

MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

APRIL 12, 2022

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

The Hubbard City Council will meet for a regular City Council meeting. Council and Staff will meet via Zoom. Members of the public may attend/view the meeting via telephone, electronic device, and YouTube. **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/89436861527?pwd=dnPKZ2dFZGtwbmdKd2ZsVWM0cnc3UT09>

Meeting ID: 894 3686 1527

Passcode: 774919

One tap mobile

+13462487799,,89436861527#,,,,*774919# US (Houston)

+14086380968,,89436861527#,,,,*774919# 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: 894 3686 1527

Passcode: 774919

Find your local number: <https://us02web.zoom.us/j/89436861527?pwd=dnPKZ2dFZGtwbmdKd2ZsVWM0cnc3UT09>

Live streaming: <https://www.cityofhubbard.org/livestream>

*****ACCESSIBILITY 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's 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 4/7/2022, 4:00 p.m.

Vickie L. Nogle, MMC

Director of Administration/City Recorder

HUBBARD CITY COUNCIL MEETING AGENDA
CITY HALL: (503)981-9633

APRIL 12, 2022 – 7:00 PM
LOCATION: City Council and Staff will meet at the
HUBBARD CITY HALL (3720 2ND STREET)

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

MEETING Notice: Members of the public may attend in person or attend/view via telephone, electronic device, YouTube. **Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting.** (Comments may be limited at the Mayor's discretion.)

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

- 1) **CALL TO ORDER.**
 - A) Flag Salute.
- 2) **DISCUSSION REGARDING ZONE MAP CORRECTION – City Planner Holly Byram, MWVCOG.** *(Refer Memo)*
- 3) **DISCUSSION REGARDING POTENTIAL DESIGN STANDARDS AMENDMENTS – City Planner Holly Byram, MWVCOG.** *(Refer to Memo)*
- 4) **APPROVAL OF THE FISCAL YEAR 2022-2023 BUDGET CALENDAR.**
- 5) **APPEARANCE OF INTERESTED CITIZENS.**
(Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting. Comments may be limited at the Mayor's discretion.)
<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>)
- 6) **DISCUSSION REGARDING UTILITY WORKER 1 SALARY SCHEDULE – Public Works Superintendent Mike Krebs.**
- 7) **MAYOR'S AND/OR COUNCIL'S PRESENTATIONS.**
- 8) **STAFF REPORTS.**
 - A) **Police Department**– Police Sergeant Chris Anderson.
 - B) **Hubbard Fire District** – Fire Chief Joseph Budge.
 - C) **Administrative Department**–Director of Admin/Recorder Vickie Nogle.
 - D) **Public Works Department**–Public Works Administrative Manager Melinda Olinger.

9) 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 City Council meeting minutes:

- 1. November 2, 2021, Special.**
- 2. March 8, 2022.**

B) Approval of the March 2022 Check Register Report.

C) Approval of the Marion E. Carl Veterans Memorial Application for Celebrating Veterans June 18, 2022, contingent upon receiving the required insurance documents. (*Refer to Public Works Administrative Manager report*).

D) City Council officially lifts the State of Emergency declared in Resolution No. 692-2020.

10) OTHER CITY BUSINESS.

11) ADJOURNMENT. (Next regular scheduled City Council Meeting May 10, 2022, at 7:00 p.m.)

*******ACCESSIBILITY NOTICE*******

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100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | www.mwvcog.org
T: 503.588.6177 | F: 503-588-6094 | E: mwvcog@mwvcog.org
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DATE: April 5, 2022 for the April 12, 2022 City Council meeting
TO: Mayor Rostocil and Hubbard City Council
FROM: Holly Byram, City Planner, MWVCOG
RE: **2001 Mapping Errors, G Street Properties**

SUMMARY:

Staff identified a potential mapping error that affects six properties on G Street, dating back to 2001. Staff is seeking Council direction on how to resolve this issue. This issue has not yet been discussed with any of the affected property owners. Maps are attached.

BACKGROUND:

Over the past few decades, maintenance duties for Hubbard's Zone Map and Comprehensive Plan Map have been shared or shifted between the City of Hubbard and the Mid-Willamette Valley Council of Governments (MWVCOG). In 2021, City staff worked with MWVCOG staff to develop an accurate Zone Map and Comprehensive Plan map. The task involved reviewing ordinances enacted from the year 2000 onward, to ensure accuracy of the current set of maps in consideration of all approved zone changes and map amendments in recent years. In this research, staff identified only a couple of minor corrections or updates needed. There is one issue that staff is seeking direction from the City Council on.

In 2001, Hubbard's maps were converted from black and white to full color at the same time an ordinance was adopted amending both maps. There are six (6) properties along the south side of G Street that were designated residential, and zoned either medium density or high density residential on the 2000 maps. Those properties were then designated commercial, and zoned commercial on the 20001 maps. There was no corresponding discussion or findings for the change in the ordinance document. It appears to have been a mapping error. These six properties have been designated and zoned commercial for more than 20 years. The properties are bound by Pacific Highway 99E on the west, and J Street on the east.

Of the six affected properties, five of them were developed with homes between 1961-1997. Two properties contain single-family homes. Three properties contain duplexes. There are eight residential units total. In the Commercial Zone, dwelling units are ONLY allowed "accessory to a permitted use or above a permitted use." These eight homes would not be permitted today under the current Commercial zoning. The homes are permitted to remain (grandfathered) as "non-conforming uses." The "non-conforming" use status comes with restrictions on alterations, restoration, and replacement, pursuant to HDC 3.109.

One property is vacant. It has been used in conjunction with the abutting home; however, it was recently sold as a commercial property separate from the house. The new owners have been notified that they are required to secure land use approvals prior to any use or development. It is adjacent to the commercial properties along Pacific Highway 99E.

Staff reached out to the Marion County Assessor's Office to get a statement about potential impacts to assessed property value. They have not responded. Generally assessed value is based upon what is developed, rather than the zoning.

Staff also reached out to the Oregon Department of Land Conservation and Development (DLCD) staff for technical guidance on the issue in 2021. The response received was generally that map corrections are feasible. They emphasized the importance of clear communication with the affected property owners.

WHAT IS THE FIX?

A Legislative Amendment is a Type IV action. A Legislative Amendment package could process concurrent changes to both the Comprehensive Plan Map and Zone Map. The timeline would be approximately 3-4 months.

- 35-day advance notice to DLCD
- Public notice published in the newspaper
- “Measure 56” notice mailed to the affected properties
- Brief staff report explaining the situation with findings
- Public hearing by the Planning Commission
- Public hearing by the City Council
- Ordinance to adopt the revised maps
- 21-day appeal period to LUBA
- GIS staff fixes maps

FOR COUNCIL DISCUSSION:

- Should the City reach out to the property owners to determine what their preferred zoning is? We expect that the homeowners will desire to be corrected to residential, whereas the vacant property owner will prefer to remain commercial, as they just purchased the property under this zoning, and likely have business plans for it.
- Should the City fix the mapping error on the Comprehensive Plan map and Zone Map? If so, a motion and vote by the Council is required to do so.

SUGGESTED MOTION:

I move the City Council initiate a Legislative Amendment to fix the identified mapping errors on G Street, in coordination with affected property owners.

2000

- Railroad
- City Limits
- Urban Growth Boundary
- Comprehensive Plan
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Commercial
- Industrial
- Public



2001

- Comprehensive Plan
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Commercial
- Industrial
- Public



2022





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DATE: April 5, 2022 for the April 12, 2022 City Council meeting
TO: Mayor Rostocil and Hubbard City Council
FROM: Holly Byram, City Planner, MWVCOG
RE: **Opportunities for Adoption of Design Standards**

SUMMARY:

During the recent goal-setting session, there was a Council inquiry about options for adopting design standards. General information is included below. Staff can present additional information and examples once a specific goal is identified, if desired by the Council.

BACKGROUND:

Some Oregon cities have adopted design standards for the purpose of supporting attractive, high-quality development in their communities. Below are some common applications for consideration:

- Downtown/Main Street commercial district standards. Design standards for new development in a pedestrian-scale shopping district may attract customers to park and walk, spend time, and support local businesses. Standards can address windows along the street, materials on facades, color palette, pedestrian amenities, etc.
- Highway corridor standards, can sometimes overlap with the above. Can address the most visible part of a community for pass-by vehicle traffic.
- Residential design standards. Standards for needed housing must be “clear and objective.” One method is for new houses to incorporate at least X number of design features from a list of options.
- Historic design standards. Could be applied to either listed properties or a district. Unknown how many properties would qualify in Hubbard. Official listing in the State or National Registry could have benefits of potential grant funds, but also could restrict options for property improvements, making them more expensive. Consultation with the Oregon State Historic Preservation Office (SHPO) may be required.
- Community architectural themes based upon a historic period or place. Well-known examples include: Mt. Angel, Sisters, Leavenworth, etc. Can overlap with above historic standards or be completely fabricated.
- Public rights-of-way design standards. These address improvements within the public right-of-way in a district, not on private property. Standards might address width of sidewalks, specific design of streetlights, benches, fountains, bump outs, etc. They would supersede regular Public Works Design Standards in a given district.

WHAT COULD IMPLEMENTATION LOOK LIKE?

Adoption of a new overlay district or modification to an existing zone would require a Legislative Amendment process. This is a Type IV action, which could take 6-12 months, depending upon the scope. The process might include the following steps:

- Depending upon the goal, consultation with architect or design professional
- Outreach to business owners and/or homeowners
- Public open houses and/or online forums for feedback
- Joint Planning Commission and City Council work sessions
- 35-day advance notice to DLCD
- Public notice published in the newspaper
- “Measure 56” notice mailed to all affected properties
- Staff report with findings
- Public hearing by the Planning Commission
- Public hearing by the City Council
- Ordinance to adopt the new standards
- 21-day appeal period to LUBA
- GIS staff time to add overlay to maps if needed
- Updates to Development Code document

Note: The adoption of new design standards is not usually retroactive. No existing buildings would be required to comply with the new standards unless significantly remodeled/expanded. Standards would apply to new development, and/or by other triggers explicitly detailed by the City Council in the standards.

FOR COUNCIL DISCUSSION:

- Should the City research design standard options for Hubbard? If so, what are the goals?

CITY OF HUBBARD
2022-2023 Budget Calendar

<u>ORS Requirement</u>	<u>City Timeline / Due Dates</u>	<u>City Process</u>
ORS 294.331 Appoint Budget Officer	4/5/22	Appoint acting Budget Officer at Council Meeting
ORS 294.426 Prepare Proposed Budget	4/25/22	Budget worksheets to Department Heads
ORS 294.426 Prepare Proposed Budget	5/10/22	Department heads return completed budget request forms to budget officer
ORS 294.401 Publish Notice of Budget Committee Meeting	5/2/22	Submit budget committee meeting notice for publication on 5/2/22 and update website with Public Notice listed. The publication date should list the first date of the actual meeting and any additional dates if necessary. Publish no later than 5/21/22.
ORS 294.426 Budget Committee Meets	5/31/22 6:30PM	Committee first meets to receive the 2022-23 budget message and budget presentation of the proposed budget. Proposed budget will be on file in the city office by this date. Budget Committee hears public comments on state shared revenues during budget committee process.
ORS 294.426 Budget Committee Meets	6/1/22 6:30PM	Committee second meeting if necessary. Additional meeting dates may be scheduled if needed. When the Budget Committee is satisfied with the budget, including any additions or deletions, it is approved and forwarded to City Council.
ORS 294.428 Approve Budget		When the Budget Committee is satisfied with the budget, including any additions or deletions, it is approved and forwarded to City Council.
ORS 294.448 Publish Budget Summary & Notice of Budget Hearing	6/2/22	LB-1 - Submit newspaper publication of financial summary, notice of budget hearing, & state shared revenue hearing by council. Publish no later than 06/8/22.
ORS 294.453 Budget Hearing/Public Hearing on State Shared Rev	6/14/22 6:30PM	Council holds public hearing on the approved budget. Council holds public hearing on State Shared Revenue. The council adopts the budget.
ORS 294.456	6/14/22 6:30PM	Adopt budget, make appropriations, impose taxes and categorize taxes.
ORS 294.458 Submit Tax Certification Document to Assessor	6/28/22	Submit State Shared Revenue resolution and forms by 6/30/2021.
ORS 294.458 Submit Tax Certification Document to Assessor	6/28/22	Submit LB50 and copies of adopted budget to Assessor's office no later than 7/15 each year. Submit copies to county clerk no later than 9/30 each year.

Updated as of April 6, 2022



Chief's Report

"Committed to our community"

TO: Mayor and City Council Members

FROM: David J. Rash, Chief of Police

DATE: April 6, 2022

RE: April 2022 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 2022**

Officer Bentley made a case on a burglary we took in January from one of our storage facilities. The victim found some of his items on Facebook Marketplace. Officer Bentley's investigation lead to an address in Keizer. Officer Bentley wrote a search warrant and along with members of our department and the Keizer Police Department, we were able to locate several items from our burglary and made two arrests.

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

- **Accreditation Update:**

We have been approved for re-accreditation and will receive our award at the Oregon Association Chiefs of Police Annual Conference on April 14. I can't go on enough about the work Administrative Assistant Molly Schwartz did so we could maintain our Accreditation through the Oregon

Accreditation Alliance. She worked diligently and was very thorough in her work. This was obvious as our department only had a couple of minor adjustments to a couple of standards. Great Job Molly!

- **Hiring/Personnel**

On April 1, 2022, Officer Chris Davis started with our agency. He was officially sworn in on April 4, 2022 and started his field training on Saturday April 9, 2022. Welcome aboard Officer Davis!

- **Community Outreach**

National Night Out is on Tuesday, August 2, 2022 at 6:00 p.m. Please contact Police Administrative Assistant Molly Schwarz if you would like to host an event. mschwartz@cityofhubbard.org or 503-981-8738

- **Traffic Complaints/Enforcement**

This is a reminder to contact the police department on traffic complaints and we will respond accordingly.

This month is distracted driver enforcement month. The Hubbard Police Department will be utilizing grant money from ODOT to participate in the enforcement of distracted drivers.

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 4, 2022
RE: March 2022 Statistics

Adult and Juvenile Arrests:	10
Citations Issued:	46
Towed Vehicles:	3
Calls for service:	303

HPD Calls for Service Mar-22	
Call Type	Total
Alarm - Burg	2
Animal Complaint	8
Area Check	40
Assist - Fire	2
Assist - Police	7
Assist - Public	44
Attempt to Locate	10
Bar Check	2
Civil Situation	2
Crash - Hit and Run	1
Crash - Non Injury	1
DHS	9
Disturbance	5
DUII	1
EDP	7
Extra Patrol	2
Family Disturbance	1
FIR	4
Follow Up	5
Foot Patrol	1
Forgery	1
Harassment - Verbal/Phone	1
Illegal Camping	1
Info	1
Insecure Premise	2
Intoxicated Subject	1
Man With Gun	1
Missing Child/Elder	1
Noise Complaint	4
Ordinance - Aban MV	1
Ordinance - Other	9
Parking Violation	4
Property Lost/Found	1
Radar	2
Reckless Driving	5
Restraining Order Violation	3
Sex Offense	2
Stolen Vehicle	1
Suspicious Activity	6
Suspicious Person/Vehicle	10
Theft - Other	2
Traffic Stop	76
Trespass	3
Vandalism	1

Warrant Service	5
Welfare Check	5
Total	372

DIRECTOR OF ADMINISTRATION/ CITY RECORDER MONTHLY REPORT



To: CITY COUNCIL
From: VICKIE NOGLE, MMC, Director of Administration/City Recorder
Date: APRIL 7, 2022
RE: REPORT FOR APRIL 12, 2022, CITY COUNCIL MEETING

ELECTIONS

The Mayor and two Council positions (Councilor Prinslow and Councilor Yonally) will be open for the General Election held November 8, 2022. The Mayor shall be elected for a term of two years, and the two Councilors shall be elected for a term of four years. The first day for local candidates to file declaration of candidacy or nominating petition is **June 1, 2022**. You may obtain more information from the Secretary of State's Elections website at: <http://sos.oregon.gov/elections/Pages/default.aspx>.

