

**MEETING NOTICE FOR THE
CITY OF HUBBARD**

TUESDAY

JUNE 14, 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 6/7/2016
4:00 p.m.**

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

**HUBBARD CITY COUNCIL
MEETING AGENDA
JUNE 14, 2016 – 7:00 PM
LOCATION: CITY HALL
3720 2ND STREET**

1) CALL TO ORDER.

A) Flag Salute.

2) CALENDAR OF ORDINANCES.

1. Ordinance No. 347-2016. An Ordinance amending Hubbard Development Code to be operative only if the City's Electorate does not approve the measure to prohibit marijuana facilities during the Election in November 2016.

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

2. Ordinance No. 348-2016. An Ordinance of the City of Hubbard, Oregon prohibiting the establishment of marijuana facilities within the city, repealing Ordinance 345-2015 and declaring an emergency.

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

3) RESOLUTION NO. 612-2016. A RESOLUTION APPROVING REFERRAL TO THE ELECTORS OF THE CITY OF HUBBARD THE QUESTION OF PROHIBITING THE ESTABLISHMENT OF MARIJUANA FACILITIES WITHIN THE CITY.

4) PUBLIC HEARINGS.

A) LA #2016-02/ Legislative Zone Change in the Commercial Center.

B) State Shared Revenue. *(Refer to Resolution No. 609-2016 & No.611-2016 in the Consent Agenda)*

C) Budget for Fiscal year 2016-2017. *(Refer to Resolution No. 610-2016 in the Consent Agenda)*

5) 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.)

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

7) REVIEW DRAFT AMENDMENTS OF BUSINESS LICENSES AND REGULATIONS.

8) STAFF REPORTS.

A) Police Department—Police Chief Dryden.

B) Public Works Department—Public Works Superintendent Jaime Estrada.

C) Administrative Department—Dirctr of Admin/Recorder Vickie Nogle; Sr. Acntng Spcilst Kari Kurtz.

9) CONSENT AGENDA.

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

A) Approval of the minutes.

- 1. Budget Committee May 3, 2016.**
- 2. Budget Committee May 9, 2016.**
- 3. City Council May 2, 2016.**
- 4. City Council May 10, 2016.**

B) Resolution No. 606-2016. A Resolution amending Sewer Rates for the City of Hubbard and repealing Resolution No. 591-2016.

C) Resolution No. 607.2016. A Resolution amending Water Rates for the City of Hubbard and repealing Resolution No. 590-2015.

D) Resolution No. 608-2016. A Resolution amending compensation ranges for classified employees and repealing Resolution No. 593-2015.

E) Resolution No. 609-2016. A Resolution certifying the City of Hubbard provides four or more municipal services in order to be eligible to receive State-Shared revenues.

F) Resolution No. 610-2016. A Resolution adopting the 2016-2017 fiscal year Budget, appropriating funds and levying property taxes for the fiscal year 2016-2017.

G) Resolution No. 611-2016. A Resolution declaring the City of Hubbard's election to receive State Revenues pursuant to ORS 221.770.

H) Resolution No. 613-2016. A Resolution adopting a minor supplemental Budget and making appropriations for fiscal year 2015-2016.

I) Approve the Contract for services between Grove, Mueller & Swank, P.C., and the City of Hubbard.

J) Accept the engagement letter from Grove, Mueller & Swank, P.C. for audit services year ending June 30, 2016, and authorize the Mayor to sign.

K) Approval of the agreement between the Mid-Willamette Valley Council of Governments and the City of Hubbard for Land Use Planning Services July 1, 2016, through June 30, 2018, and authorizing the Mayor to sign.

L) Approval to grant a step increase for Utility Worker I Juan Hernandez to Step "F" of the Hubbard Salary Schedule effective July 1, 2016. (*Refer to Public Works Report*)

M) Authorize Public Works Superintendent Jaime Estrada to hire the best candidate for the Part-Time Utility Worker I position following interviews on June 20, 2016. (Refer to Public Works Report)

N) Authorize Police Chief to hire candidate for the Assistant to the Police Chief contingent upon a successful back ground investigation. (Refer to Police Chief's report)

10) APPROVAL OF THE APRIL AND MAY 2016 CHECK REGISTER REPORTS.

11) OTHER CITY BUSINESS.

12) ADJOURNMENT. (Next City Council Meeting July 12, 2016, at 7:00 p.m.)

ORDINANCE 347-2016

AN ORDINANCE AMENDING THE HUBBARD DEVELOPMENT CODE TO BE OPERATIVE ONLY IF THE CITY'S ELECTORATE DOES NOT APPROVE THE MEASURE TO PROHIBIT MARIJUANA FACILITIES DURING THE ELECTION IN NOVEMBER 2016

Findings

- A. ORS 475B.800 provides a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of certain state-registered and state-licensed marijuana facilities in the city and the City of Hubbard desires to impose such limits pursuant to this authority; and
- B. The City enacted Ordinance No. 348-2016, which prohibited the establishment, maintenance or operation of specific marijuana activities as authorized by ORS 475B.800 and
- C. The City approved Resolution No. 612-2016 which refers to the electorate in November 2016 the question: "Shall Hubbard prohibit medical marijuana processors, medical marijuana dispensaries, recreational marijuana producers, processors, wholesalers, and retailers in Hubbard?"; and
- D. If electors of the City do not approve the measure to prohibit certain marijuana facilities, state-licensed and state -registered marijuana facilities will be permitted to establish in the city; and
- E. ORS 475B.340 expressly authorizes local jurisdiction to adopt reasonable zoning and other regulations on all marijuana facilities, including medical marijuana grow sites; and
- F. The City deems it necessary to amend the Hubbard Development Code to adopt reasonable regulations for all marijuana facilities operative only if the City's electorate does not approve the prohibition on marijuana facilities; and
- G. February 16, 2016, the Planning Commission held a public hearing at which time the public was given full opportunity to be present and heard on the matter; and
- H. On April 12, 2016 and May 10, 2016, the City Council held a public hearing at which time the public was given full opportunity to be present and heard on the matter; and
- I. Notice of the said public hearing was duly given to the public.

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

Section 1. The City Council of the City of Hubbard does hereby amend the Hubbard Development Code as set forth in Exhibit A of the Staff Report dated April 4, 2016, attached hereto and incorporated herein.

Section 2. This Ordinance shall be operative only if the measure proposing to prohibit the establishment of marijuana facilities in the City does not pass by a majority of votes at the November 8, 2016 general election.

PASSED and adopted by the City Council of the City of Hubbard on this 14 day of June 2016, by the following votes:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED:

James Yonally, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/City Recorder

APPROVED BY CITY ATTORNEY:



Beery Elsner and Hammond LLP

HUBBARD CITY COUNCIL STAFF REPORT

HEARING DATE: April 12, 2016

REPORT DATE: April 4, 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.

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.

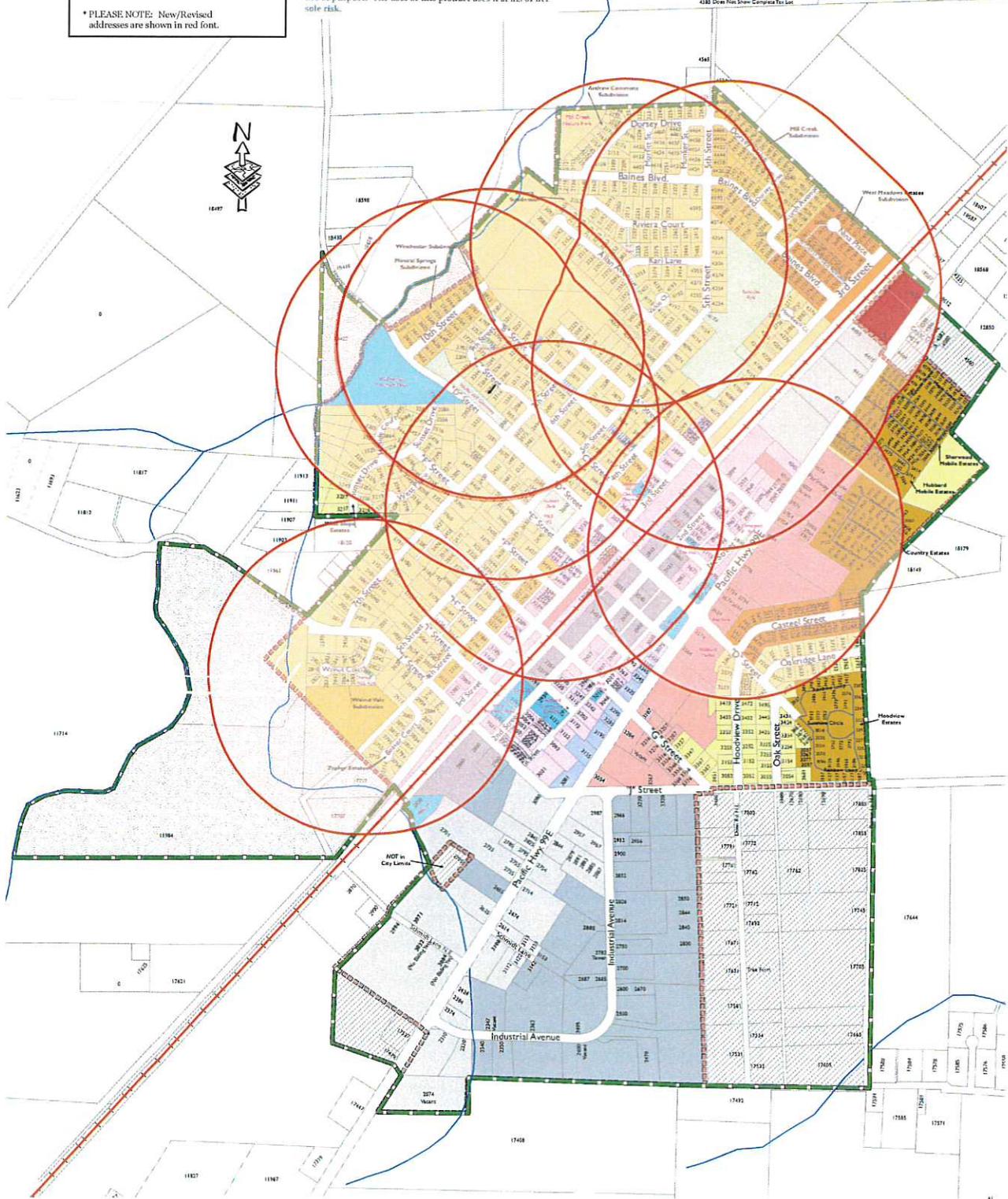
Legend

-  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.

The information contained herein is provided "as is" and without any representation or warranty, express or implied, with regard to the accuracy thereof. The City of Hubbard shall not be liable for any damages, consequential or otherwise, nor for lost profits or earnings of any sort and does not represent that this product is fit for any particular use or purpose. The user of this product uses it at his or her sole risk.



ORDINANCE NO. 348-2016

AN ORDINANCE OF THE CITY OF HUBBARD, OREGON PROHIBITING THE ESTABLISHMENT OF MARIJUANA FACILITIES WITHIN THE CITY, REPEALING ORDINANCE 345-2015 AND DECLARING AN EMERGENCY.

Findings

- A. House Bill 3460 (2013) requires medical marijuana dispensaries to register with the Oregon Health Authority and establishes rules for the State of Oregon's regulation of medical marijuana dispensaries.
- B. Ballot Measure 91, which Oregon voters approved in November 2014, permits the manufacturing, distribution, sale, possession and use of recreational marijuana in Oregon.
- C. ORS 475B.800 provides a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of certain state-registered and state-licensed marijuana businesses in the area subject to the jurisdiction of the city and the City of Hubbard desires to impose such limits pursuant to this authority.
- D. The city council shall refer the question of whether to prohibit marijuana facilities to the voters of Hubbard.
- E. The city believes ORS 475B.800 is not the only source of authority for the city to prohibit the establishment of marijuana facilities.
- F. The city previously adopted ordinance 345-2015 creating a temporary prohibition on the establishment of marijuana facilities and now wishes to repeal that ordinance and make the prohibition permanent.
- G. The city finds the public health, safety and general welfare of the city, its residents and its visitors necessitates and requires the adoption of this ordinance prohibiting the establishment and operation of marijuana facilities within city limits and for it to take effect immediately upon its adoption.

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

Section 1. The City of Hubbard, Oregon hereby adopts a prohibition on marijuana facilities as follows:

Prohibition on Marijuana Facilities.

- A. Prohibition. No person, business or entity may establish a marijuana facility within city limits. The establishment, maintenance, or operation of a marijuana facility by a person, business or any other entity within the city in violation of this chapter is declared to be a public nuisance.
- B. Definitions. For the purposes of this chapter and in accordance with ORS chapter 475B, a "marijuana facility" includes:

1. Marijuana processing sites registered with the Oregon Health Authority;
2. Medical marijuana dispensaries registered with the Oregon Health Authority;
3. Marijuana producers licensed by the Oregon Liquor Control Commission;
4. Marijuana processors licensed by the Oregon Liquor Control Commission;
5. Marijuana wholesalers licensed by the Oregon Liquor Control Commission; and
6. Marijuana retailers licensed by the Oregon Liquor Control Commission.

C. Violations and Enforcement.

1. The establishment, maintenance or operation of a marijuana facility by a person, business or any other entity within the city in violation of the requirements of this chapter is declared to be a nuisance and will be subject to any and all enforcement remedies available to the city under law and/or the City of Hubbard Municipal Code including but not limited to enforcement pursuant to Chapter 1.20 of the City of Hubbard Municipal Code and/or the filing of an appropriate action and pursuit of an appropriate remedy in a court of competent jurisdiction.
2. The city may abate a nuisance under Chapter 8.15 of the City of Hubbard Municipal Code or it may pursue any other remedies available to it, including but not limited to an action seeking declaratory relief and/or injunctive relief.
3. If the city brings an action in either law or equity in any of the courts of this state (including the U.S. District Court for the District of Oregon) other than its Municipal Court for the enforcement of this Chapter, the city shall be entitled to the award of its reasonable attorney fees in the event it is the prevailing party.

Section 2. In accordance with ORS 475B.800, staff is directed to provide a copy of this ordinance to the Oregon Health Authority and to the Oregon Liquor Control Commission in a form and manner that those entities may require.

Section 3. City of Hubbard ordinance no. 345-2015 is hereby repealed.

Section 4. This ordinance being necessary for the immediate preservation of public peace, health, and safety is effective immediately.

WHEREUPON, the Mayor declared the motion to be carried and the ordinance adopted. The foregoing ordinance was passed by the Hubbard City Council this 14th day of June

AYES: _____
NAYES: _____
ABSENT: _____

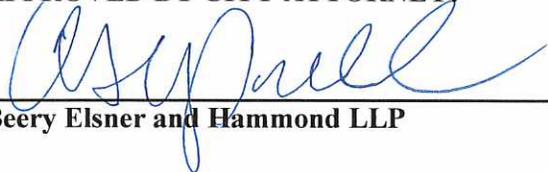
CITY OF CITY OF HUBBARD, OREGON

By: _____
Jim Yonally, Mayor

ATTEST:

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

APPROVED BY CITY ATTORNEY:

| 

Beery Elsner and Hammond LLP

RESOLUTION NO. 612-2016

A RESOLUTION APPROVING REFERRAL TO THE ELECTORS OF THE CITY OF HUBBARD THE QUESTION OF PROHIBITING THE ESTABLISHMENT OF MARIJUANA FACILITIES WITHIN THE CITY

Findings

- A. ORS 475B.800 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of certain state-registered and state-licensed marijuana facilities in the city;
- B. The City of Hubbard council adopted Ordinance 348-2016 which prohibits the establishment of such marijuana facilities in the city;

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

- 1. An election is hereby called in and for the City of Hubbard, Marion County, Oregon, to submit to the legal voters of the City the following question:

Shall Hubbard prohibit medical marijuana processors, medical marijuana dispensaries, recreational marijuana producers, processors, wholesalers, and retailers in the City?

- 2. Tuesday, November 8, 2016 is hereby designated as the date for holding the election for voting on the measure.
- 3. The election shall be conducted by the Marion County Elections Department.
- 4. The precincts for said election shall be and do constitute all of the territory included within the corporate limits of the City of Hubbard.
- 5. The ballot title to appear on the ballots shall read as follows:

CAPTION: Prohibits certain marijuana registrants and licensees in Hubbard

QUESTION: Shall Hubbard prohibit medical marijuana processors, medical marijuana dispensaries, recreational marijuana producers, processors, wholesalers, and retailers in the City?

SUMMARY:

State law allows operation of registered medical marijuana processors, medical marijuana dispensaries and licensed recreational marijuana producers, processors, wholesalers, and retailers. State law provides that a city council may adopt an ordinance to be referred to the voters to prohibit the establishment of any of those registered or licensed activities.

Approval of this measure would prohibit the establishment of medical marijuana processors, medical marijuana dispensaries, recreational marijuana producers, processors, wholesalers, and retailers within the city.

If this measure is approved, the city will be ineligible to receive distributions of state marijuana tax revenues and will be unable to impose a local tax or fee on the sale of marijuana items by a marijuana retailer.

6. The City Recorder is hereby authorized to submit an impartial explanatory statement for the Marion County Voters' Pamphlet on behalf of the City to read something substantially similar to the following:

EXPLANATORY STATEMENT:

Approval of this measure would prohibit the establishment of certain marijuana facilities within the city.

The Oregon Medical Marijuana Act, as amended by the Legislature in 2015, provides that the Oregon Health Authority will register medical marijuana processors and medical marijuana dispensaries. Medical marijuana processors compound or convert marijuana into concentrates, extracts, edible products, and other products intended for human consumption and use. Medical marijuana dispensaries facilitate the transfer of marijuana and marijuana products between patients, caregivers, processors, and growers. Measure 91, approved by Oregon voters in 2014 and by the Legislature in 2015, provides that the Oregon Liquor Control Commission will license recreational marijuana producers (those who manufacture, plant, cultivate, grow or harvest marijuana), processors, wholesalers, and retailers.

A city council may adopt an ordinance prohibiting the establishment of any of those entities within the city, but the council must refer the ordinance to the voters at a statewide general election. The City of Hubbard council has adopted an ordinance prohibiting the establishment of marijuana facilities within the city and, as a result, has referred this measure to the voters.

If approved, this measure would prohibit medical marijuana processors, medical marijuana dispensaries, and/or recreational marijuana producers, processors, wholesalers, and/or retailers within the city. Medical marijuana processors and medical marijuana dispensaries that were registered with the state before the city council adopted the ordinance, and medical marijuana dispensaries that had applied to be registered on or before July 1, 2015, can continue operating in the city even if this measure is approved, if those entities have successfully completed a local land use application process.

Approval of this measure has revenue impacts. Currently, ten percent of state marijuana tax revenues will be distributed to cities on a per capita basis to assist local law

enforcement in performing their duties under Measure 91. In subsequent years, such revenues will be distributed based on the number of marijuana facilities located in the jurisdiction. If approved, this measure would make the city ineligible to receive distributions of state marijuana tax revenues.

Currently, under the 2015 legislation, a city may impose up to a three percent tax on the sale of marijuana items by a marijuana retailer in the city. However, a city that adopts an ordinance prohibiting the establishment of medical marijuana processors, medical marijuana dispensaries, or recreational marijuana producers, processors, wholesalers, or retailers may not impose a local tax or fee on the sale of marijuana times by a marijuana retailer. Approval of this measure would therefore prevent a city from imposing a local tax.

7. The City Recorder shall take any and all steps necessary to place this measure on the ballot at the November 8, 2016 statewide general election including but not limited to publishing a copy of the ballot title in the next available edition of a newspaper of general distribution in the City as well as notice of the seven day challenge ballot title challenge period as required in ORS250.296.

8. This resolution is effective upon its adoption by the City Council.

ADOPTED BY THE CITY COUNCIL this 14th day of June 2016.

APPROVED:

By: _____

Jim Yonally, Mayor

ATTEST:

By: _____

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

APPROVED BY CITY ATTORNEY:



Beery Elsner and Hammond LLP

**CITY OF HUBBARD PLANNING COMMISSION
STAFF REPORT**

REPORT DATE: June 6, 2016

HEARING DATE: June 14, 2016

FILE NUMBER(S): LA 2016-02

APPLICANT: City of Hubbard

REQUEST: Legislative zone change of 13.2 acres within the 20.3 acre Hubbard Commercial Center, specifically as follows:

6.71 ~~7.6~~ acres of Residential-Commercial (RC) rezoned to Commercial (C); and 5.6 acres of Industrial (I) rezoned to Industrial Commercial (IC)

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: Existing Zoning Map
Exhibit B: Proposed Zoning Map
Exhibit C: Residential Use Map
Exhibit D: Development Code Excerpts (RC, C, I, IC Zoning Districts)
Exhibit E: Resource Team Report for Hubbard (2003)

I. BACKGROUND

The City Council has authorized a legislative rezone of the Hubbard Commercial Center in conjunction with grant funding awarded by Marion County. The Comprehensive Plan identifies the Commercial Center as the blocks bounded by A Street to the north, G Street to the south, 3rd Street to the west, and Hwy 99E to the east. To minimize confusion regarding directions, plan north (for purposes of this review) is considered to be parallel with Hwy 99E. Within this approximately 20.3 acre area, 62% of the land is zoned Residential-Commercial (RC), 28% is zoned Industrial (I), and less than 4% is zoned Commercial (C). Per HDC Section 2.104.01, the RC zone is consistent with the High Density Residential Comprehensive Plan designation, and allows only limited retail and office uses. Manufacturing, processing, assembly, or compounding of products is not permitted in the RC zone, which effectively makes the majority of the designated Commercial Center off limits to a brewery, winery, distillery, bakery, pottery studio, custom woodworker, or other small-scale manufacturer.

In 2003, the City of Hubbard adopted a Resource Team Report prepared by the Oregon Downtown Development Association (ODDA) as part of its Comprehensive Plan. The ODDA report includes a number of recommendations intended to improve the viability of Hubbard's historic Commercial Center. The report recommended expanding the diversity of retail and

related commercial uses to, as well as pedestrian and streetscape improvements. The City has continuously reaffirmed its support for its Commercial Center through analysis of economic opportunities, establishment of Comprehensive Plan policies, and investment in infrastructure improvements.

Hubbard has a charming downtown area including the land “across the tracks” on 3rd Street. 3rd Street has a fairly contiguous line of storefronts, both historic and new infill. This street has a distinct charm due to its scale, architecture, and the line of street trees and green space directly across from it. While the Hubbard Comprehensive Plan designation for this area is “Commercial,” much of the commercial center, including 3rd Street, is zoned as residential and does not allow the full range of commercial uses.

The ODDA report found that Hubbard has both a shortage of viable commercial properties and strong redevelopment potential of a historic downtown with a special “sense of place”. The report concludes that an important component of Hubbard’s overall downtown revitalization should be reclaiming 3rd Street as an important commercial/retail component of downtown. Currently, 3rd Street contains primarily residential and commercial service uses, which reflects the RC zoning. Under current zoning small-scale “craft” or “artisan” processing operations are not permitted along most of 3rd Street. These types of commercial uses, which often include a compelling retail component, are strong economic drivers for small towns in the region.

The centerpiece of the proposed zone change, a product of the March 15, 2016 work session with the Hubbard Planning Commission, is as follows:

- Properties zoned residential (RC) **and** containing commercial uses or structures would be rezoned to commercial (C).
- Properties zoned industrial (I) would be rezoned to Industrial Commercial (IC).

The existing and proposed zoning for the Commercial Center is shown in Exhibit A and Exhibit B, respectively. The following table summarizes the existing and proposed acreage of each zone district in the Commercial Center:

ZONE	EXISTING		PROPOSED		DIFFERENCE
	ACRES	% TOTAL	ACRES	% TOTAL	
RC	12.6	62.1%	5.895	29.0%	-6.71
C	0.8	3.9%	7.5184	37.0%	6.71
IC	0	0.0%	5.6	27.6%	5.6
I	5.6	27.6%	0	0.0%	-5.6
PU	1.3	6.4%	1.3	6.4%	0
TOTAL	20.3	100%	20.3	100%	0

Currently, the full range of commercial uses are permitted on less than 4% (0.8 acres) of the Commercial Center. Upon adoption of the proposed zone change, the full range of commercial uses would be permitted on 64.6% (12.31 acres) of the Commercial Center.

Finally, it's important to note that the proposed zone change does not intend to change the zoning of any properties within the Commercial Center that currently contain a single-family dwelling or a primary residential use. Staff conducted an on-the-ground land use inventory of each property, and properties containing a single-family dwelling were identified (Exhibit C) and removed from the proposed zone change. This proposal does not intend to create conflicts between existing uses and the zoning, and seeks to avoid creating nonconforming uses.

HDC Sections 3.201.03 and 3.202.03 outline the review procedures and criteria for a legislative Zone Change, a Type IV Action. Public hearings are held before the Hubbard Planning Commission and City Council. The Planning Commission, in an advisory role, makes a recommendation to the City Council, which makes the final local decision.

Measure 56 Notice providing notice of the proposed amendments, the April 19 open house, and the May 17 public hearing was sent to owners of all properties within the Commercial Center on April 8, 2016. Written notice of the Planning Commission and City Council hearings was published in the newspaper on May 11th.

The Planning Commission held a public hearing on May 17th and, at the conclusion of the hearing, made a motion for the City Council to approve the application as amended, removing five (5) properties from the proposed zone change from CR to C and leaving their zoning as is. Those properties are identified as accounts: R11467, R11464, R11457, R11460, and R11463.

II. REVIEW CRITERIA

SECTION 3.102 COMPREHENSIVE PLAN AND DEVELOPMENT CODE TEXT AMENDMENTS, COMPREHENSIVE PLAN MAP AMENDMENTS, AND ZONE CHANGES

3.102.03 Criteria for Approval

(***)

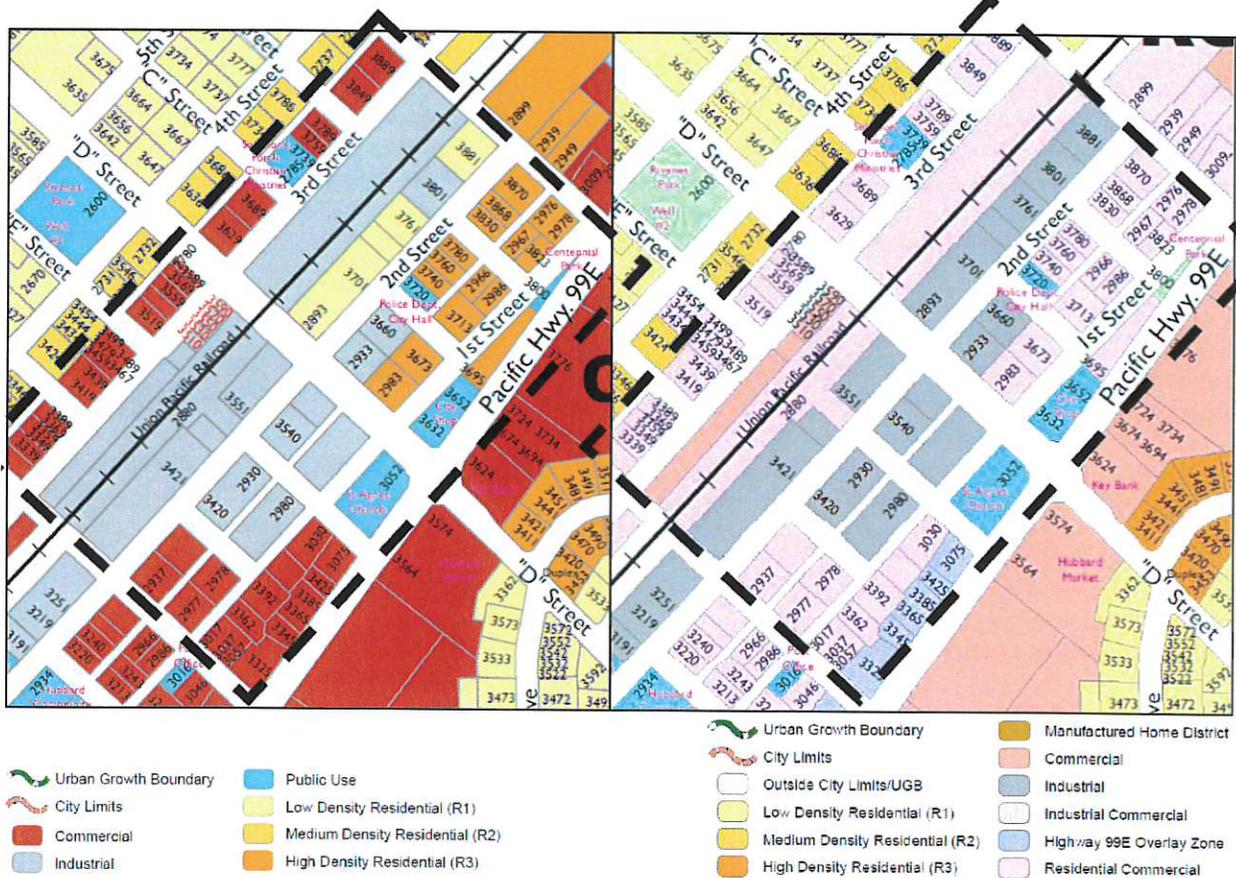
- B. *Development Code amendments and zone change proposals shall be approved if the applicant provides evidence substantiating the following:*
- approval of the request is consistent with the Comprehensive Plan and the Comprehensive Plan map designation and most effectively carries out the Plan goals and policies considering all alternatives, and*

FINDING: The map excerpts below show the existing Comprehensive Plan and Zoning designations for the Commercial Center. The Comprehensive Plan designation map (on the left) shows that all of the land south of D Street is designated as Commercial (Red) or Industrial (Gray), except for St. Agnes Church. In contrast, the commercially designated properties at the

southeast corner of the Commercial Center are zoned as residential (RC). The proposed zone change will bring the zoning of these properties into greater alignment with their designation in the Comprehensive Plan.

COMPREHENSIVE PLAN DESIGNATION

ZONING DESIGNATION



The Comprehensive Plan also contains specific policies addressing land use and economic development which pertain to the proposed amendments.

Land Use Goals and Policies
Commercial Land

- 3. Cluster type development at major intersections and a commercial center between "A" and "G" streets and Highway 99E and 3rd Street will be encouraged.
- 7. A mix of commercial activities with accessory or second-story uses is encouraged between Highway 99E and the railroad right-of-way.

The proposed zone change will strengthen the commercial center envisioned in Land Use Policy 3 by increasing the acreage of commercially zoned land and allowing for a greater and more diverse mix of commercial uses. As a result of the proposed zone change, the amount of land which would allow the full range of commercial uses will increase from 0.8 acres to 14.0 acres.

Additionally, the Commercial Zone allows dwelling units accessory to a permitted use or above a permitted use in compliance with Land Use Policy 7.

Economic Development Goals and Policies

- 3. *The City of Hubbard wishes to develop and maintain a central business area to serve the needs of the resident and the visitor. A specific area between Highway 99E and the railroad right-of-way will be designated for a mixture of commercial and secondary residential uses to provide housing and services within close proximity of each other.*
- 7. *The City of Hubbard shall encourage the development of economic activities that will provide jobs able to utilize the skills of the local labor force.*
- 10. *The City of Hubbard will support projects and development in commercial areas consistent with the City's adopted 2003 Resource Team Report for Hubbard Oregon prepared by the Oregon Downtown Development Association.*

As stated above, the proposed zone change develops the Commercial Center as the envisioned central business area with ground floor commercial and the potential for upstairs or accessory residential uses. This aligns with Economic Development Policy 3. Expanding the types of permitted commercial uses in the Commercial Center to include processing and small-scale manufacturing lays the groundwork for a broader job base. The term “artisanal manufacturing” is often used to describe the production of quality products by skilled workers. Attracting and employing skilled workers helps create a sustainable and healthy economy, and in turn a more vibrant city. This aligns with Economic Development Policy 7. As stated above, the proposed zone change is necessary to attract and sustain commercial development consistent with the Resource Team Report, consistent with Economic Development Policy 10.

- 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 City Engineer and Public Works were notified of the proposed amendments on March 8, 2016. Neither expressed any concerns about the amendments. Specifically, the Public Works Director responded in a March 12, 2016 email: “I do not see any infrastructure or facilities obstacles that would prohibit the rezoning. The only thing that I see as a possible issue would be parking.”

Staff does not anticipate that parking poses a significant constraint. City parking requirements are outlined in Section 2.203 of the Development Code. Development of off street parking and loading areas for commercial and industrial development is subject to the Site Development Review procedures of Section 3.105. Off-street parking is generally provided on the same lot as the primary use/structure, but may be located off-site if within 500'. New development, regardless of the underlying zone, must meet the parking requirements that apply to the specific use.

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

FINDING: The proposal is a zone change and not an amendment to the Hubbard Development Code. Staff finds this criterion does not apply.

- C. *the natural features of the site are conducive to the proposed zone district.*

FINDING: The area is very nearly fully developed. No natural features within the Commercial Center were identified which would conflict with the proposed zone change.

III. SUMMARY AND RECOMMENDATION

Based on the findings contained in this report and as adopted by the Hubbard Planning Commission, Staff and the Planning Commission conclude that the proposed zone change complies with all of the applicable criteria. Consequently, Staff and the Planning Commission recommend that the City Council adopt the findings in the staff report and approve the zone change.

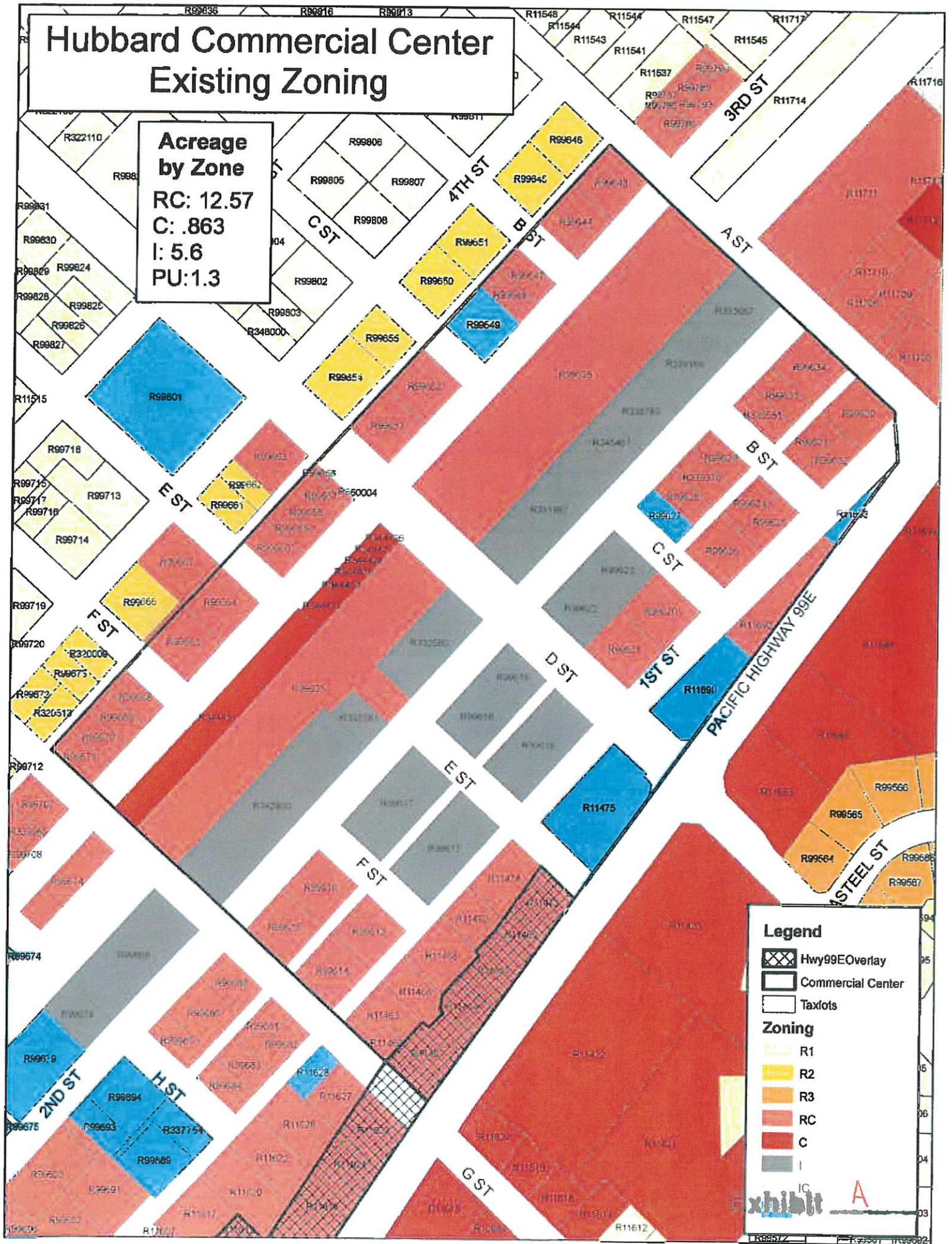
VII. PLANNING COMMISSION OPTIONS

- A. Adopt the finding contained in the Staff report and approve the zone change application (File No. LA-2016-02).
- B. Adopt the findings contained in the Staff report, with amendments, and approve the zone change application (File No. LA-2016-02).
- C. Deny the zone change application (File No. LA-2016-02) with amended findings that the proposal does not meet the applicable criteria.
- 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.

Hubbard Commercial Center Existing Zoning

Acreage by Zone

RC: 12.57
C: .863
I: 5.6
PU: 1.3



Legend

- Hwy 99E Overlay
- Commercial Center
- Taxlots

Zoning

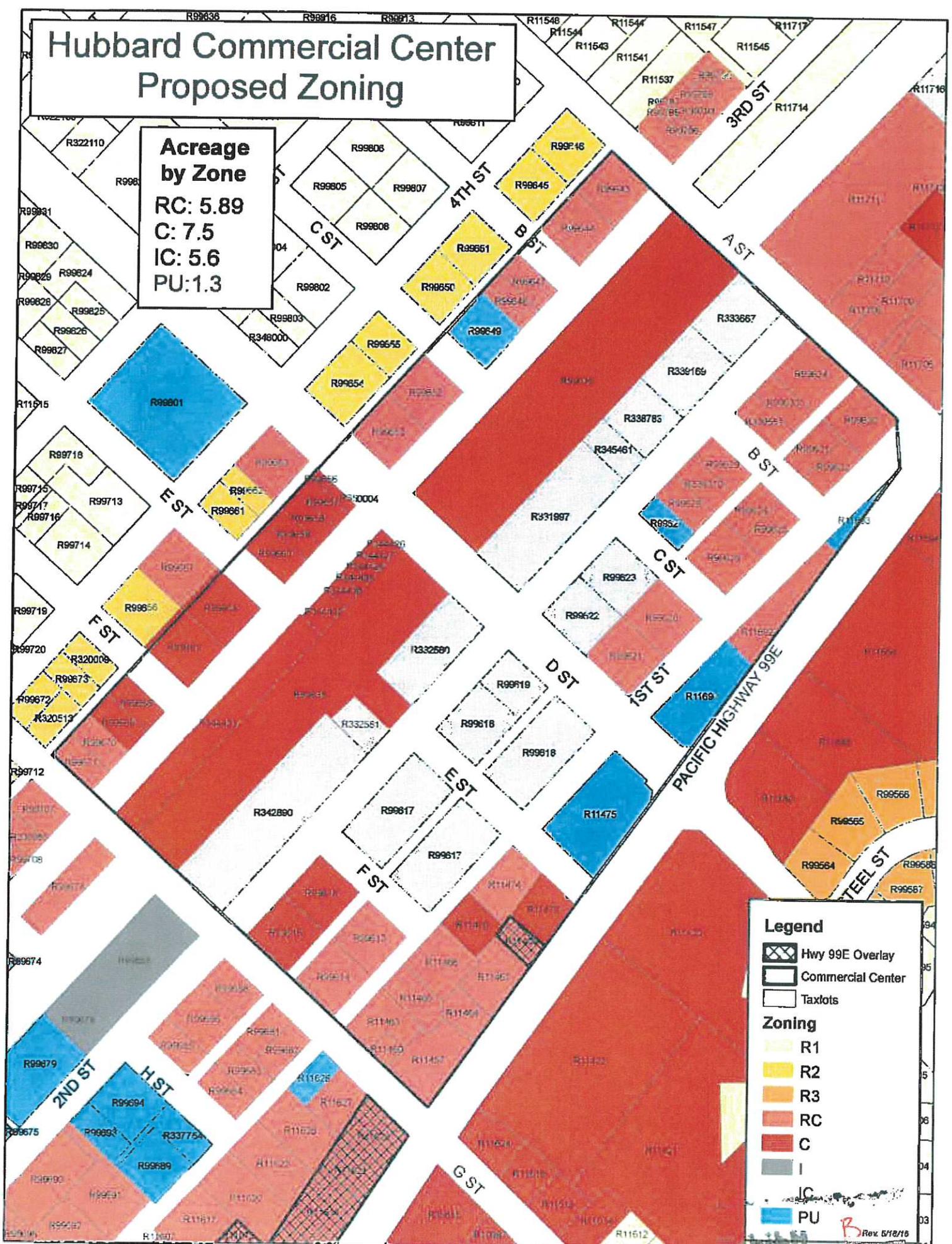
- R1
- R2
- R3
- RC
- C
- I

Exhibit A

Hubbard Commercial Center Proposed Zoning

Acreeage by Zone

RC: 5.89
C: 7.5
IC: 5.6
PU: 1.3



Legend

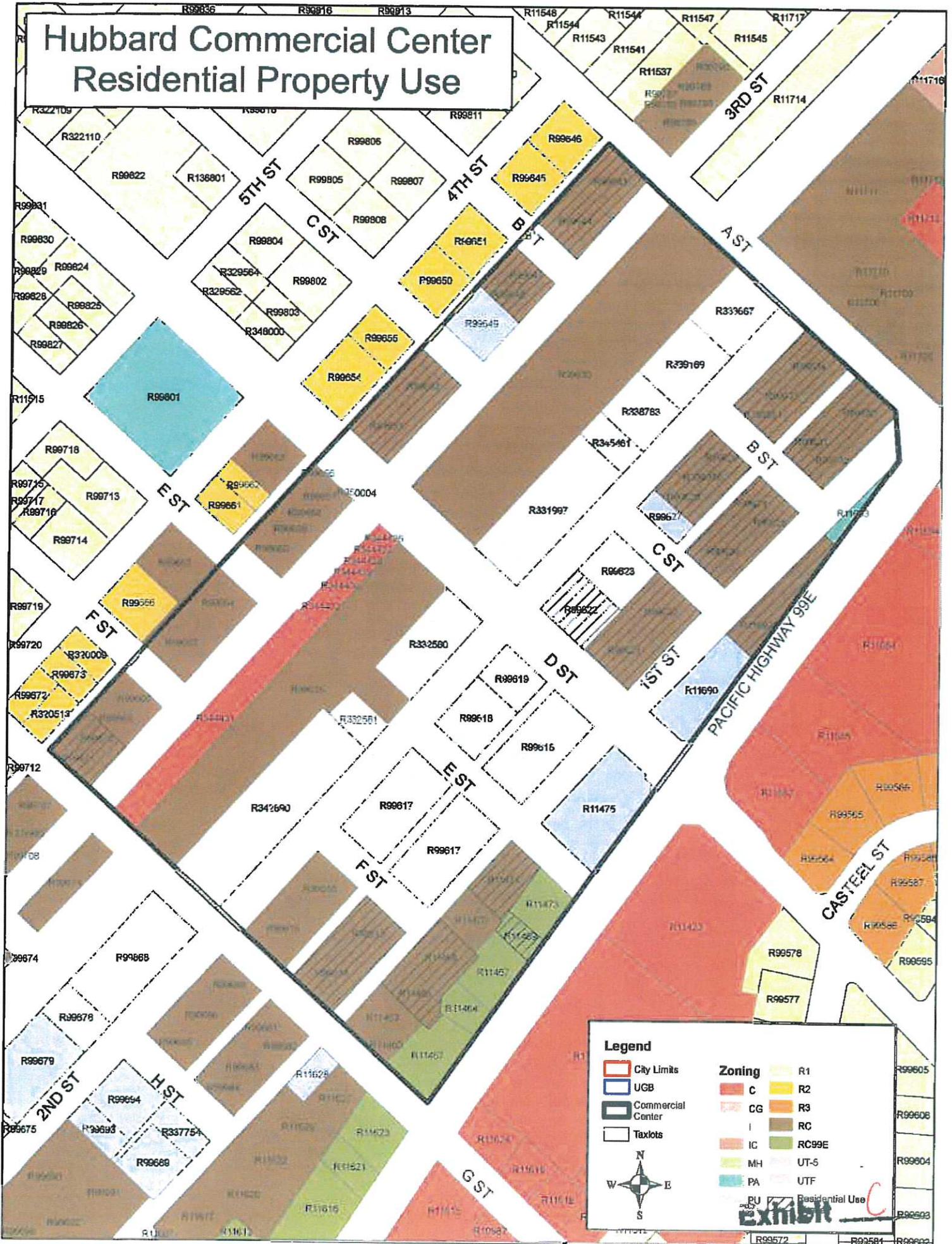
- Hwy 99E Overlay
- Commercial Center
- Taxlots

Zoning

- R1
- R2
- R3
- RC
- C
- I
- IC
- PU

R Rev. 5/18/16

Hubbard Commercial Center Residential Property Use



Legend

City Limits	R1
UGB	R2
Commercial Center	R3
Taxlots	RC
	RC99E
	UT-5
	UTf
	Residential Use

exhibit

2.104 RESIDENTIAL-COMMERCIAL DISTRICT (RC)

2.104.01 Purpose

The purpose of the RC District is to provide for a mix of housing types and limited commercial activities. The residential density shall be no greater than 12 units per acre. The RC District is consistent with the High Density Residential Comprehensive Plan designation.

2.104.02 Permitted Uses

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

- A. The following residential and non-commercial uses are permitted in the RC District:
 - 1. Single family dwelling unit, including a manufactured home except that a manufactured home shall not be placed within an acknowledged historical district nor adjacent to a historic landmark
 - 2. Duplex
 - 3. Multi-family housing, including apartments, townhouses, and condominiums at a density no greater than 12 units per acre, subject to the Site Development Review procedures of Section 3.105
 - 4. Bed and breakfast establishment, subject to the Site Development Review procedures of Subsection 3.105
 - 5. Residential care home and facility
 - 6. Day care facilities operating as group child care homes and centers
 - 7. Home occupation, subject to the provisions of Section 2.303
 - 8. Residential accessory structure or use
 - 9. Parks and open space areas
 - 10. Church
 - 11. Residential Planned Unit Developments, subject to the provisions of Section 3.107
- B. The following commercial uses are permitted, subject to the Site Development Review procedures of Section 3.105 and the development standards listed in Section 2.300:
 - 1. Professional office

2. Retail trade and service operation having a maximum floor area of 2,500 square feet
3. Restaurant, except those with drive-through facilities

2.104.03 Conditional Uses

The following uses are permitted as conditional uses, provided that such uses are approved in accordance with Section 3.103:

- A. Uses operating before 7:00 AM or after 10:00 PM
- B. Public facility, government structure, or communications towers for emergency services
- C. Cemeteries

2.104.04 Dimensional Standards

The following dimensional standards shall be the minimum requirements for all development in the RC District except for modifications permitted under Section 2.402, General Exceptions.

A. Minimum Lot Area and Density Standards

1. Single-family dwelling 5,000 square feet
2. Two-family dwelling (duplex) 7,000 square feet
3. Townhouse (not on a corner lot) 3,500 square feet
4. Multi-family dwelling (three or more units) 3,630 sq. ft. per unit
5. Commercial Use 5,000 square feet
6. Public utility structures: Lot area shall be adequate to contain all proposed structures within the required yard setbacks.
7. All other uses (including townhouse on a corner lot) 5,000 square feet
8. Commercial uses on properties located within the 99E overlay zone shall comply with lot area requirements according to the Commercial General (C) zone district.

B. Minimum Yard Setback Requirements

1. All principal structures shall maintain the following minimum yard setbacks:
 - a. Front Yard 15 feet
 - Setback to garage 20 feet

- b. Rear Yard
 - One Story 10 feet
 - More than one story 15 feet

- c. Side Yard (interior) 5 feet
 - Setback from homes 1 ½ or 2 stories in height 7 feet
 - Setback from homes 2 ½ or 3 stories in height 9 feet
 Side Yard
 (adjacent to street – including townhouses) 15 feet
 - Setback to garage 20 feet
 - Setback for townhouses 8 feet on one side of dwelling unit with zero setback (0 ft) on opposite side

2. All detached accessory structures shall maintain the following minimum side and rear yard setbacks:

- a. Rear Yard 5 feet

- b. Side Yard (interior) 5 feet
- Side Yard (adjacent to a street) 15 feet

3. Commercial uses on properties located within the 99E overlay zone shall comply with setback requirements according to the Commercial General (C) zone district.

C. Maximum Structure Height

- 1. Principal Structure 35 feet

- 2. Accessory Structure 20 feet, except that no accessory structure shall exceed the height of the principal structure

- 3. Commercial uses on properties within the 99E overlay zone shall comply with height requirements according to the Commercial General (C) zone district.

2.104.05 Development Standards

All development in the RC District shall comply with the applicable provisions of Section 2.200 of this Ordinance. In addition, the following specific standards shall apply:

- A. Off-Street Parking. The required number of parking spaces shall be as specified in Section 2.203. Parking requirements for residential units, including "stick-built" and manufactured homes, require the construction of a garage. Manufactured homes located in manufactured home parks are required to install either a garage or carport.

Commercial uses on properties located within the 99E overlay zone shall comply with parking requirements according to the Commercial General (C) zone district.

B. Subdivisions and Partitions. Land divisions shall be reviewed in accordance with the provisions of Section 2.208.

C. Lot Coverage. The following shall mean the maximum permitted lot coverage, maximum coverage of public and private parking areas or garages, and/or combined maximum lot and parking combined coverage allowed.

Maximum lot coverage by structures:	50%
Maximum parking area coverage:	30%
Combined maximum lot and parking area coverage:	70%

The lot coverage standard only applies to residential dwellings.

D. Multi-family residential uses (three units or more) shall comply with the following standards:

1. Multi-family developments shall be subject to the Site Development procedures in Section 3.105.
2. All multi-family residential structures within a development shall maintain a minimum horizontal separation distance of 15 feet.
3. Access points to public streets shall minimize traffic congestion and avoid directing traffic onto local access streets.

E. Play Area Requirements. Multi-family dwellings with four (4) or more units - minimum 500 square feet, fenced and equipped play area, plus 50 square feet for each bedroom, or a like-sized adult leisure area if the development accommodates no children under 16 years of age. Play areas shall be separate from front and side yard set-back requirements.

F. Detached residential accessory structures shall not exceed 1,400 square feet in area, or the area covered by the main building, whichever is less. Detached accessory structures may be located within the side or rear yard area, and shall comply with maximum lot coverage requirements.

G. Commercial Uses shall comply with the following standards:

1. The activity shall be conducted wholly within an enclosed structure.
2. The maximum lot size for any commercial use shall be one acre.
3. The lot shall abut a collector or arterial street.
4. Uses operating before 7:00 AM or after 10:00 PM shall be a conditional use subject to the provision of Section 3.103.

5. Commercial uses shall not engage in the manufacturing, processing, assembly or compounding of products other than those clearly incidental to the business conducted on the premises.
 6. The conduct of any business activity shall not generate or produce noise, odor, dust, smoke, vibration or other similar impact.
 7. Access points to public streets shall minimize traffic congestion and avoid directing traffic onto local access streets.
 8. A minimum of 10 percent of the gross site area shall be devoted to landscaping in commercial developments.
 9. Commercial uses in the RC District shall be subject to the Site Development Review procedures of Section 3.105.
- H. Signs. Signs shall conform to the requirements of Section 2.206.
- I. Yards and Lots. Yards and lots shall conform to the standards of Section 2.209.
- J. Parking for recreational vehicles, trailers, boats and other similar vehicles shall comply with the following standards:
1. Recreational vehicles, trailers, boats and other similar vehicles may be parked in the side yard, rear yard and front yard allowed for each dwelling unit in the driveway area leading to its garage. Also, one additional space shall be allowed in that area in front of the required side yard located closest to the driveway subject to the following conditions:
 - a. The additional space shall not be allowed if it creates a traffic sight obstruction.
 - b. The additional space has an all-weather surface and be drained to prevent standing water.
 2. Parking for recreational vehicles, trailers, boats and other similar vehicles may be permitted in other portions of the front yard area subject to review and approval of the Planning Commission in accordance with the Variance procedures of Section 3.104.
 3. Recreational vehicles, trailers, boats and other similar vehicles shall not be parked within public rights-of-way.
 4. All driveways shall be designed and constructed in conformance with the most current Public Works Design Standards.

2.106 COMMERCIAL DISTRICT (C)

2.106.01 Purpose

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.

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:

- A. Retail trade establishments engaged in selling goods or merchandise to the general public for personal or household consumption such as retail groceries, hardware stores, department stores, gas stations and sporting goods stores
- B. Retail service establishments offering services and entertainment to the general public for personal or household consumption such as eating and drinking establishments, motels, hotels, banks, real estate and financial services
- C. Business service establishments engaged in rendering services to other businesses on a fee or contract basis such as building maintenance, employment services and consulting services
- D. Offices and clinics such as doctor and dentist offices, veterinary clinics and law offices
- E. Dwelling units accessory to a permitted use or above a permitted use
- F. Group day care homes and centers
- G. Residential care home and residential care facility
- H. Amusement and recreational services
- I. Public and private utility buildings and structures such as electric substations, telephone exchanges, and communications antennas or towers
- J. Church
- K. Automobile sales, both new and used, recreational vehicles, recreational unit, and light trailer sales.

