

**MEETING NOTICE FOR THE
CITY OF HUBBARD**

TUESDAY

NOVEMBER 8, 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 11/2/2016
4:00 p.m.**

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

**HUBBARD CITY COUNCIL
MEETING AGENDA
NOVEMBER 8, 2016 – 7:00 PM
LOCATION: CITY HALL
3720 2ND STREET**

1) CALL TO ORDER.

A) Flag Salute.

2) PUBLIC HEARING.

A. ZC #2016-01 & DR #2016-03 – Kauffman Construction, Inc. – [3092 1st Street (041W33DA02700)] – Rezone .54 Acres from Residential-Commercial (RC) to Commercial (C), and concurrent site development review for a 1,710 SF commercial building.

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) DISCUSSION REGARDING VACANT COUNCIL POSITION.

A) Declare City Councilor Barb Ruiz's position vacant due to resignation from office, and decide if the City Council will fill the vacancy.

5) APPOINT PLANNING COMMISSION MEMBER 1 vacant position available.

(Vacated position term January 1, 2015 – December 31, 2017)

A. Scott Stierle.

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

7) STAFF REPORTS.

A) Police Department—Police Chief Gill.

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

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

8) 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 October 11, 2016, City Council meeting minutes.

B) Resolution 615-2016. Resolution authorizing an Intergovernmental Agreement between the cities of Hubbard, Aurora, Silverton, Mt. Angel, Woodburn, and Gervais and repealing Resolution No. 574-2016.

C) Resolution 617-2016. A resolution approving the donation of surplus firewood to the Hubbard Park Improvement Committee.

9) APPROVAL OF THE OCTOBER 2016 CHECK REGISTER REPORTS.

10) OTHER CITY BUSINESS.

11) ADJOURNMENT. (Next City Council Meeting December 13, 2016, at 7:00 p.m.)

**CITY OF HUBBARD
LAND USE HEARING PROCEDURES
November 8, 2016**

CHAIR OPENS HEARING:

The public hearing before the Hubbard City Council is now open for application:

Zone Change 2016-01, to rezone 0.54 acres within the Hubbard City Limits, at 3092 1st Street from Residential-Commercial (RC) to Commercial (C).

Site Development Review 2016-03, for a 1,710 square foot commercial building and related parking, landscaping, and site improvements

Does any member of the City Council have any conflict of interest, bias, or ex-parte contact to declare, or a site visit to describe?

Does anyone in the audience wish to object to:

- The notice sent in this case?
- The jurisdiction of this body to hear and consider this case?
- Legal objections to this procedure?

Oregon land use law requires several items be read into the record at the beginning of each and every public hearing.

PLANNER READS FOLLOWING LEGAL STATEMENT FOR THE RECORD:

The applicable substantive criteria upon which the application will be decided are as follows:

Oregon's Statewide Planning Goals
Hubbard Comprehensive Plan
Hubbard Development Code (HDC)

Section 2.106	Commercial District (C)
Section 2.200	General Development Standards
Section 3.102	Comp Plan & Development Code Amendments & Zone Changes
Section 3.105	Site Development Review

These criteria are addressed in the staff report and are summarized by staff during the presentation of the staff report. All public testimony, arguments, and evidence must be directed toward these criteria or other criteria in the Hubbard Comprehensive Plan or Hubbard Municipal Code which you believe apply to the decision.

Failure to raise an issue accompanied by statements or evidence sufficient to afford this commission and the parties an opportunity to respond to the issue precludes an appeal

to the city council and the Oregon Land Use Board of Appeals (LUBA) based on that issue.

An issue which may be the basis for an appeal to LUBA shall be raised not later than the close of the record at or following the final evidentiary hearing on the proposal before the local government. Such issues shall be raised and accompanied by statements or evidence sufficient to afford the commission and the parties an adequate opportunity to respond to the issue.

The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow this commission to respond to the issue precludes an action for damages in circuit court.

Prior to the conclusion of the initial evidentiary hearing, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application. The commission shall then continue the public hearing to a date, time, and place certain at least seven days from the date of the initial evidentiary hearing. An opportunity shall be provided at the continued hearing for persons to present and rebut new evidence, arguments or testimony. If new written evidence is submitted at the continued hearing, any person may request, prior to the conclusion of the continued hearing, that the record be left open for at least seven days to submit additional written evidence, arguments or testimony for the purpose of responding to the new written evidence.

PLANNER PRESENTS STAFF REPORT

CHAIR

- Establish any ground rules for testimony (address applicable criteria, do not repeat other testimony, time limits, etc.)
- Confirm any written comments have been received, entered into the record
- All who wish to speak have filled out a speaker card
- Invite Applicant to speak

**CITY OF HUBBARD
CITY COUNCIL STAFF REPORT**

REPORT DATE: October 28, 2016

FILE NUMBER(S): ZC 2016-01; DR-2016-03

HEARING DATE: October 18, 2016 (Planning Commission)

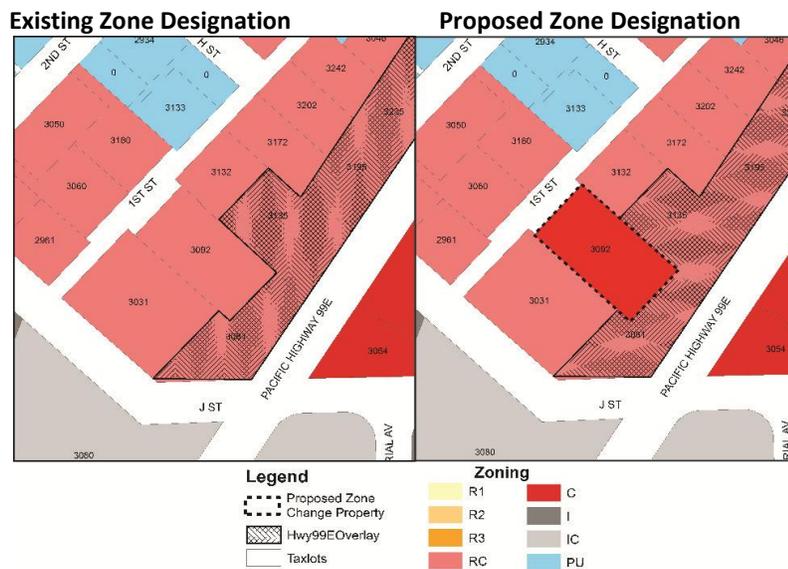
HEARING DATE: November 8, 2016 (City Council)

APPLICANT: Tim Kauffman Construction Inc., 19756 Olmstead Road, Aurora, OR 97002

OWNER(S): TCP Investments, LLC, 576 Glatt Circle, Woodburn, OR 97071

Erik Berkey, 23285 Bear Creek Road, Bend, OR 97701

REQUEST: To rezone 0.54 acres within the Hubbard City Limits, at 3092 1st Street. The property is currently designated as Residential-Commercial (RC) on the Hubbard Zone Map and Commercial (C) on the Hubbard Comprehensive Plan Map. The proposed zoning designation for the property is Commercial (C). The application includes a request for site development review approval for a 1,710 square foot commercial building and related parking, landscaping, and site improvements.



PROPERTY: The subject property is located at 3092 1st Street, Hubbard, OR. More specifically described as:

<u>Map/Taxlot</u>	<u>Acct</u>	<u>Acres</u>	<u>Zoning</u>
041W33DA02700	R11607	.54	Residential-Commercial (RC)

CRITERIA:

- Oregon’s Statewide Planning Goals**
- Hubbard Comprehensive Plan**
- Hubbard Development Code (HDC)**
 - Section 2.106 Commercial District (C)
 - Section 2.200 General Development Standards
 - Section 3.102 Comp Plan & Development Code Amendments & Zone Changes

PREVIOUS

DECISIONS: In April 2009, the applicant applied for and received approval to operate 24-hour automatic car wash business with access from a local street (1st Street). The existing car wash business consists of a 2,808 square foot automatic car wash and four (4) car wash bays.

ATTACHMENTS: Exhibit A: Applicant’s Submittal (September 7, 2016)
Exhibit B: Comments, Public Works Department (September 20, 2016)
Exhibit C: Comments, City Engineer (September 28, 2016)
Exhibit D: Comments, Hubbard Police Department (August 29, 2016)
Exhibit E: Comments, Oregon Department of Transportation (September 26, 2016)

I. PROCEDURE

For Type III actions such as, zone change applications, the Planning Commission conducts a public hearing. At the conclusion of the public hearing, the Commission makes a recommendation to the Hubbard City Council. The City Council then makes a final decision on a Type III application.

The Planning Commission held a public hearing on October 18th and, at the conclusion of the hearing, made a motion for City Council to approve the zone change application.

Site development review applications are classified as Type II actions. The Planning Commission issues a final decision on Type II actions, unless the applicant requests the application be reviewed concurrently with other Type II or Type III land use actions for the same property as allowed by Hubbard Development Code Section 3.201.02(H).

The applicant requested that the zone change application and site development review applications be reviewed concurrently. The Planning Commission held a public hearing on October 18th and, at the conclusion of the hearing, made a motion for the City Council to approve the application with amendments to item J in the recommended condition of approval. Condition of Approval item J was expanded upon and now includes the requirement of a back flow protection device to be added as deemed necessary by the Public Works Superintendent and City Engineer.

The zone change and site development review applications are now before City Council for consideration. The date, time, and location of the City Council hearing was included in the notice for the initial public hearing before the Planning Commission that was sent to property owners within 100 feet of the boundaries of the subject property.

II. BACKGROUND

General. The subject property is located on 1st Street, one block from the commercial business district located along Pacific Highway 99E.

On-site. The subject property contains an existing carwash business.



(Taxlot lines are off-set against aerial imagery and are not precise)

Surrounding land uses:

North: Developed residential property;

South: (Along J Street) Developed commercial property

West: (Across 1st Street) Developed multifamily residential property; and

East: (Along J Street & Pacific Hwy. 99E) Developed commercial property.

III. REVIEW STANDARDS/CRITERIA

1) Zone Change

The applicant has submitted a request to change the zoning on the subject property from Residential-Commercial (RC) to Commercial (C). The following standards for zone changes from Development Code Section 3.102.03(B) and (C) must also be met:

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

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

Findings: Staff finds that Goal 9 (Economic Development) Goal 10 (Housing), and Goal 12 (Transportation) are applicable to this request.

Statewide Planning Goal 9 states the need to provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens. This includes opportunities for commercial development. Based on a review of the city's most recent buildable lands inventory, the city has a total projected demand for 15.0 acres of commercial land through the year 2027. A portion of this supply (6.9 acres) is available through vacant and redevelopable commercial lands located inside the Hubbard UGB. The balance of projected commercial land needs have been provided through commercial industrial lands brought inside the Hubbard UGB in 2008 on the outer periphery of the city limits near Pacific Highway (OR 99E).

The conversion to Commercial from Residential Commercial would expand the list of allowable commercial uses on the subject property. Based on these findings, staff concludes the proposed change is consistent with Goal 9.

Regarding Goal 10 (Housing) the City completed a buildable lands inventory and adopted updates to its Comprehensive Plan to address 20-year land needs. The most recent inventory, completed in 2009, showed that approximately 91.3 acres of vacant land designated for residential development was available within the Hubbard Urban Growth Boundary (UGB) to meet the projected 2029 population. This proposal would remove approximately 0.54 acres of residential-commercial land. The subject property is currently developed with an existing commercial business. Based on the size of the subject property, changing the zoning designation to allow commercial uses on the site will not have a significant overall impact on the city's 20 year buildable residential land supply. Based on these findings, staff concludes that this proposal is consistent with Goal 10.

Goal 12 (Transportation) administrative rules require that new land uses not exceed the capacity of existing transportation systems. These rules also require local jurisdictions provide means to encourage and facilitate bicycle and pedestrian travel. Automobile access to the subject property is available from 1st Street. The Hubbard Transportation System Plan (TSP) designates 1st Street as a local road. The closest street intersection to the subject property recently analyzed in the 2012 TSP is located at J Street and Pacific Hwy. 99E. Based on a review of the TSP, this intersection is currently operating and forecasted to continue operating at a Level of Service (LOS) "C" through the year 2035. Level of Service refers to the average amount of delay that motorists experience when passing through an intersection. Letter grade "A" represents the best (least delay), while LOS "F" represents the worst (longest) delay. The TSP does not identify any LOS roadway deficiencies on 1st Street. The development of an additional 0.54 acres of commercial use for as a detail shop will produce 68 peak trips per day and not have a significant impact on the local roadway network system.¹

There are existing sidewalks located adjacent to the property. Based on these findings, staff concludes that the proposed change is consistent with Goal 12.

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

Findings: As noted in this report, transportation access is readily available from several streets that serve various travel modes, including pedestrians and bicyclists. The traffic impacts associated with the proposal will not exceed the available capacity of the transportation system. The subject property is served by existing water, sewer and stormwater services. Impacts to public facilities will be mitigated by complying with city public works standards, the Hubbard Development Code and the Uniform Fire Code.

Staff finds that adequate public facilities and services can be made available to serve the proposed use.

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

Findings: According to Development Code Section 2.104.01:

¹ *Trip Generation*, Institute of Transportation Engineers, 9th Edition, 2012, page 2003.

“The purpose of the C (Commercial) District is to provide for a broad range of commercial operations and services required in the central business district and other areas to meet the economic needs of the City of Hubbard.”

The proposal to add a detailing shop to the site of the existing carwash would allow for further development of commercial services within the city and is consistent with the stated purpose of the Commercial zone.

B. The natural features of the site are conducive to the proposed zone district.

Findings: The site is relatively flat and is vegetated with grass, trees and shrubs. The existing landscaped areas would remain largely intact and exceed the minimum required landscaping (10 percent of the site) for commercial developments required by the Hubbard Development Code.

Consistent with the city’s landscaping requirements for commercial developments found in Hubbard Development Code (HDC) Section 2.207.06, “Appropriate methods of care and maintenance of landscaped plant material shall be provided by the owner of the property.” Additionally, garbage and waste disposal containers, recycling bins and loading areas shall be screened from public view, consistent with HDC 2.207.05.

Staff finds that this criterion can be met.

2) Site Development Review

1. Characteristics of adjoining and surrounding uses.

Staff Response: The property is located in an area zoned for General Commercial and Residential Commercial uses. Adjacent properties are primarily devoted to a mixture of commercial and residential uses. Property to the north consists of a single family residence with a storage building. To the west, across 1st Street, there is an existing multi-family development. Property to the east consists of a car sales lot and property to the south contains a construction supply business.

The proposed use of the property is an automotive detail business. Based upon a review of the applicant’s site plan, the proposed detail shop would be 1,710 square feet in size and contain two (2) service bays. The hours of operation and number of employees were not included in the application.

Development Code Section 2.207.03(B) requires that the landscaped area for commercial uses shall be ten (10) percent of the gross lot area. The size of the property is approximately 23,522 square feet, so 2,352 square feet of landscaping is required. The applicant proposes to maintain existing landscaped areas on the property which, exceed 2,352 square feet in size.

Section 2.207.05(A) requires that screening shall be used for services areas, outdoor storage and outdoor display areas, parking for thirty (30) or more vehicles for commercial or industrial uses, and at and above-grade electrical and mechanical equipment. Service areas and facilities, including garbage and waste disposal containers, recycling bins and loading areas are not shown on the preliminary site plans. Vehicle parking spaces are not shown on the preliminary site plan but the number of require

spaces will not exceed thirty (30), thus no screening of parking areas is necessary. At and above-grade electrical and mechanical equipment is also not shown on the preliminary site plan. A revised site plan is needed to evaluate these elements.

Section 2.207.05(C) states that buffering shall be used to mitigate adverse visual (...) to provide for compatibility between dissimilar adjoining uses. To the north and west of the property are residential uses. The existing landscaping area on the north of the property provides adequate screening. No screening is shown to the west of the proposed structure.

Staff recommends a **condition of approval** that the applicant submits a final landscape plan, prepared by a licensed landscape architect, which complies with Section 2.207 and shows the total area landscaped, the location and type of proposed planting, and the location and water source of automated irrigation systems for landscaped areas larger than 400 SF. If the public water source is used for irrigation, then a backflow prevention device shall be required. In lieu of irrigation, Xeriscaping may be used. Applicant shall provide the City a written guarantee for all landscape materials extending one (1) year from the date of installation. The size of any new plant materials installed shall comply with the minimum standards of Section 2.207.06.

Property or building signs impact the visual appearance of the property. The applicant has not provided information on proposed signage for the business as part of the Site Development Review application. The applicant must obtain a sign permit from the City prior to installation of any sign. All signs must comply with Development Code Section 2.206.

Based on the proposed development and the existing uses in the area, and upon submittal of a landscape plan that meets City standards and compliance with the City's signage requirements, staff concludes that the proposed use is compatible with other uses in the vicinity.

2. Drainage and erosion control needs.

Staff Response: The proposed development increases the amount of impervious surface on the property. Based on comments from comments from the City Engineer and Public Works, Staff recommends a **condition of approval** that Applicant submit a drainage and detention plan prepared by a licensed engineer for Public Works and City Engineer approval. The drainage plan shall show erosion and sediment control, full storm drainage calculations, and detention facilities.