ARPA FUNDS - UTILITY ASSIST/VULNERABLE & LOW-INCOME FAMILIES

The program I mentioned at the March meeting is called the LIHWA (Low Income Household Water Assistance) program for water and wastewater utility assistance that benefit residents impacted by the pandemic and struggling with their water/wastewater utility payments is funded separately through the state. The City would not be able to use its own ARPA funds for this program.

The LIHWA program is brand new (started 3/16/22) and designed for Water/Wastewater/Stormwater. It does not cover electricity charges but Community Action Energy Services has other funding for energy.

If Hubbard is interested in being a participating vendor for LIHWA, we would need to provide a signed Vendor Agreement form and supply contact information so they can provide payment to accounts. Once Hubbard is a participating vendor, our community members would be able to apply with their agency for assistance. Community members would be asked to provide documentation such as ID's, Socials, Income, and copies of their bills (both water and energy if they want assistance for both). The income guidelines for eligibility is 60% of the State Median Income. See chart below.

Household Unit Size	Annual Gross Income*	Monthly Gross Income*
1	\$29,334	\$2,445.33
2	\$38,373	\$3,197.75
3	\$47,402	\$3,950.17
4	\$56,430	\$4,702.50
5	\$65,459	\$5,454.92
6	\$74,488	\$6,207.33
7	\$76,181	\$6,348.42
8	\$77,874	\$6,489.50
9	\$79,567	\$6,630.58
10	\$81,260	\$6,771.67
11	\$82,953	\$6,912.75
12	\$84,645	\$7,053.75
Each Additional Member	\$1,692	\$141.00
* Gross Income means all household income before any deductions		

Clients can apply by mail and in person. They can also call them to have applications emailed to them.

Please let me know if you are interested in the program and I can have Michelle from Community Action Energy Services attend a future meeting.

We are still researching the ARPA fund programs for Utility Assistance for Vulnerable & Low Income Families and hope that we will have more information at the next City Council meeting.

Tanya Moffit is also scheduled to attend the meeting to provide additional information regarding all of the ARPA funds and discuss distributing those funds.

PLANNING COMMISSION MEETING

The April 19, 2022 Planning Commission meeting has been cancelled. The next regular scheduled meeting is May 17, 2022.

NEWSLETTER

Please submit your information for the Newsletter no later than **April 14, 2021**. You can submit them in writing or e-mail the Administrative Assistant/Court Clerk Julie Hedden at jhedden@cityofubbard.org.

BUILDING PERMITS

0 building permit applications have been submitted March 2022.

CITY OF HUBBARD
COMBINED CASH INVESTMENT
MARCH 31, 2022

COMBINED CASH ACCOUNTS

999-000-1005	CASH - COLUMBIA BANK	(65,558.48)
999-000-1010	CASH - XPRESS DEPOSIT ACCOUNT		74,858.00
999-000-1011	LGIP		7,096,892.10
999-000-1012	CASH CLEARING - UTILITIES	(166.68)
	TOTAL COMBINED CASH		7,106,024.94
999-000-1001	CASH ALLOCATED TO OTHER FUNDS	(7,106,024.94)
	TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

100	ALLOCATION TO GENERAL FUND		2,091,188.62
121	ALLOCATION TO STREET FUND		158,774.91
122	ALLOCATION TO STREET CONSTRUCTION FUND		374,082.24
123	ALLOCATION TO RESERVE FUND		85,104.62
125	ALLOCATION TO PARK IMPROVEMENT FUND		381,612.15
201	ALLOCATION TO SEWER UTILITY FUND		465,816.26
202	ALLOCATION TO SEWER CONSTRUCTION FUND		1,832,599.75
203	ALLOCATION TO SEWER BOND FUND		13,493.44
205	ALLOCATION TO WATER UTILITY FUND		694,946.13
206	ALLOCATION TO WATER CONSTRUCTION FUND		1,116,254.46
207	ALLOCATION TO WATER BOND FUND	(107,847.64)
	TOTAL ALLOCATIONS TO OTHER FUNDS		7,106,024.94
	ALLOCATION FROM 999-000-1001	(7,106,024.94)
	ZERO PROOF IF ALLOCATIONS BALANCE		.00

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2022

GENERAL FUND

ASSETS

100-000-1001	CASH IN COMBINED CASH FUND	2,091,188.62	
100-000-1012	PETTY CASH	50.00	
100-000-1013	CASH ON HAND	200.00	
100-000-1113	ACCOUNTS RECEIVABLE	(65.00)	
	TOTAL ASSETS		2,091,373.62

LIABILITIES AND EQUITY

LIABILITIES

100-000-2010	CASH RECEIPT CLEARING	(250.56)	
100-000-2022	STATE TAX WITHHOLDING	(18.28)	
100-000-2032	SCHOOL EXISE TAX	2,259.84	
100-000-2276	STATE ASSESSMENT	1,775.24	
100-000-2277	DEPOSITS - UNITARY	37.00	
100-000-2278	DEPOSITS - LEMLA	2.00	
100-000-2279	DEPOSITS - OJD	5.00	
100-000-2280	DEPOSITS - MARION	1,648.72	
100-000-2281	DEPOSITS - LAND USE	19,175.05	
	TOTAL LIABILITIES		24,634.01

FUND EQUITY

100-000-2520	BEG FUND BALANCE	1,519,703.98	
100-000-2530	FUND BALANCE	(1,519,703.28)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	2,066,738.91	
	BALANCE - CURRENT DATE	2,066,738.91	
	TOTAL FUND EQUITY		2,066,739.61
	TOTAL LIABILITIES AND EQUITY		2,091,373.62

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES AND FRANCHISE FEES</u>					
100-300-3111	PROPERTY TAXES	.00	948,255.31	942,450.00 (5,805.31) 100.6
100-300-3112	DELINQ PROP TAXES	.00	15,557.19	20,000.00	4,442.81 77.8
100-300-3180	FF-ALL OTHER	.00	50.00	10.00 (40.00) 500.0
100-300-3181	FF-PGE	.00	18,045.88	110,000.00	91,954.12 16.4
100-300-3182	FF-QWEST	.00	2,936.42	3,000.00	63.58 97.9
100-300-3183	FF-NW NATURAL	.00	16,207.93	20,000.00	3,792.07 81.0
100-300-3184	FF-WAVE	.00	5,567.56	8,000.00	2,432.44 69.6
100-300-3185	FF-REPUBLIC SERVICES	.00	33,576.14	40,000.00	6,423.86 83.9
100-300-3186	FF-DATAVISION	.00	915.98	1,200.00	284.02 76.3
100-300-3301	REVENUE SHARING	.00	23,023.63	20,000.00 (3,023.63) 115.1
100-300-3302	CIG TAX	.00	1,786.91	3,000.00	1,213.09 59.6
100-300-3303	OLCC TAX	2,852.39	49,684.16	60,000.00	10,315.84 82.8
100-300-3305	MARIJUANA TAX - STATE	.00	1,770.01	35,000.00	33,229.99 5.1
100-300-3306	MARIJUANA TAX - LOCAL	.00	21,579.05	35,000.00	13,420.95 61.7
100-300-3415	GENERAL SERVICE FE	21,929.93	117,523.04	150,000.00	32,476.96 78.4
100-300-3601	MISCELLANEOUS REVENUE	2,121.97	10,962.91	300.00 (10,662.91) 3654.3
100-300-3611	INTEREST INCOME	.00	5,242.24	32,000.00	26,757.76 16.4
TOTAL TAXES AND FRANCHISE FEES		26,904.29	1,272,684.36	1,479,960.00	207,275.64 86.0
<u>MISC REVENUE</u>					
100-301-3211	BUSINESS REGISTRATION	.00	5,250.00	5,300.00	50.00 99.1
100-301-3225	FOOD CARTS	.00	.00	250.00	250.00 .0
100-301-3230	DONATIONS - CENTENNIAL FENCE	.00	5,000.00	.00 (5,000.00) .0
100-301-3401	LIEN SEARCH	210.00	1,500.00	3,000.00	1,500.00 50.0
100-301-3402	BUSINESS OLCC FEE	30.00	150.00	255.00	105.00 58.8
TOTAL MISC REVENUE		240.00	11,900.00	8,805.00 (3,095.00) 135.2
<u>POLICE REVENUE</u>					
100-302-3341	SEAT BELT GRANT	.00	3,827.29	2,000.00 (1,827.29) 191.4
100-302-3342	OACP GRANT DUII	.00	4,434.21	2,000.00 (2,434.21) 221.7
100-302-3346	BVP REIMB GRANT	.00	.00	1,000.00	1,000.00 .0
100-302-3348	SPEED ENFORCEMENT GRANT	.00	1,976.26	2,000.00	23.74 98.8
100-302-3351	PED. ENF. GRANT	.00	.00	2,000.00	2,000.00 .0
100-302-3357	DISTRACTED DRIVING	.00	.00	2,000.00	2,000.00 .0
100-302-3401	FINGERPRINTS	210.00	1,510.00	800.00 (710.00) 188.8
100-302-3402	VEHICLE IMPOUND	150.00	1,200.00	5,000.00	3,800.00 24.0
100-302-3403	POLICE REPORTS	235.00	660.00	1,000.00	340.00 66.0
100-302-3404	SALE OF SURP PROP	.00	220.63	.00 (220.63) .0
100-302-3510	ARPA CORONAVIRUS GRANT	.00	396,475.13	.00 (396,475.13) .0
100-302-3601	MISCELLANEOUS REVENUE	817.50	4,763.66	500.00 (4,263.66) 952.7
100-302-3644	PD TRAINING REV	55.00	1,085.00	1,500.00	415.00 72.3
TOTAL POLICE REVENUE		1,467.50	416,152.18	19,800.00 (396,352.18) 2101.8

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>MUNICIPAL COURT REVENUE</u>					
100-303-3401	MUNICIPAL COURT	3,469.34	64,929.82	68,000.00	3,070.18	95.5
100-303-3402	MARION COUNTY COURT	440.18	8,847.27	14,000.00	5,152.73	63.2
100-303-3403	STATE COURT FINES	.00	5,255.43	10,000.00	4,744.57	52.6
100-303-3405	TEMP OFFENSE SURCH	.00	45.00	300.00	255.00	15.0
100-303-3611	COLLECTIONS INTERE	35.33	7,614.43	4,700.00	(2,914.43)	162.0
	TOTAL MUNICIPAL COURT REVENUE	3,944.85	86,691.95	97,000.00	10,308.05	89.4
	<u>MISCELLANEOUS REVENUE PARKS</u>					
100-304-3601	MISCELLANEOUS REVENUE PARKS	.00	4,733.54	400.00	(4,333.54)	1183.4
	TOTAL SOURCE 304	.00	4,733.54	400.00	(4,333.54)	1183.4
	<u>COMMUNITY DEV REVENUE</u>					
100-305-3305	SCHOOL EXCISE REVE	.00	210.52	500.00	289.48	42.1
100-305-3350	ECO DEV COMMUNITY PROJECT GRAN	.00	15,000.00	15,000.00	.00	100.0
100-305-3401	LAND USE FEES	3,825.00	5,415.00	35,000.00	29,585.00	15.5
100-305-3402	BUILDING PERMITS	.00	7,208.72	24,000.00	16,791.28	30.0
	TOTAL COMMUNITY DEV REVENUE	3,825.00	27,834.24	74,500.00	46,665.76	37.4
	<u>TRANSFERS IN</u>					
100-391-3910	TRANSFER IN -WATER	.00	.00	24,031.00	24,031.00	.0
100-391-3912	TRANSFER IN SEWER	.00	.00	24,000.00	24,000.00	.0
100-391-3914	TRANSFER IN- SDC A	.00	.00	4,324.00	4,324.00	.0
100-391-3920	TRANS IN - OP OH	.00	.00	97,277.00	97,277.00	.0
	TOTAL TRANSFERS IN	.00	.00	149,632.00	149,632.00	.0
	<u>FUND BALANCE</u>					
100-399-9999	BEGINNING FUND BALANCE	.00	1,519,703.28	1,372,163.00	(147,540.28)	110.8
	TOTAL FUND BALANCE	.00	1,519,703.28	1,372,163.00	(147,540.28)	110.8
	TOTAL FUND REVENUE	36,381.64	3,339,699.55	3,202,260.00	(137,439.55)	104.3

