

MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

SEPTEMBER 15, 2020

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

The Hubbard City Council will meet for its regular council meeting. Due to distancing requirements, the Workshop portion of the meeting will be for members of the City Council and Staff only. Members of the public may attend **via conference call or electronic device**. 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>)

Join Zoom Meeting

<https://us02web.zoom.us/j/81180487324?pwd=bzJUUDVuQUtteWdxZEtKOWIXemJvUT09>

Meeting ID: 811 8048 7324

Passcode: 715110

One tap mobile

+12532158782,,81180487324#,,,,,0#,,715110# US (Tacoma)

+13462487799,,81180487324#,,,,,0#,,715110# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 811 8048 7324

Passcode: 715110

Find your local number: <https://us02web.zoom.us/j/81180487324?pwd=bzJUUDVuQUtteWdxZEtKOWIXemJvUT09>

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

Please contact the Director of Administration/City Recorder prior to the scheduled meeting if you need assistance accessing this electronic meeting at the following: vnogle@cityofhubbard.org; Phone No. 503.981.9633; or Hubbard City Hall, 3720 2nd St., Hubbard OR 97032. TTY users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

Agendas are posted at City Hall and on the City website at www.cityofhubbard.org. You may schedule Agenda items by contacting the Director of Administration/City Recorder Vickie Nogle at 503-981-9633. (TTY / Voice 1-800-735-2900)

SEE ATTACHED AGENDA

Posted 9/9/2020, 4:00 p.m.

Vickie L. Nogle, MMC

Director of Administration/City Recorder

HUBBARD CITY COUNCIL MEETING AGENDA

CITY HALL: (503)981-9633

SEPTEMBER 15, 2020 – 7:00 PM

LOCATION: Council and Staff - HUBBARD FIRE HALL (3161 2ND STREET)

**(MEMBERS OF THE PUBLIC MAY CALL OR LOG IN WITH AN ELECTRONIC DEVICE -
Refer to Cover Sheet for details)**

MEETING Notice: Due to distancing requirements, the City Council and Staff will meet in person only with distancing requirements in place. Members of the public may attend via conference call or electronic device. 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.)

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

- 1) **CALL TO ORDER.**
 - A) Flag Salute.
 - B) Roll call.

- 2) **PROCLAMATION – DECLARING SEPTEMBER AS NATIONAL PREPAREDNESS MONTH.**

- 3) **DISCUSSION REGARDING PROPERTY TAX EXEMPTION – Hubbard City Attorney.**

- 4) **PUBLIC HEARINGS.**
 - A) Continued from June 9, 2020 - City of Hubbard –Sewer Reimbursement District (Kooiman Estates Subdivision) - Matt Wadlington, Civil West Engineering.
 1. Draft Resolution 693-2020. Reimbursement District Resolution.

- 5) **MAYOR'S AND/OR COUNCIL'S PRESENTATIONS.**

- 6) **DISCUSSION REGARDING PERSONNEL EVALUATION PROCESS.**

- 7) **STAFF REPORTS.**
 - A) **Hubbard Fire District** – Fire Chief Joseph Budge.
 - B) **Police Department**–Police Chief Dave Rash.
 - C) **Administrative Department**–Director of Admin/Recorder Vickie Nogle.
 - D) **Finance**-Finance Director Judy Smith.
 - E) **Public Works Department**–Public Works Superintendent Mike Krebs.

- 8) **DISCUSSION REGARDING FLAGS AT PEDESTRIAN CROSSINGS.** (*Refer to Public Works Report*)

- 9) **DISCUSSION REGARDING CENTENNIAL PARK PERIMETER HEDGE.** (*Refer to Public Works Report*)

- 10) **DISCUSSION REGARDING WATER TREATMENT PLANT IMPROVEMENTS – Public Works**

11) 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. July 14, 2020, City Council.**
- 2. August 11, 2020, City Council.**
- 3. August 25, 2020, Special City Council.**

B) Approval of the August 2020 Check Register Report.

C) Approval of annual step increase for Julie Hedden (Administrative Assistant/Court Clerk) to step D of the Hubbard Salary Schedule, effective September 16, 2020. (Refer to Director of Admin/City Recorder report)

D) Approval of the Edward Byrne Memorial Justice Assistance Grant program in the amount of \$24,999, and authorize the Mayor to sign. (Refer to the Police Chief Report)

E) Approval to remove Grant Thommen (Police Officer) from probation and to step B of the Hubbard Salary Schedule, effective September 1, 2020.

12) 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>

13) OTHER CITY BUSINESS.

14) COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO REVIEW AND EVALUATE EMPLOYMENT-RELATED PERFORMANCE OF EMPLOYEES UNDER ORS 192.660(2)(i). PURSUANT TO ORS 192.660(4) COUNCIL SPECIFICALLY REQUEST THAT MEMBERS OF THE MEDIA AND OTHER ATTENDEES NOT DISCLOSE MATTERS DISCUSSED IN THE EXECUTIVE SESSION.

15) COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING.

16) ADJOURNMENT. (Next regular scheduled City Council Meeting October 13, 2020, at 7:00 p.m.)

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BEFORE THE HUBBARD CITY COUNCIL

In the Matter of Proclaiming September)
National Preparedness Month.)

PROCLAMATION

This matter came before the Hubbard City Council at its regularly scheduled meeting of September 8, 2020, to proclaim September as National Preparedness Month.

- WHEREAS, each September is recognized as National Preparedness Month; and
- WHEREAS, Oregonians have witnessed and experienced natural disasters in our own community; and
- WHEREAS, every community member can take active steps to protect their families and neighbors from natural and manmade disasters; and
- WHEREAS, every family and business in Hubbard is encouraged to take active steps to be financially secure after a disaster; and
- WHEREAS, every community member is encouraged to make sure they are properly insured against fire, flood, earthquakes, and storms; and
- WHEREAS, every community member is encouraged to create a home inventory to include as part of their disaster preparedness kit,

NOW THEREFORE, I Charles Rostocil Mayor of the City of Hubbard do hereby declare the month of September 2020, do hereby proclaim September 2020, as

“SEPTEMBER AS NATIONAL PREPAREDNESS MONTH”

And join cities across Oregon to encourage everyone to build a home inventory of their personal property, and speak with an insurance agent to make sure they are financially prepared for a disaster.

THEREFORE, I have ordered there be placed on this proclamation, the seal of the City of Hubbard and here by place my signature on September 8, 2020.

Charles Rostocil - Mayor

ATTEST:

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



NATIONAL PREPAREDNESS MONTH



**Disasters Don't Wait.
Make Your Plan Today**



National Preparedness Month 2020

First week of September is Home Inventory Week

PREPARE NOW

LEARN HOW

**Get ready at
dfr.oregon.gov/preparenow**



FEMA

Vickie Nogle

Subject: FW: Form submission from: Contact Us

-----Original Message-----

From: Chad Jacobs [mailto:chad@gov-law.com]

Sent: Thursday, August 27, 2020 9:41 AM

To: Vickie Nogle; Ashley Driscoll

Subject: RE: Form submission from: Contact Us

Hi,

This is not mandatory - it is a policy choice by the City as to whether it wants to enact a property tax exemption under ORS 307.540-548. I think the first step would be to take the request to council for consideration. If they want to provide an exemption, then we would come back to them with an ordinance implementing the program.

If the Council wants to adopt such a program, they will also need to decide which definition of low income in ORS 397.540(2) they want to use for the program. Those choices are:

(a) Income at or below 60 percent of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development; or

(b)(A) For the initial year that persons occupy property for which an application for exemption is filed under ORS 307.545, income at or below 60 percent of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development; and (B) For every subsequent consecutive year that the persons occupy the property, income at or below 80 percent of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development.

The Council may, if it desires, also impose additional requirements for participation in the program as long as such requirements do not conflict with ORS 307.540-548.

Below is the language Hillsboro recently adopted, which is another example similar to Salem's.

Let us know how we can assist further with this matter.

Best,

Chad

Subchapter 3.40 NONPROFIT CORPORATION LOW-INCOME HOUSING TAX EXEMPTIONS

3.40.010 Definitions

The following definitions apply in this subchapter.

LOW-INCOME means:

A. For the initial year a person occupies property for which an application for exemption is filed under this subchapter, income at or below 60 percent of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development; and

B. For every subsequent consecutive year that the person occupies the property, income at or below 80 percent of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development. (Ord. 6291 § 1, 2019)

3.40.020 Nonprofit corporation low-income housing exemption—Criteria

A. Property that meets all of the following criteria shall be exempt from taxation as provided in this section:

1. The property is owned or being purchased by a corporation described in Section 501(c)(3) or (4) of the Internal Revenue Code that is exempt from income taxation under Section 501(a) of the Internal Revenue Code;

2. Upon liquidation, the assets of the corporation are required to be applied first in payment of all outstanding obligations, and the balance remaining, in cash and in kind, to be distributed to corporations exempt from taxation and operated exclusively for religious, charitable, scientific, literary or educational purposes or to the State of Oregon;

3. The property is:

a. Occupied by low-income persons; or

b. Held for the purpose of future development as low-income housing, for a period not exceeding three years;

4. The property or portion of the property receiving the exemption, if occupied, is actually and exclusively used for the purposes described in Section 501(c)(3) or (4) of the Internal Revenue Code; and

5. The exemption has been approved as required in Section 3.40.040.

B. For purposes of subsection A of this section, a corporation that only has a leasehold interest in property is deemed to be a purchaser of that property if:

1. The corporation is obligated under the terms of the lease to pay the ad valorem taxes on the real and personal property used in this activity on that property; or

2. The rent payable by the corporation has been established to reflect the savings resulting from the exemption from taxation.

C. A partnership shall be treated the same as a corporation to which this section applies if the corporation is:

1. A general partner of the partnership; and

2. Responsible for the day to day operation of the property that is the subject of the exemption. (Ord. 6291 § 1, 2019)

3.40.030 Application for exemption

A. To qualify for the exemption provided by Section 3.40.020, the corporation shall file an application for exemption with the city for each assessment year the corporation wants the exemption. The application shall be filed on or before March 1 of the assessment year for which the exemption is applied for, except that when the property designated is acquired after March 1 but before July 1, the claim for that year shall be filed within 30 days after the date of acquisition. The application shall include the following information as applicable:

1. A description of the property for which the exemption is requested;
 2. A description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose;
 3. A certification of income levels of low-income occupants;
 4. A description of how the tax exemption will benefit project residents;
 5. A description of the development of the property if the property is being held for future low-income housing development; and
 6. A declaration that the corporation has been granted exemption from income taxation under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code.
- B. The applicant shall verify the information in the application by oath or affirmation. (Ord. 6291 § 1, 2019)

3.40.040 Determination of eligibility for exemption—Notice to county assessor

A. Within 30 days of the filing of an application under Section 3.40.030, the council shall determine whether the applicant qualifies for the exemption under Section 3.40.020. If the council determines the applicant qualifies, the city shall certify to the county assessor, as set forth in ORS 307.547, that all or a portion of the property shall be exempt from taxation under the city's tax levy.

B. Upon receipt of certification under subsection A of this section, the county assessor shall exempt the property from taxation to the extent certified by the city. (Ord. 6291 § 1, 2019)

3.40.050 Termination of exemption

A. If the city determines that property that has received an exemption under this Subchapter 3.40 in anticipation of future development of low-income housing that the property is being used for any purposes other than the provision of low-income housing, or that any provision of this subchapter is not being complied with, the city shall give notice of the proposed termination of the exemption to the owner(s) by mailing the notice to the last known address of the owner(s), and to every known lender, by mailing the notice to the last known address of every known lender. The notice shall state the reasons for the proposed termination and require the owner(s) to appear at a specified time, not less than 20 days after mailing the notice, to show cause, if any, why the exemption should not be terminated.

B. If the owner(s) fail to appear and show cause why the exemption should not be terminated, the city shall notify every known lender, and shall allow any lender not less than 30 days after the date the notice of failure to appear and show cause is mailed to cure any noncompliance or to provide adequate assurance to the city that all noncompliance shall be remedied.

C. If the owner(s) fail to appear and show cause why the exemption should not be terminated, and the lender fails to cure or give adequate assurance of the cure of noncompliance, the council shall adopt a resolution stating its findings that terminate the exemption. A copy of the resolution shall be filed within 10 days after its adoption with the county assessor, and a copy shall be sent to the owner(s) at the owner(s)' last known address and to the lender at the last known address of the lender within 10 days of its adoption.

D. Upon the county assessor's receipt of the city's termination findings:

1. The exemption granted to the housing unit or portion under this subchapter shall terminate immediately, without right of notice or appeal;
2. The property shall be assessed and taxed as other property similarly situated is assessed and taxed;

3. Notwithstanding ORS 311.235, there shall be added to the general property tax roll for the tax year next following the presentation or discovery, to be collected and distributed in the same manner as other real property tax, an amount equal to the difference between the taxes assessed against the property and the taxes that would have been assessed against the property had it not been exempt under this subchapter for each of the years, not to exceed the last 10 years, during which the property was exempt from taxation under this subchapter.

E. The assessment and tax rolls shall show potential additional tax liability for each property granted an exemption under this subchapter because the property is being held for future development of low-income housing.

F. Additional taxes collected under this section shall be deemed to have been imposed in the year to which the additional taxes relate. (Ord. 6291 § 1, 2019)

3.40.060 Delegation of administrative authority

The manager, or the manager's designee, is granted all authority necessary to make all determinations and otherwise administer the provisions of this subchapter, excepting determinations and actions required to be made or taken by the council. (Ord. 6291 § 1, 2019)

-----Original Message-----

From: Hubbard Oregon via Hubbard Oregon [mailto:hubbard-or@municodeweb.com]
Sent: Wednesday, August 26, 2020 1:45 PM
To: Vickie Nogle
Subject: Form submission from: Contact Us

Submitted on Wednesday, August 26, 2020 - 1:44pm Submitted by anonymous user: 209.67.78.22 Submitted values are:

First Name: [REDACTED]

Last Name: [REDACTED]

Email: [REDACTED]

Question/Comment:

Our client, a California 501(c)(3) corporation, is acquiring two manufactured home ("MH") parks within the Hubbard city limits. The client's charitable mission is to maintain these MH parks as low-income housing. [REDACTED]

[REDACTED] We are working with Bradli Daun in the Marion County Assessors Office who said we will need to contact the City of Hubbard for information on how to apply for a property tax exemption in Hubbard under ORS 307.540-548. Marion County is currently developing its application for the exemption. Would someone from the City of Hubbard please contact me to discuss getting the application process started? My email is included here and my cell phone number is (503) 348-7167. Thank you, Carole Brock

The results of this submission may be viewed at:
<https://www.cityofhubbard.org/node/7/submission/2411>



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

August 26, 2020

City of Hubbard
Attn: Mike Krebs – Public Works Superintendent
3720 2nd 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, and supplemental information received on August 2nd) by the applicant and the applicant's Engineer regarding their application for a reimbursement district and provides the following report.

FINDINGS:

1. The applicant has financed the cost of the sewer improvements, which has additional capacity to provide service to neighboring properties.
2. The cost share methodology was approved, in concept, upon adoption of the "Sanitary Sewer Master Plan for the Public Facilities Financing Plan – Area 3" by City RESOLUTION 660-2018. (attached)
3. The Reimbursement District (as delineated in the above referenced Sanitary Sewer Master Plan(SSMP)) includes a portion of Tax Lot (TL) 100 (30.62 acres identified in SSMP), TL 701 (1.26 acres), TL 2700 (1.93 acres), TL 2800 (2.19 acres), and the Kooiman Estates subdivision (1 acre identified in Sewer Master Plan). This represents 5 parcels, totaling 37 acres.
4. Per the applicant, the total cost of the oversized public improvement is \$229,344.90. The applicant has provided invoices for the construction and has estimated "Engineering, Surveying, and Inspection"
5. Constructed improvements meet City standards.

RECOMMENDATION:

6. Because the constructed improvements provide a value to neighboring parcels, and because the City has previously approved of cost reimbursement, in concept, we feel that it is fair and is in the public's interest to create a Reimbursement District:
7. 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.

8. Based on the allocation of cost methodology presented in the “Sanitary Sewer Master Plan for the Public Facilities Financing Plan – Area 3”, and approved by City Resolution 660-2018, the following distribution of costs is recommended:

| <u>Tax Lot</u> | <u>Area</u> | <u>Percentage of Total Area (within UGB)</u> | <u>Proposed Reimbursement</u> | <u>Administration Fee</u> |
|----------------|---|--|-------------------------------|---------------------------|
| 100 | 76.87 total acres, 30.62 eligible per SSMP | 82.76% | \$189,825.71* | \$1,000 |
| 701* | 1.26 acres | 3.41% | \$7,811.25 | \$391 |
| 2700 | 1.93 acres | 5.22% | \$11,964.85 | \$598 |
| 2800 | 2.19 acres | 5.92% | \$13,576.69 | \$678 |
| Kooiman Est.** | 1.0 acre eligible per SSMP | 2.70% | \$6,199.40 | \$310 |

* Tax Lot 701 has been paid by the developer under separate agreement.

** Kooiman Estates obligation include 1.0 acre which was self-paid by developer, no additional reimbursement from this subdivision is required.

9. Per Municipal Code Title 3, Chapter 3.07.100, the above referenced properties will be obligated to pay the reimbursement fee if, within 10 years from the date forming the reimbursement district, the property owner (or developer) applies for:
- a. A building permit for a new building;
 - b. Building permit(s) for any addition(s) of a building, which cumulatively exceed 25 percent of the existing square footage in any 36-month period;
 - c. A development permit as defined in this chapter;
 - d. A permit issued for connection to a public improvement.
- All of which would require that the parcel first be annexed into the City.

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

Respectfully,



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

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



ENGINEERING SERVICES, INC.

Kooiman Estates

Trunkline Costs

August 2nd, 2020

The following costs are associated with the 10" Trunkline constructed as part of the Kooiman Estates project.

| Work Tasks | Quantity | Unit Price | Total Costs |
|-------------------------------------|--------------|-------------|----------------------|
| 10 Inch Sanitary Sewer Main | 879 Lin. Ft. | 156.81 | \$ 137,835.99 |
| Manholes (5 - 48" Structures) | 1 Lump Sum | 27445 | \$ 27,445.00 |
| Traffic Control | 1 Lump Sum | 8675 | \$ 8,675.00 |
| Road Demo & Preperation | 1 Lump Sum | 12890 | \$ 12,890.00 |
| 4" HMAC Paving | 1 Lump Sum | 15220 | \$ 15,220.00 |
| Construction Costs | | | \$ 202,065.99 |
| Engineering, Surveying, Inspections | 1 Lump Sum | \$27,278.91 | \$ 27,278.91 |
| Total Trunkline Costs | | | \$ 229,344.90 |

Benifited Properties

| Tax Lot | Area (Acres) | Percentage of Total | Proposed Reimbursement |
|---------|--------------|---------------------|---------------------------|
| 100 | 54.06 Acres | 89% | \$ 205,135.43 |
| 701 | 1.26 Acres | 2% | \$ 4,781.18 <i>Note 1</i> |
| 2700 | 1.93 Acres | 3% | \$ 7,323.55 |
| 2800 | 2.19 Acres | 4% | \$ 8,310.15 |
| Kooiman | 1 Acres | 2% | \$ 3,794.59 <i>Note 2</i> |
| Total | 60.44 Acres | | |

Note 1 This properties portion of the District has been paid by the Developer under separate agreement.

Note 2 This properties portion of the District is part of the Kooiman project and has been satified by the Developer



3 Park Plaza, Ste 1700 949-727-0568
Irvine, CA 92614 caritascorp.org

September 2, 2020

Charles Rostocil, Mayor
James Audritsh, Council President
Michelle Dodge, Council Member
Robert Prinslow, Council Member
Tyler Thomas, Council Member
Vickie Nogle, Director of Administration/City Recorder
Hubbard City Hall
3720 Second Street
PO Box 380
Hubbard, OR 97032

RECEIVED
SEP 03 2020 3:40pm
CITY OF HUBBARD

Honorable Mayor and Esteemed Members of the Hubbard City Council:

It is my pleasure to introduce all of you to Caritas, a non-profit organization whose goal is to provide and maintain quality, affordable housing. With the increasing number of households on fixed or limited incomes and with the scarcity of reliable, long-term, reasonably priced housing, Caritas endeavors to create vibrant communities where quality of life, resident involvement, and caring are priorities.

On August 17, 2020 Caritas entered into a Purchase and Sale Agreement for seven mobile home communities in the Portland area, owned by Oregon local Martin Fleck who is the owner of AH Northwest Inc., a holding company of significant real estate assets in the Portland area. Martin has owned many of these assets for several years and decided to accept Caritas' offer due to our proven track record in preserving affordable housing across mobile home communities throughout California. These acquisitions are Caritas' first ventures outside of California.

The Hubbard Mobile Estates located at 3125 Rudometkin Drive and Sherwood Mobile Manor located at 3256 Elm Street are both located in Hubbard. In discussing the transaction Martin was inspired by Caritas' Mission and resident empowered programs, believing that his residents would be in the "best hands" with Caritas, despite interest from several other financially-backed parties.

Caritas has a long history of working with cities to respond to the critical needs of its residents. All our properties are well maintained, the pride of ownership is very apparent, families and seniors are supported with special programs to respond to their needs and at-risk youth concerns are addressed. The neighborhood and the entire community benefit.

Caritas was founded in 1996 on the hope of helping to address the lack of affordable housing and we strive daily to do what we can to accommodate more and more people. Over the years we continue to refine our operating programs to better meet the needs of our residents as well as assisting the future residents by preserving the affordability of our units while improving the quality of life for our residents.

Our Caritas operating goals strive to:

- Increase affordable housing stock.
- Self-impose rent control and limit rent increases.
- Promote resident participation in management and operating decisions.
- Facilitate neighborhood beautification.
- Create neighborhood pride.

An important component to successfully owning and operating affordable housing communities in perpetuity is in establishing a close-knit environment where people not only feel safe, but their needs are met on a regular basis. Caritas enjoys distinction of being known for its dedication to the never-ending commitment of enhancing the quality of life for the residents. We strive to be a “resident” focused organization rather than “property” focused.

In order to focus on this critical component, The Caritas Mission department was created, formerly operating as The Caritas Foundation. The Caritas Mission Department solely focuses on bringing vital services and programs to the low income, underserved members of our communities. A primary example is our Caritas Reads! Program, which continues to grow year after year. This was a Summer reading program where children in grades 1 – 12 are provided and allowed to keep age appropriate books of their choosing and has as of 2020 been continued into a year-round program to continue supporting our school aged residents while they adjust to distance learning.

To support our zest for learning we created the Caritas Scholarship Program which helps fund continuing education opportunities for our high school seniors and returning college students. We strongly believe in the value of continuing education and training and we are proud to be investing in our residents’ future.

Caritas economically supports and strongly encourages resident-generated activities, such as exercise classes, movie nights, dance classes, game nights, community potlucks and barbeques. Some family communities offer after school learning center and youth recreation programs, and some senior communities offer resident led food banks and other charitable outreach programs.

Caritas also provides financial assistance to some of our residents. Unfortunately, due to unforeseen circumstances, residents may occasionally find themselves in need of some short-term financial help. For qualifying residents, Caritas provides short-

term grants in the form of rental and maintenance assistance. In addition, we will partner with other organizations outside of our communities to bring in donations for clothing, food, back-to-school supplies and holiday meal supplies and gifts.

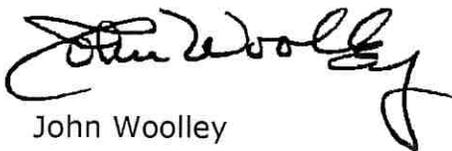
Caritas also communicates monthly with our residents via a community newsletter. The newsletter may include an event calendar, items of interest in the surrounding cities and towns, resident submitted articles, brain teaser puzzles and quizzes, favorite resident recipes, birthday announcements, and many other items of local interest.

For your consideration, you will find enclosed our 2019 Impact Overview. This is an annual report that our Mission Department began last year to highlight the previous years' ongoing Mission accomplishments.

At Caritas our Mission continues to be a work in progress as we maintain affordability while engaging residents to build vibrant and caring mobile home communities. Although there are some nuances from County to County, owners of low-income housing in California are allowed a property tax exemption on the primary tax assessment in direct relationship to the percentage of low housing units to the total units of the property. I am just now discovering that Oregon is considering an exemption of this sort that will be heard at next week's City Council Meeting. These exemptions certainly look to assist in keeping the rents affordable.

On behalf of Caritas, I assure you that we are looking forward to our expansion into Oregon and I look forward to meeting all of you in the weeks and months to come.

Respectfully,

A handwritten signature in black ink, appearing to read "John Woolley". The signature is fluid and cursive, with a long, sweeping tail that extends downwards and to the right.

John Woolley
Chief Investment Officer
Caritas

Enclosures: *Caritas 2019 Impact Overview*



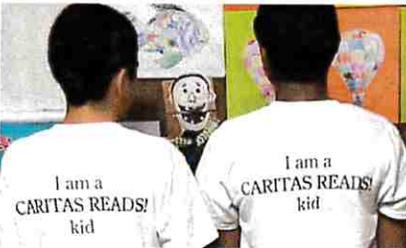
2019 Impact Overview

Caritas's mission is to unite people with a purpose to preserve affordable communities that *uplift and empower our residents*. To accomplish this, Caritas supports several programs throughout its 24 communities and to its over 10,000 residents. These programs provide educational opportunities, financial assistance, and promote community. Here are some 2019 highlights:



Summer Swim School

Every summer, Caritas offers swim lessons to select communities, and in 2019, across 8 communities, 180 residents learned to be more comfortable and confident in the water and learned a lifelong skill.



Caritas Reads! Summer Reading Program

Caritas Reads! encourages our elementary to high school-aged residents to read during the summer break and lessen the chances of a "summer slide". Each reader can choose their own book and upon finishing it and submitting a book report, they can select more books until the end of summer. In 2019, Caritas distributed over 1,590 books to 235 readers.



Scholarship Program

Every year, Caritas grants qualifying residents up to \$1000 to further their education and get them one step closer to achieving their academic dreams. This year, Caritas awarded 23 residents with \$17,450 in total scholarships. And since beginning in 2012, 57 residents have been awarded \$68,475 in scholarships.



Rental Assistance

At Caritas, we understand that residents can experience emergencies that put them in unexpected financial situations. This program provides eligible residents with temporary financial aid to help them through this difficult time. In 2019, 24 residents received assistance.



Maintenance Assistance

Our Maintenance Assistance Program gives a one-time financial assistance to eligible residents to help them improve the health and safety of their home and in turn the overall community. This year, 5 residents received maintenance assistance and projects included repairing porches, removing overgrown trees, and fixing roof leaks.

We look forward to providing these and more programs in 2020!

For more information, visit www.caritascorp.org or call us at 949-727-0568.

RESOLUTION NO. 660-2018

A RESOLUTION ADOPTING A SANITARY SEWER MASTER PLAN FOR THE PUBLIC FACILITIES FINANCING PLAN – AREA 3.

Findings

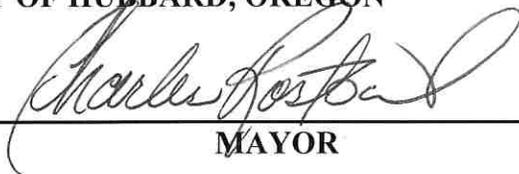
- A. The City Council finds it to be in the best interest of the public to construct a sewer line in the portion defined in the May 13, 2013, Public Facilities Financing Plan (PFFP) as Area 3.
- B. The City deems it necessary and beneficial to adopt a sanitary sewer Master Plan for the Public Facilities Plan Area 3.

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

- 1: The City of Hubbard hereby adopts the Sanitary Sewer Master Plan for the city of Hubbard Public Facilities Financing Plan – Area 3 as set forth in the attached document marked “Exhibit A” attached hereto and by this reference incorporated herein and entitled “*Sewer Master Plan for the City of Hubbard Public Facilities Financing Plan – Area 3.*”

ADOPTED BY THE CITY COUNCIL this 13th day of November 2018.

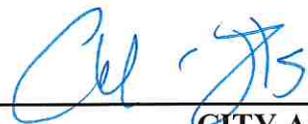
CITY OF HUBBARD, OREGON

BY: 
MAYOR

ATTEST:

BY: 
RECORDER

APPROVED AS TO FORM:

BY: 
CITY ATTORNEY

Sewer Master Plan For the City of Hubbard Public Facilities Financing Plan - Area 3

Date: August 2017

Prepared For: City of Hubbard
3720 Second Street
P.O. Box 380
Hubbard, OR 97032



Prepared By:

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Reviewed By:

William I. Peterson, PE
City Engineer
E-Mail: Petersonb@aks-eng.com

EXPIRES: JUNE 30, 20 19

AKS
ENGINEERING & FORESTRY

4300 Cherry Avenue NE
Keizer, OR 97303
(503) 400-6028

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Exhibits:

- A. City of Hubbard Comprehensive Plan**
- B. Plan Area 3 Overview**
- C. Future Sewer Service Areas**



Acknowledgements

AKS Engineering & Forestry, LLC (AKS) appreciates the cooperation and assistance of the following persons whose help aided the completion of this master plan:

City of Hubbard: Vickie Nogle, Director of Administration/City Recorder
 Jaime Estrada, Director of Public Works
 Melinda Olinger, Public Works Department

Chapter 1 - Introduction

1.1 AUTHORIZATION

In spring of 2017, the City of Hubbard (City) received the 31-lot Kooiman Estate Subdivision application. The application includes the annexation of a portion of the Urban Growth Boundary defined in the May 13, 2013 Public Facilities Financing Plan (PFFP) as Area 3. The City authorized AKS to evaluate the ultimate build-out and future sewer service for PFFP Area 3 since the PFFP states that, as a condition of approval, any proposed development within PFFP Area 3 will require the development of a Sewer Master Plan (SMP) for the area.

1.2 PURPOSE/OBJECTIVE

The purpose of this SMP is to guide expansion of the sanitary sewer system for development within PFFP Area 3. Objectives include:

- 1.2.1 Identification of a conceptual sewer trunkline route that could serve the undeveloped and unsewered areas in PFFP Area 3, including an assessment of the possible need for a wastewater pump station.
- 1.2.2 Confirm that adequate system capacity will be available to serve the needs of PFFP Area 3 and verify that the pipe proposed for the Kooiman Estates Subdivision has adequate depth and size for future gravity sewer extensions to serve the future build-out of PFFP Area 3.
- 1.2.3 Establishment of design criteria that will consider topography, area, comprehensive plan designations, and Infiltration and Inflow (I&I).
- 1.2.4 Preparation of cost estimates for the sewer system required to serve PFFP Area 3 and develop of an equitable formula to credit the initial developer a portion of their up-front investment in the sewer pipeline needed to serve their subdivision and PFFP Area 3.

