

# MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

JUNE 9, 2020

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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 and/or Council President's discretion.)

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

## One tap mobile

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+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 848 1382 2532

Password: 676030

Find your local number: <https://us02web.zoom.us/j/84813822532>

## \*\*\*\*\*ACCESSABILITY NOTICE\*\*\*\*\*

Please contact the Director of Administration/City Recorder, Hubbard City Hall, 3720 2<sup>nd</sup> 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](http://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 6/3/2020

4:00 p.m.

Vickie L. Nogle, MMC

Director of Administration/City Recorder

**HUBBARD CITY COUNCIL MEETING AGENDA**  
**HUBBARD CITY HALL**  
**3720 2<sup>ND</sup> STREET (503)981-9633**  
**JUNE 9, 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 and/or Council President’s discretion.)**

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**1) CALL TO ORDER.**

- A) Flag Salute.**
- B) Roll call.**

**2) PUBLIC HEARINGS.**

- A) Continued from May 12, 2020 - Review proposed adoption of the 2019 Hubbard Water Master Plan (WMP), as an addendum to the Hubbard Comprehensive Plan (LA #2020-01).**
- B) City of Hubbard –Sewer Reimbursement District (Kooiman Estates Subdivision)- Matt Wadlington, Civil West Engineering. (Refer to Resolution No. 693-2020 in the Consent Agenda)**
  - 1. Resolution No. 693-2020. A Resolution approving a Reimbursement District.**
- C) State Shared Revenue. (Refer to Resolution No. 695-2020 & No. 696-2020 in the Consent Agenda)**
- D) Budget for Fiscal year 2020-2021. (Refer to Resolution No. 697-2020 in the Consent Agenda)**

**3) CALENDAR OF ORDINANCES.**

- A) Ordinance No. 368-2020. An Ordinance adopting the City of Hubbard Water Master Plan as an attachment to the City of Hubbard’s Comprehensive Plan, and declaring an Emergency.**
  - (a) Motion to read by title only for first reading. (Reading by title only by the Mayor)
  - (b) Motion to read by title only for second reading. (Reading by title only by the Mayor)
  - (c) Motion to adopt Ordinance.
- B) Ordinance No. 369-2020. An Ordinance repealing and replacing Chapter 5.05 to prohibit Door-To-Door Solicitation at residences with posted “No Soliciting” signs; regulating hours; providing for procedures and penalties; and declaring an emergency. (Refer to Police Chief’s Report)**
  - (a) Motion to read by title only for first reading. (Reading by title only by the Mayor)
  - (b) Motion to read by title only for second reading. (Reading by title only by the Mayor)
  - (c) Motion to adopt Ordinance.

- 4) **DISC GOLF PRESENTATION – Matt Fryauf.**
- 5) **FARMERS MARKET UPDATE – Bethany Zito.**
- 6) **MAYOR’S AND/OR COUNCIL’S PRESENTATIONS.**
- 7) **STAFF REPORTS.**
  - A) **Public Works Department**–Public Works Superintendent Mike Krebs.
  - B) **Hubbard Fire District** – Fire Chief Joseph Budge.
  - C) **Police Department**–Police Chief Dave Rash.
  - D) **Administrative Department**–Director of Admin/Recorder Vickie Nogle.
  - E) **Finance**-Finance Director Judy Smith.
- 8) **PUBLIC COMMENT.**
  - A) **Resolution No. 698-2020. A Resolution amending Water Rates for the City of Hubbard and repealing Resolution No. 671-2019.**
  - B) **Resolution No. 699-2020. A Resolution amending Sewer Rates for the City of Hubbard and repealing Resolution No. 672-2019.**
- 9) **CONSENT AGENDA.**

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

  - A) **Approval of Minutes:**
    1. **May 5, 2020, Budget Committee.**
    2. **May, 12, 2020, City Council.**
  - B) **Resolution No. 701-2020. A Resolution extending the City of Hubbard’s Workers’ Compensation coverage to volunteers of the City of Hubbard, and repealing Resolution No. 670-2019.**
  - C) **Resolution No. 695-2020. A Resolution declaring the City of Hubbard’s election to receive State Revenues pursuant to ORS 221.770.**
  - D) **Resolution No. 696-2020. A Resolution certifying that the City of Hubbard provides four or more municipal services in order to be eligible to receive State-Shared Revenues.**
  - E) **Resolution 697-2020. A Resolution adopting the 2020-2021 Fiscal Year Budget, appropriating funds and levying property taxes for the fiscal year 2020-2021.**
  - F) **Resolution No. 694-2020. A Resolution amending compensation ranges for classified employees and repealing Resolution No. 676-2019.**
  - G) **Approval of the May 2020 Check Register Report.**

- H) Authorize an additional 6 month probation period, and an exception to the minimum qualifications for the Utility Worker II job description, to allow Juan Hernandez to achieve the Water Treatment 1 Certification, and the Water Distribution 1 Certification [*Previously granted June 11, 2019*]. (*Refer to Public Works Report*)
- I) Authorize an additional 6 month probation period, and an exception to the minimum qualifications for the Utility Worker I job description, to allow Aaron Caballero to achieve the Certified Public Applicator License for Pesticides. (*Refer to Public Works Report*)
- J) Approval of the agreement between the Mid-Willamette Valley Council of Governments and the City of Hubbard for Land Use Planning Services July 1, 2020, through June 30, 2021, and authorizing the Mayor and/or Council President to sign.
- K) Approval for a 4% Incentive Pay Increase to Molly Schwartz (Administrative Assistant to Chief of Police) for obtaining a Certified Property and Evidence Specialist Certificate, and 600 hours of DPSST Training, effective June 1, 2020.
- L) Approve the Contract for services between Grove, Mueller & Swank, P.C., and the City of Hubbard.
- M) Accept the engagement letter from Grove, Mueller & Swank, P.C. for audit services year ending June 30, 2020, and authorize the Mayor and/or Council President to sign.

**10) 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>**

**11) OTHER CITY BUSINESS.**

**12) ADJOURNMENT.** (Next regular scheduled City Council Meeting July 14, 2020, at 7:00 p.m.)

**\*\*\*\*\*ACCESSABILITY NOTICE\*\*\*\*\***

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## Hubbard City Council June 9, 2020

### Public Hearing Script

MAYOR/COUNCIL PRESIDENT: Good evening, my name is \_\_\_\_\_. I am the (Mayor/Council President) 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 2020 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. Your patience is appreciated as we go through these statements.

#### Director of Administration/Recorder:

The criteria upon which the City Council's decision 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 Land Use Board of Appeals (LUBA) 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 plan adoption. All of those opposed to the plan adoption will then be allowed to speak, followed by those with general comments who are neither for nor against the plan adoption.

All speakers should try to limit your comments to 3 minutes. Please state your name, physical address, and mailing address clearly 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 submit your material to me and I will make sure your evidence is properly taken care of.

**MAYOR/ COUNCIL PRESIDENT:** 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 / COUNCIL PRESIDENT:** A written Staff Report from City Planner which included Goal 11 findings was submitted in the meeting agenda packet. Public Works Staff will now present the Water Master Plan.

**STAFF:** *(Presentation of Water Master Plan)*

**MAYOR/ COUNCIL PRESIDENT:** Are there any questions of staff from the City Council before we continue and accept public testimony?

**MAYOR/ COUNCIL PRESIDENT:** I will now accept public testimony regarding this case.

- Is there anyone who would like to speak in support of the plan adoption?
- Is there anyone who would like to speak in opposition the plan adoption?
- Is there anyone who would like to speak neither for nor against the plan adoption (neutral)?
- Would the City Council like Staff to address any of the testimony?

**MAYOR/ COUNCIL PRESIDENT:** Before I close or continue the public hearing are there any additional questions from the City Council of staff or anyone?

Public testimony is now over. I will close the public hearing at \_\_\_\_ PM. I will now entertain discussion on the amendments and/or a motion.

# **STAFF REPORT TO THE HUBBARD CITY COUNCIL**

**REPORT DATE:** June 1, 2020

**HEARING DATE:** June 9, 2020

**FILE NO.:** Legislative Amendment #LA 2020-01

**APPLICANT:** City of Hubbard

**SUMMARY:** Adoption of the 2020 Hubbard Water System Master Plan

**CRITERIA:**

1. Hubbard Development Code 3.102
2. Hubbard Comprehensive Plan
3. Oregon Statewide Planning Goals

**PLANNING  
COMMISSION**

**DECISION:** **On Tuesday, May 19, 2020, the Hubbard Planning Commission held a duly noticed public hearing on the proposed 2020 Water Master Plan, during which time the public was provided an opportunity to testify. Following the closure of the public hearing, the Planning Commission voted unanimously to recommend the City Council adopt the findings of the staff report, and approve the 2020 Water Master Plan as presented.**

**I. PROCEDURE**

An amendment to the Hubbard Comprehensive Plan and its supporting plan documents is a Type IV Legislative Action. 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. Appeals are to the Land Use Board of Appeals (LUBA).

**II. BACKGROUND**

“The 1996 City of Hubbard Water Master Plan originally guided the governing body in the development of the water system. In April 2007, the City adopted a Water Management and Conservation Plan (WCMP). Hubbard’s Drinking Water Protection Plan was adopted in 1998, and revised in 2003. Additional assessment of the system occurred during the process of adopting a Water and Wastewater Rate Study adopted in 2012. In 2013, the City prepared a Public Facilities Finance Plan (PFFP) to address facility improvements and requirements to serve properties added to the City following several Urban Growth Boundary amendments approved in 2008 (19 acres of commercial and industrial) and 2010 (112 acres of residential land).” Quote taken from the Hubbard Comprehensive Plan.

The purpose of the 2020 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 considered a “Comprehensive Plan Amendment.” Staff intends to revise the language of the Comprehensive Plan document to correspond with the 2020 WMP at a later date. The WMP was compiled by consultant Murraysmith.

“The planning period for this Water System Master Plan (WSMP) is 20 years, through the year 2038, consistent with Oregon Administrative Rule (OAR) requirements for Water System Master Plans (OAR 333-061). It is anticipated that future expansion of the City’s water service area will include continued residential, commercial, and industrial infill developments, and one new major subdivision on the southwestern side of the City. Existing and future populations are estimated using the population forecasts by Portland State University, Population Research Center.”

The WMP was reviewed by Business Oregon, for compliance with the Water/Wastewater Financing Program. In a letter dated April 14, 2020 Business Oregon staff stated “The review indicates that the project is being administered in compliance with the contract, will be completed in a timely fashion, and will fulfill the objectives stated in the contract.”

The WMP was also reviewed by the Oregon Health Authority (OHA) Drinking Water Services. The Oregon Health Authority – Drinking Water Program (DWP) establishes the minimum water system standards which are set forth in administrative rules. In a letter dated May 5, 2020, OHA staff stated “The Master Plan represents a 20-year planning horizon out to the year 2039. The plan includes system goals and description, future demand estimates, engineering evaluation, evaluations of options to meet future demand, financing, and list of recommended projects and cost estimates. A seismic risk assessment and mitigation plan is required and was included. Upon review of the Master Plan, it appears the elements required in Oregon Administrative Rule (OAR) 333-061-0060(5) have been addressed.”

### **III. ANALYSIS OF APPLICABLE CRITERIA:**

#### **1. HUBBARD DEVELOPMENT CODE**

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

##### *3.102.04 Criteria for Approval*

- A. Comprehensive Plan text and map amendments may be approved if the applicant provides evidence substantiating the following:*
  - 1. Conformance with the applicable Statewide Planning Goals,*
  - 2. Conformance with the goals and policies of the Plan or demonstration of a change in circumstances that would necessitate a change in the goal and/or policy,*
  - 3. A demonstration of public need for change, and*
  - 4. A demonstration that the proposed amendment will best meet the identified public need versus other available alternatives.*

**STAFF FINDINGS:** The pertinent Hubbard Comprehensive Plan goals and policies are addressed below, as are the Statewide Planning Goals. The City’s current adopted water system plan is outdated. The 2020 WMP will address the planning horizon of the next 20 years, meeting the requirements of the Oregon Administrative Rules (OAR) 333, with updated population forecasts, and including new seismic

requirements. The WMP provides best practices in several areas. The plan has been reviewed by the lender Business Oregon's Water/Wastewater Financing Program, as well as by the Oregon Health Authority (OHA)'s Drinking Water Services. It has been approved as compliant with both of the agencies' guidelines. Staff finds these Development Code criteria are met.

## **2. CITY OF HUBBARD COMPREHENSIVE PLAN, 2013**

### SECTION V: PUBLIC FACILITIES & SERVICES

*Goal: To provide for an orderly, efficient and economical system of delivery of City services. To conserve and manage efficiently the available water resources, and to extend and secure long-range water supplies to meet the needs of the people of Hubbard. To seek and maintain cooperation and coordination of public services with other governmental agencies.*

#### *Objectives:*

- 1. Maintain and enhance the quality of public facilities and services and provide them in a timely cost-effective manner.*
- 2. Direct new development to locations where facilities and services exist, or to buildable areas adjacent to the existing service area.*
- 3. To maximize on existing investment, consider service line extension policies that encourage infill development within the existing city.*

#### *Policies:*

- 1. The sizing and location of sewer, water and storm drainage lines is to reflect the requirements of desired land use arrangements and densities of the service area.*
- 2. Utilize the provision of community facilities and services as a guide to urban development by phasing and directing growth based on facility and service capability and capacity.*
- 3. Encourage development of vacant land within the city prior to urbanization of rural land within the urban growth boundary so as to achieve maximum utilization of public investment.*
- 4. The installation, repair or resizing of municipal service lines should be done prior to, or concurrent with, street improvements.*

### PUBLIC FACILITIES – CITY OF HUBBARD WATER SYSTEM GOALS AND POLICIES

*The City adopts the following goals, objectives, and policies regarding the provision and development of water service:*

#### *Goals:*

- 1. To maintain and enhance the quality of water service to all customers.*
- 2. To conserve water and encourage its wise use.*

#### *Objectives:*

- 1. Implement the Water Management and Conservation Plan completed by the City 2007 that is under review by the State of Oregon.*
- 2. Increase monthly water rates commensurate with the need to conserve water, and increase coverage beyond base rates for residential and commercial users, to pay for future needed improvements.*
- 3. Secure additional well sites as needed to ensure adequate water supply.*

*Policies:*

- 1. Require all land use developments to install distribution lines that will provide at least, minimum water pressure and flow for the proposed land use and future land uses.*
- 2. To maintain adequate water flow and pressure, strive continually to loop the system and require a standard pipe size based upon the level of development*
- 3. Discourage the development of land uses that require high water consumption.*
- 4. Develop supply, storage and distribution facilities that are able to satisfy insurance fire flow requirements and provide a given reserve for maximum daily use and emergency needs.*
- 5. Continue the policy of paying the cost of maintaining and improving the existing water system with funds derived from user fees.*
- 6. Require installation and connection to City mains at developer's expense including waterlines and fire hydrants serving a subdivision or new development. The installation shall take into account provisions for extension beyond the subdivision or development to adequately grid the City system.*
- 7. Support implementation of the Hubbard Drinking Water Protection Plan adopted by the City in 2003.*
- 8. Encourage water conservation and the development of a water conservation education program.*
- 9. Actively participate in efforts to develop regional or shared water system facilities.*

**STAFF FINDINGS:** The purpose statement of the 2020 WMP is found on page 1-1 of the document. Staff finds that the intended purpose of the WMP supports, informs, and advances the City's adopted Goals and Policies of Section V – Public Facilities and Services, as well as the subsection Water System Goals and Policies of the Hubbard Comprehensive Plan. Generally stated as *“To provide for an orderly, efficient and economical system of delivery of City services. To conserve and manage efficiently the available water resources, and to extend and secure long-range water supplies to meet the needs of the people of Hubbard. To seek and maintain cooperation and coordination of public services with other governmental agencies.”* Staff found no portions of the 2020 WMP to be inconsistent with the adopted HCP Public Facilities Goals and Policies.

### **3. OREGON'S STATEWIDE PLANNING GOALS & GUIDELINES**

*GOAL 1: CITIZEN INVOLVEMENT OAR 660-015-0000(1) “To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.”*

**STAFF FINDINGS:**

A public notice which included the dates for both the Planning Commission and City Council public hearings was published in the Woodburn Independent newspaper, a regional newspaper with weekly circulation, on April 8, 2020, which was 13 days before the notice date of a Planning Commission public hearing on April 21<sup>st</sup> and 34 days prior to the City Council public hearing on May 12<sup>th</sup>. The Planning Commission opened the public hearing on the evening of April 21<sup>st</sup>, and at staff's recommendation, continued the agenda item to their next regularly scheduled meeting of May 19, 2020. Staff requested a continuation because the Public Works Department was awaiting the final plan review approval from both the funder Business Oregon, as well as the OHA. On May 12<sup>th</sup>, the City Council also opened the noticed public hearing and continue it to the next regular City Council meeting date of June 9, 2020, in order to allow time for the Planning Commission to first review and make a recommendation to the City

Council. It was necessary to open the public hearing and continue it before both bodies because both dates had been published, and if members of the public were in attendance to participate in the public hearings, they would have immediately been notified of the new time and date. The Hubbard Public Works Department received the necessary approval letters in the interim, and is now ready to proceed with the public hearings on the WMP. The continued hearing dates also provided the public additional time to review the draft WMP, which was advertised as available for public review on the City's website. The City received no written testimony on the draft plan in advance of the public hearings.

A minimum 35-day advance notice is required to be filed with the Oregon Department of Land Conservation and Development (DLCDC). This was submitted on March 31, 2020, which was less than 35-days, but the DLCDC Regional Representative Angela Carnahan was consulted on the adoption procedures prior to the official notice date. Again, the continued public hearing dates would have provided an additional month of review time for any interested party to review the draft WMP. Staff finds that Goal 1 is met.

*GOAL 2: LAND USE PLANNING OAR 660-015-0000(2) "To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions."*

**STAFF FINDINGS:** The proposal does not involve exceptions to the Statewide Goals. Goal 2 supports clear and thorough local procedures. The City has followed the local land use procedures for a Type IV Legislative Action detailed in the Hubbard Development Code by initiating the Type IV Action by the City Council and providing duly noticed public hearings before both the Planning Commission and the City Council prior to adoption by ordinance. Staff finds that Goal 2 is met.

*GOAL 3: AGRICULTURAL LANDS OAR 660-015-0000(3) "To preserve and maintain agricultural lands."*

*GOAL 4: FOREST LANDS OAR 660-015-0000(4) "To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture."*

**STAFF FINDINGS:** Staff finds that Goals 3 and 4 do not apply to the WMP because the WMP only plans for properties and populations within the Hubbard Urban Growth Boundary.

*GOAL 5: NATURAL RESOURCES, SCENIC AND HISTORIC AREAS, AND OPEN SPACES OAR 660-0150000(5) "To protect natural resources and conserve scenic and historic areas and open spaces."*

*GOAL 6: AIR, WATER AND LAND RESOURCES QUALITY OAR 660-015-0000(6) "To maintain and improve the quality of the air, water and land resources of the state."*

**STAFF FINDINGS:** "In 2001, the City of Hubbard adopted an Inventory of Natural Resources, Scenic and Historic Areas, and Open Spaces, that identifies Hubbard's well-head protection area as a significant ground water resource. The City has adopted a *Drinking Water Protection Plan*. The Plan includes a delineation of the protection area, management proposals for potential contamination sources by

agricultural, commercial/industrial, and residential users, and contingency plans in the event that a groundwater contamination event should occur. A major component of the plan is educating individuals regarding the need and methods to protect the City's groundwater sources.”

Additionally, “Water conservation must be practiced and emphasized not only within the City of Hubbard Water System, but throughout the region as the limited natural resources are drawn upon to supply even greater amounts of water. The Hubbard Public Works Department has a section on its website that has several suggestions for ways water customers can conserve water. During a drought or other source shortage, a Water Curtailment Plan becomes effective until the shortage or drought is no longer considered a danger.” (HCP).

The 2020 WMP includes an Operations & Maintenance (O&M) analysis which identified areas the City can implement best practice recommendations to address efficiency of the system (pipe replacement and leak identification), and therefore also of the groundwater resource it draws from. Staff finds the WMP is supportive of Goals 5 and 6.

*GOAL 7: AREAS SUBJECT TO NATURAL HAZARDS “To protect people and property from natural hazards.”*

STAFF FINDINGS: The WMP states “Following recent seismic research which presented persuasive evidence on the imminent threat and extreme risk of a Cascadia Subduction Zone (CSZ) earthquake, the State of Oregon developed the Oregon Resilience Plan (ORP). The ORP established target timelines for water utilities to provide service following a seismic event. The ORP also recognized that currently, water providers and existing water infrastructure are unable to meet these recovery goals. To improve existing water systems’ seismic resilience, one of the ORP’s key recommendations was for water utilities to complete a seismic risk assessment and mitigation plan as part of their periodic Water Master Plan (WMP) update. As part of this WMP, the City of Hubbard (City) has chosen to complete a general seismic assessment of their existing water system... Recommended improvements to mitigate specific facility risks are to be assessed by the City as follow-on work to this WMP.” Staff finds that Goal 7 is analyzed and supported by the WMP.

*GOAL 8: RECREATIONAL NEEDS OAR 660-015-0000(8) “To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.”*

STAFF FINDINGS: Staff finds that this criterion does not apply.

*GOAL 9: ECONOMIC DEVELOPMENT OAR 660-015-0000(9) “To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.”*

STAFF FINDINGS: The WMP anticipates that future expansion of the City’s water service area will include continued residential, commercial, and industrial infill developments. Documenting existing infrastructure capacity and planning for future growth and upgrades of Hubbard’s water system for commercial and industrial users is vital to Hubbard’s economic development potential. Staff finds the WMP is supportive of Goal 9.

*GOAL 10: HOUSING OAR 660-015-0000(10) “To provide for the housing needs of citizens of the state.”*

**STAFF FINDINGS:** The WMP anticipates that future expansion of the City’s water service area will include continued residential, commercial, and industrial infill developments, and one new major subdivision on the southwestern side of the City. Existing and future populations are estimated using the population forecasts by Portland State University, Population Research Center. Documenting existing infrastructure capacity and planning for future growth and upgrades of Hubbard’s water system for residential users is vital to Hubbard’s ability to service incorporated properties, supporting a range of housing options required by a growing community. Staff finds the WMP is supportive of Goal 10.

*GOAL 11: PUBLIC FACILITIES AND SERVICES OAR 660-015-0000(11) “To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.”*

**STAFF FINDINGS:** The adoption of the 2019 Hubbard Water Master Plan supports Goal 11 Public Facilities and Services by planning for the provision of water utilities for the incorporated city limits as well as a handful of connections outside of city limits. The plan assumes infill development of residential, commercial, and industrial land uses, in addition to some outward growth in the southwest portion of the city, recently annexed into City Limits. As discussed above, the Hubbard Comprehensive Plan public facilities element is consistent with Goal 11. The WMP is proposed to be adopted as an addendum to this chapter. Staff finds the WMP is supportive of Goal 11.

*GOAL 12: TRANSPORTATION OAR 660-015-0000(12) “To provide and encourage a safe, convenient and economic transportation system.”*

**STAFF FINDINGS:** Staff finds that this criterion does not apply.

*GOAL 13: ENERGY CONSERVATION OAR 660-015-0000(13) “To conserve energy. Land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles.”*

**STAFF FINDINGS:** Staff finds that this criterion does not apply.

*GOAL 14: URBANIZATION OAR 660-015-0000(14) The purpose of Goal 14 is to provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.*

**STAFF FINDINGS:** The City of Hubbard has an adopted policy that public utilities will not be extended outside of City Limits. The City has adopted standards in place for the urbanization of properties, requiring the developer to connect to city utilities. The WMP envisions the future in-fill development of land currently within the City’s City Limits, as well as land recently annexed into the City Limits. The WMP supports Goal 14 Urbanization.

*GOAL 15: WILLAMETTE RIVER GREENWAY OAR 660-015-0005; GOAL 16: ESTUARINE RESOURCES OAR 660-015-0010(1); GOAL 17: COASTAL SHORELANDS OAR 660-015-0010(2); GOAL 18: BEACHES AND DUNES OAR 660-015-0010(3); GOAL 19: OCEAN RESOURCES OAR 660-015-0010(4) STAFF*

**STAFF FINDINGS:** The proposed legislative amendment does not involve land within the Willamette Greenway, identified estuarine, coastal shorelands, beach, or ocean areas. Staff finds that Statewide Goals 15 through 19 do not apply.

**IV. CONCLUSIONS & RECOMMENDATION:**

Staff and the Planning Commission find that the 2020 Water Master Plan as presented in legislative amendment file # LA 2020-01 meets the pertinent review criteria included within the 1) Hubbard Development Code, 2) the Hubbard Comprehensive Plan, and the 3) Oregon Statewide Planning Goals, as presented.

**V. CITY COUNCIL ACTION:**

The City Council may take one of the following actions:

- A. Motion to adopt the findings outlined in the staff report and APPROVE the 2020 Water Master Plan by adopting it as an addendum to the Hubbard Comprehensive Plan, AS PRESENTED, and direct staff to prepare an enacting ordinance.**
- B. Motion to adopt the findings outlined in the staff report and APPROVE the Water Master Plan by adopting it as an addendum to the Hubbard Comprehensive Plan, AS REVISED by the City Council, and direct staff to prepare an enacting ordinance.
- C. Motion to CONTINUE the public hearing to a date and time certain, and state the additional information that is needed to allow for a future decision.
- D. Motion to DENY the proposed Legislative Amendment by not adopting the 2020 Water Master Plan as presented.

**Hubbard City Council June 9, 2020**

**Public Hearing Script**

**REIMBURSEMENT DISTRICT**

MAYOR: This is the time and place set for the public hearing in the matter of:

**City of Hubbard Sewer Reimbursement District (Kooiman Estates Subdivision).**

The hearing is now open. It is \_\_\_\_ PM.

MAYOR: I need to ask the audience and City Councilors a few questions:

1. Are there 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: A written Staff Report from the City Engineer Matt Wadlington, Civil West Engineering was submitted in the meeting agenda packet.

STAFF: *(Presentation of Reimbursement District – Matt Wadlington, Civil West Engineering.)*

MAYOR: Are there any questions of staff from the City Council before we continue and accept public testimony?

MAYOR: I will now accept public testimony regarding this case.

- Is there anyone who would like to speak in support of the plan adoption?
- Is there anyone who would like to speak in opposition the plan adoption?
- Is there anyone who would like to speak neither for nor against the plan adoption (neutral)?
- Would the City Council like Staff to address any of the testimony?

MAYOR: Before I close or continue the public hearing are there any additional questions from the City Council of staff or anyone?

Public testimony is now over. I will close the public hearing at \_\_\_\_ PM. I will now entertain discussion on the amendments and/or a motion of the Resolution.



**South Coast Office**  
486 E Street  
Coos Bay, OR 97420

**Willamette Valley Office**  
213 Water Ave. NW, Suite 100  
Albany, OR 97321

**Rogue Valley Office**  
830 O'Hare Parkway, Suite 102  
Medford, OR 97501

**North Coast Office**  
609 SW Hurbert Street  
Newport, OR 97365

March 2, 2020

City of Hubbard  
Attn: Mike Krebs – Public Works Superintendent  
3720 2<sup>nd</sup> Street  
Hubbard, Oregon 97032

**Re: City of Hubbard – Sewer Reimbursement District  
Kooiman Estates Subdivision**

Dear Mr. Krebs:

Pursuant to Chapter 3.07 of the City of Hubbard Municipal Code, Civil West Engineering Services, Inc., has reviewed the information provided (Jan 15, 2020) by the applicant regarding their application for a reimbursement district and provides the following report.

1. The applicant has financed the cost of the sewer improvements, which has additional capacity to provide service to neighboring properties.
2. The Reimbursement District includes Tax Lot (TL) 100 (76.87 acres), TL 701 (1.26 acres), TL 2700 (1.93 acres), TL 2800 (2.19 acres), and the Kooiman Estates subdivision (4.80 acres). This represents 5 parcels, totaling 87.05 acres.
3. Per the applicant, the total cost of the public improvement is \$341,047. The applicant has provided invoices for the construction and has estimated “construction engineering” (see comment #7a)
4. The applicant is proposing to distribute the cost of the improvements based on the linear footage that each property fronts to the improvements, as summarized below:

<u>Tax Lot</u>	<u>Street Frontage</u>	<u>Percentage of Total Frontage</u>	<u>Prorated Cost</u>
100	468 l.f.	16.12%	\$54,976.77
701	342 l.f.	11.78%	\$40,175.34
2700	629 l.f.	21.66%	\$73,870.78
2800	914 l.f.	31.47%	\$107,327.49
Kooiman Est.	<u>551 l.f.</u>	<u>18.97%</u>	<u>\$64,696.62</u>
<b>Total</b>	<b>2,904 lf</b>	<b>100%</b>	<b>\$341,047.00</b>

5. An administration fee should be included to provide for the City staff and consultants to manage the District. This would include costs to track, collect, and make payments to the original developer. It is recommended

to implement a 5% fee, not to exceed \$1000, fee per TL to be deducted from the from the reimbursement fee upon payment as projects are connected.

6. Constructed improvements meet City standards.
7. Because the constructed improvements provide a value to neighboring parcels, we feel that it is fair and is in the public's interest to create a Reimbursement District with the following amendments to the proposed valuation and assessment methodology:
  - a. Project Valuation: Per City Code 3.07.040(3), the cost of a project which is eligible to be reimbursed does NOT include, among other items, "design engineering". Per the cost breakdown provided by the applicant "Engineering design" was a portion of the 13.5% allowance. Surveying and inspection services are an allowable inclusion to the total cost. Documentation of these costs should be clearly documented.
  - b. The methodology proposed by the developer to distribute costs does not accurately reflect the benefit provided to each tax lot. A public sewer system provides capacity to serve upstream customers. Therefore, the benefit to each customer is a function of the potential discharge flow volume into the system. The potential discharge flow volume is based on use, density, and area. We recommend that the methodology be based on TL area (within the UGB), rather than frontage. However, the cost to any TL should not be greater than the estimated cost of the wastewater connection to serve the tax lot if the Reimbursement District improvements were not available. This changes the distribution as follows:

<u>Tax Lot</u>	<u>Area</u>	<u>Percentage of Total Area</u>	<u>Proposed Reimbursement</u>
100	76.87 total acres, 54.06 acres within UGB	85.15%	\$213,884.27*
701**	1.26 acres	1.96%	\$6,689.28
2700	1.93 acres	3.00%	\$10,246.28
2800	2.19 acres	3.41%	\$11,626.60
Kooiman Est.	4.80 acres	7.47%	\$25,482.96

\* Estimated maximum fee for wastewater service to Tax Lot 100 based on 879 L.F. of 10" Sanitary Sewer and associated proportional share of other costs is \$213,884.27

\*\* A building permit was issued in 2018 for TL 701 which included a connection to the sewer. Because this connection was made prior to the formation of a Reimbursement District, reimbursement for this connection is not considered. However, if further development occurs on TL 701, the fee will be applied.

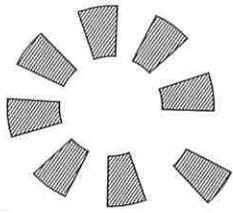
Please contact me with any questions about the content provided or if additional information is needed.

Respectfully,

A handwritten signature in blue ink that reads "Matt Wadlington". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Matt Wadlington, P.E., Principal  
Willamette Valley Regional Manager

Civil West Engineering Services, Inc.  
(541) 223-5130  
[mwadlington@civilwest.net](mailto:mwadlington@civilwest.net)



January 15, 2020

Vickie Nogle  
Director of Administration/City Recorder  
Hubbard City Hall  
3720 Second Street  
Hubbard, OR 97032

RE: Kooiman Estates (SUB 2017-01)  
Reimbursement District

RECEIVED  
FEB 18 2020  
CITY OF HUBBARD

Vickie,

Written Application for the establishment for the creation of a Reimbursement District for the Kooiman Estates offsite Public Sanitary Sewer was submitted for "initial review and comment" to the City Engineer and Public Works Superintendent back on July 31, 2018.

Per this Preliminary submittal on July 31, 2018 and the comments and recommendations received from Jason Wuertz, P.E. with AKS Engineering and Jaime Estrada, Public Works Superintendent a formal submittal was hand delivered to the City of Hubbard on September 25, 2018.

For the creation of a Reimbursement District, the City formally adopted Ordinance No. 359-2018 allowing the developer to recover a proportionate share of the cost.

Based upon this Ordinance, I am following my initial submittal to the City of Hubbard with additional information and updated analysis from the I & E Construction Costs.

<u>Offsite Sanitary Sewer</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>
8" Sanitary Sewer	599 L.F.	\$ 136.81	\$ 81,949.00
10" Sanitary Sewer	879 L.F.	156.81	137,836.00
Manholes	8 Each	5,489.00	43,912.00
Traffic Control	1 L.S.	8,675.00	8,675.00
Road Demo & Preparation	1 L.S.	12,890.00	12,890.00
4" HMAC Paving	1 L.S.	15,220.00	15,220.00
<b>Total Sanitary Construction</b>			<b>\$ 300,482.00</b>

Based upon the cost for the offsite Public Sanitary Sewer construction cost of \$ 300,482.00, we would estimate Engineering design, surveying, inspection and as-builts at 13.50%, which would equate to **\$ 40,565.00**. The total cost of the Reimbursement District for the offsite Sanitary Sewer would amount to **\$ 341,047.00**.

Five Tax Lots make up the adjoining properties for the benefit of this sanitary sewer including Kooiman Estates (31 lots), Tax Lot 100 (Marion County), Tax Lot 701 (City of Hubbard), Tax Lot # 2700 (Marion County) and Tax Lot 2800 (Marion County).

<u>Map Tax Lot Number</u>	<u>Street Frontage</u>	<u>Percent of Total Frontage</u>	<u>Prorated Cost</u>
04 1W 33 100	468 L.F.	16.12	\$ 54,976.77
04 1W 33DB (Kooiman Est)	551 L.F.	18.97	\$ 64,696.62
04 1W 33DB 701	342 L.F.	11.78	\$ 40,175.34
04 1W 33DB 2700	629 L.F.	21.66	\$ 73,870.78
04 1W 33DB 2800	914 L.F.	31.47	\$ 107,327.49
Total	2,904 L.F.	100.00	\$ 341,047.00

I have enclosed for you 2 copies of the boundary map, construction costs of I & E Construction, offsite sanitary sewer as-builts with notes and copy of the formal Reimbursement Request back on September 25, 2018.

Please let me know if you need any further information for setting up a Reimbursement District for Kooiman Estates, LLC.

Please contact me for any required fees necessary to be paid by the City of Hubbard. All previous City fees for setting up the Reimbursement District are paid and up to date.

Thank you,

Jeff Bolton

**Kooiman Estates - 8" Sewer Main**

**Owner:** I&E Construction, Inc.  
9550 SE Clackamas Rd.  
Clackamas, OR 97015

**Engineer:** Multi-Tech Engineering Services  
1155 13th St Se  
Salem, OR 97302

**Date:** 7/31/18



I&E CONSTRUCTION  
9550 SE Clackamas Rd.  
Clackamas, OR 97015

PH: 503-655-7933  
FAX: 503-650-8177

DESCRIPTION	LABOR	MATERIAL	EQUIP.	OTHER	SUB CONT.	TOTALS
SUMMARY OF ALL WORK						
<b>EARTHWORK &amp; UTILITIES</b>						
MOBILIZATION	\$0	\$0	\$0	\$0	\$2,750	\$186,368
TRAFFIC CONTROL	\$0	\$0	\$0	\$0	\$2,750	\$2,750
ROAD DEMO & PREP	\$0	\$0	\$0	\$0	\$8,675	\$8,675
4" HMAC PAVING	\$3,150	\$1,060	\$5,430	\$0	\$3,250	\$12,890
8" SEWER MAINLINE (879 LF)	\$0	\$0	\$0	\$0	\$15,220	\$15,220
48" SEWER MANHOLES (5 EA)	\$19,290	\$59,126	\$26,056	\$0	\$15,786	\$120,258
	\$5,575	\$16,250	\$4,750	\$0	\$0	\$26,575
<b>SUB TOTAL</b>	<b>\$28,015</b>	<b>\$76,436</b>	<b>\$36,236</b>	<b>\$0</b>	<b>\$45,681</b>	<b>\$186,368</b>
OVERHEAD & PROFIT	0.00%					\$0
<b>GRAND TOTAL</b>						<b>\$186,368</b>

**Kooiman Estates - 10" Sewer Main**

**Owner:**  
 I&E Construction, Inc.  
 9550 SE Clackamas Rd.  
 Clackamas, OR 97015

**Engineer:** Multi-Tech Engineering Services  
 1155 T 31th St Se  
 Salem, OR 97302

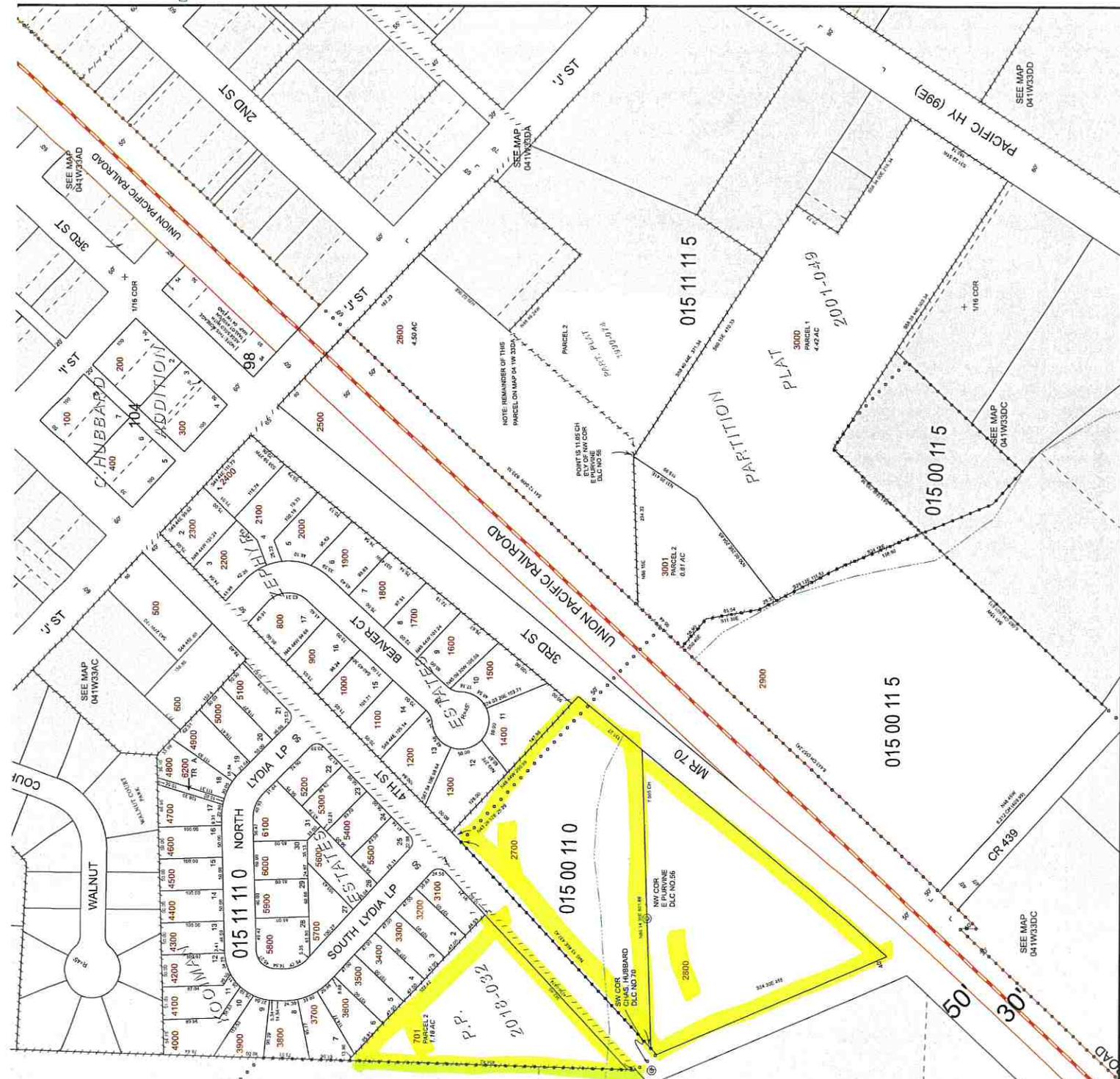
**Date:** 7/31/18



I&E CONSTRUCTION  
 9550 SE Clackamas Rd.  
 Clackamas, OR 97015  
 PH: 503-655-7933  
 FAX: 503-650-8177

DESCRIPTION	LABOR	MATERIAL	EQUIP	OTHER	SUB CONT	*TOTALS*
<b>SUMMARY OF ALL WORK</b>						
<b>EARTHWORK &amp; UTILITIES</b>						
<b>MOBILIZATION</b>						
TRAFFIC CONTROL	\$0	\$0	\$0	\$0	\$2,750	\$2,750
ROAD DEMO & PREP	\$3,150	\$1,060	\$5,430	\$0	\$8,675	\$8,675
4" HMAC PAVING	\$0	\$0	\$0	\$0	\$3,250	\$3,250
10" SEWER MAINLINE (879 LF)	\$21,940	\$69,241	\$29,874	\$0	\$15,220	\$12,890
48" SEWER MANHOLES (5 EA)	\$5,575	\$17,120	\$4,750	\$0	\$16,780	\$15,220
<b>SUB TOTAL</b>	<b>\$30,665</b>	<b>\$87,421</b>	<b>\$40,054</b>	<b>\$0</b>	<b>\$46,675</b>	<b>\$204,815</b>
<b>OVERHEAD &amp; PROFIT</b>	0.00%					<b>\$204,815</b>
<b>GRAND TOTAL</b>						<b>\$0</b>
						<b>\$204,815</b>

U4 1W 33DB  
 015 11 110  
 CTR SEC



U4 1W 33DB  
 HUBBARD



MARION COUNTY, OREGON  
 NW1/4 SE1/4 SEC33 T4S R1W WM.  
 SCALE 1" = 100'

- LEGEND**
- LINE TYPES**
- Taxlot Boundary
  - Road Right-of-Way
  - Railroad Right-of-Way
  - Private Road ROW
  - Subdivision/Plat Boundary
  - Waterline - Taxon Brdry
  - Waterline - Non Brdry
  - Historical Boundary
  - Easement
  - Railroad Centerline
  - Taxcode Line
  - Map Boundary
- CORNER TYPES**
- 1/4 Section Cor
  - 1/16TH Section Cor
  - DLC Corner
  - 1/4 Section Cor
  - 16, 15
  - Section Corner
  - 21, 22
- NUMBERS**
- Tax Code Number
  - 000 00 00 0
- ACREAGE**
- All areas listed are Net Acres, excluding any portions of the taxlot within public ROWs.
  - 0.85 AC
- NOTES**
- Tick Marks: A tick mark in the road indicates that the labelled dimension extends into the public ROW

CANCELLED NUMBERS
700

DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY

**Assessor's Office**  
**Cartography Dept**  
 OREGON  
 www.co.marion.or.us

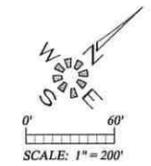
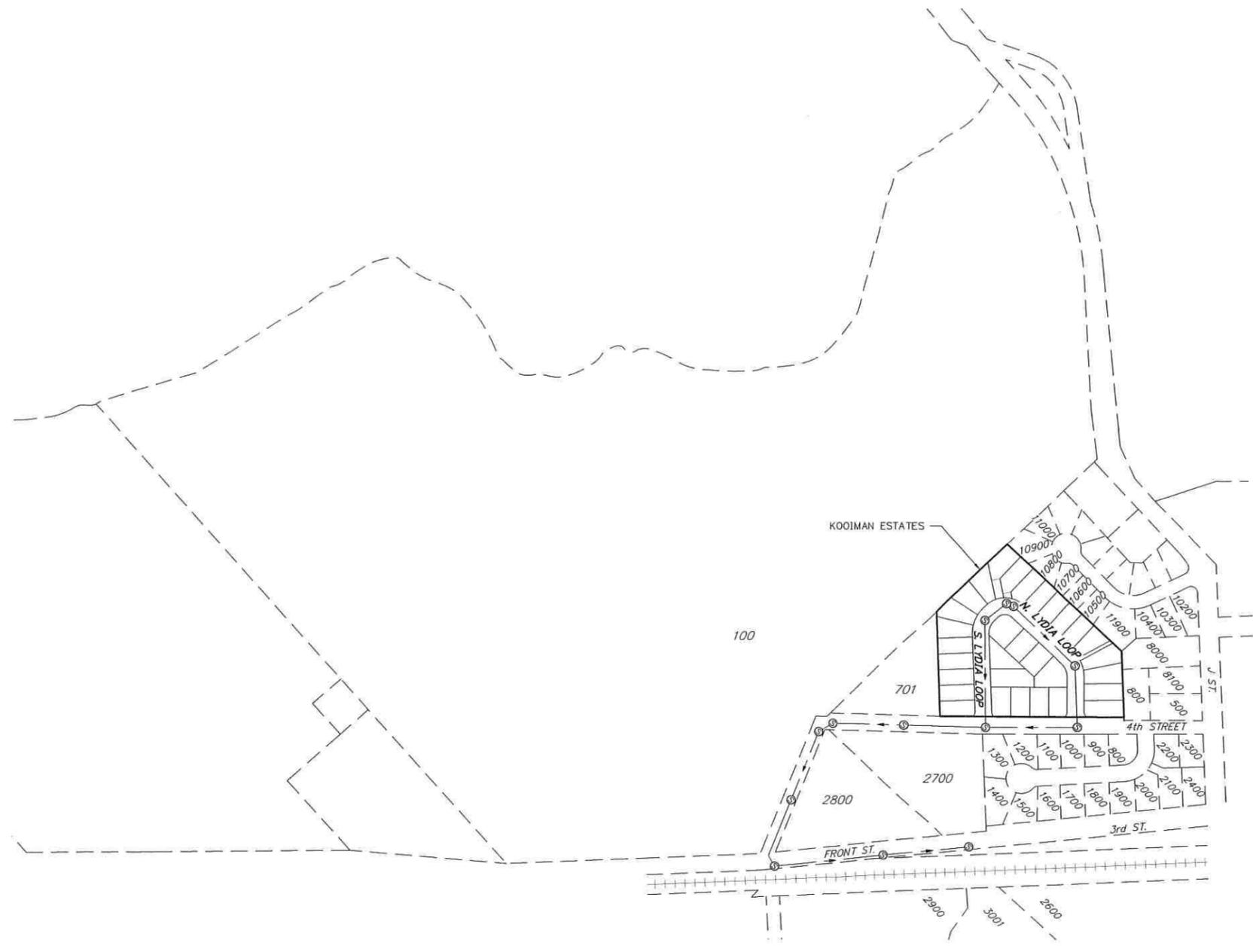
PLOT DATE: 1/15/2020

**HUBBARD**  
**04 1W 33DB**

U4 1W 33DB

Owner / Developer:  
**KOOIMAN ESTATES, LLC**  
 9550 SE CLACKAMAS RD.  
 CLACKAMAS, OREGON 97015

# KOOIMAN ESTATES



**T.L. 100:**  
 OWNER: FRANK J BRONEC QTIP TR & COLUMBIA TRUST COMPANY TRE ATTN TRUST OPERATIONS  
 MAILING ADDRESS: PO BOX 1012 SALEM, OR 97308  
 AREA: 76.87 ACRES / 3,348,457 SQ. FT.  
 FRONTAGE: 468'  
 ZONING: UTF

**T.L. 701:**  
 OWNER: PETER J KOOIMAN & HELEN M KOOIMAN  
 MAILING ADDRESS: 2643 4TH ST HUBBARD, OR 97032  
 AREA: 1.26 ACRES / 54,885 SQ. FT.  
 FRONTAGE: 342'  
 ZONING: R-3

**T.L. 2700:**  
 OWNER: JAMES R HALBIRT & BECKY L HALBIRT  
 MAILING ADDRESS: 2654 4TH ST NE HUBBARD, OR 97032  
 AREA: 1.93 ACRES / 84,070 SQ. FT.  
 FRONTAGE: 629'  
 ZONING: UTF

**T.L. 2800:**  
 OWNER: RUSSELL T STABLER & LINDA STABLER  
 MAILING ADDRESS: 47 99TH AV NE BELLEVUE, WA 98004  
 AREA: 2.19 ACRES / 95,396 SQ. FT.  
 FRONTAGE: 914'  
 ZONING: UTF

**KOOIMAN ESTATES:**  
 OWNER: KOOIMAN ESTATES LLC  
 MAILING ADDRESS: 9550 SE CLACKAMAS RD CLACKAMAS, OR 97015  
 AREA: 4.80 ACRES / 208,945 SQ. FT.  
 FRONTAGE: 551'  
 ZONING: R-3

ZONING  
 R-3 = HIGH DENSITY RESIDENTIAL  
 UTF = URBAN TRANSITION FARM



MULTI/TECH ENGINEERING EXEMPT FROM LIABILITY IF NOT STAMPED APPROVED  
**NOT FOR CONSTRUCTION UNLESS STAMPED APPROVED HERE**



NO CHANGES, MODIFICATIONS OR REPRODUCTIONS TO BE MADE TO THESE DRAWINGS WITHOUT WRITTEN AUTHORIZATION FROM THE DESIGN ENGINEER.  
 DIMENSIONS & NOTES TAKE PRECEDENCE OVER GRAPHICAL REPRESENTATION.

Design: M.D.G.  
 Drawn: T.N.S.  
 Checked: J.C.B.  
 Date: JAN 2020  
 Scale: AS SHOWN  
 As-Built:



Proj 6  
 She 1

MARION COUNTY, OREGON  
SEC 33 T4S R1W W.M.  
SCALE 1" = 400'

LEGEND

- LINE TYPES**
- Taylor Boundary
  - Road Right-of-Way
  - Railroad Right-of-Way
  - Private Road ROW
  - Subdivision Plat Boundary
  - Waterline - Taylor Brandy
  - Historical Boundary
  - Easement
  - Railroad Centerline
  - Barcode Line
  - Map Boundary
  - Waterline - Non Brandy
- CORNER TYPES**
- + 1/4 Section Cor
  - ⊙ D.L.C. Corner
  - ⊕ 1/4 Section Cor
  - ⊕ 15, 15 Section Corner
  - ⊕ 21, 22 Section Corner
- NUMBERS**
- Tax Code Number
  - 000 00 00 0
- Acreage  
0.25 AC  
All acres listed are Net Acres excluding any portions of the tracts within public ROWs.

NOTES

Tick Marks: A tick mark in the road indicates that the labelled dimension extends into the public ROW

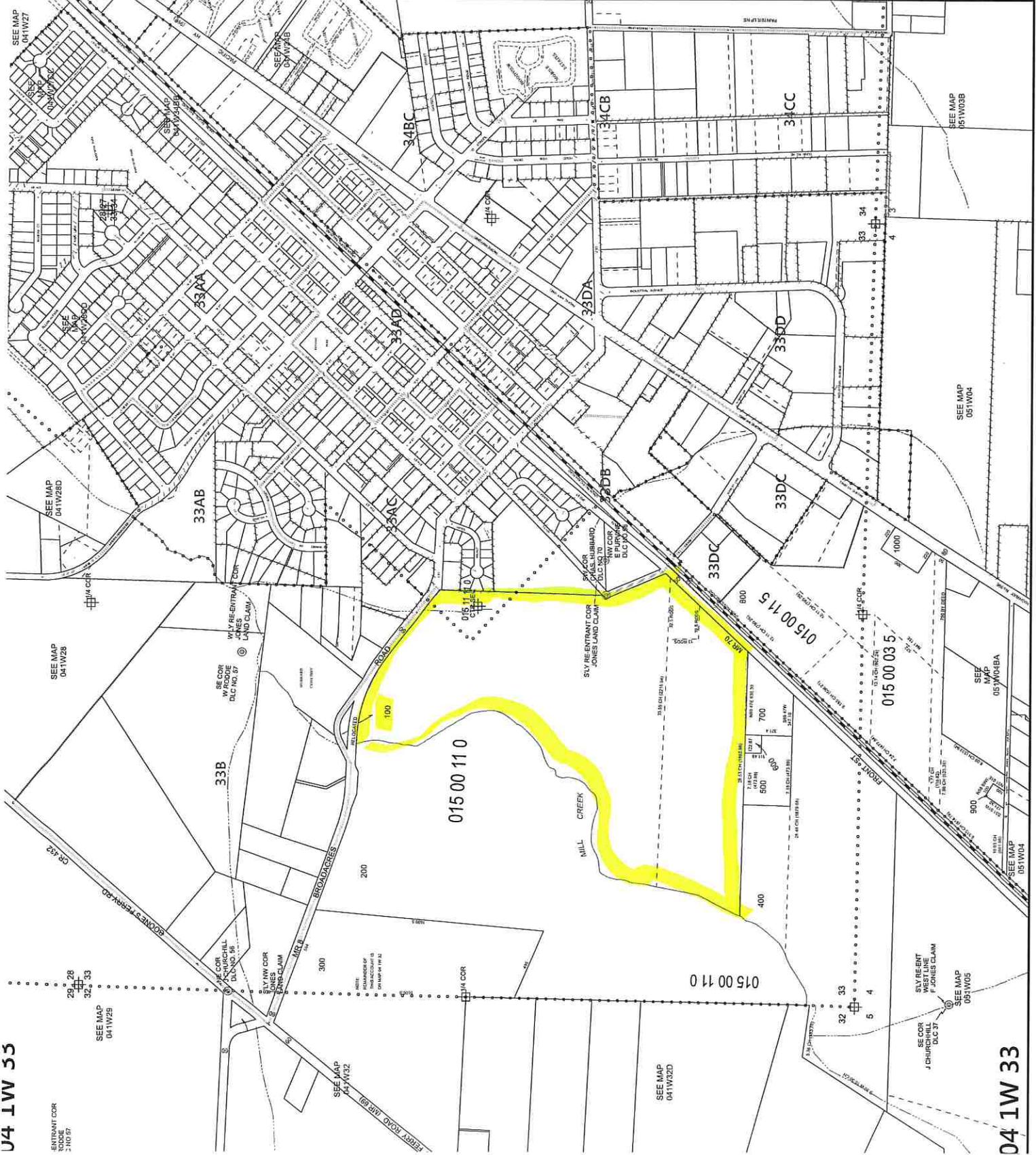
CANCELLED NUMBERS	

DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT [www.co.marion.or.us](http://www.co.marion.or.us)

PLOT DATE: 1/23/2018  
HUBBARD  
04 1W 33



ENTRANT COR  
310.87

SEE MAP  
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041W01

**RESOLUTION NO. 693-2020**

**A RESOLUTION APPROVING A REIMBURSEMENT DISTRICT.**

- A.** The City of Hubbard Municipal Code authorizes the creation of reimbursement district by a developer who is required or chooses to finance some or all of the costs of a public improvement that will be available to provide service to property other than the developer's property; and
- B.** Pursuant to the Code, an application has been submitted by Kooiman Estates, LLC (Applicant) for the formation of a reimbursement district, which is attached hereto as Exhibit A and incorporated herein; and
- C.** Applicant desires to recover costs for offsite sanitary sewer public improvements in the reimbursement district; and
- D.** The City Engineer has reviewed the application and prepared the Report required by the Code, which is attached hereto as Exhibit B and incorporated herein; and
- E.** The City provided a mailed notice of the proposed reimbursement district and of a public hearing to be held on June 9, 2020 to all owners of the property within the proposed reimbursement district; and
- F.** The City Council held a hearing on June 9, 2020 where it reviewed the application and the Report and considered comments received from the public during the hearing.

**NOW, THEREFORE, THE CITY OF HUBBARD RESOLVES AS FOLLOWS:**

Section 1: The City Council approves the recommendations contained in the Report and declares the formation of the Kooiman Estates Reimbursement District effective June 9, 2020:

Section 2: Payment of the reimbursement fee for each designated lot or parcel as identified in the Report is a precondition of such lot or parcel receiving any city development permits, building permits or other city permits necessary to develop the lot or parcel as provided for in HMC 3.07.100.

Section 3: A three percent (3%) interest rate is to be applied to the reimbursement fee as a return on the investment of the Applicant. The interest rate shall be fixed and computed against the reimbursement fee as simple interest and will not compound.

Section 4: The City will charge a fee for its administration of the reimbursement agreement required by Section 5 of this Resolution. Such administration fee shall be equal to five percent (5%) of the fee, not to exceed \$1,000 for any fee.

Section 5: The City Recorder shall enter into an agreement with the Applicant

regarding the public improvements listed in the Report, provided that the agreement shall be contingent upon the improvements being accepted by the City, and that the agreement shall contain the clauses required by HMC 3.07.060(3).

Section 6: The City Recorder shall cause notice of district formation and nature of the reimbursement district to be sent to the Applicant and property owners within the District as well as cause such notice to be filed in the office of the Marion County clerk to provide notice to a potential purchaser of property within the district pursuant to HMC 3.07.070 and 3.07.080. Filing notice with the clerk shall not create a lien.

**INTRODUCED AND ADOPTED** this 9th day of June 2020.

**CITY OF HUBBARD, OREGON**

**BY:** \_\_\_\_\_  
**MAYOR**

**ATTEST:**

**BY:** \_\_\_\_\_  
**RECORDER**

**APPROVED AS TO FORM:**

**BY:** \_\_\_\_\_  
**CITY ATTORNEY**

June 9, 2020

#2 PUBLIC HEARINGS

A) STATE SHARED REVENUE (Resolution No 695-2020 & 696-2020)

1. OPEN PUBLIC HEARING ON STATE REVENUE SHARING
2. PRESENTATION BY BUDGET OFFICER.
3. ASK PUBLIC IF THERE ARE ANY COMMENTS OR QUESTIONS.
4. CLOSE PUBLIC HEARING ON STATE REVENUE SHARING.

*Note: Resolution No. 695-2020 & Resolution No. 696-2020 are listed in the Consent Agenda. If the City Council would like to read these as separate readings they need to be pulled from the Consent Agenda and a motion made separately on each Resolution.*

B) BUDGET FOR FISCAL YEAR 2020-2021 (Resolution No 697-2020)

1. OPEN PUBLIC HEARING FOR BUDGET 2020-2021
2. PRESENTATION BY BUDGET OFFICER.
3. ASK PUBLIC IF THERE ARE ANY COMMENTS OR QUESTIONS.
4. CLOSE PUBLIC HEARING ON BUDGET 2020-2021.

*Note: Resolution No. 697-2020 is listed in the Consent Agenda. If the City Council would like to read this as a separate reading it needs to be pulled from the Consent Agenda and a motion made on the Resolution.*

**ORDINANCE NO. 368-2020**

**AN ORDINANCE ADOPTING THE CITY OF HUBBARD WATER MASTER PLAN AS AN ATTACHMENT TO THE CITY OF HUBBARD COMPREHENSIVE PLAN AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Hubbard deemed it necessary to update the Water Master Plan to comply with the requirements of Oregon Administrative Rule (OAR) 333-061-0060(5); and

**WHEREAS**, the Hubbard Planning Commission held a public hearing on the proposed amendments to the City of Hubbard Water Master Plan on May 19, 2020 at which time the public was given full opportunity to be present and heard on the matter; and

**WHEREAS**, the Hubbard City Council held a public hearing on the proposed amendments to the City of Hubbard Water Master Plan on June 9, 2020 at which time the public was given full opportunity to be present and heard on the matter; and

**WHEREAS**, notice of the said public hearings were duly given to the public; and

**NOW THEREFORE THE CITY OF HUBBARD ORDAINS AS FOLLOWS:**

**Section 1:** The City Council of the City of Hubbard does hereby adopt the City of Hubbard Water Master Plan attached hereto as Exhibit "A."

**Section 2:** The City Council for the City of Hubbard deems and desires it necessary for the preservation of the health, peace and safety of the City of Hubbard that this Ordinance take effect at once, and therefore, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage and approval.

**PASSED AND ADOPTED** by the City Council of the City of Hubbard on this 9<sup>th</sup> day of June 2020 by the following votes:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**APPROVED BY THE MAYOR** on this 9<sup>th</sup> day of June 2020.