2.106.03 Conditional Uses

The following uses are permitted as conditional uses, provided that such uses are approved in accordance with Section 3.103:

- A. Church
- B. Except as provided in Section 2.304, any commercial service or business activity otherwise permitted, involving the processing of materials which is essential to the permitted use and which processing of materials is conducted wholly within an enclosed building
- C. Public and private utility buildings and structures such as electric substations, telephone exchanges, and communications towers and/or antennas
- D. Automotive repair

2.106.04 Dimensional Standards

The following minimum dimensional standards, with the exception of modifications permitted under Section 2.402, shall be required for all development in the Commercial District.

- A. Minimum lot area: No limitation
- B. Minimum yard setbacks:
 - 1. Front Yard None*
* - Abutting Highway 99E 20 feet
 - 2. Rear Yard
 - Abutting a non-residential district None
 - Abutting a residential district 15 feet
 - 3. Side Yard
 - Abutting a non-residential district None
 - Abutting a residential district 15 feet
- C. Maximum structure height: 45 feet

2.106.05 Development Standards

All developments in the Commercial District shall comply with the applicable provisions of Section 2.200 of this Ordinance. In addition, the following specific standards shall apply:

- A. Off-Street Parking. Off-street parking shall be as specified in Section 2.203.

- B. Signs. Signs in the Commercial District shall be subject to the provisions of Section 2.206.
- C. Landscaping. All development is subject to the landscaping provisions in Section 2.207.
- D. Subdivisions and Partitions. All subdivisions and partitions shall be reviewed in accordance with the provisions of Section 2.208.
- E. Design Review. All new development and expansion of an existing structure or use in the Commercial District shall be subject to the Site Development Review procedures of Section 3.105.
- F. Outdoor Display. There shall be no outdoor display or storage of materials or merchandise within a designated alleyway, roadway or sidewalk that would impede pedestrian or vehicular traffic except during community retail sales events. Safety precautions shall be observed at all times. Outdoor display shall only be permitted between the hours of 7am and 10pm unless the display items are screened pursuant to Section 2.207.
- G. Access. Approaches and driveways shall be subject to provisions of Section 2.202.

2.107 INDUSTRIAL DISTRICT (I)

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.

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:

- A. Establishments engaged in manufacturing, processing, packing, assembly, distribution, repair, finishing or refinishing, testing, fabrication, research and development, warehousing and servicing activities. Examples of uses that would be appropriate include: aircraft or auto parts, bottling plants, bakery products, communication equipment, drugs, fabricated textile products, office machines, building materials, recycling centers, and motor freight terminals; and
- B. Warehouse and outdoor storage activities.
- C. Automotive repair
- D. Manufactured home sales
- E. Place of worship, club lodge, or fraternal organizations.

2.107.03 Conditional Uses

The following uses may be permitted in the Industrial District when authorized by the Planning Commission pursuant to Section 3.103.

- A. Extraction and processing of minerals, rock, or other earth products
- B. Automotive dismantling, wrecking and salvage yard
- C. Fuel oil distribution
- D. Manufacturing, processing or storage of explosive, flammable or toxic products
- E. Welding operations
- F. Public and private utility buildings and structures such as electric substations, telephone exchanges, and communications towers and/or antennas.
- G. Caretaker residence subject to the following requirements:

1. Establishment of caretaker residence shall be subject to the Site Development Review requirements of Section 3.105.
 2. Only one residence is allowed per tract of land.
 3. The residence is limited to a manufactured or mobile home or a park trailer or recreational park trailer as defined by this ordinance or the residence is incorporated into the building design for an associated business on the property.
 4. Installation of a park trailer or a recreational park trailer shall comply with the requirements of Oregon Administrative Rules Chapter 918, Division 530 and shall be connected to public utilities.
 5. No variance shall be granted for any of the requirements in this section.
- H. Large-scale amusement facilities, such as a gymnasium, skating rink, pool or race track.
- I. Other uses determined by the Planning Commission to be of similar character to those specified above

2.107.04 Dimensional Standards

The following dimensional standards, with the exception of modifications allowed under Section 2.200, shall be required for all development in the Industrial District.

- A. Lot Size: None
- B. Setback Requirements:
- | | |
|--|---------|
| 1. Front yard | 20 feet |
| 2. Side yard | |
| -Abutting a residential or commercial district | 25 feet |
| -Abutting an industrial district | 10 feet |
| 3. Rear Yard | |
| -Abutting a residential or commercial district | 25 feet |
| -Abutting an industrial district | 10 feet |
- C. Maximum Building Height: 80 feet

2.107.05 Development Standards

All development in the Industrial District shall comply with the applicable provisions of Section 2.200 of this Ordinance. In addition, the following specific standards shall apply:

- A. Off-Street Parking. Off-street parking in the Industrial District shall conform to the standards of Section 2.203.
- B. Signs. Signs in the Industrial District shall conform to the provisions of Section 2.206.
- C. Landscaping. All development is subject to landscaping provisions in Section 2.207.
- D. Subdivisions and Partitions. All subdivisions and partitions shall be reviewed in accordance with the provisions of Section 2.208.
- E. Design Review. All new development or expansion of existing structure or use in the Industrial District shall be subject to the Site Development Review procedures of Section 3.105.
- F. Outdoor storage. Outdoor storage shall be screened pursuant to the landscaping standards listed in Section 2.207.
- G. Access. Approaches and driveways shall be subject to provisions of Section 2.202.

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.

2.108.03 Conditional Uses

The following uses may be permitted in the Industrial-Commercial District when authorized by the Planning Commission pursuant to Section 3.103:

- A. all uses permitted conditionally in the Industrial District; and
- B. office uses not associated with a permitted use.

2.108.04 Dimensional Standards

The following dimensional standards, with the exception of modifications allowed under Section 2.201, shall be required for all development in the Industrial-Commercial District.

- A. Lot Size: None
- B. Setback Requirements:
 - 1. Front yard 20 feet

- 2. Side yard
 - Abutting a residential or commercial district 25 feet
 - Abutting an industrial district 10 feet
- 3. Rear Yard
 - Abutting a residential or commercial district 25 feet
 - Abutting an industrial district 10 feet
- C. Maximum Building Height: 80 feet

2.108.05 Development Standards

All development in the Industrial-Commercial District shall comply with the applicable provisions of Section 2.200 of this Ordinance. In addition, the following specific standards shall apply:

- A. Off-Street Parking. Off-street parking in the Industrial-Commercial District shall conform to the standards of Section 2.203.
- B. Signs. Signs in the Industrial-Commercial District shall conform to the provisions of Subsection 2.206.
- C. Landscaping. All development is subject to landscaping provisions in Section 2.207.
- D. Subdivisions and Partitions. All subdivisions and partitions shall be reviewed in accordance with the provisions of Section 2.208.
- E. Design Review. All new development or expansion of existing structure or use in the Industrial-Commercial District shall be subject to the Site Development Review procedures of Section 3.105.
- F. Access. Site access points shall be located to minimize traffic hazards and development is subject to provisions in Section 2.202.

OREGON DOWNTOWN DEVELOPMENT ASSOCIATION'S

Resource Team Report
for
Hubbard, Oregon



June 24-26, 2003

The Hubbard Resource Team Report

prepared by:

The Oregon Downtown Development Association
PO Box 2912, Salem, OR 97308
503.587.0574 phone
503.587.0580 fax
info@odda.org

Resource Team Members:

Vicki D. Dugger, Executive Director & Team Leader
Oregon Downtown Development Association

Mark VanderZanden, Surround Inc., Architect
Consultant

Magnus Bernhardt, AEI, Landscape Architect
Consultant

Mary Bosch, Marketek, Business Mix Specialist
Consultant

*The Hubbard Resource Team and Report were funded through a partnership
between Hubbard Businesses and the Mid-Willamette Valley
Council of Government's Regional Strategies Funds.*

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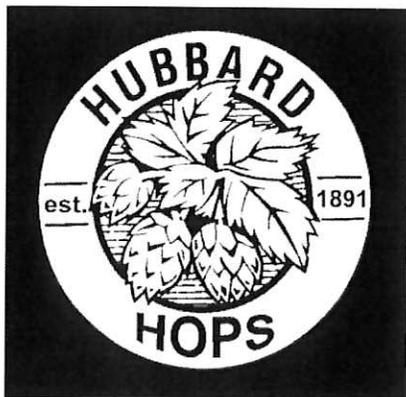
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Project Introduction

Discussions for downtown revitalization assistance for Hubbard began with an opportunity to create a community cluster approach to downtown planning in association with the Oregon Downtown Development Association (ODDA) and communities within the Mid-Willamette Valley Council of Government's region. Communities who were good candidates for this approach included Willamina, Scotts Mills, Gervais and Hubbard. The on-site Resource Team for Hubbard consisted of downtown specialists in the areas of public space and circulation design, architectural design, and business mix analysis. A staff member from ODDA served as the Team's coordinator. The Resource Team convened in Hubbard on May 24, 2003. While on-site, the downtown planning process included a public "kick-off" meeting; interviews with local stakeholders; a thorough examination of issues affecting the downtown district through walking and driving tours and collected information; analysis of issues that needed to be addressed; and recommendations relating to those issues. A public presentation on the Team's findings and recommendations completed the on-site portion of the work. This report serves as follow-up to the final presentation.

The recommendations contained in this report are broad brush and conceptual in nature. The aim of this project is to bring the community together to discuss a shared vision of downtown's future, then articulate those ideas into conceptual drawings and supporting text. The ideas contained in this report are not written in stone; they should be used as a springboard for further discussion as to which projects should be implemented and to assist in project prioritization and phasing.

This report is a summary of information collected and synthesized by the ODDA Resource Team while working in Hubbard May 24-26, 2003. It is based on the information presented at the May 26th final presentation. The recommendations in this report are broken into sections based on the team members' specialties: Public Space and Architectural Design; Downtown Business Mix and Clustering; and Next Steps.



Project Goals

The members of the Hubbard Resource Team approached this project with five overarching goals that served as the framework for their recommendations. The goals included:

1. Improve the community *for* the community.
2. Celebrate the community's unique assets.
3. Make the whole commercial district more inviting, walkable, *connected* and economically vibrant.
4. Offer more reasons for visitors and residents to shop in Hubbard.
5. Offer the community a downtown plan that can be implemented in phases.

Each member of the Resource Team undertook their tasks with these goals in mind. The differing disciplines each Team member brought to Hubbard allowed them to address these goals in their own tailored way. Team recommendations and strategies will be laid out in the sections that follow.

Downtown revitalization can seem like a daunting task for a small, rural community to undertake. Nevertheless, it is a critical component of a livable, economically viable community. The recommendations contained in this downtown conceptual plan will allow the community to concentrate on long range, strategic outcomes through a variety of projects that have both short and longer-term results and impacts. It will take an integrated vision of what downtown could be, coupled with a group of downtown 'champions' and good public and private partnerships to help Hubbard's commercial district become all it can be. Tough job? Yes. Doable? Very much so. Hubbard has great architectural 'bones,' a growing target market, and other positives that are working in its favor.

Community revitalization is a long-term, incremental process that is dependent on a commonly shared vision, an implementable plan, leadership, collaboration, 'stick-to-it-ness,' and calculated risk-taking. The process of revitalizing a community is not for the

faint of heart, but its rewards can make a positive difference in a community for generations to come.

Hubbard is poised and ready to take on downtown revitalization. A recently completed strategic planning effort was a great success. That effort, along with the Resource Team report, should serve to help launch revitalization activities. The Resource Team public input process was a good forum for interested community stakeholders to talk about the future and their support for, and participation in, local revitalization efforts. These stepping stones, along with the Resource Team report, should allow the community to successfully move ahead with a variety of downtown revitalization projects and activities. The only thing that could make this good situation even better would be an improved partnership role between the city and the community in undertaking revitalization activities. While working on-site, members of the Resource Team heard time and again about a disconnect between City Hall and community.

In closing, the recommendations contained in this report are broad brush and conceptual in nature. The aim of this project was to bring the community together to discuss a shared vision of downtown's future, then articulate those ideas into conceptual drawings and text. The ideas and recommendations contained in the report are not written in stone; they should be used as a springboard for further discussion – to determine which projects should be implemented and to assist in project prioritization and phasing.

Design Recommendations: Public Space & Architecture

Topics covered in this section include:

Introduction

Framework for Downtown Design

The 3Cs of Public Space Design

Traditional Downtown Storefront Features

Historic Considerations

Downtown's Built Environment

The Big Picture: Hubbard Concept Plan

The Downtown Plan: Highway 99 Improvements

Public Space Improvements

Architectural Improvements

The Downtown Plan: Reinvigorating Old Town Hubbard

Public Space/Streetscape Improvements

Architectural Upgrades and Retrofits

INTRODUCTION



This section of Hubbard's Downtown Conceptual Plan addresses the physical and aesthetic design of downtown's public and private spaces (streetscape and facades). The enhancements discussed in this section are meant to seamlessly integrate with each other to make the whole downtown district look and function better. The character and aesthetic of these spaces will help set the theme of, and tone for, Hubbard. Creating a unified look through these design elements will also help

visually connect the Highway 99 commercial district with the traditional downtown district.

One goal of the design portion of this project is to help create a stronger downtown commercial district for Hubbard through the enhancement of open and public spaces. These spaces serve as conduits for pedestrian circulation, provide a more cohesive and

inviting whole, and create a more pleasant and safe environment. Another goal is to improve pedestrian circulation patterns as they are critically important and functional elements in a successful downtown environment. Another goal of the design component is to offer a more vital downtown experience through the reuse of existing downtown stock (buildings) and infill of vacant lots where appropriate.

FRAMEWORK FOR DOWNTOWN DESIGN

The Designers on the Resource Team based their recommendations on a framework that supports a pedestrian friendly, vital downtown district. Design, both public space and private, plays a very important role in a downtown's vitality. The following sections provide a description of the framework and why each component is vital in downtown revitalization.

THE THREE 'C'S OF PUBLIC SPACE DESIGN

Three primary elements served as the basis for the public space design component of this downtown plan: Connectivity, Continuity, and Celebration of Place. The design recommendations that are discussed in detail later in the report were based on this framework. Local input from the community as to their desires for downtown public space improvements was ultimately 'sifted' using this framework as a basis for inclusion into the plan. The three 'Cs' of public space design are discussed below.

CONNECTIVITY: Good pedestrian *connectivity* and circulation patterns are critically important, functional elements in a successful downtown environment. This is particularly true in small communities where walking is important -- and having a safe and inviting walking environment is even more important. Good pedestrian connections throughout the community are an important part of downtown revitalization.

Connectivity can also be enhanced by a contiguous line of downtown buildings that directly address the street (rather than set back behind parking lots) and the presence of large, transparent shop windows filled with appealing displays. These elements help 'pull' shoppers down the street. Large parking lots and blank walls in a downtown environment work directly in opposition to a pedestrian friendly environment.

CONTINUITY: Active, inviting downtowns have a combination of elements that give them a feeling of consistency and *continuity*. Many casual observers would never really think about how design consistency in sidewalks, streetscape furnishings (benches, trash receptacles, bike racks, etc.), plantings and lighting help bring a visual uniformity to downtown, but these elements help make downtown much more visually cohesive - - much more of an integrated whole.

CELEBRATION OF PLACE is the final element in the framework of design recommendations. Hubbard has a long, rich history that includes early settlers, the railroad, agriculture and a traditional downtown commercial district that developed along

the railroad. The recommendations contained in this report celebrate what makes Hubbard special, instead of trying to layer irrelevant themes on it. Hubbard has much to be proud of and the Resource Team's recommendations support the celebration of what makes this community unique.

TRADITIONAL DOWNTOWN STOREFRONT FEATURES

One of the goals of downtown revitalization is to have a continuous line of storefronts that encourage browsing through the design of the buildings, coupled with interesting and appealing shop windows.

The following is a list of building features that help contribute to a walkable, pedestrian friendly downtown environment.

Building features that contribute to inviting downtowns include:

- Respect for history: rehabilitating existing historic buildings by keeping true to their original character; and by *referencing* Hubbard's historic commercial style in new infill development (but not exactly replicating it).
- Buildings that directly address the sidewalk, rather than set back behind a parking lot.
- Buildings that offer sidewalk protection for pedestrians, i.e. canopies or awnings.
- Transparent storefronts at the street level, i.e. large clean, appealing windows.
- Bulkheads below the storefront windows (visually "anchoring" the building to the site).
- Recessed storefront entries.
- Breakup of the horizontal building lines with vertical structural elements.
- Upper levels of buildings punctuated with rhythmic use of vertically proportioned windows.
- Articulated parapets that vary in height and character from building to building.
- Absence of blank walls or empty lots. Studies show that pedestrians will not walk along long empty lots or blank walls in a downtown setting, they will cross the street or turn around to avoid these areas. For maximum *browsability*, a downtown needs a consistent, continuous line of storefronts that is not broken up by vacant lots, blank walls, parking lots and drive-thrus.

HISTORIC CONSIDERATIONS

Often the architectural integrity of downtown historic buildings is compromised by covering over, or remodeling, facades with inappropriate materials and/or styles; by the removal of historic building elements and signage; and even by the removal of historic buildings and their replacement with contemporary buildings that do not have the same qualities as pedestrian friendly downtown buildings.

Hubbard has several historic commercial buildings in the 'Old Town' core that would play a major role in downtown's renaissance if they were rehabbed and filled with active businesses. The City may want to consider creating design guidelines for both redevelopment of existing buildings and infill of vacant lots to help guide how downtown redevelops. There seems to be a strong respect for history and architecture, both commercial and residential, within the community. It is the Resource Team's hope that Hubbard will begin celebrating its historic commercial and residential architecture and restoring it to its formal glory. It would be a shame if any more deterioration of local historic architecture occurred.

Many communities have design guidelines to help keep the historic district intact. Historic design guidelines could include the following:

- New building construction fronting streets should keep with the original architectural character, color, mass, scale and materials of neighboring historic buildings.
- Additions to existing buildings should be in keeping with the original architectural character, color, mass, scale and materials. Wherever possible, new additions or alterations to existing buildings should be completed in such a manner that if they were to be removed in the future, the essential form and integrity of the original building would not be impaired.
- New construction should fill in gaps in the urban fabric and be adjacent to the sidewalk or vertical edge, reinforcing the enclosure of the street.
- Existing additions to historic buildings should be evaluated for their compatibility and their contribution to the character of the downtown area.
- Every reasonable effort should be made to provide a compatible use for existing historic buildings that will require a minimum alteration to the building and its environment.
- Rehabilitation work on historic buildings should not destroy the distinguishing qualities or character of the property and its environment. Deteriorated historic architecture should be repaired, rather than replaced, whenever possible.
- Distinctive stylistic features, or examples of skilled craftsmanship which characterize older structures and often predate mass produced building materials, should be conserved.
- Many changes to buildings have taken place in the course of time and are evidence of the history of both the building and the downtown. If these changes have developed significance in their own right, this significance should be recognized and respected.
- All buildings should be recognized as products of their own time. Alterations to create an appearance inconsistent with the actual character of the building should be discouraged.

☒ Contemporary design for new buildings, and additions to existing buildings, should be permitted only if such design is compatible with the size, scale, color, material and historic character of the area.

☒ A structural soundness survey should be obtained prior to any substantial rehabilitation.

DOWNTOWN'S BUILT ENVIRONMENT

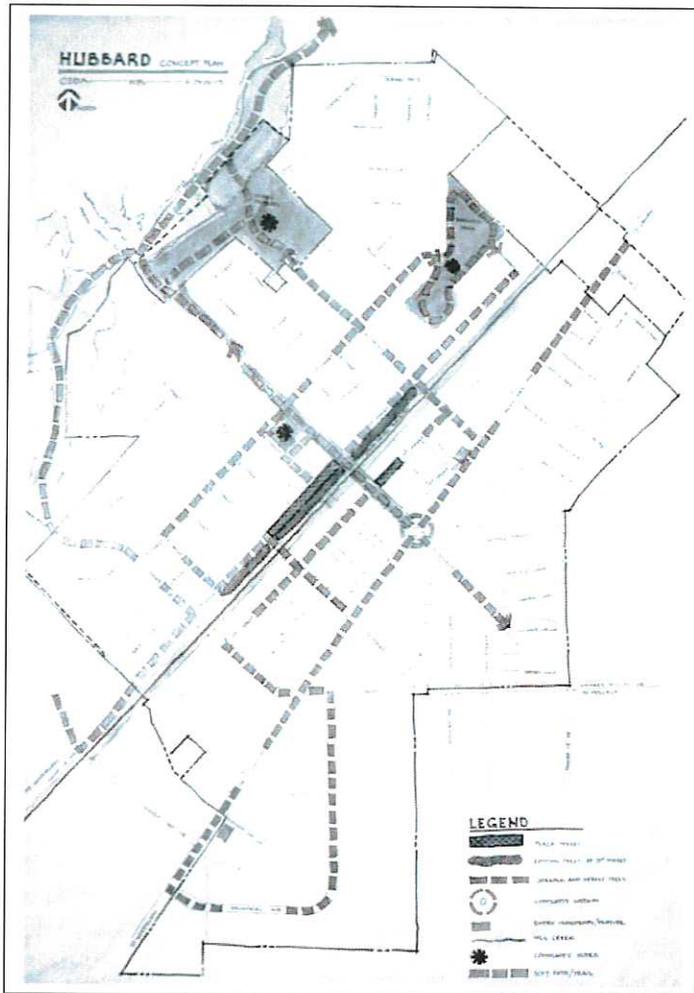
Hubbard has strong downtown commercial district fabric, although it varies from most downtowns in that it lines only one side of the street, due to the adjacent railroad. Hubbard's downtown core is also small in scale, but it presents a strong, visually interesting façade line as it is primarily intact (meaning that there are few gaps or inappropriate infill buildings). That said, members of the Resource Team believe that Hubbard is in danger of losing this wonderful downtown asset due to a long history of deferred maintenance. Many of downtown's buildings are in bad repair and are in desperate need of attention.

Following are suggestions to help reclaim this important downtown asset.

- Stabilize deteriorating buildings. REPAIR & REFURBISH. Restore buildings back to original whenever possible; stripping away the layers of inappropriate façade treatments to expose the building's original architectural character
- Repair buildings to match existing (original) details. Open, transparent storefronts send the following message: 'We're open for business.' They are also more attractive and inviting; they put 'more eyes on the street' to discourage vandalism, etc.; are more welcoming to out-of-towners; and are in keeping with the original building design.
- Reclaim important (original) storefront features. Using a complementary 3-color paint scheme on a building will help bring out important architectural details.
- Implement appropriate infill for underutilized downtown sites.

Hubbard has good architectural 'bones' when it comes to downtown commercial storefronts. General maintenance and façade upgrades will really help make downtown more visually pleasing and attractive to shoppers. Cleaning, repairing and repainting buildings will also make a big difference in how downtown is perceived.

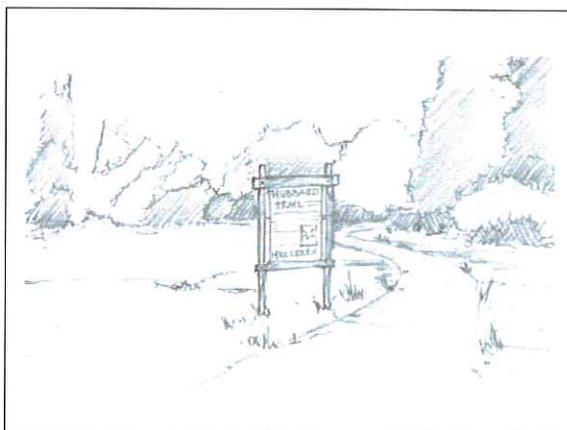
THE BIG PICTURE: HUBBARD CONCEPT PLAN



The color version of this plan is included in the Appendix.

In order for the Resource Team to fully grasp potential solutions for downtown, they needed to understand the overall layout and context of 'Old Town' in relationship to the commercial development along Highway 99. From this 'birds-eye view,' the Team also found new potential pathways to better connect the community and a possible link with a regional trail system to be developed in the future.

The overall concept plan shows how a developed sidewalk system, with street trees, will help not only link the community to downtown and the wonderful local parks, but would have the potential to connect to a trail system along Mill Creek that

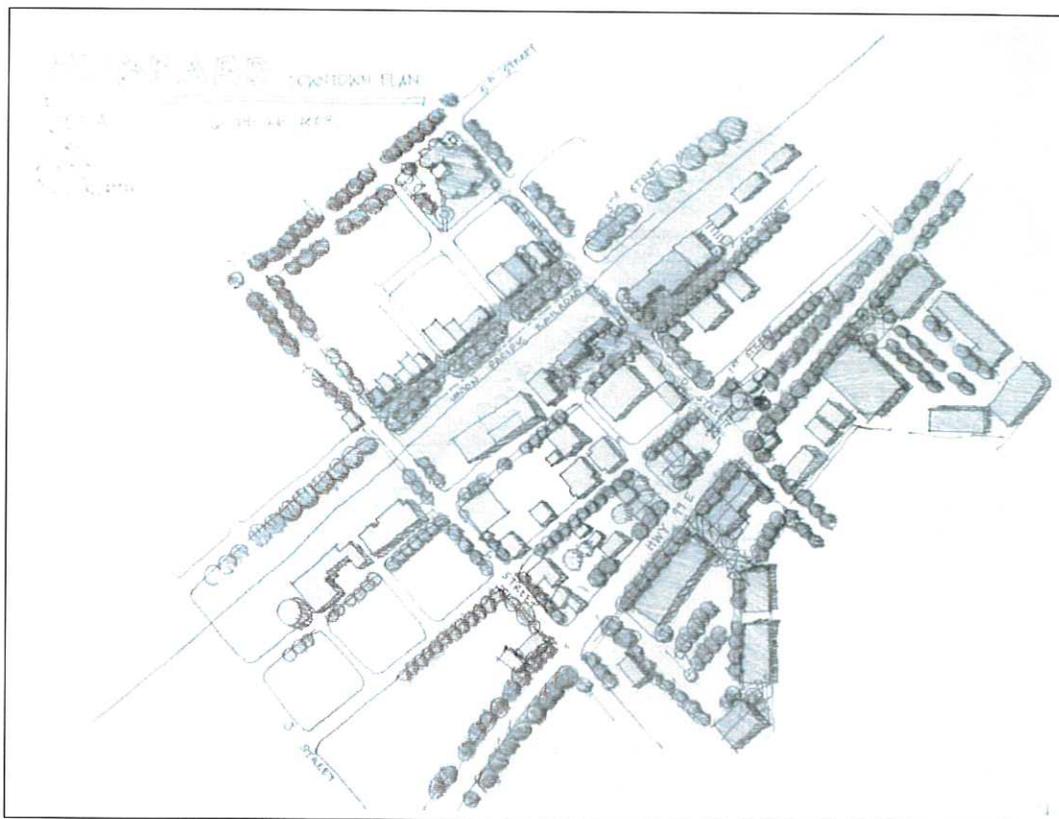


could ultimately tie into a regional trail network. The community was very interested in a walking trail through a natural area. Many communities throughout the state have been successful at developing trails of this type as a wonderful community amenity. The opportunity to develop this trail as part of a larger regional network should be explored further. Initial discussions have begun and Hubbard should become an active partner at the regional level to develop this project.

The concept plan also shows proposed locations for entry features at Schmidt Lane and Hwy. 99 and at the narrow park area at A Street and Hwy. 99. A community gateway is suggested for the area at the intersection of D Street and Hwy. 99 as well. (Detailed discussions on the entry and gateway features will take place further in the report.)

THE DOWNTOWN PLAN: HIGHWAY 99 IMPROVEMENTS

PUBLIC SPACE IMPROVEMENTS

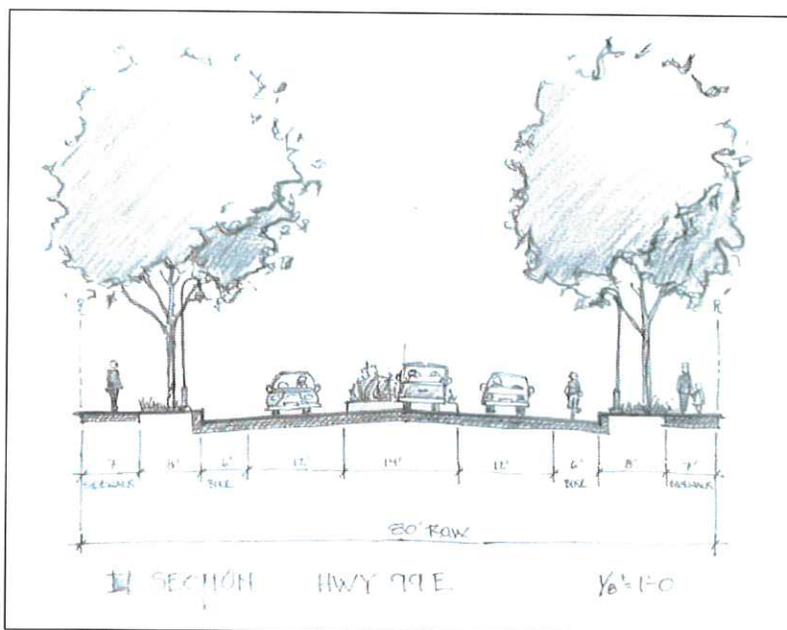


The color version of this graphic is included in the Appendix.

The Downtown Plan illustrates the next level of detail after the Concept Plan. It focuses in on the commercial areas of Hubbard that are located along Hwy. 99E and in the 'Old Town' area. Although the Resource Team and community consider these two district areas as 'the downtown,' the report will address each area independently, as one area has more of a traditional downtown ambiance to it and the other a highway/commercial feel. Although discussed individually, the recommended design solutions were developed within the context of the whole downtown area to make it more cohesive, integrated and function more effectively as a whole.

One of the most pressing issues the community discussed with the Resource Team was the lack of a safe (and attractive) pedestrian environment along the Hwy. 99E commercial

area extending to the mobile/manufactured home parks at the north end of town. While on-site, the ODDA was able to participate in a public meeting with an ODOT (Oregon Department of Transportation) representative and the City to discuss needed improvements along the highway. The specific areas the community discussed with ODOT included: pedestrian safety (continuous sidewalks & good cross walks); speed – and having the posted speed dropped; the need for the extension of the center turn lane to the north end of town; and the need for an additional stoplight at G Street and 99E. The ODOT representative informed the community how to move forward with getting these issues on ODOT’s ‘radar screen,’ and ultimately solved. He also recommended that the Resource Team show their recommended solutions along Hwy. 99E in the Downtown Plan. The following drawing is what an ‘improved’ Hwy. 99E could look like. It is based on the existing 80’ right of way and incorporates pedestrian amenities to help make this harsh environment safer and more attractive.



The proposed improvements could include the following:

- Sidewalks: 7’ wide on both sides of the highway.
- Tree/streetscape furnishing zone: 8’ wide on both sides to allow an adequate planting area for street trees and space for pedestrian-scaled lighting.
- Bike lane: 6’ wide on both sides of the road.
- Travel lanes: two 12’ wide travel lanes (one in each direction).
- Center turn lane: one 14’ wide center turn lane that might also contain a center median (where appropriate and it would work).

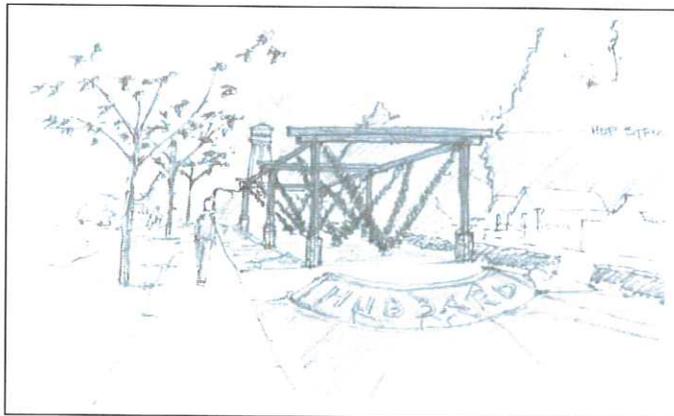
The proposed streetscape improvements along Hwy. 99E will make this area much safer for pedestrians. They could also serve to help ‘calm,’ or slow, traffic as the vertical height of street trees and marked bike lanes helps ‘enclose’ the area visually, causing

drivers to slow down. The inclusion of a center median is a concept only. Appropriately placed and constructed, center turn lanes offer pedestrians a ‘safe haven’ and they also serve to help calm traffic. The community will need to work with ODOT on these proposed improvements and build a strong local coalition to help ensure their issues are heard and addressed along the highway as this section of highway should function in a much broader capacity than to simply move vehicular traffic through town.



The perspective sketches, above, show what some of the proposed streetscape improvements along Hwy. 99E might look like. *(They are also included in color in the Appendix.)*

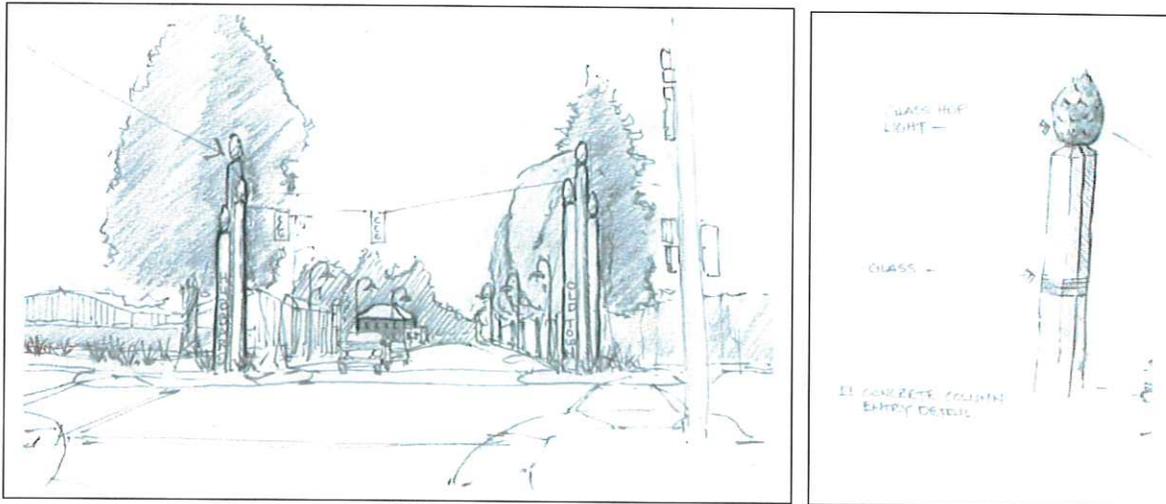
Entry features and a gateway treatment are also recommended as part of the overall streetscape plan for downtown. Entry features are recommended at Schmidt Lane and 99E, and at the narrow park area at A Street and the highway. The sketch, below, illustrates what an entry feature could look like. The Resource Team used this feature to help celebrate one aspect of Hubbard that makes it unique - - hops.



The entry element could, and should be, so much more than a simple ‘Hubbard’ sign. It should be interesting, unique and help ‘explain’ what makes the community special. The Team recommends the creation of a structure to support growing

hops (and be interesting enough in design to look good when hops aren’t growing.) A interpretive component could also be part of this feature. An attractive ‘Hubbard’ sign should also be part of the overall design. It will be important to have a good plan developed before moving forward with any component of the entry element, as it would be too easy to ‘miss the mark’ without one.

A gateway ‘announcing’ Old Town Hubbard is suggested for the area at the intersection of D Street and 99E. The Resource Team recommends a art deco-style element made up of concrete, with glass insets, topped with lights fashioned in a hops’ design.



When creating a unique community identifier like entry features and gateways, it will be important to ensure that they are the highest quality possible, as these elements convey much about the community and its standards for quality. As these gateway and entry design recommendations are on and/or adjacent to ODOT right of way, the community should make sure ODOT is aware of and on board with entry features and gateway treatments they plan to implement.

ARCHITECTURAL IMPROVEMENTS ALONG HWY. 99E

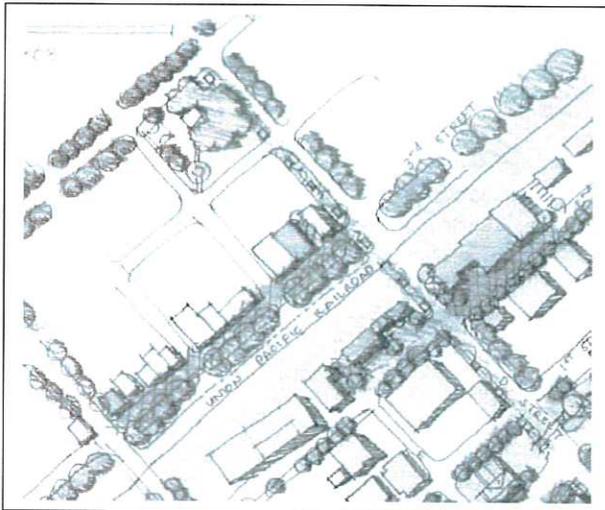


In addition to streetscape improvements along Hwy. 99E, there is a real opportunity to begin ‘reshaping’ the urban fabric along the highway so that it better supports pedestrian activity and has a

more cohesive look and feel. The Furniture Outlet is considering building a new facility north of their present site on the highway. They could be a pacesetter in developing a new ‘Hubbard’ style along the highway that is attractive, engaging and is set apart from

the typical (less than inspiring) highway commercial-style development that currently exists. The Resource Team recommends that the new Furniture Outlet building be sited close to the sidewalk and have large display windows. It should also have a welcoming 'porch' element. The building could be constructed of simple, vernacular materials that recall Hubbard's tie to agriculture. By locating the parking behind the building, the site could be developed with a drive way entry between the new Furniture Outlet building and another, complementary group of businesses. Developing this site with an overall plan and engaging design style could set a much higher benchmark for highway commercial development in Hubbard.

THE DOWNTOWN PLAN: REINVIGORATING OLD TOWN HUBBARD



This portion of the design component addresses recommended improvements for Old Town Hubbard. As with the previous section, it is broken out by public space and architectural design components. The suggested design solutions are intended to integrate well with each other and with the recommended improvements along 99E. They also support downtown vitality and livability within the framework of a traditional downtown commercial district.

PUBLIC SPACE / STREETSCAPE IMPROVEMENTS

The overall Concept Plan and Downtown Plan show proposed locations for sidewalks and street trees. Within the Old Town district, sidewalks are generally deteriorating where they exist, and they are often narrow - - with some blocks completely missing sidewalk sections. For this reason, pedestrians often walk in the street in this part of downtown. As part of overall downtown revitalization efforts, the community should strongly consider a sidewalk/streetscape improvement program to make downtown more walkable, safe and inviting.

In addition to developing an upgraded, contiguous sidewalk system with street trees and furnishings within the Old Town core, the Resource Team recommends the community consider a special treatment for the street and sidewalk in two areas of Old Town. A

shared, or plaza street should be considered along Second Street, beginning at D and continuing to City Hall, and on Third Street between D and G Streets.



The term *Shared Street* refers to commercial streets that are designed to meet the needs of both pedestrians and vehicle operators, without physical separation between the uses. Design elements are used to forcibly slow traffic dramatically, causing drivers to operate in a manner more consistent with driving in a driveway or parking lot, or other areas where pedestrians are present without separation. The purpose is to create a street within a limited right of way that enable

pedestrians to safely walk, browse, access destinations, etc., while traffic utilizes the same space for travel and access, but at very low speeds.

Shared streets are not appropriate for every situation, but they can be very successful when implemented in appropriate situations. These streets are excellent locations to hold festivals, farmers' markets and other types of activities where they can be occasionally closed off. Implementing the shared street concept along portions of Second and Third Streets will help identify these particular areas as unique, with more focus on pedestrian-oriented activity.

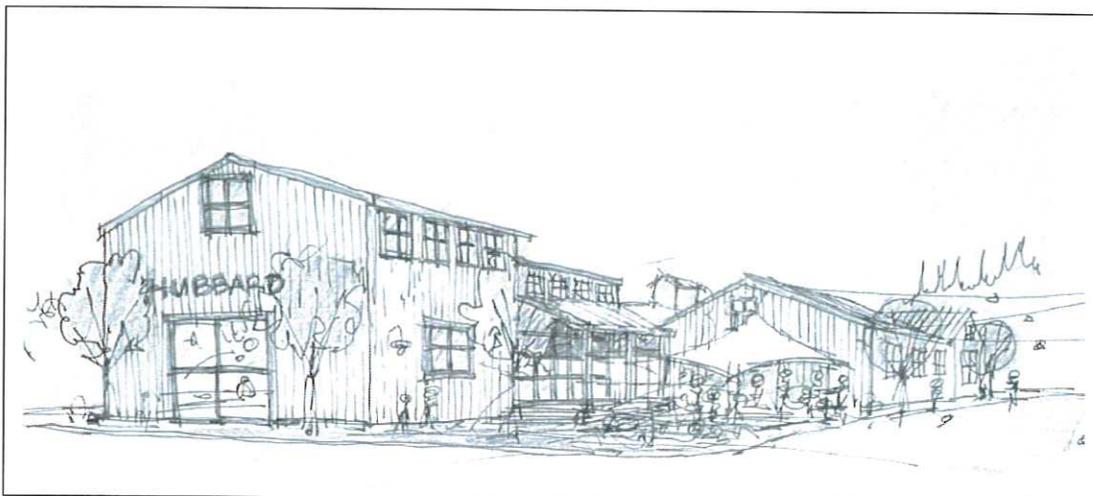
The above sketch of the proposed shared street treatment to Third Street, shows how it could be laid out. The street along this section should be slightly raised and constructed of textured paving materials. The street and sidewalk area should also be at the same grade, as described in the section above. The details of the proposed shared street on Third, shown above, begins at the storefront side of the street and continues to the railroad right of way:

- Sidewalk: 15' wide that includes lighting and pedestrian amenities (benches, trash receptacles, etc). The sidewalk would be separated from parking by bollards
- Parking: 8' parallel parking stalls
- Bike lane: 6' wide
- Travel lanes: two 11' travel lanes
- Street tree/furnishings zone: 9' wide and should include pedestrian scaled lighting along with mature street trees that add a wonderful ambiance to the street and shade parking.
- Railroad Right of Way: through an agreement with the railroad create angle-in parking that is more organized than it is now.

ARCHITECTURAL UPGRADES & RETROFITS

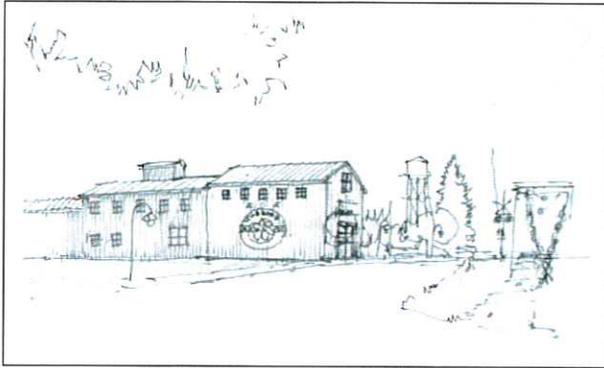
Old Town Hubbard is different than most traditional downtown districts in that it has an unusually large amount of warehouse/industrial type buildings sprinkled throughout the district. The good news is: many of these buildings are filled with active businesses. The downside is: most of them do not have a retail or storefront presence and function independently rather than as part of a district where the businesses create a synergistic effect that supports pedestrian activity. The recommendations in this section of the report look at reusing some of the existing warehouse-type buildings for public and private uses; adding an outdoor use at an existing business; and rehabbing and infilling the historic commercial area along Third Street. The goal of the Team Architect was to work with and enhance, the existing urban structure of Old Town - - integrating warehouse stock and traditional downtown architecture rather than layering an incongruous design 'theme' on the district.

HUBBARD COMMUNITY CENTER



Through the course of conversations with the community during the Resource Team process, it became evident that creation of a community center was high on the 'want' list. The Resource Team considered a couple of potential sites, but settled on the vacant Hubbard Seed Supply warehouse facility as the prime candidate for a retrofit into a community center facility. The size, condition, and location of the property lends itself to an adaptive reuse that would generate more 'energy' for downtown and provide space for important community activities.

The plan would 'open up' the large warehouse building with windows, doors and porches that complement the utilitarian look of the building. The addition of trees, lighting, landscaping and inviting public plaza spaces would bring all the elements together into a unified and uniquely attractive look. The idea behind keeping the original warehouse form and materials for the community center supports the idea of agriculture as an important part of Hubbard's past, present and future.

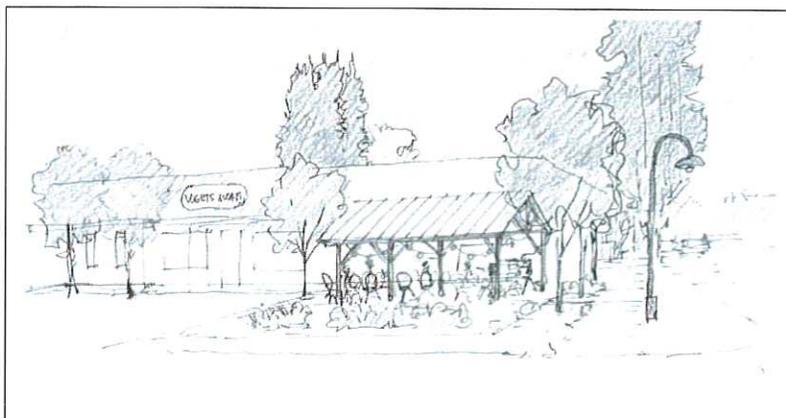
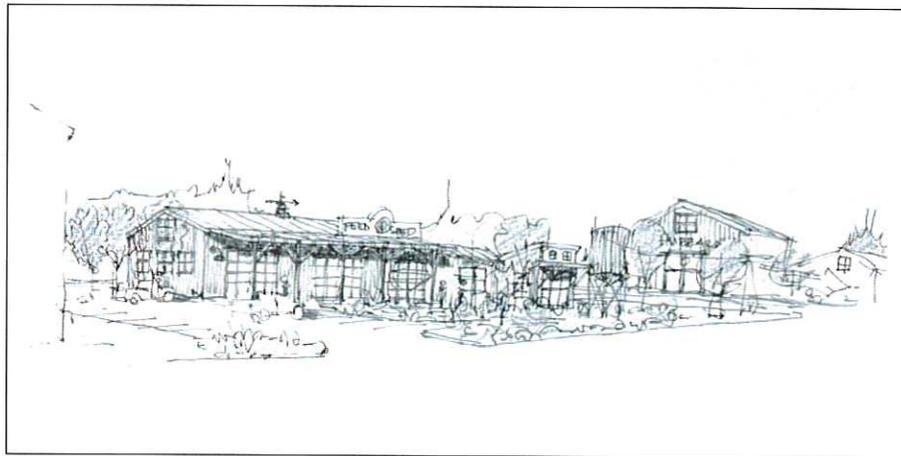


The backside of the community center building could have a wonderful old fashioned advertising-type 'Hubbard' sign that could be highly visible and engaging.

A RETAIL RETROFIT

In addition to retrofitting the empty seed warehouse into a community center, there is an opportunity to reuse other warehouse-type buildings in downtown for other purposes -- helping generate more foot traffic and customers for Old Town. The following sketch is one concept of how an existing storage facility that is located directly south of the proposed community center, could be adapted into an inviting retail space.

As with the proposed community center, the idea behind this retrofit is to keep and enhance the utilitarian look of the building. The addition of large storefront windows, porches, interesting displays, signage and landscaping would help make this a very desirable retail space. The 'right' business could make this location a destination.



VOGET'S MEATS

Voget's Meats is a very successful and well- established destination business in downtown Hubbard. To better integrate this 'stand-alone' business into the downtown urban fabric, the Resource Team came up with ways to help 'soften' the stark appearance of the building and offer complementary, expanded offerings. An outdoor covered dining area /deli grill would be a great addition to the corner of the property - - adding activity to the 'dead' corner. A good example for this can be found at the BBQ 'shack' located in Portland near the intersection of Killingsworth and 33rd in the Natures' Market parking lot. In addition to the covered dining/grill area, trees and landscaping would make this area much more 'friendly' in appearance and would help off-set the effect of the heat-sink caused by the large areas of asphalt paving in the parking lot.

THIRD STREET REHABS AND INFILL

Hubbard has a very charming downtown area located 'across the tracks' on Third Street. This street has a fairly contiguous line of storefronts, both historic and new infill. This street has a distinct charm about it due to its scale, architecture, and the fact that it has a wonderful line of street trees and green space directly across from it.



An important component of Hubbard's overall downtown revitalization should be the 'reclaiming' of Third Street as an important retail component of downtown. Currently, this street is mixed in use with ground floor residential blending in with service and manufacturing. In order for an area to encourage pedestrian activity (aka: shopping), there needs to be enough businesses to cater to the customer so that they browse and circulate through the district (parking once and walking often rather than parking often and walking once). The scale and ambiance of Third Street would lend itself to this type of shopping experience with the right kind of building rehabs, infill and businesses located there. Revitalizing Third Street will be a long-term project, but the results could yield a small, unique, destination shopping/dining district.

The Resource Team recommends the community explore the development of a façade grant/loan program to rehab downtown buildings. It will be important with a program of this type that there are conditions and guidelines in place to ensure the rehabs are completed in a historically sensitive way that contributes to the district as a whole.



There is also an opportunity to infill one of the vacant lots along Third Street with a building that is complementary in scale and design to the vacant historic building (next to the old bank building). The sketch on the previous page shows what an appropriate infill project could look like and how it could add more activity through its use.

As part of the overall revitalization strategy for Third Street, the community should support the policy of 'downtown uses in downtown spaces' - - knowing that it will take time and effort to ensure this outcome. However, it will be an important component in reclaiming and revitalizing Third Street into an outstanding downtown asset and destination for residents and visitors alike.



Market Dynamics, Business Mix and Clustering

INTRODUCTION

This section of the Hubbard Resource Team report focuses on market factors and business mix and provides Hubbard community leaders, business owners, volunteers and the City with direction and guidance as they seek to achieve the goal of creating a more economically vibrant commercial area. Both Hubbard's historic downtown and its main commercial area on Highway 99 will be addressed in this section.

Among the key questions to address in creating a strong business district are:

- Who are Hubbard's customers?
- What are their shopping needs and interests?
- What shopping is available to them? What is the current 'supply' of retail/services?
- What are the market voids or niches that Hubbard can fill?
- How can Hubbard compete for the shopping dollars available in the trade area?
- What are the most profitable locations for businesses?
- How can this information be 'packaged' to strengthen existing businesses and to recruit new businesses?
- How do small towns organize for successful economic development?

The findings and conclusions of the market assessment and business analysis are based upon the following: community input during the Oregon Downtown Development Association's resource team visit June 24, 25 and 26, 2003; an analysis of demographic data; small group meetings during the team visit; and in-store interviews with selected business owners. The findings are divided into the following sections:

- ☒ Current Business Profile
- ☒ Trade Area and Market Segments
- ☒ Competitive Advantages, Disadvantages, Challenges and Opportunities
- ☒ Business Mix
- ☒ Next Steps for Hubbard

CURRENT BUSINESS PROFILE

TYPES OF ACTIVITIES

A successful business mix in virtually any size downtown or commercial district will have a balance and mix of uses that includes housing, professional and government services, entertainment and retail shopping.

Professional and Financial Services

This category includes banks, savings & loans, physicians, insurance agencies, financial advisors, attorneys, certified public accountants, home designers, and any other office situation that provides professional services. The function of this category is to provide downtown with employees that will use, and are able to pay for, other available services. This category tends to pay higher rents and have fewer turnovers than the retail and entertainment categories.

Among the professional and financial service industries represented within Hubbard's commercial area are: a bank, chiropractor, realtor and a number of small practitioners.

Retail

The retail category includes grocery, pharmaceuticals, apparel, dry goods, hardware, cards and gifts, home furnishings, and any other category that provides goods with or without services. Successful small downtowns offer a mix of largely convenience and specialty goods. In many instances, the best-suited retailer for the downtown core will be a home-owned, sole proprietorship or small local corporation. National corporate chains prefer mall locations.

Currently Hubbard has only a small number of retail operations including, most of them destination businesses: meat shop, RV sales, motorcycle sales, boats, auto, furniture and beds, two small convenience stores and three gas stations.

The automobile dealers and the furniture store are important retail anchors for the entire community. They draw 'comparison' shoppers from well beyond the immediate area, giving Hubbard good exposure to a broad geographic trade area.

Entertainment/Restaurants

This category is closely related to retail except that businesses function as attractors for customers seeking entertainment venues. Entertainment establishments include restaurants, video stores, theatres, bars and taverns, coffee shops and any other business that attracts customers for social or entertainment purposes. This category supports the retail services category by offering the downtown customer an opportunity for entertainment and refreshment. It also helps retain employees in the central core area.

Hubbard is home to five eating establishments (two of which are also bars), deli foods at the Hubbard Market and an espresso stand.

Convenience Services

Hubbard is fortunate to have a number of other small businesses that meet some of the basic needs of local residents and employees alike. These include: gas stations, convenience stores, a hair salon, nail salon, a laundry/dry cleaner, banking/ATM services and other businesses.

Government Services

Downtown has been the traditional location for government offices and services such as the post office, the fire station and City Hall. Together, these anchors attract hundreds of people to town to conduct business each week.

