

**MEETING NOTICE FOR THE
CITY OF HUBBARD**

TUESDAY

OCTOBER 11, 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 10/12/2016
4:00 p.m.**

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

**HUBBARD CITY COUNCIL
MEETING AGENDA
OCTOBER 11, 2016 – 7:00 PM
LOCATION: CITY HALL
3720 2ND STREET**

1) CALL TO ORDER.

A) Flag Salute.

2) DISCUSSION ON THE PROCESS FOR ADDRESSING CODE VIOLATIONS – Ashley Driscoll.

A) CALENDAR OF ORDINANCES.

1. Ordinance No. 351-2016. An Ordinance amending Chapter 1.20, Civil Infraction Procedures, of the Hubbard Municipal Code and adding subchapter 1.20.025, Cease and Desist Order, and 1.20.035 Cumulative Remedies.

- (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) 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.)

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

5) 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.

6) 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 September 13, 2016 City Council meeting minutes.

B) Resolution 616-2016. Resolution approving a rate schedule for solid waste service within the City of Hubbard; repealing Resolution No. 558.-2013; and setting an effective date.

C) Authorize closure of City Hall for mandatory staff safety training Tuesday, October 25, 2016 from 7:00 a.m. to 11:00 a.m. (Refer to Public Works report)

D) Authorize removal of tree behind the existing restroom in Rivenes Park prior to the construction the new restroom facility. (*Refer to Public Works report*)

E) Approval of application for North Marion Fellowship to use Centennial Park December 2, 2016, for a Christmas Tree Lighting Ceremony, and authorization for the City to pay for the lighting costs. (*Refer to Public Works report*)

7) APPROVAL OF THE SEPTEMBER 2016 CHECK REGISTER REPORTS.

8) OTHER CITY BUSINESS.

9) ADJOURNMENT. (Next City Council Meeting November 8, 2016, at 7:00 p.m.)

MEMORANDUM

TO: Mayor and Members of the Hubbard City Council

FROM: Ashley Driscoll, City Attorney's Office *(AD)*

SUBJECT: Process for Addressing City Code Violations

DATE: October 10, 2016

At the September Council meeting the Council directed the City Attorney to pursue draft amendments to the Hubbard Municipal Code ("HMC") to allow the City Council to issue cease and desist orders for repeated violations of the HMC.

I have attached draft HMC amendments based on this direction. I propose adding a new sections to chapter 1.20 entitled "Cease and Desist Order" and "Cumulative Remedies," amending HMC 1.20.020.4.g to specifically authorize the municipal judge to issue equitable relief; amending HMC 1.20.010.3 by deleting language that suggests a monetary penalty is the only relief available for a civil infraction; and amending HMC 1.20.030 to clarify the City may enforce its actions through the Marion County Circuit Court. I also made a few housekeeping edits.

Background

The City's current code provides that the penalty for a code violation ("civil infraction") is a monetary penalty. The current procedure goes as follows:

- Enforcement officer issues a citation
- The cited party either pays the penalty or requests a hearing in front of municipal court
- If requested, the municipal court holds a hearing on the first Wednesday of the month
- The municipal court either dismisses the complaint or makes an order that the infraction occurred
- If the infraction occurred, the municipal court assesses a penalty plus costs and fees
- This is a final decision, which can be appealed to the Marion County Circuit Court.

Although the code provides the procedure for issuing a monetary penalty is the "only" penalty for a sustained infraction, the code also makes clear that the City may seek "alternative" remedies set out by ordinance or state law. This may include equitable remedies, such as injunctive relief.

Proposed Amendments

The proposed amendments provide that the enforcement officer, in addition to pursuing monetary penalties for civil infractions, may request the City Council issue a “cease and desist” order to a responsible party with more than one sustained infraction. The amendments also clarify that the municipal judge may issue equitable relief.

Proposed Cease and Desist Procedure

The enforcement officer appears before City Council and makes a request for a cease and desist order. The Council would then make a motion to issue the order. If the motion passes, the order will be sent to the responsible party. The order will include the following information: name and address the responsible party or parties; copies of the sustained infractions; order to cease and desist code violations within 10 (ten) days; notice that failure to comply with the order is a separate civil infraction; and notice of the responsible parties’ right to file objection within ten (10) days.

If the responsible party does file objections, the Council will hold a hearing. At the hearing, the objecting party and the code enforcement officer will present evidence regarding the validity of the cease and desist order and the Council will make a final decision. If the Council orders the responsible party to cease and desist the violation and the responsible party fails to comply, the Council can seek additional monetary penalties and enforce the cease and desist order at circuit court.

In addition, the proposed amendments include a section titled “Cumulative Remedies.” This section provides a civil infraction may be enforced through a number of avenues: (1) monetary penalties, (2) abatement, (3) an action for damages, (4) a cease and desist order and (5) and through any other action reasonably necessary to correct the violation.

Considerations

(a) Should the City Council step in?

As drafted currently, the enforcement officer will only have the option to request a cease and desist order after the responsible party has more than one sustained infraction. The Council will not decide whether the code was violated, but rather whether a cease and desist order is necessary and/or appropriate. Although this is a policy decision for the Council, I drafted the amendments in this fashion because the City Council is the legislative body which sets the policies and drafts the laws. The municipal court, as the judicial body, is best suited to neutrally apply the law. Furthermore, the municipal court will have substantially fewer issues regarding conflicts of interest and bias in decision making.

(b) How are injunctions and cease and desist orders different?

Under the proposed amendments, the municipal court, at its option, may issue an injunction (or other equitable relief) to protect against a continued violation or repeated violations. In addition, the enforcement officer, at his or her option, may request the City Council issue a cease and desist order which also seeks to address a continued violation or repeated violations. Generally, a cease and desist order and an injunction both require the responsible party to refrain from violating the code and can be enforced through the circuit court.

Under the amendments, violation of a cease and desist order from the Council is a separate infraction and therefore doubles the fines for the offending party. The cease and desist order process also give the enforcement officer the ability to request the Council step-in and address a particularly troubling situation in the community.

Summary

The policy decision at issue here is twofold:

First, does the City Council want to hear the initial evidentiary hearing for some code violations? If so, which ones? Who decides if the citation goes to the City Council or the municipal code?

Second, does the City Council, on special occasions, want to have the ability to issue cease and desist orders? Or does clarifying the municipal court has the authority to issue equitable relief in addition to imposing penalties alleviate the council's concerns?

Options:

- (1) Approve the amendments giving the municipal judge the authority to issue equitable relief and the City Council the authority to issue cease and desist orders
- (2) Approve only the amendments giving the municipal judge the authority to issue equitable relief
- (3) Approve only the amendments giving the City Council the authority to issue cease and desist orders
- (4) Request the City Attorney revise the amendments for consideration at a later Council meeting

A.O.D

ORDINANCE NO. 351-2016

AN ORDINANCE AMENDING CHAPTER 1.20, CIVIL INFRACTION PROCEDURES, OF THE HUBBARD MUNICIPAL CODE AND ADDING SUBCHAPTERS 1.20.025, CEASE AND DESIST ORDER AND 1.20.035 CUMULATIVE REMEDIES

Findings

- A. The City Council finds it necessary to amend chapter 1.20, Civil Infraction Procedure, of the Hubbard Municipal Code (HMC) and add subchapters 1.20.025, Cease and Desist Order, and 1.20.035 Cumulative Remedies, to provide a procedure for the City Council to issue cease and desist orders to persons who repeatedly violate the HMC and to clarify that the Hubbard Municipal Court may issue equitable relief.

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

Section 1. The Hubbard Municipal Code chapter 1.20 is amended as set forth in the attached Exhibit A.

Section 2. This Ordinance shall be effective thirty days from its adoption.

WHEREUPON, the Mayor declared the motion to be carried and the ordinance adopted. The foregoing ordinance was passed by the Hubbard City Council this 11th day of October 2016, by the following vote:

Ayes _____
Nays _____
Absent _____

CITY OF HUBBARD, OREGON

By: _____
Jim Yonally, Mayor

ATTEST:

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

APPROVED BY THE CITY ATTORNEY:

Beery Elsner and Hammond LLP

Exhibit A

1.20.010 Definitions.

For the purpose of this chapter, the following mean:

(1) Civil Infraction. Commission of an act or omission to act in a manner prescribed by this chapter or by any other city ordinance, constituting breach or infringement of a section of a city ordinance or of this chapter, constitutes a civil infraction. A "civil infraction" shall be handled in accordance with the procedures established by this chapter. A "civil infraction" does not include violations of other city ordinances, where a criminal penalty is provided. When an infraction is of a continuing nature, except where specifically provided otherwise, a separate infraction will be deemed to occur on each calendar day the infraction continues to exist. A separate citation may be filed for each such infraction.

(2) "Enforcement officer" means the chief of police or any designee appointed in writing by the chief of police to enforce this chapter.

(3) ~~Forfeiture Penalty– Forfeiture Penalty Schedule. The only penalty to be imposed for an infraction is A monetary penalty, called a "forfeiture."~~ The forfeiture penalty to be assessed for a specific infraction will be determined pursuant to specific provisions within the ordinance defining the infraction, or the forfeiture penalty schedule found in HMC 1.20.050. The procedure prescribed by this chapter shall be the exclusive procedure for imposing a penalty forfeiture; however, this chapter shall not be read to prohibit in any way alternative remedies set out in ordinances or ~~state statute or state law, which are~~ intended to abate or alleviate ordinance violations. Nor shall the city be prohibited from recovering, in a manner prescribed by law, any expense incurred by it in abating or removing ordinance violations, pursuant to any ordinance.

(4) "Person" means any natural person or persons, firm, partnership, association or corporation.

(5) "Responsible party" means the person responsible for curing or remedying an infraction and includes:

(a) The owner of the property or the owner's manager or agent or other person in control of the property, on behalf of the owner;

(b) The person occupying the property, including bailee, lessee, tenant or other person having possession; or

(c) The person who is alleged to have committed or authorized the commission of the infraction.

1.20.020 Infraction procedure.

(1) Issuance of Uniform Citation and Complaint.

(a) When a violation of a city ordinance occurs, a uniform infraction citation and complaint, signed by the enforcement officer may be filed with the municipal court charging the responsible party with the civil infraction and setting a date for the responsible party to appear before the municipal court to answer said complaint.

(b) The enforcement officer shall prescribe the form of the uniform infraction citation and complaint, but it shall consist of at least three pages. Additional pages may be inserted, for administrative purposes, by those charged with the enforcement of the ordinances. The required pages are:

- (i) The complaint;
- (ii) The city department record; and
- (iii) The summons.

(c) Each of the three pages shall contain the following information:

- (i) The name of the court and the court's file number;
- (ii) The name of the person cited;
- (iii) The infraction with which the person is charged;
- (iv) The date, time and place the infraction occurred or, if the infraction is of a continuing nature, the date, time and place the infraction was observed by the enforcement officer or the citizen signing the complaint;
- (v) The date on which the citation was issued;
- (vi) The scheduled ~~forfeiture~~ penalty for the alleged infraction; and
- (vii) The time and place at which the person cited is to appear in court to answer the complaint.

(d) The complaint shall contain a ~~form of~~ certification in which the person signing the complaint states ~~that~~ the person has reasonable grounds to believe, and does believe, that the person cited committed or permitted to be committed the infraction.

(e) The summons shall also contain notice to the person cited that a civil complaint will be filed in the municipal court of the city.

(2) Summons. Service of the uniform infraction citation and complaint shall be made by personal service upon the responsible party. If personal service cannot be made, then service of the uniform infraction citation and complaint shall be in accordance with the Oregon Rules of Civil Procedure.

(3) Answer.

(a) The person receiving a summons and complaint alleging an infraction shall answer such complaint by personally appearing to answer at the time and place specified therein. If received by

the city within ten (10) days of the service of the summons, an answer may be made by mail or personal delivery, as provided in subsections (3)(b) and (c) of this section.

(b) If the person alleged to have committed an infraction admits the infraction, then the person may complete the appropriate answer on the back of each summons and forward the summons to the municipal court. Cash, check or money order in the amount of the forfeiture penalty for the infraction alleged, as shown on the back of the summons, shall be submitted with the answer. Upon receipt of the forfeiture penalty, an appropriate order shall be entered in the municipal court records.

(c) If the person alleged to have committed the infraction denies part or all of the infraction, the person may request a hearing, by completing the appropriate answer on the back of the summons and forwarding the summons, together with security for court fees. Upon receipt, the answer shall be entered and a hearing date established by the municipal court. The municipal court shall send notice of the hearing date to the person alleged to have committed the infraction, by return mail. At the discretion of the municipal court, the security deposit may be waived in whole or in part. Waiver of the security deposit may only be accomplished upon written application of the person alleged to have committed the infraction, setting forth the reason for requesting the waiver and certifying that the person will attend the hearing when scheduled.

(4) Hearing.

(a) Every hearing to determine whether an infraction has been committed shall be held before the municipal court, without a jury.

(b) The defendant may be represented by legal counsel. However, legal counsel for the defendant shall not be provided at public expense.

(c) The defendant shall have the right to present evidence and witnesses in the defendant's favor, to cross-examine witnesses who testify against the defendant and to submit rebuttal evidence.

(d) If the defendant desires that witnesses be ordered to appear by subpoena, then the defendant must submit a written request to the court for the subpoena.

(e) The complainant shall have the burden of proving the alleged ordinance infraction by a preponderance of the evidence.

(f) If, after due consideration of the evidence and arguments presented at the hearing, the municipal court determines that the infraction has not been proven, an order dismissing the complaint shall be entered in the court records. A copy of the order shall be delivered to the person named in the order, personally or by mail. If, after due consideration of the evidence and arguments presented at the hearing, the municipal court determines that the infraction has been proven, an order to that effect shall be entered in the court records. A copy of the order shall be delivered to

the person named in the order, in person or by mail. Upon the written request by a party to the hearing in which the court finds that the infraction was committed, the order shall include a brief statement of the necessary findings of the fact to establish the infraction alleged.

(g) Upon a finding that an infraction has occurred, and pursuant to the schedule established in accordance with this chapter, the court shall assess a forfeiture penalty, plus court costs and witness fees. The municipal court judge is authorized to set reasonable court costs, including security for court fees. The order shall recite the amount of the forfeiture penalty, court costs and witness fees. The municipal court may order a party found in violation to undertake action(s) necessary to correct the violation or mitigate the effects within a specified time period.

(h) Any written documents, correspondence or physical evidence associated with the matter shall be retained by the municipal court until disposed of by order of the municipal court.

(i) The determination of the municipal court shall be final. Review of the court's determination shall be to the circuit court by way of writ of review (ORS 34.010 to 34.110) and not otherwise.

1.20.025 Cease and Desist Order

- (1) For a responsible party with more than one sustained infractions, the enforcement officer may request the City Council issue a cease and desist order.
- (2) Once the Council issues a cease and desist order, the order shall be mailed to the person or responsible party.
- (3) The order shall contain the following details:
 - a. Name and address the responsible party or parties;
 - b. Copies of the sustained infractions;
 - c. Order to cease and desist code violations within 10 (ten) days;
 - d. Notice that failure to comply with the order is a separate civil infraction;
 - e. Notice of the responsible parties' right to file objection within ten (10) days;
- (4) A person or responsible party may within ten (10) days after the cease and desist notice is mailed, file written objections to the City Council. The hearing will be held at a time and place determined by the council but in no event more than 30 days from Council's receipt of the written objections."
- (5) A failure to file objections within the allotted time is a waiver of the person's right to object to the order;
- (6) At a hearing before the council, the objecting party may present testimony and oral argument, and any additional evidence. The City Council's decision is final;
- (7) Non-compliance with a cease and desist order shall be deemed an additional civil infraction.

