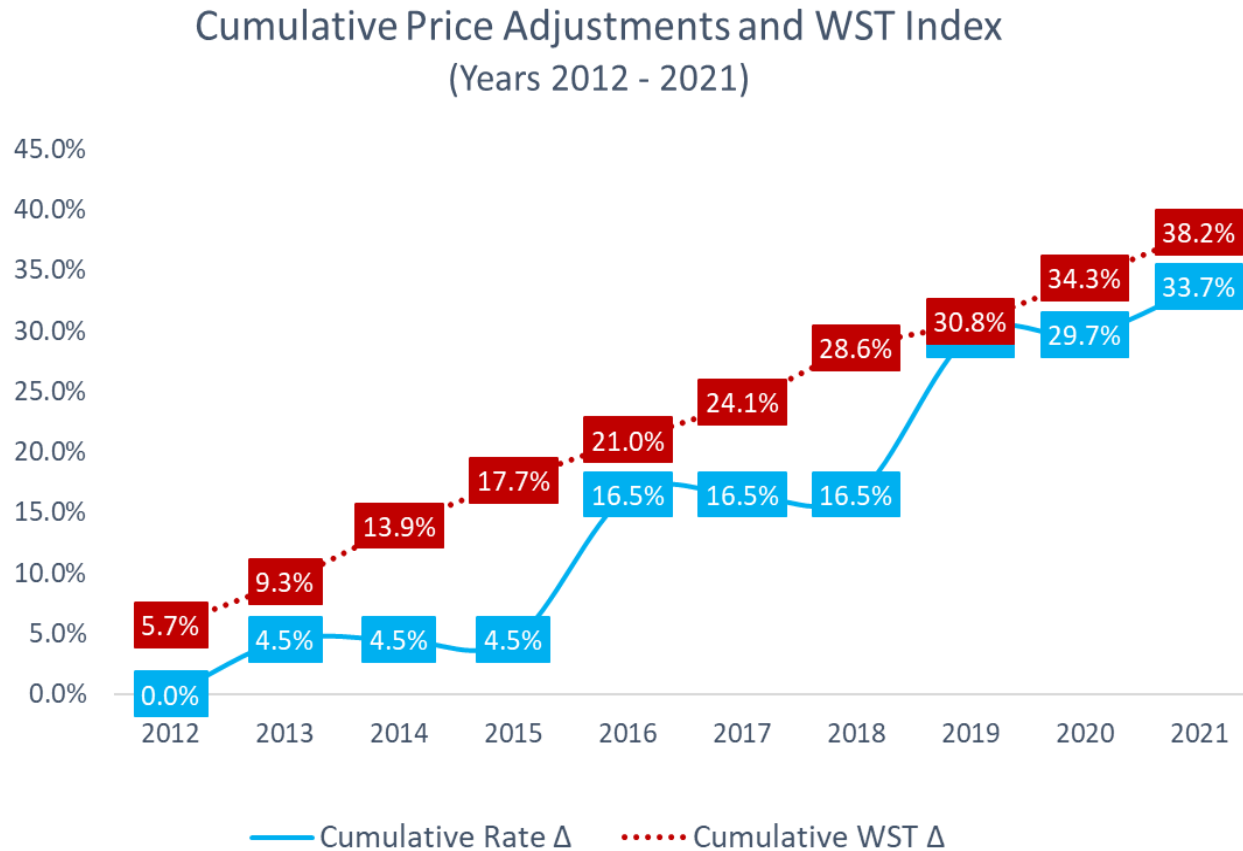


Chart notes: 2016: 30% increase at the Marion County Burner. Greater detail provided in our Council Packet.

2030 Sustainability Goals



Safety Amplified

0

Employee Fatalities

<2.0

Reduce our OSHA Total Recordable Incident Rate (TRIR) to 2.0 or less by 2030



Engaged Workforce

88%

Achieve and maintain employee engagement scores at or above 88% by 2030

Sustainability Innovation Focus



Climate Leadership

35%

Reduce absolute Scope 1 and 2 greenhouse gas emissions 35% by 2030 (2017 baseline year)
APPROVED BY SBTI

40%

Increase recovery of key materials by 40% on a combined basis by 2030 (2017 baseline year)

50%

Increase biogas sent to beneficial reuse by 50% by 2030 (2017 baseline year)



Charitable Giving

20M

Positively impact 20 million people by 2030

Longer-term goals address potential material risks and opportunities and are designed to demonstrate our commitment to sustainability



KJ Lewis

Municipal Relationship Manager

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Will Mathias

Finance Manager

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Republic Services of North Marion County

City of Hubbard

2021 Council Packet



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Service

Services Available in Hubbard

Residential Collection Service

- Weekly curbside garbage cart service
- Bi-weekly Curbside recycling and yard debris cart service
- Multi-family recycling, trash, and yard debris
-Yard debris is an extra cost and not included
- Curbside oil and household batteries (Sealed in Zip-lock bag) service (no car batteries at the curb)

Commercial/Industrial Collection Services:

- Weekly waste collection
- Drop boxes for demolition and other extra large projects
- Recycling services tailored to specific business needs
- Yard Debris collections service available

Other Services available for all customers:

- Temporary container and drop box service
- Holiday collection: all holidays, except Thanksgiving, Christmas and New Year's Day
- Seasonal service stops for customers gone more than four weeks
- Convenient payment via **My Republic mobile app**. (formerly known as: **My Resources**)
-Customers can start and request extra services through the app
- Christmas tree collection
- Woodburn Recycling center

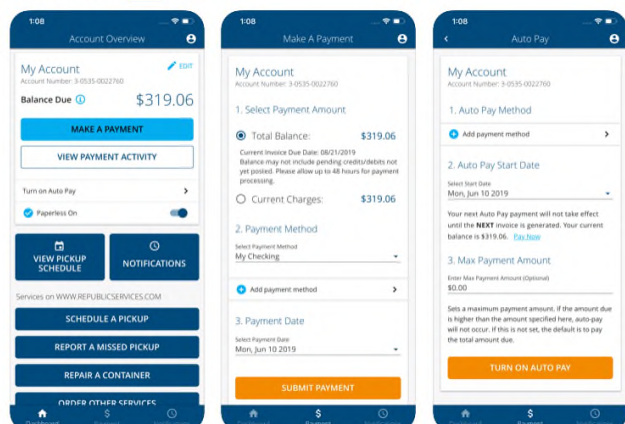


Republic Services
Republic Services, Inc.

★★★★★ 4.4 • 2.3K Ratings

Free

Screenshots iPhone iPad



2020 Hubbard Service Facts

We have **5 drivers** servicing your City

Drivers are at the curbs of **937 homes** each week

Approximately **89,952 carts** are picked up each year

Approximate Material hauled in 2020



Residential tons – 1,655



Commercial tons – 623



Industrial tons – 3,188

2021 Winter Storm Update

At the peak, we had 109 coworkers without power

-Six employees and their families had to stay in hotels

\$4,200 in meal assistance

Procured generators for some after power had returned for most

Hubbard is home to two of our best drivers and they have both been with us for more than 10 years.



Detailed Customer Counts

Residential

20G Can	95
30-35 gallon cart	370
60-65 gallon cart	284
90-95 gallon cart	188



Commercial Customers

30-35 gallon cart	19
60-65 gallon cart	-
90-95 gallon cart	27
Frontload: Garbage	54
Frontload: Recycling	25



Industrial Customers

Dropbox	124
Compactor	34



Chart notes: This chart represents a single snapshot in time. Customer counts change monthly.

Customer Service Summary

Customer Group	Number of Lifts	Reported Complaints	% of Total	Average per month
Residential	89,952	1	0.001%	0.08
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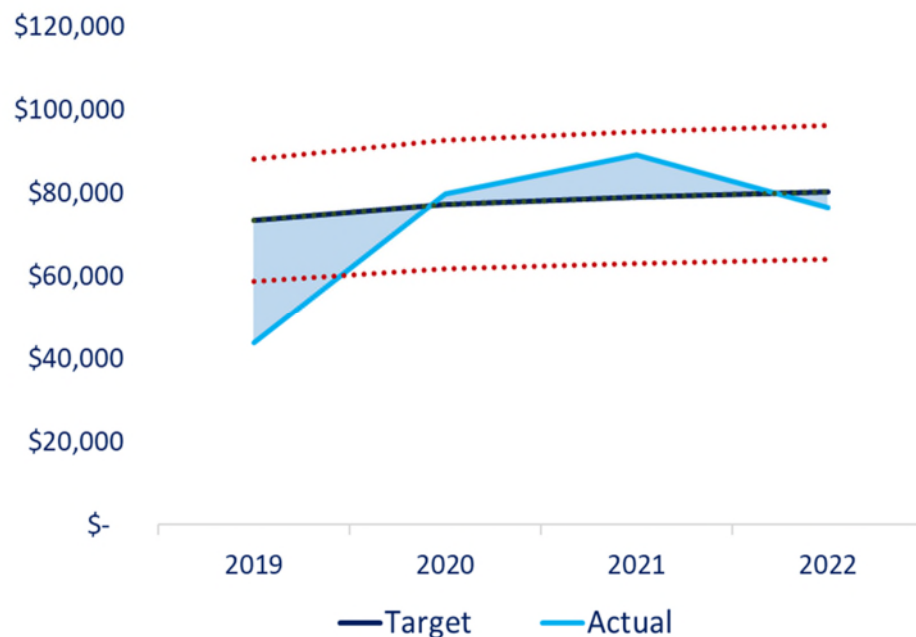
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Financial Review

Statement of Income

With 2021 3.95% Rate Adjustment

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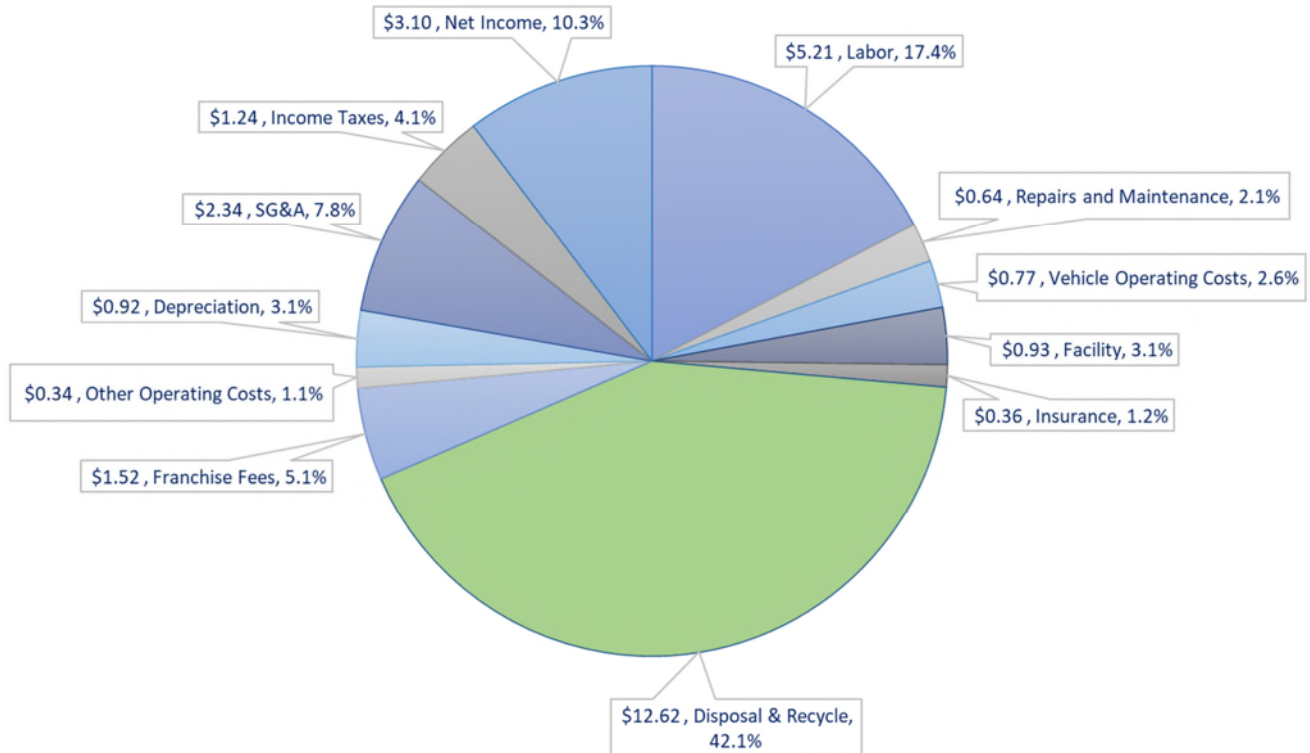
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What does my monthly payment go towards?

(based on current 35 gallon customer rate)



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Total:	100.0%	\$30.01

Cumulative Price Adjustments and WST Index (Years 2012—2021)

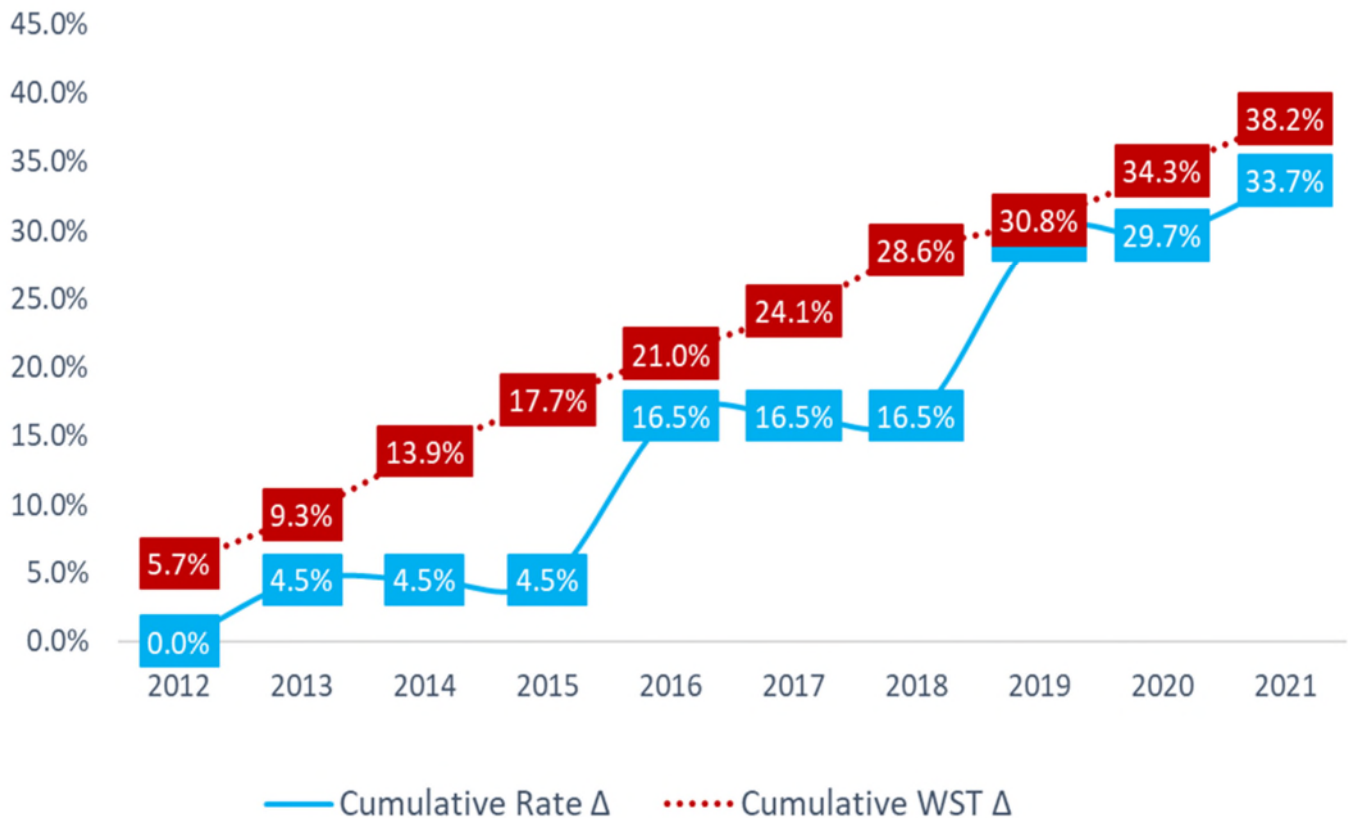
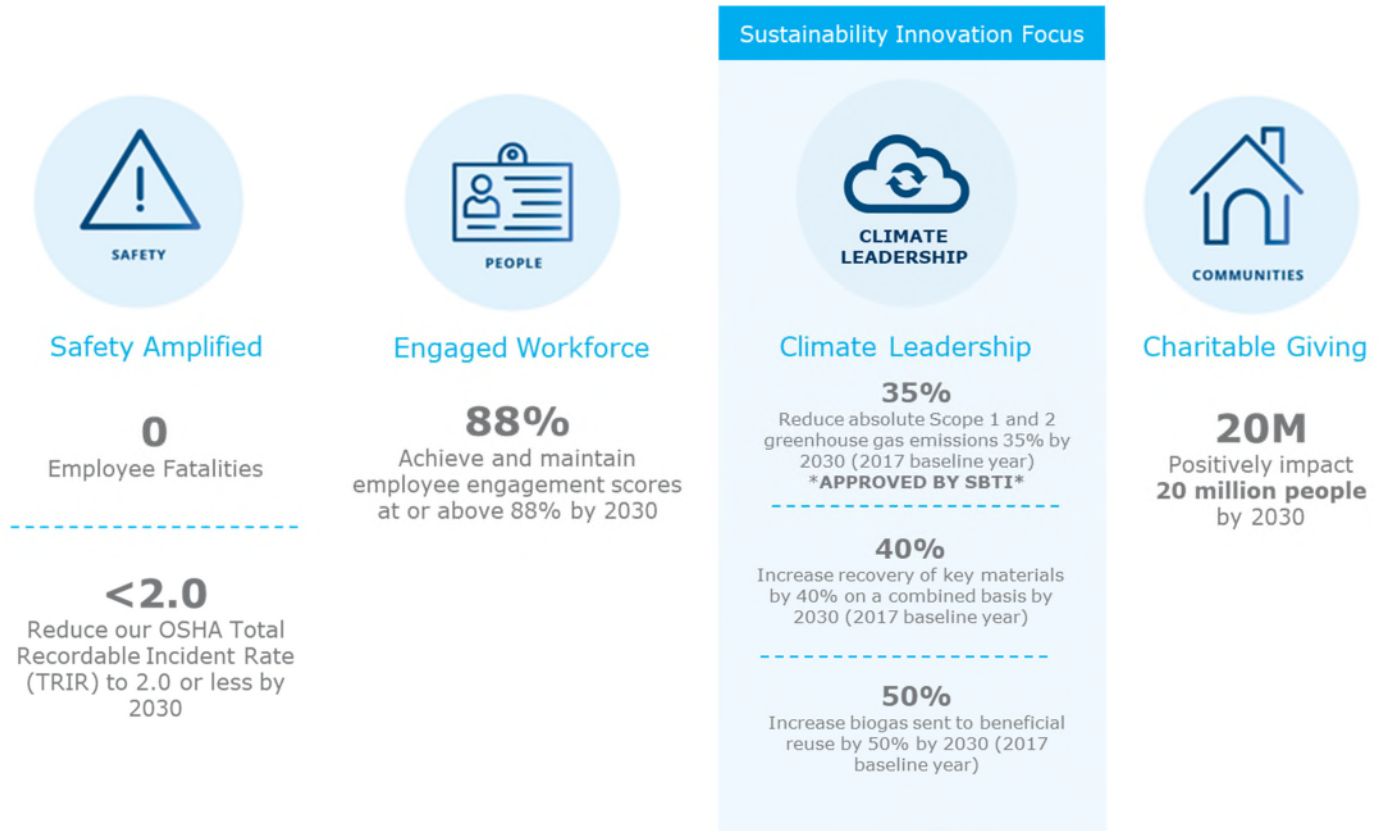


Chart notes: 2016: 30% increase at the Marion County Burner. 2018: China Sword. 2020: Silverton has pushed for Rate Equity in Marion County, so future rate adjustments are expected to reflect the Water, Sewer, and Trash index (WST) even closer. This holds in place the 10% net target, with an 8-12% range.

