

MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

MAY 12, 2020

.....
CITY COUNCIL: ROSTOCIL, AUDRITSH, PRINSLOW, DODGE, THOMAS
.....

The Hubbard City Council will meet for its regular council meeting **via conference call**. This is to enable interested citizens to listen to the meeting. All public comment is suspended during this meeting due to platform restrictions. **Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting.**

(Comments may be limited at the Mayor's discretion.)

<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>)

One tap mobile

+14086380968,,81173386418#,,1#,835705# US (San Jose)

+16699006833,,81173386418#,,1#,835705# US (San Jose)

Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

Find your local number: <https://us02web.zoom.us/j/kemc28A0m0>

Meeting ID: 811 7338 6418

Password: 835705

*****ACCESSABILITY NOTICE*****

Please contact the Director of Administration/City Recorder, Hubbard City Hall, 3720 2nd St., Hubbard OR 97032 (Phone No. 503-981-9633) prior to the scheduled meeting time if you need assistance accessing this electronic meeting. TCC users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

Agendas are posted at City Hall and on the City website at www.cityofhubbard.org.

You may schedule Agenda items by contacting the Director of Administration/City Recorder Vickie Nogle at 503-981-9633. (TTY / Voice 1-800-735-2900)

SEE ATTACHED AGENDA

Posted 5/6/2020

4:00 p.m.

Vickie L. Nogle, MMC

Director of Administration/City Recorder

**HUBBARD CITY COUNCIL MEETING AGENDA
HUBBARD CITY HALL
3720 2ND STREET (503)981-9633**

**MAY 12, 2020 – 7:00 PM
LOCATION: (CONFERENCE CALL -
Refer to Cover Sheet for details)**

MEETING Notice: This meeting will be held via conference call. This is to enable interested citizens to listen to the meeting. All public comment is suspended during this meeting due to platform restrictions. Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting. Comments may be limited at the Mayor's discretion.)

<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>

1) CALL TO ORDER.

A) Flag Salute.

2) PUBLIC HEARINGS.

A) Review proposed adoption of the 2019 Hubbard Water Master Plan (WMP), as an addendum to the Hubbard Comprehensive Plan (LA #2020-01) – Continued to June 9, 2020.

3) COMMUNITY REPORTS.

A) Farmers Market – Bethany Zito.

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

5) STAFF REPORTS.

A) Police Department–Police Chief Dave Rash.

B) Hubbard Fire District – Fire Chief Joseph Budge.

C) Administrative Department–Director of Admin./Recorder Vickie Nogle.

D) Finance–Finance Director Judy Smith.

E) Public Works Department–Public Works Superintendent Mike Krebs.

6) CONSENT AGENDA.

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

A) Approval of April 14, 2020 City Council meeting minutes.

B) Approval for a 2% Incentive Pay Increase to Vickie Nogle (Director of Administration/City Recorder) for obtaining a Human Resource Certification, effective May 1, 2020.

C) Approval of the April 2020 Check Register.

7) **APPEARANCE OF INTERESTED CITIZENS.**

(Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting. Comments may be limited at the Mayor's discretion.)

<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>

8) **OTHER CITY BUSINESS.**

9) **ADJOURNMENT.** (Next regular scheduled City Council Meeting June 9, 2020, at 7:00 p.m.)

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Hubbard City Council May 12, 2020

Public Hearing Script

MAYOR: Good evening, my name is Charles Rostocil. I am the Mayor of Hubbard, and I will be presiding over this hearing. This is the time and place set for the public hearing in the matter of:

Legislative Amendment #LA 2020-01: Amendments to the Hubbard Comprehensive Plan supporting documents through the adoption of the 2019 Water Master Plan.

The hearing is now open. It is ____ PM. Oregon land use law requires several items to be read into the record at the beginning of every public hearing. The City Planner will review this material; your patience is appreciated as she goes through these statements.

City Planner (or other reader)

The applicable substantive criteria upon which this case will be decided are found in the Hubbard Development Code, the City of Hubbard Comprehensive Plan, and the Oregon Statewide Planning Goals. The specific criteria are summarized in the staff report and will be reviewed at this hearing.

All testimony and evidence received during this public hearing must be directed toward these approval criteria, or to such other rule, law, regulation, or policy which you believe to apply to this case. An issue which may be the basis for an appeal to the Dept of Land Conservation and Development (DLCD) shall be raised not later than the close of the record at or following the **final** evidentiary hearing on this case. Such issues shall be raised with and accompanied by statements or evidence sufficient to afford this body, and the parties to this hearing, an adequate opportunity to respond to each issue.

This public hearing will proceed with the staff report and any other comments from governmental agencies that are in attendance; followed by all of those who are in support of the code amendments. All of those opposed to the code amendments will then be allowed to speak, followed by those with general comments who are neither for nor against the amendments. Finally, the City will be entitled to a rebuttal period, including any questions this body may have of staff.

All speakers should try to limit your comments to 3 minutes. Please state your name, physical address, and mailing address clearly into the microphone for the record before your comments. Please try to avoid repetition if someone else has already expressed the same thoughts. It is

perfectly alright to state that you agree with the statements of that previous speaker. Please be assured that everyone will have an opportunity to speak.

If you have documents, maps, or letters that you wish to have considered by this body, they must formally be placed in the record of this proceeding. To do that, either before or after you speak; please leave the material with Vickie Nogle who will make sure your evidence is properly taken care of.

MAYOR: With that out of the way, I need to ask the audience and City Councilors a few questions:

1. I need to ask if there are any objections to the notice that was published?
2. Are there any declarations of bias by any member of this body?
3. Are there any declarations of conflict by any member of this body?

MAYOR: This is typically the time for the staff report. Staff has provided a 1-page memo dated May 4, 2020 recommending the City Council continue this public hearing, before accepting a staff report or public testimony, to the June 9, 2020 City Council meeting.

MAYOR: Are there any questions of staff from the City Council before a motion to continue?



100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | www.mwvcog.org
T: 503.588.6177 | F: 503-588-6094 | E: mwvcog@mwvcog.org
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DATE: May 4, 2020
TO: Hubbard City Council
FROM: Holly Byram, City Planner, MWVCOG
RE: **Recommendation to Continue Public Hearing on Water Master Plan**

SUMMARY OF PROPOSED AGENDA ITEM:

The City of Hubbard's current Water System Master Plan is dated 1996. The purpose of the 2019 Water Master Plan (WMP) is to "provide the City with the information needed to inform long-term water supply and distribution infrastructure decisions." While no amendments are proposed to the actual text of the Hubbard Comprehensive Plan at this time, adopting a supporting plan document is still considered a "Comprehensive Plan Amendment."

An amendment to the Hubbard Comprehensive Plan and its supporting plan documents is a Type IV Legislative Action which is reviewed for consistency with the Hubbard Development Code 3.102, the Hubbard Comprehensive Plan, and the Oregon Statewide Planning Goals. A Type IV Action is a recommendation from the Planning Commission to a final decision by the City Council, with public notice and public hearings before both the Planning Commission and City Council.

RECOMMENDATION

Hubbard Public Works staff are still awaiting final approval of the Water Master Plan from the Oregon Health Authority (OHA). On April 21, 2020, staff recommended that the Planning Commission open and continue the noticed public hearing to the next regularly scheduled meeting. The Planning Commission continued the WMP public hearing to the May 19, 2020 meeting. Consequently, staff is recommending that the City Council also open and continue the WMP public hearing, by motion, to the June 9, 2020 City Council meeting.

The reason the public hearing needs to be opened and continued is because public notice was provided to both the Department of Land Conservation and Development (DLCD) and published in the local newspaper, advertising this date and time certain. Interested members of the public need to know how they participate in the process. In the meantime, the WMP will be available for public review on the City's website.



Chief's Report

"Committed to our community"

TO: Mayor and City Council Members
FROM: David J. Rash, Chief of Police
DATE: April 30, 2020
RE: April 2020 Police Department Report

The Success Of Teamwork

"Coming together is a beginning; keeping together is progress; working together is success." – Henry Ford

- **Notable Police Activity April 2020**

Please refer to the monthly statistical report for a complete list of incidents we responded to.

- **Community Outreach**

On April 17, 2020, the Police Department provided traffic control as NMHS Teachers provided a parade to connect with their students while practicing social distancing. On May 1, 2020, we will be providing traffic control as the NMHS Teachers provide a similar parade for the graduating class of 2020.

Unfortunately, the police department will not be providing our annual bike rodeo at what would be at the conclusion of the school year. We are looking at the possibility of hosting the bike rodeo prior to the school year in the fall but will have to wait to see what conditions the Governor has implemented at that time.

- Code Enforcement

As our citizens are taking advantage of the nicer weather and walking their pets including into the parks, the Police Department would like to remind our citizens that Hubbard Municipal Code requires pets to be on a leash. We also want to remind our citizens to please utilize the dog waste dispensers placed around the parks to clean up after your pets. There have been reports of waste being left around the park. We appreciate everyone taking the time to clean up after the pets and helping to keep our parks clean!

- Traffic Complaints

The police department has received complaints about drivers exceeding the residential speed limits on J Street, 4th Street and 5th Street. We have moved one of our speed trailers in the area to remind driver to slow down and we will have increase patrol enforcement as well. We would like to take this time to remind drivers to please slow down especially in the residential neighbors as the drive through the city.

Respectfully Submitted,

David J. Rash, Chief of Police
Hubbard Police Department

HUBBARD POLICE

*PO Box 380/3720 Second Street
Hubbard, OR 97032 503-981-8738*



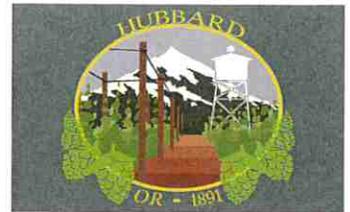
Monthly Statistical Report

To: Mayor and City Council Members
From: Chief David Rash
Date: May 4, 2020
RE: April 2020 Statistics

Arrests: 14
Citations Issued: 20
Towed Vehicles: 3
Calls for service: 291

HPD Calls for Service	
Apr-20	
Call Type	Total
911 Investigation	3
Alarm - Burg	7
Animal Complaint	5
Area Check	26
Assault - Simple	2
Assist - Fire	2
Assist - Police	8
Assist - Public	29
Assist - Traffic	5
Attempt to Locate	3
Burglary	4
Civil Situation	1
Crash - Hit and Run	1
Crash - Non Injury	2
Disturbance	1
EDP	2
Extra Patrol	3
Family Disturbance	4
FIR	13
Foot Patrol	4
Forgery/Counterfeit	1
Info	2
Insecure Premise	7
Intoxicated Subject	1
Narcotic Investigation	1
Noise Complaint	5
Ordinance - Aban MV	1
Ordinance - Other	9
Parking Violation	2
Property Lost/Found	4
Prowler	1
Radar	2
Reckless Driving	2
Restraining Order Violation	2
Runaway	2
Stolen Vehicle	2
Suspicious Activity	15
Suspicious Person/Vehicle	23
Theft - Other	11
Traffic Stop	55
Trespass	1
Vandalism	1
Warrant Service	5
Welfare Check	9
Total:	291

DIRECTOR OF ADMINISTRATION/ CITY RECORDER MONTHLY REPORT



To: CITY COUNCIL
From: VICKIE NOGLE, MMC, Director of Administration/City Recorder
Date: MAY 5, 2020
RE: REPORT FOR MAY 12, 2020, CITY COUNCIL MEETING

ELECTIONS

The Mayor and two Council positions (Councilor Audritsh and Councilor Thomas) will be open for the General Election held November 3, 2020. The Mayor shall be elected for a term of two years, and the two Councilors shall be elected for a term of four years. The first day for local candidate to file declaration of candidacy or nominating petition is **June 3, 2020**. You may obtain more information from the Secretary of State's Elections website at: <http://sos.oregon.gov/elections/Pages/default.aspx>.

The Hubbard Municipal Code requires 10 electoral signatures in order to be nominated to serve on the City Council. Ordinance 367-2020 allows for a \$25 filing fee in lieu of signatures during a state of emergency.

STRATEGIC PLANNING/GOAL SETTING

The Strategic Planning / Goal Setting meeting is scheduled for June 17, 2020, starting at 3:00 p.m. with Sue Dicile.

PLANNING COMMISSION MEETING

The Water Plan Public hearing application is scheduled for the May 19, 2020, Planning Commission meeting.

Pending Applications

- Partition Application (PA #2020-02) Frank J. Bronec QTIP Trust & Columbia Trust Company TRE – 11984 Broadacres Road – 2 Parcels.

HUMAN RESOURCE CERTIFICATION

I have accomplished a long term goal by obtaining a Human Resource Management Certificate through the Oregon State University program which I was enrolled from August 2019 through May 2020. The program courses consisted of Data-Driven Decision Making, Strategies for Business Success, Business Risk Management, Fundamentals, Employee Recruitment and Retention, and Legal Aspects.

In accordance with the City of Hubbard's Personnel Policy, Section 7.03.01, the City's Incentive Pay Program encourages employees to pursue appropriate formal education. Included on the Consent Agenda is a 2% salary increase effective May 1, 2020.

BUSINESS REGISTRATION

No new Business Registrations to report for the month of April.

NEWSLETTER

Please submit your information for the Newsletter no later than **June 14, 2020**. You can submit them in writing or e-mail at jhedden@cityofhubbard.org.

BUILDING PERMITS

4 building permit applications have been submitted from January – April 2020.

BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #
1	5/23/2019	9/11/2019	555-19-0038474-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2893 4TH STREET	041W33DB05300
2						
3	5/23/2019	8/1/2019	555-19-003961-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2895 4TH STREET	041WWDB05200
4						
5	5/23/2019	8/1/2019	55-19-003941-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2555 S LYDIA LOOP	0411W33DB05700
6						
7	5/23/2019	9/11/2019	555-19-003857-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2432 N LYDIA LOOP	041W33DB05800
8						
9	5/23/2019	9/11/2019	555-19-003854-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2540 N LYDIA LOOP	041W27CC06500
10						
11	5/23/2019	9/11/2019	555-19-003864-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2562 N LYDIA LOOP	04133DB05600
12						
13	5/23/2019	1/16/2020	555-19-003858-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2582 N LYDIA LOOP	041W33DB06100
14						
15	7/15/2019	7/31/2019	555-19-005236-STR	ALPROP CO/HARD CORE CNTRT	3574 PACIFIC HWY	041W34BC02500
16						
17	7/18/2019	10/7/2019	555-19-005305-STR	OREGON PACIFIC CONSTRCNT	2335 INDUSTRIAL AVENUE	041W33DC01600
18						
19	8/8/2019	8/8/2019	555-19-006087-DWL	CITIHOMES GROPCORP	2975 D STREET	041W33AD00201
20						
21	9/24/2019	11/18/2019	555-19-007224-STR	PACIFIC WEST CONSTRUCTION	2900 Industrial Avenue	041W33DA06300
22						
23	10/16/2019	10/24/2019	PER CNTY	RUDNICK ELECTRIC SIGNS	3776 PACIFIC HIGHWAY 99E	041W34BC02200
24			NOT REQUIRED			
25	10/9/2019	10/9/2019	555-19-006107-STR	BLAKE BURAL	2363 INDUSTRIAL AVENUE	04W33DD01500
26						
27	10/29/2019		555-19-007699	BLAKE BURAL	2310 INDUSTRIAL AVENUE	041W33DC01200
28						
29	11/18/2019	11/20/2019	PER CNTY	R & R PROPERTY HOLDINGS	3043 SCHMIDT LANE NE	
30			NOT REQUIRED			
31	12/23/2019		555-19-009126-STR	RAPHAEL GOODBLATT	2600 INDUSTRIAL AVE	041W33DD00600
32						
33	1/15/2020	1/27/2020	555-20-000399-STR	Spray Boths Northwest	2690 Industrial AVE	041W33DD00303
34						
35	2/7/2020	2/7/2020	555-19-009116-STR	Raphael Goodblatt	2670 Industrial Properties	041W33DD00600
36						
37	2/17/2020	3/5/2020	555-20-001187-MD	J & M HOMES	3097 RAINBOW LOOP	041W34CD00100
38						
39	4/15/2020	5/5/2020	555-20-002561-STR	OFB CONSTRUCTION	3097 RAINBOW LOOP	041W34CD00100
40						
41						
42						
43						

BUILDING PERMITS page 2

											ISSUE DATE
	Type of permit	Permit Amount	Receipt #	ROW	Receipt #	City Fee	SDC	Receipt #	EXCISE TAX	Valuation	C of O
1	SFR	\$ 2,905.95	4.00549	\$ 270.00	1.00911	\$ 209.40	\$ 16,518.00	1.00911	\$ 1,891.00	\$ 257,667.53	
2	Additional PYMNT 1/16/2020	\$ 18,679.00	1.00911								
3	SFR	\$ 3,058.66	10.000487	\$ 270.00	1.00911	\$ 217.20	\$ 16,518.00	1.00911	\$ 1,972.00	\$ 263,054.97	
4	Additional PYMNT 1/16/2020	\$ 18,760.00	1.00911								
5	SFR	\$ 3,017.60	10.000487	\$ 270.00	4.000549	\$ 210.70	\$ 16,518.00	4.000549	\$ 1,828.00	\$ 258,504.66	
6	Additional PYMNT 09/11/2019	\$ 18,616.00	4.000549								
7	SFR	\$ 806.52	4.000549	\$ 270.00	4.000549	\$ 134.42	\$ 16,518.00	4.000549	\$ 1,826.00	\$ 255,166.67	2/10/2020
8											
9	SFR	\$ 2,880.34	4.000549	\$ 270.00	1.008754	\$ 206.80	\$ 16,518.00	1.008754	\$ 16,518.00	\$ 255,116.67	
10	ADDITIONAL PYMNT 12/11/2019	\$ 18,614.00	1.008754								
11	SFR	\$ 3,707.54	4.000549	\$ 270.00	1.00911	\$ 197.70	\$ 16,518.00	1.00911	\$ 1,756.00	\$ 248,274.63	
12	ADDITIONAL PYMNT 1/16/2020	\$ 18,614.00	1.00911								
13	SFR	\$ 2,433.49	4.000549	\$ 270.00	1.00911	\$ 162.60	\$ 16,518.00	1.00911	\$ 1,603.00	\$ 221,497.34	
14	ADDITIONAL PYMNT 1/16/2020	\$ 18,391.00	1.00911								
15	REPLACE STORE FRONT	\$ 554.56	4.000515	N/A	N/A	\$ 55.05	N/A	N/A		\$ 30,000.00	N/A
16	REFUND CK #9557 Date 08/13/2019	\$ 12.32									
17	NEW MULTI-USE BLD	\$ 2,597.40	10.000414	\$ 225.00	1.008549	\$ 502.01	\$ 17,382.50	1.008549	\$ 17,382.50	\$ 573,122.38	
18	ADDITIONAL PYMNT 10/31/2019	\$ 26,394.32	1.008549	REFUND	\$ 2,597.40	ck#9796	11/13/2019				
19	SFR	\$ 2,190.15	4.000533	\$ 90.00	4.000554	\$ 508.47	\$ 16,518.00	4.000554	\$ 1,720.00	\$ 237,408.92	4/1/2020
20	ADTNL PYMNT \$21378.80 9/30/19	\$ 21,378.80	4.000554	REFUND	\$2,190.15	ck#9785	11/13/2019				
21	Office Space inside existing bld	\$ 1,256.37	1.008465	N/A	N/A	\$ 201.02	N/A	1.008465		\$ 153,888.60	
22	ADTNL PYMNT 9/24/2019	\$ 723.71	9.000021								
23	SIGN	\$ 187.84	1.008531	N/A	N/A	N/A	N/A	N/A		N/A	N/A
24	REFUND CK #9816 Date 11/13/2019	\$ 187.84									
25	ALTERATION										
26	DIRECT FROM MC										
27	INTERIOR RENOVATION										
28	DIRECT FROM MC										
29	SIGN	\$ 216.16	2.003016	N/A	N/A	N/A	N/A	N/A		N/A	N/A
30	REFUND CK #9839 Date 11/20/2019	\$ 216.16									
31	Tenant Improve./non-load bearing walls					\$ 25.00					
32	DIRECT FROM MC										
33	Spray Booth	\$ 244.28	9.000152	N/A	N/A	\$25.00	N/A	N/A		\$ 10,000.00	N/A
34	Applicant said to keep the \$.80	\$0.80									
35	Change of Occupancy/ TI	N/A	N/A	N/A	N/A	\$ 25.00	N/A	N/A		\$ 25,000.00	N/A
36	DIRECT FROM MC										
37	Manufactured	\$ 372.20	N/A	N/A	N/A	\$ 25.00	N/A	N/A		\$ -	
38	ADDITIONAL PYMNT 3/16/2020	\$ 34.00	XBP 76305387								
39	PREFAM ALUMIUM AWNING	\$ 192.84	1.009544	N/A	N/A	\$ 30.00	N/A	N/A		\$ 11,592.00	N/A
40		\$ 84.96									
41											
42											
43											

BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #
1	10/2/2018	10/18/2018	555-18-007584-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2488 S. LYDIA LOOP	041WWDB03900
2						
3	10/2/2018	10/18/2018	555-18-007565-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2529 N. LYDIA LOOP	041W33DB04300
4						
5	10/10/2018	12/11/2018	555-18-007834-DWL	PETER & HELEN KOOIMAN	2643 4TH STREET	041W33DB00701
6						
7	10/10/2018	10/30/2018	555-18-007835-DWL	CITIHOMES GROUP	2530 C STREET	041W33AA10902
8						
9	10/16/2018	11/15/2018	555-18-007987-STR	POLYMAX CORPORATION	2860 J STREET	041W33DB02600
10						
11	11/6/2018	11/13/2018	PER CNTY	STEPHEN THORNTON & JANET SMITH	3457 RAINBOW LOOP	N/A
12			NOT REQUIRED			
13	12/17/2018	1/8/2019	555-18-009531-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2502 S LYDIA LOOP	041W33DB03800
14						
15	1/10/2019	1/23/2019	PER CNTY	Modular Mini Storage	3076 Schmidt Lane	N/A
16			NOT REQUIRED			
17	2/7/2019	4/24/2019	555-19-001012-STR	Oregon Natural Oils LLC	3070 Schmidt Lane	041W33DC00902
18						
19	3/6/2019	3/18/2019	555-19-001751-STR	CHARLES FOBERT	3352 HOODVIEW DRIVE	041W34CB02000
20						
21	2/25/2019	3/25/2019	555-19-001788-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2522 S. LYDA LOOP	041W33DB03600
22						
23	3/28/2019	4/8/2019	555-19-002297-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2612 S LYDIA LOOP	041W33DB03100
24						
25	3/28/2019	5/8/2019	555-19-002303-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2512 S LYDIA LOOP	041W33DB03700
26						
0411	3/28/2019	4/4/2019	555-19-002307-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2532 S LYDIA LOOP	041W33DB03500
28						
29	3/28/2019	4/4/2019	555-19-002295-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2542 S LYIDA LOOP	041W33DB03400
30						
31	3/28/2019	4/4/2019	555-19-002296-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2580 S LYDIA LOOP	041W33DB03200
32						
33	3/28/2019	4/8/2019	555-19-002319-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2552 S LYDIA LOOP	041W33DB03300
34						
35	5/1/2019	5/7/2019	555-19-003207-STR	Nomarco (City of Hubbard)	3720 2nd Street	041W34BC01600
36						
37	5/23/2019	8/1/2019	555-19-003953-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2889 4th Street	041W33DB05500
38						
39	5/23/2019	8/1/2019	555-19-003844-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2891 4th Street	041W33DB05400
40						
41	5/23/2019	9/11/2019	555-19-003864-DWL	I & E CONSTRUCTION/ KOOIMAN ESTATES	2565 S LYDIA LOOP	041W33DB05600
42						
43						

BUILDING PERMITS page 2

										ISSUE DATE	
	Type of permit	Permit Amount	Receipt #	ROW	Receipt #	City Fee	SDC	Receipt #	EXCISE TAX	Valuation	C of O
1	SFR										
2	ADDITIONAL PAYMENT 10/23/2018	\$ 3,033.05	1.007669	\$225.00	1.007669	\$ 214.60	\$ 15,799.00	1.007669	\$ 2,024.00	\$ 261,013.80	5/22/2019
3	SFR	\$ 21,289.21	1.007669	\$225.00	1.007669	\$ 235.40	\$ 15,779.00	1.007669	\$ 2,117.00	\$ 277,048.65	4/24/2019
4	ADDITIONAL PAYMENT 11/5/2018			\$ 45.00	1.007685						
5	SFR	\$ 1,622.10	2.002992	\$315.00	7.001894	\$ 153.50	\$ 15,779.00	7.001894	\$ 1,768.00	\$ 214,151.80	12/12/2019
6	ADDITIONAL PYMNT 12/19/2018	\$ 18,630.24	7.001894								
7	SFR	\$ 7,881.00	1.007575	\$ 45.00	1.007584	\$ 202.39	\$ 7,881.00	1.007575	\$ 2,384.00	\$ 332,105.30	4/11/2019
8	ADDITIONAL PYMNT 11/1/2018	\$ 11,828.87	7.001488	\$ 45.00	1.007592		\$ 7,898.00	7.001488			
9	TI - CANOPIES, DOORS, WALLS, ETC.	\$ 1,078.58	2.002989	N/A	N/A	\$ 108.55	N/A	N/A		\$ 80,000.00	
10	ADDITIONAL PYMNT 1/23/2019	1.007961									
11	ADDITION OF 1/2 BATH INSIDE BEDROOM	\$ 145.36	1.007717	N/A	N/A	N/A	N/A	N/A		N/A	N/A
12	REFUND ck 8953 11/29/2018	\$ 145.36									
13	SFR	\$ 21,391.71	7.002225	\$225.00	7.002225	\$ 230.20	\$ 15,779.00	7.002225	\$ 2,135.00	\$ 273,970.55	8/26/2019
14	PYMNT 1/22/2019										
15	Change of Use (Res Pest Cntrl)	\$ 131.20	1.007932	N/A	N/A	N/A	N/A	N/A		N/A	N/A
16	REFUND ck #9081 1/28/2019	\$ 131.20									
17	Tenant Improvement PGE Cabinet	\$ 244.48	1.007986	N/A	N/A	\$ 25.00	N/A	N/A		\$ 10,000.00	2/26/2019
18	ADDITIONAL PYMNT 5/1/2019	\$ 293.68	1.007986								
19	ADDITION OF A GARAGE	\$ 835.28	1.007997	N/A	N/A	\$ 101.90	N/A	N/A		\$ 72,082.40	
20	ADDITIONAL PYMNT 3/6/2019	\$ 168.44	10.000128								
21	SFR	\$ 21,370.71	1.008135	\$270.00	1.008135	\$ 230.20	\$ 15,779.00	1.008135	\$ 2,135.00	\$ 273,396.95	8/1/2019
22											
23	SFR	\$ 21,632.96	7.002771	\$270.00	7.002771	\$ 201.60	\$ 16,518.00	7.002771	\$ 1,917.00	\$ 251,016.45	1/15/2020
24											
25	SFR	\$ 21,432.18	1.008268	\$270.00	1.008268	\$ 206.80	\$ 16,518.00	1.008268	\$ 1,972.00	\$ 255,690.90	9/26/19
26											
27	SFR	\$ 20,860.88	7.002771	\$270.00	7.002771	\$ 161.30	\$ 16,518.00	7.002771	\$ 1,665.00	\$ 219,972.05	10/22/2019
28											
29	SFR	\$ 20,861.93	7.002771	\$270.00	7.002771	\$ 161.30	\$ 16,518.00	7.002771	\$ 1,665.00	\$ 220,067.65	11/4/2019
30											
31	SFR	\$ 20,861.93	7.002771	\$270.00	7.002771	\$ 161.30	\$ 16,518.00	7.002771	\$ 1,665.00	220,067.65	12/26/2019
32											
33	SFR	\$ 20,860.88	7.002771	\$270.00	7.002771	\$ 160.00	\$ 16,518.00	7.002771	\$ 1,665.00	\$ 219,972.05	12/4/2019
34											
35	Addition of Window	\$ 106.20	N/A	N/A	N/A	N/A	N/A	N/A		\$ 1,000.00	N/A
36											
37	SFR	\$ 3,433.74	10.000487	\$270.00	1.008754	\$ 252.30	\$ 16,518.00	1.008754	\$ 2,193.00	\$ 290,045.61	
38	ADDITIONAL PYMNT 12/11/2019	\$ 18,980.80	1.008754								
39	SFR 12/31/2019	\$ 2,905.95	1.008807	\$270.00	1.00911	\$ 209.40	\$ 16,518.00	1.00911	\$ 1,891.00	\$ 257,667.53	
40	ADDITIONAL PYMNT 01/16/2020	\$ 17,940.00	1.00911								
41	SFR	\$ 21,334.71	4.000549	\$270.00	4.000549	\$ 197.70	\$ 16,518.00	4.000549	\$ 1,756.00	\$ 248,274.63	1/28/2020
42											
43											

FINANCE MONTHLY REPORT – MAY 2020

To: City Council
From: Judy Smith
Date: May 5, 2020
Re: May 12, 2020 Council Meeting

Finance Reports & Notes:

1. Included are the following reports for your review:
 - a. Financial Statements - Balance Sheet and Rev/Exp Compared to Budget for April 2020 (soft close)
 - b. Revenue & Expense graphs

2. Utility Payment Arrangements & Shut Off Day:
 - a. Currently working on making payment arrangements for our customers due to the COVID-19 pandemic.
 - b. Currently checking on the needs of our customers who are arranging payments.
 - c. During the COVID-19 pandemic, no services are scheduled to be shut off.
 - i. We are currently keeping a spreadsheet and daily processing/checking on customer payments.