1.20.030 Enforcement.

(1) If a cited person fails to answer the summons or appear at a scheduled hearing as provided herein, a default judgement shall be entered for the scheduled forfeiture penalty applicable to the charged

infraction. In addition, when a person fails to appear for a hearing, the security posted, or an amount equal to the security waived, shall be ordered forfeited. Nothing in this subsection shall be construed to limit in any way the contempt powers of the municipal judge granted by the city Charter or by state law. In conjunction with any matter arising under the procedures set forth in this chapter, the judge may exercise those powers in any matter the judge considers necessary and advisable.

(2) Any ~~forfeiture~~ penalty assessed is to be paid no later than ten (10) days after the receipt of the final order declaring the ~~forfeiture~~ penalty. Such period may be extended upon order of the municipal judge.

(3) ~~Delinquent forfeitures and those brought to default judgement may, in addition to any other method, be collected or~~ Review of the City's action shall be by way of writ of review (ORS 34.010 to 34.110) and not otherwise enforced pursuant to ORS 30.310 or 30.315.

(4) In addition to the enforcement protocols established above, the City shall have the right to enforce the terms of its code as may be otherwise provided by state law including enforcement of any order of the municipal court or City Council.

1.20.035 Cumulative remedies

(1) A civil infraction may be enforced by:

- (a) Prosecution for penalty as provided in this chapter;
- (b) Abatement, as provided by HMC chapter 8.15;
- (c) An action for damages for any individual damaged by the infraction;
- (d) A cease and desist order from the City Council against continuation or repetition of the violation;
- (e) Any other action reasonably necessary to correct the violation or mitigate the effects.

(2) These remedies are cumulative and not exclusive.

1.20.040 Lien filing and docketing.

(1) When a judgement is given in municipal court in favor of the city for the sum of \$10.00 or more, exclusive of costs or disbursements, the enforcement officer may, at any time thereafter while the judgement is enforceable, file with the city recorder a certified transcript of all those entries made in the docket of the municipal court, with respect to the action on which the judgment was entered.

(2) Thereupon, the city recorder shall enter the judgment of the municipal court in the city lien docket.

(3) From the time of the entry of the municipal court judgment in the city lien docket, the judgment shall be a lien upon the real property of the person against whom judgment was entered in the municipal court. Except as provided in subsection (4) of this section, entry of the municipal court judgment in the city lien docket shall not thereby extend the lien of the judgment more than 10 years from the original entry of the judgment in the municipal court.

(4) Whenever a judgment of the municipal court, which has been entered pursuant to this section, is renewed by the municipal court, the lien established by subsection (3) of this section is automatically extended 10 years from the date of the renewal order. (Ord. 153-90 § 4, 1990)

1.20.050 Schedule for forfeiture penalty.

(1) For the purpose of determining forfeitures penalty, civil infractions are classified into the following categories:

- (a) Class I civil infractions;
- (b) Class II civil infractions;
- (c) Class III civil infractions;
- (d) Class IV civil infractions;
- (e) Class V civil infractions.

(2) An assessment of a forfeiture penalty for an infraction shall be an assessment to pay an amount not exceeding:

- (a) \$500.00 for a Class I civil infraction;
- (b) \$250.00 for a Class II civil infraction;
- (c) \$100.00 for a Class III civil infraction;
- (d) \$50.00 for a Class IV civil infraction;
- (e) \$25.00 for a Class V civil infraction.

(3) Infractions of specific Hubbard ordinances are classified as follows:

Ordinance No. Class

145-90 III

Ordinances enacted after the effective date of the ordinance codified in this chapter, which require a forfeiture provision for their enforcement, shall expressly incorporate the infraction procedure set out herein and classify violations thereof in accordance with this section.

Monthly Statistical Report

To: Mayor and City Council Members

From: Chief David M. Dryden

Date: October 3, 2016

Re: September 2016 Stats

Please note: The information contained in this report is for Sept 1-30, 2016

Citations: 76

Written Warnings: 3

Towed Vehicles: 18

Custody Arrests: 23

- MONTHLY REPORT -

DATE: October 11, 2016
TO: City Council
FROM: Public Works Department

ITEM #1 On the Consent Agenda is a request to close City Hall for mandatory staff safety training on Tuesday, October 25, 2016 from 7:00 a.m. to 11:00 a.m.

ITEM #2 On the Consent Agenda is a request for Council authorization to remove one tree behind the existing restroom prior to beginning the construction of the new restroom facility.

If the tree remains, the proposed sidewalk around the restroom would have to be altered, and in addition the roots would need to be sealed in order to protect the sidewalk and structure as much as possible. This has the potential of compromising the integrity of the tree and structure in the future.

ITEM #3 On the Consent Agenda is a request from North Marion Fellowship for the use of Centennial Park for the annual Christmas Tree Lighting program on December 2, 2016. Lights would be removed by January 7, 2017.

As tracking and separating the electricity cost for the tree lights would be difficult and time consuming and the cost is minimal, Council has, in past years, authorized the City to pay for the electricity for the tree lights.

Staff recommends the approval of North Marion Fellowship's park use request and authorization for the City to pay for the tree lighting electricity costs.

PENDING Grant Applications:

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

<p>The Public Works Department completed 27 requests for locates for the month of September.</p>



DIRECTOR OF ADMINISTRATION/CITY RECORDER MONTHLY REPORT

To: CITY COUNCIL
From: VICKIE NOGLE, MMC
Date: OCTOBER 4, 2016
RE: REPORT FOR OCTOBER 11, 2016, CITY COUNCIL MEETING

ADMINISTRATION

Conference Schedules

October 16 – 18, 2016 – Administrative Assistant/Court Clerk

October 24 – 27, 2016 – Senior Accounting Specialist

During conference scheduling the City Hall may be closed for periods when there is only one person in Administration for lunch periods, mail pick-up/drop-off, and banking deposits. There will be a sign placed on the window in the Administrative office of when the office will re-open.

PLANNING COMMISSION

The following applications have been scheduled for the October 18, 2016, Planning Commission meeting:

- 2360 Industrial Ave (041W33DD01100)-Marion Construction [10,000SF Warehouse]
- 2994 Schmidt Lane (041W33DC00900)-PBSL, LLC [Divide 7.29 acres into three parcels]
- 2994 Schmidt Lane (041W33DC00900)-Modular Mini Storage [2 Commercial buildings and 7 self-storage buildings]
- 2600 D St (041W33AD05900)-City of Hubbard [Variance for setbacks of proposed restroom]
- 3092 1st St (041W33DA02700)-Tim Kauffman Const. [Detail Shop]

There is a vacant Planning Commission position with the term ending December 31, 2018. There will also be two additional positions open with the term starting January 1, 2017, ending December 31, 2019.

NEWSLETTER

Please submit your information to Lucy Astorga for the Newsletter no later than **OCTOBER 13, 2016**. You can submit them in writing or e-mail at lastorga@cityofhubbard.org.

BUILDING PERMITS

37 building permit applications have been submitted from January – September 2016.

BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #
1	9/6/2016			Jeff Steward	2899 A Street	
2						
3	9/6/2016	9/22/2016	555-16-006622-DWL	Claud Davis Construction	2159 Thomas Way	041W28DD12600
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	Type of permit	Permit Amount	Receipt #	ROW	Receipt #	City Fee	SDC	Receipt #	EXCISE TAX	Valuation
1	Ground Solar Array	\$ 1,034.71	1.003241	N/A	N/A		N/A	N/A		
2										
3	SFR	\$ 20,909.02	1.003498	\$ 225.00	1.003498	\$ 195.10	\$ 14,334.00	1.003498	\$ 1,801.00	\$ 246,799.27
4	PAYMENT 09/27/2016									
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BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #
1	8/1/2016	8/15/2016	555-16-005606-DWL	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	Cithomes 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	6/24/2016	555-16-003681-DWL	Chad E. Davis Construction	2177 A Street	041W28DD11300
24						
25	5/9/2016	6/24/2016	555-16-003682-DWL	Chad E. Davis Construction	2152 A Street	041W33AA12200
26						
27	5/9/2016	6/24/2016	555-16-003683-DWL	Chad E. Davis Construction	4041 10th Street	041W28DD12800
28						
29	06/09/2016	7/12/2016	555-16-004337-DWL	Chad E. Davis Construction	3951 10th Street	041W28DD13200
30						
31	06/09/2016	7/12/2016	555-16-004313-DWL	Chad E. Davis Construction	3833 10th Street	041W28DD13300
32						
33	6/28/2016	7/18/2016	555-16-004708-STR	Greg & Debby Peery	2922 Walnut Court	041W33AC10400
34						
35	7/18/2016			John I Haas, Inc.	3421 2nd Street	
36						
37	7/25/2016	9/27/2016	555-16-005522-DWL	Claud Davis Construction	2345 Thomas Way	041W33AA13400
38						
39	8/1/2016			Claud Davis Construction	2363 Thomas Way	
40						
41	8/11/2016	9/15/2016	555-16-005946-STR	Lance Berkey, JB & IB, LLC	3080 J Street	041W33DA05201
42						
43						

BUILDING PERMITS page 2

	Type of permit	Permit Amount	Receipt #	ROW	Receipt #	City Fee	SDC	Receipt #	EXCISE TAX	Valuation
1	SFR	\$ 19,099.03	1.003151	\$225.00	1.003151	\$ 197.70	\$ 14,334.00	1.003151	\$ 1,786.00	\$ 248,235.46
2	Cancelled/resubmitted PD 6/16/16	\$ 872.40	1.002314	N/A	N/A	\$ 145.41	N/A	N/A	N/A	N/A
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	PAYMENT 5/9/2016									
7	Detached Garage	\$ 401.88	1.001792	N/A	N/A	\$ 53.80	N/A	N/A		\$ 28,926.72
8	ADDITIONAL PAYMENT 5/5/2016	\$ 128.05	1.001942							
9	SFR	\$ 18,822.00	1.002266	\$225.00	1.002266	\$ 169.10	\$ 14,334.00	1.002266	\$ 1,754.00	\$ 221,934.92
10	PAYMENT 6/6/2016									
11	SFR	\$ 19,288.48	1.002279	\$225.00	1.002279	\$ 200.30	\$ 14,334.00	1.002279	\$ 1,907.00	250,216.10
12	PAYMENT 6/9/2016									
13	SFR	\$ 19,288.48	1.002266	\$225.00	1.002266	\$ 200.30	\$ 14,334.00	1.002266	\$ 1,907.00	\$ 250,216.10
14	PAYMENT 6/16/2016									
15	SFR	\$ 18,800.00	1.002279	\$225.00	1.002279	\$ 169.10	\$ 14,334.00	1.002279	\$ 1,732.00	\$ 226,998.36
16	PAYMENT 6/9/2016									
17	SFR	\$ 19,277.00	1.002266	\$225.00	1.002266	\$ 200.30	\$ 14,334.00	1.002266	\$ 1,907.00	\$ 250,216.10
18	PAYMENT 6/16/2016									
19	SFR	\$ 19,622.85	1.002266	\$225.00	1.002266	\$ 209.40	\$ 14,334.00	1.002266	\$ 1,984.00	\$ 257,461.53
20	PAYMENT 6/16/2016									
21	SFR	\$ 18,898.83	1.002279	\$225.00	1.002279	\$ 176.90	\$ 14,334.00	1.002279	\$ 1,754.00	\$ 232,646.12
22	PAYMENT 6/9/2016									
23	SFR	\$ 18,748.18	1.002348	\$225.00	1.002348	\$ 163.90	\$ 14,334.00	1.002348	\$ 1,751.00	\$ 222,445.21
24	PAYMENT 6/26/2016									
25	SFR	\$ 19,228.20	1.002348	\$225.00	1.002348	\$ 191.20	\$ 14,334.00	1.002348	\$ 1,933.00	\$ 243,549.86
26	PAYMENT 6/26/2016									
27	SFR	\$ 19,226.69	1.002348	\$225.00	1.002348	\$ 193.80	\$ 14,334.00	1.002348	\$ 1,935.00	\$ 245,203.65
28	PAYMENT 6/26/2016									
29	SFR	\$ 19,960.22	1.002863	\$225.00	1.002863	\$ 227.60	\$ 14,334.00	1.002863	\$ 2,211.00	\$ 271,563.51
30	PAYMENT 07/14/2016									
31	SFR	\$ 21,696.22	1.002863	\$225.00	1.002863	\$ 322.43	\$ 14,334.00	1.002863	\$ 2,862.00	\$ 346,126.26
32	PAYMENT 07/14/2016									
33	Remodel (Master bathroom & closet)	\$ 433.40	4.000065	N/A	N/A	\$ 44.00	N/A	N/A		\$ 21,576.00
34										
35	Storage Shed For Equipment	\$ 228.52	1.002468							
36										
37	SFR	\$ 18,671.65	1.003499	\$225.00	1.003499	\$ 162.60	\$ 14,334.00	1.003499	\$ 1,722.00	\$ 221,074.86
38	PAYMENT 09/27/2016									
39	SFR									
40										
41	Auto dealership Sales Building	\$ 9,123.07	1.003141	N/A	N/A	\$ 885.16	\$ 3,156.00	1.003446	\$ 1,331.50	\$ 1,058,709.00
42	ADDITIONAL PAYMENT	\$ 5,853.58	1.003446							
43										

BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #
1	10/19/2015	11/10/2015	555-15-007125-DWL	Chad E. Davis Construction	2145 A Street	041W28DD11500
2						TOTAL PYMNT \$53,891.45
3	10/19/2015	11/10/2015	555-15-007116-DWL	Chad E. Davis Construction	2241 Thomas Way	041W28DD12400
4						
5	10/19/2015	11/24/2015	555-15-007124-DWL	Chad E. Davis Construction	2156 Thomas Way	041W28DD11700
6						TOTAL PYMNT \$73,601.25
7	10/19/2015	11/24/2015	555-15-007123-DWL	Chad E. Davis Construction	3997 8th Street	041W28DD12000
8						TOTAL PYMNT \$73,601.25
9	10/19/2015	12/30/2015	555-15-007121-DWL	Chad E. Davis Construction	3983 8th Street	041W28DD12100
10						TOTAL PYMNT \$35,655.27
11	10/19/2015	11/10/2015	555-15-007109-DWL	Chad E. Davis Construction	3999 10th Street	041W28DD13000
12						TOTAL PYMNT \$53,891.45
13	10/19/2015	11/10/2015	555-15-007105-DWL	Chad E. Davis Construction	3975 10th Street	041W28DD13100
14						TOTAL PYMNT \$53,891.45
15	10/20/2015	12/30/2015	555-15-007112-STR	Mike Holleman	2690 Industrial Avenue	041W33DD00303
16						
17	12/17/2015	2/9/2016	555-15-008419-DWL	Claud Davis	2392 Thomas Court	041W33AA13200
18	1/5/2016	1/19/2016	555-16-000071-DWL	CitiHomes Group	2477 G Street	041W33AC01100
19						
20	2/8/2016			Adan Lomeli Salcedo	3550 Maple Street	
21						
22	2/11/2016	Addendum to	555-15-007112-STR	Mike Holleman	2690 Industrial Avenue	041W33DD00303
23	2/17/2016	8/29/2016	555-106-001361-STR	Joseph & Leonora Bando	4125 Pacific Highway 99E	041W34BB00600
24						
25	2/17/2016	8/29/2016	555-106-001362-STR	Joseph & Leonora Bando	4125 Pacific Highway 99E	041W34BB00600
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 BLD 1	\$ 7,643.25	1.001152	N/A	N/A	\$ 746.12	\$ 10,787.00	1.002275	\$ 7,650.00	\$ 882,351.00
24	ADDITIONAL PAYMENT FOR BLD 1 & 2 9/6/2016	\$ 8,848.27	1.003235					6/8/2016		
25	RV Storage BLD 2	\$ 32,089.22	1.003235	N/A	N/A	\$1,429.47	SEE BLD 1 ABOVE	SEE BLD 1 ABOVE	\$ 15,150.00	\$ 1,747,401.00
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 – OCT 2016

To: CITY COUNCIL
From: Kari Kurtz
Date: October 4, 2016
Re: October 11, 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 for September (soft close)
2. The Auditors were on site September 13th and 14th. I expect to have their report within the next couple of weeks.
3. I will be attending the Oregon Finance Officer's Conference all day October 24th and 25th and half day on the 26th.
4. I will not be attending the November 8th Council Meeting. I will be out of the office, due to medical reasons, beginning November 3rd and hoping to return to work full time by November 14th. I will be available by phone/email most after the 4th, if needed.

