



CITY OF PHILOMATH MEETING AGENDAS August 10, 2020

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

JOINT CITY COUNCIL/PLANNING COMMISSION MEETING AGENDA 6:00 P.M.

- A. ROLL CALL
- B. COMPREHENSIVE PLAN PROJECT
 - 1. Project status update by consultant
- C. NEXT STEPS
- D. ADJOURNMENT

REGULAR CITY COUNCIL MEETING AGENDA 7:00 P.M.

- 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 July 13, 2020
- C. ITEMS REMOVED FROM CONSENT AGENDA
- D. PUBLIC HEARING
 - 1. Formation of Landmark Drive Local Improvement District
- E. VISITORS COMMENTS

See the Opportunities to Comment section above to either submit written comments or sign up to speak.
Republic Services –Julie Jackson
- F. NEW BUSINESS
 - 1. Charter Amendment Voters' Pamphlet Explanatory Statement
 - 2. Planning Commission Vacancy
 - 3. LOC Annual meeting voting delegate designation
 - 4. Coronavirus Relief Fund Reimbursement Request and Emergency Relief Programs
- G. OLD BUSINESS
 - 1. Inclusivity Ad Hoc Committee next steps

H. ORDINANCES & RESOLUTIONS

1. Resolution 20-13 Assigning Skirvin Park to the City/School Rate for Water Consumption

I. COUNCIL REPORTS

J. STAFF REPORTS

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

K. INFORMATION & CORRESPONDENCE

1. Park Advisory Board minutes of July 9, 2020
2. Park Advisory Board minutes of July 23, 2020
3. Police Department Committee minutes of July 14, 2020
4. Finance & Administration Committee minutes of July 22, 2020
5. Philomath Scout Lodge newsletter
6. Budget update: June 30, 2020 comparison to last year
7. Philomath Connection bus ridership for June 2020
8. Police Department Committee minutes of May 19, 2020

L. ADJOURNMENT

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.

CITY MEETING/EVENTS SCHEDULE

(As of 8/5/2020)

AUGUST 2020

August 13	5:00 PM	Park Advisory Board meeting
August 17	6:00 PM	Planning Commission (if needed)
August 18	6:00 PM	Inclusivity Ad Hoc Committee meeting (tentative)
August 19	7:00 PM	Flossie Overman Park Dedication
August 24	7:00 PM	City Council meeting (if needed)
August 26	4:00 PM	Finance & Administration Committee meeting

SEPTEMBER 2020

September 7		City offices closed in observance of Labor Day Holiday
September 14	7:00 PM	City Council meeting
September 15	3:00 PM	Police Committee meeting
September 16	7:00 PM	Comprehensive Plan Advisory Committee meeting
September 21	6:00 PM	Planning Commission meeting (if needed)
September 28	7:00 PM	City Council meeting (if needed)

All meetings are currently being held via Zoom video & audio conferencing. 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 and access information.

**Philomath's Housing Needs
Analysis, Economic Opportunities
Analysis, Buildable Lands
Inventory, and Main Street Plan**

**Joint Planning Commission and
City Council Meeting #1**

August 10, 2020

ECONorthwest
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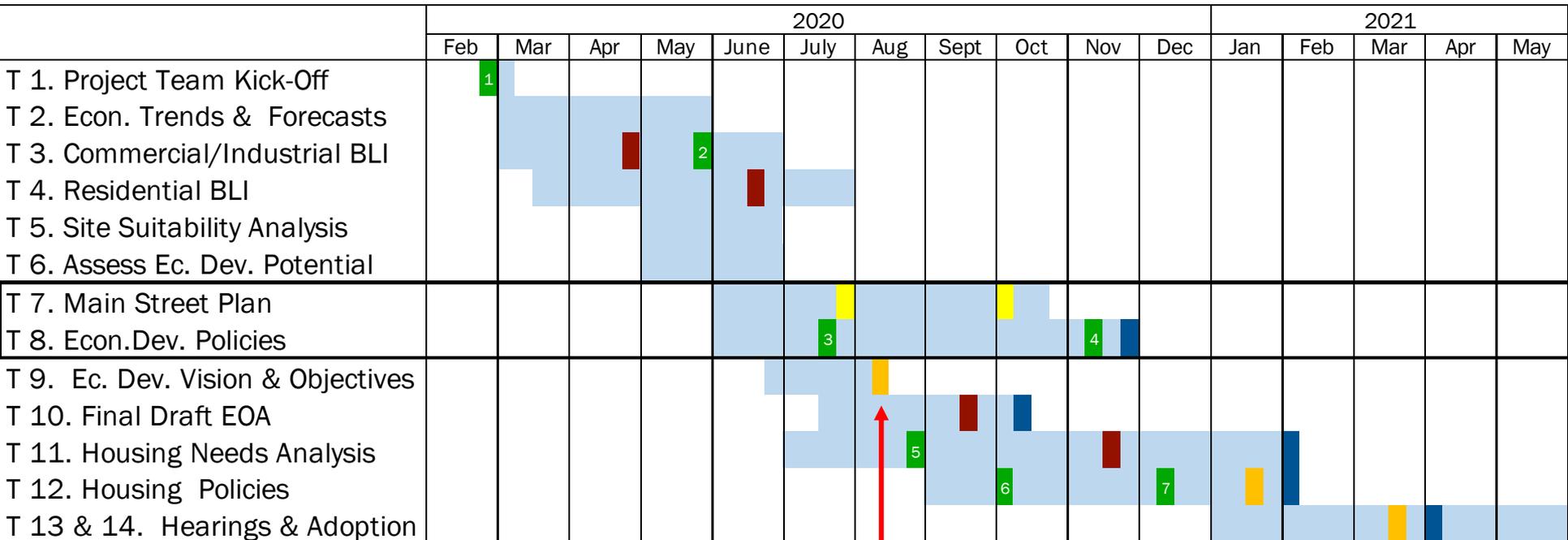
- Project Overview
- Meeting Focus
 - Employment Buildable Land Inventory Results
 - Findings from the EOA
 - Discussion of Economic Development Policies
- Next Steps

The Project



Economic Opportunities Analysis (EOA) and Buildable Lands Inventory (BLI)	Housing Needs Analysis (HNA) and Buildable Lands Inventory (BLI)	Main Street Planning
<ul style="list-style-type: none">• Analysis of economic trends• 20-year forecast of employment• Inventory of buildable lands: industrial and commercial• Land sufficiency analysis• Updated economic development policies	<ul style="list-style-type: none">• Analysis of housing and demographic trends• 20-year forecast of dwelling units• Inventory of buildable lands: residential• Land sufficiency analysis• Updated housing policies	<ul style="list-style-type: none">• Define downtown boundaries• Code audit• Design workshop• Zoning and form-based code recommendations

Project Schedule



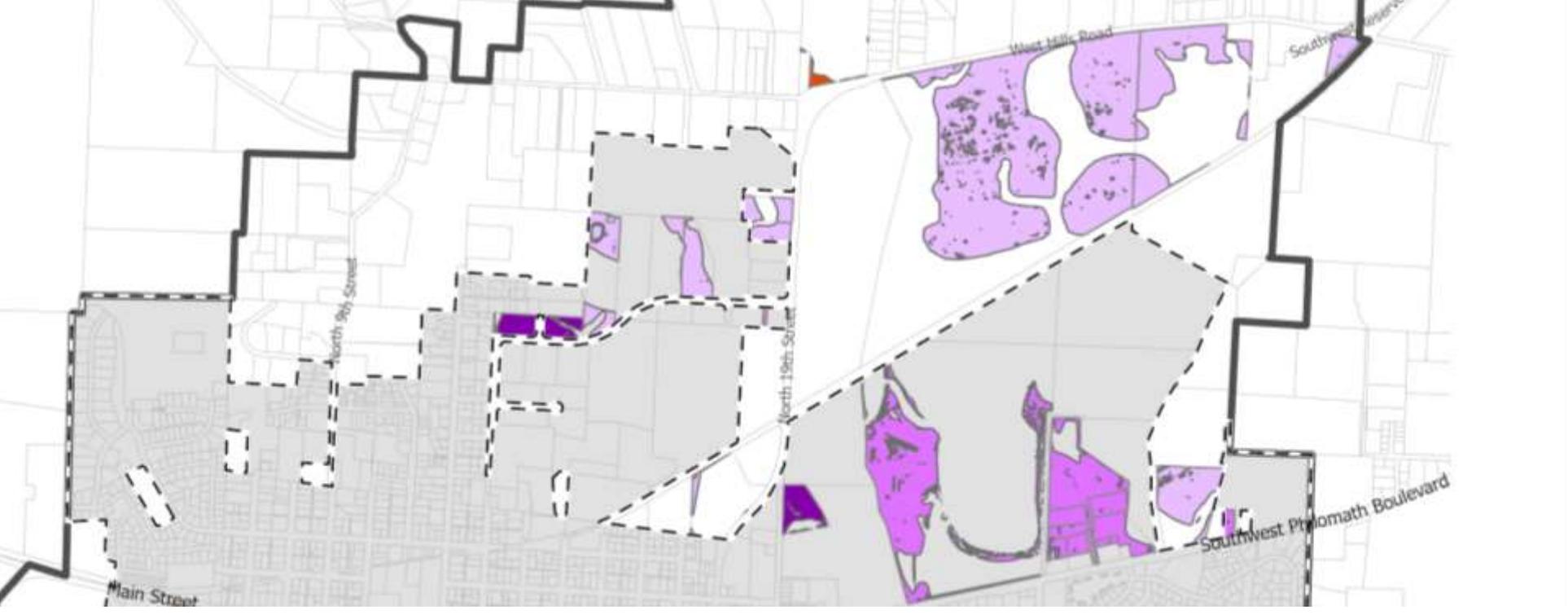
We are here

PACC Process Recap Thus Far

- **PAC Meeting 1 (Feb 24)**
 - Project Overview
 - Economic Development and Housing Objectives
- **PAC Meeting 2 (June 1)**
 - Preliminary BLI
 - Economic Trends and Forecast
 - Philomath's Competitive Advantages
- **PAC Meeting 3 (July 15)**
 - Refined BLI and Forecast
 - Target Industries
 - Site Suitability and Land Sufficiency
 - Draft Economic Development Policies

Planning Commission & City Council

- **During the project:**
 - Provide input on the analysis at key stages
- **Role in 2021 and beyond:**
 - Take lead on public outreach (e.g. collecting survey responses, holding open houses, etc.)
 - Hold public hearings
 - Adopt housing and economic development policies
 - Begin to implement housing and economic development policies



Employment Buildable Lands Inventory Results

Buildable Land Inventory (BLI) Process

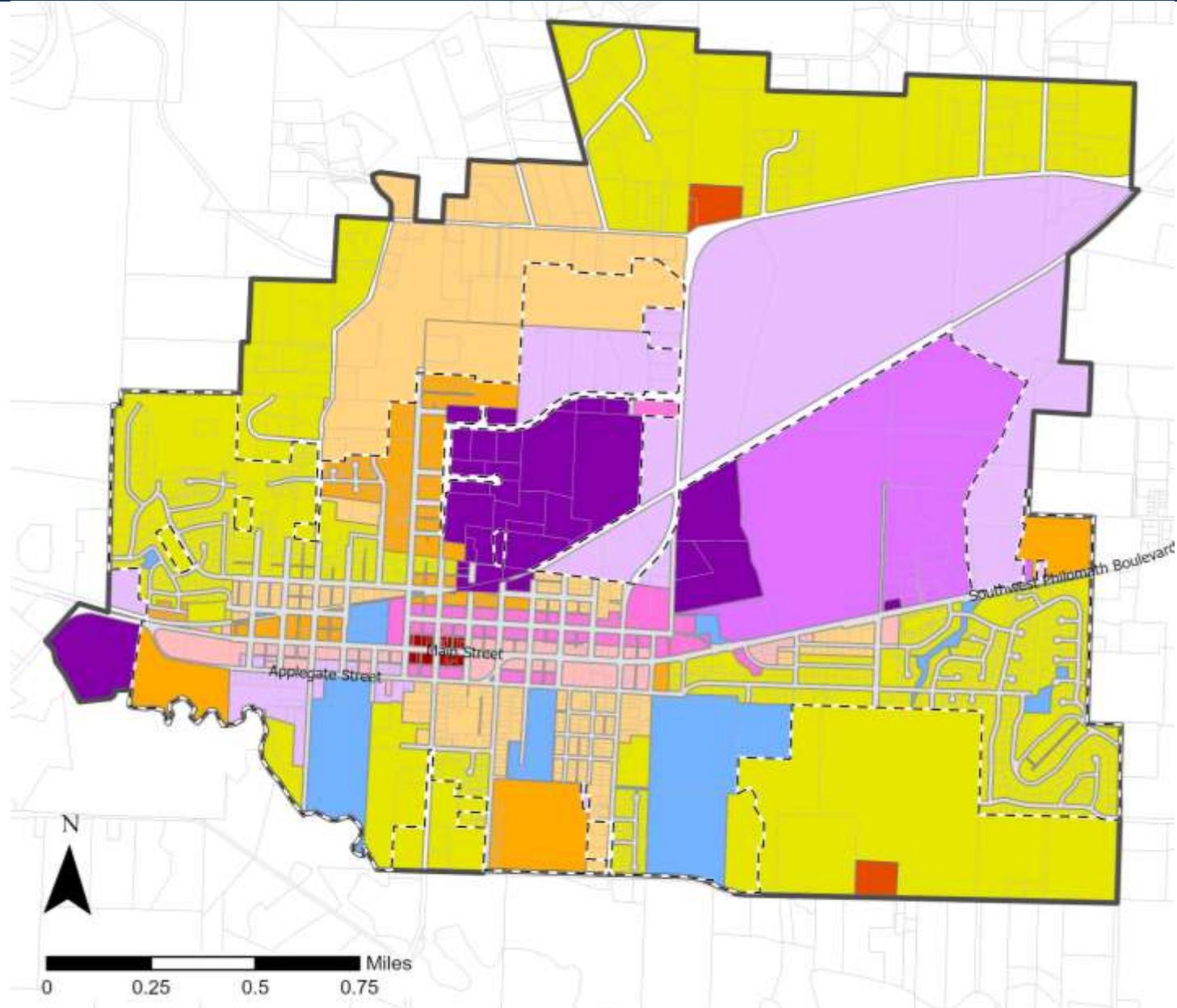
Methodology

1. Develop land base
2. Classify land
3. Remove constraints
4. Verification
 - Aerial imagery
 - Staff review
5. Present draft results

Comprehensive Designations and Zoning

Plan Designation

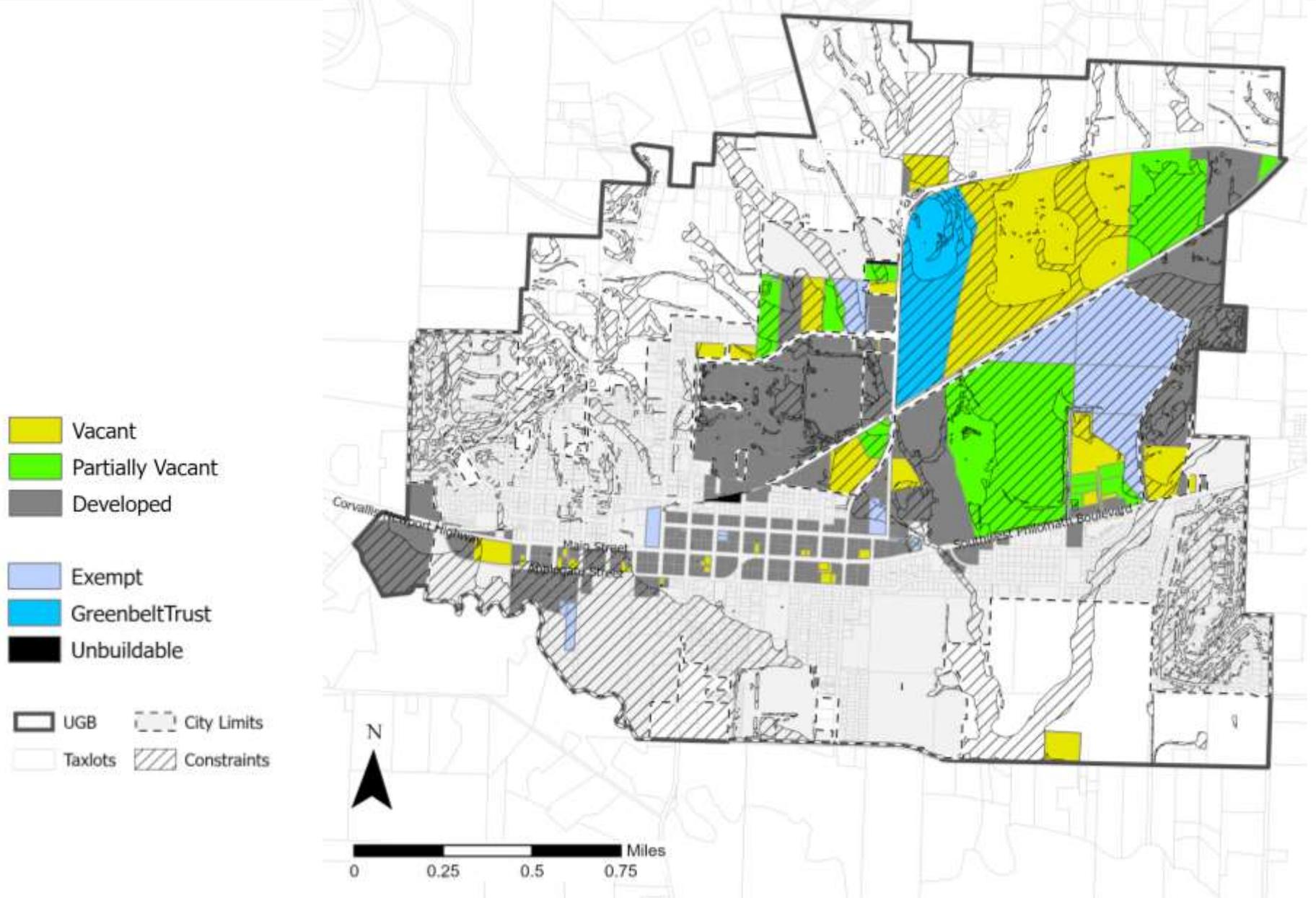
- R-1, Low-Density Residential
- R-2, Medium-Density Residential
- R-3, High-Density Residential
- O-R, Office Residential
- C, Commercial
- C-1, Commercial Downtown
- C-2, General Commercial
- LI, Light Industrial
- IP, Industrial Park
- HI, Heavy Industrial
- P, Public



BLI Land Classifications (Definitions)

- **Developed**
Lots fully developed consistent with current zoning. Improved lots unlikely to redevelop within the 20-year period.
- **Vacant**
Lots that have no structures or have buildings with very little improvement value.
- **Partially vacant**
Lots occupied by a use but contain enough land to be developed further in current zone.
- **Undevelopable**
Vacant tax lots less than 3,000 square feet in size
- **Public or exempt**
Lands in public or semi-public ownership

Development Status

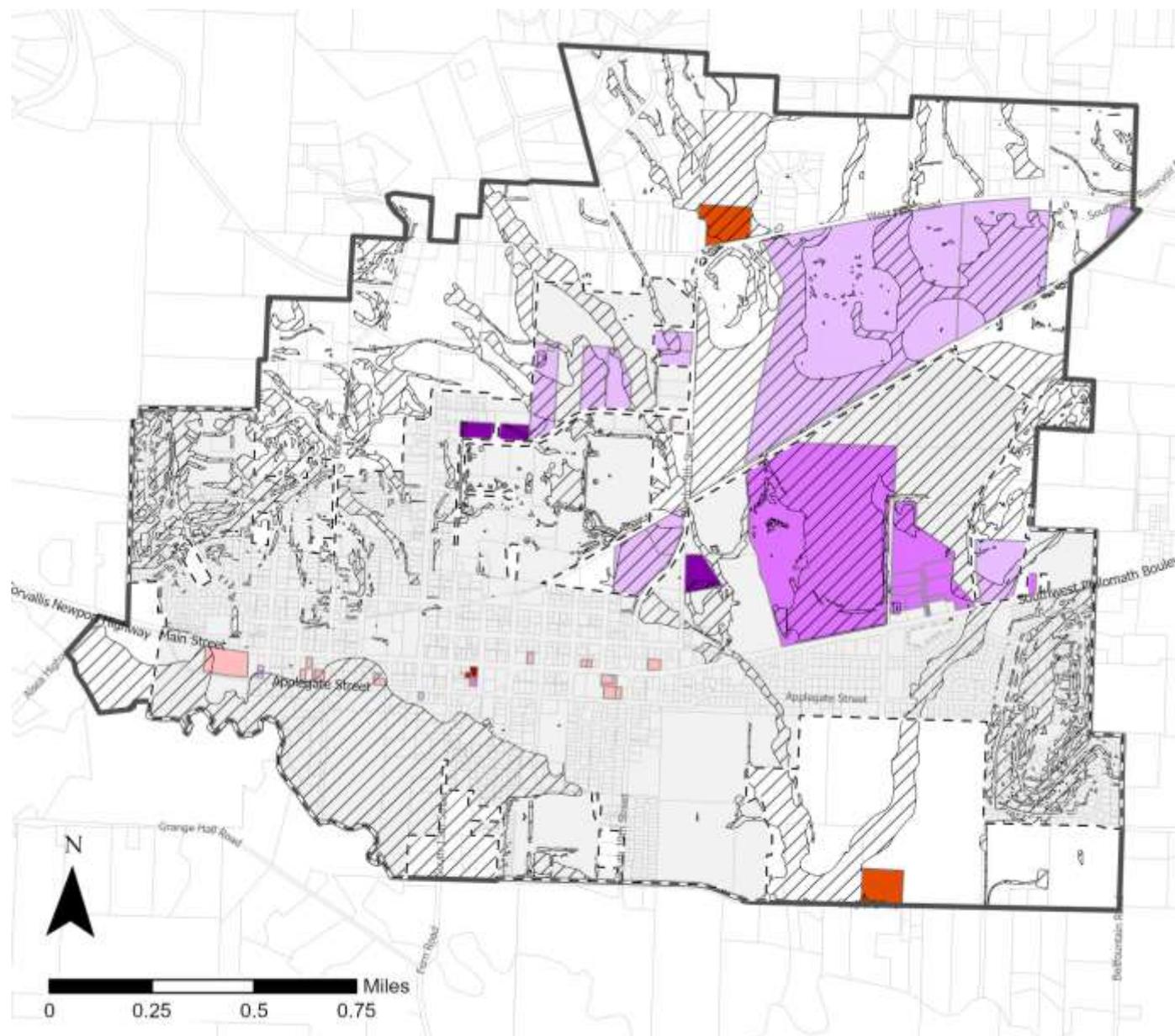


Vacant / Partially Vacant by Plan Designation

- O-R, Office Residential
- C, Commercial
- C-1, Commercial Downtown
- C-2, General Commercial