1.3 NATURE AND SCOPE

This SMP includes the following elements:

- 1.3.1 A review of the study area's physical environment, including topography, geography, soils, land use, and City population.
- 1.3.2 Determination of factors that affect the design of the sewer system such as basin size, topography, land use, anticipated future infiltration/inflow, etc.

Chapter 2 - Study Area Physical Environment

2.1 GEOGRAPHY, TOPOGRAPHY, AND POPULATION

As defined in the PFFP, Area 3 encompasses approximately 56 acres in the southwest corner of the City. Most of PFFP Area 3 can be developed except for the banks of Mill Creek, which are steep and may have environmental permitting restrictions.

The topography for this area consists primarily of relatively flat farmland bounded to the west by Mill Creek. The area is traversed by several drainage gullies that may limit development unless they are filled and regraded with engineered fill. Development of the property within PFFP Area 3 will require consultation with a natural resource specialist to fully assess environmental conditions and development limitations.

The City's Comprehensive Plan identifies the zoning for PFFP Area 3 as a combination of Medium-Density Residential (R2) and High-Density Residential (R3).

2.2 SOILS

A geotechnical report was not prepared as part of this SMP. However, historical farming of the developable area indicates that the soils are probably consistent with most mid-Willamette Valley soil types, which are usually poorly drained clayey silts. These soil types make construction during the wet months difficult but should not present any unusual challenges for the construction of the underground utility infrastructure when appropriate construction methods are used.

2.3 LAND USE

As designated by the City's Comprehensive Plan, PFFP Area 3 is composed of a mixture of R2 and R3 land use zones. To be generally consistent with the City of Hubbard Comprehensive Plan, this SMP assumed the southern 70% of PFFP Area 3 will develop as R2 and the northern 30% as R3. A copy of the Comprehensive Plan is attached for reference in Exhibit A.

Chapter 3 - Existing Facilities

3.1 GENERAL OVERVIEW OF EXISTING FACILITIES

As described in the PFFP, the existing City of Hubbard 3rd St. pumping station is located within the 3rd St. right-of-way near PFFP Area 3, and most of the developable area of PFFP Area 3 can be served by this pumping station.

The City provided runtime data and seasonal operational information for the 3rd Street pump station, along with a summary of their visual field observations and evaluation of surcharges in the gravity system during recent heavy rain events. Based on the information provided by the City, the pump station and downstream gravity conveyance system appear to have adequate capacity to handle future flow from the Kooiman Estate Subdivision. However, as development in PFFP Area 3 and the industrial area east of the railroad tracks progresses, each development phase will need to reanalyze the existing capacity of the 3rd Street pump station and downstream conveyance system.

3.2 INTEGRATION OF NEW FACILITIES INTO THE EXISTING SEWER SYSTEM

Consistent with the PFFP, the Kooiman Estates Subdivision is proposing to install a gravity sewer trunkline extension from the 3rd St. pumping station. A 10-inch gravity sewer trunkline is proposed to run down the 3rd St. right-of-way and into PFFP Area 3 as shown in Exhibit C. A gravity sewer extension from the termination of this 10-inch trunkline is proposed to continue north and east to serve the Kooiman Estate Subdivision. Future sewer flows from the R2 area of PFFP Area 3 can also connect to this same 10-inch gravity trunkline and flow to the 3rd Street pumping station.

Chapter 4 - Design Methodology

4.1 FACTORS AFFECTING LOADING

The study area for this SMP was limited to the developable land within PFFP Area 3 with land use designations of R2 and R3, as discussed above. Required capacity was determined by the application of engineering design standards and flow projections derived from land use designations and corresponding population projections.

4.2 DETERMINATION OF THE DESIGN LOADING

Wastewater flow estimates were generated based on land use and area. The components making up the flows within this SMP are average daily residential flows corresponding to the land use designations of R2, including peaking factors and I&I contributions.

The area within PFFP Area 3 that can be served by gravity sewer is approximately the same as the R2 area as shown on Exhibit B, except for the steep slopes along Mill Creek. The developable area is approximately 33 acres as shown on Exhibit C.

The average daily residential flows were determined by using a population density of 12 dwelling units per acre and 2.5 persons per dwelling unit for a total population of 990 persons in the R2 area. Applying a wastewater flow value of 100 gallons per person per day resulted in a daily flow of 99,000 gallons (69 gallons per minute) for the 33-acre service area. In addition, a peaking factor of 4 was applied, increasing the flow rate to 276 gallons per minute. An additional 1,600 gallons per acre per day, which equates to a constant flow of 37 gallons per minute, was added to account for future I&I. The aggregate flow rate, with the application of peaking factors and I&I, equals 313 gallons per minute (0.70 cubic feet per second). A summary of this analysis is included in Table 1 below:

| | |
|---|---|
| Area to be Served | 33 Acres |
| 12 Dwelling Units/Acre, 2.5 People per Dwelling Units | 990 Persons |
| 100 Gallons per Capita per Day | 99,000 Gallons/Day = 69 Gallons/Minute |
| Peaking Factor of 4 | 276 Gallons/Minute |
| I&I Contribution = 1,600 Gallons per Acre per Day | 52,800 Gallons/Day = 37 Gallons/Minute |
| Total Flow from PFFP Area 3 Gravity Sewer Area | 313 Gallons/Minute = 0.70 Cubic Feet/Second |
| Manning's Equation Variables - 10-inch PVC, n=0.013, s=0.3% | 0.5-Foot Depth of Flow |

4.3 DETERMINATION OF SEWER PIPE SIZES

The sewer extension from the 10-inch trunkline needed to serve the R2 area of PFFP Area 3 is anticipated to be an 8-inch gravity pipe at minimum slope. We used Manning's Equation to determine that for the anticipated flow rate of 313 gallons per minute at full build-out, the depth of flow in the 10-inch trunkline would be 0.5 feet (n=0.013, s=0.3%). Based on this calculation, the 10-inch sewer

trunkline will have adequate capacity for full development of the R2 area of PFFP Area 3, plus the Kooiman Estates subdivision.

However, and as described earlier in this SMP, the existing 3rd St. pumping station should have capacity to handle the additional flow from the Kooiman Estates Subdivision, but it may not have available capacity to handle the additional flow from PFFP Area 3 when it fully develops. As future development in PFFP Area 3 progresses, the capacity of the pumping station should be reevaluated at each phase of development.

4.4 SEWER SERVICE FOR NORTHERN AREA OF PFFP AREA 3

As described above, this SMP has determined that the R2 area of PFFP Area 3 can be served via gravity by connecting to the 10-inch gravity sewer trunkline proposed to be installed for the Kooiman Estates Subdivision. The northern area (the R3 area) of PFFP Area 3 cannot be served by the same gravity system due to the existing topography and limitations of how far the gravity pipe system originating from the 3rd Street pump station can be extended at minimum slope. Future sewer flows from the R3 area of PFFP Area 3 were not factored into this study since the flow will need to be routed to the north with a future pump station. Additionally, this SMP did not attempt to determine the volume of flow or size of the pump station. This will need to be determined when the R3 area develops.

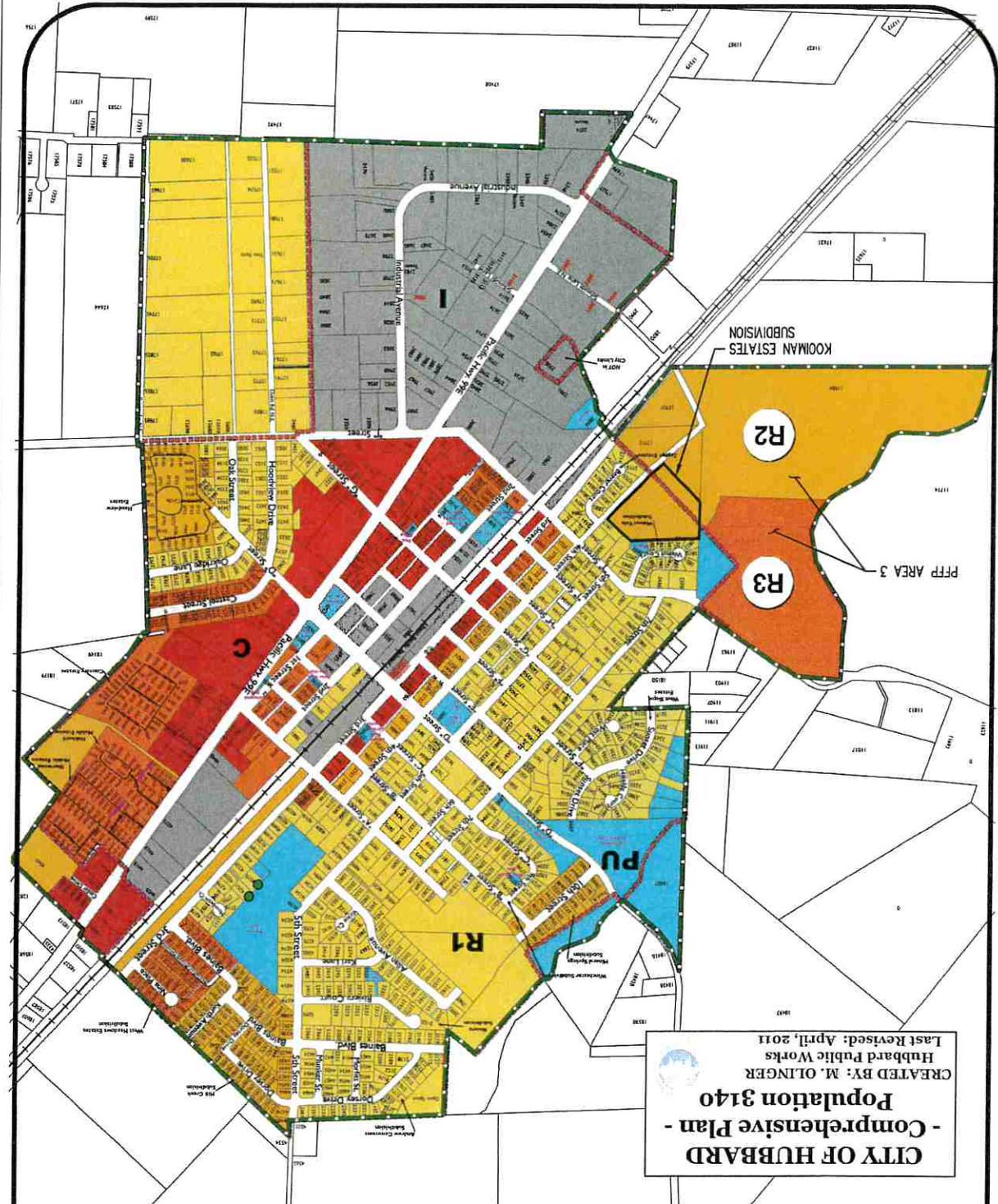
Chapter 5 - Cost Analysis

5.1 ESTIMATED COST OF KOOIMAN ESTATES SUBDIVISION SEWER THAT WILL BENEFIT FUTURE DEVELOPMENT

The Kooiman Estates Subdivision is proposing to install the trunkline that will serve the subdivision plus future flows from PFFP Area 3. This trunkline will include 820 feet of 10-inch gravity sewer pipe sewer pipe and five manholes. Applying unit construction costs of \$75 per foot for 10-inch pipe and \$8,000 per manhole, the total estimated cost for the Kooiman Estates Subdivision investment in sewer infrastructure that will eventually benefit the PFFP Area 3 development is expected to be approximately \$122,000 (including a contingency factor of 20%). In addition, the Kooiman Estates Subdivision developer is also paying for the surveying, engineering and permitting of the PFFP Area 3 trunkline, as well as the cost of developing this SMP. The survey, engineering, permitting and SMP costs are estimated to be approximately \$25,000 which brings the total estimated cost for the trunkline to \$147,000 (\$122,000 plus \$25,000).

5.2 COST SHARE FOR FUTURE DEVELOPMENT

To balance the Kooiman Estates Subdivision's initial investment in sewer infrastructure with future developments in PFFP Area 3, it will be necessary to distribute the estimated \$147,000 initial investment on a pro-rata basis proportional to the area. PFFP Area 3 has a total area of 56 acres, but we estimate that approximately 37 acres lies within the southern 70% of the area (as shown in Exhibit B). The Kooiman Estates Subdivision will develop 31 lots on a total of 5 acres – 1 acre of which was annexed into the City from PFFP Area 3 while the other 4 acres were already within City limits. A total of 37 acres of land in PFFP Area 3 has the potential to benefit from the gravity sewer trunkline installed by the developer of the Kooiman Estates Subdivision. On a per-acre pro-rata basis, future development should reimburse the Kooiman Estates Subdivision developer at an estimated rate of approximately \$4,000 per acre (\$147,000 divided by 37 acres). The final reimbursement rate is subject to recalculation based on actual construction and engineering costs as verified and approved by the City of Hubbard.

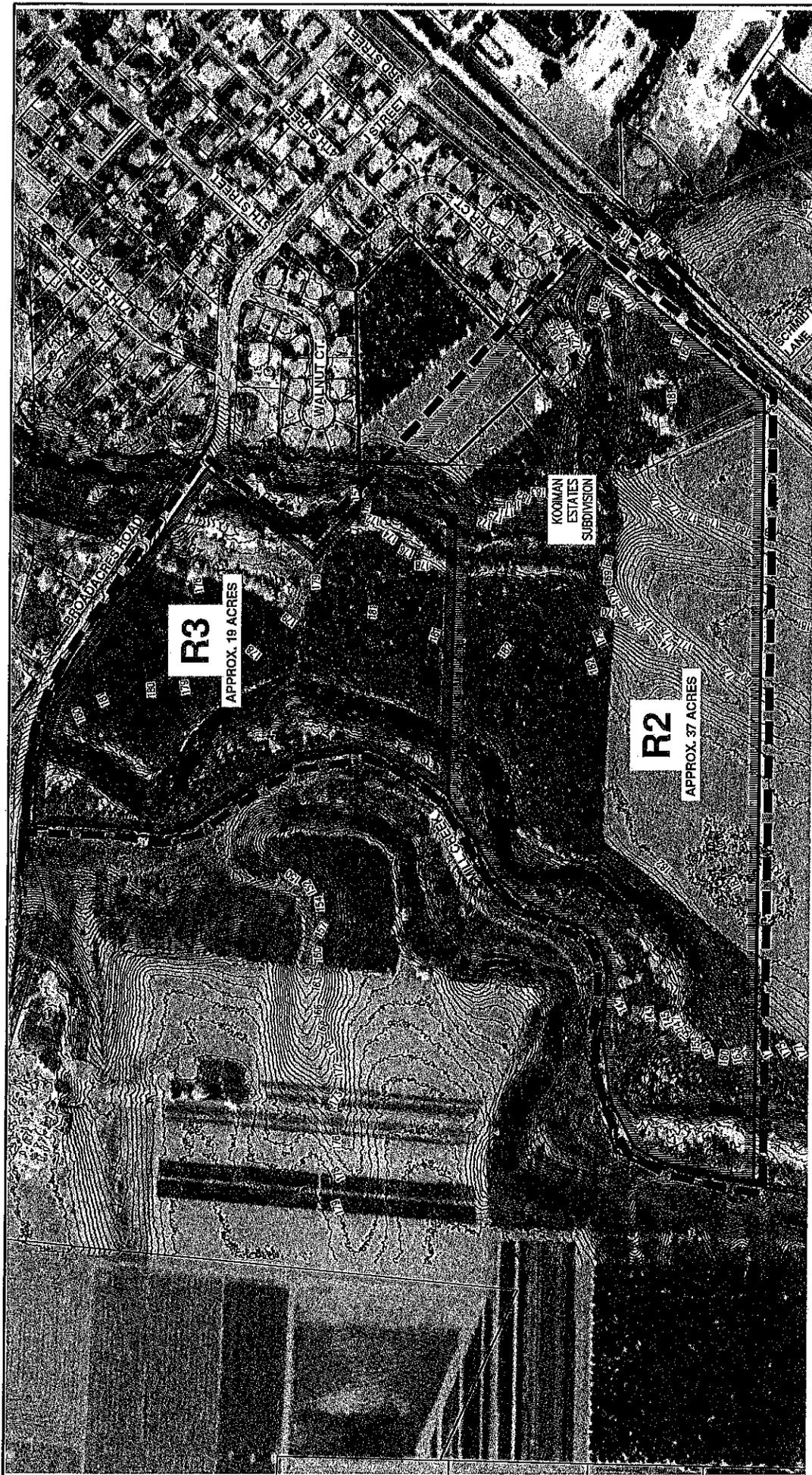


CITY OF HUBBARD
- Comprehensive Plan -
Population 3140
 CREATED BY: M. OLINGER
 Hubbard Public Works
 Last Revised: April, 2011

LEGEND

- Urban Growth Boundary
- City Limits
- Low Density Residential (R1)
- Medium Density Residential (R2)
- High Density Residential (R3)
- Commercial
- Industrial
- Outside City Limits/UGB
- Please Note: 4253 & 4215 3rd Street are currently part of Barendse Park

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



DATE: AUGUST 2017
 EXHIBIT

SEWER MASTER PLAN FOR CITY OF HUBBARD
PFFP PLAN AREA 3 OVERVIEW

B

AKS ENGINEERING & FORESTRY, LLC
 4300 CHERRY AVE NE
 KEIZER, OR 97303
 P: 503.403.6028 F: 503.400.7722 aks-eva.com

AKS

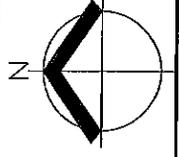


NOTES:

1. CONTOURS ARE APPROXIMATE AND ARE BASED ON LIDAR.
2. [Symbol: Dashed line] DEFINES BOUNDARY FOR PFFP AREA 3.
3. [Symbol: Horizontal hatching] R2 - MEDIUM DENSITY RESIDENTIAL.
4. [Symbol: Vertical hatching] R3 - HIGH DENSITY RESIDENTIAL.



DATE: AUGUST 2017
 EXHIBIT
 SEWER MASTER PLAN FOR CITY OF HUBBARD
 FUTURE SEWER SERVICE AREAS
AKS
 AKS ENGINEERING & FORESTRY, LLC
 4300 CHERRY AVE NE
 KEIZER, OR 97503
 P: 503.400.6028 F: 503.400.7722 aks-eng.com
 DRAWN: LEG
 CHECKED: JK
 AKS JOB: 4354-23



- NOTES:
1. CONTOURS ARE APPROXIMATE AND ARE BASED ON LIDAR.
 2. [Symbol: Dashed line] DEFINES BOUNDARY FOR PFP AREA 3.
 3. [Symbol: Stippled area] R2 - DEVELOPABLE AREA WITH R2.
 4. [Symbol: Cross-hatched area] R3 - HIGH DENSITY RESIDENTIAL.

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 day of 2020.

CITY OF HUBBARD, OREGON

BY: _____
MAYOR

ATTEST:

BY: _____
RECORDER

APPROVED AS TO FORM:

BY: _____

CITY ATTORNEY

Resolution No.

Performance Appraisal Instructions

Purpose:

The purpose of the performance appraisal is to enhance the motivation, moral, and productivity of employees. This is achieved by:

1. Communicating performance goals and objectives, expectations and adherence to the City's Core Values
2. Evaluating employee performance against agreed upon expectations
3. Providing written documentation of employee performance
4. Guiding professional development to promote employee engagement
5. Creating a dialogue between supervisors and employees on job performance matters

This form has been developed to apply to all positions and incorporate performance standards that would encompass all city jobs. Reviewers should not feel limited to just the metrics mentioned on the form and should adapt its use to meet their needs. Space has been provided for just this purpose.

Performance Ratings:

The standard evaluation form rates employee performance at four levels as defined below:

- Exceeds Expectations: Employee performance goes above and beyond the normal expectations of the position
- Fully Effective: Employee has achieved full competence in all critical measures of performance and overall contribution is entirely satisfactory
- Developing: Employee has not yet achieved full effectiveness but is in a training or developmental mode AND the rate of growth is proceeding at a satisfactory rate
- Needs Improvement: Employee has had adequate time, training and the opportunity to achieve the fully effective level but performance in one or more areas is below the level of full competence and effectiveness

The ratings should measure the employee's total effectiveness. It is important to reflect upon the entire review period and not judge total performance by one good or bad deed.

Adherence and progress towards goals set in the Goal Setting Document should also be used for consideration in determining the performance rating.

Confidentiality

All employee performance evaluations are considered to be confidential and managers are expected to follow appropriate safeguards to assure that the review is available only to those who have a need and right to have access to the evaluation as per City Policy (Personnel Records 1-5 and Performance Appraisal 3-3).

Presentation of Appraisal:

To facilitate the collaborative dialogue necessary between the supervisor and employee all Performance Appraisals should be presented to and discussed with the employee in a confidential, one on one meeting.

Signatures:

The signatures designate acknowledgement of the evaluation by the employee, the supervisor, and the Department Manager. If the employee disagrees with the evaluation, he or she may submit a written statement to be attached to the performance appraisal prior to it being placed in the employee's personnel file.



Performance Appraisal

Excellence in Public Service: Striving for excellence in public service is the objective for all of our work.

Respect for Diverse Voices and Ideas: Incorporating the voices, ideas, and cultures that reflect Hillsboro's rich personality.

Responsiveness in Customer Service: Offering fast, friendly, flexible, and fair service.

Tradition of Reliability: Valuing the stability and successes of our history.

Stewardship of the Public Trust: Sound, responsible, honest and transparent resource management.

Leadership with Ethics and Integrity: Ethical conduct and integrity as fundamentals of strong leadership.

Culture of Teamwork and Communication: Valuing our colleagues and working in collaboration.

Emphasis on Innovation: Creative and practical solutions.



| | |
|----------------------------------|--|
| Employee Name & Title | |
| Department | |
| Reviewer | |
| Review Period | |
| Date | |

| | |
|-------------------------------|--|
| Employee Signature | |
| Reviewer Signature | |
| Dept Manager Signature | |

Job Knowledge and Skills

| Core Values Demonstrated: |
|---|
| <ul style="list-style-type: none"> - Emphasis on Innovation - Leadership with Ethics & Integrity - Stewardship of the Public Trust - Tradition of Reliability |



| Performance Standard | Behaviors Demonstrated | Performance Rating |
|---------------------------------------|---|--|
| Job knowledge and skill level | <ul style="list-style-type: none"> - Displays a depth of knowledge, experience, and skills required to perform assigned tasks | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Fully Effective <input type="checkbox"/> Developing <input type="checkbox"/> Needs Improvement |
| Quality of work | <ul style="list-style-type: none"> - Overall quality and thoroughness of work and results are satisfactory when compared to established or desired procedures and methods | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Fully Effective <input type="checkbox"/> Developing <input type="checkbox"/> Needs Improvement |
| Critical Thinking and Problem Solving | <ul style="list-style-type: none"> - Shows ability to be logical in approach to work and solving problems - Decisions made are well thought out and made in a timely manner | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Fully Effective <input type="checkbox"/> Developing <input type="checkbox"/> Needs Improvement |

Comments and examples on ratings:

Work Initiative and Organization

| | |
|---|--|
| Core Values Demonstrated: | |
| <ul style="list-style-type: none"> - Emphasis on Innovation - Responsiveness in Customer Service - Stewardship of the Public Trust - Tradition of Reliability | |

| Performance Standard | Behaviors Demonstrated | Performance Rating |
|----------------------------------|--|--|
| Productivity and Time Management | <ul style="list-style-type: none"> - Manages assigned workload and is able to make effective use of time - Is able to prioritize and meet deadlines consistently | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Fully Effective <input type="checkbox"/> Developing <input type="checkbox"/> Needs Improvement |
| Initiative | <ul style="list-style-type: none"> - The employee is self-motivated - Actively contributes, develops and implements new ideas and methods | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Fully Effective <input type="checkbox"/> Developing <input type="checkbox"/> Needs Improvement |
| Safety and Policy Compliance | <ul style="list-style-type: none"> - Follows established policies and procedures - Always considers safety when working with co workers and the public | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Fully Effective <input type="checkbox"/> Developing <input type="checkbox"/> Needs Improvement |

Comments and examples on ratings:

Customer Service and Interpersonal Skills

| Core Values Demonstrated: |
|---|
| <ul style="list-style-type: none"> - Emphasis on Innovation - Responsiveness in Customer Service - Culture of Teamwork and Communication - Respect for Diverse Voices and Ideas |



| Performance Standard | Behaviors Demonstrated | Performance Rating |
|--|---|--|
| Communication with Citizens and Co-Workers | <ul style="list-style-type: none"> - Demonstrates effective written and verbal communication skills - Ability to provide necessary information and present a cooperative professional image | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Fully Effective <input type="checkbox"/> Developing <input type="checkbox"/> Needs Improvement |
| Cooperation and Teamwork | <ul style="list-style-type: none"> - Ability to work effectively with others towards a common goal - Ability to work through problems collaboratively | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Fully Effective <input type="checkbox"/> Developing <input type="checkbox"/> Needs Improvement |
| Giving and Receiving Feedback | <ul style="list-style-type: none"> - Demonstrates active listening skills and the ability to give and receive constructive criticism | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Fully Effective <input type="checkbox"/> Developing <input type="checkbox"/> Needs Improvement |

Comments and examples on ratings:

Employee Input Form Instructions

Purpose:

The purpose of the Employee Input Form is to give the Employee the opportunity to reflect back on their review period and evaluate how they felt they performed during that time.

Instructions for the Employee

- Be thoughtful in your responses and be sure to take the time to reflect on all the things that you have accomplished in your role.
- When you are thinking about some things that you might want to work on also be thinking about the ways that your supervisor can assist you in this process.
- Be honest with the ways that your supervisor can assist you, they are there to ensure that you are being set up for success so it's okay to ask for help
- Be Specific
- Deliver it on time. Your supervisor will want to review it before they complete your Performance Appraisal and plan for the meeting so make sure that you are not waiting until the last minute

Instructions for the Supervisor

- Set a deadline for completion
- Ensure that you are giving your employee adequate time to complete the form. A week should be plenty depending on their schedule.
- Be open to their input. This is their perception of how they are completing their work and if it doesn't match how you see them working then you know that you have some work to do around setting expectations.

Employee Input Form

| | |
|----------------------------------|--|
| Employee Name & Title | |
| Department | |
| Reviewer | |
| Review Period | |
| Date | |

| |
|---|
| Major goals, accomplishments, challenges during rating period: |
| |

| |
|---|
| Employee's overall self-evaluation of performance: |
| |

| |
|---|
| Development plans and areas targeted for improved performance: |
| |

| |
|--|
| Recommended major goals and objectives for next year: |
| |

| |
|--|
| How can your manager and department assist in your job success and enjoyment? |
| |

Employee Signature _____ Date _____

Reviewer Signature _____ Date _____

Goal Setting Document Instructions

Purpose:

The purpose of the Goal Setting Document is to help facilitate dialogue between employees and their supervisors around the planning and follow through of work related goals.

We recommend that the supervisor fill out the document with input from the employee during a collaborative one on one meeting.

This Document should be used:

- At the beginning of employment or the start of a new assignment
- Mid Probation to check in on expectations set at the beginning of employment
- End of Probation to set expectations and goals to continue to grow within the employees position
- Ongoing at discretion of supervisor

Delivery

To ensure that you get the most out of the Goal Setting Document the conversation that should be had in between the employee and their supervisor should be collaborative and the goals that are being set should serve to further the employee in their current position. If appropriate this can also serve as a way to set goals around future opportunities and assignments and gaining the knowledge and skills necessary to take advantage of those future opportunities.

Follow Up

The Goal Setting Document has room on the second page to allow for you to schedule a follow up meeting to check in on the goals that were set. This will hold both the supervisor and employee accountable to checking in and making sure that the goals set are being worked on. This will also give both parties the opportunity to reassess the progress towards the goal if roadblocks come up. Also, when the goal has been achieved make sure to take the time to celebrate the accomplishment!

Best Practices

- Keep the goals SMART (Specific, Measurable, Achievable, Relevant, and Time-bound)
- Be mindful of department needs
- Keep your appointments
- Make sure it is a collaborative process to gain buy in.



Employee Goal Setting

This form is to be used to as a tool for all employees and supervisors to work together to further develop successful employees at the City of Hubbard and assist them in achieving their career goals.

| | |
|----------------------------------|--|
| Employee Name & Title | |
| Department | |
| Reviewer | |
| Date | |

| Job Function Goals | Due Date: |
|---|------------------|
| <i>Performance goals, significant projects, etc., during the next year.</i> | |
| Career Development Goals | |
| <i>Career development, training opportunities, potential special projects, etc.</i> | |
| Supervisor Assistance | |
| <i>What can the supervisor do to help ensure success for the employee?</i> | |

Employee Signature _____ Date _____

Reviewer Signature _____ Date _____

Next Meeting Date:

Actual Meeting Date:

Progress Notes

Next Meeting Date:

Actual Meeting Date:

Progress Notes

From: SCHUSSLER Howard R [mailto:HSCHUSSLER@Lcog.org]
Sent: Tuesday, September 01, 2020 2:40 PM
To: Vickie Nogle
Cc: ROBERT Pierre
Subject: RE: Performance Standards

There are a number of ways to identify performance standards, and, in particular for senior positions, the standards can be unique for the jurisdiction and the scope of responsibilities inherent in the particular position. I don't know that one could find a generic set of performance standards for those titles/positions that would be terribly useful. For your list

Police Chief
Public Works Superintendent
Finance Director
City Administrator / Manager
City Recorder

There are professional standards that would likely provide the foundation for an answer to your question. For example, for a City Administrator/Manager, ICMA has professional standards that most managers accept as the standard. Typically, elected Councils identify their performance standards in the Manager/Administrator employment contract – what it is that Council expects from their manager. There is a Police Chiefs association that does the same and GFOA (Government Finance Officers Association) provides that for Finance Managers. APWA (American Public Works Association) may have some information about Public Works Superintendent, but that title can mean many different things depending on the organization. The job descriptions typically at least identify what it is that each position is expected to do (and also what might make positions unique for their individual jurisdictions) and may provide a basis for performance standards.

I'm guessing that I've gotten your email because you're asking LGPS (formerly LGPI). I can scan the LGPI files to see if there are generic performance standards for the titles you've mentioned. LGPS could also work with the City of Hubbard to develop standards (using all of the above tools available). If this would be simply for the purpose of a performance evaluation, then I believe we could find something along with looking at the actual job descriptions. I realize that this is not terribly helpful to you, but, please let me know if you would like LGPS to put some time into this. Thanks you.

