

**MEETING NOTICE FOR THE
CITY OF HUBBARD**

TUESDAY

MAY 10, 2016

.....
CITY COUNCIL: YONALLY, KENNEDY, WHEATCROFT, RUIZ, SCHMIDT
.....

The Hubbard City Council will meet for its regular council meeting at the Hubbard City Hall at 7:00 p.m.

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. Please notify the City of your need by 4:00 p.m. on the Monday the week preceding the meeting date.

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

Additional agenda items may be accepted until 4:00 p.m. on the Monday prior to the meeting. Please contact the Director of Administration/City Recorder Vickie Nogle at 503-981-9633 ext 201. (TTY / Voice 1-800-735-2900) If you would also like to purchase an Agenda packet, please contact the number mentioned above or you may view it online @ www.cityofhubbard.org.

SEE ATTACHED AGENDA

**Posted 5/4/2016
4:00 p.m.**

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

**HUBBARD CITY COUNCIL
MEETING AGENDA
MAY 10, 2016 – 7:00 PM
LOCATION: CITY HALL
3720 2ND STREET**

- 1) **CALL TO ORDER.**
 - A) Flag Salute.

- 2) **PUBLIC HEARINGS.**
 - A) Continued from April 12, 2016, LA – 2016-01; Legislative amendment of the Hubbard Development Code to adopt reasonable time, place, and manner regulations for marijuana-related uses.

- 3) **COMMUNITY REPORTS.**
 - A) Hubbard Parks Improvement Committee.

- 4) **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.)

- 5) **MAYOR’S PRESENTATIONS, AND/OR COUNCIL’S PRESENTATIONS.**

- 6) **REVIEW DRAFT AMENDMENTS OF BUSINESS LICENSES AND REGULATIONS.**

- 7) **STAFF REPORTS.**
 - A) **Public Works Department**—Public Works Superintendent Jaime Estrada.
 - B) **Administrative Department**—Dirctr of Admin/Recorder Vickie Nogle; Sr. Acntng Spcilst Kari Kurtz.
 - C) **Police Department**—Police Chief Dryden.

- 8) **APPROVAL OF THE APRIL 12, 2016, CITY COUNCIL MINUTES.**

- 9) **APPROVAL OF THE APRIL 2016 CHECK REGISTER REPORT.**

- 10) **OTHER CITY BUSINESS.**

- 11) **ADJOURNMENT.** (Next City Council Meeting June 14, 2016, at 7:00 p.m.)

HUBBARD CITY COUNCIL STAFF REPORT

HEARING DATE: May 10, 2016 (from April 12, 2016 continued hearing)
REPORT DATE: May 3, 2016
FILE NUMBER(S): LA-2016-01
APPLICANT: City of Hubbard
REQUEST: Legislative amendment of the Hubbard Development Code to adopt reasonable time, place, and manner regulations for marijuana-related uses
CRITERIA: Hubbard Development Code (HDC)
Section 3.102 Comprehensive Plan and Development Code Text Amendments, Comprehensive Plan Map Amendments, and Zone Changes
ATTACHMENTS: Exhibit A – Strike and Underline Development Code Amendments
Exhibit B – Map of 1,000’ Park Buffer
Exhibit C – Comparison Matrix of Other Cities

I. BACKGROUND

On November 10, 2015, pursuant to its home rule authority and the authority granted by House Bill 3400, the City enacted Ordinance No. 345-2015, which temporarily prohibited the establishment, maintenance or operation of six of the seven regulated marijuana activities recognized in State law. The ordinance took effect on November 10, 2015, pursuant to an emergency clause, and will expire on August 1, 2016, or when the city adopts zoning and other regulations for marijuana facilities, whichever comes first.

The passage of House Bill 3400 in 2015, authorized the City to implement reasonable time, place, and manner regulations on various marijuana-related uses. In reviewing what is “reasonable”, Staff reviewed existing precedents across the State of Oregon, as well as Colorado and Washington. There are five unique marijuana-related uses that are defined within HDC 1.200. The uses and their definitions are based on the seven “regulated marijuana activities” addressed in HB 3400.

Current State Restrictions

The state has established place restrictions for certain marijuana activities. These regulations are in effect, regardless of restrictions at the local level. Per HB 3400, the following activities cannot be sited in a residential zone:

- Medical marijuana dispensaries
- Recreational marijuana retail stores

- Marijuana processors (extracts)

Furthermore, medical marijuana dispensaries and recreational marijuana retail stores are subject to the following place restrictions:

- Neither can locate within 1,000 feet of certain public and private schools, unless the school is established after the marijuana facility.
- Medical marijuana dispensaries cannot locate within 1,000 feet of another dispensary.
- Medical marijuana dispensaries cannot locate at a grow site.

Finally, before issuing any recreational marijuana license, the OLCC must request a statement from the city that the requested license is for a location where the proposed use of the land is a permitted or conditional use. If the proposed use is prohibited in the zone, the OLCC may not issue a license. A city has 21 days to act on the OLCC's request, but when that 21 days starts to run varies:

- If the use is an outright permitted use, 21 days from receipt of the request; or
- If the use is a conditional use, 21 days from the final local permit approval.

Establishing Additional Local Restrictions

In addition to the restrictions noted above, HB 3400 provides that cities may adopt reasonable time, place, and manner restrictions. Time restrictions may limit the number of days, days of the week, operations on holiday, and hours of operation. Place restrictions may limit licensed marijuana activities to certain zoning districts (i.e. only in the Commercial Zone) and/or geographic areas (i.e. not within a certain distance from schools, parks, etc.). Manner restrictions include regulations on how recreational marijuana is dispensed.

While other regulatory options may be available, HB 3400 expressly provides that cities may impose "reasonable regulations" on the following:

- The hours of operation of retail licensees and medical marijuana grow sites, processing sites and dispensaries;
- The location of all four types of recreational licensees, as well as medical marijuana grow sites, processing sites and dispensaries, except that a city may not impose more than a 1,000-foot buffer between retail licensees;
- The manner of operation of all four types of recreational licensees, as well as medical marijuana processors and dispensaries; and
- The public's access to the premises of all four types of recreational licenses, as well as medical marijuana grow sites, processing sites and dispensaries.

A joint work session to address these issues was held with the Hubbard Planning Commission and City Council on October 20, 2015, with follow-up work sessions held by the Planning Commission on December 15, 2015 and January 26, 2016. The Planning Commission finalized

an outline to an approach and directed Staff to draft a proposed amendment reflecting this approach at the final work session on January 26.

While earlier work session had focused on “exclusionary” buffers, specifically around parks, the Planning Commission, with advice from legal counsel, shifted the approach to thinking proactively about where specific uses should be allowed if they were going to be permitted in the City. The intent of this consensus approach is to preserve the Industrial Zone for higher-intensity, industrial-type uses. Marijuana processors, producers, or wholesalers located in an industrial area are unlikely to be identified as distinct from adjacent manufacturers, casting and forging operations, or other industrial uses.

This approach also protects the commercial center from the potential negative impacts of high-traffic retail uses. Requiring marijuana retailers to locate on commercially zoned properties with Pacific Hwy 99E focuses their development to properties that are best-suited to contain the use and minimizes impacts on potentially sensitive uses adjacent to other commercial zones.

The Planning Commission held a public hearing on the proposed amendments on February 16, 2016 and voted to recommend approval of the legislative amendments to the Hubbard City Council. ***The City Council held a public hearing on April 12 but decide to continue the hearing to the May 10th City Council meeting in reaction to a last minute question raised by legal counsel. The City and attorney have resolved the outstanding concern on April 29th and staff has determined the current amendments can move forward as proposed.***

II. REVIEW STANDARDS/CRITERIA

Section 3.102.03 Criteria for Approval

B. Development Code amendments and zone change proposals shall be approved if the applicant provides evidence substantiating the following:

- 1. approval of the request is consistent with the Comprehensive Plan and the Comprehensive Plan map designation and most effectively carries out the Plan goals and policies considering all alternatives, and*

FINDING: The legislative amendment to amend the HDC relates to changes in State law related to marijuana, pursuant to HB 3400. There are no comprehensive plan goals and policies related to marijuana. Staff finds the criterion is met.

- 2. the property and affected area is presently provided with adequate public facilities, services, and transportation to support uses allowed within the requested zone, or such facilities, services provided concurrently with the development of the property.*

FINDING: The proposed uses are similar in nature to other industrial and commercial uses already permitted in the applicable zones. Therefore adequate public facilities and services exist to support the use, in general. New development and changes in use/occupancy are subject to Site Development Review, among other procedures and evaluation criteria, at which point facilities would be examined on a more detailed level.

3. *The proposed amendment is consistent with the purpose of the Code's subject section and article.*

FINDING: The proposed amendment addresses uses in the Commercial (C) District, Industrial (I) District, and Industrial-Commercial (IC) District.

Section 2.106.01: *The purpose of the Commercial District is to provide areas for the broad range of commercial operations and services required in the central business district and other areas to meet the economic needs of the City of Hubbard. The Commercial District is consistent with the Commercial Comprehensive Plan designation.*

Section 2.107.01 Purpose: *The purpose of the Industrial District is to provide areas for general industrial activities which do not produce excessive smoke, dust, noise, vibration, smell or harmful substance to meet the economic needs of the City of Hubbard. The Industrial District is consistent with the Industrial Comprehensive Plan designation.*

Section 2.108.01 Purpose: *The purpose of the IC (Industrial-Commercial) District is to provide areas suitable for light industrial uses, light industrial uses with related commercial sales, commercial retail uses and wholesale commercial sales. The IC District is appropriate in those areas designated Industrial in the Comprehensive Plan where the location has access to a collector street, arterial street or highway, and permitted uses will not adversely impact local streets or residential districts.*

As stated above, the proposed uses are similar in nature to other industrial and commercial uses already permitted in the applicable zones. Allowing the proposed uses will help meet the economic needs of the City, while the adoption of reasonable time, place, and manner regulations mitigate potential conflicts with surrounding uses. Staff finds the criterion is met.

VII. CITY COUNCIL OPTIONS

- A. APPROVE the Development Code amendments and adopt the findings contained in the staff report.
- B. APPROVE the Development Code amendments with modification and/or amended findings.
- C. DENY the Development Code amendments.

D. CONTINUE the hearing, to a date and time certain, if additional information is needed to determine whether applicable standards and criteria are sufficiently addressed.

**EXHIBIT A – STRIKE AND UNDERLINE AMENDMENTS
HUBBARD DEVELOPMENT CODE
4/12/2016 CITY COUNCIL HEARING**

PROPOSED AMENDMENTS

The following shows language to be added in underline and language to be deleted with ~~strikeout~~.

1.200 DEFINITIONS

Frontage: All the property ~~on abutting~~ one side of a street that is between two street intersections or crossings intersecting or intercepting streets, or that is between an intersection and a dead-end measured along the line of the street, or if the street is dead-end, then all of the property abutting on one side between a street intersection and the dead-end of the street. Lot frontage is the part of a lot that abuts a street.

Marijuana Processor: Facility for processing, compounding, or converting marijuana into products, concentrates, or extracts that is registered by the Oregon Health Authority or licensed by the Oregon Liquor Control Commission.

Marijuana Producer: Facility for planting, cultivating, growing, trimming, harvesting, or drying of marijuana provided that the marijuana producer is registered by the Oregon Health Authority to produce marijuana for use by a registry identification cardholder or licensed by the Oregon Liquor Control Commission.

Marijuana-Related Use(s): Marijuana Processor, Marijuana Producer, Marijuana Retailer, Marijuana Testing Laboratory, and Marijuana Wholesaler.

Marijuana Testing Laboratory: Facility for testing of marijuana items that is licensed by the Oregon Liquor Control Commission.

Marijuana Retailer: Facility for sale of marijuana items to a consumer that is licensed by the Oregon Liquor Control Commission. Also, location of a medical marijuana dispensary that is registered by the Oregon Health Authority.

Marijuana Wholesaler: Facility for resale of marijuana items to a person other than a consumer that is licensed by the Oregon Liquor Control Commission.

2.106 COMMERCIAL DISTRICT (C)

2.106.02 Permitted Uses

Unless otherwise subject to Conditional Use provisions or requirements of this Ordinance, the following uses are permitted in the C District:

L. Marijuana retailer, subject to Section 2.306.

2.107 INDUSTRIAL DISTRICT (I)

2.107.02 Permitted Uses

Unless otherwise subject to Conditional Use provisions or requirements of this Ordinance, the following uses are permitted in the Industrial District:

F. Marijuana processor, marijuana producer, marijuana testing laboratory marijuana wholesaler, subject to Section 2.306.

2.108 INDUSTRIAL-COMMERCIAL DISTRICT (IC)

2.108.01 Purpose

The purpose of the IC (Industrial-Commercial) District is to provide areas suitable for light industrial uses, light industrial uses with related commercial sales, commercial retail uses and wholesale commercial sales. The IC District is appropriate in those areas designated Industrial in the Comprehensive Plan where the location has access to a collector street, arterial street or highway, and permitted uses will not adversely impact local streets or residential districts.

2.108.02 Permitted Uses

Unless otherwise subject to Conditional Use provisions or requirements of this Ordinance, the following uses are permitted in the Industrial-Commercial District:

- A. all uses permitted in the Industrial (I) District;
- B. building material, hardware and garden supply sales;
- C. retail sales accessory to a permitted industrial use;
- D. other retail uses which are permitted in the Commercial District; and
- E. wholesale commercial sales.

