

# MEETING NOTICE FOR THE CITY OF HUBBARD

WEDNESDAY

SEPTEMBER 21, 2022

ELECTED MEMBERS:

AUDRITSH, PRINSLOW, ROSTOCIL, THOMAS, YONALLY

APPOINTED MEMBERS:

STEININGER

The Hubbard Budget Committee, City Council and Staff will meet via Zoom for a Supplemental Budget meeting. Members of the public may attend, call, or log in with an electronic device. This is to enable interested citizens to listen to the meeting. **Should you wish to speak during the public hearing portion of the meeting, you may sign up by completing the form on the City's webpage at: <https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>, or calling City Hall 48 hours prior to the meeting.** Written comments may be provided in advance of the meeting by sending an email to [ynogle@cityofhubbard.org](mailto:ynogle@cityofhubbard.org) or mailing your written comments to the address provided below. If you desire to participate in the public hearing and are unable to provide written comments in of the meeting, and at least 48 hours in advance of the public hearing, 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.

See the below choices to join the Zoom:

<https://us02web.zoom.us/j/84698234388?pwd=RUhuL0ZqeThML1BqakVhdHpGbThDZz09>

Meeting ID: 846 9823 4388

Passcode: 796565

One tap mobile

+12532158782,,84698234388#,,,,\*796565# US (Tacoma)

+13462487799,,84698234388#,,,,\*796565# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 312 626 6799 US (Chicago)

+1 386 347 5053 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)

+1 309 205 3325 US

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Passcode: 796565

Find your local number: <https://us02web.zoom.us/j/kdQ0GXot8A>

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: [ynogle@cityofhubbard.org](mailto:ynogle@cityofhubbard.org); Phone No. 503.981.9633; or Hubbard City Hall, 3720 2<sup>nd</sup> 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](http://www.cityofhubbard.org). You may schedule Agenda items in advanced by contacting the Director of Administration/City Recorder Vickie Nogle at 503-981-9633. (TTY / Voice 1-800-735-2900)

SEE ATTACHED AGENDA

Posted 9/12/2022, 4:00 p.m.

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

**HUBBARD CITY COUNCIL  
SPECIAL MEETING AGENDA  
CITY HALL: (503)981-9633  
3720 2<sup>nd</sup> Street, Hubbard, OR 97032**

**SEPTEMBER 21, 2022 – 6:30 PM**

**LOCATION: City Council and Staff will meet via Zoom**

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

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

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

- 1) CALL TO ORDER.**  
A) Flag Salute.
- 2) SUPPLEMENTAL BUDGET REVIEW AND DISCUSSION.**
- 3) PUBLIC HEARING.**  
A) 2022-23 BUDGET.
- 4) RESOLUTION NO. 741-2022. A RESOLUTION APPROVING A SUPPLEMENTAL BUDGET AND CREATING A NEW SPECIAL REVENUE FUND FOR THE FISCAL YEAR 2022-23 BUDGET.**
- 5) OTHER CITY BUSINESS.**
- 6) ADJOURNMENT.** Next regular scheduled City Council Meeting October 11, 2022, at 7:00 p.m.)

**\*\*\*\*\*ACCESSIBILITY NOTICE\*\*\*\*\***

**Please contact the Director of Administration/City Recorder, Hubbard City Hall, 3720 2<sup>nd</sup> 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.**

## Supplemental Budget Script

1. Call the meeting to order to.
2. Ask Christa to present the supplemental budget.
3. Mayor opens the public hearing.
4. Mayor closes the public hearing.
5. Council moves to approve Resolution number xxx, creating the new ARPA fund and adopting the supplemental budget as presented.

## **RESOLUTION NO. 741-2022**

### **A RESOLUTION APPROVING A SUPPLEMENTAL BUDGET AND CREATING A NEW SPECIAL REVENUE FUND FOR THE FISCAL YEAR 2022-23 BUDGET**

#### **Findings:**

- A. The above-entitled matter came before the City Council on September 13, 2022;
- B. Oregon Revised Statutes (“ORS”) Chapter 294, prescribes the manner of county and municipal financial administration;
- C. ORS 294 known as Oregon Local Budget Law does not require the separate resolution to create a new special revenue fund and the new fund shall account for the ARPA recovery grant funds and related expenditures;
- D. ORS 294.471(1)(a-b) provides that a municipality may present a supplemental budget in certain cases, such as a condition not known at the time that budget was prepared or a pressing necessity that could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period and that require prompt action; and
- E. ORS 294.473 requires that public notice for a supplemental budget be provided not less than 5 days before the public hearing and such notice was given in the local newspaper.

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

- Section 1.** The City Council approves the creation of a new ARPA special revenue fund.
- Section 2.** The City Council approves the proposed supplemental budget and adjusts appropriations, as well as unappropriated and reserve amounts, for FY 2022-23, as follows:

## SUMMARY OF SUPPLEMENTAL BUDGET

	Adopted Budget	Increase (Decrease)	Amended Budget
<b>ARPA FUND</b>			
Grant Revenue	\$ 0	\$ 1,792,504	\$ 1,792,504
Total Increase/Decrease in Fund Resources	\$ 0	\$ 1,792,504	\$ 1,792,504
Personal Services	\$ 0	\$ 36,000	\$ 36,000
Materials & Services	\$ 0	\$ 0	\$ 0
Capital Outlay	\$ 0	\$ 822,000	\$ 822,000
Special Payments	\$ 0	\$ 47,500	\$ 47,500
Reserve for Future Expenditures	\$ 0	\$ 887,004	\$ 887,004
Total Increase/Decrease in Fund Requirements	\$ 0	\$ 1,792,504	\$ 1,792,504
Reason: Condition not known at the time that budget was prepared requires a change in financial planning and a precessing necessity that could not be reasonably foreseen and requires prompt action.			
<b>WATER CONSTRUCTION FUND</b>			
Capital Outlay	\$ 150,000	\$ 170,000	\$ 320,000
Reserve for Future Expenditures	\$ 1,050,722	\$ (170,000)	\$ 880,722
Total Increase/Decrease in Fund Requirements	\$ 1,200,722	\$ 0	\$ 1,200,722
Reason: Condition not known at the time that budget was prepared requires a change in financial planning and a precessing necessity that could not be reasonably foreseen and requires prompt action.			
<b>Total ADOPTED Appropriations, All Funds</b>			\$ 5,455,019
<b>Total ADOPTED Unappropriated and Reserve Amounts, All Funds</b>			\$ 4,910,168
<b>TOTAL ADOPTED BUDGET</b>			<u>\$ 10,365,187</u>
<b>Total AMENDED Appropriations, All Funds</b>			\$ 6,530,519
<b>Total AMENDED Unappropriated and Reserve Amounts, All Funds</b>			\$ 5,627,172
<b>TOTAL AMENDED BUDGET</b>			<u>\$ 12,157,691</u>

**RESOLVED BY THE CITY COUNCIL** this 21st day of September 2022.

**APPROVED:**

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Charles Rostocil, Mayor

**ATTEST:**

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Vickie Nogle, MMC  
Director of Administration/City Recorder

**Approved as to form:**



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Beery, Elsner, & Hammond, City Attorney