<https://www.lcog.org/1106/Our-Services>

<https://www.lcog.org/1108/Membership-Information>

Howard

Howard Schussler
Government Services Division Director
Local Government Personnel Services
Lane Council of Governments
859 Willamette Street, Suite 500
Eugene, OR 97401-2910

Office: 541-682-4007

Mobile: 541-556-2249

“Community is a place where the connections felt in our hearts make themselves known in the bonds between people, and where the tuggings and pullings of those bonds keep opening our hearts”
Parker Palmer

From: Vickie Nogle <vlnogle@cityofhubbard.org>

Sent: Tuesday, September 1, 2020 1:38 PM

To: SCHUSSLER Howard R <HSCHUSSLER@Lcog.org>

Subject: RE: Performance Standards

I went to a training several years ago through LOC “Supervisory Training” and one of the items they were discussing was adopting performance standards so when you evaluated an employee you would be able to better evaluate an employee based on the standards for the position. The funny thing is I cannot find samples for these positions anywhere.

Vickie L. Nogle, MMC

Director of Administration/City Recorder

503.981.9633

Monday – Thursday 7AM-5:30PM (Closed Fridays)



Chief's Report

"Committed to our community"

TO: Mayor and City Council Members
FROM: David J. Rash, Chief of Police
DATE: August 31, , 2020
RE: August 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 June 2020**

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

- Code Enforcement

Citizens should have received a letter 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. Please review the correspondence and don't hesitate to contact the department if you have any questions.

- Community Outreach

National Night Out has been rescheduled to October 6, 2020. Please contact Molly at the police department if you are interested in hosting an event in your neighborhood!

- Grant

The police department has applied for a US Department of Justice Edward Byrne Memorial Grant. If awarded the grant, the police department plans

on utilizing the funds purchase another speed radar trailer and replace our aging Tasers.

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

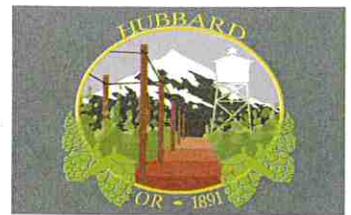
To: Mayor and City Council Members
From: Chief David Rash
Date: September 2, 2020
RE: August 2020 Statistics

| | |
|--------------------|-----|
| Arrests: | 24 |
| Citations Issued: | 92 |
| Towed Vehicles: | 5 |
| Calls for service: | 466 |

| HPD Calls for Service | |
|-----------------------------|-------|
| Aug-20 | |
| Call Type | Total |
| 911 Investigation | 3 |
| Alarm - Burg | 4 |
| Animal Complaint | 3 |
| Area Check | 21 |
| Assist - Fire | 3 |
| Assist Medical | 1 |
| Assist - Police | 10 |
| Assist - Public | 39 |
| Assist - Traffic | 3 |
| Attempt to Locate | 11 |
| Bar Check | 2 |
| Burglary | 1 |
| Civil Situation | 2 |
| Crash - Hit and Run | 3 |
| Crash - Injury | 2 |
| Crash - Non Injury | 1 |
| Disturbance | 4 |
| EDP | 2 |
| Extra Patrol | 1 |
| Family Disturbance | 4 |
| Fight | 2 |
| FIR | 13 |
| Fireworks | 4 |
| Foot Patrol | 9 |
| Forgery/Counterfeit | 1 |
| Info | 3 |
| Harassment - Verbal | 6 |
| Insecure Premise | 10 |
| Intoxicated Subject | 3 |
| Menacing | 1 |
| Missing Person | 1 |
| Noise Complaint | 8 |
| Ordinance - Aban MV | 3 |
| Ordinance - Lawn Parking | 1 |
| Ordinance - Other | 4 |
| Parking Violation | 5 |
| Property Lost/Found | 2 |
| Prowler | 2 |
| Radar | 4 |
| Rape | 1 |
| Reckless Driving | 5 |
| Restraining Order Violation | 1 |
| Sex Offense | 1 |
| Shots Fired | 1 |
| Stolen Vehicle | 1 |
| Suicide Attempts/Threats | 2 |
| Suspicious Activity | 10 |
| Suspicious Person/Vehicle | 22 |
| Theft - Other | 7 |
| Traffic Stop | 197 |

| | |
|-----------------|-----|
| Trespass | 1 |
| Warrant Service | 11 |
| Welfare Check | 4 |
| Total: | 466 |

DIRECTOR OF ADMINISTRATION/ CITY RECORDER MONTHLY REPORT



To: CITY COUNCIL
From: VICKIE NOGLE, MMC, Director of Administration/City Recorder
Date: SEPTEMBER 2, 2020
RE: REPORT FOR SEPTEMBER 8, 2020, CITY COUNCIL MEETING

ADMINISTRATION

Awning - The permit application for installation of the awning over the window by the City Hall entryway door has been submitted to Marion County Building. The bell and shelf have been installed. Thank you again Public Works for the installation of the shelf; it was utilized just shortly after installation. Once the permit is received, Public Works will be able to install the aw

Julie Hedden - Julie Hedden (Administrative Assistant/Court Clerk) started with the City September 23, 2019; according to the Personnel Policy 7.03 she is eligible for an increase on her anniversary date. Julie is constantly taking on more tasks and has no issues with troubleshooting problems that arise. She is proficient with the Administrative Assistant/ Municipal Court duties and processes. She is an integral part of the team and continues to do an exemplary job! I recommend moving Julie Hedden to step D of the Hubbard Salary Schedule effective September 16, 2020.

ELECTIONS

The following candidate's information has been sent to Marion County Elections to be placed on the ballot to fill certain positions on the City Council before the voters at the regularly scheduled November 3, 2020, statewide General Election. We have provided the following, relative to the positions up for consideration:

Mayor (one) to be elected to a two-year term, commencing in January 2021:

- A. Charles Rostocil

Councilors (two) to be elected to four-year terms, commencing in January 2021:

- A. James M. Audritsh II
- B. Christopher Schweighardt
- C. Scott E. Stierle
- D. Tyler Thomas

LIVE-STREAMING MEETINGS

Update – The City of Hubbard's You Tube Channel is set up and so is the website. The link is in several locations on the City's website. It is located on the Front page at the bottom "Livestream;" Under Departments- City Council "Livestream." Under the Resource Center Agendas/Meetings- "Video" will be uploaded after the meeting. I am currently still working out a few kinks but will hopefully have this ready to go for the September meeting. Should everything work correctly at this meeting, I will release on the website/Facebook and the next time the Newsletter goes out the City will be "livestreaming" meetings.

COMP-TIME ACCURAL

Reminder: According to the Personnel Policy Maximum Accrual of Compensatory Time is 60 hours. Should there be excess accrual it must be taken off within the following 60 days, or extended with approval of the City Council. On the leave report it shows the Administrative Assistant / Court Clerk Julie Hedden is over by 18.7, and I am over 5.13 hours which are scheduled to be taken off within the 60 day time frame.

PLANNING COMMISSION MEETING

The September 15, 2020, Planning Commission meeting will be cancelled.

BUSINESS REGISTRATION

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

NEWSLETTER

Please submit your information for the Newsletter no later than **October 15, 2020**. You can submit them in writing or e-mail the Administrative Assistant/Court Clerk Julie Hedden at jhedden@cityofubbard.org.

BUILDING PERMITS

15 building permit applications have been submitted from January – August 2020.

BUILDING PERMITS

| | Date Received & Sent to Co. | Date Received From County | Permit # | Applicant Name | Address | Map & Tax Lot # |
|----|-----------------------------|---------------------------|-------------------|----------------------------------|------------------------|-----------------|
| 1 | 5/13/2020 | 6/29/2020 | 555-20-003235-STR | BEL, LLC | 2966 INDUSTRIAL AVENUE | 041W33DA06600 |
| 2 | | | | | | |
| 3 | 5/21/2020 | | | ACCOUNTABLE SIDING | 3046 G STREET | |
| 4 | | | | | | |
| 5 | 6/8/2020 | 7/27/2020 | 555-20-004479-DWL | Alliks Cam | 3154 5TH STREET | 041WW33AC09401 |
| 6 | | | | | | |
| 7 | 7/21/2020 | | | T-MOBILE JUSTIN CAUSEY | 3625 1ST STREET | |
| 8 | | | | | | |
| 9 | 7/21/2020 | | | BLAKE BURAL | 2363 INDUSTRIAL AVENUE | |
| 10 | | | | | | |
| 11 | 7/21/2020 | | | TIMBERS SIDING CONTRACTORS | 3797 9TH STREET | |
| 12 | | | | | | |
| 13 | 8/11/2020 | | | JOHN STEWARD | 4009 3RD ST | |
| 14 | | | | | | |
| 15 | 8/19/2020 | | | FRED SCHINDLER (The Purlin Mill) | 2994 SCHMIDT LANE | |
| 16 | | | | | | |
| 17 | 8/19/2020 | | | WEST WIND REINFORCING | 2966 INDUSTRIAL AVENUE | 041W33DA06600 |
| 18 | | | | | | |
| 19 | 8/24/2020 | | | CITY OF HUBBARD | 3720 2ND STREET | |
| 20 | | | | | | |
| 21 | | | | | | |
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BUILDING PERMITS page 2

| | Type of permit | Permit Amount | Receipt # | ROW | Receipt # | City Fee | SDC | Receipt # | EXCISE TAX | Valuation |
|----|-----------------------------------|---------------|-----------|-----------|-----------|-----------|-------------|-----------|-------------|---------------|
| 1 | OFFICE BUILDING / SHELL | \$ 1,849.00 | 1.009883 | \$ 135.00 | | \$ 467.25 | \$ 1,836.00 | | \$ 4,800.00 | \$ 662,457.60 |
| 2 | ADDITIONAL PYMNT | \$ 10,459.71 | | | | | | | | |
| 3 | DUPLEX | \$ 5,147.12 | 4.000697 | | | | | | | |
| 4 | | \$ 595.00 | | | | | | | | |
| 5 | SFR | \$ 500.00 | 9.000200 | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | MODIFY EXISTING CMNCTNG FACILITY | \$ 480.68 | 4.000516 | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | CHANGE OF USE FOR HEMP EXTRACTION | | | | | | | | | |
| 10 | DIRECT FROM MC | | | | | | | | | |
| 11 | 2ND STORY ADDITION | \$ 1,050.50 | 9.000314 | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | STORAGE BUILDING | \$ 464.92 | 1.010322 | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | ADDITION STORAGE/EQUIPMENT | \$ 1,022.43 | 1.010327 | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | TENANT IMPROVEMENT | \$ 1,910.01 | 1.010336 | | | | | | | |
| 18 | | | | | | | | | | |
| 19 | WINDOW AWNING | | | | | | | | | |
| 20 | | | | | | | | | | |
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| 43 | | | | | | | | | | |

BUILDING PERMITS

| | Date Received & Sent to Co. | Date Received From County | Permit # | Applicant Name | Address | Map & Tax Lot # |
|----|-----------------------------|---------------------------|--------------------------|-------------------------------------|----------------------------|-----------------|
| 1 | 5/23/2019 | 9/11/2019 | 555-19-0038474-DWL | I & E CONSTRUCTION/ KOOIMAN ESTATES | 2893 4TH STREET | 041W33DB05300 |
| 2 | | | | | | |
| 3 | 5/23/2019 | 8/1/2019 | 555-19-003961-DWL | I & E CONSTRUCTION/ KOOIMAN ESTATES | 2895 4TH STREET | 041WWDB05200 |
| 4 | | | | | | |
| 5 | 5/23/2019 | 8/1/2019 | 55-19-003941-DWL | I & E CONSTRUCTION/ KOOIMAN ESTATES | 2555 S LYDIA LOOP | 0411W33DB05700 |
| 6 | | | | | | |
| 7 | 5/23/2019 | 9/11/2019 | 555-19-003857-DWL | I & E CONSTRUCTION/ KOOIMAN ESTATES | 2432 N LYDIA LOOP | 041W33DB05800 |
| 8 | | | | | | |
| 9 | 5/23/2019 | 9/11/2019 | 555-19-003854-DWL | I & E CONSTRUCTION/ KOOIMAN ESTATES | 2540 N LYDIA LOOP | 041W27CC06500 |
| 10 | | | | | | |
| 11 | 5/23/2019 | 9/11/2019 | 555-19-003864-DWL | I & E CONSTRUCTION/ KOOIMAN ESTATES | 2562 N LYDIA LOOP | 04133DB05600 |
| 12 | | | | | | |
| 13 | 5/23/2019 | 1/16/2020 | 555-19-003858-DWL | I & E CONSTRUCTION/ KOOIMAN ESTATES | 2582 N LYDIA LOOP | 041W33DB06100 |
| 14 | | | | | | |
| 15 | 7/15/2019 | 7/31/2019 | 555-19-005236-STR | ALPROP CO/HARD CORE CNTRT | 3574 PACIFIC HWY | 041W34BC02500 |
| 16 | | | | | | |
| 17 | 7/18/2019 | 10/7/2019 | 555-19-005305-STR | OREGON PACIFIC CONSTRCNT | 2335 INDUSTRIAL AVENUE | 041W33DC01600 |
| 18 | | | | | | |
| 19 | 8/8/2019 | 8/8/2019 | 555-19-006087-DWL | CITIHOMES GROPCORP | 2975 D STREET | 041W33AD00201 |
| 20 | | | | | | |
| 21 | 9/24/2019 | 11/18/2019 | 555-19-007224-STR | PACIFIC WEST CONSTRUCTION | 2900 Industrial Avenue | 041W33DA06300 |
| 22 | | | | | | |
| 23 | 10/16/2019 | 10/24/2019 | PER CNTY NOT REQUIRED | RUDNICK ELECTRIC SIGNS | 3776 PACIFIC HIGHWAY 99E | 041W34BC02200 |
| 24 | | | | | | |
| 25 | 10/9/2019 | 10/9/2019 | 555-19-006107-STR | BLAKE BURAL | 2363 INDUSTRIAL AVENUE | 04W33DD01500 |
| 26 | | | | | | |
| 27 | 10/29/2019 | | 555-19-007699 | BLAKE BURAL | 2310 INDUSTRIAL AVENUE | 041W33DC01200 |
| 28 | | | | | | |
| 29 | 11/18/2019 | 11/20/2019 | PER CNTY NOT REQUIRED | R & R PROPERTY HOLDINGS | 3043 SCHMIDT LANE NE | |
| 30 | | | | | | |
| 31 | 12/23/2019 | | 555-19-009126-STR | RAPHAEL GOODBLATT | 2600 INDUSTRIAL AVE | 041W33DD00600 |
| 32 | | | | | | |
| 33 | 1/15/2020 | 1/27/2020 | 555-20-000399-STR | Spray Boths Nortwest | 2690 Industrial AVE | 041W33DD00303 |
| 34 | | | | | | |
| 35 | 2/7/2020 | 2/7/2020 | 555-19-009116-STR | Raphael Goodblatt | 2670 Industrial Properties | 041W33DD00600 |
| 36 | | | | | | |
| 37 | 2/17/2020 | 3/5/2020 | 555-20-001187-MD | J & M HOMES | 3097 RAINBOW LOOP | 041W34CD00100 |
| 38 | | | | | | |
| 39 | 4/15/2020 | 5/5/2020 | 555-20-002561-STR | OFB CONSTRUCTION | 3097 RAINBOW LOOP | 041W34CD00100 |
| 40 | | | | | | |
| 41 | 5/7/2020 | 5/20/2020 | 555-20-003061-STR | RIEDMAN HOME CONSTRUCTION | 3347 G STREET | 041W34CB03400 |
| 42 | | | | | | |
| 43 | | | | | | |

BUILDING PERMITS page 2

| | Type of permit | Permit Amount | Receipt # | ROW | Receipt # | City Fee | SDC | Receipt # | EXCISE TAX | Valuation |
|----|--|---------------|--------------|-----------|-------------|-----------|--------------|-----------|--------------|---------------|
| 1 | SFR | \$ 2,905.95 | 4.00549 | \$ 270.00 | 1.00911 | \$ 209.40 | \$ 16,518.00 | 1.00911 | \$ 1,891.00 | \$ 257,667.53 |
| 2 | Additional PYMNT 1/16/2020 | \$ 18,679.00 | 1.00911 | | | | | | | |
| 3 | SFR | \$ 3,058.66 | 10.000487 | \$ 270.00 | 1.00911 | \$ 217.20 | \$ 16,518.00 | 1.00911 | \$ 1,972.00 | \$ 263,054.97 |
| 4 | Additional PYMNT 1/16/2020 | \$ 18,760.00 | 1.00911 | | | | | | | |
| 5 | SFR | \$ 3,017.60 | 10.000487 | \$ 270.00 | 4.000549 | \$ 210.70 | \$ 16,518.00 | 4.000549 | \$ 1,828.00 | \$ 258,504.66 |
| 6 | Additional PYMNT 09/11/2019 | \$ 18,616.00 | 4.000549 | | | | | | | |
| 7 | SFR | \$ 806.52 | 4.000549 | \$ 270.00 | 4.000549 | \$ 134.42 | \$ 16,518.00 | 4.000549 | \$ 1,826.00 | \$ 255,166.67 |
| 8 | | | | | | | | | | |
| 9 | SFR | \$ 2,880.34 | 4.000549 | \$ 270.00 | 1.008754 | \$ 206.80 | \$ 16,518.00 | 1.008754 | \$ 16,518.00 | \$ 255,116.67 |
| 10 | ADDITIONAL PYMNT 12/11/2019 | \$ 18,614.00 | 1.008754 | | | | | | | |
| 11 | SFR | \$ 3,707.54 | 4.000549 | \$ 270.00 | 1.00911 | \$ 197.70 | \$ 16,518.00 | 1.00911 | \$ 1,756.00 | \$ 248,274.63 |
| 12 | ADDITIONAL PYMNT 1/16/2020 | \$ 18,614.00 | 1.00911 | | | | | | | |
| 13 | SFR | \$ 2,433.49 | 4.000549 | \$ 270.00 | 1.00911 | \$ 162.60 | \$ 16,518.00 | 1.00911 | \$ 1,603.00 | \$ 221,497.34 |
| 14 | ADDITIONAL PYMNT 1/16/2020 | \$ 18,391.00 | 1.00911 | | | | | | | |
| 15 | REPLACE STORE FRONT | \$ 554.56 | 4.000515 | N/A | N/A | \$ 55.05 | N/A | N/A | | \$ 30,000.00 |
| 16 | REFUND CK #9557 Date 08/13/2019 | \$ 12.32 | | | | | | | | |
| 17 | NEW MULTI-USE BLD | \$ 2,597.40 | 10.000414 | \$ 225.00 | 1.008549 | \$ 502.01 | \$ 17,382.50 | 1.008549 | \$ 17,382.50 | \$ 573,122.38 |
| 18 | ADDITIONAL PYMNT 10/31/2019 | \$ 26,394.32 | 1.008549 | REFUND | \$ 2,597.40 | ck#9796 | 11/13/2019 | | | |
| 19 | SFR | \$ 2,190.15 | 4.000533 | \$ 90.00 | 4.000554 | \$ 508.47 | \$ 16,518.00 | 4.000554 | \$ 1,720.00 | \$ 237,408.92 |
| 20 | ADTNL PYMNT \$21378.80 9/30/19 | \$ 21,378.80 | 4.000554 | REFUND | \$2,190.15 | ck#9785 | 11/13/2019 | | | |
| 21 | Office Space inside existing bld | \$ 1,256.37 | 1.008465 | N/A | N/A | \$ 201.02 | N/A | 1.008465 | | \$ 153,888.60 |
| 22 | ADTNL PYMNT 9/24/2019 | \$ 723.71 | 9.000021 | | | | | | | |
| 23 | SIGN | \$ 187.84 | 1.008531 | N/A | N/A | N/A | N/A | N/A | | N/A |
| 24 | REFUND CK #9816 Date 11/13/2019 | \$ 187.84 | | | | | | | | |
| 25 | ALTERATION | | | | | | | | | |
| 26 | DIRECT FROM MC | | | | | | | | | |
| 27 | INTERIOR RENOVATION | | | | | | | | | |
| 28 | DIRECT FROM MC | | | | | | | | | |
| 29 | SIGN | \$ 216.16 | 2.003016 | N/A | N/A | N/A | N/A | N/A | | N/A |
| 30 | REFUND CK #9839 Date 11/20/2019 | \$ 216.16 | | | | | | | | |
| 31 | Tenant Improve./non-load bearing walls | | | | | \$ 25.00 | | | | |
| 32 | DIRECT FROM MC | | | | | | | | | |
| 33 | Spray Booth | \$ 244.28 | 9.000152 | N/A | N/A | \$25.00 | N/A | N/A | | \$ 10,000.00 |
| 34 | Applicant said to keep the \$.80 | \$0.80 | | | | | | | | |
| 35 | Change of Occupancy/ TI | N/A | N/A | N/A | N/A | \$ 25.00 | N/A | N/A | | \$ 25,000.00 |
| 36 | DIRECT FROM MC | | | | | | | | | |
| 37 | Manufactured | \$ 372.20 | N/A | N/A | N/A | \$ 25.00 | N/A | N/A | | \$ - |
| 38 | ADDITIONAL PYMNT 3/16/2020 | \$ 34.00 | XBP 76305387 | | | | | | | |
| 39 | PREFAM ALUMIUM AWNING | \$ 192.84 | 1.009544 | N/A | N/A | \$ 30.00 | N/A | N/A | | \$ 11,592.00 |
| 40 | ADDITIONAL PYMNT 5/11/2020 | \$ 84.96 | 1.009846 | | | | | | | |
| 41 | ADDITION BED / BATH | \$ 844.64 | 4.000696 | N/A | N/A | | N/A | N/A | | |
| 42 | | | | | | | | | | |
| 43 | | | | | | | | | | |

FINANCE MONTHLY REPORT – SEPT 2020

To: City Council
From: Judy Smith
Date: September 2, 2020
Re: September 8, 2020 Council Meeting

Finance Reports & Notes:

1. Included are the following reports for your review:
 - a. Accrual Leave Report
 - a. Four employees are over on their vacation accrual, and are currently working on bringing down their totals to the maximum of 240 hours
 - b. Financial Statements - Balance Sheet and Rev/Exp Compared to Budget for August 2020 (soft close)
 - c. Revenue & Expense Graphs
2. Utility Billings for 2020-2021:
 - a. It was discovered that the Transportation Rates Resolution 691-2020, which was adopted in March 2020, was not included in the amount that would be offset by the static water pressure fee per the request of Budget Committee and City Council in the May 2020 budget meetings.
 - b. As of August 2020 billing cycle, the utility bills are being billed per adopted resolutions that includes a \$0.12 increase that was not offset by the static water pressure fee.
 1. Staff needs direction from Council to either keep the current increase to the utility billings of \$0.12, or adjust the ISWP fee down \$0.12 to keep the promise from Council and Budget Committee to the community to not increase the utility billings this fiscal year.
3. FY19-20 Audit:
 - a. Audit took place on August 25th for one day, and went pretty smoothly. The auditors wore masks, and set up six feet apart in the Council chambers. They came to the window to request information, or to come back into the office to verify procedures. Also, the auditors stated they had all the information they needed, and have only had a few follow up questions since.
4. Coronavirus Relief Fund – CARES Act:
 - a. Since the City has received reimbursement for COVID-19 expenditures for the period of March 1 – May 15, 2020, the City could be on the list for federal audit on how CRF funds were used.
 1. I've requested an inventory list of all model numbers, serial numbers, and a list of which employee the equipment is checked out to from the departments that received equipment such as

computers, monitors, etc. Also, this equipment was obtained for remoting purposes due to the pandemic.

5. Vacation:

- a. I will be on vacation the week of September 14th – 17th. I plan on remoting in on Tuesday September 15th of this week to process the Utility Late notices, and email the PDF to Julie to print and mail. Also, Vickie will be filling in for me to process the daily deposits during this week.

Consent Agenda Reports:

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

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

Report Criteria:

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

| Employee Number | Name | Rate Desc | Hours Beg Bal | Hours Accrued | Hours Used | Hours Remain | Liability Amount | | |
|--------------------------|----------------------|--------------------------|---------------|---------------|------------|--------------|------------------|----------|--|
| Administration | | | | | | | | | |
| 133 | Anderson-Smith, Judy | Vac | 120.46 | 6.68 | .00 | 127.14 | 4,225.45 | | |
| | | Sic | 44.00 | 8.00 | .00 | 52.00 | | | |
| | | Hol | .00 | .00 | .00 | .00 | .00 | | |
| 137 | Hedden, Julie | Com | 63.51 | .00 | 3.00 | 60.51 | 2,011.03 | | |
| | | Vac | 40.00 | .00 | .00 | 40.00 | 831.32 | | |
| | | Sic | 67.75 | 8.00 | 3.50 | 72.25 | | | |
| 117 | Nogle, Vickie Lynne | Hol | .00 | .00 | .00 | .00 | .00 | | |
| | | Com | 70.52 | 8.25 | .00 | 78.77 | 1,636.97 | | |
| | | Vac | 254.08 | 17.34 | 15.75 | 255.67 | 9,684.01 | | |
| | | Sic | 844.50 | 8.00 | .00 | 852.50 | | | |
| | | Hol | 10.00 | .00 | 10.00 | .00 | .00 | | |
| | | Com | 61.75 | 7.13 | 3.75 | 65.13 | 2,466.93 | | |
| Total Administration: | | | 1,576.57 | 63.40 | 36.00 | 1,603.97 | | | |
| Police Department | | | | | | | | | |
| 101 | Anderson, Chris | Vac | 176.03 | 12.68 | .00 | 188.71 | 7,154.18 | | |
| | | Sic | 1,123.00 | 8.00 | .00 | 1,131.00 | | | |
| | | Hol | 124.50 | .00 | 60.00 | 64.50 | 2,445.26 | | |
| | | Com | 41.82 | .00 | .00 | 41.82 | 1,585.44 | | |
| 103 | Bentley, Glen W | Vac | 242.72 | 13.34 | 30.00 | 226.06 | 7,398.31 | | |
| | | Sic | 1,292.00 | 8.00 | .00 | 1,300.00 | | | |
| | | Hol | .00 | .00 | .00 | .00 | .00 | | |
| 139 | Holliman, Steve | Com | .00 | .00 | .00 | .00 | .00 | | |
| | | Vac | 40.00 | .00 | .00 | 40.00 | 1,119.08 | | |
| | | Sic | 18.75 | 8.00 | 10.00 | 16.75 | | | |
| 130 | Jimenez, Marcos | Hol | 5.00 | .00 | 5.00 | .00 | .00 | | |
| | | Com | 34.51 | .00 | 5.00 | 29.51 | 825.60 | | |
| | | Vac | 100.24 | 6.68 | 10.00 | 96.92 | 2,824.26 | | |
| | | Sic | 195.00 | 8.00 | .00 | 203.00 | | | |
| | | Hol | 17.00 | .00 | .00 | 17.00 | 495.38 | | |
| | | Mil | 50.00 | .00 | .00 | 50.00 | .00 | | |
| 128 | Rash, David | Com | 27.38 | .00 | .00 | 27.38 | 797.86 | | |
| | | Vac | 83.60 | 6.68 | .00 | 90.28 | 4,495.05 | | |
| | | Sic | 194.00 | 8.00 | 2.00 | 200.00 | | | |
| 129 | Schwartz, Molly | Hol | .00 | .00 | .00 | .00 | .00 | | |
| | | Com | 9.25 | 8.25 | 6.00 | 11.50 | 572.59 | | |
| | | Vac | 45.76 | 6.68 | 11.00 | 41.44 | 1,007.53 | | |
| | | Sic | 24.00 | 8.00 | 1.00 | 31.00 | | | |
| | | Hol | .00 | .00 | .00 | .00 | .00 | | |
| | | Com | .38 | .00 | .00 | .38 | 9.24 | | |
| 135 | Thommen, Grant | Vac | 113.40 | 6.68 | .00 | 120.08 | 2,995.01 | | |
| | | Sic | 126.00 | 8.00 | .00 | 134.00 | | | |
| | | Hol | 109.00 | .00 | 30.00 | 79.00 | 1,970.40 | | |
| | | Com | 9.00 | .00 | .00 | 9.00 | 224.48 | | |
| | | Total Police Department: | | | 4,202.34 | 116.99 | 170.00 | 4,149.33 | |
| | | Public Works | | | | | | | |
| 138 | Caballero, Aaron | Vac | 40.00 | .00 | .00 | 40.00 | 700.03 | | |
| | | Sic | 56.00 | 8.00 | .00 | 64.00 | | | |
| | | Hol | 6.00 | .00 | .00 | 6.00 | 105.00 | | |
| | | Com | 3.00 | .00 | .00 | 3.00 | 52.50 | | |
| 109 | Hernandez, Juan M | Vac | 267.97 | 10.68 | .00 | 278.65 | 6,584.08 | | |
| | | Sic | 553.50 | 8.00 | .00 | 561.50 | | | |

| | | | | | | |
|------------------------|-----|-----------------|---------------|--------------|-----------------|-----------|
| | Hol | 10.00 | .00 | .00 | 10.00 | 236.28 |
| | Com | 17.77 | .00 | .00 | 17.77 | 419.76 |
| 112 Krebs, Michael R | Vac | 334.47 | 20.68 | .00 | 355.15 | 13,245.67 |
| | Sic | 1,222.50 | 8.00 | .00 | 1,230.50 | |
| | Hol | 7.50 | .00 | 5.00 | 2.50 | 93.24 |
| | Com | 58.04 | 3.75 | .00 | 61.79 | 2,304.52 |
| 118 Olinger, Melinda L | Vac | 356.76 | 16.68 | 23.50 | 349.94 | 10,624.91 |
| | Sic | 1,147.25 | 8.00 | .00 | 1,155.25 | |
| | Hol | 7.50 | .00 | 7.50 | .00 | .00 |
| | Com | 60.88 | .00 | .00 | 60.88 | 1,848.44 |
| 124 Steele, Timothy | Vac | 108.44 | 6.68 | .00 | 115.12 | 2,356.66 |
| | Sic | 159.50 | 8.00 | 9.00 | 158.50 | |
| | Hol | 2.00 | .00 | 2.00 | .00 | .00 |
| | Com | 17.00 | .00 | 1.50 | 15.50 | 317.32 |
| 136 Wheeler, Heidi | VPT | 49.52 | 3.89 | 4.25 | 49.16 | 883.91 |
| | Sic | 40.95 | .60 | .00 | 41.55 | 746.99 |
| Total Public Works: | | <u>4,526.54</u> | <u>102.96</u> | <u>52.75</u> | <u>4,576.75</u> | |

| | | | | |
|---------------|------------------|---------------|---------------|------------------|
| Grand Totals: | <u>10,305.44</u> | <u>283.35</u> | <u>258.75</u> | <u>10,330.04</u> |
|---------------|------------------|---------------|---------------|------------------|