\_\_\_\_\_  
Mayor Charles Rostocil

**ATTEST:**

\_\_\_\_\_  
Vickie Nogle, Director of Administration/City Recorder

**APPROVED BY THE CITY ATTORNEY**

  
\_\_\_\_\_  
Chad Jacobs, Beery Elsner and Hammond LLP



# Hubbard Water Master Plan

May 2020

# Water System Master Plan

City of Hubbard, Oregon

May 2020



RENEWS: 6/30/2021

## Murraysmith

888 SW 5th Avenue, Suite # 1170

Portland, Oregon 97204



800 NE Oregon Street, Suite #640  
Portland, OR 97232-2162  
(971) 673-0459  
(971) 673-0694 – FAX  
<http://healthoregon.org/dwp>

May 5, 2020

Brian Ginter, P.E.  
Murray Smith  
888 SW 5<sup>th</sup> Avenue, Suite 1170  
Portland, OR 97204

Re: **Master Plan (PR#47-2020)**  
**City of Hubbard (PWS ID#00389)**  
**Letter of Concurrence**

Mr. Ginter:

Thank you for your submittal to the Oregon Health Authority's Drinking Water Services (DWS) of the Water System Master Plan for the City of Hubbard. On April 13, 2020, our office received a copy of the master plan and a plan review fee of \$4,125.

The Master Plan represents a 20-year planning horizon out to the year 2039. The plan includes system goals and description, future demand estimates, engineering evaluation, evaluations of options to meet future demand, financing, and list of recommended projects and cost estimates. A seismic risk assessment and mitigation plan is required and was included. **Upon review of the Master Plan, it appears the elements required in Oregon Administrative Rule (OAR) 333-061-0060(5) have been addressed.**

Please note that OAR 333-061-0060 contains plan submission and review requirements for all major water system additions or modifications. Construction plans and specifications must be submitted to and approved by DWS before construction begins. For information on plan review requirements, as well as how to apply for an exemption from review for waterlines, see [www.healthoregon.org/pwsplanreview](http://www.healthoregon.org/pwsplanreview).

If you have questions contact me at (971) 673-0459 & [james.b.nusrala@dhsosha.state.or.us](mailto:james.b.nusrala@dhsosha.state.or.us).

Sincerely,

James Nusrala, P.E., Regional Engineer, Drinking Water Services  
cc: Melinda Olinger, Public Works, City of Hubbard  
Michelle Bilberry, Business Oregon  
Chantal Wikstrom, DWS

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# Section 1

## Section 1

# Introduction and Existing Water System

## 1.1 Introduction

The purpose of this Water Master Plan (WMP) is to perform an analysis of the City of Hubbard's (City's) water system and:

- Document water system upgrades completed since the 1996 Water System Master Plan;
- Estimate future water requirements;
- Create a steady state hydraulic model of the distribution system;
- Evaluate potential alternatives to improve system pressure, including raising the elevated tank or constructing a new constant pressure, continuous operation pump station to maintain a higher system pressure;
- Identify deficiencies and recommend water facility improvements that correct deficiencies and provide for growth;
- Explore the future option of an intertie with the City of Woodburn;
- Initiate seismic planning for the system;
- Examine operations and maintenance procedures;
- Update the City's capital improvement program (CIP);
- Create a document that will support future review of existing system development charges (SDCs) and water rates based on the updated CIP.

In order to identify system deficiencies, existing water infrastructure inventoried in this section will be assessed based on the existing and future water needs summarized in **Section 2** and water system performance criteria described in **Section 3**. The results of this analysis are presented in **Sections 4, 5, and 6**. **Section 7** provides recommendations for system improvements and a 20-year capital improvement plan. The planning and analysis efforts presented in this WMP are intended to provide the City with the information needed to inform long-term water supply and distribution infrastructure decisions.

This plan complies with water system master planning requirements established under Oregon Administrative Rules (OAR) for Public Water Systems, Chapter 333, Division 61.

This section describes the water service area and inventories the City’s water system facilities including existing supply sources, transmission, pressure zones, finished-water storage reservoirs, pump stations, control valves, and distribution piping.

## 1.2 Service Area

The City of Hubbard owns and operates a public water system which supplies potable water to its residents. The existing service area consists of the city limits and 5 residential customers outside City limits as illustrated on **Figure 1-1**.

## 1.3 Supply Sources

Four active wells supply the City with groundwater from the Little Bear Creek Basin and Mill Creek Basin. The four groundwater wells pump independently through water piping to a single water treatment plant (WTP) with treated water stored in two ground level reservoirs. The treated water is then pumped into the distribution system using booster pumps.

Well #1 is always in use, and the other three wells are rotated every Monday. The City reports that they can run more than 2 wells simultaneously, but water demand rarely requires more than 2 wells. The well flow is limited by the treatment plant capacity with a combined maximum capacity of 1,000 gallons per minute (gpm). Wells are signaled to operate based on set points tied to the ground level reservoir levels. Well details are summarized in **Table 1-1** and locations are shown on **Figure 1-1**.

The well capacity in the summer is limited by drawdown of nearby wells. Air is produced when full capacity is used.

**Table 1-1**  
**Groundwater Well Summary**

Well No.	Location	Year Constructed	Winter Capacity (gpm)	Summer Capacity (gpm)	Drawdown Maximum (ft)
1	3101 2nd St.	1967	480	400	150'
2	Rivenes Park	1975	350	200	140'
3	City Shop 3632 1st St.	1983	230	240	180'
4	2858 J St.	2000	350	300	180'

Note:

1. The wells’ capacities in the summer are related to controlling drawdown (from ground WTP inlet) to the prescribed level in the table.

### 1.3.1 Water Treatment Plant

Water from the wells is naturally high in arsenic, iron, and manganese. Arsenic is a regulated contaminant under the Safe Drinking Water Act. Historically, arsenic concentrations in the groundwater have been below the maximum contaminant level (MCL). The treatment process, described below, provides for reduction of arsenic concentrations in the finished water. Iron and manganese are considered secondary contaminants under the Safe Drinking Water Act, meaning that there is no health concern with elevated concentrations, but these contaminants may affect the taste, color, and odor of the water in a negative manner. The City is not required to provide treatment for removal of organisms, turbidity, or contaminants. The treatment system improves the aesthetic quality of the water by reducing iron and manganese levels and provides residual disinfection in the distribution system through the addition of sodium hypochlorite.

The current treatment process includes oxidation, filtration, and disinfection. Potassium permanganate is added to the raw well water to oxidize iron and manganese. The water then passes through pressurized green sand filters which capture the oxidized iron and manganese acting as a physical barrier and utilizes adsorption for these soluble contaminants, including arsenic, that have not been completely oxidized.

Treatment capacity at the WTP is 500 gpm at each of two filters. Finished water is stored in two ground level reservoirs and pumped to the distribution system as necessary to maintain water level in the elevated tank described later in the section.



### 1.3.2 Backup power

A diesel generator with an automatic transfer switch powers the treatment plant, Well 1 and the finished water pumps. A mobile generator is available to power any one of the other wells.

### 1.3.3 Emergency Interties

The City currently has no emergency distribution interties with adjacent water systems.

### 1.3.4 Water Rights

The City's water rights are presented in **Table 1-2A** followed by a comparison of water supply to water rights capacity in **Table 1-2B**.

**Table 1-2A**  
**Water Rights Summary**

Source	Well	Application #	Permit #	Certificate #	Transfer	Status	Use	Supply Amount cfs (MGD) [gpm]	Priority Date
Well in Mill Creek Basin <sup>2</sup>	#4	G14954	G13857	90750	-	NC	Municipal	0.668 (0.43) [300]	3/29/99
Three Wells in Mill Creek Basin	#1,2,3	G11998	G10965	84092	-	NC	Municipal	1.56 (1.01) [700]	12/13/89
Well #4 in Little Bear Creek Basin <sup>1,2</sup>	#4	G16491	G16138	-	-	NC	Municipal	0.223 (0.14) [100]	7/1/05
Three wells in Pudding River Basin	#2,3,4	G6913	G5809	84093	T6320	NC	Municipal	1.1 (0.71) [494]	4/28/75

Notes:

1. This water right is only valid December 1st through May 31st and is therefore not included in the total capacity.
2. Usage of water rights are not allowed if static water level reaches 25 feet below the reference level

**Table 1-2B**  
**Water Rights and Supply Comparison**

Well	Maximum Well Capacity (gpm)	Summer Well Capacity (gpm)	Water Right Capacity Used (gpm)	Water Right Capacity Authorized (gpm)		
				84092	84093 (T6320)	90750
1	480	400	480	700	494	300
2	350	200	350			
3	230	240	230			
4	350	300	350			
Developed capacity:	1,410	1,140	1,410			
Undeveloped peak season capacity:				84		

## 1.4 Distribution System

### 1.4.1 Current Operation Summary

Hubbard’s existing water distribution system consists of a single pressure zone served primarily by the elevated reservoir. Water is pumped to the elevated reservoir from two ground level storage reservoirs, one at the treatment plant and the other at the Well #4 site. **Figure 1-2** at the end of this section presents a hydraulic schematic of the City’s water system facilities. Hubbard’s existing distribution system and current operational strategy are described in more detail later in this section. **Figure 1-1** illustrates Hubbard’s water service area limits and water system facilities.

### 1.4.2 Ground Level Pumping

Hubbard’s existing water system includes four duty pumps and one backup pump at the WTP that pump water from the ground level reservoirs to the distribution system including the elevated reservoir. Pumps are signaled to turn on based on the level of the elevated reservoir. Pumps 1 through 4 are frame-mounted, electric motor driven, end suction centrifugal pumps. Typically, demand is met from a single pump with two pumps active each week in a lead/lag configuration. Pump 5 is a diesel engine driven, end suction, centrifugal pump that is available for emergency purposes and is typically exercised weekly. An onsite diesel standby generator provides backup power for Pumps 1-4. **Table 1-3** presents a summary of the capacity of the existing pumps.

**Table 1-3**  
**Pump Summary**

Pump Number	Capacity (gpm)
1	700
2	700
3	650
4	650
5	backup



## 1.5 Storage Reservoirs

Hubbard’s water system includes three active storage reservoirs with a total capacity of 2.05 MG. **Table 1-4** presents a summary of the City’s existing active storage reservoirs.

### 1.5.1 Reservoir 1



The 1 MG welded steel Reservoir #1 was constructed in 1975 with the treatment plant. The reservoir is a 39.75-foot tall ground-level reservoir constructed on the WTP site. Water is pumped from this reservoir and Reservoir 2 by the pump station at the water treatment plant into the distribution system, and to fill the elevated tank.

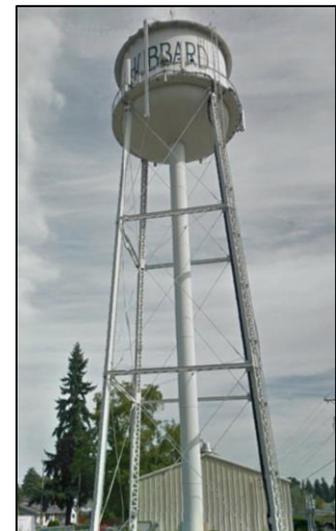
### 1.5.2 Reservoir 2

The 1 MG welded steel Reservoir #2 was constructed in 1999 with the treatment plant expansion. The reservoir is a 39.75-foot tall ground-level reservoir constructed on the Well #4 site. Water is pumped from this reservoir and Reservoir 1 by the pump station at the water treatment plant into the distribution system, and to fill the elevated tank.



### 1.5.3 Elevated Tank

The elevated tank is a 50,000-gallon, multi-legged elevated steel reservoir. The reservoir provides gravity storage for the system and the water surface elevation establishes the hydraulic grade for the water system. The overflow elevation, or maximum operating level of the tank is 278 feet in elevation, or 94.5 feet above grade. The elevated tank is filled by the pump station at the WTP. It was constructed in 1931.



**Table 1-4**  
**Active Reservoir Summary**

Reservoir Name	Capacity (MG)	Overflow Elevation (feet)
Elevated Reservoir	0.05	278.2
Reservoir 1	1	221.6
Reservoir 2	1	221.6
<b>Total Storage Capacity</b>	<b>2.05</b>	

## 1.6 Distribution Pipes

The City of Hubbard’s water distribution system contains approximately 17 miles of piping composed of various pipe materials in sizes up to 10 inches in diameter. Pipe types typically include ductile iron, asbestos cement, and polyvinyl chloride (PVC) with installation dates ranging from 1965 to 2019. A large portion of the system has an unknown pipe type, due to incomplete records. It is mostly unknown what type of joint restraints were installed, if any, throughout the system. **Table 1-5** presents an inventory of existing pipes by diameter.

**Table 1-5**  
**Distribution System Pipe Summary**

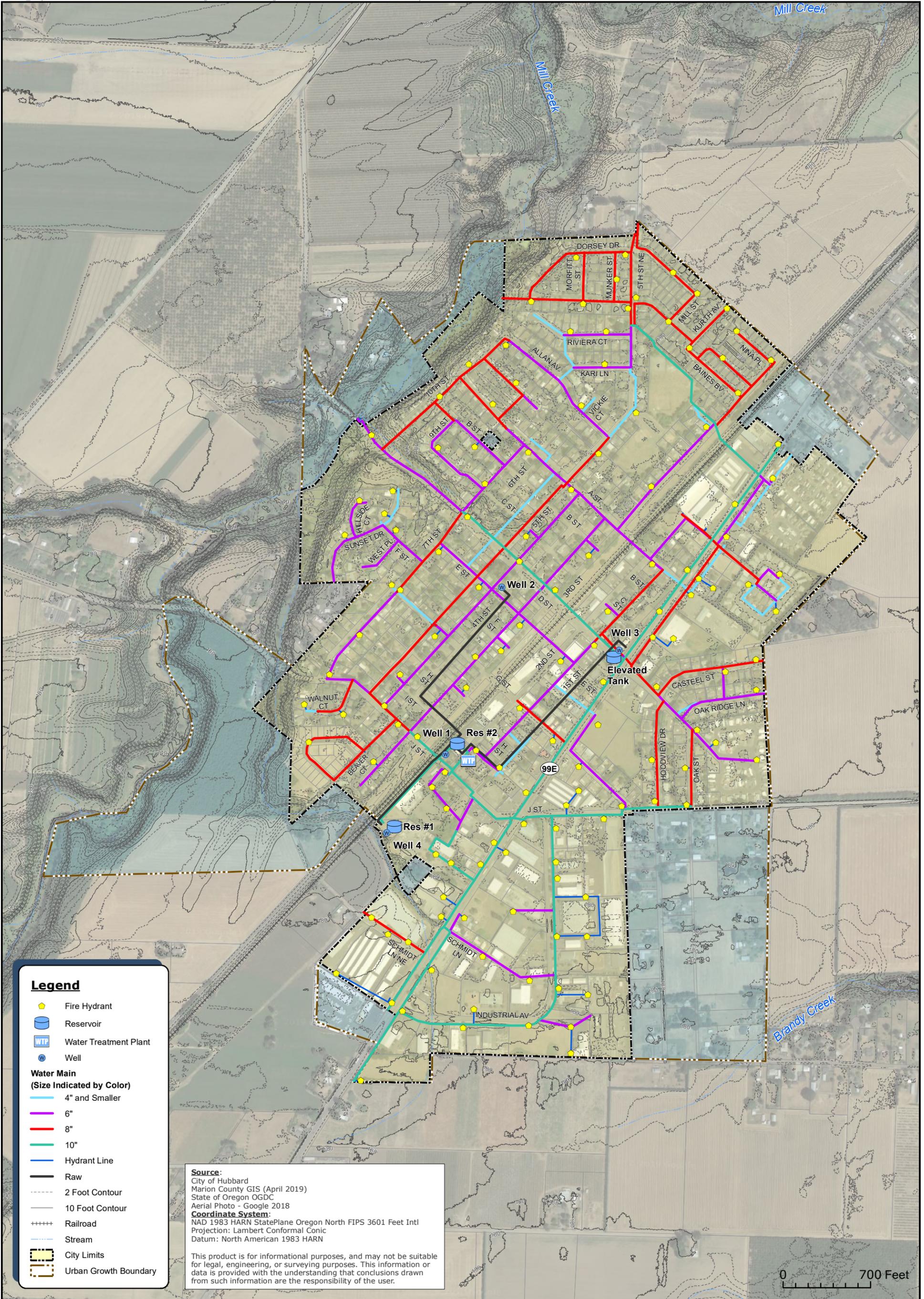
Size/Type	Ductile Iron	PVC	Asbestos Cement	Unknown	TOTAL	% of System
raw water lines				4624	<b>4,624</b>	5%
hydrant lines				6526	<b>6,526</b>	7%
4" and smaller	3389			4865	<b>8,254</b>	9%
6"	17617	1262	5126	4858	<b>28,863</b>	32%
8"	10508	12722		417	<b>23,647</b>	26%
10"	8143	6830	1389	1563	<b>17,925</b>	20%
<b>Total</b>	<b>39,657</b>	<b>20,814</b>	<b>6,515</b>	<b>22,853</b>	<b>89,839</b>	100%
% of System	44%	23%	7%	25%	100%	

## 1.7 Telemetry

The City of Hubbard’s supervisory control and data acquisition (SCADA) system, commonly referred to as telemetry, monitors all storage, pumping, treatment, and metering facilities within the City’s distribution system and provides for manual or automatic control of certain facilities and operations. The telemetry system also collects and stores system status and performance data.

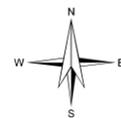
All facilities are equipped with radio remote telemetry units (RTUs) that monitor reservoir levels, well on/off status, and well flow rates.

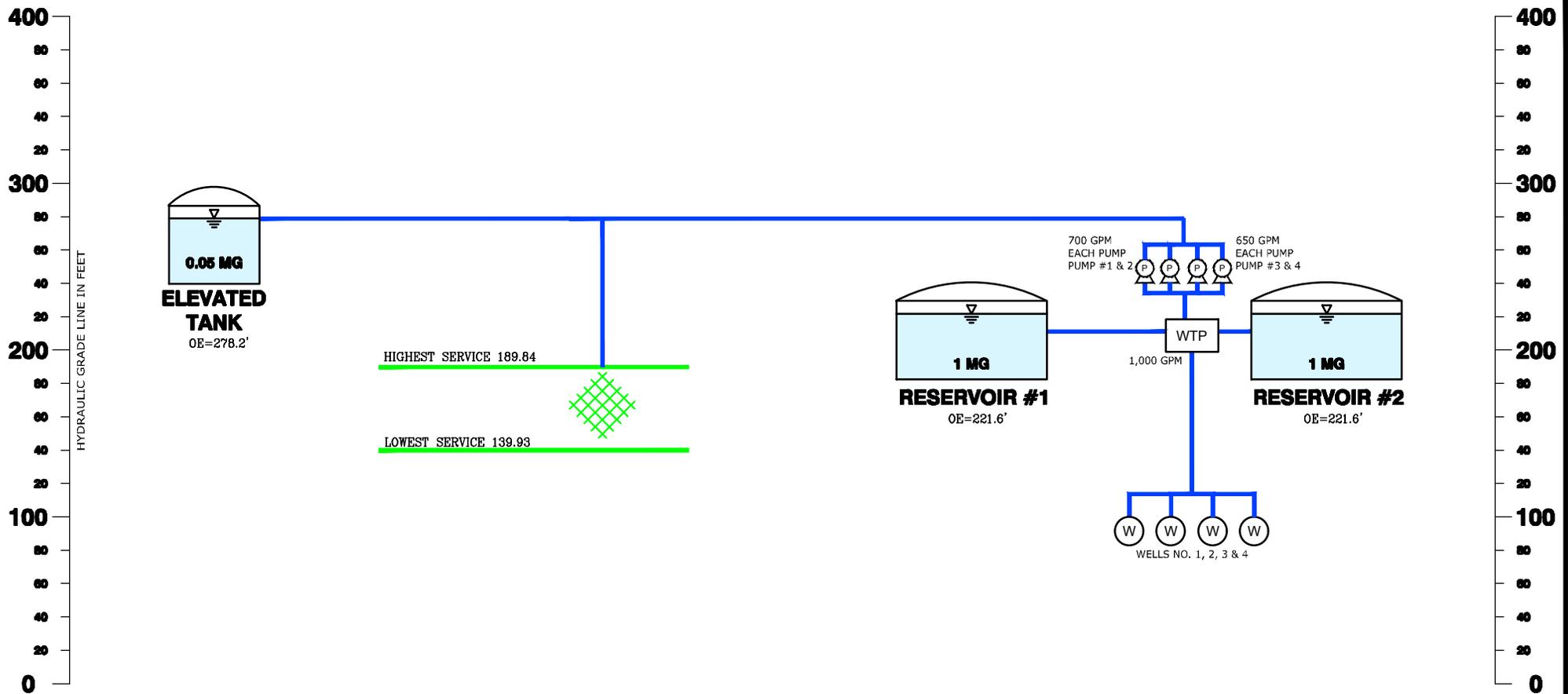
All signals from storage, pumping, and treatment facility RTUs are transmitted to the City’s Operations Center where the raw data is interpreted and displayed on a user terminal. The system is also capable of notifying City staff 24 hours a day if an alarm is triggered at any of the water system sites. Alarms can be addressed remotely by logging in to the City remote access technology on a staff cell phone.



**City of Hubbard  
 Water System Master Plan  
 May 2020**

**Figure 1-1  
 Existing Water System**





### LEGEND

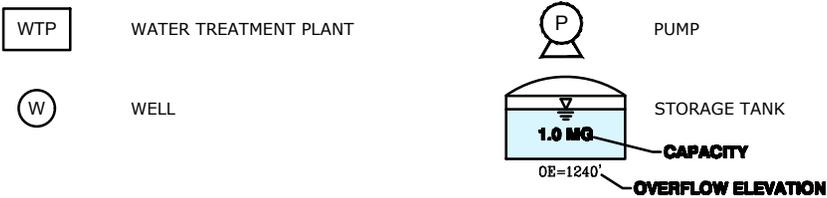


Figure 1-2

CITY OF HUBBARD  
 WATER MASTER PLAN  
**EXISTING WATER  
 SYSTEM HYDRAULIC SCHEMATIC**

May 2020





## Section **2**

## Section 2

# Projected Growth and Water Requirements

This section documents future growth scenarios, population projections and estimated water demands for the City of Hubbard's (City's) water service area. Population and water demand forecasts are developed from regional planning data, current land use designations, historical water demand records, and previous City water planning efforts.

## 2.1 Service Area

### 2.1.1 Existing

The City's existing water service area includes all areas within the Hubbard city limits, and five customers outside City limits. The City's existing water service area is illustrated on **Figure 1-1** in **Section 1**.

### 2.1.2 Future

Based on existing development types in the area, limited re-development and densification is expected within the existing water service area. It is anticipated that future expansion of the City's water service area will include continued residential, commercial, and industrial infill developments, and one new major subdivision on the southwestern side of the City.

## 2.2 Planning Period

The planning period for this Water System Master Plan (WSMP) is 20 years, through the year 2038, consistent with Oregon Administrative Rule (OAR) requirements for Water System Master Plans (OAR 333-061). Some components of the water system will be evaluated using longer planning periods to facilitate "right-sizing" of improvements designed to serve future growth.

## 2.3 Water Demand and Population

Water demand refers to all potable water required by the system including residential, commercial, industrial, and institutional uses. Water demands are described using three water use metrics: average daily demand (ADD), maximum day demand (MDD), and peak hour demand (PHD). Each of these metrics are stated in volume per unit of time such as million gallons per day (mgd) and in gallons per capita per day (gpcd). ADD is the total annual water volume used system-

wide divided by the number of days in a year. MDD is the largest 24-hour water usage volume for a given year. In western Oregon, MDD usually occurs each year between July 1st and September 30th, referred to as the peak season. PHD is estimated as the largest hour of demand during the MDD.

For the purposes of this WMP, water demand within the City’s water service area is assumed to correlate with Hubbard population. Future growth and water demand projections are based on estimated population growth within the proposed water service area.

### 2.3.1 Current Population

The City of Hubbard currently supplies water to approximately 3,300 people through approximately 1,020 service connections.

### 2.3.2 Historical Water Demand

Water demand can be calculated using either water consumption or water production data. Water consumption data is taken from the City’s customer billing records and includes all revenue and metered uses. Water production is measured as the water supplied to the distribution system from the treatment plant and distribution storage. Water production includes unaccounted-for water like loss through minor leaks and unmetered, non-revenue uses, such as hydrant flushing. For this WMP, system-wide historical water demand is based on daily water production data in order to account for all water used including those which are not metered. Customer consumption, water user type, Water Management and Conservation Plan data, and zoning were used to distribute water demands throughout the hydraulic model, discussed in more detail in **Section 4**. System-wide historical water demand is presented in **Table 2-1**.

**Table 2-1**  
**Historical System-wide Water Demand**

Year	Population	ADD (MGD)	ADD (gpcd)	MDD (MGD)	MDD (gpcd)	MDD: ADD	MDD date
2011	3180	0.246	77	0.510	160	2.1	7/7/2011
2012	3185	0.264	83	0.481	151	1.8	8/5/2012
2013	3200	0.295	92		No	data	
2014	3220	0.272	84	0.457	142	1.7	8/1/2014
2015	3225	0.278	86	0.527	163	1.9	7/6/2015
2016	3225	0.279	87	0.539	167	1.9	8/19/2016
2017	3300	0.227	69	0.510	155	2.2	8/1/2017
<b>Average</b>	-	<b>0.266</b>	<b>83</b>	<b>0.504</b>	<b>156</b>	<b>1.9</b>	-

### 2.3.2.1 Peaking Factors

The historical ratios or “peaking factors” of MDD: ADD and PHD: MDD are used to estimate future peak day and peak hour demands. Based on the last seven years of historical system-wide demands presented in **Table 2-1**, the highest ratio of MDD:ADD is approximately 2.2. Peak hour water production is not recorded by the City, so a PHD: MDD peaking factor of similar surrounding communities of 2.0 was used for this analysis.

### 2.3.3 Population Projections

Future population is estimated based on existing and future population within the existing water service area and proposed future growth areas. Existing and future populations are estimated using the population forecasts by Portland State University, Population Research Center in the report “Population Forecasts for Marion County, its Cities and Unincorporated Area 2010-2030. This study lists a population growth rate of two percent for Hubbard. Although growth has been smaller over the first eight years of this study, this estimate provides a conservative estimate for future water needs. For the purpose of this Master Plan, the projected rate is used beyond 2030 to extend to the end of the planning period.

### 2.3.4 Water Demand Projections

Projected future system-wide population and water demand are presented in **Table 2-2**. Future ADD is calculated based on an average demand per capita of 83 gpcd multiplied by the future population. Future MDD is estimated using the peaking factors presented in **Section 2.3.2.1**.

Existing commercial and industrial user demands are assumed to be captured in per capita usage. It is assumed that both per capita usage and the ratio of commercial and industrial use to residential use will remain similar in the future.

**Table 2–2**  
**Future System-wide Water Demand**

Year	Population	ADD (MGD)	MDD (MGD)	PHD (MGD)
2019	3,433	0.29	0.64	1.28
2024	3,790	0.32	0.70	1.40
2029	4,185	0.35	0.77	1.54
2034	4,621	0.39	0.86	1.72
2039	5,102	0.43	0.95	1.90



## Section **3**

## Section 3

# Planning and Analysis Criteria

### 3.1 Introduction

This section documents the performance criteria used for water supply and distribution system analysis presented in **Section 4** of this Water Master Plan (WMP). Criteria are established for evaluating water supply, distribution system, service pressures, storage and pumping capacity, water quality, and fire flow availability. These criteria are used in conjunction with the water demand forecasts presented in **Section 2** to complete the water system analysis.

### 3.2 Performance Criteria

The water distribution system should be capable of operating within certain performance limits under varying customer demand and operational conditions. The recommendations of this plan are based on the performance criteria summarized in **Table 3-3** at the end of this section. These criteria have been developed through a review of City design standards, State requirements, American Water Works Association (AWWA) acceptable practice guidelines, Ten States Standards, the Washington Water System Design Manual, and practices of other water providers in the region.

#### 3.2.1 Water Supply

As described in **Section 1**, the City of Hubbard (City) draws its water from four wells. Water is delivered to the treatment plant through raw water lines.

Based on current water system operations, the City should plan for adequate peak season (summer) supply capacity to provide maximum day demand (MDD) from all sources with the largest duty well out of service (firm capacity). In addition, the water treatment plant (WTP) should be capable of treating water at the same rate, equal to the MDD.

#### 3.2.2 Service Pressure

The City of Hubbard is served by one pressure zone. The topography is very flat, so pressures are nearly uniform across the entire system.

The acceptable service pressure range under normal (ADD) operating conditions is 45 to 80 pounds per square inch (psi). However, the City desires to raise the system pressure to 60 psi minimum. Where mainline pressures exceed 80 psi, services must be equipped with individual PRVs to maintain their static pressures at no more than 80 psi in compliance with the Oregon Plumbing Specialty Code. During a fire flow event or emergency, the minimum service pressure is

20 psi as required by Oregon Health Authority, Drinking Water Program (OHA) regulations. Recommended service pressure criteria are summarized in **Table 3-1**.

**Table 3-1**  
**Recommended Service Pressure Criteria**

Service Pressure Criterion	Pressure (psi)
Normal range, during ADD	45-80 (60+ desired)
Maximum	80
Minimum, during emergency or fire flow	20

### 3.2.3 Distribution System Evaluation

The distribution system will be evaluated under two demand scenarios, MDD + fire flow and peak hourly demand (PHD). The system should provide the required fire flow to a given location while, at the same time, supplying MDD and maintaining a minimum residual service pressure at any meter in the system of 20 psi as required by OHA regulations. The system should meet this criterion with all operational storage depleted.

The distribution system should supply PHD while maintaining service pressures within approximately 85 percent of service pressures under ADD conditions but not less than the City standard minimum 40 psi service pressure. The system should meet this criterion with flow velocity in the distribution system of less than 10 fps.

#### 3.2.3.1 Main Size

Typically, new water distribution mains should be at least 8 inches in diameter to supply minimum fire flows. However, 8-inch diameter mains may cause water quality concerns in areas with small, non-emergency demands and minimal looping. Sometimes, 6-inch diameter mains are acceptable on runs less than 300 feet, if no fire hydrant connection is required, there are no more than 8 services on the main, and future extension of the main is not anticipated. Potential water quality issues will be considered on a case by case basis when sizing pipes for any proposed water main improvements identified during distribution system analysis.

### 3.2.4 Storage Capacity

Hubbard water storage reservoirs should provide capacity for four purposes: operational storage, equalizing storage, fire storage, and standby/emergency storage. A brief discussion of each storage element is provided below.

#### 3.2.4.1 Operational Storage

Operational storage is the volume of water between the pump on and off set points in the reservoirs.

### *3.2.4.2 Equalizing Storage*

Equalizing storage is the volume of water dedicated to supplying demand fluctuations throughout the maximum day. When data is available, it is calculated by the volume of water on an hourly basis needed throughout a full day in excess of the average usage during the 24-hour MDD. Most communities do not track enough data to calculate this, so it is typical to approximate this storage component as 25 percent of MDD. This is consistent with the practices of similar water utilities in the region.

### *3.2.4.3 Fire Storage*

Water stored for fire suppression is typically provided to meet the single most severe fire flow demand within the system. Fire service in the Hubbard water service area is provided by Hubbard Fire Department. Although the final fire flow requirement for any one property is determined by the Fire Marshal, general requirements by building construction and development type are assumed in this report and are the provided level of service for the community. Buildings with higher required fire flows should provide additional fire suppression features such as sprinklers.

The maximum required fire flow for any future development in the service area is 3,000 gallons per minute (gpm) for a recommended duration of 3 hours. The recommended fire storage volume is determined by multiplying the fire flow rate by the duration of that flow. Fire flow requirements by land use type and zoning are discussed later in this section and summarized in **Table 3-2**.

### *3.2.4.4 Emergency Storage*

Emergency storage is provided to supply water from storage during emergencies such as pipeline failures, equipment failures, power outages, or natural disasters. The amount of emergency storage provided can be highly variable depending upon an assessment of risk and the desired degree of system reliability. For the Hubbard system, an emergency storage volume of 2 x ADD is recommended.

## **3.2.5 Pumps**

Pumping capacity requirements vary depending on the water demand, volume of available storage and the number of pumping facilities.

### *3.2.5.1 Pumping to Storage*

When pumping to storage reservoirs, a firm pumping capacity equal to the pressure zone's MDD is recommended. Firm pumping capacity is defined as a station's pumping capacity with the largest pump out of service.

### *3.2.5.2 Constant Pressure Pumping*

Although it is desirable to serve water system customers by gravity from storage, where this is not feasible or cost effective, constant pressure pump stations may be used to boost service pressure in lieu of gravity storage. In this case, the pump station is recommended to have a firm capacity to meet peak instantaneous demand, approximated as PHD plus fire flow.

### *3.2.5.3 Backup Power*

It is recommended that pumps supplying gravity storage reservoirs include, at a minimum, manual transfer switches and connections for a portable back-up generator. The emergency storage volume in a gravity feed reservoir will provide short term water service reliability in case of a power outage at the pump station. Back-up power generators with automatic transfer switches are recommended for all constant pressure pump stations which serve as the sole source of supply.

## *3.2.6 Required Fire Flow*

While the water distribution system provides water for domestic uses, it is also expected to provide water for fire suppression. The amount of water required for fire suppression purposes is associated with the local building size and type or land use of a specific location within the distribution system. Fire flow requirements are typically much greater in magnitude than the MDD in any local area. Adequate hydraulic capacity must be provided for these potentially large fire flow demands. Emergency response in the City of Hubbard is provided by the Hubbard Fire Department. General fire flow guidelines by land use type are summarized in **Table 3-2**.

### *3.2.6.1 Single-Family and Duplex Residential*

The Oregon Fire Code (OFC) specifies a minimum fire flow of 1,000 gpm for single-family and two-family dwellings with square footage less than 3,600 square feet. For residential structures larger than 3,600 square feet, the minimum fire flow requirement is 1,500 gpm.

For the purposes of this Plan, distribution piping fire flow capacity will be tested in the water system hydraulic model with a minimum requirement of 1,500 gpm to accommodate the range of potential future residential development in the City. Where deficiencies are identified in the existing system based on this 1,500 gpm requirement, existing development will be evaluated to determine if a 1,000 gpm fire flow requirement is appropriate for the local area.

### *3.2.6.2 Multi-Family Residential, Commercial, Industrial and Institutional*

A 3,000 gpm fire flow is recommended for multi-family residential, commercial, and industrial development consistent with OFC maximum fire flow guidelines. This maximum fire flow requirement is also appropriate for institutional and public facilities such as schools or community centers. The City designates medium density residential and community service buildings as 2,500 gpm. Recommended fire flow requirements by land use type are summarized in **Table 3-2**.

**Table 3-2**  
**Required Fire Flow Summary**

Land Use Type	Required Fire Flow (gpm)	Required Duration (hours)
Single-Family and Duplex Residential <3,600 sq ft	1,000	2
Single-Family and Duplex Residential >=3,600 sq ft	1,500	2
Medium Density Residential, Neighborhood and Community Service (Commercial)	2,500	2
High Density Residential, Commercial, Industrial and Institutional	3,000	3

### 3.2.7 Seismic Resilience

As part of this WMP the City of Hubbard (City) has chosen to complete a general seismic assessment of their existing water system. The scope of this evaluation includes mapping and overlaying potential seismic hazards with the City’s key water system facilities to identify vulnerabilities and estimate risk to the system from a seismic event.

### 3.2.8 Water Quality

In Oregon, drinking water quality standards for 95 primary and 12 secondary contaminants are established under the Oregon Drinking Water Quality Act (OAR 333-061) which includes implementation of national drinking water quality standards. To maintain public health, each contaminant has either an established maximum contaminant level (MCL) or a recommended treatment technique.

#### 3.2.8.1 Source Water

Potential for pathogens in groundwater sources like the City’s wells are regulated by the Groundwater Rule (GWR). The City’s existing wells have high levels of dissolved iron in the water. Iron is a secondary contaminant which causes metallic taste, discoloration, sediment and staining but is not a threat to human health. The City also has elevated levels of arsenic. Other regulated contaminants are monitored as required by the State’s drinking water quality standards.

#### 3.2.8.2 Distribution System

There are three drinking water quality standards and potential contaminants that may be exasperated or originate in the distribution system. Specifically, microbial contaminants (Total Coliform Rule), lead and copper (Lead and Copper Rule), and disinfection byproducts (Disinfectants and Disinfection Byproducts Rule).

##### 3.2.8.2.1 Total Coliform Rule

There are a variety of bacteria, parasites, and viruses which can cause health problems when ingested. Testing water for each of these germs would be difficult and expensive. Instead, total

coliform levels are measured. The presence of any coliforms in the drinking water suggests that there may be disease-causing agents in the water also. A positive coliform sample may indicate that the water treatment system isn't working properly or that there is a problem in the distribution system. Although many types of coliform bacteria are harmless, some can cause gastroenteritis including diarrhea, cramps, nausea, and vomiting. This is not usually serious for a healthy person, but it can lead to more serious health problems for people with weakened immune systems.

The Total Coliform Rule applies to all public water systems. Total coliforms include both fecal coliforms and E. coli. Compliance with the Rule is based initially on the presence or absence of total coliforms in a sample, then a focus on the presence or absence of E.coli.

#### *3.2.8.2.2 Lead and Copper and Corrosion Control*

Lead and copper enter drinking water primarily through corrosion of plumbing materials most commonly caused by a chemical reaction with the water which may be due to dissolved oxygen, low pH or low mineral content. Exposure to lead and copper may cause health problems ranging from gastroenteritis to brain damage. In 1991, the national Lead and Copper Rule (LCR) established action levels for lead and copper concentrations in drinking water. Under the Oregon Drinking Water Quality Act, water utilities are required to implement optimal corrosion control treatment that minimizes the lead and copper concentrations at customers' taps, while ensuring that the treatment efforts do not cause the water system to violate other existing water regulations.

Utilities are required to conduct monitoring for lead and copper from taps in customers' homes. Samples are currently required to be taken every three years at 20 sampling sites. The action level for either compound is exceeded when, in a given monitoring period, more than 10 percent of the samples are greater than the action level.

#### *3.2.8.2.3 Disinfectants and Disinfection Byproducts (DBP) Rule*

DBPs form when disinfectants, like chlorine, used to control pathogens in drinking water react with naturally occurring materials in source water. DBPs have been associated with increased cancer risk. The City is required to sample the distribution system on an annual basis.

### **3.2.9 Summary**

The criteria described above is summarized in **Table 3-3**.

**Table 3-3**  
**Performance Criteria Summary**

Water System Component	Evaluation Criterion	Value	Design Standard/Guideline
<b>Water Supply</b>	Source Capacity (System-wide)	MDD <sup>2</sup> with largest well out of service	Ten States Standards, Washington Water System Design Manual, Murraysmith recommended
	Treatment Capacity (System-wide)	MDD	
	Backup Power for Wells	At least two independent power sources	
<b>Service Pressure</b>	Normal Range, during ADD <sup>1</sup>	60-80 psi @ service	AWWA M32
	Maximum	80 psi	AWWA M32, Oregon Plumbing Specialty Code, Section 608.2
	Minimum, during emergency or fire flow	20 psi	AWWA M32, OAR 333-061
<b>Distribution Mains</b>	Minimum Pipe Diameter	8-inch recommended for fire flow, except in short mains without fire service	Murraysmith recommended
<b>Storage</b>	Operational Storage	Tank level set points	Washington Water System Design Manual
	Equalization Storage	25% of MDD	
	Fire Storage	Required fire flow x flow duration	
	Emergency Storage	2 x ADD	
<b>Pump Stations</b>	Total Capacity	PHD + Fire Flow	Murraysmith recommended
	Backup Power	Automatic transfer switch and on-site generator	
<b>Required Fire Flow and Duration</b>	Single Family Residential	1,500 gpm for 2 hours	Requested by Fire Department
	Medium Density Residential, Commercial, Public, Industrial	3,000 gpm for 3 hours	

Notes:

1. ADD: Average daily demand, defined as the average volume of water delivered to the system or service area during a 24-hour period = total annual demand/number of days per year.
2. MDD: Maximum day demand, defined as the maximum volume of water delivered to the system or service area during any single day.
3. PHD: Peak hour demand, defined as the maximum volume of water delivered to the system or service area during any single hour of the maximum demand day.



## Section 4

## Section 4

# Water System Analysis

### 4.1 Water Supply Capacity

Historically, the City’s well operational capacities have declined in the summer due to drawdown limitations. When multiple wells in the area are withdrawing at full capacity, drawdown of aquifer levels and water level in the well result in lower production rates. The City believes that other wells in the area are interacting with the municipal wells, reducing their capacity.

Winter and summer well capacities are summarized in **Table 4-1**. The City never runs more than two wells at a time, so it is expected that they will continue to have adequate capacity even in the summer.

The screen of Well #1 has collapsed. Rehab of this well could result in higher production, however, review of recent video inspection of the well shows that attempts to fix the screen may not be feasible. The well is currently the highest producer even with the collapsed screen and doesn’t produce any more sand than the other wells despite its lack of filter pack. At this time, it is recommended to leave the well in its current condition to avoid the potential total loss of well production. The existing pump is the original pump but is continuing to function properly. The City should continue to monitor the capacity. If the well capacity drops dramatically or suddenly, well rehabilitation should be reconsidered.

As described further in Section 7, given the uncertainty of future water demands and the potential for continued decline in production capacities, the City should plan for the long-term development of an additional groundwater well.

**Table 4-1**  
**Source Capacity Summary**

Well	Winter Capacity (gpm)	Summer Capacity (gpm)
1	480	400
2	350	200
3	230	240
4	380	300
<b>Total Well Capacity</b>	<b>1,410</b>	<b>1,140</b>
Firm Capacity (Well 1 out of service)	930	740
MDD (Year 2039)	660	660
<b>Additional Capacity Needed</b>	<b>N/A</b>	<b>N/A</b>

## 4.2 Emergency Supply Considerations

One option the City has in the future emergency supply is constructing an interconnection with the City of Woodburn. This pipeline would be approximately 9,000 feet in length, connecting the 12-inch diameter Woodburn line along Front Street to the 10-inch diameter line in Hubbard. Due to the high construction cost and available reliable firm capacity in the wells, this is likely not needed at this time, but could be explored in the future.

## 4.3 Service Area and Pressure

### 4.3.1 Existing

The City's current water service area includes all properties within the city limits and a small number of customers outside the city limits. The entire system is served through a single pressure zone. Pumps at the City's WTP work with an elevated reservoir to supply steady pressure to the system. Since the service area has little change in elevation, pressures are consistent throughout the water system with an average pressure of 42 pounds per square inch (psi). **Figure 4-1** at the end of this section illustrates areas with pressure deficiencies. These areas of higher elevation experience pressures just below 40 psi.

### 4.3.2 Future

The 20-year future service area for this planning effort is the current Urban Growth Boundary (UGB). Based on existing topography within the City's UGB, it is assumed that the water system will continue to operate as a single pressure zone in the future.

### 4.3.3 Low System Pressure

The level in the elevated tank determines the overall system pressure, which is typically around 40 psi through the flat service area. Hubbard's existing distribution pumps at the WTP help to maintain service pressures by pumping through the distribution system to fill the elevated reservoir.

Although it is desirable to serve water system customers by gravity from storage, in a relatively flat service area like Hubbard's it may not be economically feasible to provide adequate elevated storage, both in elevation and capacity. To mitigate storage challenges, constant pressure pumping may be used to provide service pressure. This approach is referred to as a "closed pressure zone" or closed system.

#### 4.3.4 Elevated Tank Considerations

When evaluating the alternatives for the elevated tank, the following items should be considered.

- *System Pressure:* The existing system pressure is currently low (approximately 40 psi) and the City is exploring different methods for improving system pressure up to 75 psi. If the pressure is increased, public education will be needed to reduce potential service line and building plumbing issues. It is important to tell residents this will be coming and what to expect. Older pipes, including City mains, (particularly asbestos cement and steel pipes) are susceptible to additional leaking with increased pressure. Despite a few minor challenges with increasing system pressure, the City would like to pursue this for general overall system benefit, functionality, and fire flow.
- *Seismic Resiliency:* The Elevated Tank was constructed in 1931, with little or no consideration of seismic performance. With increasing anticipation of a Cascadia earthquake in the region, seismic resiliency is important to consider. The City's insurance company, CIS, is also interested in reducing risk associated with this tank. The most important risk for the City to consider is this: if the tank falls, what will it fall on? Surrounding the tank are a few homes, a church, a bank, a City garage, a construction company and a state highway. The City would like to minimize risk as much as possible and reduce dependence on a facility likely to fail in a seismic event.
- *Historic Value:* The City is concerned with resident reactions to removing the tank. It is considered iconic to the community and residents may want to keep it even if it is no longer used for water storage. Due to the risk of failure in a seismic event, if major structural upgrades are not completed to improve reliability, then the structure should be dismantled and removed.
- *Contracts with Cell Phone Companies:* The City currently maintains contracts with cellular phone companies to attach their antennas to the tank. If the tank is removed, a new location will need to be found. The loss of revenue from these leases will have an impact on the water utility's financial performance.
- *Continuous Pumping Required:* If the Elevated Tank is removed, the system will require the addition of increased continuous operation pumping capacity. This adds additional maintenance requirements but allows for an increase in system pressure.
- *Cost:* The City must be able to select an option they can afford and that appropriately balances price with other factors.

#### 4.3.5 Elevated Tank Alternatives

There are 5 options the City can take with regards to the Elevated tank. They are described below and summarized in **Table 4-2**. Each is compared using the criteria outlined above.

1. **No Action**: This alternative involves maintaining the existing configuration.
2. **Remove Elevated Tank & Add Constant Pressure Pumping**: This alternative removes the existing elevated tank and provides pressure to services through expanded constant pressure pumping at the WTP.
3. **Seismically Retrofit Existing Reservoir**: This alternative seismically retrofits the existing elevated reservoir to continue to hold water and maintains the same pumps at the WTP.
4. **Seismically Retrofit for No Water**: This alternative provides seismic retrofits, so the tank can remain empty and in place for historic value and as a cell tower. Expanded constant pressure pumping at the WTP would provide system pressure.
5. **Raise Elevated Tank**: This alternative raises system pressure by increasing the elevation of the existing elevated tank.

**Table 4-2**  
**Pressure Improvement Alternative Analysis Summary**

Alternative	Avg. System Pressure (psi)	Improved Seismic Resilience	Historic Value Preserved	Contracts with Cell Companies	Continuous Pumping Required	Relative Cost
1	40	None	Yes	No Change	No	None
2	75	Best	No	Need New Location	Yes	Medium
3	40	Moderate	Yes	No Change	No	High
4	75	Moderate	Yes	No Change	Yes	Medium
5	55	Moderate	Maybe	Temporary Impacts	No	Very High <sup>1</sup>

Notes:

1. The cost of this alternative is extremely high, and it may not even be possible due to physical construction limitations. It is considered for comparison's sake only and is not a recommended alternative.

The recommended alternatives are either 2 or 4. Hydraulically, these alternatives are identical. It will be a non-technical decision whether or not the community wishes to keep the elevated tank for historic purposes and to maintain cell phone leases. The costs listed in this plan assume alternative 2 was selected, as it is the most economical for the water system. **Figure 4-2** illustrates system pressures under future MDD conditions with Alternative 2 completed.

## 4.4 Storage Capacity and Condition Analysis

Water storage facilities are typically provided for four purposes: operational storage, equalizing storage, fire storage, and emergency storage. As presented in **Section 3**, the total storage required is the sum of these four elements. For the purposes of this analysis, the existing elevated tank is assumed to be out of service. The storage analysis is summarized in **Table 4-3**.

**Table 4-3**  
**Storage Capacity Summary**

Year	Required Storage Capacity (MG)					Existing Storage to Remain (MG)	Additional Storage Need
	Operational	Equalizing	Fire	Emergency	Total		
2019	0.05	0.13	0.54	0.56	1.28	2.0	-
2024	0.05	0.15	0.54	0.61	1.35	2.0	-
2029	0.05	0.16	0.54	0.68	1.43	2.0	-
2039	0.05	0.20	0.54	0.83	1.62	2.0	-

The City reports that the ground level reservoirs are in functional condition. They are 44 and 19 years old. This is within the typical lifespan of 50-75 years. If steel reservoirs are well maintained, including coating, cleaning, and cathodic protection, they can last even longer. Reservoirs should be cleaned/inspected on the interior and exterior every 5 years. These inspections will determine when coating is needed.

## 4.5 Pumping Capacity Analysis

As previously discussed, it is assumed that the City’s WTP booster pumps operate as a closed system. Pump stations supplying constant pressure service to a closed system should have a firm pumping capacity adequate to meet PHD while simultaneously supplying the largest fire flow demand. Backup power is needed for all pumps. The pumping capacity analysis is summarized in **Table 4-4**.

**Table 4-4**  
**Pumping Capacity Summary**

Year	Existing Total Capacity (gpm)	Existing Firm Capacity (gpm)	Required Capacity (PHD+FF)	Additional Pumping Need
2019	2,700	2,000	3,900	1,900
2024	2,700	2,000	3,975	1,975
2029	2,700	2,000	4,070	2,070
2039	2,700	2,000	4,320	2,320

Hydraulic head will also need to be increased to provide the higher system pressure. A pressure of 75 psi for the majority of the system will provide adequate fire flows for the majority of the City without additional piping improvements. Exceptions are shown in Section 7.

## 4.6 Water Quality

### 4.6.1 Distribution System Water Quality

The City of Hubbard meets all current drinking water quality regulations. This analysis focuses on arsenic, microbial contaminants (Total Coliform Rule), lead and copper (Lead and Copper Rule) and disinfection by-products (Stage 2 Disinfectants and Disinfection Byproducts Rule) which may be exacerbated or originate in the distribution system.

### 4.6.2 Total Coliform Rule Compliance

The City is currently meeting all applicable requirements for the Total Coliform Rule. It is important to maintain active circulation of water throughout the distribution system, in both pipes and reservoirs in order to retain a chlorine residual. The absence of chlorine residual and accumulation of sediments contribute to bacterial growth, which in turn, can result in failure to comply with this rule.

### 4.6.3 Lead and Copper Rule Compliance

Hubbard is in compliance with the Lead and Copper Rule without any treatment adjustment.

### 4.6.4 Stage 2 Disinfectants and Disinfection Byproducts Rule (D/DBPR) Compliance

The City conducts annual sampling for DBP and is currently in compliance.

### 4.6.5 Iron and Manganese

Although iron and manganese are considered secondary contaminants (or aesthetic qualities), the City treats for both. The City reports that Iron is a larger problem. Currently the system feeds potassium permanganate a constant rate for each well that was programmed in when the plant was constructed. It is recommended that the City install a system that paces chemical addition with the actual amount of flow coming into the plant. This will improve contaminant removal with optimized oxidation and filter media generation.

### 4.6.6 Arsenic

Test results for arsenic in 2016 resulted in levels above the maximum contaminant level (MCL). The City tested again in 2018, and the results were close to, but not above the MCL. To avoid future arsenic levels above the MCL, action will need to be taken to improve treatment for arsenic. As with iron removal, above, it is likely that optimization of the existing water

treatment process will allow the city to achieve a significant reduction in finished water arsenic concentrations that are well below the MCL.

The current WTP and chemical dosing result in very little arsenic reduction from the source to the finished water. With chemical dosing adjustments and, potentially, filter media replacement, the existing WTP can be configured to remove more arsenic.

The green sand filter media has a lifespan of 5-20 years depending upon the conditions in the plant. It is recommended that a core sample be collected and tested to verify that it needs to be replaced. The media was last replaced in 2000, so it is very close to the end of the 20-year window.

Arsenic is removed by the green sand filter when it is attached to oxidized iron which is then captured and retained by the green sand media. The likely cause of the reduced arsenic reduction can be attributed to one of three things. These items and solutions are shown in **Table 4-5**.

**Table 4-5**  
Potential Arsenic Problems, Indicators, and Solutions

Problem	Indicator	Solution
The iron is not adequately oxidized	Low reduction of iron in WTP	Increase potassium permanganate dosage
There is not enough source iron	Low iron in source tests	Add ferric chloride before permanganate
The filter media isn't removing the oxidized iron/arsenic	Filter media age, core sample	Replace filter media

## 4.7 System Metering

Meter accuracy is important for properly quantifying demands, reporting, quantifying unaccounted for water, and appropriately charging customers. The current meters are showing potential inaccuracies because there are times when metered consumption volumes have been greater than production. The total of the well production meters minus the backwash meters also does not equal the amount of flow leaving the treatment plant.

Meters at all production facilities (wells, reservoirs, finished water pumps, and backwash pumps) should be calibrated or replaced to achieve more accurate measurements. Customer meters should be replaced on a rotating cycle of approximately every 20 years/ meter.

## 4.8 Distribution Capacity and Hydraulic Performance

A steady-state hydraulic network analysis model was used to evaluate the performance of the City's existing distribution system and identify proposed piping improvements based on hydraulic

performance criteria, such as system pressure, described in **Section 3**. The purpose of the model is to determine pressure and flow relationships throughout the distribution system for average and peak water demands under existing and projected future conditions. Modeled pipes are shown as “links” between “nodes” which represent pipeline junctions, fire hydrants, or pipe size changes. Diameter, length, and head loss coefficients are specified for each pipe and an approximate ground elevation is specified for each node.

The hydraulic model was developed using the InfoWater modeling software platform, water system mapping from the City, geographic information systems (GIS) base mapping, and Google Earth to spot-check model node elevations. The model was calibrated using fire hydrant flow test results and operations data provided by the City. Analysis scenarios were created to evaluate existing and projected 20-year water demands.

For distribution system modeling of the existing system, it is assumed that the system is fully gravity fed from elevated tank (no pumps are supplying distribution) for steady state analysis, and firm capacity of the pumps are used for the fire flow scenarios in addition to the elevated reservoir. The elevated reservoir level is at an approximate elevation of 280 ft. The proposed scenario eliminates the elevated reservoir, so proposed scenarios only use recommended constant pressure pumping from an upgraded pump station at the WTP.

#### 4.8.1 Modeled Water Demands

Existing and projected future demands are summarized in **Section 2**. Within the existing water service area, demands are assigned to the model based on current land use type and percentage of consumption. Most future demand growth is anticipated to occur through infill development, thus the existing demands are scaled for projected future system-wide demand.

#### 4.8.2 Steady-state Model Calibration

Model calibration typically involves adjusting the model parameters such that pressure and flow results from the model more closely reflect those measured at the City’s fire hydrants. This calibration process tests the accuracy of model pipeline friction factors, demand distribution, valve status, network configuration, and facility parameters such as tank elevations and pump curves. The required level of model accuracy can vary according to the intended use of the model, the type and size of water system, the available data, and the way the system is controlled and operated. Pressure and flow measurements are recorded for the City’s fire hydrants through a process called fire flow testing.

#### 4.8.3 Fire Flow Testing

Fire flow testing consists of recording static pressure at a fire hydrant and then “stressing” the system by flowing adjacent hydrants. While the adjacent hydrants are flowing, residual pressure is measured at nearby hydrants to determine the pressure drop that occurs when the system is “stressed”. Boundary condition data, such as reservoir levels and pump on/off status, must also

be known to accurately model the system conditions during the time of the flow test. For this WSMP, hydrant flow tests were conducted in July 2018. The recorded time of each fire hydrant flow test was used to collect boundary condition information from the City's supervisory control and data acquisition (SCADA) system.

#### 4.8.4 Steady-State Calibration Results

For any water system, a portion of the data describing the distribution system will be missing or inaccurate and assumptions will be required. This does not necessarily mean the accuracy of the hydraulic model will be significantly compromised. Models which do not meet the highest degree of calibration can still be useful for planning purposes.

In general, the Hubbard water system hydraulic model simulates slightly different pressures (-3 psi to +4 psi) than observed field pressures. The results are within 10 percent of observed pressure and are considered adequate for master planning analysis.

#### 4.8.5 Fire Flow Analysis

Fire flow scenarios test the distribution system's ability to provide required fire flows at a given location while simultaneously supplying MDD and maintaining a minimum residual service pressure of 20 psi at all services. Required fire flows are assigned based on the zoning surrounding each node as summarized in **Section 3, Table 3-2. Figure 4-3** at the end of this section illustrates areas with fire flow deficiencies under future conditions. Recommended improvements to address these deficiencies are presented in **Section 7**.

#### 4.8.6 Peak Hour Demand Analysis

Distribution system pressures were evaluated under peak hour demand conditions to confirm identified piping improvements. No additional pressure deficiencies were identified under these conditions, because the fire flow demand is much higher.

### 4.9 Telemetry

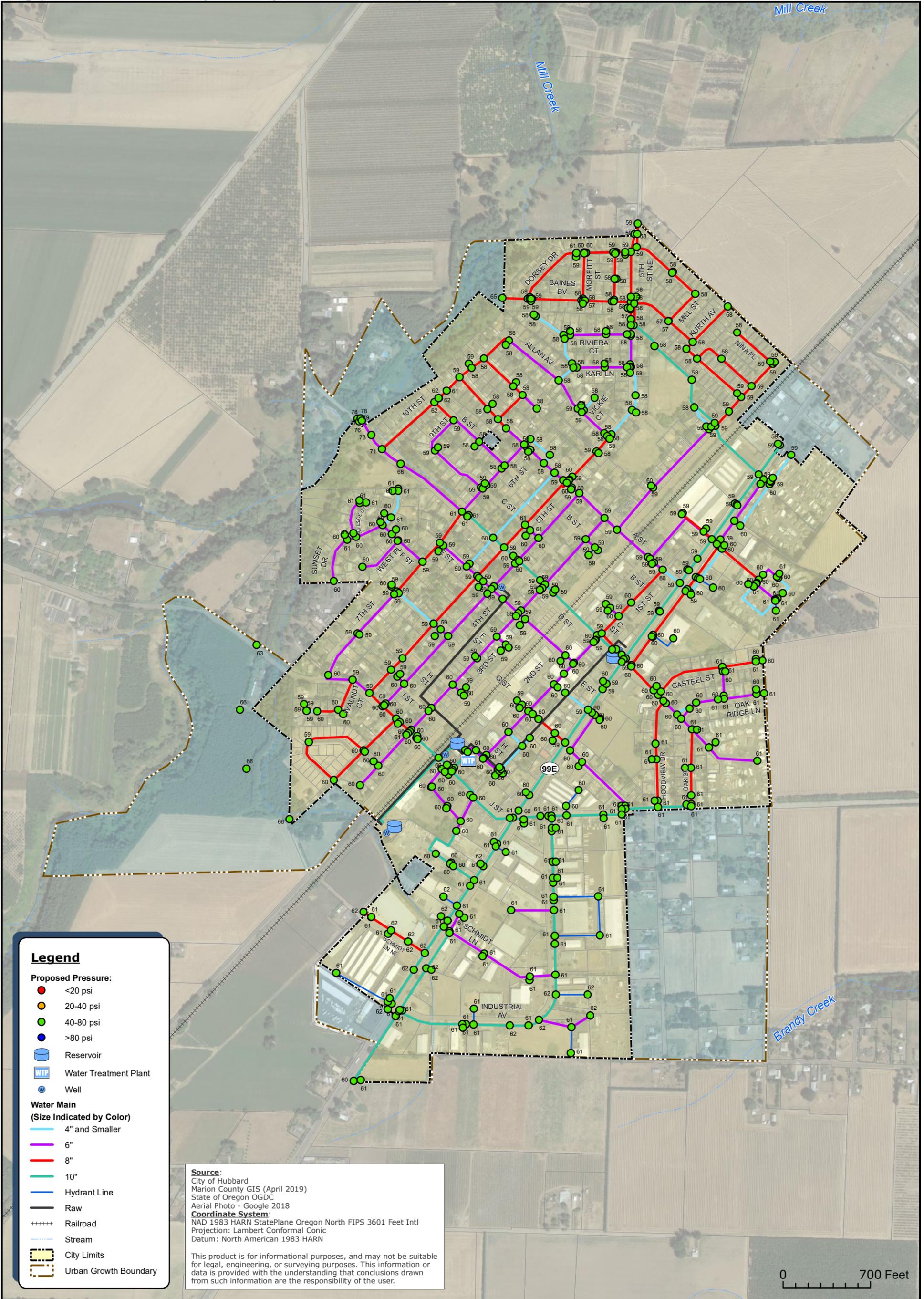
The telemetry system is very old, and radio telemetry is becoming outdated. The City experiences problems when something goes wrong and there aren't people skilled in their software available to fix it, or parts available. The alarms do not call the City directly. The City would like to upgrade to a more modern system and has contacted their system integrator to get the process started.