F. Marijuana processor, marijuana producer, marijuana retailer, marijuana testing laboratory, and marijuana wholesaler, subject to Section 2.306.

2.300 SUPPLEMENTAL DEVELOPMENT STANDARDS FOR SPECIAL USES

2.301 GENERAL PROVISIONS

2.301.01 Applicability of Special Use Standards

Special uses included in this Section are uses which, due to their effect on surrounding properties, must be developed in accordance with special conditions and standards. These special use standards may differ from the development standards established for other uses in the same zoning district. When a dimensional standard for a special use differs from that of the underlying district, the standard for the special use shall apply.

2.306 MARIJUANA-RELATED USES

2.306.01 Exemptions. The cultivation of marijuana for personal use, as permitted by State law, is exempt from the provisions of this section.

2.306.02 Standards for Marijuana-Related Uses

A. Marijuana-related uses shall be located in a permanent building and shall not include drive-through facilities. Outdoor storage of marijuana or marijuana-derived products is prohibited.

B. Marijuana-related uses shall at all times be registered in good standing with the Oregon Health Authority or licensed in good standing with the Oregon Liquor Control Commission.

C. Public Access Prohibited. Access to marijuana producer, marijuana processor, marijuana testing laboratory, and marijuana wholesaler facilities shall be limited to employees, personnel, and guests over the age of 21, authorized by the facility operator.

2.306.03 Additional Standards for Marijuana Retailers

A. Conflicting Use Buffer. No marijuana retailer shall be permitted within 1,000 feet of a lot containing any of the following uses:

1. Public elementary or secondary school for which attendance is compulsory under ORS 339.020; or
2. Private or parochial elementary or secondary school, teaching children as described ORS 339.030
3. Other marijuana retail

The 1,000 foot buffer shall be measured by a straight line extending in every direction from any point on the boundary line of the lot comprising the uses listed above.

- B. If a conflicting use described in (A) is established within 1,000 feet of a legally established marijuana-related use, the marijuana-related use may remain at its legally established location.
- C. Pacific Hwy 99E Frontage. A marijuana retailer shall be permitted only on a lot with frontage along Pacific Hwy 99E.
- D. Hours of Operation. A marijuana retailer shall operate only between the hours of 10:00am and 8:00pm.

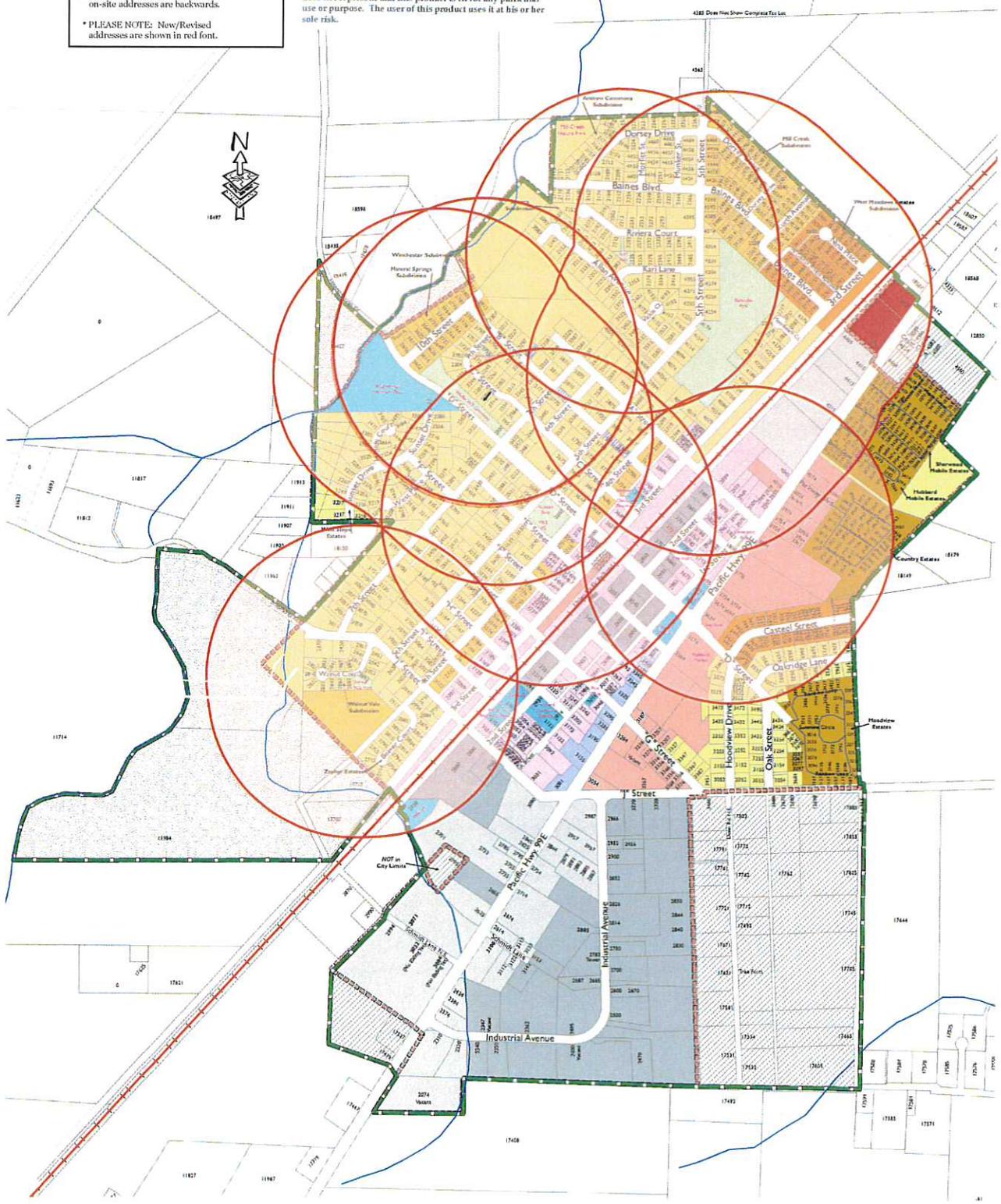
Legend

- Urban Growth Boundary
- Manufactured Home District
- Commercial General
- City Limits
- Commercial
- Public Use
- Outside City Limits/UGB
- Industrial
- Parks/Open Space
- Low Density Residential (R1)
- Industrial Commercial
- Urban Transition Farm
- Medium Density Residential (R2)
- Highway 99E Overlay Zone
- Urban Transition
- High Density Residential (R3)
- Residential Commercial
- 1000' Park Buffer

CITY OF HUBBARD
- 1000' Park Buffer -
Population 3220
 CREATED BY: M. OLINGER
 Hubbard Public Works
 Last Revised: October 2015

* PLEASE NOTE: Zoning designations outside the City Limits are maintained by Marion County and are provided as a courtesy only.
 * PLEASE NOTE: 4253 & 4215 3rd Street are currently part of Barendse Park.
 * PLEASE NOTE: 3522-3572 Hoodview Dr. on-site addresses are backwards.
 * PLEASE NOTE: New/Revised addresses are shown in red font.

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Vickie Nogle

Subject: FW: MJ at Hubbard

From: Ashley Driscoll [<mailto:AshleyD@gov-law.com>]
Sent: Friday, April 29, 2016 3:41 PM
To: Shearer, Joseph
Cc: Vickie Nogle; Chad Jacobs
Subject: RE: MJ at Hubbard

Hi –

First of all, congratulations!

Thanks for your assistance on marijuana regulations. Although ORS chapter 475B does not explicitly grant cities the authority to adopt reasonable regulations for marijuana testing facilities, the City has the ability to do so under its home rule authority. The City's approach is legally defensible.

Thanks,
Ashley

Ashley Boyle Driscoll
Attorney
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ORDINANCE ???-2016

AN ORDINANCE AMENDING HUBBARD MUNICIPAL TITLE 5 BUSINESS LICENSES AND REGULATIONS.

Findings

A. The City Council of the City of Hubbard find it necessary to amend Title 5 of the Hubbard Municipal Code, to provide for the health, safety, and welfare of the citizens of Hubbard to regulate businesses.

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

Section 5.01.010 Purpose.

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

The registration required and restrictions imposed by this ordinance are enacted primarily for the purpose of regulation of businesses. The public's interest is served by insuring regulated businesses will be carried on in continuing compliance with applicable laws and ordinances, and in a manner which does not detract from the public health, safety, or welfare. In addition, this ordinance is enacted to recoup the necessary expenses required to undertake the administration and enforcement, to provide revenue for law and code enforcement purposes. The payment of a registration fee required hereunder and the acceptance of such fee and issuance of a business registration certificate by the City shall not entitle the registrant to carry on any business not in compliance with all the requirements of City ordinances and all other applicable laws.

5.01.020 Definitions.

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

- (1) "Business" means all kinds of vocations, occupations, professions, enterprises, establishments, and all kinds of activities and matters, together with all devices, machines, vehicles and appurtenances used therein, any of which are conducted for private profit, nonprofit, or benefit, either directly or indirectly, on any premises in the city. This definition includes, but is not limited to, any transaction involving the rental of property, the manufacture or sale of goods, or the sale or rendering of services other than as an employee.
- (2) "The city" means the city of Hubbard, Oregon.
- (3) "The city council" means the city council of the city of Hubbard, Oregon.
- (4) "Employee" means any individual who performs services for another individual or organization having the right to control the employee as to the service to be performed and as to the manner of performance.

(5) “Director of Admin/Recorder” means the Director of Administration/City Recorder or any officer or employee designated by that person to perform duties described in this ordinance.

(6) (5) “Garage sale” means a commercial activity, open to the public, conducted at a private residence where personal property is sold, or auctioned to others, provided the number of sale days at a particular residence does not exceed three days per occurrence, and no more than two occurrences per calendar year.

(7) (6) “Cottage industry/home occupation” “Home Occupation” means an accessory use of a dwelling unit for gainful employment involving the manufacture, provision, or sale of goods and/or services. The primary use of the dwelling unit is residential, and subject to the provisions of the Hubbard Development Code Section 2.303.

(8) (7) “Person” means and includes individual natural persons, partnerships, joint ventures, societies, associations, clubs, trustees, trusts or corporations or any officers, agents, employees or any kind of personal representative thereof, in any capacity, either on that person’s own behalf or for any other person, under either personal appointment or pursuant to law.

(9) (8) “Premises” means and includes all lands, structures, places and also the equipment on appurtenances connected or used therewith any business, and also any personal property which is affixed to or is otherwise used in connection with any such business conducted on such premises.

(10) (9) “Residential rental unit” means a dwelling containing one or more separate living quarters, one or more of which is rented, leased, or let in exchange for full or partial monetary compensation.

(11) “Government Entities” means the federal government, the State of Oregon, a county, a special district, or a municipality.

5.01.030 Exemptions.

The following entities and types of activities are exempt from regulation under this ordinance. The person asserting an exemption under this ordinance shall have the burden of establishing eligibility for the exemption.

(1) Nothing in this ordinance shall be construed to apply to any person transacting or carrying on any business within the City of Hubbard, which is exempt from taxation, by the City by virtue of the Constitution of the United States or the Constitution of the State of Oregon.

(2) No person whose income is based solely on a wage or salary shall, for the purpose of this ordinance, be deemed a person transacting or carrying on any business in the City, and it is the intention that all registration taxes and fees will be borne by the employer.

(3) Any business paying a franchise tax under City ordinances is exempt from the requirement of this ordinance.

(4) ~~4~~) Persons whose sole business activity is making deliveries or taking orders from duly registered businesses within the city are exempt from this chapter.

(5) ~~2~~) Persons whose gross receipts from business conducted both within and without the city amount to less than \$2,500 in any one calendar year. The person shall provide, upon demand by the city, proof that verifies said amount. If necessary, provide further information that this particular exemption does not supersede the applicability of the exemption for garage sales as defined in this chapter.

(6) ~~3~~) ~~The operation of a business, display, or sales space at any special event with a duration of three days or less shall not be required to register under this chapter.~~ **Activities conducted pursuant to a special events permit issued by the City.**

(7) ~~4~~) Nonprofit organizations, religious organizations, civic organizations and clubs wishing to canvass for funds or sell door-to-door to raise funds, or conduct fund-raising events to be used solely for the purpose for which the organization was created, and from which no third party receives a profit.

(8) **A builder who is registered under the requirements of State law and the employee that is employed as a subcontractor working for a contractor who is registered under the requirements of State law.**

(9) ~~5~~) Garage sales as defined in this chapter.

(10) ~~6~~) Any person required to be licensed through any other city ordinance including, but not limited to activities such as “peddlers and solicitors,” “public dances,” or other licensed activities.

(11) ~~7~~) Persons who own and rent residential rental units but who are not licensed real estate property managers as defined in ~~ORS 696.010(e)~~. **State law.**

(12) **Government entities.**

5.01.035 Director of Administration/City Recorder Authority.

(1) **The Director of Admin/Recorder may adopt reasonable rules and regulations in order to carry out the provisions of and for enforcement of the provision of this ordinance, and shall prescribe forms for business registration application. The Director of Admin/Recorder shall review, or cause to be reviewed, all new applications and renewals for business registrations, and shall submit such applications to the appropriate departments for investigation to determine and comment on the applicant’s compliance with City ordinance and other rules.**

(2) **The Director of Admin/Recorder shall have authority to approve, approve with conditions, or deny any application or renewal of a business registration. If the Director of Admin/Recorder determines that the application should be denied or approved with conditions, the Director of Admin/Recorder shall notify the applicant in writing of the decision. The notice shall state the**

reason for the decision and inform the applicant of the provisions for the appeal. If the Director of Admin/Recorder's decision is to approve without conditions, issuance of the registration is notification of the decision and it does not need to state any reason or appeal rights.

