



AGENDA PHILOMATH CITY COUNCIL

June 22, 2020
Council Chambers; Philomath City Hall

Mission: To promote ethical and responsive municipal government which provides its citizenry with high quality municipal services in an efficient and cost effective manner.

REGULAR MEETING 7:00 P.M.

Meeting Access Information

This meeting is being held via video conference. Citizens should use the video link or phone number provided below to listen to the meeting. For residents that do not have a phone or access to the internet, a small number of chairs will be provided at City Hall to comply with public meetings laws and social distancing requirements.

Please use the following link or phone number to access the meeting:

Video: <https://zoom.us/j/2065507670?pwd=eTJqL3Nubk83ODJkTy9ldUQvYXg5Zz09>

Meeting ID: 206 550 7670 Password: Philomath

Phone Only: 312-626-6799 Participant ID 492443 Meeting ID 492443

Meeting Conduct

All non-city participant microphones and screens will be muted. Presenters and members of the public will only be unmuted if called on to speak. The chat function will be disabled during the meeting.

Opportunities to Comment

The following options are available for the public to provide comment:

- 1) Sign up to speak by contacting the City Recorder at ruth.post@philomathoregon.gov or by calling 541-929-6148 no later than 4:00 p.m. on the day of the meeting.
- 2) Submit written comments by email to the City Recorder at ruth.post@philomathoregon.gov no later than 12:00 p.m. the day of the meeting.
- 3) Submit written comments in the City Hall parking lot drop box no later than 12:00 p.m. the day of the meeting.
- 4) Mail written comments to PO Box 400, Philomath, OR 97370 3-4 days prior to the day of the meeting.

A. ROLL CALL

B. CONSENT AGENDA

The following items are considered to be routine and will be enacted in one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered under "Items Removed from Consent Agenda." If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.

1. City Council minutes of June 8, 2020

C. ITEMS REMOVED FROM CONSENT AGENDA

D. PUBLIC HEARING

1. Proposed City Charter Amendments – See the Opportunities to Comment section above to either submit written comments or sign up to speak.

E. VISITORS COMMENTS

See the Opportunities to Comment section above to either submit written comments or sign up to speak.

F. NEW BUSINESS

1. Cyber Security Policy discussion and possible adoption

G. ORDINANCES & RESOLUTIONS

1. Resolutions to approve and allocate the FY 2020-2021 City Budget and to elect to receive State revenue sharing
 - a) Resolution 20-06 adopting the FY 2020-2021 Budget
 - b) Resolution 20-07 appropriating FY 2020-2021 Budget
 - c) Resolution 20-08 imposing & categorizing taxes for the FY 2020-2021 Budget
 - d) Resolution 20-09 electing to receive state revenue sharing

H. COUNCIL REPORTS

I. STAFF REPORTS

1. City Manager
2. City Attorney
3. Finance Director
4. Police Chief
5. City Recorder
6. Public Works Director

J. INFORMATION & CORRESPONDENCE

1. Philomath Community Services Annual Report Addendum
2. Chamber of Commerce Thank you letter
3. ABC House Thank you note
4. CAMPO Invest Letter of Support

K. ADJOURNMENT

CITY MEETING/EVENTS SCHEDULE

(As of 6/17/2020)

JUNE 2020

June 22	7:00 PM	City Council and Urban Renewal Agency meetings
June 29	6:00 PM	Planning Commission meeting
July 2	3:00 PM	Public Works Committee meeting (if needed)
July 3	All Day	City offices closed in observance of Independence Day holiday
July 8	4:00 PM	Finance & Administration Committee meeting
July 9	5:00 PM	Park Advisory Board meeting (if needed)
July 13	7:00 PM	City Council meeting
July 14	3:00 PM	Police Committee meeting
July 20	6:00 PM	Planning Commission meeting (if needed)
July 27	7:00 PM	City Council meeting (if needed)

All meetings are held at City Hall Council Chambers, 980 Applegate Street, Philomath, unless otherwise indicated. Tentative meetings may be cancelled if there is no business to be conducted. Refer to the City Meetings & Events calendar on the City's website for confirmation of meetings.

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**PHILOMATH CITY COUNCIL
REGULAR MEETING
MINUTES
June 8, 2020**

A. ROLL CALL

The City Council of the City of Philomath was called to order by Mayor Eric Niemann on Monday, June 8, 2020 at 7:08 p.m. Due to the Oregon Governor's Executive Order 20-12 requiring social distancing due to the COVID-19 pandemic, the meeting was held via video conferencing technology with the public allowed to attend electronically and in limited capacity in the Philomath City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon. Instructions with opportunities for the public to comment were provided on the meeting agenda, City's website, and media notice.

Mayor Niemann expressed concerns during the difficult times occurring nationally.

Present:

Mayor Eric Niemann
Councilor Ruth Causey
Councilor Doug Edmonds
Councilor Chas Jones
Councilor Matt Lehman
Councilor David Low
Councilor Matthew Thomas

Absent:

Staff Present:

City Manager Chris Workman
City Attorney Jim Brewer
Chief of Police Ken Rueben
Finance Director Joan Swanson
Public Works Director Kevin Fear
City Recorder Ruth Post

Staff Absent:

B. CONSENT AGENDA

1. City Council minutes of May 11, 2020

MOTION: Councilor Edmonds moved, Councilor Low second, to approve the consent agenda and meeting agenda for the June 8, 2020 meeting as presented. Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, Thomas and Niemann; No: None).

C. ITEMS REMOVED FROM CONSENT AGENDA

None.

D. PUBLIC HEARING

1. FY 2020-2021 City Budget – Mayor Niemann opened the public hearing at 7:12 p.m. Councilor Jones summarized the research regarding unemployment statistics that he had shared in the Council packet. He described concerns about limited public input in meetings during the videoconferencing period. He summarized budget cutting plans at Oregon State University, including delaying purchases and projects, delaying new hires, layoffs and management of reserve funds. There was additional discussion regarding future possibilities due to the uncertain economy. There was discussion about technical difficulties associated with the video meeting and the different methods of providing public comment that were posted on the meeting agenda, website and published public notice. Seeing no other discussion or public comments, Mayor Niemann closed the public hearing at 7:32 p.m.

1 **E. VISITORS COMMENTS**

2 Per Resolution P20-03 Emergency Declaration, live visitors' comments have been
3 temporarily suspended from meetings.

4 **F. PROCLAMATION**

5 **1. Resolution 20-05 to recognize and celebrate the Philomath High School Class of**
6 **2020 graduates** – Mayor Niemann read the proclamation into the record.

7
8 Councilor Causey requested the following amendments:

9 Paragraph 1 – Replace “the” with “a” to read: “experienced a dramatic interruption ...”

10 Paragraph 7 – Insert “our” to read: “to many of our outstanding and deserving ...”

11 Paragraph 9 – Do not capitalize the “t” in two thousand and delete the “and” to read “two
12 thousand twenty”.

13
14 **MOTION:** Councilor Low moved, Councilor Edmonds second to approve Resolution 20-05
15 as amended. Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low,
16 Thomas and Niemann; No: None.)

17
18 **G. OLD BUSINESS**

19 **1. Proposed Landmark Drive Local Improvement District Engineer’s Report** – Mr.
20 Workman reviewed the agenda item summary history of the Landmark Drive infrastructure
21 improvement project and the engineer’s estimate as outlined in the report. He noted the
22 water line costs would be less than estimated due to the existing water line that is in place.
23 He provided next steps, including setting a public hearing for the Council to receive
24 comment from the adjacent property owners and public. Discussion topics included:
25 assessment cost per acre calculations, assessed property values, the existing waterline,
26 estimated project calculations, the ENR 20 Construction Cost Index, future street
27 maintenance, sidewalks in industrial zones, Water Master Plan implications, the history of
28 the access described as Landmark Drive, interested property owners, the options available
29 to the property owners for improving the drive, and repayment options available to the
30 property owners.

