

**MEETING NOTICE FOR THE
CITY OF HUBBARD
3720 2nd Street, Hubbard**

TUESDAY

OCTOBER 11, 2022

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

This meeting is a “hybrid” meeting: Staff and Council members can choose to attend in person or over Zoom.

The public may also attend in person or via computer, phone and/or 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/81524863053?pwd=c0dKR3RNSmJnSzFnRmw3SDRTNDd5dz09>

Meeting ID: 815 2486 3053

Passcode: 744682

One tap mobile

+16694449171,,81524863053#,,, *744682# US

+16699006833,,81524863053#,,, *744682# US (San Jose)

Dial by your location

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+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

+1 312 626 6799 US (Chicago)

Meeting ID: 815 2486 3053

Passcode: 744682

Find your local number: <https://us02web.zoom.us/j/kc9FxeacvD>

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 10/6/2022, 4:00 p.m.

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

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

OCTOBER 11, 2022 – 6:45 PM

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

This meeting is a “hybrid” meeting: Staff and Council members can choose to attend in person or over Zoom.

The public may also attend in person or via computer or phone. (Refer to the Cover Sheet for details).

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) APPOINT PLANNING COMMISSION MEMBER – 1 position available.**
(Terms are January 1, 2022 – December 31, 2024)
A) Patrick Marnell.
- 5) APPEARANCE OF INTERESTED CITIZENS.**
(Should you wish to speak at the meeting, you may sign up by completing the form on the City’s webpage or calling City Hall 48 hours prior to the meeting. Comments may be limited at the Mayor’s discretion.)
<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>
- 6) DISCUSSION REGARDING HUBBARD DEVELOPMENT CODE SECTION 2.303, HOME OCCUPATION.**

7) MAYOR’S AND/OR COUNCIL’S PRESENTATIONS.

8) STAFF REPORTS.

- A) **Police Department**—Sergeant Chris Anderson.
- B) **Hubbard Fire District** – Interim Fire Chief Michael Kahrman.
- C) **Administrative Department**—Director of Admin/Recorder Vickie Nogle.
- D) **Public Works Department**—Public Works Superintendent Mike Krebs.

9) DISCUSS REGARDING INTEGRATOR OF RECORD – Public Works Administrative Manger Melinda Olinger. *(Refer to Public Works Administrative Manger Report)*

10) CONSENT AGENDA.

(Matters listed within the Consent Agenda have been distributed to each member of the Hubbard City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda at the beginning of the meeting and placed on the Regular Agenda by request.)

A) Approval of City Council minutes.

- 1. **June 27, 2022, special meeting.**
- 2. **July 12, 2022, regular meeting.**
- 3. **August 9, 2022, regular meeting.**
- 4. **September 19, 2022, special meeting.**

B) Approval of the September 2022 Check Register Reports.

C) Resolution 742-2022. A Resolution amending Resolution 665-2019, 682-2019, 688-2020, 702-2020, 721-2021, 731-2022 Police Personnel Policies and Procedures for the City of Hubbard. *(Refer to Chief of Police report)*

11) CONTINUED DISCUSSION REGARDING COMPENSATION FOR NON-REPRESENTED EMPLOYEES. *(Refer to Director of Administration/City Recorder Memo dated October 4, 2022)*

12) OTHER CITY BUSINESS.

13) ADJOURNMENT. (Next regular scheduled meeting November 8, 2022, at 7:00 p.m.)

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VOLUNTEER APPLICATION

CITY OF HUBBARD

"The Small City with a Big Heart"

3720 2nd Street/P.O. Box 380, Hubbard OR 97032

(503)981-9633 www.cityofhubbard.org

COMMISSION OR COMMITTEE APPLYING FOR: Planning Commission

APPLICANTS NAME: Patrick Marnell

MAILING ADDRESS: [REDACTED], Hubbard, OR

HOME ADDRESS: [REDACTED], Hubbard, OR

HOME PHONE: N/A WORK PHONE: N/A

E-mail Address: [REDACTED] CELL PHONE [REDACTED]

YEARS AS HUBBARD RESIDENT: 4-5 in the City of Hubbard. 9 years in the general area. I married a farmer's daughter. The farm is still family owned and located off Whiskey Hill Road.

ARE YOU A REGISTERED VOTER IN THE CITY OF HUBBARD? YES ☒ NO ☐

OCCUPATION Transportation (Civil) Engineer / Project Manager

PLEASE MAKE A BRIEF STATEMENT ABOUT WHY YOU WOULD LIKE TO SERVE ON THE COMMISSION OR COMMITTEE FOR THE CITY OF HUBBARD. (IF YOU NEED MORE SPACE, USE BACK)

Through the bimonthly newsletter, I have seen that there are unfilled positions on the planning commission that have been vacant for some time. My background in transportation engineering and planning makes me well suited for this commission. I would like to serve the community I live in.

WHAT EXPERIENCE, BACKGROUND, OR SKILLS CAN YOU BRING TO THE COMMITTEE/COMMISSION YOU ARE APPLYING FOR?

From 2013 to 2019, I worked for a transportation engineering and planning consultant. I have experience representing public and private organizations in planning efforts. I am currently the vice-chair of the Oregon Traffic Control Device Committee (OTCDC). I am a past-president of the Oregon Section of the Institute of Transportation Engineers (ITE) and incoming secretary/treasurer of Western District ITE. I am a registered professional engineer (OR, WA, MT). I am also an eagle scout.

IF YOU WISH TO PROVIDE ADDITIONAL INFORMATION, YOU MAY ATTACH YOUR RESUME

F:\APPS\WP51\ADMIN\VOLUNTEER APPLICATION.doc REVISED: 1/5/06

Patrick Marnell, PE

EDUCATION

- MS, Civil Engineering
Oregon State University
(2013)
- BS, Civil Engineering
Oregon State University
(2008)

REGISTRATIONS

Professional Engineer

- OR #80558
- WA #55082
- MT # 49207

ORGANIZATIONS

- Oregon Traffic Control Device Committee (2020-Present, Vice-Chair 2022)
- Western District ITE Technical Committee Chair (2020-Present)
- Oregon Section Past President (2019- 2020)
- Oregon Section Western District Representative (2019- 2020)
- Oregon Section President (2018-2019)
- Oregon Section Vice President (2017-2018)
- Oregon Section Secretary/Treasurer (2016-2017)
- Oregon Section Traffic Bowl Chair (2014-2016)
- Oregon Section Scribe (2013-2016)
- OSU Student Chapter Treasure (2012-2013 & 2006-2008)

AWARDS & RECOGNITIONS

- ITE Western District's Young Professional Achievement Award (2019)
- Bill Kloos Scholarship: Honorable Mention (2012-2013)
- Lilo and Richard Smith Fellowship (2012-2013)
- PacTrans Fellowship (2012-2013)
- Eagle Scout (2003)

Patrick Marnell is a Senior Project Manager with Q-Free America. He specializes in helping people build and deploy advanced traffic signal systems. Additionally, he works with a talented team of software engineers to drive development of traffic signal system software to meet the needs of agencies across North America. Patrick is currently the Western District ITE Technical Chair and a member of the Oregon Traffic Control Device Committee. Patrick has experience as a Consultant, Vendor, and Researcher. He has a Master's and Bachelor's degrees in Civil Engineering from Oregon State University. He is a registered professional engineering on Oregon, Washington, and Montana.



PROFESSIONAL EXPERIENCE



In addition to managing signal system deployments and other technical projects, Patrick serves as the product owner for Q-Free's Kinetic Signals software. In this role, Patrick helps guide the development of an advanced traffic management system (ATMS) ensuring the features build by software engineers meet the needs of traffic engineers & technicians.



From 2013 to 2019, Patrick worked as a Senior Engineer at Kittelson and Associates in Portland, OR. As a consultant Patrick specialized in traffic signal system, microsimulation, and operations analysis. Patrick focused on serving clients across the Pacific Northwest and Montana. Additional, Patrick was involved in nation level research projects related traffic signal systems.



From 2011 to 2013, while a graduate student Oregon State University, Patrick worked as a teaching assistant and research assistant. Patrick was a member of the Hurwitz Research Program working at the OSU Driving Simulator Laboratory.

INSTITUTE OF TRANSPORTATION ENGINEERS (ITE)

Patrick has been involved with ITE for over 15 year. He is currently the Western District ITE Technical Chair. Further, he recently concluded a four-year rotation on the Oregon ITE Board. During that time, he was deeply involved in running the Section and planning events including 2018 ITE QUAD Conference and the annual Oregon ITE Bill Kloos Traffic Bowl.



Patrick served as Co-Chair of the 2018 ITE QUAD Conference. He was involved in all aspects of planning and executing the conference including venue selection, technical programming, and accounting. The conference was a success bringing over 200 professionals and students together for three days of networking, technical presentations, and tours.



Patrick Marnell, PE

SELECTED PROJECTS

Snohomish County MAXTIME Adaptive Deployment – Snohomish County, WA

Patrick managed the deployment of MAXTIME adaptive at 47 intersection in Snohomish County, WA. The deployment was spread across seven sub-networks. The project included intersections located at I-405 and I-5 interstate ramp terminals, a shopping center, and a major Boeing manufacturing site. Project partners include Washington Department of Transportation, Snohomish County, City of Everett, City of Bothell, City of Mill Creek, and Community. Patrick is currently managing a second phase which will include an additional 32 intersections.

City Omaha MAXTIME Adaptive Deployments – Omaha, NE

Patrick managed the deployment of MAXTIME adaptive on the Dodge Street, 84th Street, 132nd Street, and 144th Street Corridors. The four corridors include over 55 intersection and span multiple major commuter routes. Each project included providing detection upgrades, implementing and configuring the MAXTIME adaptive system, and providing advanced user training on the MAXTIME adaptive software.

Valley Spur Rail Crossing Signalization – Bozeman, MT

In a previous position as a consulting engineer, Patrick managed the design of a rail crossing pre-signal at a pair of closely spaced intersections, in Bozeman MT. Patrick and his team developed a concept of operations identifying rail preemption strategies and signal infrastructure to promote safe and efficient operations at the crossing. Further, Patrick led the development of a software-in-the-loop microsimulation model using Intelight's MAXTIME signal control. The project was constructed in 2020.

On-Call Signal Timing Engineering – Montana Department of Transportation

Patrick managed the development and implementation of updated coordinated signal timing plans on the US-93 corridor in Kalispell. As part of this project, updated pedestrian and vehicle clearance times were implemented. Under this contract, Patrick also developed and implemented signal timings on Main Street and King Avenue in Billings, MT and Main Street in Bozeman, MT.

Flashing Yellow Arrow Research – National

As a subconsultant to University of Wisconsin, Patrick managed a portion of the NCHRP 3-125 Evaluation of Change and Clearance Intervals Prior to the Flashing Yellow Arrow Permissive Left-Turn Indication study. Patrick's team developed a survey that was distributed to practitioners across the nation to better understand how jurisdictions use flashing yellow and flashing red arrow indications.

Moody-Porter Simulation Study – Portland, OR

Patrick led the development of a microsimulation model of the Moody-Porter intersection which included separate signalized movements for light rail trains, streetcars, buses, bicycles, peds, and autos. Results from this project were documented in a journal article published in Transportation Research Record.

City Wide Signal Retiming and Communications Plan – Kennewick, WA

Patrick developed and implemented updated coordinated signal timing plans for the City of Kennewick traffic signal system.

Assessment of Roundabout Capacity Models – National

Patrick was a key research team member of FHWA TOPR 34. This project involved an assessment of the capacity of roundabouts and a recalibration of the Highway Capacity Model 2010 capacity model for roundabouts using a newly collected set of national data.

Development Services – Multiple Locations (Oregon, Washington, Colorado, New Mexico, Idaho)

Patrick managed numerous development services projects including transportation impact analyses, operations analysis, trip generation letters, transportation system development charge reductions, queuing analyses, and zone changes.

PATRICK MARNELL, PE

SELECTED PUBLICATIONS

Abadi, Masoud Ghodrat, David S. Hurwitz, **Patrick Marnell**, and Shaun Quayle. "Evaluation of red clearance extension designs with hardware-in-the-loop simulation." *Transportation letters* 11, no. 5 (2019): 264-274.

Marnell, Patrick, Paul Zebell, Peter Koonce, and Shaun Quayle. "Evaluating Transit Priority Signal Phasing at Most Multimodal Intersection in Portland, Oregon." *Transportation Research Record* 2619, no. 1 (2017): 44-54.

Hurwitz, David, Masoud Ghodrat Abadi, Sarah McCrea, Shaun Quayle, and **Patrick Marnell**. *Smart red clearance extensions to reduce red-light running crashes*. No. FHWA-OR-RD-16-10. Oregon. Dept. of Transportation, 2016.

Hurwitz, David, Masoud Ghodrat Abadi, Sarah McCrea, Shaun Quayle, and **Patrick Marnell**. *Smart red clearance extensions to reduce red-light running crashes*. No. FHWA-OR-RD-16-10. Oregon. Dept. of Transportation, 2016.

Rodegerdts, L.A., Malinge, A., **Marnell, P.S.**, Beaird, S.G., Kittelson, M.J. and Mereszczak, Y.S., 2015. *Accelerating Roundabouts in the United States: Volume II of VII-Assessment of Roundabout Capacity Models for the Highway Capacity Manual* (No. FHWA-SA-15-070).

Hurwitz, David S., Christopher M. Monsere, **Patrick Marnell**, and Kirk Paulsen. "Three-or four-section displays for permissive left turns? Some evidence from a simulator-based analysis of driver performance." *Transportation Research Record* 2463, no. 1 (2014): 1-9.

Hurwitz, David S., Chris Monsere, Halston Tuss, Kirk Paulsen, and **Patrick Marnell**. *Improved pedestrian safety at signalized intersections operating the flashing yellow arrow*. No. OTREC-RR-13-02. Oregon Transportation Research and Education Consortium, 2013.

Hurwitz, David S., Kevin P. Heaslip, Steven D. Schrock, Joshua Swake, **Patrick Marnell**, Halston Tuss, and Eric Fitzsimmons. "Implications of distracted driving on start-up lost time for dual left-turn lanes." *Journal of transportation engineering* 139, no. 9 (2013): 923-930.

GUEST LECTURES

Portland State University CE 462, 7/27/2021, Invited by Adjunct Professor Peter Koonce

Oregon State University CE 507, 2/5/2021, Invited by Professor Dr. David Hurwitz

2.303 HOME OCCUPATIONS

2.303.01 Standards

Home occupations may be allowed as an accessory use on any property on which there is a residence, subject to the following standards and restrictions:

- A. Participation. The home occupation shall include at least one member of the family residing in the residence.
- B. Character. The character and primary use function of the residence and premises shall not be changed by the use of colors, materials design, construction, lighting, landscaping or lack of landscaping.
- C. Traffic. A home occupation located on a local street or privately maintained road serving three or more residences, shall not generate more than twenty (20) vehicle trips in one day. A "trip" is a vehicle traveling in one direction to or from a source. Twenty (20) trips is equivalent to ten (10) round trips.
- D. Noise. A home occupation shall not create noise of a type, duration or intensity which, measured at the property line, exceeds 60 DBA between the hours of 7:00 a.m. and 6:00 p.m. No noise shall be created by the home occupation between the hours of 6:00 p.m. and 7:00 a.m. that is detectable to normal sensory perception, off the premises of the home occupation.
- E. Equipment and Process Restrictions. No home occupation conducted within a single-family detached residence or an accessory structure shall create vibration, glare, fumes, odors or electrical interference detectable to the normal sensory perception, off the property. No home occupation conducted in a residence other than a single family detached residence shall create vibration, glare, fumes, odors or electrical interference detectable to normal sensory perception outside the dwelling unit. In the case of electrical interference, nothing shall be used which creates visual or auditory interference in any radio or television off the premises.
- F. Hazards. No equipment, process or material shall be used which will change the fire rating or structure separation, fire wall or ventilation requirements for the structure in which the home occupation is located. No hazardous materials shall be used or stored on the property on which a home occupation is located, in quantities not typical of those customarily used in conjunction with activities or primary uses allowed in the zoning district.
- G. Signs. Signing shall be as provided in Section 2.206.
- H. On-Premise Client Contact. Customer and client contact shall be primarily by telephone or mail, and not on the premises of the home occupation, except those home occupations, such as tutoring, counseling or personal services, which cannot be conducted except by personal contact. Services or sales conducted on the premises shall be by appointment only, and shall not be oriented toward, or attract off-the-street customer or client traffic.

- I. Deliveries and Large Vehicle Storage. Delivery of materials to and from the premises shall not involve the use of vehicles over two (2) ton capacity, except parcel post or United Parcel Service trucks. No vehicle over one (1) ton capacity used in conjunction with a home occupation shall be stored on the property or on public rights-of-way.
- J. Parking. Parking spaces needed for the conduct of a home occupation shall be provided off the street, in defined areas which are appropriately designed and surfaced for that purpose, and not located within the side or rear yard setbacks of the district. No more than two (2) home occupation-related vehicles shall be located on the property at one time. In the case of vehicle repair services, only two (2) vehicles shall be located and repaired on the property at one time, and shall be located and repaired within an enclosed structure. Except when access to the property is from a local or collector street, adequate maneuvering room shall be provided on-site to allow vehicles to leave the property front-end first.
- K. Storage and Use of Yard Areas. Storage of tools, equipment and materials, and display of merchandise and all other activities associated with a home occupation, except as provided above for parking, shall be contained and conducted wholly within covered and enclosed structures and shall not be visible from the exterior of the containing structure(s). Home occupations which involve the care of children by a babysitter, as defined in Section 1.200, may use yard areas.

2.303.02 Process

- A. Home occupations that meet the General Standards of Section 2.303.01 and that are fully enclosed within a primary residential use are allowed outright as an accessory use to any residential use in the City of Hubbard.
- B. A home occupation that is not fully enclosed within a primary structure (residence) but meets all of the General Standards of Section 2.303.01 may be permitted, subject to the Type I approval process listed in Section 3.201.01.
- C. A home occupation that exceeds one or more of the General Standards of Section 2.303.01 may be permitted subject to review and approval of a conditional use permit pursuant to Chapter 3.103.
- D. If the City Recorder, or the Recorder's designee, finds that the facts of the particular case require interpretation of existing standards, then a public hearing before the Planning Commission for their review as a Type II action.
- E. The standards of this Section shall govern all home occupations.