5.01.040 Registration required.

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

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

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

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

~~(5) No person shall maintain or operate one or more residential rental units without first obtaining a business registration certificate and paying the prescribed fees.~~

5.01.050 Application Requirements.

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

~~(a) The name and address of the proposed business location in the city.~~

~~(b) A description of the business activity to be carried on.~~

~~(c) The name, address, and business phone number of the applicant or agent.~~

~~(d) Phone number, in case of emergency, of at least one person other than the above applicant or agent.~~

~~(e) The name, address, and business phone number of the proprietor if different than that of the applicant.~~

~~(f) Number of employees.~~

~~(g) Will list at least two representatives with phone numbers that can respond to after hours incidents deemed necessary for police, fire, EMS response.~~

~~(h) Identify if the business is protected by intrusion/fire alarms, and who monitors the system.~~

~~(2) The city staff may require the applicant to supply any additional information necessary for administrative or emergency purposes.~~

(1) Application for business registration shall be made to the City at least 30 days prior to the date the registration is requested to be effective. The application forms shall provide for information necessary to determine the identity and address of the applicant and of the owner of the business to be registered, and shall provide for other information as may be requested by the Director of Admin/Recorder. The application shall be signed by the applicant, and shall constitute the applicant's consent for the City to conduct an investigation of the applicant's request including permission to enter property to be used in conducting the business. The applicant shall submit information necessary to evaluate the applicant's request, and to determine compliance with applicable City of Hubbard ordinance. If the applicant fails to supply information so required, or submits false or misleading information, the registration may be denied, and if issued, may be revoked.

(2) Applications shall be accompanied by any required fee. Application fees shall be non-refundable.

5.01.055 Criteria for Approval or Denial.

(1) Approval or denial of an application for initial issue or renewal shall be based on consideration of all available evidence indication whether or not the applicant meets the requirements of City ordinances. In the event no grounds exist for denial of a certificate, a certificate shall be issued.

(2) Any of the following may be grounds for denial of the certificate:

(a) Any false or incomplete statement made or acknowledges on the application form; provided, however, that in the event such statement is the result of excusable neglect, the applicant may resubmit an application with appropriate corrections.

(b) The business activity would not comply with City ordinance and could not be made to comply through the imposition of appropriate conditions.

(c) A previous history of unlawful business activity by the applicant, which, if continued would be grounds for revocation of the certificate.

(d) The business activity would endanger persons or property.

5.01.060 Fee.

As of the effective date of this ordinance fees shall be:

(1) ~~Fees are for the purpose of defraying administrative costs.~~ **All businesses shall pay an annual fee of fifty dollars (\$50.00).**

(2) ~~An initial fee of \$50.00 will be collected at the time of application. A \$50.00 annual fee will be charged thereafter.~~ **The transfer of ownership fee shall be twenty dollars (\$20.00).**

(3) ~~The business registration fee shall be paid annually in advance of the business registration year.~~

5.01.070 Use of revenue.

The revenue derived from the business registration shall be used to defray the costs of administering this chapter.

5.01.080 ~~Transfers, relocations, and term of registrations.~~ Term, Transfers and Relocations.

(1) Transfer. In the event of the transfer of ownership of any business, the applicable registration certificate may be transferred by application to the ~~city recorder~~ **Director of Admin/Recorder**. An application shall be accompanied by a transfer fee, ~~this fee to be in the amount of \$10.00.~~

(2) Relocation of Existing Business. In the event a business relocates, the business shall reapply to the ~~city recorder~~ **Director of Admin/Recorder** to transfer the business registration. The application shall be accompanied by a transfer fee, ~~this fee to be \$10.00.~~

(3) Registration Term. The business registration year shall be January 1st to December 31st. A business registration issued under this chapter shall be valid from the date of issuance until December 31st.

5.01.090 Delinquency charge.

(1) Except for the payment of a business registration fee as set forth in HMC 5.01.060, the business registration fee shall be deemed delinquent if not paid by February 1st of the business registration year. If a person begins engaging in business after the start of the business registration year, the business registration shall be deemed delinquent if the fee is not paid within 30 days after commencement of the business activity.

(2) Whenever the business registration fee is not paid on or before the delinquency date, a delinquency charge of \$25.00 will be due and payable each 30-day period. The total amount of the delinquency charge for any business registration year shall not exceed \$100.00.

(3) The date that the business registration fee is received by the city, or the date of the postmark if remittance is made by mail, shall be used in determining when the business registration fee is paid. (Ord. 226-2000 § 9, 2000)

5.01.092 Revocation of Registration.

The Director of Admin/Recorder, upon determining unlawful business activity is occurring or has occurred, or that a business would not qualify for a license pursuant to this ordinance, shall notify the licensee in writing the license is to be revoked. The notice shall be sent at least thirty (30) days before the date of revocation. If the activity giving rise to the need for the revocation proceedings is discontinued, The Director of Admin/Recorder may terminate the proceedings. A notice of revocation shall state the reason for the revocation and inform the licensee of the provisions for appeal.

5.01.094 Appeal.

(1) A business whose registration has been denied renewal, or is to be revoked, may within thirty (30) days after the notice of denial or revocation is mailed, appeal in writing to the City Council. The appeal shall state:

- a. The name and address of the appellant;
- b. The nature of the determination being appealed;
- c. The reason the determination is incorrect;
- d. What the proposed determination of the appeal should be.

(2) An appellant who fails to file such a statement within the time permitted waives his/her objections, and the appeal shall be dismissed. If a notice of revocation is appealed, the revocation does not take effect until final determination of the appeal. The City Council shall hear and determine the appeal on the basis of the written statement and such additional evidence as it considers appropriate.

(3) At the hearing, the appellant may present testimony and oral argument, personally or by counsel, and any additional evidence. The rules of evidence as used by courts of law do not apply, and the decision of the City Council after the hearing is final.

5.01.096 Display Required. All registration certificates issued in accordance with this ordinance shall be openly displayed in the place of business or kept on the person or on the vehicle of the person registered. Failure to display or carry such registration shall be deemed a violation of this ordinance.

5.01.100 Disclaimers and exemptions.

(1) The levy or collection of a registration fee upon any business shall not be construed to be a permit by the city to the person engaged therein in the event such business shall be unlawful, illegal or prohibited by the laws of the state of Oregon or the United States, or ordinance of the city.

(2) Nothing herein contained shall be taken or construed as vesting any right in any registration as a contract obligation on the part of the city. No person having paid the fee required and having made application for a business registration shall be entitled to any refund.

(3) None of the fees or registration requirements provided for in this chapter shall be required if the applicant is a municipality. (Ord. 226-2000 § 10, 2000)

5.01.110 Violation – Penalty.

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

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

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

5.01.120 Severability.

Each portion of this ordinance shall be deemed severable from any other portion. The unconstitutionality or invalidity of any portion of this ordinance shall not invalidate the remainder of this ordinance.

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

- MONTHLY REPORT -

DATE: May 10, 2016
TO: City Council
FROM: Public Works Department

ITEM #1 Staff will be preparing the Splash Fountain to be opened for the season this month. We anticipate it will be ready to turn on the week of May 23.

ITEM #2 The pre-construction meeting for Schedule B (street maintenance) is scheduled on Wednesday, May 4, 2016. Staff anticipates this project will begin within 10 days following the pre-construction meeting.

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
2. 2016 Rivenes Park Restroom Project: Local Government Grant submitted on March 30, 2016. PENDING

<p>The Public Works Department completed 15 requests for locates for the month of April.</p>



DIRECTOR OF ADMINISTRATION/CITY RECORDER MONTHLY REPORT

To: CITY COUNCIL
From: VICKIE NOGLE, MMC
Date: MAY 3, 2016
RE: REPORT FOR MAY 10, 2016, CITY COUNCIL MEETING

ADMINISTRATION

In order to run City errands and take lunch breaks, the City hall Offices may be closed for brief periods throughout the week due to short staffing once Lucy leaves on maternity leave in June. She is expected back September 6, 2016. During this time the Senior Accounting Specialist Kari Kurtz will be administering the Utility Billing, and I will be processing Municipal Court.

PLANNING COMMISSION

The Planning Commission meeting will be cancelled May 17, 2016. The next the Planning Commission will be June 21, 2016, meeting starting at 6:30 p.m.

NEWSLETTER

Please submit your information to Vickie Nogle for the Newsletter no later than **June 15, 2016**. You can submit them in writing or e-mail at vnogle@cityofubbard.org.

BUILDING PERMITS

18 building permit applications have been submitted from January – April 2016.

BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #
1	4/18/2016			Chad E. Davis Construction	2363 Thomas Court	
2						TOTAL PYMNT
3	4/20/2016			Citihomes Group	3501 7th Street	
4						
5	4/18/2016			Chad E. Davis Construction	2267 Thomas Way	
6						
7	4/25/2016			Mike Luna	2539 A Street	
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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									
2	ADDITIONAL PAYMENT									
3	SFR	\$ 1,723.26	1.001425							
4										
5	SFR									
6										
7	Detached Garage	\$ 401.88	1.001792				N/A	N/A		
8										
9										
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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	555-15-007125-DWL	Chad E. Davis Construction	2145 A Street	041W28DD11500
2						TOTAL PYMNT \$53,891.45
3	10/19/2015	11/10/2015	555-15-007116-DWL	Chad E. Davis Construction	2241 Thomas Way	041W28DD12400
4						
5	10/19/2015	11/24/2015	555-15-007124-DWL	Chad E. Davis Construction	2156 Thomas Way	041W28DD11700
6						TOTAL PYMNT \$73,601.25
7	10/19/2015	11/24/2015	555-15-007123-DWL	Chad E. Davis Construction	3997 8th Street	041W28DD12000
8						TOTAL PYMNT \$73,601.25
9	10/19/2015	12/30/2015	555-15-007121-DWL	Chad E. Davis Construction	3983 8th Street	041W28DD12100
10						TOTAL PYMNT \$35,655.27
11	10/19/2015	11/10/2015	555-15-007109-DWL	Chad E. Davis Construction	3999 10th Street	041W28DD13000
12						TOTAL PYMNT \$53,891.45
13	10/19/2015	11/10/2015	555-15-007105-DWL	Chad E. Davis Construction	3975 10th Street	041W28DD13100
14						TOTAL PYMNT \$53,891.45
15	10/20/2015	12/30/2015	555-15-007112-STR	Mike Holleman	2690 Industrial Avenue	041W33DD00303
16						
17	12/17/2015	2/9/2016	555-15-008419-DWL	Claud Davis	2392 Thomas Court	041W33AA13200
18	1/5/2016	1/19/2016	555-16-000071-DWL	CitiHomes Group	2477 G Street	041W33AC01100
19						
20	2/8/2016			Adan Lomeli Salcedo	3550 Maple Street	
21						
22	2/11/2016	Addendum to	555-15-007112-STR	Mike Holleman	2690 Industrial Avenue	041W33DD00303
23	2/17/2016			Joseph & Leonora Bando	4125 Pacific Highway 99E	
24						
25	2/17/2016			Joseph & Leonora Bando	4125 Pacific Highway 99E	
26	3/14/2016	4/6/2016	555-16-001991-DWL	Chad E. Davis Construction	2366 Thomas Court	041W33AA12900
27						TOTAL PYMNT \$88,710.32
28	3/14/2016	4/6/2016	555-16-001985-DWL	Chad E. Davis Construction	2234 A Street	041W33AA12400
29						TOTAL PYMNT \$88,710.32
30	3/14/2016	4/6/2016	555-16-002006-DWL	Chad E. Davis Construction	2388 Thomas Court	041W33AA13000
31						TOTAL PYMNT \$88,710.32
32	3/14/2016	4/6/2016	555-16-002009-DWL	Chad E. Davis Construction	2342 Thomas Court	041W33AA12800
33						TOTAL PYMNT \$88,710.32
34	3/14/2016	4/6/2016	555-16-001997-DWL	Chad E. Davis Construction	2144 Thomas Way	041W28DD11600
35						TOTAL PYMNT \$88,710.32
36	3/31/2016	4/21/2016	555-16-002470-STR	Steve Laue	2433 Allan Ave	041W33AA01200
37						
38	4/4/2016	4/11/2016	555-16-002486-MD	New Phase Cnstrn/ Hoodview mobile	3257 Rainblow Loop	041W34CB00100
39						
40	4/11/2016	4/20/2016	555-16-002626-STR	Shawn & Jonnie Wachter	2163 Dorsey Drive	04128DD06700
41						
42	4/18/2016	4/25/2016	555-16-002758-STR	New Phase Cnstrn/ Hoodview mobile	3257 Rainblow Loop	041W34CB00100
43						