Additional Updates

2030 Sustainability Goals



Continue to Modernize Programs



Priority on Safety and Business Continuity



Proper PPE, in greater frequency



Plexiglass partitions



Leverage outdoor locations where possible



Create additional breakrooms, bathrooms and meeting rooms



Additional and more frequent cleaning and sanitation procedures



Glossary

Allocated Weights **Allocated weights** refers to the proportional amount of material based upon a city's percentage of the total division's hauls.

Bin **Bin** means container provided by Franchisee, used by customers for the containment and disposal of recyclable material.

Can **Can** means container owned by a customer, used for the containment and disposal of solid waste. The customer's use of a can requires manual collection.

Cart **Cart** means container provided by Franchisee, used by a customer for the containment and disposal of solid waste or recyclable material. The customer's use of a cart requires automated collection service.

Contract Group **Contract group** is a reference to a specific franchise.

Commingle & Mixed Recycling **Commingle and Mixed Recycling** means the process where two or more types of recyclable materials are collected together (i.e., not separated) in a combination allowed by the City Administrator, and as approved by the Oregon Department of Environmental Quality.

Compact & Compaction **Compact and Compaction** means the process of, or to engage in the shredding of material, or the manual or mechanical compression of material.

Container **Container** means can, cart, bin, drop box, receptacle, or other vessel used for the disposal of solid waste, recyclable material or yard waste that has been approved by the City Administrator and into which solid waste, recyclable material or yard debris may be placed for collection.

Dispose or Disposal **Dispose or Disposal** means the accumulation, storage, discarding, collection, removal, transportation, recycling or resource recovery of solid waste.

Division **Division** refers to Republic Services of Marion County as a whole hauling company.

Drop Box **Drop Box** means a single container designed for storage and collection of large volumes of solid waste or wastes or recyclable materials, which is usually ten cubic yards or larger in size, and provides for transportation of large volumes of solid waste or recyclable materials and is transported to a disposal or processing site for transfer, landfilling, recycling, materials recovery or utilization and then emptied and returned to either its original location or to some other location.

Hazardous Waste	Hazardous Waste means, but is not limited to, any amount of waste listed or characterized as hazardous by the United States Environmental Protection Agency or any state agency pursuant to the Resource Conservation and Recovery Act, and including future amendments thereto, and any other Applicable Law including, but not limited to, any hazardous wastes as defined by ORS 466.005
Household Hazardous Waste	Household Hazardous Waste means any discarded or unwanted chemical, material, substance or product that is or may be hazardous or toxic to the public or the environment, is commonly used around households and is generated by the household.
Infectious Waste	Infectious Waste means biological waste, cultures and stocks, pathological waste, and sharps, or as infectious waste is defined in ORS 459.386.
Pilot Program	Pilot Program means a program which allows Franchisee to offer services on a trial basis for six months or less and to determine rates for such services outside the approved rate structure. City Council approval is required prior to implementation of a pilot program.
Putrescible Material	Putrescible Material means organic materials that can decompose, which may create foul-smelling, offensive odors or products.
Recyclable Material	Recyclable Material means any material or group of materials that can be collected and sold for recycling at a net cost equal to or less than the cost of collection and disposal of the same material and excludes excluded waste.
Recycling	Recycling means any process by which solid waste is transformed into new or different products in such a manner that the original products may lose their original identity. As used in this Ordinance, recycling includes the collection, transportation and storage of solid waste, done in order to place the solid waste in the stream of commerce for recycling; or for resource recovery.
Resource Recovery	Resource Recovery means the process of obtaining useful material or energy resources from solid waste, including reuse, recycling, and other material recovery or energy recovery of or from solid wastes.

Solid Waste

Solid waste means all useless or discarded putrescible and non-putrescible materials, including but not limited to garbage, rubbish, refuse, ashes, paper, cardboard, sewage sludge, septic tank and cesspool pumpings, or other sludge, useless or discarded commercial, industrial, demolition, and construction materials, discarded or abandoned vehicles or parts thereof, discarded home and industrial appliances, manure, vegetable or animal solid and semi-solid wastes, and dead animals as defined in ORS 459.386. Solid waste does not include excluded waste.

Source Separation

Source Separation means the separation of waste materials by the generator in preparation for recovery by recycling or reuse.

Special Service

Special Service means collection of bulky waste, including furniture, appliances and large quantities of waste.

Total Source Separation **Total Source Separation** means the complete separation by the source generator or producer of the waste by type or kind of waste from all other types or kinds of waste.

Waste

Waste means any material that is no longer wanted by or is no longer usable by the generator, producer or source of the material, which material is to be disposed of or to be resource-recovered by another person. Even though materials which would otherwise come within the definition of "waste" may from time to time have value and thus be resource-recovered does not remove them from this definition. Source-separated wastes are "wastes" within this definition.

Yard Debris

Yard Debris means grass clippings, leaves, tree and shrub prunings of no greater than four inches in diameter, or similar yard and garden vegetation. Yard Debris does not include dirt, sod, stumps, logs or tree/shrub prunings larger than four inches in diameter.



Hubbard Council Packet Developed by
Travis Comfort, Municipal Contract Administrator



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Republic Services of North Marion County

City of Hubbard

2021 Rate Sheet



Residential Services

Cart Services

20 gallon	\$27.78
35 gallon	\$31.20
64 gallon	\$36.25
90 gallon	\$41.20

Multifamily

4 or more adjoining units, under one billing. Includes trash, recycling and yard debris

35 gallon	\$24.95
90 gallon	\$40.96

Miscellaneous Charges and Limited Services

Additional Yard Debris Cart	\$8.24
Sharps	\$17.01
Recycling Only	\$7.06
On Call (35 gallon Trash Only, must be services at least every other month)	\$11.77
Extra Can, Bag, or Box	\$7.06
*Will also be charged if lid does not fully close	
Contaminated Cart Fee	\$11.77
Return Trip Fee	\$12.36
Change or Switch Cart (after 1 free change out per year)	\$17.65
Redelivery due	\$29.43
20 gal cart Opt out (no yard debris or recycling)	\$17.35
Service Interrupt Fee	\$25.00

Commercial Services

Cart Services

35 gallon	\$24.60
35 gallon EXT (extra trip)	\$27.36
96 gallon	\$48.38
96 gallon EXT (extra trip)	\$33.31

Miscellaneous Charges and Limited Services

Extra Yardage (EXY)	\$32.90
Pull Out Charge: per month per container	\$20.01
Switch / Wash Out Cart	\$41.20
*2 provided free of cost	
Lock/Lock replacement	\$29.43
Contaminated Recycling Fee: Roll Cart	\$11.77
Contaminated containers charged at EXT rate based on container size.	
Cart / Container Redelivery Fee	\$17.65
Return Trip Fee	\$0.00
COMPACTED containers charged at 3x loose rate	
<u>Driver Time</u>	
1 Driver: \$137.31 per hour (one truck)	
2 Drivers: \$188.16 per hour (one truck)	
Front Load Cage Container sizes: 4 yard, 6 yard, and 8 yard	
Pull out, per month Fee	\$20.01
*excluding containers larger than 4 yards	
Container Replacement fee - Dependent on size	\$81.04 - 719.33
Additional 96 gal Recycling Cart	\$5.88

Front Load Container Services

<u>1 yard</u>		
1x per week		\$141.95
2x per week		\$262.71
Extra Trip (EXT)		\$49.79
<u>1.5 yard</u>		
1x per week		\$188.33
2x per week		\$348.40
Extra Trip (EXT)		\$65.91
<u>2 yard</u>		
1x per week		\$243.88
2x per week		\$451.27
Extra Trip (EXT)		\$85.45
<u>3 yard</u>		
1x per week		\$366.29
2x per week		\$677.73
Extra Trip (EXT)		\$128.30
<u>4 yard</u>		
1x per week		\$487.99
2x per week		\$902.90
Extra Trip (EXT)		\$170.90
<u>5 yard</u>		
1x per week		\$570.74
2x per week		\$1,055.91
Extra Trip (EXT)		\$199.85
<u>6 yard</u>		
1x per week		\$731.40
2x per week		\$1,353.11
Extra Trip (EXT)		\$256.00
<u>8 yard</u>		
1x per week		\$975.28
2x per week		\$1,804.37
Extra Trip (EXT)		\$341.45

Industrial Services

Drop-Box Container Services

10 Yard	\$164.91
20 Yard	\$186.67
30 Yard	\$210.92
Delivery	\$41.20
Re-locate	\$47.07
Dry run	\$47.07
Rent: \$147.13 per month or \$11.77 per day	



Hubbard Rate Sheet Developed by
Travis Comfort, Municipal Contract Administrator



We'll handle it from here.®

HUBBARD POLICE



PO Box 380/3720 Second Street

Hubbard, OR 97032 503-981-8738

To: Hubbard City Council
From: Chief David Rash
Date: March 31, 2021
Subject: **City Hall Generator Replacement Proposal**

On March 17, 2021, I learned the generator at City Hall is out dated and lacks the ability to operate at full capacity. The generator was only able to provide enough power at City Hall/The Police Department for the building to operate at half its ability during the recent destructive ice storm and subsequent loss of power. In the event of an emergency, City Hall has been designated as the City's Emergency Operations Center.

I asked Public Works Superintendent Mike Krebs to provide information on our current generator and a recommendation on a new generator. Superintendent Krebs provided the following information:

Current Generator: Ability to power 12.0 KW

Power Requirements for City Hall: Furnace 6.0KW, Hot Water Heater 5.5 KW, Misc (Lights, computers, etc.) 10.0KW TOTAL **NEEDED 21.5 KW**

Recommended New Generator: Ability to power 25.0 KW

Generac Protector 25KW

25.0 KW Max Power

104 Amp Max

1 Phase

COST: \$13,000 (Generac Protector 25KW \$9000 and Automatic Transfer Switch \$4000)

In October 2020, the City of Hubbard received a reimbursement from the City of Lake Oswego in the amount of \$25,000 because they hired Officer Grant Thommen under three year. The reimbursement was for his salary and related costs during his initial

training which was in FY 2019-2020. The proceeds from Lake Oswego went into general funds.

I have discussed the issue of the generator with my peers in both City Hall and Public Works. We feel this is a priority of public safety to our community. I am recommending we use the aforementioned funds received in compensation from the City of Lake Oswego for Officer Thommen's departure to purchase the Generator recommended by Superintendent Krebs. There would be no impact to FY 2020/2021 or FY 2021/2022 budgets where resources have already been sought for other infrastructure upgrades or replacements.

Both Superintendent Krebs and I will be prepared to answer questions at the council meeting on April 13, 2021.

Your consideration is greatly appreciated.

HUBBARD POLICE



PO Box 380/3720 Second Street

Hubbard, OR 97032 503-981-8738

To: Hubbard City Council
From: Chief David Rash
Date: March 31, 2021
Subject: **City Computer Server Replacement Proposal**

In recent weeks, the computers have been slow and/or freezing up at City Hall and the Police Department. Our contracted IT Department Blackpoint, has identified the problem with the switching station. The city has ordered a new switching station. While Blackpoint was diagnosing the problem, it was learned that the city's computer server was out of warranty. They informed the city that if something major happened there isn't any support for the server. The city will need to replace the server eventually and sooner than later would be better.

The cost for a new server is **\$9000**.

In October 2020, the City of Hubbard received reimbursement from the City of Lake Oswego in the amount of \$25,000 because they hired Officer Grant Thommen less than three year employed with the Hubbard Police Department. The reimbursement was for his salary and related costs during his initial training which was in FY 2019-2020. The proceeds from Lake Oswego went into general funds. Those funds have not been allocated or used since we received them. I have also submitted a request for the city to use a portion of these funds for an upgraded generator.

As you are aware, for anything to run efficiently they are dependent on computer networks. I strongly recommend council use the funds from Lake Oswego to upgrade the city computer server. The city has at its disposal a resource we did not predict and can be utilize to pay for both the new server and the generator without utilizing either the FY2020/2021 or the FY2021/2022 budgets or the city contingency fund.

Both Director Nogle and I will be prepared to answer questions at the council meeting on April 13, 2021 for consideration of an amended budget to replace the server and generator.

RESOLUTION NO. 707-2021

**A RESOLUTION REVISING THE TRANSPORTATION UTILITY FEES FOR
THE CITY OF HUBBARD AND REPEALING RESOLUTION NO. 691-2020.**

Findings

- A. Section 13.45.020 of the Hubbard Municipal Code provides for transportation utility fees be established by resolution of the City Council; and
- B. It is necessary from time to time to amend transportation utility fees to ensure that sufficient resources are available to properly maintain streets under the jurisdiction of the City of Hubbard.

Based on the findings, the City of Hubbard ordains as follows:

- 1. The City of Hubbard does adopt a new transportation utility fee schedule as set forth in Exhibit "A" attached hereto and by this reference incorporated herein and entitled City of Hubbard Transportation Utility Fees.
- 2. Increase based on Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index (CCI) from January 2020 to January 2021 of 6.0%.
- 3. Resolution No. 691-2020 is hereby repealed.
- 4. This resolution shall be effective June 16, 2021.

ADOPTED BY THE CITY COUNCIL this 13th day of April 2021.

APPROVED:

Charles Rostocil, Mayor

ATTEST:

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

APPROVED AS TO FORM:

Berry, Elsner, & Hammond, City Attorney

Exhibit "A"
City of Hubbard Transportation Utility Fees

Effective June 16, 2021

(Increase based on ENR NW Construction Cost Index January 2020 – January 2021 of 6.0%)

1. Residential:
 - A. Single Family \$6.68 \$7.08 Per month
 - B. Multiple Family \$6.68 \$7.08 Per month per dwelling unit
 - C. Mobile Home Park \$6.68 \$7.08 Per month per dwelling unit

2. Non-residential:
 - A. Churches/Private Clubs \$6.68 \$7.08 Per month
 - B. Commercial - Low (0 - 2.5 vt) \$1.49 \$1.58 Per month per 1,000 sq. ft.
Ex: Offices
Barber/Beauty Shops
Furniture Sales
 - C. Commercial - Medium (2.5 - 19 vt) \$2.99 \$3.17 Per month per 1,000 sq.ft.
Ex: Retail Sales
Cleaners/Laundromats
Auto Repair Shops
Banks without drive-up window
Restaurants/Taverns/Lounges
 - D. Commercial - High (19+ vt) \$5.93 \$6.29 Per month per 1,000 sq. ft.
Ex: Service Stations
Convenience Stores with gas pumps
Banks with drive-up window
Restaurants with drive-up window
 - E. Warehouse/Storage
(0 to 20,000 sq. ft.) \$0.64 \$0.65 Per month per 1,000 sq. ft.
(>20,000 sq.ft.) \$0.36 \$0.39 Per month per 1,000 sq. ft.
 - F. Manufacturing/Industrial/Wholesale
(0 to 20,000 sq. ft.) \$0.85 \$0.91 Per month per 1,000 sq. ft.
(>20,000 sq.ft.) \$0.64 \$0.65 Per month per 1,000 sq. ft.

3. The minimum monthly fee for any commercial account is ~~\$6.68~~ \$7.08 per business.

Note: Area calculations are applied to the square footage of structures used for commercial purposes.

vt = vehicle trips per 1,000 square feet based on the ITE Manual.

ENR COST INDEXES IN SEATTLE (1978-2021)

YEAR	MONTH	BCI	%CHG	CCI	%CHG
2021	March	6790.81	+8.4	12865.08	+7.3
2021	Feb	6751.80	+5.7	12826.05	+5.9
2021	Jan	6771.14	+5.9	12845.38	+6.0
2020	Dec	6766.15	+6.0	12840.41	+6.0
2020	Nov	6653.06	4.5%	12796.59	5.8%
2020	Oct	6575.76	+3.3	12776.24	+5.6
2020	Sept	6571.23	+3.3	12771.70	+5.6
2020	Aug	6529.50	+2.6	12430.98	+2.8
2020	July	6534.00	+3.0	12140.48	+1.2
2020	June	6415.06	+0.7	12141.83	+0.9
2020	May	6418.90	+0.8	12145.67	+1.0
2020	April	6414.78	+0.9	12141.53	+1.0
2020	March	6264.91	-1.1	11991.29	0.0
2020	Feb	6390.40	+0.3	12117.14	+0.8
2020	Jan	6395.71	+0.7	12122.45	+0.9

CITY OF HUBBARD, OREGON

RESOLUTION NO. 708-2021

A RESOLUTION AUTHORIZING AN ANNUAL ADJUSTMENT OF SYSTEMS DEVELOPMENT CHARGES, AMENDING RESOLUTION NO. 533-2012, AND REPEALING RESOLUTION NO. 687-2020.

Findings

- A. Title 15 of the Hubbard Municipal Code (HMC) provides for the setting of systems development charges; and
- B. HMC Section 15.15.010 of the specifies that such charges shall be set by a separate resolution of the City Council, and
- C. The methodology used to determine a systems development charge for transportation, water, wastewater and park improvements are included in resolution No. 533-2012; and
- D. HMC Section 15.15.040 (6) specifies that on January 1st of each year the Systems Development Charges be adjusted to account for changes in the costs of acquiring and constructing facilities. The adjustment factor shall be based on the change in construction costs according to the Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index (CCI); and
- E. The Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index (CCI) increased to 12845.38 in January 2021 from 12122.45 in January 2019, an increase of 6.0% during that time period;
- F. ORS 223.304 (8) authorizes cities to modify a reimbursement fee or an improvement fee if the change is based on the periodic application of one or more specific cost indexes, prepared by a recognized independent organization and the annual adjustment is authorized by the city's authorizing systems development charge ordinance; and
- G. An updated list of the transportation, water, wastewater and parks systems development charges which reflect the 6.0% increase and has provided copies to the City Council and made available to the public.

Based on the findings, the City of Hubbard ordains as follows:

1. ADJUSTMENT OF SYSTEMS DEVELOPMENT CHARGES

- A. Effective April 13, 2021, the City of Hubbard transportation, water, wastewater and parks systems development charges are hereby increase 6.0% to reflect the Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index (CCI) increase for the period from January 2020 to January 2021.
- B. The Director of Administration/City Recorder is hereby directed to prepare an updated schedule of systems development charges for the City of Hubbard.

2. EFFECTIVE DATE

This resolution shall be in full force and effect on April 13, 2021.