2.303.03 Non-Compliance

Any home occupation which does not comply with the requirement of this Section and the provisions of the underlying district shall be a violation of this Ordinance and shall be subject to the penalties and remedies of Section 1.102.03.

3.202 PUBLIC NOTICE REQUIREMENTS

3.202.01 Type I Actions

The City shall provide written notice to owners of property within 100 feet of the entire contiguous site for which the application is made. The notice procedures shall:

- A. Provide a 14-day period for submission of written comments prior to the decision,
- B. State that issues which may provide the basis for an appeal shall be raised in writing prior to the expiration of the comment period,
- C. List the applicable criteria for the decision,
- D. State the street address or other easily understood geographical reference to the subject property,
- E. State the place, date, and time that comments are due,
- F. State that copies of all evidence relied upon by the applicant are available for review and that copies may be obtained at cost,
- G. Include the name and phone number of a local government contact person,
- H. Provide notice of the decision to the applicant and any person who submits written comments, and
- I. Briefly summarize the local decision making process for a Type I action.

3.202.02 Type II and Type III Actions

- A. Written notice of the initial public hearing shall be mailed at least twenty (20) days prior to the hearing date to the applicant and the owners of property within 100 feet of the boundaries of the subject property.
- B. Written notice of a public hearing shall:
 - 1. explain the nature of the application and the proposed use or uses which could be authorized;
 - 2. cite the applicable criteria from the Ordinance and the plan which apply to the application at issue;
 - 3. set forth the street address or other easily understood geographical reference to the subject property;
 - 4. state the date, time, and location of the hearing;

5. state that the failure of an issue to be raised in a hearing, in person or by letter, or failure to prove sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes appeal to the City Council for Planning Commission decisions and the Land Use Board of Appeals for City Council decisions;
6. state that it is the responsibility of the applicant to raise constitutional or other issues relating to any proposed conditions of approval. The failure of the applicant to raise such issues with sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes an action for damages in circuit court.
7. include the name of the City representative to contact and the telephone number where additional information may be obtained;
8. state that a copy of the application, all documents and evidence submitted by or on behalf of the applicant and application criteria are available for inspection at no cost and a copy will be available at reasonable cost;
9. state that a copy of the staff report will be available for inspection at no cost at least seven (7) days prior to the hearing and a copy will be provided at reasonable cost; and
10. include a general explanation of the requirements for submission of testimony and the procedure for conduct of hearing.

3.202.03 Type IV Action

Public notice for Type IV actions may be initiated using a media notification as stated in letters A. and B. (as follows) or using letter C. separately.

- A. Public notice for public hearings conducted by the Planning Commission on all proposed amendments to this Ordinance and on all legislative amendments to the Comprehensive Plan and Zoning Maps shall be given by publication of a notice in a newspaper of general circulation in the City not less than twenty (20) days prior to the date of the hearing.
- B. Public notice for public hearings conducted by City Council following Planning Commission action shall be as specified in Section 3.202.03.A.
- C. Public notice for both hearings, the Commission's and the Council's, may be given by publication in a newspaper of general circulation under one notice when not less than twenty (20) days before the Commission's hearing.

Chapter 5.01 BUSINESS REGISTRATION

Sections:

5.01.010 Purpose.

5.01.020 Definitions.

5.01.030 Exemptions.

5.01.040 Registration required.

5.01.050 Application.

5.01.060 Fee.

5.01.070 Use of revenue.

5.01.080 Transfers, relocations, and term of registrations.

5.01.090 Delinquency charge.

5.01.100 Disclaimers and exemptions.

5.01.110 Violation – Penalty.

5.01.010 Purpose.

This chapter is enacted to assist law enforcement, fire department, and emergency medical services. A registration fee will be instituted to recuperate the necessary expenses required to undertake the administration of this chapter, and to provide for the health, safety, and welfare of the citizens of Hubbard. (Ord. 226-2000 § 1, 2000)

5.01.020 Definitions.

For the purpose of this chapter, the following terms, phrases, words and their derivations shall have meaning given herein unless the context requires otherwise:

- (1) "Business" means all kinds of vocations, occupations, professions, enterprises, establishments, and all kinds of activities and matters, together with all devices, machines, vehicles and appurtenances used therein, any of which are conducted for private profit, nonprofit, or benefit, either directly or indirectly, on any premises in the city. This definition includes, but is not limited to, any transaction involving the rental of property, the manufacture or sale of goods, or the sale or rendering of services other than as an employee.
- (2) "The city" means the city of Hubbard, Oregon.
- (3) "The city council" means the city council of the city of Hubbard, Oregon.
- (4) "Employee" means any individual who performs services for another individual or organization having the right to control the employee as to the service to be performed and as to the manner of performance.
- (5) "Garage sale" means a commercial activity, open to the public, conducted at a private residence where personal property is sold, or auctioned to others, provided the number of sale days at a particular residence does not exceed three days per occurrence, and no more than two occurrences per calendar year.
- (6) "Cottage industry/home occupation" means an accessory use of a dwelling unit for gainful employment involving the manufacture, provision, or sale of goods and/or services. The primary use of the dwelling unit is residential.
- (7) "Person" means and includes individual natural persons, partnerships, joint ventures, societies, associations, clubs, trustees, trusts or corporations or any officers, agents, employees or any kind of personal representative thereof, in any capacity, either on that person's own behalf or for any other person, under either personal appointment or pursuant to law.
- (8) "Premises" means and includes all lands, structures, places and also the equipment on appurtenances connected or used therewith any business, and also any personal property which is affixed to or is otherwise used in connection with any such business conducted on such premises.
- (9) "Residential rental unit" means a dwelling containing one or more separate living quarters, one or more of which is rented, leased, or let in exchange for full or partial monetary compensation. (Ord. 226-2000 § 2, 2000)

5.01.030 Exemptions.

- (1) Persons whose sole business activity is making deliveries or taking orders from duly registered businesses within the city are exempt from this chapter.
- (2) Persons whose gross receipts from business conducted both within and without the city amount to less than \$2,500 in any one

calendar year. The person shall provide, upon demand by the city, proof that verifies said amount. If necessary, provide further information that this particular exemption does not supersede the applicability of the exemption for garage sales as defined in this chapter.

(3) The operation of a business, display, or sales space at any special event with a duration of three days or less shall not be required to register under this chapter.

(4) Nonprofit organizations, religious organizations, civic organizations and clubs wishing to canvass for funds or sell door-to-door to raise funds, or conduct fund-raising events to be used solely for the purpose for which the organization was created, and from which no third party receives a profit.

(5) Garage sales as defined in this chapter.

(6) Any person required to be licensed through any other city ordinance including, but not limited to activities such as “peddlers and solicitors,” “public dances,” or other licensed activities.

(7) Persons who own and rent residential rental units but who are not licensed real estate property managers as defined in ORS 696.010(e). (Ord. 238-2000, 2000; Ord. 226-2000 § 3, 2000)

5.01.040 Registration required.

(1) No person shall engage in any business within the city or transact any business specified in this chapter, without first obtaining registration and paying the fee prescribed. The provisions of this chapter shall be in addition to any other fee or requirements imposed by the city of Hubbard.

(2) The agents of a nonresident proprietor engaged in any business for which registration is required by this chapter, or for any penalty assessed under this chapter, to the extent and with like effect, as if such agent or agents were themselves the proprietors or owners of the business.

(3) A person engaged in business in more than one location, or in more than one business registered under this chapter at the same location, shall make a separate application, but pay only one fee, unless the secondary business location is used as storage to support the main business.

(4) A person representing himself/herself, or exhibiting any sign or advertisement that he/she is engaged in a business within the city shall be deemed to be actually engaged in such business and shall be liable for the payment of such registration fee and subject to the penalties for failure to comply with the requirements of this chapter.

(5) No person shall maintain or operate one or more residential rental units without first obtaining a business registration certificate and paying the prescribed fees. (Ord. 226-2000 § 4, 2000)

5.01.050 Application.

(1) Application for business registration, and for renewal of business registration shall be made to the office of the recorder upon forms furnished by the city. Each application shall state:

- (a) The name and address of the proposed business location in the city.
- (b) A description of the business activity to be carried on.
- (c) The name, address, and business phone number of the applicant or agent.
- (d) Phone number, in case of emergency, of at least one person other than the above applicant or agent.
- (e) The name, address, and business phone number of the proprietor if different than that of the applicant.
- (f) Number of employees.
- (g) Will list at least two representatives with phone numbers that can respond to after hours incidents deemed necessary for police, fire, EMS response.
- (h) Identify if the business is protected by intrusion/fire alarms, and who monitors the system.

(2) The city staff may require the applicant to supply any additional information necessary for administrative or emergency purposes. (Ord. 226-2000 § 5, 2000)

5.01.060 Fee.

(1) Fees are for the purpose of defraying administrative costs.

(2) An initial fee of \$50.00 will be collected at the time of application. A \$50.00 annual fee will be charged thereafter.

(3) The business registration fee shall be paid annually in advance of the business registration year. (Ord. 321-2012, 2012; Ord. 273-2003, 2003; Ord. 226-2000 § 6, 2000)

5.01.070 Use of revenue.

The revenue derived from the business registration shall be used to defray the costs of administering this chapter. (Ord. 226-2000 §

7, 2000)

5.01.080 Transfers, relocations, and term of registrations.

- (1) Transfer. In the event of the transfer of ownership of any business, the applicable registration certificate may be transferred by application to the city recorder. An application shall be accompanied by a transfer fee, this fee to be in the amount of \$10.00.
- (2) Relocation of Existing Business. In the event a business relocates, the business shall reapply to the city recorder to transfer the business registration. The application shall be accompanied by a transfer fee, this fee to be \$10.00.
- (3) Registration Term. The business registration year shall be January 1st to December 31st. A business registration issued under this chapter shall be valid from the date of issuance until December 31st. (Ord. 226-2000 § 8, 2000)

5.01.090 Delinquency charge.

- (1) Except for the payment of a business registration fee as set forth in HMC 5.01.060, the business registration fee shall be deemed delinquent if not paid by February 1st of the business registration year. If a person begins engaging in business after the start of the business registration year, the business registration shall be deemed delinquent if the fee is not paid within 30 days after commencement of the business activity.
- (2) Whenever the business registration fee is not paid on or before the delinquency date, a delinquency charge of \$25.00 will be due and payable each 30-day period. The total amount of the delinquency charge for any business registration year shall not exceed \$100.00.
- (3) The date that the business registration fee is received by the city, or the date of the postmark if remittance is made by mail, shall be used in determining when the business registration fee is paid. (Ord. 226-2000 § 9, 2000)

5.01.100 Disclaimers and exemptions.

- (1) The levy or collection of a registration fee upon any business shall not be construed to be a permit by the city to the person engaged therein in the event such business shall be unlawful, illegal or prohibited by the laws of the state of Oregon or the United States, or ordinance of the city.
- (2) Nothing herein contained shall be taken or construed as vesting any right in any registration as a contract obligation on the part of the city. No person having paid the fee required and having made application for a business registration shall be entitled to any refund.
- (3) None of the fees or registration requirements provided for in this chapter shall be required if the applicant is a municipality. (Ord.

226-2000 § 10, 2000)

5.01.110 Violation – Penalty.

(1) A violation of any provision of this title constitutes a Class 2 civil infraction and shall be processed according to the procedures contained in the Hubbard Municipal Code civil infraction procedures.

(2) A finding that a person has committed a violation of this title shall not act to relieve the person from payment of any unpaid business fee, including delinquent charges, for which the person is liable. The penalties imposed by this section are in addition to and not in lieu of any remedies available to the city.

(3) The city shall be entitled to the award of reasonable attorneys' fees in the event the city deems it necessary to enforce the requirements imposed by this chapter. (Ord. 334-2013)



Chief's Report

"Committed to our community"

TO: Mayor and City Council Members

FROM: David J. Rash, Chief of Police

DATE: September 27, 2022

RE: October 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 September 2022**

Officer Davis received a commendation from an elderly citizen who was impressed by his professionalism and willingness to stay with her until a tow arrived in the late hour where she was stranded in unfamiliar area.

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

- **Police Policy Manual**

502 Vehicle Towing: The whole policy was revamped.

600 Investigation and Prosecution: Paragraph 600.3.3 Interviews of Child Witnesses. This section was mandated by the Oregon Legislature in 2021. Agencies had to be in compliance by September 15, 2022. Lexipol had to update and I needed to submit to OACP as they were sending everyone's

policy about Interviews of Children at the same time to show compliance. The OSSA was doing the same thing.

1034 Wellness Program- Changes are highlighted in Blue. Chief will go over the policy.

- **Personal Service Agreement-Love Inc./ Utility Billing utilizing ARPA Funds**

Recommending Council approve the agreement with Love Inc.

- **METCOM**

METCOM staff are receiving some awards at the Oregon APCO state conference held next week in Bend.

Tracy, Richelle & Tobey – Critical Incident Award for the St. Paul fire
Sarah - Hearts of 911

- **Community Outreach**

On October 5, will be having Coffee with a Cop at Le Petite Bistro on National Coffee with a Cop Day. Chief will give a report on the event.

October 15 is Harvest Fest at Bardnese Park. We are short staff that weekend but an officer will be there during the portions of the event.

- **Training**

Officer Holliman attended the Oregon Homicide Investigator's Conference in Seaside.

Sergeant Anderson Attended the Oregon Association Chiefs of Police (OACP) fall conference at DPSST.

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

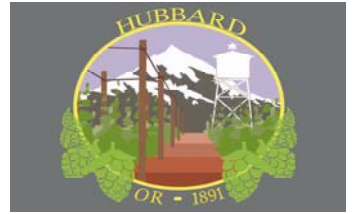
To: Mayor and City Council Members
From: Chief David Rash
Date: October 3, 2022
RE: September 2022 Statistics

Adult and Juvenile Arrests:	36
Citations Issued:	98
Towed Vehicles:	7
Calls for service:	479

HPD Calls for Service Sep-22 Call Type	
911 Investigation	2
Alarm - Burg	15
Animal Complaint	3
Area Check	31
Assault - Simple	1
Assist - Fire	5
Assist - Police	5
Assist - Public	52
Attempt to Locate	10
Bar Check	4
Burglary	2
Civil Situation	3
Crash - Hit and Run	2
Crash - Injury	3
Crash - Non Injury	2
DHS Referral	2
Disturbance	5
DUII	2
EDP	8
Elude	4
Escape	1
Extra Patrol	1
Family Disturbance	6
Fight	1
FIR	4
Foot Patrol	9
Forgery	2
Harrasment - Verbal	1
Info	2
Insecure Premise	3
MIP Alcohol	1
Missing Elder/Child	2
Missing Person	3
Noise Complaint	2
Ordinance - Other	4
Parking Violation	1
Property Lost/Found	3
Radar	1
Reckless Driving	4
Restraining Order Violation	1
Sex Offense	1
School Resource	2
Stolen Vehicle	1
Suicide Attempts/Threats	4

Suspicious Activity	7
Suspicious Person/Vehicle	23
Theft - All Other	3
Theft - Shoplift	1
Traffic Assist	6
Traffic Stop	199
Trespass	3
Warrant Service	14
Welfare Check	2
Total	479

DIRECTOR OF ADMINISTRATION/ CITY RECORDER MONTHLY REPORT



To: CITY COUNCIL
From: VICKIE NOGLE, MMC, Director of Administration/City Recorder
Date: OCTOBER 6, 2022
RE: REPORT FOR OCTOBER 11, 2022, CITY COUNCIL MEETING

PLANNING COMMISSION MEETING

The following public hearings will be held at the October 18, 2022, Planning Commission meeting:

Continued Public Hearing from September 20, 2022:

- 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.
- Lance Courtney – 3735 5th Street, Hubbard (041W33AA010100) – Variance request to waive the garage setback requirement (VA 2022-02).

November 15, 2022, Planning Commission meeting:

- Emerio Design, LLC/Steve Miller-2347 & 2363 Industrial Avenue, Hubbard (04W33DD 1300 & 1500)- Gravel Lot Improvements.

Comprehensive Plan/UGB Expansion: The City Budgeted funds to start moving this project forward. In reaching out to MWVCOG (Mid-Willamette Valley Council Of Governments), they currently do not have the capacity to assist with this project. It is my understanding they are in the process of recruiting for a new planner/project manager, and their goal for hire is January 2023.

If the City is interested in pursuing a grant to assist with this process, it is my understanding the TGM grant pre-application submittal would most likely by March 31, 2023, with application submittals in September 2023.

If the City Council wish to pursue a grant, in January 2023 I will check back with MWVCOG to see if they have the capacity for assistance.

ADMINISTRATION

- LGMC Certification: As of September 21, 2022, I have completed the Local Government Management Certificate (LGMC) program. The individual with LOC (League of Oregon Cities) was going to provide the certificate to me on Monday, October 3rd but was unable to due to other obligations. I am hoping to provide the Certificate to the City Council in November Council packet with a request for approval of a 2% Incentive Pay increase effective October 1, 2022, as per Hubbard Policies 7.03.01.

As mentioned in my September 2022 Report, I started the LGMC program in 2009 in which the League of Oregon Cities (LOC) offered this certification through the Oregon Local Leadership Institute to local government officials. The Certificate would be awarded to individuals who successfully complete 140 hours of training in ten core areas: (Budget & Finance; Human Resource Management; Public Safety & Emergency Management Services; Public Works & Utilities Management; Land Use Planning & Economic Development; Public Contracting & Purchasing; Community Relations; Risk Management; Elected Official/Manager Competencies; Ethics & Leadership).

- Cybersecurity – Columbia Bank: The City received a letter from Columbia Bank (See attached), stating Columbia Bank was provided information from Kaye-Smith with a list of potentially affected customers that included the City of Hubbard's name. Kaye-Smith is a printing/mailing service provider used by Columbia Bank who had a cybersecurity incident. Based on the data provided by Kaye-Smith, the information accessed was limited to the City of Hubbard's name and address. Out of caution, they provided the City of Hubbard a complimentary credit monitoring with Equifax. However, after several phone calls and emails, Equifax explained there is no credit monitoring for organizations/businesses. Luckily, the information accessed was limited to the City's name and address as mentioned above.

POTENTIAL HOLIDAY AWARD BANQUET

Does the City Council want to hold the Annual Holiday Award Banquet? If so, January 14, 2023, is available at the previous location and same arrangement with a slight increase in price from \$23.00 each to \$24.00 each, and insurance certificate.

