

MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

AUGUST 9, 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/87569256081?pwd=VlJtZzZvUiffZXFZUjZISFdRTGYvQT09>

Meeting ID: 875 6925 6081

Passcode: 472099

One tap mobile

+16699006833,,87569256081#,,, *472099# US (San Jose)

+12532158782,,87569256081#,,, *472099# 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)

+1 669 444 9171 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 386 347 5053 US

Meeting ID: 875 6925 6081

Passcode: 472099

Find your local number: <https://us02web.zoom.us/j/keEKAfz9>

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

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

AUGUST 9, 2022 – 6:45 PM

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

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

MEETING Notice: Members of the public may attend/view via telephone, electronic device, YouTube. This is to enable interested citizens to listen to the meeting. All public comment is suspended during this meeting due to platform restrictions. **Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting.** (Comments may be limited at the Mayor's discretion.)

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

Closed Executive Session approximately 6:45 p.m.

1) CALL TO ORDER.

A) Flag Salute.

2) COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO CONSIDER THE EMPLOYMENT OF A PUBLIC OFFICER, 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.

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

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

4) CALENDAR OF ORDINANCES – City Attorney Emily Matasar, Beery Elsner & Hammond.

A) Ordinance No. 376-2022. An Ordinance amending the Hubbard Municipal Code Section 9.15.070 Public Indecency.

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

B) Ordinance No. 377-2022. An Ordinance of the City of Hubbard declaring a temporary ban on Psilocybin Service Centers and the manufacture of Psilocybin Products.

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

- 5) **RESOLUTION NO. 738-2022. A RESOLUTION REFERRING TO THE VOTERS OF HUBBARD A MEASURE PROPOSING A TEMPORARY PROHIBITION ON PSILOCYBIN-RELATED BUSINESSES WITHIN THE CITY AND AUTHORIZING FILING OF EXPLANATORY STATEMENT RELATING TO THIS TEMPORARY PROHIBITION. – City Attorney Emily Matasar, Beery Elsner & Hammond.**
- 6) **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>)
- 7) **CONTINUED DISCUSSION REGARDING LOVE INC. PARTNERSHIP – Police Chief Dave Rash.**
- 8) **MAYOR'S AND/OR COUNCIL'S PRESENTATIONS.**
- 9) **DISCUSSION REGARDING COMPENSATION FOR NON-REPRESENTED EMPLOYEES – Police Chief Dave Rash.**
- 10) **STAFF REPORTS.**
- A) **Police Department**—Police Chief Dave Rash.
 - B) **Hubbard Fire District** – Interim Fire Chief Michael Kahrmann.
 - C) **Administrative Department**—Director of Admin/Recorder Vickie Nogle.
 - 1. **Discussion regarding Administration Department.**
 - D) **Public Works Department**—Public Works Superintendent Mike Krebs.
- 11) **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 the May 31, 2022, Budget Committee meeting minutes.**
 - B) **Approval of the July 2022 Check Register Report.**
 - C) **Approval of the State of Oregon, Office of Emergency Management, Infrastructure Contract 4599-DR-OR, Amendment 1 increasing the Federal share from 75% to 90% funding for PA under DR-4599-OR (2021 February Ice Storm), and authorize the Mayor to sign. (Refer to Public Works Administrative Manager report)**
 - D) **Approval of Flora Hovenden Park Use application for the 50th N. Marion Reunion on Saturday, August 5, 2023, at Rivenes Park, from 10:00 a.m. – 6:00 p.m. contingent upon receipt of the required insurance documentation. (Refer to Public Works Administrative Manager report)**

E) Authorize North Marion Services Team (Serenity Coulombe) to use the City Hall Council Chambers to meet every 4th Wednesday of the month from 10:00 a.m. – 11:30 a.m. Starting September 28, 2022.

12) **OTHER CITY BUSINESS.**

13) **ADJOURNMENT.** (Next regular scheduled City Council Meeting September 13, 2022, at 7:00 p.m.)

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

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

ORDINANCE NO. 376-2022

AN ORDINANCE AMENDING THE MUNICIPAL CODE SECTION 9.15.070 PUBLIC INDECENCY.

WHEREAS, the City Council finds it in the best interest of the city to amend Section 9.15.070 Public Indecency of the Hubbard Municipal Code (HMC).

NOW THEREFORE, THE CITY OF HUBBARD ORDAINS AS FOLLOWS:

Section 1. HMC 9.15.070 Public indecency is amended as follows:

No person shall, while in or in view of a public place, perform:

- (1) An act of sexual intercourse;
- (2) An act of deviant sexual intercourse;
- (3) An act of exposing his their genitals except when using the shower, changing, or toilet facilities as intended in a public restroom ~~with the intent of arousing the sexual desire of himself or another person;~~ or
- (4) An act of urination or defecation except in toilets provided for that purpose.

Section 2. This Ordinance shall be effective thirty days from its adoption.

The foregoing Ordinance was passed by the City Council of the City of Hubbard this day of August 9, 2022, by the following vote:

Ayes	_____
Nays	_____
Absent	_____

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

Passed and approved by the City Council of the City of Hubbard this 9th day of August, 2021.

Charles Rostocil, Mayor

ATTEST:

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

Approved by the City Attorney:



Beery Elsner and Hammond LLP

ORDINANCE NO. 377-2022

AN ORDINANCE OF THE CITY OF HUBBARD DECLARING A TEMPORARY BAN ON PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, the Oregon Health Authority has initiated a rulemaking process to implement the state's psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

WHEREAS, as of the date of this ordinance, the Oregon Health Authority has not completed the rulemaking process for implementing the state's psilocybin regulatory program, and the City of Hubbard, is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate with the city; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, the Hubbard City Council believes it is in the best interest of the health, safety and welfare of the people of Hubbard to prohibit psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries to enable the adoption of the state's psilocybin licensing and regulatory program and to allow the city to adopt reasonable time, place, and manner regulations on the operation of psilocybin facilities; and

WHEREAS, the City Council seeks to refer to the voters of Hubbard the question of whether to establish a two-year temporary ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries.

NOW, THEREFORE, THE CITY OF HUBBARD ORDAINS AS FOLLOWS:

Section 1. Chapter 8.30 is hereby added to the Hubbard Municipal Code to read as follows:

8.30.010 PROHIBITION.

No person, business or entity may establish a psilocybin facility within city limits. The establishment, maintenance, or operation of a psilocybin facility by a person, business or any other entity within the city in violation of this chapter is declared to be a public nuisance.

8.30.020 DEFINITIONS

For the purposes of this chapter, a “psilocybin facility” includes:

- A. a psilocybin product manufacturer required to have a license under ORS 475A.290; and
- B. a psilocybin service center required to have a license under ORS 475A.305.

8.30.030 VIOLATIONS AND ENFORCEMENT

- A. The establishment, maintenance or operation of a psilocybin facility by a person, business or any other entity within the city in violation of the requirements of this chapter will be subject to any and all enforcement remedies available to the city under law and/or the Hubbard Municipal Code including but not limited to enforcement pursuant to Chapter 8.15 of the Hubbard Municipal Code and/or the filing of an appropriate action and pursuit of an appropriate remedy in a court of competent jurisdiction.
- B. The city may abate a nuisance under this chapter either pursuant to Chapter 8.15 of the Hubbard Municipal Code or it may pursue any other remedies available to it, including but not limited to an action seeking declaratory relief and/or injunctive relief.
- C. If the city brings an action in either law or equity in any of the courts of this state (including the U.S. District Court for the District of Oregon) other than its municipal court for the enforcement of this Chapter, the city shall be entitled to the award of its reasonable attorney fees in the event it is the prevailing party

Section 2. REFERRAL

This ordinance is referred to the electors of the City of Hubbard for approval at the next statewide general election on November 8, 2022.

Section 3. EFFECTIVE DATE

This ordinance takes effect and becomes operative thirty (30) days after the date of which it is approved by a majority of the voters in the City of Hubbard.