- LI, Light Industrial
- IP, Industrial Park
- HI, Heavy Industrial

- City Limits
- UGB
- Taxlots
- City Limits



Commercial and Industrial Buildable Land

Unconstrained Vacant and Partially Vacant Land, Philomath UGB

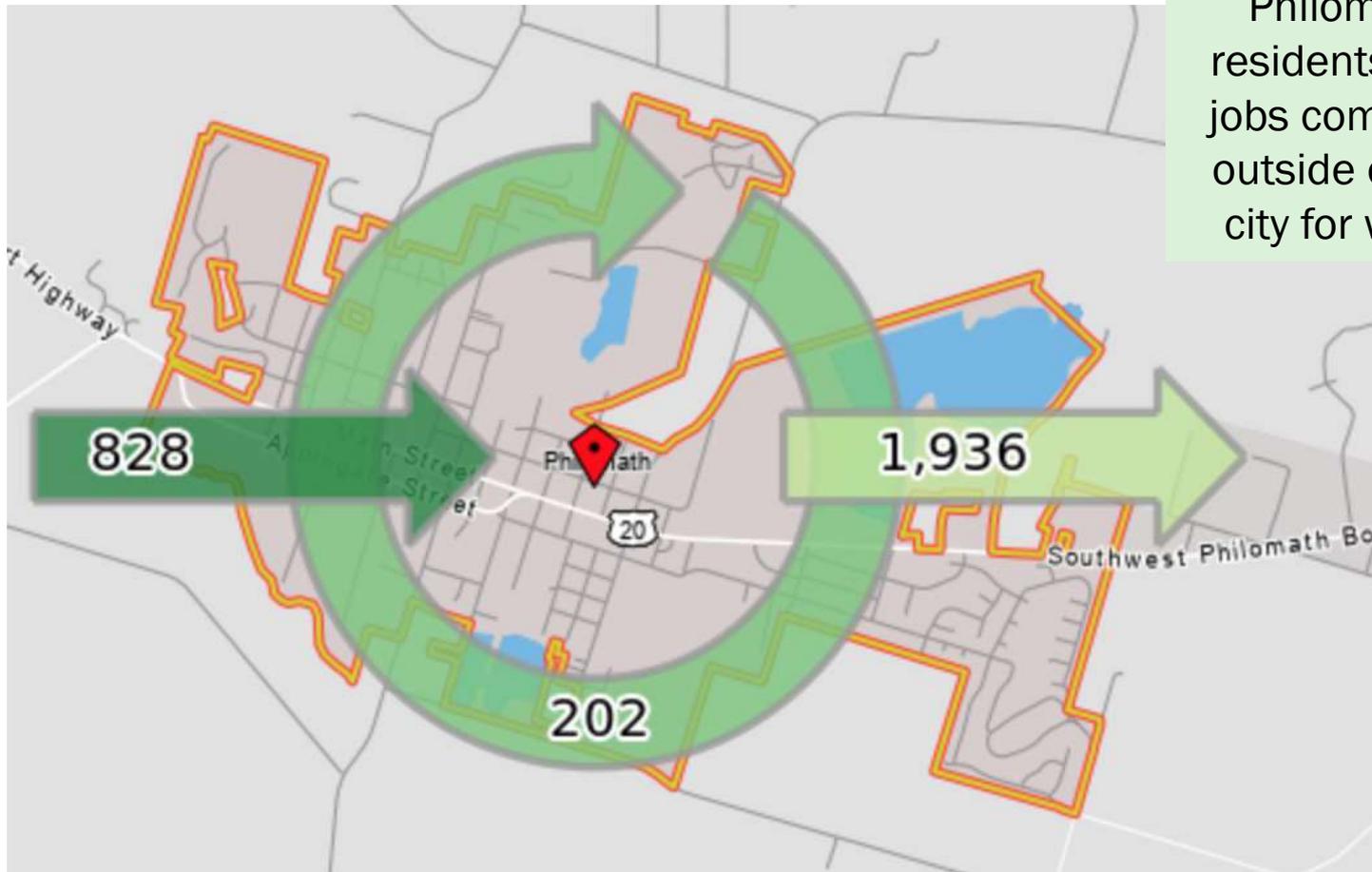
Plan Designation-Zone	Total Buildable Acres	Buildable Acres on Vacant Lots	Buildable Acres on Partially Vacant Lots
Commercial	27	27	0
Commercial	19	19	-
Commercial Downtown	0.4	0.4	-
General Commercial	7	7	-
Office Residential	0.3	0.3	-
Industrial	117	97	20
Heavy Industrial	7	7	-
Industrial Park	13	10	3
Light Industrial	97	80	17
Grand Total	144	124	20



Preliminary Findings for the Economic Opportunities Analysis

Interconnected Economy

Commuting Patterns, Philomath, 2017

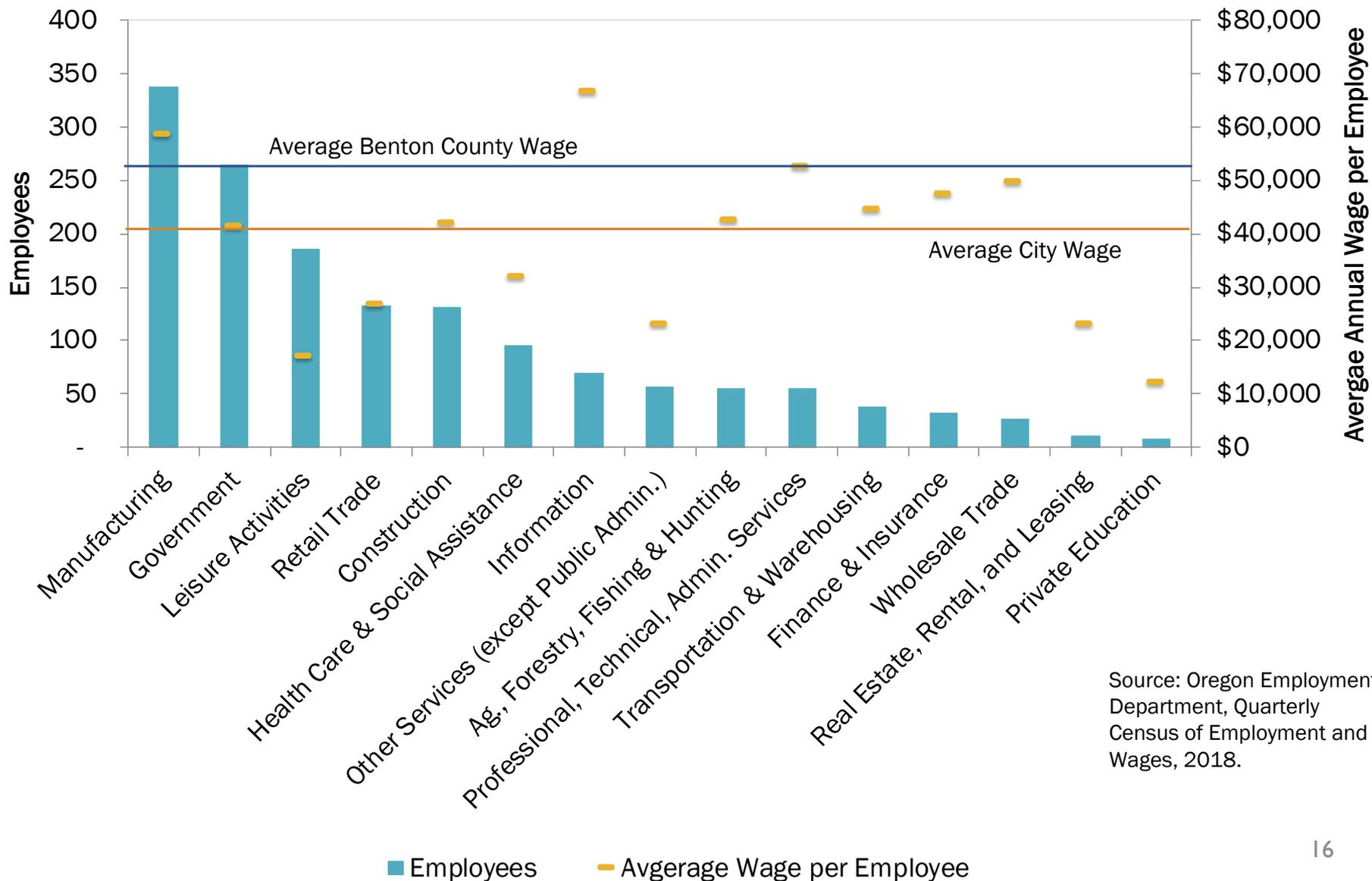


91% of Philomath residents with jobs commute outside of the city for work.

Source: U.S. Census Bureau, OnTheMap

Employment in Philomath

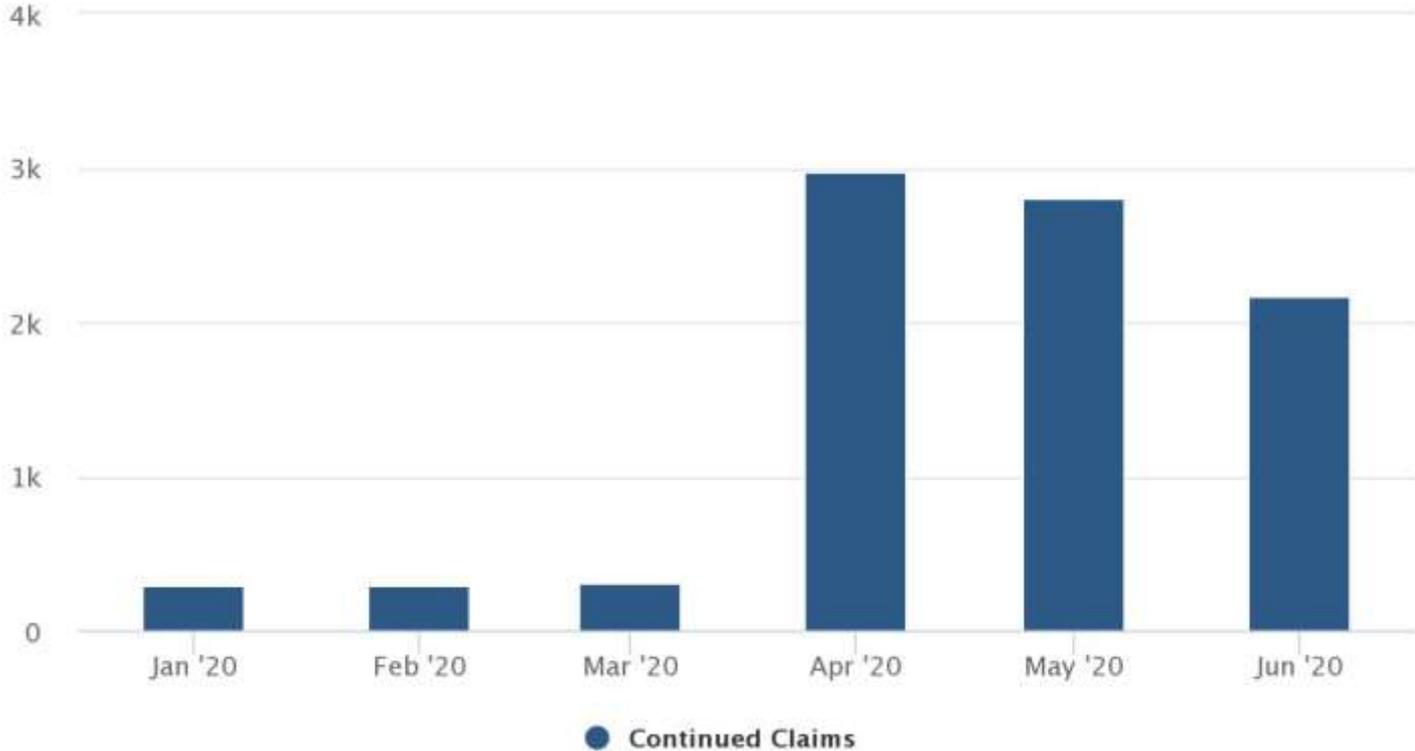
Covered Employment by Industry, Philomath UGB, 2018



Source: Oregon Employment Department, Quarterly Census of Employment and Wages, 2018.

But...COVID-19 Pandemic Recession

Continued UI Claims
Workers Claiming Unemployment Benefits
Benton County, January 2020 - June 2020



Source: U.S. Bureau of Labor Statistics, Oregon Employment Department

Oregon
Unemployment

March 2020: 3.5%

June 2020: 11.2%

Benton County
Unemployment

March 2020: 2.6%

June 2020: 8.3%

Source: Oregon Employment
Department

Employment Forecast Assumptions

- Employment base
- Growth rates
- Mix of employment
- Employment in residential areas
- Employment density

Please note: The numbers in the employment forecast are subject to change, with refinement of the EOA.

Employment Forecast

This analysis begins with an employment base of 1,904 employees. It then accounts for COVID-19 related employment losses between 2018 and 2021, by reducing the employment base by 10%. ECONorthwest will continue to monitor unemployment throughout the project—modifying this assumption as needed.

Year	Jobs grow at the rate of...	
	Population growth for the City (1.53%)	Employment growth in the region (0.69%)
2021	1,714	1,714
2041	2,320	1,968
Change 2021 to 2041		
Employees	606	254
Percent	35%	15%
AAGR	1.53%	0.69%

We tested 2
employment
growth
assumptions



New Employment Mix by Land Use Type

Option A: If we assume employment grows at a rate consistent with the region's employment forecast (0.69%):

Land Use Type	2021		2041		Change 2021 to 2041
	Employment	% of Total	Employment	% of Total	
Industrial	462	27%	529	27%	67
Retail Commercial	149	9%	173	9%	24
Office & Commercial Services	857	50%	984	50%	127
Government	246	14%	282	14%	36
Total	1,714	100%	1,968	100%	254

Option B: If we assume employment grows at a rate consistent with Philomath's population forecast (1.53%):

Land Use Type	2021		2041		Change 2021 to 2041
	Employment	% of Total	Employment	% of Total	
Industrial	462	27%	624	27%	162
Retail Commercial	149	9%	203	9%	54
Office & Commercial Services	857	50%	1,160	50%	303
Government	246	14%	333	14%	87
Total	1,714	100%	2,320	100%	606

Employment in Residential Areas

Option A: If we assume employment grows at a rate consistent with the region's employment forecast (0.69%):

Land Use Type	New Employment Growth	Emp. In Res. Designations	New Emp. on Vacant Land
Industrial	67	8	59
Retail Commercial	24	4	20
Office & Commercial Services	127	23	104
Total	218	35	183

Note: we also deducted government employment. These jobs are assumed to locate on public lands.

Option B: If we assume employment grows at a rate consistent with Philomath's population forecast (1.53%):

Land Use Type	New Employment Growth	Emp. In Res. Designations	New Emp. on Vacant Land
Industrial	162	19	143
Retail Commercial	54	10	44
Office & Commercial Services	303	55	248
Total	519	84	435

Employment Densities and Land Need

Option A: If we assume employment grows at a rate consistent with the region's employment forecast (0.69%):

Land Use Type	New Emp. on Vacant Land	Employees per Net Acre	Land Demand (Net Acres)	Land Demand (Gross Acres)
Industrial	59	10	6	6
Retail Commercial	20	20	1	1
Office & Commercial Services	104	20	5	7
Total	183	-	12	14

The conversation from net to gross acres accounts for land needed for rights of way. In Philomath, land in rights of way are:

Option B: If we assume employment grows at a rate consistent with Philomath's population forecast (1.53%):

Land Use Type	New Emp. on Vacant Land	Employees per Net Acre	Land Demand (Net Acres)	Land Demand (Gross Acres)
Industrial	143	10	14	15
Retail Commercial	44	20	2	3
Office & Commercial Services	248	20	12	16
Total	435	-	29	34

- Industrial: 6% of developed land
- Commercial: 23% of developed land

Employment Land Sufficiency

Option A: If we assume employment grows at a rate consistent with the region's employment forecast (0.69%):

General Plan Designation	Land Supply (Suitable Gross Acres)	Land Demand (Gross Acres)	Land Sufficiency (Deficit, Gross Acres)	
Industrial	105	8	97	Surplus of land
Commercial (incl. Retail and Office)	13	9	4	

Option B: If we assume employment grows at a rate consistent with Philomath's population forecast (1.53%):

General Plan Designation	Land Supply (Suitable Gross Acres)	Land Demand (Gross Acres)	Land Sufficiency (Deficit, Gross Acres)	
Industrial	105	19	86	Surplus of industrial land
Commercial (incl. Retail and Office)	13	21	(8)	Deficit of commercial land

Recommendation about growth rates

Do you have a recommendation about the employment growth rate assumption to proceed with?

Potential Growth Industries

Examples of industries with the most potential for growth in Philomath?

- Manufacturing: small- to mid-scale manufacturing
 - Wood product and secondary manufacturing
 - Machinery manufacturing
 - Electronics and related manufacturing
 - Food and beverage manufacturing
- Construction
- Agriculture and forestry services
- Services for visitors and locals
 - Restaurants, local retail, and services for visitors
 - Health care and services for residents

Site Needs for Potential Growth Industries

Manufacturing industries

- Flat sites smaller than 2 acres up to sites of 25 acres
- Easy access to Highway 20; no freight movement through neighborhoods
- Some may need greater access to water and wastewater

Service for visitors and locals

- Sites smaller than 1 ac up to 3 ac; spaces in existing buildings
- High visibility location near other businesses and neighborhoods

Chris – How much do we want to talk to the Council about economic development policies? If we have 45 minutes, then I doubt we have much time to get into this.

Draft Economic Development Policies

Categories of Policies

1. Land Supply
2. Infrastructure Planning
3. Development, Infill Development, and Redevelopment
4. Existing Business Retention, New Business Development, and Attraction of New Businesses
5. Workforce Development

After reviewing the Economic Development Strategy:

- Do you have feedback on the proposed policies or objectives?
- Are there policies or actions that the City should consider that are not currently documented in the strategy?

- Finalize draft Economic Opportunities Analysis
- Refine draft economic development policies
- Continue to work on Housing Needs Analysis and residential Buildable Lands Inventory
- Work on the Main Street Plan

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Eugene



Portland



Seattle



Boise

**PHILOMATH CITY COUNCIL
REGULAR MEETING
MINUTES
July 13, 2020**

A. ROLL CALL

The City Council of the City of Philomath was called to order by Mayor Eric Niemann on Monday, July 13, 2020 at 7:00 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.

Present:

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

Absent:

Councilor Matthew Thomas

Staff Present:

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

Staff Absent:

Finance Director Joan Swanson

B. CONSENT AGENDA

1. City Council minutes of June 22, 2020

MOTION: Councilor Low moved, Councilor Lehman second, to approve the consent agenda and meeting agenda for the July 13, 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. VISITORS COMMENTS

1. Amanda Littke-Kellam, Philomath, OR – Ms. Littke-Kellam read her statement into the record regarding support of inclusivity efforts in Philomath with additional recommendations related to proposed Resolution 20-11 (See Information & Correspondence Agenda Item #I.11).

2. Rose Bricker, Philomath, OR — Ms. Bricker spoke to the work of the Inclusivity Ad Hoc Committee. She provided definitions of several terms related to the topics of inclusivity, intersectionality, and Black lives matter. She spoke of the importance of being anti-racist. (See also additional comments in Agenda Item #I.10.)

3. Jackie Shaw, Philomath, OR — Ms. Shaw described the emotional impact of police use of force on the officers involved and the importance of transparency and accountability regarding police actions (Supplemental Agenda Item #D.03). She spoke of the importance of a fair and impartial police force.

1 4. Katie Finley, Philomath, OR — At Ms. Finley's request, Ms. Post read her written
2 comments into the record regarding the work of the Inclusivity Ad Hoc Committee
3 (Supplemental Agenda Item #D.04).

4 5. Anissa Teslow Cheek, Philomath, OR — Ms. Teslow Cheek read her statement into the
5 record (Supplemental Agenda Item #D.05, including additional written statement) supporting
6 the efforts of the city leaders and citizens who came together in the Inclusivity Ad Hoc
7 Committee meetings but urged the Council not to approve the Inclusivity Resolution as
8 presented. She cited the need for identification of more program structure prior to approval
9 of a resolution.

10 6. Rabbit Samuel, Philomath, OR — Mr. Samuel spoke of the importance of education in
11 efforts to improve the community. He described his life and experiences with racism,
12 violence, and tragedy. He spoke of the importance of talking about the issues. He stated
13 that all lives matter and are precious and the importance of talking to each other.