Consent Agenda Reports:

1. Check listing for the months of September is included in your packet.

Comments/Questions:

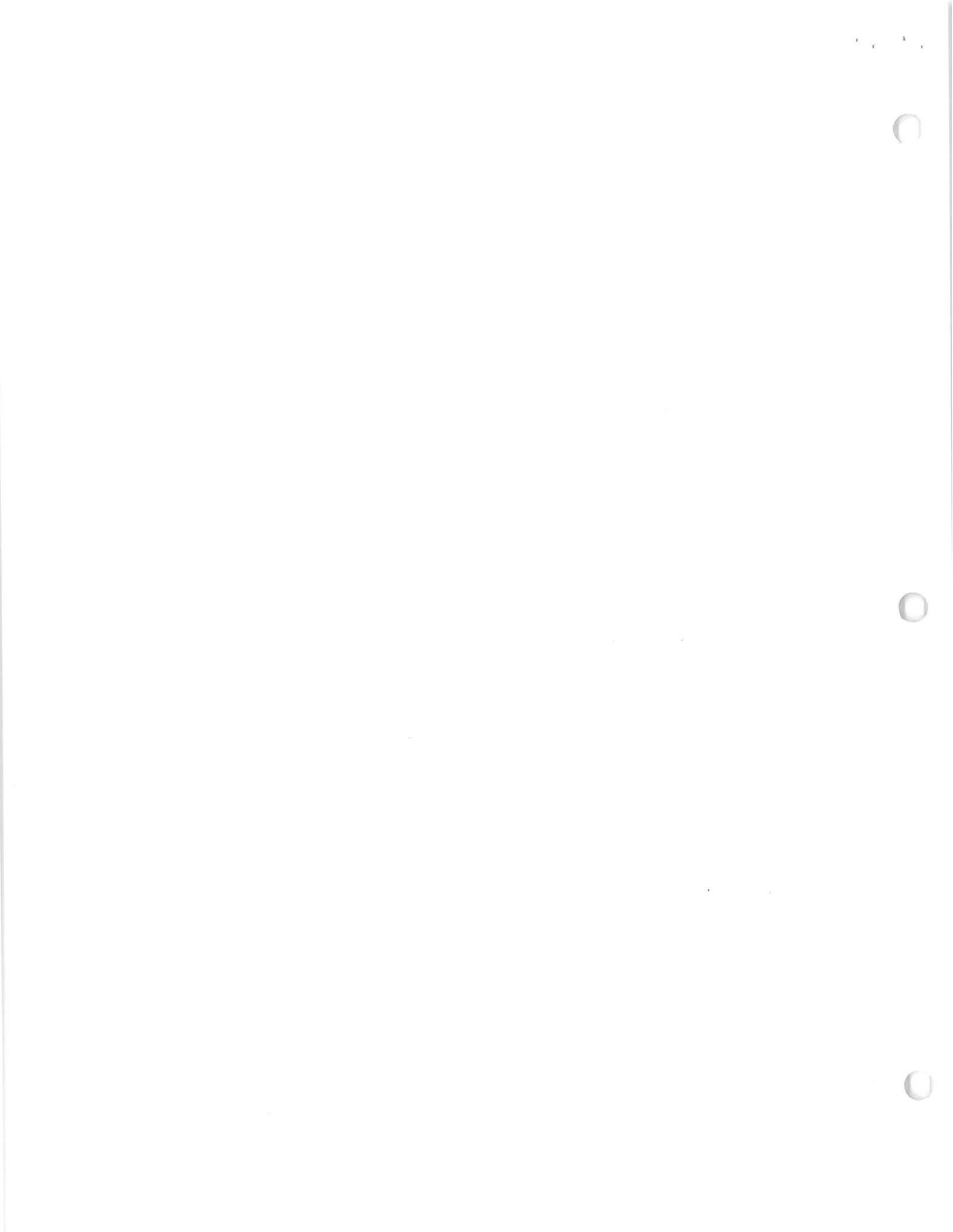
If you have any questions/comments, please don't hesitate to e-mail me at kkurtz@cityofhubbard.org or call me at 503-981-9633



Report Criteria:

Employee 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	21.00	10.00	11.75	19.25	413.01
		Sic	2.13	8.00	.00	10.13	
		Hol	.00	10.00	10.00	.00	.00
		Com	.00	.00	.00	.00	.00
113	Kurtz, Kari J	Vac	133.28	6.66	.00	139.94	3,919.66
		Sic	69.01	8.00	22.00	55.01	
		Hol	.00	10.00	10.00	.00	.00
		Com	99.52	6.38	40.00	65.90	1,845.83
117	Nogle, Vickie Lynne	Vac	204.56	16.00	1.50	222.06	7,439.43
		Sic	530.25	8.00	.00	538.25	
		Hol	.00	10.00	10.00	.00	.00
		Com	46.89	8.63	2.75	52.77	1,767.90
Total Administration:			358.84	32.66	10.25	381.25	11,772.11
			601.39	24.00	22.00	603.39	
			.00	30.00	30.00	.00	.00
			146.41	15.01	42.75	118.67	3,613.73
							35,176.39
Police Department							
101	Anderson, Chris	Vac	40.00	10.00	.00	50.00	1,261.42
		Sic	822.00	8.00	.00	830.00	
		Hol	10.00	10.00	.00	.00	.00
		Com	20.07	15.00	.00	35.07	884.76
103	Bentley, Glen W	Vac	274.14	10.66	4.00	280.80	7,215.32
		Sic	934.50	8.00	.00	942.50	
		K9	.00	10.00	.00	10.00	256.96
		Hol	.00	.00	.00	.00	.00
		Com	9.00	18.00	.00	27.00	693.78
105	Dryden, David	Vac	232.36	28.00	10.00	250.36	8,908.53
		Sic	577.00	8.00	46.00	539.00	
		Hol	.00	10.00	10.00	.00	.00
		Com	8.88	6.00	.00	14.88	529.47
107	Gill, William W	Vac	281.79	17.34	95.00	204.13	5,811.34
		Sic	726.00	8.00	.00	734.00	
		Hol	.00	.00	.00	.00	.00
		Com	50.63	.00	.00	50.63	1,441.38
123	Griep, Madelynn	Vac	.00	.00	.00	.00	.00
		Sic	24.00	8.00	.00	32.00	
		Hol	.00	10.00	10.00	.00	.00
		Com	3.00	8.25	.00	5.25	90.77
116	Nelson, Grady	Vac	145.80	10.00	.00	155.80	4,003.37
		Sic	105.00	8.00	.00	113.00	
		Hol	.00	10.00	.00	10.00	256.96
		Com	27.38	20.25	.00	47.63	1,223.88



Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
Total Police Department:			974.09	76.00	109.00	941.09	27,199.99
			3,188.50	48.00	46.00	3,190.50	.
			.00	10.00	.00	10.00	256.96
			10.00	20.00	20.00	10.00	256.96
			112.96	67.50	.00	180.46	4,864.05
<hr/>							
Public Works							
106	Estrada, Jaime	Vac	331.66	30.00	8.00	353.66	12,228.64
		Sic	2,355.40	8.00	.00	2,363.40	
		Hol	.00	16.00	8.00	8.00	276.62
		Com	57.63	7.13	1.50	63.26	2,187.37
109	Hernandez, Juan M	Vac	286.78	10.00	.00	296.78	5,773.50
		Sic	289.50	8.00	6.00	291.50	
		Hol	5.00	10.50	3.00	12.50	243.17
		Com	.29	.00	.00	.29	5.64
112	Krebs, Michael R	Vac	303.41	19.34	69.00	253.75	6,096.12
		Sic	1,099.00	8.00	.00	1,107.00	
		Hol	.00	8.00	8.00	.00	.00
		Com	65.04	.00	6.00	59.04	1,418.38
118	Olinger, Melinda L	Vac	325.46	15.34	70.00	270.80	5,924.02
		Sic	771.25	8.00	.00	779.25	
		Hol	.00	10.00	10.00	.00	.00
		Com	60.00	.00	.00	60.00	1,312.56
124	Steele, Timothy	VPT	.00	.00	.00	.00	.00
		Sic	.00	.00	.00	.00	.00
Total Public Works:			1,247.31	74.68	147.00	1,174.99	30,022.28
			4,515.15	32.00	6.00	4,541.15	
			.00	.00	.00	.00	.00
			5.00	44.50	29.00	20.50	519.79
			182.96	7.13	7.50	182.59	4,923.95
<hr/>							
166,498.58							
<hr/>							
Grand Totals:			2,580.24	183.34	266.25	2,497.33	68,994.38
			8,305.04	104.00	74.00	8,335.04	
			.00	10.00	.00	10.00	256.96
			15.00	94.50	79.00	30.50	776.75
			442.33	89.64	50.25	481.72	13,401.72
<hr/>							

Report Criteria:

Employee.Employee number = {<-} 104



SEPTEMBER 2016

BALANCE SHEET

AND

REVENUE/EXPENSES

COMPARED TO BUDGET BY

FUND

CITY OF HUBBARD
 BALANCE SHEET
 SEPTEMBER 30, 2016

GENERAL FUND

ASSETS

100-000-1001	CASH IN COMBINED CASH FUND	(1,407,402.91)	
100-000-1011	LGIP	1,639,318.01	
100-000-1012	PETTY CASH	50.00	
100-000-1013	CASH ON HAND	200.00	
	TOTAL ASSETS		<u>232,165.10</u>

LIABILITIES AND EQUITY

LIABILITIES

100-000-2032	SCHOOL EXISE TAX	26,548.32	
100-000-2276	STATE ASSESSMENT	2,000.00	
100-000-2277	DEPOSITS - UNITARY	65.88	
100-000-2278	DEPOSITS - LEMLA	2.00	
100-000-2279	DEPOSITS - OJD	6.00	
100-000-2280	DEPOSITS - MARION	715.00	
100-000-2281	DEPOSITS - LAND USE	15,651.93	
	TOTAL LIABILITIES		44,989.13

FUND EQUITY

100-000-2520	BEG FUND BALANCE	370,480.14	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(183,304.17)	
	BALANCE - CURRENT DATE	(183,304.17)	
	TOTAL FUND EQUITY		<u>187,175.97</u>
	TOTAL LIABILITIES AND EQUITY		<u>232,165.10</u>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES AND FRANCHISE FEES</u>					
100-300-3111	.00	.00	717,453.00	717,453.00	.0
100-300-3112	2,107.97	10,689.40	25,000.00	14,310.60	42.8
100-300-3180	.00	.00	100.00	100.00	.0
100-300-3181	.00	6,665.71	100,000.00	93,334.29	6.7
100-300-3182	.00	.00	4,600.00	4,600.00	.0
100-300-3183	.00	4,734.44	23,000.00	18,265.56	20.6
100-300-3184	.00	2,927.19	13,000.00	10,072.81	22.5
100-300-3185	.00	7,655.59	23,000.00	15,344.41	33.3
100-300-3186	.00	210.42	700.00	489.58	30.1
100-300-3301	.00	7,557.76	16,892.00	9,334.24	44.7
100-300-3302	351.97	1,407.94	3,800.00	2,392.06	37.1
100-300-3303	5,164.99	12,747.19	53,000.00	40,252.81	24.1
100-300-3415	22,294.10	45,079.35	132,000.00	86,920.65	34.2
100-300-3601	116.50	350.50	1,000.00	649.50	35.1
100-300-3611	1,270.07	3,871.62	6,000.00	2,128.38	64.5
TOTAL TAXES AND FRANCHISE FEES	31,305.60	103,897.11	1,119,545.00	1,015,647.89	9.3
<u>MISC REVENUE</u>					
100-301-3211	50.00	150.00	4,600.00	4,450.00	3.3
100-301-3401	360.00	780.00	2,700.00	1,920.00	28.9
100-301-3402	.00	.00	180.00	180.00	.0
TOTAL MISC REVENUE	410.00	930.00	7,480.00	6,550.00	12.4
<u>POLICE REVENUE</u>					
100-302-3342	.00	.00	2,000.00	2,000.00	.0
100-302-3346	.00	.00	2,000.00	2,000.00	.0
100-302-3351	.00	.00	2,500.00	2,500.00	.0
100-302-3401	150.00	210.00	1,300.00	1,090.00	16.2
100-302-3402	1,950.00	5,100.00	17,000.00	11,900.00	30.0
100-302-3403	40.00	120.00	800.00	680.00	15.0
100-302-3601	.00	80.00	1,000.00	920.00	8.0
100-302-3643	15.00	1,215.00	400.00	(815.00)	303.8
100-302-3644	220.00	490.00	2,500.00	2,010.00	19.6
TOTAL POLICE REVENUE	2,375.00	7,215.00	29,500.00	22,285.00	24.5

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MUNICIPAL COURT REVENUE</u>					
100-303-3401 MUNICIPAL COURT	7,936.66	17,514.56	60,000.00	42,485.44	29.2
100-303-3402 MARION COUNTY COUR	1,396.77	5,561.67	18,000.00	12,438.33	30.9
100-303-3405 TEMP OFFENSE SURCH	35.12	35.12	400.00	364.88	8.8
100-303-3611 COLLECTIONS INTERE	550.31	550.31	3,000.00	2,449.69	18.3
TOTAL MUNICIPAL COURT REVENUE	9,918.86	23,661.66	81,400.00	57,738.34	29.1
<u>COMMUNITY DEV REVENUE</u>					
100-305-3305 SCHOOL EXCISE REVE	1,106.18	1,380.54	2,400.00	1,019.46	57.5
100-305-3350 ECO DEV COMMUNITY PROJECT GRAN	700.00	700.00	700.00	.00	100.0
100-305-3401 LAND USE FEES	4,231.11	7,156.47	34,800.00	27,643.53	20.6
100-305-3402 BUILDING PERMITS	27,477.95	47,049.01	60,000.00	12,950.99	78.4
TOTAL COMMUNITY DEV REVENUE	33,515.24	56,286.02	97,900.00	41,613.98	57.5
<u>TRANSFERS IN</u>					
100-391-3910 TRANSFER IN -WATER	.00	.00	20,460.00	20,460.00	.0
100-391-3912 TRANSFER IN SEWER	.00	.00	20,639.00	20,639.00	.0
100-391-3914 TRANSFER IN- SDC A	.00	.00	10,500.00	10,500.00	.0
100-391-3920 TRANS IN - OP OH	.00	.00	77,477.00	77,477.00	.0
TOTAL TRANSFERS IN	.00	.00	129,076.00	129,076.00	.0
<u>FUND BALANCE</u>					
100-399-9999 BEGINNING FUND BALANCE	.00	.00	295,745.00	295,745.00	.0
TOTAL FUND BALANCE	.00	.00	295,745.00	295,745.00	.0
TOTAL FUND REVENUE	77,524.70	191,989.79	1,760,646.00	1,568,656.21	10.9