Consent Agenda Reports:

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

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

CITY OF HUBBARD
COMBINED CASH INVESTMENT
APRIL 30, 2020

COMBINED CASH ACCOUNTS

999-000-1005	CASH - COLUMBIA BANK	153,065.41
999-000-1010	CASH - XPRESS DEPOSIT ACCOUNT	2,900.10
999-000-1012	CASH CLEARING - UTILITIES	(40.85)
999-000-1014	CASH CLEARING - COURT	1,492.71
		<hr/>
	TOTAL COMBINED CASH	157,417.37
999-000-1001	CASH ALLOCATED TO OTHER FUNDS	(157,417.37)
		<hr/>
	TOTAL UNALLOCATED CASH	.00
		<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

100	ALLOCATION TO GENERAL FUND	(2,173,985.55)
121	ALLOCATION TO STREET FUND	(498,029.68)
122	ALLOCATION TO STREET CONSTRUCTION FUND	(150,853.81)
123	ALLOCATION TO RESERVE FUND	237,250.87
125	ALLOCATION TO PARK IMPROVEMENT FUND	311,024.16
201	ALLOCATION TO SEWER UTILITY FUND	140,605.82
202	ALLOCATION TO SEWER CONSTRUCTION FUND	1,229,791.91
203	ALLOCATION TO SEWER BOND FUND	60,488.42
205	ALLOCATION TO WATER UTILITY FUND	333,529.31
206	ALLOCATION TO WATER CONSTRUCTION FUND	593,851.54
207	ALLOCATION TO WATER BOND FUND	73,744.38
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	157,417.37
	ALLOCATION FROM 999-000-1001	(157,417.37)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	.00
		<hr/> <hr/>

CITY OF HUBBARD
 BALANCE SHEET
 APRIL 30, 2020

GENERAL FUND

ASSETS

100-000-1001	CASH IN COMBINED CASH FUND	(2,173,985.55)	
100-000-1011	LGIP		3,620,235.12	
100-000-1012	PETTY CASH		50.00	
100-000-1013	CASH ON HAND		200.00	
100-000-1113	ACCOUNTS RECEIVABLE	(838.10)	
	TOTAL ASSETS			<u>1,445,661.47</u>

LIABILITIES AND EQUITY

LIABILITIES

100-000-2021	FEDERAL TAX WITHHOLDING		1,020.25	
100-000-2022	STATE TAX WITHHOLDING		208.47	
100-000-2023	RETIREMENT		1,279.36	
100-000-2026	UNION DUES	(54.36)	
100-000-2032	SCHOOL EXISE TAX	(206.04)	
100-000-2276	STATE ASSESSMENT		4,030.80	
100-000-2277	DEPOSITS - UNITARY		245.69	
100-000-2278	DEPOSITS - LEMLA		4.82	
100-000-2279	DEPOSITS - OJD		18.49	
100-000-2280	DEPOSITS - MARION		440.32	
100-000-2281	DEPOSITS - LAND USE		4,096.38	
100-000-2285	DEPOSITS - MISC		274.53	
	TOTAL LIABILITIES			11,358.71

FUND EQUITY

100-000-2520	BEG FUND BALANCE		1,110,931.62	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>323,371.14</u>	
	BALANCE - CURRENT DATE		<u>323,371.14</u>	
	TOTAL FUND EQUITY			<u>1,434,302.76</u>
	TOTAL LIABILITIES AND EQUITY			<u>1,445,661.47</u>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES AND FRANCHISE FEES</u>					
100-300-3111	2,800.26	857,628.81	906,880.00	49,251.19	94.6
100-300-3112	507.46	19,764.03	25,000.00	5,235.97	79.1
100-300-3180	.00	142.59	300.00	157.41	47.5
100-300-3181	.00	100,204.08	108,000.00	7,795.92	92.8
100-300-3182	.00	3,074.17	4,200.00	1,125.83	73.2
100-300-3183	.00	14,604.44	25,000.00	10,395.56	58.4
100-300-3184	.00	7,559.29	11,500.00	3,940.71	65.7
100-300-3185	9,401.01	39,018.43	34,000.00	(5,018.43)	114.8
100-300-3186	.00	933.00	1,200.00	267.00	77.8
100-300-3301	.00	31,655.38	20,000.00	(11,655.38)	158.3
100-300-3302	186.75	3,070.75	3,900.00	829.25	78.7
100-300-3303	4,459.28	48,558.14	61,300.00	12,741.86	79.2
100-300-3305	.00	14,399.91	13,000.00	(1,399.91)	110.8
100-300-3306	.00	27,873.41	28,000.00	126.59	99.6
100-300-3415	1,666.82	117,428.10	141,000.00	23,571.90	83.3
100-300-3601	.00	315.00	3,000.00	2,685.00	10.5
100-300-3611	5,255.08	65,586.65	87,500.00	21,913.35	75.0
	<u>24,276.66</u>	<u>1,351,816.18</u>	<u>1,473,780.00</u>	<u>121,963.82</u>	<u>91.7</u>
<u>MISC REVENUE</u>					
100-301-3211	75.00	5,300.00	4,600.00	(700.00)	115.2
100-301-3221	.00	494.00	3,385.00	2,891.00	14.6
100-301-3225	.00	.00	500.00	500.00	.0
100-301-3401	180.00	2,880.00	2,000.00	(880.00)	144.0
100-301-3402	.00	315.00	180.00	(135.00)	175.0
100-301-3601	.00	(205.59)	.00	205.59	.0
	<u>255.00</u>	<u>8,783.41</u>	<u>10,665.00</u>	<u>1,881.59</u>	<u>82.4</u>
<u>POLICE REVENUE</u>					
100-302-3341	.00	571.24	2,000.00	1,428.76	28.6
100-302-3342	.00	.00	2,000.00	2,000.00	.0
100-302-3346	.00	556.50	1,000.00	443.50	55.7
100-302-3351	.00	.00	2,000.00	2,000.00	.0
100-302-3401	.00	650.00	800.00	150.00	81.3
100-302-3402	.00	4,800.00	9,000.00	4,200.00	53.3
100-302-3403	.00	640.00	1,000.00	360.00	64.0
100-302-3404	.00	.00	800.00	800.00	.0
100-302-3601	2,481.81	7,496.86	100.00	(7,396.86)	7496.9
100-302-3643	.00	119.92	2,500.00	2,380.08	4.8
100-302-3644	71.56	1,012.80	1,500.00	487.20	67.5
	<u>2,553.37</u>	<u>15,847.32</u>	<u>22,700.00</u>	<u>6,852.68</u>	<u>69.8</u>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MUNICIPAL COURT REVENUE</u>					
100-303-3401 MUNICIPAL COURT	3,045.88	55,035.18	60,000.00	4,964.82	91.7
100-303-3402 MARION COUNTY COUR	.00	9,782.46	13,000.00	3,217.54	75.3
100-303-3405 TEMP OFFENSE SURCH	.00	185.00	400.00	215.00	46.3
100-303-3611 COLLECTIONS INTERE	170.64	6,804.39	3,800.00	(3,004.39)	179.1
TOTAL MUNICIPAL COURT REVENUE	3,216.52	71,807.03	77,200.00	5,392.97	93.0
<hr/>					
100-304-3601 MISCELLANEOUS REVEVE PARKS	.00	350.00	350.00	.00	100.0
TOTAL SOURCE 304	.00	350.00	350.00	.00	100.0
<hr/>					
<u>COMMUNITY DEV REVENUE</u>					
100-305-3305 SCHOOL EXCISE REVE	.00	939.08	1,000.00	60.92	93.9
100-305-3350 ECO DEV COMMUNITY PROJECT GRAN	.00	15,000.00	.00	(15,000.00)	.0
100-305-3401 LAND USE FEES	.00	20,721.46	55,000.00	34,278.54	37.7
100-305-3402 BUILDING PERMITS	192.84	42,279.22	35,000.00	(7,279.22)	120.8
TOTAL COMMUNITY DEV REVENUE	192.84	78,939.76	91,000.00	12,060.24	86.8
<hr/>					
<u>TRANSFERS IN</u>					
100-391-3910 TRANSFER IN -WATER	6,607.12	19,215.12	24,031.00	4,815.88	80.0
100-391-3912 TRANSFER IN SEWER	7,561.90	20,061.32	23,963.00	3,901.68	83.7
100-391-3914 TRANSFER IN- SDC A	4,980.00	12,197.00	9,960.00	(2,237.00)	122.5
100-391-3920 TRANS IN - OP OH	18,340.55	60,621.90	82,333.00	21,711.10	73.6
TOTAL TRANSFERS IN	37,489.57	112,095.34	140,287.00	28,191.66	79.9
<hr/>					
<u>FUND BALANCE</u>					
100-399-9999 BEGINNING FUND BALANCE	.00	.00	890,444.00	890,444.00	.0
TOTAL FUND BALANCE	.00	.00	890,444.00	890,444.00	.0
<hr/>					
TOTAL FUND REVENUE	67,983.96	1,639,639.04	2,706,426.00	1,066,786.96	60.6

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
100-410-1100 SALARIES AND WAGES	.00	.00	92,841.00	92,841.00	.0
100-410-1101 DIRECTOR OF ADMIN/RECORDER	4,006.77	40,898.29	.00 (40,898.29)	.0
100-410-1102 FINANCE DIRECTOR	2,645.12	22,663.25	.00 (22,663.25)	.0
100-410-1105 ADMIN ASSISTANT/COURT CLERK	549.13	4,207.09	.00 (4,207.09)	.0
100-410-4100 EMPLOYEE BENEFITS	.00	.00	50,539.00	50,539.00	.0
100-410-4110 EB-MEDICAL & DENTAL	1,538.83	15,194.22	.00 (15,194.22)	.0
100-410-4120 EB-INSURANCE (LIFE & DISAB)	18.27	175.58	.00 (175.58)	.0
100-410-4150 EB-EMPLOYER TAXES	604.39	5,454.65	.00 (5,454.65)	.0
100-410-4170 EB-PERS	2,077.70	30,503.96	8,750.00 (21,753.96)	348.6
100-410-4190 EB-WORKERS COMP	.00	29.76	.00 (29.76)	.0
100-410-5100 PROFESSIONAL SERVICES	1,116.97	39,206.18	47,400.00	8,193.82	82.7
100-410-5200 CONTRACTED SUPPORT	.00	.00	200.00	200.00	.0
100-410-5300 OPERATIONAL SUPPLIES	.00	12.00	200.00	188.00	6.0
100-410-6100 BUILDING MAINT & SUPPLIES	289.65	3,185.21	3,100.00 (85.21)	102.8
100-410-6200 RENTALS AND LEASES	80.92	1,201.41	1,800.00	598.59	66.8
100-410-6300 INSURANCE	.00	3,610.74	4,030.00	419.26	89.6
100-410-6400 ADVERTISING & RECRUITMENT	65.00	213.55	1,000.00	786.45	21.4
100-410-6500 LEARNING, DUES & MEMBERSHIPS	433.25	8,195.17	12,400.00	4,204.83	66.1
100-410-6600 OFFICE SUPPLIES & MISC EXPENSE	203.66	4,499.76	8,050.00	3,550.24	55.9
100-410-6700 EQUIP MAINT & SUPPLIES	.00	2,262.60	4,500.00	2,237.40	50.3
100-410-6900 UTILITIES	435.49	4,792.26	5,250.00	457.74	91.3
TOTAL ADMINISTRATION	14,065.15	186,305.68	240,060.00	53,754.32	77.6
<u>COURT</u>					
100-412-1100 SALARIES AND WAGES	.00	.00	27,198.00	27,198.00	.0
100-412-1101 DIRECTOR OF ADMIN/RECORDER	400.68	4,089.85	.00 (4,089.85)	.0
100-412-1102 FINANCE DIRECTOR	396.76	3,399.55	.00 (3,399.55)	.0
100-412-1105 ADMIN ASSISTANT/COURT CLERK	1,281.32	9,816.20	.00 (9,816.20)	.0
100-412-4100 EMPLOYEE BENEFITS	.00	.00	18,462.00	18,462.00	.0
100-412-4110 EB-MEDICAL & DENTAL	442.12	3,343.53	.00 (3,343.53)	.0
100-412-4120 EB-INSURANCE (LIFE & DISAB)	6.08	44.38	.00 (44.38)	.0
100-412-4150 EB-EMPLOYER TAXES	164.37	1,350.88	.00 (1,350.88)	.0
100-412-4170 EB-PERS	242.12	4,907.94	1,500.00 (3,407.94)	327.2
100-412-4190 EB-WORKERS COMP	.00	8.12	.00 (8.12)	.0
100-412-5100 PROFESSIONAL SERVICES	178.19	6,303.33	13,500.00	7,196.67	46.7
100-412-5300 OPERATIONAL SUPPLIES	.00	.00	50.00	50.00	.0
100-412-6100 BUILDING MAINT & SUPPLIES	35.09	344.60	775.00	430.40	44.5
100-412-6200 RENTALS AND LEASES	18.50	243.69	475.00	231.31	51.3
100-412-6300 INSURANCE	.00	934.19	795.00 (139.19)	117.5
100-412-6400 ADVERTISING & RECRUITMENT	.00	60.00	100.00	40.00	60.0
100-412-6500 LEARNING, DUES & MEMBERSHIPS	(200.00)	75.00	1,550.00	1,475.00	4.8
100-412-6600 OFFICE SUPPLIES & MISC EXPENSE	111.32	1,433.88	2,000.00	566.12	71.7
100-412-6700 EQUIP MAINT & SUPPLIES	.00	149.23	200.00	50.77	74.6
100-412-6900 UTILITIES	103.41	1,048.75	1,350.00	301.25	77.7
TOTAL COURT	3,179.96	37,553.12	67,955.00	30,401.88	55.3

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>					
100-413-5100	650.48	2,436.13	15,000.00	12,563.87	16.2
100-413-5300	214.85	2,073.13	3,500.00	1,426.87	59.2
100-413-6500	.00	.00	1,000.00	1,000.00	.0
100-413-6600	.00	.00	690.00	690.00	.0
TOTAL COUNCIL	865.33	4,509.26	20,190.00	15,680.74	22.3
<u>COMMUNITY DEVELOPMENT</u>					
100-419-1100	.00	.00	19,929.00	19,929.00	.0
100-419-1101	1,001.72	10,224.71	.00	(10,224.71)	.0
100-419-1102	330.64	2,832.99	.00	(2,832.99)	.0
100-419-1104	197.58	1,974.56	.00	(1,974.56)	.0
100-419-4100	.00	.00	12,734.00	12,734.00	.0
100-419-4110	333.28	3,276.69	.00	(3,276.69)	.0
100-419-4120	3.81	38.10	.00	(38.10)	.0
100-419-4150	117.06	1,150.04	.00	(1,150.04)	.0
100-419-4170	502.14	5,806.23	1,250.00	(4,556.23)	464.5
100-419-4190	.00	4.64	.00	(4.64)	.0
100-419-5100	1,151.62	15,450.20	57,500.00	42,049.80	26.9
100-419-5400	2,127.95	54,424.17	84,200.00	29,775.83	64.6
100-419-5500	.00	.00	2,600.00	2,600.00	.0
100-419-5501	.00	407.00	.00	(407.00)	.0
100-419-6500	.00	1,841.00	2,170.00	329.00	84.8
TOTAL COMMUNITY DEVELOPMENT	5,765.80	97,430.33	180,383.00	82,952.67	54.0