TRADE AREA AND MARKET SEGMENTS

Trade Area Definition

The trade area is the geographic area from which the great majority of regular customers originate. A key factor in Hubbard's market pull is its very limited retail base and its close proximity to Woodburn retail centers; both work against the community drawing a large base of out of town shoppers. The trade area for this analysis is focused primarily on Hubbard residents.

Target Markets

Market segments represent the consumers who currently or potentially shop in your downtown. Understanding who these consumers are, and knowing each segment's shopping habits and needs can help drive promotional campaigns, business recruitment and retention policies and business mix.

Hubbard's *primary* customers are year-round trade area residents that shop there because of its convenience, location, and selection. The table on the next page shows the current demographics for the Hubbard trade area market.

Exhibit 1: Trade Area Demographics, 2003

	Hubbard, (2003)	Hubbard (2008)	State of Oregon ('03)
Population	2,573	2,743	3.5 mil
Average annual population growth	1.29%	1.3%	
Households	772	821	1.4 mil
Median Age	30.5	31	37
Percentage Age 19 or younger	35.2%	34.3%	26.8%
Percentage Age 65 or over	7.5%	7.9%	13%
Percentage Hispanic	32.8%	42.5%	8%

Source: U.S. Census, ESRI Business Information Solutions, 2003

- Particularly significant among the variables noted above is the relatively large portion of Hubbard residents under the age of 19 (35%) compared to the state average (26.8%). The large number of youth and the very small senior population, (7.5%) are reflected in the low median age of 30.5 compared with 37 years for all Oregonians.
- Hubbard's youthfulness is tied in part to the large Hispanic population which in Oregon is generally young and family-oriented. Today, reports indicate 32% of the population as Hispanic, growing to 42% by 2008.
- Median household income is very healthy at \$44,670, somewhat above the state median household income of \$44,438.

Lifestyle Characteristics

Lifestyle or psychographic data for Hubbard were analyzed to add dimension to the above demographic characteristics. Lifestyle data are derived from households within the trade area that are grouped into clusters, the names of which are meant to convey a type of neighborhood or lifestyle. Psychographic data from the ACORN Lifestyle Reports provided by ESRI Business Information Solutions for Hubbard characterize area households by two large groups which are described below.

Baby boomers with children, 65%

- Two-thirds are married couples with children
- Many are mobile, moving to find the best job
- High rates of employment, with dual income families
- Live in owner-occupied, single-family homes
- Consumer spending is home-oriented
- Enjoy home projects, camping, fishing, hunting and gardening
- Own grills, campers, pets, multiple cars/sport utility vehicles

Young, frequent movers, 33%

- Young families dominate this segment
- Employed in skilled or unskilled blue-collar jobs, earning low to moderate incomes
- Live in non-farm, rural areas most often in mobile homes
- Have loans mostly for personal or autos
- Hunt, fish, watch videos, listen to country music
- Top-ranked market for pet ownership

Other Target Markets

Other potential markets for downtown Hubbard are highway travelers, area workers and Willamette Valley visitors. Below are data that illustrate the size of some of these market segments.

- Traffic volumes are very high on Highway 99 through Hubbard, with 2002 estimates of average daily traffic at 16,600. Highway traffic provides the chance to lure customers to businesses, if drivers slow down enough to look.
- Visitors spend over \$235 million annually in Marion County, a figure that has steadily increased in the last ten years.
- Workers employed by Hubbard businesses are estimated to total nearly 1,000.

Local residents, employees and area visitors offer significant untapped market potential for downtown Hubbard businesses. More information on customer behavior is provided in Appendix A, "Buyers vs. Browsers."

DOWNTOWN HUBBARD'S ASSETS AND CHALLENGES FOR BUSINESS DEVELOPMENT

The Market Assessment asks: *How is Hubbard doing compared to other comparably sized communities working to strengthen their downtown business district?* The response is organized into: Competitive Advantages/Assets, Challenges and Opportunities for future development.

Competitive Advantages or Assets

Hubbard has an extensive list of positive attributes or assets to build upon in its efforts to strengthen the business district.

1. Hubbard's location close to I-5 and in close proximity to jobs and amenities in Salem and Portland make it a highly desirable family community.
2. A growing local market of over 2,500 people. An expanding housing stock will contribute to the growth trend.
3. A relatively large employment base exists in Hubbard, unlike many small towns. Seventy-five businesses are on the City's 2003 business list. Hubbard's industrial park is home to 17+ businesses, many with skilled jobs offering pay above minimum wage. Employment options 'at home' allow Hubbard to promote itself as a community where you can 'Live, Work and Play!'
4. An existing business base that offers most of the convenience shopping goods and services needed. This includes grocery items, banking, laundry, gas, auto service, restaurants and related.
5. Investors and risk takers are locating in and/or expanding within Hubbard. This is a very positive indicator of overall confidence in the future of the community. A few of those businesses are: Kriegsco Manufacturing, A&D Chiropractic, Furniture Outlet, Tip Top Nails, Hubbard Market Chevron and the Homestead Restaurant.
6. Hubbard has a large cluster of auto-related businesses: new and used car/truck sales, several service businesses, a motorcycle shop, gas and service stations and parts stores. Collectively, these could be promoted to make Hubbard a destination for those looking to buy or service a vehicle.
7. Hubbard also has a cluster of recreation equipment businesses: boats, RVs, motorcycles. These could also be used to promote Hubbard as a destination for sporting/recreation vehicle sales.
8. Hubbard's Hop Festival is a unique community event that could be expanded and better promoted to draw visitors and outsiders well beyond the area to town. Beer tasting

and outdoor eating and entertainment are big business in Oregon. With easy access to the Portland and Salem metro markets, over time, Hubbard could grow this into a multi-day, multi-venue event.

9. Energy, optimism, enthusiasm! The majority of business owners and community stakeholders interviewed during the resource team visit were very positive about the future of Hubbard and their participation in making change. Positive attitude can be contagious and is essential to successful community salesmanship.

10. Hubbard's history is an untapped asset. The many beautiful historic homes for one could be part of an ongoing walking/driving tour or home tour. Historic downtown properties and perhaps nearby century farms and the cemetery could be included in a historic tour.

Challenges

Hubbard faces a variety of market or economic challenges in expanding its commercial base. A brief synopsis follows:

1. Hubbard's existing retail base is very limited and retail leakage or out shopping to Woodburn and other areas is significant. Positioning Hubbard as a convenience retail center, even for local shoppers, will take hard work and time.
2. Available commercial properties in town are few and those that exist are not in a 'ready for occupancy' condition.
3. The Highway 99e commercial strip is an extraordinarily busy, pedestrian-unfriendly environment, dangerous to vehicles, bikers and walkers.
4. Hubbard's diverse population with a large and fast-growing Hispanic population will challenge businesses to serve a variety of consumer needs.
5. Hubbard's downtown and other community assets such as its parks are not signed from the highway. The average passer-through, or even Hubbard employees, may not know these special places exist. A simple sign, "Picnic and Playground" would draw visitors.
6. Numerous businesses expressed concern with the seemingly 'business-unfriendly' practices of the City of Hubbard. One issue of particular concern is the perception that Hubbard's development fees are very high.
7. Franchises and chain stores (fast food businesses in particular) are being invited or are seeking out Hubbard as a potential location. While these businesses add to the overall business and job base, it is well known that most of the profits of chains go back to company headquarters. The addition of these businesses to Hubbard may detract from the special home town feel that its locally owned, mom and pop businesses create.

8. Creating a viable retail base downtown is challenged by the location of a manufacturing occupant on the 'historic' main street. This situation would be easier to overlook in a large downtown, but with only a small three block area to work with, every square foot of ground floor space needs to be devoted to retail, restaurant and related services in order to create a shopping destination.

Opportunities

Opportunities represent 'best bets' for enhancing the commercial environment and growing the business base. Many of these opportunities may take numerous years to develop.

1. The Hubbard employment base is estimated at 1,000 people. Nationwide, research demonstrates that workers will spend up to 15% of their income near the workplace, if appropriate goods and services are available.
2. Building on Hubbard's strong retail anchor, the Furniture Outlet, and the several large spaces available in town (aluminum warehouses), Hubbard should consider developing a 'Touch of Home' retail theme, working to attract other complementary businesses to town. Hubbard could become a regional home furnishings destination, serving the middle marketplace. Examples of other businesses include: Appliances; Home Accessories, lighting, etc, Rugs and Carpets; Electronics; Art & Frame; Fabrics; Garden Shop, nursery, garden accessories, etc; Quilt shop; Window treatment; Antiques; and Paint & wallpaper.
3. Business expansion is another valuable approach to commercial growth. Voget's Meats is well known for its fine quality meat products. Presently, it mainly operates a meat counter but could expand into a small lunch time deli, a business that is sorely needed in Hubbard.
4. Hubbard businesses should be mindful of local youth interests and needs. Youth spending is significant across the US and this market segment should not be discounted for its contribution to retail sales.
5. Hubbard's historic downtown blocks offer a very special 'sense of place' that over the long term could develop into a special eating and shopping district—a welcome escape from Highway 99. Two restaurant/bars are there now. A third one could be enticed and then the district could begin to develop a niche as Restaurant Row.

BUSINESS MIX

Hubbard's commercial areas will never be able to compete with large malls and strip centers in providing a large variety of retail goods, long and predictable shopping hours, and the image of low-cost retail items. However, the local customer will respond favorably when he or she feels that they are receiving good value for money spent, have a convenient and safe place to spend time, and consider the downtown area an interesting and attractive place to be.

Both Hubbard's downtown and Highway 99 commercial areas have the capability to serve local full-time residents, area workers and visitors with a range of goods and services. The keys will be:

- Providing excellent service
- Offering unique, quality merchandise
- Targeting high dollar volumes per square foot for a business to succeed--in other words, smaller spaces with in-depth, high turnover inventory.
- Working with Hubbard's existing business community to provide complementary product lines.

The appropriate retail business mix for Hubbard depends on the following factors:

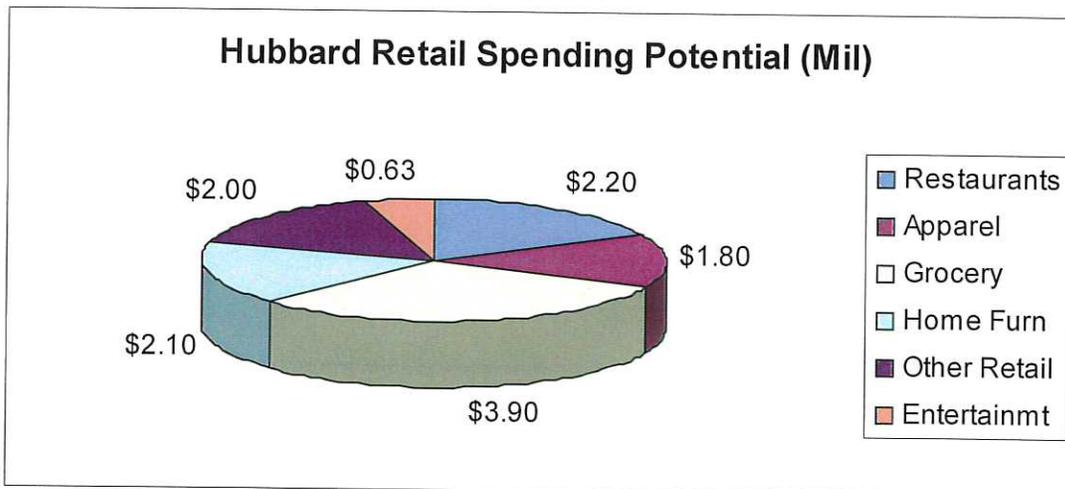
- Market potential—the target markets and the amount of money they have to spend.
- Existing business base—the current assets of downtown
- Business location to make it easy for customers
- Continuous marketing
- Retail trends

Recommended Businesses Mix

The two primary goals for Hubbard related to commercial business development should be to:

- 1) Retain, strengthen and expand the business base in downtown Hubbard and on Highway 99e.
- 2) Recruit businesses that will complement and improve the existing commercial mix and will enhance downtown's attractiveness to its target markets.

Residents and employees are the principal target markets as they are year round customers for Hubbard. Potential retail spending based solely on Hubbard's resident population and household incomes totals \$14 million annually (source: US Census and ESRI Business Information Services). This figure does not include transportation-related retail. The \$14 million of retail spending is distributed as follows:



Source: ESRI Business Information Solutions, 2003

Based upon Hubbard's very small retail base, it can be assumed that at least 90% of that spending is occurring outside the community. This fact should be promoted as an opportunity to potential business owners and developers.

Below are listed the merchandise and business types with the greatest chance for success that build upon existing business anchors and responding to the needs identified by local residents during the site visit and by the resource team:

Potential Businesses

- More food! Family restaurant, pizza & Italian, deli
- Fruit/produce stand/fresh foods market with take out dinner specials
- Professional services: CPA, attorney, veterinary clinic
- Multi-faceted hardware store: *convenience* farm/garden, hunting/fishing, office supply, pet supplies
- Liquor store (can be adjoining the hardware business)
- Video rental
- Barber
- Bike/skateboard shop
- Jewelry, accessories
- Ice cream/yogurt/candy
- Bakery
- Infant/young children's apparel
- *Quality* second-hand shops
- Home furnishings-related goods, as earlier noted
- Recreation activities and services, such as a multi-faceted sports complex

with basketball courts, exercise rooms, weight rooms, etc
Keys to success in creating a cohesive business base in Hubbard are businesses that:

- Serve both visitors and area residents
- Aggressively market to these target customer groups
- Offer multiple, complementary product lines of good quality
- Start small and grow to fill niches
- Have focus, imagination and strive to meet the needs of the customer
- Seek to generate a high dollar volume/square foot
- Find a space that suits their needs--small, boutique spaces are sufficient for many
- Have a clear market/product identity
- Emphasize quality and value
- Are in the RIGHT location

Features of Successful Downtown Businesses

Retail and business standards are just as important as the types of businesses attracted to downtown Hubbard. The focus should be on superior retail standards when qualifying and recruiting a prospective downtown business. They include:

Strong Business Values

- *Planning*
- *Commitment*
- *Passion*
- *Tenacity*
- *Understanding*

Strong Merchandising Elements

- *Up to date point-of-sale practices*
- *Appropriate turnover of goods*
- *Interesting visual displays*
- *Emphasis on value over price*

Superior Customer Service

- *Developing human relationships*
- *Determining customer needs*
- *Servicing customer needs*
- *After-sale contact*

Appendix B includes a more detailed summary of considerations for qualifying a prospective business for Hubbard.

NEXT STEPS FOR HUBBARD

This section of the report responds to market and related issues raised by community and business leaders during the resource team visit and provides specific recommendations for short and long term steps related to economic development, such as *How do we expand our business base?*

Keep in mind that economic development is a long term process and the most successful communities take bite-size pieces and celebrate their success as they go. Growing Hubbard's business base will take time, patience and great salesmanship. The four ways to grow your business base include:

- Expand existing businesses
- Attract established businesses from within trade area
- Attract established businesses in other cities
- Attract entrepreneurs for start-up

Hubbard is fortunate to have resources nearby like the Chemeteka Small Business Development Center that provides training and technical assistance to local start-up and established businesses. Working with established businesses or investors to come to Hubbard will require vision, focus and persistence!

1. Package your Assets.

- Promote the economic and market vision for downtown and Highway 99 to existing business and property owners as well as realtors. Put together an executive summary of the downtown plan and market data from the resource team report and get it on the street.
- Target key properties and businesses for redevelopment. Work with a small team interested in the business location process. Hubbard has both professionals and volunteers eager to help with this.

2. Always Put your Best Foot (or Face) Forward!

Do the simple things that develop community pride and a positive image. Remember that elbow grease is free! Get in the habit of:

- Daily- pick up trash, clean front door, check store lights
- Weekly- wash windows, throw out temporary signs, vacuum/dust display area & clean up flies, take care of planters
- Monthly-change window displays, scrub sidewalk, rinse awnings, hose down façade to make properties Squeaky Clean!
- Seasonally-add colorful plantings or flower baskets.

Recognize and reward Hubbard businesses that set a great example. Several already have nice landscaping. How about a Business of the Month Recognition Program to get the clean up juices flowing?

3. Aggressively marketing to area workers.

Build from what you have—a number of restaurants eager for more business. Owners should distribute lunchtime menus, offer free delivery to Hubbard locations, provide weekly specials and monthly discounts to get MORE business from the local employment base. Survey them about their needs. Ideally, Hubbard volunteers together with local high school youth will conduct a customer survey of local workers (and residents) to find out their shopping habits and how Hubbard businesses can better serve them. Other ideas include:

- Prepare business rack card of what's available in Hubbard
- Have all businesses develop lunchtime promotions
- Create *employee passport*—for shopping discounts

4. Focus on creating commercial development nodes or activity centers. That is, encourage new develop to cluster near existing development so that Hubbard's commercial base becomes concentrated and not sprawled out over time. For example D Street and Highway 99 is an 'activity center.' Downtown Hubbard can and should be. Keep in mind the adage of commercial development and that is: *"A larger concentration of retail will most always outperform (in Sales volume) a smaller concentration of retail."*

5. Take an objective look at Hubbard's development process and fees.

Developers are looking for a hassle-free process. Work to turn Hubbard's image around to become a *Business Friendly* city. Begin by preparing a fact sheet on comparable development fees and charges to show where Hubbard stands. City staff should contact the League of Cities and other Willamette Valley communities of a similar size to get specific figures. If there are issues related to specific codes or regulations, a similar process should be undertaken. Consider forming an ad hoc Business Development Team made up of a city official and some business representatives. Whenever a business prospect comes to the city they should be directed to a team member who will not only help sell Hubbard but will also help guide them through the development process.

6. Expose Hubbard to new ideas! Go on field trips to other nearby communities dealing with similar issues as Hubbard. Get inspired and learn from the hard work of many other towns seeking to improve their downtowns, including: *Corvallis, McMinnville, Dallas, Canby, Molalla, Sweet Home, Detroit, Brownsville, Carlton, Coburg, Coquille and others.* Part of this process is networking at economic development conferences and through organizational participation, such as the Salem's Visitor's Association.

7. Get Hubbard on the Map! Hubbard has no marketing literature to promote itself as a great community with many wonderful assets. Start with a simple community

brochure. Also consider building on your assets to expand awareness about what Hubbard offers. Examples include:

- Promote your parks: EX: Send out info on Barendse Park to soccer and softball organizations, to other dog clubs, for other outdoor events.
- Support biker events such as the September 27th motorbike event that begins in Hubbard. Create your own motorcycle show!
- Expand the Hop Festival. Here are some ideas.
 - *Enjoy Hubbard's Hops: 50s style*
 - *Hopped up car show!*
 - *Sock hop!*
 - *Hop harvest demonstrations*
 - *Hop tasting/recipes*
 - *Add a comedy club... "Check out Hubbard's Brew Ha Ha fun!"*
 - *Promote to Portland, Salem, Corvallis, etc*
- Organize a Historic Tour: homes, downtown, cemetery, etc.

8. Organize a business group! It's time for Hubbard businesses to start talking to each other and working together.

- Survey businesses to determine interests and needs
- Start small.....one or two promotions or events/ year.
- Meet quarterly. Set priorities for action and advocacy.

9. Maintain (and promote to others) Hubbard's positive attitude, summarized in the following comment:

"Hubbard has the ability and willingness to grow and change with the times!"

Hubbard Business Owner



We've Got the Plan, Now What?

Creating the downtown conceptual plan is the easy part! Now is the time for the City, downtown business and property owners and other stakeholders to begin partnering on its implementation. Following are steps to help move the process forward.

- *Have a "Town Hall" community meeting to discuss the plan, recommendations and next steps.*
- *At this meeting closely examine the local capacity that's needed to carry out the various pieces of the plan. Is there energy, commitment and capacity to move forward successfully? How can capacity be increased and volunteer burnout avoided? Discussing these issues and finding solutions is a key ingredient to successful implementation of the plan. It is also critical to define the various roles & responsibilities associated with the plan's implementation...who will take responsibility for implementing different pieces of the plan? It is critical to coordinate, collaborate and cooperate in putting together the framework for implementation. Create a collaboration matrix that details who's doing what, and when.*
- *Create short-term and long-range categories for implementation. Decide which projects have the highest level of community support, the best chance of success and are the highest priorities. Then create the short-term (1 year) workplans and long-range plans (2+ years) based on what can realistically be accomplished.*
- *One year workplans should be action-oriented and implementation based with specific timelines, names of persons responsible, budgets, and a check-off when the project is completed. It is important to do fewer projects very well, than too many projects haphazardly! Keep this in mind when creating the workplan. More projects can be added to the workplan as others are crossed off when completed.*
- *Bring all the groups working on revitalization projects together on a regular basis to report on implementation progress. Keep these meetings focused on the workplan and its implementation.*
- *Evaluate your progress and make adjustments as needed! No plan or workplan is static; it should be adjusted to address issues and opportunities that arise.*
- *CELEBRATE YOUR SUCCESSES! Keep the community informed on the plan and its implementation!*

KEEP MOVING FORWARD!



Partnering for Success

In order for community revitalization to be truly successful in Hubbard, it is critical that partnerships and collaborations are the vehicles used to move the community's vision forward. Downtown revitalization should be a community effort. The more groups and people involved in the process, the more pride and ownership will be evident in the results.

The work of the ODDA Resource Team serves as a springboard for community discussion as to the future of downtown and how revitalization efforts should move forward. Hubbard is full of opportunities to create a more attractive and livable community that serves as a gathering place, commercial center, hometown and visitor destination. Success can only come about by building consensus, becoming champions for the community's vision of downtown, then moving forward with implementation in an organized and cohesive way.

“To bring an idea to life, the community must get behind it.”

APPENDIX



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Appendix A

Buyers vs. Browsers

Customers in each market segment act in one of two ways: buyers and browsers.

Buyers are those who are prepared to make a purchase and are looking for the right item to buy.

Browsers are those who may buy only if they find the item that fits their needs.

To support buyers, a commercial district needs ample and convenient parking; a large selection of merchandise; and service that supports buyer needs. To support browsers, a downtown commercial district needs available long-term public parking; well-designed merchandise displays; and service that is oriented to the comfort of the customer.

Businesses that serve *browsers* should be encouraged to cluster together.

A successful *browser retail* cluster will have:

- No interruption in the visual building line of the street;
- Storefront design features that are at a human rather than automobile scale;
- Merchandise that is oriented towards value rather than price.

A successful *buyer oriented* cluster will have:

- Low building density vs. the land area (strip malls, for example);
- Design features that maximize automobile usage;
- Stores that compete through niche specialty, price and selection.

Comparing Needs of Browsers and Buyers

Browsers prefer:

long-term public parking
interesting streetscape
high value
time to browse
buying for entertainment
attractive store design
fun displays
unique selection

- comfortable environment

Buyers prefer:

short term, convenient parking
easy access
low price
immediate service
buying to fulfill a need
functional store design
clear displays
large selection
clearly defined sections

Appendix B

Asking the Right Questions of Start-up and Expanding Businesses

The Tillamook Downtown Association can assist downtown businesses by providing information specific to downtown, such as demographics and visitor counts. This is different from a Business Assistance Team (BAT) or the Small Business Development Center (SBDC) in that it provides general information about the business environment downtown rather than specific business advice. The Small Business Development Center is an excellent resource for businesses needing specific technical or other assistance.

The following questions should serve as a checklist of details that every businessperson should consider as they embark on a new downtown business venture.

What are the **industry categories** of the business?
(Refer to *Downtown Market Analysis & Business Recruitment Made Easy* handbook.)

What **trade organizations** will support the business?
(Trade shows, product reps, training programs, published material)

What are the anticipated **gross sales** of the business?
(Annual gross sales divided by days open, sq ft, employees)

What are the anticipated annual **sales per square foot**?
(Refer to *Downtown Market Analysis & Business Recruitment Made Easy* handbook.)

What is the anticipated merchandise **turnover**?
(Annual turnover as an industry standard)

What are the anticipated **sales per employee**?
(Percentage of employee cost to gross sales)

What is the **cost of sales**?
(Defined as activities that create sales)

What is the anticipated **overhead cost**?
(Defined as all costs not related to sales)

Rate each of these business **values**:

Commitment:	_ high	_ med	_ low	How serious is the owner?
Passion:	_ high	_ med	_ low	Does the owner truly like the business?
Tenacity:	_ high	_ med	_ low	Are they committed for the long haul?
Understanding:	_ high	_ med	_ low	What he does vs. the industry?
Planning:	_ high	_ med	_ low	Is there a written, flexible business plan with long & short term goals?

How is the business **organized**?

(As sole proprietorship, partnership, corporation, LLC?)

To what extent is the business **customer driven**?

(vs. management driven)

To what extent does the business cater to **browsers**? To **buyers**?

(Does management know the difference?)

What is the **market area** for the business?

(Geographic market, tourist trade?)

What **demographic segment** is most likely to support the business?

(What is the life-style and age of customer? What percentage of the population?)

How will the business **position** itself in the market?

(What is the identity of the business to the customer?)

How will the business **market** itself?

- Image (How it presents itself)
- Advertising (Direct mail, print, radio, TV)
- Public Relations (This ranks higher than advertising)

What will be the strategy for **merchandising**?

(Value vs. price)

What is the **exit plan** for the business?

(Sell or close?)

Expanding Businesses should consider these questions:

What **training program** is in place for employees?
(Part of the cost of expansion)

What aspect of your business will be **replaced** in expansion?
(Will customers see the change as a negative?)

How will your **position** in the market change with the expansion?
(Will it feel like the business has closed and reopened?)

How will you **promote** the changes in your business?

What are the **positive elements** of the change?



Funding Sources & Programs for Downtown Revitalization Activities

Downtown revitalization programs and activities are typically funded by a multitude of sources. This report provides a synopsis of popular public and private funding sources that can be tapped for various aspects of downtown/community/economic revitalization initiatives. They are listed below together with websites that provide detailed program descriptions and contact information.

*Note: this list is current at the time this report was published (2/27/02); sources and guidelines may change.



Private/Nonprofit Funding Sources

Often, in order to access funding from foundations, the organization requesting funding must have 501c3 tax exempt status, or be a city. Check each source for their specific requirements and programs.

- The Ford Family Foundation & The Ford Institute for Community Development
<http://www.tfff.org/>
- Meyer Memorial Trust
<http://www.mmt.org/>
- Northwest Grantmakers
<http://www.lib.washington.edu/gfis/resources/pnw-links.html>
- Oregon Community Foundation
<http://www.ocfl.org/Default.htm>
- Philanthropy Northwest
<http://www.pngf.org/grantseeker.htm>

For a full listing and description of Oregon Foundations, see the Oregon Foundation Data Book, www.FoundationDataBook.com.

- Cascadia Revolving Fund is a non-profit financial institution that provides loans and technical assistance to entrepreneurs and non-profit organizations unable to access traditional financing and support. Cascadia lends to businesses owned by low-income people, women or minorities; and to childcare businesses, businesses that restore or improve the environment or have strong potential to create family wage jobs. Cascadia provides intensive, one-on-one business counseling to borrowers at no additional cost. Contact Cascadia Oregon office at (503) 235-9635 or visit www.cascadiafund.org.
- The Oregon Microenterprise Network (OMEN) is a statewide association of microenterprise development programs and their supporters. These programs provide training, lending and other enterprise opportunities to entrepreneurs with limited access to economic resources. They offer an excellent free publication called *The Microenterprise Development Resource Guide*.
<http://www.oregon-microbiz.org/>
- Rural Community Assistance Corporation, RCAC, is a major resource for the rural west. Core services include technical assistance and financing for affordable housing, environmental infrastructure and community facilities. In 1996 the U.S. Treasury certified RCAC as a Community Development Financial Institution (CDFI). RCAC believes rural citizens can better control their own future by creating healthy and sustainable communities. Oregon office: 503.228-159 or <http://www.rcac.org>.
- SOLV, provides materials, planning assistance and small grants to communities/organizations who want to organize a restoration, enhancement, cleanup or beautification project.
<http://www.solv.org>



Public Funding Sources

The State Community Solutions Team (CST) is made up of the directors of five state agencies serving as a cabinet-level advisory board on community development. The CST directors meet regularly to coordinate policies, programs, and investments for the following state agencies:

- Economic & Community Development
- Environmental Quality
- Housing & Community Services
- Land Conservation & Development
- Transportation

Many of the relevant funding resources are listed in this section. Visit the CST website for a complete listing of funding sources associated with these departments:
www.communitysolutions.state.or.us/funding

Oregon Arts Commission has several small grant programs which are summarized below.
<http://art.econ.state.or.us/programs.htm>
800.233.3306 (in Oregon) oregon.artscomm@state.or.us

Arts Build Communities grants are part of an initiative designed to recognize and support the arts in building and strengthening Oregon communities. The program acknowledges the Commission's belief that the arts are integral to community development in Oregon and the expanding role arts organizations are taking in the broader social, economic and educational arenas of those communities. The program provides \$3,000 - \$7,000 grants for arts and community development projects in rural and under-served urban communities.

Arts Industry Development Grants. Postmark deadline for applications: April 1 annually. The Commission provides funding for the operations of approximately 100 non-profit arts organizations offering programs, presentations and services to the public through its Arts Industry Development Grant program. Grants are a small percentage of an organization's overall budget; state funds should be matched many times over with earned and contributed dollars.

Arts Reaching Youth Initiative Grants. The purpose of Arts Reaching Youth grants is to demonstrate the range of ways in which experiences in the arts can help at-risk youth. The program provides funds to support several substantive projects across the state that serve high-risk youth and their families, in both community-based and institutionally-based settings.

Business Financial Services division of OECDD has a number of funding programs. Though most are not geared toward small commercial business, a few are worth exploring. <http://www.econ.state.or.us/businessfinance/index.htm>

Community Development Block Grants are federal funds used to provide grants to cities and counties for projects that principally benefit low and moderate income people. The State of Oregon receives about \$15 million annually, largely for rural parts of state. Year round application process for public infrastructure, community facilities, and downtown revitalization projects. <http://www.econ.state.or.us/cdbg.htm>

The Oregon Entrepreneurial Development Loan Fund has made more than 140 loans to help companies get started in Oregon. The fund, administered by the OECDD, offers initial direct loans up to \$25,000 and additional follow-up loans up to \$15,000 to qualified applicants. Contact: Mike.D.Foresee@state.or.us.

State Historic Preservation Office Programs, in the form of grants and/or Federal Historic Rehabilitation Tax Credits are available for improvements to historic property and other activities related to local preservation efforts. The Federal Historic Rehabilitation Tax Credit Program provides a 20% income tax credit for qualified rehabilitation of depreciable, income-producing, certified historic properties.

<http://www.shpo.state.or.us/services.php>

Grants Program: kimberly.dunn@state.or.us

Federal Historic Rehabilitation Tax Credit Program: david.skilton@state.or.us

Housing Grant & Tax Credit Programs are often used to bring housing into downtown settings, either through the redevelopment of existing property or new development. For more information on what these programs are, how they work and their timelines:

http://www.hcs.state.or.us/housing/grants_taxcredits.html

Community Incentive Funds are part of the Oregon Livability Initiative. This \$20 million state resource is designed to help local communities meet four main goals:

- Create more jobs in distressed communities that want economic growth;
- Increase the supply of affordable housing near jobs and transportation;
- Reduce sprawling development patterns;
- Revitalize urban centers, downtowns, and main streets

This fund is located in the Oregon Department of Housing and Community Services. For more information and timelines:

<http://www.hcs.state.or.us/communityincentivefund.html>

Old Growth Diversification Funds. Discretionary grants to assist rural, timber-dependent and resource dependent communities with projects that could aid in averting decline of the community and stabilize and diversify their economies. U.S. Forest Service (via Economic & Community Development Dept. OECDD)

State Pedestrian & Bicycle Grants are for pedestrian or bicycle improvements on state highways or local streets. Grant amounts up to \$200,000, local match encouraged. Projects must be situated in road, street or highway right-of-way. Project types include sidewalk infill, ADA upgrades, street crossings, intersection improvements, minor widening for bike lanes. Oregon Dept. of Transportation (ODOT)

<http://www.odot.state.or.us/techserv/bikewalk/funding.htm>

The State receives about \$550,000 per year. Grants are normally small--\$30,000 or less. Grant awards are rarely used for construction projects. However, communities have established façade improvement programs with these funds. A number of federal regulations apply to the funds. Toll-free In State/TDD (800) 233-3306.

The Rural Investment Fund is distributed to regional investment boards to help develop their rural economies; provides a flexible source of funds needed to fill gaps in funding not available from other locally determined funding sources. Boards prepare a Rural Action Plan to guide the use of the funds. Project decision-making and processes are decentralized to Regional Investment Boards.

<http://www.econ.state.or.us/RIPlist.htm>

TEA-21 (Transportation Efficiency Act for the 21st Century) is a federal grant program administered through state Departments of Transportation. For more information on this program contact Pat Rogers Fisher at the Oregon Department of Transportation: patricia.r.fisher@odot.state.or.us

The Oregon Tourism Commission (OTC) Matching Grant Program was created to help strengthen Oregon's tourism infrastructure by providing seed money to municipalities, non-profits, tribes, and ports for tourism-related projects for tourism marketing and development projects. The program is managed by the Commission's Tourism Development Manager, who is assisted by a Project Review Committee that screens and scores applications.

In the 2000/01 biennium, \$50,000 in Commission funds was made available, augmented by \$50,000 from USDA Forest Service Rural Community Assistance Program to total \$100,000 in awards. The maximum award amount is currently set at \$10,000. The 2000-2001 Matching Grants Program Award Recipients will be listed on this website on or before March 1, 2002. Contact: info.oregontourism@state.or.us

The Transportation Growth Management (TGM) Program is a joint effort between the Department of Transportation and Department of Land Conservation & Development. TGM mission is to: "To enhance Oregon's livability, foster integrated land use and transportation planning and encourage development that results in compact, pedestrian-, bicycle-, and transit-friendly communities." The TGM program has several tools to fulfill this mission. The program offers planning Grants to local governments. Grants help local communities plan for streets and land use in a way that creates livable, transportation-efficient communities and makes the best use of state highway infrastructure.

TGM consultants provide transportation efficient design alternatives to development proposals. On request, a team helps a community or developer meet Smart Development design objectives. Code Assistance is provided to local governments to prepare or amend development codes for transportation systems and land use plans, and apply urban growth management tools. The TGM Outreach program is aimed at increasing the understanding and acceptance of smart development principles through workshops, a partnership program and technical assistance for practitioners.

<http://www.lcd.state.or.us/tgm>

Vertical Housing Development Zones are a brand new tax abatement tool to help promote redevelopment within core urban and rural community centers and transit oriented areas. The goal of this program is to provide increased residential density in concert with commercial development in targeted areas. The percentage of tax abatement is determined by the number of residential floors above the groundfloor commercial space. This program is implemented through the Oregon Economic and Community Development Department. For more info contact: Bill.Campbell@state.or.us



Federal Programs

Small Business Administration, or SBA, is "America's small business resource." SBA's Office of Business and Community Initiatives administers programs and activities designed to provide information, education, and training to prospective and existing small business owners. The Office engages in co-sponsorships with private sector partners which are designed to provide small business owners with information, education and training that is cost-effective, of high quality and reflective of trends in small business development. As a result of these co-sponsorships, small businesses receive a broad variety of education and training opportunities, written materials, and other forms of assistance that are provided free of charge or at extremely low cost. Oregon office contact: marlin.mowery@sba.gov; helpful SBA websites include: <http://www.sba.gov/aboutsba/indexprofile.html> or <http://www.sba.gov/I/programs.html>.

USDA - Rural Development is another excellent resource for economic revitalization activities. USDA Rural Development Intermediary Relending Loan Program provides financing for "the establishment of new business, the expansion of existing businesses, creation of employment opportunities, saving of existing jobs, or community development projects."

Though specific grant programs are not published, USDA, Rural Development has been an active partner throughout the state in business improvement programs. Contacts: Pendleton Office, Donald C. Hollis, (541) 278-8049, Ext. 129, don.hollis@or.usda.gov

Redmond Office, Robert K. Haase, Cooperative Development Specialist
(541)923-4358, Ext. 124 bob.haase@or.usda.gov



Public/Private Sources

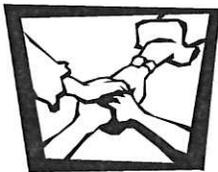
Creation of a sustainable funding district to support downtown economic revitalization activities is becoming increasingly popular in Oregon communities. Listed below is a synopsis of these special assessment districts.

Business Improvement Districts (BIDs)/ Business License Fees – implemented by city and paid by business owners for revitalization programs and projects. Fee can vary widely. Usually renewed every 5 years.

Economic Improvement Districts (EIDs) – implemented by city an assessment on property and used for revitalization programs/projects. Fees can be based on a variety of criteria. Up to 5 year duration, with option to renew.

Local Improvement Districts (LIDs) – implemented by city, paid for by property owners and focused on capital improvements. One time payment or payment over time.

Urban Renewal Districts – implemented by city, uses tax increment financing for capital improvement projects. Duration: 20-30 years.



Technical Assistance Organizations

The Association of Community Development Corporations, AOCDO, is a statewide non-profit organization supporting community development corporations, and nonprofits developers of affordable housing around Oregon committed to improving the quality of life and living conditions of poor families around the state. <http://www.aocdo.org>

The Oregon Downtown Development Association, ODDA, is a statewide non-profit that provides downtown revitalization assistance to communities through “Tools, Training and Technical Assistance.” ODDA’s *Tools* are a wide variety of user-friendly handbooks on a wide range of downtown redevelopment topics. ODDA’s *Training* consists of highly successful quarterly workshops and an annual statewide conference. *Technical Assistance* is provided through on and off site work with communities; tailored to their specific needs. For more info: <http://www.odda.org>

Oregon Association of Minority Entrepreneurs, or OAME, is a non-profit organization formed to promote and develop entrepreneurship and economic development for ethnic minorities in Oregon. OAME provides training, technical assistance, access to credit, access to markets and asset development. <http://www.oame.org>

A Native American Business Network (ONABEN) provides business training, one-on-one business counseling, access to markets and access to credit through their programs <http://www.onaben.org>

The Neighborhood Partnership Fund, NPF, is a n Oregon non-profit that provides ideas, resource and training to community development organizations and partners to create economic opportunities and affordable housing for low-income people. <http://www.tnfpf.org>

Rural Development Initiatives, RDI, is a non-profit organization that assists rural community leaders, the organizations they create, and those that support them. RDI's services include: leadership development, action training, strategic planning and special projects. <http://rdiinc.org>

The State Network Office of Small Business Development Centers can guide you to the nearest Small Business Development Center for personal hands-on help for small businesses and potential businesses. Experienced advisors and instructors address all aspects of business ownership to help create prosperous businesses. The centers are hosted by community colleges and universities throughout Oregon. <http://www.bizcenter.org>

Technical Assistance for Community Services, better known as TACS, provides assistance to nonprofit organizations to help them develop the people and skills they need to achieve their missions. TACS has provided training and/or consultation for over 3,000 non-profits throughout Oregon and Washington. TACS provides workshops, networks, and consultations on financial management, board development, strategic planning, building diversity, organizational development and leadership issues. <http://www.tacs.ogec>

The Elements of Downtown Design

The downtown's physical quality plays an important role in consumers' decisions about where to shop. In the last several decades Americans have become accustomed to shopping malls and centers — artificial environments where design elements are closely controlled, from parking lots to window displays to shopping bags. Mall designers are keenly aware of the aspects of human behavior that influence shopping habits: interior fountains are installed to mask background noises; artificial lighting gives the impression that time is passing slowly; flags and banners draw the eye through the mall, and into store windows; decorated infill panels disguise vacancies.

While shopping malls may be visually stimulating, there are no distinct qualities that differentiate one from another. A community's unique design characteristics — the elements that reflect its past and explain the ways in which it developed — are found downtown, not at the mall. City squares, parks, public buildings, monuments, alleys and traditional commercial buildings are the elements that physically define the town. Each downtown is a one-of-a-kind expression of its community's heritage, unlike any other. It cannot be duplicated. Once gone, it can never be replaced.

There is no formula for good downtown design, just an appreciation of Main Street's unique assets and an eye for improvements that are compatible with the existing environment. Years of deferred maintenance and insensitive alterations often obscure the richness and beauty of traditional commercial buildings. Heavy-handed approaches to managing parking and traffic have upset the delicate balance that exists between infrastructure and architecture. Fortunately, insensitive design treatments can usually be reversed. In many cases, it may be as simple as removing aluminum covering to reveal an original facade, or making a park more accessible. Occasionally, a building or other design element may require more extensive repair or restoration. As long as the modifications reinforce the downtown's design assets and represent good design, they almost always lead to an improved environment — one that reflects the present as well as the past.

Elements of Downtown Design

Downtown design affects a number of elements besides the buildings, such as public infrastructure, marketing materials and parking areas. All components that communicate a visual message to consumers about the downtown should be addressed by the program's design improvement efforts, including:

- *Buildings.* Buildings of all ages and architectural styles contribute to the downtown's distinctive personality. Similarities in storefront placement, building height, road setback and proportion of door and window openings give a strong sense of rhythm and continuity along the street, visually tying buildings together and creating a cohesive streetscape.
- *Public improvements.* Public improvements include sidewalks, streets, lights, fountains, benches, plantings, utility lines and poles and other elements that support downtown pedestrian and vehicular activity.
- *Signs.* Public information and private business signs have a significant impact on the downtown's visual image. Like all other design elements, signs should reinforce the district's style in terms of size, scale, color, materials and placement.
- *Parking.* Downtown parking areas include on-street spaces, public and private lots and parking garages. Certainly one of the most misunderstood of the downtown's design elements, parking is often blamed for many economic problems — when, in reality, it serves a secondary function.
- *Graphics.* Logos, posters, advertisements and other broadcast or printed marketing materials that convey a visual message about the downtown are also important design components. These graphics should be of high quality, reflecting the downtown's unique characteristics.

Downtown Design Principles

There are six basic principles for implementing successful downtown design improvements:

- *Appreciate what already exists.* Establishing a design improvement program first involves calling attention to Main Street's unique design characteristics and fostering appreciation for the downtown's

importance to the community's personality and quality of life. Once the design characteristics are identified, there are countless ways of promoting their variety and distinctiveness, from guidebooks to walking tours to investors' workshops.

- *Design with compatibility in mind.* A successful downtown design improvement program should manage visual change constructively, building on existing physical assets and encouraging innovation that supports them. Downtown design does not mean that new construction should imitate historic styles or themes,- instead, it involves making changes that are compatible with the commercial area's established characteristics, especially building height, setback from the road, use of materials and the rhythm of window and door openings.
- *Avoid formulas that work at the mall.* The design qualities that entice costumers to the shopping mall rarely work when applied to the downtown. Because malls are designed and built as single units where temperature, light and pedestrian activity can be controlled, certain design elements — such as unified facades and broadcasted music — are possible. In the downtown, though, many of these elements appear unnatural and gimmicky, detracting from the district's own special design qualities.
- *Recognize the limitations of design improvement projects.* Design improvements enhance the appearance of the downtown and make it a more appealing place for consumers. But design improvements alone will not reverse economic decline,- they must be complemented by business development activities, aggressive marketing and the structure provided by a strong organization capable of coordinating the many steps involved in the downtown revitalization process.
- *Establish unified goals for the physical and visual improvement of buildings, public improvements, parking areas and marketing materials.* All design improvements on Main Street should be unified, with improvements in one area reinforcing and coordinated with improvements in others.
- *Always stress quality.* Every visual element associated with the downtown should reflect quality and pride — characteristics that make it unique in the marketplace.

The Role of Historic Preservation in Downtown Design

One of the most critical issues in downtown revitalization is finding ways to make traditional commercial buildings economically viable once again. In the past few decades, many communities have attempted to give downtown buildings new life by altering their appearance in some way — for instance, by covering them with aluminum slipcovers, adopting false historic themes or concealing them with oversized signs. But approaches that alter the architectural features of these buildings have rarely been successful in improving their economic value.

Historic preservation, however, uses a building's distinctive architectural characteristics for economic benefit. People enjoy shopping in unique environments that offer value, quality and a high level of personal service and involvement — assets almost all downtowns have. The traditional buildings in a downtown make it absolutely unique. The degree of craft inherent in downtown buildings represents a level of quality often unmatched elsewhere in the community. And, because commercial buildings reflect a community's history, the traditional downtown environment makes shoppers feel at home. By taking advantage of these characteristics, a revitalization program can position the downtown as a unique shopping environment that offers qualities and services no shopping center or mall can provide.

Historic preservation means managing change in the built environment. Because communities constantly evolve, their building stocks evolve, too. New buildings reflect the times in which they are constructed — the community's current goals, aspirations and values. When well-designed, new buildings blend with Main Street's existing architecture, creating a rich pattern of visual clues that reflect its social and cultural values throughout time.

Preservation is not anti-change; it does not advocate restricting design improvements, reconstructing demolished historic buildings, applying historic themes to new buildings or saving all old buildings just for the sake of it. Instead, historic preservation recognizes good design from the past, maintains the built environment's unique characteristics and encourages good new design — whether in the construction of new buildings or in the modification of existing ones — that is compatible with the old.

Storefront Design

Many factors contribute to the success of a downtown commercial district. Merchandising skills, accurate marketing and availability of merchandise, for instance, are all crucial to a healthy, economically viable downtown. But improvements in storefront design—new paint, moderate renovation or full-scale rehabilitation — are often the first visible signs that something positive is happening, signaling to the community that exciting changes are taking place downtown.

Storefront buildings — traditional buildings with large display windows on the ground floor and one or more stories above—are the basic units of downtown commercial areas. Storefront buildings were, and still are, designed to facilitate retail activity. Large expanses of glass in the ground-floor facade allow pedestrians to look into shops and see displayed merchandise. Recessed entryways blur the distinction between the sidewalk, which is public space, and the private space of the store, giving shoppers the feeling that the store is a semipublic space and, therefore, inviting them to come in and browse around. The long, narrow shapes of storefront buildings make it possible to group a large number of shops on one block. In turn, these stores can display a wide variety of goods and services to shoppers as they walk down the street. Storage spaces in the rear of the buildings facilitate delivery of goods from alleys and secondary roads.

After World War One, when downtown commercial districts started experiencing competition from shopping centers and other outlying areas, downtown businesses began losing customers and sales revenues, and many buildings fell into disrepair. Maintenance was deferred indefinitely. Many downtown business owners tried to compete with shopping malls by covering building facades with aluminum in an attempt to create a unified image. Some towns even adopted phony historic themes.

Imitating the physical design of shopping malls, however, did not make downtowns more competitive. Shoppers went to malls for many reasons other than their physical appearance/ reasons like the unified hours mall businesses offered, the way businesses were clustered to group together similar goods and services and the variety of activities malls provided for members of the entire family.

Ironically, it is the unique design characteristics of traditional downtown commercial buildings that, at least in a design sense, give them a marketing advantage over shopping malls. Traditional buildings reflect the community's history and give the downtown a unique visual identity, unlike any other in the world—something shopping malls cannot offer. Concealing or

neglecting architectural details that help tell the story of the community's development deprives the downtown of one of its best marketing tools: its unique image.

Good downtown design starts with a solid understanding of the ways the buildings work, the reasons they were designed the way they were and the different elements that make up the downtown's physical environment

Storefront Evolution and the Elements of Storefront Design

Regardless of their age, almost all downtown commercial buildings are composed of three basic elements: the storefront, upper facade and cornice.

- *The storefront* The storefront is the ground-floor section of the front facade. It typically contains large glass display windows with bulkheads, or kick plates, below that provide protection from breakage and elevate merchandise to eye level for pedestrians looking inside. Many storefronts have transoms above the display windows. Transom windows filter light into the ground-floor space. A structural beam spans the storefront opening, supporting the weight of the upper facade. Sometimes, the structural beam is exposed on the outside of the building and might be decorated or used as a background for sign lettering. In other instances, the structural beam might be concealed by a decorative cornice running the width of the storefront opening.
- *The upper facade.* The area above the ground-floor storefront opening — the upper facade — contains both wall material (typically brick, wood or stucco) and windows. Upper facade windows are usually arranged in even horizontal rows, sometimes accentuated by horizontal bands of a contrasting building material.
- *The cornice.* The entire facade — storefront and upper facade together — is capped by a decorative cornice. The cornice might be made of elaborate wood moldings (common during the federal and Victorian periods), pressed metal, terra-cotta, brick or other materials. In addition to giving the buildings a visual termination, the cornice sometimes conceal gutters and facilitate roof drainage as well.

These three elements can be found in downtown

commercial buildings from any period of American history. Although earlier buildings were generally not as tall as later ones and tended to have smaller storefront display windows, they nonetheless had the same basic elements.

Most changes in the design of downtown commercial buildings have taken place because of improvements in the way glass was manufactured. In the 18th century, glass was expensive and could be manufactured for practical purposes only in small panes. For these reasons, storefront display windows were small, with perhaps as many as 16 or 20 panes of glass in one window. As it became less expensive to manufacture glass in larger sections, storefront windows gradually became larger. In the mid-19th century, storefront windows typically measured five to six feet in height, with as few as four panes of glass in each window. By the late 19th century, glass could be manufactured in single sheets that filled the entire storefront window opening and, during the next several decades, storefront window openings continued to increase in size.

Other technological innovations have also modified the appearance of downtown commercial buildings. The introduction of cast iron and steel in the 19th century enabled builders to span greater distances without intermediate supports, making it possible for storefront window openings to be larger and commercial buildings wider. In the first half of the 20th century, the use of aluminum and structural pigmented glass led to the design of some very innovative Art Deco and Art Moderne commercial storefronts.

In spite of the technological advances that slightly modified the appearance of traditional commercial architecture, the commercial building's three basic design elements remained the same. These elements — storefront, upper facade and cornice — give storefront buildings visual cohesiveness. Each element is closely related to the others and, together, create a balanced architectural composition.

The Importance of Building Design to the Entire Streetscape

The significance of these elements, however, goes beyond their importance to the composition of individual buildings. Regardless of its age, a downtown building's components help make it compatible with surrounding buildings and the entire block. The way the patterns of storefronts, upper facades and cornices repeat from one building to the next along a street gives the whole Streetscape visual cohesiveness and creates

a physical rhythm that provides orientation to pedestrians and motorists. Through this repeated pattern, the Streetscape itself takes on design characteristics as distinctive as those of individual buildings:

- *Height and width.* The proportions of the height and width of most buildings are relatively constant within a commercial district. Wide buildings are usually divided into separate bays, reinforcing the overall proportions of the Streetscape.
- *Setback.* Almost all downtown buildings abut the sidewalk, instead of being set back from it.
- *Color.* While color choices in downtown buildings differ considerably, depending on the materials used and the climate in which the structures are built, the use of color throughout the commercial area should be harmonious. For instance, if the colors of downtown buildings are primarily muted earth tones, a bright red or purple building would not be sympathetic - a better choice might be a soft brown or rust.
- *Proportions of door and window openings.* The proportions of door and window openings throughout the downtown area, and especially in adjacent buildings, are relatively constant. The height of upper-floor window placement is also somewhat constant, reinforcing a strong horizontal relationship between upper-story windows along the block.
- *Roof shape or profile.* Roof profiles are usually consistent throughout downtown commercial areas. Whether most buildings have flat roofs, hip roofs or another shape, consistent profiles help create a strong rhythm of design elements along the street.

Building improvements that take place downtown should be compatible with the design characteristics of the Streetscape as well as with those of the building. A building that is incongruous with its neighbors in height, color, roof profile, proportion or setback can have a significant negative impact on the overall appearance of the entire block.

Common Design Problems

During the past several decades, many downtown buildings have suffered from deferred maintenance or attempts to disguise or alter their original architectural

characteristics. Fortunately, many of these changes can easily be reversed. The first step in correcting insensitive alterations is to identify the changes and analyze their impact on the building's and streetscape's basic design elements. The most common architectural design problems found downtown include:

False Historical Themes

The difference between a good reconstruction of an original storefront and an unsuccessful one lies in its degree of authenticity. In recent years, many downtown buildings have been remodeled using false historical details, trims and moldings. The easy availability of such elements as pseudocolonial doorways and plastic snap-in window muntins has, unfortunately, led to many fine late 19th- or early 20th-century buildings being "earlied up." Fake colonial themes are not the only ones that frequently occur mansard roofs,-plastic, Spanish-like pan tiles, artificial "Swiss chalet" half-timbers; and wild West, rough-sawn, cedar saloon fronts all appear from time to time.

The problem of false historical themes downtown is a continuing one. Community members frequently confuse historic preservation, the management of existing historic resources, with the *creation* of historical images. Inevitably, it will be necessary to explain to an eager building owner, who is proud of his or her decision to "go historic," why lumberyard colonial windows, cross-buck vinyl storm doors and similar elements are not the best expressions of the past. Often, it is most effective to simply make a case for the long-term, lower cost, accurate rehabilitation; authenticity is more likely to survive than the passing fads of the lumberyard or phony themes.

Slipcovers

In an effort to compete with shopping malls in the 1960s and 1970s, many downtown groups encouraged property owners to cover their buildings with metal slipcovers, hoping that, by making a whole downtown block appear to be one single, massive building, the downtown itself would look like a shopping mall. While these programs had the best of intentions, Main Street organizations have since discovered, again and again, that making the downtown look like a shopping mall will not bring back business.

Fortunately, the aluminum or light-gauge steel panels used to slipcover downtown facades were usually installed quickly and inexpensively. Framing or brackets that attached the metal panels to the facade were often anchored in only a few places, making removal relatively easy. In many instances, all the building's

original architectural features are still in place beneath the metal cover, although, the anchoring devices may have damaged masonry, woodwork or other building fabric. In some cases, window frames or even entire cornices were removed to make the metal panels fit flush against the facade. In all instances, examine how the anchors are installed before beginning to remove them. Extra care should be taken to prevent further damage.

