

**MEETING NOTICE FOR THE
CITY OF HUBBARD**

TUESDAY

FEBRUARY 9, 2016

.....
COUNCILORS: YONALLY, WARNER, KENNEDY, WHEATCROFT, RUIZ
.....

The Hubbard City Council will meet at 3720 2nd Street, Hubbard, Oregon for a Council meeting and Executive Session. The Executive Session will be closed to members of the public. Members of the press may attend. Pursuant to ORS 192.660(4) Council specifically request that members of the media and other attendees shall not disclose matters discussed in the Executive Session.

At the conclusion of the (closed) Executive Session, Council will reconvene the (open) Public meeting.

Council will not make a final decision or take final action on any matter during the Executive Session as required by ORS 192.660(6).

The City will, upon request, endeavor to arrange for the following services to be provided. Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible.

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters; and
- Assisting listening devices for persons with impaired hearing.

Additional agenda items may be accepted until 4:00 p.m. on the Monday the week prior to the meeting. Please contact the Director of Administration/City Recorder Vickie Nogle, MMC, at 503-981-9633 or vnogle@cityofhubbard.org.

ATTACHED AGENDA

Posted 2/3/2016
4:00 p.m.

Vickie L. Nogle, MMC
Director of Administration/Recorder

**HUBBARD CITY COUNCIL
MEETING AGENDA
FEBRUARY 9, 2016 – 6:30 PM
LOCATION: CITY HALL
3720 2ND STREET**

Executive Session 6:30 p.m.

1) CALL TO ORDER.

A) Flag Salute.

2) EXECUTIVE SESSION.

A) Council recess Public (open) meeting and convene Executive (closed) session to conduct deliberations with persons designated by the governing body to carry on labor negotiations ORS 192.660(2)(d). Pursuant to ORS 192.660(4) Council specifically request that members of the media and other attendees not disclose matters discussed in Executive Session.

B) Council close Executive (closed) session and reconvene Public (open) meeting.

Regular Session approx. 7:00 p.m.

3) AWARD PRESENTATION.

4) DISCUSSION REGARDING DRAFT ORDINANCE TO ALLOW BEEKEEPING.

5) COMMUNITY REPORTS.

A) Hubbard Parks Improvement Committee.

6) APPEARANCE OF INTERESTED CITIZENS.

(This additional time is provided by the Council for questions or statements by persons in the audience on ANY item of city business, except those items which appear on this agenda or refer to zone changes or land use requests. Comments may be limited at the Mayor's discretion.)

7) MAYOR'S PRESENTATIONS, AND/OR COUNCIL'S PRESENTATIONS.

8) STAFF REPORTS.

A) **Public Works Department**—Public Works Superintendent Jaime Estrada.

B) **Administrative Department**—Dirctr of Admin/Recorder Vickie Nogle; Sr. Acntng Spclst Kari Kurtz.

C) **Police Department**—Police Chief Dryden.

9) CONSENT AGENDA.

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

A) Approval of January 12, 2016, City Council minutes.

B) Approval to revise December 8, 2015, minutes showing Barbara Ruiz as Excused Absence.

C) Approval of the Collective Bargaining Agreement between the City of Hubbard and the Fraternal Order of Police Lodge 7 2015-2018.

D) Resolution No. 601-2016. A Resolution to repeal Resolution No. 176-93 a contractual service agreement with Officer Alive, Law Enforcement Chaplaincy.

10) APPROVAL OF THE JANUARY 2016 CHECK REGISTER REPORT.

11) OTHER CITY BUSINESS.

12) ADJOURNMENT. (Next City Council meeting March 8, 2016, at 7:00 p.m.)

ORDINANCE DRAFT-2016

AN ORDINANCE AMENDING HUBBARD MUNICIPAL CODE SECTIONS 6.05.020, DEFINITIONS; 6.05.150, EXOTIC ANIMALS PROHIBITED; AND ADDING SECTION 6.05.185, KEEPING BEES.

Findings

A. The City Council of the City of Hubbard find it necessary to amend the sections in Chapter 6.05 of the Hubbard Municipal Code to allow the keeping of bees.

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

Section 6.05.020 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) “Animal” means any of the lower animals as distinguished from and not including man, belonging to the animal kingdom of the living beings, typically differing from plants, and including mammals, fowl, reptiles, and fish.
- (2) **Appliances. Any implement or device used in the manipulating of Honeybees or their brood or colony**
- (3) **Beekeeping (apiculture). The maintenance of honeybee colonies, commonly in hives.**
- (4) **Colony. A group of honeybees.**
- (5) ~~(2)~~ “Dangerous animal” means any animal generally thought of as “wild” and capable of inflicting injury (such as cougars and boa constrictors – whether owned as pets or not) and including animals which are not dangerous under normal conditions but could become so under abnormal conditions (for example, a rabid dog or unconfined bull).
- (6) **Disease. Pests, disease or any condition affecting bees or their brood.**
- (7) ~~(3)~~ “Domestic animal” means any animal raised for food, profit or other practical use, including but not limited to farm animals, livestock, poultry, rabbits, and bees.
- (8) **Flyway barrier. A barrier which directs the bees quickly into the sky.**
- (9) **Hive. Any receptacle or container made or prepared for use of honeybees, or box or similar container taken possession of by honeybees.**
- (10) **Honeybee. Honey-producing insects of the genus Apis and includes the adults, eggs, larvae, pupae or other immature states thereof, together with such material as are deposited into hives by their adults, except honey and beeswax in rendered form**

(11) (4) “Keeper” means any person, firm, or association having the custody of or authority to control the animal.

(12) (5) “Livestock” means horses, mules, jackasses, burros, cattle, sheep, goats, donkeys, swine, and animals bred commercially or otherwise.

(13) (6) “Owner” means owning, keeping, or harboring an animal.

(14) (7) “Owner of property” means any person who has legal or equitable interest in real property, or who has a possessory interest therein, or who resides on the property, or is a guest of any person who owns, rents, or leases said property.

(15) (8) “Poultry” means domestic fowl, such as chickens, turkeys, ducks, geese, or other fowl raised for meat or eggs.

(16) (9) “Running at large” means an animal which is off or outside the premises belonging to the owner, keeper, or person having control, custody, or possession of the animal, or not in the company of or under the control of its owner or keeper by means of an adequate leash, pen, cage, coop, vehicle, or other means of confinement or immediate supervision.

(17) (10) “Wild animal” means any animal which normally lives in a state of nature and is not ordinarily tame or domesticated and usually not amenable to human habitats.

(18) (11) “Domesticated rabbits” shall mean rabbits kept for personal use.

6.05.150 Exotic animals prohibited.

Subject to ORS 609.205, “exotic animal” as defined in ORS 609.305, no person shall keep or maintain one or more exotic, wild or dangerous animals. ~~to include bees kept in a collection of hives or colonies.~~ The keeping or maintenance of an exotic, wild or dangerous animal is a public nuisance and shall be abated in conformity with the requirements of this chapter.

6.05.185 Keeping Bees.

Honey bees may be kept in the city consistent with the following standards:

(1) Honeybee colonies shall only be kept on a lot or parcel that has a single-family detached dwelling in which the beekeeper resides.

(2) The number of colonies shall not exceed one on any lot with a minimum area of 5,000 square feet, up to two colonies on any lot with a minimum area of 7,000 square feet, and up to three colonies on any lot 10,000, square feet or larger. **The number of hives per lot may be increased by two during the current beekeeping season when those additional hives are formed by the making of splits or the collection of swarms. Every February the hives shall be reduced to the original lot requirement.**

(3) All portions of the hives/colony enclosures shall be located in side and/or in rear yards.

(4) A flyway barrier at least six feet in height consisting of a solid wall, solid fencing material, dense vegetation or combination thereof that is parallel to the property line and extends 10 feet beyond the colony in each direction, unless the adjoining property is undeveloped for a minimum of 25 feet past the property line.

(5) Colonies shall be maintained in moveable-frame hives with adequate space and management techniques to prevent overcrowding.

(6) Beekeeper shall maintain an adequate supply of water for colonies located within 25 feet of each hive on the property where the Honeybees are located.

(7) Beekeeper will abide by any disease prevention directive issued by the State of Oregon Department of Agriculture.

~~(8) Hives must be positioned such that the opening is pointed into the beekeeping property and not toward any adjoining property.~~

(8) Beekeeping appliances shall be kept in a clean condition at all times by taking such action as deemed necessary to prevent any condition which may be dangerous or detrimental to the public Health, the health of the colony or constitute a nuisance.

(9) Bees kept on agriculture-use property that are properly registered with the State of Oregon are exempt from this code.

Section 6.05.190 Dead animals – Carcass removal.

No person may permit the carcass of any animal kept, possessed, or otherwise maintained under that person’s control to remain upon any public street or other public place or upon any private property over 24 hours. **Honeybees are exempt from this section.**

The foregoing ordinance was passed by the City Council and the City of Hubbard this **???** day of **???** 2016, by the following vote.

AYES: _____
NAYS: _____
ABSENT: _____

WHEREUPON, the Mayor declared the motion to be carried and the ordinance adopted.

Passed and approved by the City Council of the City of Hubbard this **???** day of **???** 2016.

Jim Yonally, Mayor

ATTEST:

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

APPROVED BY CITY ATTORNEY:

Beery Elsner and Hammond LLP

**Title 6
ANIMALS**

Chapters:

6.05 General Regulations

**Chapter 6.05
GENERAL REGULATIONS**

Sections:

- 6.05.010 Relationship to state laws.
- 6.05.020 Definitions.
- 6.05.030 Enforcement authority.
- 6.05.040 Complaint procedures.
- 6.05.050 Enforcement complaint.
- 6.05.060 Interference with animal control official.
- 6.05.070 Registration requirements.
- 6.05.080 Impoundment – Authority.
- 6.05.090 Impoundment – Notice.
- 6.05.100 Impoundment – Redemption by owner or keeper.
- 6.05.110 Sick or injured animals.
- 6.05.120 Offenses.
- 6.05.130 Dangerous animals.
- 6.05.140 Wild animals.
- 6.05.150 Exotic animals prohibited.
- 6.05.160 Disposition of habitual offenders.
- 6.05.170 Shelter requirements.
- 6.05.180 Keeping of livestock, certain chickens and/or domesticated rabbits within the city limits of the city of Hubbard.
- 6.05.190 Dead animals – Carcass removal.
- 6.05.200 Summary destruction of certain animals.
- 6.05.210 Violation – Penalty.

6.05.010 Relationship to state laws.

ORS Chapter 609, pertaining to animal control, exotic animals and dealers, and ORS 167.31 through 167.388, pertaining to offenses against animals shall apply in the city of Hubbard except where expressly superseded by this chapter. (Ord. 234-2000 § 2, 2000)

6.05.020 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) "Animal" means any of the lower animals as distinguished from and not including man, belonging to the animal kingdom of the living beings, typically differing from plants, and including mammals, fowl, reptiles, and fish.

(2) "Dangerous animal" means any animal generally thought of as "wild" and capable of inflicting injury (such as cougars and boa constrictors – whether owned as pets or not) and including animals which are not dangerous under normal conditions but could become so under abnormal conditions (for example, a rabid dog or unconfined bull).

(3) "Domestic animal" means any animal raised for food, profit or other practical use, including but not limited to farm animals, livestock, poultry, rabbits, and bees.

(4) "Keeper" means any person, firm, or association having the custody of or authority to control the animal.

(5) "Livestock" means horses, mules, jackasses, burros, cattle, sheep, goats, donkeys, swine, and animals bred commercially or otherwise.

(6) "Owner" means owning, keeping, or harboring an animal.

(7) "Owner of property" means any person who has legal or equitable interest in real property, or who has a possessory interest therein, or who resides on the property, or is a guest of any person who owns, rents, or leases said property.

(8) "Poultry" means domestic fowl, such as chickens, turkeys, ducks, geese, or other fowl raised for meat or eggs.

(9) "Running at large" means an animal which is off or outside the premises belonging to the owner, keeper, or person having control, custody, or possession of the animal, or not in the company of or under the control of its owner or keeper by means of an adequate leash, pen, cage, coop, vehicle, or other means of confinement or immediate supervision.

(10) "Wild animal" means any animal which normally lives in a state of nature and is not ordinarily tame or domesticated and usually not amenable to human habitats.

(11) "Domesticated rabbits" shall mean rabbits kept for personal use. (Ord. 313-2010; Ord. 234-2000 § 3, 2000)

6.05.030 Enforcement authority.

The chief of police or any other police officer or any other person designated or appointed by the chief of police. For the purposes of this chapter, those officers or persons are referred to as the "animal control official." (Ord. 234-2000 § 4, 2000)

6.05.040 Complaint procedures.

(1) Filing a Complaint.

(a) Any person who has cause to believe any animal regulated by this chapter is being maintained as a public nuisance may complain, either orally or in writing, to a city police officer or a Marion County animal control officer. The complaint shall be considered sufficient cause for the officer to investigate the matter and determine if the owner or keeper of the animal is in violation of a provision of this chapter. The city police officer may use discretion in referring the matter to a county animal control officer for prosecution.

(b) Should the city or the appropriate officer find cause to request dismissal of the charge, such motion shall be made on the city's requisite form.

(2) Subpoena. Issuance and service of a subpoena to require a person's attendance in court or the production of documents or tangible things and to permit inspection thereof shall be made as provided in Rule 55, Oregon Rules of Civil Procedure (ORCP), except that:

(a) A subpoena may be issued by the municipal judge or by an attorney of record of the party on whose behalf the witness is required to appear;

(b) Service shall be made as provided in ORCP 55-D; and

(c) Witness fees shall be payable in accordance with ORS 44.415(2).

(3) Jurisdiction. The municipal court of the city of Hubbard has exclusive jurisdiction over violations of any of the provisions of this chapter within the corporate limits of the city. (Ord. 234-2000 § 5, 2000)

6.05.050 Enforcement complaint.

(1) Any person authorized to enforce the provisions of this chapter may issue an enforcement complaint to any person found in violation of the provisions of this chapter.

(2) The issuing official shall cause the enforcement complaint to be delivered to the person alleged to have violated the provisions of this chapter. (Ord. 234-2000 § 6, 2000)

6.05.060 Interference with animal control official.

(1) It is unlawful for any person to interfere in anyway with an animal control official engaged in enforcing, seizing, impounding, or lawfully disposing of any animal under the authority of this chapter.

(2) It is unlawful to release any animal from the custody of the animal control official after such animal has been seized or impounded under the authority of this chapter. (Ord. 234-2000 § 7, 2000)

6.05.070 Registration requirements.

(1) Every person owning or keeping an animal requiring registration or a license as may be defined by federal, state, county, or municipal law or regulation shall register or license such animal in accordance with the specific regulation or law requiring the registration or license.

(2) Registration tags, when required, shall be attached to the animal when such animal is not in the immediate possession or direct supervision of the owner or keeper. (Ord. 234-2000 § 8, 2000)

6.05.080 Impoundment – Authority.

(1) Any animal control official is authorized to impound any animal found in violation of any of the provisions of this chapter.

(2) Any animal which bites a person or another animal or which has caused injury to any person or another animal may be summarily seized by any person and, if seized, shall be promptly delivered to the animal control official.

(3) Any animal control official may house an animal impounded under the provisions of this chapter at a kennel, veterinary clinic, or other animal shelter. (Ord. 234-2000 § 9, 2000)

6.05.090 Impoundment – Notice.

(1) Whenever an animal is impounded pursuant to the provisions of this chapter, if the owner or custodian of the animal is known to the city police and the animal has not been accused of biting a person, the police shall make reasonable attempts to deliver the animal to its owner.

(2) In case the owner or custodian of the animal is not known to the city police, the animal shall be delivered forthwith to a Marion County animal control officer or directly to a suitable animal shelter. (Ord. 234-2000 § 10, 2000)

6.05.100 Impoundment – Redemption by owner or keeper.

(1) Fees for redemption of the animal by its owner shall be due and payable to the county in accordance with county regulations.

(2) The city of Hubbard retains the right to collect from the animal's owner, or keeper, reimbursement of any actual costs incurred by the city of Hubbard for interim care of the animal while in the temporary custody of the city. A statement of expenses shall be mailed to the owner or presented in person and a copy shall be forwarded to the county office of animal control within 48 hours of the animal's transfer to the county's custody. In addition to any fees payable to the county, costs owed to the city must be paid to the city prior to redemption of the animal.

(3) The owner, or keeper, shall pay for any boarding, care or medical expenses incurred in accordance with HMC 6.05.110. (Ord. 234-2000 § 11, 2000)

6.05.110 Sick or injured animals.

(1) No person shall permit any animal or bird owned or controlled by that person to be at large within the city if such animal or bird is afflicted with a communicable disease.

(2) Any animal control official who has found or lawfully seized or impounded an animal under the provisions of this chapter and determines that the animal is in apparent need of immediate medical attention due to illness or injury, may authorize the necessary medical attention and/or have the animal destroyed. (Ord. 234-2000 § 12, 2000)

6.05.120 Offenses.

(1) No dog, livestock, domesticated rabbit, or poultry shall run at large within the city limits upon any public street or other public place or trespass upon private property not owned or controlled by the owner or keeper of such animal. Animals at large may be taken into custody by the city and disposed of in accordance with the procedures provided by ORS Chapter 609.

(2) No domestic or wild animal shall:

(a) Make excessive or unreasonable noise in such a manner as to disturb or annoy any person or deprive any person of peace and quiet, other than the owner or keeper of such animal;

(b) Cause injury to a person, animal, or property, or show a propensity to cause injury to persons, animals, or property;

(c) Chase persons or vehicles;

(d) Injure or kill an animal belonging to a person other than the owner or keeper of such animal;

(e) Chase, injure, or kill any animal raised or kept for use or profit;

(f) Damage property belonging to a person other than the animal's owner or keeper.

(3) No person who keeps, possesses, or otherwise maintains any animal shall allow the accumulation of raw or untreated animal manure which creates an offensive odor to occur upon any property, whether public or private.