### 4.10 Summary

Key findings of the water system analysis presented in this section are summarized in **Table 4-6**.

**Table 4-6**  
**Capacity Summary**

Infrastructure	Improvements Needed in Planning Period?
Wells	No
Water Rights	No
Service Pressure	Yes, it is 42 psi, desired to be approx. 75 psi
Storage	No
Pumping	Yes, need fire pump(s), and to raise system pressure
Water Quality	Yes, Rising Arsenic levels need treatment adjustment
Fire Flow	Yes, piping & pumping improvements needed
Water Meters	Yes, need calibration or replacement



**Legend**

**Proposed Pressure:**

- <20 psi
- 20-40 psi
- 40-80 psi
- >80 psi

⊕ Reservoir

WTP Water Treatment Plant

W Well

**Water Main (Size Indicated by Color)**

- 4" and Smaller
- 6"
- 8"
- 10"

— Hydrant Line

— Raw

+ + + + + Railroad

— Stream

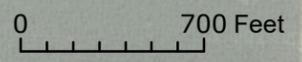
  City Limits

  Urban Growth Boundary

**Source:**  
 City of Hubbard  
 Marion County GIS (April 2019)  
 State of Oregon OGDC  
 Aerial Photo - Google 2018

**Coordinate System:**  
 NAD 1983 HARN StatePlane Oregon North FIPS 3601 Feet Intl  
 Projection: Lambert Conformal Conic  
 Datum: North American 1983 HARN

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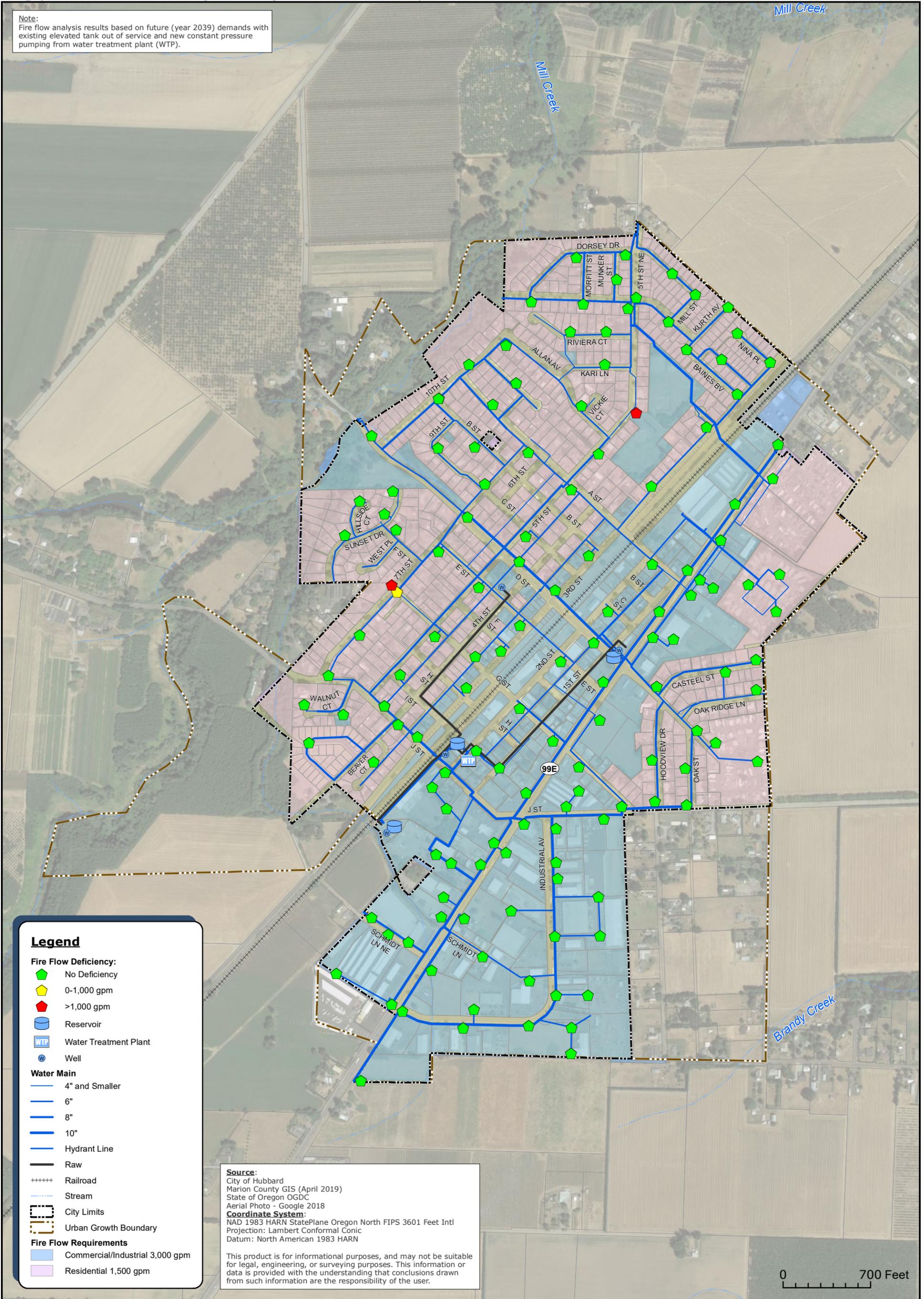


**City of Hubbard  
 Water System Master Plan  
 May 2020**

**Figure 4-2  
 Proposed Maximum Day  
 Demand Pressures**



Note:  
Fire flow analysis results based on future (year 2039) demands with existing elevated tank out of service and new constant pressure pumping from water treatment plant (WTP).



**Legend**

**Fire Flow Deficiency:**

- No Deficiency
- 0-1,000 gpm
- >1,000 gpm
- Reservoir
- WTP Water Treatment Plant
- Well

**Water Main**

- 4" and Smaller
- 6"
- 8"
- 10"
- Hydrant Line
- Raw
- + + + + Railroad
- Stream
- - - - City Limits
- - - - Urban Growth Boundary

**Fire Flow Requirements**

- Commercial/Industrial 3,000 gpm
- Residential 1,500 gpm

**Source:**  
City of Hubbard  
Marion County GIS (April 2019)  
State of Oregon OGDC  
Aerial Photo - Google 2018

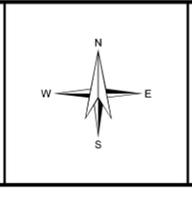
**Coordinate System:**  
NAD 1983 HARN StatePlane Oregon North FIPS 3601 Feet Intl  
Projection: Lambert Conformal Conic  
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**City of Hubbard  
Water System Master Plan  
May 2020**

**Figure 4-3  
Fire Flow Deficiencies**





## Section 5

## Section 5

# Seismic Resilience Evaluation

## 5.1 Introduction

Cities throughout the region are increasingly aware of the risk to their infrastructure from potential seismic activity. Following recent seismic research which presented persuasive evidence on the imminent threat and extreme risk of a Cascadia Subduction Zone (CSZ) earthquake, the State of Oregon developed the Oregon Resilience Plan (ORP). The ORP established target timelines for water utilities to provide service following a seismic event. The ORP also recognized that currently, water providers and existing water infrastructure are unable to meet these recovery goals. To improve existing water systems' seismic resilience, one of the ORP's key recommendations was for water utilities to complete a seismic risk assessment and mitigation plan as part of their periodic Water Master Plan (WMP) update.

As part of this WMP, the City of Hubbard (City) has chosen to complete a general seismic assessment of their existing water system. The scope of this evaluation includes creating a map of existing geologic/geotechnical and seismic data to develop a preliminary understanding of subsurface conditions and potential seismic hazards. Critical water supply locations will be identified. Recommended improvements to mitigate specific facility risks are to be assessed by the City as follow-on work to this WMP.

## 5.2 Key Water System Facilities

Key water system facilities should have water service uninterrupted or quickly restored, consistent with ORP Target States of Recovery table for Water utilities in the Willamette Valley, see **Figure 5-1**. The City of Hubbard is relatively small and has a well supply on the same site as the treatment plant and storage. This complex serves as the backbone for the system. There are no critical customers such as hospitals, emergency shelters, schools, or nursing homes in Hubbard that would need water immediately. Even if the distribution system is destroyed, residents can come to this site to get drinking water.

Figure 5-1  
Oregon Resilience Plan (ORP) Target States of Recovery for Willamette Valley  
Water Utilities

**KEY TO THE TABLE**

TARGET TIMEFRAME FOR RECOVERY:

*Desired time to restore component to 80–90% operational*

*Desired time to restore component to 50–60% operational*

*Desired time to restore component to 20–30% operational*

*Current state (90% operational)*

G
Y
R
X

TARGET STATES OF RECOVERY: WATER & WASTEWATER SECTOR (VALLEY)											
	Event occurs	0–24 hours	1–3 days	3–7 days	1–2 weeks	2 weeks–1 month	1–3 months	3–6 months	6 months–1 year	1–3 years	3+ years
<b>Domestic Water Supply</b>											
<i>Potable water available at supply source (WTP, wells, impoundment)</i>		R	Y		G			X			
<i>Main transmission facilities, pipes, pump stations, and reservoirs (backbone) operational</i>		G					X				
<i>Water supply to critical facilities available</i>		Y	G				X				
<i>Water for fire suppression—at key supply points</i>		G		X							
<i>Water for fire suppression—at fire hydrants</i>				R	Y	G		X			
<i>Water available at community distribution centers/points</i>			Y	G	X						
<i>Distribution system operational</i>			R	Y	G			X			

## 5.2.1 Water System Backbone

A water system backbone of key supply, treatment, and storage facilities was identified based on typical system operations. Key City water facilities and their critical supply and distribution functions are summarized in **Table 5-1**.

**Table 5-1**  
**Key Water System Facilities**

Priority	Facility Name	Critical Functions
1	Well 1	▪ Onsite Supply Source for WTP
2	Reservoir 1	▪ Onsite Reservoir at WTP
3	WTP	▪ Main supply for the City

## 5.3 Seismic Hazards Evaluation

The seismic hazards evaluation for the Hubbard water service area was conducted by geotechnical engineers McMillen Jacobs and Associates, as summarized in the following paragraphs.

### 5.3.1 Seismicity and Assessment Earthquake

The Pacific Northwest is located near an active tectonic plate boundary. Off the coast, the Juan de Fuca oceanic plate is subducting beneath the North American crustal plate. This tectonic regime has resulted in seismicity in the Pacific Northwest occurring from three primary sources:

- Shallow crustal faults within the North American plate
- CSZ intraplate faults within the subducting Juan de Fuca plate
- CSZ megathrust events generated along the boundary between the subducting Juan de Fuca plate and the overriding North America plate

Among these three sources, CSZ megathrust events are considered as having the most hazard potential due to the anticipated magnitude and duration of associated ground shaking. Recent studies indicate that the CSZ can potentially generate large earthquakes with magnitudes ranging from 8.0 to 9.2, depending on rupture length. The recurrence intervals for CSZ events are estimated at approximately 500 years for the meg-magnitude full rupture events (magnitude 9.0 to 9.2) and 200 to 300 years for the large-magnitude partial rupture events (magnitude 8.0 to 8.5). Goldfinger et al. (2016) recently completed research on prehistoric recurrence based on the investigation of ocean sediments. The research indicates the region is “past due,” thus, future occurrence is anticipated. For example, over the next 50 years, the CSZ earthquake has an estimated probability of occurrence on the order of 16 to 22 percent.

Results of a CSZ event may include hazards such as severe ground shaking, liquefaction settlement, lateral spreading, and/or seismic-induced landslides. The hazards have the potential to damage

facilities (i.e., pipelines, reservoirs, pump stations, treatment plants) through either permanent ground deformation (PGD) or intense shaking. The analysis of the seismic hazards is based on Oregon Department of Geology and Mineral Industries (DOGAMI) hazard maps and publicly available geotechnical information of the area.

DOGAMI issued their report titled Ground Motion, Ground Deformation, Tsunami Inundation, Coseismic Subsidence, and Damage Potential Maps for the 2012 Oregon Resilience Plan for Cascadia Subduction Zone Earthquakes (DOGAMI, 2013). This report was based on the previous DOGAMI published documents, one of which included the Woodburn-Hubbard area.

### 5.3.2 Subsurface Condition Assessment

Seismic hazards were evaluated based on existing M9 CSZ earthquake hazard maps by DOGAMI (Madin and Burns, 2012). Geotechnical exploration data and subsurface boring logs from Marion County and well logs from Oregon Water Resources Department (OWRD) were used in conjunction with the DOGAMI mapping to assess this area.

### 5.3.3 Seismic Hazard Findings

The likelihood and magnitude of three sources of seismic hazard were analyzed:

- Ground shaking
- Liquefaction
- Landslides

These hazards all have the potential to damage buried water mains and other water facilities.

#### 5.3.3.1 Ground Shaking

The rapid and extreme shaking during an earthquake can cause transient stress and strain in pipelines that can be damaging if the pipe material and joints are not strong enough to withstand the shaking. Damage from ground shaking occurs even when there is no permanent ground deformation. The intensity of ground shaking can be quantified with the peak ground velocity (PGV) at a site due to an earthquake.

The estimated ground shaking intensity (PGV) depends on the subsurface materials. The ground shaking near the surface will be amplified by thick soil units overlying deep bedrock. In most the water service area, the PGV is estimated to be 9-10 in/s. **Figure 5-2** shows estimated PGV for the water service area.

#### 5.3.3.2 Liquefaction

Liquefaction occurs when saturated soil experiences enough shaking that it loses its shear strength and transforms from a solid into a nearly liquid state. The results of soil liquefaction include loss of bearing capacity, loss of soil materials through sand boils or flow, flotation of buried chambers and pipes, and post-liquefaction reconsolidation (ground settlement). The DOGAMI mapping for

the area shows the area within Hubbard city limits as “Not Liquefiable”, but some areas surrounding the city limits are mapped as “Medium (5 to 15 percent)” probability of liquefaction. A review of subsurface conditions in the area as silt, sandy silt, and silty sand of the alluvial deposits contradict the mapping and are potentially liquefiable to a depth of 50 feet below ground surface. The anticipated liquefaction settlement hazards for the Hubbard water service area are illustrated on **Figures 5-3** and **5-4**.

### **5.3.3.3 Landslide**

Earthquake induced landslides can occur due to the inertial force from an earthquake adding load to a slope. The ground movement due to landslides can be extremely large and damaging to pipelines.

The hazard to earthquake-induced Landslide Probability in the majority of Hubbard during an M9 Cascadia event is shown as “None” by DOGAMI’s most recent regional seismic hazard report. DOGAMI’s 1999 mapping shows a low potential for earthquake-induced landslide hazards, however, it includes regions of a moderate hazard located adjacent to banks of small streams.

According to the Statewide Landslide Information Database for Oregon (SLIDO) sloping regions within the city limits are shown to have a moderate level landslide hazard. This area, mapped, is shown along the banks of Mill Creek and what appears to be an ancient drainage feature that runs east-west through the central part of Hubbard along D Street. No known historic or ancient landslides are mapped within Hubbard. It is noted that DOGAMI’s SLIDO is a mapping system for landslide risks based on static conditions only. The map is mostly derived by reviewing LIDAR imaging and is generally dependent on the existing topography. The potential landslide hazard zones are shown in **Figure 5-5**.

### **5.3.3.4 Seismic Hazard Findings Summary**

In the absence of site-specific boring information at the water facilities, and the limited subsurface information available for Hubbard, generalized engineering estimates regarding potential magnitudes of settlement and lateral spread due to liquefiable soils were used to analyze the system. This can be considered a conservative approach. Those soils below the static water level to be potentially liquefiable up to a depth of 50 feet below the surface were considered. Fine grained and coarse-grained soils beneath the water level, as described on the well logs and geotechnical hole reports, were assumed to have a potential vertical settlement of 1 and 3 percent of strata thicknesses, respectively.

This evaluation resulted in potential vertical settlement up to 3 inches within most of Hubbard. Where well logs and geotechnical hole reports cited sandy subsurface condition, such as the south quadrant of Hubbard at D and G Streets, 3 to 6 inches of potential vertical settlement due to liquefiable subsurface conditions can be expected.

Based on the general level topography of the area, the risk of lateral spread due to liquefiable conditions was considered to be low. However, at the northwest edge of Hubbard limits along the sloping banks of Mill Creek, it is estimated that the magnitude of displacement during a Cascadia

event would be on the order of 6 to 12 inches. The risks along the sloping portions adjacent to D Street are considered to have a similar level of risk.

Since the rest of the City is mostly flat, it is generally considered that the risk of landslides during a Cascadia event would be negligible. However, similar to the risks of lateral spreading, the northwest limits of Hubbard where sloping ground is present is considered to be of moderate to high level of risk. The sloping portions adjacent to D Street are considered to have moderate risk of movement during an M9 Cascadia event as well. Without specific subsurface information for the site, it is also recommended to have a 200-foot wide buffer for the sloping regions of the site.

The DOGAMI seismic hazard mapping was modified to include the recommendations of risk level. This revised mapping is provided in **Figures 5-2** through **5-5**.

Due to the lack of subsurface information it is recommended that a site-specific geotechnical evaluation be conducted where critical water system facilities are located. This should be considered prudent to effectively evaluate the conditions of existing structures within the water system.

## **5.4 Water Facility Seismic Vulnerability**

### **5.4.1 Impact of Site Conditions**

Most of the City's area including storage and pumping facilities are located on flat or relatively gentle slopes or hills, where slope instability is not common.

#### **5.4.1.1 Structure Condition Findings Summary**

Most facilities identified are in generally good condition. However, significant updates to code provisions for seismic design and detailing criteria have occurred since most structures were designed, which may lead to additional upgrades depending on the level of risk the City is willing to accept.

Storage racks, piping, HVAC, tanks, pumps, and control panels in WTP generally were designed before adequate bracing for seismic resistance was prevalent. It is recommended that these be evaluated and upgraded with code compliant seismic bracing. Specific ratings and notes for each water facility structure are summarized in **Table 5-2**.

**Table 5-2**  
**Structure Seismic Performance Investigation**

Water Facility	Notes
Well 1	▪ Historically wells have survived seismic events better than other source types
Well 2	▪ Historically wells have survived seismic events better than other source types
Well 3	▪ Historically wells have survived seismic events better than other source types
Well 4	▪ Historically wells have survived seismic events better than other source types
WTP/pumps	▪ Since this is a critical facility, an in-depth seismic investigation is recommended.
Elevated Reservoir	▪ No seismic upgrades have been completed for this reservoir, and it is aging, so could potentially cause damage in a seismic event
Reservoir 1	▪ Unable to verify seismic performance, recommend more in-depth seismic investigation
Reservoir 2	▪ Unable to verify seismic performance, recommend more in-depth seismic investigation

## 5.5 Design Standards for Seismic Resilience

Oregon Structural Specialty and Mechanical Specialty Codes will dictate that all new water facility construction meet current earthquake standards which are based on an M9 event. Suggestions for City design and construction standards include the following.

### 5.5.1 Pipelines

Restrained joint ductile iron pipe provides the best balance of cost, performance, and life cycle. Fully restrained ductile iron pipe reduces the risk of separation at standard push-on joints and allows limited deflection as a result of ground shaking and ground deformation.

### 5.5.2 Reservoirs

It is assumed that future reservoir structures will be designed to meet earthquake standards consistent with current Structural and Mechanical Specialty codes, but existing reservoirs likely need to be retrofitted. There are two key design considerations associated with reservoir configuration and connections to the distribution system:

- Pipe to reservoir connections
- Automated isolation valves

#### 5.5.2.1 Pipe to Reservoir Connections

At each distribution or transmission piping connection to the reservoir, significant stress can be placed on the pipe as a result of the difference in response to ground motion and deformation by the pipe and reservoir foundation. To minimize the risk of pipe breakage at this location, it is recommended that a flexible expansion joint be installed at this interface. Flexible expansion joints

must be capable of allowing axial expansion/contraction and differential movement that results in a vertical or horizontal offset.

### 5.5.2.2 Automated Isolation Valves

Automated isolation valving with seismic valve actuators should be considered at all reservoir piping connections. There are several considerations to be weighed in determining whether to use an automatic shut-off valve at each reservoir as summarized in **Table 5-3**.

**Table 5-3**  
**Automatic Shut-off Valve Considerations at Reservoirs**

If a seismic valve actuator is used for automatic shut-off at reservoirs:	YES	NO
Water Available for Fire Suppression Immediately After Event?		✓
Reservoir Water Volume Preserved for Use During Recovery?	✓	
Requires Maintenance of Batteries for Valve Actuation?	✓	
Vulnerable to Accidental Closure due to False Alarm?	✓	

The City should consider the specific performance objectives of each reservoir associated with a seismic event and the anticipated response and recovery period to determine whether the installation of seismically actuated valves is warranted. For example, since both reservoirs serve the City, one may be equipped with seismic valves to preserve the water volume for future use during recovery while the other will remain connected to the system to provide fire suppression and emergency water with the risk that this volume may be lost through main breaks.

### 5.5.3 Ground-level Pumps

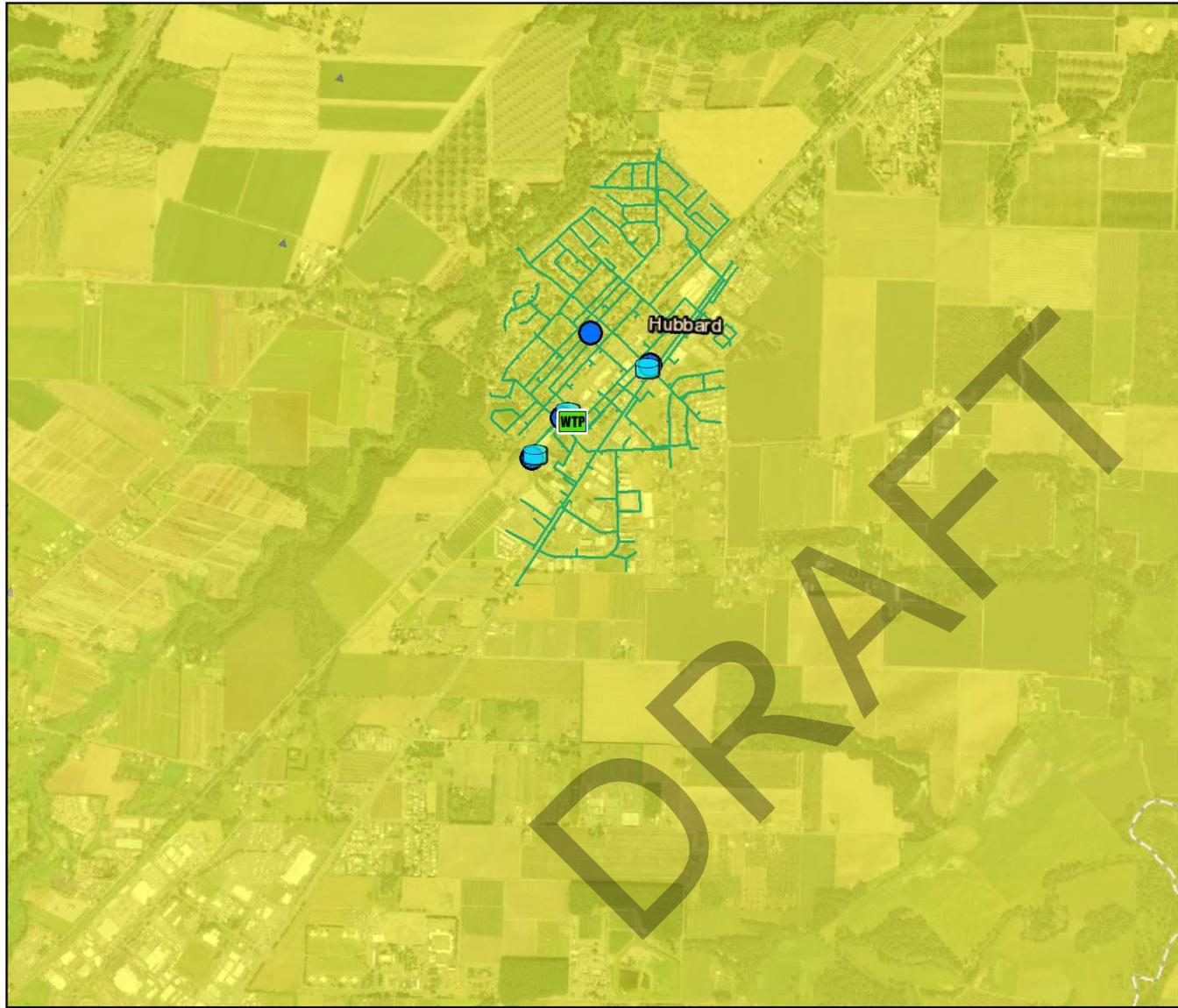
Similar to reservoir structures, pipe connections at the WTP building present specific vulnerability as a result of differential movement and settlement. To minimize the risk of pipe breakage at this location, it is recommended that a flexible expansion joint be installed at this interface. Flexible expansion joints must be capable of allowing axial expansion/contraction and differential movement that results in a vertical or horizontal offset.

Standby power should also be provided, in the form of a standby generator, at all critical pumps. The standby generator should be equipped with on-site fuel storage for at least 48 hours of operation. While a significantly greater volume of fuel will likely be required to sustain operation of the generator through the recovery period following a seismic event, storage of greater volumes of fuel present complications and are likely not economically feasible.

## 5.6 Next Steps

This initial seismic evaluation demonstrates that there are moderate risks to the City's water system during a seismic event. It is recommended that the City:

- Continue coordination with emergency managers to refine understanding of post-disaster water needs which will inform water facility performance goals and design choices.
- Pursue a more detailed analysis of vulnerable facilities to develop a 50-year seismic Capital Improvement Program (CIP) consistent with the Oregon Resilience Plan.



**Legend**

- Water Treatment Plant
  - Reservoirs
  - Wells
  - Pipes
- PGV (in/s)**
- 7 - 8
  - 9 - 10
  - 11 - 13



**PEAK GROUND VELOCITY MAP**

**NOTES:**

PEAK GROUND VELOCITY ESTIMATES SHOWN ARE BASED ON DATA FROM EXISTING BORINGS AND DOGAMI OPEN FILE REPORT O-13-06.

AREAS OUTSIDE OF EXISTING BORINGS HAVE NOT BEEN VERIFIED.

BASEMAP: Esri, HERE, Garmin, © OpenStreetMap contributors, and the GIS user community  
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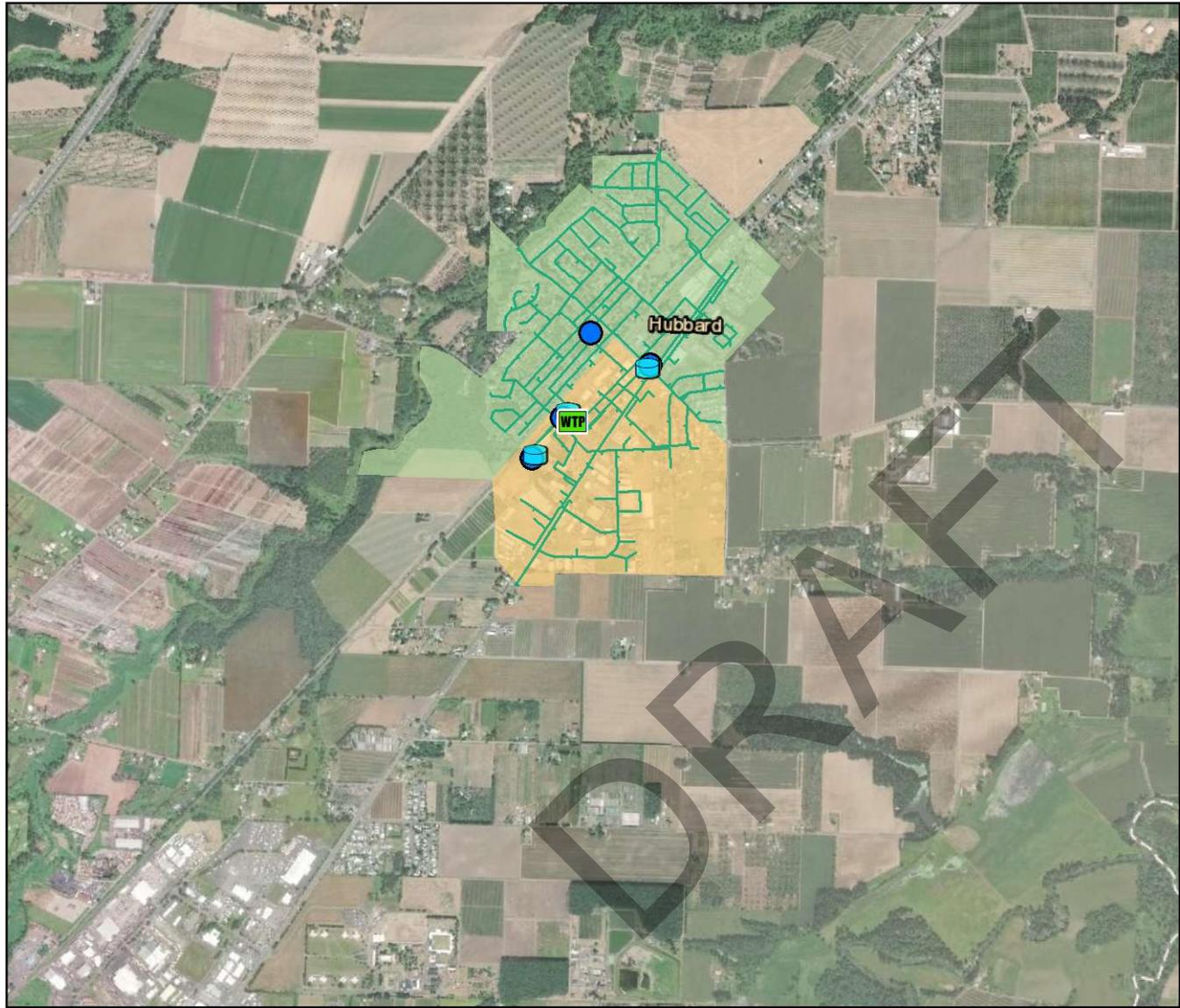
HUBBARD WATER SYSTEM SEISMIC RESILIENCY EVALUATION  
 HUBBARD, OR

October  
 2018

LIQUEFACTION SEISMIC HAZARDS TECHNICAL MEMORANDUM  
 PEAK GROUND VELOCITY MAP

FIGURE  
 5-2





**Legend**

- Water Treatment Plant
- Reservoirs
- Wells
- Pipes

**Liquefaction Settlement**

- 0 - 3.0 in.
- 3.0 - 6.0 in.



**LIQUEFACTION SETTLEMENT MAP**

**NOTES:**  
 LIQUEFACTION SETTLEMENT ESTIMATES SHOWN ARE BASED ON DATA FROM EXISTING BORINGS AND DOGAMI OPEN FILE REPORT O-13-06.  
 AREAS OUTSIDE OF EXISTING BORINGS HAVE NOT BEEN VERIFIED.

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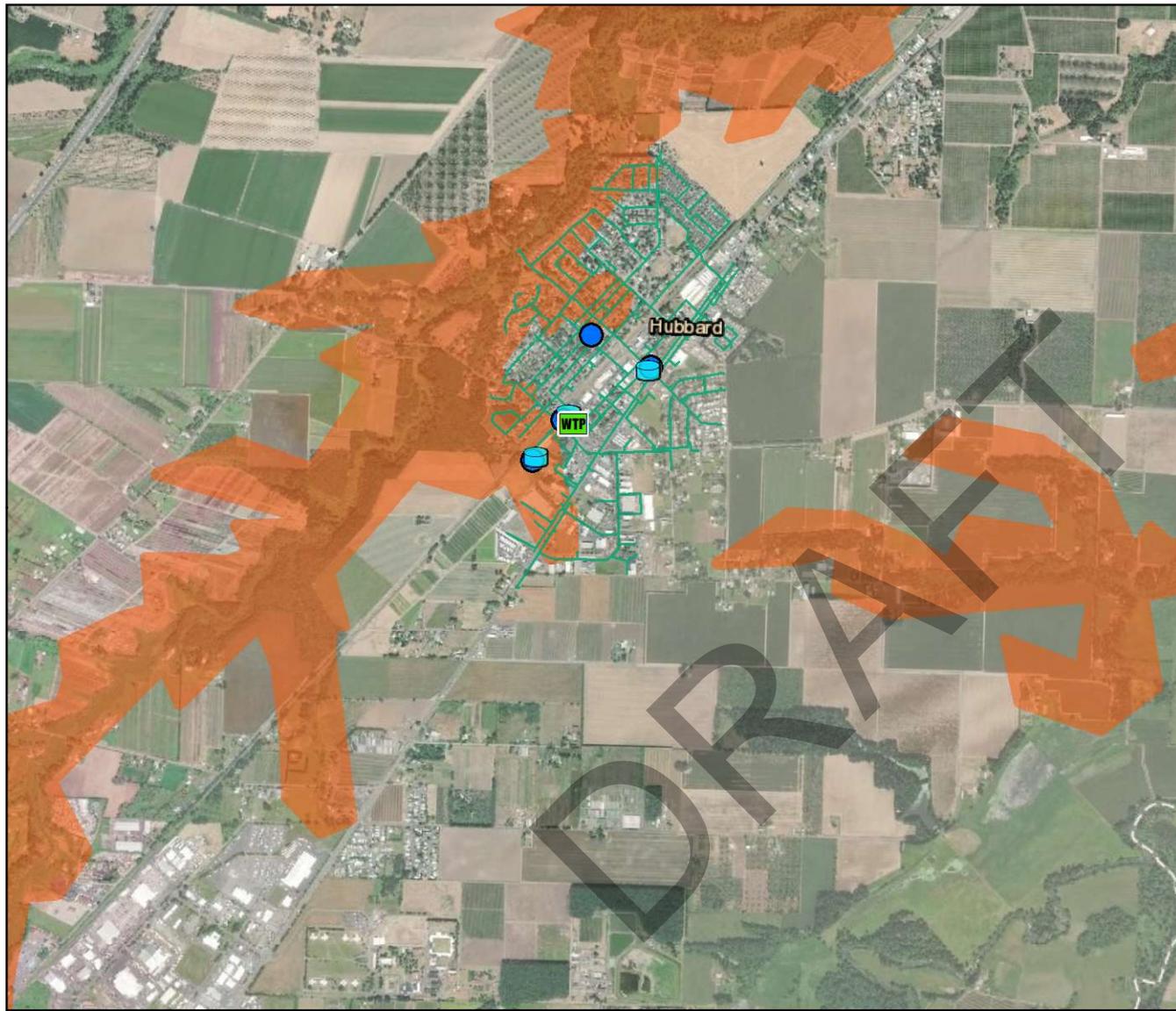
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 HUBBARD, OR

October  
 2018

LIQUEFACTION SEISMIC HAZARDS TECHNICAL MEMORANDUM  
 LIQUEFACTION SETTLEMENT MAP

FIGURE  
 5-3





**Legend**

- Water Treatment Plant
- Reservoirs
- Wells
- Pipes

**Lateral Spreading PGD**

- No displacement
- Up to 12.0 in. displacement

N



**LIQUEFACTION LATERAL SPREADING MAP**

**NOTES:**

LIQUEFACTION LATERAL SPREADING ESTIMATES SHOWN ARE BASED ON DATA FROM EXISTING BORINGS AND DOGAMI OPEN FILE REPORT O-13-06.

AREAS OUTSIDE OF EXISTING BORINGS HAVE NOT BEEN VERIFIED.

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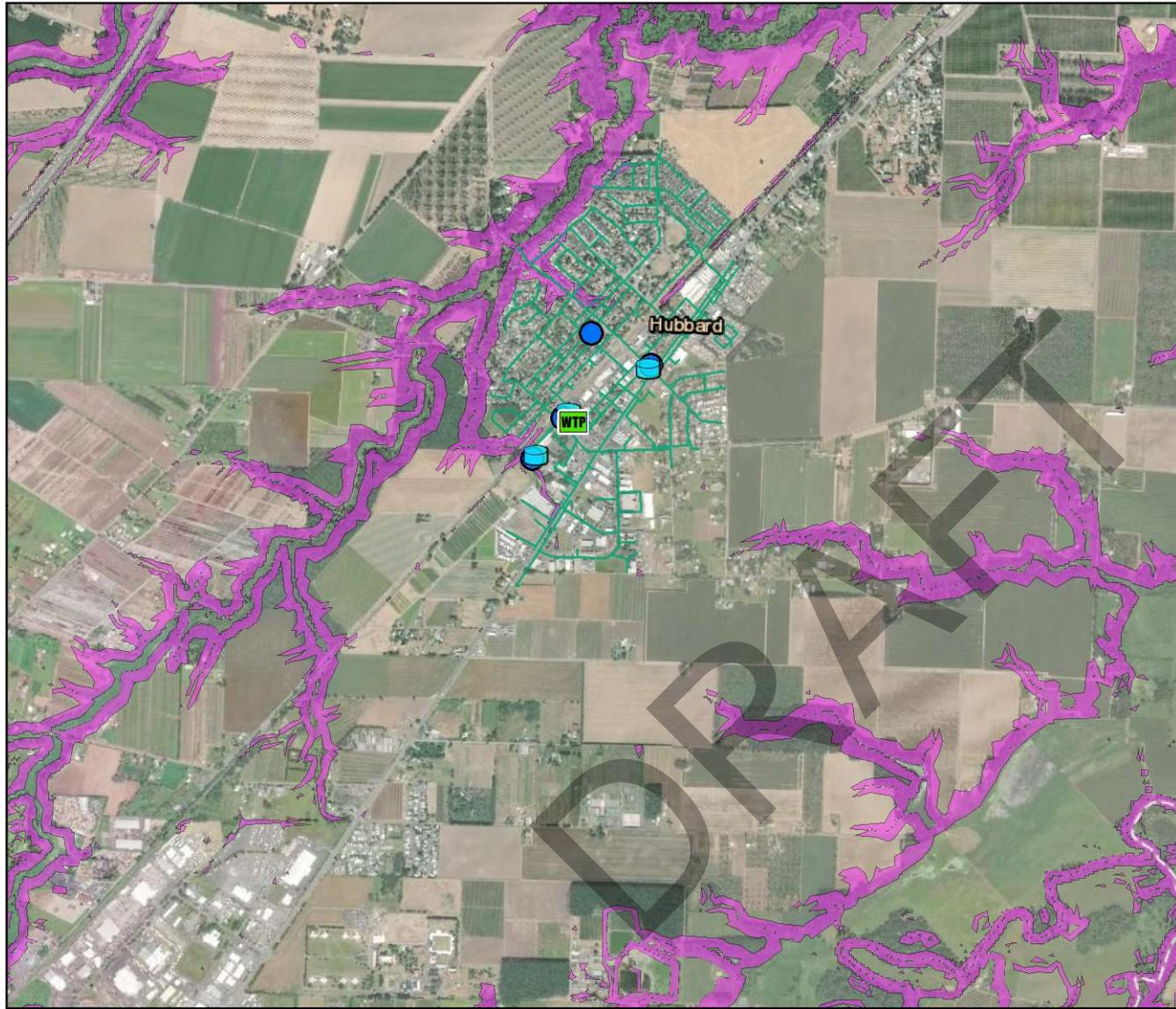
HUBBARD WATER SYSTEM SEISMIC RESILIENCY EVALUATION  
 HUBBARD, OR

October  
 2018

LIQUEFACTION SEISMIC HAZARDS TECHNICAL MEMORANDUM  
 LIQUEFACTION LATERAL SPREADING MAP

FIGURE  
 5-4





**Legend**

-  Water Treatment Plant
-  Reservoirs
-  Wells
-  Pipes

**Landslide Susceptibility**

-  Not susceptible
-  Susceptible

N



**LANDSLIDE SUSCEPTIBILITY MAP**

**NOTES:**

LANDSLIDE SUSCEPTIBILITY ESTIMATES SHOWN ARE BASED ON DATA FROM EXISTING BORINGS AND DOGAMI OPEN FILE REPORT O-13-06.

AREAS OUTSIDE OF EXISTING BORINGS HAVE NOT BEEN VERIFIED.

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HUBBARD WATER SYSTEM SEISMIC RESILIENCY EVALUATION  
 HUBBARD, OR

October  
 2018

LIQUEFACTION SEISMIC HAZARDS TECHNICAL MEMORANDUM  
 LANDSLIDE SUSCEPTIBILITY MAP

FIGURE  
 5-5





## Section 6

## Section 6

# Operations and Maintenance

## 6.1 Introduction

This section presents an assessment of the City of Hubbard's (City's) Water System Operations and Maintenance (O&M) program. The assessment is based on information from City staff compared with American Water Works Association (AWWA) standards, the O&M practices of similarly sized utilities, and pertinent regulatory requirements. Recommendations for improvements to the City's O&M program, described at the end of this section, are based on the results of this assessment.

## 6.2 Existing O&M Structure

The City's Public Works Department staff are responsible for the maintenance and operation of the water distribution and treatment systems. Hubbard Public Works staff also are responsible for wastewater, streets, and parks. Public Works is currently budgeted for 5.5 FTEs.

## 6.3 O&M Regulations and Guidelines

Oregon Administrative Rules (OAR) 333-061-0065 govern O&M of public water systems with the primary directive that they be "operated and maintained in a manner that assures continuous production and distribution of potable water." These rules establish general requirements for leak repair, proper and functioning equipment, emergency planning, and current documentation.

The AWWA G200 Distribution Systems Operation and Management standard provides recommendations for routine maintenance programs, handling customer complaints, and record keeping which address the O&M goals and requirements of the OAR.

The City has also established ordinances regarding connection to the water system, cross-connection, backflow prevention, and water conservation and curtailment as described in Hubbard Municipal Code Chapter 13.15 and 13.25.

## 6.4 Operator Certification

OAR 333-061-0235 defines requirements for water system operator certification. Personnel in charge of operations for all community water systems, like Hubbard's water system, are required to be certified through the Oregon Water System Operator's Certification Program. Water distribution and water treatment operators must receive certification in accordance with the classification of the system they operate. The City's classifications are:

- **Water Treatment 1** – based on the complexity of water treatment required

- **Water Distribution 2** - based on a service area population between 1,500 and 15,000 people

State guidelines also require water suppliers to identify an operator with these levels of certification as being in “direct responsible charge” (DRC) of the treatment and distribution systems. In Hubbard, these roles are currently filled by the Public Works Superintendent, Michael Krebs.

## 6.5 Current O&M Practices and Procedures

City staff implement procedures to ensure that the water system facilities function efficiently and meet level-of-service requirements (e.g., water quality and adequate service pressure). Routine procedures include visual inspection of system facilities, monitoring flow- and reservoir-level recording, and responding to customer inquiries and complaints. City staff handle the majority of O&M duties; however, tasks such as major water main repairs, well rehabilitation and reservoir painting are sourced to outside contractors.

### 6.5.1 System Operation

The City maintains and operates all facilities and appurtenances within the system, including customer meters. The customer is responsible for maintaining the water service line beyond the meter. Meter reading is performed using Sensus Meters that are touch read.

Each well and reservoir is typically inspected two times weekly to ensure security, proper operation, and site maintenance. Chlorine residual and water levels are hand measured bi-weekly to verify well level and that reservoir indicators are reading accurately.

Field personnel monitor the water system’s performance every day at the City’s Water Treatment Plant (WTP). SCADA records metered flow at all wells, pressure at the ground level pumps, and water levels in the City’s finished water storage reservoirs. Flow out of the WTP to distribution mains and storage reservoirs is recorded at the ground level pumps. The volume of water produced at the WTP is totalized and recorded. Water personnel can use this data to detect any major abnormalities in the water system.

Water quality monitoring, as described in **Table 6-1**, is also performed by operations staff.

### 6.5.2 System Preventive Maintenance

The City’s current preventive maintenance program consists of the regularly- scheduled activities shown in **Table 6-1**.

**Table 6-1**  
**Regularly Scheduled Maintenance**

Scheduled Activities	Frequency
Uni-directional flushing of water mains	Annually
Servicing pumps (motor, seals, etc.)	Annually
Exercising valves	Annually
Inspecting and cleaning reservoirs	Every 5-6 years
Control valves inspected and serviced	Annually or as needed
Filters backwashed	Every 16 hours
Chlorine changed	Every month
Generator Exercised	Weekly
Non-duty pumps exercised	Weekly

Other maintenance activities regularly performed by City staff include:

- Maintain grounds around City facilities
- Address customer complaints

### 6.5.3 Record Keeping

Current water system mapping is maintained by the City using Geographic Information Systems (GIS). The City does not currently use asset management techniques but is in the process of setting up their GIS system to function in this capacity.

### 6.5.4 Customer Complaints

Customers may call or email to file a complaint with any member of City staff. The initial contact forwards the complaint to the correct department, and depending on the nature of the complaint, it is investigated immediately or as much as several days later. Complaints are addressed in the order of their severity and major issues are recorded by the City.

## 6.6 Conclusions and Recommendations

An effective O&M program addresses issues with customer interaction, water quality, and infrastructure operations and maintenance. The City’s current O&M program does not include some common best management practices of water utilities in the region. The City is currently evaluating water maintenance programs and assessing the need for additional routine maintenance.

Water distribution system O&M programs typically include the following maintenance programs:

- Pipeline replacement programs

- Leak detection.

To maintain a high level of service, the City should assess and identify critical components of the distribution system. To improve water distribution system O&M, it is recommended that the City develop the following programs:

1. A pipe replacement program based on a 100-year cycle as presented in **Section 7**.
2. A leak-detection program may provide value to the City. Typically, a leak detection program will provide value for systems with water loss rates in excess of 10 percent of annual water production.



## Section 7

## Section 7

# Recommendations and Capital Improvement Program (CIP)

## 7.1 Introduction

This section presents recommended improvements for the City of Hubbard's (City's) water distribution system based on the analysis and findings presented in **Section 4**. These improvements include well, pump, reservoir, treatment, and water main projects. The capital improvement program (CIP) presented in **Table 7-3** later in this section summarizes recommended improvements and provides an approximate timeframe for project completion. Proposed distribution system improvements are illustrated in **Figure 7-1**.

## 7.2 Cost Estimating Data

An estimated project cost has been developed for each improvement project recommended in this section. Cost estimates represent opinions of cost only, acknowledging that final costs of individual projects will vary depending on actual labor and material costs, market conditions for construction, regulatory factors, final project scope, project schedule, and other factors. The Association for the Advancement of Cost Engineering International (AACE) classifies cost estimates depending on project definition, end usage, and other factors. The cost estimates presented here are considered Class 4 with an end use being a study or feasibility evaluation and an expected accuracy range of -30 percent to +50 percent. As the project is better defined, the accuracy level of the estimates can be narrowed.

Estimated project costs are based upon recent experience with construction costs for similar work in Oregon and southwest Washington and assume improvements will be accomplished by private contractors. Estimated project costs include approximate construction costs and an aggregate 45 percent allowance for administrative, engineering, and other project related costs. Estimates do not include the cost of property acquisition. Since construction costs change periodically, an indexing method to adjust present estimates in the future is useful. The Engineering News-Record (ENR) Construction Cost Index (CCI) is a commonly used index for this purpose. For purposes of future cost estimate updating; the current ENR CCI for Seattle, Washington is 12026 (May 2019).

## 7.3 Water System Capital Improvement Program

A summary of all recommended improvement projects and estimated project costs is presented in **Table 7-3** at the end of this section. This CIP table provides for project sequencing by showing prioritized projects for the 5-year, 10-year, and 20-year timeframes defined as follows:

- 5-year timeframe - recommended completion between 2020 and 2024
- 10-year timeframe - recommended completion between 2025 and 2029
- 20-year timeframe - recommended completion between 2030 and 2039

### 7.3.1 CIP Cost Allocation to Growth

Water system improvement projects are recommended to mitigate existing system deficiencies and to provide capacity to accommodate growth and water service area expansion. Projects that benefit future water system customers by providing capacity for growth may be funded through system development charges (SDCs). SDCs are sources of funding generated through development and water system growth and are typically used by utilities to support capital funding needs. SDCs are determined as part of a financial evaluation and are based in part on a utility's current CIP. To facilitate this financial evaluation, a preliminary percentage of the cost of each project which benefits future water system growth is allocated in **Table 7-3**. At the end of this section, an updated SDC Improvement Fee is presented based on the proposed CIP.

Improvements to existing facilities that benefit existing and future customers are considered water system performance improvements which benefit all customers. Their estimated costs are allocated 47 percent to future growth based on the ratio of current (year 2017) to projected future (year 2039) system-wide average day demands.

## 7.4 Water Source and Treatment

As presented in **Table 4-1** the City has adequate system-wide source and treatment capacity to meet projected maximum day demand (MDD) through the 20-year planning horizon, but water quality may become an issue if left in the current condition. Preventative maintenance is also important.

### 7.4.1 On-going Well Rehabilitation

It is recommended that the City continue their current program of well rehabilitation to mitigate the effects of well screen biofouling and maintain existing well capacity to the greatest extent possible. The City currently rehabilitates 1-2 wells every 5-6 years.

Since some of the City's water rights are draw-down dependent, it is important that the City monitor pumping rates with drawdown to see if there are any downward trends over time.

## 7.4.2 Treatment Improvements

It is recommended that the City modify their current treatment regimen in the treatment plant for arsenic. The City should install a system that paces chemical addition with the actual amount of flow coming into the plant. Contaminant removal through the green sand filter will increase if potassium permanganate injection is optimized for iron oxidation. The existing filter media will need to be replaced in the near-term as it is reaching the end of its useful life.

## 7.4.3 Meter Calibration and Replacement

There have been years in recent history where meter readings for consumption have been larger than readings for production. Meters should be calibrated at the wells, reservoirs, and WTP to better account for system usage. Residential meters are difficult or impossible to calibrate, so it is recommended to replace them after their useful life of 20 years. If the production meters cannot be calibrated properly, they should be replaced as well. Near-term CIP improvements (5-year) include calibrating and replacing production meters, as necessary. Beyond 10 years, a budget for systematic replacement of residential meters is included.

## 7.4.4 New Groundwater Production Well

While the City has adequate groundwater supply, at current production capacities, for the 20-year planning horizon, it is recommended that the City plan for the future construction of a new well to meet long-term water demands. Planning for the development of an additional groundwater well also addresses the potential for decline in production capacity in the City's existing wells. For the purposes of the CIP presented in this Plan document, the future production well (referred to herein as Well 5) is included in the 10-20 year CIP timeframe. The City should evaluate water production capacities against customer water demands every 2 to 3 years. Currently, maximum day demand is approximately 60 percent of the City's firm groundwater supply. If reduced production capacity or increased water demand results in demands approaching 80% of firm supply capacity, the City should plan to implement the design and construction of Well 5 within 2 years. In the near-term, the City should evaluate potential sites for Well 5 and review the status of water rights to support the development of additional groundwater capacity.

# 7.5 Pump Stations

## 7.5.1 Pumping Capacity Upgrade

Based on the pumping capacity analysis presented in **Section 4**, it is recommended that the City expand capacity at the existing WTP pumps. The pumps were designed to match the head from the elevated tank. The City desires to raise the pressure in the system, by raising pump head. This cannot be done with the existing end-suction pumps, so all of the pumps will need to be replaced. It is also recommended to add 2,500 gpm of additional fire flow capacity to reduce the need for additional pipe replacement projects and allow for one duty pump to be offline during a fire event.

During design, the total capacity of the system should be evaluated to determine the ideal pump configuration, but likely 5 pumps (the number the City currently has) are not needed. The new pumps should be connected to a generator and automatic transfer switch to allow for water service in case of a power outage. The estimates here assume that the existing generator will be sufficient for the proposed pumps. Total power requirements will be determined in the design phase. For cost estimating purposes, it is assumed a new pump station will be constructed at the WTP site.

It is recommended that the City implement a mitigation strategy to offset the potential negative impacts of an increase in distribution system pressure associated with this improvement. In particular, the City should expect to see an increase in the number of main breaks, especially on older cast iron mains, as a result of the pressure increase. In addition, a program of informing the public and providing technical assistance is recommended to address customer side water service breaks and other house plumbing issues. The City should expect the majority of issues to occur within the first year after the pump station improvement is completed and water system pressure is increased. The City's O&M budget should be increased to support the increased labor and materials burden associated with this transition.

## 7.5.2 SCADA Improvements

The SCADA system software is old, radios are obsolete, and the system no longer meets the needs of the City. The City is currently working with The Automation Group (TAG) to identify a budget for SCADA upgrades. For the purposes of this Master Plan, a CIP project with a preliminary cost of \$100,000 is assumed.

## 7.6 Reservoirs

### 7.6.1 Elevated Reservoir

The elevated reservoir is aging, doesn't have proper seismic restraint, and is at an elevation that is too low to deliver desired pressures to the City. The elevated reservoir should be abandoned and replaced with a new constant pressure pump station. The City has noted existing agreements with cell phone companies to use the reservoir as a location for antennae. It is beyond the scope of a water master plan to evaluate whether it would be more beneficial to retrofit the reservoir to be seismically stable when empty to maintain these contracts, but the City should initiate investigations to determine the future of the elevated reservoir as a historic landmark and revenue source from cell antenna lease agreements.

## 7.7 Distribution Mains

Recommended water main projects are illustrated in **Figure 7-1** to increase fire flow in strategic areas. Water main project costs are estimated based on unit costs by diameter shown in **Table 7-1**. With improvements to system pressures, there are two water main improvement projects

recommended to address fire flow, G Street (to be completed in multiple phases) and 6th Street between Allen Avenue and Kari Lane.

Two future main extensions are shown in areas of potential growth. It is anticipated that these system expansions will be funded and constructed by development and are not included in the CIP.

### 7.7.1 Fire Hydrant Replacement Program

The City has approximately 40 hydrants throughout town that are either in poor condition or are an older style of 2-port hydrant that is not compatible with existing fire fighting apparatus. It is recommended that the City complete a program over the next 10 years to replace all of these aging hydrants. A CIP budget item is included to fund the replacement of an average of 4 hydrants per year over a 10-year period.

**Table 7-1**  
**Unit Cost for Water Main Projects**

Pipe Diameter	Cost per Linear Foot (\$/LF)
8-inch	\$219
10-inch	\$264
12-inch	\$330

1. Assumptions:
2. Includes approximately 45 percent allowance for administrative, engineering and other project related costs
3. Ductile iron pipe with an allowance for fittings, valves and services
4. Surface restoration is assumed to be asphalt paving
5. No rock excavation
6. No dewatering
7. No property or easement acquisitions
8. No specialty construction included

### 7.7.2 Routine Main Replacement Program

In addition to distribution main projects to address capacity deficiencies, the City should plan for replacement of pipes based on a 100-year life cycle to maintain reliable operation, without significant unexpected main breaks and leaks. **Table 7-2** summarizes the total length of pipe for each diameter (size), the replacement diameter, and estimated cost to replace all the mains of that size. While costs will vary for each individual main depending on the piping location, surface conditions, and other constructability issues, this analysis provides a preliminary estimate of the required capital budget to execute an effective and proactive water main replacement program.

The cost for routine main replacement included in this plan is based on the average annual cost for the first 10 years of a 100-year program, approximately \$197,000 annually, beginning in the year 2030. While it is understood that funding at this level for pipeline replacement may not be

feasible, it should be recognized that an adequately funded main replacement program is necessary to minimize the risk of failure for critical water system components that will result in significantly greater costs to repair and replace in the future.

**Table 7-2**  
**Distribution Main Replacement Cost Summary**

Diameter	Approx. Length (ft)	Replacement Diameter	Estimated Replacement Cost	Annual Replacement Cost
≤4"	8,254	8"	\$1,812,000	\$19,000
6"	35,389	8"	\$7,767,000	\$78,000
8"	23,647	8"	\$5,190,000	\$52,000
10"	17,925	10"	\$4,725,000	\$48,000
<b>Total Length</b>	<b>85,215</b>	<b>Total Cost</b>	<b>\$19,494,000</b>	<b>\$197,000</b>

## 7.8 Seismic Resilience

Recommended improvements to the system to address seismic resilience are described in Section 6 and are listed below. These projects have been included in the overall water system CIP.

- Reservoir Structural and Seismic Analysis (Reservoir 1 and 2)** – A detailed seismic and structural analysis of the City’s two ground-level storage reservoirs is recommended in the next 5 years. This analysis should include evaluation of the expected performance of the reservoirs during and following a code-level seismic event as well as an assessment of the condition of the reservoir and coating systems. The result of this study will be the identification of future capital improvement projects to address deficiencies identified during the analysis. The estimated cost of this study is \$75,000.
- WTP Structural and Seismic Analysis** - A structural and seismic analysis of the City’s WTP structure and equipment is recommended in the next 10 years. This analysis should include evaluation of the expected performance of the structure and major equipment during and following a code-level seismic event with a focus on potential catastrophic or life-safety failures. The result of this study will be the identification of future capital improvement projects to address deficiencies identified during the analysis. The estimated cost of this study is \$50,000.
- Water Master Plan Update** – The Water Master Plan should be updated within the 20-year CIP planning horizon to incorporate CIP projects identified through the two studies above. In addition, the Master Plan should be updated to reflect changes in water demand characteristics, water supply capacity, regulatory changes, and changes in system performance. with CIP to reflect seismic upgrades: The estimated cost of this study is \$80,000.

Table 7-3  
CIP Summary

Improvement Category	CIP No.	Project Description	CIP Schedule and Project Cost Summary				Preliminary Cost % to Growth
			5-year thru 2024	10-year 2025-2029	20-year 2030-2039	TOTAL	
Water Supply	W-1	Well rehabilitation ( 1 well every 5 years)	\$150,000	\$150,000	\$300,000	\$600,000	47%
	W-2	New Groundwater Production Well			\$2,100,000	\$2,100,000	100%
		<i>Subtotal</i>	\$150,000	\$150,000	\$2,400,000	\$2,700,000	\$2,382,000
Treatment	T-1	Treatment Process Improvements	\$150,000			\$150,000	47%
		<i>Subtotal</i>	\$150,000			\$150,000	\$70,500
Pumps	P-1	Booster Pump Station Replacement	\$1,600,000			\$1,600,000	47%
		<i>Subtotal</i>	\$1,600,000			\$1,600,000	\$752,000
Meters	R-1	Production Meter Calibration/Replacement	\$50,000			\$50,000	0%
	R-2	Customer Meter Replacement			\$332,000	\$332,000	0%
		<i>Subtotal</i>	\$50,000		\$332,000	\$382,000	\$0
Distribution Mains	FH	Fire Hydrant Replacement Program	50000	\$50,000		\$100,000	47%
	M-2	G St.: 3 <sup>rd</sup> / 4 <sup>th</sup> St. Alley to 4 <sup>th</sup> /5 <sup>th</sup> St. Alley		\$65,000		\$65,000	47%
	M-3	G St.: 5th Ave. to 7th Ave.		\$157,000		\$157,000	47%
	M-4	5th St.: Allen Ave. to Kari Ln.		\$155,000		\$155,000	47%
	M-5	Routine Main Replacement Program			\$1,970,000	\$1,970,000	0%
		<i>Subtotal</i>		\$427,000	\$1,970,000	\$2,397,000	\$224,190
Other	O-1	SCADA System Upgrades	\$100,000			\$100,000	47%
	O-2	Reservoir Structural and Seismic Analysis	\$75,000			\$75,000	0%
	O-3	WTP Structural and Sesimic Analysis		\$50,000		\$50,000	0%
	O-4	Water Master Plan Update			\$80,000	\$80,000	0%
		<i>Subtotal</i>	\$175,000	\$50,000	\$80,000	\$305,000	\$47,000
		<i>CIP Total</i>	\$2,125,000	\$627,000	\$4,782,000	\$7,534,000	\$3,475,690

## 7.9 CIP Funding

The City may fund the water system CIP from a variety of sources including; governmental grant and loan programs, publicly issued debt and cash resources and revenue. The City’s cash resources and revenue available for water system capital projects include water rate funding, cash reserves, and SDCs. An evaluation of the Water SDC Improvement Fee in support of the water system CIP is presented below.

In order to calculate a current maximum Water SDC Improvement Fee, applying the methodology adopted by the City under Resolution No. 533-2012, a current number of ERUs in the system was calculated, the average use per ERU determined, and the potential future number of ERUs established based on the water demand forecast presented in Section 2. **Table 7-4** summarizes this data and analysis.