31 Barb Hartz, Philomath, OR – Ms. Hartz referenced some of the costs included in the
32 estimate that she believed could be reduced. She described the benefits to neighboring
33 property owners of the improvements, the benefits to the City for additional businesses that
34 could locate there, and benefits of dust reduction for properties located across the highway.
35 She described the win-win potential of the project and expressed appreciation to the Council
36 considering it.

37 Mayor Niemann reviewed next steps, including setting a public hearing. Mr. Workman
38 described the brownfields redevelopment grant funds the Hartz’ have accessed for analysis
39 of the economic development potential of the property at the northern terminus of Landmark
40 Drive. He described some of the potential economic benefits if Landmark Drive were
41 improved and referred to a diagram of the Landmark Drive area (Supplemental Agenda Item
42 #G.01).

43 There was discussion about wetlands implications on the Hartz property and the likelihood
44 of future development of the property to the north with the completion of road improvements.
45 There was discussion about the financing of the project.

1 **MOTION:** Councilor Edmonds moved, Councilor Causey second, to approve the Engineer's
2 Report for the proposed Landmark Drive Local Improvement District and direct staff to notice
3 a Public Hearing for July 13, 2020 to the affected property owners and the public. Motion
4 APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, Thomas and Niemann; No:
5 None.)
6

7 **H. NEW BUSINESS**

8 **1. Council Terms Charter Amendment review of draft text** – Mr. Brewer reviewed the
9 options for charter amendment text based on the Council's May 11 meeting discussion.
10 There was discussion about the transition election options. Councilor Jones recommended
11 separate ballot measures be presented to the voters for each charter section amendment.
12 Mayor Niemann stated his position that this may not be the correct timing for proposing a
13 change. There was discussion about the development of the ballot language text and the
14 implementation of any change not actually taking effect until the 2022 election. There was
15 discussion about public feedback received to this point.

16 Ms. Post provided a summary of the calendar and deadlines for proceeding. Councilor
17 Edmonds noted the Strategic Plan objective related to a Charter amendment proposal. Mr.
18 Workman reviewed the reasons for the addition of the objective in the Strategic Plan. Staff
19 was directed to schedule a public hearing on June 22. There was additional discussion
20 about the options for Section 3.4.

21 **MOTION:** Councilor Jones moved to include the first option in Section 3.4. There was
22 discussion about the method of determining election to two or four year terms for the first
23 election. Mr. Brewer suggested drafting additional language for the Ad Hoc Committee to
24 review. Second by Councilor Thomas. Motion APPROVED 4-3 (Yes: Jones, Thomas,
25 Causey, and Low; No: Lehman, Edmonds, Niemann).

26 **2. OLCC Application from Eats & Treats** – Ms. Post summarized the application for off
27 premises liquor sales. Chief Rueben stated there was no disqualifying information related to
28 the business. There was discussion about the application and process.
29

30 **MOTION:** Councilor Thomas moved, Councilor Jones second, that the Philomath City
31 Council recommend approval of the OLCC liquor license application submitted by Eats and
32 Treats Café. Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low,
33 Thomas and Niemann; No: None.)

34 **MOTION:** Councilor Thomas moved, Councilor Lehman second, to waive the \$75 new liquor
35 license application for Eats and Treats Café. Motion APPROVED 7-0 (Yes: Causey,
36 Edmonds, Jones, Lehman, Low, Thomas and Niemann; No: None.)

37 **I. COUNCIL REPORTS**

38 **Councilor Low** – Councilor Low summarized the Philomath Community Services (PCS)
39 Annual Report included in the agenda packet. He noted that 73% of families served in 2019
40 had Philomath addresses. There was discussion about the association between the Linn-
41 Benton Food Share and PCS. There was discussion about the revenue sources utilized by
42 PCS, including grants, donations and in-kind contributions.
43

44 **Councilor Edmonds** – Councilor Edmonds noted a slight increase in Philomath Connection
45 ridership (Information & Correspondence Agenda Item #K.01) and the potential for
46 additional ridership increases as the County moves into Phase 2 of reopening from the
47 COVID-19 restrictions.
48

1 **Councilor Causey** – Councilor Causey reported on her support of a ballot measure to
2 increase the tax on cigarettes, cigars and e-cigarettes.

3
4 **Councilor Thomas** – Councilor Thomas reported that the Corvallis Sewing Brigade has
5 donated over 27,000 masks and that they have a Go Fund Me page to contribute towards
6 material expenses. He reviewed the masks and face shields that have been made and
7 donated.

8
9 **Councilor Jones** – Councilor Jones suggested a need for increased public participation
10 methods while using the Zoom videoconferencing platform. Mayor Niemann recommended
11 continued caution on proceeding to in-person meetings. Councilor Thomas advocated for
12 continuing the meetings as-is and delaying in-person meetings at this time. There was
13 discussion about methods of taking public comments electronically. There was discussion
14 about eliminating the restriction on visitors' comments as implemented on Resolution P20-
15 03. Councilor Edmonds encouraged the need to identify visitors to ensure security.

16
17 **MOTION:** Councilor Jones moved, Councilor Causey second, to eliminate the suspension of
18 verbal visitors' comments. Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones,
19 Lehman, Low, Thomas and Niemann; No: None.)

20
21 **Mayor Niemann** – Mayor Niemann thanked the Philomath Community Church for support of
22 the Police Department during difficult times. He complimented Living Faith Community
23 Church for the landscaping makeover at the Post Office. He recognized the Church of Later
24 Day Saints for the truckload of food donated to Linn-Benton Food Share. He recognized
25 Peace Lutheran Church for success in blood drives.

26
27 **J. STAFF REPORTS**

28 **1. City Manager** – Mr. Workman reported he would send the majority of his report via
29 email to the Council tomorrow. He reviewed an Intergovernmental Agreement request from
30 Benton County for a CDBG grant from Business Oregon to support small businesses and
31 micro enterprises (Supplemental Agenda Item #J.01). Council gave consensus to direct the
32 City Manager to sign the IGA.

33
34 **2. City Attorney** – Mr. Brewer reviewed the Oregon Court of Appeals decision on SB1573.

35
36 **3. Finance Director** – No report.

37
38 **4. Police Chief** – No report.

39
40 **5. City Recorder** – No report.

41
42 **6. Public Works Director** – Mr. Fear reported hydrant flushing should be completed early
43 this week and the contractor on the Timber Estates sewer main project expects to be up to
44 the Timber Estates pump station by the end of the week.

45 **K. INFORMATION & CORRESPONDENCE**

46 **1. Philomath Connection ridership for May** – No additional comment.

47 **2. Finance & Administration Committee minutes of 5/19/2020** – No comment.

48 **3. LOC article on State revenue projections** – No comment.

49 **4. Email from City Attorney's Office regarding Oregon Court of Appeals decision on**
50 **SB 1573 lawsuit** – No additional comment.

51 **5. Letter of thanks from Vina Moses FISH** – No comment.

52 **6. Letter of thanks from ABC House** – No comment.

- 1 **7. Letter of thanks from Strengthening Rural Families – No comment.**
2 **8. Park Advisory Board minutes of 5/14/2020 – No comment.**

3
4 Mr. Workman noted that the Philomath Chamber send a thank you letter to the Council that
5 he will distribute tomorrow (Supplemental Agenda Item K.9).

6
7 **L. EXECUTIVE SESSION**

8 **1. Per ORS 192.660(2)(h) Consultation with Legal Counsel with regard to litigation –**
9 Mayor Niemann read the Executive Session rules and moved the Council into Executive
10 Session via a Zoom breakout room at 9:35 p.m.

