

MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

JUNE 14, 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 at the Hubbard City Hall. 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>

See the below choices to Join the Zoom Meeting:

<https://us02web.zoom.us/j/82762821589?pwd=ZzBHNUROQUJUUTIEUFJNTVRQS24wUT09>

Meeting ID: 827 6282 1589

Passcode: 875759

One tap mobile

+16699006833,,82762821589#,,,,*875759# US (San Jose)

+12532158782,,82762821589#,,,,*875759# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 827 6282 1589

Passcode: 875759

Find your local number: <https://us02web.zoom.us/j/82762821589?pwd=ZzBHNUROQUJUUTIEUFJNTVRQS24wUT09>

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

Agenda / Packet is located at the following link: <https://www.cityofhubbard.org/meetings>

*******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 6/9/2022, 4:00 p.m.

Vickie L. Nogle, MMC

Director of Administration/City Recorder

UPDATED AGENDA

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

JUNE 14, 2022 – 6:00 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.

Closed Executive Session approximately 6:00 p.m.

- 2) **COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO CONSIDER THE DISMISSAL OR DISCIPLINING OF, OR TO HEAR COMPLAINTS OR CHARGES BROUGHT AGAINST, A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT WHO DOES NOT REQUEST AN OPEN HEARING ORS 192.660(2)(b), AND TO REVIEW AND EVALUATE THE EMPLOYMENT-RELATED PERFORMANCE OF THE CHIEF EXECUTIVE OFFICER OF ANY PUBLIC BODY, A PUBLIC OFFICER, EMPLOYEE OR STAFF MEMBER WHO DOES NOT REQUEST AN OPEN HEARING ORS 192.660(2)(i). PURSUANT TO ORS 192.660(4) COUNCIL SPECIFICALLY REQUEST THAT MEMBERS OF THE MEDIA AND OTHER ATTENDEES NOT DISCLOSE MATTERS DISCUSSED IN THE EXECUTIVE SESSION.**
- 3) **COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING.**
- 4) **COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO CONSIDER RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTION PURSUANT TO ORS 192.660(2)(f). PURSUANT TO ORS 192.660(4) COUNCIL SPECIFICALLY REQUEST THAT MEMBERS OF THE MEDIA AND OTHER ATTENDEES NOT DISCLOSE MATTERS DISCUSSED IN THE EXECUTIVE SESSION.**
- 5) **COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING.**

Re-convene open meeting at approximately 7:00 p.m.

6) PUBLIC HEARINGS.

A) **State Shared Revenue.** *(Refer to Resolution No. 727-2022 & No. 728-2022 in the Consent Agenda)*

B) **Budget for Fiscal year 2022-2023.**

7) **Resolution 732-2022. A Resolution adopting the Budget, making appropriations, levying, and categorizing property taxes for the fiscal year 2022-2023.**

8) PUBLIC COMMENT.

A) **Resolution No. 726-2022. A Resolution revising the Transportation Utility Fees for the City of Hubbard and repealing Resolution No. 691-2020.**

9) **UPDATE REGARDING JUBILEE COMMUNITY GARDEN/JUBILEE FOOD PANTRY - Serenity Coulombe.**

10) 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>

11) **UPDATE REGARDING LOVE INC. UTILITY ASSIST / VULNERABLE & LOW-INCOME FAMILIES – Police Chief Dave Rash.**

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

13) STAFF REPORTS.

A) **Police Department**—Police Chief Dave Rash.

B) **Hubbard Fire District** – Fire Chief Joseph Budge.

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

D) **Public Works Department**—Public Works Superintendent Mike Krebs.

14) 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 May 10, 2022, City Council minutes**

B) **Resolution No. 727-2022. A Resolution declaring the City of Hubbard's election to receive State Revenues pursuant to ORS 221.770.**

C) **Resolution No. 728-2022. A Resolution certifying that the City of Hubbard provides four or more municipal services to be eligible to receive State-Shared Revenues.**

D) **Resolution No. 730-2022. A Resolution amending compensation ranges for classified employees and repealing Resolution No. 723-2022.**

- E) Resolution 724-2022. A Resolution approving the Coronavirus Local Fiscal Recovery Funds award of the American Rescue Plan Act of 2021 (ARPA), authorizing to initiate projects that are on the Distribution of ARPA Funds Plan approved March 8, 2022, by City Council, and related matters.**
- F) Resolution 725-2022. A Resolution authorizing an annual adjustment of Systems Development Charges, amending Resolution No. 533-2012, and repealing Resolution No. 708-2021.**
- G) Resolution No. 729-2022. A Resolution extending the City of Hubbard's Workers' Compensation coverage to volunteers of the City of Hubbard, and repealing Resolution No. 717-2021.**
- H) Resolution No. 731-2022. A Resolution amending Resolutions 665-2019, 682-2019, 688-2020, 702-2020, 721-2021 Police Personnel Policies and Procedures for the City of Hubbard.**
- I) Approval of the May 2022 Check Register Report.**
- J) Approval to move Juan Hernandez (Utility Worker II) from step C to D of the Hubbard Salary Schedule, effective July 1, 2022. (*Refer to Public Works Administrative Manager Report*)**
- K) Accept the Managing Oregon Resources Efficiently (MORE) Intergovernmental Agreement for resources and services between the City of Hubbard and Marion County. (*Refer to Public Works Administrative Manager Report*)**
- L) Approval of Hubbard Fire Volunteer Association's Park Use application for their Softball & BBQ fundraiser event on Saturday, July 23, 2022, at Barendse Park, and waive the \$125 clean-up fee contingent upon receipt of the required insurance documentation. (*Refer to Public Works Administrative Manager report*)**
- M) Approval to waive the \$20 fee for the sale of food items in conjunction with an organized event. (Outdoor merchandising application for Hubbard Fire Volunteer Association fundraiser July 23, 2022, at Barendse Park). (Refer to Director of Administration/City Recorder report)**
- N) Authorize Public Works to issue a notice to the property owner of 3269 3rd Street of major repairs required for the sidewalk adjacent to their property as written in the Hubbard Municipal Code. (*Refer to Public Works Administrative Manager Report*)**
- O) Authorize the Public Works Superintendent Mike Krebs to hire the desirable candidate for Utility Worker Utility 1, negotiate salary step pay range subject to passing the medical requirements and background check.**
- P) Authorize Hubbard Hop Festival Inc. the use of Rivenes Park for July 16, 2022, through July 17, 2022, for the Hubbard Hop Festival July 16, 2022, work with city staff to confirm security, and submittal of required insurance documentation.**

Q) Approval for Hubbard Hop Festival Inc. to work with Staff in regard to the OLCC permit application, and waive the \$20 fee for the Oregon Liquor Control Commission temporary sale permit for the Hop Festival July 16, 2022, and authorize the Director of Administration / City Recorder to sign.

R) Authorize Hubbard Hop Festival Inc. to work with the Police Chief and the Public Works Superintendent for approval of Parade Route and Road Closures July 16, 2022, for the Hubbard Hop Festival Parade.

15) OTHER CITY BUSINESS.

16) ADJOURNMENT. Next regular scheduled City Council Meeting July 12, 2022, at 7:00 p.m.)

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

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

RESOLUTION NO. 727-2022

**A RESOLUTION DECLARING THE CITY OF HUBBARD'S ELECTION
TO RECEIVE STATE REVENUES PURSUANT TO ORS 221.770.**

Findings

- A. Two public hearings were held on the receipt and expenditure of state revenue sharing funds for fiscal year 2022-2023, now, therefore,

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

1. Pursuant to ORS 221.770, the City of Hubbard hereby elects to receive state revenues for fiscal year 2022-2023.

ADOPTED BY THE CITY COUNCIL this 14th day of June 2022.

APPROVED:

Charles Rostocil, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/City Recorder

APPROVED AS TO FORM:



Beery, Elsner, & Hammond, City Attorney

I certify that a public hearing before the Budget Committee was held on May 31, 2022, and a public hearing before the City Council was held on June 14, 2022, giving citizens opportunity to comment on use of State Revenue Sharing.

Vickie Nogle, MMC
Director of Administration/City Recorder

RESOLUTION NO. 728-2022

A RESOLUTION CERTIFYING THAT THE CITY OF HUBBARD PROVIDES FOUR OR MORE MUNICIPAL SERVICES IN ORDER TO BE ELIGIBLE TO RECEIVE STATE-SHARED REVENUES.

Findings

- A. ORS 221.760 provides that the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:
- (1) Police protection,
 - (2) Fire protection,
 - (3) Street construction, maintenance, and lighting,
 - (4) Sanitary sewer,
 - (5) Storm sewers,
 - (6) Planning, zoning, and subdivision control,
 - (7) One or more utility services; and;
- B. The City of Hubbard is located in Marion County, which has a population of more than 100,000 inhabitants; and
- C. City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

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

The City of Hubbard hereby certifies that it provides the following municipal services enumerated in ORS 221.760(1) and therefore is eligible to receive to receive state shared revenues:

- (1) Police protection
- (2) Street construction, maintenance, and lighting
- (3) Sanitary sewer
- (4) Storm sewers
- (5) Planning, zoning, subdivision control
- (6) Water service

ADOPTED BY THE CITY COUNCIL this 14th day of June 2022.

APPROVED:

Charles Rostocil, Mayor

ATTEST:

APPROVED AS TO FORM:



Vickie Nogle, MMC
Director of Administration/City Recorder

Ashley O. Driscoll
Beery Elsner & Hammond, City Attorney

RESOLUTION NO. 732-2022

A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND LEVYING AND CATEGORIZING PROPERTY TAXES FOR THE FISCAL YEAR 2022-23.

Findings

- A. The Budget Committee approved a budget and imposed property taxes for the City of Hubbard for the fiscal year 2022-23 on May 31, 2022, and
- B. A public hearing on the budget for fiscal year 2022-23 was held before the City Council on June 14, 2022, and
- C. Now is the proper time to adopt the budget, make appropriations, declare and categorize the taxes,

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

Section 1. The City Council of the City of Hubbard hereby adopts the budget for fiscal year 2022-2023 in the sum of \$10,365,187 now on file in the office of the City Recorder.

Section 2. The amounts for the fiscal year beginning July 1, 2022 and for the purposes shown below are hereby appropriated as follows:

General Fund

Admin	\$	238,219
Court		66,380
Council		17,950
Community Development		182,384
Police		1,295,505
Parks		250,280
Debt		45,000
Transfers		9,000
Contingency		307,608
Total	\$	<u>2,412,327</u>

Street Fund

Street	\$	311,105
Transfers		26,052
Contingency		46,666
Total	\$	<u>383,823</u>

Street Construction Fund

Street Construction	\$	345,000
Transfers		442
Total	\$	<u>345,442</u>

Parks Improvement Fund

Parks Improvement	\$	284,650
Transfers		390
Contingency		42,698
Total	\$	<u>327,738</u>

Sewer Fund

Sewer	\$	477,440
Transfers		185,043
Contingency		71,616
Total	\$	<u>734,099</u>

Sewer Construction Fund

Sewer Construction	\$	316,500
Transfers		734
Total	\$	<u>317,234</u>

Sewer Bond Fund

Debt Service	\$	<u>159,500</u>
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Water Fund

Water	\$	476,330
Transfers		76,337
Contingency		71,450
Total	\$	<u>624,117</u>

Water Construction Fund

Water Construction	\$	150,000
Transfers		740
Total	\$	<u>150,740</u>

Total Appropriations	\$	<u>5,455,019</u>
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Total Unappropriated Amounts All Funds	\$	<u>4,910,168</u>
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TOTAL ADOPTED BUDGET	\$	<u>10,365,187</u>
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Section 3. The City Council of the City of Hubbard hereby imposes that taxes provided for in the adopted budget at the rate of \$3.9772 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2022-23 upon the assessed value of all taxable property within the City. The following allocation and categorization, subject to the limits of Section 11b, Article XI of the Oregon Constitution, make up the aggregate levy.

	Subject to the General Government Limitation	Excluded from the Limitation
Permanent Rate Tax	\$3.9772 per \$1,000	-

ADOPTED BY THE CITY COUNCIL this 14th day of June 2022.


APPROVED:

Charles Rostocil, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/City Recorder

Approved as to form:



Berry, Elsner, & Hammond, City Attorney

RESOLUTION NO. 726-2022

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

Findings

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

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

- 1. The City of Hubbard does adopt a new transportation utility fee schedule as set forth in Exhibit "A" attached hereto and by this reference incorporated herein and entitled City of Hubbard Transportation Utility Fees.
- 2. Increase based on Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index (CCI) increase to 13722.83 in January 2022 from 12845.38 in January 2021, an increase of 6.8% during that time period.
- 3. Resolution No. 691-2020 is hereby repealed August 16, 2022.
- 4. This resolution shall be effective August 16, 2022.

ADOPTED BY THE CITY COUNCIL this 14th day of June 2022.

APPROVED:

Charles Rostocil, Mayor

ATTEST:

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

APPROVED AS TO FORM:



Beery, Elsner, & Hammond, City Attorney

Exhibit “A”
City of Hubbard Transportation Utility Fees

Effective August 16, 2022

(Increase based on ENR NW Construction Cost Index January 2021 – January 2022 of 6.8%)

1. Residential:
 - A. Single Family ~~\$6.68~~ **\$7.14** Per month
 - B. Multiple Family ~~\$6.68~~ **\$7.14** Per month per dwelling unit
 - C. Mobile Home Park ~~\$6.68~~ **\$7.14** Per month per dwelling unit

2. Non-residential:
 - A. Churches/Private Clubs ~~\$6.68~~ **\$7.14** Per month
 - B. Commercial - Low (0 - 2.5 vt) ~~\$1.49~~ **\$1.60** Per month per 1,000 sq. ft.
Ex: Offices
Barber/Beauty Shops
Furniture Sales
 - C. Commercial - Medium (2.5 - 19 vt) ~~\$2.99~~ **\$3.20** Per month per 1,000 sq.ft.
Ex: Retail Sales
Cleaners/Laundromats
Auto Repair Shops
Banks without drive-up window
Restaurants/Taverns/Lounges
 - D. Commercial - High (19+ vt) ~~\$5.93~~ **\$6.34** Per month per 1,000 sq. ft.
Ex: Service Stations
Convenience Stores with gas pumps
Banks with drive-up window
Restaurants with drive-up window
 - E. Warehouse/Storage
(0 to 20,000 sq. ft.) ~~\$0.61~~ **\$0.66** Per month per 1,000 sq. ft.
(>20,000 sq.ft.) ~~\$0.36~~ **\$0.39** Per month per 1,000 sq. ft.
 - F. Manufacturing/Industrial/Wholesale
(0 to 20,000 sq. ft.) ~~\$0.85~~ **\$0.98** Per month per 1,000 sq. ft.
(>20,000 sq.ft.) ~~\$0.61~~ **\$0.66** Per month per 1,000 sq. ft.

3. The minimum monthly fee for any commercial account is ~~\$6.68~~ **\$7.14** per business.

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

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



Chief's Report

"Committed to our community"

TO: Mayor and City Council Members
FROM: David J. Rash, Chief of Police
DATE: June 1, 2022
RE: June 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 May 2022**

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

- **Community Outreach**

I was notified by one of our dispatchers of a post on the Next Door app. On May 25, 2022, Ivy Winslow wrote, "This is just a note to say I love our Hubbard Police so much! They are wonderful. I work with several seniors in our area. I heard an absolutely lovely story from one today of a police officer helping her set up a bird feeder by her window so she can watch the birds. There is so much to say about have local officers. If any are on here. Thanks guys!" I was able to identify this was Sergeant Chris Anderson. I would have never known if our dispatcher had not told me about the posted information.