**Table 7-4**  
**Current and Future ERU Estimate**

Meter Size	AWWA Rated Flow (gpm) <sup>1</sup>	Flow Factor Equivalence	Number of Meters in Service <sup>2</sup>	ERUs
5/8 - x 3/4 - inch	10	1.0	949	949
1.0-inch	25	2.5	56	140
1.5 -inch	50	5.0	7	35
2.0-inch	80	8.0	2	16
3.0-inch	175	17.5	1	17.5
4.0-inch	300	30.0	0	0
6.0-inch	625	62.5	0	0
8.0-inch	900	90.0	0	0
<i>TOTAL EXISTING ERUs</i>				<i>1,157.5</i>
<i>EXISTING AVERAGE DAY DEMAND (GPD)</i>				<i>227,000</i>
<i>DEMAND PER ERU (GPD)</i>				<i>196</i>
<i>ESTIMATED FUTURE AVERAGE DAY DEMAND (GPD)</i>				<i>430,000</i>
<i>ESTIMATED FUTURE NUMBER OF ERUs</i>				<i>2,192.6</i>
<b>NUMBER OF GROWTH RELATED ERUs</b>				<b>1,035</b>

Notes:

1. Per American Water Works Association (AWWA) Standard C700-15.
2. Source – City utility billing system records; 2018

In order to calculate the updated Water SDC Improvement Fee, the total eligible cost of projects presented in Table 7-3 is divided by the number of estimated new ERUs from continued growth presented in Table 7-4. Table 7-5 summarizes the proposed new Water Improvement Fee calculation. Table 7-6 summarizes the proposed Water SDC Update using the existing Reimbursement Fee and Administrative Fee (2018 Proposed Schedule of Water SDCs, Resolution No. 643-2018).

**Table 7-5**  
**Water Improvement Fee Calculation**

Future Project Cost Category	SDC Eligible Project Cost
Water Supply	\$2,382,000
Water Treatment	\$70,500
Pumps	\$752,000
Meters	\$0
Distribution Mains	\$224,190
Other	\$47,000
<i>Total SDC Eligible Improvement Costs</i>	<i>\$3,475,690</i>
<i>Total Growth in ERUs</i>	<i>1,035</i>
<b>Calculated Water SDC Improvement Fee per ERU</b>	<b>\$3,358</b>

**Table 7-6**  
**Proposed Schedule of Water SDCs**

Meter Size	Reimbursement Fee <sup>1</sup>	Improvement Fee <sup>2</sup>	Administration Fee <sup>1</sup>	Total Proposed Water SDC
5/8 - x 3/4 - inch	\$ 2,561	\$ 3,358	\$ 309	\$ 6,228
1.0-inch	6,404	6,404	771	15,570
1.5 -inch	12,807	12,807	1,542	31,139
2.0-inch	20,492	20,492	2,468	49,824
3.0-inch	44,826	44,826	5,398	108,989
4.0-inch	76,845	76,845	9,255	186,840
6.0-inch	160,094	160,094	19,282	389,251
8.0-inch	230,534	230,534	27,766	560,520

Notes:

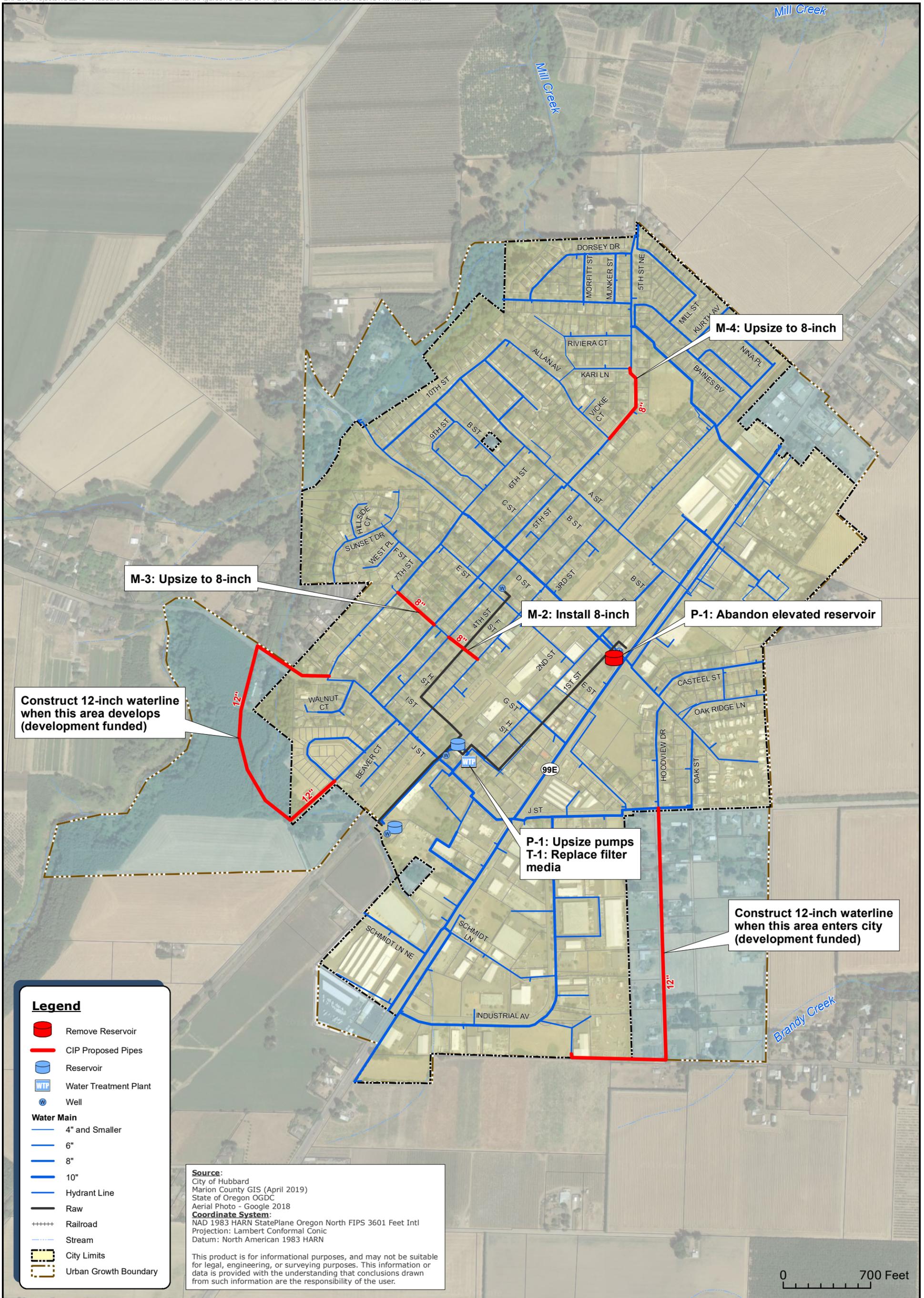
1. Per City Council Resolution No. 666-2019.
2. Per Table 7-5

The City may be eligible for grant and loan programs to assist small communities. The two most likely programs that the City could utilize to assist with funding of major capital improvement projects are:

**Safe Drinking Water Revolving Loan Fund:** Annual grants from the U.S. Environmental Protection Agency (EPA) and matching state resources support the Safe Drinking Water Fund. The program is managed jointly by the Oregon Health Authority – Drinking Water Services and Business Oregon. The Safe Drinking Water Fund program provides low-cost financing for construction and/or improvements of public and private water systems. This is accomplished through two (2) separate programs; Safe Drinking Water Revolving Loan Fund (SDWRLF) for collection, treatment,

distribution and related infrastructure, and Drinking Water Protection Loan Fund (DWPLF) for sources of drinking water improvements prior to the water system intake.

***United States Department of Agriculture (USDA) Rural Development - Water and Environmental Programs (WEP):*** The WEP provides loans and grants for drinking water facilities in rural areas and cities with populations of less than 10,000.





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United States.

Disc golf attracts people from other areas of the state and country to your park.

5. In many cases, local disc golfers are willing to help with maintenance and upkeep of disc golf courses.
4. Disc golf is easy to learn and provides a lifetime of fun and exercise.
3. Disc golf is inexpensive to play. You can start playing with a single disc for less than \$10.
2. Disc golf can be a source of revenue for a park department or a pay-to-play facility.

*...and the number one reason to build a disc golf course...*

1. **If you build it, they will come.**



## Ten Reasons To Install a Disc Golf Course

10. A disc golf course can be designed into under-utilized areas of your facility.
9. Disc golf is a sport that everyone can play, regardless of age, ability, or gender.
8. An 18 hole disc golf course can accommodate 90 or more people at one time.
7. Disc golf offers four season recreation across much of the United States.
6. Disc golf attracts people from other areas of the state and country to your park.
5. In many cases, local disc golfers are willing to help with maintenance and upkeep of disc golf courses.

Hubbard City Council,

Thank you for entertaining the idea of installing a disc golf course at Jan Lafayette Park. My hope is to spark interest for more of the public to use the park, build community spirit by providing an easily available recreational activity, and preserve the memory of Jan Lafayette for the future without compromising current usage of the park by walkers. I have a short-term vision and a long-term vision for this disc golf course.

Short-Term Vision:

-Create 5 disc golf holes with minimal change to current park layout.

Install 5 baskets at the end of each hole such as indicated by the diagram. Certain holes, such as hole 1 and hole 2, would benefit greatly by having 2 pin placements. On the diagram there are 2 baskets drawn for each hole. There will only be 1 basket for each hole, but it can be moved to or from either pin location. The location the basket will stay at most of the time is labeled as "primary" and the location the basket will stay at less of the time is labeled "secondary." (The basket is the metal structure coming out of the ground that has chains hanging over a basket that is intended for discs to be thrown in. The pin is the metal sheath that is cemented into the ground where the basket locks in.) This would allow the basket to be moved between 2 placements from time to time. It will allow for an entirely different outlook on the hole, allowing the disc golfer to use different discs and flight patterns to throw at the basket. Hole 1 would have a farther pin that would be in the wetland area when the rains come in and a shorter pin that would be just outside of the wetland area so that the hole could be played regardless of the time of year or weather conditions. Hole 2 would benefit greatly from having 2 pad placements for the same reason. (The pad is the flat 10 ft. by 5 ft. by 4 inches concrete slab that the disc golfer throws from.) One pad would allow for further distance but most likely be covered in water when the rains come in and the other pad would be shorter and allow for the hole to still be played when the rains come in. Another thing to consider is building a raised pad here where we move dirt into a large mound and then build a concrete pad or lay cinder blocks and install a concrete pad on top of it.

For the construction we would use "Sakrete 30 Mesh Sand." For a 5 ft. x 10 ft. x 6 inch size pad we would need approximately 28 eighty pound bags for one pad. At a price of \$4.10 for 5 tee pads, it would cost \$574 all the pads or \$114.8 per pad. This cost would be included in the cost for the small businesses that choose to sponsor a hole. All of the features such as alternate pads and pins would be displayed on a sign that is put in at the beginning of each hole. This sign is intended to show the distance from each pad to each basket, possible obstacles such as trees or bushes, mando markers (an arrow on an obstacle pointing to one direction indicating that it is mandatory to throw to that direction of that obstacle), out of bounds (optional). The sign also shows the direction of the pad for the next hole so that the disc golfer knows where to go next. I think it is a good idea to put a mando sign about 40 feet in front of the pad for hole 3 and to the right of the path directing disc golfers to throw to the left of the sign so that no discs end up near the housing up the hill and to the right. I also think it is a good idea to put a mando sign on the

edge of the fence just to the right of the path in front of hole 4 directing throws to the left for the same reason. We can also put a mando sign at the edge of the fence outside of the pond with the “no trespassing sign” so that we can direct discs to be thrown to the left of the sign and hopefully avoid them going into the pond. I also think it would be a good idea to dig a hole the exact size of a basket and put the basket for hole 4 in the hole up to the rim of the basket. This will discourage disc golfers from throwing over the fence and into the pasture behind the hole or throwing high so that discs don’t get close to the houses up the hill on the right side. We can also put a sign up on the fence prohibiting people from jumping the fences that will say something to the effect of: “No trespassing, all visible discs will be retrieved once a month and will be held at the Hubbard Public Works to be retrieved during operating hours.”

- Funding:

I will lead the efforts for fundraising among the local businesses of Hubbard and Woodburn. I will ask small business owners to sponsor a hole of the course. Sponsoring a hole means that they would pay for the pad(s), sign, pin(s), and basket for that hole and in exchange they could display their logo on the sign for the hole and the upper rim of the basket. We could also ask small businesses if they would want to sponsor the lock box and put their logo on it. This is a great opportunity for local businesses to show they support the community and create a permanent advertisement for a one time fee. I understand that with Covid-19 negatively impacting the economy, it will be difficult to convince many business owners to donate money. For this reason, I think we should allow for well over a month for this fund raising and expect it to continue through the end of July, 2020. I am hoping to begin construction for the course in August 2020.

Long Term Vision:

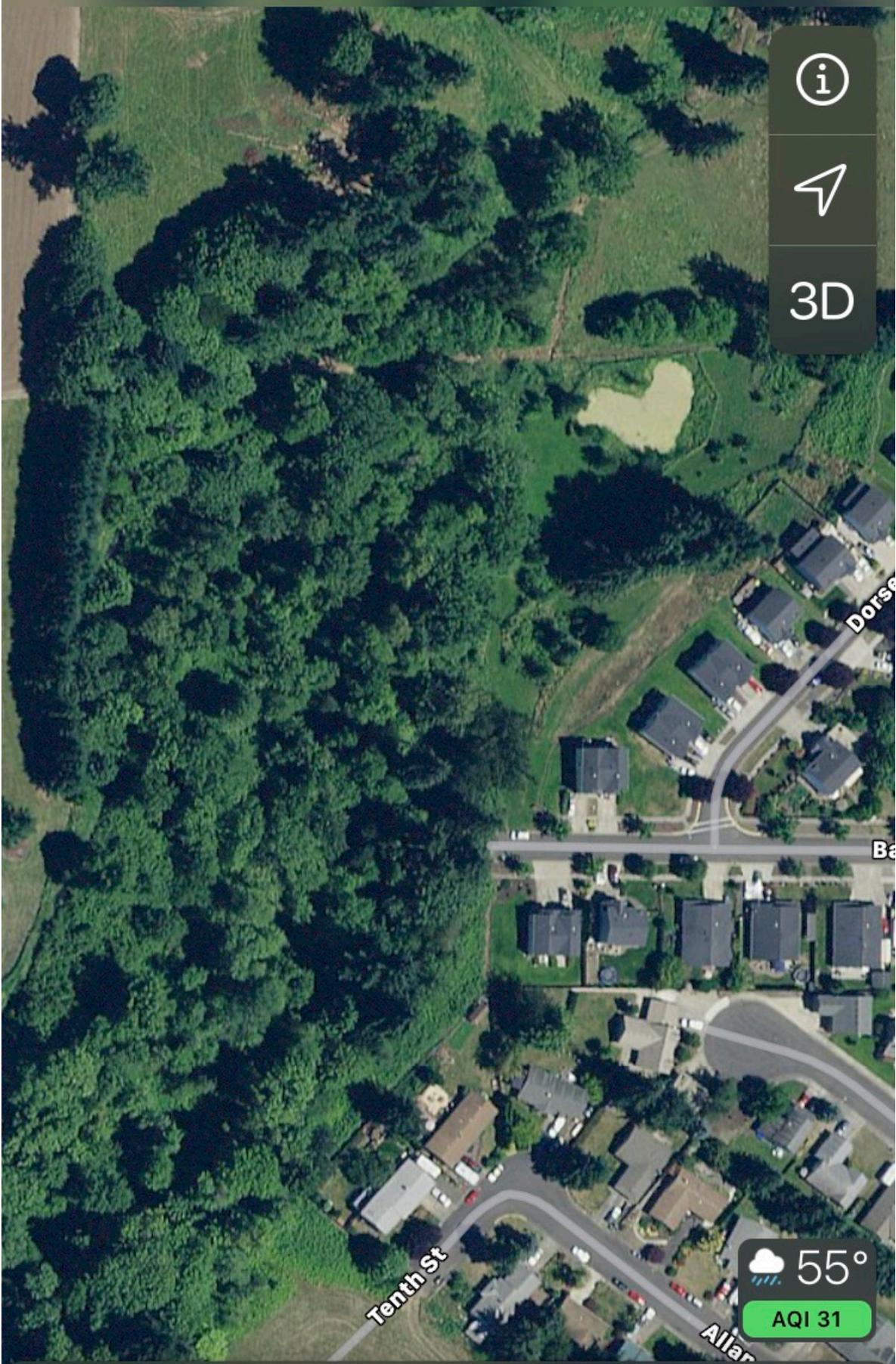
- Create 9 disc golf holes. 4 added to the “short-term vision” of the first 5 holes.

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will require lots of manpower, machine power, and most likely at least 2 administrations of black berry bush killer followed by manual clearing of these areas. I figured that we could make a community announcement in an attempt to get volunteers and possibly hire a few people with experience and machinery to accomplish this. I am anticipating that it would require 4 full days of work. I figured it would be best to do this on a Saturday and a Sunday from about 10 am to 5 pm. It would be best to hire two professional landscapers to help for at least 2 of these days to help clear out brush, branches, and logs that would require heavy duty equipment.

I have been talking with Emiliano Rodriguez, a citizen of Hubbard and owner of New Vision Landscape Maintenance. Although his hourly rate is \$45, he has expressed a desire to donate some time and efforts to this project because he uses Jan Lafayette Park and would love to see it expanded. I told him that it could be possible to trade his services for adding his business logo to a sign on the course, possibly the entrance sign. I have a chainsaw but I don't have a lot of other equipment that will be necessary. Please understand that I want to preserve as much plant life as possible and that we will avoid taking down any healthy trees. Most of the brush that will be removed will be blackberry bushes and other small plants that grow back quickly and easily. This is also why regular maintenance must be provided to this area as well to prevent the course from getting grown over and all the hard work from being done for nothing.





Map navigation controls: Information icon (i), Compass icon, and 3D toggle.

# Hubbard

22 mi





73 Hangar Way  
 Watsonville, CA 95076  
 (831) 722-6037  
 fax (831) 722-8176

## Quotation Form

*(Quotes are valid for 30 days)*

Date: 04.28.20

Name: Matthew Fryauf

Address:

City: Hubbard State: OR Zip: 97032

Phone: 479-936-1467 Email: proactivemovementchiro@gmail.com

Contact Person: Title:

Quantity	Product Description	Unit Price	Total
5	Mach 5 Standard	\$ 400.00	\$ 2,000.00
	Includes Anchor & Collar		\$ -
			\$ -
5	Additional Anchors	\$ 25.00	\$ 125.00
			\$ -
5	Framed Color Sponsor Tee Sign	\$ 145.00	\$ 725.00
	Two 8x11 Panels		\$ -
			\$ -
1	Course Sign	\$ 600.00	\$ 600.00
			\$ -
5	Tee Pads	\$ 114.80	\$ 574.00
			\$ -
			\$ -
			\$ -
			\$ -

**Additional Course Equipment Options to Consider**

Number Plate Conversion Kits	\$30.00
Powder Coating Fee	\$60.00
Extra Anchors/ Pin Positions	\$25.00
Direct Hit Flags	\$30.00
Basic Color Tee Signs	\$40.00
12x 18 Full Color Rules Sign	\$40.00

<b>Subtotal:</b>	\$ 4,024.00
<b>Tax:</b>	
<b>Freight:</b>	\$ 322.70
<b>Grand Total:</b>	\$ 4,346.70

*\*All prices are per unit*

**Limited Access. Liftgate Required**



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 Watsonville, CA 95076  
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Contact Person: Title:

Quantity	Product Description	Unit Price	Total
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	Includes Anchor & Collar		\$ -
			\$ -
5	Additional Anchors	\$ 25.00	\$ 125.00
			\$ -
5	Framed Color Sponsor Tee Sign	\$ 145.00	\$ 725.00
	Two 8x11 Panels		\$ -
			\$ -
1	Course Sign	\$ 600.00	\$ 600.00
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			\$ -
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Basic Color Tee Signs	\$40.00
12x 18 Full Color Rules Sign	\$40.00

<b>Subtotal:</b>	\$ 4,274.00
<b>Tax:</b>	
<b>Freight:</b>	\$ 322.70
<b>Grand Total:</b>	\$ 4,596.70

\*All prices are per unit

**Limited Access. Liftgate Required**

Hubbard City Council,

Thank you for entertaining the idea of installing a disc golf course at Jan Lafayette Park. My hope is to spark interest for more of the public to use the park, build community spirit by providing an easily available recreational activity, and preserve the memory of Jan Lafayette for the future without compromising current usage of the park by walkers. I have a short-term vision and a long-term vision for this disc golf course.

Short-Term Vision:

-Create 5 disc golf holes with minimal change to current park layout.

Install 5 baskets at the end of each hole such as indicated by the diagram. Certain holes, such as hole 1 and hole 2, would benefit greatly by having 2 pin placements. On the diagram there are 2 baskets drawn for each hole. There will only be 1 basket for each hole, but it can be moved to or from either pin location. The location the basket will stay at most of the time is labeled as "primary" and the location the basket will stay at less of the time is labeled "secondary." (The basket is the metal structure coming out of the ground that has chains hanging over a basket that is intended for discs to be thrown in. The pin is the metal sheath that is cemented into the ground where the basket locks in.) This would allow the basket to be moved between 2 placements from time to time. It will allow for an entirely different outlook on the hole, allowing the disc golfer to use different discs and flight patterns to throw at the basket. Hole 1 would have a farther pin that would be in the wetland area when the rains come in and a shorter pin that would be just outside of the wetland area so that the hole could be played regardless of the time of year or weather conditions. Hole 2 would benefit greatly from having 2 pad placements for the same reason. (The pad is the flat 10 ft. by 5 ft. by 4 inches concrete slab that the disc golfer throws from.) One pad would allow for further distance but most likely be covered in water when the rains come in and the other pad would be shorter and allow for the hole to still be played when the rains come in. Another thing to consider is building a raised pad here where we move dirt into a large mound and then build a concrete pad or lay cinder blocks and install a concrete pad on top of it.

For the construction we would use "Sakrete 30 Mesh Sand." For a 5 ft. x 10 ft. x 6 inch size pad we would need approximately 28 eighty pound bags for one pad. At a price of \$4.10 for 5 tee pads, it would cost \$574 all the pads or \$114.8 per pad. This cost would be included in the cost for the small businesses that choose to sponsor a hole. All of the features such as alternate pads and pins would be displayed on a sign that is put in at the beginning of each hole. This sign is intended to show the distance from each pad to each basket, possible obstacles such as trees or bushes, mando markers (an arrow on an obstacle pointing to one direction indicating that it is mandatory to throw to that direction of that obstacle), out of bounds (optional). The sign also shows the direction of the pad for the next hole so that the disc golfer knows where to go next. I think it is a good idea to put a mando sign about 40 feet in front of the pad for hole 3 and to the right of the path directing disc golfers to throw to the left of the sign so that no discs end up near the housing up the hill and to the right. I also think it is a good idea to put a mando sign on the

edge of the fence just to the right of the path in front of hole 4 directing throws to the left for the same reason. We can also put a mando sign at the edge of the fence outside of the pond with the "no trespassing sign" so that we can direct discs to be thrown to the left of the sign and hopefully avoid them going into the pond. I also think it would be a good idea to dig a hole the exact size of a basket and put the basket for hole 4 in the hole up to the rim of the basket. This will discourage disc golfers from throwing over the fence and into the pasture behind the hole or throwing high so that discs don't get close to the houses up the hill on the right side. We can also put a sign up on the fence prohibiting people from jumping the fences that will say something to the effect of: "No trespassing, all visible discs will be retrieved once a month and will be held at the Hubbard Public Works to be retrieved during operating hours."

- Funding:

I will lead the efforts for fundraising among the local businesses of Hubbard and Woodburn. I will ask small business owners to sponsor a hole of the course. Sponsoring a hole means that they would pay for the pad(s), sign, pin(s), and basket for that hole and in exchange they could display their logo on the sign for the hole and the upper rim of the basket. We could also ask small businesses if they would want to sponsor the lock box and put their logo on it. This is a great opportunity for local businesses to show they support the community and create a permanent advertisement for a one time fee. I understand that with Covid-19 negatively impacting the economy, it will be difficult to convince many business owners to donate money. For this reason, I think we should allow for well over a month for this fund raising and expect it to continue through the end of July, 2020. I am hoping to begin construction for the course in August 2020.

Long Term Vision:

- Create 9 disc golf holes. 4 added to the "short-term vision" of the first 5 holes.

To accomplish this vision, a lot of landscaping needs to be done. I am currently in the process of communicating with I and E Construction who owns some of the county land that we would need permission to build the course on. I am open to suggestions, but I figured that the City of Hubbard could pay for the maintenance of this area since they already maintain the Jan Lafayette Park. The cost to maintain this area would likely be the same or less than the cost to maintain the current Jan Lafayette Park. Instead of paying to put in nice grass and mowing it regularly, most of the maintenance would consist of weed wacking brush and weeds back from the narrow fairways we create. But first we would need to create the fairways by doing a lot of landscaping. All of the brush to the left of the fairway of hole 1 needs to be cleared out where we would put the fairways for the remaining 4 holes with signs. This would make hole 2 in the "short-term vision" hole 5 and the others would count up from that. Please refer to the diagram and youtube video for clarification of the amount of brush that would need to be cleared out. You will notice that the diagram is not as detailed as the "short-term vision" because it is more difficult to explore this area and we will have more opportunity to change existing obstacles rather than planning around the obstacles such as I did in the diagram for the "short-term vision. Each fairway should be 20-30 feet wide. This

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locks for your DISCatcher<sup>®</sup> targets (we recommend a set of matching locks), sign posts, and concrete for target and sign installation. All of these are easily obtained at local home stores.

## Innova Disc Golf Course Pricing

COURSE SIZE	9-HOLE	18-HOLE
DISCATCHER <sup>®</sup> PRO TARGETS	\$2925	\$5850
INNOSIGN TEE SIGNS	\$450	\$900
RULES SIGN	\$50	\$50
FREIGHT (ESTIMATED) *	\$400*	\$800*
EQUIPMENT TOTAL	\$3825	\$7600

Prices subject to change. Please call for most up to date prices.

\* Freight pricing is estimated. Please call for specific freight quotes.





# WARRANTY

## DGA® DISC GOLF BASKETS

### 25 Year Limited Warranty\*

DGA® Mach III™ and Mach V™, Mach X Galvanized disc golf baskets are covered under warranty against failure due to rust, corrosion and manufacturing defects for 25 years from date of purchase.

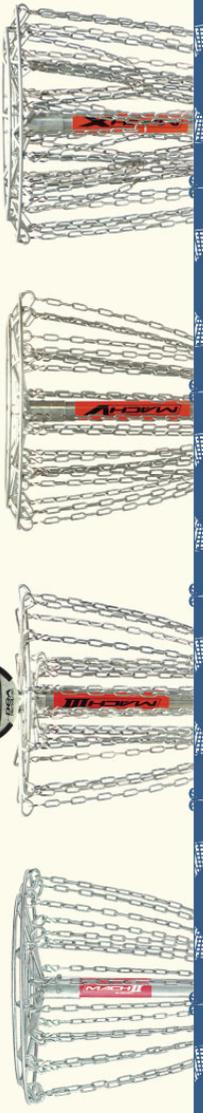
**\*Mach II™ disc golf baskets are covered by the same warranty for 20 years from date of purchase.**

If you are in need of warranty service contact DGA® and we will be happy to honor your warranty request. It is our goal to do everything we can to make sure you are happy with your DGA® equipment purchases. Please contact us if you any questions, (phone) 831-722-6037, (e-mail) [info@discgolf.com](mailto:info@discgolf.com).

Should your Mach disc golf basket be determined by DGA® to be covered by this warranty, it will be repaired or replaced, at DGA's sole option. Your limited warranty does not cover costs for labor, removal or the installation of warranty parts. Your warranty does not cover disc golf baskets which have been damaged due to misuse, abuse, or accident such as; vandalism, improper or unauthorized repair, fire, flood, "acts of God," or other contingencies beyond the control of DGA®. Powder coated finishes are not covered from chipping, scratches or fading.



**DGA**  
**Est. 1976**



## - MONTHLY REPORT -

**DATE:** June 9, 2020  
**TO:** City Council  
**FROM:** Public Works Department

**ITEM #1** Bid documents for the SCA 5<sup>th</sup> Street project will be complete the week of June 1, 2020, and Staff anticipates advertising for this project no later than the week of June 8, 2020.

**ITEM #2** As was mentioned at the May 12, 2020 Council meeting, Matthew Fryaur has expressed interest in coordinating and fundraising for the addition of a disc golf course at the Jan LaFollette Memorial Nature Park. He provided several attachments and video links for Council to preview before the meeting, and he plans to attend the meeting to discuss this project and answer questions. Staff is excited for and supports this potential future project and believes it would be a great addition to the City's park system overall!

**ITEM #3** On the Council agenda is the hearing for the adoption of the Water Master Plan as an attachment to the City's Comprehensive Plan (Ordinance No. 368-2020).

**ITEM #4** Staff is working to obtain proposals for the City Hall exterior signage, and anticipates we will have a proposal for Council's acceptance at the July 14, 2020 Council meeting. There has been some delay in obtaining these proposals due to the COVID-19 business restrictions.

**ITEM #5** On the Consent Agenda is a request to extend Aaron Caballero's, Utility Worker I probation an additional 6-months through December 31, 2020, dependent upon being able to sit for and pass the mandatory exams for the required pesticide license. At the time I am writing this report, exams have been scheduled, however in the event the exams are canceled or are not passed, Staff requests Council approval and authorization for this six-month probation extension to allow time to complete the mandatory license requirements.

Exams for these licenses are completed in-person. Due to the ongoing COVID-19 situation, there has been some delay in being able to schedule exams throughout the spring months.

**ITEM #6** On the Consent Agenda is a request to extend Juan Hernandez's, Utility Worker II probation an additional 6-months through December 31, 2020, dependent upon being able to sit for and pass the mandatory exams for the required water operator licenses (distribution and treatment). At the time I am writing this report, exams have been scheduled, however in the event the exams are canceled or are not passed, Staff requests Council approval and authorization for an additional six-month probation extension to allow time to complete the mandatory certification requirements.

Exams for these certifications are completed in-person. Due to the ongoing COVID-19 situation, there has been some delay in being able to schedule exams throughout the spring months.

**ITEM #7** A heads-up to Council that both Mike and my comp time are currently over the 60-hour cap. Mike is 34.79 over and I am 26.63 over. Both Mike and I have scheduled time off in the next 45-days to address this concern and bring our comp time to at or below the cap. All other accruals for our public work department are within the allowed limits.

**The Public Works Department completed 29 requests for locates for the month of May.**



# Chief's Report

*"Committed to our community"*

**TO:** Mayor and City Council Members  
**FROM:** David J. Rash, Chief of Police  
**DATE:** June 1, 2020  
**RE:** June 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 May 2020**

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

- **Community Outreach**

On May 11, 2020, our officers along with Hubbard Fire helped 10 year old Aliana celebrate her birthday with family and friends by joining in a birthday celebration parade by her residence on 3<sup>rd</sup> street!

Also on May 11, 2020, Officer Bentley and Officer Thommen reached out to a couple of young citizens allowing them to see the patrol car and hanging out with them. Officer Bentley and Officer Thommen received a letter of commendation from the children's grandfather from Ohio!

- Code Enforcement

The Police Department recently became aware of court case law rulings in regard to door to door salesman and solicitors. Our Municipal Code 5.05 is out of date and is not in compliance with recent case law. The city attorney's office was contacted and they crafted a new Municipal Code putting us in compliance. The new Municipal Code is attached to the packet. The police department would also like to send out via social media and other methods the attached Draft Q & A in regard to the recent changes.

Due to the COVID-19 Pandemic, we did not send out the right away compliance letter discussed in the January/February Council Meetings. The attached letter will go out with the June city newsletter giving citizens until October 1, 2020 to resolve any right away violation they may be committing before enforcement action is taken.

- Training

All of our training has been cancelled since COVID -19. The department will have quarterly range later this month. With our firearms training we will be going over our Use of Force Policy.

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: June 1, 2020  
RE: June 2020 Statistics

Arrests: 17  
Citations Issued: 102  
Towed Vehicles: 0  
Calls for service: 512

HPD Calls for Service	
May-20	
Call Type	Total
911 Investigation	3
Alarm - Burg	6
Animal Complaint	1
Area Check	15
Arson	1
Assist - Fire	3
Assault - simple	1
Assist - Police	12
Assist - Public	21
Assist - Traffic	3
Attempt to Locate	9
Burglary	1
Civil Situation	2
Crash - Injury	2
Crash - Non Injury	3
Death Investigation	1
EDP	1
Extra Patrol	1
Family Disturbance	7
FIR	22
Foot Patrol	6
Forgery/Counterfeit	7
Funeral Escort	1
Info	5
Insecure Premise	11
Intoxicated Subject	3
Menacing	1
Narcotic Investigation	1
Noise Complaint	9
Ordinance - Other	4
Parking Violation	5
Property Lost/Found	6
Public Assist	31
Radar	2
Reckless Driving	3
Restraining Order Violation	2
SRO	1
Sex Offense	1
Stolen Vehicle	1
Suspicious Activity	5
Suicide Threats/Attempt	1
Suspicious Activity	19
Suspicious Vehicle/Person	32
Theft - Other	7
Traffic Stop	251
Warrant Service	10
Welfare Check	1
<b>Total:</b>	<b>512</b>

# HUBBARD POLICE

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



June 9, 2020

RE: Public Right Aways-Notice

In recent months Hubbard Police Officers have responded to calls of our citizens utilizing public right aways that have not been vacated by the City of Hubbard thus violating Hubbard Municipal Code 10.25.010 through 10.25.050. It was recommended at a recent city council meeting, that a letter informing all of our citizens of the Public Right Away Code and to give our citizens 90 days to clear up any violations of the Hubbard Municipal Code. I have worked with Public Works Superintendent, Mike Krebs, and he has compiled a list of properties where the right away has been vacated by the City of Hubbard. If you are unsure if the right away near your property has been vacated or not by the City of Hubbard, I am more than happy for you to call me at the police department and I will research the information for you. Our goal is for our citizens to come into compliance with the Right Away Code. The grace period to take care of any issues on the right away near your property will be July 1, 2020 through October 1, 2020. Hubbard Officers will then start the Hubbard Municipal Code violation process.

10.25.010 Definition.

(1) "City" means the city of Hubbard, Oregon.

(2) "Person" means an individual, corporation, association, firm, partnership, joint stock company, and similar entities.

(3) "Public rights-of-way" include, but are not limited to, streets, roads, highways, bridges, alleys, sidewalks, trails, paths, public easements and all other public ways or areas, including subsurface and air space over these areas.

(4) "Within the city" means territory over which the city now has or acquires jurisdiction for the exercise of its powers. (Ord. 207-97 § 1, 1997)

10.25.020 Jurisdiction.

The city of Hubbard has jurisdiction and exercises regulatory control over all public rights-of-way within the city under the authority of the city Charter and state law. (Ord. 207-97 § 2, 1997)

10.25.030 Scope of regulatory control.

The city has jurisdiction and exercises regulatory control over each public right-of-way whether the city has a fee, easement, or other legal interest in the right-of-way. The city has jurisdiction and regulatory control over each right-of-way whether the legal interest in the right-of-way was obtained by grant, dedication, prescription, reservation, condemnation, annexation, foreclosure or other means. (Ord. 207-97 § 3, 1997)

10.25.040 City permission requirement.

No person may occupy or encroach on a public right-of-way without the permission of the city. The city grants permission to use rights-of-way by franchises, licenses and permits. (Ord. 207-97 § 4, 1997)

10.25.050 Obligations of the city.

The exercise of jurisdiction and regulatory control over a public right-of-way by the city is not official acceptance of the right-of-way, and does not obligate the city to maintain or repair any part of the right-of-way. (Ord. 207-97 § 5, 1997)

Thank you,

David J. Rash  
Chief of Police

# HUBBARD POLICE

*PO Box 380/3720 Second Street*

*Hubbard, OR 97032 503-981-8738*



## CITY of HUBBARD SOLICITORS ORDINANCE FAQs

### Why was the new ordinance enacted?

The new ordinance was enacted so that it would comply with both State and Federal laws that protect Free Speech.

### What is the goal of the new ordinance?

The new ordinance implements what are called "time, place and manner restrictions;" restrictions that are meant to apply to all solicitor types regardless of whether the conduct of going door-to-door is for commercial, religious, fraternal, civic or other purpose. The goal of the new ordinance is to have reasonable hour restrictions placed on soliciting activity and then to leave to each household the full right to decide whether he or she will receive strangers as visitors on their property.

### How does the ordinance define "Solicit" or "Soliciting?"

Solicit and soliciting are defined in the ordinance as: "the entry onto real property used for residential purposes by a person for the purpose of communicating with an occupant of the property, whether the communication is verbal, visual or in writing."

### What does this definition include?

The scope of the definition covers all manner of communication activity, in any medium, including written materials, by any individual, group, company or organization. Soliciting will include entry upon property to communicate about the sale of particular goods or services, religious convictions, political candidates, school fundraisers and community activism.

### What do I need to do to under the new ordinance at my residence?

Post a "No Solicitation" sign at the entrance of your property, or beside or on your front door. Make sure the sign is clearly visible.

### Under the new ordinance, if I don't post a "No Solicitation" sign on my property, can solicitors come to my home at any time?

If an occupant has not posted a "No Solicitation" sign on their property, under the new

ordinance, the occupant may expect solicitors to enter onto their property to solicit between the hours of 9 a.m. and 9 p.m. Solicitors, however, cannot solicit at residences between the hours of 9 p.m. and 9 a.m. unless express consent of the owner has been given.

**Can my neighbors still visit my home unannounced if I have posted a sign?**

Likely yes. The new ordinance still leaves room for traditional or customary social interactions to occur without violating the ordinance. Meaning, those who have some semblance of a relationship with their neighbors can still visit with one another. The purpose of placing a "No Solicitation" sign is to exclude those visitors who the home occupant does not know, not to exclude everyone.

**If I have a previously scheduled appointment with a company representative, may they come to my home?**

Yes. A company that has been invited to your home, even for commercial purposes, would be considered to have consent to solicit at your home whether you have posted a "No Solicitation" sign or not. If, however, you wished to block that company from returning, as the home occupant you always reserve the right to withdraw such consent.

**What does the sign look like?**

The new ordinance provides that for a "No Solicitation" sign to have effect of excluding solicitors, it must state "No Solicitation" or "similar words to that effect." These guidelines allow for residents to have some flexibility in the specific language they want to use, but the emphasis in the ordinance remains that the sign must be clear to those who will read it and it must clearly indicate that solicitors are not welcome in order to be effective.

Example:



**So if I want to go door-to-door soliciting, do I still need a special permit like before?**

No, the City will no longer be issuing specific permits to those engaged in soliciting activities. Solicitors must, however, comply with the restrictions outlined in the new ordinance (e.g. no soliciting between 9 p.m. and 9 a.m. and no soliciting at homes posted with "No Solicitation" signs).

**What are the penalties for violating the ordinance?**

A first violation by an individual will constitute a Class 5 civil infraction (up to \$100 fine) and a second violation by the same individual within a 12-month period will constitute a

Class 3 civil infraction (up to \$250 fine).

**As a resident, how can I make a complaint about a solicitor?**

If you believe that a person, company or organization has engaged in soliciting activities in violation of the new ordinance, you may contact METCOM at (503) 981-2340.

**More Situational FAQ's**

**Under the new ordinance, can a Girl Scout Troop or School Club go door-to-door selling cookies or magazines, or asking for donations to support their fundraiser?**

Yes; but as discussed above, the definition of "solicitation" includes any activity where someone is going out to communicate with the occupant of a residential property, regardless of what they may be selling or asking for from the occupant, and regardless of who or how old they are. That means that a Girl Scout troop or school club may still conduct their door-to-door activity, but the regulations of the Solicitor's Ordinance will apply to them. That means these groups would need to refrain from soliciting at homes posted with "No Solicitation" signs, or from soliciting between 9 p.m. and 9 a.m. at all other homes.

**As a homeowner can I exclude all solicitors except kids, or those raising money for fundraisers?**

Yes. A homeowner may tailor their "No Solicitation" sign to still welcome or invite certain types of groups on their property so long as the sign is clear and the message of who is welcome vs. unwelcome is apparent. A quick internet search will show plenty of these examples:

"No Soliciting Except Kids"

"No Soliciting Unless You're Selling Girl Scout Cookies"

"No Soliciting Except for School Fundraisers"

"No Soliciting, But Children Selling Cookies and Candy Welcome"

**Are religious groups or congregations exempt from the regulations of the new Solicitor's Ordinance requiring that they refrain from going on property posted with a "No Solicitation" signs because they are not engaged in selling anything?**

No. The new Solicitors Ordinance was specifically drafted to encompass all types of door-to-door activity, regardless of whether it is for a commercial, religious, not-for-profit, or political purpose. The regulations and restrictions imposed by the ordinance will and should apply equally to all types of individual and group conduct.

**Can a cleaning service company or yard service company distribute door hangers as a**

**means to advertise its services and gain new business?**

Yes; but the Solicitor's Ordinance includes within its definition of solicit/solicitation both visual and written communication. That means that the regulations and restrictions imposed by the ordinance will also apply where a person wants to leave door hangers, pamphlets and leaflets on other people's property.

**Can a company be held responsible for the conduct of its employees that conduct door-to-door solicitations at homes posted with "No Solicitation" signs?**

Yes. Any individual that engages in solicitation activity in violation of the ordinance (e.g. soliciting without consent at a home posted "No Solicitation") or allows or permits another person to solicit in violation of the ordinance may be issued a citation. That means a violating employee and the employer could both be cited for the employee's conduct.

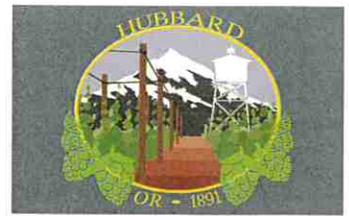
**What about Trick-or-Treaters going door-to-door to collect candy on Halloween?**

This example is provided more to remind everyone that social cues and customs have already been adopted by people and communities for years that let others know they are welcome to trick-or-treat at certain homes (e.g. turning the front porch light on, having decorations in the yard, putting a bowl of candy on the front porch, etc.).

These types of signals just illuminate the many ways our society, and people in general provide constructive consent to, and invite strangers onto their property.

DRAFT

# DIRECTOR OF ADMINISTRATION/ CITY RECORDER MONTHLY REPORT



**To:** CITY COUNCIL  
**From:** VICKIE NOGLE, MMC, Director of Administration/City Recorder  
**Date:** JUNE 3, 2020  
**RE:** REPORT FOR JUNE 9, 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. The deadline to have completed paperwork returned to City Hall is [August 25, 2020 at 5:00 p.m.](#)

## **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 following applications are scheduled for the June 16, 2020, Planning Commission meeting.

- Partition Application (PA #2020-02) Frank J. Bronec QTIP Trust & Columbia Trust Company TRE – 11984 Broadacres Road – 2 Parcels.
- Design Review (DR 2020-02) Mike Holleman – 2690 Industrial Avenue- Construction of an additional 13,000 SF Industrial manufacturing building.

## **BUSINESS REGISTRATION**

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

## **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](mailto:jhedden@cityofhubbard.org).

## **BUILDING PERMITS**

7 building permit applications have been submitted from January – May 2020.



BUILDING PERMITS

BUILDING PERMITS page 2

Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #	Type of permit	Permit Amount	Row	Recipient #	City Fee	SDC	Recipient #	Excise Tax	Valuation	Issue Date
5/23/2019	9/11/2019	555-19-003847-DWL	I & E CONSTRUCTION/KOBIAN ESTATES	2899 4TH STREET	041W33D095300	SFR	\$ 2,905.95	\$ 270.00	1.00911	\$ 209.40	\$ 16,518.00	1.00911	\$ 1,891.00	\$ 257,667.53	
5/23/2019	8/1/2019	555-19-003847-DWL	I & E CONSTRUCTION/KOBIAN ESTATES	2899 4TH STREET	041W33D095300	Additional PYMNT 1/16/2020	\$ 18,079.00	\$ 270.00	1.00911	\$ 217.20	\$ 16,518.00	1.00911	\$ 1,972.00	\$ 263,054.97	
5/23/2019	8/1/2019	55-19-003841-DWL	I & E CONSTRUCTION/KOBIAN ESTATES	2555 S LYDIA LOOP	041W33D095700	SFR	\$ 3,077.60	\$ 270.00	4.000549	\$ 210.70	\$ 16,518.00	4.000549	\$ 1,828.00	\$ 258,504.66	4/10/2020
5/23/2019	9/11/2019	555-19-003857-DWL	I & E CONSTRUCTION/KOBIAN ESTATES	2432 N LYDIA LOOP	041W33D095800	SFR	\$ 18,616.00	\$ 270.00	4.000549	\$ 134.42	\$ 16,518.00	4.000549	\$ 1,828.00	\$ 255,166.67	2/10/2020
5/23/2019	9/11/2019	555-19-003854-DWL	I & E CONSTRUCTION/KOBIAN ESTATES	2540 N LYDIA LOOP	041W33D095800	SFR	\$ 2,880.34	\$ 270.00	1.008754	\$ 208.80	\$ 16,518.00	1.008754	\$ 1,618.00	\$ 255,116.67	
5/23/2019	9/11/2019	555-19-003864-DWL	I & E CONSTRUCTION/KOBIAN ESTATES	2662 N LYDIA LOOP	04133D095800	SFR	\$ 3,707.54	\$ 270.00	1.00911	\$ 197.70	\$ 16,518.00	1.00911	\$ 1,756.00	\$ 248,274.63	
5/23/2019	1/16/2020	555-19-003848-DWL	I & E CONSTRUCTION/KOBIAN ESTATES	2582 N LYDIA LOOP	041W33D096100	SFR	\$ 2,433.49	\$ 270.00	1.00911	\$ 162.80	\$ 16,518.00	1.00911	\$ 1,603.00	\$ 221,497.34	
7/16/2019	7/31/2019	555-19-003236-STR	ALPROP CO/HARD CORE CNTRT	3574 PACIFIC HWY	041W24B0C02900	REPLACE STORE FRONT	\$ 554.56	N/A	N/A	\$ 55.05	N/A	N/A		\$ 30,000.00	N/A
7/18/2019	10/7/2019	555-19-005905-STR	OREGON PACIFIC CONSTRUCTION	2335 INDUSTRIAL AVENUE	041W33D001600	NEW MULT-USE BLD	\$ 2,507.40	\$ 225.00	1.008549	\$ 502.01	\$ 17,382.50	1.008549	\$ 1,738.50	\$ 573,123.38	
8/8/2019	8/9/2019	555-19-003887-DWL	CITHOMES GROUP CORP	2975 D STREET	041W33A000201	ADTNL PYMNT 10/31/2019	\$ 26,384.32	REFUND \$ 2,597.40	048796	11/3/2019					
9/24/2019	11/18/2019	555-19-007234-STR	PACIFIC WEST CONSTRUCTION	2900 Industrial Avenue	041W33D0A06300	Office Space inside existing bld	\$ 21,378.80	REFUND \$ 2,190.15	048796	11/3/2019					
10/15/2019	10/24/2019	PER CNTY	BUNCKER ELECTRIC SIGNS	3776 PACIFIC HIGHWAY 99E	041W34B0C02200	ADTNL PYMNT \$21,378.80 9/30/19	\$ 1,256.37	N/A	N/A	\$ 201.02	N/A	1.008465	\$ 153,888.00		
10/9/2019	10/9/2019	555-19-0006107-STR	BLAKE BURAL	2363 INDUSTRIAL AVENUE	04W33D001500	SIGN	\$ 187.84	N/A	N/A	N/A	N/A	N/A		N/A	
10/29/2019	11/20/2019	555-19-007109	BLAKE BURAL	2310 INDUSTRIAL AVENUE	041W33D001200	ADTNL PYMNT 9/24/2019	\$ 723.71	N/A	N/A	N/A	N/A	N/A		N/A	
11/19/2019	11/20/2019	PER CNTY	R & R PROPERTY-HOLDINGS	3049 SCHMIDT LANE NE		ALTERATION	\$ 197.84	N/A	N/A	N/A	N/A	N/A		N/A	
12/23/2019		555-19-009128-STR	RAPHAEL GOODBLATT	2600 INDUSTRIAL AVE	041W33D00600	DIRECT FROM MC				\$ 25.00					
1/15/2020	1/27/2020	555-20-000396-STR	Spray Booth Northwest	2600 Industrial Ave	041W33D00303	Interior Renovation	\$ 244.28	N/A	N/A	\$ 25.00	N/A	N/A	\$ 10,000.00	N/A	
2/7/2020	2/7/2020	555-19-009116-STR	Raphael Goodblatt	2670 Industrial Properties	041W33D00600	Change of Occupancy TI	\$ 0.80	N/A	N/A	\$ 25.00	N/A	N/A	\$ 25,000.00	N/A	
2/17/2020	3/5/2020	555-20-001187-MD	J & M HOMES	3087 RAINBOW LOOP	041W34C000100	Manufactured	\$ 372.20	N/A	N/A	\$ 25.00	N/A	N/A	\$		
4/15/2020	5/5/2020	555-20-002561-STR	GBR CONSTRUCTION	3087 RAINBOW LOOP	041W34C000100	ADDITIONAL PYMNT 3/16/2020	\$ 192.84	N/A	N/A	\$ 30.00	N/A	N/A	\$ 11,592.00	N/A	
5/7/2020	5/20/2020	555-20-000951-STR	REDMAN HOME CONSTRUCTION	3347 G STREET	041W34C0B0400	ADDITIONAL PYMNT 5/11/2020	\$ 84.98	N/A	N/A		N/A	N/A			

# FINANCE MONTHLY REPORT – JUN 2020

**To:** City Council  
**From:** Judy Smith  
**Date:** June 2, 2020  
**Re:** June 9, 2020 Council Meeting

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## Finance Reports & Notes:

1. Included are the following reports for your review:
  - a. Financial Statements - Balance Sheet and Rev/Exp Compared to Budget for May 2020 (soft close)
  - b. Revenue & Expense graphs
  
2. Utility Payment Arrangements & Shut Off Day:
  - a. Continuing to work with the utility customers to make payment arrangements for our customers affected by the COVID-19 pandemic.
    - i. As people are slowly going back to work, they are making partial payments with the understanding that any amounts outstanding will be applied to the next bill, and they will still be responsible to pay their utility account in full.
  - b. During the COVID-19 pandemic, no services are scheduled to be shut off.
    - i. We are currently keeping a spreadsheet and checking on customer utility accounts who have made payment arrangements.
    - ii. PW hung door hangers for any customers that were unable to be contacted due to phones being disconnected, or phone number changes.
  
3. Request for Reimbursement – Coronavirus Relief Fund – CARES Act:
  - a. Following guidance sent from the League of Oregon Cities (LOC), I requested all COVID-19 related costs from each department.
    - i. The City is eligible to receive Federal Funding, and I submitted a CRF Request form along with a Federal Funding Certification form for request for reimbursement for COVID-19 related costs.
    - ii. Total amount of COVID-19 request for reimbursement submitted for costs incurred from March 1<sup>st</sup> through May 15<sup>th</sup> for the City is \$17,557.
      - All City Payroll Costs = \$10,516
      - All City Legal Services = \$1,975
      - Admin Department = \$200
      - Police Department = \$295
      - Public Works Department = \$4,571
    - ii. The forms have been accepted by the Coronavirus Relief Fund Team, and we are currently waiting for confirmation of reimbursement for this first round of expenditures due to COVID-19.

## 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](mailto:jsmith@cityofhubbard.org) – or - call me at 503-981-9633.