Public Works Supervisor comments, dated September 20, 2016, are attached as Exhibit B. City Engineer comments, dated September 28, 2016, are attached as Exhibit C.

3. Public health factors.

Staff Response: Connections to water and sewer mains for the subject property must be installed according to City standards. Based on the City's Public Works Superintendent and City Engineer comments, a **condition of approval** requires submittal of detailed information regarding proposed utilities and an estimate of water usage be provided. Additional details are provided in Exhibits B, Public Works Department comments, and Exhibit C, City Engineer comments.

The applicant shall provide specific information, including but not limited to, the location and size of the existing and proposed utilities, size of the water meter, the location and size of all water lines, Uniform Plumbing Code calculations, and the extent of landscape irrigation. The details will be used to assess Systems Development Charges (SDCs).

Section 2.401.14, requires a minimum six-inch high reflective address numbers at the front of a main building and near the main entrance. The City's Police Chief also comments on the requirement for address numbers (Exhibit D). A **condition of approval** requires such address numbers to be placed on the warehouse building when it is constructed, and also placed on the building when it is constructed.

The Chief's comments include a request for "perimeter lighting to aid nighttime patrols." It is advisable that perimeter lighting be installed on the property. A **condition of approval** requires a lighting plan for the property be submitted for Public Works and City Engineer approval.

The Chief's comments include a recommendation that a "monitored security system" be installed. It is advisable that perimeter lighting be installed on the property, but **no condition of approval** requires a security system be installed.

No comments were provided by the Hubbard Fire District Chief. A **condition of approval** requires the applicant to meet with Hubbard Fire District personnel and contact the State Fire Marshall prior to initiating development for Phase 2 to discuss and identify the applicable requirements from the Oregon Fire Code and other applicable fire codes. A **condition of approval** requires the applicant to provide documentation from the Hubbard Fire District regarding the adequacy of existing hydrant coverage prior to issuance of a building permit. A **condition of approval** requires the applicant to install one or more fire hydrants in a location(s) if required by the Fire Marshal and that such installation shall conform to City standards. For any hydrant location on private property a **condition of approval** requires a fire line public easement be recorded prior to the issuance of a building permit.

A **condition of approval** requires conformance to City of Hubbard Design and Construction standards. Applicant/owner/developer shall be responsible for the cost of public or private infrastructure improvements associated with the development. Compliance with Conditions of Approval shall be the sole responsibility of the Applicant.

Based upon compliance with the conditions of approval, Criterion C is met.

4. Traffic safety, internal circulation and parking.

Staff Response: The applicant's site plan shows that the property would take access from 1st Street. The approved 2009 site development review and variance for this site allowed frontage and access to a commercial use through a local street (1st Street). Frontage and access improvements have been complete and no changes have been proposed.

The subject property does not have frontage on Pacific Hwy. 99E. The applicant has not indicated any access interconnectivity between Tax Lot 2700 and 1600 at this time.

Development Code Section 2.203.05 does not contain a specific off-street parking requirement for detail shops. Requirements for types of buildings and uses not specifically listed herein shall be

determined by the Planning Commission/City Council based upon the requirements of comparable uses listed and expectations of parking and loading need (HDC 2.203.08). The closest use listed in the off-street parking section requires retail stores selling automobiles to provide a minimum of one (1) off-street parking space per 600 square feet of gross floor area. The applicant indicates the total square footage of the proposed detail shop would be approximately 1,710 square feet. Based upon the similar parking requirements for retail car sales, the proposed development would require a minimum of three (3) off street parking spaces. The applicant's site plan does not show how adequate off-street parking can be provided. As a recommended **condition of approval**, the applicant shall provide a minimum of three (3) off street parking spaces, including one (1) ADA parking stall.

According to the Development Code, Section 2.203.09, one (1) covered bicycle parking space is required. As a **condition of approval**, the applicant shall provide one (1) covered bicycle parking space.

5. Provision for adequate noise and/or visual buffering from non-compatible uses.

Staff Response: The property abuts existing residential uses to the north and west (across 1st Street). The proposed detail shop is setback approximately twenty (20) feet from 1st Street to reduce visual and noise impacts on adjacent residential uses. There is an existing landscape buffer along the north (side) and south (side) property line that consists of sight-obscuring evergreen hedge and trees. Additional landscaping is provided adjacent to 1st Street that consists of shrubs, trees and grass. The proposed use appears to provide adequate noise and visual buffering from adjacent residential uses upon complying with the landscaping provisions found in Section 2.207 of the Hubbard Development Code and the recommended conditions of approval.

6. Retention of existing natural features on site.

Staff Response: The development should not significantly change the topography of the site, and no significant grading has been proposed. Existing vegetation is located primarily along the northern boundary of the parcel. Staff finds that the existing vegetation is a natural feature worth retaining, as far as practicable considering the extent of development. Staff finds that the proposed development retains existing natural features on site.

7. Connectivity of internal circulation to existing and proposed streets, bikeways, and pedestrian facilities.

Staff Response: The subject property has approximately 98 feet of frontage on 1st Street, which is classified as a local road in as a local road in the 2012 Hubbard Transportation System Plan (TSP). The current Hubbard design standard for local roads includes a two (2) lane cross section, parkway strip, and five (5) foot sidewalks. This standard requires a thirty (30) foot paved width and fifty (50) foot right-of-way (ROW). Based on Marion County Assessor maps, the existing ROW is fifty five (55) feet along the subject property. Staff finds that the subject property frontage improvements comply with local street improvement standards.

8. *Problems that may arise due to development within potential hazard areas.*

Staff Response: No hazard areas are identified, although drainage is always a concern with hydric soils in the area. Poor area drainage increases the importance of an engineered and functional drainage plan.

SUMMARY AND RECOMMENDATION:

The proposed development would make additional commercial services available within the City of Hubbard. Based on the size, location and existing development, the proposed use would not have a significant impact on the surrounding area. In reviewing this request staff has found that the proposal is consistent with pertinent Statewide Planning Goals. Public facilities, including transportation are readily available to the subject property. The proposed development would not impact any known significant natural features on the site.

Based on the findings in this report staff recommends **APPROVAL** of Zone Change 2016-01 and Site Development Review 2016-03, subject to the following condition of approval:

- A. Conformance to City of Hubbard Design and Construction standards is required. Applicant shall be responsible for the cost of public or private infrastructure improvements associated with the development. Compliance with Conditions of Approval shall be the sole responsibility of the Applicant.
- B. The subject development shall comply with all requirements of the Hubbard City Engineer found in Exhibit C of the Planning Staff Report dated September 28, 2016. Where the requirements of the City Engineer, the requirements of the Public Works Superintendent and a condition of approval, below, are different, the more stringent requirement shall be followed.
- C. **EXPIRATION OF APPROVAL:** Site Development Review approvals shall be effective for a period of two (2) years from the date of approval. If substantial construction of the approved plan has not begun within the two (2) year period, the approval shall expire. The approval shall be voided immediately if construction is a departure from the approved plan.
- D. **LANDSCAPING:** **Prior to issuance of a building permit,** Applicant shall submit a final landscaping plan, prepared by a licensed landscape architect, which complies with Section 2.207 and shows at least 10% of the gross area landscaped, the location and type of proposed planting, and the location and water source of automated irrigation systems for landscaped areas larger than 400 SF. In lieu of irrigation, Xeriscaping may be used.
 - 1. **Backflow Prevention:** If the public water source is used for irrigation, then a backflow prevention device shall be required and installed prior to occupancy.
 - 2. **Prior to occupancy of the structure,** landscaping shall be installed and Applicant shall provide the City a written guarantee for all landscape materials extending one (1) year from the date of installation. The size of all plant materials installed shall comply with the minimum standards of Section 2.207.06.

- E. **VEHICLE PARKING**: Prior to the issuance of a building permit, Applicant shall submit a vehicle parking plan for review and approval by City Engineer and Public Works.
- F. **BICYCLE PARKING**: Prior to the issuance of a building permit, the applicant shall submit a bicycle parking plan for review and approval by Public Works.
1. **Prior to occupancy of the structure**, bicycle parking space(s) shall be installed.
- G. **LIGHTING**: Prior to issuance of a building permit, the applicant shall submit a lighting plan for review and approval by Public Works.
1. **Prior to occupancy of the structure**, perimeter lighting shall be installed.
- H. **ADDRESS**: Prior to occupancy of the structure, the applicant shall post the address (minimum six inch numbers) on the building near the entry doors facing 1st Street.
- I. **STORM WATER**: Prior to issuance of a building permit, Applicant shall submit a drainage plan prepared by a licensed engineer for Public Works and City Engineer approval. The drainage plan shall show erosion and sediment control, full storm drainage calculations, and detention facilities. Surveying benchmarks shall be used to establish elevations in the City of Hubbard.
- J. **UTILITIES**: Prior to issuance of a building permit, Applicant shall submit detailed drawings for all utilities and a written estimate of water consumption. Applicant shall provide specific information, including but not limited to, the location and size of the existing and proposed utilities, size of the water meter, the location and size of all water lines, Uniform Plumbing Code calculations, and the extent of landscape irrigation.
1. **Prior to occupancy of the structure**, Applicant shall install a sewer monitoring manhole at a location approved by Public Works.
 2. **Prior to occupancy of the structure**, Applicant shall install a backflow prevention device as deemed necessary by Public Works and the City Engineer.
 3. Applicant shall provide a plan for disposal of chlorinated water if deemed necessary by Public Works or the City Engineer.
 4. **Prior to occupancy of the structure**, three (3) hard copies and one electronic copy in ArcView/ArcGIS 9 format shall be provided of as-built plans.
- K. **FIRE SAFETY**: Prior to issuance of a building permit, Applicant shall submit a fire safety plan approved by the Hubbard Fire District or State Fire Marshal, showing the location and performance specifications of fire hydrants, fire alarm systems, and/or fire sprinkler systems.
1. **Prior to occupancy of the structure**, fire safety improvements shall be constructed and a fire line public easement shall be recorded for any hydrant location on private property.

CITY COUNCIL ACTION

- A. A motion to approve Zone Change 2016-01 and Site Development Review 2016-03:
 - 1. As recommended by staff; or
 - 2. As further amended by the City Council (stating any revisions).

- B. A motion to deny Zone Change 2016-01 and Site Development Review 2016-03 (stating the reason(s) for the recommended denial).

- C. A motion to continue the hearing to a date certain, stating the date.

- D. A motion to continue the request indefinitely, stating at what point the City Council would consider reopening the hearing.

SITE DEVELOPMENT REVIEW APPLICATION

CITY OF HUBBARD

3720 2nd Street (P.O. Box 380)
Hubbard, OR 97032
Phone: (503) 981-9633; Fax: (503) 981-8743
<http://www.cityofhubbard.org>

To Be Filled Out by Staff:

FILE: DR 2016-03
DATE: AUG 18, 2016
FEE: \$2000 -
RECEIPT NO: 1-003155

APPLICANT: TIM-KAUFFMAN CONST, INC
MAILING ADDRESS: 19756 Olmstead Rd Aurora, OR 97002
PHONE: 503 910 7139 EMAIL ADDRESS: tkkauffman@gmail.com
OWNER(S) (If different from above): Erik Berkey
PHONE: 503 310-8004 EMAIL ADDRESS: Erikberkey@me.com
ADDRESS: 23285 Bear Creek Rd, Bend, OR ~~970~~ 97701
PROPOSED STRUCTURE/IMPROVEMENT: Detail Shop

SQUARE FOOTAGE: 1,710
ESTIMATED VALUE OF STRUCTURE/IMPROVEMENT: \$ 125,000

PROPERTY DESCRIPTION:

ADDRESS: ~~3090~~ ³⁰⁹² 1st Hubbard
MAP PAGE AND TAX LOT NO: _____ ZONE: R/C
CURRENT USE/STRUCTURES: Car Wash SQUARE FOOTAGE OF SITE: _____
ZONE: R/C

SUBMITTAL REQUIREMENTS:

Please submit one (1) legible copy, drawn to scale on 8 1/2 x 11 or 11 x 17 inch paper and one (1) electronic copy (PDF format preferred); OR eight (8) full-size copies (typically 18 x 24-inch or larger paper), one (1) reduced-size copy (8 1/2 x 11 or 11 x 17-inch), and one (1) electronic copy (PDF format preferred) of the following application materials:

1. Site Analysis
 Existing site topography;

EXHIBIT A

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 10/14/2008 (attachment to Resolution No. 470-2008)

Resolution No. 398-2005 requires a deposit for land use applications as required in section 3.206.03 in the Hubbard Development Code. Staff collects the deposit at the time of application.

Costs and time are paid out of the deposit. If it appears the costs exceed the initial deposit, the City Recorder / Planning Secretary may require an additional deposit for cost that may be incurred to complete the project. At the end of the project a final bill will be prepared and either request additional funds or issue a refund check.

The following are types of charges and amounts per hour. *The Contracted Service provider fees are subject to change, and may also include their hired staff time.*

City Planner \$74.00
(The City Planner prepares staff reports, final actions, and makes presentations at Planning Commission and Council meetings.)

City Engineer \$70.00
(The City Engineer may be requested to investigate or review plans submitted by the applicant, and may make presentations at required meetings)

Planning Secretary \$57.00 Admin Assistant \$26
(The Planning Secretary prepares applicants files, prepares comments for other departments, prepares public hearing notices, posts and mails notices, answers applicants questions and attends all meetings)

Public Works Director/Superintendent \$68.00 Admin Assistant \$39
Utility Worker I \$36.00
Utility Worker II \$48.00

(The Public Works personnel reviews applications and comments regarding water, sewer, streets, backflow devices, and storm drain issues)

Police Chief \$65.00
(The Police Chief reviews plans and looks into safety concerns such as lighting and addressing issues)

City Attorney \$240.00
(Review of documents, negotiation of conflicts, litigation and enforcement issues)

Office Copies (Black & White 8 1/2 X 11) .25 per page Color .35 per page
(Black & White 11X 17) .50 per page Color .70 per page
Long Distance Phone Calls 3.00 per call
Fax 2.00 per fax + .50 per page

I have read this information and understand that the land use fee is a deposit and the application may cost more or less.

Applicants Signature

8/18/16
Date

- Identification of areas exceeding 10% slopes;
- Site drainage, areas of potential flooding;
- Areas with significant natural vegetation;
- Classification of soil types;
- Existing structures, roadway access and utilities; and
- Existing and proposed streets, bikeways, and pedestrian facilities within 200 feet.

2. Site Plan

- Proposed grading and topographical changes;
- All proposed structures including finished floor elevations and setbacks;
- Vehicular and pedestrian circulation patterns, parking, loading and service areas;
- Proposed access to public roads and highways, railroads or other commercial c systems;
- Site drainage plan including methods of storm drainage, sanitary sewer system, electrical services. Inverse elevations may be required for all underground transmiss
- Proposed landscape plan, to include appropriate visual screening and noise buffi ensure compatibility with surrounding properties and uses;
- Proposed on-premise signs, fencing or other fabricated barriers, together with their h
- A schedule of expected development.

EVALUATION CRITERIA

In addition to compliance with the standards of the Development Code, the review of a Site I based upon consideration of the following:

1. Characteristics of adjoining and surrounding uses;
2. Drainage and erosion control needs;
3. Public health factors;
4. Traffic safety, internal circulation and parking;
5. Provision for adequate noise and/or visual buffering from non-compatible uses;
6. Retention of existing natural features on site; and
7. Problems that may arise due to development within potential hazard areas.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT; A REQUEST DOES NOT VIOLATE ANY DEED RESTRICTIONS THAT MAY B IMPOSED UPON THE SUBJECT PROPERTY. (NOTE: ALL OWNERS MUST APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MI INFORMATION MAY DELAY THE APPROVAL PROCESS.)

8/16/16
Date
8/19/16
Date

[Signature] KAUFMAN
Applicant
[Signature]
Owner(s)

SITE DEVELOPMENT REVIEW INFORMATION SHEET

The purpose of the site development review process is to guide future growth and development in accordance with the Hubbard Comprehensive Plan and Development Code, provide an efficient process and framework to review development proposals, and resolve potential conflicts that may arise between proposed developments and adjacent uses.

SITE DEVELOPMENT REVIEW REGULATION

Site development review is required for all new developments, major remodeling of existing developments, and change of occupancy, as defined by the Uniform Building Code, and/or change of use for commercial and industrial developments, except:

- 1) single-family detached dwellings;
- 2) a duplex;
- 3) any commercial or industrial remodel that does not exceed 25% of the total square footage of the existing structure, or
- 4) any new development, change of occupancy, or commercial or industrial remodel, that does not intensify the use of the property by increasing the number of customers, vehicle or pedestrian traffic to the site, parking requirements, etc.

Site development review procedures are listed in Section 3.105 of the Development Code.

APPLICATION PROCESSING

Once an application is submitted, along with all pertinent filing information, City staff will review it for completeness, and if additional material is necessary, you will be contacted. Once the application is determined to be complete, a public hearing at the Planning Commission will be scheduled. Staff will prepare a report for Planning Commission review. The staff report is available seven days prior to the Planning Commission meeting. You will have the opportunity to testify on behalf of your application at the Planning Commission meeting. The Planning Commission decision can be appealed to the City Council.