Section 4. SUNSET

Chapter 8.30 of the Hubbard Municipal Code is automatically repealed on December 31, 2024.

The foregoing Ordinance was passed by the City Council of the City of Hubbard this ____ day of _____, 2022, by the following vote:

Ayes	_____
Nays	_____
Absent	_____

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


Passed and approved by the City Council of the City of Hubbard this ____ day of _____, 2022.

Charles Rostocil, Mayor

ATTEST:

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

Approved by the City Attorney:



Beery Elsner and Hammond LLP

RESOLUTION NO. 738-2022

A RESOLUTION REFERRING TO THE VOTERS OF HUBBARD A MEASURE PROPOSING A TEMPORARY PROHIBITION ON PSILOCYBIN-RELATED BUSINESSES WITHIN THE CITY AND AUTHORIZING FILING OF EXPLANATORY STATEMENT RELATING TO THIS TEMPORARY PROHIBITION

WHEREAS, Ballot Measure 109, known as the Oregon Psilocybin Services Act, which passed in November 2020, requires the Oregon Health Authority (OHA) to begin accepting applications for licenses to manufacture, deliver and administer psilocybin on January 2, 2023; and

WHEREAS, Ballot Measure 109 also allows local governments to prohibit psilocybin-related businesses by referring an ordinance to the voters at a statewide general election; and

WHEREAS, the Council of the City of Hubbard desires to prohibit psilocybin-related business within the City of Hubbard, Oregon for a period of two years; and

WHEREAS, the City Council of the City of Hubbard adopted Ordinance No.377-2022 which declares a two-year ban on psilocybin service centers and the manufacture of psilocybin products in the area subject to the jurisdiction of the city and refers the matter to the electors of the city.

NOW, THEREFORE, THE CITY OF HUBBARD RESOLVES AS FOLLOWS:

SECTION 1. The City Council refers to the November 8, 2022 election a ballot measure proposing the prohibition of psilocybin-facilities in Hubbard through December 31, 2024.

SECTION 2. The Marion County Elections Office will conduct the election. The precincts for said election shall be and constitute all of the territory included within the corporate limits of the City of Hubbard.

SECTION 3. The ballot title certified and filed by the City Council shall be as follows:

Caption: Prohibits psilocybin businesses within Hubbard. Prohibition sunsets after two years.

Question: Shall the City of Hubbard declare a temporary ban prohibiting psilocybin-related businesses and manufacture of psilocybin products within Hubbard?

Summary: State law allows for the manufacturing, transportation, delivery, sale, and purchase of psilocybin, the psychedelic drug found in certain mushrooms. State law provides that a local government may adopt an ordinance to be referred to the voters to prohibit the establishment of licensed psilocybin product manufacturers and/or psilocybin service centers.

The Hubbard City Council adopted an ordinance prohibiting the establishment of psilocybin product manufacturers and psilocybin service center operators within the City for a period of two years, which was referred to the voters per state law.

The two-year prohibition is intended to provide additional time for the City to enact reasonable time, place, and manner restrictions on licensed facilities.

Approval of this measure would prohibit the establishment of psilocybin product manufacturers and psilocybin service center operators within Hubbard city limits until December 31, 2024.

SECTION 4. The explanatory statement certified and filed by the City Council for submission in the Marion County Voters' Pamphlet on behalf of the City shall be as follows:

Explanatory Statement:

Approval of this measure would establish a two-year prohibition on psilocybin product manufacturers and psilocybin service centers within the City of Hubbard. Psilocybin is the psychedelic drug derived from certain mushrooms.

Oregon voters legalized psilocybin through Ballot Measure 109 in 2020, which directs the Oregon Health Authority (OHA) to develop a psilocybin licensing and regulatory program for the state by January 2, 2023. As a result, OHA intends to begin accepting applications for licenses for psilocybin product manufacturers and psilocybin service centers in January, 2023.

Ballot Measure 109 allows a local government to adopt an ordinance to be referred to the voters that prohibits the establishment of psilocybin-related businesses. The Hubbard City Council has adopted such an ordinance to prohibit the establishment of psilocybin product manufacturers and psilocybin service centers within the City of Hubbard until December 31, 2024.

Ballot Measure 109 also allows a local government to adopt reasonable time, place and manner restrictions on the operation of psilocybin facilities. Because these regulations typically result in amendments to the city's development code, the process to enact changes requires notice to the state as well as hearings before governing bodies. The temporary prohibition proposed by this Measure is intended to provide extra time to consider and enact such regulations before OHA issues licenses for psilocybin facilities in the City.

SECTION 5. The Director of Administration/City Recorder shall take all steps on behalf of the City as necessary to carry out the intent and purposes of this resolution in compliance with state and local law including but not limited to publishing the ballot title as provided by state law, publishing notice of the measure as required, and filing this measure with Marion County Elections Division.

ADOPTED BY THE CITY COUNCIL this ____ day of _____, 2022.

APPROVED:

Charles Rostocil, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/Recorder

APPROVED AS TO FORM:



Beery, Elsner, & Hammond – City Attorney

Internet Essentials Partnership Program (IEPP)

ABOUT INTERNET ESSENTIALS

Internet Essentials from Comcast is the nation's largest, most comprehensive, and most successful broadband adoption program for low-income Americans in the country. The program is uniquely designed to address the three major barriers to broadband adoption—digital literacy training and relevance, equipment, and cost—and relies on a network of tens of thousands of community partners to help families cross the digital divide.

IEPP & HOW IT WORKS

Partners, such as schools, healthcare providers, and other community-based organizations, have the ability to sponsor, or pay for, Internet Essentials service for their eligible members/families at a cost of \$9.95 + tax per month per household. The minimum requirements to establish a Partnership Program Agreement are at least a six-month term for at least 25 eligible applicants that are new to the program.

Following a formal agreement, Comcast will send sponsors promotional codes to distribute to eligible families. These codes will ensure the billing for an approved applicant will flow up to the sponsor's account. Sponsors will receive one bill each month and are only charged for applicants that are approved and connected to the Internet Essentials program.

ELIGIBILITY

Internet Essentials Partnership Program customers must be eligible for the Internet Essentials program. Individuals may qualify if they:

- A** **Are eligible for programs** like the National School Lunch Program, housing assistance, Medicaid, SNAP, SSI, and others. For a full list of accepted documents, please [click here](#) or visit InternetEssentials.com.
- B** **Live in an area where Comcast Internet service is available.**
- C** **Have not had Comcast Internet in the last 90 days.**
- D** **Have no outstanding debt to Comcast that is less than one year old.** Households with outstanding debt that is more than one year old may still be eligible.*

**Due to the Coronavirus emergency, households with outstanding debt that is less than one year old may be eligible for Internet Essentials. We are waiving this qualification if you apply and are approved by 12/31/20. After 12/31/20, standard eligibility rules apply.*

PROCESS FOR SPONSORS

Partners interested in the Internet Essentials Partnership Program should [click here](#) to provide their information and submit a request to begin the process listed below. Partners may also connect with their local Comcast representative or email IEPP_Support@Comcast.com with their information and partnership details.

1 Provide Partnership Details

- Number of sponsored accounts (25 or more are required)
- Term of partnership (6-month term or longer is required)
- Zip codes of all desired households being sponsored
- Main point of contact (name, phone number, email)

2 Accept Partnership Program Terms and Conditions

- Comcast will send a draft agreement as a Microsoft Word document for sponsors to review and revise (if necessary) using the Track Changes feature
- Revised drafts will be reviewed by Comcast legal—once finalized, the sponsor needs to send a signed PDF to Comcast

3 Distribute Promotional Codes to Eligible Applicants

- Comcast will issue unique, one-time use, promotional codes to sponsors to distribute to eligible people or families

PROCESS FOR IEPP APPLICANTS

Applying for Internet Essentials is easy and fast from a mobile device. Applicants can visit InternetEssentials.com to be guided through the online process. Applicants will need to enter the promotional code provided by their sponsor in order to receive the sponsored service. If the sponsor is a school, applicants also need to select that they have a child attending school and type in the school's name when prompted under the National School Lunch Program.