14 7. Zina Allen, Philomath, OR — Ms. Allen described her respect for officers and her belief
15 in law and order. She stated as an African American woman with disabilities in Philomath
16 she has experienced bias. She stated that Black lives do matter and all lives do and should
17 matter. She described her recent experience with an officer parked outside her home not
18 acknowledging her and the lack of privilege she has in the community. She requested the
19 Ad Hoc Committee be made permanent. She stated the resolution should be passed but felt
20 that the wording as presented needed some ironing out.

21 8. Jessica Andrade, Philomath, OR — Ms. Andrade stated the need to actively combat
22 racism. She described the work of the Inclusivity Ad Hoc Committee, describing concerns
23 about some of the conversations. She described concerns about the verbiage of the
24 proposed resolution and the lack of input from the Philomath BIPOC community. She
25 provided a list of tasks she hoped the Council would consider implementing. (Supplemental
26 Agenda Item #D.08)

27 Ms. Post identified additional written testimony submitted by Paige Merritt (Supplemental
28 Agenda Item #D.09) and Jason Cheek (Supplemental Agenda Item #D.10). A letter of
29 support was also entered into the record from Representative Dan Rayfield (Supplemental
30 Agenda Item #D.11).

31 Mayor Niemann called a 5 minute break at 7:52 p.m. and reconvened the Council in session
32 at 7:58 p.m.

33 **E. NEW BUSINESS**

34 **1. Social Service Agency funding allocations** – Mayor Niemann summarized the annual
35 process for allocating funds budgeted for social service agency contributions. Finance &
36 Administration Committee Chair David Low noted the minutes from the Committee's meeting
37 were included in the meeting packet and described the extensive discussion held by the
38 Committee. He noted that due to ties he has with Philomath Youth Activities Club (PYAC)
39 and Philomath Community Services (PCS) and that Councilor Lehman has with
40 Strengthening Rural Families (SRF), the Committee chose not to make a specific
41 recommendation to the Council. Councilor Lehman recused himself due to a direct conflict
42 of interest due to his wife's employment by Strengthening Rural Families. Mayor Niemann
43 noted he is on the Board of PYAC. Councilor Low reported his son-in-law is the Executive
44 Director of PYAC and he is on the Board of PCS as Treasurer. Mr. Workman reviewed the
45 direct conflicts of interest that Councilor Low and Councilor Lehman have regarding the

1 social services funding but advised that they could participate in the utility bill assistance
2 discussion.

3
4 Mayor Niemann reviewed the utility bill assistance provided to Philomath citizens by Vina
5 Moses and We Care. There was discussion about the Committee's recommendation for
6 funding and the direction City staff gives to customers to contact these organizations for
7 assistance. There was discussion about the allocations being dedicated to only
8 organizations that assist with utility bills because the funds come from the Water and Sewer
9 Funds. There was discussion about the fiscal responsibility of the agencies involved and the
10 expectations associated with the contributions.

11
12 **MOTION:** Councilor Edmonds moved, Councilor Causey second the City Council approve
13 the following donations: Vina Moses \$3,000, and We Care \$6,000, for a total of \$9,000 from
14 the water and sewer funds. Motion APPROVED 6-0 (Yes: Causey, Edmonds, Jones,
15 Lehman, Low and Niemann; No: None; Abstained: None).

16
17 Mayor Niemann reviewed the contribution of the walk-in cooler that PCS received after
18 Nectar Creek closed and that the \$9,500 contribution is intended to get the cooler installed.
19 Councilor Edmonds described the types of services that the different organizations provide
20 to Philomath citizens that the City can direct citizens to for assistance. Councilor Jones
21 reviewed the Committee's discussion about the importance of mental health benefits that an
22 organization like Maxtivity can provide through art projects. There was discussion about the
23 types of services that Maxtivity can provide and the non-profit status of Maxtivity. Mayor
24 Niemann summarized the services provided by the other agencies on the list. There was
25 discussion about the intended use each agency provides for the funds and the level of detail
26 submitted on the applications.

27
28 **MOTION:** Councilor Edmonds moved, Councilor Causey second that the Philomath City
29 Council approve the following donations: PYAC \$6,450, Philomath Community Services
30 \$9,500, ABC House \$2,500, Meals on Wheels \$1,500, Strengthening Rural Families \$1,500,
31 Maxtivity \$750, for a total of \$21,700 in social service donations. Motion APPROVED 4-0
32 (Yes: Causey, Edmonds, Jones and Niemann; No: None; Abstained: Low and Lehman.)

33
34 Councilor Causey thanked the Committee for their work. Councilor Low described the depth
35 of the discussions that the Committee had and the new application process they developed.
36 Mayor Niemann noted that the Philomath Farmers' Market may be an agency to be
37 considered in future years.

38 39 **F. ORDINANCES & RESOLUTIONS**

40 **1. Resolution 20-10 Ballot Title for City Charter Amendments** — Mayor Niemann
41 summarized the City's Charter and the process of making any changes to the Charter. He
42 reviewed the proposed amendments to be referred to the voters to stagger election of the
43 City Council, change the term length to four year terms, and change the residency
44 requirement. Mr. Brewer reviewed the rules for a ballot title. He explained that an
45 Explanatory Statement would be reviewed by the Council at the August meeting. Councilor
46 Jones proposed separating the residency requirement amendment from the term length and
47 stagger amendment. There was discussion about splitting the measure out into two
48 measures with separate ballot titles.

1 **MOTION:** Councilor Edmonds moved, Councilor Low second, the City Council adopt
2 Resolution 20-10, the proposed Ballot Title to place the Charter Amendments before the
3 voters for the November 2020 general election. Motion APPROVED 5-1 (Yes: Causey,
4 Edmonds, Lehman, Low, and Niemann; No: Jones.)
5

6 **2. Resolution 20-11 Proclaiming Inclusivity** — Councilor Causey acknowledged the
7 community input on this issue. She advocated for continuing the Ad Hoc Committee on a
8 monthly basis, with consideration of making it a standing committee. She recommended
9 approval of the resolution, noting that it could be amended in the future. Councilor Lehman
10 stated support for the resolution, noting that it would likely transform over time. He
11 recommended amending Section #6 to eliminate: “with the understanding that the City does
12 not necessarily endorse or support Black Lives Matter goals, polices or methods.”
13

14 Councilor Edmonds described the value of the perspective provided by Mr. Samuel, noting
15 that he made the distinction that all lives matter. He noted the varied comments received
16 regarding whether the resolution should be approved as presented. He suggested sending
17 the resolution back to the Ad Hoc Committee for further review.
18

19 Councilor Low stated the resolution says a lot of good things but described differences
20 between the statement that Black lives matter and the Black Lives Matter Movement. He
21 described the challenges of law enforcement and education needs. He described other
22 organizations that should be considered for support. He recommended the Committee be
23 made into a standing committee. He recommended the resolution be amended to add the
24 Voting Rights Act of 1965 to Section #1.
25

26 Mayor Niemann reviewed his contact with the Corvallis NAACP leadership regarding any
27 Philomath Police Department complaints and the lack of those. He also noted the President
28 of the NAACP does not support defunding police. He acknowledged the comments received
29 from Michael Brawner and other community members during his outreach in the community.
30

31 Councilor Jones noted that the proposed resolution made a specific effort to not come
32 across as critical of the Philomath Police Department. He described the investment in the
33 development of the resolution. He stated support for the resolution and for a standing
34 committee but felt that the entire Council would benefit from the impact of the Committee.
35 He stated he agreed with Councilor Lehman’s proposal to remove the sentence in Section
36 #6. He stated appreciation for the citizens who came in and spoke. He stated support for
37 Councilor Low’s amendment to add the Voting Rights Act of 1965.
38

39 Councilor Causey stated support for Councilor Low’s amendment. She described the time
40 invested by the Committee in discussing and developing Section #6 and supported the
41 present text.
42

43 Councilor Low thanked the members of the Ad Hoc Committee for their efforts, particularly
44 Councilor Jones for helping drive the discussion forward.
45

46 Councilor Lehman described the tangible aspect of the statement that Black lives matter and
47 advocated for amending the motion to eliminate the remainder of the sentence.
48

1 Mayor Niemann reviewed the incidents that resulted in the deaths of nine Black people in
2 2020, including four identified on the Black Lives Matter website, three law enforcement
3 officers and three children. He noted the police reform bills passed by the Oregon Special
4 Legislative Session in June. He reviewed the website information posted on the BLLM
5 Movement's website regarding defunding the police. He stated it is difficult to decouple the
6 discussion.

7
8 Councilor Edmonds recommended amending Section #6 to read "Affirms that all Black lives
9 matter. Mr. Brewer recommended reviewing the proposed amendments one at a time.

10
11 **MOTION:** Councilor Causey moved, Councilor Jones second, to insert "the" in Section #4 to
12 read: "... is committed to the elimination ...". Motion APPROVED 6-0 (Yes: Causey,
13 Edmonds, Jones, Lehman, Low and Niemann; No: None.)

14
15 **MOTION:** Councilor Low moved, Councilor Lehman second, to insert the "Voting Rights Act
16 of 1965" to Section #1 to read: "... 1964, the Voting Rights Act of 1965, and the Americans
17 Motion APPROVED 6-0 (Yes: Causey, Edmonds, Jones, Lehman, Low and Niemann;
18 No: None.)

19
20 **MOTION:** Councilor Lehman moved, Councilor Jones second, to amend Section #6 to read:
21 "Affirms that all Black lives matter." Motion APPROVED 6-0 (Yes: Causey, Edmonds, Jones,
22 Lehman, Low and Niemann; No: None.)

23
24 **MOTION:** Councilor Causey moved, Councilor Low second, the City Council adopt
25 Resolution 20-11, proclaiming inclusivity as amended. Motion APPROVED 6-0 (Yes:
26 Causey, Edmonds, Jones, Lehman, Low, and Niemann; No: None.)

27
28 Mayor Niemann called a break at 9:36 p.m. and reconvened at 9:41 p.m.

29
30 **3. Resolution 20-12 Declaring intent to improve Landmark Drive by way of a Local**
31 **Improvement District and scheduling a public hearing** — Mr. Workman clarified that the
32 resolution declares the intent to move forward with the project and set a public hearing date.
33 He noted there was still steps in the process to be completed at which the Council could
34 decide not to move forward.

35
36 **MOTION:** Councilor Low moved, Councilor Edmonds second, the City Council adopt
37 Resolution 20-12, declaring the intention to improve Landmark Drive to city standards by
38 way of a local improvement district as presented in the Engineer's Report dated June 8,
39 2020. Motion APPROVED 6-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, and
40 Niemann; No: None.)

41
42 **4. Resolution 20-13 Assigning Skirvin Park to the City/School Rate for water**
43 **consumption** — There was discussion about the reduced water rate and the intended use
44 of the water to irrigate two new baseball fields. Councilor Causey stated concerns about the
45 volume of water estimated to be used. There was discussion about the water curtailment
46 policy in the event a reduction in use were required. There was discussion about the City's
47 lease agreement with the Frolic & Rodeo Association and which organization had authority
48 to approve the baseball field construction. There was discussion about the cost of
49 maintenance should PYAC decide to abandon the improvements. Mr. Workman reviewed

1 the cost to be borne by PYAC for installing the improvements. There was further discussion
2 about the fields and use by outside individuals and the policy of granting the irrigation rate.

3 **MOTION:** Councilor Lehman moved, Councilor Jones second, to refer this issue to the
4 Finance & Administration Committee.

5 Mr. Workman described the timing factor to enable PYAC to proceed with construction.
6 Councilor Lehman stated support for the fields but felt there were multiple questions being
7 asked. There was discussion about the referral of the issue to the committee and scheduling
8 a meeting soon.

9 Motion APPROVED 6-0 (Yes: Causey, Edmonds, Jones, Lehman, Low and Niemann; No:
10 None.)

11 **G. COUNCIL REPORTS**

12 **Mayor Niemann** – Mayor Niemann reminded the Council that this Saturday, July 18, is the
13 Recycling Event at Public Works.

14 Additional Council reports were limited due to the length of the meeting.

15 **H. STAFF REPORTS**

16 1. Staff reports were cancelled due to the length of the meeting.

17 **I. INFORMATION & CORRESPONDENCE**

18 Information and Correspondence discussion was cancelled due to the length of the meeting.

- 19 1. **Philomath Connection COVID-19 impact on ridership**
- 20 2. **Finance & Administration Committee minutes of June 16, 2020**
- 21 3. **Inclusivity Ad Hoc Committee minutes of June 25, 2020**
- 22 4. **Inclusivity Ad Hoc Committee minutes of July 1, 2020**
- 23 5. **Inclusivity Ad Hoc Committee minutes of July 7, 2020**
- 24 6. **Website Google Analytics report for June 2020**
- 25 7. **Email from Giana Bernardini regarding Inclusivity Resolution**
- 26 8. **Letter from Mike Brawner regarding Inclusivity Resolution**
- 27 9. **Email from Jay Sexton and Toni Hoyman regarding Inclusivity Resolution**
- 28 10. **Email from Rose Bricker regarding Inclusivity Resolution**
- 29 11. **Letter from Amanda Littke-Kellam regarding Inclusivity Resolution**
- 30 12. **LUBA Decision on Lepman project – Johnson vs. City of Philomath**

31 **J. ADJOURNMENT**

32 Seeing no further business, meeting adjourned at 10:13 p.m. by Mayor Niemann.

33
34
35
36
37
38 _____
Eric Niemann, Mayor

Ruth Post, MMC, City Recorder



Philomath City Council Agenda Item Summary

Title/Topic: Proposed Landmark Drive Local Improvement District

Meeting Date: August 10, 2020
Department: Administration
Staff Contact: Chris Workman

ISSUE STATEMENT

Shall the City Council proceed with improvements to Landmark Drive as described in the Engineer's Report dated 6/8/2020?

BACKGROUND

At the April 13, 2020 meeting, the City Council directed staff to prepare an Engineer's Report for the proposed Landmark Drive Local Improvement District.

At the June 8, 2020 meeting, the City Council approved the Engineer's Report dated 6/8/2020 and directed staff to schedule a date for a public hearing.

At the July 13, 2020 meeting, the City Council passed resolution 20-12, declaring the intention to improve Landmark Drive to city standards by way of a local improvement district and setting a public hearing for August 10, 2020. The meeting has been publically noticed in accordance with Philomath Municipal Code (PMC) 14.10.030 and affected property owners have been notified of the public hearing and provided a copy of the Engineer's Report. The public hearing is the public's opportunity to express support or opposition for the improvements.

PMC 14.10.050 gives the following provision related to the public hearing:

Hearing. At the time of the public hearing on the proposed improvement, action on any proposed public improvement, except a sidewalk or an improvement unanimously declared by the council to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance thereto by the owners of two-thirds of the property to be specially assessed therefor. For the purposes of this section, "owner" shall mean the record holder of legal title to the land, except that if there is a purchaser of the land according to a recorded land sale contract or according to a verified writing by the record holder of legal title to the land filed with the city recorder, the said purchaser shall be deemed the owner. If the required number of owners do not remonstrate against the public improvement, the city council may, by motion at the time of said hearing or within 60 days thereafter, order said improvement to be carried out in accordance with the resolution or the city council may on its own motion abandon the improvement.

Following the public hearing and deliberation, the Council will want to vote on whether or not to proceed with the improvements to Landmark Drive. If the Council chooses to move forward, the next step would be to establish a timetable, place the project out for bid and select a contractor, oversee completion of the project, pass an assessment ordinance and determine if any city funds, grants, or other money will be contributed to the project, and then begin collecting payments from the assessed property owners.

COUNCIL OPTIONS

If the owners of two-thirds of the property to be specially assessed oppose the improvement:

1. Proceed with improvements the Landmark Drive as described in the Engineer's Report dated 6/8/2020 following the required six-month suspension.
2. Abandon the project.

If the owners of two-thirds of the property to be specially assessed do not oppose the improvement:

1. Proceed with improvements to Landmark Drive as described in the Engineer's Report dated 6/8/2020.
2. Abandon the project.

CITY MANAGER RECOMMENDATION

The Council will want to balance testimony received by property owners with the anticipated benefits to having a fully improved road that services both developed and undeveloped industrial property. The City did not budget money for construction of Landmark Drive this fiscal year, so even if the Council desires to move forward with improvements, we will likely be limited to performing some engineering this year but not starting construction until July of 2021 at the earliest. We would likely look to a Special Public Works Fund loan from Business Oregon to finance the engineering and construction of the project. Current rates are at 2.19%.

RECOMMENDED MOTION

"I move the City Council proceed with improvements to Landmark Drive as described in the Engineer's Report [...following the required six-month suspension" (if necessary)] and direct staff to establish a recommended timetable for completion of this project."

OR

"I move to abandon the Landmark Drive Improvement Project."

ATTACHMENTS

- A. Engineer's Report dated 6/8/2020
- B. Public Notice of Public Hearing and proof of mailing to property owners to be assessed
- C. Resolution 20-12 declaring the intention to improve Landmark Drive to city standards by way of a local improvement district as presented in the Engineer's Report dated 6/8/2020



Technical Memorandum

June 3, 2020

To: City of Philomath

From: Christopher J. Brugato, P.E.

Reviewed by: Steven A. Ward, P.E.

RE: Landmark Drive Improvements

Engineer's Report

Landmark Drive Local Improvement District

City of Philomath



RENEWS: 12/31/2021

June 3, 2020



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Appendicies

Appendix A: Landmark Drive Improvements Detailed Cost Estimate

Revision No.	Date	Description	Author	Reviewed
1	5/18/20	Initial TM for Review by City	C. Brugato	S.Ward
2	5/21/20	Revised per City Comments	C. Brugato	City
3	6/3/20	Revised per City Comments	C. Brugato	City



1. Introduction

The proposed Local Improvement District (LID) project includes the improvement of Landmark Drive in Philomath, Oregon from the intersection of Main Street (Highway 20/34) north approximately 630 feet. The existing road is gravel with ditches on both sides. The proposed improvements include a new asphalt roadway with curbs and a sidewalk on one side. The purpose of this report is to estimate the cost to fully improve Landmark Drive and make recommendations as to the most equitable method to assess the benefiting properties.

2. Authorization

In April of 2020, the City of Philomath authorized Westech Engineering, Inc. as City Engineer to prepare a Local Improvement District Report for the formation of a LID for the proposed improvements to Landmark Drive.

3. Description of Improvements

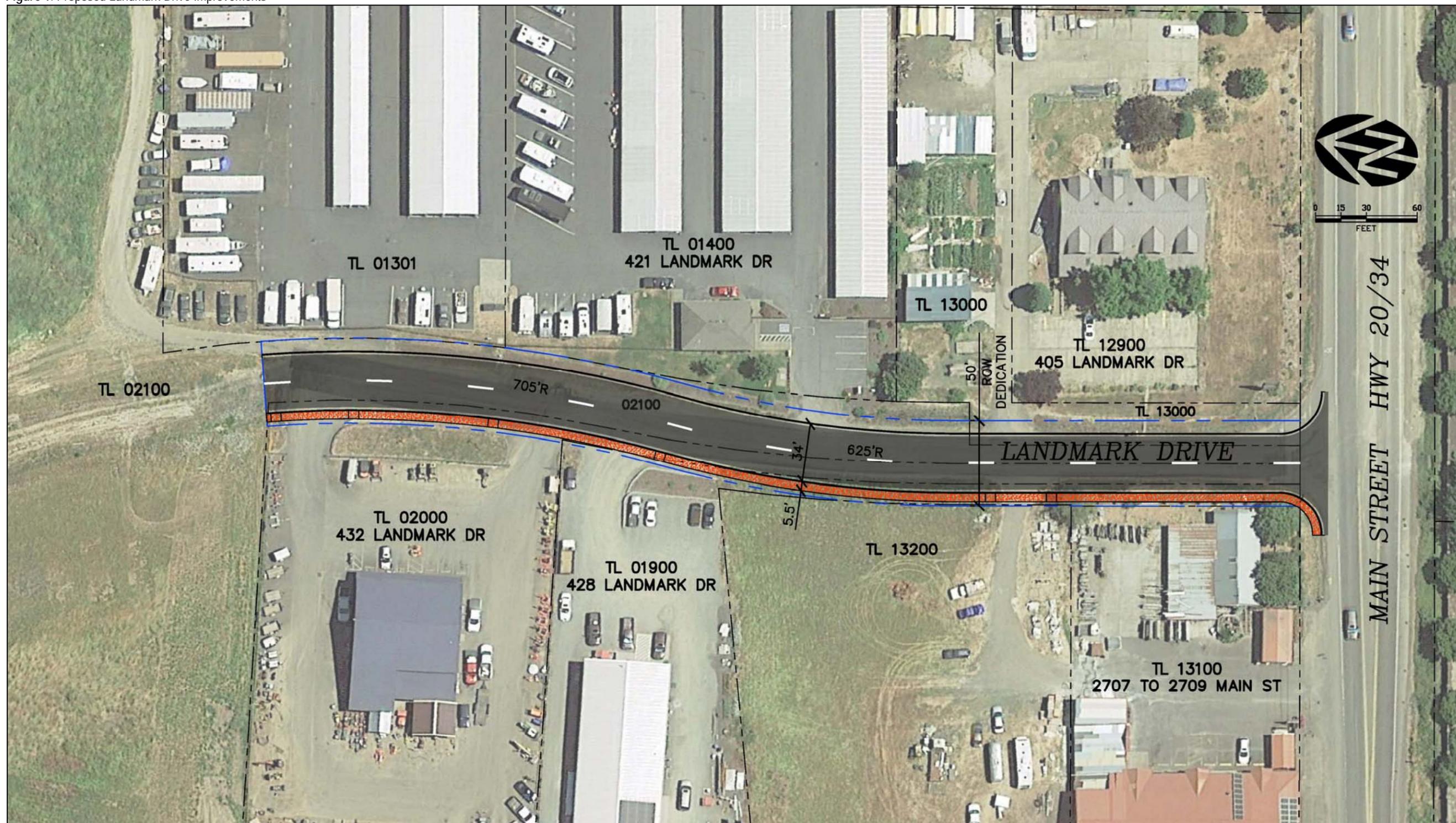
Landmark Drive is currently a gravel road with roadside ditches on both sides. The road is currently located on private property that is part of four separate tax lots. Some of the existing properties are served by City water and none are served by City sewer. A sanitary sewer mainline pipe exists in Main Street, but there is no sanitary sewer piping in Landmark Drive. A public waterline exists in Landmark Drive, but it terminates about 150 feet south of the north end of the proposed improvements. The proposed improvements include the following.