Prior to law enforcement, Officer Mark Wai earned a teaching degree. One of his fellow students who became a teacher at the St. Vincent De Paul in Salem contacted Officer Wai and requested he speak to her students. They wanted to meet a police officer. Officer Wai did a great job and kept the students attention.

On June 4 & 5, Officers from our department will be participating in Fish with a Cop at the Sherwood Police Department.

On June 15, members of the police department are participating at Field Day with the North Marion Middle School.

On June 18, department members will be in attendance for the Marion E. Carl Veteran's Memorial Annual Veteran's/Flag Day Ceremony. This will be the 10th anniversary of the event. I have granted a temporary road closure on D Street in between 7 and 10th street.

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

On October 7, we will be having Coffee With a Cop at Le Petite Bistro on National Coffee With a Cop Day. Details will be provided as the date gets closer.

- **Policy Manual Updates**

There were very few policy updates this time.

Policy 303 Control Devices and Techniques

Section 303.7, 303.9.2 and 303.12 were updated to comply with ORS 181A.708.

Police 600

Section 600.3.3 was updated to reflect SB 386(2021)

600.3.3 PARENTAL NOTIFICATION OF INTERVIEW OF CHILD WITNESS

Pursuant to SB386 (2021), unless the child's safety would be compromised, officers who interview a child as a witness to a child welfare, criminal, or

delinquency investigation are required to notify the child's parents of the interview. 'Child witness' means an unmarried person who is under 18 years of age and who is not the victim of, [the] suspect in, or related to the suspect in a child welfare, criminal, or delinquency investigation.

Policy 1034 Wellness Program

This is a brand new policy and required by ORS 181A.832

In turn already established policies 1033 Line of Duty Deaths and 1016 Fitness for Duty had minimal changes to refer to the new Wellness Program Policy.

- **Training**

For the month of June:

Administrative Assistant Schwartz will be attending the Oregon Records Association Conference.

Sergeant Chris Anderson will be attended the FBI-LEEDA school in Clackamas. This is an advanced leadership course.

All officers will be attending a 4-hour seminar on Human Trafficking.

All officers will be attending and participating in Active Shooter Training with the Canby Police Department.

Officer Holliman is attending a course in McMinnville on Responding to an Officer Involved Shooting.

**** Friendly reminder as we head into the Summer months to not leave your children or pets in vehicles during hot weather!

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: June, 2022
RE: May 2022 Statistics

Adult and Juvenile Arrests:	13
Citations Issued:	89
Towed Vehicles:	3
Calls for service:	514

HPD Calls for Service May-22 Call Type	
911 Investigation	2
Alarm - Burg	10
Animal Complaint	3
Area Check	34
Assist - Fire	3
Assist - Police	14
Assist - Public	53
Attempt to Locate	9
Bar Check	6
Civil Situation	2
Crash - Hit and Run	3
Crash - Injury	4
Crash - Non Injury	1
DHS Referral	3
Disturbance	5
DUII	3
EDP	2
Elude	2
Extra Patrol	1
Family Disturbance	8
Fight	1
FIR	7
Foot Patrol	11
Forgery	2
Fraud	1
Info	4
Insecure Premise	2
Intoxicated Subject	1
Missing Person	1
Narcotic Investigation	1
Noise Complaint	4
Ordinance - Aban Vehicle	1
Ordinance - Other	10
Parking Violation	1
Property Lost/Found	6
Radar	3
Reckless Driving	4
Restraining Order Violation	1
School Resource	2
Stolen Vehicle	1
Suicide Attempt/Threats	1
Suspicious Activity	11
Suspicious Person/Vehicle	18
Theft - Other	5

Traffic Stop	227
Trespass	3
Warrant Service	9
Welfare Check	8
Total	514

DIRECTOR OF ADMINISTRATION/ CITY RECORDER MONTHLY REPORT



To: CITY COUNCIL
From: VICKIE NOGLE, MMC, Director of Administration/City Recorder
Date: JUNE 9, 2022
RE: REPORT FOR JUNE 14, 2022, CITY COUNCIL MEETING

REQUEST FOR FEE WAIVER

The Hubbard Fire Volunteer Association is hosting a Softball fundraiser on Saturday, July 23, 2022, at Barendse Park, and would like to have a BBQ booth selling hotdogs and burgers. A permit may be issued subject to the requirements of the HMC Chapter 5.10, and upon receipt of the required insurance documentation.

I recommend the \$20 permit fee to be waived for the Hubbard Fire Volunteer Association Outdoor Merchandising application.

CITY ADMINISTRATOR RECRUIT UPDATE

The apply by date for the recruitment for the City Administrator was June 12, 2022. The following is the information I received from Barry Gaskins with Prothman Company on June 6, 2022:

"Hello Vickie,"

"We have not received any new applications so far. The job was reposted on the following sites:

International City/County Management Association

Washington Finance Officers Association

Oregon Government Finance Officers Association

Municipal Management Association of Northern California

Association of Washington Cities

League of Oregon Cities

Association of Oregon Counties

Careers in Government (job is also posted on LinkedIn and Facebook; job is marketed through social media network including Twitter, Facebook, LinkedIn, and Instagram, job also appears on other job boards including Glassdoor, ZipRecruiter, Jobs2Careers, NEXXT, Appcast, Talroo, and posted on a network of 8 diversity websites.)

The Job Board

LinkedIn (boosted/targeted outreach)

Approximately 5,400 outreach emails have been sent since reposting (~32,000 total including the first round.) We have been and are continuing to update our outreach lists specifically for this recruitment to ensure we have the most up-to-date information on Oregon City Managers/Administrators, and finance professionals. Another ~5,400 emails will be going out to finance professionals tomorrow, along with another ~5,100 to city management professionals.

Thank you very much.

Barry"

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 was **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>.

PLANNING COMMISSION MEETING

The following public hearing will be held at the June 21, 2022, Planning Commission meeting:

- B & T Towing and Transportation LLC – 3187 G Street, Hubbard (041W33DA00200); Site Development Review (SDR 2022-01) for towing business.

NEWSLETTER

Please submit your information for the Newsletter no later than **June 14, 2022**. You can submit them in writing or e-mail the Administrative Assistant/Court Clerk Julie Hedden at jhedden@cityofhubbard.org.

BUILDING PERMITS

1 building permit application has been submitted January - June 2022.

BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #
1	6/8/2021	8/18/2021	555-21-006035-DWL	Dimitriy Gridinar	3787 10th St	041W33AB07000
2						
3	10/5/2021			Elite Home, LLC	3177 Elm St #22	
4						
5	9/22/2021	11/2/2021	555-21-009868-DWL	JERRY VOSIKA	3165 5TH	041W33AC05401
6						
7	12/16/2021			PACIFIC CREST STRUCTURES	2350 INDUSTRIAL AVENUE	
8						
9	12/28/2021			MH CUSTOM CABINETRY INC	2694 INDUSTRIAL AVE	
10						
11	6/7/2022			Matt Kennedy	3635 5th STREET	
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BUILDING PERMITS page 2

	Type of permit	Permit Amount	Reciept #	ROW	Reciept #	City Fee	SDC	Reciept #	EXCISE TAX	Valuation
1	SFR	\$ 2,657.04	9.002219	\$ 225.00	1.011141	\$ 312.16	\$ 17,703.00	1.01141	\$ 2,354.00	\$ 333,384.28
2	ADDITIONAL PYMNT	\$ 21,648.10								
3	ADDITION TO MFH	\$ 275.80	9.002424							
4										
5	SFR	\$ 2,618.13	9.002373	\$ 135.00	1.011378	\$ 185.25	\$ 17,703.00	1.011378	\$ 2,112.00	\$ 313,219.36
6	ADDITIONAL PYMNT	\$ 21,597.01	1.011378							
7	ROOF REPAIR	\$ 401.88	1.011527							
8										
9	ADDING BATHROOM & LUNCH ROOM	\$ 797.85	1.011586							
10										
11	ACCESSORY STRUCTURE/GARAGE	\$ 1,331.00	9.003579							
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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	216.94	.00	.00	216.94	5,153.97
		Sic	231.75	.00	.00	231.75	
		Hol	.00	.00	.00	.00	.00
		Com	63.98	.00	.00	63.98	1,519.89
117 Nogle, Vickie Lynne		Vac	280.24	.00	.00	280.24	11,058.10
		Sic	1,017.25	.00	.00	1,017.25	
		Hol	.00	.00	.00	.00	.00
		Com	60.00	.00	.00	60.00	2,367.56
Total Administration:			1,870.16	.00	.00	1,870.16	
Police Department							
101 Anderson, Chris		Vac	283.57	.00	.00	283.57	10,925.24
		Sic	1,269.00	.00	.00	1,269.00	
		Hol	54.50	.00	.00	54.50	2,099.75
		Com	6.82	.00	.00	6.82	262.76
103 Bentley, Glen W		Vac	183.70	.00	.00	183.70	6,011.97
		Sic	1,416.00	.00	.00	1,416.00	
		Hol	20.00	.00	.00	20.00	654.54
		Com	.00	.00	.00	.00	.00
141 DAVIS, CHRISTOPHER		Vac	.00	.00	.00	.00	.00
		Sic	16.00	.00	.00	16.00	
		Hol	10.00	.00	.00	10.00	269.57
		Com	.00	.00	.00	.00	.00
139 Holliman, Steve		Vac	32.37	.00	.00	32.37	979.67
		Sic	17.50	.00	.00	17.50	
		Hol	.00	.00	.00	.00	.00
		Com	.00	.00	.00	.00	.00
128 Rash, David		Vac	40.56	.00	.00	40.56	2,052.25
		Sic	318.00	.00	.00	318.00	
		Hol	.00	.00	.00	.00	.00
		Com	27.50	.00	.00	27.50	1,391.44
129 Schwartz, Molly		Vac	14.97	.00	.00	14.97	369.88
		Sic	17.50	.00	.00	17.50	
		Hol	.00	.00	.00	.00	.00
		Com	.01	.00	.00	.01	.25
140 Wai, Mark-Carlo		Vac	11.72	.00	.00	11.72	303.75
		Sic	12.00	.00	.00	12.00	
		Hol	10.00	.00	.00	10.00	259.17
		Com	.00	.00	.00	.00	.00
Total Police Department:			3,761.72	.00	.00	3,761.72	
Public Works							
138 Caballero, Aaron		Vac	82.06	.00	.00	82.06	1,780.07
		Sic	177.00	.00	.00	177.00	
		Hol	6.25	.00	.00	6.25	135.58
		Com	3.50	.00	.00	3.50	75.92
109 Hernandez, Juan M		Vac	296.81	.00	.00	296.81	7,698.66
		Sic	681.50	.00	.00	681.50	
		Hol	7.50	.00	.00	7.50	194.54
		Com	17.27	.00	.00	17.27	447.82
112 Krebs, Michael R		Vac	338.23	.00	.00	338.23	13,327.34

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
118	Olinger, Melinda L	Sic	1,368.50	.00	.00	1,368.50	
		Hol	.00	.00	.00	.00	.00
		Com	73.04	.00	.00	73.04	2,878.01
		Vac	310.02	.00	.00	310.02	10,346.73
		Sic	1,293.75	.00	.00	1,293.75	
		Hol	.00	.00	.00	.00	.00
		Com	63.15	.00	.00	63.15	2,107.59
Total Public Works:		4,718.58	.00	.00	4,718.58		
Grand Totals:		10,350.45	.00	.00	10,350.45		

Pay Code Summary

Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
2,091.19	.00	.00	2,091.19	70,007.63
7,835.75	.00	.00	7,835.75	
108.25	.00	.00	108.25	3,613.15
315.26	.00	.00	315.26	11,051.24

Report Criteria:

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

CITY OF HUBBARD
COMBINED CASH INVESTMENT
MARCH 31, 2022

COMBINED CASH ACCOUNTS

999-000-1005	CASH - COLUMBIA BANK	(64,645.19)
999-000-1010	CASH - XPRESS DEPOSIT ACCOUNT		74,607.60
999-000-1011	LGIP		7,096,892.10
999-000-1012	CASH CLEARING - UTILITIES	(829.57)
	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
	TOTAL STREET FUND REVENUE	15,245.38	202,729.89	292,271.00	89,541.11	69.4
	<u>FUND BALANCE</u>					
121-399-9999	BEGINNING FUND BALANCE	.00	132,672.41	92,751.00	(39,921.41)	143.0
	TOTAL FUND BALANCE	.00	132,672.41	92,751.00	(39,921.41)	143.0
	TOTAL FUND REVENUE	15,245.38	335,402.30	385,022.00	49,619.70	87.1

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
	<u>TOTAL WATER UTILITY REVENUE</u>	<u>70,859.80</u>	<u>456,738.61</u>	<u>508,215.00</u>	<u>51,476.39</u>	<u>89.9</u>
	<u>BEGINNING FUND BALANCE</u>					
205-399-9999	BEGINNING FUND BALANCE	.00	466,090.60	438,534.00	(27,556.60)	106.3
	<u>TOTAL BEGINNING FUND BALANCE</u>	<u>.00</u>	<u>466,090.60</u>	<u>438,534.00</u>	<u>(27,556.60)</u>	<u>106.3</u>
	<u>TOTAL FUND REVENUE</u>	<u>70,859.80</u>	<u>922,829.21</u>	<u>946,749.00</u>	<u>23,919.79</u>	<u>97.5</u>

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

- MONTHLY REPORT -

DATE: June 14, 2022
TO: City Council
FROM: Melinda Olinger, P.W. Administrative Manager

ITEM #1 Per the personnel policy, on the Consent Agenda is a request for authorization of an annual step increase from Step C to Step D for Utility Worker II, Juan Hernandez, effective July 1, 2022.

Juan has been a part of our public works team since 2010, when he began as a part-time Utility Worker I. He started with a bang and has continued to display the qualities we look for in a public works professional throughout his time with the City. Through the years he has gained extensive knowledge in the public works operations profession and is a dedicated team member continually displaying a desire to do good for our community, our public works team, and the profession he serves.

Public Works recommends Council approve an annual step increase from Step C to Step D for Juan Hernandez, effective as of July 1, 2022.

ITEM #2 On the Consent Agenda is a request to approve the Hubbard Fire Volunteer Association's park use application for Barendse Park on Saturday, July 23, 2022 (see attached) for their Softball & BBQ Fundraiser and to waive the \$125 clean-up fee, contingent upon receipt of the required insurance documentation.

This looks to be a fun and fabulous event for both our community and the Hubbard Fire Volunteer Association! The concessions permit process has been coordinated with Vickie, as you will see from her report also included in the council packet.

Public Works recommends Council approve the Hubbard Fire Volunteer Association's park use application for their Softball & BBQ fundraiser event on Saturday, July 23, 2022, and waive the \$125 clean-up fee contingent upon receipt of the required insurance documentation.

ITEM #3 On the Consent Agenda is a request to accept and authorize the Mayor to sign the Managing Oregon Resources Efficiently {MORE} Intergovernmental Agreement for Resources and Services.