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
100-410-1100 SALARIES AND WAGES	.00	.00	72,403.00	72,403.00	.0
100-410-1101 DIRECTOR OF ADMIN/RECORDER	3,484.16	10,452.48	.00 (10,452.48)	.0
100-410-1102 SENIOR ACCOUNTING SPECIALIST	1,941.96	5,825.88	.00 (5,825.88)	.0
100-410-1105 ADMIN ASSISTANT/COURT CLERK	557.84	1,264.81	.00 (1,264.81)	.0
100-410-4100 EMPLOYEE BENEFITS	.00	.00	46,894.00	46,894.00	.0
100-410-4110 EB-MEDICAL & DENTAL	1,957.40	5,872.20	.00 (5,872.20)	.0
100-410-4120 EB-INSURANCE (LIFE & DISAB)	22.55	68.08	.00 (68.08)	.0
100-410-4150 EB-EMPLOYER TAXES	457.76	1,355.36	.00 (1,355.36)	.0
100-410-4170 EB-PERS	1,411.64	4,158.35	.00 (4,158.35)	.0
100-410-4190 EB-WORKERS COMP	56.27	112.54	.00 (112.54)	.0
100-410-5100 PROFESSIONAL SERVICES	2,115.37	5,832.75	40,360.00	34,527.25	14.5
100-410-5200 CONTRACTED SUPPORT	.00	.00	200.00	200.00	.0
100-410-5300 OPERATIONAL SUPPLIES	.00	.00	300.00	300.00	.0
100-410-6100 BUILDING MAINT & SUPPLIES	138.91	413.67	3,100.00	2,686.33	13.3
100-410-6200 RENTALS AND LEASES	149.20	333.62	1,500.00	1,166.38	22.2
100-410-6300 INSURANCE	.00	2,657.92	3,500.00	842.08	75.9
100-410-6400 ADVERTISING & RECRUITMENT	.00	26.08	1,000.00	973.92	2.6
100-410-6500 LEARNING, DUES & MEMBERSHIPS	600.00	4,036.98	9,000.00	4,963.02	44.9
100-410-6600 OFFICE SUPPLIES & MISC EXPENSE	291.24	1,906.32	7,650.00	5,743.68	24.9
100-410-6700 EQUIP MAINT & SUPPLIES	.00	.00	2,600.00	2,600.00	.0
100-410-6800 UNIFORMS	.00	.00	200.00	200.00	.0
100-410-6900 UTILITIES	470.48	1,329.46	6,600.00	5,270.54	20.1
TOTAL ADMINISTRATION	13,654.78	45,646.50	195,307.00	149,660.50	23.4

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT</u>					
100-412-1100 SALARIES AND WAGES	.00	.00	24,386.00	24,386.00	.0
100-412-1101 DIRECTOR OF ADMIN/RECORDER	348.42	1,045.26	.00 (1,045.26)	.0
100-412-1102 SENIOR ACCOUNTING SPECIALIST	291.30	873.90	.00 (873.90)	.0
100-412-1105 ADMIN ASSISTANT/COURT CLERK	1,301.60	2,951.17	.00 (2,951.17)	.0
100-412-1111 INTERPRETER	51.87	103.74	.00 (103.74)	.0
100-412-4100 EMPLOYEE BENEFITS	.00	.00	18,246.00	18,246.00	.0
100-412-4110 EB-MEDICAL & DENTAL	949.09	2,847.27	.00 (2,847.27)	.0
100-412-4120 EB-INSURANCE (LIFE & DISAB)	7.24	21.78	.00 (21.78)	.0
100-412-4150 EB-EMPLOYER TAXES	149.27	379.04	.00 (379.04)	.0
100-412-4170 EB-PERS	395.97	1,006.08	.00 (1,006.08)	.0
100-412-4190 EB-WORKERS COMP	16.75	33.50	.00 (33.50)	.0
100-412-5100 PROFESSIONAL SERVICES	980.20	2,029.50	11,055.00	9,025.50	18.4
100-412-5300 OPERATIONAL SUPPLIES	.00	.00	50.00	50.00	.0
100-412-6100 BUILDING MAINT & SUPPLIES	14.11	47.11	450.00	402.89	10.5
100-412-6200 RENTALS AND LEASES	33.29	75.10	400.00	324.90	18.8
100-412-6300 INSURANCE	.00	776.49	825.00	48.51	94.1
100-412-6400 ADVERTISING & RECRUITMENT	.00	.00	100.00	100.00	.0
100-412-6500 LEARNING, DUES & MEMBERSHIPS	175.00	175.00	1,350.00	1,175.00	13.0
100-412-6600 OFFICE SUPPLIES & MISC EXPENSE	24.32	193.29	1,050.00	856.71	18.4
100-412-6700 EQUIP MAINT & SUPPLIES	.00	.00	200.00	200.00	.0
100-412-6900 UTILITIES	127.22	377.15	1,900.00	1,522.85	19.9
TOTAL COURT	4,865.65	12,935.38	60,012.00	47,076.62	21.6
<u>COUNCIL</u>					
100-413-5100 PROFESSIONAL SERVICES	.00	1,707.28	3,500.00	1,792.72	48.8
100-413-5300 OPERATIONAL SUPPLIES	.00	.00	3,000.00	3,000.00	.0
100-413-6500 DUES, EDUCATION & LEARNING	.00	.00	1,000.00	1,000.00	.0
TOTAL COUNCIL	.00	1,707.28	7,500.00	5,792.72	22.8

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
100-419-1100 SALARIES AND WAGES	.00	.00	15,734.00	15,734.00	.0
100-419-1101 CITY RECORDER	871.06	2,613.18	.00 (2,613.18)	.0
100-419-1102 FINANCE DIRECTOR	242.76	728.28	.00 (728.28)	.0
100-419-1104 PUBLIC WORKS SUPERINTENDENT	196.40	580.90	.00 (580.90)	.0
100-419-4100 EMPLOYEE BENEFITS	.00	.00	10,676.00	10,676.00	.0
100-419-4110 EB-MEDICAL & DENTAL	434.71	1,304.13	.00 (1,304.13)	.0
100-419-4120 EB-INSURANCE (LIFE & DISAB)	4.90	14.78	.00 (14.78)	.0
100-419-4150 EB-EMPLOYER TAXES	100.33	311.17	.00 (311.17)	.0
100-419-4170 EB-PERS	334.77	1,001.73	.00 (1,001.73)	.0
100-419-4190 EB-WORKERS COMP	9.46	18.92	.00 (18.92)	.0
100-419-5100 PROFESSIONAL SERVICES	5,796.25	7,866.25	19,800.00	11,933.75	39.7
100-419-5400 INTERGOVERNMENTAL SE	27,242.49	45,589.12	70,200.00	24,610.88	64.9
100-419-5500 PROGRAM & GRANT EXPENSES	.00	482.02	700.00	217.98	68.9
100-419-6500 LEARNING, DUES & MEMBERSHIPS	.00	.00	1,900.00	1,900.00	.0
TOTAL COMMUNITY DEVELOPMENT	35,233.13	60,510.48	119,010.00	58,499.52	50.8

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
100-421-1100 SALARIES AND WAGES	.00	.00	360,449.00	360,449.00	.0
100-421-1101 DIRECTOR OF ADMIN/RECORDER	116.14	348.42	.00 (348.42)	.0
100-421-1102 SENIOR ACCOUNTING SPECIALIST	97.10	291.30	.00 (291.30)	.0
100-421-1103 CHIEF OF POLICE	6,167.70	18,503.10	.00 (18,503.10)	.0
100-421-1105 ADMININSTRATIVE ASSISTANT	2,997.00	8,991.00	.00 (8,991.00)	.0
100-421-1106 POLICE OFFICERS	18,215.32	55,642.37	.00 (55,642.37)	.0
100-421-1210 OVERTIME HOLIDAY	1,431.65	1,431.65	.00 (1,431.65)	.0
100-421-1212 OVERTIME	1,456.24	1,915.95	.00 (1,915.95)	.0
100-421-4100 EMPLOYEE BENEFITS	.00	.00	240,643.00	240,643.00	.0
100-421-4110 EB-MEDICAL & DENTAL	9,793.90	29,381.70	.00 (29,381.70)	.0
100-421-4120 EB-INSURANCE (LIFE & DISAB)	115.94	333.44	.00 (333.44)	.0
100-421-4150 EB-EMPLOYER TAXES	2,331.80	6,774.07	.00 (6,774.07)	.0
100-421-4170 EB-PERS	5,422.01	15,401.81	.00 (15,401.81)	.0
100-421-4190 EB-WORKERS COMP	2,919.96	5,839.92	.00 (5,839.92)	.0
100-421-5100 PROFESSIONAL SERVICES	688.85	3,897.65	10,293.50	6,395.85	37.9
100-421-5200 CONTRACTED SUPPORT	110.00	1,046.91	6,170.00	5,123.09	17.0
100-421-5300 OPERATIONAL SUPPLIES	440.00	458.38	9,349.50	8,891.12	4.9
100-421-5400 INTERGOVERNMENTAL	17,535.75	36,999.49	86,100.00	49,100.51	43.0
100-421-5500 PROGRAM & GRANT EXPENSES	.00	.00	4,000.00	4,000.00	.0
100-421-6100 BUILDING MAINT & SUPPLIES	153.03	453.46	2,700.00	2,246.54	16.8
100-421-6200 RENTALS AND LEASES	173.21	440.35	1,940.00	1,499.65	22.7
100-421-6300 INSURANCE	.00	17,600.76	18,300.00	699.24	96.2
100-421-6400 ADVERTISING & RECRUITMENT	.00	.00	1,000.00	1,000.00	.0
100-421-6500 LEARNING, DUES & MEMBERSHIPS	501.41	935.41	15,700.00	14,764.59	6.0
100-421-6600 OFFICE SUPPLIES & MISC EXPENSE	444.52	1,560.21	6,250.00	4,689.79	25.0
100-421-6700 EQUIP MAINT & SUPPLIES	1,767.70	8,352.23	54,200.00	45,847.77	15.4
100-421-6800 UNIFORMS	.00	.00	5,000.00	5,000.00	.0
100-421-6900 UTILITIES	401.08	1,899.10	10,900.00	9,000.90	17.4
100-421-7000 CAPITAL OUTLAY	.00	.00	6,500.00	6,500.00	.0
TOTAL POLICE	73,280.31	218,498.68	839,495.00	620,996.32	26.0

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
100-452-1100 SALARIES AND WAGES	.00	.00	65,224.60	65,224.60	.0
100-452-1101 DIRECTOR OF ADMIN/RECORDER	116.14	348.42	.00 (348.42)	.0
100-452-1102 SENIOR ACCOUNTING SPECIALIST	97.10	291.30	.00 (291.30)	.0
100-452-1104 PUBLIC WORKS SUPERINTENDENT	982.00	2,904.51	.00 (2,904.51)	.0
100-452-1105 ADMINISTRATIVE ASSISTANT	947.96	2,843.88	.00 (2,843.88)	.0
100-452-1107 UTILITY WORKER 1	2,029.23	6,116.52	.00 (6,116.52)	.0
100-452-1109 PW MAINTENANCE PT	846.72	2,237.76	.00 (2,237.76)	.0
100-452-4100 EMPLOYEE BENEFITS	.00	.00	47,264.78	47,264.78	.0
100-452-4110 EB-MEDICAL & DENTAL	2,039.92	6,119.76	.00 (6,119.76)	.0
100-452-4120 EB-INSURANCE (LIFE & DISAB)	16.80	50.73	.00 (50.73)	.0
100-452-4150 EB-EMPLOYER TAXES	384.44	1,163.65	.00 (1,163.65)	.0
100-452-4170 EB-PERS	1,167.13	3,373.51	.00 (3,373.51)	.0
100-452-4190 EB-WORKERS COMP	520.37	1,040.74	.00 (1,040.74)	.0
100-452-5100 PROFESSIONAL SERVICES	61.88	888.94	3,700.00	2,811.06	24.0
100-452-5200 CONTRACTED SUPPORT	375.00	375.00	300.00 (75.00)	125.0
100-452-5300 OPERATIONAL SUPPLIES	.00	623.21	8,800.00	8,176.79	7.1
100-452-6100 BUILDING MAINT & SUPPLIES	88.57	349.43	1,500.00	1,150.57	23.3
100-452-6200 RENTALS AND LEASES	26.72	55.39	700.00	644.61	7.9
100-452-6300 INSURANCE	.00	3,473.10	3,620.00	146.90	95.9
100-452-6400 ADVERTISING & RECRUITMENT	.00	.00	100.00	100.00	.0
100-452-6500 LEARNING, DUES & MEMBERSHIPS	.00	.00	1,200.00	1,200.00	.0
100-452-6600 OFFICE SUPPLIES & MISC EXPENSE	6.33	203.79	800.00	596.21	25.5
100-452-6700 EQUIP MAINT & SUPPLIES	336.86	1,936.91	7,000.00	5,063.09	27.7
100-452-6800 UNIFORMS	.00	.00	400.00	400.00	.0
100-452-6900 UTILITIES	626.09	1,599.09	7,300.00	5,700.91	21.9
TOTAL PARKS	10,669.26	35,995.64	147,909.38	111,913.74	24.3
<u>TRANSFER OUT</u>					
100-491-8003 TRANS TO RESERVE FUND	.00	.00	35,408.00	35,408.00	.0
TOTAL TRANSFER OUT	.00	.00	35,408.00	35,408.00	.0
<u>CONTINGENCY</u>					
100-900-9900 CONTINGENCY	.00	.00	356,005.00	356,005.00	.0
TOTAL CONTINGENCY	.00	.00	356,005.00	356,005.00	.0
TOTAL FUND EXPENDITURES	137,703.13	375,293.96	1,760,646.38	1,385,352.42	21.3
NET REVENUE OVER EXPENDITURES	(60,178.43)	(183,304.17)	(.38)	183,303.79	(48237)

CITY OF HUBBARD
BALANCE SHEET
SEPTEMBER 30, 2016

STREET FUND

ASSETS

121-000-1001	CASH IN COMBINED CASH FUND	47,261.61	
121-000-1011	LGIP	77,695.19	
	TOTAL ASSETS		<u>124,956.80</u>

LIABILITIES AND EQUITY

FUND EQUITY

121-000-2520	BEG FUND BALANCE	111,087.61	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	13,869.19	
	BALANCE - CURRENT DATE	13,869.19	
	TOTAL FUND EQUITY		<u>124,956.80</u>
	TOTAL LIABILITIES AND EQUITY		<u>124,956.80</u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET FUND REVENUE</u>					
121-300-3190 GAS TAX	11,019.62	33,406.06	129,739.00	96,332.94	25.8
121-300-3407 TRANSPORTATION UTILITY	13,236.31	26,746.71	78,275.00	51,528.29	34.2
121-300-3408 ROW PERMITS	540.00	1,305.00	2,000.00	695.00	65.3
121-300-3601 MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
121-300-3611 INTEREST INCOME	59.51	190.96	500.00	309.04	38.2
TOTAL STREET FUND REVENUE	24,855.44	61,648.73	210,614.00	148,965.27	29.3
<u>FUND BALANCE</u>					
121-399-9999 BEGINNING FUND BALANCE	.00	.00	108,997.00	108,997.00	.0
TOTAL FUND BALANCE	.00	.00	108,997.00	108,997.00	.0
TOTAL FUND REVENUE	24,855.44	61,648.73	319,611.00	257,962.27	19.3