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
<b>Administration</b>							
133	Anderson-Smith, Judy	Vac	100.42	6.68	.00	107.10	3,466.18
		Sic	31.00	8.00	.00	39.00	
		Hol	.00	10.00	10.00	.00	.00
		Com	80.51	.00	.00	80.51	2,605.63
137	Hedden, Julie	Vac	.00	.00	.00	.00	.00
		Sic	46.75	8.00	.00	54.75	
		Hol	.00	10.00	10.00	.00	.00
		Com	40.13	12.38	.00	52.51	1,062.62
117	Nogle, Vickie Lynne	Vac	258.93	17.34	11.50	264.77	9,765.99
		Sic	836.25	8.00	.00	844.25	
		Hol	.00	10.00	10.00	.00	.00
		Com	58.50	1.50	.00	60.00	2,213.09
Total Administration:			<u>1,452.49</u>	<u>91.90</u>	<u>41.50</u>	<u>1,502.89</u>	
<b>Police Department</b>							
101	Anderson, Chris	Vac	137.99	12.68	.00	150.67	5,562.42
		Sic	1,099.00	8.00	.00	1,107.00	
		Hol	164.50	10.00	20.00	154.50	5,703.82
		Com	38.82	.00	.00	38.82	1,433.15
103	Bentley, Glen W	Vac	251.70	13.34	30.00	235.04	7,490.70
		Sic	1,286.50	8.00	.00	1,294.50	
		Hol	.00	15.00	.00	15.00	478.05
		Com	.00	1.50	.00	1.50	47.80
139	Holliman, Steve	Vac	.00	.00	.00	.00	.00
		Sic	20.00	8.00	10.00	18.00	
		Hol	.00	10.00	.00	10.00	272.44
		Com	1.50	2.25	.00	3.75	102.16
130	Jimenez, Marcos	Vac	80.20	6.68	.00	86.88	2,465.38
		Sic	171.00	8.00	.00	179.00	
		Hol	57.00	10.00	10.00	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	97.56	6.68	14.00	90.24	4,375.37
		Sic	188.00	8.00	8.00	188.00	
		Hol	.00	15.00	.00	15.00	727.29
		Com	9.25	4.50	5.00	8.75	424.25
129	Schwartz, Molly	Vac	35.22	6.68	.00	41.90	992.02
		Sic	20.00	8.00	10.00	18.00	
		Hol	.00	10.00	10.00	.00	.00
		Com	.13	.00	.00	.13	3.08
135	Thommen, Grant	Vac	93.36	6.68	.00	100.04	2,429.82
		Sic	102.00	8.00	.00	110.00	
		Hol	89.00	15.00	.00	104.00	2,526.00
		Com	9.00	.00	.00	9.00	218.60
Total Police Department:			<u>4,029.11</u>	<u>201.99</u>	<u>117.00</u>	<u>4,114.10</u>	
<b>Public Works</b>							
138	Caballero, Aaron	Vac	.00	.00	.00	.00	.00
		Sic	32.00	8.00	.00	40.00	
		Hol	.00	12.00	6.00	6.00	102.25
		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	235.93	10.68	.00	246.61	5,674.37
		Sic	529.50	8.00	.00	537.50	
		Hol	.00	10.00	10.00	.00	.00
		Com	11.77	.00	.00	11.77	270.71
112	Krebs, Michael R	Vac	322.43	20.68	10.00	333.11	12,098.22
		Sic	1,198.50	8.00	.00	1,206.50	
		Hol	7.50	10.00	17.50	.00	.00
118	Olinger, Melinda L	Com	103.79	3.00	12.00	94.79	3,442.68
		Vac	306.72	16.68	.00	323.40	9,561.87
		Sic	1,123.25	8.00	.00	1,131.25	
124	Steele, Timothy	Hol	.00	10.00	10.00	.00	.00
		Com	97.13	4.50	15.00	86.63	2,561.36
		Vac	118.40	6.68	30.00	95.08	1,822.61
		Sic	135.50	8.00	.00	143.50	
136	Wheeler, Heidi	Hol	2.00	10.00	10.00	2.00	38.34
		Com	17.00	.00	.00	17.00	325.89
		Vac	3.34	38.68	.00	42.02	755.53
		Sic	38.63	1.42	.00	40.05	
Total Public Works:			<u>4,283.38</u>	<u>194.32</u>	<u>120.50</u>	<u>4,357.20</u>	
Grand Totals:			<u>9,764.97</u>	<u>488.21</u>	<u>279.00</u>	<u>9,974.18</u>	

Pay Code Summary

Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
2,042.20	170.16	95.50	2,116.86	66,460.48
6,857.88	121.42	28.00	6,951.30	
320.00	167.00	123.50	363.50	11,465.67
50.00	.00	.00	50.00	.00
494.90	29.63	32.00	492.53	15,487.98

Report Criteria:

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

CITY OF HUBBARD  
 COMBINED CASH INVESTMENT  
 MAY 31, 2020

COMBINED CASH ACCOUNTS

999-000-1005	CASH - COLUMBIA BANK	237,339.95
999-000-1010	CASH - XPRESS DEPOSIT ACCOUNT	1,062.05
999-000-1012	CASH CLEARING - UTILITIES	( 40.85)
999-000-1014	CASH CLEARING - COURT	1,492.71
		239,853.86
	TOTAL COMBINED CASH	239,853.86
999-000-1001	CASH ALLOCATED TO OTHER FUNDS	( 239,853.86)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

100	ALLOCATION TO GENERAL FUND	( 2,215,656.06)
121	ALLOCATION TO STREET FUND	( 502,336.06)
122	ALLOCATION TO STREET CONSTRUCTION FUND	( 157,170.31)
123	ALLOCATION TO RESERVE FUND	237,250.87
125	ALLOCATION TO PARK IMPROVEMENT FUND	310,977.16
201	ALLOCATION TO SEWER UTILITY FUND	189,783.67
202	ALLOCATION TO SEWER CONSTRUCTION FUND	1,253,761.23
203	ALLOCATION TO SEWER BOND FUND	60,906.42
205	ALLOCATION TO WATER UTILITY FUND	378,892.94
206	ALLOCATION TO WATER CONSTRUCTION FUND	609,699.62
207	ALLOCATION TO WATER BOND FUND	73,744.38
		239,853.86
	TOTAL ALLOCATIONS TO OTHER FUNDS	239,853.86
	ALLOCATION FROM 999-000-1001	( 239,853.86)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF HUBBARD  
 BALANCE SHEET  
 MAY 31, 2020

GENERAL FUND

ASSETS

100-000-1001	CASH IN COMBINED CASH FUND	(	2,215,656.06)	
100-000-1011	LGIP		3,637,038.90	
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>1,420,794.74</u>

LIABILITIES AND EQUITY

LIABILITIES

100-000-2021	FEDERAL TAX WITHHOLDING		1,020.25	
100-000-2022	STATE TAX WITHHOLDING		264.30	
100-000-2023	RETIREMENT		1,279.36	
100-000-2026	UNION DUES	(	54.36)	
100-000-2032	SCHOOL EXISE TAX		277.80	
100-000-2276	STATE ASSESSMENT		4,152.80	
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		496.32	
100-000-2281	DEPOSITS - LAND USE		6,596.38	
100-000-2285	DEPOSITS - MISC		274.53	
	TOTAL LIABILITIES			14,576.38

FUND EQUITY

100-000-2520	BEG FUND BALANCE		1,110,931.62	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>295,286.74</u>	
	BALANCE - CURRENT DATE		<u>295,286.74</u>	
	TOTAL FUND EQUITY			<u>1,406,218.36</u>
	TOTAL LIABILITIES AND EQUITY			<u>1,420,794.74</u>

CITY OF HUBBARD  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES AND FRANCHISE FEES</u>					
100-300-3111	PROPERTY TAXES	1,783.37	859,412.18	906,880.00	47,467.82 94.8
100-300-3112	DELINQ PROP TAXES	527.20	20,291.23	25,000.00	4,708.77 81.2
100-300-3180	FF-ALL OTHER	.00	142.59	300.00	157.41 47.5
100-300-3181	FF-PGE	8,856.60	109,060.68	108,000.00	( 1,060.68) 101.0
100-300-3182	FF-QWEST	.00	3,074.17	4,200.00	1,125.83 73.2
100-300-3183	FF-NW NATURAL	11,406.99	26,011.43	25,000.00	( 1,011.43) 104.1
100-300-3184	FF-WAVE	2,162.58	9,721.87	11,500.00	1,778.13 84.5
100-300-3185	FF-REPUBLIC SERVICES	.00	39,018.43	34,000.00	( 5,018.43) 114.8
100-300-3186	FF-DATAVISION	290.22	1,223.22	1,200.00	( 23.22) 101.9
100-300-3301	REVENUE SHARING	9,571.52	41,226.90	20,000.00	( 21,226.90) 206.1
100-300-3302	CIG TAX	331.18	3,401.93	3,900.00	498.07 87.2
100-300-3303	OLCC TAX	4,997.63	53,555.77	61,300.00	7,744.23 87.4
100-300-3305	MARIJUANA TAX - STATE	.00	14,399.91	13,000.00	( 1,399.91) 110.8
100-300-3306	MARIJUANA TAX - LOCAL	.00	27,873.41	28,000.00	126.59 99.6
100-300-3415	GENERAL SERVICE FE	21,675.96	139,104.06	141,000.00	1,895.94 98.7
100-300-3601	MISCELLANEOUS REVENUE	.24	315.24	3,000.00	2,684.76 10.5
100-300-3611	INTEREST INCOME	4,602.86	70,189.51	87,500.00	17,310.49 80.2
	<b>TOTAL TAXES AND FRANCHISE FEES</b>	<b>66,206.35</b>	<b>1,418,022.53</b>	<b>1,473,780.00</b>	<b>55,757.47 96.2</b>
<u>MISC REVENUE</u>					
100-301-3211	BUSINESS REGISTRATION	175.00	5,475.00	4,600.00	( 875.00) 119.0
100-301-3221	FARMERS MARKET REG FEE	.00	494.00	3,385.00	2,891.00 14.6
100-301-3225	FOOD CARTS	.00	.00	500.00	500.00 .0
100-301-3401	LIEN SEARCH	180.00	3,060.00	2,000.00	( 1,060.00) 153.0
100-301-3402	BUSINESS OLCC FEE	.00	315.00	180.00	( 135.00) 175.0
100-301-3601	MISCELLANEOUS REVENUE	.00	( 205.59)	.00	205.59 .0
	<b>TOTAL MISC REVENUE</b>	<b>355.00</b>	<b>9,138.41</b>	<b>10,665.00</b>	<b>1,526.59 85.7</b>
<u>POLICE REVENUE</u>					
100-302-3341	SEAT BELT GRANT	.00	571.24	2,000.00	1,428.76 28.6
100-302-3342	OACP GRANT DUUI	.00	.00	2,000.00	2,000.00 .0
100-302-3346	BVP REIMB GRANT	.00	556.50	1,000.00	443.50 55.7
100-302-3351	PED. ENF. GRANT	.00	.00	2,000.00	2,000.00 .0
100-302-3401	FINGERPRINTS	.00	650.00	800.00	150.00 81.3
100-302-3402	VEHICLE IMPOUND	.00	4,800.00	9,000.00	4,200.00 53.3
100-302-3403	POLICE REPORTS	20.00	660.00	1,000.00	340.00 66.0
100-302-3404	SALE OF SURP PROP	.00	.00	800.00	800.00 .0
100-302-3601	MISCELLANEOUS REVENUE	2,882.25	10,379.11	100.00	( 10,279.11) 10379.
100-302-3643	K9 PROGRAM REVENUE	.00	119.92	2,500.00	2,380.08 4.8
100-302-3644	PD TRAINING REV	96.06	1,108.86	1,500.00	391.14 73.9
	<b>TOTAL POLICE REVENUE</b>	<b>2,998.31</b>	<b>18,845.63</b>	<b>22,700.00</b>	<b>3,854.37 83.0</b>

CITY OF HUBBARD  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MUNICIPAL COURT REVENUE</u>					
100-303-3401	MUNICIPAL COURT	4,781.68	59,816.86	60,000.00	183.14 99.7
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	609.77	7,414.16	3,800.00 (	3,614.16) 195.1
	TOTAL MUNICIPAL COURT REVENUE	5,391.45	77,198.48	77,200.00	1.52 100.0
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100-304-3601	MISCELLANEOUS REVENUE PARKS	( 225.00)	125.00	350.00	225.00 35.7
	TOTAL SOURCE 304	( 225.00)	125.00	350.00	225.00 35.7
<hr/>					
<u>COMMUNITY DEV REVENUE</u>					
100-305-3305	SCHOOL EXCISE REVE	20.16	959.24	1,000.00	40.76 95.9
100-305-3350	ECO DEV COMMUNITY PROJECT GRAN	.00	15,000.00	.00 (	15,000.00) .0
100-305-3401	LAND USE FEES	3,634.01	24,355.47	55,000.00	30,644.53 44.3
100-305-3402	BUILDING PERMITS	7,981.86	50,261.08	35,000.00 (	15,261.08) 143.6
	TOTAL COMMUNITY DEV REVENUE	11,636.03	90,575.79	91,000.00	424.21 99.5
<hr/>					
<u>TRANSFERS IN</u>					
100-391-3910	TRANSFER IN -WATER	.00	19,215.12	24,031.00	4,815.88 80.0
100-391-3912	TRANSFER IN SEWER	.00	20,061.32	23,963.00	3,901.68 83.7
100-391-3914	TRANSFER IN- SDC A	.00	12,197.00	9,960.00 (	2,237.00) 122.5
100-391-3920	TRANS IN - OP OH	.00	60,621.90	82,333.00	21,711.10 73.6
	TOTAL TRANSFERS IN	.00	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
	TOTAL FUND REVENUE	86,362.14	1,726,001.18	2,706,426.00	980,424.82 63.8

CITY OF HUBBARD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 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	4,143.11	45,041.40	.00 (	45,041.40)	.0
100-410-1102 FINANCE DIRECTOR	2,447.78	25,111.03	.00 (	25,111.03)	.0
100-410-1105 ADMIN ASSISTANT/COURT CLERK	526.20	4,733.29	.00 (	4,733.29)	.0
100-410-4100 EMPLOYEE BENEFITS	.00	.00	50,539.00	50,539.00	.0
100-410-4110 EB-MEDICAL & DENTAL	1,525.27	16,719.49	.00 (	16,719.49)	.0
100-410-4120 EB-INSURANCE (LIFE & DISAB)	18.27	193.85	.00 (	193.85)	.0
100-410-4150 EB-EMPLOYER TAXES	544.42	5,999.07	.00 (	5,999.07)	.0
100-410-4170 EB-PERS	2,073.76	32,577.72	8,750.00 (	23,827.72)	372.3
100-410-4190 EB-WORKERS COMP	.00	29.76	.00 (	29.76)	.0
100-410-5100 PROFESSIONAL SERVICES	954.08	40,160.26	47,400.00	7,239.74	84.7
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	304.62	3,489.83	3,100.00 (	389.83)	112.6
100-410-6200 RENTALS AND LEASES	180.73	1,382.14	1,800.00	417.86	76.8
100-410-6300 INSURANCE	.00	3,610.74	4,030.00	419.26	89.6
100-410-6400 ADVERTISING & RECRUITMENT	.00	213.55	1,000.00	786.45	21.4
100-410-6500 LEARNING, DUES & MEMBERSHIPS	110.00	8,305.17	12,400.00	4,094.83	67.0
100-410-6600 OFFICE SUPPLIES & MISC EXPENSE	102.12	4,601.88	8,050.00	3,448.12	57.2
100-410-6700 EQUIP MAINT & SUPPLIES	.00	2,262.60	4,500.00	2,237.40	50.3
100-410-6900 UTILITIES	404.04	5,196.30	5,250.00	53.70	99.0
<b>TOTAL ADMINISTRATION</b>	<b>13,334.40</b>	<b>199,640.08</b>	<b>240,060.00</b>	<b>40,419.92</b>	<b>83.2</b>
<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	414.31	4,504.16	.00 (	4,504.16)	.0
100-412-1102 FINANCE DIRECTOR	367.16	3,766.71	.00 (	3,766.71)	.0
100-412-1105 ADMIN ASSISTANT/COURT CLERK	1,227.80	11,044.00	.00 (	11,044.00)	.0
100-412-4100 EMPLOYEE BENEFITS	.00	.00	18,462.00	18,462.00	.0
100-412-4110 EB-MEDICAL & DENTAL	441.47	3,785.00	.00 (	3,785.00)	.0
100-412-4120 EB-INSURANCE (LIFE & DISAB)	6.09	50.47	.00 (	50.47)	.0
100-412-4150 EB-EMPLOYER TAXES	153.72	1,504.60	.00 (	1,504.60)	.0
100-412-4170 EB-PERS	239.16	5,147.10	1,500.00 (	3,647.10)	343.1
100-412-4190 EB-WORKERS COMP	.00	8.12	.00 (	8.12)	.0
100-412-5100 PROFESSIONAL SERVICES	154.83	6,458.16	13,500.00	7,041.84	47.8
100-412-5300 OPERATIONAL SUPPLIES	.00	.00	50.00	50.00	.0
100-412-6100 BUILDING MAINT & SUPPLIES	181.42	526.02	775.00	248.98	67.9
100-412-6200 RENTALS AND LEASES	40.15	283.84	475.00	191.16	59.8
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	.00	75.00	1,550.00	1,475.00	4.8
100-412-6600 OFFICE SUPPLIES & MISC EXPENSE	78.46	1,512.34	2,000.00	487.66	75.6
100-412-6700 EQUIP MAINT & SUPPLIES	.00	149.23	200.00	50.77	74.6
100-412-6900 UTILITIES	96.72	1,145.47	1,350.00	204.53	84.9
<b>TOTAL COURT</b>	<b>3,401.29</b>	<b>40,954.41</b>	<b>67,955.00</b>	<b>27,000.59</b>	<b>60.3</b>

CITY OF HUBBARD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>					
100-413-5100	517.00	2,953.13	15,000.00	12,046.87	19.7
100-413-5300	149.80	2,222.93	3,500.00	1,277.07	63.5
100-413-6500	.00	.00	1,000.00	1,000.00	.0
100-413-6600	.00	.00	690.00	690.00	.0
TOTAL COUNCIL	666.80	5,176.06	20,190.00	15,013.94	25.6
<u>COMMUNITY DEVELOPMENT</u>					
100-419-1100	.00	.00	19,929.00	19,929.00	.0
100-419-1101	1,035.77	11,260.48	.00 (	11,260.48)	.0
100-419-1102	305.97	3,138.96	.00 (	3,138.96)	.0
100-419-1104	197.58	2,172.14	.00 (	2,172.14)	.0
100-419-4100	.00	.00	12,734.00	12,734.00	.0
100-419-4110	333.27	3,609.96	.00 (	3,609.96)	.0
100-419-4120	3.81	41.91	.00 (	41.91)	.0
100-419-4150	117.75	1,267.79	.00 (	1,267.79)	.0
100-419-4170	507.56	6,313.79	1,250.00 (	5,063.79)	505.1
100-419-4190	.00	4.64	.00 (	4.64)	.0
100-419-5100	2,250.50	17,700.70	57,500.00	39,799.30	30.8
100-419-5400	2,681.05	57,105.22	84,200.00	27,094.78	67.8
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	7,433.26	104,863.59	180,383.00	75,519.41	58.1

CITY OF HUBBARD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
100-421-1100 SALARIES AND WAGES	.00	2,763.33	500,222.00	497,458.67	.6
100-421-1101 DIRECTOR OF ADMIN/RECORDER	138.10	1,501.40	.00 (	1,501.40)	.0
100-421-1102 FINANCE DIRECTOR	122.40	1,255.56	.00 (	1,255.56)	.0
100-421-1103 CHIEF OF POLICE	8,404.22	92,446.42	.00 (	92,446.42)	.0
100-421-1105 ADMININSTRATIVE ASSISTANT	4,024.78	43,481.98	.00 (	43,481.98)	.0
100-421-1106 POLICE OFFICERS	28,092.51	265,544.46	.00 (	265,544.46)	.0
100-421-1212 OVERTIME	645.37	10,087.62	.00 (	10,087.62)	.0
100-421-4100 EMPLOYEE BENEFITS	.00	.00	333,589.00	333,589.00	.0
100-421-4110 EB-MEDICAL & DENTAL	13,679.62	127,804.86	.00 (	127,804.86)	.0
100-421-4120 EB-INSURANCE (LIFE & DISAB)	103.07	1,036.17	.00 (	1,036.17)	.0
100-421-4150 EB-EMPLOYER TAXES	3,169.19	31,992.67	.00 (	31,992.67)	.0
100-421-4170 EB-PERS	10,172.30	91,991.90	1,750.00 (	90,241.90)	5256.7
100-421-4190 EB-WORKERS COMP	.00	4,643.44	.00 (	4,643.44)	.0
100-421-5100 PROFESSIONAL SERVICES	605.17	15,034.77	26,210.00	11,175.23	57.4
100-421-5200 CONTRACTED SUPPORT	127.80	1,586.20	7,000.00	5,413.80	22.7
100-421-5300 OPERATIONAL SUPPLIES	285.32	4,822.64	10,000.00	5,177.36	48.2
100-421-5400 INTERGOVERNMENTAL	.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	336.99	3,866.72	3,200.00 (	666.72)	120.8
100-421-6200 RENTALS AND LEASES	90.40	1,845.87	3,000.00	1,154.13	61.5
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	( 812.95)	8,192.57	16,500.00	8,307.43	49.7
100-421-6600 OFFICE SUPPLIES & MISC EXPENSE	323.35	3,454.42	5,500.00	2,045.58	62.8
100-421-6700 EQUIP MAINT & SUPPLIES	3,467.92	32,646.54	75,000.00	42,353.46	43.5
100-421-6800 UNIFORMS	322.97	6,023.70	6,000.00 (	23.70)	100.4
100-421-6900 UTILITIES	848.85	9,526.62	12,000.00	2,473.38	79.4
100-421-7000 CAPITAL OUTLAY	.00	.00	56,000.00	56,000.00	.0
<b>TOTAL POLICE</b>	<b>74,147.38</b>	<b>881,500.82</b>	<b>1,193,121.00</b>	<b>311,620.18</b>	<b>73.9</b>

CITY OF HUBBARD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 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	138.10	1,501.40	.00	( 1,501.40)	.0
100-452-1102 FINANCE DIRECTOR	122.40	1,255.56	.00	( 1,255.56)	.0
100-452-1105 ADMINISTRATIVE ASSISTANT	1,353.29	14,134.68	.00	( 14,134.68)	.0
100-452-1107 UTILITY WORKER 1	3,192.43	23,088.57	.00	( 23,088.57)	.0
100-452-1108 PW ADMIN ASSISTANT	409.05	5,025.15	.00	( 5,025.15)	.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	14,480.75	.00	( 14,480.75)	.0
100-452-4100 EMPLOYEE BENEFITS	.00	.00	48,622.00	48,622.00	.0
100-452-4110 EB-MEDICAL & DENTAL	1,879.48	18,810.70	.00	( 18,810.70)	.0
100-452-4120 EB-INSURANCE (LIFE & DISAB)	15.91	156.23	.00	( 156.23)	.0
100-452-4150 EB-EMPLOYER TAXES	499.74	5,042.23	.00	( 5,042.23)	.0
100-452-4170 EB-PERS	1,711.78	17,450.16	500.00	( 16,950.16)	3490.0
100-452-4190 EB-WORKERS COMP	.00	638.02	.00	( 638.02)	.0
100-452-5100 PROFESSIONAL SERVICES	196.74	2,526.27	4,600.00	2,073.73	54.9
100-452-5200 CONTRACTED SUPPORT	.00	74.75	400.00	325.25	18.7
100-452-5300 OPERATIONAL SUPPLIES	2,242.15	13,674.34	18,800.00	5,125.66	72.7
100-452-6100 BUILDING MAINT & SUPPLIES	8.84	969.50	7,900.00	6,930.50	12.3
100-452-6200 RENTALS AND LEASES	33.66	212.00	600.00	388.00	35.3
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	58.00	1,098.77	1,400.00	301.23	78.5
100-452-6600 OFFICE SUPPLIES & MISC EXPENSE	31.72	482.01	1,800.00	1,317.99	26.8
100-452-6700 EQUIP MAINT & SUPPLIES	1,324.20	9,435.41	13,300.00	3,864.59	70.9
100-452-6800 UNIFORMS	.00	394.24	400.00	5.76	98.6
100-452-6900 UTILITIES	928.75	10,795.93	7,400.00	( 3,395.93)	145.9
<b>TOTAL PARKS</b>	<b>15,463.41</b>	<b>151,848.49</b>	<b>184,326.00</b>	<b>32,477.51</b>	<b>82.4</b>
<u>TRANSFER OUT</u>					
100-491-8003 TRANS TO RESERVE FUND	.00	47,731.00	47,731.00	.00	100.0
<b>TOTAL TRANSFER OUT</b>	<b>.00</b>	<b>47,731.00</b>	<b>47,731.00</b>	<b>.00</b>	<b>100.0</b>
<u>CONTINGENCY</u>					
100-900-9900 CONTINGENCY	.00	.00	696,410.00	696,410.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>696,410.00</b>	<b>696,410.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>114,446.54</b>	<b>1,431,714.45</b>	<b>2,630,176.00</b>	<b>1,198,461.55</b>	<b>54.4</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 28,084.40)</b>	<b>294,286.73</b>	<b>76,250.00</b>	<b>( 218,036.73)</b>	<b>386.0</b>

CITY OF HUBBARD  
 BALANCE SHEET  
 MAY 31, 2020

STREET FUND

ASSETS

121-000-1001	CASH IN COMBINED CASH FUND	(	502,336.06)	
121-000-1011	LGIP		601,621.17	
	TOTAL ASSETS			99,285.11

LIABILITIES AND EQUITY

LIABILITIES

121-000-2021	FEDERAL TAX WITHHOLDING		304.57	
121-000-2022	STATE TAX WITHHOLDING		152.60	
121-000-2023	RETIREMENT		796.44	
	TOTAL LIABILITIES			1,253.61

FUND EQUITY

121-000-2520	BEG FUND BALANCE		62,811.41	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		35,220.09	
	BALANCE - CURRENT DATE		35,220.09	
	TOTAL FUND EQUITY			98,031.50
	TOTAL LIABILITIES AND EQUITY			99,285.11

CITY OF HUBBARD  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2020

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET FUND REVENUE</u>					
121-300-3190 GAS TAX	15,547.34	165,716.18	184,766.00	19,049.82	89.7
121-300-3407 TRANSPORTATION UTILITY	15,010.00	95,330.18	93,104.00	( 2,226.18)	102.4
121-300-3408 ROW PERMITS	90.00	4,185.00	3,600.00	( 585.00)	116.3
121-300-3601 MISCELLANEOUS REVENE	.00	.00	100.00	100.00	.0
121-300-3611 INTEREST INCOME	759.35	9,509.84	9,000.00	( 509.84)	105.7
TOTAL STREET FUND REVENUE	<u>31,406.69</u>	<u>274,741.20</u>	<u>290,570.00</u>	<u>15,828.80</u>	<u>94.6</u>
 <u>FUND BALANCE</u>					
121-399-9999 BEGINNING FUND BALANCE	<u>.00</u>	<u>.00</u>	<u>48,456.00</u>	<u>48,456.00</u>	<u>.0</u>
TOTAL FUND BALANCE	<u>.00</u>	<u>.00</u>	<u>48,456.00</u>	<u>48,456.00</u>	<u>.0</u>
TOTAL FUND REVENUE	<u>31,406.69</u>	<u>274,741.20</u>	<u>339,026.00</u>	<u>64,284.80</u>	<u>81.0</u>

CITY OF HUBBARD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 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	345.25	3,753.57	.00 (	3,753.57)	.0
121-431-1102 FINANCE DIRECTOR	917.93	9,416.66	.00 (	9,416.66)	.0
121-431-1105 ADMINISTRATIVE ASSISTANT	1,704.09	17,290.18	.00 (	17,290.18)	.0
121-431-1107 UTILITY WORKER 1	3,410.25	25,420.11	.00 (	25,420.11)	.0
121-431-1108 PW ADMIN ASSISTANT	409.05	5,025.15	.00 (	5,025.15)	.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	12,308.57	.00 (	12,308.57)	.0
121-431-4100 EMPLOYEE BENEFITS	.00	.00	51,427.00	51,427.00	.0
121-431-4110 EB-MEDICAL & DENTAL	2,215.86	22,268.83	.00 (	22,268.83)	.0
121-431-4120 EB-INSURANCE (LIFE & DISAB)	19.77	193.89	.00 (	193.89)	.0
121-431-4150 EB-EMPLOYER TAXES	604.85	6,146.45	.00 (	6,146.45)	.0
121-431-4170 EB-PERS	1,978.29	23,952.84	3,750.00 (	20,202.84)	638.7
121-431-4190 EB-WORKERS COMP	.00	827.11	.00 (	827.11)	.0
121-431-5100 PROFESSIONAL SERVICES	383.58	11,416.96	30,850.00	19,433.04	37.0
121-431-5200 CONTRACTED SUPPORT	1,701.20	21,300.70	26,700.00	5,399.30	79.8
121-431-5300 OPERATIONAL SUPPLIES	33.42	274.23	100.00 (	174.23)	274.2
121-431-5500 PROGRAM & GRANT EXPENSES	.00	4,098.70	13,200.00	9,101.30	31.1
121-431-6100 BUILDING MAINT & SUPPLIES	35.37	658.62	4,350.00	3,691.38	15.1
121-431-6200 RENTALS AND LEASES	31.50	188.09	400.00	211.91	47.0
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	58.00	126.27	800.00	673.73	15.8
121-431-6600 OFFICE SUPPLIES & MISC EXPENSE	76.64	2,017.50	3,300.00	1,282.50	61.1
121-431-6700 EQUIP MAINT & SUPPLIES	1,281.97	4,623.86	7,600.00	2,976.14	60.8
121-431-6800 UNIFORMS	.00	293.76	300.00	6.24	97.9
121-431-6900 UTILITIES	3,087.68	33,705.76	38,200.00	4,494.24	88.2
<b>TOTAL STREET FUND EXP</b>	<b>19,414.29</b>	<b>215,094.19</b>	<b>260,654.00</b>	<b>45,559.81</b>	<b>82.5</b>
<u>TRANSFER OUT</u>					
121-491-8003 TRANS TO RESERVE FUND	.00	6,700.00	6,700.00	.00	100.0
121-491-8701 OPERATIONAL OVERHEAD	.00	17,726.92	24,322.00	6,595.08	72.9
<b>TOTAL TRANSFER OUT</b>	<b>.00</b>	<b>24,426.92</b>	<b>31,022.00</b>	<b>6,595.08</b>	<b>78.7</b>
<u>CONTINGENCY</u>					
121-900-9900 CONTINGENCY	.00	.00	51,100.00	51,100.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>51,100.00</b>	<b>51,100.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>19,414.29</b>	<b>239,521.11</b>	<b>342,776.00</b>	<b>103,254.89</b>	<b>69.9</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>11,992.40</b>	<b>35,220.09</b>	<b>( 3,750.00)</b>	<b>( 38,970.09)</b>	<b>939.2</b>

CITY OF HUBBARD  
 BALANCE SHEET  
 MAY 31, 2020

STREET CONSTRUCTION FUND

ASSETS

122-000-1001	CASH IN COMBINED CASH FUND	(	157,170.31)	
122-000-1011	LGIP		420,124.06	
	TOTAL ASSETS			<u>262,953.75</u>

LIABILITIES AND EQUITY

FUND EQUITY

122-000-2520	BEG FUND BALANCE		378,034.99	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(	115,081.24)	
	BALANCE - CURRENT DATE	(	115,081.24)	
	TOTAL FUND EQUITY			<u>262,953.75</u>
	TOTAL LIABILITIES AND EQUITY			<u>262,953.75</u>

CITY OF HUBBARD  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2020

STREET CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET CONSTRUCTION REVENUE</u>					
122-300-3190 GAS TAX	5,182.45	55,238.71	61,589.00	6,350.29	89.7
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	530.27	8,168.06	8,400.00	231.94	97.2
<b>TOTAL STREET CONSTRUCTION REVENUE</b>	<b>5,712.72</b>	<b>112,707.27</b>	<b>210,319.00</b>	<b>97,611.73</b>	<b>53.6</b>
<u>FUND BALANCE</u>					
122-399-9999 BEGINNING FUND BALANCE	.00	.00	317,933.00	317,933.00	.0
<b>TOTAL FUND BALANCE</b>	<b>.00</b>	<b>.00</b>	<b>317,933.00</b>	<b>317,933.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>5,712.72</b>	<b>112,707.27</b>	<b>528,252.00</b>	<b>415,544.73</b>	<b>21.3</b>

CITY OF HUBBARD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2020

STREET CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET CONST. FUND EXP</u>						
122-431-7000	CAPITAL OUTLAY	6,316.50	225,344.51	265,900.00	40,555.49	84.8
	TOTAL STREET CONST. FUND EXP	6,316.50	225,344.51	265,900.00	40,555.49	84.8
<u>TRANSFER OUT</u>						
122-491-8801	SDC ADMINISTRATION	.00	2,444.00	1,940.00	( 504.00)	126.0
	TOTAL TRANSFER OUT	.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	6,316.50	227,788.51	593,252.00	365,463.49	38.4
	NET REVENUE OVER EXPENDITURES	( 603.78)	( 115,081.24)	( 65,000.00)	50,081.24	(177.1)

CITY OF HUBBARD  
BALANCE SHEET  
MAY 31, 2020

RESERVE FUND

ASSETS

123-000-1001	CASH IN COMBINED CASH FUND	237,250.87	
123-000-1011	LGIP	42,306.06	
	TOTAL ASSETS		<u>279,556.93</u>

LIABILITIES AND EQUITY

FUND EQUITY

123-000-2520	BEG FUND BALANCE	259,399.71	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	20,157.22	
	BALANCE - CURRENT DATE	20,157.22	
	TOTAL FUND EQUITY		<u>279,556.93</u>
	TOTAL LIABILITIES AND EQUITY		<u>279,556.93</u>

CITY OF HUBBARD  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2020

RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>RESERVE FUND REVENUE</u>						
123-300-3611	INTEREST	53.40	907.59	1,000.00	92.41	90.8
	TOTAL RESERVE FUND REVENUE	53.40	907.59	1,000.00	92.41	90.8
<u>TRANSFERS IN</u>						
123-391-0100	TRANS FROM-GENERAL	.00	47,731.00	47,731.00	.00	100.0
123-391-0121	TRANS FROM-STREETS	.00	6,700.00	6,700.00	.00	100.0
123-391-0201	TRANS FROM-SEWER	.00	5,000.00	5,000.00	.00	100.0
123-391-0205	TRANS FROM-WATER	.00	10,500.00	10,500.00	.00	100.0
	TOTAL TRANSFERS IN	.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	53.40	70,838.59	241,845.00	171,006.41	29.3

CITY OF HUBBARD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 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
<b>TOTAL RESERVE FUND EXP</b>	<b>.00</b>	<b>50,681.37</b>	<b>156,859.00</b>	<b>106,177.63</b>	<b>32.3</b>
<u>CONTINGENCY</u>					
123-900-9900 CONTINGENCY	.00	.00	84,986.00	84,986.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>84,986.00</b>	<b>84,986.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>50,681.37</b>	<b>241,845.00</b>	<b>191,163.63</b>	<b>21.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>53.40</b>	<b>20,157.22</b>	<b>.00</b>	<b>( 20,157.22)</b>	<b>.0</b>

CITY OF HUBBARD  
 BALANCE SHEET  
 MAY 31, 2020

PARK IMPROVEMENT FUND

ASSETS

125-000-1001	CASH IN COMBINED CASH FUND	310,977.16	
125-000-1011	LGIP	40,342.78	
	TOTAL ASSETS		351,319.94

LIABILITIES AND EQUITY

FUND EQUITY

125-000-2520	BEG FUND BALANCE	305,648.52	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	45,671.42	
	BALANCE - CURRENT DATE	45,671.42	
	TOTAL FUND EQUITY		351,319.94
	TOTAL LIABILITIES AND EQUITY		351,319.94

CITY OF HUBBARD  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2020

PARK IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARK IMPROVEMENT 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	50.92	821.17	700.00	( 121.17)	117.3
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL PARK IMPROVEMENT REVENUE	50.92	47,692.17	63,310.00	15,617.83	75.3
 <u>BEGINNING FUND BALANCE</u>					
125-399-9999 BEGINNING FUND BALANCE	.00	.00	300,628.00	300,628.00	.0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL BEGINNING FUND BALANCE	.00	.00	300,628.00	300,628.00	.0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUND REVENUE	50.92	47,692.17	363,938.00	316,245.83	13.1

CITY OF HUBBARD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2020

PARK IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARK IMPROV FUND EXP</u>						
125-452-7000	CAPITAL OUTLAY	47.00	139.75	226,000.00	225,860.25	.1
	TOTAL PARK IMPROV FUND EXP	47.00	139.75	226,000.00	225,860.25	.1
<u>TRANSFER OUT</u>						
125-491-8000	TRANSFERS OUT	.00	1,881.00	1,710.00	( 171.00)	110.0
	TOTAL TRANSFER OUT	.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	47.00	2,020.75	363,938.00	361,917.25	.6
	NET REVENUE OVER EXPENDITURES	3.92	45,671.42	.00	( 45,671.42)	.0

CITY OF HUBBARD  
 BALANCE SHEET  
 MAY 31, 2020

SEWER UTILITY FUND

ASSETS

201-000-1001	CASH IN COMBINED CASH FUND	189,783.67	
201-000-1011	LGIP	28,378.81	
	TOTAL ASSETS		218,162.48

LIABILITIES AND EQUITY

LIABILITIES

201-000-2021	FEDERAL TAX WITHHOLDING	748.53	
201-000-2022	STATE TAX WITHHOLDING	261.48	
201-000-2023	RETIREMENT	2,853.88	
	TOTAL LIABILITIES		3,863.89

FUND EQUITY

201-000-2520	BEG FUND BALANCE	106,316.12	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	107,982.47	
	BALANCE - CURRENT DATE	107,982.47	
	TOTAL FUND EQUITY		214,298.59
	TOTAL LIABILITIES AND EQUITY		218,162.48

CITY OF HUBBARD  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2020

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER UTILITY REVENUE</u>					
201-300-3441 SERVICE CHARGES SE	75,899.46	482,500.83	479,266.00	( 3,234.83)	100.7
201-300-3601 MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
201-300-3611 INTEREST INCOME	.00	.00	50.00	50.00	.0
	<u>75,899.46</u>	<u>482,500.83</u>	<u>479,416.00</u>	<u>( 3,084.83)</u>	<u>100.6</u>
<u>BEGINNING FUND BALANCE</u>					
201-399-9999 BEGINNING FUND BALANCE	.00	.00	85,304.00	85,304.00	.0
	<u>.00</u>	<u>.00</u>	<u>85,304.00</u>	<u>85,304.00</u>	<u>.0</u>
TOTAL FUND REVENUE	<u>75,899.46</u>	<u>482,500.83</u>	<u>564,720.00</u>	<u>82,219.17</u>	<u>85.4</u>

CITY OF HUBBARD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 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	345.25	3,753.57	.00 (	3,753.57)	.0
201-432-1102 FINANCE DIRECTOR	917.93	9,416.66	.00 (	9,416.66)	.0
201-432-1105 ADMINISTRATIVE ASSISTANT	1,879.49	18,867.97	.00 (	18,867.97)	.0
201-432-1107 UTILITY WORKER 1	1,400.18	9,445.90	.00 (	9,445.90)	.0
201-432-1108 PW ADMIN ASSISTANT	409.05	5,025.15	.00 (	5,025.15)	.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	28,961.47	.00 (	28,961.47)	.0
201-432-4100 EMPLOYEE BENEFITS	.00	.00	91,935.00	91,935.00	.0
201-432-4110 EB-MEDICAL & DENTAL	2,004.87	20,704.60	.00 (	20,704.60)	.0
201-432-4120 EB-INSURANCE (LIFE & DISAB)	17.86	179.96	.00 (	179.96)	.0
201-432-4150 EB-EMPLOYER TAXES	580.36	6,118.48	.00 (	6,118.48)	.0
201-432-4170 EB-PERS	2,097.12	26,043.37	3,750.00 (	22,293.37)	694.5
201-432-4190 EB-WORKERS COMP	.00	856.60	.00 (	856.60)	.0
201-432-5100 PROFESSIONAL SERVICES	1,069.48	11,944.42	22,750.00	10,805.58	52.5
201-432-5200 CONTRACTED SUPPORT	229.00	13,113.60	23,900.00	10,786.40	54.9
201-432-5300 OPERATIONAL SUPPLIES	664.42	2,947.23	7,400.00	4,452.77	39.8
201-432-6100 BUILDING MAINT & SUPPLIES	53.06	1,039.42	6,900.00	5,860.58	15.1
201-432-6200 RENTALS AND LEASES	148.35	903.50	1,800.00	896.50	50.2
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	100.00	3,753.19	5,800.00	2,046.81	64.7
201-432-6600 OFFICE SUPPLIES & MISC EXPENSE	198.88	9,452.01	8,000.00 (	1,452.01)	118.2
201-432-6700 EQUIP MAINT & SUPPLIES	8,488.95	22,331.63	28,886.00	6,554.37	77.3
201-432-6800 UNIFORMS	.00	333.99	600.00	266.01	55.7
201-432-6900 UTILITIES	3,490.58	40,203.29	42,000.00	1,796.71	95.7
<b>TOTAL SEWER UTILITY FUND EXP</b>	<b>26,729.17</b>	<b>247,236.40</b>	<b>383,147.00</b>	<b>135,910.60</b>	<b>64.5</b>
<u>TRANSFER OUT</u>					
201-491-8003 TRANS TO RESERVE FUND	.00	5,000.00	5,000.00	.00	100.0
201-491-8006 TRANS TO SEWER BOND	27,243.00	81,729.00	54,486.00 (	27,243.00)	150.0
201-491-8601 FRANCHISE FEE	.00	20,061.32	23,963.00	3,901.68	83.7
201-491-8701 OPERATIONAL OVERHEAD	.00	20,491.64	27,143.00	6,651.36	75.5
<b>TOTAL TRANSFER OUT</b>	<b>27,243.00</b>	<b>127,281.96</b>	<b>110,592.00 (</b>	<b>16,689.96)</b>	<b>115.1</b>
<u>CONTINGENCY</u>					
201-900-9900 CONTINGENCY	.00	.00	74,731.00	74,731.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>74,731.00</b>	<b>74,731.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>53,972.17</b>	<b>374,518.36</b>	<b>568,470.00</b>	<b>193,951.64</b>	<b>65.9</b>

CITY OF HUBBARD  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2020

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	21,927.29	107,982.47	( 3,750.00)	( 111,732.47)	2879.5

CITY OF HUBBARD  
BALANCE SHEET  
MAY 31, 2020

SEWER CONSTRUCTION FUND

ASSETS

202-000-1001	CASH IN COMBINED CASH FUND	1,253,761.23	
202-000-1011	LGIP	306,092.17	
	TOTAL ASSETS		<u>1,559,853.40</u>

LIABILITIES AND EQUITY

FUND EQUITY

202-000-2520	BEG FUND BALANCE	1,345,918.87	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	213,934.53	
	BALANCE - CURRENT DATE	213,934.53	
	TOTAL FUND EQUITY		<u>1,559,853.40</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,559,853.40</u>

CITY OF HUBBARD  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2020

SEWER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER CONSTRUCTION REVENUE</u>						
202-300-3550	WASTEWATER REUSE R	23,969.32	153,911.91	156,532.00	2,620.09	98.3
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	386.34	6,566.62	7,800.00	1,233.38	84.2
TOTAL SEWER CONSTRUCTION REVENUE		24,355.66	222,763.53	214,162.00	( 8,601.53)	104.0
<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		24,355.66	222,763.53	1,552,149.00	1,329,385.47	14.4

CITY OF HUBBARD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 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	.00	4,024.00	3,220.00	( 804.00)	125.0
TOTAL TRANSFER OUT	.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	.00	8,829.00	1,552,149.00	1,543,320.00	.6
NET REVENUE OVER EXPENDITURES	24,355.66	213,934.53	.00	( 213,934.53)	.0

CITY OF HUBBARD  
BALANCE SHEET  
MAY 31, 2020

SEWER BOND FUND

ASSETS

203-000-1001	CASH IN COMBINED CASH FUND	60,906.42	
203-000-1011	LGIP	6,608.52	
	TOTAL ASSETS		<u>67,514.94</u>

LIABILITIES AND EQUITY

FUND EQUITY

203-000-2520	BEG FUND BALANCE	39,632.06	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	27,882.88	
	BALANCE - CURRENT DATE	27,882.88	
	TOTAL FUND EQUITY		<u>67,514.94</u>
	TOTAL LIABILITIES AND EQUITY		<u>67,514.94</u>

CITY OF HUBBARD  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2020

SEWER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER BOND REVENUE</u>						
203-300-3611	INTEREST INCOME	426.34	639.88	800.00	160.12	80.0
	TOTAL SEWER BOND REVENUE	426.34	639.88	800.00	160.12	80.0
<u>TRANSFERS IN</u>						
203-391-0201	TRANS FROM-SEWER UTILITY FUND	27,243.00	81,729.00	54,486.00	( 27,243.00)	150.0
	TOTAL TRANSFERS IN	27,243.00	81,729.00	54,486.00	( 27,243.00)	150.0
<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	27,669.34	82,368.88	94,750.00	12,381.12	86.9

CITY OF HUBBARD  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 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		27,669.34	27,882.88	.00 ( 27,882.88)	.0

CITY OF HUBBARD  
 BALANCE SHEET  
 MAY 31, 2020

WATER UTILITY FUND

ASSETS

205-000-1001	CASH IN COMBINED CASH FUND	378,892.94	
205-000-1011	LGIP	53,450.27	
205-000-1800	UB CUSTOMER DEPOSIT	43.16	
	TOTAL ASSETS		432,386.37

LIABILITIES AND EQUITY

LIABILITIES

205-000-2021	FEDERAL TAX WITHHOLDING	394.84	
205-000-2022	STATE TAX WITHHOLDING	177.51	
205-000-2023	RETIREMENT	1,791.96	
205-000-2281	UB DEPOSITS	16,970.00	
	TOTAL LIABILITIES		19,334.31

FUND EQUITY

205-000-2520	BEG FUND BALANCE	346,476.43	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	66,575.63	
	BALANCE - CURRENT DATE	66,575.63	
	TOTAL FUND EQUITY		413,052.06
	TOTAL LIABILITIES AND EQUITY		432,386.37

CITY OF HUBBARD  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2020

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER UTILITY REVENUE</u>					
205-300-3401 SERVICE CHARGES WA	67,522.94	453,596.10	470,625.00	17,028.90	96.4
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	.00	893.73	.00	( 893.73)	.0
205-300-3601 MISCELLANEOUS REVENUE	917.22	7,277.46	10,000.00	2,722.54	72.8
205-300-3611 INTEREST INCOME	67.46	1,146.68	1,300.00	153.32	88.2
205-300-3620 LEASE-WATER TOWER T MOBILE	658.85	7,247.35	7,200.00	( 47.35)	100.7
205-300-3622 VERZION LEASE	1,320.00	14,040.00	15,240.00	1,200.00	92.1
TOTAL WATER UTILITY REVENUE	70,486.47	487,109.48	514,365.00	27,255.52	94.7
<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	70,486.47	487,109.48	842,290.00	355,180.52	57.8

CITY OF HUBBARD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 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	345.25	3,753.57	.00 (	3,753.57)	.0
205-461-1102 FINANCE DIRECTOR	917.93	9,416.66	.00 (	9,416.66)	.0
205-461-1105 ADMINISTRATIVE ASSISTANT	2,230.31	22,023.45	.00 (	22,023.45)	.0
205-461-1107 UTILITY WORKER 1	2,783.78	20,561.59	.00 (	20,561.59)	.0
205-461-1108 PW ADMIN ASSISTANT	409.05	5,025.06	.00 (	5,025.06)	.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	14,480.75	.00 (	14,480.75)	.0
205-461-4100 EMPLOYEE BENEFITS	.00	.00	70,337.00	70,337.00	.0
205-461-4110 EB-MEDICAL & DENTAL	2,188.74	21,865.49	.00 (	21,865.49)	.0
205-461-4120 EB-INSURANCE (LIFE & DISAB)	20.09	193.68	.00 (	193.68)	.0
205-461-4150 EB-EMPLOYER TAXES	612.23	6,259.71	.00 (	6,259.71)	.0
205-461-4170 EB-PERS	1,922.53	24,339.98	3,750.00 (	20,589.98)	649.1
205-461-4190 EB-WORKERS COMP	.00	710.23	.00 (	710.23)	.0
205-461-5100 PROFESSIONAL SERVICES	1,123.59	14,966.24	24,950.00	9,983.76	60.0
205-461-5200 CONTRACTED SUPPORT	149.00	2,802.05	12,000.00	9,197.95	23.4
205-461-5300 OPERATIONAL SUPPLIES	334.03	22,279.95	27,900.00	5,620.05	79.9
205-461-6100 BUILDING MAINT & SUPPLIES	53.06	1,295.63	6,700.00	5,404.37	19.3
205-461-6200 RENTALS AND LEASES	148.36	2,361.65	2,500.00	138.35	94.5
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	204.00	1,586.22	11,700.00	10,113.78	13.6
205-461-6600 OFFICE SUPPLIES & MISC EXPENSE	185.80	7,667.04	11,700.00	4,032.96	65.5
205-461-6700 EQUIP MAINT & SUPPLIES	7,519.90	43,163.42	57,486.00	14,322.58	75.1
205-461-6800 UNIFORMS	.00	354.13	600.00	245.87	59.0
205-461-6900 UTILITIES	2,598.56	30,750.37	38,400.00	7,649.63	80.1
<b>TOTAL WATER UTILITY FUND EXP</b>	<b>25,063.38</b>	<b>272,688.39</b>	<b>383,431.00</b>	<b>110,742.61</b>	<b>71.1</b>
<u>TRANSFER OUT</u>					
205-491-8003 TRANS TO RESERVE FUND	.00	10,500.00	10,500.00	.00	100.0
205-491-8009 TRANS TO WATER BOND	.00	95,727.00	95,727.00	.00	100.0
205-491-8601 TRANS OUT - FRANCH	.00	19,215.12	24,031.00	4,815.88	80.0
205-491-8701 TRANS OUT OP OH	.00	22,403.34	30,868.00	8,464.66	72.6
<b>TOTAL TRANSFER OUT</b>	<b>.00</b>	<b>147,845.46</b>	<b>161,126.00</b>	<b>13,280.54</b>	<b>91.8</b>
<u>CONTINGENCY</u>					
205-900-9900 CONTINGENCY	.00	.00	301,483.00	301,483.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>301,483.00</b>	<b>301,483.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>25,063.38</b>	<b>420,533.85</b>	<b>846,040.00</b>	<b>425,506.15</b>	<b>49.7</b>

CITY OF HUBBARD  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2020

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	45,423.09	66,575.63	( 3,750.00)	( 70,325.63)	1775.4

CITY OF HUBBARD  
BALANCE SHEET  
MAY 31, 2020

WATER CONSTRUCTION FUND

ASSETS

206-000-1001	CASH IN COMBINED CASH FUND	609,699.62	
206-000-1011	LGIP	<u>331,171.55</u>	
	TOTAL ASSETS		<u>940,871.17</u>

LIABILITIES AND EQUITY

FUND EQUITY

206-000-2520	BEG FUND BALANCE	806,544.75	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>134,326.42</u>	
	BALANCE - CURRENT DATE	<u>134,326.42</u>	
	TOTAL FUND EQUITY		<u>940,871.17</u>
	TOTAL LIABILITIES AND EQUITY		<u>940,871.17</u>

CITY OF HUBBARD  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2020

WATER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER CONSTRUCTION REVENUE</u>						
206-300-3550	WATER STATIC REVEN	16,648.58	107,231.45	110,000.00	2,768.55	97.5
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	.00	6,686.65	8,400.00	1,713.35	79.6
TOTAL WATER CONSTRUCTION REVENUE		16,648.58	154,542.10	150,910.00	( 3,632.10)	102.4
<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		16,648.58	154,542.10	895,417.00	740,874.90	17.3

CITY OF HUBBARD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2020

WATER CONSTRUCTION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER CONST FUND EXP</u>						
206-461-7000	CAPITAL OUTLAY	382.50	16,367.68	150,000.00	133,632.32	10.9
	TOTAL WATER CONST FUND EXP	382.50	16,367.68	150,000.00	133,632.32	10.9
<u>TRANSFER OUT</u>						
206-491-8000	TRANSFERS OUT	.00	3,848.00	3,090.00	( 758.00)	124.5
	TOTAL TRANSFER OUT	.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	382.50	20,215.68	895,417.00	875,201.32	2.3
	NET REVENUE OVER EXPENDITURES	16,266.08	134,326.42	.00	( 134,326.42)	.0

CITY OF HUBBARD  
BALANCE SHEET  
MAY 31, 2020

WATER BOND FUND

ASSETS

207-000-1001	CASH IN COMBINED CASH FUND	73,744.38	
207-000-1011	LGIP	9,383.76	
	TOTAL ASSETS		<u>83,128.14</u>

LIABILITIES AND EQUITY

FUND EQUITY

207-000-2520	BEG FUND BALANCE	82,926.74	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	201.40	
	BALANCE - CURRENT DATE	201.40	
	TOTAL FUND EQUITY		<u>83,128.14</u>
	TOTAL LIABILITIES AND EQUITY		<u>83,128.14</u>

CITY OF HUBBARD  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2020

WATER BOND FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER BOND REVENUE</u>						
207-300-3611	INTEREST INCOME	11.84	201.33	200.00	( 1.33)	100.7
	TOTAL WATER BOND REVENUE	11.84	201.33	200.00	( 1.33)	100.7
<u>TRANSFERS IN</u>						
207-391-0251	TRANS FROM-WATER UTLITY FUND	.00	95,727.00	95,727.00	.00	100.0
	TOTAL TRANSFERS IN	.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	11.84	95,928.33	178,779.00	82,850.67	53.7

CITY OF HUBBARD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 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	11.84	201.40	.00	( 201.40)	.0

# Monthly Revenue Overview

Total YTD Revenues  
**\$1,727,453**

Variance to Budget \$18,654  
**FAVORABLE**

YTD Taxes

**\$879,703**

Variance to Budget \$-31,886  
**UNFAVORABLE**

YTD Franchise Fees

**\$188,252**

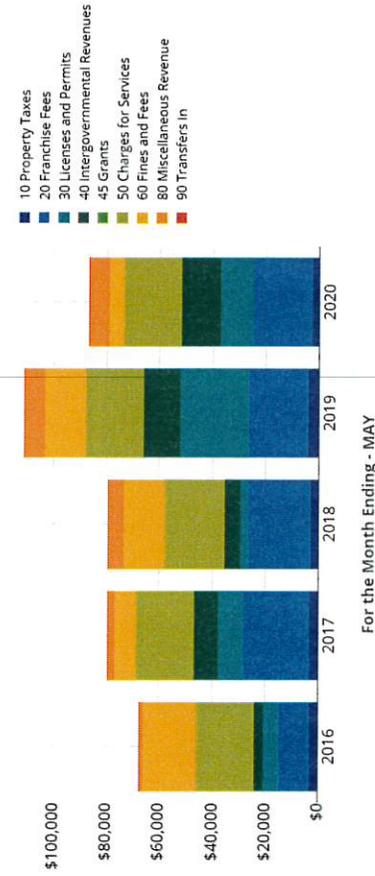
Variance to Budget \$6,815  
**FAVORABLE**

YTD Intergovernmental

**\$140,458**

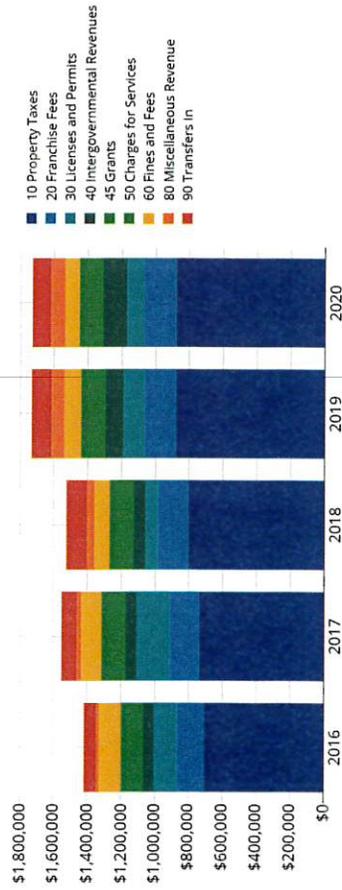
Variance to Budget \$35,117  
**FAVORABLE**

## Historical Revenues for Current Month



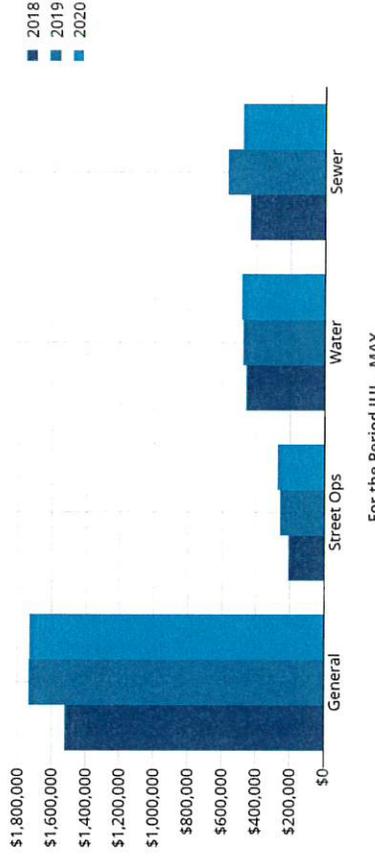
For the Month Ending - MAY

## Year to Date Revenues by Source



For the Period JUL - MAY

## Year to Date Revenues by Fund



For the Period JUL - MAY

## Sources of Revenue - YTD

Source	2016	2017	2018	2019	2020
Charges for Services	\$134,063	\$136,813	\$137,894	\$138,088	\$139,104
Fines and Fees	\$132,511	\$118,994	\$89,406	\$99,326	\$83,767
Franchise Fees	\$162,912	\$175,551	\$184,245	\$185,690	\$188,252
Grants	\$1,660	\$3,178	\$1,835	\$953	\$2,128
Intergovernmental	\$58,149	\$69,088	\$74,063	\$110,903	\$140,458
Licenses and Permits	\$135,757	\$191,952	\$66,214	\$123,619	\$100,570
Miscellaneous	\$9,930	\$25,741	\$44,353	\$73,468	\$81,375
Property Taxes	\$707,228	\$737,094	\$803,741	\$878,051	\$879,703
Transfers In	\$74,132	\$90,697	\$120,696	\$120,862	\$112,095

# Monthly Expenditure Overview General Fund

Total YTD Expenses  
**\$1,431,700**

Variance to Budget \$-330,116

**FAVORABLE**

YTD Salaries & Benefits  
**\$970,333**

Variance to Budget \$-163,125

**FAVORABLE**

YTD Purchased Services  
**\$86,494**

Variance to Budget \$-70,855

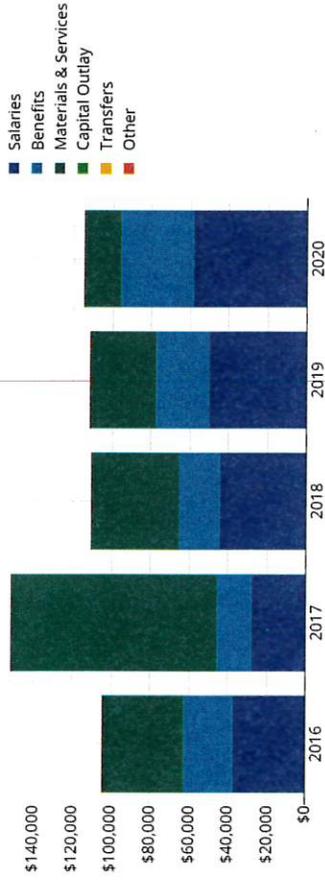
**FAVORABLE**

YTD Other Expenses  
**\$374,873**

Variance to Budget \$-96,136

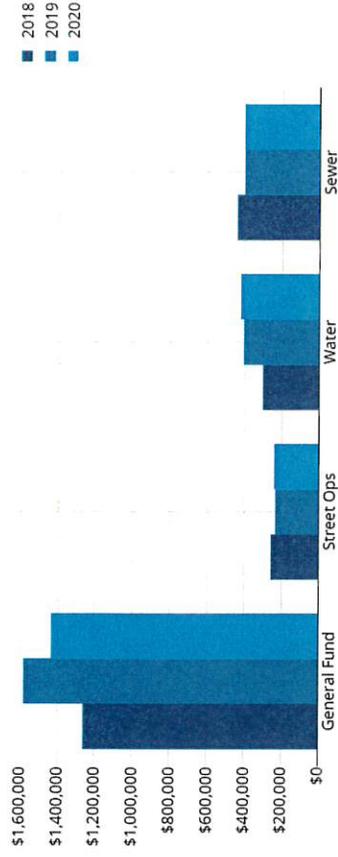
**FAVORABLE**

Historical Expenses for Current Month



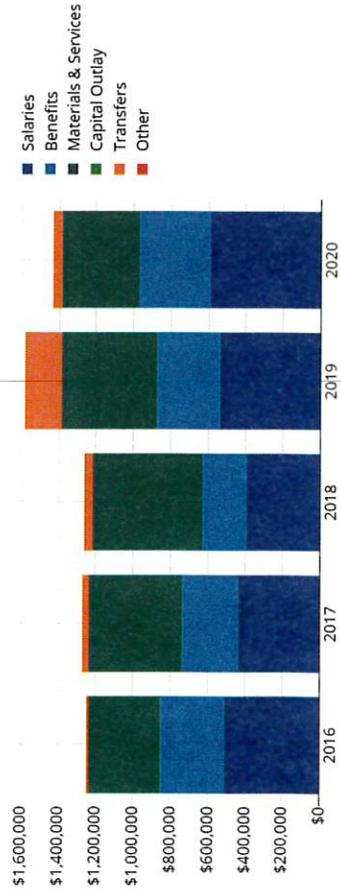
For the Month Ending - MAY

Year to Date Expenses



For the Period JUL - MAY

Year to Date Expenses by Object



For the Period JUL - MAY

For the Period JUL - MAY

Detail Object	2016	2017	2018	2019	2020
Salaries	\$511,270	\$437,046	\$393,023	\$539,126	\$593,527
Benefits	\$340,308	\$297,173	\$236,522	\$334,773	\$376,806
Services	\$265,289	\$379,408	\$451,471	\$333,394	\$243,871
Supplies	\$52,001	\$56,827	\$61,150	\$87,549	\$90,546
Utilities	\$20,656	\$20,037	\$21,995	\$23,524	\$26,664
Program Expenses	\$1,734	\$3,247	\$989	\$7,975	\$942
Capital	\$0	\$0	\$0	\$0	\$0
Other	\$42,742	\$40,142	\$50,353	\$58,101	\$51,612
Transfers	\$9,907	\$35,408	\$43,699	\$193,943	\$47,731

**RESOLUTION NO. 698-2020**

**A RESOLUTION AMENDING WATER RATES FOR THE CITY OF HUBBARD  
AND REPEALING RESOLUTION NO. 671-2019.**

**Findings**

- A. Section 13.15.170 of the Hubbard Municipal Code provides for water rates and charges be established by resolution of the City Council.
- B. It is necessary from time to time to amend water rates and charges to ensure that as an enterprise fund, the water fund is a self-supporting activity.
- C. Water rates and charges shall comply with the rate covenant provision set forth in Section 9 of Resolution No. 355-2003.
- D. Due to COVID-19 City Council finds it necessary to offset the annual utility increase by decreasing the static water pressure rate.

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

- 1. The City of Hubbard does adopt a new water rate schedule as set forth in Exhibit "A" attached hereto and by this reference incorporated herein and entitled City of Hubbard Water Rates & Charges.
- 2. Resolution No. 671-2019 is hereby repealed.
- 3. This resolution shall be effective June 16, 2020.

**ADOPTED BY THE CITY COUNCIL** this 9th day of June 2020.

**APPROVED:**

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

**ATTEST:**

\_\_\_\_\_  
Vickie L. Nogle, MMC  
Director of Admin / City Recorder

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Berry, Elsner, & Hammond, City Attorney

Exhibit "A"

City of Hubbard Water Rates & Charges

Effective June 16, 2020

A) Rates for water meters with a diameter of 2" or less:

Meter Size	Bimonthly Base Rate*	Volume 1 (Gallons)	Rate/1,000 (After 6,000)	Volume 2 (Gallons)	Rate/1,000 (After Vol. 2)
5/8"	\$50.64	6,000	\$2.36	25,000	\$3.50
1"	\$126.58	6,000	\$2.36	100,000	\$3.50
1 1/2"	\$253.12	6,000	\$2.36	225,000	\$3.50
2"	\$404.98	6,000	\$2.36	375,000	\$3.50
All meter sizes	\$ 12.20	Increase Static Water Pressure			

B) Rates for services requiring water meters larger than 2" to be negotiated.

C) Multiple residential accounts with a common water meter: \$50.64 bimonthly rate times the number of residential units for the first 6,000 gallons times the number of residential units. For each 1,000 gallons thereafter, to and including 25,000 gallons times the number of residential units, \$2.36. For each 1,000 gallons thereafter, \$3.50.

D) Hydrant sales: \$107.71 connection fee plus \$3.50 per 1,000 gallons. All hydrant sales must be approved by the Public Works Superintendent.