Separating the Ground Floor from the Upper Facade

Another prevalent type of building alteration grew out of the popularity of shopping malls and strip commercial areas: treating the ground floor and upper facade as unrelated elements. Brightly lit, oversized signs were plastered across the fronts of downtown buildings in the 1950s and 1960s. Large, plastic projecting signs also appeared, often bolted right through the wall surface. The signs were intended to attract the attention of passing motorists and, because most commercial signs were being manufactured for the shopping strip, the ones that worked best on the highway were also installed downtown.

Downtowns, however, are scaled for pedestrians and slow-moving vehicles. In most instances, applying flashy, oversized signs to traditional commercial buildings destroyed the balanced relationship between the storefront and the upper facade, in effect, separating the ground floor from the rest of the building. Downtown building facades with this type of sign no longer worked as integrated design units, individually or as part of the streetscape.

Like slipcovers, though, large signs are fairly easy to remove. Before developing plans to remove a sign, thoroughly examine the anchoring system to minimize any damage that may occur. Also, try to determine whether any architectural details were altered or removed when the sign was installed, and plan ways to repair, replace or compensate missing features in the final design.

Filling in Display Windows, Transom Windows and Doors

The loss of balance between the storefront and upper-facade spaces through the use of slipcovers and oversized signs led to other building modifications. The balance between display window, transom and upper-floor windows also disappeared; and, as a result, these spaces were often boarded up or filled in. Sometimes, transom windows were covered over when suspended acoustical tile ceilings were installed. Or, if upper

floors were no longer used, windows were often sealed. Occasionally, two storefront spaces were combined when a business expanded, with one storefront opening — windows and door together — filled in completely. Filling in display, transom and upper-floor windows upsets the relationship of facade elements to one another and disrupts the rhythm of repeating patterns along the streetscape.

Using Color Inappropriately

Color was originally used on downtown commercial architecture for a variety of reasons. In hot climates, buildings were often painted pastel or pale earth tones to reflect heat. Commercial buildings from the Victorian period tended to use paint playfully to highlight elaborate moldings and other architectural details. Buildings made of soft brick were usually painted to help protect the masonry from moisture, wind and sun damage. But buildings made of more durable masonry were not typically painted.

A common problem with downtown buildings is the inappropriate use of color. In some instances, one paint color might be used not only for the building facade but also for its architectural trim, making it difficult to see the detail around windows and doors and on the cornice. In other cases, colors that clash with surrounding buildings are used, making the building stand out too boldly, thereby disrupting the streetscape.

Using Inappropriate Materials

Like unsuitable colors, the use of inappropriate materials to construct or alter downtown commercial buildings frequently severs them from their surroundings. While new materials need not replicate old ones, they should be compatible in texture, scale and color with those already found in the downtown area. Materials like cedar shakes, molded stone, rough-cut logs and stained wood rarely have precedents in the traditional downtown environment and usually should not be used.

Design Improvements and Building Rehabilitation

Once a building's design problems have been identified and an assessment has been made to determine which parts of the building are affected (and to what extent), a design improvement plan must be developed. The plan should meet several objectives:

□ *It should capitalize on the building's assets.* A good

design improvement plan will take advantage of a building's original architectural materials, its unique details and other existing features.

- *It should respect the relationship of storefront, upper facade and cornice.* In cases where this relationship has been upset by the use of inappropriate materials, colors, slipcovers, signs or other alterations, the incompatible elements should be removed. Any new modifications should reestablish this design relationship.
- *When appropriate, it should preserve as much of the original building fabric and significant modifications as possible.* Once gone, a building's original fabric can never be replaced. New design work should preserve as much of the original material as possible. Building modifications that have taken place in the past might be significant, as well. For instance, some storefronts built in the late 19th century were altered in the 1920s and 1930s when new materials, such as aluminum and structural pigmented glass, became available. Many of these modifications represent good examples of Art Deco design and may, therefore, be worthy of preservation. In cases like this, analyze the modification carefully. If it respects the relationship of kick plate, display window, transom, upper facade and cornice, is compatible with other buildings in the district and represents good design work of the period in which it was created, it might be best to preserve the alteration.

There are three possible courses of action to pursue in rehabilitating traditional commercial buildings. In some instances, any of the three alternatives may be possible. In other cases, only one may be. The best course of action will depend on the building's condition, its historic and architectural characteristics and the nature of the surrounding streetscape.

Restoration

Restoration involves reproducing the appearance of a building exactly as it looked at some time in the past. For commercial buildings, restoration in the strictest sense might mean removing every element that was not part of the original structure (signs, store windows, canopies, doors, air conditioners), then duplicating original parts that are now missing. Restoration can be expensive because it requires a degree of artisanship that is not common today. It also requires extensive, accurate research and a good understanding of historic construction techniques.

Sometimes, restoration is the best alternative. For instance, national landmarks, extraordinary examples of a particular style of architecture or buildings that are excellent examples of a famous architect's work may warrant the extra care and expense required for restoration. This kind of monument can — and should — be considered the exception, rather than the rule.

There is a second, and more likely, instance in which restoration might be the most appropriate design treatment. Many downtowns have buildings that have never been altered, not even on the ground floor. These buildings are often in bad repair and, at first glance, are eyesores. A more careful examination, however, will reveal their true architectural qualities. In these situations, a new coat of paint and simple maintenance can return a building to its original appearance; thus, the building is restored.

The major difference between these two types of restoration is the cost. With the unaltered building, restoration may be the least expensive and most logical option. The results of a restoration project can be astonishing. A restored building is an authentic part of the community's history and serves as a dramatic demonstration of how architectural deterioration of the downtown can be reversed.

Major Rehabilitation

When commercial buildings have been drastically altered — for instance, by the removal of substantial building elements or a replacement of the storefront — major rehabilitation is required to return the building to a form consistent with the rest of the downtown. Although many kinds of construction and materials may be used, most fall into one of two categories:

- *Reconstruction of a period storefront* When accurate restoration is truly appropriate and desirable (as in the instance of a landmark building), reconstruction of a storefront — from the period in which the building was built or in which it attained its historic significance — may be appropriate. Remember, though, that adopting a historical theme as a basis for widespread building alterations downtown is not appropriate. Historical themes cause problems by confusing people about the age of the buildings and their authenticity and by overlooking each structure's individual, intrinsic design characteristics.
- *Construction of a new, compatible storefront* In some cases, using newer materials for storefront renovation offers advantages that make this treatment more appropriate than restoration or

reconstruction. Visually, the subtle contrast of new, compatible materials and old, original building fabric can create a handsome blend of the past and present. And, because new materials are usually stock items carried as regular inventory in lumber yards, they are available almost everywhere.

Generally, if the new materials are as simple in line and form as possible, they will blend into the building better than more elaborate treatments. But, be sure to use new materials in shapes, forms, sizes and colors that are similar to, and supportive of, original building characteristics. This will help establish a functional and aesthetic consistency with the past. Storefront features like the short panels below the display windows and the transom windows above are common in many traditional commercial buildings but can be expressed in new materials. It is quite possible to create attractive, compatible new features using materials that were not available when the buildings were originally constructed.

New materials can have significant advantages over traditional ones. For instance, some new building materials require less maintenance than the originals. There can be energy conservation benefits in using new materials, too. Many have higher "R-values" than old ones, meaning that they do not conduct heat and cold as quickly, making them more energy efficient.

Conservative Rehabilitation

Conservative rehabilitation is the design treatment most often used in downtown building improvement projects. Conservative rehabilitation involves simply improving the storefront's appearance by minimizing its less attractive features and using simple, inexpensive techniques to emphasize its positive ones.

The Incremental Nature of Design Improvements

Downtown design improvements will not be completed in one year or even two. In fact, they probably will never be finished, because the downtown will continue to grow and evolve as time passes, as new architectural styles and new building materials emerge and as better preservation techniques develop.

Initially, building owners might be willing to invest in moderate improvements, but not ready to conduct major rehabilitation projects. Remember that design improvements happen incrementally — if moderate improvements make his or her business stronger, the building owner will probably want to continue the

rehabilitation process later on. Also, initial design improvements in a downtown commercial area will call attention to the positive changes taking place. A dozen small building improvement projects can have more impact than one major one.

Implementing Common Storefront Design Improvements

Frequently, a building's appearance can be significantly improved simply by cleaning it and taking care of neglected maintenance problems or by removing inappropriate alterations and repairing architectural features. Common storefront design improvement projects include:

Cleaning Traditional Commercial Buildings

A variety of cleaning techniques are available; but choose carefully as some can be damaging.

- ❑ *Abrasive cleaning.* Abrasive cleaning techniques like sandblasting should *never* be used on traditional commercial buildings. Such harsh cleaning actually cuts into the building material, causing irreversible damage. Brick, for instance, has a hard, baked exterior surface. Inside the brick, though, the masonry is much softer. When sandblasted, the hard outer surface disappears, exposing the much softer masonry inside to moisture and wind damage. Abrasive cleaning has similar effects on wood and stone.

If a masonry building has already been sandblasted but is not yet too severely deteriorated, painting the building might slow down the deterioration process. Avoid varnishes, enamels, polyurethane sealants and other products impervious to moisture penetration—they will lock moisture *inside* the masonry and prevent it from evaporating, ultimately causing severe moisture damage.

- ❑ *Water wash.* Most often, a gentle water wash is the most appropriate, least damaging way to clean a traditional commercial building. Water pressure should be low — not more than 200 pounds of pressure per square inch (psi). Use a soft, natural bristle brush (not metal) to gently scrub details. If necessary, use a mild detergent, then thoroughly wash to remove any residue.
- ❑ *Chemical cleaners.* In some instances, a chemical cleaner might be needed to remove paint or heavy grime. The masonry should be moistened first to

soften dirt. Then, a chemical paint remover is applied and allowed to remain on the building surface for a period of time before it is rinsed off with water and, sometimes, a neutralizer. The process may be repeated several times to remove built-up paint or dirt.

Finding the right chemical cleaner for the building material is crucial. Chemical cleaners can be either alkaline or acidic; one is appropriate for some materials, one for others. Using the wrong chemical can damage the building material.

When using chemical cleaners, be sure the area surrounding the building is well protected and that adequate drainage is available. Also, thoroughly cover any architectural features that will not be treated with the chemical. Metal cornices, for instance, can be eroded by some types of chemicals that cause an electrolytic reaction.

Chemical cleaning should always be done by experienced professionals. Many communities do not have professional building cleaning companies, but firms in most larger cities are willing to travel long distances. It might be possible to reduce the firm's transportation costs by having more than one building owner agree to use their services at the same time.

Regardless of whether a water wash, steam or a chemical cleaner will be used, it is always wise to clean a test patch first. Pick a section of the building that is not too visible — a side or rear wall, for instance — and treat a section about three or four square feet in area. Allow the test patch to dry thoroughly, then examine it closely for any signs of damage. Look for possible damage to the mortar joints and for any residue left on the wall surface by the cleaning process. Examine bricks closely to see if the edges are rounder than they were or if the surface feels flaky. Some masonry surfaces may be too soft to be cleaned.

Removing Inappropriate Alterations

When inappropriate alterations like oversized signs, window coverings or metal slipcovers are being removed, follow these steps in planning the work:

- ❑ *Identify elements.* From a full-facade photograph or an accurate facade drawing, note all the elements that should be removed.
- ❑ *Determine how the inappropriate elements are attached.* Examine each element that will be removed to see how it was attached to the building and to determine the condition of the building around

the anchor area. Make careful notes about each element and key them to numbers or letters on the facade photo or drawing; this will make it easier for the contractor to plan the removal of each piece.

It is often possible to see how metal slipcovers were attached by looking outside through upper-floor windows. If there is a big enough gap between the original facade and the metal slipcover, use a flashlight to look between them for anchoring devices. It is usually a good idea to remove a small section of the slipcover before planning the whole job. Metal panels were often screwed to metal or wood frames or bolted to metal flanges attached directly to the facade. In either case, a screwdriver and a small crowbar may be all that are needed to remove a section of paneling.

- *Repair original material that was damaged when alterations were made.* The most common types of damage caused by alterations include drilled holes, lost or pared decorative elements, accumulated dirt and rust stains.
- There are several ways to treat holes drilled into the facade. If the hole was drilled into a mortar joint, it can be replaced or patched. Be sure the new mortar closely matches the original in composition and color. If the hole was drilled into brick or other masonry, a patch can be made by grinding up similar masonry, mixing it with an epoxy and filling the hole. Or, the hole can be filled with epoxy and closed with a solid plug cut from matching masonry. If the hole was drilled into wood, it can be filled with putty, sanded and painted along with the rest of the facade.
- If a decorative element, such as a cornice or trim around a window, was removed or pared to help the slipcover fit flat against the facade, it can be replicated by a skilled artisan or replaced with a simpler element. The alternative chosen will depend largely on the extent of the damage, the owner's preference and his or her budget for the project. If the exact appearance of the original element is not known, it is usually best to substitute a more simple designed replacement part than try to invent a period design.
- Rust stains might be present if, as in most cases, metal anchors were used to attach the slipcover to the facade. Stains can often be removed by applying a poultice mixed with an appropriate chemical to the stained area, letting the poultice dry,

brushing it off and cleaning the area. Poultices usually have to be applied several times to remove all the stain. The poultice should be prepared by an experienced professional building cleaner who knows which chemicals to use for different types of stains on different materials.

In almost all instances, cleaning the facade once the slipcover has been removed will probably be necessary to clear away dirt and debris that has accumulated.

Adding New Materials

When missing or damaged architectural features are replaced, the new building fabric should duplicate the old or match it as closely as possible. Replacement parts should blend in with existing ones, they should not call attention to themselves. These parts should not be antiques, however, or made to look old and worn.

One of the most common storefront elements to be replaced is the upper-floor window. Over the past several decades, an enormous amount of damage has been done to storefront buildings by insensitive window replacement. Often, aluminum storm windows have been installed outside upper-floor windows, concealing their original decorative trim and detracting from their appearance. Ironically, the cost of replacing the windows usually far exceeds any energy savings that may result from replacement. Even minor changes in form, details and materials used in new windows can significantly affect the facade's overall appearance. In many cases, windows can easily be repaired, making replacement unnecessary. When replacement is truly justified, be careful to match the building's original window treatment as closely as possible.

When a larger architectural element needs to be replaced (such as the storefront opening itself), developing an appropriate design becomes more complex. In these instances, several approaches are possible.

- The new work might involve an accurate reconstruction of all the parts that have been severely damaged or removed, restoring the building to its appearance at some previous point in time.
- The new work might follow the general form and scale of that which previously existed but differ in design characteristics
- The new work might involve a distinctly different design that complements the older building elements but has its own qualities of expression.

The approach chosen depends on the project budget and the purposes the rehabilitated building is to serve. But, before deciding on an approach, consider two additional factors:

- *The building's historic or architectural significance.* If the building is a major architectural landmark in the community or if it has historic significance, restoration is the most desirable approach. Regardless of whether literal restoration takes place, new materials should not be disguised to look old. This way, future generations will be able to tell which parts of the building are original and which are not. If the building in question is less significant as an individual architectural work, restoration still remains an option, but more latitude exists for creating a new design. In such instances, a new design is usually preferable because it enables the downtown to grow and change as architectural styles evolve. Except in the very rare cases where the downtown's appearance has remained virtually intact, design changes should reflect good design from all periods of time, including the present. The most important design considerations to keep in mind are the relationship of the three basic elements of storefront design — storefront, upper facade and cornice—and the compatibility of new design with old in terms of scale, proportion, setback, color, materials and roof profile.
- *The building's physical relationship to the rest of the downtown.* In some communities, downtown buildings are homogeneous in appearance, most having been built during the same time period with similar characteristics of form, style, shape and materials. In these instances, new building sections should visually relate to the physical environment of the entire streetscape as much as possible. A new design that contrasts sharply will call attention to itself at the expense of the downtown's overall appearance. In most downtowns, though, buildings vary considerably in size, scale, style and materials. These buildings may span a lengthy period of time and include a variety of good alterations. Under these circumstances, there can be greater flexibility when designing new work.

Stimulating Interest in Building Improvements

Initially, many business and property owners are reluctant to invest in building improvements. They have good reason to be cautious: without any guarantee that the money they invest will generate new revenues, undertaking building improvement projects can appear risky. Once the downtown revitalization program is well underway and demonstrates that positive changes are taking place, owners will be more willing to make improvements.

Ironically, one of the best ways to demonstrate positive change early in the downtown revitalization program is through building improvement projects. Seeing physical improvements take place convinces citizens that something exciting is happening downtown and helps reverse any negative perceptions they may have. Therefore, stimulating interest in building improvement activity helps generate immediate projects and creates momentum for future projects. Listed below are common ways Main Street programs have stimulated interest in building improvements:

- *Offering free design assistance.* Helping owners develop improvement plans — at no cost to them — is a tremendous incentive. Often, the assistance may be minor: help in selecting paint colors, for example, or estimating the cost to remove a metal slipcover. Some state Main Street programs offer free design assistance to downtown property owners in designated Main Street communities. In other towns, the revitalization programs purchase blocks of consulting time from local design professionals and, in turn, offer the time, free of charge, to downtown property owners. The Main Street program manager or downtown coordinator can usually help property owners by providing basic guidance and sharing technical information and publications with them.
- *Creating financial incentive programs.* Financial incentive programs help stimulate building improvements by reducing the financial risk to the property owner. Incentive programs that offer low-interest loans, incentive grants and interest buy-downs typically provide only a small percentage of the funds needed for an improvement project, but they might be the only incentive necessary to get an owner to go ahead with improvement plans. Here are some guidelines to follow when creating financial incentive programs.

- Make the first program small. If the program offers more money than is likely to be used within six months or a year, property owners will not feel they need to move quickly to take advantage of it. Incentive programs that offer large amounts of money to downtown property owners are less likely to be used than those offering small amounts.
 - Assign a definite time line to the program — and stick to it. Create the illusion of a shortage and urgency by making the program available for a limited period of time. Property owners will be more likely to act quickly if the funds are offered for a short time. If funds are not used during the designated time period, use the funds for a different type of incentive program.
 - Target the program for specific types of improvements. Initially, the incentive program might be made available for facade improvements. Later in the revitalization process, there might be a greater need to stimulate interest in upper-floor development or building code compliance. Incentive programs will be most effective if they are intended for specific, clearly defined types of building improvements.
 - Aggressively market the incentive program. No incentive program — no matter how wonderful the incentive — will be successful unless it is marketed vigorously. Be sure that *all* downtown property owners, including absentee owners, are informed before the program begins. Then, make sure they each receive copies of promotional literature and, if appropriate, application forms when the program is launched. Finally, promote completed improvement projects that received assistance from the incentive program in local papers, the revitalization program's newsletter and special one-page profiles of each project.
 - Remember that the incentive is intended to stimulate, not sustain, building improvement activity. Sometimes, when incentive programs are offered for extended periods of time, property owners begin to *expect* an incentive and resist carrying out building improvement projects without financial assistance. To avoid this situation, keep incentive programs small, offer them for limited periods of time and stipulate that the incentives can only be used for specific types of projects.
- *Conducting building surveys and maintaining information files on each downtown building.* Assembling information packets on downtown buildings will help property owners move quickly when they are ready to plan building improvement projects. For instance, a photograph that shows how a building looked when it was constructed can help in the planning of projects that involve reconstruction of missing elements. Some of the information that should be gathered includes:
 - historic photographs
 - records of past tenants and owners
 - date of construction
 - identification and description of architectural style
 - references to city and county planning maps
 - fire insurance maps showing the building's shape, materials and other characteristics at different times in the past
 - descriptions and, if possible, photos or drawings of any alterations that have taken place
 - *Working to improve building code regulations and enforcement policies for traditional commercial buildings.* Building codes used throughout American communities today were written primarily to regulate new construction. Often, building codes have sections that simply cannot be applied to traditional commercial buildings or that do not take into account some of their characteristics. For example, some codes require that storefront display windows in new commercial buildings be located no less than two feet from the ground. In some communities, building code officials have applied this regulation to traditional commercial buildings, significantly altering the appearance of kick plates shorter than two feet when making window repairs.

Working closely with local building code officials can help downtown property owners make improvements that support their buildings' original design characteristics. Let code officials know the goals of the downtown revitalization program and how traditional commercial buildings differ from new ones. Also, point out to them that most current major codes, including the BOCA Code, Universal Building Code and Southern (or Standard) Building Code, now contain provisions that give local officials considerable discretion when applying code requirements to historic buildings.

Public Improvements

Public improvements — the trees, streetlights, benches, fountains, plazas and public art that make Main Street an inviting place for pedestrians — are probably the least understood design elements. Downtown public improvements have always been essential for providing functional support to pedestrian and vehicular traffic and helping buildings function efficiently. Unfortunately, in the last few decades, public improvements have become predominant design elements in the downtown, often overshadowing the architecture that surrounds them.

Things were not always this way. Traditionally, downtown architecture was the dominant design element, with public improvements supporting building design and usage patterns and delivery of services to and from shops, offices, residential areas, industries, public buildings and parks. Public improvements were also meant to support the overall design of the surrounding urban environment. A successful public improvements system today should build upon this historic precedent by supporting, visually and functionally, the downtown's buildings and their uses.

Why have so many revitalization programs adopted heavy-handed public improvements? When shopping malls began to compete with downtowns for customers, many commercial districts responded by trying to apply some of the mall's design characteristics to the downtown environment, hoping to entice as many customers as the mall. Unfortunately, most elements of shopping mall design cannot be translated to the downtown. In particular, three factors that give mall interiors their appeal simply do not apply to the downtown at all.

❑ *Clearly defined entrances, exits and boundaries.* Shopping malls have definite boundaries; they are self-contained and are usually built in areas that do not have any strong design characteristics. The downtown's boundaries are not as well defined. Commercial buildings usually extend several blocks beyond the core business district; and the downtown is surrounded by buffer zones of offices, public buildings, churches and recreational areas that help create a gradual transition from a commercial to a residential environment.

It is appropriate for a shopping mall's public improvement elements to be contained within its walls. But in the downtown, public improvements look unnatural when applied to an artificially imposed set of boundaries. Because the commercial character of the downtown extends beyond the central business district, the boundaries for public improvements are difficult to establish.

❑ *The ability to coordinate storefront design.* Shopping malls are built as single buildings, with all individual storefronts constructed together. For this reason, coordinating public improvements with storefront design inside a shopping mall is easy. In most downtowns, however, buildings were constructed over a long period of time. They vary in size and style — characteristics that make the downtown unique and give it a distinct marketing identity. Thus, public improvements for a downtown commercial environment must support a wide variety of individual storefronts, and coordinating them with existing buildings is a complicated process. Placing elements at regular intervals along the street, as might be done inside a shopping mall, is not effective downtown.

❑ *A climate-controlled environment* Because shopping malls have controlled climates, their promotional directors can schedule a wide variety of indoor activities throughout the year. Many downtowns have emulated mall furnishings, installing benches, tables with inlaid game boards, planters and other fixtures that work well in a climate-controlled environment, but can be used for only few months of the year when placed on a downtown sidewalk or pedestrian mall.

The Functions of Downtown Public Improvements

In general, the downtown's public improvements should satisfy five goals.

❑ *Public improvements should encourage pedestrian movement through the downtown and into shops and businesses.* The quality of the physical link between public and private spaces is crucial to the proper functioning of the downtown—and its businesses. Public improvements should help create an inviting environment for shoppers, with clearly marked streets, convenient stopping places, well-lit sidewalks and good pathways between parking areas and stores. Improvements should be designed to create an overall rhythm, establishing a consistent, comprehensible system of movement throughout the downtown. Crosswalks, sidewalks and the paths between parking areas and shops should be safe, convenient and attractive, emphasizing pedestrian scale. Pedestrian areas should be well lit and, when appropriate, served by amenities like water

fountains, benches, trees and public telephones.

Traditionally, streets, sidewalks and commercial buildings were designed and oriented to create a comfortable environment for people strolling through the downtown and browsing in shops. Today, public improvements should continue to channel pedestrian traffic into retail shops, offices and public buildings.

- Public improvements should support storefront merchandising by blurring sidewalk's public space with the recessed, semiprivate space of a store's entryway and display window.
 - When possible, plantings should serve practical as well as aesthetic purposes by providing shade and shelter and acting as a buffer between the sidewalk and street. Plantings can enhance commercial buildings by drawing attention to entrances or away from unattractive areas.
 - Entryways to the downtown should be marked along major access routes. Directional and informational signs should be clear, attractive and sized for the relatively slow pace of downtown traffic. Pedestrian access routes from parking areas and surrounding neighborhoods to businesses should be well designed and pleasant. A shopper who has to walk past untended public areas will form a negative impression of the downtown.
 - Public buildings (city halls, libraries, etc.) are often separated from the street by plazas or open spaces. Public improvements should reinforce the special functions of public buildings by creating an appropriate physical environment for them.
- *Public improvements should support, not overshadow, downtown functions.* Public improvements should provide basic utilities, like water, sewage and energy. They should make it easy for pedestrians and vehicles to travel throughout the downtown and should accommodate all aspects of transportation such as parking, bus service and connections to other major roads. And, they should provide these services in a manner that is visually compatible with the nature of the functions they support. For example, the design of sidewalks, streetlights and signs should reinforce patterns of pedestrian movement along streets and into shops.
- *Public improvements should help create a pleasant environment.* A clean, attractive downtown is an

asset to the entire community. Businesses and industries look at all sections of a community when deciding whether to locate there. A downtown represents substantial public and private investment — in commercial and residential buildings, in utilities, in business ventures. It also generates considerable municipal revenues through property and business taxes, business licenses and the re-circulation of money throughout the community. Thus, the physical appearance of the downtown indicates how well the town is protecting its investments and how residents feel about their community.

Proper maintenance of public improvements is an important factor in projecting a positive image of the downtown. Maintenance costs and responsibilities for upkeep should be included in plans for public improvements.

- *Public improvements should provide direction within the downtown.* Signs must be well designed and properly located to direct people to, and through, the commercial district. Entrances to the downtown should be clearly defined and inviting; passage through the district should be convenient; and exits from the downtown should provide direction to other parts of town. If one or more roads in the downtown are state highways or other major routes, they should facilitate traffic through the district and provide easy transfer to secondary roads. The location of parking areas and transit stops should be distinctly marked, and locational maps within the downtown should be considered. Directional signs should be compatible with the area's existing design characteristics.
- *Public improvements should be integrated with other physical improvements.* Public improvements and private projects such as facade rehabilitations should be planned as parts of the same program; neither group alone can carry the full weight of the downtown's physical revitalization. Public improvements should be planned incrementally, with implementation of the program timed to fit the downtown's overall schedule of activity.

Planning Public Improvements

A comprehensive public improvements program should be an integral part of the revitalization process. It should be tailored to the specific needs of the downtown while reinforcing private projects. Planning for public improvements usually involves four steps.

- Conduct an inventory of existing downtown public improvements.
- Analyze each element's effectiveness and examine the possibilities for modification.
- Establish goals and priorities.
- Develop an incremental, realistic implementation plan.

Conducting the Inventory

To begin the inventory, start with a base map of the downtown area. It should show streets, sidewalks and the outlines of all buildings, and should be large enough to accommodate drawn symbols and detailed notes. Most city planning offices have this type of map.

With map in hand, walk around the downtown and note the locations of all public improvement elements. Develop a set of symbols for common elements to save space on the map. Try to be as accurate as possible in locating elements on the map; use buildings as guides for proper placement. Some of the things to look for and note on the map include:

- Directional and informational signs
- Pedestrian spaces (e.g., parks, malls, plazas)
- Plantings
- Street furniture
- Drinking fountains
- Public restrooms
- Phone booths
- Transportation stops (e.g., bus stops, cab stands)
- Loading zones
- Lighting (Note whether street lighting is designed to provide primary illumination to the street, sidewalk or both. Also, note the type of light used: mercury vapor, halogen, etc.)
- Parking spaces and parking lots (Note any time limits on parking spaces, whether they are metered, whether they are reserved for handicapped drivers and whether they are for public or private use.)
- Telephone and utility poles
- Fire hydrants
- Mail boxes
- Traffic equipment (e.g., switching boxes)

As you mark each element on the map, give it an identifying number. Then, on a separate sheet of paper, note the following characteristics for each element:

- Condition.* Is the element in good repair? Is it being properly maintained?
- Installation.* Has the element been properly installed?

If replacement is necessary, are there any factors unique to the element or its location that might affect installation? Does it have special energy or security requirements that are not being met?

- Placement* Is the element placed where it will be most effective? How is it integrated into its surroundings? How does it affect pedestrian or vehicular traffic?
- Seasonal change.* How might the element be used differently or have a different impact on its environment throughout the year? For example, does a fountain that functions well during warm months become a maintenance problem or a safety hazard during winter months? How can it be secured during cold weather so that it is safe and does not become an eyesore?

Finally, be sure to write the date, the time of day and a brief description of the weather on both the map and the inventory sheet.

The inventory should be conducted several times a year to determine how different spaces are used at different times of the day, week and year. For instance, the inventory should note whether delivery trucks cause traffic congestion by double parking at certain times of day or whether are bus stops impede the flow of pedestrians along the sidewalk. To supplement the inventory, collect any existing studies on present or forecasted patterns of use in the downtown, such as pedestrian counts, traffic counts, parking usage or plans to upgrade public infrastructure.

The Analysis

The inventory and data collected should be reviewed and analyzed by the Main Street Design Committee (or a subcommittee or task force it establishes). Begin with general considerations and gradually move to specifics. In this way, the analysis focuses first on the entire downtown and general patterns so that an overall picture of circulation, high traffic areas, underused spots and so on emerges.

Next, sort and analyze the collected information *according to specific function*. For example, all elements that affect parking should be examined together, as should all elements that affect vehicular traffic or pedestrian movement. Elements will often overlap. For instance, a crosswalk affects both pedestrian and vehicular traffic. A row of trees that screens a parking lot might also provide a pleasant, shaded pathway for

pedestrians. The analysis should identify all areas where elements overlap by function so that it will be easier to determine which areas and functions might be affected by modification of any element.

Conclude the analysis by summarizing the major findings. The summary statements should note where public improvements are functioning properly as well as pinpointing areas that need improvement. Statements should be brief but explanatory, for example:

- "The crosswalk at the corner of Main and Fourth is not clearly marked, and pedestrians are cautious about crossing there."
- "Security lights at the Sycamore Street parking lot aren't working."
- "Traffic backs up along Second Street around noon on Monday, Wednesday and Friday because the grocery store's delivery truck has to double-park in the street."
- "Use of the public parking lot behind City Hall has increased about 30 percent since plantings were installed in the alley connecting it f o Main Street."

Establishing Goals and Priorities

Consider the summary statements carefully. Where do they indicate that immediate action is needed? What improvements would make the area look better, but do not necessarily affect downtown safety or circulation? Which are likely to be most expensive?

The statements should then be prioritized. Issues related to safety should always come first to ensure that the downtown is safe for pedestrians and motorists. Prioritize the remaining concerns according to the goals for downtown design improvement developed by the Main Street Design Committee. Goals differ considerably from town to town, but might include such basic considerations as:

- Promoting downtown economic revitalization
- Enhancing the downtown's overall appearance
- Encouraging building rehabilitations
- Improving the functional characteristics of public spaces
- Making parking seem more convenient

Finally, group areas of concern according to each goal, and in order of priority.

Developing an Implementation Plan

The final step is to develop an implementation plan. Remember that public improvements need not be implemented all at once. A public improvements plan should be implemented gradually, as funds and energy permit, and in accordance with the pace of building improvements. Implementation of each improvement involves five distinct steps.

- Choose an approach.* Does the improvement involve repairing, replacing or modifying an existing element or adding a new one? In choosing an approach, keep the following guidelines in mind:
 - Less is better than more.
 - It is best to correct problems with existing infrastructure before adding new public improvement elements to the downtown.
 - Try to find management solutions to problems before considering design solutions.
 - Major improvements should be planned and executed so as to cause the least disruption.
 - New elements should be visually compatible with existing elements and buildings.
 - Any strategy for upgrading public improvements should include maintenance considerations for both new and existing elements.
- Select appropriate elements.* Is the design or repair of the element visually and functionally compatible with existing elements downtown? Does the element conform with established design guidelines? Some factors to consider when selecting elements include:
 - *Impact.* What impact will this change have on the downtown and its functions? How will the downtown be affected during construction or installation of the improvement?
 - *Cost.* What will this improvement cost? Is the benefit worth the price? How will it be funded? What are the maintenance costs? Would its removal, modification or replacement cause maintenance costs in other areas of the downtown?
 - *Responsibility.* Who will be responsible for designing, installing, maintaining and managing this improvement?
 - *Compatibility.* Is the element visually compatible with the downtown environment? Does it reinforce the design of downtown buildings?
 - *Security.* Does the element have special security requirements? If so, what are they?

- *Energy.* Does the element have any energy costs associated with it? If so, what are they, and who will be responsible for them?
 - *Circulation.* How will this element affect pedestrian and vehicular circulation? Can its design facilitate movement into shops and businesses? Does it provide direction to other parts of the downtown and the rest of the community?
 - *Initial cost versus long-term cost.* Will the community be saving money up front by purchasing an inexpensive item that will need to be replaced within a few years? Will it be less expensive in the long run to buy an element that will last longer or that does not require as much upkeep?
- *Plan appropriate locations.* Where will the element be located? If it is an existing element that is being repaired, would it be advantageous to relocate it? If it is a new element, where will it best be located to serve its function and support others?
- *Organize the work.* When will work begin and how long will it last? Is the work schedule timed to create as little disruption as possible for businesses and traffic? Who will be responsible for each phase of the work plan?
- *Plan follow-up activities.* After the element has been repaired, installed or modified, determine how

well it is functioning. Is there an adequate maintenance plan in place? Who is responsible for maintenance? Has the change had the desired effect?

Because implementation of the public improvements program is incremental, funding will be incremental as well. Funding for various segments of the program may come from different sources. The downtown should consider traditional funding sources such as capital improvements programs, and less traditional sources such as public improvements gift catalogues, foundations and other private-sector sources, special taxing districts and tax-increment financing.

The Importance of a Public-Private Partnership

Both the public and the private sectors are responsible for design improvements downtown. A public improvements program by itself cannot leverage private investments. On the other hand, a program carried out in conjunction with private building improvements and within the broader framework of the Main Street approach will significantly contribute to the downtown revitalization effort and provide a more attractive environment for businesses, investors and consumers.

Design Glossary

A

Abrasive cleaning. A process for cleaning building materials. The building surface is usually blasted under pressure with sand, glass pellets or water. Unfortunately, abrasive cleaning cuts away the protective outer coating of most building materials and causes irreversible damage. Consequently, abrasive cleaning is almost never appropriate for traditional commercial buildings.

Awning. A sloping, roof-like structure that projects from a building (generally above the storefront) and covers the sidewalk. Awnings can be retractable or fixed. Although usually made of fabric stretched across a metal frame, awnings can also be made of wood or metal.

B

Bearing wall. A building wall that carries a structural load. Most traditional commercial buildings are deep and narrow; the long walls in these buildings bear loads transferred from joists and beams in the flooring and roof systems.

C

Canopy. Like awnings, canopies are roof-like structures that project from a building (usually above the storefront) and cover the sidewalk. While awnings are sloped, however, canopies are flat and are not retractable. Canopies can be made of wood, metal, glass, concrete or fabric.

Carrara glass. See Structural pigmented glass.

Certified local government (CLG). A local government certified by the state historic preservation office (SHPO) to undertake local historic preservation activities. To be certified, a community must establish a historic preservation commission and design a program that meets federal and state standards. Certified local governments are eligible to apply for earmarked grants distributed through the SHPO from the National Historic Preservation Fund. CLGs also receive technical assistance from the SHPO and assist in nominating local properties to the National Register of Historic Places.

Compatibility. The congruity of design characteristics. Design features of traditional commercial buildings should be compatible with the streetscape's overall design characteristics in terms of size, color,

materials, proportion of window and door openings, setback from the street and roof shape.

Comprehensive plan. A plan prepared—usually by the local government—to direct community growth and delivery of services. Most communities prepare or update comprehensive plans at least once every 10 years. Comprehensive plans usually address housing needs, commercial activity, transportation, education, recreation, medical and social services and infrastructure. Many cities include sections on the needs of the downtown commercial area.

Cornice. The decorative band at the top of a building. The cornices of traditional commercial buildings can be made of wood, pressed metal, brick, decorative tile or other materials.

D

Design guidelines. Written guidelines that help designers and property owners decide how to rehabilitate a building. Often accompanied by illustrations, design guidelines should be tailored to the needs and unique design characteristics of the district in which they are to be used. They are usually provided by the local government, a private historic preservation organization or the downtown revitalization project. Programs that offer facade rehabilitation loans or other financial incentives for building improvements often require recipients to follow the design guidelines. Occasionally, a local government will adopt design guidelines as part of the design review process for a local historic district, with issuance of building permits tied to compliance with the guidelines. (See Design review.)

Design review. The process of reviewing proposed building modifications to ensure compatibility with established design guidelines. Design review can be a voluntary or mandatory process. Some communities approve ordinances requiring design review for designated areas in order to ensure design compatibility. In many instances, design review is part of voluntary financial incentive programs that offer grants, loans or other assistance to individuals or businesses who comply with the guidelines.

E

Efflorescence. A type of masonry deterioration in which moisture inside the wall evaporates and leaves a residue of soluble salts on the building's surface. If detected early, the salts can be safely removed. The source of

moisture infiltration must be identified, however, and the infiltration halted.

F

Fenestration. The arrangement of windows in a wall—usually in the upper facade of downtown commercial buildings.

H

Historic district. A delineated area containing historic buildings that are related to one another by style, historic significance, theme, cultural or other design traits. Historic districts can be designated by the city, state or federal government and are usually established to protect the architectural, historic or cultural characteristics of an area.

I

Infrastructure. The term applied collectively to water mains, sewers, underground utilities, sidewalks, streetlights and other elements that support basic activity in public areas.

K

Kickplate. The bulkhead below a storefront display window. The kickplate protects the storefront window from breakage by elevating it several feet above the sidewalk.

M

Marquee. A permanent canopy over an entrance. Usually found on hotels or theaters, marquees are generally made of metal and glass and are often brightly lit.

Masonry. Stonework or brickwork.

Mortar. A moldable material used to bond masonry (bricks, stone, etc.). Mortar consists of three elements: cement, water and an aggregate (sand is almost always used; sometimes, coarser aggregates are used as well).

Muntins. Strips that separate glass panes in a window.

N

National Historic Preservation Act of 1966. An act of Congress establishing a national program to coordinate and support public and private efforts to identify,

evaluate and protect historic and archeological resources. The National Historic Preservation Act created the National Register of Historic Places, established a national Advisory Council on Historic Preservation, set up guidelines for state historic preservation offices, authorized funding through the National Preservation Fund and created other mechanisms for preserving the nation's cultural resources.

National Register of Historic Places. The official list of the nation's cultural resources, authorized by the National Historic Preservation Act and maintained by the National Park Service under the Secretary of the Interior. Listing in the National Register recognizes a building's significance to the county, state or community in which it is located. A property listed in the National Register is eligible for federal tax benefits, receives special consideration in the planning of federally assisted projects and, when available, qualifies for federal funds earmarked for historic preservation. The following types of properties are eligible for the National Register, properties associated with significant events or individuals; properties that embody unique architectural or structural characteristics, and properties that have archeological significance. National Register listing does not restrict the owner's freedom to use or modify the property.

O

Oriel. A large bay window projecting from the upper facade.

P

Parapet. A low wall at the edge of a roof. Most traditional commercial buildings have flat roofs, with parapets along the front. The roof usually slopes away from the parapet at a slight angle, helping provide drainage for rainwater.

Pediment. The triangular space that forms a gable at the top of a classical building with a pitched roof.

Pigment. A powdered substance, which is added to paint to give it color.

R

Rehabilitation. Physically improving a building's function and/or appearance in a manner that *does* preserve and utilize the building's historic features and characteristics. Substantial rehabilitation may involve some

degree of restoration. Most rehabilitation projects, though, are relatively simple, involving minimizing a building's less attractive features and using simple, inexpensive techniques to emphasize its positive ones.

Rehabilitation tax credits. The federal government provides an income tax credit for the *certified* rehabilitation of buildings listed in (or eligible for) the National Register of Historic Places. The tax credit is equal to 20 percent of the cost of the rehabilitation; expenses must equal the adjusted basis of the building or \$5,000, whichever is greater, in order for the credit to be used. Also, the rehabilitation must comply with the Secretary of the Interior's Standards. The rehabilitation tax credit provides a valuable incentive for reinvestment in traditional commercial buildings. A 10 percent credit is available for non-historic buildings constructed at least 50 years ago.

Reinforced concrete. Concrete reinforced with metal bars or mesh. The metal reinforcement gives concrete — especially concrete used in columns and slabs — greater tensile strength and durability. Sidewalks are usually made of reinforced concrete, as are all structural elements in buildings.

Renovation. Physically improving a building's function and appearance in a manner that may or may not preserve and utilize the building's historic features and characteristics.

Repainting. The repair and replacement of mortar between masonry units (bricks, stone, etc.). In traditional commercial buildings, repointing should always be done by professionals skilled in historic preservation techniques to ensure that masonry is not damaged and that the new mortar matches the original as closely as possible in composition and application. Modern mortar — which has a higher concentration of Portland cement than mortar made more than 50 years ago — can sometimes cause damage because it is usually harder than the masonry, which then becomes susceptible to deterioration.

Restoration. Restoring a building's *original* features. This option is usually most appropriate for museum-like buildings-national landmarks, for instance, or extraordinary examples of a particular style of architecture.

S

Sandblasting. See Abrasive cleaning.

Sash. The metal or wood framework that surrounds panes of glass in a window or door.

Secretary of the Interior's Standards. Guidelines developed by the Secretary of the Interior for historic preservation activities. The Standards describe recommended — and *not* recommended — treatments for restoration, rehabilitation and renovation projects. Property owners who wish to qualify for the federal rehabilitation tax credit must comply with the Secretary of the Interior's Standards.

Spoiling. A form of deterioration in which the surface of a masonry unit—usually brick—chips or flakes off. Spalling is generally caused by the freeze-thaw action of moisture trapped inside the masonry; when the ice particles melt, they expand, causing the masonry to flake apart. If moisture problems are detected early enough, spalling can be prevented.

Specifications. The list and description of specific materials used in construction. Specifications often call for brand names of prefabricated building elements. They also usually describe the types of building materials that the designer intends the builder to use. Locating a traditional commercial building's original set of specifications can help during rehabilitation by providing detailed information about mortar composition, roofing materials, architectural details and other building features.

State historic preservation office (SHPO). The public-sector office that monitors historic preservation within the state and assists communities with preservation projects. Each state has a SHPO, which is responsible for reviewing nominations to the National Register of Historic Places, overseeing historic site surveys, regulating certified local governments, reviewing projects that use public funds to ensure compliance with the National Historic Preservation Act and monitoring other related activities. SHPOs typically receive some operating funds from the federal government - most also receive funding from the state government as well as private sources.

Storefront The ground-floor, front facade of a traditional commercial building. The storefront consists of a kickplate, display windows and transom windows. It is usually spanned by a structural beam carrying the weight of the upper facade. The structural beam is sometimes trimmed with a decorative cornice. The storefront entrance is often slightly recessed. The storefront space is designed to for merchandise and helping blend the sidewalk and the store interior.

Streetscape. The sequence of buildings along the street. In downtown commercial areas, the design characteristics of the streetscape are as significant as those of individual buildings in creating a visually cohesive district.

Structural pigmented glass. A type of decorative glass (not structural, despite its name) used to cover a building facade. Structural pigmented glass — known primarily by the brand names Carrara and Vitrolite— was developed in the 1920s and used widely in Art Deco and Art Moderne architecture and in buildings remodeled from the 1920s to 1950s. Structural pigmented glass is no longer manufactured in the range of colors once available.

T

Terra-cotta. A glazed or unglazed tile used architecturally. The facades of some traditional downtown commercial buildings are clad with terra-cotta panels, often wood or metal joist or beam inside the building. Tie rods are frequently capped on the outside of the building with small metal plates created especially for a particular building. The terra-cotta panels are usually attached to the facade with metal anchors.

Tie rod. A rod (usually steel or iron) used as a structural brace. Tie rods often help secure a building's facade to its structural framework by connecting the facade to a

shaped like stars or florets.

Transom. The window area directly above storefront display windows. Transom windows filter light back into narrow traditional commercial buildings, illuminating the interior.

U

Upper facade. The area of the facade above the storefront and below the cornice. The upper facades of traditional commercial buildings consist of an infill material (such as brick or wood) and fenestration.

Z

Zoning. The process of designating different sections of a town or city for specific types of activities, such as residential, commercial or industrial.



Tashman Johnson LLC
Consultants in Policy, Planning & Project Management

AN OVERVIEW OF URBAN RENEWAL

Tashman Johnson LLC

March, 2002

Jeffrey Tashman 503.245.7828 • Nina Johnson 503.245.7416 • Fax 503.245.3171
6585 S.W. Parkhill Drive • Portland, Oregon 97201
Email: tash81@home.com

I. URBAN RENEWAL SUMMARY

A. What Is Urban Renewal?

The purpose of urban renewal is to improve specific areas of a city that are poorly developed or underdeveloped. These areas can have old deteriorated buildings and bad streets and utilities or the areas can lack streets and utilities altogether.

Urban renewal provides three types of authority that are not otherwise available to local governments.

- First it allows for the use of tax increment financing (explained below) to finance improvement projects.
- Second, it allows for special powers to buy and assemble sites for development or redevelopment, if that is desired.
- And third, it allows for special flexibility in working with private parties to complete development projects.

For a city to use urban renewal, it must establish an urban renewal agency and it must adopt an urban renewal plan.

B. What is an Urban Renewal Agency?

Urban renewal agencies are created by state law (ORS Chapter 457) but are specifically “activated” by the city council. The agencies are separate legal bodies from the council, but in most cases the urban renewal agency board is composed of members of the city council.

C. What are Urban Renewal Plans?

To do urban renewal projects with tax increment financing, the projects must be authorized in an Urban Renewal Plan. The plan applies to a specific geographic area of the city, which is called the Urban Renewal Area. In adopting the Plan, the city council must find that the area is eligible for urban renewal because of existing “blight, ” which is defined as conditions such as deteriorated buildings and lack of adequate infrastructure.

D. How is an Urban Renewal Plan Adopted?

To adopt an urban renewal plan:

First, the city council or urban renewal agency decides that it wants to consider an area for a possible plan. This decision is usually in response to interest in the community in revitalizing the area.

Then the eligibility and feasibility of the area as an urban renewal area is studied. This “feasibility study” includes information about property values, development conditions, availability and condition of streets and utilities and other key factors.

If the area is found eligible by the Council and it wishes to proceed with urban renewal, an urban renewal plan and report is prepared. The planning must involve citizens at

An Overview of Urban Renewal

every stage, and especially when it comes to determining what projects and activities are to be undertaken.

An urban renewal plan must be presented to the Planning Commission for its recommendations and then must be adopted by the City Council after a public hearing is held. Notice of the public hearing must be sent to each individual household in the city.

E. What Can Happen Under An Urban Renewal Plan?

Urban renewal agencies can do certain projects or activities under an adopted urban renewal plan. These activities include:

1. Construction or improvement of streets, utilities and other public uses.

The most common type of urban renewal project is infrastructure development, including streets and utilities. Urban renewal also commonly funds parks, plazas and pedestrian facilities.

2. Rehabilitation or conservation of existing buildings

An urban renewal agency can assist in rehab projects of any type (residential, commercial, industrial) typically through loans and grants to private property owners.

3. Acquisition and improvement of property

An urban renewal agency can acquire property, typically for re-sale for private or a combination of public/private development. The agency has the power of eminent domain (condemnation) for redevelopment purposes, which is not a clear power of cities or counties themselves. The agency must identify properties to be acquired in the urban renewal plan. Properties must be acquired at fair market value. Once acquired, urban renewal agencies can clear and improve the properties prior to resale or lease. Any persons or businesses displaced by agency acquisition are entitled to relocation assistance.

4. Re-sale or lease of property

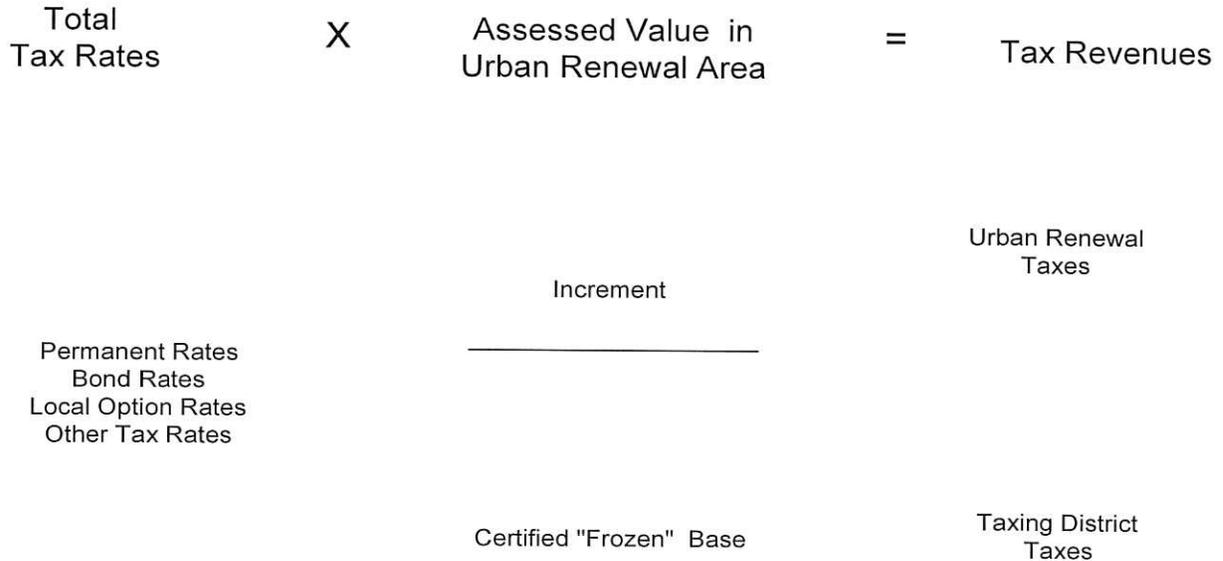
An urban renewal agency can sell or lease property it owns for redevelopment. Unlike cities and counties, the agency can legally sell for less than fair market value. Property can be sold for its "fair re-use value" which is the value for a specified use required in the urban renewal plan.

F. How are Urban Renewal Plans Financed?

Urban renewal is unique in that it can be financed by urban renewal taxes or tax increment financing. Urban renewal taxes are the taxes generated by the *increase* in total assessed values in the urban renewal area from the time the urban renewal area is first established. The assessed value of an urban renewal area at the time the plan is adopted is called the "frozen base". Growth above the base is called the "increment."

The diagram below shows how this works.

Urban Renewal Taxes for New Urban Renewal Plans



II. _____

DISCLAIMER

ON DECEMBER 20, 2001, THE OREGON SUPREME COURT ISSUED A DECISION IN THE *SHILO V. PORTLAND* CASE THAT AFFECTS HOW TAX INCREMENT REVENUES ARE COLLECTED. THE CASE IS PENDING AT THE TIME OF THE WRITING OF THIS OVERVIEW AND THE OUTCOME IS UNKNOWN. WHILE THE DIAGRAM ABOVE STILL ACCURATELY SHOWS HOW THE AMOUNT OF TAX INCREMENT REVENUE IS CALCULATED, IT MAY NOT REPRESENT THE WAY THAT REVENUE WILL BE COLLECTED IN FY 2002/2003 AND SUBSEQUENT YEARS.

HOW TO ESTABLISH AN URBAN RENEWAL PROGRAM

Many communities wish to approach the establishment of an urban renewal program in two stages or phases. The first phase consists of a feasibility study that provides the governing body with a factual basis for deciding whether and/or how to proceed. The second phase consists of preparing an urban renewal plan and report and going through the adoption process. The tasks that commonly are included in the two phases are described below.

A. Phase One: Urban Renewal Feasibility Study

A feasibility study may include the following tasks:

1. Review Existing Plans and Studies

Review comprehensive plan, facilities plans (Water, Sanitary Sewer, Storm Sewer, Transportation, Parks) and other relevant documents.

2. Meet with City Council/County Commission, Staff, Planning Commission Members and Others to Discuss Urban Renewal

Meet with representatives of the governing body, Planning Commission, property and business owners and others to gain a better understanding of the community. This could also be an opportunity to talk about urban renewal and discuss how it has been used in other municipalities.

3. Assess Conditions of "Blight" Required to Establish Urban Renewal Area

Within an overall study area, generally assess conditions of "blight" which must be found by the governing body in order to establish an Urban Renewal Area. Blighted conditions include substandard buildings, inadequate streets or utilities and underutilized property, as evidenced by the value of improvements to the value of land.

4. Determine Tentative Urban Renewal Area Boundary in Conformance with Assessed Value and Area Limitations

Based on the general assessment of conditions and discussion with the City regarding identified project needs, make a preliminary recommendation of an urban renewal boundary that meets statutory limits on assessed value and area (no more than 25% of the city total in either).

5. Estimate Potential Revenue Capacity of Urban Renewal Area

Prepare a preliminary estimate of urban renewal tax revenues from the tentatively defined area.

6. Evaluate Options for Proceeding

Based on the previous work, evaluate options for proceeding with an urban renewal plan.