BUILDING PERMITS page 2

	Type of permit	Permit Amount	Receipt #	ROW	Receipt #	City Fee	SDC	Receipt #	EXCISE TAX	Valuation
1	SFR	\$ 1,264.15	49703	\$ 225.00	3.000087	\$ 98.09	\$ 14,321.00	3.000087	\$ 1,671.00	\$ 212,590.43
2	ADDITIONAL PAYMENT 11/19/15	\$ 17,195.05	3.000087							
3	SFR	\$ 1,295.28	49705	\$ 225.00	1000043	\$ 114.99	\$ 14,321.00	1000043	\$ 1,881.00	\$ 232,910.15
4	ADDITIONAL PAYMENT 11/19/15	\$ 17,620.92	1000043							
5	SFR	\$ 1,388.65	49703	\$ 225.00	1.000177	\$ 189.90	\$ 14,321.00	1.000177	\$ 1,935.00	\$ 241,615.31
6	ADDITIONAL PAYMENT 11/30/15	\$ 17,760.03	1.000177							
7	SFR	\$ 1,497.59	49703	\$ 225.00	1.000173	\$ 225.00	\$ 14,321.00	1.000173	\$ 2,178.00	\$ 269,985.89
8	ADDITIONAL PAYMENT 11/30/15	\$ 18,523.41	1.000173							
9	SFR	\$ 1,505.38	49703	\$ 225.00	1.000841	\$ 236.70	\$ 14,321.00	1.000841	\$ 2,142.00	\$ 272,581.22
10	ADDITIONAL PAYMENT 1/18/16	\$ 17,314.87	1.000841							
11	SFR	\$ 1,598.75	49703	\$ 225.00	3.000087	\$ 201.36	\$ 14,321.00	3.000087	\$ 2,645.00	\$ 330,977.49
12	ADDITIONAL PAYMENT 11/10/15	\$ 19,489.49	3.000087							
13	SFR	\$ 1,264.15	49703	\$ 225.00	3.0000.87	\$ 152.20	\$ 14,321.00	3.0000.87	\$ 1,682.00	\$ 213,417.85
14	ADDITIONAL PAYMENT 11/10/15	\$ 17,206.91	3.0000.87							
15	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
16	ADDITIONAL PAYMENT 1/4/16	\$ 12,398.87	1.000452						#1.000866 1/19/16	
17	SFR	\$ 19,194.49	1.001125	\$ 225.00	1.001125	\$ 183.40	\$ 14,321.00	1.001125	\$ 1,946.00	\$ 237,589.06
18	SFR/Replacement of Manuf Home	\$ 1,692.13	1.000453	N/A	N/A	\$ 153.50	N/APre-Existing	N/APre-Existing	\$ 1,112.14	\$ 214,739.27
19	ADDITIONAL PAYMENT 2/10/16	\$ 1,820.01	1.001128							
20	Addition to MH	\$ 131.00	1.001121	N/A	N/A		N/A	N/A		
21										
22	Fire Line Increase	\$ 44.50	1.00114	N/A	N/A	\$ 44.50	N/A	N/A		N/A
23	RV Storage	\$ 7,643.25	1.001152							
24										
25	RV Storage									
26	SFR	\$1,100	1.001507	\$ 225.00	1.001764	\$ 154.80	\$ 14,334.00	1.001764	\$ 1,726.00	\$ 215,427.91
27	ADDITIONAL PAYMENT 4/14/2016	\$ 17,487.34	1.001764							
28	SFR	\$1,100	1.001507	\$ 225.00	1.001764	\$ 148.30	\$ 14,334.00	1.001764	\$ 1,670.00	\$ 210,787.69
29	ADDITIONAL PAYMENT 4/14/2016	\$ 17,386.92	1.001764							
30	SFR	\$1,100	1.001507	\$ 225.00	1.001764	\$ 225.00	\$ 14,334.00	1.001764	\$ 2,203.00	\$ 269,053.97
31	ADDITIONAL PAYMENT 4/14/2016	\$ 18,803.37	1.001764							
32	SFR	\$1,100	1.001507	\$ 225.00	1.001764	\$ 156.10	\$ 14,334.00	1.001764	\$ 1,732.00	\$ 216,450.45
33	ADDITIONAL PAYMENT 4/14/2016	\$ 17,525.75	1.001764							
34	SFR	\$1,100	1.001507	\$ 225.00	1.01764	\$ 154.80	\$ 14,334.00	1.01764	\$ 1,726.00	\$ 215,427.91
35	ADDITIONAL PAYMENT 4/14/2016	\$ 17,506.94	1.01764							
36	Attached Car Port	\$ 202.00	1.001705	N/A	N/A	\$ 25.00	N/A	N/A		\$ 7,499.52
37	ADDITIONAL PAYMENT 4/21/2016	\$ 14.96	1.001786							
38	ADD MANF HOME TO PARK	\$ 406.20	1.001715	N/A	N/A	\$ 25.00	N/A	N/A	\$ 268.00	\$ -
39	ADDITIONAL PAYMENT 4/12/2016	\$ 236.00	1.001747						#1.001715 4/12/16	
40	Deck	\$ 212.00	1.001743	N/A	N/A	\$ 32.80	N/A	N/A		\$ 14,061.60
41	ADDITIONAL PAYMENT 4/20/2016	\$ 111.08	1.001779							
42	Deck	\$ 131.20	1.001795	N/A	N/A	\$ 25.00	N/A	N/A		\$ -
43										

FINANCE MONTHLY REPORT – MAY 2016

To: CITY COUNCIL
From: Kari Kurtz
Date: May 2, 2016
Re: May 10, 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
2. A flyer to announce Xpress Bill Pay (online billing and payments) was mailed with the Utility Bills over the past weekend. I will report at the meeting on the number of payments received and the number of customers who opted in for e-statements.

Consent Agenda Reports:

1. Check listing for the month of April is included in your packet. A 'description' column has been added to provide some detail of what the invoice/check was for.

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	93.31	10.00	.00	103.31	2,190.41
		Sic	132.25	8.00	1.75	138.50	
		Hol	.00	.00	.00	.00	.00
		Com	31.84	3.00	.00	34.84	738.69
113	Kurtz, Kari J	Vac	99.98	6.66	.00	106.64	2,951.88
		Sic	33.76	8.00	1.50	40.26	
		Hol	.00	.00	.00	.00	.00
		Com	57.41	5.25	10.00	52.66	1,457.67
117	Nogle, Vickie Lynne	Vac	177.36	15.34	.00	192.70	6,382.46
		Sic	490.25	8.00	.00	498.25	
		Hol	.00	.00	.00	.00	.00
		Com	6.50	9.75	4.00	12.25	405.73
Total Administration:			370.65	32.00	.00	402.65	11,524.75
			656.26	24.00	3.25	677.01	
			.00	.00	.00	.00	.00
			95.75	18.00	14.00	99.75	2,602.09
Police Department							
101	Anderson, Chris	Vac	50.00	10.00	.00	60.00	1,495.76
		Sic	802.00	8.00	20.00	790.00	
		Hol	.00	.00	.00	.00	.00
		Com	47.07	6.00	.00	53.07	1,323.00
103	Bentley, Glen W	Vac	240.84	10.66	.00	251.50	6,385.84
		Sic	904.50	8.00	.00	912.50	
		K9	.00	10.00	10.00	.00	.00
		Hol	10.00	10.00-	.00	.00	.00
		Com	69.00	9.50-	2.00	57.50	1,459.98
105	Dryden, David	Vac	208.36	28.00	5.00	231.36	8,135.54
		Sic	537.00	8.00	.00	545.00	
		Hol	.00	.00	.00	.00	.00
		Com	11.38	.00	.00	11.38	400.17
107	Gill, William W	Vac	275.09	17.34	.00	292.43	8,226.79
		Sic	697.00	8.00	.00	705.00	
		Hol	.00	.00	.00	.00	.00
		Com	53.38	3.75	10.00	47.13	1,325.88
111	Huston, Christie Ann	Vac	57.69	47.69-	10.00	.00	.00
		Sic	611.25	596.25-	15.00	.00	.00
		Hol	.00	10.00	10.00	.00	.00
		Com	.00	.00	.00	.00	.00
116	Nelson, Grady	Vac	145.80	10.00	.00	155.80	3,955.92
		Sic	75.00	8.00	.00	83.00	
		Hol	.00	.00	.00	.00	.00
		Com	42.13	15.75	30.00	27.88	707.90

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
Total Police Department:			977.78	28.31	15.00	991.09	28,199.84
			3,626.75	556.25-	35.00	3,035.50	
			.00	10.00	10.00	.00	.00
			10.00	.00	10.00	.00	.00
			222.96	16.00	42.00	196.96	5,216.93
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Public Works							
106	Estrada, Jaime	Vac	287.64	29.34	.00	316.98	10,832.41
		Sic	2,333.40	8.00	4.00	2,337.40	
		Hol	.00	.00	.00	.00	.00
		Com	54.67	1.50	10.50	45.67	1,560.72
109	Hernandez, Juan M	Vac	261.78	10.00	.00	271.78	5,025.32
		Sic	249.50	8.00	.00	257.50	
		Hol	.00	.00	.00	.00	.00
		Com	17.16	.00	8.00	9.16	169.37
112	Krebs, Michael R	Vac	288.01	18.68	.00	306.69	7,283.12
		Sic	1,090.00	8.00	.00	1,098.00	
		Hol	.00	.00	.00	.00	.00
		Com	57.29	3.00	2.00	58.29	1,384.24
118	Olinger, Melinda L	Vac	283.56	14.68	.00	298.24	6,447.35
		Sic	732.00	8.00	.00	740.00	
		Hol	15.00	15.00-	.00	.00	.00
		Com	79.13	19.13-	.00	60.00	1,297.08
Total Public Works:			1,120.99	72.70	.00	1,193.69	29,588.21
			4,404.90	32.00	4.00	4,432.90	
			.00	.00	.00	.00	.00
			15.00	15.00-	.00	.00	.00
			208.25	14.63-	20.50	173.12	4,411.41
<hr/>							
Grand Totals:			2,469.42	133.01	15.00	2,587.43	69,312.79
			8,687.91	500.25-	42.25	8,145.41	
			.00	10.00	10.00	.00	.00
			25.00	15.00-	10.00	.00	.00
			526.96	19.37	76.50	469.83	12,230.44
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Report Criteria:
Employee.Name = {<>} "Coggins, John E"

General Ledger
Revenue Analysis
Apr-16

ACCOUNT NO.	DESCRIPTION	BUDGETED REVENUE	PERIOD REVENUE	YTD REVENUE	UNCOLLECTED BALANCE	PERCENT RECEIVED
100	GENERAL FUND					
100-300-3111	Property Taxes	680,000.00	2,098.61	682,591.28	(2,591.28)	1.00
100-300-3112	Delinq Prop Taxes	25,000.00	1,145.89	21,218.64	3,781.36	0.85
100-300-3180	FF-Pref LD	-	-	238.66	(238.66)	-
100-300-3181	FF-PGE	97,000.00	-	95,526.24	1,473.76	0.98
100-300-3182	FF-Qwest	4,600.00	-	4,456.04	143.96	0.97
100-300-3183	FF-NW Natural	20,000.00	-	13,924.68	6,075.32	0.70
100-300-3184	FF-Cable TV	13,000.00	-	9,868.92	3,131.08	0.76
100-300-3185	FF-Allied Waste	21,000.00	6,166.69	26,654.95	(5,654.95)	1.27
100-300-3186	FF-Gervais Telepho	700.00	-	631.26	68.74	0.90
100-300-3301	Revenue Sharing	15,000.00	-	12,488.11	2,511.89	0.83
100-300-3302	CIG Tax	3,744.00	-	3,105.54	638.46	0.83
100-300-3303	OLCC Tax	45,000.00	3,551.46	39,137.61	5,862.39	0.87
100-300-3304	911 Tax	-	-	-	-	-
100-300-3415	General Service Fe	130,000.00	259.42	112,048.64	17,951.36	0.86
100-300-3601	Miscellaneous Revene	1,100.00	241.75	413.46	686.54	0.38
100-300-3611	Interest Income	5,400.00	1,034.98	7,422.90	(2,022.90)	1.37
100-301-3211	Business Registration	4,600.00	-	4,575.00	25.00	0.99
100-301-3401	Lien Search	3,000.00	210.00	2,190.00	810.00	0.73
100-301-3402	Business OLCC Fee	180.00	-	180.00	-	1.00
100-301-3601	Miscellaneous Revene	-	-	-	-	-
100-302-3341	Three Flag Grant	5,000.00	-	-	5,000.00	0.00
100-302-3342	Oacp Grant Duii	5,000.00	-	960.00	4,040.00	0.19
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	1,500.00	12,600.00	4,400.00	0.74
100-302-3403	Police Reports	800.00	20.00	620.00	180.00	0.78
100-302-3404	Sale Of Surp Prop	1,200.00	-	-	1,200.00	0.00
100-302-3406	Training PD	-	-	-	-	-