**WATER RATES (5/8" Meter)**

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>New Bi-Monthly Billing Amt</b>	30.00	38.98	39.78	49.26	59.10	59.88	61.58	63.28	65.00	66.74	67.72
<b>New Monthly Total</b>	15.00	19.49	19.89	24.63	29.55	29.94	30.79	31.64	32.50	33.37	33.86
Base Rate (includes 1-3)	15.00	19.49	19.89	20.63	21.44	21.84	22.71	23.57	24.44	25.32	25.83
1) Online Pmt System	0.00	0.00	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.02
2) Convert PT worker into FT	0.00	0.67	0.69	0.74	0.78	0.82	0.87	0.91	0.96	1.01	1.07
3) Meet Bond Covenants	0.00	3.82	4.20	4.89	5.66	6.01	6.83	7.65	8.47	9.30	9.74
Increase Static Water Pressure	0.00	0.00	0.00	4.00	8.11	8.10	8.08	8.07	8.06	8.05	8.03

0.4 (total increase should have been \$4.58 and \$0.71...monthly total short by \$0.40)

**WATER RATES (1" Meter)**

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>New Bi-Monthly Billing Amt</b>	75.00	97.45	99.45	111.15	123.42	125.37	129.68	133.96	138.29	142.67	145.15
<b>New Monthly Total</b>	37.50	48.73	49.73	55.58	61.71	62.69	64.84	66.98	69.15	71.34	72.58
Base Rate (includes 1-3)	37.50	48.73	49.73	51.58	53.60	54.59	56.76	58.91	61.09	63.29	64.55
1) Online Pmt System	0.00	0.00	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.02
2) Convert PT worker into FT	0.00	1.68	1.73	1.85	1.95	2.05	2.18	2.28	2.40	2.53	2.68
3) Meet Bond Covenants	0.00	9.55	10.50	12.23	14.15	15.03	17.08	19.13	21.18	23.25	24.35
Increase Static Water Pressure	0.00	0.00	0.00	4.00	8.11	8.10	8.08	8.07	8.06	8.05	8.03

1 (total increase should have been \$11.45 and \$1.78...monthly total short by \$1.00)

**WATER RATES (1 1/2" Meter)**

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>New Bi-Monthly Billing Amt</b>	150.00	194.90	198.90	214.30	230.62	234.52	243.18	251.76	260.44	269.22	274.20
<b>New Monthly Total</b>	75.00	97.45	99.45	107.15	115.31	117.26	121.59	125.88	130.22	134.61	137.10
Base Rate (includes 1-3)	75.00	97.45	99.45	103.15	107.20	109.16	113.51	117.81	122.16	126.56	129.07
1) Online Pmt System	0.00	0.00	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.02
2) Convert PT worker into FT	0.00	3.35	3.45	3.70	3.90	4.10	4.35	4.55	4.80	5.05	5.35
3) Meet Bond Covenants	0.00	19.10	21.00	24.45	28.30	30.05	34.15	38.25	42.35	46.50	48.70
Increase Static Water Pressure	0.00	0.00	0.00	4.00	8.11	8.10	8.08	8.07	8.06	8.05	8.03

2 (total increase should have been \$22.90 and \$3.55...monthly total short by \$2.00)

**WATER RATES (2" Meter)**

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>New Bi-Monthly Billing Amt</b>	240.00	311.84	318.24	338.08	359.26	365.50	379.38	393.12	407.02	421.08	429.06
<b>New Monthly Total</b>	120.00	155.92	159.12	169.04	179.63	182.75	189.69	196.56	203.51	210.54	214.53
Base Rate (includes 1-3)	120.00	155.92	159.12	165.04	171.52	174.65	181.61	188.49	195.45	202.49	206.50
1) Online Pmt System	0.00	0.00	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.02
2) Convert PT worker into FT	0.00	5.36	5.52	5.92	6.24	6.56	6.96	7.28	7.68	8.08	8.56
3) Meet Bond Covenants	0.00	30.56	33.60	39.12	45.28	48.08	54.64	61.20	67.76	74.40	77.92
Increase Static Water Pressure	0.00	0.00	0.00	4.00	8.11	8.10	8.08	8.07	8.06	8.05	8.03

3.2 (total increase should have been \$36.64 and \$5.68...monthly total short by \$3.20)

Hydrant: (per Melinda)

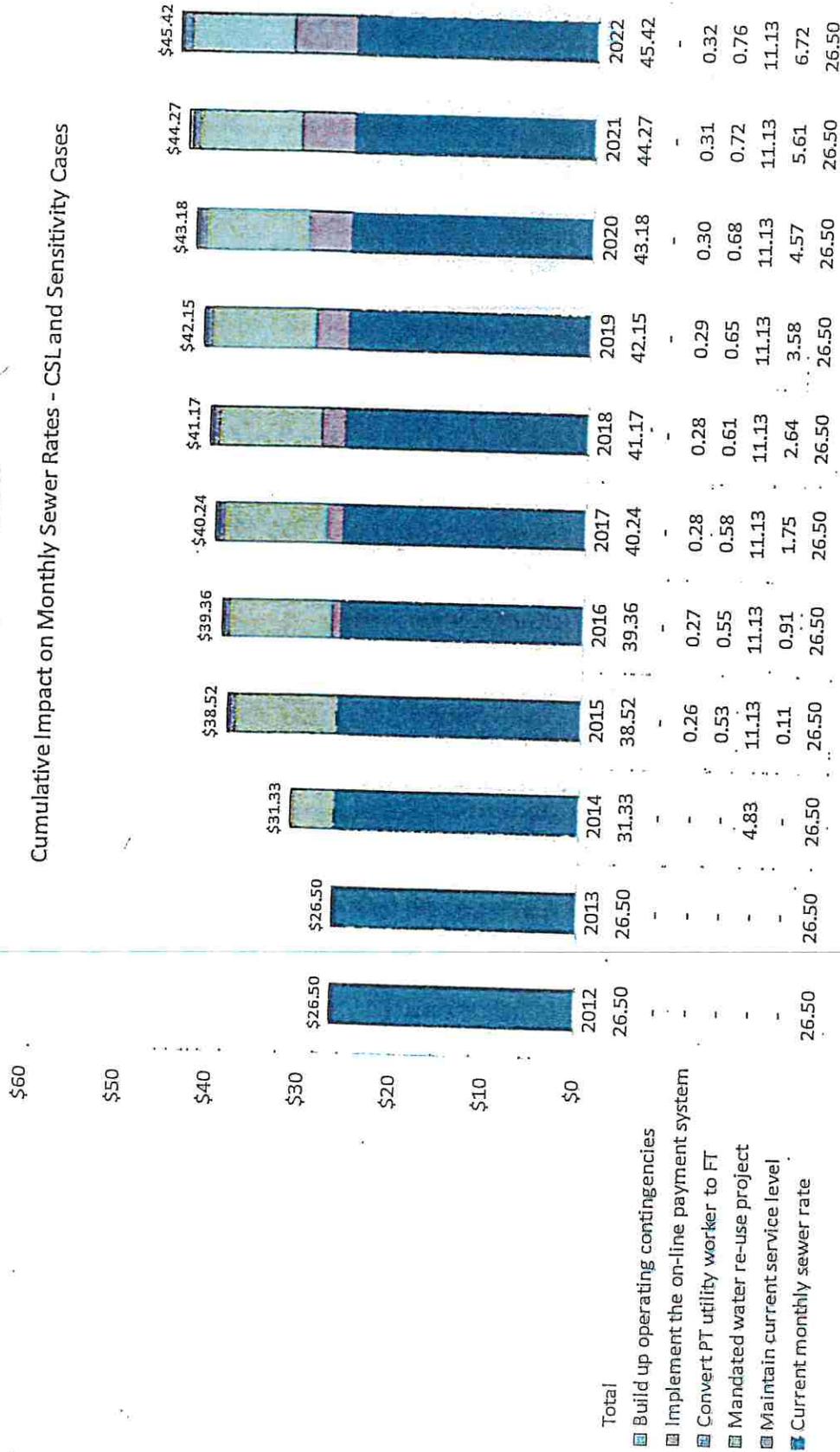
Increase connection fee by the same amount of the increase for the 2" meter BASE Rate only - one month example :

	2015	2016	Increase	2017 dif	2018					
base	165.04	171.52	6.48	174.65	3.13	181.61	6.96	6.88	6.96	7.04
Hydrant	70.26	76.74	6.48	79.87		86.83	6.96	93.71	100.67	107.71

Over 6000 < 25000

	Old cons	New Cons				
Raise consumption same %	0.040				0.048085	0.048077
Prior base (2017)	43.68	2.10		0.048085	2.27	2.35
New Base (2018)	45.42	2.18	2.18	0.049916		
New Base (2019)	47.14	2.26	2.27			0.428571
New Base (2020)	48.88	2.27	2.35			
New Base (2021)	50.64		2.36			

Figure 14 - Cumulative Impact on Monthly Wastewater Rates



The data in Figure 14 shows the rate impact of bonding \$2 million for the proposed water reuse project in fiscal 2014 and 2015 would add \$1.13 to the average monthly wastewater bill for a single family residential customer by the end of 2015. With this large rate impact looming over the horizon, the Council has, by consensus of opinion, determined that a \$1 per month rate increase is warranted to start saving for the eventual cost of the water reuse project.

**RESOLUTION NO. 699-2020**

**A RESOLUTION AMENDING SEWER RATES FOR THE CITY OF HUBBARD AND REPEALING RESOLUTION NO. 672-2019.**

**Findings**

- A. Section 13.20.030 of the Hubbard Municipal Code provides for sewer rates and charges be established by resolution of the City Council.
- B. It is necessary from time to time to amend sewer rates and charges to ensure that as an enterprise fund, the sewer fund is a self-supporting activity.

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

1. The City of Hubbard does adopt a new sewer rate schedule as set forth in Exhibit "A" attached hereto and by this reference incorporated herein and entitled City of Hubbard Sewer Rates & Charges.
2. Resolution No. 672-2019 is hereby repealed.
3. This resolution shall be effective June 16, 2020.

**ADOPTED BY THE CITY COUNCIL** this 9th day of June 2020.

**APPROVED:**

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

**ATTEST:**

\_\_\_\_\_  
Vickie L. Nogle, MMC  
Director of Admin / City Recorder

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Berry, Elsner, & Hammond, City Attorney

\*BOD (Biochemical oxygen demand) is the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees Celsius expressed in milligrams per liter.

**Exhibit "A"**  
**City of Hubbard Sewer Rates & Charges**

Effective June 16, 2020

1. Residential:
  - A. Single Family \$33.14 per month  
 Water Reuse Project \$11.13 per month
  - B. Multiple Family \$33.14 per month per dwelling unit  
 Water Reuse Project \$11.13 per month per dwelling unit
  - C. Mobile Home Park \$33.14 per month per dwelling unit  
 Water Reuse Project \$11.13 per month per dwelling unit
  
2. Non-residential:
  - A. Low (BOD\* < 400) \$4.142 per 1,000 gallons of water use  
 With monthly minimum (8,000 gal) of \$33.14  
 Water Reuse Project \$11.13 per month  
  
 Ex: *Automotive Dealer w/o Repair On Site* *Grocery Store or Mini-Mart w/o Food Preparation*  
*Beauty Shop* *Nursery*  
*Church* *Office*  
*Clinic* *Retail, General Merchandise*  
*Gasoline Service Station* *Warehouse*
  
  - B. Medium (BOD\* 401 < 800) \$4.970 per 1,000 gallons of water use  
 With monthly minimum (8,000 gal) of \$39.76  
 Water Reuse Project \$11.13 per month  
  
 Ex: *Car Wash*  
*Grocery Store or Mini-Mart w/ Food Preparation w/ Grease Trap*  
*Restaurant w/ Grease Trap*
  
  - C. High (BOD\* > 800) \$5.964 per 1,000 gallons of water use  
 With monthly minimum (8,000 gal) of \$47.71  
 Water Reuse Project \$11.13 per month  
  
 Ex: *Automotive Repair* *Manufacturing*  
*Automobile Dealer w/ Repair On Site* *Meat Market/Processor*  
*Bakery (stand-alone or part of grocery store or mini-mart)* *Metal Fabrication*  
*Grocery Store or Mini-Mart w/ Food Preparation w/o Grease Trap* *Restaurant w/o Grease Trap*  
*Machine Shop* *Tavern*  
*Malt Beverage Processing*

\*BOD (Biochemical oxygen demand) is the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees Celsius expressed in milligrams per liter.

## Utility Rate Schedule through 2022

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>TOTAL BI-MONTHLY RATES</b>	112.46	123.44	129.00	157.50	169.28	172.08	175.62	180.20	184.60	184.60	191.82

### SEWER RATES

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>New Bi-Monthly Billing Amt</b>	53.00	55.00	58.84	77.06	78.72	80.48	82.32	84.30	86.36	88.54	90.86
<b>New Monthly Total</b>	26.50	27.50	29.42	38.53	39.36	40.24	41.16	42.15	43.18	44.27	45.43
Base Rate (Includes 1-3)	26.50	27.50	29.42	27.40	28.23	29.11	30.03	31.02	32.05	33.14	34.30
1) Online Pmt System	0.00	0.00	0.00	0.26	0.27	0.28	0.28	0.29	0.30	0.31	0.32
2) PT to FT	0.00	0.00	0.00	0.53	0.55	0.58	0.61	0.65	0.68	0.72	0.76
3) Maintain Current Service Level	0.00	0.00	0.00	0.11	0.91	1.75	2.64	3.58	4.57	5.61	6.72
Water Reuse Project/Sewer Construction	0.00	0.00	0.00	11.13	11.13	11.13	11.13	11.13	11.13	11.13	11.13

1      2.92 (these amounts should have gone to Water Reuse Project not base rate. \$2.92 should have been \$3.83)

### WATER RATES (5/8" Meter) (See WATER sheet for other meter sizes)

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>New Bi-Monthly Billing Amt</b>	30.00	38.98	39.78	49.26	59.10	59.88	61.58	63.28	65.00	62.82	67.72
<b>New Monthly Total</b>	15.00	19.49	19.89	24.63	29.55	29.94	30.79	31.64	32.50	31.41	33.86
Base Rate (includes 1-3)	15.00	19.49	19.89	20.63	21.44	21.84	22.71	23.57	24.44	25.32	25.83
1) Online Pmt System	0.00	0.00	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.02
2) Convert PT worker into FT	0.00	0.67	0.69	0.74	0.78	0.82	0.87	0.91	0.96	1.01	1.07
3) Meet Bond Covenants	0.00	3.82	4.20	4.89	5.66	6.01	6.83	7.65	8.47	9.30	9.74
Increase Static Water Pressure	0.00	0.00	0.00	4.00	8.11	8.10	8.08	8.07	8.06	6.09	8.03

0.4 (total increase should have been \$4.58 and \$0.71...monthly total short by \$0.40)

### TRANSPORTATION FEE RATES (Per residential dwelling unit)

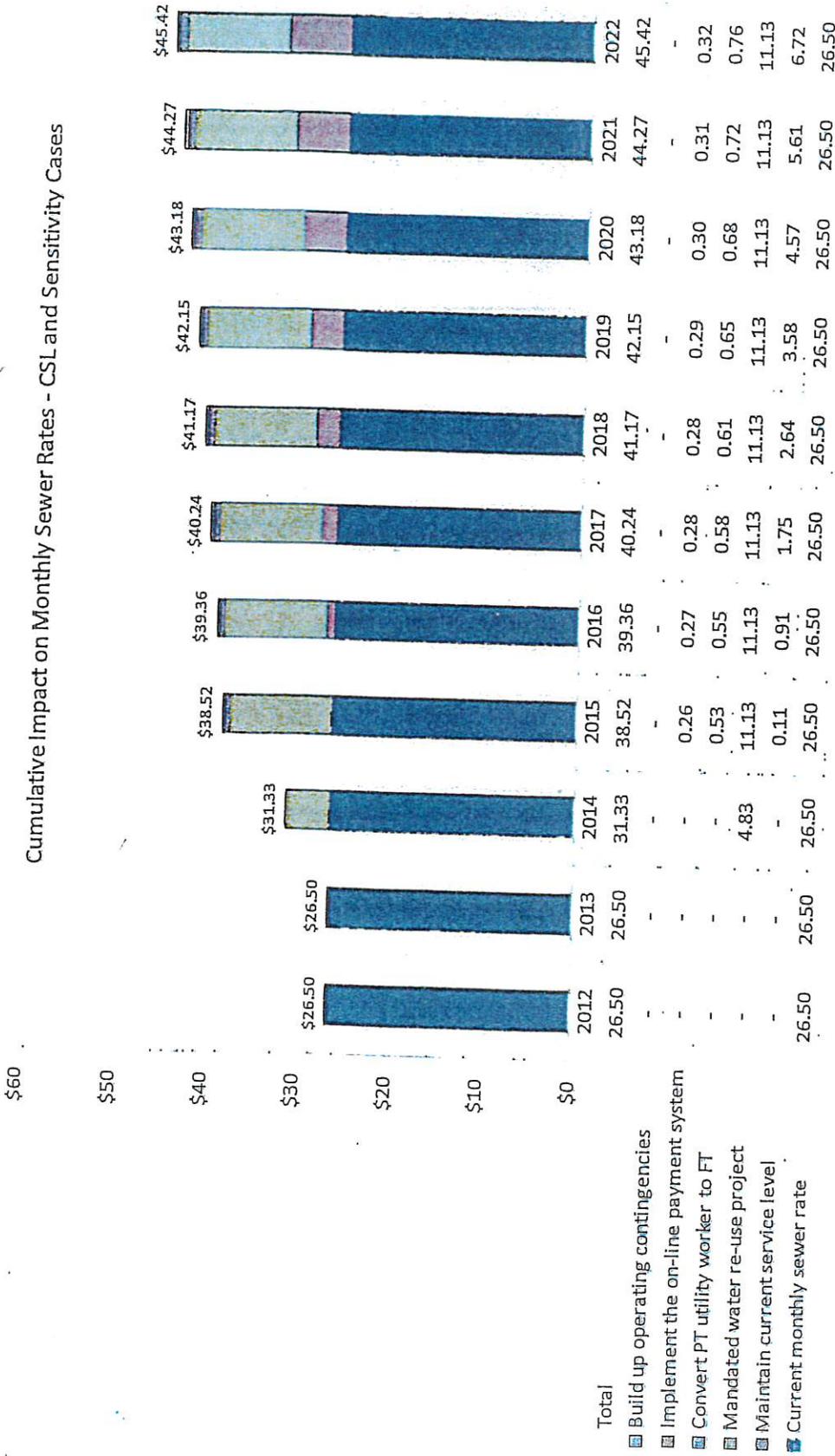
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>New Bi-Monthly Billing Amt</b>	9.46	9.46	10.38	11.18	11.46	11.72	11.72	12.62	13.24	13.24	13.24
<b>New Monthly Total</b>	4.73	4.73	5.19	5.59	5.73	5.86	5.86	6.31	6.62	6.62	6.62
Increases		0.00	0.46	0.40	0.54	0.13	0.13	0.45	0.31	0.00	0.00
Base Rate	4.73	4.73	4.73	5.19	5.59	5.73	5.86	5.86	6.31	6.62	6.62

### GENERAL SERVICE FEE

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>New Bi-Monthly Billing Amt</b>	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
<b>New Monthly Total</b>	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Increases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Base Rate	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00

Figure 14 - Cumulative Impact on Monthly Wastewater Rates

Cumulative Impact on Monthly Sewer Rates - CSL and Sensitivity Cases



The data in Figure 14 shows the rate impact of bonding \$2 million for the proposed water reuse project in fiscal 2014 and 2015 would add \$11.13 to the average monthly wastewater bill for a single family residential customer by the end of 2015. With this large rate impact looming over the horizon, the Council has, by consensus of opinion, determined that a \$1 per month rate increase is warranted to start saving for the eventual cost of the water reuse project.

**CITY OF HUBBARD  
BUDGET COMMITTEE MEETING MINUTES  
MAY 5, 2020**

**CALL TO ORDER.** The Budget Committee Meeting was called to order by City Council President James Audritsh at 6:38 p.m. virtually through ZOOM because of COVID-19.

**FLAG SALUTE.** Led by City Council President James Audritsh.

**Budget Committee Members Present:** Budget Committee Chairperson Joan Viers, Budget Committee Member Ally Sobo, Budget Committee Member James Yonally, City Councilor Robert Prinslow, City Councilor Michelle Dodge, City Councilor James Audritsh, and City Councilor Tyler Thomas.

**Excused:** Mayor Charles Rostocil.

**Staff Present:** Public Works Administrative Manager Melinda Olinger, Director of Administration/City Recorder Vickie Nogle, Finance Director Judy Smith, Public Works Superintendent Mike Krebs, Police Chief Dave Rash, and Administrative Assistant Julie Hedden.

**ELECT BUDGET COMMITTEE CHAIR.** MSA/Budget Committee Member Ally Sobo/Budget Committee Member Joan Viers motioned to appoint James Yonally as the Budget Committee Chairperson. Budget Committee Joan Viers; Budget Committee Member James Yonally; Budget Committee Member Ally Sobo, City Councilor James Audritsh, City Councilor Tyler Thomas, City Councilor Michelle Dodge; City Councilor Robert Prinslow in favor. Motion carried unanimously.

**RECEIVE BUDGET MESSAGE.** Finance Director Judy Smith gave the Budget Message. She stated that COVID-18 has impacted the Hubbard Citizens and kept everyone at home except first responders and essential employees. Municipal Court revenues have declined due to the restrictions, and courts have been pushed out to June/July 2020. She stated the Utility billings have been steady, but with more Citizens on the “Stay at Home” order, collections have been slow but steady. The City has helped to ease the burden by not shutting off water services for non-payment and documenting payment arrangements for citizens who cannot pay the full amount all at once.

J. Smith stated the gross proposed tax levy for Fiscal Year 2020-2021 is \$ 927,223.00, reflecting the City’s permanent tax rate of \$3.9921 per \$1,000 applied against the estimated assessed value of \$241,294,435 which includes a 3.5 % estimated growth increase. The property tax revenue estimate of \$963,272, included in the budget, is approximately 4% less than the levy amount in order to accommodate the effect of delinquent payments and discounts.

J. Smith stated the Budget was prepared with all departments fully staffed. The proposed cost of living increase adjustment (COLA) for the 2020-2021 salary schedule is 2.69 % applied to all full time positions. Estimated increase to Personnel Services are slightly higher than last year due to departments being fully staffed, annual step increases, the COLA increase, and the increases to PERS and employee benefits. Overtime pay is budgeted in each department to reduce the accumulation of compensatory, holiday, and vacation time in excess of the maximum allowed.

Overtime pay continues to be budgeted in the Police Department for the Annual Hop Festival security and work related to Traffic Safety Grants. Additional overtime pay is budgeted to reduce the accumulation of compensatory, holiday and vacation time in excess of the maximum allowed. In the Public Works Departments salaries include ‘stand by pay’, which is equivalent to 8 hours of straight pay per week, and overtime pay to help offset the accumulation of compensatory, holiday, and vacation time in excess of the maximum allowed.

J. Smith stated the City has entered into an Intergovernmental Agreement with Marion County called the Community Prosperity Initiative. This agreement is for a three-year period ending June 30, 2022, and the total amount received under this agreement will be \$45,000 and will be distributed in \$15,000 payments for each year of the agreement. During February 2020 the City received the first installment of \$15,000 and is working with the City Council on developing a Goal Setting/Strategic Plan process in FY 2020-2021.

J. Smith stated included in the FY 2020-2021 budget is a proposed fleet plan for the Police Vehicles. A fleet program would lower maintenance expenditures, and vehicles would be rotated on a regular basis to have newer more reliable vehicles available to our Police and City employees.

**PUBLIC HEARING.**

**A. STATE SHARED REVENUES.**

Budget Committee Chairperson James Yonally opened the 2020-21 Budget Hearing on State Shared Revenues at 6:57 p.m.

Finance Director Judy Smith read the memo for State Shared Revenues. She said the State Shared Revenues may be used for general government purposes and are budgeted in the general fund. Cigarette Tax revenue has been on a slight decline from the last 3 years and there is a slight increase for Liquor Tax revenues. State Shared revenues for state and local retail taxes of marijuana are included in the 2020-2021 budget and the City is budgeting \$50,000 combined State and Local Marijuana Tax revenue.

Budget Committee Chairperson James Yonally asked for comments and questions from the Budget Committee. There were none.

Budget Committee Chairperson James Yonally asked for comments and questions from the Public. There were none.

Budget Committee Chairperson James Yonally closed the State Shared Revenue section of the Public Hearing at 7:02 p.m.

**B. 2020-21 BUDGET.**

Budget Committee Chairperson James Yonally opened the Public Hearing for the 2020-2021 Budget at 7:02 p.m.

Budget Committee Chairperson James Yonally for comments.

Budget Committee Chairperson James Yonally stated that on Page 1 of the Proposed Budget there is \$97,150 listed as Miscellaneous and asked what kind of miscellaneous resources are included and not identified there.

Finance Director Judy Smith said the \$97,150 is combined with all of the city funds which includes various miscellaneous revenue that is received. If you look, as an example, on page 20 there is miscellaneous revenue and this is just for the General Fund but other funds have the same, and interest income makes up the most of the \$97,000, but there is also surplus property sales.

Budget Committee Chairperson James Yonally asked what the surplus property that sold was.

Finance Director said it was a truck that sold last year but it could be various equipment that needs to be replaced and has recycled parts. This year it is showing \$250 because that is what they are expecting to receive from any surplus property that is sold.

Budget Committee Chairperson James Yonally stated on Page 23, it shows advertising and recruitment of \$2000 and asked if we are expecting any personnel losses or is the figure a just in case figure.

Police Chief Dave Rash said we are not expecting any officers to leave, but it is possible that an officer could look for other employment. He stated that has been a line item for the last budget cycles, and there are other things that are advertised such as vehicles to be auctioned off.

Budget Committee Chairperson James Yonally asked about Row Permits and what they are under the Street Fund Detail.

Director of Administration/City Recorder Vickie Nogle said that they were Right-of-Way permits.

Budget Committee Chairperson James Yonally asked Police Chief Dave Rash about clarification on the Vehicle Leases and their cost on the statement that he supplied in addition to the Budget. It states that we can lease three police vehicles for approximately \$45,000 to \$50,000 and is this per year or per three years?

Police Chief Dave Rash said the lease program broken up would be to lease one car for 3 years, one car for 4 years, and one car for 5 years. He stated if we lease them all for 3 years that amount would significantly go up, and if we leased them all for 5 years it would go down. D. Rash said he would like to be able to get one car a year until we can stabilize the fleet.

Budget Committee Chairperson James Yonally asked what it would be per car, per year what the lease cost would be.

Director of Administration/City Recorder Vickie Nogle referred to the very back of the packet which is the memo from Police Chief Dave Rash that explains the lease program.

Police Chief Dave Rash said the first car that is the 3-year car is about \$17,000 and then the next one goes down. He stated the lease for each car is roughly \$50,000 which includes the license,

sirens, cages, prisoner seats, etc. Furthermore, he said that they will transition the radios out of the other cars that are currently in use.

City Council President James Audritsh asked if the \$50,000 included all the maintenance on the 3 leased vehicles.

Police Chief Dave Rash said that it does not include the maintenance, but they are new cars so they will be warranted, but if something breaks down outside of what is on the warranty, we will be liable to get it fixed. He stated if a car gets in a traffic accident that is on a lease program that we may have to pay off the car.

City Council President James Audritsh said Finance Director Judy Smith brought up the lease program at a City Council meeting and the City Council asked her to research it and see if this was a viable solution to us having to continually paying out so much money to keep these older vehicles in service. He stated they have been told that leasing is what a lot of departments are doing, and they are seeing a huge savings.

City Councilor Tyler Thomas said he has spoken with other agencies and they have all told him that this leasing program is the most efficient way to go long term.

Police Chief Dave Rash said the first car on the lease will be paid for in 3 years and then they will the option to keep it or to turn it back in. He stated his goal is to keep it and then start a lease on another car so they will always be paying \$50,000 a year to keep the fleet maintenance.

City Council President James Audritsh asked if this program was looked at for Public Works also.

Finance Director Judy Smith said they did but Public Works did not think it was a good plan for them.

Public Works Superintendent Mike Krebs said the reason it was not a good plan was that Public Works keeps vehicles much longer that the Police Department and the cost is lower to buy them out right.

Budget Committee Member Joan Viers asked why we could not have insurance so that if a leased car is destroyed, that it would be covered.

Finance Director Judy Smith said there is some insurance coverage, but it is only partial coverage, we would have to total out the vehicle and then receive what the insurance said would be the dollar amount.

Budget Committee Chairperson James Yonally asked about the widening of Pacific Highway 99E and we were a guarantor of that Grant money, if it has been resolved.

Director of Administration/City Recorder Vickie Nogle said that it has been resolved and the file has been closed.

City Council President James Audritsh asked if there was enough adequate funding in Public Works and Parks to show the Citizens their money is going back into the community instead of just payroll.

Public Works Superintendent Mike Krebs said they are still working on the projects they started this year such as the paving of 5<sup>th</sup> Street between G & J, and are hoping to have enough money left to do paving between F & G. He stated they are also moving ahead on the sidewalk project on G Street going over the Railroad tracks, and have about \$175,000 in the street fund to be able to do the projects they have been looking at and if there is money left over they will take a look at other projects.

City Council President James Audritsh asked if that is enough and if there is enough padding in there to deal with things that might come up in 6 – 8 months.

Public Works Superintendent Mike Krebs said he is not sure and depends on how much the contractor's proposals are that will determine how much will be left over.

City Councilor Michelle Dodge said it looks like the asphalt is cracking on the west side of the tracks on G Street, and she was wondering if the area the railroad company is asking to be extended would cover it.

Public Works Superintendent Mike Krebs said he was not sure and would need to look at it.

City Council President James Audritsh said he just wants to make sure there are funds to address projects that might come up that need to be done.

Public Works Superintendent Mike Krebs said it will be narrow, he does not think there will be a lot left over once the 2 projects are completed.

Director of Finance Judy Smith said there is a small amount of contingency and some reserved for future expenditures, but those will need to be a supplemental budget.

City Councilor Michelle Dodge referred to Page 37, the amount for that is showing for the Reserve for Future Expenditures is showing 0 in 2020 and asked why.

Finance Director Judy Smith said this was a mistake she had found that the consultant had done. She stated that Contingency is 15% of the Fund Balance and the Consultant had all of the funds in Contingency for the 2020 budget which was wrong, but it was balanced so it passed. J. Smith said the Contingency amount is going to be what we have to survive on until the property taxes come in and if we have to dip into the Reserve for Future Expenditures, which will need to be a supplemental budget.

City Council President James Audritsh said we would pretty much have to dip into it because we cannot last on \$19,000.

Finance Director Judy Smith said that is only the Sewer Construction Fund on page 37, so you would have to turn back to the General Fund to see that amount as well.

City Councilor Michelle Dodge asked if we ever reallocate funds without having to re-approve the budget, or if it is ever done with approval during the meeting.

Director of Finance Judy Smith said within the materials and services you can, and within the personnel services you can. She stated within the General Fund you can transfer within the fund.

Budget Committee Chairperson James Yonally said it sounds like the answer is that it all depends, certain line items you can but others you have to do with a supplemental budget.

City Councilor Michelle Dodge said she was looking at the Contingency and Reserve for Future Expenditures for 2020, if that is something that could be reallocated, so it looks correct.

Finance Director Judy Smith said the Reserve for Future Expenditures requires a supplemental budget.

Budget Committee Joan Viers asked what the \$ 15,000 ECO Dev Comm Project on page 19 was.

Finance Director Judy Smith said that is the Grant money that she spoke about in the Budget Message.

City Councilor Robert Prinslow referred to page 31 in the 20-21 budget there is a line item for the City Hall Carpet, he said he thought that had come out of the current budget.

Finance Director Judy Smith said it was not adopted in the current budget for this fiscal year and the City Hall carpet project has not been started yet, it is to be started in the New Year, 2021.

City Councilor Robert Prinslow said his understanding was Public Works had already been getting quotes and trying to get it taken care of.

Public Works Superintendent Mike Krebs said that have been getting quotes but the hold up is that he needs to sit down with Finance Director Judy Smith and discuss how it is going to be paid for. He stated we are \$15,000 short in the 2020 budget, we had \$15,000 in the 2020 budget but it looks like we only have \$10,000 in the 2021 budget. M. Krebs said there needs to be a total of approximately \$30,000 to get both the carpet and painting completed.

Director of Administration/City Recorder Vickie Nogle, MMC said originally the carpet was a project and the painting inside of City Hall was going to be donated, someone was going to get volunteers to come in and paint, but that is not happening now.

Public Works Superintendent Mike Krebs concurred.

Public Works Superintendent Mike Krebs said they went out and got bids, and the bid for the painting is approximately \$8000, the bid for the carpet is approximately \$17,000, and approximately \$3000 for the IT personnel to handle the computer equipment.

Finance Director Judy Smith said the \$10,000 is budgeted to cover \$5000 plus any essentials over and above.

Budget Committee Chairperson James Yonally said the amount that Public Works Superintendent stated totals \$28,000, but there is only a proposed amount of \$10,000 showing in that line item, so where can the rest of the money for the project be found in the budget.

Finance Director Judy Smith said there is \$15,000 that rolls over into the line item from previous years of savings; this is an added \$10,000 to that \$15,000.

Director of Administration/City Recorder Vickie Nogle stated that on page 31, the Reserve Fund ending fund balance does not show any transfers going into the line items.

Finance Director Judy Smith said the numbers provided were taken from the prior year's spreadsheet that she was provided with from the consultant. She said it is her understanding that the \$10,000 for the carpet is in addition to the \$15,000 that is already in there.

Director of Administration/City Recorder Vickie Nogle said if that is the case, then you are transferring out another \$21,371 from the Public Works pickup to go into the pickup fund. She stated there is something that is confusing going on with the Reserve Fund.

City Council President James Audritsh said it looks very confusing and we should show the \$15,000 sitting somewhere.

Finance Director Judy Smith said it ends up back down into the Fund Balance in Reserve for Future Expenditures. She stated Reserve Fund is actually a Savings Account. J. Smith said she would have to go back and look at that to justify the numbers that she was given from the Departments. J. Smith said it looks like Director of Administration/City Recorder Vickie Nogle is probably right and we may need to increase the City Hall carpet to the \$15,000 that is shown on the spreadsheet which balances with audit.

Director of Administration/City Recorder Vickie Nogle said she also thinks the same thing will need to be done with the siding because it is not included. She stated the Reserve Fund section needs to be revisited.

Finance Director Judy Smith said she agrees and the Department Heads need to come together and verify what the spreadsheet was before she took it over.

City Council President James Audritsh asked if that was something that could be tabled for tonight and get back to it at the next meeting.

Finance Director Judy Smith said that it could be tabled until the next meeting, May 18th.

Budget Committee Chairperson Jim Yonally said the Reserve Funds will be looked at held over until the next meeting.

Budget Committee Chairperson Jim Yonally continued the Public Hearing at 7:46 p.m on the FY 2020 – 2021 Budget to the May 18, 2020, meeting at 6:30 p.m.

**COMMITTEE APPROVES THE TAX LEVY AMOUNT.** MSA/City Council President James Audritsh / City Councilor Michelle Dodge made a motion to approve the Tax Levy of

3.9921 per 1000 assessed. Budget Committee Member Joan Viers, Budget Committee Chairperson Jim Yonally, Budget Committee Member Ally Sobo, City Council President James Audritsh, City Councilor Michelle Dodge, City Councilor Robert Prinslow, and City Councilor Tyler Thomas were in favor. Motion carried unanimously.

**COMMITTEE APPROVES THE BUDGET FOR FY 2020-2021.** Budget Committee Chairperson Jim Yonally said the Budget Public Hearing will be set over to May 18, 2020, to further review the Reserve Fund detail on page 31.

**ADJOURNMENT.** MSA/ City Council President James Audritsh / Budget Committee Member Joan Viers moved to adjourn the Budget Committee Meeting at 7:49 p.m. Budget Committee Memeber Joan Viers, Budget Committee Chairperson Jim Yonally, Budget Committee Member Ally Sobo, City Councilor James Audritsh, City Councilor Tyler Thomas, City Councilor Robert Prinslow, City Councilor Michelle Dodge in favor. Motion carried unanimously.

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

**ATTEST:**

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

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**Julie Hedden, Administrative Assistant, Transcribing/ Recording**

**CITY OF HUBBARD  
CITY COUNCIL MEETING MINUTES  
MAY 12, 2020**

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

**FLAG SALUTE:** City Council President James Audritsh led the group in reciting the Pledge of Allegiance.

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

**EXCUSED:** Mayor Charles Rostocil.

**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.

**PUBLIC HEARING.**

- 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.**

City Council President James Audritsh opened the Public Hearing at 7:03 p.m.

City Council President James Audritsh read the legislative hearing statement.

Director of Administration/City Recorder Vickie Nogle read a summary of the Memo dated May 4, 2020, that is a recommendation by Staff to continue the Public Hearing by motion on the Water Master Plan to the June 9, 2020, City Council Meeting.

MSA\City Councilor Robert Prinslow\City Councilor Tyler Thomas moved to continue the public hearing of the 2019 Hubbard Water Master Plan to the June 9, 2020 City Council Meeting. City Councilor Michelle Dodge, City Councilor Robert Prinslow, City Councilor Tyler Thomas, and City Councilor James Audritsh were in favor. Motion carried unanimously.

**COMMUNITY REPORTS.**

**A) Farmers Market – Bethany Zito**

Bethany Zito said they had their meeting a couple of weeks ago and talked about way to get the Farmers Market going without physical contact. She said one of the Commission Members had an idea to use the Facebook page to organize the vendors and buyers through the Facebook page. She stated they are working on a questionnaire for Vendors to see if that would work for them. B. Zito said this would be in place of the market until the Park is open.

**PAGE 2 – CITY COUNCIL MEETING MINUTES MAY 12, 2020**

Director of Administration/City Recorder Vickie Nogle said she would like to verify that it is ok to use the Facebook page in the way as describe, because everything the Farmers Market does has to be held for Public Record and retention purposes.

City Council President James Audritsh asked Bethany if she could email an outline of what the Farmers Market Commission would be doing on the Facebook page to the Director of Administration/City Recorder Vickie Nogle so she in turn could check with the City Attorney to make sure it is ok to utilize Facebook it in that way.

Bethany Zito said Amy is compiling a list of past vendors to keep them informed of the status of the Farmers Market. She stated the Garden is going strong. She asked when the Park is planning to open.

City Councilor Tyler Thomas said the City needs to follow the Governor's order. He stated it looks like it will come in Phase 1 of the reopening based on what he has read.

Public Works Superintendent Mike Krebs stated the Parks are open, but no more than 10 people, 6 ft apart. He stated Phase 1 allows 25 people at 6 ft apart, and Phase 2 will allow 100 people at 6ft apart, it looks like it will have to wait until Phase 2.

**MAYOR'S AND/OR COUNCIL'S PRESENTATIONS.** Councilor Michelle Dodge said the Hop Festival is cancelled this year because of the Governor's guidelines and the allowance of people that would be able to be in the park.

**STAFF REPORTS:**

**POLICE DEPARTMENT- Police Chief Dave Rash.** Police Chief Dave Rash said he received some information recently that the Municipal Code for peddling and solicitation is out of date because of recent court rulings. He stated he will have a presentation on the June City Council Meeting. Police Chief Dave Rash said door to door sales-people cannot be asked to register unless everyone is asked to register, which would include boy scouts, girl scouts, politicians, non-profits, etc.

Police Chief Dave Rash reported they did some Community Outreach by working with the Fire Department to do a parade for a 10 year old boy that could not have a conventional birthday. He said there was a young boy with some disabilities that is really into cars and trucks so Officer Bentley took him some vehicles and met with the family. Both were very well received, and the families were very happy.

City Councilor Michelle Dodge asked if there was any information regarding the car break-ins.

Police Chief Dave Rash said the break-ins seem to be coming more frequently, and they are trying to take a more proactive approach but does not want to get into any specifics. He stated the surrounding communities are also dealing with the issue. He said it seems to be the same motive, they are looking for cars to be unlocked and citizens need to lock their cars and take their valuables inside.

**PAGE 3 – CITY COUNCIL MEETING MINUTES MAY 12, 2020**

City Council President James Audritsh said that now is a good time to really push that on Social Media and asked City Councilor Michelle Dodge to help share that information.

Police Chief Dave Rash said he will post something on the Hubbard Police Page that she can share.

City Council President James Audritsh and City Councilor Robert Prinslow thanked the Police Department for their hard work.

**HUBBARD FIRE DISTRICT – Chief Joseph Budge.** Chief Joseph Budge said the Hubbard Volunteers continue to be available to serve through this crisis, there is still a good supply of PPE and none of the members have had any positive contact with the COVID virus. He also said the Volunteers got a chance to participate in a fire training this weekend so they could hone their skills and they all did a great job.

Chief Joseph Budge said there was a serious trauma at a Hemp Extraction facility on Industrial. A newer system that involved CO2 was being installed and a pipe burst, a technician was struck in the head and he was life flighted in Serious Condition.

**ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle.** Director of Administration/City Recorder Vickie Nogle said the Strategic Goal Planning Session is scheduled for June 17, 2020, at 3:00 p.m. She reminded the Council the first day to file for the 2020 Election is June 3, 2020.

City Councilor Robert Prinslow congratulated Director of Administration/City Recorder Vickie Nogle on getting her HR Certificate. He asked her what the City Rules are regarding how many Certificates a City Employee can get, and if there was a limit to the number of certificates and pay increases an employee can receive.

Director of Administration/City Recorder Vickie Nogle state an employee receives 2% for each certificate and there is a cap of 10%.

City Councilor Michelle Dodge asked if the Strategic Goal Planning Session will be in person or if it will be virtual.

Director of Administration/City Recorder Vickie Nogle said originally the City Council wanted to do it in person so it was scheduled for June 17, 2020. She said with the social distancing still in place the City Council may want to do it via Zoom.

There was a consensus of the City Council they would still like to do it in person if they can with social distancing.

**FINANCE DEPARTMENT – Finance Director Judy Smith.** Finance Director Judy Smith said the North Marion County Team Services contacted her and told her that 2 Familia was contacting Hispanic residents in the City and there is 1 resident that will be receiving help with their utility payment, but their maybe more residents that will be helped by this nonprofit group.

**PAGE 4 – CITY COUNCIL MEETING MINUTES MAY 12, 2020**

She stated Pastor Craig, who heads the organization; his wife came down with COVID-19. Furthermore, stated the Auditors are tentatively scheduled for August 26th & 27th and will be confirming with them soon.

City Council President James Audritsh asked what church Pastor Craig works out of.

Scott Stierle said he works out of the Lutheran Church in Aurora. [*Christ Lutheran Church of Auora*]

City Council President James Audritsh said donations can be made at that church on behalf of North Marion County Team Services.

**PUBLIC WORKS DEPARTMENT-Public Works Superintendent Michael Krebs.** Public Works Superintendent Mike Krebs said he talked with the Engineer and the UP Representative regarding the G Street sidewalk project and they are going to have an on-site meeting the end of June or first part of July.

City Council President James Audritsh said he is still working on seeing if we can get any financial assistance for the project.

Public Works Superintendent Mike Krebs said the plan is to push them until they get a permit from the State and UP, which is good for 1 year, and then get the funding.

City Council President James Audritsh asked if there is any update on the possible frisbee golf course.

Public Works Administrative Manager Melinda Olinger said the person that is interested on doing this is still working on getting all the information together. She said he will make a presentation at the City Council Meeting in June. M. Olinger said both her and Public Works Superintendent Mike Krebs feel that it could fit in very well at the Memorial Park and the gentleman is very excited about doing his presentation.

City Councilor Robert Prinslow thanked the Public Works Department for continuing to do a great job and keeping the park facilities open.

City Councilor Tyler Thomas thanked Tim from the Public Works Department for patching the pothole on 10<sup>th</sup> Street by his house.

Public Works Superintendent Mike Krebs said when the paving on 5<sup>th</sup> Street is being done, they hope to talk to the pavers and have them go out and do a professional once over on all the low spots in town. He stated the hope is to have them done after the first part of July.

**CONSENT AGENDA.**

**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 March 2020 Check Register.**

MSA/City Councilor Robert Prinslow/City Councilor Michelle Dodge motioned to approve the Consent Agenda as written. City Councilor Robert Prinslow, City Councilor Michelle Dodge, City Councilor Tyler Thomas, City Council President James Audritsh were in favor. Motion passed unanimously.

**APPEARANCE OF INTERESTED CITIZENS.** None.

**OTHER CITY BUSINESS.** City Council President James Audritsh wants the parks opened up as soon as possible and appreciates that the park restrooms facilities have stayed opened.

**ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS JUNE 9, 2020, AT 7:00 P.M.)** MSA/City Councilor Tyler Thomas/City Councilor Michelle Dodge motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor Tyler Thomas, City Councilor Michelle Dodge, City Council President James Audritsh were in favor. Meeting adjourned at 7:39 p.m.

**ATTEST:**

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

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

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Julie Hedden  
Administrative Assistant / Court Clerk  
Transcribing

**RESOLUTION NO. 701-2020**

**A RESOLUTION EXTENDING THE CITY OF HUBBARD'S WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF HUBBARD, AND REPEALING RESOLUTION NO. 670-2019.**

**Findings**

- A. The City of Hubbard contracts with SAIF (State Accident Insurance Fund) for workers' compensation coverage for City employees and volunteers.
- B. SAIF requires the City to specify the classes of volunteers it wishes to cover on the annual Volunteer Election Form.

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

- 1. Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on payroll schedule and verified at audit:

**a. Public Safety Volunteers**

**Applicable** \_\_\_\_\_ **Non-applicable** **X**\_\_\_\_\_

An assumed monthly wage of \$800 per month will be used for public safety volunteers in the following positions:

- Police reserve
- Search and rescue
- Firefighter
- Emergency medical personnel
- Ambulance drivers
- Other

**b. Volunteer boards, commissions for the performance of administrative duties.**

**Applicable** **X** **Non-applicable** \_\_\_\_\_

Oregon minimum wage will serve as assumed wage for both premium and benefits calculations and will be used per each volunteer board, commission for the performance of administrative duties. The covered bodies are:

- 1. Planning Commission
- 3. Budget Committee
- 4. Farmers Market Committee

**c. Volunteer council positions for the performance of administrative duties.**

**Applicable**  **Non-applicable**

Council volunteer positions stipend would be assumed for the performance of administrative duties.

**d. Manual labor by elected officials.**

**Applicable**  **Non-applicable**

Oregon minimum wage will serve as assumed wage for both premium and benefits calculations for public officials for the performance of non-administrative duties other than those covered in paragraph 2 above.

**d. Non-public safety volunteers**

**Applicable**  **Non-applicable**

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. SAIF will assign the appropriate classification code according to the type of volunteer work being performed.

**Parks and recreation**

Senior center

Public works

Library

Other – Police Office worker

**e. Public Events**

**Applicable**  **Non-applicable**

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation:

**Farmers Market**

**f. Community Service Volunteers/Inmates**

**Applicable**  **Non-applicable**

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by the City of Hubbard.

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

**g. Other volunteers**

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that the City of Hubbard:

1. Provides at least two weeks' advance written notice to SAIF underwriting requesting the coverage
2. SAIF approves the coverage and date of coverage
3. SAIF provides written confirmation of coverage

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster.

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

**Section 1.** The City of Hubbard agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

**Section 2.** To provide worker's compensation coverage as indicated above.

**Section 3.** Resolution No. 670-2019 is hereby repealed.

**ADOPTED BY THE CITY COUNCIL** this 9th day of June 2020.

**APPROVED:**

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

**ATTEST:**

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Vickie Nogle, MMC  
Director of Administration/City Recorder

**APPROVED AS TO FORM:**

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Beery, Elsner, & Hammond, City Attorney  
Resolution No 701-2020  
Adopted June 9, 2020

**RESOLUTION NO. 695-2020**

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

**Findings**

- A. Two public hearings were held on the receipt and expenditure of state revenue sharing funds for fiscal year 2020-2021, now, therefore,

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

1. Pursuant to ORS 221.770, the City of Hubbard hereby elects to receive state revenues for fiscal year 2020-2021.

**ADOPTED BY THE CITY COUNCIL** this 9th day of June, 2020.

**APPROVED:**

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

**ATTEST:**

\_\_\_\_\_  
Vickie Nogle, MMC  
Director of Administration/City Recorder

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Berry, Elsner, & Hammond, City Attorney

I certify that a public hearing before the Budget Committee was held on May 18, 2020, and a public hearing before the City Council was held on June 9, 2020, giving citizens opportunity to comment on use of State Revenue Sharing.

\_\_\_\_\_  
Vickie Nogle, MMC  
Director of Administration/City Recorder

**RESOLUTION NO. 696-2020**

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

**Findings**

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

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

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

**ADOPTED BY THE CITY COUNCIL** this 9th day of June 2020.

**APPROVED:**

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

**ATTEST:**

\_\_\_\_\_  
Vickie Nogle, MMC  
Director of Administration/City Recorder

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Berry, Elsner, & Hammond, City Attorney

**RESOLUTION NO. 697-2020**

**A RESOLUTION ADOPTING THE 2020-2021 FISCAL YEAR BUDGET,  
APPROPRIATING FUNDS AND LEVYING PROPERTY TAXES FOR THE  
FISCAL YEAR 2020-2021.**

**Findings**

- A. The Budget Committee approved a budget and imposed property taxes for the City of Hubbard for the fiscal year 2020-2021 on May 18, 2020, and
- B. A public hearing on the budget for fiscal year 2020-2021 was held before the City Council on June 9, 2020, and
- C. Now is the proper time to adopt the budget, make appropriations, declare and categorize the taxes,

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

**Section 1.** That the City Council of the City of Hubbard hereby adopts the budget for fiscal year 2020-2021 in the sum of \$9,344,928 now on file in the office of the City Recorder.

**Section 2.** That the amounts for the fiscal year beginning July 1, 2020 and for the purposes shown below are hereby appropriated as follows:

General Fund

Admin	\$	203,682
Court		66,922
Council		25,200
Community Development		119,620
Police		1,298,872
Parks		184,383
Transfers		0
Contingency		284,802
Total	\$	<u>2,183,481</u>

Street Fund

Street	\$	247,620
Transfers		24,300
Contingency		40,788
Total	\$	<u>312,708</u>

Street Construction Fund

Street Construction	\$	177,420
Transfers		975
Contingency		26,759
Total	\$	<u>205,154</u>

Reserve Fund

Capital Outlay	\$	<u>279,424</u>
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Parks Improvement Fund			
	Parks Improvement	\$	236,140
	Transfers		870
	Contingency		35,552
	Total	\$	<u>272,562</u>

Sewer Fund			
	Sewer	\$	374,767
	Transfers		105,486
	Contingency		72,038
	Total	\$	<u>552,291</u>

Sewer Construction Fund			
	Sewer Construction	\$	130,000
	Transfers		1,650
	Contingency		19,748
	Total	\$	<u>151,398</u>

Sewer Bond Fund			
	Debt Service	\$	<u>54,486</u>

Water Fund			
	Water	\$	352,849
	Transfers		150,626
	Contingency		75,521
	Total	\$	<u>578,996</u>

Water Construction Fund			
	Water Construction	\$	130,000
	Transfers		1,650
	Contingency		19,748
	Total	\$	<u>151,398</u>

Water Bond			
	Debt Service	\$	<u>95,727</u>

Total Appropriations	\$	<u>4,837,625</u>
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Total Reserve for Future Expenditures All Funds	\$	<u>4,507,303</u>
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TOTAL ADOPTED BUDGET	\$	<u>9,344,928</u>
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**Section 3.** The City Council of the City of Hubbard hereby imposes that taxes provided for in the adopted budget at the rate of \$3.9772 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2020-2021 upon the assessed value of all taxable property within the City. The following allocation and categorization, subject to the limits of Section 11b, Article XI of the Oregon Constitution, make up the aggregate levy.

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

**ADOPTED BY THE CITY COUNCIL** this 9th day of June 2020.

**APPROVED:**

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

**ATTEST:**

\_\_\_\_\_  
Vickie Nogle, MMC  
Director of Administration/City Recorder

**Approved as to form:**

\_\_\_\_\_  
Berry, Elsner, & Hammond, City Attorney

# **City of Hubbard Approved Budget**

## **Fiscal Year 2020-2021**



# City of Hubbard Annual Budget

For the Fiscal Year

July 1, 2020 – June 30, 2021

## **ELECTED MEMBERS:**

Charles Rostocil, Mayor  
James Audritsh, Council President  
Michelle Dodge, Council Member  
Robert Prinslow, Council Member  
Tyler Thomas, Council Member

## **APPOINTED MEMBERS:**

Alicia Sobo – 2018-2020  
Vacant – 2018-2020  
Jim Yonlley – 2019-2021  
Joan Viers – 2019-2021  
Vacant – 2020-2022



## Fiscal Year 2020/21 Budget Message

Date: May 5, 2020

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

The proposed budget for the Fiscal Year of July 1, 2020 to June 30, 2021, is respectfully submitted for your review and consideration.

I would first like to address the COVID-19 pandemic and how it has impacted our City, and what may unfold in the future. COVID-19 has impacted our Citizens and kept everyone at home except First Responders and Essential employees. Municipal Court revenues have declined due to the restrictions, and courts have been pushed out to approximately June/July 2020. Utility billings have been steady, but with more Citizens on the "Stay At Home" order, collections have been slow but steady. The City has been able to help ease the burden by not shutting off water services for non-payment, but instead documenting payment arrangements for citizens who cannot pay the full amount all at once. We have been forced to conduct business in very different ways, and our Citizens are some of the greatest because payments have been steady.

Even with the COVID-19 restrictions, for the FY2020-2021 budget, franchise fees are expected to be steady, State Shared Revenues are up for Liquor and Marijuana, but Gas Tax is predicted to severely decline with less people driving. Local Marijuana shops have been consistent in providing the City with increased revenue. Property tax revenues were approved as of January 1, 2020, and have already been assessed and are expected to fall in line with prior years. The City's property tax permanent tax rate of ~~\$3.9921~~ \$3.9772 per \$1,000 is applied against the estimated assessed value of \$241,294,435 which includes a 3.5% estimated growth increase. The property tax revenue estimate of \$924,740 included in the budget, is approximately 4% less than the levy amount in order to accommodate the effect of delinquent payments and discounts.

The budget has been prepared with all departments fully staffed. The proposed cost of living increase adjustment (COLA) for the FY2020-2021 salary schedule is 2.69% applied to all full time positions. The COLA is based on figures reported by the Bureau of Labor Statistics Consumer Price Index (CPI) reflecting the buying habits of all urban households. The City of Hubbard's blended average from the Pacific Size Class which is a division of the West region including cities of CA, OR, WA, AK, and HI is estimated at 2.69%. Estimated increase to Personnel Services are slightly higher than last year due to departments being fully staffed, annual step increases, the COLA increase, and the increases to PERS and employee benefits. Overtime pay is budgeted in each department to reduce the accumulation of compensatory, holiday and vacation time in excess of the maximum allowed. Overtime pay continues to be budgeted in the Police Department for the Annual Hop Festival security and work related to Traffic Safety Grants. In the Public Works Departments salaries include 'stand by pay', which is equivalent to 8 hours of straight pay per week.

The City of Hubbard obtains group medical insurance through City County Insurance Services (CIS). CIS has notified the City that Medical and Dental insurance premiums will increase by approximately 5% over the current premiums. No increases to PERS until July 1, 2021. The City is also budgeting for the Retired Employees PERS Senate Bill 1049. This bill requires employers to pay employer contributions on PERS retirees' salary as if they were an active member, but not any IAP (6%) contributions. Workers Compensation is budgeted with a less than 1% increase.

The City of Hubbard recently annexed an approximate 54.06 acres into the City of Hubbard with 20.39 acres zoned as R3-High Density Residential and 33.68 zoned R3-Medium Density Residential. The City currently does not have any active subdivision applications but may see growth in the near future. The City has estimated five potential Single Family Residences (SFR) for infill lots within the City of Hubbard.

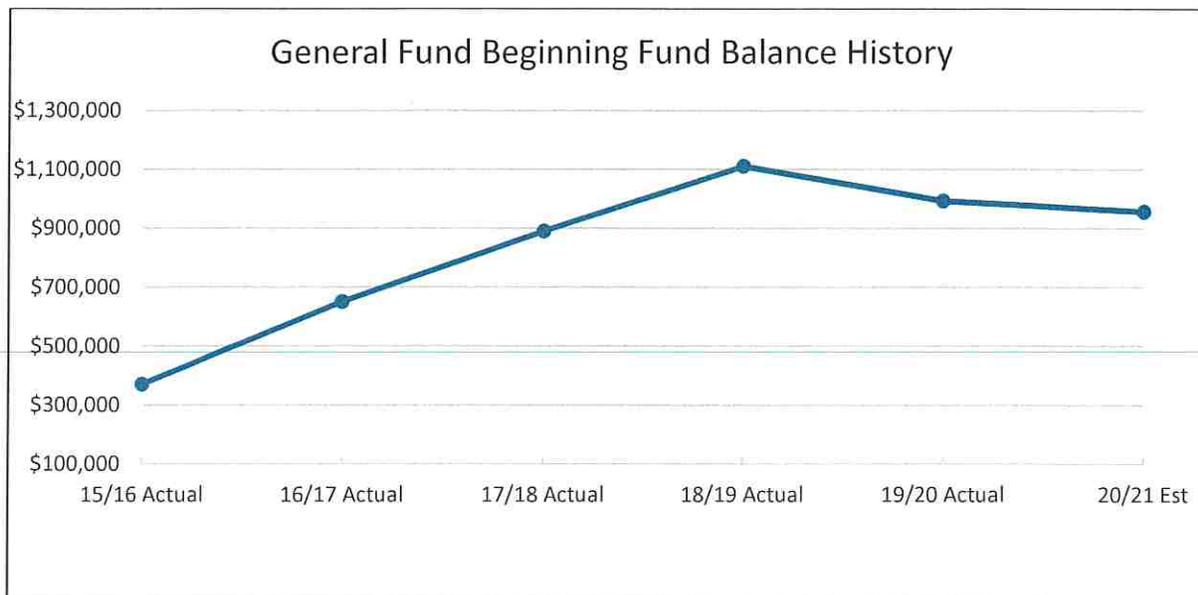
The City has entered into an Intergovernmental Agreement with Marion County. The program is called Community Prosperity Initiative. This program is to implement projects within Marion County that have economic development significance. The funding is made possible through proceeds received from the Oregon Economic Development Video Lottery Grant Program. This agreement is for a three year period ending June 30, 2022. The total amount received under this agreement will be \$45,000 and will be distributed in \$15,000 payments for each year of the agreement. The funds must be used on a project that has economic development significance and help accomplish at least one goal outlined in the Marion County Development Strategic Plan. During February 2020 the City received the first installment of \$15,000 and is working with City Council on developing a Goal Setting/Strategic Plan process in FY2020-2021.

Included in the FY2020-2021 budget is a proposed fleet plan for the Police vehicles. Adding a fleet program was discussed between City staff and has proven to be a more efficient costing plan and a beneficial plan for both Police employees and the vehicles they drive to keep our City safe. A fleet program would lower maintenance expenditures, and vehicles would be rotated on a regular basis to have newer more reliable vehicles available to our Police and City employees.

Staff continues to work diligently to keep expenditures at a minimum and continues to streamline procedures to increase productivity while cutting costs.

### General Fund

Early in 2015-2016 it was brought to the Council and Budget Committees' attention that the General Fund's ending fund balance was not sufficient to cover requirements for the start of the next fiscal year. As shown in the chart below the ending fund balance was very low. The chart also shows a positive incline for the City in the past few years, and is projected to level off next year. The General Fund has a sufficient ending fund balance to cover any unanticipated expenditures. Our goal is to ensure that annual expenses remain lower than projected revenues, while providing the services our citizens expect from their local government.



The General Fund benefited due to development of the Kooiman Estates subdivision during 2018-19 FY. The City will see decreased revenue in License and Permits, as well as Transfers In (from the construction funds for System Development Charges). The General Fund will continue seeing an

increase in Property Tax revenue and Franchise Fees in the upcoming year. This revenue will be constant revenue and will provide funding for additional services and/or projects throughout the community.

Expenditures are being budgeted at a lower level than the 2019-2020 adopted budget with regular annual increases to utilities and insurance.

### **Street, Sewer, Water and Park Improvement Funds**

Staff anticipates service levels will remain static throughout the fully staffed Public Works department. Public Works administration and operations continue to work on back-logged projects, as well as training new staff, and continuing to move forward with both routine and new project tasks.

Each year, Staff evaluates and adjusts the Gas Tax split for the Streets and Street Construction Funds. The 2020-2021 budget reflects a 75/25 split (Streets/Street Construction).

Per the 2012 Water & Wastewater Rate Study recommendations, a sewer rate increase of \$2.18 per billing cycle and a water rate increase of \$1.74 per billing cycle are included in the 2020/21 budget.

The Sewer Construction budget reflects the beginning of the engineering phase of the water re-use project. Staff continues to wait for official direction from DEQ before beginning this project. As of April 22, 2020, \$911,003 has been collected for the water re-use project. Also, the Street Construction Capital Outlay includes funding for the following pending projects:

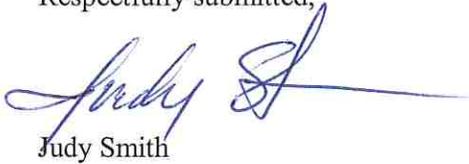
- 5<sup>th</sup> Street (between “G” & “J” Streets) Sidewalk & Paving Improvements Project (dependent on favorable project bid costs, this project scope may be extended to “F” Street)
- “G” Street (between Pacific Hwy. 99E & 2<sup>nd</sup> Street) Phase Two Planter Project
- A portion of the “G” Street (between 2<sup>nd</sup> & 3<sup>rd</sup> Streets) Sidewalk Project.

The Park Improvement capital outlay fund includes funds for two pending park projects: Barendse Park Walking Path Lighting project, and the Tennis Court Rehab project. These projects were chosen to move forward from the list of recommended projects within the City of Hubbard’s Parks Master Plan.

The Water Construction budget reflects the beginning engineering phase of the static water increase project. As of April 22, 2020, \$550,847 has been collected for this project. The Water Master Plan Update project is scheduled to be complete by June 30, 2020. This Water Master Plan provides guidance towards rough cost estimates for the various options to complete the static water increase project. In 2020-21, Council and Staff will determine the best path for moving forward on this project and begin the preliminary engineering phase.

The City is moving forward in a positive direction with healthy fund balances which will allow the City to focus on setting goals and begin funding the services/projects desired. Our focus will continue to be – keeping our priorities balanced in the face of rising costs and uncertain revenues. I would like to acknowledge and thank the City of Hubbard’s management team and staff for their efforts in contributing to the process in developing this budget. This is always a challenging time for all City staff adding to the already full workloads.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Judy Smith", with a long horizontal flourish extending to the right.