EFFECTIVE DATE OF APPROVAL

The site development review shall be effective 12 days after the date of the notice of the decision by the Planning Commission unless the decision is appealed to the City Council.

ADDITIONAL INFORMATION

For additional information, call Hubbard City Hall at (503) 981-9633.

ZONE CHANGE

CITY OF HUBBARD

3720 2nd Street (P.O. Box 380)
Hubbard, OR 97032
Phone: (503) 981-9633; Fax: (503) 981-8743
<http://www.cityofhubbard.org>

To Be Filled Out by Staff:

FILE: ZC 2016-01
DATE: AUG 18, 2016
FEE: See 7
RECEIPT NO: 1.003155

APPLICANT: Kauffman Const., INC

PHONE: 503 910-7137 EMAIL ADDRESS: tkkauffman@gmail.com

ADDRESS: 19756 Olmstead Rd Aurora, OR 97002

OWNER(S): Erik Berkey
(If different from above)

PHONE: 503-310-8004 EMAIL ADDRESS: erikberkey@me.com

ADDRESS: 23285 Bear Creek Rd, Bend, OR 97701

PROPERTY DESCRIPTION:

ADDRESS: ~~3090~~ ³⁰⁹² 1st & Hubbard

MAP PAGE AND TAX LOT NO: _____

PRESENT ZONE: R/C PROPOSED ZONE: C

CURRENT USE/STRUCTURES: Car Wash SQUARE FOOTAGE OF SITE: 2,500

IS THE SITE OF HISTORIC SIGNIFICANCE? NO

FINDINGS:

Zone change requests shall be approved if the applicant provides evidence substantiating the following:

1. Approval of the request is consistent with the Comprehensive Plan and the Comprehensive Plan map designation and most effectively carries out the Plan goals and policies considering all alternatives, and
2. The property and affected area is presently provided with adequate public facilities, services, and transportation to support uses allowed within the requested zone, or such facilities, services provided concurrently with the development of the property.
3. The proposed amendment is consistent with the purpose of the Code's subject section and article.
4. The natural features of the site are conducive to the proposed zone district.

EXHIBIT A

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 10/14/2008 (attachment to Resolution No. 470-2008)

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Long Distance Phone Calls 3.00 per call
Fax 2.00 per fax + .50 per page

I have read this information and understand that the land use fee is a deposit and the application may cost more or less.

[Handwritten Signature]
Applicants Signature

8/16/16
Date

id

ATTACHMENTS:

Please submit one (1) paper copy and one (1) electronic copy (PDF format preferred) of the following materials:

1. A legible **site plan** drawn to scale on 8 1/2 x 11 or 11 x 17 inch paper, or eight (8) full size inches or larger) that shows the following information:

- existing and proposed structures,
- driveways and vehicular circulation,
- parking,
- landscaping, and
- significant natural features.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT; A ZONE CHANGE REQUEST DOES NOT VIOLATE ANY DEED RESTRICTIONS THAT MAY BE IMPOSED UPON THE SUBJECT PROPERTY. (NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSED INFORMATION MAY DELAY THE APPROVAL PROCESS.)

8/16/16
Date

[Signature] KAVENAN
Applicant

8/19/16
Date

[Signature]
Owner(s)

Date

Owner(s)

ZONE CHANGE

Zone change applications are reviewed under the same criteria. A zone change may be initiated by a City Council resolution of the Planning Commission, or petition of property owners.

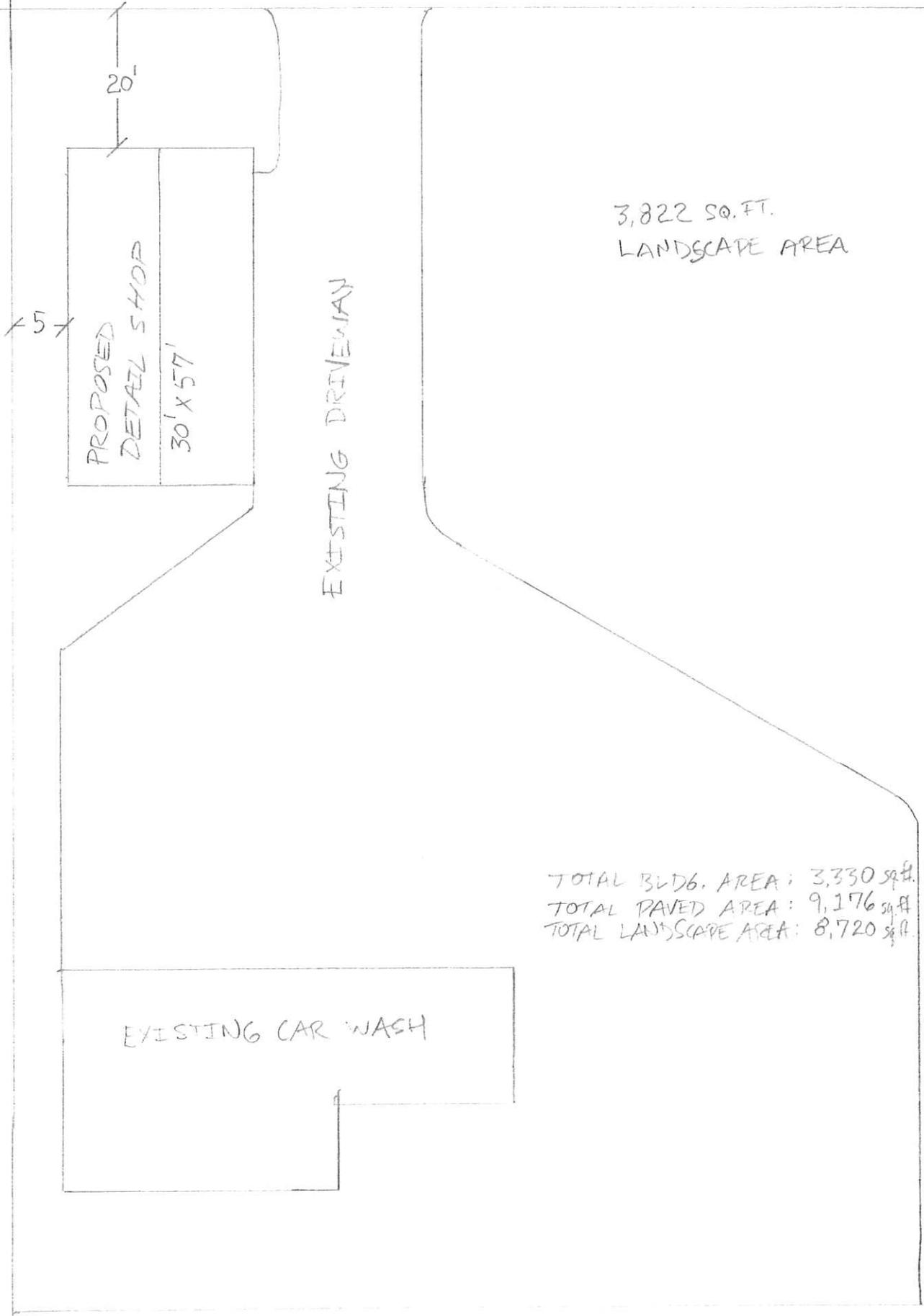
APPLICATION PROCESSING

Once an application is submitted, along with all pertinent filing information, City staff will review the application for completeness, and if additional material is necessary, you will be contacted. Once the application is complete, staff will prepare a report. The staff report is available seven days prior to the next meeting.

AUTHORITY TO GRANT OR DENY A ZONE CHANGE

The Planning Commission shall conduct a public hearing on the proposed zone change and make a recommendation to the City Council. The City Council shall then conduct a public hearing and make the final decision.

1ST STREET



PROPOSED
DETAIL SHOP

30' X 57'

20'

5'

EXISTING DRIVEWAY

3,822 SQ. FT.
LANDSCAPE AREA

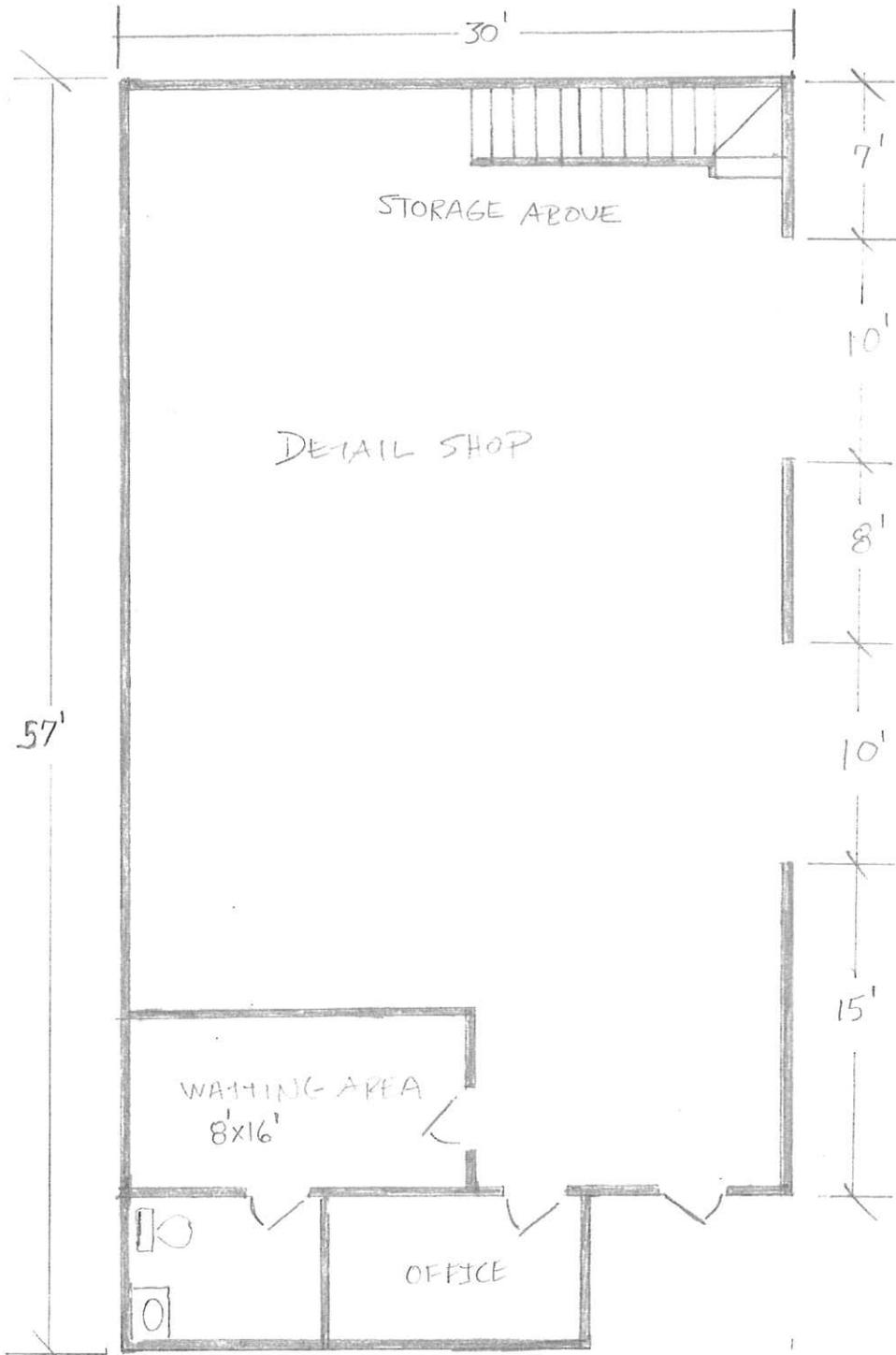
EXISTING CAR WASH

TOTAL BLDG. AREA: 3,330 sq ft.
TOTAL PAVED AREA: 9,176 sq ft.
TOTAL LANDSCAPE AREA: 8,720 sq ft.

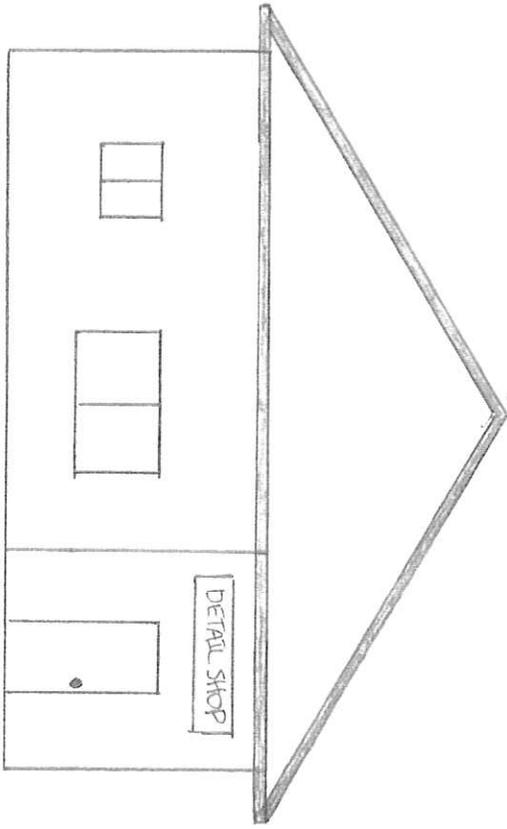
HWY 99E

DETAIL SHOP
3090 1ST ST.
HUBBARD, OR

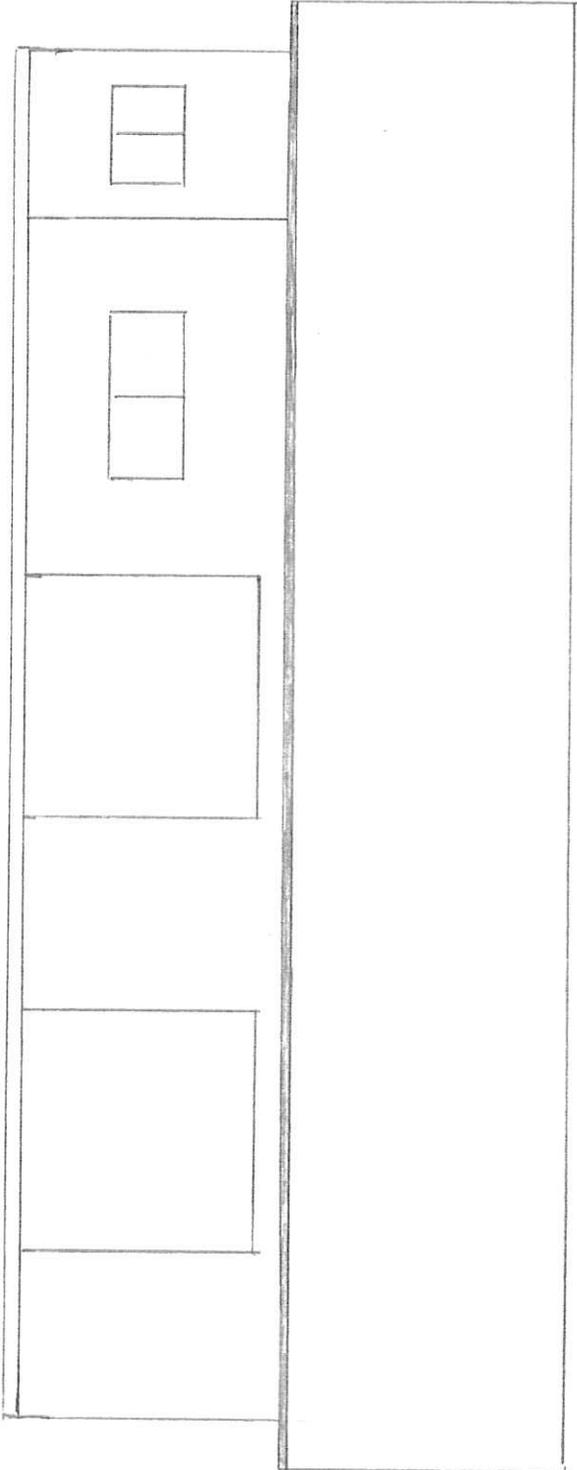
SCALE: NTS



DETAIL SHOP
 3090 1st ST.
 HUEBARD, OR 97032



EAST



NORTH
SCALE : 1/8" = 1'

SUBMITTED BY: Jaime Estrada
DATE: September 20, 2016
RE: 3092 1st Street
DR #2016-03 & ZC #2016-01

1. Backflow prevention devices may be required;
2. Water meter calculations;
3. A drainage plan must be submitted which needs to include the following two elements: 1) erosion; and 2) sediment;
4. Storm drainage calculation must be submitted including detention facilities done by the engineer;
5. The fire department may require more fire hydrants;
6. We need complete detailed drawings on all utilities;
7. As-builts, require three (3) paper copies and one electronic file in Arcview/ArcGis 9 format;
8. Landscape plan must be provided for review;
9. Plan required for dealing with disposal of chlorinated water discharge;
10. Surveying benchmarks must be used in the city of Hubbard;
11. Light plan should be submitted. For subdivisions, the street light design must be done by PGE engineers;
12. Must contact Marion County for possible location of monuments;
13. Must obtain permits from Marion County;
14. The applicant shall be responsible for all costs associated with the improvements.
15. It is the responsibility of the applicant to obtain copies of and be familiar with all applicable codes and standards, including, but not limited to required bonds;
16. All utility work must be in accordance with Hubbard Public Works construction standards;
17. All utility work must be in accordance with the Oregon Health Department and DEQ; and
18. Replace the fire hydrant at this address.

pc: Bill Peterson, AKS Engineering & Forestry petersonb@aks-eng.com
John Kennedy, AKS Engineering & Forestry kennedyj@aks-eng.com
Vickie Nogle, City Recorder vnogle@cityofhubbard.org
Laura LaRoque, COG LLaRoque@mwvcog.org
Lance Lighty, Fire Chief l.lighty@hubbardfire.com
Melinda Olinger, Public Works molinger@cityofhubbard.org
Jaime Estrada, Public Works jestrada@cityofhubbard.org

September 28, 2016

Vickie L. Nogle, Director of Administration/City Recorder
City of Hubbard
P.O. Box 380
Hubbard, Or 97032

**RE: DR #2016-03 and ZC #2016-01 – Tim Kauffman Construction, Inc.
3092 1st Street**

Sent by Email Attachment

Dear Vickie:

We reviewed the application documents received via email by our office 8/29/2016. We also reviewed the Public Works plan review comments dated 9/20/2016. We have no concerns with the Zone Change application. Upon our review of the Site Development Review application we have the following comments:

1. Applicant shall submit plans that clearly differentiate between existing and proposed improvements. The plans should include existing and final grading to assure proper storm water drainage. The grade elevations shall be tied to Hubbard benchmarks.
2. Private water, sanitary sewer and storm drain systems on private property are reviewed and approved by Marion County (Plumbing Permit).
3. A copy of Marion County Building Permit(s) shall be furnished to the City.
4. Applicant shall submit storm water detention calculations prepared and sealed by a Registered Engineer in the State of Oregon in accordance with the Hubbard Design and Construction Standards.
5. Fire flows, fire hydrant locations, FDC locations, and drive aisle layout shall be in accordance with the International Fire Code and Hubbard Fire District requirements. Provide documentation that the Hubbard Fire District is satisfied with the proposed improvements.
6. Provide detailed plans for proposed utility services including water service (including backflow device), sanitary sewer service, and storm drainage.
7. Provide fixture counts and water use calculations for verification of water meter sizing.
8. Provide information for trash enclosures or proposed method for waste disposal.
9. Submit plans that show the extent of new exterior lighting (if any) – provide fixture catalogue cuts showing illumination patters.