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>						
100-410-1101	DIRECTOR OF ADMIN/RECORDER	3,077.82	28,080.02	38,900.00	10,819.98	72.2
100-410-1105	ADMIN ASSISTANT/COURT CLERK	494.16	4,447.44	5,900.00	1,452.56	75.4
100-410-1120	CITY MANAGER	.00	.00	38,000.00	38,000.00	.0
100-410-1212	OVERTIME	.00	.00	2,400.00	2,400.00	.0
100-410-4110	EB-MEDICAL & DENTAL	757.46	4,507.48	18,300.00	13,792.52	24.6
100-410-4120	EB-INSURANCE (LIFE & DISAB)	5.91	69.21	100.00	30.79	69.2
100-410-4150	EB-EMPLOYER TAXES	273.26	2,720.60	6,500.00	3,779.40	41.9
100-410-4170	EB-PERS	1,185.08	10,795.05	26,200.00	15,404.95	41.2
100-410-4190	EB-WORKERS COMP	.00	51.31	100.00	48.69	51.3
100-410-5100	PROFESSIONAL SERVICES	3,311.38	38,473.82	44,250.00	5,776.18	87.0
100-410-5200	CONTRACTED SUPPORT	.00	.00	200.00	200.00	.0
100-410-5300	OPERATIONAL SUPPLIES	.00	12.00	200.00	188.00	6.0
100-410-6100	BUILDING MAINT & SUPPLIES	279.84	1,877.53	3,600.00	1,722.47	52.2
100-410-6200	RENTALS AND LEASES	75.62	1,086.48	1,800.00	713.52	60.4
100-410-6300	INSURANCE	.00	4,474.07	4,900.00	425.93	91.3
100-410-6400	ADVERTISING & RECRUITMENT	.00	.00	1,000.00	1,000.00	.0
100-410-6500	LEARNING, DUES & MEMBERSHIPS	.00	3,954.17	11,700.00	7,745.83	33.8
100-410-6600	OFFICE SUPPLIES & MISC EXPENSE	89.86	3,723.94	8,050.00	4,326.06	46.3
100-410-6700	EQUIP MAINT & SUPPLIES	.00	2,236.58	5,500.00	3,263.42	40.7
100-410-6900	UTILITIES	476.15	4,386.22	6,050.00	1,663.78	72.5
TOTAL ADMINISTRATION		10,026.54	110,895.92	223,650.00	112,754.08	49.6
<u>COURT</u>						
100-412-1101	DIRECTOR OF ADMIN/RECORDER	341.98	3,119.96	4,300.00	1,180.04	72.6
100-412-1105	ADMIN ASSISTANT/COURT CLERK	1,647.20	14,824.80	19,800.00	4,975.20	74.9
100-412-1120	CITY MANAGER	.00	.00	2,300.00	2,300.00	.0
100-412-1212	OVERTIME	.00	.00	300.00	300.00	.0
100-412-4110	EB-MEDICAL & DENTAL	393.53	3,543.04	5,300.00	1,756.96	66.9
100-412-4120	EB-INSURANCE (LIFE & DISAB)	3.70	35.97	100.00	64.03	36.0
100-412-4150	EB-EMPLOYER TAXES	152.16	1,377.97	2,000.00	622.03	68.9
100-412-4170	EB-PERS	573.40	5,174.92	7,700.00	2,525.08	67.2
100-412-4190	EB-WORKERS COMP	.00	14.00	.00	(14.00)	.0
100-412-5100	PROFESSIONAL SERVICES	352.62	6,764.07	13,860.00	7,095.93	48.8
100-412-5300	OPERATIONAL SUPPLIES	.00	.00	50.00	50.00	.0
100-412-6100	BUILDING MAINT & SUPPLIES	27.52	217.97	570.00	352.03	38.2
100-412-6200	RENTALS AND LEASES	17.29	209.06	470.00	260.94	44.5
100-412-6300	INSURANCE	.00	1,011.65	1,100.00	88.35	92.0
100-412-6400	ADVERTISING & RECRUITMENT	.00	.00	100.00	100.00	.0
100-412-6500	LEARNING, DUES & MEMBERSHIPS	.00	.00	2,070.00	2,070.00	.0
100-412-6600	OFFICE SUPPLIES & MISC EXPENSE	14.02	767.20	2,400.00	1,632.80	32.0
100-412-6700	EQUIP MAINT & SUPPLIES	.00	72.65	700.00	627.35	10.4
100-412-6900	UTILITIES	119.34	1,091.50	1,460.00	368.50	74.8
TOTAL COURT		3,642.76	38,224.76	64,580.00	26,355.24	59.2

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>						
100-413-5100	PROFESSIONAL SERVICES	180.00	3,015.36	15,000.00	11,984.64	20.1
100-413-5300	OPERATIONAL SUPPLIES	164.90	595.50	3,500.00	2,904.50	17.0
100-413-6500	DUES, EDUCATION & LEARNING	.00	.00	1,000.00	1,000.00	.0
100-413-6600	OFFICE SUPPLIES & MISC EXPENSE	.00	.00	450.00	450.00	.0
	TOTAL COUNCIL	344.90	3,610.86	19,950.00	16,339.14	18.1
<u>COMMUNITY DEVELOPMENT</u>						
100-419-1101	CITY RECORDER	683.96	6,240.01	8,600.00	2,359.99	72.6
100-419-1104	PUBLIC WORKS SUPERINTENDENT	.00	.00	4,000.00	4,000.00	.0
100-419-1105	ADMINISTRATIVE ASSISTANT	329.42	2,964.78	.00	(2,964.78)	.0
100-419-1120	CITY MANAGER	.00	.00	2,300.00	2,300.00	.0
100-419-1212	OVERTIME	.00	.00	300.00	300.00	.0
100-419-4110	EB-MEDICAL & DENTAL	210.99	1,899.56	3,100.00	1,200.44	61.3
100-419-4120	EB-INSURANCE (LIFE & DISAB)	1.73	20.36	.00	(20.36)	.0
100-419-4150	EB-EMPLOYER TAXES	77.52	704.20	1,200.00	495.80	58.7
100-419-4170	EB-PERS	324.26	2,947.14	4,800.00	1,852.86	61.4
100-419-4190	EB-WORKERS COMP	.00	8.00	.00	(8.00)	.0
100-419-5100	PROFESSIONAL SERVICES	1,657.79	12,311.42	22,500.00	10,188.58	54.7
100-419-5400	INTERGOVERNMENTAL SE	2,318.58	29,393.22	35,220.00	5,826.78	83.5
100-419-5500	PROGRAM & GRANT EXPENSES	.00	8,030.00	45,000.00	36,970.00	17.8
100-419-5501	PROGRAM EXPENSES - FARMERS MKT	.00	.00	750.00	750.00	.0
100-419-6500	LEARNING, DUES & MEMBERSHIPS	.00	2,021.00	2,350.00	329.00	86.0
	TOTAL COMMUNITY DEVELOPMENT	5,604.25	66,539.69	130,120.00	63,580.31	51.1

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
100-421-1100 SALARIES AND WAGES	4,803.28	42,865.84	.00	(42,865.84)	.0
100-421-1101 DIRECTOR OF ADMIN/RECORDER	547.16	4,992.00	6,900.00	1,908.00	72.4
100-421-1103 CHIEF OF POLICE	8,770.28	78,932.52	106,000.00	27,067.48	74.5
100-421-1105 ADMININSTRATIVE ASSISTANT	4,282.72	38,544.48	51,400.00	12,855.52	75.0
100-421-1106 POLICE OFFICERS	20,101.21	213,223.35	340,600.00	127,376.65	62.6
100-421-1120 CITY MANAGER	.00	.00	6,900.00	6,900.00	.0
100-421-1212 OVERTIME	.00	.00	20,300.00	20,300.00	.0
100-421-4110 EB-MEDICAL & DENTAL	13,990.24	128,845.79	171,700.00	42,854.21	75.0
100-421-4120 EB-INSURANCE (LIFE & DISAB)	60.47	773.34	1,000.00	226.66	77.3
100-421-4150 EB-EMPLOYER TAXES	2,945.60	29,017.62	40,500.00	11,482.38	71.7
100-421-4170 EB-PERS	11,959.48	116,529.84	171,500.00	54,970.16	68.0
100-421-4190 EB-WORKERS COMP	.00	8,005.93	8,200.00	194.07	97.6
100-421-5100 PROFESSIONAL SERVICES	3,826.73	23,753.73	26,200.00	2,446.27	90.7
100-421-5200 CONTRACTED SUPPORT	403.40	1,209.50	7,500.00	6,290.50	16.1
100-421-5300 OPERATIONAL SUPPLIES	9.25	5,966.15	10,000.00	4,033.85	59.7
100-421-5400 INTERGOVERNMENTAL	23,207.39	103,508.06	117,000.00	13,491.94	88.5
100-421-5500 PROGRAM & GRANT EXPENSES	.00	(61.77)	10,000.00	10,061.77	(.6)
100-421-6100 BUILDING MAINT & SUPPLIES	290.32	2,792.59	5,000.00	2,207.41	55.9
100-421-6200 RENTALS AND LEASES	211.15	44,556.42	48,500.00	3,943.58	91.9
100-421-6300 INSURANCE	.00	22,497.34	22,300.00	(197.34)	100.9
100-421-6400 ADVERTISING & RECRUITMENT	.00	.00	2,000.00	2,000.00	.0
100-421-6500 LEARNING, DUES & MEMBERSHIPS	3,216.15	8,171.37	13,500.00	5,328.63	60.5
100-421-6600 OFFICE SUPPLIES & MISC EXPENSE	109.35	2,587.27	5,500.00	2,912.73	47.0
100-421-6700 EQUIP MAINT & SUPPLIES	3,417.90	23,541.88	50,000.00	26,458.12	47.1
100-421-6800 UNIFORMS	.00	1,554.64	6,000.00	4,445.36	25.9
100-421-6900 UTILITIES	972.40	9,027.25	13,000.00	3,972.75	69.4
TOTAL POLICE	103,124.48	910,835.14	1,261,500.00	350,664.86	72.2

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PARKS</u>					
100-452-1101	DIRECTOR OF ADMIN/RECORDER	136.82	1,248.10	1,700.00	451.90	73.4
100-452-1104	PUBLIC WORKS SUPERINTENDENT	1,107.22	9,820.21	14,500.00	4,679.79	67.7
100-452-1105	ADMINISTRATIVE ASSISTANT	1,458.76	13,416.65	17,800.00	4,383.35	75.4
100-452-1107	UTILITY WORKER 1	1,450.68	24,974.59	17,800.00	(7,174.59)	140.3
100-452-1108	PW ADMIN ASSISTANT	491.10	4,505.90	5,800.00	1,294.10	77.7
100-452-1109	PW MAINTENANCE PT	.00	.00	15,500.00	15,500.00	.0
100-452-1113	PT OFFICE ASSISTANT	625.63	2,725.98	6,400.00	3,674.02	42.6
100-452-1120	CITY MANAGER	.00	.00	2,300.00	2,300.00	.0
100-452-1212	OVERTIME	.00	.00	2,300.00	2,300.00	.0
100-452-4110	EB-MEDICAL & DENTAL	1,347.47	15,661.34	22,800.00	7,138.66	68.7
100-452-4120	EB-INSURANCE (LIFE & DISAB)	7.07	101.68	100.00	(1.68)	101.7
100-452-4150	EB-EMPLOYER TAXES	403.17	4,340.36	6,400.00	2,059.64	67.8
100-452-4170	EB-PERS	1,458.95	17,097.46	26,700.00	9,602.54	64.0
100-452-4190	EB-WORKERS COMP	.00	1,100.03	1,100.00	(.03)	100.0
100-452-5100	PROFESSIONAL SERVICES	361.52	2,378.28	4,800.00	2,421.72	49.6
100-452-5200	CONTRACTED SUPPORT	.00	37.48	400.00	362.52	9.4
100-452-5300	OPERATIONAL SUPPLIES	512.68	16,433.40	17,000.00	566.60	96.7
100-452-5500	PROGRAM & GRANT EXPENSES	.00	9,450.00	.00	(9,450.00)	.0
100-452-6100	BUILDING MAINT & SUPPLIES	808.92	2,207.89	8,100.00	5,892.11	27.3
100-452-6200	RENTALS AND LEASES	10.80	253.33	900.00	646.67	28.2
100-452-6300	INSURANCE	.00	5,172.20	5,000.00	(172.20)	103.4
100-452-6400	ADVERTISING & RECRUITMENT	.00	54.75	100.00	45.25	54.8
100-452-6500	LEARNING, DUES & MEMBERSHIPS	.00	748.81	1,100.00	351.19	68.1
100-452-6600	OFFICE SUPPLIES & MISC EXPENSE	40.84	669.60	1,600.00	930.40	41.9
100-452-6700	EQUIP MAINT & SUPPLIES	333.24	6,439.35	21,500.00	15,060.65	30.0
100-452-6800	UNIFORMS	.00	151.70	500.00	348.30	30.3
100-452-6900	UTILITIES	1,070.53	8,666.70	11,300.00	2,633.30	76.7
	TOTAL PARKS	11,625.40	147,655.79	213,500.00	65,844.21	69.2
	<u>TRANSFER OUT</u>					
100-491-8003	TRANS TO RESERVE FUND	.00	.00	6,500.00	6,500.00	.0
	TOTAL TRANSFER OUT	.00	.00	6,500.00	6,500.00	.0
	<u>CONTINGENCY</u>					
100-900-9900	CONTINGENCY	.00	.00	345,313.00	345,313.00	.0
100-900-9990	RESERVE FUTURE EXPENDITURES	.00	.00	662,147.00	662,147.00	.0
100-900-9995	UNAPPR. ENDING FUND BALANCES	.00	.00	275,000.00	275,000.00	.0
	TOTAL CONTINGENCY	.00	.00	1,282,460.00	1,282,460.00	.0
	TOTAL FUND EXPENDITURES	134,368.33	1,277,762.16	3,202,260.00	1,924,497.84	39.9

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(97,986.69)	2,061,937.39	.00	(2,061,937.39)	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2022

STREET FUND

ASSETS

121-000-1001	CASH IN COMBINED CASH FUND	158,774.91	
	TOTAL ASSETS		158,774.91

LIABILITIES AND EQUITY

LIABILITIES

121-000-2022	STATE TAX WITHHOLDING	(4.07)	
	TOTAL LIABILITIES		(4.07)

FUND EQUITY

121-000-2520	BEG FUND BALANCE	132,672.41	
121-000-2530	FUND BALANCE	(132,672.41)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	158,778.98	
	BALANCE - CURRENT DATE	158,778.98	
	TOTAL FUND EQUITY		158,778.98
	TOTAL LIABILITIES AND EQUITY		158,774.91

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>STREET FUND REVENUE</u>					
121-300-3190	GAS TAX	.00	118,286.43	186,071.00	67,784.57	63.6
121-300-3407	TRANSPORTATION UTILITY	15,245.38	81,697.46	100,000.00	18,302.54	81.7
121-300-3408	ROW PERMITS	.00	2,115.00	1,100.00	(1,015.00)	192.3
121-300-3601	MISCELLANEOUS REVENUE	.00	242.20	100.00	(142.20)	242.2
121-300-3611	INTEREST INCOME	.00	388.80	5,000.00	4,611.20	7.8
	<u>TOTAL STREET FUND REVENUE</u>	<u>15,245.38</u>	<u>202,729.89</u>	<u>292,271.00</u>	<u>89,541.11</u>	<u>69.4</u>
	<u>FUND BALANCE</u>					
121-399-9999	BEGINNING FUND BALANCE	.00	132,672.41	92,751.00	(39,921.41)	143.0
	<u>TOTAL FUND BALANCE</u>	<u>.00</u>	<u>132,672.41</u>	<u>92,751.00</u>	<u>(39,921.41)</u>	<u>143.0</u>
	<u>TOTAL FUND REVENUE</u>	<u>15,245.38</u>	<u>335,402.30</u>	<u>385,022.00</u>	<u>49,619.70</u>	<u>87.1</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET FUND EXP</u>					
121-431-1101 DIRECTOR OF ADMIN/RECORDER	683.96	6,240.01	8,600.00	2,359.99	72.6
121-431-1102 FINANCE DIRECTOR	.00	.00	17,300.00	17,300.00	.0
121-431-1104 PUBLIC WORKS SUPERINTENDENT	1,550.13	13,748.42	20,300.00	6,551.58	67.7
121-431-1105 ADMINISTRATIVE ASSISTANT	1,870.54	17,122.67	22,700.00	5,577.33	75.4
121-431-1107 UTILITY WORKER 1	362.66	9,290.42	9,600.00	309.58	96.8
121-431-1108 PW ADMIN ASSISTANT	736.64	5,702.46	8,800.00	3,097.54	64.8
121-431-1113 PT OFFICE ASSISTANT	625.63	2,725.98	6,400.00	3,674.02	42.6
121-431-1212 OVERTIME	.00	.00	3,000.00	3,000.00	.0
121-431-4110 EB-MEDICAL & DENTAL	1,489.83	14,590.02	24,100.00	9,509.98	60.5
121-431-4120 EB-INSURANCE (LIFE & DISAB)	8.05	99.90	200.00	100.10	50.0
121-431-4150 EB-EMPLOYER TAXES	445.98	4,208.80	7,400.00	3,191.20	56.9
121-431-4170 EB-PERS	1,676.56	17,144.10	30,200.00	13,055.90	56.8
121-431-4190 EB-WORKERS COMP	.00	1,426.04	800.00	(626.04)	178.3
121-431-5100 PROFESSIONAL SERVICES	970.28	7,569.86	10,100.00	2,530.14	75.0
121-431-5200 CONTRACTED SUPPORT	2,420.00	24,084.78	33,000.00	8,915.22	73.0
121-431-5300 OPERATIONAL SUPPLIES	.00	83.12	400.00	316.88	20.8
121-431-5500 PROGRAM & GRANT EXPENSES	83.12	5,441.48	11,200.00	5,758.52	48.6
121-431-6100 BUILDING MAINT & SUPPLIES	55.13	756.74	5,800.00	5,043.26	13.1
121-431-6200 RENTALS AND LEASES	8.64	233.93	800.00	566.07	29.2
121-431-6300 INSURANCE	.00	4,364.86	4,300.00	(64.86)	101.5
121-431-6400 ADVERTISING & RECRUITMENT	.00	54.75	100.00	45.25	54.8
121-431-6500 LEARNING, DUES & MEMBERSHIPS	.00	256.31	800.00	543.69	32.0
121-431-6600 OFFICE SUPPLIES & MISC EXPENSE	71.70	1,528.75	2,200.00	671.25	69.5
121-431-6700 EQUIP MAINT & SUPPLIES	258.80	4,923.11	5,300.00	376.89	92.9
121-431-6800 UNIFORMS	.00	151.71	300.00	148.29	50.6
121-431-6900 UTILITIES	3,164.57	34,875.10	43,800.00	8,924.90	79.6
TOTAL STREET FUND EXP	16,482.22	176,623.32	277,500.00	100,876.68	63.7
<u>TRANSFER OUT</u>					
121-491-8003 TRANS TO RESERVE FUND	.00	.00	6,200.00	6,200.00	.0
121-491-8701 OPERATIONAL OVERHEAD	.00	.00	24,400.00	24,400.00	.0
TOTAL TRANSFER OUT	.00	.00	30,600.00	30,600.00	.0
<u>CONTINGENCY</u>					
121-900-9900 CONTINGENCY	.00	.00	44,087.00	44,087.00	.0
121-900-9990 RESERVE FUTURE EXPENDITURES	.00	.00	32,835.00	32,835.00	.0
TOTAL CONTINGENCY	.00	.00	76,922.00	76,922.00	.0
TOTAL FUND EXPENDITURES	16,482.22	176,623.32	385,022.00	208,398.68	45.9
NET REVENUE OVER EXPENDITURES	(1,236.84)	158,778.98	.00	(158,778.98)	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2022