Judy Smith

Budget Officer/Finance Director

City of Hubbard  
 Approved Budget  
 Summary of Resources and  
 Requirements - All Funds  
 FY 2020-2021

2018 Actual	2019 Actual	2020 Adopted	All Funds	2021 Proposed	2021 Approved	2021 Adopted
2,749,676	3,467,002	4,166,286	Beginning Fund Balance	5,408,244	5,408,244	-
820,586	897,259	931,880	Property Taxes	949,740	949,740	-
184,245	185,690	184,200	Franchise Fees	193,300	193,300	-
77,061	131,153	106,065	License and Permits	109,380	109,380	-
1,286,315	1,616,372	1,484,807	Charges for Services	1,372,934	1,372,934	-
319,672	382,946	392,555	Intergovernmental Revenue	384,000	384,000	-
1,835	129,720	57,000	Grants	302,200	302,200	-
232,948	241,781	229,700	Fines and Fees	242,373	242,373	-
104,741	149,111	164,540	Miscellaneous	97,200	97,200	-
371,636	411,136	360,431	Transfers from other Funds	285,557	285,557	-
<b>6,148,715</b>	<b>7,612,169</b>	<b>8,077,464</b>	<b>Total</b>	<b>9,344,928</b>	<b>9,344,928</b>	<b>-</b>
1,103,703	1,380,494	1,727,265	Personnel Services	1,835,338	1,835,338	-
1,085,727	946,925	1,130,002	Materials and Services	1,038,577	1,038,577	-
150,213	150,213	150,213	Debt Service	150,213	150,213	-
201,971	360,874	984,759	Capital Outlay	952,984	952,984	-
371,636	411,136	360,431	Transfers	285,557	285,557	-
-	-	3,516,701	Contingency	574,956	574,956	-
3,235,464	4,362,528	208,093	Reserve for Future Expenditures	4,507,303	4,507,303	-
<b>6,148,715</b>	<b>7,612,169</b>	<b>8,077,464</b>	<b>Total</b>	<b>9,344,928</b>	<b>9,344,928</b>	<b>-</b>

**City of Hubbard**  
**Approved Budget**  
**Resources**  
**FY 2020-2021**

2018 Actual	2019 Actual	2020 Adopted	All Funds Resources	2021 Proposed	2021 Approved	2021 Adopted
2,749,676	3,467,002	4,166,286	Beginning Fund Balance	5,408,244	5,408,244	-
820,586	897,259	931,880	Property Taxes	949,740	949,740	-
184,245	185,690	184,200	Franchise Fees	193,300	193,300	-
77,061	131,153	106,065	License and Permits	109,380	109,380	-
1,286,315	1,616,372	1,484,807	Charges for Services	1,372,934	1,372,934	-
319,672	382,946	392,555	Intergovernmental Revenue	384,000	384,000	-
1,835	129,720	57,000	Grants	302,200	302,200	-
232,948	241,781	229,700	Fines and Fees	242,373	242,373	-
104,741	149,111	164,540	Miscellaneous	97,200	97,200	-
371,636	411,136	360,431	Transfers from other Funds	285,557	285,557	-
<b>6,148,715</b>	<b>7,612,169</b>	<b>8,077,464</b>	<b>Total</b>	<b>9,344,928</b>	<b>9,344,928</b>	-

2018 Actual	2019 Actual	2020 Adopted	All Funds Resources	2021 Proposed	2021 Approved	2021 Adopted
<u>General Fund</u>						
370,480	650,775	805,852	Beginning Fund Balance	1,185,164	1,185,164	-
820,586	897,259	931,880	Property Taxes	949,740	949,740	-
184,245	185,690	184,200	Franchise Fees	193,300	193,300	-
76,251	124,088	102,465	License and Permits	107,630	107,630	-
93,356	127,468	126,200	Intergovernmental Revenue	144,000	144,000	-
1,835	8,434	7,000	Grants	7,000	7,000	-
232,948	241,781	229,700	Fines and Fees	242,373	242,373	-
48,905	80,936	94,250	Miscellaneous	51,200	51,200	-
151,936	144,135	140,287	Transfers from other Funds	135,344	135,344	-
<b>1,980,542</b>	<b>2,460,565</b>	<b>2,621,834</b>	<b>Total</b>	<b>3,015,751</b>	<b>3,015,751</b>	-

<u>Street Fund</u>						
111,088	108,653	48,456	Beginning Fund Balance	96,663	96,663	-
810	7,065	3,600	License and Permits	1,750	1,750	-
83,976	90,363	93,104	Charges for Services	100,000	100,000	-
134,644	168,363	184,766	Intergovernmental Revenue	165,000	165,000	-
4,132	8,763	9,100	Miscellaneous	5,100	5,100	-
-	-	-	Transfer In - General Fund	-	-	-
<b>334,651</b>	<b>383,207</b>	<b>339,026</b>	<b>Total</b>	<b>368,513</b>	<b>368,513</b>	-

**City of Hubbard**  
**Approved Budget**  
**Resources**  
**FY 2020-2021**

2018 Actual	2019 Actual	2020 Adopted	All Funds Resources	2021 Proposed	2021 Approved	2021 Adopted
<u>Street Construction Fund</u>						
206,203	286,219	317,933	Beginning Fund Balance	316,492	316,492	-
16,639	83,337	40,330	Charges for Services	20,395	20,395	-
72,501	72,156	61,589	Intergovernmental Revenue	55,000	55,000	-
-	-	50,000	Grants	100,000	100,000	-
4,345	8,259	8,400	Miscellaneous	3,000	3,000	-
<u>299,688</u>	<u>449,970</u>	<u>478,252</u>	<u>Total</u>	<u>494,887</u>	<u>494,887</u>	<u>-</u>
<u>Reserve Fund</u>						
143,928	194,205	170,914	Beginning Fund Balance	279,423	279,423	-
155	1,041	1,000	Miscellaneous	850	850	-
69,487	116,788	69,931	Transfers from other Funds	-	-	-
<u>213,570</u>	<u>312,035</u>	<u>241,845</u>	<u>Total</u>	<u>280,273</u>	<u>280,273</u>	<u>-</u>
<u>Park Improvement Fund</u>						
311,439	220,781	205,301	Beginning Fund Balance	370,439	370,439	-
-	86,511	42,610	Charges for Services	21,510	21,510	-
19,171	14,960	20,000	Intergovernmental Revenue	20,000	20,000	-
-	121,286	-	Grants	195,200	195,200	-
1,854	772	700	Miscellaneous	300	300	-
<u>332,464</u>	<u>444,309</u>	<u>268,611</u>	<u>Total</u>	<u>607,449</u>	<u>607,449</u>	<u>-</u>
<u>Sewer Fund</u>						
127,592	125,623	85,304	Beginning Fund Balance	110,134	110,134	-
441,137	464,199	479,266	Charges for Services	480,000	480,000	-
646	175	150	Miscellaneous	30	30	-
<u>569,375</u>	<u>589,997</u>	<u>564,720</u>	<u>Total</u>	<u>590,164</u>	<u>590,164</u>	<u>-</u>
<u>Sewer Construction Fund</u>						
672,866	882,272	1,337,987	Beginning Fund Balance	1,564,380	1,564,380	-
187,636	268,481	206,362	Charges for Services	166,180	166,180	-
-	-	-	Transfers from other Funds	-	-	-
5,006	7,534	7,800	Miscellaneous	3,000	3,000	-
<u>865,507</u>	<u>1,158,287</u>	<u>1,552,149</u>	<u>Total</u>	<u>1,733,560</u>	<u>1,733,560</u>	<u>-</u>

**City of Hubbard**  
**Approved Budget**  
**Resources**  
**FY 2020-2021**

2018 Actual	2019 Actual	2020 Adopted	All Funds Resources	2021 Proposed	2021 Approved	2021 Adopted
<u>Sewer Bond Fund</u>						
38,128	38,459	39,464	Beginning Fund Balance	94,718	94,718	-
428	744	800	Miscellaneous	800	800	-
54,486	54,486	54,486	Transfers from other Funds	54,486	54,486	-
<u>93,042</u>	<u>93,690</u>	<u>94,750</u>	<u>Total</u>	<u>150,004</u>	<u>150,004</u>	<u>-</u>
<u>Water Fund</u>						
209,376	258,836	327,925	Beginning Fund Balance	355,736	355,736	-
429,195	452,104	480,625	Charges for Services	474,625	474,625	-
33,702	32,504	33,740	Miscellaneous	28,840	28,840	-
<u>672,273</u>	<u>743,444</u>	<u>842,290</u>	<u>Total</u>	<u>859,201</u>	<u>859,201</u>	<u>-</u>
<u>Water Construction Fund</u>						
476,130	618,636	744,507	Beginning Fund Balance	951,968	951,968	-
127,732	171,377	142,510	Charges for Services	110,224	110,224	-
5,416	8,151	8,400	Miscellaneous	4,000	4,000	-
-	-	-	Transfers from other Funds	-	-	-
<u>609,278</u>	<u>798,165</u>	<u>895,417</u>	<u>Total</u>	<u>1,066,192</u>	<u>1,066,192</u>	<u>-</u>
<u>Water Bond Fund</u>						
82,447	82,542	82,643	Beginning Fund Balance	83,127	83,127	-
153	231	200	Miscellaneous	80	80	-
95,727	95,727	95,727	Transfers from other Funds	95,727	95,727	-
<u>178,327</u>	<u>178,500</u>	<u>178,570</u>	<u>Total</u>	<u>178,934</u>	<u>178,934</u>	<u>-</u>

**City of Hubbard**  
**Approved Budget**  
**Resources**  
**FY 2020-2021**

2018 Actual	2019 Actual	2020 Adopted	All Funds Resources	2021 Proposed	2021 Approved	2021 Adopted
1,980,542	2,460,565	2,621,834	General Fund	3,015,751	3,015,751	-
334,651	383,207	339,026	Street Fund	368,513	368,513	-
299,688	449,970	478,252	Street Construction Fund	494,887	494,887	-
213,570	312,035	241,845	Reserve Fund	280,273	280,273	-
332,464	444,309	268,611	Park Improvement Fund	607,449	607,449	-
569,375	589,997	564,720	Sewer Fund	590,164	590,164	-
865,507	1,158,287	1,552,149	Sewer Construction Fund	1,733,560	1,733,560	-
93,042	93,690	94,750	Sewer Bond Fund	150,004	150,004	-
672,273	743,444	842,290	Water Fund	859,201	859,201	-
609,278	798,165	895,417	Water Construction Fund	1,066,192	1,066,192	-
178,327	178,500	178,570	Water Bond Fund	178,934	178,934	-
<b>6,148,715</b>	<b>7,612,169</b>	<b>8,077,464</b>	<b>Total</b>	<b>9,344,928</b>	<b>9,344,928</b>	<b>-</b>

2018 Actual	2019 Actual	2020 Adopted	All Funds Resources	2021 Proposed	2021 Approved	2021 Adopted
<u>General Fund</u>						
370,480	650,775	805,852	Beginning Fund Balance	1,185,164	1,185,164	-
820,586	897,259	931,880	Property Taxes	949,740	949,740	-
184,245	185,690	184,200	Franchise Fees	193,300	193,300	-
76,251	124,088	102,465	License and Permits	107,630	107,630	-
93,356	127,468	126,200	Intergovernmental Revenue	144,000	144,000	-
1,835	8,434	7,000	Grants	7,000	7,000	-
232,948	241,781	229,700	Fines and Fees	242,373	242,373	-
48,905	80,936	94,250	Miscellaneous	51,200	51,200	-
151,936	144,135	140,287	Transfers from other Funds	135,344	135,344	-
<b>1,980,542</b>	<b>2,460,565</b>	<b>2,621,834</b>	<b>Total</b>	<b>3,015,751</b>	<b>3,015,751</b>	<b>-</b>

<u>Street Fund</u>						
111,088	108,653	48,456	Beginning Fund Balance	96,663	96,663	-
810	7,065	3,600	License and Permits	1,750	1,750	-
83,976	90,363	93,104	Charges for Services	100,000	100,000	-
134,644	168,363	184,766	Intergovernmental Revenue	165,000	165,000	-
4,132	8,763	9,100	Miscellaneous	5,100	5,100	-
-	-	-	Transfer In - General Fund	-	-	-
<b>334,651</b>	<b>383,207</b>	<b>339,026</b>	<b>Total</b>	<b>368,513</b>	<b>368,513</b>	<b>-</b>

**City of Hubbard**  
**Approved Budget**  
**Resources**  
**FY 2020-2021**

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16,639	83,337	40,330	Charges for Services	20,395	20,395	-
72,501	72,156	61,589	Intergovernmental Revenue	55,000	55,000	-
-	-	50,000	Grants	100,000	100,000	-
4,345	8,259	8,400	Miscellaneous	3,000	3,000	-
<u>299,688</u>	<u>449,970</u>	<u>478,252</u>	<u>Total</u>	<u>494,887</u>	<u>494,887</u>	<u>-</u>
<u>Reserve Fund</u>						
143,928	194,205	170,914	Beginning Fund Balance	279,423	279,423	-
155	1,041	1,000	Miscellaneous	850	850	-
69,487	116,788	69,931	Transfers from other Funds	-	-	-
<u>213,570</u>	<u>312,035</u>	<u>241,845</u>	<u>Total</u>	<u>280,273</u>	<u>280,273</u>	<u>-</u>
<u>Park Improvement Fund</u>						
311,439	220,781	205,301	Beginning Fund Balance	370,439	370,439	-
-	86,511	42,610	Charges for Services	21,510	21,510	-
19,171	14,960	20,000	Intergovernmental Revenue	20,000	20,000	-
-	121,286	-	Grants	195,200	195,200	-
1,854	772	700	Miscellaneous	300	300	-
<u>332,464</u>	<u>444,309</u>	<u>268,611</u>	<u>Total</u>	<u>607,449</u>	<u>607,449</u>	<u>-</u>
<u>Sewer Fund</u>						
127,592	125,623	85,304	Beginning Fund Balance	110,134	110,134	-
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<u>569,375</u>	<u>589,997</u>	<u>564,720</u>	<u>Total</u>	<u>590,164</u>	<u>590,164</u>	<u>-</u>
<u>Sewer Construction Fund</u>						
672,866	882,272	1,337,987	Beginning Fund Balance	1,564,380	1,564,380	-
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-	-	-	Transfers from other Funds	-	-	-
5,006	7,534	7,800	Miscellaneous	3,000	3,000	-
<u>865,507</u>	<u>1,158,287</u>	<u>1,552,149</u>	<u>Total</u>	<u>1,733,560</u>	<u>1,733,560</u>	<u>-</u>

**City of Hubbard**  
**Approved Budget**  
**Resources**  
**FY 2020-2021**

2018 Actual	2019 Actual	2020 Adopted	All Funds Resources	2021 Proposed	2021 Approved	2021 Adopted
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428	744	800	Miscellaneous	800	800	-
54,486	54,486	54,486	Transfers from other Funds	54,486	54,486	-
<u>93,042</u>	<u>93,690</u>	<u>94,750</u>	<u>Total</u>	<u>150,004</u>	<u>150,004</u>	<u>-</u>
<u>Water Fund</u>						
209,376	258,836	327,925	Beginning Fund Balance	355,736	355,736	-
429,195	452,104	480,625	Charges for Services	474,625	474,625	-
33,702	32,504	33,740	Miscellaneous	28,840	28,840	-
<u>672,273</u>	<u>743,444</u>	<u>842,290</u>	<u>Total</u>	<u>859,201</u>	<u>859,201</u>	<u>-</u>
<u>Water Construction Fund</u>						
476,130	618,636	744,507	Beginning Fund Balance	951,968	951,968	-
127,732	171,377	142,510	Charges for Services	110,224	110,224	-
5,416	8,151	8,400	Miscellaneous	4,000	4,000	-
-	-	-	Transfers from other Funds	-	-	-
<u>609,278</u>	<u>798,165</u>	<u>895,417</u>	<u>Total</u>	<u>1,066,192</u>	<u>1,066,192</u>	<u>-</u>
<u>Water Bond Fund</u>						
82,447	82,542	82,643	Beginning Fund Balance	83,127	83,127	-
153	231	200	Miscellaneous	80	80	-
95,727	95,727	95,727	Transfers from other Funds	95,727	95,727	-
<u>178,327</u>	<u>178,500</u>	<u>178,570</u>	<u>Total</u>	<u>178,934</u>	<u>178,934</u>	<u>-</u>

**City of Hubbard  
Approved Budget  
Requirements  
FY 2020-2021**

2018 Actual	2019 Actual	2020 Adopted	All Funds Requirements	2021 Proposed	2021 Approved	2021 Adopted
1,103,703	1,380,494	1,727,265	Personnel Services	1,835,338	1,835,338	-
1,085,727	946,925	1,130,002	Materials and Services	1,038,577	1,038,577	-
150,213	150,213	150,213	Debt Service	150,213	150,213	-
201,971	360,874	984,759	Capital Outlay	952,984	952,984	-
371,636	411,136	360,431	Transfers	285,557	285,557	-
-	-	3,516,701	Contingency	574,956	574,956	-
3,235,464	4,362,528	208,093	Reserve for Future Expenditu	4,507,303	4,507,303	-
<b>6,148,715</b>	<b>7,612,169</b>	<b>8,077,464</b>	<b>Total</b>	<b>9,344,928</b>	<b>9,344,928</b>	-

2018 Actual	2019 Actual	2020 Adopted	All Funds Requirements	2021 Proposed	2021 Approved	2021 Adopted
<u>General Fund</u>						
695,776	951,196	1,191,950	Personnel Services	1,262,429	1,262,429	-
631,107	553,304	638,085	Materials and Services	636,250	636,250	-
-	-	56,000	Capital Outlay	-	-	-
43,699	83,943	47,731	Transfers	-	-	-
-	-	688,068	Contingency	284,802	284,802	-
609,960	872,122	-	Reserve for Future Expenditu	832,270	832,270	-
<b>1,980,542</b>	<b>2,460,565</b>	<b>2,621,834</b>	<b>Total</b>	<b>2,183,481</b>	<b>3,015,751</b>	-

<u>Street Fund</u>						
103,932	123,976	130,954	Personnel Services	139,893	139,893	-
141,393	103,100	129,700	Materials and Services	107,727	107,727	-
38,346	32,274	31,022	Transfers	24,300	24,300	-
-	-	47,350	Contingency	40,788	40,788	-
50,980	123,856	-	Reserve for Future Expenditu	55,805	55,805	-
<b>334,651</b>	<b>383,207</b>	<b>339,026</b>	<b>Total</b>	<b>368,513</b>	<b>368,513</b>	-

<u>Street Construction Fund</u>						
-	-	-	Materials and Services	-	-	-
91	162,631	265,900	Capital Outlay	177,420	177,420	-
-	2,697	1,940	Transfers	975	975	-
-	-	210,412	Contingency	26,759	26,759	-
299,596	284,641	-	Reserve for Future Expenditu	289,733	289,733	-
<b>299,688</b>	<b>449,970</b>	<b>478,252</b>	<b>Total</b>	<b>494,887</b>	<b>494,887</b>	-

**City of Hubbard**  
**Approved Budget**  
**Requirements**  
**FY 2020-2021**

2018 Actual	2019 Actual	2020 Adopted	All Funds Requirements	2021 Proposed	2021 Approved	2021 Adopted
<u>Reserve Fund</u>						
39,823	82,454	156,859	Capital Outlay	279,424	279,424	-
173,746	229,581	84,986	Reserve for Future Expenditu	849	849	-
<u>213,570</u>	<u>312,035</u>	<u>241,845</u>	<u>Total</u>	<u>280,273</u>	<u>280,273</u>	<u>-</u>
<u>Park Improvement Fund</u>						
-	-	-	Materials and Services	-	-	-
157,403	-	226,000	Capital Outlay	236,140	236,140	-
-	2,282	1,710	Transfers	870	870	-
-	-	40,901	Contingency	35,552	35,552	-
175,060	442,027	-	Reserve for Future Expenditu	334,887	334,887	-
<u>332,464</u>	<u>444,309</u>	<u>268,611</u>	<u>Total</u>	<u>607,449</u>	<u>607,449</u>	<u>-</u>
<u>Sewer Fund</u>						
180,594	164,621	226,361	Personnel Services	220,967	220,967	-
169,288	157,971	156,786	Materials and Services	153,800	153,800	-
129,442	122,611	110,592	Transfers	105,486	105,486	-
-	-	70,981	Contingency	72,038	72,038	-
90,051	144,794	-	Reserve for Future Expenditu	37,873	37,873	-
<u>569,375</u>	<u>589,997</u>	<u>564,720</u>	<u>Total</u>	<u>590,164</u>	<u>590,164</u>	<u>-</u>
<u>Sewer Construction Fund</u>						
-	-	-	Materials and Services	-	-	-
-	-	130,000	Capital Outlay	130,000	130,000	-
-	5,009	3,220	Transfers	1,650	1,650	-
-	-	1,418,929	Contingency	19,748	19,748	-
865,507	1,153,278	-	Reserve for Future Expenditu	1,582,162	1,582,162	-
<u>865,507</u>	<u>1,158,287</u>	<u>1,552,149</u>	<u>Total</u>	<u>1,733,560</u>	<u>1,733,560</u>	<u>-</u>
<u>Sewer Bond Fund</u>						
54,486	54,486	54,486	Debt Service	54,486	54,486	-
38,556	39,204	40,264	Reserve for Future Expenditu	95,518	95,518	-
<u>93,042</u>	<u>93,690</u>	<u>94,750</u>	<u>Total</u>	<u>150,004</u>	<u>150,004</u>	<u>-</u>
<u>Water Fund</u>						
123,401	140,701	178,000	Personnel Services	212,049	212,049	-
143,939	132,550	205,431	Materials and Services	140,800	140,800	-
160,150	157,993	161,126	Transfers	150,626	150,626	-
-	-	297,733	Contingency	75,521	75,521	-
244,784	312,200	-	Reserve for Future Expenditu	280,205	280,205	-
<u>672,273</u>	<u>743,444</u>	<u>842,290</u>	<u>Total</u>	<u>859,201</u>	<u>859,201</u>	<u>-</u>

**City of Hubbard  
Approved Budget  
Requirements  
FY 2020-2021**

2018 Actual	2019 Actual	2020 Adopted	All Funds Requirements	2021 Proposed	2021 Approved	2021 Adopted
			<u>Water Construction Fund</u>			
-	-	-	Materials and Services	-	-	-
4,654	115,788	150,000	Capital Outlay	130,000	130,000	-
-	4,326	3,090	Transfers	1,650	1,650	-
-	-	742,327	Contingency	19,748	19,748	-
604,624	678,050	-	Reserve for Future Expenditu	914,794	914,794	-
<u>609,278</u>	<u>798,165</u>	<u>895,417</u>	Total	<u>1,066,192</u>	<u>1,066,192</u>	<u>-</u>
			<u>Water Bond Fund</u>			
95,727	95,727	95,727	Debt Service	95,727	95,727	-
82,600	82,773	82,843	Reserve for Future Expenditu	83,207	83,207	-
<u>178,327</u>	<u>178,500</u>	<u>178,570</u>	Total	<u>178,934</u>	<u>178,934</u>	<u>-</u>

**City of Hubbard  
Approved Budget  
Requirements By Fund  
FY 2020-2021**

2018 Actual	2019 Actual	2020 Adopted	Requirements By Fund	2021 Proposed	2021 Approved	2021 Adopted
1,980,542	2,460,565	2,621,834	General Fund	3,015,751	2,183,481	-
334,651	383,207	339,026	Street Fund	368,513	312,708	-
299,688	449,970	478,252	Street Construction Fund	494,887	205,154	-
213,570	312,035	156,859	Reserve Fund	280,273	279,424	-
332,464	444,309	639,050	Park Improvement Fund	607,449	272,562	-
569,375	589,997	564,720	Sewer Fund	590,164	552,291	-
866,011	1,158,287	1,552,149	Sewer Construction Fund	1,733,560	1,733,560	-
93,042	93,690	94,750	Sewer Bond Fund	150,004	150,004	-
628,209	743,444	842,290	Water Fund	859,201	578,996	-
609,278	798,165	895,417	Water Construction Fund	1,066,192	151,398	-
210,529	178,500	178,570	Water Bond Fund	178,934	178,934	-
<b>6,137,357</b>	<b>7,612,169</b>	<b>8,362,917</b>	<b>Total</b>	<b>9,344,928</b>	<b>6,598,512</b>	<b>-</b>

2018 Actual	2019 Actual	2020 Adopted	Requirements By Fund	2021 Proposed	2021 Approved	2021 Adopted
<u>General Fund</u>						
257,989	228,805	240,060	Admin	203,682	203,682	-
46,400	58,458	67,955	Court	66,922	66,922	-
15,345	7,505	20,190	Council	25,200	25,200	-
129,765	150,250	180,383	Community Development	119,620	119,620	-
740,237	898,899	1,193,121	Police	1,298,872	1,298,872	-
137,146	160,583	184,326	Parks	184,383	184,383	-
43,699	83,943	47,731	Transfers	-	-	-
-	-	688,068	Contingency	284,802	284,802	-
609,960	872,122	-	Reserve for Future Expenditu	832,270	832,270	-
<b>1,980,542</b>	<b>2,460,565</b>	<b>2,621,834</b>	<b>Total</b>	<b>3,015,751</b>	<b>2,183,481</b>	<b>-</b>

<u>Street Fund</u>						
245,326	227,076	260,654	Street Department	247,620	247,620	-
38,346	32,274	31,022	Transfers	24,300	24,300	-
-	-	47,350	Contingency	40,788	40,788	-
50,980	123,856	-	Reserve for Future Expenditu	55,805	55,805	-
<b>334,651</b>	<b>383,207</b>	<b>339,026</b>	<b>Total</b>	<b>368,513</b>	<b>312,708</b>	<b>-</b>

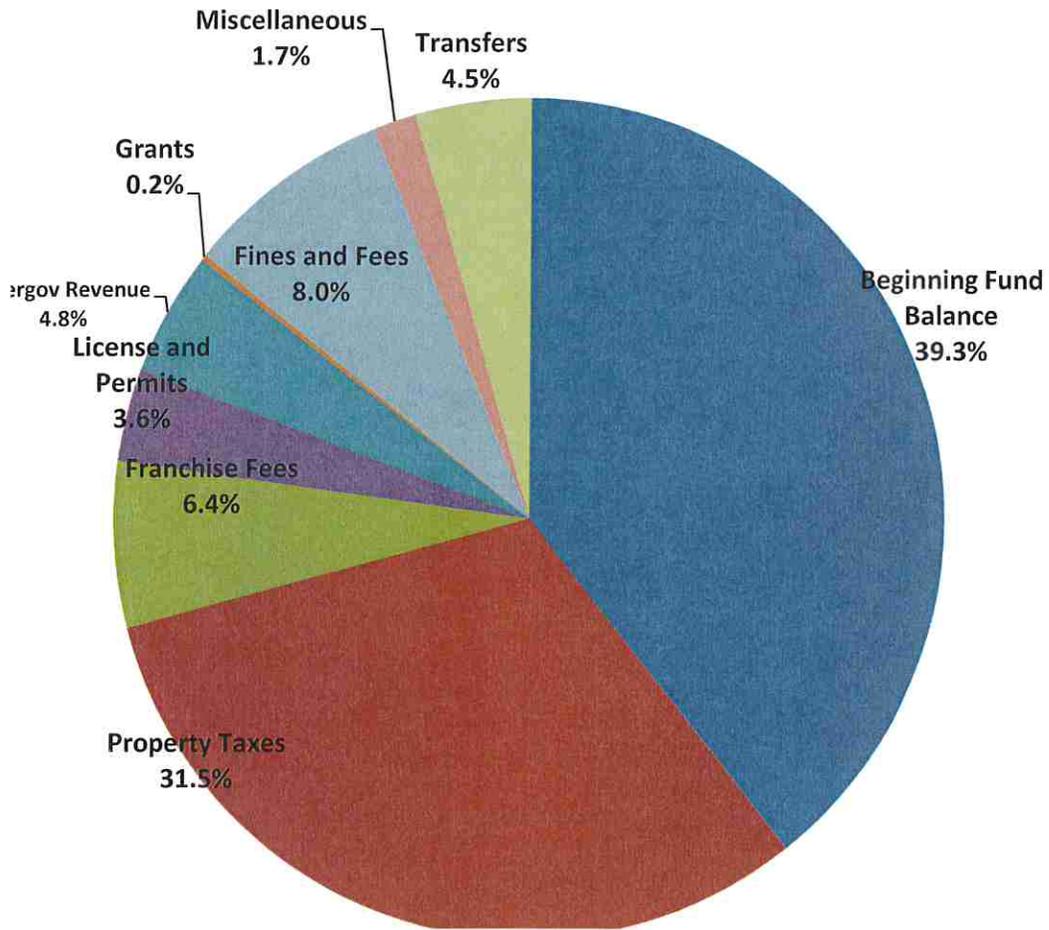
**City of Hubbard  
Approved Budget  
Requirements By Fund  
FY 2020-2021**

2018 Actual	2019 Actual	2020 Adopted	Requirements By Fund	2021 Proposed	2021 Approved	2021 Adopted
<u>Street Construction Fund</u>						
91	162,631	265,900	Street Const. Department	177,420	177,420	-
-	2,697	1,940	Transfers	975	975	-
-	-	210,412	Contingency	26,759	26,759	-
299,596	284,641	-	Reserve for Future Expenditu	289,733	-	-
299,688	449,970	478,252	Total	494,887	205,154	-
<u>Reserve Fund</u>						
39,823	82,454	156,859	Capital Outlay	279,424	279,424	-
173,746	229,581	-	Reserve for Future Expenditu	849	-	-
213,570	312,035	156,859	Total	280,273	279,424	-
<u>Park Improvement Fund</u>						
157,403	-	226,000	Park Improv Department	236,140	236,140	-
-	2,282	1,710	Transfers	870	870	-
-	-	40,901	Contingency	35,552	35,552	-
175,060	442,027	370,439	Reserve for Future Expenditu	334,887	334,887	-
332,464	444,309	639,050	Total	607,449	272,562	-
<u>Sewer Fund</u>						
349,882	322,592	383,147	Sewer Department	374,767	374,767	-
129,442	122,611	110,592	Transfers	105,486	105,486	-
-	-	70,981	Contingency	72,038	72,038	-
90,051	144,794	-	Reserve for Future Expenditu	37,873	37,873	-
569,375	589,997	564,720	Total	590,164	552,291	-
<u>Sewer Construction Fund</u>						
-	-	130,000	Sewer Const. Department	130,000	130,000	-
504	5,009	3,220	Transfers	1,650	1,650	-
-	-	1,418,929	Contingency	19,748	19,748	-
865,507	1,153,278	-	Reserve for Future Expenditu	1,582,162	1,582,162	-
866,011	1,158,287	1,552,149	Total	1,733,560	1,733,560	-
<u>Sewer Bond Fund</u>						
54,486	54,486	54,486	Debt Service	54,486	54,486	-
38,556	39,204	40,264	Reserve for Future Expenditu	95,518	95,518	-
93,042	93,690	94,750	Total	150,004	150,004	-

**City of Hubbard  
Approved Budget  
Requirements By Fund  
FY 2020-2021**

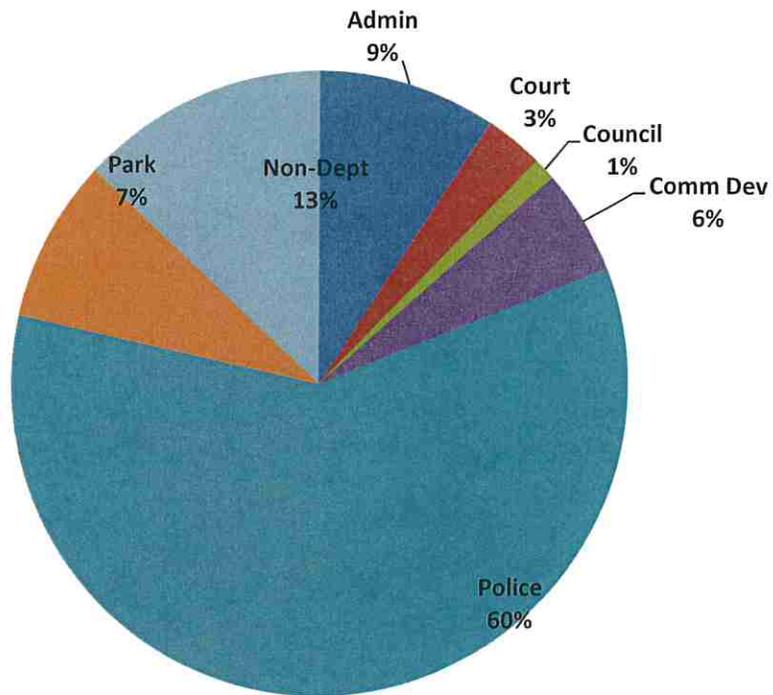
2018 Actual	2019 Actual	2020 Adopted	Requirements By Fund	2021 Proposed	2021 Approved	2021 Adopted
<u>Water Fund</u>						
267,339	273,251	383,431	Water Department	352,849	352,849	-
116,086	157,993	161,126	Transfers	150,626	150,626	-
-	-	297,733	Contingency	75,521	75,521	-
244,784	312,200	-	Reserve for Future Expenditu	280,205	280,205	-
<u>628,209</u>	<u>743,444</u>	<u>842,290</u>	Total	<u>859,201</u>	<u>578,996</u>	<u>-</u>
<u>Water Construction Fund</u>						
4,654	115,788	150,000	Water Const. Department	130,000	130,000	-
-	4,326	3,090	Transfers	1,650	1,650	-
-	-	742,327	Contingency	19,748	19,748	-
604,624	678,050	-	Reserve for Future Expenditu	914,794	914,794	-
<u>609,278</u>	<u>798,165</u>	<u>895,417</u>	Total	<u>1,066,192</u>	<u>151,398</u>	<u>-</u>
<u>Water Bond Fund</u>						
95,727	95,727	95,727	Debt Service	95,727	95,727	-
114,802	82,773	82,843	Reserve for Future Expenditu	83,207	83,207	-
<u>210,529</u>	<u>178,500</u>	<u>178,570</u>	Total	<u>178,934</u>	<u>178,934</u>	<u>-</u>

General Fund Resources  
Budget 2020-2021

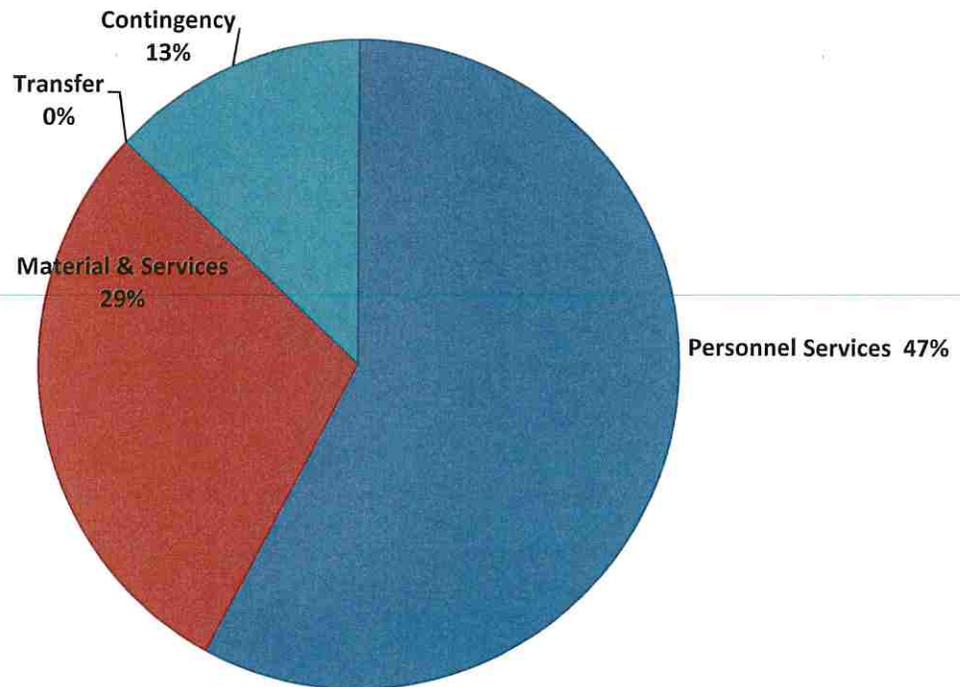


2018 Actual	2019 Actual	2020 Adopted	General Fund Resource Summary	2021 Proposed	2021 Approved	2021 Adopted
370,480	650,775	805,852	Beginning Fund Balance	1,185,164	1,185,164	-
820,586	897,259	931,880	Property Taxes	949,740	949,740	-
184,245	185,690	184,200	Franchise Fees	193,300	193,300	-
76,251	124,088	102,465	License and Permits	107,630	107,630	-
93,356	127,468	126,200	Intergovernmental Revenue	144,000	144,000	-
1,835	8,434	7,000	Grants	7,000	7,000	-
232,948	241,781	229,700	Fines and Fees	242,373	242,373	-
48,905	80,936	94,250	Miscellaneous Revenue	51,200	51,200	-
151,936	144,135	140,287	Transfers	135,344	135,344	-
<b>1,980,542</b>	<b>2,460,565</b>	<b>2,621,834</b>	<b>TOTAL RESOURCES</b>	<b>3,015,751</b>	<b>3,015,751</b>	<b>-</b>

## GF Exp by Department



## GF Exp by Category



2018 Actual	2019 Actual	2020 Adopted	General Fund Expense Summary	2021 Proposed	2021 Approved	2021 Adopted
<b>Summary</b>						
695,776	951,196	1,191,950	Personnel Services	1,262,429	1,262,429	-
631,107	553,304	638,085	Materials and Services	636,250	636,250	-
-	-	56,000	Capital	-	-	-
43,699	83,943	47,731	Transfers	-	-	-
-	-	688,068	Contingency	284,802	284,802	-
609,960	872,122	-	Reserve for Future Expenditures	832,270	832,270	-
<u>1,980,542</u>	<u>2,460,565</u>	<u>2,621,834</u>		<u>2,183,481</u>	<u>2,183,481</u>	-

2018 Actual	2019 Actual	2020 Adopted	General Fund Expenses by Dept	2021 Proposed	2021 Approved	2021 Adopted
<b>Admin Expenses</b>						
92,438	116,124	152,130	Personnel Services Total	113,632	113,632	-
165,551	112,681	87,930	Materials & Services Total	90,050	90,050	-
-	-	-	Capital Outlay Total	-	-	-
<u>257,989</u>	<u>228,805</u>	<u>240,060</u>		<u>203,682</u>	<u>203,682</u>	-
1.15	1.15	1.15	FTE	1.15	1.15	1.15

<b>Court Expenses</b>						
17,964	38,649	47,160	Personnel Services Total	44,372	44,372	-
28,436	19,808	20,795	Materials & Services Total	22,550	22,550	-
-	-	-	Capital Outlay Total	-	-	-
<u>46,400</u>	<u>58,458</u>	<u>67,955</u>		<u>66,922</u>	<u>66,922</u>	-
0.47	0.47	0.47	FTE	0.47	0.47	0.47

<b>Council Expenses</b>						
15,345	7,505	20,190	Materials & Services Total	25,200	25,200	-
-	-	-	Capital Outlay Total	-	-	-
<u>15,345</u>	<u>7,505</u>	<u>20,190</u>		<u>25,200</u>	<u>25,200</u>	-

<b>Comm. Dev. Expenses</b>						
26,182	25,668	33,913	Personnel Services Total	23,120	23,120	-
103,584	124,582	146,470	Materials & Services Total	96,500	96,500	-
-	-	-	Capital Outlay Total	-	-	-
<u>129,765</u>	<u>150,250</u>	<u>180,383</u>		<u>119,620</u>	<u>119,620</u>	-
0.20	0.20	0.20	FTE	0.23	0.23	0.23

2018 Actual	2019 Actual	2020 Adopted	General Fund Expenses by Dept	2021 Proposed	2021 Approved	2021 Adopted
<b>Police Expenses</b>						
460,200	665,717	835,561	Personnel Services Total	953,022	953,022	-
280,037	233,182	301,560	Materials & Services Total	345,850	345,850	-
-	-	56,000	Capital Outlay Total	-	-	-
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
740,237	898,899	1,193,121		1,298,872	1,298,872	-
7.04	6.04	6.04	FTE	7.04	7.04	7.04
<b>Park Expenses</b>						
98,992	105,037	123,186	Personnel Services Total	128,283	128,283	-
38,154	55,546	61,140	Materials & Services Total	56,100	56,100	-
-	-	-	Capital Outlay Total	-	-	-
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137,146	160,583	184,326		184,383	184,383	-
1.33	1.34	1.23	FTE	1.52	1.52	1.52
<b>Transfers</b>						
43,699	83,943	47,731	Transfers Total	-	-	-
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43,699	83,943	47,731		-	-	-
-	-	688,068	<b>Contingency</b>	284,802	284,802	-
609960	872,122	-	<b>Reserve for Future Expenditures</b>	832,270	832,270	-
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2018 Actual	2019 Actual	2020 Adopted	Account	General Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
<b>Resources</b>							
801,472	860,333	906,880	100-300-3111	Property Taxes	924,740	924,740	-
19,114	36,925	25,000	100-300-3112	Delinq Prop Taxes	25,000	25,000	-
820,586	897,259	931,880		<b>Property Taxes</b>	949,740	949,740	-
225	229	300	100-300-3180	FF-All other	300	300	-
107,832	108,923	108,000	100-300-3181	FF-PGE	110,000	110,000	-
3,548	3,059	4,200	100-300-3182	FF-Qwest	4,200	4,200	-
26,115	25,219	25,000	100-300-3183	FF-NW Natural	26,000	26,000	-
11,571	11,227	11,500	100-300-3184	FF-Wave	11,500	11,500	-
33,739	35,747	34,000	100-300-3185	FF-Republic Services	40,000	40,000	-
1,216	1,287	1,200	100-300-3186	FF-Gervais Telephone	1,300	1,300	-
184,245	185,690	184,200		<b>Franchise Fees</b>	193,300	193,300	-
840	1,050	800	100-302-3401	Fingerprints	800	800	-
2,670	2,070	2,000	100-301-3401	Lien Search	3,000	3,000	-
890	3,915	3,385	100-301-3221	Farmers Market	3,000	3,000	-
-	-	500	100-301-3225	Food Carts	250	250	-
426	1,650	1,000	100-305-3305	School Excise Revenue	500	500	-
-	-	-	100-305-3350	ECO Dev Comm Project	30,000	30,000	-
4,610	5,050	4,600	100-301-3211	Business Registration	4,825	4,825	-
210	230	180	100-301-3402	Business OLCC Fee	255	255	-
47,569	44,250	55,000	100-305-3401	Land Use Fees	35,000	35,000	-
19,037	65,874	35,000	100-305-3402	Building Permits	30,000	30,000	-
76,251	124,088	102,465		<b>License and Permits</b>	107,630	107,630	-
19,171	23,227	20,000	100-300-3301	Revenue Sharing	25,000	25,000	-
4,078	3,793	3,900	100-300-3302	CIG Tax	4,000	4,000	-
52,346	53,524	61,300	100-300-3303	OLCC Tax	65,000	65,000	-
-	-	-	100-300-3304	911 Tax	-	-	-
15,042	15,691	13,000	100-300-3305	Marijuana Tax - State	18,000	18,000	-
2,719	31,232	28,000	100-300-3306	Marijuana Tax - Local	32,000	32,000	-
93,356	127,468	126,200		<b>Intergovernmental Revenue</b>	144,000	144,000	-
-	429	2,000	100-302-3341	Seat Belt Grant	2,000	2,000	-
-	7,053	-	100-302-3353	DPSST MICRO-GRANT (Bike Safety)	-	-	-
1,835	-	2,000	100-302-3342	ODOT Grant Duii	2,000	2,000	-
-	953	1,000	100-302-3346	BVP Reimb Grant	1,000	1,000	-
-	-	2,000	100-302-3351	Ped. Enf. Grant	2,000	2,000	-
1,835	8,434	7,000		<b>Grants</b>	7,000	7,000	-
64,085	69,776	60,000	100-303-3401	Municipal Court	68,000	68,000	-
10,795	16,405	13,000	100-303-3402	Marion County Court	14,673	14,673	-
138,933	139,101	141,000	100-300-3415	General Service Fee	141,000	141,000	-
6,894	5,585	3,800	100-303-3611	Collections Interest	7,000	7,000	-
573	473	400	100-303-3405	Temp Offense Surcharge	200	200	-
9,150	8,400	9,000	100-302-3402	Vehicle Impound	9,000	9,000	-
1,010	700	1,000	100-302-3403	Police Reports	1,000	1,000	-
1,507	1,341	1,500	100-302-3644	PD Training Rev	1,500	1,500	-
232,948	241,781	229,700		<b>Fines and Fees</b>	242,373	242,373	-

2018 Actual	2019 Actual	2020 Adopted	Account	General Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
4,178	2,449	3,000	100-300-3601	Miscellaneous Revenue Admin	500	500	-
43,870	77,223	87,500	100-300-3611	Interest Income	50,000	50,000	-
25	-	800	100-302-3404	Sale Of Surp Prop	250	250	-
723	96	100	100-302-3601	Miscellaneous Revenue Police	100	100	-
109	819	2,500	100-302-3643	K9 Program Revenues	-	-	-
-	350	350	100-304-3601	Miscellaneous Revenue Parks	350	350	-
48,905	80,936	94,250		<b>Miscellaneous Revenue</b>	51,200	51,200	-
21,460	22,605	24,031	100-391-3910	Transfer In Water FFees	24,031	24,031	-
22,057	23,210	23,963	100-391-3912	Transfer In Sewer FFees	24,000	24,000	-
-	14,314	9,960	100-391-3914	Transfer In SDC Admin	5,145	5,145	-
108,420	84,005	82,333	100-391-3920	Trans In OP OH	82,168	82,168	-
151,936	144,135	140,287		<b>Transfers</b>	135,344	135,344	-
370,480	650,775	805,852	100-399-9999	<b>Beginning Fund Balance</b>	1,185,164	1,185,164	-
<b>1,980,542</b>	<b>2,460,565</b>	<b>2,621,834</b>		<b>Total Resources</b>	<b>3,015,751</b>	<b>3,015,751</b>	-

## Requirements

### Administration

#### Personnel Services

-	-	92,841	100-410-1100	SALARIES AND WAGES	70,290	70,290	-
49,191	44,388	-	100-410-1101	Director of Admin/Recorder	-	-	-
3,953	18,361	-	100-410-1102	Finance Director	-	-	-
2,530	6,719	-	100-410-1105	Administrative Assistant	-	-	-
-	-	50,539	100-410-4100	EMPLOYEE BENEFITS	43,342	43,342	-
16,215	19,011	-	100-410-4110	EB-Medical & Dental	-	-	-
1	202	-	100-410-4120	EB-Insurance (life & disab)	-	-	-
6,336	5,664	-	100-410-4150	EB-Employer Taxes	-	-	-
14,014	21,709	8,750	100-410-4170	EB-PERS	-	-	-
199	72	-	100-410-4190	EB-Workers Comp	-	-	-
92,438	116,124	152,130		<b>Total Personnel Services</b>	113,632	113,632	-

#### Materials and Services

135,397	79,838	47,400	100-410-5100	PROFESSIONAL SERVICES	45,000	45,000	-
1,205	-	200	100-410-5200	CONTRACTED SUPPORT	200	200	-
27	-	200	100-410-5300	OPERATIONAL SUPPLIES	200	200	-
-	-	-	100-410-5500	FEASIBILTLY STUDY (CH) GRANT	-	-	-
2,085	4,122	3,100	100-410-6100	BUILDING MAINT & SUPPLIES	3,600	3,600	-
1,876	2,031	1,800	100-410-6200	RENTALS AND LEASES	1,850	1,850	-
4,946	3,567	4,030	100-410-6300	INSURANCE	4,800	4,800	-
1,594	496	1,000	100-410-6400	ADVERTISING & RECRUITMENT	1,000	1,000	-
4,757	10,484	12,400	100-410-6500	LEARNING, DUES & MEMBERSHIPS	13,800	13,800	-
5,624	4,950	8,050	100-410-6600	OFFICE SUPPLIES & MISC EXPENSE	8,100	8,100	-
2,292	1,324	4,500	100-410-6700	EQUIP MAINT & SUPPLIES	5,500	5,500	-

2018 Actual	2019 Actual	2020 Adopted	Account	General Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
-	-	-	100-410-6800	UNIFORMS	-	-	-
5,750	5,870	5,250	100-410-6900	UTILITIES	6,000	6,000	-
165,551	112,681	87,930		<b>Total Materials and Service</b>	90,050	90,050	-
257,989	228,805	240,060		<b>Total Admin</b>	203,682	203,682	-
<b>Court</b>							
<b>Personnel Services</b>							
-	-	27,198	100-412-1100	SALARIES AND WAGES	28,800	28,800	-
4,919	4,439	-	100-412-1101	Director of Admin/Recorder	-	-	-
593	2,754	-	100-412-1102	Finance Director	-	-	-
5,904	15,677	-	100-412-1105	Administrative Assistant	-	-	-
156	-	-	100-412-1111	Interpreter	-	-	-
-	-	-	100-412-1112	Bailiff	-	-	-
-	-	18,462	100-412-4100	EMPLOYEE BENEFITS	15,572	15,572	-
3,376	8,270	-	100-412-4110	EB-Medical & Dental	-	-	-
22	67	-	100-412-4120	EB-Insurance (life & disab)	-	-	-
916	1,767	-	100-412-4150	EB-Employer Taxes	-	-	-
2,020	5,656	1,500	100-412-4170	EB-PERS	-	-	-
59	20	-	100-412-4190	EB-Workers Comp	-	-	-
17,964	38,649	47,160		<b>Total Personnel Services</b>	44,372	44,372	-
<b>Materials and Services</b>							
24,046	13,498	13,500	100-412-5100	PROFESSIONAL SERVICES	13,500	13,500	-
-	-	50	100-412-5300	OPERATIONAL SUPPLIES	50	50	-
280	458	775	100-412-6100	BUILDING MAINT & SUPPLIES	600	600	-
394	433	475	100-412-6200	RENTALS AND LEASES	500	500	-
899	934	795	100-412-6300	INSURANCE	1,100	1,100	-
100	-	100	100-412-6400	ADVERTISING & RECRUITMENT	100	100	-
-	1,368	1,550	100-412-6500	LEARNING, DUES & MEMBERSHIPS	2,100	2,100	-
1,388	1,557	2,000	100-412-6600	OFFICE SUPPLIES & MISC EXPENSE	2,400	2,400	-
11	43	200	100-412-6700	EQUIP MAINT & SUPPLIES	700	700	-
1,318	1,518	1,350	100-412-6900	UTILITIES	1,500	1,500	-
28,436	19,808	20,795		<b>Total Material and Services</b>	22,550	22,550	-
46,400	58,458	67,955		<b>Total Court</b>	66,922	66,922	-
<b>Council</b>							
<b>Materials and Services</b>							
14,285	4,506	15,000	100-413-5100	PROFESSIONAL SERVICES	15,000	15,000	-
1,052	2,999	3,500	100-413-5300	OPERATIONAL SUPPLIES	3,500	3,500	-
-	-	-	100-413-5500	PROGRAM & GRANT EXPENSES	5,000	5,000	-
-	-	1,000	100-413-6500	LEARNING, DUES & MEMBERSHIPS	1,000	1,000	-
8	-	690	100-413-6600	OFFICE SUPPLIES	700	700	-
15,345	7,505	20,190		<b>Total Materials and Services</b>	25,200	25,200	-
15,345	7,505	20,190		<b>Total Council</b>	25,200	25,200	-
<b>Community Development</b>							
<b>Personnel Services</b>							
-	-	19,929	100-419-1100	SALARIES AND WAGES	14,409	14,409	-
12,298	11,097	-	100-419-1101	Director of Admin/Recorder	-	-	-
494	2,295	-	100-419-1102	Finance Director	-	-	-

2018 Actual	2019 Actual	2020 Adopted	Account	General Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
2,668	2,329	-	100-419-1104	Public Works Superintendent	-	-	-
-	-	12,734	100-419-4100	EMPLOYEE BENEFITS	8,711	8,711	-
4,644	3,982	-	100-419-4110	EB-Medical & Dental	-	-	-
48	45	-	100-419-4120	EB-Insurance (life & disab)	-	-	-
1,238	1,203	-	100-419-4150	EB-Employer Taxes	-	-	-
4,758	4,706	1,250	100-419-4170	EB-PERS	-	-	-
33	11	-	100-419-4190	EB-Workers Comp	-	-	-
26,182	25,668	33,913		<b>Total Personnel Services</b>	23,120	23,120	-
				<b>Material Services</b>			
59,989	33,502	57,500	100-419-5100	PROFESSIONAL SERVICES	22,500	22,500	-
41,959	88,507	84,200	100-419-5400	INTERGOVNMENTAL SERVICES	45,500	45,500	-
-	750	2,600	100-419-5500	PROGRAM & GRANT EXPENSES	26,000	26,000	-
1,636	1,823	2,170	100-419-6500	LEARNING, DUES & MEMBERSHIPS	2,500	2,500	-
103,584	124,582	146,470		<b>Total Materials and Services</b>	96,500	96,500	-
129,765	150,250	180,383		<b>Total Community Development</b>	119,620	119,620	-
				<b>Police</b>			
				<b>Personnel Services</b>			
-	-	500,222	100-421-1100	SALARIES AND WAGES	525,862	525,862	-
1,640	1,480	-	100-421-1101	Director of Admin/Recorder	-	-	-
198	918	-	100-421-1102	Finance Director	-	-	-
51,619	99,145	-	100-421-1103	Chief Of Police	-	-	-
36,986	46,548	-	100-421-1105	Administrative Assistant	-	-	-
153,292	265,050	-	100-421-1106	Police Officers	-	-	-
-	-	-	100-421-1200	Reserve Officers	-	-	-
-	1,047	-	100-421-1210	Overtime Holiday	-	-	-
52,414	5,142	-	100-421-1212	Overtime	-	-	-
-	-	-	100-421-1300	Overtime	-	-	-
-	-	333,589	100-421-4100	EMPLOYEE BENEFITS	396,160	396,160	-
69,110	120,976	-	100-421-4110	EB-Medical & Dental	-	-	-
685	1,095	-	100-421-4120	EB-Insurance (life & disab)	-	-	-
23,448	32,307	-	100-421-4150	EB-Employer Taxes	-	-	-
59,358	81,366	1,750	100-421-4170	EB-PERS	31,000	31,000	-
11,450	10,644	-	100-421-4190	EB-Workers Comp	-	-	-
460,200	665,717	835,561		<b>Total Personnel Services</b>	953,022	953,022	-
				<b>Material and Services</b>			
28,766	27,345	26,210	100-421-5100	PROFESSIONAL SERVICES	26,200	26,200	-
70,383	5,222	7,000	100-421-5200	CONTRACTED SUPPORT	7,000	7,000	-
7,241	7,568	10,000	100-421-5300	OPERATIONAL SUPPLIES	10,000	10,000	-
88,963	90,049	106,000	100-421-5400	INTERGOVERNMENTAL SERVICES	117,000	117,000	-
989	8,012	11,500	100-421-5500	PROGRAM & GRANT EXPENSES	8,000	8,000	-
-	-	-	100-421-5560	911 TAX - PROGRAM EXPENSE	-	-	-
2,169	4,920	3,200	100-421-6100	BUILDING MAINT & SUPPLIES	5,000	5,000	-
2,249	2,407	3,000	100-421-6200	RENTALS AND LEASES	53,500	53,500	-
18,731	18,712	17,650	100-421-6300	INSURANCE	21,500	21,500	-

2018 Actual	2019 Actual	2020 Adopted	Account	General Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
4,129	233	2,000	100-421-6400	ADVERTISING & RECRUITMENT	2,000	2,000	-
5,444	12,785	16,500	100-421-6500	LEARNING, DUES & MEMBERSHIPS	16,500	16,500	-
5,669	3,375	5,500	100-421-6600	OFFICE SUPPLIES & MISC EXPENSE	5,500	5,500	-
30,855	37,451	75,000	100-421-6700	EQUIP MAINT & SUPPLIES	55,000	55,000	-
4,591	4,876	6,000	100-421-6800	UNIFORMS	6,000	6,000	-
9,860	10,227	12,000	100-421-6900	UTILITIES	12,650	12,650	-
280,037	233,182	301,560		<b>Total Materials and Services</b>	345,850	345,850	-
-	-	56,000	100-421-7000	<b>CAPITAL OUTLAY</b>	-	-	-
740,237	898,899	1,193,121		<b>Total Police</b>	1,298,872	1,298,872	-

2018 Actual	2019 Actual	2020 Adopted	Account	General Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
<b>Parks</b>							
<b>Personnel Services</b>							
-	-	74,064	100-452-1100	SALARIES AND WAGES	75,568	75,568	-
1,640	1,480	-	100-452-1101	Director of Admin/Recorder	-	-	-
198	918	-	100-452-1102	Finance Director	-	-	-
13,341	6,462	-	100-452-1104	Public Works Super	-	-	-
12,314	14,064	-	100-452-1105	Administrative Assistant	-	-	-
12,931	13,631	-	100-452-1107	Utility Worker 1	-	-	-
5,143	11,318	-	100-452-1109	PW Maintenance PT	-	-	-
-	-	-	100-452-1113	PT Office Assistant	-	-	-
10,541	13,121	-	100-452-1114	PW Foreman	-	-	-
-	-	-	100-452-1302	Pager Pay	-	-	-
-	-	-	100-452-1303	Comp Time	-	-	-
-	-	48,622	100-452-4100	EMPLOYEE BENEFITS	52,715	52,715	-
21,054	19,677	-	100-452-4110	EB-Medical & Dental	-	-	-
180	164	-	100-452-4120	EB-Insurance (life & disab)	-	-	-
4,489	4,749	-	100-452-4150	EB-Employer Taxes	-	-	-
15,837	16,972	500	100-452-4170	EB-PERS	-	-	-
1,324	1,545	-	100-452-4190	EB-Workers Comp	-	-	-
98,992	105,037	123,186		<b>Total Personnel Services</b>	128,283	128,283	-
<b>Material and Services</b>							
7,748	4,875	4,600	100-452-5100	PROFESSIONAL SERVICES	4,600	4,600	-
63	13	400	100-452-5200	CONTRACTED SUPPORT	400	400	-
9,925	21,894	18,800	100-452-5300	OPERATIONAL SUPPLIES	15,800	15,800	-
1,355	4,001	7,900	100-452-6100	BUILDING MAINT & SUPPLIES	5,900	5,900	-
656	305	600	100-452-6200	RENTALS AND LEASES	500	500	-
3,253	3,381	4,040	100-452-6300	INSURANCE	5,000	5,000	-
35	208	500	100-452-6400	ADVERTISING & RECRUITMENT	100	100	-
689	1,488	1,400	100-452-6500	LEARNING, DUES & MEMBERSHIPS	1,100	1,100	-
454	823	1,800	100-452-6600	OFFICE SUPPLIES & MISC EXPENSE	1,600	1,600	-
6,973	10,164	13,300	100-452-6700	EQUIP MAINT & SUPPLIES	9,300	9,300	-
153	228	400	100-452-6800	UNIFORMS	500	500	-
6,850	8,166	7,400	100-452-6900	UTILITIES	11,300	11,300	-
38,154	55,546	61,140		<b>Total Material and Services</b>	56,100	56,100	-
137,146	160,583	184,326		<b>Total Parks</b>	184,383	184,383	-
<b>Non-Departmental</b>							
<b>Transfers</b>							
-	-	-	100-491-8001	Trans To Street Fund	-	-	-
43,699	83,943	47,731	100-491-8003	Trans To Reserve	-	-	-
-	-	688,068	100-900-9900	<b>Contingency</b>	284,802	284,802	-
609,960	872,122	-		<b>Reserve for Future Expenditures</b>	832,270	832,270	-
<b>1,980,542</b>	<b>2,460,565</b>	<b>2,621,834</b>		<b>Total General Fund Requirements</b>	<b>3,015,751</b>	<b>3,015,751</b>	<b>-</b>

2018 Actual	2019 Actual	2020 Adopted	Street Fund Summary	2021 Proposed	2021 Approved	2021 Adopted
111,088	108,653	48,456	Beginning Fund Balance	96,663	96,663	-
810	7,065	3,600	License and Permits	1,750	1,750	-
83,976	90,363	93,104	Charges for Services	100,000	100,000	-
134,644	168,363	184,766	Intergovernmental Revenue	165,000	165,000	-
-	-	-	Transfer In - General Fund	-	-	-
4,132	8,763	9,100	Miscellaneous	5,100	5,100	-
<b>334,651</b>	<b>383,207</b>	<b>339,026</b>	<b>Total</b>	<b>368,513</b>	<b>368,513</b>	-
103,932	123,976	130,954	Personnel Services	139,893	139,893	-
141,393	103,100	129,700	Materials and Services	107,727	107,727	-
38,346	32,274	31,022	Transfers	24,300	24,300	-
-	-	47,350	Contingency	40,788	40,788	-
50,980	123,856	-	Reserve for Future Expenditu	55,805	55,805	-
<b>334,651</b>	<b>383,207</b>	<b>339,026</b>	<b>Total</b>	<b>368,513</b>	<b>368,513</b>	-