11 **ROLL CALL:**

12 Mayor Eric Niemann, Councilors Ruth Causey, Doug Edmonds, Chas Jones, Matt Lehman,
13 David Low, and Matthew Thomas.

14 Staff Present: City Manager Chris Workman, City Attorney Jim Brewer, Public Works
15 Director Kevin Fear and City Recorder Ruth Post.

16 **M. RECONVENE**

17 **1. Return to public session –** The Council reconvened in a public Zoom videoconference
18 meeting at 10:24 p.m.

19 Mr. Brewer recapped the Executive Session discussion regarding options on how to
20 proceed after the decision by the Oregon Court of Appeals on the City's SB 1573 lawsuit.

21 **MOTION:** Councilor Edmonds moved, Councilor Causey second, to not pursue the SB 1573
22 suit at this time. Motion APPROVED 6-1 (Yes: Causey, Edmonds, Jones, Low, Edmonds
23 and Niemann; No: Thomas.)

24 There was discussion about the importance of the will of the local voters and the need for
25 the Council to take available steps to preserve it. There was discussion about possible
26 amendments to the existing City Charter with regard to annexations and the best process for
27 reviewing those.

28 **MOTION:** Councilor Lehman moved, Councilor Edmonds second, to send the Charter
29 annexation language issue to the Planning Commission for further review. Motion
30 APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, Thomas and Niemann; No:
31 None.)

32 **N. ADJOURNMENT**

33 Seeing no further business, meeting adjourned at 10:36 p.m. by Mayor Niemann.

34
35
36 _____
Eric Niemann, Mayor

Ruth Post, MMC, City Recorder

TO: Mayor and City Council

FROM: Jim Brewer, City Attorney

DATE: June 16, 2020

RE: Public Hearing for Possible Charter Amendment Related to Staggered Council Terms and Term Limits

For your June 22, 2020 meeting and public hearing, I have attached draft language for a possible Charter Amendment to allow staggered 4-year council terms, with a limit of three terms. Four-year terms are the shortest term that will allow staggered terms and comply with the State requirement that City elections fall on the same two years schedule as the State's general elections. For the 2022 general election, the draft language would allow candidates some preference in running for a two-year term or for a four-year term. Beginning in 2024, all terms for Council and Mayor would be for 4 years, with half of the Council running every two years. The proposal is to extend the residency requirement to 12 months from the current 6 months, and to limit the terms of the Mayor and Councilors to three consecutive terms (and to clearly describe how appointed partial terms fit with that limit).

Our recommendation is that City Council conduct a public hearing on the draft language, then deliberate to decide whether to place this matter (including any possible amendments) before the voters. If the Council determines that the draft Charter amendments should be placed before the voters, we will put the language into the form for a ballot title proposing its adoption at the November 2020 general election.

Optional Motions:

1. I move to place the proposed Charter Amendments before the voters, and direct the City Attorney to draft a ballot title proposing its adoption for the November 2020 general election.
2. I move to not place the proposed Charter Amendments before the voters at this time.

Attachment: Proposed text of Charter Amendments related to staggered Council terms and term limits.

Proposed text of Charter Amendments related to staggered Council terms and term limits:

1. **Replace Section 3.4 and 3.5 in the following manner:**

CURRENT CHARTER LANGUAGE:

~~Section 3.4 Councilors.~~

~~Councilors in office at the time this charter is adopted shall continue in office until the end of the terms for which they were elected. Councilors elected at the 1986 biennial general election shall serve a term of four years. At the first biennial general election after this charter becomes effective, three councilors shall be elected, each for a term of two years. At each subsequent biennial general election, six councilors shall be elected, each for a term of two years.~~

REPLACE WITH NEW SECTION:

Section 3.4 Councilors.

In order to have staggered 4-year terms going forward, six Councilors shall be elected at the 2022 biennial general election. Candidates for Councilor shall inform the City Election Official of the candidate's preference to serve a four-year term or a two-year term. If the 2022 election results in six successful candidates with three whose preference was to serve a four-year term and three whose preference was to serve a two-year term, that preference shall be the term served. If the 2022 election results are such that the candidate's preferences do not align with an even division of preferences, or if there is any other disagreement regarding who serves which length of terms, the three Councilors elected in 2022 with the highest number of votes shall each serve a term of four years, and the three Councilors with the lowest number of votes shall each serve a term of two years. At the 2024 biennial general election, three Councilors shall be elected, each for a term of four years.

At each subsequent biennial general election, three Councilors shall be elected, each for a term of four years.

CURRENT CHARTER LANGUAGE:

~~Section 3.5 Mayor.~~

~~At each biennial general election a mayor shall be elected for a term of two years.~~

REPLACE WITH NEW SECTION:

Section 3.5 Mayor.

Effective with the 2024 biennial general election, and then each subsequent four years, a mayor shall be elected for a term of four years.

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2. Amend Section 3.8 as follows:

AMEND SECTION 3.8(1) and (3) to read:

Section 3.8 Qualifications of officers.

(1) To be eligible for an elective city office, a person at the time of election must be a qualified elector within the meaning of the state constitution and have resided in the city during the ~~six~~ **twelve** months immediately preceding the election. For purposes of this subsection, “city” means all areas included in the corporate limits as of the date of the election.

(2) No appointive officer or employee may serve on the council.

(3) No person may be a candidate for the offices of mayor and council at the same election, nor shall any person serve a continuous period of the council, including service as mayor, of more than ~~ten years plus the portion of a partial term to which he or she may have been originally appointed.~~ **more than three four-year terms. For purposes of eligibility, a person appointed to fill a council position pursuant to Section 7.2 of this Charter shall be considered to have served a four-year term only if the person has served in the appointed council position for two years or more. A partial term of less than two years shall not be counted in considering the eligibility of a person.**

(4) Except as otherwise provided in this section, the council is the final judge of the qualifications and election of its own members.

Anissa Teslow Cheek
1366 Cedar Street
Philomath, OR 97370

June 22, 2020

Philomath City Council
980 Applegate Street
Philomath, OR 97370

Councilor Causey, Councilor Lehman, Councilor Edmonds, Councilor Jones, Councilor Low, and Councilor Thomas,

I am writing today to voice my frustration and anger because of your lack of any public response to the murder of George Floyd, the countless victims of police brutality and deaths, and the resurgence of the Black Lives Matter movement. Your lack of any formal or informal statement aids in the narrative that Philomath does not have Black residents and that racism does not exist here both which are false. By not responding to this moment in history you are erasing Black residents and their lived experiences in Philomath as well as the Black people who stop in Philomath on their way to/from the coast. You are also failing in taking the first steps to create social change in Philomath and improve the safety, wellbeing, and sense of community of not only Black residents but Indigenous and people of color.

Your lack of morals and ethics are disheartening to say the least. Genuine and everlasting change begins with individuals and local leaders. Don't you want to be leaders? We look to our leaders for guidance, integrity, and building of community. It is imperative that you begin to exhibit those values and by doing so be an example of what all Philomath residents should strive for and become.

The city's strategic plan includes a cultural shift to "inspire and continually pursue a culture of safety and wellbeing." By not even releasing a statement regarding the Black Lives Movement, how do you expect to inspire and pursue the culture of safety and wellbeing, especially for your Black residents?

As Hillel the Elder said, "If not now, when? If not you, who?" It is not too late to make a statement. It is not too late to start taking steps towards change. I am doing work as a Philomath resident to start change and that is by writing you.

The time is now. Make your time worthwhile.

Anissa Teslow Cheek



FOR IMMEDIATE RELEASE

May 28, 2020

Statement from Oregon Association Chiefs of Police, Oregon State Sheriffs' Association and Oregon State Police in response to the tragic death of George Floyd in Minneapolis

Oregon's Police Chiefs, Sheriffs and State Police Superintendent are unified in condemning the reprehensible actions and tactics demonstrated in Minneapolis that resulted in the tragic death of George Floyd.