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
100-421-1100 SALARIES AND WAGES	1,561.83	2,763.33	500,222.00	497,458.67	.6
100-421-1101 DIRECTOR OF ADMIN/RECORDER	133.56	1,363.30	.00 (1,363.30)	.0
100-421-1102 FINANCE DIRECTOR	132.25	1,133.16	.00 (1,133.16)	.0
100-421-1103 CHIEF OF POLICE	8,404.22	84,042.20	.00 (84,042.20)	.0
100-421-1105 ADMININSTRATIVE ASSISTANT	3,945.72	39,457.20	.00 (39,457.20)	.0
100-421-1106 POLICE OFFICERS	26,305.11	237,451.95	.00 (237,451.95)	.0
100-421-1212 OVERTIME	501.95	9,442.25	.00 (9,442.25)	.0
100-421-4100 EMPLOYEE BENEFITS	.00	.00	333,589.00	333,589.00	.0
100-421-4110 EB-MEDICAL & DENTAL	13,701.17	114,125.24	.00 (114,125.24)	.0
100-421-4120 EB-INSURANCE (LIFE & DISAB)	103.07	933.10	.00 (933.10)	.0
100-421-4150 EB-EMPLOYER TAXES	3,074.70	28,823.48	.00 (28,823.48)	.0
100-421-4170 EB-PERS	9,556.04	81,819.60	1,750.00 (80,069.60)	4675.4
100-421-4190 EB-WORKERS COMP	.00	4,643.44	.00 (4,643.44)	.0
100-421-5100 PROFESSIONAL SERVICES	742.91	14,429.60	26,210.00	11,780.40	55.1
100-421-5200 CONTRACTED SUPPORT	702.25	1,458.40	7,000.00	5,541.60	20.8
100-421-5300 OPERATIONAL SUPPLIES	150.77	4,537.32	10,000.00	5,462.68	45.4
100-421-5400 INTERGOVERNMENTAL	3,150.00	100,271.97	106,000.00	5,728.03	94.6
100-421-5500 PROGRAM & GRANT EXPENSES	.00	534.84	11,500.00	10,965.16	4.7
100-421-6100 BUILDING MAINT & SUPPLIES	324.73	3,529.73	3,200.00 (329.73)	110.3
100-421-6200 RENTALS AND LEASES	191.89	1,755.47	3,000.00	1,244.53	58.5
100-421-6300 INSURANCE	.00	18,639.15	17,650.00 (989.15)	105.6
100-421-6400 ADVERTISING & RECRUITMENT	.00	505.00	2,000.00	1,495.00	25.3
100-421-6500 LEARNING, DUES & MEMBERSHIPS	301.00	9,005.52	16,500.00	7,494.48	54.6
100-421-6600 OFFICE SUPPLIES & MISC EXPENSE	191.97	3,131.07	5,500.00	2,368.93	56.9
100-421-6700 EQUIP MAINT & SUPPLIES	2,292.31	29,178.62	75,000.00	45,821.38	38.9
100-421-6800 UNIFORMS	.00	5,700.73	6,000.00	299.27	95.0
100-421-6900 UTILITIES	879.51	8,677.77	12,000.00	3,322.23	72.3
100-421-7000 CAPITAL OUTLAY	.00	.00	56,000.00	56,000.00	.0
TOTAL POLICE	76,346.96	807,353.44	1,193,121.00	385,767.56	67.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
100-452-1100 SALARIES AND WAGES	.00	.00	74,064.00	74,064.00	.0
100-452-1101 DIRECTOR OF ADMIN/RECORDER	133.56	1,363.30	.00	(1,363.30)	.0
100-452-1102 FINANCE DIRECTOR	132.25	1,133.16	.00	(1,133.16)	.0
100-452-1105 ADMINISTRATIVE ASSISTANT	1,447.53	12,781.39	.00	(12,781.39)	.0
100-452-1107 UTILITY WORKER 1	3,185.06	19,896.14	.00	(19,896.14)	.0
100-452-1108 PW ADMIN ASSISTANT	512.49	4,616.10	.00	(4,616.10)	.0
100-452-1109 PW MAINTENANCE PT	.00	6,188.40	.00	(6,188.40)	.0
100-452-1114 PUBLIC WORKS FOREMAN	1,317.17	13,163.58	.00	(13,163.58)	.0
100-452-4100 EMPLOYEE BENEFITS	.00	.00	48,622.00	48,622.00	.0
100-452-4110 EB-MEDICAL & DENTAL	1,879.92	16,931.22	.00	(16,931.22)	.0
100-452-4120 EB-INSURANCE (LIFE & DISAB)	15.91	140.32	.00	(140.32)	.0
100-452-4150 EB-EMPLOYER TAXES	518.28	4,542.49	.00	(4,542.49)	.0
100-452-4170 EB-PERS	1,770.45	15,738.38	500.00	(15,238.38)	3147.7
100-452-4190 EB-WORKERS COMP	.00	638.02	.00	(638.02)	.0
100-452-5100 PROFESSIONAL SERVICES	687.97	2,329.53	4,600.00	2,270.47	50.6
100-452-5200 CONTRACTED SUPPORT	18.75	74.75	400.00	325.25	18.7
100-452-5300 OPERATIONAL SUPPLIES	3,212.60	11,432.19	18,800.00	7,367.81	60.8
100-452-6100 BUILDING MAINT & SUPPLIES	57.70	960.66	7,900.00	6,939.34	12.2
100-452-6200 RENTALS AND LEASES	11.56	178.34	600.00	421.66	29.7
100-452-6300 INSURANCE	.00	4,265.22	4,040.00	(225.22)	105.6
100-452-6400 ADVERTISING & RECRUITMENT	.00	148.20	500.00	351.80	29.6
100-452-6500 LEARNING, DUES & MEMBERSHIPS	.00	1,040.77	1,400.00	359.23	74.3
100-452-6600 OFFICE SUPPLIES & MISC EXPENSE	37.81	450.29	1,800.00	1,349.71	25.0
100-452-6700 EQUIP MAINT & SUPPLIES	269.69	8,111.21	13,300.00	5,188.79	61.0
100-452-6800 UNIFORMS	44.93	394.24	400.00	5.76	98.6
100-452-6900 UTILITIES	1,178.26	9,867.18	7,400.00	(2,467.18)	133.3
TOTAL PARKS	16,431.89	136,385.08	184,326.00	47,940.92	74.0
<u>TRANSFER OUT</u>					
100-491-8003 TRANS TO RESERVE FUND	47,731.00	47,731.00	47,731.00	.00	100.0
TOTAL TRANSFER OUT	47,731.00	47,731.00	47,731.00	.00	100.0
<u>CONTINGENCY</u>					
100-900-9900 CONTINGENCY	.00	.00	696,410.00	696,410.00	.0
TOTAL CONTINGENCY	.00	.00	696,410.00	696,410.00	.0
TOTAL FUND EXPENDITURES	164,386.09	1,317,267.91	2,630,176.00	1,312,908.09	50.1
NET REVENUE OVER EXPENDITURES	(96,402.13)	322,371.13	76,250.00	(246,121.13)	422.8

CITY OF HUBBARD
 BALANCE SHEET
 APRIL 30, 2020

STREET FUND

ASSETS

121-000-1001	CASH IN COMBINED CASH FUND	(498,029.68)	
121-000-1011	LGIP		585,314.48	
	TOTAL ASSETS			<u>87,284.80</u>

LIABILITIES AND EQUITY

LIABILITIES

121-000-2021	FEDERAL TAX WITHHOLDING		304.57	
121-000-2022	STATE TAX WITHHOLDING		144.69	
121-000-2023	RETIREMENT		796.44	
	TOTAL LIABILITIES			1,245.70

FUND EQUITY

121-000-2520	BEG FUND BALANCE		62,811.41	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>23,227.69</u>	
	BALANCE - CURRENT DATE		<u>23,227.69</u>	
	TOTAL FUND EQUITY			<u>86,039.10</u>
	TOTAL LIABILITIES AND EQUITY			<u>87,284.80</u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2020

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET FUND REVENUE</u>					
121-300-3190 GAS TAX	13,440.83	150,168.84	184,766.00	34,597.16	81.3
121-300-3407 TRANSPORTATION UTILITY	1,083.06	80,320.18	93,104.00	12,783.82	86.3
121-300-3408 ROW PERMITS	135.00	4,095.00	3,600.00	(495.00)	113.8
121-300-3601 MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
121-300-3611 INTEREST INCOME	829.04	8,750.49	9,000.00	249.51	97.2
TOTAL STREET FUND REVENUE	15,487.93	243,334.51	290,570.00	47,235.49	83.7
<u>FUND BALANCE</u>					
121-399-9999 BEGINNING FUND BALANCE	.00	.00	48,456.00	48,456.00	.0
TOTAL FUND BALANCE	.00	.00	48,456.00	48,456.00	.0
TOTAL FUND REVENUE	15,487.93	243,334.51	339,026.00	95,691.49	71.8

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET FUND EXP</u>					
121-431-1100 SALARIES AND WAGES	.00	.00	75,777.00	75,777.00	.0
121-431-1101 DIRECTOR OF ADMIN/RECORDER	333.92	3,408.32	.00	(3,408.32)	.0
121-431-1102 FINANCE DIRECTOR	991.90	8,498.73	.00	(8,498.73)	.0
121-431-1105 ADMINISTRATIVE ASSISTANT	1,813.62	15,586.09	.00	(15,586.09)	.0
121-431-1107 UTILITY WORKER 1	3,393.67	22,009.86	.00	(22,009.86)	.0
121-431-1108 PW ADMIN ASSISTANT	512.49	4,616.10	.00	(4,616.10)	.0
121-431-1109 PW MAINTENANCE PT	.00	6,188.23	.00	(6,188.23)	.0
121-431-1114 PUBLIC WORKS FOREMAN	1,119.59	11,188.98	.00	(11,188.98)	.0
121-431-4100 EMPLOYEE BENEFITS	.00	.00	51,427.00	51,427.00	.0
121-431-4110 EB-MEDICAL & DENTAL	2,217.57	20,052.97	.00	(20,052.97)	.0
121-431-4120 EB-INSURANCE (LIFE & DISAB)	19.77	174.12	.00	(174.12)	.0
121-431-4150 EB-EMPLOYER TAXES	638.93	5,541.60	.00	(5,541.60)	.0
121-431-4170 EB-PERS	2,048.82	21,974.55	3,750.00	(18,224.55)	586.0
121-431-4190 EB-WORKERS COMP	.00	827.11	.00	(827.11)	.0
121-431-5100 PROFESSIONAL SERVICES	377.33	11,033.38	30,850.00	19,816.62	35.8
121-431-5200 CONTRACTED SUPPORT	2,106.35	19,599.50	26,700.00	7,100.50	73.4
121-431-5300 OPERATIONAL SUPPLIES	25.00	240.81	100.00	(140.81)	240.8
121-431-5500 PROGRAM & GRANT EXPENSES	131.04	4,098.70	13,200.00	9,101.30	31.1
121-431-6100 BUILDING MAINT & SUPPLIES	73.51	623.25	4,350.00	3,726.75	14.3
121-431-6200 RENTALS AND LEASES	9.25	156.59	400.00	243.41	39.2
121-431-6300 INSURANCE	.00	3,573.85	3,400.00	(173.85)	105.1
121-431-6400 ADVERTISING & RECRUITMENT	.00	24.30	500.00	475.70	4.9
121-431-6500 LEARNING, DUES & MEMBERSHIPS	.00	68.27	800.00	731.73	8.5
121-431-6600 OFFICE SUPPLIES & MISC EXPENSE	181.26	1,940.86	3,300.00	1,359.14	58.8
121-431-6700 EQUIP MAINT & SUPPLIES	220.08	3,341.89	7,600.00	4,258.11	44.0
121-431-6800 UNIFORMS	44.94	293.76	300.00	6.24	97.9
121-431-6900 UTILITIES	3,219.15	30,618.08	38,200.00	7,581.92	80.2
TOTAL STREET FUND EXP	19,478.19	195,679.90	260,654.00	64,974.10	75.1
<u>TRANSFER OUT</u>					
121-491-8003 TRANS TO RESERVE FUND	6,700.00	6,700.00	6,700.00	.00	100.0
121-491-8701 OPERATIONAL OVERHEAD	5,448.99	17,726.92	24,322.00	6,595.08	72.9
TOTAL TRANSFER OUT	12,148.99	24,426.92	31,022.00	6,595.08	78.7
<u>CONTINGENCY</u>					
121-900-9900 CONTINGENCY	.00	.00	51,100.00	51,100.00	.0
TOTAL CONTINGENCY	.00	.00	51,100.00	51,100.00	.0
TOTAL FUND EXPENDITURES	31,627.18	220,106.82	342,776.00	122,669.18	64.2
NET REVENUE OVER EXPENDITURES	(16,139.25)	23,227.69	(3,750.00)	(26,977.69)	619.4

CITY OF HUBBARD
BALANCE SHEET
APRIL 30, 2020

STREET CONSTRUCTION FUND

ASSETS

122-000-1001	CASH IN COMBINED CASH FUND	(150,853.81)	
122-000-1011	LGIP		414,411.34	
	TOTAL ASSETS			<u>263,557.53</u>

LIABILITIES AND EQUITY

FUND EQUITY

122-000-2520	BEG FUND BALANCE		378,034.99	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(114,477.46)	
	BALANCE - CURRENT DATE	(114,477.46)	
	TOTAL FUND EQUITY			<u>263,557.53</u>
	TOTAL LIABILITIES AND EQUITY			<u>263,557.53</u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2020

STREET CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET CONSTRUCTION REVENUE</u>					
122-300-3190 GAS TAX	4,480.28	50,056.26	61,589.00	11,532.74	81.3
122-300-3341 SPECIAL ALLOTMENT	.00	.00	100,000.00	100,000.00	.0
122-300-3550 ASSESSMENT PRINCIPAL	.00	.00	100.00	100.00	.0
122-300-3551 SDC-IMPROVEMENT	.00	46,856.50	38,290.00	(8,566.50)	122.4
122-300-3554 SDC ADMINISTRATION	.00	2,444.00	1,940.00	(504.00)	126.0
122-300-3611 INTEREST INCOME	594.27	7,637.79	8,400.00	762.21	90.9
TOTAL STREET CONSTRUCTION REVENUE	5,074.55	106,994.55	210,319.00	103,324.45	50.9
<u>FUND BALANCE</u>					
122-399-9999 BEGINNING FUND BALANCE	.00	.00	317,933.00	317,933.00	.0
TOTAL FUND BALANCE	.00	.00	317,933.00	317,933.00	.0
TOTAL FUND REVENUE	5,074.55	106,994.55	528,252.00	421,257.45	20.3

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

STREET CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET CONST. FUND EXP</u>						
122-431-7000	CAPITAL OUTLAY	10,264.00	219,028.01	265,900.00	46,871.99	82.4
	TOTAL STREET CONST. FUND EXP	10,264.00	219,028.01	265,900.00	46,871.99	82.4
<u>TRANSFER OUT</u>						
122-491-8801	SDC ADMINISTRATION	970.00	2,444.00	1,940.00	(504.00)	126.0
	TOTAL TRANSFER OUT	970.00	2,444.00	1,940.00	(504.00)	126.0
<u>CONTINGENCY</u>						
122-900-9900	CONTINGENCY	.00	.00	325,412.00	325,412.00	.0
	TOTAL CONTINGENCY	.00	.00	325,412.00	325,412.00	.0
	TOTAL FUND EXPENDITURES	11,234.00	221,472.01	593,252.00	371,779.99	37.3
	NET REVENUE OVER EXPENDITURES	(6,159.45)	(114,477.46)	(65,000.00)	49,477.46	(176.1)

CITY OF HUBBARD
 BALANCE SHEET
 APRIL 30, 2020

RESERVE FUND

ASSETS

123-000-1001	CASH IN COMBINED CASH FUND	237,250.87	
123-000-1011	LGIP	42,252.66	
	TOTAL ASSETS		<u>279,503.53</u>

LIABILITIES AND EQUITY

FUND EQUITY

123-000-2520	BEG FUND BALANCE	259,399.71	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	20,103.82	
	BALANCE - CURRENT DATE	20,103.82	
	TOTAL FUND EQUITY		<u>279,503.53</u>
	TOTAL LIABILITIES AND EQUITY		<u>279,503.53</u>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>RESERVE FUND REVENUE</u>						
123-300-3611	INTEREST	61.25	854.19	1,000.00	145.81	85.4
	TOTAL RESERVE FUND REVENUE	61.25	854.19	1,000.00	145.81	85.4
<u>TRANSFERS IN</u>						
123-391-0100	TRANS FROM-GENERAL	47,731.00	47,731.00	47,731.00	.00	100.0
123-391-0121	TRANS FROM-STREETS	6,700.00	6,700.00	6,700.00	.00	100.0
123-391-0201	TRANS FROM-SEWER	5,000.00	5,000.00	5,000.00	.00	100.0
123-391-0205	TRANS FROM-WATER	10,500.00	10,500.00	10,500.00	.00	100.0
	TOTAL TRANSFERS IN	69,931.00	69,931.00	69,931.00	.00	100.0
<u>FUND BALANCE</u>						
123-399-9999	BEGINNING FUND BALANCE	.00	.00	170,914.00	170,914.00	.0
	TOTAL FUND BALANCE	.00	.00	170,914.00	170,914.00	.0
	TOTAL FUND REVENUE	69,992.25	70,785.19	241,845.00	171,059.81	29.3