- New 50 foot wide right of way dedication.
- New 8 or 10 inch sanitary sewer collection pipe from Main Street north to the end of the project.
- New sanitary sewer service lateral piping from the mainline to the edge of the right of way for each lot. The property owners will be responsible for connecting to the lateral piping.
- New 12 inch water mainline piping from the end of the existing mainline to the north end of the proposed improvements (approximately 150 feet).
- New water service lines to each property that is not currently served.
- A new 34 foot wide asphalt road with curbs and gutters on both sides of the road. This roadway width allows for two traffic lanes and two bike lanes.
- A new 5 foot wide curb line sidewalk on the west side of the road.
- New street lights.

Figure 1 is a graphical depiction of the proposed improvements.



Figure 1: Proposed Landmark Drive Improvements





4. Method of Assessment

We recommend the properties be assessed on the ratio of the area of each property, to the total area of all of the subject properties. A breakdown of the estimated costs and estimated assessment for each property is included in Section 6.

5. Estimated Project Costs

A detailed cost estimate is provided in Appendix A. The total recommended project budget is \$859,000. This includes construction costs and soft costs such as surveying, engineering, legal, and administrative costs. The recommended project budget also includes a 10% construction contingency. The costs are in May 2020 dollars (ENR Construction Cost Index = 11,400).

6. Proposed Assessment

The following table includes a listing of the proposed assessment for each property based on the relative area of each lot.

Table 1: Proposed Assessment for Each Property

Owner/Mailing Address	Property Address	Assessed Value	Tax Lot Number	Lot Area (acres)	Assessment
McConnell, Cynthia 2707 Main St. Philomath, OR 97370	2707 to 2709 Main St.	\$322,217	12507BC13100	0.75 acres	\$29,785
McConnell, Cynthia 2707 Main St. Philomath, OR 97370	Unassigned	\$65,340	12507BC13200	1.0 acres	\$39,713
Jam Nelson, LLC PO Box 33 , Blodgett, OR 97326	428 Landmark Dr.	\$597,992	12507B001900	1.12 acres	\$44,479
Tomorrows Dream, Inc. 33186 Ada Dr., Philomath, OR 97370	432 Landmark Dr.	\$334,443	12507B002000	1.72 acres	\$68,307
Hartz Ronald & Barbara & Norman 405 Landmark Dr., Philomath, OR 97370	Unassigned	\$172,497	12507B002100	10.38 acres	\$412,225
Hartz, Ronald E 405 Landmark Dr, Philomath, OR 97370	405 Landmark Dr.	\$377,257	120507BC12900	0.9 acres	\$35,742
Hartz, Ronald E 405 Landmark Dr, Philomath, OR 97370	Unassigned	\$42,627	12507BC13000	0.47 acres	\$18,665
Philomath Self Storage, LLC 918 S Horton St., Ste 1000, Seattle WA, 98134	421 Landmark Dr.	\$1,493,397	12507B001400	3.51 acres	\$139,394
Philomath Self Storage, LLC 918 S Horton St., Ste 1000, Seattle WA, 98134	Unassigned	\$398,199	12507B001301	1.78 acres	\$70,690
Total				21.63 acres	\$859,000

No outstanding assessments against any of the properties to be assessed were found in the 2019 Benton County Tax Assessment records.

Landmark Drive Improvements Detailed Cost Estimate

Appendix A

Landmark Drive LID Improvements
City of Philomath, Oregon

Budgetary Cost Estimate

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1.	Mobilization, Bonds, Permits and Insurance	ALL	L.S.	Lump Sum	\$55,000.00
2.	Water System				
	a. 12 Inch Water mainline including trench, pipe, and backfill	150	L.F.	\$90.00	\$13,500.00
	b. Fire Hydrant Assemblies	2	Each	\$5,500.00	\$11,000.00
	c. Water Services	6	Each	\$2,500.00	\$15,000.00
3.	Sanitary Sewer System				
	a. Connection to Manhole at Main Street	ALL	L.S.	Lump Sum	\$2,500.00
	b. Mainline Pipe	650	L.F.	\$110.00	\$71,500.00
	c. Manholes	3	Each	\$6,500.00	\$19,500.00
	d. Service Laterals (From Mainline to Property Line)	250	L.F.	\$65.00	\$16,250.00
	e. Service Lateral Cleanout	9	Each	\$750.00	\$6,750.00
4.	Street and Storm Drainage Improvements				
	a. Excavate Existing Gravel Road, Waste Material, & Subgrade Prep.	1630	C.Y.	\$50.00	\$81,500.00
	b. Base Rock (16 Inches Thick)	2150	Ton	\$22.00	\$47,300.00
	c. Overexcavation, Stabilization Fabric, and Rock Backfill	190	C.Y.	\$75.00	\$14,250.00
	d. Curbs	1260	L.F.	\$25.00	\$31,500.00
	e. Concrete Sidewalks	2280	S.F.	\$6.00	\$13,680.00
	f. Concrete Driveways	875	S.F.	\$10.00	\$8,750.00
	g. Handicap Ramps	2	Each	\$5,000.00	\$10,000.00
	h. AC Paving (5 Inches Thick)	675	Ton	\$110.00	\$74,250.00
	i. Catch Basins	4	Each	\$2,000.00	\$8,000.00
	j. Area Drains and Lateral Piping	6	Each	\$2,500.00	\$15,000.00
	k. Storm Drainage Piping	800	L.F.	\$50.00	\$40,000.00
	l. Storm Drainage Manholes	4	Each	\$2,500.00	\$10,000.00
	m. Signing & Striping	ALL	L.S.	Lump Sum	\$2,500.00
	n. Grade Transitions and Landscaping Behind Sidewalk	6300	S.F.	\$2.50	\$15,750.00
	o. Miscellaneous Civil Improvements	ALL	L.S.	Lump Sum	\$25,000.00
	p. Street Lights	3	Each	\$2,500.00	\$7,500.00
	q. Franchise Utility Conduits and Pull Vaults	ALL	L.S.	Lump Sum	\$20,000.00
	r. Street Trees	ALL	L.S.	Lump Sum	\$2,000.00
5.	Miscellaneous				
	a. Construction Staking	ALL	L.S.	Lump Sum	\$6,000.00
	b. Materials & Compaction Testing	ALL	L.S.	Lump Sum	\$5,000.00
	c. Temporary Traffic Control	ALL	L.S.	Lump Sum	\$2,000.00
Total Construction Costs					\$650,980.00

Landmark Drive LID Improvements
City of Philomath, Oregon

Budgetary Cost Estimate

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
Soft Costs					
	Engineering, surveying, and Inspection (20% of construction cost)				\$130,000.00
	Legal & Admin (2% of construction cost)				\$13,000.00
	Contingency (10% of construction cost)				\$65,000.00
Total Soft Costs					\$208,000.00
Total Recommended Project Budget					\$858,980.00

Assumptions

1. Estimate based on two 34 foot wide street, curbs on both sides, and 5 foot wide sidewalks on west side only.
2. Estimate does not include any offsite storm drainage piping.
3. Estimate in 2020 dollars (ENR 20 Construction Cost Index = 11,400)



CITY OF PHILOMATH

PO Box 400
980 Applegate Street
Philomath, OR 97370
541-929-6148
541-929-3044 FAX
www.philomathoregon.gov

NOTICE OF PUBLIC HEARING

The Philomath City Council will hold a public hearing on Monday, August 10, 2020, at 7:00 p.m. via Zoom video-conference. The purpose of this hearing is to receive public comment regarding the intent to improve Landmark Drive by way of a Local Improvement District. At the July 13, 2020 meeting of the City Council, Resolution 20-12 was approved declaring the intention to improve Landmark Drive to city standards by way of a local improvement district as presented in the Engineer's Report dated June 3, 2020. The Engineer's Report is included as an attachment to this notice, is on file and available for review in the office of the City Recorder by calling (541) 929-6148 or emailing ruth.post@philomathoregon.gov, and a link to a copy of the report is available on the City's web site home page.

The area in which the improvements shall be made is Landmark Drive from Main Street to the southern property boundary of Tax Lot 12507B002100. The written report contains a description of the properties to be specially benefited by the improvement, and names of the owners of such property, and the estimate of the unit cost of the improvement to the property. The engineer's total recommended project budget is \$859,000. Page 5 of the report includes an estimate of the cost of the improvements to property to be specially benefited.

Due to Oregon Governor Brown's Executive Order 20-12 requiring social distancing due to the COVID-19 pandemic, this public hearing will be held via Zoom video-conference. Limited capacity will be available at Philomath City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon. Instructions for providing testimony can be found on the reverse side of this notice, the City's web site home page at www.ci.philomath.or.us, by contacting the City Manager's Office at (541) 929-6148, or by emailing the City Recorder at ruth.post@philomathoregon.gov.

Public comments, objections and remonstrance to the improvement will be heard by the Philomath City Council. Action on the proposed public improvement, except a sidewalk or an improvement unanimously declared by the council to be needed at once because of an emergency, shall be suspended for six (6) months upon a remonstrance thereto by the owners of two-thirds of the property to be specially assessed therefor.

Ruth Post, City Recorder

ATTACHMENT: Engineer's Report dated June 3, 2020

MAILED VIA CERTIFIED MAIL: July 23, 2020

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.

CYNTHIA MCCONELL
2707 MAIN STREET
PHILOMATH OR 97370

JAM NELSON LLC
PO BOX 33
BLODGETT OR 97326

TOMORROWS DREAM INC
33186 ADA DR
PHILOMATH OR 97370

RON & BARBARA & NORMAN HARTZ
405 LANDMARK DRIVE
PHILOMATH OR 97370

PHILOMATH SELF STORAGE LLC
918 S HORTON ST STE 1000
SEATTLE WA 98134

CYNTHIA MCCONELL
2707 MAIN STREET
PHILOMATH OR 97370

JAM NELSON LLC
PO BOX 33
BLODGETT OR 97326

TOMORROWS DREAM INC
33186 ADA DR
PHILOMATH OR 97370

RON & BARBARA & NORMAN HARTZ
405 LANDMARK DRIVE
PHILOMATH OR 97370

PHILOMATH SELF STORAGE LLC
918 S HORTON ST STE 1000
SEATTLE WA 98134



CITY OF PHILOMATH RESOLUTION 20-12

A RESOLUTION DECLARING THE INTENTION TO IMPROVE LANDMARK DRIVE TO CITY STANDARDS BY WAY OF A LOCAL IMPROVEMENT DISTRICT AS PRESENTED IN THE ENGINEER'S REPORT DATED JUNE 8, 2020

WHEREAS, the City of Philomath was approached by adjacent property owners to Landmark Drive, a private, unimproved road, with a request to form a local improvement district and bring the road up to city standards; and

WHEREAS, at its meeting on June 8, 2020, the Philomath City Council approved the Engineer's Report dated June 3, 2020 as complete, according to Philomath Municipal Code 14.10.010; and

WHEREAS, all adjacent property owners have been notified, provided access to the Engineer's Report, and invited to address the City Council about this topic; and

WHEREAS, Philomath Municipal Code 14.10.030 requires that prior to holding a public hearing on making the identified improvements and forming a local improvement district, the council must pass a resolution declaring its intention to make such improvement.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Philomath that the City Council declares its intention to make improvements to Landmark Drive and form a local improvement district as detailed in the Engineer's Report dated June 3, 2020. A public hearing is scheduled for August 10, 2020 and notice shall be provide in accordance with the requirements of the Municipal Code.

PASSED by the Council this 13th day of July 2020.

APPROVED by the Mayor this 13th day of July 2020.

AMERICAN

HOME & STONE



Agenda Item #D.01
Meeting Date: 8/10/2020

2707 MAIN ST
PHILOMATH, OR 97370
541-929-3100

To whom it may concern,

Regarding the Landmark Drive Proposed improvement. I do not feel that the paving of Landmark would benefit myself or my properties so therefor would like to opt out of any said improvement. 2707 and 2709 Main St. don't even have access to the road so would receive no impact and the back lot is empty and has access through the 2707 property. If there are any other considerations I should take into account please let me know otherwise I am very much against the proposal.

**Thanks,
Shane McConnell**

August 7, 2020

City of Philomath
P.O. Box 400
980 Applegate Street
Philomath, OR 97370

RE: Public Hearing, August 10, 2020, regarding Landmark Drive Local Improvement District (LID)

Dear City Council Members:

This letter is a brief summary of the concerns we, as the affected property owners, have with the City's proposed formation of an LID for improvements to Landmark Drive. In general, we support the planned improvements; however, our concerns are as follows:

- We believe the scope of the project is greater than what is necessary, and that some of the planned improvements should not be made, or should be made differently than as designed. We respectfully request that we be included in the road design process.
- We believe the cost estimate that was prepared is excessive; however, we assume the project will be bid amongst qualified contractors, where the actual cost will be significantly less than what has been estimated.

We are confident these issues can be addressed to everyone's satisfaction. Again, we are in support of the planned improvements with some modification. All of us can be available to meet with design engineers, consultants, etc. at an appropriate time.

Thank you for your consideration.

DocuSigned by:
Alan Wells
54802D885C8340E
Philomath Self-Storage, LLC

Cynthia McConell

Shane McConell

DocuSigned by:
Mike Nelson
5F45C41A7E92476
Mike Nelson

DocuSigned by:
Dennis Cabatic
91A1ADE64241489
Dennis Cabatic

DocuSigned by:
Barbara Hartz 
77BF99317E894E
Barbara & Ron Hartz

M E M O R A N D U M

To: Mayor and City Council, City Manager

From: Jim Brewer, City Attorney 

Date: August 6, 2020

Subject: Draft Explanatory Statement for Charter Amendment
Elective Official Terms

I. Issue:

For City measures before the voters, the City Council is required by ORS 251.345 to provide an explanatory statement for measures that originate with the City, and is required by Philomath Municipal Code Section 1.10.060.B to certify and file an explanatory statement for City measures. The Charter Amendments and Ballot Title approved at prior City Council meetings will be on the November general election ballot. The Council needs to now review and certify the explanatory statement.

II. Background and Discussion:

Attached to this memorandum for your consideration is a draft explanatory statement for the ballot measure that the Council has agreed to refer to the voters (Exhibit A). You may recall that a ballot title for this measure was approved at a prior City Council meeting. That ballot title is attached for your convenience (Exhibit B).

In my opinion, the draft explanatory statement complies with the requirements of state law (ORS 251.345) and the Election Division's administrative rules (OAR 165-022-0040). The explanatory statement meets these requirements by offering an impartial, simple, and understandable statement explaining the measure and its effect. The statement falls below the maximum number of words (500) and complies with the rules promulgated by the Election Division and with the less formal rules that the Election Division has promulgated through its memorandum setting out inadvisable language.

The City Council has the authority to revise the explanatory statement so long as it complies with the statutory and administrative requirements set by the State. The parenthetical numbers at the end of the statement set out the number of words in the draft statement over the 500 words allowed by law.

III. Recommendation:

Our office recommends that the Council review the draft explanatory statement and approve the following motion:

I move to approve the draft explanatory statement for the November Ballot Measure.

Explanatory Statement

This measure proposes to change the City Charter sections about elective officers in the following five ways:

The City Charter currently provides that the Mayor and City Council all serve two-year terms, with these terms beginning and ending at the same time and on the same election cycle.

1. If this measure is passed by the voters, Councilors would be elected to serve staggered, four-year terms. Three Councilors would serve four-year terms as the result of the 2022 election, with the remaining three Council positions elected to a two-year term. At the end of the two-year term, these three positions would then serve four-year terms.
2. If this measure is passed by the voters, the Mayor would also be elected to a four-year term, beginning in 2024.
3. If this measure is passed, to start these staggered terms, and only for the 2022 election, candidates for Council positions would inform the City Election Official of whether the candidate's preference is to serve a four-year term or a two-year term. If the 2022 election results in six successful candidates, with three whose preference is to serve a four-year term and three whose preference is to serve a two-year term, the new Councilors will serve the term lengths that each one preferred. If the 2022 election results do not align with the candidates' preferences, or if there is any other disagreement regarding who serves which length of term, the three Councilors elected in 2022 with the highest number of votes shall each serve a term of four years, and the three Councilors elected in 2022 with the lowest number of votes shall each serve a term of two years.

The Charter currently requires a person to be a resident for six months to be eligible to be an elected officer.

4. If this measure passes, to be an eligible candidate for any elected office, a person would need to be a resident of the City of Philomath for at least 12 months prior to the election.

The Charter currently limits terms to ten years.

5. If this measure passes, all elected officers would be limited to a maximum of three, four-year terms. If a Council member is appointed to fill a vacancy, the term would be counted as a term for the term limit if the appointment is for two years or more, and would not be counted as a term for the term limit if the appointment is for less than two years.

(410/500)

Ballot Title

Caption: CHARTER AMENDMENT: MAYOR AND COUNCIL TERMS AND QUALIFICATIONS

(8/10)

Question: Shall the Charter be amended to limit Elected Officers to three four-year terms, staggered Council terms, and longer residency?

(20/20)

Summary: If adopted by the voters, this Charter Amendment would do the following:

1. Replace current Section 3.4 of the Charter with language establishing staggered, 4-year Council terms. Three Councilors would be elected to 4-year terms in 2022; the other three would continue with two-year terms until 2024. After the 2024 election, all Councilors would serve 4-year terms.
2. Replace current Section 3.5 of the Charter with language establishing a four-year term for Mayor, beginning with the 2024 election.
3. Change current Section 3.8(3), extending the term limits for all Elected Officers (the Mayor and City Council) from the current total of ten years to no more than three four-year terms (with an exception for Council members appointed to fill a part of a Council term of less than two years).
4. Change current Section 3.8(1), extending the residency requirement for Elected Officers from 6 months to 12 months.
5. The complete text of the proposed charter amendment is on file with the City Recorder.

(163/175)



Philomath City Council Agenda Item Summary

Title/Topic: Planning Commission Resignation

Meeting Date: August 10, 2020
Department: Administration
Staff Contact: Chris Workman

ISSUE STATEMENT

Shall the City Council direct staff to advertise the planning commission vacancy?

BACKGROUND

The City received notice of resignation from Planning Commissioner Jeannine Gay. Jeannine has served on the Commission since May of 2016 and we are grateful for her service. Her term continues through the end of 2021.

Staff has prepared a press release inviting interested individuals to apply for the vacancy by September 4th at 5:00 p.m. so a new commissioner can be appointed by the Council at the September 14th meeting.

COUNCIL OPTIONS

1. Direct staff to advertise the planning commission vacancy and accept applications through September 4th
2. Leave the position vacant

CITY MANAGER RECOMMENDATION

Advertise the vacancy.

RECOMMENDED MOTION

"I move the City Council formally thank Planning Commissioner Jeannine Gay for her service to the City and Philomath residents throughout the time she served, and direct staff to advertise the vacancy in order to fill the position at the next meeting of the City Council."

ATTACHMENTS

- A. Press Release –Planning Commission Vacancy
- B. Planning Commission Application



CITY OF PHILOMATH

980 Applegate Street
PO Box 400
Philomath, OR 97370
541-929-6148
541-929-3044 FAX
www.ci.philomath.or.us

PRESS RELEASE

DATE: August 11, 2020

TO: Philomath Express
Corvallis Gazette Times
KGAL Radio Station
Philomath Chamber Director
City of Corvallis – Public Access Television
City of Philomath Website

FROM: Ruth Post, City Recorder

SUBJECT: City Council accepting applications to fill Planning Commission vacancy

The Philomath City Council is accepting applications to fill a vacant position on the Planning Commission. At their August 10 meeting, the Council accepted the resignation of Jeannine Gay from the Commission.

The Council will accept applications from citizens interested in serving the remainder of Gay's term which expires December 31, 2021. The application deadline is September 4, 2020, at 5:00 p.m. Citizens interested in the position should contact City Recorder Ruth Post at City Hall, 980 Applegate Street, Philomath, or by calling (541) 929-6148 for more information or to receive an application form. The Council will interview applicants and make a selection at their September 14 meeting.

For additional information about this press release, contact Ruth Post, City Recorder, at 541-929-6148.



CITY OF PHILOMATH PLANNING COMMISSION APPLICATION

Responsible for deciding or making recommendations on land use applications, and development of the Comprehensive Plan and Zoning Ordinance to insure that future development of the City is consistent with applicable laws and desires of citizens.

Following is general information about the Commission.

Length of Appointment: Through December 31, 2021
Expected Time Commitment: 2 hours/meeting/month
Meeting Day and Time: 3rd Monday of each month; 6:00 P.M.
Member Responsibilities:

Ability to hear and render impartial decisions on land use requests by applying facts to the adopted criteria. Willingness to learn how the legislative and quasi-judicial land use process works. Work to insure that planning efforts reflect the values of the entire community.