Pay Code Summary

| Hours Beg Bal | Hours Accrued | Hours Used | Hours Remain | Liability Amount |
|------------------|------------------|---------------|-----------------|------------------|
| 2,373.45 | 135.37 | 94.50 | 2,414.32 | 76,129.46 |
| 7,108.70 | 120.60 | 25.50 | 7,203.80 | |
| 298.50 | .00 | 119.50 | 179.00 | 5,345.56 |
| 50.00 | .00 | .00 | 50.00 | .00 |
| 474.80 | 27.38 | 19.25 | 482.93 | 15,072.68 |

Report Criteria:

Suppress employee name and number

Employee.Employee number <> 104

CITY OF HUBBARD
 COMBINED CASH INVESTMENT
 AUGUST 31, 2020

COMBINED CASH ACCOUNTS

| | | |
|------------------------|-------------------------------|---------------|
| 999-000-1005 | CASH - COLUMBIA BANK | 245,251.32 |
| 999-000-1010 | CASH - XPRESS DEPOSIT ACCOUNT | 4,259.77 |
| 999-000-1012 | CASH CLEARING - UTILITIES | (40.85) |
| 999-000-1014 | CASH CLEARING - COURT | 1,492.71 |
| | | |
| | TOTAL COMBINED CASH | 250,962.95 |
| 999-000-1001 | CASH ALLOCATED TO OTHER FUNDS | (250,962.95) |
| | | |
| TOTAL UNALLOCATED CASH | | .00 |

CASH ALLOCATION RECONCILIATION

| | | |
|-----------------------------------|--|-----------------|
| 100 | ALLOCATION TO GENERAL FUND | (2,229,975.51) |
| 121 | ALLOCATION TO STREET FUND | (548,514.71) |
| 122 | ALLOCATION TO STREET CONSTRUCTION FUND | (172,652.24) |
| 123 | ALLOCATION TO RESERVE FUND | 234,326.27 |
| 125 | ALLOCATION TO PARK IMPROVEMENT FUND | 315,320.01 |
| 201 | ALLOCATION TO SEWER UTILITY FUND | 199,391.90 |
| 202 | ALLOCATION TO SEWER CONSTRUCTION FUND | 1,290,260.36 |
| 203 | ALLOCATION TO SEWER BOND FUND | 61,260.75 |
| 205 | ALLOCATION TO WATER UTILITY FUND | 394,522.51 |
| 206 | ALLOCATION TO WATER CONSTRUCTION FUND | 633,279.23 |
| 207 | ALLOCATION TO WATER BOND FUND | 73,744.38 |
| | | |
| | TOTAL ALLOCATIONS TO OTHER FUNDS | 250,962.95 |
| | ALLOCATION FROM 999-000-1001 | (250,962.95) |
| | | |
| ZERO PROOF IF ALLOCATIONS BALANCE | | .00 |

CITY OF HUBBARD
 BALANCE SHEET
 AUGUST 31, 2020

GENERAL FUND

ASSETS

| | | | | |
|--------------|----------------------------|---|---------------|---------------------|
| 100-000-1001 | CASH IN COMBINED CASH FUND | (| 2,229,975.51) | |
| 100-000-1011 | LGIP | | 3,401,300.69 | |
| 100-000-1012 | PETTY CASH | | 50.00 | |
| 100-000-1013 | CASH ON HAND | | 200.00 | |
| 100-000-1113 | ACCOUNTS RECEIVABLE | (| 47.00) | |
| | TOTAL ASSETS | | | <u>1,171,528.18</u> |

LIABILITIES AND EQUITY

LIABILITIES

| | | | | |
|--------------|-------------------------|---|------------|----------|
| 100-000-2001 | A/P LIABILITY | (| 12,469.51) | |
| 100-000-2021 | FEDERAL TAX WITHHOLDING | | 1,020.25 | |
| 100-000-2022 | STATE TAX WITHHOLDING | | 267.97 | |
| 100-000-2023 | RETIREMENT | | 1,279.36 | |
| 100-000-2026 | UNION DUES | (| 54.36) | |
| 100-000-2032 | SCHOOL EXISE TAX | | 6,549.48 | |
| 100-000-2276 | STATE ASSESSMENT | | 5,219.12 | |
| 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 | | 581.72 | |
| 100-000-2281 | DEPOSITS - LAND USE | (| 574.95) | |
| 100-000-2285 | DEPOSITS - MISC | | 274.53 | |
| | TOTAL LIABILITIES | | | 2,362.61 |

FUND EQUITY

| | | | | |
|--------------|---------------------------------|---|--------------|---------------------|
| 100-000-2520 | BEG FUND BALANCE | | 1,354,473.35 | |
| | UNAPPROPRIATED FUND BALANCE: | | | |
| | REVENUE OVER EXPENDITURES - YTD | (| 185,307.78) | |
| | BALANCE - CURRENT DATE | (| 185,307.78) | |
| | TOTAL FUND EQUITY | | | <u>1,169,165.57</u> |
| | TOTAL LIABILITIES AND EQUITY | | | <u>1,171,528.18</u> |

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---------------------------------------|------------------|------------------|---------------------|---------------------|-------------|
| <u>TAXES AND FRANCHISE FEES</u> | | | | | |
| 100-300-3111 | .00 | .00 | 924,740.00 | 924,740.00 | .0 |
| 100-300-3112 | 6,838.41 | 8,078.36 | 25,000.00 | 16,921.64 | 32.3 |
| 100-300-3180 | .00 | .00 | 300.00 | 300.00 | .0 |
| 100-300-3181 | 7,620.76 | 7,620.76 | 110,000.00 | 102,379.24 | 6.9 |
| 100-300-3182 | .00 | .00 | 4,200.00 | 4,200.00 | .0 |
| 100-300-3183 | 5,225.60 | 5,225.60 | 26,000.00 | 20,774.40 | 20.1 |
| 100-300-3184 | 2,079.17 | 2,079.17 | 11,500.00 | 9,420.83 | 18.1 |
| 100-300-3185 | .00 | 10,863.15 | 40,000.00 | 29,136.85 | 27.2 |
| 100-300-3186 | .00 | 287.75 | 1,300.00 | 1,012.25 | 22.1 |
| 100-300-3301 | 10,618.12 | 10,618.12 | 25,000.00 | 14,381.88 | 42.5 |
| 100-300-3302 | 319.40 | 594.08 | 4,000.00 | 3,405.92 | 14.9 |
| 100-300-3303 | 4,931.14 | 4,931.14 | 65,000.00 | 60,068.86 | 7.6 |
| 100-300-3305 | .00 | .00 | 18,000.00 | 18,000.00 | .0 |
| 100-300-3306 | .00 | .00 | 32,000.00 | 32,000.00 | .0 |
| 100-300-3415 | 4,152.97 | 24,692.68 | 141,000.00 | 116,307.32 | 17.5 |
| 100-300-3601 | 75.00 | 100.00 | 500.00 | 400.00 | 20.0 |
| 100-300-3611 | 2,927.82 | 6,644.05 | 50,000.00 | 43,355.95 | 13.3 |
| TOTAL TAXES AND FRANCHISE FEES | 44,788.39 | 81,734.86 | 1,478,540.00 | 1,396,805.14 | 5.5 |
| <u>MISC REVENUE</u> | | | | | |
| 100-301-3211 | .00 | .00 | 4,825.00 | 4,825.00 | .0 |
| 100-301-3221 | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 100-301-3225 | .00 | .00 | 250.00 | 250.00 | .0 |
| 100-301-3226 | 2,600.00 | 2,600.00 | .00 | (2,600.00) | .0 |
| 100-301-3401 | 360.00 | 660.00 | 3,000.00 | 2,340.00 | 22.0 |
| 100-301-3402 | .00 | 5,759.63 | 255.00 | (5,504.63) | 2258.7 |
| TOTAL MISC REVENUE | 2,960.00 | 9,019.63 | 11,330.00 | 2,310.37 | 79.6 |
| <u>POLICE REVENUE</u> | | | | | |
| 100-302-3341 | 3,906.26 | 3,906.26 | 2,000.00 | (1,906.26) | 195.3 |
| 100-302-3342 | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 100-302-3346 | 489.00 | 1,019.00 | 1,000.00 | (19.00) | 101.9 |
| 100-302-3351 | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 100-302-3401 | .00 | .00 | 800.00 | 800.00 | .0 |
| 100-302-3402 | 450.00 | 900.00 | 9,000.00 | 8,100.00 | 10.0 |
| 100-302-3403 | 40.00 | 100.00 | 1,000.00 | 900.00 | 10.0 |
| 100-302-3404 | .00 | .00 | 250.00 | 250.00 | .0 |
| 100-302-3601 | 3,877.30 | 5,816.30 | 100.00 | (5,716.30) | 5816.3 |
| 100-302-3644 | 140.00 | 355.00 | 1,500.00 | 1,145.00 | 23.7 |
| TOTAL POLICE REVENUE | 8,902.56 | 12,096.56 | 19,650.00 | 7,553.44 | 61.6 |

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---|---------------|------------|--------------|--------------|------|
| <u>MUNICIPAL COURT REVENUE</u> | | | | | |
| 100-303-3401 MUNICIPAL COURT | 7,711.56 | 18,003.02 | 68,000.00 | 49,996.98 | 26.5 |
| 100-303-3402 MARION COUNTY COUR | .00 | .00 | 14,673.00 | 14,673.00 | .0 |
| 100-303-3405 TEMP OFFENSE SURCH | .00 | .00 | 200.00 | 200.00 | .0 |
| 100-303-3611 COLLECTIONS INTERE | 50.08 | 393.32 | 7,000.00 | 6,606.68 | 5.6 |
| TOTAL MUNICIPAL COURT REVENUE | 7,761.64 | 18,396.34 | 89,873.00 | 71,476.66 | 20.5 |
| <u>MISCELLANEOUS REVENUE PARKS</u> | | | | | |
| 100-304-3601 MISCELLANEOUS REVENUE PARKS | .00 | .00 | 350.00 | 350.00 | .0 |
| TOTAL SOURCE 304 | .00 | .00 | 350.00 | 350.00 | .0 |
| <u>COMMUNITY DEV REVENUE</u> | | | | | |
| 100-305-3305 SCHOOL EXCISE REVE | 69.32 | 69.32 | 500.00 | 430.68 | 13.9 |
| 100-305-3350 ECO DEV COMMUNITY PROJECT GRAN | .00 | .00 | 30,000.00 | 30,000.00 | .0 |
| 100-305-3401 LAND USE FEES | .00 | .00 | 35,000.00 | 35,000.00 | .0 |
| 100-305-3402 BUILDING PERMITS | 5,778.42 | 6,828.92 | 30,000.00 | 23,171.08 | 22.8 |
| TOTAL COMMUNITY DEV REVENUE | 5,847.74 | 6,898.24 | 95,500.00 | 88,601.76 | 7.2 |
| <u>TRANSFERS IN</u> | | | | | |
| 100-391-3910 TRANSFER IN -WATER | .00 | .00 | 24,031.00 | 24,031.00 | .0 |
| 100-391-3912 TRANSFER IN SEWER | .00 | .00 | 24,000.00 | 24,000.00 | .0 |
| 100-391-3914 TRANSFER IN- SDC A | .00 | .00 | 5,145.00 | 5,145.00 | .0 |
| 100-391-3920 TRANS IN - OP OH | .00 | .00 | 82,168.00 | 82,168.00 | .0 |
| TOTAL TRANSFERS IN | .00 | .00 | 135,344.00 | 135,344.00 | .0 |
| <u>FUND BALANCE</u> | | | | | |
| 100-399-9999 BEGINNING FUND BALANCE | .00 | .00 | 1,185,164.00 | 1,185,164.00 | .0 |
| TOTAL FUND BALANCE | .00 | .00 | 1,185,164.00 | 1,185,164.00 | .0 |
| TOTAL FUND REVENUE | 70,260.33 | 128,145.63 | 3,015,751.00 | 2,887,605.37 | 4.3 |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|------------------|------------------|-------------------|-------------------|-------------|
| <u>ADMINISTRATION</u> | | | | | |
| 100-410-1100 SALARIES AND WAGES | .00 | .00 | 70,290.00 | 70,290.00 | .0 |
| 100-410-1101 DIRECTOR OF ADMIN/RECORDER | 3,939.24 | 7,878.48 | .00 (| 7,878.48) | .0 |
| 100-410-1102 FINANCE DIRECTOR | 2,538.54 | 5,037.19 | .00 (| 5,037.19) | .0 |
| 100-410-1105 ADMIN ASSISTANT/COURT CLERK | 540.36 | 1,080.72 | .00 (| 1,080.72) | .0 |
| 100-410-4100 EMPLOYEE BENEFITS | .00 | .00 | 43,342.00 | 43,342.00 | .0 |
| 100-410-4110 EB-MEDICAL & DENTAL | 1,538.83 | 3,077.67 | .00 (| 3,077.67) | .0 |
| 100-410-4120 EB-INSURANCE (LIFE & DISAB) | 18.27 | 36.54 | .00 (| 36.54) | .0 |
| 100-410-4150 EB-EMPLOYER TAXES | 536.90 | 1,123.95 | .00 (| 1,123.95) | .0 |
| 100-410-4170 EB-PERS | 3,654.36 | 5,778.48 | .00 (| 5,778.48) | .0 |
| 100-410-5100 PROFESSIONAL SERVICES | 1,683.69 | 4,357.91 | 45,000.00 | 40,642.09 | 9.7 |
| 100-410-5200 CONTRACTED SUPPORT | .00 | .00 | 200.00 | 200.00 | .0 |
| 100-410-5300 OPERATIONAL SUPPLIES | .00 | .00 | 200.00 | 200.00 | .0 |
| 100-410-6100 BUILDING MAINT & SUPPLIES | 141.53 | 323.86 | 3,600.00 | 3,276.14 | 9.0 |
| 100-410-6200 RENTALS AND LEASES | 108.96 | 184.58 | 1,850.00 | 1,665.42 | 10.0 |
| 100-410-6300 INSURANCE | .00 | 3,888.95 | 4,800.00 | 911.05 | 81.0 |
| 100-410-6400 ADVERTISING & RECRUITMENT | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 100-410-6500 LEARNING, DUES & MEMBERSHIPS | 834.68 | 834.68 | 13,800.00 | 12,965.32 | 6.1 |
| 100-410-6600 OFFICE SUPPLIES & MISC EXPENSE | 336.62 | 708.11 | 8,100.00 | 7,391.89 | 8.7 |
| 100-410-6700 EQUIP MAINT & SUPPLIES | 27.18 | 1,569.33 | 5,500.00 | 3,930.67 | 28.5 |
| 100-410-6900 UTILITIES | 473.22 | 904.53 | 6,000.00 | 5,095.47 | 15.1 |
| TOTAL ADMINISTRATION | 16,372.38 | 36,784.98 | 203,682.00 | 166,897.02 | 18.1 |
| <u>COURT</u> | | | | | |
| 100-412-1100 SALARIES AND WAGES | .00 | .00 | 28,800.00 | 28,800.00 | .0 |
| 100-412-1101 DIRECTOR OF ADMIN/RECORDER | 393.92 | 787.84 | .00 (| 787.84) | .0 |
| 100-412-1102 FINANCE DIRECTOR | 380.78 | 755.58 | .00 (| 755.58) | .0 |
| 100-412-1105 ADMIN ASSISTANT/COURT CLERK | 1,260.80 | 2,521.60 | .00 (| 2,521.60) | .0 |
| 100-412-4100 EMPLOYEE BENEFITS | .00 | .00 | 15,572.00 | 15,572.00 | .0 |
| 100-412-4110 EB-MEDICAL & DENTAL | 442.11 | 884.22 | .00 (| 884.22) | .0 |
| 100-412-4120 EB-INSURANCE (LIFE & DISAB) | 6.08 | 12.16 | .00 (| 12.16) | .0 |
| 100-412-4150 EB-EMPLOYER TAXES | 155.70 | 374.80 | .00 (| 374.80) | .0 |
| 100-412-4170 EB-PERS | 639.40 | 1,125.26 | .00 (| 1,125.26) | .0 |
| 100-412-5100 PROFESSIONAL SERVICES | 1,951.91 | 2,508.51 | 13,500.00 | 10,991.49 | 18.6 |
| 100-412-5300 OPERATIONAL SUPPLIES | .00 | .00 | 50.00 | 50.00 | .0 |
| 100-412-6100 BUILDING MAINT & SUPPLIES | 14.16 | 38.52 | 600.00 | 561.48 | 6.4 |
| 100-412-6200 RENTALS AND LEASES | 24.54 | 41.83 | 500.00 | 458.17 | 8.4 |
| 100-412-6300 INSURANCE | .00 | 879.35 | 1,100.00 | 220.65 | 79.9 |
| 100-412-6400 ADVERTISING & RECRUITMENT | .00 | .00 | 100.00 | 100.00 | .0 |
| 100-412-6500 LEARNING, DUES & MEMBERSHIPS | .00 | .00 | 2,100.00 | 2,100.00 | .0 |
| 100-412-6600 OFFICE SUPPLIES & MISC EXPENSE | 126.85 | 200.79 | 2,400.00 | 2,199.21 | 8.4 |
| 100-412-6700 EQUIP MAINT & SUPPLIES | .00 | .00 | 700.00 | 700.00 | .0 |
| 100-412-6900 UTILITIES | 103.84 | 205.57 | 1,500.00 | 1,294.43 | 13.7 |
| TOTAL COURT | 5,500.09 | 10,336.03 | 66,922.00 | 56,585.97 | 15.4 |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|------------------------------------|-----------------|------------------|-------------------|------------------|-------------|
| <u>COUNCIL</u> | | | | | |
| 100-413-5100 | 728.50 | 2,009.11 | 15,000.00 | 12,990.89 | 13.4 |
| 100-413-5300 | .00 | .00 | 3,500.00 | 3,500.00 | .0 |
| 100-413-5500 | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 100-413-6500 | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 100-413-6600 | .00 | .00 | 700.00 | 700.00 | .0 |
| TOTAL COUNCIL | 728.50 | 2,009.11 | 25,200.00 | 23,190.89 | 8.0 |
| <u>COMMUNITY DEVELOPMENT</u> | | | | | |
| 100-419-1100 | .00 | .00 | 14,409.00 | 14,409.00 | .0 |
| 100-419-1101 | 984.80 | 1,969.60 | .00 | (1,969.60) | .0 |
| 100-419-1102 | 317.33 | 629.68 | .00 | (629.68) | .0 |
| 100-419-1104 | 202.89 | 418.09 | .00 | (418.09) | .0 |
| 100-419-4100 | .00 | .00 | 8,711.00 | 8,711.00 | .0 |
| 100-419-4110 | 333.27 | 666.54 | .00 | (666.54) | .0 |
| 100-419-4120 | 3.81 | 7.62 | .00 | (7.62) | .0 |
| 100-419-4150 | 115.15 | 230.86 | .00 | (230.86) | .0 |
| 100-419-4170 | 494.66 | 992.30 | .00 | (992.30) | .0 |
| 100-419-5100 | 1,925.44 | 6,504.79 | 22,500.00 | 15,995.21 | 28.9 |
| 100-419-5400 | 4,019.63 | 13,359.54 | 45,500.00 | 32,140.46 | 29.4 |
| 100-419-5500 | .00 | .00 | 26,000.00 | 26,000.00 | .0 |
| 100-419-6500 | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| TOTAL COMMUNITY DEVELOPMENT | 8,396.98 | 24,779.02 | 119,620.00 | 94,840.98 | 20.7 |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|------------------|-------------------|---------------------|---------------------|-------------|
| <u>POLICE</u> | | | | | |
| 100-421-1100 SALARIES AND WAGES | .00 | 2,657.88 | 525,862.00 | 523,204.12 | .5 |
| 100-421-1101 DIRECTOR OF ADMIN/RECORDER | 131.30 | 262.60 | .00 (| 262.60) | .0 |
| 100-421-1102 FINANCE DIRECTOR | 126.93 | 251.87 | .00 (| 251.87) | .0 |
| 100-421-1103 CHIEF OF POLICE | 8,630.28 | 17,260.56 | .00 (| 17,260.56) | .0 |
| 100-421-1105 ADMININSTRATIVE ASSISTANT | 4,214.24 | 8,428.48 | .00 (| 8,428.48) | .0 |
| 100-421-1106 POLICE OFFICERS | 27,828.06 | 56,964.73 | .00 (| 56,964.73) | .0 |
| 100-421-1212 OVERTIME | 834.54 | 1,251.81 | .00 (| 1,251.81) | .0 |
| 100-421-4100 EMPLOYEE BENEFITS | .00 | .00 | 396,160.00 | 396,160.00 | .0 |
| 100-421-4110 EB-MEDICAL & DENTAL | 13,679.62 | 27,359.24 | .00 (| 27,359.24) | .0 |
| 100-421-4120 EB-INSURANCE (LIFE & DISAB) | 103.07 | 206.14 | .00 (| 206.14) | .0 |
| 100-421-4150 EB-EMPLOYER TAXES | 3,195.04 | 6,458.13 | .00 (| 6,458.13) | .0 |
| 100-421-4170 EB-PERS | 11,883.07 | 22,349.34 | 31,000.00 | 8,650.66 | 72.1 |
| 100-421-5100 PROFESSIONAL SERVICES | 867.33 | 3,135.05 | 26,200.00 | 23,064.95 | 12.0 |
| 100-421-5200 CONTRACTED SUPPORT | 1,207.85 | 1,395.00 | 7,000.00 | 5,605.00 | 19.9 |
| 100-421-5300 OPERATIONAL SUPPLIES | 444.87 | 584.86 | 10,000.00 | 9,415.14 | 5.9 |
| 100-421-5400 INTERGOVERNMENTAL | .00 | 24,604.34 | 117,000.00 | 92,395.66 | 21.0 |
| 100-421-5500 PROGRAM & GRANT EXPENSES | 589.00 | 589.00 | 8,000.00 | 7,411.00 | 7.4 |
| 100-421-6100 BUILDING MAINT & SUPPLIES | 155.69 | 362.38 | 5,000.00 | 4,637.62 | 7.3 |
| 100-421-6200 RENTALS AND LEASES | 135.48 | 378.05 | 53,500.00 | 53,121.95 | .7 |
| 100-421-6300 INSURANCE | .00 | 19,555.16 | 21,500.00 | 1,944.84 | 91.0 |
| 100-421-6400 ADVERTISING & RECRUITMENT | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 100-421-6500 LEARNING, DUES & MEMBERSHIPS | 249.42 | 374.42 | 16,500.00 | 16,125.58 | 2.3 |
| 100-421-6600 OFFICE SUPPLIES & MISC EXPENSE | 130.38 | 204.47 | 5,500.00 | 5,295.53 | 3.7 |
| 100-421-6700 EQUIP MAINT & SUPPLIES | 4,456.32 | 7,622.99 | 55,000.00 | 47,377.01 | 13.9 |
| 100-421-6800 UNIFORMS | 630.98 | 630.98 | 6,000.00 | 5,369.02 | 10.5 |
| 100-421-6900 UTILITIES | 907.22 | 1,772.50 | 12,650.00 | 10,877.50 | 14.0 |
| TOTAL POLICE | 80,400.69 | 204,659.98 | 1,298,872.00 | 1,094,212.02 | 15.8 |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------------|----------------------|---------------------|---------------------|-------------|
| <u>PARKS</u> | | | | | |
| 100-452-1100 SALARIES AND WAGES | .00 | .00 | 75,568.00 | 75,568.00 | .0 |
| 100-452-1101 DIRECTOR OF ADMIN/RECORDER | 131.30 | 262.60 | .00 (| 262.60) | .0 |
| 100-452-1102 FINANCE DIRECTOR | 126.93 | 251.87 | .00 (| 251.87) | .0 |
| 100-452-1105 ADMINISTRATIVE ASSISTANT | 1,315.70 | 2,696.87 | .00 (| 2,696.87) | .0 |
| 100-452-1107 UTILITY WORKER 1 | 3,321.07 | 6,532.50 | .00 (| 6,532.50) | .0 |
| 100-452-1108 PW ADMIN ASSISTANT | 542.79 | 1,115.91 | .00 (| 1,115.91) | .0 |
| 100-452-1114 PUBLIC WORKS FOREMAN | 1,352.59 | 2,787.23 | .00 (| 2,787.23) | .0 |
| 100-452-4100 EMPLOYEE BENEFITS | .00 | .00 | 52,715.00 | 52,715.00 | .0 |
| 100-452-4110 EB-MEDICAL & DENTAL | 1,879.90 | 3,759.81 | .00 (| 3,759.81) | .0 |
| 100-452-4120 EB-INSURANCE (LIFE & DISAB) | 15.90 | 31.80 | .00 (| 31.80) | .0 |
| 100-452-4150 EB-EMPLOYER TAXES | 519.47 | 1,047.58 | .00 (| 1,047.58) | .0 |
| 100-452-4170 EB-PERS | 2,054.90 | 3,856.81 | .00 (| 3,856.81) | .0 |
| 100-452-5100 PROFESSIONAL SERVICES | 72.39 | 776.78 | 4,600.00 | 3,823.22 | 16.9 |
| 100-452-5200 CONTRACTED SUPPORT | .00 | .00 | 400.00 | 400.00 | .0 |
| 100-452-5300 OPERATIONAL SUPPLIES | 774.32 | 917.76 | 15,800.00 | 14,882.24 | 5.8 |
| 100-452-6100 BUILDING MAINT & SUPPLIES | 310.07 | 495.61 | 5,900.00 | 5,404.39 | 8.4 |
| 100-452-6200 RENTALS AND LEASES | 18.05 | 28.85 | 500.00 | 471.15 | 5.8 |
| 100-452-6300 INSURANCE | .00 | 4,474.83 | 5,000.00 | 525.17 | 89.5 |
| 100-452-6400 ADVERTISING & RECRUITMENT | .00 | .00 | 100.00 | 100.00 | .0 |
| 100-452-6500 LEARNING, DUES & MEMBERSHIPS | 158.00 | 187.00 | 1,100.00 | 913.00 | 17.0 |
| 100-452-6600 OFFICE SUPPLIES & MISC EXPENSE | 37.53 | 138.67 | 1,600.00 | 1,461.33 | 8.7 |
| 100-452-6700 EQUIP MAINT & SUPPLIES | 2,567.18 | 4,821.93 | 9,300.00 | 4,478.07 | 51.9 |
| 100-452-6800 UNIFORMS | 62.90 | 62.90 | 500.00 | 437.10 | 12.6 |
| 100-452-6900 UTILITIES | 796.45 | 1,636.99 | 11,300.00 | 9,663.01 | 14.5 |
| TOTAL PARKS | 16,057.44 | 35,884.30 | 184,383.00 | 148,498.70 | 19.5 |
| <u>CONTINGENCY</u> | | | | | |
| 100-900-9900 CONTINGENCY | .00 | .00 | 284,802.00 | 284,802.00 | .0 |
| 100-900-9990 RESERVE FUTURE EXPENDITURES | .00 | .00 | 832,270.00 | 832,270.00 | .0 |
| TOTAL CONTINGENCY | .00 | .00 | 1,117,072.00 | 1,117,072.00 | .0 |
| TOTAL FUND EXPENDITURES | 127,456.08 | 314,453.42 | 3,015,751.00 | 2,701,297.58 | 10.4 |
| NET REVENUE OVER EXPENDITURES | (57,195.75) | (186,307.79) | .00 | 186,307.79 | .0 |

CITY OF HUBBARD
 BALANCE SHEET
 AUGUST 31, 2020

STREET FUND

ASSETS

| | | | | |
|--------------|----------------------------|---|-------------------|------------------|
| 121-000-1001 | CASH IN COMBINED CASH FUND | (| 548,514.71) | |
| 121-000-1011 | LGIP | | 633,967.08 | |
| | | | <u>633,967.08</u> | |
| | TOTAL ASSETS | | | <u>85,452.37</u> |

LIABILITIES AND EQUITY

LIABILITIES

| | | | | |
|--------------|-------------------------|---|---------------|--|
| 121-000-2001 | A/P LIABILITY | (| 1,484.85) | |
| 121-000-2021 | FEDERAL TAX WITHHOLDING | | 304.57 | |
| 121-000-2022 | STATE TAX WITHHOLDING | | 152.91 | |
| 121-000-2023 | RETIREMENT | | 796.44 | |
| | | | <u>796.44</u> | |
| | TOTAL LIABILITIES | (| 230.93) | |

FUND EQUITY

| | | | | |
|--------------|---|---|-------------------|------------------|
| 121-000-2520 | BEG FUND BALANCE | | 89,892.65 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | (| <u>4,209.35</u>) | |
| | BALANCE - CURRENT DATE | (| <u>4,209.35</u>) | |
| | TOTAL FUND EQUITY | | | <u>85,683.30</u> |
| | TOTAL LIABILITIES AND EQUITY | | | <u>85,452.37</u> |

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

STREET FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|-------------------------------------|------------------|------------------|-------------------|-------------------|-------------|
| <u>STREET FUND REVENUE</u> | | | | | |
| 121-300-3190 GAS TAX | 10,238.96 | 20,678.23 | 165,000.00 | 144,321.77 | 12.5 |
| 121-300-3407 TRANSPORTATION UTILITY | 2,899.31 | 17,141.08 | 100,000.00 | 82,858.92 | 17.1 |
| 121-300-3408 ROW PERMITS | 180.00 | 315.00 | 1,750.00 | 1,435.00 | 18.0 |
| 121-300-3601 MISCELLANEOUS REVENUE | .00 | .00 | 100.00 | 100.00 | .0 |
| 121-300-3611 INTEREST INCOME | 543.32 | 1,154.13 | 5,000.00 | 3,845.87 | 23.1 |
| TOTAL STREET FUND REVENUE | 13,861.59 | 39,288.44 | 271,850.00 | 232,561.56 | 14.5 |
| <u>FUND BALANCE</u> | | | | | |
| 121-399-9999 BEGINNING FUND BALANCE | .00 | .00 | 96,663.00 | 96,663.00 | .0 |
| TOTAL FUND BALANCE | .00 | .00 | 96,663.00 | 96,663.00 | .0 |
| TOTAL FUND REVENUE | 13,861.59 | 39,288.44 | 368,513.00 | 329,224.56 | 10.7 |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