Please contact me if you have any question regarding this review.

Sincerely,

AKS ENGINEERING & FORESTRY, LLC



John Kennedy, PE

cc: Jaime Estrada, Public Works Superintendent,
Laura LaRoque, MWVCOG
William I. Peterson, P.E., City Engineer

HUBBARD PLANNING DEPARTMENT

REQUEST FOR COMMENTS

DATE: 8/29/16

TO: DAVID M. BRAYSON, POLICE CHIEF

RE: Site Development Review (DR#2016-03) & Zone Change (ZC#2016-01)
3092 1st STREET / Detail Shop at Existing Car Wash

The City has received the attached plans for design review. These plans will come before the Planning Commission on Oct 18, 2016 for approval. Please review the plans and indicate any conditions of approval you may wish the Commission to consider. Thank you. (Please return comments by Sep 29, 2016 or sooner.)

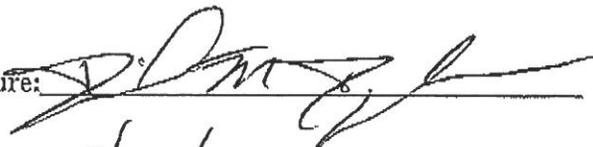
Comments or Proposed Conditions:

1. REQUIRE SIX INCH ADDRESS NUMBERS POSTED NEAR MAIN ENTRY DOOR.

2. REQUIRE PERIMETER LIGHTING ON ALL STRUCTURES TO AID NIGHTTIME PATROLS.

3. RECOMMEND MONITORED SECURITY SYSTEMS

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature: 

Date: 8/29/16

LaRoque, Laura

From: JUSTER Gerard P *Gerry [Gerard.P.JUSTER@odot.state.or.us]
Sent: Monday, September 26, 2016 11:17 AM
To: LaRoque, Laura
Cc: EARL Robert; KNECHT Casey; DRAKE Ray F; SAGERS Thomas E * Tom
Subject: RE: Hubbard - Pacific Hwy. 99E access
Attachments: 24230.pdf; TripGen_9-26-16.pdf; Ex_Approach_Upgrade_Application.pdf

Hi Laura,

There is a permit that ODOT issued in 1979 for a used car lot on tax lot 1600. See first attached document. The permit does not mention the car wash on tax lot 2700 as a use associated with the permit. I cannot find anything in our Development Review and access permitting databases indicating we knew of, or provided comments related to the carwash. That said, here is how ODOT would look at this one.

Since we have an existing permit we would evaluate the site in its entirety, meaning both uses, under a change of use evaluation per OAR 734-051-3020. If it met the criteria of the administrative rule then we would recommend to the City that the applicant would need to apply and obtain a new access permit. Based on my review the two uses would not trigger the need to apply for a new access permit. I have attached the trip generation summary for both uses. Furthermore, I have not identified any safety or operational issues that would trigger a recommendation to apply for a new access permit.

If the City is going to require frontage improvements (drainage curb, gutter, sidewalk, planter strip and pedestrian scale illumination) we will need to review and approve construction plans, along with processing an [Application for Upgrade to an Existing State Highway Approach](#). I have attached a copy of the application. Any questions related to the application should be directed to Robert Earl, District 3 Senior Permit Specialist at 503.986.2902. Let me know if this is going to be the case.

Thank you,

Gerry Juster

Development Review Coordinator
Oregon Department of Transportation
855 Airport Rd SE, Bldg. Y | Salem, Oregon 97301
Office: 503.986.2732 | FAX: 503.986.2748
e-mail: gerard.p.juster@odot.state.or.us

From: LaRoque, Laura [<mailto:LLaRoque@mwvcog.org>]
Sent: Friday, September 23, 2016 3:31 PM
To: JUSTER Gerard P *Gerry
Subject: Hubbard - Pacific Hwy. 99E access

Hello Gerry,

Can you tell me if there is a valid permit for an access onto Pacific Hwy. 99E from 3081 Pacific Hwy. 99E (041W33DA01600)? The property owner of taxlot 2700 would like to expand their business (carwash) and it looks like their customers may be traversing across taxlot 1600 to enter and exit onto Hwy. 99E.

Laura LaRoque

Associate Planner

Mid-Willamette Valley Council of Governments
100 High Street SE, Suite 200
Salem, OR 97301
(ph) 503-540-1617
(fx) 503-588-6094



CONFIDENTIALITY NOTICE: This message is intended solely for the use of the individual and entity to whom it is addressed, and may contain information that is privileged, confidential, and exempt from disclosure under applicable state and federal laws. If you are not the addressee, or are not authorized to receive information for the intended addressee, you are hereby notified that you may not use, copy, distribute, or disclose to anyone this message or the information contained herein. If you have received this message in error, please advise the sender immediately by reply email and delete this message. Thank you

State of Oregon
DEPARTMENT OF TRANSPORTATION
 Highway Division

**APPLICATION AND PERMIT TO
 CONSTRUCT ROAD APPROACH**

Road Approach Permit No.

24230

Form 81-734-3307

Name and Address of Applicant

Hubbard Garage Inc.
 187 G Street
 P.O. Box 100
 Hubbard OR 97032

Applicant hereby applies to the Administrator and State Highway Engineer for permission to construct an approach road connection to the west side of the Pacific East Highway No. 1E, Marion County, at Mile Post 29.5, Highway Engineers Station 963+68 as described herein.

Special Provisions

Map Reference 1A-2-36

1. Current Rules and Regulations governing Road Approach Permits as adopted by the State of Oregon, Department of Transportation, Highway Division, are by this reference made a part of this permit. Copies of said Rules and Regulations may be obtained from the District Engineer.
2. The approach(es) shall be constructed in accordance with the Type 2 Road Approach Sketch attached hereto and by this reference made a part hereof.
3. The following additional drawings are attached hereto and by this reference made a part hereof _____
4. Facility served by approach(es) Used car lot
5. Construction of the approach(es) shall commence on or after April 28, 1978, and will be completed on or before April 28, 1978.
6. Applicant or his contractor shall notify ~~the District Engineer at~~ Bob Doran, 2060 State Street, P.O. Box 14030, Salem OR 97310, phone 378-2630 prior to commencing work and after completing construction of the approach(es) covered by this permit.

Recommended for approval:

Kerry J. Dayton
 Asst. District Engineer

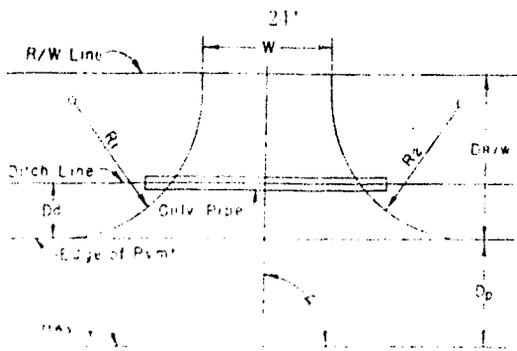
[Signature]
 Asst. Regional Engineer

Applicant declares he is the owner or lessee of the real property abutting the above described highway and has the lawful authority to apply for this permit. This permit is issued subject to the terms and provisions contained herein and attached hereto; this permit is accepted and approved by the applicant subject to said terms and provisions.

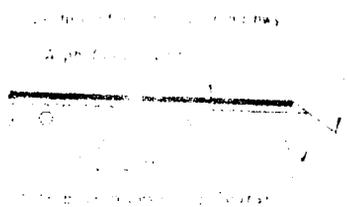
Applicant _____
 By *[Signature]*
 Date of Application April 25, 1978

ADMINISTRATOR AND STATE HIGHWAY ENGINEER

By *[Signature]* _____
 Effective Date 4-27-78



PLAN



APPROACH TYPICAL SECTION

The approach covered by this permit shall be constructed in accordance with the following dimensions and specifications.

W = 21' R₁ = 20' R₂ = 20' A = 90°

D_p = 12' D_a = 12' D_{R/W} = 27'

Culvert Pipe Required Not Required

If required: Type Concrete Culvert

Diameter 12 inches

Length 27 feet

Stone base: Size & Type 1/2" # 40 Crushed Rock

Comp. Thkn. 8 inches

Stone leveling Course: Size & Type 3/4" # 40 Crushed Rock

Comp. Thkn. 5 inches

A.C. Pymt.: Class 100 Mix

Comp. Thkn. 5 inches

TYPE 2 ROAD APPROACH

REVISED

Department of Transportation

Project No. 100

West

5

06/08/85

24230

year immediately after the election and continues until the successor to the office assumes the office.

CHAPTER IV
COUNCIL

Section 12. Rules. The council shall, by ordinance, prescribe rules to govern its meetings and proceedings.

Section 13. Meetings. The council shall meet in the city regularly at least once a month at a time and place designated by council's rules, and may meet at other times in accordance with the rules.

Section 14. Quorum. A majority of the council constitutes a quorum for its business, but a smaller number of the council may meet and compel attendance of absent councilors as prescribed by council rules.

Section 15. Record of Proceedings. A record of council proceedings shall be kept and authenticated in a manner prescribed by the council.

Section 16. Mayor's Functions at Council Meetings.

- (1) When present at council meetings the mayor shall:
 - (a) Preside over deliberations of the council,
 - (b) Preserve order,
 - (c) Enforce council rules, and
 - (d) Determine the order of business under the rules.
- (2) Notwithstanding subsection (1) of this section, the mayor may temporarily cease to chair a council meeting and delegate the functions described in subsection (1) to another council member.
- (3) The mayor is a voting member of the council.

Section 17. Council President.

- (1) At its first meeting after this charter takes effect and at its first meeting of each odd-numbered year, the council shall appoint a president from its councilors.

- (2) Except in voting on questions before the council, the president shall function as mayor when the mayor is:
 - (a) Absent from a council meeting, or
 - (b) Unable to function as mayor.

Section 18. Vote Required. Except as provided in Section 20, Section 29, and Section 31 of this charter, the express concurrence of the majority of the council members present and constituting a quorum is necessary to decide affirmatively a question before the council.

Section 19. Vacancies: Occurrence. The office of a member of the council becomes vacant:

- (1) Upon the incumbent's:
 - (a) Death,
 - (b) Adjudicated incompetence, or
 - (c) Recall from the office; or
- (2) Upon declaration by the council of the vacancy in case of the incumbent's:
 - (a) Failure, following election or appointment to the office, to qualify for the office within ten days after the time for his or her term of office to begin,
 - (b) Absence from the city for 30 days without the council's consent or from all meetings of the council within a 60-day period,
 - (c) Ceasing to reside in the city,
 - (d) Ceasing to be a qualified elector under state law,
 - (e) Conviction of a federal or state offense punishable by loss of liberty, or
 - (f) Resignation from office.

Section 20. Vacancies: Filling. A vacancy in the council shall be filled by appointment by a majority of the council. The appointee's term of office runs from the time of his or her qualifying for office after the appointment and until expiration of the term of the predecessor who has left the office vacant. During a council member's disability to serve on the council or during a member's absence from the city, a majority of the other council members may by appointment fill the vacancy pro-tem.



RECEIVED
NOV 02 2016
CITY OF HUBBARD

VOLUNTEER APPLICATION

CITY OF HUBBARD

"The Small City with a Big Heart"

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

(503)981-9633 www.cityofhubbard.org

COMMISSION OR COMMITTEE APPLYING FOR: Planning Commission

APPLICANTS NAME: Scott E. Stierle

MAILING ADDRESS: [REDACTED]

HOME ADDRESS: [REDACTED]

HOME PHONE: _____ WORK PHONE: _____

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

YEARS AS HUBBARD RESIDENT: _____

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

OCCUPATION Pastor

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

I want to be more involved with the city. This looks like a good place to start.

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

I have been a PEO in Clark and Washington Counties as well as Yellowstone County Montana

Sgt's Report

To: Mayor and City Council Members
From: Sgt. William Gill
Date: October 31, 2016
Re: Monthly Police Department Report

1. This is my 1st Council Meeting as your Interim Chief. As you can imagine, there have been some adjustments for all of us, in finding our new normal. Chief Dryden has been the face of the Police department for over 23 years and his absence has left some large shoes to fill. I want to extend my hand to each of you and ensure you have my contact information for any needs or questions you might have. I try to keep my department phone available 24 hours a day, but I would like you to have a secondary means of contacting me in the event a need arises.

[REDACTED]

2. On Saturday October the 15th, Don Sprague and the Garden Gallery put on a fund raising promotion for the Hubbard K9 Program. Officer Bentley and K9 Zafa put on a public demonstration, showing their skills at criminal apprehension and obedience. Officer Bentley and Zafa were well received by the public and represented the City of Hubbard and the Police Department famously. All proceeds from the sales at Garden Gallery were donated to the K9 program and many citizens made donations as well. I have been approached by several citizens who expressed how much they appreciated the demonstrations.
3. On Saturday October the 22nd, The Woodburn Police Department participated in the "Tip a Cop" fundraiser for Special Olympics. During this fund raising event, police officers assist the wait staff at the Red Lobster Restaurant. Patrons are provided with envelopes to make donations or tips that then go to the Special Olympics. Officer Bentley participated in this year's event, representing the Hubbard Police Department. Initial estimates indicate the donations for this year's event are approaching \$3,000.00.
4. On Wednesday October the 26th, a celebration open house was put on by the City of Hubbard, celebrating Chief Dryden's 38 year career with Hubbard. This event was held in the City Council Chambers. I would like to thank everyone who took time out of their busy day to give Chief Dave Dryden their best wishes and support in his new life adventures.
5. On Saturday the 29th, Officer Glen Bentley and his K9 partner Zafa, put on a demonstration for the students at the Public Safety Academy in Brooks Oregon. Thank you Glen and Zafa for representing Hubbard in such a positive manner.

Monthly Statistical Report

To: Mayor and City Council Members

From: Chief David M. Dryden

Date: October 31st, 2016

Re: October 2016 Stats

Please note: The information contained in this report is for Oct 1-31, 2016

Citations: 62

Written Warnings: 0

Towed Vehicles: 9

Custody Arrests: 12

- MONTHLY REPORT -

DATE: November 8, 2016
TO: City Council
FROM: Public Works Department

ITEM #1 In your packet is a tentative project schedule for the Rivenes Park restroom facility. The tree behind the existing restrooms is scheduled to be removed on Wednesday, December 21, 2016. The contractor will cut the tree into approximately 18 inch rounds. Staff is looking into options for disposing of the wood for park revenues.

On Consent Agenda is a Resolution approving certain options for Staff to dispose of the 18 inch wood pieces.

ITEM #2 Just a reminder that in preparation for extreme rain events, the City has a pile of help-yourself sand and sandbags located at the City Shop for our community. The sandbags are by the sand pile along with a couple of shovels. During these rain events, the shop gate would be closed but not locked in order to allow access to the sand. Staff requests that if someone picks up sand, to close the gate behind them when they are done.

In an extreme rain event, a notice about the sand would be posted on the City's Facebook page and an email would go out to all Staff with this information so they can answer inquiries and provide direction on where to pick up the sand.