(4) No person shall:

(a) Subject any animal to mistreatment;

(b) Kill any animal under the custody or control of another without legal privilege.

(5) The owner, keeper, or person in charge of an animal found to have committed an offense is punishable in accordance with HMC 6.05.210. (Ord. 313-2010; Ord. 234-2000 § 13, 2000)

6.05.130 Dangerous animals.

(1) No person shall keep, possess, or otherwise maintain under their control any dangerous, ferocious, or biting animal.

(2) "Dangerous, ferocious, or biting animal" includes any such animal which, with a lack of provocation, is likely to injure, attack, or otherwise threaten the lawful presence of any person or animal.

(3) In addition to any fines or other penalties provided in this chapter, the council may order such disposition of any dangerous, ferocious, or biting animal as it considers necessary for the safety or health of the public. (Ord. 234-2000 § 14, 2000)

6.05.140 Wild animals.

(1) No person shall keep or possess or otherwise maintain any wild animal within the city limits, except for purposes of public display.

(2) "Public display" means keeping in a public place approved by the council for the sole purpose of exhibiting wild animals held in captivity and open to the general public during reasonable hours.

(3) No wild animal shall be allowed to run at large or to run at large upon the property of the person authorized to keep, possess, or otherwise control such animal. A violation of any section of this chapter constitutes a Class I civil infraction and shall be handled according to the procedures established by ordinance relating to civil infractions. (Ord. 234-2000 § 15, 2000)

6.05.150 Exotic animals prohibited.

Subject to ORS 609.205, "exotic animal" as defined in ORS 609.305, no person shall keep or maintain one or more exotic, wild or dangerous animals, to include bees kept in a collection of hives or colonies. The keeping or maintenance of an exotic, wild or dangerous animal is a public nuisance and shall be abated in conformity with the requirements of this chapter. (Ord. 234-2000 § 16, 2000)

6.05.160 Disposition of habitual offenders.

In addition to any fines or other penalties provided herein, the council may order such disposition of the animal as it considers necessary for the safety or health of the public. (Ord. 234-2000 § 17, 2000)

6.05.170 Shelter requirements.

(1) The owner or keeper of any animal shall provide adequate shelter for such animal. Adequate shelter means that which provides protection from the meteorological elements.

(2) The council may prohibit the housing or keeping of any animal within the city limits when such housing or keeping may impair the public health, welfare, safety, or create a nuisance.

The council may direct the animal control official to deliver a written notice to the owner or keeper of such animal, directing the owner or keeper to remove the animal within seven days from the service of such notice. (Ord. 234-2000 § 18, 2000)

6.05.180 Keeping of livestock, certain chickens and/or domesticated rabbits within the city limits of the city of Hubbard.

(1) No person owning, possessing, or having control of livestock, shall keep such animals unless they are contained in a secure fenced area on a lot having an area of at least 32,670 square feet (0.75 acre) per animal.

(2) Up to four female chickens or domesticated rabbits, or any combination thereof, may be kept on any lot with a minimum area of 5,000 square feet, up to five of such animals on any lot with a minimum area of 7,000 square feet, up to six of such animals on any lot with a minimum area of 10,000 square feet, or up to eight of such animals on any lot over 10,000 square feet. Waste from such animals shall not be allowed to accumulate. Chicken and rabbit food shall be stored in rodent-proof containers at all times.

(3) Male chickens (roosters) and any other poultry shall not be owned, possessed or maintained within the city limits of the city of Hubbard.

(4) Pens, hutches, fencing or other containment shall be maintained to confine such animals to owner's property at all times.

(5) All structures that house livestock, female chickens and rabbits shall be subject to Building Code and Development Code requirements and shall be located at least 20 feet from all neighboring residences, at least five feet from any side property line and at least 10 feet from the rear property line and shall not be located in front of the primary residential structure.

(6) No livestock, poultry or rabbits shall be slaughtered on the subject property for commercial purposes.

(7) Nonconforming Use. For livestock being kept on parcels of less than 32,670 square feet (0.75 acres) per animal, this section shall not preclude any person from continuing to keep or replace livestock which were being kept within the city limits of the city of Hubbard on or before the adoption date of the ordinance codified in this chapter.

(8) Cessation of Use. For parcels of less than 32,670 square feet (0.75 acres), if a nonconforming use for keeping of the livestock is discontinued for a period of 90 days or more, or if the property comes under different ownership, the keeping of livestock shall cease and may not be resumed. (Ord. 313-2010; Ord. 292-2006 § 1; Ord. 234-2000 § 19, 2000)

6.05.190 Dead animals – Carcass removal.

No person may permit the carcass of any animal kept, possessed, or otherwise maintained under that person's control to remain upon any public street or other public place or upon any private property for over 24 hours. (Ord. 234-2000 § 20, 2000)

6.05.200 Summary destruction of certain animals.

Any animal, whether domestic or wild, which presents an imminent threat of serious physical injury or death to any person or other animal, or which has caused injury or death to any person or other animal, and which, under the immediate circumstances, cannot be captured or impounded as provided in this chapter, may be summarily destroyed in as humane a manner as is practicable under the existing circumstances. (Ord. 234-2000 § 21, 2000)

6.05.210 Violation – Penalty.

A violation of any section of this chapter constitutes a Class I civil infraction and shall be handled according to the procedures established by ordinance relating to civil infractions. (Ord. 234-2000 § 22, 2000)

- MONTHLY REPORT -

DATE: February 9, 2016
TO: City Council
FROM: Public Works Department

ITEM #1 Due to recent concerns about the efficacy of the older plumbing in City Hall, Staff recently requested and received proposals to replace the older plumbing from the meter leading to and under City Hall. Staff has received 100% grant funding through the CIS Risk Management Program to replace the antiquated piping at City Hall. The total project cost is \$3,785.00. No City funds will be used for this project.

ITEM #2 The WWTP centrifuge has been repaired, shipped back and is ready to be put back in service. The cost for the repairs is \$12,800.00.

ITEM #3 Staff has completed our 5-year Total Maximum Daily Load Plan review, and it has been submitted to DEQ for their comments and approval.

ITEM #4 Juan Hernandez 5-Year Service Award: Juan is dedicated and works hard for the City. His commitment to our community goes above and beyond what I might expect to see from our utility workers. In particular, I have received compliments from our residents noting how nice the parks and restrooms look, which serves to highlight the quality of work Juan performs for the City.

PENDING Grant Applications:

1. Multimodal Transportation Program: OR99E: "D" Street to North City Limits Center Turn Lane and OR99E/"A" Street Intersection Crosswalk project – PENDING

<p>The Public Works Department completed 18 requests for locates for the month of January.</p>



DIRECTOR OF ADMINISTRATION/CITY RECORDER MONTHLY REPORT

To: CITY COUNCIL
From: VICKIE NOGLE, MMC
Date: FEBRUARY 2, 2016
RE: REPORT FOR FEBRUARY 9, 2016, CITY COUNCIL MEETING

ELECTIONS

The Mayor and two Council positions (Councilor Kennedy and Councilor Ruiz) will be open for the General Election held November 8, 2016. The Mayor shall be elected for a term of two years, and the two Councilors shall be elected for a term of four years. I will be providing more information and have packets available in April. You may obtain more information from the Secretary of State's Elections website at: <http://sos.oregon.gov/elections/Pages/default.aspx>.

PLANNING COMMISSION

The following applications are scheduled before the Planning Commission at the February 16, 2016, meeting starting at 6:30 p.m.

PUBLIC HEARINGS:

- Axis Design Group, 3080 J Street – To construct a 3,000 SF building to be used as a Motor vehicle sales showroom.
- Kevin Chappell, 2625 Pacific Highway 99E – To construct a 4,950 SF storage building for existing nursery business
- Legislative Amendment #2016-01/ Amendments to the Hubbard Development Code related to marijuana uses.

NEWSLETTER

Please submit your information to Lucy Astorga for the Newsletter no later than **February 11, 2016**. You can submit them in writing or e-mail her at lastoraga@cityofhubbard.org.

BUILDING PERMITS

1 building permit application has been submitted for January 2016.

BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #
1	10/19/2015	11/10/2015	555-15-007116-DWL	Chad E. Davis Construction	2241 Thomas Way	041W28DD12400
2						
3	10/19/2015	11/24/2015	555-15-007124-DWL	Chad E. Davis Construction	2156 Thomas Way	041W28DD11700
4						TOTAL PYMNT \$73,601.25
5	10/19/2015	11/24/2015	555-15-007123-DWL	Chad E. Davis Construction	3997 8th Street	041W28DD12000
6						TOTAL PYMNT \$73,601.25
7	10/19/2015	12/30/2015	555-15-007121-DWL	Chad E. Davis Construction	3983 8th Street	041W28DD12100
8						TOTAL PYMNT \$35,655.27
9	10/19/2015	11/10/2015	555-15-007109-DWL	Chad E. Davis Construction	3999 10th Street	041W28DD13000
10						TOTAL PYMNT \$53,891.45
11	10/19/2015	11/10/2015	555-15-007105-DWL	Chad E. Davis Construction	3975 10th Street	041W28DD13100
12						TOTAL PYMNT \$53,891.45
13	10/20/2015	12/30/2015	555-15-007112-STR	Mike Holleman	2690 Industrial Avenue	041W33DD00303
14						
15	12/17/2015			Claud Davis	2392 Thomas Court	
16	1/5/2016	1/19/2016	555-16-000071-DWL	CitiHomes Group	2477 G Street	041W33AC01100
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BUILDING PERMITS page 2

	Type of permit	Permit Amount	Receipt #	ROW	Receipt #	City Fee	SDC	Receipt #	EXCISE TAX	Valuation
1	SFR	\$ 1,295.28	49705	\$ 225.00	1000043	\$ 114.99	\$ 14,321.00	1000043	\$ 1,881.00	\$ 232,910.15
2	ADDITIONAL PAYMENT 11/19/15	\$ 17,620.92	1000043							
3	SFR	\$ 1,388.65	49703	\$ 225.00	1.000177	\$ 189.90	\$ 14,321.00	1.000177	\$ 1,935.00	\$ 241,615.31
4	ADDITIONAL PAYMENT 11/30/15	\$ 17,760.03	1.000177							
5	SFR	\$ 1,497.59	49703	\$ 225.00	1.000173	\$ 225.00	\$ 14,321.00	1.000173	\$ 2,178.00	\$ 269,985.89
6	ADDITIONAL PAYMENT 11/30/15	\$ 18,523.41	1.000173							
7	SFR	\$ 1,505.38	49703	\$ 225.00	1.000841	\$ 236.70	\$ 14,321.00	1.000841	\$ 2,142.00	\$ 272,581.22
8	ADDITIONAL PAYMENT 1/18/16	\$ 17,314.87	1.000841							
9	SFR	\$ 1,598.75	49703	\$ 225.00	3.000087	\$ 201.36	\$ 14,321.00	3.000087	\$ 2,645.00	\$ 330,977.49
10	ADDITIONAL PAYMENT 11/10/15	\$ 19,489.49	3.000087							
11	SFR	\$ 1,264.15	49703	\$ 225.00	3.0000.87	\$ 152.20	\$ 14,321.00	3.0000.87	\$ 1,682.00	\$ 213,417.85
12	ADDITIONAL PAYMENT 11/10/15	\$ 17,206.91	3.0000.87							
13	Cabinet Shop 8/18/2015	\$ 8,541.95	48605	\$ 225.00	49682	\$ 772.98	\$ 11,781.00	1.000452	\$ 3,388.80	\$ 916,332.53
14	ADDITIONAL PAYMENT 1/4/16	\$ 12,398.87	1.000452						#1.000866 1/19/16	
15	SFR									
16	SFR/Replacement of Manuf Home	\$ 1,692.13	1.000453	N/A	N/A	\$ 153.50	N/APre-Existing	N/APre-Existing	1112.14	\$ 214,739.27
17		\$ 2,420.01								
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FINANCE MONTHLY REPORT – FEB 2016

To: CITY COUNCIL
From: Kari Kurtz
Date: February 2, 2016
Re: February 9, 2016 Council Meeting

Finance Reports & Notes:

1. Included are the following reports for your review:
 - a. Accrual Leave Report
 - b. Revenue/Expense Compared to Budget

Consent Agenda Reports:

1. Check listing for the month of January is included in your packet

Comments/Questions:

If you have any questions/comments, please don't hesitate to e-mail me at kkurtz@cityofhubbard.org or call me at 503-981-9633

Report Criteria:

Employee.Name = {<>} "Coggins, John E"

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
Administration							
102	Astorga, Lucy T M	Vac	63.31	10.00	.00	73.31	1,554.34
		Sic	122.50	8.00	5.50	125.00	
		Hol	.00	10.00	.00	10.00	212.02
113	Kurtz, Kari J	Com	22.70	4.13	1.00	25.83	547.66
		Vac	.00	86.66	.00	86.66	2,398.82
		Sic	29.26	8.00	2.25	35.01	
117	Nogle, Vickie Lynne	Hol	.00	.00	.00	.00	.00
		Com	21.90	32.63	.00	54.53	1,509.43
		Vac	200.84	15.34	.50-	216.68	7,176.70
		Sic	475.00	8.00	.00	483.00	
		Hol	.00	.00	.00	.00	.00
		Com	37.49	7.88	25.75	19.62	649.84
Total Administration:			264.15	112.00	.50-	376.65	11,129.86
			626.76	24.00	7.75	643.01	
			.00	10.00	.00	10.00	212.02
			82.09	44.64	26.75	99.98	2,706.93

Police Department

101	Anderson, Chris	Vac	20.00	10.00	.00	30.00	747.88
		Sic	778.00	8.00	.00	786.00	
		Hol	75.00	10.00	.00	85.00	2,118.99
103	Bentley, Glen W	Com	33.82	6.00	10.00	29.82	743.39
		Vac	209.52	10.00	.00	219.52	5,472.48
		Sic	880.50	8.00	.00	888.50	
105	Dryden, David	K9	.00	10.00	.00	10.00	249.29
		Hol	60.00	10.00	.00	70.00	1,745.05
		Com	18.00	15.00	12.50	20.50	511.05
107	Gill, William W	Vac	197.34	27.34	.00	224.68	7,900.65
		Sic	524.00	8.00	11.00	521.00	
		Hol	.00	.00	.00	.00	.00
111	Huston, Christie Ann	Com	26.88	13.50	30.00	10.38	365.00
		Vac	225.05	16.68	.00	241.73	6,800.47
		Sic	682.00	8.00	.00	690.00	
116	Nelson, Grady	Hol	95.00	15.00	.00	110.00	3,094.58
		Com	33.38	10.50	.00	43.88	1,234.45
		Vac	45.69	10.00	.00	55.69	1,157.60
		Sic	628.75	8.00	.00	636.75	
		Hol	.00	.00	.00	.00	.00
		Com	11.50	.00	8.00	3.50	72.75
		Vac	115.80	10.00	.00	125.80	3,194.19
		Sic	51.00	8.00	.00	59.00	
		Hol	18.50	15.00	.00	33.50	850.60
			44.88	19.50	.00	64.38	1,634.67

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
Total Police Department:			813.40	84.02	.00	897.42	25,273.26
			3,544.25	48.00	11.00	3,581.25	
			.00	10.00	.00	10.00	249.29
			248.50	50.00	.00	298.50	7,809.22
			168.46	64.50	60.50	172.46	4,561.32
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Public Works							
106	Estrada, Jaime	Vac	239.62	29.34	.00	268.96	9,191.39
		Sic	2,328.90	8.00	1.00	2,335.90	
		Hol	.00	8.00	8.00	.00	.00
		Com	52.42	4.50	1.50	55.42	1,893.91
109	Hernandez, Juan M	Vac	233.78	10.00	.00	243.78	4,507.59
		Sic	265.50	8.00	40.00	233.50	
		Hol	16.00	8.00	16.00	8.00	147.92
		Com	32.03	.75	.00	32.78	606.12
112	Krebs, Michael R	Vac	239.97	18.68	.00	258.65	6,142.29
		Sic	1,082.00	8.00	.00	1,090.00	
		Hol	42.50	10.00	12.00	40.50	961.77
		Com	91.79	.00	27.00	64.79	1,538.60
118	Olinger, Melinda L	Vac	239.52	14.68	.00	254.20	5,495.30
		Sic	708.00	8.00	.00	716.00	
		Hol	15.00	.00	.00	15.00	324.27
		Com	79.13	.00	.00	79.13	1,710.63
Total Public Works:			952.89	72.70	.00	1,025.59	25,336.56
			4,384.40	32.00	41.00	4,375.40	
			.00	.00	.00	.00	.00
			73.50	26.00	36.00	63.50	1,433.97
			255.37	5.25	28.50	232.12	5,749.26
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Grand Totals:			2,030.44	268.72	.50	2,299.66	61,739.69
			8,555.41	104.00	59.75	8,599.66	
			.00	10.00	.00	10.00	249.29
			322.00	86.00	36.00	372.00	9,455.20
			505.92	114.39	115.75	504.56	13,017.51
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Report Criteria:

Employee.Name = {<-> "Coggins, John E"