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>RESERVE FUND EXP</u>					
123-423-7505 BACKHOE	.00	.00	50,000.00	50,000.00	.0
123-423-7515 PLOTTER	.00	.00	6,859.00	6,859.00	.0
123-423-7710 PUB WRKS PICK UP	.00	42,844.24	45,000.00	2,155.76	95.2
123-423-7726 CITY HALL SIDING	.00	7,837.13	.00	(7,837.13)	.0
123-423-7740 POLICE VEHICLE	.00	.00	55,000.00	55,000.00	.0
TOTAL RESERVE FUND EXP	.00	50,681.37	156,859.00	106,177.63	32.3
<u>CONTINGENCY</u>					
123-900-9900 CONTINGENCY	.00	.00	84,986.00	84,986.00	.0
TOTAL CONTINGENCY	.00	.00	84,986.00	84,986.00	.0
TOTAL FUND EXPENDITURES	.00	50,681.37	241,845.00	191,163.63	21.0
NET REVENUE OVER EXPENDITURES	69,992.25	20,103.82	.00	(20,103.82)	.0

CITY OF HUBBARD
 BALANCE SHEET
 APRIL 30, 2020

PARK IMPROVEMENT FUND

ASSETS

125-000-1001	CASH IN COMBINED CASH FUND	311,024.16	
125-000-1011	LGIP	40,291.86	
	TOTAL ASSETS		<u>351,316.02</u>

LIABILITIES AND EQUITY

FUND EQUITY

125-000-2520	BEG FUND BALANCE	305,648.52	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	45,667.50	
	BALANCE - CURRENT DATE	45,667.50	
	TOTAL FUND EQUITY		<u>351,316.02</u>
	TOTAL LIABILITIES AND EQUITY		<u>351,316.02</u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2020

PARK IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARK IMPROVMENT REVENUE</u>					
125-300-3301 STATE SHARED REVEN	.00	.00	20,000.00	20,000.00	.0
125-300-3551 SDC-IMPROVEMENT	.00	38,918.00	35,380.00	(3,538.00)	110.0
125-300-3552 SDC-REIMBURSEMENT	.00	6,072.00	5,520.00	(552.00)	110.0
125-300-3554 SDC-ADMINISTRATION	.00	1,881.00	1,710.00	(171.00)	110.0
125-300-3611 INTEREST INCOME	58.41	770.25	700.00	(70.25)	110.0
TOTAL PARK IMPROVMENT REVENUE	58.41	47,641.25	63,310.00	15,668.75	75.3
<u>BEGINNING FUND BALANCE</u>					
125-399-9999 BEGINNING FUND BALANCE	.00	.00	300,628.00	300,628.00	.0
TOTAL BEGINNING FUND BALANCE	.00	.00	300,628.00	300,628.00	.0
TOTAL FUND REVENUE	58.41	47,641.25	363,938.00	316,296.75	13.1

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

PARK IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARK IMPROV FUND EXP</u>						
125-452-7000	CAPITAL OUTLAY	69.25	92.75	226,000.00	225,907.25	.0
	TOTAL PARK IMPROV FUND EXP	69.25	92.75	226,000.00	225,907.25	.0
<u>TRANSFER OUT</u>						
125-491-8000	TRANSFERS OUT	855.00	1,881.00	1,710.00	(171.00)	110.0
	TOTAL TRANSFER OUT	855.00	1,881.00	1,710.00	(171.00)	110.0
<u>CONTINGENCY</u>						
125-900-9900	CONTINGENCY	.00	.00	136,228.00	136,228.00	.0
	TOTAL CONTINGENCY	.00	.00	136,228.00	136,228.00	.0
	TOTAL FUND EXPENDITURES	924.25	1,973.75	363,938.00	361,964.25	.5
	NET REVENUE OVER EXPENDITURES	(865.84)	45,667.50	.00	(45,667.50)	.0

CITY OF HUBBARD
 BALANCE SHEET
 APRIL 30, 2020

SEWER UTILITY FUND

ASSETS

201-000-1001	CASH IN COMBINED CASH FUND	140,605.82	
201-000-1011	LGIP	55,621.81	
	TOTAL ASSETS		196,227.63

LIABILITIES AND EQUITY

LIABILITIES

201-000-2021	FEDERAL TAX WITHHOLDING	748.53	
201-000-2022	STATE TAX WITHHOLDING	253.92	
201-000-2023	RETIREMENT	2,853.88	
	TOTAL LIABILITIES		3,856.33

FUND EQUITY

201-000-2520	BEG FUND BALANCE	106,316.12	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	86,055.18	
	BALANCE - CURRENT DATE	86,055.18	
	TOTAL FUND EQUITY		192,371.30
	TOTAL LIABILITIES AND EQUITY		196,227.63

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2020

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER UTILITY REVENUE</u>					
201-300-3441 SERVICE CHARGES SE	5,374.91	406,601.37	479,266.00	72,664.63	84.8
201-300-3601 MISCELLANEOUS REVENE	.00	.00	100.00	100.00	.0
201-300-3611 INTEREST INCOME	.00	.00	50.00	50.00	.0
TOTAL SEWER UTILITY REVENUE	5,374.91	406,601.37	479,416.00	72,814.63	84.8
<u>BEGINNING FUND BALANCE</u>					
201-399-9999 BEGINNING FUND BALANCE	.00	.00	85,304.00	85,304.00	.0
TOTAL BEGINNING FUND BALANCE	.00	.00	85,304.00	85,304.00	.0
TOTAL FUND REVENUE	5,374.91	406,601.37	564,720.00	158,118.63	72.0

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER UTILITY FUND EXP</u>					
201-432-1100 SALARIES AND WAGES	.00	.00	130,676.00	130,676.00	.0
201-432-1101 DIRECTOR OF ADMIN/RECORDER	333.92	3,408.32	.00 (3,408.32)	.0
201-432-1102 FINANCE DIRECTOR	991.90	8,498.73	.00 (8,498.73)	.0
201-432-1105 ADMINISTRATIVE ASSISTANT	1,996.66	16,988.48	.00 (16,988.48)	.0
201-432-1107 UTILITY WORKER 1	1,404.77	8,045.72	.00 (8,045.72)	.0
201-432-1108 PW ADMIN ASSISTANT	512.49	4,616.10	.00 (4,616.10)	.0
201-432-1109 PW MAINTENANCE PT	.00	3,094.24	.00 (3,094.24)	.0
201-432-1114 PUBLIC WORKS FOREMAN	2,634.34	26,327.13	.00 (26,327.13)	.0
201-432-4100 EMPLOYEE BENEFITS	.00	.00	91,935.00	91,935.00	.0
201-432-4110 EB-MEDICAL & DENTAL	2,007.45	18,699.73	.00 (18,699.73)	.0
201-432-4120 EB-INSURANCE (LIFE & DISAB)	17.86	162.10	.00 (162.10)	.0
201-432-4150 EB-EMPLOYER TAXES	623.78	5,538.12	.00 (5,538.12)	.0
201-432-4170 EB-PERS	2,173.13	23,946.25	3,750.00 (20,196.25)	638.6
201-432-4190 EB-WORKERS COMP	.00	856.60	.00 (856.60)	.0
201-432-5100 PROFESSIONAL SERVICES	801.80	10,874.94	22,750.00	11,875.06	47.8
201-432-5200 CONTRACTED SUPPORT	605.55	12,884.60	23,900.00	11,015.40	53.9
201-432-5300 OPERATIONAL SUPPLIES	286.17	2,282.81	7,400.00	5,117.19	30.9
201-432-6100 BUILDING MAINT & SUPPLIES	121.18	986.36	6,900.00	5,913.64	14.3
201-432-6200 RENTALS AND LEASES	46.24	755.15	1,800.00	1,044.85	42.0
201-432-6300 INSURANCE	.00	8,693.65	8,250.00 (443.65)	105.4
201-432-6400 ADVERTISING & RECRUITMENT	.00	52.50	500.00	447.50	10.5
201-432-6500 LEARNING, DUES & MEMBERSHIPS	.00	3,653.19	5,800.00	2,146.81	63.0
201-432-6600 OFFICE SUPPLIES & MISC EXPENSE	822.96	9,253.13	8,000.00 (1,253.13)	115.7
201-432-6700 EQUIP MAINT & SUPPLIES	411.11	13,842.68	28,886.00	15,043.32	47.9
201-432-6800 UNIFORMS	44.94	333.99	600.00	266.01	55.7
201-432-6900 UTILITIES	4,036.67	36,712.71	42,000.00	5,287.29	87.4
TOTAL SEWER UTILITY FUND EXP	19,872.92	220,507.23	383,147.00	162,639.77	57.6
<u>TRANSFER OUT</u>					
201-491-8003 TRANS TO RESERVE FUND	5,000.00	5,000.00	5,000.00	.00	100.0
201-491-8006 TRANS TO SEWER BOND	54,486.00	54,486.00	54,486.00	.00	100.0
201-491-8601 FRANCHISE FEE	7,561.90	20,061.32	23,963.00	3,901.68	83.7
201-491-8701 OPERATIONAL OVERHEAD	5,284.28	20,491.64	27,143.00	6,651.36	75.5
TOTAL TRANSFER OUT	72,332.18	100,038.96	110,592.00	10,553.04	90.5
<u>CONTINGENCY</u>					
201-900-9900 CONTINGENCY	.00	.00	74,731.00	74,731.00	.0
TOTAL CONTINGENCY	.00	.00	74,731.00	74,731.00	.0
TOTAL FUND EXPENDITURES	92,205.10	320,546.19	568,470.00	247,923.81	56.4

CITY OF HUBBARD
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2020

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(86,830.19)	86,055.18	(3,750.00)	(89,805.18)	2294.8

CITY OF HUBBARD
 BALANCE SHEET
 APRIL 30, 2020

SEWER CONSTRUCTION FUND

ASSETS

202-000-1001	CASH IN COMBINED CASH FUND	1,229,791.91	
202-000-1011	LGIP	305,705.83	
		<u> </u>	
	TOTAL ASSETS		<u><u>1,535,497.74</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

202-000-2520	BEG FUND BALANCE	1,345,918.87	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	189,578.87	
		<u> </u>	
	BALANCE - CURRENT DATE	189,578.87	
		<u> </u>	
	TOTAL FUND EQUITY		<u><u>1,535,497.74</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>1,535,497.74</u></u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2020

SEWER CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER CONSTRUCTION REVENUE</u>					
202-300-3550 WASTEWATER REUSE R	1,856.20	129,942.59	156,532.00	26,589.41	83.0
202-300-3551 SDC-IMPROVEMENT	.00	15,313.00	12,250.00	(3,063.00)	125.0
202-300-3552 SDC-REIMBURSEMENT	.00	42,948.00	34,360.00	(8,588.00)	125.0
202-300-3554 SDC-ADMINISTRATION	.00	4,024.00	3,220.00	(804.00)	125.0
202-300-3611 INTEREST INCOME	443.18	6,180.28	7,800.00	1,619.72	79.2
TOTAL SEWER CONSTRUCTION REVENUE	2,299.38	198,407.87	214,162.00	15,754.13	92.6
<u>BEGINNING FUND BALANCE</u>					
202-399-9999 BEGINNING FUND BALANCE	.00	.00	1,337,987.00	1,337,987.00	.0
TOTAL BEGINNING FUND BALANCE	.00	.00	1,337,987.00	1,337,987.00	.0
TOTAL FUND REVENUE	2,299.38	198,407.87	1,552,149.00	1,353,741.13	12.8

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

SEWER CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER CONST FUND EXP</u>					
202-432-7000 CAPITAL OUTLAY	.00	4,805.00	130,000.00	125,195.00	3.7
TOTAL SEWER CONST FUND EXP	.00	4,805.00	130,000.00	125,195.00	3.7
<u>TRANSFER OUT</u>					
202-491-8000 TRANSFERS OUT	1,610.00	4,024.00	3,220.00	(804.00)	125.0
TOTAL TRANSFER OUT	1,610.00	4,024.00	3,220.00	(804.00)	125.0
<u>CONTINGENCY</u>					
202-900-9900 CONTINGENCY	.00	.00	1,418,929.00	1,418,929.00	.0
TOTAL CONTINGENCY	.00	.00	1,418,929.00	1,418,929.00	.0
TOTAL FUND EXPENDITURES	1,610.00	8,829.00	1,552,149.00	1,543,320.00	.6
NET REVENUE OVER EXPENDITURES	689.38	189,578.87	.00	(189,578.87)	.0

CITY OF HUBBARD
 BALANCE SHEET
 APRIL 30, 2020

SEWER BOND FUND

ASSETS

203-000-1001	CASH IN COMBINED CASH FUND	60,488.42	
203-000-1011	LGIP	(20,642.82)	
	TOTAL ASSETS		<u>39,845.60</u>

LIABILITIES AND EQUITY

FUND EQUITY

203-000-2520	BEG FUND BALANCE	39,632.06	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>213.54</u>	
	BALANCE - CURRENT DATE	<u>213.54</u>	
	TOTAL FUND EQUITY		<u>39,845.60</u>
	TOTAL LIABILITIES AND EQUITY		<u>39,845.60</u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2020

SEWER BOND FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER BOND REVENUE</u>					
203-300-3611 INTEREST INCOME	9.57	213.54	800.00	586.46	26.7
TOTAL SEWER BOND REVENUE	9.57	213.54	800.00	586.46	26.7
<u>TRANSFERS IN</u>					
203-391-0201 TRANS FROM-SEWER UTILITY FUND	54,486.00	54,486.00	54,486.00	.00	100.0
TOTAL TRANSFERS IN	54,486.00	54,486.00	54,486.00	.00	100.0
<u>BEGINNING FUND BALANCE</u>					
203-399-9999 BEGINNING FUND BALANCE	.00	.00	39,464.00	39,464.00	.0
TOTAL BEGINNING FUND BALANCE	.00	.00	39,464.00	39,464.00	.0
TOTAL FUND REVENUE	54,495.57	54,699.54	94,750.00	40,050.46	57.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

SEWER BOND FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
203-432-9001 LOAN INTEREST	.00	8,833.00	8,833.00	.00	100.0
203-432-9002 LOAN PRINCIPAL	.00	45,653.00	45,653.00	.00	100.0
TOTAL DEBT SERVICE	.00	54,486.00	54,486.00	.00	100.0
<u>CONTINGENCY</u>					
203-900-9990 RESERVE FUTURE EXPENDITURES	.00	.00	40,264.00	40,264.00	.0
TOTAL CONTINGENCY	.00	.00	40,264.00	40,264.00	.0
TOTAL FUND EXPENDITURES	.00	54,486.00	94,750.00	40,264.00	57.5
NET REVENUE OVER EXPENDITURES	54,495.57	213.54	.00	(213.54)	.0

CITY OF HUBBARD
 BALANCE SHEET
 APRIL 30, 2020

WATER UTILITY FUND

ASSETS

205-000-1001	CASH IN COMBINED CASH FUND	333,529.31	
205-000-1011	LGIP	53,382.81	
205-000-1800	UB CUSTOMER DEPOSI	43.16	
		<u> </u>	
	TOTAL ASSETS		<u><u>386,955.28</u></u>