3. Resolution No. 687-2020 is hereby repealed.

ADOPTED BY THE CITY COUNCIL this 13th day of April 2021.

APPROVED:

Charles Rostocil, Mayor

ATTEST:

Vickie Nogle, MMC, Director of Administration / City Recorder

APPROVED AS TO FORM:

City Attorney

* Abbreviations used in the "Unit" Column:

T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area
T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area
V.F.P. = Vehicle Fueling Position

** Based on ITE land use code for single family dwelling

A. Transportation SDCs

City of Hubbard Schedule of Proposed Transportation System Development Charges Transportation SDC Update - 2021					
Percentage Increase from prior year =					0.9%
ITE LAND USE CODE/CATEGORY	IMPROVEMENT FEE		ADMIN FEE	TOTAL TRANSPORTATION SDC	UNIT
	MOTOR VEHICLE SDC	NON-MOTOR VEHICLE SDC	COMPLIANCE COST		
210 Dwelling Unit **	725	3,371	207	4,303	/dwelling unit
520 Elementary School (Public)	16	11	6	33	/student
560 Church	389	146	45	580	/T.S.F.G.F.A.
565 Day Care Center/Preschool	54	38	21	114	/student
630 Clinic	2,679	711	155	3,545	/T.S.F.G.F.A.
814 Specialty Retail Center	1,005	336	92	1,433	/T.S.F.G.L.A.
820 Shopping Center	974	326	89	1,389	/T.S.F.G.L.A.
850 Supermarket	3,372	1,128	309	4,810	/T.S.F.G.F.A.
853 Convenience Market	3,708	2,484	1,361	7,553	/T.S.F.G.F.A.
880 Pharmacy/Drugstore	2,367	792	217	3,376	/T.S.F.G.F.A.
911 Bank/Savings: Walk In	4,275	1,431	392	6,097	/T.S.F.G.F.A.
931 Quality Restaurant	937	527	243	1,706	/T.S.F.G.F.A.
934 Fast Foot Restaurant	3,896	2,191	1,009	7,096	/T.S.F.G.F.A.
942 Automobile Care Center	910	305	84	1,299	/T.S.F.G.L.A.
944 Gasoline/Service Station	934	626	343	1,903	/V.F.P.
710 General Office Building	517	145	34	695	/T.S.F.G.F.A.
720 Medical-Dental Office Building	1,693	475	109	2,278	/T.S.F.G.F.A.
110 General Light Industrial	326	92	21	440	/T.S.F.G.F.A.
120 General Heavy Industrial	71	20	4	95	/T.S.F.G.F.A.
150 Warehouse	233	65	16	314	/T.S.F.G.F.A.
151 Mini-warehouse	183	51	11	246	/T.S.F.G.F.A.

B. Water SDCs

City of Hubbard Schedule of Proposed Water System Development Charges Water SDC Update - 2021						
Percentage Increase from prior year =						0.9%
Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Water SDCs			
			Reimbursement	Improvement	Administration	Total
0.625 x 0.75 inch	10	1	2,739	427	347	3,513
			0	0	0	
1.00 inch	25	2.5	6,849	1,069	865	8,783
1.50 inch	50	5	13,698	2,136	1,730	17,564
2.00 inch	80	8	21,917	3,417	2,769	28,103
3.00 inch	175	17.5	47,943	7,477	6,056	61,476
4.00 inch	300	30	82,189	12,815	10,383	105,387
6.00 inch	625	62.5	171,227	26,697	21,633	219,558
8.00 inch	900	90	246,566	38,447	31,152	316,164
10.00 inch	1450	145	397,246	61,942	50,188	509,376
12.00 inch	2160	216	591,761	92,273	74,760	758,793

* Recommended maximum rate for continuous operations; per American Water Works Association standards effective January 1, 2003 for cold water meters- displacement type, bronze main case. ANSI approval October 11, 2002. American Water Works Association ANSI/AWWA C700-02 (Revision of ANSI/AWWA C700-95).

C. Wastewater SDCs

City of Hubbard Schedule of Proposed Wastewater System Development Charges Wastewater SDC Update - 2021						
Percentage Increase from prior year =						0.9%
Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Water SDCs			
			Reimbursement	Improvement	Administration	Total
0.625 x 0.75 inch	10	1.00	3,675	1,310	344	5,329
			0	0	0	0
1.00 inch	25	2.50	9,185	3,276	860	13,321
1.50 inch	50	5.00	18,372	6,553	1,719	26,644
2.00 inch	80	8.00	29,394	10,486	2,751	42,631
3.00 inch	175	17.50	64,300	22,935	6,018	93,253
4.00 inch	300	30.00	110,230	39,318	10,317	159,864
6.00 inch	625	62.50	229,644	81,914	21,491	333,050
8.00 inch	900	90.00	330,689	117,955	30,947	479,591
10.00 inch	1450	145.00	532,778	190,039	49,859	772,676
12.00 inch	2160	216.00	793,655	283,092	74,272	1,151,020

* Recommended maximum rate for continuous operations; per American Water Works Association standards effective January 1, 2003 for cold water meters- displacement type, bronze main case. ANSI approval October 11, 2002. American Water Works

D. Parks SDCs

City of Hubbard				
Schedule of Proposed Parks System Development Charges				
Parks SDC Update - 2021				
Percentage Increase from prior year =				0.9%
Residential Housing Type	Number of Dwelling Units	Proposed Schedule of Wastewater SDCs		
		Reimbursement	Improvement	Administration
Detached single family	1	591	3,784	183
Mobil/manufactured home	1	591	3,784	183
Duplex	2	1,183	7,567	366
Tri-plex	3	1,774	11,351	550
Four-plex	4	2,366	15,135	731
Apartment complex	*	*	*	*
Condominium complex	*	*	*	*
Retirement/Assisted Living complex	*	*	*	*
* Multiply the number of dwelling units by the corresponding detached single family fee component				

ENR COST INDEXES IN SEATTLE (1978-2021)

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2021	Jan	6771.14	+5.9	12845.38	+6.0
2020	Dec	6766.15	+6.0	12840.41	+6.0
2020	Nov	6653.06	4.5%	12796.59	5.8%
2020	Oct	6575.76	+3.3	12776.24	+5.6
2020	Sept	6571.23	+3.3	12771.70	+5.6
2020	Aug	6529.50	+2.6	12430.98	+2.8
2020	July	6534.00	+3.0	12140.48	+1.2
2020	June	6415.06	+0.7	12141.83	+0.9
2020	May	6418.90	+0.8	12145.67	+1.0
2020	April	6414.78	+0.9	12141.53	+1.0
2020	March	6264.91	-1.1	11991.29	0.0
2020	Feb	6390.40	+0.3	12117.14	+0.8
2020	Jan	6395.71	+0.7	12122.45	+0.9



CITY OF HUBBARD, OREGON

Goal-Setting 2021-2022

The City of Hubbard SWOT: Strengths, Weaknesses, Opportunities, Threats

Starred items = Priorities for this planning cycle

Strengths

- **Identity as a small town with history, livability, & safety.** There are many longtime residents. People know and help each other. Care shown for all residents.
- **Location.** Proximity to large urban areas & I-5. 205, 99-E&W, an international airport. A major highway brings people through town.
- **Dedicated, capable employees** who go above and beyond what is asked of them.
- A cadre of **involved & helpful citizens.**
- **Solid law enforcement** that is interactive with the community.

Potential Opportunities

- Assess & enhance **competitiveness as a housing or visiting destination.**
- Leverage our **annexed area.**
- ★Obtain **grants and matching funds.**
- Increase **team effort within the City.**
- Provide **contract policing services** to other Marion County cities.
- ★Update **systems:** water, roads, sidewalks.

Weaknesses

- **Size limits type of businesses that come to Hubbard.** Limited area in which to expand the urban growth boundary.
- ★**“The city looks neglected.”** Old streets are narrow with limited parking; potholes, cracked sidewalks need fixing but require funding.
- **“Growing pains.”** More housing will require more land, water & infrastructure capacity; while increasing taxes is difficult with 40% below the poverty threshold.
- **Communication among staff and council is difficult under the “weak mayor” framework..** No single individual is accountable to maintain the web of communication.

Potential Risks/Threats

- **Financial uncertainty due to Covid-19.**
- ★**Aging water system and other infrastructure.** Citizens are sensitive to water rates increases, even in cases where it is functionally necessary.
- **EOCs at Fire Hall and City Hall are both vulnerable to a train derailment.**

City of Hubbard: Vision for the Future

This statement of a vision for the city was compiled based on council discussion and citizen input provided at council meetings.

- Hubbard retains the small-town feel that residents appreciate and value.
- Hubbard has civic amenities that residents want and engage in. *Amenities could include:*
 - ⇒ Paths and sidewalks that provide greater walkability.
 - ⇒ A Community Center and other vibrant community gathering places.
 - ⇒ Preserved historic architectural heritage.
- Community events bring people out to engage in the city and bring the community together. *Events could include:*
 - ⇒ A reprise of National Night Out.
 - ⇒ Expansion of the Farmers Market.
 - ⇒ Movies in the Park, wine tours, pub crawl.
- Infrastructure is up-to-date and well-maintained.
 - ⇒ Improved, up-to-date water and effluent infrastructure and capacity.
 - ⇒ Streets and sidewalks in good repair.
 - ⇒ Traffic impacts managed for safety and livability.

Strategic Priorities for the City of Hubbard in 2021 - 2022

Based on council and staff discussion the following strategic priorities were identified. The list includes completion or continuation of existing priorities and initial stages of new priorities.

- ⇒ Complete preparation on the construction bid for a **water system upgrade**.
- ⇒ Inventory the needs for **street and sidewalk repair**, determine incentives and budget, and begin work as feasible based on budget and participation in incentives.
- ⇒ Complete **City Hall revitalization**.
- ⇒ Complete **G St. revitalization**.
- ⇒ Complete **5th St. paving and sidewalks**.
- ⇒ Determine **opportunities for new funding mechanisms** such as grants and matching funds.
- ⇒ Inventory available properties and determine costs for an **east side park**.
- ⇒ Coordinate with the MWCOG on **3rd St. revitalization**.
- ⇒ Anticipate and plan for **community involvement** in city decision-making.

Goals & Milestones for 2021 - 2022

The following page illustrates Council's priorities for 2021–2022 and anticipated milestones along a timeline.

Goals with Major Milestones

Timelines and milestones will be reviewed by city staff and may be periodically revised due to circumstances and capacity.

GOALS	MAJOR MILESTONES							Outyear Priorities
	1 st QTR 20/21 (July-Sept 2020)	2 nd QTR 20/21 (Oct-Dec 2020)	3 rd QTR 20/21 (Jan-Mar 2021)	4 th QTR 20/21 (Apr-June 2021)	1 st QTR 21/22 (July-Sept 2021)	2 nd QTR 21/22 (Oct-Dec 2021)	3 rd QTR 21/22 (Jan– Mar 2023)	
Water System Upgrade	Plans drawn up and cost-per-\$1000 known	If “Go” If “No Go” →	Community engagement begun →	Bond goes to vote →	If bond passes, → →	Bond developed →	Ready to go for construction bid	Complete System Upgrade completed
Street & Sidewalk Repair		Homeowner and overall city needs inventoried	Incentives determined	Goals revisited in light of budget	Work begun as financially feasible			Repairs prioritized and phased-in
City Hall Revitalization		DONE						
G St. Revitalization		DONE						
5 th St. Paving & Sidewalk		DONE						
New Financing Mechanisms	Council info session & discussion held	Opportunities identified in conjunction with MWVCOG	Opportunities pursued	→	→	→	→	New financing mechanisms in place, leveraged
East Side Park			Available properties inventoried and costs known	(If availability and costs feasible) Path forward determined	→	→	→	TBD based on availability and feasibility
3 rd St. Revitalization		Council discussions begun	COG/City coordinate. Plan established					Revitalization plan implementation phased in
Community Involvement	-----Involvement addressed in a focused session once per year, and as city initiatives require-----							



Chief's Report

"Committed to our community"

TO: Mayor and City Council Members
FROM: David J. Rash, Chief of Police
DATE: March 30, 2021
RE: April 2021 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 2021**

Presentation of Department Awards

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

- **Personnel, Hiring and Recruitment:**

Officer Mark Wai is in the 6th week of the basic police academy.

- **Vehicles**

All of our vehicles are deployed and we have the used vehicles up for auction.

- **Proposal for New Generator at City Hall**

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

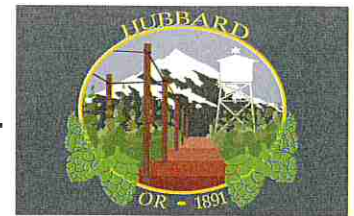
To: Mayor and City Council Members
From: Chief David Rash
Date: April 5, 2021
RE: March 2021 Statistics

Arrests:	22
Citations Issued:	97
Towed Vehicles:	2
Calls for service:	372

HPD Calls for Service Mar-21	
Call Type	Total
911 Investigation	8
Alarm - Burg	7
Animal Complaint	4
Area Check	32
Assist - Fire	1
Assist - Police	10
Assist - Traffic	1
Attempt to Locate	5
Bar Check	1
Civil Situation	3
Crash - Hit and Run	1
Crash - Injury	3
Crash - Non Injury	4
Death Investigation	2
Disturbance	3
EDP	6
Elude	3
Emergency Message	1
Extra Patrol	1
Family Disturbance	5
FIR	7
Fire Call	1
Foot Patrol	7
Harassment - Verbal/Phone	2
Insecure Premise	1
Intoxicated Subject	1
Missing Child/Elder	1
Narcotic Investigation	2
Noise Complaint	4
Ordinance - Aban MV	2
Ordinance - Other	6
Parking Violation	3
Property Lost/Found	4
Public Assist	24
Radar	3
Reckless Driving	3
Sex Offense	2
Stolen Vehicle	2
Suspicious Activity	11
Suspicious Person/Vehicle	18
Theft - Other	2
Traffic Stop	140
Trespass	2
Vandalism	1

Vandalism - Graffiti	1
Warrant Service	10
Welfare Check	9
Total	372

DIRECTOR OF ADMINISTRATION/ CITY RECORDER MONTHLY REPORT



To: CITY COUNCIL
From: VICKIE NOGLE, MMC, Director of Administration/City Recorder
Date: APRIL 8, 2021
RE: REPORT FOR APRIL 13, 2021, CITY COUNCIL MEETING

PLANNING COMMISSION MEETING

The April 20, 2021, Planning Commission will review the Site Development Review - Mama Bears Espresso drive through coffee cart – 3081 J Street.

FINANCE INFORMATION

- The Finance Consultant Summer Sears has balanced the books for February and will be working on balancing March sometime next week. Included in the packet is the Finance reports for February, Leave Report, and Check Register. Summer and staff have been working to put together the FY 2021-2022 Budget.
- REMINDER: Budget meeting May 4, 2021, at 6:30 p.m. will be held via Zoom for everyone.
- REMINDER: 2 Budget Committee, and 1 Planning Commission positions that are vacant.
- Update on Utility Billing, Accounts Payable, Payroll: Administrative Assistant Julie Hedden has been collecting on old accounts with past due balances. She started with a total of \$5,800 and is currently down to \$2,000. She has had to research updated addresses and phones numbers in order to make contact with customers that have past due balances. She also found out that it was a matter of checking a box on the Caselle system to upload the final bills into Xpress BillPay. Julie continually uploads the Utility Billing information onto the lien search system when there have been updates to the Utility Billing. Julie is still correcting issues that arise in the system.

I have been working with Caselle on Payroll, we found the pay codes needed to be updated and not all employees were set up correctly, mostly affecting the City portion minimally. The new employee was supposed to have been set up in Caselle, the insurance, and PERS. We found he was not completely set up or not entered in the system. I am currently working with PERS, Caselle, and the Finance Consultant because the system isn't uploading the retired PERS employee correctly. It is my understanding the amount the payroll module calculates for PERS comes over to the General Ledger, and the bank account is reconciled, the actual amount that came out of the bank for PERS has been posted as a journal entry which would make it balance. However, instead of figuring out which employee it relates to making the payroll adjustment in Caselle, it was posted as an adjustment directly to expense so the PERS liability balances aren't matching the payroll module. We are still working on this issue.

Payroll quarterlies are due this month. I will be working with support for processing since this is my first time doing this task. There are some notes but I'm skeptical as some past notes have been either convoluted or minimal. I am finding the older notes from the previous Finance Director that left in 2017 are more helpful.

Payables have been going well but must research how some bills are paid or when they are paid. I did find an issue with how Court payments are being made and I am still researching and working with our support teams regarding this issue.

ADMINISTRATION

Allison McClay will be contacting me next week to schedule to paint the city flag logo in the center of the City Council Dais as mentioned previously. It will be the same as the mural on the outside of the City Hall/Police Department building.

We are also in the process of getting samples of matts and frames to reframe all the Mayor's pictures that were previously hanging in the hallway. We hope to have those back up on the wall soon as well as the installation of the remaining window blinds. We are still working on the interior aesthetics.

REMINDER: Even though the City Hall Building is closed the Administration Department Staff has been assisting the public utilizing the window by the main door of City Hall and on the telephone. Due to the Administration Department being understaffed, the City Hall Administration may be closed during times of scheduled appointments, breaks, and city errands. There will be notice provided when City Hall is closed. Should an emergency arise you may contact me on my cell phone.

NEWSLETTER

Please submit your information for the Newsletter no later than **April 15, 2021**. You can submit them in writing or e-mail the Administrative Assistant/Court Clerk Julie Hedden at jhedden@cityofubbard.org.

BUILDING PERMITS

3 building permit applications have been submitted from January - March 2021.

BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #
1	5/13/2020	6/29/2020	555-20-003235-STR	BEL, LLC	2966 INDUSTRAIL AVENUE	041W33DA06600
2						REFUND \$2400 CK 10505
3	5/21/2020			ACCOUNTABLE SIDING	3046 G STREET	
4						
5	6/8/2020	7/27/2020	555-20-004479-DWL	Alliks Cam	3154 5TH STREET	041WW33AC09401
6						
7	7/21/2020	PER CNTY	PER CNTY	T-MOBILE JUSTIN CAUSEY	3625 1ST STREET	PER CNTY
8		NOT REQUIRED	NOT REQUIRED			NOT REQUIRED
9	7/21/2020	9/21/2020	555-20-004631-STR	BLAKE BURAL	2363 INDUSTRIAL AVENUE	041W33DD01500
10						
11	7/21/2020	9/29/2020	555-20-005175-STR	TIMBERS SIDING CONTRACTORS	3797 9TH STREET	041W33AB00200
12						
13	8/11/2020	9/14/2020	555-20-005763-STR	JOHN STEWARD	4009 3RD ST	041W33AA04800
14						
15	8/19/2020	9/14/2020	555-20-005958-STR	FRED SCHINDLER (The Purlin Mill)	2994 SCHMIDT LANE	041W33DC00900
16						
17	8/19/2020	10/7/2020	555-20-006029-STR	WEST WIND REINFORCING	2966 INDUSTRIAL AVENUE	041W33DA06600
18						
19	8/24/2020	CANCELED	CANCELED	CITY OF HUBBARD	3720 2ND STREET	041W34BC01600
20						
21	9/14/2020	9/8/2020	555-20-006267-STR	VLMK-M.KENNEDY	3490 3RD STREET	041W33AD07600
22						
23	10/6/2020	12/7/2020	12/7/2020	INTEGRITY SIGNS OREGON	3954 PACIFIC HWY 99E	041W34BC00300
24						
25	10/22/2020	11/2/2020	555-20-007684-STR	Rodolfo Arellano	3664 5th Street	041W33AA10600
26						
27	11/16/2020	12/7/2020	555-20-008436-STR	City of Hubbard	3720 2nd Street	041W34BC01600
28						
29	12/9/2020	12/22/2020	555-20-009071	J AND M HOMES	3457 RAINBOW LOOP	04134CB00100
30						
31	2/1/2021	3/1/2021	555-21-000827-STR	MATT KENNEDY	3490 3rd Street	04W33AD07600
32						
33	2/8/2021	0401/2021	555-21-001299-STR	Mike Holleman-Holleman Properties	2694 IINDUSTRIAL AVE	
34						
35	2/23/2021	3/11/2021	555-21-002033-STR	ALPROP -ROYAL MECHANICAL	3574 PACIFIC HWY 99E	041W34BC02500
36						
37						
38						
39						
40						
41						
42						
43						

BUILDING PERMITS page 2

	Type of permit	Permit Amount	Receipt #	ROW	Receipt #	City Fee	SDC	Receipt #	EXCISE TAX	Valuation
1	OFFICE BUILDING / SHELL	\$ 1,849.00	1.009883	\$ 135.00	1.009982	\$ 467.25	\$ 1,836.80	1.009982	\$ 4,800.00	\$ 662,457.60
2	ADDITIONAL PYMNT 6/29/2020	\$ 10,459.71	1.009982							
3	DUPLEX	\$ 5,147.12	4.000697							
4		\$ 595.00								
5	SFR	\$ 500.00	9.000200	\$ 180.00	4.000701	\$ 480.18	\$ 16,700.00	4.000701	\$ 1,733.00	\$ 235,358.88
6	DDITIONAL PYMNT 6/8/2020	\$ 20,994.06	4.000701							
7	MODIFY EXISTING CMNCTNG FACILITY	\$ 480.68	4.000516	N/A	N/A	N/A	N/A	N/A		\$ -
8										
9	CHANGE OF USE FOR HEMP EXTRACTION	\$ 318.88	DFMC	DFMC	DFMC	\$ 25.00	DFMC	DFMC		\$ 10,000.00
10	DIRECT FROM MC									
11	2ND STORY ADDITION	\$ 1,050.50	9.000314	N/A	9.000314	\$ 147.30	N/A	N/A	\$ 936.00	\$ 124,668.96
12	ADDITIONAL PYMNT 9/30/2020	\$ 1,336.41	1.010746							
13	STORAGE BUILDING	\$ 464.92	1.010322	N/A	N/A	\$ 47.20	N/A	N/A		\$ 23,184.00
14										
15	ADDITION STORAGE/EQUIPMENT	\$ 1,022.43	1.010327	N/A	N/A	\$ 54.50	N/A	N/A	\$ 1,356.00	\$ 273,478.08
16	ADDITIONAL PYMNT 8/14/2020	\$ 3,535.91	1.010656							
17	TI-RR PARTINS BRK ROOM	\$ 1,910.01	1.010336	\$ 135.00	9.000402	\$ 77.88	N/A	N/A		\$ 2,112.50
18	ADDITIONAL PYMNT	\$ 280.37	9.000402						\$ (2,400.00)	
19	WINDOW AWNING	CANCELED	N/A	N/A	N/A	N/A	N/A	N/A		N/A
20										
21	SHELL WOOD FRAMED PAD BLD	\$ 1,684.35	DFMC	DFMC	DFMC	\$ 111.15	\$ 16,654.95	4.000707	\$ 155,000.00	
22	DIRECT FROM MC	\$ 16,654.95	4.000707							
23	SIGN	\$ 338.84	9.000358	N/A	N/A	\$ 34.40	N/A	N/A		\$ 15,205.00
24										
25	Remodel-mail/change basement to live	\$ 1,022.43	4.000706	N/A	N/A	\$ 103.80	N/A	N/A	\$ 856.00	\$ 75,000.00
26	ADDITIONAL PYMNT 11/4/2020	\$ 856.00	9.000504							
27	WINDOW AWNING	\$ 106.20	N/A	N/A	N/A	N/A	N/A	N/A		N/A
28										
29	MANUFACTURED PLACEMENT	\$ 406.20	9.000801	N/A	N/A	N/A	N/A	N/A		\$ -
30										
31	Tenanet Improvement	\$ 282.80	DFMC	DFMC	DFMC	N/A	N/A	N/A		\$ 12,000.00
32	DIRECT FROM MC									
33	STORAGE BUILDING	\$ 5,490.11	9.001308							
34										
35	WALK IN COOLER	\$ 354.60	9.001342	N/A	N/A	\$ 34.40	N/A	N/A		\$ 16,000.00
36	REFUND \$15.76 CK	\$ 15.76								
37										
38										
39										
40										
41										
42										
43										

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							
137 Hedden, Julie		Vac	123.42	.00	.00	123.42	2,668.01
		Sic	124.75	.00	.00	124.75	
		Hol	.00	.00	.00	.00	.00
		Com	55.16	.00	.00	55.16	1,192.30
117 Nogle, Vickie Lynne		Vac	284.33	.00	.00	284.33	10,769.57
		Sic	908.50	.00	.00	908.50	
		Hol	.00	.00	.00	.00	.00
		Com	60.00	.00	.00	60.00	2,272.62
Total Administration:			1,556.16	.00	.00	1,556.16	
Police Department							
101 Anderson, Chris		Vac	217.47	.00	.00	217.47	8,244.51
		Sic	1,167.00	.00	.00	1,167.00	
		Hol	124.50	.00	.00	124.50	4,719.92
		Com	27.82	.00	.00	27.82	1,054.68
103 Bentley, Glen W		Vac	195.94	.00	.00	195.94	6,412.57
		Sic	1,356.00	.00	.00	1,356.00	
		Hol	.00	.00	.00	.00	.00
		Com	.00	.00	.00	.00	.00
139 Holliman, Steve		Vac	52.70	.00	.00	52.70	1,474.38
		Sic	27.75	.00	.00	27.75	
		Hol	.00	.00	.00	.00	.00
		Com	28.89	.00	.00	28.89	808.25
130 Jimenez, Marcos		Vac	104.68	.00	.00	104.68	3,168.12
		Sic	249.00	.00	.00	249.00	
		Hol	8.00	.00	.00	8.00	242.12
		Mil	50.00	.00	.00	50.00	.00
128 Rash, David		Com	7.38	.00	.00	7.38	223.35
		Vac	77.04	.00	.00	77.04	3,835.83
		Sic	246.00	.00	.00	246.00	
		Hol	.00	.00	.00	.00	.00
129 Schwartz, Molly		Com	27.50	.00	.00	27.50	1,369.23
		Vac	27.45	.00	.00	27.45	667.39
		Sic	30.50	.00	.00	30.50	
		Hol	.00	.00	.00	.00	.00
140 Wai, Mark-Carlo		Com	.38	.00	.00	.38	9.24
		Vac	.00	.00	.00	.00	.00
		Sic	16.00	.00	.00	16.00	
		Hol	10.00	.00	.00	10.00	254.28
Total Police Department:		Com	3.00	.00	.00	3.00	76.28
			4,055.00	.00	.00	4,055.00	
		Public Works					
138 Caballero, Aaron		Vac	50.04	.00	.00	50.04	947.20
		Sic	110.00	.00	.00	110.00	
		Hol	32.25	.00	.00	32.25	610.45
		Com	.50	.00	.00	.50	9.46
109 Hernandez, Juan M		Vac	269.57	.00	.00	269.57	6,369.53
		Sic	614.50	.00	.00	614.50	
		Hol	2.50	.00	.00	2.50	59.07
		Com	44.77	.00	.00	44.77	1,057.73
112 Krebs, Michael R		Vac	304.53	.00	.00	304.53	11,808.15
		Sic	1,266.50	.00	.00	1,266.50	

	Hol	3.00	.00	.00	3.00	116.32
	Com	60.79	.00	.00	60.79	2,357.13
118 Olinger, Melinda L	Vac	291.82	.00	.00	291.82	9,583.75
	Sic	1,211.25	.00	.00	1,211.25	
	Hol	3.00	.00	.00	3.00	98.52
	Com	78.27	.00	.00	78.27	2,570.49
124 Steele, Timothy	Vac	146.88	.00	.00	146.88	3,006.85
	Sic	191.00	.00	.00	191.00	
	Hol	10.00	.00	.00	10.00	204.72
	Com	10.50	.00	.00	10.50	214.96
136 Wheeler, Heidi	VPT	96.82	.00	.00	96.82	1,740.84
	Sic	63.98	.00	.00	63.98	
Total Public Works:		4,862.46	.00	.00	4,862.46	
Grand Totals:		10,473.61	.00	.00	10,473.61	

Pay Code Summary

Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
2,242.69	.00	.00	2,242.69	70,696.70
7,582.73	.00	.00	7,582.73	257,987.16
193.25	.00	.00	193.25	6,305.40
50.00	.00	.00	50.00	.00
404.95	.00	.00	404.95	13,215.72

Report Criteria:

Suppress employee name and number

Employee.Employee number <> 104

CITY OF HUBBARD
COMBINED CASH INVESTMENT
FEBRUARY 28, 2021

COMBINED CASH ACCOUNTS

999-000-1005	CASH - COLUMBIA BANK	205,060.01
999-000-1010	CASH - XPRESS DEPOSIT ACCOUNT	1,940.58
999-000-1012	CASH CLEARING - UTILITIES	238.23
999-000-1014	CASH CLEARING - COURT	1,482.71
		<hr/>
	TOTAL COMBINED CASH	208,721.53
999-000-1001	CASH ALLOCATED TO OTHER FUNDS	(208,721.53)
		<hr/>
TOTAL UNALLOCATED CASH		.00
		<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

100	ALLOCATION TO GENERAL FUND	(2,224,802.51)
121	ALLOCATION TO STREET FUND	(636,400.59)
122	ALLOCATION TO STREET CONSTRUCTION FUND	(307,009.50)
123	ALLOCATION TO RESERVE FUND	145,864.16
125	ALLOCATION TO PARK IMPROVEMENT FUND	315,320.01
201	ALLOCATION TO SEWER UTILITY FUND	288,560.54
202	ALLOCATION TO SEWER CONSTRUCTION FUND	1,362,862.31
203	ALLOCATION TO SEWER BOND FUND	61,260.75
205	ALLOCATION TO WATER UTILITY FUND	504,384.21
206	ALLOCATION TO WATER CONSTRUCTION FUND	672,801.24
207	ALLOCATION TO WATER BOND FUND	25,880.91
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	208,721.53
	ALLOCATION FROM 999-000-1001	(208,721.53)
		<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE		.00
		<hr/> <hr/>

CITY OF HUBBARD
BALANCE SHEET
FEBRUARY 28, 2021

GENERAL FUND

ASSETS

100-000-1001	CASH IN COMBINED CASH FUND	(2,224,802.51)	
100-000-1011	LGIP		3,828,312.12	
100-000-1012	PETTY CASH		50.00	
100-000-1013	CASH ON HAND		200.00	
100-000-1113	ACCOUNTS RECEIVABLE	(47.00)	
TOTAL ASSETS				1,603,712.61

LIABILITIES AND EQUITY

LIABILITIES

100-000-2001	A/P LIABILITY	(12,469.51)	
100-000-2021	FEDERAL TAX WITHHOLDING		1,419.01	
100-000-2022	STATE TAX WITHHOLDING		263.53	
100-000-2023	RETIREMENT		1,279.36	
100-000-2024	INSURANCE H/D/V	(1,049.23)	
100-000-2026	UNION DUES	(202.36)	
100-000-2027	SUPPLEMENTAL		26.23	
100-000-2032	SCHOOL EXISE TAX		615.72	
100-000-2276	STATE ASSESSMENT		4,274.93	
100-000-2277	DEPOSITS - UNITARY		245.69	
100-000-2278	DEPOSITS - LEMLA		4.82	
100-000-2279	DEPOSITS - OJD		18.49	
100-000-2280	DEPOSITS - MARION		619.52	
100-000-2281	DEPOSITS - LAND USE		3,425.05	
100-000-2285	DEPOSITS - MISC		274.53	
TOTAL LIABILITIES				(1,254.22)

FUND EQUITY

100-000-2520	BEG FUND BALANCE		1,355,473.36	
100-000-2530	FUND BALANCE	(1,355,473.36)	
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD				1,604,966.83
BALANCE - CURRENT DATE				1,604,966.83
TOTAL FUND EQUITY				1,604,966.83
TOTAL LIABILITIES AND EQUITY				1,603,712.61

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES AND FRANCHISE FEES</u>					
100-300-3111 PROPERTY TAXES	2,936.93	884,882.48	924,740.00	39,857.52	95.7
100-300-3112 DELINQ PROP TAXES	691.83	17,476.72	25,000.00	7,523.28	69.9
100-300-3180 FF-ALL OTHER	.00	6.76	300.00	293.24	2.3
100-300-3181 FF-PGE	9,061.91	25,478.82	110,000.00	84,521.18	23.2
100-300-3182 FF-QWEST	3,020.90	3,020.90	4,200.00	1,179.10	71.9
100-300-3183 FF-NW NATURAL	6,411.68	14,680.28	26,000.00	11,319.72	56.5
100-300-3184 FF-WAVE	2,147.39	6,366.98	11,500.00	5,133.02	55.4
100-300-3185 FF-REPUBLIC SERVICES	.00	29,557.29	40,000.00	10,442.71	73.9
100-300-3186 FF-DATAVISION	.00	858.72	1,300.00	441.28	66.1
100-300-3301 REVENUE SHARING	13,320.85	35,358.00	25,000.00	(10,358.00)	141.4
100-300-3302 CIG TAX	126.81	2,290.25	4,000.00	1,709.75	57.3
100-300-3303 OLCC TAX	8,064.45	23,485.61	65,000.00	41,514.39	36.1
100-300-3305 MARIJUANA TAX - STATE	.00	27,921.34	18,000.00	(9,921.34)	155.1
100-300-3306 MARIJUANA TAX - LOCAL	.00	13,446.24	32,000.00	18,553.76	42.0
100-300-3415 GENERAL SERVICE FE	721.41	92,412.85	141,000.00	48,587.15	65.5
100-300-3601 MISCELLANEOUS REVENUE	.00	169.50	500.00	330.50	33.9
100-300-3611 INTEREST INCOME	2,222.42	21,627.83	50,000.00	28,372.17	43.3
TOTAL TAXES AND FRANCHISE FEES	48,726.58	1,199,040.57	1,478,540.00	279,499.43	81.1
<u>MISC REVENUE</u>					
100-301-3211 BUSINESS REGISTRATION	425.00	4,975.00	4,825.00	(150.00)	103.1
100-301-3221 FARMERS MARKET REG FEE	.00	.00	3,000.00	3,000.00	.0
100-301-3225 FOOD CARTS	.00	.00	250.00	250.00	.0
100-301-3226 DISC GOLF DONATIONS	.00	4,300.00	.00	(4,300.00)	.0
100-301-3401 LIEN SEARCH	120.00	1,770.00	3,000.00	1,230.00	59.0
100-301-3402 BUSINESS OLCC FEE	30.00	21,942.82	255.00	(21,687.82)	8605.0
100-301-3601 MISCELLANEOUS REVENUE	.00	110.38	.00	(110.38)	.0
TOTAL MISC REVENUE	575.00	33,098.20	11,330.00	(21,768.20)	292.1
<u>POLICE REVENUE</u>					
100-302-3341 SEAT BELT GRANT	.00	10,175.37	2,000.00	(8,175.37)	508.8
100-302-3342 OACP GRANT DUII	.00	.00	2,000.00	2,000.00	.0
100-302-3346 BVP REIMB GRANT	.00	1,608.00	1,000.00	(608.00)	160.8
100-302-3351 PED. ENF. GRANT	.00	.00	2,000.00	2,000.00	.0
100-302-3401 FINGERPRINTS	30.00	30.00	800.00	770.00	3.8
100-302-3402 VEHICLE IMPOUND	150.00	1,950.00	9,000.00	7,050.00	21.7
100-302-3403 POLICE REPORTS	20.00	360.00	1,000.00	640.00	36.0
100-302-3404 SALE OF SURP PROP	.00	.00	250.00	250.00	.0
100-302-3601 MISCELLANEOUS REVENUE	175.00	42,270.03	100.00	(42,170.03)	42270.0
100-302-3644 PD TRAINING REV	105.00	971.14	1,500.00	528.86	64.7
TOTAL POLICE REVENUE	480.00	57,364.54	19,650.00	(37,714.54)	291.9