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL</u>					
121-431-1100 SALARIES AND WAGES	.00	.00	64,918.00	64,918.00	.0
121-431-1101 DIRECTOR OF ADMIN/RECORDER	290.36	871.08	.00 (871.08)	.0
121-431-1102 SENIOR ACCOUNTING SPECIALIST	728.26	2,184.78	.00 (2,184.78)	.0
121-431-1104 PUBLIC WORKS SUPERINTENDENT	785.60	2,323.61	.00 (2,323.61)	.0
121-431-1105 ADMINISTRATIVE ASSISTANT	1,319.86	3,687.11	.00 (3,687.11)	.0
121-431-1107 UTILITY WORKER 1	1,722.15	5,189.51	.00 (5,189.51)	.0
121-431-1109 PW MAINTENANCE PT	246.96	652.68	.00 (652.68)	.0
121-431-4100 EMPLOYEE BENEFITS	.00	.00	49,002.00	49,002.00	.0
121-431-4110 EB-MEDICAL & DENTAL	2,201.18	6,603.54	.00 (6,603.54)	.0
121-431-4120 EB-INSURANCE (LIFE & DISAB)	19.28	58.23	.00 (58.23)	.0
121-431-4150 EB-EMPLOYER TAXES	390.04	1,152.41	.00 (1,152.41)	.0
121-431-4170 EB-PERS	1,167.91	3,412.83	.00 (3,412.83)	.0
121-431-4190 EB-WORKERS COMP	750.01	1,500.02	.00 (1,500.02)	.0
121-431-5100 PROFESSIONAL SERVICES	237.04	1,103.20	11,300.00	10,196.80	9.8
121-431-5200 CONTRACTED SUPPORT	.00	2,430.00	16,800.00	14,370.00	14.5
121-431-5300 OPERATIONAL SUPPLIES	.00	19.05	100.00	80.95	19.1
121-431-5500 PROGRAM & GRANT EXPENSES	66.90	3,619.40	17,000.00	13,380.60	21.3
121-431-6100 BUILDING MAINT & SUPPLIES	31.73	162.51	900.00	737.49	18.1
121-431-6200 RENTALS AND LEASES	24.52	48.79	800.00	751.21	6.1
121-431-6300 INSURANCE	.00	2,805.22	2,960.00	154.78	94.8
121-431-6400 ADVERTISING & RECRUITMENT	.00	.00	100.00	100.00	.0
121-431-6500 LEARNING, DUES & MEMBERSHIPS	166.87	266.87	1,300.00	1,033.13	20.5
121-431-6600 OFFICE SUPPLIES & MISC EXPENSE	21.52	386.56	2,300.00	1,913.44	16.8
121-431-6700 EQUIP MAINT & SUPPLIES	344.31	1,023.99	6,800.00	5,776.01	15.1
121-431-6800 UNIFORMS	.00	.00	300.00	300.00	.0
121-431-6900 UTILITIES	2,767.24	8,278.15	37,400.00	29,121.85	22.1
TOTAL GENERAL	13,281.74	47,779.54	211,980.00	164,200.46	22.5
<u>TRANSFER OUT</u>					
121-491-8003 TRANS TO RESERVE FUND	.00	.00	6,857.00	6,857.00	.0
121-491-8701 OPERATIONAL OVERHEAD	.00	.00	20,313.00	20,313.00	.0
TOTAL TRANSFER OUT	.00	.00	27,170.00	27,170.00	.0
<u>CONTINGENCY</u>					
121-900-9900 CONTINGENCY	.00	.00	80,460.70	80,460.70	.0
TOTAL CONTINGENCY	.00	.00	80,460.70	80,460.70	.0
TOTAL FUND EXPENDITURES	13,281.74	47,779.54	319,610.70	271,831.16	15.0
NET REVENUE OVER EXPENDITURES	11,573.70	13,869.19	.30 (13,868.89)	46230

CITY OF HUBBARD
BALANCE SHEET
SEPTEMBER 30, 2016

STREET CONSTRUCTION FUND

ASSETS

122-000-1001	CASH IN COMBINED CASH FUND	104,809.05	
122-000-1011	LGIP	104,817.07	
	TOTAL ASSETS		<u>209,626.12</u>

LIABILITIES AND EQUITY

FUND EQUITY

122-000-2520	BEG FUND BALANCE	206,202.82	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	3,423.30	
	BALANCE - CURRENT DATE	3,423.30	
	TOTAL FUND EQUITY		<u>209,626.12</u>
	TOTAL LIABILITIES AND EQUITY		<u>209,626.12</u>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

STREET CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET CONSTRUCTION REVENUE</u>					
122-300-3190 GAS TAX	4,722.70	14,316.90	55,602.00	41,285.10	25.8
122-300-3341 SPECIAL ALLOTMENT	.00	.00	50,000.00	50,000.00	.0
122-300-3550 ASSESSMENT PRINCIPAL	.00	.00	500.00	500.00	.0
122-300-3551 SDC-IMPROVEMENT	9,584.00	19,532.00	39,792.00	20,260.00	49.1
122-300-3554 SDC ADMINISTRATION	540.00	1,044.00	2,016.00	972.00	51.8
122-300-3611 INTEREST INCOME	80.29	230.40	500.00	269.60	46.1
TOTAL STREET CONSTRUCTION REVENUE	14,926.99	35,123.30	148,410.00	113,286.70	23.7
<u>FUND BALANCE</u>					
122-399-9999 BEGINNING FUND BALANCE	.00	.00	151,554.00	151,554.00	.0
TOTAL FUND BALANCE	.00	.00	151,554.00	151,554.00	.0
TOTAL FUND REVENUE	14,926.99	35,123.30	299,964.00	264,840.70	11.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

STREET CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL</u>					
122-431-7000 CAPITAL OUTLAY	.00	31,700.00	162,948.00	131,248.00	19.5
TOTAL GENERAL	.00	31,700.00	162,948.00	131,248.00	19.5
<u>TRANSFER OUT</u>					
122-491-8801 SDC ADMINISTRATION	.00	.00	2,016.00	2,016.00	.0
TOTAL TRANSFER OUT	.00	.00	2,016.00	2,016.00	.0
<u>CONTINGENCY</u>					
122-900-9900 CONTINGENCY	.00	.00	135,000.00	135,000.00	.0
TOTAL CONTINGENCY	.00	.00	135,000.00	135,000.00	.0
TOTAL FUND EXPENDITURES	.00	31,700.00	299,964.00	268,264.00	10.6
NET REVENUE OVER EXPENDITURES	14,926.99	3,423.30	.00	(3,423.30)	.0

CITY OF HUBBARD
 BALANCE SHEET
 SEPTEMBER 30, 2016

RESERVE FUND

ASSETS

123-000-1001	CASH IN COMBINED CASH FUND	101,557.89	
123-000-1011	LGIP	34,995.51	
	TOTAL ASSETS		<u>136,553.40</u>

LIABILITIES AND EQUITY

FUND EQUITY

123-000-2520	BEG FUND BALANCE	143,927.94	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(7,374.54)	
	BALANCE - CURRENT DATE	(7,374.54)	
	TOTAL FUND EQUITY		<u>136,553.40</u>
	TOTAL LIABILITIES AND EQUITY		<u>136,553.40</u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

RESERVE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>RESERVE FUND REVENUE</u>					
123-300-3611 INTEREST	26.81	80.46	100.00	19.54	80.5
TOTAL RESERVE FUND REVENUE	26.81	80.46	100.00	19.54	80.5
<u>TRANSFERS IN</u>					
123-391-0100 TRANS FROM-GENERAL	.00	.00	35,408.00	35,408.00	.0
123-391-0121 TRANS FROM-STREETS	.00	.00	6,857.00	6,857.00	.0
123-391-0201 TRANS FROM-SEWER	.00	.00	8,840.00	8,840.00	.0
123-391-0205 TRANS FROM-WATER	.00	.00	8,840.00	8,840.00	.0
TOTAL TRANSFERS IN	.00	.00	59,945.00	59,945.00	.0
<u>FUND BALANCE</u>					
123-399-9999 BEGINNING FUND BALANCE	.00	.00	144,681.00	144,681.00	.0
TOTAL FUND BALANCE	.00	.00	144,681.00	144,681.00	.0
TOTAL FUND REVENUE	26.81	80.46	204,726.00	204,645.54	.0

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL</u>					
123-423-7504 DUMP TRUCK	.00	.00	30,255.00	30,255.00	.0
123-423-7505 BACKHOE	.00	.00	40,398.00	40,398.00	.0
123-423-7506 PUB WRKS TRAC/MOWE	.00	.00	19,518.00	19,518.00	.0
123-423-7515 PLOTTER	.00	.00	6,842.00	6,842.00	.0
123-423-7710 PUB WRKS PICK UP	.00	.00	50,921.00	50,921.00	.0
123-423-7712 NEW SOFTWARE	.00	6,715.00	6,718.00	3.00	100.0
123-423-7725 SERVER	.00	740.00	5,970.00	5,230.00	12.4
123-423-7726 CITY HALL SIDING	.00	.00	18,794.00	18,794.00	.0
123-423-7727 CITY HALL CARPET	.00	.00	2,013.00	2,013.00	.0
123-423-7740 POLICE VEHICLE	.00	.00	23,297.00	23,297.00	.0
TOTAL GENERAL	.00	7,455.00	204,726.00	197,271.00	3.6
TOTAL FUND EXPENDITURES	.00	7,455.00	204,726.00	197,271.00	3.6
NET REVENUE OVER EXPENDITURES	26.81	(7,374.54)	.00	7,374.54	.0

CITY OF HUBBARD
BALANCE SHEET
SEPTEMBER 30, 2016

PARK IMPROVEMENT FUND

ASSETS

125-000-1001	CASH IN COMBINED CASH FUND	216,305.14	
125-000-1011	LGIP	121,267.53	
	TOTAL ASSETS		<u>337,572.67</u>

LIABILITIES AND EQUITY

FUND EQUITY

125-000-2520	BEG FUND BALANCE	311,438.59	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	26,134.08	
	BALANCE - CURRENT DATE	26,134.08	
	TOTAL FUND EQUITY		<u>337,572.67</u>
	TOTAL LIABILITIES AND EQUITY		<u>337,572.67</u>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

PARK IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARK IMPROVMENT REVENUE</u>						
125-300-3301	STATE SHARED REVEN	.00	7,557.76	16,892.00	9,334.24	44.7
125-300-3341	STATE PARKS DEPT.	.00	.00	121,286.00	121,286.00	.0
125-300-3551	SDC-IMPROVEMENT	6,128.00	15,320.00	36,768.00	21,448.00	41.7
125-300-3552	SDC-REIMBURSEMENT	956.00	2,390.00	5,736.00	3,346.00	41.7
125-300-3554	SDC-ADMINISTRATION	296.00	740.00	1,776.00	1,036.00	41.7
125-300-3601	MISCELLANEOUS REVENUE	50.00	50.00	425.00	375.00	11.8
125-300-3611	INTEREST INCOME	92.89	278.82	500.00	221.18	55.8
125-300-3642	DONATIONS	.00	.00	1,500.00	1,500.00	.0
TOTAL PARK IMPROVMENT REVENUE		7,522.89	26,336.58	184,883.00	158,546.42	14.2
<u>BEGINNING FUND BALANCE</u>						
125-399-9999	BEGINNING FUND BALANCE	.00	.00	293,054.00	293,054.00	.0
TOTAL BEGINNING FUND BALANCE		.00	.00	293,054.00	293,054.00	.0
TOTAL FUND REVENUE		7,522.89	26,336.58	477,937.00	451,600.42	5.5

CITY OF HUBBARD
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

PARK IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL</u>					
125-452-7000 CAPITAL OUTLAY	.00	202.50	424,955.00	424,752.50	.1
TOTAL GENERAL	.00	202.50	424,955.00	424,752.50	.1
<u>TRANSFER OUT</u>					
125-491-8000 TRANSFERS OUT	.00	.00	1,776.00	1,776.00	.0
TOTAL TRANSFER OUT	.00	.00	1,776.00	1,776.00	.0
<u>CONTINGENCY</u>					
125-900-9900 CONTINGENCY	.00	.00	51,206.00	51,206.00	.0
TOTAL CONTINGENCY	.00	.00	51,206.00	51,206.00	.0
TOTAL FUND EXPENDITURES	.00	202.50	477,937.00	477,734.50	.0
NET REVENUE OVER EXPENDITURES	7,522.89	26,134.08	.00	(26,134.08)	.0

CITY OF HUBBARD
BALANCE SHEET
SEPTEMBER 30, 2016

SEWER UTILITY FUND

ASSETS

201-000-1001	CASH IN COMBINED CASH FUND	157,447.38	
201-000-1011	LGIP	12,954.90	
	TOTAL ASSETS		<u>170,402.28</u>

LIABILITIES AND EQUITY

FUND EQUITY

201-000-2520	BEG FUND BALANCE	127,591.53	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>42,810.75</u>	
	BALANCE - CURRENT DATE	<u>42,810.75</u>	
	TOTAL FUND EQUITY		<u>170,402.28</u>
	TOTAL LIABILITIES AND EQUITY		<u>170,402.28</u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER UTILITY REVENUE</u>					
201-300-3441 SERVICE CHARGES SE	72,011.79	140,952.53	412,776.00	271,823.47	34.2
201-300-3601 MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
201-300-3611 INTEREST INCOME	9.92	71.59	100.00	28.41	71.6
TOTAL SEWER UTILITY REVENUE	72,021.71	141,024.12	412,976.00	271,951.88	34.2
<u>BEGINNING FUND BALANCE</u>					
201-399-9999 BEGINNING FUND BALANCE	.00	.00	113,894.00	113,894.00	.0
TOTAL BEGINNING FUND BALANCE	.00	.00	113,894.00	113,894.00	.0
TOTAL FUND REVENUE	72,021.71	141,024.12	526,870.00	385,845.88	26.8