B. Phase Two: Urban Renewal Plan and Report

State law [ORS 457.085(2)and(3)] describes in detail the required contents of an urban renewal plan and urban renewal report. Only the plan itself is adopted by the municipal

An Overview of Urban Renewal

ity; the report accompanies the plan and provides background information, analysis and support for the findings that must be made in adopting a plan. The urban renewal agency must provide for public involvement in all stages of the preparation of an urban renewal plan.

1. Urban Renewal Plan Contents

An urban renewal plan is required to contain:

- A description of each urban renewal project to be undertaken
- An outline of the major project activities planned for the urban renewal area or areas. (A "project" may be a site specific undertaking, a series of related undertakings or a program of activities.)
- A map and legal description of the urban renewal area.
- An explanation of how the plan relates to local objectives, such as relevant objectives of the comprehensive plan, target area plans and other public policy statements.
- An indication of proposed land uses (which must conform to the comprehensive plan and zoning code).
- A description of relocation methods for residents or businesses that must move because of Agency projects
- If public acquisition of property is required by the plan, a description of property to be acquired by the Agency (if any) and how it will be disposed of (e.g. sale or lease), along with a schedule for acquisition and disposition.
- If the plan calls for the use of tax increment financing, a limit on the maximum amount of indebtedness to be issued to carry out the plan.
- A description of what types of changes to the plan are to be considered substantial amendments. Substantial amendments must be adopted using the same process as the adoption of the original plan. The following amendments must be considered substantial: (1) expanding the urban renewal area by more than one percent; and (2) increasing the maximum amount of indebtedness that may be issued.
- If the plan calls for the development of a public building (e.g. a fire station), an explanation of how the building serves or benefits the urban renewal area.

2. Urban Renewal Report Contents

An urban renewal report must contain:

- A description of the physical, social and economic conditions within the urban renewal area and the impact of the plan, including fiscal impacts, in terms of increased population and the need for additional public services.
- The reasons why the urban renewal area (or areas) was selected.
- The relationship between each urban renewal project and the conditions within the area.
- The estimated costs of the projects and the sources of project funding.
- The completion date for each project.
- The amount of tax increment funds that are estimated to be required and the year in which the Agency plans to pay off all outstanding tax increment indebtedness.

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- A financial analysis that shows the plan to be financially feasible.
- An analysis of the impact on the tax rates and/or revenues of the taxing districts that overlap the urban renewal area; and
- A relocation report which includes
 - an analysis of businesses or residents that may be required to relocate
 - a description of the methods to be used in the relocation program; and
 - an analysis (number and cost range) of the existing housing units that may be destroyed or altered and the housing units that may be added.

3. Procedural Requirements for Adoption of an Urban Renewal Plan

There are various procedural requirements that relate to adopting an urban renewal plan. In addition, as mentioned above, the Agency must provide for public involvement in all stages of the development of the plan.

a) Planning Commission Review

If the municipality has a planning commission, the plan and report must be presented to the commission for its recommendation before the plan may be presented to the city council or county commission for adoption.

b) Affected Taxing Districts

The plan and report must be sent to the governing body of any taxing district that is affected by the plan. (Taxing districts that levy taxes within the urban renewal area are usually considered to be the affected taxing districts.) Any written recommendations of these taxing districts must be accepted, rejected or modified by Council in adopting the plan.

c) Presentation to County

A City proposing to adopt an urban renewal plan must present the proposed Plan to the County Board of Commissioners for their comment. No action is required of the County Commission.

d) Approval of the Plan

To take effect, the plan (not including the report) must be approved by Council by non-emergency ordinance. There is no statutory requirement for a vote on the plan. There are requirements for notice of the hearing at which the ordinance is considered; requirements for the contents of the ordinance; and requirements for a notice after the ordinance is adopted.

e) Notice Requirements

Direct notice of the public hearing on the ordinance adopting the plan must be mailed to each individual or household in any one of the following groups within the city and any portion of the urban renewal area that extends beyond the city: real property owners; registered voters; utility customers; or postal patrons.

The notice must state in plain language:

- the time and location of the hearing;
- that the plan may affect property tax rates;
- that debt may be issued up to a maximum amount;

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- that the ordinance adopting the plan may be referred to the voters; and;
- that a copy of the ordinance, plan and report are available for review by contacting a designated person.

f) Public Hearing

At the public hearing on the ordinance, Council should hear the report and recommendations of the urban renewal agency, take public testimony and consider the recommendations, if any, of the planning commission and of affected taxing districts. Any written recommendations of the affected taxing districts must be formally accepted, rejected, or modified.

g) Ordinance Requirements

The ordinance must be a non-emergency ordinance and it must incorporate the plan (not the report) by reference. During the period between the adoption of the ordinance and its effective date, the adoption ordinance can be referred to voters for their approval.

The ordinance must contain findings, supported by the contents of the urban renewal report, that:

- Each urban renewal area is blighted;
- The rehabilitation and redevelopment of the area(s) is necessary to protect the public health, safety or welfare.
- The plan conforms to the comprehensive plan and economic development plan, if any, of the municipality and that the plan provides an outline of planned urban renewal projects.
- That relocation requirements have been met.
- That any property acquisition called for in the plan is necessary to achieve the objectives of the plan.
- That the plan is economically sound and feasible.
- That the city or county will assume any responsibilities given to it under the plan.

h) Notice of Adoption of Ordinance

Within four days of adoption of the ordinance adopting the plan, Council must publish a notice that the ordinance has been approved and that 90 days after adoption of the plan, the plan will be conclusively presumed valid.

III. POSSIBLE TIME LINE

Phase I	4 months
Phase II	9 months

If a plan is adopted by the Council with an ordinance effective by the end of September, 2001, then the "frozen base" will be calculated using property values from FY 2000/2001. If the Plan is adopted and effective prior to December 31, 2001, the first tax increment revenues would be received in FY 2002/2003.

RESOLUTION NO. 609-2016

A RESOLUTION CERTIFYING THAT THE CITY OF HUBBARD PROVIDES FOUR OR MORE MUNICIPAL SERVICES IN ORDER TO BE ELIGIBLE TO RECEIVE STATE-SHARED REVENUES.

Findings

- A. ORS 221.760 provides the officer for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:
- (1) Police protection
 - (2) Fire protection
 - (3) Street construction, maintenance, and lighting
 - (4) Sanitary sewer
 - (5) Storm sewers
 - (6) Planning, zoning, and subdivision control
 - (7) One or more utility services; and;
- B. City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

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

1. The City of Hubbard hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:
 - (1) Police protection
 - (2) Street construction, maintenance, and lighting
 - (3) Sanitary sewer
 - (4) Storm sewers
 - (5) Planning, zoning, subdivision control
 - (6) Water service

ADOPTED BY THE CITY COUNCIL this 14th day of June 2016.

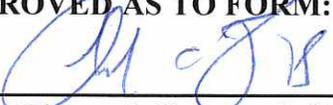
APPROVED:

Jim Yonally, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/City Recorder

APPROVED AS TO FORM:



Berry, Elsner, & Hammond, City Attorney

RESOLUTION NO. 611-2016

A RESOLUTION DECLARING THE CITY OF HUBBARD'S ELECTION TO RECEIVE STATE REVENUES PURSUANT TO ORS 221.770.

Findings

- A. ORS 221.760 requires cities to pass a resolution each year stating they want to receive state revenue sharing funds.
- B. Two public hearings were held on the receipt and expenditure of state revenue sharing funds for fiscal year 2016-2017, now, therefore,

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

- 1. Pursuant to ORS 221.770, the City of Hubbard hereby elects to receive state revenues for fiscal year 2016-2017.

ADOPTED BY THE CITY COUNCIL this 14th day of June, 2016.

APPROVED:

Jim Yonally, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/City Recorder

APPROVED AS TO FORM:



Berry, Elsner, & Hammond, City Attorney

I certify that a public hearing before the Budget Committee was held on May 9, 2016, and a public hearing before the City Council was held on June 14, 2016, giving citizens opportunity to comment on use of State Revenue Sharing.

Vickie Nogle, MMC
Director of Administration/City Recorder

RESOLUTION NO. 610-2016

**A RESOLUTION ADOPTING THE 2016-2017 FISCAL YEAR BUDGET,
APPROPRIATING FUNDS AND LEVYING PROPERTY TAXES FOR THE
FISCAL YEAR 2016-2017.**

Findings

- A. The Budget Committee approved a budget and imposed property taxes for the City of Hubbard for the fiscal year 2016-2017 on May 9, 2016, and
- B. A public hearing on the budget for fiscal year 2016-2017 was held before the City Council on June 14, 2016, and
- C. Now is the proper time to adopt the budget, make appropriations, declare and categorize the taxes,

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

Section 1. That the City Council of the City of Hubbard hereby adopts the budget for fiscal year 2016-2017 in the sum of \$5,951,728 now on file in the office of the City Recorder.

Section 2. That the amounts for the fiscal year beginning July 1, 2016 and for the purposes shown below are hereby appropriated as follows:

General Fund			
Admin	\$	195,307	
Court		60,012	
Council		7,500	
Community Development		119,010	
Police		839,495	
Parks		147,909	
Transfers		35,408	
Contingency		356,005	
Total	\$	<u>1,760,647</u>	
Street Fund			
Street	\$	211,980	
Transfers		27,170	
Contingency		80,461	
Total	\$	<u>319,611</u>	
Street Construction Fund			
Street Construction	\$	162,948	
Transfers		2,016	
Contingency		135,000	
Total	\$	<u>299,964</u>	
Reserve Fund			
Capital Outlay	\$	<u>204,726</u>	

Parks Improvement Fund			
	Parks Improvement	\$	424,955
	Transfers		1,776
	Contingency		51,206
	Total	\$	<u>477,937</u>
Sewer Fund			
	Sewer	\$	336,083
	Transfers		114,469
	Contingency		76,318
	Total	\$	<u>526,870</u>
Sewer Construction Fund			
	Sewer Construction	\$	130,000
	Transfers		3,336
	Contingency		712,192
	Total	\$	<u>845,528</u>
Sewer Bond Fund			
	Debt Service	\$	<u>54,486</u>
Water Fund			
	Water	\$	293,882
	Transfers		151,687
	Contingency		199,005
	Total	\$	<u>644,574</u>
Water Construction Fund			
	Water Construction	\$	30,000
	Transfers		3,372
	Contingency		567,572
	Total	\$	<u>600,944</u>
Water Bond			
	Debt Service	\$	<u>95,727</u>
	Total Appropriations	\$	<u>5,831,013</u>
Total Unappropriated Amounts All Funds		\$	<u>120,715</u>
TOTAL ADOPTED BUDGET		\$	<u>5,951,728</u>

Section 3. The City Council of the City of Hubbard hereby imposes that taxes provided for in the adopted budget at the rate of \$3.9772 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2016-2017 upon the assessed value of all taxable property within the City. The following allocation and categorization, subject to the limits of Section 11b, Article XI of the Oregon Constitution, make up the aggregate levy.

	Subject to the General Government Limitation	Excluded from the Limitation
Permanent Rate Tax	\$3.9772 per \$1,000	-

ADOPTED BY THE CITY COUNCIL this 14th day of June 2016.

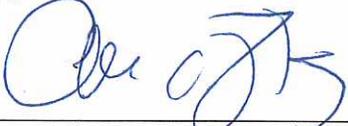
APPROVED:

Jim Yonally, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/City Recorder

Approved as to form:



Berry, Elsner, & Hammond, City Attorney

City of Hubbard Approved Budget

Fiscal Year 2016-2017



City of Hubbard Annual Budget

For the Fiscal Year

July 1, 2016 – June 30, 2017

ELECTED MEMBERS:

Jim Yonally, Mayor

Matt Kennedy, Council President

Angie Wheatcroft, Council Member

Barbara Ruiz, Council Member

Shannon Schmidt, Council Member

APPOINTED MEMBERS:

Thia Estes - 2014-2016

Nathan Holmes – 2015-2017

Robert Prinslow – 2015-2017

Tom McCain – 2016-2018

Joan Viers – 2106-2018

Fiscal Year 2016/17 Budget Message

Date: April 25, 2016

To: Honorable Mayor and City Councilors
Members of the Budget Committee
Citizens of Hubbard

The proposed budget for the Fiscal Year of July 1, 2016 to June 30, 2017 is respectfully submitted for your review and consideration. This budget has been prepared with a decrease of 1.5 full time staff. Unfortunately the General Fund was on a downhill trend which led to a decision by Council to leave one Police Officer position vacant and to reduce one vacant Utility Worker position to part time.

The gross proposed tax levy for Fiscal Year 2016-2017 is \$763,248.33, reflecting the City's permanent tax rate of \$3.9772 per \$1,000 applied against the estimated assessed value of \$191,905,947 and which includes a 3 percent estimated growth increase. The property tax revenue estimate of \$717,453, included in the budget, is approximately 6% less than the levy amount in order to accommodate the effect of delinquent payments and discounts.

The proposed cost of living increase adjustment (COLA) for the 2016-2017 salary schedules is 1.2% applied to all full time positions. Estimated salaries and wages are approximately 4% less than last year due to the reduction in staff. Overtime pay continues to be budgeted in the Police Department for the Annual Hops Festival security and work related to Traffic Safety Grants. Additional overtime pay is budgeted to reduce the accumulation of compensator, holiday and vacation time in excess of the maximum allowed. In the Public Works Departments salaries include 'stand by pay', which is equivalent to 8 hours of straight pay per week, and overtime pay to help offset the accumulation of compensation, holiday and vacation time in excess of the maximum allowed. With lower staffing levels it becomes more difficult for staff to schedule time off and keep service levels static as best they can.

The City of Hubbard obtains group medical insurance through City County Insurance Services (CIS). CIS advised members to budget about a 2.5% increase in premiums for the Fiscal Year 2016-2017, which is lower than in the past. CIS has notified the City that in order to help the members mitigate the impact of the Cadillac Tax (imposes a 40% excise tax on high cost health benefit plans), the current plan employees are on will terminate on December 31, 2017. CIS is currently working on a replacement plan(s). PERS rates remain the same this year and include the 6% employer "pick up". Workers Compensation is budgeted with an estimated 7.2% increase. It should be noted that PERS has estimated an increase for FY2017/18. This has potential of increasing Personnel Services by an estimated \$27,000; hence the City will need to be cognizant of that as we move forward.

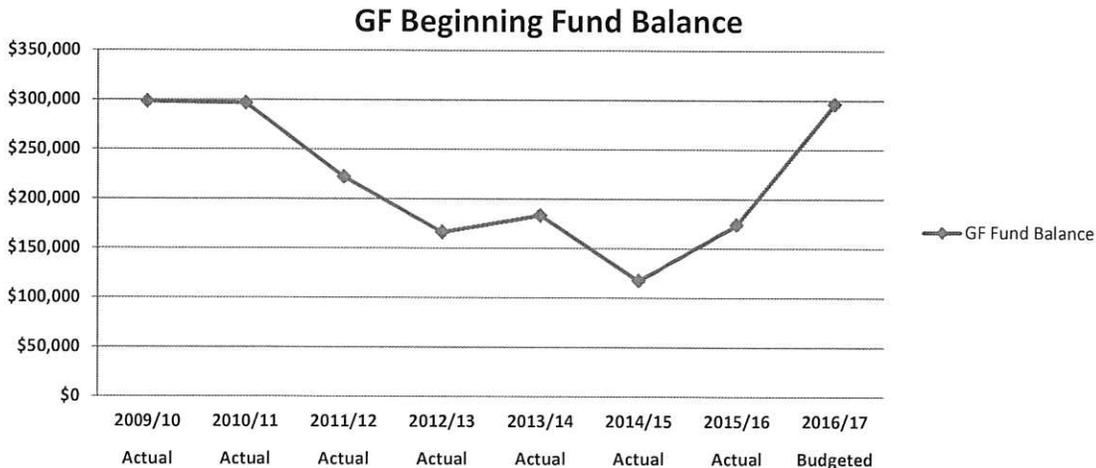
The City of Hubbard is experiencing slight growth with the ongoing development in the Greens at Mill Creek subdivision. The subdivision includes a total of 37 lots. Approximately 22 permits were issued in 2015/16 and the remaining 15 are included in the 2016/17 Budget. Over the next few years the City will see increased revenues in Property Taxes, Franchise Fees, SDC's and Utility Revenue.

All operating funds will reflect an increase in expenses for Professional Services and Contracted Support. The server was updated in 2015/16 and the previous software system was not compatible with the upgrade. The City implemented a new software system and with that came increased expenses. The new software allows the City to accept credit/debit cards and E-checks online or at the front counter through Xpress Bill Pay. In addition utility customers are able to create an account on the Xpress Bill Pay website to view/pay their bill and view their history. Customers are also able to "Opt-In" to go paperless and receive electronic notification when a new utility bill is available. Both the ability to pay by credit/debit card and enroll in paperless billing has been a request by residents. The City will offset the costs by reducing the expense of printing bills, envelopes, postage and staff time.

The following are highlights in the proposed budget as they relate to individual funds;

General Fund

Early in 2015/16 it was brought to the Council and Budget Committees' attention that the General Fund's ending fund balance was not sufficient to cover requirements for the start of the next fiscal year. Per direction of the Council vacant positions were not filled and a temporary loan was issued from the Reserve Fund. In addition staff ceased spending on any discretionary expenses. The changes allowed enough funds to carry the City through until November when Property Tax revenue was received. That being said, some necessary changes needed to be addressed to ensure a sufficient ending fund balance for future years. I am pleased to say with the staffing changes, careful spending and additional revenues the City received in 2015/16, I anticipate the estimated beginning fund balance for 2016/17 to be sufficient and meet the requirements.



The General Fund has benefited due to the ongoing development of the Greens at Mill Creek subdivision. City will see increases in License and Permits and Transfers In (from the construction funds for SDC's) with the ongoing development of the subdivision. As the buildings are completed and Certificates of Occupancy are issued the City will begin seeing increased revenue in Property Taxes, Franchise Fees and General Service Fees. A slight decrease in revenue is estimated for Fines in Fees due to the staffing changes in the Police Department.

Expenditures are estimated to increase overall approximately 1.5%. Personnel Services have decreased due to the above mentioned change in staffing. Professional Services across all departments reflect an increase associated with the cost of the new software and a change in contract with the City's IT service provider. Intergovernmental Services expenses are increased due to the ongoing construction at the Green at Mills Creek subdivision.

Due to the increase in revenues and decrease in expenditures the General Fund is able to transfer monies to the Reserve Fund to save for future needs/projects. Some of the planned future expenditures include repairing the rotted siding on City Hall, replacing the carpet in City Hall and the purchase of a new Police vehicle per schedule.

Street, Sewer, Water and Park Improvement Funds

Per Council's direction, the 2016/17 budget reflects the reduction of one vacant full time Utility Worker position to part time. Staff anticipates service levels will remain static throughout the departments.

All construction funds, including streets, sewer, water and parks, have benefited from substantial SDC revenues due to the ongoing development in the Greens at Mill Creek subdivision, plus several individual development projects. A preliminary evaluation of both the sewer and water construction funds indicate a strong possibility the City may be able to partially buy-down both the sewer and water debt service loans. Public Works will work closely with Finance in 2016/17 to provide a recommendation to Council.

Marion County Emergency Management is working on behalf of all cities in Marion County to obtain grant funding for City and County Emergency Operations Plan (EOP) 5-year updates. If funded, this update will take place between November, 2016 and September, 2017. This is not reflected in the 2016/17 budget as, if funded, the grant will be administered by Marion County.

To assist with long-range planning, budgeting and department goal achievement, Public Works will develop a 3-5 year Capital Improvement Plan (CIP) to forecast cost and timing of future projects.

A grant was submitted for a replacement restroom at Rivenes Park on April 1, 2016. Funds are included in the 2016/17 budget as capital outlay to complete this project and revenues to reflect the receipt of the local government grant funds.

The 2016/17 budget reflects a change in the gas tax revenue split to a 70/30 split (Streets/Street Construction). This is a change from the 2015/16 budget which reflected an 80/20 split. This will increase the Street Construction fund balance for future construction projects.

In the 2015/16 year the 2016 "G" Street Project bids were rejected. This project will be scaled down and put back out to bid in the 2017 construction season. The receipt of the grant for the 2016 SCA Grant is reflected in revenue and the capital outlay reflects the completion of the "G" street project.

Per the 2012 Water & Wastewater Rate Study recommendations a sewer rate increase of \$1.76 per billing cycle and a water rate increase of \$0.78 per billing cycle are included in the 2016/17 budget.

As recommended by the City's insurance agent, a risk management project has been included in the budget. This project is for trimming and/or removal of several trees behind the WWTP and open space which have the potential to damage property.

The Sewer Construction budget reflects the beginning of the engineering phase of the water re-use project. Staff is waiting for official direction from the DEQ before beginning the project.

Staff plans to obtain official cost estimates for both static water pressure options, including the booster pump system and elevated tank modifications. Public Works will present the information to Council for direction. As of April 2016 The City currently has received approximately \$122,500 specifically for the static water project.

Our challenge remains the same – keep our priorities balanced in the face of rising costs and uncertain revenues. I would like to acknowledge and thank all involved for their efforts in contributing to the process in developing this budget.

Respectfully submitted,



Kari Kurtz
Budget Officer/Sr. Accounting Specialist

City of Hubbard
Approved Budget
Summary of Resources and Requirements - All Funds
FY 2016-2017

2014 Actual	2015 Actual	2016 Adopted	All Funds	2017 Proposed	2017 Approved	2017 Adopted
1,451,583	1,472,421	1,647,810	Beginning Fund Balance	2,537,190	2,537,190	-
661,433	701,531	705,000	Property Taxes	742,453	742,453	-
162,971	170,492	156,300	Franchise Fees	164,400	164,400	-
26,270	50,461	62,074	License and Permits	107,980	107,980	-
893,075	1,018,909	1,316,795	Charges for Services	1,327,495	1,327,495	-
267,124	261,765	264,409	Intergovernmental Revenue	275,925	275,925	-
152,872	1,260	219,024	Grants	178,486	178,486	-
248,449	276,719	246,050	Fines and Fees	233,700	233,700	-
101,247	92,431	45,680	Miscellaneous	44,865	44,865	-
303,906	264,223	283,653	Transfers from other Funds	339,234	339,234	-
4,268,929	4,310,213	4,946,795	Total	5,951,728	5,951,728	-

1,353,261	1,337,481	1,393,069	Personnel Services	1,341,745	1,341,745	-
642,080	656,826	772,155	Materials and Services	862,934	862,934	-
150,213	150,213	151,061	Debt Service	150,213	150,213	-
347,048	181,237	884,123	Capital Outlay	959,129	959,129	-
303,906	264,223	285,669	Transfers	339,234	339,234	-
-	-	1,340,143	Contingency	2,177,759	2,177,759	-
1,472,421	1,720,233	120,575	Unappropriated EFB	120,715	120,715	-
4,268,929	4,310,213	4,946,795	Total	5,951,728	5,951,728	-

**City of Hubbard
Approved Budget
Resources
FY 2016-2017**

2014 Actual	2015 Actual	2016 Adopted	All Funds Resources	2017 Proposed	2017 Approved	2017 Adopted
1,451,583	1,472,421	1,647,810	Beginning Fund Balance	2,537,190	2,537,190	-
661,433	701,531	705,000	Property Taxes	742,453	742,453	-
162,971	170,492	156,300	Franchise Fees	164,400	164,400	-
26,270	50,461	62,074	License and Permits	107,980	107,980	-
893,075	1,018,909	1,316,795	Charges for Services	1,327,495	1,327,495	-
267,124	261,765	264,409	Intergovernmental Revenue	275,925	275,925	-
152,872	1,260	219,024	Grants	178,486	178,486	-
248,449	276,719	246,050	Fines and Fees	233,700	233,700	-
101,247	92,431	45,680	Miscellaneous	44,865	44,865	-
303,906	264,223	283,653	Transfers from other Funds	339,234	339,234	-
4,268,929	4,310,213	4,946,795	Total	5,951,728	5,951,728	-

2014 Actual	2015 Actual	2016 Adopted	All Funds Resources	2017 Proposed	2017 Approved	2017 Adopted
<u>General Fund</u>						
183,345	117,057	71,310	Beginning Fund Balance	295,745	295,745	-
661,433	701,531	705,000	Property Taxes	742,453	742,453	-
162,971	170,492	156,300	Franchise Fees	164,400	164,400	-
25,675	49,471	61,624	License and Permits	105,980	105,980	-
68,096	62,796	63,744	Intergovernmental Revenue	73,692	73,692	-
7,021	1,260	22,000	Grants	7,200	7,200	-
248,449	276,719	246,050	Fines and Fees	233,700	233,700	-
13,286	15,046	10,250	Miscellaneous	8,400	8,400	-
68,267	109,871	119,091	Transfers from other Funds	129,076	129,076	-
1,438,542	1,504,244	1,455,369	Total	1,760,646	1,760,646	-

<u>Street Fund</u>						
75,904	109,267	85,008	Beginning Fund Balance	108,997	108,997	-
595	990	450	License and Permits	2,000	2,000	-
68,660	75,698	75,636	Charges for Services	78,275	78,275	-
146,713	127,786	148,532	Intergovernmental Revenue	129,739	129,739	-
43,922	1,013	480	Miscellaneous	600	600	-
335,794	314,754	310,106	Total	319,611	319,611	-

**City of Hubbard
Approved Budget
Resources
FY 2016-2017**

2014 Actual	2015 Actual	2016 Adopted	All Funds Resources	2017 Proposed	2017 Approved	2017 Adopted
<u>Street Construction Fund</u>						
198,964	152,578	86,941	Beginning Fund Balance	151,554	151,554	-
7,510	2,754	41,784	Charges for Services	42,308	42,308	-
36,678	54,765	37,133	Intergovernmental Revenue	55,602	55,602	-
50,000	-	50,000	Grants	50,000	50,000	-
19,749	459	500	Miscellaneous	500	500	-
<u>312,901</u>	<u>210,556</u>	<u>216,358</u>	<u>Total</u>	<u>299,964</u>	<u>299,964</u>	<u>-</u>
<u>Reserve Fund</u>						
66,332	107,848	130,286	Beginning Fund Balance	144,681	144,681	-
-	167	150	Miscellaneous	100	100	-
45,916	62,029	39,687	Transfers from other Funds	59,945	59,945	-
<u>112,248</u>	<u>170,044</u>	<u>170,123</u>	<u>Total</u>	<u>204,726</u>	<u>204,726</u>	<u>-</u>
<u>Park Improvement Fund</u>						
222,622	166,646	181,914	Beginning Fund Balance	293,054	293,054	-
6,680	-	44,244	Charges for Services	44,280	44,280	-
15,637	16,418	15,000	Intergovernmental Revenue	16,892	16,892	-
95,851	-	147,024	Grants	121,286	121,286	-
3,181	964	1,900	Miscellaneous	2,425	2,425	-
<u>343,971</u>	<u>184,028</u>	<u>390,082</u>	<u>Total</u>	<u>477,937</u>	<u>477,937</u>	<u>-</u>
<u>Sewer Fund</u>						
122,129	79,286	125,153	Beginning Fund Balance	113,894	113,894	-
364,070	403,921	417,535	Charges for Services	412,776	412,776	-
320	7	200	Miscellaneous	200	200	-
<u>486,519</u>	<u>483,215</u>	<u>542,888</u>	<u>Total</u>	<u>526,870</u>	<u>526,870</u>	<u>-</u>
<u>Sewer Construction Fund</u>						
161,409	220,792	377,617	Beginning Fund Balance	645,898	645,898	-
59,554	114,755	198,648	Charges for Services	199,230	199,230	-
-	-	-	Transfers from other Funds	-	-	-
333	43,167	-	Miscellaneous	400	400	-
<u>221,296</u>	<u>378,714</u>	<u>576,265</u>	<u>Total</u>	<u>845,528</u>	<u>845,528</u>	<u>-</u>

City of Hubbard
Approved Budget
Resources
FY 2016-2017

2014 Actual	2015 Actual	2016 Adopted	All Funds Resources	2017 Proposed	2017 Approved	2017 Adopted
<u>Sewer Bond Fund</u>						
40,078	64,160	64,161	Beginning Fund Balance	38,075	38,075	-
-	25	100	Miscellaneous	100	100	-
78,569	29,048	29,148	Transfers from other Funds	54,486	54,486	-
<u>118,647</u>	<u>93,233</u>	<u>93,409</u>	<u>Total</u>	<u>92,661</u>	<u>92,661</u>	<u>-</u>
<u>Water Fund</u>						
35,784	83,046	142,715	Beginning Fund Balance	203,697	203,697	-
375,017	377,533	397,792	Charges for Services	409,177	409,177	-
19,992	31,145	31,700	Miscellaneous	31,700	31,700	-
<u>430,793</u>	<u>491,725</u>	<u>572,207</u>	<u>Total</u>	<u>644,574</u>	<u>644,574</u>	<u>-</u>
<u>Water Construction Fund</u>						
245,641	256,939	300,205	Beginning Fund Balance	459,095	459,095	-
11,584	44,247	141,156	Charges for Services	141,449	141,449	-
464	395	400	Miscellaneous	400	400	-
-	-	-	Transfers from other Funds	-	-	-
<u>257,689</u>	<u>301,581</u>	<u>441,761</u>	<u>Total</u>	<u>600,944</u>	<u>600,944</u>	<u>-</u>
<u>Water Bond Fund</u>						
99,375	114,802	82,500	Beginning Fund Balance	82,500	82,500	-
-	41	-	Miscellaneous	40	40	-
111,154	63,275	95,727	Transfers from other Funds	95,727	95,727	-
<u>210,529</u>	<u>178,118</u>	<u>178,227</u>	<u>Total</u>	<u>178,267</u>	<u>178,267</u>	<u>-</u>

**City of Hubbard
Approved Budget
Resources
FY 2016-2017**

2014 Actual	2015 Actual	2016 Adopted	All Funds Resources	2017 Proposed	2017 Approved	2017 Adopted
1,438,542	1,504,244	1,455,369	General Fund	1,760,646	1,760,646	-
335,794	314,754	310,106	Street Fund	319,611	319,611	-
312,901	210,556	216,358	Street Construction Fund	299,964	299,964	-
112,248	170,044	170,123	Reserve Fund	204,726	204,726	-
343,971	184,028	390,082	Park Improvement Fund	477,937	477,937	-
486,519	483,215	542,888	Sewer Fund	526,870	526,870	-
221,296	378,714	576,265	Sewer Construction Fund	845,528	845,528	-
118,647	93,233	93,409	Sewer Bond Fund	92,661	92,661	-
430,793	491,725	572,207	Water Fund	644,574	644,574	-
257,689	301,581	441,761	Water Construction Fund	600,944	600,944	-
210,529	178,118	178,227	Water Bond Fund	178,267	178,267	-
4,268,929	4,310,213	4,946,795	Total	5,951,728	5,951,728	-

2014 Actual	2015 Actual	2016 Adopted	All Funds Resources	2017 Proposed	2017 Approved	2017 Adopted
<u>General Fund</u>						
183,345	117,057	71,310	Beginning Fund Balance	295,745	295,745	-
661,433	701,531	705,000	Property Taxes	742,453	742,453	-
162,971	170,492	156,300	Franchise Fees	164,400	164,400	-
25,675	49,471	61,624	License and Permits	105,980	105,980	-
68,096	62,796	63,744	Intergovernmental Revenue	73,692	73,692	-
7,021	1,260	22,000	Grants	7,200	7,200	-
248,449	276,719	246,050	Fines and Fees	233,700	233,700	-
13,286	15,046	10,250	Miscellaneous	8,400	8,400	-
68,267	109,871	119,091	Transfers from other Funds	129,076	129,076	-
1,438,542	1,504,244	1,455,369	Total	1,760,646	1,760,646	-

<u>Street Fund</u>						
75,904	109,267	85,008	Beginning Fund Balance	108,997	108,997	-
595	990	450	License and Permits	2,000	2,000	-
68,660	75,698	75,636	Charges for Services	78,275	78,275	-
146,713	127,786	148,532	Intergovernmental Revenue	129,739	129,739	-
43,922	1,013	480	Miscellaneous	600	600	-
335,794	314,754	310,106	Total	319,611	319,611	-

City of Hubbard
Approved Budget
Resources
FY 2016-2017

2014 Actual	2015 Actual	2016 Adopted	All Funds Resources	2017 Proposed	2017 Approved	2017 Adopted
<u>Street Construction Fund</u>						
198,964	152,578	86,941	Beginning Fund Balance	151,554	151,554	-
7,510	2,754	41,784	Charges for Services	42,308	42,308	-
36,678	54,765	37,133	Intergovernmental Revenue	55,602	55,602	-
50,000	-	50,000	Grants	50,000	50,000	-
19,749	459	500	Miscellaneous	500	500	-
<u>312,901</u>	<u>210,556</u>	<u>216,358</u>	<u>Total</u>	<u>299,964</u>	<u>299,964</u>	<u>-</u>
<u>Reserve Fund</u>						
66,332	107,848	130,286	Beginning Fund Balance	144,681	144,681	-
-	167	150	Miscellaneous	100	100	-
45,916	62,029	39,687	Transfers from other Funds	59,945	59,945	-
<u>112,248</u>	<u>170,044</u>	<u>170,123</u>	<u>Total</u>	<u>204,726</u>	<u>204,726</u>	<u>-</u>
<u>Park Improvement Fund</u>						
222,622	166,646	181,914	Beginning Fund Balance	293,054	293,054	-
6,680	-	44,244	Charges for Services	44,280	44,280	-
15,637	16,418	15,000	Intergovernmental Revenue	16,892	16,892	-
95,851	-	147,024	Grants	121,286	121,286	-
3,181	964	1,900	Miscellaneous	2,425	2,425	-
<u>343,971</u>	<u>184,028</u>	<u>390,082</u>	<u>Total</u>	<u>477,937</u>	<u>477,937</u>	<u>-</u>
<u>Sewer Fund</u>						
122,129	79,286	125,153	Beginning Fund Balance	113,894	113,894	-
364,070	403,921	417,535	Charges for Services	412,776	412,776	-
320	7	200	Miscellaneous	200	200	-
<u>486,519</u>	<u>483,215</u>	<u>542,888</u>	<u>Total</u>	<u>526,870</u>	<u>526,870</u>	<u>-</u>
<u>Sewer Construction Fund</u>						
161,409	220,792	377,617	Beginning Fund Balance	645,898	645,898	-
59,554	114,755	198,648	Charges for Services	199,230	199,230	-
-	-	-	Transfers from other Funds	-	-	-
333	43,167	-	Miscellaneous	400	400	-
<u>221,296</u>	<u>378,714</u>	<u>576,265</u>	<u>Total</u>	<u>845,528</u>	<u>845,528</u>	<u>-</u>

City of Hubbard
Approved Budget
Resources
FY 2016-2017

2014 Actual	2015 Actual	2016 Adopted	All Funds Resources	2017 Proposed	2017 Approved	2017 Adopted
<u>Sewer Bond Fund</u>						
40,078	64,160	64,161	Beginning Fund Balance	38,075	38,075	-
-	25	100	Miscellaneous	100	100	-
78,569	29,048	29,148	Transfers from other Funds	54,486	54,486	-
<u>118,647</u>	<u>93,233</u>	<u>93,409</u>	<u>Total</u>	<u>92,661</u>	<u>92,661</u>	<u>-</u>
<u>Water Fund</u>						
35,784	83,046	142,715	Beginning Fund Balance	203,697	203,697	-
375,017	377,533	397,792	Charges for Services	409,177	409,177	-
19,992	31,145	31,700	Miscellaneous	31,700	31,700	-
<u>430,793</u>	<u>491,725</u>	<u>572,207</u>	<u>Total</u>	<u>644,574</u>	<u>644,574</u>	<u>-</u>
<u>Water Construction Fund</u>						
245,641	256,939	300,205	Beginning Fund Balance	459,095	459,095	-
11,584	44,247	141,156	Charges for Services	141,449	141,449	-
464	395	400	Miscellaneous	400	400	-
-	-	-	Transfers from other Funds	-	-	-
<u>257,689</u>	<u>301,581</u>	<u>441,761</u>	<u>Total</u>	<u>600,944</u>	<u>600,944</u>	<u>-</u>
<u>Water Bond Fund</u>						
99,375	114,802	82,500	Beginning Fund Balance	82,500	82,500	-
-	41	-	Miscellaneous	40	40	-
111,154	63,275	95,727	Transfers from other Funds	95,727	95,727	-
<u>210,529</u>	<u>178,118</u>	<u>178,227</u>	<u>Total</u>	<u>178,267</u>	<u>178,267</u>	<u>-</u>

**City of Hubbard
Approved Budget
Requirements
FY 2016-2017**

2014 Actual	2015 Actual	2016 Adopted	All Funds Requirements	2017 Proposed	2017 Approved	2017 Adopted
1,353,261	1,337,481	1,393,069	Personnel Services	1,341,745	1,341,745	-
642,080	656,826	772,155	Materials and Services	862,934	862,934	-
150,213	150,213	151,061	Debt Service	150,213	150,213	-
347,048	181,237	884,123	Capital Outlay	959,129	959,129	-
303,906	264,223	285,669	Transfers	339,234	339,234	-
-	-	1,340,143	Contingency	2,177,759	2,177,759	-
1,472,421	1,720,233	120,575	Unappropriated EFB	120,715	120,715	-
4,268,929	4,310,213	4,946,795	Total	5,951,728	5,951,728	-

2014 Actual	2015 Actual	2016 Adopted	All Funds Requirements	2017 Proposed	2017 Approved	2017 Adopted
<u>General Fund</u>						
941,877	921,982	957,129	Personnel Services	901,921	901,921	-
340,427	368,089	415,583	Materials and Services	460,814	460,814	-
6,500	-	-	Capital Outlay	6,500	6,500	-
32,681	40,294	9,907	Transfers	35,408	35,408	-
-	-	72,750	Contingency	356,005	356,005	-
117,057	173,879	-	Unappropriated EFB	-	-	-
1,438,542	1,504,244	1,455,369	Total	1,760,647	1,760,647	-

<u>Street Fund</u>						
124,531	126,367	124,158	Personnel Services	113,920	113,920	-
77,968	73,342	91,223	Materials and Services	98,060	98,060	-
24,028	26,038	26,846	Transfers	27,170	27,170	-
-	-	67,879	Contingency	80,461	80,461	-
109,267	89,007	-	Unappropriated EFB	-	-	-
335,794	314,754	310,106	Total	319,611	319,611	-

<u>Street Construction Fund</u>						
350	-	3,900	Materials and Services	-	-	-
159,973	135,483	200,000	Capital Outlay	162,948	162,948	-
-	-	2,016	Transfers	2,016	2,016	-
-	-	10,442	Contingency	135,000	135,000	-
152,578	75,073	-	Unappropriated EFB	-	-	-
312,901	210,556	216,358	Total	299,964	299,964	-

**City of Hubbard
Approved Budget
Requirements
FY 2016-2017**

2014 Actual	2015 Actual	2016 Adopted	All Funds Requirements	2017 Proposed	2017 Approved	2017 Adopted
<u>Reserve Fund</u>						
4,400	45,741	170,123	Capital Outlay	204,726	204,726	-
107,848	124,304	-	Unappropriated EFB	-	-	-
112,248	170,045	170,123	Total	204,726	204,726	-
<u>Park Improvement Fund</u>						
882	-	-	Materials and Services	-	-	-
176,175	13	350,000	Capital Outlay	424,955	424,955	-
268	-	1,776	Transfers	1,776	1,776	-
-	-	38,306	Contingency	51,206	51,206	-
166,646	184,015	-	Unappropriated EFB	-	-	-
343,971	184,028	390,082	Total	477,937	477,937	-
<u>Sewer Fund</u>						
163,005	164,269	172,093	Personnel Services	188,983	188,983	-
114,639	113,884	131,956	Materials and Services	147,100	147,100	-
129,589	81,664	87,970	Transfers	114,469	114,469	-
-	-	150,869	Contingency	76,318	76,318	-
79,286	123,397	-	Unappropriated EFB	-	-	-
486,519	483,215	542,888	Total	526,870	526,870	-
<u>Sewer Construction Fund</u>						
-	-	-	Materials and Services	-	-	-
-	-	130,000	Capital Outlay	130,000	130,000	-
504	271	3,336	Transfers	3,336	3,336	-
-	-	442,929	Contingency	712,192	712,192	-
220,792	378,443	-	Unappropriated EFB	-	-	-
221,296	378,714	576,265	Total	845,528	845,528	-
<u>Sewer Bond Fund</u>						
54,486	54,486	55,334	Debt Service	54,486	54,486	-
64,161	38,747	38,075	Unappropriated EFB	38,175	38,175	-
118,647	93,233	93,409	Total	92,661	92,661	-

**City of Hubbard
Approved Budget
Requirements
FY 2016-2017**

2014 Actual	2015 Actual	2016 Adopted	All Funds Requirements	2017 Proposed	2017 Approved	2017 Adopted
<u>Water Fund</u>						
123,847	124,862	139,689	Personnel Services	136,922	136,922	-
107,814	101,511	129,493	Materials and Services	156,960	156,960	-
116,086	115,410	150,458	Transfers	151,687	151,687	-
-	-	152,567	Contingency	199,005	199,005	-
83,046	149,941	-	Unappropriated EFB	-	-	-
<u>430,793</u>	<u>491,725</u>	<u>572,207</u>	<u>Total</u>	<u>644,574</u>	<u>644,574</u>	<u>-</u>
<u>Water Construction Fund</u>						
-	-	-	Materials and Services	-	-	-
-	-	34,000	Capital Outlay	30,000	30,000	-
750	546	3,360	Transfers	3,372	3,372	-
-	-	404,401	Contingency	567,572	567,572	-
256,939	301,035	-	Unappropriated EFB	-	-	-
<u>257,689</u>	<u>301,581</u>	<u>441,761</u>	<u>Total</u>	<u>600,944</u>	<u>600,944</u>	<u>-</u>
<u>Water Bond Fund</u>						
95,727	95,727	95,727	Debt Service	95,727	95,727	-
114,802	82,391	82,500	Unappropriated EFB	82,540	82,540	-
<u>210,529</u>	<u>178,118</u>	<u>178,227</u>	<u>Total</u>	<u>178,267</u>	<u>178,267</u>	<u>-</u>

**City of Hubbard
Approved Budget
Requirements By Fund
FY 2016-2017**

2014 Actual	2015 Actual	2016 Adopted	Requirements By Fund	2017 Proposed	2017 Approved	2017 Adopted
1,438,542	1,504,244	1,455,369	General Fund	1,760,647	1,760,647	-
335,794	314,754	310,106	Street Fund	319,611	319,611	-
312,901	210,556	216,358	Street Construction Fund	299,964	299,964	-
112,248	170,045	170,123	Reserve Fund	204,726	204,726	-
343,971	184,028	390,082	Park Improvement Fund	477,937	477,937	-
486,519	483,215	542,888	Sewer Fund	526,870	526,870	-
221,296	378,714	576,265	Sewer Construction Fund	845,528	845,528	-
118,647	93,233	93,409	Sewer Bond Fund	92,661	92,661	-
430,793	491,725	572,207	Water Fund	644,574	644,574	-
257,689	301,581	441,761	Water Construction Fund	600,944	600,944	-
210,529	178,118	178,227	Water Bond Fund	178,267	178,267	-
4,268,929	4,310,213	4,946,795	Total	5,951,728	5,951,728	-

2014 Actual	2015 Actual	2016 Adopted	Requirements By Fund	2017 Proposed	2017 Approved	2017 Adopted
<u>General Fund</u>						
167,199	180,203	191,264	Admin	195,307	195,307	-
44,289	51,065	57,211	Court	60,012	60,012	-
4,284	5,088	7,000	Council	7,500	7,500	-
47,107	61,213	71,512	Community Development	119,010	119,010	-
887,808	847,259	900,526	Police	839,495	839,495	-
138,117	145,243	145,199	Parks	147,909	147,909	-
32,681	40,294	9,907	Transfers	35,408	35,408	-
-	-	72,750	Contingency	356,005	356,005	-
117,057	173,879	-	Unappropriated EFB	-	-	-
1,438,542	1,504,244	1,455,369	Total	1,760,647	1,760,647	-

<u>Street Fund</u>						
202,499	199,709	215,381	Street Department	211,980	211,980	-
24,028	26,038	26,846	Transfers	27,170	27,170	-
-	-	67,879	Contingency	80,461	80,461	-
109,267	89,007	-	Unappropriated EFB	-	-	-
335,794	314,754	310,106	Total	319,611	319,611	-

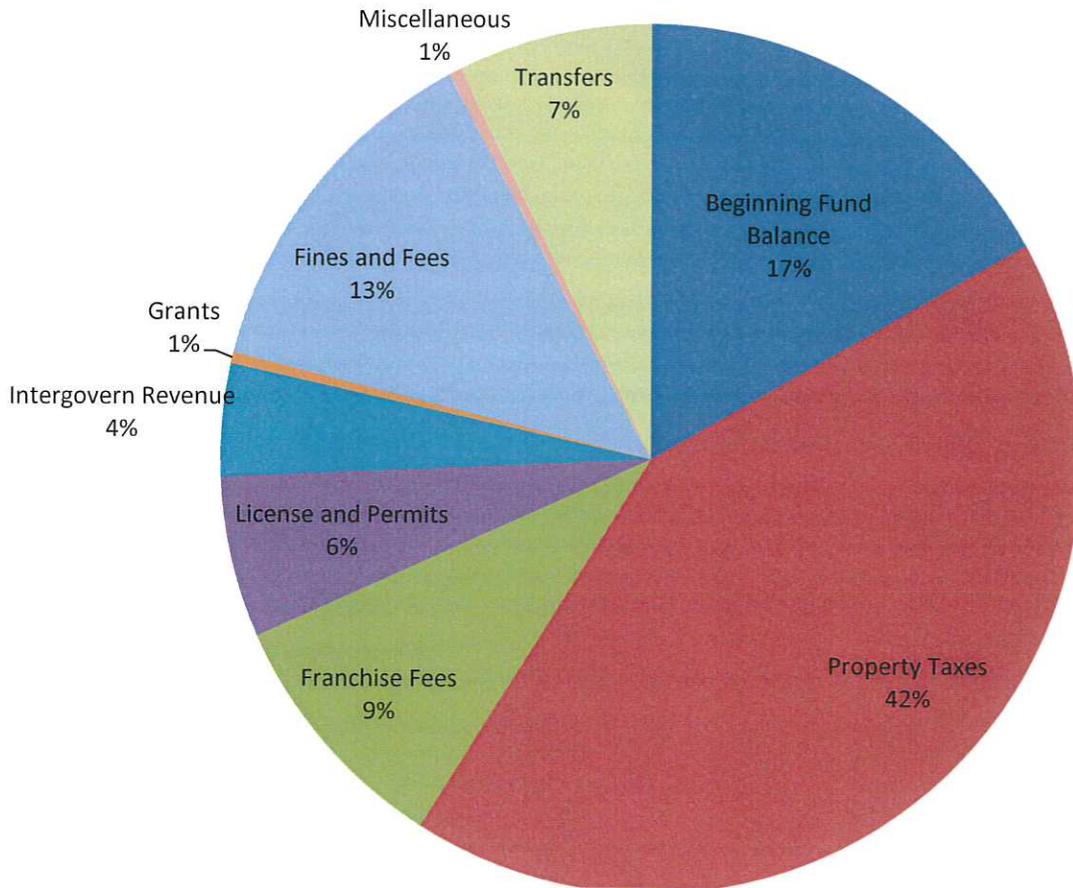
**City of Hubbard
Approved Budget
Requirements By Fund
FY 2016-2017**

2014 Actual	2015 Actual	2016 Adopted	Requirements By Fund	2017 Proposed	2017 Approved	2017 Adopted
<u>Street Construction Fund</u>						
160,323	135,483	203,900	Street Const. Department	162,948	162,948	-
-	-	2,016	Transfers	2,016	2,016	-
-	-	10,442	Contingency	135,000	135,000	-
152,578	75,073	-	Unappropriated EFB			
312,901	210,556	216,358	Total	299,964	299,964	-
<u>Reserve Fund</u>						
4,400	45,741	170,123	Capital Outlay	204,726	204,726	-
107,848	124,304	-	Unappropriated EFB	-	-	-
112,248	170,045	170,123	Total	204,726	204,726	-
<u>Park Improvement Fund</u>						
177,057	13	350,000	Park Improv Department	424,955	424,955	-
268	-	1,776	Transfers	1,776	1,776	-
-	-	38,306	Contingency	51,206	51,206	-
166,646	184,015	-	Unappropriated EFB	-	-	-
343,971	184,028	390,082	Total	477,937	477,937	-
<u>Sewer Fund</u>						
277,644	278,153	304,049	Sewer Department	336,083	336,083	-
129,589	81,664	87,970	Transfers	114,469	114,469	-
-	-	150,869	Contingency	76,318	76,318	-
79,286	123,397	-	Unappropriated EFB	-	-	-
486,519	483,215	542,888	Total	526,870	526,870	-
<u>Sewer Construction Fund</u>						
-	-	130,000	Sewer Const. Department	130,000	130,000	-
504	271	3,336	Transfers	3,336	3,336	-
-	-	442,929	Contingency	712,192	712,192	-
220,792	378,443	-	Unappropriated EFB	-	-	-
221,296	378,714	576,265	Total	845,528	845,528	-
<u>Sewer Bond Fund</u>						
54,486	54,486	55,334	Debt Service	54,486	54,486	-
64,161	38,747	38,075	Unappropriated EFB	38,175	38,175	-
118,647	93,233	93,409	Total	92,661	92,661	-

**City of Hubbard
Approved Budget
Requirements By Fund
FY 2016-2017**

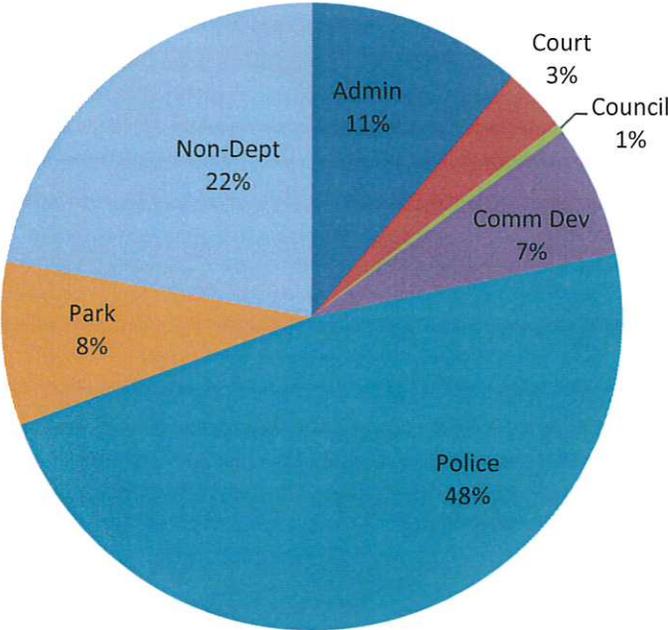
2014 Actual	2015 Actual	2016 Adopted	Requirements By Fund	2017 Proposed	2017 Approved	2017 Adopted
<u>Water Fund</u>						
231,662	226,374	269,182	Water Department	293,882	293,882	-
116,086	115,410	150,458	Transfers	151,687	151,687	-
-	-	152,567	Contingency	199,005	199,005	-
83,046	149,941	-	Unappropriated EFB	-	-	-
<u>430,793</u>	<u>491,725</u>	<u>572,207</u>	<u>Total</u>	<u>644,574</u>	<u>644,574</u>	<u>-</u>
<u>Water Construction Fund</u>						
-	-	34,000	Water Const. Department	30,000	30,000	-
750	546	3,360	Transfers	3,372	3,372	-
-	-	404,401	Contingency	567,572	567,572	-
256,939	301,035	-	Unappropriated EFB	-	-	-
<u>257,689</u>	<u>301,581</u>	<u>441,761</u>	<u>Total</u>	<u>600,944</u>	<u>600,944</u>	<u>-</u>
<u>Water Bond Fund</u>						
95,727	95,727	95,727	Debt Service	95,727	95,727	-
114,802	82,391	82,500	Unappropriated EFB	82,540	82,540	-
<u>210,529</u>	<u>178,118</u>	<u>178,227</u>	<u>Total</u>	<u>178,267</u>	<u>178,267</u>	<u>-</u>