MORE promotes the cost-effective and efficient use of public resources between public agencies in Oregon, by the authority of ORS Chapter 190 of intergovernmental agreements. It allows public agencies in Oregon to share resources including equipment, materials and services for public works, municipal, transportation, engineering, construction, operations, maintenance, emergency management, and related activities.

ITEM #4 Per the Municipal Code, Public Works requests Council make a motion directing public works to issue a notice to the property owner of 3269 3rd Street of major repairs required for the sidewalk adjacent to their property.

On May 25, 2022, I received a call regarding a trip and fall incident on the upraised sidewalk in that area. I completed an on-site inspection, and confirmed the sidewalk is severely damaged in that area. To prevent additional incidents, the upraised section was painted to make it more visible, and a barricade was placed on top. The sidewalk along the entire property frontage is in poor condition. See attached pictures. If Council makes a motion directing public works to issue a notice of repair needed, a certified letter will be sent to the property owner notifying them they have 60-days to complete the repair.

The Public Works Department completed 32 requests for locates for the month of May.
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HUBBARD PW

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
MAY 10, 2022**

CALL TO ORDER: The Hubbard City Council meeting was called to order by City Council President James Audritsh at 6:15 p.m.

FLAG SALUTE: City Council President James Audritsh led the group in reciting the Pledge of Allegiance.

CITY COUNCIL PRESENT: City Councilor James Audritsh, City Councilor James Yonally, City Councilor Robert Prinslow, City Councilor Tyler Thomas.

EXCUSED: Mayor Charles Rostocil

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, Financial Consultant for ARPA funds Tonya Moffitt.

COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO CONSIDER RECORDS OR INFORMATION EXEMPT BY LAW FROM PUBLIC INSPECTION ORS 192.660(2)(f), ORS 192.355(9)(a), and ORS 40.225, PURSUANT TO ORS 192.660(4) COUNCIL SPECIFICALLY REQUEST THAT MEMBERS OF THE MEDIA AND OTHER ATTENDEES NOT DISCLOSE MATTERS DISCUSSED IN THE EXECUTIVE SESSION. City Council President James Audritsh declared the ORS and recessed the public open meeting at 6:16 to go into the Executive Session.

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. City Council President James Audritsh closed the Executive Session and reconvened the public open meeting at 6:41 p.m.

COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO CONSIDER THE EMPLOYMENT OF A PUBLIC OFFICE, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT ORS 192.660(2)(a). PURSUANT TO ORS 192.660(4) COUNCIL SPECIFICALLY REQUEST THAT MEMBERS OF THE MEDIA AND OTHER ATTENDEES NOT DISCLOSE MATTERS DISCUSSED IN THE EXECUTIVE SESSION. City Council President James Audritsh declared the ORS and recessed the public open meeting at 6:42 p.m. to go into the Executive Session.

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. City Council President James Audritsh closed the Executive Session and reconvened the public open meeting at 7:00 p.m.

EMPLOYEE PERFORMANCE DISCUSSION. City Councilor Tyler Thomas stated to Public Works Superintendent Mike Krebs that there were some performance issues the City Council

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would like to discuss with him. He went on to say specifically looking back over the last few year's performance reviews they have outlined several things that have come up continuously, and have not had a way to address those to formally stay on track, so the City Council wanted this meeting to talk about those and see if there is something we can do to address the performance to get it to where the City Council feels it should be. City Councilor Tyler Thomas then went on to read excerpts from the past three years (2019, 2020, and 2021), of Public Works Superintendent Mike Krebs employee evaluations. In reading from the evaluations City Councilor stated the Public Works Department is the largest staffed department.

Public Works Superintendent Mike Krebs responded with a correction that Public Works is not the largest staffed department, the Police Department is.

City Councilor Tyler Thomas continued to read comments from the past three years of evaluations. He went on to say in the past three years City Council has asked for follow up on the same issues and they continue to persist and so there is concern on his part as a City Councilor and citizen that we might not be moving in the direction that we need to move from Public Works to make sure we are maintaining the City as needed.

City Councilor James Yonally said he was not here during the reviews so he had nothing to add.

City Councilor Robert Prinslow stated Councilor Thomas addressed his concerns and did not have any additional concerns to add.

City Councilor James Audritsh said in reading and listening to the comments he feels it is the City Council's best interest to formulate a work plan with attainable goals, give fairness to the employee to reach those goals, and we evaluate those goals every few months throughout the year. He went on to say it is not fair to the employee to not have put anything in writing from previous evaluations, we should have instituted some type of work plan.

City Councilor James Audritsh suggested City Council put their thoughts on paper and send them to City Attorney Emily Matasar to compile and create a formal performance improvement plan, giving staff a chance to meet measurable and targeted goals.

Public Works Superintendent Mike Krebs was asked what his thoughts were on this.

Public Works Superintendent Mike Krebs's response was if that is the direction City Council want to take, then it should be done. He went on to say many of the issues that City Councilor Tyler Thomas mentioned were out of his control, such as the G Street project which was thrust upon him, he had just gotten the Superintendent position, and it had already been approved by two different City Councils prior to the current City Council, and there was a decision made during construction they wanted the road wider, he was assuming at the time that since it had been approved by two different City Councils, that is what the City Council wanted, so it was out of his control because it had already been approved twice.

City Councilor James Audritsh said he can understand that, but he would like to see Public Works Superintendent Mike Krebs take a more proactive approach, when it came to the stenciling on the

ground, City Council was told it was wrong, but City Council would have liked to have seen him take charge and take care of things if it is not done right, and get it fixed.

City Council consensus was to have City Attorney Emily Matasar draft of work plan based on the past performance reviews and the conversation at this meeting, and circulate it and then have a special meeting in a couple of weeks. She said she will be out of town, but City Attorney Ashley Driscoll can cover for her.

DISCUSSION REGARDING DISTRIBUTING ARPA FUNDS – Tonya Moffitt, Merina+Co.

A) Discussion regarding Love Inc. Utility Assist/Vulnerable & Low-Income Families – Police Chief Dave Rash.

Police Chief Dave Rash said he talked with the Woodburn City Manager regarding how they are handling the ARPA funds they have allocated for assistance with Utilities. He said they have set up an account with the non-profit group, Love Inc., they have experience providing the services necessary to administer this type of assistance program so they are taking care of the application process and administrative work, and if someone qualifies, Love Inc., would then pay back the City through the account.

Consensus of City Council is to have Police Chief Dave Rash to contact Love, Inc., to see if they would be willing to work with us, find out how much the administrative costs would be for them to handle this for the City, and bring the information to the next City Council meeting.

ARPA fund consultant Tonya Moffitt was on the Zoom portion of the meeting to talk about what needed to be done to distribute the ARPA funds to the various entities the City Council approved to allocate the funds to. She said one of the big things regarding the ARPA funds was making sure the City stay below spending \$750,000 of Federal Funds so an audit would not be required, but there has been a change in the last month, where that is not the case anymore, the City could spend the money that was given out in both tranches at the same time, but it would require a compliance examination by the City's Auditor, but it would be substantially less than a single audit. She went on to say the City could go ahead and start paying out the amounts, but the City needs to make sure that none of the vendors that will be getting a part of the funds are included on the Sam.gov disbarment list, she said she has already looked and none of the vendors that we have on our list that we plan on disbursing money to are on the list.

Director of Administration/City Recorder Vickie Nogle asked ARPA fund consultant Tonya Moffitt if the City needs to adopt a Resolution to start disbursing the funds.

Consultant Tonya Moffitt said there does need to be a Resolution stating what the plan is for the funds, how it is going to be spent and attach the plan that was laid out on who was getting the funds as an exhibit. She also said included in the Resolution should be something that states that if there are going to be any substantial changes, we will come back and do an amendment.

Consensus of City Council to direct staff to work with legal to prepare a Resolution to bring back

to the next Council meeting.

MARION COUNTY CIRCUIT COURT JUDGE ERIOUS JOHNSON JR. INTRODUCTION. Newly appointed Marion County Circuit Court Judge Erious Johnson Jr. introduced himself to the City Council. He said he was hired February 2, 2022, was sworn in on February 14, 2022, and took the bench on March 1, 2022. He came to Oregon in 2013 from New York and resides in Salem. He is looking forward to getting to know the communities in the area and is excited about his new position.

APPEARANCE OF INTERESTED CITIZENS. Janelle Jeli, 3745 10th Street, Hubbard, informed the City Council that during the Executive Session, if you stand in the hallway, you can hear everything that is said even when the door is shut.

MAYOR'S AND/OR COUNCIL'S PRESENTATIONS. City Councilor Robert Prinslow thanked the Public Works Department for taking care of the water situation so quickly that was caused by the fire hydrant being hit this morning.

STAFF REPORTS:

POLICE DEPARTMENT- Police Chief Dave Rash. Police Chief Dave Rash gave an update on the little girl that was hurt at the park. She had to get stitches but is doing ok.

Police Chief Dave Rash said that new hire Officer Chris Davis has done very well in his field training and will be on his own after tonight. He will be assigned to Sergeant Anderson's shift. Starting July 1, 2022, the plan is to have 24/7 coverage.

Police Chief Dave Rash stated Officer Wai was potentially looking to go somewhere else, but has decided to stay.

Police Chief Dave Rash said in regard to community outreach, the Police Department will be participating in Field Day June 15, 2022, at North Marion Middle School. They will also help with the closure of Streets on June 18, 2022, from 9:30 a.m. to 11:15 a.m. for the Marion Carl Memorial function. Lastly, National Night Out is August 2, 2022, and anyone that wants to participate can sign up with Police Administrative Assistant Molly Schwartz.

HUBBARD FIRE DISTRICT – Chief Joseph Budge. None.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. Director of Administration/City Recorder Vickie Nogle stated the City received a Community Prosperity Initiative Intergovernmental Agreement in the amount of \$45,000, and the Council agreed to earmark that for the "G" Street project. They have now increased the amount another \$30,000, in which we will be getting \$15,000 each year for the next two years. She went on to say in the Goal Setting Session, one of the City Council's projects was to update the Comprehensive Plan and UGB expansion, so she is asking if the City Council would like to earmark the \$30,000 to use for the Comprehensive plan and UGB expansion. Furthermore, she stated the whole cost for the Comprehensive plan and UGB expansion is approximately \$42,000.

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City Councilor Robert Prinslow asked when the last time the Comprehensive Plan and UGB expansion was done.

Director of Administration/City Recorder Vickie Nogle said she believes it was last done in 2012.

City Councilor James Audritsh asked if getting the Comprehensive Plan updated will open up doors to get more funding and Grants.

Director of Administration/City Recorder Vickie Nogle responded not necessarily, the Comprehensive Plan and UGB expansion looks at the zoning, how the City has expanded and what the needs are for the City. This would expand the UGB out so the City can grow and which direction it can grow. She also said it is a State requirement to keep a certain amount of land for growth.

Director of Administration/City Recorder Vickie Nogle said we are doing the budget now, and without the \$30,000, then it is a big hit on the General Fund. She said she briefly spoke to Mayor Charles Rostocil about it and he suggested that she bring it up in this City Council meeting.

City Councilor Robert Prinslow said we need to address this, City Council has been putting this off, and it needs to be done.

Consensus of City Council is to earmark the extra \$30,000 and put in the FY 2022-2023 Budget for the Comprehensive Plan and UGB expansion.

PUBLIC WORKS DEPARTMENT-Public Works Superintendent Michael Krebs. Public Works Superintendent Mike Krebs said they have received a \$20,000 grant to put toward the Wastewater Facility Plant. It is proceeding nicely, the inflow and infiltration study for the sewer system is completed. Last week, there was a surveyor company that was taking a look at the sewer line and sewer pipe.

Public Works Superintendent Mike Krebs said the permit for the Wastewater Plant is currently going through an internal review with DEQ. After DEQ reviews it, we will have two weeks to look at it and make comments, then it goes out for Public Review, before it is completed. He went on to say a couple of the changes that he knows will happen is there will be a requirement for a limit on ammonia and also a limit on the temperature prior to being distributed into the creek.

Public Works Superintendent Mike Krebs said they are still looking for a Utility 1 worker and the first review will be May 30, 2022.

City Councilor James Audritsh asked when we will see any street repairs done.

Public Works Superintendent Mike Krebs said it will be after the budget is passed. He went on to say he has started the pothole repairs on A Street, but because of the bad weather it has not been completed yet, it was on his agenda for this afternoon, but an emergency came up he had to deal with when a truck hit a hydrant.

CONSENT AGENDA.

- A) Approval of City Council meeting minutes.
 - 1. April 5, 2022 Special
 - 2. April 12, 2022
 - 3. April 25, 2022 Special
- B) Approval of the July 2022 Check Register Report.
- C) Approval of the Water Fund Technical Assistance Project Financing Contract, and authorize the Council President to sign. *(Refer to Public Work Administrative Manager report).*
- D) Approval of Goldie Garber Heyerly application to use the Rivenes Park covered area and 3 picnic tables for the annual Garber Gathering Picnic Sunday, August 14, 2022, from 11:00 a.m. – 4:00 p.m. *(Refer to Public Works Administrative Manager report).*
- E) Accept the revised Personal Services Agreement with Civil West Engineering, for city engineering services and authorize Public Works Superintendent Mike Krebs to sign. *(Refer to Public Works Administrative Manager report).*

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

OTHER CITY BUSINESS.

None.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS SEPTEMBER 14, 2021, AT 7:00 P.M.) MSA/City Councilor Tyler Thomas/City Councilor Robert Prinslow motioned to adjourn the meeting. City Councilor James Audritsh, City Councilor James Yonally, City Councilor Tyler Thomas and City Councilor Robert Prinslow were in favor. Meeting adjourned at 7:47 p.m.

ATTEST:

Charles Rostocil, Mayor

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

Julie Hedden
Administrative Assistant / Court Clerk
Transcribing

RESOLUTION NO. 730-2022

A RESOLUTION AMENDING COMPENSATION RANGES FOR NON-REPRESENTED EMPLOYEES AND REPRESENTED EMPLOYEES, AND REPEALING RESOLUTION NO. 723-2022.

Findings

- A. The City Council of the City of Hubbard finds it necessary to amend the compensation ranges for employees.

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

1. The City of Hubbard Compensation Ranges for non-represented employees is set forth in the attached documents marked Exhibit "A" attached hereto and by this reference incorporated herein and entitled City of Hubbard Salary Schedule for Non-Represented employees.
2. The City of Hubbard Compensation Ranges for represented employees is set forth in the attached documents marked Exhibit "B" attached hereto and by this reference incorporated herein and entitled City of Hubbard Salary Schedule for Represented employees.
3. Resolution No. 723-2022 is hereby repealed.
4. Effective July 1, 2022.

ADOPTED BY THE CITY COUNCIL this 14th day of June 2022.