STREET CONSTRUCTION FUND

ASSETS

122-000-1001	CASH IN COMBINED CASH FUND	374,082.24	
	TOTAL ASSETS		374,082.24

LIABILITIES AND EQUITY

FUND EQUITY

122-000-2520	BEG FUND BALANCE	275,034.50	
122-000-2530	FUND BALANCE	(275,034.50)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	374,082.24	
	BALANCE - CURRENT DATE	374,082.24	
	TOTAL FUND EQUITY		374,082.24
	TOTAL LIABILITIES AND EQUITY		374,082.24

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

STREET CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>STREET CONSTRUCTION REVENUE</u>					
122-300-3190	GAS TAX	.00	39,428.82	62,024.00	22,595.18	63.6
122-300-3341	SPECIAL ALLOTMENT	.00	50,000.00	.00 (50,000.00)	.0
122-300-3343	TGM GRANT	.00	.00	145,000.00	145,000.00	.0
122-300-3550	ASSESSMENT PRINCIPAL	.00	.00	100.00	100.00	.0
122-300-3551	SDC-IMPROVEMENT	.00	8,192.00	16,384.00	8,192.00	50.0
122-300-3554	SDC ADMINISTRATION	.00	414.00	828.00	414.00	50.0
122-300-3611	INTEREST INCOME	.00	1,012.92	4,000.00	2,987.08	25.3
	TOTAL STREET CONSTRUCTION REVENUE	.00	99,047.74	228,336.00	129,288.26	43.4
	<u>FUND BALANCE</u>					
122-399-9999	BEGINNING FUND BALANCE	.00	275,034.50	304,534.00	29,499.50	90.3
	TOTAL FUND BALANCE	.00	275,034.50	304,534.00	29,499.50	90.3
	TOTAL FUND REVENUE	.00	374,082.24	532,870.00	158,787.76	70.2

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

STREET CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>STREET CONST. FUND EXP</u>					
122-431-7000	CAPITAL OUTLAY	.00	.00	235,900.00	235,900.00	.0
	TOTAL STREET CONST. FUND EXP	.00	.00	235,900.00	235,900.00	.0
	<u>TRANSFER OUT</u>					
122-491-8801	SDC ADMINISTRATION	.00	.00	828.00	828.00	.0
	TOTAL TRANSFER OUT	.00	.00	828.00	828.00	.0
	<u>CONTINGENCY</u>					
122-900-9990	RESERVE FUTURE EXPENDITURES	.00	.00	296,142.00	296,142.00	.0
	TOTAL CONTINGENCY	.00	.00	296,142.00	296,142.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	532,870.00	532,870.00	.0
	NET REVENUE OVER EXPENDITURES	.00	374,082.24	.00	(374,082.24)	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2022

RESERVE FUND

ASSETS

123-000-1001	CASH IN COMBINED CASH FUND	85,104.62	
	TOTAL ASSETS		85,104.62

LIABILITIES AND EQUITY

FUND EQUITY

123-000-2520	BEG FUND BALANCE	86,938.16	
123-000-2530	FUND BALANCE	(86,938.16)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	85,104.62	
	BALANCE - CURRENT DATE	85,104.62	
	TOTAL FUND EQUITY		85,104.62
	TOTAL LIABILITIES AND EQUITY		85,104.62

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>RESERVE FUND REVENUE</u>					
123-300-3611	INTEREST	.00	253.77	300.00	46.23	84.6
	TOTAL RESERVE FUND REVENUE	.00	253.77	300.00	46.23	84.6
	<u>TRANSFERS IN</u>					
123-391-0100	TRANS FROM-GENERAL	.00	.00	6,500.00	6,500.00	.0
123-391-0121	TRANS FROM-STREETS	.00	.00	6,200.00	6,200.00	.0
123-391-0201	TRANS FROM-SEWER	.00	.00	8,500.00	8,500.00	.0
123-391-0205	TRANS FROM-WATER	.00	.00	8,500.00	8,500.00	.0
	TOTAL TRANSFERS IN	.00	.00	29,700.00	29,700.00	.0
	<u>FUND BALANCE</u>					
123-399-9999	BEGINNING FUND BALANCE	.00	86,938.16	98,812.00	11,873.84	88.0
	TOTAL FUND BALANCE	.00	86,938.16	98,812.00	11,873.84	88.0
	TOTAL FUND REVENUE	.00	87,191.93	128,812.00	41,620.07	67.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>RESERVE FUND EXP</u>					
123-423-7504	DUMP TRUCK	.00	107.16	7,961.00	7,853.84	1.4
123-423-7505	BACKHOE	.00	107.20	24,343.00	24,235.80	.4
123-423-7506	PUB WRKS TRAC/MOWE	.00	107.17	23,726.00	23,618.83	.5
123-423-7515	PLOTTER	.00	.00	34.00	34.00	.0
123-423-7710	PUB WRKS PICK UP	.00	.00	39,663.00	39,663.00	.0
123-423-7726	CITY HALL SIDING	.00	1,765.78	6,402.00	4,636.22	27.6
123-423-7740	POLICE VEHICLE	.00	.00	5,423.00	5,423.00	.0
123-423-7741	CITY HALL / POLICE DEPT - BLDG	.00	.00	21,260.00	21,260.00	.0
	TOTAL RESERVE FUND EXP	.00	2,087.31	128,812.00	126,724.69	1.6
	TOTAL FUND EXPENDITURES	.00	2,087.31	128,812.00	126,724.69	1.6
	NET REVENUE OVER EXPENDITURES	.00	85,104.62	.00	(85,104.62)	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2022

PARK IMPROVEMENT FUND

ASSETS

125-000-1001	CASH IN COMBINED CASH FUND	381,612.15	
	TOTAL ASSETS		381,612.15

LIABILITIES AND EQUITY

FUND EQUITY

125-000-2520	BEG FUND BALANCE	373,849.15	
125-000-2530	FUND BALANCE	(373,849.15)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	381,612.15	
	BALANCE - CURRENT DATE	381,612.15	
	TOTAL FUND EQUITY		381,612.15
	TOTAL LIABILITIES AND EQUITY		381,612.15

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

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	7,568.00	15,136.00	7,568.00	50.0
125-300-3552	SDC-REIMBURSEMENT	.00	1,182.00	2,364.00	1,182.00	50.0
125-300-3554	SDC-ADMINISTRATION	.00	366.00	732.00	366.00	50.0
125-300-3601	MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
125-300-3611	INTEREST INCOME	.00	1,127.44	300.00	(827.44)	375.8
	TOTAL PARK IMPROVMENT REVENUE	.00	10,243.44	233,832.00	223,588.56	4.4
	<u>BEGINNING FUND BALANCE</u>					
125-399-9999	BEGINNING FUND BALANCE	.00	373,849.15	374,891.00	1,041.85	99.7
	TOTAL BEGINNING FUND BALANCE	.00	373,849.15	374,891.00	1,041.85	99.7
	TOTAL FUND REVENUE	.00	384,092.59	608,723.00	224,630.41	63.1

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

PARK IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PARK IMPROV FUND EXP</u>					
125-452-7000	CAPITAL OUTLAY	.00	2,480.44	244,000.00	241,519.56	1.0
	TOTAL PARK IMPROV FUND EXP	.00	2,480.44	244,000.00	241,519.56	1.0
	<u>TRANSFER OUT</u>					
125-491-8000	TRANSFERS OUT	.00	.00	732.00	732.00	.0
	TOTAL TRANSFER OUT	.00	.00	732.00	732.00	.0
	<u>CONTINGENCY</u>					
125-900-9990	RESERVE FUTURE EXPENDITURES	.00	.00	363,991.00	363,991.00	.0
	TOTAL CONTINGENCY	.00	.00	363,991.00	363,991.00	.0
	TOTAL FUND EXPENDITURES	.00	2,480.44	608,723.00	606,242.56	.4
	NET REVENUE OVER EXPENDITURES	.00	381,612.15	.00	(381,612.15)	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2022

SEWER UTILITY FUND

ASSETS

201-000-1001	CASH IN COMBINED CASH FUND	465,816.26	
	TOTAL ASSETS		465,816.26

LIABILITIES AND EQUITY

LIABILITIES

201-000-2022	STATE TAX WITHHOLDING	8.30	
	TOTAL LIABILITIES		8.30

FUND EQUITY

201-000-2520	BEG FUND BALANCE	296,198.36	
201-000-2530	FUND BALANCE	(296,198.36)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	465,807.96	
	BALANCE - CURRENT DATE	465,807.96	
	TOTAL FUND EQUITY		465,807.96
	TOTAL LIABILITIES AND EQUITY		465,816.26

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

SEWER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SEWER UTILITY REVENUE</u>					
201-300-3441	SERVICE CHARGES SE	80,412.68	435,918.90	495,000.00	59,081.10	88.1
201-300-3611	INTEREST INCOME	.00	1,008.06	60.00	(948.06)	1680.1
	TOTAL SEWER UTILITY REVENUE	80,412.68	436,926.96	495,060.00	58,133.04	88.3
	<u>BEGINNING FUND BALANCE</u>					
201-399-9999	BEGINNING FUND BALANCE	.00	296,198.36	298,194.00	1,995.64	99.3
	TOTAL BEGINNING FUND BALANCE	.00	296,198.36	298,194.00	1,995.64	99.3
	TOTAL FUND REVENUE	80,412.68	733,125.32	793,254.00	60,128.68	92.4

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER UTILITY FUND EXP</u>					
201-432-1101 DIRECTOR OF ADMIN/RECORDER	683.96	6,240.01	8,600.00	2,359.99	72.6
201-432-1104 PUBLIC WORKS SUPERINTENDENT	2,435.90	21,604.53	31,900.00	10,295.47	67.7
201-432-1105 ADMINISTRATIVE ASSISTANT	2,076.44	18,975.77	25,200.00	6,224.23	75.3
201-432-1107 UTILITY WORKER 1	797.86	24,269.94	21,200.00	(3,069.94)	114.5
201-432-1108 PW ADMIN ASSISTANT	2,701.02	15,275.36	32,100.00	16,824.64	47.6
201-432-1113 PT OFFICE ASSISTANT	625.63	2,725.98	6,400.00	3,674.02	42.6
201-432-1120 CITY MANAGER	.00	.00	17,300.00	17,300.00	.0
201-432-1212 OVERTIME	.00	.00	9,000.00	9,000.00	.0
201-432-4110 EB-MEDICAL & DENTAL	2,499.44	25,091.49	38,600.00	13,508.51	65.0
201-432-4120 EB-INSURANCE (LIFE & DISAB)	14.00	176.06	300.00	123.94	58.7
201-432-4150 EB-EMPLOYER TAXES	713.04	6,836.57	11,600.00	4,763.43	58.9
201-432-4170 EB-PERS	2,700.95	27,144.11	46,900.00	19,755.89	57.9
201-432-4190 EB-WORKERS COMP	.00	1,476.90	1,800.00	323.10	82.1
201-432-5100 PROFESSIONAL SERVICES	1,615.59	12,191.54	18,000.00	5,808.46	67.7
201-432-5200 CONTRACTED SUPPORT	253.60	15,348.38	36,400.00	21,051.62	42.2
201-432-5300 OPERATIONAL SUPPLIES	1,500.95	6,021.90	5,400.00	(621.90)	111.5
201-432-6100 BUILDING MAINT & SUPPLIES	75.19	1,034.42	6,300.00	5,265.58	16.4
201-432-6200 RENTALS AND LEASES	43.21	737.51	1,700.00	962.49	43.4
201-432-6300 INSURANCE	.00	10,598.67	10,200.00	(398.67)	103.9
201-432-6400 ADVERTISING & RECRUITMENT	.00	54.75	100.00	45.25	54.8
201-432-6500 LEARNING, DUES & MEMBERSHIPS	.00	4,373.54	5,600.00	1,226.46	78.1
201-432-6600 OFFICE SUPPLIES & MISC EXPENSE	140.41	4,201.51	13,000.00	8,798.49	32.3
201-432-6700 EQUIP MAINT & SUPPLIES	9,043.41	32,828.41	33,400.00	571.59	98.3
201-432-6800 UNIFORMS	.00	151.73	600.00	448.27	25.3
201-432-6900 UTILITIES	3,436.72	29,958.28	44,000.00	14,041.72	68.1
TOTAL SEWER UTILITY FUND EXP	31,357.32	267,317.36	425,600.00	158,282.64	62.8
<u>TRANSFER OUT</u>					
201-491-8003 TRANS TO RESERVE FUND	.00	.00	8,500.00	8,500.00	.0
201-491-8006 TRANS TO SEWER BOND	.00	.00	166,535.00	166,535.00	.0
201-491-8601 FRANCHISE FEE	.00	.00	24,000.00	24,000.00	.0
201-491-8701 OPERATIONAL OVERHEAD	.00	.00	37,308.00	37,308.00	.0
TOTAL TRANSFER OUT	.00	.00	236,343.00	236,343.00	.0
<u>CONTINGENCY</u>					
201-900-9900 CONTINGENCY	.00	.00	97,848.00	97,848.00	.0
201-900-9990 RESERVE FUTURE EXPENDITURES	.00	.00	33,463.00	33,463.00	.0
TOTAL CONTINGENCY	.00	.00	131,311.00	131,311.00	.0
TOTAL FUND EXPENDITURES	31,357.32	267,317.36	793,254.00	525,936.64	33.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	49,055.36	465,807.96	.00	(465,807.96)	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2022