**General Fund Resources
Budget 2016-2017**

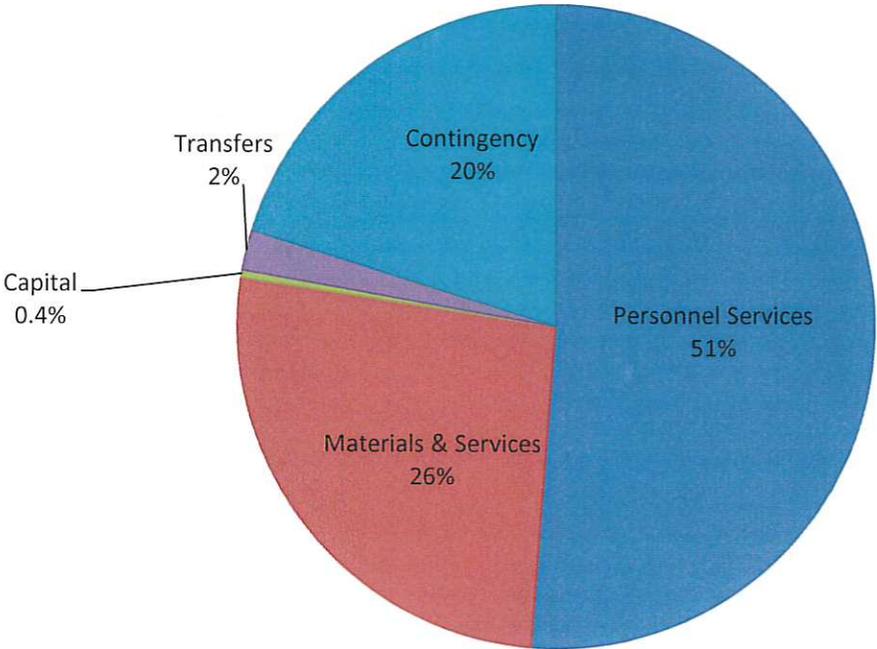


2014 Actual	2015 Actual	2016 Adopted	General Fund Resource Summary	2017 Proposed	2017 Approved	2017 Adopted
183,345	117,057	71,310	Beginning Fund Balance	295,745	295,745	-
661,433	701,531	705,000	Property Taxes	742,453	742,453	-
162,971	170,492	156,300	Franchise Fees	164,400	164,400	-
25,675	49,471	61,624	License and Permits	105,980	105,980	-
68,096	62,796	63,744	Intergovernmental Revenue	73,692	73,692	-
7,021	1,260	22,000	Grants	7,200	7,200	-
248,449	276,719	246,050	Fines and Fees	233,700	233,700	-
13,286	15,046	10,250	Miscellaneous Revenue	8,400	8,400	-
68,267	109,871	119,091	Transfers	129,076	129,076	-
1,438,542	1,504,244	1,455,369	TOTAL RESOURCES	1,760,646	1,760,646	-

GF Exp by Department



GF Exp by Category



2014 Actual	2015 Actual	2016 Adopted	General Fund Expense Summary	2017 Proposed	2017 Approved	2017 Adopted
Summary						
941,877	921,982	957,129	Personnel Services	901,921	901,921	-
340,427	368,089	415,583	Materials and Services	460,814	460,814	-
6,500	-	-	Capital	6,500	6,500	-
32,681	40,294	9,907	Transfers	35,408	35,408	-
-	-	72,750	Contingency	356,005	356,005	-
117,057	173,879	-	Unappropriated EFB	-	-	-
<u>1,438,542</u>	<u>1,504,244</u>	<u>1,455,369</u>		<u>1,760,647</u>	<u>1,760,647</u>	<u>-</u>

2014 Actual	2015 Actual	2016 Adopted	General Fund Expenses by Dept	2017 Proposed	2017 Approved	2017 Adopted
Admin Expenses						
104,243	93,405	111,538	Personnel Services Total	119,297	119,297	-
62,956	86,798	79,726	Materials & Services Total	76,010	76,010	-
-	-	-	Capital Outlay Total	-	-	-
<u>167,199</u>	<u>180,203</u>	<u>191,264</u>		<u>195,307</u>	<u>195,307</u>	<u>-</u>
1.15	1.15	1.15	FTE	1.15	1.15	
Court Expenses						
35,721	37,934	41,029	Personnel Services Total	42,632	42,632	-
8,568	13,131	16,182	Materials & Services Total	17,380	17,380	-
-	-	-	Capital Outlay Total	-	-	-
<u>44,289</u>	<u>51,065</u>	<u>57,211</u>		<u>60,012</u>	<u>60,012</u>	<u>-</u>
0.47	0.47	0.47	FTE	0.47	0.47	
Council Expenses						
4,284	5,088	7,000	Materials & Services Total	7,500	7,500	-
-	-	-	Capital Outlay Total	-	-	-
<u>4,284</u>	<u>5,088</u>	<u>7,000</u>		<u>7,500</u>	<u>7,500</u>	<u>-</u>

2014 Actual	2015 Actual	2016 Adopted	General Fund Expenses by Dept	2017 Proposed	2017 Approved	2017 Adopted
Comm. Dev. Expenses						
20,242	18,807	21,063	Personnel Services Total	26,410	26,410	-
26,865	42,406	50,449	Materials & Services Total	92,600	92,600	-
-	-	-	Capital Outlay Total	-	-	-
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47,107	61,213	71,512		119,010	119,010	-
0.20	0.20	0.20	FTE	0.20	0.20	
Police Expenses						
677,625	664,612	668,426	Personnel Services Total	601,092	601,092	-
203,683	182,648	232,100	Materials & Services Total	231,904	231,904	-
6,500	-	-	Capital Outlay Total	6,500	6,500	-
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887,808	847,259	900,526		839,495	839,495	-
7.04	7.04	7.04	FTE	6.07	6.07	
Park Expenses						
104,046	107,224	115,073	Personnel Services Total	112,489	112,489	-
34,071	38,019	30,126	Materials & Services Total	35,420	35,420	-
-	-	-	Capital Outlay Total	-	-	-
<hr/>						
138,117	145,243	145,199		147,909	147,909	-
1.26	1.26	1.33	FTE	1.34	1.34	
Transfers						
32,681	40,294	9,907	Transfers Total	35,408	35,408	-
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32,681	40,294	9,907		35,408	35,408	-
-	-	72750	Contingency	356,005	356,005	-
117057	173879	-	Unappropriated EFB	-	-	-
<hr/>						

2014 Actual	2015 Actual	2016 Adopted	General Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Resources						
632,797	673,898	680,000	Property Taxes	717,453	717,453	-
28,636	27,634	25,000	Delinq Prop Taxes	25,000	25,000	-
661,433	701,531	705,000	Property Taxes	742,453	742,453	-
33	70	-	FF-Pref L D	100	100	-
94,896	102,699	97,000	FF-PGE	100,000	100,000	-
5,348	4,654	4,600	FF-Qwest	4,600	4,600	-
26,804	24,928	20,000	FF-NW Natural	23,000	23,000	-
13,567	13,670	13,000	FF-Cable TV	13,000	13,000	-
21,823	23,665	21,000	FF-Allied Waste	23,000	23,000	-
501	806	700	FF-Gervais Telephone	700	700	-
162,971	170,492	156,300	Franchise Fees	164,400	164,400	-
1,260	1,560	1,300	Fingerprints	1,300	1,300	-
2,190	3,630	3,000	Lien Search	2,700	2,700	-
-	364	544	School Excise Revenue	2,400	2,400	-
4,925	4,860	4,600	Business Registration	4,600	4,600	-
210	210	180	Business OLCC Fee	180	180	-
11,024	29,193	26,000	Land Use Fees	34,800	34,800	-
6,066	9,654	26,000	Building Permits	60,000	60,000	-
25,675	49,471	61,624	License and Permits	105,980	105,980	-
15,637	16,418	15,000	Revenue Sharing	16,892	16,892	-
4,344	4,300	3,744	CIG Tax	3,800	3,800	-
48,115	42,077	45,000	OLCC Tax	53,000	53,000	-
-	-	-	911 Tax	-	-	-
68,096	62,796	63,744	Intergovernmental Revenue	73,692	73,692	-
-	-	5,000	Three Flag Grant	-	-	-
-	-	-	Eco Dev Community Grant'	700	700	-
-	-	5,000	ODOT Speed Grant	-	-	-
1,225	1,260	5,000	ODOT Grant Duii	2,000	2,000	-
1,796	-	2,000	BVP Reimb Grant	2,000	2,000	-
4,000	-	5,000	Ped. Enf. Grant	2,500	2,500	-
7,021	1,260	22,000	Grants	7,200	7,200	-

2014 Actual	2015 Actual	2016 Adopted	General Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
75,576	93,597	70,000	Municipal Court	60,000	60,000	-
26,252	25,929	23,000	Marion County Court	18,000	18,000	-
124,213	131,248	130,000	General Service Fee	132,000	132,000	-
3,615	5,683	2,100	Collections Interest	3,000	3,000	-
1,098	626	450	Temp Offense Surcharge	400	400	-
14,850	16,500	17,000	Vehicle Impound	17,000	17,000	-
740	570	800	Police Reports	800	800	-
2,105	2,566	2,700	PD Training Rev	2,500	2,500	-
248,449	276,719	246,050	Fines and Fees	233,700	233,700	-
2,884	1,139	1,100	Miscellaneous Revenue Admin	1,000	1,000	-
4,885	6,038	5,400	Interest Income	6,000	6,000	-
-	5,635	1,200	Sale Of Surp Prop	-	-	-
5,367	2,137	2,100	Miscellaneous Revenue Police	1,000	1,000	-
151	97	450	K9 Program Revenues	400	400	-
13,286	15,046	10,250	Miscellaneous Revenue	8,400	8,400	-
-	21,250	19,890	Transfer In Water FFees	20,460	20,460	-
18,500	20,750	20,877	Transfer In Sewer FFees	20,639	20,639	-
1,522	817	8,472	Transfer In SDC Admin	10,500	10,500	-
48,245	67,054	69,852	Trans In OP OH	77,477	77,477	-
68,267	109,871	119,091	Transfers	129,076	129,076	-
183,345	117,057	71,310	Beginning Fund Balance	295,745	295,745	-
1,438,542	1,504,244	1,455,369	Total Resources	1,760,646	1,760,646	-

2014 Actual	2015 Actual	2016 Adopted	General Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Requirements						
Administration						
Personnel Services						
-	-	70,535	SALARIES AND WAGES	72,403	72,403	-
39,786	40,377	-	Director of Admin/Recorder	-	-	-
17,052	12,031	-	Senior Accounting Specialist	-	-	-
5,594	6,457	-	Administrative Assistant	-	-	-
-	-	41,003	EMPLOYEE BENEFITS	46,894	46,894	-
21,475	19,854	-	EB-Medical & Dental	-	-	-
213	227	-	EB-Insurance (life & disab)	-	-	-
4,832	4,592	-	EB-Employer Taxes	-	-	-
12,487	10,735	-	EB-PERS	-	-	-
2,805	(868)	-	EB-Workers Comp	-	-	-
104,243	93,405	111,538	Total Personnel Services	119,297	119,297	-
Materials and Services						
29,336	36,985	41,019	PROFESSIONAL SERVICES	40,360	40,360	-
	44	200	CONTRACTED SUPPORT	200	200	-
55	207	375	OPERATIONAL SUPPLIES	300	300	-
	16,250	-	FEASIBILITLY STUDY (CITY HALL) GRANT	-	-	-
3,572	2,846	3,100	BUILDING MAINT & SUPPLIES	3,100	3,100	-
1,612	1,895	2,562	RENTALS AND LEASES	1,500	1,500	-
6,664	7,201	2,605	INSURANCE	3,500	3,500	-
2,439	553	2,000	ADVERTISING & RECRUITMENT	1,000	1,000	-
6,645	7,202	11,765	LEARNING, DUES & MEMBERSHIPS	9,000	9,000	-
4,762	6,050	7,650	OFFICE SUPPLIES & MISC EXPENSE	7,650	7,650	-
2,232	2,035	2,600	EQUIP MAINT & SUPPLIES	2,600	2,600	-
-	-	200	UNIFORMS	200	200	-
5,639	5,530	5,650	UTILITIES	6,600	6,600	-
62,956	86,798	79,726	Total Materials and Service	76,010	76,010	-
167,199	180,203	191,264	Total Admin	195,307	195,307	-

2014 Actual	2015 Actual	2016 Adopted	General Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Court						
Personnel Services						
-	-	24,707	SALARIES AND WAGES	24,386	24,386	-
3,979	4,038	-	Director of Admin/Recorder	-	-	-
2,558	1,805	-	Senior Accounting Specialist	-	-	-
13,053	15,067	-	Administrative Assistant	-	-	-
834	937	-	Interpreter	-	-	-
-	240	-	Bailiff	-	-	-
-	-	16,322	EMPLOYEE BENEFITS	18,246	18,246	-
8,887	10,177	-	EB-Medical & Dental	-	-	-
71	80	-	EB-Insurance (life & disab)	-	-	-
1,578	1,711	-	EB-Employer Taxes	-	-	-
3,847	3,995	-	EB-PERS	-	-	-
915	(114)	-	EB-Workers Comp	-	-	-
35,721	37,934	41,029	Total Personnel Services	42,632	42,632	-
Materials and Services						
5,012	8,807	10,008	PROFESSIONAL SERVICES	11,055	11,055	-
-	-	50	OPERATIONAL SUPPLIES	50	50	-
342	330	500	BUILDING MAINT & SUPPLIES	450	450	-
359	410	520	RENTALS AND LEASES	400	400	-
334	409	754	INSURANCE	825	825	-
19	-	100	ADVERTISING & RECRUITMENT	100	100	-
474	594	1,100	LEARNING, DUES & MEMBERSHIPS	1,350	1,350	-
409	796	1,050	OFFICE SUPPLIES & MISC EXPENSE	1,050	1,050	-
-	7	200	EQUIP MAINT & SUPPLIES	200	200	-
1,619	1,778	1,900	UTILITIES	1,900	1,900	-
8,568	13,131	16,182	Total Material and Services	17,380	17,380	-
44,289	51,065	57,211	Total Court	60,012	60,012	-
Council						
Materials and Services						
1,878	2,904	3,000	PROFESSIONAL SERVICES	3,500	3,500	-
2,303	2,089	3,000	OPERATIONAL SUPPLIES	3,000	3,000	-
103	95	1,000	LEARNING, DUES & MEMBERSHIPS	1,000	1,000	-
4,284	5,088	7,000	Total Materials and Services	7,500	7,500	-
4,284	5,088	7,000	Total Council	7,500	7,500	-

2014 Actual	2015 Actual	2016 Adopted	General Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Community Development						
Personnel Services						
-	-	13,156	SALARIES AND WAGES	15,734	15,734	-
9,946	10,095	-	Director of Admin/Recorder	-	-	-
2,131	1,504	-	Senior Accounting Specialist	-	-	-
-	-	7,907	EMPLOYEE BENEFITS	10,676	10,676	-
4,064	3,843	-	EB-Medical & Dental	-	-	-
43	47	-	EB-Insurance (life & disab)	-	-	-
940	909	-	EB-Employer Taxes	-	-	-
2,593	2,370	-	EB-PERS	-	-	-
524	40	-	EB-Workers Comp	-	-	-
20,242	18,807	21,063	Total Personnel Services	26,410	26,410	-
Material Services						
10,708	13,890	18,000	PROFESSIONAL SERVICES	19,800	19,800	-
16,035	28,516	30,400	INTERGOVNMENTAL SERVICES	70,200	70,200	-
			PROGRAM & GRANT EXPENSES	700	700	
17	-	-	BUILDING MAINT & SUPPLIES	-	-	-
50	-	2,049	LEARNING, DUES & MEMBERSHIPS	1,900	1,900	-
56	-	-	UTILITIES	-	-	-
26,865	42,406	50,449	Total Materials and Services	92,600	92,600	-
47,107	61,213	71,512	Total Community Development	119,010	119,010	-

2014 Actual	2015 Actual	2016 Adopted	General Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Police						
Personnel Services						
-	-	404,132	SALARIES AND WAGES	360,449	360,449	-
1,326	1,346	-	Director of Admin/Recorder	-	-	-
853	601	-	Senior Accounting Specialist	-	-	-
70,470	71,900	-	Chief Of Police	-	-	-
41,376	42,204	-	Administrative Assistant	-	-	-
272,834	269,945	-	Police Officers	-	-	-
6,588	4,848	-	Reserve Officers	-	-	-
6,829	8,338	-	Overtime Holiday	-	-	-
5,724	2,486	-	Overtime	-	-	-
-	-	-	Overtime	-	-	-
-	-	264,294	EMPLOYEE BENEFITS	240,643	240,643	-
150,335	149,972	-	EB-Medical & Dental	-	-	-
1,455	1,575	-	EB-Insurance (life & disab)	-	-	-
31,430	31,256	-	EB-Employer Taxes	-	-	-
72,219	71,677	-	EB-PERS	-	-	-
16,186	8,463	-	EB-Workers Comp	-	-	-
677,625	664,612	668,426	Total Personnel Services	601,092	601,092	-
Material and Services						
8,938	19,382	13,450	PROFESSIONAL SERVICES	10,294	10,294	-
3,005	2,829	5,670	CONTRACTED SUPPORT	6,170	6,170	-
11,656	2,910	6,750	OPERATIONAL SUPPLIES	9,350	9,350	-
62,899	63,042	86,050	INTERGOVERNMENTAL SERVICES	86,100	86,100	-
6,448	173	15,000	PROGRAM & GRANT EXPENSES	4,000	4,000	-
-	-	-	911 TAX - PROGRAM EXPENSE	-	-	-
4,813	3,624	2,190	BUILDING MAINT & SUPPLIES	2,700	2,700	-
1,686	1,808	2,640	RENTALS AND LEASES	1,940	1,940	-
13,688	16,897	16,000	INSURANCE	18,300	18,300	-
190	6	1,000	ADVERTISING & RECRUITMENT	1,000	1,000	-
17,510	9,659	13,600	LEARNING, DUES & MEMBERSHIPS	15,700	15,700	-
3,933	4,149	7,250	OFFICE SUPPLIES & MISC EXPENSE	6,250	6,250	-
53,177	44,768	46,200	EQUIP MAINT & SUPPLIES	54,200	54,200	-
4,702	4,370	5,000	UNIFORMS	5,000	5,000	-
11,039	9,031	11,300	UTILITIES	10,900	10,900	-
203,683	182,648	232,100	Total Materials and Services	231,904	231,904	-
6,500	-	-	CAPITAL OUTLAY	6,500	6,500	-
887,808	847,259	900,526	Total Police	839,495	839,495	-

2014 Actual	2015 Actual	2016 Adopted	General Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Parks						
Personnel Services						
-	-	63,324	SALARIES AND WAGES	65,225	65,225	-
1,326	1,346	-	Director of Admin/Recorder	-	-	-
853	602	-	Senior Accounting Specialist	-	-	-
12,255	12,781	-	Public Works Super	-	-	-
10,448	10,868	-	Administrative Assistant	-	-	-
18,398	19,586	-	Utility Worker 1	-	-	-
12,717	13,522	-	PW Maintenance PT	-	-	-
-	-	51,749	EMPLOYEE BENEFITS	47,265	47,265	-
29,064	30,089	-	EB-Medical & Dental	-	-	-
225	245	-	EB-Insurance (life & disab)	-	-	-
4,324	4,544	-	EB-Employer Taxes	-	-	-
12,069	12,595	-	EB-PERS	-	-	-
2,368	1,048	-	EB-Workers Comp	-	-	-
104,046	107,224	115,073	Total Personnel Services	112,489	112,489	-
Material and Services						
2,245	3,147	2,600	PROFESSIONAL SERVICES	3,700	3,700	-
17	14	100	CONTRACTED SUPPORT	300	300	-
13,093	6,750	7,000	OPERATIONAL SUPPLIES	8,800	8,800	-
2,954	5,693	3,400	BUILDING MAINT & SUPPLIES	1,500	1,500	-
250	328	700	RENTALS AND LEASES	700	700	-
2,337	2,861	3,426	INSURANCE	3,620	3,620	-
12	-	100	ADVERTISING & RECRUITMENT	100	100	-
1,065	2,307	1,200	LEARNING, DUES & MEMBERSHIPS	1,200	1,200	-
388	549	800	OFFICE SUPPLIES & MISC EXPENSE	800	800	-
8,103	11,593	6,300	EQUIP MAINT & SUPPLIES	7,000	7,000	-
142	440	100	UNIFORMS	400	400	-
3,462	4,335	4,400	UTILITIES	7,300	7,300	-
34,071	38,019	30,126	Total Material and Services	35,420	35,420	-
138,117	145,243	145,199	Total Parks	147,909	147,909	-
Non-Departmental						
Transfers						
32,681	40,294	9,907	Trans To Reserve	35,408	35,408	-
Contingency						
-	-	72,750	Contingency	356,005	356,005	-
117,057	173,879	-	Unappropriated EFB	-	-	-
1,438,542	1,504,244	1,455,369	Total General Fund Requirements	1,760,647	1,760,647	-

2014 Actual	2015 Actual	2016 Adopted	Street Fund Summary	2017 Proposed	2017 Approved	2017 Adopted
75,904	109,267	85,008	Beginning Fund Balance	108,997	108,997	-
595	990	450	License and Permits	2,000	2,000	-
68,660	75,698	75,636	Charges for Services	78,275	78,275	-
146,713	127,786	148,532	Intergovernmental Revenue	129,739	129,739	-
43,922	1,013	480	Miscellaneous	600	600	-
335,794	314,754	310,106	Total	319,611	319,611	-
124,531	126,367	124,158	Personnel Services	113,920	113,920	-
77,968	73,342	91,223	Materials and Services	98,060	98,060	-
24,028	26,038	26,846	Transfers	27,170	27,170	-
-	-	67,879	Contingency	80,461	80,461	-
109,267	89,007	-	Unappropriated EFB	-	-	-
335,794	314,754	310,106	Total	319,611	319,611	-

2014 Actual	2015 Actual	2016 Adopted	Street Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Resources						
146,713	127,786	148,532	Gas Tax	129,739	129,739	-
68,660	75,698	75,636	Transportation Utility	78,275	78,275	
595	990	450	Row Permits	2,000	2,000	
43	296	280	Interest Income	500	500	
43,879	718	200	Miscellaneous Revenue	100	100	
43,922	1,013	480	Miscellaneous Revenue	600	600	-
75,904	109,267	85,008	Beginning Fund Balance	108,997	108,997	
335,794	314,754	310,106	Total Resources	319,611	319,611	-
Requirements						
Personnel Services						
-	-	70,392	SALARIES AND WAGES	64,918	64,918	-
3,315	3,365	-	Director of Admin/Recorder	-	-	-
6,394	4,512	-	Sr. Accounting Specialist	-	-	-
12,255	12,781	-	Public Works Super	-	-	-
14,177	15,172	-	Administrative Assistant	-	-	-
17,410	18,544	-	Utility Worker 1	-	-	-
14,534	15,453	-	PW Maintenance PT	-	-	-
-	-	53,766	EMPLOYEE BENEFITS	49,002	49,002	-
33,900	34,515	-	EB-Medical & Dental	-	-	-
264	289	-	EB-Insurance (life & disab)	-	-	-
5,281	5,437	-	EB-Employer Taxes	-	-	-
14,049	14,035	-	EB-PERS	-	-	-
2,951	2,265	-	EB-Workers Comp	-	-	-
124,531	126,367	124,158	Total Personnel Services	113,920	113,920	-
2	1.55		FTE	1.26	1.26	

2014 Actual	2015 Actual	2016 Adopted	Street Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
			Materials and Services			
8,938	8,132	10,600	PROFESSIONAL SERVICES	11,300	11,300	-
12,040	12,914	13,200	CONTRACTED SUPPORT	16,800	16,800	-
227	50	100	OPERATIONAL SUPPLIES	100	100	-
14,381	9,409	15,000	PROGRAM & GRANT EXPENSES	17,000	17,000	-
646	574	1,100	BUILDING MAINT & SUPPLIES	900	900	-
206	259	800	RENTALS AND LEASES	800	800	-
1,669	2,044	2,723	INSURANCE	2,960	2,960	-
50	-	100	ADVERTISING & RECRUITMENT	100	100	-
583	1,896	1,300	LEARNING, DUES & MEMBERSHIPS	1,300	1,300	-
1,021	1,388	2,200	OFFICE SUPPLIES & MISC EXPENSE	2,300	2,300	-
4,507	2,900	6,700	EQUIP MAINT & SUPPLIES	6,800	6,800	-
192	91	300	UNIFORMS	300	300	-
33,507	33,685	37,100	UTILITIES	37,400	37,400	-
77,968	73,342	91,223	Total Materials and Service	98,060	98,060	-
			Transfers Out			
3,371	6,939	7,820	Trans To Reserve Fund	6,857	6,857	-
20,657	19,099	19,026	Operational Overhead	20,313	20,313	-
24,028	26,038	26,846	Total Transfers Out	27,170	27,170	-
-	-	67,879	Contingency	80,461	80,461	-
109,267	89,007	0	Unappropriated EFB	-	-	-
335,794	314,754	310,106	Total Requirements	319,611	319,611	-
-						

2014 Actual	2015 Actual	2016 Adopted	Street Construction Fund Summary	2017 Proposed	2017 Approved	2017 Adopted
198,964	152,578	86,941	Beginning Fund Balance	151,554	151,554	-
7,510	2,754	41,784	Charges for Services	42,308	42,308	-
36,678	54,765	37,133	Intergovernmental Revenue	55,602	55,602	-
50,000	-	50,000	Grants	50,000	50,000	-
19,749	459	500	Miscellaneous	500	500	-
312,901	210,556	216,358	Total	299,964	299,964	-
350	-	3,900	Materials and Services	-	-	-
159,973	135,483	200,000	Capital Outlay	162,948	162,948	-
-	-	2,016	Transfers	2,016	2,016	-
-	-	10,442	Contingency	135,000	135,000	-
152,578	75,073	-	Unappropriated EFB	-	-	-
312,901	210,556	216,358	Total	299,964	299,964	-

2014 Actual	2015 Actual	2016 Adopted	Street Construction Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Resources						
36,678	54,765	37,133	Gas Tax	55,602	55,602	-
50,000	-	50,000	Special Allotment Grant	50,000	50,000	-
6,002	1,520	32,724	SDC-Improvement	39,792	39,792	-
1,204	1,157	7,044	Assessment Principal	500	500	-
304	77	2,016	SDC Administration	2,016	2,016	-
7,510	2,754	41,784	Charges for Services	42,308	42,308	-
19,749	459	500	Interest Income	500	500	-
19,749	459	500	Miscellaneous Revenue	500	500	-
198,964	152,578	86,941	Beginning Fund Balance	151,554	151,554	-
312,901	210,556	216,358	Total Resources	299,964	299,964	-
Requirements						
Materials and Service						
350	-	-	PROFESSIONAL SERVICES	-	-	-
-	-	3,900	PROGRAM & GRANT EXPENSES	-	-	-
-	-	-	ADVERTISING & RECRUITMENT	-	-	-
350	-	3,900	Total Materials and Services	-	-	-
159,973	135,483	200,000	CAPITAL OUTLAY	162,948	162,948	-
-	-	2,016	TRANSFER OUT	2,016	2,016	-
-	-	10,442	Contingency	135,000	135,000	-
152,578	75,073	0	Unappropriated EFB	-	-	-
312,901	210,556	216,358	Total Requirements	299,964	299,964	-

2014 Actual	2015 Actual	2016 Adopted	Reserve Fund Summary	2017 Proposed	2017 Approved	2017 Adopted
66,332	107,848	130,286	Beginning Fund Balance	144,681	144,681	-
-	167	150	Miscellaneous	100	100	-
45,916	62,029	39,687	Transfers from other Funds	59,945	59,945	-
112,248	170,044	170,123	Total	204,726	204,726	-
4,400	45,741	170,123	Capital Outlay	204,726	204,726	-
107,848	124,304	-	Unappropriated EFB	-	-	-
112,248	170,045	170,123	Total	-	-	-

2014 Actual	2015 Actual	2016 Adopted	Reserve Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Resources						
-	-	-	Donations			
-	167	150	Interest	100	100	
-	167	150	Miscellaneous Revenue	100	100	-
32,681	40,294	9,907	Trans From-General	35,408	35,408	-
3,371	6,939	7,820	Trans From-Streets	6,857	6,857	-
4,932	5,898	10,980	Trans From-Sewer	8,840	8,840	-
4,932	8,898	10,980	Trans From-Water	8,840	8,840	-
45,916	62,029	39,687	Transfers	59,945	59,945	-
66,332	107,848	130,286	Beginning Fund Balance	144,681	144,681	-
112,248	170,044	170,123	Total Resources	204,726	204,726	-
Requirements						
-	-	799	Capital Outlay			
-	-	24,900	Dump Truck	30,255	30,255	-
-	-	35,180	Backhoe	40,398	40,398	-
4,400	-	10,450	Pub Wrks Trac/Mower	19,518	19,518	-
-	-	6,800	Plotter	6,842	6,842	-
-	-	44,644	Pub Wrks Pick Up	50,921	50,921	-
-	6,000	21,000	Software	6,718	6,718	-
-	-	10,387	Server	5,970	5,970	-
-	-	11,460	City Hall Siding	18,794	18,794	-
-	-	1,235	City Hall Carpet	2,013	2,013	-
-	-	-	Court Software	-	-	-
-	39,741	3,268	Police Vehicle	23,297	23,297	-
4,400	45,741	170,123	Total Capital Outlay	204,726	204,726	-
-	-	-	Contingency	-	-	-
107,848	124,304	-	Unappropriated EFB	-	-	-
112,248	170,045	170,123	Total Requirements	204,726	204,726	-

2014 Actual	2015 Actual	2016 Adopted	Parks Improvement Fund Summary	2017 Proposed	2017 Approved	2017 Adopted
222,622	166,646	181,914	Beginning Fund Balance	293,054	293,054	-
6,680	-	44,244	Charges for Services	44,280	44,280	-
15,637	16,418	15,000	Intergovernmental Revenue	16,892	16,892	-
95,851	-	147,024	Grants	121,286	121,286	-
3,181	964	1,900	Miscellaneous	2,425	2,425	-
343,971	184,028	390,082	Total	477,937	477,937	-
882	-	-	Materials and Services	-	-	-
176,175	13	350,000	Capital Outlay	424,955	424,955	-
268	-	1,776	Transfers	1,776	1,776	-
-	-	38,306	Contingency	51,206	51,206	-
166,646	184,015	-	Unappropriated EFB	-	-	-
343,971	184,028	390,082	Total	477,937	477,937	-

2014 Actual	2015 Actual	2016 Adopted	Park Improvement Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Resources						
15,637	16,418	15,000	State Shared Revenue	16,892	16,892	-
95,851	-	147,024	State Parks Dept. Grant	121,286	121,286	-
5,546	-	36,732	SDC-Improvement	36,768	36,768	-
866	-	5,736	SDC-Reimbursement	5,736	5,736	-
268	-	1,776	SDC-Administration	1,776	1,776	-
6,680	-	44,244	Charges for Services	44,280	44,280	-
473	464	400	Interest Income	500	500	-
2,700	-	1,500	Donations	1,500	1,500	-
8	500	-	Miscellaneous Revenue	425	425	-
3,181	964	1,900	Miscellaneous Revenue	2,425	2,425	-
222,622	166,646	181,914	Beginning Fund Balance	293,054	293,054	-
343,971	184,028	390,082	Total Resources	477,937	477,937	-
Requirements						
Materials and Services						
882	-	-	PROFESSIONAL SERVICES	-	-	-
Total Materials and Services						
176,175	13	350,000	CAPITAL OUTLAY	424,955	424,955	-
268	-	1,776	TRANSFERS OUT	1,776	1,776	-
-	-	38,306	Contingency	51,206	51,206	-
166,646	184,015	-	Unappropriated EFB	-	-	-
343,971	184,028	390,082	Total Requirements	477,937	477,937	-

2014 Actual	2015 Actual	2016 Adopted	Sewer Fund Summary	2017 Proposed	2017 Approved	2017 Adopted
122,129	79,286	125,153	Beginning Fund Balance	113,894	113,894	-
364,070	403,921	417,535	Charges for Services	412,776	412,776	-
320	7	200	Miscellaneous	200	200	-
486,519	483,215	542,888	Total	526,870	526,870	-
163,005	164,269	172,093	Personnel Services	188,983	188,983	-
114,639	113,884	131,956	Materials and Services	147,100	147,100	-
129,589	81,664	87,970	Transfers	114,469	114,469	-
-	-	150,869	Contingency	76,318	76,318	-
79,286	123,397	-	Unappropriated EFB	-	-	-
486,519	483,215	542,888	Total	526,870	526,870	-

2014 Actual	2015 Actual	2016 Adopted	Sewer Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Resources						
364,070	403,921	417,535	Service Charges Sewer	412,776	412,776	-
320	6	100	Interest Income	100	100	-
	2	100	Miscellaneous Revenue	100	100	-
320	7	200	Miscellaneous Revenue	200	200	-
122,129	79,286	125,153	Beginning Fund Balance	113,894	113,894	-
486,519	483,215	542,888	Total Resources	526,870	526,870	-
Requirements						
Personnel Services						
-	-	98,936	SALARIES AND WAGES	107,190	107,190	-
3,315	3,365	-	Director of Admin/Recorder	-	-	-
6,394	4,512	-	Sr. Accounting Specialist	-	-	-
23,149	24,143	-	Public Works Super	-	-	-
16,041	17,325	-	Administrative Assistant	-	-	-
36,383	38,464	-	Utility Worker 1	-	-	-
5,450	5,795	-	PW Maintenance PT	-	-	-
-	-	73,157	EMPLOYEE BENEFITS	81,792	81,792	-
40,917	42,016	-	EB-Medical & Dental	-	-	-
353	382	-	EB-Insurance (life & disab)	-	-	-
7,070	7,330	-	EB-Employer Taxes	-	-	-
19,893	20,172	-	EB-PERS	-	-	-
4,040	767	-	EB-Workers Comp	-	-	-
163,005	164,269	172,093	Total Personnel Services	188,983	188,983	-
2	1.86		FTE	1.75	1.75	
Materials and Services						
7,943	11,483	16,500	PROFESSIONAL SERVICES	20,500	20,500	-
19,547	20,267	24,300	CONTRACTED SUPPORT	32,100	32,100	-
5,497	6,870	5,000	OPERATIONAL SUPPLIES	5,000	5,000	-
2,020	3,312	2,500	BUILDING MAINT & SUPPLIES	1,300	1,300	-
1,040	1,236	1,800	RENTALS AND LEASES	1,800	1,800	-
1,669	2,044	6,856	INSURANCE	7,200	7,200	-
75	-	100	ADVERTISING & RECRUITMENT	100	100	-
4,147	5,119	6,100	LEARNING, DUES & MEMBERSHIPS	6,200	6,200	-
3,003	5,414	7,100	OFFICE SUPPLIES & MISC EXPENSE	7,300	7,300	-
27,718	16,499	20,000	EQUIP MAINT & SUPPLIES	22,000	22,000	-
449	181	600	UNIFORMS	600	600	-
41,532	41,459	41,100	UTILITIES	43,000	43,000	-
114,639	113,884	131,956	Total Materials and Service	147,100	147,100	-

2014 Actual	2015 Actual	2016 Adopted	Sewer Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
			Transfers Out			
18,500	20,750	20,877	Franchise Fee	20,639	20,639	-
4,932	5,898	10,980	Trans To Reserve Fund	8,840	8,840	-
78,569	29,048	29,148	Trans To Sewer Bond	54,486	54,486	-
27,588	25,968	26,965	Operational Overhead	30,504	30,504	-
129,589	81,664	87,970	Total Transfers Out	114,469	114,469	-
-	-	150,869	Contingency	76,318	76,318	-
79,286	123,397	-	Unappropriated EFB	-	-	-
486,519	483,215	542,888	Total Requirements	526,870	526,870	-
-						

2014 Actual	2015 Actual	2016 Adopted	Sewer Construction Fund Summary	2017 Proposed	2017 Approved	2017 Adopted
161,409	220,792	377,617	Beginning Fund Balance	645,898	645,898	-
59,554	114,755	198,648	Charges for Services	199,230	147,450	-
-	-	-	Transfers from other Funds	-	-	-
333	43,167	-	Miscellaneous	400	400	-
221,296	378,714	576,265	Total	845,528	793,748	-
-	-	-	Materials and Services	-	-	-
-	-	130,000	Capital Outlay	130,000	130,000	-
504	271	3,336	Transfers	3,336	3,336	-
-	-	442,929	Contingency	712,192	712,192	-
-	378,443	-	Unappropriated EFB	-	-	-
504	378,714	576,265	Total	845,528	845,528	-

2014 Actual	2015 Actual	2016 Adopted	Sewer Construction Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Resources						
51,744	110,549	146,916	Sewer Fee Revenue	147,450	147,450	-
1,920	1,034	12,720	SDC-Improvement	12,732	12,732	-
5,386	2,900	35,676	SDC-Reimbursement	35,712	35,712	-
504	272	3,336	SDC-Administration	3,336	3,336	-
7,810	4,206	51,732	Charges for Services	51,780	51,780	-
-	42,883	-	Misc Revenue (Sewer Line)	-	-	-
333	284	-	Interest Income	400	400	-
333	43,167	-	Miscellaneous Revenue	400	400	-
161,409	220,792	377,617	Beginning Fund Balance	645,898	645,898	-
221,296	378,714	576,265	Total Resources	845,528	845,528	-
Requirements						
Materials and Services						
-	-	-	PROFESSIONAL SERVICES	-	-	-
-	-	-	Total Materials and Services	-	-	-
-	-	130,000	Capital Outlay	130,000	130,000	-
504	271	3,336	TRANSFERS OUT	3,336	3,336	-
-	-	442,929	CONTINGENCY	712,192	712,192	-
220,792	378,443	-	Unappropriated EFB	0	-	-
221,296	378,714	576,265	Total Requirements	845,528	845,528	-
-	-	-				

2014 Actual	2015 Actual	2016 Adopted	Sewer Bond Fund Summary	2017 Proposed	2017 Approved	2017 Adopted
40,078	64,160	64,161	Beginning Fund Balance	38,075	38,075	-
-	25	100	Miscellaneous	100	100	-
78,569	29,048	29,148	Transfers from other Funds	54,486	54,486	-
118,647	93,233	93,409	Total	92,661	92,661	-
54,486	54,486	55,334	Debt Service	54,486	54,486	-
64,161	38,747	38,075	Unappropriated EFB	38,175	38,175	-
118,647	93,233	93,409	Total	92,661	92,661	-

2014 Actual	2015 Actual	2016 Adopted	Sewer Bond Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Resources						
-	25	100	Interest Income	100	100	-
-	-	-	Miscellaneous Revenue	-	-	-
-	25	100	Miscellaneous Revenue	100	100	-
78569	29,048	29,148	Transfer From-Sewer	54,486	54,486	-
40078	64,160	64,161	Beginning fund Balance	38,075	38,075	-
118647	93,233	93,409	Total Resources	92,661	92,661	-
Requirements						
-	-	-	Total Material and Services	-	-	-
Debt Service						
16527	15,341	14,337	LOAN INTEREST	12,857	12,857	-
37959	39,145	40,997	LOAN PRINCIPAL	41,629	41,629	-
54486	54,486	55,334	Total Debt Service	54,486	54,486	-
64161	38,747	38,075	UNAPPROPRIATED EFB	38,175	38,175	-
118647	93,233	93,409	Total Requirements	92,661	92,661	-

2014 Actual	2015 Actual	2016 Adopted	Water Summary	2017 Proposed	2017 Approved	2017 Adopted
35,784	83,046	142,715	Beginning Fund Balance	203,697	203,697	-
375,017	377,533	397,792	Charges for Services	409,177	409,177	-
19,992	31,145	31,700	Miscellaneous	31,700	31,700	-
430,793	491,725	572,207	Total	644,574	644,574	-
123,847	124,862	139,689	Personnel Services	136,922	136,922	-
107,814	101,511	129,493	Materials and Services	156,960	156,960	-
116,086	115,410	150,458	Transfers	151,687	151,687	-
-	-	152,567	Contingency	199,005	199,005	-
83,046	149,941	-	Unappropriated EFB	-	-	-
430,793	491,725	572,207	Total	644,574	644,574	-

2014 Actual	2015 Actual	2016 Adopted	Water Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Resources						
364,204	370,433	388,692	Service Charges Water	400,677	400,677	-
3,809	817	3,600	Connection Chgs Water	4,500	4,500	-
7,004	6,283	5,500	Reconnection Fee	4,000	4,000	-
<u>375,017</u>	<u>377,533</u>	<u>397,792</u>	Charges For Services	<u>409,177</u>	<u>409,177</u>	-
334	46	100	Interest Income	100	100	-
7,786	6,588	7,200	Lease-Water Tower	7,200	7,200	-
-	11,461	14,400	Verizon Lease	14,400	14,400	-
11,872	13,050	10,000	Miscellaneous Revenue	10,000	10,000	-
<u>19,992</u>	<u>31,145</u>	<u>31,700</u>	Miscellaneous Revenue	<u>31,700</u>	<u>31,700</u>	-
35,784	83,046	142,715	Beginning Fund Balance	203,697	203,697	-
<u>430,793</u>	<u>491,725</u>	<u>572,207</u>	Total Resources	<u>644,574</u>	<u>644,574</u>	-
Requirements						
Personnel Services						
-	-	80,122	SALARIES AND WAGES	78,351	78,351	-
3,315	3,365	-	Director of Admin/Recorder	-	-	-
6,394	4,512	-	Sr. Accounting Specialist	-	-	-
20,425	21,302	-	Public Works Super	-	-	-
19,771	21,630	-	Administrative Assistant	-	-	-
15,497	16,496	-	Utility Worker 1	-	-	-
3,633	3,863	-	PW Maintenance PT	-	-	-
-	-	-	Comp Time	-	-	-
-	-	59,567	EMPLOYEE BENEFITS	58,571	58,571	-
31,467	32,579	-	EB-Medical & Dental	-	-	-
264	290	-	EB-Insurance (life & disab)	-	-	-
5,353	5,540	-	EB-Employer Taxes	-	-	-
14,567	14,642	-	EB-PERS	-	-	-
3,160	643	-	EB-Workers Comp	-	-	-
<u>123,847</u>	<u>124,862</u>	<u>139,689</u>	Total Personnel Services	<u>136,922</u>	<u>136,922</u>	-
1.47	1.47		FTE	1.31	1.31	

2014 Actual	2015 Actual	2016 Adopted	Water Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
			Materials and Services			
13,242	17,567	18,100	PROFESSIONAL SERVICES	38,100	38,100	-
7,090	6,453	12,000	CONTRACTED SUPPORT	12,700	12,700	-
17,823	14,645	16,000	OPERATIONAL SUPPLIES	18,000	18,000	-
1,148	2,016	2,000	BUILDING MAINT & SUPPLIES	1,900	1,900	-
1,040	1,273	2,300	RENTALS AND LEASES	2,300	2,300	-
8,346	10,219	9,793	INSURANCE	10,160	10,160	-
75	-	100	ADVERTISING & RECRUITMENT	100	100	-
4,039	4,458	5,500	LEARNING, DUES & MEMBERSHIPS	6,800	6,800	-
9,177	3,021	8,500	OFFICE SUPPLIES & MISC EXPENSE	8,600	8,600	-
9,069	6,711	16,300	EQUIP MAINT & SUPPLIES	19,300	19,300	-
293	181	600	UNIFORMS	600	600	-
36,471	34,967	38,300	UTILITIES	38,400	38,400	-
107,814	101,511	129,493	Total Materials and Services	156,960	156,960	-
			Transfers Out			
4,932	8,898	10,980	Trans To Reserve Fund	8,840	8,840	-
111,154	63,275	95,727	Trans To Water Bond	95,727	95,727	-
-	-	-	Trans To Water Const	-	-	-
-	21,250	19,890	Trans Out - Franchise Fees	20,460	20,460	-
-	21,987	23,861	Trans Out OP OH	26,660	26,660	-
116,086	115,410	150,458	Total Transfers Out	151,687	151,687	-
-	-	152,567	Contingency	199,005	199,005	-
83,046	149,941	-	Unappropriated EFB	-	-	-
430,793	491,725	572,207	Total Requirements	644,574	644,574	-

2014 Actual	2015 Actual	2016 Adopted	Water Construction Fund Summary	2017 Proposed	2017 Approved	2017 Adopted
245,641	256,939	300,205	Beginning Fund Balance	459,095	459,095	-
11,584	44,247	141,156	Charges for Service	141,449	107,309	-
464	395	400	Miscellaneous	400	400	-
-	-	-	Transfers from other Funds	-	-	-
257,689	301,581	441,761	Total	600,944	600,944	-
-	-	-	Materials and Services	-	-	-
-	-	34,000	Capital Outlay	30,000	30,000	-
750	546	3,360	Transfers	3,372	3,372	-
-	-	404,401	Contingency	567,572	567,572	-
256,939	301,035	-	Unappropriated EFB	-	-	-
257,689	301,581	441,761	Total	600,944	600,944	-

2014 Actual	2015 Actual	2016 Adopted	Water Construction Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Resources						
-	38,703	107,052	Water Fee Revenue	107,309	107,309	-
1,409	674	4,152	SDC-Improvement	4,152	4,152	-
9,033	4,324	26,592	SDC-Reimbursement	26,616	26,616	-
1,142	546	3,360	SDC-Administration	3,372	3,372	-
11,584	5,544	34,104	Charges for Services	34,140	34,140	-
464	395	400	Interest Income	400	400	-
464	395	400	Miscellaneous Revenue	400	400	-
245,641	256,939	300,205	Beginning Fund Balance	459,095	459,095	-
257,689	301,581	441,761	Total Resources	600,944	600,944	-
Requirements						
-	-	-	PROFESSIONAL SERVICES	-	-	-
-	-	-	Total Materials and Services	-	-	-
-	-	34,000	Capital Outlay	30,000	30,000	-
750	546	3,360	TRANSFERS OUT	3,372	3,372	-
-	-	404,401	CONTINGENCY	567,572	567,572	-
256,939	301,035	-	Unappropriated EFB	-	-	-
257,689	301,581	441,761	Total Requirements	600,944	600,944	-

2014 Actual	2015 Actual	2016 Adopted	Water Bond Fund Summary	2017 Proposed	2017 Approved	2017 Adopted
99,375	114,802	82,500	Beginning Fund Balance	82,500	82,500	-
-	41	-	Miscellaneous	40	40	-
111,154	63,275	95,727	Transfers from other Funds	95,727	95,727	-
210,529	178,118	178,227	Total	178,267	178,267	-
95,727	95,727	95,727	Debt Service	95,727	95,727	-
114,802	82,391	82,500	Unappropriated EFB	82,540	82,540	-
210,529	178,118	178,227	Total	178,267	178,267	-

2014 Actual	2015 Actual	2016 Adopted	Water Bond Fund Detail	2017 Proposed	2017 Approved	2017 Adopted
Resources						
-	-	-	Debt Service Revenue	-	-	-
-	41	-	Interest Income	40	40	-
-	-	-	Miscellaneous Revenue	-	-	-
-	41	-	Miscellaneous Revenue	40	40	-
111,154.00	63,275	95,727	Transfers From-Water	95,727	95,727	-
99,375.00	114,802	82,500	Beginning Fund Balance	82,500	82,500	-
210,529.00	178,118	178,227	Total Resources	178,267	178,267	-
Requirements						
Debt Service						
23,576.00	21,445	19,260	BOND INTEREST	17,011	17,011	-
72,151.00	74,282	76,467	BOND PRINCIPAL	78,716	78,716	-
95,727.00	95,727	95,727	Total Debt Service	95,727	95,727	-
114,802.00	82,391	82,500	UNAPPROPRIATED EFB	82,540	82,540	-
210,529.00	178,118	178,227	Total Requirements	178,267	178,267	-

CITY OF HUBBARD
Approved Budget
Transfer Summary
FY 2016-2017

	Out	In
General Fund	35,408	129,076
Street Fund	27,170	-
Street Construction Fund	2,016	-
Reserve Fund	-	59,945
Parks Improvement Fund	1,776	-
Sewer Fund	114,469	-
Sewer Construction Fund	3,336	-
Sewer Bond Fund	-	54,486
Water Fund	151,687	-
Water Construction Fund	3,372	-
Water Bond Fund	-	95,727
Total Transfer Out and In	339,234	339,234

Personnel Expenses Summary

	Budget Annual Compensation	Budget Annual Benefits	Budget Total
<u>Admin Dept</u>			
City Recorder	69,690	51,452	121,142
Sr. Accountant	59,736	25,426	85,162
Admin Asst.	44,630	38,735	83,365
Interpreter	1,000	77	1,077
Volunteer Boards	-	42	42
	175,056	115,732	290,788
<u>Public Works Dept</u>			
Superintendent	76,456	56,219	132,676
Foreman	53,278	47,888	101,165
Part time	17,438	3,818	21,256
Admin Asst.	46,818	43,370	90,188
Utility Worker I	43,936	40,772	84,708
Vacation Pay Out	8,907	3,093	12,000
Comp Pay Out	8,907	3,093	12,000
	255,740	198,252	453,992
<u>Police Dept</u>			
Police Chief	74,019	35,393	109,412
Police Sergeant	59,218	42,487	101,705
Police Officer	52,475	27,354	79,829
Police Officer	53,447	47,505	100,952
Police Officer	53,447	47,483	100,930
Police Officer (Vacant)	-	-	-
Admin Asst.	43,755	31,292	75,047
Reserves	1,000	573	1,573
Overtime	14,500	5,748	20,248
Overtime Holiday	6,000	1,271	7,271
	357,861	239,105	596,966
TOTALS	788,656	553,090	1,341,745

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

Title 5 BUSINESS LICENSES AND REGULATIONS

Chapters:

- 5.01 Business Registration**
- 5.05 Peddling and Soliciting**
- 5.10 Outdoor Merchandising and Outdoor Entertainment**
- 5.15 *Repealed***

Chapter 5.01 BUSINESS REGISTRATION

Sections:

- 5.01.010 Purpose.
- 5.01.020 Definitions.
- 5.01.030 Exemptions.
- 5.01.040 Registration required.
- 5.01.050 Application.
- 5.01.060 Fee.
- 5.01.070 Use of revenue.
- 5.01.080 Transfers, relocations, and term of registrations.
- 5.01.090 Delinquency charge.
- 5.01.100 Disclaimers and exemptions.
- 5.01.110 Violation – Penalty.

5.01.010 Purpose.

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

5.01.020 Definitions.

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

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

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

(6) "Cottage industry/home occupation" means an accessory use of a dwelling unit for gainful employment involving the manufacture, provision, or sale of goods and/or services. The primary use of the dwelling unit is residential.

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

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

(9) "Residential rental unit" means a dwelling containing one or more separate living quarters, one or more of which is rented, leased, or let in exchange for full or partial monetary compensation. (Ord. 226-2000 § 2, 2000)

5.01.030 Exemptions.

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

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

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

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

(5) Garage sales as defined in this chapter.

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

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

5.01.040 Registration required.

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

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

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

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

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

5.01.050 Application.

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

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

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

5.01.060 Fee.

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

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

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

5.01.070 Use of revenue.

The revenue derived from the business registration shall be used to defray the costs of

administering this chapter. (Ord. 226-2000 § 7, 2000)

5.01.080 Transfers, relocations, and term of registrations.

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

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

(3) Registration Term. The business registration year shall be January 1st to December 31st. A business registration issued under this chapter shall be valid from the date of issuance until December 31st. (Ord. 226-2000 § 8, 2000)

5.01.090 Delinquency charge.

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

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

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

5.01.100 Disclaimers and exemptions.

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

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

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

5.01.110 Violation – Penalty.

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

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

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

Chapter 5.15
GAMES AND MECHANICAL DEVICES

(Repealed by Ord. 231-2000)

Chief's Report

To: Mayor and City Council Members
From: Chief David M. Dryden
Date: June 6, 2016
Re: Monthly Police Department Report

1. **Administrative Assistant Position:** (Consent Agenda) We have conducted two different interview processes in an attempt to find the right person to fill the vacant records position in the police department. During the first round of interviews the person we selected did not pass a background investigation. We held our second set of interviews on June 6th and have selected Madelynn Griep for the position pending the passing of a background investigation. Madelynn currently works as a Paralegal in a law firm in Salem.
2. **Officer Anderson Staying with PD:** Officer Chris Anderson has advised me that he has decided to stay with the police department.
3. **Grant Meeting with Fire Department:** Department Heads will be meeting with the Fire Chief in the near future to talk about grants. We have become aware of grant opportunities related to federal dollars being available to assist with construction of buildings that would house city and fire services in a jointly occupied facility. Staff will keep you informed as this progress.
4. **K9 Medical Emergency:** K9 Zafa had a medical emergency about two weeks ago having a blockage in her stomach. Officer Bentley rushed the dog to Dove Lewis Medical Center where the dog underwent emergency surgery to remove the blockage. The dog is home and mending well and should be able to return to work in the next couple of weeks. Cost on the medical visit was 2350.00. the medical center was supportive of the K9 program and did this surgery at a reduced cost.

- MONTHLY REPORT -

DATE: June 14, 2016
TO: City Council
FROM: Public Works Department

ITEM #1 As of July 1, 2016 Juan Hernandez will have completed his fourth year in the Utility Worker I position. Juan continues to display the attributes desired for someone in this position.

I recommend Juan Hernandez be granted a step increase to Step F of the salary schedule per the personnel policy effective July 1, 2016.

ITEM #2 A presentation was given on June 1, 2016 in support of the Rivenes Park restroom grant application. Grant award decisions should be received in September, 2016.

ITEM #3 Staff anticipates the 2nd Street improvements (Schedule B, 2nd Street between "D" and "F" Streets) will take place within the next couple of weeks.

ITEM #4 The closing date for applications for the Utility Worker I Part-time position was Monday, June 6, 2016. At the time this report is being written, three applications had been received. Interviews are tentatively scheduled for Monday, June 20, 2016.

Staff requests authorization to move forward with the hiring process following the interviews on June 20, 2016.

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

The Public Works Department completed 26 requests for locates for the month of May.



DIRECTOR OF ADMINISTRATION/CITY RECORDER MONTHLY REPORT

To: CITY COUNCIL
From: VICKIE NOGLE, MMC
Date: JUNE 6, 2016
RE: REPORT FOR JUNE 14, 2016, CITY COUNCIL MEETING

ELECTIONS

The Mayor and two Council positions will be open for the General Election held November 8, 2016. The Mayor shall be elected for a term of two years, and the two Councilors shall be elected for a term of four years. You may obtain more information from the Secretary of State's Elections website at www.sos.state.or.us/elections/. The deadline to have completed certified paperwork return to City Hall is [August 15, 2016, at 5:30 p.m.](#)

ADMINISTRATION

In order to run City errands and take lunch breaks, the City hall Offices may be closed for brief periods throughout the summer workweeks due to staffing levels. The Senior Accounting Specialist Kari Kurtz and I will be taking on other tasks while the Administrative Assistant/Court Clerk is on leave.