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ACCOUNT NO.	DESCRIPTION	BUDGETED REVENUE	PERIOD REVENUE	YTD REVENUE	UNCOLLECTED BALANCE	PERCENT RECEIVED
100-302-3601	Miscellaneous Revene	2,100.00	-	231.11	1,868.89	0.11
100-302-3641	Reserve Police Off	-	-	-	-	-
100-302-3642	Special Programs a	-	-	-	-	-
100-302-3643	K9 Program Revenue	450.00	180.00	588.65	(138.65)	1.31
100-302-3644	PD Training Rev	2,700.00	289.95	2,353.49	346.51	0.87
100-303-3401	Municipal Court	70,000.00	10,839.31	77,931.15	(7,931.15)	1.11
100-303-3402	Marion County Cour	23,000.00	2,974.00	16,704.51	6,295.49	0.73
100-303-3404	Collections	-	-	-	-	-
100-303-3405	Temp Offense Surch	450.00	140.10	441.07	8.93	0.98
100-303-3611	Collections Intere	2,100.00	-	2,233.07	(133.07)	1.06
100-305-3305	School Excise Reve	544.00	381.18	1,919.58	(1,375.58)	3.53
100-305-3401	Land Use Fees	26,000.00	482.79	33,783.73	(7,783.73)	1.30
100-305-3402	Building Permits	26,000.00	8,131.96	84,325.02	(58,325.02)	3.24
100-391-3910	Transfer In - Water	19,890.00	3,320.95	13,548.86	6,341.14	0.68
100-391-3912	Transfer In Sewer	20,877.00	3,321.93	13,370.60	7,506.40	0.64
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	13,811.60	47,212.76	22,639.24	0.68
100-399-9999	Beginning Fund Balance	71,310.00	-	-	71,310.00	0.00
	GF TOTALS	1,455,369.00	60,102.57	1,346,875.53	108,493.47	0.93
121	STREET FUND					
121-300-3190	Gas Tax	148,532.00	12,653.95	127,219.75	21,312.25	0.86
121-300-3407	Transportation Utility	75,636.00	148.65	65,180.58	10,455.42	0.86
121-300-3408	Row Permits	450.00	1,125.00	5,310.00	(4,860.00)	11.80
121-300-3554	Assessment Principal	-	-	-	-	-
121-300-3601	Miscellaneous Revenue	200.00	-	-	200.00	0.00
121-300-3611	Interest Income	280.00	41.82	546.50	(266.50)	1.95
121-399-9999	Beginning Fund Balance	85,008.00	-	-	85,008.00	0.00
	STREETS TOTALS	310,106.00	13,969.42	198,256.83	111,849.17	0.64

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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	3,163.49	31,804.94	5,328.06	0.86
122-300-3341	Special Allotment	50,000.00	-	-	50,000.00	0.00
122-300-3342	Odot Grant	-	-	-	-	-
122-300-3343	TGM Grant	-	-	-	-	-
122-300-3404	Sale of Surplus	-	-	-	-	-
122-300-3550	SDC Administration	2,016.00	-	421.85	1,594.15	0.21
122-300-3551	SDC-Improvement	32,724.00	16,580.00	74,011.00	(41,287.00)	2.26
122-300-3554	Assessment Principal	7,044.00	840.00	3,733.00	3,311.00	0.53
122-300-3601	Miscellaneous Revenue	-	-	-	-	-
122-300-3611	Interest Income	500.00	51.23	452.93	47.07	0.91
122-399-9999	Beginning Fund Balance	86,941.00	-	-	86,941.00	0.00
	STREET CONST. TOTAL	216,358.00	20,634.72	110,423.72	105,934.28	0.51
123	RESERVE FUND					
123-300-3611	Interest	150.00	21.33	139.75	10.25	0.93
123-300-3642	Donations	-	-	-	-	-
123-391-0100	Trans From-General	9,907.00	-	9,907.00	-	1.00
123-391-0121	Trans From-Streets	7,820.00	-	7,820.00	-	1.00
123-391-0201	Trans From-Sewer	10,980.00	-	10,980.00	-	1.00
123-391-0205	Trans From-Water	10,980.00	-	10,980.00	-	1.00
123-399-9999	Beginning Fund Balance	130,286.00	-	-	130,286.00	0.00
	RESERVE TOTAL	170,123.00	21.33	39,826.75	130,296.25	0.23
125	PARK IMPROVEMENT FUND					
125-300-3301	State Shared Reven	15,000.00	-	12,488.10	2,511.90	0.83
125-300-3341	State Parks Dept.	147,024.00	-	-	147,024.00	0.00
125-300-3551	SDC-Improvement	36,732.00	15,320.00	64,296.00	(27,564.00)	1.75
125-300-3552	SDC-Reimbursement	5,736.00	2,390.00	10,038.00	(4,302.00)	1.75
125-300-3554	SDC-Administration	1,776.00	740.00	3,108.00	(1,332.00)	1.75

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ACCOUNT NO.	DESCRIPTION	BUDGETED REVENUE	PERIOD REVENUE	YTD REVENUE	UNCOLLECTED BALANCE	PERCENT RECEIVED
125-300-3601	Miscellaneous Revenue	-	-	425.00	(425.00)	-
125-300-3611	Interest Income	400.00	69.30	544.17	(144.17)	1.36
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	18,519.30	90,899.27	299,182.73	0.23
201	SEWER FUND					
201-300-3403	Reconnect Fee	-	-	-	-	-
201-300-3441	Service Charges Se	417,535.00	732.28	333,326.64	84,208.36	0.80
201-300-3442	Connection Chgs Se	-	-	-	-	-
201-300-3601	Miscellaneous Revenue	100.00	96.51	96.51	3.49	0.97
201-300-3611	Interest Income	100.00	39.54	64.20	35.80	0.64
201-399-9999	Beginning Fund Balance	125,153.00	-	-	125,153.00	0.00
SEWER FUND TOTAL		542,888.00	868.33	333,487.35	209,400.65	0.61
202	SEWER CONSTRUCTION FUND					
202-300-3550	Wastewater Reuse R	146,916.00	288.72	123,022.00	23,894.00	0.84
202-300-3551	SDC-Improvement	12,720.00	5,305.00	23,325.00	(10,605.00)	1.83
202-300-3552	SDC-Reimbursement	35,676.00	14,880.00	65,421.00	(29,745.00)	1.83
202-300-3554	SDC-Administration	3,336.00	1,390.00	6,116.00	(2,780.00)	1.83
202-300-3601	Miscellaneous Revenue	-	-	-	-	-
202-300-3611	Interest Income	-	36.30	297.55	(297.55)	-
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	21,900.02	218,181.55	358,083.45	0.38

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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	4.61	110.60	(10.60)	1.11
203-391-0201	Trans From-Sewer	29,148.00	24,566.00	53,714.00	(24,566.00)	1.84
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	24,570.61	53,824.60	39,584.40	0.58
205	WATER FUND					
205-300-3401	Service Charges Wa	388,692.00	752.54	322,907.22	65,784.78	0.83
205-300-3402	Connection Chgs Wa	3,600.00	-	4,990.95	(1,390.95)	1.39
205-300-3403	Reconnection Fee	5,500.00	-	3,020.65	2,479.35	0.55
205-300-3404	Sale Of Surp Prop	-	-	-	-	-
205-300-3601	Miscellaneous Revenue	10,000.00	23.47	10,086.82	(86.82)	1.01
205-300-3611	Interest Income	100.00	30.31	72.27	27.73	0.72
205-300-3612	Refunds - UB	-	-	-	-	-
205-300-3620	Lease-Water Tower	7,200.00	658.84	6,049.39	1,150.61	0.84
205-300-3622	Verzion Lease	14,400.00	(122.50)	10,800.00	3,600.00	0.75
205-399-9999	Beginning Fund Balance	142,715.00	-	-	142,715.00	0.00
	WATER TOTAL	572,207.00	1,342.66	357,927.30	214,279.70	0.63
206	WATER CONSTRUCTION FUND					
206-300-3550	Water Static Reven	107,052.00	210.39	83,861.90	23,190.10	0.78
206-300-3551	SDC-Improvement	4,152.00	1,730.00	7,612.00	(3,460.00)	1.83
206-300-3552	SDC-Reimbursement	26,592.00	11,090.00	48,762.00	(22,170.00)	1.83
206-300-3554	SDC-Administration	3,360.00	1,405.00	6,165.00	(2,805.00)	1.83
206-300-3611	Interest Income	400.00	50.51	414.04	(14.04)	1.04
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	14,485.90	146,814.94	294,946.06	0.33

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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	-	5.29	43.34	(43.34)	-
207-391-0251	Trans From-Water	95,727.00	-	95,727.00	-	1.00
207-399-9999	Beginning Fund Balance	82,500.00	-	-	82,500.00	0.00
	WATER BOND TOTAL	178,227.00	5.29	95,770.34	82,456.66	0.54
	TOTAL REVENUE	4,946,795.00	176,420.15	2,992,288.18	1,954,506.82	0.60

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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	34,445.70	(34,445.70)	-
100-410-1102	Finance Director	-	1,919.20	18,750.40	(18,750.40)	-
100-410-1105	Administrative Assistant	-	551.26	5,512.54	(5,512.54)	-
	SALARIES AND WAGES	70,535.00	5,915.02	58,708.64	11,826.36	0.17
	EMPLOYEE BENEFITS	41,003.00	-	-	41,003.00	1.00
100-410-4100	EB-Medical & Dental	-	1,957.40	18,920.34	(18,920.34)	-
100-410-4120	EB-Insurance (life & disab)	-	22.11	225.29	(225.29)	-
100-410-4150	EB-Employer Taxes	-	468.30	4,562.18	(4,562.18)	-
100-410-4170	EB-PERS	-	1,395.44	13,871.25	(13,871.25)	-
100-410-4190	EB-Workers Comp	-	-	245.33	(245.33)	-
	EMPLOYEE BENEFITS	41,003.00	3,843.25	37,824.39	3,178.61	0.08
	MATERIALS & SERVICES					
100-410-5100	PROFESSIONAL SERVICES	41,019.00	2,329.89	26,917.60	14,101.40	0.34
100-410-5200	CONTRACTED SUPPORT	200.00	-	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	(3,588.72)	2,627.25	472.75	0.15
100-410-6200	RENTALS AND LEASES	2,562.00	76.69	1,051.13	1,510.87	0.59
100-410-6300	INSURANCE	2,605.00	-	2,471.85	133.15	0.05
100-410-6400	ADVERTISING & RECRUITMENT	2,000.00	35.00	70.28	1,929.72	0.96
100-410-6500	DUES, EDUCATION AND LEARNING	11,765.00	200.00	6,814.77	4,950.23	0.42
100-410-6600	OFFICE SUPPLIES & MISC EXPENSE	7,650.00	62.97	5,191.35	2,458.65	0.32
100-410-6700	EQUIP MAINT & SUPPLIES	2,600.00	1,071.00	1,071.00	1,529.00	0.59
100-410-6800	UNIFORMS	200.00	-	-	200.00	1.00
100-410-6900	UTILITIES	5,650.00	227.65	4,542.07	1,107.93	0.20

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
	MATERIALS & SERVICES	79,726.00	414.48	50,909.59	28,816.41	0.36
	TOTAL ADMIN	191,264.00	10,172.75	147,442.62	43,821.38	0.23
412	COURT					
100-412-1100	SALARIES AND WAGES	24,707.00	-	-	24,707.00	1.00
100-412-1101	City Recorder	-	344.46	3,444.61	(3,444.61)	-
100-412-1102	Finance Director	-	287.88	2,812.57	(2,812.57)	-
100-412-1105	Administrative Assistant	-	1,286.28	12,862.80	(12,862.80)	-
100-412-1111	Interpreter	-	51.26	427.17	(427.17)	-
100-412-1112	Bailiff	-	-	240.00	(240.00)	-
	SALARIES AND WAGES	24,707.00	1,969.88	19,787.15	4,919.85	0.20
	EMPLOYEE BENEFITS	16,322.00	-	-	16,322.00	1.00
100-412-4100	EB-Medical & Dental	-	949.09	9,174.42	(9,174.42)	-
100-412-4120	EB-Insurance (life & disab)	-	7.18	72.51	(72.51)	-
100-412-4150	EB-Employer Taxes	-	152.03	1,520.14	(1,520.14)	-
100-412-4170	EB-PERS	-	391.34	3,938.94	(3,938.94)	-
100-412-4190	EB-Workers Comp	-	-	62.96	(62.96)	-
	EMPLOYEE BENEFITS	16,322.00	1,499.64	14,768.97	1,553.03	0.10
	MATERIALS & SERVICES					
100-412-5100	PROFESSIONAL SERVICES	10,008.00	809.49	6,760.58	3,247.42	0.32
100-412-5300	OPERATIONAL SUPPLIES	50.00	-	-	50.00	1.00
100-412-6100	BUILDING MAINT & SUPPLIES	500.00	25.60	199.15	300.85	0.60
100-412-6200	RENTALS AND LEASES	520.00	17.53	212.31	307.69	0.59
100-412-6300	INSURANCE	754.00	-	785.57	(31.57)	(0.04)
100-412-6400	ADVERTISING & RECRUITMENT	100.00	-	-	100.00	1.00
100-412-6500	DUES, EDUCATION AND LEARNING	1,100.00	393.12	958.00	142.00	0.13
100-412-6600	OFFICE SUPPLIES & MISC EXPENSE	1,050.00	9.57	764.32	285.68	0.27