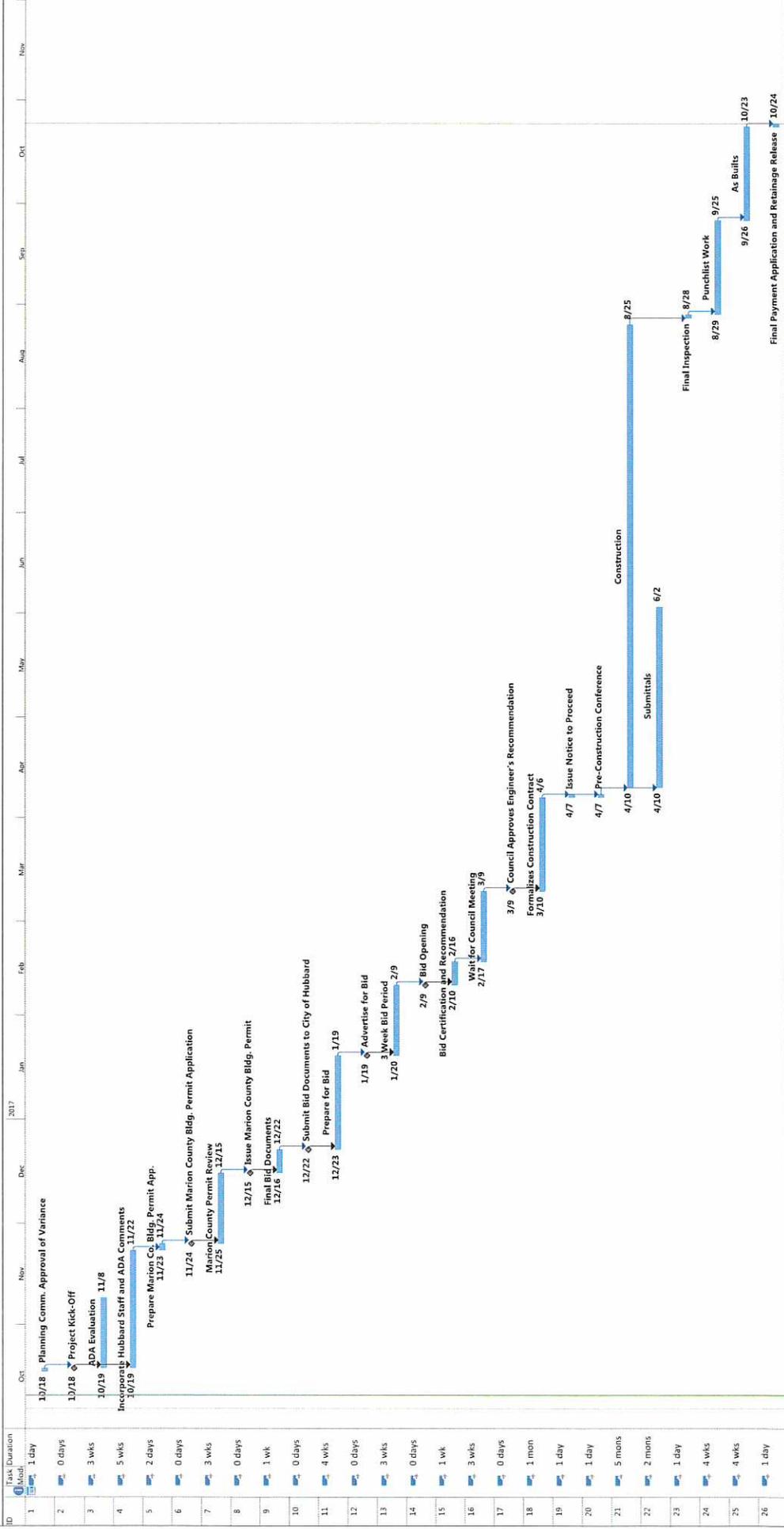
ITEM #3 Council had requested Staff confirm how long the City Hall siding proposals were valid. Only one contractor responded to this question. Double I Construction, LLC indicated they would honor their proposal for six months. Their original proposal was submitted on July 5, 2016 in the amount of \$78,918.00.

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

The Public Works Department completed 18 requests for locates for the month of October.
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CITY OF HUBBARD RIVENES PARK RESTROOM PROJECT
AKS JOB #4354-21



Task Legend:

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- Start-only: Blue bar with 'C' icon
- Finish-only: Blue bar with 'C' icon
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- Manual Progress: Blue bar with 'C' icon

Project: Rivenes Park Restroom
Date: Tue 10/11/16

Page 1



DIRECTOR OF ADMINISTRATION/CITY RECORDER MONTHLY REPORT

To: CITY COUNCIL
From: VICKIE NOGLE, MMC
Date: NOVEMBER 1, 2016
RE: REPORT FOR NOVEMBER 8, 2016, CITY COUNCIL MEETING

PLANNING COMMISSION

The following applications have been scheduled for the November 15, 2016, Planning Commission meeting:

- 3500 3rd Street (041W33AD07600)-Matt Kennedy [determination the proposed Self-Service storage use is authorized in the Commercial District. Placement of twelve portable shipping containers to be used as self-service storage units.]

There will be two Planning Commission positions open with the term starting January 1, 2017, ending December 31, 2019.

The December 20, 2016, Planning Commission meeting will be cancelled. Next regular scheduled meeting will be January 17, 2017.

NEWSLETTER

Please submit your information to Lucy Astorga for the Newsletter no later than **DECEMBER 15, 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 – October 2016.

BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #
1	9/6/2016	10/4/2016	555-16-006748-STR	Jeff Steward	2899 A Street	041W34BB01200
2						
3	9/6/2016	9/22/2016	555-16-006622-DWL	Claud Davis Construction	2159 Thomas Way	041W28DD12600
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BUILDING PERMITS page 2

	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	\$ 105.70	N/A	N/A		\$ 935.45
2	ADDITIONAL PAYMENT 10/20/2016	\$ 6.44	1.003568							
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	8/11/2016	9/15/2016	555-16-005946-STR	Lance Berkey, JB & IB, LLC	3080 J Street	041W33DA05201
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BUILDING PERMITS page 2

	Type of permit	Permit Amount	Receipt #	ROW	Receipt #	City Fee	SDC	Receipt #	EXCISE TAX	Valuation
1	SFR	\$ 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	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
41	ADDITIONAL PAYMENT	\$ 5,853.58	1.003446							
42										
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	4215 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 9/8/2016	\$ 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 – NOV 2016

To: CITY COUNCIL
From: Kari Kurtz
Date: November 1, 2016
Re: November 8, 2016 Council Meeting

As mentioned at the October Council Meeting, I will be out of the office beginning November 3rd and hope to return November 14th. I will be available (working from home) on an 'as needed' basis.

Finance Reports & Notes:

1. Included are the following reports for your review:
 - a. Accrual Leave Report
 - b. Balance Sheet and Rev/Exp Compared to Budget for Oct 2016 (soft close)
2. We have received the draft of the 2015-2016 Annual Financial Report as a result of the audit. I am **excited** to say it was a clean audit! The report did not contain any 'non-compliance' notes!

The Auditors would like us to switch from Cash Basis Accounting to Accrual Basis as I have mentioned before. It will be a process so I would like to finish cleaning up the issues I have identified and have clean reconciliations before I tackle that project.

3. General Fund Update – I am pleased to report that we are ending October with an available fund balance of \$130,566.42. I fully expect this amount is sufficient to cover our requirements until property tax revenue is received.

Consent Agenda Reports:

1. Check listing for the month of October 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	19.25	10.00	1.50	27.75	595.38
		Sic	10.13	8.00	.00	18.13	
		Hol	.00	.00	.00	.00	.00
		Com	.00	6.00	3.00	3.00	64.37
113	Kurtz, Kari J	Vac	139.94	6.66	.00	146.60	4,106.21
		Sic	55.01	8.00	1.75	61.26	
		Hol	.00	.00	.00	.00	.00
		Com	65.90	8.25	1.50	72.65	2,034.90
117	Nogle, Vickie Lynne	Vac	222.06	16.00	.00	238.06	7,975.46
		Sic	538.25	8.00	.00	546.25	
		Hol	.00	.00	.00	.00	.00
		Com	52.77	7.50	11.25	49.02	1,642.26
Total Administration:			381.25	32.66	1.50	412.41	12,677.05
			603.39	24.00	1.75	625.64	
			.00	.00	.00	.00	.00
			118.67	21.75	15.75	124.67	3,741.53
Police Department							
101	Anderson, Chris	Vac	50.00	10.00	60.00	.00	.00
		Sic	830.00	8.00	.00	838.00	
		Hol	.00	.00	.00	.00	.00
		Com	35.07	9.00	20.00	24.07	607.25
103	Bentley, Glen W	Vac	280.80	10.66	20.00	271.46	6,975.33
		Sic	942.50	8.00	.00	950.50	
		K9	10.00	10.00	8.00	12.00	308.35
		Hol	.00	.00	.00	.00	.00
		Com	27.00	36.00	.00	63.00	1,618.82
105	Dryden, David	Vac	250.36	28.00	278.36	.00	.00
		Sic	539.00	497.00	42.00	.00	.00
		Hol	.00	.00	.00	.00	.00
		Com	14.88	.00	14.88	.00	.00
107	Gill, William W	Vac	204.13	17.34	.00	221.47	.00
		Sic	734.00	8.00	.00	742.00	.00
		Hol	.00	.00	.00	.00	.00
		Com	50.63	6.00	.00	56.63	.00
123	Griep, Madelynn	Vac	.00	.00	.00	.00	.00
		Sic	32.00	8.00	2.00	38.00	
		Hol	.00	.00	.00	.00	.00
		Com	5.25	3.00	.00	8.25	142.65
116	Nelson, Grady	Vac	155.80	10.00	.00	165.80	4,260.33
		Sic	113.00	8.00	.00	121.00	
		Hol	10.00	.00	10.00	.00	.00
		Com	47.63	9.75	.00	57.38	1,474.41

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
Total Police Department:			941.09	76.00	358.36	658.73	11,235.66
			3,190.50	457.00-	44.00	2,689.50	
			10.00	10.00	8.00	12.00	308.35
			10.00	.00	10.00	.00	.00
			180.46	63.75	34.88	209.33	3,843.13
<hr/>							
Public Works							
106	Estrada, Jaime	Vac	353.66	30.00	.00	383.66	13,265.97
		Sic	2,363.40	8.00	7.00	2,364.40	
		Hol	8.00	.00	8.00	.00	.00
		Com	63.26	7.50	10.00	60.76	2,100.92
109	Hernandez, Juan M	Vac	296.78	10.00	14.00	292.78	5,695.68
		Sic	291.50	8.00	.00	299.50	
		Hol	12.50	.00	7.50	5.00	97.27
		Com	.29	.00	.00	.29	5.64
112	Krebs, Michael R	Vac	253.75	19.34	13.00	260.09	6,248.43
		Sic	1,107.00	8.00	.00	1,115.00	
		Hol	.00	.00	.00	.00	.00
		Com	59.04	.00	.00	59.04	1,418.38
118	Olinger, Melinda L	Vac	270.80	15.34	.00	286.14	6,259.60
		Sic	779.25	8.00	.00	787.25	
		Hol	.00	.00	.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:			1,174.99	74.68	27.00	1,222.67	31,469.68
			4,541.15	32.00	7.00	4,566.15	
			.00	.00	.00	.00	.00
			20.50	.00	15.50	5.00	97.27
			182.59	7.50	10.00	180.09	4,837.51
<hr/>							
Grand Totals:			2,497.33	183.34	386.86	2,293.81	55,382.39
			8,335.04	401.00-	52.75	7,881.29	
			10.00	10.00	8.00	12.00	308.35
			30.50	.00	25.50	5.00	97.27
			481.72	93.00	60.63	514.09	12,422.16

Report Criteria:

Employee.Employee number = {<>} 104

CITY OF HUBBARD
 BALANCE SHEET
 OCTOBER 31, 2016

GENERAL FUND

ASSETS

100-000-1001	CASH IN COMBINED CASH FUND	(1,495,245.92)	
100-000-1011	LGIP		1,642,988.37	
100-000-1012	PETTY CASH		50.00	
100-000-1013	CASH ON HAND		200.00	
	TOTAL ASSETS			147,992.45

LIABILITIES AND EQUITY

LIABILITIES

100-000-2276	STATE ASSESSMENT		2,325.00	
100-000-2277	DEPOSITS - UNITARY		74.00	
100-000-2278	DEPOSITS - LEMLA		4.00	
100-000-2279	DEPOSITS - OJD		10.00	
100-000-2280	DEPOSITS - MARION		836.95	
100-000-2281	DEPOSITS - LAND USE		14,176.08	
	TOTAL LIABILITIES			17,426.03

FUND EQUITY

100-000-2520	BEG FUND BALANCE		370,480.14	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(239,913.72)	
	BALANCE - CURRENT DATE	(239,913.72)	
	TOTAL FUND EQUITY			130,566.42
	TOTAL LIABILITIES AND EQUITY			147,992.45

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	1,852.51	12,541.91	25,000.00	12,458.09	50.2
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	6,576.24	14,231.83	23,000.00	8,768.17	61.9
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	402.15	1,810.09	3,800.00	1,989.91	47.6
100-300-3303	2,271.14	15,018.33	53,000.00	37,981.67	28.3
100-300-3415	537.41	45,616.76	132,000.00	86,383.24	34.6
100-300-3601	152.04	502.54	1,000.00	497.46	50.3
100-300-3611	1,426.15	5,297.77	6,000.00	702.23	88.3
	<u>13,217.64</u>	<u>117,114.75</u>	<u>1,119,545.00</u>	<u>1,002,430.25</u>	<u>10.5</u>
<u>MISC REVENUE</u>					
100-301-3211	50.00	200.00	4,600.00	4,400.00	4.4
100-301-3401	660.00	1,440.00	2,700.00	1,260.00	53.3
100-301-3402	.00	.00	180.00	180.00	.0
	<u>710.00</u>	<u>1,640.00</u>	<u>7,480.00</u>	<u>5,840.00</u>	<u>21.9</u>
<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	90.00	300.00	1,300.00	1,000.00	23.1
100-302-3402	1,050.00	6,150.00	17,000.00	10,850.00	36.2
100-302-3403	80.00	200.00	800.00	600.00	25.0
100-302-3601	167.20	247.20	1,000.00	752.80	24.7
100-302-3643	100.00	1,315.00	400.00	(915.00)	328.8
100-302-3644	281.00	771.00	2,500.00	1,729.00	30.8
	<u>1,768.20</u>	<u>8,983.20</u>	<u>29,500.00</u>	<u>20,516.80</u>	<u>30.5</u>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MUNICIPAL COURT REVENUE</u>					
100-303-3401 MUNICIPAL COURT	12,132.04	29,856.30	60,000.00	30,143.70	49.8
100-303-3402 MARION COUNTY COUR	1,519.82	7,081.49	18,000.00	10,918.51	39.3
100-303-3405 TEMP OFFENSE SURCH	.00	35.12	400.00	364.88	8.8
100-303-3611 COLLECTIONS INTERE	871.51	1,421.82	3,000.00	1,578.18	47.4
TOTAL MUNICIPAL COURT REVENUE	14,523.37	38,394.73	81,400.00	43,005.27	47.2
<u>COMMUNITY DEV REVENUE</u>					
100-305-3305 SCHOOL EXCISE REVE	.00	1,380.54	2,400.00	1,019.46	57.5
100-305-3350 ECO DEV COMMUNITY PROJECT GRAN	.00	700.00	700.00	.00	100.0
100-305-3401 LAND USE FEES	3,534.25	13,416.57	34,800.00	21,383.43	38.6
100-305-3402 BUILDING PERMITS	6.44	47,055.45	60,000.00	12,944.55	78.4
TOTAL COMMUNITY DEV REVENUE	3,540.69	62,552.56	97,900.00	35,347.44	63.9
<u>TRANSFERS IN</u>					
100-391-3910 TRANSFER IN -WATER	7,197.09	7,197.09	20,460.00	13,262.91	35.2
100-391-3912 TRANSFER IN SEWER	7,047.63	7,047.63	20,639.00	13,591.37	34.2
100-391-3914 TRANSFER IN- SDC A	.00	.00	10,500.00	10,500.00	.0
100-391-3920 TRANS IN - OP OH	15,674.39	15,674.39	77,477.00	61,802.61	20.2
TOTAL TRANSFERS IN	29,919.11	29,919.11	129,076.00	99,156.89	23.2
<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	63,679.01	258,604.35	1,760,646.00	1,502,041.65	14.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	13,936.64	.00 (13,936.64)	.0
100-410-1102 SENIOR ACCOUNTING SPECIALIST	1,941.96	7,767.84	.00 (7,767.84)	.0
100-410-1105 ADMIN ASSISTANT/COURT CLERK	557.84	1,822.65	.00 (1,822.65)	.0
100-410-4100 EMPLOYEE BENEFITS	.00	.00	46,894.00	46,894.00	.0
100-410-4110 EB-MEDICAL & DENTAL	1,957.40	7,829.60	.00 (7,829.60)	.0
100-410-4120 EB-INSURANCE (LIFE & DISAB)	22.55	90.63	.00 (90.63)	.0
100-410-4150 EB-EMPLOYER TAXES	478.51	1,840.17	.00 (1,840.17)	.0
100-410-4170 EB-PERS	1,411.66	5,570.01	.00 (5,570.01)	.0
100-410-4190 EB-WORKERS COMP	.00	112.54	.00 (112.54)	.0
100-410-5100 PROFESSIONAL SERVICES	1,942.54	7,775.29	40,360.00	32,584.71	19.3
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	615.88	1,029.55	3,100.00	2,070.45	33.2
100-410-6200 RENTALS AND LEASES	76.69	410.31	1,500.00	1,089.69	27.4
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	735.59	4,772.57	9,000.00	4,227.43	53.0
100-410-6600 OFFICE SUPPLIES & MISC EXPENSE	218.41	2,124.73	7,650.00	5,525.27	27.8
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	213.67	1,543.13	6,600.00	5,056.87	23.4
TOTAL ADMINISTRATION	13,656.86	59,309.66	195,307.00	135,997.34	30.4