STREET FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|--------------------|--------------------|-------------------|-------------------|-------------|
| <u>STREET FUND EXP</u> | | | | | |
| 121-431-1100 SALARIES AND WAGES | .00 | .00 | 84,139.00 | 84,139.00 | .0 |
| 121-431-1101 DIRECTOR OF ADMIN/RECORDER | 328.26 | 656.52 | .00 (| 656.52) | .0 |
| 121-431-1102 FINANCE DIRECTOR | 951.97 | 1,888.98 | .00 (| 1,888.98) | .0 |
| 121-431-1105 ADMINISTRATIVE ASSISTANT | 1,675.94 | 3,417.35 | .00 (| 3,417.35) | .0 |
| 121-431-1107 UTILITY WORKER 1 | 3,544.74 | 6,960.95 | .00 (| 6,960.95) | .0 |
| 121-431-1108 PW ADMIN ASSISTANT | 542.79 | 1,115.91 | .00 (| 1,115.91) | .0 |
| 121-431-1114 PUBLIC WORKS FOREMAN | 1,149.70 | 2,369.14 | .00 (| 2,369.14) | .0 |
| 121-431-4100 EMPLOYEE BENEFITS | .00 | .00 | 55,754.00 | 55,754.00 | .0 |
| 121-431-4110 EB-MEDICAL & DENTAL | 2,217.58 | 4,435.16 | .00 (| 4,435.16) | .0 |
| 121-431-4120 EB-INSURANCE (LIFE & DISAB) | 19.76 | 39.52 | .00 (| 39.52) | .0 |
| 121-431-4150 EB-EMPLOYER TAXES | 626.82 | 1,269.52 | .00 (| 1,269.52) | .0 |
| 121-431-4170 EB-PERS | 2,701.08 | 4,832.65 | .00 (| 4,832.65) | .0 |
| 121-431-5100 PROFESSIONAL SERVICES | 297.60 | 1,655.71 | 10,100.00 | 8,444.29 | 16.4 |
| 121-431-5200 CONTRACTED SUPPORT | 1,777.00 | 1,777.00 | 27,700.00 | 25,923.00 | 6.4 |
| 121-431-5300 OPERATIONAL SUPPLIES | .00 | 81.19 | 100.00 | 18.81 | 81.2 |
| 121-431-5500 PROGRAM & GRANT EXPENSES | 293.98 | 1,349.58 | 11,200.00 | 9,850.42 | 12.1 |
| 121-431-6100 BUILDING MAINT & SUPPLIES | 296.50 | 334.24 | 2,250.00 | 1,915.76 | 14.9 |
| 121-431-6200 RENTALS AND LEASES | 15.89 | 24.53 | 400.00 | 375.47 | 6.1 |
| 121-431-6300 INSURANCE | .00 | 3,749.49 | 4,200.00 | 450.51 | 89.3 |
| 121-431-6400 ADVERTISING & RECRUITMENT | .00 | .00 | 100.00 | 100.00 | .0 |
| 121-431-6500 LEARNING, DUES & MEMBERSHIPS | 158.00 | 187.00 | 600.00 | 413.00 | 31.2 |
| 121-431-6600 OFFICE SUPPLIES & MISC EXPENSE | 127.84 | 293.02 | 2,200.00 | 1,906.98 | 13.3 |
| 121-431-6700 EQUIP MAINT & SUPPLIES | 336.58 | 843.31 | 5,600.00 | 4,756.69 | 15.1 |
| 121-431-6800 UNIFORMS | 62.91 | 62.91 | 300.00 | 237.09 | 21.0 |
| 121-431-6900 UTILITIES | 275.03 | 6,154.11 | 42,977.00 | 36,822.89 | 14.3 |
| TOTAL STREET FUND EXP | 17,399.97 | 43,497.79 | 247,620.00 | 204,122.21 | 17.6 |
| <u>TRANSFER OUT</u> | | | | | |
| 121-491-8701 OPERATIONAL OVERHEAD | .00 | .00 | 24,300.00 | 24,300.00 | .0 |
| TOTAL TRANSFER OUT | .00 | .00 | 24,300.00 | 24,300.00 | .0 |
| <u>CONTINGENCY</u> | | | | | |
| 121-900-9900 CONTINGENCY | .00 | .00 | 40,788.00 | 40,788.00 | .0 |
| 121-900-9990 RESERVE FUTURE EXPENDITURES | .00 | .00 | 55,805.00 | 55,805.00 | .0 |
| TOTAL CONTINGENCY | .00 | .00 | 96,593.00 | 96,593.00 | .0 |
| TOTAL FUND EXPENDITURES | 17,399.97 | 43,497.79 | 368,513.00 | 325,015.21 | 11.8 |
| NET REVENUE OVER EXPENDITURES | (3,538.38) | (4,209.35) | .00 | 4,209.35 | .0 |

CITY OF HUBBARD
 BALANCE SHEET
 AUGUST 31, 2020

STREET CONSTRUCTION FUND

ASSETS

| | | | | |
|--------------|----------------------------|---|-------------|-------------------|
| 122-000-1001 | CASH IN COMBINED CASH FUND | (| 172,652.24) | |
| 122-000-1011 | LGIP | | 431,556.04 | |
| | TOTAL ASSETS | | | <u>258,903.80</u> |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | | |
|--------------|---|--|------------|-------------------|
| 122-000-2520 | BEG FUND BALANCE | | 256,495.74 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | | 2,408.06 | |
| | BALANCE - CURRENT DATE | | 2,408.06 | |
| | TOTAL FUND EQUITY | | | <u>258,903.80</u> |
| | TOTAL LIABILITIES AND EQUITY | | | <u>258,903.80</u> |

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

STREET CONSTRUCTION FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--|-----------------|------------------|-------------------|-------------------|------------|
| <u>STREET CONSTRUCTION REVENUE</u> | | | | | |
| 122-300-3190 GAS TAX | 3,412.99 | 6,892.74 | 55,000.00 | 48,107.26 | 12.5 |
| 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 | 3,864.00 | 3,864.00 | 19,320.00 | 15,456.00 | 20.0 |
| 122-300-3554 SDC ADMINISTRATION | 195.00 | 195.00 | 975.00 | 780.00 | 20.0 |
| 122-300-3601 MISCELLANEOUS REVENUE | .00 | 42.85 | .00 | (42.85) | .0 |
| 122-300-3611 INTEREST INCOME | 369.85 | 795.01 | 3,000.00 | 2,204.99 | 26.5 |
| TOTAL STREET CONSTRUCTION REVENUE | 7,841.84 | 11,789.60 | 178,395.00 | 166,605.40 | 6.6 |
| <u>FUND BALANCE</u> | | | | | |
| 122-399-9999 BEGINNING FUND BALANCE | .00 | .00 | 316,492.00 | 316,492.00 | .0 |
| TOTAL FUND BALANCE | .00 | .00 | 316,492.00 | 316,492.00 | .0 |
| TOTAL FUND REVENUE | 7,841.84 | 11,789.60 | 494,887.00 | 483,097.40 | 2.4 |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

STREET CONSTRUCTION FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|-------------------------------|-------------------------------|---------------|------------|------------|-------------|------|
| <u>STREET CONST. FUND EXP</u> | | | | | | |
| 122-431-7000 | CAPITAL OUTLAY | 5,346.54 | 9,381.54 | 177,420.00 | 168,038.46 | 5.3 |
| | TOTAL STREET CONST. FUND EXP | 5,346.54 | 9,381.54 | 177,420.00 | 168,038.46 | 5.3 |
| <u>TRANSFER OUT</u> | | | | | | |
| 122-491-8801 | SDC ADMINISTRATION | .00 | .00 | 975.00 | 975.00 | .0 |
| | TOTAL TRANSFER OUT | .00 | .00 | 975.00 | 975.00 | .0 |
| <u>CONTINGENCY</u> | | | | | | |
| 122-900-9900 | CONTINGENCY | .00 | .00 | 26,759.00 | 26,759.00 | .0 |
| 122-900-9990 | RESERVE FUTURE EXPENDITURES | .00 | .00 | 289,733.00 | 289,733.00 | .0 |
| | TOTAL CONTINGENCY | .00 | .00 | 316,492.00 | 316,492.00 | .0 |
| | TOTAL FUND EXPENDITURES | 5,346.54 | 9,381.54 | 494,887.00 | 485,505.46 | 1.9 |
| | NET REVENUE OVER EXPENDITURES | 2,495.30 | 2,408.06 | .00 | (2,408.06) | .0 |

CITY OF HUBBARD
BALANCE SHEET
AUGUST 31, 2020

RESERVE FUND

ASSETS

| | | | |
|--------------|----------------------------|------------|-------------------|
| 123-000-1001 | CASH IN COMBINED CASH FUND | 234,326.27 | |
| 123-000-1011 | LGIP | 42,431.30 | |
| | TOTAL ASSETS | | <u>276,757.57</u> |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|--------------|---|------------|-------------------|
| 123-000-2520 | BEG FUND BALANCE | 276,720.64 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | 36.93 | |
| | BALANCE - CURRENT DATE | 36.93 | |
| | TOTAL FUND EQUITY | | <u>276,757.57</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>276,757.57</u> |

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2020

RESERVE FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|-----------------------------|----------------------------|---------------|------------|------------|------------|------|
| <u>RESERVE FUND REVENUE</u> | | | | | | |
| 123-300-3611 | INTEREST | 36.36 | 79.05 | 850.00 | 770.95 | 9.3 |
| | TOTAL RESERVE FUND REVENUE | 36.36 | 79.05 | 850.00 | 770.95 | 9.3 |
| <u>FUND BALANCE</u> | | | | | | |
| 123-399-9999 | BEGINNING FUND BALANCE | .00 | .00 | 279,423.00 | 279,423.00 | .0 |
| | TOTAL FUND BALANCE | .00 | .00 | 279,423.00 | 279,423.00 | .0 |
| | TOTAL FUND REVENUE | 36.36 | 79.05 | 280,273.00 | 280,193.95 | .0 |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

RESERVE FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|----------------|--------------|-------------------|-------------------|-----------|
| <u>RESERVE FUND EXP</u> | | | | | |
| 123-423-7504 DUMP TRUCK | .00 | .00 | 43,730.00 | 43,730.00 | .0 |
| 123-423-7505 BACKHOE | .00 | .00 | 50,856.00 | 50,856.00 | .0 |
| 123-423-7506 PUB WRKS TRAC/MOWE | .00 | .00 | 32,129.00 | 32,129.00 | .0 |
| 123-423-7515 PLOTTER | .00 | .00 | 6,906.00 | 6,906.00 | .0 |
| 123-423-7710 PUB WRKS PICK UP | .00 | .00 | 21,371.00 | 21,371.00 | .0 |
| 123-423-7726 CITY HALL SIDING | 42.12 | 42.12 | 31,960.00 | 31,917.88 | .1 |
| 123-423-7727 CITY HALL CARPET | .00 | .00 | 15,386.00 | 15,386.00 | .0 |
| 123-423-7740 POLICE VEHICLE | .00 | .00 | 55,930.00 | 55,930.00 | .0 |
| 123-423-7741 CITY HALL / POLICE DEPT - BLDG | .00 | .00 | 21,156.00 | 21,156.00 | .0 |
| TOTAL RESERVE FUND EXP | 42.12 | 42.12 | 279,424.00 | 279,381.88 | .0 |
| <u>CONTINGENCY</u> | | | | | |
| 123-900-9990 RESERVE FUTURE EXPENDITURES | .00 | .00 | 849.00 | 849.00 | .0 |
| TOTAL CONTINGENCY | .00 | .00 | 849.00 | 849.00 | .0 |
| TOTAL FUND EXPENDITURES | 42.12 | 42.12 | 280,273.00 | 280,230.88 | .0 |
| NET REVENUE OVER EXPENDITURES | (5.76) | 36.93 | .00 | (36.93) | .0 |

CITY OF HUBBARD
 BALANCE SHEET
 AUGUST 31, 2020

PARK IMPROVEMENT FUND

| <u>ASSETS</u> | | | |
|-------------------------------|---|-----------------------------|--------------------------|
| 125-000-1001 | CASH IN COMBINED CASH FUND | 315,320.01 | |
| 125-000-1011 | LGIP | 40,462.21 | |
| | | <u> </u> | |
| | TOTAL ASSETS | | <u><u>355,782.22</u></u> |
| | | | |
| <u>LIABILITIES AND EQUITY</u> | | | |
| | | | |
| <u>FUND EQUITY</u> | | | |
| 125-000-2520 | BEG FUND BALANCE | 351,363.98 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | <u>4,418.24</u> | |
| | BALANCE - CURRENT DATE | <u>4,418.24</u> | |
| | TOTAL FUND EQUITY | | <u><u>355,782.22</u></u> |
| | TOTAL LIABILITIES AND EQUITY | | <u><u>355,782.22</u></u> |

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2020

PARK IMPROVEMENT FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--------------------------------------|-----------------|-----------------|-------------------|-------------------|------------|
| <u>PARK IMPROVMENT REVENUE</u> | | | | | |
| 125-300-3301 STATE SHARED REVEN | .00 | .00 | 20,000.00 | 20,000.00 | .0 |
| 125-300-3341 STATE PARKS DEPT. | .00 | .00 | 195,200.00 | 195,200.00 | .0 |
| 125-300-3551 SDC-IMPROVEMENT | 3,570.00 | 3,570.00 | 17,850.00 | 14,280.00 | 20.0 |
| 125-300-3552 SDC-REIMBURSEMENT | 557.00 | 557.00 | 2,790.00 | 2,233.00 | 20.0 |
| 125-300-3554 SDC-ADMINISTRATION | 173.00 | 173.00 | 870.00 | 697.00 | 19.9 |
| 125-300-3601 MISCELLANEOUS REVENUE | .00 | 42.85 | .00 | (42.85) | .0 |
| 125-300-3611 INTEREST INCOME | 34.68 | 75.39 | 300.00 | 224.61 | 25.1 |
| TOTAL PARK IMPROVMENT REVENUE | 4,334.68 | 4,418.24 | 237,010.00 | 232,591.76 | 1.9 |
| <u>BEGINNING FUND BALANCE</u> | | | | | |
| 125-399-9999 BEGINNING FUND BALANCE | .00 | .00 | 370,439.00 | 370,439.00 | .0 |
| TOTAL BEGINNING FUND BALANCE | .00 | .00 | 370,439.00 | 370,439.00 | .0 |
| TOTAL FUND REVENUE | 4,334.68 | 4,418.24 | 607,449.00 | 603,030.76 | .7 |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

PARK IMPROVEMENT FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|------------|-------------|------|
| <u>PARK IMPROV FUND EXP</u> | | | | | |
| 125-452-7000 CAPITAL OUTLAY | .00 | .00 | 236,140.00 | 236,140.00 | .0 |
| TOTAL PARK IMPROV FUND EXP | .00 | .00 | 236,140.00 | 236,140.00 | .0 |
| <u>TRANSFER OUT</u> | | | | | |
| 125-491-8000 TRANSFERS OUT | .00 | .00 | 870.00 | 870.00 | .0 |
| TOTAL TRANSFER OUT | .00 | .00 | 870.00 | 870.00 | .0 |
| <u>CONTINGENCY</u> | | | | | |
| 125-900-9900 CONTINGENCY | .00 | .00 | 35,552.00 | 35,552.00 | .0 |
| 125-900-9990 RESERVE FUTURE EXPENDITURES | .00 | .00 | 334,887.00 | 334,887.00 | .0 |
| TOTAL CONTINGENCY | .00 | .00 | 370,439.00 | 370,439.00 | .0 |
| TOTAL FUND EXPENDITURES | .00 | .00 | 607,449.00 | 607,449.00 | .0 |
| NET REVENUE OVER EXPENDITURES | 4,334.68 | 4,418.24 | .00 | (4,418.24) | .0 |

CITY OF HUBBARD
 BALANCE SHEET
 AUGUST 31, 2020

SEWER UTILITY FUND

ASSETS

| | | | |
|--------------|----------------------------|-----------------------------|--------------------------|
| 201-000-1001 | CASH IN COMBINED CASH FUND | 199,391.90 | |
| 201-000-1011 | LGIP | 28,378.81 | |
| | | <u> </u> | |
| | TOTAL ASSETS | | <u><u>227,770.71</u></u> |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|--------------|-------------------------|-----------------------------|----------|
| 201-000-2001 | A/P LIABILITY | (1,537.81) | |
| 201-000-2021 | FEDERAL TAX WITHHOLDING | 748.53 | |
| 201-000-2022 | STATE TAX WITHHOLDING | 261.94 | |
| 201-000-2023 | RETIREMENT | 2,853.88 | |
| | | <u> </u> | |
| | TOTAL LIABILITIES | | 2,326.54 |

FUND EQUITY

| | | | |
|--------------|---|-----------------|--------------------------|
| 201-000-2520 | BEG FUND BALANCE | 217,838.63 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | <u>7,605.54</u> | |
| | BALANCE - CURRENT DATE | <u>7,605.54</u> | |
| | TOTAL FUND EQUITY | | <u><u>225,444.17</u></u> |
| | TOTAL LIABILITIES AND EQUITY | | <u><u>227,770.71</u></u> |

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

SEWER UTILITY FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|-------------------------------|-------------------------------------|------------------|------------------|-------------------|-------------------|-------------|
| <u>SEWER UTILITY REVENUE</u> | | | | | | |
| 201-300-3441 | SERVICE CHARGES SE | 13,979.73 | 84,949.45 | 480,000.00 | 395,050.55 | 17.7 |
| 201-300-3601 | MISCELLANEOUS REVENUE | .00 | 42.85 | .00 | (42.85) | .0 |
| 201-300-3611 | INTEREST INCOME | .00 | .00 | 30.00 | 30.00 | .0 |
| | <u>TOTAL SEWER UTILITY REVENUE</u> | <u>13,979.73</u> | <u>84,992.30</u> | <u>480,030.00</u> | <u>395,037.70</u> | <u>17.7</u> |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 201-399-9999 | BEGINNING FUND BALANCE | .00 | .00 | 110,134.00 | 110,134.00 | .0 |
| | <u>TOTAL BEGINNING FUND BALANCE</u> | <u>.00</u> | <u>.00</u> | <u>110,134.00</u> | <u>110,134.00</u> | <u>.0</u> |
| | <u>TOTAL FUND REVENUE</u> | <u>13,979.73</u> | <u>84,992.30</u> | <u>590,164.00</u> | <u>505,171.70</u> | <u>14.4</u> |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 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 | 132,121.00 | 132,121.00 | .0 |
| 201-432-1101 DIRECTOR OF ADMIN/RECORDER | 328.26 | 656.52 | .00 (| 656.52) | .0 |
| 201-432-1102 FINANCE DIRECTOR | 951.97 | 1,888.98 | .00 (| 1,888.98) | .0 |
| 201-432-1105 ADMINISTRATIVE ASSISTANT | 1,856.06 | 3,777.59 | .00 (| 3,777.59) | .0 |
| 201-432-1107 UTILITY WORKER 1 | 1,459.24 | 2,880.67 | .00 (| 2,880.67) | .0 |
| 201-432-1108 PW ADMIN ASSISTANT | 542.79 | 1,115.91 | .00 (| 1,115.91) | .0 |
| 201-432-1114 PUBLIC WORKS FOREMAN | 2,705.24 | 5,574.59 | .00 (| 5,574.59) | .0 |
| 201-432-4100 EMPLOYEE BENEFITS | .00 | .00 | 88,846.00 | 88,846.00 | .0 |
| 201-432-4110 EB-MEDICAL & DENTAL | 2,007.47 | 4,014.94 | .00 (| 4,014.94) | .0 |
| 201-432-4120 EB-INSURANCE (LIFE & DISAB) | 17.86 | 35.72 | .00 (| 35.72) | .0 |
| 201-432-4150 EB-EMPLOYER TAXES | 600.07 | 1,237.29 | .00 (| 1,237.29) | .0 |
| 201-432-4170 EB-PERS | 2,965.32 | 5,305.68 | .00 (| 5,305.68) | .0 |
| 201-432-5100 PROFESSIONAL SERVICES | 692.20 | 2,445.95 | 18,000.00 | 15,554.05 | 13.6 |
| 201-432-5200 CONTRACTED SUPPORT | 229.00 | 461.60 | 26,900.00 | 26,438.40 | 1.7 |
| 201-432-5300 OPERATIONAL SUPPLIES | 21.19 | 174.23 | 6,400.00 | 6,225.77 | 2.7 |
| 201-432-6100 BUILDING MAINT & SUPPLIES | 315.37 | 371.98 | 5,900.00 | 5,528.02 | 6.3 |
| 201-432-6200 RENTALS AND LEASES | 76.55 | 119.76 | 1,300.00 | 1,180.24 | 9.2 |
| 201-432-6300 INSURANCE | .00 | 9,120.89 | 10,000.00 | 879.11 | 91.2 |
| 201-432-6400 ADVERTISING & RECRUITMENT | .00 | .00 | 100.00 | 100.00 | .0 |
| 201-432-6500 LEARNING, DUES & MEMBERSHIPS | 92.50 | 92.50 | 5,600.00 | 5,507.50 | 1.7 |
| 201-432-6600 OFFICE SUPPLIES & MISC EXPENSE | 554.40 | 934.81 | 13,000.00 | 12,065.19 | 7.2 |
| 201-432-6700 EQUIP MAINT & SUPPLIES | 364.03 | 2,982.01 | 22,000.00 | 19,017.99 | 13.6 |
| 201-432-6800 UNIFORMS | 62.91 | 62.91 | 600.00 | 537.09 | 10.5 |
| 201-432-6900 UTILITIES | 3,415.25 | 6,889.23 | 44,000.00 | 37,110.77 | 15.7 |
| TOTAL SEWER UTILITY FUND EXP | 19,257.68 | 50,143.76 | 374,767.00 | 324,623.24 | 13.4 |
| <u>TRANSFER OUT</u> | | | | | |
| 201-491-8006 TRANS TO SEWER BOND | 27,243.00 | 27,243.00 | 54,486.00 | 27,243.00 | 50.0 |
| 201-491-8601 FRANCHISE FEE | .00 | .00 | 24,000.00 | 24,000.00 | .0 |
| 201-491-8701 OPERATIONAL OVERHEAD | .00 | .00 | 27,000.00 | 27,000.00 | .0 |
| TOTAL TRANSFER OUT | 27,243.00 | 27,243.00 | 105,486.00 | 78,243.00 | 25.8 |
| <u>CONTINGENCY</u> | | | | | |
| 201-900-9900 CONTINGENCY | .00 | .00 | 72,038.00 | 72,038.00 | .0 |
| 201-900-9990 RESERVE FUTURE EXPENDITURES | .00 | .00 | 37,873.00 | 37,873.00 | .0 |
| TOTAL CONTINGENCY | .00 | .00 | 109,911.00 | 109,911.00 | .0 |
| TOTAL FUND EXPENDITURES | 46,500.68 | 77,386.76 | 590,164.00 | 512,777.24 | 13.1 |
| NET REVENUE OVER EXPENDITURES | (32,520.95) | 7,605.54 | .00 | (7,605.54) | .0 |

CITY OF HUBBARD
BALANCE SHEET
AUGUST 31, 2020

SEWER CONSTRUCTION FUND

ASSETS

| | | | |
|--------------|----------------------------|--------------|---------------------|
| 202-000-1001 | CASH IN COMBINED CASH FUND | 1,290,260.36 | |
| 202-000-1011 | LGIP | 306,998.27 | |
| | TOTAL ASSETS | | <u>1,597,258.63</u> |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|--------------|---|------------------|---------------------|
| 202-000-2520 | BEG FUND BALANCE | 1,564,331.20 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | <u>32,927.43</u> | |
| | BALANCE - CURRENT DATE | <u>32,927.43</u> | |
| | TOTAL FUND EQUITY | | <u>1,597,258.63</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>1,597,258.63</u> |

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

SEWER CONSTRUCTION FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|-----------------------------------|------------------------|---------------|------------|--------------|--------------|------|
| <u>SEWER CONSTRUCTION REVENUE</u> | | | | | | |
| 202-300-3550 | WASTEWATER REUSE R | 4,620.10 | 27,328.49 | 141,000.00 | 113,671.51 | 19.4 |
| 202-300-3551 | SDC-IMPROVEMENT | 1,236.00 | 1,236.00 | 6,180.00 | 4,944.00 | 20.0 |
| 202-300-3552 | SDC-REIMBURSEMENT | 3,467.00 | 3,467.00 | 17,350.00 | 13,883.00 | 20.0 |
| 202-300-3554 | SDC-ADMINISTRATION | 324.00 | 324.00 | 1,650.00 | 1,326.00 | 19.6 |
| 202-300-3611 | INTEREST INCOME | 263.10 | 571.94 | 3,000.00 | 2,428.06 | 19.1 |
| TOTAL SEWER CONSTRUCTION REVENUE | | 9,910.20 | 32,927.43 | 169,180.00 | 136,252.57 | 19.5 |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 202-399-9999 | BEGINNING FUND BALANCE | .00 | .00 | 1,564,380.00 | 1,564,380.00 | .0 |
| TOTAL BEGINNING FUND BALANCE | | .00 | .00 | 1,564,380.00 | 1,564,380.00 | .0 |
| TOTAL FUND REVENUE | | 9,910.20 | 32,927.43 | 1,733,560.00 | 1,700,632.57 | 1.9 |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

SEWER CONSTRUCTION FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|-----------------------------|-------------------------------|---------------|------------|--------------|--------------|------|
| <u>SEWER CONST FUND EXP</u> | | | | | | |
| 202-432-7000 | CAPITAL OUTLAY | .00 | .00 | 130,000.00 | 130,000.00 | .0 |
| | TOTAL SEWER CONST FUND EXP | .00 | .00 | 130,000.00 | 130,000.00 | .0 |
| <u>TRANSFER OUT</u> | | | | | | |
| 202-491-8000 | TRANSFERS OUT | .00 | .00 | 1,650.00 | 1,650.00 | .0 |
| | TOTAL TRANSFER OUT | .00 | .00 | 1,650.00 | 1,650.00 | .0 |
| <u>CONTINGENCY</u> | | | | | | |
| 202-900-9900 | CONTINGENCY | .00 | .00 | 19,748.00 | 19,748.00 | .0 |
| 202-900-9990 | RESERVE FUTURE EXPENDITURES | .00 | .00 | 1,582,162.00 | 1,582,162.00 | .0 |
| | TOTAL CONTINGENCY | .00 | .00 | 1,601,910.00 | 1,601,910.00 | .0 |
| | TOTAL FUND EXPENDITURES | .00 | .00 | 1,733,560.00 | 1,733,560.00 | .0 |
| | NET REVENUE OVER EXPENDITURES | 9,910.20 | 32,927.43 | .00 | (32,927.43) | .0 |

CITY OF HUBBARD
 BALANCE SHEET
 AUGUST 31, 2020

SEWER BOND FUND

ASSETS

| | | | |
|--------------|----------------------------|--------------|------------------|
| 203-000-1001 | CASH IN COMBINED CASH FUND | 61,260.75 | |
| 203-000-1011 | LGIP | (20,614.92) | |
| | TOTAL ASSETS | | <u>40,645.83</u> |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|--------------|---|---------------|------------------|
| 203-000-2520 | BEG FUND BALANCE | 40,279.15 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | <u>366.68</u> | |
| | BALANCE - CURRENT DATE | <u>366.68</u> | |
| | TOTAL FUND EQUITY | | <u>40,645.83</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>40,645.83</u> |

CITY OF HUBBARD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

SEWER BOND FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--|---------------|------------|------------|------------|------|
| <u>SEWER BOND REVENUE</u> | | | | | |
| 203-300-3611 INTEREST INCOME | 5.68 | 366.68 | 800.00 | 433.32 | 45.8 |
| TOTAL SEWER BOND REVENUE | 5.68 | 366.68 | 800.00 | 433.32 | 45.8 |
| <u>TRANSFERS IN</u> | | | | | |
| 203-391-0201 TRANS FROM-SEWER UTILITY FUND | 27,243.00 | 27,243.00 | 54,486.00 | 27,243.00 | 50.0 |
| TOTAL TRANSFERS IN | 27,243.00 | 27,243.00 | 54,486.00 | 27,243.00 | 50.0 |
| <u>BEGINNING FUND BALANCE</u> | | | | | |
| 203-399-9999 BEGINNING FUND BALANCE | .00 | .00 | 94,718.00 | 94,718.00 | .0 |
| TOTAL BEGINNING FUND BALANCE | .00 | .00 | 94,718.00 | 94,718.00 | .0 |
| TOTAL FUND REVENUE | 27,248.68 | 27,609.68 | 150,004.00 | 122,394.32 | 18.4 |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

SEWER BOND FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|------------|------------|------|
| <u>DEBT SERVICE</u> | | | | | |
| 203-432-9001 LOAN INTEREST | 3,884.00 | 3,884.00 | 7,406.00 | 3,522.00 | 52.4 |
| 203-432-9002 LOAN PRINCIPAL | 23,359.00 | 23,359.00 | 47,080.00 | 23,721.00 | 49.6 |
| TOTAL DEBT SERVICE | 27,243.00 | 27,243.00 | 54,486.00 | 27,243.00 | 50.0 |
| <u>CONTINGENCY</u> | | | | | |
| 203-900-9990 RESERVE FUTURE EXPENDITURES | .00 | .00 | 95,518.00 | 95,518.00 | .0 |
| TOTAL CONTINGENCY | .00 | .00 | 95,518.00 | 95,518.00 | .0 |
| TOTAL FUND EXPENDITURES | 27,243.00 | 27,243.00 | 150,004.00 | 122,761.00 | 18.2 |
| NET REVENUE OVER EXPENDITURES | 5.68 | 366.68 | .00 | (366.68) | .0 |

CITY OF HUBBARD
 BALANCE SHEET
 AUGUST 31, 2020

WATER UTILITY FUND

ASSETS

| | | | |
|--------------|----------------------------|------------|------------|
| 205-000-1001 | CASH IN COMBINED CASH FUND | 394,522.51 | |
| 205-000-1011 | LGIP | 53,608.49 | |
| 205-000-1800 | UB CUSTOMER DEPOSI | 43.16 | |
| | TOTAL ASSETS | | 448,174.16 |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|--------------|-------------------------|-------------|-----------|
| 205-000-2001 | A/P LIABILITY | (1,275.02) | |
| 205-000-2021 | FEDERAL TAX WITHHOLDING | 394.84 | |
| 205-000-2022 | STATE TAX WITHHOLDING | 177.78 | |
| 205-000-2023 | RETIREMENT | 1,791.96 | |
| 205-000-2281 | UB DEPOSITS | 17,060.00 | |
| | TOTAL LIABILITIES | | 18,149.56 |