APPROVED:

Charles Rostocil, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/City Recorder

APPROVED AS TO FORM:



Beery, Elsner, & Hammond, City Attorney

EXHIBIT "A"

CITY OF HUBBARD - SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

(Effective July 1, 2022)

4.63% COLA

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
<u>Administration Department</u>						
Director of Administration/City Recorder	5,447	5,665	5,890	6,126	6,372	6,626
Finance Director	5,447	5,665	5,890	6,126	6,372	6,626
Administrative Assistant/Court Clerk	3,542	3,683	3,830	3,984	4,143	4,309
<u>Public Works Department</u>						
Public Works Superintendent	6,009	6,249	6,497	6,758	7,029	7,309
Public Works Administrative Manager	4,523	4,704	4,892	5,087	5,292	5,503
Utility Worker II	4,134	4,300	4,471	4,650	4,836	5,029
Utility Worker I	3,451	3,590	3,733	3,882	4,037	4,200
Public Works Office Assistant / Part-Time \$16.12 - \$19.52						
Utility Worker I / Part-Time Minimum Wage (\$13.50 - \$18.00 hr.)						
Temporary Summer Helper Minimum Wage (\$13.50 - \$14.25 hr.)						

Step increases will be authorized upon the satisfactory completion of the annual performance evaluation as stated in Chapter 7.00 of the City of Hubbard Personnel Policy .

EXHIBIT "A"

CITY OF HUBBARD - SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

(Effective July 1, 2021)

4.63% COLA

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
<u>Police Department</u>						
Chief of Police	6,860	7,133	7,415	7,714	8,023	8,342
Sergeant	5,222	5,430	5,649	5,875	6,108	6,352
Administrative Assistant to Chief of Police	3,542	3,683	3,830	3,984	4,143	4,309
Temporary Police Reserves	0					

EXHIBIT "B"

CITY OF HUBBARD - SALARY SCHEDULE FOR REPRESENTED EMPLOYEES

(Effective August 1, 2021)

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
Police Officer	4,238	4,408	4,585	4,769	4,958	5,157

Step increases will be authorized upon the satisfactory completion of the annual performance evaluation as stated in Chapter 7.00 of the City of Hubbard Personnel Policy .

RESOLUTION NO. 724-2022

A RESOLUTION APPROVING THE CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS AWARD OF THE AMERICAN RESCUE PLAN ACT OF 2021 (ARPA), AUTHORIZING TO INITIATE PROJECTS THAT ARE ON THE DISTRIBUTION OF ARPA FUNDS PLAN APPROVED MARCH 8, 2022, BY CITY COUNCIL, AND RELATED MATTERS.

Findings:

- A. That in January 2020 the World Health Organization declared the spread of the 2019 Novel Coronavirus (COVID-19) constituted a public health emergency of international concern, and the Secretary of Health and Human Services, pursuant to section 319 of the Public Health Service Act, did determine and declare that a public health emergency exists in the United States.
- B. That in March 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon, finding COVID-19 has created a threat to public health and safety, and constitutes as statewide emergency under Oregon Revised Statutes (ORS) Chapter 401.025(1), and issued a series of Executive Orders with the intent to mitigate the spread and impact of COVID-19 in Oregon.
- C. That in response to the threat to public health and safety and the significant ongoing negative economic impact of the COVID-19 outbreak, the United States Congress in 2020 passed a series of funding aid, relief, assistance and recovery measures, in including the Coronavirus Preparedness and Response Supplemental Appropriations Act, the Families First Coronavirus Response Act, the Coronavirus Aid, Relief, and Economic Security (CARES) Act, and the year-end Consolidated Appropriations, Coronavirus Response and Relief Supplemental Appropriations Act.
- D. That the United States Congress on March 11, 2021 passed the American Rescue Plan Act of 2021 (ARPA), which provides an additional \$1.9 trillion of federal relief to address the continued impact of COVID-19 on the economy, public health, state and local governments, individuals, and businesses, including additional direct stimulus payments, tax credits, vaccination programs, homeowner assistance, extended unemployment benefits, fiscal relief funds to state and local governments, and other program areas aimed at mitigating the continuing effects of the pandemic.
- E. That one of the provisions of the ARPA established the \$362 billion Coronavirus State and Local Fiscal Recovery Fund (Fiscal Relief Funds) providing direct aid to state and local governments aimed at mitigating the continuing economic impact of the COVID-19 pandemic.
- F. That for the purposes of the Fiscal Relief Funds distribution channels, the City is

considered a non-entitlement unit of local government (NEU), as defined by the Housing and Community Development Act 42 U.S.C. § 5302(a)(5), as typically serving a population of less than 50,000, and therefore will only be eligible to receive the Fiscal Relief Funds through the State of Oregon rather than directly from the U.S. Department of Treasury.

- G. That based on current preliminary determinations the City is expected to be eligible for approximately \$599,504 of the Fiscal Relief Funds from ARPA.
- H. That for receipt of the Fiscal Relief Funds the U.S. Department of the Treasury has issued extensive regulatory requirements of representations, certifications, reporting, and other documentation which will be required from both the State and the City, prior to the City receiving any Fiscal Relief Funds distribution.
- I. That ORS 190.110 provides the authority for units of local governments to enter into Intergovernmental Agreements (IGA) for the performance of any or all functions and activities that a party to the agreement, its officers, or agents may have the authority to perform.
- J. That the City has entered into the necessary and sufficient agreements with both the U.S. department of the Treasury and the State of Oregon for recipient of ARPA Fiscal Relief Funds, and that doing so is in the best interest of the City.

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

- 1. The City of Hubbard hereby certifies, for purposes of Section 603(b)(2)(B) of the Social Security Act as added by Section 9901 of the American Rescue Plan Act, that it is non-entitlement unit of local government which is eligible and has elected to receive the distribution from the Coronavirus Local Fiscal Recovery Fund.
- 2. The COVID-19 pandemic has resulted in an unprecedented interruption of services, impact on the national and local economy and strain on the resources necessary to respond to the public health emergency and its negative economic impacts.
- 3. Based on the findings above the City Council has declared the receipt and use of the Coronavirus Local Fiscal Recovery Funds serves the public interest, and is necessary, desirable, and prudent in the support of mitigating the continuing effects of the COVID-19 pandemic and support of the recovery from its negative economic impacts.
- 4. That as grantee, recipient, or subrecipient, the City of Hubbard has accepted the award of the Coronavirus Local Fiscal Recovery Funds allocation up to the maximum allowed by the terms and conditions of the American Rescue Plan Act, estimated to be approximately \$599,504 and subject to final determination.

5. The Director of Administration/City Recorder, in coordination with the finance staff/consultant, is authorized and directed to disburse funds, subject to appropriations, as necessary to fulfill the intent of this resolution and the agreements and is further directed to implement all such actions necessary to ensure budgetary compliance.
6. The City Council approved the Distribution of ARPA Funds Plan presented by City Staff at the March 8, 2022, City Council meeting.
7. The City of Hubbard hereby formally approves the Distribution of American Rescue Plan Act Funds Project List as set forth in the attached document marked "Exhibit A" attached hereto and by this reference incorporated herein.
8. This Resolution shall take effect immediately upon adoption.

ADOPTED BY THE CITY COUNCIL this 14th day of June 2022.

BY: _____
Charles Rostocil, Mayor

ATTEST:

BY: _____
Vickie Nogle, MMC
Director of Administration/City Recorder

APPROVED AS TO FORM:


BY:  _____
Beery, Elsner & Hammond, City Attorney

EXHIBIT "A"

CITY OF HUBBARD				
AMERICAN RESCUE PLAN ACT FUNDS				
			TRANCH 1	TRANCH 2
	FUNDS ALLOCATED TO CITY OF HUBBARD		\$396,252	\$396,252.00
	SUPPORTING PUBLIC HEALTH EXPENDITURES			
	DEQ Required Filtration System for City Hall		\$10,000	
	ADDRESSING NEGATIVE ECONOMIC IMPACTS CAUSED BY THE PUBLIC HEALTH CRISIS			
	Love Santa Organizational Support		\$5,000.00	\$5,000.00
	Liberty House		\$5,000.00	\$5,000.00
	Jubilee Food Pantry		\$5,000.00	\$5,000.00
	Bricks of North Marion		\$5,000.00	\$5,000.00
	Marion E. Carl Veterans Memorial		\$2,500.00	\$2,500.00
	SERVING HARDEST HIT COMMUNITIES AND FAMILIES			
	Utility Assist/Vulnerable & Low Income Families		\$25,000.00	\$25,000.00
	GOVERNMENT SERVICES FROM REPLACING LOST PUBLIC SECTOR REVENUE			
	Upgrade Cyber Security for City's Computer Systems		\$17,000.00	
	Security Camera System installed at City Hall/PD		\$5,000.00	
	Upgrade and Remodel the Hubbard Fire Department's sleeping quarters		\$30,000.00	
	PROVIDE PREMIUM PAY FOR ESSENTIAL WORKERS		\$36,000.00	0
	INVEST IN WATER SEWER AND BROADBAND INFRASTRUCTURE			
	Water and Wastewater		\$250,752.00	\$348,752.00
	1. Treatment Process Improvements			
	2. Static Water Pressure Project			
	3. Scada System Upgrades			
	4. Main Replacements			
	5. Re-use Project (Wastewater)			
	BALANCE		\$0	\$0

CITY OF HUBBARD, OREGON

RESOLUTION NO. 725-2022

A RESOLUTION AUTHORIZING AN ANNUAL ADJUSTMENT OF SYSTEMS DEVELOPMENT CHARGES, AMENDING RESOLUTION NO. 533-2012, AND REPEALING RESOLUTION NO. 708-2021.

Findings

- A. Title 15 of the Hubbard Municipal Code (HMC) provides for the setting of systems development charges; and
- B. HMC Section 15.15.010 of the specifies that such charges shall be set by a separate resolution of the City Council, and
- C. The methodology used to determine a systems development charge for transportation, water, wastewater and park improvements are included in resolution No. 533-2012; and
- D. HMC Section 15.15.040 (6) specifies that on January 1st of each year the Systems Development Charges be adjusted to account for changes in the costs of acquiring and constructing facilities. The adjustment factor shall be based on the change in construction costs according to the Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index (CCI); and
- E. The Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index (CCI) increased to 13722.83 in January 2022 from 12845.38 in January 2021, an increase of 6.8% during that time period;
- F. ORS 223.304 (8) authorizes cities to modify a reimbursement fee or an improvement fee if the change is based on the periodic application of one or more specific cost indexes, prepared by a recognized independent organization and the annual adjustment is authorized by the city's authorizing systems development charge ordinance; and
- G. An updated list of the transportation, water, wastewater and parks systems development charges which reflect the 6.8% increase and has provided copies to the City Council and made available to the public.

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

1. ADJUSTMENT OF SYSTEMS DEVELOPMENT CHARGES

- A. Effective June 14, 2022, the City of Hubbard transportation, water, wastewater and parks systems development charges are hereby increase 6.8% to reflect the Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index (CCI) increase for the period from January 2021 to January 2022.
- B. The Director of Administration/City Recorder is hereby directed to prepare an updated schedule of systems development charges for the City of Hubbard.

2. EFFECTIVE DATE

This resolution shall be in full force and effect on June 14, 2022.

3. Resolution No. 708-2021 is hereby repealed.

ADOPTED BY THE CITY COUNCIL this 14th day of June 2022.


APPROVED:

Charles Rostocil, Mayor

ATTEST:

Vickie Nogle, MMC, Director of Administration / City Recorder

APPROVED AS TO FORM:



City Attorney

* Abbreviations used in the "Unit" Columnn:

T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area

T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area

V.F.P. = Vehicle Fueling Position

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

A. Transportation SDCs

City of Hubbard Schedule of Proposed Transportation System Development Charges Transportation SDC Update - 2022					
Percentage Increase from prior year =					6.8%
ITE LAND USE CODE/CATEGORY	IMPROVEMENT FEE		ADMIN FEE	TOTAL TRANSPORTATION SDC	UNIT
	MOTOR VEHICLE SDC	NON-MOTOR VEHICLE SDC	COMPLIANCE COST		
210 Dwelling Unit **	775	3,600	221	4,596	/dwelling unit
520 Elementary School (Public)	17	12	6	35	/student
560 Church	415	156	49	620	/T.S.F.G.F.A.
565 Day Care Center/Preschool	58	41	23	121	/student
630 Clinic	2,862	759	165	3,786	/T.S.F.G.F.A.
814 Specialty Retail Center	1,073	359	99	1,531	/T.S.F.G.L.A.
820 Shopping Center	1,040	349	95	1,484	/T.S.F.G.L.A.
850 Supermarket	3,601	1,205	330	5,137	/T.S.F.G.F.A.
853 Convenience Market	3,961	2,653	1,454	8,067	/T.S.F.G.F.A.
880 Pharmacy/Drugstore	2,528	846	232	3,606	/T.S.F.G.F.A.
911 Bank/Savings: Walk In	4,565	1,528	418	6,512	/T.S.F.G.F.A.
931 Quality Restaurant	1,000	562	259	1,822	/T.S.F.G.F.A.
934 Fast Foot Restaurant	4,161	2,340	1,078	7,579	/T.S.F.G.F.A.
942 Automobile Care Center	972	326	89	1,387	/T.S.F.G.L.A.
944 Gasoline/Service Station	997	668	367	2,033	/V.F.P.
710 General Office Building	552	155	36	743	/T.S.F.G.F.A.
720 Medical-DentalOffice Building	1,808	508	117	2,433	/T.S.F.G.F.A.
110 General Light Industrial	349	99	23	470	/T.S.F.G.F.A.
120 General Heavy Industrial	76	21	5	102	/T.S.F.G.F.A.
150 Warehouse	249	70	17	335	/T.S.F.G.F.A.
151 Mini-warehouse	196	55	12	262	/T.S.F.G.F.A.