Previous years arrangements: Celebrated in the big white barn at Ferrier Creek Nursery (11712 Broad Acres Road, Hubbard, OR 97032).

Social hour 6:00 p.m. – 6:30 p.m., followed by dinner at 6:45 p.m., awards, and finishing up the evening with the gift exchange.

The City budgeted to pay for the employee (also includes City Councilor; Planning Commissioner; invited guest) and spouse / significant other. Any additional person(s) would need to pay the \$24.00.

For those who wished to participate in the gift exchange, they bring a wrapped gift to place under the tree. (Voluntary with a \$25 limit).

CITY COUNCIL

- Special City Council meeting, Department Head Evaluation, November 17, 2022, 6:00 p.m.
- City Council Goal Setting – Pending After January 2023.
- Elections:
The following will be placed on the ballot to fill certain positions on the City Council before the voters at the November 8, 2022, General Election:

Mayor (one) two-year term effective January 2023

Charles Rostocil - Mayor

City Councilor (two) four-year term effective January 2023

Joseph Steininger-City Council

Jim Yonally-Cotu Cpimco;

NEWSLETTER

Please submit your information for the Newsletter no later than **October 13, 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 - September 2022.



Email

September 12, 2022



*****ALL FOR AADC 970

City Of Hubbard
PO Box 380
Hubbard OR 97032

407 / 2
/ 2

RECEIVED
SEP 22 2022
CITY OF HUBBARD

Dear City Of Hubbard:

We recently learned that you were included in a group of Columbia Bank customers who received letters from Boeing Employees Credit Union ("BECU") regarding a cybersecurity incident that occurred with their print vendor. BECU sent the letters to Columbia Bank customers in error. The following letter explains how your information was affected by the incident and how a vendor error resulted in you receiving a letter from BECU. It also provides an offer for complimentary Equifax credit monitoring service provided by the vendor where the cybersecurity incident occurred.

What happened?

In May and June, 2022, Kaye-Smith, a printing and mailing service provider used by Columbia Bank and many other financial institutions, was affected by a cybersecurity incident. According to Kaye-Smith, ransomware was deployed within Kaye-Smith's environment and certain information was accessed by the intruder. Unfortunately, Columbia Bank was one of several organizations whose information was involved. Because the incident took place at Kaye-Smith, and not at Columbia Bank, we have been working with them to get additional information about the incident and to confirm the information involved for our customers.

How was my information affected?

On September 1, 2022, Kaye-Smith provided Columbia Bank with a list of potentially affected customers that included your name. **Based on the data provided by Kaye-Smith, the information accessed was limited to your name and address.** Out of an abundance of caution, we encourage you to activate the complimentary credit monitoring provided to you with this letter.

Why did I receive a letter from BECU?

Unfortunately, you received the letter in error. BECU and Columbia Bank both use Kaye-Smith for printing and mailing services. Both companies had customers affected by the incident. A vendor engaged by Kaye-Smith inadvertently sent BECU notification letters to Columbia Bank customers. Columbia Bank was not involved in this error and we understand it has caused confusion and concern for customers who received the letter.

What is Columbia Bank doing?

We value the trust you place in us to protect your privacy and take our responsibility to safeguard your personal information seriously. We discontinued sending customer information to Kaye-Smith until we received technical updates about additional security enhancements Kaye-Smith put in place to better protect their systems. We take this matter seriously and will continue to evaluate the security posture of Kaye-Smith and their services to us.

Additional information about the incident can be found in the enclosed document titled *Kaye-Smith Incident Frequently Asked Questions* or online at Columbiabank.com/kayesmith.

We apologize for any inconvenience or concern this incident might cause.

Sincerely,

Chris Merrywell
Executive Vice President & Chief Operating Officer

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					6/7/2022	Credit \$663.60 ck #11872
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	7/11/2022	555-22-004726-STR	Hubbard Fire District	3161 2nd Street	041W33DA04600
16						
17	6/23/2022			Moshen Salem /W.Side Drywall	2755 Pacific Highway 99E	
18						
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	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				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	N/A	N/A	\$ 131.50	N/A	N/A		DIDN'T VALUE
16	FIRE SPRINKLER SYSTEM									
17	Additional Warehouse	\$ 3,196.54	4.000731							
18										
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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	243.66	.00	.00	243.66	6,057.29	
		4-01	Sick Pay	401	Sic	258.00	.00	.00	258.00		
		7-02	Hol Used	701	Hol	00	.00	.00	.00	.00	
		9-02	Comp Used	901	Com	26.12	.00	.00	26.12	649.21	
117 Nogle, Vickie Lynne		3-01	Vac Used	302	Vac	293.63	.00	00	293.63	12,571.50	
		4-01	Sick Pay	401	Sic	1,049.25	.00	00	1,049.25		
		7-02	Hol Used	701	Hol	00	.00	00	.00	.00	
		9-02	Comp Used	901	Com	60.00	.00	00	60.00	2,568.85	
Total Administration:						1,930.66	.00	00	1,930.66	73,183.32	
Police Department											
101 Anderson, Chris		3-01	Vac Used	301	Vac	186.93	.00	.00	186.93	7,672.28	
		4-01	Sick Pay	401	Sic	1,294.00	.00	.00	1,294.00		
		7-02	Hol Used	701	Hol	4.50	.00	.00	4.50	184.70	
		9-02	Comp Used	901	Com	6.82	.00	.00	6.82	279.92	
103 Bentley, Glen W		3-01	Vac Used	301	Vac	178.06	.00	.00	178.06	6,450.63	
		4-01	Sick Pay	401	Sic	1,410.00	.00	.00	1,410.00		
		7-02	Hol Used	701	Hol	00	.00	.00	.00	.00	
		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	48.00	.00	.00	48.00		
		7-02	Hol Used	701	Hol	15.00	.00	.00	15.00	452.26	
		9-02	Comp Used	901	Com	00	.00	.00	.00	.00	
139 Holliman, Steve		3-01	Vac Used	301	Vac	59.09	.00	.00	59.09	1,927.09	
		4-01	Sick Pay	401	Sic	18.50	.00	.00	18.50		
		7-02	Hol Used	701	Hol	10.00	.00	.00	10.00	326.13	
		9-02	Comp Used	901	Com	50.25	.00	.00	50.25	1,638.79	
128 Rash, David		3-01	Vac Used	301	Vac	67.28	.00	.00	67.28	3,561.78	
		4-01	Sick Pay	401	Sic	341.00	.00	.00	341.00		
		7-02	Hol Used	701	Hol	00	.00	.00	.00	.00	
		9-02	Comp Used	901	Com	46.25	.00	.00	46.25	2,448.46	
129 Schwartz, Molly		3-01	Vac Used	301	Vac	16.54	.00	.00	16.54	427.63	
		4-01	Sick Pay	401	Sic	10.25	.00	.00	10.25		
		7-02	Hol Used	701	Hol	00	.00	.00	.00	.00	
		9-02	Comp Used	901	Com	6.16	.00	.00	6.16	159.26	
140 Wai, Mark-Carlo		3-01	Vac Used	301	Vac	15.44	.00	00	15.44	465.52	
		4-01	Sick Pay	401	Sic	4.00	.00	00	4.00		
		7-02	Hol Used	701	Hol	11.50	.00	00	11.50	346.73	
		9-02	Comp Used	901	Com	4.38	.00	00	4.38	132.06	
Total Police Department:						3,803.95	.00	00	3,803.95	151,152.71	
Public Works											
138 Caballero, Aaron		3-01	Vac Used	301	Vac	53.78	.00	.00	53.78	1,219.98	
		4-01	Sick Pay	401	Sic	139.00	.00	.00	139.00		
		7-02	Hol Used	701	Hol	18.25	.00	.00	18.25	413.99	
		9-02	Comp Used	901	Com	6.00	.00	.00	6.00	136.11	
109 Hernandez, Juan M		3-01	Vac Used	301	Vac	296.31	.00	.00	296.31	8,511.50	
		4-01	Sick Pay	401	Sic	690.50	.00	.00	690.50		
		7-02	Hol Used	701	Hol	00	.00	00	.00	.00	
		9-02	Comp Used	901	Com	32.27	.00	00	32.27	926.81	

Employee Number	Name	Pay Code	Pay Code Title	Rate No	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount	Msg
112 Krebs, Michael R		3-01	Vac Used	302	Vac	305.41		.00	305.41	13,050.23	
		4-01	Sick Pay	401	Sic	1,403.50		.00	1,403.50		
		7-02	Hol Used	701	Hol	17.50		.00	17.50	747.78	
		9-02	Comp Used	901	Com	62.04		.00	62.04	2,650.98	
118 Olinger, Melinda L		3-01	Vac Used	302	Vac	306.70		.00	306.70	11,100.33	
		4-01	Sick Pay	401	Sic	1,325.75		.00	1,325.75		
		7-02	Hol Used	701	Hol	.00		.00	.00	.00	
		9-02	Comp Used	901	Com	63.15		.00	63.15	2,285.58	
142 TRAMEL, JORDAN		3-01	Vac Used	301	Vac	.00		.00	.00	.00	
		4-01	Sick Pay	401	Sic	24.00		.00	24.00		
		7-02	Hol Used	701	Hol	.00		.00	.00	.00	
		9-02	Comp Used	901	Com	7.50		.00	7.50	149.32	
Total Public Works:						4,751.66	00	.00	4,751.66	172,612.65	
Grand Totals:						10,486.26	00	.00	10,486.26	396,948.68	

Pay Code Summary

Pay Code	Pay Code Title	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
3-01	Vac Used	2,022.83	.00	00	2,022.83	73,015.76
4-01	Sick Pay	8,015.75	.00	00	8,015.75	
7-02	Hol Used	76.75	.00	00	76.75	2,471.59
9-02	Comp Used	370.93	.00	00	370.93	14,025.35

CITY OF HUBBARD
COMBINED CASH INVESTMENT
APRIL 30, 2022

COMBINED CASH ACCOUNTS

999-000-1005	CASH - COLUMBIA BANK	217,240.77
999-000-1010	CASH - XPRESS DEPOSIT ACCOUNT	2,133.84
999-000-1011	LGIP	6,901,379.60
999-000-1012	CASH CLEARING - UTILITIES	(12,461.94)
999-000-1014	CASH CLEARING - COURT	244.00
TOTAL COMBINED CASH		7,108,536.27
999-000-1001	CASH ALLOCATED TO OTHER FUNDS	(7,108,536.27)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

100	ALLOCATION TO GENERAL FUND	2,241,037.42
121	ALLOCATION TO STREET FUND	168,665.44
122	ALLOCATION TO STREET CONSTRUCTION FUND	390,951.46
123	ALLOCATION TO RESERVE FUND	114,667.02
125	ALLOCATION TO PARK IMPROVEMENT FUND	400,492.31
201	ALLOCATION TO SEWER UTILITY FUND	359,211.20
202	ALLOCATION TO SEWER CONSTRUCTION FUND	1,822,515.70
203	ALLOCATION TO SEWER BOND FUND	(14,655.48)
205	ALLOCATION TO WATER UTILITY FUND	622,215.95
206	ALLOCATION TO WATER CONSTRUCTION FUND	1,111,419.56
207	ALLOCATION TO WATER BOND FUND	(107,984.31)
TOTAL ALLOCATIONS TO OTHER FUNDS		7,108,536.27
ALLOCATION FROM 999-000-1001		(7,108,536.27)
ZERO PROOF IF ALLOCATIONS BALANCE		.00

CITY OF HUBBARD
BALANCE SHEET
APRIL 30, 2022

GENERAL FUND

ASSETS

100-000-1001	CASH IN COMBINED CASH FUND	2,241,037.42	
100-000-1012	PETTY CASH	50.00	
100-000-1013	CASH ON HAND	200.00	
	TOTAL ASSETS		2,241,287.42

LIABILITIES AND EQUITY

LIABILITIES

100-000-2010	CASH RECEIPT CLEARING	(250.56)	
100-000-2022	STATE TAX WITHHOLDING	(111.38)	
100-000-2023	RETIREMENT	173.56	
100-000-2032	SCHOOL EXISE TAX	2,259.84	
100-000-2276	STATE ASSESSMENT	2,939.74	
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	2,064.72	
100-000-2281	DEPOSITS - LAND USE	21,375.05	
	TOTAL LIABILITIES		28,494.97

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	2,212,791.75	
	BALANCE - CURRENT DATE	2,212,791.75	
	TOTAL FUND EQUITY		2,212,792.45
	TOTAL LIABILITIES AND EQUITY		2,241,287.42

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES AND FRANCHISE FEES</u>					
100-300-3111	PROPERTY TAXES	1,956.92	969,812.78	942,450.00 (27,362.78) 102.9
100-300-3112	DELINQ PROP TAXES	7,440.25	24,813.39	20,000.00 (4,813.39) 124.1
100-300-3180	FF-ALL OTHER	.00	50.00	10.00 (40.00) 500.0
100-300-3181	FF-PGE	.00	113,880.18	110,000.00 (3,880.18) 103.5
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	302.90	1,218.88	1,200.00 (18.88) 101.6
100-300-3301	REVENUE SHARING	.00	18,739.26	20,000.00	1,260.74 93.7
100-300-3302	CIG TAX	203.19	2,413.46	3,000.00	586.54 80.5
100-300-3303	OLCC TAX	4,481.98	54,166.14	60,000.00	5,833.86 90.3
100-300-3305	MARIJUANA TAX - STATE	1,760.49	3,530.50	35,000.00	31,469.50 10.1
100-300-3306	MARIJUANA TAX - LOCAL	8,727.61	30,306.66	35,000.00	4,693.34 86.6
100-300-3415	GENERAL SERVICE FE	.00	117,523.04	150,000.00	32,476.96 78.4
100-300-3601	MISCELLANEOUS REVENUE	.00	10,962.91	300.00 (10,662.91) 3654.3
100-300-3611	INTEREST INCOME	1,149.78	8,135.41	32,000.00	23,864.59 25.4
TOTAL TAXES AND FRANCHISE FEES		26,023.12	1,413,840.66	1,479,960.00	66,119.34 95.5
<u>MISC REVENUE</u>					
100-301-3211	BUSINESS REGISTRATION	50.00	5,300.00	5,300.00	.00 100.0
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	480.00	1,980.00	3,000.00	1,020.00 66.0
100-301-3402	BUSINESS OLCC FEE	30.00	180.00	255.00	75.00 70.6
TOTAL MISC REVENUE		560.00	12,460.00	8,805.00 (3,655.00) 141.5
<u>POLICE REVENUE</u>					
100-302-3341	SEAT BELT GRANT	1,877.43	5,704.72	2,000.00 (3,704.72) 285.2
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	160.00	1,670.00	800.00 (870.00) 208.8
100-302-3402	VEHICLE IMPOUND	150.00	1,350.00	5,000.00	3,650.00 27.0
100-302-3403	POLICE REPORTS	40.00	700.00	1,000.00	300.00 70.0
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	225.00	4,980.75	500.00 (4,480.75) 996.2
100-302-3644	PD TRAINING REV	130.00	1,215.00	1,500.00	285.00 81.0
TOTAL POLICE REVENUE		2,582.43	418,726.70	19,800.00 (398,926.70) 2114.8

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>MUNICIPAL COURT REVENUE</u>					
100-303-3401	MUNICIPAL COURT	9,668.68	74,663.50	68,000.00	(6,663.50)	109.8
100-303-3402	MARION COUNTY COURT	599.73	9,447.00	14,000.00	4,553.00	67.5
100-303-3403	STATE COURT FINES	1,107.68	6,363.11	10,000.00	3,636.89	63.6
100-303-3405	TEMP OFFENSE SURCH	.00	45.00	300.00	255.00	15.0
100-303-3611	COLLECTIONS INTERE	748.27	8,362.70	4,700.00	(3,662.70)	177.9
	TOTAL MUNICIPAL COURT REVENUE	12,124.36	98,881.31	97,000.00	(1,881.31)	101.9
	<u>MISCELLANEOUS REVE NE PARKS</u>					
100-304-3601	MISCELLANEOUS REVE NE PARKS	400.00	5,133.54	400.00	(4,733.54)	1283.4
	TOTAL SOURCE 304	400.00	5,133.54	400.00	(4,733.54)	1283.4
	<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	180.00	5,595.00	35,000.00	29,405.00	16.0
100-305-3402	BUILDING PERMITS	1,331.00	8,539.72	24,000.00	15,460.28	35.6
	TOTAL COMMUNITY DEV REVENUE	1,511.00	29,345.24	74,500.00	45,154.76	39.4
	<u>TRANSFERS IN</u>					
100-391-3910	TRANSFER IN -WATER	.00	21,234.36	24,031.00	2,796.64	88.4
100-391-3912	TRANSFER IN SEWER	.00	21,795.94	24,000.00	2,204.06	90.8
100-391-3914	TRANSFER IN- SDC A	.00	2,162.00	4,324.00	2,162.00	50.0
100-391-3920	TRANS IN - OP OH	.00	72,957.75	97,277.00	24,319.25	75.0
	TOTAL TRANSFERS IN	.00	118,150.05	149,632.00	31,481.95	79.0
	<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	43,200.91	3,616,240.78	3,202,260.00	(413,980.78)	112.9