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL</u>					
201-432-1100 SALARIES AND WAGES	.00	.00	107,190.30	107,190.30	.0
201-432-1101 DIRECTOR OF ADMIN/RECORDER	290.36	871.08	.00	(871.08)	.0
201-432-1102 SENIOR ACCOUNTING SPECIALIST	728.26	2,184.78	.00	(2,184.78)	.0
201-432-1104 PUBLIC WORKS SUPERINTENDENT	2,815.06	8,326.23	.00	(8,326.23)	.0
201-432-1105 ADMINISTRATIVE ASSISTANT	1,505.80	4,108.69	.00	(4,108.69)	.0
201-432-1107 UTILITY WORKER 1	2,879.47	8,749.88	.00	(8,749.88)	.0
201-432-1109 PW MAINTENANCE PT	58.80	155.40	.00	(155.40)	.0
201-432-4100 EMPLOYEE BENEFITS	.00	.00	81,792.40	81,792.40	.0
201-432-4110 EB-MEDICAL & DENTAL	3,201.61	9,604.83	.00	(9,604.83)	.0
201-432-4120 EB-INSURANCE (LIFE & DISAB)	31.31	94.34	.00	(94.34)	.0
201-432-4150 EB-EMPLOYER TAXES	634.65	1,867.20	.00	(1,867.20)	.0
201-432-4170 EB-PERS	2,104.12	6,220.50	.00	(6,220.50)	.0
201-432-4190 EB-WORKERS COMP	427.40	854.80	.00	(854.80)	.0
201-432-5100 PROFESSIONAL SERVICES	611.48	2,327.83	20,500.00	18,172.17	11.4
201-432-5200 CONTRACTED SUPPORT	3,795.10	4,188.97	32,100.00	27,911.03	13.1
201-432-5300 OPERATIONAL SUPPLIES	17.66	997.95	5,000.00	4,002.05	20.0
201-432-6100 BUILDING MAINT & SUPPLIES	47.60	201.55	1,300.00	1,098.45	15.5
201-432-6200 RENTALS AND LEASES	116.33	235.01	1,800.00	1,564.99	13.1
201-432-6300 INSURANCE	.00	6,903.12	7,200.00	296.88	95.9
201-432-6400 ADVERTISING & RECRUITMENT	.00	.00	100.00	100.00	.0
201-432-6500 LEARNING, DUES & MEMBERSHIPS	.00	.00	6,200.00	6,200.00	.0
201-432-6600 OFFICE SUPPLIES & MISC EXPENSE	101.96	1,263.74	7,300.00	6,036.26	17.3
201-432-6700 EQUIP MAINT & SUPPLIES	997.68	2,154.53	22,000.00	19,845.47	9.8
201-432-6800 UNIFORMS	.00	.00	600.00	600.00	.0
201-432-6900 UTILITIES	3,247.14	9,659.94	43,000.00	33,340.06	22.5
TOTAL GENERAL	23,611.79	70,970.37	336,082.70	265,112.33	21.1
<u>TRANSFER OUT</u>					
201-491-8003 TRANS TO RESERVE FUND	.00	.00	8,840.00	8,840.00	.0
201-491-8006 TRANS TO SEWER BOND	.00	27,243.00	54,486.00	27,243.00	50.0
201-491-8601 FRANCHISE FEE	.00	.00	20,639.00	20,639.00	.0
201-491-8701 OPERATIONAL OVERHEAD	.00	.00	30,504.00	30,504.00	.0
TOTAL TRANSFER OUT	.00	27,243.00	114,469.00	87,226.00	23.8
<u>CONTINGENCY</u>					
201-900-9900 CONTINGENCY	.00	.00	76,318.00	76,318.00	.0
TOTAL CONTINGENCY	.00	.00	76,318.00	76,318.00	.0
TOTAL FUND EXPENDITURES	23,611.79	98,213.37	526,869.70	428,656.33	18.6
NET REVENUE OVER EXPENDITURES	48,409.92	42,810.75	.30	(42,810.45)	14270

CITY OF HUBBARD
 BALANCE SHEET
 SEPTEMBER 30, 2016

SEWER CONSTRUCTION FUND

ASSETS

202-000-1001	CASH IN COMBINED CASH FUND	534,778.80	
202-000-1011	LGIP	209,998.96	
	TOTAL ASSETS		<u>744,777.76</u>

LIABILITIES AND EQUITY

FUND EQUITY

202-000-2520	BEG FUND BALANCE	672,866.44	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	71,911.32	
	BALANCE - CURRENT DATE	71,911.32	
	TOTAL FUND EQUITY		<u>744,777.76</u>
	TOTAL LIABILITIES AND EQUITY		<u>744,777.76</u>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

SEWER CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER CONSTRUCTION REVENUE</u>					
202-300-3550 WASTEWATER REUSE R	24,654.73	49,853.49	147,450.00	97,596.51	33.8
202-300-3551 SDC-IMPROVEMENT	2,122.00	5,305.00	12,732.00	7,427.00	41.7
202-300-3552 SDC-REIMBURSEMENT	5,952.00	14,880.00	35,712.00	20,832.00	41.7
202-300-3554 SDC-ADMINISTRATION	556.00	1,390.00	3,336.00	1,946.00	41.7
202-300-3611 INTEREST INCOME	160.86	482.83	400.00	(82.83)	120.7
TOTAL SEWER CONSTRUCTION REVENUE	33,445.59	71,911.32	199,630.00	127,718.68	36.0
<u>BEGINNING FUND BALANCE</u>					
202-399-9999 BEGINNING FUND BALANCE	.00	.00	645,898.00	645,898.00	.0
TOTAL BEGINNING FUND BALANCE	.00	.00	645,898.00	645,898.00	.0
TOTAL FUND REVENUE	33,445.59	71,911.32	845,528.00	773,616.68	8.5

CITY OF HUBBARD
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

SEWER CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL</u>					
202-432-7000 CAPITAL OUTLAY	.00	.00	130,000.00	130,000.00	.0
TOTAL GENERAL	.00	.00	130,000.00	130,000.00	.0
<u>TRANSFER OUT</u>					
202-491-8000 TRANSFERS OUT	.00	.00	3,336.00	3,336.00	.0
TOTAL TRANSFER OUT	.00	.00	3,336.00	3,336.00	.0
<u>CONTINGENCY</u>					
202-900-9900 CONTINGENCY	.00	.00	712,192.00	712,192.00	.0
TOTAL CONTINGENCY	.00	.00	712,192.00	712,192.00	.0
TOTAL FUND EXPENDITURES	.00	.00	845,528.00	845,528.00	.0
NET REVENUE OVER EXPENDITURES	33,445.59	71,911.32	.00	(71,911.32)	.0

CITY OF HUBBARD
 BALANCE SHEET
 SEPTEMBER 30, 2016

SEWER BOND FUND

ASSETS

203-000-1001	CASH IN COMBINED CASH FUND	6,002.42	
203-000-1011	LGIP	32,177.74	
		<u> </u>	
	TOTAL ASSETS		<u>38,180.16</u>

LIABILITIES AND EQUITY

FUND EQUITY

203-000-2520	BEG FUND BALANCE	38,127.78	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	52.38	
		<u> </u>	
	BALANCE - CURRENT DATE	52.38	
		<u> </u>	
	TOTAL FUND EQUITY		<u>38,180.16</u>
	TOTAL LIABILITIES AND EQUITY		<u>38,180.16</u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

SEWER BOND FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER BOND REVENUE</u>					
203-300-3611 INTEREST INCOME	24.65	52.38	100.00	47.62	52.4
TOTAL SEWER BOND REVENUE	24.65	52.38	100.00	47.62	52.4
<u>TRANSFERS IN</u>					
203-391-0201 TRANS FROM-SEWER	.00	27,243.00	54,486.00	27,243.00	50.0
TOTAL TRANSFERS IN	.00	27,243.00	54,486.00	27,243.00	50.0
<u>BEGINNING FUND BALANCE</u>					
203-399-9999 BEGINNING FUND BALANCE	.00	.00	38,075.00	38,075.00	.0
TOTAL BEGINNING FUND BALANCE	.00	.00	38,075.00	38,075.00	.0
TOTAL FUND REVENUE	24.65	27,295.38	92,661.00	65,365.62	29.5

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

SEWER BOND FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL</u>					
203-432-9001 LOAN INTEREST	.00	6,589.00	12,857.00	6,268.00	51.3
203-432-9002 LOAN PRINCIPAL	.00	20,654.00	41,629.00	20,975.00	49.6
TOTAL GENERAL	.00	27,243.00	54,486.00	27,243.00	50.0
<u>CONTINGENCY</u>					
203-900-9990 UNAPPROPRIATED EFB	.00	.00	38,175.00	38,175.00	.0
TOTAL CONTINGENCY	.00	.00	38,175.00	38,175.00	.0
TOTAL FUND EXPENDITURES	.00	27,243.00	92,661.00	65,418.00	29.4
NET REVENUE OVER EXPENDITURES	24.65	52.38	.00	(52.38)	.0

CITY OF HUBBARD
 BALANCE SHEET
 SEPTEMBER 30, 2016

WATER UTILITY FUND

ASSETS

205-000-1001	CASH IN COMBINED CASH FUND	217,030.23	
205-000-1011	LGIP	49,682.77	
	TOTAL ASSETS		266,713.00

LIABILITIES AND EQUITY

LIABILITIES

205-000-2001	A/P LIABILITY	1,322.50	
205-000-2281	UB DEPOSITS	17,267.00	
	TOTAL LIABILITIES		18,589.50

FUND EQUITY

205-000-2520	BEG FUND BALANCE	209,376.24	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	38,747.26	
	BALANCE - CURRENT DATE	38,747.26	
	TOTAL FUND EQUITY		248,123.50
	TOTAL LIABILITIES AND EQUITY		266,713.00

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER UTILITY REVENUE</u>					
205-300-3401 SERVICE CHARGES WA	74,480.66	138,967.45	400,677.00	261,709.55	34.7
205-300-3402 CONNECTION CHGS WA	.00	3,067.51	4,500.00	1,432.49	68.2
205-300-3403 RECONNECTION FEE	1,100.44	1,906.80	4,000.00	2,093.20	47.7
205-300-3601 MISCELLANEOUS REVENUE	1,627.81	3,679.49	10,000.00	6,320.51	36.8
205-300-3611 INTEREST INCOME	38.09	114.34	100.00	(14.34)	114.3
205-300-3620 LEASE-WATER TOWER	658.84	1,976.52	7,200.00	5,223.48	27.5
205-300-3622 VERZION LEASE	.00	3,600.00	14,400.00	10,800.00	25.0
TOTAL WATER UTILITY REVENUE	77,905.84	153,312.11	440,877.00	287,564.89	34.8
<u>BEGINNING FUND BALANCE</u>					
205-399-9999 BEGINNING FUND BALANCE	.00	.00	203,697.00	203,697.00	.0
TOTAL BEGINNING FUND BALANCE	.00	.00	203,697.00	203,697.00	.0
TOTAL FUND REVENUE	77,905.84	153,312.11	644,574.00	491,261.89	23.8

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL</u>					
205-461-1100 SALARIES AND WAGES	.00	.00	78,351.00	78,351.00	.0
205-461-1101 DIRECTOR OF ADMIN/RECORDER	290.36	871.08	.00	(871.08)	.0
205-461-1102 SENIOR ACCOUNTING SPECIALIST	728.26	2,184.78	.00	(2,184.78)	.0
205-461-1104 PUBLIC WORKS SUPER	1,767.60	5,228.11	.00	(5,228.11)	.0
205-461-1105 ADMINISTRATIVE ASSISTANT	1,877.70	4,951.92	.00	(4,951.92)	.0
205-461-1107 UTILITY WORKER 1	1,253.15	3,788.28	.00	(3,788.28)	.0
205-461-1109 PW MAINTENANCE PT	23.52	62.16	.00	(62.16)	.0
205-461-4100 EMPLOYEE BENEFITS	.00	.00	58,571.00	58,571.00	.0
205-461-4110 EB-MEDICAL & DENTAL	2,535.57	7,606.71	.00	(7,606.71)	.0
205-461-4120 EB-INSURANCE (LIFE & DISAB)	22.66	68.34	.00	(68.34)	.0
205-461-4150 EB-EMPLOYER TAXES	455.35	1,302.74	.00	(1,302.74)	.0
205-461-4170 EB-PERS	1,420.94	4,116.43	.00	(4,116.43)	.0
205-461-4190 EB-WORKERS COMP	376.68	753.36	.00	(753.36)	.0
205-461-5100 PROFESSIONAL SERVICES	678.98	2,324.63	38,100.00	35,775.37	6.1
205-461-5200 CONTRACTED SUPPORT	432.60	851.48	12,700.00	11,848.52	6.7
205-461-5300 OPERATIONAL SUPPLIES	381.94	9,940.33	18,000.00	8,059.67	55.2
205-461-6100 BUILDING MAINT & SUPPLIES	47.60	189.02	1,900.00	1,710.98	10.0
205-461-6200 RENTALS AND LEASES	116.32	235.00	2,300.00	2,065.00	10.2
205-461-6300 INSURANCE	.00	9,752.30	10,160.00	407.70	96.0
205-461-6400 ADVERTISING & RECRUITMENT	.00	.00	100.00	100.00	.0
205-461-6500 LEARNING, DUES & MEMBERSHIPS	.00	85.00	6,800.00	6,715.00	1.3
205-461-6600 OFFICE SUPPLIES & MISC EXPENSE	84.90	1,133.39	8,600.00	7,466.61	13.2
205-461-6700 EQUIP MAINT & SUPPLIES	627.62	1,272.90	19,300.00	18,027.10	6.6
205-461-6800 UNIFORMS	.00	.00	600.00	600.00	.0
205-461-6900 UTILITIES	3,481.22	9,933.39	38,400.00	28,466.61	25.9
TOTAL GENERAL	16,602.97	66,651.35	293,882.00	227,230.65	22.7
<u>TRANSFER OUT</u>					
205-491-8003 TRANS TO RESERVE FUND	.00	.00	8,840.00	8,840.00	.0
205-491-8009 TRANS TO WATER BOND	50.00	47,913.50	95,727.00	47,813.50	50.1
205-491-8601 TRANS OUT - FRANCH	.00	.00	20,460.00	20,460.00	.0
205-491-8701 TRANS OUT OP OH	.00	.00	26,660.00	26,660.00	.0
TOTAL TRANSFER OUT	50.00	47,913.50	151,687.00	103,773.50	31.6
<u>CONTINGENCY</u>					
205-900-9900 CONTINGENCY	.00	.00	199,005.00	199,005.00	.0
TOTAL CONTINGENCY	.00	.00	199,005.00	199,005.00	.0
TOTAL FUND EXPENDITURES	16,652.97	114,564.85	644,574.00	530,009.15	17.8
NET REVENUE OVER EXPENDITURES	61,252.87	38,747.26	.00	(38,747.26)	.0

CITY OF HUBBARD
BALANCE SHEET
SEPTEMBER 30, 2016

WATER CONSTRUCTION FUND

ASSETS

206-000-1001	CASH IN COMBINED CASH FUND	292,679.84	
206-000-1011	LGIP	233,310.63	
	TOTAL ASSETS		<u>525,990.47</u>

LIABILITIES AND EQUITY

FUND EQUITY

206-000-2520	BEG FUND BALANCE	476,129.76	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>49,860.71</u>	
	BALANCE - CURRENT DATE		<u>49,860.71</u>
	TOTAL FUND EQUITY		<u>525,990.47</u>
	TOTAL LIABILITIES AND EQUITY		<u>525,990.47</u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER CONSTRUCTION REVENUE</u>						
206-300-3550	WATER STATIC REVEN	17,261.89	35,099.28	107,309.00	72,209.72	32.7
206-300-3551	SDC-IMPROVEMENT	346.00	1,384.00	4,152.00	2,768.00	33.3
206-300-3552	SDC-REIMBURSEMENT	4,782.00	11,436.00	26,616.00	15,180.00	43.0
206-300-3554	SDC-ADMINISTRATION	562.00	1,405.00	3,372.00	1,967.00	41.7
206-300-3611	INTEREST INCOME	178.71	536.43	400.00	(136.43)	134.1
TOTAL WATER CONSTRUCTION REVENUE		<u>23,130.60</u>	<u>49,860.71</u>	<u>141,849.00</u>	<u>91,988.29</u>	<u>35.2</u>
<u>BEGINNING FUND BALANCE</u>						
206-399-9999	BEGINNING FUND BALANCE	.00	.00	459,095.00	459,095.00	.0
TOTAL BEGINNING FUND BALANCE		<u>.00</u>	<u>.00</u>	<u>459,095.00</u>	<u>459,095.00</u>	<u>.0</u>
TOTAL FUND REVENUE		<u>23,130.60</u>	<u>49,860.71</u>	<u>600,944.00</u>	<u>551,083.29</u>	<u>8.3</u>