2018 Actual	2019 Actual	2020 Adopted	Account	Street Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
<b>Resources</b>							
134,644	168,363	184,766	121-300-3190	<b>Gas Tax</b>	165,000	165,000	-
83,976	90,363	93,104	121-300-3407	<b>Transportation Utility</b>	100,000	100,000	-
810	7,065	3,600	121-300-3408	<b>Row Permits</b>	1,750	1,750	-
3,247	8,763	9,000	121-300-3611	Interest Income	5,000	5,000	-
886	-	100	121-300-3601	Miscellaneous Revenue	100	100	-
4,132	8,763	9,100		<b>Miscellaneous Revenue</b>	5,100	5,100	-
-	-	-	121-391-3901	Transfer In - General Fund	-	-	-
111,088	108,653	48,456	121-399-9999	<b>Beginning Fund Balance</b>	96,663	96,663	-
<b>334,651</b>	<b>383,207</b>	<b>339,026</b>		<b>Total Resources</b>	<b>368,513</b>	<b>368,513</b>	-
<b>Requirements</b>							
<b>Personnel Services</b>							
-	-	75,777	121-431-1100	SALARIES AND WAGES	84,139	84,139	-
4,099	3,699	-	121-431-1101	Director of Admin/Recorder	-	-	-
1,482	6,885	-	121-431-1102	Finance Director	-	-	-
10,673	5,170	-	121-431-1104	Public Works Super	-	-	-
14,001	18,543	-	121-431-1105	Administrative Assistant	-	-	-
15,160	15,982	-	121-431-1107	Utility Worker 1	-	-	-
-	-	-	121-431-1113	PT Office Assistant	-	-	-
8,433	10,842	-	121-431-1114	PW Foreman	-	-	-
4,879	11,318	-	121-431-1109	PW Maintenance PT	-	-	-
-	-	51,427	121-431-4100	EMPLOYEE BENEFITS	55,754	55,754	-
22,300	23,858	-	121-431-4110	EB-Medical & Dental	-	-	-
184	199	-	121-431-4120	EB-Insurance (life & disab)	-	-	-
4,717	5,660	-	121-431-4150	EB-Employer Taxes	-	-	-
15,651	19,818	3,750	121-431-4170	EB-PERS	-	-	-
2,353	2,003	-	121-431-4190	EB-Workers Comp	-	-	-
103,932	123,976	130,954		<b>Total Personnel Services</b>	139,893	139,893	-
1.26	1.26	1.56		FTE	1.56	1.56	-
<b>Materials and Services</b>							
66,846	23,044	30,850	121-431-5100	PROFESSIONAL SERVICES	10,100	10,100	-
17,816	26,342	26,700	121-431-5200	CONTRACTED SUPPORT	27,700	27,700	-
141	115	100	121-431-5300	OPERATIONAL SUPPLIES	100	100	-
15,162	5,830	13,200	121-431-5500	PROGRAM & GRANT EXPENSES	11,200	11,200	-
405	1,730	4,350	121-431-6100	BUILDING MAINT & SUPPLIES	2,250	2,250	-
289	262	400	121-431-6200	RENTALS AND LEASES	400	400	-
3,295	3,425	3,400	121-431-6300	INSURANCE	4,200	4,200	-

2018 Actual	2019 Actual	2020 Adopted	Account	Street Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
-	191	500	121-431-6400	ADVERTISING & RECRUITMENT	100	100	-
452	583	800	121-431-6500	LEARNING, DUES & MEMBERSHIP	600	600	-
1,443	2,373	3,300	121-431-6600	OFFICE SUPPLIES & MISC EXPENSE	2,200	2,200	-
1,715	3,610	7,600	121-431-6700	EQUIP MAINT & SUPPLIES	5,600	5,600	-
151	200	300	121-431-6800	UNIFORMS	300	300	-
33,677	35,396	38,200	121-431-6900	UTILITIES	42,977	42,977	-
141,393	103,100	129,700		<b>Total Materials and Service</b>	107,727	107,727	-
				<b>Transfers Out</b>			
7,472	9,361	6,700	121-491-8003	Trans To Reserve Fund	-	-	-
30,874	22,913	24,322	121-491-8701	Operational Overhead	24,300	24,300	-
38,346	32,274	31,022		<b>Total Transfers Out</b>	24,300	24,300	-
-	-	47,350	121-900-9900	<b>Contingency</b>	40,788	40,788	-
50,980	123,856	-		<b>Reserve for Future Expenditure</b>	55,805	55,805	-
<b>334,651</b>	<b>383,207</b>	<b>339,026</b>		<b>Total Requirements</b>	<b>368,513</b>	<b>368,513</b>	-

2018 Actual	2019 Actual	2020 Adopted	Street Construction Fund Summary	2021 Proposed	2021 Approved	2021 Adopted
206,203	286,219	317,933	Beginning Fund Balance	316,492	316,492	-
16,639	83,337	40,330	Charges for Services	20,395	20,395	-
72,501	72,156	61,589	Intergovernmental Revenue	55,000	55,000	-
-	-	50,000	Grants	100,000	100,000	-
4,345	8,259	8,400	Miscellaneous	3,000	3,000	-
<b>299,688</b>	<b>449,970</b>	<b>478,252</b>	<b>Total</b>	<b>494,887</b>	<b>494,887</b>	-
-	-	-	Materials and Services	-	-	-
91	162,631	265,900	Capital Outlay	177,420	177,420	-
-	2,697	1,940	Transfers	975	975	-
-	-	210,412	Contingency	26,759	26,759	-
299,596	284,641	-	Reserve for Future Expenditure	289,733	289,733	-
<b>299,688</b>	<b>449,970</b>	<b>478,252</b>	<b>Total</b>	<b>494,887</b>	<b>494,887</b>	-

2018 Actual	2019 Actual	2020 Adopted	Account	Street Construction Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
<b>Resources</b>							
72,501	72,156	61,589	122-300-3190	<b>Gas Tax</b>	55,000	55,000	-
-	-	50,000	122-300-3341	<b>Special Allotment Grant</b>	100,000	100,000	-
15,616	79,290	38,290	122-300-3551	SDC-Improvement	19,320	19,320	-
8	-	100	122-300-3550	Assessment Principal	100	100	-
1,014	4,046	1,940	122-300-3554	SDC Administration	975	975	-
16,639	83,337	40,330		<b>Charges for Services</b>	20,395	20,395	-
4,345	8,259	8,400	122-300-3611	Interest Income	3,000	3,000	-
4,345	8,259	8,400		<b>Miscellaneous Revenue</b>	3,000	3,000	-
206,203	286,219	317,933	122-399-9999	<b>Beginning Fund Balance</b>	316,492	316,492	-
<b>299,688</b>	<b>449,970</b>	<b>478,252</b>		<b>Total Resources</b>	<b>494,887</b>	<b>494,887</b>	-
<b>Requirements</b>							
<b>Materials and Service</b>							
-	-	-	122-431-5100	PROFESSIONAL SERVICES	-	-	-
-	-	-	122-431-5500	PROGRAM & GRANT EXPENSES	-	-	-
-	-	-	122-431-6400	ADVERTISING & RECRUITMENT	-	-	-
-	-	-		<b>Total Materials and Services</b>	-	-	-
91	162,631	265,900	122-431-7000	<b>CAPITAL OUTLAY</b>	177,420	177,420	-
-	2,697	1,940	122-491-8801	<b>TRANSFER OUT</b>	975	975	-
-	-	210,412	122-900-9900	<b>Contingency</b>	26,759	26,759	-
299,596	284,641	0		<b>Reserve for Future Expenditures</b>	289,733	289,733	-
<b>299,688</b>	<b>449,970</b>	<b>478,252</b>		<b>Total Requirements</b>	<b>494,887</b>	<b>494,887</b>	-

2018 Actual	2019 Actual	2020 Adopted	Reserve Fund Summary	2021 Proposed	2021 Approved	2021 Adopted
143,928	194,205	170,914	Beginning Fund Balance	279,423	279,423	-
155	1,041	1,000	Miscellaneous	850	850	-
69,487	116,788	69,931	Transfers from other Funds	-	-	-
<b>213,570</b>	<b>312,035</b>	<b>241,845</b>	<b>Total</b>	<b>280,273</b>	<b>280,273</b>	-
39,823	82,454	156,859	Capital Outlay	279,424	279,424	-
-	-	-	Contingency	-	-	-
173,746	229,581	84,986	Reserve for Future Expend	849	849	-
<b>213,570</b>	<b>312,035</b>	<b>241,845</b>	<b>Total</b>	<b>280,273</b>	<b>280,273</b>	-

2018 Actual	2019 Actual	2020 Adopted	Reserve Fund Detail		2021 Proposed	2021 Approved	2021 Adopted
<b>Resources</b>							
-	-	-	123-300-3642	Donations		-	-
155	1,041	1,000	123-300-3611	Interest	850	850	-
155	1,041	1,000		<b>Miscellaneous Revenue</b>	850	850	-
43,699	83,943	47,731	123-391-0100	Trans From-General	-	-	-
7,472	9,361	6,700	123-391-0121	Trans From-Streets	-	-	-
9,158	11,742	5,000	123-391-0201	Trans From-Sewer	-	-	-
9,158	11,742	10,500	123-391-0205	Trans From-Water	-	-	-
69,487	116,788	69,931		<b>Transfers</b>	-	-	-
143,928	194,205	170,914	123-399-9999	<b>Beginning Fund Balance</b>	279,423	279,423	-
<b>213,570</b>	<b>312,035</b>	<b>241,845</b>		<b>Total Resources</b>	<b>280,273</b>	<b>280,273</b>	-
<b>Requirements</b>							
-	-	-	123-423-7000	<b>Capital Outlay</b>			
-	-	-	123-423-7504	Dump Truck	43,730	43,730	-
-	-	50,000	123-423-7505	Backhoe	50,856	50,856	-
-	11,148	-	123-423-7506	Pub Wrks Trac/Mower	32,129	32,129	-
-	-	6,859	123-423-7515	Plotter	6,906	6,906	-
-	25,809	45,000	123-423-7710	Pub Wrks Pick Up	21,371	21,371	-
-	-	-	123-423-7712	Software	-	-	-
-	-	-	123-423-7725	Server	-	-	-
-	45,497	-	123-423-7726	City Hall Siding	31,960	31,960	-
-	-	-	123-423-7727	City Hall Carpet	15,386	15,386	-
39,823	-	55,000	123-423-7740	Police Vehicle	55,930	55,930	-
-	-	-	123-423-7741	City Hall/Police Dept - Bldg	21,156	21,156	-
39,823	82,454	156,859		<b>Total Capital Outlay</b>	279,424	279,424	-
-	-	-	123-900-9900	<b>Contingency</b>		-	-
173,746	229,581	84,986	123-900-9990	<b>Reserve for Future Expenditures</b>	849	849	-
<b>213,570</b>	<b>312,035</b>	<b>241,845</b>		<b>Total Requirements</b>	<b>280,273</b>	<b>280,273</b>	-

2018 Actual	2019 Actual	2020 Adopted	Parks Improvement Fund Summary	2021 Proposed	2021 Approved	2021 Adopted
311,439	220,781	205,301	Beginning Fund Balance	370,439	370,439	-
-	86,511	42,610	Charges for Services	21,510	21,510	-
19,171	14,960	20,000	Intergovernmental Revenue	20,000	20,000	-
-	121,286	-	Grants	195,200	195,200	-
1,854	772	700	Miscellaneous	300	300	-
<b>332,464</b>	<b>444,309</b>	<b>268,611</b>	<b>Total</b>	<b>607,449</b>	<b>607,449</b>	-
-	-	-	Materials and Services	-	-	-
157,403	-	226,000	Capital Outlay	236,140	236,140	-
-	2,282	1,710	Transfers	870	870	-
-	-	40,901	Contingency	35,552	35,552	-
175,060	442,027	-	Reserve for Future Expenditure	334,887	334,887	-
<b>332,464</b>	<b>444,309</b>	<b>268,611</b>	<b>Total</b>	<b>607,449</b>	<b>607,449</b>	-

2018 Actual	2019 Actual	2020 Adopted	Account	Park Improvement Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
<b>Resources</b>							
19,171	14,960	20,000	125-300-3301	State Shared Revenue	20,000	20,000	-
-	121,286	-	125-300-3341	State Parks Dept. Grant	195,200	195,200	-
-	71,823	35,380	125-300-3551	SDC-Improvement	17,850	17,850	-
-	11,217	5,520	125-300-3552	SDC-Reimbursement	2,790	2,790	-
-	3,471	1,710	125-300-3554	SDC-Administration	870	870	-
-	86,511	42,610		<b>Charges for Services</b>	21,510	21,510	-
354	772	700	125-300-3611	Interest Income	300	300	-
1,500	-	-	125-300-3642	Donations	-	-	-
-	-	-	125-300-3601	Miscellaneous Revenue	-	-	-
1,854	772	700		<b>Miscellaneous Revenue</b>	300	300	-
311,439	220,781	205,301	125-399-9999	<b>Beginning Fund Balance</b>	370,439	370,439	-
<b>332,464</b>	<b>444,309</b>	<b>268,611</b>		<b>Total Resources</b>	<b>607,449</b>	<b>607,449</b>	-
<b>Requirements</b>							
<b>Materials and Services</b>							
-	-	-	125-452-5100	PROFESSIONAL SERVICES	-	-	-
-	-	-		<b>Total Materials and Service</b>	-	-	-
157,403	-	226,000	125-452-7000	<b>CAPITAL OUTLAY</b>	236,140	236,140	-
-	2,282	1,710	125-491-8000	<b>TRANSFERS OUT</b>	870	870	-
-	-	40,901	125-900-9900	<b>Contingency</b>	35,552	35,552	-
175,060	442,027	-		<b>Reserve for Future Expendi</b>	334,887	334,887	-
<b>332,464</b>	<b>444,309</b>	<b>268,611</b>		<b>Total Requirements</b>	<b>607,449</b>	<b>607,449</b>	-

2018 Actual	2019 Actual	2020 Adopted	Sewer Fund Summary	2021 Proposed	2021 Approved	2021 Adopted
127,592	125,623	85,304	Beginning Fund Balance	110,134	110,134	-
441,137	464,199	479,266	Charges for Services	480,000	480,000	-
646	175	150	Miscellaneous	30	30	-
<b>569,375</b>	<b>589,997</b>	<b>564,720</b>	<b>Total</b>	<b>590,164</b>	590,164	-
180,594	164,621	226,361	Personnel Services	220,967	220,967	-
169,288	157,971	156,786	Materials and Services	153,800	153,800	-
129,442	122,611	110,592	Transfers	105,486	105,486	-
-	-	70,981	Contingency	72,038	72,038	-
90,051	144,794	-	Reserve for Future Expenditu	37,873	37,873	-
<b>569,375</b>	<b>589,997</b>	<b>564,720</b>	<b>Total</b>	<b>590,164</b>	<b>590,164</b>	-

2018 Actual	2019 Actual	2020 Adopted	Account	Sewer Fund Proposed Budget	2021 Proposed	2021 Approved	2021 Adopted
<b>Resources</b>							
441,137	464,199	479,266	201-300-3441	<b>FY 2019-2020</b>	480,000	480,000	-
502	17	50	201-300-3611	Interest Income	30	30	-
144	158	100	201-300-3601	Miscellaneous Revenue	-	-	-
646	175	150		<b>Miscellaneous Revenue</b>	30	30	-
127,592	125,623	85,304	201-399-9999	<b>Beginning Fund Balance</b>	110,134	110,134	-
<b>569,375</b>	<b>589,997</b>	<b>564,720</b>		<b>Total Resources</b>	<b>590,164</b>	<b>590,164</b>	-
<b>Requirements</b>							
<b>Personnel Services</b>							
-	-	130,676	201-432-1100	SALARIES AND WAGES	132,121	132,121	-
4,099	3,699	-	201-432-1101	Director of Admin/Recorder	-	-	-
1,482	6,885	-	201-432-1102	Finance Director	-	-	-
38,245	18,525	-	201-432-1104	Public Works Super	-	-	-
14,845	20,782	-	201-432-1105	Administrative Assistant	-	-	-
4,459	4,700	-	201-432-1107	Utility Worker 1	-	-	-
	-	-	201-432-1113	PT Office Assistant	-	-	-
40,760	37,837	-	201-432-1114	Public Works Foreman	-	-	-
1,187	5,659	-	201-432-1109	PW Maintenance PT	-	-	-
-	-	91,935	201-432-4100	EMPLOYEE BENEFITS	88,846	88,846	-
32,918	26,618	-	201-432-4110	EB-Medical & Dental	-	-	-
324	241	-	201-432-4120	EB-Insurance (life & disab)	-	-	-
8,422	7,645	-	201-432-4150	EB-Employer Taxes	-	-	-
31,727	29,954	3,750	201-432-4170	EB-PERS	-	-	-
2,126	2,074	-	201-432-4190	EB-Workers Comp	-	-	-
180,594	164,621	226,361		<b>Total Personnel Services</b>	220,967	220,967	-
2.00	1.75	1.89		FTE	1.99	1.99	-
<b>Materials and Services</b>							
48,952	28,703	22,750	201-432-5100	PROFESSIONAL SERVICES	18,000	18,000	-
19,529	26,438	23,900	201-432-5200	CONTRACTED SUPPORT	26,900	26,900	-
8,320	4,871	7,400	201-432-5300	OPERATIONAL SUPPLIES	6,400	6,400	-
699	6,301	6,900	201-432-6100	BUILDING MAINT & SUPPLIES	5,900	5,900	-
1,329	1,275	1,800	201-432-6200	RENTALS AND LEASES	1,300	1,300	-
7,324	7,611	8,250	201-432-6300	INSURANCE	10,000	10,000	-
-	282	500	201-432-6400	ADVERTISING & RECRUITMENT	100	100	-
3,557	5,539	5,800	201-432-6500	LEARNING, DUES & MEMBERSHIP	5,600	5,600	-
6,449	10,208	8,000	201-432-6600	OFFICE SUPPLIES & MISC EXPENSE	13,000	13,000	-
28,305	23,445	28,886	201-432-6700	EQUIP MAINT & SUPPLIES	22,000	22,000	-
176	231	600	201-432-6800	UNIFORMS	600	600	-
44,650	43,066	42,000	201-432-6900	UTILITIES	44,000	44,000	-
169,288	157,971	156,786		<b>Total Materials and Service</b>	153,800	153,800	-

2018 Actual	2019 Actual	2020 Adopted	Account	Sewer Fund Proposed Budget	2021 Proposed	2021 Approved	2021 Adopted
				<b>Transfers Out</b>			
22,057	23,210	23,963	201-491-8601	Franchise Fee	24,000	24,000	-
9,158	11,742	5,000	201-491-8003	Trans To Reserve Fund	-	-	-
54,486	54,486	54,486	201-491-8006	Trans To Sewer Bond	54,486	54,486	-
43,741	33,174	27,143	201-491-8701	Operational Overhead	27,000	27,000	-
<u>129,442</u>	<u>122,611</u>	<u>110,592</u>		<b>Total Transfers Out</b>	<b>105,486</b>	<b>105,486</b>	<b>-</b>
-	-	70,981	201-900-9900	<b>Contingency</b>	72,038	72,038	-
90,051	144,794			<b>Reserve for Future Expenditures</b>	37,873	37,873	-
<u>569,375</u>	<u>589,997</u>	<u>564,720</u>		<b>Total Requirements</b>	<b>590,164</b>	<b>590,164</b>	<b>-</b>

2018 Actual	2019 Actual	2020 Adopted	Sewer Construction Fund Summary	2021 Proposed	2021 Approved	2021 Adopted
672,866	882,272	1,337,987	Beginning Fund Balance	1,564,380	1,564,380	-
187,636	268,481	206,362	Charges for Services	166,180	166,180	-
-	-	-	Transfers from other Funds	-	-	-
5,006	7,534	7,800	Miscellaneous	3,000	3,000	-
<b>865,507</b>	<b>1,158,287</b>	<b>1,552,149</b>	<b>Total</b>	<b>1,733,560</b>	<b>1,733,560</b>	-
-	-	-	Materials and Services	-	-	-
-	-	130,000	Capital Outlay	130,000	130,000	-
-	5,009	3,220	Transfers	1,650	1,650	-
-	-	1,418,929	Contingency	19,748	19,748	-
865,507	1,153,278	-	Reserve for Future Expenditures	1,582,162	1,582,162	-
<b>865,507</b>	<b>1,158,287</b>	<b>1,552,149</b>	<b>Total</b>	<b>1,733,560</b>	<b>1,733,560</b>	-

2018 Actual	2019 Actual	2020 Adopted	Account	Sewer Construction Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
<b>Resources</b>							
153,677	153,867	156,532	202-300-3550	Sewer Fee Revenue	141,000	141,000	-
9,019	27,582	12,250	202-300-3551	SDC-Improvement	6,180	6,180	-
22,806	79,784	34,360	202-300-3552	SDC-Reimbursement	17,350	17,350	-
2,134	7,248	3,220	202-300-3554	SDC-Administration	1,650	1,650	-
33,959	114,614	49,830		<b>Charges for Services</b>	25,180	25,180	-
-	-	-	202-300-3601	Misc Revenue (Sewer Line)		-	-
5,006	7,534	7,800	202-300-3611	Interest Income	3,000	3,000	-
5,006	7,534	7,800		<b>Miscellaneous Revenue</b>	3,000	3,000	-
672,866	882,272	1,337,987	202-399-9999	<b>Beginning Fund Balance</b>	1,564,380	1,564,380	-
<b>865,507</b>	<b>1,158,287</b>	<b>1,552,149</b>		<b>Total Resources</b>	<b>1,733,560</b>	<b>1,733,560</b>	-
<b>Requirements</b>							
<b>Materials and Services</b>							
-	-	-	202-432-5100	PROFESSIONAL SERVICES	-	-	-
				<b>Total Materials and Services</b>	-	-	-
-	-	130,000	202-432-7000	<b>Capital Outlay</b>	130,000	130,000	-
-	5,009	3,220	202-491-8000	<b>TRANSFERS OUT</b>	1,650	1,650	-
-	-	1,418,929	202-900-9900	<b>CONTINGENCY</b>	19,748	19,748	-
865,507	1,153,278			<b>Reserve for Future Expenditures</b>	1,582,162	1,582,162	-
<b>865,507</b>	<b>1,158,287</b>	<b>1,552,149</b>		<b>Total Requirements</b>	<b>1,733,560</b>	<b>1,733,560</b>	-

2018 Actual	2019 Actual	2020 Adopted	Sewer Bond Fund Summary	2021 Proposed	2021 Approved	2021 Adopted
38,128	38,459	39,464	Beginning Fund Balance	94,718	94,718	-
428	744	800	Miscellaneous	800	800	-
54,486	54,486	54,486	Transfers from other Funds	54,486	54,486	-
<b>93,042</b>	<b>93,690</b>	<b>94,750</b>	<b>Total</b>	<b>150,004</b>	<b>150,004</b>	-
54,486	54,486	54,486	Debt Service	54,486	54,486	-
38,556	39,204	40,264	Reserve for Future Expenditures	95,518	95,518	-
<b>93,042</b>	<b>93,690</b>	<b>94,750</b>	<b>Total</b>	<b>150,004</b>	<b>150,004</b>	-

2018 Actual	2019 Actual	2020 Adopted	Account	Sewer Bond Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
<b>Resources</b>							
428	744	800	203-300-3611	Interest Income	800	800	-
-	-	-	203-300-3601	Miscellaneous Revenue	-	-	-
428	744	800		<b>Miscellaneous Revenue</b>	800	800	-
54,486	54,486	54,486	203-391-0201	<b>Transfer From-Sewer</b>	54,486	54,486	-
38,128	38,459	39,464	203-399-9999	<b>Beginning fund Balance</b>	94,718	94,718	-
<b>93,042</b>	<b>93,690</b>	<b>94,750</b>		<b>Total Resources</b>	<b>150,004</b>	<b>150,004</b>	-
<b>Requirements</b>							
<b>Total Material and Services</b>							
<b>Debt Service</b>							
11,556	10,215	8,833	203-432-9001	LOAN INTEREST	7,406	7,406	-
42,930	44,271	45,653	203-432-9002	LOAN PRINCIPAL	47,080	47,080	-
<b>54,486</b>	<b>54,486</b>	<b>54,486</b>		<b>Total Debt Service</b>	<b>54,486</b>	<b>54,486</b>	-
38,556	39,204	40,264	203-900-9990	<b>Reserve for Future Expenditures</b>	95,518	95,518	-
<b>93,042</b>	<b>93,690</b>	<b>94,750</b>		<b>Total Requirements</b>	<b>150,004</b>	<b>150,004</b>	-

2018 Actual	2019 Actual	2020 Adopted	Water Summary	2021 Proposed	2021 Approved	2021 Adopted
209,376	258,836	327,925	Beginning Fund Balance	355,736	355,736	-
429,195	452,104	480,625	Charges for Services	474,625	474,625	-
33,702	32,504	33,740	Miscellaneous	28,840	28,840	-
<b>672,273</b>	<b>743,444</b>	<b>842,290</b>	<b>Total</b>	<b>859,201</b>	<b>859,201</b>	-
123,401	140,701	178,000	Personnel Services	212,049	212,049	-
143,939	132,550	205,431	Materials and Services	140,800	140,800	-
160,150	157,993	161,126	Transfers	150,626	150,626	-
-	-	297,733	Contingency	75,521	75,521	-
244,784	312,200	-	Reserve for Future Expenditure	280,205	280,205	-
<b>672,273</b>	<b>743,444</b>	<b>842,290</b>	<b>Total</b>	<b>859,201</b>	<b>859,201</b>	-

2018 Actual	2019 Actual	2020 Adopted	Account	Water Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
<b>Resources</b>							
423,095	444,185	470,625	205-300-3401	Service Charges Water	470,625	470,625	-
1,334	2,877	6,000	205-300-3402	Connection Chgs Water	2,000	2,000	-
4,766	5,041	4,000	205-300-3403	Reconnection Fee	2,000	2,000	-
429,195	452,104	480,625		<b>Charges For Services</b>	474,625	474,625	-
874	1,316	1,300	205-300-3611	Interest Income	800	800	-
7,906	9,106	7,200	205-300-3620	Lease-Water Tower	7,200	7,200	-
14,400	13,200	15,240	205-300-3622	Verizon Lease	15,840	15,840	-
10,521	8,883	10,000	205-300-3601	Miscellaneous Revenue	5,000	5,000	-
33,702	32,504	33,740		<b>Miscellaneous Revenue</b>	28,840	28,840	-
209,376	258,836	327,925	205-399-9999	<b>Beginning Fund Balance</b>	355,736	355,736	-
<b>672,273</b>	<b>743,444</b>	<b>842,290</b>		<b>Total Resources</b>	<b>859,201</b>	<b>859,201</b>	-
<b>Requirements</b>							
<b>Personnel Services</b>							
-	-	103,913	205-461-1100	SALARIES AND WAGES	128,474	128,474	-
4,099	3,699	-	205-461-1101	Director of Admin/Recorder	-	-	-
1,482	6,885	-	205-461-1102	Finance Director	-	-	-
24,014	11,632	-	205-461-1104	Public Works Super	-	-	-
16,531	25,261	-	205-461-1105	Administrative Assistant	-	-	-
12,039	12,691	-	205-461-1107	Utility Worker 1	-	-	-
-	-	-	205-461-1113	PT Office Assistant	-	-	-
10,541	13,121	-	205-461-1114	Public Works Foreman	-	-	-
1,978	9,432	-	205-461-1109	PW Maintenance PT	-	-	-
-	-	-	205-461-1303	Comp Time	-	-	-
-	-	70,337	205-461-4100	EMPLOYEE BENEFITS	83,575	83,575	-
25,692	26,183	-	205-461-4110	EB-Medical & Dental	-	-	-
223	218	-	205-461-4120	EB-Insurance (life & disab)	-	-	-
5,670	6,468	-	205-461-4150	EB-Employer Taxes	-	-	-
19,510	23,391	3,750	205-461-4170	EB-PERS	-	-	-
1,620	1,720	-	205-461-4190	EB-Workers Comp	-	-	-
123,401	140,701	178,000		<b>Total Personnel Services</b>	212,049	212,049	-
1.47	1.31	1.60		FTE	1.77	1.77	-
<b>Materials and Services</b>							
50,093	29,535	24,950	205-461-5100	PROFESSIONAL SERVICES	21,000	21,000	-
9,648	5,164	12,000	205-461-5200	CONTRACTED SUPPORT	9,000	9,000	-
21,815	26,537	27,900	205-461-5300	OPERATIONAL SUPPLIES	26,500	26,500	-
637	1,985	6,700	205-461-6100	BUILDING MAINT & SUPPLIES	2,500	2,500	-
1,329	2,556	2,500	205-461-6200	RENTALS AND LEASES	2,500	2,500	-
9,443	9,814	10,995	205-461-6300	INSURANCE	13,500	13,500	-
-	312	500	205-461-6400	ADVERTISING & RECRUITMENT	100	100	-
1,465	4,604	11,700	205-461-6500	LEARNING, DUES & MEMBERSHIPS	5,600	5,600	-

2018 Actual	2019 Actual	2020 Adopted	Account	Water Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
5,002	8,322	11,700	205-461-6600	OFFICE SUPPLIES & MISC EXPENSE	8,200	8,200	-
7,359	8,181	57,486	205-461-6700	EQUIP MAINT & SUPPLIES	12,900	12,900	-
165	193	600	205-461-6800	UNIFORMS	600	600	-
36,983	35,349	38,400	205-461-6900	UTILITIES	38,400	38,400	-
143,939	132,550	205,431		<b>Total Materials and Services</b>	140,800	140,800	-
				<b>Transfers Out</b>			
9,158	11,742	10,500	205-491-8003	Trans To Reserve Fund	-	-	-
95,727	95,727	95,727	205-491-8009	Trans To Water Bond	95,727	95,727	-
-	-	-	205-491-8206	Trans To Water Const	-	-	-
21,460	22,605	24,031	205-491-8601	Trans Out - Franchise Fees	24,031	24,031	-
33,805	27,919	30,868	205-491-8701	Trans Out OP OH	30,868	30,868	-
160,150	157,993	161,126		<b>Total Transfers Out</b>	150,626	150,626	-
-	-	297,733	205-900-9900	<b>Contingency</b>	75,521	75,521	-
244,784	312,200	-		<b>Reserve for Future Expenditures</b>	280,205	280,205	-
<b>672,273</b>	<b>743,444</b>	<b>842,290</b>		<b>Total Requirements</b>	<b>859,201</b>	<b>859,201</b>	-

2018 Actual	2019 Actual	2020 Adopted	Water Construction Fund Summary	2021 Proposed	2021 Approved	2021 Adopted
476,130	618,636	744,507	Beginning Fund Balance	951,968	951,968	-
127,732	171,377	142,510	Charges for Service	110,224	93,634	-
5,416	8,151	8,400	Miscellaneous	4,000	4,000	-
-	-	-	Transfers from other Funds	-	-	-
<b>609,278</b>	<b>798,165</b>	<b>895,417</b>	<b>Total</b>	<b>1,066,192</b>	<b>1,066,192</b>	-
-	-	-	Materials and Services	-	-	-
4,654	115,788	150,000	Capital Outlay	130,000	130,000	-
-	4,326	3,090	Transfers	1,650	1,650	-
-	-	742,327	Contingency	19,748	19,748	-
604,624	678,050	-	Reserve for Future Expenditures	914,794	914,794	-
<b>609,278</b>	<b>798,165</b>	<b>895,417</b>	<b>Total</b>	<b>1,066,192</b>	<b>1,066,192</b>	-

2018 Actual	2019 Actual	2020 Adopted	Account	Water Construction Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
<b>Resources</b>							
107,372	107,347	110,000	206-300-3550	Water Fee Revenue	93,634	93,634	-
1,767	8,001	3,810	206-300-3551	SDC-Improvement	2,020	2,020	-
16,445	49,540	25,610	206-300-3552	SDC-Reimbursement	12,920	12,920	-
2,148	6,489	3,090	206-300-3554	SDC-Administration	1,650	1,650	-
20,360	64,030	32,510		<b>Charges for Services</b>	16,590	16,590	-
5,416	8,151	8,400	206-300-3611	Interest Income	4,000	4,000	-
5,416	8,151	8,400		<b>Miscellaneous Revenue</b>	4,000	4,000	-
476,130	618,636	744,507	206-399-9999	<b>Beginning Fund Balance</b>	951,968	951,968	-
<b>609,278</b>	<b>798,165</b>	<b>895,417</b>		<b>Total Resources</b>	<b>1,066,192</b>	<b>1,066,192</b>	-
<b>Requirements</b>							
-	-	-	206-461-5100	PROFESSIONAL SERVICES	-	-	-
-	-	-		<b>Total Materials and Service</b>	-	-	-
4,654	115,788	150,000	206-461-7000	<b>Capital Outlay</b>	130,000	130,000	-
-	4,326	3,090	206-491-8000	<b>TRANSFERS OUT</b>	1,650	1,650	-
-	-	742,327	206-900-9900	<b>CONTINGENCY</b>	19,748	19,748	-
604,624	678,050	-	206-900-9900	<b>Reserve for Future Expendi</b>	914,794	914,794	-
<b>609,278</b>	<b>798,165</b>	<b>895,417</b>		<b>Total Requirements</b>	<b>1,066,192</b>	<b>1,066,192</b>	-

2018 Actual	2019 Actual	2020 Adopted	Water Bond Fund Summary	2021 Proposed	2021 Approved	2021 Adopted
82,447	82,542	82,643	Beginning Fund Balance	83,127	83,127	-
153	231	200	Miscellaneous	80	80	-
95,727	95,727	95,727	Transfers from other Funds	95,727	95,727	-
<b>178,327</b>	<b>178,500</b>	<b>178,570</b>	<b>Total</b>	<b>178,934</b>	<b>178,934</b>	-
95,727	95,727	95,727	Debt Service	95,727	95,727	-
82,600	82,773	82,843	Reserve for Future Expend	83,207	83,207	-
<b>178,327</b>	<b>178,500</b>	<b>178,570</b>	<b>Total</b>	<b>178,934</b>	<b>178,934</b>	-

2018 Actual	2019 Actual	2020 Adopted	Account	Water Bond Fund Detail	2021 Proposed	2021 Approved	2021 Adopted
<b>Resources</b>							
-	-	-	207-300-3500	Debt Service Revenue	-	-	-
153	231	200	207-300-3611	Interest Income	80	80	-
-	-	-	207-300-3601	Miscellaneous Revenue	-	-	-
153	231	200		<b>Miscellaneous Revenue</b>	80	80	-
95,727	95,727	95,727	207-391-0251	<b>Transfers From-Water</b>	95,727	95,727	-
82,447	82,542	82,643	207-399-9999	<b>Beginning Fund Balance</b>	83,127	83,127	-
<b>178,327</b>	<b>178,500</b>	<b>178,570</b>		<b>Total Resources</b>	<b>178,934</b>	<b>178,934</b>	-
<b>Requirements</b>							
<b>Debt Service</b>							
14,695	12,312	9,858	207-461-9001	BOND INTEREST	7,333	7,333	-
81,032	83,415	85,869	207-461-9002	BOND PRINCIPAL	88,394	88,394	-
95,727	95,727	95,727		<b>Total Debt Service</b>	95,727	95,727	-
82,600	82,773	82,843	207-900-9990	<b>Reserve for Future Expendit</b>	83,207	83,207	-
<b>178,327</b>	<b>178,500</b>	<b>178,570</b>		<b>Total Requirements</b>	<b>178,934</b>	<b>178,934</b>	-

**CITY OF HUBBARD**  
**Approved Budget**  
**Transfer Summary**  
**FY 2020-2021**

	<b>Out</b>	<b>In</b>
General Fund	-	135,344
Street Fund	24,300	-
Street Construction Fund	975	-
Reserve Fund	-	-
Parks Improvement Fund	870	-
Sewer Fund	105,486	-
Sewer Construction Fund	1,650	-
Sewer Bond Fund	-	54,486
Water Fund	150,626	-
Water Construction Fund	1,650	-
Water Bond Fund	-	95,727
<b><u>Total Transfer Out and In</u></b>	<b><u>285,557</u></b>	<b><u>285,557</u></b>

**Personnel Expenses Summary  
FY 2020-2021**

	<b>Budget Annual Compensation</b>	<b>Budget Annual Benefits</b>	<b>Budget Total</b>
<b><u>Admin Dept</u></b>			
Director of Admin/City Recorder	83,157	53,922	137,079
Finance Director	79,094	46,948	126,042
Admin Asst	49,598	26,862	76,460
Overtime	6,800	2,880	9,680
Interpreter	500	39	539
Volunteer/Boards		14	14
	<b>219,149</b>	<b>130,665</b>	<b>349,814</b>

<b><u>Public Works Dept</u></b>			
Superintendent	84,057	58,505	142,562
Utility Worker II	56,208	41,309	97,517
Utility Worker I	42,708	39,335	82,043
PW Admin Manager	65,688	57,074	122,762
Utility Worker I	45,224	20,641	65,865
Pt Office Assist	25,364	5,234	30,598
Vacation Pay Out	-	-	-
Overtime Pay	6,800	2,880	9,680
	<b>326,049</b>	<b>224,978</b>	<b>551,027</b>

<b><u>Police Dept</u></b>			
Police Chief	103,561	65,090	168,651
Police Sargent	77,416	53,238	130,654
Police Officer 1-a	68,060	43,971	112,031
Police Officer 1-b	65,132	59,030	124,162
Police Officer 1-c	62,343	55,120	117,463
Police Officer 1-d	59,325	53,829	113,154
PD Admin Asst.	48,626	45,537	94,163
Reserves	-	-	-
Overtime	30,000	13,213	43,213
Overtime Holiday	-	-	-
	<b>514,463</b>	<b>389,028</b>	<b>903,491</b>

<b>TOTALS</b>	<b>1,059,661</b>	<b>744,672</b>	<b>1,804,333</b>
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General Fund			
Admin		\$	203,682
Court			66,922
Council			25,200
Community Development			119,620
Police			1,298,872
Parks			184,383
Transfers			-
Contingency			284,802
Total		\$	<u><u>2,183,481</u></u>
Street Fund			
Street		\$	247,620
Transfers			24,300
Contingency			40,788
Total		\$	<u><u>312,708</u></u>
Street Construction Fund			
Street Construction		\$	177,420
Transfers			975
Contingency			26,759
Total		\$	<u><u>205,154</u></u>
Reserve Fund			
Capital Outlay		\$	<u><u>279,424</u></u>
Parks Improvement Fund			
Parks Improvement		\$	236,140
Transfers			870
Contingency			35,552
Total		\$	<u><u>272,562</u></u>
Sewer Fund			
Sewer		\$	374,767
Transfers			105,486
Contingency			72,038
Total		\$	<u><u>552,291</u></u>
Sewer Construction Fund			
Sewer Construction		\$	130,000
Transfers			1,650
Contingency			19,748
Total		\$	<u><u>151,398</u></u>
Sewer Bond Fund			
Debt Service		\$	<u><u>54,486</u></u>

Water Fund			
	Water	\$	352,849
	Transfers		150,626
	Contingency		75,521
	Total	\$	<u>578,996</u>
Water Construction Fund			
	Water Construction	\$	130,000
	Transfers		1,650
	Contingency		19,748
	Total	\$	<u>151,398</u>
Water Bond			
	Debt Service	\$	<u>95,727</u>
	Total Appropriations	\$	<u>4,837,625</u>
	Total Unappropriated Amounts All Funds	\$	<u>4,507,303</u>
	TOTAL ADOPTED BUDGET	\$	<u>9,344,928</u>

**RESOLUTION NO. 694-2020**

**A RESOLUTION AMENDING COMPENSATION RANGES FOR CLASSIFIED EMPLOYEES AND REPEALING RESOLUTION NO. 676-2019.**

**Findings**

A. The City Council of the City of Hubbard finds it necessary to amend the compensation ranges for classified employees.

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

1. The City of Hubbard Compensation Ranges is set forth in the attached document marked Exhibit A attached hereto and by this reference incorporated herein and entitled Salary Schedule for All Departments.
2. Resolution No. 679-2019 is hereby repealed.
3. Effective July 1, 2020.

**ADOPTED BY THE CITY COUNCIL** this 9th day of June 2020.

**APPROVED:**

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

**ATTEST:**

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Vickie Nogle, MMC  
Director of Administration/City Recorder

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Berry, Elsner, & Hammond, City Attorney

EXHIBIT "A"

**CITY OF HUBBARD - SALARY SCHEDULE FOR ALL DEPARTMENTS**

(Effective July 1, 2020)

2.69% COLA

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
<b><u>Administration Department</u></b>						
Director of Administration/City Recorder	5,123	5,327	5,539	5,761	5,992	6,231
Finance Director	5,123	5,327	5,539	5,761	5,992	6,231
Administrative Assistant/Court Clerk	3,331	3,463	3,602	3,747	3,896	4,052
<b><u>Public Works Department</u></b>						
Public Works Superintendent	5,651	5,877	6,110	6,355	6,610	6,873
Public Works Administrative Manager	4,253	4,424	4,600	4,784	4,976	5,175
Utility Worker II	3,888	4,044	4,204	4,373	4,548	4,730
Utility Worker I	3,033	3,155	3,281	3,412	3,548	3,691
Public Works Office Assistant / Part-Time	\$15.86 - \$19.26					
Utility Worker I / Part-Time	\$12.00 - \$16.25 hr.					
Temporary Summer Helper	Minimum Wage (\$12.00) - \$12.75 hr.					

EXHIBIT "A"

**CITY OF HUBBARD - SALARY SCHEDULE FOR POLICE DEPARTMENT**  
(Effective July 1, 2020)

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
<b><u>Police Department</u></b>						
Chief of Police	6,451	6,708	6,974	7,254	7,545	7,845
Sergeant	4,911	5,106	5,312	5,525	5,744	5,974
Police Officer	4,238	4,408	4,585	4,769	4,958	5,157
Administrative Assistant to Chief of Police	3,331	3,463	3,602	3,747	3,896	4,052
Temporary Police Reserves	0					

Step increases will be authorized upon the satisfactory completion of the annual performance evaluation as stated in Chapter 7.00 of the City of Hubbard Personnel Policy .

Check Number	Check Issue Date	Name	Description	Amount
9974	05/11/20	OHIA	Learning Dues & Memberships	250.00- V
10210	05/11/20	911 Supply	Uniforms	317.95
10211	05/11/20	Anderson, Chris	Mileage Reimbursement	192.05
10212	05/11/20	BlackPoint IT Services Inc	IT Services	818.57
10213	05/11/20	Caselle Inc	Contracted Support	1,963.00
10214	05/11/20	CDW Government, Inc.	Equip/Maint Supplies	3,300.00
10215	05/11/20	DATAVISION	Phone/Internet	802.58
10216	05/11/20	Hubbard Chevrolet, Inc.	Equipment Maint/Supplies	1,985.66
10217	05/11/20	Marion County Treasury Dept	Municipal Court Payments	404.60
10218	05/11/20	Net Assets Corporation	Lien Searches	72.00
10219	05/11/20	NW Natural Gas	Utilities 454934-1	195.99
10220	05/11/20	Office Depot	Supplies	278.98
10221	05/11/20	One Call Concepts, Inc.	Regular Tickets	18.00
10222	05/11/20	Oregon Dept of Revenue	Municipal Court Payments	800.00
10223	05/11/20	PGE- Portland General Electric	Utilities	9,139.26
10224	05/11/20	Pitney Bowes Inc	Postage Machine	134.97
10225	05/11/20	Pocket Press, Inc	Operational Supplies	134.85
10226	05/11/20	Profectus, INC.	Janitorial Services	442.16
10227	05/11/20	Republic Services	Utilities	545.97
10228	05/11/20	TransUnion Risk	Background Check Service	52.80
10229	05/11/20	Valley Argonomics LLC	Supplies	388.73
10230	05/11/20	Valley Pacific Floral	Flower Arrangement	74.90
10231	05/11/20	Verizon Wireless	Cell Phone 672419126-00001	533.40
10232	05/11/20	Waste Connections	Shredding Services	135.28
10233	05/11/20	WEX Bank	Fuel	1,472.99
10234	05/11/20	Wolfers, Inc.	Building Maint/Supplies	180.00
10235	05/20/20	Beckwith & Kuffel	Equip Maint/Supplies	7,275.00
10236	05/20/20	Beery Elsner & Hammond, LLP	Legal Services	1,457.00
10237	05/20/20	BlackPoint IT Services Inc	IT Services	928.90
10238	05/20/20	Cascade Columbia Distribution	Supplies	300.60
10239	05/20/20	CDW Government, Inc.	Equip/Maint Supplies	739.90
10240	05/20/20	CIT	Water	216.07
10241	05/20/20	Civil West Engineering Services Inc	Engineering Services	8,103.00
10242	05/20/20	Complete Wireless Solutions	Equipment Maint/Supplies	553.42
10243	05/20/20	Curran-McLeod Inc	G Street Improvements	276.00
10244	05/20/20	DEQ - State Of Oregon	DEQ Annual Invoice	100.00
10245	05/20/20	Dryden Electric, Inc.	Equipment Maint/Supplies	6,296.00
10246	05/20/20	ELAN Corporate Payment Systems	Operational Supplies	525.03
10247	05/20/20	Galls LLC	uniforms	105.00
10248	05/20/20	Great Western Sweeping, Inc.	Street Sweeping	1,701.20
10249	05/20/20	Hach Company	Supplies	429.05
10250	05/20/20	Home Run Baseball	Refund Barendse Park Reservation Fee	225.00
10251	05/20/20	Idexx Distribution Corp.	Supplies	201.95
10252	05/20/20	Legacy Business Health Services	HEPB Vaccine	75.00
10253	05/20/20	Mid-Willamette Valley	Land Use Services	2,815.75
10254	05/20/20	Office Depot	Supplies	160.35
10255	05/20/20	Pitney Bowes Global Financial Services	Folder Lease	322.11
10256	05/20/20	Prograss, Inc	Lawn Treatment	1,820.00
10257	05/20/20	The Drive In Car Wash	Equip Maint & Supplies	160.00
10258	05/20/20	Valley Pacific Floral	Flower Arrangement 000342	74.90
10259	05/20/20	Verizon Wireless	Verizon PW Bill 864287314-00001	237.98
10260	05/20/20	Walter E. Nelson Co	Building Maint/Supplies	351.20
10261	05/20/20	Waterlab Corporation	Routine Lab Tests	360.00
Grand Totals:				59,945.10



100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | [www.mwvcog.org](http://www.mwvcog.org)  
T: 503.588.6177 | F: 503-588-6094 | E: [mwvcog@mwvcog.org](mailto:mwvcog@mwvcog.org)  
*An equal opportunity lender, provider, and employer*

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May 29, 2020

Vickie Nogle, City Recorder  
City of Hubbard  
PO Box 380  
Hubbard OR 97032

Dear Vickie,

I am enclosing for your consideration two copies of a contract for continuing land use planning services from **July 1, 2020** to **June 30, 2021**.

As we work to support our members with continued development activity, working to reopen our economy, and innovating to provide more efficient services, I want to also assure you that we understand the challenge local governments are and will experience in a difficult economic climate. My hope is that we can work with you to close financial gaps, realize greater efficiencies, and meet your goals while continuing to keep customer needs in the front of our minds.

Most of the cities that we provide this service to are able to pass costs on to the developers or applicants who require planning services, either through direct billing or through the collection of fees. *We would be glad to assist you with putting such a system in place if you do not already have a means of recovering these costs or if you would like information on a full recovery fee schedule.*

The rates related to land use planning are enclosed as Exhibit A to the land use planning contracts, and as adopted by the MWVCOG Board of Directors. As in previous years, the rates do not require a minimum number of hours. *This agreement covers land use planning services on an as-needed, on-demand basis.* Mileage costs associated with providing land use planning services are charged directly to the city at the IRS mileage rate.

*We will also continue to provide our land use program clients assistance in preparing grant applications to pay for land use planning projects **at no cost**.* Also, when we assign a planner to a city, they become responsible for reporting back to the rest of the COG staff on other needs that you may have such as public works improvements, transportation needs, etc., so that you can take full advantage of other COG resources that may be available.

Please sign and return both copies of the enclosed contract by **June 30<sup>th</sup>** (or let us know if more time is needed). If you have questions or wish to discuss this further, please contact me at 503-540-1618 or [renatac@mwvcog.org](mailto:renatac@mwvcog.org).

We appreciate the opportunity to provide land use planning services to you and look forward to working with you in the coming years. We are here for you, we want to help, and we thank our members for all of the work you do to make our region a great place to live and work.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Wakeley', with a stylized flourish at the end.

Renata Wakeley  
Community Development Director/Acting Executive Director

## CONTRACT

### **LAND USE PLANNING SERVICES**

THIS AGREEMENT is made and entered into this 1st day of July, 2020 by and between the CITY OF HUBBARD, OREGON, a municipal corporation ("CITY"), and the MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS ("COG"), a voluntary intergovernmental association created by charter and Agreement pursuant to ORS Chapter 190 of which CITY is a member.

### WITNESSETH:

IN CONSIDERATION of the mutual premises and stipulations set out below, the CITY and COG do hereby agree as follows:

A. COG Responsibilities

1. COG shall provide an experienced land use planner to assist the CITY in processing land use actions, zone code revisions and other related activities which may be requested by the CITY.
2. COG shall provide to CITY mapping, graphics and document production services related to work requested by CITY under paragraph A.1.
3. COG shall provide to City legal services as requested by City related to work under paragraph A.1.
4. COG shall provide monthly billing statements.

B. CITY Responsibilities

1. CITY agrees to engage COG as a provider of land use planning consulting services.
2. CITY agrees to pay for land use planning services under paragraph A.1. at a rate as indicated in the attached Exhibit A - COG Board approved fee schedule, plus mileage at the IRS mileage rate for travel related to providing said services.
3. CITY agrees to pay the actual cost of mapping, graphics and document production provided under paragraph A.2.
4. CITY shall review, process and pay COG's monthly invoices within 30 days of receipt.
5. CITY shall designate a key contact person through which all requests for services will come and with whom the activities of COG's land use planner will be coordinated.

C. COG Services Provided Without Additional Compensation

1. COG shall provide advice and assistance to CITY with grant and loan applications for financing of public improvements at no additional charge except in those instances when such work may be eligible for compensation from the granting agency.

2. COG shall prepare documentation and applications for funding for additional planning projects on behalf of CITY.
3. COG shall refer CITY to other available resources that may be available to address needs of CITY upon request.

D. Termination and Amendment

1. This Agreement shall be terminated on June 30, 2021 unless otherwise agreed to by COG and CITY by amendment to this Agreement.
2. This Agreement may be terminated for convenience by either party upon written notice of 30 calendar days.
3. This Agreement may be amended only by written agreement executed between the parties.

E. Independent Contract

1. The CITY has engaged COG as an independent contractor for the accomplishment of a particular service. Neither party, nor the officers and employees of either party shall be deemed the agents or employees of the other party for any purpose.

F. Limited Warranty

1. Unless requested by the City that the COG provide legal services, CITY agrees to seek and rely exclusively on the advice of its own legal counsel as to the legal sufficiency of the land use planning process and its products. The parties expressly recognize that the review process involves political and legal judgment entirely within the control and authority of the CITY. COG's only obligation is to provide advice from the perspective of land use planning principles, and not legal or political counsel.
2. In no event shall COG be liable for indirect or consequential damages of any nature. In no event, regardless of theory of recovery, shall COG be liable for any damages in excess of the amounts actually paid by CITY to COG under Paragraph B. hereof.
3. CITY agrees to provide a representative to present the CITY's viewpoint at public hearings regarding a dispute between the CITY and the County or another city. COG will provide support and information as appropriate (including research and staff reports) to aid the CITY in making its arguments.

IN WITNESS WHEREOF, COG and the CITY have, by approval of their respective governing bodies, caused this Agreement to be executed as of the day and year aforesaid.

**MID-WILLAMETTE VALLEY  
COUNCIL OF GOVERNMENTS**

**CITY OF HUBBARD**

By: \_\_\_\_\_  
Renata Wakeley, Acting Executive Director

By: \_\_\_\_\_

BEFORE THE BOARD OF DIRECTORS  
FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

**Exhibit A**

In the matter of establishing rates for services provided member and other entities on a fee-for-service basis.

**RESOLUTION 2020-05**

**WHEREAS**, the Mid-Willamette Valley Council of Governments (COG) is an intergovernmental entity established by agreement among the participating jurisdictions pursuant to their home rule authority and ORS 190.019.

**WHEREAS**, the agreement establishing the COG and ORS 190.020 allows the COG to enter into intergovernmental agreements for the delivery of services to its member governments

**WHEREAS**, the COG presently offers a host of fee-for-service programs on a contractual basis with its member governments to include land use planning, housing rehabilitation loan administration, revolving loan program administration, legal services, executive recruiting, and other technical services; and

**WHEREAS**, the Board of Directors for the COG desires to set rates for such services that are affordable for members and recover the COG's costs of providing such services,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS:**

That the following rates shall take effect for the COG's fee-for-service program beginning July 1, 2020, and ending June 30, 2021, unless sooner amended:

<u>Member Services</u>	
Recruitment Services:	
<u>Population</u>	<u>Fee</u>
Up to 1,000	\$7,000
1,001 to 5,000	\$9,000
Over 5,000	\$12,000
Non-member Gov't Entities	\$18,000
Background Check Services	\$500/background check
Legal Services	
General Counsel Services	\$165 per hour
Hearings Officer Services	\$185 per hour
Strategic Planning / Goal Setting	
Evening / Half Day	\$1,500
One Day (8 Hours)	\$3,000
Evening Plus Full Day (10 Hours)	\$3,500
Miscellaneous Technical Services	
Executive Director	\$175 per hour
Support Staff	\$62 per hour

Community Development Services

Land Use Planning (small cities)*	
Senior Planner	\$90 per hour
Associate Planner	\$87 per hour
GIS Analyst	\$95 per hour
Support Staff	\$62 per hour

Grants Administration*	
Grants Administration Specialist	\$76 per hour
Non-profit / Government Rate	\$85 per hour
For Profit Rate	\$90 per hour
Support Staff	\$62 per hour

Housing Rehab Services*	
Grants Administration Specialist	\$76 per hour

Economic Development Services*	
Development Director	\$120 per hour
Senior Planner	\$90 per hour
Associate Planner	\$87 per hour
GIS Analyst	\$95 per hour
Support Staff	\$62 per hour

\*(Any contracts that exceed a 1-year period shall be charged at the above rates plus 5%.)

GIS/Data Services

GIS Services	
Member Rate	\$95 per hour
Non-profit / Government Rate	\$110 per hour
For Profit Rate	\$140 per hour

Modeling Services	
Member Rate	\$115 per hour
Non-profit / Government Rate	\$130 per hour
For Profit Rate	\$150 per hour

Loan Program Services

SBA Loans / Administration of Revolving Loan Programs	
Program Manager	\$142 per hour
Loan Officer	\$104 per hour
Servicing Specialist	\$85 per hour

Loan Underwriting, packaging and Closing Services	1.5 % of Loan Amount,
Minimum Fee - \$800	

Loan Servicing and Reporting	\$2,000 annually
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**ADOPTED** by the Board of Directors of the Mid-Willamette Valley Council of Governments at Salem, Oregon this 17th day of March, 2020.

CITY OF HUBBARD  
CONTRACT FOR SERVICES

THIS CONTRACT, made this 5<sup>th</sup> day of May 2020, in accordance with the requirements of Oregon Revised Statutes 297.405 through 297.740 between Grove, Mueller & Swank, P.C., Certified Public Accountants of Salem, Oregon, and City of Hubbard, Oregon (the City), provides as follows:

It hereby is agreed that Grove, Mueller & Swank, P.C. shall conduct an audit of the accounts and fiscal affairs of the City, for the fiscal year beginning July 1, 2019, and ending June 30, 2020, in accordance with the Minimum Standards for Audits of Municipal Corporations as prescribed by law. The audit shall be undertaken in order to express an opinion upon the financial statements of the City, and to determine if the City has complied substantially with appropriate legal provisions.

Grove, Mueller & Swank, P.C. agrees that the services contracted to perform under this contract shall be rendered by or under personal supervision and that the work will be faithfully performed with care and diligence.

It is understood and agreed that, should unusual conditions arise or be encountered during the course of the audit whereby the services of Grove, Mueller & Swank, P.C. are necessary beyond the extent of the work contemplated, written notification of such unusual conditions shall be delivered to the City, who shall instruct in writing Grove, Mueller & Swank, P.C. concerning such additional services.

The audit shall be started as soon after this contract is executed as is agreeable to the parties hereto and shall be completed and a written report thereon delivered within a reasonable time, but not later than six months, after the close of the audit period covered by this contract (unless agreed to by both parties). Adequate copies of such report shall be delivered to the City, and its form and content shall be in accordance with and not less than that required by the Minimum Standards for Audits of Oregon Municipal Corporations.

It is understood and agreed that the City, is responsible for such financial statements as may be necessary to fully disclose and fairly present the results of operations for the period under audit and the financial condition at the end of that period.

In consideration of the faithful performance of the conditions, covenants, and undertakings herein set forth, the City of Hubbard, Oregon hereby agrees to pay Grove, Mueller & Swank, P.C. the fee as described in the audit engagement letter dated May 5, 2020 and the City hereby affirms that proper provision for the payment of such fee has been or will be duly made and that funds for the payment thereof are or will be made legally available.

\_\_\_\_\_  
Ryan T. Pasquarella  
Grove, Mueller & Swank, P.C.

\_\_\_\_\_  
By: \_\_\_\_\_  
City of Hubbard, Oregon

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS  
475 Cottage Street NE, Suite 200, Salem, Oregon 97301  
(503) 581-7788

May 5, 2020

Management and City Council  
City of Hubbard  
3720 Second Street  
Hubbard, Oregon 97032

The following represents our understanding of the services we will provide the City of Hubbard (the City).

You have requested that we audit the modified cash basis governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2020, and for the year then ended and the related notes, which collectively comprise the City's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Supplementary information will accompany the City's basic financial statements. The supplementary information will be presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information will be subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. Our auditor's report will provide an opinion on the supplementary information in relation to the basic financial statements as a whole:

- 1) Combining fund statements (modified cash basis)
- 2) Schedules of revenues, expenditures and changes in fund balances (modified cash basis) – budget to actual

Management's discussion and analysis accompanying the financial statements is considered other information and will not be subjected to the auditing procedures applied our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information.

### **Auditor Responsibilities**

We will conduct our audit in accordance with generally accepted auditing standards (U.S. GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we may request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and, if applicable, any state or regulatory audit requirements.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. Additionally, we will perform tests over the City's compliance with the Minimum Standards for Audits of Oregon Municipal Corporations. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also prepare the financial statements of the City in conformity with the modified cash basis of accounting based on information provided by you.

With respect to any nonattest services we perform, the City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

## **Management Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with the modified cash basis of accounting.
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit; and
  - iii. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the City's auditor;
- e. For identifying and ensuring that the City complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

## **Reporting**

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

We also will issue a written report on compliance with Minimum Standards for Audits of Oregon Municipal Corporations upon completion of our audit.

## **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

## **Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Ryan T. Pasquarella, CPA is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Grove, Mueller & Swank, P.C.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. To ensure that Grove, Mueller & Swank, PC's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees are based on the amount of time required at various levels of responsibility. We estimate that our fee for the audit will be \$15,800. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Invoices will be rendered monthly and are payable upon presentation.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report or for any additional period requested by the State.

At the conclusion of our audit engagement, we will communicate to City Council the following significant findings from the audit:

- a. Our view about the qualitative aspects of the City's significant accounting practices;
- b. Significant difficulties, if any, encountered during the audit;
- c. Uncorrected misstatements, other than those we believe are trivial, if any;
- d. Disagreements with management, if any;
- e. Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- f. Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- g. Representations we requested from management;
- h. Management's consultations with other accountants, if any; and
- i. Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Grove, Mueller & Swank, P.C. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the State or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. If requested, access to such audit documentation will be provided under the supervision of Grove, Mueller & Swank, P.C.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to authorized personnel or its designee. The authorized personnel or its designee may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Very truly yours,



CERTIFIED PUBLIC ACCOUNTANTS

RESPONSE:

This letter correctly sets forth the understanding of the City of Hubbard.

Management  
signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance  
signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_