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	1,393.68	.00 (1,393.68)	.0
100-412-1102 SENIOR ACCOUNTING SPECIALIST	291.30	1,165.20	.00 (1,165.20)	.0
100-412-1105 ADMIN ASSISTANT/COURT CLERK	1,301.60	4,252.77	.00 (4,252.77)	.0
100-412-1111 INTERPRETER	69.15	172.89	.00 (172.89)	.0
100-412-4100 EMPLOYEE BENEFITS	.00	.00	18,246.00	18,246.00	.0
100-412-4110 EB-MEDICAL & DENTAL	949.09	3,796.36	.00 (3,796.36)	.0
100-412-4120 EB-INSURANCE (LIFE & DISAB)	7.24	29.02	.00 (29.02)	.0
100-412-4150 EB-EMPLOYER TAXES	170.27	564.01	.00 (564.01)	.0
100-412-4170 EB-PERS	397.02	1,403.10	.00 (1,403.10)	.0
100-412-4190 EB-WORKERS COMP	.00	33.50	.00 (33.50)	.0
100-412-5100 PROFESSIONAL SERVICES	834.21	2,863.71	11,055.00	8,191.29	25.9
100-412-5300 OPERATIONAL SUPPLIES	.00	.00	50.00	50.00	.0
100-412-6100 BUILDING MAINT & SUPPLIES	67.10	114.21	450.00	335.79	25.4
100-412-6200 RENTALS AND LEASES	17.53	92.63	400.00	307.37	23.2
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	703.82	878.82	1,350.00	471.18	65.1
100-412-6600 OFFICE SUPPLIES & MISC EXPENSE	35.83	229.12	1,050.00	820.88	21.8
100-412-6700 EQUIP MAINT & SUPPLIES	.00	.00	200.00	200.00	.0
100-412-6900 UTILITIES	43.76	420.91	1,900.00	1,479.09	22.2
TOTAL COURT	5,236.34	18,186.42	60,012.00	41,825.58	30.3
<u>COUNCIL</u>					
100-413-5100 PROFESSIONAL SERVICES	1,792.72	3,500.00	3,500.00	.00	100.0
100-413-5300 OPERATIONAL SUPPLIES	248.83	248.83	3,000.00	2,751.17	8.3
100-413-6500 DUES, EDUCATION & LEARNING	.00	.00	1,000.00	1,000.00	.0
TOTAL COUNCIL	2,041.55	3,748.83	7,500.00	3,751.17	50.0

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	3,484.24	.00 (3,484.24)	.0
100-419-1102 FINANCE DIRECTOR	242.76	971.04	.00 (971.04)	.0
100-419-1104 PUBLIC WORKS SUPERINTENDENT	188.10	769.00	.00 (769.00)	.0
100-419-4100 EMPLOYEE BENEFITS	.00	.00	10,676.00	10,676.00	.0
100-419-4110 EB-MEDICAL & DENTAL	434.71	1,738.84	.00 (1,738.84)	.0
100-419-4120 EB-INSURANCE (LIFE & DISAB)	4.90	19.68	.00 (19.68)	.0
100-419-4150 EB-EMPLOYER TAXES	111.26	422.43	.00 (422.43)	.0
100-419-4170 EB-PERS	332.63	1,334.36	.00 (1,334.36)	.0
100-419-4190 EB-WORKERS COMP	.00	18.92	.00 (18.92)	.0
100-419-5100 PROFESSIONAL SERVICES	10,275.00	18,141.25	19,800.00	1,658.75	91.6
100-419-5400 INTERGOVERNMENTAL SE	20,082.46	65,671.58	70,200.00	4,528.42	93.6
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	32,542.88	93,053.36	119,010.00	25,956.64	78.2

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	464.56	.00 (464.56)	.0
100-421-1102 SENIOR ACCOUNTING SPECIALIST	97.10	388.40	.00 (388.40)	.0
100-421-1103 CHIEF OF POLICE	13,399.57	31,902.67	.00 (31,902.67)	.0
100-421-1105 ADMININSTRATIVE ASSISTANT	2,997.00	11,988.00	.00 (11,988.00)	.0
100-421-1106 POLICE OFFICERS	18,215.32	73,857.69	.00 (73,857.69)	.0
100-421-1210 OVERTIME HOLIDAY	.00	1,431.65	.00 (1,431.65)	.0
100-421-1212 OVERTIME	.00	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	8,976.53	38,358.23	.00 (38,358.23)	.0
100-421-4120 EB-INSURANCE (LIFE & DISAB)	86.98	420.42	.00 (420.42)	.0
100-421-4150 EB-EMPLOYER TAXES	2,779.43	9,553.50	.00 (9,553.50)	.0
100-421-4170 EB-PERS	4,796.02	20,197.83	.00 (20,197.83)	.0
100-421-4190 EB-WORKERS COMP	.00	5,839.92	.00 (5,839.92)	.0
100-421-5100 PROFESSIONAL SERVICES	620.64	4,518.29	10,293.50	5,775.21	43.9
100-421-5200 CONTRACTED SUPPORT	110.00	1,156.91	6,170.00	5,013.09	18.8
100-421-5300 OPERATIONAL SUPPLIES	227.58	685.96	9,349.50	8,663.54	7.3
100-421-5400 INTERGOVERNMENTAL	2,993.50	39,992.99	86,100.00	46,107.01	46.5
100-421-5500 PROGRAM & GRANT EXPENSES	167.87	167.87	4,000.00	3,832.13	4.2
100-421-6100 BUILDING MAINT & SUPPLIES	751.18	1,204.64	2,700.00	1,495.36	44.6
100-421-6200 RENTALS AND LEASES	122.77	563.12	1,940.00	1,376.88	29.0
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	295.80	1,231.21	15,700.00	14,468.79	7.8
100-421-6600 OFFICE SUPPLIES & MISC EXPENSE	298.08	1,858.29	6,250.00	4,391.71	29.7
100-421-6700 EQUIP MAINT & SUPPLIES	1,197.95	9,550.18	54,200.00	44,649.82	17.6
100-421-6800 UNIFORMS	.00	.00	5,000.00	5,000.00	.0
100-421-6900 UTILITIES	562.81	2,461.91	10,900.00	8,438.09	22.6
100-421-7000 CAPITAL OUTLAY	.00	.00	6,500.00	6,500.00	.0
TOTAL POLICE	58,812.27	277,310.95	839,495.00	562,184.05	33.0

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	464.56	.00 (464.56)	.0
100-452-1102 SENIOR ACCOUNTING SPECIALIST	97.10	388.40	.00 (388.40)	.0
100-452-1104 PUBLIC WORKS SUPERINTENDENT	940.51	3,845.02	.00 (3,845.02)	.0
100-452-1105 ADMINISTRATIVE ASSISTANT	947.96	3,791.84	.00 (3,791.84)	.0
100-452-1107 UTILITY WORKER 1	2,089.93	8,206.45	.00 (8,206.45)	.0
100-452-1109 PW MAINTENANCE PT	957.60	3,195.36	.00 (3,195.36)	.0
100-452-4100 EMPLOYEE BENEFITS	.00	.00	47,264.78	47,264.78	.0
100-452-4110 EB-MEDICAL & DENTAL	2,039.92	8,159.68	.00 (8,159.68)	.0
100-452-4120 EB-INSURANCE (LIFE & DISAB)	16.80	67.53	.00 (67.53)	.0
100-452-4150 EB-EMPLOYER TAXES	433.47	1,597.12	.00 (1,597.12)	.0
100-452-4170 EB-PERS	1,195.50	4,569.01	.00 (4,569.01)	.0
100-452-4190 EB-WORKERS COMP	.00	1,040.74	.00 (1,040.74)	.0
100-452-5100 PROFESSIONAL SERVICES	195.69	1,084.63	3,700.00	2,615.37	29.3
100-452-5200 CONTRACTED SUPPORT	.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	47.84	397.27	1,500.00	1,102.73	26.5
100-452-6200 RENTALS AND LEASES	10.96	66.35	700.00	633.65	9.5
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	605.75	605.75	1,200.00	594.25	50.5
100-452-6600 OFFICE SUPPLIES & MISC EXPENSE	31.85	235.64	800.00	564.36	29.5
100-452-6700 EQUIP MAINT & SUPPLIES	627.06	2,563.97	7,000.00	4,436.03	36.6
100-452-6800 UNIFORMS	.00	.00	400.00	400.00	.0
100-452-6900 UTILITIES	559.13	2,158.22	7,300.00	5,141.78	29.6
TOTAL PARKS	10,913.21	46,908.85	147,909.38	101,000.53	31.7
<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	123,203.11	498,518.07	1,760,646.38	1,262,128.31	28.3
NET REVENUE OVER EXPENDITURES	(59,524.10)	(239,913.72)	(.38)	239,913.34	(63135

CITY OF HUBBARD
 BALANCE SHEET
 OCTOBER 31, 2016

STREET FUND

ASSETS

121-000-1001	CASH IN COMBINED CASH FUND	26,427.89	
121-000-1011	LGIP	91,118.84	
	TOTAL ASSETS		117,546.73

LIABILITIES AND EQUITY

FUND EQUITY

121-000-2520	BEG FUND BALANCE	111,087.61	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	6,459.12	
	BALANCE - CURRENT DATE	6,459.12	
	TOTAL FUND EQUITY		117,546.73
	TOTAL LIABILITIES AND EQUITY		117,546.73

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET FUND REVENUE</u>					
121-300-3190 GAS TAX	13,344.56	46,750.62	129,739.00	82,988.38	36.0
121-300-3407 TRANSPORTATION UTILITY	319.98	27,066.69	78,275.00	51,208.31	34.6
121-300-3408 ROW PERMITS	45.00	1,350.00	2,000.00	650.00	67.5
121-300-3601 MISCELLANEOUS REVENUE	56.74	56.74	100.00	43.26	56.7
121-300-3611 INTEREST INCOME	79.09	270.05	500.00	229.95	54.0
TOTAL STREET FUND REVENUE	13,845.37	75,494.10	210,614.00	135,119.90	35.8
 <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	13,845.37	75,494.10	319,611.00	244,116.90	23.6

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	1,161.44	.00 (1,161.44)	.0
121-431-1102 SENIOR ACCOUNTING SPECIALIST	728.26	2,913.04	.00 (2,913.04)	.0
121-431-1104 PUBLIC WORKS SUPERINTENDENT	752.41	3,076.02	.00 (3,076.02)	.0
121-431-1105 ADMINISTRATIVE ASSISTANT	1,319.86	5,006.97	.00 (5,006.97)	.0
121-431-1107 UTILITY WORKER 1	1,775.06	6,964.57	.00 (6,964.57)	.0
121-431-1109 PW MAINTENANCE PT	279.30	931.98	.00 (931.98)	.0
121-431-4100 EMPLOYEE BENEFITS	.00	.00	49,002.00	49,002.00	.0
121-431-4110 EB-MEDICAL & DENTAL	2,201.18	8,804.72	.00 (8,804.72)	.0
121-431-4120 EB-INSURANCE (LIFE & DISAB)	19.28	77.51	.00 (77.51)	.0
121-431-4150 EB-EMPLOYER TAXES	412.32	1,568.93	.00 (1,568.93)	.0
121-431-4170 EB-PERS	1,182.27	4,595.10	.00 (4,595.10)	.0
121-431-4190 EB-WORKERS COMP	.00	1,500.02	.00 (1,500.02)	.0
121-431-5100 PROFESSIONAL SERVICES	406.16	1,509.36	11,300.00	9,790.64	13.4
121-431-5200 CONTRACTED SUPPORT	1,488.00	3,918.00	16,800.00	12,882.00	23.3
121-431-5300 OPERATIONAL SUPPLIES	.00	19.05	100.00	80.95	19.1
121-431-5500 PROGRAM & GRANT EXPENSES	61.80	3,681.20	17,000.00	13,318.80	21.7
121-431-6100 BUILDING MAINT & SUPPLIES	36.08	198.59	900.00	701.41	22.1
121-431-6200 RENTALS AND LEASES	8.76	57.55	800.00	742.45	7.2
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	105.50	372.37	1,300.00	927.63	28.6
121-431-6600 OFFICE SUPPLIES & MISC EXPENSE	68.82	455.38	2,300.00	1,844.62	19.8
121-431-6700 EQUIP MAINT & SUPPLIES	88.32	1,112.31	6,800.00	5,687.69	16.4
121-431-6800 UNIFORMS	.00	.00	300.00	300.00	.0
121-431-6900 UTILITIES	5,988.07	14,266.22	37,400.00	23,133.78	38.1
TOTAL GENERAL	17,211.81	64,995.55	211,980.00	146,984.45	30.7
<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	4,039.43	4,039.43	20,313.00	16,273.57	19.9
TOTAL TRANSFER OUT	4,039.43	4,039.43	27,170.00	23,130.57	14.9
<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	21,251.24	69,034.98	319,610.70	250,575.72	21.6
NET REVENUE OVER EXPENDITURES	(7,405.87)	6,459.12	.30	(6,458.82)	21530

CITY OF HUBBARD
 BALANCE SHEET
 OCTOBER 31, 2016

STREET CONSTRUCTION FUND

ASSETS

122-000-1001	CASH IN COMBINED CASH FUND	104,809.05	
122-000-1011	LGIP	110,632.19	
	TOTAL ASSETS		215,441.24

LIABILITIES AND EQUITY

FUND EQUITY

122-000-2520	BEG FUND BALANCE	206,202.82	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	9,238.42	
	BALANCE - CURRENT DATE	9,238.42	
	TOTAL FUND EQUITY		215,441.24
	TOTAL LIABILITIES AND EQUITY		215,441.24

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

STREET CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET CONSTRUCTION REVENUE</u>					
122-300-3190 GAS TAX	5,719.09	20,035.99	55,602.00	35,566.01	36.0
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	.00	19,532.00	39,792.00	20,260.00	49.1
122-300-3554 SDC ADMINISTRATION	.00	1,044.00	2,016.00	972.00	51.8
122-300-3611 INTEREST INCOME	96.03	326.43	500.00	173.57	65.3
TOTAL STREET CONSTRUCTION REVENUE	5,815.12	40,938.42	148,410.00	107,471.58	27.6
<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	5,815.12	40,938.42	299,964.00	259,025.58	13.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	5,815.12	9,238.42	.00	(9,238.42)	.0

CITY OF HUBBARD
 BALANCE SHEET
 OCTOBER 31, 2016

RESERVE FUND

ASSETS

123-000-1001	CASH IN COMBINED CASH FUND	100,432.89	
123-000-1011	LGIP	35,025.91	
	TOTAL ASSETS		135,458.80

LIABILITIES AND EQUITY

FUND EQUITY

123-000-2520	BEG FUND BALANCE	143,927.94	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(8,469.14)	
	BALANCE - CURRENT DATE	(8,469.14)	
	TOTAL FUND EQUITY		135,458.80
	TOTAL LIABILITIES AND EQUITY		135,458.80

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>RESERVE FUND REVENUE</u>						
123-300-3611	INTEREST	30.40	110.86	100.00	(10.86)	110.9
	TOTAL RESERVE FUND REVENUE	30.40	110.86	100.00	(10.86)	110.9
<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	30.40	110.86	204,726.00	204,615.14	.1

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	1,125.00	1,865.00	5,970.00	4,105.00	31.2
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	1,125.00	8,580.00	204,726.00	196,146.00	4.2
TOTAL FUND EXPENDITURES	1,125.00	8,580.00	204,726.00	196,146.00	4.2
NET REVENUE OVER EXPENDITURES	(1,094.60)	(8,469.14)	.00	8,469.14	.0