SEWER CONSTRUCTION FUND

ASSETS

202-000-1001	CASH IN COMBINED CASH FUND	1,832,599.75	
	TOTAL ASSETS		1,832,599.75

LIABILITIES AND EQUITY

FUND EQUITY

202-000-2520	BEG FUND BALANCE	1,724,716.46	
202-000-2530	FUND BALANCE	(1,724,716.46)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	1,832,599.75	
	BALANCE - CURRENT DATE	1,832,599.75	
	TOTAL FUND EQUITY		1,832,599.75
	TOTAL LIABILITIES AND EQUITY		1,832,599.75

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

SEWER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SEWER CONSTRUCTION REVENUE</u>					
202-300-3550	WASTEWATER REUSE R	24,273.86	130,020.65	158,000.00	27,979.35	82.3
202-300-3551	SDC-IMPROVEMENT	.00	2,620.00	5,240.00	2,620.00	50.0
202-300-3552	SDC-REIMBURSEMENT	.00	7,350.00	14,700.00	7,350.00	50.0
202-300-3554	SDC-ADMINISTRATION	.00	688.00	1,376.00	688.00	50.0
202-300-3611	INTEREST INCOME	.00	5,262.78	2,800.00	(2,462.78)	188.0
	<u>TOTAL SEWER CONSTRUCTION REVENUE</u>	<u>24,273.86</u>	<u>145,941.43</u>	<u>182,116.00</u>	<u>36,174.57</u>	<u>80.1</u>
	<u>BEGINNING FUND BALANCE</u>					
202-399-9999	BEGINNING FUND BALANCE	.00	1,724,716.46	1,709,437.00	(15,279.46)	100.9
	<u>TOTAL BEGINNING FUND BALANCE</u>	<u>.00</u>	<u>1,724,716.46</u>	<u>1,709,437.00</u>	<u>(15,279.46)</u>	<u>100.9</u>
	<u>TOTAL FUND REVENUE</u>	<u>24,273.86</u>	<u>1,870,657.89</u>	<u>1,891,553.00</u>	<u>20,895.11</u>	<u>98.9</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

SEWER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SEWER CONST FUND EXP</u>					
202-432-7000	CAPITAL OUTLAY	923.50	38,058.14	230,000.00	191,941.86	16.6
	TOTAL SEWER CONST FUND EXP	923.50	38,058.14	230,000.00	191,941.86	16.6
	<u>TRANSFER OUT</u>					
202-491-8000	TRANSFERS OUT	.00	.00	1,376.00	1,376.00	.0
	TOTAL TRANSFER OUT	.00	.00	1,376.00	1,376.00	.0
	<u>CONTINGENCY</u>					
202-900-9990	RESERVE FUTURE EXPENDITURES	.00	.00	1,660,177.00	1,660,177.00	.0
	TOTAL CONTINGENCY	.00	.00	1,660,177.00	1,660,177.00	.0
	TOTAL FUND EXPENDITURES	923.50	38,058.14	1,891,553.00	1,853,494.86	2.0
	NET REVENUE OVER EXPENDITURES	23,350.36	1,832,599.75	.00	(1,832,599.75)	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2022

SEWER BOND FUND

ASSETS

203-000-1001	CASH IN COMBINED CASH FUND	13,493.44	
	TOTAL ASSETS		13,493.44

LIABILITIES AND EQUITY

FUND EQUITY

203-000-2520	BEG FUND BALANCE	40,683.18	
203-000-2530	FUND BALANCE	(40,683.18)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	13,493.44	
	BALANCE - CURRENT DATE	13,493.44	
	TOTAL FUND EQUITY		13,493.44
	TOTAL LIABILITIES AND EQUITY		13,493.44

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

SEWER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SEWER BOND REVENUE</u>					
203-300-3611	INTEREST INCOME	.00	53.26	300.00	246.74	17.8
	TOTAL SEWER BOND REVENUE	.00	53.26	300.00	246.74	17.8
	<u>TRANSFERS IN</u>					
203-391-0201	TRANS FROM-SEWER UTILITY FUND	.00	.00	166,535.00	166,535.00	.0
	TOTAL TRANSFERS IN	.00	.00	166,535.00	166,535.00	.0
	<u>BEGINNING FUND BALANCE</u>					
203-399-9999	BEGINNING FUND BALANCE	.00	40,683.18	39,665.00	(1,018.18)	102.6
	TOTAL BEGINNING FUND BALANCE	.00	40,683.18	39,665.00	(1,018.18)	102.6
	TOTAL FUND REVENUE	.00	40,736.44	206,500.00	165,763.56	19.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

SEWER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
203-432-9001	LOAN INTEREST	.00	3,154.00	2,500.00	(654.00)	126.2
203-432-9002	LOAN PRINCIPAL	.00	24,089.00	204,000.00	179,911.00	11.8
	TOTAL DEBT SERVICE	.00	27,243.00	206,500.00	179,257.00	13.2
	TOTAL FUND EXPENDITURES	.00	27,243.00	206,500.00	179,257.00	13.2
	NET REVENUE OVER EXPENDITURES	.00	13,493.44	.00	(13,493.44)	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2022

WATER UTILITY FUND

ASSETS

205-000-1001	CASH IN COMBINED CASH FUND	694,946.13	
	TOTAL ASSETS		694,946.13

LIABILITIES AND EQUITY

LIABILITIES

205-000-2022	STATE TAX WITHHOLDING	4.04	
205-000-2023	RETIREMENT	(694.19)	
205-000-2281	UB DEPOSITS	15,980.00	
	TOTAL LIABILITIES		15,289.85

FUND EQUITY

205-000-2520	BEG FUND BALANCE	466,090.60	
205-000-2530	FUND BALANCE	(466,090.60)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	679,656.28	
	BALANCE - CURRENT DATE	679,656.28	
	TOTAL FUND EQUITY		679,656.28
	TOTAL LIABILITIES AND EQUITY		694,946.13

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

WATER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>WATER UTILITY REVENUE</u>					
205-300-3401	SERVICE CHARGES WA	68,918.71	424,687.04	470,625.00	45,937.96	90.2
205-300-3403	RECONNECTION FEE	704.25	5,507.94	4,000.00	(1,507.94)	137.7
205-300-3601	MISCELLANEOUS REVENUE	1,236.84	7,855.22	10,000.00	2,144.78	78.6
205-300-3611	INTEREST INCOME	.00	1,605.84	550.00	(1,055.84)	292.0
205-300-3620	LEASE-WATER TOWER T MOBILE	.00	6,522.57	7,200.00	677.43	90.6
205-300-3622	VERZION LEASE	.00	10,560.00	15,840.00	5,280.00	66.7
	TOTAL WATER UTILITY REVENUE	70,859.80	456,738.61	508,215.00	51,476.39	89.9
	<u>BEGINNING FUND BALANCE</u>					
205-399-9999	BEGINNING FUND BALANCE	.00	466,090.60	438,534.00	(27,556.60)	106.3
	TOTAL BEGINNING FUND BALANCE	.00	466,090.60	438,534.00	(27,556.60)	106.3
	TOTAL FUND REVENUE	70,859.80	922,829.21	946,749.00	23,919.79	97.5

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER UTILITY FUND EXP</u>					
205-461-1101 DIRECTOR OF ADMIN/RECORDER	683.96	6,240.01	8,600.00	2,359.99	72.6
205-461-1104 PUBLIC WORKS SUPERINTENDENT	2,288.27	20,295.16	29,900.00	9,604.84	67.9
205-461-1105 ADMINISTRATIVE ASSISTANT	2,076.44	18,975.77	25,200.00	6,224.23	75.3
205-461-1107 UTILITY WORKER 1	1,015.48	25,664.08	32,000.00	6,335.92	80.2
205-461-1108 PW ADMIN ASSISTANT	982.18	6,898.11	11,700.00	4,801.89	59.0
205-461-1113 PT OFFICE ASSISTANT	625.59	2,725.96	6,400.00	3,674.04	42.6
205-461-1120 CITY MANAGER	.00	.00	28,800.00	28,800.00	.0
205-461-1212 OVERTIME	.00	.00	9,000.00	9,000.00	.0
205-461-4110 EB-MEDICAL & DENTAL	1,925.82	21,809.91	37,700.00	15,890.09	57.9
205-461-4120 EB-INSURANCE (LIFE & DISAB)	10.88	151.18	300.00	148.82	50.4
205-461-4150 EB-EMPLOYER TAXES	586.93	6,202.19	11,600.00	5,397.81	53.5
205-461-4170 EB-PERS	2,234.24	24,760.79	47,000.00	22,239.21	52.7
205-461-4190 EB-WORKERS COMP	.00	1,224.53	1,600.00	375.47	76.5
205-461-5100 PROFESSIONAL SERVICES	1,664.60	18,865.59	21,000.00	2,134.41	89.8
205-461-5200 CONTRACTED SUPPORT	173.60	3,405.88	9,000.00	5,594.12	37.8
205-461-5300 OPERATIONAL SUPPLIES	664.19	11,664.45	26,500.00	14,835.55	44.0
205-461-6100 BUILDING MAINT & SUPPLIES	219.03	1,096.12	6,900.00	5,803.88	15.9
205-461-6200 RENTALS AND LEASES	43.22	2,364.41	2,900.00	535.59	81.5
205-461-6300 INSURANCE	.00	14,133.16	13,400.00	(733.16)	105.5
205-461-6400 ADVERTISING & RECRUITMENT	.00	54.75	100.00	45.25	54.8
205-461-6500 LEARNING, DUES & MEMBERSHIPS	.00	1,452.15	5,600.00	4,147.85	25.9
205-461-6600 OFFICE SUPPLIES & MISC EXPENSE	175.22	4,658.53	8,500.00	3,841.47	54.8
205-461-6700 EQUIP MAINT & SUPPLIES	296.75	20,253.40	22,480.00	2,226.60	90.1
205-461-6800 UNIFORMS	.00	151.73	600.00	448.27	25.3
205-461-6900 UTILITIES	3,183.24	30,125.07	38,400.00	8,274.93	78.5
TOTAL WATER UTILITY FUND EXP	18,849.64	243,172.93	405,180.00	162,007.07	60.0
<u>TRANSFER OUT</u>					
205-491-8003 TRANS TO RESERVE FUND	.00	.00	8,500.00	8,500.00	.0
205-491-8009 TRANS TO WATER BOND	.00	.00	104,235.00	104,235.00	.0
205-491-8601 TRANS OUT - FRANCH	.00	.00	24,031.00	24,031.00	.0
205-491-8701 TRANS OUT OP OH	.00	.00	35,569.00	35,569.00	.0
TOTAL TRANSFER OUT	.00	.00	172,335.00	172,335.00	.0
<u>CONTINGENCY</u>					
205-900-9900 CONTINGENCY	.00	.00	84,085.00	84,085.00	.0
205-900-9990 RESERVE FUTURE EXPENDITURES	.00	.00	285,149.00	285,149.00	.0
TOTAL CONTINGENCY	.00	.00	369,234.00	369,234.00	.0
TOTAL FUND EXPENDITURES	18,849.64	243,172.93	946,749.00	703,576.07	25.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	52,010.16	679,656.28	.00	(679,656.28)	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2022

WATER CONSTRUCTION FUND

ASSETS

206-000-1001	CASH IN COMBINED CASH FUND	1,116,254.46	
	TOTAL ASSETS		1,116,254.46

LIABILITIES AND EQUITY

FUND EQUITY

206-000-2520	BEG FUND BALANCE	1,055,307.71	
206-000-2530	FUND BALANCE	(1,055,307.71)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	1,116,254.46	
	BALANCE - CURRENT DATE	1,116,254.46	
	TOTAL FUND EQUITY		1,116,254.46
	TOTAL LIABILITIES AND EQUITY		1,116,254.46

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

WATER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>WATER CONSTRUCTION REVENUE</u>					
206-300-3550	WATER STATIC REVEN	12,713.44	68,430.13	110,000.00	41,569.87	62.2
206-300-3551	SDC-IMPROVEMENT	.00	854.00	1,708.00	854.00	50.0
206-300-3552	SDC-REIMBURSEMENT	.00	5,478.00	10,956.00	5,478.00	50.0
206-300-3554	SDC-ADMINISTRATION	.00	694.00	1,388.00	694.00	50.0
206-300-3611	INTEREST INCOME	.00	3,217.90	2,500.00	(717.90)	128.7
	<u>TOTAL WATER CONSTRUCTION REVENUE</u>	<u>12,713.44</u>	<u>78,674.03</u>	<u>126,552.00</u>	<u>47,877.97</u>	<u>62.2</u>
	<u>BEGINNING FUND BALANCE</u>					
206-399-9999	BEGINNING FUND BALANCE	.00	1,055,307.71	1,075,635.00	20,327.29	98.1
	<u>TOTAL BEGINNING FUND BALANCE</u>	<u>.00</u>	<u>1,055,307.71</u>	<u>1,075,635.00</u>	<u>20,327.29</u>	<u>98.1</u>
	<u>TOTAL FUND REVENUE</u>	<u>12,713.44</u>	<u>1,133,981.74</u>	<u>1,202,187.00</u>	<u>68,205.26</u>	<u>94.3</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

WATER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>WATER CONST FUND EXP</u>					
206-461-7000	CAPITAL OUTLAY	3,878.00	17,727.28	150,000.00	132,272.72	11.8
	TOTAL WATER CONST FUND EXP	3,878.00	17,727.28	150,000.00	132,272.72	11.8
	<u>TRANSFER OUT</u>					
206-491-8000	TRANSFERS OUT	.00	.00	1,388.00	1,388.00	.0
	TOTAL TRANSFER OUT	.00	.00	1,388.00	1,388.00	.0
	<u>CONTINGENCY</u>					
206-900-9990	RESERVE FUTURE EXPENDITURES	.00	.00	1,050,799.00	1,050,799.00	.0
	TOTAL CONTINGENCY	.00	.00	1,050,799.00	1,050,799.00	.0
	TOTAL FUND EXPENDITURES	3,878.00	17,727.28	1,202,187.00	1,184,459.72	1.5
	NET REVENUE OVER EXPENDITURES	8,835.44	1,116,254.46	.00	(1,116,254.46)	.0

CITY OF HUBBARD
BALANCE SHEET
MARCH 31, 2022

WATER BOND FUND

ASSETS

207-000-1001	CASH IN COMBINED CASH FUND	(107,847.64)	
	TOTAL ASSETS		(107,847.64)