General Ledger
Revenue Analysis
Jan-16

ACCOUNT NO.	DESCRIPTION	BUDGETED		PERIOD		YTD REVENUE	UNCOLLECTED		PERCENT RECEIVED
		REVENUE		REVENUE			BALANCE		
100	GENERAL FUND								
100-300-3111	Property Taxes	680,000.00		6,974.29		661,391.66	18,608.34	0.97	
100-300-3112	Delinq Prop Taxes	25,000.00		1,633.85		18,383.04	6,616.96	0.74	
100-300-3180	FF-Pref L D	-		129.18		129.18	(129.18)	-	
100-300-3181	FF-PGE	97,000.00		-		14,885.28	82,114.72	0.15	
100-300-3182	FF-Qwest	4,600.00		-		-	4,600.00	0.00	
100-300-3183	FF-NW Natural	20,000.00		-		8,224.62	11,775.38	0.41	
100-300-3184	FF-Cable TV	13,000.00		-		6,452.41	6,547.59	0.50	
100-300-3185	FF-Allied Waste	21,000.00		-		13,056.33	7,943.67	0.62	
100-300-3186	FF-Gervais Telepho	700.00		-		420.84	279.16	0.60	
100-300-3301	Revenue Sharing	15,000.00		-		7,901.31	7,098.69	0.53	
100-300-3302	CIG Tax	3,744.00		354.81		2,626.03	1,117.97	0.70	
100-300-3303	OLCC Tax	45,000.00		3,653.19		27,601.10	17,398.90	0.61	
100-300-3304	911 Tax	-		-		-	-	-	
100-300-3415	General Service Fe	130,000.00		21,799.35		89,636.64	40,363.36	0.69	
100-300-3601	Miscellaneous Revene	1,100.00		59.69		143.94	956.06	0.13	
100-300-3611	Interest Income	5,400.00		905.10		4,368.11	1,031.89	0.81	
100-301-3211	Business Registration	4,600.00		900.00		3,700.00	900.00	0.80	
100-301-3401	Lien Search	3,000.00		60.00		1,500.00	1,500.00	0.50	
100-301-3402	Business OLCC Fee	180.00		-		-	180.00	0.00	
100-301-3601	Miscellaneous Revene	-		-		-	-	-	
100-302-3341	Three Flag Grant	5,000.00		-		-	5,000.00	0.00	
100-302-3342	Oacp Grant Duil	5,000.00		-		-	5,000.00	0.00	
100-302-3346	BVP Reimb Grant	2,000.00		-		700.00	1,300.00	0.35	
100-302-3351	Ped. Enf. Grant	5,000.00		-		-	5,000.00	0.00	
100-302-3352	Feasibility Study	-		-		-	-	-	
100-302-3353	ODOT Speed Grant	5,000.00		-		-	5,000.00	0.00	
100-302-3401	Fingerprints	1,300.00		-		680.00	620.00	0.52	
100-302-3402	Vehicle Impound	17,000.00		450.00		9,000.00	8,000.00	0.53	
100-302-3403	Police Reports	800.00		60.00		480.00	320.00	0.60	
100-302-3404	Sale Of Surp Prop	1,200.00		-		-	1,200.00	0.00	
100-302-3406	Training PD	-		-		-	-	-	

General Ledger
Revenue Analysis
Jan-16

ACCOUNT NO.	DESCRIPTION	BUDGETED REVENUE	PERIOD REVENUE	YTD REVENUE	UNCOLLECTED BALANCE	PERCENT RECEIVED
100-302-3601	Miscellaneous Revenue	2,100.00	211.11	1,191.11	908.89	0.57
100-302-3641	Reserve Police Off	-	-	-	-	-
100-302-3642	Special Programs a	-	-	-	-	-
100-302-3643	K9 Program Revenue	450.00	90.00	298.65	151.35	0.66
100-302-3644	PD Training Rev	2,700.00	275.00	1,684.00	1,016.00	0.62
100-303-3401	Municipal Court	70,000.00	8,997.76	55,074.51	14,925.49	0.79
100-303-3402	Marion County Cour	23,000.00	3,061.64	11,810.49	11,189.51	0.51
100-303-3404	Collections	-	-	-	-	-
100-303-3405	Temp Offense Surch	450.00	-	225.00	225.00	0.50
100-303-3611	Collections Intere	2,100.00	-	2,233.07	(133.07)	1.06
100-305-3305	School Excise Reve	544.00	(2,842.68)	1,408.92	(864.92)	2.59
100-305-3401	Land Use Fees	26,000.00	3,189.47	24,447.26	1,552.74	0.94
100-305-3402	Building Permits	26,000.00	5,035.27	57,603.19	(31,603.19)	2.22
100-391-3910	Transfer In -Water	19,890.00	2,861.98	10,227.91	9,662.09	0.51
100-391-3912	Transfer In Sewer	20,877.00	3,304.60	10,048.67	10,828.33	0.48
100-391-3914	Transfer In- SDC A	8,472.00	-	-	8,472.00	0.00
100-391-3920	Trans In - OP OH	69,852.00	14,717.20	33,401.16	36,450.84	0.48
100-399-9999	Beginning Fund Balance	71,310.00	-	-	71,310.00	0.00
GF TOTALS		1,455,369.00	75,880.81	1,080,934.43	374,434.57	0.74
121 STREET FUND						
121-300-3190	Gas Tax	148,532.00	12,811.83	90,253.84	58,278.16	0.61
121-300-3407	Transportation Utility	75,636.00	12,918.87	51,866.76	23,769.24	0.69
121-300-3408	Row Permits	450.00	450.00	3,915.00	(3,465.00)	8.70
121-300-3554	Assessment Principal	-	-	-	-	-
121-300-3601	Miscellaneous Revenue	200.00	-	-	200.00	0.00
121-300-3611	Interest Income	280.00	71.53	327.29	(47.29)	1.17
121-399-9999	Beginning Fund Balance	85,008.00	-	-	85,008.00	0.00
STREETS TOTALS		310,106.00	26,252.23	146,362.89	163,743.11	0.47

General Ledger

Revenue Analysis

Jan-16

ACCOUNT NO.	DESCRIPTION	BUDGETED REVENUE	PERIOD REVENUE	YTD REVENUE	UNCOLLECTED BALANCE	PERCENT RECEIVED
122	STREET CONST. FUND					
122-300-3190	Gas Tax	37,133.00	3,202.96	22,563.46	14,569.54	0.61
122-300-3341	Special Allotment	50,000.00	-	-	50,000.00	0.00
122-300-3342	Odor Grant	-	-	-	-	-
122-300-3343	TGM Grant	-	-	-	-	-
122-300-3404	Sale of Surplus	-	-	-	-	-
122-300-3550	SDC Administration	2,016.00	555.00	2,726.00	(710.00)	1.35
122-300-3551	SDC-Improvement	32,724.00	11,035.00	54,117.00	(21,393.00)	1.65
122-300-3554	Assessment Principal	7,044.00	-	421.85	6,622.15	0.06
122-300-3601	Miscellaneous Revenue	-	-	-	-	-
122-300-3611	Interest Income	500.00	40.55	308.45	191.55	0.62
122-399-9999	Beginning Fund Balance	86,941.00	-	-	86,941.00	0.00
	STREET CONST. TOTAL	216,358.00	14,833.51	80,136.76	136,221.24	0.37
123	RESERVE FUND					
123-300-3611	Interest	150.00	18.98	77.47	72.53	0.52
123-300-3642	Donations	-	-	-	-	-
123-391-0100	Trans From-General	9,907.00	-	-	9,907.00	0.00
123-391-0121	Trans From-Streets	7,820.00	-	-	7,820.00	0.00
123-391-0201	Trans From-Sewer	10,980.00	-	-	10,980.00	0.00
123-391-0205	Trans From-Water	10,980.00	-	-	10,980.00	0.00
123-399-9999	Beginning Fund Balance	130,286.00	-	-	130,286.00	0.00
	RESERVE TOTAL	170,123.00	18.98	77.47	170,045.53	0.00
125	PARK IMPROVEMENT FUND					
125-300-3301	State Shared Reven	15,000.00	-	7,901.30	7,098.70	0.53
125-300-3341	State Parks Dept.	147,024.00	-	-	147,024.00	0.00
125-300-3551	SDC-Improvement	36,732.00	6,122.00	45,915.00	(9,183.00)	1.25
125-300-3552	SDC-Reimbursement	5,736.00	956.00	7,170.00	(1,434.00)	1.25
125-300-3554	SDC-Administration	1,776.00	296.00	2,220.00	(444.00)	1.25

General Ledger
Revenue Analysis
Jan-16

ACCOUNT NO.	DESCRIPTION	BUDGETED REVENUE	PERIOD REVENUE	YTD REVENUE	UNCOLLECTED BALANCE	PERCENT RECEIVED
125-300-3601	Miscellaneous Revenue	-	200.00	200.00	(200.00)	-
125-300-3611	Interest Income	400.00	59.16	341.84	58.16	0.85
125-300-3642	Donations	1,500.00	-	-	1,500.00	0.00
125-391-0100	Trans From-General	-	-	-	-	-
125-391-0123	Trans From-Reserve	-	-	-	-	-
125-399-9999	Beginning Fund Balance	181,914.00	-	-	181,914.00	0.00
	PARK IMPROVEMENT TOTAL	390,082.00	7,633.16	63,748.14	326,333.86	0.16
201	SEWER FUND					
201-300-3403	Reconnect Fee	-	-	-	-	-
201-300-3441	Service Charges Se	417,535.00	65,025.47	265,999.00	151,536.00	0.64
201-300-3442	Connection Chgs Se	-	-	-	-	-
201-300-3601	Miscellaneous Revenue	100.00	-	-	100.00	0.00
201-300-3611	Interest Income	100.00	3.72	19.25	80.75	0.19
201-399-9999	Beginning Fund Balance	125,153.00	-	-	125,153.00	0.00
	SEWER FUND TOTAL	542,888.00	65,029.19	266,018.25	276,869.75	0.49
202	SEWER CONSTRUCTION FUND					
202-300-3550	Wastewater Reuse R	146,916.00	24,115.48	98,243.47	48,672.53	0.67
202-300-3551	SDC-Improvement	12,720.00	3,180.00	16,960.00	(4,240.00)	1.33
202-300-3552	SDC-Reimbursement	35,676.00	8,919.00	47,568.00	(11,892.00)	1.33
202-300-3554	SDC-Administration	3,336.00	834.00	4,448.00	(1,112.00)	1.33
202-300-3601	Miscellaneous Revenue	-	-	-	-	-
202-300-3611	Interest Income	-	32.30	191.57	(191.57)	-
202-300-3615	Trans from-Sewer	-	-	-	-	-
202-399-9999	Beginning Fund Balance	377,617.00	-	-	377,617.00	0.00
	SEWER CONSTRUCTION TOTAL	576,265.00	37,080.78	167,411.04	408,853.96	0.29

General Ledger
Revenue Analysis
Jan-16

ACCOUNT NO.	DESCRIPTION	BUDGETED REVENUE	PERIOD REVENUE	YTD REVENUE	UNCOLLECTED BALANCE	PERCENT RECEIVED
203	SEWER BOND FUND					
203-300-3601	Miscellaneous Revenue	-	-	-	-	-
203-300-3611	Interest Income	100.00	18.95	97.16	2.84	0.97
203-391-0201	Trans From-Sewer	29,148.00	-	29,148.00	-	1.00
203-391-0202	Trans From-Sewer C	-	-	-	-	-
203-399-9999	Beginning Fund Balance	64,161.00	-	-	64,161.00	0.00
	SEWER BOND TOTAL	93,409.00	18.95	29,245.16	64,163.84	0.31
205	WATER FUND					
205-300-3401	Service Charges Wa	388,692.00	58,720.12	261,604.42	127,087.58	0.67
205-300-3402	Connection Chgs Wa	3,600.00	1,345.70	1,345.70	2,254.30	0.37
205-300-3403	Reconnection Fee	5,500.00	950.78	2,624.78	2,875.22	0.48
205-300-3404	Sale Of Surp Prop	-	-	-	-	-
205-300-3601	Miscellaneous Revenue	10,000.00	2,657.55	8,420.96	1,579.04	0.84
205-300-3611	Interest Income	100.00	5.19	30.77	69.23	0.31
205-300-3612	Refunds - UB	-	-	-	-	-
205-300-3620	Lease-Water Tower	7,200.00	598.95	4,192.65	3,007.35	0.58
205-300-3622	Verzion Lease	14,400.00	1,200.00	8,522.50	5,877.50	0.59
205-399-9999	Beginning Fund Balance	142,715.00	-	-	142,715.00	0.00
	WATER TOTAL	572,207.00	65,478.29	286,741.78	285,465.22	0.50
206	WATER CONSTRUCTION FUND					
206-300-3550	Water Static Reven	107,052.00	16,914.31	66,487.71	40,564.29	0.62
206-300-3551	SDC-Improvement	4,152.00	1,038.00	5,536.00	(1,384.00)	1.33
206-300-3552	SDC-Reimbursement	26,592.00	6,648.00	35,456.00	(8,864.00)	1.33
206-300-3554	SDC-Administration	3,360.00	840.00	4,480.00	(1,120.00)	1.33
206-300-3611	Interest Income	400.00	44.94	266.57	133.43	0.67
206-391-0251	Trans From-Water	-	-	-	-	-
206-399-9999	Beginning Fund Balance	300,205.00	-	-	300,205.00	0.00
	WATER CONSTRUCTION TOTAL	441,761.00	25,485.25	112,226.28	329,534.72	0.25

General Ledger
Revenue Analysis
Jan-16

ACCOUNT NO.	DESCRIPTION	BUDGETED REVENUE	PERIOD REVENUE	YTD REVENUE	UNCOLLECTED BALANCE	PERCENT RECEIVED
207	WATER BOND FUND					
207-300-3500	Debt Service Reven	-	-	-	-	-
207-300-3601	Miscellaneous Revene	-	-	-	-	-
207-300-3611	Interest Income	-	4.70	27.90	(27.90)	-
207-391-0251	Trans From-Water	95,727.00	-	-	95,727.00	0.00
207-399-9999	Beginning Fund Balance	82,500.00	-	-	82,500.00	0.00
	WATER BOND TOTAL	178,227.00	4.70	27.90	178,199.10	0.00
	TOTAL REVENUE	4,946,795.00	317,715.85	2,232,930.10	2,713,864.90	0.45

**General Ledger
Expense Compared to Budget**

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100	GENERAL FUND					
410	ADMIN					
100-410-1100	SALARIES AND WAGES	70,535.00	-	-	70,535.00	1.00
100-410-1101	City Recorder	-	3,444.56	24,112.02	(24,112.02)	-
100-410-1102	Finance Director	-	1,919.20	12,992.80	(12,992.80)	-
100-410-1105	Administrative Assistant	-	551.26	3,858.76	(3,858.76)	-
	SALARIES AND WAGES	70,535.00	5,915.02	40,963.58	29,571.42	0.42
100-410-4100	EMPLOYEE BENEFITS	41,003.00	-	-	41,003.00	1.00
100-410-4110	EB-Medical & Dental	-	1,957.40	13,048.12	(13,048.12)	-
100-410-4120	EB-Insurance (life & disab)	-	22.11	158.96	(158.96)	-
100-410-4150	EB-Employer Taxes	-	469.72	3,188.84	(3,188.84)	-
100-410-4170	EB-PERS	-	1,395.44	9,684.89	(9,684.89)	-
100-410-4190	EB-Workers Comp	-	45.77	178.81	(178.81)	-
	EMPLOYEE BENEFITS	41,003.00	3,890.44	26,259.62	14,743.38	0.36
	MATERIALS & SERVICES					
100-410-5100	PROFESSIONAL SERVICES	41,019.00	1,154.37	22,847.72	18,171.28	0.44
100-410-5200	CONTRACTED SUPPORT	200.00	41.79	41.79	158.21	0.79
100-410-5300	OPERATIONAL SUPPLIES	375.00	-	110.50	264.50	0.71
100-410-5500	PROGRAM & GRANT EXPENSES	-	-	-	-	-
100-410-6100	BUILDING MAINT & SUPPLIES	3,100.00	228.80	1,164.73	1,935.27	0.62
100-410-6200	RENTALS AND LEASES	2,562.00	186.72	748.55	1,813.45	0.71
100-410-6300	INSURANCE	2,605.00	-	2,471.85	133.15	0.05
100-410-6400	ADVERTISING & RECRUITMENT	2,000.00	-	-	2,000.00	1.00
100-410-6500	DUES, EDUCATION AND LEARNING	11,765.00	503.00	5,695.24	6,069.76	0.52
100-410-6600	OFFICE SUPPLIES & MISC EXPENSE	7,650.00	257.33	3,236.01	4,413.99	0.58
100-410-6700	EQUIP MAINT & SUPPLIES	2,600.00	-	-	2,600.00	1.00
100-410-6800	UNIFORMS	200.00	-	-	200.00	1.00
100-410-6900	UTILITIES	5,650.00	567.93	3,096.71	2,553.29	0.45

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
	MATERIALS & SERVICES	79,726.00	2,939.94	39,413.10	40,312.90	0.51
	TOTAL ADMIN	191,264.00	12,745.40	106,636.30	84,627.70	0.44
412	COURT					
100-412-1100	SALARIES AND WAGES	24,707.00	-	-	24,707.00	1.00
100-412-1101	City Recorder	-	344.46	2,411.23	(2,411.23)	-
100-412-1102	Finance Director	-	287.88	1,948.93	(1,948.93)	-
100-412-1105	Administrative Assistant	-	1,286.28	9,003.96	(9,003.96)	-
100-412-1111	Interpreter	-	51.26	324.65	(324.65)	-
100-412-1112	Bailiff	-	-	240.00	(240.00)	-
	SALARIES AND WAGES	24,707.00	1,969.88	13,928.77	10,778.23	0.44
100-412-4100	EMPLOYEE BENEFITS	16,322.00	-	-	16,322.00	1.00
100-412-4110	EB-Medical & Dental	-	949.09	6,327.15	(6,327.15)	-
100-412-4120	EB-Insurance (life & disab)	-	7.18	50.97	(50.97)	-
100-412-4150	EB-Employer Taxes	-	152.44	1,073.81	(1,073.81)	-
100-412-4170	EB-PERS	-	391.34	2,768.00	(2,768.00)	-
100-412-4190	EB-Workers Comp	-	11.75	45.89	(45.89)	-
	EMPLOYEE BENEFITS	16,322.00	1,511.80	10,265.82	6,056.18	0.37
100-412-5100	MATERIALS & SERVICES	10,008.00	667.61	4,219.83	5,788.17	0.58
100-412-5300	PROFESSIONAL SERVICES	50.00	-	-	50.00	1.00
100-412-6100	OPERATIONAL SUPPLIES	500.00	24.10	131.49	368.51	0.74
100-412-6200	BUILDING MAINT & SUPPLIES	520.00	42.31	143.96	376.04	0.72
100-412-6300	RENTALS AND LEASES	754.00	-	785.57	(31.57)	(0.04)
100-412-6400	INSURANCE	100.00	-	-	100.00	1.00
100-412-6500	ADVERTISING & RECRUITMENT	1,100.00	-	339.88	760.12	0.69
100-412-6600	DUES, EDUCATION AND LEARNING	1,050.00	132.84	353.87	696.13	0.66
100-412-6700	OFFICE SUPPLIES & MISC EXPENSE	200.00	-	-	200.00	1.00
100-412-6900	EQUIP MAINT & SUPPLIES	1,900.00	157.25	849.01	1,050.99	0.55
	UTILITIES					