FUND EQUITY

| | | | |
|--------------|---|------------|------------|
| 205-000-2520 | BEG FUND BALANCE | 399,467.35 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | 30,557.25 | |
| | BALANCE - CURRENT DATE | 30,557.25 | |
| | TOTAL FUND EQUITY | | 430,024.60 |
| | TOTAL LIABILITIES AND EQUITY | | 448,174.16 |

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2020

WATER UTILITY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---|------------------|------------------|-------------------|-------------------|-------------|
| <u>WATER UTILITY REVENUE</u> | | | | | |
| 205-300-3401 SERVICE CHARGES WA | 14,392.81 | 81,317.34 | 470,625.00 | 389,307.66 | 17.3 |
| 205-300-3402 CONNECTION CHGS WA | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 205-300-3403 RECONNECTION FEE | (49.99) | 216.37 | 2,000.00 | 1,783.63 | 10.8 |
| 205-300-3404 SALE OF SURP PROP | .00 | 42.86 | .00 | (42.86) | .0 |
| 205-300-3601 MISCELLANEOUS REVENUE | 92.80 | 1,393.21 | 5,000.00 | 3,606.79 | 27.9 |
| 205-300-3611 INTEREST INCOME | 45.94 | 99.87 | 800.00 | 700.13 | 12.5 |
| 205-300-3620 LEASE-WATER TOWER T MOBILE | 658.85 | 1,317.70 | 7,200.00 | 5,882.30 | 18.3 |
| 205-300-3622 VERZION LEASE | 2,640.00 | 2,640.00 | 15,840.00 | 13,200.00 | 16.7 |
| TOTAL WATER UTILITY REVENUE | 17,780.41 | 87,027.35 | 503,465.00 | 416,437.65 | 17.3 |
| <u>BEGINNING FUND BALANCE</u> | | | | | |
| 205-399-9999 BEGINNING FUND BALANCE | .00 | .00 | 355,736.00 | 355,736.00 | .0 |
| TOTAL BEGINNING FUND BALANCE | .00 | .00 | 355,736.00 | 355,736.00 | .0 |
| TOTAL FUND REVENUE | 17,780.41 | 87,027.35 | 859,201.00 | 772,173.65 | 10.1 |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 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 | 128,474.00 | 128,474.00 | .0 |
| 205-461-1101 DIRECTOR OF ADMIN/RECORDER | 328.26 | 656.52 | .00 | (656.52) | .0 |
| 205-461-1102 FINANCE DIRECTOR | 951.97 | 1,888.98 | .00 | (1,888.98) | .0 |
| 205-461-1105 ADMINISTRATIVE ASSISTANT | 2,216.26 | 4,497.98 | .00 | (4,497.98) | .0 |
| 205-461-1107 UTILITY WORKER 1 | 2,894.33 | 5,686.58 | .00 | (5,686.58) | .0 |
| 205-461-1108 PW ADMIN ASSISTANT | 542.74 | 1,115.86 | .00 | (1,115.86) | .0 |
| 205-461-1114 PUBLIC WORKS FOREMAN | 1,352.59 | 2,787.23 | .00 | (2,787.23) | .0 |
| 205-461-4100 EMPLOYEE BENEFITS | .00 | .00 | 83,575.00 | 83,575.00 | .0 |
| 205-461-4110 EB-MEDICAL & DENTAL | 2,191.35 | 4,382.68 | .00 | (4,382.68) | .0 |
| 205-461-4120 EB-INSURANCE (LIFE & DISAB) | 20.12 | 40.24 | .00 | (40.24) | .0 |
| 205-461-4150 EB-EMPLOYER TAXES | 633.83 | 1,293.54 | .00 | (1,293.54) | .0 |
| 205-461-4170 EB-PERS | 2,922.16 | 5,113.66 | .00 | (5,113.66) | .0 |
| 205-461-5100 PROFESSIONAL SERVICES | 692.21 | 2,445.97 | 21,000.00 | 18,554.03 | 11.7 |
| 205-461-5200 CONTRACTED SUPPORT | 149.00 | 301.60 | 9,000.00 | 8,698.40 | 3.4 |
| 205-461-5300 OPERATIONAL SUPPLIES | 2,148.65 | 5,690.59 | 26,500.00 | 20,809.41 | 21.5 |
| 205-461-6100 BUILDING MAINT & SUPPLIES | 315.38 | 371.99 | 2,500.00 | 2,128.01 | 14.9 |
| 205-461-6200 RENTALS AND LEASES | 76.56 | 119.78 | 2,500.00 | 2,380.22 | 4.8 |
| 205-461-6300 INSURANCE | .00 | 12,180.04 | 13,500.00 | 1,319.96 | 90.2 |
| 205-461-6400 ADVERTISING & RECRUITMENT | .00 | .00 | 100.00 | 100.00 | .0 |
| 205-461-6500 LEARNING, DUES & MEMBERSHIPS | 92.50 | 92.50 | 5,600.00 | 5,507.50 | 1.7 |
| 205-461-6600 OFFICE SUPPLIES & MISC EXPENSE | 456.67 | 805.97 | 8,200.00 | 7,394.03 | 9.8 |
| 205-461-6700 EQUIP MAINT & SUPPLIES | 285.40 | 739.78 | 12,900.00 | 12,160.22 | 5.7 |
| 205-461-6800 UNIFORMS | 62.91 | 62.91 | 600.00 | 537.09 | 10.5 |
| 205-461-6900 UTILITIES | 3,479.39 | 6,195.70 | 38,400.00 | 32,204.30 | 16.1 |
| TOTAL WATER UTILITY FUND EXP | 21,812.28 | 56,470.10 | 352,849.00 | 296,378.90 | 16.0 |
| <u>TRANSFER OUT</u> | | | | | |
| 205-491-8009 TRANS TO WATER BOND | .00 | .00 | 95,727.00 | 95,727.00 | .0 |
| 205-491-8601 TRANS OUT - FRANCH | .00 | .00 | 24,031.00 | 24,031.00 | .0 |
| 205-491-8701 TRANS OUT OP OH | .00 | .00 | 30,868.00 | 30,868.00 | .0 |
| TOTAL TRANSFER OUT | .00 | .00 | 150,626.00 | 150,626.00 | .0 |
| <u>CONTINGENCY</u> | | | | | |
| 205-900-9900 CONTINGENCY | .00 | .00 | 75,521.00 | 75,521.00 | .0 |
| 205-900-9990 RESERVE FUTURE EXPENDITURES | .00 | .00 | 280,205.00 | 280,205.00 | .0 |
| TOTAL CONTINGENCY | .00 | .00 | 355,726.00 | 355,726.00 | .0 |
| TOTAL FUND EXPENDITURES | 21,812.28 | 56,470.10 | 859,201.00 | 802,730.90 | 6.6 |
| NET REVENUE OVER EXPENDITURES | (4,031.87) | 30,557.25 | .00 | (30,557.25) | .0 |

CITY OF HUBBARD
 BALANCE SHEET
 AUGUST 31, 2020

WATER CONSTRUCTION FUND

ASSETS

| | | | |
|--------------|----------------------------|-----------------------------|--------------------------|
| 206-000-1001 | CASH IN COMBINED CASH FUND | 633,279.23 | |
| 206-000-1011 | LGIP | 352,211.11 | |
| | | <u> </u> | |
| | TOTAL ASSETS | | <u><u>985,490.34</u></u> |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|--------------|---|-----------------------------|--------------------------|
| 206-000-2520 | BEG FUND BALANCE | 964,161.22 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | 21,329.12 | |
| | | <u> </u> | |
| | BALANCE - CURRENT DATE | 21,329.12 | |
| | | <u> </u> | |
| | TOTAL FUND EQUITY | | <u>985,490.34</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u><u>985,490.34</u></u> |

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2020

WATER CONSTRUCTION FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|-----------------------------------|-----------------|------------------|---------------------|---------------------|-------------|
| <u>WATER CONSTRUCTION REVENUE</u> | | | | | |
| 206-300-3550 | 2,518.09 | 18,249.27 | 93,634.00 | 75,384.73 | 19.5 |
| 206-300-3551 | 403.00 | 403.00 | 2,020.00 | 1,617.00 | 20.0 |
| 206-300-3552 | 2,584.00 | 2,584.00 | 12,920.00 | 10,336.00 | 20.0 |
| 206-300-3554 | 327.00 | 327.00 | 1,650.00 | 1,323.00 | 19.8 |
| 206-300-3611 | 301.85 | 301.85 | 4,000.00 | 3,698.15 | 7.6 |
| | <u>6,133.94</u> | <u>21,865.12</u> | <u>114,224.00</u> | <u>92,358.88</u> | <u>19.1</u> |
| <u>BEGINNING FUND BALANCE</u> | | | | | |
| 206-399-9999 | .00 | .00 | 951,968.00 | 951,968.00 | .0 |
| | <u>.00</u> | <u>.00</u> | <u>951,968.00</u> | <u>951,968.00</u> | <u>.0</u> |
| | <u>6,133.94</u> | <u>21,865.12</u> | <u>1,066,192.00</u> | <u>1,044,326.88</u> | <u>2.1</u> |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

WATER CONSTRUCTION FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|-------------------------------|---------------|------------|--------------|--------------|-------|
| <u>WATER CONST FUND EXP</u> | | | | | |
| 206-461-7000 CAPITAL OUTLAY | 536.00 | 536.00 | 130,000.00 | 129,464.00 | .4 |
| TOTAL WATER CONST FUND EXP | 536.00 | 536.00 | 130,000.00 | 129,464.00 | .4 |
| <u>TRANSFER OUT</u> | | | | | |
| 206-491-8000 TRANSFERS OUT | .00 | .00 | 1,650.00 | 1,650.00 | .0 |
| TOTAL TRANSFER OUT | .00 | .00 | 1,650.00 | 1,650.00 | .0 |
| <u>CONTINGENCY</u> | | | | | |
| 206-900-9900 CONTINGENCY | .00 | .00 | 914,794.00 | 914,794.00 | .0 |
| TOTAL CONTINGENCY | .00 | .00 | 914,794.00 | 914,794.00 | .0 |
| TOTAL FUND EXPENDITURES | 536.00 | 536.00 | 1,046,444.00 | 1,045,908.00 | .1 |
| NET REVENUE OVER EXPENDITURES | 5,597.94 | 21,329.12 | 19,748.00 | (1,581.12) | 108.0 |

CITY OF HUBBARD
 BALANCE SHEET
 AUGUST 31, 2020

WATER BOND FUND

ASSETS

| | | | |
|--------------|----------------------------|-----------|-----------|
| 207-000-1001 | CASH IN COMBINED CASH FUND | 73,744.38 | |
| 207-000-1011 | LGIP | 9,411.54 | |
| | TOTAL ASSETS | | 83,155.92 |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|--------------|---|-----------|-----------|
| 207-000-2520 | BEG FUND BALANCE | 83,138.38 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | 17.54 | |
| | BALANCE - CURRENT DATE | 17.54 | |
| | TOTAL FUND EQUITY | | 83,155.92 |
| | TOTAL LIABILITIES AND EQUITY | | 83,155.92 |

CITY OF HUBBARD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2020

WATER BOND FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---|---------------|------------|------------|------------|------|
| <u>WATER BOND REVENUE</u> | | | | | |
| 207-300-3611 INTEREST INCOME | 8.07 | 17.54 | 80.00 | 62.46 | 21.9 |
| TOTAL WATER BOND REVENUE | 8.07 | 17.54 | 80.00 | 62.46 | 21.9 |
| <u>TRANSFERS IN</u> | | | | | |
| 207-391-0251 TRANS FROM-WATER UTLITY FUND | .00 | .00 | 95,727.00 | 95,727.00 | .0 |
| TOTAL TRANSFERS IN | .00 | .00 | 95,727.00 | 95,727.00 | .0 |
| <u>BEGINNING FUND BALANCE</u> | | | | | |
| 207-399-9999 BEGINNING FUND BALANCE | .00 | .00 | 83,127.00 | 83,127.00 | .0 |
| TOTAL BEGINNING FUND BALANCE | .00 | .00 | 83,127.00 | 83,127.00 | .0 |
| TOTAL FUND REVENUE | 8.07 | 17.54 | 178,934.00 | 178,916.46 | .0 |

CITY OF HUBBARD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

WATER BOND FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|------------|------------|------|
| <u>DEBT SERVICE</u> | | | | | |
| 207-461-9001 BOND INTEREST | .00 | .00 | 7,333.00 | 7,333.00 | .0 |
| 207-461-9002 BOND PRINCIPAL | .00 | .00 | 88,394.00 | 88,394.00 | .0 |
| TOTAL DEBT SERVICE | .00 | .00 | 95,727.00 | 95,727.00 | .0 |
| <u>CONTINGENCY</u> | | | | | |
| 207-900-9990 RESERVE FUTURE EXPENDITURES | .00 | .00 | 83,207.00 | 83,207.00 | .0 |
| TOTAL CONTINGENCY | .00 | .00 | 83,207.00 | 83,207.00 | .0 |
| TOTAL FUND EXPENDITURES | .00 | .00 | 178,934.00 | 178,934.00 | .0 |
| NET REVENUE OVER EXPENDITURES | 8.07 | 17.54 | .00 | (17.54) | .0 |

Monthly Revenue Overview

Total YTD Revenues
\$128,146

Variance to Budget \$17,277

FAVORABLE

YTD Taxes
\$8,078

Variance to Budget \$-919

UNFAVORABLE

YTD Franchise Fees
\$26,076

Variance to Budget \$-933

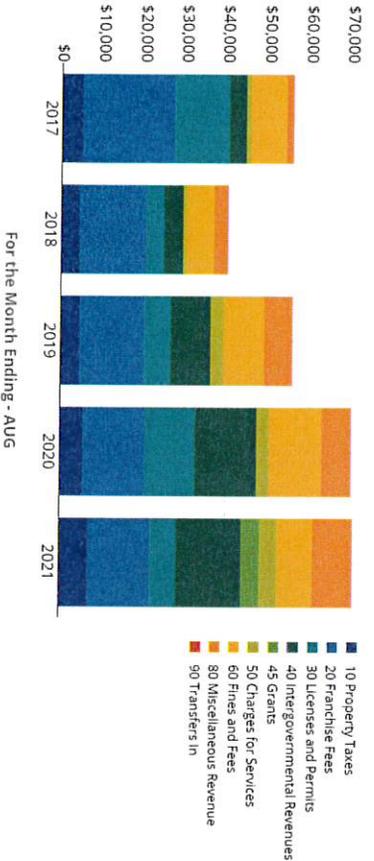
UNFAVORABLE

YTD Intergovernmental
\$16,143

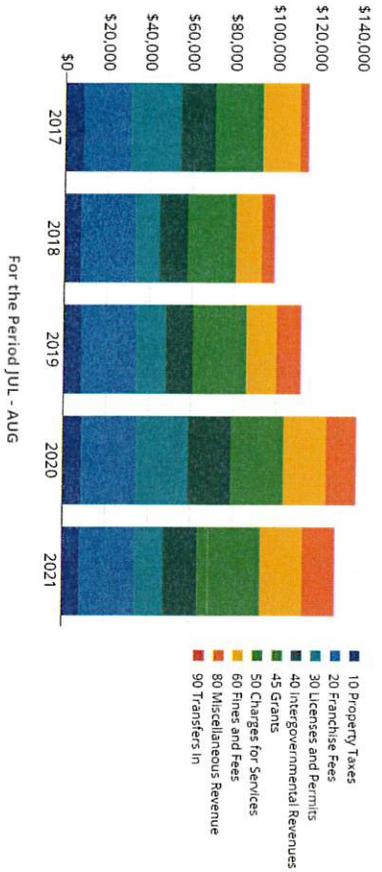
Variance to Budget \$-1,454

UNFAVORABLE

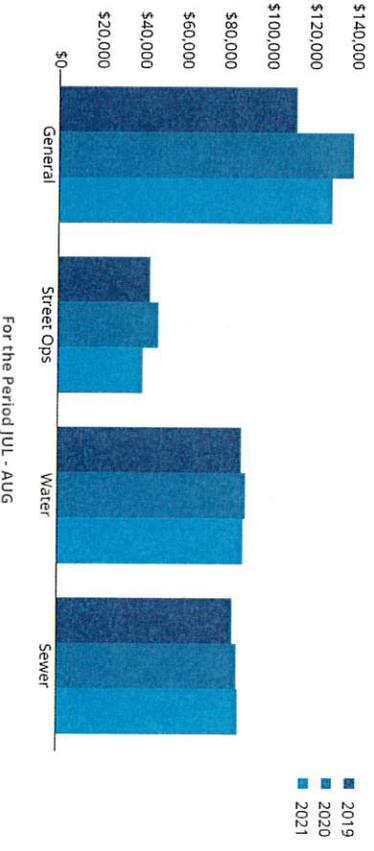
Historical Revenues for Current Month



Year to Date Revenues by Source



Year to Date Revenues by Fund



| Source | Sources of Revenue - YTD | | | | |
|----------------------|--------------------------|----------|----------|----------|----------|
| | 2017 | 2018 | 2019 | 2020 | 2021 |
| Charges for Services | \$22,785 | \$22,933 | \$25,281 | \$25,098 | \$24,693 |
| Fines and Fees | \$17,243 | \$11,805 | \$13,775 | \$19,913 | \$19,751 |
| Franchise Fees | \$22,193 | \$25,714 | \$26,022 | \$25,853 | \$26,076 |
| Grants | \$0 | \$0 | \$0 | \$0 | \$4,925 |
| Intergovernmental | \$16,196 | \$13,190 | \$13,128 | \$19,977 | \$16,143 |
| Licenses and Permits | \$23,351 | \$11,215 | \$13,470 | \$24,161 | \$13,318 |
| Miscellaneous | \$4,116 | \$5,993 | \$11,613 | \$14,192 | \$15,160 |
| Property Taxes | \$8,581 | \$7,697 | \$8,171 | \$8,765 | \$8,078 |

Monthly Expenditure Overview General Fund

Total YTD Expenses
\$314,453

Variance to Budget \$69,423

UNFAVORABLE

YTD Salaries & Benefits
\$201,183

Variance to Budget \$78,905

UNFAVORABLE

YTD Purchased Services
\$20,687

Variance to Budget \$2,001

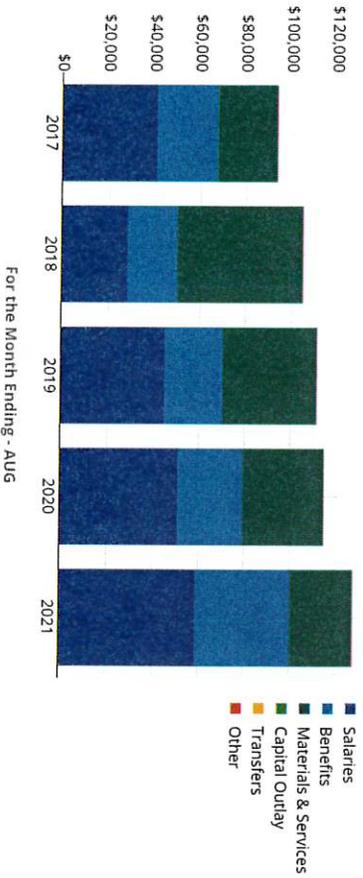
UNFAVORABLE

YTD Other Expenses
\$92,583

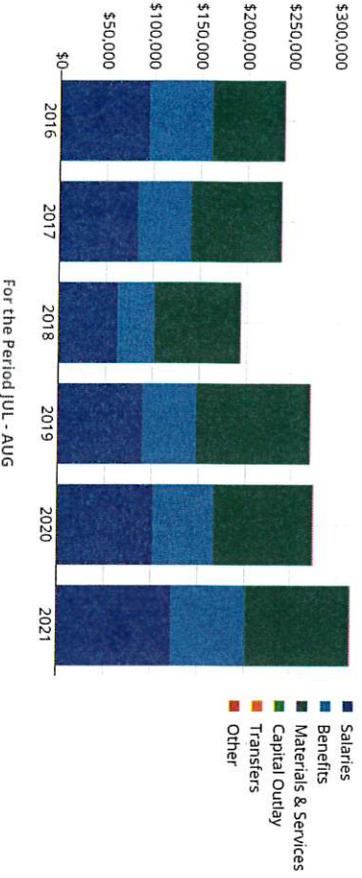
Variance to Budget \$-11,483

FAVORABLE

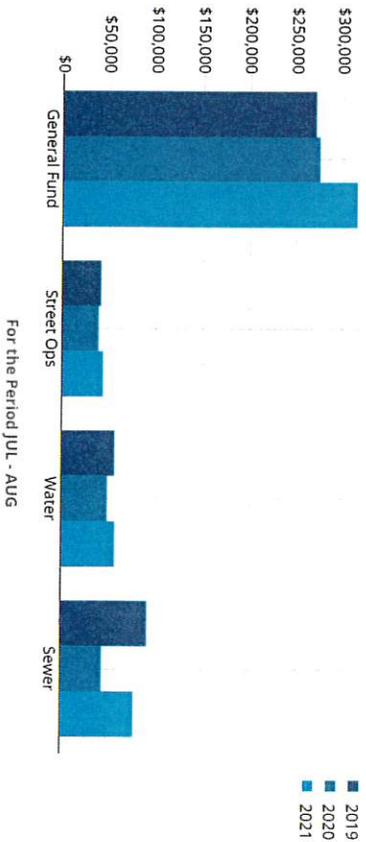
Historical Expenses for Current Month



Year to Date Expenses by Object



Year to Date Expenses



Detail Object

| Detail Object | For the Period JUL - AUG | | | | |
|------------------|--------------------------|----------|----------|-----------|-----------|
| | 2017 | 2018 | 2019 | 2020 | 2021 |
| Salaries | \$83,518 | \$62,492 | \$90,022 | \$102,145 | \$121,804 |
| Benefits | \$56,985 | \$39,661 | \$57,794 | \$65,277 | \$79,379 |
| Services | \$51,327 | \$49,716 | \$67,794 | \$51,344 | \$58,651 |
| Supplies | \$12,792 | \$6,237 | \$15,201 | \$17,178 | \$18,683 |
| Utilities | \$3,580 | \$3,515 | \$4,124 | \$4,287 | \$4,520 |
| Program Expenses | \$482 | \$73 | \$0 | \$366 | \$589 |
| Capital | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other | \$28,927 | \$32,332 | \$35,076 | \$33,476 | \$30,828 |
| Transfers | \$0 | \$0 | \$0 | \$0 | \$0 |

- MONTHLY REPORT -

DATE: September 8, 2020
TO: City Council
FROM: Public Works Department

ITEM #1 Splash Fountain equipment repairs: The replacement equipment for the Splash Fountain repair cost just under \$2,000, which was an unanticipated expense and not included in the budget. At this time I believe our Parks maintenance and service budget will be able to absorb this cost, however there is a small possibility that we may need to request contingency funds later on as we move through the fiscal year. I have already spoken to Judy about this possibility as well.

ITEM #2 At the time I'm writing this report, the notice to proceed has been executed for the 5th Street SCA project. A more detailed project schedule will be provided to Staff in the near future. Briefly, the contractor anticipates beginning the sidewalk demolition around September 14, 2020, and the paving will take place in early October. Public outreach will continue as we move closer to the start of construction.

ITEM #3 The City Hall signage project is progressing and slated to be complete by approximately mid-October. There was a delay in the mock-ups being completed due to a staffing change with the contractor, however they are working to complete the project as quickly as possible.

ITEM #4 Volunteer Gayla, Councilor Thomas and Mike worked out the location for the Rivenes Park library site, which will be in front of the restrooms. This will both keep it under cover and also be in view of the cameras. The 2nd site will most likely be located in the right-of-way next to the laundromat. Councilor Audritsh is reaching out to them to make sure they do not have any questions or concerns with the book station being located there.

ITEM #5 Staff continues to work to coordinate the City Hall interior paint and flooring project and anticipates completion by November.

ITEM #6 Ken and Linda Kleczynski approached Public Works regarding the possibility of removing the perimeter hedge at Centennial Park and replacing it with something that would be lower maintenance. The hedge could be replaced with a low decorative fence or some other low maintenance vegetation. Staff requests Council direction on whether you would like Staff to move forward with this request to remove and replace the hedge, and if so, what Council would like to see as a replacement.

ITEM #7 Mayor Rostocil had a great suggestion for pedestrian safety which was to research the possibility of installing crossing flags for pedestrian use at key locations throughout the City. I reached out to the community through Facebook and asked for feedback on whether this was something they would use and if so, where they'd recommend the flags be installed. We received two responses (below).

Staff requests Council direction whether they would like Staff to purchase flags, and if so, where they would like them to be installed. The cost of 50 flags is \$207.50.

Community Response #1: *I'm writing with my suggestion for the crossing flags. Personally, I have found the biggest problem spot to be at 5th and D. Cars just don't stop for pedestrians there.*

A few other places I can think of would be at the intersection of 1st and G and 2nd and G, as well as 1st and D (unless we're discouraging crossing there?) and 2nd and D. And maybe at 4th and J as well. There's no cross-walk there, so sometimes cars aren't watching for pedestrians when they're on that section of road. And in that same area, getting to and from Walnut Court off J Street is always chancy, especially since it's on a corner and there's no road directly across from it. Flags could come in handy there as well.

Community Response #2: *In response to your idea for crossing flags. While I think this is a great idea, I really don't think it will resolve the speeding car and running stop sign issues. My husband and I walk a lot in this town and it's a weekly occurrence where we have almost been hit, witnessed cars running stop signs and flat out speeding in residential areas.*

Personally, I think there should be more policing going on to address the speeding issues. I have seen your speed radar machine around town too. Maybe other ideas to address the pedestrian issue? Like the cross walk by the post office, more of those? Maybe more sidewalks would keep peds off the streets and out of harm's way.

We live on 8th and A and this is an area with a long stretch of road with no stops and so many cars do not obey the posted limit. We have had people honk at us because we are observing the speed limit.

Thank you for addressing the issues.

ITEM # 8 As Council is aware, Staff experienced a sewage spill on Friday, August 28, 2020. Staff worked diligently to both stop the spill and complete the clean-up of the area, and we are currently working with DEQ on follow-up protocol. In addition, we plan to conduct an after-action roundtable with Staff. We anticipate having additional information to share at the meeting following discussions with DEQ.

The Public Works Department completed 22 requests for locates for the month of August.

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

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Charles Rostocil at 7:00 p.m. at the Hubbard Fire Department. Members of the public were able to attend via ZOOM per COVID-19 restrictions.

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

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

STAFF PRESENT: Director of Administration/City Recorder Vickie Nogle, Finance Director Judy Smith, Public Works Superintendent Michael Krebs, Police Chief Dave Rash.

STAFF PRESENT VIA ZOOM: Public Works Administrative Manager Melinda Olinger, Administrative Assistant / Court Clerk Julie Hedden, City Attorney Chad Jacobs (entered meeting at 8:13 p.m.).

OTHER ATTENDEES: Sue Dicile (Goal Setting/Strategic Planning), James “Ricky” Halbirt (entered meeting at 7:00 p.m. online), Tamra Goettsch, Marion County Community Services (entered meeting at 7:47 p.m. online), Matt Wadlington, Civil Engineering, Bethany Zito (entered meeting at 8:00 p.m. online and left meeting after Farmer’s Market Report).

WORKSHOP – CONTINUED.

A) GOAL SETTING/STRATEGIC PLANNING – Sue Dicile.

Mayor Charles Rostocil started off the meeting discussing the goal-setting notes that facilitator Sue Dicile handed out. Mayor Charles Rostocil said he would like to see a different format for the action plan and would like the City Map that was included to be divided up into zones to make it easier for the public to read.

Facilitator Sue Dicile said these are just notes and that she will work on having an action plan that is formatted differently.

Facilitator Sue Dicile opened up the strategic planning discussion with a review of the organizational issues and communication issues raised during the goal-setting process. It was discussed how communication between Staff and Council, among Council members, and among department heads be optimized. Sue Dicile gave a hand-out to Council and Staff that relates to the structure of government in the City. The points that were raised were; Without a city manager, “strong mayor” or commission form of government there is no designated hub of communication, staff struggles to keep Council and others in the loop, changes to previously made decisions are sometimes made based on communication between 2 parties, then all other

PAGE 2 – CITY COUNCIL MEETING MINUTES JULY 14, 2020

parties are caught unaware, and Department Heads may meet with the Mayor as a way to inform and be informed but this is not a responsibility he should take and there isn't a formal mechanism for sharing that information with others on the council.

Facilitator Sue Dicile led a discussion with City Council and Staff on how to have better communication where all members of the Council and Staff feel supported and respected, and how to optimize communication so everyone has the same information and no one gets blindsided or put on the spot, without violating the rules and policies that are in place regarding what constitutes a public meeting. She said intentions need to be set regarding these issues. Some of the intentions to set forth that were brought up during this discussion; sending back an acknowledgement that an email was received, department heads emailing updates as needed, copying Council and Staff, if one acts on behalf of all they let the others know, be careful to not give emotional responses, respect Staff expertise, and sharing information among Council and Staff so everyone is on the same page.

Facilitator Sue Dicile shared working agreement score cards from other Cities, rules of the road to follow, and asked Council and Staff to review them and asked if possibly Council can establish things on a working agreement scorecard that will help to hold themselves and each other accountable. She said she will send an email reminder for the Council or Staff to send her anything they would like to see on a working agreement and she will also write up the intentions that were discussed and set forth in this session.

PUBLIC HEARING CONTINUED.

A) City of Hubbard – Sewer Reimbursement District (Kooiman Estates Subdivision) – Matt Wadlington, Civil West Engineering – Request to Continue to September 8, 2020.

Mayor Charles Rostocil opened the Public Hearing at 8:07 p.m.

Mayor Charles Rostocil said a written memo from Staff and a letter from Multi-Tech Engineering Services, Inc. were included in the packet requesting the public hearing be Continued to allow time to gather additional information. Due to scheduling conflicts, staff is requesting the public hearing be held over to the September 8, 2020, City Council meeting.

Mayor Charles Rostocil said that he had four issues of concern regarding the inter-office memorandum and the letter that came in and said he will email Public Works Superintendent Mike Krebs with his questions and copy the other Council members.

Director of Administration/City Recorder Vickie Nogle reminded everyone that any correspondence will need to be entered into record at the September meeting.

Mayor Charles Rostocil asked if there are any questions of staff from the City Council. If not, is there a motion to continue the public hearing to September 8, 2020, City Council meeting.

MSA/City Councilor James Audritsh/City Councilor Tyler Thomas moved to continue the public hearing on the Sewer Reimbursement District (Kooiman Estates Subdivision) to the September 8, 2020, City Council meeting. Mayor Charles Rostocil, City Councilor Robert Prinslow, City Councilor Tyler Thomas, City Councilor James Audritsh, and City Councilor Michelle Dodge were in favor. Motion carried unanimously.