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
100-410-1101	DIRECTOR OF ADMIN/RECORDER	3,077.82	31,157.84	38,900.00	7,742.16 80.1
100-410-1105	ADMIN ASSISTANT/COURT CLERK	494.16	4,941.60	5,900.00	958.40 83.8
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	5,264.94	18,300.00	13,035.06 28.8
100-410-4120	EB-INSURANCE (LIFE & DISAB)	5.91	75.12	100.00	24.88 75.1
100-410-4150	EB-EMPLOYER TAXES	436.41	3,157.01	6,500.00	3,342.99 48.6
100-410-4170	EB-PERS	1,185.08	11,980.13	26,200.00	14,219.87 45.7
100-410-4190	EB-WORKERS COMP	.00	51.31	100.00	48.69 51.3
100-410-5100	PROFESSIONAL SERVICES	4,748.81	43,222.63	44,250.00	1,027.37 97.7
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	150.38	2,027.91	3,600.00	1,572.09 56.3
100-410-6200	RENTALS AND LEASES	75.62	1,162.10	1,800.00	637.90 64.6
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	160.00	4,114.17	11,700.00	7,585.83 35.2
100-410-6600	OFFICE SUPPLIES & MISC EXPENSE	688.46	4,931.70	8,050.00	3,118.30 61.3
100-410-6700	EQUIP MAINT & SUPPLIES	47.25	2,283.83	5,500.00	3,216.17 41.5
100-410-6900	UTILITIES	453.64	4,839.86	6,050.00	1,210.14 80.0
TOTAL ADMINISTRATION		12,281.00	123,696.22	223,650.00	99,953.78 55.3
<u>COURT</u>					
100-412-1101	DIRECTOR OF ADMIN/RECORDER	341.98	3,461.94	4,300.00	838.06 80.5
100-412-1105	ADMIN ASSISTANT/COURT CLERK	1,647.20	16,472.00	19,800.00	3,328.00 83.2
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	3,936.57	5,300.00	1,363.43 74.3
100-412-4120	EB-INSURANCE (LIFE & DISAB)	3.70	39.67	100.00	60.33 39.7
100-412-4150	EB-EMPLOYER TAXES	152.16	1,530.13	2,000.00	469.87 76.5
100-412-4170	EB-PERS	573.40	5,748.32	7,700.00	1,951.68 74.7
100-412-4190	EB-WORKERS COMP	.00	14.00	.00	(14.00) .0
100-412-5100	PROFESSIONAL SERVICES	1,241.05	8,005.12	13,860.00	5,854.88 57.8
100-412-5300	OPERATIONAL SUPPLIES	.00	.00	50.00	50.00 .0
100-412-6100	BUILDING MAINT & SUPPLIES	15.04	233.01	570.00	336.99 40.9
100-412-6200	RENTALS AND LEASES	17.29	226.35	470.00	243.65 48.2
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	51.57	870.67	2,400.00	1,529.33 36.3
100-412-6700	EQUIP MAINT & SUPPLIES	5.23	77.88	700.00	622.12 11.1
100-412-6900	UTILITIES	114.30	1,205.80	1,460.00	254.20 82.6
TOTAL COURT		4,556.45	42,833.11	64,580.00	21,746.89 66.3

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>						
100-413-5100	PROFESSIONAL SERVICES	.00	3,015.36	15,000.00	11,984.64	20.1
100-413-5300	OPERATIONAL SUPPLIES	.00	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	.00	3,610.86	19,950.00	16,339.14	18.1
<u>COMMUNITY DEVELOPMENT</u>						
100-419-1101	CITY RECORDER	683.96	6,923.97	8,600.00	1,676.03	80.5
100-419-1104	PUBLIC WORKS SUPERINTENDENT	.00	.00	4,000.00	4,000.00	.0
100-419-1105	ADMINISTRATIVE ASSISTANT	329.42	3,294.20	.00 (3,294.20)	.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	2,110.55	3,100.00	989.45	68.1
100-419-4120	EB-INSURANCE (LIFE & DISAB)	1.73	22.09	.00 (22.09)	.0
100-419-4150	EB-EMPLOYER TAXES	77.52	781.72	1,200.00	418.28	65.1
100-419-4170	EB-PERS	324.26	3,271.40	4,800.00	1,528.60	68.2
100-419-4190	EB-WORKERS COMP	.00	8.00	.00 (8.00)	.0
100-419-5100	PROFESSIONAL SERVICES	1,161.59	13,473.01	22,500.00	9,026.99	59.9
100-419-5400	INTERGOVERNMENTAL SE	2,723.75	32,116.97	35,220.00	3,103.03	91.2
100-419-5500	PROGRAM & GRANT EXPENSES	1,987.00	10,017.00	45,000.00	34,983.00	22.3
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	7,500.22	74,039.91	130,120.00	56,080.09	56.9

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
100-421-1100 SALARIES AND WAGES	10,379.29	53,245.13	.00	(53,245.13)	.0
100-421-1101 DIRECTOR OF ADMIN/RECORDER	547.16	5,539.16	6,900.00	1,360.84	80.3
100-421-1103 CHIEF OF POLICE	8,770.28	87,702.80	106,000.00	18,297.20	82.7
100-421-1105 ADMININSTRATIVE ASSISTANT	4,282.72	42,827.20	51,400.00	8,572.80	83.3
100-421-1106 POLICE OFFICERS	18,789.11	232,012.46	340,600.00	108,587.54	68.1
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	14,158.20	143,003.99	171,700.00	28,696.01	83.3
100-421-4120 EB-INSURANCE (LIFE & DISAB)	69.42	842.76	1,000.00	157.24	84.3
100-421-4150 EB-EMPLOYER TAXES	3,271.79	32,289.41	40,500.00	8,210.59	79.7
100-421-4170 EB-PERS	13,315.70	129,845.54	171,500.00	41,654.46	75.7
100-421-4190 EB-WORKERS COMP	.00	8,005.93	8,200.00	194.07	97.6
100-421-5100 PROFESSIONAL SERVICES	4,916.68	28,670.41	26,200.00	(2,470.41)	109.4
100-421-5200 CONTRACTED SUPPORT	140.15	1,349.65	7,500.00	6,150.35	18.0
100-421-5300 OPERATIONAL SUPPLIES	411.13	6,377.28	10,000.00	3,622.72	63.8
100-421-5400 INTERGOVERNMENTAL	.00	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	165.42	2,958.01	5,000.00	2,041.99	59.2
100-421-6200 RENTALS AND LEASES	157.23	44,713.65	48,500.00	3,786.35	92.2
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	3,101.30	11,272.67	13,500.00	2,227.33	83.5
100-421-6600 OFFICE SUPPLIES & MISC EXPENSE	618.79	3,777.01	5,500.00	1,722.99	68.7
100-421-6700 EQUIP MAINT & SUPPLIES	2,027.05	25,568.93	50,000.00	24,431.07	51.1
100-421-6800 UNIFORMS	355.72	1,910.36	6,000.00	4,089.64	31.8
100-421-6900 UTILITIES	951.55	9,978.80	13,000.00	3,021.20	76.8
TOTAL POLICE	86,428.69	997,834.78	1,261,500.00	263,665.22	79.1

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PARKS</u>					
100-452-1101	DIRECTOR OF ADMIN/RECORDER	136.82	1,384.92	1,700.00	315.08	81.5
100-452-1104	PUBLIC WORKS SUPERINTENDENT	1,119.04	10,939.25	14,500.00	3,560.75	75.4
100-452-1105	ADMINISTRATIVE ASSISTANT	1,465.01	14,881.66	17,800.00	2,918.34	83.6
100-452-1107	UTILITY WORKER 1	1,536.66	26,511.25	17,800.00	(8,711.25)	148.9
100-452-1108	PW ADMIN ASSISTANT	470.35	4,976.25	5,800.00	823.75	85.8
100-452-1109	PW MAINTENANCE PT	.00	.00	15,500.00	15,500.00	.0
100-452-1113	PT OFFICE ASSISTANT	.00	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	17,008.81	22,800.00	5,791.19	74.6
100-452-4120	EB-INSURANCE (LIFE & DISAB)	7.07	108.75	100.00	(8.75)	108.8
100-452-4150	EB-EMPLOYER TAXES	361.67	4,702.03	6,400.00	1,697.97	73.5
100-452-4170	EB-PERS	1,483.18	18,754.20	26,700.00	7,945.80	70.2
100-452-4190	EB-WORKERS COMP	.00	1,100.03	1,100.00	(.03)	100.0
100-452-5100	PROFESSIONAL SERVICES	319.04	2,697.32	4,800.00	2,102.68	56.2
100-452-5200	CONTRACTED SUPPORT	.00	37.48	400.00	362.52	9.4
100-452-5300	OPERATIONAL SUPPLIES	20.00	16,453.40	17,000.00	546.60	96.8
100-452-5500	PROGRAM & GRANT EXPENSES	.00	9,450.00	.00	(9,450.00)	.0
100-452-6100	BUILDING MAINT & SUPPLIES	249.71	2,457.60	8,100.00	5,642.40	30.3
100-452-6200	RENTALS AND LEASES	20.81	274.14	900.00	625.86	30.5
100-452-6300	INSURANCE	.00	5,172.20	5,000.00	(172.20)	103.4
100-452-6400	ADVERTISING & RECRUITMENT	56.26	111.01	100.00	(11.01)	111.0
100-452-6500	LEARNING, DUES & MEMBERSHIPS	.00	748.81	1,100.00	351.19	68.1
100-452-6600	OFFICE SUPPLIES & MISC EXPENSE	51.53	755.74	1,600.00	844.26	47.2
100-452-6700	EQUIP MAINT & SUPPLIES	241.98	6,681.33	21,500.00	14,818.67	31.1
100-452-6800	UNIFORMS	47.48	199.18	500.00	300.82	39.8
100-452-6900	UTILITIES	1,007.32	9,674.02	11,300.00	1,625.98	85.6
	TOTAL PARKS	9,941.40	157,805.36	213,500.00	55,694.64	73.9
	<u> </u>					
100-480-7000	CAPITAL OUTLAY	1,930.31	1,930.31	.00	(1,930.31)	.0
	TOTAL DEPARTMENT 480	1,930.31	1,930.31	.00	(1,930.31)	.0
	<u> </u>					
	<u>TRANSFER OUT</u>					
100-491-8003	TRANS TO RESERVE FUND	.00	6,500.00	6,500.00	.00	100.0
	TOTAL TRANSFER OUT	.00	6,500.00	6,500.00	.00	100.0

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<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	122,638.07	1,408,250.55	3,202,260.00	1,794,009.45	44.0
NET REVENUE OVER EXPENDITURES	(79,437.16)	2,207,990.23	.00	(2,207,990.23)	.0

CITY OF HUBBARD
BALANCE SHEET
APRIL 30, 2022

STREET FUND

ASSETS

121-000-1001	CASH IN COMBINED CASH FUND	168,665.44	
	TOTAL ASSETS		168,665.44

LIABILITIES AND EQUITY

LIABILITIES

121-000-2022	STATE TAX WITHHOLDING	(17.05)	
121-000-2023	RETIREMENT	173.56	
	TOTAL LIABILITIES		156.51

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	168,508.93	
	BALANCE - CURRENT DATE	168,508.93	
	TOTAL FUND EQUITY		168,508.93
	TOTAL LIABILITIES AND EQUITY		168,665.44

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>STREET FUND REVENUE</u>					
121-300-3190	GAS TAX	15,819.62	168,669.10	186,071.00	17,401.90	90.7
121-300-3407	TRANSPORTATION UTILITY	.00	81,697.46	100,000.00	18,302.54	81.7
121-300-3408	ROW PERMITS	45.00	2,160.00	1,100.00	(1,060.00)	196.4
121-300-3601	MISCELLANEOUS REVENUE	.00	242.20	100.00	(142.20)	242.2
121-300-3611	INTEREST INCOME	86.11	599.47	5,000.00	4,400.53	12.0
	<u>TOTAL STREET FUND REVENUE</u>	<u>15,950.73</u>	<u>253,368.23</u>	<u>292,271.00</u>	<u>38,902.77</u>	<u>86.7</u>
	<u>FUND BALANCE</u>					
121-399-9999	BEGINNING FUND BALANCE	.00	132,672.41	92,751.00	(39,921.41)	143.0
	<u>TOTAL FUND BALANCE</u>	<u>.00</u>	<u>132,672.41</u>	<u>92,751.00</u>	<u>(39,921.41)</u>	<u>143.0</u>
	<u>TOTAL FUND REVENUE</u>	<u>15,950.73</u>	<u>386,040.64</u>	<u>385,022.00</u>	<u>(1,018.64)</u>	<u>100.3</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET FUND EXP</u>					
121-431-1101 DIRECTOR OF ADMIN/RECORDER	683.96	6,923.97	8,600.00	1,676.03	80.5
121-431-1102 FINANCE DIRECTOR	.00	.00	17,300.00	17,300.00	.0
121-431-1104 PUBLIC WORKS SUPERINTENDENT	1,566.68	15,315.10	20,300.00	4,984.90	75.4
121-431-1105 ADMINISTRATIVE ASSISTANT	1,876.79	18,999.46	22,700.00	3,700.54	83.7
121-431-1107 UTILITY WORKER 1	384.14	9,674.56	9,600.00	(74.56)	100.8
121-431-1108 PW ADMIN ASSISTANT	705.51	6,407.97	8,800.00	2,392.03	72.8
121-431-1113 PT OFFICE ASSISTANT	.00	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	16,079.85	24,100.00	8,020.15	66.7
121-431-4120 EB-INSURANCE (LIFE & DISAB)	8.05	107.95	200.00	92.05	54.0
121-431-4150 EB-EMPLOYER TAXES	399.13	4,607.93	7,400.00	2,792.07	62.3
121-431-4170 EB-PERS	1,681.66	18,999.32	30,200.00	11,200.68	62.9
121-431-4190 EB-WORKERS COMP	.00	1,426.04	800.00	(626.04)	178.3
121-431-5100 PROFESSIONAL SERVICES	1,293.53	8,863.39	10,100.00	1,236.61	87.8
121-431-5200 CONTRACTED SUPPORT	2,410.10	26,494.88	33,000.00	6,505.12	80.3
121-431-5300 OPERATIONAL SUPPLIES	.00	83.12	400.00	316.88	20.8
121-431-5500 PROGRAM & GRANT EXPENSES	54.00	5,495.48	11,200.00	5,704.52	49.1
121-431-6100 BUILDING MAINT & SUPPLIES	47.60	804.34	5,800.00	4,995.66	13.9
121-431-6200 RENTALS AND LEASES	18.65	252.58	800.00	547.42	31.6
121-431-6300 INSURANCE	.00	4,364.86	4,300.00	(64.86)	101.5
121-431-6400 ADVERTISING & RECRUITMENT	56.25	111.00	100.00	(11.00)	111.0
121-431-6500 LEARNING, DUES & MEMBERSHIPS	.00	256.31	800.00	543.69	32.0
121-431-6600 OFFICE SUPPLIES & MISC EXPENSE	147.45	1,814.61	2,200.00	385.39	82.5
121-431-6700 EQUIP MAINT & SUPPLIES	165.09	5,088.20	5,300.00	211.80	96.0
121-431-6800 UNIFORMS	47.49	199.20	300.00	100.80	66.4
121-431-6900 UTILITIES	3,060.51	37,935.61	43,800.00	5,864.39	86.6
TOTAL STREET FUND EXP	16,096.42	193,031.71	277,500.00	84,468.29	69.6
<u>TRANSFER OUT</u>					
121-491-8003 TRANS TO RESERVE FUND	.00	6,200.00	6,200.00	.00	100.0
121-491-8701 OPERATIONAL OVERHEAD	.00	18,300.00	24,400.00	6,100.00	75.0
TOTAL TRANSFER OUT	.00	24,500.00	30,600.00	6,100.00	80.1
<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	16,096.42	217,531.71	385,022.00	167,490.29	56.5
NET REVENUE OVER EXPENDITURES	(145.69)	168,508.93	.00	(168,508.93)	.0

CITY OF HUBBARD
BALANCE SHEET
APRIL 30, 2022

STREET CONSTRUCTION FUND

ASSETS

122-000-1001	CASH IN COMBINED CASH FUND	390,951.46	
	TOTAL ASSETS		390,951.46

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	390,951.46	
	BALANCE - CURRENT DATE	390,951.46	
	TOTAL FUND EQUITY		390,951.46
	TOTAL LIABILITIES AND EQUITY		390,951.46

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

STREET CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>STREET CONSTRUCTION REVENUE</u>					
122-300-3190	GAS TAX	5,273.21	56,223.04	62,024.00	5,800.96	90.7
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	199.61	1,501.92	4,000.00	2,498.08	37.6
	TOTAL STREET CONSTRUCTION REVENUE	5,472.82	116,330.96	228,336.00	112,005.04	51.0
	<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	5,472.82	391,365.46	532,870.00	141,504.54	73.4

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 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	414.00	828.00	414.00	50.0
	TOTAL TRANSFER OUT	.00	414.00	828.00	414.00	50.0
	<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	414.00	532,870.00	532,456.00	.1
	NET REVENUE OVER EXPENDITURES	5,472.82	390,951.46	.00	(390,951.46)	.0

CITY OF HUBBARD
BALANCE SHEET
APRIL 30, 2022

RESERVE FUND

ASSETS

123-000-1001	CASH IN COMBINED CASH FUND	114,667.02	
	TOTAL ASSETS		114,667.02

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	114,667.02	
	BALANCE - CURRENT DATE	114,667.02	
	TOTAL FUND EQUITY		114,667.02
	TOTAL LIABILITIES AND EQUITY		114,667.02

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>RESERVE FUND REVENUE</u>					
123-300-3611	INTEREST	58.55	399.12	300.00	(99.12)	133.0
	TOTAL RESERVE FUND REVENUE	58.55	399.12	300.00	(99.12)	133.0
	<u>TRANSFERS IN</u>					
123-391-0100	TRANS FROM-GENERAL	.00	6,500.00	6,500.00	.00	100.0
123-391-0121	TRANS FROM-STREETS	.00	6,200.00	6,200.00	.00	100.0
123-391-0201	TRANS FROM-SEWER	.00	8,500.00	8,500.00	.00	100.0
123-391-0205	TRANS FROM-WATER	.00	8,500.00	8,500.00	.00	100.0
	TOTAL TRANSFERS IN	.00	29,700.00	29,700.00	.00	100.0
	<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	58.55	117,037.28	128,812.00	11,774.72	90.9

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 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	282.95	2,048.73	6,402.00	4,353.27	32.0
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	282.95	2,370.26	128,812.00	126,441.74	1.8
TOTAL FUND EXPENDITURES	282.95	2,370.26	128,812.00	126,441.74	1.8
NET REVENUE OVER EXPENDITURES	(224.40)	114,667.02	.00	(114,667.02)	.0

CITY OF HUBBARD
BALANCE SHEET
APRIL 30, 2022

PARK IMPROVEMENT FUND

ASSETS

125-000-1001	CASH IN COMBINED CASH FUND	400,492.31	
	TOTAL ASSETS		400,492.31

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	400,492.31	
	BALANCE - CURRENT DATE	400,492.31	
	TOTAL FUND EQUITY		400,492.31
	TOTAL LIABILITIES AND EQUITY		400,492.31