FAQS

How long does the process take?

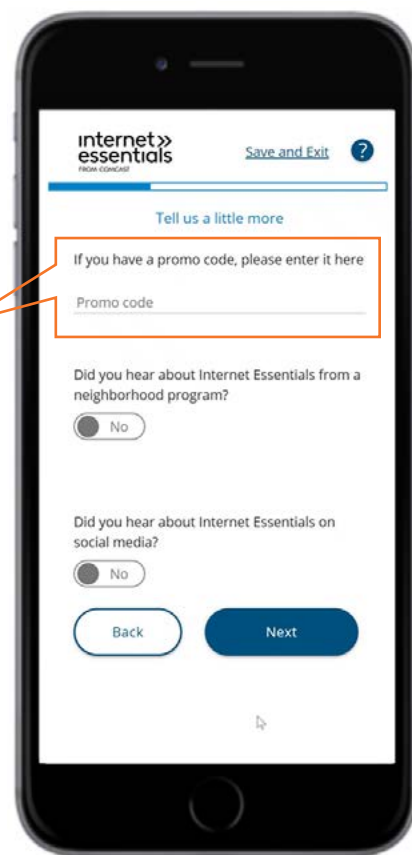
The process timeline can vary depending on the time it takes to finalize the agreement and collect partnership details. Please work closely with your Comcast representative to move your project through the process as quickly as possible.

Are there discounts for more than 25 sponsored accounts?

There are no additional discounts for sponsoring a larger number of accounts.

Can discounted computers get bundled into a Partnership Program Agreement?

Bulk computer orders are unrelated to the Internet Essentials Partnership Program. Please work with your local Comcast representative if you also want to order computers. Individual customers can order a discounted computer at any time by visiting InternetEssentials.com/low-cost-computer.





What are Lift Zones?

Comcast announced a multiyear program to launch more than 1,000 WiFi-connected "Lift Zones" in community centers nationwide to help students get online, participate in distance learning, and do their homework.



The COVID-19 crisis has put many low-income students at risk of being left behind and has accelerated the need for comprehensive digital equity and Internet adoption programs to support them. Lift Zones are intended to help those students who, for a variety of reasons, may be unable to connect to distance learning at home, or who just want another place in which to study .



This initiative will provide free hotspot connectivity, and also access to hundreds of hours of educational and digital skills content to help families and site coordinators navigate online learning. Lift Zones complement Comcast's Internet Essentials program, which, since 2011, has helped connect more than 8 million low-income people to the Internet at home. The Lift Zones initiative comes on the heels of Comcast's recent launch of its new "Internet Essentials Partnership Program," which focuses on enabling cities, school districts, and community-based organizations to connect large numbers of low-income students to the Internet at home to support distance learning.

**internet»
essentials**
FROM COMCAST


COMCAST



Chief's Report

"Committed to our community"

TO: Mayor and City Council Members

FROM: David J. Rash, Chief of Police

DATE: August 2, 2022

RE: August 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 July 2022**

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

- **Community Outreach**

All officers participated in National Night Out is on Tuesday, August 2, 2022 at 6:00 p.m. We had great community participation as we had 6 block parties!

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.

**** Friendly reminder 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: August 2, 2022
RE: July 2022 Statistics

Adult and Juvenile Arrests:	21
Citations Issued:	112
Towed Vehicles:	10
Calls for service:	595

HPD Calls for Service Jul-22 Call Type	
911 Investigation	2
Alarm - Burg	11
Animal Complaint	10
Area Check	455
Arson	1
Assault - Simple	1
Assist - Fire	7
Assist - Police	14
Assist - Public	67
Attempt to Locate	14
Bar Check	5
Bomb Threat	2
Civil Situation	17
Crash - Injury	4
Crash - Non Injury	3
Death Investigation	1
DHS Referral	4
Disturbance	6
DUII	1
EDP	3
Extra Patrol	1
Family Disturbance	3
FIR	18
Fireworks	9
Foot Patrol	15
Forgery	2
Harrasment - Verbal	1
Info	4
Insecure Premise	4
Kidnapping	1
Menacing	1
Missing Child/Elder	1
Missing Person	2
Narcotic Investigation	1
Noise Complaint	2
Ordinance - Aban MV	1
Ordinance - Lawn Parking	1
Ordinance - Other	19
Ordinance - Tall Grass	1
Parking Violation	1
Property Lost/Found	5
Radar	4
Reckless Driving	5
Stalking	1

Stolen Vehicle	1
Suicide Attempts/Threats	1
Suspicious Activity	9
Suspicious Person/Vehicle	26
Theft - All Other	2
Traffic Assist	5
Traffic Stop	203
Vandalism	3
Vandalism - Graffiti	1
Warrant Service	15
Welfare Check	7
Total	595

DIRECTOR OF ADMINISTRATION/ CITY RECORDER MONTHLY REPORT



To: CITY COUNCIL
From: VICKIE NOGLE, MMC, Director of Administration/City Recorder
Date: AUGUST 3, 2022
RE: REPORT FOR AUGUST 9, 2022, CITY COUNCIL MEETING

ELECTIONS

The Mayor and two Council positions (Councilor Prinslow and Councilor Yonally) will be open for the General Election held November 8, 2022. The Mayor shall be elected for a term of two years, and the two Councilors shall be elected for a term of four years. The final date for local candidates to file the COMPLETE declaration of candidacy or nominating petition to the City is **August 30, 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 August 16, 2022, Planning Commission meeting:

- ICON Construction & Development, LLC – 11984 Broadacres Road NE, Hubbard (041W3300100) - Frank J. Bronec QTIP Trust and Columbia Trust Company TRE; Planned Unit Development (PUD #2022-01) for 204 lots.

NEWSLETTER

Please submit your information for the Newsletter no later than **August 15, 2022**. You can submit them in writing or e-mail the Administrative Assistant/Court Clerk Julie Hedden at <mailto:lastorga@cityofhubbard.org> jhedden@cityofhubbard.org.

BUILDING PERMITS

4 building permit applications have been submitted January - July 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	8/1/2022	555-22-005134-STR	Matt Kennedy	3635 5th STREET	04W33AA10900
12						
13	6/14/2022			Armando Rendon	3346 4th STREET	
14						
15	6/21/2022	6/21/2022		Hubbard Fire District	3161 2nd Street	
16						
17	6/23/2022			Moshen Salem /W.Side Drywall	2755 Pacific Highway 99E	
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43						

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	Type of permit	Permit Amount	Receipt #	ROW	Receipt #	City Fee	SDC	Receipt #	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				N/A	N/A		
12										
13	ADDING covered to patio	\$ 150.36	9.003592							
14										
15	Interior dorm room renovation	\$ 1,558.28	4.000728							
16										
17	Additional Warehouse	\$ 3,196.54	4.000731							
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Report Criteria:

Suppress employee name and number

Employee Number	Name	Pay Code	Pay Code Title	Rate No	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount	Msg
Administration											
137 Hedden, Julie		3-01	Vac Used	301	Vac	230.30	.00	.00	230.30	5,725.17	
		4-01	Sick Pay	401	Sic	242.50	.00	.00	242.50		
		7-02	Hol Used	701	Hol	00	.00	.00	.00	.00	
		9-02	Comp Used	901	Com	40.86	.00	.00	40.86	1,015.64	
117 Nogle, Vickie Lynne		3-01	Vac Used	302	Vac	290.98	.00	00	290.98	12,013.11	
		4-01	Sick Pay	401	Sic	1,033.25	.00	00	1,033.25		
		7-02	Hol Used	701	Hol	00	.00	00	.00	.00	
		9-02	Comp Used	901	Com	60.00	.00	00	60.00	2,477.10	
Total Administration:						1,897.89	.00	00	1,897.89	69,917.20	
Police Department											
101 Anderson, Chris		3-01	Vac Used	301	Vac	270.25	.00	.00	270.25	10,893.97	
		4-01	Sick Pay	401	Sic	1,278.00	.00	.00	1,278.00		
		7-02	Hol Used	701	Hol	24.50	.00	.00	24.50	987.61	
		9-02	Comp Used	901	Com	6.82	.00	.00	6.82	274.92	
103 Bentley, Glen W		3-01	Vac Used	301	Vac	175.38	.00	.00	175.38	6,353.54	
		4-01	Sick Pay	401	Sic	1,422.00	.00	.00	1,422.00		
		7-02	Hol Used	701	Hol	36.00	.00	.00	36.00	1,304.18	
		9-02	Comp Used	901	Com	00	.00	.00	.00	.00	
141 DAVIS, CHRISTOPHER		3-01	Vac Used	301	Vac	00	.00	.00	.00	.00	
		4-01	Sick Pay	401	Sic	32.00	.00	.00	32.00		
		7-02	Hol Used	701	Hol	25.00	.00	.00	25.00	753.76	
		9-02	Comp Used	901	Com	00	.00	.00	.00	.00	
139 Holliman, Steve		3-01	Vac Used	301	Vac	45.73	.00	.00	45.73	1,491.38	
		4-01	Sick Pay	401	Sic	13.50	.00	.00	13.50		
		7-02	Hol Used	701	Hol	15.00	.00	.00	15.00	489.19	
		9-02	Comp Used	901	Com	47.25	.00	.00	47.25	1,540.95	
128 Rash, David		3-01	Vac Used	301	Vac	53.92	.00	.00	53.92	2,854.50	
		4-01	Sick Pay	401	Sic	325.00	.00	.00	325.00		
		7-02	Hol Used	701	Hol	3.00	.00	.00	3.00	158.82	
		9-02	Comp Used	901	Com	51.50	.00	.00	51.50	2,726.39	
129 Schwartz, Molly		3-01	Vac Used	301	Vac	6.68	.00	.00	6.68	172.70	
		4-01	Sick Pay	401	Sic	16.25	.00	.00	16.25		
		7-02	Hol Used	701	Hol	00	.00	.00	.00	.00	
		9-02	Comp Used	901	Com	5.66	.00	.00	5.66	146.33	
140 Wai, Mark-Carlo		3-01	Vac Used	301	Vac	15.08	.00	00	15.08	437.16	
		4-01	Sick Pay	401	Sic	4.00	.00	00	4.00		
		7-02	Hol Used	701	Hol	5.50	.00	00	5.50	159.44	
		9-02	Comp Used	901	Com	00	.00	00	.00	.00	
Total Police Department:						3,878.02	.00	00	3,878.02	152,923.68	
Public Works											
138 Caballero, Aaron		3-01	Vac Used	301	Vac	45.42	.00	.00	45.42	1,030.33	
		4-01	Sick Pay	401	Sic	193.00	.00	.00	193.00		
		7-02	Hol Used	701	Hol	18.25	.00	.00	18.25	413.99	
		9-02	Comp Used	901	Com	2.00	.00	.00	2.00	45.37	
109 Hernandez, Juan M		3-01	Vac Used	301	Vac	320.81	.00	.00	320.81	9,043.12	
		4-01	Sick Pay	401	Sic	687.50	.00	.00	687.50		
		7-02	Hol Used	701	Hol	13.50	.00	.00	13.50	380.54	
		9-02	Comp Used	901	Com	32.27	.00	.00	32.27	909.50	
112 Krebs, Michael R		3-01	Vac Used	302	Vac	332.23	.00	00	332.23	13,698.14	
		4-01	Sick Pay	401	Sic	1,387.50	.00	00	1,387.50		
		7-02	Hol Used	701	Hol	10.00	.00	00	10.00	412.31	

Employee Number	Name	Pay Code	Pay Code Title	Rate No	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount	Msg
118 Olinger, Melinda L		9-02	Comp Used	901	Com	62.04	00	.00	62 04	2,557.97	
		3-01	Vac Used	302	Vac	325.02	00	.00	325 02	11,350.61	
		4-01	Sick Pay	401	Sic	1,309.75	00	.00	1,309.75		
142 TRAMEL, JORDAN		7-02	Hol Used	701	Hol	.00	00	.00	00	.00	
		9-02	Comp Used	901	Com	63.15	00	.00	63.15	2,205.37	
		3-01	Vac Used	301	Vac	.00	00	.00	00	.00	
		4-01	Sick Pay	401	Sic	8.00	00	.00	8 00		
		7-02	Hol Used	701	Hol	.00	00	.00	00	.00	
		9-02	Comp Used	901	Com	.00	00	.00	00	.00	
Total Public Works:						4,810.44	00	.00	4,810.44	168,912.19	
Grand Totals:						10,586.34	00	.00	10,586 34	391,753.07	

Pay Code Summary

Pay Code	Pay Code Title	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
3-01	Vac Used	2,111 80	.00	00	2,111.80	75,063.73
4-01	Sick Pay	7,952 25	.00	00	7,952.25	
7-02	Hol Used	150.75	.00	00	150.75	5,059 84
9-02	Comp Used	371 54	.00	00	371.54	13,899 54

- MONTHLY REPORT -

DATE: August 9, 2022
TO: City Council
FROM: Melinda Olinger, P.W. Administrative Manager

ITEM #1 On the Consent Agenda is a request to accept and authorize the Mayor to sign the State of Oregon Office of Emergency Management Infrastructure Contract 4599-DR-OR, Amendment No. 1. (see attached July 27, 2022 letter).

This amendment increases the City's Federal share from 75% to 90% for the 2021, February Ice Storm event, which increases the total reimbursement funds the City will receive to \$35,102.16.

ITEM #2 On the Consent Agenda is a request to authorize Flora Hovenden Rivenes Park Use Application for August 5, 2023 for their North Marion 50th Class Reunion from 10:00 a.m. to 6:00 p.m., contingent upon receiving the required insurance documents.

Public Works recommends Council approve this request.

The Public Works Department completed 28 requests for locates for the month of July.

CITY OF HUBBARD
BUDGET COMMITTEE MEETING MINUTES
MAY 31, 2022

Budget Committee Members Present: Budget Committee Member Joseph Steiniger (Zoom), Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor James Yonally, City Councilor Robert Prinslow, and City Councilor Tyler Thomas (Zoom).

Staff Present: Contracted Budget Officer Christa Bosserman Wolfe, Public Works Administrative Manager Melinda Olinger, Director of Administration/City Recorder Vickie Nogle, Public Works Superintendent Mike Krebs, Police Chief Dave Rash, and Administrative Assistant/Court Clerk Julie Hedden.

CALL TO ORDER. The Budget Committee Meeting was called to order at 6:30 p.m. Mayor Charles Rostocil.

FLAG SALUTE. Led by Mayor Charles Rostocil.

ELECT BUDGET COMMITTEE CHAIR. MSA/City Councilor James Yonally /Mayor Charles Rostocil motioned to appoint City Councilor Robert Prinslow as the Budget Committee Chairperson. Budget Committee Member Joseph Steiniger, Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor James Yonally, City Councilor Tyler Thomas, City Councilor Robert Prinslow in favor. Motion carried unanimously.

RECEIVE BUDGET MESSAGE. Contracted Budget Officer Christa Bosserman Wolfe gave the Budget Message. She stated the FY 2022-23 Proposed Budget was prepared to accomplish the City's goals and policies as understood by City Management. Total Resources of \$10.3 million balance with Total Requirements of \$10.3 million. Beginning Fund Balance for the Fiscal Year 2022-23 is estimated at \$6.3 million, of which \$1.5 million is estimated for the General Fund. The beginning carry-over Fund Balance in General Fund will be used to pay expenses before receiving property taxes in November. The State and Local Fiscal Recovery Funds allocated to the City from the American Rescue Plan Act (ARPA) have not been included in the FY 2022-23 Proposed Budget. The City is in the process of confirming how it will spend these funds and once finalized, the City will use a supplemental budget process to adjust the budget as needed for ARPA funds and expenditures.