As police leaders and on behalf of our law enforcement officers in Oregon, we wish to reassure our communities that we do not condone and will not tolerate this type of conduct. Our police officers, deputies and troopers take a solemn oath to uphold the Constitution. Our profession is based on the core values of honesty, character, professionalism, respect and accountability. We recognize and value the sanctity of human life and we believe all persons should be treated humanely and with dignity.

Public trust and accountability for police agencies and police officers is crucial to a safe, inclusive community. We recognize that even isolated incidents of police misconduct anywhere undermine public trust everywhere. We are dismayed and disgusted when the actions of a few tarnish the reputation of our honorable law enforcement profession and undermine the heroic work our police officers perform in service to our communities. We will continue to work hard to strengthen the confidence Oregonians have in our work and we value the trust you place in us.

A blue ink signature of Chief Jim Ferraris.

Chief Jim Ferraris, President
Oregon Association Chiefs of Police

A black ink signature of Superintendent Travis Hampton.

Superintendent Travis Hampton
Oregon State Police

A black ink signature of Sheriff Terry Rowan.

Sheriff Terry Rowan, President
Oregon State Sheriffs' Association

I want to thank Ms. Anissa Teslow Cheek for her critique of the City and the City Council for not preparing a public response to the murder of George Floyd and the Black Lives Matter movement. This is a challenging and difficult topic of conversation for me personally, and for a City whose staff and leaders are predominantly perceived to be Caucasian or white and have the associated privileges.

Because of my privilege associated with my race, gender, and socioeconomic status, I have not felt that I was the appropriate person to take the lead on this conversation. However, as a city leader I have been mistaken, as Ms. Cheek points out. The conversation that needs to be had in Philomath and without any more obvious choice, I am happy to help Ms. Cheek to push the conversation forward.

I do not believe that tonight is the right time to have an extended conversation on this very important topic. I think that the topic is so incredibly important that the City, its leaders, its staff, and maybe even its residents need to dedicate a specific time and place for this conversation. I also feel strongly that the City needs to set aside at least \$20,000-\$30,000 in our 2020-2021 budget for City leaders and staff to participate in training on issues of Justice, Equity, Diversity, and Inclusion. This afternoon, I had a conversation with Karen Belsey ~~Kate Weicke~~ (associated with the Portland-based Center for Equity and Inclusion) and she stated that her organization has a facilitated training session that allow us to start having those conversations. That training would cost approximately \$600 per person (discounted rates may be available).

I know that as an elected official and leader of the community, we were invited and encouraged to attend three training sessions provided by the Department of Public Safety Standards and Training regarding the standards they set for the State of Oregon regarding policies of Police use of force, which Philomath's Police Department are trained to follow.

I agree with Ms. Cheek's statement that the time is now for Philomath to take steps towards change. I suppose that it is possible that some of you may not believe that there is any need for change in our community. Maybe we haven't had any incidents of excessive force by our police. Maybe we haven't had any complaints or associated issues with City staff or City leaders. However, it is important to know that everyone of us have implicit biases; we all have privileges that are not afforded to our resident and non-resident people of color in Philomath.

In short, Ms. Anissa Teslow Cheek is right to be angry at the lack of response by her City leaders in response to the Black Lives Matter movement. She is right to be frustrated by my lack of leadership on the conversation. Yet, I am certainly willing to stand before you all today and voice my support for the Black Lives Matter movement. I don't know that the City of Philomath has done sufficient homework or is prepared to make a similar or related statement as a civic entity. I suspect that the trainings that I propose above might help us get there.

Thank you again, Ms. Cheek, for calling me and my fellow City leaders out on this topic. In her statement, Ms. Cheek reminds us that our Strategic Plan approved by this City Council in February 2020 highlights that key cultural shifts identified in the strategic planning process "call on the City to ... inspire and continually pursue a culture of safety and wellbeing."

That being said, I would support a City resolution or mayoral proclamation denouncing police violence and brutality against people of color, affirm that black lives matter, and reaffirm that Philomath is a welcoming community.



Agenda Item #F.01
Meeting Date: 6/22/2020

Philomath City Council Agenda Item Summary

Title/Topic: Cyber Security Policy

Meeting Date: June 22, 2020
Subcommittee: Finance and Administration Committee
Chair: Councilor David Low

BACKGROUND

The City currently does not have a Cyber Security Policy. This is a necessary policy that will clarify expectations and rules regarding use of the City's computers and computer programs, cell phones and email.

In addition to this being an essential policy, the City needs to submit a copy of the policy to our insurance carrier so that we can continue to purchase a cyber liability insurance rider. The cyber policy provides an additional \$200,000 of insurance for ransomware or other potential cyber type losses.

The Finance and Administration Committee has reviewed the policy and has forwarded it to the City Council for approval.

SUGGESTED MOTION

"I move that the Philomath City Council approve the Cyber Security Policy."

ATTACHMENT

Cyber Security Policy

Cyber Security

Effective Date: 7/1/2020
Revision Number: Original Policy

City of Philomath

TABLE OF CONTENTS

Purpose of the Cyber Security Policy	2
Applicability.....	2
IT Definition	2
General Email/Internet Security and Use	2
General Security Policy	2
System Security Policy.....	3
Password System Security.....	3
Desktop Services Security Policy	3
Internet Acceptable Use Policy.....	4
Email Security Policy.....	5
Virus, Hostile and Malicious Code Security Policy	5
Reporting Security Concerns.....	6
City Owned Property.....	6
Care of Property	6
Personal Equipment Policy	7
Release of Liability and Disclaimer to Users	7
Acceptable Use Policy.....	7
General Policy	7
Authorization of Devices.....	7
Third-Party Application on Devices	7
Remote Wiping.....	7
Social Engineering.....	8
Awareness Training	8
On-line Social Networking.....	8
Definitions.....	8
Prohibited Use.....	9
Prohibited Conduct.....	9
Contingency Plan.....	10

PURPOSE OF THE CYBER SECURITY POLICY

The City of Philomath Cyber Security Policy forms the foundation of the City's Information Security Program. Information security policies are the principles that direct managerial decision-making and facilitate secure business operations. A concise set of security policies enables the IT team to manage the security of information assets and maintain accountability. These policies provide the security framework upon which all subsequent security efforts will be based. They define the appropriate and authorized behavior for personnel approved to use the City of Philomath's information assets.

APPLICABILITY

The City of Philomath Cyber Security Policy applies to all employees, interns, contractors, volunteers and anyone using the City of Philomath assets/digital assets. Policies are the organizational mechanism used to manage the confidentiality, integrity and availability issues associated with information digital assets. Information digital assets are defined as any information system (hardware or software), data, networks, and components owned or leased by the City of Philomath or its designated representatives.

Specific departments might have additional policies.

IT DEFINITION

There are several references to IT and the IT Department throughout the policy. IT is defined as the City's Information Technology contractor OR the City Manager OR any Department Head.

GENERAL EMAIL/INTERNET SECURITY AND USE

General Security Policy

All employees, contractors, volunteers, and any other person using or accessing the City of Philomath information, or information systems, digital assets or social media must adhere to the following policies:

- All information systems within the City of Philomath are the property of the City of Philomath and will be used in compliance with the City of Philomath policy statements.
- Any personal information placed on the City of Philomath information system resources becomes the property of the City of Philomath.
- Any attempt to circumvent the City of Philomath security policy statements and procedures (e.g., disconnecting or tunneling a protocol through a firewall) is strictly prohibited.
- Unauthorized use, destruction, modification and/or distribution of the City of Philomath information or information systems is prohibited.
- All users will acknowledge understanding and acceptance by signing the appropriate City of Philomath policy statements prior to use of the City of Philomath information assets and information systems.
- At a minimum, all users will be responsible for understanding and complying with the following policy statements:
 - General Security Policy
 - System Security Policy
 - Password System Security
 - Desktop Service Security Policy
 - Internet Acceptable Use Policy
 - Email Security Policy
 - Personal Equipment Policy
 - Virus, Hostile and Malicious Code Policy
- All users will report any irregularities found in information or information systems to the IT team immediately upon detection.
- The City of Philomath information systems and information will be subject to monitoring at all times. Use of the City of Philomath information systems constitutes acceptance of this monitoring policy.