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>MUNICIPAL COURT REVENUE</u>					
100-303-3401	MUNICIPAL COURT	5,224.61	53,024.56	68,000.00	14,975.44	78.0
100-303-3402	MARION COUNTY COUR	.00	.00	14,673.00	14,673.00	.0
100-303-3405	TEMP OFFENSE SURCH	.00	236.70	200.00	(36.70)	118.4
100-303-3611	COLLECTIONS INTERE	241.84	3,360.77	7,000.00	3,639.23	48.0
	TOTAL MUNICIPAL COURT REVENUE	5,466.45	56,622.03	89,873.00	33,250.97	63.0
	<u>MISCELLANEOUS REVENUE PARKS</u>					
100-304-3601	MISCELLANEOUS REVENUE PARKS	.00	335.00	350.00	15.00	95.7
	TOTAL SOURCE 304	.00	335.00	350.00	15.00	95.7
	<u>COMMUNITY DEV REVENUE</u>					
100-305-3305	SCHOOL EXCISE REVE	.00	99.24	500.00	400.76	19.9
100-305-3350	ECO DEV COMMUNITY PROJECT GRAN	.00	.00	30,000.00	30,000.00	.0
100-305-3401	LAND USE FEES	.00	10,249.22	35,000.00	24,750.78	29.3
100-305-3402	BUILDING PERMITS	5,844.71	17,550.21	30,000.00	12,449.79	58.5
	TOTAL COMMUNITY DEV REVENUE	5,844.71	27,898.67	95,500.00	67,601.33	29.2
	<u>TRANSFERS IN</u>					
100-391-3910	TRANSFER IN -WATER	.00	7,988.36	24,031.00	16,042.64	33.2
100-391-3912	TRANSFER IN SEWER	.00	7,853.31	24,000.00	16,146.69	32.7
100-391-3914	TRANSFER IN- SDC A	.00	.00	5,145.00	5,145.00	.0
100-391-3920	TRANS IN - OP OH	.00	18,319.62	82,168.00	63,848.38	22.3
	TOTAL TRANSFERS IN	.00	34,161.29	135,344.00	101,182.71	25.2
	<u>FUND BALANCE</u>					
100-399-9999	BEGINNING FUND BALANCE	.00	1,355,473.36	1,185,164.00	(170,309.36)	114.4
	TOTAL FUND BALANCE	.00	1,355,473.36	1,185,164.00	(170,309.36)	114.4
	TOTAL FUND REVENUE	61,092.74	2,763,993.66	3,015,751.00	251,757.34	91.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
100-410-1100 SALARIES AND WAGES	.00	.00	70,290.00	70,290.00	.0
100-410-1101 DIRECTOR OF ADMIN/RECORDER	3,956.26	31,582.09	.00 (31,582.09)	.0
100-410-1102 FINANCE DIRECTOR	2,782.55	19,390.81	.00 (19,390.81)	.0
100-410-1105 ADMIN ASSISTANT/COURT CLERK	843.09	4,730.56	.00 (4,730.56)	.0
100-410-4100 EMPLOYEE BENEFITS	.00	.00	43,342.00	43,342.00	.0
100-410-4110 EB-MEDICAL & DENTAL	1,002.60	11,906.75	.00 (11,906.75)	.0
100-410-4120 EB-INSURANCE (LIFE & DISAB)	12.23	140.12	.00 (140.12)	.0
100-410-4150 EB-EMPLOYER TAXES	558.53	4,404.13	.00 (4,404.13)	.0
100-410-4170 EB-PERS	2,241.81	21,840.11	.00 (21,840.11)	.0
100-410-5100 PROFESSIONAL SERVICES	1,598.69	29,367.41	45,000.00	15,632.59	65.3
100-410-5200 CONTRACTED SUPPORT	.00	.00	200.00	200.00	.0
100-410-5300 OPERATIONAL SUPPLIES	.00	.00	200.00	200.00	.0
100-410-6100 BUILDING MAINT & SUPPLIES	497.15	1,809.92	3,600.00	1,790.08	50.3
100-410-6200 RENTALS AND LEASES	180.73	999.27	1,850.00	850.73	54.0
100-410-6300 INSURANCE	.00	3,888.95	4,800.00	911.05	81.0
100-410-6400 ADVERTISING & RECRUITMENT	4.50	4.50	1,000.00	995.50	.5
100-410-6500 LEARNING, DUES & MEMBERSHIPS	.00	3,906.77	13,800.00	9,893.23	28.3
100-410-6600 OFFICE SUPPLIES & MISC EXPENSE	642.82	3,956.46	8,100.00	4,143.54	48.9
100-410-6700 EQUIP MAINT & SUPPLIES	155.94	1,913.30	5,500.00	3,586.70	34.8
100-410-6900 UTILITIES	472.23	3,776.43	6,000.00	2,223.57	62.9
TOTAL ADMINISTRATION	14,949.13	143,617.58	203,682.00	60,064.42	70.5
<u>COURT</u>					
100-412-1100 SALARIES AND WAGES	.00	.00	28,800.00	28,800.00	.0
100-412-1101 DIRECTOR OF ADMIN/RECORDER	395.62	3,158.17	.00 (3,158.17)	.0
100-412-1102 FINANCE DIRECTOR	417.37	2,908.63	.00 (2,908.63)	.0
100-412-1105 ADMIN ASSISTANT/COURT CLERK	1,967.17	11,037.58	.00 (11,037.58)	.0
100-412-4100 EMPLOYEE BENEFITS	.00	.00	15,572.00	15,572.00	.0
100-412-4110 EB-MEDICAL & DENTAL	368.46	3,493.75	.00 (3,493.75)	.0
100-412-4120 EB-INSURANCE (LIFE & DISAB)	5.18	47.79	.00 (47.79)	.0
100-412-4150 EB-EMPLOYER TAXES	162.54	1,333.35	.00 (1,333.35)	.0
100-412-4170 EB-PERS	586.30	4,871.68	.00 (4,871.68)	.0
100-412-5100 PROFESSIONAL SERVICES	1,988.00	7,414.63	13,500.00	6,085.37	54.9
100-412-5300 OPERATIONAL SUPPLIES	.00	.00	50.00	50.00	.0
100-412-6100 BUILDING MAINT & SUPPLIES	65.00	197.47	600.00	402.53	32.9
100-412-6200 RENTALS AND LEASES	40.15	190.61	500.00	309.39	38.1
100-412-6300 INSURANCE	.00	879.35	1,100.00	220.65	79.9
100-412-6400 ADVERTISING & RECRUITMENT	.45	.45	100.00	99.55	.5
100-412-6500 LEARNING, DUES & MEMBERSHIPS	.00	.00	2,100.00	2,100.00	.0
100-412-6600 OFFICE SUPPLIES & MISC EXPENSE	181.77	1,095.87	2,400.00	1,304.13	45.7
100-412-6700 EQUIP MAINT & SUPPLIES	.00	.00	700.00	700.00	.0
100-412-6900 UTILITIES	111.76	869.89	1,500.00	630.11	58.0
TOTAL COURT	6,289.77	37,499.22	66,922.00	29,422.78	56.0

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>					
100-413-5100 PROFESSIONAL SERVICES	.00	2,549.61	15,000.00	12,450.39	17.0
100-413-5300 OPERATIONAL SUPPLIES	54.99	246.95	3,500.00	3,253.05	7.1
100-413-5500 PROGRAM & GRANT EXPENSES	.00	.00	5,000.00	5,000.00	.0
100-413-6500 DUES, EDUCATION & LEARNING	.00	.00	1,000.00	1,000.00	.0
100-413-6600 OFFICE SUPPLIES & MISC EXPENSE	.00	.00	700.00	700.00	.0
TOTAL COUNCIL	54.99	2,796.56	25,200.00	22,403.44	11.1
<u>COMMUNITY DEVELOPMENT</u>					
100-419-1100 SALARIES AND WAGES	.00	.00	14,409.00	14,409.00	.0
100-419-1101 CITY RECORDER	989.06	7,895.44	.00 (7,895.44)	.0
100-419-1102 FINANCE DIRECTOR	347.82	2,423.93	.00 (2,423.93)	.0
100-419-1104 PUBLIC WORKS SUPERINTENDENT	266.77	1,728.65	.00 (1,728.65)	.0
100-419-4100 EMPLOYEE BENEFITS	.00	.00	8,711.00	8,711.00	.0
100-419-4110 EB-MEDICAL & DENTAL	271.06	2,626.63	.00 (2,626.63)	.0
100-419-4120 EB-INSURANCE (LIFE & DISAB)	3.06	29.73	.00 (29.73)	.0
100-419-4150 EB-EMPLOYER TAXES	122.67	921.75	.00 (921.75)	.0
100-419-4170 EB-PERS	526.23	3,970.00	.00 (3,970.00)	.0
100-419-5100 PROFESSIONAL SERVICES	2,531.50	14,438.94	22,500.00	8,061.06	64.2
100-419-5400 INTERGOVERNMENTAL SE	1,262.25	30,529.15	45,500.00	14,970.85	67.1
100-419-5500 PROGRAM & GRANT EXPENSES	.00	.00	26,000.00	26,000.00	.0
100-419-6500 LEARNING, DUES & MEMBERSHIPS	.00	.00	2,500.00	2,500.00	.0
TOTAL COMMUNITY DEVELOPMENT	6,320.42	64,564.22	119,620.00	55,055.78	54.0

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
100-421-1100 SALARIES AND WAGES	4,628.99	10,166.18	525,862.00	515,695.82	1.9
100-421-1101 DIRECTOR OF ADMIN/RECORDER	131.89	1,052.69	.00	(1,052.69)	.0
100-421-1102 FINANCE DIRECTOR	139.12	969.58	.00	(969.58)	.0
100-421-1103 CHIEF OF POLICE	8,630.28	69,042.24	.00	(69,042.24)	.0
100-421-1105 ADMININSTRATIVE ASSISTANT	4,214.24	33,713.92	.00	(33,713.92)	.0
100-421-1106 POLICE OFFICERS	22,899.25	214,288.69	.00	(214,288.69)	.0
100-421-1212 OVERTIME	638.18	5,952.98	.00	(5,952.98)	.0
100-421-4100 EMPLOYEE BENEFITS	.00	.00	396,160.00	396,160.00	.0
100-421-4110 EB-MEDICAL & DENTAL	13,279.91	107,504.91	.00	(107,504.91)	.0
100-421-4120 EB-INSURANCE (LIFE & DISAB)	90.38	774.64	.00	(774.64)	.0
100-421-4150 EB-EMPLOYER TAXES	3,141.11	25,323.39	.00	(25,323.39)	.0
100-421-4170 EB-PERS	9,998.97	103,539.03	31,000.00	(72,539.03)	334.0
100-421-5100 PROFESSIONAL SERVICES	1,561.65	10,997.93	26,200.00	15,202.07	42.0
100-421-5200 CONTRACTED SUPPORT	3,275.10	4,338.11	7,000.00	2,661.89	62.0
100-421-5300 OPERATIONAL SUPPLIES	557.10	4,441.24	10,000.00	5,558.76	44.4
100-421-5400 INTERGOVERNMENTAL	.00	76,387.78	117,000.00	40,612.22	65.3
100-421-5500 PROGRAM & GRANT EXPENSES	.00	589.00	8,000.00	7,411.00	7.4
100-421-6100 BUILDING MAINT & SUPPLIES	790.17	2,197.42	5,000.00	2,802.58	44.0
100-421-6200 RENTALS AND LEASES	47,127.71	48,296.45	53,500.00	5,203.55	90.3
100-421-6300 INSURANCE	.00	19,555.16	21,500.00	1,944.84	91.0
100-421-6400 ADVERTISING & RECRUITMENT	44.95	44.95	2,000.00	1,955.05	2.3
100-421-6500 LEARNING, DUES & MEMBERSHIPS	634.00	3,675.97	16,500.00	12,824.03	22.3
100-421-6600 OFFICE SUPPLIES & MISC EXPENSE	464.64	2,922.80	5,500.00	2,577.20	53.1
100-421-6700 EQUIP MAINT & SUPPLIES	6,930.35	30,787.28	55,000.00	24,212.72	56.0
100-421-6800 UNIFORMS	657.94	1,288.92	6,000.00	4,711.08	21.5
100-421-6900 UTILITIES	908.24	7,480.66	12,650.00	5,169.34	59.1
TOTAL POLICE	130,744.17	785,331.92	1,298,872.00	513,540.08	60.5

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
100-452-1100 SALARIES AND WAGES	.00	.00	75,568.00	75,568.00	.0
100-452-1101 DIRECTOR OF ADMIN/RECORDER	131.87	1,052.67	.00 (1,052.67)	.0
100-452-1102 FINANCE DIRECTOR	139.12	969.58	.00 (969.58)	.0
100-452-1105 ADMINISTRATIVE ASSISTANT	1,687.92	11,381.75	.00 (11,381.75)	.0
100-452-1107 UTILITY WORKER 1	3,476.34	27,065.70	.00 (27,065.70)	.0
100-452-1108 PW ADMIN ASSISTANT	536.07	3,937.74	.00 (3,937.74)	.0
100-452-1114 PUBLIC WORKS FOREMAN	1,778.48	11,524.12	.00 (11,524.12)	.0
100-452-1302 PAGER PAY	45.43	45.43	.00 (45.43)	.0
100-452-4100 EMPLOYEE BENEFITS	.00	.00	52,715.00	52,715.00	.0
100-452-4110 EB-MEDICAL & DENTAL	2,176.08	16,020.94	.00 (16,020.94)	.0
100-452-4120 EB-INSURANCE (LIFE & DISAB)	16.25	128.85	.00 (128.85)	.0
100-452-4150 EB-EMPLOYER TAXES	596.36	4,293.32	.00 (4,293.32)	.0
100-452-4170 EB-PERS	2,338.92	16,657.05	.00 (16,657.05)	.0
100-452-5100 PROFESSIONAL SERVICES	168.71	2,150.92	4,600.00	2,449.08	46.8
100-452-5200 CONTRACTED SUPPORT	.00	.00	400.00	400.00	.0
100-452-5300 OPERATIONAL SUPPLIES	64.77	4,965.57	15,800.00	10,834.43	31.4
100-452-5500 PROGRAM & GRANT EXPENSES	.00	3,140.76	.00 (3,140.76)	.0
100-452-6100 BUILDING MAINT & SUPPLIES	491.15	1,860.80	5,900.00	4,039.20	31.5
100-452-6200 RENTALS AND LEASES	33.66	145.18	500.00	354.82	29.0
100-452-6300 INSURANCE	.00	4,474.83	5,000.00	525.17	89.5
100-452-6400 ADVERTISING & RECRUITMENT	.29	.29	100.00	99.71	.3
100-452-6500 LEARNING, DUES & MEMBERSHIPS	.00	763.75	1,100.00	336.25	69.4
100-452-6600 OFFICE SUPPLIES & MISC EXPENSE	138.53	997.94	1,600.00	602.06	62.4
100-452-6700 EQUIP MAINT & SUPPLIES	574.03	6,696.76	9,300.00	2,603.24	72.0
100-452-6800 UNIFORMS	.00	127.89	500.00	372.11	25.6
100-452-6900 UTILITIES	743.87	6,815.49	11,300.00	4,484.51	60.3
TOTAL PARKS	15,137.85	125,217.33	184,383.00	59,165.67	67.9
<u>CONTINGENCY</u>					
100-900-9900 CONTINGENCY	.00	.00	284,802.00	284,802.00	.0
100-900-9990 RESERVE FUTURE EXPENDITURES	.00	.00	832,270.00	832,270.00	.0
TOTAL CONTINGENCY	.00	.00	1,117,072.00	1,117,072.00	.0
TOTAL FUND EXPENDITURES	173,496.33	1,159,026.83	3,015,751.00	1,856,724.17	38.4
NET REVENUE OVER EXPENDITURES	(112,403.59)	1,604,966.83	.00	(1,604,966.83)	.0

CITY OF HUBBARD
BALANCE SHEET
FEBRUARY 28, 2021

STREET FUND

ASSETS

121-000-1001	CASH IN COMBINED CASH FUND	(636,400.59)	
121-000-1011	LGIP		732,088.33	
	TOTAL ASSETS			95,687.74

LIABILITIES AND EQUITY

LIABILITIES

121-000-2001	A/P LIABILITY	(1,484.85)	
121-000-2021	FEDERAL TAX WITHHOLDING		256.62	
121-000-2022	STATE TAX WITHHOLDING		154.17	
121-000-2023	RETIREMENT		796.44	
121-000-2027	SUPPLEMENTAL		2.00	
	TOTAL LIABILITIES		(275.62)

FUND EQUITY

121-000-2520	BEG FUND BALANCE		89,892.65	
121-000-2530	FUND BALANCE	(89,892.65)	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD		95,963.36	
	BALANCE - CURRENT DATE		95,963.36	
	TOTAL FUND EQUITY			95,963.36
	TOTAL LIABILITIES AND EQUITY			95,687.74

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET FUND REVENUE</u>					
121-300-3190 GAS TAX	17,618.25	116,053.93	165,000.00	48,946.07	70.3
121-300-3407 TRANSPORTATION UTILITY	479.18	64,166.31	100,000.00	35,833.69	64.2
121-300-3408 ROW PERMITS	45.00	810.00	1,750.00	940.00	46.3
121-300-3601 MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
121-300-3611 INTEREST INCOME	415.12	3,899.68	5,000.00	1,100.32	78.0
TOTAL STREET FUND REVENUE	18,557.55	184,929.92	271,850.00	86,920.08	68.0
<u>FUND BALANCE</u>					
121-399-9999 BEGINNING FUND BALANCE	.00	89,892.65	96,663.00	6,770.35	93.0
TOTAL FUND BALANCE	.00	89,892.65	96,663.00	6,770.35	93.0
TOTAL FUND REVENUE	18,557.55	274,822.57	368,513.00	93,690.43	74.6

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET FUND EXP</u>					
121-431-1100 SALARIES AND WAGES	.00	.00	84,139.00	84,139.00	.0
121-431-1101 DIRECTOR OF ADMIN/RECORDER	329.68	2,631.76	.00 (2,631.76)	.0
121-431-1102 FINANCE DIRECTOR	1,043.45	7,271.62	.00 (7,271.62)	.0
121-431-1105 ADMINISTRATIVE ASSISTANT	2,249.91	14,535.35	.00 (14,535.35)	.0
121-431-1107 UTILITY WORKER 1	3,702.97	28,801.37	.00 (28,801.37)	.0
121-431-1108 PW ADMIN ASSISTANT	536.07	3,937.74	.00 (3,937.74)	.0
121-431-1114 PUBLIC WORKS FOREMAN	1,511.71	9,795.50	.00 (9,795.50)	.0
121-431-1302 PAGER PAY	45.43	45.43	.00 (45.43)	.0
121-431-4100 EMPLOYEE BENEFITS	.00	.00	55,754.00	55,754.00	.0
121-431-4110 EB-MEDICAL & DENTAL	2,333.88	18,567.80	.00 (18,567.80)	.0
121-431-4120 EB-INSURANCE (LIFE & DISAB)	18.19	157.93	.00 (157.93)	.0
121-431-4150 EB-EMPLOYER TAXES	706.24	5,156.64	.00 (5,156.64)	.0
121-431-4170 EB-PERS	2,705.99	20,369.80	.00 (20,369.80)	.0
121-431-5100 PROFESSIONAL SERVICES	668.05	4,698.04	10,100.00	5,401.96	46.5
121-431-5200 CONTRACTED SUPPORT	2,354.00	19,240.00	27,700.00	8,460.00	69.5
121-431-5300 OPERATIONAL SUPPLIES	.00	249.10	100.00 (149.10)	249.1
121-431-5500 PROGRAM & GRANT EXPENSES	15.20	4,049.32	11,200.00	7,150.68	36.2
121-431-6100 BUILDING MAINT & SUPPLIES	405.08	1,491.08	2,250.00	758.92	66.3
121-431-6200 RENTALS AND LEASES	31.50	130.06	400.00	269.94	32.5
121-431-6300 INSURANCE	.00	3,749.49	4,200.00	450.51	89.3
121-431-6400 ADVERTISING & RECRUITMENT	1.20	1.20	100.00	98.80	1.2
121-431-6500 LEARNING, DUES & MEMBERSHIPS	.00	335.75	600.00	264.25	56.0
121-431-6600 OFFICE SUPPLIES & MISC EXPENSE	387.21	1,484.06	2,200.00	715.94	67.5
121-431-6700 EQUIP MAINT & SUPPLIES	306.28	2,021.83	5,600.00	3,578.17	36.1
121-431-6800 UNIFORMS	.00	127.90	300.00	172.10	42.6
121-431-6900 UTILITIES	3,129.15	24,739.37	42,977.00	18,237.63	57.6
TOTAL STREET FUND EXP	22,481.19	173,588.14	247,620.00	74,031.86	70.1
<u>TRANSFER OUT</u>					
121-491-8701 OPERATIONAL OVERHEAD	.00	5,271.07	24,300.00	19,028.93	21.7
TOTAL TRANSFER OUT	.00	5,271.07	24,300.00	19,028.93	21.7
<u>CONTINGENCY</u>					
121-900-9900 CONTINGENCY	.00	.00	40,788.00	40,788.00	.0
121-900-9990 RESERVE FUTURE EXPENDITURES	.00	.00	55,805.00	55,805.00	.0
TOTAL CONTINGENCY	.00	.00	96,593.00	96,593.00	.0
TOTAL FUND EXPENDITURES	22,481.19	178,859.21	368,513.00	189,653.79	48.5
NET REVENUE OVER EXPENDITURES	(3,923.64)	95,963.36	.00 (95,963.36)	.0