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

PARK IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PARK IMPROVMENT REVENUE</u>					
125-300-3301	STATE SHARED REVEN	.00	18,739.27	20,000.00	1,260.73	93.7
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	204.48	1,634.33	300.00	(1,334.33)	544.8
	TOTAL PARK IMPROVMENT REVENUE	204.48	29,489.60	233,832.00	204,342.40	12.6
	<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	204.48	403,338.75	608,723.00	205,384.25	66.3

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 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	366.00	732.00	366.00	50.0
	TOTAL TRANSFER OUT	.00	366.00	732.00	366.00	50.0
	<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	2,846.44	608,723.00	605,876.56	.5
	NET REVENUE OVER EXPENDITURES	204.48	400,492.31	.00	(400,492.31)	.0

CITY OF HUBBARD
BALANCE SHEET
APRIL 30, 2022

SEWER UTILITY FUND

ASSETS

201-000-1001	CASH IN COMBINED CASH FUND	359,211.20	
	TOTAL ASSETS		359,211.20

LIABILITIES AND EQUITY

LIABILITIES

201-000-2022	STATE TAX WITHHOLDING	(12.82)	
201-000-2023	RETIREMENT	173.56	
	TOTAL LIABILITIES		160.74

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	359,050.46	
	BALANCE - CURRENT DATE	359,050.46	
	TOTAL FUND EQUITY		359,050.46
	TOTAL LIABILITIES AND EQUITY		359,211.20

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

SEWER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SEWER UTILITY REVENUE</u>					
201-300-3441	SERVICE CHARGES SE	.00	435,918.90	495,000.00	59,081.10	88.1
201-300-3611	INTEREST INCOME	183.40	1,488.70	60.00	(1,428.70)	2481.2
	<u>TOTAL SEWER UTILITY REVENUE</u>	<u>183.40</u>	<u>437,407.60</u>	<u>495,060.00</u>	<u>57,652.40</u>	<u>88.4</u>
	<u>BEGINNING FUND BALANCE</u>					
201-399-9999	BEGINNING FUND BALANCE	.00	296,198.36	298,194.00	1,995.64	99.3
	<u>TOTAL BEGINNING FUND BALANCE</u>	<u>.00</u>	<u>296,198.36</u>	<u>298,194.00</u>	<u>1,995.64</u>	<u>99.3</u>
	<u>TOTAL FUND REVENUE</u>	<u>183.40</u>	<u>733,605.96</u>	<u>793,254.00</u>	<u>59,648.04</u>	<u>92.5</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 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	6,923.97	8,600.00	1,676.03	80.5
201-432-1104 PUBLIC WORKS SUPERINTENDENT	2,461.90	24,066.43	31,900.00	7,833.57	75.4
201-432-1105 ADMINISTRATIVE ASSISTANT	2,082.69	21,058.46	25,200.00	4,141.54	83.6
201-432-1107 UTILITY WORKER 1	845.16	25,115.10	21,200.00	(3,915.10)	118.5
201-432-1108 PW ADMIN ASSISTANT	2,586.89	17,862.25	32,100.00	14,237.75	55.7
201-432-1113 PT OFFICE ASSISTANT	.00	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	27,590.93	38,600.00	11,009.07	71.5
201-432-4120 EB-INSURANCE (LIFE & DISAB)	14.00	190.06	300.00	109.94	63.4
201-432-4150 EB-EMPLOYER TAXES	662.54	7,499.11	11,600.00	4,100.89	64.7
201-432-4170 EB-PERS	2,693.38	30,011.05	46,900.00	16,888.95	64.0
201-432-4190 EB-WORKERS COMP	.00	1,476.90	1,800.00	323.10	82.1
201-432-5100 PROFESSIONAL SERVICES	3,218.31	15,409.85	18,000.00	2,590.15	85.6
201-432-5200 CONTRACTED SUPPORT	450.20	15,798.58	36,400.00	20,601.42	43.4
201-432-5300 OPERATIONAL SUPPLIES	2,114.19	8,136.09	5,400.00	(2,736.09)	150.7
201-432-6100 BUILDING MAINT & SUPPLIES	373.97	1,408.39	6,300.00	4,891.61	22.4
201-432-6200 RENTALS AND LEASES	199.20	936.71	1,700.00	763.29	55.1
201-432-6300 INSURANCE	.00	10,598.67	10,200.00	(398.67)	103.9
201-432-6400 ADVERTISING & RECRUITMENT	56.26	111.01	100.00	(11.01)	111.0
201-432-6500 LEARNING, DUES & MEMBERSHIPS	263.36	4,636.90	5,600.00	963.10	82.8
201-432-6600 OFFICE SUPPLIES & MISC EXPENSE	243.66	4,652.79	13,000.00	8,347.21	35.8
201-432-6700 EQUIP MAINT & SUPPLIES	23,424.35	56,252.76	53,360.00	(2,892.76)	105.4
201-432-6800 UNIFORMS	47.49	199.22	600.00	400.78	33.2
201-432-6900 UTILITIES	3,659.07	33,617.35	44,000.00	10,382.65	76.4
TOTAL SEWER UTILITY FUND EXP	48,580.02	316,278.56	445,560.00	129,281.44	71.0
<u>TRANSFER OUT</u>					
201-491-8003 TRANS TO RESERVE FUND	.00	8,500.00	8,500.00	.00	100.0
201-491-8006 TRANS TO SEWER BOND	.00	.00	166,535.00	166,535.00	.0
201-491-8601 FRANCHISE FEE	.00	21,795.94	24,000.00	2,204.06	90.8
201-491-8701 OPERATIONAL OVERHEAD	.00	27,981.00	37,308.00	9,327.00	75.0
TOTAL TRANSFER OUT	.00	58,276.94	236,343.00	178,066.06	24.7
<u>CONTINGENCY</u>					
201-900-9900 CONTINGENCY	.00	.00	77,888.00	77,888.00	.0
201-900-9990 RESERVE FUTURE EXPENDITURES	.00	.00	33,463.00	33,463.00	.0
TOTAL CONTINGENCY	.00	.00	111,351.00	111,351.00	.0
TOTAL FUND EXPENDITURES	48,580.02	374,555.50	793,254.00	418,698.50	47.2

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(48,396.62)	359,050.46	.00	(359,050.46)	.0

CITY OF HUBBARD
BALANCE SHEET
APRIL 30, 2022

SEWER CONSTRUCTION FUND

ASSETS

202-000-1001	CASH IN COMBINED CASH FUND	1,822,515.70	
	TOTAL ASSETS		1,822,515.70

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	1,822,515.70	
	BALANCE - CURRENT DATE	1,822,515.70	
	TOTAL FUND EQUITY		1,822,515.70
	TOTAL LIABILITIES AND EQUITY		1,822,515.70

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

SEWER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SEWER CONSTRUCTION REVENUE</u>					
202-300-3550	WASTEWATER REUSE R	.00	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	930.52	7,570.32	2,800.00	(4,770.32)	270.4
	<u>TOTAL SEWER CONSTRUCTION REVENUE</u>	<u>930.52</u>	<u>148,248.97</u>	<u>182,116.00</u>	<u>33,867.03</u>	<u>81.4</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>930.52</u>	<u>1,872,965.43</u>	<u>1,891,553.00</u>	<u>18,587.57</u>	<u>99.0</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

SEWER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SEWER CONST FUND EXP</u>					
202-432-7000	CAPITAL OUTLAY	11,703.59	49,761.73	230,000.00	180,238.27	21.6
	TOTAL SEWER CONST FUND EXP	11,703.59	49,761.73	230,000.00	180,238.27	21.6
	<u>TRANSFER OUT</u>					
202-491-8000	TRANSFERS OUT	.00	688.00	1,376.00	688.00	50.0
	TOTAL TRANSFER OUT	.00	688.00	1,376.00	688.00	50.0
	<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	11,703.59	50,449.73	1,891,553.00	1,841,103.27	2.7
	NET REVENUE OVER EXPENDITURES	(10,773.07)	1,822,515.70	.00	(1,822,515.70)	.0

CITY OF HUBBARD
BALANCE SHEET
APRIL 30, 2022

SEWER BOND FUND

ASSETS

203-000-1001	CASH IN COMBINED CASH FUND	(14,655.48)	
	TOTAL ASSETS		(14,655.48)

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	(14,655.48)	
	BALANCE - CURRENT DATE	(14,655.48)	
	TOTAL FUND EQUITY		(14,655.48)
	TOTAL LIABILITIES AND EQUITY		(14,655.48)

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

SEWER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SEWER BOND REVENUE</u>					
203-300-3611	INTEREST INCOME	(7.48)	44.34	300.00	255.66	14.8
	TOTAL SEWER BOND REVENUE	(7.48)	44.34	300.00	255.66	14.8
	<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	(7.48)	40,727.52	206,500.00	165,772.48	19.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

SEWER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
203-432-9001	LOAN INTEREST	.00	6,832.00	2,500.00	(4,332.00)	273.3
203-432-9002	LOAN PRINCIPAL	.00	48,551.00	204,000.00	155,449.00	23.8
	TOTAL DEBT SERVICE	.00	55,383.00	206,500.00	151,117.00	26.8
	TOTAL FUND EXPENDITURES	.00	55,383.00	206,500.00	151,117.00	26.8
	NET REVENUE OVER EXPENDITURES	(7.48)	(14,655.48)	.00	14,655.48	.0

CITY OF HUBBARD
BALANCE SHEET
APRIL 30, 2022

WATER UTILITY FUND

ASSETS

205-000-1001	CASH IN COMBINED CASH FUND	622,215.95	
	TOTAL ASSETS		622,215.95

LIABILITIES AND EQUITY

LIABILITIES

205-000-2022	STATE TAX WITHHOLDING	(15.54)	
205-000-2023	RETIREMENT	(520.68)	
205-000-2281	UB DEPOSITS	16,070.00	
	TOTAL LIABILITIES		15,533.78

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	606,682.17	
	BALANCE - CURRENT DATE	606,682.17	
	TOTAL FUND EQUITY		606,682.17
	TOTAL LIABILITIES AND EQUITY		622,215.95

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

WATER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>WATER UTILITY REVENUE</u>					
205-300-3401	SERVICE CHARGES WA	.00	424,687.04	470,625.00	45,937.96	90.2
205-300-3403	RECONNECTION FEE	.00	5,507.94	4,000.00	(1,507.94)	137.7
205-300-3601	MISCELLANEOUS REVENUE	.00	7,855.22	10,000.00	2,144.78	78.6
205-300-3611	INTEREST INCOME	317.69	2,394.05	550.00	(1,844.05)	435.3
205-300-3620	LEASE-WATER TOWER T MOBILE	724.73	7,247.30	7,200.00	(47.30)	100.7
205-300-3622	VERZION LEASE	1,320.00	11,880.00	15,840.00	3,960.00	75.0
	TOTAL WATER UTILITY REVENUE	2,362.42	459,571.55	508,215.00	48,643.45	90.4
	<u>BEGINNING FUND BALANCE</u>					
205-399-9999	BEGINNING FUND BALANCE	.00	466,090.60	438,534.00	(27,556.60)	106.3
	TOTAL BEGINNING FUND BALANCE	.00	466,090.60	438,534.00	(27,556.60)	106.3
	TOTAL FUND REVENUE	2,362.42	925,662.15	946,749.00	21,086.85	97.8

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 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	6,923.97	8,600.00	1,676.03	80.5
205-461-1104	PUBLIC WORKS SUPERINTENDENT	2,312.70	22,607.86	29,900.00	7,292.14	75.6
205-461-1105	ADMINISTRATIVE ASSISTANT	2,082.69	21,058.46	25,200.00	4,141.54	83.6
205-461-1107	UTILITY WORKER 1	1,075.66	26,739.74	32,000.00	5,260.26	83.6
205-461-1108	PW ADMIN ASSISTANT	940.68	7,838.79	11,700.00	3,861.21	67.0
205-461-1113	PT OFFICE ASSISTANT	.00	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	23,735.73	37,700.00	13,964.27	63.0
205-461-4120	EB-INSURANCE (LIFE & DISAB)	10.88	162.06	300.00	137.94	54.0
205-461-4150	EB-EMPLOYER TAXES	542.85	6,745.04	11,600.00	4,854.96	58.2
205-461-4170	EB-PERS	2,249.89	27,184.19	47,000.00	19,815.81	57.8
205-461-4190	EB-WORKERS COMP	.00	1,224.53	1,600.00	375.47	76.5
205-461-5100	PROFESSIONAL SERVICES	4,060.64	22,926.23	21,000.00	(1,926.23)	109.2
205-461-5200	CONTRACTED SUPPORT	290.20	3,696.08	9,000.00	5,303.92	41.1
205-461-5300	OPERATIONAL SUPPLIES	542.08	12,206.53	26,500.00	14,293.47	46.1
205-461-6100	BUILDING MAINT & SUPPLIES	67.65	1,163.77	6,900.00	5,736.23	16.9
205-461-6200	RENTALS AND LEASES	(1,573.55)	790.86	2,900.00	2,109.14	27.3
205-461-6300	INSURANCE	.00	14,133.16	13,400.00	(733.16)	105.5
205-461-6400	ADVERTISING & RECRUITMENT	56.26	111.01	100.00	(11.01)	111.0
205-461-6500	LEARNING, DUES & MEMBERSHIPS	408.36	1,860.51	5,600.00	3,739.49	33.2
205-461-6600	OFFICE SUPPLIES & MISC EXPENSE	243.64	5,109.79	8,500.00	3,390.21	60.1
205-461-6700	EQUIP MAINT & SUPPLIES	109.46	20,362.86	22,480.00	2,117.14	90.6
205-461-6800	UNIFORMS	47.49	199.22	600.00	400.78	33.2
205-461-6900	UTILITIES	2,937.45	33,062.52	38,400.00	5,337.48	86.1
TOTAL WATER UTILITY FUND EXP		19,014.81	262,568.87	405,180.00	142,611.13	64.8
<u>TRANSFER OUT</u>						
205-491-8003	TRANS TO RESERVE FUND	.00	8,500.00	8,500.00	.00	100.0
205-491-8009	TRANS TO WATER BOND	.00	.00	104,235.00	104,235.00	.0
205-491-8601	TRANS OUT - FRANCH	.00	21,234.36	24,031.00	2,796.64	88.4
205-491-8701	TRANS OUT OP OH	.00	26,676.75	35,569.00	8,892.25	75.0
TOTAL TRANSFER OUT		.00	56,411.11	172,335.00	115,923.89	32.7
<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		19,014.81	318,979.98	946,749.00	627,769.02	33.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(16,652.39)	606,682.17	.00	(606,682.17)	.0

CITY OF HUBBARD
BALANCE SHEET
APRIL 30, 2022

WATER CONSTRUCTION FUND

ASSETS

206-000-1001	CASH IN COMBINED CASH FUND	1,111,419.56	
	TOTAL ASSETS		1,111,419.56

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	1,111,419.56	
	BALANCE - CURRENT DATE	1,111,419.56	
	TOTAL FUND EQUITY		1,111,419.56
	TOTAL LIABILITIES AND EQUITY		1,111,419.56

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

WATER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>WATER CONSTRUCTION REVENUE</u>					
206-300-3550	WATER STATIC REVEN	.00	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	567.46	4,625.76	2,500.00	(2,125.76)	185.0
	TOTAL WATER CONSTRUCTION REVENUE	567.46	80,081.89	126,552.00	46,470.11	63.3
	<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
	TOTAL BEGINNING FUND BALANCE	.00	1,055,307.71	1,075,635.00	20,327.29	98.1
	TOTAL FUND REVENUE	567.46	1,135,389.60	1,202,187.00	66,797.40	94.4

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

WATER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>WATER CONST FUND EXP</u>					
206-461-7000	CAPITAL OUTLAY	5,548.76	23,276.04	150,000.00	126,723.96	15.5
	TOTAL WATER CONST FUND EXP	5,548.76	23,276.04	150,000.00	126,723.96	15.5
	<u>TRANSFER OUT</u>					
206-491-8000	TRANSFERS OUT	.00	694.00	1,388.00	694.00	50.0
	TOTAL TRANSFER OUT	.00	694.00	1,388.00	694.00	50.0
	<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	5,548.76	23,970.04	1,202,187.00	1,178,216.96	2.0
	NET REVENUE OVER EXPENDITURES	(4,981.30)	1,111,419.56	.00	(1,111,419.56)	.0

CITY OF HUBBARD
BALANCE SHEET
APRIL 30, 2022

WATER BOND FUND

ASSETS

207-000-1001	CASH IN COMBINED CASH FUND	(107,984.31)	
	TOTAL ASSETS		(107,984.31)

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	(107,984.31)	
	BALANCE - CURRENT DATE	(107,984.31)	
	TOTAL FUND EQUITY		(107,984.31)
	TOTAL LIABILITIES AND EQUITY		(107,984.31)

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

WATER BOND FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>WATER BOND REVENUE</u>					
207-300-3611	INTEREST INCOME	(55.13)	(277.47)	100.00	377.47	(277.5)
	TOTAL WATER BOND REVENUE	(55.13)	(277.47)	100.00	377.47	(277.5)
	<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	(55.13)	83,005.75	187,500.00	104,494.25	44.3

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 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	(55.13)	(107,984.31)	.00	107,984.31	.0

- MONTHLY REPORT -

DATE: **October 11, 2022**
TO: **City Council**
FROM: **Melinda Olinger, P.W. Administrative Manager**

ITEM #1 Annual Events: Administrative Manager Melinda Olinger has scheduled the City's annual leaf/yard debris event for the weekends of October 28-30, 2022 and November 18-20, 2022. As always, this is a leaf and yard debris-only event. No plastic bags are allowed. Branches must be no bigger than 2-feet long and 3-inches in diameter. Staff is considering the option of hosting the event at Barendse Park this year instead of Rivenes Park, and plans to meet the week of October 3, 2022 to make a final decision. Another **huge shout-out and thank you** to Republic Services for making this event possible for our community each year!

ITEM #2 Volunteers: A **huge shout-out and thank you** to Public Work's new park volunteer, Tom Lipski!! He will be assisting Staff with mowing the city parks. His first day on the mower was September 17, and we look forward to his assistance now and in the coming 2023 season!

ITEM #3 Training: Public Works Superintendent Mike Krebs is busy working his way through the Supervisory Skills and Techniques training modules through Iowa State University. At the time I am writing this report, he has already successfully completed the first module and has moved on the second. I anticipate he will be on his third module by the Council meeting.