Contracted Budget Officer Christa Bosserman Wolfe said all funds budget for resources and expenditures, including Personnel Services, Materials & Services, and Capital Outlay, are tracked within those divisions. Other resources and requirements, which include Debt Service, Interfund Transfers, and Operating Contingency are not allocated to specific divisions.

Contracted Budget Officer Christa Bosserman Wolfe stated the budget has been prepared with all departments fully staffed. The proposed cost of living increase adjustment (COLA) for the FY2022-23 salary schedule is 4.63% applied to all positions, except for the Police personnel in the union where the increase is an additional 3% for a total of 7.63%. Personnel Services estimates are slightly higher than last year due to annual step increases, compensation adjustments, and the COLA increase. Overtime pay is budgeted in each department to reduce the accumulation of compensatory, holiday and vacation time in excess of the maximum amount allowed.

Contracted Budget Officer Christa Bosserman Wolfe said the City of Hubbard obtains group medical insurance through City County Insurance Services (CIS). CIS has notified the City that Medical and Dental insurance premiums will remain steady through the budget year.

Contracted Budget Officer Christa Bosserman Wolfe explained that during the FY 2021-22 budget, the City made a plan to hire a City Administrator. The City is currently recruiting for this position and is addressing immediate needs by contracting out various finance functions. The FY 2022-23 Proposed Budget continues to assume a full-time City Administrator, to be recruited with a Finance background to also cover key Finance functions. This is a substantial change in the management structure of the organization, creating a bridge between the policy/governance role of the City Council and the implementation of policies and goals by City Management. The new City Administrator will function as the City's Budget Manager and perform other vital Finance functions.

Contracted Budget Officer Christa Bosserman Wolfe stated The City of Hubbard recently annexed an approximate 54.06 acres into the City of Hubbard with 20.39 acres zoned as R3-High Density Residential and 33.68 zoned R3-Medium Density Residential. The City currently does not have any active subdivision applications but may see growth in the near future. The City has estimated two (2) potential Single Family Residences (SFR) for infill lots within the City of Hubbard.

She went on to say that The City has entered into an Intergovernmental Agreement with Marion County for a program called Community Prosperity Initiative. This program is to implement projects within Marion County that have economic development significance. The funding is made possible through proceeds received from the Oregon Economic Development Video Lottery Grant Program. This agreement was amended in January 2022 and the agreement now ends June 30, 2024. The total amount received under this agreement will be \$75,000, distributed in \$15,000 payments for each year of the agreement. The funds must be used on a project that has economic development significance and will help accomplish at least one goal outlined in the Marion County Development Strategic Plan.

Contracted Budget Officer Christa Bosserman Wolfe explained early in FY 2015-16 it was brought to the Council's and Budget Committee's attention that the General Fund's ending fund balance was not sufficient to cover requirements for the start of the next fiscal year. The chart below shows a positive incline for the City for the past 5 years, with changes leveling off and decreasing the next year, respectively and the General Fund has a sufficient ending fund balance to cover unanticipated expenditures. The City's long-term goal is to ensure that annual expenses remain lower than projected revenues, while providing the services our residents expect from their local government. The proposed General Fund budget for FY 2022-23 targets current expenditures exceeding current resources by approximately \$267,186 (operating deficit).

Contracted Budget Officer Christa Bosserman Wolfe said the FY 2022-23 proposed budget expects the City's resources to be relatively steady, including franchise fees, intergovernmental and state shared revenues, and fines/fees. The City's permanent Property Tax rate is \$3.9772 per \$1,000 of assessed market value. Marion County estimates continued property tax growth of approximately 4% for FY 2022-23. Property tax revenue is estimated at \$1,020,000, net of the effect of delinquent payments, for FY 2022-23. She went on to say overall, given current economic trends of runaway inflation and continued supply shortages, I expect increases in expenditures to

continue to outpace increases in resources, which could eventually erode the City's General Fund unrestricted fund balance if left unchecked. City Council and Management will need to carefully monitor this trend and respond timely, finding solutions to increase resources and/or reduce ongoing expenditures. When the new City Administrator is hired, the City Administrator will be able to focus on these challenges and consider all possible options, including levies.

Contracted Budget Officer Christa Bosserman Wolfe stated staff anticipates Public Works' service levels to remain relatively static in FY 2022-23. However, as our community continues to desire and support additional park amenities which can significantly increase the amount of staff time needed for ongoing maintenance and as regulatory agencies for water and wastewater continue to increase mandatory requirements, Public Works will continue to explore options to allow Staff to accomplish more with less resources in order to meet the increasing workload and operating costs. Public Works administration and operations continues to move forward with numerous projects throughout parks, streets, sewer and water. She went on to say as FY 2021-22 comes to a close, we have seen unprecedented inflation that has a direct impact on available funds for both operations and capital projects. In addition, certain types of supplies and equipment have been in short supply, with extended wait times for delivery. The Covid-19 pandemic has entered its third year. It has become increasingly difficult to fill vacant positions, and certain capital project contractors and vendors remain in short supply, potentially causing significant delays. Public Works' budgets were prepared conservatively as these factors continue to impact Public Works.

Contracted Budget Officer Christa Bosserman Wolfe said each year, Staff evaluates and adjusts the Gas Tax split for the Streets and Street Construction Funds. The FY 2022-23 budget reflects a 65/35 split, respectively. This is a 10% increase from prior years going into the Street Construction Fund to support additional sidewalk improvement matches. The Street Construction fund reflects the above-mentioned funding for sidewalk improvement matches; "A" Street improvements between 3rd and 5th Streets; "G" Street Sidewalk Improvements (across R.R. tracks); and its share of the SDC Methodology Update Project. A \$100,000 SCA grant application will be submitted for the "A" Street improvements project. A Rate Study Update Project has been budgeted in both water and wastewater operations funds, to be completed following the completion of the Wastewater Facilities Plan Update Project. Funds have been budgeted in the Sewer Construction Fund for engineering costs related to anticipated mandatory NPDES permit renewal system improvements, and its share of the SDC Methodology Study Update Project. Funds have been budgeted in the Water Construction Fund for the Water System Improvements Project and its share of the SDC Methodology Study Update Project. The Water bond was paid off in FY 2021-22. The FY 2022-23 Proposed Budget includes paying off the Water and Sewer bonds to save on interest charges and free up debt capacity.

Contracted Budget Officer Christa Bosserman Wolfe explained the Police Department has requested an increase in their budget for necessary inflation, training, equipment, personnel increases and overtime (total increase of 6.2%). During the FY 2021-22 budget, the Police Department was requested to take a budget cut in their overtime budget from \$30,000 to \$20,000. However, the overtime is still needed for various programs and public safety. The overtime incurred to date is estimated to be approximately \$30,000 for FY21-22. The Police Department has requested a total overtime budget for FY 2022-23 of \$42,300, of which \$12,000 is expected to be reimbursed through various grants.

Contracted Budget Officer Christa Bosserman Wolfe said in closing the City's General Fund has been moving forward in a positive direction with healthy fund balances, which has allowed the City to focus on setting goals and funding the services/projects desired by the residents of Hubbard. However, as noted in the discussion above, the growth has leveled off as costs are now rising faster than revenues. Declines are expected to begin in FY 2022-23. City Management and Staff continue to work diligently to keep expenditures at a minimum and to streamline procedures to increase productivity. The City continues to focus on keeping priorities balanced in the face of rising costs and uncertain revenues. I would like to acknowledge and thank the City of Hubbard's management team and staff for their efforts in developing this budget. This year was a very compressed timeline and everyone was extremely responsive and professional, making this project a success. I would also like to thank the City's Budget Committee member for volunteering their time to this important public process.

Contracted Budget Officer Christa Bosserman Wolfe recommended to move the Budget Review and Discussion before the Public Hearing, which would allow the public to hear all the budget discussion first, before the comment on Shared Revenues and comment or testimony on the Budget. The City Council agreed.