Background / Experience Which Will be Useful:

Ability to make a decision and to accept the will of the majority of your fellow commissioners. Good communication skills. A conviction that planning is important. Prior committee membership in a private or public organization. Ability to accept public criticism. Sense of humor.

Applicant Information:

Name: _____ Home Phone: _____

Residential Address: (Street) _____

(Mailing) _____

Occupation, business, trade or profession: _____

Please continue on the reverse

May we contact you at work? Yes No Work Phone #: _____
 No

May we contact you by e-mail? Yes No Address: _____
 No

Benton County registered voter? Yes No

Have you attended the Philomath Citizens' Academy? Yes No

Please list your previous volunteer experience with the City or other government or non-profit organization.

Please list business or professional organizations to which you belong.

Please explain why you are interested in serving on the Budget Committee.

Signature

Date

----- *For Office Use Only* -----

Submittal Date: _____
Appointment Date: _____
Re-Appointment Date(s): _____

From: [Jenna Jones](#)
Subject: City Voting Delegates for the LOC Annual Membership Meeting
Date: Friday, July 24, 2020 10:27:50 PM

Dear City Chief Administrative Official and City Recorder –

In concert with the 95th LOC Annual Conference, the LOC's Annual Membership Meeting is scheduled for Thursday, October 15, at 2:15 p.m. This public meeting is open to all. Each member city is entitled to cast one vote at the membership meeting. City officials do not need to be registered for the LOC's conference to attend the membership meeting. However, all cities are encouraged to attend the membership meeting. Members will vote on the LOC Board of Directors for 2021. If you have officials who plan to attend the meeting this year, please [complete the form online by clicking here](#). Your completed form is due by **Friday, August 28**.

The voting delegate form tells us who will be voting on behalf of your city during the Annual Membership Meeting on Thursday afternoon, October 15. Please note that delegates may not vote without giving the LOC their email and cell phone number on the electronic form. Voting by proxy is not permitted. Voting will happen live at the meeting. Since we are voting virtually, we ask that the city consider someone who is comfortable with many mediums of technology to be their voting delegate. Delegates will receive specific voting instructions prior to the membership meeting.

Thank you, and please let me know if you have any questions.



Jenna Jones, *Legislative Analyst*

503-588-6550 direct: 503-540-6608; cell: 971-707-0304
1201 Court St. NE, Suite 200, Salem, OR 97301-4194

www.orcities.org





Philomath City Council Agenda Item Summary

Title/Topic: Coronavirus Relief Fund Reimbursement Request and Emergency Relief Programs

Meeting Date: August 10, 2020
Department: Administration
Staff Contact: Chris Workman

ISSUE STATEMENT

Shall the City Council approve submittal of COVID-19 related expenses to date for CARES Act reimbursement and direct additional allocations for emergency relief programs?

BACKGROUND

I attended the League of Oregon Cities (LOC) informational presentation on distribution and eligible uses of Coronavirus Relief Fund (CRF) dollars, with a focus on guidance for standing up economic support programs (recording of the meeting is at <https://youtu.be/ig7xPpyHivk>).

The Oregon Department of Administrative Services (DAS) has established a CRF Grant Portal for cities to use as they go forward with the distribution of CRF dollars into their communities. A per-capita allocation of CRF funds that the LOC negotiated with the governor and the state's CRF work group. Philomath has been allotted \$144,039.70 for qualifying expenses related to COVID-19. Qualifying expenses are identified in the U.S. Treasury guidance and FAQ documents, which are available online.

There are five options or "pots" that this allocation of money could go towards.

1. City Incurred Expenses. The City has already incurred expenses related to COVID-19. These expenses include
 - \$10,000 donated to social services
 - \$ 1,000 donated to the Chamber of Commerce
 - \$ 3,000 in personnel expenses
 - \$ 2,000 in sanitary supplies
 - \$ 2,500 in employee laptops
 - \$18,500 Total

The social services and chamber of commerce donations were submitted but deemed not eligible for the first round of funding; however, they are eligible for the current round of CRF dollars.

2. Future City Expenses. Due in large part to the pandemic, the City has seen a 26% increase in traffic on the city website in 2020. Closure of City Hall has resulted in more and more utility customers accessing their utility account and making monthly payments through the website. Online meetings have increased demand on access to meeting agendas, minutes, and audio recordings. Overall, people are looking to the City website for information. Our current website package is not dynamic, or responsive to the type of device being used to view it. It has various limitations that can be resolved with an update to a fully Responsive Website Design Premium package with the City's current

website host, GovOffice. We are very happy with our current provider and I see no reason to move away from them. The upgrade for the premium response package is \$8700 and it could be completed by the December 30th deadline. Additionally, I recommend directing another \$1300 toward additional sanitary supplies we may need to get us through the rest of the calendar year, bringing the total directed toward Future City Expenses to \$10,000.

3. Utility Bill Relief. At the beginning of the pandemic, the City stopped shutting off customers' water for non-payment. This was done in an effort to help households that were faced with cut hours or loss of employment due to COVID-19. Several customers have had a hard time getting caught back up on their utility bills, and would greatly benefit from additional assistance. The way the rules for reimbursement are written, the best way to provide assistance is for the City to make a substantial contribution to Vina Moses (Fish) with a list of Philomath customers with delinquent accounts for them to assist with those funds. The total funds needed to bring all customers that are 45 days or more behind is \$20,000.
4. Small Business Relief. Philomath's small businesses are the backbone of our community's economy, providing jobs, supporting schools and service organizations, and reinvesting in the community. The reimbursement guidelines allow for a grant program to help local businesses that simply state they have COVID-19 related expenses and prove that the relief funds given have been spent by Dec 30, 2020.
5. Social Service Relief (Round 2). Social service organizations within the community continue to experience increased demand for their services. Most have seen additional expenses and would benefit from financial support from the City. The City Council provided \$10,000 in direct relief to social services that requested funding in May of this year.

I am looking for general guidance on how to best use the money that has been allotted to the City for reimbursement of COVID-19 related expenses. I believe pot 1, City Incurred Expenses, should be reimbursed first. I have the documentation necessary to submit for reimbursement already, subject to direction from the Council. Pot 2, Utility Bill Relief, is the next highest priority. Not only will it help customers that have fallen behind in their payments due to the pandemic, but it will help the City's water fund and save staff time in tracking down customers and following up month after month to get customers current.

If pots 1, 2 and 3 are funded as requested, it will leave \$95,500 for pots 4 and 5, the emergency relief programs. I would like some direction from the Council on how much to put toward each program, or if there are other programs the Council would like to set up. Once determined, I recommend the Council direct staff to work with the Finance/Admin Committee to establish application requirements and timetables for each program. Funds from the relief programs must be spent by December 30, 2020, so it is important to have the new emergency relief programs in place quickly so organizations and businesses have time to apply and spend the funds.

COUNCIL OPTIONS

Please provide me with direction on the following:

1. Submit reimbursement request for roughly \$18,500 in city incurred expenses

2. Authorize payment to Vina Moses for a total of \$20,000 for utility bill relief program and submit such through CRF for reimbursement.
3. Direct \$10,000 for a website upgrade and future sanitary supplies.
4. Start a Small Business Relief program or not.
5. Start a Social Service Relief Program, or not.
6. Consider other possible programs.
7. Direct how much of the remaining allocation to direct to each program and submitted to CRF for reimbursement.

CITY MANAGER RECOMMENDATION

The City has an opportunity to not only receive reimbursement for actual incurred expenses, but to serve as a conduit for local businesses and social service organizations to receive relief through the Coronavirus Relief Fund. If the City does not set up these programs and seek reimbursement, the funds will simply go to other cities that have established such programs.

RECOMMENDED MOTIONS

"I move the City Council direct staff to submit reimbursement for City Incurred Expenses related to the coronavirus pandemic."

"I move the City provide funds to Vina Moses in the amount of \$20,000 to assist Philomath customers that are delinquent in their utility payments."

"I move to establish a Small Business Relief Program and direct staff to work with the Finance Committee to set up and administer the program."

"I move to establish a Social Services Relief Program and direct staff to work with the Finance Committee to set up and administer the program."

"I move to direct \$_____ to the Small Business Relief Program and \$_____ to the Social Services Relief Program."

ATTACHMENTS

- A. GovOffice Quote



Today's Date: 7/29/20

Expiration Date: 9/30/20

Mike Chaloupka, Regional Sales Manager
GovOffice Web Solutions
2112 Broadway Street NE, Suite 250
Minneapolis, Minnesota 55413
612-617-5709 direct
Mike@GovOffice.com
www.GovOffice.com



Dear City of Philomath Officials and Staff,

My name is Mike Chaloupka, and I represent GovOffice Web Solutions (www.govoffice.com) in Minneapolis, Minnesota. We are your official website provider.

Following you will find a proposal for planning, drafting, structuring, revising, programming, testing, implementing, hosting, securing, and supporting a modern, professional, mobile-friendly website to better serve your residents.

Branding and marketing experts agree that all professional organizations should engage in a website upgrade once every few years. I am pleased to work with you on your next generation website and to put the City on an upgrade schedule—one every three years—starting with acceptance of my proposal.

Citizens' expectations of their local government website have grown tremendously over the years; GovOffice has added technology and service solutions and infrastructure upgrades over time to keep pace with those expectations, and they are presented in this proposal with a focus on the following:

- The City's website will be fully mobile-friendly (and each design element will be built for compliance with ADA standards), meaning the design and its content will conform to your citizens' choice of device from wide desktop monitors to small smartphone screens in both vertical and horizontal orientations. **See pages 5-6.**
- Included in your service are enhancements to the core GovOffice Content Management System for greater editing features and our expanding infrastructure for increased speed, security, and support. **See pages 8-10.**
- An attractive, mobile-friendly design is not the only enhancement that you can expect. Navigation and, thus, delivery of information will be greatly improved as well, with a focus on ease of use for your residents and staff. **See page 14.**
- GovOffice offers numerous, flexible payment options, but our standard Agreement calls for a commitment of only 3 years, and all charges are spread evenly over those 3 years. Some national competitors require a commitment of 4 and even 5 years! **See page 15.**

On behalf of the entire GovOffice Team, I thank the City of Philomath for its consideration of my proposal for a next generation website. I look forward to discussing it with you in the near future.

Sincerely,

A handwritten signature in blue ink that reads "Mike".

Mike Chaloupka
Regional Sales Manager
612-617-5709
GovOffice.com
mike@govoffice.com

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Background

GovOffice is a leading provider of cost-effective, state-of-the-art websites for local governments. With its mobile-friendly platform, GovOffice offers proven, easy-to-use web technology tools to enable a more efficient and responsive government.

Launched in 2001, GovOffice was the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association and the League of Minnesota Cities, with an additional 15 state municipal leagues eventually joining our partnership.

In those 19 years, we've seen local government websites evolve from being a novelty to a necessity. We have served over 1400 local governments in 44 states and stayed true to our mission of providing state-of-the-art web technologies that meet the needs of local government at an affordable cost.

GovOffice LLC is headquartered in Minneapolis, Minnesota.

Our Value Proposition

Our population-based pricing makes GovOffice an effective, affordable solution for every size of local government. With GovOffice, you don't pay for a bunch of pricey features you don't want or need. Our solution provides all the core features used by most local governments, and enables you to add more specialized features as needed. In short, we are easier to use, more affordable, and offer the features you and your citizens need, designed to fit a government budget. And as governments try to do more with less now more than ever, that's the perfect win-win for you and your constituents.

GovOffice is Powerful and Affordable

GovOffice delivers the solution you need with a whole lot less hassle and expense, including:

- Professional Responsive Website Design (RWD) website
- Powerful, flexible Content Management, with unlimited sections and subsections
- Online forms system for sign-ups, comment forms, polls, and more
- Audio and video files integration
- Calendars, News, Image galleries
- Security system enabling multiple users with varying levels of editing permissions to update the website

Responsive Website Design (RWD) Framework



Why RWD?

The number of U.S. residents using smartphones increases each year, and the number of visits to government websites increases annually, too. To extend service to the public whose choice of device is a smartphone—tablets as well—a fully mobile-friendly RWD website is the answer, as it conforms to any device from large desktop monitors to small smartphone screens in either portrait/vertical or landscape/horizontal view.

Why Now?

Simply put, RWD is not only the future, it is the present. Today your website receives twice as many visits from someone using his/ her smartphone than from any other type of device. So, local governments should be looking at RWD for its next website design, and many already have made the switch.

While RWD itself is not new, it is a new concept to local governments that are slow to adopt new Internet technologies; far too few of them have a Responsive Website Design in 2020. Making the switch to RWD now will not only serve your citizens better right away, your website may be promoted as a model of excellence to communities across the region that are not yet Responsive.

Creative Process

1) Personal consultation with our graphic designer, **2)** Development of draft(s), **3)** Presentation of design draft(s) to the Client via Preview Mode, **4)** Round(s) of revision to the Client's chosen draft, **5)** After completion of revision(s), presentation of final draft to the client via Preview Mode; Client's approval is then requested

Programming Process

6) Constructing the final design draft approved by the Client onto a working test site (Test Mode), **7)** Adjustment as necessary to the display or behavior of the design on the test site, **8)** Testing of the design across the latest versions of all major Web browsers; further adjustment made, **9)** Schedule a date for upload of the finished, browser-tested design with the Client, **10)** Upload of the design to replace the Client's existing design on its live, public website; the project is then declared completed

Popular RWD Features

Packages that included these features are noted in **blue**

1. Development of new **title graphic** including official logo, slogan, and stylish font type. It appears atop or overlapping the large homepage image and moves to the navigation menu and Search bar automatically on smaller devices. **Favicon** and **Mobile Touch Icon** development both take place at this time and also are included. **Budget, Value, Progressive, Premium**
2. **Image Slider** allows staff to put up and take down community photos at any time on the homepage (5 images at a time). Each image may be captioned and linked to any page, internal or external. Further, website visitors may swipe forward or back with their cursor or finger to see more photos. **Value, Progressive, Premium (Slider on any section at Premium); Budget: 1 static image at a time**
3. The **Filmstrip** contains **Icons** that allow one click access to the most highly trafficked pages of the website. Ten icons will be uploaded, arranged, and linked for the Client per the Homepage Setup process and will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more Icons. **Progressive, Premium**
4. **Carousel** allows even more self-admin control (images, titles, links) in directing visitors to specific areas of interest on the website. Up to 10 items at a time may be added to the color-styled Carousel and, like the Filmstrip feature, will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more. **Premium**
5. Like Image Slider, Filmstrip, and Carousel, the **Notifications Banner** is another self-administered, self-activated feature to Responsive designs. It allows Clients to draw citizens' attention to urgent notices, alerts, reminders, etc. on the homepage with an eye-catching, colored, roll down banner that also has a close out button. **Progressive, Premium (Notifications on any section at Premium)**
6. **Social Media Icons Bar** supports clickable icons to your Facebook, Twitter, YouTube, Blogger, Instagram, Pinterest, LinkedIn, and Nextdoor pages. The icons are anchored to the browser window so that your citizens know where to find them, regardless the page they are on. Above Social Media Icons Bar is **Local Weather Integration**, also fixed in the same location on every page. Local Weather Integration is a feed from the National Weather Service (weather.gov) and provides a dynamic reading of temperature and weather condition. **Weather Integration: Progressive & Premium; Social Media Icons Bar: Premium only**
7. An **Advanced Footer** is personalized to the Client's branding with a custom color, font, image, and left and right (or centered) blocks of text. It also includes a floating Return to Top button. **Progressive, Premium**
8. This entire area of the homepage (and all interior pages), left to right, above the footer and, in this case, above the Secondary Navigation Block (Premium designs only) is where **self-administered website content** displays. If a Section Introduction is added, it will be located in the center. Regular Promotions, such as a calendar, and Sidebars may be added to the left, center, or right, and all are totally Responsive. If **Content Boxes**, another standard, self-admin feature of Responsive designs, is utilized, they will appear in the main column (4 are shown here). **Budget, Value, Progressive, Premium**

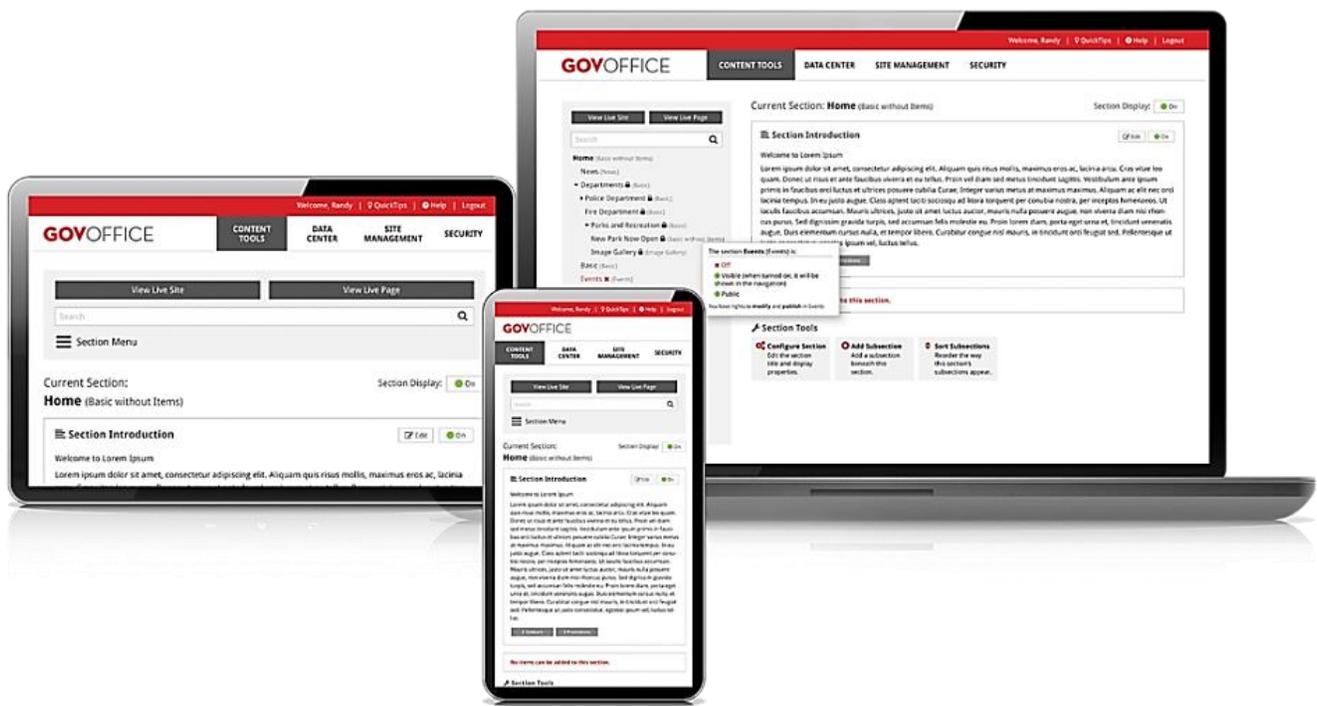


Content Management Highlights

Every day GovOffice users efficiently manage their websites from their office and at home—on any computer that is connected to the Internet through the latest versions of modern Web browsers—and they enjoy the many features that GovOffice offers:

- Unlimited number of sections and subsections are allowed to expand your site
- Unlimited number of links throughout your site
- Build a home page that includes a greeting, breaking news, upcoming events
- Online sign-up for newsletters, comment forms, polls, and surveys
- Audio and video files posted throughout the site
- Image gallery that serves as an online photo album
- News articles that can be featured and archived
- Post meetings agendas and minutes as searchable documents
- Calendar of all community events and meetings
- Contact information of staff and elected officials
- Advanced users may switch to HTML mode for added flexibility
- Social media: Facebook, Twitter, YouTube, Pinterest, Instagram, LinkedIn, Blogger, Nextdoor
- Security system allows multiple users with varying levels of permissions to update the website simultaneously
- And much more!

This is how your GovOffice Site Administration appears on desktop, tablet, and smartphone devices...



GovOffice CMS Version 4.0: A Message from Our General Manager

GovOffice was launched in 2001 as the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association, League of Minnesota Cities, and Avenet Web Solutions which developed the GovOffice technology. Over time an additional 15 state municipal leagues joined our partnership.

In those 19 years local government websites have evolved from being a novelty to a necessity. We have served over 1500 local governments in 44 states and stayed true to our mission of providing state-of-the-art web technologies that meet the needs of local government, at an affordable cost. Now we are excited to announce that we have initiated a major development initiative to create the next generation of our technology:

GOVOFFICE 4.0

GovOffice CMS 4.0 will meet the needs of our local government clients and your constituents well into the future.

This major upgrade will be implemented in multiple phases which will help users absorb and adopt to changes over time. User interface upgrades will maintain a priority on ease of use. Current sites will be seamlessly upgraded to the new system with no or minimal disruption.

Phase 1 will result in:

- A faster, more intuitive Admin system—**DONE**
- Even faster public websites—**DONE**
- A new site-wide Search system—**DONE**
- Refresh of the Admin look & feel aimed at enhancing ease of use; also, it will be fully Responsive (mobile-friendly)—**DONE**
- A state-of-the-art code which can be extended rapidly to add new features in subsequent phases—**ONGOING**

Additional, incremental upgrades will feature new content types to meet the growing needs of our clients.

Subsequent phases will include:

- New Communications system—**2020**
- New Smartforms & ePayment—**2020**

Thank you for being a client and partner in preparing for the next generation of GovOffice!

Eric Johnson, General Manager
GovOffice LLC

Delivery of GovOffice Technology, Hosting, and Security

GovOffice has provided the website technology to over 1500 local governments for almost 20 years. We have developed unique expertise in protecting local government websites from security concerns and delivering a proven record of reliability, performance and data protection for our clients.