LIABILITIES AND EQUITY

LIABILITIES

205-000-2021	FEDERAL TAX WITHHOLDING	394.84	
205-000-2022	STATE TAX WITHHOLDING	169.51	
205-000-2023	RETIREMENT	1,791.96	
205-000-2281	UB DEPOSITS	16,970.00	
		<u> </u>	
	TOTAL LIABILITIES		19,326.31

FUND EQUITY

205-000-2520	BEG FUND BALANCE	346,476.43	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>21,152.54</u>	
	BALANCE - CURRENT DATE	<u>21,152.54</u>	
	TOTAL FUND EQUITY		<u><u>367,628.97</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>386,955.28</u></u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2020

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER UTILITY REVENUE</u>					
205-300-3401 SERVICE CHARGES WA	4,678.96	386,073.16	470,625.00	84,551.84	82.0
205-300-3402 CONNECTION CHGS WA	.00	.00	6,000.00	6,000.00	.0
205-300-3403 RECONNECTION FEE	.00	2,908.16	4,000.00	1,091.84	72.7
205-300-3404 SALE OF SURP PROP	592.50	893.73	.00	(893.73)	.0
205-300-3601 MISCELLANEOUS REVENE	140.06	6,360.24	10,000.00	3,639.76	63.6
205-300-3611 INTEREST INCOME	77.39	1,079.22	1,300.00	220.78	83.0
205-300-3620 LEASE-WATER TOWER T MOBILE	658.85	6,588.50	7,200.00	611.50	91.5
205-300-3622 VERZION LEASE	.00	12,720.00	15,240.00	2,520.00	83.5
TOTAL WATER UTILITY REVENUE	6,147.76	416,623.01	514,365.00	97,741.99	81.0
<u>BEGINNING FUND BALANCE</u>					
205-399-9999 BEGINNING FUND BALANCE	.00	.00	327,925.00	327,925.00	.0
TOTAL BEGINNING FUND BALANCE	.00	.00	327,925.00	327,925.00	.0
TOTAL FUND REVENUE	6,147.76	416,623.01	842,290.00	425,666.99	49.5

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER UTILITY FUND EXP</u>					
205-461-1100 SALARIES AND WAGES	.00	.00	103,913.00	103,913.00	.0
205-461-1101 DIRECTOR OF ADMIN/RECORDER	333.92	3,408.32	.00 (3,408.32)	.0
205-461-1102 FINANCE DIRECTOR	991.90	8,498.73	.00 (8,498.73)	.0
205-461-1105 ADMINISTRATIVE ASSISTANT	2,362.78	19,793.14	.00 (19,793.14)	.0
205-461-1107 UTILITY WORKER 1	2,772.42	17,777.81	.00 (17,777.81)	.0
205-461-1108 PW ADMIN ASSISTANT	512.46	4,616.01	.00 (4,616.01)	.0
205-461-1109 PW MAINTENANCE PT	.00	5,157.02	.00 (5,157.02)	.0
205-461-1114 PUBLIC WORKS FOREMAN	1,317.17	13,163.58	.00 (13,163.58)	.0
205-461-4100 EMPLOYEE BENEFITS	.00	.00	70,337.00	70,337.00	.0
205-461-4110 EB-MEDICAL & DENTAL	2,191.34	19,676.75	.00 (19,676.75)	.0
205-461-4120 EB-INSURANCE (LIFE & DISAB)	20.10	173.59	.00 (173.59)	.0
205-461-4150 EB-EMPLOYER TAXES	655.58	5,647.48	.00 (5,647.48)	.0
205-461-4170 EB-PERS	1,994.44	22,417.45	3,750.00 (18,667.45)	597.8
205-461-4190 EB-WORKERS COMP	.00	710.23	.00 (710.23)	.0
205-461-5100 PROFESSIONAL SERVICES	812.36	13,842.65	24,950.00	11,107.35	55.5
205-461-5200 CONTRACTED SUPPORT	190.55	2,653.05	12,000.00	9,346.95	22.1
205-461-5300 OPERATIONAL SUPPLIES	4,132.66	21,945.92	27,900.00	5,954.08	78.7
205-461-6100 BUILDING MAINT & SUPPLIES	106.70	1,242.57	6,700.00	5,457.43	18.6
205-461-6200 RENTALS AND LEASES	46.22	2,213.29	2,500.00	286.71	88.5
205-461-6300 INSURANCE	.00	11,609.50	10,995.00 (614.50)	105.6
205-461-6400 ADVERTISING & RECRUITMENT	.00	65.00	500.00	435.00	13.0
205-461-6500 LEARNING, DUES & MEMBERSHIPS	.00	1,382.22	11,700.00	10,317.78	11.8
205-461-6600 OFFICE SUPPLIES & MISC EXPENSE	699.21	7,481.24	11,700.00	4,218.76	63.9
205-461-6700 EQUIP MAINT & SUPPLIES	778.18	35,643.52	57,486.00	21,842.48	62.0
205-461-6800 UNIFORMS	44.94	354.13	600.00	245.87	59.0
205-461-6900 UTILITIES	2,739.36	28,151.81	38,400.00	10,248.19	73.3
TOTAL WATER UTILITY FUND EXP	22,702.29	247,625.01	383,431.00	135,805.99	64.6
<u>TRANSFER OUT</u>					
205-491-8003 TRANS TO RESERVE FUND	10,500.00	10,500.00	10,500.00	.00	100.0
205-491-8009 TRANS TO WATER BOND	95,727.00	95,727.00	95,727.00	.00	100.0
205-491-8601 TRANS OUT - FRANCH	6,607.12	19,215.12	24,031.00	4,815.88	80.0
205-491-8701 TRANS OUT OP OH	7,607.28	22,403.34	30,868.00	8,464.66	72.6
TOTAL TRANSFER OUT	120,441.40	147,845.46	161,126.00	13,280.54	91.8
<u>CONTINGENCY</u>					
205-900-9900 CONTINGENCY	.00	.00	301,483.00	301,483.00	.0
TOTAL CONTINGENCY	.00	.00	301,483.00	301,483.00	.0
TOTAL FUND EXPENDITURES	143,143.69	395,470.47	846,040.00	450,569.53	46.7

CITY OF HUBBARD
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2020

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(136,995.93)	21,152.54	(3,750.00)	(24,902.54)	564.1

CITY OF HUBBARD
 BALANCE SHEET
 APRIL 30, 2020

WATER CONSTRUCTION FUND

ASSETS

206-000-1001	CASH IN COMBINED CASH FUND	593,851.54	
206-000-1011	LGIP	330,753.55	
	TOTAL ASSETS		<u>924,605.09</u>

LIABILITIES AND EQUITY

FUND EQUITY

206-000-2520	BEG FUND BALANCE	806,544.75	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	118,060.34	
	BALANCE - CURRENT DATE	118,060.34	
	TOTAL FUND EQUITY		<u>924,605.09</u>
	TOTAL LIABILITIES AND EQUITY		<u>924,605.09</u>

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2020

WATER CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER CONSTRUCTION REVENUE</u>					
206-300-3550 WATER STATIC REVEN	1,343.45	90,582.87	110,000.00	19,417.13	82.4
206-300-3551 SDC-IMPROVEMENT	.00	4,762.00	3,810.00	(952.00)	125.0
206-300-3552 SDC-REIMBURSEMENT	.00	32,014.00	25,610.00	(6,404.00)	125.0
206-300-3554 SDC-ADMINISTRATION	.00	3,848.00	3,090.00	(758.00)	124.5
206-300-3611 INTEREST INCOME	479.49	6,686.65	8,400.00	1,713.35	79.6
TOTAL WATER CONSTRUCTION REVENUE	1,822.94	137,893.52	150,910.00	13,016.48	91.4
<u>BEGINNING FUND BALANCE</u>					
206-399-9999 BEGINNING FUND BALANCE	.00	.00	744,507.00	744,507.00	.0
TOTAL BEGINNING FUND BALANCE	.00	.00	744,507.00	744,507.00	.0
TOTAL FUND REVENUE	1,822.94	137,893.52	895,417.00	757,523.48	15.4

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

WATER CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER CONST FUND EXP</u>					
206-461-7000 CAPITAL OUTLAY	1,048.20	15,985.18	150,000.00	134,014.82	10.7
TOTAL WATER CONST FUND EXP	1,048.20	15,985.18	150,000.00	134,014.82	10.7
<u>TRANSFER OUT</u>					
206-491-8000 TRANSFERS OUT	1,545.00	3,848.00	3,090.00	(758.00)	124.5
TOTAL TRANSFER OUT	1,545.00	3,848.00	3,090.00	(758.00)	124.5
<u>CONTINGENCY</u>					
206-900-9900 CONTINGENCY	.00	.00	742,327.00	742,327.00	.0
TOTAL CONTINGENCY	.00	.00	742,327.00	742,327.00	.0
TOTAL FUND EXPENDITURES	2,593.20	19,833.18	895,417.00	875,583.82	2.2
NET REVENUE OVER EXPENDITURES	(770.26)	118,060.34	.00	(118,060.34)	.0

CITY OF HUBBARD
 BALANCE SHEET
 APRIL 30, 2020

WATER BOND FUND

ASSETS

207-000-1001	CASH IN COMBINED CASH FUND	73,744.38	
207-000-1011	LGIP	9,371.92	
	TOTAL ASSETS		<u>83,116.30</u>

LIABILITIES AND EQUITY

FUND EQUITY

207-000-2520	BEG FUND BALANCE	82,926.74	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	189.56	
	BALANCE - CURRENT DATE	189.56	
	TOTAL FUND EQUITY		<u>83,116.30</u>
	TOTAL LIABILITIES AND EQUITY		<u>83,116.30</u>

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

WATER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER BOND REVENUE</u>						
207-300-3611	INTEREST INCOME	13.59	189.49	200.00	10.51	94.8
	TOTAL WATER BOND REVENUE	13.59	189.49	200.00	10.51	94.8
<u>TRANSFERS IN</u>						
207-391-0251	TRANS FROM-WATER UTLITY FUND	95,727.00	95,727.00	95,727.00	.00	100.0
	TOTAL TRANSFERS IN	95,727.00	95,727.00	95,727.00	.00	100.0
<u>BEGINNING FUND BALANCE</u>						
207-399-9999	BEGINNING FUND BALANCE	.00	.00	82,852.00	82,852.00	.0
	TOTAL BEGINNING FUND BALANCE	.00	.00	82,852.00	82,852.00	.0
	TOTAL FUND REVENUE	95,740.59	95,916.49	178,779.00	82,862.51	53.7

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

WATER BOND FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
207-461-9001 BOND INTEREST	.00	9,858.38	9,858.00	(.38)	100.0
207-461-9002 BOND PRINCIPAL	.00	85,868.55	85,869.00	.45	100.0
TOTAL DEBT SERVICE	.00	95,726.93	95,727.00	.07	100.0
<u>CONTINGENCY</u>					
207-900-9990 RESERVE FUTURE EXPENDITURES	.00	.00	83,052.00	83,052.00	.0
TOTAL CONTINGENCY	.00	.00	83,052.00	83,052.00	.0
TOTAL FUND EXPENDITURES	.00	95,726.93	178,779.00	83,052.07	53.5
NET REVENUE OVER EXPENDITURES	95,740.59	189.56	.00	(189.56)	.0

Report Criteria:

Suppress employee name and number
Employee.Employee number <> 104

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
Administration							
133	Anderson-Smith, Judy	Vac	93.74	6.68	.00	100.42	3,249.99
		Sic	28.00	8.00	5.00	31.00	
		Hol	.00	.00	.00	.00	.00
		Com	80.51	.00	.00	80.51	2,605.63
137	Hedden, Julie	Vac	.00	.00	.00	.00	.00
		Sic	38.75	8.00	.00	46.75	
		Hol	.00	.00	.00	.00	.00
		Com	31.88	8.25	.00	40.13	812.07
117	Nogle, Vickie Lynne	Vac	251.59	17.34	10.00	258.93	9,367.85
		Sic	828.25	8.00	.00	836.25	
		Hol	.00	.00	.00	.00	.00
		Com	60.00	.00	1.50	58.50	2,116.48
Total Administration:			<u>1,412.72</u>	<u>56.27</u>	<u>16.50</u>	<u>1,452.49</u>	
Police Department							
101	Anderson, Chris	Vac	125.99	12.00	.00	137.99	5,094.30
		Sic	1,101.00	8.00	10.00	1,099.00	
		Hol	164.50	.00	.00	164.50	6,072.99
		Com	38.82	.00	.00	38.82	1,433.15
103	Bentley, Glen W	Vac	238.36	13.34	.00	251.70	8,021.65
		Sic	1,278.50	8.00	.00	1,286.50	
		Hol	8.50	.00	8.50	.00	.00
		Com	9.00	1.50	10.50	.00	.00
139	Holliman, Steve	Vac	.00	.00	.00	.00	.00
		Sic	12.00	8.00	.00	20.00	
		Hol	.00	.00	.00	.00	.00
		Com	1.50	.00	.00	1.50	40.87
130	Jimenez, Marcos	Vac	73.52	6.68	.00	80.20	2,275.82
		Sic	163.00	8.00	.00	171.00	
		Hol	57.00	.00	.00	57.00	1,617.48
		Mil	50.00	.00	.00	50.00	.00
		Com	27.38	.00	.00	27.38	776.96
128	Rash, David	Vac	100.88	6.68	10.00	97.56	4,730.28
		Sic	180.00	8.00	.00	188.00	
		Hol	.00	.00	.00	.00	.00
		Com	11.25	6.00	8.00	9.25	448.49
129	Schwartz, Molly	Vac	31.04	6.68	2.50	35.22	801.74
		Sic	24.25	8.00	12.25	20.00	
		Hol	.00	10.00	10.00	.00	.00
		Com	9.13	.00	9.00	.13	2.96
135	Thommen, Grant	Vac	6.68	86.68	.00	93.36	2,267.57
		Sic	94.00	8.00	.00	102.00	
		Hol	89.00	.00	.00	89.00	2,161.68
		Com	9.00	.00	.00	9.00	218.60
Total Police Department:			<u>3,904.30</u>	<u>205.56</u>	<u>80.75</u>	<u>4,029.11</u>	
Public Works							
138	Caballero, Aaron	Vac	.00	.00	.00	.00	.00
		Sic	24.00	8.00	.00	32.00	
		Hol	.00	.00	.00	.00	.00
		Com	.00	.00	.00	.00	.00

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
109	Hernandez, Juan M	Vac	225.25	10.68	.00	235.93	5,428.63
		Sic	521.50	8.00	.00	529.50	
		Hol	.00	.00	.00	.00	.00
		Com	11.77	.00	.00	11.77	270.71
112	Krebs, Michael R	Vac	301.75	20.68	.00	322.43	11,710.34
		Sic	1,190.50	8.00	.00	1,198.50	
		Hol	7.50	.00	.00	7.50	272.39
		Com	105.54	2.25	4.00	103.79	3,769.55
118	Olinger, Melinda L	Vac	290.04	16.68	.00	306.72	9,068.70
		Sic	1,115.25	8.00	.00	1,123.25	
		Hol	.00	.00	.00	.00	.00
		Com	104.13	3.00	10.00	97.13	2,871.81
124	Steele, Timothy	Vac	111.72	6.68	.00	118.40	2,269.66
		Sic	127.50	8.00	.00	135.50	
		Hol	2.00	.00	.00	2.00	38.34
		Com	5.00	18.00	6.00	17.00	325.89
136	Wheeler, Heidi	Vac	.00	3.34	.00	3.34	60.05
		Sic	34.67	3.96	.00	38.63	
Total Public Works:			4,178.11	125.27	20.00	4,283.38	
Grand Totals:			9,495.12	387.10	117.25	9,764.97	