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
	MATERIALS & SERVICES	16,182.00	1,024.11	6,823.61	9,358.39	0.58
	TOTAL COURT	57,211.00	4,505.79	31,018.20	26,192.80	0.46
413	COUNCIL					
	MATERIALS & SERVICES					
100-413-5100	PROFESSIONAL SERVICES	3,000.00	877.50	1,877.49	1,122.51	0.37
100-413-5300	OPERATIONAL SUPPLIES	3,000.00	66.00	66.00	2,934.00	0.98
100-413-6500	DUES, EDUCATION AND LEARNING	1,000.00	-	-	1,000.00	1.00
	MATERIALS & SERVICES	7,000.00	943.50	1,943.49	5,056.51	0.72
	TOTAL COUNCIL	7,000.00	943.50	1,943.49	5,056.51	0.72
419	COMMUNITY DEVELOPMENT					
	SALARIES AND WAGES	13,156.00	-	-	13,156.00	1.00
100-419-1100	City Recorder	-	861.16	6,028.09	(6,028.09)	-
100-419-1102	Finance Director	-	239.90	1,624.10	(1,624.10)	-
100-419-1105	Administrative Assistant	-	-	-	-	-
	SALARIES AND WAGES	13,156.00	1,101.06	7,652.19	5,503.81	0.42
	EMPLOYEE BENEFITS	7,907.00	-	-	7,907.00	1.00
100-419-4110	EB-Medical & Dental	-	368.61	2,457.29	(2,457.29)	-
100-419-4120	EB-Insurance (life & disab)	-	4.11	29.55	(29.55)	-
100-419-4150	EB-Employer Taxes	-	89.16	601.13	(601.13)	-
100-419-4170	EB-PERS	-	278.06	1,936.14	(1,936.14)	-
100-419-4190	EB-Workers Comp	-	-	-	-	-
	EMPLOYEE BENEFITS	7,907.00	739.94	5,024.11	2,882.89	0.36
	MATERIALS & SERVICES	18,000.00	7,551.19	19,307.94	(1,307.94)	(0.07)
100-419-5100	PROFESSIONAL SERVICES					

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100-419-5400	INTERGOVERNMENTAL SE	30,400.00	11,343.92	61,985.00	(31,585.00)	(1.04)
100-419-6500	DUES, EDUCATION AND LEARNING	2,049.00	149.00	149.00	1,900.00	0.93
100-419-6900	UTILITIES	-	-	-	-	-
	MATERIALS & SERVICES	50,449.00	19,044.11	81,441.94	(30,992.94)	(0.61)
	COMMUNITY DEVELOPMENT TOTAL	71,512.00	20,885.11	94,118.24	(22,606.24)	(0.32)
421	POLICE					
100-421-1100	SALARIES AND WAGES	404,132.00	-	-	404,132.00	1.00
100-421-1101	City Recorder	-	114.82	803.73	(803.73)	-
100-421-1102	Finance Director	-	95.96	649.62	(649.62)	-
100-421-1103	Chief Of Police	-	6,095.10	43,193.10	(43,193.10)	-
100-421-1105	Administrative Assistant	-	3,603.00	25,221.00	(25,221.00)	-
100-421-1106	Police Officers	-	17,919.56	159,976.03	(159,976.03)	-
100-421-1110	Community Resource	-	-	-	-	-
100-421-1200	Reserve Officers	-	14,459.45	16,155.45	(16,155.45)	-
100-421-1210	Overtime Holiday	-	-	-	-	-
100-421-1212	Overtime	-	-	-	-	-
100-421-1300	Overtime	-	-	-	-	-
100-421-1301	PD Holiday	-	-	-	-	-
	SALARIES AND WAGES	404,132.00	42,287.89	245,998.93	158,133.07	0.39
100-421-4100	EMPLOYEE BENEFITS	264,294.00	-	-	264,294.00	1.00
100-421-4110	EB-Medical & Dental	-	10,631.60	84,111.69	(84,111.69)	-
100-421-4120	EB-Insurance (life & disab)	-	109.39	882.77	(882.77)	-
100-421-4150	EB-Employer Taxes	-	3,357.86	19,212.22	(19,212.22)	-
100-421-4170	EB-PERS	-	5,392.74	43,650.29	(43,650.29)	-
100-421-4190	EB-Workers Comp	-	2,342.35	9,144.37	(9,144.37)	-
	EMPLOYEE BENEFITS	264,294.00	21,833.94	157,001.34	107,292.66	0.41
	MATERIALS & SERVICES					
	PROFESSIONAL SERVICES	13,450.00	3,531.51	20,057.32	(6,607.32)	(0.49)

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100-421-5200	CONTRACTED SUPPORT	5,670.00	417.84	527.84	5,142.16	0.91
100-421-5300	OPERATIONAL SUPPLIES	6,750.00	73.00	1,713.77	5,036.23	0.75
100-421-5400	INTERGOVERNMENTAL	86,050.00	19,907.75	58,700.90	27,349.10	0.32
100-421-5500	PROGRAM & GRANT EXPENSES	15,000.00	-	-	15,000.00	1.00
100-421-5560	911 Tax - Program	-	-	-	-	-
100-421-6100	BUILDING MAINT & SUPPLIES	2,190.00	252.92	1,516.30	673.70	0.31
100-421-6200	RENTALS AND LEASES	2,640.00	163.49	611.65	2,028.35	0.77
100-421-6300	INSURANCE	16,000.00	-	17,065.93	(1,065.93)	(0.07)
100-421-6400	ADVERTISING & RECRUITMENT	1,000.00	-	-	1,000.00	1.00
100-421-6500	DUES, EDUCATION AND LEARNING	13,600.00	495.52	2,191.65	11,408.35	0.84
100-421-6600	OFFICE SUPPLIES & MISC EXPENSE	7,250.00	48.41	1,949.34	5,300.66	0.73
100-421-6700	EQUIP MAINT & SUPPLIES	46,200.00	1,321.44	9,392.68	36,807.32	0.80
100-421-6800	UNIFORMS	5,000.00	-	91.94	4,908.06	0.98
100-421-6900	UTILITIES	11,300.00	935.60	5,416.99	5,883.01	0.52
	MATERIALS & SERVICES	232,100.00	27,147.48	119,236.31	112,863.69	0.49
	CAPITAL OUTLAY	-	-	-	-	-
100-421-7000	CAPITAL OUTLAY	-	-	-	-	-
	CAPITAL OUTLAY	-	-	-	-	-
	POLICE TOTAL	900,526.00	91,269.31	522,236.58	378,289.42	0.42
452	PARKS					
	SALARIES AND WAGES	63,324.00	-	-	63,324.00	1.00
100-452-1100	City Recorder	-	114.82	803.73	(803.73)	-
100-452-1102	Finance Director	-	95.96	649.65	(649.65)	-
100-452-1104	Public Works Super	-	1,164.64	8,078.70	(8,078.70)	-
100-452-1105	Administrative Assistant	-	936.78	6,557.46	(6,557.46)	-
100-452-1107	Utility Worker 1	-	629.48	7,033.70	(7,033.70)	-
100-452-1108	PW Admin Assistant	-	-	-	-	-
100-452-1109	PW Maintenance PT	-	1,173.53	8,369.95	(8,369.95)	-
100-452-1112	Utility Worker 2	-	-	-	-	-

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100-452-1113	PT Seasonal	-	-	-	-	-
100-452-1302	Pager Pay	-	-	-	-	-
100-452-1303	Comp Time	-	-	-	-	-
	SALARIES AND WAGES	63,324.00	4,115.21	31,493.19	31,830.81	0.50
100-452-4100	EMPLOYEE BENEFITS	51,749.00	-	-	51,749.00	1.00
100-452-4110	EB-Medical & Dental	-	2,086.34	15,142.70	(15,142.70)	-
100-452-4120	EB-Insurance (life & disab)	-	16.43	127.69	(127.69)	-
100-452-4150	EB-Employer Taxes	-	327.66	2,449.82	(2,449.82)	-
100-452-4170	EB-PERS	-	1,010.18	7,499.19	(7,499.19)	-
100-452-4190	EB-Workers Comp	-	308.18	1,203.88	(1,203.88)	-
	EMPLOYEE BENEFITS	51,749.00	3,748.79	26,423.28	25,325.72	0.49
	MATERIALS & SERVICES					
100-452-5100	PROFESSIONAL SERVICES	2,600.00	263.08	1,046.15	1,553.85	0.60
100-452-5200	CONTRACTED SUPPORT	100.00	-	11.25	88.75	0.89
100-452-5300	OPERATIONAL SUPPLIES	7,000.00	3,308.18	4,653.94	2,346.06	0.34
100-452-6100	BUILDING MAINT & SUPPLIES	3,400.00	25.13	371.45	3,028.55	0.89
100-452-6200	RENTALS AND LEASES	700.00	29.17	97.97	602.03	0.86
100-452-6300	INSURANCE	3,426.00	-	3,388.75	37.25	0.01
100-452-6400	ADVERTISING & RECRUITMENT	100.00	-	-	100.00	1.00
100-452-6500	DUES, EDUCATION AND LEARNING	1,200.00	173.75	703.50	496.50	0.41
100-452-6600	OFFICE SUPPLIES & MISC EXPENSE	800.00	8.11	257.41	542.59	0.68
100-452-6700	EQUIP MAINT & SUPPLIES	6,300.00	249.54	2,833.33	3,466.67	0.55
100-452-6800	UNIFORMS	100.00	74.50	92.50	7.50	0.08
100-452-6900	UTILITIES	4,400.00	512.22	3,766.61	633.39	0.14
	MATERIALS & SERVICES	30,126.00	4,643.68	17,222.86	12,903.14	0.43
	PARKS TOTAL	145,199.00	12,507.68	75,139.33	70,059.67	0.48
100-491-8000	TRANSFERS OUT	-	-	-	-	-
100-491-8001	Trans To Street Fund	-	-	-	-	-

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100-491-8002	Trans To Street Const	-	-	-	-	-
100-491-8003	Trans To Reserve Fund	9,907.00	-	-	9,907.00	1.00
100-491-8004	Trans To Sewer Fund	-	-	-	-	-
100-491-8005	Trans To Sewer Const	-	-	-	-	-
100-491-8006	Trans To Sewer Bond	-	-	-	-	-
100-491-8007	Trans To Water Fund	-	-	-	-	-
100-491-8008	Trans To Water Const	-	-	-	-	-
100-491-8009	Trans To Water Bond	-	-	-	-	-
100-491-8125	Trans To Park Impr	-	-	-	-	-
	TRANSFERS OUT	9,907.00	-	-	9,907.00	1.00
900	CONTINGENCY					
100-900-9900	CONTINGENCY	72,750.00	-	-	72,750.00	1.00
100-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	72,750.00	-	-	72,750.00	1.00
	GENERAL FUND TOTAL	1,455,369.00	142,856.79	831,092.14	624,276.86	0.43
121	STREETS					
121-431-1100	SALARIES AND WAGES	70,392.00	-	-	70,392.00	1.00
121-431-1101	City Recorder	-	287.06	2,009.40	(2,009.40)	-
121-431-1102	Finance Director	-	719.70	4,872.30	(4,872.30)	-
121-431-1104	Public Works Super	-	1,164.64	8,078.61	(8,078.61)	-
121-431-1105	Administrative Assistant	-	1,304.28	9,129.96	(9,129.96)	-
121-431-1107	Utility Worker 1	-	539.54	6,388.94	(6,388.94)	-
121-431-1108	PW Admin Assistant	-	-	-	-	-
121-431-1109	PW Maintenance PT	-	1,341.15	9,565.66	(9,565.66)	-
121-431-1112	Utility Worker 2	-	-	-	-	-
121-431-1113	PT Seasonal	-	-	-	-	-
121-431-1302	Pager Pay	-	-	-	-	-
121-431-1303	Comp Time	-	-	-	-	-

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
	SALARIES AND WAGES	70,392.00	5,356.37	40,044.87	30,347.13	0.43
121-431-4100	EMPLOYEE BENEFITS	53,766.00	-	-	53,766.00	1.00
121-431-4110	EB-Medical & Dental	-	2,537.97	18,153.18	(18,153.18)	-
121-431-4120	EB-Insurance (life & disab)	-	21.19	162.11	(162.11)	-
121-431-4150	EB-Employer Taxes	-	432.43	3,135.58	(3,135.58)	-
121-431-4170	EB-PERS	-	1,249.63	9,148.25	(9,148.25)	-
121-431-4190	EB-Workers Comp	-	550.41	2,150.15	(2,150.15)	-
	EMPLOYEE BENEFITS	53,766.00	4,791.63	32,749.27	21,016.73	0.39
	MATERIALS & SERVICES					
121-431-5100	PROFESSIONAL SERVICES	10,600.00	452.05	2,176.02	8,423.98	0.79
121-431-5200	CONTRACTED SUPPORT	13,200.00	1,169.75	9,456.63	3,743.37	0.28
121-431-5300	OPERATIONAL SUPPLIES	100.00	27.31	70.42	29.58	0.30
121-431-5500	PROGRAM & GRANT EXPENSES	15,000.00	32.00	4,074.07	10,925.93	0.73
121-431-6100	BUILDING MAINT & SUPPLIES	1,100.00	68.27	243.91	856.09	0.78
121-431-6200	RENTALS AND LEASES	800.00	24.77	82.57	717.43	0.90
121-431-6300	INSURANCE	2,723.00	-	2,595.48	127.52	0.05
121-431-6400	ADVERTISING & RECRUITMENT	100.00	-	-	100.00	1.00
121-431-6500	DUES, EDUCATION AND LEARNING	1,300.00	173.75	378.56	921.44	0.71
121-431-6600	OFFICE SUPPLIES & MISC EXPENSE	2,200.00	21.39	603.41	1,596.59	0.73
121-431-6700	EQUIP MAINT & SUPPLIES	6,700.00	59.61	1,698.49	5,001.51	0.75
121-431-6800	UNIFORMS	300.00	61.54	75.94	224.06	0.75
121-431-6900	UTILITIES	37,100.00	3,720.01	20,377.81	16,722.19	0.45
	MATERIALS & SERVICES	91,223.00	5,810.45	41,833.31	49,389.69	0.54
	TRANSFERS OUT					
121-491-8001	Trans To Street Fund	-	-	-	-	-
121-491-8002	Trans To Street Const	-	-	-	-	-
121-491-8003	Trans To Reserve Fund	7,820.00	-	-	7,820.00	1.00
121-491-8004	Trans To Sewer Fund	-	-	-	-	-
121-491-8005	Trans To Sewer Const	-	-	-	-	-

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
121-491-8006	Trans To Sewer Bond	-	-	-	-	-
121-491-8007	Trans To Water Fund	-	-	-	-	-
121-491-8008	Trans To Water Const	-	-	-	-	-
121-491-8009	Trans To Water Bond	-	-	-	-	-
121-491-8701	Operational Overhead	19,026.00	5,356.85	10,504.45	8,521.55	0.45
	TRANSFERS OUT	26,846.00	5,356.85	10,504.45	16,341.55	0.61
	CONTINGENCY					
121-900-9900	CONTINGENCY	67,879.00	-	-	67,879.00	1.00
121-900-9990	Unappropriated FFB	-	-	-	-	-
	CONTINGENCY	67,879.00	-	-	67,879.00	1.00
	STREETS TOTAL	310,106.00	21,315.30	125,131.90	184,974.10	0.60
122	STREET CONSTRUCTION					
	MATERIALS & SERVICES					
122-431-5100	PROFESSIONAL SERVICES	-	-	-	-	-
122-431-5500	PROGRAM & GRANT EXPENSES	3,900.00	-	-	3,900.00	1.00
122-431-6400	ADVERTISING & RECRUITMENT	-	-	-	-	-
	MATERIALS & SERVICES	3,900.00	-	-	3,900.00	1.00
	CAPITAL OUTLAY					
122-431-7000	CAPITAL OUTLAY	200,000.00	2,295.00	16,280.94	183,719.06	0.92
	CAPITAL OUTLAY	200,000.00	2,295.00	16,280.94	183,719.06	0.92
	TRANSFERS OUT					
122-491-8701	Transfer Out- Oper	-	-	-	-	-
122-491-8801	SDC Administration	2,016.00	-	-	2,016.00	1.00
	TRANSFERS OUT	2,016.00	-	-	2,016.00	1.00

General Ledger
Expense Compared to Budget
Jan-16

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
122-900-9900	CONTINGENCY	10,442.00	-	-	10,442.00	1.00
122-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	10,442.00	-	-	10,442.00	1.00
	STREET CONSTRUCTION TOTAL	216,358.00	2,295.00	16,280.94	200,077.06	0.92
123	RESERVE FUND					
	CAPITAL OUTLAY					
123-419-7000	Capital Outlay	799.00	-	-	799.00	1.00
123-419-7504	Dump Truck	24,900.00	-	-	24,900.00	1.00
123-419-7505	Backhoe	35,180.00	-	-	35,180.00	1.00
123-419-7506	Pub Wrks Trac/Mowe	10,450.00	-	-	10,450.00	1.00
123-419-7515	Plotter	6,800.00	-	-	6,800.00	1.00
123-419-7710	Pub Wrks Pick Up	44,644.00	-	-	44,644.00	1.00
123-419-7712	New Software	21,000.00	15,000.00	15,000.00	6,000.00	0.29
123-419-7725	Server	10,387.00	-	-	10,387.00	1.00
123-419-7726	City Hall Siding	11,460.00	-	-	11,460.00	1.00
123-419-7727	City Hall Carpet	1,235.00	-	-	1,235.00	1.00
123-419-7740	Police Vehicle	3,268.00	-	-	3,268.00	1.00
	CAPITAL OUTLAY	170,123.00	15,000.00	15,000.00	155,123.00	0.91
	CONTINGENCY	-	-	-	-	-
123-900-9900	CONTINGENCY	-	-	-	-	-
123-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	-	-	-	-	-
	RESERVE FUND TOTAL	170,123.00	15,000.00	15,000.00	155,123.00	0.91
452	PARK IMPROVEMENT FUND					
	MATERIALS & SERVICES					
125-452-5100	PROFESSIONAL SERVICES	-	-	-	-	-