CITY OF HUBBARD
BALANCE SHEET
FEBRUARY 28, 2021

STREET CONSTRUCTION FUND

ASSETS

122-000-1001	CASH IN COMBINED CASH FUND	(307,009.50)	
122-000-1011	LGIP		465,148.85	
	TOTAL ASSETS			158,139.35

LIABILITIES AND EQUITY

FUND EQUITY

122-000-2520	BEG FUND BALANCE		256,495.74	
122-000-2530	FUND BALANCE	(256,495.74)	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD		158,139.35	
	BALANCE - CURRENT DATE		158,139.35	
	TOTAL FUND EQUITY			158,139.35
	TOTAL LIABILITIES AND EQUITY			158,139.35

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

STREET CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>STREET CONSTRUCTION REVENUE</u>					
122-300-3190	GAS TAX	5,872.75	38,684.65	55,000.00	16,315.35	70.3
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	10,995.56	19,320.00	8,324.44	56.9
122-300-3554	SDC ADMINISTRATION	.00	1,377.39	975.00	(402.39)	141.3
122-300-3601	MISCELLANEOUS REVENUE	.00	42.85	.00	(42.85)	.0
122-300-3611	INTEREST INCOME	266.85	2,595.91	3,000.00	404.09	86.5
	TOTAL STREET CONSTRUCTION REVENUE	6,139.60	53,696.36	178,395.00	124,698.64	30.1
	<u>FUND BALANCE</u>					
122-399-9999	BEGINNING FUND BALANCE	.00	256,495.74	316,492.00	59,996.26	81.0
	TOTAL FUND BALANCE	.00	256,495.74	316,492.00	59,996.26	81.0
	TOTAL FUND REVENUE	6,139.60	310,192.10	494,887.00	184,694.90	62.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

STREET CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>STREET CONST. FUND EXP</u>					
122-431-7000	CAPITAL OUTLAY	255.00	152,052.75	177,420.00	25,367.25	85.7
	TOTAL STREET CONST. FUND EXP	255.00	152,052.75	177,420.00	25,367.25	85.7
	<u>TRANSFER OUT</u>					
122-491-8801	SDC ADMINISTRATION	.00	.00	975.00	975.00	.0
	TOTAL TRANSFER OUT	.00	.00	975.00	975.00	.0
	<u>CONTINGENCY</u>					
122-900-9900	CONTINGENCY	.00	.00	26,759.00	26,759.00	.0
122-900-9990	RESERVE FUTURE EXPENDITURES	.00	.00	289,733.00	289,733.00	.0
	TOTAL CONTINGENCY	.00	.00	316,492.00	316,492.00	.0
	TOTAL FUND EXPENDITURES	255.00	152,052.75	494,887.00	342,834.25	30.7
	NET REVENUE OVER EXPENDITURES	5,884.60	158,139.35	.00	(158,139.35)	.0

CITY OF HUBBARD
BALANCE SHEET
FEBRUARY 28, 2021

RESERVE FUND

ASSETS

123-000-1001	CASH IN COMBINED CASH FUND	145,864.16	
123-000-1011	LGIP	42,601.94	
		<hr/>	
	TOTAL ASSETS		188,466.10
			<hr/>

LIABILITIES AND EQUITY

FUND EQUITY

123-000-2520	BEG FUND BALANCE	276,720.64	
123-000-2530	FUND BALANCE	(276,720.64)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	188,466.10	
		<hr/>	
	BALANCE - CURRENT DATE	188,466.10	
		<hr/>	
	TOTAL FUND EQUITY		188,466.10
			<hr/>
	TOTAL LIABILITIES AND EQUITY		188,466.10
			<hr/>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>RESERVE FUND REVENUE</u>					
123-300-3611	INTEREST	24.75	249.69	850.00	600.31	29.4
	TOTAL RESERVE FUND REVENUE	24.75	249.69	850.00	600.31	29.4
	<u>FUND BALANCE</u>					
123-399-9999	BEGINNING FUND BALANCE	.00	276,720.64	279,423.00	2,702.36	99.0
	TOTAL FUND BALANCE	.00	276,720.64	279,423.00	2,702.36	99.0
	TOTAL FUND REVENUE	24.75	276,970.33	280,273.00	3,302.67	98.8

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>RESERVE FUND EXP</u>					
123-423-7504 DUMP TRUCK	.00	.00	43,730.00	43,730.00	.0
123-423-7505 BACKHOE	.00	.00	50,856.00	50,856.00	.0
123-423-7506 PUB WRKS TRAC/MOWE	.00	.00	32,129.00	32,129.00	.0
123-423-7515 PLOTTER	.00	.00	6,906.00	6,906.00	.0
123-423-7710 PUB WRKS PICK UP	.00	.00	21,371.00	21,371.00	.0
123-423-7726 CITY HALL SIDING	8,556.54	22,592.48	31,960.00	9,367.52	70.7
123-423-7727 CITY HALL CARPET	.00	15,385.64	15,386.00	.36	100.0
123-423-7740 POLICE VEHICLE	.00	50,526.11	55,930.00	5,403.89	90.3
123-423-7741 CITY HALL / POLICE DEPT - BLDG	.00	.00	21,156.00	21,156.00	.0
TOTAL RESERVE FUND EXP	8,556.54	88,504.23	279,424.00	190,919.77	31.7
<u>CONTINGENCY</u>					
123-900-9990 RESERVE FUTURE EXPENDITURES	.00	.00	849.00	849.00	.0
TOTAL CONTINGENCY	.00	.00	849.00	849.00	.0
TOTAL FUND EXPENDITURES	8,556.54	88,504.23	280,273.00	191,768.77	31.6
NET REVENUE OVER EXPENDITURES	(8,531.79)	188,466.10	.00	(188,466.10)	.0

CITY OF HUBBARD
BALANCE SHEET
FEBRUARY 28, 2021

PARK IMPROVEMENT FUND

ASSETS

125-000-1001	CASH IN COMBINED CASH FUND	315,320.01	
125-000-1011	LGIP	<u>40,624.93</u>	
	TOTAL ASSETS		<u><u>355,944.94</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

125-000-2520	BEG FUND BALANCE	351,363.98	
125-000-2530	FUND BALANCE	(351,363.98)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	<u>355,944.94</u>	
	BALANCE - CURRENT DATE	<u>355,944.94</u>	
	TOTAL FUND EQUITY		<u><u>355,944.94</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>355,944.94</u></u>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

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
125-300-3341 STATE PARKS DEPT.	.00	.00	195,200.00	195,200.00	.0
125-300-3551 SDC-IMPROVEMENT	.00	3,570.00	17,850.00	14,280.00	20.0
125-300-3552 SDC-REIMBURSEMENT	.00	557.00	2,790.00	2,233.00	20.0
125-300-3554 SDC-ADMINISTRATION	.00	173.00	870.00	697.00	19.9
125-300-3601 MISCELLANEOUS REVENUE	.00	42.85	.00	(42.85)	.0
125-300-3611 INTEREST INCOME	23.60	238.11	300.00	61.89	79.4
TOTAL PARK IMPROVMENT REVENUE	23.60	4,580.96	237,010.00	232,429.04	1.9
<u>BEGINNING FUND BALANCE</u>					
125-399-9999 BEGINNING FUND BALANCE	.00	351,363.98	370,439.00	19,075.02	94.9
TOTAL BEGINNING FUND BALANCE	.00	351,363.98	370,439.00	19,075.02	94.9
TOTAL FUND REVENUE	23.60	355,944.94	607,449.00	251,504.06	58.6

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

PARK IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PARK IMPROV FUND EXP</u>					
125-452-7000	CAPITAL OUTLAY	.00	.00	236,140.00	236,140.00	.0
	TOTAL PARK IMPROV FUND EXP	.00	.00	236,140.00	236,140.00	.0
	<u>TRANSFER OUT</u>					
125-491-8000	TRANSFERS OUT	.00	.00	870.00	870.00	.0
	TOTAL TRANSFER OUT	.00	.00	870.00	870.00	.0
	<u>CONTINGENCY</u>					
125-900-9900	CONTINGENCY	.00	.00	35,552.00	35,552.00	.0
125-900-9990	RESERVE FUTURE EXPENDITURES	.00	.00	334,887.00	334,887.00	.0
	TOTAL CONTINGENCY	.00	.00	370,439.00	370,439.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	607,449.00	607,449.00	.0
	NET REVENUE OVER EXPENDITURES	23.60	355,944.94	.00	(355,944.94)	.0

CITY OF HUBBARD
BALANCE SHEET
FEBRUARY 28, 2021

SEWER UTILITY FUND

ASSETS

201-000-1001	CASH IN COMBINED CASH FUND	288,560.54	
201-000-1011	LGIP	1,136.47	
	TOTAL ASSETS		289,697.01

LIABILITIES AND EQUITY

LIABILITIES

201-000-2001	A/P LIABILITY	(1,537.81)	
201-000-2021	FEDERAL TAX WITHHOLDING	716.50	
201-000-2022	STATE TAX WITHHOLDING	263.62	
201-000-2023	RETIREMENT	2,853.88	
201-000-2024	INSURANCE H/D/V	(224.84)	
201-000-2027	SUPPLEMENTAL	2.99	
	TOTAL LIABILITIES		2,074.34

FUND EQUITY

201-000-2520	BEG FUND BALANCE	217,838.63	
201-000-2530	FUND BALANCE	(217,838.63)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	287,622.67	
	BALANCE - CURRENT DATE	287,622.67	
	TOTAL FUND EQUITY		287,622.67
	TOTAL LIABILITIES AND EQUITY		289,697.01

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

SEWER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SEWER UTILITY REVENUE</u>					
201-300-3441	SERVICE CHARGES SE	2,406.03	331,543.99	480,000.00	148,456.01	69.1
201-300-3601	MISCELLANEOUS REVENUE	10.00	52.85	.00	(52.85)	.0
201-300-3611	INTEREST INCOME	.66	.66	30.00	29.34	2.2
	TOTAL SEWER UTILITY REVENUE	2,416.69	331,597.50	480,030.00	148,432.50	69.1
	<u>BEGINNING FUND BALANCE</u>					
201-399-9999	BEGINNING FUND BALANCE	.00	217,838.63	110,134.00	(107,704.63)	197.8
	TOTAL BEGINNING FUND BALANCE	.00	217,838.63	110,134.00	(107,704.63)	197.8
	TOTAL FUND REVENUE	2,416.69	549,436.13	590,164.00	40,727.87	93.1

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER UTILITY FUND EXP</u>					
201-432-1100 SALARIES AND WAGES	.00	.00	132,121.00	132,121.00	.0
201-432-1101 DIRECTOR OF ADMIN/RECORDER	329.68	2,631.76	.00 (2,631.76)	.0
201-432-1102 FINANCE DIRECTOR	1,043.45	7,271.62	.00 (7,271.62)	.0
201-432-1105 ADMINISTRATIVE ASSISTANT	2,530.99	16,112.29	.00 (16,112.29)	.0
201-432-1107 UTILITY WORKER 1	1,534.20	11,970.82	.00 (11,970.82)	.0
201-432-1108 PW ADMIN ASSISTANT	536.07	3,937.74	.00 (3,937.74)	.0
201-432-1114 PUBLIC WORKS FOREMAN	3,556.96	23,048.52	.00 (23,048.52)	.0
201-432-1302 PAGER PAY	22.71	22.71	.00 (22.71)	.0
201-432-4100 EMPLOYEE BENEFITS	.00	.00	88,846.00	88,846.00	.0
201-432-4110 EB-MEDICAL & DENTAL	1,984.88	16,465.71	.00 (16,465.71)	.0
201-432-4120 EB-INSURANCE (LIFE & DISAB)	15.98	141.77	.00 (141.77)	.0
201-432-4150 EB-EMPLOYER TAXES	709.40	5,016.60	.00 (5,016.60)	.0
201-432-4170 EB-PERS	2,895.42	21,735.78	.00 (21,735.78)	.0
201-432-5100 PROFESSIONAL SERVICES	1,339.42	8,645.53	18,000.00	9,354.47	48.0
201-432-5200 CONTRACTED SUPPORT	220.00	11,705.60	26,900.00	15,194.40	43.5
201-432-5300 OPERATIONAL SUPPLIES	453.47	2,341.05	6,400.00	4,058.95	36.6
201-432-6100 BUILDING MAINT & SUPPLIES	455.93	2,127.70	5,900.00	3,772.30	36.1
201-432-6200 RENTALS AND LEASES	148.35	622.49	1,300.00	677.51	47.9
201-432-6300 INSURANCE	.00	9,120.89	10,000.00	879.11	91.2
201-432-6400 ADVERTISING & RECRUITMENT	1.80	1.80	100.00	98.20	1.8
201-432-6500 LEARNING, DUES & MEMBERSHIPS	.00	3,842.00	5,600.00	1,758.00	68.6
201-432-6600 OFFICE SUPPLIES & MISC EXPENSE	1,216.87	5,147.04	13,000.00	7,852.96	39.6
201-432-6700 EQUIP MAINT & SUPPLIES	485.43	12,753.12	22,000.00	9,246.88	58.0
201-432-6800 UNIFORMS	.00	127.90	600.00	472.10	21.3
201-432-6900 UTILITIES	4,119.22	28,602.56	44,000.00	15,397.44	65.0
TOTAL SEWER UTILITY FUND EXP	23,600.23	193,393.00	374,767.00	181,374.00	51.6
<u>TRANSFER OUT</u>					
201-491-8006 TRANS TO SEWER BOND	.00	54,486.00	54,486.00	.00	100.0
201-491-8601 FRANCHISE FEE	.00	7,853.31	24,000.00	16,146.69	32.7
201-491-8701 OPERATIONAL OVERHEAD	.00	6,081.15	27,000.00	20,918.85	22.5
TOTAL TRANSFER OUT	.00	68,420.46	105,486.00	37,065.54	64.9
<u>CONTINGENCY</u>					
201-900-9900 CONTINGENCY	.00	.00	72,038.00	72,038.00	.0
201-900-9990 RESERVE FUTURE EXPENDITURES	.00	.00	37,873.00	37,873.00	.0
TOTAL CONTINGENCY	.00	.00	109,911.00	109,911.00	.0
TOTAL FUND EXPENDITURES	23,600.23	261,813.46	590,164.00	328,350.54	44.4
NET REVENUE OVER EXPENDITURES	(21,183.54)	287,622.67	.00 (287,622.67)	.0

CITY OF HUBBARD
BALANCE SHEET
FEBRUARY 28, 2021

SEWER CONSTRUCTION FUND

ASSETS

202-000-1001	CASH IN COMBINED CASH FUND	1,362,862.31	
202-000-1011	LGIP	<u>308,232.93</u>	
	TOTAL ASSETS		<u><u>1,671,095.24</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

202-000-2520	BEG FUND BALANCE	1,564,331.20	
202-000-2530	FUND BALANCE	(1,564,331.20)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	<u>1,671,095.24</u>	
	BALANCE - CURRENT DATE	<u>1,671,095.24</u>	
	TOTAL FUND EQUITY		<u><u>1,671,095.24</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>1,671,095.24</u></u>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

SEWER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SEWER CONSTRUCTION REVENUE</u>					
202-300-3550	WASTEWATER REUSE R	802.79	102,212.34	141,000.00	38,787.66	72.5
202-300-3551	SDC-IMPROVEMENT	.00	2,472.00	6,180.00	3,708.00	40.0
202-300-3552	SDC-REIMBURSEMENT	.00	6,934.00	17,350.00	10,416.00	40.0
202-300-3554	SDC-ADMINISTRATION	.00	648.00	1,650.00	1,002.00	39.3
202-300-3611	INTEREST INCOME	179.09	1,806.60	3,000.00	1,193.40	60.2
	TOTAL SEWER CONSTRUCTION REVENUE	981.88	114,072.94	169,180.00	55,107.06	67.4
	<u>BEGINNING FUND BALANCE</u>					
202-399-9999	BEGINNING FUND BALANCE	.00	1,564,331.20	1,564,380.00	48.80	100.0
	TOTAL BEGINNING FUND BALANCE	.00	1,564,331.20	1,564,380.00	48.80	100.0
	TOTAL FUND REVENUE	981.88	1,678,404.14	1,733,560.00	55,155.86	96.8

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

SEWER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SEWER CONST FUND EXP</u>					
202-432-7000	CAPITAL OUTLAY	.00	7,308.90	130,000.00	122,691.10	5.6
	TOTAL SEWER CONST FUND EXP	.00	7,308.90	130,000.00	122,691.10	5.6
	<u>TRANSFER OUT</u>					
202-491-8000	TRANSFERS OUT	.00	.00	1,650.00	1,650.00	.0
	TOTAL TRANSFER OUT	.00	.00	1,650.00	1,650.00	.0
	<u>CONTINGENCY</u>					
202-900-9900	CONTINGENCY	.00	.00	19,748.00	19,748.00	.0
202-900-9990	RESERVE FUTURE EXPENDITURES	.00	.00	1,582,162.00	1,582,162.00	.0
	TOTAL CONTINGENCY	.00	.00	1,601,910.00	1,601,910.00	.0
	TOTAL FUND EXPENDITURES	.00	7,308.90	1,733,560.00	1,726,251.10	.4
	NET REVENUE OVER EXPENDITURES	981.88	1,671,095.24	.00	(1,671,095.24)	.0

CITY OF HUBBARD
BALANCE SHEET
FEBRUARY 28, 2021

SEWER BOND FUND

ASSETS

203-000-1001	CASH IN COMBINED CASH FUND	61,260.75	
203-000-1011	LGIP	(21,729.40)	
		<hr/>	
	TOTAL ASSETS		39,531.35
			<hr/>

LIABILITIES AND EQUITY

FUND EQUITY

203-000-2520	BEG FUND BALANCE	40,279.15	
203-000-2530	FUND BALANCE	(40,279.15)	
		<hr/>	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	39,531.35	
		<hr/>	
	BALANCE - CURRENT DATE	39,531.35	
		<hr/>	
	TOTAL FUND EQUITY		39,531.35
			<hr/>
	TOTAL LIABILITIES AND EQUITY		39,531.35
			<hr/>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

SEWER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SEWER BOND REVENUE</u>					
203-300-3611	INTEREST INCOME	3.86	388.20	800.00	411.80	48.5
	TOTAL SEWER BOND REVENUE	3.86	388.20	800.00	411.80	48.5
	<u>TRANSFERS IN</u>					
203-391-0201	TRANS FROM-SEWER UTILITY FUND	.00	54,486.00	54,486.00	.00	100.0
	TOTAL TRANSFERS IN	.00	54,486.00	54,486.00	.00	100.0
	<u>BEGINNING FUND BALANCE</u>					
203-399-9999	BEGINNING FUND BALANCE	.00	40,279.15	94,718.00	54,438.85	42.5
	TOTAL BEGINNING FUND BALANCE	.00	40,279.15	94,718.00	54,438.85	42.5
	TOTAL FUND REVENUE	3.86	95,153.35	150,004.00	54,850.65	63.4

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

SEWER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
203-432-9001	LOAN INTEREST	1,136.00	5,020.00	7,406.00	2,386.00	67.8
203-432-9002	LOAN PRINCIPAL	27,243.00	50,602.00	47,080.00	(3,522.00)	107.5
	TOTAL DEBT SERVICE	28,379.00	55,622.00	54,486.00	(1,136.00)	102.1
	<u>CONTINGENCY</u>					
203-900-9990	RESERVE FUTURE EXPENDITURES	.00	.00	95,518.00	95,518.00	.0
	TOTAL CONTINGENCY	.00	.00	95,518.00	95,518.00	.0
	TOTAL FUND EXPENDITURES	28,379.00	55,622.00	150,004.00	94,382.00	37.1
	NET REVENUE OVER EXPENDITURES	(28,375.14)	39,531.35	.00	(39,531.35)	.0