BUDGET REVIEW AND DISCUSSION. Contracted Budget Officer Christa Bosserman Wolfe presented a power point presentation of the highlights of the FY 2022-2023 Proposed Budget.

Budget Officer Christa Bosserman Wolfe said we have a balanced budget of \$10.3 million, which is up slightly from the previous budge of \$10.2 million.

Budget Officer Christa Bosserman Wolfe shared the budget assumptions that were made through the process. In regards to Revenues, no new revenue sources were included in the budget. She went on to say the property tax growth was estimated at an increase of 4%, and the State shared revenues were estimated from the League of Oregon Cities annual report.

Budget Officer Christa Bosserman Wolfe said other budget assumptions had to do with expenses regarding personnel and Material & Services. In regards to personnel, all vacant positions are budgeted as filled for the entire year, with compensation range increases & step increases, and a 7.63% COLA for police union employees, and a 4.63% for all other positions. No increases in PERS this year and insurance costs are level. She went on to say all departments budgeted for increases in materials & services, inflation assumed of 8% over current year costs (for goods, utilities, gasoline, etc.), 10% increase for liability insurance from CIS, contracted services has been re-classed to professional services (accounting clean up) and it was budgeted for the possible payoff of the Sewer Bond.

Police Chief Dave Rash asked why the COLA was 7.63% for the police union employees. Director of Administration/City Recorder Vickie Nogle said that it is the 4.63% for this year, plus the 3% from the prior year.

Budget Officer Christa Bosserman Wolfe said the one of largest sources of revenue for local government is property taxes, and generally the biggest source of revenue inside of a general fund. She went on to say she is seeing a very healthy trend and continuing to climb, and Marion County is forecasting continued growth in assessed value at the rate of 4% per year.

Budget Officer Christa Bosserman Wolfe shared the expenditure trends in all funds in the proposed budget. In personnel services there is an 8% increase for a total of \$159,705, material and services is coming in at a 10% increase for a total of \$114,350, and the increase in Capital Outlay is about 11% for a total of \$107,438. She went on to say these increase from a financial professional's point of view are very reasonable seeing all the inflation, supply chain issues, and the increase in the cost of goods.

Budget Committee member Joseph Steiniger asked for the definition of Capital Outlay.

Budget Officer Christa Bosserman Wolfe said Capital Outlay are items that will eventually become an asset with a life of more than a year and a value of more than \$5000, that need to be depreciated over time such as building sidewalks and roads or maintaining a building.

Budget Officer Christa Bosserman Wolfe said in regards to the General Fund operating surplus, for this year she is projecting for the operating deficit to increase and start to trend in 22-23. She said last year Budget Officer Summer Sears project we would see that in 21-22, but that projection did not come to fruition because the City Administrator position was not filled, and since that position was not filled the General Fund came in as a surplus. She went on to say the trend could be impacted and continue to grow potentially as other personnel and costs increase, factors that would slow or reverse this trend and shift the trend to a positive direction are increasing development and property tax growth, raising rates, or other new sources of revenue. Furthermore, she said things shift during the year, we budget for things and then decide not to spend the money after all and so often times projections seem to come in looking worse than what reality actually is.

Budget Officer Christa Bosserman Wolfe said the Operating Contingency applies to Operating Funds only and it has been set at 15% of operating expenditures which is consistent with prior years. She went on to say this category is appropriated by that governing body and can be spent after moving it into another category.

Budget Officer Christa Bosserman Wolfe said the categories Reserve for Future and Unappropriated Ending Fund Balance are very similar. Reserve for Future Expenditures is carried forward to subsequent fiscal years, is not appropriated by a governing body and can be moved through a supplemental budget. Unappropriated Ending Fund Balance covers cash flow after the end of the budget year until Property Taxes arrive in November, is not appropriated by a governing body and cannot be used during the fiscal year unless for a true emergency such as a natural disaster.

Budget Officer Christa Bosserman Wolfe explained the allocation methodology used for the overhead allocation in the budget. She said there is some overhead that is allocated to the operating departments and operating funds and that is the Administration and City Council expenses because those help support the entire government so those costs are allocated out to the other operating funds, and the General Fund is covering those departments that live in the General Fund such as Police, Parks, Court, and Community Development. Street, Sewer and Water Funds have large operating funds that are separate and stand-alone so those funds transfer dollars back to the general fund to help pay for the overhead allocation.

Budget Officer Christa Bosserman Wolfe said in regards to the Reserve Fund on page 35, there are some transfers in this year, but there are no planned expenditures this year.

Budget Officer Christa Bosserman Wolfe showed a slide from last year regarding the recommendations to hire a full-time City Administrator and to start with a 2-year contract to ensure this new structure will work. She went on to say she is in agreement with last year's recommendation to hire a City Administrator and the first priority of the City Administrator would be to look at the budget and start to figure out how to make it sustainable moving forward.

Budget Officer Christa Bosserman Wolfe made some recommended budget adjustments to the proposed budget. The first one being to remove Contingency dollars from the non-operating funds and add that to Reserve for Future Expenditures. This is a no impact change to the total budget amount, it simply changes line items in the categories. The second item is to increase gas tax revenue in the Street Construction Fund in the amount of \$32,949, for a total of \$93,000, the offset to keep in balance would be to Reserve for Future Expenditures. The impact is an increase to the total budget of \$32,949, for a revised total budget of \$10,365,187.

City Councilor James Yonally commented he likes what he is seeing but when looking at an operating deficit this year, we will need to keep mindful of this in the future and work at keeping expenditures down and looking at increasing revenues.

Budget Committee member Joseph Steiniger said he was concerned about the deficit and asked how it gets paid for and if it is in the fund we already have. Budget Officer Christa Bosserman Wolfe explained the deficit is being paid for within the General Fund, and what happens this year is because the revenues are not coming in at the same pace as expenses are going out, the Fund will start to get lower and the balance will start to get smaller.

Budget Committee member Joseph Steiniger asked how long we can sustain a loss.

Budget Officer Christa Bosserman Wolfe said there is a graph on page 3 of the Budget message that shows the beginning fund balance of 1.5 million and in about 5 years, projections show it will be down to around \$300,000, and that is why she recommends when the city hires a City Manager, they make sustaining this their number one priority.

Budget Committee member Joseph Steiniger he was glad to see we had a buffer to find the answer and it is not immediate.

Mayor Charles Rostocil said he agrees with everyone's concerns, and when we drop below a million it could be a concern, but hopefully by then we will have a forecast and idea of how the 55 acres south of town will be developed, and if we don't see any movement on that property we will need to take a serious look at how to curtail costs.

City Councilor Tyler Thomas said his only input is the same as it was last year, you look at your own household budget, because we are representing the people of Hubbard, we were elected to manage their money, how many of us run our household budgets negatively.

PUBLIC HEARING.

A. STATE SHARED REVENUES. Budget Committee Chairperson Robert Prinslow opened the 2022-23 Budget Hearing on State Shared Revenues at 7:22 p.m.

Contracted Budget Officer Christa Bosserman Wolfe shared a slide presentation for State Shared Revenues. She said for a city to receive State Shared Revenue they have to provide at least 4 services; police protection, street construction/maintenance, sewer and storm services, utilities, and planning, zoning and subdivision control are services that the City provides. She went on to say that trends around revenue remain stable with the exception of the State marijuana dollars, as these are now paid differently than in prior years and will result in reductions. The city is budgeting to received \$6000 this year which is smaller than prior years, and the reason why this estimate is so low is the City just got a quarterly payment not long ago and the amount was only \$1700. The local tax is estimated to remain fairly stable and it is budgeted at \$32,000 for the local marijuana taxes.

Contracted Budget Officer Christa Bosserman Wolfe said there are two additional sources of revenue the City receives, the State Revenues funds that come in every year and is split 50/50 between the General Fund and the Park Improvement Fund, and is holding steady at approximately \$40,000 each year. The other is Gas Taxes, and those are split with 65% in the Street Fund and 35% in the Street Construction Fund and those are restricted dollars and have to be used for certain items.