PLANNING COMMISSION

- The Planning Commission meeting scheduled June 21, 2016, has been cancelled. The next regularly scheduled meeting is July 21, 2016 at 6:30 p.m.
- Planning Commissioner Harold Anderson resigned his position May 25, 2016, leaving a position on the Commission vacant. The term of this position ends December 31, 2018.

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@cityofhubbard.org.

BUILDING PERMITS

27 building permit applications have been summer workweeks due to staffing levels. The Senior Accounting Specialist Kari Kurtz and I will be taking on other the other duties while submitted from January – May 2016.

BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #
1				Claud Davis	2363 Thomas Court	041433AA13300
2	4/18/2016	5/3/2015	555-16-002760-DWL	Claud Davis	2363 Thomas Court	041433AA13300
3	4/20/2016	5/5/2016	555-16-002838-DWL	CitiHomes Group	3501 7th Street	041W33AB04601
4						
5	4/18/2016	5/5/2016	555-16-002997-DWL	Claud Davis	2267 Thomas Way	041W28DD12300
6						
7	4/25/2016	5/5/2016	555-16-003003-STR	Mike Luna	2539 A Street	041WDDAA03200
8						
9	5/9/2016	5/24/2016	555-16-003407-DWL	Chad E. Davis Construction	3971 8th Street	041W28DD11100
10						
11	5/9/2016	5/24/2016	555-16-003406-DWL	Chad E. Davis Construction	2280 A Street	041W33AA12600
12						
13	5/9/2016	5/24/2016	555-16-003398-DWL	Chad E. Davis Construction	2235 A Street	041W28DD11200
14						
15	5/9/2016	5/24/2016	555-16-003408-DWL	Chad E. Davis Construction	2178 Thomas Way	041W28DD11800
16						
17	5/9/2016	5/24/2016	555-16-003383-DWL	Chad E. Davis Construction	2238 Thomas Way	041W28DD11900
18						
19	5/9/2016	5/23/2016	555-16-003380-DWL	Chad E. Davis Construction	2155 A Street	041W28DD11400
20						
21	5/9/2016	5/24/2016	555-16-003419-dwl	Chad E. Davis Construction	4025 10th Street	041W28DD12900
22						
23	5/9/2016			Chad E. Davis Construction	2177 A Street	
24						
25	5/9/2016			Chad E. Davis Construction	2152 A Street	
26						
27	5/9/2016			Chad E. Davis Construction	4041 10th 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			\$ 225.00			\$ 14,334.00			
2	Cancelled/resubmitted									
3	SFR	\$ 1,723.26	1.001425	N/A	N/A	\$ 212.00	\$ 5,063.50	1.002043	\$ 2,039.00	\$ 259,819.23
4	ADDITIONAL PAYMENT 05/12/2016	\$ 8,316.68	1.002043							
5	SFR	\$ 19,299.96	1.001964	\$ 225.00	1.001964	\$ 200.30	\$ 14,334.00	1.001964	\$ 1,907.00	\$ 250,528.58
6										
7	Detached Garage	\$ 401.88	1.001792			\$ 53.80	N/A	N/A		\$ 28,926.72
8	ADDITIONAL PAYMENT 5/5/2016	\$ 128.05	1.001942							
9	SFR	\$ 18,822.00		\$ 225.00		\$ 169.10			\$ 1,754.00	\$ 221,934.92
10										
11	SFR	\$ 19,288.48								
12										
13	SFR	\$ 19,288.48								
14										
15	SFR	\$ 18,800.00		\$ 225.00		\$ 169.10	\$ 14,334.00		\$ 1,732.00	
16										
17	SFR	\$ 19,277.00								
18										
19	SFR	\$ 19,622.85		\$ 225.00		\$ 209.40	\$ 14,334.00		\$ 1,984.00	\$ 257,461.53
20										
21	SFR	\$ 18,898.83		\$ 225.00		\$ 176.90	\$ 14,334.00		\$ 1,754.00	\$ 232,646.12
22										
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BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #			Applicant Name		Address		Map & Tax Lot #	
			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 – JUN 2016

To: CITY COUNCIL
From: Kari Kurtz
Date: June 2, 2016
Re: June 14, 2016 Council Meeting

Finance Reports & Notes:

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

Consent Agenda Reports:

1. Check listing for the month of May is included in your packet.
2. A Supplemental Budget for the current fiscal year has been prepared. With the building of the new subdivision additional revenue was received however this also caused expenses to exceed what was originally budgeted. In addition there were a few corrections to the original budget, i.e. transfers were out of balance, transfer from Sewer Fund to Sewer Bond Fund was insufficient to meet bond covenants and personnel services did not include the 6% PERS.
3. The engagement letter from our auditors, Grove, Mueller and Swank, is also included in your packet. The audit is scheduled for September 12th.

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.Employee number = {<>} 104

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
Administration							
102	Astorga, Lucy T M	Vac	103.31	10.00	.00	113.31	2,402.43
		Sic	138.50	8.00	3.50	143.00	
		Hol	.00	10.00	10.00	.00	.00
		Com	34.84	.75	3.00	32.59	690.98
113	Kurtz, Kari J	Vac	106.64	6.66	.00	113.30	3,136.23
		Sic	40.26	8.00	1.50	46.76	
		Hol	.00	10.00	10.00	.00	.00
		Com	52.66	11.10	.00	63.76	1,764.93
117	Nogle, Vickie Lynne	Vac	192.70	15.34	.00	208.04	6,890.53
		Sic	498.25	8.00	.00	506.25	
		Hol	.00	10.00	10.00	.00	.00
		Com	12.25	13.13	.50	24.88	824.06
Total Administration:			402.65	32.00	.00	434.65	12,429.20
			677.01	24.00	5.00	696.01	
			.00	30.00	30.00	.00	.00
			99.75	24.98	3.50	121.23	3,279.97

Police Department

101	Anderson, Chris	Vac	60.00	10.00	40.00	30.00	747.88
		Sic	790.00	8.00	.00	798.00	
		Hol	.00	15.00	.00	15.00	373.94
		Com	53.07	16.50	20.00	49.57	1,235.75
103	Bentley, Glen W	Vac	251.50	10.66	.00	262.16	6,656.50
		Sic	912.50	8.00	10.00	910.50	
		K9	.00	10.00	10.00	.00	.00
		Hol	.00	10.00	.00	10.00	253.91
		Com	57.50	9.75	.00	67.25	1,707.54
105	Dryden, David	Vac	231.36	28.00	30.00	229.36	8,065.22
		Sic	545.00	8.00	.00	553.00	
		Hol	.00	10.00	10.00	.00	.00
		Com	11.38	4.50	8.00	7.88	277.09
107	Gill, William W	Vac	292.43	17.34	.00	309.77	8,714.60
		Sic	705.00	8.00	10.00	703.00	
		Hol	.00	15.00	.00	15.00	421.99
		Com	47.13	.00	10.00	57.13	1,607.21
116	Nelson, Grady	Vac	155.80	10.00	.00	165.80	4,209.83
		Sic	83.00	8.00	10.00	81.00	
		Hol	.00	10.00	.00	10.00	253.91
		Com	27.88	21.00	20.00	28.88	733.29
Total Police Department:			991.09	76.00	70.00	997.09	28,394.03
			3,035.50	40.00	30.00	3,045.50	
			.00	10.00	10.00	.00	.00
			.00	60.00	10.00	50.00	1,303.75
			196.96	51.75	38.00	210.71	5,560.88

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
Public Works							
106	Estrada, Jaime	Vac	316.98	29.34	.00	346.32	11,835.07
		Sic	2,337.40	8.00	13.00	2,332.40	
		Hol	.00	10.00	4.00	6.00	205.04
		Com	45.67	13.20	3.50	55.37	1,892.20
109	Hernandez, Juan M	Vac	271.78	10.00	11.00	270.78	5,006.83
		Sic	257.50	8.00	.00	265.50	
		Hol	.00	8.00	8.00	.00	.00
		Com	9.16	.00	9.00	.16	2.96
112	Krebs, Michael R	Vac	306.69	18.68	3.00	322.37	7,655.48
		Sic	1,098.00	8.00	3.00	1,103.00	
		Hol	.00	8.00	8.00	.00	.00
		Com	58.29	.00	.00	58.29	1,384.24
118	Olinger, Melinda L	Vac	298.24	14.68	.00	312.92	6,764.70
		Sic	740.00	8.00	.75	747.25	
		Hol	.00	10.00	10.00	.00	.00
		Com	60.00	.00	.00	60.00	1,297.08
Total Public Works:			1,193.69	72.70	14.00	1,252.39	31,262.09
			4,432.90	32.00	16.75	4,448.15	
			.00	.00	.00	.00	.00
			.00	36.00	30.00	6.00	205.04
			173.12	13.20	12.50	173.82	4,576.48
Grand Totals:			2,587.43	180.70	84.00	2,684.13	72,085.32
			8,145.41	96.00	51.75	8,189.66	
			.00	10.00	10.00	.00	.00
			.00	126.00	70.00	56.00	1,508.79
			469.83	89.93	54.00	505.76	13,417.33

Report Criteria:

Employee.Employee number = {<>} 104

General Ledger
Revenue Analysis
May-16

ACCOUNT NO.	DESCRIPTION	BUDGETED		PERIOD		YTD REVENUE	UNCOLLECTED		PERCENT RECEIVED
		REVENUE		REVENUE			BALANCE		
100	GENERAL FUND								
100-300-3111	Property Taxes	680,000.00		2,456.63		685,047.91	(5,047.91)	1.01	
100-300-3112	Delinq Prop Taxes	25,000.00		960.97		22,179.61	2,820.39	0.89	
100-300-3180	FF-Pref L D	-		-		238.66	(238.66)	-	
100-300-3181	FF-PGE	97,000.00		8,281.29		103,807.53	(6,807.53)	1.07	
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		3,119.55		12,988.47	11.53	1.00	
100-300-3185	FF-Allied Waste	21,000.00		-		26,654.95	(5,654.95)	1.27	
100-300-3186	FF-Gervais Telepho	700.00		210.42		841.68	(141.68)	1.20	
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		3,417.94		42,555.55	2,444.45	0.95	
100-300-3304	911 Tax	-		-		-	-	-	
100-300-3415	General Service Fe	130,000.00		22,004.35		134,063.40	(4,063.40)	1.03	
100-300-3601	Miscellaneous Reveue	1,100.00		10.00		423.46	676.54	0.38	
100-300-3611	Interest Income	5,400.00		1,130.18		8,567.26	(3,167.26)	1.59	
100-301-3211	Business Registration	4,600.00		360.00		4,935.00	(335.00)	1.07	
100-301-3401	Lien Search	3,000.00		150.00		2,340.00	660.00	0.78	
100-301-3402	Business OLCC Fee	180.00		-		180.00	-	1.00	
100-301-3601	Miscellaneous Reveue	-		-		-	-	-	
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		1,950.00		14,550.00	2,450.00	0.86	
100-302-3403	Police Reports	800.00		60.00		680.00	120.00	0.85	
100-302-3404	Sale Of Surp Prop	1,200.00		-		-	1,200.00	0.00	
100-302-3406	Training PD	-		-		-	-	-	

General Ledger
Revenue Analysis
May-16

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	120.00	708.65	(258.65)	1.57
100-302-3644	PD Training Rev	2,700.00	347.94	2,701.43	(1.43)	1.00
100-303-3401	Municipal Court	70,000.00	14,445.45	92,376.60	(22,376.60)	1.32
100-303-3402	Marion County Cour	23,000.00	4,189.24	20,893.75	2,106.25	0.91
100-303-3404	Collections	-	-	-	-	-
100-303-3405	Temp Offense Surch	450.00	215.42	656.49	(206.49)	1.46
100-303-3611	Collections Intere	2,100.00	-	2,233.07	(133.07)	1.06
100-305-3305	School Excise Reve	544.00	157.84	2,077.42	(1,533.42)	3.82
100-305-3350	Eco Dev Community Project Grant	-	-	2,800.00	(2,800.00)	-
100-305-3401	Land Use Fees	26,000.00	459.97	34,243.70	(8,243.70)	1.32
100-305-3402	Building Permits	26,000.00	4,176.19	88,501.21	(62,501.21)	3.40
100-391-3910	Transfer In - Water	19,890.00	-	13,548.86	6,341.14	0.68
100-391-3912	Transfer In Sewer	20,877.00	-	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	-	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	68,223.38	1,417,923.50	37,445.50	0.97
121 STREET FUND						
121-300-3190	Gas Tax	148,532.00	13,609.76	140,829.51	7,702.49	0.95
121-300-3407	Transportation Utility	75,636.00	13,063.64	78,250.18	(2,614.18)	1.03
121-300-3408	Row Permits	450.00	370.00	5,680.00	(5,230.00)	12.62
121-300-3554	Assessment Principal	-	-	-	-	-
121-300-3601	Miscellaneous Revene	200.00	-	-	200.00	0.00
121-300-3611	Interest Income	280.00	53.82	600.32	(320.32)	2.14
121-399-9999	Beginning Fund Balance	85,008.00	-	-	85,008.00	0.00
STREETS TOTALS		310,106.00	27,097.22	225,360.01	84,745.99	0.73

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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	3,402.44	35,207.38	1,925.62	0.95
122-300-3341	Special Allotment	50,000.00	-	-	50,000.00	0.00
122-300-3342	Odor Grant	-	-	-	-	-
122-300-3343	TGM Grant	-	-	-	-	-
122-300-3404	Sale of Surplus	-	-	-	-	-
122-300-3550	SDC Administration	7,044.00	-	421.85	6,622.15	0.06
122-300-3551	SDC-Improvement	32,724.00	4,866.50	78,877.50	(46,153.50)	2.41
122-300-3554	Assessment Principal	2,016.00	245.50	3,978.50	(1,962.50)	1.97
122-300-3601	Miscellaneous Revenue	-	-	-	-	-
122-300-3611	Interest Income	500.00	57.22	510.15	(10.15)	1.02
122-399-9999	Beginning Fund Balance	86,941.00	-	-	86,941.00	0.00
	STREET CONST. TOTAL	216,358.00	8,571.66	118,995.38	97,362.62	0.55
123	RESERVE FUND					
123-300-3611	Interest	150.00	22.90	162.65	(12.65)	1.08
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	22.90	39,849.65	130,273.35	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	3,119.50	67,415.50	(30,683.50)	1.84
125-300-3552	SDC-Reimbursement	5,736.00	999.50	11,037.50	(5,301.50)	1.92

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ACCOUNT NO.	DESCRIPTION	BUDGETED REVENUE	PERIOD REVENUE	YTD REVENUE	UNCOLLECTED BALANCE	PERCENT RECEIVED
125-300-3554	SDC-Administration	1,776.00	177.00	3,285.00	(1,509.00)	1.85
125-300-3601	Miscellaneous Revenue	-	-	425.00	(425.00)	-
125-300-3611	Interest Income	400.00	74.38	618.55	(218.55)	1.55
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	4,370.38	95,269.65	294,812.35	0.24
201	SEWER FUND					
201-300-3403	Reconnect Fee	-	-	-	-	-
201-300-3441	Service Charges Se	417,535.00	65,903.68	399,259.72	18,275.28	0.96
201-300-3442	Connection Chgs Se	-	-	-	-	-
201-300-3601	Miscellaneous Revenue	100.00	-	96.51	3.49	0.97
201-300-3611	Interest Income	100.00	26.31	90.51	9.49	0.91
201-399-9999	Beginning Fund Balance	125,153.00	-	-	125,153.00	0.00
	SEWER FUND TOTAL	542,888.00	65,929.99	399,446.74	143,441.26	0.74
202	SEWER CONSTRUCTION FUND					
202-300-3550	Wastewater Reuse R	146,916.00	24,302.18	147,335.77	(419.77)	1.00
202-300-3551	SDC-Improvement	12,720.00	1,984.50	25,309.50	(12,589.50)	1.99
202-300-3552	SDC-Reimbursement	35,676.00	4,504.50	69,925.50	(34,249.50)	1.96
202-300-3554	SDC-Administration	3,336.00	401.00	6,517.00	(3,181.00)	1.95
202-300-3601	Miscellaneous Revenue	-	-	-	-	-
202-300-3611	Interest Income	-	38.96	336.51	(336.51)	-
202-300-3615	Trans from-Sewer	-	-	-	-	-
202-399-9999	Beginning Fund Balance	377,617.00	-	-	377,617.00	0.00
	SEWER CCONSTRUCTION TOTAL	576,265.00	31,231.14	249,424.28	326,840.72	0.43

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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	21.07	131.67	(31.67)	1.32
203-391-0201	Trans From-Sewer	29,148.00	-	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	21.07	53,845.67	39,563.33	0.58
205	WATER FUND					
205-300-3401	Service Charges Wa	388,692.00	57,161.48	380,092.90	8,599.10	0.98
205-300-3402	Connection Chgs Wa	3,600.00	1,665.10	6,656.05	(3,056.05)	1.85
205-300-3403	Reconnection Fee	5,500.00	443.60	3,464.25	2,035.75	0.63
205-300-3404	Sale Of Surp Prop	-	-	-	-	-
205-300-3601	Miscellaneous Revenue	10,000.00	1,873.10	11,959.92	(1,959.92)	1.20
205-300-3611	Interest Income	100.00	32.54	104.81	(4.81)	1.05
205-300-3612	Refunds - UB	-	-	-	-	-
205-300-3620	Lease-Water Tower	7,200.00	1,317.68	7,367.07	(167.07)	1.02
205-300-3622	Verzion Lease	14,400.00	2,400.00	13,200.00	1,200.00	0.92
205-399-9999	Beginning Fund Balance	142,715.00	-	-	142,715.00	0.00
	WATER TOTAL	572,207.00	64,893.50	422,845.00	149,362.00	0.74
206	WATER CONSTRUCTION FUND					
206-300-3550	Water Static Reven	107,052.00	17,046.07	100,916.41	6,135.59	0.94
206-300-3551	SDC-Improvement	4,152.00	346.00	7,958.00	(3,806.00)	1.92
206-300-3552	SDC-Reimbursement	26,592.00	2,460.50	51,222.50	(24,630.50)	1.93
206-300-3554	SDC-Administration	3,360.00	293.00	6,458.00	(3,098.00)	1.92
206-300-3611	Interest Income	400.00	54.22	468.26	(68.26)	1.17
206-391-0251	Trans From-Water	-	-	-	-	-
206-399-9999	Beginning Fund Balance	300,205.00	-	-	300,205.00	0.00

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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	-	5.67	49.01	(49.01)	-
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	5.67	95,776.01	82,450.99	0.54
	TOTAL REVENUE	4,946,795.00	290,566.70	3,285,759.06	1,661,035.94	0.66

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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	37,890.26	(37,890.26)	-
100-410-1102	Finance Director	-	1,919.20	20,669.60	(20,669.60)	-
100-410-1105	Administrative Assistant	-	551.26	6,063.80	(6,063.80)	-
	SALARIES AND WAGES	70,535.00	5,915.02	64,623.66	5,911.34	0.08
100-410-4100	EMPLOYEE BENEFITS	41,003.00	-	-	41,003.00	1.00
100-410-4110	EB-Medical & Dental	-	1,957.40	20,877.74	(20,877.74)	-
100-410-4120	EB-Insurance (life & disab)	-	22.11	247.40	(247.40)	-
100-410-4150	EB-Employer Taxes	-	452.52	5,014.70	(5,014.70)	-
100-410-4170	EB-PERS	-	1,410.46	15,281.78	(15,281.78)	-
100-410-4190	EB-Workers Comp	-	-	245.33	(245.33)	-
	EMPLOYEE BENEFITS	41,003.00	3,842.49	41,666.95	(663.95)	(0.02)
100-410-5100	MATERIALS & SERVICES					
100-410-5100	PROFESSIONAL SERVICES	41,019.00	1,596.15	28,513.75	12,505.25	0.30
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	118.98	2,746.23	353.77	0.11
100-410-6200	RENTALS AND LEASES	2,562.00	76.69	1,127.82	1,434.18	0.56
100-410-6300	INSURANCE	2,605.00	661.00	3,132.85	(527.85)	(0.20)
100-410-6400	ADVERTISING & RECRUITMENT	2,000.00	36.82	107.10	1,892.90	0.95
100-410-6500	DUES, EDUCATION AND LEARNING	11,765.00	105.00	7,196.97	4,568.03	0.39
100-410-6600	OFFICE SUPPLIES & MISC EXPENSE	7,650.00	483.93	6,058.26	1,591.74	0.21
100-410-6700	EQUIP MAINT & SUPPLIES	2,600.00	-	1,071.00	1,529.00	0.59
100-410-6800	UNIFORMS	200.00	-	-	200.00	1.00

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100-410-6900	UTILITIES	5,650.00	411.43	4,953.50	696.50	0.12
	MATERIALS & SERVICES	79,726.00	3,490.00	55,059.77	24,666.23	0.31
	TOTAL ADMIN	191,264.00	13,247.51	161,350.38	29,913.62	0.16
412	COURT					
100-412-1100	SALARIES AND WAGES	24,707.00	-	-	24,707.00	1.00
100-412-1101	City Recorder	-	344.46	3,789.07	(3,789.07)	-
100-412-1102	Finance Director	-	287.88	3,100.45	(3,100.45)	-
100-412-1105	Administrative Assistant	-	1,286.28	14,149.08	(14,149.08)	-
100-412-1111	Interpreter	-	68.35	495.52	(495.52)	-
100-412-1112	Bailiff	-	-	240.00	(240.00)	-
	SALARIES AND WAGES	24,707.00	1,986.97	21,774.12	2,932.88	0.12
100-412-4100	EMPLOYEE BENEFITS	16,322.00	-	-	16,322.00	1.00
100-412-4110	EB-Medical & Dental	-	949.09	10,123.51	(10,123.51)	-
100-412-4120	EB-Insurance (life & disab)	-	7.18	79.69	(79.69)	-
100-412-4150	EB-Employer Taxes	-	147.77	1,667.91	(1,667.91)	-
100-412-4170	EB-PERS	-	392.36	4,331.30	(4,331.30)	-
100-412-4190	EB-Workers Comp	-	-	62.96	(62.96)	-
	EMPLOYEE BENEFITS	16,322.00	1,496.40	16,265.37	56.63	0.00
100-412-5100	MATERIALS & SERVICES	10,008.00	788.12	7,548.70	2,459.30	0.25
100-412-5300	PROFESSIONAL SERVICES	50.00	-	-	50.00	1.00
100-412-6100	OPERATIONAL SUPPLIES	500.00	11.90	211.05	288.95	0.58
100-412-6200	BUILDING MAINT & SUPPLIES	520.00	17.53	229.84	290.16	0.56
100-412-6300	RENTALS AND LEASES	754.00	-	785.57	(31.57)	(0.04)
100-412-6400	INSURANCE	100.00	-	-	100.00	1.00
	ADVERTISING & RECRUITMENT					

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100-412-6500	DUES, EDUCATION AND LEARNING	1,100.00	-	958.00	142.00	0.13
100-412-6600	OFFICE SUPPLIES & MISC EXPENSE	1,050.00	30.35	795.79	254.21	0.24
100-412-6700	EQUIP MAINT & SUPPLIES	200.00	-	-	200.00	1.00
100-412-6900	UTILITIES	1,900.00	122.14	1,377.27	522.73	0.28
	MATERIALS & SERVICES	16,182.00	970.04	11,906.22	4,275.78	0.26
	TOTAL COURT	57,211.00	4,453.41	49,945.71	7,265.29	0.13
413	COUNCIL					
	MATERIALS & SERVICES					
100-413-5100	PROFESSIONAL SERVICES	3,000.00	834.70	3,139.69	(139.69)	(0.05)
100-413-5300	OPERATIONAL SUPPLIES	3,000.00	167.75	233.75	2,766.25	0.92
100-413-6500	DUES, EDUCATION AND LEARNING	1,000.00	-	-	1,000.00	1.00
	MATERIALS & SERVICES	7,000.00	1,002.45	3,373.44	3,626.56	0.52
	TOTAL COUNCIL	7,000.00	1,002.45	3,373.44	3,626.56	0.52
419	COMMUNITY DEVELOPMENT					
	SALARIES AND WAGES	13,156.00	-	-	13,156.00	1.00
100-419-1100	City Recorder	-	861.16	9,472.73	(9,472.73)	-
100-419-1101	Finance Director	-	239.90	2,583.70	(2,583.70)	-
100-419-1102	Administrative Assistant	-	-	-	-	-
	SALARIES AND WAGES	13,156.00	1,101.06	12,056.43	1,099.57	0.08
	EMPLOYEE BENEFITS	7,907.00	-	-	7,907.00	1.00
100-419-4110	EB-Medical & Dental	-	368.61	3,931.73	(3,931.73)	-
100-419-4120	EB-Insurance (life & disab)	-	4.11	45.99	(45.99)	-
100-419-4150	EB-Employer Taxes	-	84.24	942.60	(942.60)	-
100-419-4170	EB-PERS	-	278.06	3,048.38	(3,048.38)	-

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100-419-4190	EB-Workers Comp	-	-	-	-	-
	EMPLOYEE BENEFITS	7,907.00	735.02	7,968.70	(61.70)	(0.01)
	MATERIALS & SERVICES					
100-419-5100	PROFESSIONAL SERVICES	18,000.00	1,020.00	17,613.35	386.65	0.02
100-419-5400	INTERGOVERNMENTAL SE	30,400.00	15,329.16	95,236.14	(64,836.14)	(2.13)
100-419-5500	PROGRAM & GRANT EXPENSES	-	721.75	1,733.75	(1,733.75)	-
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	17,070.91	114,732.24	(64,283.24)	(1.27)
	COMMUNITY DEVELOPMENT TOTAL	71,512.00	18,906.99	134,757.37	(63,245.37)	(0.88)
421	POLICE					
100-421-1100	SALARIES AND WAGES	404,132.00	-	-	404,132.00	1.00
100-421-1101	City Recorder	-	114.82	1,263.01	(1,263.01)	-
100-421-1102	Finance Director	-	95.96	1,033.46	(1,033.46)	-
100-421-1103	Chief Of Police	-	6,095.10	67,573.50	(67,573.50)	-
100-421-1105	Administrative Assistant	-	-	37,242.89	(37,242.89)	-
100-421-1106	Police Officers	-	17,999.58	241,693.23	(241,693.23)	-
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	24,305.46	364,961.54	39,170.46	0.10
100-421-4100	EMPLOYEE BENEFITS	264,294.00	-	-	264,294.00	1.00

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100-421-4110	EB-Medical & Dental	-	9,031.56	125,038.09	(125,038.09)	-
100-421-4120	EB-Insurance (life & disab)	-	95.84	1,306.78	(1,306.78)	-
100-421-4150	EB-Employer Taxes	-	1,859.36	28,425.54	(28,425.54)	-
100-421-4170	EB-PERS	-	4,739.20	66,622.50	(66,622.50)	-
100-421-4190	EB-Workers Comp	-	(9.11)	12,543.39	(12,543.39)	-
	EMPLOYEE BENEFITS	264,294.00	15,716.85	233,936.30	30,357.70	0.11
	MATERIALS & SERVICES					
100-421-5100	PROFESSIONAL SERVICES	13,450.00	1,438.10	26,828.89	(13,378.89)	(0.99)
100-421-5200	CONTRACTED SUPPORT	5,670.00	-	3,002.84	2,667.16	0.47
100-421-5300	OPERATIONAL SUPPLIES	6,750.00	120.47	2,664.50	4,085.50	0.61
100-421-5400	INTERGOVERNMENTAL	86,050.00	5,765.50	81,491.40	4,558.60	0.05
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	130.89	2,277.37	(87.37)	(0.04)
100-421-6200	RENTALS AND LEASES	2,640.00	122.77	1,258.41	1,381.59	0.52
100-421-6300	INSURANCE	16,000.00	-	17,065.93	(1,065.93)	(0.07)
100-421-6400	ADVERTISING & RECRUITMENT	1,000.00	1,177.96	1,177.96	(177.96)	(0.18)
100-421-6500	DUES, EDUCATION AND LEARNING	13,600.00	148.00	5,241.28	8,358.72	0.61
100-421-6600	OFFICE SUPPLIES & MISC EXPENSE	7,250.00	378.67	3,108.31	4,141.69	0.57
100-421-6700	EQUIP MAINT & SUPPLIES	46,200.00	3,647.37	17,901.12	28,298.88	0.61
100-421-6800	UNIFORMS	5,000.00	-	91.94	4,908.06	0.98
100-421-6900	UTILITIES	11,300.00	738.67	8,575.77	2,724.23	0.24
	MATERIALS & SERVICES	232,100.00	13,668.40	170,685.72	61,414.28	0.26
	CAPITAL OUTLAY					
100-421-7000	CAPITAL OUTLAY	-	-	-	-	-
	CAPITAL OUTLAY	-	-	-	-	-

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
452	PARKS					
100-452-1100	SALARIES AND WAGES	63,324.00	-	-	63,324.00	1.00
100-452-1101	City Recorder	-	114.82	1,263.01	(1,263.01)	-
100-452-1102	Finance Director	-	95.96	1,033.49	(1,033.49)	-
100-452-1104	Public Works Super	-	1,164.64	12,638.84	(12,638.84)	-
100-452-1105	Administrative Assistant	-	936.78	10,304.58	(10,304.58)	-
100-452-1107	Utility Worker 1	-	602.88	9,498.42	(9,498.42)	-
100-452-1108	PW Admin Assistant	-	-	-	-	-
100-452-1109	PW Maintenance PT	-	1,173.53	13,115.84	(13,115.84)	-
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	4,088.61	47,854.18	15,469.82	0.24
100-452-4100	EMPLOYEE BENEFITS	51,749.00	-	-	51,749.00	1.00
100-452-4110	EB-Medical & Dental	-	2,001.89	23,403.61	(23,403.61)	-
100-452-4120	EB-Insurance (life & disab)	-	16.43	193.41	(193.41)	-
100-452-4150	EB-Employer Taxes	-	313.52	3,714.52	(3,714.52)	-
100-452-4170	EB-PERS	-	1,003.63	11,507.28	(11,507.28)	-
100-452-4190	EB-Workers Comp	-	-	1,651.73	(1,651.73)	-
	EMPLOYEE BENEFITS	51,749.00	3,335.47	40,470.55	11,278.45	0.22
	MATERIALS & SERVICES					
100-452-5100	PROFESSIONAL SERVICES	2,600.00	449.47	1,860.96	739.04	0.28
100-452-5200	CONTRACTED SUPPORT	100.00	-	11.25	88.75	0.89
100-452-5300	OPERATIONAL SUPPLIES	7,000.00	4,174.97	9,018.66	(2,018.66)	(0.29)
100-452-6100	BUILDING MAINT & SUPPLIES	3,400.00	80.80	1,001.52	2,398.48	0.71
	EMPLOYEE BENEFITS	51,749.00	3,335.47	40,470.55	11,278.45	0.22
	MATERIALS & SERVICES					
100-452-5100	PROFESSIONAL SERVICES	2,600.00	449.47	1,860.96	739.04	0.28
100-452-5200	CONTRACTED SUPPORT	100.00	-	11.25	88.75	0.89
100-452-5300	OPERATIONAL SUPPLIES	7,000.00	4,174.97	9,018.66	(2,018.66)	(0.29)
100-452-6100	BUILDING MAINT & SUPPLIES	3,400.00	80.80	1,001.52	2,398.48	0.71

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
100-452-6200	RENTALS AND LEASES	700.00	10.96	157.57	542.43	0.77
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	39.28	464.40	335.60	0.42
100-452-6700	EQUIP MAINT & SUPPLIES	6,300.00	610.70	4,153.78	2,146.22	0.34
100-452-6800	UNIFORMS	100.00	-	92.50	7.50	0.08
100-452-6900	UTILITIES	4,400.00	342.89	5,749.37	(1,349.37)	(0.31)
	MATERIALS & SERVICES	30,126.00	5,709.07	26,663.21	3,462.79	0.11
	PARKS TOTAL	145,199.00	13,133.15	114,987.94	30,211.06	0.21
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	72,750.00	-	-	72,750.00	1.00
100-900-9900	CONTINGENCY	-	-	-	-	-
100-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	72,750.00	-	-	72,750.00	1.00

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
121	STREETS					
121-431-1100	SALARIES AND WAGES	70,392.00	-	-	70,392.00	1.00
121-431-1101	City Recorder	-	287.06	3,157.64	(3,157.64)	-
121-431-1102	Finance Director	-	719.70	7,751.10	(7,751.10)	-
121-431-1104	Public Works Super	-	1,164.64	12,638.75	(12,638.75)	-
121-431-1105	Administrative Assistant	-	1,304.28	14,347.08	(14,347.08)	-
121-431-1107	Utility Worker 1	-	516.74	8,501.50	(8,501.50)	-
121-431-1108	PW Admin Assistant	-	-	-	-	-
121-431-1109	PW Maintenance PT	-	1,341.15	14,989.43	(14,989.43)	-
121-431-1112	Utility Worker 2	-	-	-	-	-
121-431-1113	PT Seasonal	-	-	-	-	-
121-431-1302	Pager Pay	-	-	-	-	-
121-431-1303	Comp Time	-	-	-	-	-
	SALARIES AND WAGES	70,392.00	5,333.57	61,385.50	9,006.50	0.13
121-431-4100	EMPLOYEE BENEFITS	53,766.00	-	-	53,766.00	1.00
121-431-4110	EB-Medical & Dental	-	2,465.58	28,232.67	(28,232.67)	-
121-431-4120	EB-Insurance (life & disab)	-	21.19	246.87	(246.87)	-
121-431-4150	EB-Employer Taxes	-	408.76	4,790.26	(4,790.26)	-
121-431-4170	EB-PERS	-	1,244.11	14,117.59	(14,117.59)	-
121-431-4190	EB-Workers Comp	-	-	2,950.02	(2,950.02)	-
	EMPLOYEE BENEFITS	53,766.00	4,139.64	50,337.41	3,428.59	0.06
	MATERIALS & SERVICES					
121-431-5100	PROFESSIONAL SERVICES	10,600.00	536.88	3,708.31	6,891.69	0.65
121-431-5200	CONTRACTED SUPPORT	13,200.00	1,109.25	13,449.13	(249.13)	(0.02)
121-431-5300	OPERATIONAL SUPPLIES	100.00	-	70.42	29.58	0.30
	GENERAL FUND TOTAL	1,455,369.00	104,434.22	1,243,905.40	211,463.60	0.15

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
121-431-5500	PROGRAM & GRANT EXPENSES	15,000.00	2,239.75	7,907.45	7,092.55	0.47
121-431-6100	BUILDING MAINT & SUPPLIES	1,100.00	31.73	478.83	621.17	0.56
121-431-6200	RENTALS AND LEASES	800.00	8.76	133.37	666.63	0.83
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	77.63	1,088.61	1,111.39	0.51
121-431-6700	EQUIP MAINT & SUPPLIES	6,700.00	113.35	1,978.48	4,721.52	0.70
121-431-6800	UNIFORMS	300.00	-	75.94	224.06	0.75
121-431-6900	UTILITIES	37,100.00	2,747.69	31,468.91	5,631.09	0.15
	MATERIALS & SERVICES	91,223.00	6,865.04	63,356.78	27,866.22	0.31
	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	-	12,675.41	6,350.59	0.33
	TRANSFERS OUT	26,846.00	-	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

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
122	STREET CONSTRUCTION					
	MATERIALS & SERVICES					
122-431-5100	PROFESSIONAL SERVICES	-	-	-	-	-
122-431-5500	PROGRAM & GRANT EXPENSES	3,900.00	-	-	3,900.00	1.00
122-431-6400	ADVERTISING & RECRUITMENT	-	-	-	-	-
	MATERIALS & SERVICES	3,900.00	-	-	3,900.00	1.00
	CAPITAL OUTLAY					
122-431-7000	CAPITAL OUTLAY	200,000.00	6,206.16	35,727.50	164,272.50	0.82
	CAPITAL OUTLAY	200,000.00	6,206.16	35,727.50	164,272.50	0.82
	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	6,206.16	35,727.50	180,630.50	0.83
123	RESERVE FUND					
	CAPITAL OUTLAY					

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
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	-	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
	CAPITAL OUTLAY	170,123.00	-	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	-	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	-	54.74	349,945.26	1.00
	CAPITAL OUTLAY	350,000.00	-	54.74	349,945.26	1.00

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
125-491-8000	TRANSFERS OUT	1,776.00	-	-	1,776.00	1.00
	TRANSFERS OUT					
	TRANSFERS OUT	1,776.00	-	-	1,776.00	1.00
125-900-9900	CONTINGENCY	38,306.00	-	-	38,306.00	1.00
125-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY					
	CONTINGENCY	38,306.00	-	-	38,306.00	1.00
	CONTINGENCY					
	CONTINGENCY	38,306.00	-	-	38,306.00	1.00
	PARK IMPROVEMENT TOTAL	390,082.00	-	54.74	390,027.26	1.00
201	SEWER FUND					
201-432-1100	SALARIES AND WAGES	98,936.00	-	-	98,936.00	1.00
201-432-1101	City Recorder	-	287.06	3,157.64	(3,157.64)	-
201-432-1102	Finance Director	-	719.70	7,751.10	(7,751.10)	-
201-432-1104	Public Works Super	-	2,199.88	23,873.31	(23,873.31)	-
201-432-1105	Administrative Assistant	-	1,488.04	16,368.44	(16,368.44)	-
201-432-1107	Utility Worker 1	-	2,669.88	32,160.47	(32,160.47)	-
201-432-1108	PW Admin Assistant	-	-	-	-	-
201-432-1109	PW Maintenance PT	-	502.95	5,621.18	(5,621.18)	-
201-432-1112	Utility Worker 2	-	-	-	-	-
201-432-1113	PT Seasonal	-	-	-	-	-
201-432-1302	Pager Pay	-	-	-	-	-
201-432-1303	Comp Time	-	-	-	-	-
	SALARIES AND WAGES	98,936.00	7,867.51	88,932.14	10,003.86	0.10
201-432-4100	EMPLOYEE BENEFITS	73,157.00	-	-	73,157.00	1.00
201-432-4110	EB-Medical & Dental	-	3,177.47	38,124.98	(38,124.98)	-
201-432-4120	EB-Insurance (life & disab)	-	30.17	344.14	(344.14)	-

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
201-432-4150	EB-Employer Taxes	-	603.32	6,971.42	(6,971.42)	-
201-432-4170	EB-PERS	-	1,986.84	22,336.02	(22,336.02)	-
201-432-4190	EB-Workers Comp	-	-	2,068.67	(2,068.67)	-
	EMPLOYEE BENEFITS	73,157.00	5,797.80	69,845.23	3,311.77	0.05
	MATERIAL & SERVICES					
201-432-5100	PROFESSIONAL SERVICES	16,500.00	1,481.78	7,386.03	9,113.97	0.55
201-432-5200	CONTRACTED SUPPORT	24,300.00	9,530.17	16,246.27	8,053.73	0.33
201-432-5300	OPERATIONAL SUPPLIES	5,000.00	8.80	4,774.33	225.67	0.05
201-432-6100	BUILDING MAINT & SUPPLIES	2,500.00	47.60	688.00	1,812.00	0.72
201-432-6200	RENTALS AND LEASES	1,800.00	43.82	652.25	1,147.75	0.64
201-432-6300	INSURANCE	6,856.00	-	6,992.44	(136.44)	(0.02)
201-432-6400	ADVERTISING & RECRUITMENT	100.00	-	-	100.00	1.00
201-432-6500	DUES, EDUCATION AND LEARNING	6,100.00	15.00	3,232.91	2,867.09	0.47
201-432-6600	OFFICE SUPPLIES & MISC EXPENSE	7,100.00	197.23	5,048.48	2,051.52	0.29
201-432-6700	EQUIP MAINT & SUPPLIES	20,000.00	953.35	23,756.51	(3,756.51)	(0.19)
201-432-6800	UNIFORMS	600.00	-	189.44	410.56	0.68
201-432-6900	UTILITIES	41,100.00	3,924.05	40,389.75	710.25	0.02
	MATERIAL & SERVICES	131,956.00	16,201.80	109,356.41	22,599.59	0.17
	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	-	53,714.00	(24,566.00)	(0.84)
201-491-8007	Trans To Water Fund	-	-	-	-	-
201-491-8008	Trans To Water Const	-	-	-	-	-
201-491-8009	Trans To Water Bond	-	-	-	-	-

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
201-491-8203	Trans To Sewer Bond	-	-	-	-	-
201-491-8601	Franchise Fee	20,877.00	-	13,370.60	7,506.40	0.36
201-491-8701	Operational Overhead	26,965.00	-	18,957.71	8,007.29	0.30
	TRANSFERS OUT	87,970.00	-	97,022.31	(9,052.31)	(0.10)
	CONTINGENCY					
201-900-9900	CONTINGENCY	150,869.00	-	-	150,869.00	1.00
201-900-9990	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	150,869.00	-	-	150,869.00	1.00
	SEWER TOTAL	542,888.00	29,867.11	365,156.09	177,731.91	0.33
202	SEWER CONSTRUCTION					
	MATERIAL & SERVICES					
202-432-5100	PROFESSIONAL SERVICES	-	-	-	-	-
	MATERIAL & SERVICES	-	-	-	-	-
	CAPITAL OUTLAY					
202-432-7000	Capital Outlay	130,000.00	-	-	130,000.00	1.00
	CAPITAL OUTLAY	130,000.00	-	-	130,000.00	1.00
	TRANSFERS OUT					
202-491-8000	TRANSFERS OUT	3,336.00	-	-	3,336.00	1.00
	TRANSFERS OUT	3,336.00	-	-	3,336.00	1.00
	CONTINGENCY					
202-900-9900	CONTINGENCY	442,929.00	-	-	442,929.00	1.00

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
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)
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	3,157.64	(3,157.64)	-

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ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
205-461-1102	Finance Director	-	719.70	7,751.10	(7,751.10)	-
205-461-1104	Public Works Super	-	1,941.08	21,064.76	(21,064.76)	-
205-461-1105	Administrative Assistant	-	1,855.54	21,148.82	(21,148.82)	-
205-461-1107	Utility Worker 1	-	516.74	8,081.35	(8,081.35)	-
205-461-1108	PW Admin Assistant	-	-	-	-	-
205-461-1109	PW Maintenance PT	-	335.29	3,747.35	(3,747.35)	-
205-461-1112	Utility Worker 2	-	-	-	-	-
205-461-1113	PT Seasonal	-	-	-	-	-
205-461-1302	Pager Pay	-	-	-	-	-
205-461-1303	Comp Time	-	-	-	-	-
	SALARIES AND WAGES	80,122.00	5,655.41	64,951.02	15,170.98	0.19
	EMPLOYEE BENEFITS	59,567.00	-	-	59,567.00	1.00
205-461-4110	EB-Medical & Dental	-	2,399.43	27,321.65	(27,321.65)	-
205-461-4120	EB-Insurance (life & disab)	-	21.49	248.45	(248.45)	-
205-461-4150	EB-Employer Taxes	-	433.93	5,065.58	(5,065.58)	-
205-461-4170	EB-PERS	-	1,370.81	15,567.87	(15,567.87)	-
205-461-4190	EB-Workers Comp	-	-	1,645.09	(1,645.09)	-
	EMPLOYEE BENEFITS	59,567.00	4,225.66	49,848.64	9,718.36	0.16
	MATERIALS & SERVICES					
205-461-5100	PROFESSIONAL SERVICES	18,100.00	1,248.07	7,188.79	10,911.21	0.60
205-461-5200	CONTRACTED SUPPORT	12,000.00	112.35	4,494.02	7,505.98	0.63
205-461-5300	OPERATIONAL SUPPLIES	16,000.00	2,491.09	19,744.48	(3,744.48)	(0.23)
205-461-6100	BUILDING MAINT & SUPPLIES	2,000.00	47.60	996.62	1,003.38	0.50
205-461-6200	RENTALS AND LEASES	2,300.00	43.82	652.24	1,647.76	0.72
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	(85.00)	2,980.71	2,519.29	0.46
205-461-6600	OFFICE SUPPLIES & MISC EXPENSE	8,500.00	188.78	4,853.56	3,646.44	0.43

General Ledger
Expense Compared to Budget
May-16

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
205-461-6700	EQUIP MAINT & SUPPLIES	16,300.00	172.49	8,634.98	7,665.02	0.47
205-461-6800	UNIFORMS	600.00	-	86.01	513.99	0.86
205-461-6900	UTILITIES	38,300.00	2,433.31	33,223.25	5,076.75	0.13
	MATERIALS & SERVICES	129,493.00	6,652.51	92,590.78	36,902.22	0.28
	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	-	-	-	-	-
205-491-8601	Trans Out - Franch	19,890.00	-	13,548.86	6,341.14	0.32
205-491-8701	Trans Out OP OH	23,861.00	-	15,579.64	8,281.36	0.35
	TRANSFERS OUT	150,458.00	-	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 FRB	-	-	-	-	-
	CONTINGENCY	152,567.00	-	-	152,567.00	1.00
	WATER FUND TOTAL	572,207.00	16,533.58	343,225.94	228,981.06	0.40
	WATER CONSTRUCTION					

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

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
206-461-5100	MATERIALS & SERVICES	-	-	-	-	-
	PROFESSIONAL SERVICES	-	-	-	-	-
	MATERIALS & SERVICES	-	-	-	-	-
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
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
	Unappropriated EFB	-	-	-	-	-
	CONTINGENCY	404,401.00	-	-	404,401.00	1.00
	WATER CONSTRUCTION TOTAL	441,761.00	-	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	-	-	-	-	-

General Ledger
Expense Compared to Budget
May-16

ACCOUNT NO	DESCRIPTION	BUDGETED AMOUNT	PERIOD AMOUNT	YTD AMOUNT	AVAILABLE	PERCENT AVAILABLE
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	173,379.32	2,372,147.20	2,574,647.80	0.52

**CITY OF HUBBARD
BUDGET COMMITTEE MEETING MINUTES
MAY 3, 2016**

Budget Committee Members Present: Budget Committee Member Joan Viers; Budget Committee Member Nathan Holmes; Budget Committee Member Robert Prinslow; City Councilor Shannon Schmidt; City Councilor Matt Kennedy.

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

Excused: Budget Committee Member Tom McCain; Budget Committee Member Thia Plante; Mayor Jim Yonally; City Councilor Angie Wheatcroft; City Councilor Barb Ruiz.

CALL TO ORDER. The Budget Committee Meeting was called to order at 6:33 p.m. by City Council President Matt Kennedy.

COMMITTEE SELECTS A CHAIRPERSON. Due to lack of a quorum, this was tabled to the next meeting scheduled for May 9, 2016.

COMMITTEE RECEIVED THE BUDGET MESSAGE. Due to lack of a quorum, this was tabled to the next meeting scheduled for May 9, 2016.

PUBLIC HEARING.

A. STATE SHARED REVENUES.

Council President Matt Kennedy opened the opened the Public Hearing for State Shared Revenues and continued it due to lack of a quorum to May 9, 2016, at 7:00 p.m.

B. 2015-2016 BUDGET.

Council President Matt Kennedy opened the opened the Public Hearing for the discussion of the Proposed Budget and continued it due to lack of a quorum to May 9, 2016, at 7:00 p.m.

COMMITTEE APPROVES THE BUDGET FOR FY 2015-2016. Due to lack of a quorum, this was tabled to the next meeting scheduled for May 9, 2016.

COMMITTEE APPROVES THE TAX LEVY AMOUNT. Due to lack of a quorum, this was tabled to the next meeting scheduled for May 9, 2016.

ADJOURNMENT. MSA/City Councilor Shannon Schmidt/Budget Committee Member Robert Prinslow moved to adjourn the Budget Committee Meeting. Motion carried unanimously. Meeting was adjourned at 6:37 p.m.

Matt Kennedy
City Council President

ATTEST:

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

**CITY OF HUBBARD
BUDGET COMMITTEE MEETING MINUTES
MAY 9, 2016**

Budget Committee Members Present: Budget Committee Member Joan Viers; Budget Committee Member Thia Estes; Budget Committee Member Robert Prinslow; Budget Committee Member Nathan Holmes; City Councilor Angie Wheatcroft; City Councilor Matt Kennedy; Mayor Jim Yonally.

Staff Present: Police Chief Dave Dryden; Public Works Superintendent Jaime Estrada; Director of Administration/City Recorder Vickie Nogle, MMC; Senior Accounting Specialist Kari Kurtz; Finance Consultant Cathy Brucker; Public Works Administrative Assistant Melinda Olinger.

Excused: City Councilor Shannon Schmidt.

CALL TO ORDER. The Budget Committee Meeting was called to order at 7:00 p.m. by Mayor Jim Yonally.

COMMITTEE SELECTS A CHAIRPERSON. MSA/City Councilor Angie Wheatcroft/City Councilor Matt Kennedy nominated Robert Prinslow as Budget Committee Chairperson. Motion carried unanimously.

COMMITTEE RECEIVED THE BUDGET MESSAGE. Senior Accounting Specialist Kari Kurtz gave the budget message. She stated the total appropriations for the proposed FY 2016-17 Budget is \$5,950,728, which is one million over last year's budget. The estimated property tax revenue is \$717,453, based on the City's permanent tax rate of \$3.9772 per \$1000 assessed value. The budget includes a 1.2% COLA increase and CIS predicts a 2.5% increase on premiums. The PERS rates should remain the same; however there is a potential increase of \$27,000 in the 2017-2018 fiscal year. Revenues from building permits are increasing due to the new subdivision, which will increase the property tax revenue and franchise fees as well. With the staffing changes, careful spending, and additional revenues received, the anticipated estimated beginning fund balance in the general fund for the 2016-17 fiscal year will be sufficient and will meet requirements. In accordance with the 2012 Water & Wastewater Rate Study, there is a recommended sewer rate increase of \$1.76 per billing cycle, and a water rate increase of \$0.78 per billing cycle in the 2016-17 Budget. It is important to keep the priorities balanced in the face of rising costs and uncertain revenues. K. Kurtz thanked staff and Department Heads for their contribution in the budgeting process and recommended approval of the FY 2016-17 Budget and permanent tax levy rate of \$3.9772 per \$1000 assessed value.

Budget Committee Chairperson Robert Prinslow asked if the money carrying over from the FY 2015-16 Budget was dedicated to specific funds or set aside for certain things.

K. Kurtz replied the differences would be specified in the budget, and would be explained as the committee went through the budget.

PUBLIC HEARING.

A. STATE SHARED REVENUES.

Budget Committee Chairperson Robert Prinslow opened the Public Hearing for State Shared Revenues up for public comment.

Senior Accounting Specialist Kari Kurtz explained the State Shared Revenues can be used for general government purposes. Cigarette Tax revenues continue to decline and there is a slight increase for Liquor Tax revenues. Shared revenues for state retail taxes of marijuana will be based on a per capita distribution from July 1, 2016 to July 2017, but after that, it will be based on license numbers. Distributions are expected to be minimal.

There was no public comment.

R. Prinslow closed the Public Hearing for State Shared Revenues.

B. 2015-2016 BUDGET.

Budget Committee Chairperson Robert Prinslow opened the Public Hearing for the discussion of the Proposed Budget.

Senior Accounting Specialist Kari Kurtz reported the ending fund balance is made up of revenues received in FY 2015-16 Budget but unused funds. There is a decrease in personnel services because of staffing, but when comparing to last year's budget, it doesn't look as good because the 6% PERS rates were left out last year.

Budget Committee Member Thia Estes asked what exactly the revenues in the Park Improvement Fund were used for.

Public Works Superintendent Jaime Estrada replied they are used to pay for projects in the Park Master Plan.

K. Kurtz said the beginning fund balance needs to carry the City from July to November, when most of the City's revenue starts coming in. The goal was to have a beginning fund balance of \$305,000, but \$295,000 isn't bad. An increase to licenses and permits can be attributed to the building permits issued for the new subdivision. The decrease in fines and fees can be attributed to the vacant police position.

City Councilor Angie Wheatcroft commented that smaller cities are going to be taking a hit with PERS and benefits.

K. Kurtz said new options will be coming along that may lower insurance costs.

R. Prinslow asked how many people in the City budget are covered by PERS.

K. Kurtz replied a total of 13 employees are covered and 1 part-time who qualifies. That includes everyone except the Police Chief.

K. Kurtz said the Intergovernmental Revenues in the Street Fund will be lower, and that is due to the varied split in the gas tax revenues. Personnel staffing changes is in part due to fewer staff members. It does include budgeted payout for overtime, which should have been, but wasn't included in the FY 2015-16 budget. The majority of the comp payout comes from the sewer and water funds.

A. Wheatcroft asked if the overtime tends to occur at a certain point during the year or if it's spread throughout the year. She mentioned it might be better to have a part-time person work more at peak times of the year rather than pay out overtime.

J. Estrada said there are a lot of overtime issues in the winter time when there's a lot of rain. The staff responding has to be qualified.

Public Works Administrative Assistant Melinda Olinger added there are a couple of public works projects that have been put on the back burner, such as the cross connection system and drinking water protection plan, that with the new system, may be able to get done instead of being considered over and above projects.

K. Kurtz referred to the increase in right-of-way (ROW) permit revenue, and said that is because of the new subdivision. The contingency increase in Street Construction Fund is because the "D" Street project was delayed. The change in the Intergovernmental Revenue is due to the change in splits for the Gas Tax revenue. There is an error in the Reserve Fund detail on page 35. The \$204,726 listed in Unappropriated Ending Fund Balance (EFB) should be the total amount in Capital Outlay.