B. Water SDCs

City of Hubbard Schedule of Proposed Water System Development Charges Water SDC Update - 2022						
Percentage Increase from prior year =						6.8%
Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Water SDCs			
			Reimbursement	Improvement	Administration	Total
0.625 x 0.75 inch	10	1	2,925	456	370	3,751
			0	0	0	
1.00 inch	25	2.5	7,315	1,141	924	9,380
1.50 inch	50	5	14,630	2,281	1,848	18,758
2.00 inch	80	8	23,408	3,649	2,957	30,014
3.00 inch	175	17.5	51,203	7,985	6,468	65,657
4.00 inch	300	30	87,777	13,687	11,089	112,553
6.00 inch	625	62.5	182,871	28,513	23,104	234,488
8.00 inch	900	90	263,332	41,061	33,270	337,663
10.00 inch	1450	145	424,259	66,154	53,601	544,013
12.00 inch	2160	216	632,000	98,548	79,843	810,391

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

C. Wastewater SDCs

City of Hubbard Schedule of Proposed Wastewater System Development Charges Wastewater SDC Update - 2022						
Percentage Increase from prior year =						6.8%
Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Water SDCs			
			Reimbursement	Improvement	Administration	Total
0.625 x 0.75 inch	10	1.00	3,925	1,399	367	5,691
			0	0	0	0
1.00 inch	25	2.50	9,810	3,499	918	14,227
1.50 inch	50	5.00	19,621	6,999	1,836	28,456
2.00 inch	80	8.00	31,393	11,199	2,938	45,530
3.00 inch	175	17.50	68,672	24,495	6,427	99,594
4.00 inch	300	30.00	117,726	41,991	11,018	170,735
6.00 inch	625	62.50	245,260	87,484	22,953	355,697
8.00 inch	900	90.00	353,176	125,976	33,051	512,204
10.00 inch	1450	145.00	569,006	202,961	53,250	825,218
12.00 inch	2160	216.00	847,624	302,343	79,323	1,229,290

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

D. Parks SDCs

City of Hubbard					
Schedule of Proposed Parks System Development Charges					
Parks SDC Update - 2022					
Percentage Increase from prior year =					6.8%
Residential Housing Type	Number of Dwelling Units	Proposed Schedule of Wastewater SDCs			
		Reimbursement	Improvement	Administration	Total
Detached single family	1	631	4,041	195	4,868
Mobil/manufactured home	1	631	4,041	195	4,868
Duplex	2	1,264	8,081	391	9,736
Tri-plex	3	1,895	12,123	587	14,605
Four-plex	4	2,527	16,164	781	19,473
Apartment complex	*	*	*	*	*
Condominium complex	*	*	*	*	*
Retirement/Assisted Living complex	*	*	*	*	*
* Multiply the number of dwelling units by the corresponding detached single family fee component					

ENR COST INDEXES IN SEATTLE (1978-2022)

YEAR	MONTH	BCI	%CHG	CCI	%CHG
2022	May	8116.99	+17.3	14623.69	+12.5
2022	April	7932.84	+15.5	14493.29	+12.0
2022	March	7890.59	+16.2	14451.04	+12.3
2022	February	7648.51	+13.3	14425.33	+12.5
2022	January	7648.51	+13.0	13722.83	+6.8
2021	December	7608.39	+12.4	13682.71	+6.6
2021	November	7521.26	+13.0	13595.58	+6.2
2021	October	7499.63	+14.0%	13573.94	+6.2%
2021	September	7451.38	+13.4	13525.69	+5.9
2021	August	7392.63	+13.2	13466.93	+8.3
2021	July	7174.02	+9.8	13248.30	+9.1
2021	June	7090.73	+10.5	13165.01	+8.4
2021	May	6920.15	+7.8	12994.43	+7.0
2021	April	6870.90	+7.1	12945.18	+6.6
2021	March	6790.81	+8.4	12865.08	+7.3
2021	Feb	6751.80	+5.7	12826.05	+5.9
2021	Jan	6771.14	+5.9	12845.38	+6.0

RESOLUTION NO. 729-2022

**A RESOLUTION EXTENDING THE CITY OF HUBBARD'S WORKERS' COMPENSATION
COVERAGE TO VOLUNTEERS OF THE CITY OF HUBBARD, AND REPEALING
RESOLUTION NO. 717-2021.**

Findings

- A. The City of Hubbard contracts with SAIF (State Accident Insurance Fund) for workers' compensation coverage for City employees and volunteers.
- B. SAIF requires the City to specify the classes of volunteers it wishes to cover on the annual Volunteer Election Form.

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

- 1. Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on payroll schedule and verified at audit:

a. Public Safety Volunteers

Applicable _____ **Non-applicable** X

An assumed monthly wage of \$800 per month will be used for public safety volunteers in the following positions:

- Police reserve
- Search and rescue
- Firefighter
- Emergency medical personnel
- Ambulance drivers
- Other

b. Volunteer boards, commissions for the performance of administrative duties.

Applicable X **Non-applicable** _____

Oregon minimum wage will serve as assumed wage for both premium and benefits calculations and will be used per each volunteer board, commission for the performance of administrative duties. The covered bodies are:

- 1. Planning Commission
- 3. Budget Committee
- 4. Farmers Market Committee

c. Volunteer council positions for the performance of administrative duties.

Applicable X **Non-applicable** _____

Council volunteer positions stipend would be assumed for the performance of administrative duties.

d. Manual labor by elected officials.

Applicable _____ **Non-applicable** X

Oregon minimum wage will serve as assumed wage for both premium and benefits calculations for public officials for the performance of non-administrative duties other than those covered in paragraph 2 above.

d. Non-public safety volunteers

Applicable X **Non-applicable** _____

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. SAIF will assign the appropriate classification code according to the type of volunteer work being performed.

✓ **Parks and recreation**

Senior center

Public works

Library

Other – Police Office worker

e. Public Events

Applicable X **Non-applicable** _____

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation:

✓ **Farmers Market**

f. Community Service Volunteers/Inmates

Applicable _____ **Non-applicable** X

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by the City of Hubbard.

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

g. Other volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that the City of Hubbard:

1. Provides at least two weeks' advance written notice to SAIF underwriting requesting the coverage
2. SAIF approves the coverage and date of coverage
3. SAIF provides written confirmation of coverage

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster.

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

Section 1. The City of Hubbard agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

Section 2. To provide worker's compensation coverage as indicated above.

Section 3. Resolution No. 717-2021 is hereby repealed.

ADOPTED BY THE CITY COUNCIL this 14th day of June 2022.

APPROVED:

Charles Rostocil, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/City Recorder

APPROVED AS TO FORM:

Beery, Elsner, & Hammond, City Attorney
Resolution No 729-2022
Adopted June 14, 2022

RESOLUTION NO. 731-2022

A RESOLUTION AMENDING RESOLUTIONS 665-2019, 682-2019, 688-2020, 702-2020, 721-2021 POLICE PERSONNEL POLICIES AND PROCEDURES FOR THE CITY OF HUBBARD.

Findings:

- A. The City Council of the City of Hubbard finds it in the best interest of the City to amend the *Police Personnel Policies and Procedures* for police employees of the City.

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

1. The City of Hubbard hereby amends sections of the *Police Personnel Policies and Procedures* as set forth in the attached document marked "Exhibit A" attached hereto and by this reference incorporated herein.

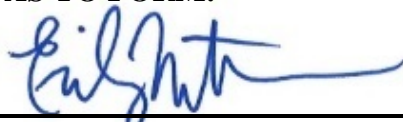
ADOPTED BY THE CITY COUNCIL this 14th day of June 2022.

BY: _____
Charles Rostocil, Mayor

ATTEST:

BY: _____
Vickie Nogle, MMC
Director of Administration/City Recorder

APPROVED AS TO FORM:

BY:  _____
Beery, Elsner & Hammond, City Attorney

Control Devices and Techniques

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.1.1 WHEN DEVICES MAY BE USED

When a decision has been made to restrain or arrest a violent or threatening suspect, an approved control device may only be used when its use appears reasonable under the circumstances.

303.1.2 REVIEW, INSPECTION AND APPROVAL

Every control device will be periodically inspected by the department Armorer or Rangemaster, or the designated instructor for a particular control device.

303.1.3 TRAINING FOR CONTROL DEVICES

Only officers trained and having shown adequate proficiency in the use of any control device and this agency's Use of Force policy are authorized to carry the device. Proficiency training must be monitored and documented by a certified weapons or tactics instructor.

- (a) Training for all control devices should occur every two years at a minimum.
- (b) All training and proficiency for control devices will be documented in the officer's training file.
- (c) Officers failing to demonstrate proficiency with the weapon or knowledge of this agency's Use of Force policy will be provided remedial training. If, after two additional attempts, an officer still cannot demonstrate proficiency with a weapon or knowledge of this agency's Use of Force policy, the officer may be subject to discipline.

303.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Hubbard Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy. The Chief of Police may also authorize other positions or individual Department members to use specific control devices.

303.3 ISSUING, CARRYING, AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain, or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device

Hubbard Police Department

Hubbard PD Policy Manual

Control Devices and Techniques

appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

303.4 RESPONSIBILITIES

303.4.1 SERGEANT RESPONSIBILITIES

The Sergeant may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

303.4.2 RANGEMASTER RESPONSIBILITIES

The Rangemaster shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Rangemaster or the designated instructor for a particular control device. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster for disposition. Damage to City property forms shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

303.5.1 DEPLOYMENT

Approved munitions are justified and may be used to compel an individual to cease his or her actions when such munitions present a reasonable option for resolving the situation at hand.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer(s) determine that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons, and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Hubbard Police Department

Hubbard PD Policy Manual

Control Devices and Techniques

Unless it would otherwise endanger officer safety or is impractical due to circumstances, a verbal announcement of the intended use of the Kinetic Energy Projectiles shall precede the application of a Kinetic Energy Projectile in order to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply
- (b) Provide others and individuals with warning that a kinetic energy device may be deployed

303.5.2 EXAMPLES OF CIRCUMSTANCES APPROPRIATE FOR DEPLOYMENT

Examples include, but are not limited to, the following types of situations where the subject:

- (a) Is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions
- (b) Has made credible threats to harm himself or others
- (c) Is engaged in riotous behavior or is throwing rocks, bottles, or other dangerous projectiles at people and/or officers

303.5.3 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider the following factors:

- (a) Severity of the crime or incident
- (b) Subject's capability to pose an imminent threat to the safety of officers or others
- (c) If the subject is actively resisting arrest or attempting to evade arrest by flight
- (d) The credibility of the subject's threat as evaluated by the officers present, and physical capacity/capability
- (e) The proximity of weapons available to the subject
- (f) The officer's versus the subject's physical factors (e.g., age, size relative strength, skill level, injury/exhaustion, the number of officer(s) versus subject(s))
- (g) The availability of other force options and their possible effectiveness
- (h) Distance and angle to target
- (i) Type of munitions employed
- (j) Type and thickness of subject's clothing
- (k) The subject's actions dictate the need for an immediate response and the use of control devices appears appropriate

303.5.4 DEPLOYMENT DISTANCES

Officers will keep in mind the manufacturer's recommendations regarding deployment when using control devices, but are not solely restricted to use according to these manufacturer

Hubbard Police Department

Hubbard PD Policy Manual

Control Devices and Techniques

recommendations. Each tactical situation must be evaluated on the totality of circumstances at the time of deployment.

303.5.5 SHOT PLACEMENT

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted when deadly force is not reasonably justified.

Officers should generally follow the manufacturer's recommendations regarding minimum deployment distances and target areas however any target area or distance may be considered when it reasonably appears necessary to accomplish immediate incapacitation in order to prevent serious injury or death and other reasonable methods have failed or reasonably appear ineffective.

303.5.6 APPROVED MUNITIONS

Only department approved kinetic energy munitions shall be carried and deployed.

303.5.7 USE OF KINETIC ENERGY PROJECTILES BY SUPERVISORS

Shotguns in this department have been dedicated for the use of Kinetic Energy Projectiles only. Shotguns with Kinetic Energy Projectiles will be carried in the gun rack in each marked patrol unit.

303.5.8 SAFE HANDLING OF WEAPONS

The intent of this policy is to promote proper safety while handling kinetic energy devices and projectiles on and off duty. Employees shall maintain the highest level of safety when handling these devices and shall consider the following:

- (a) Officers shall not unnecessarily display or handle any kinetic energy device.
- (b) Officers shall be governed by all rules and regulations pertaining to the use of the police range or training facility, and shall obey all orders issued by the Rangemaster or weapons instructor.
- (c) Any member who discharges a kinetic energy device accidentally or intentionally, on or off-duty, except during training, shall make a verbal report to the on-duty supervisor as soon as circumstances permit and shall file a written report with their Sergeant/Supervisor prior to the end of shift if on-duty. If off-duty, as directed by the supervisor.
- (d) Officers shall not place or store any kinetic energy device or projectiles in department premises except when the place of storage is locked.

303.5.9 TRAINING REQUIRED FOR USE

Personnel who have successfully completed an approved departmental training course shall be authorized to use kinetic energy projectiles. Officers deploying kinetic energy projectiles will complete an annual recertification course demonstrating proficiency with the weapon and knowledge of this agency's Use of Force policy.

Hubbard Police Department

Hubbard PD Policy Manual

Control Devices and Techniques

303.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal, or against barricaded suspects based on the circumstances.

Only the Sergeant, Incident Commander, or Crisis Response Unit Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

303.6.1 SERGEANT'S RESPONSIBILITIES

The Sergeant shall monitor the use of control devices in the same manner as all other use of force incidents.

- (a) The Sergeant may authorize the use of a control device by selected personnel or members of specialized units provided the person(s) authorized has/have the required training. The request for a control device should be made through the Sergeant.
- (b) The Sergeant shall review each use of control devices by any personnel within his or her command.
- (c) The Sergeant shall ensure Briefing training on the use of control devices is provided as needed.

303.6.2 RANGEMASTER RESPONSIBILITIES

The Rangemaster shall control the inventory and shall issue all control devices. All damaged, inoperative and/or expended control devices shall be returned to the Rangemaster for disposition, repair or replacement.

303.6.3 MAINTENANCE RESPONSIBILITY

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

~~As~~ As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in ~~or are about to engage in~~ violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public (ORS 181A.708).

303.7.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

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303.7.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine, or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where the suspect has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward the suspect, whether or not the launcher was used. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training and product demonstrations, is exempt from the reporting requirement.

303.7.3 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle, or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

303.9 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.9.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The

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safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of ~~subject's~~ subject's clothing.
- (d) The ~~subject's~~ subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the ~~subject's~~ subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the ~~manufacturer's~~ manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others (2021 Oregon Laws, HB-2928 § 2 ORS 181A.708).

303.10 TRAINING FOR CONTROL DEVICES

The Training Sergeant shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

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- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the officer's training file.
- (c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

303.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

303.12 CROWD CONTROL GUIDELINES

~~Chemical incapacitants as defined by 2021 Oregon Laws, HB 2928 § 2 shall~~ For the purpose of this section, "crowd control" means an operation in which crowds are managed to prevent the outbreak of violence or physical harm to persons, or in which an assembly, protest, or demonstration is dispersed (ORS 181A.708).

~~Handheld chemical incapacitants and kinetic impact projectiles as defined by ORS 181A.708 shall not be used for crowd control except in circumstances that constitute a riot and the officer using the chemical incapacitant~~ Tear gas may be used for crowd control when the Sergeant, Incident Commander, or [Crisis Response Unit] (SWAT) Commander reasonably believes that the use is necessary to terminate the riot (2021 Oregon Laws, HB 2928 § 2). A riot is when a person commits the crime of riot if while participating with five or more other persons, the person engages in tumultuous and violent conduct and thereby intentionally or recklessly creates a grave risk of causing public alarm (ORS 166.015; 2021 Oregon Laws, HB 2928 § 2 prevent death or serious bodily injury or to bring an objectively dangerous and unlawful situation under control (ORS 181A.708).

Prior to deploying tear gas for crowd control purposes, the Sergeant, Incident Commander, or SWAT Commander shall direct that the intent to use tear gas be announced twice via reasonable and available means, the second announcement occurring after a reasonable amount of time has elapsed to allow for crowd dispersal (ORS 181A.708).

303.12.1 ADDITIONAL CROWD CONTROL CONSIDERATIONS

~~Officers may not use a sound device~~ electronically amplified noise-producing equipment for crowd control except to make announcements, facilitate movement of emergency vehicles, or as otherwise allowed by law. When possible, announcements shall be made both audibly and visually (2021 Oregon Laws, HB 2928 § 2 ORS 181A.708).

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After deploying chemical incapacitants, kinetic impact projectiles, or sound devices in a crowd control operation, and when it is possible to do so safely, officers shall (2021 Oregon, HB-2928 §-2 ORS 181A.708):

- (a) Attempt to take injured individuals to safety or allow them to seek medical help.
- (b) Allow emergency medical personnel to reach injured individuals.
- (c) Take reasonable action to accommodate individuals with disabilities when issuing or enforcing orders to disperse.
- (d) Coordinate the removal of visible debris caused by the use of tear gas and kinetic impact projectiles.
- (e) Make reasonable efforts to notify emergency departments in the vicinity of the type of chemical incapacitants and/or kinetic impact projectiles used.

Wellness Program

1034.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members (ORS 181A.832).