Budget Committee Chairperson Robert Prinslow asked for comments and questions from the Budget Committee.

City Councilor Tyler Thomas asked if we are in a public meeting.

Budget Committee Chairperson Robert Prinslow responded with yes.

City Councilor Tyler Thomas then referred City Council and Staff to the Council rules and procedures 2.10.120, Council conduct with one another Section 1, under use of title, Council should refer to one another during public meetings as Mayor or Council Member followed by the individual's last name.

Budget Committee Chairperson Robert Prinslow asked for comments and questions from the Public. There were none.

Budget Committee Chairperson Robert Prinslow closed the State Shared Revenue section of the Public Hearing at 7:27 p.m.

B. 2022-23 BUDGET. Budget Committee Chairperson Robert Prinslow opened the Public Hearing for the 2022-2023 Budget at 7:27 p.m.

Contracted Budget Officer Christa Wolfe said the City is presenting a proposed budget for 2022-23 of \$10.3 million. She went on to say the budget is balanced and complies with Oregon Local Budget Law.

Budget Committee Chairperson Robert Prinslow asked for comments or questions from the Budget Committee. There were none.

Budget Committee Chairperson Robert Prinslow asked for comments and questions from the Public. There was none.

Budget Committee Chairperson Robert Prinslow closed the 2022 – 2023 Budget section of the Public Hearing at 7:28 p.m.

COMMITTEE APPROVES THE TAX LEVY AMOUNT. Contracted Budget Officer Christa Wolfe reminded the Committee the Tax Levy is \$ 3.9772 per 1000 of assessed market value.

MSA/City Councilor James Audritsh / City Councilor Robert Prinslow made a motion to impose the property tax levy rate of \$3.9772 per \$1,000 of assessed value. Budget Committee Member Joseph Steiniger, Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor James Yonally, City Councilor Robert Prinslow, in favor. City Councilor Tyler Thomas was against. Motion carried 5-1 in favor.

COMMITTEE APPROVES THE BUDGET FOR FY 2022-2023. MSA/City Councilor James Yonally / City Councilor James Audritsh made a motion to approve the FY 2022-2023 proposed budget of \$10,365,187, with the recommended changes as presented. Budget Committee Member Joseph Steiniger, Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor James Yonally, City Councilor Robert Prinslow voted in favor. City Councilor Tyler Thomas voted against. Motion carried 5 – 1 in favor.

ADJOURNMENT. MSA/ City Council James Audritsh / Mayor Charles Rostocil moved to adjourn the Budget Committee Meeting at 7:31 p.m. Budget Committee Member Joseph Steiniger, Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor Tyler Thomas, City Councilor Robert Prinslow, City Councilor James Yonally in favor. Motion carried unanimously.

Charles Rostocil, Mayor

ATTEST:

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

Julie Hedden, Administrative Assistant, Transcribing/ Recording

Check Number	Check Issue Date	Name	Description	Amount
11859	06/07/22	911 Supply Inc.	Uniforms	1,559.00
11860	06/07/22	American Extermination Plus	Extermination	112.00
11861	06/07/22	Beery Elsner & Hammond, LLP	Legal Services	5,824.70
11862	06/07/22	Canby Rental & Equip, Inc	Equipment Maint/Supplies	255.98
11863	06/07/22	Cascade Columbia Distribution	SUPPLIES	413.00
11864	06/07/22	Caselle Inc	Contracted Support	2,099.00
11865	06/07/22	Civil West Engineering Services Inc	Engineering Services	375.00
11866	06/07/22	Coukoulis, Lori	Municipal Court Judicial Services	450.00
11867	06/07/22	DARK HORSE CONSTRUCTION LLC	OPERATIONAL SUPPLIES	5,751.00
11868	06/07/22	DATAVISION	Phone/Internet	802.09
11869	06/07/22	GW Hardware Center	Supplies	332.94
11870	06/07/22	Hach Company	Supplies	385.80
11871	06/07/22	Highway Fuel Co	Rock	511.20
11872	06/07/22	JERRY VOSIKA	SCHOOL EXCISE REV. REIMBURSEMENT	663.60
11873	06/07/22	John Deer Financial	John Deer Financial	244.24
11874	06/07/22	Lakeside Industries Inc, LB#1086	Supplies	1,904.00
11875	06/07/22	Marion County Dept of Public Works	Disposal	45.00
11876	06/07/22	Marion County Treasury Dept	MUNI COURT PAYMNT MARCH 2022	723.10
11877	06/07/22	Multiverse Interpreting, Inc	INTERPRETING SERVICE	190.00
11878	06/07/22	North Marion SD #15	Sch. Const. Excise Tax	2,027.52
11879	06/07/22	NW TECH SUPPORT	SPLIT	600.00
11880	06/07/22	ODP Business Solution, LLC	Office Supplies	17.76
11881	06/07/22	ODP Business Solution, LLC	Office Supplies	184.67
11882	06/07/22	OGFOA	Membership	120.00
11883	06/07/22	OHA Cashier	ANNUAL WATER SYSTEM FEE	1,500.00
11884	06/07/22	One Call Concepts, Inc.	REGULAR TICKETS	34.80
11885	06/07/22	Oregon Dept of Revenue	COURT APRIL 2022	2,983.74
11886	06/07/22	PETROCARD, INC.	FUEL	1,076.15
11887	06/07/22	PGE- Portland General Electric	Utilities	7,716.59
11888	06/07/22	Profectus, INC.	Janitorial Services	501.27
11889	06/07/22	Quality Control Services, Inc.	On Site Service	535.00
11890	06/07/22	Republic Services	Garbage Service	545.91
11891	06/07/22	The Pool and Spa House Inc	POOL/SPA SUPPLIES	432.14
11892	06/07/22	TransUnion Risk	Background Check Service	131.70
11893	06/07/22	Verizon Wireless	Verizon	765.54
11894	06/07/22	Walmart-Capital One	Supplies	19.01
11895	06/07/22	Waste Connections	Shred Service	35.37
11896	06/07/22	Waterlab Corporation	Testiing	787.50
11897	06/07/22	WEX Bank	FUEL	3,212.50
11898	06/07/22	Wooddell, Sheba	Bailiff Services	90.00
11899	06/27/22	911 Supply Inc.	Uniforms	102.45
11900	06/27/22	Beery Elsner & Hammond, LLP	Legal Services	4,034.76
11901	06/27/22	Canby Rental & Equip, Inc	Equipment Maint/Supplies	415.15
11902	06/27/22	CIT	Water	216.07
11903	06/27/22	CivicPlus, LLC	Municiple Code	1,800.00
11904	06/27/22	Civil West Engineering Services Inc	Engineering Services	42,749.41
11905	06/27/22	Dryden Electric, Inc.	Electrical Work	1,820.00
11906	06/27/22	ELAN Corporate Payment Systems	Credit card payment	1,657.76
11907	06/27/22	Ferguson Enterprises, LLC	SUPPLIES	4,066.32
11908	06/27/22	Great Western Sweeping, Inc.	Street Sweeping	2,496.55
11909	06/27/22	GW Hardware Center	Supplies	110.38
11910	06/27/22	Hillyer's Mid City Ford	Vehicle Maint Supplies	509.21
11911	06/27/22	Holliman, Steve	Reimbursement	49.50
11912	06/27/22	Idexx Distribution Corp.	Supplies	740.89
11913	06/27/22	Industrial Hearing Services Inc	Hearing testing	550.00
11914	06/27/22	Kustom Kreations	Uniforms	57.56
11915	06/27/22	Language Line Services	Interpreter Services	39.00
11916	06/27/22	Long Bros. Bldg Supply	BLDG MAINT/SUPPLIES	99.20
11917	06/27/22	Marion County Dept of Public Works	Disposal	39.00