FARMERS MARKET UPDATE – Bethany Zito. Bethany Zito said at the last meeting at the end of June the Committee voted to cancel this year's Farmers Market because of the uncertainty of COVID-19. She also said they will reconvene in September and that she will officially step down as the Chairperson at that time. B. Zito said there is no one to take her place yet, but the Committee is actively looking for recruits and they are hoping they will find someone soon to take over as the Chairperson.

MAYOR'S AND/OR COUNCIL'S PRESENTATIONS. Mayor Rostocil thanked Councilor James Audritsh on the sidewalk work with Mike.

Mayor Rostocil asked Chief Rash if there was anything that could have been done to have prevented the fireworks going off until late at night after the 4th was over.

Police Chief Dave Rash said this is a law enforcement problem that happens in every city and it was particularly bad this year because the sanctioned fireworks shows were cancelled. He also said they had a lack of personnel because a few officers were scheduled off, so next year he is planning on restricting time off during the 4th of July, so there will be more officers on duty.

City Councilor Tyler Thomas said he is hearing from citizens issues about speeding, and also RV's/trailers be parked illegally.

Police Chief Dave Rash said he has gotten a couple of complaints of speeding in Lydia Loop, so he will try to move the speed trailer there and target that area. He stated if anyone has complaints of speeding to call the Police Department.

COOPERATION AGREEMENT FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR THREE FEDERAL FISCAL YEARS 2021-2023 – Tamra Goettsch, Director Marion County Community Services Department. Tamra Goettsch with Marion County Community Services said in September or October of 2019 they were notified by HUD that Marion County became eligible to be a block grant recipient of these funds that will help serve medium to low income individuals, as well as help with the development of infrastructure projects. She said in April of 2020 the County Commissioners agreed to participate in this program because they felt it was in the best interest of the Cities in Marion County and the communities would benefit from Marion County operating this federal program. T. Goettsch stated in June, Cities had the opportunity to opt out of the program, but all the Cities in Marion County that were approached opted in. This agreement tells HUD that if you sign this you would want to be eligible to apply for funds from Marion County program once it gets started, if you opt out you would then be eligible to apply to the State, Business Oregon, program and compete across the State for funds rather than within Marion County. Tamra Goettsch said opting out of this program, means you would have another chance to opt in next year, the following year, or

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every year after that to make a decision if whether or not you want to participate but if you sign this agreement you are in for 3 years. She said once the County gets the signed agreements from all the Cities that want to participate; they will be submitted to HUD so they can move to the next step which would then begin the community engagement process, so they can gain input so they can decide how the program would be designed.

Director of Administration/City Recorder Vickie Nogle asked if Hubbard opts in for 3 years does that mean Hubbard will not be eligible to apply to Business Oregon.

Tamra Goettsch replied that is correct, signing this agreement says the money comes into the Marion County program, not signing says it stays with Business Oregon.

Finance Director Judy Smith asked if these are pass-through funds making the City a sub-recipient.

Tamra Goettsch said yes, and Marion County would be the administrator of the money and the program and they would have the major responsibility and HUD will help them identify where projects could be done (in low to medium income areas) that fit within the census blocks that are eligible.

Director of Administration/City Recorder Vickie Nogle said currently Hubbard is participating in the housing rehabilitation program with the assistance of the Council of Governments. She asked if that has any effect on this program.

Tamara Goettsch said these funds would not compete with that so it should not be a problem and the City would still be eligible for that program.

Tamra Goettsch with Marion County Community Services said this program does not cost money to participate in, it is strictly pass through funds and we are benefiting as long as the City is in compliance.

Mayor Charles Rostocil said it makes sense that all the Cities come together under Marion County instead of trying to go out and get Grants themselves.

Director of Administration/City Recorder Vickie Nogle asked Public Works Superintendent Mike Krebs and Public Works Administrative Manager Melinda Olinger if they have any concerns with this program and Business Oregon CBDG program they have participated in the past.

Public Works Superintendent Mike Krebs said Hubbard obtains funds from Business Oregon for large capital improvement projects. He asked if this will keep Hubbard from getting those funds for those types of improvements.

Tamra Goettsch with Marion County Community Services said that she is not sure. Mayor Rostocil asked if there was a deadline to getting the agreement signed.

Tamra Goettsch said the deadline is July 24th, but they are asking for an extension from HUD, and if the City Council needs an extension, they can contact her, or Lisa to get authorization for that.

Public Works Superintendent Mike Krebs said if Hubbard enters into this agreement, the City will not be eligible for larger CBGD funds, so his thoughts are to opt-out this year and look at doing it next year.

Mayor Rostocil said his concerns are all the unknowns, that it needs to be signed by the 24th of this month, and that not knowing the priorities is also a concern.

Consensus of City Council is to opt-out of the program this year and revisit opting into this program next year.

Tamra Goettsch with Marion County Community Services will send Director of Administration/City Recorder Vickie Nogle information on how to opt-out of this program.

STAFF REPORTS:

HUBBARD FIRE DISTRICT – Chief Joseph Budge. Chief Joseph Budge was not in attendance. No report given.

POLICE DEPARTMENT- Police Chief Dave Rash. Police Chief Dave Rash said the murder victim found in Wilsonville was labeled as living in Hubbard, but she did not live within the City Limits.

Police Chief Dave Rash said the shots fired call on June 24, was in Woodburn. He said Sergeant Anderson and other officers were called to help because they were looking for the subject.

Police Chief Rash said the District Attorney's office is going to a new system on how they do their case management and there is an interagency agreement. He said there is no cost, and it will start as soon as everyone signs it, and it will work similar as to what we have now.

Police Chief Rash said they conducted a pedestrian safety operation with a grant they received. It was conducted as more of an educational operation and 1 citation was handed out for fail to yield to a pedestrian. D. Rash said they had no complaints about it and plan on picking a different spot next year to conduct this operation.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. Director of Administration/City Recorder Vickie Nogle said you can now file for the upcoming election. She said the deadline is August 25, 2020, and because of COVID-19 the \$25 filing fee will apply in lieu of signatures.

FINANCE DEPARTMENT – Finance Director Judy Smith. Finance Director Judy Smith said she is in the middle of audit so she did not get the full reports in the packet because of the closing of the fiscal year and opening the new fiscal year. She stated there are less requests from

citizens to set up utility payment arrangements, and the late fees will be added later this week. J. Smith said she received a check for COVID reimbursement and the 2nd round is coming up.

Mayor Rostocil asked if she ever heard back from the citizen that still had an outstanding utility bill that was not able to be contacted.

Finance Director Judy Smith said she believes that bill was paid and that the landlord was contacted and it was resolved.

PUBLIC WORKS DEPARTMENT-Public Works Superintendent Michael Krebs. Public Works Superintendent Mike Krebs said he does not have anything to add at this time.

Mayor Rostocil asked if there was any concern between the bids received on the 5th Street improvement project because one of the bids is so much cheaper, are there quality concerns or any safety issues.

Public Works Superintendent Mike Krebs said no, that is just the way the bids worked out and there are no concerns with the low bid. He stated that included in the bids was the option of completing improvements on 5th Street between “F” and “G” streets, but at \$40,300 there is not enough money in the budget to do at this time.

Public Works Superintendent Mike Krebs said there is about \$130,000 in the budget to do the section between “G” and “J” Street, and approximately \$40,000 in the budget to do the sidewalk across the railroad tracks.

Mayor Rostocil asked why it would be so high at \$40,000.

Public Works Superintendent Mike Krebs said because now a survey needs to be done to see where the easement ends, and if it ends too soon, we will need to buy property from the railroad to be able to get it done. He also said it will cost \$10,000 to have the railroad engineers look at it, so there are a lot of hoops to jump through and that accounts for the high cost.

Mayor Charles Rostocil asked if they are going to do the sidewalk and then gravel between the street on the other side for parking?

Public Works Superintendent Mike Krebs said that one side already has it and the other side will get it, so it will be all uniform with a parking strip on both sides of the street.

City Councilor Audritsh asked if the neighbors have been told that they will lose some of their lawn.

Public Works Superintendent Mike Krebs said he will inform them by knocking on doors and utilizing door hangars so we should not have the same problem that we had on “G” Street. He went on to say property owners will repair their section to make it uniform with the rest of it, and the City is only doing 22 ft., gravel on each side and a 5ft. sidewalk on the west side.

Councilor Tyler Thomas asked about the trees on Pacific Highway 99E, when turning left from “A” Street you can’t see because of the trees.

Public Works Superintendent Mike Krebs said he has called the State and will keep trying to get a hold of them, it is an ODOT issue and he is also working on the drainage issue at “E” Street.

Councilor James Audritsh asked if they have time to spend on the weeds that are growing in the streets and sidewalks, and are they going to paint the curbs yellow.

Public Works Superintendent Mike Krebs said both of those are on the agenda to have done.

DISCUSSION REGARDING SPLASH FOUNTAIN SEASON – Public Works. Public Works Superintendent Mike Krebs said the rules have changed, and now social distancing monitors are not required only suggested, and as long as we have signs posted we can open. He said they are working at getting it running this week; they are waiting on some parts.

City Councilor James Audritsh asked if an announcement could be made when it is ready to open.

Public Works Superintendent Mike Krebs said it should be ready to open in August and they will keep the public and community updated.

City Councilor Robert Prinslow suggested getting information on what is going on in the City out to the public on a regular basis through the website and social media which will keep the City involved and updated.

DISCUSSION REGARDING “G” STREET (BETWEEN 2nd AND 3rd STREETS)

SIDEWALK PROJECT – Public Works. Public Works Superintendent Mike Krebs said there is a second option with the “G” Street project, we can go to the Railroad and do an ordinance compliance letter, which means the Ordinance states the property owner adjacent to the sidewalk is responsible for the maintenance of the sidewalk. He stated this could be used toward the Railroad to get them to put the sidewalk in. M. Krebs stated he is running this scenario by legal, but there could be some legal challenges.

Mayor Charles Rostocil said his concern is if we go down a hostile negotiation path that it could be very hard to get them to work with us.

There was a consensus a hostile letter was not a good path to take on this project.

DISCUSSION REGARDING 7TH STREET DRAINAGE ISSUE – Public Works. Mayor Charles Rostocil said he read the email that was included in the packet and said he highlighted the sentence that the City might spend \$6,500 and may or may not fix the drainage issue.

Public Works Superintendent Mike Krebs said the Geo report said the area is full of rock and is likely to fill up with water and not drain.

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Mayor Charles Rostocil asked if we can spend \$200 - \$1000 and bore some more sample holes until we find where it drains, and then build a pit there with a drainage line to move the water to a place where it will drain. He stated then we spend \$7,500 and actually fix the problem.

City Councilor Robert Prinslow stated he has the same concern, spending \$6,500 and it not working, but would be willing to spend more to find a solution so the problem can be fixed.

City Councilor James Audritsh said if we spend \$1,500 to bore more pockets, and there are none, at least we tried to fix the problem.

Public Works Superintendent Mike Krebs asked about the upgrade to the Water System that was talked about in the goal setting, is it something that City Council wants engineering done.

Mayor Charles Rostocil said the question is how much it is going to cost and what that upgrade will include. He stated if they are going to go for a bond on this, what is the cost per thousand, so we know what the homeowner would pay. If it looks like the amount is too costly and the bond will not happen, then we would need to trim back and work with what we already have.

There was a consensus authorizing Public Works Superintendent Mike Krebs to do some preliminary fact-finding assessment and find out what it will cost.

Public Works Superintendent Mike Krebs said he will talk to the City Engineer about it and get back to the Council with more information.

CONSENT AGENDA.

A) Approval of Minutes.

- 1. May 18, 2020, Budget Committee.**
- 2. June 9, 2020, City Council.**

B) Approval of the June 2020 Check Register Report.

C) Approval to move Tim Steele (Utility Worker I) to step D of the Hubbard Salary Schedule, effective July 1, 2020. (*Refer to Public Works report*)

D) Accept and award the base bid only for 5th Street Improvements (between “G” and “J” Streets) to S-2 Contractors, Inc. in the amount of \$ 117,290, and to direct Staff to move forward to execute contract documents as approved by the City Attorney and schedule construction. (*Refer to Public Works report*)

E) Approval of Intergovernmental Agreement eProsecutor Usage Agreement between Marion County and the City of Hubbard to allow the Hubbard Police Department to access and print case information from the County’s District Attorney’s eProsecutor system.

F) Authorize Whitney Workman the use of Barendse Park to hold a fundraiser for the North Marion PTO August 1, 2020, from 1:00 p.m. to 4:00 p.m.

MSA/City Councilor Tyler Thomas/City Councilor Michelle Dodge motioned to approve the Consent Agenda with an amendment to item 11F, that authorization is given but could be canceled dependent on state mandate COVID-19 regulations. City Councilor Robert Prinslow, Mayor Charles Rostocil, City Councilor Tyler Thomas, City Councilor Michelle Dodge, and City Councilor James Audritsh were in favor. Motion passed unanimously.

APPEARANCE OF INTERESTED CITIZENS. None

OTHER CITY BUSINESS. City Councilor James Audritsh said the Woodburn Kiwanas Club is doing a 5-card poker run fund raiser on Saturday, August 22, 2020 that will start in Woodburn, go to Silverton and end in Hubbard. Signage will be put up in town informing citizens of increased traffic.

DISCUSSION REGARDING REOPENING CITY HALL/POLICE DEPARTMENT.

Director of Administration/City Recorder Vickie Nogle said staff has put 6 ft. social distancing stickers on the floor in the hallways and in Council Chambers, signs wearing masks have been posted also. She stated we are able to seat City Council and Staff only in the Council Chambers due to social distancing guidelines. V. Nogle said three City Council members will be seated at the dais and two would be seated on the floor in front of the dais. She stated we will be holding Municipal Court but there will be two Officers helping escort people in and out of the building. V. Nogle said they will be required to have their temperature checked and face coverings.

City Councilor Robert Prinslow asked if there have been many requests or a calling from the public to have City Hall open.

Director of Administration/City Recorder Vickie Nogle said no, we have not heard of any issues with it being closed to the public because we have been trying to accommodate people using the drop box and the window.

Mayor Charles Rostocil said he would like to see the City Hall reopen. He stated other City Halls and Police Departments are open.

Police Chief Dave Rash said he does not know of any police departments that are open, and we have a City Hall that is very narrow, so it is hard to Social distance because of that.

Finance Director Judy Smith said social distancing does not work in City Hall.

Councilor Robert Prinslow said it is hard for staff to social distance in such a small area and if one person gets sick, then everyone would need to quarantine and has the chance of getting sick and he is in no hurry to open it up.

Finance Director Judy Smith said we are accommodating our citizens but has safety concerns because of COVID.

City Councilor Tyler Thomas said he would like it to be open, but because of the layout of the building, he is against opening it up.

City Councilor James Audritsh concurred with City Councilor Tyler Thomas.

City Councilor Dodge said she is on the fence, and if we are not getting the calls with any concerns that we are closed, then there is no rush to open.

After much discussion Council decided the City Hall and Police Department would remain closed to the public for the time being, and this topic will be revisited when it is appropriate to do so.

COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO REVIEW AND EVALUATE EMPLOYMENT-RELATED PERFORMANCE OF EMPLOYEES, AND TO CONSIDER INFORMATION OF RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTION UNDER ORS 192.660(2)(f). PURSUANT TO ORS 192.660(4) COUNCIL SPECIFICALLY REQUEST THAT MEMBERS OF THE MEDIA AND OTHER ATTENDEES NOT DISCLOSE MATTERS DISCUSSED IN THE EXECUTIVE SESSION. Mayor Charles Rostocil declared the ORS for the executive session and opened the closed executive session at 9:52 p.m.

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. Mayor Charles Rostocil closed the executive (closed) session and reconvened the public (open) meeting at 10:14 p.m.

CALENDAR OF ORDINANCES.

A) 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.

MSA/City Councilor James Audritsh/City Councilor Taylor Thomas moved to read Ordinance No. 369-2020 by title only for the first reading. Mayor Charles Rostocil, City Councilor Tyler Thomas, City Councilor James Audritsh, City Councilor Michelle Dodge, and City Councilor Robert Prinslow were in favor. Ordinance adopted unanimously.

Mayor Charles Rostocil read Ordinance No. 369-2020 by title only for the first reading.

MSA/City Councilor Robert Prinslow/City Councilor James Audritsh moved to read Ordinance No. 369-2020 by title only for the second reading. Mayor Charles Rostocil, City Councilor Tyler Thomas, City Councilor James Audritsh, City Councilor Michelle Dodge, and City Councilor Robert Prinslow were in favor. Ordinance adopted unanimously.

Mayor Charles Rostocil read Ordinance No. 369-2020 by title only for the second reading.

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MSA/City Councilor James Audritsh/City Councilor Michelle Dodge moved to adopt Ordinance No. 369-2020. Mayor Charles Rostocil, City Councilor Tyler Thomas, City Councilor James Audritsh, City Councilor Michelle Dodge, and City Councilor Robert Prinslow were in favor. Ordinance adopted unanimously.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS AUGUST 11, 2020, AT 7:00 P.M.) MSA/City Councilor James Audtrish/City Councilor Tyler Thomas motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor Tyler Thomas, City Councilor James Audritsh, City Councilor Michelle Dodge, and Mayor Charles Rostocil were in favor. Meeting adjourned at 10:18 p.m.

ATTEST:

Charles Rostocil, Mayor

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

Julie Hedden
Administrative Assistant / Court Clerk
Transcribing

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
AUGUST 11, 2020**

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Charles Rostocil at 7:00 p.m. at the Hubbard Fire Department. Members of the public, specified City Council members and Staff were able to attend via ZOOM per COVID-19 restrictions.

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

CITY COUNCIL PRESENT: Mayor Charles Rostocil, City Councilor Tyler Thomas, City Councilor James Audritsh, City Councilor Michelle Dodge, and City Councilor Robert Prinslow (via Zoom).

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

OTHER ATTENDEES: Gayla Jones, Scott Stierle, Marty Sobo (all via Zoom)

LIBRARY STATION – City Councilor Tyler Thomas. (Refer to Public Works Report). City Councilor Tyler Thomas said the City was approached by Hubbard resident Gayla Jones about putting in a little library, and it was talked about utilizing the old phone booth as the location. Councilor Thomas stated after looking into it, converting the old phone booth would not be feasible. T. Smith said after looking for other options, it was decided the best location would be near the bathrooms at Rivenes Park where it would get a lot of foot traffic and also be protected by the cameras, and if that is successful then possibly adding a second one at Barendse Park. He also added that Gayla Jones has \$250.00 donated toward this project which would cover the costs and she also has people that will help to build it.

Mayor Charles Rostocil said he thought it was a good idea.

City Councilor Michelle Dodge added she would like one on the other side of Pacific Highway 99E because they do not have a park or anything on that side of the highway.

City Councilor James Audritsh said since we do not have any land on that side, we could possibly put one in at the Hubbard Cleaners and said he would ask them.

Mayor Charles Rostocil said he has a concern about needing someone to monitor what is in the library to make sure there is no inappropriate material placed in there.

City Councilor Tyler Thomas said Gayla Jones is close to where it will be put so she could possibly monitor it.

Public Works Superintendent Mike Krebs said if he is shown the general idea of where it would be, he would find the best spot for it.

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MSA/City Councilor Tyler Thomas/City Councilor Robert Prinslow motioned to approve the building of a little library in Rivenes Park provided the funding can be raised and if successful adding a second one on the other side of Pacific Highway 99E if they can find a location. City Councilor Robert Prinslow, Mayor Charles Rostocil, City Councilor Tyler Thomas, City Councilor Michelle Dodge, and City Councilor James Audritsh were in favor. Motion passed unanimously.

City Councilor Tyler Thomas said he will get with Public Works Superintendent Mike Krebs and Gayla Jones so they can schedule a date where they could all go out and get an approved site, then schedule a date to install.

Mayor Charles Rostocil asked how the donation of the money will be handled.

Director of Finance said any donated funds need to go directly to the City of Hubbard and we will set up a donation account specifically for this project, and then we can monitor what the funds are spent on.

Gayla Jones added she would like to have a sitting area next to the little library eventually and she has someone that will donate money for that also.

DISC GOLF COURSE – Matt Fryauf. (Refer to Public Works Report). Matt Fryauf was not present, so Mayor Charles Rostocil gave an update on the Disc Golf Course. He said from what he understands the initial fund raising is done, he has raised all the funds and is donating all those funds to the City so they can procure the equipment to start putting in the course. Mayor Rostocil went on to say that he let Matt Fryauf know that before any expansions to a Phase 2 would have to take into account any parking issues.

Public Works Superintendent Mike Krebs said during this process we will need to revisit the parking, and as of now we can get 4 parking spaces and 1 marked handicap spot, but it will need to be monitored to make sure it does not negatively impact the neighbors being able to park.

Finance Director Judy Smith said if anyone wants to donate money and for auditing and financial perspectives, they should write a check directly to the City so we can receipt it in, instead of Matt collecting it and bringing in one lump sum.

Public Works Administrative Manager Melinda Olinger said she will bring that up with Matt Fryauf.

City Councilor James Audritsh asked if there was room for a bike rack to be put by the disc golf course.

Public Works Superintendent Mike Krebs said he thinks they could fit one in, and the cost with a concrete pad and the bike rack would be approximately \$350. He went on to say that he will get a quote for it and let Council know.

City Councilor Robert Prinslow said his concern is for the parking and wants to make sure the parking for the people that live in the area is not compromised. He also asked why there is no

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parking on the westside of 5th Street in that area, because that would be a great place for people to park.

Director of Administration/City Recorder Vickie Nogle said it might have been a requirement of the subdivision.

Public Works Superintendent Mike Krebs said it is because they did not widen out the street enough, it is too narrow.

Director of Administration/City Recorder Vickie Nogle stated it is possible the “no parking” signs may not have gotten taken out after the 2nd subdivision was put in.

Public Works Superintendent Mike Krebs said he will measure the width of the street to see if it will be wide enough so people could park there and let the City Council know.

DISCUSSION REGARDING CITY COUNCIL MEETINGS. Director of Administration/City Recorder Vickie Nogle asked the City Council how they would like to conduct the City Council meetings, face to face, virtually, or a Hybrid of the two.

Mayor Charles Rostocil said his preference is face to face, but feels a Hybrid is fine, stating that way if you want to show up you can, but if you have a health concern you can call in.

City Councilor James Audritsh said he does not have a preference and the Hybrid model works fine. He stated if he did not feel well, he would not come to the meeting in person and with the Hybrid meeting he would be able to Zoom in.

City Councilor Michelle Dodge and City Councilor Tyler Thomas concurred with City Councilor James Audritsh.

City Councilor Robert Prinslow suggested the City Council set a good example for the citizens, stating that it shows our citizens that even though these meetings are important, we are conducting them in a safe way and following the State guidelines. He went on to say from his vocation he sees a lot of things and is exposed to many different activities and does not want to inadvertently pass on something to anyone. Furthermore, he said he feels that City Council and City Staff should be the best role models that we can be.

Mayor Charles Rostocil said he respects Councilor Prinslow’s opinion but sees it differently. He stated we need to be a role model for the City, but not a role model for fear, and he will take the precautions that need to be taken. C. Rostocil said we are practicing social distancing at the meeting, and feels a Hybrid model works.

City Councilor Tyler Thomas said he wants people to be able to choose what they want to do and should have the right to choose.

City Councilor James Audritsh said he thinks the Hybrid works and appreciates City Councilor Prinslow’s insight.

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City Councilor Michelle Dodge said she likes the Hybrid meeting, and she personally likes the face to face because she likes to see people's body language and facial expressions.

Director of Administration/City Recorder Vickie Nogle said she is looking into livestreaming the Zoom meetings and asked if the City Council would like her to continue looking into that.

Mayor Charles Rostocil said he likes the idea of livestreaming, because then anyone can see it and that shows the utmost transparency.

Director of Administration/City Recorder Vickie Nogle said that the Zoom meeting would be live streamed using YouTube and the link to the City's channel would be on the City's website.

There was a consensus of the City Council to have Director of Administration/City Recorder Vickie Nogle to further look into Livestreaming the City Council meetings.

CONTINUED DISCUSSION REGARDING COOPERATION AGREEMENT FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR THREE FEDERAL FISCAL YEARS 2021-2023. Public Works Administrative Manager Melinda Olinger said she did some research and provided the information in an email which is included in the packet. She said she is strongly recommending the City opt into this program. She stated she had a call with Business Oregon and at this time the City is not eligible for CDBG funding because our community is at 46% low to moderate income, and the eligibility requirement is 51%, which means the income level in our Community would have to drop. M. Olinger said that is why she is recommending we opt in with Marion County for the three years so we retain the possibility of the City receiving some sort of benefit in the next 3 fiscal years.

Director of Administration/City Recorder Vickie Nogle said if the City wants to participate in the County Program, she would need to get back to them by tomorrow, so there needs to be a consensus or motion.

MSA/City Councilor James Audritsh/City Councilor Michelle Dodge motioned to participate in the Cooperation Agreement for Community Development Block Grant Funds. City Councilor Robert Prinslow, Mayor Charles Rostocil, City Councilor Tyler Thomas, City Councilor Michelle Dodge, and City Councilor James Audritsh were in favor. Motion passed unanimously.

MSA/City Councilor James Audritsh/City Councilor Michelle Dodge motioned to participate in the Cooperation Agreement for Community Development Block Grant Funds starting July 1st of 2021. City Councilor Robert Prinslow, Mayor Charles Rostocil, City Councilor Tyler Thomas, City Councilor Michelle Dodge, and City Councilor James Audritsh were in favor. Motion passed unanimously.

MAYOR'S AND/OR COUNCIL'S PRESENTATIONS. Mayor Charles Rostocil thanked Public Works for getting the fountain in Rivenes Park on before August 1st and for getting it back up and running so soon after it went down.

Public Works Superintendent Mike Krebs said he will pass that along to the crew.

City Councilor James Audritsh thanked Public Works and said he appreciated the new crosswalk that was put in at 7th and “D” Streets.

STAFF REPORTS:

PUBLIC WORKS DEPARTMENT-Public Works Superintendent Michael Krebs. Public Works Superintendent Mike Krebs said he does not have anything to add at this time.

Mayor Charles Rostocil asked if we will have an update on the Static Water Pressure Project by next month.

Public Works Superintendent Mike Krebs said that is the plan, he talked to the Engineer this afternoon and he is supposed to have a projected cost by then.

Mayor Charles Rostocil told the City Councilors that he talked to Public Works Superintendent Mike Krebs about the cloudy water issue that was happening in the City. C. Rostocil said the reason it happened is because there are cracked casing in 2 of our wells. He asked what the cost would be to fix the issue and what the cost would include. He stated it is his understanding the issue can be fixed for now by turning off well 1.

Public Works Superintendent Mike Krebs said unfortunately that re-vamping a well is very expensive, but we do not have as many restrictions on fixing this one versus putting in a new Well regarding water rights.

Mayor Charles Rostocil asked if there was any resolution with ODOT on Item # 3 that is listed on the Public Works report.

Public Works Administrative Manager Melinda Olinger said they have not gotten confirmation one way or another yet, but she is hoping that ODOT will work with them on a fix regarding the ADA ramps that will not be as costly. She stated unfortunately because of the result of a litigation judgement; anytime you do street improvements that encroach into any State highway property you have to do ADA ramps if there is a sidewalk in the area, and since we have one on “G” Street coming in, we are responsible to do one. M. Olinger said the ADA ramp we would have to put in is in front of the Shell Station.

City Councilor Tyler Thomas asked Public Works Superintendent Mike Krebs if he could send him the contact information for ODOT so he could talk to them about getting the tree trimmed at “A” and Pacific Highway 99E since they are not responding. He said if they do not respond to him, maybe Police Chief Rash could contact them and approach it from a safety standpoint, because you cannot see the oncoming traffic.

City Councilor James Audritsh asked Public Works Superintendent Mike Krebs if the tennis courts got resurfaced.

Public Works Administrative Manager Melinda Olinger said they did not, that was a potential project that did not get done yet.

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City Councilor James Audritsh asked since it has not been done yet if a Pickle Ball surface can be added as well.

Public Works Administrative Manager Melinda Olinger said that is a good idea and they will check on it.

City Councilor Michelle Dodge asked if we have heard any more about dealing with the sidewalk and the railroad.

Public Works Superintendent Mike Krebs said they did have the surveyors come through and let them know what property is owned by the City, so now they are revamping the design of it and as soon as that is done they will submit it to the Railroad for them to review.

Director of Administration/City Recorder Vickie Nogle asked Public Works Superintendent Mike Krebs if anyone was utilizing the tennis courts at night, and the possibility of putting the lights on a timer so it could be utilized at night.

Public Works Superintendent Mike Krebs said it could be done.

There was a consensus of the City Council for the Public Works Superintendent Mike Krebs look into it.

HUBBARD FIRE DISTRICT – Chief Joseph Budge. Chief Joseph Budge was not at the meeting.

POLICE DEPARTMENT- Police Chief Dave Rash. Police Chief Dave Rash said he has been trying to keep the City Council informed of what has been going on in the Special Sessions of the Oregon Legislature in regards to Police reform. He stated most of the bills have been moved to the new session, except for the use of force, primarily choke holds, which they originally wanted to make it a crime, but it has been pushed back to a deadly force situation. D. Rash said this will be left up to the courts to decide if it's justified, which is consistent with the 9th Circuit Court rulings. He stated Lexipol, which puts out the new policy manual, should be updated by September, and they should have an update in regarding the carotid restraint, but he has suspended the carotid restraint in our policy manual and sent an email out to all the officers.

Police Chief Dave Rash said his Officers have made 21 arrests for the month, the highest since Chief Rash has been here and they are making at least 2 DUI arrests per week. He stated they are out working hard and working well together, showing great teamwork.

Police Chief Dave Rash said he does not have much more to report because of the pandemic, events such as the Hop Festival, Bike Rodeo, and National Night Out have been cancelled, as has many trainings.

City Councilor Tyler Thomas asked about where we are at in terms of getting the new vehicles.

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Police Chief Dave Rash said they were ordered in February but then COVID-19 happened, and Ford got way behind in production because of plant shutdowns. He stated he has been in touch with Wire Works that is handling the lease program, and is hoping to have it by December. D. Rash said he is not sure if that is possible, they are on order, but have no control over when they will come.

Police Chief Dave Rash said North Marion School is not in our jurisdiction, but the school asked if Hubbard could help keep an eye on it during construction. He stated Officer Bentley caught a thief as he was driving by and made an arrest. D. Rash said last night Officer Holliman drove by and noticed the doors were wide open on the intermediate school at 4:00 a.m. so he cleared and secured the building and fixed the lock.