Additional information on member wellness is provided in the:

- Chaplains Policy.
- Line-of-Duty Deaths Policy.
- Drug- and Alcohol-Free Workplace Policy.

1034.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident – An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.

Critical Incident Stress Debriefing (CISD) – A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

Peer support – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

1034.2 POLICY

It is the policy of the Hubbard Police Department to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1034.3 WELLNESS COORDINATOR

The Chief of Police should appoint a wellness coordinator. The coordinator should report directly to the Chief of Police or the authorized designee and should collaborate with advisers (e.g., Administration, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

- (a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers).
 1. Selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
 2. When practicable, the Department should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.

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- (b) Developing management and operational procedures for department peer support members, such as:
 - 1. Peer support member selection and retention.
 - 2. Training and applicable certification requirements.
 - 3. Deployment.
 - 4. Managing potential conflicts between peer support members and those seeking service.
 - 5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
 - 6. Using qualified peer support personnel from other public safety agencies or outside organizations for department peer support, as appropriate.
- (c) Verifying members have reasonable access to peer support or licensed psychotherapist support.
- (d) Establishing procedures for CISDs, including:
 - 1. Defining the types of incidents that may initiate debriefings.
 - 2. Steps for organizing debriefings.
- (e) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).

1034.4 DEPARTMENT PEER SUPPORT

1034.4.1 PEER SUPPORT MEMBER SELECTION CRITERIA

The selection of a department peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support members.

1034.4.2 PEER SUPPORT MEMBER RESPONSIBILITIES

The responsibilities of department peer support members include:

- (a) Providing pre- and post-critical incident support.
- (b) Presenting department members with periodic training on wellness topics, including but not limited to:
 - 1. Stress management.
 - 2. Suicide awareness.

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- (c) Providing referrals to licensed psychotherapists and other resources, where appropriate.

- 1. Referrals should be made to department-designated resources in situations that are beyond the scope of the peer support member's training.

1034.4.3 PEER SUPPORT MEMBER TRAINING

A department peer support member shall complete department-approved training prior to being assigned (ORS 181A.835).

1034.5 CRITICAL INCIDENT STRESS DEBRIEFINGS

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Attendance at the debriefing should only include peer support members and those directly involved in the incident.

1034.6 PEER SUPPORT COMMUNICATIONS

Any communications made by a member or peer support member in a peer support counseling session and any oral or written information conveyed in the session are confidential and may only be disclosed in accordance with ORS 181A.835.

Any communications relating to a peer support counseling session made between peer support members or between peer support members and the supervisors or staff of an employee assistance program are confidential and may only be disclosed in accordance with ORS 181A.835.

All communications, notes, records, and reports arising out of a peer support counseling session are not considered public records subject to disclosure under ORS 192.311 et seq. (ORS 181A.835).

1034.7 PHYSICAL WELLNESS PROGRAM

The coordinator is responsible for establishing guidelines for an on-duty physical wellness program, including:

- (a) Allowable physical fitness activities.
- (b) Permitted times and locations for physical fitness activities.
- (c) Acceptable use of department-provided physical fitness facilities and equipment.
- (d) Making physical wellness information and education (e.g., nutrition, sleep habits, proper exercise, injury prevention) available to members.

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- (e) Standards for physical fitness incentive programs.
- (f) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress).

1034.8 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee shall audit the effectiveness of the department's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Chief of Police for review and consideration of updates to improve program effectiveness.

1034.9 TRAINING

The coordinator or the authorized designee should collaborate with the Training Sergeant to provide all members with regular education and training on topics related to member physical and mental health and wellness, including but not limited to:

- The availability and range of department wellness support systems.
- Suicide awareness.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance abuse awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management. Marriage and family wellness.
- Benefits of physical exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Training Sergeant as appropriate for inclusion in training records.

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Hubbard Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
 - 1. An initial statement from any witnesses or complainants.
 - 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
 - 1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
 - 2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
 - 3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Sergeant.
 - 4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
 - 5. Collect any evidence.
 - 6. Take any appropriate law enforcement action.
 - 7. Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.3.2 CIVILIAN MEMBER RESPONSIBILITIES

A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take

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any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.3.3 PARENTAL NOTIFICATION OF INTERVIEW OF CHILD WITNESS

Pursuant to SB386 (2021), unless the child's safety would be compromised, officers who interview a child as a witness to a child welfare, criminal, or delinquency investigation are required to notify the child's parents of the interview. 'Child witness' means an unmarried person who is under 18 years of age and who is not the victim of, [the] suspect in, or related to the suspect in a child welfare, criminal, or delinquency investigation.

600.4 COLLECTION OR MAINTENANCE OF SPECIFIC INFORMATION

The collection or maintenance of information about the political, religious or social views, associations or activities of any individual, group, association, organization, corporation, business or partnership shall occur only when the information directly relates to a criminal investigation and there are reasonable grounds to suspect the subject of the information is or may be involved in criminal conduct (ORS 181A.250).

600.5 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.5.1 AUDIO/VIDEO RECORDINGS

Generally, except where circumstances make it impracticable, custodial interviews regarding felony offenses should be electronically recorded. When such custodial interviews are conducted in a law enforcement facility, electronic recording of the interview is mandatory absent good cause not to record if the interview is conducted in connection with an investigation into aggravated murder, as defined in ORS 163.095, or a crime listed in ORS 137.700 or ORS 137.707 (ORS 133.400).

A custodial interview of a person 17 years of age or under involving an investigation into a misdemeanor or a felony or an allegation that the juvenile being interviewed committed an act that would be a misdemeanor or a felony if committed by an adult shall be recorded, absent good cause not to record the interview, if (ORS 133.402):

- (a) The interview is conducted at a courthouse or at any law enforcement agency authorized to detain juvenile offenders; or
- (b) The interview is conducted anywhere else and the officer is wearing a body-worn camera.

If an interviewee expresses an unwillingness to have the custodial interview electronically recorded but agrees to speak to investigators without such recording, the interviewing officer or

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detective should document the refusal in his/her report and request that the interviewee sign a written statement or provide a recorded statement of his/her refusal to have the interview recorded.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law (ORS 165.540).

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Case Officer supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate, and complete and are made only for authorized and legitimate law enforcement purposes. Electronic recording of a custodial interview shall be preserved until the conclusion of the criminal proceeding or youth adjudication proceeding, including post-conviction relief and habeas corpus appeals are exhausted, or until the prosecution of the offense is barred by law (ORS 133.400).

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.6 POTENTIALLY EXCULPATORY EVIDENCE OR FACTS

Officers must include in their reports adequate reference to all material evidence and facts which are reasonably believed to be exculpatory to any individual in the case. If an officer learns of potentially exculpatory information anytime after submission of the case, the officer must notify the prosecutor as soon as practical.

Evidence or facts are considered material if there is a reasonable probability that they may impact the result of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the case file.

600.7 PHOTOGRAPHIC IDENTIFICATION OF SUSPECTS

When practicable, the employee composing and the employee presenting the photo lineup should not be directly involved in the investigation of the case. When this is not possible, the employee presenting the lineup must take the utmost care not to communicate the identity of the suspect in any way.

The following precautions should be taken by any employee presenting a photographic lineup:

- (a) The person of interest or suspect in the photo lineup should not stand out from the other persons depicted in the photos.
- (b) At no time prior to, during or after the presentation of a photographic lineup should it be suggested to a witness that any person depicted in the lineup is a suspect or was in any way connected to the offense.

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- (c) When practicable, the employee presenting the photographs to a witness should not know which photograph depicts the suspect.
- (d) The employee presenting the photographs to a witness should do so sequentially (i.e., showing the witness one photograph at a time) and not simultaneously. The witness should view all photographs in the lineup.
- (e) The position of the suspect's photo and filler photos should be placed in a different random order for each witness.
- (f) In order to avoid undue influence, witnesses viewing a photographic lineup should do so individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the photographic lineup with other witnesses.
- (g) An admonishment should be given to each witness that the suspect's photograph may or may not be among those in the lineup and that the witness is not required to make an identification.

The procedure employed and the results of any photographic lineup should be documented in the case report. A copy of the photographic lineup presented to the witness should be included in the case report. Witness comments of how certain he/she is of the identification or non-identification should be quoted in the appropriate report.

600.7.1 PHOTO IDENTIFICATION FORM

The Investigation supervisor shall be responsible for the development and maintenance of a photographic lineup identification form consistent with this policy.

The form, at minimum, shall contain the following:

- The date, time and location of the lineup procedure
- The name and identifying information of the witness
- The name of the investigator administering the lineup procedure
- The names of all of the individuals present during the lineup
- An admonishment that the suspect's photograph may or may not be among those in the lineup and that the witness is not required to make an identification
- A signature line where the witness acknowledges that he/she understands the lineup procedures and instructions

The photo identification form should be reviewed at least annually and modified when necessary.

600.8 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

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- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
- (b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
 - 1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
 - 2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
- (c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
- (e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.9 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.10 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

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Information obtained via the internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.10.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.10.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.11 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Sergeant/Supervisor or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

Fitness for Duty

1016.1 PURPOSE AND SCOPE

Monitoring members' fitness for duty is essential for the safety and welfare of the members of the Department and the community. The purpose of this policy is to ensure that all members of this department remain fit for duty and able to perform their job functions.

1016.2 MEMBER RESPONSIBILITIES

It is the responsibility of each member of this department to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of the member's position.

During working hours, all members are required to be alert, attentive, and capable of performing their assigned responsibilities.

Any member who feels unable to perform the member's duties shall promptly notify a supervisor. In the event that a member believes that another department member is unable to perform assigned duties, such observations and/or belief shall be promptly reported to a supervisor.

1016.3 SUPERVISOR RESPONSIBILITIES

All supervisors should be alert to any indication that a member may be unable to safely perform the member's duties due to an underlying physical or psychological impairment or condition

Such indications may include:

- (a) An abrupt and negative change in the member's normal behavior.
- (b) A pattern of irrational conduct, hostility, or oppositional behavior.
- (c) Personal expressions of instability.
- (d) Inappropriate use of alcohol or other substances, including prescribed medication.
- (e) A pattern of questionable judgment, impulsive behavior, or the inability to manage emotions.
- (f) Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.

Supervisors shall maintain the confidentiality of any information consistent with this policy.

1016.3.1 REPORTING

A supervisor observing a member, or receiving a report of a member, who is perceived to be unable to safely or effectively perform the member's duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

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If a meeting does not resolve the supervisor's concerns or does not take place, the supervisor shall promptly document the supervisor's observations and actions in a written report and inform the Sergeant or the member's Sergeant/Supervisor.

1016.3.2 DUTY STATUS

In conjunction with the Sergeant or the member's Sergeant/Supervisor, the supervisor should make a preliminary determination regarding the member's duty status.

If a determination is made that the member can safely and effectively perform the essential functions of the member's job, the member should be returned to duty and arrangements made for appropriate follow-up.

If a preliminary determination is made that the member's conduct or behavior represents an inability to safely and effectively perform the essential functions of the member's job, the Sergeant or the member's Sergeant/Supervisor should immediately relieve the member of duty pending further evaluation.

Employees relieved of duty shall comply with the administrative leave provisions of the Personnel Complaints Policy

The Chief of Police shall be promptly notified in the event that any member is relieved of duty.

1016.4 LIMITATION ON HOURS WORKED

Absent emergency operations members should not work more than:

- 16 hours in a day (24 hour) period or
- 30 hours in any two-day (48 hour) period or
- 84 hours in any seven-day (168 hour) period

Except in very limited circumstances members should have a minimum of 8 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve any member who has exceeded the above guidelines to off-duty status.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime, and any other work assignments.

1016.5 APPEALS

Employees disputing the application or interpretation of this policy may submit a grievance as provided in the Grievance Procedure Policy.

1016.6 POLICY

The Hubbard Police Department strives to provide a safe and productive work environment and ensure that all members of this department can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Department may require a professional evaluation of a member's physical and/or mental capabilities to determine the member's ability to perform essential functions.

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Fitness for Duty

1016.7 FITNESS-FOR-DUTY EVALUATIONS

A fitness-for-duty evaluation may be ordered whenever circumstances reasonably indicate that a member is unfit for duty or following an officer-involved shooting or death-in-custody incident.

1016.7.1 PROCESS

The Chief of Police, in cooperation with the Administration, may order the member to undergo a fitness-for-duty evaluation.

The examining practitioner will provide the Department with a report indicating whether the member is fit for duty. If the member is not fit for duty, the practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Department will provide all appropriate documents and available information.

All reports and evaluations submitted by the examining practitioner shall be part of the member's confidential medical file.

Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner.

Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the Administration.

Line-of-Duty Deaths

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Hubbard Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1033.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1033.2 POLICY

It is the policy of the Hubbard Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1033.3 INITIAL ACTIONS BY COMMAND STAFF

- (a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Sergeant and METCOM.
 - 1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).
- (b) The Sergeant should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.
- (c) If the member has been transported to the hospital, the Sergeant or the designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.
- (d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable.

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(see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1033.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Sergeant or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department Chaplain.

Notifying members should:

- (a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.
- (b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).
- (c) Plan for concerns such as known health concerns of survivors or language barriers.
- (d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital and should remain at the hospital while the survivors are present.
- (e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.
- (f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.
- (g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.
- (h) Assist the survivors with meeting childcare or other immediate needs.
- (i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.

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- (j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.
- (k) Provide their contact information to the survivors before departing.
- (l) Document the survivor's names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.
- (m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Hubbard Police Department members may be apprised that survivor notifications are complete.

1033.4.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

- (a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.
- (b) The Department Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1033.5 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

1033.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including but not limited to:

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Line-of-Duty Deaths

- (a) Department Liaison.
- (b) Hospital Liaison.
- (c) Survivor Support Liaison.
- (d) Wellness Support Liaison.
- (e) Funeral Liaison.
- (f) Mutual aid coordinator.
- (g) Benefits Liaison.
- (h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1033.6.1 DEPARTMENT LIAISON

The Department Liaison should be a Sergeant/Supervisor or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include, but are not limited to:

- (a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).
- (b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.
- (c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.
- (d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.
- (e) Coordinating all official law enforcement notifications and arrangements.
- (f) Making necessary contacts for authorization to display flags at half-mast.
- (g) Ensuring that department members are reminded of appropriate information—sharing restrictions regarding the release of information that could undermine future legal proceedings.
- (h) Coordinating security checks of the member's residence as necessary and reasonable.
- (i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

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1033.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

- (a) Arrange for appropriate and separate waiting areas for:
 1. The survivors and others whose presence is requested by the survivors.
 2. Department members and friends of the deceased member.
 3. Media personnel.
- (b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or Hubbard Police Department members (except for members who may be guarding the suspect).
- (c) Ensure that survivors receive timely updates regarding the member before information is released to others.
- (d) Arrange for survivors to have private time with the member, if requested.
 1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
 2. The Hospital Liaison should accompany the survivors into the room, if requested.
- (e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.
- (f) If applicable, explain to the survivors why an autopsy may be needed.
- (g) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1033.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Sergeant/Supervisor. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The

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deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.

- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include but are not limited to:

- (a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes, and other locations, as appropriate.
- (b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.
- (c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.
- (d) Providing assistance with travel and lodging arrangements for out-of-town survivors.
- (e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:
 1. Items should not be delivered to the survivors until they are ready to receive the items.
 2. Items not retained as evidence should be delivered in a clean, unmarked box.
 3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
 4. The return of some personal effects may be delayed due to ongoing investigations.
- (f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.
 1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.
- (g) Working with the Wellness Support Liaison to ensure that survivors have access to available counseling services.
- (h) Coordinating with the department's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).
- (i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal, and administrative investigations.
- (j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.
- (k) Introducing survivors to prosecutors, victim's assistance personnel, and other involved personnel as appropriate.

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- (l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).
- (m) Inviting survivors to department activities, memorial services, or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1033.6.4 WELLNESS SUPPORT LIAISON

The Wellness Support Liaison should work with the department wellness coordinator or the authorized designee and other liaisons and coordinators to make wellness support and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the Wellness Support Liaison include but are not limited to:

- (a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for wellness support and counseling services, including:
 - 1. Members involved in the incident.
 - 2. Members who witnessed the incident.
 - 3. Members who worked closely with the deceased member but were not involved in the incident.
- (b) Ensuring that members who were involved in or witnessed the incident are relieved of department responsibilities until they can receive wellness support.
- (c) Ensuring that wellness support and counseling resources (e.g., peer support, Critical Incident Stress Debriefing) are available to members as soon as reasonably practicable following the line-of-duty death.
- (d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available wellness support and counseling services and assisting with arrangements as needed.
- (e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional wellness support or counseling services are needed.

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1033.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include, but are not limited to:

- (a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.
- (b) Completing funeral notification to other law enforcement agencies.
- (c) Coordinating the funeral activities of the Department, including, but not limited to the following:
 - 1. Honor Guard
 - (a) Casket watch
 - (b) Color guard
 - (c) Pallbearers
 - (d) Bell/rifle salute
 - 2. Bagpipers/bugler
 - 3. Uniform for burial
 - 4. Flag presentation
 - 5. Last radio call
- (d) Briefing the Chief of Police and command staff concerning funeral arrangements.
- (e) Assigning an officer to remain at the family home during the viewing and funeral.
- (f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

1033.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

- (a) Traffic control during the deceased member's funeral.
- (b) Area coverage so that as many Hubbard Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Outside Agency Assistance Policy.

1033.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:

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- (a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease and Work-Related Injury Reporting Policy).
- (b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:
 - 1. Public Safety Officers' Benefits (PSOB) Programs.
 - 2. Public Safety Officers' Educational Assistance (PSOEA) Program.
 - 3. Social Security Administration.
 - 4. Department of Veterans Affairs.
- (c) Researching and assisting survivors with application for state and local government survivor benefits.
 - 1. Public Safety Memorial Fund (ORS 243.950 et seq.)
 - 2. Education benefit (ORS 348.270)
 - 3. Life insurance (ORS 243.025)
 - 4. Death benefit (ORS 238.395; ORS 238A.230)
- (d) Researching and assisting survivors with application for other survivor benefits such as:
 - 1. Private foundation survivor benefits programs.
 - 2. Survivor scholarship programs.
- (e) Researching and informing survivors of support programs sponsored by police associations and other organizations.
- (f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.
 - 1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.
- (g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.
- (h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1033.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

- (a) Establishing methods for purchasing and monitoring costs related to the incident.
- (b) Providing information on finance-related issues, such as:

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1. Paying survivors' travel costs if authorized.
 2. Transportation costs for the deceased.
 3. Funeral and memorial costs.
 4. Related funding or accounting questions and issues.
- (c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.
- (d) Providing accounting and cost information as needed.

1033.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the department's PIO should be the department's contact point for the media. As such, the PIO should coordinate with the Department Liaison to:

- (a) Collect and maintain the most current incident information and determine what information should be released.
- (b) Ensure that department members are instructed to direct any media inquiries to the PIO.
- (c) Prepare necessary press releases.
 1. Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
 2. Ensure that important public information is disseminated, such as information on how the public can show support for the Department and deceased member's survivors.
- (d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.
- (e) Respond, or coordinate the response, to media inquiries.
- (f) If requested, assist the member's survivors with media inquiries.
 1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.
- (g) Release information regarding memorial services and funeral arrangements to department members, other agencies and the media as appropriate.
- (h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media has obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should ensure that media are notified when survivor notifications have been made.

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1033.8 DEPARTMENT CHAPLAIN

The Department chaplain may serve a significant role in line-of-duty deaths. His/her duties may include, but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1033.9 INVESTIGATION OF THE INCIDENT

The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1033.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1033.11 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

Check Number	Check Issue Date	Name	Description	Amount
11590	05/02/22	Mid-Willamette Valley	Land Use Services	2,048.00- V
11783	05/02/22	Hattenhauer Energy Co LLC	Fuel	103.37- V
11802	05/09/22	911 Supply Inc.	Uniforms	160.00
11803	05/09/22	Anderson, Chris	Boot Reimbursement	259.95
11804	05/09/22	Beery Elsner & Hammond, LLP	Legal Services	2,606.50
11805	05/09/22	Caselle Inc	Contracted Support	2,038.00
11806	05/09/22	Civil West Engineering Services Inc	Engineering Services	16,644.99
11807	05/09/22	Coukoulis, Lori	Municipal Court Judicial Services	500.00
11808	05/09/22	DARK HORSE CONSTRUCTION LLC	OPERATIONAL SUPPLIES	9,657.00
11809	05/09/22	DATAVISION	Phone/Internet	801.05
11810	05/09/22	DMV - State Of Oregon	Record Inquiry Fee	13.00
11811	05/09/22	Dryden Electric, Inc.	Electrical Work	297.46
11812	05/09/22	FBI-LEEDA	ELI- ANDERSON	695.00
11813	05/09/22	Great Western Sweeping, Inc.	Street Sweeping	1,772.30
11814	05/09/22	GW Hardware Center	Supplies	146.03
11815	05/09/22	Idexx Distribution Corp.	Supplies	188.39
11816	05/09/22	League Of Oregon Cities	Advertising	40.00
11817	05/09/22	Mid-Willamette Valley	Land Use Services	2,048.00
11818	05/09/22	POWER SYSTEMS PLUS	GENERATER	880.46
11819	05/09/22	Multiverse Interpreting, Inc	INTERPRETING SERVICE	190.00
11820	05/09/22	Net Assets Corporation	Lien Search	72.00
11821	05/09/22	NW Natural Gas	Utilities 454934-1	354.04
11822	05/09/22	NW TECH SUPPORT	EQUIPMENT MAINT	43.00
11823	05/09/22	OES	Equipment Maintenance & Supply	84.00
11824	05/09/22	ODP Business Solution, LLC	Office Supplies	192.52
11825	05/09/22	One Call Concepts, Inc.	REGULAR TICKETS	25.20
11826	05/09/22	DEQ - State Of Oregon	Wastewater System Annual Program Fee	100.00
11827	05/09/22	OREGON WATER RESOURCES DPT.	WTR MANG. & CONSERV. PLAN	2,450.00
11828	05/09/22	Pamplin Media Group	Public Notice	289.97
11829	05/09/22	PGE- Portland General Electric	Utilities	7,237.96
11830	05/09/22	Pitney Bowes Inc	Contract 0040456345	134.97
11831	05/09/22	Profectus, INC.	Janitorial Services	501.27
11832	05/09/22	Prograss, Inc	Lawn Treatment	1,820.00
11833	05/09/22	Republic Services	Garbage Service	545.91
11834	05/09/22	TransUnion Risk	Background Check Service	274.50
11835	05/09/22	Verizon Wireless	Verizon	760.60
11836	05/09/22	Walter E. Nelson Co	Building Maint/Supplies	97.83
11837	05/09/22	WEX Bank	FUEL	2,455.48
11838	05/09/22	Wolfe Consulting, LLC	Split	4,250.00
11839	05/09/22	Wooddell, Sheba	Bailiff Services	180.00
11840	05/24/22	911 Supply Inc.	Uniforms	1,464.00
11841	05/24/22	Canby Rental & Equip, Inc	Equipment Maint/Supplies	174.91
11842	05/24/22	CANON FINANCIAL SERVICES, INC.	COPIER-PW	87.42
11843	05/24/22	Cascade Columbia Distribution	SUPPLIES	1,381.60
11844	05/24/22	CIT	Water	216.07
11845	05/24/22	ELAN Corporate Payment Systems	Credit card payment	3,962.37
11846	05/24/22	GW Hardware Center	Supplies	50.54
11847	05/24/22	Hach Company	Supplies	109.49
11848	05/24/22	Hubbard Chevrolet, Inc.	Vehicle Maint	228.57
11849	05/24/22	League Of Oregon Cities	Learning, Dues & Memberships	118.00
11850	05/24/22	Mid-Willamette Valley	Land Use Services	2,841.00
11851	05/24/22	NW TECH SUPPORT	SPLIT	982.00
11852	05/24/22	Pacific Office Automation	Copies	338.29
11853	05/24/22	PGE- Portland General Electric	Street Lights	2,814.68
11854	05/24/22	The Police & Sheriffs Press Inc.	ID Cards	17.58
11855	05/24/22	Waste Connections	Mobile Shredding	87.74
11856	05/24/22	Willamette Valley Security, In	Security Services	134.70
11857	05/24/22	Wou, Mike	CPR/First Aid Certification	200.00

Check Number	Check Issue Date	Name	Description	Amount
Grand Totals:				73,864.97

MANAGING OREGON RESOURCES EFFICIENTLY {MORE}

INTERGOVERNMENTAL AGREEMENT for resources and services

This Agreement is made between the SIGNED PARTIES pursuant to the authority provided by ORS Chapter 190 and shall be referred as the **MORE-IGA** {Managing Oregon Resources Efficiently Intergovernmental Agreement} ("AGREEMENT").

WHEREAS:

1. Each **PARTY** owns certain equipment and materials, and provides services that may be useful to another **PARTY** for public works, municipal, transportation, engineering, construction, operations, maintenance, service districts, emergency management and related activities; and
2. The **PARTIES** agree that sharing equipment, materials, and services promotes the cost-effective and efficient use of public resources; and
3. The **PARTIES** desire to enter into this **AGREEMENT** to establish procedures for sharing equipment, materials, resources, and services, and defining legal relationships and responsibilities. Therefore, in consideration of the mutual covenants herein, it is

AGREED:

1. The **PARTIES** shall make available to each other vehicles, equipment, machinery, materials, related items ("**EQUIPMENT OR MATERIALS**") and/or services in the manner and on the terms and conditions provided herein. The **PARTY** supplying the services or the **EQUIPMENT OR MATERIALS** shall be designated as the "**PROVIDER**" herein. The **PARTY** receiving the services or assuming the use of **EQUIPMENT OR MATERIALS** shall be designated as the "**USER**" herein.
2. A cost estimate for specific services will be supplied by the **PROVIDER** at the request of the **USER**. Service **PROVIDERS** shall maintain an accurate cost accounting system, track expenditures and provide monthly billing to **USER**. Unless other arrangements are agreed upon by the **PARTIES**, **PROVIDER'S** invoices will be paid by **USERS** in full within thirty (30) days of billing.
3. **EQUIPMENT OR MATERIALS** and/or services shall be provided upon reasonable request at mutually convenient times and locations. The **PROVIDER** retains the right to refuse to honor a request if the **EQUIPMENT OR MATERIALS** are needed for other purposes, if providing the **EQUIPMENT OR MATERIALS** would be unduly inconvenient, or if for any other reason, the **PROVIDER** determines in good faith that it is not in its best interest to provide a particular item at the requested time. **EQUIPMENT OR MATERIALS** shall be returned immediately at **PROVIDER'S** request.
4. The **USER** receiving the **EQUIPMENT OR MATERIALS** shall take proper precaution in its operation, storage and maintenance. **EQUIPMENT OR MATERIALS** shall be used only for its intended purpose. The **USER** shall permit the **EQUIPMENT OR MATERIALS** to be used only by properly trained, properly licensed, and supervised operators. The **USER** shall be responsible for **EQUIPMENT OR MATERIALS** repairs necessitated by misuse or negligent operation and for the maintenance and/or replacement of high wear items (i.e., milling machine teeth, etc.). The **USER** shall not be responsible for scheduled preventive maintenance (**P.M.**) unless **EQUIPMENT OR MATERIALS** hours used exceeds the **P.M.** schedule periods and has been agreed by the **PROVIDER**. The **USER** shall perform and document required written maintenance checks prior to and after use and shall provide routine daily maintenance of **EQUIPMENT OR MATERIALS** (i.e., fluid checks, lubricating, etc.) during the period in which the **EQUIPMENT OR MATERIALS** is in **USER'S** possession.
5. **PROVIDER** shall endeavor to provide **EQUIPMENT OR MATERIALS** in good working order and to inform **USER** of any information reasonably necessary for the proper operation of the **EQUIPMENT OR MATERIALS**. The **EQUIPMENT OR MATERIALS** are provided "as is", with no representation or warranties as to its condition or its fitness for a particular purpose. **USER** shall be solely responsible for selecting the proper **EQUIPMENT OR MATERIALS** for its needs and inspecting **EQUIPMENT OR MATERIALS** prior to use. It is acknowledged by the **PARTIES** that the **PROVIDER** is not in the

business of selling, leasing, renting or otherwise providing EQUIPMENT OR MATERIALS to others, and that the PARTIES are acting only for their mutual convenience and efficiency.

6. The PARTIES shall provide EQUIPMENT OR MATERIALS storage to each other, at no charge, upon request when mutually convenient. It is recognized that such storage is for the benefit of the PARTY requesting it. The PARTY storing the EQUIPMENT OR MATERIALS shall be responsible for providing a reasonably safe and secure area and not responsible nor liable for theft or damage.
7. The PROVIDER may require, in its sole discretion, that only PROVIDER'S personnel operate EQUIPMENT OR MATERIALS. In so doing, PROVIDER shall be deemed an independent contractor and PROVIDER'S employees shall not be deemed employees of USER. The PROVIDER'S operator shall perform under the general direction and control of the USER, but shall retain full control over the manner and means of using the EQUIPMENT OR MATERIALS.
8. For the purposes of this AGREEMENT, the PARTIES are independent contractors. Nothing herein shall alter the employment status of any workers providing services under this AGREEMENT. Such workers shall at all times continue to be subject to all standards of performance, disciplinary rules and other terms and conditions of their employer. No USER shall be responsible for the direct payment of any salaries, wages, compensation or benefits for PROVIDER'S workers performing services to USERS under this AGREEMENT.
9. Each PARTY shall be solely responsible for its own acts and those of its employees and officers under this AGREEMENT. No PARTY shall be responsible or liable for consequential damages to another PARTY arising out of providing or using EQUIPMENT OR MATERIALS or services under this AGREEMENT. PROVIDERS requiring that their personnel operate EQUIPMENT OR MATERIALS shall, within limits of the Oregon Constitution and the Oregon Tort Claims Act, hold harmless, indemnify and defend the USER, its officer, agents and employees from all claims arising solely by reason of any negligent act by persons designated by PROVIDER to operate EQUIPMENT OR MATERIALS. Notwithstanding the above, the USER shall bear sole responsibility for ensuring that it has the authority to request the work, for its designs and for any representations made to the PROVIDER regarding site conditions or other aspects of the project. The PROVIDERS of the EQUIPMENT OR MATERIALS shall adequately insure the EQUIPMENT OR MATERIALS or provide self-insurance coverage.
10. Any PARTY may terminate its participation by providing thirty (30) days written notice to the other PARTIES. Any amounts due and owing by a terminating PARTY shall be paid within thirty (30) days of termination.
11. Nothing herein shall be deemed to restrict authority of any of the PARTIES to enter into separate agreements governing the terms and conditions for providing EQUIPMENT OR MATERIALS or services on terms different than specified herein.
12. Any OREGON PUBLIC ENTITY may become a PARTY to this AGREEMENT. Each PARTY in accordance with the applicable procedures of that PARTY shall approve this AGREEMENT. This AGREEMENT will be executed separately by each PARTY and shall be effective as to each PARTY and binding among all the PARTIES that have signed this AGREEMENT on the date of execution and sending a copy of the signed AGREEMENT to the CONTRACT ADMINISTRATOR. The current CONTRACT ADMINISTRATOR is:

Scott Wilson, Marion County Public Works, 5155 Silverton Road NE, Salem, Oregon 97305
Telephone: 503.365.3129 E-mail: SWWilson@co.marion.or.us

A new CONTRACT ADMINISTRATOR may be named at any time with the approval of a majority of the PARTIES.