LIABILITIES AND EQUITY

FUND EQUITY

207-000-2520	BEG FUND BALANCE		83,283.22	
207-000-2530	FUND BALANCE	(83,283.22)	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(107,847.64)	
	BALANCE - CURRENT DATE	(107,847.64)	
	TOTAL FUND EQUITY		(107,847.64)
	TOTAL LIABILITIES AND EQUITY		(107,847.64)

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

WATER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>WATER BOND REVENUE</u>					
207-300-3611	INTEREST INCOME	.00	(140.80)	100.00	240.80	(140.8)
	TOTAL WATER BOND REVENUE	.00	(140.80)	100.00	240.80	(140.8)
	<u>TRANSFERS IN</u>					
207-391-0251	TRANS FROM-WATER UTLITY FUND	.00	.00	104,235.00	104,235.00	.0
	TOTAL TRANSFERS IN	.00	.00	104,235.00	104,235.00	.0
	<u>BEGINNING FUND BALANCE</u>					
207-399-9999	BEGINNING FUND BALANCE	.00	83,283.22	83,165.00	(118.22)	100.1
	TOTAL BEGINNING FUND BALANCE	.00	83,283.22	83,165.00	(118.22)	100.1
	TOTAL FUND REVENUE	.00	83,142.42	187,500.00	104,357.58	44.3

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

WATER BOND FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
207-461-9001 BOND INTEREST	.00	6,789.10	2,500.00	(4,289.10)	271.6
207-461-9002 BOND PRINCIPAL	.00	184,200.96	185,000.00	799.04	99.6
TOTAL DEBT SERVICE	.00	190,990.06	187,500.00	(3,490.06)	101.9
TOTAL FUND EXPENDITURES	.00	190,990.06	187,500.00	(3,490.06)	101.9
NET REVENUE OVER EXPENDITURES	.00	(107,847.64)	.00	107,847.64	.0

Report Criteria:

Suppress employee name and number

Employee.Employee number <> 104

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
Administration							
137	Hedden, Julie	Vac	203.58	.00	.00	203.58	4,836.57
		Sic	215.75	.00	.00	215.75	
		Hol	.00	.00	.00	.00	.00
		Com	49.97	.00	.00	49.97	1,187.05
117	Nogle, Vickie Lynne	Vac	262.75	.00	.00	262.75	10,367.96
		Sic	1,001.25	.00	.00	1,001.25	
		Hol	.00	.00	.00	.00	.00
		Com	60.00	.00	.00	60.00	2,367.56
Total Administration:			1,793.30	.00	.00	1,793.30	
Police Department							
101	Anderson, Chris	Vac	256.89	.00	.00	256.89	9,897.33
		Sic	1,253.00	.00	.00	1,253.00	
		Hol	54.50	.00	.00	54.50	2,099.75
		Com	7.82	.00	.00	7.82	301.29
103	Bentley, Glen W	Vac	157.02	.00	.00	157.02	5,138.81
		Sic	1,450.00	.00	.00	1,450.00	
		Hol	5.00	.00	.00	5.00	163.64
		Com	.00	.00	.00	.00	.00
139	Holliman, Steve	Vac	69.01	.00	.00	69.01	2,088.57
		Sic	21.75	.00	.00	21.75	
		Hol	19.75	.00	.00	19.75	597.73
		Com	.00	.00	.00	.00	.00
128	Rash, David	Vac	57.20	.00	.00	57.20	2,894.19
		Sic	317.00	.00	.00	317.00	
		Hol	.00	.00	.00	.00	.00
		Com	22.75	.00	.00	22.75	1,151.10
129	Schwartz, Molly	Vac	22.61	.00	.00	22.61	558.65
		Sic	4.00	.00	.00	4.00	
		Hol	13.00	.00	.00	13.00	321.20
		Com	.01	.00	.00	.01	.25
140	Wai, Mark-Carlo	Vac	8.36	.00	.00	8.36	216.67
		Sic	6.00	.00	.00	6.00	
		Hol	.00	.00	.00	.00	.00
		Com	.00	.00	.00	.00	.00
Total Police Department:			3,745.67	.00	.00	3,745.67	
Public Works							
138	Caballero, Aaron	Vac	78.70	.00	.00	78.70	1,574.01
		Sic	161.00	.00	.00	161.00	
		Hol	6.75	.00	.00	6.75	135.00
		Com	.00	.00	.00	.00	.00
109	Hernandez, Juan M	Vac	272.81	.00	.00	272.81	7,076.15
		Sic	687.50	.00	.00	687.50	
		Hol	.00	.00	.00	.00	.00
		Com	14.27	.00	.00	14.27	370.01
112	Krebs, Michael R	Vac	304.23	.00	.00	304.23	11,987.64
		Sic	1,362.50	.00	.00	1,362.50	
		Hol	10.25	.00	.00	10.25	403.88
		Com	79.79	.00	.00	79.79	3,143.98
118	Olinger, Melinda L	Vac	293.27	.00	.00	293.27	9,787.71

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
		Sic	1,285.75	.00	.00	1,285.75	
		Hol	9.75	.00	.00	9.75	325.40
		Com	63.15	.00	.00	63.15	2,107.59
Total Public Works:			4,629.72	.00	.00	4,629.72	
Grand Totals:			10,168.68	.00	.00	10,168.68	

Pay Code Summary

Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
1,986.43	.00	.00	1,986.43	66,424.26
7,765.50	.00	.00	7,765.50	
119.00	.00	.00	119.00	4,046.60
297.75	.00	.00	297.75	10,628.83

Report Criteria:

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

- MONTHLY REPORT -

DATE: April 12, 2022
TO: City Council
FROM: Melinda Olinger, P.W. Administrative Manager

ITEM #1 On the Consent Agenda is a request to approve the Veteran's Memorial Park Use application for June 18, 2022 contingent upon receiving the required insurance documents. Public Works recommends approval of this request.

ITEM #2 The City Hall generator has been received, installed and is fully functional in preparation of an outage incident.

ITEM #3 The hydrant which was damaged by a semi-truck on the corner of 7th and "J" Streets has been repaired, and once the invoice has been received, it will be submitted to the trucking company's insurance for reimbursement.

ITEM #4 The WWTP screw pump replacement equipment has been replaced, installed and is fully functional. The rental equipment has been returned.

The Public Works Department completed 31 requests for locates for the month of March.
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**CITY OF HUBBARD
CITY COUNCIL SPECIAL MEETING MINUTES
NOVEMBER 2, 2021**

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

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

CITY COUNCIL PRESENT: Mayor Charles Rostocil, City Councilor Robert Prinslow, City Councilor Tyler Thomas (via ZOOM), City Councilor James Audritsh.

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.

OTHER ATTENDEES: None

ADDITIONS TO AGENDA. Mayor Charles Rostocil asked to add two additional items to the agenda. One is to discuss next week's agenda and the other is to set a date for Department Head evaluations. There were no objections, items added to agenda.

DISCUSSION ON AGENDA FOR NOVEMBER 9, 2021 CITY COUNCIL MEETING.

Mayor Charles Rostocil said there are 2 big items on the agenda for the next meeting. One is to appoint someone to the vacant City Council position, and the other is the further discussion regarding the City Manager position. City Councilor Tyler Thomas has asked that those two items be pushed to the December City Council meeting since he will not be able to attend next week's meeting.

Mayor Charles Rostocil said he feels these items should stay on the November 9, 2021, agenda. He said the appointment for the position has already been delayed and those who applied should have their opportunity to get appointed. He stated he feels we owe it to our city staff to close on where we're going with either a City Manager or a Finance Director and progress needs to be made on this.

City Councilor James Audrtish said we need to fill the City Council position because the applicants were told last month that a decision would be made at the November City Council meeting. He stated a big deal was made at the September City Council meeting to discuss the open position at City Hall and its only creating more of a backlog, and so we should at least discuss it.

City Councilor Robert Prinslow said these 2 items are important decisions and we need all members present to make these decisions. He stated he does not want to short-change other City Council members that cannot be present due to other conflicts.

PAGE 2 – CITY COUNCIL MEETING MINUTES NOVEMBER 2, 2021

City Councilor Tyler Thomas said we have been kicking this can down the road since January, Mayor Rostocil was gone in October, and we can't blame it on the fact that I will be gone in November. He went on to say this could have been taken care of months and months ago, and we haven't, so we either need to call another special meeting to vote on this or push it to December.

Mayor Charles Rostocil said there is a split decision on this and asked Director of Administration/City Recorder Vickie Nogle what her recommendation is.

Director of Administration/City Recorder Vickie Nogle said she has contacted Financial Consultant Summer Sears to see if she is available in December for this discussion and she said she had a conflict at this time, so it sounds like she would not be able to make the December City Council meeting, and it was her understanding the City Council wanted her present.

Mayor Rostocil said the City Council would like to have her present but looking through the packet there is a great summary on the discussion points from Summer as well as City Attorney Ashley Driscoll, which seems to summarize a lot of what we have been looking for.

Mayor Charles Rostocil proposed the discussion on both topics get moved to December and asked Director of Administration/City Recorder Vickie Nogle to send an email to both City Council applicants letting them know.

DEPARTMENT HEAD EVALUATIONS. After much discussion on dates Consensus of City Council and Staff was to have Department Head Evaluations on December 13, 2021, at 6:00 p.m.

WORKSHOP.

A) GOAL SETTING/STRATEGIC PLANNING.

Mayor Charles Rostocil stated as a group the City Council wanted to get together on a yearly basis to review the goals that were set last year to make sure everyone is still happy with them and the progress that is being made on them.

Director of Administration/City Recorder Vickie Nogle provide a copy of the three-page document to the City Council that was created during last year's goal setting workshop.

Mayor Charles Rostocil said he wanted to review and get an update as to the progress of the items outlined on page 2 of the Goal Setting document under the heading "Strategic Priorities for the City of Hubbard in 2021-2022".

The first goal listed was to complete preparation on the construction bid for a water system upgrade.

Public Works Superintendent Mike Krebs said with what the city has saved, part of the COVID money we have received, and with some SDC's, he believes the water project can get done without having to go out for a bond. He stated there are five different areas involved in the project: the pumping station that would increase pressure, main replacement due to the increase pressure, a new SCADA system which runs everything, a new filter and a new roof at the water plant.

PAGE 3 – CITY COUNCIL MEETING MINUTES NOVEMBER 2, 2021

There was a consensus of the City Council the water system upgrade is a top priority.

The second goal was to inventory the needs for street and sidewalk repair.

Public Works Superintendent Mike Krebs said this is about 50% done and should be able to have it completed in the next few months.

The third goal is the revitalization of City Hall.

Director of Administration/City Recorder Vickie Nogle said there are still some minor things that need to be done, putting the pictures back up and getting things back into place but it is 99% done.

The fourth goal that was listed is to complete the G Street revitalization, which is officially done.

The fifth goal was to complete the 5th Street paving and sidewalks and it is completed.

The sixth goal was to determine opportunities for new funding mechanisms such as grants and matching funds. The City has been without a Finance person, and has been short staffed so there has been no movement on achieving this goal.

The seventh goal was to inventory available properties and determine costs for an east side park.

Public Works Superintendent Mike Krebs said there has been no progress made on this goal and there has not been any opportunities to purchase any land. This is still a long term goal and will be kept on the list and the City will continue to look for opportunities.

The eighth goal listed was to coordinate with the MWVCOG on the 3rd Street revitalization project.

There has been some revitalization due to Matt Kennedy, but there are no plans in the near future to progress further.

Director of Administration/City Recorder Vickie Nogle said she was unsure of what we were coordinating with the MWVCOG on this item.

Mayor Charles Rostocil said it was to see if the MWVCOG had any incentives, districting, tax incentives, revitalization zones, anything they could possibly help out on.

Director of Administration/City Recorder Vickie Nogle said she will check with the MWVCOG on this. It was decided that this goal would stay on the list.

The final goal was to anticipate and plan for community involvement in city decision-making.

Mayor Charles Rostocil said this goal will stay on the list, there has not been much progress made on this goal because of COVID, so this goal will stay on the list and we will just continue to track opportunities for community outreach the next calendar year and try to get more community involvement next year.

PAGE 4 – CITY COUNCIL MEETING MINUTES NOVEMBER 2, 2021

Mayor Charles Rostocil asked each City Council member and staff what goals they feel are missing and would like to add.

City Councilor Robert Prinslow said he would like to see a commonality when revitalizing 3rd Street, including building style, signage, sidewalks. He went on to say he would like some uniformity and look into changing the building code to achieve this to give the city its own identity.

Director of Administration/City Recorder Vickie Nogle said this would be a development code change and the City Council would need to give guidance to the Planning Commission as to what they would like to see regarding the aesthetics for the buildings.

There was a consensus of the City Council to add to the goals working on the development code to establish standards for building aesthetics.

City Councilor James Audritsh said he was happy with the previous goals and would like to keep moving forward and working on them.

City Councilor Tyler Thomas said he would like to see making the curb appeal of the City a goal in that the aesthetics and uniformity could be better. He also said he would like to see more code enforcement in general, our ordinance schedule only allows for complaints and that type of system lead to people taking advantage of what the ordinances are which leads to decreased quality and livability of the City, and people need to be held accountable and enforce the codes.

Chief Dave Rash said in the last two weeks the Police Department has divided sections of the City to the police officers as they are trying to be proactive with code enforcement in making contact with the violators.

Public Works Administrative Manager Melinda Olinger said the Public Works Department is complaint driven and if they hear about a violation they send out enforcement letters and work with the property owners to make sure they know what they need to do and why. She went on to say that usually home owners can find resources to help them be in compliance.

Mayor Charles Rostocil said he did not have anything more to add to the list, and likes the addition that Robert suggested.

Police Chief Dave Rash said the City is doing a good job with the short term goals, but the one thing that should be on everyone's mind is that there are 59 acres that are being looked at to be developed which would add 1000 more citizens, so looking at a long term goal we might have to look at increasing the staff in all departments.

Public Works Superintendent Michael Krebs said in the next 2 -3 years DEQ will be coming forth with some mandatory requirement regarding the waste water that could be very expensive, approximately 4-5 million, so that should be added to the goals. He stated the new subdivision coming in there will be some other issues, so there will need to be other upgrades to the waste water plant, but some of the costs should be offset with a percentage of the SDC's.

PAGE 5 – CITY COUNCIL MEETING MINUTES NOVEMBER 2, 2021

City Councilor James Audritsh asked if there were any other areas that were looking at being developed.

Director of Administration/City Recorder Vickie Nogle said she has had a few residents on Dunn Road inquire about annexing, but has not heard anything more. She also said a gentleman came in yesterday and was looking for 2 large parcels for industrial property, because there are 2 businesses in town that want to expand and they do not want to leave Hubbard, but we have no acreage for what they are looking for.

Director of Administration/City Recorder Vickie Nogle said she would like to see the Comprehensive Plan and Urban Growth Boundary expansion be added to the list of goals because we need to know if we have enough residential and industrial land available for growth. She stated the process takes about two years so this is something that should not be pushed down the road too far.

Public Works Superintendent Mike Krebs added he has had people come to him that are interested in developing both north and south of town, but we do not have any developable land left once this last one sells out.

There was a consensus of the City Council to budget for the Comprehensive Plan update in the 2022-2023 fiscal year's budget.

Public Works Administrative Manager Melinda Olinger said after the Wastewater Plan is done, we will probably want to hire a consultant to update our SDC Methodology, which will include re-evaluating what each development should be paying for SDC's. She went on to say another goal would be to update the sidewalk improvement program, which incentivizes property owners to keep up their sidewalks, and find funding to be able to increase the \$300 incentive to the residents.