Mayor Charles Rostocil asked if there were any concerns from Marion County thinking Hubbard is jumping in on their jurisdiction.

Police Chief Dave Rash said they had no concerns, and he did let them know what we would be doing.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. Director of Administration/City Recorder Vickie Nogle said there was a questioned posed earlier out the library from Scott Stierle as he asked how the donation of the books for the little library will be handled.

City Councilor Tyler Thomas said Gayla Jones will contact Scott because we do not have a date yet when it will be ready, but when the library is ready to open an announcement will be put out regarding how to donate books.

Director of Administration/City Recorder Vickie Nogle said we held Municipal Court, July 29th and August 5th, having two Officers/employees help so we could adhere to social distancing by directing people and making sure they had their temperatures taken as they entered the building. She stated they were checked in for court at the window before the entrance to City Hall, then an Officer/employee would take down their phone number and they would wait in their cars until they were called (with social distancing guidelines we could only allow 11 in the Court room at one time). She stated there was a little jamming up in the hallway the first court once they came out of the court room, but we have since remedied that by shuffling them back into the court room to wait and also utilizing the outside window to take payments. V. Nogle said both the Judge and the Bailiff thought it ran very smoothly and were very impressed. She wanted to reiterate that a big thank you goes to the Police Department and officers for helping us out.

Director of Administration/City Recorder Vickie Nogle said we are having the next court October 7th. She state there has been Plexiglas installed at the outside window so we can utilize it even more, being able to take payments and utilizing it as a pass through window, receiving deliveries and such.

City Councilor James Audritsh said he was very impressed with the creativity used to figure out how we can keep serving our citizens.

PAGE 8 – CITY COUNCIL MEETING MINUTES AUGUST 11, 2020

Mayor Charles Rostocil was also impressed with the cooperation shown between the departments so we could keep City Hall functioning.

Director of Administration/City Recorder Vickie Nogle said we would like to put up a shelf and an awning at the outside window by the City Hall entrance so we could keep utilizing the window for as long as we need to, in case the COVID-19 guidelines go into winter.

Public Works Superintendent Mike Krebs showed the City Council a picture of the awning that we were looking at purchasing.

There was a consensus of the City Council to install the awning, as shown by the Public Works Superintendent Mike Krebs, and a shelf for the outside window.

FINANCE DEPARTMENT – Finance Director Judy Smith. Finance Director Judy Smith said she is meeting the deadline for the Auditors and getting them everything they have requested. She stated she was sorry for not including the graphs, but she is working on the 20-21 graph model so that we can have our budget on there with the correct numbers. J. Smith said it should be available the next meeting.

Finance Director Judy Smith said in regards to the utilities, we are still working with customers setting up payment arrangements and also trying to collect on those. She said we have two customers so far that may have to have a bit of carry over, but other than that we have been working diligently to collect on what is owing.

Finance Director Judy Smith said on the accrual report, everyone has gotten down their comp-time and are working on getting their vacation time down, which we have until the end of the year to do.

Mayor Charles Rostocil said he appreciates everyone trying to keep those liabilities down.

City Councilor James Audritsh asked if water shut off day and court are on the same day.

Director of Administration/City Recorder Vickie Nogle said normally it isn't, but this time is was.

City Councilor James Audritsh said that could complicate things with court and also people trying to pay their utility bills.

Finance Director Judy Smith said because Julie made all those calls prior to shut off, we got the list way low and people made their payments, but we did have 2 customers complain they did not appreciate getting called about their bill.

Mayor Charles Rostocil said he appreciates the work and going the extra mile and doing the calls, and working with our residents.

CONSENT AGENDA.

A) Approval of the June 17, 2020 Special City Council minutes.

B) Approval of the July 2020 Check Register Report.

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

APPERANCE OF INTERESTED CITIZENS. Scott Stierle said it was mentioned to have the City Council meeting live using a local T.V. channel. He voiced concern that some people do not have televisions and would not be able to participate.

Mayor Charles Rostocil said the Director of Administration/City Recorder Vickie Nogle is pursuing using YOUTUBE to live stream the meeting which means it will be viewed on the internet instead of television.

OTHER CITY BUSINESS. City Councilor James Audritsh said the Kiwanas Club of Woodburn is doing a 5-card poker run fund raiser on Saturday, August 22, 2020, starting at 10:00 a.m. that will start in Woodburn, go to Silverton, then Hubbard with the final destination being the Methodist Church in Woodburn. The cost will be \$20 per car and prizes will be awarded.

COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO REVIEW AND EVALUATE EMPLOYMENT-RELATED PERFORMANCE OF EMPLOYEES UNDER ORS 192.660(2)(i). PURSUANT TO ORS 192.660(4) COUNCIL SPECIFICALLY REQUEST THAT MEMBERS OF THE MEDIA AND OTHER ATTENDEES NOT DISCLOSE MATTERS DISCUSSED IN THE EXECUTIVE SESSION. Mayor Charles Rostocil declared the ORS for the executive session and recessed the (open) public meeting at 8:27 p.m. to go to a closed session.

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. Mayor Charles Rostocil closed the executive session and reconvened the (open) public meeting at 9:23 p.m.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS SEPTEMBER 8, 2020, AT 7:00 P.M). MSA/Mayor Charles Rostocil/City Councilor James Audritsh motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor Tyler Thomas, City Councilor James Audritsh, City Councilor Michelle Dodge, and Mayor Charles Rostocil were in favor. Meeting adjourned at 9:25 p.m.

ATTEST:

Charles Rostocil, Mayor

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

Julie Hedden
Administrative Assistant / Court Clerk
Transcribing

**CITY OF HUBBARD
CITY COUNCIL SPECIAL MEETING MINUTES
AUGUST 25, 2020**

CALL TO ORDER: The Hubbard City Council special meeting was called to order by Mayor Charles Rostocil at 6:30 p.m. via ZOOM per COVID-19 restrictions.

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

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

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

OTHER ATTENDEES:

REVIEW TELECOMMUTING POLICY – Mayor Charles Rostocil. Mayor Charles Rostocil said as the City Council they are supervisors for the City and so he wants to make sure that everyone has a chance to review the telecommuting policy which has been included in the packet. He stated it starts at section 6.16, also added included in the packet is the temporary COVID-19 City Policy which includes additional criteria for telecommuting options. C. Rostocil stated he wanted to make sure the policies were being read correctly and part of that is, if you are a manager in the City, you have the ability to approve or not approve telecommuting options as long as you fall within the criteria. He said for Department Heads they need to go through the City Council to approve their plans for telecommuting. C. Rostocil stated he would like to have a consensus from City Council to write up an email from the City Council to release to City Staff reminding them of the City Policies, and that if they wish to work through telecommunication they need to bring their plan to City Council for approval. He said if you are telecommuting because of the COVID-19 restrictions you need to fall into one of the 6 criteria listed on the policy.

Mayor Charles Rostocil said the City Council need to find a means to be able to communicate as a single voice as a supervisor to work with the Department Heads. He stated this was brought up in the Goal Setting Sessions; it is hard to do with a “weak mayor” system, so we will have to use City Council time to address these issues so City Staff will need to come prepared and make proposals if they wish to telecommute. He went on to say that one of the reasons City Hall was kept closed is to be able to keep employees as safe as possible by maintaining social distancing and wearing masks if needed, but because everyone has their own area or office it does not seem to be a problem.

Mayor Charles Rostocil asked for a consensus to release an email that will clarify the policies to make sure everyone is aligned on them.

There was a consensus of the City Council for Mayor Charles Rostocil to draft and release an email clarifying the policies in making sure everyone is aligned with them.

Finance Director Judy Smith said she has a concern about social distancing when court is being held. She wanted to know if she feels uncomfortable with it, and doesn't need to be in the building during court, if she needs to tell the City Council.

Mayor Charles Rostocil said yes she would need to tell City Council. He went on to say he understands her position but he does know that when we have court it does get very busy but it seems to be "all hands on deck" and that it would be good to have someone answering phones. He stated she could be isolated in her office keeping the door shut and she should be ok.

Mayor Charles Rostocil stated unless there is a medical reason that an employee's Dr. says the employee should not come in on specified days, then that would be justification. C. Rostocil said she could bring a Doctor recommendation which would fall in line with the COVID policy, but it still needs to go through City Council.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS SEPTEMBER 8, 2020, AT 7:00 P.M.) MSA/Mayor Charles Rostocil/City Councilor Michelle Dodge motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor Tyler Thomas, City Councilor James Audritsh, City Councilor Michelle Dodge, and Mayor Charles Rostocil were in favor. Meeting adjourned at 6:39 p.m.

ATTEST:

Charles Rostocil, Mayor

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

Julie Hedden
Administrative Assistant / Court Clerk
Transcribing

| Check Number | Check Issue Date | Name | Description | Amount |
|--------------|------------------|-------------------------------------|--|----------|
| 10415 | 08/11/20 | BlackPoint IT Services Inc | IT Services | 856.75 |
| 10416 | 08/11/20 | Caselle Inc | Contracted Support | 1,963.00 |
| 10417 | 08/11/20 | Civil West Engineering Services Inc | Engineering Services | 1,912.50 |
| 10418 | 08/11/20 | Code Publishing Co. | Annual Web Fees | 652.50 |
| 10419 | 08/11/20 | Coukoulis, Lori | Municipal Court Arraignments | 900.00 |
| 10420 | 08/11/20 | Curran-McLeod Inc | G Street Improvements | 2,641.00 |
| 10421 | 08/11/20 | DATAVISION | Phone/Internet | 807.94 |
| 10422 | 08/11/20 | DMV - State Of Oregon | Title Fees - 2012 Dodge Late Fee because DMV Did NOT Proce | 50.00 |
| 10423 | 08/11/20 | Ferguson Waterworks #3011 | Supplies | 30.00 |
| 10424 | 08/11/20 | Great Western Sweeping, Inc. | Street Sweeping | 1,777.00 |
| 10425 | 08/11/20 | GW Hardware Center | Equip Maint/Supplies | 343.10 |
| 10426 | 08/11/20 | Hubbard Chevrolet, Inc. | Equipment Maint/Supplies | 811.90 |
| 10427 | 08/11/20 | John Deer Financial | Equip Miant/Supplies | 54.73 |
| 10428 | 08/11/20 | Les Schwab-W | Equip Maint/Supplies | 1,205.08 |
| 10429 | 08/11/20 | Marion County Treasury Dept | Municipal Court Payments | 481.60 |
| 10430 | 08/11/20 | Mason, Marsha Ann | Refund Receipt 1.010277 Docket 51388 | 35.00 |
| 10431 | 08/11/20 | Moe A. Brown, P.C. | Legal Services | 330.00 |
| 10432 | 08/11/20 | Multiverse Interpreting, Inc | Interpreting Service | 359.00 |
| 10433 | 08/11/20 | Net Assets Corporation | Lien Searches | 84.00 |
| 10434 | 08/11/20 | NW Natural Gas | Utilities | 48.51 |
| 10435 | 08/11/20 | Office Depot | Supplies | 130.00 |
| 10436 | 08/11/20 | Oregon Dept of Revenue | Municipal Court Payments | 1,916.68 |
| 10437 | 08/11/20 | Pacific Office Automation | Copies | 133.51 |
| 10438 | 08/11/20 | PGE- Portland General Electric | Utilities | 7,159.18 |
| 10439 | 08/11/20 | Pitney Bowes Inc | Lease | 144.96 |
| 10440 | 08/11/20 | Profectus, INC. | Janitorial Services | 471.78 |
| 10441 | 08/11/20 | Republic Services | Utilities | 535.47 |
| 10442 | 08/11/20 | The Pool and Spa House Inc | Supplies | 274.44 |
| 10443 | 08/11/20 | Traffic Safety Supply Co. Inc. | Program & Grant Expenses | 271.01 |
| 10444 | 08/11/20 | TransUnion Risk | Background Check Service | 130.70 |
| 10445 | 08/11/20 | Union Pacific Railroad Company | Replacement of Existing Sidewalk | 1,039.24 |
| 10446 | 08/11/20 | Verizon Wireless | Cell Phone 672419126-00001 | 538.28 |
| 10447 | 08/11/20 | WEX Bank | Fuel | 1,989.92 |
| 10448 | 08/11/20 | Willamette Valley Security, In | Security Services | 119.70 |
| 10449 | 08/11/20 | Wooddell, Sheba | Bailiff Services | 200.00 |
| 10450 | 08/24/20 | 911 Supply | Earphone EP-EMRM | 2,268.90 |
| 10451 | 08/24/20 | Aramark Uniform Svcs, Inc | Uniforms | 251.63 |
| 10452 | 08/24/20 | Arbor Day Foundation | Annual Membership | 15.00 |
| 10453 | 08/24/20 | Beery Elsner & Hammond, LLP | Legal Services | 1,551.78 |
| 10454 | 08/24/20 | BlackPoint IT Services Inc | IT Services | 801.12 |
| 10455 | 08/24/20 | Cascade Columbia Distribution | Supplies | 2,074.32 |
| 10456 | 08/24/20 | CIT | Water | 216.07 |
| 10457 | 08/24/20 | Civil West Engineering Services Inc | Engineering Services | 1,544.30 |
| 10458 | 08/24/20 | DAS Cashier | Membership | 500.00 |
| 10459 | 08/24/20 | ELAN Corporate Payment Systems | EEquip Maint / Supplies | 2,521.60 |
| 10460 | 08/24/20 | Hattenhauer Energy Co LLC | Equip maint/supplies | 204.07 |
| 10461 | 08/24/20 | Holliman, Steve | Reimb Mileage | 208.73 |
| 10462 | 08/24/20 | Hubbard Chevrolet, Inc. | Equipment Maint/Supplies | 525.95 |
| 10463 | 08/24/20 | Les Schwab-W | Equip Maint/Supplies | 150.98 |
| 10464 | 08/24/20 | Long Bros. Bldg Supply | BLDG MAINT/SUPPLIES | 240.96 |
| 10465 | 08/24/20 | Marion County Dept of Public Works | Disposal | 26.00 |
| 10466 | 08/24/20 | Marion County Treasury Dept | Building Permits | 2,400.88 |
| 10467 | 08/24/20 | Mid-Willamette Valley | Land Use Services | 1,618.75 |
| 10468 | 08/24/20 | Office Depot | Supplies | 128.16 |
| 10469 | 08/24/20 | One Call Concepts, Inc. | Regular Tickets | 18.00 |
| 10470 | 08/24/20 | Pacific Office Automation | Copier Lease/Copies | 95.00 |
| 10471 | 08/24/20 | Smith-Wagar Brucker Consulting | Consultant Services | 258.75 |
| 10472 | 08/24/20 | The Pool and Spa House Inc | Supplies | 2,256.10 |
| 10473 | 08/24/20 | Verizon Wireless | Verizon PW Bill 864287314-00001 | 241.32 |

| Check Number | Check Issue Date | Name | Description | Amount |
|---------------|------------------|--------------------------------|-----------------------------|------------------|
| 10474 | 08/24/20 | Walmart Community | Equip/Supplies | 101.23 |
| 10475 | 08/24/20 | Walter E. Nelson Co | Building Maint/Supplies | 169.20 |
| 10476 | 08/24/20 | Waste Connections | Shredding Services | 50.28 |
| 10477 | 08/24/20 | Waterlab Corporation | Routine Lab Tests | 360.00 |
| 10478 | 08/24/20 | Wou, Mike | CPR/First Aid Certification | 180.00 |
| 10479 | 08/24/20 | Yes Graphics Printing Co. Inc. | City Map | 5.00 |
| Grand Totals: | | | | <u>51,382.56</u> |

**Edward Byrne Memorial Justice Assistance Grant (JAG) Program
FY 2020 Local Solicitation
Completed Application**

The U.S. Department of Justice, Bureau of Justice Assistance (BJA) announced the availability of grant funds to local units of government through the Edward Byrne Memorial Justice Assistance Grant Program. The City of Hubbard Police Department applied for a total of \$24,999.

The JAG program allows local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. The funding distribution is based on population and crime statistics as well as law enforcement expenditure data.

There are six purpose areas under JAG:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment programs.
- Planning, evaluation and technology improvement programs.

More information may be found at <https://bja.ojp.gov/funding/opportunities/bja-2020-17276>. The application is included in this posting.

<http://www.ojp.usdoj.gov/BJA/grant/jag.html> The application will be heard by City Council on September 8, 2020. The application will be submitted by August 19, 2020.

The Hubbard Police Department as the lead applicant of the grant program, provides the opportunity for public review of the proposed FY20 JAG funding requests. To share comments or questions, contact Officer Grant Thommen, 503-981-8738, or email: gthommen@cityofhubbard.org

U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance
Edward Byrne Memorial Justice Assistance Grant (JAG) Program:
FY 2020 Local Solicitation; #BJA-2020-17276
City of Hubbard Police Department
Program Narrative

City of Hubbard Police Department

*Project Identifiers: Radar Monitoring
Education*

The City of Hubbard Police Department will use 2020 JAG funds to purchase a Speed Radar Trailer. The City of Hubbard has about 3300 residents living inside the city limits. Pacific Highway 99E is a very busy State Highway and the highway runs through the city limits. The highway has a single lane for traffic traveling northbound and a single lane for traffic traveling southbound. There are no left or right turn lanes for many of the intersections on the busy highway.

Between 08/01/2019 and 08/01/2020 there were 14 crashes on this 1.1 mile stretch of Highway. Speed and inattentiveness have been the leading factors for these crashes. The posted speed limit on Pacific Highway 99E is 35 M.P.H. It is common to see drivers traveling in excess of over 50 M.P.H. on Pacific Highway 99E. There is also a high amount of foot traffic and bicycle traffic on Pacific Highway 99E. The pedestrians and bicyclists frequently cross Pacific Highway 99E at both marked and unmarked crosswalks.

On Saturday, August 15, 2020 the Hubbard Police Department used a lidar gun to determine the speeds of 100 vehicles traveling northbound on Pacific Highway 99E near Elm Street. The posted speed limit was 35 M.P.H. the results are shown in this chart:

| NO SPEED TRAILER | Speeds under 40 MPH | Speeds 40-49 MPH | Speeds over 49 MPH |
|---------------------|---------------------|------------------|--------------------|
| Number of vehicles: | 27 | 67 | 6 |

U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance
Edward Byrne Memorial Justice Assistance Grant (JAG) Program:
FY 2020 Local Solicitation; #BJA-2020-17276
City of Hubbard Police Department
Program Narrative

The Hubbard Police Department later deployed a speed radar trailer on Pacific Highway 99E near Elm Street. The speed radar trailer displayed the speeds for motorists traveling northbound. On Sunday, August 16, 2020The Hubbard Police Department observed 100 vehicles pass the radar traveler. Their speeds results are shown in this chart:

| WITH SPEED TRAILER | Speeds under 40 MPH | Speeds 40-49 MPH | Speeds over 49 MPH |
|---------------------|---------------------|------------------|--------------------|
| Number of vehicles: | 97 | 3 | 0 |

During the first survey without a radar trailer displayed, 73% of drivers traveled at least 5 MPH over the posted speed limit. During the second survey, only 3% of drivers traveled at least 5 MPH over the posted speed limit. It is obvious the speed radar trailer has an immediate calming effect on driver's speeds.

Currently, the Hubbard Police Department only has one functioning speed radar trailer. The Hubbard Police Department receives many requests to deploy our radar trailer in various areas of Hubbard. The radar speed trailer needs to be charged frequently and occasionally needs to be placed out of service for maintenance. Having a second functioning radar speed trailer would ensure Hubbard Police Department is always able to deploy a radar speed trailer for speeding complaints and other known high speed areas. The Hubbard Police Department usually only has one officer on duty at a time, therefore Hubbard Police relies on other resources to help educate drivers on traffic safety. The City of Hubbard does not budget for purchasing Radar Speed Trailers.

U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance
Edward Byrne Memorial Justice Assistance Grant (JAG) Program:
FY 2020 Local Solicitation; #BJA-2020-17276
City of Hubbard Police Department
Program Narrative

Identifiers: Less Than Lethal

Equipment - General

The City of Hubbard Police Department will use 2020 JAG funds to purchase six Axon TASER 7 Devices. Tasers are considered a “less lethal” device used by nearly all law enforcement agencies. Tasers are Kinetic Energy devices which use two probes to deliver an electric pulse to the subject they are fired at. A 2009 report by the Police Executive Research Forum in the United States found that police officer injuries dropped by 76% in large law enforcement agencies that deployed Taser devices in the first decade of the 21st century compared with those that did not use them at all. TASER International claims their devices have saved 237,543 lives from death or serious bodily injury. Taser International also stated there have been 4.9 million Taser deployments worldwide.

The TASER 7 device is the newest kinetic energy device made by AXON. It is a two-shot device with spiral darts that spool from the dart allowing the probes to fly straighter. The TASER 7 device's rapid arc technology with adaptive cross connections allows for full incapacitation. The TASER 7 CEW connects wirelessly to the Axon network of software that includes inventory management capabilities using Axon Evidence. Hubbard Police Department currently uses the X26 model of TASER. Many of Hubbard Police's current devices are approximately fifteen years old. The technology and effectiveness of the new TASER 7 device is much greater than Hubbard Police Department's current X26 devices. As previously stated, the Hubbard Police Department usually only has one officer on duty at one time therefore Hubbard Police Officer must heavily rely on their equipment and training when dealing with uncooperative subjects.

The City of Hubbard does not budget for Taser replacements. The project would replace

U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance
Edward Byrne Memorial Justice Assistance Grant (JAG) Program:
FY 2020 Local Solicitation; #BJA-2020-17276
City of Hubbard Police Department
Program Narrative

every Hubbard Police Officer's Taser with a new, updated device. Included in the cost of the six new Tasers is a docking station which allows the Taser batteries to be charged.

Coordination of Related JAG Funds

The City of Hubbard does not anticipate any coordination of Fiscal Year 2020 JAG funded projects.

Reporting of Required Performance Metrics

The grantee will report on their relevant performance metrics and semi- annual Goals & Objectives in accordance with the applicable JAG Accountability Measures in the BJA Performance Measurement Tool (PMT).

**USDOJ OJP BJA Edward Byrne Memorial Justice Assistance Grant (JAG) Program:
FY 2020 Local Solicitation; #BJA-2020-17276
City of Hubbard Police Department**

USDOJ OJP BJA Edward Byrne Memorial Justice Assistance Grant (JAG) Program:
FY 2020 Local Solicitation; #BJA-2020-17276
City of Hubbard Police Department

BUDGET

| A. Equipment | | | | Computation | | | |
|--|--|---|------------------|--------------------|---------------------------------|------------------------|--|
| Item | | <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i> | | | | | |
| <i>List and describe each item of equipment that will be purchased</i> | Item Description | # of Items | Unit Cost | Total Cost | Non-Federal Contribution | Federal Request | |
| | Kustom Signals 850 Speed Radar Trailer (Includes shipping and warranty) | 1 | \$10,847 | \$10,847 | \$0 | \$10,847 | |
| | TASER 7 Kinetic Energy Device (Includes Charging Dock, Cartridges, Warranty and Battery) | 6 | \$2,359 | \$14,152 | \$0 | \$14,152 | |
| Total(s) | | | | \$24,999 | \$0 | \$24,999 | |
| Narrative | | | | | | | |
| <p>The City of Hubbard will purchase one (1) Kustom Signals 850 Speed Radar Trailer and six (6) TASER 7 Kinetic Energy Devices. The City of Hubbard does not budget for either of these items.</p> <p>There are no other costs associated with this grant.</p> | | | | | | | |

U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance
Edward Byrne Memorial Justice Assistance Grant (JAG) Program:
FY 2020 Local Solicitation; #BJA-2020-17276
City of Hubbard Police Department

Applicant name: Hubbard Police Department

The City of Hubbard Police Department does not have (and are not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project(s) being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance
Edward Byrne Memorial Justice Assistance Grant (JAG) Program:
FY 2020 Local Solicitation; #BJA-2020-17276
City of Hubbard Police Department

Applicant name: City of Hubbard Police Department

1. *Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?*
2. *Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meets the description in question 1?*
 - *If yes to either:*
 - *Please provide a copy of each law or policy.*
 - *Please describe each practice.*
 - *Please explain how the law, policy, or practice complies with 8 U.S.C. § Section 1373.*

Included below are parts of the Hubbard Police Department's policies regarding communication with DHS and ICE. The polies provide the best explanation of the communication made and how the Hubbard Police Department strives to comply with United States Code.

Hubbard Police Department Policy 413: Immigration (ICE relations)

The U.S. Immigration and Customs Enforcement (ICE) has primary jurisdiction for enforcement of the provisions of Title 8 of the United States Code dealing with illegal entry. This department does not participate in routine immigration investigation and enforcement activities. However, an officer may arrest any person who is the subject of an arrest warrant issued by a federal magistrate for a criminal violation of federal immigration laws (ORS 181A.820).

413.4.1 BASIS FOR CONTACT

Unless immigration status is relevant to another criminal offense or investigation (e.g., harboring, smuggling, terrorism), the fact that an individual is suspected of an immigration violation shall not be the sole basis for contact, detention or arrest (ORS 181A.820).

413.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, an officer will not need to notify ICE when booking arrestees at the county jail.

Immigration officials routinely interview suspected undocumented aliens who are booked into the county jail on criminal charges. Notification will be handled according to jail operation

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procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

413.6 ICE REQUEST FOR ASSISTANCE

Requests by ICE, or any other federal agency, for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts, to ICE or other federal agencies.

413.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

- (a) Sending information to, or requesting or receiving such information from ICE
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state or local government entity

413.7.1 IMMIGRATION HOLDS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

413.7.2 NON-DISCLOSURE OF CERTAIN INFORMATION

Except as required by state or federal law, members should not disclose for the purpose of enforcement of federal immigration laws the following information about a person or his/her known relatives or associates, whether current or otherwise (ORS 180.805):

- (a) The person's address
- (b) The person's workplace or hours of work
- (c) The person's school or school hours
- (d) The person's contact information, including telephone number, email address, or

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social media account information

(e) The identity of known associates or relatives of the person

(f) The date, time, or location of a person's hearings, proceedings, or appointments with the Department that are not matters of public record

413.8 U VISA AND T VISA NON-IMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)). A law enforcement certification for a U visa may be completed by an officer in order for a U visa to be issued.

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). A law enforcement declaration for a T visa may be completed by an officer in order for a T visa to be issued.

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Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Case Officer supervisor assigned to oversee the handling of any related case.

The Case Officer supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

(d) Ensure that any decision to complete, or not complete, a certification or declaration

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form is documented in the case file and forwarded to the appropriate prosecutor.

Include a copy of any completed form in the case file.

Hubbard Police Department Policy 313: Child Abuse (DHS Relations)

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse.

This policy also addresses when Hubbard Police Department members are required to notify the Department of Human Services (DHS) of suspected child abuse.

313.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency (ORS 419B.010).

313.2 POLICY

The Hubbard Police Department will investigate all reported incidents of alleged criminal child abuse and ensure that DHS is notified as required by law.

313.3 MANDATORY NOTIFICATION

Members of the Hubbard Police Department shall notify DHS when a report of child abuse is received or when there is reasonable cause to believe that a child has suffered abuse (ORS 419B.010).

For purposes of notification, a child is an unmarried person under 18 years of age (ORS 419B.005(2)).

For purposes of notification, abuse of a child includes but is not limited to assault or physical injury of a non-accidental nature; rape, sexual abuse, or sexual exploitation, including contributing to

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the sexual delinquency of a minor; threatened harm; negligent treatment or maltreatment; buying or selling a child; unlawful exposure to a controlled substance or to the unlawful manufacturing of a cannabinoid extract; permitting a child to enter or remain in or upon premises where methamphetamines are manufactured; or any other act described in ORS 419B.005(1)(a).

313.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (OAR 413-015-0305):

(a) Verbal notification to DHS shall be made immediately to the Oregon Child Abuse Hotline when the officer determines that the report of alleged abuse or neglect requires an immediate joint response.

(b) Verbal, electronic transmission, or hand-delivered notification to DHS of all other reports of child abuse or neglect shall be made by the end of the next business day.

(c) Notification, when possible, should include:

1. The name and contact information of the confidential reporter.
2. The name, address, and age of the child.
3. The name and address of the child's parents or other person who is responsible for care of the child.
4. The nature and extent of the abuse or neglect, including any evidence of previous abuse or neglect.
5. The explanation given for the abuse or neglect.
6. Where the abuse or neglect occurred.
7. Identity and whereabouts of the alleged perpetrator.
8. Any other information that the person making the report believes might be helpful in establishing the cause of the abuse or neglect and the identity and whereabouts of the perpetrator.
9. The name and contact information for the assigned DHS worker and officer.

When the abuse occurs at a facility or by a person from a facility that requires a state license from

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the Oregon Employment Department, Child Care Division (e.g., child care facility), notification shall also be made to that agency. If the alleged child abuse occurred in a school or was related to a school-sponsored activity, notification shall be made to the Department of Education (ORS 419B.020).

313.3.2 REPORTING AND DOCUMENTATION

Investigating officers will submit a complete investigative report in all cases of alleged child abuse. Officers responding to incidents of suspected child abuse where it cannot initially be shown that a crime occurred shall still document the incident in a police report.

313.3.4 RELEASE OF REPORTS

Reports of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to Oregon Revised Statutes 419B.035 and Policy Manual § 810.

313.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DHS. Generally, removal of a child from his/her family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DHS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

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Children may only be removed from a parent or guardian in the following situations (ORS 419B.150):

(a) When there is reasonable cause to believe any of the following:

1. An imminent threat of severe harm to the child exists
2. The child poses an imminent threat of severe harm to self or others
3. An imminent threat that the child may be removed from the jurisdiction of the juvenile court exists

(b) When the juvenile court has issued a valid order that the child is to be taken into protective custody

(c) When it reasonably appears that the child has run away from home the best interest of the child (ORS 419B.020).

313.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

313.9.1 SUPERVISOR RESPONSIBILITIES

The Case Officer supervisor should:

- (a) Work with professionals from the appropriate agencies, including DHS, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the Case Officer supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.
- (c) Develop a report format or checklist for use when officers respond to drug labs or other

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narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

313.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the Case Officer supervisor so an interagency response can begin.

313.10 STATE MANDATES AND OTHER RELEVANT LAWS

Oregon requires or permits the following:

313.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (ORS 419B.035).

Information may be shared to the appropriate military authorities regarding a child who is the subject of a report of child abuse when the parent or guardian of the child is in the military (ORS 419B.015).

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Memoranda of Understanding

The City of Hubbard City Council will accept the award and authorize the Mayor
(Authorized Representative) to sign the award documents.