- Use of any City of Philomath information system or dissemination of information in a manner bringing disrepute, damage or ill will against the City of Philomath is not authorized.
- Release of City of Philomath information will be in accordance with the City of Philomath policy statements
- Users will not attach their own computer or test equipment to City of Philomath computers or networks without prior approval of the IT team or its designated representative.

System Security Policy

The City of Philomath's System Security Policy addresses access control, use of hardware, operating systems, software, servers and backup requirements for all systems maintained and operated by the City of Philomath.

The System Security Policy applies to all City of Philomath employees, contractors, vendors, and any other person using or accessing City of Philomath information or information systems. Exceptions to this policy must be approved by the City Manager or his or her designated representative.

Password System Security

In today's information age, poorly selected, reusable passwords represent the most vulnerable aspects of information security. The City of Philomath has adopted this policy to ensure that the private information of our citizens and our proprietary data are kept secure at all times. City of Philomath authorized users must comply with creation, usage and storage policies to minimize risk to the city's information assets:

- Some users will be required to use dual multi-factor authentication
- For users who are not required to use dual multi-factor authentication, their passwords will conform to the following criteria:
 - Passwords will be a minimum of eight characters
 - Passwords must consist of at least one uppercase letter, one lowercase letter and one number.
- The sharing of passwords is prohibited.
- Any suspicious queries regarding passwords will be reported to the IT team.
- Passwords will be protected as the City of Philomath's proprietary information. Writing them down or storing them unencrypted on the information system is prohibited.
- Users must change their passwords every 180 days and may reuse passwords only after 10 different passwords have been used.
- Accounts will be locked out after five failed password attempts in a 30-minute time period. Accounts can be reset by contacting the IT team or by waiting 30 minutes for the account to reset automatically.
- Users will be forced to unlock their computers using their network password after 60 minutes of inactivity on their desktops.
- All system passwords will be changed within 24 hours after a possible compromise.
- When users leave the organization, their accounts will be immediately disabled or deleted by their direct supervisor.
- If the user leaving the organization was a privileged user or a network administrator, all system passwords will be changed immediately.

Desktop Services Security Policy

The City of Philomath's Desktop Services Security Policy addresses the authorized and legitimate use of hardware, operating systems, software, local area network (LAN), file servers and all other peripherals used to access any City of Philomath information system:

- No software of any kind will be installed onto a laptop or desktop computer without the approval of the IT team.
- Only system administrators will have the ability to install software.

- Unauthorized copying or distributing of copyrighted software is a violation of federal copyright law and will not be permitted.
- Personal software will not be installed on any City of Philomath machine.
- Users will not allow non-employees to use any City of Philomath machine or device without authorization of the IT team.
- The following items are City policy for security monitoring:
 - All City of Philomath systems and network activities will be subject to monitoring. Use of City of Philomath systems and networks constitutes consent to this monitoring.
 - Disabling or interfering with virus protection software is prohibited.
 - Disabling or interfering with logging, auditing or monitoring software is prohibited.
 - All City of Philomath desktop services will be subject to inventory and inspection.
 - Security irregularities, incidents, emergencies and disasters related to City of Philomath information or systems will be reported to the IT team immediately.
- The following items are City policy for system usage:
 - Sabotage, destruction, misuse or unauthorized repairs are prohibited on City of Philomath information systems.
- All repairs will be authorized and performed by the IT team:
 - Desktop resources will not be used to compromise, harm, destroy or modify any other service or resource on the City of Philomath information system.
 - All data on information systems at the City of Philomath is classified as City proprietary information, unless shared through an approved agreement.
 - Users will secure all printed material and other electronic media associated with their use of City of Philomath information and information systems.
 - Storage, development or the unauthorized use of tools that compromise security (such as password crackers or network sniffers) are prohibited.

Internet Acceptable Use Policy

Internet access is provided to the City of Philomath employees to conduct City of Philomath business. While these resources are to be used primarily for the City of Philomath business, the City realizes that employees may occasionally use them for personal matters and therefore provides access to non-offensive personal sites.

- Internet activity will be monitored for misuse.
- Internet activities that can be attributed to a City of Philomath domain address (such as posting to newsgroups, use of chat facilities and participation in mail lists) must not bring disrepute to the City of Philomath or associate the City of Philomath with controversial issues (e.g., sexually explicit materials).
- Internet use must not have a negative effect on the City of Philomath operations.
- Users will not make unauthorized purchases or business commitments through the internet.
- Internet services will not be used for personal gain.
- Internet users will make full attribution of sources for materials collected from the internet. Plagiarism or violation of copyright is prohibited.
- Release of City of Philomath proprietary information to the internet (e.g., posting information to a newsgroup) is prohibited.
- All internet users will immediately notify the IT team of any suspicious activity.
- All remote access to the City of Philomath internal network through the internet will be encrypted and authenticated in a manner authorized by the IT team.

Accessing personal social networking accounts (including but not limited to Facebook, Twitter, Google+, LinkedIn, Foursquare and Tumblr) or using City of Philomath email for social networking purposes is prohibited. The use of social networking sites for specific business purposes must be pre-approved or assigned by a manager or supervisor.

Email Security Policy

The City of Philomath Email Security Policy specifies mechanisms for the protection of information sent or retrieved through email. In addition, the policy guides representatives of the City of Philomath in the acceptable use of email. For this policy, email is described as any computer-based messaging including notes, memos, letters and data files that may be sent as attachments.

Authorized users are required to adhere to the following policies. Violators of any policy are subject to disciplinary actions, up to and including termination.

The following items are the City policy statements for Access Controls:

- All email on the City of Philomath information systems, including personal email, is the property of City of Philomath. As such, all email can and will be periodically monitored for compliance with this policy.
- Individual email accounts are intended to be used only by the person to whom they are assigned. Special arrangements can be made to share information between approved users. In all other cases, no user is authorized to open or read the email of another without the express consent of the City Manager or a Department Head.
- Email is provided to the users of City of Philomath primarily to enhance their ability to conduct City of Philomath business.
- Terminated employees or others that no longer are associated with the City, will have all email access immediately blocked.
- Users who leave the City of Philomath will have all new emails automatically forwarded to their supervisor, for 30 days.
- The former employee's supervisor is responsible for disseminating stored emails to the appropriate party. After the date of separation, the former user's mailbox will be permanently removed from the system in accordance with applicable requirements.

The following items are the City policy statements for Content:

- Use of profane, inappropriate, pornographic, slanderous or misleading content in email is prohibited.
- Use of email to spam (e.g., global send or mail barrage) is prohibited. This includes the forwarding of chain emails.
- Use of email to communicate sexual or other harassment is prohibited. Users may not include any words or phrases that may be construed as derogatory based on race, color, sex, age, disability, national origin or any other category.
- Use of email to send unprofessional or derogatory messages is prohibited.
- Forging of email content (e.g., identification or addresses) is prohibited.
- All outgoing email will automatically include the following statement: "This email is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing or other use of this email by persons or entities other than the addressee is prohibited. If you have received this email in error, please contact the sender immediately, and delete the material from your computer."

The following items are the City policy statements for Usage:

- Any email activity that is in violation of policy statements or that constitutes suspicious or threatening internal or external activity will be reported.
- When sending email, users should verify all recipients to whom they are sending the message(s).
- Be aware that deleting an email message does not necessarily mean it has been deleted from the system.