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100-412-6700	EQUIP MAINT & SUPPLIES	200.00	-	-	200.00	1.00
100-412-6900	UTILITIES	1,900.00	47.95	1,255.13	644.87	0.34
	MATERIALS & SERVICES	16,182.00	1,303.26	10,935.06	5,246.94	0.32
	TOTAL COURT	57,211.00	4,772.78	45,491.18	11,719.82	0.20
413	COUNCIL					
	MATERIALS & SERVICES					-
100-413-5100	PROFESSIONAL SERVICES	3,000.00	45.00	2,304.99	695.01	0.23
100-413-5300	OPERATIONAL SUPPLIES	3,000.00	-	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	45.00	2,370.99	4,629.01	0.66
	TOTAL COUNCIL	7,000.00	45.00	2,370.99	4,629.01	0.66
419	COMMUNITY DEVELOPMENT					
	SALARIES AND WAGES	13,156.00	-	-	13,156.00	1.00
100-419-1101	City Recorder	-	861.16	8,611.57	(8,611.57)	-
100-419-1102	Finance Director	-	239.90	2,343.80	(2,343.80)	-
100-419-1105	Administrative Assistant	-	-	-	-	-
	SALARIES AND WAGES	13,156.00	1,101.06	10,955.37	2,200.63	0.17
	EMPLOYEE BENEFITS	7,907.00	-	-	7,907.00	1.00
100-419-4110	EB-Medical & Dental	-	368.61	3,563.12	(3,563.12)	-
100-419-4120	EB-Insurance (life & disab)	-	4.11	41.88	(41.88)	-
100-419-4150	EB-Employer Taxes	-	88.75	858.36	(858.36)	-
100-419-4170	EB-PERS	-	278.06	2,770.32	(2,770.32)	-
100-419-4190	EB-Workers Comp	-	-	-	-	-
	EMPLOYEE BENEFITS	7,907.00	739.53	7,233.68	673.32	0.09

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100-419-5100	MATERIALS & SERVICES					
	PROFESSIONAL SERVICES	18,000.00	772.50	16,593.35	1,406.65	0.08
100-419-5400	INTERGOVERNMENTAL SE	30,400.00	2,736.50	79,906.98	(49,506.98)	(1.63)
100-419-6500	DUES, EDUCATION AND LEARNING	2,049.00	-	149.00	1,900.00	0.93
100-419-6900	UTILITIES	-	-	-	-	-
	MATERIALS & SERVICES	50,449.00	3,509.00	96,649.33	(46,200.33)	(0.92)
	COMMUNITY DEVELOPMENT TOTAL	71,512.00	5,349.59	114,838.38	(43,326.38)	(0.61)
421	POLICE					
100-421-1100	SALARIES AND WAGES	404,132.00	-	-	404,132.00	1.00
100-421-1101	City Recorder	-	114.82	1,148.19	(1,148.19)	-
100-421-1102	Finance Director	-	95.96	937.50	(937.50)	-
100-421-1103	Chief Of Police	-	6,095.10	61,478.40	(61,478.40)	-
100-421-1105	Administrative Assistant	-	4,815.89	37,242.89	(37,242.89)	-
100-421-1106	Police Officers	-	19,332.61	223,693.65	(223,693.65)	-
100-421-1110	Community Resource	-	-	-	-	-
100-421-1200	Reserve Officers	-	-	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	30,454.38	340,656.08	63,475.92	0.16
100-421-4100	EMPLOYEE BENEFITS	264,294.00	-	-	264,294.00	1.00
100-421-4110	EB-Medical & Dental	-	10,631.62	116,006.53	(116,006.53)	-
100-421-4120	EB-Insurance (life & disab)	-	109.39	1,210.94	(1,210.94)	-
100-421-4150	EB-Employer Taxes	-	2,442.48	26,566.18	(26,566.18)	-
100-421-4170	EB-PERS	-	5,775.25	61,883.30	(61,883.30)	-
100-421-4190	EB-Workers Comp	-	2.00	12,552.50	(12,552.50)	-

General Ledger
Expense Compared to Budget
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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
	EMPLOYEE BENEFITS	264,294.00	18,960.74	218,219.45	46,074.55	0.17
	MATERIALS & SERVICES					
100-421-5100	PROFESSIONAL SERVICES	13,450.00	1,824.90	25,390.79	(11,940.79)	(0.89)
100-421-5200	CONTRACTED SUPPORT	5,670.00	-	3,002.84	2,667.16	0.47
100-421-5300	OPERATIONAL SUPPLIES	6,750.00	173.38	2,544.03	4,205.97	0.62
100-421-5400	INTERGOVERNMENTAL	86,050.00	-	75,725.90	10,324.10	0.12
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	221.89	2,146.48	43.52	0.02
100-421-6200	RENTALS AND LEASES	2,640.00	122.77	1,135.64	1,504.36	0.57
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	1,633.13	5,093.28	8,506.72	0.63
100-421-6600	OFFICE SUPPLIES & MISC EXPENSE	7,250.00	62.07	2,728.52	4,521.48	0.62
100-421-6700	EQUIP MAINT & SUPPLIES	46,200.00	875.80	14,253.75	31,946.25	0.69
100-421-6800	UNIFORMS	5,000.00	-	91.94	4,908.06	0.98
100-421-6900	UTILITIES	11,300.00	586.47	7,837.10	3,462.90	0.31
	MATERIALS & SERVICES	232,100.00	5,500.41	157,016.20	75,083.80	0.32
	CAPITAL OUTLAY					
100-421-7000	CAPITAL OUTLAY	-	-	-	-	-
	CAPITAL OUTLAY	-	-	-	-	-
	POLICE TOTAL	900,526.00	54,915.53	715,891.73	184,634.27	0.21
	PARKS					
100-452-1100	SALARIES AND WAGES	63,324.00	-	-	63,324.00	1.00
100-452-1101	City Recorder	-	114.82	1,148.19	(1,148.19)	-
100-452-1102	Finance Director	-	95.96	937.53	(937.53)	-

General Ledger
Expense Compared to Budget
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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100-452-1104	Public Works Super	-	1,164.64	11,474.20	(11,474.20)	-
100-452-1105	Administrative Assistant	-	936.78	9,367.80	(9,367.80)	-
100-452-1107	Utility Worker 1	-	629.48	8,895.54	(8,895.54)	-
100-452-1108	PW Admin Assistant	-	-	-	-	-
100-452-1109	PW Maintenance PT	-	1,173.53	11,942.31	(11,942.31)	-
100-452-1112	Utility Worker 2	-	-	-	-	-
100-452-1113	PT Seasonal	-	-	-	-	-
100-452-1302	Pager Pay	-	-	-	-	-
100-452-1303	Comp Time	-	-	-	-	-
SALARIES AND WAGES		63,324.00	4,115.21	43,765.57	19,558.43	0.31
100-452-4100	EMPLOYEE BENEFITS	51,749.00	-	-	51,749.00	1.00
100-452-4110	EB-Medical & Dental	-	2,086.34	21,401.72	(21,401.72)	-
100-452-4120	EB-Insurance (life & disab)	-	16.43	176.98	(176.98)	-
100-452-4150	EB-Employer Taxes	-	326.63	3,401.00	(3,401.00)	-
100-452-4170	EB-PERS	-	1,010.18	10,503.65	(10,503.65)	-
100-452-4190	EB-Workers Comp	-	-	1,651.73	(1,651.73)	-
EMPLOYEE BENEFITS		51,749.00	3,439.58	37,135.08	14,613.92	0.28
MATERIALS & SERVICES						
100-452-5100	PROFESSIONAL SERVICES	2,600.00	166.96	1,411.49	1,188.51	0.46
100-452-5200	CONTRACTED SUPPORT	100.00	-	11.25	88.75	0.89
100-452-5300	OPERATIONAL SUPPLIES	7,000.00	-	4,843.69	2,156.31	0.31
100-452-6100	BUILDING MAINT & SUPPLIES	3,400.00	53.82	920.72	2,479.28	0.73
100-452-6200	RENTALS AND LEASES	700.00	10.96	146.61	553.39	0.79
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	-	764.45	435.55	0.36
100-452-6600	OFFICE SUPPLIES & MISC EXPENSE	800.00	107.87	425.12	374.88	0.47
100-452-6700	EQUIP MAINT & SUPPLIES	6,300.00	162.34	3,543.08	2,756.92	0.44
100-452-6800	UNIFORMS	100.00	-	92.50	7.50	0.08

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100-452-6900	UTILITIES	4,400.00	470.23	5,406.48	(1,006.48)	(0.23)
	MATERIALS & SERVICES	30,126.00	972.18	20,954.14	9,171.86	0.30
	PARKS TOTAL	145,199.00	8,526.97	101,854.79	43,344.21	0.30
100-491-8000	TRANSFERS OUT	-	-	-	-	-
100-491-8001	Trans To Street Fund	-	-	-	-	-
100-491-8002	Trans To Street Const	-	-	-	-	-
100-491-8003	Trans To Reserve Fund	9,907.00	-	9,907.00	-	0.00
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	-	0.00
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	83,782.62	1,137,796.69	317,572.31	0.22
121	STREETS					
121-431-1100	SALARIES AND WAGES	70,392.00	-	-	70,392.00	1.00
121-431-1101	City Recorder	-	287.06	2,870.58	(2,870.58)	-
121-431-1102	Finance Director	-	719.70	7,031.40	(7,031.40)	-
121-431-1104	Public Works Super	-	1,164.64	11,474.11	(11,474.11)	-

General Ledger
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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
121-431-1105	Administrative Assistant	-	1,304.28	13,042.80	(13,042.80)	-
121-431-1107	Utility Worker 1	-	539.54	7,984.76	(7,984.76)	-
121-431-1108	PW Admin Assistant	-	-	-	-	-
121-431-1109	PW Maintenance PT	-	1,341.15	13,648.28	(13,648.28)	-
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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	SALARIES AND WAGES	70,392.00	5,356.37	56,051.93	14,340.07	0.20
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121-431-4100	EMPLOYEE BENEFITS	53,766.00	-	-	53,766.00	1.00
121-431-4110	EB-Medical & Dental	-	2,537.97	25,767.09	(25,767.09)	-
121-431-4120	EB-Insurance (life & disab)	-	21.19	225.68	(225.68)	-
121-431-4150	EB-Employer Taxes	-	430.61	4,381.50	(4,381.50)	-
121-431-4170	EB-PERS	-	1,249.63	12,873.48	(12,873.48)	-
121-431-4190	EB-Workers Comp	-	-	2,950.02	(2,950.02)	-
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	EMPLOYEE BENEFITS	53,766.00	4,239.40	46,197.77	7,568.23	0.14
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	MATERIALS & SERVICES					
121-431-5100	PROFESSIONAL SERVICES	10,600.00	482.02	3,171.43	7,428.57	0.70
121-431-5200	CONTRACTED SUPPORT	13,200.00	1,060.25	12,339.88	860.12	0.07
121-431-5300	OPERATIONAL SUPPLIES	100.00	-	70.42	29.58	0.30
121-431-5500	PROGRAM & GRANT EXPENSES	15,000.00	420.81	5,667.70	9,332.30	0.62
121-431-6100	BUILDING MAINT & SUPPLIES	1,100.00	33.56	447.10	652.90	0.59
121-431-6200	RENTALS AND LEASES	800.00	8.76	124.61	675.39	0.84
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	-	401.85	898.15	0.69
121-431-6600	OFFICE SUPPLIES & MISC EXPENSE	2,200.00	122.83	1,007.76	1,192.24	0.54
121-431-6700	EQUIP MAINT & SUPPLIES	6,700.00	69.56	1,865.13	4,834.87	0.72
121-431-6800	UNIFORMS	300.00	-	75.94	224.06	0.75

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
121-431-6900	UTILITIES	37,100.00	2,727.37	28,721.22	8,378.78	0.23
	MATERIALS & SERVICES	91,223.00	4,925.16	56,488.52	34,734.48	0.38
	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	-	0.00
121-491-8004	Trans To Sewer Fund	-	-	-	-	-
121-491-8005	Trans To Sewer Const	-	-	-	-	-
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	2,170.96	12,675.41	6,350.59	0.33
	TRANSFERS OUT	26,846.00	2,170.96	20,495.41	6,350.59	0.24
	CONTINGENCY					
121-900-9900	CONTINGENCY	67,879.00	-	-	67,879.00	1.00
121-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	67,879.00	-	-	67,879.00	1.00
	STREETS TOTAL	310,106.00	16,691.89	179,233.63	130,872.37	0.42
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

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
122-431-7000	CAPITAL OUTLAY	200,000.00	440.00	29,521.34	170,478.66	0.85
	CAPITAL OUTLAY					
	CAPITAL OUTLAY	200,000.00	440.00	29,521.34	170,478.66	0.85
	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
	CONTINGENCY					
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	440.00	29,521.34	186,836.66	0.86
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	6,000.00	0.29
123-419-7725	Server	10,387.00	1,512.50	4,947.50	5,439.50	0.52
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

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
	CAPITAL OUTLAY	170,123.00	1,512.50	19,947.50	150,175.50	0.88
	CONTINGENCY					
123-900-9900	CONTINGENCY	-	-	-	-	-
123-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	-	-	-	-	-
	RESERVE FUND TOTAL	170,123.00	1,512.50	19,947.50	150,175.50	0.88
452	PARK IMPROVEMENT FUND					
	MATERIALS & SERVICES					
125-452-5100	PROFESSIONAL SERVICES	-	-	-	-	-
	MATERIALS & SERVICES TOTAL	-	-	-	-	-
	CAPITAL OUTLAY					
125-452-7000	CAPITAL OUTLAY	350,000.00	19.25	54.74	349,945.26	1.00
	CAPITAL OUTLAY	350,000.00	19.25	54.74	349,945.26	1.00
	TRANSFERS OUT					
125-491-8000	TRANSFERS OUT	1,776.00	-	-	1,776.00	1.00
	TRANSFERS OUT	1,776.00	-	-	1,776.00	1.00
	CONTINGENCY					
125-900-9900	CONTINGENCY	38,306.00	-	-	38,306.00	1.00
125-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	38,306.00	-	-	38,306.00	1.00
	PARK IMPROVEMENT TOTAL	390,082.00	19.25	54.74	390,027.26	1.00