CITY OF HUBBARD
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL</u>					
206-461-7000 CAPITAL OUTLAY	.00	.00	30,000.00	30,000.00	.0
TOTAL GENERAL	.00	.00	30,000.00	30,000.00	.0
<u>TRANSFER OUT</u>					
206-491-8000 TRANSFERS OUT	.00	.00	3,372.00	3,372.00	.0
TOTAL TRANSFER OUT	.00	.00	3,372.00	3,372.00	.0
<u>CONTINGENCY</u>					
206-900-9900 CONTINGENCY	.00	.00	567,572.00	567,572.00	.0
TOTAL CONTINGENCY	.00	.00	567,572.00	567,572.00	.0
TOTAL FUND EXPENDITURES	.00	.00	600,944.00	600,944.00	.0
NET REVENUE OVER EXPENDITURES	23,130.60	49,860.71	.00	(49,860.71)	.0

CITY OF HUBBARD
 BALANCE SHEET
 SEPTEMBER 30, 2016

WATER BOND FUND

ASSETS

207-000-1001	CASH IN COMBINED CASH FUND	73,794.14	
207-000-1011	LGIP	8,722.35	
		<u> </u>	
	TOTAL ASSETS		<u>82,516.49</u>

LIABILITIES AND EQUITY

FUND EQUITY

207-000-2520	BEG FUND BALANCE	82,446.51	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	69.98	
		<u> </u>	
	BALANCE - CURRENT DATE	69.98	
		<u> </u>	
	TOTAL FUND EQUITY		<u>82,516.49</u>
	TOTAL LIABILITIES AND EQUITY		<u>82,516.49</u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER BOND FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER BOND REVENUE</u>					
207-300-3611 INTEREST INCOME	6.64	19.94	40.00	20.06	49.9
TOTAL WATER BOND REVENUE	6.64	19.94	40.00	20.06	49.9
<u>TRANSFERS IN</u>					
207-391-0251 TRANS FROM-WATER	50.00	47,913.50	95,727.00	47,813.50	50.1
TOTAL TRANSFERS IN	50.00	47,913.50	95,727.00	47,813.50	50.1
<u>BEGINNING FUND BALANCE</u>					
207-399-9999 BEGINNING FUND BALANCE	.00	.00	82,500.00	82,500.00	.0
TOTAL BEGINNING FUND BALANCE	.00	.00	82,500.00	82,500.00	.0
TOTAL FUND REVENUE	56.64	47,933.44	178,267.00	130,333.56	26.9

CITY OF HUBBARD
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER BOND FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
207-461-9001 BOND INTEREST	8,790.52	8,790.52	17,011.00	8,220.48	51.7
207-461-9002 BOND PRINCIPAL	39,072.94	39,072.94	78,716.00	39,643.06	49.6
TOTAL DEBT SERVICE	<u>47,863.46</u>	<u>47,863.46</u>	<u>95,727.00</u>	<u>47,863.54</u>	<u>50.0</u>
<u>CONTINGENCY</u>					
207-900-9990 UNAPPROPRIATED EFB	.00	.00	82,540.00	82,540.00	.0
TOTAL CONTINGENCY	<u>.00</u>	<u>.00</u>	<u>82,540.00</u>	<u>82,540.00</u>	<u>.0</u>
TOTAL FUND EXPENDITURES	<u>47,863.46</u>	<u>47,863.46</u>	<u>178,267.00</u>	<u>130,403.54</u>	<u>26.9</u>
NET REVENUE OVER EXPENDITURES	<u>(47,806.82)</u>	<u>69.98</u>	<u>.00</u>	<u>(69.98)</u>	<u>.0</u>



**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
SEPTEMBER 13, 2016**

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Jim Yonally at 7:03 p.m. at the Hubbard City Hall, 3720 2nd Street, Hubbard.

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

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

City Council Excused: Matt Kennedy, Barbara Ruiz.

Staff Present: Director of Administration/City Recorder Vickie Nogle, MMC; Public Works Superintendent Jaime Estrada; Senior Accounting Specialist Kari Kurtz; City Attorney Ashley Driscoll, Berry Elsner & Hammond; Police Chief Dave Dryden.

Mayor Jim Yonally added item 9.5 Approval of the LG16-008-Rivenes Park Restroom Project Agreement, and authorize the Mayor to sign.

DISCUSSION ON THE PROCESS FOR ADDRESSING CODE VIOLATIONS – ASHLEY DRISCOLL. City Attorney Ashley Driscoll recommended keeping Chapter 5.01 Business Registration as strictly revenue generating, and gave some suggestions on addressing concerns through ordinances. She said anytime the City's Code is violated, the City can impose a monetary fine. If the individual disagrees with the fine, they can request a hearing before the Municipal Judge, and then appeal to the Circuit Court. She said the City can also amend the Municipal Code to allow for injunctive relief. A. Driscoll said another option is the City Council issue a cease and desist order. A. Driscoll stated lastly, the City can utilize a nuisance and abatement procedure which the City Council would declare the behavior a nuisance and follow an abatement procedure.

City Councilor Angie Wheatcroft asked how the City should handle when a business registers but they are operating differently than their business registration states.

A. Driscoll responded that in order to receive a citation, the activity has to be prohibited by a law or regulation.

Mayor Jim Yonally clarified if an operation is not specifically stated as not being allowed, the City has to declare it to be a nuisance and then follow the abatement process.

Chief Dave Dryden stated he agrees with putting injunctive relief language in the Municipal Code.

A. Driscoll said the Council needs to decide if they want the Municipal Judge to have the decision making authority or the City Council.

J. Yonally said he prefers the City Council making that decision.

A. Driscoll stated she is of the understanding there is a consensus the City Council would like to amend Chapter 1.2 to allow City Council to have a hearing and issue cease and desist orders for repeated violations of the City's Code.

The Consensus of the City Council is to direct the Police Chief to write a violation for the business located across the street, as it constitutes a noxious situation.

MARION COUNTY DISPOSAL INCREASE – MATTHEW COFER, REPUBLIC SERVICES. Matthew Cofer, Republic Services, 2215 N Front Street, Woodburn, reported that Marion County is increasing disposal rates by 30%. He said the price for metal has gone down and operational costs remain the same, so they are increasing rates to help make up for the shortfall. M. Cofer added that rates are based on the tonnage as the yard debris is not affected, it is simply disposal rates.

MSA/City Councilor Angie Wheatcroft/City Councilor Shannon Schmidt moved to approve the proposal for a disposal rate increase, and directed staff to prepare a resolution. City Councilor Angie Wheatcroft, City Councilor Shannon Schmidt, and Mayor Jim Yonally were in favor. Motion passed.

PROCLAMATION – IMAGINE A DAY WITHOUT WATER. Mayor Jim Yonally read the proclamation in its entirety.

COMMUNITY REPORTS

A. **MARION E CARL VETERANS MEMORIAL.** Linda Kleczynski, 2409 A Street, Hubbard, informed the City Council they will hold a Veterans Day ceremony on November 11, 2016, at 10:00 a.m., and will have two local citizens speaking at the event. There will be a color guard, refreshments, and a fly-over.

APPEARANCE OF INTERESTED CITIZENS. None.

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

STAFF REPORTS.

PUBLIC WORKS DEPARTMENT. Public Works Superintendent Jaime Estrada pointed out Item #1 on his report. J Estrada stated the Hubbard Fire Department has been painting hydrants throughout the City.

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

Senior Accounting Specialist Kari Kurtz reported the 2015-2016 FY unaudited ending balance that was included in the packet shows \$71,000 as the original estimation. The current ending balance estimation is just over \$370,000.

POLICE DEPARTMENT – Police Chief Dave Dryden. Police Chief Dave Dryden said Don Sprague Sales has offered to host an event with the K-9 on October 15, 2016 from 11:00 a.m.-2:00 p.m.

Mayor Jim Yonally said he considers the crosswalk enforcement operations an unfortunate necessity. He asked that an individual email be sent to the Council prior to the event.

D. Dryden said it was advertised prior to the enforcement on Facebook, the City newsletter, etc.

City Councilor Angie Wheatcroft commented that advertising for it is everywhere.

D. Dryden mentioned there has been a much higher compliance since beginning the crosswalk enforcement operations. He added there are more warnings issued than citations.

APPROVAL OF JULY 12, 2016, CITY COUNCIL MEETING MINUTES. MSA/City Councilor Angie Wheatcroft/City Councilor Shannon Schmidt moved to approve the minutes as presented. City Councilor Angie Wheatcroft, City Councilor Shannon Schmidt, and Mayor Jim Yonally were in favor. Motion passed.

DISCUSSION REGARDING CITY HALL SIDING. City Councilor Angie Wheatcroft said she believes it needs to be done and it's best to do it right the first time.

Senior Accounting Specialist Kari Kurtz mentioned there is about \$18,800 in the Reserve Fund.

Mayor Jim Yonally asked if there was a guaranteed timeframe for the siding project.

Public Works Superintendent Jaime Estrada replied he did not have a specified timeframe yet, as those details have not been worked out.

Police Chief Dave Dryden suggested keeping in mind how the building will look when considering the material used for the siding.

The Consensus of the Council was to do the complete job as opposed to patching and to watch the funding within the next few months before starting the siding project.

APPROVAL OF THE LG16-008-RIVENES PARK RESTROOM PROJECT AGREEMENT, AND AUTHORIZE THE MAYOR TO SIGN. MSA/City Councilor Angie Wheatcroft/City Councilor Shannon Schmidt moved to approve the project agreement and authorize the Mayor to sign. City Councilor Angie Wheatcroft, City Councilor Shannon Schmidt, and Mayor Yonally were in favor. Motion passed.

APPROVAL OF THE JULY AND AUGUST 2016 CHECK REGISTER REPORTS. MSA/City Councilor Angie Wheatcroft/City Councilor Shannon Schmidt moved to approve the check register reports as presented. City Councilor Angie Wheatcroft, City Councilor Shannon Schmidt, and Mayor Yonally were in favor. Motion passed.

OTHER CITY BUSINESS. There was none.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS TUESDAY, OCTOBER 11, 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, and Mayor Yonally were in favor. Motion passed. Meeting adjourned at 8:00 p.m.

Mayor Jim Yonally

ATTEST:

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

Lucy T. Astorga, Administrative Assistant
Transcribing

RESOLUTION NO 616-2016

A RESOLUTION APPROVING A RATE SCHEDULE FOR SOLID WASTE SERVICE WITHIN THE CITY OF HUBBARD; REPEALING RESOLUTION NO. 558-2013; AND SETTING AN EFFECTIVE DATE.

Findings

- A.** Under the City of Hubbard Ordinance No. 1979-6, an exclusive franchise was granted to Republic Services, an Oregon corporation, to collect, transport and convey solid waste, and to dispose of or recover materials or energies from such solid waste; and
- B.** Section 13 of Ordinance No. 1979-6 provides rates for the franchisee are changed by the passage of a Council Resolution; and
- C.** Republic Services requested an overall 11.8% rate increase for solid waste disposal services; and
- D.** The franchisee has submitted supporting information to the satisfaction of the City Council.

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

- Section 1.** The request of Republic Services for a new schedule of services and fees is approved, and the City Council adopts this Resolution with the attached Exhibit "A" rate schedule, being incorporated by reference in this Resolution.
- Section 2.** Resolution No. 558-2013 is hereby repealed.
- Section 3.** This Resolution shall be effective October 1, 2016.

ADOPTED BY THE CITY COUNCIL this 11th day of October 2016.

CITY OF HUBBARD, OREGON

BY: _____
MAYOR

ATTEST:

BY: _____
RECORDER

APPROVED AS TO FORM:

BY: _____
CITY ATTORNEY

September 01, 2016

Honorable Jim Yonally, Mayor and
Members of the City Council
City of Hubbard
3720 2nd Street
Hubbard, OR 97032

RE: Rate Adjustment

Dear Mayor and Councilors:

Republic Services, Inc. is requesting an aggregate rate adjustment of 11.8%, effective October 1, 2016, to continue providing the quality services specified in our franchise with the City of Hubbard. The city last approved a 3.6% rate adjustment for our company effective September 1, 2013.

The effect of this rate adjustment for over one-half of our residential customers who use 35-gallon roll carts would be \$2.85 per month.

This request is solely in response to Marion County's decision to raise disposal rates by 30% effective October 1st, 2016 at the Waste to Energy Facility in Brooks (WTEF), OR. Marion County is a "flow control" county, which gives the garbage haulers no alternate means of disposing of municipal solid generated in the county other than the WTEF. The 11.8% adjustment is the impact of disposal costs only. No additional internal operating cost adjustments are requested by Republic Services at this time.

Our company has absorbed increases in operating costs since the 2013 rate adjustment by changing the routing of our collection vehicles for greater labor and equipment operating efficiency in 2014. A revamped maintenance program that allows for the addition of a Supervisor position has reduced repair expenses year over year, and fuel prices in the latter half of 2015 through the first half of 2016 have been very favorable from an operations cost standpoint.

Republic Services has 10 full-time employees and 5 collection vehicles dedicated to serve our residential, commercial and industrial customers in the City of Hubbard. These employees consist of managers, collection vehicle drivers, mechanics and customer service representatives. This employee count does not include our general and administrative employees, such as accounting, customer billing, purchasing, etc., who provide support services for the operation.

It is a pleasure to be of service to the Hubbard community. Thank you for this opportunity.

Respectfully,

Jason Jordan, General Manager

CC: Matt Cofer, Operations Manager
Rebecca Karageorge, Assistant Division Controller
Cindy Dolezel, Municipal Relations Manager



Environmental Services

funding a safe and responsible solid-waste system

What Environmental Services Does

Environmental Services oversees a nationally recognized integrated solid waste system that promotes waste reduction and recycling activities in the county, as well as ensures the safe and sanitary disposal of solid waste.

Environmental Services owns two active disposal sites in the county, the North Marion County Disposal Facility located northwest of Woodburn and the Brown's Island Demolition Landfill in southwest Salem. The county staffs the scale house at these facilities as well as two contracted facilities, the Covanta Energy-from-Waste Facility in Brooks and the Salem-Keizer Recycling and Transfer Station. The Household Hazardous Waste Facility located at the Salem-Keizer Recycling and Transfer Station is also owned by Marion County.

The county maintains one of the highest recycling rates in the state, and our communities recycled 59.7% of all waste generated in 2014. The division sponsors many programs to reduce, waste which helps satisfy the educational and promotional requirements for cities set by the State of Oregon. Some of the more notable programs include: the Master Recycler/Composter training program, which trains citizens how to be better stewards of the environment; the Paint Recycling program, which recycles latex paint for use by anyone in the community; and the Save the Food campaign that promotes food waste reduction.

Environmental Services Funding

The solid waste portion of the division is funded primarily from disposal fees that are charged to customers who dispose of their waste at county-owned and contracted facilities. Revenue is also generated from garbage hauler franchise fees, the sale of electrical power produced at the Covanta Energy-from-Waste Facility, and metal recovered at Covanta.

Funding Changes

Economic impacts to Environmental Services programs include declining revenues and increased expenses. It has been more than 20 years since the last tipping fee increase in 1992. There has been a recent change in the way electrical markets are valued, and metal prices have also dropped sharply in the last two years.



Energy From Waste

75% of Marion County's garbage is processed at the Energy-from-Waste Facility in Brooks, which creates enough electricity to power a city the size of Woodburn.

59.7%

RECOVERY RATE

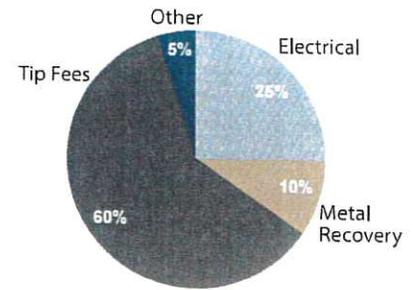
Marion County continues to lead the way nationally in recovery and recycling.