Check Number	Check Issue Date	Name	Description	Amount
11918	06/27/22	Mid-Willamette Valley	Land Use Services	2,227.50
11919	06/27/22	Net Assets Corporation	Lien Search	96.00
11920	06/27/22	NW Natural Gas	Utilities 454934-1	200.39
11921	06/27/22	NW TECH SUPPORT	SPLIT	2,092.00
11922	06/27/22	ODP Business Solution, LLC	Office Supplies	177.34
11923	06/27/22	OES	Equipment Maintenance & Supply	48.63
11924	06/27/22	Pacific Office Automation	Copier	597.10
11925	06/27/22	Pamplin Media Group	Public Notice	389.60
11926	06/27/22	PGE- Portland General Electric	Utilities	3,309.26
11927	06/27/22	Schwartz, Molly	Reimbursement	170.00
11928	06/27/22	The Greg Prothman Company (Prothman)	Recruitment Service	1,235.00
11929	06/27/22	Verizon Wireless	Verizon	229.82
11930	06/27/22	Walmart-Capital One	Supplies	34.73
11931	06/27/22	Walter E. Nelson Co	Building Maint/Supplies	358.30
11932	06/27/22	Waterlab Corporation	Testiing	360.00
11933	06/27/22	Wolfe Consulting, LLC	Split	9,450.00
11934	06/27/22	Yes Graphics Printing Co. Inc.	Printintng Services	309.00
11936	06/29/22	911 Supply Inc.	Uniforms	162.00
11937	06/29/22	CANON FINANCIAL SERVICES, INC.	COPIER-PW	100.40
11938	06/29/22	Dryden Electric, Inc.	Electrical Work	8,500.00
11939	06/29/22	Idexx Distribution Corp.	Supplies	376.96
11940	06/29/22	Kustom Kreations	Uniforms	57.56
11941	06/29/22	Long Bros. Bldg Supply	Supplies	51.00
11942	06/29/22	OES	Equipment Maintenance & Supply	149.66
11943	06/29/22	T.H. DeArmond & Son	Application of sludge	9,540.00
11944	06/29/22	Zwald Transport Inc.	SLUDGE	8,179.84
Grand Totals:				155,914.12



Oregon

Kate Brown, Governor

Oregon Department of Emergency Management

PO Box 14370

Salem, OR 97309-5062

Phone: 503-378-2911

TTY: 503-373-7833

www.Oregon.gov/OEM



July 27, 2022

Melinda Olinger
City of Hubbard
PO Box 380
Hubbard, OR, 97032

RE: FEMA-DR-4599-OR
PA City of Hubbard
PA #047-35450

Dear Ms.Olinger,

Enclosed is a copy of the formal contract Amendment 1 that will need to be signed by your jurisdiction. This amendment will increase the Federal share from 75 percent to 90 percent funding for PA under DR-4599-OR (2021 Feb Ice Storm). This amendment is to adjust the DR-4599-OR contract that your organization has already executed with OEM.

We would ask that you return this contract amendment to our agency as soon as possible. The amendment will need to be signed by someone with the authority to obligate your jurisdiction (such as an elected official or chief financial officer).

Be sure to fill in the information needed on Page 2. After both parties have signed the amendment, a copy will be returned to you for your records and should be kept with the original contract.

If you have any questions, please contact Julie Slevin at 503-378-2235.

Sincerely,

Selicity Icefire
PA Grants Assistant
Oregon Emergency Management

STATE OF OREGON
OFFICE OF EMERGENCY MANAGEMENT
INFRASTRUCTURE CONTRACT 4599-DR-OR

AMENDMENT NO. 1

This is Amendment No. 1 ("Amendment") to the Agreement between the State of Oregon, by and through its Department of Emergency Management (formerly the Office of Emergency Management, a division of the Oregon Military Department), hereinafter referred to as "OEM" and **City of Hubbard**, a political subdivision of the State of Oregon, hereinafter referred to as the "Subrecipient."

1. **Effective Date.** This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.

2. **Amendment.** The Contract is hereby amended as follows (unless otherwise indicated, new language is indicated by **bold underlining** and deleted language is *[italicized and bracketed]*):

a. Section 5.0 is amended as follows:

5.0 FUNDING

OEM will administer the disaster assistance program and reimburse any eligible costs for eligible projects to the SUBRECIPIENT which are identified under the auspices of the Presidential Major Disaster Declaration FEMA-4599-DR-OR and in the Project Worksheet. It is understood that no final dollar figure is committed to at the time that this Agreement is executed, but that financial commitments will be made as Project Worksheets are completed in the field and projects are authorized by state and federal officials. Each Project Worksheet that is completed, signed by FEMA and SUBRECIPIENT, and approved by OEM will constitute a new agreement that consists of the terms and conditions set forth in this Agreement and the completed Project Worksheet. OEM's obligation to disburse funds under this Agreement is contingent upon receipt of sufficient funds under the FEMA Declaration and sufficient appropriation, limitation, allotment or other expenditure authorization to make the disbursement.

The parties understand that FEMA will contribute [75] **90** percent of the eligible project costs identified in the Project Worksheet for any eligible project, that a Subrecipient allowance may be made at the end of a project, subject to FEMA approval of documentation submitted by OEM and as provided for in subsection 3 of Section 6.0 of this Agreement, and that no state funds are obligated for contribution under this Agreement.

The SUBRECIPIENT will commit and is responsible for providing the required [25] **10** percent match to any eligible project costs identified in the Project Worksheet.

3. **Original Agreement.** Except as expressly amended above, all other terms and conditions of original Agreement are still in full force and effect.

IN WITNESS WHEREOF, OEM and the SUBRECIPIENT have executed this Amendment as of the date and year written below.

Stan E. Thomas,
Alternate Governors Authorized Representative
Oregon Department of Emergency Management
Date:

Subrecipient Signature
Printed Name: Charles Restaci
Title: Mayor
Date: 8/9/2022

APPROVED
FOR LEGAL SUFFICIENCY

SUBRECIPIENT - PLEASE PRINT THE
FOLLOWING TO EXPEDITE PROCESSING

NAME
Assistant Attorney General

Federal Tax ID No. (TIN): 93-0554149

DATE:

Organization: City of Hubbard

Oregon Department of
Emergency Management
P. O. Box 14370
Salem, OR 97309-5062

Address: P.O. Box 380
Hubbard, OR 97032
Phone: 503-982-9429

CFDA: 97-036

RECEIVED

JUL 20 2022

CITY OF HUBBARD
PARK USE APPLICATION

TODAY'S DATE 7/18/22

CITY OF HUBBARD

PLEASE SEE ATTACHED PARK USE MUNICIPAL CODE CHAPTERS 3.15 AND 12.05

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

DATE OF EVENT:

Aug 5, 2023

LOCATION OF EVENT:

Riverview Park

NATURE OF EVENT:

50th Reunion North Marion Class of 1973

SET UP DATE & TIME:

10 AM

REMOVAL DATE & TIME

6 PM

NAME OF PERSON/ORGANIZATION USING PARK:

Flora Houenden

ADDRESS:

[REDACTED]

CITY:

[REDACTED]

STATE:

[REDACTED]

ZIP:

[REDACTED]

CONTACT NUMBERS:

[REDACTED]

E-MAIL ADDRESS:

[REDACTED]

DATE OF BIRTH (Must be 18 or Older)

[REDACTED]

DRIVER'S LICENSE #:

[REDACTED]

STATE:

[REDACTED]

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

WILL YOU BE USING TEMPORARY STRUCTURES?

☒ YES ☐ NO

maybe dining
canopies for shade.

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

10x10 Dining Canopy.

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:

We will do all cleanup and leave
the park as clean as we found it.

WILL ALCOHOL BE SERVED?

☐ YES ☒ NO

IF YES, PLEASE PROVIDE THE CITY WITH AN

OLCC APPROVED APPLICATION & A COPY OF LIABILITY INSURANCE OF \$500,000 PER OCCURRENCE.

PERCENTAGE OF PARTICIPANTS LIVING WITHIN THE HUBBARD CITY LIMITS:

Not sure.

SIGNATURE

[Signature]

DATE

7/18/22