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ACCOUNT NO	SEWER FUND	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
201-432-1100	SALARIES AND WAGES		98,936.00	-	-	98,936.00	1.00
201-432-1101	City Recorder		-	287.06	2,870.58	(2,870.58)	-
201-432-1102	Finance Director		-	719.70	7,031.40	(7,031.40)	-
201-432-1104	Public Works Super		-	2,199.88	21,673.43	(21,673.43)	-
201-432-1105	Administrative Assistant		-	1,488.04	14,880.40	(14,880.40)	-
201-432-1107	Utility Worker 1		-	2,787.68	29,490.59	(29,490.59)	-
201-432-1108	PW Admin Assistant		-	-	-	-	-
201-432-1109	PW Maintenance PT		-	502.95	5,118.23	(5,118.23)	-
201-432-1112	Utility Worker 2		-	-	-	-	-
201-432-1113	PT Seasonal		-	-	-	-	-
201-432-1302	Pager Pay		-	-	-	-	-
201-432-1303	Comp Time		-	-	-	-	-
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	SALARIES AND WAGES		98,936.00	7,985.31	81,064.63	17,871.37	0.18
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201-432-4100	EMPLOYEE BENEFITS						
201-432-4110	EB-Medical & Dental		73,157.00	3,551.47	34,947.51	73,157.00	1.00
201-432-4120	EB-Insurance (life & disab)		-	30.17	313.97	(313.97)	-
201-432-4150	EB-Employer Taxes		-	648.05	6,368.10	(6,368.10)	-
201-432-4170	EB-PERS		-	2,017.51	20,349.18	(20,349.18)	-
201-432-4190	EB-Workers Comp		-	-	2,068.67	(2,068.67)	-
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	EMPLOYEE BENEFITS		73,157.00	6,247.20	64,047.43	9,109.57	0.12
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	MATERIAL & SERVICES						
201-432-5100	PROFESSIONAL SERVICES		16,500.00	1,136.29	5,904.25	10,595.75	0.64
201-432-5200	CONTRACTED SUPPORT		24,300.00	544.27	6,716.10	17,583.90	0.72
201-432-5300	OPERATIONAL SUPPLIES		5,000.00	1,586.20	4,765.53	234.47	0.05
201-432-6100	BUILDING MAINT & SUPPLIES		2,500.00	51.36	640.40	1,859.60	0.74
201-432-6200	RENTALS AND LEASES		1,800.00	43.82	608.43	1,191.57	0.66
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

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
201-432-6500	DUES, EDUCATION AND LEARNING	6,100.00	-	3,217.91	2,882.09	0.47
201-432-6600	OFFICE SUPPLIES & MISC EXPENSE	7,100.00	161.68	4,825.86	2,274.14	0.32
201-432-6700	EQUIP MAINT & SUPPLIES	20,000.00	76.19	22,803.16	(2,803.16)	(0.14)
201-432-6800	UNIFORMS	600.00	-	189.44	410.56	0.68
201-432-6900	UTILITIES	41,100.00	4,468.44	36,465.70	4,634.30	0.11
	MATERIAL & SERVICES	131,956.00	8,068.25	93,129.22	38,826.78	0.29
	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	-	0.00
201-491-8004	Trans To Sewer Fund	-	-	-	-	-
201-491-8005	Trans To Sewer Const	-	-	-	-	-
201-491-8006	Trans To Sewer Bond	29,148.00	49,132.00	78,280.00	(49,132.00)	(1.69)
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	3,321.93	13,370.60	7,506.40	0.36
201-491-8701	Operational Overhead	26,965.00	6,840.72	18,957.71	8,007.29	0.30
	TRANSFERS OUT	87,970.00	59,294.65	121,588.31	(33,618.31)	(0.38)
	CONTINGENCY					
201-900-9900	CONTINGENCY	150,869.00	(24,566.00)	(24,566.00)	175,435.00	1.16
201-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	150,869.00	(24,566.00)	(24,566.00)	175,435.00	1.16
	SEWER TOTAL	542,888.00	57,029.41	335,263.59	207,624.41	0.38
	SEWER CONSTRUCTION					

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
202-432-5100	MATERIAL & SERVICES PROFESSIONAL SERVICES	-	-	-	-	-
	MATERIAL & SERVICES	-	-	-	-	-
202-432-7000	CAPITAL OUTLAY Capital Outlay	130,000.00	-	-	130,000.00	1.00
	CAPITAL OUTLAY	130,000.00	-	-	130,000.00	1.00
202-491-8000	TRANSFERS OUT TRANSFERS OUT	3,336.00	-	-	3,336.00	1.00
	TRANSFERS OUT	3,336.00	-	-	3,336.00	1.00
202-900-9900	CONTINGENCY 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	-	14,428.00	(91.00)	(0.01)

General Ledger
Expense Compared to Budget
Apr-16

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
203-432-9002	Loan Principal	40,997.00	-	40,058.00	939.00	0.02
	DEBT SERVICE	55,334.00	-	54,486.00	848.00	0.02
	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 TOTAK	93,409.00	-	54,486.00	38,923.00	0.42
205	WATER FUND					
205-461-1100	SALARIES AND WAGES	80,122.00	-	-	80,122.00	1.00
205-461-1101	City Recorder	-	287.06	2,870.58	(2,870.58)	-
205-461-1102	Finance Director	-	719.70	7,031.40	(7,031.40)	-
205-461-1104	Public Works Super	-	1,941.08	19,123.68	(19,123.68)	-
205-461-1105	Administrative Assistant	-	2,593.36	19,293.28	(19,293.28)	-
205-461-1107	Utility Worker 1	-	539.54	7,564.61	(7,564.61)	-
205-461-1108	PW Admin Assistant	-	-	-	-	-
205-461-1109	PW Maintenance PT	-	335.29	3,412.06	(3,412.06)	-
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	6,416.03	59,295.61	20,826.39	0.26
	EMPLOYEE BENEFITS	59,567.00	-	-	59,567.00	1.00
205-461-4100	EB-Medical & Dental	-	2,471.82	24,922.22	(24,922.22)	-
205-461-4120	EB-Insurance (life & disab)	-	21.49	226.96	(226.96)	-
205-461-4150	EB-Employer Taxes	-	512.09	4,631.65	(4,631.65)	-

General Ledger
Expense Compared to Budget
Apr-16

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
205-461-4170	EB-PERS	-	1,575.62	14,197.06	(14,197.06)	-
205-461-4190	EB-Workers Comp	-	-	1,645.09	(1,645.09)	-
	EMPLOYEE BENEFITS	59,567.00	4,581.02	45,622.98	13,944.02	0.23
	MATERIALS & SERVICES					
205-461-5100	PROFESSIONAL SERVICES	18,100.00	1,175.28	5,940.72	12,159.28	0.67
205-461-5200	CONTRACTED SUPPORT	12,000.00	166.78	4,381.67	7,618.33	0.63
205-461-5300	OPERATIONAL SUPPLIES	16,000.00	(1,459.08)	17,253.39	(1,253.39)	(0.08)
205-461-6100	BUILDING MAINT & SUPPLIES	2,000.00	51.90	949.02	1,050.98	0.53
205-461-6200	RENTALS AND LEASES	2,300.00	43.82	608.42	1,691.58	0.74
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	-	3,065.71	2,434.29	0.44
205-461-6600	OFFICE SUPPLIES & MISC EXPENSE	8,500.00	162.90	4,645.86	3,854.14	0.45
205-461-6700	EQUIP MAINT & SUPPLIES	16,300.00	1,249.84	8,462.49	7,837.51	0.48
205-461-6800	UNIFORMS	600.00	-	86.01	513.99	0.86
205-461-6900	UTILITIES	38,300.00	2,597.29	30,789.94	7,510.06	0.20
	MATERIALS & SERVICES	129,493.00	3,988.73	85,919.35	43,573.65	0.34
	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	-	0.00
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	-	0.00
205-491-8206	Trans To Water Const	-	-	-	-	-
205-491-8207	Trans To Water Bond	-	-	-	-	-

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

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
205-491-8601	Trans Out - Franch	19,890.00	3,320.95	13,548.86	6,341.14	0.32
205-491-8701	Trans Out OP OH	23,861.00	4,799.92	15,579.64	8,281.36	0.35
	TRANSFERS OUT	150,458.00	8,120.87	135,835.50	14,622.50	0.10
	CONTINGENCY					
205-900-9900	CONTINGENCY	152,567.00	-	-	152,567.00	1.00
205-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	152,567.00	-	-	152,567.00	1.00
	WATER FUND TOTAL	572,207.00	23,106.65	326,673.44	245,533.56	0.43
206	WATER CONSTRUCTION					
	MATERIALS & SERVICES					
206-461-5100	PROFESSIONAL SERVICES	-	(31.50)	-	-	-
	MATERIALS & SERVICES	-	(31.50)	-	-	-
	CAPITAL OUTLAY					
206-461-7000	Capital Outlay	34,000.00	-	18,342.00	15,658.00	0.46
	CAPITAL OUTLAY	34,000.00	-	18,342.00	15,658.00	0.46
	TRANSFERS OUT					
206-491-8000	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

General Ledger
Expense Compared to Budget
Apr-16

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
	WATER CONSTRUCTION TOTAL	441,761.00	(31.50)	18,342.00	423,419.00	0.96
207	WATER DEBT SERVICE					
	DEBT SERVICE					
207-461-9001	BOND INTEREST	19,260.00	-	19,259.72	0.28	0.00
207-461-9002	BOND PRINCIPAL	76,467.00	-	76,467.21	(0.21)	(0.00)
207-461-9003	DEBT SERVICE FEE P	-	-	-	-	-
	DEBT SERVICE	95,727.00	-	95,726.93	0.07	0.00
	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	-	95,726.93	82,500.07	0.46
	TOTAL ALL FUNDS	4,946,795.00	182,550.82	2,197,045.86	2,749,749.14	0.56

Chief's Report

To: Mayor and City Council Members
From: Chief David M. Dryden
Date: May 2, 2016
Re: Monthly Police Department Report

- 1. Christie Huston Leaving Employment:** Christie Huston resigned her position with the Hubbard Police Department effective April 28th. She has taken a job with the Wallowa County District Attorney's office as their Victim's Assistance Advocate. Her first day in her new position was April 29th. She and her husband will be relocating to the city of Enterprise in eastern Oregon. Christie had been with the police department for 10 years and will be sorely missed. We have already begun the hiring process and have posted the position until filled. We have already received several applications for the position and hope to begin interviews in the next couple weeks to find a person to fill the position. Christie has committed to us to assist with some of the high priority paperwork in the police department during weekends and will assist us with training the new person coming into the position.
- 2. Police Department Hiring List:** The police department has posting for a hiring list for police officer positions in the police department. We do not currently have an open position in the police department. Officer Chris Anderson has informed me that he has applied for a police officer position with the City of Woodburn. He cited opportunity to work in varied assignments as his motivation. I will keep you informed as to if he makes a decision to leave the agency.
- 3. Speed Hump Request Submitted:** The city has received a request from the Mineral Springs Home Owners Association (10th Street) to evaluate the traffic flow issues in their neighborhood and have voiced interest in the installation of speed humps in this area. Both the police department and public works have begun the process of completing the required evaluations of the area as set up under the program. Once the study is complete city staff will be meeting with members of the Mineral Springs HOA and working on a plan of further possible action.
- 4. Anniversary Dates in the Police Department:** The month of April has brought several anniversary dates for police department employees. April 1st brought the **20th year** for Sgt. William Gill. He began here at the police department in 1996. April 6th was the **10th year** since Christie Huston came to the police department to be my administrative assistant. That was 2006. On April 4th I completed my **38th year** with the city and my 24th year as your police Chief. I came to the agency in 1978.

Monthly Statistical Report

To: Mayor and City Council Members

From: Chief David M. Dryden

Date: April 28, 2016

Re: March 2016 Stats

Please note: The information contained in this report is for April 1-27, 2016.

Citations: 80

Written Warnings: 15

Towed Vehicles: 11

Custody Arrests: 7

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

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Jim Yonally at 6:45 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, Angie Wheatcroft, Matt Kennedy, Shannon Schmidt.

Staff Present: Director of Administration/City Recorder Vickie Nogle, MMC; Public Works Superintendent Jaime Estrada; City Planner Joseph Shearer; City Attorney Ashley Driscoll by way of SKYPE.

EXECUTIVE SESSION.

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.

Mayor Jim Yonally declared the ORS for the executive session and opened the closed executive session meeting.

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. Mayor Jim Yonally closed the Executive Session meeting at 7:03 p.m.