Marion County's Cost Reduction Efforts

Marion County has reacted to these economic changes by reducing non-essential services. Some projects and programs that were suspended include: a metal recovery project, the school coordinator position, waste reduction community grants, a summer intern/scholarship program, and reducing the advertising budget by more than half.

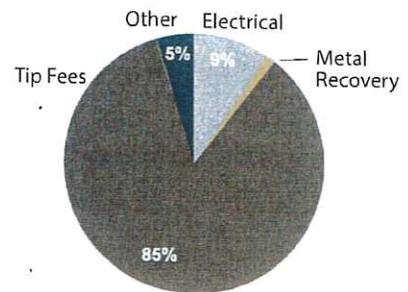
Marion County has reduced operational and program costs, however there are mandatory reserves required for the two active disposal sites in the county. There are also fixed costs to manage solid waste that are essential to the safety and sanitation of the county.



Revenue by Source
FY 13-14

Proposed Rate Increase

Under consideration are proposed increases in solid waste disposal fees including a \$20 increase in the per ton tip fee for franchised garbage haulers at the Energy-from-Waste Facility and transfer stations. The proposal would increase the fee for the garbage haulers from \$67.45 per ton to \$87.45 per ton and for the transfer stations from \$87.45 per ton to \$107.45 per ton, effective October 1, 2016.



Revenue by Source
FY 15-16

Proposed Tip Fees:

Salem-Keizer Recycling & Transfer Station and North Marion Transfer Station

WASTE TYPE	CURRENT RATE	PROPOSED RATE
Solid Waste	\$87.45/ton	\$107.45/ton
Yard Waste	\$47.00/ton	\$47.00/ton
Wood Waste*	\$47.00/ton	\$47.00/ton
Appliances with Freon	\$5.50 each	\$20.00 each
Appliances w/out Freon	\$5.50 each	\$5.50 each
Tire (small)	\$1.25 each	\$2.00 each
Tire on Rim (small)	\$2.75 each	\$4.00 each
Tire (Medium)	\$10.00 each	\$10.00 each
Tire on Rim (Medium)	\$11.50 each	\$20.00 each
Licensed Contractor Waste	\$75.45/ton	\$95.45/ton

* Wood waste is accepted at the Salem-Keizer Recycling & Transfer Station only.

Browns Island Demolition Landfill

WASTE TYPE	CURRENT RATE	PROPOSED RATE
Asbestos (non-friable)	\$30.00/yard	\$75.00/yard
Asbestos (friable)	\$75.00/yard	\$75.00/yard
Demolition Material	\$10.15/yard	\$13.00/yard
Sheetrock	\$5.00/yard	\$7.00/yard
Government Yard Debris	\$3.00/yard	\$5.00/yard

Covanta Energy-from-Waste Facility

WASTE TYPE	CURRENT RATE	PROPOSED RATE
Franchised Compacted	\$67.45/ton	\$87.45/ton
Cannery Waste	\$10.12/yard	\$13.00/yard
Drop Box Loose	\$10.12/yard	\$13.00/yard
Medical Waste (In County)	\$67.45/ton	\$87.45/ton
Medical Waste (Out-of-County)	\$300.00/ton	\$400.00/ton

City of Hubbard

Tons Collected - 2015

3,013

Covanta Per Ton Increase

\$ 20.00

Increase in Disposal Cost (required PI)

\$ 60,261

Total Revenue - 2015

511,934

Percentage Increase to Cover Disposal Increase

11.8%



HUBBARD RATE SHEET

Proposed rates

SIZE	COMM. CART	EXTRA TRIP(EXT)	EACH ADDITIONAL
35 gallon	\$ 20.90	\$ 23.25	
65 gallon			
90 gallon	\$ 41.10	\$ 28.30	
CBB	\$ 6.00		

Extra Trip (EXT) - OFF ROUTE: 1/4 MONTHLY RATE + \$18 (round to nearest \$.05)

Container re-delivery/re-start for non-pmt:\$25.00
 Request to change or switch container:\$35.00
 90g RC CART available with weekly service - no glass pick up

*Cardboard available w/weekly service for NO CHARGE

SIZE (loose)	ONE X/WEEK	TWO X/ WEEK	EXTRA TRIP
1 yard	\$ 120.60	\$ 223.20	\$ 42.30
1.5 yard	\$ 160.00	\$ 296.00	\$ 56.00
2 yard	\$ 207.20	\$ 383.40	\$ 72.60
3 yard	\$ 311.20	\$ 575.80	\$ 109.00
4 yard	\$ 414.60	\$ 767.10	\$ 145.20
5 yard	\$ 484.90	\$ 897.10	\$ 169.80
6 yard	\$ 621.40	\$ 1,149.60	\$ 217.50
8 yard	\$ 828.60	\$ 1,533.00	\$ 290.10

*Compacted containers charged @ 3 X's loose rate

Pull Out Charge: per month per container
 \$17.00

EXY (extra yardage):
 \$27.95 / yard

TEMPORARY CONTAINERS

SIZE	TOTAL*	DELIVERY	DISPOSAL	*EXTRA YARDAGE (EXY):
*3 yard	\$145.15	\$50.00	\$95.15	\$27.95

Attachment: A

RENT: \$9.00 / DAY, \$95.00 MONTH (charged after 7 days)



HUBBARD RATE SHEET

Proposed rates

INDUSTRIAL-DROP BOX RATES

Rent charge (*apply 4 days from delivery date):

Temporary:	Permanent:
	(more than two hauls/month)
Day:\$10.00	Day:\$6.00
Month: \$125.00	Month: \$85.00

Screen box, per haul: \$35.00
Relocate, per box: \$40.00
Liner, per box: \$40.00
Dry run, per box: \$40.00
Overweight, per box: \$125.00

SIZE	TOTAL	DELIVERY	HAUL	DISPOSAL
*weight limit is 10 tons/ 20,00 pounds				
GARBAGE				
10 yard	\$305.10	\$35.00	\$140.10	\$130.00
20 yard	\$453.60	\$35.00	\$158.60	\$260.00
30 yard	\$604.20	\$35.00	\$179.20	\$390.00
40 yard	\$753.80	\$35.00	\$198.80	\$520.00

Compactors(customer supplies box):

Haul = \$6.20/yard minimum 25 yards plus disposal @ 111%

Concrete/brick/dirt only in 10 yards - must be clean, can have rebar inside concrete - concrete/brick/dirt must be placed in box, not dropped.

HUBBARD RATE SHEET

Proposed rates

RESIDENTIAL RATES

Line of business: 30

Pick-up dates: Thursday
 Included with service weekly: Trash
 Bi-Weekly: 90g RC cart/bin, 90g yard debris

SIZE	PKG PRICE	OPT OUT NO RECYCLE OR YARD CART	ADD. YARD CART
20 gallon			
REGULAR	\$ 23.60	\$ 14.75	\$ 7.00
NON-CURB			
HARDSHIP			
OWN CAN			
35 gallon			
REGULAR	\$ 26.50		\$ 7.00
NON-CURB			
HARDSHIP			
OWN CAN			
65 gallon			
REGULAR	\$ 30.80		\$ 7.00
NON-CURB			
HARDSHIP			
OWN CAN			
90 gallon			
REGULAR	\$ 35.00		\$ 7.00
NON-CURB			
HARDSHIP			
OWN CAN			

Return fee: \$10.50
 On-call pick-up: \$10.00
 Sharps: \$14.45
 Recycle only: \$6.00-cart/bin, bi-weekly
 Extra can/bag/box: \$6.00
 Request to change or switch container: \$15.00
 (after allowed one change @ n/c)
 Premium drive-in service (per cart): N/A
 Yard or RC Contaminated: \$10.00
 Senior discount upon approval-age 65 and up: \$1.00
 (obtain copy of ODL for proof of age & address)

MFC Apts & Mobile Home Parks (trash only)
 (4 or more adjoining units)

SIZE	PRICE
20 gallon	
35 gallon	\$ 21.20
65 gallon	
90 gallon	\$ 34.80

A late fee of 18% per annum with a \$5.00 monthly minimum will be charged for non-payment after 45 days from invoice date.

CITY OF HUBBARD
PARK USE APPLICATION
TODAY'S DATE 9-8-16

RECEIVED
SEP 12 2016
CITY OF HUBBARD

PLEASE SEE ATTACHED PARK USE MUNICIPAL CODE CHAPTERS 3.15 AND 12.05

Please attach a Hold Harmless agreement in favor of the City of Hubbard and provide liability insurance, in the amount of \$500,000 per occurrence naming the City of Hubbard as an additional insured.

DATE OF EVENT: 12-2-2016 LOCATION OF EVENT: Centennial Park
NATURE OF EVENT: Christmas Tree Lighting
Set up of lights - Nov 26 Take down lights - JAN 7
SET UP DATE & TIME: Event - 6:00 pm REMOVAL DATE & TIME: 7:30 pm
NAME OF PERSON/ORGANIZATION USING PARK: Jim Terwilliger / North Marion Fellowship
ADDRESS: P.O. Box 119 CITY: Hubbard STATE: OR ZIP: 97030
CONTACT NUMBERS: 503-984-5457
E-MAIL ADDRESS: jim@northmarionfellowship.com
DATE OF BIRTH (Must be 18 or Older) [REDACTED] DRIVER'S LICENSE # [REDACTED] STATE: [REDACTED]

NOTE: Anyone applying for outdoor entertainment is subject to a background investigation by the City of Hubbard.

WILL YOU BE USING TEMPORARY STRUCTURES? YES NO

IF YES, PLEASE ATTACH DIAGRAMS OF TEMPORARY STRUCTURES BEING CONSTRUCTED.

WILL THE EVENT IMPACT TRAFFIC? YES NO IF YES, PLEASE PROVIDE A PLAN.

WILL YOU NEED SECURITY FOR THE EVENT? YES NO IF YES, PLEASE PROVIDE A PLAN.

PLEASE PROVIDE A PLAN FOR THE CLEAN-UP OF THE PARK AFTER THE EVENT, TO INCLUDE THE THE DISPOSAL OF ALL TRASH OFF-SITE:

No garbage - no food, drinks. After lighting we will proceed to The Hub for refreshments + entertainment.

WILL ALCOHOL BE SERVED? YES NO IF YES, PLEASE PROVIDE THE CITY WITH AN OLCC APPROVED APPLICATION & A COPY OF LIABILITY INSURANCE OF \$500,000 PER OCCURRENCE.

PERCENTAGE OF PARTICIPANTS LIVING WITHIN THE HUBBARD CITY LIMITS: 125-150 people

SIGNATURE Jim Terwilliger DATE 9-8-16

Check Number	Check Issue Date	Name	Description	Amount
7028	09/14/16	Embree Asset Group	Refund PRE-APP 2016-03	80.70- V
7047	09/13/16	AG West Supply	Equip Maint/Supplies	1,379.34
7048	09/13/16	BlackPoint IT Services	IT Services	450.00
7049	09/13/16	Cascade Columbia Distribution	Supplies	195.00
7050	09/13/16	Caselle	Contracted Support	1,888.00
7051	09/13/16	Chief Supply	Supplies	108.50
7052	09/13/16	CIS Trust	CIS Workers Comp	5,076.90
7053	09/13/16	Coukoulis, Lori	Municipal Court Judicial Services	450.00
7054	09/13/16	Furrow Pump	Equip Maint/Supplies	111.58
7055	09/13/16	Griep, Maddy	Training Reimb	242.84
7056	09/13/16	Hattenhauer Energy Co	Fuel	35.14
7057	09/13/16	Hidalgo, Brenda	Interpreter Services - Spanish	115.00
7058	09/13/16	Hubbard Chevrolet, Inc.	Equip Maint	623.32
7059	09/13/16	John Deer Financial	Equip Miant/Supplies	5.36
7060	09/13/16	Law Office of Scott Leonard, LLC	Professional Services	210.00
7061	09/13/16	Marion County Bldg Inspection	Building Fees	26,161.48
7062	09/13/16	Marion County Treasury Dept	Municipal Court Payments	242.90
7063	09/13/16	Net Assets	Lien Searches	170.00
7064	09/13/16	North Marion SD #15	School Excise Tax	1,714.56
7065	09/13/16	NW Natural Gas	Utilities	50.30
7066	09/13/16	One Call Concepts, Inc.	Utility Notifications	25.20
7067	09/13/16	Oregon Dept of Revenue	Municipal Court Payments	676.00
7068	09/13/16	PGE- Portland General Electric	Utilities	9,660.76
7069	09/13/16	Pitney Bowes Global Financial Services	Postage Meter	315.24
7070	09/13/16	Profectus, INC.	Janitorial Services	396.63
7071	09/13/16	R & R Tree Service, INC	Tree Trimming	3,975.00
7072	09/13/16	Republic Services	Garbage Services	422.85
7073	09/13/16	Shell Fleet Plus	Fuel	859.17
7074	09/13/16	Star 21 INC	Baliff Services	60.00
7075	09/13/16	Traffic Safety Supply Co.	Supplies	48.00
7076	09/13/16	USA Blue Book	Supplies	204.53
7077	09/13/16	Vantage Homes	Balance of overpayment 2509A St	6.00
7078	09/13/16	Washington Federal	Water Bond Payment	47,863.46
7079	09/13/16	Waste Connections	Shredding Services	26.23
7080	09/13/16	Waterlab Corporation	Water Testing	602.50
7081	09/13/16	Willamette Valley Security, In	Security Services	119.70
7084	09/28/16	AKS Engineering & Forestry, LLC	Engineering 2994 Schmidt	5,796.25
7085	09/28/16	Beery Elsner & Hammond, LLP	Legal Services	1,242.50
7086	09/28/16	BlackPoint IT Services	IT Services	625.00
7087	09/28/16	CIT	Water	219.11
7088	09/28/16	Code Publishing Co.	Muni Code Update	155.50
7089	09/28/16	Day Wireless Systems	Onsite SMD calibrations	440.00
7090	09/28/16	ELAN Corporate Payment Systems	Credit card payment	1,471.87
7091	09/28/16	Furrow Pump	Equip Maint/Supplies	75.36
7092	09/28/16	Hattenhauer Energy Co	Fuel	184.05
7093	09/28/16	Hubbard Chevrolet, Inc.	Equip Maint	49.43
7094	09/28/16	Integra Telecom	Utilities	684.48
7095	09/28/16	Kalberer, Anthony	Fine Reduced	30.00
7096	09/28/16	Language Line Services	Interpreter Services	7.80
7097	09/28/16	Long Bros. Bldg Supply	Supplies	23.89
7098	09/28/16	Metcom 9-1-1	Dispatch Services	17,535.75
7099	09/28/16	Mid-Willamette Valley	Land Use Services	1,081.01
7100	09/28/16	NAPA Davison Auto Parts	Core Deposit	274.98
7101	09/28/16	Office Depot	Office Supplies	447.01
7102	09/28/16	Olinger, Melinda	Travel Reimbursement	166.87
7103	09/28/16	Pacific Office Automation	Copier Lease	225.82
7104	09/28/16	RSW Building	Payment refund	152.34
7105	09/28/16	Verizon Wireless	Utilities	182.38
7106	09/28/16	Walmart Community	Supplies	165.00

Check Number	Check Issue Date	Name	Description	Amount
7107	09/28/16	White, Mark	Reduced Fine	35.00
93016	09/30/16	Chase - Payment Tech	Merchant Fees	67.00
93017	09/30/16	Xpress Bill Pay	Online CC Fees	82.60
Grand Totals:				<u>135,831.79</u>