Delivery of GovOffice CMS Technology

The GovOffice technology stack is architected for redundancy and scalability. We use blade servers with Intel Xeon processors with SSD storage. The GovOffice CMS is hosted on a load-balanced Web farm that can easily be expanded as resources require. Our application servers run Windows Server 2016 with IIS 10.0 and SQL Server 2016, which allows SSL communication to be done over TLS 1.2. The GovOffice design framework utilizes jQuery and HTML 5 to provide Responsive designs that look great and are optimized on both desktop and mobile browsers.

In contrast to some widely used software systems, GovOffice CMS is a proprietary system that does not have known exploits published on public websites for hackers to exploit. The GovOffice team installs patches on a regular basis, adheres to the highest standard of web server administration and access and logs access to all of our infrastructure.

Worry-Free Hosting & Security

All GovOffice websites include our worry-free hosting and support which includes the following services:

Web Monitoring

- Data center engineers monitor all of our servers and infrastructure, 24/7/365

Up-time and Disaster Recovery

- 99.99% up-time
- Daily backups of all website data and are kept for 90 days
- Website data can be restore as needed from backups, typically within hours

Enterprise Class Data Center

GovOffice websites are hosted in a highly secure, cutting-edge global data center with 24 x 7 monitoring to meet your critical need for robust bandwidth, streamlined data storage, and business continuity.

Located only 15 minutes from GovOffice's corporate office, the data center is monitored by trained technicians with a Network Operations Center (NOC) team. The NOC adheres to a strict escalation procedure to help ensure that GovOffice websites are available to the public at all times. Our primary data center is located in a former US Federal Reserve System building, constructed to withstand natural disasters, such as earthquakes, tornadoes, and floods.

Security

The safety and security of your data is our highest priority. Our data center is SAS 70 audited, SOC 2® attested, and SOC 3® certified

We observe industry best-practice standards including, but not limited to:

- Hand biometric and RFID card controlled access to data center
- Cage door sensors
- Motion activated surveillance cameras
- 24 x 7 Monitoring
- 24 x 7, on-premise security guards

DDoS protection

Federal, state and local government websites have become prominent targets for both domestic and foreign originated Distributed Denial of Service (DDoS) attacks designed to impair or shut down websites. All GovOffice clients' websites are protected through a system-wide DDoS solution designed to combat this growing threat.

The data center utilizes an enterprise level DDoS solution developed by a leading DDoS security company, Corero. The key benefit of the Corero solution is that it automatically mitigates DDoS attack traffic before it impacts GovOffice clients, enabling us to keep our networks clean of attack traffic.

Training & Technical Support

Our Training & Technical Support Team is available Monday through Friday, excluding national holidays, from 8:00 AM to 5:00 PM Central Standard Time. It provides **unlimited** assistance to clients via toll-free phone and e-mail in the areas of initial online training of the GovOffice toolset, additional training, technical support of websites, and more.

Online training sessions typically take 90 minutes to complete. If your staff has a basic understanding of Microsoft Word, everyone will easily pick up our Content Management System. Support will schedule a training session at **no added charge** that fits your group's schedule, and sessions are conducted via Webinar. No expensive on-site meetings is necessary, and there is no charge for future training sessions with new or existing staff.

GovOffice Support delivers **unlimited** access to:

- Help Website
- Online Training Sessions
- Toll-Free Phone Support
- Video tutorials
- Support documents
- Online Help Chat

Chat with us 

CMS Product & Service Features

GovOffice requires no specialized software skills, and it allows staff to administer the site anytime, from any Internet connection. GovOffice CMS is a database driven web application based upon underlying Microsoft technologies, including SQL Server.

Our Software as a Service (SaaS) hosting model means your website will be worry-free. GovOffice provides the hosting, technical infrastructure, upgrades and maintenance, saving you time and money. No additional software is required.

Professional Design	Standard	Suggested
Access to stock design template styles; customization of the design by the end user is limited to adding your organization's name, slogan, and a footer	✓	
Customized graphic design to incorporate a community theme into a Responsive Website Design (RWD) format (Budget, Value, Progressive, Premium)		✓
Self-admin linking of Facebook and Twitter icons; in addition, YouTube, Pinterest, Instagram, Linkedin, Blogger, and Nextdoor icons are available on all designs	✓	
Web Hosting, Performance, and Support	Standard	Suggested
Up to 2 GB of stored uploads; nightly data backups at a cloud based Web hosting facility	✓	
Extended Storage Plan for an additional 2 GB of stored uploads on your website		n/a
DDoS (Distributed Denial of Service) protection	✓	
SSL encrypted administrative website	✓	
TLS encrypted public website	✓	
Unlimited online Webinar training of the GovOffice CMS and selected modules	✓	
Unlimited access to toll-free Technical Support for all staff	✓	
Video tutorials and unlimited, live Help Chat at help.govoffice.com	✓	
GovOffice Mobile delivers mobile version of website (smartphones)	✓	

Website Access, Editing, and Management	Standard	Suggested
Homepage Setup by a GovOffice Content Specialist	✓	
Unlimited number of administrative users on the GovOffice system	✓	
Limit access and administrative permissions to each user and group(s) on the system	✓	
Preview feature that shows how an unsaved edit would appear if it was saved and activated on the live website	✓	
Live Site feature that allows users to switch between the live and administrative websites within one browser window	✓	
Data storage tracker to help manage your load of Web content	✓	
Audit log that shows editing activity of all administrative users	✓	
Google Analytics integration	✓	
CMS Features	Standard	Suggested
Flexibility to name and order all navigation menu buttons	✓	
Import, type, and edit text with formatting controls essential for a Web page	✓	
Create unlimited number of links to internal pages and external websites	✓	
Upload, resize, position, and caption photos	✓	
Online forms for questions, comments, and requests to be contacted by staff	✓	
Upload and post audio and video files	✓	
Upload and name documents, such as Agendas & Minutes and newsletters	✓	
Schedule of events, including recurring events, within a true calendar display	✓	
Online opinion polls with controlled responses and option to display the results	✓	
Image gallery to create a Community Photo Album; includes slideshow capability	✓	

- Ability to add, turn on & off, and easily remove sidebars from all pages 
- Directory, including contact information and photos, of Elected Officials and staff 
- Post news stories with a pre-set release date for automatic display on live website 
- Display job listings with post & deadline dates and post the employment application 
- List Frequently Asked Questions by department or the entire organization 
- Highlight *related links* to associated websites without posting long URLs 
- Directory of local attractions and automatically created links to a Google Map 
- Site Map for added ease by site visitors in locating any section of the website 
- Last Edit* stamp that shows the date on which any Web page was last updated 
- Site-wide search engine that also searches keywords within uploaded documents 

Advanced Features	Standard	Suggested
HTML mode for editing—example: embed community videos from your YouTube Channel or Google Maps of your area		
Friendly URLs (for example, govofficacity.com/ police) for quicker and direct access to select sections the website—bypassing the home page entirely		
Intranet capability for <i>staff only</i> areas of the website; accessed only by username and password		
Bulk e-mail tool that allows visitors to opt-in and opt-out of receiving e-mail notifications from your government office		
RSS feeds <i>in</i> from other news-related websites		
NEW GovOffice ePayment, powered by PayLocalGov—online, phone, mobile, and over-the-counter payments (taxes, utilities, etc.)		
NEW <i>Meetings</i> content type (agendas, minutes, packets, audio, video)		
NEW Communications Suite coming in 2020		
NEW Smartforms online forms system with optional PayLocalGov integration coming in 2020		

Navigation and Content Services—INCLUDED in all custom Responsive packages

The **Complete Navigation Analysis & Restructure** will make your navigation menu compatible with a Responsive Website Design and greatly enhance speed of service to your website visitors.

Our content professionals will analyze the entire site navigation menu and then organize and label it according to best practices of usability, Web design and the latest standards for government websites. The end result is a well-organized, intuitive website that ensures your site visitors will quickly and easily find the information they need.

After completion of the Complete Navigation Analysis & Restructure project, GovOffice will address the homepage by doing a **Homepage Setup** which involves organizing your existing homepage content to follow the best practices of Web writing and design. Specifically it involves:

- Re-writing and formatting welcome text for efficient online reading
- Organizing and labeling primary site navigation menus
- Incorporating images effectively
- Using Promotions to display news, events, calendars, etc. in a visually appealing way
- Using Sidebars and Content Boxes to display related links, text and images

Quarterly Accessibility Review (QAR) Service—OPTIONAL

GovOffice provides the following for ongoing assistance in maintaining website accessibility compliance:

- GovOffice will utilize automated tools to review your website and identify areas of your website with are not in compliance with WCAG 2.0 accessibility standards.
- Based upon findings, GovOffice Content Specialists will perform remediation to remediate or address areas of your website which are not in compliance with accessibility standards.
- The Accessibility Review includes up to 4 hours of professional services, four times per year.
- Only clients with a Responsive Website Design are eligible for the QAR Service. With acceptance of this proposal, the Client will have a Responsive Website Design.

3-Year Payment Plan

Recurring and One-Time Services Delivered Over a 3 Year Period	Budget Responsive	Value Responsive	Progressive Responsive	Premium Responsive
DESIGN One-Time/ Performed in 2020 Creative and technical development of a customized, public RWD which elements support the latest in ADA compliance standards	\$3400	\$4900	\$6700	\$8700
CONTENT One-Time/ Performed in 2020 Complete Navigation Analysis & Restructure, Homepage Setup, and Accessibility Statement	\$0	\$0	\$0	\$0
HOSTING, MAINTENANCE, SECURITY, SUPPORT Recurring through September 2023 (\$900/yr. x 3 years) License of GovOffice Content Management System (CMS) · Unlimited bandwidth & Website hosting up to 2 GB of uploads · Unlimited toll-free technical support · Unlimited training/ re-training of CMS · Daily backups of stored Website content and design files · Maintenance of Web servers and their installed security systems · Unlimited Administrative users · Secure SSL (Secure Sockets Layer) Administrative Website · Upgrades of base CMS · DDoS (Distributed Denial of Service) Protection · Secure TLS (Transport Layer Security) Public Website · Domain name registration or redirection · Friendly URLs for all sections · NEW Smartforms and ePayment integration (coming 2020)	\$2700	\$2700	\$2700	\$2700
Total Over 3 Years	\$6100	\$7600	\$9400	\$11,400
Equal, Annual Payments	÷ 3 years	÷ 3 years	÷ 3 years	÷ 3 years
October 2020 – September 2021 Payment	\$2033	\$2533	\$3133	\$3800
October 2021 – September 2022 Payment	\$2033	\$2533	\$3133	\$3800
October 2022 – September 2023 Payment	\$2033	\$2533	\$3133	\$3800
↓ OPTIONAL ↓				
Quarterly Accessibility Review Service (ADA compliance of website content); see page 14	Add \$1200/ year	Add \$1200/ year	Add \$1200/ year	Add \$1200/ year

Live Examples

Budget Responsive



<https://www.beloitwi.gov/>

Another Example: <https://www.milamn.com/>

Another Example: <https://cityofhauser.org/>

For the City of Philomath...

\$2033 per year for 3 years

Value Responsive



<https://www.mvrra.org/>

Another Example: <https://uniontwp-hcnj.gov/>

Another Example: <https://www.janesvillemn.gov/>

For the City of Philomath...

\$2533 per year for 3 years

Progressive Responsive



<https://zimmerman.govoffice.com/>

Another Example: <https://www.cityofmilaca.org/>

Another Example: <https://www.woodscross.com/>

For the City of Philomath...

\$3133 per year for 3 years

MOST POPULAR CHOICE

Premium Responsive



<https://www.ci.benicia.ca.us/>

Another Example: <https://www.ci.sauk-rapids.mn.us/>

Another Example: <https://linolakes.us/>

For the City of Philomath...

\$3800 per year for 3 years

3-Year Budget Plan: Three Options to Continue with GovOffice at the End of Year 3

1. Renew Original Agreement

The original Agreement may be renewed for Years 4-6 at the same rate as Years 1-3. At renewal GovOffice will repeat all of the services performed in the original Agreement (or services up to an equal dollar value), including development of a totally new graphic design and content services and the respective levels.

This plan will keep the Client in a modern, compelling Responsive Website Design at all times and insulate the Client from any rate increase that occurs over the next **6 years** in the areas of Annual Service & Maintenance, Graphic Website Design, and Professional Content Services that are used to calculate the annual payment.

2. Start a New Agreement

The Client may opt not to renew the original Agreement, rather start an entirely new 3-year Agreement (again, with an option for renewal for Years 4-6). The new annual charge could be less than or greater than the original Agreement, depending on the services selected (i.e. a less advanced website or a more advanced website).

3. Switch to Traditional Plan

The Client may opt out of the original 3-year Agreement and convert back to a year-to-year commitment at the then-current, population-based Annual Service Package rate, but none of the one-time services will be repeated.

General Project Timeline

The implementation timeline for deliverables is subject to client participation, direction, and approvals. The Client's remade GovOffice website may be deployed in approximately 3.5 months (estimate only).

Responsive Website Design (RWD) process—creative & programming	8 weeks
Site testing across all major Web browsers and mobile devices	< 1 week
Complete Navigation Analysis & Restructure, Homepage Setup, Accessibility Statement	5 weeks
Webinar training/ re-training (no added charge) of GovOffice CMS for staff	90 minutes

Testimonials from Upgraded Clients

City of Cascade Locks, Oregon
<https://www.cascade-locks.or.us/>

"GovOffice walked side by side with us through the process, stayed in constant communication, advised and guided us to an exquisite website that today is the central source for information and connection in our community."



City of Twentynine Palms, California
<https://www.ci.twentynine-palms.ca.us/>

"GovOffice allowed us to personalize our website with new features so it remains fresh and innovative for years to come. And their customer service gets an A+ rating. Always quick replies, always a positive attitude and all the options you need to decide what fits your city."



Review of Proposed Services

	Current Website	Proposed Website
Design Framework	Non-custom, Non-Mobile-Friendly	Custom, Mobile-Friendly
Unlimited Friendly URLs	No	Yes
Latest in ADA Compliance	No	Yes
Accessibility Statement	No	Yes
Expert-Built Navigation	No	Yes
Locked-In Rate Up to 6 Years	No	Yes
<i>Meetings</i> & Future New Content Types	No	Yes

From: [Eric Niemann](#)
To: [David Low](#)
Subject: Inclusivity Committee - Next Steps
Date: Monday, August 10, 2020 7:26:17 AM

David - Please read this letter in the event the Council decides to continue the Inclusivity Committee tonight.....

Philomath City Council

Congratulations on deciding to continue Philomath's Inclusivity Committee. This seems like it will be a great way to learn, grow, and appreciate all people in our community. Since the word "Philomath" is rooted from the Greek words "love of learning," this committee seems very much aligned with this definition. We will all learn together.

Councilor Jones recommended at the last Council Meeting that we rotate the membership of the committee, which is a great idea. In the spirit of this we'll rotate both myself, the Mayor, and Councilor Jones off the committee and rotate Councilor Lehman and Councilor Edmonds on for the next 3 Inclusivity Committee Meetings. Councilor Ruth Causey will serve as chair to provide continuity between rotations. These rotations will eventually include all council members and help expand the perspective and objectivity associated with the committee. Let's maximize participation.

The next scheduled committee meeting will be held on August 18th. Suggested priorities of this meeting should consider the following

What does Inclusivity Means?

What is the Mission Statement of the Inclusivity Committee?

What are we trying to achieve?

How does the Inclusivity Committee fit within the Region, County, & State

Define what a "safe space" is as it relates to the Inclusivity Committee?

Development of a glossary of terms?

Create Rules for the Committee

Thanks for embracing change and continuing our "Inclusive Journey" together,

Eric

Eric Niemann
Mayor
City of Philomath



Philomath City Council Agenda Item Summary

Title/Topic: Resolution 20-13, Irrigation Rate Designation Request for PYAC Ballfields

Meeting Date: August 10, 2020
Subcommittee: Finance and Administration Committee
Chair: Councilor David Low
Staff: City Manager Chris Workman

ISSUE STATEMENT

Shall Skirvin Park be assigned to the City/School irrigation rate for water consumption?

BACKGROUND

The City of Philomath owns the property at 502 S 13th Street, which it has named Skirvin Park, Home of the Philomath Frolic & Rodeo. The City granted a lease of the property to the Philomath Frolic & Rodeo which specifies use of the property "for the annual Philomath Frolic & Rodeo and other activities it (the Frolic & Rodeo) deems will benefit of the Philomath community." The lease also allows the Frolic & Rodeo to rent out and sublease the premises.

The Philomath Frolic & Rodeo has entered into an agreement with Philomath Youth Activities Club (PYAC) to allow that organization to build two new baseball diamonds in an overflow parking field at no cost to PYAC other than the actual cost of building and maintaining the fields. PYAC has expressed concerns about the cost of irrigating the new turf during the first few years to get it established, and to a lesser extent, the ongoing irrigation that will be needed each summer to keep the fields in safe playing condition.

The baseball diamonds will be used for youth baseball, softball, and other sports for the benefit of the community, and will be available (other than the infields) to the Frolic & Rodeo for parking during Frolic weekend and other special events held at Skirvin Park. This is similar to the use of the ballfields on school property and at City Park.

The City's utility fee schedule, most recently updated and approved in March 2020, has a "City/School Irrigation" fee for volume charge per unit of water consumed which is a discounted user fee to support the City and School District's efforts to maintain parks and fields throughout the city. The discount is only offered for irrigation between June and September of each year.

The current rate is \$1.15 per unit compared to the standard per unit rate of \$5.35. Recognizing there are a number of unknown variables that will determine how much water will be needed for the fields, in general terms a new field will need between 1" and 2" of water per week, or 150 to 300 units of water per week. Multiplied out, the discounted rate would save PYAC between \$2,200 and \$4,400 per month for summer watering. Once the field is established, it is anticipated that the following years will require less watering.

At the July 13, 2020 City Council meeting, the Council considered Resolution 20-13, a resolution assigning Skirvin Park to the City/School Irrigation Rate for Water Consumption and referred the topic to the Finance/Admin Committee for further review.

The Finance/Admin Committee discussed this topic on July 22, 2020 and approved the request with the following stipulations:

- 1: A new meter shall be installed to capture the water used by PYAC, separate from water use of the Frolic & Rodeo;
2. The discounted irrigation rate will be capped at 1,000 units of water per month.

These stipulations have been integrated into the proposed resolution.

PROS AND CONS

- The irrigation rate was put in place to support the School District and City's efforts to provide ball fields for community use, specifically youth sports. Precedence for assigning this rate to school- and city-owned properties has already been set.
- The irrigation rate is only for city and school facilities, so the threat of additional requests from other entities does not exist.
- The irrigation rate reflects the cost of producing a unit of water, so it will not cost the city more to produce the water than what it will collect.
- The 2020-2024 Strategic Plan, Objective 2.3.2 states, "Support efforts to improve Skirvin Park, home of the Philomath Frolic & Rodeo."
- The City is not collecting any water revenue for irrigation, as the fields are not yet constructed, so assigning the irrigation rate will not result in a decrease in current revenue.
- PYAC will likely build the fields even if the irrigation rate is not granted, which would allow the city to collect additional revenue from PYAC/Frolic.
- The City recently raised water rates in anticipation of the new treatment plant construction; any additional revenue would be put to good use.
- Money collected from PYAC is typically money given to the organizations by sponsors; charging the standard rate would mean PYAC will need to collect more money from sponsors.

COUNCIL OPTIONS

1. Approve Resolution 20-13 as presented.
2. Approve Resolution 20-13 with specific changes.
3. Do not approve Resolution 20-13.

RECOMMENDED MOTION

"I move to approve Resolution 20-13, assigning the water meter designated for Philomath Youth Activities Club ballfields at Skirvin Park to the City/School Irrigation Rate for water consumption."

MEMORANDUM

July 20, 2020

To: Philomath City Council

Re: Transportation & Growth Management (TGM) Request

During a work session on July 22, 2019, the Planning Commission met to discuss "Principles of Transportation and Growth Management Program" with Laura Buhl, Oregon Dept. of Land Conservation and Development. Ms. Buhl explained in detail how "TGM promotes smart growth principles that enable communities to meet transportation needs while retaining their livability and economic vitality." (TGM handout)

The Planning Commission was enthusiastic about the program, and directed Mr. Depa and Mr. Workman to present the program to the City Council.

At the City Council meeting on August 12, 2019, the minutes show (pg 59, lines 17-23):

MOTION: Councilor Jones moved, Councilor Edmonds second, to direct staff to apply for the TGM Code Assistance Grant and Mayor Niemann to provide the required letter of support on behalf of the City Council; and further moved to authorize the City Manager to sign any required agreements related to acceptance of the grant if awarded and direct the Planning Commission to work with staff and the selected consultant on updating the City's development code. Motion APPROVED 5-0 (Yes: Dark, Edmonds, Jones, Low, 23 and Niemann; No: None).

At the November 12, 2019 Planning Commission meeting, Mr. Workman was asked where we stand regarding the TGM grant. The response was "we have applied for that grant and we are waiting to hear back."

At the June 15, 2020 Planning Commission meeting, the Commission asked Staff what happened regarding Laura Buhl and the grant request. After a few minutes of discussion, no clear answer seemed to be forthcoming and a motion was made to formally have Staff answer the question.

On June 23rd, the City Manager wrote the Planning Commission chair to say "I'm not going to have time to write something up on the action on transportation problems, so that will have to wait until next month." The Chair replied that two weeks was certainly enough time and that the Commission would be expecting his statements on the matter. The City Manager declined this request, stating that he did not write something up and "the Commission will have to settle for Pat's response."