DISCUSSION REGARDING EMPLOYEE COMPENSATION LEVELS. City Attorney Ashley Driscoll said they looked at where the City of Hubbard compares to other cities. She said some of Hubbard's positions are substantially below the market, while some are above or just at the market. She said some of the options discussed are doing a market adjustment, which would bring the positions below market to at-market. The City could also do a partial market adjustment, which would partially bring the positions up to market. Other options include looking at the positions on a case-by-case basis; doing a COLA increase for all employees; or nothing at all. She pointed out that if a market adjustment for the positions below the market is done, the positions above or at-market would not receive an increase this year.

Mayor Jim Yonally asked what the ending fund balances are.

Senior Accounting Specialist Kari Kurtz reported the estimated ending fund balance for this year is \$305,000.

A. Driscoll told the Council staff is looking for direction on how they would like to move forward, keeping in mind the budget is being formed.

EXECUTIVE SESSION.

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.

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. Mayor Jim Yonally declared the ORS for the executive session and opened the closed executive session meeting at 7:16 p.m.

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. Mayor Jim Yonally closed the Executive Session meeting at 7:28 p.m. and reconvened the open public meeting at 7:28 p.m.

J. Yonally noted Councilors Angie Wheatcroft and Matt Kennedy mentioned having employees fill out a survey or questionnaire.

The Consensus of the Council was to review positions on a case by case basis and have an employee survey done. The Council also wants to schedule department head evaluations/reviews.

PUBLIC HEARING.

LA – 2016-01; LEGISLATIVE AMENDMENT OF THE HUBBARD DEVELOPMENT CODE TO ADOPT REASONABLE TIME, PLACE, AND MANNER REGULATIONS FOR MARIJUANA-RELATED USES. Mayor Jim Yonally opened the public hearing and asked if there were any declarations of conflict of interest, bias, or ex-parte contact. There were none.

City Planner Joseph Shearer read the legislative hearing statement.

J. Shearer went over the staff report and reminded the Council of the temporary ban they had put in place, with a sunset clause of August 1, 2016. He reported the Planning Commission had reviewed an application for an industrial type use, but it was denied due to the temporary ban. J. Shearer went over the regulations and restrictions developed by the Planning Commission. He mentioned that one of the restrictions is marijuana related retail uses have to have property frontage along Pacific Highway 99E, and be located in a commercial zone.

J. Yonally opened the meeting to proponents. There were none.

J. Yonally opened the meeting to opponents. There were none.

Dan Estes, 2862 Walnut Court, Planning Commission Chairman, identified himself and said he was present to answer questions on behalf of the Planning Commission.

J. Yonally closed the public comment portion of the meeting.

City Councilor Angie Wheatcroft asked for clarification about legal issues if voters approve a ban.

City Attorney Ashley Driscoll stated if Hubbard's citizens vote to not allow marijuana uses in Hubbard, the City should have no further legal issues. She said House Bill 3400 is very clear what cities can and cannot do. She said medical marijuana related uses cannot be banned, but the other six of the seven uses can be. She added if the City wants to do any type of marijuana tax, they cannot ban any of the seven uses.

J. Shearer told the Council staff would like a continuance on the marijuana related discussion, to allow for more time to research and get clarification, and allow the Council an opportunity to provide additional direction to staff.

MSA/City Councilor Matt Kennedy/City Councilor Barbara Ruiz moved to continue discussion on Legislative Amendment 2016-01 to the May City Council meeting. City Councilor Barbara Ruiz, City Councilor Shannon Schmidt, City Councilor Angie Wheatcroft, City Councilor Matt Kennedy, and Mayor Jim Yonally were in favor. Motion passed.

COMMUNITY REPORTS. Dan Estes, 2862 Walnut Court, Hubbard, Hubbard Parks Improvement Committee (HPIC), announced the BINGO fundraiser event raised over \$1700. He reported the backstop was installed at Barendse Park on March 19, 2016.

APPEARANCE OF INTERESTED CITIZENS. There were none.

MAYOR’S PRESENTATIONS, AND/OR COUNCIL’S PRESENTATIONS. Director of Administration/City Recorder Vickie Nogle, reminded the Council she had provided them with an email and reported there would be an increased cost for weekly recycle pick-up.

City Councilor Matt Kennedy suggested putting something in the City’s newsletter.

STAFF REPORTS.

ADMINISTRATIVE DEPARTMENT – Director of Administration/City Recorder V. Nogle, MMC. Director of Administration/City Recorder Vickie Nogle stated she had nothing to add to her report.

Senior Accounting Specialist Kari Kurtz reported online billing and payments is up and running.

POLICE DEPARTMENT – Police Chief Dave Dryden. Police Chief Dave Dryden was not present.

City Councilor Angie Wheatcroft asked if there was any more information regarding the suspected marijuana business on 3rd Street.

Officer Glen Bentley stated his understanding is there was mold in the building which prevented them from doing business, and they had a grower’s card. He said they moved out.

Dan Estes, Planning Commission Chairman, offered to be a liaison between the City and SEDCOR.

The Consensus of the Council is to direct Planning Commission Chairman Dan Estes to be a liaison with SEDCOR.

PUBLIC WORKS DEPARTMENT. Public Works Superintendent Jaime Estrada reported the accrued time overages for Melinda Olinger stemming from the boil water incident in November

2015 hadn't been brought down yet and are requesting pay out which is on the Consent Agenda. J. Estrada also pointed out Item #4 in his report recommended rejecting all Schedule A bids and awarding Schedule B to North Santiam Paving, which is also on the consent agenda.

CONSENT AGENDA.

- A. **APPROVAL OF MARCH 8, 2016, CITY COUNCIL MINUTES.**
- B. **RESOLUTION NO. 605-2016. A RESOLUTION TRANSFERRING APPROPRIATIONS WITH THE FY 2015-16 BUDGET.** (*Refer to Public Works report*)
- C. **APPROVAL FOR GERTRUDE HEPLER TO USE RIVENES PARK ON SEPTEMBER 11, 2016, FROM 9:00 AM TO 8:00 PM FOR A FAMILY REUNION.** (*Refer to Public Works report*)
- D. **AUTHORIZE 19.13 HOURS OF COMPENSATORY TIME AND 15 HOURS OF HOLIDAY PAID FROM THE WATER FUND TO THE PUBLIC WORKS ADMINISTRATIVE ASSISTANT MELINDA OLINGER.** (*Refer to Public Works report*)
- E. **ACCEPT NORTH SANTIAM PAVING COMPANY'S BID IN THE AMOUNT OF \$23,700 FOR SCHEDULE B ("G" & 2ND STREETS PAVEMENT MAINTENANCE & IMPROVEMENTS PROJECT, CONSISTING OF AN OVERLAY ON 2ND STREET BETWEEN "F" & "D" STREETS), AND REJECT ALL SCHEDULE A BIDS, AND AUTHORIZE PUBLIC WORKS SUPERINTENDENT JAIME ESTRADA TO SIGN.** (*Refer to Public Works report*)

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

APPROVAL OF THE MARCH 2016 CHECK REGISTER REPORT.

MSA/City Councilor Matt Kennedy/City Councilor Angie Wheatcroft moved to approve the check register report as presented. City Councilor Matt Kennedy, City Councilor Shannon Schmidt, City Councilor Angie Wheatcroft, and Mayor Jim Yonally were in favor. Motion passed. City Councilor Barbara Ruiz abstained from voting due to a conflict of interest as her father is the owner of the Shell gas station that she is employed.

OTHER CITY BUSINESS. There was none.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS TUESDAY, MAY 10, 2016, AT 7:00 P.M) MSA/City Councilor Angie Wheatcroft/City Councilor Barbara Ruiz moved to adjourn the meeting. City Councilor Angie Wheatcroft, City Councilor Shannon Schmidt, City Councilor Matt Kennedy, City Councilor Barbara Ruiz, and Mayor Jim Yonally were in favor. Motion passed. Meeting adjourned at 8:45 p.m.

Mayor Jim Yonally

ATTEST:

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

Lucy T. Astorga, Administrative Assistant
Transcribing

Check Number	Check Issue Date	Name	Description	Amount	
6617	04/13/16	Ferguson Enterprises, INC	Supplies	1,981.13-	V
6687	04/12/16	AKS Engineering & Forestry, LLC	Engineering Com Center Rezone	937.50	
6688	04/12/16	BlackPoint IT Services	IT Services	.00	V
6689	04/12/16	Coukoulis, Lori	Municipal Court Services	380.00	
6690	04/12/16	Dryden Electric, Inc.	Electrician Services	167.18	
6691	04/12/16	Ferguson Waterworks	Supplies	208.00	
6692	04/12/16	Foursom Golf Cars	Equipment Maint/Supplies	100.00	
6693	04/12/16	GFOA	Membership - Kari Kurtz	160.00	
6694	04/12/16	Great Western Sweeping, Inc.	Street Sweeping	1,060.25	
6695	04/12/16	GW Hardware Center	Supplies	118.79	
6696	04/12/16	Hach Company	Supplies	232.98	
6697	04/12/16	Hattenhauer Energy Co	Fuel	65.86	
6698	04/12/16	Hidalgo, Brenda	Court Interpreter (Spanish)	115.00	
6699	04/12/16	Hillside Church	Chaplaincy Services	50.00	
6700	04/12/16	John Deer Financial	Supplies	68.38	
6701	04/12/16	Marion County Bldg Inspection	Building Fees	509.76	
6702	04/12/16	Marion County Treasury Dept	Municipal Court Payments	524.30	
6703	04/12/16	Mid-Willamette Valley	GIS Updates	150.00	
6704	04/12/16	Net Assets	Lien Search	80.00	
6705	04/12/16	NW Natural Gas	Utilities	365.62	
6706	04/12/16	One Call Concepts, Inc.	OR Utility Notification Service	53.55	
6707	04/12/16	Oregon Dept of Revenue	Municipal Court Payments	2,240.00	
6708	04/12/16	PGE- Portland General Electric	Utilities	9,917.16	
6709	04/12/16	Profectus, INC.	Janitorial Services	396.63	
6710	04/12/16	Public Engines	Annual Subscription	588.00	
6711	04/12/16	Public Works Supply, Inc	Supplies	44.60	
6712	04/12/16	Republic Services	Garbage Services	287.60	
6713	04/12/16	Smith-Wagar Consulting	Consultant Services	945.50	
6714	04/12/16	Solenis. L.L.C.	Supplies	756.00	
6715	04/12/16	Star 21 INC	Baliff Services	60.00	
6716	04/12/16	Traffic Safety Supply Co.	Steet Signs	70.00	
6717	04/12/16	Verizon Wireless	Utilities	382.51	
6718	04/12/16	Waterlab Corporation	Water Testing	657.50	
6719	04/12/16	Westerberg Drilling Inc	Well Pump Repairs	6,628.00	
6720	04/12/16	BlackPoint IT Services	IT Services	3,694.00	
6723	04/26/16	American Extermination Plus	Extermination	92.00	
6724	04/26/16	Astorga, Lucy	OACA Spring Conf	145.60	
6725	04/26/16	Beery Elsner & Hammond, LLP	Professional Services	1,731.78	
6726	04/26/16	BlackPoint IT Services	IT Services	1,837.50	
6727	04/26/16	Cascade Columbia Distribution	Supplies	333.53	
6728	04/26/16	Caselle	Contracted Support	1,813.00	
6729	04/26/16	CIT	Water	219.11	
6730	04/26/16	Code Publishing Co.	HMC Electronic Update	137.50	
6731	04/26/16	Davison Auto Parts	Equip Maint/Supplies	8.69	
6732	04/26/16	Diane Stebbins	Court refund	30.00	
6733	04/26/16	ELAN Corporate Payment Systems	ELAN Credit Payment	1,363.81	
6734	04/26/16	Ferguson Waterworks	Supplies	144.00	
6735	04/26/16	Hach Company	Supplies	254.89	
6736	04/26/16	Hattenhauer Energy Co	Fuel	62.48	
6737	04/26/16	Jesus Villagomez	Reimbursement	170.05	
6738	04/26/16	Ken's Auto Body, Inc	Equip Maint/Supplies	31.50	
6739	04/26/16	Language Line Services	Interpreter Services	17.55	
6740	04/26/16	Les Schwab-W	Equip Maint/Supplies	17.00	
6741	04/26/16	Linda Otos	Court refund	35.00	
6742	04/26/16	Mid-Willamette Valley	Land Use Services	3,092.99	
6743	04/26/16	North Marion SD #15	School Excise Tax	171.84	
6744	04/26/16	Office Depot	Office Supplies	148.74	
6745	04/26/16	Omega Grading & Trucking Inc	Hauling Services	232.25	
6746	04/26/16	Pacific Furnishings	Deposit for Chair	379.60	

Check Number	Check Issue Date	Name	Description	Amount
6747	04/26/16	Pacific Office Automation	Copier Lease/Copies	205.47
6748	04/26/16	Portland Tribune	Newspaper notices	35.00
6749	04/26/16	Roth Heating & Cooling	HVAC Service	90.00
6750	04/26/16	Salem Laser Engraving	Empolyee Recognition	55.00
6751	04/26/16	Secretary of State Corporation Div. Nota	Notary Renewal	40.00
6752	04/26/16	Shell Fleet Plus	Fuel	840.50
6753	04/26/16	Verizon Wireless	Utilities	172.51
6754	04/26/16	Walmart Community	Supplies	113.40
6755	04/26/16	Waste Connections	Shred Service	26.23
Grand Totals:				<u>44,082.06</u>