Public Works Administrative Manager Melinda Olinger said the City might want to consider updating the Parks Master Plan, which was done last in 2007. Hiring a Consultant and updating this would also allow us to look closer for potential land on the east side to for a park. She went on to say that she has identified 3 potential parcels on the east side to be used for parks, one parcel that is already in the city limits and zoned R1 is behind Sherwood Estates, another parcel that is Marion County property is behind Country Estates which is not annexed in or in the UGB, and the third parcel is the Alpenrose property.

Mayor Charles Rostocil summed up the additions to the Strategic Priorities for the City. They are: Development code for commonality for 3rd Street, long term planning for DEQ changes, updating the Comprehensive Plan, updating incentives for the Sidewalk improvement program, and updating the Parks Master Plan.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS NOVEMBER 9, 2021, AT 7:00 P.M.) MSA/Mayor Charles Rostocil /City Councilor Robert Prinslow motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor Tyler Thomas, City

PAGE 6 – CITY COUNCIL MEETING MINUTES NOVEMBER 2, 2021

Councilor James Audritsh, and Mayor Charles Rostocil were in favor. Meeting adjourned at 7:35 p.m.

ATTEST:

Charles Rostocil, Mayor

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

Julie Hedden
Administrative Assistant / Court Clerk
Transcribing

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
MARCH 8, 2022**

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

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

CITY COUNCIL PRESENT: Mayor Charles Rostocil, City Councilor James Yonally, City Councilor Robert Prinslow (Zoom), City Councilor James Audritsh.

EXCUSED ABSENT: City Councilor Tyler Thomas

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, Fire Chief Joe Budge.

DISCUSS CITY ADMINISTRATOR RECRUITMENT WITH PROTHMAN INC. – Gary Milliman. Gary Milliman with Prothman Inc., who is a retired City Manager and serves as Municipal Court Judge for 6 Cities, introduced himself as he will be working on the recruitment for the new City Administrator position.

Gary Milliman, Prothman Inc., explained how the recruitment process will work for the City Administrator position. He said they will post an announcement, send emails, advertise in a variety of publications and informational online sites, receive applications with resumes, conduct a preliminary interview to narrow the field, review all the information he has received and compare that with the job announcement, then he talks with the final applicants to see if they would be a good fit. He stated he will make notes, prepare a summary report, and then will make recommendations to the City Council on who would be the best candidates for the position. The City would then take over, but he would be available to sit in on interviews and is available for consultation on hiring.

Gary Milliman, Prothman Inc., asked the City Council to provide him with some background information about the City and also if there were any particular strengths that are needed for this new position.

Mayor Charles Rostocil replied, Hubbard is set up with a weak mayor format which makes it difficult to handle personnel issues, or any higher-level management decisions, there is no point person, which means if there is an issue the Council has to pull together an executive session, which can take up to a month, and that can cause delays in making decisions. Mayor Rostocil said the person in this position will need to have a strong financial background so they can help with the City's finances, strong management skills because they would help with managing the City and department heads. He went on to say currently the City Council is doing the annual reviews and evaluations for the department heads, which makes it hard because they do not have

day to day interaction with them, and a City Administrator would be able to provide better information for performance reviews.

Mayor Rostocil also said when going through the budget analysis this past year with the Financial Consultant, a few different scenarios were brought up to see if a City Administrator would be feasible. It was shown the city has quite a bit sitting in reserves right now so now would be a good time to bring in a City Administrator, and we do have future growth planned with the city, so we are hoping that will sustain the position. He said they also took into account other considerations for this position such as trying to ensure the City Government and City Staff was the right size to be able to support the future population. It was voted on by Council and it was a 3-2 vote in favor of a City Administrator on a 2-year contract.

Gary Millman, Prothman Inc., asked the City Council if there were any other requirements, skills or traits they were looking for in a City Administrator.

Mayor Charles Rostocil said they are looking for someone who has experience and does not want this position to be a training ground or stepping stone for someone who wants to gain some knowledge and move on in a few years. Candidates should also be supportive of staff and treat them well, we do not need any big changes or shakeups, we need someone that can help to make the city run more efficiently, someone to coordinate departments, and financial expertise is imperative. He also stated it would be nice to have them live in the city but it is not a requirement.

Director of Administration/City Recorder Vickie Nogle added the previous Finance Director was not only responsible for doing the budget but also processing payroll, accounts payable, some of the utility billing, and other general finance duties. She added where larger cities have clerks that do those things but we only have three people in the Administration Department, so they will have hands on responsibilities as well, and their first duties will be getting a handle on the Finance Department.

Director of Administration/City Recorder Vickie Nogle will be the contact person for Gary Millman, Prothman Inc., if he has any more questions or would like to talk more in-depth with any members of the City Council.

CONTINUED DISCUSSION REGARDING FUNDS RECEIVED UNDER THE CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT (ARPA) – City Attorney Emily Matasar, Beery, Elsner and Hammond. Police Chief Dave Rash said he redid the spreadsheet showing the allocation of the ARPA funds to include the portion of the funds to be used for the upgrade and remodel of the Hubbard Fire Department dormitory, which reduced the money allocated the first year for the Water and Wastewater projects. He went on to say the updated spreadsheet has been reviewed by the City Attorney's office.

Director of Administration/City Recorder Vickie Nogle stated the Financial Consultant Summer Sears is not able to help with the ARPA funds, but she did recommend someone that is up to date on the ARPA funding and she will be talking with her next week.

PAGE 3 – CITY COUNCIL MEETING MINUTES MARCH 8, 2022

Police Chief Rash said one of the questions he has is after this plan to allocate the ARPA funds is approved, how do the funds get disbursed.

City Councilor James Yonally asked if there was a plan in place on who would be eligible to receive funds regarding the Utility Assistance for Vulnerable & Low-Income families, and how the premium pay for essential workers was going to be paid out, would it be a percentage based on their salary, or a certain dollar amount per employee.

Police Chief Dave Rash replied on the first question regarding assistance for people in need, that he is reaching out to other jurisdictions that are doing something similar to see what they are doing, how they established who was eligible to receive assistance, and how they set it up. In responding to the second part of the question Chief Rash said no job is more important than any other job in the City and not one person that would be receiving premium pay worked from home so his recommendation is the money should be divided evenly between employees.

Mayor Charles Rostocil asked how long it might be before a plan can be put in place to assist those in need.

City Councilor James Audritsh asked what the assistance will entail and what the criteria will be.

Director of Administration/City Recorder Vickie Nogle said there was a company that contacted Public Works Superintendent Mike Krebs and he is forwarding the information about the process, screening, establishing criteria, etc. and when the City Council approves the allocation she will reach out to them. She stated City Staff, with the help of City Attorney Emily Matasar can do more research to help establish a criteria and a program to see who would be eligible for assistance and what the funds could be used towards, and then bring that back to Council to approve.

City Attorney Emily Matasar agreed with Director of Administration/City Recorder Vickie Nogle, there should be some type of elements built in a program to see who would be eligible for assistance, she works with other clients that have these types of programs using the ARPA funds, so she can help provide examples and keeping it consistent with Federal Laws on how to spend the ARPA funds.

City Councilor James Yonally asked if the staff that were here during COVID butt have terminated their employment recently will they be compensated with the premium pay.

City Attorney Emily Matasar, said there are no legal requirements to compensate employees with the premium pay from the ARPA funds that have terminated their employment with the City.

Director of Administration/City Recorder Vickie Nogle asked City Attorney Emily Matasar what the next steps are for the distribution of the funds.

City Attorney Emily Matasar replied the next step is to get a Finance person to answer the financial questions, she can only answer the legal questions. She stated she could help with the Utility Billing Assistance, and the City Council does need to ratify the allocation of the funds. Furthermore, she said the first Federal reporting deadline for the use of funds is due in October so

hopefully we will have a City Financial person before that, but she can certainly look into it.

Director of Administration/City Recorder Vickie Nogle said she will be getting in contact with a consultant that might be able to help with the ARPA funds and the reporting of their use.

Mayor Charles Rostocil said as long as City Council is fine with the way the funds are distributed and we start writing checks and distributing the funds, we need to make sure we are in compliance, and also a plan needs to be brought back to City Council on how to distribute the funds for the utility assistance.

City Councilor James Audritsh asked how long we have to spend the Utility Assistance funds and he also stated that we need to make it specific what utilities the funds can be used for, who is eligible to receive them, and that this is not an ongoing long-term fund, when the money is gone, the program ends.

Public Works Administrative Manager Melinda Olinger replied the funds have to be spoken for by 2024 and spent by 2026.

City Councilor James Audritsh asked if there was a conflict of interest because he and City Councilor Robert Prinslow are board members for Love, Santa Inc. and that is one of the non-profits that will be receiving a portion of the ARPA funds.

City Attorney Emily Matasar, said there is no conflict of interest to take a vote that financially benefits a non-profit that you sit on the board of, and the rules specifically describes a 501C organization under the Internal Revenue Code.

MSA/City Councilor Robert Prinslow/City Councilor James Audritsh made a motion to adopt the plan that was laid out by City Staff on the distribution of the ARPA funds. City Councilor Robert Prinslow, City Councilor James Yonally, City Councilor James Audritsh, and Mayor Charles Rostocil were in favor. Motion passed unanimously.

A) Continued discussion regarding the Marion County ARPA fund project – Public Works Administrative Manager Melinda Olinger.

Administrative Manager Melinda Olinger has an onsite meeting for the water/wastewater project Thursday, March 10, 2022, with Chris Epley of the Marion County Board of Commissioners office, to share with them exactly what the funds are going to be used for and how much good they are going to do for the City of Hubbard. She also said the agreement with the County is still pending, and once the County gives the green light, we are still about 119 weeks out with the construction project.

Administrative Manager Melinda Olinger said because this is a rather substantial project, she is working on developing a master public relations plan to make sure there are no surprised for the community members and everyone knows what to expect in regards to the water system improvements.

Administrative Manager Melinda Olinger said through the static water project processes we have started saving funds for it and it has been mentioned that one of the known issues that will arise from it will be broken pipes, mains will be an issue and they will need to be repaired beforehand so they are not an emergency repair, but there could also be issues with some of the laterals (pipes that take the water from the meter into the private service). She continued to say per Code, the laterals are the residents or businesses responsibility, so we would like direction from City Council on how to handle this and direction on if we are allowed to use those City funds we have saved to assist homeowners and business should this issue arise and laterals are damaged and need to be replaced.

Public Works Superintendent Mike Krebs will reach out to other cities that have dealt with this to see how they handled the issue with a static water pressure upgrade. The Public Works Department will also consult with legal to see what the implications are and then they will come back to City Council with an update.

APPOINT BUDGET COMMITTEE MEMBER – 4 positions available.

(1 position-term Jan. 1, 2020 – Dec.31, 2022; 1 position-term Jan. 1, 2021-Dec. 31, 2023; 2 positions-term Jan. 1, 2022 – December 31, 2024)

A) Joseph Steininger

MSA/Mayor Charles Rostocil/City Councilor Robert Prinslow made a motion to appoint Joseph Steininger to the Budget Committee for the term of January 1, 2022 – December 31, 2024. City Councilor Robert Prinslow, City Councilor James Yonally, City Councilor James Audritsh, and Mayor Charles Rostocil were in favor. Motion passed unanimously.

DISCUSSION REGARDING STREET LIGHT ON WEST PLACE – (Refer to Public Works Administrative Manager report).

Public Works Superintendent Mike Krebs said he was approached by a citizen on West Place, which is a cul-de-sac, stating the street is dark and asked what it would take to get another street light put in. Public Works Superintendent Mike Krebs assessed the area and found that it is dark because of some trees blocking the existing street light. He then requested that PGE do a site visit and submit a cost estimate. The cost for installation is \$10,699.71 with an ongoing cost of \$14.23 a month. He went on to say if this project is approved the funds would be transferred out of Contingency to the operating fund to cover the cost.

Mayor Charles Rostocil asked how much money would be left in Contingency if this project was approved.

Public Works Administrative Manager Melinda Olinger said there would be approximately \$50,000 left in the fund.

Mayor Rostocil also asked Police Chief Dave Rash if there have been any calls or issues that he can recall with this area.

Chief Dave Rash said he would need to check, but to his recollection there have not been a lot of police calls to that area and asked if the homeowner thought about putting up motion detector lights.

PAGE 6 – CITY COUNCIL MEETING MINUTES MARCH 8, 2022

Mayor Rostocil asked if there had been any other complaints from the other residents in this cul-de-sac.

Public Works Administrative Manager Melinda Olinger said door hangers were put on the homes in that area to call Public Works if they felt this was a problem, but no calls came in regarding this issue.

Mayor Charles Rostocil said a street light would be nice to have, but he is worried that it would leave the Contingency fund too low, especially with the cost of goods going up. It is also a significant cost that would only affect 4 homes. He also thanked Public Works for following up on a citizens concern and bringing it to the City Council's attention.

Consensus of City Council is that a street light is not necessary at this time and it is something that could be budgeted for in the future.

MAYOR'S AND/OR COUNCIL'S PRESENTATIONS. Mayor Charles Rostocil said on page 4 of the Goal Setting document, that is included in the packet, is a review of what was discussed at the November 2, 2021, goal setting meeting.

City Councilor James Yonally stated his support for City Staff. He said he as a City Councilor does not want to stifle the City Staff in their management practices and any innovations, cost saving, efficiencies, or good business practices they see can be improved, do not hesitate to bring it to City Council.

STAFF REPORTS:

POLICE DEPARTMENT- Police Chief Dave Rash. Police Chief Dave Rash said the accreditation process is almost completed and should have reaccreditation soon.

Police Chief Dave Rash said a conditional offer has been given to an applicant for the open position, pending he passes his physical and psych exams. If he passes these he will start on April 4 and he will not be needing to go to the Academy which means he will be able to get right into field training and the Department will be fully staffed again.

Police Chief Dave Rash reached out to the managers of the 55 & over park to see if they were interested in hosting an event for National Night out which is August 2, and they said they will try and get something together. He said he has identified the other manufactured home park north of town, to possibly hold an event in the future.

City Councilor James Yonally stated that Bruce Warner who is a previous Council member lives in that area and might be willing to help with an event.

Director of Administration/City Recorder Vickie Nogle will provide Chief Rash with his contact information.

Police Administrative Assistant Molly Schwartz has been out of the office so no stats were provided in the packet.

HUBBARD FIRE DISTRICT – Chief Joseph Budge. Chief Joseph Budge expressed his appreciation to the City Council for their support of the remodeling of the dormitory at the Fire house. He went on to say they received a \$10,00 donation from the Volunteer Firefighters Association. They have the funds for the remodel and they will be starting that project soon.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. Director of Administration/City Recorder Vickie Nogle said Financial Consultant Summer Sears is unable to assist with the ARPA funds, so she said she is working on getting someone else that has financial experience to assist.

Director of Administration/City Recorder Vickie Nogle has reached out to our City Planner in regards to the development code, to look at the aesthetics that was discussed in the Goal Setting meeting. She has asked the City Planner to write a memo or attend a future meeting to let City Council know what the process would be in order to move forward.

