

**CITY OF PHILOMATH**  
**Finance/Administration Committee**  
**June 16, 2020**

Chair David Low called the meeting to order at 4:00 p.m. Due to the COVID-19 pandemic state of emergency, members of the Committee and staff attended by videoconference. The public was also provided with log-in instructions to listen and observe the meeting electronically.

**ROLL CALL:**

Committee: City Councilors Matt Lehman, Chas Jones and David Low.  
Staff: City Manager Chris Workman, Finance Director Joan Swanson, and City Recorder Ruth Post.

**2.1 APPROVAL OF MINUTES:**

Councilor Jones moved, Councilor Lehman second, to approve the minutes of May 19, 2020 as presented. Motion APPROVED 3-0 (Yes: Jones, Low and Lehman; No: None).

**3. NEW BUSINESS:**

**3.1 Review of social service agency support applications** – Ms. Swanson summarized the Council Policy to use a portion of State Revenue Sharing Funds to provide contributions to social service agencies that provide services the City is unable to provide and the policy to provide funding from the Water and Sewer Funds to agencies that provide water and sewer assistance to customers in need.

Chair Low thanked staff for development of the application form to be used by the agencies. He noted that requested funds in the applications exceeded the \$21,700 amount available. Councilor Lehman declared that his wife is employed by Strengthening Rural Families (SRF). There was discussion about the Committee's action to be a recommendation to the Council but at the City Council meeting there would be a need to recuse himself from the discussion and decision. Chair Low declared a family tie to Philomath Youth Activities Club (PYAC) and his position as a member of the Board for Philomath Community Services (PCS). Mr. Workman advised that Chair Low could participate at the Committee level but should recuse himself from the City Council discussion.

The Committee reviewed each application, focusing on the types of services provided and intended use of requested funding.

PYAC: The Committee discussed fundraising programs that have been cancelled and sports programs that have been cancelled. There was discussion about the proposed uses of funds.

PCS: The Committee discussed the proposed use of funds to install the cooler that was donated to PCS by a third party.

ABC House: There was discussion about the number of residents served and the organization's budget.

Meals on Wheels: There was discussion about the residents served.

SRF: There was discussion about the services provided and number of residents served.

1 Maxtivity: There was discussion about the approach taken in the application. There was  
2 discussion about the mural projects described in the application. There was discussion about  
3 whether to designate funds to a specific project or not. There was discussion about the benefits  
4 of supporting art from a mental health aspect and discussion about a mural being more of an  
5 economic benefit as a local attraction. The Committee decided a \$750 contribution towards art  
6 education was appropriate.

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8 The Committee discussed each application and a proposed contribution amount.

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10 **MOTION:** Councilor Jones moved, Councilor Lehman, second, the committee recommend to  
11 the City Council the following donations: PYAC \$6,450; PCS \$9,500; ABC House \$2,500; Meals  
12 on Wheels \$1,500; SRF \$1,500; and Maxtivity \$750, for a total of \$21,700 in social service  
13 donations.

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15 Mr. Workman recommended staff present the proposed allocations to the City Council based on  
16 the consensus of the Committee and that a specific motion not be forwarded to the Council.  
17 Motion withdrawn by Councilor Jones.

18  
19 **MOTION:** Councilor Jones moved, Councilor Lehman second, the Committee recommend a  
20 total of \$21,700 in social service contributions to the following agencies: PYAC, PCS, ABC  
21 House, Meals on Wheels, SRF, and Maxtivity. Motion APPROVED 3-0 (Yes: Jones, Lehman,  
22 and Low; No: None.)

23  
24 The Committee requested the reference to FISH Emergency Services be changed to Vina  
25 Moses to avoid confusion. There was discussion about the merits of providing support to the  
26 two agencies compared to the City administering a utility bill assistance program in-house.  
27 There was discussion about the current COVID-19 policy to not assess late fees or to shut off  
28 customers and the different payment practices of customers. Ms. Swanson suggested that the  
29 Council was going to need to review that policy in the near future and the need to start getting  
30 some customers on track to payment towards their bills.

31  
32 There was discussion about the services provided by the two agencies and the assistance they  
33 would provide whether they received funds from the City or not. The Committee agreed that  
34 staff should not be put in the position of reviewing financial status of customers. There was  
35 discussion about whether the increased amount could be tied to COVID and justify potential  
36 reimbursement from state or federal assistance programs. There was discussion about staff  
37 updating the Council on the amount of customers that are in arrears. Ms. Swanson emphasized  
38 the need to begin contacting customers who are not paying and identifying those who are  
39 choosing not to pay their utility bill.

40  
41 Councilor Jones stated concern about the funding coming from the water and sewer funds and  
42 a preference for it to come from the City Council Departmental budget in the General Fund.  
43 There was discussion about whether to make a recommendation to the Council or not. Mr.  
44 Workman identified the negative consequences of not providing the funds and ultimately having  
45 to write off the unpaid services. There was additional discussion about the importance of the  
46 funds dedicated to the water and sewer funds compared to the providing of assistance out of  
47 those funds to customers who can't pay.

48  
49 There was discussion about the amounts requested from each agency.

1 **MOTION:** Councilor Lehman moved, Councilor Low second, the Committee recommend to the  
2 City Council the following donations: Vina Moses \$3,000 and We Care \$6,000 for a total of  
3 \$9,000 from the water and sewer funds. Motion APPROVED 3-0 (Yes: Jones, Lehman and Low;  
4 No: None.)  
5

6 **3.2 City policy on cybersecurity** – Ms. Swanson introduced the proposed policy with a  
7 recommendation of adopting the best available policy now and automatically revisiting it within a  
8 year. She proposed a timeline for review, referral to the Council and adoption in order to have a  
9 policy in effect by July 1.  
10

11 The proposed policy was reviewed by section. There was discussion about dual factor  
12 authentication. There was discussion about writing passwords down. There was discussion  
13 about authorization for downloading software. There was discussion about a minor change to  
14 the Email Security Policy.  
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16 Under Social Engineering, Ms. Swanson noted an addition to address Awareness Training.  
17 There was discussion about defining phishing.  
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19 **MOTION:** Councilor Low moved, Councilor Jones second, to move the Cyber Security Policy as  
20 amended to the City Council for their deliberation. Motion APPROVED 3-0 (Yes: Jones, Lehman  
21 and Low; No: None.)  
22

23 **3.3 – RFP for audit services** – Ms. Swanson reviewed the most recent independent audit  
24 services provider contract, personnel changes at that firm, and an increased fee request from  
25 them. She explained that a request for proposals (RFP) for audit services will be issued in time  
26 to secure a new auditor to complete the 2019-20 independent audit. There was discussion  
27 about the cost level of the City's audit and the additional accounting documentation that Ms.  
28 Swanson provides to the auditors to keep the City's cost lower. There was discussion about  
29 identifying potential audit firms to solicit RFP's from. There was discussion about the process for  
30 the Committee to review the proposals that are received.  
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#### 32 **4. ADJOURNMENT**

33 **4.1** Meeting adjourned at 5:54 p.m.  
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35 Meeting recorded by Ruth Post, MMC, City Recorder