Virus, Hostile and Malicious Code Security Policy

The intent of this policy is to better protect City of Philomath assets against attack from destructive or malicious programs:

- Any public domain, freeware or shareware software will be evaluated by the IT team prior to installation on any City resource.
- No unauthorized software will be downloaded and installed on end-user machines without express approval from the IT team.

- System users will not execute programs of unknown origin, as they may contain malicious logic.
- Only licensed and approved software will be used on any City computing resource.
- All licensed software will be write protected and stored by the IT team.
- City of Philomath users will scan all files introduced into the environment for virus, hostile and malicious code before use.
- The IT team will ensure that the City of Philomath obtains and deploys the latest in virus protection and detection tools.
- All information systems media, including disks, CDs and USB drives, introduced to the City of Philomath environment will be scanned for virus, hostile and malicious code.
- All email will be scanned for virus, hostile and malicious code.
- All internet file transfers will be scanned for virus, hostile and malicious code.
- The unauthorized development, transfer or execution for virus, hostile and malicious code is strictly prohibited.
- All users will report any suspicious occurrences to his/her supervisor or the IT team immediately.
- All City systems will be protected by a standard virus protection system.
- Virus engines and data files will be updated on at least a monthly basis.
- Viruses that are detected on a user's workstation will be reported to the IT team immediately for action and resolution.
- Irregular behaviors of any software program will be reported to the IT team immediately.

Reporting Security Concerns

The user agrees to report the following immediately:

- If the device is lost or stolen
- If the device has been attacked with malware, a virus or any other suspicious attack
- Any other security concern with regard to City data

CITY OWNED PROPERTY

All employees that have been assigned a City owned equipment such as a computer, IPad or cell phone sign a document showing that they have received the equipment. All equipment shall be returned to the City at the City's request or upon termination of employment. Documentation of the return shall be acknowledged by the signature of a supervisor.

Care of Property

Employees shall be responsible for the safekeeping, serviceable condition, proper care and use of equipment assigned to them. Intentional or negligent abuse or misuse of City property may lead to discipline including, but not limited to, the cost of repair or replacement.

- City issued equipment is intended to be used for City business. The City issued equipment may not be used to conduct personal business during their work day, except for brief personal communications (e.g. informing family of extended hours). Employees shall endeavor to limit their personal use to authorized break times, unless an emergency exists.
- City owned property shall only be used by the employee that it is assigned to.
- Employees may use City issued equipment to communicate with other personnel in situations where the use of the radio is either impracticable or not feasible. City issued equipment should not be used as a substitute for, or as a way to avoid or in lieu of regular radio communications.
- Employees are prohibited from taking pictures, making audio or video recordings or making copies of any such picture or recording media unless it is directly related to official City business. Disclosure of any such information to any third party through any means, without the express authorization of your Department Head, may result in discipline.
- Employees will not access social networking sites for any purpose that is not official City business.

- Using City owned equipment to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any employee having knowledge of such conduct shall promptly notify their Supervisor.
- City issued equipment including the associated phone number, if there is one, shall remain the sole property of the City and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.
- Unless an employee is authorized by their Supervisor for off-duty use of their assigned equipment, the device will either be secured in the workplace at the completion of their work day or will be turned off when leaving the workplace.
- Employees shall promptly report to their supervisor, any loss, damage to, or unserviceable condition of City issued equipment.
- City owned property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority from your Supervisor.

PERSONAL EQUIPMENT POLICY

Employees or other users are not allowed to use personal devices for city business unless authorized by IT.

Release of Liability and Disclaimer to Users

The City of Philomath hereby acknowledges that the use of personally owned devices in connection with City of Philomath business carries specific risks for which you, as the end user, assume full liability.

In the case of litigation, the City of Philomath may take and confiscate a user's personally owned device at any time.

Acceptable Use Policy

This policy provides rules for the acceptable use of personally owned devices on the City network.

General Policy

Users that have been approved by IT to access the City of Philomath network using their personally owned device may do so using only City of Philomath authorized software.

Users must follow the same rules when accessing the network from both City issued equipment and personally owned devices. When connected to the City of Philomath network, the user will NOT do the following:

- Use the service as part of violating the law
- Attempt to break the security of any computer network or user
- Attempt to send junk email or spam to anyone
- Attempt to send a massive amount of email to a specific person or system in order to flood a server

Authorization of Devices

The City of Philomath IT reserves the right to determine the level of network access for each personally owned device. The user could be granted full, partial or guest access.

The City of Philomath IT will install a digital certificate on each personally owned device, which will authenticate the user.

Third-party Applications on Devices

The City of Philomath IT reserves the right to block or limit the use of certain third-party applications, such as those that probe the network or share files illegally, that may harm the City's network.

As the number of approved applications continually evolves, the user must check with the IT department for the current list of approved third-party applications and get IT approval before downloading an application on the device.

Remote Wiping

While the City of Philomath does not own the device, it does own all City data. Therefore, the City of Philomath reserves the right to remotely wipe the user's personally owned device at any time. Not only will City data get wiped, but the user's personal

data could be lost as well. The user must understand and accept this risk.

Furthermore, the user must agree to a full wipe of the personally owned device if he or she leaves the City of Philomath. This may result in the loss of both City and personal data on the device.

SOCIAL ENGINEERING

Social engineering is the term used to describe criminals using deception to manipulate individuals into divulging confidential or personal information that may be used for fraudulent purposes. Often times a cybercriminal uses a reasonable facsimile of an email that looks like it may have come from an honest business. Some things to be aware of:

— Phishing scams attempt to obtain confidential personal information such as names, addresses and social security numbers.

— Do not open emails from untrusted or suspicious sources.

— Do not click on links or attachments without knowing the source.

The act of obtaining information through subtle and/or deceptive means via (social media, personal contact, or voice communications) that may or may not be obvious to the person being acted on too be used for illicit and/or fraudulent schemes. Examples of social engineering but not limited to are (convincing/persuasive) communication via email, phone, or social media. Methods may include but are not limited to (targeted emails/spear phishing, phone calls, social media, trojan websites, etc).

Awareness Training

Employees of the City of Philomath are required to participate in security training in the following instances:

- All new hires are required to complete security awareness training before receiving login credentials.
- Formal security awareness refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

On an annual basis, the City of Philomath will conduct email phishing exercises of its users. The purpose of these tests is to help educate users of common phishing scenarios. It will assess their level of awareness and comprehension of phishing, understanding and compliance with policy around safe handling of e-mails containing links and/or attachments, and their ability to recognize a questionable or fraudulent message.

ONLINE SOCIAL NETWORKING

Our City is committed to maintaining a good relationship with employees and with the public. If the City of Philomath sustains a positive reputation and excellent image in the public eye, it directly benefits the City as a whole, in addition to putting you in an advantageous situation as an employee. The way the public views the City of Philomath is vital to promoting operations, gaining public trust, retaining first-class employees, recruiting new employees, and promoting municipal services.

While the City of Philomath has no intentions of controlling employees' actions outside of work, it is important that employees practice caution and use discretion when posting content on the internet, especially on social networking sites that could affect the City of Philomath's business operations or reputation. This policy serves as a notice on the practice of social networking for all employees to read and understand.

The following is the purpose of the Online Social Networking Policy:

- To guarantee a constructive relationship between the City and its employees
- To reduce the possibility of risk to the City of Philomath or its reputation
- To discourage the use of City time for personal networking
- To ensure employees are aware of their actions while engaging in social networking, the number of individuals who can access information presented on social networking sites and the consequences associated with these actions

Definitions

Digital Assets

Digital assets are any type of media, visual communications, audio communications, security, in a digital/binary form. Examples of digital assets, but not limited to (medical information, educational information, personal information, pictures,

animations, documents, mail, text, chats, conversations, logos, photos, voice, movies, passwords, facial recognition, speech, pictures, independent of the type of device where the asset/data is stored, and/or used.