CITY OF HUBBARD
 BALANCE SHEET
 OCTOBER 31, 2016

PARK IMPROVEMENT FUND

ASSETS

125-000-1001	CASH IN COMBINED CASH FUND	213,257.64	
125-000-1011	LGIP	121,372.88	
	TOTAL ASSETS		<u>334,630.52</u>

LIABILITIES AND EQUITY

FUND EQUITY

125-000-2520	BEG FUND BALANCE	311,438.59	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	23,191.93	
	BALANCE - CURRENT DATE	23,191.93	
	TOTAL FUND EQUITY		<u>334,630.52</u>
	TOTAL LIABILITIES AND EQUITY		<u>334,630.52</u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 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	.00	15,320.00	36,768.00	21,448.00	41.7
125-300-3552 SDC-REIMBURSEMENT	.00	2,390.00	5,736.00	3,346.00	41.7
125-300-3554 SDC-ADMINISTRATION	.00	740.00	1,776.00	1,036.00	41.7
125-300-3601 MISCELLANEOUS REVENUE	.00	50.00	425.00	375.00	11.8
125-300-3611 INTEREST INCOME	105.35	384.17	500.00	115.83	76.8
125-300-3642 DONATIONS	.00	.00	1,500.00	1,500.00	.0
TOTAL PARK IMPROVMENT REVENUE	105.35	26,441.93	184,883.00	158,441.07	14.3
<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	105.35	26,441.93	477,937.00	451,495.07	5.5

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

PARK IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL</u>						
125-452-7000	CAPITAL OUTLAY	3,047.50	3,250.00	424,955.00	421,705.00	.8
	TOTAL GENERAL	3,047.50	3,250.00	424,955.00	421,705.00	.8
<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	3,047.50	3,250.00	477,937.00	474,687.00	.7
	NET REVENUE OVER EXPENDITURES	(2,942.15)	23,191.93	.00	(23,191.93)	.0

CITY OF HUBBARD
 BALANCE SHEET
 OCTOBER 31, 2016

SEWER UTILITY FUND

ASSETS

201-000-1001	CASH IN COMBINED CASH FUND	122,055.66	
201-000-1011	LGIP	12,966.15	
	TOTAL ASSETS		<u>135,021.81</u>

LIABILITIES AND EQUITY

FUND EQUITY

201-000-2520	BEG FUND BALANCE	127,591.53	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>7,430.28</u>	
	BALANCE - CURRENT DATE	<u>7,430.28</u>	
	TOTAL FUND EQUITY		<u>135,021.81</u>
	TOTAL LIABILITIES AND EQUITY		<u>135,021.81</u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER UTILITY REVENUE</u>					
201-300-3441 SERVICE CHARGES SE	1,530.23	142,482.76	412,776.00	270,293.24	34.5
201-300-3601 MISCELLANEOUS REVENUE	70.24	70.24	100.00	29.76	70.2
201-300-3611 INTEREST INCOME	11.25	82.84	100.00	17.16	82.8
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TOTAL SEWER UTILITY REVENUE	1,611.72	142,635.84	412,976.00	270,340.16	34.5
 <u>BEGINNING FUND BALANCE</u>					
201-399-9999 BEGINNING FUND BALANCE	.00	.00	113,894.00	113,894.00	.0
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TOTAL BEGINNING FUND BALANCE	.00	.00	113,894.00	113,894.00	.0
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TOTAL FUND REVENUE	1,611.72	142,635.84	526,870.00	384,234.16	27.1

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	1,161.44	.00 (1,161.44)	.0
201-432-1102 SENIOR ACCOUNTING SPECIALIST	728.26	2,913.04	.00 (2,913.04)	.0
201-432-1104 PUBLIC WORKS SUPERINTENDENT	2,696.11	11,022.34	.00 (11,022.34)	.0
201-432-1105 ADMINISTRATIVE ASSISTANT	1,505.80	5,614.49	.00 (5,614.49)	.0
201-432-1107 UTILITY WORKER 1	2,895.03	11,644.91	.00 (11,644.91)	.0
201-432-1109 PW MAINTENANCE PT	66.50	221.90	.00 (221.90)	.0
201-432-4100 EMPLOYEE BENEFITS	.00	.00	81,792.40	81,792.40	.0
201-432-4110 EB-MEDICAL & DENTAL	3,201.61	12,806.44	.00 (12,806.44)	.0
201-432-4120 EB-INSURANCE (LIFE & DISAB)	31.31	125.65	.00 (125.65)	.0
201-432-4150 EB-EMPLOYER TAXES	634.42	2,507.92	.00 (2,507.92)	.0
201-432-4170 EB-PERS	2,084.75	8,305.25	.00 (8,305.25)	.0
201-432-4190 EB-WORKERS COMP	.00	854.80	.00 (854.80)	.0
201-432-5100 PROFESSIONAL SERVICES	873.03	3,200.86	20,500.00	17,299.14	15.6
201-432-5200 CONTRACTED SUPPORT	192.47	4,381.44	32,100.00	27,718.56	13.7
201-432-5300 OPERATIONAL SUPPLIES	181.57	1,179.52	5,000.00	3,820.48	23.6
201-432-6100 BUILDING MAINT & SUPPLIES	80.09	281.64	1,300.00	1,018.36	21.7
201-432-6200 RENTALS AND LEASES	43.82	278.83	1,800.00	1,521.17	15.5
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	2,962.50	2,962.50	6,200.00	3,237.50	47.8
201-432-6600 OFFICE SUPPLIES & MISC EXPENSE	168.56	1,432.30	7,300.00	5,867.70	19.6
201-432-6700 EQUIP MAINT & SUPPLIES	1,858.94	4,013.47	22,000.00	17,986.53	18.2
201-432-6800 UNIFORMS	.00	.00	600.00	600.00	.0
201-432-6900 UTILITIES	3,443.08	13,103.02	43,000.00	29,896.98	30.5
TOTAL GENERAL	23,938.21	94,914.88	336,082.70	241,167.82	28.2
<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	7,047.63	7,047.63	20,639.00	13,591.37	34.2
201-491-8701 OPERATIONAL OVERHEAD	6,000.05	6,000.05	30,504.00	24,503.95	19.7
TOTAL TRANSFER OUT	13,047.68	40,290.68	114,469.00	74,178.32	35.2
<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	36,985.89	135,205.56	526,869.70	391,664.14	25.7
NET REVENUE OVER EXPENDITURES	(35,374.17)	7,430.28	.30	(7,429.98)	24767

CITY OF HUBBARD
 BALANCE SHEET
 OCTOBER 31, 2016

SEWER CONSTRUCTION FUND

ASSETS

202-000-1001	CASH IN COMBINED CASH FUND	535,415.74	
202-000-1011	LGIP	210,181.40	
	TOTAL ASSETS		745,597.14

LIABILITIES AND EQUITY

FUND EQUITY

202-000-2520	BEG FUND BALANCE	672,866.44	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	72,730.70	
	BALANCE - CURRENT DATE	72,730.70	
	TOTAL FUND EQUITY		745,597.14
	TOTAL LIABILITIES AND EQUITY		745,597.14

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

SEWER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER CONSTRUCTION REVENUE</u>						
202-300-3550	WASTEWATER REUSE R	636.94	50,490.43	147,450.00	96,959.57	34.2
202-300-3551	SDC-IMPROVEMENT	.00	5,305.00	12,732.00	7,427.00	41.7
202-300-3552	SDC-REIMBURSEMENT	.00	14,880.00	35,712.00	20,832.00	41.7
202-300-3554	SDC-ADMINISTRATION	.00	1,390.00	3,336.00	1,946.00	41.7
202-300-3611	INTEREST INCOME	182.44	665.27	400.00	(265.27)	166.3
TOTAL SEWER CONSTRUCTION REVENUE		<u>819.38</u>	<u>72,730.70</u>	<u>199,630.00</u>	<u>126,899.30</u>	<u>36.4</u>
<u>BEGINNING FUND BALANCE</u>						
202-399-9999	BEGINNING FUND BALANCE	.00	.00	645,898.00	645,898.00	.0
TOTAL BEGINNING FUND BALANCE		<u>.00</u>	<u>.00</u>	<u>645,898.00</u>	<u>645,898.00</u>	<u>.0</u>
TOTAL FUND REVENUE		<u>819.38</u>	<u>72,730.70</u>	<u>845,528.00</u>	<u>772,797.30</u>	<u>8.6</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

SEWER CONSTRUCTION FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<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	819.38	72,730.70	.00	(72,730.70)	.0

CITY OF HUBBARD
 BALANCE SHEET
 OCTOBER 31, 2016

SEWER BOND FUND

ASSETS

203-000-1001	CASH IN COMBINED CASH FUND	6,002.42	
203-000-1011	LGIP	32,205.69	
	TOTAL ASSETS		38,208.11

LIABILITIES AND EQUITY

FUND EQUITY

203-000-2520	BEG FUND BALANCE	38,127.78	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	80.33	
	BALANCE - CURRENT DATE	80.33	
	TOTAL FUND EQUITY		38,208.11
	TOTAL LIABILITIES AND EQUITY		38,208.11

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

SEWER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER BOND REVENUE</u>						
203-300-3611	INTEREST INCOME	27.95	80.33	100.00	19.67	80.3
	TOTAL SEWER BOND REVENUE	27.95	80.33	100.00	19.67	80.3
<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	27.95	27,323.33	92,661.00	65,337.67	29.5

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	27.95	80.33	.00	(80.33)	.0

CITY OF HUBBARD
 BALANCE SHEET
 OCTOBER 31, 2016

WATER UTILITY FUND

ASSETS

205-000-1001	CASH IN COMBINED CASH FUND	187,667.41	
205-000-1011	LGIP	49,725.98	
	TOTAL ASSETS		237,393.39

LIABILITIES AND EQUITY

LIABILITIES

205-000-2001	A/P LIABILITY	1,322.50	
205-000-2281	UB DEPOSITS	16,880.00	
	TOTAL LIABILITIES		18,202.50

FUND EQUITY

205-000-2520	BEG FUND BALANCE	209,376.24	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	9,814.65	
	BALANCE - CURRENT DATE	9,814.65	
	TOTAL FUND EQUITY		219,190.89
	TOTAL LIABILITIES AND EQUITY		237,393.39

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

WATER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER UTILITY REVENUE</u>						
205-300-3401	SERVICE CHARGES WA	1,408.72	140,376.17	400,677.00	260,300.83	35.0
205-300-3402	CONNECTION CHGS WA	.00	3,067.51	4,500.00	1,432.49	68.2
205-300-3403	RECONNECTION FEE	100.00	2,006.80	4,000.00	1,993.20	50.2
205-300-3601	MISCELLANEOUS REVENUE	153.19	3,832.68	10,000.00	6,167.32	38.3
205-300-3611	INTEREST INCOME	43.21	157.55	100.00	(57.55)	157.6
205-300-3620	LEASE-WATER TOWER	1,317.68	3,294.20	7,200.00	3,905.80	45.8
205-300-3622	VERZION LEASE	2,400.00	6,000.00	14,400.00	8,400.00	41.7
	<u>TOTAL WATER UTILITY REVENUE</u>	<u>5,422.80</u>	<u>158,734.91</u>	<u>440,877.00</u>	<u>282,142.09</u>	<u>36.0</u>
<u>BEGINNING FUND BALANCE</u>						
205-399-9999	BEGINNING FUND BALANCE	.00	.00	203,697.00	203,697.00	.0
	<u>TOTAL BEGINNING FUND BALANCE</u>	<u>.00</u>	<u>.00</u>	<u>203,697.00</u>	<u>203,697.00</u>	<u>.0</u>
	<u>TOTAL FUND REVENUE</u>	<u>5,422.80</u>	<u>158,734.91</u>	<u>644,574.00</u>	<u>485,839.09</u>	<u>24.6</u>

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	1,161.44	.00 (1,161.44)	.0
205-461-1102 SENIOR ACCOUNTING SPECIALIST	728.26	2,913.04	.00 (2,913.04)	.0
205-461-1104 PUBLIC WORKS SUPER	1,692.91	6,921.02	.00 (6,921.02)	.0
205-461-1105 ADMINISTRATIVE ASSISTANT	2,402.73	7,354.65	.00 (7,354.65)	.0
205-461-1107 UTILITY WORKER 1	1,279.61	5,067.89	.00 (5,067.89)	.0
205-461-1109 PW MAINTENANCE PT	26.60	88.76	.00 (88.76)	.0
205-461-4100 EMPLOYEE BENEFITS	.00	.00	58,571.00	58,571.00	.0
205-461-4110 EB-MEDICAL & DENTAL	2,535.57	10,142.28	.00 (10,142.28)	.0
205-461-4120 EB-INSURANCE (LIFE & DISAB)	22.66	91.00	.00 (91.00)	.0
205-461-4150 EB-EMPLOYER TAXES	490.86	1,804.12	.00 (1,804.12)	.0
205-461-4170 EB-PERS	1,528.61	5,645.04	.00 (5,645.04)	.0
205-461-4190 EB-WORKERS COMP	.00	753.36	.00 (753.36)	.0
205-461-5100 PROFESSIONAL SERVICES	880.53	3,205.16	38,100.00	34,894.84	8.4
205-461-5200 CONTRACTED SUPPORT	429.98	1,281.46	12,700.00	11,418.54	10.1
205-461-5300 OPERATIONAL SUPPLIES	834.34	10,774.67	18,000.00	7,225.33	59.9
205-461-6100 BUILDING MAINT & SUPPLIES	130.96	319.98	1,900.00	1,580.02	16.8
205-461-6200 RENTALS AND LEASES	1,351.22	1,586.22	2,300.00	713.78	69.0
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	951.25	1,036.25	6,800.00	5,763.75	15.2
205-461-6600 OFFICE SUPPLIES & MISC EXPENSE	796.94	1,930.33	8,600.00	6,669.67	22.5
205-461-6700 EQUIP MAINT & SUPPLIES	2,083.88	3,356.78	19,300.00	15,943.22	17.4
205-461-6800 UNIFORMS	.00	.00	600.00	600.00	.0
205-461-6900 UTILITIES	3,055.62	12,989.01	38,400.00	25,410.99	33.8
TOTAL GENERAL	21,512.89	88,174.76	293,882.00	205,707.24	30.0
<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	.00	47,913.50	95,727.00	47,813.50	50.1
205-491-8601 TRANS OUT - FRANCH	7,197.09	7,197.09	20,460.00	13,262.91	35.2
205-491-8701 TRANS OUT OP OH	5,634.91	5,634.91	26,660.00	21,025.09	21.1
TOTAL TRANSFER OUT	12,832.00	60,745.50	151,687.00	90,941.50	40.1
<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	34,344.89	148,920.26	644,574.00	495,653.74	23.1
NET REVENUE OVER EXPENDITURES	(28,922.09)	9,814.65	.00	(9,814.65)	.0

CITY OF HUBBARD
 BALANCE SHEET
 OCTOBER 31, 2016

WATER CONSTRUCTION FUND

ASSETS

206-000-1001	CASH IN COMBINED CASH FUND	293,152.73	
206-000-1011	LGIP	233,513.32	
	TOTAL ASSETS		<u>526,666.05</u>

LIABILITIES AND EQUITY

FUND EQUITY

206-000-2520	BEG FUND BALANCE	476,129.76	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	50,536.29	
	BALANCE - CURRENT DATE	50,536.29	
	TOTAL FUND EQUITY		<u>526,666.05</u>
	TOTAL LIABILITIES AND EQUITY		<u>526,666.05</u>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

WATER CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER CONSTRUCTION REVENUE</u>					
206-300-3550	WATER STATIC REVEN	472.89	35,572.17	107,309.00	71,736.83 33.2
206-300-3551	SDC-IMPROVEMENT	.00	1,384.00	4,152.00	2,768.00 33.3
206-300-3552	SDC-REIMBURSEMENT	.00	11,436.00	26,616.00	15,180.00 43.0
206-300-3554	SDC-ADMINISTRATION	.00	1,405.00	3,372.00	1,967.00 41.7
206-300-3611	INTEREST INCOME	202.69	739.12	400.00	(339.12) 184.8
	TOTAL WATER CONSTRUCTION REVENUE	675.58	50,536.29	141,849.00	91,312.71 35.6
<u>BEGINNING FUND BALANCE</u>					
206-399-9999	BEGINNING FUND BALANCE	.00	.00	459,095.00	459,095.00 .0
	TOTAL BEGINNING FUND BALANCE	.00	.00	459,095.00	459,095.00 .0
	TOTAL FUND REVENUE	675.58	50,536.29	600,944.00	550,407.71 8.4

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	675.58	50,536.29	.00	(50,536.29)	.0

CITY OF HUBBARD
 BALANCE SHEET
 OCTOBER 31, 2016

WATER BOND FUND

ASSETS

207-000-1001 CASH IN COMBINED CASH FUND
 207-000-1011 LGIP

73,794.14
 8,729.88

TOTAL ASSETS

82,524.02

LIABILITIES AND EQUITY

FUND EQUITY

207-000-2520 BEG FUND BALANCE

82,446.51

UNAPPROPRIATED FUND BALANCE:
 REVENUE OVER EXPENDITURES - YTD

77.51

BALANCE - CURRENT DATE

77.51

TOTAL FUND EQUITY

82,524.02

TOTAL LIABILITIES AND EQUITY

82,524.02

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

WATER BOND FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>WATER BOND REVENUE</u>					
207-300-3611 INTEREST INCOME	7.53	27.47	40.00	12.53	68.7
TOTAL WATER BOND REVENUE	7.53	27.47	40.00	12.53	68.7
<u>TRANSFERS IN</u>					
207-391-0251 TRANS FROM-WATER	.00	47,913.50	95,727.00	47,813.50	50.1
TOTAL TRANSFERS IN	.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	7.53	47,940.97	178,267.00	130,326.03	26.9

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

WATER BOND FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
207-461-9001 BOND INTEREST	.00	8,790.52	17,011.00	8,220.48	51.7
207-461-9002 BOND PRINCIPAL	.00	39,072.94	78,716.00	39,643.06	49.6
TOTAL DEBT SERVICE	.00	47,863.46	95,727.00	47,863.54	50.0
<u>CONTINGENCY</u>					
207-900-9990 UNAPPROPRIATED EFB	.00	.00	82,540.00	82,540.00	.0
TOTAL CONTINGENCY	.00	.00	82,540.00	82,540.00	.0
TOTAL FUND EXPENDITURES	.00	47,863.46	178,267.00	130,403.54	26.9
NET REVENUE OVER EXPENDITURES	7.53	77.51	.00	(77.51)	.0

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
OCTOBER 11, 2016**

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Jim Yonally at 7:00 p.m. at the Hubbard City Hall, 3720 2nd Street, Hubbard.