T. Estes asked how the water issue at City Hall was resolved. She said she remembers hearing there was a lot of rehab that needed to be done.

J. Estrada said soon after the water emergency, the City received a grant to replace the City Hall plumbing.

K. Kurtz said on page 36, there is detail regarding what contributes to the Reserve Fund revenues and expenditures. She said public works is looking into current cost estimates to replace the siding on City Hall.

R. Prinslow asked if anyone has looked into whether the City Hall is on the historical registry and whether there may be grants available.

K. Kurtz said the increase in Contingency in the Park Improvement Fund is because the restroom project was postponed due to not receiving the grant. The beginning fund balance has decreased in the Sewer Fund because there was an error in the sewer bond budget fund last year, as the wrong beginning fund balance was used. K. Kurtz reported the City is waiting on direction from DEQ to begin the Water Reuse Project.

City Councilor Matt Kennedy asked what the target amount for the WWR project is.

M. Olinger said the initial forecasted amount was \$2,000,000.

J. Estrada said they are revisiting the initial amount to get a better idea.

M. Kennedy asked if there was any assistance or grants available to help with the project.

J. Estrada replied the City doesn't qualify for grants because the City is not in a low enough income bracket.

T. Estes said people are complaining endlessly about the water costs, but doesn't believe people are really educated about where their money is going. She suggested maybe having tours every couple months to show people what their money is going towards.

K. Kurtz said the Unappropriated ending fund balance in the Sewer Bond Fund has to be \$38,075 due to the covenant. An in-depth review and reconciliation of the construction fund and SDC monies available will be taking place, and hopefully some of the Sewer and Water Bond debts will be able to be paid down. A small increase in rates (\$1.56 per billing) will occur in the Water Fund. Public Works staff is going to obtain some cost estimates for two different options to increase the static water pressure, and those estimates will be reported to Council.

J. Estrada said one option is a pressurized system, putting some pumps in the water treatment plant to boost pressure. Another option is to raise the elevated tank about 20 feet higher. Both options have pros and cons.

K. Kurtz reported staff is hoping to pay down part of the Water Bond, but will need to look into the bond covenants to see if this is a possibility.

A. Wheatcroft asked if the Police Department is currently looking for a new Administrative Assistant.

Police Chief Dave Dryden responded the job advertisements are out and he has received some applications.

M. Kennedy asked if the Police Administrative Assistant needs to be a full-time job.

D. Dryden responded there is enough activity and office tasks to keep that position full-time.

R. Prinslow asked what specific projects are in the 2016-17 fiscal year Budget for G Street, between Pacific Highway 99E and the railroad tracks.

J. Estrada replied they are looking into the project again and there is enough money allocated in the budget.

M. Olinger said the City has already received a \$50,000 Special City Allotment grant.

J. Estrada said the City has two years to use the grant. He added there would be small patching jobs done.

There was no public comment.

R. Prinslow closed the Public Hearing at 8:17 p.m.

COMMITTEE APPROVES THE TAX LEVY AMOUNT. MSA/Mayor Jim Yonally/ City Councilor Matt Kennedy moved to approve the tax levy for Fiscal Year 2016-2017 at the permanent tax rate of \$3.9772 per \$1,000 of Assessed Valuation. Motion carried unanimously.

COMMITTEE APPROVES THE BUDGET FOR FY 2016-2017. MSA/Budget Committee Member Thia Estes/City Councilor Angie Wheatcroft moved to approve the 2016-2017 Budget as presented. Motion carried unanimously.

ADJOURNMENT. MSA/City Councilor Angie Wheatcroft/ Budget Committee Member Thia Estes moved to adjourn the Budget Committee Meeting. Motion carried unanimously. Meeting was adjourned at 8:20 p.m.

Jim Yonally, Mayor

ATTEST:

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

Lucy Astorga, Administrative Assistant, Transcribing

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
MAY 2, 2016**

CALL TO ORDER: The Hubbard City Council meeting was called to order by City Council President Matt Kennedy at 4:15 p.m. at the Hubbard City Hall, 3720 Second St.

City Council Present: Matt Kennedy, Angie Wheatcroft, Shannon Schmidt, Barbara Ruiz.

Excused Absence: Mayor Jim Yonally.

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

EXECUTIVE SESSION.

COUNCIL RECESS PUBLIC (OPEN) MEETING AND CONVENE EXECUTIVE (CLOSED) SESSION TO REVIEW AND EVALUATE EMPLOYMENT-RELATED PERFORMANCE OF EMPLOYEES ORS 192.660(2)(i). PURSUANT TO ORS 192.660(4) COUNCIL SPECIFICALLY REQUEST THAT MEMBERS OF THE MEDIA AND OTHER ATTENDEES SHALL NOT DISCLOSE MATTERS DISCUSSED IN THE EXECUTIVE SESSION. Council President Matt Kennedy declared the ORS for the executive session and opened the closed executive session at 4:16 p.m.

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE THE PUBLIC (OPEN) MEETING. Council President Matt Kennedy closed the Executive Session and opened the public meeting at 4:42 p.m.

CONTINUED DISCUSSION REGARDING EMPLOYEE COMPENSATION LEVELS. Council President Matt Kennedy said this topic will be discussed at another date and time in the future.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS TUESDAY, MAY 10, 2016, AT 7:00 P.M.) MSA/City Councilor Angie Wheatcroft/City Councilor Shannon Schmidt moved to adjourn the meeting. City Councilor Angie Wheatcroft, City Councilor Shannon Schmidt, City Councilor Barb Ruiz, and City Council President Matt Kennedy were in favor. Meeting adjourned at 4:45 p.m.

City Council President Matt Kennedy

ATTEST:

Vickie L. Nogle, MMC, Director of Admin/City Recorder
Transcribing

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
MAY 10, 2016**

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Jim Yonally at 7:00 p.m. at the Hubbard City Hall, 3720 2nd Street, Hubbard.

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

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

Excused Absence: Angie Wheatcroft, Shannon Schmidt.

Staff Present: Director of Administration/City Recorder Vickie Nogle, MMC; Public Works Superintendent Jaime Estrada; Senior Accounting Specialist Kari Kurtz; Police Chief Dave Dryden; City Attorney Ashley Driscoll, Berry Elsner & Hammond via SKYPE; City Planner Renata Wakeley, MWVCOG.

PUBLIC HEARING.

LA – 2016-01; LEGISLATIVE AMENDMENT OF THE HUBBARD DEVELOPMENT CODE TO ADOPT REASONABLE TIME, PLACE, AND MANNER REGULATIONS FOR MARIJUANA-RELATED USES. Renata Wakeley, Mid-Willamette Valley Council of Governments (MWVCOG) said she is appearing on City Planner Joseph Shearer's behalf. She added that J. Shearer provided notice to the MWVCOG that he will be resigning. R. Wakeley said the additional information previously requested of legal counsel has been received and provided to the City Council. She said because the hearing was previously opened and closed, there is no need to open the hearing and take comment. However, because it was posted as a hearing, it might be good to open it again. R. Wakeley reviewed the staff report regarding Legislative Amendment 2016-01, which was previously provided at the April Council meeting.

Mayor Jim Yonally opened the public hearing.

Robert Prinslow, 3745 10th Street, Hubbard, stated the ultimate benefit will not outweigh the detriment and hardship that comes with the allowance of marijuana retail and manufacturing in the City of Hubbard. He requested the issue go to a vote and let the citizens decide if they want to allow it at all.

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

City Councilor Matt Kennedy addressed R. Prinslow's concerns and said one benefit would be fewer vacant buildings.

City Councilor Barbara Ruiz said she believes it should go to the citizens to vote on.

J. Yonally commented that most people get distressed over marijuana retail uses, and under the current proposed ordinance, they have to be located on Pacific Highway 99E and can't be within 1,000 feet of each other. He asked what the timeline is in order to get something on the ballot.

City Attorney Ashley Driscoll replied everything would have to be in by August. She estimated if that decision was made tonight, she could have the resolution prepared within the next couple of weeks.

R. Wakeley said the current ban expires on August 1, 2016, which would leave staff with a timespan without any direction.

A. Driscoll said the City would need to repeal and revise the previous ordinance.

M. Kennedy commented the issue has gone to the people in a state vote, and it is being regulated by OLCC (Oregon Liquor Control Commission). He said there's a ton of people in Hubbard who are currently using the product whether others like it or not. He said most of the opposition he's heard is regarding retail uses. He added for a few years, one business has been operating without anyone even knowing.

B. Ruiz said she believes citizens should have the right to vote on it.

A. Driscoll said the Council can put regulations together in case the ban fails in the election. She said the City will want regulations ready to be put in place if the ban fails.

M. Kennedy suggested the current proposal is a good template to have in place in case the voted ban fails.

A. Driscoll said the regulations being proposed today can be approved with the caveat that they are only put in place if the ban fails at election time. She said she didn't see any City Council rules precluding the Mayor from making or seconding a motion.

MSA/City Councilor Matt Kennedy/Mayor Jim Yonally moved to direct staff to extend the temporary ban currently in place beyond August 1, 2016, through the election cycle; direct staff to prepare the ballot measure to be submitted to the voters; and approve the regulations in Legislative Amendment 2016-01 only if the vote to ban marijuana uses is unsuccessful. City Councilor Matt Kennedy and Mayor Jim Yonally were in favor. City Councilor Barbara Ruiz was opposed. Motion passed.

COMMUNITY REPORTS. There were none.

APPEARANCE OF INTERESTED CITIZENS. Scott Stierle, 4459 Locust Street, Hubbard, said if the City is going to have a vote, would the measures be advertised.

Mayor Jim Yonally said advertising would be up to whoever is opposed or in support of the measure. He said he didn't know if the City can advertise.

Director of Administration/City Recorder Vickie Nogle, MMC, said the City Council members can advertise their opinion, but staff members cannot unless it's done on their personal time.

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

REVIEW DRAFT AMENDMENTS OF BUSINESS LICENSES AND REGULATIONS.

Director of Administration/City Recorder Vickie Nogle, MMC said she removed “City Manager” and replaced it with “Director of Administration/City Recorder” but the Council can put whichever position they want in there.

Mayor Jim Yonally said he had spoken with some business owners about the matter, but suggested addressing the matter at the July meeting, as the June meeting will be busy with other issues.

City Councilor Matt Kennedy asked what the guidelines for attendance by the City Council are, including what constitutes excused/unexcused absence.

V. Nogle responded there is nothing listed in the Council rules and procedures.

[V. Nogle followed up after the meeting with Charter Section 19. Vacancies (2)(b) “Absence from the city for 30 days without the council’s consent or from all meetings of the council within a 60-day period.”]

STAFF REPORTS.

PUBLIC WORKS DEPARTMENT. Public Works Superintendent Jaime Estrada said he had nothing to add to his report.

Mayor Jim Yonally asked what the G Street project payment was for.

J. Estrada replied it was for the design of the project itself.

J. Yonally asked about the restroom project.

J. Estrada said he has a presentation scheduled in June for the grant.

ADMINISTRATIVE DEPARTMENT – Director of Administration/City Recorder V. Nogle, MMC. Director of Administration/City Recorder Vickie Nogle reported there is a correction on her report. She said there will be a Planning Commission meeting on May 17, 2016, and there will be a public hearing regarding the commercial rezone project.

Senior Accounting Specialist Kari Kurtz reported the budget recommendation was approved. She said the new payment system is off to a good start. She added there is more detail now on the check register report.

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

City Councilor Barbara Ruiz asked if he had received applications for the PD Administrative Assistant position.

D. Dryden replied he had received some.

APPROVAL OF THE APRIL 12, 2016, CITY COUNCIL MINUTES. MSA/City Councilor Barbara Ruiz/City Councilor Matt Kennedy moved to approve the April 12, 2016, City Council minutes as presented. City Councilor Matt Kennedy, City Councilor Barbara Ruiz, and Mayor Jim Yonally were in favor. Motion passed.

APPROVAL OF THE APRIL 2016 CHECK REGISTER REPORT.

MSA/City Councilor Matt Kennedy/Mayor Jim Yonally moved to approve the check register report as presented. City Councilor Matt Kennedy and Mayor Jim Yonally were in favor. 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.

[No quorum to vote will be placed on the June 14, 2016, City Council Agenda]

OTHER CITY BUSINESS. There was none.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS TUESDAY, JUNE 14, 2016, AT 7:00 P.M) MSA/City Councilor Matt Kennedy/City Councilor Barbara Ruiz moved to adjourn the meeting. City Councilor Matt Kennedy, City Councilor Barbara Ruiz, and Mayor Jim Yonally were in favor. Motion passed. Meeting adjourned at 7:45 p.m.

Mayor Jim Yonally

ATTEST:

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

Lucy T. Astorga, Administrative Assistant
Transcribing

RESOLUTION NO. 606-2016

A RESOLUTION AMENDING SEWER RATES FOR THE CITY OF HUBBARD AND REPEALING RESOLUTION NO. 591-2015.

Findings

- A. Section 13.20.030 of the Hubbard Municipal Code provides for sewer rates and charges be established by resolution of the City Council.
- B. It is necessary from time to time to amend sewer rates and charges to ensure that as an enterprise fund, the sewer fund is a self-supporting activity.

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

1. The City of Hubbard does adopt a new sewer rate schedule as set forth in Exhibit "A" attached hereto and by this reference incorporated herein and entitled City of Hubbard Sewer Rates & Charges.
2. Resolution No. 591-2015 is hereby repealed.
3. This resolution shall be effective June 16, 2016.

ADOPTED BY THE CITY COUNCIL this 14th day of June 2016.

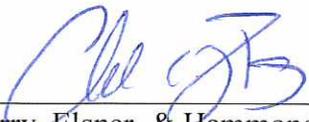
APPROVED:

Jim Yonally, Mayor

ATTEST:

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

APPROVED AS TO FORM:



Berry, Elsner, & Hammond, City Attorney

*BOD (Biochemical oxygen demand) is the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees Celsius expressed in milligrams per liter.

Exhibit "A"
City of Hubbard Sewer Rates & Charges

Effective June 16, 2016

1. Residential:
 - A. Single Family \$29.11 per month
Water Reuse Project \$11.13 per month
 - B. Multiple Family \$29.11 per month per dwelling unit
Water Reuse Project \$11.13 per month per dwelling unit
 - C. Mobile Home Park \$29.11 per month per dwelling unit
Water Reuse Project \$11.13 per month per dwelling unit
2. Non-residential:
 - A. Low (BOD* < 400) \$3.639 per 1,000 gallons of water use
With monthly minimum (8,000 gal) of \$29.11
Water Reuse Project \$11.13 per month

Ex:

<i>Automotive Dealer w/o Repair On Site</i>	<i>Grocery Store or Mini-Mart w/o Food Preparation</i>
<i>Beauty Shop</i>	<i>Nursery</i>
<i>Church</i>	<i>Office</i>
<i>Clinic</i>	<i>Retail, General Merchandise</i>
<i>Gasoline Service Station</i>	<i>Warehouse</i>
 - B. Medium (BOD* 401 < 800) \$4.367 per 1,000 gallons of water use
With monthly minimum (8,000 gal) of \$34.94
Water Reuse Project \$11.13 per month

Ex:

<i>Car Wash</i>
<i>Grocery Store or Mini-Mart w/ Food Preparation w/ Grease Trap</i>
<i>Restaurant w/ Grease Trap</i>
 - C. High (BOD* > 800) \$5.277 per 1,000 gallons of water use
With monthly minimum (8,000 gal) of \$42.22
Water Reuse Project \$11.13 per month

Ex:

<i>Automotive Repair</i>	<i>Manufacturing</i>
<i>Automobile Dealer w/ Repair On Site</i>	<i>Meat Market/Processor</i>
<i>Bakery (stand-alone or part of grocery store or mini-mart)</i>	<i>Metal Fabrication</i>
<i>Grocery Store or Mini-Mart w/ Food Preparation w/o Grease Trap</i>	<i>Restaurant w/o Grease Trap</i>
<i>Machine Shop</i>	<i>Tavern</i>
<i>Malt Beverage Processing</i>	

*BOD (Biochemical oxygen demand) is the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees Celsius expressed in milligrams per liter.

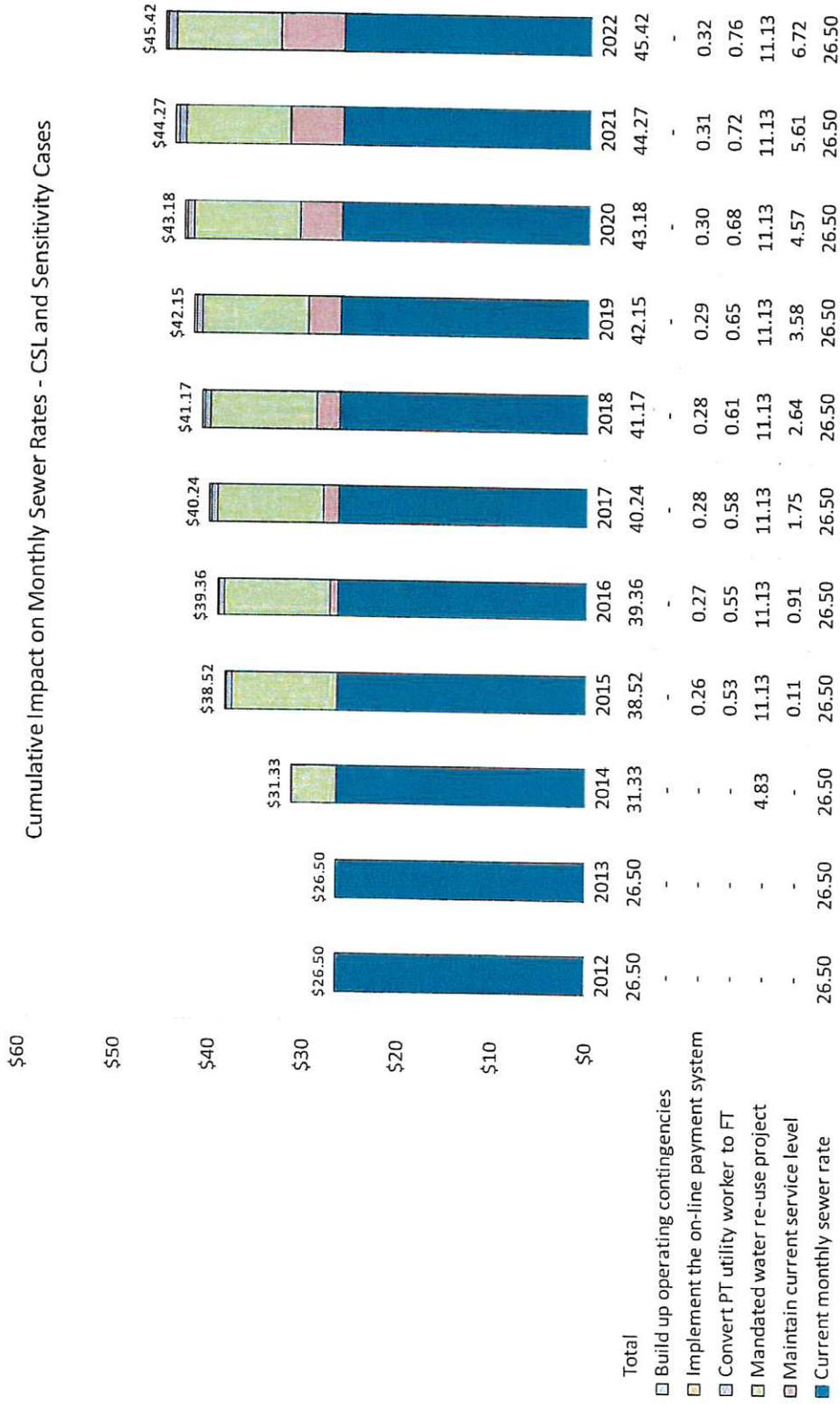
Utility Rate Schedule through 2022

TOTAL BI-MONTHLY RATES	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
	112.46	123.44	129.00	157.50	169.00	171.54	175.08	178.76	182.54	186.46	189.76

SEWER RATES

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
New Bi-Monthly Billing Amt	53.00	55.00	58.84	77.06	78.72	80.48	82.32	84.30	86.36	88.54	90.86
New Monthly Total	26.50	27.50	29.42	38.53	39.36	40.24	41.16	42.15	43.18	44.27	45.43
Base Rate (Includes 1-3)	26.50	27.50	29.42	27.40	28.23	29.11	30.03	31.02	32.05	33.14	34.30
1) Online Pmt System	0.00	0.00	0.00	0.26	0.27	0.28	0.28	0.29	0.30	0.31	0.32
2) PT to FT	0.00	0.00	0.00	0.53	0.55	0.58	0.61	0.65	0.68	0.72	0.76
3) Maintain Current Service Level	0.00	0.00	0.00	0.11	0.91	1.75	2.64	3.58	4.57	5.61	6.72
Water Reuse Project/Sewer Construction	0.00	0.00	0.00	11.13	11.13	11.13	11.13	11.13	11.13	11.13	11.13

Figure 14 - Cumulative Impact on Monthly Wastewater Rates



The data in Figure 14 shows the rate impact of bonding \$2 million for the proposed water reuse project in fiscal 2014 and 2015 would add \$11.13 to the average monthly wastewater bill for a single family residential customer by the end of 2015. With this large rate impact looming over the horizon, the Council has, by consensus of opinion, determined that a \$1 per month rate increase is warranted to start saving for the eventual cost of the water reuse project.

RESOLUTION NO. 607-2016

A RESOLUTION AMENDING WATER RATES FOR THE CITY OF HUBBARD AND REPEALING RESOLUTION NO. 590-2015.

Findings

- A. Section 13.15.170 of the Hubbard Municipal Code provides for water rates and charges be established by resolution of the City Council.
- B. It is necessary from time to time to amend water rates and charges to ensure that as an enterprise fund, the water fund is a self-supporting activity.
- C. Water rates and charges shall comply with the rate covenant provision set forth in Section 9 of Resolution No. 355-2003.

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

- 1. The City of Hubbard does adopt a new water rate schedule as set forth in Exhibit "A" attached hereto and by this reference incorporated herein and entitled City of Hubbard Water Rates & Charges.
- 2. Resolution No. 590-2015 is hereby repealed.
- 3. This resolution shall be effective June 16th, 2016.

ADOPTED BY THE CITY COUNCIL this 14th day of June 2016.

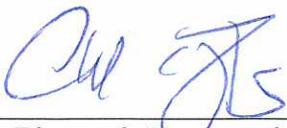
APPROVED:

Jim Yonally, Mayor

ATTEST:

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

APPROVED AS TO FORM:



Berry, Elsner, & Hammond, City Attorney

Exhibit "A"

City of Hubbard Water Rates & Charges

Effective June 16, 2016

A) Rates for water meters with a diameter of 2" or less:

Meter Size	Bimonthly Base Rate*	Volume 1 (Gallons)	Rate/1,000 (After 6,000)	Volume 2 (Gallons)	Rate/1,000 (After Vol. 2)
5/8"	\$43.68	6,000	\$2.10	25,000	\$3.00
1"	\$109.18	6,000	\$2.10	100,000	\$3.00
1 1/2"	\$218.32	6,000	\$2.10	225,000	\$3.00
2"	\$349.30	6,000	\$2.10	375,000	\$3.00
All meter sizes	\$ 16.20	Increase Static Water Pressure			

B) Rates for services requiring water meters larger than 2" to be negotiated.

C) Multiple residential accounts with a common water meter: \$43.68 bimonthly rate times the number of residential units for the first 6,000 gallons times the number of residential units. For each 1,000 gallons thereafter, to and including 25,000 gallons times the number of residential units, \$2.10. For each 1,000 gallons thereafter, \$3.00.

D) Hydrant sales: \$79.87 connection fee plus \$3.00 per 1,000 gallons. All hydrant sales must be approved by the Public Works Superintendent.

WATER RATES (5/8" Meter)

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
New Bi-Monthly Billing Amt	30.00	38.98	39.78	49.26	59.10	59.88	61.58	63.28	65.00	66.74	67.72
New Monthly Total	15.00	19.49	19.89	24.63	29.55	29.94	30.79	31.64	32.50	33.37	33.86
Base Rate (includes 1-3)	15.00	19.49	19.89	20.63	21.44	21.84	22.71	23.57	24.44	25.32	25.83
1) Online Pmt System	0.00	0.00	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.02
2) Convert PT worker into FT	0.00	0.67	0.69	0.74	0.78	0.82	0.87	0.91	0.96	1.01	1.07
3) Meet Bond Covenants	0.00	3.82	4.20	4.89	5.66	6.01	6.83	7.65	8.47	9.30	9.74
Increase Static Water Pressure	0.00	0.00	0.00	4.00	8.11	8.10	8.08	8.07	8.06	8.05	8.03

0.4 (total increase should have been \$4.58 and \$0.71...monthly total short by \$0.40)

WATER RATES (1" Meter)

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
New Bi-Monthly Billing Amt	75.00	97.45	99.45	111.15	123.42	125.37	129.68	133.96	138.29	142.67	145.15
New Monthly Total	37.50	48.73	49.73	55.58	61.71	62.69	64.84	66.98	69.15	71.34	72.58
Base Rate (includes 1-3)	37.50	48.73	49.73	51.58	53.60	54.59	56.76	58.91	61.09	63.29	64.55
1) Online Pmt System	0.00	0.00	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.02
2) Convert PT worker into FT	0.00	1.68	1.73	1.85	1.95	2.05	2.18	2.28	2.40	2.53	2.68
3) Meet Bond Covenants	0.00	9.55	10.50	12.23	14.15	15.03	17.08	19.13	21.18	23.25	24.35
Increase Static Water Pressure	0.00	0.00	0.00	4.00	8.11	8.10	8.08	8.07	8.06	8.05	8.03

1 (total increase should have been \$11.45 and \$1.78...monthly total short by \$1.00)

WATER RATES (1 1/2" Meter)

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
New Bi-Monthly Billing Amt	150.00	194.90	198.90	214.30	230.62	234.52	243.18	251.76	260.44	269.22	274.20
New Monthly Total	75.00	97.45	99.45	107.15	115.31	117.26	121.59	125.88	130.22	134.61	137.10
Base Rate (includes 1-3)	75.00	97.45	99.45	103.15	107.20	109.16	113.51	117.81	122.16	126.56	129.07
1) Online Pmt System	0.00	0.00	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.02
2) Convert PT worker into FT	0.00	3.35	3.45	3.70	3.90	4.10	4.35	4.55	4.80	5.05	5.35
3) Meet Bond Covenants	0.00	19.10	21.00	24.45	28.30	30.05	34.15	38.25	42.35	46.50	48.70
Increase Static Water Pressure	0.00	0.00	0.00	4.00	8.11	8.10	8.08	8.07	8.06	8.05	8.03

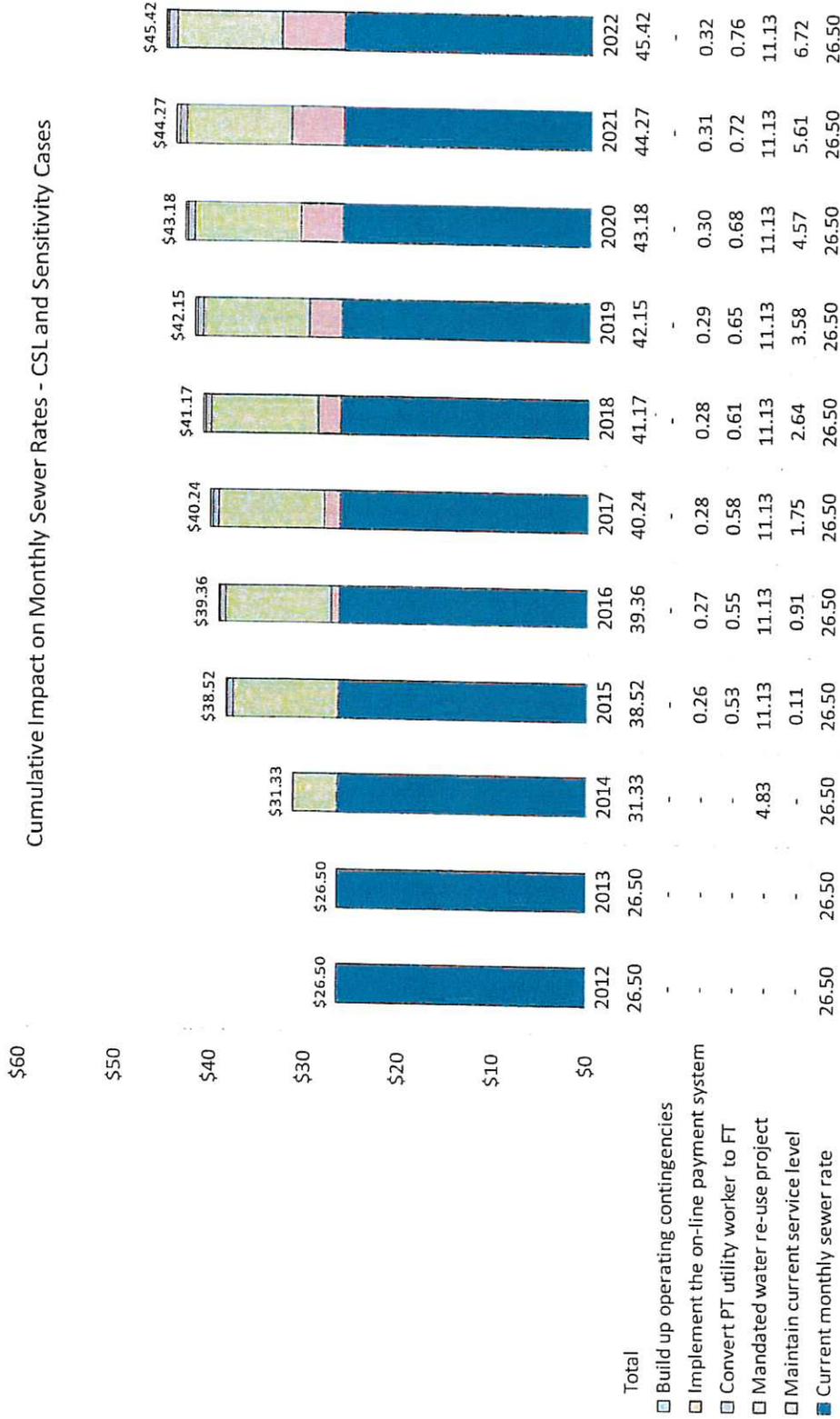
2 (total increase should have been \$22.90 and \$3.55...monthly total short by \$2.00)

WATER RATES (2" Meter)

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
New Bi-Monthly Billing Amt	240.00	311.84	318.24	338.08	359.26	365.50	379.38	393.12	407.02	421.08	429.06
New Monthly Total	120.00	155.92	159.12	169.04	179.63	182.75	189.69	196.56	203.51	210.54	214.53
Base Rate (includes 1-3)	120.00	155.92	159.12	165.04	171.52	174.65	181.61	188.49	195.45	202.49	206.50
1) Online Pmt System	0.00	0.00	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.02
2) Convert PT worker into FT	0.00	5.36	5.52	5.92	6.24	6.56	6.96	7.28	7.68	8.08	8.56
3) Meet Bond Covenants	0.00	30.56	33.60	39.12	45.28	48.08	54.64	61.20	67.76	74.40	77.92
Increase Static Water Pressure	0.00	0.00	0.00	4.00	8.11	8.10	8.08	8.07	8.06	8.05	8.03

3.2 (total increase should have been \$36.64 and \$5.68...monthly total short by \$3.20)

Figure 14 - Cumulative Impact on Monthly Wastewater Rates



The data in Figure 14 shows the rate impact of bonding \$2 million for the proposed water reuse project in fiscal 2014 and 2015 would add \$11.13 to the average monthly wastewater bill for a single family residential customer by the end of 2015. With this large rate impact looming over the horizon, the Council has, by consensus of opinion, determined that a \$1 per month rate increase is warranted to start saving for the eventual cost of the water reuse project.

RESOLUTION NO. 608-2016

A RESOLUTION AMENDING COMPENSATION RANGES FOR CLASSIFIED EMPLOYEES AND REPEALING RESOLUTION NO. 593-2015.

Findings

A. The City Council of the City of Hubbard finds it necessary to amend the compensation ranges for classified employees.

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

1. The City of Hubbard Compensation Ranges is set forth in the attached document marked Exhibit A attached hereto and by this reference incorporated herein and entitled Salary Schedule for All Departments.
2. Resolution No. 593-2015 is hereby repealed.
3. Effective July 1, 2016.

ADOPTED BY THE CITY COUNCIL this 14th day of June 2016.

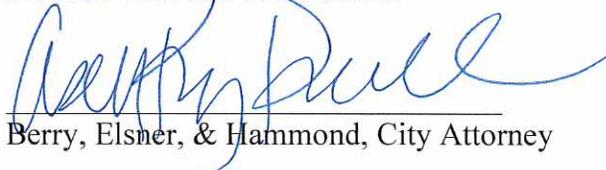
APPROVED:

Jim Yonally, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/City Recorder

APPROVED AS TO FORM:



Berry, Elsner, & Hammond, City Attorney

EXHIBIT "A"

CITY OF HUBBARD - SALARY SCHEDULE FOR ALL DEPARTMENTS

(Effective July 1, 2016)

1.20% COLA

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
Administration Department						
Director of Administration/City Recorder	4,610	4,794	4,984	5,184	5,392	5,607
Senior Accounting Specialist	4,316	4,488	4,669	4,855	5,050	5,251
Administrative Assistant/Court Clerk	2,997	3,117	3,241	3,371	3,506	3,646
Public Works Department						
Public Works Superintendent	4,610	4,794	4,984	5,184	5,392	5,607
Public Works Foreman	3,295	3,429	3,565	3,708	3,856	4,009
Utility Worker I	2,729	2,839	2,953	3,070	3,193	3,322
Administrative Assistant to the Public Works Superintenden	2,997	3,117	3,241	3,371	3,506	3,646
Utility Worker I - Seasonal	10.00 - 15.00 hr.					
Temporary Summer Helper	Minimum Wage (\$9.25) - \$10.00 hr.					

EXHIBIT "A"

CITY OF HUBBARD - SALARY SCHEDULE FOR POLICE DEPARTMENT

(Effective July 1, 2015)

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
Police Department						
Chief of Police	4,610	4,794	4,984	5,184	5,392	5,607
Sergeant	3,688	3,835	3,989	4,149	4,314	4,486
Police Officer	3,328	3,461	3,600	3,744	3,893	4,049
Administrative Assistant to Chief of Police	2,997	3,117	3,241	3,371	3,506	3,646
Temporary Police Reserves	16.00 hr.					

Step increases will be authorized upon the satisfactory completion of the annual performance evaluation as stated in Chapter 7.00 of the City of Hubbard Personnel Policy .

RESOLUTION NO. 613-2016

A RESOLUTION ADOPTING A MINOR SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2015-2016.

Findings

- A. The Hubbard City Council adopted a budget for the City of Hubbard for the 2015-2016 fiscal year on June 9, 2015.
- B. Funds have been made available which were not known at the time the budget was prepared.
- C. There have been occurrences which were not ascertained at the time of the preparation of the budget for the 2015-2016 fiscal year and which require a change in the City's financial planning.
- D. The changes in fund expenditures are under the 10% threshold which is considered a minor change in fund expenditures and therefore is not required to post a public notice and not required hold a public hearing.
- E. A pressing necessity which was not foreseen at the time of the preparation of the budget and which requires prompt action.

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

- 1. The minor supplemental budget appropriations are hereby approved as set forth in Exhibit "A" attached hereto and by this reference incorporated herein and entitled Fiscal Year 2014-2015 Supplemental Budget.
- 2. Effective upon the adoption of this Resolution, the minor supplemental budget appropriations outlined in Section 1 above are hereby added to and incorporated into the 2015-2016 fiscal year budget as adopted by Resolution No.595-2015.

ADOPTED BY THE CITY COUNCIL this 14th day of June 2016.

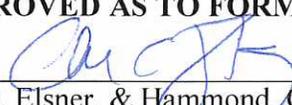
APPROVED:

Jim Yonally, Mayor

ATTEST:

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

APPROVED AS TO FORM:



Berry, Elsner, & Hammond, City Attorney

FISCAL YEAR 2015 -2016 SUPPLEMENTAL BUDGET

EXHIBIT A: Minor Changes

<u>General Fund</u>	Original Budget 2015-2016	Increase	Decrease	Amended 2015-2016
Resources				
Transfers In	119,091	26,972		146,063
License and Permits	26,000	62,500		88,500
Revised Total Fund Resources	1,455,369	89,472		1,544,841
Requirements				
Admin	191,264	4,000		195,264
Court	57,211	500		57,711
Community Development	71,512	130,000		201,512
Contingency	72,750		45,028	27,722
Revised Total Fund Requirements	1,455,369	134,500	45,028	1,544,841

<u>Street Construction Fund</u>	Original Budget 2015-2016	Increase	Decrease	Amended 2015-2016
Resources				
Charges for Services	41,784	4,483		46,267
Revised Total Fund Resources	216,358	4,483		220,841
Requirements				
Transfers Out	2,016	4,483		6,499
Revised Total Fund Requirements	216,358	4,483	0	220,841

<u>Park Improvement</u>	Original Budget 2015-2016	Increase	Decrease	Amended 2015-2016
Resources				

Charges for Services	44,244	3,729		47,973
Revised Total Fund Resources	390,082	3,729		393,811
Requirements				
Transfers Out	1,776	3,729		5,505
Revised Total Fund Requirements	390,082	3,729	0	393,811

<u>Sewer Fund</u>	Original Budget 2015-2016	Increase	Decrease	Amended 2015-2016
Requirements				
Personnel Services	172,093	2,500		174,593
Materials & Services	131,956		2,500	129,456
Transfers Out	112,536	2,080		114,616
Contingency	150,869		2,080	148,789
Revised Total Fund Requirements	567,454	4,580	4,580	567,454

<u>Sewer Construction Fund</u>	Original Budget 2015-2016	Increase	Decrease	Amended 2015-2016
Resources				
Micellaneous Revenue	51,732	7,351		59,083
Revised Total Fund Resources	576,265	7,351		583,616
Requirements				
Transfer Out	3,336	7,351		10,687
Revised Total Fund Requirements	576,265	7,351		583,616

<u>Sewer Bond Fund</u>	Original Budget 2015-2016	Increase	Decrease	Amended 2015-2016
Resources				
Transfers In	29,148	24,566		53,714
Beginning Fund Balance	64,161		24,566	39,595
Revised Total Fund Resources	93,409	24,566	24,566	93,409

<u>Water Construction Fund</u>	Original Budget 2015-2016	Increase	Decrease	Amended 2015-2016
Resources				

Miscellaneous Revenue	34,504	7,313		41,817
Revised Total Fund Resources	441,761	7,313		449,074
Requirements				
Transfers Out	3,360	7,313		10,673
Revised Total Fund Requirements	441,761	7,313		449,074

CITY OF HUBBARD
CONTRACT FOR SERVICES

THIS CONTRACT, made this 5th day of May, 2016, in accordance with the requirements of Oregon Revised Statutes 297.405 through 297.740 between Grove, Mueller & Swank, P.C., Certified Public Accountants of Salem, Oregon, and City of Hubbard, Oregon (the City), provides as follows:

It hereby is agreed that Grove, Mueller & Swank, P.C. shall conduct an audit of the accounts and fiscal affairs of the City, for the fiscal year beginning July 1, 2015, and ending June 30, 2016, in accordance with the Minimum Standards for Audits of Municipal Corporations as prescribed by law. The audit shall be undertaken in order to express an opinion upon the financial statements of the City, and to determine if the City has complied substantially with appropriate legal provisions.

Grove, Mueller & Swank, P.C. agrees that the services contracted to perform under this contract shall be rendered by or under personal supervision and that the work will be faithfully performed with care and diligence.

It is understood and agreed that, should unusual conditions arise or be encountered during the course of the audit whereby the services of Grove, Mueller & Swank, P.C. are necessary beyond the extent of the work contemplated, written notification of such unusual conditions shall be delivered to the City, who shall instruct in writing Grove, Mueller & Swank, P.C. concerning such additional services.

The audit shall be started as soon after this contract is executed as is agreeable to the parties hereto and shall be completed and a written report thereon delivered within a reasonable time, but not later than six months, after the close of the audit period covered by this contract (unless agreed to by both parties). Adequate copies of such report shall be delivered to the City, and its form and content shall be in accordance with and not less than that required by the Minimum Standards for Audits of Oregon Municipal Corporations.

It is understood and agreed that the City, is responsible for such financial statements as may be necessary to fully disclose and fairly present the results of operations for the period under audit and the financial condition at the end of that period.

In consideration of the faithful performance of the conditions, covenants, and undertakings herein set forth, the City of Hubbard, Oregon hereby agrees to pay Grove, Mueller & Swank, P.C. the fee as described in the audit engagement letter dated May 5, 2016 and the City hereby affirms that proper provision for the payment of such fee has been or will be duly made and that funds for the payment thereof are or will be made legally available.



Ryan T. Pasquarella
Grove, Mueller & Swank, P.C.

[Authorized Signers Name]
City of Hubbard, Oregon

5/5/2016

Date

Date



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

May 5, 2016

City Council
City of Hubbard
3720 Second Street
Hubbard, Oregon 97032

We are pleased to confirm our understanding of the services we are to provide the City of Hubbard, Oregon (hereafter referred to as the City) for the year ended June 30, 2016. We will audit the modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended June 30, 2016.

We have also been engaged to report on supplementary information that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Combining fund statements
- 2) Individual fund budgetary schedules
- 3) Other financial schedules

Management's discussion and analysis accompanying the financial statements is considered other information and will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information.

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the City Council. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. Additionally, we will perform tests over the City's compliance with the Minimum Standards for Audits of Oregon Municipal Corporations. In accordance with the Minimum Standards for Audits of Oregon Municipal Corporations we will sign the Summary of Revenues and Expenditures. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of the City in conformity with the modified cash basis of accounting based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the modified cash basis of accounting.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grove, Mueller & Swank, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and

appropriate individuals will be made available upon request and in a timely manner to authorized personnel or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grove, Mueller & Swank, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Ryan T. Pasquarella, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that Grove, Mueller & Swank, P.C.'s independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will not exceed \$15,000. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Hubbard, Oregon, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


CERTIFIED PUBLIC ACCOUNTANTS

RESPONSE:

This letter correctly sets forth the understanding of the City of Hubbard.

Name, Title

Date



RECEIVED
MAY 31 2016
CITY OF HUBBARD

100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | www.mwvcog.org
T: 503.588.6177 | F: 503-588-6094 | E: mwvcog@mwvcog.org
An equal opportunity lender, provider, and employer

May 27, 2016

Vickie Nogle, City Recorder
City of Hubbard
PO Box 380
Hubbard, Oregon 97032

Dear Vickie,

As we near the close of another fiscal year, I am enclosing for your consideration two copies of a contract for continuing land use planning services from **July 1, 2016 to June 30, 2018**. This year, our rate must increase from \$77 to \$79 per hour for land use planning and GIS services and from \$48 to \$50 for secretarial services. Due to the rate increase, we are offering a two-year contract in order to assure our members of a locked-in rate for the two-year cycle. As in previous years, this rate does not require a minimum number of hours.

This agreement covers land use planning services on an as-needed, on-demand basis. Mileage costs associated with providing land use planning services are charged directly to the city at the IRS mileage rate. To help reduce travel costs to the city, land use planners are able to participate in meetings by phone and make arrangements for conference calls as needed by the city.

Our costs for on-demand service reflect the fact that it is much more difficult to plan and budget for this work. Most of the cities that we provide this service to are able to pass this cost on to the developers or applicants who require the planning service, either through direct billing or through the collection of fees. We would be glad to assist you with putting such a system in place if you do not already have such a means of recovering these costs.

One planning service that we will continue to provide to client cities at no charge is the preparation of grant applications to pay for land use planning projects. Also, when we assign a planner to a city, they become responsible for reporting back to the rest of the COG staff on other needs that you may have such as public works improvements, transportation needs, etc., so that you can take full advantage of other COG resources that may be available.

Please sign and return both copies of the enclosed contract by **June 24th**. If you have questions or wish to discuss this further, please contact me at 503-540-1618 or renatac@mwvcog.org.

Also enclosed is an evaluation questionnaire regarding our planning services. Please share this with members of your city council or planning commission, as you think appropriate, and send it back to me. This year individuals also have the option of completing the evaluation questionnaire online at:

<https://www.surveymonkey.com/r/6Y868FR>. Your feedback is critical to our efforts to monitor and improve services.

We appreciate the opportunity to provide land use planning services to you and look forward to working with you in the coming years.

Sincerely,



Renata Wakeley
Community Development Director



Jennie Messmer
Deputy Director

CONTRACT

LAND USE PLANNING SERVICES

THIS AGREEMENT is made and entered into this 1st day of July, 2016 by and between the CITY OF Hubbard, OREGON, a municipal corporation ("CITY"), and the MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS ("COG"), a voluntary intergovernmental association created by charter and Agreement pursuant to ORS Chapter 190 of which CITY is a member.

WITNESSETH:

IN CONSIDERATION of the mutual premises and stipulations set out below, the CITY and COG do hereby agree as follows:

A. COG Responsibilities

1. COG shall provide an experienced land use planner to assist the CITY in processing land use actions, zone code revisions and other related activities which may be requested by the CITY.
2. COG shall provide to CITY mapping, graphics and document production services related to work requested by CITY under paragraph A.1.
3. COG shall provide monthly billing statements.

B. CITY Responsibilities

1. CITY agrees to engage COG as a provider of land use planning consulting services.
2. CITY agrees to pay for land use planning services under paragraph A.1. at a rate of \$79.00 per hour for a land use planner or GIS mapping analyst and \$50.00 per hour for staff support assistance, plus mileage at the IRS mileage rate for travel related to providing said services.
3. CITY agrees to pay the actual cost of mapping, graphics and document production provided under paragraph A.2.
4. CITY shall review, process and pay COG's monthly invoices within 30 days of receipt.
5. CITY shall designate a key contact person through which all requests for services will come and with whom the activities of COG's land use planner will be coordinated.

C. COG Services Provided Without Additional Compensation

1. COG shall provide advice and assistance to CITY with grant and loan applications for financing of public improvements at no additional charge except in those instances when such work may be eligible for compensation from the granting agency.
2. COG shall prepare documentation and applications for funding for additional planning projects on behalf of CITY.
3. COG shall refer CITY to other available resources that may be available to address needs of CITY upon request.

D. Termination and Amendment

1. This Agreement shall be terminated on June 30, 2018 unless otherwise agreed to by COG and CITY by amendment to this Agreement.
2. This Agreement may be terminated for convenience by either party upon written notice of 30 calendar days.
3. This Agreement may be amended only by written agreement executed between the parties.

E. Independent Contract

1. The CITY has engaged COG as an independent contractor for the accomplishment of a particular service. Neither party, nor the officers and employees of either party shall be deemed the agents or employees of the other party for any purpose.

F. Limited Warranty

1. CITY agrees to seek and rely exclusively on the advice of its own legal counsel as to the legal sufficiency of the land use planning process and its products. The parties expressly recognize that the review process involves political and legal judgment entirely within the control and authority of the CITY. COG's only obligation is to provide advice from the perspective of land use planning principles, and not legal or political counsel.
2. In no event shall COG be liable for indirect or consequential damages of any nature. In no event, regardless of theory of recovery, shall COG be liable for any damages in excess of the amounts actually paid by CITY to COG under Paragraph B. hereof.

3. CITY agrees to provide a representative to present the CITY's viewpoint at public hearings regarding a dispute between the CITY and the County or another city. COG will provide support and information as appropriate (including research and staff reports) to aid the CITY in making its arguments.

IN WITNESS WHEREOF, COG and the CITY have, by approval of their respective governing bodies, caused this Agreement to be executed as of the day and year aforesaid.

**MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS**

CITY OF Hubbard

By: _____
Nancy J. Boyer, Executive Director

By: _____

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>

Check Number	Check Issue Date	Name	Description	Amount
6756	05/10/16	Aerzen Usa Corp.	Supplies	289.37
6757	05/10/16	AHA Consulting, Inc	Website Design/Hosting	1,800.00
6758	05/10/16	AKS Engineering & Forestry, LLC	G Street Grant	5,956.16
6759	05/10/16	BlackPoint IT Services	IT Services	99.00
6760	05/10/16	Bureau of Labor and Industries	Contract Fee	250.00
6761	05/10/16	Canby Trophies & Awards	Employee Recognition	50.00
6762	05/10/16	Caselle	Contracted Support	1,813.00
6763	05/10/16	Coukoulis, Lori	Municipal Court Judicial Services	450.00
6764	05/10/16	DMV - State Of Oregon	Suspension Package	11.50
6765	05/10/16	Ferguson Waterworks	Supplies	1,182.09
6766	05/10/16	Great Western Sweeping, Inc.	Street Sweeping	1,109.25
6767	05/10/16	GW Hardware Center	Supplies	121.33
6768	05/10/16	Hattenhauer Energy Co	Fuel	157.47
6769	05/10/16	Hidalgo, Brenda	Court Interpreter (Spanish)	115.00
6770	05/10/16	Hillside Church	Chaplaincy Services	50.00
6771	05/10/16	Integra Telecom	Utilities	683.86
6772	05/10/16	John Deer Financial	Supplies	117.72
6773	05/10/16	Ken Zwald Trucking	Sludge Hauling	2,905.32
6774	05/10/16	Ken's Auto Body, Inc	Equip Maint	356.25
6775	05/10/16	Marion County Bldg Inspection	Building Fees	12,456.16
6776	05/10/16	Marion County Treasury Dept	Municipal Court Payments	659.04
6777	05/10/16	Michael Luna	Refund	234.80
6778	05/10/16	Net Assets	Lien Searches	100.00
6779	05/10/16	North Marion SD #15	School Excise Tax	8,737.92
6780	05/10/16	NW Natural Gas	Utilities	194.17
6781	05/10/16	Office Depot	Office Supplies	97.20
6782	05/10/16	One Call Concepts, Inc.	Utility Notifications	14.70
6783	05/10/16	Oregon Dept of Revenue	Municipal Court Payments	2,239.93
6784	05/10/16	Pacific Office Automation	Copies	16.11
6785	05/10/16	PGE- Portland General Electric	Utilities	6,443.30
6786	05/10/16	Profectus, INC.	Janitorial Services	396.63
6787	05/10/16	Republic Services	Garbage Service	287.60
6788	05/10/16	Rogers Machinery	Equip Maint/Supplies	202.39
6789	05/10/16	T.H. DeArmond & Son	Application of sludge	6,435.00
6790	05/10/16	Traffic Safety Supply Co.	Supplies	77.85
6791	05/10/16	Univar Usa Inc	Supplies	287.20
6792	05/10/16	Verizon Wireless	Utilities	382.42
6793	05/10/16	Waste Connections	Shredding Services	26.23
6794	05/10/16	Waterlab Corporation	Water Testing	287.50
6795	05/10/16	Yes Graphics Printing Co.	Water bills	290.00
6798	05/25/16	AKS Engineering & Forestry, LLC	3270 J St Berdogin	1,020.00
6799	05/25/16	Beckwith & Kuffel	Equip Maint/Supplies	33.65
6800	05/25/16	Beery Elsner & Hammond, LLP	Legal Services	2,524.47
6801	05/25/16	BlackPoint IT Services	IT Services	2,929.98
6802	05/25/16	CIT	Water	219.11
6803	05/25/16	City of Woodburn	RMS 4th Qtr 15/16	5,765.50
6804	05/25/16	C-More Pipe Services, Inc.	Labor/Equip Storm Pipeline	1,625.00
6805	05/25/16	Davis, Claud & Virginia	Refund - Overpayment	118.50
6806	05/25/16	DEQ - State Of Oregon	Wastewater System Annual Program Fee	100.00
6807	05/25/16	ELAN Corporate Payment Systems	ELAN Credit Payment	2,086.80
6808	05/25/16	Ferguson Waterworks	Supplies	362.90
6809	05/25/16	Gametime	Equip Maint/Repairs	191.05
6810	05/25/16	HD Fowler Company	Supplies	658.90
6811	05/25/16	Idexx Distribution Corp.	Supplies	172.77
6812	05/25/16	Kobayashi, Tia	Court Refund	40.00
6813	05/25/16	Language Line Services	Interpreter Services	7.80
6814	05/25/16	Les Schwab-W	Equip Maint/Supplies	975.91
6815	05/25/16	Mid-Willamette Valley	Land Use Services	3,594.75
6816	05/25/16	Office Depot	Office Supplies	303.47

Check Number	Check Issue Date	Name	Description	Amount
6817	05/25/16	OGFOA	Membership - Kurtz	105.00
6818	05/25/16	Old Republic Surety Group	Bond YP00229115	661.00
6819	05/25/16	Pacific Office Automation	Copies	200.18
6820	05/25/16	PGE- Portland General Electric	Utilities	2,556.32
6821	05/25/16	Portland Tribune	Publications	36.82
6822	05/25/16	Prograss, Inc	Lawn Treatment	690.00
6823	05/25/16	Ross Recreation Equipment, Inc	Playground Repairs	590.00
6824	05/25/16	Shell Fleet Plus	Fuel	1,078.63
6825	05/25/16	The Pool & Spa House	Supplies	309.55
6826	05/25/16	Traffic Safety Supply Co.	Traffic Supplies	536.90
6827	05/25/16	Verizon Wireless	Utilities	172.51
6828	05/25/16	Walmart Community	Supplies	194.77
6829	05/25/16	Woodburn Kiwanis	Playground Equip/Supplies	2,390.00
Grand Totals:				89,635.71