Social Media

Any software, website, or applications such as (mobile apps) or a future technology used for the purposes that enables the creating and/or sharing, communicating, sending, broadcasting, disseminating, receiving of content/digital assets with one or more people. Examples, but not limited to (Facebook, Email, Twitter, LinkedIn, Zoom, etc.)

Social Networking

Defined as any activity that involves interaction in online communities of people. This interaction includes, but is not limited to, browsing other users' profiles, browsing other users' photos, reading messages sent through social networking forums and engaging in online communities' instant messaging services.

Social Networking Sites

Specific online communities of users, or any website that links individuals electronically and provides a forum where users can connect and share information. These websites can be general or tailored to specific interests or certain types of users. Examples of popular social networking sites include Facebook, Twitter, Google+, LinkedIn, Foursquare and Tumblr. The list of domains that constitute social networking sites is ever growing and changing because of the nature of the internet.

Social Networking Profile

A specific user's personalized webpage within a certain social networking site, usually containing personal information such as one's name, birthday, profile photo and interests.

Microblogging

The practice of publishing your recent whereabouts, thoughts or activities on a social networking site for other users to see. This is the main focus of social networking sites such as Twitter, but it also includes features like status updates on Facebook.

Business Purposes

Using a social networking site for the City's gain, usually as a task or assignment given by a manager or supervisor. This can be done through a specific City account on a given social networking site.

Prohibited Use

It is important that employees use their time while at work to conduct City business. Employees are not blocked from access to social networking sites on the City of Philomath's computers because, under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for the City and to connect with citizens. However, access to such websites does not mean they can be used at any time. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-City business
- Browsing social networking sites for non-City business on City time
- Reading email alerts regarding personal social networking account activity or using City of Philomath email to correspond with personal social networking contacts
- Updating information, uploading photos or otherwise engaging with one's own, personal social networking profile for non-business purposes
- Micro-blogging for a non-business purpose on a social networking site throughout the day, whether it is on a City-provided computer or a personal PDA or smartphone device

Prohibited Conduct

Having your own individual social networking account and using it on your own time is certainly permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and are no longer private matters. While the City of Philomath will not be continuously monitoring employees' personal conduct on social networking sites, it might be a good guideline to assume that anything posted on your personal social networking profile could potentially be seen by anyone at the City. While this section of the policy is a sensitive one, the City of Philomath put it in place to protect not only the City, but you and your job. It is for your own security and defense that you follow these guidelines:

- Do not use microblogging features to talk about City business on your personal account, even on your own time. Do not

post anything you would not want your manager or supervisor to see or that would put your job in jeopardy.

- Do not use the City name, address or other information in your personal profile. This is for your physical safety as well as the safety of everyone else at the City and the protection of the City of Philomath's name.
- Do not post any pictures or comments involving the City or other City of Philomath employees that could be construed as inappropriate.
- You are also responsible for what other users post on your individual social networking profile. Do not allow inappropriate or sensitive information regarding the City of Philomath anywhere on your profile, even if it is generated by a different user.
- Remember that if your personal profile is visible to other employees at the City, supervisors, managers or peers, practice caution. You have control over yourself but not over these employees, and just one inappropriate picture or comment taken out of context could fall into the wrong hands and cost you your job.

CONTINGENCY PLAN

The City of Philomath's business contingency capability is based upon Datto cloud backups of all critical business data. This critical data is defined as network server data and Microsoft 365 hosted email. Full data backups will be performed on a daily basis. Confirmation that backups were performed successfully will be conducted weekly. Testing of cloud backups and restoration capability will be performed on a semiannual basis.

During a contingency event, all IT decisions and activities will be coordinated through and under the direction of the City Manager.

The following business contingency scenarios have been identified along with the intended responses:

- In the event that one or more of the City of Philomath's systems or applications are deemed corrupted or inaccessible, the City Manager will work with the respective vendor(s) to restore data from the most recent Datto cloud backup and, if necessary, acquire replacement hardware.
- In the event that the location housing the City of Philomath's systems are no longer accessible, the City Manager will work with the respective vendor(s) to acquire any necessary replacement hardware and software, implement these at one of the organization's other sites, and restore data from the most recent Datto cloud backup.

Cyber Security Policy: City of Philomath User Acknowledgment

Security of information and the tools that create, store and distribute that information are vital to the long-term health of our organization. Likewise, it is imperative that we maintain a positive reputation and excellent public image. To further these objectives, the City of Philomath has established this Cyber Security Policy.

All employees are expected to understand and follow the guidelines established by this policy. We encourage employees to take a proactive approach to cyber security. If and when you identify a potential problem, please report it promptly to your direct supervisor.

Prior to using City of Philomath equipment, each employee is expected to have read the entire Cyber Security Policy.

If you have any uncertainty regarding the content of this policy, you are required to consult your supervisor. This should be done prior to signing this acknowledgment form.

By signing below, I acknowledge that I have read City of Philomath's Cyber Security Policy in its entirety, and I understand and agree to the requirements and expectations of me as an employee.

Signature

Date



Philomath City Council Agenda Item Summary

Title/Topic: 2020-2021 Budget Resolutions

Meeting Date: June 22, 2020
Department: Finance

Staff Contact: Joan Swanson
Email: joan.swanson@philomathoregon.gov

ISSUE STATEMENT

The City must adopt a budget for the 2020-2021 fiscal year no later than June 30, 2020.

BACKGROUND

The Budget Committee has approved the budget as presented.

The City Council can increase expenditures of any fund up to \$5,000 or 10%, whichever is greater.

COUNCIL OPTIONS

1. Approve budget as presented.
2. Approve budget as amended.

CITY MANAGER RECOMMENDATION

Approve the budget as presented.

RECOMMENDED MOTION

I move the City Council approve Resolutions 20-06, 20-07, and 20-08 adopting the 2020-2021 budget, making appropriations and imposing and categorizing taxes. I further move the City Council approve Resolution 20-09 declaring the City's election to receive state revenue.

ATTACHMENTS

Resolution 20-06 Adopting the 2020-2021 budget
Resolution 20-07 Appropriating the 2020-2021 budget
Resolution 20-08 Imposing and categorizing taxes
Resolution 20-09 Electing to receive State revenue sharing funds

**CITY OF PHILOMATH
RESOLUTION 20-06**

A RESOLUTION ADOPTING THE 2020-2021 BUDGET

BE IT RESOLVED that the City Council of the City of Philomath hereby adopts the budget for fiscal year 2020-2021 in the total of \$22,592,890. This budget is now on file at City Hall, 980 Applegate Street, Philomath, Oregon.

PASSED by the Council this 22nd day of June 2020.

APPROVED by the Mayor this 22nd day of June 2020.