General Ledger
Expense Compared to Budget
Jan-16

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
	MATERIALS & SERVICES TOTAL	-	-	-	-	-
125-452-7000	CAPITAL OUTLAY	350,000.00	-	-	350,000.00	1.00
	CAPITAL OUTLAY					
	CAPITAL OUTLAY	350,000.00	-	-	350,000.00	1.00
125-491-8000	TRANSFERS OUT	1,776.00	-	-	1,776.00	1.00
	TRANSFERS OUT					
	TRANSFERS OUT	1,776.00	-	-	1,776.00	1.00
125-900-9900	CONTINGENCY	38,306.00	-	-	38,306.00	1.00
	CONTINGENCY					
	CONTINGENCY	38,306.00	-	-	38,306.00	1.00
125-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY					
	CONTINGENCY	38,306.00	-	-	38,306.00	1.00
	PARK IMPROVEMENT TOTAL	390,082.00	-	-	390,082.00	1.00
201	SEWER FUND					
201-432-1100	SALARIES AND WAGES	98,936.00	-	-	98,936.00	1.00
201-432-1101	City Recorder	-	287.06	2,009.40	(2,009.40)	-
201-432-1102	Finance Director	-	719.70	4,872.30	(4,872.30)	-
201-432-1104	Public Works Super	-	2,199.88	15,259.69	(15,259.69)	-
201-432-1105	Administrative Assistant	-	1,488.04	10,416.28	(10,416.28)	-
201-432-1107	Utility Worker 1	-	2,787.68	21,245.35	(21,245.35)	-
201-432-1108	PW Admin Assistant	-	-	-	-	-
201-432-1109	PW Maintenance PT	-	502.95	3,587.19	(3,587.19)	-
201-432-1112	Utility Worker 2	-	-	-	-	-
201-432-1113	PT Seasonal	-	-	-	-	-
201-432-1302	Pager Pay	-	-	-	-	-
201-432-1303	Comp Time	-	-	-	-	-

**General Ledger
Expense Compared to Budget**

Jan-16

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
	SALARIES AND WAGES	98,936.00	7,985.31	57,390.21	41,545.79	0.42
201-432-4100	EMPLOYEE BENEFITS	73,157.00	-	-	73,157.00	1.00
201-432-4110	EB-Medical & Dental	-	3,551.47	24,293.10	(24,293.10)	-
201-432-4120	EB-Insurance (life & disab)	-	30.17	223.46	(223.46)	-
201-432-4150	EB-Employer Taxes	-	651.29	4,518.73	(4,518.73)	-
201-432-4170	EB-PERS	-	2,017.51	14,378.39	(14,378.39)	-
201-432-4190	EB-Workers Comp	-	385.97	1,507.77	(1,507.77)	-
	EMPLOYEE BENEFITS	73,157.00	6,636.41	44,921.45	28,235.55	0.39
	MATERIAL & SERVICES					
201-432-5100	PROFESSIONAL SERVICES	16,500.00	928.82	3,604.44	12,895.56	0.78
201-432-5200	CONTRACTED SUPPORT	24,300.00	194.57	5,656.83	18,643.17	0.77
201-432-5300	OPERATIONAL SUPPLIES	5,000.00	440.44	2,284.02	2,715.98	0.54
201-432-6100	BUILDING MAINT & SUPPLIES	2,500.00	122.84	442.15	2,057.85	0.82
201-432-6200	RENTALS AND LEASES	1,800.00	120.98	404.46	1,395.54	0.78
201-432-6300	INSURANCE	6,856.00	-	6,992.44	(136.44)	(0.02)
201-432-6400	ADVERTISING & RECRUITMENT	100.00	-	-	100.00	1.00
201-432-6500	DUES, EDUCATION AND LEARNING	6,100.00	173.75	2,887.75	3,212.25	0.53
201-432-6600	OFFICE SUPPLIES & MISC EXPENSE	7,100.00	40.07	1,623.12	5,476.88	0.77
201-432-6700	EQUIP MAINT & SUPPLIES	20,000.00	1,010.38	6,977.22	13,022.78	0.65
201-432-6800	UNIFORMS	600.00	119.85	189.44	410.56	0.68
201-432-6900	UTILITIES	41,100.00	3,826.54	23,730.51	17,369.49	0.42
	MATERIAL & SERVICES	131,956.00	6,978.24	54,792.38	77,163.62	0.58
	TRANSFERS OUT					
201-491-8001	Trans To Street Fund	-	-	-	-	-
201-491-8002	Trans To Street Const	-	-	-	-	-
201-491-8003	Trans To Reserve Fund	10,980.00	-	-	10,980.00	1.00
201-491-8004	Trans To Sewer Fund	-	-	-	-	-
201-491-8005	Trans To Sewer Const	-	-	-	-	-

**General Ledger
Expense Compared to Budget
Jan-16**

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
201-491-8006	Trans To Sewer Bond	29,148.00	-	29,148.00	-	0.00
201-491-8007	Trans To Water Fund	-	-	-	-	-
201-491-8008	Trans To Water Const	-	-	-	-	-
201-491-8009	Trans To Water Bond	-	-	-	-	-
201-491-8203	Trans To Sewer Bond	-	-	-	-	-
201-491-8601	Franchise Fee	20,877.00	3,304.60	10,048.67	10,828.33	0.52
201-491-8701	Operational Overhead	26,965.00	5,320.80	12,116.99	14,848.01	0.55
	TRANSFERS OUT	87,970.00	8,625.40	51,313.66	36,656.34	0.42
	CONTINGENCY					
201-900-9900	CONTINGENCY	150,869.00	-	-	150,869.00	1.00
201-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	150,869.00	-	-	150,869.00	1.00
	SEWER TOTAL	542,888.00	30,225.36	208,417.70	334,470.30	0.62
202	SEWER CONSTRUCTION					
	MATERIAL & SERVICES					
202-432-5100	PROFESSIONAL SERVICES	-	-	-	-	-
	MATERIAL & SERVICES	-	-	-	-	-
	CAPITAL OUTLAY					
202-432-7000	Capital Outlay	130,000.00	-	-	130,000.00	1.00
	CAPITAL OUTLAY	130,000.00	-	-	130,000.00	1.00
	TRANSFERS OUT					
202-491-8000	TRANSFERS OUT	3,336.00	-	-	3,336.00	1.00
	TRANSFERS OUT	3,336.00	-	-	3,336.00	1.00

**General Ledger
Expense Compared to Budget
Jan-16**

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
202-900-9900	CONTINGENCY	442,929.00	-	-	442,929.00	1.00
202-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	442,929.00	-	-	442,929.00	1.00
	SEWER CONSTRUCTION TOTAL	576,265.00	-	-	576,265.00	1.00
203	SEWER BOND FUND					
	MATERIALS & SERVICES	-	-	-	-	-
203-432-6600	OFFICE SUPPLIES & MISC EXPENSE	-	-	-	-	-
	MATERIALS & SERVICES	-	-	-	-	-
	DEBT SERVICE					
203-432-9000	DEBT SERVICE	-	-	-	-	-
203-432-9001	Loan Interest	14,337.00	-	7,214.00	7,123.00	0.50
203-432-9002	Loan Principal	40,997.00	-	20,029.00	20,968.00	0.51
	DEBT SERVICE	55,334.00	-	27,243.00	28,091.00	0.51
	CONTINGENCY					
203-900-9900	CONTINGENCY	-	-	-	-	-
203-900-9990	Unappropriated EFB	38,075.00	-	-	38,075.00	1.00
	CONTINGENCY	38,075.00	-	-	38,075.00	1.00
	SEWER BOND FUND TOTAL	93,409.00	-	27,243.00	66,166.00	0.71
205	WATER FUND					
205-461-1100	SALARIES AND WAGES	80,122.00	-	-	80,122.00	1.00
205-461-1101	City Recorder	-	287.06	2,009.40	(2,009.40)	-

General Ledger
Expense Compared to Budget

Jan-16

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
205-461-1102	Finance Director	-	719.70	4,872.30	(4,872.30)	-
205-461-1104	Public Works Super	-	1,941.08	13,464.48	(13,464.48)	-
205-461-1105	Administrative Assistant	-	1,855.54	12,988.84	(12,988.84)	-
205-461-1107	Utility Worker 1	-	539.54	5,968.79	(5,968.79)	-
205-461-1108	PW Admin Assistant	-	-	-	-	-
205-461-1109	PW Maintenance PT	-	335.29	2,391.40	(2,391.40)	-
205-461-1112	Utility Worker 2	-	-	-	-	-
205-461-1113	PT Seasonal	-	-	-	-	-
205-461-1302	Pager Pay	-	-	-	-	-
205-461-1303	Comp Time	-	-	-	-	-
SALARIES AND WAGES		80,122.00	5,678.21	41,695.21	38,426.79	0.48
205-461-4100	EMPLOYEE BENEFITS	59,567.00	-	-	59,567.00	1.00
205-461-4110	EB-Medical & Dental	-	2,471.82	17,506.76	(17,506.76)	-
205-461-4120	EB-Insurance (life & disab)	-	21.49	162.49	(162.49)	-
205-461-4150	EB-Employer Taxes	-	457.47	3,262.95	(3,262.95)	-
205-461-4170	EB-PERS	-	1,375.89	9,920.70	(9,920.70)	-
205-461-4190	EB-Workers Comp	-	306.94	1,199.04	(1,199.04)	-
EMPLOYEE BENEFITS		59,567.00	4,633.61	32,051.94	27,515.06	0.46
MATERIALS & SERVICES						
205-461-5100	PROFESSIONAL SERVICES	18,100.00	863.02	3,582.48	14,517.52	0.80
205-461-5200	CONTRACTED SUPPORT	12,000.00	187.08	3,932.39	8,067.61	0.67
205-461-5300	OPERATIONAL SUPPLIES	16,000.00	2,619.51	11,764.30	4,235.70	0.26
205-461-6100	BUILDING MAINT & SUPPLIES	2,000.00	418.59	741.66	1,258.34	0.63
205-461-6200	RENTALS AND LEASES	2,300.00	120.98	404.46	1,895.54	0.82
205-461-6300	INSURANCE	9,793.00	-	9,736.12	56.88	0.01
205-461-6400	ADVERTISING & RECRUITMENT	100.00	-	-	100.00	1.00
205-461-6500	DUES, EDUCATION AND LEARNING	5,500.00	173.75	2,603.70	2,896.30	0.53
205-461-6600	OFFICE SUPPLIES & MISC EXPENSE	8,500.00	221.57	3,673.52	4,826.48	0.57
205-461-6700	EQUIP MAINT & SUPPLIES	16,300.00	1,117.00	6,695.01	9,604.99	0.59
205-461-6800	UNIFORMS	600.00	68.02	86.01	513.99	0.86

General Ledger
Expense Compared to Budget
Jan-16

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
205-461-6900	UTILITIES	38,300.00	3,400.75	21,947.70	16,352.30	0.43
	MATERIALS & SERVICES	129,493.00	9,190.27	65,167.35	64,325.65	0.50
	TRANSFERS OUT					
205-491-8001	Trans To Street Fund	-	-	-	-	-
205-491-8002	Trans To Street Const	-	-	-	-	-
205-491-8003	Trans To Reserve Fund	10,980.00	-	-	10,980.00	1.00
205-491-8004	Trans To Sewer Fund	-	-	-	-	-
205-491-8005	Trans To Sewer Const	-	-	-	-	-
205-491-8006	Trans To Sewer Bond	-	-	-	-	-
205-491-8007	Trans To Sewer Bond	-	-	-	-	-
205-491-8008	Trans To Water Const	-	-	-	-	-
205-491-8009	Trans To Water Bond	95,727.00	-	-	95,727.00	1.00
205-491-8206	Trans To Water Const	-	-	-	-	-
205-491-8207	Trans To Water Bond	-	-	-	-	-
205-491-8601	Trans Out - Franch	19,890.00	2,861.98	10,227.91	9,662.09	0.49
205-491-8701	Trans Out OP OH	23,861.00	4,039.55	10,779.72	13,081.28	0.55
	TRANSFERS OUT	150,458.00	6,901.53	21,007.63	129,450.37	0.86
	CONTINGENCY					
205-900-9900	CONTINGENCY	152,567.00	-	-	152,567.00	1.00
205-900-9990	Unappropriated FRB	-	-	-	-	-
	CONTINGENCY	152,567.00	-	-	152,567.00	1.00
	WATER FUND TOTAL	572,207.00	26,403.62	159,922.13	412,284.87	0.72
206	WATER CONSTRUCTION					
	MATERIALS & SERVICES	-	31.50	31.50	(31.50)	-
206-461-5100	PROFESSIONAL SERVICES	-	31.50	31.50	(31.50)	-
	MATERIALS & SERVICES	-	31.50	31.50	(31.50)	-

**General Ledger
Expense Compared to Budget
Jan-16**

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
206-461-7000	CAPITAL OUTLAY Capital Outlay	34,000.00	16,467.00	16,467.00	17,533.00	0.52
	CAPITAL OUTLAY	34,000.00	16,467.00	16,467.00	17,533.00	0.52
206-491-8000	TRANSFERS OUT TRANSFERS OUT	3,360.00	-	-	3,360.00	1.00
	TRANSFERS OUT	3,360.00	-	-	3,360.00	1.00
	CONTINGENCY					
206-900-9900	CONTINGENCY	404,401.00	-	-	404,401.00	1.00
206-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	404,401.00	-	-	404,401.00	1.00
	WATER CONSTRUCTION TOTAL	441,761.00	16,498.50	16,498.50	425,262.50	0.96
207	WATER DEBT SERVICE					
	DEBT SERVICE					
207-461-9001	BOND INTEREST	19,260.00	-	9,906.94	9,353.06	0.49
207-461-9002	BOND PRINCIPAL	76,467.00	-	37,956.52	38,510.48	0.50
207-461-9003	DEBT SERVICE FEE P	-	-	-	-	-
	DEBT SERVICE	95,727.00	-	47,863.46	47,863.54	0.50
	CONTINGENCY					
207-900-9900	CONTINGENCY	-	-	-	-	-
207-900-9990	Unappropriated EFB	82,500.00	-	-	82,500.00	1.00
	CONTINGENCY	82,500.00	-	-	82,500.00	1.00
	WATER DEBT SERVICE TOTAL	178,227.00	-	47,863.46	130,363.54	0.73
	TOTAL ALL FUNDS	4,946,795.00	254,594.57	1,447,449.77	3,499,345.23	0.71

Chief's Report

To: Mayor and City Council Members

From: Chief David M. Dryden

Date: February 2, 2016

Re: Monthly Police Department Report

1.

Hubbard named Third Safest City in Oregon: ConsumerAffairs.com recently named Hubbard the third safest city in Oregon, based on records from 2014. Hubbard is also ranked third when it comes to having the lowest burglary odds, a chance of 1 in 1,067. Additionally, the data shows the city has only 0.09 crimes per day on average.

However the rate went up 200 percent between 2013 and 2014, according to the Consumer Affairs report, which designated Condon and Columbia City as the only two Oregon cities safer than Hubbard.

The designation comes nearly a year after another research website labeled Hubbard the second safest city in the state.

Both reports are generated based on records from the Federal Bureau of Investigation. The Consumer Affairs report is based on 2014 data.

Gervais ranked 38th on the list and Mt. Angel sits at 43rd, while Woodburn ranks 54th.

2.

Holiday and Comp Time Totals: I will be working on managing the time totals for a few of the officers. With the holiday season recently behind us and a few large criminal cases recently, a few of the officers have time bank totals over the top. I will be working to get these people off shift to get these totals down. This task has recently become more difficult with one less officer on staff.

Monthly Statistical Report

To: Mayor and City Council Members

From: Chief David M. Dryden

Date: February 1, 2016

Re: January 2016 Stats

Citations: 54

Written Warnings: 7

Towed Vehicles: 9

Custody Arrests: 9

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
JANUARY 12, 2016**

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Jim Yonally at 7:01 p.m. at the Hubbard City Hall, 3720 2nd Street, Hubbard.

FLAG SALUTE: Mayor Jim Yonally led the group in reciting the Pledge of Allegiance.

City Council Present: Jim Yonally, Barbara Ruiz, Matt Kennedy.

Excused Absence: Angie Wheatcroft, Shannon Schmidt.

Staff Present: Director of Administration/City Recorder Vickie Nogle, MMC; Police Chief Dave Dryden; Public Works Superintendent Jaime Estrada; Administrative Assistant Lucy Astorga.

DISCUSSION REGARDING DRAFT ORDINANCE TO ALLOW BEEKEEPING. Ralph Rodia, 4194 12th Street Cutoff SE, Salem, OR 97302, said he looked over the City's draft and disagrees with stating the bees are to be kept where the beekeeper resides. He said because of that same line in another city's ordinance, they cannot have bees kept in their community garden. He added the responsible person has already been defined elsewhere in the ordinance.

City Councilor Matt Kennedy said he is concerned that if the wording is removed, people will take advantage of it and place bees on their properties that they own, but do not reside on. He stated his concern the hobby may become more of a commercial operation.

R. Rodia said the City of Salem's ordinance states five or more hives is considered a commercial operation.

Mayor Jim Yonally said he is concerned if that language is removed, property owners will place bees on their rental properties where they could be at risk to children and tenants.