CITY OF HUBBARD
BALANCE SHEET
FEBRUARY 28, 2021

WATER UTILITY FUND

ASSETS

205-000-1001	CASH IN COMBINED CASH FUND	504,384.21	
205-000-1011	LGIP	53,824.08	
205-000-1800	UB CUSTOMER DEPOSIT	43.16	
	TOTAL ASSETS		558,251.45

LIABILITIES AND EQUITY

LIABILITIES

205-000-2001	A/P LIABILITY	(1,275.02)	
205-000-2021	FEDERAL TAX WITHHOLDING	394.67	
205-000-2022	STATE TAX WITHHOLDING	179.28	
205-000-2023	RETIREMENT	1,791.96	
205-000-2024	INSURANCE H/D/V	(224.83)	
205-000-2027	SUPPLEMENTAL	4.99	
205-000-2281	UB DEPOSITS	17,621.24	
	TOTAL LIABILITIES		18,492.29

FUND EQUITY

205-000-2520	BEG FUND BALANCE	399,467.35	
205-000-2530	FUND BALANCE	(399,467.35)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	539,759.16	
	BALANCE - CURRENT DATE	539,759.16	
	TOTAL FUND EQUITY		539,759.16
	TOTAL LIABILITIES AND EQUITY		558,251.45

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

WATER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>WATER UTILITY REVENUE</u>					
205-300-3401	SERVICE CHARGES WA	2,502.35	327,899.54	470,625.00	142,725.46	69.7
205-300-3402	CONNECTION CHGS WA	.00	.00	2,000.00	2,000.00	.0
205-300-3403	RECONNECTION FEE	99.96	2,791.54	2,000.00	(791.54)	139.6
205-300-3404	SALE OF SURP PROP	.00	42.86	.00	(42.86)	.0
205-300-3601	MISCELLANEOUS REVENUE	50.00	5,814.01	5,000.00	(814.01)	116.3
205-300-3611	INTEREST INCOME	31.27	315.46	800.00	484.54	39.4
205-300-3620	LEASE-WATER TOWER T MOBILE	658.85	5,270.80	7,200.00	1,929.20	73.2
205-300-3622	VERIZON LEASE	1,320.00	9,240.00	15,840.00	6,600.00	58.3
	<u>TOTAL WATER UTILITY REVENUE</u>	<u>4,662.43</u>	<u>351,374.21</u>	<u>503,465.00</u>	<u>152,090.79</u>	<u>69.8</u>
	<u>BEGINNING FUND BALANCE</u>					
205-399-9999	BEGINNING FUND BALANCE	.00	399,467.35	355,736.00	(43,731.35)	112.3
	<u>TOTAL BEGINNING FUND BALANCE</u>	<u>.00</u>	<u>399,467.35</u>	<u>355,736.00</u>	<u>(43,731.35)</u>	<u>112.3</u>
	<u>TOTAL FUND REVENUE</u>	<u>4,662.43</u>	<u>750,841.56</u>	<u>859,201.00</u>	<u>108,359.44</u>	<u>87.4</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER UTILITY FUND EXP</u>					
205-461-1100 SALARIES AND WAGES	.00	.00	128,474.00	128,474.00	.0
205-461-1101 DIRECTOR OF ADMIN/RECORDER	329.68	2,631.76	.00 (2,631.76)	.0
205-461-1102 FINANCE DIRECTOR	1,043.45	7,271.62	.00 (7,271.62)	.0
205-461-1105 ADMINISTRATIVE ASSISTANT	3,093.04	19,265.80	.00 (19,265.80)	.0
205-461-1107 UTILITY WORKER 1	3,025.41	23,538.52	.00 (23,538.52)	.0
205-461-1108 PW ADMIN ASSISTANT	535.89	3,937.40	.00 (3,937.40)	.0
205-461-1114 PUBLIC WORKS FOREMAN	1,778.48	11,524.12	.00 (11,524.12)	.0
205-461-1302 PAGER PAY	37.86	37.86	.00 (37.86)	.0
205-461-4100 EMPLOYEE BENEFITS	.00	.00	83,575.00	83,575.00	.0
205-461-4110 EB-MEDICAL & DENTAL	2,262.66	18,222.75	.00 (18,222.75)	.0
205-461-4120 EB-INSURANCE (LIFE & DISAB)	18.53	160.71	.00 (160.71)	.0
205-461-4150 EB-EMPLOYER TAXES	717.16	5,247.03	.00 (5,247.03)	.0
205-461-4170 EB-PERS	2,766.57	21,373.90	.00 (21,373.90)	.0
205-461-5100 PROFESSIONAL SERVICES	4,208.90	11,345.57	21,000.00	9,654.43	54.0
205-461-5200 CONTRACTED SUPPORT	140.00	1,975.60	9,000.00	7,024.40	22.0
205-461-5300 OPERATIONAL SUPPLIES	478.40	12,797.55	26,500.00	13,702.45	48.3
205-461-6100 BUILDING MAINT & SUPPLIES	562.51	1,788.61	2,500.00	711.39	71.5
205-461-6200 RENTALS AND LEASES	148.36	2,215.77	2,500.00	284.23	88.6
205-461-6300 INSURANCE	.00	12,180.04	13,500.00	1,319.96	90.2
205-461-6400 ADVERTISING & RECRUITMENT	1.80	1.80	100.00	98.20	1.8
205-461-6500 LEARNING, DUES & MEMBERSHIPS	1,120.00	2,759.80	5,600.00	2,840.20	49.3
205-461-6600 OFFICE SUPPLIES & MISC EXPENSE	1,067.10	5,285.80	8,200.00	2,914.20	64.5
205-461-6700 EQUIP MAINT & SUPPLIES	2,987.16	7,156.34	12,900.00	5,743.66	55.5
205-461-6800 UNIFORMS	.00	127.91	600.00	472.09	21.3
205-461-6900 UTILITIES	3,151.01	25,280.38	38,400.00	13,119.62	65.8
TOTAL WATER UTILITY FUND EXP	29,473.97	196,126.64	352,849.00	156,722.36	55.6
<u>TRANSFER OUT</u>					
205-491-8009 TRANS TO WATER BOND	.00	.00	95,727.00	95,727.00	.0
205-491-8601 TRANS OUT - FRANCH	.00	7,988.36	24,031.00	16,042.64	33.2
205-491-8701 TRANS OUT OP OH	.00	6,967.40	30,868.00	23,900.60	22.6
TOTAL TRANSFER OUT	.00	14,955.76	150,626.00	135,670.24	9.9
<u>CONTINGENCY</u>					
205-900-9900 CONTINGENCY	.00	.00	75,521.00	75,521.00	.0
205-900-9990 RESERVE FUTURE EXPENDITURES	.00	.00	280,205.00	280,205.00	.0
TOTAL CONTINGENCY	.00	.00	355,726.00	355,726.00	.0
TOTAL FUND EXPENDITURES	29,473.97	211,082.40	859,201.00	648,118.60	24.6
NET REVENUE OVER EXPENDITURES	(24,811.54)	539,759.16	.00 (539,759.16)	.0

CITY OF HUBBARD
BALANCE SHEET
FEBRUARY 28, 2021

WATER CONSTRUCTION FUND

ASSETS

206-000-1001	CASH IN COMBINED CASH FUND	672,801.24	
206-000-1011	LGIP	353,627.61	
	TOTAL ASSETS		1,026,428.85

LIABILITIES AND EQUITY

FUND EQUITY

206-000-2520	BEG FUND BALANCE	964,161.22	
206-000-2530	FUND BALANCE	(964,161.22)	

UNAPPROPRIATED FUND BALANCE:		
REVENUE OVER EXPENDITURES - YTD	1,026,428.85	

BALANCE - CURRENT DATE	1,026,428.85	
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TOTAL FUND EQUITY		1,026,428.85
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TOTAL LIABILITIES AND EQUITY		1,026,428.85
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CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

WATER CONSTRUCTION FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>WATER CONSTRUCTION REVENUE</u>						
206-300-3550	WATER STATIC REVEN	461.52	57,764.23	93,634.00	35,869.77	61.7
206-300-3551	SDC-IMPROVEMENT	.00	806.00	2,020.00	1,214.00	39.9
206-300-3552	SDC-REIMBURSEMENT	.00	5,168.00	12,920.00	7,752.00	40.0
206-300-3554	SDC-ADMINISTRATION	.00	654.00	1,650.00	996.00	39.6
206-300-3611	INTEREST INCOME	205.47	1,718.35	4,000.00	2,281.65	43.0
	TOTAL WATER CONSTRUCTION REVENUE	666.99	66,110.58	114,224.00	48,113.42	57.9
<u>BEGINNING FUND BALANCE</u>						
206-399-9999	BEGINNING FUND BALANCE	.00	964,161.22	951,968.00	(12,193.22)	101.3
	TOTAL BEGINNING FUND BALANCE	.00	964,161.22	951,968.00	(12,193.22)	101.3
	TOTAL FUND REVENUE	666.99	1,030,271.80	1,066,192.00	35,920.20	96.6

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

WATER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>WATER CONST FUND EXP</u>					
206-461-7000	CAPITAL OUTLAY	.00	3,842.95	130,000.00	126,157.05	3.0
	TOTAL WATER CONST FUND EXP	.00	3,842.95	130,000.00	126,157.05	3.0
	<u>TRANSFER OUT</u>					
206-491-8000	TRANSFERS OUT	.00	.00	1,650.00	1,650.00	.0
	TOTAL TRANSFER OUT	.00	.00	1,650.00	1,650.00	.0
	<u>CONTINGENCY</u>					
206-900-9900	CONTINGENCY	.00	.00	19,748.00	19,748.00	.0
206-900-9990	RESERVE FUTURE EXPENDITURES	.00	.00	914,794.00	914,794.00	.0
	TOTAL CONTINGENCY	.00	.00	934,542.00	934,542.00	.0
	TOTAL FUND EXPENDITURES	.00	3,842.95	1,066,192.00	1,062,349.05	.4
	NET REVENUE OVER EXPENDITURES	666.99	1,026,428.85	.00	(1,026,428.85)	.0

CITY OF HUBBARD
BALANCE SHEET
FEBRUARY 28, 2021

WATER BOND FUND

ASSETS

207-000-1001	CASH IN COMBINED CASH FUND	25,880.91	
207-000-1011	LGIP	9,449.39	
		<hr/>	
	TOTAL ASSETS		35,330.30
			<hr/> <hr/>

LIABILITIES AND EQUITY

FUND EQUITY

207-000-2520	BEG FUND BALANCE	83,138.38	
207-000-2530	FUND BALANCE	(83,138.38)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	35,330.30	
		<hr/>	
	BALANCE - CURRENT DATE	35,330.30	
		<hr/>	
	TOTAL FUND EQUITY		35,330.30
			<hr/>
	TOTAL LIABILITIES AND EQUITY		35,330.30
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CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

WATER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>WATER BOND REVENUE</u>					
207-300-3611	INTEREST INCOME	5.49	55.39	80.00	24.61	69.2
	TOTAL WATER BOND REVENUE	5.49	55.39	80.00	24.61	69.2
	<u>TRANSFERS IN</u>					
207-391-0251	TRANS FROM-WATER UTILITY 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	83,138.38	83,127.00	(11.38)	100.0
	TOTAL BEGINNING FUND BALANCE	.00	83,138.38	83,127.00	(11.38)	100.0
	TOTAL FUND REVENUE	5.49	83,193.77	178,934.00	95,740.23	46.5

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

WATER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
207-461-9001	BOND INTEREST	.00	3,986.66	7,333.00	3,346.34	54.4
207-461-9002	BOND PRINCIPAL	.00	43,876.81	88,394.00	44,517.19	49.6
	TOTAL DEBT SERVICE	.00	47,863.47	95,727.00	47,863.53	50.0
	<u>CONTINGENCY</u>					
207-900-9990	RESERVE FUTURE EXPENDITURES	.00	.00	83,207.00	83,207.00	.0
	TOTAL CONTINGENCY	.00	.00	83,207.00	83,207.00	.0
	TOTAL FUND EXPENDITURES	.00	47,863.47	178,934.00	131,070.53	26.8
	NET REVENUE OVER EXPENDITURES	5.49	35,330.30	.00	(35,330.30)	.0

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
MARCH 9, 2021**

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Charles Rostocil at 6:30 p.m. at the Hubbard City Hall.

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

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

STAFF PRESENT: Director of Administration/City Recorder Vickie Nogle, Public Works Superintendent Michael Krebs, Police Chief Dave Rash, Public Works Administrative Manager Melinda Olinger, Administrative Assistant / Court Clerk Julie Hedden, City Attorney Emily Matasar (via Zoom), City Attorney Ashley Driscoll (via Zoom).

OTHER ATTENDEES: Hubbard Fire District Chief Joe Budge, Kirk Nord with Comcast of Oregon I (via Zoom).

COUNCIL RECESS PUBLIC (OPEN) MEETING AND CONVENE THE (CLOSED) EXECUTIVE SESSION TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO CARRY ON LABOR NEGOTIATIONS ORS 192.660(2)(d), AND TO CONSIDER INFORMATION OR RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTION ORS 192.660(2)(f). 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. Mayor Charles Rostocil declared the ORS for the executive session and recessed the (open) public meeting at 6:31 P.M.

COUNCIL CLOSE EXECUTIVE (CLOSED SESSION) AND RECONVENE PUBLIC (OPEN) MEETING. Mayor Charles Rostocil closed the executive session and reconvened the (open) public meeting at 7:05 P.M.

Mayor Charles Rostocil stated that Director of Administration/City Recorder Vickie Nogle will continue to negotiate to find a contractual Finance Consultant.

AWARDS PRESENTATION. Mayor Charles Rostocil and City Councilor James Audritsh present a plaque last Friday to Marty and Ali Sobo for their dedication and continuing service to the City of Hubbard.

Mayor Charles Rostocil presented a plaque yesterday to Anthony San Filippo in appreciation for serving on the Planning Commission, December 2016 – January 2021.

DISCUSS AND APPROVAL OF HUBBARD COMCAST FRANCHISE AGREEMENT – Emily Matasar, City Attorney, Beery Elsner & Hammond. City Attorney Emily Matasar, said in the fall of 2020, Comcast of Oregon 1 approached the City expressing an interest in providing

cable service. The Federal Cable Act requires Comcast to have a Cable Franchise in order to provide this service. The City Attorney's Office and Comcast engaged in negotiations and came up with an agreement.

Kirk Nord with Comcast of Oregon 1 said Comcast is looking to expand into semi-rural and rural communities, and besides looking to bringing their service to Hubbard, they are also talking with the Cities of Woodburn and Aurora.

Mayor Charles Rostocil stated Wave is the only option right now and with all the service issues during the ice storm, it would be good to have the competition and for the citizens to have a choice.

City Councilor Tyler Thomas asked how the pricing will compare with Wave and how soon will they be able to provide service.

Kirk Nord with Comcast said Comcast intends to be competitive in pricing and feel they have a superior product. He said they have improved their service and customer service in the past couple of years. K. Nord stated Comcast also has a product called Internet Essentials, for households that cannot afford traditional service and fall within certain financial criteria, for \$9.95 a month. K. Nord said they plan on starting work in the next 6-8 weeks and are forecasting service be available by the end of the year.

City Attorney Emily Matasar clarified the Agreement grants Comcast the authorization to construct and operate a cable service franchise, which is different from internet services.

Kirk Nord from Comcast said under the Federal Cable Act, they provide cable service, however, under federal guidelines they are permitted to provide all products of service, but the difference from a cable provider standpoint is that a community can only assess 5% franchise fee based off of the cable portion of the package of the services they provide. He stated a change to that type of assessment would happen at the Federal level and to date they do not have that.

Kirk Nord from Comcast said the service provided would be cable T.V., internet, voice product/phone, and Xfinity home/Xfinity mobile.

City Attorney Emily Matasar said the benefits to the City would be that the competition does help residents and the franchise fees the City receives. She stated it was a really good experience negotiating this contract and it represents both the City's interests and Comcast's interests well.

CALENDAR OF ORDINANCES.

1. Ordinance No. 370.2021. An Ordinance granting a Non-Exclusive Cable Service Franchise to Comcast of Oregon 1.

- (a) Motion to read by title only for first reading. (Reading by title only by the Mayor)
- (b) Motion to read by title only or second reading. (Reading by title only by the Mayor)
- (c) Motion to adopt Ordinance.

MSA/City Councilor Robert Prinslow/City Councilor James Audritsh moved to read Ordinance No. 370.2021 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 unanimously.

Mayor Charles Rostocil read Ordinance No. 370.2021 by title only for the first reading.

MSA/City Councilor Michelle Dodge /City Councilor Tyler Thomas moved to read Ordinance No. 370.2021 by title only for the second 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 unanimously.

Mayor Charles Rostocil read Ordinance No. 370.2021 by title only for the second reading.

MSA/City Councilor Michelle Dodge/City Councilor Robert Prinslow moved to adopt Ordinance No. 370-2021. 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.

2. Ordinance No. 371-2021. An Ordinance amending the Hubbard Municipal Code and adding Chapter 15.20 to adopt the 2019 Oregon Fire Code; repealing Section 9.15.190; and amending Sections 15.05.010 and 15.05.040.

- (a) Motion to read by title only for first reading. (Reading by title only by the Mayor)
- (b) Motion to read by title only or second reading. (Reading by title only by the Mayor)
- (c) Motion to adopt Ordinance.

MSA/City Councilor James Audritsh /City Councilor Robert Prinslow moved to read Ordinance No. 371-2021 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 unanimously.

Mayor Charles Rostocil read Ordinance No. 371-2021 by title only for the first reading.

MSA/City Councilor Michelle Dodge /City Councilor Tyler Thomas moved to read Ordinance No. 371-2021 by title only for the second 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 unanimously.

Mayor Charles Rostocil read Ordinance No. 371-2021 by title only for the second reading.

MSA/City Councilor Robert Prinslow / City Councilor James Audritsh moved to adopt Ordinance No. 371-2021. 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.

APPROVAL OF INTERGOVERNMENTAL AGREEMENT RELATING TO FIRE SERVICES AND AUTHORIZE THE MAYOR TO SIGN. MSA/City Councilor Tyler

Thomas /City Councilor Michelle Dodge moved to approve an Intergovernmental Agreement relating to Fire Services and authorizing the Mayor to sign. 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.

CONTINUED DISCUSSION REGARDING TRANSPORTATION GROWTH MANAGEMENT PLANNING GRANTS. Mayor Charles Rostocil said Public Works is recommending we put in a pre-application and they have identified three potential projects according to the memo that is in the packet.

Consensus of City Council was given to Public Works to submit a pre-application for the Grants.

MAYOR'S AND/OR COUNCIL'S PRESENTATIONS.