Pay Code Summary

Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
1,850.56	214.14	22.50	2,042.20	64,346.58
6,761.17	123.96	27.25	6,857.88	
328.50	10.00	18.50	320.00	10,162.88
50.00	.00	.00	50.00	.00
504.90	39.00	49.00	494.90	15,693.17

Report Criteria:

Suppress employee name and number
Employee.Employee number <> 104

Monthly Revenue Overview

Total YTD Revenues
\$1,640,641

Variance to Budget \$18,640

FAVORABLE

YTD Taxes
\$877,393

Variance to Budget \$-30,330

UNFAVORABLE

YTD Franchise Fees
\$165,536

Variance to Budget \$5,023

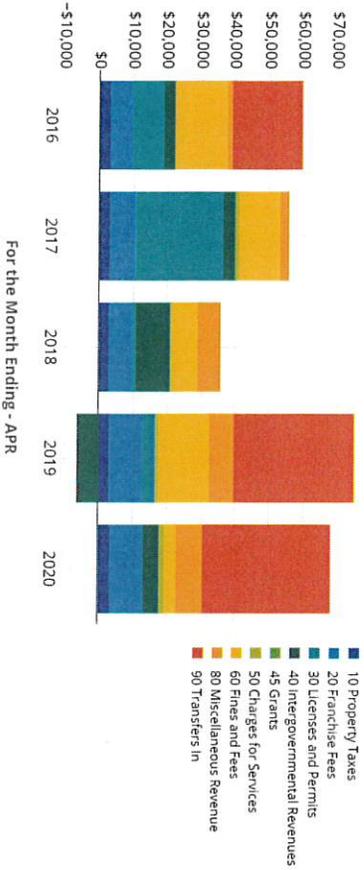
FAVORABLE

YTD Intergovernmental
\$125,558

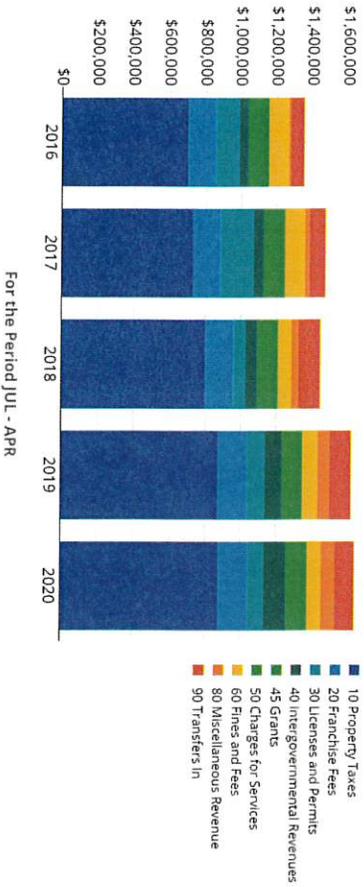
Variance to Budget \$29,346

FAVORABLE

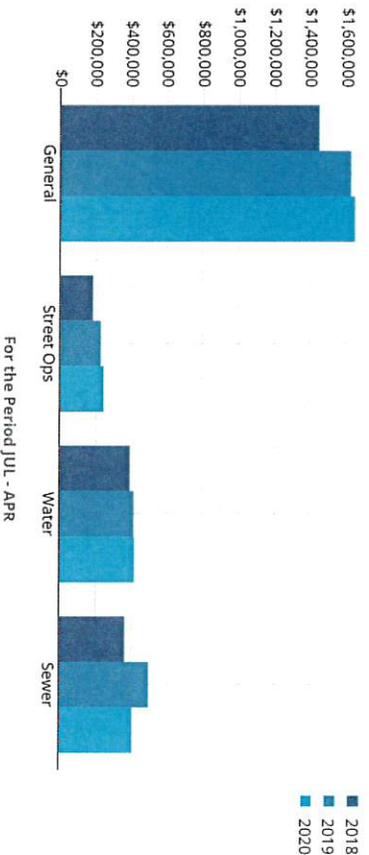
Historical Revenues for Current Month



Year to Date Revenues by Source



Year to Date Revenues by Fund



Sources of Revenue - YTD

Source	For the Period JUL - APR				
	2016	2017	2018	2019	2020
Charges for Services	\$112,059	\$114,908	\$115,257	\$115,901	\$117,428
Fines and Fees	\$112,273	\$111,168	\$73,884	\$84,009	\$78,260
Franchise Fees	\$151,301	\$150,319	\$160,645	\$163,327	\$165,536
Grants	\$1,660	\$3,178	\$1,835	\$953	\$2,128
Intergovernmental	\$54,731	\$59,969	\$68,148	\$97,099	\$125,558
Licenses and Permits	\$130,453	\$182,856	\$63,469	\$97,951	\$88,579
Miscellaneous	\$8,670	\$23,005	\$38,589	\$65,782	\$73,664
Property Taxes	\$703,810	\$733,763	\$800,704	\$873,941	\$877,393
Transfers In	\$74,132	\$90,697	\$120,696	\$120,862	\$112,095

Monthly Expenditure Overview General Fund

Total YTD Expenses
\$1,317,254

Variance to Budget \$-286,843

FAVORABLE

YTD Salaries & Benefits
\$874,512

Variance to Budget \$-163,417

FAVORABLE

YTD Purchased Services
\$81,688

Variance to Budget \$-61,873

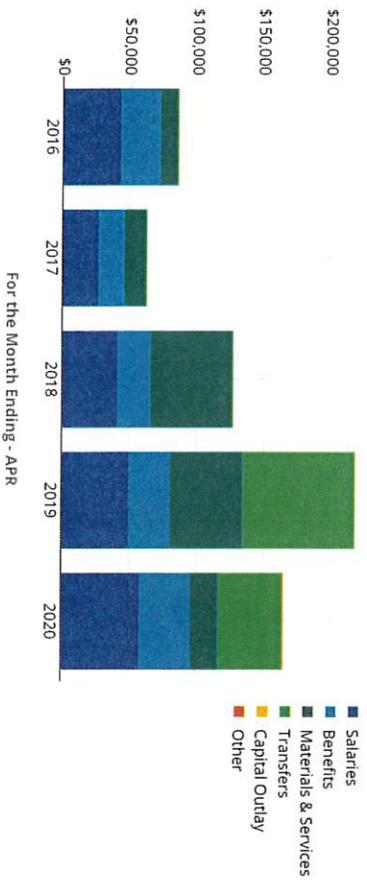
FAVORABLE

YTD Other Expenses
\$361,054

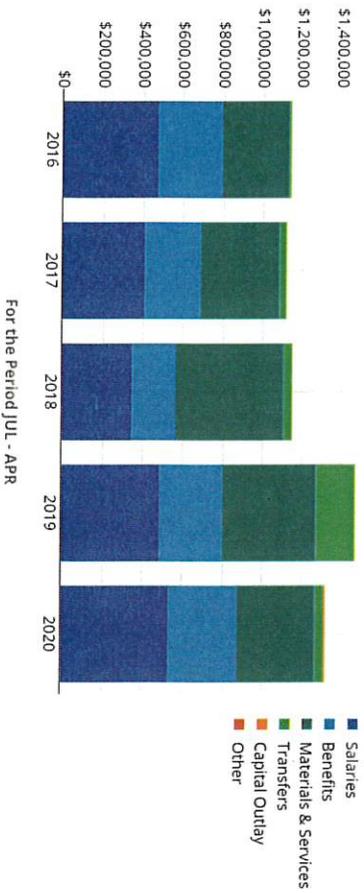
Variance to Budget \$-61,552

FAVORABLE

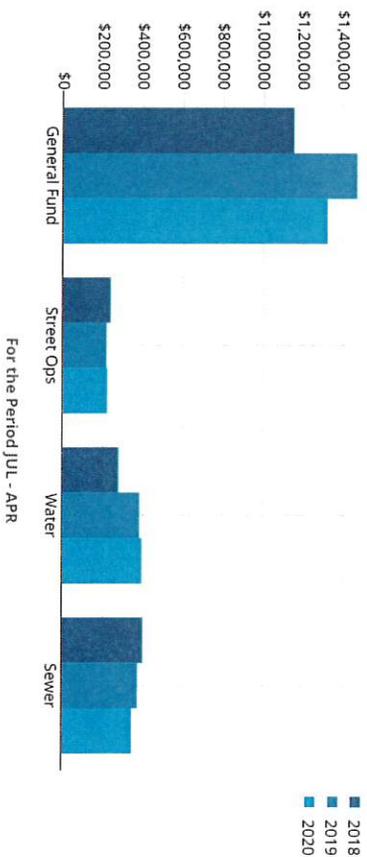
Historical Expenses for Current Month



Year to Date Expenses by Object



Year to Date Expenses



Detail Object

Detail Object	For the Period JUL - APR				
	2016	2017	2018	2019	2020
Salaries	\$473,873	\$409,051	\$348,505	\$488,953	\$534,902
Benefits	\$315,182	\$279,490	\$215,516	\$307,521	\$339,610
Services	\$238,068	\$284,453	\$421,283	\$308,291	\$236,384
Supplies	\$42,005	\$48,422	\$52,844	\$83,279	\$81,386
Utilities	\$19,041	\$18,476	\$19,900	\$21,239	\$24,386
Program Expenses	\$1,012	\$3,185	\$989	\$7,952	\$942
Capital	\$0	\$0	\$0	\$0	\$0
Other	\$40,385	\$39,058	\$45,998	\$55,759	\$51,912
Transfers	\$9,907	\$35,408	\$43,699	\$193,943	\$47,731

- MONTHLY REPORT -

DATE: May 12, 2020
TO: City Council
FROM: Public Works Department

ITEM #1 Engineering for the 5th Street (between “G” and “J” Streets) is moving along and Staff anticipates going out for bid in the near future. Staff plans to include a request for the cost of a one block addition, which would take the improvements to “F” Street. If the bids are not favorable, this addition would not be included.

ITEM #2 Staff continues to work with the engineer and Union Pacific on “G” Street sidewalk project (between 2nd and 3rd Streets), however at the time of writing this report, there is no new information to share.

ITEM #3 The Mayor approached public works regarding a local citizen, Matthew Fryauf’s interest in coordinating and fundraising for the addition of a disc golf course at the Jan LaFollette Memorial Nature Park. This will be a discussion item at the Council meeting. After speaking with Mr. Fryauf and the Mayor, Staff supports the potential addition of this feature and believe it would be a great addition! With Council’s approval, Staff would assist as needed with the coordination of this project.

The Public Works Department completed 12 requests for locates for the month of April.

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
APRIL 14, 2020**

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Charles Rostocil at 7:00 p.m. virtually through ZOOM because of COVID-19.

FLAG SALUTE: Mayor Charles Rostocil led the group in reciting the Pledge of Allegiance.

Director of Administration/City Recorder Vickie Nogle took a roll call of City Council and City Staff.

CITY COUNCIL PRESENT: Mayor Charles Rostocil, City Councilor Michelle Dodge, City Councilor Robert Prinslow, City Councilor Tyler Thomas, City Councilor James Audritsh.

STAFF PRESENT: Director of Administration/City Recorder Vickie Nogle, Finance Director Judy Smith, Public Works Superintendent Michael Krebs, Police Chief Dave Rash, Public Works Administrative Manager Melinda Olinger, Administrative Assistant / Court Clerk Julie Hedden.

PROCLAMATION – CHILD ABUSE PREVENTION MONTH. Mayor Charles Rostocil read the proclamation proclaiming April 2020 as Child Abuse Prevention Month.

CALENDAR OF ORDINANCES. *(Refer to Director of Admin/Recorder report)*

- A) Ordinance No. 367-2020. An Ordinance amending Sections 1.30.020 and 1.30.040 of the Municipal Code to permit alternative nominating procedures during declared State of Emergency.**

MSA/City Councilor James Audritsh/City Councilor Michelle Dodge moved to read Ordinance No. 367-2020 by title only for the first reading.

Mayor Charles Rostocil read Ordinance No. 367-2020 by title only for the first reading.

MSA/City Councilor Tyler Thomas/City Councilor Robert Prinslow moved to read Ordinance No. 367-2020 by title only for the second reading.

Mayor Charles Rostocil read Ordinance No. 367-2020 by title only for the second reading.

MSA/City Councilor Michelle Dodge/City Councilor James Audritsh moved to adopt Ordinance No. 367-2020 amending Sections 1.30.020 and 1.30.040 of the Municipal Code to permit alternative nominating procedures during declared State of Emergency. Mayor Charles Rostocil, City Councilor Michelle Dodge, City Councilor James Audritsh, City Councilor Tyler Thomas, and City Councilor Robert Prinslow were in favor. Ordinance adopted unanimously.

COMMUNITY REPORTS.

A) Farmers Market – Bethany Zito

1. Discussion regarding Farmer’s Market continue operating during “Stay at Home Order.”

Bethany Zito said at this point they are putting a schedule in place and are contacting vendors to be ready to go for the Farmer’s Market to start in June. She thanked Public Works Superintendent Mike Krebs and the Public Works Department for setting up the water lines to each of the garden beds and that she is unsure if they will have volunteers from the high school for the garden since the school year was cut short, but Serenity is still in contact with them. She said they have decided not to run the Farmer’s Market on the 4th of July or on the Saturday before Labor Day, and they will be running through the end of September.

Bethany Zito said they are planning on a start date of Saturday, June 6. She said they are still working on lining up vendors but not accepting money from them at this time. B. Zito stated she is finding it challenging to get confirmation from people, but the committee members are contacting vendors and keeping them informed of the status of the Farmer’s Market this year.

Mayor Charles Rostocil said he appreciated the continued effort and work the committee has put in and commented on how great the garden is looking. Councilor James Audritsh also thanked her for all she has been doing.

Director of Administration/City Recorder Vickie Nogle asked Bethany if she wanted to address questions about the continued operation during the stay at home order.

Bethany Zito said because they are City sponsored, if they could start operating on June 6 as planned or wait until the stay at home order is fully lifted.

Mayor Charles Rostocil said if the stay at home order is still in place they would not be able to operate, and his assumption is that the social distancing guidelines, even if the shelter at home order is lifted, will probably continue through June. He said they should plan on implementing social distancing measures and hand sanitizer stations. C. Rostocil said the biggest inhibitor for operating the Farmer’s Market is the stay home/stay safe executive order and the trend in the State now is showing that some of the restrictions will start getting lifted the second week of May, but that is still to be determined.

MAYOR’S AND/OR COUNCIL’S PRESENTATIONS.

Councilor Michelle Dodge said they are holding the Hop Festival meetings and have decided to go a different direction this year. She said they are trying not to cancel it, so instead of having a beer garden etc., they are looking at doing other community events sponsored by the Hop Fest such as bingo, spaghetti feed, kids games, line dancing, or a DJ with music.

Councilor Tyler Thomas asked about sending reminders to people about keeping the sidewalks clear of debris.

Director of Administration/City Recorder Vickie Nogle responded this is the time of year it is posted in the newsletter to remind people of removing noxious vegetation etc.

APPOINT MEMBER OF CITY COUNCIL AS POINT OF CONTACT FOR DEPARTMENT HEADS AND EMERGENCY PROGRAM MANAGER DURING COVID-19.