SIGNED:

Eric Niemann, Mayor

ATTEST:

Ruth Post, MMC, City Recorder

**CITY OF PHILOMATH
RESOLUTION 20-07**

A RESOLUTION MAKING APPROPRIATIONS FOR THE 2020-2021 BUDGET

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2020, for the following purposes:

GENERAL FUND

Administration/Planning	\$324,100
Building Permit	255,700
Finance	425,500
Municipal Court	234,300
Police	1,484,000
Buildings and Grounds	138,400
Parks	116,900
City Council	320,500
Transfers	240,000
Contingency	<u>150,000</u>
Fund Total	\$3,689,400

STREET FUND

Street Program	\$547,400
Transfers	102,500
Contingency	<u>100,000</u>
Fund Total	\$749,900

WATER FUND

Water Utility	\$984,750
Transfers	732,450
Contingency	<u>125,000</u>
Fund Total	\$1,842,200

SEWER FUND

Sewer Utility	794,900
Debt Service	378,800
Transfers	451,950
Contingency	<u>90,000</u>
Fund Total	\$1,715,650

STORM DRAIN FUND

Storm Drain Utility	\$41,000
Transfers	<u>39,000</u>
Fund Total	\$80,000

DEVELOPMENT REVIEW FUND

Development Review Program	<u>\$235,000</u>
Fund Total	\$235,000

LAND, BLDG., & EQUIP. RESERVE FUND

Capital Outlay	<u>\$4,424,900</u>
Fund Total	\$4,424,900

SYSTEMS DEVELOPMENT FUND

Systems Development Program	\$1,621,000
Transfers	<u>240,000</u>
Fund Total	\$1,861,000

COMMUNITY DEVELOPMENT FUND

Community Development Program	<u>\$91,400</u>
Fund Total	\$91,400

ECONOMIC DEVELOPMENT FUND

Economic Development Program	<u>\$45,840</u>
Fund Total	\$45,840

TOTAL APPROPRIATIONS, ALL FUNDS \$14,735,290

Total Unappropriated and Reserve Amounts, All Funds \$7,857,600

TOTAL ADOPTED BUDGET \$22,592,890

PASSED by the Council this 22nd day of June 2020.

APPROVED by the Mayor this 22nd day of June 2020.

SIGNED:

ATTEST:

Eric Niemann, Mayor

Ruth Post, MMC, City Recorder

**CITY OF PHILOMATH
RESOLUTION 20-08**

A RESOLUTION IMPOSING AND CATEGORIZING TAXES

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for tax year 2020-2021 upon the assessed value of all taxable property within the City of Philomath at the rate of \$5.3005 per \$1,000 of assessed value for permanent rate tax; and the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

General Government
Limitation

Permanent Rate Tax	\$5.3005/\$1,000
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PASSED by the Council this 22nd day of June 2020.

APPROVED by the Mayor this 22nd day of June 2020.

SIGNED:

Eric Niemann, Mayor

ATTEST:

Ruth Post, MMC, City Recorder

**CITY OF PHILOMATH
RESOLUTION 20-09**

**A RESOLUTION DECLARING THE CITY'S ELECTION TO
RECEIVE STATE REVENUES**

WHEREAS, ORS 221.770 requires the City of Philomath to elect to receive state revenues;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PHILOMATH that the City hereby elects to receive state revenues for fiscal year 2020-2021.

PASSED by the Council this 22nd day of June 2020.

APPROVED by the Mayor this 22nd day of June 2020.

SIGNED:

Eric Niemann, Mayor

ATTEST:

Ruth Post, MMC, City Recorder

I certify that a public hearing before the Budget Committee was held on April 29, 2020, and a public hearing before the City Council was held on May 11, 2020, giving citizens an opportunity to comment on use of State Revenue Sharing.

Ruth Post, MMC, City Recorder

From: David Low
Sent: Tuesday, June 9, 2020 1:33 PM
To: Chris Workman
Cc: president@philomathcommunityservices.org
Subject: Additional Information for Council_ PCS

Hi Chris,

My briefing about the 2019 report from PCS omitted a key point I wanted to make. Would you please pass this along to the Council and Mayor. Also, if it can be added to the official record as an addendum to my reports at last night's meeting, that would be appreciated.

PCS Board of Directors:

The PCS Board of Directors is a 'working board', meaning director involvement is required to a greater degree than most non-profit boards. Typically, a commitment of 10 hours or more per month is requested. PCS has been fortunate over the years to have had dedicated individuals step-up and serve. Over the past couple of years, PCS has had a fair amount of Board turnover including a couple of knowledgeable long time volunteers. This has created opportunities to refresh the organizational structure to position PCS to better serve the needy in our community. Unfortunately, the pandemic has added a whole new dimension of uncertainty at the same time the PCS Board was meaningfully moving forward with it's strategic plan. Still, PCS services continue with renewed resolve.

However, at this time, PCS has a need for several new volunteers to join the PCS Board of Directors. The bylaws call for between 7 and 13 board members, and currently we have just six. Skill sets desired include, among others, fund raising, grant writing, marketing, networking, proficiency with data base management, non-profit finances, and non-profit governance.

Our City Council has expressed gratitude for the services PCS brings to the community. I know the Council is comprised of folks with connections through out the community. My hope is by getting the word out, PCS can recruit additional qualified board members who will dedicate themselves to the PCS mission of 'People Helping People.'

For more information, interested persons should, contact Jean Goul, PCS President at president@philomathcommunityservices.org. Jean is also open to a phone call or text message (541) 231-8871.

Thank you.
David
David M. Low
Philomath City Councilor



Agenda Item #J.02
Meeting Date: 6/22/2020

PHILOMATH AREA CHAMBER OF COMMERCE

PO Box 606
PHILOMATH, OR 97370
541-929-2454
director@philomathchamber.org

June 2, 2020

Philomath City Council
Finance and Administration Committee
PO Box 400
Philomath, OR 97370

Dear City of Philomath:

On behalf of the Philomath Area Chamber of Commerce, I would like to express our sincere thanks and appreciation for your support. The \$1,000 of COVID-19 relief funds will help sustain us in continuing to serve the Philomath business community and service organizations. We are making every effort to continue providing the same level of support as our surrounding community reopens and works to recover from the lengthy closures.

Thank you for helping us to continue serving as an important advocate for the future success and recovery of our business community, and for valuing the work we do. We truly appreciate our partnership with the City of Philomath.

With sincere gratitude,

A handwritten signature in cursive script that reads "Shelley Niemann".

Shelley Niemann
Director, Philomath Area Chamber of Commerce

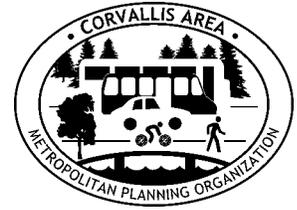
Dear Ms. Swanson and the City
of Philomath,

Thank you for your recent gift to
the ABC House. We are lucky to
have the City of Philomath as
a continued supporter, providing
valuable services to kiddos in
need of care in our communities.
You are appreciated!!!

Sincerely,
Valerie Fullerton — ABC House Board
Member

Corvallis Area Metropolitan Planning Organization

777 NW 9th Street, Suite 204C
Corvallis, Oregon 97330



June 15, 2020

The House Committee on Transportation and Infrastructure
Congressman Peter DeFazio, Chairman
madeleine.pike@mail.house.gov
abigail.camp@mail.house.gov

Dear Chairman DeFazio and Committee Members,

The Corvallis Area Metropolitan Planning Organization (CAMPO) is located in Oregon and comprised of the cities of Corvallis, Philomath and Adair Village, and Benton County. As elected members of these communities, we represent the views of CAMPO. And as representatives of these communities that care deeply about climate change, we strongly support the INVEST in America Act.

Currently, transportation is the largest contributor to greenhouse gases (GHG) in Oregon (DEQ, 2018)ⁱ and in fact total emissions from transportation are increasing since 2014, while other sectors are decreasing. Cities and counties are limited in their ability to raise revenue to fund projects locally, due in most part to statewide laws on property tax caps, voter approval of land annexation, and lack of a sales tax. The INVEST Act forces states to invest in transportation that reduces single occupancy vehicles, and makes small MPOs eligible for new grant programs to help reduce greenhouse gas emissions from transportation.

We have focused planning and programming in support of transportation projects that encourage walking, biking and transit. Your INVEST Act does all of that and more, and we thank you for all of the hard work on this bill.

Sincerely,

Barbara Bull, Corvallis City Councilor & Policy Board Chair
Patrick Malone, Benton County Commissioner & Policy Board Vice Chair
Eric Niemann, Philomath Mayor
Alan Rowe, Adair Village City Councilor

ⁱ <https://www.oregon.gov/energy/energy-oregon/pages/greenhouse-gas-snapshot.aspx>