R. Rodia said limiting the number of hives may be impractical because the bees will swarm if the hive is too crowded. He said one way to avoid swarming is to split the hive, which reduces the instinct to swarm, and then combine the hives again at the end of the season. He said the season usually begins in March or April and runs a full year. The lowest population of bees is during the winter months.

Director of Administration/City Recorder Vickie Nogle stated it may be difficult for staff to enforce the ordinance when the beekeeping season is an undetermined amount of time.

R. Rodia said he is also concerned with the language in the ordinance pertaining to the direction of the hive opening facing. He said it's best to have the opening facing southeast, and if barriers are required, there's not really a need for the hive to be inward facing.

Rain Ritalto, 17915 SE Main Street, Portland, said she has six (6) hives, which is the limit in Gresham. She said her closest neighbor is allergic to bees and has never had an issue with it.

R. Rodia also pointed out the City's code states dead animals are to be removed within 24 hours, and dead bees would be considered dead animals.

Melissa Garinger, 3471 7th Street, Hubbard, said she hopes the City would increase the limit of hives to be flexible in allowing for swarms and splits.

J. Yonally stated he thinks having more hives during peak season but returning to the maximum before the new season starts would be ok. He said he is also ok with changing the hive opening position, and does believe the “detached dwelling” language is important.

The Consensus of the Council was to put together another draft with the changes discussed.

APPOINT PLANNING COMMISSION MEMBERS.

MSA/City Councilor Matt Kennedy/City Councilor Barbara Ruiz moved to appoint Byron Nichols and Harold Anderson to the Planning Commission for the terms ending December 31, 2018. City Councilor Barbara Ruiz, City Councilor Matt Kennedy, and Mayor Jim Yonally were in favor. Motion passed.

COMMUNITY REPORTS. Linda Kleczynski, 2409 A Street, Hubbard, Hubbard Parks Improvement Committee (HPIC), reported they had appointed a sub-committee named, HPIC Veterans Memorial, which will still be HPIC-sponsored. She reported Thea Schrier will serve as president, and she (Linda) will serve as Vice-President. L. Kleczynski stated there are new members and officers of HPIC, including Thia Estes, Veronica Schaffer, and Charity Payne.

APPEARANCE OF INTERESTED CITIZENS. Dean Miller, 7711 S Barnards Road, Canby, said he bought a home on 7th Street in 1996, and split the lot. He tore down the house and built a new house on the other lot. He said he’s now being told he didn’t pay SDCs on the new house, but believes he did. He said the difference in whether SDCs were paid will impact the sale price of the empty lot.

City Councilor Matt Kennedy said he is materially involved in the issue as a realtor. He said he is indifferent of the outcome and wants to make sure nobody is cheated out of anything. He stated he doesn’t see a conflict of interest as a City Councilor and the realtor.

City Councilor Barbara Ruiz stated she believes there is a conflict of interest.

The topic of discussion will be held over due to the lack of quorum.

MAYOR’S PRESENTATIONS, AND/OR COUNCIL’S PRESENTATIONS. There were none.

STAFF REPORTS.

ADMINISTRATIVE DEPARTMENT – Director of Administration/City Recorder V. Nogle, MMC. Director of Administration/City Recorder Vickie Nogle reported Senior Accounting Specialist Kari Kurtz was still recovering from her recent surgery and was unable to attend the meeting. She said she had nothing to add to her report.

Mayor Jim Yonally asked if the court could still collect money on a ticket that was technically dismissed.

V. Nogle responded it could, and part of the diversion agreement is to pay the base fine up front.

POLICE DEPARTMENT – Police Chief Dave Dryden. Police Chief Dave Dryden said he had nothing to add to his report.

City Councilor Matt Kennedy asked if a Reserve Officer could come back and work weekends after they've taken a full time job with a different agency.

D. Dryden replied they can't because it would be too conflicting with their full-time schedule.

PUBLIC WORKS DEPARTMENT. City Councilor Matt Kennedy asked what the scope of plan was for the G Street project.

J. Estrada stated the project will include resurfacing and curbing.

M. Kennedy commented there is a crosswalk issue for pedestrians at the intersection of 1st and 2nd Streets and asked if the City had looked into the cost for flashing lights when pedestrian is present.

J. Estrada said he believes that is too expensive for this project, but they are looking into various scenarios.

CONSENT AGENDA.

- A. **APPROVAL OF DECEMBER 8, 2015, CITY COUNCIL MINUTES.**
- B. **RESOLUTION NO. 600-2016. A RESOLUTION TO COMPLY WITH HB 2174 (2015) AFTER RECEIPT OF THE FY 2014-2015 AUDIT REPORT.**
- C. **APPROVAL OF XPRESS BILL PAY GATEWAY AND ADMINISTRATIVE SERVICE AGREEMENT, AUTHORIZING THE MAYOR TO SIGN AS WELL AS PERTINENT MERCHANT AGREEMENTS.**
- D. **APPROVAL TO GRANT A STEP INCREASE TO STEP D OF THE CURRENT SALARY SCHEDULE FOR SENIOR ACCOUNTING SPECIALIST KARI KURTZ, EFFECTIVE JANUARY 1, 2016.** *(Refer to Director of Administration/City Recorder report)*
- E. **APPOINT SENIOR ACCOUNTING SPECIALIST KARI KURTZ AS THE BUDGET OFFICER.**
- F. **APPROVAL OF THE FISCAL YEAR 2016-17 BUDGET CALENDAR.**

MSA/City Councilor Matt Kennedy/City Councilor Barbara Ruiz moved to approve the Consent Agenda as presented. City Councilor Barbara Ruiz, City Councilor Matt Kennedy, and Mayor Jim Yonally were in favor. Motion passed.

APPROVAL OF THE DECEMBER 2015 BANK RECONCILIATION REPORT. Due to lack of quorum, this item will be held over to next month.

OTHER CITY BUSINESS. There was none.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS TUESDAY, FEBRUARY 9, 2016, AT 7:00 P.M.; SPECIAL CITY COUNCIL MEETING JANUARY 25, 2016, AT 6:30 P.M.) MSA/City Councilor Angie Wheatcroft/City Councilor Shannon Schmidt moved to adjourn the meeting. City Councilor Angie Wheatcroft, City Councilor Shannon Schmidt, and Mayor Jim Yonally were in favor. Motion passed. Meeting adjourned at 7:20 p.m.

Mayor Jim Yonally

ATTEST:

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

Lucy T. Astorga, Administrative Assistant
Recording & Transcribing

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
DECEMBER 8, 2015**

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Jim Yonally at 6:13 p.m. at the Hubbard City Hall, 3720 2nd Street, Hubbard.

FLAG SALUTE: Mayor Jim Yonally led the group in reciting the Pledge of Allegiance.

City Council Present: Jim Yonally, Angie Wheatcroft, Shannon Schmidt.

Excused Absence: Matt Kennedy, Barbara Ruiz.

Unexcused Absence: ~~Barbara Ruiz.~~

Staff Present: Director of Administration/City Recorder Vickie Nogle, MMC; Police Chief Dave Dryden; Administrative Assistant Lucy Astorga.

WORK SESSION – BEEKEEPING. Director of Administration/City Recorder Vickie Nogle said the City of Gresham allows six colonies of bees.

City Councilors Angie Wheatcroft and Shannon Schmidt said they believe six colonies is too many.

Mayor Jim Yonally said they could also look into the number of colonies depending on lot size.

V. Nogle said discussion could be tabled and invite the beekeeping proponents to give input and answer questions.

S. Schmidt said she likes the idea of tailoring the number of colonies to lot size.

A. Wheatcroft said she thinks the maximum allowed should be three colonies.

The meeting was recessed at 6:29 p.m. and reconvened at 6:58 p.m.

COMMUNITY REPORTS. Linda Kleczynski, 2409 A Street, Hubbard, Hubbard Parks Improvement Committee (HPIC), reported they had purchased equipment to redo the baseball backstops at Barendse Park. She said they hoped to add a bench as well. She added there were new people wanting to join HPIC. L. Kleczynski said the BINGO event had been canceled until new officers were in place.

APPOINT BUDGET COMMITTEE MEMBER.

MSA/City Councilor Angie Wheatcroft/City Councilor Shannon Schmidt moved to appoint Joan Viers to the Budget Committee for the term ending December 31, 2018. City Councilor Angie Wheatcroft, City Councilor Shannon Schmidt, and Mayor Jim Yonally were in favor. Motion passed.

APPEARANCE OF INTERESTED CITIZENS. Rob Prinslow, 3745 10th Street, Hubbard, asked if there was any more information regarding the business operating across from City Hall. He asked if staff had found out if they were legally operating or not.

Mayor Jim Yonally said staff is still looking into it.

COLLECTIVE BARGAINING AGREEMENT

between

CITY OF HUBBARD

and

Fraternal Order of Police Lodge 7
(Representing the City of Hubbard Police Officer's)

2015-2018

City of Hubbard Contract No. 0001

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PREAMBLE

This Agreement is entered into by the City of Hubbard, Oregon, hereinafter referred to as “City” and the Fraternal Order of Police Lodge 7, Oregon, (representing Hubbard Police Officers), hereinafter referred to as the “Association.”

The purpose of this Agreement is to set forth those matters pertaining to rates of pay, hours of work, fringe benefits and other conditions of employment and the establishment of an equitable and peaceful procedure for the resolution of disputes.

ARTICLE 1 – RECOGNITION

The City recognizes the Association as the exclusive representative for matters concerning direct and indirect monetary benefits, hours, vacations, sick leave, grievance procedures and other conditions of employment as described by the Public Employee Collective Bargaining Act (PECBA) for all sworn regular full time (as defined by Department of Police Standards and training – DPSST) municipal police officers that conduct regular patrol duties within the City of Hubbard; the unit specifically excludes all temporary, confidential, casual, seasonal and supervisory (including the Chief of Police and sergeant positions) employees.

ARTICLE 2 – MANAGEMENT RIGHTS

Section 2.1 Management Rights

It is recognized that an area of responsibility must be reserved to the City if City government is to effectively serve the public. Except to the extent expressly abridged by a specific provision of this Agreement, it is recognized that the responsibilities of management are exclusively functions to be exercised by the City and are not subject to negotiation. By way of illustration and not of limitation, the following are listed as such management functions:

- A. The determination of the governmental services to be rendered to the citizens of Hubbard.
- B. The determination of the City’s financial, budgetary, accounting and organization policies and procedures.
- C. The continuous overseeing of personnel policies, procedures and programs promulgated under any ordinance or administrative order of the Council establishing personnel rules and regulations not inconsistent with any other term of this Agreement.
- D. The management and direction of the work force including, but not limited to, the right to determine the methods, processes and manner of performing work; the determination of duties and qualifications of job classifications; the right to hire,

promote, transfer and retain employees; the right to discipline or discharge; the right to lay off for lack of work or funds; the right to abolish positions or reorganize the Department or divisions within the Department; the right to determine schedules of work; the right to purchase dispose and assign equipment or supplies; and the right to contract or subcontract any work.

Section 2.2 Volunteer Utilization

The City will continue to utilize volunteers. Regarding any future changes to how the City uses volunteers, the City will follow ORS 243.716.

Section 2.3 Subcontracting

The City shall notify the Association, as soon as possible, of the possibility of the City subcontracting out work that is currently performed by members of the bargaining unit if required to do so by PECBA. At the time the City gives the notice, the parties will engage in mid-term bargaining as provided by ORS 243.698.

Section 2.4 Use of Reserves

The City will not use paid reserves to fill shifts before offering the shift to a regular full-time officer.

ARTICLE 3 – ASSOCIATION RIGHTS

Section 3.1 Association Activities

Employees shall have the right to form, join and participate in the activities of employee organizations of their own choosing, for the purpose of representation on matters of employee relations. Employees shall also have the right to refuse to join or participate in the activities of the Association. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the City or by any employee organization because of their exercise of their rights.

Section 3.2 Non-Discrimination

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, marital status, race, color, sex, creed, religion, national origin, union affiliation, disabled status, political affiliation or other protected status or protected activity in accordance with applicable law. Nothing in this Section shall prohibit the City from establishing bona-fide occupational criteria.

Section 3.3 Policy and Procedures

When the City is contemplating changing mandatory subjects of bargaining, it shall provide the Association with drafts of the to-be-amended policies and procedures. These to-be-

amended policies and procedures shall be provided to the Association with at least fifteen (15) days' advanced notice of the proposed change.

Section 3.4 Negotiations

The composition of the Association's negotiation team shall be determined by the Association. The date, time and place for negotiating sessions shall be established by mutual agreement between the parties.

Section 3.5 Association Membership and Fair Share

Membership or non-membership in the Association shall be the individual choice of employees covered by this Agreement. However, any employee who chooses not to become a member of the Association, as well as those who are members of the Association, shall make membership dues payments or a fair share payments in lieu of dues, as defined in ORS 243.560 (16), beginning on the 30th day following their first day of employment.

Any individual employee objection based on bona fide religion or teachings of a church or religious body of which such employee is a member will require such employee to inform the City and the Association of his/her objection. The employee shall meet with the representative of the Association to establish a satisfactory arrangement for distribution of a contribution on an amount of money equivalent to regular Association membership dues to a charity. The employee shall supply proof to the Association and City each month that this has been done.

Section 3.6 Check-off

The City agrees to deduct membership dues or "fair share" payments from the pay of employees covered by this Agreement. The City agrees to deduct fifty-percent (50%) on the fifteenth (15th) day and the remaining fifty percent (50%) on the last day of the pay period. Dues and fair share deductions will be automatically deducted from the pay of bargaining unit employees starting with their 30th day of employment. The City will not be held liable for deduction errors, but will make proper adjustments with the Association for errors as soon as is practicable.

Section 3.7 Bulletin Boards

The City agrees to furnish and maintain suitable a bulletin board to be used by the Association. The Association shall limit its postings of notices and bulletins to such bulletin boards. All postings of notices and bulletins by the Association shall be factual in nature and should be signed and dated by the individual doing the posting.

In the event items are posted on the bulletin board that do not fall within this description, or items are posted that violate the City's anti-harassment/discrimination prohibitions or other legal restrictions; the City will remove the item and return it to the Association.

Section 3.8 Right of Access

Association representatives and agents of the Association shall have the right to reasonable access to the Police Department for the purpose of investigating grievances and other business related to the representation of employees for the purpose of employment relations. Prior to admittance to the non-public areas of the Police Department, the Association representative and/or agent of the Association shall obtain permission from the senior, non-bargaining unit member (supervisor) on duty at the time the request is made. Prior to gaining access, the Association or agent of the Association shall advise the duty supervisor of the purpose of the visit, approximate length of time required and the name of the person(s) to whom he/she wishes to speak. Such permission shall not be unreasonably withheld and, if withheld, the reasons for the withholding shall be given to the Association agent or representative at that time. Association representatives and agents shall not unreasonably interfere with an employee's work. This Article is not intended to be used for membership drives or recruiting of new members.

Section 3.9 Use of Buildings

The Association may use, in accordance with established City rules applicable to other groups within the community, City facilities during employees' non-work hours (as defined in this Agreement) for Association meetings, provided such space is available. Request for use of facilities within the Police Department must be made to the Chief of Police or his/her designee. Request for use of other City facilities must be made to the Director of Administration/Recorder or his/her designee. Such meetings shall not be permitted for Association organizing activities or membership drives of City employees.

The parties agree to the primary principle that Association activities will be normally carried on outside an employee's duty and working hours.

Section 3.10 Association Business

The Association agrees that the Chief of Police will be notified in writing of the members of the Association selected to serve as official representatives. The Association agrees that Association business shall not interfere with the operations of the Department or the police duties of certified Association representatives.

ARTICLE 4 – CITY SECURITY

Section 4.1 No Strike

During the term of this Agreement, there will be no strike, slowdown or recognition of any picket line while in the performance of official duties. For purposes of this section, "strike" means an employee's refusal in concerted action with others to report for duty, or the employee's willful absence from the position of the employee, or stoppage of work by the employee, or absence of the employee in whole or in part from the full, faithful or proper performance of the duties of employment of that employee for the purpose of inducing or coercing a change in the conditions, compensation, rights, privileges or

obligations of employment. In the event of a violation of this provision by the Association, or employees in the bargaining unit, the City may discipline for such cause, including discharge of any employee involved in such activity either on a uniform or selective basis. Nothing in this Agreement shall preclude recourse by the City to such other legal or equitable remedies as may be available to it.

Section 4.2 Productivity

The parties to this Agreement recognize that delivery of essential municipal services, in the most efficient and effective manner is of paramount importance and interest to the City and the Association. In return to the City for the wage rates and conditions herein provided and consistent with the principle of a fair day's work for a fair day's pay, the Association pledges agreement with the objective of achieving the highest level of employee performance and efficiency, safety, good health and sustained effort. The parties may agree to meet at mutually convenient times to discuss means of increasing Department productivity.

ARTICLE 5 – HOURS OF WORK

Section 5.1 Work Schedule

The City's workweek begins at 12:01 AM on Sunday and ends the following Saturday at 12:00 Midnight.

The regularly scheduled hours and days of work shall be established by the City. On occasion, it may be necessary to alter the regularly scheduled hours and days of work. When the work schedule is altered, employees are required to attend work in accordance with the new schedule.

The schedule will normally provide for a work week of forty (40) hours within the City's workweek for full-time employees. Other work schedules may be established to meet the needs of specific City services.

Section 5.2 Lunch and Work Breaks

During any period in which you work six hours or more, each employee will be entitled to a 30 minute paid lunch break.

Employees are entitled to a fifteen (15) minute paid rest period for each four (4) hours of working time. Breaks shall be arranged so as not to interfere with City business. This time is to be taken in addition to and separately from the time allowed for the meal period. Insofar as possible these breaks should be taken approximately midway in each four-hour segment. Rest periods cannot be used to arrive at work late or leave work early.