A) Discuss the Opening of Hubbard City Hall – City Councilor Tyler Thomas

City Councilor Tyler Thomas said we should stop the charade of having City Hall closed given that you can go to the Dentist, you can go to Fred Meyer or Costco. He went on to say that everything is open, except for City Hall and at this point there is not anything that anyone can say or any level they can put it at to make me think we should not have it open. Furthermore, people can come in with a mask and we should have City Hall open during normal business hours.

Mayor Charles Rostocil asked what Woodburn was doing.

City Councilor Robert Prinslow said that Woodburn City Hall is still closed.

Mayor Charles Rostocil asked if there were any recommendations from OSHA on this.

City Councilor James Audritsh stated Marion County did not get lowered this time around from the High-Risk category. He went on to say that if we were to open, we would have to adhere to extremely strict guidelines including having a very rigid cleaning schedule and have outlined written procedures for disinfecting.

Mayor Charles Rostocil asked Administrative Assistant / Court Clerk Julie Hedden if we have had any citizens that have been unable to conduct business utilizing the window.

Administrative Assistant / Court Clerk Julie Hedden said that has not seemed to be an issue, no one has had any complaints about using the window.

Mayor Charles Rostocil stated he does not disagree with City Councilor Tyler Thomas, that City Hall looks beautiful, and he would love to see it open, but he said City Councilor James Audritsh does has a valid point regarding the disinfecting and cleaning procedures, we are already short staffed so it would be hard for the staff to keep up on it or we would have to contract a cleaning service to do it which could be expensive.

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City Councilor Michelle Dodge said since we are so small, if either one of the staff got sick it would be hard on the City, the staff, and detrimental to the budget if we had to contract for extra cleaning.

City Councilor Robert Prinslow said the City of Woodburn has hired someone to come in and clean multiple times a week and he does not think the city can afford that. He went on to say at this point, as well intentioned as it would be to open up, that would be a mistake.

City Councilor Tyler Thomas said we have fixed up City Hall and it makes no sense that no one can use it.

City Councilor James Audritsh said he would like to see the County Risk drop a category before we open City Hall back up to the public coming in.

City Councilor Tyler Thomas said people can go to Costco, so how is that different, what is that protecting people from.

City Councilor Michelle Dodge said we are still doing business, court is still being held, and we are still servicing our constituents.

City Councilor James Audritsh asked staff if they had a need to open-up.

Director of Administration/City Recorder Vickie Nogle said we are servicing everyone through the window and if there was an issue where we needed to bring them in, we would, then after they leave, we would have to go through and sanitize everything, but we have not had a problem where we have had to have anyone come in. She went on to say that most people have been using Xpress Bill pay and the drop box to make payments, and we thought we would be busy with people at the window the first part of the month making utility payments, but we did not have that issue, we have not had a line up.

Police Chief Dave Rash said he does not want to open the police side until the jail opens. He went on to say they service people at the back door and have not had an issue.

City Councilor Tyler Thomas said we can agree to disagree, but this whole thing is a charade and at some point, someone is going to have to step up and lead everyone back to real life, and if is not with this group that is fine, I am just throwing it out there that I am trying to do that, and if we disagree, we disagree.

Mayor Charles Rostocil said that he agrees with City Councilor James Audritsh and he would like to see the County go down a level in risk. He went on to say his fear right now is that we are down one person already and we are looking at contracting financial services, and he wants to avoid the cost of contracting more for special cleaning that would have to be done. C. Rostocil stated he has not had one citizen come to him saying they wanted to walk into the building and has not seen an issue with anyone trying to get ahold of City Hall.

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City Councilor Tyler Thomas said that we can agree to disagree, and it is just sad this is where we are at, that we can pretend that things are ok at certain places and other places we have to do the charade.

Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor Robert Prinslow, and City Councilor Michelle Dodge agreed that City Hall should stay closed for now.

Mayor Charles Rostocil thanked Hubbard Public Works, working with Rocky Sherwood and the other volunteers to get the City cleaned up after the storm. He went on to thank the volunteers for all their efforts in getting the City looking so nice.

City Councilor Michelle Dodge said the Hubbard Hop Festival Committee met, and the recommendation is to just do the Parade, depending on COVID restrictions, and if anyone has a recommendation for the Parade route to let her know. M. Dodge stated there are 6 members on the committee, 3 from the fire department, 2 citizens, and City Councilor Michelle Dodge.

City Councilor Tyler Thomas said we have to do the parade; we can't cancel life even though everyone is trying really hard to.

STAFF REPORTS:

POLICE DEPARTMENT- Police Chief Dave Rash. Police Chief Dave Rash said it was a slow month, some officers were on vacation at various times. D. Rash stated all 3 of the leased vehicles are at our vendors getting outfitted with lights and sirens and will hopefully be ready at the end of the month.

Police Chief Dave Rash said that Office Wai started the basic Police Academy March 8, 2021.

City Councilor James Audritsh thanked Police Chief Dave Rash for following up on a citizen complaint regarding the R.V. issue.

HUBBARD FIRE DISTRICT – Chief Joseph Budge. No report was given.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. Director of Administration/City Recorder Vickie Nogle addressed the list of questions she received from City Councilor Robert Prinslow. She said that Check #10844 for Elan in the amount of \$ 6418.60 was a Visa payment and we have been purchasing things for the building such as blinds, envelopes for postage, and zoom meetings etc.

Public Works Superintendent Mike Krebs said this credit card is used by all departments.

Director of Administration/City Recorder said Check # 10857 paid to Pitney Bowes Global Financial Services is for the lease of the postage and folding machine.

Director of Administration/City Recorder Vickie Nogle said that 12 people applied for the Hubbard Grant that is managed by the Mid-Willamette Council of Governments, 3 of those we

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were able to assist, 5 did not qualify, and 4 are on the waiting list. She said she was told there is still \$28,000 left for Hubbard.

City Councilor Robert Prinslow asked Director of Administration/City Recorder Vickie Nogle what type of issues are being found in A/P, billing and Payroll that need to be corrected.

Director of Administration/City Recorder Vickie Nogle said the notes that were left were not very good and she along with Administrative Assistant / Court Clerk Julie Hedden are trying to muddle through them. V. Nogle said regarding the utility billing there were accounts that were set up incorrectly, bills that date back to 2019 that were never collected on, no forwarding address for some final bills and so they get sent back to us, and there was incorrect or missing information regarding map/tax lots in the system which affects the Conduits (where we upload liens) which can also affects the meter reads. We have been working on resolving these issues, and she is certain there are other issues that we will come across eventually that we will need to fix.

Administration/City Recorder Vickie Nogle said some of the issue in payroll she has been trying to fix is that the tax table wasn't interfaced correctly, there was a double charge for short term disability on an employee's account that needed corrected, the part time employee's accruals were not set up in the system correctly and is hoping that these will show correctly on the next pay period.

Administration/City Recorder Vickie Nogle said banking accounts and portals have been quite a chore to try and get it all transferred over to her name, the state quarterly was paid to the wrong agency and that had to get corrected, and on A/P there were some spread sheet issues. She went on to say that she is also working on a program called Forecast 5, which is software that was purchased for spreadsheets and helping department heads in putting together their budgets, but none of them were ever trained on it, so training will be needed to be able to utilize the program if staff wants to utilize this software.

City Councilor Robert Prinslow asked if all the issues mentioned would have been in the realm of the Finance Director.

Administration/City Recorder Vickie Nogle replied that is correct.

City Councilor Robert Prinslow asked Administration/City Recorder Vickie Nogle if she had any idea how long some of these issues have been going on and nothing was done.

Administration/City Recorder Vickie Nogle said that some of the utility bills that were not collected date back to 2019.

City Councilor Robert Prinslow stated he wanted to highlight everything extra staff has to do, in addition to keeping up with their normal duties, and how difficult this is and how it affects not only the administration staff, but also staff in the other departments. Furthermore, he said he wanted to thank staff for going above and beyond and it is being noticed.

Administration/City Recorder Vickie Nogle and Administrative Assistant/Court Clerk Julie Hedden thanked City Councilor Robert Prinslow for coming in and helping with getting the utility bills out, it was greatly appreciated.

PUBLIC WORKS DEPARTMENT-Public Works Superintendent Michael Krebs. Public Works Superintendent Mike Krebs said he did not have much to report, and everyone should have gotten the memo that Public Works Administrative Manager Melinda Olinger sent out on March 9, 2021.

City Councilor Michelle Dodge said she knows the City is responsible for cleaning up the Parks, but not necessarily around town, but she sees property owners that have not cleaned up storm debris yet, possibly because they are not physically able to do it. M. Dodge asked Public Works Superintendent Michael Krebs if there was a way for the City to help citizens with their trees and storm debris clean up that need it.

Public Works Superintendent Michael Krebs said we need to decide who we help and what criteria do we base it on, and how much are we able to spend on this.

City Councilor Michelle Dodge she stated because the storm was so severe that we don't penalize our Citizens if they take longer to clean up their property.

Public Works Administrative Manager Melinda Olinger said she just got an email from Marion County Emergency management and that they have volunteer teams that may be able to help. M. Olinger stated she could put out a Facebook post asking people to reach out to her and let her know what their situation is and then she could communicate that to the County to see if they could help.

City Councilor Robert Prinslow asked what the City's liability would be if they knew about a potential risk from a damaged tree on a property, and someone got hurt, does that open the City up to any liability. R. Prinslow said he knows liability is on the homeowner, but at what point do we step up and do the right thing, if the City knows that there is a potential risk and someone got hurt, he stated that would not sit well with him.

City Councilor James Audritsh said since Public Works has R&R coming in at the end of the week to take care of the City's damaged trees, maybe they could also take care of other trees that could be dangerous. He stated he would like to see R & R take care of all the dangerous branches in the City Parks and City right-of-ways.

City Councilor Robert Prinslow asked if there was any money set aside for emergencies such as this that we could tap into.

Administration/City Recorder Vickie Nogle said the city does have Contingency money.

City Councilor Tyler Thomas said he is not in favor of taking care of any trees that are on private property because it is like opening Pandora's box. If a water line is broken and the property owner cannot afford to fix it, will the City find contingency funds to fix it, at what point do you stop.

Mayor Charles Rostocil said we just went through a major storm, that was severe enough to bring in the National Guard, this constitutes an emergency, and this is enough for him to know that there is a line to be crossed and we need to help.

City Councilor Tyler Thomas said we can agree to disagree, I don't have to agree with everything you say, this is not your town, this is not Robert's town, we can agree to disagree, and I don't have to say yes, and I am not going to. So, vote 4 to 1 on it, I really don't care.

City Councilor James Audritsh said he respects what City Councilor Tyler Thomas is saying, but he would like to the City use R & R to do all the City trees that are in our parks and City right-of-ways.

MSA/City Councilor James Audritsh/Michelle Dodge made a motion to authorize R & R to do all City Parks and City Right-of-Ways, and dangerous tree branches that hang over streets and sidewalks with a cap of \$15,000. City Councilor Robert Prinslow, Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor Michelle Dodge were in favor. City Councilor Tyler Thomas was opposed. Motion passed 4 – 1 in Favor.

Mayor Charles Rostocil said an email came in from Gene and Sally Jakes regarding 3 trees in Barndse Park they feel are a danger and need to be removed. C. Rostocil stated he was able to talk to Gene Jakes and he and his wife is willing to reinvest and plant new ones.

Public Works Superintendent Mike Krebs said he has no problem digging up and replacing dead trees, but it is his opinion, the trees in question with a little bit of pruning would still be viable trees, and he does not feel the storm destroyed them to the point of having to take them out.

The consensus of City Council was to do some heavy pruning and try to save the trees.

Public Works Superintendent Mike Krebs said the sink hole repair on D Street between 2nd and 3rd Street is scheduled for completion beginning March 10, 2021.

DISCUSS PURCHASE FOR REPLACEMENT OF UTILITY TRUCK WITH CRANE ACCESSORIES USING EXISTING PUBLIC WORKS RESERVE FUNDS – Public Works.

Public Works Superintendent Mike Krebs said we need this utility truck with crane accessories for items such as the fountain pump, which is extremely heavy and using this truck would make lifting it up safer and more precise, also it will help when they pump the bottom of a 30-foot manhole that periodically needs to be taken care of.

Public Works Superintendent Mike Krebs said the reason this came up for this year is he had a line on one for \$61,000, which is half the price they normally are, and even though this one fell through, this equipment periodically does come up for a good price.

Public Works Administrative Manager Melinda Olinger said they are looking at a \$100,000 limit and pulling money from what has been saved for to buy other pieces of equipment.

City Councilor Robert Prinslow asked if on the Finance side if there were any issues taking money set aside in the Reserve Fund for other pieces of equipment and using it for this.

Director of Administration/City Recorder Vickie Nogle said it should not be a problem, because it is in the same fund, but she will verify that.

MSA/City Councilor Robert Prinslow/City Councilor Michelle Dodge motioned to approve up to \$100,000, to be used from the existing Public Works Reserve fund to purchase a Utility Truck with a crane and accessories. City Councilor Robert Prinslow, Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor Michelle Dodge were in favor. City Councilor Tyler Thomas was opposed. Motion passed 4 – 1 in Favor.

DISCUSSION REGARDING PURCHASE OF COMMERCIAL SIZED CHIPPER USING GENERAL FUND CONTINGENCY – Public Works. Director of Administration/City Recorder Vickie Nogle said although it would be great to have a woodchipper, City Council just approved to use up to \$15,000 out of the contingency to take care of the trees and we will also be contracting for Financial Services.

Consensus of City Council is to not pursue purchasing a commercial size chipper at this time.

WINTER STORM UPDATE – Public Works. Mayor Charles Rostocil said because electricity and cell service was down during the storm, he would like to see the City designate 3 spots in the City where residents can get any needed information. Consensus of City Council was to designate City Hall as the location that will have posted information.

City Councilor James Audritsh asked if there were any sewer discharge during the storm.

Public Works Superintendent Mike Krebs said other than a few hiccups at the water plant where we were looking for a generator, things went smoothly.

Public Works Superintendent Mike Krebs said Oregon Turf assisted the City with fuel for the generators and they were great to work with.

Public Works Administrative Manager Melinda Olinger said the dumpsters in Rivenes Park and Barendse Park that are being used for storm debris will be gone on March 15, 2021. She went on to say the North Marion Transfer Station is not charging for debris from Public Works through March 31, 2021, but will be closed to the public for free disposal on March 15, 2021.

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) Meeting minutes.

1. **January 12, 2021, City Council meeting.**
2. **February 17, 2021, Special City Council meeting.**

B) Approval February 2021 Check register Report.

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

APPERANCE OF INTERESTED CITIZENS. None.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS APRIL 13, 2021, AT 7:00 P.M.) MSA/City Councilor Michelle Dodge /City Councilor Robert Prinslow motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor Tyler Thomas, Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor Michelle Dodge were in favor. Meeting adjourned at 9:07 P.M.

Charles Rostocil, Mayor

ATTEST:

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

Julie Hedden
Administrative Assistant / Court Clerk
Transcribing

Check Number	Check Issue Date	Name	Description	Amount
10879	03/08/21	BlackPoint IT Services Inc	IT Services	923.17
10880	03/08/21	Branom Instrument Co.	Equip Maint/Supplies	742.50
10881	03/08/21	Bureau of Labor and Industries	Contract Fee G St and J Street Pavement Improvements	250.00
10882	03/08/21	Canby Trophies & Awards	Plaques	110.00
10883	03/08/21	Caselle Inc	Contracted Support	1,963.00
10884	03/08/21	CIT	Water	216.07
10885	03/08/21	Civil West Engineering Services Inc	Engineering Services	1,682.00
10886	03/08/21	DATAVISION	Phone/Internet	806.81
10887	03/08/21	Dryden Electric, Inc.	Electrical Work	200.00
10888	03/08/21	GW Hardware Center	Supplies	765.90
10889	03/08/21	Hattenhauer Energy Co LLC	Cardlock system - fuel	140.78
10890	03/08/21	Holliman, Steve	Training	158.45
10891	03/08/21	Hubbard Chevrolet, Inc.	Vehicle Maint	1,053.11
10892	03/08/21	Legacy Business Health Services	HEPB Vaccine	60.00
10893	03/08/21	Marc Nelson Oil Products	Equip Maint/Supplies	1,047.22
10894	03/08/21	Metcom 9-1-1	DISPATCH SERVICES 4TH QTR	22,741.72
10895	03/08/21	Net Assets Corporation	Lien Search	108.00
10896	03/08/21	Office Depot	Office Depot Supplies	512.62
10897	03/08/21	Oregon Mayors Association	DUES - Rostocil	106.00
10898	03/08/21	OVS	Equip Maint/supplies	300.46
10899	03/08/21	Pacific Office Automation	Copies	349.66
10900	03/08/21	PGE- Portland General Electric	Utilities	5,938.38
10901	03/08/21	Profectus, INC.	Janitorial Services	471.78
10902	03/08/21	Rash, Dave	Reimbursement	64.99
10903	03/08/21	Republic Services	Republic Services	1,070.94
10903	03/22/21	Beery Elsner & Hammond, LLP	Land Use - Community Development	6,791.09
10904	03/08/21	Robertson, Anschutz, Schneid & Crane LLC	Subpoena Service	31.25
10904	03/22/21	BlackPoint IT Services Inc	IT Services	490.50
10905	03/08/21	TAG - The Automation Group	TAG Services	1,718.38
10905	03/22/21	Blue to Gold, LLC	Training	440.00
10906	03/08/21	Verizon Wireless	Verizon	786.13
10906	03/22/21	Camacho, Rosalinda	Court Reimbursement Cit #52483	10.00
10907	03/08/21	Wai, Mark Carlo	Reimbursement	49.37
10907	03/22/21	CIT	Water	216.07
10908	03/08/21	Waste Connections	Shredding Service	43.87
10908	03/22/21	Fryauf, Matt	Reimbursement Disc Golf Sply	719.28
10909	03/08/21	WEX Bank	Fuel	1,480.24
10909	03/22/21	Great Western Sweeping, Inc.	Street Sweeping	2,618.00
10910	03/08/21	Willamette Valley Security, In	Security Services	269.70
10910	03/22/21	GW Hardware Center	Supplies	163.01
10911	03/08/21	Yes Graphics Printing Co. Inc.	AP checks	149.00
10911	03/22/21	I&E Construction	Refund Overpayment 2889 4th Street	203.40
10912	03/22/21	John Deer Financial	John Deer Financial	597.12
10913	03/22/21	Language Line Services	Interpreter Services	120.90
10914	03/22/21	Mid-Willamette Valley	Land Use Services	1,295.50
10915	03/22/21	NW Natural Gas	Utilities 454238-7	322.95
10916	03/22/21	OAWU	Membership Dues/Renewal	506.80
10917	03/22/21	Office Depot	Office Depot Supplies	253.17
10918	03/22/21	PGE- Portland General Electric	Utilities	2,843.89
10919	03/22/21	Royal Mechanical, LLC	Reimbursement BLD Permit 3574 Pac.Hwy, Hubbard	15.76
10920	03/22/21	Sam Cochran	Refund over payment 2629 F Street	90.00
10921	03/22/21	Sunbelt Rentals	Equipment Rental	1,320.90
10922	03/22/21	Washington Federal	INTREST - WATER BOND	47,863.47
10923	03/22/21	Waterlab Corporation	Testiing	360.00
10924	03/22/21	Wheeler, Heidi	Reimb Office Expense	18.99

Grand Totals:

113,572.30