13. This AGREEMENT may be amended by written amendment signed by all of the PARTIES.

- end of the AGREEMENT narrative -

*Final MORE-IGA narrative revision date: **March 5, 2013** (no changes or additions are allowed to the above)*

MORE-IGA SIGNATURE PAGE

(MANAGING OREGON RESOURCES EFFICIENTLY INTERGOVERNMENTAL AGREEMENT)

IN THE WITNESS WHEREOF, the PUBLIC ENTITY _____ (PARTY) has
caused this AGREEMENT to be executed by its duly authorized representatives as the date of their signatures below:

_____ Signature of Officer	_____ Date	_____ Officer's title
_____ Signature of Officer	_____ Date	_____ Officer's title
_____ Signature of Counsel	_____ Date	_____ Counsel's title

Name & title of the AGENCY's IGA OVERSEER:	_____
Address:	_____ _____
Office Phone:	_____ Cell Phone: _____
E-mail:	_____

Optional: Name & title of Agency's 2 nd Contact:	_____
Office Phone:	_____ Cell Phone: _____
E-mail:	_____

1. Mail the original signed MORE-IGA SIGNATURE PAGE (this page – actual hard copy page) to:
Scott Wilson, CONTRACT ADMINISTRATOR for distribution to member agencies.
Marion County, 5155 Silverton Road NE, Salem, Oregon 97305 E-mail: SWWilson@co.marion.or.us
Telephone: 503.365.3129 MORE-IGA web site: <http://www.co.Marion.or.us/PW/Roads/MORE>
2. Retain a 2nd original signed MORE-IGA SIGNATURE PAGE for your records (a total of 2-sets are required).
3. Send additional agency staff contacts' e-mail addresses to the above CONTRACT ADMINISTRATOR.
4. Copy other PARTIES' MORE-IGA SIGNATURE PAGES for your agency's records from the above MORE-IGA web site.



INSTRUCTIONS FOR THE MORE-IGA

(MANAGING OREGON RESOURCES EFFICIENTLY INTERGOVERNMENTAL AGREEMENT)

*"Doing **MORE** with less!"*

The following is directed to officials of local and state governments that may want to participate in the accompanying **MORE-IGA** [AGREEMENT]. There are four pages to the MORE-IGA:

- The MORE-IGA narrative – pages 1-2
 - **MORE-IGA SIGNATURE PAGE** – page 3
 - **INSTRUCTIONS FOR THE MORE-IGA** (this page) – page 4
- a. The purpose of the MORE-IGA is for to exchange EQUIPMENT OR MATERIALS or services between OREGON PUBLIC ENTITIES.
 - b. All PARTIES, who sign the AGREEMENT, must honor the AGREEMENT entirely.
 - c. Each PUBLIC ENTITIES shall identify an AGENCY'S IGA OVERSEER which will process, file and will receive and maintain IGA documents.
 - d. Scott Wilson of Marion County has agreed to act as the CONTRACT ADMINISTRATOR. The CONTRACT ADMINISTRATOR will notify all the AGENCY'S IGA OVERSEERS for all PARTIES. The CONTRACT ADMINISTRATOR will not resolve any disputes of the AGREEMENT PARTIES, nor would Marion County or its employees be liable for any damages sought between any two other PARTIES.
 - e. Each new PARTY shall execute the **MORE-IGA SIGNATURE PAGE** in two original sets: One shall be filed with the CONTRACT ADMINISTRATOR for approval, filing and distribution, and the second for the PARTY entity's records.
 - f. Each AGENCY'S IGA OVERSEER will receive digital copies of the **MORE-IGA SIGNATURE PAGE** from the web site: <http://www.co.Marion.or.us/PW/Roads/MORE> for their records. The CONTRACT ADMINISTRATOR will directly inform the AGENCY'S IGA OVERSEERS of new Agencies signers by e-mail.
 - g. After the signature and approval process is completed, any PARTY may directly approach any other PARTY for exchange of equipment, materials, resources, and services. There is no need to coordinate requests amongst other PARTIES or with the CONTRACT ADMINISTRATOR.
 - h. It is important to note paragraph 3 (page 1): "The PROVIDER retains the right to refuse to honor a request".
 - i. The CONTRACT ADMINISTRATOR maintains two-e-mail lists: 1) Each PUBLIC ENTITIES' AGENCY'S IGA OVERSEERS; 2) other PUBLIC ENTITIES' staff that want to be informed of MORE members' news, announcements, and activities. MORE members will schedule and host meetings 3-times a year to discuss joint issues.
 - j. An optional 2nd agency contact person can identify on the **MORE-IGA SIGNATURE PAGE** which will also receive direct ongoing correspondence of MORE's activities or of its members.
 - k. The IGA, list of PUBLIC ENTITIES with agencies' contacts, digital file copies of **MORE-IGA SIGNATURE PAGES**, meeting announcements, and members' news are found on <http://www.co.Marion.or.us/PW/Roads/MORE>

Questions or concerns may be addressed to:

Scott Wilson, CONTRACT ADMINISTRATOR

Marion County, 5155 Silverton Road NE, Salem, Oregon 97305

Telephone: 503.365.3129

E-mail: SWWilson@co.marion.or.us

History: An original joint agency IGA for shared services was originally signed by Multnomah County, the City of Gresham and Oregon Department of Transportation in 1996. By the provision of a 1999 ADDENDUM, other parties agreed to sign the agreement. The IGA was revised in July 2002 and was named PMAT-IGA (PORTLAND METROPOLITAN AREA TRANSPORTATION CO-OPERATIVE INTERGOVERNMENTAL AGREEMENT) with 33-signing agencies. In February 2013 the MORE-IGA, with a more statewide focus, was crafted in tandem to eventually replaced PMAT-IGA.

A second ODOT IGA (OMAT), which allows agencies work with ODOT, can be obtained by contacting:

Rita Gill, OMAT Administrator, Oregon Department of Transportation, Region 1-Contracts & Agreements Unit;

123 NW Flanders Street, Portland, OR 97209-4012;

Telephone: 503-731-8548; e-mail: Syreeta.Gill@ODOT.state.or.us

**CITY OF HUBBARD
BARENDSE PARK BALL FIELD PERMIT**

SEE ATTACHED Park Use Municipal Code Chapters 3.15 and 12.05

GROUP NAME: Hubbard Fire Volunteer Association

CONTACT PERSON: Samantha Baylie

E-MAIL ADDRESS: [REDACTED] PHONE: [REDACTED]

ADDRESS: 3161 2nd St. Hubbard, OR 97032

SELF INSURED: YES ☒ NO (If yes, attach documentation.)

NATURE OF ACTIVITY: Fundraiser for Hubbard Fire Association

NUMBER ATTENDING: 106 PARTICIPANT % LIVING IN CITY LIMITS (attach documentation): 100

PROVISIONS FOR CROWD CONTROL: Post rules on Facebook at event

PROVISIONS FOR CLEANUP: Players will clean up after game

CHECK WHICH FIELD IS NEEDED:

NORTH FIELD:

SOUTH FIELD: ☒

RESERVATION DATES AND TIMES: July 23rd 11-9pm

NAME AND ADDRESS OF PERSON RESPONSIBLE FOR EQUIPMENT AND/OR RESTROOM KEY: Samantha Baylie@aol.com

Samantha Baylie 2961 Walnut Ct. Hubbard, OR 97032

SIGNATURE: [Signature] DATE: 5/11/22

FEES PAID:

/ \$25.00 Restroom Key

/ \$100.00 Clean-up Repair Fee (50+% of participants reside in the city limits of Hubbard)

/ \$200.00 Clean-up Repair Fee (Less than 50% of participants reside in the city limits of Hubbard)

/ Tournament Fee(s)

125.00 TOTAL FEES



HUBBARD VOLUNTEER FIREFIGHTER'S ASSOCIATION

3161 2ND St. Hubbard, Oregon 97032

Brendan Ghendar, President

Luke Brown, Vice President



May 13th, 2022

Samantha Baylie

Fundraising Coordinator

3161 2nd St.

Hubbard, OR 97032

Dear Melina Olinger,

I am writing this in regard to the fees associated with renting the softball field, since this is a fundraising event is it possible to have the fees waived?

I know you also requested a description of the activities we plan to do. We are planning to do a softball game: Firefighter A team vs. Firefighter B team (no names yet). During this game, the idea is to have people pay for firefighters to do fun things so it is more interactive with the community, and they can get to know the Hubbard Firefighters better. These interactions can be things such as dancing, singing, doing the worm, playing with water guns, etc. I will think of more ideas along the way. Along with the game, there will be a "concession stand" full of hot dogs, hamburgers, chips, soda, water, candy, and popsicles.

If you have any more questions OR suggestions, please feel free to reach me at Samanthabaylie@aol.com or 503-983-0490

Thank you,

Samantha Baylie

APPLICATION FOR OUTDOOR MERCHANDISING/CITY OF HUBBARD
OUTDOOR ENTERTAINMENT PERMIT

RECEIVED
JUN 01 2022
CITY OF HUBBARD

DATE OF APPLICATION:

6/1/2022

APPLICANT:

Hubbard Fire District (Volunteer association)
[corporation, business, or group in control of event]

PERSON RESPONSIBLE:

Samantha Baylie

ADDRESS & TELEPHONE:

[of person responsible]

DATES AND TIMES OF EACH EVENT:

July 23rd 2022 (5-8ish)

We will have a BBQ booth, selling hotdogs & burgers.

EVENT PURPOSE/ACTIVITY:

Fundraiser for Hubbard Fire Volunteer Association

LOCATION OF EVENT:

Barendse Park

(Softball game)

[Signature of Person Responsible]

[Signature of Property Owner]

CONDITIONS:

Permit must be carried upon the person in charge or control of the event and at the location of the event.

Permittee shall comply with all permit directions and conditions, and with all applicable laws and ordinances, to include, Hubbard Municipal Code Chapter 9.25 - Noise Regulations.

The merchandising/outdoor entertainment shall be discontinued no later than the time specified on the permit for each date of the event.



CITY OF HUBBARD
PARK USE APPLICATION

TODAY'S DATE June 8th

RECEIVED
JUN 08 2022
CITY OF HUBBARD

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: July 16th 2022 LOCATION OF EVENT: Rivenes Park & Parade

NATURE OF EVENT: The Hubbard Hop Festival

SET UP DATE & TIME: 7/15/2022 @ 0800 REMOVAL DATE & TIME 7/17/2022 @ 1400

NAME OF PERSON/ORGANIZATION USING PARK: Hubbard Hop Festival Inc

ADDRESS: [REDACTED] CITY: Hubbard STATE: OR ZIP: 97032

CONTACT NUMBERS: Joseph Steining or [REDACTED]

E-MAIL ADDRESS: [REDACTED] Hubbard Hopfest@gmail.com

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:

See Attached

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.

SIGNATURE

DATE

6-8-2022

Hubbard Hop Festival INC.

Temporary Structures

Temporary structures will be erected in the Rivenes Park and the surrounding streets on the day of set up (7-15-2022). The temporary structures will include pop-up tents, steel post tents, and fencing. All temporary structures will be removed from Rivenes Park the day after the event (7-17-2022).

Trash

A dumpster will be delivered on site on Friday July 15th for all trash produced at the Hop Festival. Clean up will involve removing all trash from the park grounds, trash cans, and surrounding area of the park the following morning of the event, Sunday July 17th.

The dumpster will be picked up by the trash company on Monday morning the 18th of July.

Portable Restrooms

Portable restrooms will be delivered on site on Friday July 15th for all toilet needs at the Hop Festival. All the portable toilets will be placed close to Rivenes Park onsite restrooms. The portable toilets will be picked up on Monday morning the 18th of July.

Hop Festival Traffic Plan

The Hop Festival will impact traffic in the community for the day of July 16th. The traffic will mostly be impacted for the duration of the parade. Below are the outlined traffic plans for the parade and the event at Rivenes Park. We would like to use, if possible, the City's "Road Closed" signage (28), all of the road cones available, and any "No Parking" signs as available mostly for the parade. Some will be used for around Rivenes Park for the entire day of the event.

Parade

The following is a list of streets for the Parade on Saturday morning at 10:00am

Third street between Baines Blvd and G Street

G Street between Third Street and Seventh Street

Seventh Street between G Street and A Street

A Street between Seventh Street and Fifth Street

ALL streets listed above will be closed for the Parade ONLY.

During the parade we are hoping to have members of the Marion County Sheriff's Cadets to monitor the parade and street closures.

Hop Festival

During the Hop Festival we are asking to keep the following streets closed from Friday July 15th to Sunday July 22nd.

~Fourth Street between D street and E street •

~E street between Third Street and Fifth Street

~Fifth Street between D street and E street

~D Street will remain open to traffic as it is a main route in and out of town connecting . Highway 99E and Mineral Springs Road.

Re-Opening of Roads

All streets blocked for the parade will open as soon as the parade is complete. Roughly 11:00am.

All streets blocked for the Event will open the next morning after clean up is complete. Roughly 14:00.

Park Use

The Hubbard Hop Festival INC is requesting that the City of Hubbard please waive the Park Use

Fee as we are a Non-Profit Organization and are not only providing the only Town Event, but any additional funds that are made will be given back to the community in the form of donations, scholarships, or awards.

Security

Santiam Brewery will be providing security in the beer garden area as well as the entrance and exit. They will be checking ID for the entrance and monitoring to keep the beer inside the designated area for the beer garden. These folks will also be in and around the immediate area of the beer garden monitoring and assessing.

Insurance

We will have full liability insurance coverage for the event and will provide it to city hall by July 7th

Any questions, comments, or concerns, please contact myself at any time via email or phone. MrJosephSteininger@gmail.com or 503-780-8043

Joseph Steininger~ Hubbard Hop Festival INC. Community Member at Large

Google Maps



Road Closure

Road Closure

Road Closure

Food Vendor's

5th Street

Enter
Exit

Portable
Restrooms

basketball
Beer Garden

Covered
Area

Enter
Exit

Pump
House

Dumpster

Stage

"E" Street

Car
Show

Road Closure

Road Closure

Splash
Fountain

Playground

Kids
Games

4th Street

Crafter
Corner

Road Closure

"D" Street

Open

NOT TO SCALE