At the June 29, 2020 meeting the Planning Commission noted that Laura Buhl had been contacted and she had not received a grant request from Philomath. Ms. Buhl is still interested in assisting Philomath, but would like to be contacted first before any grant is applied for. The Planning Commission asked if another look could be taken, to which the City Manager declined. The City Manager stated that he had made a decision to not proceed with the program on his own authority.

The Council-Manager form of government is that the council appoints a City Manager to take charge of the daily supervision of city affairs, and said manager serves at the pleasure of the Council. The issue raising concern is:

- 1) The decision by the City Manager to disregard the direction of the City Council without informing either the Planning Commission or the Council, and
- 2) Why the City Manager stated on November 12, 2019 that “we have applied for the [TGM] grant” when he had not done so.

We respectfully ask that the behavior by the City Manager be addressed by the City Council, and that the original request by the City Council on August 12, 2019 be fulfilled.

Signed:



Joseph Sullivan, Chair

PARKS ADVISORY BOARD

July 9, 2020
via ZOOM

Dale opened the meeting at 5:14 p.m.

1. ROLL CALL

Committee Chair: Dale Collins

Committee Secretary: Izzie Elliott

Committee Members: Lindy Young, Spencer Irwin; Caleb Unema, Sandy Heath, Carol Leach

Staff: Chris Workman

Guest: Mayor Niemann

2. APPROVAL OF MINUTES

2.1 Minutes of May 14, 2020 -- No corrections or additions to minutes of May meeting. All approved.

3. BUSINESS

3.1 Flossie Overman Park ribbon cutting -- It was decided that the ribbon cutting would be in the evening, August 19, 2020, 7:00 pm. Mayor Niemann suggested we add a trash can. Short discussion about the ceremony and Dale suggested maybe Steve Boggs would like to say a few words about Flossie Overman.

3.2 Millpond Crossing Park Planning – This residential development (166 new homes) will include a park created between phase 3 and phase 4. Chris suggested that the Park Advisory Board have input as well as community members. This will be a City Park. Park will include a pond, and will be 3 acres. Carol raised questions about liability. Chris reassured us that if we don't charge for admission then the city is not responsible. Chris will send out more information and we will set a meeting (preliminary discussions) with the developers to ask questions or give input. Thursday, 5:00 p.m., July 23, is a possible meeting date.

3.3 Cochran Memorial Park planning – Mayor Niemann reported Habitat for Humanity will come by to pick out items that that could use for their re-store. Demolition by Mid Valley Gravel. Design is complete.

4. NEW BUSINESS

4.1 Izzie asked about Skatepark renovation/repair.

4.2 Carol asked about neighborhood parking at Skirvin Park.

5. ADJOURNMENT

At 5:49 p.m.

PARK ADVISORY BOARD
Minutes
July 23, 2020

Chair Dale Collins called the meeting to order at 5:00 p.m. on Thursday, July 23, 2020 in the City Hall Council Chambers, 980 Applegate Street, Philomath. The meeting was also available to the public via Zoom video conferencing.

1. ROLL CALL

Committee Chair: Dale Collins

Committee Secretary: Izzie Elliott

Committee Members: Lindy Young, Sandy Heath (via Zoom), and Carol Leach

City Staff: Chris Workman

Guests: Levi Miller, Brad Fuqua (Philomath Express), Mayor Eric Niemann (via Zoom)

2. APPROVAL OF MINUTES

2.1 Minutes of July 9, 2020 - Mayor Niemann corrected the section 3.3 to read demolition is not complete.

3. BUSINESS

3.1 Millpond Crossing Park Planning - Discussion was held with the Board, the Mayor, City Manager and the developer of Millpond Crossing in Philomath, Levi Miller. Phase I and II of the development are being completed. The next step is to address the park and pond that is to be developed before Phase III begins. Chris gave background about this particular development and construction of the park. This will be a city park, open from 6 am to 6 pm, maintained by the city and available to all residents. As such, recreational immunity keeps the city from being sued over accidents, including in the pond area. The existing pond, which is a detention pond left over from a lumber mill, will be drained, excavated, refilled, and possibly stocked with fish. Carol suggested that Fish and Wildlife professionals could advise us. A discussion was held on whether a rubber liner will be used and the slope of the edge of the pond with regard to safety. Levi suggested reaching out to Bend to ask about their Pioneer Street Pond, which is an irrigation pond.

Landscaping will include up to 80 trees, lawn and a pathway around the pond. Space will be provided for playground equipment for different age groups. The Board will explore different ideas of playground equipment and also the residents in the area will be asked for input. Dale suggested asking the potential buyers what they would like to see. Further discussion was held for lighting, drinking fountains, benches and picnic tables. Pipes have been installed under the road to take care of storm water runoff. It was strongly suggested that a fence be erected on the Chapel Drive side of the park, to prevent children from running into the road.

Mayor Nieman asked about a timeline for the park and Levi said hopefully this Fall. A couple of ideas were suggested including the following: <https://www.playlsi.com/en/commercial-playground-equipment/playgrounds/central-park-of-maple-grove/#playgroundstory>

Submit all suggestions to Chris Workman by August 10, 2020.

Meeting adjourned at 6:30 p.m.

Minutes collected by Izzie Elliott and summary created by Lindy Young

**POLICE COMMITTEE MEETING
MINUTES**

July 14, 2020

The Police Committee meeting was called to order by Chair Doug Edmonds on Tuesday, July 14, 2020 at 3:00 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. Instructions for the public to access the meeting were provided on the meeting agenda, City's website, and media notice.

ROLL CALL:

Committee: Chair Doug Edmonds and Councilor Ruth Causey.

Staff: Police Chief Ken Rueben, City Manager Chris Workman, and City Recorder Ruth Post.

Absent: Councilor Matthew Thomas

APPROVAL OF MINUTES:

The minutes of the May 12, 2020 meeting were unavailable and deferred to the next meeting.

Chief Rueben suggested a discussion request from Councilor Causey regarding protocols be deferred to a meeting with sufficient time dedicated to it. It was agreed to defer the discussion to the September meeting.

NEW BUSINESS:

Legislative Rule and Law Changes:

Chief Rueben reviewed the police reforms enacted at the recent Oregon special legislative session.

SB 1604 - Related to arbitration awards: Chief Rueben reviewed the legislation related to arbitration in officer misconduct cases creating more consistency across agencies. There was discussion about the effect of the legislation on decisions related to Oregon Department of Public Safety Standards and Training (DPSST) certification.

HB 4201A - Related to the use of force by police officers: Chief Rueben reviewed the legislation related to policy oversight of use of force. He described this as a duplication of many processes that are already in place. There was discussion about DPSST certification review meetings, the importance of transparency and the value of policies being improved.

HB 4203A - Choke hold ban: Chief Rueben noted that this legislation bans both use of choke holds and carotid pressure on throat or neck. He described levels of force and the evolution of levels of use of force such as tasers in recent years. He described the statewide policy review mechanism and changes that will be made at the state level and distributed down to agencies. There was discussion about the Philomath PPD policy related to choke holds, Policy #300.3.4. Ms. Post noted that the full policy manual is posted on the Police Department's Accreditation page on the City's website.

HB 4205A - Duty to intervene and report: Chief Rueben reviewed the existing Philomath PPD policy that addresses this issue, Policy #300.2.1. He noted the addition of a time constraint in the new legislation but that the requirement has been in the statewide policy manual for decades.

HB 4207A - Officer suspension & revocation database: Chief Rueben explained the database already exists but adds summary information to the publicly accessible database. There was

discussion about the documentation involved in the process of leaving an agency and the background check for hiring by another agency. There was discussion about the interstate coordination of disciplinary information.

HB 4208A - Use of tear gas: Chief Rueben described the clarification of the rules and noted that Philomath does not use tear gas.

There was discussion about the two available police department accreditations and the higher expense associated with the Commission on Accreditation for Law Enforcement Agencies (CALEA) that Corvallis and Albany have, compared to the Oregon Accreditation Alliance (OAA) that Philomath has. He described the substantial staffing requirements that those cities have dedicated strictly to maintaining CALEA accreditation. There was discussion about providing the full City Council with more information about the accreditation requirements and process. Chief Rueben described the additional process required of accredited agencies in reviewing any use of force incidents. There was discussion about the intensive process involved in annual review of all policies, including examples of police reports, and the accreditation process.

There was brief discussion about comments made by a citizen at the July 13 City Council meeting regarding a recent observation of a patrol officer. There was discussion about actual misconduct and perceived misconduct. There was discussion about the multiple types of scenarios where an officer may be parked on a street.

Personnel Update:

Chief Rueben reported that the officer that was attending the Police Academy at the time of the original COVID-19 outbreak is now back at the Academy. He noted some of the changes that have occurred to ensure social distancing and training that may have to be conducted under different conditions.

COVID-19 Update:

Chief Rueben reviewed the current officer expectations related to wearing masks in different scenarios, including traffic stops, while patrolling, and in emergency responses. He noted that calls have been received reporting people not wearing masks, but the department is following the direction of the Governor's office not to cite for the offense. There was discussion about using OSHA in addressing business compliance and steps taken with customers who refuse to wear masks. There was discussion about members of the department who have been tested for COVID.

Chief Rueben added that use of force is reported to the FBI. There was discussion about the purpose of the Committee and the benefit to the committee members in having more in-depth knowledge of the Department's workings. There was discussion about the importance of transparency and the benefits of accreditation. There was discussion about the passage of the Inclusivity Resolution at the July 13th City Council meeting.

Meeting adjourned at 4:30 p.m.

Next meeting: September 15, 2020.

Recorded by: Ruth Post, MMC, City Recorder

FINANCE & ADMINISTRATION COMMITTEE
Minutes
July 22, 2020

APPROVAL OF MINUTES

2.1 June 16, 2020 Minutes - Councilor Lehman moved, Councilor Jones second, to approve the June 16, 2020 minutes as presented. Motion APPROVED 3-0 (Yes: Jones, Lehman and Low; No: None).

NEW BUSINESS

3.1 Irrigation rate designation request for Skirvin Park - Mr. Workman directed the Committee to the memorandum in the agenda packet. He reviewed the history of the irrigation rate for City and school fields that was established approximately 20 years ago. He addressed questions that were raised at the July 13 Council meeting. There was discussion about possible policy issues that the Committee could address, including calculation of the per unit rate. Ms. Swanson discussed variables in calculating the cost basis for a unit of water. Mr. Workman reviewed the number of City and school water meters with the irrigation rate assigned and the impact any rate change would have on the City's General Fund and School District budgets. There was discussion about the relationship between the City and School District and recent projects that have involved cooperation between the two.

There was continuing discussion about the irrigation rate and possible scenarios involved in a rate change. Mr. Workman described the field facilities that the School District provides and makes available to the public and the field needs that PYAC has. There was discussion about the irrigation rate being limited to the summer months and the distinction of the other meters that serve inside facilities. There was discussion about the potential impact of reduced usage by the School District if in-person school is unable to happen this fall.

There was discussion about the options for determining a rate. Ms. Swanson reminded the Committee that the specific ask was for the irrigation rate assignment to the Frolic Association at Skirvin Park. There was discussion about the historical amount of usage by the Frolic and anticipated reduction now that the caretaker dwelling is being removed, irrigation reduced and a leak being resolved.

There was discussion about the agreement between the Frolic and PYAC with regard to the water usage and future potential usage by the Frolic. Councilor Jones had concerns about the decision-making process not correlating with the Strategic Plan and potential additional asks by other organizations. Mr. Workman identified the benefits of PYAC in providing youth sports to Philomath and relieving the City of needing to provide those types of park and recreation services.

Councilor Lehman recommended installation of a separate water meter to service the ball fields or establish a usage cap to define that the irrigation rate is specifically for the PYAC usage. Councilor Low questioned the endorsement of PYAC over other non-profit agencies. There was discussion about the value of PYAC and savings to the City in recreation costs.

There was discussion about the amount of usage by the School District. Ms. Swanson recommended evaluating the irrigation rate when the other utility rates are reviewed early next year. Mr. Workman posed different models for providing funding to organizations like the School District, PYAC and Frolic for services provided to the community and to address transparency

issues. There was discussion about transparency and fees. There was discussion about the rate schedules that are reviewed annually.

There was discussion about impacts on the revenues if the irrigation rate changes. Councilor Lehman described the importance of the irrigation rate being assigned to only appropriate meters to ensure transparency. There was discussion about the ability of the public to access the PYAC fields when they're not otherwise being used. Mr. Workman described the investment that the PYAC Board is considering for the two new fields at Skirvin Park.

There was discussion about parking at Skirvin Park and the orientation of the fields to allow parking on the outfields during the Frolic in July.

Councilor Low recapped the overall conversation, including the installation of a dedicated irrigation meter at the ball fields and future analysis of the irrigation rate.

Councilor Jones suggested charging PYAC a new higher rate and felt there was too much advocacy on the part of staff. Mr. Workman agreed he was advocating for PYAC and noted the reasons why he was advocating for PYAC and other local organizations. There was discussion about the process of reviewing issues and answering Council's questions. Councilor Low suggested considering tying the Strategic Plan into the discussion about support for the School District and PYAC. Mr. Workman described a greater conversation to be held with the District about community services.

Mr. Workman agreed that he would make adjustments to the resolution based on the Committee's feedback to bring back to the Council. There was discussion about adding a cap to the monthly usage allowed. It was agreed to put a 1,000 units per month cap into the resolution.

3.2 Annual independent auditor for FY 2019-2020 - Ms. Swanson reviewed the impact of COVID-19 on audit services and the limited firms qualified and available to perform the audit. She reviewed the history of previously working with Grove, Mueller, Swank and the recommendation to retain them for the 2019-2020 audit. She reviewed the timeline for closing the books and completing the audit.

There was discussion about a multi-year contract and about the impact COVID-19 will have on performing the audit. There was discussion about the estimate range the firm provided and determination of the final cost. There was discussion about the savings to the City because of Ms. Swanson's ability to prepare the year-end financial documents because she is a licensed CPA and that a future finance director might not have those skills.

MOTION: Councilor Jones moved, Councilor Lehman second, to approve retaining Grove, Mueller & Swank to perform the independent audit this year. Motion APPROVED 3-0 (Yes: Jones, Lehman and Low; No: None).

Councilor Low requested the Transient Lodging Tax and City Manager's evaluation format be discussed at the next Finance & Administration Committee meeting. It was agreed to set an August meeting date.

Meeting adjourned 4:34 p.m.

Meeting recorded by Ruth Post, MMC, City Recorder



Philomath Scout Lodge, Inc.
Philomath, Oregon

Phone: 541-929-7619

www.philomathscoutlodge.org

DECEMBER, 2019

Merry Christmas and Happy New Year

To our PSL Supporters,

It's been a busy year for the lodge—use is up dramatically. We continue to draw back return users as well as new users. This year we had the privilege of providing free use to number of great organizations such as Child Evangelism's 1-week summer camp, Benton County Master Gardeners. Philomath Middle School Choir retreat, Philomath Berries & Buttons 4-H Club and more. The 10 years the lodge has been in operation, over 45 percent of the use has been at a discount or free of charge.

The commitment the PSL Board originally made to the community to become a true asset is now a reality. The lodge has become a destination for so many kinds of events and has provided a positive impact to the community. Our goal and focus all year has been to eliminate any and all remaining debt attached to the lodge. TOTAL remaining debt stands at \$65,000. The lodge will be due for some upgrades and maintenance going forward, the PSL Board wants to pay for these improvements as they are completed. If you desire to make a year end donation to the lodge, we would greatly appreciate any help. Thanks for your interest and support.

William Mayer, PSL President

2019 Veterans Memorial Additions

This year, at the annual Veteran's Recognition, five men were inducted into the Veterans Memorial: Vernon Hood, Ken Meyer Ron Yechout, Gilbert Metzler and Bob LeBlanc. The military backgrounds of these men are impressive, to say the least. As soon as the upgraded Veterans Memorial is built, their plaques will be showcased for all to see. With word spreading of the improved Memorial, we are already at capacity of 2020 nominations. However, you may still nominate a veteran and submit the brief paperwork. We will handle requests first come, first serve. Feel free to contact the lodge for the paperwork. psli@peak.org or 541-929-7916.

Heart to Heart Event

It's like a Night on the Town coming right to your door step! Make sure you are on the top of the list to attend the Heart to Heart fundraiser at the Philomath Scout Lodge on February 8th, 2020. What an exciting way to give that #1 person in your life the treatment they need to be shown, for not an outrageous price or a long distance to travel. Having trouble finding something to put under the tree for that person, we can get a gift card to you! What a treat-prime rib dinner and dessert, over 100 auction items. Make sure you take the time to give it a thought to support the event and enjoy a night out on the town! Contact the scout lodge for more details.

Philomath Scout Lodge
P O Box 699
Philomath OR 97370

“Quilt Show & More”

The 4th Bi-Annual Quilt Show fundraiser for the Philomath Scout held in September was a great success with many beautiful quilts on display. Veterans honored for Quilts of Valor were Clyde Marshall, Keith Boggs, John Morford, Don Cruise and Norm Robinson. Special recognition for long time business owner Lou Shafer from Jannilou Creations in Philomath was held.



Bunco/Poker Nights

Put on your 2020 calendar our next Bunco/Poker nights; January 10th, None in February, March 13th and April 10th. Fun evenings of delicious food, games and prizes. Hope to see you there.



Proposed Veteran’s Memorial Upgrade

If you’ve recently visited our Veterans Memorial Garden at the Philomath Scout Lodge, you probably noticed that some of the individual plaques have started to delaminate. How to resolve this issue has been a hot topic of discussion with the PSL Board for some time. As there are multiple contributing factors (primarily UV and moisture exposure) we have been researching options for replacement plaques. It has been decided that the appropriate “fix” comes in two parts:

First: The individual plaques need to be sturdier than the laminated plastic on an aluminum basket which has been used in the past. With the help of Jeff McDaniel at Creative Graphics in Philomath, the Board has selected a stainless steel blank for laser etching. It will have the same information on each plaque as the originals had; only now we have an additional option. We can have a clear picture of the inductee as the time of their enlistment laser etched onto the plaque! If a photo is not available, we’ll have the branch of service insignia engraved in place of the picture.

Second: We need to protect the individual plaques from the weather elements. The Board contacted the original building design architect, Neil Richardson. They requested he design a covered wall that would complement the original building to house the inductee plaques in. This covered area will reduce UV and water exposure, as well as provide a covered bench space for family and friends to have a place to sit and reminisce.

City of Philomath
June 30, 2020 Comparison to Last Year and Budget
100% of the Fiscal Year has Elapsed

General Fund	Actual	Estimated	Budget	Percent
Revenue	6-30-19	6-30-20	Budget	of
				Budget
Cash Carryforward	\$ 818,525	\$ 1,102,770	\$ 1,049,100	105%
Property tax	1,623,304	1,747,733	1,685,000	104%
Cigarette, Liquor, Revenue Sharing	76,434	115,572	149,840	77%
Marijuana Tax	10,136	17,346	14,060	123%
General Fund Fee	178,718	261,800	250,000	105%
Building Permits	270,240	162,493	405,000	40%
Franchise Revenue	242,502	346,889	360,800	96%
Court Revenue	158,726	236,936	220,000	108%
Overhead	299,988	484,760	484,760	100%
Grants	0	2,570	136,000	2%
Miscellaneous Revenue	92,554	85,490	85,740	100%
Total Revenue	3,771,127	4,564,359	4,840,300	94%
Expenditures				
Administration	(203,382)	(372,514)	(395,100)	94%
Building Permits	(208,991)	(170,194)	(341,600)	50%
Finance	(243,496)	(508,617)	(512,300)	99%
Municipal Court	(137,813)	(239,404)	(252,200)	95%
Police	(1,024,833)	(1,911,253)	(2,064,400)	93%
Buildings and Grounds	(83,010)	(144,331)	(147,100)	98%
Parks	(59,256)	(97,928)	(109,000)	90%
City Council	(147,930)	(248,259)	(418,600)	59%
Transfers	(123,750)	(47,000)	(47,000)	100%
Contingency	0	0	(83,000)	0%
Total Expenditures	(2,232,461)	(3,739,500)	(4,370,300)	86%
Net Revenue	\$ 1,538,666	\$ 824,859	\$ 470,000	

These amounts are estimates as we will continue to receive June payments and invoices for the next month or so. In particular the Cigarette, Liquor and Marijuana tax revenue is lagging as the state compiles the revenue for June. Franchise payments will also come in July for June revenue.

Overall the General Fund has finished the year in a strong position. The combination of a slight increase in revenue and holding costs down has provided a solid ending fund balance to carry into Fiscal 2020-21.