Section 5.3 Overtime

Employees will be awarded overtime pay or compensatory time at a rate of 1.5 hours for each hour worked in excess of 40 hours in a workweek, or for all hours worked in excess of eight (8) hours on any scheduled eight (8) hour scheduled workday or ten (10) hours in any ten (10) hour scheduled work day. Pay received for hours not worked (comp time, vacation time, sick time or any other time) is not counted toward the computation of overtime or compensatory time for hours worked within the same day. If an employee is called back into work on a scheduled day off, the employee will receive call-back time even if the employee used comp time, vacation time, sick time or any other time during the week.

Section 5.4 Compensatory Time Accruals

Association members may accrue up to sixty (60) hours.

Section 5.5 Call-Back Time

Regular full-time employees called into work other than the regular starting time without at least 24 hours advance notice will be paid or accrued a minimum of two (2) hours pay at the employee's overtime rate. The Police Chief or his/her designee will notify the employee of a change in shift as soon as practicable via email, text or a phone call. All time provided in this section must be approved by the Police Chief.

Exceptions to Call-Back Pay: The obligation to pay the call-back minimum shall not apply in the following situations:

1. When an employee is called in to start work one (1) hour or less before the beginning of his/her regular shift or when the employee's shift is extended;
2. If an employee has completed his/her shift and has departed from the Department for less than thirty (30) minutes;
3. If an employee is recalled to duty to correct a mistake and/or to complete a duty that, in the City's views, must be completed prior to the employee's next duty day.
4. If an employee is called while off duty by a supervisor or administrative assistant regarding a work related issue, the employee shall be entitled to a minimum of fifteen-minute (15) increments.

Section 5.6 Substitutions

Two (2) employees may agree in writing, solely at their option and with the advance written approval of the shift supervisor of the impacted shift, to substitute for one another during scheduled hours of work. Substitution may be denied on a case-by-case basis at the City's discretion. For example, the City may deny a substitution based on operational needs, overtime or other scheduling impacts.

Even though one employee substitutes for another, each employee will be credited as if he/she worked the normal work schedule and as if the substitution had not occurred. The City shall have no obligation to keep track of substitutions or to ensure that a substitution shall be excluded from the hours for which the substituting employee would otherwise be entitled for purposes of overtime and wage computation. Each agreement to substitute must be made for the convenience of the employees and must not be required by the City.

No shifts substitutions will be allowed if it would cause the City to violate any wage and hour laws.

Substitutions involving probationary employees may be denied by the City based on the supervisor's determination of the officers' training needs.

Section 5.7 Excess of Fifteen Hours

Any employee who works fifteen (15) or more consecutive hours will not be required to report to work within twelve (12) hours without loss of pay.

ARTICLE 6 – WAGES

Section 6.1 Wages

Each employee covered by this Agreement shall be compensated in accordance with the Salary Schedule attached which reflects a 2.45% COLA increase effective July 1, 2015.

On July 1, 2016 and July 1, 2017, each employee covered by this Agreement will receive the cost of living adjustment (COLA) as the entire unrepresented City employees as determined by the City Council.

Section 6.2 Step Increases

New employees are eligible for an increase after successful completion of the probationary period, and on the employee's anniversary date.

Eligibility for step advancements after completion of probation is not automatic; but shall be based on a "satisfactory" performance evaluation.

Section 6.3 Incentive Pay

Only full time police officers are eligible for incentive pay. The officer must maintain a satisfactory job performance evaluation to be eligible for incentive pay.

A two percent (2%) increase in salary shall be added to the base salary for full-time employees who qualify for incentive pay by completing training and achieving:

- Six hundred (600) hours of State approved police training
- Nine hundred (900) hours of State approved police training
- One thousand two hundred (1200) hours of State approved police training
- 10-15 years of service
- 16-20 years of service
- 21+ years of service
- Associate Degree¹
- Bachelor Degree²
- DPSST intermediate certificate
- DPSST advanced certificate

If employees qualify for more than one of the above incentives, they shall receive both. For example, if an employee has 1200 hours of State approved training, the employee will receive a six percent (6%) increase. However, the total amount of all incentive pay may not exceed ten percent (10%) per month for any employee.

Section 6.4 Bilingual Pay

Upon evidence satisfactory to the City of bilingual proficiency for either English-Spanish or English-Russian, an additional fifty dollars (\$50) shall be added to the base salary for full-time employees.

Section 6.5 Payday

Pay periods are twice a month, the fifteenth (15th) and the end of the month. Should any of these dates fall on a Saturday, Sunday or Holiday, net wages will be deposited on the preceding regular business day.

Section 6.6 Travel and Expenses

- A. When a police officer is authorized to use the employee's own vehicle in the performance of official City duties, the employees shall be compensated at the current IRS rate.
- B. Officers will be reimbursed the actual and reasonable travel expenses pursuant to the City-wide travel reimbursement policy, but in no event shall it exceed the federal per diem rate.

¹ Associate Degrees must be in a law enforcement related field and pre-approved by the Chief of Police or his/her designee

² Bachelor Degrees must be in a law enforcement related field and pre-approved by the Chief of Police or his/her designee

Section 6.7 Uniforms

- A. Boots: On January 1, 2017, all currently employed full time police officers shall receive a \$150 reimbursement to be used toward new duty boots.
- B. Damage: When a uniform is returned to the City because of wear or damage, at the discretion of the Police Chief or his/her designee, the City may replace the item.

Section 6.8 K-9 Compensation

To compensate the K-9 handler for the off-duty care of the canine, the handler will receive one (1) day off per month as compensation. If this day is not possible by the end of the month, the K-9 handler will receive one (1) day off applied to his/her compensatory bank at his or her the regular rate of pay.

ARTICLE 7 – INSURANCE

Section 7.1 Health, Vision and Dental Insurance

- A. The City will pay one hundred (100%) of the premium to provide medical, dental and vision insurance coverage for full-time employees and their designated family who are participating in the City's current Health Plan.
- B. The City may select a different plan or provider of benefits, which are on the whole substantially comparable to those currently provided. The City and the Association shall consult within fourteen (14) days of the City's written notice to the Association if there are any changes. The Association reserves the right to challenge/bargain any unilateral changes proposed by the City.

Section 7.2 Life Insurance

The City agrees to continue to provide group life, disability, accidental death, and dismemberment insurance for all qualified bargaining unit employees.

Section 7.3 Retirement

- A. The City agrees to participate in the Public Employees Retirement System (PERS) Plans for the classifications of Police Officer. The City shall pay the entire PERS employee contribution for each employee in the classifications listed above by not reducing the compensation of those employees to generate the funds needed to pay employee contributions.
- B. Employees may contribute voluntarily to the deferred compensation plans administered for the City.

Section 7.4 Workers' Compensation

All bargaining unit employees will be insured under the provisions of the Oregon State Workers' Compensation Act for injuries received while at work for the City.

ARTICLE 8 – SICK LEAVE

Section 8.1 Accrual

All regular full-time employees will be entitled to use to sick leave with pay after the first month of employment. Sick leave shall accrue at the rate of four (4) hours for each pay period totaling eight (8) hours per month. Employees who are granted a leave of absence with pay shall continue to accrue sick leave.

Section 8.2 Use of Sick Leave

Sick leave will be used in amounts of not less than one quarter (1/4) hour increments. An employee may use accrued sick leave when unable to perform his work by reason of:

- Personal illness or injury;
- Necessity for medical or dental care;
- Exposure to contagious disease under circumstances by which the health of the public or fellow employees would be endangered;
- Caring for an injury or illness of a family member (family member is defined by state law); or
- All other reasons required by state law.

Section 8.3 Bereavement Leave

In the event of a death in the employee's family member, an employee may be granted a leave of absence with pay, not to exceed three (3) calendar days. Thereafter, the employee may use up to five (5) additional days of sick leave, per occurrence.

Section 8.4 Abuse of Sick Leave

Abuse of sick leave is considered a serious matter. Sick leave may not be used for more than three (3) consecutive days without a written explanation from the attending physician unless approved by the Chief of Police. In addition, whenever the City can articulate a good faith concerns (e.g. questionable patterns of absences, suspicious explanation, etc.), the City may also require a written explanation. If the City determines an employee has abused sick leave, the employee will be subject to discipline.

In some circumstances, a medical fitness for duty report may be required before an employee is allowed to return to work from an absence due to injury or illness.

Section 8.5 Exceptions to Sick Leave with Pay

No employee of the City shall be entitled to draw salary and/or benefits from the City during such time as the employee is drawing unemployment, workmen's compensation or any other similar benefits or payments either from the City or from any other source, which accumulated results in a higher net, salary than the employee would normally earn.

Section 8.6 Sick Leave Donation

An employee may be permitted to receive shared leave under this section if:

- The employee has depleted or will shortly deplete his or her total of accrued vacation, sick leave, compensatory time, holiday time and/or other paid leave.
- Prior to the use of shared leave, the employee has abided by the City's sick leave policy.
- The employee provides appropriate medical justification and documentation both of the necessity for the leave and the time which the employee can reasonably be expected to be absent due to the employee's condition.

A minimum of eight (8) hours of donated leave is available for use as shared leave.

Employees may donate either vacation leave or compensatory time for use as donated leave. All donations of leave shall be voluntary. Donated leave shall be transferred on a dollar-for-dollar basis. The value of the leave shall be determined at the current hourly wage of the donor employee and the leave available to the receiving employee shall be calculated at the receiving employee's wage.

The Finance Department shall be responsible for computing the values of donated leave, and shall also be responsible for adjusting the accrued leave balances to show the transferred leave. In no event shall a transfer of leave be approved which would result in an employee reducing his or her total accumulated vacation leave to less than forty (40) hours.

While an employee is on donated leave, he or she will continue to be classified as a city employee and shall receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation leave. To the extent possible, donated leave shall be used on a consecutive day basis. The value of any leave transferred which remains unused shall be returned at its original value to the employee or employees who donated the leave.

Council approval is required for the use of shared leave in excess of eighty (80) hours by one employee.

Section 8.7 Maternity and Parental Leave

Disability caused by childbirth or related circumstances shall be considered a temporary disability and will be covered by accrued sick leave during the period that the employee's doctor certifies the employee's "disability."

When to commence or terminate leave, whether paid or unpaid, both prior to and after delivery, is a decision to be made by the employee and the treating physician. Length of leave for which the employee is eligible to use available paid sick leave shall be limited to a twelve (12) week period during any twenty-four (24) calendar months.

Time taken before or after a certified period of disability must be taken in the following order: sick leave, compensatory time, vacation time, and lastly, leave without pay. With approval of the Police Chief, the employee may request to keep the accrued sick leave, compensatory time, vacation time, and take the certified period of disability without pay.

If the period of disability, as certified by the treating physician, exceeds accrued sick leave, the employee may take a leave of absence, not to exceed one (1) year, without pay or fringe benefits.

To be eligible for sick leave benefits due to childbirth or related circumstances, the employee must notify the City in writing of the anticipated date of departure and date of return, at least ten (10) working days prior to the beginning of the leave, if possible. In the event of emergency, such as premature delivery, telephone notice shall suffice, provided written notice is given within three (3) working days following the emergency.

ARTICLE 9 – VACATION

Section 9.1 Accrual of Vacation Benefits

Regular and probationary full-time employees shall accrue vacation time on a monthly basis. The amount of an employee's vacation accrual will be adjusted for the City's 15th and last day of the month payroll periods. Vacation pay is earned from an employee's first day of employment, but cannot be used until completion of twelve (12) months of continuous employment, except at discretion of the Chief of Police or his/her designee. Regular and probationary full-time employees shall earn vacation pay as follows:

Years of Employment	Vacation Period
1 through 5 years	80 hours
6 through 10 years	120 hours
11+ years	120 hours plus 8 hours for each additional year (160 is the maximum accrual)

Section 9.2 Eligibility for Continued Accrual

Regular and probationary full-time employees will continue to accrue vacation pay, as long as they are actively employed or on paid leave.

Section 9.3 Maximum Accrual

Any vacation time accrued above a maximum of two hundred forty (240) hours must be used by December 31 of each year. Any excess hours over two hundred forty (240) will be forfeited without compensation, unless carryover is approved by the City Council.

Section 9.4 Effect of Separation

Any vacation owed to a terminating employee shall be added to the employee's final pay. However, no payment will be made for terminations during an employee's probationary period, except following a promotion when all benefits are retained.

Section 9.5 Vacation Bidding

Police Officers will be allowed to take one Priority Vacation per calendar year starting on January 1st. The employee shall be selected on a rotating bargaining unit seniority basis. An employee permitted to exercise their right by seniority will only happen for the one Priority Vacation selection which will consist of one (1) block of time period (i.e. member may select one consecutive period, one time), not to exceed forty (40) hours, unless otherwise approved by the Chief of Police. Thereafter, conflicting requests for the same Priority vacation time shall be resolved on the basis of prior scheduling

ARTICLE 10 – HOLIDAYS

Section 10.1 Holidays

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day After Thanksgiving Day
Christmas Eve Day
Christmas Day
Floating Holiday (Employee's Birthday)

Section 10.2 Accrual of Holiday Time

Employees who do not work on a holiday will accrue holiday time equal to ten (10) hours per holiday, accruing on the date of the holiday. Employees who work on a holiday will accrue holiday time at the overtime rate for the shift. Employees are considered to work on a holiday when the shift begins during the twenty-four holiday period.

All holiday time off must be taken within sixty (60) days of accrual, unless approval is extended by the Chief of Police or his/her designee. It is the responsibility of the Chief of Police to schedule accrued holiday time off to conform to budget constraints.

ARTICLE 11 – PROBATION

All new hires shall serve a probationary period. The probationary period for sworn personnel will be eighteen (18) months and may be extended to a maximum of twenty-four (24) months. Any lateral hires will have a probationary period of six (6) months if DPSST certified.

The probationary period shall be a part of the examining process and shall be used to determine if the newly hired or rehired employee to be assigned to regular status. Probationary employees serve at the will of the City and may be discharged without notice or cause.

ARTICLE 12 – SENIORITY

Section 12.1 Seniority

- A. Seniority Defined: Bargaining unit seniority is determined by the length of an employee's continuous service with the Police Department in the bargaining unit from last date of hire.
- B. Seniority List: The City will make electronic copies of bargaining unit seniority lists available to the Association and employees upon request.

Section 12.2 Layoff and Recall

- A. Layoff: The City may lay off an employee when the City determines it is necessary to abolish a position or that a shortage of funds or work exists. Layoff shall be by specific job classification. Probationary employees in the classification(s) affected by layoff will be laid off first. In the event the City determines that it is necessary to layoff regular employees, employees in the classification(s) affected shall be laid off in ascending order (bottom to top) based on bargaining unit seniority.

An employee shall be given written notice at least fifteen (15) days before the effective date stating the reasons for the layoff.

- B. Recall: Employees shall be recalled from layoff to the classification held at the time of layoff in inverse order of layoff according to their bargaining unit seniority. No new employees shall be hired in one of the classifications until all employees in that classification on layoff status desiring to return to work have been recalled or have otherwise suffered a break in seniority, as set forth in Section 12.3, below.

- C. Layoff List: Layoff status shall be maintained for an eighteen (18) month period. It shall be the obligation of the employee to maintain a current address with the City during this period.

Section 12.3 Continuity of Service

Service requirements for advancement within salary range, extended steps, holidays and vacation shall be based upon continuous and total service as a regular employee.

Employees will continue to accrue seniority. Seniority will be broken and the employment relationship will be severed if any of the following events occur:

1. Voluntary resignation or retirement;
2. Discharge of a regular employee for just cause or a probationary employee at will;
3. Layoff or absence from work due to off-the-job illness or off-the-job injury for more than eighteen (18) months in duration;
4. Failure to notify the City of intent to return to work pursuant to a recall notice sent by certified mail, return receipt requested, to the last address provided to the City through personnel records within ten business days of delivery;
5. Failure to report for work immediately upon expiration of an authorized leave of absence; or
6. Failure to return from military leave, in accordance with applicable law.

Section 12.4 Retention of Seniority for Promotion

Employees who are promoted to positions within the Department that are outside the bargaining unit, but are returned to bargaining unit positions by the City will return with the seniority they had accrued at the time of their promotion restored. The time an employee spends in such a position will not, however, be applied toward his/her seniority. Instead, the employee's bargaining unit seniority date will be adjusted by an amount equal to the time he/she served in the non-bargaining unit position.

ARTICLE 13 – DISCIPLINE

Section 13.1 Types of Discipline

Disciplinary action or measures shall include the following: written reprimand; suspension; demotion; discharge; or any combination thereof. An employee may only be disciplined for just cause.

Section 13.2 Administration

Disciplinary actions will be administered promptly, in a fair, and firm manner, and only for specific and just cause, and with employee rights fully protected.

If the City has reason to counsel or discipline an employee, it shall be done in a manner that is least likely to embarrass the employee before other employees or the public.

Section 13.3 Interview

Investigatory interviews will be conducted in the following manner:

1. The officer shall be informed of the nature of the investigation in a reasonable period of time prior to the scheduled interview.
2. The officer may have a representative of the officer's choosing present at the interview.
3. The interviewers shall inform the officer of the officers' *Garrity* rights and the investigator's authority to compel a statement and of the identity of the investigators and all persons present during the interview.
4. The interview may not last an unreasonable amount of time, taking into consideration the gravity and complexity of the matter under investigation.
5. During the interview, the officer must be allowed to attend to physical needs.
6. Any interviews shall take place when the officer is on duty unless the seriousness of the investigation dictates otherwise.
7. The complete interview of the officer, noting all recess periods, shall be recorded and the officer, upon request, will be provided a copy of the recording, or the officer may also record the interview at the officer's own expense. If the officer is subsequently charged and any part of any recording of the interview is transcribed by the City, the officer shall be given a complimentary copy thereof.
8. Interviews shall be done under circumstances devoid of intimidation or coercion and shall not otherwise violate the officer's Constitutional Rights. The officer shall not be subject to abusive language. No promise of reward shall be made as an inducement to answer questions.

Section 13.4 Progressive Discipline and Due Process

Progressive discipline shall be used except when the nature of the problem requires more serious discipline or immediate action. For economic discipline, employees will be afforded due process.