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

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

DISCUSSION ON THE PROCESS FOR ADDRESSING CODE VIOLATIONS – ASHLEY DRISCOLL. City Attorney Ashley Driscoll reminded the Council they had discussed the City’s Business Registration Code and code violation remedies at the July and September Council meetings. Previously, the only remedy for code violations was a penalty; now the Municipal Judge will have authority to issue cease and desist orders. Provisions have also been added to the Code, which allows the City Council to weigh in on code violations. A. Driscoll reported Chapter 1.20.035 Cumulative Remedies has also been added.

City Councilor Matt Kennedy asked if language or relief is provided for pre-existing businesses.

A. Driscoll said outside of land-use laws, the code violation remedies will still apply to pre-existing businesses. She provided an example explaining if a business is operating in town and the nature of their business becomes outlawed, they can be issued cease and desist orders, unless the Council grandfathers them in.

CALENDAR OF ORDINANCES.

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. MSA/City Councilor Angie Wheatcroft/City Councilor Shannon Schmidt moved to read Ordinance No. 351-2016 by title only for the first reading. City Council Angie Wheatcroft, City Councilor Barbara Ruiz, City Councilor Shannon Schmidt, City Councilor Matt Kennedy, and Mayor Jim Yonally were in favor. Motion passed.

Mayor Jim Yonally read Ordinance No. 351-2016 by title only for the first reading.

MSA/City Councilor City Councilor Angie Wheatcroft/City Councilor Barbara Ruiz moved to read Ordinance No. 351-2016 by title only for the second reading. City Council Angie Wheatcroft, City Councilor Barbara Ruiz, City Councilor Shannon Schmidt, City Councilor Matt Kennedy, and Mayor Jim Yonally were in favor. Motion passed.

Mayor Jim Yonally read Ordinance No. 351-2016 by title only for the Second reading.

MSA/City Councilor Angie Wheatcroft/City Councilor Shannon Schmidt moved to adopt Ordinance No. 351-2016 as amended. City Council Angie Wheatcroft, City Councilor Barbara Ruiz, City Councilor Shannon Schmidt, City Councilor Matt Kennedy, and Mayor Jim Yonally were in favor. Motion passed.

APPEARANCE OF INTERESTED CITIZENS. None.

MAYOR'S PRESENTATIONS, AND/OR COUNCIL'S PRESENTATIONS. City Councilor Barbara Ruiz stated she is resigning as City Councilor after tonight's meeting do to family health issues.

City Councilor Matt Kennedy said he has had some conversations recently and was told some marijuana industries are setting up separate businesses to allow them to do banking. M. Kennedy also asked if the idea of weekly recycle pickup had been discussed when the representative from Republic Services spoke before the City Council at the September Council meeting.

Mayor Jim Yonally said rates were discussed with the Republic Services representative, not services provided.

STAFF REPORTS.

POLICE DEPARTMENT – Police Chief Dave Dryden. Police Chief Dave Dryden told the Council life has changed dramatically for him in the past few weeks. He announced his retirement from the City of Hubbard, after 38 years of service, effective October 31, 2016. He requested COBRA health insurance coverage for himself and his family for an additional six months, at the cost of approximately \$11,000, until he can get alternate insurance coverage for his family.

Mayor Jim Yonally added Chief Dryden will be available for consultation for the next six months.

MSA/City Councilor Angie Wheatcroft/City Councilor Matt Kennedy moved to approve COBRA insurance coverage for Chief Dryden and family for the next six months. City Council Angie Wheatcroft, City Councilor Barbara Ruiz, City Councilor Shannon Schmidt, City Councilor Matt Kennedy, and Mayor Jim Yonally were in favor. Motion passed.

D. Dryden recommended appointing Sgt. Bill Gill as Interim Police Chief.

MSA/City Councilor Matt Kennedy/City Councilor Angie Wheatcroft moved to approve Sgt. Bill Gill as the Interim Police Chief for six months, beginning November 1, 2016, at step "D" of the salary schedule for the Chief of Police. City Council Angie Wheatcroft, City Councilor Barbara Ruiz, City Councilor Shannon Schmidt, City Councilor Matt Kennedy, and Mayor Jim Yonally were in favor. Motion passed.

PUBLIC WORKS DEPARTMENT. Public Works Superintendent Jaime Estrada pointed out Item #2 on his report which is the removal of the tree behind the existing restroom in Rivense Park. He said if the tree remains after the new restroom is constructed, it would threaten the integrity of the tree and the new restroom structure.

ADMINISTRATIVE DEPARTMENT – Director of Administration/City Recorder V. Nogle, MMC. Director of Administration/City Recorder Vickie Nogle mentioned there is currently a lot of land use activity but has nothing to add to her report.

Senior Accounting Specialist Kari Kurtz said she will be out at conference October 24-25, 2016, and will be here on October 26, 2016. She said the City is still waiting for the Auditor's report, and added she will be out on medical leave during a portion of November.

CONSENT AGENDA.

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 A 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 EXISTING RESTROOM IN RIVENES PARK PRIOR TO THE CONSTRUCTION OF 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)*

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

APPROVAL OF THE SEPTEMBER 2016 CHECK REGISTER REPORT.

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

OTHER CITY BUSINESS. There was none.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS TUESDAY, NOVEMBER 8, 2016, AT 7:00 P.M) MSA/City Councilor Angie Wheatcroft/City Councilor Shannon Schmidt moved to adjourn the meeting. City Councilor Angie Wheatcroft, City Councilor Shannon Schmidt, City Councilor Barbara Ruiz, City Councilor Matt Kennedy, and Mayor Yonally were in favor. Motion passed. Meeting adjourned at 7:43 p.m.

Mayor Jim Yonally

ATTEST:

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

Lucy T. Astorga, Administrative Assistant
Transcribing

RESOLUTION NO. 615-2016

A RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITIES OF HUBBARD, AURORA, SILVERTON, MT. ANGEL, WOODBURN, AND GERVAIS AND REPEALING RESOLUTION NO. 574-2016.

Findings

- A. The City of Hubbard has, pursuant to Chapter III, Section 10 of the Hubbard City Charter, appointed Lori Coukoulis its Municipal Judge.
- B. Lori Coukoulis also serves the Cities of Aurora, Silverton, Mt. Angel, and Woodburn as their Municipal Judge.
- C. The City of Gervais wishes to enter into the agreement for Municipal Judge Services.
- D. The primary propose of the attached agreement is to insure against any possible violation of the dual lucrative office prohibition provision of Article 2, Section 10 of the Oregon Constitution; NOW, THEREFORE,

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

Section 1: The Mayor is authorized to execute, on behalf of the City, the Intergovernmental Agreement with City of Hubbard, and the cities of Aurora, Silverton, Mt. Angel, Woodburn, and Gervais which is set forth in the attached document marked Exhibit A attached hereto and by this reference incorporated herein and entitled "Intergovernmental Agreement for Municipal Judge."

Section 2: Resolution No. 574-2016 is hereby repealed.

ADOPTED BY THE CITY COUNCIL this 8th day of November 8, 2016.

APPROVED:

Jim Yonally, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/Recorder

APPROVED AS TO FORM:



Berry, Elsner, & Hammond – City Attorney

INTERGOVERNMENTAL AGREEMENT FOR MUNICIPAL JUDGE

This INTERGOVERNMENTAL AGREEMENT is made and entered into, by and between the City of Hubbard, the City of Aurora, the City of Silverton, the City of Mt. Angel, the City of Woodburn, and the City of Gervais all which are municipal corporations (the "Parties" or "Cities").

WITNESSED

WHEREAS, the Cities of Hubbard, Aurora, Silverton, Woodburn, Mt. Angel, Woodburn, and Gervais have appointed Lori Coukoulis as Municipal Judge; and

WHEREAS, none of the Cities provide full-time employment for their Municipal Court Judge and deem it in their best interests to share the services of a one individual for these services; and

WHEREAS, each City desires to enter into this Agreement pursuant to ORS Chapter 190 and ORS 221.355 to ensure against any possible violation of the dual lucrative office prohibition provision of Article 2, Section 10 of the Oregon Constitution;

NOW, THEREFORE, in consideration of the terms, conditions covenants and performances contained, herein the parties agree as follows:

1. Lori Coukoulis shall perform the duties of Municipal Court Judge as an independent contractor for the cities of Hubbard, Aurora, Silverton, Woodburn, Mt. Angel, Woodburn, and Gervais as long as each individual city desires her to do so. Any city may remove Lori Coukoulis from her position without affecting her position with the other cities or the remainder of this agreement.
2. Each city shall pay Lori Coukoulis directly for her performance of judicial duties under their respective Charters or Ordinances.
3. This Agreement does not create any other rights, obligations or duties between the Parties and is solely intended to permit the Cities to jointly share the services of Lori Coukoulis as a municipal court judge without causing a violation of the dual lucrative office prohibition provision of Article 2, Section 10 of the Oregon Constitution.
4. This Agreement shall take effect when it is signed by two parties and shall remain in effect as long as at least two parties that have signed the Agreement retain Lori Coukoulis as a Municipal Court Judge.

[SIGNATURES ON FOLLOWING PAGE]

CITY OF HUBBARD

TITLE: _____

CITY OF AURORA

TITLE: _____

CITY OF GERVAIS

TITLE: _____

CITY OF MT. ANGEL

TITLE: _____

CITY OF SILVERTON

TITLE: _____

RESOLUTION NO 617-2016

A RESOLUTION APPROVING THE DONATION OF SURPLUS FIREWOOD TO THE HUBBARD PARK IMPROVEMENT COMMITTEE.

Findings

- A.** The City of Hubbard is in the process of building new restrooms at Rivenes Park; and
- B.** The City will need to remove a tree in order to facilitate the building of such restrooms; and
- C.** The City finds that it would be in the public's interest to convert the removed tree into firewood and donate such firewood to the Hubbard Parks Improvement Committee so that it may be used by the Committee to further the purposes and objectives of supporting Hubbard's park system; and
- D.** The donation of such firewood to the Hubbard Parks Improvement Committee serves the public purpose of supporting the City's park system.

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

- Section 1.** The removed tree shall be converted into firewood and such firewood shall be offered as a donation to the Hubbard Parks Improvement Committee.
- Section 2.** Should the Committee not desire to receive this donation from the City, the firewood will be deemed surplus property and auctioned pursuant to Hubbard Municipal Code section 2.15.070 or disposed of as necessary should the firewood not sell at auction.
- Section 3.** This Resolution shall be effective November 8, 2016.

ADOPTED BY THE CITY COUNCIL this 8th day of November 2016.

CITY OF HUBBARD, OREGON

BY: _____
MAYOR

ATTEST:

BY: _____
RECORDER

APPROVED AS TO FORM:

BY: _____
CITY ATTORNEY

Check Number	Check Issue Date	Name	Description	Amount
7108	10/11/16	Arbor Day Foundation	Annual Membership	15.00
7109	10/11/16	BlackPoint IT Services	IT Services	1,776.50
7110	10/11/16	Canby Plumbing, Inc	Maint/Supplies	489.75
7111	10/11/16	Cascade Columbia Distribution	Supplies	115.00
7112	10/11/16	Caselle	Contracted Support	1,888.00
7113	10/11/16	City of Woodburn	Record Mgmt Svcs	2,993.50
7114	10/11/16	Coukoulis, Lori	Municipal Court Judicial Services	500.00
7115	10/11/16	DAS Cashier	7/16-6/17	200.00
7116	10/11/16	DMV - State Of Oregon	Vehicle Code Book	7.00
7117	10/11/16	EC Power Systems	Equip Maint	1,405.81
7118	10/11/16	Great Western Sweeping, Inc.	Street Sweeping	1,488.00
7119	10/11/16	GW Hardware Center	Equip Maint/Supplies	103.57
7120	10/11/16	Hallinan, Alyssa	Deposit Refund	27.00
7121	10/11/16	Hattenhauer Energy Co	Fuel	281.47
7122	10/11/16	HD Fowler Company	Supplies	375.99
7123	10/11/16	Hidalgo, Brenda	Court Interpreter (Spanish)	115.00
7124	10/11/16	Idexx Distribution Corp.	Supplies	172.77
7125	10/11/16	limc - National	Membership- Nogle	160.00
7126	10/11/16	John Deer Financial	Supplies	68.38
7127	10/11/16	Les Schwab-W	Equip Maint/Supplies	228.98
7128	10/11/16	Marion County Bldg Inspection	Building Fees	17,121.41
7129	10/11/16	Marion County Treasury Dept	Municipal Court Payments	489.30
7130	10/11/16	Metcom 9-1-1	Equip Maint/Supplies	250.02
7131	10/11/16	Mid-Willamette Valley	Land Use Services	3,111.05
7132	10/11/16	Net Assets	Lien Searches	110.00
7133	10/11/16	North Marion SD #15	School Excise Tax	26,548.32
7134	10/11/16	NW Natural Gas	Utilities	67.10
7135	10/11/16	OACFA	Hernandez	125.00
7136	10/11/16	OAWU	Training - M. Krebs	150.00
7137	10/11/16	Office Depot	Office Supplies	142.39
7138	10/11/16	One Call Concepts, Inc.	Utility Notifications	19.95
7139	10/11/16	Oregon Dept of Revenue	Municipal Court Payments	2,089.88
7140	10/11/16	Pacific Office Automation	Copies	58.93
7141	10/11/16	PGE- Portland General Electric	Utilities	12,892.46
7142	10/11/16	Profectus, INC.	Janitorial Services	396.63
7143	10/11/16	Star 21 INC	Baliff Services	60.00
7144	10/11/16	Traffic Safety Supply Co.	Supplies	61.80
7145	10/11/16	USA Blue Book	Supplies	276.81
7146	10/11/16	Verizon Wireless	Utilities	382.48
7147	10/11/16	Waterlab Corporation	Water Testing	602.50
7150	10/27/16	AKS Engineering & Forestry, LLC	2815 4th St	13,322.50
7151	10/27/16	American Water Works Association	Membership Dues	345.00
7152	10/27/16	Astorga, Lucy	Travel Reimb OACA Conf	703.82
7153	10/27/16	Beery Elsner & Hammond, LLP	Legal Services	2,770.45
7154	10/27/16	BlackPoint IT Services	IT Services	968.75
7155	10/27/16	CIT	Water	219.11
7156	10/27/16	Dept of Environmental Quality	Water Quality Permit	2,461.00
7157	10/27/16	Dryden Electric, Inc.	Electrician Services	151.10
7158	10/27/16	EC Power Systems	Equip Maint	816.11
7159	10/27/16	ELAN Corporate Payment Systems	Credit card payment	2,273.00
7160	10/27/16	ESRI	GIS System	400.00
7161	10/27/16	Hattenhauer Energy Co	Fuel	259.02
7162	10/27/16	HD Fowler Company	Supplies	343.35
7163	10/27/16	Hubbard Chevrolet, Inc.	Equip Maint	59.15
7164	10/27/16	Kurtz, Kari	Reimb Retirement Party	18.93
7165	10/27/16	Long Bros. Bldg Supply	Equip Maint/Supplies	39.99
7166	10/27/16	Marc Nelson Oil Products	Supplies	659.29
7167	10/27/16	Marion Co. Tax Collector	Real Property Tax 041W34BC01800L2	1,933.63
7168	10/27/16	Marion County Environmental Health	First Pool-Seasonal Gen Use	364.00

Check Number	Check Issue Date	Name	Description	Amount
7169	10/27/16	Office Depot	Office Supplies	242.81
7170	10/27/16	OHA Cashier	Cross Connection Specialist Renewal	390.00
7171	10/27/16	Pacific Office Automation	Copies	151.88
7172	10/27/16	Purchase Power	Postage	208.99
7173	10/27/16	Republic Services	Garbage Service	351.71
7174	10/27/16	Salem Veterinary Emergency Clinic	Zafa - Medical Services	167.87
7175	10/27/16	Shell Fleet Plus	Fuel	919.50
7176	10/27/16	USA Blue Book	Supplies	369.22
7177	10/27/16	UV Doctor Lamps LLC	Ballast Replacement	366.44
7178	10/27/16	Valley Pacific Floral	Flower Arrangement 000342	122.90
7179	10/27/16	Verizon Wireless	Utilities	172.39
7180	10/27/16	Walmart Community	Supplies	140.68
7181	10/27/16	Walter E. Nelson Co	Supplies	137.00
Grand Totals:				<u>109,217.34</u>