City of Philomath
June 30, 2020 Comparison to Last Year and Budget
100% of the Fiscal Year has Elapsed

	<u>Actual 6-30-19</u>	<u>Estimated 6-30-20</u>	<u>Budget</u>	<u>Percent of Budget</u>
Street				
Revenue				
Cash Carryforward	\$ 232,098	\$ 265,822	\$ 242,000	110%
State Hwy tax	235,446	305,599	335,400	91%
Street Utility Fee	81,193	117,530	112,000	105%
Franchise Fees	38,267	64,681	60,200	107%
Miscellaneous Revenue	29,821	46,670	34,400	136%
Expenditures				
Personnel	(149,514)	(271,382)	(289,141)	94%
Materials and Services	(168,211)	(211,044)	(259,159)	81%
Transfers	(79,275)	(70,700)	(70,700)	100%
Contingency	0	0	(70,000)	0%
Net Revenue	<u>\$ 219,825</u>	<u>\$ 247,176</u>	<u>\$ 95,000</u>	
Water				
Revenue				
Cash Carryforward	\$ 258,928	\$ 427,421	\$ 370,000	116%
Water Revenue	831,429	1,462,849	1,434,000	102%
Miscellaneous Revenue	40,523	55,188	57,690	96%
Expenditures				
Personnel	(288,414)	(535,761)	(569,039)	94%
Materials and Services	(306,156)	(433,688)	(509,351)	85%
Transfers	(166,274)	(593,300)	(593,300)	100%
Contingency	0	0	(100,000)	0%
Net Revenue	<u>\$ 370,036</u>	<u>\$ 382,709</u>	<u>\$ 90,000</u>	
Sewer				
Revenue				
Cash Carryforward	\$ 202,283	\$ 319,170	\$ 330,000	97%
Sewer Revenue	833,237	1,186,128	1,150,000	103%
Transfer In	112,500	200,000	200,000	100%
Miscellaneous Revenue	30,443	31,332	38,200	82%
Expenditures				
Personnel	(240,013)	(445,065)	(472,980)	94%
Materials and Services	(232,103)	(325,847)	(400,020)	81%
Debt Service	(186,766)	(364,161)	(364,200)	100%
Transfers	(136,949)	(291,000)	(291,000)	100%
Contingency	0	0	(90,000)	0%
Net Revenue	<u>\$ 382,632</u>	<u>\$ 310,557</u>	<u>\$ 100,000</u>	

Revenue for the Street Fund from the State Highway tax and Franchise fees will increase as we receive additional June revenue in the month of July.

City of Philomath
June 30, 2020 Comparison to Last Year and Budget
100% of the Fiscal Year has Elapsed

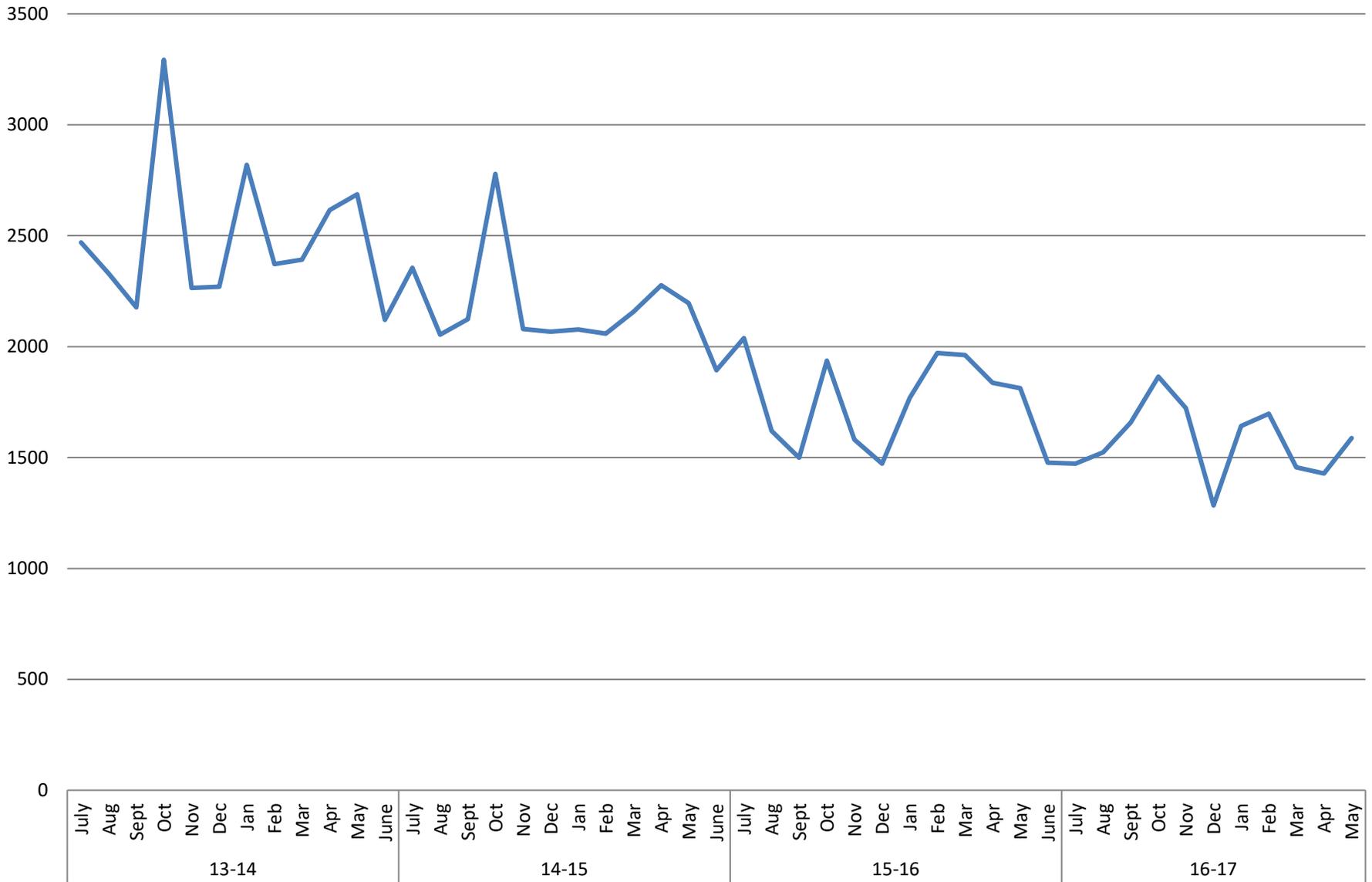
	<u>Actual 6-30-19</u>	<u>Estimated 6-30-20</u>	<u>Budget</u>	<u>Percent of Budget</u>
Storm Drain				
Revenue				
Cash Carryforward	\$ 27,875	\$ 33,265	\$ 33,000	101%
Storm Drain Revenue	44,108	60,497	59,500	102%
Miscellaneous Income	370	1,506	450	335%
Expenditures				
Materials and Services	(21,238)	(26,233)	(49,050)	53%
Transfers	(26,125)	(28,900)	(28,900)	100%
Net Revenue	<u>\$ 24,990</u>	<u>\$ 40,135</u>	<u>\$ 15,000</u>	
Land, Building, & Equipment				
Revenue				
Cash Carryforward	\$ 2,509,665	\$ 3,187,193	\$ 3,225,100	99%
Transfers In	516,249	1,002,000	1,002,000	100%
Grants	0	89,400	425,000	21%
Miscellaneous Revenue	123,565	111,488	72,300	154%
Expenditures				
	(120,221)	(541,579)	(2,944,400)	18%
Net Revenue	<u>\$ 3,029,258</u>	<u>\$ 3,848,502</u>	<u>\$ 1,780,000</u>	
System Development				
Revenue				
Cash Carryforward	\$ 1,542,201	\$ 3,345,220	\$ 3,240,000	103%
SDC Revenue	1,956,047	561,212	654,225	86%
Miscellaneous Revenue	58,611	76,842	90,000	85%
Grants	22,601	142,829	172,275	83%
Expenditures				
Capital Outlay	(55,220)	(440,832)	(1,545,000)	29%
Debt Service	(127,697)	0	0	
Transfers	(112,500)	(200,000)	(200,000)	100%
Net Revenue	<u>\$ 3,284,043</u>	<u>\$ 3,485,271</u>	<u>\$ 2,411,500</u>	

These funds are also ending the fiscal year with healthy ending balances. This is important as we will be using LB&E and SDC funds towards construction of the new water treatment plant in 2021.

Grant Status
 4th Quarter 2020

Grant Name	Project	Approval Date	Grant Total	Status
Environmental Protection Agency Brownfields Grant (Albany, Benton County, Corvallis, Monroe, Philomath)	Phase I & II Environmental; Repurpose	Apr-18	\$600,000 / \$30,000-Philomath	Hartz property awarded; Planning to submit for Main Street garage property
Oregon Department of Transportation Small Cities Grant	Local Street Improvement	N/A	\$100,000	Applied and waiting to hear back
Department of Land Conservation and Development Technical Assistance Grant	Comp Plan Update	Dec-19	\$50,000	Contracted with ECONorthwest Holding regular PAC meetings

Philomath Connection Bus Monthly Ridership



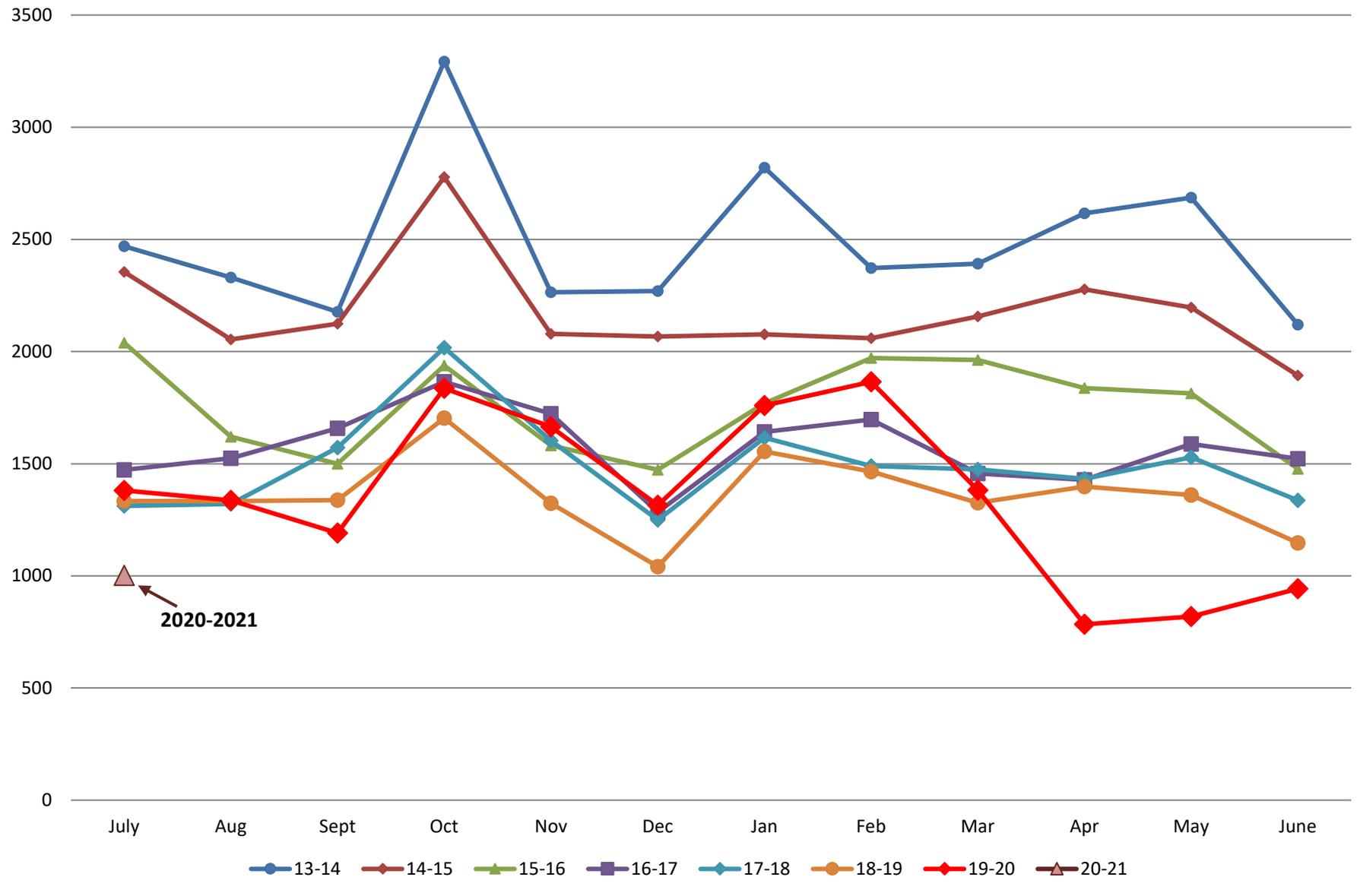
— Monthly Totals

Monthly Totals

	July	2469
	Aug	2330
	Sept	2177
	Oct	3293
	Nov	2264
	Dec	2270
	Jan	2820
	Feb	2372
	Mar	2392
	Apr	2616
	May	2686
13-14	June	2120
	July	2355
	Aug	2054
	Sept	2124
	Oct	2778
	Nov	2079
	Dec	2067
	Jan	2077
	Feb	2059
	Mar	2157
	Apr	2277
	May	2196
14-15	June	1893
	July	2039
	Aug	1620
	Sept	1499
	Oct	1937
	Nov	1581
	Dec	1473
	Jan	1769
	Feb	1971
	Mar	1962
	Apr	1837
	May	1813
15-16	June	1477
16-17	July	1472
	Aug	1524
	Sept	1658
	Oct	1865
	Nov	1723
	Dec	1284
	Jan	1642
	Feb	1697
	Mar	1456
	Apr	1428

	May	1588
	June	1522
17-18	July	1312

Philomath Connection Bus Ridership Monthly Totals



	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21
July	2469	2355	2039	1472	1312	1333	1381	1002
Aug	2330	2054	1620	1524	1320	1333	1337	
Sept	2177	2124	1499	1658	1572	1338	1191	
Oct	3293	2778	1937	1865	2017	1703	1836	
Nov	2264	2079	1581	1723	1603	1324	1665	
Dec	2270	2067	1473	1284	1249	1041	1315	
Jan	2820	2077	1769	1642	1616	1555	1759	
Feb	2372	2059	1971	1697	1490	1465	1865	
Mar	2392	2157	1962	1456	1475	1326	1382	
Apr	2616	2277	1837	1428	1433	1398	784	
May	2686	2196	1813	1588	1529	1360	819	
June	2120	1893	1477	1522	1337	1147	943	

PHILOMATH CONNECTION RIDERSHIP SUMMARY

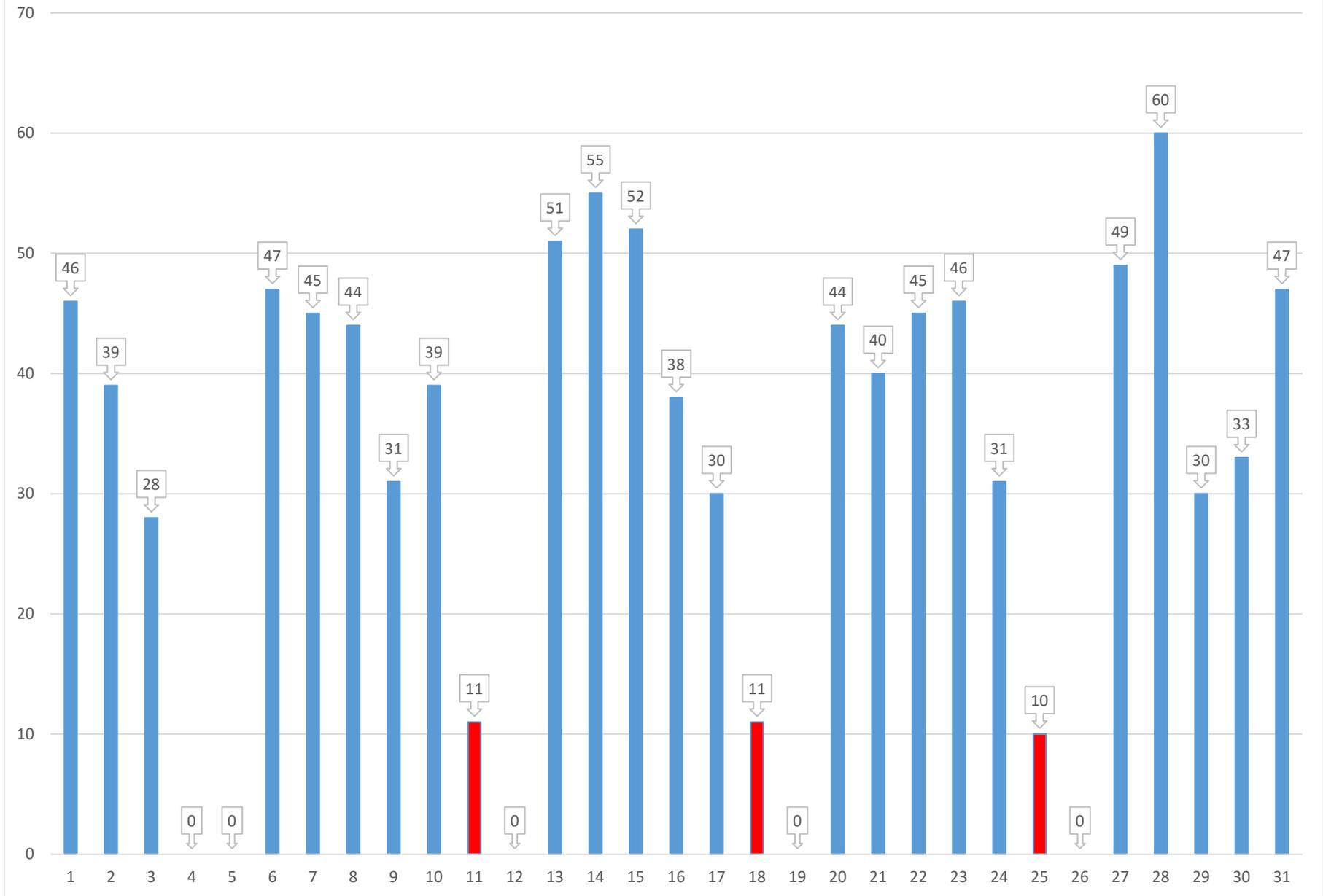
2020-2021 SUMMARY TOTAL RIDES -	1,002	DAYS OF SERVICE-	26	AVG RIDE/DAY-	39
2019-2020 SUMMARY TOTAL RIDES -	16,277	DAYS OF SERVICE-	308	AVG RIDE/DAY-	53
2018-2019 SUMMARY TOTAL RIDES -	16,306	DAYS OF SERVICE-	306	AVG RIDE/DAY-	53
2017-2018 SUMMARY TOTAL RIDES -	17,953	DAYS OF SERVICE-	279	AVG RIDE/DAY-	64
2016-2017 SUMMARY TOTAL RIDES -	18,859	DAYS OF SERVICE-	257	AVG RIDE/DAY-	73
2015-2016 SUMMARY TOTAL RIDES -	17,387	DAYS OF SERVICE-	237	AVG RIDE/DAY-	73

MONTH	DAYS OF SVC	TOTAL FOR MONTH	AVERAGE RIDES PER DAY
2020-2021			
JULY	26	1,002	39
AUGUST	26		0
SEPTEMBER	25		0
OCTOBER	27		0
NOVEMBER	24		0
DECEMBER	26		0
JANUARY	25		0
FEBRUARY	24		0
MARCH	27		0
APRIL	26		0
MAY	25		0
JUNE	26		0
2019-2020			
JULY	26	1,381	53
AUGUST	27	1,337	50
SEPTEMBER	24	1,191	50
OCTOBER	27	1,836	68
NOVEMBER	25	1,665	67
DECEMBER	25	1,315	53
JANUARY	26	1,759	68
FEBRUARY	25	1,865	75
MARCH	26	1,382	53
APRIL	26	784	30
MAY	25	819	33
JUNE	26	943	36

RIDERSHIP BY WEEK FOR THE MONTH

PC ROUTE	July 1-3	July 6-11	July 13-18	July 20-25	July 27-31
	113	217	237	216	219
MONTHLY TOTAL	1,002				

Daily Philomath Connection Riders: July 2020



Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Daily Riders	46	39	28	0	0	47	45	44	31	39	11	0	51	55	52	38	30	11	0	44	40	45	46	31

25 26 27 28 29 30 31
10 0 49 60 30 33 47

POLICE COMMITTEE MINUTES

May 19, 2020
City Council Chambers
980 Applegate St, Philomath, OR

CALL TO ORDER

Doug Edmonds called the meeting to order at 4:00 PM.

ROLL CALL

MEMBERS: Present

Doug Edmonds
Ruth Causey
Matthew Thomas

STAFF: Present

Ken Rueben, Chief of Police
Chris Workman, City Manager
David Gurski, Sergeant - excused
Shelley Bartlow, Administrative Assistant
Ruth Post, City Recorder

Minutes Review & Approval:

MOTION: Councilor Edmonds moved to amend minutes of March 10, 2020 so that they will not include Accreditation documents that are not finalized and then Councilor Causey moved to approve, Councilor Edmonds second, to approve the minutes from March 10, 2020. Motion APPROVED 3-0.

This meeting was held via video conference at City Council Chambers.

Staffing Update –

Blake Bowers was several weeks into the police academy when the Covid shutdown occurred and he came back to PPD and has been working in our local office. Anticipating the 2nd or 3rd week of June for Blake to return to the academy to finish, he will have 12-13 weeks left. We are now fully staffed and Blake is working with training officer and is able to proceed locally with much of the required training. He has also taken an active role leading the program with Ring video registration so that video can be made available to PPD in order to solve crime. Chief Rueben will demonstrate this to the committee at a future time.

Covid Update – PPD has had plenty of Personal Protective Equipment available. Were even able to donate masks to the local hospital. The office has several stations available to employees with gloves, masks, hand sanitizer and disinfectant wipes with signs reminding to wash hands and sanitize often. Extra protocol was also added by administrative staff which include wiping down hard surfaces, phones, door handles, keyboards and light switches several times a day with disinfectant wipes. Cloth masks were donated by Corvallis Sewing Brigade.

Radar Sign Update – Chief emailed traffic counts and Councilor Causey mentioned the ODOT traffic counts that are available online. At the time of this meeting the Councilors had

not received the email but Chief will make sure and resend. Chief explained how the machine counts the cars and how it works with the one way traffic going through Philomath.

Traffic Enforcement – During Covid PPD has scaled back on traffic enforcement stops to limit contacts with people. Less tickets have been written but currently PPD has returned to normal traffic control.

Meeting adjourned at 2:47 PM