ITEM #4 Consent Agenda: on the Consent Agenda is a request to authorize Public Works to procure an Integrator of Record as recommended by the City's Engineer.

The Integrator of Record would provide water and wastewater control system and instrumentation integration services as an independent contractor to the City. Staff's goal is to utilize the support and resources of a single firm to provide these services to facilitate consistency, rapid response to needs, and a standard approach to developing and maintaining the City's controls and Supervisory Control and Data Acquisition (SCADA) systems moving forward. In addition, an Integrator of Record will allow the same people to help design the system and also do the installation. The City would not lose the ability to use services from other providers on a case-by-case basis if it is deemed to be in the City's best interest at that time.

If authorized and approved by Council, Staff will move forward immediately with a Request for Qualifications with the end goal to bring a request to Council to award a contract at the December 13, 2022 council meeting.

ITEM #5 P.W. Monthly Project Dashboard and Detail Sheets: will be provided prior to the Council meeting.

The Public Works Department completed 20 requests for locates for the month of September.
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**CITY OF HUBBARD
CITY COUNCIL
SPECIAL MEETING MINUTES
JUNE 27, 2022**

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

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

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

STAFF PRESENT: Director of Administration/City Recorder Vickie Nogle, Public Works Superintendent Michael Krebs, Police Chief Dave Rash, Gary Milliman-Prothman.

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. Mayor Charles Rostocil declared the ORS and recessed the public open meeting at 6:31 p.m. to go into the Executive Session.

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. Mayor Charles Rostocil closed the Executive Session and reconvened the public open meeting at 8:15 p.m.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS SEPTEMBER 14, 2021, AT 7:00 P.M.) MSA/City Councilor Tyler Thomas /City Councilor James Audritsh motioned to adjourn the meeting. Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor James Yonally, City Councilor Tyler Thomas and City Councilor Robert Prinslow were in favor. Meeting adjourned at 8:16 p.m.

ATTEST:

Charles Rostocil, Mayor

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

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
JULY 12, 2022**

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Charles Rostocil at 6:00 p.m.

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

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

EXCUSED: City Councilor James Audritsh.

STAFF PRESENT: Director of Administration/City Recorder Vickie Nogle, Public Works Superintendent Michael Krebs, Police Chief Dave Rash, Public Works Administrative Manager Melinda Olinger, Administrative Assistant / Court Clerk Julie Hedden, Interim Fire Chief Michael Kahrman.

City Councilor Tyler Thomas asked for Item C to be pulled out from the consent agenda for further discussion.

City Councilor Robert Prinslow asked for Item G to be pulled out from the consent agenda for further discussion.

AWARDS PRESENTATION – Police Chief David Rash. Police Chief David Rash presented Police Officer Christopher Davis with a life-saving award that he received from the Washington County Sheriff's Department when he was a deputy with their agency.

HUBBARD HOP FESTIVAL INC. DONATIONS REQUEST – Joseph Steininger. Hubbard Hop Festival Board Member Joseph Steininger said they did not have a sponsor for the games and asked the City Council if the City would consider this sponsorship in the amount of \$1500.

Mayor Charles Rostocil asked Director of Administration/City Recorder Vickie Nogle if the funds that were set aside for the Hubbard Farmers Market could be reallocated to the sponsorship of the Hubbard Hop Festival.

Director of Administration/City Recorder Vickie Nogle stated yes, if that is what the City Council wants to do.

Mayor Charles Rostocil/City Councilor Robert Prinslow made a motion the City re-appropriate the \$1500 in funds set aside for the Farmers Market Committee to be redirected as a donation to be used to sponsor the games at the 2022 Hubbard Hop Festival. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor Tyler Thomas and City Councilor Robert Prinslow were in favor. Motion passed unanimously.

APPEARANCE OF INTERESTED CITIZENS. Rocky Sherwood, 2622 Nina Place, Hubbard, thanked Police Chief Dave Rash and the Hubbard Police Department for providing support to the City of Gervais during their 4th of July Parade. R. Sherwood stated the Gervais Police Department would be coming to Hubbard to provide support during the Hop Festival. He thanked the Mayor and City Council for all their hard work and dedication to the Community.

Rocky Sherwood said his Hubbard Planning Committee had a successful event in Gervais, and some of the Gervais citizens will be coming to help with the Harvest Festival event that his group will be putting on.

Rocky Sherwood said he wanted to recognize all the City employees for their work. He went on to congratulate Michael Kahrmann on his promotion to Interim Fire District Chief and said he appreciates all the hard work he does for the Community.

MAYOR'S AND/OR COUNCIL'S PRESENTATIONS. None.

STAFF REPORTS:

POLICE DEPARTMENT- Police Chief Dave Rash. Police Chief Dave Rash said he sent out the Metcom stat reports and it shows they were very busy this past month. Self-initiated activity was 264 for the month, there were 18 arrests, 151 citations written and 527 calls for service. D. Rash stated they are working Grants and that allows more officers to be out working traffic safety.

Police Chief Dave Rash said National night out is August 2, and he will have Police Administrative Assistant Molly Schwartz get information out regarding who has signed up. As of now there are two signed up on this side of the highway and the fifty-five & Over Mobile Home Park on the other side of the highway will also be hosting an event.

Police Chief Dave Rash stated they are setting up an active shooter instructor course, involving some of the other small agencies in the area to train together and become instructors. The goal is to have the training come together by Christmas.

HUBBARD FIRE DISTRICT – Interim Chief Michael Kahrmann. Interim Fire Chief Michael Kahrmann said he took over as Interim Fire Chief on July 1, 2022, while the Board of Directors figure out what direction they want to go with the Fire District. He stated he has been with the Fire District for 17 years and is happy to serve.

Interim Fire Chief Michael Kahrmann stated they have hired 2 permanent staff members that filled vacancies, and they have also received a grant from the Oregon State Fire Marshalls Office for seasonal staffing which will allow them to hire 2 individuals or 1 person to work every single day in the summer.

Interim Fire Chief Michael Kahrmann said the Dorm remodel is moving along, slower than he would like, but it is progressing.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. City Councilor Robert Prinslow asked Director of Administration/City Recorder Vickie

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Nogle if the effective date of August 1, 2021 – June 30, 2021, was correct on Exhibit B in the packet, the Hubbard Salary Schedule for Represented employees, Item G on the consent agenda.

Director of Administration/City Recorder Vickie Nogle said that exhibit should have an effective date of August 1, 2021- June 30, 2022.

Mayor Charles Rostocil said this item will be placed back in the consent agenda to be approved with the corrected dates.

Director of Administration/City Recorder Vickie Nogle said the Financial Consultant is working on the bank reconciliations and is scheduled to do the Supplemental Budget in August.

Director of Administration/City Recorder Vickie Nogle said the deadline to get the completed election applications in is August 25.

Director of Administration/City Recorder Vickie Nogle said we have received an application for the planned development for the Broadacres property, and the review will potentially be scheduled for the August Planning Commission meeting.

PUBLIC WORKS DEPARTMENT-Public Works Superintendent Michael Krebs. City Councilor Tyler Thomas asked Public Works Superintendent Mike Krebs in regards to Item C on the consent agenda, and the different widths of the sidewalks, will the sidewalks that have to be replaced be replaced as is, or will they have to be replaced using today's sidewalk codes.

Public Works Superintendent Mike Krebs said technically by today's codes the sidewalks need to be brought up to the standards of the area they are in. For example, an area like 5th Street that is busy, they need to be 5' feet wide; however, it can look strange to have different widths when it is piecemealed together like this, but in time, we will get to where they are all uniform.

Mayor Charles Rostocil asked the question, if someone only has a couple of sections of their sidewalk that needs to be replaced, would they just replace those sections, or the entire length to come up to code.

Public Works Superintendent Mike Krebs said the code states any work needs to be brought up to current code, but in his opinion it looks rather odd, kind of like a patchwork. He stated if someone is just replacing a couple of sections, he is in favor of just replacing it as is, or to the old standard, then it has good walking surface but it doesn't look like it doesn't belong.

City Councilor Tyler Thomas said that makes sense, and getting the damage fixed is the first priority, and replacing sections as is, will help lower the cost to citizens and get the repairs done quicker.

Public Works Superintendent Mike Krebs stated we have budgeted more for sidewalks and there is more incentive to residents, we have changed the Ordinance to state that we can offer to pay for 50% of the project up to \$1500.

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Public Works Superintendent Mike Krebs stated we have received the contract from the Railroad on the G Street sidewalk over the railroad tracks and it now needs to be sent to legal for review. He said the contract is giving us permission to put the sidewalk in and also state that we will be responsible for all monetary issues that come from it, and their quote is \$49,000, which gives us the permits and lengthens the crossing.

Public Works Superintendent Mike Krebs said he is out of the office until August. 1, 2022.

Public Works Superintendent Mike Krebs said they have installed the new baseball backstop on the north field at Barendse Park that was donated by the Barendse family.

Mayor Charles Rostocil thanked Public Works Superintendent Mike Krebs for getting the monthly Hubbard Public Works preliminary dashboard, a summary of the status of various projects, submitted in the packet. This document will be included in the monthly City Council packet.

Public Works Superintendent Mike Krebs said they are still waiting for the pump for the Splash Fountain and if it comes in before the Hop Festival, he will get it installed and running for the event.

Public Works Superintendent Mike Krebs said they have sent out 6 notices to residents for sidewalk repairs, and has not heard from any of those citizens if they might have a hardship or problems covering the cost.

Item C on the Consent Agenda will be put back in as written.

CONSENT AGENDA.

- A) Approval of June 2022 Check Register Report.**
- B) Approval of the Collective Bargaining Agreement between the City of Hubbard and Hubbard Police Officer Association 2021-2024 (*City of Hubbard Contract No. 0002*), and authorize the Mayor to sign.**
- C) Resolution No. 716-2022. A Resolution repealing Resolution No. 469-2008 and adopting a Sidewalk Program. (*Refer to Public Works Administrative Manager Report*)**
- D) Resolution No. 733-2022. A Resolution extending the City of Hubbard's Workers Compensation coverage to volunteers of the City of Hubbard, and repealing Resolution No. 729-22022.**
- E) Resolution No. 734-2022. A Resolution adopting a job description for the Public Works Office Assistant and repealing Resolution No. 657-2018. (*Refer to Public Works Administrative Manager Report*)**

- F) Resolution No. 736-2022. A Resolution authorizing an Intergovernmental Agreement between the Cities of Hubbard, Aurora, Silverton, Mt. Angel, Donald, Gervais, and Sheridan, and repealing Resolution No. 642-2018.**
- G) Resolution No. 737-2022. A Resolution for Compensation Ranges for Non-Represented Employees and amending Represented Employees, and repealing Resolution No. 730-2022.**
- H) Approval of the agreement between the Mid-Willamette Valley Council of Governments and the City of Hubbard for Land Use Planning Services July 1, 2022 through June 30, 2023, and authorizing the Mayor to sign.**
- I) Approval to move Police Officer Mark Wai from probation, and from step A to step B of the Hubbard Salary Schedule, effective August 1, 2022.**
- J) Approval of Oregon Texas Line – Brandon Jackson, Park Use application for the Functional Fitness Camp (CrossFit) event on Saturday, September 2, 2022, at Rivenes Park, from 7:00 p.m. – 9:00 p.m. contingent upon receipt of the required insurance documentation. (*Refer to Public Works Administrative Manager Report*)**
- K) Authorize the Public Works Administrative Manager, to use Docu-sign to sign the Marion County Subrecipient Agreement BO-4578-22, as required by Marion County Board of Directors. (*Refer to Public Works Administrative Manager Report*)**
- L) Authorize Public Works Superintendent Mike Krebs to assign the Marion County ARPA Water Systems Improvement Project to the Hubbard City Engineer Project Manager Matt Wadlington, Civil West Engineering Services, Inc., as allowed in the Personal Services Agreement. (*Refer to the Public Works Administrative Manager Report*)**
- M) Approve the Contract for services between Grove, Mueller & Swank, P.C., and the City of Hubbard.**
- N) Accept the engagement letter from Grove, Mueller & Swank, P.C., for audit services year ending June 30, 2022, and authorize the Mayor to sign.**

MSA/City Councilor James Yonally /City Councilor Robert Prinslow, motioned to approve Consent Agenda as read and with the typographical corrections as noted. Mayor Charles Rostocil, 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 AUGUST 9, 2022, AT 7:00 P.M.) MSA/City Councilor Robert Prinslow /City Councilor James Yonally motioned to

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adjourn the meeting. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor Tyler Thomas and City Councilor Robert Prinslow were in favor. Meeting adjourned at 7:42 p.m.

ATTEST:

Charles Rostocil, Mayor

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

Julie Hedden
Administrative Assistant / Court Clerk
Transcribing

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
AUGUST 9, 2022**

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Charles Rostocil at 6:45 p.m.

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

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

STAFF PRESENT: Director of Administration/City Recorder Vickie Nogle, Public Works Superintendent Michael Krebs, Police Chief Dave Rash, Public Works Administrative Manager Melinda Olinger, Administrative Assistant / Court Clerk Julie Hedden, City Attorney Emily Matasar. Interim Fire Chief Michael Kahrman.

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. Mayor Charles Rostocil declared the ORS and recessed the public open meeting at 6:45 to go into the Executive Session

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. Mayor Charles Rostocil closed the Executive Session at 6:58 p.m. and reconvened the public open meeting at 7:00 p.m.

CALENDAR OF ORDINANCES – City Attorney Emily Matasar, Beery, Elsner & Hammond. City Attorney Emily Matasar explained this Ordinance has been updated and is kind of a hybrid of what is already in place for the City, which is, modeled after the State law and the one the City of Portland. She said the difference in Portland's law is that it does not have an intent requirement, which is where it differs from the State law.

City Councilor Robert Prinslow asked if the Portland law Ordinance has been challenged in court.

City Attorney Emily Matasar replied that it had, and was found to be constitutional and lawful without the intent requirement.

City Councilor James Audritsh asked if urinating in public is considered public indecency.

City Attorney Emily Matasar said that section of the code has not changed, and she would need to look up if it is captured elsewhere.

Police Chief Dave Rash said urinating in public would not be included in State law, but we have it as part of our City Ordinance.

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

MSA/City Councilor Tyler Thomas/City Councilor Robert Prinslow moved to read Ordinance No. 376-2022 by title only for the first reading. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Tyler Thomas, City Councilor Robert Prinslow were in favor.

Mayor Charles Rostocil read Ordinance No. 376-2022 by title only.

MSA/City Councilor Tyler Thomas /City Councilor James Audritsh moved to read Ordinance No. 376-2022 by title only for the second reading. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Tyler Thomas and City Councilor Robert Prinslow were in favor.

Mayor Charles Rostocil read Ordinance No. 376-2022 by title only for the second reading.

MSA/City Councilor James Audritsh /City Councilor Tyler Thomas moved to adopt Ordinance No. 376-2022 amending the Hubbard Municipal Code Section 9.15.070 Public Indecency. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Tyler Thomas and City Councilor Robert Prinslow were in favor. Ordinance adopted unanimously.

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.

City Attorney Emily Matasar said State Law requires any prohibition, whether temporary or permanent needs to go to the voters for approval in a general election in an even numbered year.

Mayor Charles Rostocil stated the reason he asked City Attorney Emily Matasar to draft this is he has been watching this debate in other areas and some communities are enacting a temporary ban until the State figure out how they are going to proceed with this, and how the rest of the State is going to handle this issue.

City Councilor James Yonally asked when the ban would take effect.

City Attorney Emily Matasar said it would take effect 30 days after election results and would be in place for 24 months.

City Councilor James Audritsh said this is putting something in front of the voters that they have already approved. He went on to say he has done a lot of research on the way this helps people. He has no issues with it, and said there is a cost to the City to putting it on the ballot, and since this has already gone before the voters of the State of Oregon, he could see the funds being used in a

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better way. Furthermore, this substance is very controlled and has been known to be medically beneficial.

Mayor Charles Rostocil said when the marijuana shop opened up there were a lot of comments from citizens that did not like the shop coming into town, so that is what inspired him to agree that a temporary ban would be fine.

City Councilor James Audritsh stated it is his understanding that mushrooms cannot be sold openly because the Measure that was voted on by the voters did not allow for that, it has to be in a medical facility, regulated by the State. Furthermore, he said he understands the concern, but does not feel this is something that needs to be addressed.

Mayor Charles Rostocil asked what the overall cost to the City would be to put this on the ballot.

City Attorney Emily Matasar said she is not sure of the cost in putting it on the ballot. She said her cost in drafting the ballot title and preparing it, would be low because many cities are considering this, and the League of Oregon Cities just came out with a model ordinance and resolution, which these are primarily based on.

MSA/Mayor Charles Rostocil /City Councilor Tyler Thomas moved to read Ordinance No. 377-2022 by title only for the first reading. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Tyler Thomas and City Councilor Robert Prinslow were in favor.

Mayor Charles Rostocil read Ordinance No. 377-2022 by title only for the first reading.

MSA/City Councilor Tyler Thomas/City Councilor Robert Prinslow moved to read Ordinance No. 377-2022 by title only for the second reading. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Tyler Thomas, and City Councilor Robert Prinslow were in favor.

Mayor Charles Rostocil read Ordinance No. 377-2022 by title only for the second reading.

MSA/Mayor Charles Rostocil /City Councilor Tyler Thomas moved to adopt Ordinance No. 377-2022 declaring a temporary ban on Psilocybin Service Centers and the manufacture of Psilocybin Products. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor Tyler Thomas and City Councilor Robert Prinslow were in favor. City Councilor James Audritsh opposed. Ordinance adopted 4 – 1 in favor.

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.

MSA/Mayor Charles Rostocil /City Councilor Tyler Thomas moved to adopt Resolution No.738-2022. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor Tyler Thomas and City Councilor Robert Prinslow were in favor. City Councilor James Audritsh opposed. Resolution adopted 4 – 1 in favor.

APPEARANCE OF INTERESTED CITIZENS. None

CONTINUED DISCUSSION REGARDING LOVE INC. PARTNERSHIP – Police Chief Dave Rash. Police Chief Dave Rash said Rosetta, with Love Inc., said the fund for helping citizens with Utilities would be set up the same way as Woodburn, they would set up a checking account with \$25,000 dollars the first year and would charge 20% per transaction. He said they have a program through Comcast that help low income families with internet access, and was asked if we would like part of the funds to be used for this, with the administrative cost being 30%.