PUBLIC WORKS DEPARTMENT - Public Works Administrative Manager Melinda Olinger. Public Works Superintendent Mike Krebs said he had a limits meeting with DEQ and was informed that DEQ will be requiring some new permits, one which has to do with ammonia and the other is regarding thermal load limits, which is the temperature that the city can drop into the creek, the number is adjusted but there will be some significant modifications to make. He went on to say they are also lowering the mass load limits which is the amount the city can actually deposit into Mill Creek. The permit itself should be ratified and done by the fall. Furthermore, he stated the financial impact will not be known until we get the facilities plan back from the Engineer, but there is a possibility that it could be as high as \$5 million. Public Works Superintendent Mike Krebs said because this is a DEQ mandate there are a lot of resources out there to help fund this and we are going to fill out a letter of intent to the funding agencies so we get on their list so they know we are interested, which means when monies are available we are in a good position to receive funding. M. Krebs said he was also told because of the infrastructure bill that was passed, there should be low-rate loans and also some forgivable loans out there to utilize.

City Councilor Robert Prinslow asked if the \$5 million cost is just to cover the DEQ mandates.

Public Works Superintendent Mike Krebs replied when you are doing a facility upgrade you take a look at the whole picture, so the whole plant will be looked at and probably need to be redone, it is not just one process, it is several that have to be done to meet the DEQ requirements.

Mayor Charles Rostocil asked if there was a plan in place for the Spring Clean-up event so we do not have any overflowing dumpsters and trash everywhere.

Public Works Administrative Manager Melinda Olinger replied they will be putting up signage and when they publish the event, they will remind people not to overflow the dumpsters or put trash alongside of them. She stated she is going to see if Republic Services will take them away when they are full, so then it is not an option, and staff will be driving by to help monitor things.

City Council thought maybe there could get volunteers to help monitor the event.

PAGE 8 – CITY COUNCIL MEETING MINUTES MARCH 8, 2022

Mayor Charles Rostocil asked how the generator install went.

Public Works Superintendent Mike Krebs replied there was another delay in shipping, so the updated ETA is this Thursday between 7:00 a.m. – 5:30 a.m. and it should be up and running the following week.

City Councilor Robert Prinslow asked for an update on the communication with Union Pacific regarding the sidewalk.

Public Works Superintendent Mike Krebs said Union Pacific has all of the information they need from us so now they are going through the process and discussing who actually has the right-of-way on the crossing and who needs to be the ones that give permission to have the sidewalk put in.

City Councilor James Audritsh asked if they need to contact their Senators and Representatives to help get this moving forward.

Public Works Superintendent Mike Krebs replied it cannot hurt to do that.

Public Works Administrative Manager Melinda Olinger said Office Assistant Heidi Wheeler has given notice and she would like authorization from Council to move forward with the recruitment process for her replacement.

MSA/City Councilor James Audritsh /City Councilor James Yonally motioned to approve Public Works to move forward with the recruitment process for a part-time office assistant. City Councilor Robert Prinslow, City Councilor James Yonally, City Councilor James Audritsh, and Mayor Charles Rostocil were in favor. Motion passed unanimously.

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 February 8, 2022 City Council meeting minutes.

B) Approval of the February 2022 Check Register Report.

C) Approval of the 2022-2023 Goal-Setting document.

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

APPEARANCE OF INTERESTED CITIZENS. Rocky Sherwood, 2622 Nina Place, Hubbard, said Xfinity is going to be picking up the tab at Trapala Restaurant this Friday from 1:00 p.m. – 8:00 p.m.. He went on to say he was at the City Council meeting in Gervais and he suggested Hubbard match the \$100 donation the City of Gervais made to the St. Paul Fire District to show

our support for their community. F. Sherwood stated he has been really active in the Gervais Community and thinks the Hubbard City Council should team up with the Gervais City Council and work together on Community events.

OTHER CITY BUSINESS. Mayor Charles Rostocil said we received a Class of 2022 letter and asked if we have ever made donations to Senior Class.

Director of Administration/City Recorder Vickie Nogle replied she believes the Police Department, prior to Chief Rash, has donated.

City Councilor James Audritsh said the Police Department donated their time helping to assist with getting kids on the bus, doing bag checks, and offering other security services.

Police Chief Dave Rash said he will reach out to them and see if they need any help with security.

City Councilor James Audritsh said we need to make sure to let people know they are accepting donations.

Police Chief Dave Rash stated a bill was signed in Salem that makes it so police officers will no longer be able to pull people over for having a headlight, tail light, etc. out. This takes effect January of 2023.

Mayor Charles Rostocil stated he is writing an article on Hubbard to be put on the mobile Tourism Kiosk that Woodburn has acquired and it will be going to different events in the area.

City Councilor James Audritsh said the Mayor's prayer breakfast sponsored by the Kiwanis Club is May 5th, which is the National Day of Prayer, with the location TBA. The Mayors from Woodburn, Hubbard, and Gervais are invited and there will be a guest speaker.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS APRIL 12, 2022, AT 7:00 P.M.) MSA/James Audritsh/City Councilor James Yonally motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor James Yonally, City Councilor James Audritsh, and Mayor Charles Rostocil were in favor. Meeting adjourned at 8:20 p.m.

ATTEST:

Charles Rostocil, Mayor

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
11672	03/07/22	Canby Landscape	Building Maint & Supplies	272.00
11673	03/07/22	Caselle Inc	Contracted Support	1,075.00
11674	03/07/22	Civil West Engineering Services Inc	Engineering Services	3,926.50
11675	03/07/22	DATAVISION	Phone/Internet	803.94
11676	03/07/22	Davison Auto Parts	Auto Maint/Supplies	33.68
11677	03/07/22	Dog Waste Depot	DEPOT-001-20 Dog Waste Roll Bag	339.85
11678	03/07/22	Ferguson Enterprises, LLC	SUPPLIES	277.60
11679	03/07/22	GW Hardware Center	Supplies	135.09
11680	03/07/22	Long Bros. Bldg Supply	Supplies	60.34
11681	03/07/22	Marion County Treasury Dept	Building Permits	361.08
11682	03/07/22	Moe A. Brown, P.C.	Legal Services	472.40
11683	03/07/22	Net Assets Corporation	Lien Search	120.00
11684	03/07/22	One Call Concepts, Inc.	REGULAR TICKETS	67.20
11685	03/07/22	Oregon Assoc Chiefs of Police	OACP Membership	310.00
11686	03/07/22	PGE- Portland General Electric	Utilities	6,852.72
11687	03/07/22	Pitney Bowes Global Financial Services	Postage Meter	80.74
11688	03/07/22	Profectus, INC.	Janitorial Services	501.27
11689	03/07/22	Republic Services	Garbage Service	545.91
11690	03/07/22	Rogers Machinery Inc.	Equip Maint/Supplies	6,534.28
11691	03/07/22	Summer Sears CPA, LLC	Split	1,500.00
11692	03/07/22	The Greg Prothman Company	Recruitment Service	5,833.34
11693	03/07/22	TransUnion Risk	Background Check Service	75.00
11694	03/07/22	Valley Pacific Floral	Flower Spray	164.90
11695	03/07/22	Verizon Wireless	Verizon	765.80
11696	03/07/22	Walmart-Capital One	Supplies	34.33
11697	03/07/22	Waterlab Corporation	Testiing	360.00
11698	03/07/22	WEX Bank	FUEL	1,902.32
11699	03/07/22	Xylem Water Solutions USA, Inc	EQUIP MAINT/SUPPLY	1,574.21
11700	03/07/22	Yes Graphics Printing Co. Inc.	Printintg Services	31.00
11702	03/28/22	911 Supply Inc.	Code Books	188.00
11703	03/28/22	Beery Elsner & Hammond, LLP	Legal Services	1,786.05
11704	03/28/22	CALIBRE PRESS	TRAINING	518.00
11705	03/28/22	CIT	Water	216.07
11706	03/28/22	Civil West Engineering Services Inc	Engineering Services	1,962.50
11707	03/28/22	Clackamas County	FINGERPRINT CARDS	15.00
11708	03/28/22	Davison Auto Parts	Equip Maint/Supplies	44.66
11709	03/28/22	Day Wireless Systems	Equipment Maint & Supply	361.66
11710	03/28/22	ELAN Corporate Payment Systems	Credit card payment	2,885.48
11711	03/28/22	Equifax Information Services LLC	Background Check	17.73
11712	03/28/22	Ferguson Waterworks	Operational Supplies	12.32
11713	03/28/22	Fisher's Supply	Operational Supplies	1,258.53
11714	03/28/22	Flag Factory NW	Flags	113.00
11715	03/28/22	Great Western Sweeping, Inc.	Street Sweep	2,420.00
11716	03/28/22	GW Hardware Center	Supplies	260.52
11717	03/28/22	Hillyer's Mid City Ford	PD Vehicle Maint	62.21
11718	03/28/22	Hubbard Chevrolet, Inc.	Equipment Maint/Supplies	1,862.06
11719	03/28/22	Language Line Services	Interpreter Services	140.40
11720	03/28/22	Les Schwab-W	Equip Maint/Supplies	119.99
11721	03/28/22	Marion County Treasury Dept	MUNI COURT PYMNT JAN 2022	604.80
11722	03/28/22	Metcom 9-1-1	Dispatch Services	23,207.39
11723	03/28/22	Mid-Willamette Valley	Land Use Services	1,957.50
11724	03/28/22	NW Natural Gas	Utilities 454934-1	410.90
11725	03/28/22	NW TECH SUPPORT	SPLIT	2,018.50
11726	03/28/22	Office Depot	Office Supplies	305.61
11727	03/28/22	Oregon Dept of Revenue	COURT NOV 2021	3,215.23
11728	03/28/22	OREGON RIFLEWORKS LLC	EQUIPMENT	1,194.99
11729	03/28/22	Pacific Office Automation	Copies	292.14
11730	03/28/22	PGE- Portland General Electric	Utilities	2,813.78
11731	03/28/22	Verizon Wireless	Verizon	229.90

Check Number	Check Issue Date	Name	Description	Amount
11732	03/28/22	Walmart-Capital One	Supplies	85.73
11733	03/28/22	Walter E. Nelson Co	Supplies	426.66
11734	03/28/22	Waste Connections	Shred Service	52.37
Grand Totals:				86,070.18

CITY OF HUBBARD
PARK USE APPLICATION

TODAY'S DATE 3/23/22

PLEASE SEE ATTACHED PARK USE MUNICIPAL CODE CHAPTERS 3.15 AND 12.05

**Please attach a Hold Harmless agreement in favor of the
City of Hubbard and provide liability insurance, in the
amount of \$500,000 per occurrence naming the
City of Hubbard as an additional insured.**

DATE OF EVENT: June 11, 2022 LOCATION OF EVENT: Marion E. Carl Veteran Memorial

NATURE OF EVENT: Celebrating Veterans close to Flag Day and celebrating Memorial's
10 Anniversary

SET UP DATE & TIME: 6-28 & 6-29-22 REMOVAL DATE & TIME: 6-28-22 After event
17 18

NAME OF PERSON/ORGANIZATION USING PARK: Marion E. Carl Veterans Memorial

ADDRESS: 2360 D St. CITY: Hubbard STATE: OR ZIP: 97032

CONTACT NUMBERS: Linda S. Kleczynski, Sec. - Treas. [REDACTED]

E-MAIL ADDRESS: [REDACTED]

DATE OF BIRTH (Must be 18 or Older): [REDACTED] DRIVER'S LICENSE #: [REDACTED] STATE: [REDACTED]

**NOTE: Anyone applying for outdoor entertainment is subject to a
background investigation by the City of Hubbard.**

WILL YOU BE USING TEMPORARY STRUCTURES? ☐ YES ☒ NO

IF YES, PLEASE ATTACH DIAGRAMS OF TEMPORARY STRUCTURES BEING CONSTRUCTED.

WILL THE EVENT IMPACT TRAFFIC? ☒ YES ☐ NO IF YES, PLEASE PROVIDE A PLAN.

WILL YOU NEED SECURITY FOR THE EVENT? ☒ YES ☐ NO IF YES, PLEASE PROVIDE A PLAN.

PLEASE PROVIDE A PLAN FOR THE CLEAN-UP OF THE PARK AFTER THE EVENT, TO INCLUDE THE
THE DISPOSAL OF ALL TRASH OFF-SITE:

Traffic Impact: Police to close 7th St. to 10th St. on D St. from 8AM until 12 PM
No trash to be disposed off site and clean up by Volunteers and Board Members
Security: Police to make sure streets are closed.

WILL ALCOHOL BE SERVED? ☐ YES ☒ NO IF YES, PLEASE PROVIDE THE CITY WITH AN
OLCC APPROVED APPLICATION & A COPY OF LIABILITY INSURANCE OF \$500,000 PER OCCURRENCE.

PERCENTAGE OF PARTICIPANTS LIVING WITHIN THE HUBBARD CITY LIMITS: 1/4 of Residents

SIGNATURE Linda S. Kleczynski DATE 3/23/22
Attached

Note: Copy of Minutes FYI (Explaining times and dates)
Insurance will be provided 1 mo. before event.

Marion E Carl Veterans Memorial Meeting Minutes

March 18, 2022

Ken and Linda Kleczynski Residency

2409 A Street

Hubbard, Oregon 97032

Present: President, Mike Kamakeeaina, Secretary/Treasurer, Linda Kleczynski, Board Members, Ken Kleczynski, Carl Dummer, Kathy Dummer, and Doug Cowley. Absent were Board Members, Dawn Hull, and Thea Schrier.

The meeting was called to order by President, Mike Kamakeeaina at 3:30 pm.

Mike announced he had only 20 minutes to give us as he had to go to a game with his family. We decided to wait and go over Minutes of last meeting and Treasurer's Report til the end of discussing the new business. There was no old business as the Veteran's Day Celebration was cancelled due to bad weather.

The first item under new business, was the restoration of the concrete on the monument with granite. Linda said she had talked to Steve Haberstick of Hubbard to go look at the monument and tell her what could be done to restore the cracks in the concrete. He said after looking at the monument, he felt grinding the cracks to a larger opening and filling the cracks with a special epoxy to let dry. After drying, he would suggest buffing concrete and finish off with a sealer. He said he would be glad to do the labor if the Memorial would pay for the materials. Everyone agreed to proceed.

Second item was to discuss changing Veterans Day Celebration to a time in June and celebrate the Veterans and the Memorial's 10th years anniversary at the same time around Flag Day. Linda suggested this change due to the bad weather usually in November. Everyone agreed to June 11th at 10:00 AM. The same program will be used that was planned for last year's Vet. Day ceremony, but change date and name of celebration. Linda called Gales Creek Insurance Company and was quoted \$295 for the event. This covers 1 Million Dollars for liability against trip and fall claims and also list the City as additional insurer.

Cleanup date work party is scheduled June 4th at 9:00 AM. Ken and Linda will order one half unit of bark dust and pick up donated geraniums from Fessler's Nursery in Woodburn.

Linda asked permission from Board Members if the Memorial could purchase the gasoline to be used for mowing the grass on the Memorial grounds since gasoline prices are much higher. Everyone agreed.

There was no other business, so minutes of the last meeting, treasurers report, and amended By laws were handed out. Meeting was adjourned at 4:00 PM by Mike. Next meeting to be announced.

Linda Kleczynski, Secretary/Treasurer.