Director of Administration/City Recorder Vickie Nogle said in the new emergency management book there is no point of contact listed when there are emergencies such as the COVID-19. She said since there was concern from City Council regarding communicating with only one member of the City Council, staff needs to make sure the City Council is okay with appointing one member of the City Council, and if so, appointing that member.

Mayor Charles Rostocil said he is ok with being the point of contact.

Director of Administration/City Recorder Vickie Nogle said most cities use the Mayor as the point of contact.

Public Works Administrative Manager Melinda Olinger concurred.

Consensus was given that Mayor Charles Rostocil will be the point of contact when emergency situations occur.

STAFF REPORTS:

POLICE DEPARTMENT- Police Chief Dave Rash. Police Chief Dave Rash said the school contacted him because the teachers and PTO are organizing a parade this Friday to boost morale and touch base with their students that will go through Hubbard, Donald, Aurora and Butteville. He said they will assist with traffic control in the City of Hubbard and directed them to the Marion County Sheriff's office for assistance in the other towns.

Mayor Charles Rostocil said he noticed the car ransacking issues are happening again.

Police Chief Dave Rash said Sergeant Anderson was going to contact the news media to see if they can get the video obtained by Officer Bentley on the news and social media. He said that Canby also had the same issue and it sounds like a car is dropping off a group of people and they are spreading out checking for unlocked vehicles. Police Chief Dave Rash state he is working on strategizing with Sergeant Anderson on how to curb this in our City.

Mayor Charles Rostocil asked how the social distancing enforcement and advisement going.

Chief Dave Rash said it he has not seen an issue or received any calls from citizens that people are not complying.

City Councilor James Audritsh said there seems to be more homeless people moving around at night in Woodburn and asked if there was any issue in Hubbard and wanted to know if there is an accurate count of the homeless.

Police Chief Dave Rash said he has not seen any transients and none of the officers that work graveyard said anything or have noticed any homeless population either.

Police Chief Dave Rash said that we received more PPE equipment and should be good for a while.

HUBBARD FIRE DISTRICT – Chief Joseph Budge. Chief Joseph Budge said one volunteer member of the Fire District tested positive for COVID-19 but has no reason to believe he had any contact with any COVID patients in Hubbard. He went on to say this person worked at the station about 10 days ago and was in contact with a number of people there, but all he was in contact with that had COVID like symptoms tested negative. This individual is recovering at home right now and just has minor symptoms. Chief Budge stated he is confident that it is contained and do not have any other positive cases.

Fire Chief Joe Budge said they are limited at this time in who is tested for COVID-19 and they do not test unless an individual is symptomatic.

Fire Chief Budge said that Levy information was dropped off to City staff and it will go out with the Utility bills and next newsletter.

Councilor Michelle Dodge asked how they will get the information for this if they get their utility bill electronically and not through the mail.

Finance Director Judy Smith said there is an option to upload the information into Xpress Bill Pay and they will be able to access it there.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. Director of Administration/City Recorder Vickie Nogle said that June 3, 2020, is the first day for candidates to start filing for elections. She stated with the recently adopted Ordinance it will be a bit different this year because if the emergency order is still in place you will be paying instead of petitioning.

Director of Administration/City Recorder Vickie Nogle said she made contact with Sue Dicile and they can move forward with the Strategic Planning/Goal Setting. The first date that is available is April 28.

Mayor Charles Rostocil asked if it could still be held if the stay home/stay safe order has not been lifted.

Director of Administration/City Recorder Vickie Nogle said that it could be done as a virtual meeting.

City Council decided they would rather wait and not do it virtually. After much discussion among the City Council it was decided that Wednesday, June 17, 2020, starting at 3:00 p.m. would work.

Director of Administration/City Recorder Vickie Nogle said she will get in touch with Sue Dicile tomorrow to get the work session set up.

Director of Administration/City Recorder Vickie Nogle said she had received information on a Community Development Block Grant for a rehabilitation program that offers low interest deferred payment loans for eligible homeowners for home repairs, and asked for authorization for the City to be included in the program and for her to be able to sign the participation agreement. Mayor Charles Rostocil asked if there was any financial obligation to the City or if it was 100% funding itself, and she replied there was no monetary funding from the City.

The Consensus of the City Council was to participate in the CDBG and authorize the Director of Administration City Recorder Vickie Nogle to sign the agreement.

City Councilor James Audritsh thanked City staff for emailing the COVID-19 information to businesses and for getting it on the website and Facebook page.

FINANCE DEPARTMENT – Finance Director Judy Smith. Finance Director Judy Smith gave an update on the efforts to contact the residents who are on the water shut off list. She said that we are continuing to check in with our customers and residents during this time to see if they need help and assuring them that we are not going to shut them off and will work with them. J. Smith said we have notes on those residents and have created a spreadsheet that has updated information on our communication with them.

City Councilor Michelle Dodge asked if we are seeing an uptick on those not able to make their payments or of those in need.

Finance Director Judy Smith said that we are not really seeing an uptick yet but is anticipating that will happen with the next utility bill that goes out and at that time will make payment arrangements for them.

City Councilor Michelle Dodge asked if we have something set up if anyone wanted to step up and make payments for those citizens in need or donate to help with their payments.

Finance Director Judy Smith replied there have been non-profits do that in the past and we can apply any donations to the person's account they would like to help.

Finance Director Judy Smith said a notice for the budget meeting will be posted in the April 22, 2020, edition of the Woodburn Independent as well as posted on the City's website.

City Councilor Robert Prinslow inquired about the check on the check register that was paid to Correct Equipment for supplies in the amount of \$3,459.

Public Works Superintendent Mike Krebs said it was for a replacement flow meter for well # 1 at the Water Treatment Plant.

PUBLIC WORKS DEPARTMENT-Public Works Superintendent Michael Krebs. Public Works Superintendent Mike Krebs said he received information from the engineer late last week that the railroad is going to require the City to do extensive modification to the crossing on "G" Street and the cost would be approximately \$100,000. He said they are requiring that the City

enlarge the concrete pads on the rails themselves because the City is wanting to put a sidewalk on it and the UP rules state that concrete pads on the crossing have to extend 3 feet wider than the travel width, which means that we would need to add 5 feet of crossing to be able to meet the requirements.

Mayor Charles Rostocil asked if there was contact that he could write to be able to challenge this.

Public Works Superintendent Mike Krebs said he will forward the contact information to the Mayor.

City Councilor James Audritsh said Operation Life Saver might have funds available for that.

Public Works Superintendent Mike Krebs said that is something they could look into.

Public Works Superintendent Mike Krebs said one of the crew at Public Works came in to contact with a family member that tested positive for COVID-19 and that the employee is presently at home and he and the family member infected are doing well.

City Councilor James Audritsh asked if there are reservations being taken for any of the fields or parks.

Public Works Superintendent Mike Krebs said the City is not at this time, but we should have an influx of people when the stay home ban is lifted. He did say before the order went into effect the Homeschool baseball folks worked up one of the fields and may still be interested in using the field if the stay at home order gets lifted.

Mayor Rostocil asked if there was a proposal for an agreement to maintain the fields and if we should have an agreement in writing.

Public Works Superintendent Mike Krebs said it is a verbal agreement with them to keep the fields maintained and if we get them back when the stay at home order has been lifted, he can have the discussion with them about maintenance of the fields at that time.

City Councilor Robert Prinslow asked if anything can be done to repair the sidewalks that have been damaged or raised.

Public Works Superintendent Mike Krebs said that he can send a letter to the homeowner that they need to do some repairs to it because the Ordinance states the homeowner who abuts the sidewalk is responsible for sidewalk maintenance. He went on to say that sending a letter out to the homeowner is usually complaint driven.

CONSENT AGENDA.

- A) Approval of meeting minutes.**
 - 1. March 10, 2020, City Council.**
 - 2. March 23, 2020, Special City Council.**

- B) Approval and acceptance of Kooiman Estates Subdivision Sewer Reimbursement District.
- C) Approve to give Public Works Office Assistant Heidi Wheeler \$1.00 hour increase, effective April 16, 2020. (*Refer to Public Works Report*)
- D) Resolution No. 693-2020. A Resolution confirming the City of Hubbard’s intent to apply to the Local Government Grant Program through the Oregon Parks and Recreation Department for monies to be used for the Barendse Park Walking Path Lighting Project.
- E) Approval of the March 2020 Check Register.

MSA/City Councilor Michelle Dodge/City Councilor Robert Prinslow motioned to approve Consent Agenda. City Councilor Robert Prinslow, City Councilor Michelle Dodge, City Councilor Tyler Thomas, City Councilor James Audritsh and Mayor Charles Rostocil were in favor. Motion passed unanimously.

APPEARANCE OF INTERESTED CITIZENS. None.

OTHER CITY BUSINESS. None.

COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO REVIEW AND EVALUATE EMPLOYMENT RELATED PERFORMANCE OF EMPLOYEES ORS 192.660(2)(I). PURSUANT TO ORS 192.660(4) COUNCIL SPECIFICALLY REQUEST THAT MEMBERS OF THE MEDIA AND OTHER ATTENDEES NOT DISCLOSE MATTERS DISCUSSED IN THE EXECUTIVE SESSION. Mayor Charles Rostocil read the closing statement and recessed meeting at 8:03 to go into the Executive Session

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. Mayor Charles Rostocil reconvened the public open meeting at 8:47.

CONSIDER PERSONNEL CHANGES RELATED TO PROBATION AND STEP INCREASE FOR DEPARTMENT HEAD. MSA/City Councilor James Audritsh/City Councilor Michelle Dodge motioned to move Finance Director Judy Smith off probation and to Step C starting April 1, 2020. City Councilor Robert Prinslow, City Councilor Michelle Dodge, City Councilor Tyler Thomas, City Councilor James Audritsh and Mayor Charles Rostocil were in favor. Motion passed unanimously.

Mayor Rostocil said he took notes on his evaluation form and everyone who provided feedback will get them into Director of Administration/City Recorder Vickie Nogle. Mayor Charles Rostocil will complete the final Evaluation form and sign it and then drop it off at City Hall for Judy to sign. Also, all City Councilors will drop off their evaluation forms at Mayor Rostocil’s house and he will consolidate them and bring them all to City Hall.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS MAY 12, 2020, AT 7:00 P.M). MSA/City Councilor Michelle Dodge/City Councilor Robert Prinslow motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor Tyler Thomas, City

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Councilor Michelle Dodge, City Councilor James Audritsh and Mayor Charles Rostocil were in favor. Meeting adjourned at 8:51 p.m.

ATTEST:

Charles Rostocil, Mayor and/or
James Audritsh, City Council President

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

Julie Hedden
Administrative Assistant / Court Clerk
Transcribing

Check Number	Check Issue Date	Name	Description	Amount
10147	04/14/20	Aramark Uniform Svcs, Inc	Uniforms	179.75
10148	04/14/20	Beckwith & Kuffel	Equip Maint/Supplies	84.14
10149	04/14/20	BlackPoint IT Services Inc	IT Services	569.25
10150	04/14/20	Blue Line Learning Group LLC	Learning Dues & Memberships	126.00
10151	04/14/20	Cascade Columbia Distribution	Supplies	2,185.70
10152	04/14/20	Caselle Inc	Contracted Support	1,963.00
10153	04/14/20	CIS	GASB 75 Valuation	522.39
10154	04/14/20	DATAVISION	Phone/Internet	801.85
10155	04/14/20	Dryden Electric, Inc.	Program & Grant Expenses	614.86
10156	04/14/20	GW Hardware Center	Bldg Maint/Supplies	183.42
10157	04/14/20	Hattenhauer Energy Co LLC	Fuel	67.53
10158	04/14/20	Hillyer's Mid City Ford	Equip Maint & Supplies	261.39
10159	04/14/20	Industrial Hearing Services Inc	Hearing testing	500.00
10160	04/14/20	Language Line Services	Interpreter Services	48.75
10161	04/14/20	Legacy Health	HEPB Vaccine	60.00
10162	04/14/20	Legacy Laboratory Services	Hep B Surface Antibody	43.50
10163	04/14/20	Marion County Treasury Dept	Municipal Court Payments	602.60
10164	04/14/20	NAPA Davison Auto Parts	Equip Maint/Supplies	72.02
10165	04/14/20	Net Assets Corporation	Lien Searches	72.00
10166	04/14/20	NW Natural Gas	Utilities	302.16
10167	04/14/20	Office Depot	Supplies	89.22
10168	04/14/20	One Call Concepts, Inc.	Regular Tickets	63.60
10169	04/14/20	Oregon Dept of Revenue	Municipal Court Payments	904.98
10170	04/14/20	Pacific Office Automation	Copier Lease/Copies	173.39
10171	04/14/20	PGE- Portland General Electric	Utilities	10,180.13
10172	04/14/20	Power Systems West, Oregon	Bldg Maint	387.34
10173	04/14/20	Profectus, INC.	Janitorial Services	442.16
10174	04/14/20	Republic Services	Utilities	535.47
10175	04/14/20	Sator Soccer	Operational Supplies	3,112.44
10176	04/14/20	TransUnion Risk	Background Check Service	50.00
10177	04/14/20	Verizon Wireless	Cell Phone 672419126-00001	534.26
10178	04/14/20	Waste Connections	Shredding Services	92.78
10179	04/14/20	Waterlab Corporation	Routine Lab Tests	695.00
10180	04/14/20	WEX Bank	Fuel	1,682.12
10181	04/14/20	Yes Graphics Printing Co. Inc.	Water bills	291.00
10182	04/21/20	American Extermination Plus	Extermination	102.00
10183	04/21/20	Beery Elsner & Hammond, LLP	Legal Services	1,271.00
10184	04/21/20	BlackPoint IT Services Inc	IT Services	350.00
10185	04/21/20	CIT	Water	231.19
10186	04/21/20	City of Woodburn	Record Mgmt Svcs	3,150.00
10187	04/21/20	Civil West Engineering Services Inc	Engineering Services	11,014.00
10188	04/21/20	Ferguson Waterworks #3011	Supplies	1,900.00
10189	04/21/20	Great Western Sweeping, Inc.	Street Sweeping	2,087.60
10190	04/21/20	Hattenhauer Energy Co LLC	Fuel	157.68
10191	04/21/20	Hoffman, Jay	Refund Overpayment	206.38
10192	04/21/20	Legacy Health	Work Exam	75.00
10193	04/21/20	Marc Nelson Oil Products	Equip Maint/Supplies	483.51
10194	04/21/20	Mid-Willamette Valley	Land Use Services	1,927.50
10195	04/21/20	Murraysmith Inc	Water Master Plan	920.70
10196	04/21/20	NAPA Davison Auto Parts	Equipment Maint/Supplies	10.95
10197	04/21/20	Office Depot	Supplies	258.17
10198	04/21/20	Pamplin Media Group	Woodburn Independant	65.00
10199	04/21/20	Ritz Safety LLC	Supplies	100.00
10200	04/21/20	Smith-Wagar Brucker Consulting	Consultant Services	460.00
10201	04/21/20	State of Oregon-Employment Dept	Christensen, A	1,561.83
10202	04/21/20	Valley Pacific Floral	Flower Arrangement	139.95
10203	04/21/20	Verizon Wireless	Verizon PW Bill 864287314-00001	237.98
10204	04/27/20	ELAN Corporate Payment Systems	Learning Dues & Membership	2,013.99
10205	04/27/20	Hach Company	Supplies	168.01

Check Number	Check Issue Date	Name	Description	Amount
10206	04/27/20	Valley Pacific Floral	Flower Arrangement	74.90
10207	04/27/20	Walmart Community	Supplies	96.66
10208	04/27/20	Wire Works	Equip Maint/Supplies	154.80
Grand Totals:				<u>57,713.00</u>