Mayor Charles Rostocil said 30% seemed like a lot, and he was concerned of showing favoritism because we have other internet providers in the area.

City Councilor James Yonally said Love Inc., does a good job, but 20% administrative cost seems rather high.

Police Chief Dave Rash said he will contact Love Inc., and have them write a contract and get it to the City Attorney so it can be ready to bring back to the October City Council meeting.

Consensus of Council is in support of the utility agreement, but not the internet part of the agreement.

MAYOR'S AND/OR COUNCIL'S PRESENTATIONS. City Councilor James Audritsh said he enjoyed the Hubbard Hop Festival. Mayor Charles Rostocil said it was very family friendly, there was no cover charge to see the band and it was a great turn out.

Mayor Charles Rostocil thanked the Hubbard Police Department, the Fire Department, and Public Works Superintendent Mike Krebs for their participation in National Night out.

DISCUSSION REGARDING COMPENSATION FOR NON-REPRESENTED EMPLOYEES – Police Chief Dave Rash. Police Chief Dave Rash stated when the police union contract was being negotiated, it was agreed upon to have longevity pay, which most jurisdictions have, and with that in mind it was added into the budget in anticipation of this being added into the personnel policy. He went on to say that he strongly recommends longevity pay for all other city employees, being consistent with what is in the union contract. He said there are 5 employees right now that are eligible, with 3 employees being at the 4% increase, and 2 employees being at the 2% increase. This would also make sure the Sergeant's pay would stay consistent with the Officer's pay.

Consensus of City Council is in favor of longevity pay for all City Employees, and move forward with an amendment, with the longevity pay starting at the time it is adopted.

Police Chief Dave Rash said the other compensation agreed to in the Police Union Contract was a 3% COLA retroactive from July 2021 to June 2022 and all other City employees only received a 1.63% COLA for that period. He is asking City Council to consider raising the other City Employees COLA 1.37% to bring it up to the 3% which would be the same as the Police Officers are receiving. This would be an increase of 1.37% in the City Employees salary schedule during that time.

City Councilor James Yonally asked what the dollar amount would on the 1.37% retro pay.

Police Chief Dave Rash said he did not have that information, and can only base it off of what he makes and his would be approximately \$1000, and would probably be the highest.

City Councilor Robert Prinslow said he would like to give it to everyone, and the Police Association got an extra raise at their request, but he is not in favor of spending more money for the other employees at this time.

City Councilor Tyler Thomas said it is interesting that we say we care about our employees and want to keep them around, but we want to give them this, but not that, and if we are only talking about \$1000 per employee does that show that we really care about them. He went on to say that he is in favor of it.

City Councilor James Audritsh said he understands the quandary, we did go through a budget process and balanced it. He went on to say that he thought the last COLA at 1.63% was rather low, and at that point we should have maybe looked at a 2% COLA, but does not agree to come back to it after the fact.

Mayor Charles Rostocil said that he would like to see the numbers, and have this brought back to the next City Council meeting with the total dollar amounts.

STAFF REPORTS:

POLICE DEPARTMENT- Police Chief Dave Rash. Police Chief Dave Rash said there are 2 errors on his report. The first is on the HPD Calls for Service, Area Check should be 45, not 455. The second error is Coffee with a Cop is Wednesday, October 5, not October 7 at Le Petite Bistro.

Police Chief Dave Rash said National Night Out was a success and all the Officers participated. He went on to say there were 6 block parties, with a good turnout at the 55 & over one.

City Councilor James Yonally asked about the Monthly Statistical Report, showing there was 1 call for kidnapping. Chief Dave Rash, said that was not a Hubbard call, it was probably a Woodburn call, and could have been a domestic call, he would need to research it to be sure, but it did not happen in Hubbard.

HUBBARD FIRE DISTRICT – Interim Fire Chief Michael Kahrmann. Interim Fire Chief Michael Kahrmann stated for the month of July they had 85 responses, 47 of them within the Hubbard Fire District. He went on to say Wildfire Season opened last week and they had a deployment to the Miller Fire for five days and have another task force going to Redmond next

week for pre-deployment due to the large amount of lightning strikes that are happening in the area.

Mayor Charles Rostocil asked how the construction was going on the new dormitory.

Interim Fire Chief Michael Kahrman responded he missed a meeting because of being deployed so it has been pushed out 30 days.

Samantha Baylie, seasonal firefighter with the Hubbard Fire District, said she was in charge of the Softball fundraiser, National Night Out, and the Hop Festival which were all great successes. Approximately \$4000 was raised at the Hop Fest, \$1200 plus sponsorships was raised at the Softball game, and the community seemed to really enjoy the game. She went on to say the 16 volunteers attended the 6 block parties that participated in National Night Out. They brought 3 rigs, and the new brush truck with them to the events and the Community was very appreciative.

Chief Dave Rash said the Fire Department is having a Bike Rodeo on August 20, 2022, that some of the Police Officers will be involved in as well and more information will be out soon.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. Director of Administration/City Recorder Vickie Nogle stated the deadline for candidates to file for election is August 30, so far 2 people have filed and she is hoping to get one more.

Director of Administration/City Recorder Vickie Nogle said at the Planning Commission the Application Applicant requested to continue the meeting to September because there is some information that he would like to gather and present, so this meeting will be opened and then continued to September. She went on to say she has received a couple of written comments, with probably more to come that will be added to the record at the September Meeting.

Director of Administration/City Recorder Vickie Nogle said the Supplemental Budget got postponed because of computer issues, and we are hoping to have it ready in September.

1. Discussion regarding Administration Department.

Director of Administration/City Recorder Vickie Nogle prepared a memo for a request to hire a part-time person to help in the Administrative Department. She stated both her and Administrative Assistant/Court Clerk Julie Hedden have been working trying to keep things running and really need additional help in the office. V. Nogle said we could have utilize a part-time person, and keep them busy, prior to the Finance Director leaving.

Director of Administration/City Recorder Vickie Nogle calculated numbers; she stated there is one-month worth of Salary that was budgeted for a City Administrator position that was not paid due to the vacancy, and possibly a second month. She said using the high end of the Salary Schedule for the part-time person, using the same salary as the Public Works part-time person, the cost would be \$2,998 a month, and deducting that from the Administrator monthly rate, there would still be \$12,290 dollars left, and includes benefits.

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Mayor Charles Rostocil said this would be using some of the budgeted money for the City Administrator to fill a part-time position that would then be determined on affordability basis once the City Administrator is hired, or this could be continued or discontinued.

City Councilor Robert Prinslow asked how much training time do you expect it will take to get this person up to speed to be able to do the jobs that need to be done.

Director of Administration/City Recorder Vickie Nogle said training is ongoing, but for them to be able to do the job and not need assistance is at least a couple of months depending on the person, and we will still be available for assistance.

City Councilor James Yonally asked Director of Administration/City Recorder Vickie Nogle if she knew of anyone that would be interested in this position.

Director of Administration/City Recorder Vickie Nogle said she did not but other employees have mentioned some people that might be interested.

City Councilor James Audritsh said this request seems reasonable.

City Councilor Tyler Thomas said we do not have a choice, and the help is needed.

Mayor Charles Rostocil said he has had a chance to talk with Director of Administration/City Recorder Vickie Nogle on this and he knows there are days like court days where the Department is slammed and there is no one able to answer phones because they are so busy.

Consensus of City Council is to have a job description written up and bring it to the next City Council meeting.

PUBLIC WORKS DEPARTMENT-Public Works Superintendent Michael Krebs. Public Works Superintendent Mike Krebs said it has been a busy month for them with having deadlines for many different project, vacations, personal things that have been happening, and the renewal of the DEQ permit. He went on to say he spent most of last week meeting with the engineers and going over a plan to push back a little on a few of the requirements. One of them is they are wanting increased testing frequency on just about everything they do. He also said DEQ wants us to start monitoring creek flows, and monitoring creek flows for Mill Creek is a way they could determine whether or not flows out of the wastewater plant are doing any harm to the environment, but at this point nobody has any correct data for Mill Creek, it is pretty much a glorified drainage ditch, so the information they are using is coming from the Molalla/Pudding River Basin numbers and we feel that using those numbers for the bigger bodies of water do not cover what is happening at Mill Creek. DEQ wants us to start monitoring Mill Creek immediately after the permit is approved but we are asking for a year so we can clean it up and build some monitoring stations. DEQ is also adding a new parameter to us that we have not seen before with is a nitrogen limit, and the nitrogen that we discharge into Mill Creek cannot be any higher on an average basis of 3.2 milligrams per liters per month, so we will need to do some modifications to the wastewater plant to be able to make that benchmark.

Mayor Charles Rostocil asked if there are any opportunities for Grant Funding at the State level to be able to help with this, because this is a pretty big financial burden for a small city. Public Works Administrative Manager Melinda Olinger said there is definitely an opportunity for low interest loans and there is maybe a smaller opportunity for some grant funds. Mayor Charles Rostocil asked Public Works Superintendent Mike Krebs if he had any idea of what this might cost. Public Works Superintendent Mike Krebs said he was not sure, but if he had to guess it will be approximately \$5 -\$6 million.

City Councilor James Audritsh asked if this testing is done manually. Public Works Superintendent Mike Krebs said a majority of the testing is done in house and some is sent to a water lab in Salem. City Councilor James Audritsh asked if there was a process that can be purchased that does some of this more automated, and if that can be used as a bargaining chip to push back on buys us some more time. Public Works Superintendent Mike Krebs said he is looking into that as part of the facility study they are already doing, and as it looks now they are giving us 6 years to get the projects DEQ requires completed.

Public Works Superintendent Mike Krebs said the last time any major upgrades were made to the Wastewater Treatment Plant was in 2005, and we have some issues there that need to be addressed sooner than later, before we start having breakdowns. The pump station is 50 years old and the technology is 1984, which makes parts hard to come by, and the price tag has only gone up because we have been deferring this maintenance. There are also issues with our disinfectant system, a UV system that was put in in 2000 so parts cannot be found anymore for it. He went on to say these issues will all be addressed with the facility studies that are being conducted now.

Mayor Charles Rostocil asked Public Works Superintendent Mike Krebs to please keep the Dashboard up to date with the latest information regarding the DEQ Permitting and the Facility Studies.

Public Works Superintendent Mike Krebs stated last week the Oregon Health Department conducted a Sanitary Sewer Survey for the Water System and we passed with flying colors.

City Councilor James Audritsh asked how the smoke test went. Public Works Superintendent Mike Krebs said there were a lot of people that were concerned because even though we did our best to get the word out, not everyone received the information. He went on to say that he has not seen the data from it yet, and probably won't until we get the facilities plan, and homeowners will be notified if there are any issues.

Mayor Charles Rostocil thanked Public Works Superintendent Mike Krebs for getting a list of items together that need to go on his standard, which will help in starting to build a policy document on procedures.

City Councilor James Audritsh said he was asked by a citizen about titles at the Fountain. Public Works Superintendent Mike Krebs said Larry Kriegshauser bought us some bricks, but we have to go out and find someone to do the engraving,

Mayor Charles Rostocil thanked Public Works Superintendent Mike Krebs for working on the fountain and getting the water to shoot up high right in time for the Hop Festival. Public Works Superintendent Mike Krebs went on to say they have received the new pump and will be installing it in May of 2023 before it is turned on for next year. Mayor Charles Rostocil said to make sure to include that information on the Dashboard.

CONSENT AGENDA.

- A) Item B is removed from the Consent Agenda because the Check Register that was included in the Meeting Packet is from June 2022 instead of July 2022 by mistake. [***B) Approval of the July 2022 Check Register Report***]
- B) [***REMOVED***]
- C) **Approval of May 31, 2022, Budget Committee meeting minutes.**
- D) **Approval of the State of Oregon, Office of Emergency Management, Infrastructure Contract 4599-DR-OR, Amendment I 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)**
- E) **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)**
- F) **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.**

MSA/City Councilor James Audritsh /City Councilor James Yonally motioned to approve Consent Agenda as amended removing Item B removed. City Councilor Robert Prinslow, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Tyler Thomas and Mayor Charles Rostocil were in favor. Motion passed unanimously.

OTHER CITY BUSINESS. Mayor Charles Rostocil said he was approached by a citizen asking about the Business Registration process. He said the current Business Registration process requires an application fee in a land use review, and the individual that approached him stressed those working from home now, have a home office that don't see clients, those that don't do a service in the home might not need to go through this whole land use process.

Director of Administration/City Recorder Vickie Nogle said if you are operating a business in the City of Hubbard you have to register, and if you are operating a business in your home you have to go through a Home Occupation Application which is required through the Development Code. She said the cost for the application is a \$1000 deposit for processing a staff review because it goes through our City Planner, notices to surrounding properties have to be notified, etc. This is

typically a staff review only, even if you have an office in your home. If City Council wanted to change that, you would need to change the Development Code.

Mayor Charles Rostocil asked if individuals that sell Tupperware, Pamper Chef, Scentsy, etc., would be required to go through the Home Occupation process.

Director of Administration/City Recorder Vickie Nogle said it depends on how much money they make annually. She went on to say if you go to the Home Occupation section of the Development Code, it tells you everything you have to comply with in order to go through the Home Occupation process.

Mayor Charles Rostocil stated his concern is that we want everyone who has a business to be registered, but he can see the concerns of the individual they have no real commercial enterprise happening in someone's home.

Director of Administration/City Recorder Vickie Nogle said this was discussed during the Development Code review update. Portions of this section of the Code were changed to make it easier for a Home Occupation business to have it reviewed by Staff instead of the Planning Commission but allowing the Planning Commission to be the appellant body from Staff..

Mayor Charles Rostocil asked if this topic could be added to the October Meeting, or get more information on this.

Director of Administration/City Recorder Vickie Nogle said she can provide a copy of the Home Occupation section of the Development Code. She also said City Council is planning to look at the Development Code for changing the aesthetics so that might be a good time to take a look at the Home Occupation part of the Code also.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS SEPTEMBER 13, 2022, AT 7:00 P.M). MSA/City Councilor James Audritsh /City Councilor Robert Prinslow motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Tyler Thomas and Mayor Charles Rostocil were in favor. Meeting adjourned at 8:19 p.m.

ATTEST:

Charles Rostocil, Mayor

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

Julie Hedden
Administrative Assistant / Court Clerk
Transcribing

**CITY OF HUBBARD
CITY COUNCIL
SPECIAL MEETING MINUTES
SEPTEMBER 19, 2022**

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

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

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

STAFF PRESENT: Director of Administration/City Recorder Vickie Nogle, Public Works Superintendent Michael Krebs, Police Chief Dave Rash, Gary Milliman-Prothman.

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. Mayor Charles Rostocil declared the ORS and recessed the public open meeting at 6:31 p.m. to go into the Executive Session.

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. Mayor Charles Rostocil closed the Executive Session and reconvened the public open meeting at 8:22 p.m.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS SEPTEMBER 14, 2021, AT 7:00 P.M.) MSA/City Councilor Tyler Thomas /City Councilor James Audritsh motioned to adjourn the meeting. Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor James Yonally, City Councilor Tyler Thomas and City Councilor Robert Prinslow were in favor. Meeting adjourned at 8:23 p.m.

ATTEST:

Charles Rostocil, Mayor

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

Check Number	Check Issue Date	Name	Description	Amount
10898	09/08/22	Wai, Mark Carlo	Reimbursement	49.37- V
12067	09/08/22	911 Supply Inc.	Uniforms	217.06
12068	09/08/22	CANON FINANCIAL SERVICES, INC.	COPIER-PW	99.30
12069	09/08/22	Caselle Inc	Contracted Support	2,099.00
12070	09/08/22	Civil West Engineering Services Inc	Engineering Services	7,703.50
12071	09/08/22	Code Publishing Co.	Annual Web Fees	480.00
12072	09/08/22	Coukoulis, Lori	Municipal Court Judicial Services	500.00
12073	09/08/22	DATAVISION	Phone/Internet	808.86
12074	09/08/22	Dryden Electric, Inc.	Electrical Work	1,299.45
12075	09/08/22	GW Hardware Center	Supplies	36.41
12076	09/08/22	HEDDEN, JULIE	Reimbursment	50.00
12077	09/08/22	Holliman, Steve	Reimbursement	185.00
12078	09/08/22	Marion County Dept of Public Works	Disposal	22.00
12079	09/08/22	Multiverse Interpreting, Inc	INTERPRETING SERVICE	190.00
12080	09/08/22	Net Assets Corporation	Lien Search	108.00
12081	09/15/22	Olinger, Melinda	Reiimbursement	.00 V
12082	09/08/22	One Call Concepts, Inc.	REGULAR TICKETS	51.60
12083	09/08/22	Pacific Office Automation	Copies	95.00
12084	09/08/22	Pamplin Media Group	Public Notice	127.75
12085	09/08/22	PGE- Portland General Electric	Utilities	8,336.59
12086	09/08/22	Profectus, INC.	Janitorial Services	530.74
12087	09/08/22	Republic Services	Garbage Service	545.91
12088	09/08/22	TransUnion Risk	Background Check Service	75.00
12089	09/08/22	Verizon Wireless	Verizon	536.00
12090	09/08/22	Wai, Mark Carlo	Reimbursement	49.37
12091	09/08/22	Walmart-Capital One	Supplies	44.42
12092	09/08/22	Walter E. Nelson Co	Building Maint/Supplies	201.00
12093	09/08/22	Waste Connections	Mobile Shredding	48.26
12094	09/08/22	WEX Bank	FUEL	1,580.79
12095	09/08/22	Wire Works LLC	Equip Maint/Supplies	52.10
12096	09/08/22	Wolfe Consulting, LLC	Split	1,250.00
12097	09/15/22	Olinger, Melinda	Reiimbursement	1,631.40
12098	09/26/22	911 Supply Inc.	Uniforms	237.28
12099	09/26/22	Arbor Day Foundation	Annual Membership	15.00
12100	09/26/22	Beery Elsner & Hammond, LLP	Legal Services	2,704.37
12101	09/26/22	Cascade Columbia Distribution	SUPPLIES	1,391.60
12102	09/26/22	CIT	Water	216.47
12103	09/26/22	Civil West Engineering Services Inc	Engineering Services	17,341.81
12104	09/26/22	ELAN Corporate Payment Systems	Credit card payment	3,498.34
12105	09/26/22	Government Ethics Commission	State of OR Gvt Ethics Assessment	548.82
12106	09/26/22	Great Western Sweeping, Inc.	Street Sweep	2,260.80
12107	09/26/22	GW Hardware Center	Supplies	312.79
12108	09/26/22	Hillyer's Mid City Ford	Equip Maint & Supplies	80.61
12109	09/26/22	KIWANIS CLUB OF WOODBURN	MEMBERSHIP	150.00
12110	09/26/22	League Of Oregon Cities	Advertising	20.00
12111	09/26/22	Marion County Treasury Dept	Building Permits	5,197.87
12112	09/26/22	Mid-Willamette Valley	Land Use Services	3,472.55
12113	09/26/22	MISSION COMMUNICATIONS, LLC	MANHOLE MONITOR	233.40
12114	09/26/22	Molico Inc	Backflow Testing	425.00
12115	09/26/22	NW Natural Gas	Utilities 454934-1	91.00
12116	09/26/22	ODP Business Solution, LLC	Office Supplies	216.46
12117	09/26/22	Pacific Office Automation	Copies	127.35
12118	09/26/22	Pamplin Media Group	Public Notice	296.20
12119	09/26/22	PGE- Portland General Electric	Utilities	3,330.40
12120	09/26/22	Rash, Dave	Reimbursement	79.56
12121	09/26/22	State Of Oregon DAS	Oregon Cooperative Procurement Program (ORCPP)	500.00
12122	09/26/22	T.H. DeArmond & Son	Application of sludge	5,242.50
12123	09/26/22	Verizon Wireless	Verizon	229.71
12124	09/26/22	Zwald Transport Inc.	SLUDGE	4,368.75

Check Number	Check Issue Date	Name	Description	Amount
Grand Totals:				81,493.78

RESOLUTION NO. 742-2022

A RESOLUTION AMENDING RESOLUTIONS 665-2019, 682-2019, 688-2020, 702-2020, 721-2021, 731-2022 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 11th day of October 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

Vehicle Towing

502.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

502.2 RESPONSIBILITIES

The responsibilities of those officers impounding a vehicle are as follows.