1. Pre-Disciplinary Hearings: Prior to economic discipline being imposed, the employee shall be given the opportunity to meet with the Chief of Police or his/her designee, personally or through an Association representative or attorney, to provide additional evidence and/or mitigating circumstances to the disciplinary action being considered. The City will provide reasonable advance notice of the meeting and will respond to requests for information related to the conduct leading to the proposed disciplinary action, including requests for copies of investigation documents, witness statements, tape recordings and other information relied upon as a basis for the proposed disciplinary action within a reasonable period prior to the meeting, consistent with PECBA and due process obligations. The City agrees not to decide on the discipline to be imposed on the employee until after such a meeting.
2. Imposing Discipline: Any employee being disciplined will be given official written notice of the discipline being imposed, including a summary of the factual conclusions and the policy, procedures, standards violated and/or misconduct that occurred. The employee and/or Association representative shall, upon request, be furnished with a copy of the investigation.

Section 13.5 Conduct Which May Result in Discipline

Hubbard Police Department Policy 340.3.1 to 340.3.6 provides examples of conduct that may lead to discipline.

ARTICLE 14 – PERSONNEL RECORDS

Section 14.1 File Contents

The City shall maintain a personnel record of each employee in the City service. This record shall be the official record of the City.

No disciplinary action, evaluation document, or complaint will be placed into an employee's personnel file without a copy being provided to the employee. Normally, the employee will be asked to acknowledge receipt of a copy by affixing the employee's signature to the file copy. Such a signature is not to be construed as indicating agreement with the contents thereof.

Section 14.2 Inspection of Record

An employee may inspect the contents of the employee's personnel record upon the employee's written request to do so. An employee's official representative, with the permission of the employee, may inspect all records pertaining to the employee.

Section 14.3 Entries Dated

Each entry into the employee's personnel file shall be dated.

ARTICLE 15 – GRIEVANCE PROCEDURE

Section 15.1 Grievance Procedure

Grievance, for the purpose of this Agreement, is defined as a dispute regarding the meaning or interpretation of a particular clause of this Agreement or regarding an alleged violation of this Agreement. Such grievance shall be settled in the following manner:

Step One: Should an employee believe that an employee's rights under this Agreement have been violated, the employee is encouraged to attempt to verbally rectify the matter of concern to the employee's immediate supervisor in order to attempt to resolve the matter prior to filing a written grievance.

Step Two: Should an employee believe that the employee's rights under this Agreement have been violated, within fourteen (14) calendar days of the date of such grievance or knowledge thereof, the employee shall report the matter in writing to the employee's immediate supervisor. The written grievance shall be on a form approved by the City and Association and shall include:

1. A statement of the grievance and relevant facts;
2. Provision of the Agreement violated; and
3. Remedy sought.

Within fourteen (14) calendar days after receipt of such report, the immediate supervisor shall attempt to resolve the matter and submit an answer in writing to the employee.

Step Three: If the grievance still remains unsettled, within fourteen (14) calendar days after the reply of the immediate supervisor is received or the date that such reply is due, the Association may submit the grievance in writing to the Police Chief. The Police Chief shall respond in writing to the employee within fourteen (14) calendar days.

Step Four: If the grievance still remains unresolved, within fourteen (14) calendar days, the Association may serve written notice to the Police Chief of the Association's intention to arbitrate the grievance.

After the grievance has been so submitted, the Association may request from the Oregon Employment Relations Board a list of seven (7) Oregon and Washington arbitrators. The parties shall select an arbitrator from the list by alternatively striking a name, with the first strike being determined by lot. The final name left on the list shall be the arbitrator. The arbitrator's decision shall be final and binding, but the arbitrator shall have no power to alter, modify, add to or detract from the terms of the contract. The arbitrator's decision shall be within the scope and terms of the contract and in writing including detailed findings and conclusions, together with an explanation of the reasoning utilized in making the decision. The arbitrator shall be asked to submit the decision within thirty (30) days of the date of the hearing.

Section 15.2 Cost of Arbitrator

Each party shall be responsible for paying the costs of presenting its own case in arbitration, including the payment of witness fees, if any. The cost for the arbitrator, court reporter (if any), and the hearing room shall be borne by the losing party. The arbitrator shall designate the "losing party." The arbitrator's designation of the "losing party" shall be final and binding. The cost of a court reporter is contingent on both parties having agreed to utilize the services of a court reporter.

Section 15.3 Time Limits

Any or all time limits specified in the grievance procedure may be waived by mutual written consent of the parties. Failure to submit the grievance in accordance with these time limits without such waiver shall constitute abandonment of the grievance. Failure by the City to respond within the time limit shall permit the grievance to proceed to the next step. The grievance may be terminated at any time upon receipt of a signed statement from the employee that the matter has been resolved through Step Three of the Grievance Procedure.

ARTICLE 16 – SAVINGS CLAUSE

Should any article, section or portion of this Agreement be held unlawful and unenforceable by final order of any court of competent jurisdiction or administrative agency having jurisdiction over the subject matter, or by legislation of the State of Oregon or federal government, such decision or legislation shall apply only to the specific article, section or portion thereof directly affected. Upon issuance of any such decision or legislation, the parties agree immediately to negotiate a substitute, if possible, for the invalidated article, section or portion thereof. All other portions of this Agreement, and the Agreement as a whole, shall continue without interruption for the term hereof.

ARTICLE 17 – TERM OF AGREEMENT

Any specified Article or Articles of this Agreement may be opened for negotiation by mutual written consent of both parties at any time during the life of the Agreement.

City of Hubbard and Fraternal Order of Police Lodge 7 Labor Agreement

This Agreement commences on _____, 2016, and terminates on June 30th, 2018. The parties will commence negotiations on or about January 1, 2018. This Agreement will remain in full force and effect during the period of negotiations.

CITY OF HUBBARD, OREGON

Mayor James Yonally Date

Vickie Nogle Date
ATTEST

FRATERNAL ORDER OF POLICE LODGE 7
(Representing the City of Hubbard Police Officers)



Leo F. Painton Date
1-19-16



Grady Nelson Date
01.19.16

RESOLUTION NO. 601-2016

A RESOLUTION TO REPEAL RESOLUTION NO 176-93 A CONTRACTUAL SERVICES AGREEMENT WITH OFFICER ALIVE, LAW ENFORCEMENT CHAPLAINCY.

Findings

A. The City of Hubbard no longer uses the Officer Alive program as it no longer exists.

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

1. Resolution 176-93 is hereby repealed.

ADOPTED BY THE CITY COUNCIL this 9th day of February 2016.

APPROVED:

Jim Yonally, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/City Recorder

APPROVED AS TO FORM:

Berry, Elsner, & Hammond, City Attorney

Repeal

CITY OF HUBBARD

RESOLUTION NO. 176-93

A RESOLUTION AUTHORIZING A CONTRACTUAL SERVICES AGREEMENT WITH OFFICER ALIVE! LAW ENFORCEMENT CHAPLAINCY.

WHEREAS, the City has a need for the personal counseling, stress management, guidance and support and other services provided by Officer Alive! Law Enforcement Chaplaincy, and

WHEREAS, Officer Alive! is qualified and capable of performing the professional services that the City requires, NOW, THEREFORE,

THE CITY OF HUBBARD RESOLVES AS FOLLOWS:

Section 1. That the Mayor and City Coordinator are authorized to sign a professional services contract with Officer Alive! Law Enforcement Chaplaincy, a copy of which is attached hereto, and by this reference, incorporated herein.

Approved as to form: _____
City Attorney

12/27/93
Date

The foregoing resolution was passed by the Common Council of the City of Hubbard this 14th day of December, 1993, by the following vote.

AYES: 5
NAYES: 0
ABSENT: 0

WHEREUPON, the Mayor declared the motion to be carried and the resolution adopted.

Passed and approved by the Common Council of the City of Hubbard this 14th day of December, 1993.

Approved by the Mayor on the ²¹14th day of ^{JANUARY}~~December~~, 199⁴3.

Misty D Lee 1-21-94
Misty D. Lee, Mayor

ATTEST:

Janice C Victoria
Janice C. Victoria, City Coordinator

CITY OF HUBBARD, OREGON

**PROFESSIONAL SERVICES CONTRACT
FOR HUBBARD POLICE DEPARTMENT EMPLOYEES**

THIS AGREEMENT made and entered into the 14th day of December, 1993, by and between the City of Hubbard, of the State of Oregon, hereafter called the CITY, and OFFICER ALIVE! Law Enforcement Chaplaincy called the CONTRACTOR, whose address is 6775 Pierce Ct., N., Keizer, Oregon 97303, (P.O. Box 17728, Salem, OR 97305).

WITNESSETH:

WHEREAS, CITY has a need for the services of an individual with the particular training, ability, knowledge, and experience possessed by CONTRACTOR,

WHEREAS, CITY has determined that the CONTRACTOR is qualified and capable of performing the professional services as the CITY does hereinafter require, under the terms and conditions set forth:

NOW, THEREFORE, in consideration of mutual covenants contained herein, the parties agree as follows:

A. SERVICES TO BE PROVIDED

CONTRACTOR shall initiate services immediately upon receipt of the CITY'S notice to proceed, together with an executed copy of this agreement. CONTRACTOR will provide the following professional services:

Scope of Services

1. The CONTRACTOR will be available to provide personal counseling and crisis assistance to law enforcement personnel and their immediate families.
2. The CONTRACTOR will provide guidance and support, upon request, to persons and serves as a facilitator for emotional and stress related incidents.
3. The CONTRACTOR will make hospital and home visitations during times of illness, injury, surgery and the recovery period relating to on the job incidents.
4. The CONTRACTOR will provide or facilitate training and counseling concerning stress management, ethics, and traumatic incidents, terminations, and preparation for retirement. (Certain professional training

seminars/conferences will be given on a fee basis/participant upon separate agreement.)

5. The CONTRACTOR may be called out on a 24-hour basis to assist police personnel with suicides, survivors of homicides and accidental deaths, (not natural DOAs) SIDS, or death notifications and natural disasters.
6. The CONTRACTOR will coordinate counseling services and referrals as required (psychological, mental health, marriage, alcohol, drug related, etc.)
7. The CONTRACTOR, upon request, will assist in developing a Critical/Traumatic Incident Stress Debriefing team for the County use.
8. The CONTRACTOR will coordinate and develop various spouse and family support groups for services described in this contract.
9. The CONTRACTOR desires to be a friend to all, a confidential listening ear that is out of the chain of command.

B. COMPENSATION FOR SERVICES PROVIDED

The CITY agrees to pay the CONTRACTOR a **monthly** fee of \$25.00, starting with the calendar year of 1994 for performance of those services described herein.

This contract may be renewable for additional fiscal years upon agreement of the CITY and CONTRACTOR.

C. STATUS OF CONTRACTOR AS INDEPENDENT CONTRACTOR

CONTRACTOR acknowledges that for all purposes to this Agreement, CONTRACTOR is and shall be deemed to be an independent CONTRACTOR and is not an employee of CITY, shall not be entitled to benefits of any kind to which an employee of the CITY is entitled and shall be solely responsible for all payments and taxes required by law.

Furthermore, in the event that CONTRACTOR is found by a court of law or any administrative agency to be an employee of the CITY for any purpose, the CITY shall be entitled to offset compensation due to demand repayment of any amounts paid to CONTRACTOR under the terms of the Agreement, to full extent of any benefits or other remuneration CONTRACTOR receives (from CITY or third party) as a result of said finding and to the full extent of any payments that CITY is required to make (to CONTRACTOR or to a third party) as a result of said finding.

D. INDEMNIFICATION

CITY has relied upon the professional ability and training of CONTRACTOR as a material inducement to enter into this Agreement. CONTRACTOR warrants that all his/her work will be performed in accordance with generally acceptable professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of a CONTRACTOR'S work by CITY shall not operate as a waiver or release.

The CONTRACTOR agrees to indemnify and defend the City of Hubbard, its officers, agents and employees and hold them harmless from any and all liability, causes of action, claims, losses, damages, judgements or other costs or expenses including attorney's fees and witness costs and (at both trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person or entity which in any way arise from, during or in connection with the performance of the work described in this contract, except liability arising out of the sole negligence of the CITY and its employees.

Such indemnification shall also cover claims brought against the City of Hubbard under state or federal worker's compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

E. INSURANCE

The CONTRACTOR shall maintain insurance acceptable to the CITY in full force and effective throughout the terms of this contract. Such insurance shall cover all risks arising directly or indirectly out of CONTRACTOR'S activities or work. The policy or policies of insurance maintained by the CONTRACTOR shall provide at least the following limits and coverages:

<u>Types of Insurance</u>	<u>Limits of Liability</u>
General Liability	\$500,000 (each occurrence)
General Aggregate	\$500,000

F. TERMINATION

At any time and without cause, CITY may terminate this agreement at its sole discretion upon giving CONTRACTOR five days written notice without waiving any claims or remedies it may have against the CONTRACTOR.

G. COMPLETE AGREEMENT

This contract and any referenced attachments constitute the complete agreement between the CITY and the CONTRACTOR and supersedes all prior written or oral discussions or agreements.

IN WITNESS WHEREOF the CITY has caused the Agreement to be executed by its duly authorized undersigned officer and the CONTRACTOR has executed this Agreement on the date hereinabove first written.

DATED: _____

CITY OF HUBBARD, OREGON

By: _____
Chief of Police

City Mayor

City Coordinator

DATED: 17 JAN 94

OFFICER ALIVE! LAW ENFORCEMENT
CHAPLAINCY

By: 

Check Number	Check Issue Date	Name	Amount
6416	01/06/2016	Roth Heating & Cooling	90.00- V
6472	01/06/2016	Beery Elsner & Hammond, LLP	2,386.96
6473	01/06/2016	Centrisys Corporation	159.58
6474	01/06/2016	Cha, Lee	50.06
6475	01/06/2016	CIT	219.11
6476	01/06/2016	City/County Ins Services	3,949.37
6477	01/06/2016	EC Power Systems	2,047.84
6478	01/06/2016	ELAN Corporate Payment Systems	1,073.73
6479	01/06/2016	Engleman Electric, Inc.	1,772.32
6480	01/06/2016	Great Western Sweeping, Inc.	1,169.75
6481	01/06/2016	GW Hardware Center	45.97
6482	01/06/2016	Hattenhauer Energy Co	202.94
6483	01/06/2016	HD Fowler Company	217.20
6484	01/06/2016	Hillside Church	50.00
6485	01/06/2016	Hubbard Chevrolet, Inc.	89.26
6486	01/06/2016	Industrial Hearing Services, I	585.00
6487	01/06/2016	Integra Telecom	701.64
6488	01/06/2016	John Deer Financial	323.91
6489	01/06/2016	Kurtz, Kari	150.00
6490	01/06/2016	Marion County Treasury Dept	522.20
6491	01/06/2016	Metcom 9-1-1	17,025.00
6492	01/06/2016	Mountain West Utility Service, INC	1,485.00
6493	01/06/2016	NAPA Davison Auto Parts	.00
6494	01/06/2016	Office Depot	119.84
6495	01/06/2016	One Call Concepts, Inc.	24.15
6496	01/06/2016	Oregon Dept of Revenue	3,179.00
6497	01/06/2016	Oregon Mayors Association	97.00
6498	01/06/2016	Pacific Office Automation	120.76
6499	01/06/2016	Profectus, INC.	396.63
6500	01/06/2016	Traffic Safety Supply Co.	32.00
6501	01/06/2016	Univar Usa Inc	573.03
6502	01/06/2016	Verizon Wireless	554.10
6503	01/06/2016	Walmart Community	13.88
6504	01/06/2016	Yes Graphics Printing Co.	400.00
6505	01/20/2016	AKS Engineering & Forestry, LLC	4,446.75
6506	01/20/2016	Beery Elsner & Hammond, LLP	4,364.36
6507	01/20/2016	BlackPoint IT Services	549.00
6508	01/20/2016	Canby Trophies & Awards	66.00
6509	01/20/2016	Caselle	16,813.00
6510	01/20/2016	CIT	219.11
6511	01/20/2016	Cities Digital	1,623.00
6512	01/20/2016	City of Woodburn	2,882.75
6513	01/20/2016	Coukoulis, Lori	380.00
6514	01/20/2016	DMV - State Of Oregon	23.00
6515	01/20/2016	ELAN Corporate Payment Systems	937.86
6516	01/20/2016	Ferguson Waterworks	1,773.13
6517	01/20/2016	Hattenhauer Energy Co	114.24
6518	01/20/2016	Hidalgo, Brenda	115.00
6519	01/20/2016	Idexx Distribution Corp.	385.48
6520	01/20/2016	Language Line Services	37.05
6521	01/20/2016	Marion County Bldg Inspection	11,307.92
6522	01/20/2016	Marion County Clerk	36.00
6523	01/20/2016	Marion Co. Tax Collector	67.78
6524	01/20/2016	Marion County Treasury Dept	669.20
6525	01/20/2016	Mid-Willamette Valley	3,055.08
6526	01/20/2016	National Assoc. Of Town Watch	35.00
6527	01/20/2016	Net Assets	60.00

Check Number	Check Issue Date	Name	Amount
6528	01/20/2016	NW Natural Gas	730.99
6529	01/20/2016	OAMR - Mary Dibble	50.00
6530	01/20/2016	Office Depot	36.96
6531	01/20/2016	OMFOA	300.00
6532	01/20/2016	Oregon Dept of Revenue	2,957.00
6533	01/20/2016	Pacific Office Automation	76.87
6534	01/20/2016	PGE- Portland General Electric	10,636.38
6535	01/20/2016	Pitney Bowes Inc	144.96
6536	01/20/2016	Republic Services	287.60
6537	01/20/2016	Roberts, Walt	410.00
6538	01/20/2016	Shell Fleet Plus	917.62
6539	01/20/2016	Verizon Wireless	172.54
6540	01/20/2016	Waterlab Corporation	357.50
6541	01/20/2016	Westerberg Drilling Inc	15,939.50
6542	01/20/2016	Woodburn Independent	56.00
6543	01/20/2016	Wooddell, Sheba	60.00
Grand Totals:			<u>122,741.86</u>