502.2.1 VEHICLE IMPOUND REQUIREMENTS

Officers may tow vehicles as a result of the following circumstances:

- (a) Abandoned vehicles.
- (b) Vehicles left standing in or partially blocking the roadway and constituting a hazard.
- (c) For safekeeping in the event the owner is arrested, cannot be located, or is incapable of caring for the vehicle.
- (d) As a recovered stolen vehicle.
- (e) A vehicle disabled in a collision.
- (f) As evidence pursuant to a criminal investigation

Officer may tow vehicles when the operator is cited for one of the following crimes/violations and a public safety or community caretaking risk would result if the vehicle were left at the scene (ORS 809.720);

- (a) Driving while suspended or revoked (ORS 811.175, 811.182).
- (b) Operating without driving privileges, or in violation of license restrictions (ORS 807.010).
- (c) Driving while under the influence of intoxicants (ORS 813.010).
- (d) Driving uninsured (ORS 806.010).

Vehicles may not be towed and/or impounded under the authority of ORS 809.720 under any of the following circumstances:

- (a) The vehicle is parked on private property on which the registered owner or operator is legally residing.
- (b) The registered owner is present in the vehicle at the time of the stop, or can arrive at the scene within a reasonable amount of time, and can lawfully remove the vehicle or allow a passenger to do so with a valid driver's license and proof of liability insurance.

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- (c) The vehicle is legally parked at a time and place where the likelihood of it being subject to theft and/or vandalism is remote and traffic or public safety is not affected. The registered owner, or someone able to show reasonable proof of ownership, must be present and make the request, absolving the City of any consequences for leaving the vehicle unattended.

502.2.2 VEHICLES CONSTITUTING A HAZARD OR OBSTRUCTION

Officers may take custody of and tow a vehicle that is disabled, abandoned, parked or left standing unattended when it creates a hazard or obstruction. Hazards and obstructions may include vehicles that are (ORS 819.120):

- (a) Parked so that any part of the vehicle extends into the paved portion of the travel lane.
- (b) Parked so that any part of the vehicle extends into the highway shoulder or bicycle lane of any freeway ORS 819.120 (2)(b).

Officers should use sound judgment in balancing the need to correct a hazardous situation with the potential hardship to a vehicle owner/operator before towing such a vehicle.

Officers impounding a vehicle shall complete a vehicle impound report. A copy is to be given to the tow truck operator and the original is to be submitted along with the incident report to the Records Section as soon as practicable after the vehicle is stored.

Dispatch Center shall promptly enter pertinent data from the completed vehicle impound report into the state's Law Enforcement Data Systems (LEDS).

Once a vehicle impound report is approved and forwarded to the Records Section, it shall be placed into the auto-file at the front desk to be immediately available for release or for information should inquiries be made.

502.2.3 REMOVAL OF VEHICLE DISABLED IN A TRAFFIC COLLISION

When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer shall have the driver select a towing company, if possible, and shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested, a company will be selected from the no preference towing company list in METCOM.

If the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer shall request the dispatcher to call a no preference towing company. The officer will then have the vehicle towed to the tow company's storage lot for safekeeping, and complete a Vehicle Impound form.

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502.2.4 DRIVING A NON-CITY VEHICLE

Vehicles which have been towed by or at the direction of the Police Department should not be driven by police personnel unless it is necessary to move the vehicle a short distance to eliminate a hazard, to prevent the obstruction of a fire hydrant, or to comply with posted signs.

502.2.5 DISPATCHER'S RESPONSIBILITIES

Upon receiving a request for towing, the dispatcher shall promptly telephone the specified authorized towing service. The officer shall be advised when the request has been made and the towing service has been dispatched.

If the request is for no preference towing, the dispatcher shall call the firm whose name appears next on the No Preference Towing Service log and shall make appropriate entries on that form to ensure that the next firm is called on the next request.

502.3 POLICY

The Hubbard Police Department will tow vehicles when appropriate and in accordance with the law.

502.4 NOTICE PRIOR TO TOW

When circumstances permit, (e.g., when towing a vehicle for parking or registration violations and the vehicle does not constitute a hazard), the Records Section should make a good-faith effort to provide notice that is reasonably calculated to apprise the owner of the vehicle that it is subject to towing and impoundment.

502.5 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through METCOM to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member when the vehicle is (ORS 819.120):

- (a) Parked so that any part of the vehicle extends into the paved portion of the travel lane.
- (b) Parked so that any part of the vehicle extends into the highway shoulder or bicycle lane of any freeway.

Vehicles that are not the property of the City should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant, or comply with posted signs.

502.6 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or, when

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appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard or the vehicle would be in jeopardy of theft or damage if left at the scene.

Officers are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, a vehicle should not be towed if reasonable alternatives exist. When considering whether to leave a vehicle at the scene, officers should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where a vehicle should not be towed (ORS 809.720):

- The vehicle can be legally parked, left in a reasonably secure and safe location, and is not needed as evidence.
- The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
- The arrestee or owner of the vehicle requests that it be released to a person who is present, willing, and able to legally take control of the vehicle.
- The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requester should be informed that the Department will not be responsible for theft or damages.

502.7 VEHICLES RELATED TO CRIMINAL INVESTIGATIONS

Officers should tow vehicles that are needed for the furtherance of an investigation or prosecution of a case, or that are otherwise appropriate for seizure as evidence (ORS 133.535).

Officers should make reasonable efforts to return a recovered stolen vehicle to its owner rather than have it towed, as long as the vehicle is not needed for evidence.

502.7.1 STATE REQUIREMENTS

The impounding officer should take reasonable steps to protect against loss or damage to impounded vehicles and any contents that may have been taken as evidence (ORS 133.537).

If a recovered stolen vehicle is towed, the officer shall share the owner's contact information, including the person's home address and telephone number, with the towing service that assumes control of the vehicle (ORS 98.857).

502.8 RECORDS

Records Section members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

502.8.1 VEHICLE STORAGE REPORT

Department members towing a vehicle shall complete a vehicle tow report. The report should be submitted to the [recordsBureau] as soon as practicable after the vehicle is towed.

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502.8.2 NOTICE AFTER TOW

Within 48 hours, excluding weekends and holidays, of a vehicle being towed, it shall be the responsibility of the [recordsBureau] to send a notice of tow to all registered owners and others having a recorded interest in the vehicle. Notice shall be sent to all such individuals by certified mail. The notice shall include (ORS 819.180):

- (a) That the vehicle has been taken into custody and towed; the identity of the appropriate towing authority; and the statute, ordinance, or rule under which the vehicle has been taken into custody and towed.
- (b) The location of the vehicle, or the telephone number and address of the authority that will provide that information.
- (c) That the vehicle is subject to towing and storage charges, the amount of charges that have accrued to the date of the notice, and the daily storage charges.
- (d) That the vehicle and its contents are subject to a lien for payment of the towing and storage charges, and that the vehicle and its contents will be sold to cover the charges if the charges are not paid by a date specified by the appropriate authority.
- (e) That the owner, possessor, or person having an interest in the vehicle and its contents is entitled to a prompt hearing to contest the validity of taking the vehicle into custody and towing it, and to contest the reasonableness of the charges for towing and storage if a hearing is requested in a timely manner.
- (f) The time within which a hearing must be requested and the method for requesting a hearing.
- (g) That the vehicle and its contents may be immediately reclaimed by presentation to the appropriate authority of satisfactory proof of ownership or right to possession, and either payment of the towing and storage charges or the deposit of cash security or a bond equal to the charges with the appropriate authority.

502.9 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Department. A rotation or other system established by the Department for tow services should be followed.

502.10 VEHICLE INVENTORIES

The contents of all vehicles towed at the request of department members shall be inventoried and listed on the inventory report. When reasonably practicable, photographs may be taken to assist in the inventory.

- (a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle, including but not limited to the glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats, and under the seats.
- (b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be

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conducted in any other type of unlocked compartments that are a part of the vehicle, including but not limited to unlocked glove compartments, unlocked vehicle trunks, and unlocked car-top containers.

- (c) Any locked compartments, including but not limited to locked glove compartments, locked vehicle trunks, locked hatchbacks, and locked car-top containers, should be inventoried, provided the keys are available and are to be released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.
- (d) Closed containers located either within the vehicle or any of the vehicle's compartments will not be opened for inventory purposes except for the following: wallets, purses, coin purses, fanny packs, personal organizers, briefcases, or other closed containers designed for carrying money, small valuables, or hazardous materials.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report. If the occupant acknowledges that any closed container contains valuables or a hazardous material, the container shall be opened and inventoried. When practicable and appropriate, such items should be removed from the vehicle and given to the owner or booked into property for safekeeping.

Any cash, jewelry, or other small valuables located during the inventory process will be held for safekeeping, in accordance with the Property and Evidence Policy. A copy of the property receipt should be given to the person in control of the vehicle or, if that person is not present, left in the vehicle.

A copy of the vehicle inventory will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members, and protecting the Department against fraudulent claims of lost, stolen, or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

502.10.1 OPPORTUNITY TO REMOVE PROPERTY

In the event that the owner, operator, or occupant of a vehicle to be impounded is present at the scene and not subject to arrest, the officer shall provide notice and opportunity to that person to take readily retrievable personal belongings (e.g., purse, backpack, cigarette pack) from the vehicle that are not considered evidence or contraband.

502.11 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft, or damage, the department member conducting the search shall take

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such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator, or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or the owner's agent to request a hearing to contest the tow.

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 INTERVIEWS OF CHILD WITNESSES

A member who interviews a child witness should notify the child's parent or guardian prior to the interview, unless the child's safety would be compromised. For purposes of this subsection, a child witness is an unmarried person who is under the age of 18 and who is not the victim of, suspect in, or related to the suspect in a child welfare, criminal, or delinquency investigation (2021 Oregon Laws, c.335).

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 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.

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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.
- (c) When practicable, the employee presenting the photographs to a witness should not know which photograph depicts the suspect.

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- (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:

- (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.

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- (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.

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).

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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.

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).

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

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 trained 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, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
1. ~~Selected~~ As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.

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Wellness Program

2. When practicable, the Department should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.
- (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).
- (f) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
 1. Obtaining a written description of the program services.
 2. Providing for the methods to obtain program services.
 3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
 4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
 5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.

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:

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Wellness Program

- 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 prevention](#).
 3. [How to access support resources](#).
- (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.

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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 to following:

- (a) Voluntary participation by members
- (b) Allowable physical fitness activities:
- (c) Permitted times and locations for physical fitness activities:
- (d) Acceptable use of department-provided physical fitness facilities and equipment: ~~Making physical wellness information and~~
- (e) Individual health screening and fitness assessment
- (f) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) ~~available to members: and goal-setting~~
- (g) Standards for physical fitness incentive programs. The coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (h) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress):
- (i) Ongoing support and evaluation

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.

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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~~ prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance ~~abuse~~ disorder 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.

Hubbard Police Department

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Wellness Program

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:

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- 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.

October 4, 2022

TO: CITY COUNCIL

FROM: VICKIE NOGLE, DIRECTOR OF ADMINISTRATION/CITY RECORDER

RE: 1.37% COLA FOR NON-REPRESENTED EMPLOYEES' RETRO - JULY 2021

At the August 9, 2022, City Council meeting I was asked to provide a cost estimate for the 1.37% increase if it was to be given to the 9 non-represented employees. Based on Gross Salary, retro July 2021- June 2022 it would be approximately \$9,168.36.

For information purposes, upon ratification of the Union Contract for the 4 represented employees they were paid retro July 2021 – June 2022 in the amount of \$9,505.

There are two exhibits prepared should the City Council agree to provide the non-represented employees the 1.37% increase. The red lined out number is the original adopted number during that period. The black amount is what it would have been if a 3% COLA was provided from the dates indicated on the exhibit(s).

Should the City Council agree to provide the non-represented employees the 1.37% retro July 2021, I recommend City Council adopt a Resolution numbered 743-2022, entitled "A resolution for Compensation Ranges for represented employees and amending non-represented employees, and repealing Resolution No. 740-2022," with the Non-Represented Employees Exhibit "A" as presented, and authorize the Mayor to sign,

Please let me know if you have any questions.

EXHIBIT "A"

CITY OF HUBBARD - SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

(Effective July 1, 2021 through June 30, 2022)

3.00% COLA (1.63% + 1.37%=3%)

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
<u>Administration Department</u>						
Director of Administration/City Recorder	5,276	5,487	5,705	5,934	6,172	6,418
	5,206	5,414	5,629	5,855	6,090	6,333
Finance Director	5,276	5,487	5,705	5,934	6,172	6,418
	5,206	5,414	5,629	5,855	6,090	6,333
Administrative Assistant/Court Clerk	3,431	3,567	3,710	3,859	4,013	4,174
	3,385	3,520	3,661	3,808	3,959	4,118
<u>Public Works Department</u>						
Public Works Superintendent	5,820	6,053	6,293	6,546	6,809	7,080
	5,743	5,972	6,209	6,458	6,718	6,985
Public Works Administrative Manager	4,381	4,556	4,738	4,928	5,126	5,330
	4,323	4,496	4,675	4,862	5,057	5,259
Utility Worker II	4,004	4,165	4,330	4,504	4,684	4,872
	3,951	4,109	4,273	4,444	4,622	4,807
Utility Worker I (July 1, 2021- April 30, 2022)	3,124	3,250	3,380	3,514	3,654	3,802
	3,083	3,207	3,335	3,467	3,606	3,752
Utility Worker I (May 1, 2022 - June 30, 2022)	3,299	3,431	3,568	3,710	3,858	4,015
Public Works Office Assistant / Part-Time \$16.12 - \$19.52						
Utility Worker I / Part-Time \$12.75 - \$17.25 hr.						
(May 1, 2022 - June 30, 2022 - Minimum Wage (\$13.50-\$18.00 hr.))						
Temporary Summer Helper Minimum Wage (\$12.75 - \$13.50 hr.)						
(May 1, 2022 - June 30, 2022 - Minimum Wage (\$13.50-\$14.25 hr.))						

EXHIBIT "A"

CITY OF HUBBARD - SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

(Effective July 1, 2021 through June 30, 2022)

3.00% COLA (1.63% + 1.37%=3%)

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
<u>Police Department</u>						
Chief of Police	6,645	6,909	7,183	7,472	7,771	8,081
	6,556	6,817	7,087	7,373	7,668	7,973
Sergeant	5,058	5,260	5,471	5,690	5,917	6,153
	4,991	5,190	5,399	5,615	5,838	6,071
Administrative Assistant to Chief of Police	3,431	3,567	3,710	3,859	4,013	4,174
	3,385	3,520	3,661	3,808	3,959	4,118
Temporary Police Reserves	0					

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, 2022)**

4.63% COLA effective July 1, 2022

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
Administration Department						
Director of Administration/City Recorder	5,521	5,741	5,969	6,209	6,458	6,715
	5,447	5,665	5,890	6,126	6,372	6,626
Finance Director	5,521	5,741	5,969	6,209	6,458	6,715
	5,447	5,665	5,890	6,126	6,372	6,626
Administrative Assistant/Court Clerk	3,589	3,732	3,882	4,038	4,199	4,367
	3,542	3,863	3,830	3,984	4,143	4,309
Administrative Support Assistant / Part-Time \$16.12 - \$19.52						
Public Works Department						
Public Works Superintendent	6,090	6,333	6,585	6,849	7,124	7,407
	6,009	6,249	6,497	6,758	7,029	7,309
Public Works Administrative Manager	4,584	4,767	4,958	5,156	5,363	5,577
	4,523	4,704	4,892	5,087	5,292	5,503
Utility Worker II	4,190	4,358	4,531	4,712	4,901	5,097
	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, 2022)

4.63% COLA

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
<u>Police Department</u>						
Chief of Police	6,952	7,229	7,515	7,818	8,131	8,455
	6,860	7,133	7,415	7,714	8,023	8,342
Sergeant	5,292	5,503	5,725	5,954	6,191	6,438
	5,222	5,430	5,649	5,875	6,108	6,352
Administrative Assistant to Chief of Police	3,589	3,732	3,882	4,038	4,199	4,367
	3542	3683	3830	3984	4143	4309
Temporary Police Reserves	0					

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 .